



**CITY OF MORRO BAY  
RECREATION AND PARKS COMMISSION  
AGENDA**

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*The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life.  
The City shall be committed to this purpose and will provide a level of municipal service and safety  
consistent with and responsive to the needs of the public.*

**Regular Meeting - Thursday, January 17, 2013  
Veteran's Memorial Building - 5:30 P.M.  
209 Surf Street, Morro Bay, CA**

Chairperson Karen Croley

Vice-Chairperson John Bates  
Brian Dorfman  
Al Romero

Anita Ayoob  
Johnny Munoz  
Drew Sidaris

ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE  
ANNOUNCEMENTS / PRESENTATIONS

**PUBLIC COMMENT PERIOD**

Members of the audience wishing to address the Commission on City business matters other than scheduled items may do so at this time. To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Chair, please come forward to the podium and state your name and address for the record. Commission meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- Comments are to be limited to three minutes.
- All remarks shall be addressed to the Commission, as a whole, and not to any individual member thereof.
- The Commission respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Commission to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Commission meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Recreation and Parks' Administrative Technician at (805) 772-6280. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**A. CONSENT CALENDAR**

A-1 Approval of Minutes from Recreation and Parks Commission meeting held on November 15, 2012  
**Staff Recommendation: Approve minutes.**

A-2 Correspondence/Citizen's Reports  
**Staff Recommendation: Receive and file.**

- A-3 Participation Reports
  - Youth and Senior Services
  - Recreation Classes and Affiliated Clubs
  - Youth and Adult Sports
  - Facilities and Parks

**Staff Recommendation: Receive and file.**

- A-4 Department Program/Project Status Report

**Staff Recommendation: Receive and file.**

B. PUBLIC HEARINGS

- B-1 Review and discussion of the Work Program for Fiscal Year 2013/14

**Staff Recommendation: Receive comment, discuss and make a recommendation to forward to City Council.**

C. UNFINISHED BUSINESS

None

D. NEW BUSINESS

- D-1 Review and recommend action on the M.O.U. regarding the Estero Bay Community Aquatic Center.
- D-2 Recommendation of appropriate use of the historical wood from the demolition of the Centennial Staircase.
- D-3 Review and discuss development of the empty lot at Shasta and Dune Streets.
- D-4 Program Evaluation – Annual Holiday Tree Lighting

E. FUTURE AGENDA ITEMS

F. ADJOURNMENT

Adjourn to a regular meeting scheduled at the Veteran's Memorial Building, 209 Surf Street, on March 21, 2013 at 5:30 P.M.

This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Morro Bay Community Center, 1001 Kennedy Way, for any revisions or call the department at 772-6280 for further information.

Materials related to an item on this Agenda are available for public inspection during normal business hours at the Recreation and Parks Department and at Mill's/ASAP, 495 Morro Bay Boulevard, or online at [www.morro-bay.ca.us/rpc](http://www.morro-bay.ca.us/rpc). Materials related to an item on this Agenda submitted to the Commission after publication of the Agenda packet are available for inspection at the Recreation and Parks Department during normal business hours or at the scheduled meeting.

## **MINUTES – MORRO BAY RECREATION AND PARKS COMMISSION**

REGULAR MEETING –NOVEMBER 15, 2012  
VETERANS MEMORIAL BUILDING – 5:30 P.M.

**CALL TO ORDER:** Chair Croley called the meeting to order at 5:30 p.m.

**ROLL CALL:** PRESENT: Commissioner Sidaris, Commissioner Munoz, Commissioner Bates, Commissioner Romero, Commissioner Ayoob, Chair Croley, Staff Woods. ABSENT: Commissioner Dorfman.

### **MOMENT OF SILENCE**

### **COMMISSIONER REPORTS AND ANNOUNCEMENTS**

Commissioner Ayoob announced the Cayucos Community church is holding their Thanksgiving dinner tonight at the Cayucos Veteran's Hall. It started at 4:00 p.m. and will continue until 7:00 p.m. The Morro Bay Police Department will be holding the Community Thanksgiving Dinner at the Morro Bay Community Center on Thanksgiving Day.

Joe Woods announced the Department will be hosting the SLO County Chess Championships at the Community Center on Saturday, November 17th. You can register at [www.slochess.com](http://www.slochess.com) or on Saturday at the Community Center between 9:00 and 9:30 a.m. This Saturday there will also be a 'drive-through' barbeque at Lila Keiser Park from 11:00 a.m. - 2:00 p.m.. The proceeds will benefit the Estero Bay All-Star Soccer teams.

### **PUBLIC COMMENT**

None

### **A. CONSENT CALENDAR**

Unless an item is pulled for separate action by the Commission, the following items are approved without discussion.

A-1 APPROVAL OF MINUTES OF THE SEPTEMBER 20, 2012 MEETING

**RECOMMENDATION: Approve as submitted.**

A-2 CITIZEN'S REPORTS AND CORRESPONDENCE

**RECOMMENDATION: Approve as submitted.**

A-3 YOUTH AND SENIOR SERVICES SUMMARY FOR SEPTEMBER AND OCTOBER 2012  
RECREATION CLASSES AND AFFILIATED CLUBS SUMMARY FOR SEPTEMBER AND OCTOBER 2012  
YOUTH AND ADULT SPORTS SUMMARY SEPTEMBER AND OCTOBER 2012  
FACILITIES AND PARKS USE SUMMARY FOR SEPTEMBER AND OCTOBER 2012

**RECOMMENDATION: Approve as submitted.**

Chair Croley asked to pull Item A-4.

**MOTION:** Commissioner Bates moved the Commission approve Consent Calendar Item A-1, A-2, and A-3 for file. The motion was seconded by Commissioner Romero and carried. (6-0)

A-4 RECREATION AND PARKS DEPARTMENT STATUS REPORT

**RECOMMENDATION:** Approve as submitted.

Staff Woods updated the Commission on the following topics.

**Lila Keiser Park** - The fields are scheduled for closure after soccer season in mid-November. During the closure staff will be installing the new bleachers, scoreboards and renovating the parking lot. Staff has begun the assembly of the new bleachers for both fields at the Corp Yard with final assembly to be on site. The scoreboards are being ordered and will be installed on the existing poles. The parking lot will be patched by our in-house crew and the Teen Action Club will be restriping the parking lot.

**Street Summit** - The Street Summit is being put together by the Public Works Advisory Board and they are targeting their January 14, 2013 meeting. They will be discussing the Pavement management Plan and all aspects of street maintenance.

**Street Trees and Sidewalks** - Staff is in the process of replacing five street trees along Main Street in front of Lemos Ranch. Staff is also working on the bid to repair the sidewalk on Market Street, north of Beach and re-establish the street trees.

**Community Holiday Tree Lighting** - The Holiday Tree Lighting is scheduled for Saturday, December 1st at 4:30 p.m. at City Park. There will be musical performances by the Morro Bay High School Choir and Captain Jimmy. There will also be refreshments and a visit from Santa.

Chair Croley inquired if the hours at the Teen Center and the Skate Park will change during the holidays. Staff replied they will be changing and will be posted on the website.

**MOTION:** Commissioner Romero moved the Commission approve Consent Calendar Item A-4 for file. The motion was seconded by Commissioner Sidaris and carried. (6-0)

**B. PUBLIC HEARINGS**

None

**C. UNFINISHED BUSINESS**

C-1 REVIEW PARK IMPROVEMENT PROJECT: ANCHOR AND CITY PARKS

Staff Woods reviewed that the improvements to Anchor Memorial and City Parks presented at the September 20, 2012 meeting. The Commission recommended staff use colorful tables and benches to add variety and diversity unique to each park setting. Staff presented a sampling of the tables and

benches along with a color scheme. The site map shows the location of the benches, tables, fountains and Big Bellys. He said there are currently 2 'cleat' benches at the entrance of the Harbor Walk. The five 'cleat' benches planned for Anchor Memorial Park will be black and will incorporate two oval picnic tables that will be a polished charcoal. The drinking fountain will be French gray.

Commissioner Bates asked if there was concrete on site. Staff replied there as gray broom finished concrete at the site.

Commissioner Ayooob commented there is a 'cleat' bench at the French Hospital entrance and it is very nice.

Staff stated the 'cleat' benches will give Anchor Memorial Park a nautical theme. The new sign will in keeping with the one at Mariner Park. This design was created by Public Services and we have embraced it and used it for our signs. The sign that will be at City Park will be the same exact size as the one that is currently there. these signs are guaranteed not to fade for ten years. The existing memorial plaques at Anchor will not be put in the benches but will incorporate some sort of pedestal.

At City Park there will be five oval picnic tables with ground concrete tops and smooth beveled edges. The bases will be a solid color and will coordinate with the tables. The colors we are looking at are brick red, brown, sand, misty gray and gray. There will be seven benches with the seats the same as the table tops and the legs will be the same as the table legs. We are looking at two brick red, two sand, one gray, one misty gray and one brown. the drinking fountain will be a buff color.

Commissioner Bates inquired about having a multitude of these colors at City Park. Staff replied that was what was discussed at the September meeting. The colored bases will go with the color of the tabletop and the bases will define the color of the table.

Commissioner Ayooob asked what kind of base they will be on. Staff replied we will be using the concrete pads that are currently there.

MOTION: Commissioner Munoz moved the Commission accept the color schemes presented by staff for the City Park and Anchor Memorial Park improvements. The motion was seconded by Commissioner Sidaris and carried 5-1 with Commissioner Bates voting no.

#### **D. NEW BUSINESS**

##### **D-1 DISCUSSION OF IMPLEMENTING THE WORK PROGRAM FOR THE UPCOMING 2013/14 FISCAL YEAR**

Staff stated the Work Program has been utilized throughout the years to document recreational, park, facility, maintenance and related service needs of the Morro Bay Community as identified by the city Recreation and parks Commission. the Work Program allows needs to be planned for, scheduled and prioritized for submittal in the annual budget process. The Work Program from 2004 is in your packet for your review. He added it would be nice to get one or two Commissioners to work with staff to bring this back to the January meeting as a Public Hearing to receive input from the community on items they would like to see. Maybe follow-up with some workshops in order to identify items that are desirable in the community that have not been funded. It will allow us to give City Council information during the budget cycle on things we are supporting. Some of the projects on the current document have been

completed while there are still needs with some. This item is brought to you to introduce you to the Work Program, discuss the process and what would be expected of you as a Commissioner.

Chair Croley commented it is a new way to look at Recreation and Parks. It is exciting to have a new opportunity to look at and prioritize these projects.

Staff said he would like one or two Commissioners to meet with staff and update the Work Program. This will provide a complete list when it comes back to you in January. We want to share some of the many projects we are working on that people don't know about. The community needs to know about them and the funding possibilities and prioritize them.

Chair Croley stated she would like to volunteer to be on the sub-committee. Commissioner Bates volunteered also. Staff Woods said we would like to have this updated to have for the 2013/14 budget cycle.

No action required.

#### D-2 PROGRAM EVALUATION - KIDS' CAMP 2012

The 2012 Kids' Camp was held during the seven weeks of the San Luis Coastal Unified School district summer break at Del Mar School. Approximately eighty children participated each day. Total direct costs were \$23,195.00. Support costs were \$2,348.00 for total expenses of \$25,543.00. Total revenue was \$21,310.00. There was a net loss of \$4,233.00 and a cost recovery of 83%. This program is classified as Merit Service with a target revenue of 70-79%.

#### D-3 PROGRAM EVALUATION - 2012 ESTERO BAY YOUTH BASKETBALL

The 2012 Estero Bay Youth Basketball League was held December 1, 2011 through March 3, 2012. In 2012, 223 boys and girls participated. Total direct costs were \$23,195.00 and support costs were \$2,348.00 for total expenses of \$25,543.00. Total revenue was \$21,310.00. There was a net loss of \$4,233.00 and a cost recovery of 83%. This program is classified as Merit Service with a target revenue of 70-79%.

