

RESOLUTION NO. 2017-83

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
ACCEPTING MARINA RECREATION & CULTURAL SERVICES COMMISSION
2016 ANNUAL REPORT AND PROPOSED 2017 GOALS

WHEREAS, the City of Marina Municipal Code Section 2.12.130 requires each of the City's Commissions are to prepare an annual report of accomplishments of the past year and listing the goals for the next year, and;

WHEREAS, the Recreation & Cultural Services Commission has presented its 2016 Annual Report and associated supporting materials to the City Council to review, accept and file ("Exhibit A").

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby accept Marina Recreation & Cultural Services Commission 2016 Annual Report and Proposed 2017 Goals.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 5th day of September 2017, by the following vote:

AYES: COUNCIL MEMBERS: Amadeo, Morton, O'Connell, Brown, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

**City of Marina
Recreation & Cultural Services Commission
2016 Annual Report**

EXHIBIT A

Grow recreation – grow good neighbors!

*We create Community through
People, Parks and Programs*

Mission Statement

The City of Marina's Recreation & Cultural Services Commission is committed to establishing core recreation programs that enhance the quality of life for all ages, cultural origins and abilities. As stewards of the public trust, it is the Commission's purpose to reflect the changing services and needs of our community.

Standard Meeting Time and Place

Quarterly meeting to be held in the first Wednesday in
March, June, September, December
6:30 pm

City Council Chambers at 211 Hillcrest Avenue, Marina

Commissioners

Dan Devlin, Jr. – Chair
Darlena Ridler – Vice Chair
Colleen Beye – Commissioner
Cindy Smith – Commissioner
Dušan Tatomirovic – Commissioner

2016 Advisory Boards

Youth Advisory Board

Staff - Laura Johansen

Commissioner - Colleen Beye

Skate Park Advisory Board – On-Call

Staff - Terry Siegrist and Kathy Meachum

Commissioner - Darlena Ridler

Teen & Middle School Advisory Boards

Staff - Terry Siegrist and Cathy Meachum

Commissioner - Cindy Smith

Public Art Ad Hoc Committee – On-Call

Staff - None

Commissioner - Dušan Tatomirovic

Senior Advisory Board

Staff - Terry Siegrist and Christine Long

Commissioner - Darlena Ridler

Early Childhood Ad Hoc Committee

Staff - None

Commissioner - Colleen Beye

Sports Advisory Board

Staff - Terry Siegrist

Commissioner - Dan Devlin, Jr.

Commission Accomplishments in 2016

The Recreation and Cultural Services Commission accomplished the following in 2016:

1. ***Continued engagement of actively engaged advisory boards.*** The City has assurances that the commission will be maintained with all 5 seats filled and active, with a commissioner attending and overseeing each advisory board (youth, teen, senior, sports, arts and skate park), providing minutes/reports for each quarterly commission meeting.
2. ***Drafted a new Facilities Memorandum of Understanding (MOU) between City of Marina and MPUSD.*** The draft MOU was reviewed and ratified by the Sports Advisory Board, and submitted to the City Attorney for review, and passed unanimously by the MPUSD board before the end of the fiscal year.
3. ***New Agreement with MPUSD to support an After School Academy (ASA) program at the Teen Center.*** Discussions were held at both the Teen Advisory Board and Commission levels, and a proposal was made to MPUSD to implement the ASA program at the Teen Center. MPUSD agreed to provide staff and funding.
4. ***Agreements for funding and continued support for nutritional snacks, at both the Youth/Teen Centers.*** MPUSD agreed to provide funding during the school year, and The Marina Foundation, through grants from both Wells Fargo Bank and Walmart, agreed to provide funding during school breaks, weekend, and during the summer.
5. ***Agreements for student transportation support to both the Youth/Teen Centers.*** The Commission discussed with staff the possibility of an agreement with Monterey-Salinas Transit (MST), with partial funding support from MPUSD, to provide free transportation from Marina schools to the Youth/Teen Centers.
6. ***Partnership Program provides grant funding for technology.*** New computers for the homework rooms at the Teen Center and Youth Center were provided by a \$5000 grant from Best Buy (Teen Center, grant written by The Marina Foundation), and a \$1500 donation from Marina Motor Sports (Youth Center).
7. ***New Community Center Playground constructed with grant support from MPRPD and The Marina Foundation.*** The Commission heard proposals from the City to replace the playground at the Rocky Han Community Center, moving from traditional “block play” structures to more “free/imaginative play” designs. The Commission supported the effort, and received and approved updates during the design, procurement, and implementation phases.
8. ***Advisory Boards conducted City-wide Program Survey to support new proposed fees.*** The Youth, Teen, and Senior Advisory Boards each conducted surveys of their memberships, in order to determine whether or not members could support moderate fee increases. With completed surveys, the Commission was able to direct and propose approval of fee increases for each program for adoption in the 2017-2018 budget.
9. ***Supported renovation proposal for Los Arboles multi-purpose field.*** The Commission heard a proposal for planned renovations to three MPUSD properties, including the lower field at Los Arboles. The proposal included approved construction plans for a new football/soccer field and exercise track, including new conservation-approved irrigation and bleacher seating. The Sports Advisory Board provided support and active involvement.
10. ***Provided support and assistance in the funding approval for the new Marina High School Gym.*** Each of the MPUSD meetings with active involvement and support from members of the Sports Advisory Board.
11. ***Approved establishment of an Early Childhood Development (0-5yrs) Advisory Board under commission oversight.*** With the appointment of new commissioners in March, a renewed focus on the infant and preschool community was presented. The Commission approved a new Advisory Board, with proposed involvement from community leaders, and assigned a commissioner.
12. ***New Bingo Machine for Senior Program at Community Center.*** The Marina Rotary Club received and approved an application from the Senior Advisory Board to apply proceeds from the 2017 Car Show to the purchase of a new bingo machine, at a cost of \$10K.

