

**PARKS AND RECREATION COMMISSION MINUTES  
Monterey City Council Chambers  
Few Memorial Hall of Records  
Monterey, California 93940  
7:00 P.M.**

**JANUARY 20, 2005**

**CALL TO ORDER**

Chairperson Menendez-Herbst called the meeting to order at 7:00 p.m. and asked the Secretary to call for roll.

**ROLL CALL**

**COMMISSIONERS PRESENT:** Canepa  
Cooney  
Laughton  
Marotta  
McCarthy  
Menendez-Herbst  
Woodward

**COMMISSIONERS ABSENT:** None

**MILITARY LIAISON PRESENT:** None

**STAFF PRESENT:** Recreation and Community Services Director RUSSO, Deputy Public Works Director TURNBEAUGH, Deputy Public Works Director STAFFORD, Sports Center Manager VIERRA, Recreation Superintendent VIERRA, Administrative Analyst LEVENDOWSKI, Recording Secretary NASH

**APPROVAL OF MINUTES**

1. The minutes from the Parks and Recreation Commission meeting of Thursday, November 18, 2004 were approved as submitted

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

**2. Presentation to Former Commissioner Libby Downey for Services to the Parks and Recreation Commission**

Recreation and Community Services Director Russo informed the Commission that Libby Downey was unable to attend tonight's meeting as she is out of town to be with her son and daughter-in-law for the birth of her new grandchild.

This presentation item will be carried over to the February 17, 2005 Commission meeting.

**3. Welcome New Commissioners Dennis McCarthy and Susan Woodward**

Recreation and Community Services Director Russo introduced newly appointed Commissioners Dennis McCarthy and Susan Woodward. She said that Dennis and Susan were appointed by the City Council to serve a two-year term expiring December 31, 2006.

Recreation and Community Services Director Russo said that Commissioner McCarthy and his family reside in the New Monterey area and he is an attorney with the law firm of Fenton and Keller. His two boys are very active in the City's recreation programs. Dennis serves on the Monterey Pony Baseball/Softball, Inc. Board and as the Legal Counsel/Board Member for the Big Sur International Marathon. Dennis stated that he is honored and flattered to be on the Commission.

Recreation and Community Services Director Russo said that Commissioner Woodward and her family reside in the Monterey Vista area and she served the past ten years as the Senior Program Manager at CTB/McGraw Hill. She is a Monterey High School graduate and possesses a teaching credential K-12 from San Jose State University. Susan has served as the Parliamentarian for the Monte Vista PTA, currently serves as the Auditor for the Foothill School PTA, was a Brownie Leader and is currently a support leader for the Girl Scouts. Susan stated that her daughter participates in a lot of City recreation programs and she wants to give back to the community and programs that she grew up with.

The Commissioners and staff welcomed Dennis and Susan and look forward to working with them.

**4. Employee Service Award – Tom Levendowski, Administrative Analyst – 5-Year Service Award**

Recreation and Community Services Director Russo recognized Tom Levendowski, Administrative Analyst for the Recreation and Community Services Department, for his five years of service to the City of Monterey. Tom began his tenure with the City in 1999 working as the Budget Analyst in the Finance Department and in January 2003, he was appointed to serve as the Administrative Analyst for our Department. Director Russo stated that Tom's enthusiasm and his excellent organizational and technical abilities have been an asset to the Department's ever growing administrative challenges. Some of Tom's duties include payroll, online registration, Activity Based Costing Study, Drug Testing Program, and the Department's budget.

Chairperson Menendez-Herbst presented Tom with his 5-Year Service Award.

The Commission and staff congratulated and thanked Tom for his dedication to the City of Monterey and the Recreation and Community Services Department.

**5. Ranking and Approval of Neighborhood Improvement Program (NIP) Projects for Submittal to NIP for Fiscal Year 2005-2006**

Recreation and Community Services Director Russo informed the Commission that the Commission's NIP Subcommittee (consisting of Chairperson Menendez-Herbst, Vice Chairperson Canepa and staff) compiled the projects that were nominated by the Commission at the November 18, 2004 meeting into six (6) City-wide projects for Fiscal Year 2005-2006. She reviewed with the Commission the six City-wide projects for their consideration as selected by the Subcommittee as follows:

- Hilltop Park Center and Monterey Youth Center Upgrades \$50,000
- Monterey Sports Center – Overhead Lighting Upgrade Study & Design for Natatorium \$10,000
- Montecito Park Tot Lot \$50,000
- Del Monte Beach Boardwalk Improvements \$25,000
- El Estero Group Picnic Area Improvements \$20,000
- El Estero Lake Edge – Phase IV \$100,000

