



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

LIBRARY & RECREATION SERVICES

PARKS AND RECREATION ADVISORY COMMITTEE MINUTES November 9, 1999 at 4:00 P.M.

Meeting Location: Centennial Park Conference Room
600 Nickerson Drive, Paso Robles

CALL TO ORDER

ROLL CALL

Members present: Berg, Dotter, Fairbairn, Roach, Sparrow, Thorndyke, Welch, and new alternate T.J. Jolicoeur.

Members absent – Conway and Parham

Also present – Councilman Frank Mecham, Director, Barbara Partridge, Recreation Supervisor, Charlotte Gorton.

PUBLIC COMMENT - None

CONSENT AGENDA

1. Member Welch made a motion, second by Member Dotter, to approve the Minutes of October 12, 1999. Motion was unanimously passed.

DISCUSSION ITEMS

2. Parks & Recreation Rules, Regulations & By-Laws - Director

Review the second reading of the Parks and Recreation Rules and Recreation By Laws. Suggested changes from October meeting were reviewed. Member Sparrow made a motion, second by Member Berg, that we accept the changes recommended by the committee as presented. Motion was unanimously passed. Changes will be made accordingly and brought back to December's meeting:

- The Chairman and Vice-Chairman should be elected to serve after full board is on (page 1).
- Delete first paragraph under the "Brown Act" - duplicate wordage (page 2).

Change when the agenda is mailed out to members from two to one week prior to meeting date (page 3).

- Under Minutes & Records, delete deadline for mailing minutes, resolutions, etc.(page 3).
- Resolutions are numbered by City Clerk (page 3).
- Add wordage beginning the sentence under Conduct of Business (page 5).
- Under Miscellaneous - delete the majority written (page 6).
- Add "City Council" under Functions (page 8).
- Change the proportions (three-sixth) under Terms of Office (page 9).
- Attendance needs clarifying (page 11).

The subject of Richard Parham's attendance came up in relation to the By Laws and the article clarifying attendance. Member Fairbairn asked that Chairman Thorndyke draft a letter to council for action per Rules and Regulations.

3. **Recreational Web Page - Charlotte**

Discussion was held about the possibility of working with the Paso Robles High School in creating a Web Page for registration interest. Member Fairbairn made a motion, second by Member Dotter, for Charlotte to contact the High School and move forward on this project. Motion passed unanimously.

4. **Recreation Non Profit Status - Director**

Discussion was held concerning the creation of a new non-profit organization with the name of REC, Inc. (Recreation Encouraging Community, Inc.). The Articles and By Laws are currently being worked on and finalized by the City Attorney. Director Partridge asked for the committee to be thinking how to recruit the new board members of REC Inc.

5. **Election of Officers - Director**

Discussion was held concerning how to hold the election of officers, either by a nomination on the floor, or by forming a nomination committee. The consensus was to tender nominations on the floor at the December meeting.

ADHOC COMMUNICATIONS

6. **Open Space and Park Preservation - Charlotte**

After a brief presentation by Charlotte, the committee discussed the possibility of forming a sub committee to work with other City officials to preserve open space and develop parks.

Councilman Mecham suggested this is a good time to form a sub committee as we will be updating the General Plan and for that committee to meet with Bob Lata and the Planning Commission. Director Partridge asked them to think about it and nominate a sub committee at the December meeting.

CITY COUNCIL COMMUNICATION

- Member Dotter asked Councilman Mecham what the council felt about the senior and veteran's building issue. Mecham stated the site has been chosen at Sherwood and is anxious to move forward with getting the senior center built. There will be two separate facilities.
- Frank announced the Skate Park has been delayed and will probably break ground in December.
- There are 24 applicants to the Youth Commission. Interviews will be held on November 18. Since there are so many applicants and some are not able to attend the interviews on that particular date, they may set up an alternate night as well. They are also having some trouble reaching some of the applicants. Member Welch suggested faxing a copy of the names to the High School and his staff will help notify students.

EXECUTIVE MANAGER REPORT

- Director Partridge reported the Senior Advisory Committee has tendered an offer to give \$200,000 from the Senior Endowment Fund to enlarge the construction size of the new senior center at Sherwood Park. All of the recent recruitments to fill vacancies on advisory committees have been completed except for the Youth Commission, which is coming up.
- She discussed the surplus from last fiscal year and the projects/supplies which were approved from the budget red list.