13. ***Approved revitalization and design of the partnership program brochure.*** The Commission received and approved a proposal to replace the traditional spiral-bound brochure for the 2017-2018 Partnership Program with a simpler, tri-fold design, featuring a new Adventure Heroes “comic book” look and feel, with updated partnership categories.
14. ***Provided support and direction with recommendations for redesign of Glorya Jean Tate Park.*** The Commission received input from members of MORCA (Monterey Off-Road Cycling Association), and communities around the peninsula, requesting that Marina investigate the possibility of providing a space for a bicycle “pump track” within city limits. An invite to join the Sports Advisory Board was offered, and several possible locations were identified, toured, and discussed with staff. The Commission heard a proposal for the redevelopment of Glorya Jean Tate Park as a “family park,” with the inclusion of the placement of a pump track at that location, as a feature of the new design.
15. ***Continued efforts and oversight in support of the community donation program.*** An extensive donation program that contributes daily and directly to the City’s recreation programs continues to save costs, and contributes to the department being consistently under budget annually.
16. ***Continued oversight and review of the recreation budget variance.*** The Commission receives a report from staff at each quarterly commission meeting, resulting in continued monitoring to remain under budget in 2016.

Advisory Board Activities

Youth Advisory Board

The Marina Youth Center Advisory Board meets on the 4th Thursday of the month, 5:00 p.m. at the Community Center. It consists of the Recreation Leader, a Marina Recreation & Cultural Services Commissioner and all youth who wish to participate. The youth, who regularly attended the Advisory Meeting, elect from amongst themselves a President, Vice President, and Secretary. In addition to homework time, a computer room, movies, sketching, sculpting, water painting, video games, foosball, pool, basketball, etc., the youth also participated in cultural celebrations, great field trips, and sports and educational tournaments. The youth planned and attended well-chaperoned dances and parties that coincided with several holidays throughout the year.

Teen Advisory Board

The Teen Advisory Board is comprised of teenaged students divided in to middle school and high school groups, both of which hold meetings during the third week of each month. The high school meetings are held at Marina High School. The middle school group meetings are held at the Teen Center, with the Los Arboles Builder’s Club serving as board members. The goal of the Teen Advisory Boards is to provide input for programming and activities held at the Teen Center. Receiving direct input from the students we serve has been a key element in the success and popularity of the Marina Teen Center.

Teen Advisory Board members consist of one Teen Center staff representative and one Marina Recreation & Cultural Services Commissioner, with the remaining members made up of teenage students. Due to the fact that teenaged students make up the majority of the Advisory Board, meetings are generally conducted in a semi-formal manner in order to maintain student interest. Students are voted in to the roles of President, Vice President, and Secretary, and are each assigned specific duties during each meeting.

