

**PARKS AND RECREATION
COMMISSION AGENDA**

**Thursday, November 13, 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 October 9, 2014

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 presentations by individual speakers.

4. Selection of One (1) Commissioner to serve on a Cost Recovery and Pricing Plan Committee
5. Selection of Chair, Vice Chair & Committee Assignments
6. Commission Meeting Schedule for 2014 - 2015

COMMUNICATIONS

COMMISSION REPORTS

7. Committee Meetings
 - A. Bicycle, Pedestrian and Trails Committee
 - B. Community of Character
 - C. City/East Bay Regional Park District Liaison Committee
 - D. Heritage Tree Review Board
 - E. Public Art Selection Sub-committee
 - F. Sports Council

- G. Alviso Adobe Task Force
- H. Co-Sponsorship Policy Review
- I. East Pleasanton Specific Plan Task Force

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

COMMISSION COMMENTS

STAFF COMMENTS

9. Schedule of Upcoming Meetings and Events of Interest

ADJOURNMENT

NEXT MEETING: (December 11, 2014 or January 8, 2015)

FUTURE AGENDA TOPICS

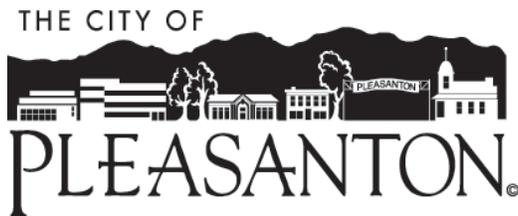
- A. Review Final Design Concept of the Off-Leash Dog Park
- B.
- C.

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 Chamber – 200 Old Bernal Avenue, Pleasanton, CA
October 9, 2014 – 7:00 p.m.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chairperson Kinzer called the meeting to order at 7:01 p.m. The Pledge of Allegiance to the flag was recited.

Roll Call

Commissioners Present: David Lambert, Joe Streng, Deborah Wahl, and Chairperson Ted Kinzer.

Commissioners Absent: Sophie Brown and Brad Hottle.

Staff Present: Susan Andrade-Wax Director of Community Services; Kathleen Yurchak, Assistant Director of Operations Services; Michael Patrick, Management Analyst; Terry Snyder, Administrative Assistant; and Edith Caponigro, Recording Secretary.

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of September 11, 2014

A motion was made by Commissioner Lambert, seconded by Commissioner Streng, to approve the minutes from the September 11, 2014 meeting. Chairperson Kinzer asked that the motion be amended on page 3, Item 2, to reflect concerns of the Parks and Recreation Commission about where the Community Farm Project would fall within the scope of the overall Bernal project. **The motion was approved unanimously as amended.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

There were none.

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

Ms. Andrade-Wax noted that staff had received an email from Jack Balch with comments on the Pleasanton Community Farm Project and the Proposed New Off-Leash Dog Park.

MATTERS BEFORE THE COMMISSION

4. Discussion Regarding the Concept Plan for the Proposed New Off-Leash Dog Park Proposed for the Bernal Property Adjacent to the Marilyn Murphy Kane Trail Staging Area.

Ms. Andrade-Wax noted that at the May 8, 2014 meeting of the Parks and Recreation Commission, a preferred site on the Bernal Property had been selected for an off-leash dog park. Subsequently on June 17, 2014, City Council approved the site and an agreement with Tanaka Design Group. Since then, staff has been working with Tanaka Design Group in developing an understanding of the site and design concepts. The Commission was introduced to Bob Tanaka who reviewed with them the site location and design concepts.

Preliminary Concept Plan includes:

- Expanding and increasing existing parking by adding additional stalls
- Existing tree-shaded staging area, gravel paving with shade structure, benches, drinking fountain, and trash receptacle.
- New dog park sign with bulletin board
- Double entry gates at entry/exit, single set at small dog area and two sets at large dog area
- Truck/tractor 12 ft. wide entry gates
- Vinyl-coated 3.5 ft. chain link fence
- Relocation of existing topsoil stockpile
- Maintain existing overlook contemplative setting
- Existing asphalt paving trail
- Sanitary Sewer Easement 10 ft. wide
- Add shade structure with tables, fence separating small & large dog areas.
- Water area for dogs with dog lick and faucet for bowls in both areas
- Waste bag dispensers in both areas
- Picnic tables
- Trash and recycling containers
- New trees, native species, irrigation
- Existing Walnut tree grove and other trees
- New street tree placed between existing sidewalk and street edge continuing to West Lagoon Road and Bernal Avenue
- Possible addition of boulders placed around trees
- Dripline existing vegetation along creek
- Earth berm to create spatial separation between dog park activities and overlook
- Benches

- Existing asphalt berm at street edge

Commissioner Lambert indicated he liked the idea of the shade structure separating the two dog areas and wondered whether consideration had been given to including solar for night lighting. He was advised that it was not planned for the park to be open at night, and power would need to be brought in if lighting was considered. Commissioner Lambert also thought the small dog area in the design was too small.