Director Partridge advised that due to the reorganization of our department, shortage of staff hours and budget dollars, the City will not do the Oak Park Christmas Angels program. Staff has been directed to find an alternate group such as Toy Bank to take over the program. Member Dotter suggested that HUD might be interested in donating to Toy Bank if they were to take over the program. Director Partridge also stated that the Oak Park Recreation children may still have their Christmas parties.

WRITTEN COMMUNICATION - None

ADVISORY BODY COMMUNICATION

Member Sparrow mentioned that the media would like to have information from the Parks and Recreation Advisory Committee. Member Fairbairn volunteered to follow up with the Telegram Tribune.

- Member Fairbairn asked to have the City Park attended to. He stated there are weeds and brown dry spots in the grass. He was concerned that nothing happens when he goes through proper channels to obtain a response, but recognized the departure of the Public Works director has probably had an impact. Councilman Mecham asked to have the opportunity to go through proper channels first and to speak to the City Manager, Jim App, and Superintendent, Gary Perruzzi, about this matter. The committee agreed to have a letter written about its concerns with City Park to accompany the minutes of this meeting. Member Fairbairn will construct said letter.

UNSCHEDULED MATTERS

- Committee members introduced themselves to new advisory committee alternate Member Jolicoeur.
- Supervisor Gorton announced an external recruitment for Staff Aides, Staff I, Staff II, and Staff III for the library and recreation positions.
- Member Berg presented schematics of her plans for the new Youth Arts Foundation building. She asked for support from the committee concerning the removal of a diseased oak tree on the property. The committee expressed a willingness to support her pending a review of the tree ordinance and arborist report.
- Director Partridge invited new alternate Member Jolicoeur to a tour of the City parks and programs. She extended the invitation to all others interested in attending.

ADJOURNMENT: to next month's regular meeting of the Parks and Recreation Advisory Committee meeting on Tuesday, December 14, 1999 at 4:00 p.m. at Centennial Park, Conference Room, 600 Nickerson Drive, Paso Robles.

Deadline for submitting items for the next regular Parks and Recreation Advisory Committee Agenda is Friday, November 22, 1999 due to the holidays.

Respectfully submitted,



Charlotte Gorton,
Recreation Supervisor



CITY OF EL PASO DE ROBLES

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Paso Robles Public Library

Board of Trustees meeting of 9 December, 1999

The regular meeting of the Board was held at the Library.

1. Prior to the meeting, the Trustees hosted a breakfast gathering which honored the Library staff.
2. The meeting was called to order by Chairperson, Betty Watson, at 9:08 a.m.

Members present: Betty Watson, Jim Knecht, Pat Glancy, Rudyard Stone.

Alternates present: Terry Ann Reid, Jack Gulshen

Attending ex officio: Barbara Partridge

Absent: Barbara Dabul, Annie Robb

3. Previous minutes were adopted.

4. No Public comment.

5. Discussions

a) this being the fifth anniversary of the opening of the library, a special event will take place every month. Copies of the plans will be distributed later.

b) the 1999 goals will be discussed in the January meeting which Annie Robb will be able to attend. At that time the full Board will be in attendance.

c) goal setting for the year 2000 will be the subject of a special workshop on 6 January 2000, 9:00 a.m. At that time, not only will we review what we did in the past, but, we will be able to set specific goals for the year 2000.

6. The library will be open an additional five hours per week effective in January 2000. This will enable the library to be open from 10:00 a.m. to 8:00 p.m. on Mondays and Tuesdays.

7. Barbara reported that while there has been no formal receipt of the Gates Grant, there appears to be no obstacle to our receiving it since all the submission requirements were met in a timely manner. The Grant will involve the electronic hardware while the City will expand the lines for the infrastructure.

8. "Beyond Books": The Library Foundation has earmarked \$30,000. to upgrade the electronic equipment used by the public, e.g.: digital video cameras, scanners, programs, word processors, and speakers. The first program subject on 21 January 2000 is Business and Speech Writing.

- a) the Foundation's 1000 piece mailing asked for pledges by the end of this year earmarked

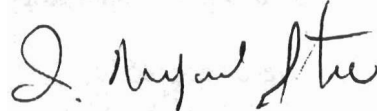
for "Beyond Books".