Senior Advisory Board

The Senior Advisory Board meets on the second Tuesday of each month at 9 a.m. in the city council chambers. We meet during the day to involve as many seniors as possible in planning their own activities. The goal of the SAB is to encourage the seniors' involvement, both in the Board, and, hopefully, increase overall participation in weekly programs. They took on the sponsorship of the National Day of Service event, which is held on the national MLK holiday each year. Their support allowed the Day of Service to be restarted after it had to be eliminated in previous years due to budget cuts. The Senior Advisory Board works to resolve any problems that develop throughout the year with the execution of programs and to set the calendar of events for each month.

Sports Advisory Board

The Sports Advisory Board (SAB) meets quarterly on the second Wednesday of the month (or rescheduled in case of conflict with council needs) at 6 p.m. in the City Hall Conference Room. The goal of the SAB is to unify the myriad sports organizations in Marina, in an effort to keep each other updated in terms of programming and capabilities, and to discuss facility maintenance and usage, with a focus on possible improvements and/or expansion to each facility, and to develop cooperative relationships that will help service the citizens of Marina.

Commission Recognizes Department Accomplishments in 2016

The Recreation and Cultural Services Commission has a responsibility to comment on the efforts of the Recreation and Cultural Services Department to provide for the needs of our citizens for the past year. To do this, we have to first understand the needs of our City. Marina is very diverse economically, socially, ethnically, and culturally. In the application for the 100 Best Cities for Young People in 2012, Mayor Delgado described the City of Marina in the following way:

“As the Mayor of Marina, I can tell you that prioritization of youth in Marina is more critical than for most cities and some brief background demonstrates the need for Marina's focus on youth. Sixty percent of Marina households are renters, 40% of Marina households are very low or low income, and approximately 50 languages are spoken by Marina families. This incredible diversity of ethnicities coupled with a challenging socio-demographic means that City Hall has to step up to prevent our youth from being involved in high risk behavior or enticed by gangs who proffer to fill in the gaps with money, false brotherhood, and illicit activities that can be addictive and dangerous, especially to at-risk youth.”

Current statistics are reflected in the 2016/17 Healthy Kids Survey from MPUSD, indicating an average 82% of students are on free-or-reduced lunch, and myriad languages continue to be prevalent in each of the five current schools in Marina. Exact information can also be found in the same publication(s).

Here are the observations of the Commission:

- 1. Operating with a tighter budget has been a top concern.** The Department focus has been restricted to the core functions/responsibilities: youth, teens, seniors, and sports, with a growing interest in programming for families with pre-K (0-5yrs) children, too. There are two reasons why the department is able to cut its spending: 1) staff monitors each and every expenditure; 2) extraordinary support through both donations from the community and local businesses, and a large cadre of volunteer partnerships. City programs make a real contribution to families taking care of themselves.
- 2. Recreation Staff strives to maintain the quality of programs and to improve each functional area.** In each of the core programs, membership levels have continued to increase into 2016-2017. The staff continues to provide a variety of activities while maintaining the quality of their programs, as stringent monitoring of the budget allows. The establishment of both the Public Art Ad Hoc Committee and the Early Childhood Development Advisory Board should answer recommendations made last year.
- 3. Quality Recreation is part of the reason gangs do not have a stronger presence in Marina.** The Department's programs continue to be part of the solution for youth who are struggling for acceptance, particularly at a time when many of their families are dealing with continuing financial stressors. In partnership with the police, the schools, and our community partners in Marina, we provide a four-pronged approach to address the needs of our youth, often referred to as the “Box Theory” (see Attachment 1). The Department provides engaging programs, and a place to belong, that help prevent gangs from taking over. Early Childhood Development (0-5yrs) programs, such as what is offered through The Parenting Connection and Monterey County service information distributions, are also important components of strengthening the success of the “Box Theory”.

4. ***Staff continues to be our most valuable resource.*** The Recreation Department staff has direct interaction with more citizens than any other department within the city. From October to December each year, and again from April through May, the recreation staff, in full, has multiple meaningful interactions with large populations of Marina residents, due to all the programmed events during these time frames alone. The Recreation Department staff, with strong relationships and partnerships with the many volunteer organizations, are showing our children how to build good relationships and resolve conflicts in high-risk situations.
5. ***Using Established Social Media and Additional Means of Communicating with the Public.*** A Facebook page for Marina recreation was established by a volunteer on which all flyers for upcoming activities are posted, once received via e-mail. Both the Teen Center and Community Center have individual social media presences, although both would benefit with direct exposure from the homepage of the City of Marina website.
6. ***Greater Efforts to Reintegrate Activities at the National Park Services properties.*** With new housing areas being developed at The Dunes (2nd Ave) and Marina Heights (California Ave & Imjin Parkway), greater focus must be shown the Water City Roller Skate and Equestrian Center facilities, to help reestablish them as recreation centers available to all Marina families and citizens. Connections must be developed to make these properties easy to get to from all points within our City limits.

