

CITY OF FOSTER CITY PARKS AND RECREATION COMMITTEE REGULAR MEETING

PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20, AS AMENDED THROUGH ORDER N-08-21, PARKS AND RECREATION COMMITTEE MEETINGS WILL BE HELD AS HYBRID MEETINGS WITH THE OPTION TO ATTEND BY TELECONFERENCE/VIDEO CONFERENCE OR IN PERSON. MEMBERS OF THE PUBLIC THAT WISH TO ATTEND AND/OR PARTICIPATE IN A MEETING MAY DO SO IN PERSON OR BY JOINING THE ZOOM MEETING <https://fostercity-org.zoom.us/j/89558337050> PUBLIC COMMENTS WILL BE ACCEPTED BOTH IN PERSON AND VIA ZOOM MEETING. ANY EMAILS SENT TO PUBCOMMENT-PARKSANDREC@FOSTERCITY.ORG WILL BE PROVIDED TO THE PARKS AND RECREATION COMMITTEE PRIOR TO THE MEETING.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting from home or attend the meeting in person. Below is information on how the public may observe and participate in the meeting.

To Attend the Meeting in Person:

- Location: 620 Foster City Blvd, Foster City, California, 94080

To Provide Public Comment in Person:

- Members of the public wishing to speak will be asked to fill out a Request to Speak Form. Forms will be accepted until the staff presentation on an agenda item ends, or until the public comment period on non-agenda items is closed.

To Observe the Meeting via Teleconference/Video Conference:

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- During the Meeting: Live verbal public comments may be made by members of the public joining the meeting via Zoom. Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, press *9 to "raise hand") during the public comment period for the agenda item you wish to address. The Zoom Host will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment.

Before the Meeting: Written public comments for the record may be submitted in advance by 4:00 p.m. the day of the meeting by email to: PUBCOMMENT-PARKSANDREC@FOSTERCITY.ORG and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:

- Clearly indicate the Agenda Item No. or specify "Public" in the Subject Line for items not on the agenda
- Include the submitter's full name

Written public comments received by 4:00 p.m. the day of the meeting will be provided in their entirety to the Committee prior to the meeting and will be made part of the written record but will not be read verbally at the meeting.

TELECONFERENCE PARTICIPANTS

IN THE EVENT THAT ANY MEMBER OF THE COMMITTEE PARTICIPATES IN A MEETING BY TELECONFERENCE OR VIDEO CONFERENCE, PURSUANT TO THE RALPH M. BROWN ACT, GOVERNMENT CODE SECTION 54953, ALL VOTES OF THE COMMITTEE SHALL BE BY ROLL CALL.

ANY REQUEST FOR REASONABLE ACCOMMODATION SHOULD BE ADDRESSED TO KEVIN MILLER AT PUBCOMMENT-PARKSANDREC.@FOSTERCITY.ORG OR (650) 286-3380

Tuesday, November 2, 2021 at 6:30 PM

AGENDA

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL

Committee members Fred Baer, Eric Corpuz, Tracy Delmonico, Doris Duncan, Stacy Jimenez, Yvonne Ryzak, and Raj Tiwari.

4 PUBLIC

This portion of the meeting is reserved for persons wishing to address the Committee on any City matter not on the agenda. The period for public comment at this point in the agenda is limited to a maximum of 3 minutes per speaker.

5 APPROVAL OF MINUTES

6 OLD BUSINESS

- 6.1. Park System Improvement Plan and Recreation Center Replacement Plan Update (10 min.) - Kevin Miller

7 NEW BUSINESS

- 7.1. Committee Roles and Responsibilities/Meeting Management (10 min.) – Kevin Miller
- 7.2. Parks and Recreation Department Organizational Structure – Kevin Miller
- 7.3. 50th Anniversary Events Update (10 min.) – Staff
- 7.4. Park Lighting Ordinance (10 min.) - Staff

8 DIRECTOR REPORT

- 8.1. General City Updates (10 min.) – City Manager Miller

9 COMMITTEE AND COUNCIL MEMBER COMMENTS

Future Agenda Items

- Review of efoil activity on Lagoon

10 ADJOURNMENT

Any attendee wishing special accommodations at the meeting should contact the Department at (650) 286-3380 at least 48 hours in advance of the meeting. Any writings or documents provided to a majority of the Parks and Recreation Committee regarding any item on this agenda after the agenda packet was distributed will be made available for public inspection at the front desk of the Foster City Recreation Center located at 650 Shell Blvd. during normal business hours and at the meeting.



FOSTER CITY PARKS AND RECREATION COMMITTEE

REGULAR MEETING

CITY OF FOSTER CITY

TUESDAY, August 3, 2021

MINUTES BELOW CORRESPOND WITH AGENDA

1 CALL TO ORDER

Committee Chair Duncan called the meeting to order at 6:32pm.

