

City of Daly City
Regular Meeting
RECREATION COMMISSION

Tuesday, June 26, 2012 – 6:00 p.m.
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

For those wishing to address the Recreation Commission on any item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the City Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Library and Recreation Services Department as soon as possible prior to the meeting.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF MINUTES

Meeting of May 22, 2012

(Action)

APPROVAL OF AGENDA

(Action)

REPORTS

1. Director's Report:

- a. Surplus Property: Parks and Recreation Logo Apparel – Brown
- b. Update on Summer Programs – Brown

(Action)

(Action)

ANNOUNCEMENTS AND COMMUNICATIONS

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the Chair. The Commission cannot take action on any matter raised under this item.

AGENDA BUILDING FOR NEXT MEETING

- Facility and Field Rental Policy and Fees
- Election of Officers

ADJOURNMENT

AVAILABILITY OF PUBLIC RECORDS:

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333-90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

DALY CITY RECREATION COMMISSION

DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
MINUTES – MAY 22, 2012

The meeting was called to order by Recreation Commission Chair Teresa Proaño at 6:01pm.

ROLL CALL

Recreation Commission:

Present: Chair Teresa Proaño, Vice Chair Thomas Ledda, Commissioners Gerardo Murillo and Jack Pastor.

Absent: Commissioner Genevieve Jopanda

Staff Present:

Assistant City Manager/Interim Director Kerry Burns; Assistant to the Director Tim Birch; Recreation Supervisor Jennifer Der; Administrative Assistant Judy Bush

APPROVAL OF MINUTES

Motion made by Vice Chair Thomas Ledda and seconded by Commissioner Jack Pastor to approve the minutes of the April 24, 2012, Special Joint Meeting of the Recreation Commission and Library Board of Trustees. Unanimously approved.

APPROVAL OF AGENDA

Motion made by Commissioner Pastor and seconded by Commissioner Murillo to approve the May 22, 2012, Agenda of the Recreation Commission. Unanimously approved.

REPORTS

1. Director's Report:

a. Consolidation of Recreation Senior Programs:

Assistant City Manager/Interim Director Kerry introduced Recreation Supervisor Jennifer Der, who has assumed responsibility for the senior programs. Ms. Der provided an overview of the activities provided and the staff who will deliver the services. Ms. Der indicated that Assistant to the Director Tim Birch will be responsible for the financial reporting to the County of San Mateo for the senior food program. Ms. Der will continue working with the Supporters and the various senior advisory committees. Ms. Burns emphasized that there is no change in the day-to-day activities of the Doelger Senior Center and Lincoln Community Center.

Recreation Commission Chair Teresa Proaño invited the community to visit the Doelger Café.

Ms. Burns expanded on the type of activities available and the hours the Café and Deli are open. Ms. Burns informed the Commission that the Deli is being subsidized by the general fund and staff will be reviewing the prices to help offset the subsidy. At Lincoln Community Center, a lunch program is available. The City receives a grant of \$140,000.00 from the County of San Mateo to support our lunch programs at the Doelger Senior Center and the Lincoln Community Center.

b. Department Website Re-Design:

Assistant City Manager/Interim Director Kerry Burns provided an update on the re-design of the department website. The focus is to combine Library and Recreation into one page, include a master calendar, expand the registration via internet, and expand the use of social media. Ms. Burns indicated the timeframe to complete the re-design of the architecture is August 2012 and the website update completed November 2012.

Ms. Burns asked for the Commission's input as to recommendations and suggestions for the department website re-design. Ms. Burns will schedule, at a future Commission meeting, an update of the iPlay internet registration website. Vice Chair Thomas Ledda asked for feedback from the community on the Activity Guide. Ms. Burns stated the website will continue to focus on customer satisfaction and will have various performance measurement tools to ensure we are meeting our customer's needs.

c. U.S. Open Information:

Ms. Burns reminded the Commission that the U.S. Open is scheduled for June 11 through June 18. Ms. Burns provided a brief overview of the traffic interruptions and parking limitations at Westlake Park. The U.S. Open has leased the Westlake Park field and parking area; therefore, no senior programs will be available or lunches will be served. Lincoln Community Center will still receive their lunch delivery.

There will be limited access for staff. Administration will have access and will be available via telephone.

ANNOUNCEMENTS AND COMMUNICATION

None

PUBLIC COMMENT

None.

AGENDA BUILDING FOR NEXT MEETING

Interim Director/Assistant City Manager Kerry Burns reviewed future meetings:

- Facility Rental Reservation Policy
- Strategic Plan for 2012-2013
- Peninsula Partnership Presentation
- Annual Meeting Calendar
- Reorganization in July

Ms. Burns asked the Commission about the possibility of a summer recess. Commissioners are open to the recommendation of staff.

ADJOURNMENT

Motion made by Vice Chair Thomas Ledda to adjourn the meeting and seconded by Commissioner Jack Pastor. The meeting was unanimously adjourned at 6:37p.m.



Meeting Date: June 26, 2012

Subject: Surplus of Park and Recreation Department Logoed Apparel

Recommended Action

Staff seeks input from the Recreation Commission regarding its preference concerning the surplusing of "Parks and Recreation Department" logoed apparel.

Background/Discussion

Staff is nearing the completion of the rebranding process resulting from the consolidation of the Library and Parks and Recreation Departments. Upon the issuance of the newly branded apparel, staff is returning the previously issued and purchased apparel labeled, "Daly City Parks and Recreation Department." This apparel must now be disposed of in a manner which would not allow it to be used in any way that would create a safety or security concern.

Several options exist. These include removing the labels and disposing the previously worn apparel or donating the apparel. Donations could be made to either Daly City's Sister City, Quezon City in the Philippines or to a non-profit who provides clothing to the less fortunate overseas, such as Africa. Donation of the apparel locally would create potential safety and security concerns.

Fiscal Impact

Initial research indicates the cost to ship a box of apparel overseas would be approximately \$300 per box shipped.

Conclusion

Staff is available to provide any additional information desired by the Recreation Commission.

Respectfully submitted,

Denise Brown
Recreation Services Manager

Kerry E. Burns
Assistant City Manager and
Interim Director of the
Department of Library and
Recreation Services