Commissioner Wahl also liked the plan but was concerned there was no planned shade structure in the bottom of the large dog area. She indicated she was unsure about the proposed use of boulders but would like something for dogs to interact with, was in favor of mulching for the base and providing dog bags, and would like to have some appropriate artwork incorporated in the plan.

Commissioner Streng liked the presentation and agreed with Commissioner Lambert about increasing the small dog area, but wondered how this would work with the planned shade structure between the two areas. He also liked Commissioner Wahl's recommendation of adding a shade structure in the lower large dog area and shared her concerns about base covering, artwork and interactive items. Commissioner Streng stated he was against lighting this dog park at night. He commended Mr. Tanaka on his berming idea for the lower corner.

Chairperson Kinzer was advised by Mr. Tanaka that the small dog area in this design was larger than the small dog area at the Muirwood dog park. Ms. Andrade-Wax noted that the Muirwood dog park is approximately ½-acre and this new dog park would be approximately 2-acres.

Ms. Yurchak advised that chipped wood particles are provided by the City for base materials at Muirwood, and considering mulch for this new dog park would add additional cost. Commissioner Wahl questioned whether the chips could be made smaller.

Commissioner Lambert indicated he liked the possibility of using mulch for the base, and including some kind of play structures for the dogs. Chairperson Kinzer agreed consideration should be given to adding some play structures and more shade in the large dog area.

Chairperson Kinzer opened the meeting for public comment at 7:37 p.m.

Cele Gutierrez – indicated she uses the Muirwood dog park regularly. She suggested the proposed fence height in the plan be increased, benches not be placed near the fence where dogs can use to climb over, and play structures and artwork be placed towards the perimeter area of the dog park leaving a large open space for dogs to run. Ms. Gutierrez agreed that small mulch would be better than chips, gates open opposite to those at Muirwood, and advertising of the park be posted at other city parks.

Melanie Sadek, Valley Humane – made the following comments: 1) picnic tables imply people could eat at the area and take up space; 2) dogs wanting to run will run into structures, so they should be placed in the outer area; 3) poop-bags should be available all over the park; 4) a

hearty ground cover could be considered for the base; 5) consider calling it a 'dog area' rather than a 'large dog' and putting a weight limit on the small dog area; 6) check with the City of Dublin on the base material they use; and 7) artificial grass used by Valley Humane has not been an issue.

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

Ms. Andrade-Wax provided information about the next steps for the project, advising it could be back to the Commission for recommendation in about three months. She also commented on a park of this size needing additional parking spaces and asked that the Commission confirm inclusion of recommended twelve parking stalls and additional parking possibly being available when the Park and Ride area is put in place.

Commissioners agreed they were okay with the proposal for twelve additional parking stalls.

A motion was made by Commissioner Streng, seconded by Commissioner Lambert, recommending approval of the Concept Plan for the Proposed New Off-Leash Dog Park for the Bernal Property adjacent to the Marilyn Murphy Kane Trail Staging Area with a suggestion the 'Large Dog Area' be renamed "Dog Park".

Chairperson Kinzer questioned whether the motion should include a recommendation for increasing the fence height. Ms. Andrade-Wax suggested staff look at this and also the recommendation made pertaining to ground-cover being used for the base.

ROLL CALL VOTE:

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

5. Approve the Pleasanton Pioneer Cemetery Master Plan

Ms. Yurchak noted that in May 2013 City Council adopted its two-year Work Plan that included the development of the Pleasanton Pioneer Cemetery Master Plan. In January 2014 the Pleasanton Pioneer Cemetery Master Plan Oversight Committee and staff began working with PGAdesign, Inc. and CPRA Studios, Inc, to develop the Master Plan. The Plan has recently been completed and the Committee is now recommending the Master Plan be reviewed for approval.

PGA Design consultant, Chris Pattillo, reviewed the following with the Commission:

- History
- Existing Conditions
- Vision Statement
- Site Master Plan Concept
- Business Plan Framework and Construction Cost Estimate

- Maintenance Plan
- Operations Rules and Regulations]
- Public/Private Partnership
- Resources

History of the site included information regarding the establishment of the Pleasanton Memorial Gardens in 1850, purchase by Independent Order of Odd Fellows (IOOF) in 1882, and purchase by the City of Pleasanton in 2006.

The site is approximately 5.2 acres located on Sunol Boulevard and is generally divided into two parts, the historic cemetery and the new section. Information about design concept and planned improvements was provided with additional details about the unsold burial areas in the historic area and casket burial and cremains areas in the new sections.