9. Barbara discussed the future of the Branch Reading Room at Oak Park. While not fully in place yet, the machinery is in motion to acquire reference material for a homework site. The concept represents a partnership with the City with funding required from a community block grant.

10. Barbara reported that the afterschool library group for at risk middle school children known as Teen Xtreme is a successful partnership with the Health Department.

11. Meeting adjourned 9:41 a.m.

Respectfully submitted,



I. Rudyard Stone
Acting Secretary

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
MONTHLY BOARD MEETING - DECEMBER 14, 1999

RECEIVED
DEC 17 1999

PRESENT:	CHAIRMAN:	MR. CHET DOTTER
	VICE CHAIRMAN:	MR. BOB VELASQUEZ
	COMMISSIONERS:	MR. JOE DUTRA
		MS. VICKY JEFFCOACH
		MS. GLADYS MOORE
		MR. RAY HAMPSON
	SEC./DIR:	MR. GENE BERGMAN
	RECORDER:	MS. BLAIR LOWERY
	ABSENT:	MR. RICHARD STAINBROOK
	GUESTS:	MS. GRACE HLL
		MR. ED GALLAGHER
		MR. TOM BARON

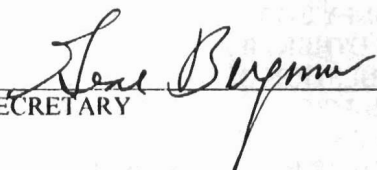
1. THE MEETING WAS CALLED TO ORDER AT 6:00 PM BY THE CHAIRMAN MR. DOTTER. MS. JEFFCOACH INTRODUCED MS. GRACE HILL WHO IS A VOLUNTEER WITH THE REC PROGRAM. MR. DOTTER INTRODUCED MR. GALLAGHER, CITY HOUSING COORDINATOR AND MR. BARON, COUNCILMAN.

2. MR. GALLAGHER PRESENTED TO THE COMMISSIONERS THE RESULTS OF THE BID OPENING FOR THE STREET IMPROVEMENTS LOCATED ON PARK ST. IN THE AREA OF THE HOUSING AUTHORITY PROPERTY. THE LOWEST BID FOR THE INSTALLATION OF CURBS AND GUTTERS IN THIS AREA WAS \$220,000. THE AMOUNT OF THE CDBG GRANT FOR THIS ITEM IS NOT ENOUGH TO COVER ALL OF THE WORK. THERE ARE TWO OPTIONS: 1. COMPLETE AS MUCH OF THE WORK AS THERE ARE CURRENT FUNDS AVAILABLE OR 2. FIND MONEY FROM OTHER SOURCES TO COMPLETE THE TASK. MR. BARON, A MEMBER OF THE CITY COUNCIL, ASKED THE COMMISSIONERS TO CONSIDER THE COST OF COMPLETING THE PROJECT NOW AND WHAT THE COST WOULD BE IN THE FUTURE. TO ALSO CONSIDER THAT ANY MAJOR STREET IN THE CITY WOULD NOT BE DONE PIECE MEAL. MR. DOTTER PROPOSED TO THE BOARD THAT THE HOUSING AUTHORITY WOULD PAY THE SHORTFALL. THIS COULD BE TREATED AS A LOAN UNTIL THE CDBG FUNDING COMES AROUND NEXT YEAR. THE COMMISSIONERS DISCUSSED THIS PLAN AND HAD SOME RESERVATIONS. THE COMMISSIONERS ASKED MR. BARON FOR A GUARANTEE THAT THE FUNDS WOULD BE RE-PAYED. MR. BARON SAID THAT HE COULD NOT GUARANTEE THAT CDBG FUNDS WOULD BE AVAILABLE, BUT THE HOUSING AUTHORITY COULD DRAW UP AN AGREEMENT LOANING THE MONEY TO THE CITY AND IF THE COUNCIL APPROVED THE MONEY WOULD BE RE-PAYED THROUGH OTHER MEANS IF THE GRANT DID NOT COME THROUGH NEXT YEAR. MR. BERGMAN RAISED THE QUESTION OF WOULD HUD ACCEPT THIS TYPE OF ACTION WITH HOUSING AUTHORITY FUNDS. MR. HAMPTON MOVED TO LOAN THE CITY UP TO \$117,000 FOR THE COMPLETION OF CURBS AND GUTTERS CONTINGENT UPON A SIGNED AGREEMENT WITH THE CITY FOR RE-PAYMENT OF THE MONEY ON OR BEFOR DECEMBER 31,2000. MR. DUTRA SECONDED, PASSED. 4- AYE, 2-NO. MR. BERGMAN IS TO RESEARCH IF HUD REGULATIONS ALLOW A SHORT TERM LOAN TO THE CITY.

