

Meeting Date: October 25, 2004



CITY OF SAN CARLOS
CITY COUNCIL
AGENDA STAFF REPORT

DATE: OCTOBER 25, 2004

TO: MICHAEL P. GARVEY, CITY MANAGER

FROM: BARRY WEISS, PARKS and RECREATION DIRECTOR

SUBJECT: RECOMMENDATION FOR CREATION, OBJECTIVES, STRUCTURE AND SELECTION PROCESS OF COMMUNITY COMMITTEE FOR EVALUATION OF ATHLETIC FIELD USE NEEDS AND POSSIBLE SOLUTIONS

RECOMMENDATION

It is recommended that the City Council approve the creation, objectives, structure and selection process of an enlarged community committee for evaluation of athletic field use needs and possible solutions and that the City Council selects two members for the committee if they agree with that part of the recommendation.

BACKGROUND

At their August 23, 2004 meeting, the City Council discussed a financial analysis of the proposal for synthetic turf installation at Highlands Park Athletic Field and synthetic turf installation with ball field lights at Heather School Athletic Field. The analysis was requested by Mayor Mike King in light of new fiscal realities highlighted by the Governor's new budget.

The City Council asked staff to broaden their focus and review a) how the worsening condition of the playing fields at Highlands Park and Heather School Field should be dealt with in light of the lack of funds available for repair and renovation and b) take a look at the question of the need for more field use and play hours on the fields citywide. Any proposal should include a recommendation on how the City would finance such work.

City Council referred the matter back to the Parks and Recreation Commission to develop a plan for City Council review of how to proceed in dealing with these issues. It was also suggested that a broad based advisory committee be developed that included representation from residents throughout the City.

The Parks and Recreation Commission at their meeting of October 6, 2004 reviewed and recommended approval of the recommended committee objectives and structure. Concern was expressed that the proposal approved by the Parks and Recreation Commission at their April 7, 2004 meeting to install synthetic turf and lights at Heather School athletic field and for staff to return with additional information regarding Highlands Park athletic field had not yet been reviewed by the City Council. They would like the proposal read by City Council so that some specific feedback can be presented to the committee at their first meeting. Commissioners Brad Lewis and Carol Taylor were nominated to be on the committee.

ANALYSIS

Attached is an approach designed to meet City Council direction. Input has been received from the Parks and Recreation Commission and the Athletic Sites Advisory Council. City Council is asked to:

1. Approve or modify committee goal and objectives
2. Approve or modify committee structure
3. Approve or modify committee operating procedures
4. Select a method for appointing community members to the committee. The following options are provided for consideration. There may be other option(s) the City Council wishes to choose.
 - a. City Council receives and reviews applications for all positions from interested community members, interviews each person and appoints the committee members.
 - b. City Council receives and reviews applications and conduct interviews from interested community members for the identified five neighborhoods, two parents, two adults without children at home, doctor, realtor and landscape architect positions, for a total of twelve of the twenty three positions. Additionally, City Council consider appointing the people nominated by the Parks and Recreation Commission, San Carlos School District, Planning Commission, Athletic Sites Advisory Council, Youth Advisory Council, Measure G Co-Chairs and the Chamber of Commerce by reviewing the applications with no interviews.
 - c. City Council receives and reviews applications for all positions from interested community members and appoints the committee members with no interview process.
 - d. Staff submits a list of names for all positions to City Council for ratification.
 - e. Staff conducts a neighborhood process for the identified five neighborhoods to each select a representative. Staff conducts a community wide process for the community to select two parents, two adults without children at home, a doctor, realtor and landscape architect positions, for a total of twelve of the twenty three positions. Additionally, City Council consider appointing the people nominated by the Parks and Recreation Commission, San Carlos School District, Planning Commission, Athletic Sites Advisory Council, Youth Advisory Council, Measure G Co-Chairs and the Chamber of Commerce by reviewing the applications with no interviews.

Staff recommends option "4-b" with option "4-a" as a second choice. Staff feels it is important this be a grass roots community wide effort, removing as much as possible any perception of bias. Option "b" saves some time for the City Council and the process. It is also consistent with City Council practice empowering their appointed advisory groups. Option "a" allows the City Council to interact with each interested community member.