The Commission was advised that the Master Plan calls for:

- Improving pedestrian circulation
- Including an information kiosk with iPhone app capability
- Improving signage
- Adding additional parking spaces
- Planting 100+ new trees
- Including a Veteran's Memorial site; 6) improving roadway circulation
- Making pathways easily accessible for wheelchairs and older people.
- Creating an endowment to allow for maintaining the cemetery
- Phase I will include:
 - a. Short-term immediate improvements
 - b. Retaining a consultant to put together design guidelines
 - c. Developing new burial areas
 - d. Financial Forecasting
 - e. Construction Cost Estimate
 - f. Maintenance Schedule, and
 - g. Cemetery Rules and Regulations

Ms. Yurchak noted that the intent of the Plan is to be flexible, and that some things will need to be done before making improvements; i.e. research needs to be done to determine who will be responsible for maintenance and administration of the cemetery.

The Consultant advised that one message heard from the Oversight Committee was that they did not want things crammed and wanted to maintain a park-like quality.

Commissioner Wahl noted that the Committee wanted the cemetery cleaned-up and to have it plumbed for future use of recycled water that would allow for greening the area.

Ms. Yurchak advised that soil amendments and seeding are viable options that would improve the irrigated areas.

Commissioner Streng asked about fencing between the two cemeteries and was advised that adding additional Cypress trees, rather than fencing, had been suggested.

Commissioner Lambert indicated he liked the Master Plan, and Chairperson Kinzer understood the need for this to be a broad Plan and thanked Ms. Yurchak for providing information to the Commission.

Chairperson Kinzer opened the meeting for public comment at 8:28 p.m.

Frank Capilla – thanked everyone who has been working on this Master Plan project. He advised that he is one of the original group members that felt something needed to be done with the Pioneer Cemetery. Mr. Capilla discussed the history of the cemetery that led to it being taken over by the City of Pleasanton, and commented on it becoming a mud hole with lots of weeds. He indicated he was in favor of the Veterans Memorial site being included and discussed the fact that water has always been an issue for the cemetery. Mr. Capilla noted that the Committee was not asking for the cemetery to become all lawn, but that it would be nice to have some green areas and they believe this will become a money-making area after the City of Pleasanton expends some up-front money. He asked that some community advertising be considered and encouraged the Commission to approve the Master Plan.

Gary Harrington – advised that he and his wife Nancy have been involved with the Committee and support of its efforts. He would like for the Veteran’s Memorial to be included and asked that it be one of the first things done when improving the cemetery, especially since it will be completely donated by the Veterans group and 400+ veterans at Las Positas are looking forward to this taking place.

Doug Miller – said it had been his privilege to be involved in this Master Plan process and work together with staff and the Task Force. He feels the Plan is comprehensive and well thought out, and is pleased that it includes the Veteran’s Memorial that will be completely donated by his group. Mr. Miller noted that Mr. & Mrs. Harrington have pledged \$40,000 in matching funds towards the memorial. He also felt that the inclusion of an informational kiosk would give the City of Pleasanton and opportunity to document history along with other information about the cemetery. He encouraged the Commission to consider recommending approval of the Master Plan.

Chairperson Kinzer closed the meeting for public comment at 8:40 p.m.

Commissioner Streng indicated he supports the Master Plan and commended everyone who had worked on the Master Plan. Chairperson Kinzer agreed and commented on work that still needs to be done.

A motion was made by Commissioner Wahl, seconded by Commissioner Lambert, recommending approval of the Pleasanton Pioneer Cemetery Master Plan.

ROLL CALL VOTE:

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

Mr. Capilla noted that the Veteran’s Memorial was a big part of this Master Plan and questioned whether there was any way that portion could be expedited and begin moving forward. Chairperson Kinzer indicated the Master Plan still needed to be approved by City Council before such a request could be considered, but that this Commission could support such a request.

COMMUNICATIONS

Susan Andrade-Wax received an e-mail from former Parks and Recreation Commissioner Jack Balch regarding the Community Farm Project presentation on September 11, 2014 and the Proposed New Off-Leash Dog Park presentation at the October 9, 2014 Parks and Recreation Commission meeting(s). In his e-mail, Mr. Balch congratulates the Commission on their work bringing the off-leash dog park to fruition and also supports the idea of a Community Farm Project on the Bernal Property.

COMMISSION REPORTS

5. Committee Meetings

Alviso Adobe Task Force – Ms. Andrade-Wax advised that the Alviso Adobe Task Force members have been approved by City Council

Bicycle, Pedestrian and Trails Committee – no report.

City/East Bay Regional Park District Liaison Committee – Ms. Andrade-Wax advised that a meeting is scheduled for December 17, 2014 at 10:00 a.m. at the Veteran’s Memorial Building.

Community of Character – Chairperson Kinzer advised the group discussed general business and reviewed the scholarship aspect for the year.

East Pleasanton Specific Plan Task Force – No report.

Heritage Tree Review Board – a meeting is scheduled for October 22, 2014.

Pioneer Cemetery Master Plan Oversight Committee – no report.

Public Art Selection Sub-Committee – no report.

Sports Council – Ms. Andrade-Wax advised that fundraising for Bernal was discussed, and staff should learn soon if the agreement was signed. The use of school fields is continuing for now but will be reconsidered.