#### D-4 PROGRAM EVALUATION - 2012 YOUTH FUTSAL

The 2012 Youth Futsal League was held from April 16, 2012 through May 25, 2012. there were eighty-nine boys and girls ages 5 - 18 participating. Total direct costs were \$6,183.00 and support costs were \$1,094.00 for total expenses of \$7,277.00. Total revenue was \$6,182.00. there was a net loss of \$1,095.00 and a cost recovery of 85%. This program is classified as Merit Service with a target revenue of 70-79%.

**MOTION:** Commissioner Bates moved to accept the Recreation and Parks Department Program Evaluations (D-3, D-4, D-5, D-6) for file. The motion was seconded by Commissioner Romero and carried. (6-0)

**E. FUTURE AGENDA ITEMS**

Staff Woods we may be bringing a proposal for the lot on the corner of Shasta and Dunes next to Public Services. There is some interest from the Morro bay Garden Club and the Tree Committee as some sort of passive environment.

Staff commented that some Commissioners last meeting will be in January 2013. The terms of Commissioner Sidaris, Commissioner Romero and Commissioner Munoz expire January 31, 2013. If you are interested in serving again you will need to submit an application to the City Clerk. Additionally, Commissioner Ayooob has missed three meeting within one year which is considered a voluntary resignation. Commissioner Ayooob can reapply to serve out the one year left on her term or for a four year term if one of the other Commissioners does not decide to serve again.

**F. ADJOURNMENT**

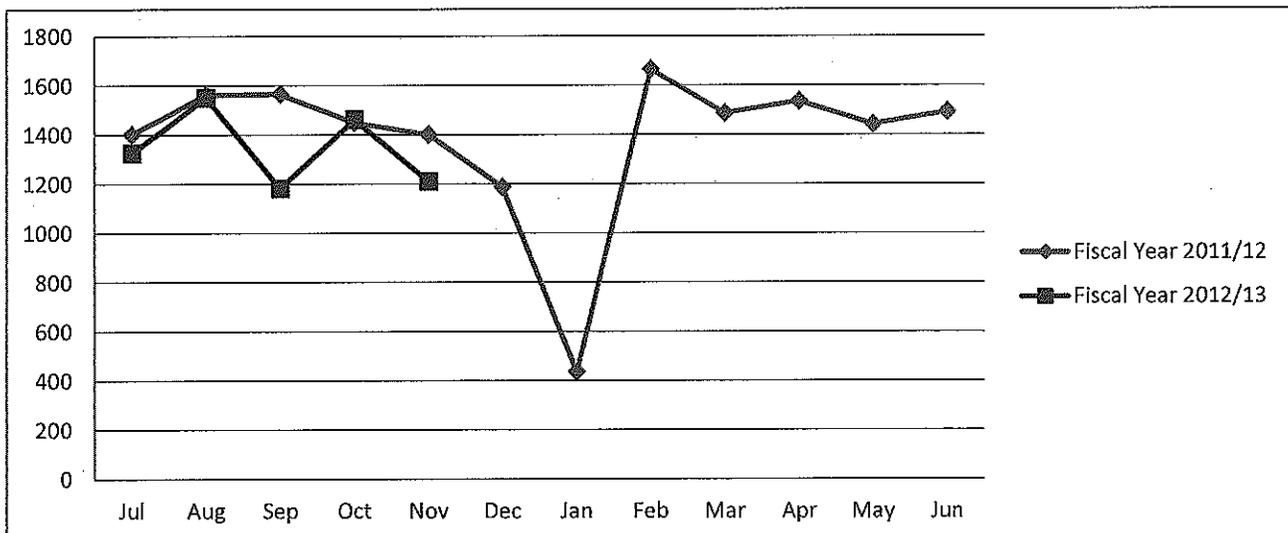
Motion to adjourn the meeting by Commissioner Munoz, second Commissioner Romero. The meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Barbara Wright  
Administrative Technician

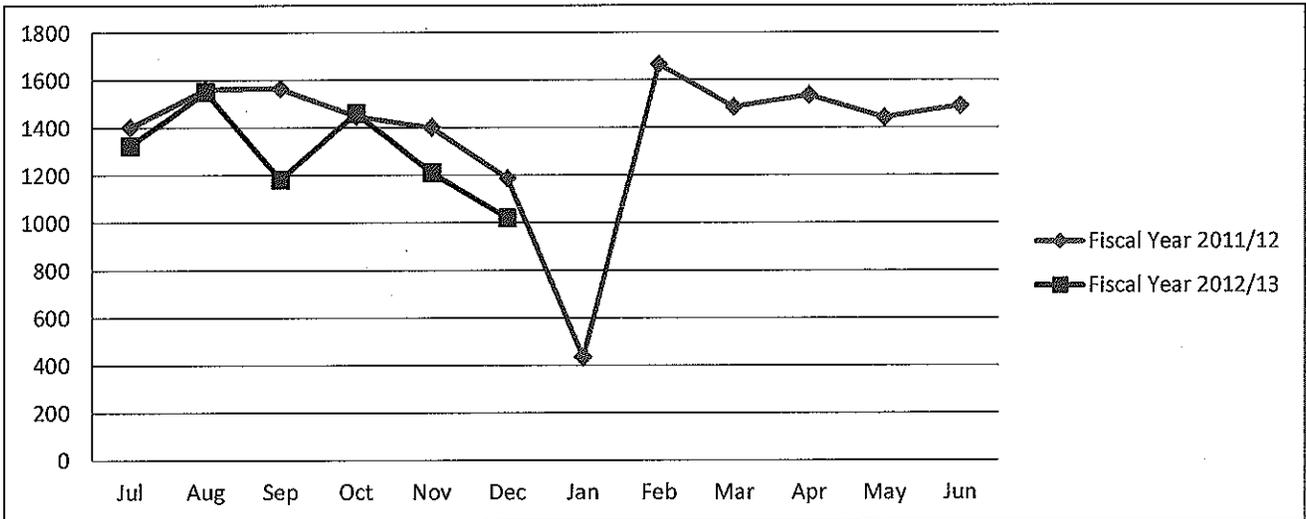
City of Morro Bay  
Recreation Classes & Affiliated Clubs  
PARTICIPATION REPORT  
November 2012

<u>Participations</u>	<u>November</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total to Date</u>	<u>FY 11/12 Total</u>
Acrylics/Watercolor Painting	67	316	346	625
Aikido	21	105	100	250
Bellydance Class	12	122	74	241
Country & Western Line Dancing	0	106	119	119
Crochet (Beginning)	8	26	0	32
FIT CLUB/Zumba	555	3015	3154	8171
Flip City Gymnastics	36	194	261	621
Hoops Camp	0	0	54	229
Kidz Love Soccer	0	0	188	350
Life Drawing	54	227	158	477
Music Appreciation	9	35	96	173
Okinawan Karate for Children	63	360	411	968
Okinawan Karate	24	138	108	268
Playday Tennis	90	402	150	380
Quilting & Sewing	21	63	97	356
Quilt Guild	42	208	234	573
Restorative Yoga	52	392	376	805
Singing (Beginning)	0	0	20	50
Tennis Lessons	6	83	150	327
39+ Dance	152	941	1286	2649
	<b>1212</b>	<b>6733</b>	<b>7382</b>	<b>17664</b>



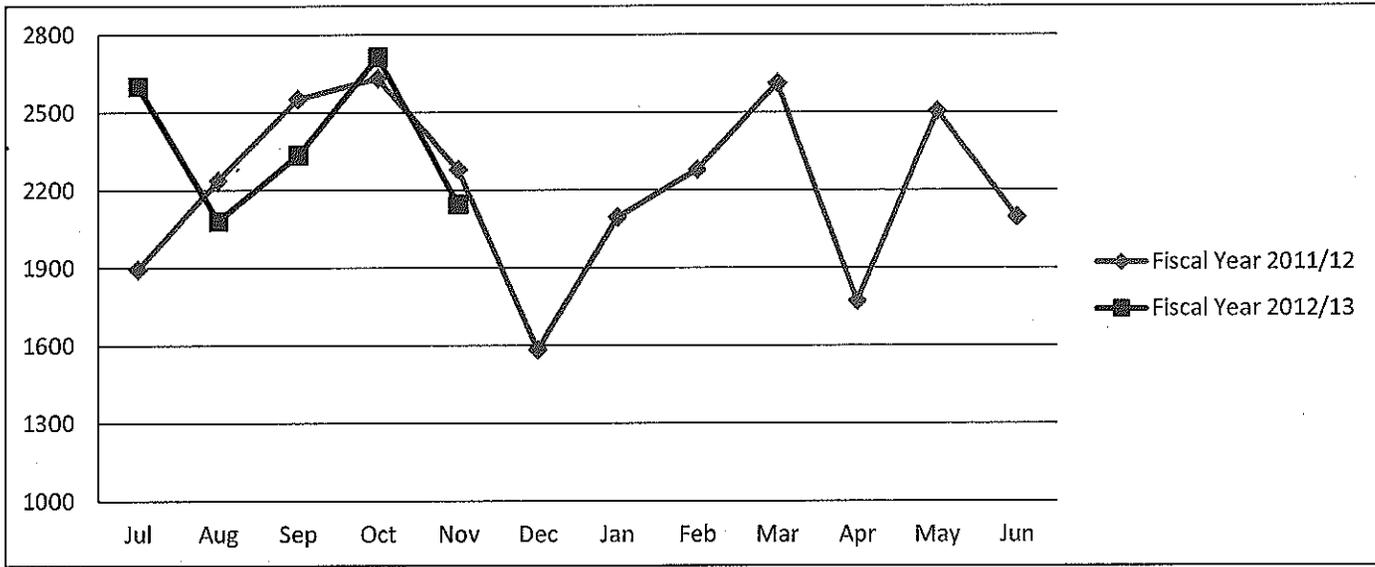
City of Morro Bay  
 Recreation and Parks Department  
*Recreation Classes & Affiliated Clubs*  
**PARTICIPATION REPORT**  
**December 2012**

<u>Participations</u>	<u>December</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total to Date</u>	<u>FY 11/12 Total</u>
Acrylics/Watercolor Painting	18	334	370	625
Aikido	16	121	116	250
Bellydance Class	4	126	90	241
Country & Western Line Dancing	0	106	119	119
Crochet (Beginning)	5	31	0	32
FIT CLUB/Zumba	597	3612	3917	8171
Flip City Gymnastics	16	210	275	621
Hoops Camp	0	0	54	229
Kidz Love Soccer	0	0	188	350
Life Drawing	26	253	177	477
Music Appreciation	0	35	96	173
Okinawan Karate for Children	32	392	451	968
Okinawan Karate	16	154	116	268
Playday Tennis	53	455	177	380
Quilting & Sewing	0	63	113	356
Quilt Guild	46	254	280	573
Restorative Yoga	41	433	412	805
Singing (Beginning)	0	0	50	50
Tennis Lessons	0	83	177	327
39+ Dance	152	1093	1392	2649
	<b>1022</b>	<b>7755</b>	<b>8570</b>	<b>17664</b>