3. THE COMMISSIONERS REVIEWED THE MINUTES OF THE LAST MEETING. MR. DUTRA MOVED TO ACCEPT THE MINUTES OF THE LAST MEETING WITH THE FOLLOWING CHANGE. ITEM 9, SECTION C SHOULD INCLUDE THE HOUSING AUTHORITY VOTING TO DONATE \$500 TOWARDS THE REC. PROGRAM CHIRSTIMAS PARTY/GIFT GIVING. SECONDED BY MS. MOORE PASSED. MR. DOTTER NOTIFIED THE COMMISSIONERS THAT MR. THORNDYKE HAD GIVEN A CHECK FOR \$500 TO BE USED TOWARDS GIFT PURCHASE AND THAT MR. PARTRIDGE OF ADVANCED ADAPTORS HAD DONATED \$1000.

4. THE COMMISSIONRS REVIEWED THE RENT ROLL, CHECKS WRITTEN AND MONTHLY REPORT. MR. DUTR MOVED TO ACCEPT AS PRESENTED, SECONDED BY MS. MOORE PASSED. THE VACANCIES AND TENANTS ACCOUNTS RECIEVABLE WERE REVIEWD.

5. THERE ARE TWO FORMER TENANTS THAT NEED TO BE WRITTEN OFF AS BAD DEBTS.
 JUAN ANGUIANO \$1,627.50
 NEREIDA DURAN \$ 161.00
 TOTAL \$1,788.50
 MR. HAMPSON MOVED TO WRITE OFF BAD DEBTS IN THE AMOUNT OF \$1,788.50, SECONDED BY M . .
 DUTRA. PASSED.
6. PUBLIC OFFICIALS INSURANCE: THE COMMISSIONERS HAD BEEN SENT INFORMATION REGARDING
 THE INCREASE COVERAGE AND THE COST. MR. VELASQUEZ MOVED TO INCREASE THE COVERAGE,
 MS. JEFFCOACH SECONDED PASSED.
7. ASSESMENT SCORE – THE COMMISSIONERS REVIEWED THE LETTER FROM HUD GIVING OUR
 PERFORMANCE SCORE. MR. BERGMAN INFORMED THE COMMISSIONERS THAT FUTURE SCORES
 MIGHT NOT BE AS HIGH DUE TO CHANGES IN THE PROCESS.
8. MR. BERGMAN INFORMED THE COMMISSIONERS THAT HE HAD CONTACTED MAURICE MACARE FOR
 A CONSULTATION ON PROJECT PLANNED FOR THE FUTURE. MR. BERGMAN WILL MEET WITH MR.
 MACARE ON DECEMBER 28, 1999. MR. MACARE HAD BEEN THE ARCHITECT DURING THE LBP
 ABATTMENT.
9. CORRESPONDENCE – THE COMMISSIONERS WERE GIVEN ADDITIONAL CORRESPONDENCE
 REGARDING THE DANCE PROGRAM WITH IN THE REC. PROGRAM. MR. HAMPTON MOVED TO TABLE
 THIS UNTIL NEXT MEETING TO GIVE THE COMMISSIONERS A CHANCE TO REVIEW THE
 CORRESPONDENCE. MS. MOORE SECONDED, PASSED. MS. JEFFCOACH ABSTAINED.
 MS. JEFFCOACH REPORTED THAT THE OAK PARK DANCERS HAVE BEEN ASKED TO PERFORM AT THE
 DECEMBER 21ST, CITY COUNCIL MEETING. A REPORT WAS ALSO GIVEN ON THE CHRISTMAS
 PROGRAM AND ACTIVITIES PLANNED. A LOCAL BUSINESS PERSON HAS DONATED TO UNDERWRITE
 100 CHILDREN FROM THE CITY TO ATTEND THE MELODRAMA. THERE WILL BE CHILDREN FROM OAK
 PARK ATTENDING.
10. MEETING ADJOURNED AT 7:30 PM



 SECRETARY

 CHAIRMAN