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

None.

COMMISSION COMMENTS

A. Commissioner Streng asked that that Co-Sponsorship Policy Review Committee be added to the list of Committee meetings.

B. Commissioner Wahl commended staff on a great Mayor’s Dinner event.

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

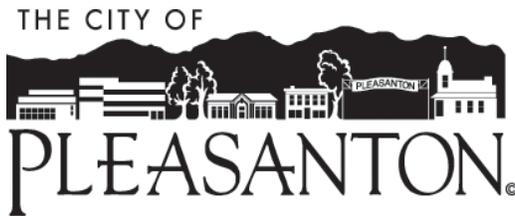
Ms. Andrade-Wax thanked Ms. Yurchak and her staff for assisting with the Mayor’s Dinner.

Ms. Yurchak provided information on Phase I of the Recycled Water project advising she and her staff are working with engineering personnel on plans to provide recycled water at the Ken Mercer Sports Park. She noted that this is a huge undertaking but it is hoped to be able to provide recycled water at the park by 2015, after which they will work on other parks. Ms. Yurchak noted that current wear and tear on fields is a big concern.

Ms. Andrade-Wax advised that: 1) an e-mail and flyer about the Alvsio Adobe Task Force Community Meetings scheduled for November 5 and 6 at the Senior Center is being sent to Commissioners, and 2) Master Plan for Lions Wayside and DeLucchi Parks was approved by City Council.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 p.m.



Parks and Recreation Commission Agenda Report

November 13, 2014

Item 4

SUBJECT: SELECTION OF ONE (1) COMMISSIONER TO SERVE ON A COST RECOVERY AND PRICING PLAN COMMITTEE

SUMMARY

In 1992, the City Council adopted the "Fee Policy", that was established to assist all of the City departments in determining how any specific fee should be established, to help assure equitable treatment of all citizens and to structure the maintenance of fees at a current cost level. The Fee Policy also established categories of services for which the City desires to collect such fees and upon which the level of cost recovery is determined.

Since that time, there have been many changes regarding facilities, programs and their related fees and charges. As a result, the Department is recommending that a committee comprised of representatives from the Department's four (4) commissions and City staff review the City's Fee Policy, draft a cost recovery and pricing plan, and forward their recommendations to the Parks and Recreation Commission for their review and consideration.

RECOMMENDATION

It is recommended that the Commission designate one (1) member to serve on the Cost Recovery and Pricing Plan Committee

FINANCIAL STATEMENT

There is no financial impact as a result of the Committee's formation.

BACKGROUND

In 1992, the City Council adopted the "Fee Policy", that was established to assist all of the City departments in determining how any specific fee should be established, to help assure equitable treatment of all citizens and to structure the maintenance of fees at a current cost level. The Fee Policy also established categories of services for which the City desires to collect such fees and upon which the level of cost recovery is determined.

Since that time, there have been many changes regarding facilities, programs and their related fees and charges. For that reason, the Parks and Recreation Commission requested that the City Council consider adding the Department's review of the City's Fee Policy in their annual work plan. In 2013, the City Council adopted their current Work Plan which included the Department's review of the Fee Policy, as well as any recommendations that better define the program and facility fees, and their respective subsidy levels.

As a result, the Department is recommending that a committee comprised of representatives from the Department's four (4) commissions and City staff review the City's Fee Policy, draft a cost recovery and pricing plan, and forward their recommendations to the Parks and Recreation Commission for their review and consideration. It is the intent that the Plan will be used as a mechanism for allocating the use of public funds, creating a financially sustainable approach for recreational programs and facilities, while ensuring affordable access.

ALTERNATIVE ACTION

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

Submitted by,



Susan Andrade-Wax
Director of Community Services

Attachments:

1. Resolution No. 92-99 Resolution Adopting City of Pleasanton Fee Policy (May 19, 1992)
2. Exhibit 1 of Resolution No. 92-99 – City of Pleasanton Fee Policy (May 1992)

CITY COUNCIL OF THE CITY OF PLEASANTON

ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 92-99

RESOLUTION ADOPTING CITY OF PLEASANTON FEE POLICY

WHEREAS, the City of Pleasanton adopted Resolution No. 90-131, Financial Policies, which states in general terms the City's Fee Policy; and

WHEREAS, the City desires to define its Fee Policy more specifically; and

WHEREAS, the City engaged the services of David M. Griffith to recommend a formal Fee Policy for the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON RESOLVES AS FOLLOWS:

Section 1: The City Council adopts the Fee Policy as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

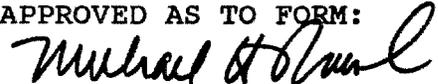
Section 2: This resolution shall become effective immediately upon its passage and adoption.