2 PLEDGE OF ALLEGIANCE

Committee Member Jimenez led the pledge of allegiance.

3 ROLL CALL

Committee members Eric Corpuz, Tracy Delmonico, Doris Duncan, Stacy Jimenez, were present in person, and Committee members Fred Baer, Yvonne Ryzak and Raj Tiwari were present via teleconference.

Additional attendees: City Council member Jon Froomin, City Manager Peter Pirnejad; Members of the Foster City Staff Rob Lasky, and Frank Fanara were also in attendance in person. Acting Public Works Director Dante Hall was present via teleconference.

4 PUBLIC

No public comment.

5 APPROVAL OF MINUTES

Committee Member Corpuz motioned to approve, and Committee Member Ryzak seconded. Minutes approved 6-0. Committee Member Tracy Delmonico abstained as she was not present for the prior meeting.

6 OLD BUSINESS

6.1. Park System Plan and Recreation Center Replacement Plan Update

Dante Hall presented. A presentation was made to the committee last month regarding the Park System Master Plan and Recreation Center Replacement Plan surveys. This was followed by a presentation to the council, and permission was received to move forward

with both the Parks System Plan and Recreation Center Replacement Plan. Instead of a Parks System Master Plan, Council gave direction to staff to identify a list of improvements that can be undertaken over time, with some community outreach, with a smaller scale of outreach to be done, with the intent to return in December to Council. Most of the outreach will be the same for each plan, with a few minor differences. There will be a focus group amongst Parks and Recreation Staff for the Recreation Center Plan only, as those staff have intimate knowledge of improvements, needs and programming. The same goes for the Parks Improvement Plan. Staff had previously been left out of outreach in prior focus groups. The community surveys, which were discussed previously, will be brought by Zen City. They will be refined, discussed and include personas (users) of the parks and recreation system. The PRC will be used to engage the community as well as in other elements of engagement strategy.

A number of community events will include "pop up table surveys" to aid in pushing out the surveys. Staff plans to do a large community workshop in October, which will assist in validating data and all for inclusion of new data. This will be a facilitated workshop and a facilitator search is ongoing.

Two other elements to be included as potential partners in these plans could be corporate partners and school districts. There were some thoughts about seeking partners for the Recreation Center and Parks Improvement Plans. We want to understand what our business citizens need, and there may be some possibilities to work together to fund the recreation center or even achieve a common mission. There are many companies in Foster City committed to sustainability and having elements that would use sustainability in the design could lend themselves to partnerships with these companies. These will culminate in December and will be brought back to the City Council.

The goal is by December 2021 to identify improvements and we want to put that into a CIP, to integrate those projects spaced out over time to make those improvements for when we can afford to pay for them. It is an improvement plan but also a financing strategy. Council wanted to look at this as a "pay you go" system, as opposed to a huge comprehensive plan.

For the Recreation Center Replacement Plan, we want to get to a point where we have a conceptual design choice and present these to Council. Council asked us to validate assumptions made in the prior planning process - is the community still the same? This process will lead us to reconfirming current and future needs. By December 2021, we want to provide council with enough information and then take the next step to hire an architecture firm, as well as consider a financing strategy.

There is a lot of work to go into this, and discussions have been ongoing how the PRC will play a part.

Committee Member Tiwari questioned whether or not there would be enough subsequent opportunities where these surveys will become successful.

Acting Public Works Director Hall replied that there are a number of events over the next several months, including "Off the Grid," which captures business traffic. He also mentioned discussions with the City Manager regarding best ways to reach out to the community are ongoing.

Committee Member Tiwari suggested the use of paid social media engagement. Even a small number of dollars might yield big results. He also asked for explanation as to why the shift from "Master Plan" to "Improvement Plan."

Acting Public Works Director Hall explained that instead of an expensive glossy plan, it seems that council believes that we need to identify improvements needed. The plan process will be the same, but not as or comprehensive, but will have the same end effect.

Committee Member Ryzak questioned the time frame of the plan.

Acting Public Works Director Hall stated that typically CIPS are five years but rolling. It is anticipated that staff would identify and prioritize projects for the next 15 years but would finance in a series of rolling five-year time frames.

Committee Member Ryzak suggested that it was extremely important to tap into the city's current database of people who have rented space, engaged in classes, etc, suggesting that if the database has not been created, it would be a worthwhile investment. She also suggested that it is important to get out into the parks on the weekends and reach out to those users, stating that this would be a good use of PRC members. One on one engagement is irreplaceable.

