

**CITY OF PETALUMA**  
**RECREATION, MUSIC AND PARKS COMMISSION**  
**MINUTES**

**REGULAR MEETING**

*Wednesday, November 28, 2001*

*Petaluma Community Center  
320 North McDowell Blvd.*

*7:00 p.m.*

**Commissioners Present:** Kates\*, Mobley, McCoy, Ramirez, Tarr

**Commissioners Absent:** Hagen, Cader-Thompson

**Staff Present:** Jim Carr, Director of Parks and Recreation  
Ed Anchordoguy, Parks and Landscape Manager  
Don Phoenix, Recreation Supervisor  
Pamela Tuft, General Plan Administrator  
Sara Stewart, Admin. Secretary, Parks and Recreation

**Chair\***

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**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF MINUTES – October 17, 2001**

**Ken McCoy – On Page 1, Line 28 – Correct name of organization: “*Lawn Bowls Club*”.**

James Mobley moved that the minutes be approved as amended, seconded by Marja Tarr, unanimously approved.

**PUBLIC COMMENT - NONE**

**PETITIONS AND COMMUNICATIONS – NONE**

**OLD BUSINESS**

**1) Proposal for an Aquatics Board – Update – Carr**

**Carr** – Included in the Commission packet was a proposal for the formation of an aquatics board developed by participants of the aquatics advisory group. He has reviewed the proposal and is suggesting some language changes.

Carr reported that the City Manager and Finance Director have instructed staff from all departments to present 5 and 10 percent budget cut scenarios. If there is a 10 percent budget cut, the pool may not open until later than April. This will not be determined until the latter part of December, once the tax revenues are known. Staff has sent the City Manager recommendations for cuts to the parks and recreation budgets. The City Manager is considering a long-range plan to improve the City’s financial structure and prevent future cuts.

1 Commissioners and members of the aquatics advisory group discussed Carr’s recommendations. Carr  
2 suggested the aquatics board validate the energy audit and develop an energy audit plan.  
3

4 Ken McCoy made a motion that the Commission approve the proposal for the formation of an aquatics  
5 board as amended by Jim Carr. The motion was seconded by Elaine Ramirez, unanimously approved.  
6

7 **Bob Kates** – Announced that he is unable to serve as a member of the Aquatics Advisory Committee  
8 and Marja Tarr will be taking his place. He thanked the aquatics group for their efforts.  
9

10 **Carr** – Recreation Supervisor Don Phoenix will be convening an organizational meeting with the  
11 aquatics group, which will be advertised in the local newspaper.  
12

13 **Carol Eber** – Hopes that the new aquatics board helps alleviate the severity of the budget cuts.  
14

15 **Kim Orloff – 16 Eastside Circle** – Suggested placing a visible sign at the pool entrance, displaying  
16 the pool’s name, hours of operation, and number to call for information.  
17

## 18 **2) McNear Park Playground – Status Report - Anchordoguy**

19

20 **Ed Anchordoguy** – The whole area has been graded, the drain system installed, and the concrete  
21 apron has been poured. Weather permitting, the installation of the playground equipment will take  
22 place by the middle of next week.  
23

## 24 **3) Prioritization of Goals – Carr**

25

26 Due to the absence of two Commissioners, the prioritization of goals was deferred until next meeting.  
27

## 28 **NEW BUSINESS**

29

### 30 **1) General Plan Land Use – Tuft**

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32 General Plan Administrator Pamela Tuft conducted an hour workshop with the purpose of generating  
33 ideas about land use and availability for the General Plan 2000-2020. She said that this was workshop  
34 No. 6 from the 8 envisioning process workshops that were finished with the general public in  
35 November. Through a number of exercises, she requested Commission and staff’s participation. All  
36 the information received will be included in the summary reports that she will be presenting to the City  
37 Council on December 17, 2001.  
38

### 39 **2) Proposal to Expand Dog Off-Leash Hours in Parks – Ramirez, Mobley**

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41 **Carr** – Included in the Commission’s packet was an e-mail letter from Sheri Cardo who is a member  
42 of the Animal Services Advisory Committee. She is asking the Commission to consider expanding the  
43 dog off-leash hours in designated parks; primarily, at Prince Park during the winter months. Also,  
44 some of the neighbors of Oak Hill Park would like the Commission to consider expanding the off-leash  
45 hours at the park during the winter months.  
46

47 **Elaine Ramirez** – There has been on-going vandalism at Oak Hill Park and responsible dog owners  
48 are having to take care of it and are keeping the park clean and safe. If dog owners were to use the

1 park during the winter months, it would alleviate vandalism. She supports extending the hours at Oak  
2 Hill Park and at Prince Park during the winter months.