I HEREBY CERTIFY THAT THE FOREGOING WAS DULY AND REGULARLY ADOPTED BY THE CITY COUNCIL OF THE CITY OF PLEASANTON, AT A MEETING HELD ON MAY 19, 1992 BY THE FOLLOWING VOTE:

- AYES: Councilmembers - Butler, Mohr, Scribner, Tarver, and Mayor Mercer
- NOES: None
- ABSENT: None
- ABSTAIN: None

ATTEST:

Peggy U. Ezidro, City Clerk

APPROVED AS TO FORM:

Michael H. Roush, City Attorney



FEE POLICY

(Adopted by Resolution No. 92-99)

The Fee Policy is established to assist all departments in determining how any specific fee should be established, to help assure equitable treatment of all citizens and to structure the maintenance of fees at a current cost level.

Furthermore, the Fee Policy establishes categories of services for which the City desires to collect such fees and upon which the level of cost recovery is determined.

A. GENERAL POLICY

It is the general policy of the City of Pleasanton to recover its costs of service from the individuals and/or groups served to the extent that individual members of the public are benefiting from specific City facilities or personnel in a way different from that enjoyed by all citizens. To the extent that the City organizes some of its activities into enterprise funds, such activities should recover all of their costs even if they benefit essentially all of the citizens.

B. CATEGORIES OF SERVICE

From a policy standpoint, the Council expects City services to be placed in one of six categories before a fee is established or considered for any specific service:

1. Development which impacts municipal infrastructure costs.

When additional housing or commercial units are being built, it is the City's policy to charge them for the costs of the additional roadways, road widening(s), traffic control devices, water/sewer lines or processing capacity, and other related capital costs the City must spend to support the new development and the impacts it creates. The policy of the City Council is that these fees will include all cost expended or expected to be expended by the City in creating or performing these support activities, either in cash or in such in-kind as may be approved by the City Manager, as provided by State legislation.

2. Fees or charges designed to discourage improper behavior.

This would include traffic fines, parking enforcement, vandalism repair, theft or willful destruction of City property, building code infractions, etc. There is no need for these charges to be constrained by the cost of the enforcement activity. While they should at least meet this cost, they will generally be expected to be more than the cost of enforcement to discourage repeat offenses.

3. Services designed to control activities which could be harmful to others.

This includes fire inspection fees, many types of police permits, building inspections, etc. In these cases, the individual has probably done nothing wrong, but is engaged in an activity which could be harmful to others if conducted incorrectly. These fees should be set at full cost recovery. Full cost recovery includes direct labor costs (salary and benefits), allocated cost of supervision, pro-rata departmental management costs, City-wide overhead allocation, and physical facility or equipment hourly costs. This does not include criminal activities for which there are other penalties.

4. Services clearly required by the payee which the City would not otherwise be required to perform.

These include most of category 3 above as well as most Planning, Engineering, and Building department activities which are focused on a single transaction or incident. Not included in this category are Police activities with criminal penalties. This would include copying costs when the nature of the transaction fits this description. All accidents resulting in harm to City property would fall into this category.

5. Services which are supportive of general City service policies, but require out-of-pocket expenses by the City for the benefit of the participating individuals.

Many recreation activities would fall into this category. It is the general policy of the City for these activities to pay for their out-of-pocket costs, including any City overtime involved, but not to be charged for the otherwise allocable overhead costs, indirect supervision time, or a pro-rata share of the facility being used. If the activities being offered preclude (or collectively preclude) the facility being available for general purpose use (such as swim classes vs. general "open pool" hours), a pro-rata share of facility costs may be assigned with consent of the Council. This category would also include copying costs in support of such programs.

6. Normal City services supporting all inhabitants.

The City performs a host of functions, from street maintenance to fire fighting to law enforcement as part of its services to all persons and property within the City limits. These general services are funded through a variety of taxing mechanisms and should not be funded by a fee for service. The key test for this type of service is that it is applied to all persons and property equally, not to a restricted subset of the population. Programs which are specifically tax or grant funded for a specific subset of the population (such as senior citizens) are also included in this category.

Exhibit I summarizes these categories and the fee rules associated with each.

EXHIBIT I

CATEGORY	COSTING METHODOLOGY	EXAMPLES OF FEES IN CATEGORY
A. Impact Fees	Based on capital costs of City infrastructure impacted by proposed development. Developed within AB1600 guidelines from State.	Residential construction fee Capital improvement fee Sewer connection fee Water connection fee Growth management fee "Affordable Housing" fee
B. Improper Behavior	Full City costs plus penalty amount where appropriate.	Traffic fines or parking enforcement Theft, willful destruction of property Vandalism
C. Control of Potentially Harmful Activities	Full cost recovery.	Fire Inspection Fees Pawn Shop Permits Building Inspection Fees
D. Services to/for an individual or group and enterprise fund activities	Full cost recovery.	Planning or Engineering work associated with processing of a subdivision map, building permits, or public R/W Company's exclusive rental of facility Water/Sewer monthly charges non-willful harm to City property
E. Service Supporting General City Policy	Out-of-pocket cost recovery.	Recreation Fee (unless facilities therefore not available to general public) Safety Training (CPR, fire prevention)
F. Normal City Services	No charge.	Street Maintenance, Park Maintenance, law enforcement, fire response, etc.