Considerations for the Future - 2017

Commission Goals

As a Commission, we will continue to meet quarterly, and either monthly or quarterly with our advisory boards. There are a couple of items that are directly related to Commission responsibilities that we would definitely like to accomplish:

1. With a fully-staffed commission, we need to reconsider the need for a Cultural Services and Special Events Advisory Board. This board was established when the Department was staffed to organize city-wide special events. Even though this staff responsibility has been eliminated, it might still be beneficial to our citizens to provide a board that coordinates community activities and utilizes the skills of a new commissioner.
2. Understanding that a good foundation in early years is vital and that disadvantages can be overcome if early intervention occurs, we recommend the establishment of an Early Childhood Development Advisory Board, to partner with the Parenting Connection of Monterey County (PCMC). This board will reach out to community resources, such as MPUSD Trustee, Wendy Root-Askew, and former Commissioner Colleen Beye, to continue information gathering into how many children ages 0-5 live in our community, educate ourselves on the needs of the early childhood population, and explore ways that the City of Marina can better serve its young families. Surveys, flyers, and event announcements could be distributed at PCMC and MPUSD facilities.
3. Take an active role, through cooperation with the Planning and Public Works Commissions, and Design & Review Board, in planning the future expanded use of Glorja Jean Tate Park, to include a Bicycle Pump Track, an improved community play structure, a gazebo and picnic areas for first-come, first-served public use, and increased access to city facilities (i.e., restrooms) at this location, in order to provide better community recreation programming.
4. Continue redevelopment work on City of Marina website, through community engagement projects, to include structure and future administrative responsibilities of City staff: postings of agendas, minutes, announcements, etc. Increase and improve the Recreation Department staff's

ability to publicize the many activities offered by the Department, via direct links to the various social media accounts (e.g., Twitter, Instagram, Facebook), and possible other traditional means.

5. Assist Recreation Department staff with establishment of an Ad Hoc Committee involving our senior community, in order to work through the Community Development Benefit Grant process. If the grant is approved, include the Ad Hoc Committee in the future design, construction and build out of a dedicated Senior Center.
6. Provide input to Council to help reintegrate the National Park Services (NPS) properties (Water City Roller Skate, the Pool Building, Ft. Ord First Chapel, Equestrian Center, etc.) into department programming, and make them more accessible to the Marina populace. Recommend the establishment of an Advisory Board, or Ad Hoc committee, to assist City Staff and NPS with the development of a program of utilization for the properties contained within the 24 acres south of 8th Street, to include the 2nd Ave. site and buildings, and to solicit and evaluate proposals for potential uses. Both an MOU for the Equestrian Center parcel, and an approved program of utilization through NPS, currently exist.
7. Investigate means to better include the Preston Park and Abrams Park communities in City-hosted recreational and cultural events. Both communities are fully-integrated with the City through Monterey-Salinas Transit (MST) routes, increasing possibility of relocating and hosting various City events in these locations, as well as in both the Dunes and Sea Haven developments. Recommend continued inclusion of community event announcements in the Preston Park newsletter.
8. Establishment of Ad Hoc Committees through Sports Advisory Board, to research two community-based initiatives – the approval of the Facility Use MOU between MPUSD and City of Marina, and re-evaluation of the City’s “Six or More” permit requirement.
9. Continue to monitor the American’s Promise Alliance for the possible restart of the 100 Best Communities for Young People program.

Commission Recommendations for City Council for 2017

As a Commission one of our main responsibilities is to make recommendations to City Council.

The Commission makes the following recommendations to the Marina City Council:

1. Recommend again to reestablish Recreation department staffing to 2009 levels, to include:

- a. A Senior Recreation Staff leader
- b. Early childhood programming
- c. A grant writer
- d. Someone to oversee fee-based classes (yoga, art, CPR, tai chi, etc.)

Since the economic downturn and resulting budget cuts, programming has been limited and challenged by very low staffing levels. In order to increase programming and serve our growing population, staffing levels should be increased to fill in current gaps and allow for program expansion.