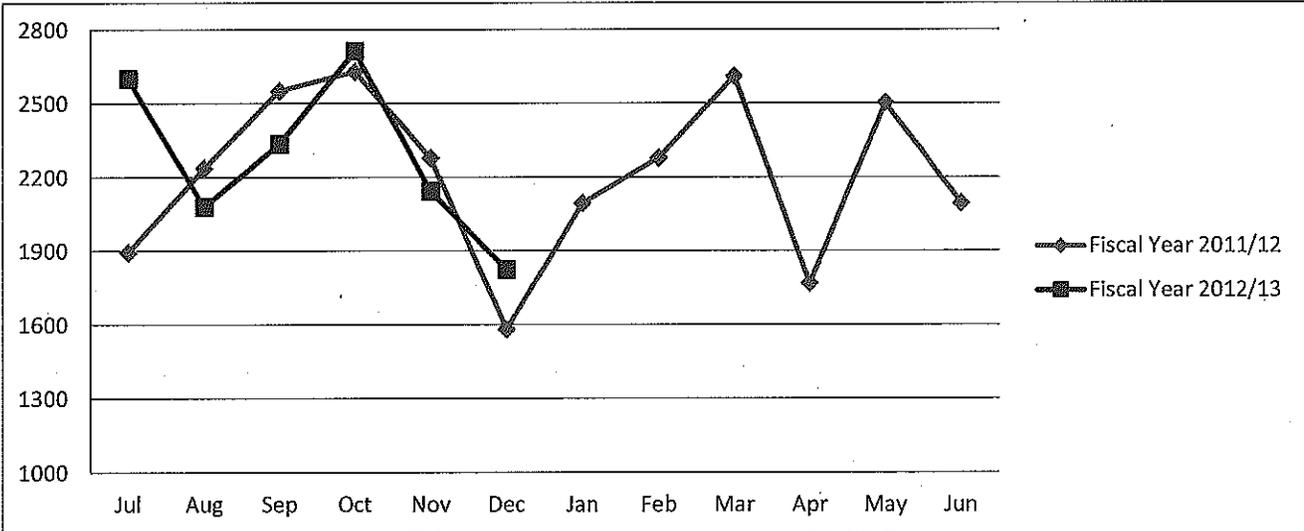
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Senior Services Division  
**PARTICIPATION REPORT**  
**November 2012**

<u>Participations</u>	<u>November</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total to Date</u>	<u>Fy 11/12 Total</u>
ACES	133	700	767	1451
P.A.C.E. (People with Arthritis Can Exercise)	95	634	588	1204
Senior Tai Chi	0	158	120	155
Kids' Camp	0	1652	1773	2325
Kids' Club Before-School	288	1039	1392	3659
Kids' Club Kinder Kids	176	696	693	2111
Kids' Club After-School	560	2234	2351	6157
Kids' Club Drop-in	280	891	696	2102
Teen Center	613	3873	3196	7358
	<b>2145</b>	<b>11877</b>	<b>11576</b>	<b>26522</b>



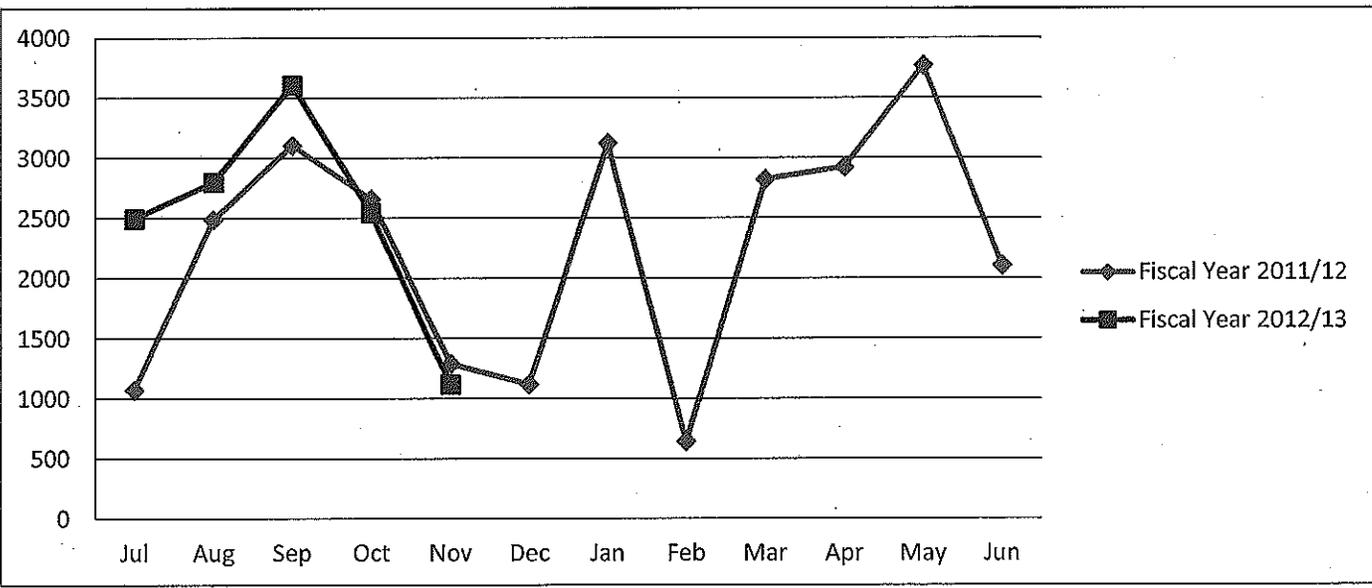
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Senior Services Division  
**PARTICIPATION REPORT**  
**December 2012**

<u>Participations</u>	<u>December</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total to Date</u>	<u>Fy 11/12 Total</u>
ACES	57	757	830	1451
P.A.C.E. (People with Arthritis Can Exercise)	56	690	653	1204
Senior Tai Chi	0	158	120	155
Kids' Camp	0	1652	1773	2325
Kids' Club Before-School	270	1309	1632	3659
Kids' Club Kinder Kids	165	861	837	2111
Kids' Club After-School	525	2759	2783	6157
Kids' Club Drop-in	215	1106	829	2102
Teen Center	538	4411	3703	7358
	<b>1826</b>	<b>13703</b>	<b>13160</b>	<b>26522</b>



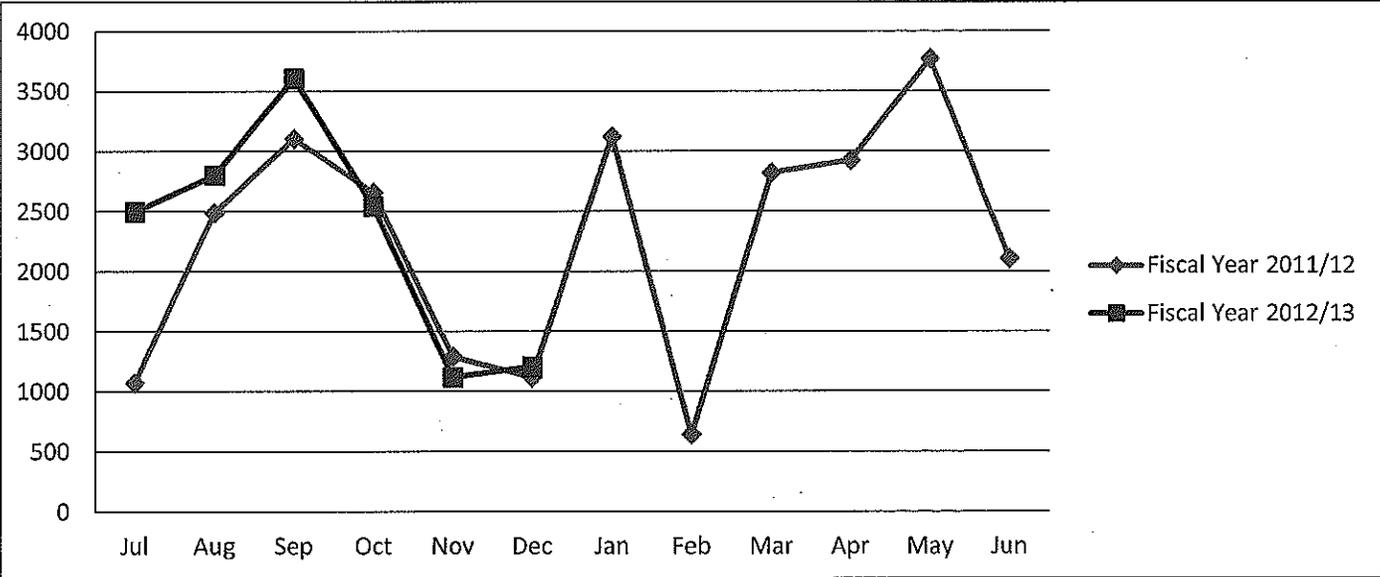
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Adult Sports Division  
**PARTICIPATION REPORT**  
**November 2012**

<u>Participations</u>	<u>November</u>	<u>FY 12/13 Total to Date</u>	<u>FY 11/12 Total to Date</u>	<u>FY 11/12 Total</u>
Adult CO-ED Soccer (Winter)	0	0	0	432
Adult Softball EOS (Spring/Fall)	0	510	450	720
Adult Softball League (Spring/Fall)	0	3450	3200	7280
Beach Camp	0	225	169	301
Futsal (Spring)	0	0	0	1233
Junior Lifeguard (Summer)	0	2013	1450	1955
Youth Basketball (Winter)	200	200	200	4465
Youth Basketball EOS (Winter)	0	0	0	602
Youth Soccer (Fall)	541	5799	4661	4661
Youth Soccer EOS (Fall)	380	380	498	618
Youth Softball (Spring)	0	0	0	3784
Youth Softball EOS (Spring)	0	0	0	616
Youth T-ball/Coach Pitch (Spring)	0	0	0	484
	<b>1121</b>	<b>12577</b>	<b>10628</b>	<b>27151</b>



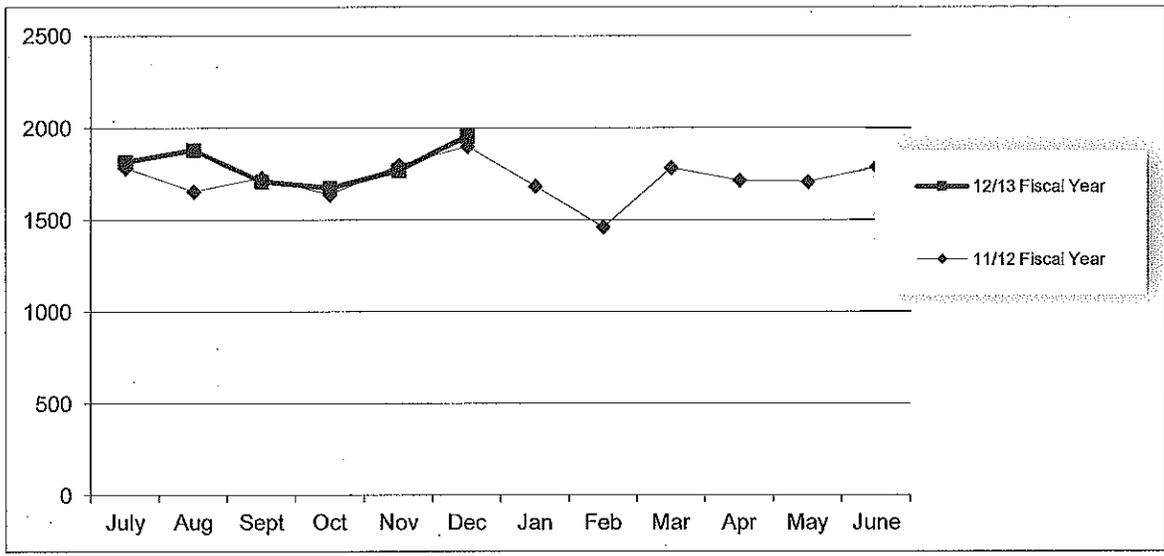
City of Morro Bay  
 Recreation and Parks Department  
 Youth & Adult Sports Division  
**PARTICIPATION REPORT**  
**December 2012**

<u>Participations</u>	FY 12/13		FY 11/12	FY 11/12
	<u>December</u>	<u>Total to Date</u>	<u>Total to Date</u>	<u>Total</u>
Adult CO-ED Soccer (Winter)	0	0	0	432
Adult Softball EOS (Spring/Fall)	0	510	450	720
Adult Softball League (Spring/Fall)	0	3450	3200	7280
Beach Camp	0	225	169	301
Futsal (Spring)	0	0	0	1233
Junior Lifeguard (Summer)	0	2013	1450	1955
Youth Basketball (Winter)	0	0	1200	4465
Youth Basketball EOS (Winter)	900	1100	0	602
Youth Soccer (Fall)	0	5799	4661	4661
Youth Soccer EOS (Fall)	308	688	618	618
Youth Softball (Spring)	0	0	0	3784
Youth Softball EOS (Spring)	0	0	0	616
Youth T-ball/Coach Pitch (Spring)	0	0	0	484
	<b>1208</b>	<b>13785</b>	<b>11748</b>	<b>27151</b>