Committee Member Jimenez confirmed that there would be actual physical surveys that could be pushed out to members and confirmed the surveys would be available to those not on social media. She suggested use of a "QR Code" for easy use as well as utilizing the city's utility bills to reach out to as many people as possible within the community. She expressed concern that the users of the surveys would be targeted versus reflecting the demographics of the community.

Acting Public Works Director Hall confirmed the launch would occur quickly. He proposed utilizing committee to get opinion and participation as well as to fine tune details of this engagement. Subcommittee utilization would also be important, particularly the Community Engagement Subcommittee.

City Manager Pirnejad mentioned the use of "Pop up tables" available at the recreation center and at events. By December the hope is to have firmed up the two plans, identified projects, priced and prioritized each, put them into a CIP, time them with the budget process. It is hoped that the Recreation Center Plan will have a design and financing options worked out well.

Committee Chair Duncan wanted assurance that staff will work with seniors and others who may not be online or tech savvy.

City Manager Pirnejad confirmed that the study will engage various "persona types" such as those active in sports, parents and young children, the business community, event organizers, arts and culture advocates, lifelong learners, seniors and special need users and advocates, and finally, various community groups. By seeking out "persona types" these will drive the data and allow for a fully reflective scope of data being received.

Committee Member Tiwari asked for clarification regarding how data would be quantified. He understood that data can be taken from class driven data or data driven approach and questioned whether or not there be a line item that would be used by the AI to determine the person and the class.

City Manager Pirnejad confirmed the approach would be gathering personas from the data, not the reverse.

Committee Member Corpuz questioned whether external expertise used to interpret the data would impact the schedule.

Acting Public Works Director Hall replied that the survey rollout will still be heavily reliant on staff and committee members. The only place expertise will be needed will be in facilitating a workshop, identifying groups, refining and interpreting the surveys.

Committee Chair Duncan suggested use of the same facilitators who were used in 2016-2017, in order to leverage their familiarity with the community.

Acting Public Works Director Hall mentioned that there are a lot of experts who do this type of work, and there are those who specialize in facilitations. The staff will evaluate and look into those types of firms that best fit the parameters of what is currently needed.

Committee Member Baer emphasized it is important to involve the committees as much as possible. He also encouraged the staff to bring in other options including involving the school districts. He also suggested utilizing representatives to elementary, high schools and community colleges to try to gain partnerships. By partnering with these entities, the city could use the bond money available to the schools to fund some portion of the recreation center and parks improvements. Other cities have done this successfully, including Millbrae and San Bruno. While currently in Japan covering the Olympics, Committee Member Baer plans to be back soon and in attendance at several ribbon cutting ceremonies at several new campuses in the district.

Committee Member Delmonico suggested tapping into the youth sports groups. There are hundreds and hundreds of families on the fields each week and a schedule could be worked out easily to reach out to them. In AYSO alone there are 600-700 families. Little league has several 100s of families scheduled for Fall Ball.

Councilmember Froomin suggested it would be ideal to find those who have attempted to register for a class or reserve a room but were either turned away or did not complete the transaction. While it is easy to find those who have positively used the city's facilities,

those who have not used them for whatever reason could provide valuable data about what is currently missing for certain users.

City Manager Pirnejad suggested reaching out to Parks and Recreation Staff Tiffany Oren to explore this further.

Acting Public Works Director Hall closed the discussion and stated staff would begin to reach out and meet with the Community Engagement Subcommittee for feedback on the Recreation Center Plan and would meet with the Facilities Subcommittee to work on Parks Improvement Plan. He also suggested canceling September's meeting to allow staff time to work on these issues.

7 NEW BUSINESS

7.1. Discussion Regarding PRC Subcommittees

- Community Engagement: Doris Duncan, Stacy Jimenez and Eric Corpuz
- Facilities and Infrastructure: Fred Baer, Tracy Delmonico, and Yvonne Ryzak
- Smart Planning, Development, and Economy: Fred Baer, Eric Corpuz, Raj Tiwari

City Manager Pirnejad stated that these committees will be of use as staff looks for engagement in land use plan, which would be larger, comprehensive communication strategy around land use. Eventually, there will be a request for a proposal, and it is suggested staff engage with the PRC subcommittee groups to refine what elements might call for engagement by the committee.

Committee Member Ryzak commended staff for providing a vehicle for the PRC to have input in meaningful way.

Acting Public Works Director Hall reminded the committee of the revised work plan for PRC. This plan allows for quite a bit of room to the future use of recreational programming, community buildings, facilities and needs assessments.