Recreation and Community Services Director Russo said the upgrades for Hilltop Park Center are to improve interior and exterior lighting, paint the interior and exterior of the facility and re-key all cabinets and the upgrade to the Monterey Youth Center is to install window screens. The Monterey Sports Center Overhead Lighting Upgrade Study and Design is for the pool area and that this has been an issue since the facility opened and creates a safety issue. Deputy Public Works Director Stafford reviewed the park projects with the Commission. He stated that the Montecito Park Tot Lot is also a safety issue, the play equipment does not meet the standards and must be replaced. The Del Monte Beach Boardwalk Improvements is needed as some of the boards are deteriorating and must be replaced. The El Estero Group Picnic Area Improvements are for renovations to esthetically clean up the area. The El Estero Lake Edge – Phase IV is a continuing project to improve the lake edge and that this project is about halfway completed.

Vice Chairperson Canepa asked if the Del Monte Beach Boardwalk Improvement project would include repairs to the retaining wall. Deputy Public Works Director Stafford said that the retaining wall will be part of the improvements. Vice Chairperson Canepa asked if the El Estero Group Picnic Area Improvement project includes a shelter/cover for the picnic tables. Deputy Public Works Director Stafford said the shelter/cover is not included with this project, this proposed project is to renovate and clean up the area.

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Commissioner Marotta asked if the El Estero Lake Edge – Phase IV project is to correct erosion problems. Deputy Public Works Director Stafford said it was and that they still have a few areas that need to be repaired/rebuilt to prevent more erosion.

Chairperson Menendez-Herbst inquired if the first three phases of the El Estero Lake Edge improvements were funded with NIP money. Deputy Public Works Director Stafford stated that they were funded through NIP and that the City also received some Federal money for this project.

Recreation and Community Services Director Russo asked the Commissioners to rank the six proposed Citywide projects. The priority order as nominated by the Commission is:

- |    |  |           |
|----|--|-----------|
| 1. | Montecito Park Tot Lot   | \$50,000  |
| 2. | El Estero Lake Edge – Phase IV   | \$100,000 |
| 3. | Hilltop Park Center and Monterey Youth Center Upgrades                           | \$50,000  |
| 4. | Monterey Sports Center – Overhead Lighting Upgrade Study & Design for Natatorium | \$10,000  |
| 5. | El Estero Group Picnic Area Improvements   | \$20,000  |
| 6. | Del Monte Beach Boardwalk Improvements   | \$25,000  |

Commissioner Marotta asked why we would rank Montecito Park Tot Lot as our number one priority if this project is a safety/compliance issue and will have to be done anyway. Deputy Public Works Director Stafford stated that this neighborhood does not have a representative to nominate this project and that the play equipment must be replaced.

Recreation and Community Services Director Russo asked that the Commission finalize and recommend these projects to the NIP Committee for consideration for Fiscal Year 2005-2006 funding.

Commissioner Laughton motioned that the Parks and Recreation Commission approve and recommend to the Neighborhood Improvement Program (NIP) Committee the following six (6) Citywide projects in priority order for Fiscal Year 2005-2006 funding:

- |    |  |           |
|----|--|-----------|
| 1. | Montecito Park Tot Lot   | \$50,000  |
| 2. | El Estero Lake Edge – Phase IV   | \$100,000 |
| 3. | Hilltop Park Center and Monterey Youth Center Upgrades                           | \$50,000  |
| 4. | Monterey Sports Center – Overhead Lighting Upgrade Study & Design for Natatorium | \$10,000  |
| 5. | El Estero Group Picnic Area Improvements   | \$20,000  |
| 6. | Del Monte Beach Boardwalk Improvements   | \$25,000  |

The motion was seconded by Chairperson Menendez-Herbst and carried by the following roll call vote:

AYES:	7	COMMISSIONERS:	CANEPA, COONEY, LAUGHTON, MAROTTA, McCARTHY, MENENDEZ-HERBST, WOODWARD
NOES:	0	COMMISSIONERS:	NONE
ABSENT:	0	COMMISSIONERS:	NONE

Deputy Public Works Director Turnbeaugh introduced Doug Chandler who is the NIP Spokesperson for 2005. Mr. Chandler concurred with the Commission's selection of projects and their priority order.