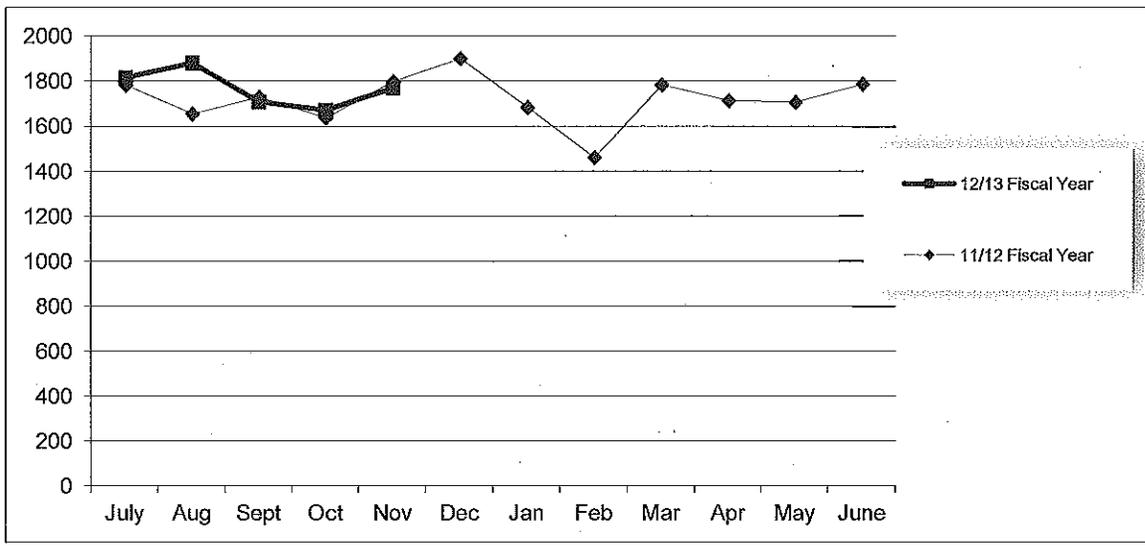
City of Morro Bay  
 Recreation and Parks Department  
*Facilities and Parks*  
 PARTICIPATION REPORT  
 DECEMBER 2012

<u>Facilities</u>	<u>Monthly Hours</u>	<u>Hours to Date FY 12/13</u>	<u>Hrs to date FY 11/12</u>	<u>Total Hours Previous FY</u>
MBCC	1081	7,402	7042	13,988
VMB	257	1,658	1660	2,937
Lib. Prog. Rm.	0	0	0	1,018
<b>Facilities Subtotal</b>	<b>1338</b>	<b>9,060</b>	<b>8702</b>	<b>17,943</b>
<b>Parks</b>				
Lila Keiser	228	1,098	1007	1,811
Monte Young	28	187	222	413
Del Mar	49	251	279	354
City Park	0	100	91	128
Centennial Parkway	29	108	205	245
<b>Parks Subtotal</b>	<b>334</b>	<b>1,744</b>	<b>1804</b>	<b>2,951</b>
<b>Grand Total</b>	<b>1672</b>	<b>10,804</b>	<b>10,506</b>	<b>20,894</b>



City of Morro Bay  
 Recreation and Parks Department  
*Facilities and Parks*  
 PARTICIPATION REPORT  
 NOVEMBER 2012

<u>Facilities</u>	<u>Monthly Hours</u>	<u>Hours to Date FY 12/13</u>	<u>Hrs to date FY 11/12</u>	<u>Total Hours Previous FY</u>
MBCC	1081	5,836	5536	13,988
VMB	257	1,334	1335	2,937
Lib. Prog. Rm.	0	0	0	1,018
<b>Facilities Subtotal</b>	<b>1338</b>	<b>7,170</b>	<b>6871</b>	<b>17,943</b>
<b>Parks</b>				
Lila Keiser	228	1,098	1007	1,811
Monte Young	28	156	187	413
Del Mar	49	245	273	354
City Park	0	91	82	128
Centennial Parkway	29	88	185	245
<b>Parks Subtotal</b>	<b>334</b>	<b>1,678</b>	<b>1734</b>	<b>2,951</b>
<b>Grand Total</b>	<b>1672</b>	<b>8,848</b>	<b>8,605</b>	<b>20,894</b>





**AGENDA NO: A-4**

**MEETING DATE: 1/17/2013**

## **STAFF REPORT**

**TO: Recreation and Parks Commission** **DATE: 1/11/2013**

**FROM: Joseph M. Woods, Recreation and Parks Director**

**SUBJECT: Recreation and Parks Department Status Report**

### **RECOMMENDATION:**

Staff recommends Commission review the current Status Report and accept for file.

### **SUMMARY:**

The following is a brief review of the status of current projects/programs.

#### **Civic Landscape Improvement Program - CLIP**

The Civic Landscape Improvement Program is a program to establish continuity and cohesion among the civic properties through the renovation of landscape and vegetation. Work has completed on the final phases of renovation at Public Services and City Hall. The next piece of the program is scheduled to take place at the Veterans Memorial Building. A total makeover of the front exposure will include turf elimination, and outdoor shaded seating in a native drought tolerant landscape.

#### **North Point Natural Area Assessment District**

Staff has completed the maintenance renovation work on the staircase leading to the beach. Staff utilized in-house labor to supplement the local contractor's work to complete the project within the allocated budget limits. The cost of this maintenance project was funded primarily with bluff stabilization funds. North Point Assessment District contributed approximately \$8K, which covered the cost of the upper section of the staircase.

#### **Lila Keiser Park**

The ball fields are scheduled for closure after soccer season and reopening in the New Year. During the closure staff will be completing the installation of new bleachers, scoreboards, and infield drainage grading along with new base anchors to accommodate the need for more diversity in use. Staff has begun the assembly of the new bleachers for both the East and West Fields. Pre assembly is taking place at the Corp. Yard with final assembly on site. The scoreboards are being ordered and will be installed on the existing poles. The parking lot will be patched by our in-house crew and restriped by the T.A.C.

#### **Cloisters Assessment District**

Staff has hosted several neighborhoods meeting with the residents of the Cloisters Assessment District to discuss maintenance issues and general concerns. Staff will be hosting the quarterly neighborhood meeting in February 2013 to discuss District maintenance. (TBA)

### **Street Summit 2013**

The Public Works Advisory Board and staff will be hosting a Street Summit to discuss the Pavement Management Plan and Street maintenance operations. The date of this public workshop is January 14, 2013 at the Veteran's Memorial Building starting at 6:00 p.m.

### **Street Trees and Sidewalks**

Staff is in the process of replacing five street trees along Main St. in front of Lemos Ranch. Staff is also working on the bid to repair the sidewalk on Market Street, North of Beach and re-establish the street trees.

### **MV Transit Relocation**

Staff facilitated the move of MV Transit into a now shared office space with Meals on Wheels off the main lobby to the Community Center.

### **MBCC Accessibility**

Staff is nearing completion of a strategic rekeying and accessibility plan for the Morro Bay Community Center to better meet the needs of a growing and diverse clientele. Newly keyed spaces have been logged into the Point of Sale (POS) system so that many spaces can now have keys checked out to instructors for late night or seasonal events thereby reducing some of the need for Rental Attendants and staff involvement.

### **Estero Bay Youth Soccer**

All-Star teams from Estero Bay Youth Soccer competed in the South Bay Shootout on the weekend of December 8. Our U12 Boys placed second in their division. We also had a U12 Girls team, U14 Boys team and U10 Boys team participating. On the weekend of December 15, the U10 Boys and the U12 Boys played in the Atascadero Freeze tournament. The U12 Boys took the championship and the U10 Boys missed playing in the finals by one point.

All-Star play was funded through a BBQ Fundraiser and generous donations from Fosters Freeze, Tan de Soleil, the UPS Store and Wee Shack.

### **2013 Adult Coed Soccer**

Adult Soccer start date has been moved to Monday, January 21 as we have 8 participants. Fliers have been distributed to adults playing in the weekly pickup games as well as press releases in the Bay News. This is a non-competitive league and we will play 8 games on Monday nights.

### **Estero Bay Youth Basketball League**

Youth Basketball games have begun. We have 30 teams playing on Friday nights and Saturday's. Games will continue through the first weekend in March and will conclude with an End of the Season Tournament March 8 and 9.

### **Coast Girls Softball**

Registration is underway for the 2013 Coast Girls Softball League. A registration evening and parent meeting will be held on Thursday January 17 from 6-7:30 pm. Assessments will be held on Saturday February 2 at Lila Keiser Park. A pre-season clinic given by the MBHS Varsity Girls Softball team is in the planning stages. The season will begin on March 16 with opening ceremonies, first games and a MLB Hit, Pitch and Run Contest. We are exploring holding opening ceremonies with Little League this year, final decision will be made in February.

Staff has been involved in the 8 & un Rules Committee who drafted new rules for this division. ASA will be holding a league meeting to discuss new rules and regulations on January 26 in SLO. Staff will be attending. In addition to playing league games with SLO, Atascadero and Nipomo we are adding Paso Robles and Templeton to our schedule. This will give our teams an opportunity for additional games.

### **Spring Adult Softball**

Registration for the Spring season of Adult Softball will begin January 28. The expected start date will be late March, early April. We expect to have 3 nights of play with 5 leagues for the 2013 season—Coed Upper and Lower leagues on Monday, Over 50 league on Tuesday, and Men's league on Thursday.

### **Dixon's Spaghetti Dinner**

The 24th Annual Dixon's Spaghetti Dinner will be held on Friday March at the Morro Bay Community Center. This dinner is a fundraiser for the Morro Bay Community Foundation's Youth Scholarship Fund. Volunteers and donations are needed to make the event a success.

### **LOMS Volleyball and Track Field**

We are in negotiation to offer students at LOMS a Boys (Spring) and Girls(Fall) Volleyball and Track and Field Program that are in danger of being cut due to budget issues. These programs will be 100% cost recovery. The district will provide the facilities and equipment and we will provide the oversight, uniforms, referees and scheduling. Both programs will utilize volunteer coaches.

### **Lila Keiser Park**

New scoreboards have been ordered are expected to be delivered in early February just in time for softball/baseball season. New bleachers are in the process of being installed and infield improvements are expected to begin shortly.

### **Save the Date**

July 13, 2013 is the date for the 2013 Brian Waterbury Memorial Rock to Pier Fun Run and the Rock'n Around the Pier Half Marathon.

### **New Recreational Class**

The Department provides a wide-variety of recreational classes for participants of varying ages. Recently, the Department was able to add a new class, Senior Tai-Chi. This class is sponsored by the Morro Bay Senior Citizens, Inc. and therefore, at no cost to participants. Senior Tai-Chi meets on Tuesday mornings from 10:30 to 11:30 a.m.

### **Kids' Club Children's Center**

Kids' Club Children's Center is a licensed before and after school enrichment program for students in K through 6<sup>th</sup> grades. Kids' Club is open every day school is in session. Kids' Club enrollees have the opportunity to participate in a wide-variety of activities that enhance their social, emotional and cognitive skills. In addition to activities that enhance developmental skills, Kids' Club Leaders also provide homework assistance when needed.

### **Rockies – The Morro Bay Teen Center and Skate Park**

Rockies provides a safe and healthy alternatives to local youth. Rockies is open Mondays through Fridays from 3 to 7 p.m. and on Saturdays from 1 to 7 p.m. The Morro Bay Teen Center is open to all youth in grades 7<sup>th</sup> through 12<sup>th</sup> and the Morro Bay Skate Park is open to all ages. The Skate Park has scheduled bike only days for Wednesdays during the school year.