In addition to and overriding the above categories are enterprise fund activities. These are typically similar to category D above, in that the City would recover all of its costs and overhead. However, with enterprise funds including Water and Sewer, the capital costs required to support the activity are typically significant, and it is the City's policy to recover their costs directly from the users of the enterprise fund services. This includes depreciation or other method of provision for capital facility replacement. No other City services would normally include provision for replacement of capital facilities.

C. MAINTENANCE OF FEE LEVEL

The Policy of the City is to maintain fees at a level consistent with the costs associated with each service. To accomplish this, the City will:

1. Annual departmental submission of recommended fees.

Each department is directed every November to review its costs associated with each existing fee for service and to determine whether it has added any services during the year, or is contemplating adding any services in the upcoming fiscal year for which a fee should be charged. It should then report to the Finance Director by December 31 of each year as to the changing costs of providing services and/or the proposed new fees and the basis for each. It is not necessary for the department to report to the Finance Director on fees for which the only changes are basic inflationary changes. This directive is not intended to preclude departments bringing forth recommended adjustments at other times if State law or other circumstances make mid-year changes appropriate.

2. Finance Director annual report to Manager/Council.

The Finance Director shall review the proposed fee changes and/or additions or deletions suggested by each department and report to the Manager and Council as part of the annual budget cycle on proposed changes. At this time, the Finance Director shall propose across the board adjustments to fees for City salary increases and other inflationary impacts.

3. Periodic review of overhead cost allocations.

Every five years the Finance Director shall analyze or cause to be analyzed the overhead and departmental management costs allocated to each fee.

4. Annual master fee schedule adjustment.

To facilitate annual adjustment, the City shall annually adopt a new master fee schedule. The City Attorney shall propose any new fee ordinances in a manner consistent with this intent, and revise any ordinances existing requiring such adjustment so that the amount of the fees can be changed with a single new resolution each year.

D. DAMAGE REIMBURSEMENT

1. Overall basis for charges.

The City will charge the person who has damaged, destroyed, or taken City property for the cost to the City to process the incident and to replace that item or items with a comparable new item which conforms to current City policies for the purpose the item serves, or to repair the item to a state comparable to its state at the time of the incident. Where the item damaged, destroyed, etc. was a vehicle, the City charges will not exceed the cost to replace the vehicle with a comparable

vehicle of similar capabilities and use, plus its processing costs. All costs incurred by the City shall be included in the time and materials charged to the perpetrator, including time to determine the nature and extent of the problem, time to determine the most effective way to restore the previous situation, time to handle the parties involved, court costs and time if needed, staff report preparation time, and the reasonable costs allocated to these direct expenses to cover their pro-rata share of direct supervision, management, support facilities, equipment used in the repair, the general City overhead.

2. Costs of items acquired or installed to replace damaged property.

The actual hydrant, lamp post, sign or signpost, or other item acquired or installed should be charged to the claim. This cost should be determined by the actual out-of-pocket cost if purchased for this specific repair or the replacement cost value if taken out of storage. If the replacement is an upgrade from the item which was damaged, the charge should only be for the cost of the comparable item with two exceptions. First, if the only readily available item (or in an emergency, the only immediately available item) differs from the replace item, the City will charge the full cost. (Example - they no longer make the old type, or the old type is not available on nights and weekends and we could not wait.) Second, if a wooden signpost was damaged, but the City standard for a signpost is now to use a metal signpost (or a larger wooden signpost), the City will charge for replacement at the current standard.

3. Staff labor time.

The City expends time handling the damage or theft. All of that time should be charged to the offending party at the fully burdened hourly rate of those staff members who deal with the problem(s). The types of time which might be incurred include:

a. Investigative Time

This is time required to determine who is responsible for the damage or theft. This could be incurred by a police officer, a member of the staff who observes the incident, or a staff member asking questions to find out what happened.

b. Solution Definition Time

This is time spent deciding the best thing to do to resolve the problem. It might include time spent taking a vehicle to three repair shops to get bids, time spent determining whether to sand-blast or paint over graffiti, etc.

c. Preparation Time

This is the time spent acquiring the materials needed to effect the repair or replacement. It could involve determining the

specifications for the item, procurement time (including centralized purchasing if applicable), or adjustment of equipment centrally so that it can be used to effect the repair/replacement.

d. Repair/Replacement/Installation Time

This is the time actually spent replacing the item or repairing it. This included the travel time involved.

e. Participant Interaction Time

This is the time spent handling the parties involved in the incident.

f. Accounting/Billing/Office Time

This is the time spent determining the charges and preparing a bill. It would include Finance Department time.

g. Enforcement Time

This is the time spent in court, including officer testimony, City Attorney time, and Finance staff's small claims court appearance. These charges would be tracked for claiming in court if the incident goes to court.