3  
4 **Carr** – Suggested that the Commission consider carefully the request to expand the off-leash hours at  
5 Oak Hill Park because it is a natural drainage area and increased foot traffic could damage the area and  
6 prevent its use. He reminded the Commission that there is a very unique program at the park, and  
7 some people are not supportive of it. He thinks that expanding the hours could harm the cause more  
8 than help it. The request would have to be presented to the City Council for approval.

9  
10 **Ken McCoy** – Concurred with Jim Carr to increase the off-leash hours at other parks during the winter  
11 but not at Oak Hill Park.

12  
13 Two neighbors spoke in favor of the program existing at Oak Hill Park, and one neighbor asked the  
14 Commission to make a recommendation to the City Council representing the majority of the neighbors.

15  
16 **James Mobley** – Spoke in favor of expanding the dog off-leash hours especially during the winter  
17 months. Recommended that the item be reviewed in January.

18  
19 **Carr** - Suggested that staff work with Sheri Cardo and Animal Control representatives and have a  
20 recommendation ready for the Commission in January. In the meantime, he will be scheduling a  
21 presentation to the City Council in February.

22  
23 Elaine Ramirez moved that the Commission recommends extending the off-leash hours at Prince Park  
24 from 6 a.m. to 3 p.m., Monday through Friday, through the end of March. The motion was seconded  
25 by Ken McCoy, unanimously approved.

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27 At their January meeting, the Commission will review the off-leash hours in the dog exercise area at  
28 Oak Hill Park.

29  
30 **3) Department Budget Reduction (Mid-Year) - Carr (Verbal)**

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32 **Carr** – On November 29, 2001 staff will be making recommendations to the City Manager about  
33 department budget cuts. With the 5% cuts, \$166,000 will be cut from the budget and with the 10%  
34 cuts, \$312,000. The existing budget is last year's budget minus 10% and that does not include salary  
35 increases with the bargaining units. Cuts went across the board in the recreation division, mostly in  
36 sports and recreation programs that generate revenue. In the parks division, which does not have a  
37 revenue stream, the cuts have been substantial. Staff has to be careful that the budget cuts do not affect  
38 the revenue stream.

39  
40 Assuming the worst case scenario, staff is recommending not maintaining the median strips located at  
41 Sonoma Mountain and McDowell Blvd. but instead maintain the parks. The parks are heavily used by  
42 sports leagues and there are a number of health and safety issues involved. There is a fear that if staff  
43 does not keep up with the maintenance of the parks, they will become badly damaged beyond  
44 recuperation. Staff will find out more details about the budget when the sales tax revenue is revealed  
45 at the end of December. There is already an \$800,000 projected cut in the City budget and it could be  
46 more.

47  
48 The City Manager and Finance Director have hired consultant Rick Kramer to conduct a study of the  
49 revenue-generating City departments. He will be doing a cost analysis of some of the programs,

1 including recreation classes, swim lessons, and landscape assessment districts. Once his report is  
2 finalized, Carr will be making the information available to the Commission.

3  
4 The City Manager and department heads as a whole have united in the thought that they need to  
5 restructure the budget process to meet the long-term needs of the community and somehow build an  
6 ongoing revenue stream.

7  
8 The budget is the worst he has seen in years. Staff is hesitant about building new parks because there  
9 are no funds to maintain them. Some City departments are losing positions.

10  
11 **Ken McCoy** – Encouraged the Commission to continue searching for available sites to build new  
12 parks, even if at this time there is no money available to maintain them.