### **Morro Bay Teen Action Club (TAC)**

The TAC continues to fulfill their weekly duties through the Adopt-A-Park program at Lila Keiser Park. The TAC is also working on a public parking lot re-striping project. The TAC recently completed their 2<sup>nd</sup> public parking lot at Lila Keiser Park. The TAC also actively seeks community service opportunities with local organizations and groups that provide community wide events and services.

### **City Website/Recreation and Parks Pages**

Staff continues to update content for the Recreation and Parks website pages, and recently added a page dedicated to the Cloisters Subdivision which details the history, the assessment district, and maintenance details.

### **Morro Bay Senior Citizens, Inc.**

The MBSCI continues to work with the City Council to develop a community van program. This program would NOT replace or offer the same services as the current MV Transportation Call-A-Ride program. The community van would provide transportation to destinations outside of Morro Bay, such as doctor appointments and shopping, for Senior Citizens.



AGENDA NO: B-1

MEETING DATE: 1/17/2013

## Staff Report

**TO:** Recreation and Parks Commission      **DATE:** 1/11/2013  
**FROM:** Joe Woods, Recreation and Parks Director  
**SUBJECT:** Review and Discussion of the Work Program for Fiscal Year  
2013/14.

**RECOMMENDATION:**

Recreation and Parks Commission review and discuss the Department's Work Program and discuss implementation for Fiscal Year 2013/14.

**DISCUSSION:**

The annual process of the Work Program has been delayed for several years and staff is prepared to implement the Program for planning and scheduling reasons. The Work Program has been utilized throughout the years to document recreational, park, facility, maintenance and related service needs of the Morro Bay Community as identified by the City Recreation and Parks Commission.

The Work Program allows needs to be planned for, scheduled and prioritized for submittal in the annual budget process. Increased costs or use of staff resources are estimated and an overall picture of leisure services is provided by the document. It is the intent of the Work Program to annually document the needs of the community in order that they may be evaluated and prioritized with other community needs in the annual budget process. Funds may or may not be awarded for all or portions of the Work Program based on the many competing City service needs of the Morro Bay community. The Program develops objectives and activities for the upcoming fiscal year in order to prioritize the needs, identify opportunities, or promote improvements in Department operations and facilities.

The Work Program is developed in a workshop format involving an advisory process from citizens, Commissioners, and City staff. Finalization of the Program is obtained by a consensus procedure, thus eliminating motions, votes and formal actions.

Attachments: Recreation and Parks Department Draft Work Program FY13/14

Prepared By: *JWW*

Dept Review: *JWW*

**RECREATION AND PARKS DEPARTMENT**

# **WORK PROGRAM**

**OUTLINING THE**

**PROGRAM ANALYSIS AND SERVICE/EQUIPMENT NEEDS  
OF THE DEPARTMENT**

Amended 01/2013

The Work Program Document is a comprehensive list of the programs, projects and services the Department:

- a. Currently offers
- b. Has offered in the past or would like to offer in the future
- c. Identified through public comment, staff and/or Commission as being important

The Work Program also indicates, where possible, the cost recovery for existing programs as well as the anticipated cost recovery of new programs. The Work Program is reviewed and/or updated every one to two years to most closely reflect the community's needs in terms of recreation and parks services, projects and programs.

The last section of the Work Program is a list of prioritized projects and programs (some funded and some unfunded) ranked as high, mid and low priority. While the prioritization indicates what order the projects and programs are preferred to be completed, the restrictions of funding sources (grants, etc.) may cause a lower level priority project to be completed before a "high" priority project as a result of the funding criteria.

This document is very useful as it is a comprehensive list of the services, projects and programs the Department is responsible for as well as a way of documenting interest in an unfunded program or project. The Work Program Document has also been important in the pursuit of grant funds in that it provides verification to the granting agency that the project or program is of interest in the City.



13. Meet with Joint School Use Committee on a quarterly basis.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
14. Serve as an advisor to the Morro Bay Community Foundation, Inc.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
15. Serve as ADA Coordinator for public facilities.  
**Duties transferred to Engineering Division of Public Services.**
16. Provide in-service training and CPR/First Aid for all full-time and designated part-time staff.  
Cost: \$25.00/person      Cost Recovery: N/A                      Original Request Date: Ongoing
17. Provide a team-building workshop for all full time and program level staff.  
**Deleted in FY 2003/2004 due to budget cuts.**
18. Develop and publish various marketing documents; brochures, flyers, posters, newsletters, and pamphlets to support and service Department programs and services.  
Cost:                      Cost Recovery:                      Original Request Date:
19. Provide a part-time instructor in-service or send information annually in December/January.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: Annual
20. Coordinate the Adopt-A-Park program with local interest groups  
Cost:                      Cost Recovery:                      Original Request Date:
21. Provide travel funds for Director to attend the CPRS conference and various workshops.  
Cost: Varies                      Cost Recovery: N/A                      Original Request Date: Annual
22. Conduct an annual appreciation event for volunteers and sponsors to include an awards program.  
**Deleted in FY 2003/2004 due to budget cuts.**
23. Provide for one annual evaluation of all part-time staff and one annual evaluation of full-time staff.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
24. Provide for safety training within the Department by utilizing the monthly Department-wide staff meeting for safety training and resources from CJPIA.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: Monthly
25. Conduct Annual Spaghetti Dinner to increase monies for youth scholarships in conjunction with the Morro Bay Community Foundation, Recreation and Parks Commission and Senior Citizen's, Inc.  
Cost: Varies                      Cost Recovery: Varies                      Original Request Date: Annual
26. Coordinate recreational activities and classes through contractual instructors both as part-time employees and through rental agreements.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
27. Amend and update Departmental SOP.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A

- 28. Implement the Fiscal Sustainability Program.  
 Cost:                                      Cost Recovery:                                      Original Request Date:
- 29. Provide sports and special event equipment rental to the public.  
 Cost: Replacement                      Cost Recovery: N/A                      Original Request Date: On-going  
       Costs to vary

**CAPITAL PROJECTS**

- A. Update the Recreation and Access Element dated 1976.  
 Cost: \$50,000                      Cost Recovery: N/A                      Original Request Date: 7/88
- B. Master plan Coleman Park, Target Rock and Morro Rock areas, Northern Embarcadero Implementation Plan.  
 Cost:                                      Cost Recovery:                                      Original Request Date:
- C. Update the Facility Master Plan dated 1985-1990.  
 Cost:                                      Cost Recovery:                                      Original Request Date:
- D. QR code program for information interpretive panels at parks and facilities.  
 Cost:                                      Cost Recovery:                                      Original Request Date:

**DIVISION: COMMISSION**

1. Provide a Commissioner to serve as liaison with the, Morro Bay Senior Citizens, Inc. Board of Directors and other ad hoc or sub-committees as needed.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
2. Attend training workshop and annual awards dinner for local CPRS district.  
Cost: Varies                      Cost Recovery: N/A                      Original Request Date: N/A
3. Provide information for Commissioners from CPRS and NRPA.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
4. Conduct an annual parks tour to review each site and identify problems or review developments.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
5. Work with all SLO County Recreation and Parks agencies and San Luis Obispo County Association of Parks and Recreation Administrators (SLOCAPRA) to co-host a training workshop for all Commissioners in San Luis Obispo County.  
Cost: SLOCAPRA funds      Cost Recovery: N/A                      Original Request Date: Annual
6. Review and revise the Work Program on a yearly basis to develop activities and objectives for the upcoming budget year.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: N/A
7. Provide Commissioners to attend the City Council meeting when recreation and parks related items appear on the agenda.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: 11/99

**DIVISION: RECREATIONAL SPORTS AND FITNESS**

1. Conduct adult softball leagues in the spring and fall.  
Cost: \$36,000-55,000    Cost Recovery: 70-79%    Original Request Date: Annual
2. Conduct softball tournaments in June and September.  
Cost: \$3,500 each    Cost Recovery: 90-100%    Original Request Date: Annual
3. Offer youth sports leagues in basketball, T-ball, coach pitch, and soccer, futsal and girls softball using primarily volunteer coaches.  
Cost: \$3,000-\$51,000    Cost Recovery: 70-79%    Original Request Date: Annual
4. Conduct Rock-to-Pier run.  
Cost: \$36,000    Cost Recovery: 100%    Original Request Date: Annual
5. Offer the Junior Lifeguard program.  
Cost: \$40,000-61,000    Cost Recovery: 80-100%    Original Request Date: Annual
6. Offer Jr. Lifeguard Pool program to ready children for the Jr. Lifeguard program.  
Cost: \$5,000    Cost Recovery: 80-100%    Original Request Date: Annual
7. Provide staff for the Recreational Sports Authority to review league nights of play, sports program needs and review sports operations.  
Cost: N/A    Cost Recovery: N/A    Original Request Date: Quarterly
8. Provide staff for the Youth Sports Board for review of the youth sports programs.  
Cost: N/A    Cost Recovery: N/A    Original Request Date: Bi-monthly
9. Provide staff for the Girls Softball Board for review of the girls' softball program.  
Cost: N/A    Cost Recovery: N/A    Original Request Date: On-going
10. Provide Youth Beach Camp program during summer.  
Cost: \$15,000    Cost Recovery: 100%    Original Request Date: On-going
11. Offer adult co-ed soccer league.  
Cost: \$4,000-8,000    Cost Recovery: 70-79%    Original Request Date: On-going
12. Manage league scheduling and management website "LeagueLineUp.com".  
Cost: N/A    Cost Recovery: N/A    Original Request Date: On-going
13. Provide a youth "all-comers" track meet for the Estero Bay Youth.  
Cost: TBD    Cost Recovery: 100%    Original Request Date: 2000
14. Provide a youth 3 on 3 summer basketball tournament.  
Cost: \$2,000    Cost Recovery: 100%    Original Request Date: 2000
15. Systematically replace old soccer and futsal equipment.  
Cost: \$2,000    Cost Recovery: N/A    Original Request Date: 2013/14
16. Provide Jr. High Volleyball Program in conjunction with School District.  
Cost: \$2,000    Cost Recovery: N/A    Original Request Date: 2012

- 17. Provide Jr. High Track and Field Program in conjunction with School District.  
 Cost: \$2,000                      Cost Recovery: N/A                      Original Request Date: 2012
- 18. Conduct Adult Basketball Program.  
**Deleted due to budget cuts in 2003/2004**
- 19. Replace training and safety equipment for Jr. Lifeguard program.  
 Cost: \$2,000                      Cost Recovery: N/A                      Original Request Date: 2013/14

**CAPITAL PROJECTS**

- A. Tennis court (2) construction at Del Mar Park.  
**Completed in FY 2011/20012**
- B. Indoor/Outdoor Swimming Pool-feasibility/cost-benefit study only.  
**Completed in FY 2010/2011**
- C. Replace scoreboards at Lila Keiser East/West.  
 Cost:                                      Cost Recovery:                                      Original Request Date:
- D. Replace bleachers at Lila Keiser East/West.  
 Cost:                                      Cost Recovery:                                      Original Request Date:
- E. Resurface basketball court at City Park to include replacement of standards, backboards and rims.  
 Cost:                                      Cost Recovery:                                      Original Request Date:
- F. Resurface and paint hard court surfaces at Del Mar Park to include hockey and basketball.  
 Cost:                                      Cost Recovery:                                      Original Request Date:



**DIVISION: FACILITIES**

1. Provide maintenance and repair to City owned building, systems and equipment to ensure public safety and system reliability.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
2. Provide City employees with safe accessible work environments.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
3. Provide safety training for Facilities/Maintenance Division staff.  
Cost: \$200/person                      Cost Recovery: N/A                      Original Request Date: 7/95
4. Provide for adequate staffing for 7-day service to the Community Center, Veteran's Memorial Building and waterfront restrooms.  
Cost: varies                      Cost Recovery:                      Original Request Date:
5. Provide adequate staffing for weekly service to City Hall, Public Services, Harbor, Police, Fire, Corp Yard and Teen Center.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
6. Provide supplies and service costs to include custodial and paper products for all City facilities and offices.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
7. Provide service to public and City departments in reserving facilities, event set-up and clean up in the Community Center and Veteran's Memorial Building.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
8. Complete annual building maintenance at the Community Center, Veteran's Memorial Building and public restrooms.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: Annual
9. Provide service to all City flag poles and public trash receptacles.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
10. Develop and implement advertising of public meeting facilities in publications and web site.  
Cost: N/A                      Cost Recovery: N/A                      Original Request Date: On-going
11. Provide repair and maintenance services as property owner for City owned buildings.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
12. Provide annual service to exterior lighting on buildings, parking lots, parks, City entrances and waterfront sites.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going
13. Provide monthly to annual service for elevators, fixed fire suppressions systems, building alarm systems and backflow devices.  
Cost: varies                      Cost Recovery: N/A                      Original Request Date: On-going

## CAPITAL PROJECTS

- A. Replace various public restrooms including the Del Mar Park Restroom, Coleman Park Restroom, Monte Young Restroom and  
Cost: \$185,000 ea.      Cost Recovery: N/A      Original Request Date: 7/97
- B. Remodel City Hall Conf. Room, restrooms, replace HVAC unit (Cap Proj. 82-09)  
Cost: \$19,000      Cost Recovery: N/A      Original Request Date: 07/01
- C. Re-roof 714 Embarcadero.  
**Completed in FY 2011/2012**
- D. Paint Exterior of MBCC, HVAC unit replacement (Cap Proj. 82-12)  
**Completed in FY 2011/2012**

**DIVISION: PARKS**

1. Replace wooden signs at all city parks with laminate composite signs.  
Cost: \$3,000 ea.      Cost Recovery: N/A      Original Request Date:
2. Annual maintenance of all public restrooms in parks and on waterfront to include paint/repair using alternate work forces if possible.  
Cost:      Cost Recovery: N/A      Original Request Date: Annual
3. Provide funds for training Parks crew in the areas of non-crop pesticide usage, application, and storage.  
Cost: varies      Cost Recovery: N/A      Original Request Date: N/A
4. Provide maintenance and repair service to all parks including park systems and related  
Cost:      Cost Recovery: N/A      Original Request Date: On-going
5. Initiate a capital improvement fund for parks as a base to be supplemented by Park-In-Lieu Fees.  
Cost: \$3,000/yr.      Cost Recovery: N/A      Original Request Date: 7/95
6. Respond and repair vandalism and graffiti within 24 hours of reported incident.  
Cost: varies      Cost Recovery: N/A      Original Request Date: On-going
7. Supervise the maintenance of the two assessment districts: North Point and Cloisters.  
Cost: variable      Cost Recovery: N/A      Original Request Date: 8/2012
8. Holiday Tree Lighting-installation and removal of lights on tree and tree maintenance.  
Cost: \$1000      Cost Recovery: 0%      Original Request Date: Annual
9. Provide community special events assistance to include, Harbor Festival, Merchants Faire, 4<sup>th</sup> of July, Art in the Park, Downtown parades and others.  
Cost: varies per event      Cost Recovery: Direct      Original Request Date: Annual  
Labor Costs
10. Maintain entry event signs with up do date information on events.  
Cost: \$150/sign      Cost Recovery: 0%      Original Request Date: Ongoing+  
staff time

**CAPITAL PROJECTS:**

- A. Perform a maintenance overlay of asphalt surfaces at Lila Keiser Park, Del Mar Park, Bayshore, Tidelands, Cloisters and North Point.  
Cost: \$60,000      Cost Recovery: N/A      Original Request Date: 7/94
- B. Replace picnic tables at Lila Keiser and Del Mar Parks.  
Cost: varies      Cost Recovery: N/A      Original Request Date: 7/99
- C. Replace picnic tables and benches at Anchor Memorial and city Park.  
Cost:      Cost Recovery:      Original Request Date:

- D. Replace play structures at Tidelands, City Park, Coleman and Cloisters.  
Cost:                      Cost Recovery:                      Original Request Date:
- E. Elimination of non-functionary turf at Anchor, Centennial, and Cloisters replacing with sustainable systems.  
Cost:                      Cost Recovery:                      Original Request Date:
- F. Replace doors and jambs at Lila Keiser score booths and concession stand.  
Cost: \$12,000              Cost Recovery:                      Original Request Date:

**Morro Bay Recreation and Parks Commission  
Prioritized Work Program  
2013**

Priority	Project	Division	Cost Estimate
H M	L Update the Recreation and Access Element dated 1976	Administration	\$50,000
H M	L Master plan Coleman Park, Target Rock and Morro Rock areas, Northern Embarcadero Implementation Plan.	Administration	
H M	L Update the Facility Master Plan dated 1985-1990.	Administration	
H M	L QR code program for information interpretive panels at parks and facilities.	Administration	
H M	L Replace scoreboards at Lila Keiser East/West.	Sports & Fitness	
H M	L Replace bleachers at Lila Keiser East/West.	Sports & Fitness	
H M	L Replace basketball courtat city Park to include replacement of standards, backboards and rims.	Sports & Fitness	
H M	L Resurface and paint hard court surfaces at Del Mar Park to include hockey and basketball.	Sports & Fitness	
H M	L Teen Center (Rockies) Master Plan.	Youth Services	\$2.3 million
H M	L Renovation of the existing Skate Park.	Youth Services	\$110,000
H M	L Teen Center Master Plan	Youth Services	
H M	L Replace various public restrooms including the Del Mar Park Restroom, Coleman Park Restroom, Monte Young Restroom and North T-Pier.	Facilities	\$185,000 ea.
H M	L Remodel City Hall Conf. Room, restrooms, replace HVAC unit (Cap Proj. 82-09)	Facilities	\$19,000
H M	L Perform a maintenance overlay of asphalt surfaces at Lila Keiser Park, Del Mar Park, Bayshore, Tidelands, Cloisters and North Point.	Parks	\$60,000
H M	L Replace picnic tables at Lila Keiser and Del Mar Parks.	Parks	Varies
H M	L Replace picnic tables and benches at Anchor Memorial and City Park.	Parks	
H M	L Replace play structures at Tidelands, City Park, Coleman and Cloisters.	Parks	
H M	L Elimination of non-functionary turf at Anchor, Centennial and Cloisters replacing with sustainable systems.	Parks	
H M	L Replace doors and jambs at Lila Keiser score booths and concession stand.	Parks	\$12,000



AGENDA NO.: D-1

Meeting Date: 1/17/2013

## THIS STAFF REPORT

“REVIEW AND RECOMMEND ACTION ON THE M.O.U.  
REGARDING THE ESTERO BAY COMMUNITY AQUATIC CENTER.”

## WILL BE AVAILABLE

## AT THE METING

**Thursday, January 17, 2013**  
**@ 5:30pm**



AGENDA NO: D-2

MEETING DATE: 1/17/2013

STAFF REPORT

**TO:** Recreation and Parks Commission **DATE:** 1/11/2013  
**FROM:** Joseph M. Woods, Recreation and Parks Director  
**SUBJECT:** Recommendation of Appropriate use of the Historically Wood from the Demolition of the Centennial Staircase.

**RECOMMENDATION:**

Discuss the possible and appropriate use of the historically significant materials, mainly the wood, from the demolition of the Centennial staircase, and forward recommendations to City Council.

**FISCAL IMPACT:**

Action regarding this item has no current fiscal impact. Future projects which may be a result of any recommendations may require fiscal resource allocations, besides that of staff time regarding related reports and research.

**BACKGROUND:**

The Centennial Parkway project was conceived in 1970 / 1971 as a memorial to Morro Bay's year of centennial celebration. Through the work of local volunteers and a design by a Cal Poly architecture student, the unique Giant Chessboard and Centennial Stairway were opened to the public in 1975.

The Centennial Stairway (like the chess pieces) was constructed from recycled redwood and two dismantled water tanks, which had served the City for 50 years sitting atop Morro Bay Boulevard. The stairway was reconditioned in the early 2000's to incorporate middle stringers, and pickets between the rails.

At the regular City Council meeting held November 13, 2012, the concept plan for improvements to Centennial staircase was reviewed and discussed. Council unanimously supported the Funicular project over that of an elevator, and requested that action be communicated to Mr. Stowasser, property owner of 781 Market Street. Please find the attached staff report dated November 6, 2012 for project details. Additionally, Councilmember Smukler expressed interest in reusing the existing staircase material, as this material has historical significance. Council agreed to forward the item to RPC. Minutes from the November 13, 2012 Council meeting are attached with the motion of future agenda items which indicate Council's intent.

Prepared By: *JMW*

Dept Review: *JMW*

**DISCUSSION:**

The removal of the existing staircase at Centennial Parkway will result in a significant amount of surplus material. Most of this wood can and should be reused, as the clear redwood material is of high quality and would be suitable for finish work. The possibilities for reuse are generally endless; however staff suggests a focus on using the material in a similar function at a different site; and/or a project in dedication of the historical Centennial site.

One such consideration would be to use the material to rebuild the staircase at the Surf Street location. The Surf Street staircase (pictured below) is in need of more maintenance than just repairing the existing structure. To rebuild the staircase would not only create a safer access route, but could also create an attraction and gateway to future Embarcadero amenities.

Continued suggestions for discussion may include the following, but not necessarily limited to:

- Historic tribute to the wooden stairway at its current site
- Some form of Public Art
- Resource for other public infrastructure projects
- Functional public furniture
- Auctioned for public benefit and revenue enhancement

**CONCLUSION:**

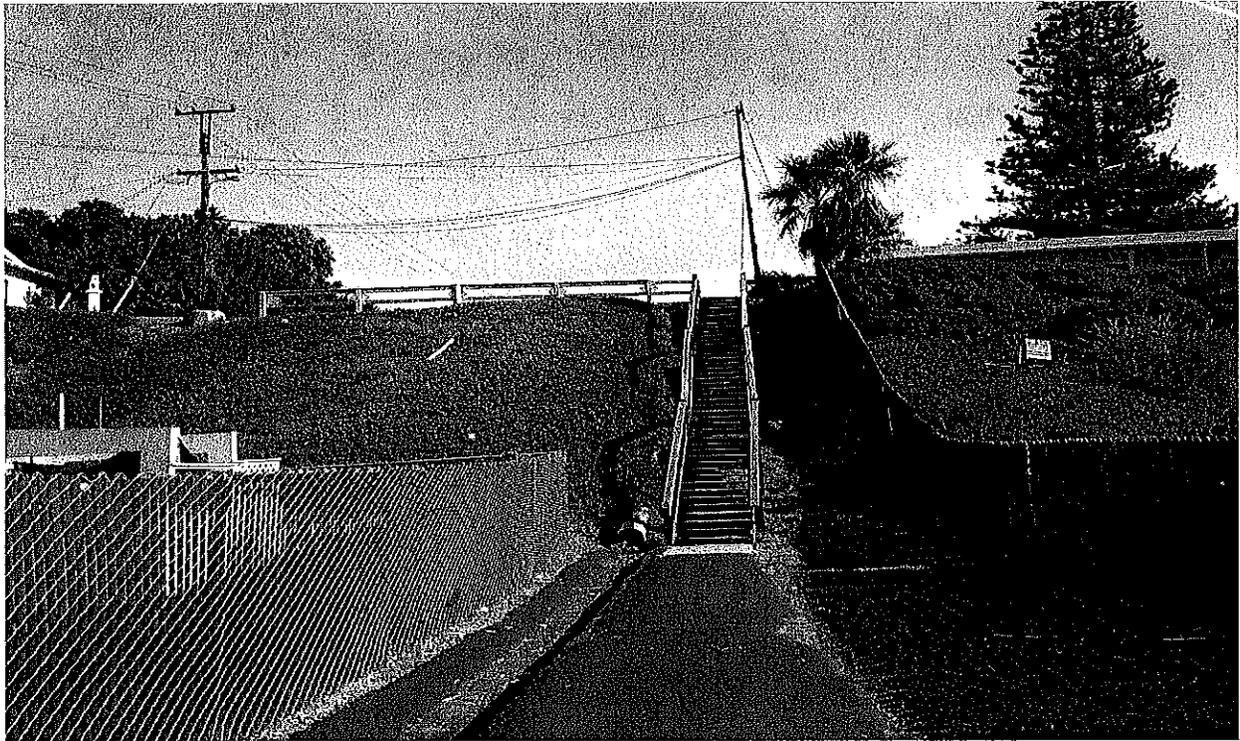
When the Centennial Staircase Improvement project progresses, it is imperative a plan for the surplus resources be in place as to avoid any implied negligence or missed opportunity. The current staircase is a considerable structure with historical significance and to repurpose its components would perpetuate its community value for future generations to enjoy.