4. Staff labor rates.

Each department involved in the claim should have a labor rate for the time it spends. The labor rate consists of the following items:

The direct annual salary of the individuals divided by their anticipated annual work hours ("hourly direct salary"). This can also be the average for a group of similar workers who might work on a claim - i.e., a department-wide clerical rate or a division-wide electrician rate. Either of these approaches is equally valid.

The costs of the fringe benefits of the individual staff member divided by the anticipated number of hours to be worked that year. If you used a group rate above, you must use a group rate for this. If you used an individual rate above, it is permissible to use either an individual or group rate for fringe benefits. ("Direct Hourly Fringes") If the time spent was overtime, these costs should not be added.

Most City staff have a supervisor whose job is to manage and direct their time, provide technical or professional expertise and advice, etc. This person would typically manage several people, and might also be a producer of products. (Example - a supervising accountant might spend half of his or her time supervising a function and half time performing advanced level accounting work.) The percentage of the supervisor's time which is management and supervision oriented should be divided by the number of personnel supervised, and the result

would be a direct overhead to the staff person. For example, if that supervising accountant managed four junior accountants, one eighth of his or her salary (50%/4 personnel) and fringes should be allocated as "Direct Supervision" costs.

In addition to the above, the general management of the department should be added to the rate. This consists of the department head, his/her secretary, and the general expenses of the department. These costs are then divided by the direct salary costs of the rest of the department to determine the percentage which departmental overhead is of the direct departmental costs.

Citywide overhead (determined by this study to be approximately 33.89%) would be added to the result from the above step.

Reviewing all of the above, the formula for determining the hourly rate would be a follows:

Rate = (hourly direct labor salary + direct fringe rate) x (1+supervision overhead %) x (1+ departmental overhead %) x 1.3389 (Citywide overhead factor)

If a rate for supervision or departmental overhead is not readily available, 15% and 5% will be used respectively. The actual rate, when calculated, will likely be higher than these, however.

5. Equipment used.

In addition to labor and materials used to repair/replace the damaged item, some operations require the use of City equipment. This includes passenger vehicles, police cruisers, and heavy equipment. The Support Services Division will provide an estimate of the appropriate hourly rate for passenger vehicles or Police cruisers. A heavy equipment rate can be developed by taking the original cost of the unit and dividing it by the anticipated number of hours of use it will get in its life. For example, if a "cherry-picker" gets used 3 days each week for 8 hours a day and is expected to last 8 years, the procurement cost would be divided by 9,984 (23 hours per week x 52 weeks per year x 8 years). For example, if the units cost \$50,000 to procure, paint, decal, etc., the rate would be about \$5/hour. In addition to this, the appropriate hourly share of the annual maintenance, gas, oil, etc., must be added. An easier and equally acceptable approach for many types of equipment is to use 85% of the cost of renting the unit on a commercial basis. The 85% factor is used to eliminate the profit aspect of such a rate. (This approach should only be used if the City does not have similar equipment in another department.)

6. Materials, supplies, and out-of-pocket expenses.

These expenses will be included in the charges. In the case of water losses from a hydrant, an estimate will be made based on pressure, size of opening, and estimated duration of the unchecked flow.

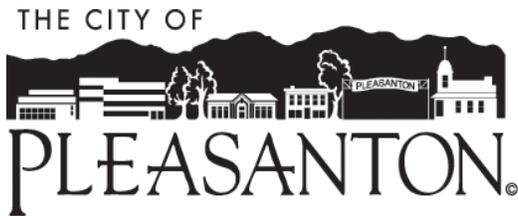
E. PARK AND COMMUNITY SERVICES

The City Council authorizes staff to adjust fees and charges for services and facilities for up to twenty percent of the approved fees and charges without resubmitting the adjustment to the City Council.

The City Council authorizes staff to adjust to provide new programs/classes at a fee based on the cost of service or established guidelines, and that fees for such programs or classes be submitted to the Council for approval within a one-year period from initiation of the class or program.

The City Council authorizes the Recreation Supervisors or Director of Park and Community Services to continue to enter into contractual agreements for program services, in forms as approved by the City Attorney.

The cost of fee classes is set to attempt to return the full cost of the instructor(s) and materials plus an additional thirty percent for program supervision and office support.



Parks and Recreation Commission Agenda Report

November 13, 2014
Item 5

SUBJECT: SELECTION OF COMMISSION CHAIR, VICE CHAIR, AND COMMITTEE ASSIGNMENTS

SUMMARY

Annually, the Commission selects a Chair and Vice Chairperson to facilitate meetings. The Commission also reviews committee appointments and makes any necessary changes.

RECOMMENDATION

It is recommended that the Commission select a new Chair and Vice Chairperson and review committee assignments and project representatives for the period January – December 2015.

FINANCIAL STATEMENT

There is none.