#### 13 14 **4) Policy and Procedure regarding Memorial Trees and Benches - Anchordoguy**

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16 **Ed Anchordoguy** – Referred to the Memorial Tree and Bench Policy included in the Commission's  
17 packet. Memorial benches can be installed at Walnut, Oakhill, Lucchesi, and Shollenberger Parks and  
18 memorial trees can be planted in Walnut, Lucchesi, Oakhill, and Wiseman Parks. Staff will also  
19 consider any alternative site suggested, providing that it fits the policy criteria.

20  
21 He is currently evaluating sites with individuals who are considering tree plantings in Anna's  
22 Meadows and Penry Park, and bench locations at Penry Park. He is trying to avoid overplanting of  
23 trees and excess benches that are not needed or used. Wickersham Park is an example of too many  
24 trees, which is detrimental to the health of the trees, and the path at Shollenberger Park is becoming  
25 lined with benches.

26  
27 Due to budget constraints, staff is recommending that the list of locations for memorial trees not be  
28 expanded because the trees cannot be maintained.

29  
30 **Elaine Ramirez** – Suggested informing the Bicycle and Tree Committees about the Memorial Tree  
31 and Bench Policy and the costs of a memorial tree and/or bench, so that the committees will have the  
32 information readily available for the public. She also suggested developing a brochure outlining the  
33 policy, costs, and areas available, and placing it for distribution at City Hall and/or Petaluma  
34 Community Center. She envisions that an application be included in the brochure that could be  
35 approved by staff or the Tree Advisory Committee.

36  
37 **Carr** – Suggested that the application be approved by Ed Anchordoguy since he is the City arborist.  
38 Staff will be drafting a brochure.

#### 39 40 **COMMISSIONERS REPORTS**

41  
42 **1) Elaine Ramirez** - All her parks look very attractive.

43 **a) Miwok** - The graffiti has been removed.

44 **b) Shollenberger Park** – Noticed new trash cans.

45  
46 A neighbor of the Open Space area by Country Club Estates presented concerns about erosion of the  
47 eucalyptus trees. She suggested presenting the concerns to the Tree Advisory Committee.

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49 **Ed Anchordoguy** – Staff will find out if the area is City property.

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2) **James Mobley** – No report

3) **Marsha Tarr** – Has not visited her parks.

a) **Lucchesi Park** – Even though there were 3 new trash cans on the east side of the synthetic turf field, there was litter all over the field last Saturday morning.

**Ed Anchordoguy** – Staff added new trash cans and increased the patrol on weekends. Within the next two days, he will be placing signs in Spanish and English displaying the rules for field use.

4) **Robert Kates** – All of his parks look attractive.

a) **Wiseman Park** – The concrete trash containers continue to be vandalized. Suggested implementing an alternative method to prevent people from vandalizing them.

**Ed Anchordoguy** – He is considering a new type of device instead of the concrete containers.

**DIRECTOR’S REPORTS** – *Jim Carr, Director of Parks and Recreation*

1) **Redwood Empire Sports Associates (RESA)** – The second reading of an authorizing ordinance will take place at the City Council meeting of December 17. Following approval, the project will be sent to the Planning Commission. The City Council is in support of the softball complex as presented.

2) **Polly Hannah Klaas Center** – The soils engineer working in concert with the structural engineer, found out that the foundation of the center is in good condition in some areas and deteriorating in others. The structural report will be finished within two weeks and the conceptual design is almost completed. The renovation of the Polly Klaas building may be sent out to bid in April or May 2002.

Leadership Petaluma will be raising \$265,000 to match the City’s half. At a meeting, Mark Klaas, Polly’s father, donated \$10,000 and was very supportive of the project. So far, \$90,000 has been raised. The project is moving along.

3) **Senior Center Renovation** – Following a number of meetings and plan revisions, the conceptual plan has been finished. The plans have been sent to Community Development for SPARC’s review.

4) **Budget** – Has consumed a great amount of staff’s time.

**ADJOURNMENT** –

At 9:55 p.m. Marja Tarr moved that the meeting be adjourned until January 16, 2002, seconded by James Mobley, unanimously approved.