**Attachments:**

- Staff Report November 6, 2012 – Review of Concept Plan for Improvement to Centennial Staircase
- Minutes MB City Council regular meeting November 13, 2012 – Declaration of Future Agenda Items



CENTENNIAL STAIRCASE – FRONT STREET LANDING



SURF STREET STAIRCASE FROM FRONT STREET PARKING LOT



SURF STREET STAIRCASE FROM BASE



AGENDA NO: D-1  
Meeting Date: November 13, 2012

## Staff Report

TO: Honorable Mayor and City Council                      DATE: November 6, 2012  
FROM: Robert Schultz, City Attorney  
SUBJECT: Review of Concept Plan for Improvements to Centennial Staircase

### RECOMMENDATION

Staff recommends that City Council review and discuss the Concept Plan for Improvements to Centennial Staircase and direct Staff to schedule this item for review at the Recreation and Parks Commission and the Planning Commission and return to the City Council with their recommendations.

### BACKGROUND

The City purchased two abutting parcels of land in June 2003. One was the former trailer park at 714 Embarcadero and the other was known as the Hungry Tiger property at 781 Market Avenue (also formerly Anthony's and Brannigan's). The former trailer park is currently used as a public parking lot and the Hungry Tiger property sat vacant for several years as result of an inability to attract an investor interested in a Hotel/Conference Center Public/Private Partnership.

In 2009, the City Council decided to sell the property at 781 Market Street to George Salwasser. After the sale, Mr. Salwasser made major improvements to the vacant building and it is now a restaurant and wine bar. As part of the Purchase and Sales Agreement, City Council negotiated for Mr. Salwasser to pay the costs to design, engineer, and install a Lift Station to improve access between the Embarcadero and Market Street. Attached are two different design plans that Mr. Salwasser has submitted to the City. One design is for a funicular, the other a traditional elevator.

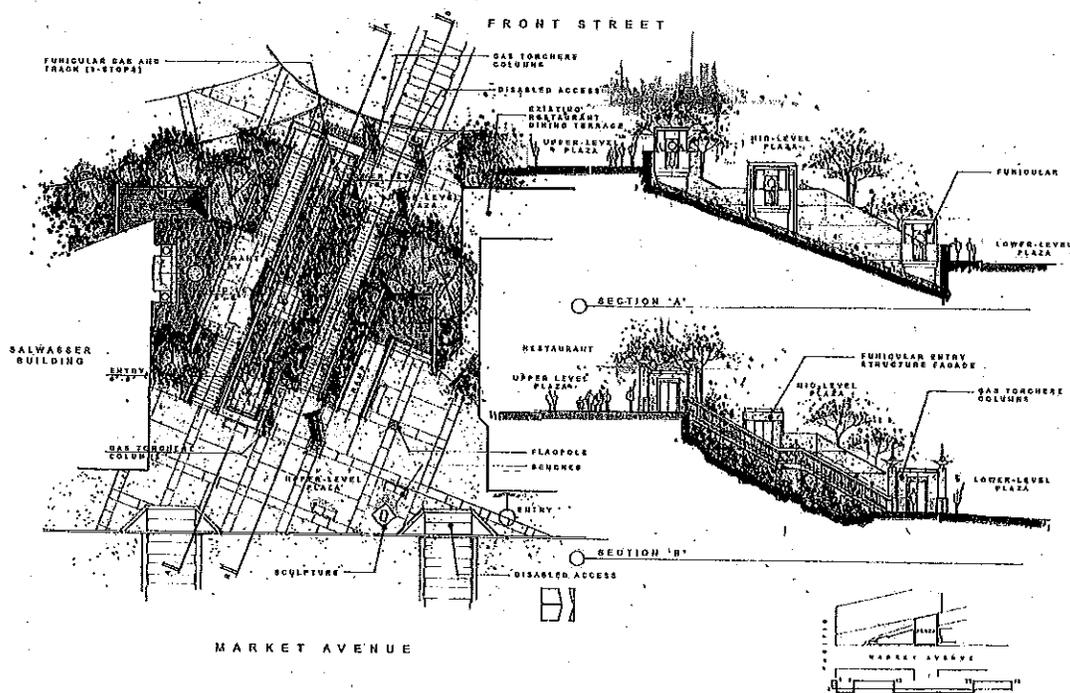
### DISCUSSION

Instead of submitting just a single design, Mr. Salwasser has submitted two different designs for the installation of a lift station where the Centennial Staircase currently exists. The first design (Exhibit A) is for a funicular, which is a cable attached to tram-like vehicle on rails that moves people up and down a slope. The second design (Exhibit B) is for a more traditional elevator. The City should review the plans and decide on which design to move forward with, or decide to send it to various advisory bodies for their input.

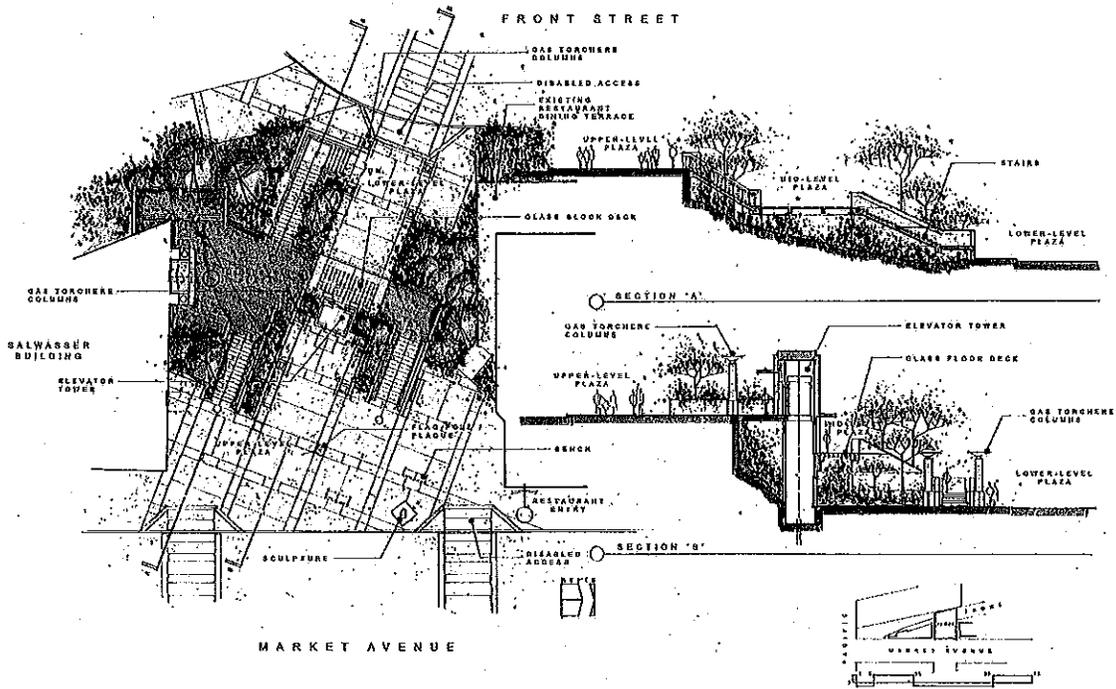
### CONCLUSION

City Council should review and discuss the Concept Plan for Improvements to Centennial Staircase and direct Staff accordingly.

Prepared By: RWS                      Dept Review: \_\_\_\_\_  
City Manager Review: \_\_\_\_\_  
City Attorney Review: RWS



MORRO BAY PLAZA  
FUNICULAR PLAZA CONCEPT



MORRO BAY PLAZA  
ELEVATOR PLAZA CONCEPT

Councilmember Borchard also likes the funicular concept and thinks that it would definitely enhance the property.

Councilmember Leage liked the funicular concept but he had a fiscal concern. If Council moved forward with approving the funicular and it was discovered that concept was considerably more expensive than the elevator concept, would the City have to pay the difference since they were the ones requesting it? City Attorney Rob Schultz feels that both projects are similar in costs; in addition, it would be the City's assertion that all costs for this project will be borne by the applicant.

Councilmember Smukler feels it's important to confirm who would bear those cost differences. He had a discussion with Mr. Stowasser who asserted that the decision was the City's to make. On another note, he would like to see the wood from the staircase that would be removed used appropriately as it has historical significance.

MOTION: Mayor Yates moved for support of the Funicular, to communicate the Council's decision to Mr. Stowasser and send the project directly to the Planning Commission. The motion was seconded by Councilmember Leage and passed unanimously 5-0.

E. DECLARATION OF FUTURE AGENDA ITEMS -

Councilmember Smukler requested an item be sent to the Recreation & Parks Commission focusing on the appropriate use of the historically significant materials from the demolition of the Centennial Staircase. There was consensus from Councilmembers Borchard and Leage.

Councilmember Smukler requested a discussion on the Harbor Advisory Board's request to re-establish the New Futures Committee to help influence the future of the power plant. There was consensus from Councilmembers Johnson and Borchard as long as it wasn't called the "New Future's Committee".

ADJOURNMENT

The meeting adjourned at 7:39 p.m.

Recorded by:

Jamie Boucher  
City Clerk



AGENDA NO: D-3

MEETING DATE: 1/17/2013

## STAFF REPORT

**TO:** Recreation and Parks Commission **DATE:** 1/11/2013

**FROM:** Joseph M. Woods, Recreation and Parks Director

**SUBJECT:** Discussion of Potential Use of the Empty Lot on the Corner of Shasta and Dunes Streets.

### RECOMMENDATION:

Review and discuss possible improvements to the corner lot on Shasta and Dunes Streets; and forward recommendations to City Council.

### FISCAL IMPACT:

Action regarding this item has no current fiscal impact. Future projects which may be a result of any recommendations may require fiscal resource allocations, besides that of staff time regarding related reports and research.

### BACKGROUND:

The properties addressed 983 and 985 Shasta were purchased by the City of Morro Bay as the preliminary steps in the development of a civic improvement project. This land is adjacent to existing property owned by the City and would expand the City's holdings to allow for a large civic improvement project. As a temporary operation, the City would rent the three units as residential property providing some return on investment while future civic improvement plans were generated. In the course of time, these properties required certain repairs and maintenance. Most of the major maintenance was deferred with the expectation of a comprehensive facility site master plan forthcoming. With conditions at these properties steadily deteriorating, staff was presented with a condition which either needed to have fiscal allocations or be removed to limit any potential liability exposures.

Staff presented the situation to City Council at their regular meeting on October 11, 2011.

Based on the staff report and due to the condition of the three structures located at both 983 and 985 Shasta Avenue, Council directed staff to demolish the structures and clear the site. Please find the attached Council minutes on October 11, 2011. Furthermore, staff was directed to prepare the site for a pocket park or community (garden) park and provide site water via a hose bib.

Prepared By: *jmw*

Dept Review: *jmw*

**DISCUSSION:**

Staff has been approached by representatives of the Morro Bay Garden Club, who have expressed interest in the development and maintenance of a pocket park on the corner of Shasta and Dune Streets. The Garden Club further mentioned the possibility of the local 4-H club volunteering either for the installation or continual maintenance, or both. Staff would request a written agreement prior to any work performed at the site to ensure proper management of the real property and any amenities.