BACKGROUND

Per the City of Pleasanton Commissioner's Handbook Chapter 2.28, Item 2.28.070 Organization, Section A, Commissioners shall meet in regular session and elect a chairperson and vice chairperson. The election shall be by majority vote of the Commission, to be held in December of each year. The term of service for these offices shall be one year, beginning in January of each year. No commissioner shall serve more than two (2) consecutive full terms as chairperson of the Commission.

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 nominate and select a new chairperson and vice chair for the period January – December 2015, and discuss any amendments to the committee assignments and project representatives.

ALTERNATIVE ACTION

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

Submitted by:



Susan Andrade-Wax
Director of Community Services

Attachment:

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

**PARKS AND RECREATION COMMISSION
COMMITTEE APPOINTMENTS**

July – December 2014

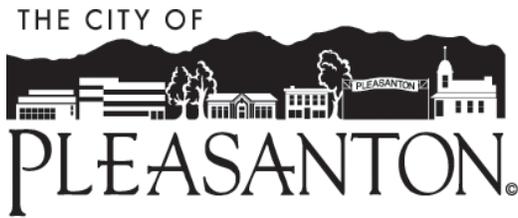
Standing Committees

- 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.
- Community of Character – Ted Kinzer; Brad Hottle 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
- Public Art Selection Sub-Committee (PASS) – Joe Streng; Brad Hottle & Sophia Brown, Alternates
- Sports Council – Ted Kinzer; David Lambert, Alternate
Meets Quarterly the 2nd Monday at 7:00 p.m., Softball Complex

Ad Hoc Committees and/or Project Representatives

- Alviso Adobe Task Force – Deborah Wahl; David Lambert, Alternate
- Co-Sponsorship Policy Review – Joe Streng; Ted Kinzer
- East Pleasanton Specific Plan Task Force – Brad Hottle; Joe Streng & David Lambert, Alternates
- Lions Wayside and Delucchi Parks – *Deborah Wahl; Brad Hottle, Alternate*
- Pioneer Cemetery Master Plan Oversight Committee – *Brad Hottle, Deborah Wahl*

** Committees or Projects that have ended*



Parks & Recreation Commission Agenda Report

November 13, 2014
Item 6

SUBJECT: REVIEW OF THE COMMISSION MEETING SCHEDULE FOR 2014 - 2015

SUMMARY

Annually, the Parks and Recreation Commission reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

RECOMMENDATION

It is recommended that the Commission review its meeting schedule for 2014 - 2015 and revise as necessary.

FINANCIAL STATEMENT

There is none.

BACKGROUND

As noted in Section 2.32.080A of the Pleasanton Municipal Code, regular meetings of the Parks and Recreation Commission “shall be held on the second Thursday of each month at a time and place set by the Commission. The Commission may approve an alternate meeting date.”

The Commission may revise its regularly scheduled meetings during 2014 - 2015 due to possible scheduling conflicts.

Parks and Recreation Commission Meeting Schedule

- December 11, 2014
- January 8, 2015
- February 12, 2015
- March 12, 2015 (CPRS Conference in Sac.) – *Alternative Date, Thursday, March 5, 2015*
- April 9, 2015
- May 7, 2015
- June 11, 2015 (PUSD Middle School Graduations) - *Alternative Date, Thursday, June 4, 2015*
- July 9, 2015
- August 13, 2015
- September 10, 2015
- October 8, 2015
- November 12, 2015
- December 10, 2015

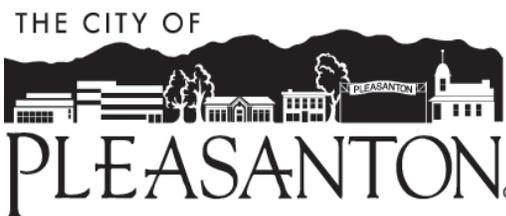
ALTERNATIVE ACTION

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

Submitted by:



Susan Andrade-Wax
Director of Community Services



MEMORANDUM

Date: November 13, 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
November 5	6:00 pm	Alviso Adobe Strategic Plan Community Meeting	Senior Center, 5353 Sunol Boulevard, Pleasanton
November 6	6:00 pm	Alviso Adobe Strategic Plan Community Meeting	Senior Center, 5353 Sunol Boulevard, Pleasanton
November 12	7:00 pm	Planning Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
November 12	6:30 pm	Youth Commission	Operations Services Center, Remillard Conference Room 3333 Busch Road, Pleasanton
November 13	7:00 pm	Parks and Recreation Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
November 18	7:00 pm	City Council	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
November 20	7:00 pm	Housing Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
November 24	6:30 pm	Bicycle, Pedestrian and Trails Committee	Senior Center, Classroom, 5353 Sunol Boulevard, Pleasanton
December 1	7:00 pm	Civic Arts Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
December 3	7:00 pm	Human Services Commission	City Council Chamber, 200 Old Bernal Avenue, Pleasanton
December 6	6:30 pm	Youth Commission	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.