2. Clarify roles and funding, and adequately fund department to ensure proper maintenance and operations of city owned facilities and vehicles. In 2015, the Commission identified several grey areas around department responsibility. It would be very helpful if the City Council could clarify the specific roles and responsibilities of both the Recreation and Cultural Services and Public Works departments with regard to:

- a. Facility and vehicle use and daily maintenance. Some of the questions that arose this year are:
 - i. Who decides our facilities hours of operation?
 - ii. Who is responsible for opening and closing each facility?
 - iii. Who monitors facility rental use?
 - iv. Who is responsible for facility maintenance?
 - v. Can restroom access in our parks be permitted to the community? How?
- b. Facility upgrades. Some of the questions that arose this year are:
 - i. Who determines whether a facility should be upgraded or renovated?
 - ii. Where does the funding for facility upgrades come from?
 - iii. Who is responsible for the facilities, including meeting relevant regulations (i.e., ADA, etc.)?
 - iv. Who oversees the design, materials used, and structure of facilities?

3. Ensuring Department facility needs are included and prioritized in both Capital Improvement Plan (CIP) 5-yr and long-term budgets. The commission will remain engaged in the development and budgeting initiatives, as a planning and recommendation body.

4. Require the City to perform a fee study with regards to facility use. The commission has repeatedly heard from the community that the facility use fees seem high for the area, and are even prohibitive for small family events (i.e., youth birthday parties, playgroups, etc.). The Commission understands that the City has begun discussions to have a fee study conducted and a conversation about how we can structure our fees and facility use to better serve the community's needs. The Commission requests an update on when this fee study will be carried out.

5. Provide the means for the Department to improve communication with our community.

Additional improvements should be made to the existing City website, including the possibility of a complete redesign, with easier navigation and links to all social media accounts for City-oriented organizations from the homepage. Investigate possible donation opportunities for direct mail and/or an advertising budget through the Partnership program.

6. Create a physical separation between the Youth and Senior Centers. This recommendation has been made for the past several years, yet funding has continued to be a challenge. The Teen Center perfectly supports our middle and high school age students. The Youth (elementary age) and Senior programs, however, continue to both operate within the Rocky Han Community Center, presenting unique challenges for space utilization -- each program must completely set up

and close down daily. During scheduled school breaks, and over the summer, youth programs are prioritized for use of the Community Center, yet we must also attempt to not displace our seniors. The Community Center is truly designed to be used by kids. The seniors would like a dedicated Senior Center facility to call their own, and this request is fully supported by the Senior Advisory Board.

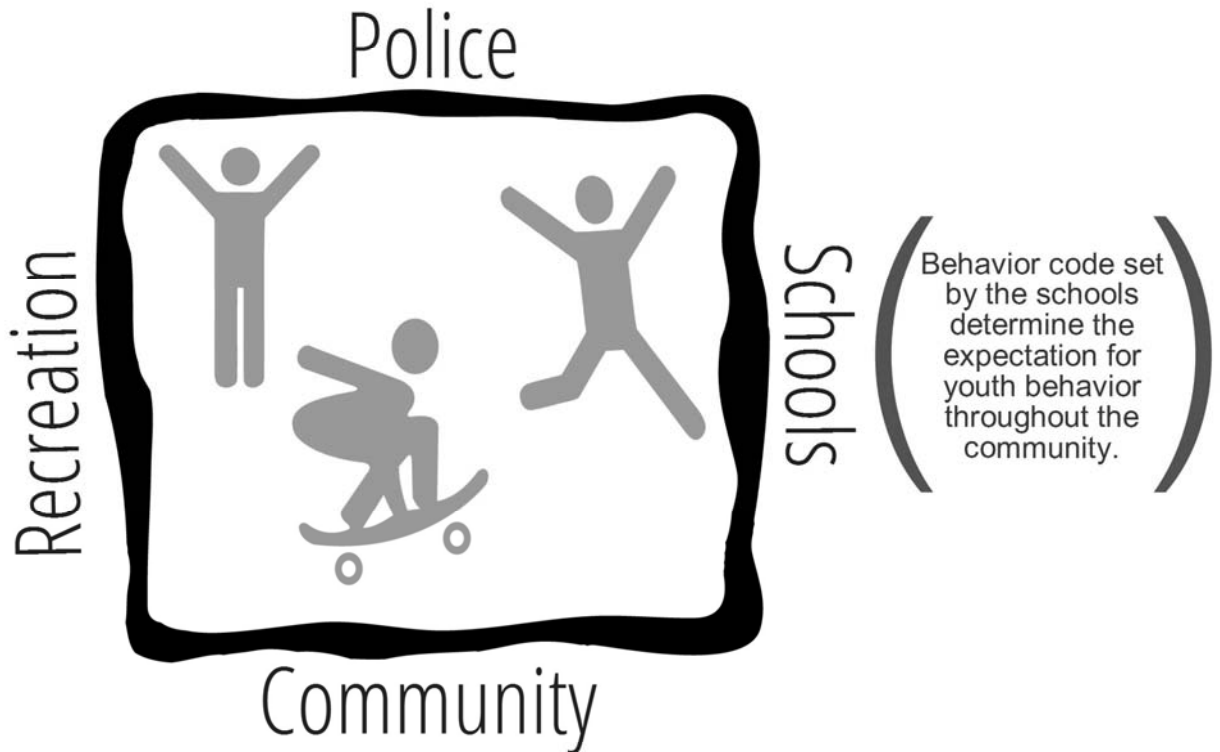
7. ***Recommend the finalization of the Parks and Recreation Master Plan, and present to City Council.*** This plan identifies the location of needed recreation facilities and provides the basis for new construction fees to raise the funds for these facilities, including the redevelopment and reintegration of the National Park Services properties (Water City Roller Skate, Equestrian Center, pool, etc.). The Department can then use these new facilities for programming and revenue creation.
8. ***Provide professional recreational training to all staff.*** This is necessary to grow our most important resource: the Department staff. Training is essential for any employee in any field for managing work-life interactions, day-to-day stressors, workload, and conflict resolution. Access to additional training possibilities will allow our staff to be better equipped to engage and enable our community to grow good neighbors.
9. ***Investigate the feasibility of Automated Bathrooms at City Parks.*** The success of similar public-use facilities in downtown Monterey merits the examination of whether or not this type of public service could answer an overdue community need: lack of accessible bathrooms, or to replace existing portable toilets, at the City's public parks. The Commission recommends contacting personnel in the Parks and Public Affairs departments of the City of Monterey, and any other agency with successful utilization of similar facilities, to begin the discussion.