During the informal discussions, staff has put some concepts together to assist in the space design. This concept drawing is attached for your review. The idea was to have the perimeter of the site lined with fruit trees and the interior of the site dotted with raised planters for flowers. Staff would relocated (reuse) three picnic tables from City Park to allow visitors the opportunity for gathering and possibly picnicking. The idea of an arbor on the corner was talked about as well as a name for the area; however neither made it past casual conversation.

**CONCLUSION:**

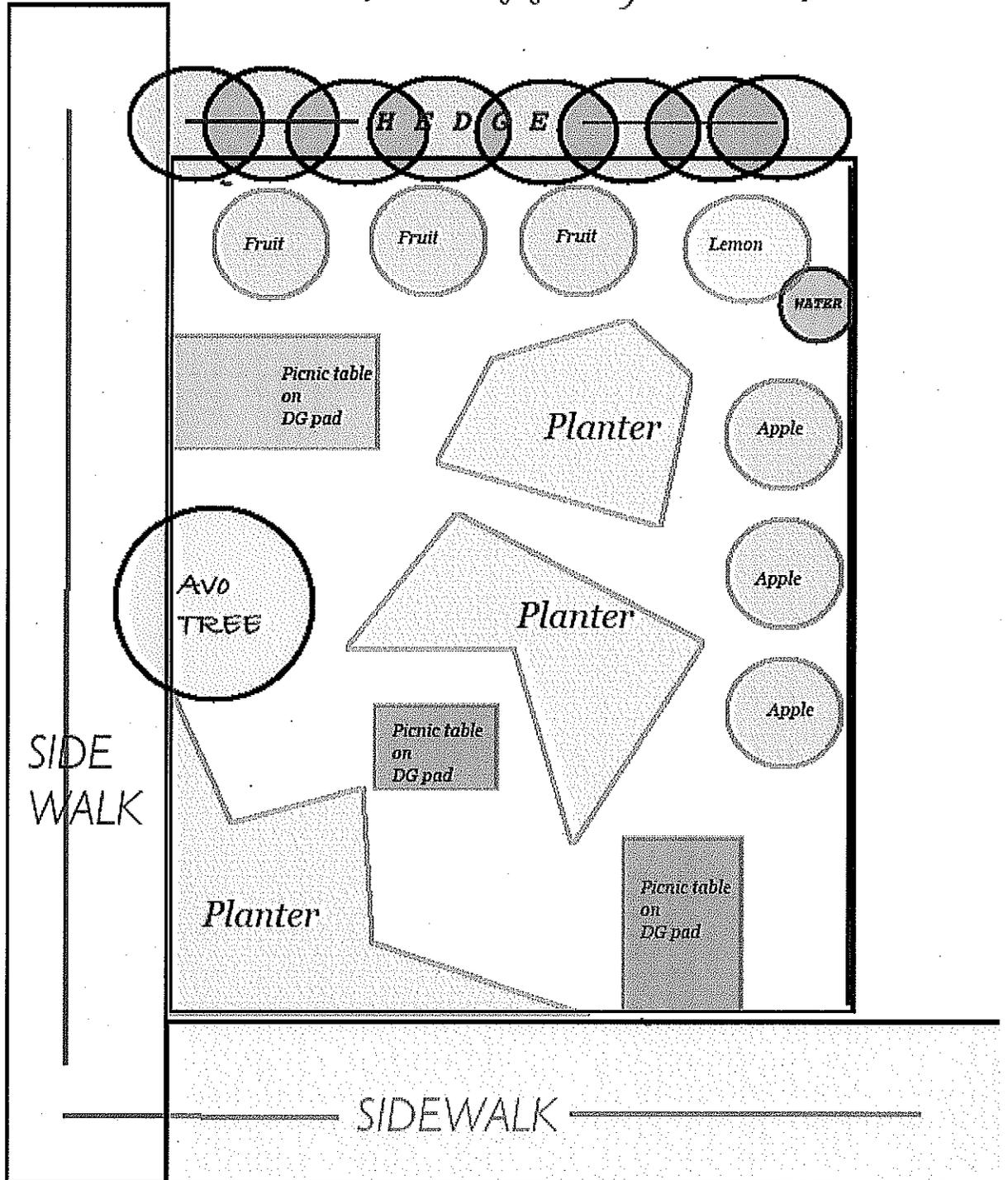
Staff realizes the use of this empty lot could be something very different than the concept presented, and pocket parks or community gardens could be represented with various layouts. Staff would request the RPC present other ideas for discussion and recommendation.

**Attachments:**

Minutes MB City Council regular meeting October 11, 2011 – Discussion on status of City rental property on Shasta Avenue.

Draft conceptual drawing of pocket (community) park

# Pocket (community) Park



DUNES STREET

MINUTES - MORRO BAY CITY COUNCIL  
REGULAR MEETING – OCTOBER 11, 2011

~~Ms. Slayton recommended the City Council approve the introduction and first reading of Ordinance No. 574, authorizing the amendment of Different Level of Benefits, 2% @ 60 Full Formula and Three-Year Final Compensation for all newly-hired PERS miscellaneous employees.~~

~~Mayor Yates opened the hearing for public comment; there were no comments, and Mayor Yates closed the hearing for public comment.~~

~~MOTION: Councilmember Johnson moved the City Council approve the introduction and first reading of Ordinance No. 574, authorizing the amendment of Different Level of Benefits, 2% @ 60 Full Formula and Three-Year Final Compensation for all newly-hired PERS miscellaneous employees. The motion was seconded by Councilmember Borchard and carried unanimously. (5-0)~~

~~City Manager Andrea Lueker read Ordinance No. 574 by number and title only.~~

~~C. UNFINISHED BUSINESS – None.~~

D. NEW BUSINESS

→ D-1 DISCUSSION ON THE STATUS OF THE CITY RENTAL PROPERTY ON SHASTA AVENUE; (RECREATION & PARKS)

Recreation and Parks Director Joe Woods stated staff has inspected the current condition of the real property at both 983 and 985 Shasta Avenue, and has found that both structures have failing building systems and would be costly to repair. The residences are non-inhabitable due to failing infrastructure, and extremely dilapidated building systems. Both structures contain significant amounts of hazardous material, which by regulation; require specific handling, which would have to be addressed should any repair work or demolition to occur. The option of repair costs has doubled based on the deteriorating conditions of the buildings and availability for a more thorough inspection due to the properties now being vacant. Staff feels the benefit of removal of these structures would allow for City resources to be redirected. Mr. Woods recommended the City Council consider the high cost of renovating the real property at 983 and 985 Shasta Avenue and direct staff to proceed with demolition of each site.

MOTION: Mayor Yates moved the City Council direct staff to demolish the properties at 975, 983 and 985 Shasta Avenue; that the demolition leaves the ground ready for a pocket park or community (garden) park; and, that staff includes the installation of a hose bib on the property upon completion. The motion was seconded by Councilmember Leage.

MINUTES - MORRO BAY CITY COUNCIL  
REGULAR MEETING – OCTOBER 11, 2011

Mayor Yates amended his motion to include that this project will be brought to a conclusion within six months. Councilmember Leage accepted the amendment to his second to the motion.

VOTE: The motion carried unanimously. (5-0)

~~D-2 DISCUSSION ON TOILET RETROFIT REBATE PROGRAM, (PUBLIC SERVICES)~~

Utilities/Capital Projects Manager Dylan Wade stated this item is being brought to the City Council for discussion on how or if to pursue the retrofit rebate program. Some potential options are: 1) keep the current program as it exists and is interpreted. Positive aspects are the City will continue to provide an incentive for the conversion of the few remaining 3gpm toilets. The potential negative aspects are that there are few remaining fixtures out there and that the program in this fashion may not be interpreted as adequate by DWR during the 2015 Urban Water Management Plan (UWMP) review process; 2) allow and provide an incentive to convert between 1.6gpf and 1.28gpf. The positive aspects are that the City's program would likely be acceptable in the 2015 UWMP review and some additional conservation will be achieved. The negative aspects are the potential liability to the water fund of replacing all of the toilets in Morro Bay at \$100 each; 3) create a program that provides an incentive for retrofitting below the 1.28gpf such as requiring dual flush toilets that use .8gpf for one flush type and 1.28 for the other. The positive aspects of this decision are that the City's program would likely be acceptable in the 2015 UWMP review and some additional conservation will be achieved. The negative aspects are the potential liability to the water fund of replacing all of the toilets in Morro Bay at \$100 each; 4) some other alternative that the Council develops that staff did not anticipate; or, 5) elimination of the entire program. The positive aspects are the reduced costs associated with implementing the program. The negatives are the potential impact to future grant funding opportunities. Mr. Wade recommended the City Council review and discusses the City of Morro Bay's Toilet Retrofit Rebate Program and provides direction to staff on any changes.

MOTION: Councilmember Smukler moved the City Council approve Option #1: Keep the current program as it exists and is interpreted. Positive aspects are the City will continue to provide an incentive for the conversion of the few remaining 3gpm toilets. The potential negative aspects are that there are few remaining fixtures out there and that the program in this fashion may not be interpreted as adequate by DWR during the 2015 UWMP review process. Council added an adjustment that dual flush toilets will be used as the standard with future retrofits in the program. The motion was seconded by Councilmember Leage and carried unanimously. (5-0)



AGENDA NO: D-4  
MEETING DATE: 1/17/2013

# Staff Report

**TO:** Recreation and Parks Commission      **DATE:** 1/17/2013  
**FROM:** Heather Salyer-Frith, Recreation Supervisor  
**SUBJECT:** Program Evaluation – Annual Holiday Tree Lighting

**RECOMMENDATION:**

It is recommended that the Commission review and accept this program evaluation for file.

**FISCAL IMPACT:**

This program is classified under the Basic Service category, which has a target revenue goal of 0-10% cost recovery of program and support costs.

Program Costs:

- Staffing: \$0.00
- Costume Rental: \$178.00
- Printing & Banner: \$244.00
- Misc. Supplies: \$77.00

<b>Program Costs Total:</b>	<b>\$499.00</b>
<b>Gross Revenue:</b>	<b>\$0.00</b>
<b>Cost Recovery:</b>	<b>0%</b>

Support Costs:

- Cost Allocation: 200 participants x \$2.57

<b>Cost Allocation Total:</b>	<b>\$514.00</b>
<b>Program &amp; Support Total Costs:</b>	<b>\$1013.00</b>
<b>Net Revenue:</b>	<b>(-\$1013.00)</b>
<b>Cost Recovery:</b>	<b>0%</b>

**SUMMARY:**

This annual family orientated community event was unfortunately rained-out. An alternative date is not set due to costs. The celebration would have been hosted by then Mayor William Yates followed by a musical performance by “Captain Jimmy”, Jim Murphy. The Morro Bay High School Chamber Choir led by Coleen Wall was also scheduled to perform. Santa Claus and his Merry Elves would then arrive to read “Twas the Night Before Christmas” to all the children gathered around the City Holiday Tree. The Mayor and Santa would then lead a countdown and the holiday tree would have “magically” lit-up marking the closing of the celebration.

Prepared By: HSF      Dept Review: *jsm*

**BACKGROUND:**

The Holiday Tree Lighting has been provided by the Department for over 30 years. During that time the date, time, and program content have change many times to meet community and department expectations. In 2005, the Holiday Tree Lighting was slated for elimination due to budget cuts. However, staff was able to continue this community program by incorporating donations and volunteers. The Department costs for the Holiday Tree Lighting have been significantly reduced by the generous donations of cookies, cider, and entertainment.

**CONCLUSION:**

The Holiday Tree Lighting Celebration meets the Morro Bay Recreation and Parks Department Mission Statement by providing a quality service that is essential and necessary to live a healthy, enriched life. Staff will continue to provide this service to our community families in a responsive and courteous manner. Staff will continue to evaluate the program for quality and effectiveness and make adjustments to the program as needed.