**6. Request to Use Monterey Beach – Ke Kai O'Uhane Outrigger Canoe Club – Saturday, May 28 and Sunday, May 29, 2005 and Saturday, June 18, 2005**

Recreation and Community Services Director Russo reviewed with the Commission the request of the Ke Kai O'Uhane Outrigger Canoe Club to use Monterey Beach on Saturday, May 28 and Sunday, May 29, 2005 and on Saturday, June 18, 2005 from 6:00 a.m. to 7:00 p.m. She stated that the Regatta Beach Use Permit fee of \$175.00 will be assessed per regatta event and a picnic BBQ Permit fee of \$30.00 per day per regatta event. Director Russo said that the schedule of events and activities being proposed are consistent with past regattas. Staff has been in contact with the event representatives and have been advised that the Beach Use Conditions can be met. She further reviewed the Beach Use Conditions that would have to be met by the Ke Kai O'Uhane Outrigger Canoe Club:

- The user group will coordinate with the Parking Division for the rental of the parking lot for the regatta events. This area will be used for parking and off-loading of the canoes. All canoes will be off-loaded before 7:00 a.m. to ensure no traffic flow problems.
- Copy of Insurance Certificate for \$1,000,000.00 listing the City as additional insured for each event.
- The user group will be responsible for providing extra trashcans, litter pick-up during and after the event and assurance of beach clean up of the area.
- The user group fully understands the importance of cleaning the beach daily after the event. Failure to comply with this use condition will result in denial of future beach use requests.
- The user group will be responsible for providing extra portable toilets for the event.
- The user group will also coordinate with other City departments in regard to support services, i.e., Parking, Harbormaster, Coast Guard.
- The user group will designate an interim area to safely launch vessels and provide necessary spotters and cones to mark the launch area.
- The user group will park canoes back from the shoreline in order to give other beach users room along the shoreline.
- The user group will be responsible for obtaining Regatta Beach Use Permit and Picnic Permit from the Recreation and Community Services Department and paying the assessed fees prior to the event.

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Commissioner Marotta motioned that the Parks and Recreation Commission approve the request of the Ke Kai O'Uhane Outrigger Canoe Club to use Monterey Beach on Saturday, May 28 and Sunday, May 29, 2005 and Saturday, June 18, 2005 from 6:00 a.m. to 7:00 p.m., subject to meeting the Beach Use Conditions. The motion was seconded by Commissioner Cooney and carried by the following roll call vote:

AYES:	7	COMMISSIONERS:	CANEPA, COONEY, LAUGHTON, MAROTTA, McCARTHY, MENENDEZ-HERBST, WOODWARD
NOES:	0	COMMISSIONERS:	NONE
ABSENT:	0	COMMISSIONERS:	NONE

**7. Parks and Recreation Commission Subcommittee Review**

Recreation and Community Services Director Russo reviewed with the Commission the Chairperson's suggestions for the Commission's Subcommittee list for 2005. The Parks and Recreation Commission concurred with the 2005 Subcommittee list as presented.

**8. Updated Commission Directory List 2005**

Recreation and Community Services Director Russo reviewed with the Commission the updated Commission Directory which includes the names and phone numbers of the City Council, Parks and Recreation Commission, Executive Management, the Recreation and Community Services staff, Public Works, and Parks Division.

**STAFF INFORMATIONAL REPORTS**

The Commission received the following reports:

- 9. Monthly Reports:**
- a. Recreation and Community Services Department – November 2004**
  - b. Parks Division – November 2004**
  - c. Recreation and Community Services Department – December 2004**
  - d. Parks Division – December 2004**

**STAFF COMMENTS**

Deputy Public Works Director Stafford reported that installation of the new play equipment at Veteran's Park is almost complete. He reminded the Commission that funding for this project came from NIP. He also said that they are going to use wood fiber for surfacing under the play equipment.

Deputy Public Works Director Turnbeaugh reported they have selected an architect for the Monterey Sports Center pool deck replacement and for repairs in the locker room. He stated that both of these projects were funded through NIP. He said the second phase of the Lighthouse corridor has begun and they have implemented new traffic directions so that from Foam Street to Hawthorne Street,

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Reeside Avenue and Dickman Avenue will become one-way streets to help with the flow of traffic at those Lighthouse Avenue intersections. He reported that they will begin the Dune Trail drainage project next month.