The Box Theory

Keeping our youth "in the box" so they can be active and busy in a positive and healthy environment!

A safe haven for
EVERY
youth in
Marina



RECREATION

City Rec Dept provides mentors, positive activities, snacks, and a safe place for youth, including late night on weekends.



COMMUNITY

Parents, businesses, community sports leagues and volunteers provide continuity, jobs, and volunteer opportunities for youth.



SCHOOLS

Sets behavior and dress code, reinforced by City Rec Dept, coordinates with Rec staff for specific individuals.



POLICE

A School Resource Officer coordinates with the schools, Rec dept. and families. ARC diversion, cadet and PAL programs provide opportunities.

Success!

Early Breakfast

Daily b-fast served at the Teen Center and sponsored by local businesses reduced school truancy by 90%!

Mentors

Youth from 4th grade to middle school are partnered with a high school mentor with similar interests.

Smart Design

Sidewalks from the schools pass the Teen Center, skate park, and athletic fields, encouraging teens to congregate in safe areas.



August 29, 2017

Item No. **8j(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of September 6, 2017

**CTIY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2017-,
RECEIVING MARINA RECREATION & CULTURAL SERVICES
COMMISSION 2016 ANNUAL REPORT AND 2017 GOALS**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2017-, receiving Marina Recreation & Cultural Services Commission 2016 Annual Report and 2017 Goals.

BACKGROUND:

The City of Marina Municipal Code Section 2.12.130 requires each of the City's Commissions are to prepare an annual report of accomplishments of the past year and listing the goals for the next year.

Each year it is the responsibility of the Recreation & Cultural Services Commission to provide the City Council with a report outlining their accomplishments from the previous year and the goals for the upcoming year.

This year again as a part of the 2016 report the commission has submitted the information with a changed format and look.

ANALYSIS:

The Recreation & Cultural Services Commission is a five (5) member advisory body appointed by the City Council and charged with establishing and maintaining recreational/intervention and prevention and cultural programs that enhance the quality of life for all ages, cultural origins and abilities.

With a new format and direction from the Recreation & Cultural Services Commission, staff has prepared the 2016 Annual Recreation & Cultural Services Report. The report was submitted and reviewed by the commission and edits added from the review conducted by Councilmember and City Liaison to the commission Gail Morton. ("EXHIBIT A").

FISCAL IMPACT:

None

CONCLUSION:

The request is submitted for City Council consideration and possible action.

Respectfully submitted,

Terry L. Siegrist
Recreation & Cultural Services Director
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina