

**MINUTES
PARK AND ACTIVITIES COMMISSION
JULY 7, 2009**

A regular meeting of the Park and Activities Commission of the City of Rolling Hills Estates was called to order at 7:30 p.m., in the City Hall Council Chambers, 4045 Palos Verdes Drive North, by VICE CHAIRWOMAN CLEWIS.

COMMISSIONERS PRESENT: Allen, Boyd, Clewis, Pagliano, Persichina, Schmitz

COMMISSIONERS ABSENT: Davis

STAFF PRESENT: Andy Clark, Community Services Director

PARK AND ACTIVITIES COMMISSION MINUTES, JUNE 16, 2009

COMMISSIONER PAGLIANO moved, seconded by COMMISSIONER SCHMITZ

TO APPROVE THE PARK AND ACTIVITIES COMMISSION MINUTES OF JUNE 16, 2009, AS PRESENTED.

THERE BEING NO OBJECTION, VICE CHAIRWOMAN CLEWIS SO ORDERED.

AUDIENCE ITEMS NOT ON THE AGENDA

None.

NEW RECREATION PROGRAM PROPOSAL

The Community Services Director reviewed the memorandum per written agenda material. In answer to an inquiry, the Community Services Director assured the COMMISSION that all assistants and instructors would be CPR/First Aid certified, would be Livescanned (fingerprinted), and that liability insurance from Mr. MacKenzie would be in place before this new program could begin. There being no further discussion, COMMISSIONER ALLEN moved, seconded by COMMISSIONER PAGLIANO

TO APPROVE THE ADDITION OF THE SUMMER TRACK AND FIELD CAMP FOR YOUTH AGES 7-16 TO THE CITY'S RECREATION PROGRAM OFFERINGS.

THERE BEING NO OBJECTION, VICE CHAIRWOMAN CLEWIS SO ORDERED.

2008 PVPLC ACCOMPLISHMENTS

After review, this Newsletter was received and filed.

GEORGE F CANYON NATURE CENTER SERVICES AGREEMENT

The Community Services Director reviewed the staff report per written agenda material. Ms. Andrea Vona, Executive Director, and Kristina Ellis, Director of Education Programs were in attendance to answer questions and concerns regarding the agreement.

VICE CHAIRWOMAN CLEWIS stated her concern over the fact that the PVPLC requested the City allow them to take care of the Nature Center in 2003-04 and now are asking the City for more money to accomplish this when the PVPLC's promise to raise funds (by holding fundraisers) never materialized. She added that perhaps the City could help, but the PVPLC should take responsibility over raising the needed extra funds.

COMMISSIONER ALLEN stated he remembered Barbara Dye's promise to raise funds for the Nature Center and it is disturbing that now the PVPLC is asking for an increase of \$12,000 when the PVPLC did not do as they promised.

In answer to an inquiry as to whether the statement that the Naturalist has never received a raise was true, Ms. Vona stated that it was not true, and the Naturalist has received raises throughout the years (though her salary is below that of survey results).

Discussion ensued regarding Attachment A and the Proposed 2009-10 budget. The Community Services Director stated that perhaps a percentage of the funds obtained by the Tracy Austin Tennis Tournament or The Hills Are Alive Race could be earmarked and applied to the increase requested by the PVPLC.

COMMISSIONER ALLEN stated he was not in favor of earmarking money for the Nature Center and questioned why the proposed budget does not have any suggestions on how to lower the budget. He did not see how the extra funding was justified except for the increase in wages.

COMMISSIONER PERSICHINA asked the Community Services Director where the Nature Center falls in the list of priorities where Council is concerned. He added that this is fiscally a bad time to request increases of any type.

COMMISSIONER SCHMITZ stated she attended the last Council meeting and that there was a specific comment made regarding the Nature Center and George F Canyon, and that it was hoped the PARK AND ACTIVITIES COMMISSION understood that the City is in fiscal difficulty.

The Community Services Director stated the City Manager requested him to amortize the Prop. A funding to show whether there were enough funds remaining to allow a \$7,000 increase. He added that the amortization table shows the City could provide an additional \$7,000 to the PVPLC, and the funding would be at a zero balance in 2019.

COMMISSIONER ALLEN stated COUNCIL will be concerned about giving additional monies, and reiterated his concern that the PVPLC has not even attempted to hold any specific fundraising events for the Nature Center when the City was promised the PVPLC would raise \$10,000. There was a question as to whether this subject was included in the contract. It was stated that this subject is covered under Responsibilities of PVPLC, No. 2 (E) "Managing a fundraising program for the Nature Center and Trail to provide resources to supplement those provided by the City."

It was noted that the PVPLC is requesting an additional \$12,000. It was suggested that if the City increased funding by \$7,000, there is still a shortfall of \$5,000 and perhaps the PVPLC could fundraise to match the City's increase.

COMMISSIONER SCHMITZ stated she would prefer to see two separate budgets: 1) Show what would occur if current funding continues ; 2) Show where the additional funding would be used. She added she was not comfortable with the matter of increasing the City's cost without the PVPLC fulfilling their promise to fundraise for this project.

COMMISSIONER ALLEN reiterated that the PVPLC should be required to show somewhere that they would have a fundraiser for this specific purpose to cover all or a part of the requested increase amount.

The COMMISSION requested Ms. Vona to review the budget line items to see where they could cut costs, particularly regarding birthday parties costs and also the "Supplies" line item.

After some discussion, it was the consensus of the COMMISSION to continue this item to the July 21 meeting, and requested the PVPLC provide and be prepared to discuss potential fundraising suggestions, and prepare and provide two budgets (one without any increases showing where potential cutbacks would occur, and one showing what the additional \$7,000 would be used for).

MEMORIAL PLAQUE POLICY

The Community Services Director reviewed the staff report per written agenda material. It was noted that the policies provided were from the cities of Moncton and Adelaide.

A comment was made as to whether the City should only have memorial tree plantings without having a plaque. It was noted that one plaque was installed celebrating a birth, others were placed on benches, tables and stones and were usually memorial plaques.

After some discussion, it was suggested that the Community Services Director review the samples provided and report back to the COMMISSION with simple rules to be included in any policy regarding memorial plaques.

COMMISSION ITEMS

CITY CELEBRATION SUBCOMMITTEE UPDATE – COMMISSIONER ALLEN stated the subcommittee eliminated the gun fight event, and potential new events could be a mule exhibition and a mule jumping contest. The Community Services Director and COMMISSIONER ALLEN will be asking five different venues to provide bids on the dinner menu.

THE HILLS ARE ALIVE RACE UPDATE – VICE CHAIRWOMAN CLEWIS stated a meeting was held tonight and volunteers were needed to help with water stations.

ADOPT-A-PARK REPORTS

Dapplegray Ring - COMMISSIONER ALLEN reported on Dapplegray Park. He informed the COMMISSION that the new fencing and footing was done well, but the specifications/map used was for a previous ring, and the dimensions were approximately 3-1/2 feet too small all the way around. He added that the sprinklers were outside the ring. COMMISSIONER PERSICHINA inquired as to what contractor the City used, as he believed if the contractor saw that the sprinklers were outside the ring, the contractor should have called that to the attention of the City.

It was noted that the estimate to correct this mistake was approximately \$14,000. COMMISSIONER ALLEN added that a decision was made to finish the project and open the ring, and decide later whether to correct the error.

Peter Weber Equestrian Center – COMMISSIONER SCHMITZ inquired as to when the new signs would be installed. The Community Services Director stated the signs were completed and will ask the Maintenance Superintendent when the signs will be installed.

DIRECTOR'S ITEMS

Peter Weber Equestrian Center Renovation Project Update – The Community Services Director stated the Caretaker's new unit is in, and a draft lease is in progress.

Tracy Austin Tennis Tournament – The Community Services Director stated the tournament is full.

COMMISSIONER ALLEN stated he met with and procured a donation from Torrance Memorial Hospital for \$500 toward the Tracy Austin Tennis Tournament. He added that Torrance Memorial is also considering a donation to The Hills Are Alive Race.

COMMISSIONER PERSICHINA asked the Community Services Director whether all the funds stay with the City from Torrance Memorial, as it was previously agreed that if the City procures the donation/sponsor, Hogue Enterprises does not receive a percentage of that donation. This policy was in place to motivate Mr. Hogue to go out and acquire more sponsors/donations.

The Community Services Director will check into this specific funding matter.

CITY COUNCIL ACTIONS OF JUNE 23, 2009

THERE BEING NO OBJECTION, VICE CHAIRWOMAN CLEWIS ORDERED

THE CITY COUNCIL ACTIONS, MEETINGS OF JUNE 23, 2009, RECEIVED AND FILED.

DRAFT PLANNING/SPECIAL EQUESTRIAN COMMITTEE MINUTES, JUNE 15, 2009

THERE BEING NO OBJECTION, VICE CHAIRWOMAN CLEWIS ORDERED

THE DRAFT PLANNING/SPECIAL EQUESTRIAN COMMITTEE MINUTES, MEETING OF JUNE 15, 2009, RECEIVED AND FILED.

DRAFT SPECIAL EQUESTRIAN COMMITTEE DRAFT MINUTES, JUNE 8, 2009

THERE BEING NO OBJECTION, VICE CHAIRWOMAN CLEWIS ORDERED

THE DRAFT SPECIAL EQUESTRIAN COMMITTEE DRAFT MINUTES, MEETING OF JUNE 8, 2009, RECEIVED AND FILED.

HOWLETT PARK QUARTERLY CALENDAR

THERE BEING NO OBJECTION, VICE CHAIRWOMAN CLEWIS ORDERED

THE HOWLETT PARK QUARTERLY CALENDAR RECEIVED AND FILED.

QUARTERLY CODE ENFORCEMENT REPORT

This item will be provided on the next agenda.

FUTURE AGENDA ITEMS

- A. MEMORIAL PLAQUE REQUEST
- B. TREE MEMORIAL REQUEST
- C. QUARTERLY CODE ENFORCEMENT REPORT

ADJOURNMENT

COMMISSIONER PAGLIANO moved, seconded by COMMISSIONER SCHMITZ

THAT THE MEETING BE ADJOURNED, THE TIME BEING 9:04 P.M.

THERE BEING NO OBJECTION, VICE CHAIRWOMAN CLEWIS SO ORDERED.

Respectfully submitted,

Approved,

Ellen Shinkai
Human Resources Analyst

Douglas R. Prichard
City Clerk