Option "4-c" provides no interaction placing undue importance on a written document. Option "4-d" moves the process away from a perceived community wide approach and, considering the current controversy, places staff in an awkward position. Option "4-e" is a cumbersome

approach. The neighborhood and community processes create an undetermined and potentially lengthy time to complete. This option also places staff in an awkward position.

BUDGET IMPACT

Unknown amount of staff time and expenditures for development of materials and meeting support will be invested.

RECOMMENDED APPROVAL: _____

Community Committee for Evaluation of Athletic Field Use Needs and Possible Solutions

Recommended Goal: Evaluate athletic field use needs and identify possible solutions if needed.

The committee should use the filter of What Benefit – For Whom – At What Cost?

Recommended Committee Objectives:

- 1) Determine if there is a need for additional athletic field space
 - Determine current need, including community non-sports use
 - Determine what part of current need is able to be met
 - Determine what part of current need is not being met, if any
 - Review maximum current availability of safe, playable fields
 - Review current state of each field
 - Review projected state of each field over next 5 years
 - Estimate future need

If there is a need for additional athletic field space:

- 1) Identify Options to Secure Additional Field Space
 - Review size and topography of existing City parks and City owned parcels
 - Review estimated cost per acre to buy land in San Carlos
 - Review City C.I.P. plan for Parks and Recreation as demonstrated in Fund 27
 - Review available data about natural turf
 - Review available data about synthetic turf
 - Review available data about ball field lighting
 - Determine and review other options that may exist
 - Identify opportunity costs if field availability not increased
- 2) Identify Financing Options
 - Identify financing options for each athletic field use option chosen to increase field availability
 - Identify financing implications for opportunity costs
 - Include cost benefit analysis for each option chosen
- 3) Identify impacts to neighbors and the community
 - Identify positive and negative impacts to neighbors for options to increase field availability
 - Identify positive and negative impacts to the community for options to increase field availability
 - Identify impacts for opportunity costs
 - Identify potential mitigations for projected negative impacts to neighbors
 - Identify potential mitigations for projected negative impacts to the community
- 4) Identify other obstacles and solutions to securing additional athletic field space
 - Identify obstacles to identified options chosen to increase athletic field space
 - Identify potential solutions to identified obstacles

Recommended Committee Membership (23 Total Committee Members)

- 2 City Council Members (one of whom will chair the committee)
- 2 Parks and Recreation Commissioners (one of whom will be the vice-chair for the committee)
- 2 School Representatives
 - 1 Administrator
 - 1 Athletic Director from either Central or Tierra Linda Middle School
- 1 Planning Commissioner - for land use issues
- 4 Athletic Site Advisory Council (ASAC) members
 - 1 Youth Soccer
 - 1 Youth Softball
 - 1 Youth Baseball
 - 1 Adult softball
- 1 Measure G Co-Chair
- 5 Neighbors - 1 each from:
 - Highlands Park, Arundel School, Heather School,
 - Central Middle School, Tierra Linda Middle School
- 2 Youth representatives– appointed by the Youth Advisory Council
- 2 Parents – at large (at least one not living within three blocks of a park or school)
- 2 Adults at large – w/o children at home (at least one not living within three blocks of a park or school)

Technical Advisory Staff: (9 Total Technical Advisory Staff)

- 1 Police Department representative – as a resource on youth crime and other safety issues
- 4 Parks and Recreation staff -
 - Parks and Recreation Director
 - Parks Maintenance Superintendent
 - Recreation Supervisor - Youth and Adult Athletics
 - Recreation Coordinator - Youth and Adult Athletics
- 1 Doctor – dealing with health and wellness issues regardless of specialty
- 1 Realtor – property values input
- 1 Financial professional –appointed by the Chamber of Commerce
- 1 Landscape architect with experience designing natural and synthetic turf athletic fields

The committee shall prepare a recommendation(s) within a three month period from their first meeting. Their recommendation(s) will then be presented to the Parks and Recreation Commission for their review and recommendations. The Committee will consider Commission input and then present their final recommendation to the City Council. At this point the committee and their work will be ended. Staff will be active participants but not vote on any committee actions and may prepare independent recommendations, following the same process to the Parks and Recreation Commission and the City Council.

