



RECREATION AND PARKS COMMISSION

Meeting Minutes

Thursday, September 18, 2008

Ken Edwards Center, 1527 4th St., Santa Monica, CA 90401

1. **Call to Order** – Chairperson Cloke called the meeting to order at 7:30 p.m.

2. **Pledge of Allegiance**

3. **Roll Call**

Present: Chairperson Cloke
Commissioner Brock
Commissioner Carrey
Commissioner Cohen
Commissioner Deutsch
Commissioner Nafshun
Commissioner Winterer

Also Present: Barbara Stinchfield, Director of Community & Cultural Services
Anne Deasey, Community & Cultural Services

5. **Approval of Minutes from the meeting of September 4, 2008** – Commissioner Winterer moved to approve the minutes from the special meeting of September 4, 2008. Commissioner Brock seconded the motion. The motion carried by unanimous voice vote.

6. **Director's Report** – Director Stinchfield reported that the newly released Sustainable City Report Card awarded the Open Space and Land Use category an A- grade and an A for effort. The Beach Green pilot project, which converted 83 parking spaces in a beach lot to turf, was a significant contributing factor, along with the fact that 90% of residents live within a half mile of open space. Director Stinchfield also reported that a new prototype of the sand tram was unveiled at a recent press event to kick off the Pier's anniversary celebration.

7. DISCUSSION ITEMS:

A. Review of Annual Maintenance Program by Community Maintenance

Department – Elaine Polachek announced her promotion from Director of Community Maintenance to Deputy City Manager, and introduced, Joan Akins, Acting Director of CMD. Ms. Polachek briefed the Commission on the organization of the Community Maintenance Department into 3 divisions: Public Landscape, Maintenance Management and Custodial Services.

Randy Little, Public Landscape Manager, reviewed his division's goals for the coming year, which include:

- monthly inspections of the parks and beach
- establishment of performance measures to rate the standards of maintenance
- phase two of the replacement of diseased palm trees and more extensive community outreach regarding the carob tree replacement program
- improvement and expansion of the pilot recycling program
- establishment of a maintenance program for Annenberg Community Beach House
- further integration of sustainability concepts

In answer to questions, Mr. Little reported that scorched areas of the Beach Green turf were treated and that he will investigate the placement of the irrigation heads at that location.

Joe McGrath, Custodial Services Manager, briefed the Commission on his division's priorities, which include:

- finalizing integration of services with other City departments and organizations
- establishing regular inspections and meetings
- developing maintenance standards and procedures
- finalizing in-house versus contractual staff analyses
- using environmentally-friendly products and equipment
- developing recycling programs
- obtaining LEED certifications

In answer to questions, Mr. McGrath informed the Commission that contractual staff is usually less expensive, while in-house staff members, who receive benefits and more extensive training, often provide better commitment and service. He also stated that his division is working with the Bayside District to improve the conditions of the downtown parking structures, and the presence of on-site staff makes a difference. The Commission commended staff on the high standards of maintenance and expressed appreciation for all its hard work.

B. Annenberg Community Beach House Staff Update – Special Events Operations –

Callie Hurd, Open Space Manager, reported that the main goals of the special events operations plan for the Annenberg Community Beach House are to generate revenue, maximize use of the facilities, extend use in the off-season, and enhance the sense of the facility as a “community resource.” After briefing the Commission on the main components of the site and the amenities available, Ms. Hurd reviewed the proposed scheduling and pricing structure.

Commission comments and questions included:

- Allow for the use of portable heaters outside
- How long do approved caterers remain on the approved list?
- Need flexibility in dealing with caterers and ability to change policies and procedures
- Does City get a percentage of the caterer's cost?
- Should October be part of the shoulder season?
- How was projected revenue for events derived?
- Why beer & wine only?
- Ensure use of facilities for classes in low season
- What is payment structure for contractor?
- Are there restrictions for use of sand adjoining the facility?
- Review fee structure for pool deck – should be higher
- Overall, seems reasonably priced

C. Review of Commission Long Range Agenda – The following items were added to the long range agenda: 1) discussion of a retreat focusing on budget in December or January and 2) the approval of one or possibly two soccer clubs for membership in the Sports Advisory Council (SAC) pursuant to the recommendation of SAC. Commissioner Brock requested that the discussion on bike path and bicycle issues be scheduled as soon as possible.

9. COMMITTEE AND LIAISON REPORTS:

A. **Community Gardens Advisory Committee** – No report

B. **Palisades Park Committee** – No report.

C. **Environmental and Sustainable City Task Force Liaison** – Commissioner Deutsch noted that various environmentally-themed events are due to take place over the next several months, including the Sustainable Santa Monica activities scheduled for September 18 to 27 and outreach regarding green businesses.

D. **Planning Commission Liaison on Land Use & Circulation Element Update** – No report.

E. **SMMUSD/SMC Liaison** – No report.

F. **Sports Advisory Council Liaison** – Commissioner Carrey reported that serious problems are occurring on the soccer fields due to the encroachment of players without permits.

Commissioner Carrey also reported that the adult drop-in program at the Airport Park soccer field is a success, that the new artificial turf field at John Adams Middle School should be open in October, and that Measure BB funds will provide a new field and lights at Lincoln Middle School. An international soccer tournament will be held in Santa Monica in July, 2009, which could be an opportunity for synergy with the 100th Anniversary of the Pier celebrations.

G. **Virginia Avenue Park Advisory Board Liaison** – Commissioner Nafshun reported that the Board is making progress with public relations efforts.

H. **Event Committee** – Chair Cloke reported that Park(ing) Day was garnering excellent press and commended Libby Carlson, Communications Coordinator for CCS, on the wonderful graphics for the publicity materials.

10. **Public Comment** – There was no public comment.

11. **Adjournment** – The meeting was adjourned at 9:15 pm.