Sports Center Manager Vierra handed out new Reference Guides for the Monterey Sports Center. He stated that when a customer signs up for an Extended Use Pass they will receive this guide, which will help them to learn about the Sports Center's policies and to ensure they have a pleasant experience throughout the facility. He reported that you can now purchase Gift Cards at the Sports Center that can be used for classes, passes, daily admission, and the Sports Cafe. Sports Center Manager Vierra said as part of their marketing campaign, staff implemented the "Invest in Yourself" campaign commercial. The TV commercial is airing on KSBW and on Comcast Cable. It can be seen during shows such as the Today Show, Oprah, Action 8 News at 6:00 p.m., Larry King Live, Good Morning America, Lost, Extreme Makeover: Home Edition, and Desperate Housewives. He said they have started a new program called "Kids in Motion", which has proven to be a very popular and already has a waiting list.

Recreation Superintendent Vierra informed the Commission that staff is busy putting the first combined Summer/Fall activities guide together and that this guide will cover a six month period from June through November. She reminded them that due to budget reductions, the department will now offer two activities guides per year instead of three. She reported that recruitment is underway for summer jobs. She reported that Monterey Youth Center Director Nate Cota and Recreation Specialist Mark Bruzser have been doing noontime activities with the students at Colton School and that Principal Jeff Uchida really appreciates all their efforts. They are also sponsoring a Colton Dance at the Adventures by the Sea building and preparing for the Fifth Quarter Program for the Monterey High students. Ms. Vierra said there are a few staff changes in the Community Center Division with Shannon Beltran being promoted to the new Recreation Supervisor position, Recreation Specialist Mark Bruzser is resigning to take a full-time position as a Youth Counselor with the County, and we now have a Community Center Director position open due to the promotion of Shannon Beltran. The recruitment process is underway to fill this vacant position.

Recreation and Community Services Director Russo introduced Office Assistant II (OAI) Sylvia Posadas and reminded the Commission that one of the Department's OAI's would be attending each meeting so they can all be cross-trained and learn the procedures of the Commission. She reported that the City Council approved Kelly Productions, Inc. and the PyroSpectaculars, Inc. options for the 2005 4<sup>th</sup> of July Celebration. She informed the Commission that the Recreation and Community Services Department is tasked with a \$201,000 budget reduction and will be bringing staff's proposal to the Commission in the near future. Director Russo reported that the Knowledge Learning Center's contract for the Defense Language Institute (DLI) Child Care Center is up and they are ceasing operation of the Center. She stated that the City has subsidized the Center with approximately \$70,000 per year in maintenance costs. She also stated that the City is asking for Requests for Qualification from other licensed childcare organizations to operate and maintain the Center without City funding. Director Russo reminded the Commissioners of the California Park and Recreation Society (CPRS) Awards and Installation Dinner tomorrow night at the Recreation Center in Pacific Grove.

**COMMISSIONER AND MILITARY LIAISON COMMENTS**

Vice Chairperson Canepa said that he has noticed more graffiti on private property in the Cannery Row and Dickman Avenue area. He said the split rail fence at Window on the Bay looks gorgeous and that a wooden boardwalk in that area would allow better handicap access. He asked if the Dune

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Trail lighting was still a valid project. Deputy Public Works Director Turnbeaugh said that the bollards are in place and they are waiting for funding to complete the project. Vice Chairperson Canepa noted that downtown Monterey didn't have many Christmas decorations this year. He also said the State Theater was open during First Night Monterey and it's beautiful. Vice Chairperson Canepa concluded by saying, "Go visit a park!"

Chairperson Menendez-Herbst said she noticed that there were not as many Angels or lights around the city during the Christmas season and wondered where all the Angels were placed. Staff reported that there were only so many made originally and over the years they have been refurbished until recent budget cuts. Chairperson Menendez-Herbst asked what the status was of the lighting, tables and chairs for Griffin Plaza. Deputy Public Works Director Stafford said that staff is meeting with business owners tomorrow on this project.

Commissioner Woodward said she is involved with the Girl Scouts and asked if there was a list of projects, like the Angels, that groups could volunteer to help with. Staff directed her to Volunteer Coordinator Tish Sammon.

**NEXT MEETING**

- The next meeting of the Parks and Recreation Commission will be Thursday, February 17, 2005 at 7:00 p.m., City Council Chamber.

**ADJOURNMENT**

Chairperson Menendez-Herbst adjourned the meeting at 8:30 p.m.

The agenda for this meeting was posted at least 72 hours in advance of the meeting outside Few Memorial Hall of Records.

Respectfully submitted,

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Kay Russo, Director  
Recreation and Community Services Department

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Suzanne Menendez-Herbst  
Chairperson  
Parks and Recreation Commission