All committee members will be appointed by the City Council through a process selected by the City Council. An application will be submitted and reviewed by the City Council or a task force of the Council. Community members of the Technical Advisory Staff and applicants selected by the Planning Commission, Parks and Recreation Commission, ASAC, YAC or the Chamber of Commerce must still be approved by the City Council. Successful applicants will be notified of their appointment and date and time for their first meeting. The committee shall set subsequent dates, times and frequency of their meetings. A quorum (50% + 1) and the presence of at least the Chair or Vice-Chair will be required to conduct a meeting. The committee will develop subcommittees as necessary to achieve their objectives and accomplish their goal. All committee members are expected to attend each meeting. Decisions may be made by either consensus or voting. Alternates will not be allowed to participate as voting committee members since they will not have been appointed by the City Council. In case of an unavoidable absence, an alternate may attend and participate as needed/requested by the committee. The City

Council retains the right to make adjustments to committee membership and procedures as they feel are necessary.

A comprehensive packet of information will be provided to each committee member at their first meeting to facilitate their work. The packet would include information on field usage and projected usage, natural turf and synthetic turf fields with advantages and disadvantages of each, ball field lighting, previous proposal approved by Parks and Recreation Commission, work done by previously convened small group to study the issue, neighbors concerns and cost estimates including opportunity costs. The committee may request any additional information it feels would be useful.

Upon City Council direction, staff will advertise the application procedure for the committee including information regarding the application deadline and anticipated time commitment. All meetings will be open to the public. Public comment will occur at the end of each meeting, following the procedure used for City Council and Commission study sessions. Dates and times of meetings, with names of committee members, will be advertised as is done with City Council and Commission meetings. Data prepared for the committee will be available on the web and/or in hard copy form.

City Council, October 25, 2004

**City of San Carlos
 Community Committee for Evaluation of
 Athletic Field Needs and Possible Solutions
 Application to the City Council**



Contact Information

Name	
Street Address	
Day Phone	
Evening Phone	
E-Mail Address	

Availability

Best days and times for you to meet?

Day(s) _____

Time(s) _____

Community Role / Expertise / Area of Representation

Please check all applicable items.

- | | | |
|--|---|--|
| <input type="checkbox"/> Parks and Recreation Commissioner | <input type="checkbox"/> Planning Commissioner | <input type="checkbox"/> Youth Advisory Council Member |
| <input type="checkbox"/> Adult w/o Children at Home | <input type="checkbox"/> Parent | <input type="checkbox"/> Measure G Co-Chair |
| School Representative: | <input type="checkbox"/> Athletic Director | <input type="checkbox"/> Administrator |
| Neighbor from: | <input type="checkbox"/> Arundel School | <input type="checkbox"/> Heather School |
| | <input type="checkbox"/> Central Middle School | <input type="checkbox"/> Highlands Park |
| | | <input type="checkbox"/> Tierra Linda Middle school |
| ASAC Representative: | <input type="checkbox"/> Youth Soccer | <input type="checkbox"/> Youth Baseball |
| | <input type="checkbox"/> Youth Softball | <input type="checkbox"/> Adult Softball |
| Technical Advisory Staff: | <input type="checkbox"/> Doctor | <input type="checkbox"/> Landscape Architect |
| | <input type="checkbox"/> Financial Professional | <input type="checkbox"/> Realtor |

Other: _____

Additional Information

Please list any previous and/or current use of San Carlos athletic fields and parks.

Please list any previous and/or current non-sports Parks and Recreation programs in which you have participated in San Carlos.

Why are you interested in being on this committee?

What skills, knowledge or expertise can you contribute?

How would you summarize the current state and usage of athletic fields in San Carlos?

What do you feel most strongly about in relation to athletic fields?

What do you feel most strongly about in relation to youth or adult athletics?