7.2. Discussion of City Beautification and Cleanup

Acting Public Works Director Hall stated that this agenda item came out of a discussion from the last meeting. Vice-Mayor asked staff to take a look to see if there was an opportunity to do cleanup on a city-wide basis. Staff member Fanara has looked at areas where there could set up a sustainable group that goes out periodically to do cleanup efforts, at, for example, the obvious areas along the levee. It might be an opportunity for the committee to encourage citizens to take ownership. In other cities, beautification subcommittees exist and focus on periodic cleanups. If there are code enforcement issues, for example, elderly citizens who cannot keep up their property, service groups could be identified and organized to step in and assist with this.

Staff does a good job of picking up trash on a regular basis, with ongoing discussions about gardens and plantings - which would fall more into the beautification category. Staff would like to propose that this might be a discussion for the subcommittee.

Staff Member Fanara stated that he has had a discussion with the streets and lagoon superintendent to explore different places and areas that could benefit. We send people to the lagoon areas that are still open and safe for citizens. It is time to start thinking outside the box, and possibly set up events for various tasks, for example, have people spread wood chips, which would encourage less use of pesticides. Also looking to beach cleanup days to address goose droppings. Staff currently works with eagle scouts, girl scouts, and there are other opportunities that still exist, but staff would need to coordinate with those groups.

Committee Chair Duncan suggested an event to coincide with "Make a Difference Day" and involve a wide variety of groups and projects. Staff should explore ways to engage larger portions of the community.

Committee Member Ryzak urged staff to think about expanding community engagement, for example including business engagement. As we think about beautifying, the city should hold businesses accountable for their fair share. Another missed area is the freeway entrance ramps at Edgewater and Foster City Boulevard - they are the gateway to the city but often strewn with trash.

Committee Member Corpuz suggested that businesses such as Illumina, Visa, etc. hold an annual "Day of Giving" and involve them in various beautification and trash cleanup projects.

Committee Chair Duncan suggested involving schools in this as well.

Councilmember Froomin mentioned that he, along with Committee Member Jimenez, frequent the monthly cleanup efforts of a city group organized by Shilpi Goel. Recently, he was at Baywinds Park and noticed a large amount of cigarette butts, and suggested additional "No Smoking" signs, receptacles, and possible additional night patrols to break up the parties that may contribute to the number of broken bottles. He also suggested involving youth sports as he noticed at a recent park a large amount of sports related garbage.

Councilmember Froomin mentioned that the Mayor had an idea of "adopt a segment" on the levee - a neighborhood, etc, and adopt a portion of the levee. This would encourage community responsibility. We have a unique situation in having neighborhood parks - small parks surrounded by homes. The city should encourage those residents to come into their park to keep them clean on a regular basis. It is also important to do more than simply try to get people to clean on occasion but trying to get people to think about routinely cleaning.

Committee Member Corpuz stated that in speaking with an organizer of the cleanup group, Nilofer Motiwala, her goal was to create through engagement and cleanup events a mindset of clean up and ownership. The question is how do we get to that point.

Councilmember Froomin suggested alternative trash cans, and possibly adding ashtrays even though the city has a "No Smoking" policy.

Committee Member Tiwari suggested many people do not want to touch the trash cans due to cleanliness issues.

Committee Member Jimenez mentioned her research into what other communities are doing. Other receptacles are provided, such as one community providing a station with buckets and large trash bags to encourage clean up. By providing additional trash cans, signage, and encouraging participation in cleanup efforts, the community would begin to see cleanups as a constant action and interaction versus a one time coming together every few months.

Staff Member Fanara stated that staff has attempted alternative trash receptacles but stated the 20-yard debris bins and drum gallons have been the most effective.

City Manager Pirnejad recommended the use of technology - for example receptacles that alert staff when they are full to better use staff time.

A member of the public, Milofer Motiwala, commented that she was excited that the staff and committee were having this conversation and would love to stay involved in this topic in the future.

7.3. Discussion Regarding Foster City Community Garden

Staff member Fanara opened the discussion on this agenda item, which had been made at the request of the committee. He previously worked at Belmont's Community Center and had a hands-on experience with the community garden there. He also connected with San Mateo to gain information about their garden, as well as connecting with Belmont to get their By-Laws, included as part of the agenda packet. Both required that all plots lease on a yearly basis with a onetime clean up fee deposit. Small annual fees were charged based on city cost recovery. Each city has an extensive wait list. Unless you opt out you can keep renewing your plot annually. All gardens are coordinated by the community. Staff time is very limited. Staff goes in once or twice a week to touch water lines but otherwise are hands off. The gardens have strict regulations. For example, the box has to be planted year-round, kept weed free, dead plants had to be removed, everything must be 100% organic. Water by hose bibbs and not irrigation. No pets, no stealing produce. Currently, Belmont has one community garden, San Mateo has two and others exist throughout the area within HOAs and other privately held community groups.

Community gardens have many positive benefits. Studies show gardens produce positive moods, reduce stress, encourage physical activity, reducing transportation for produce, and increase community engagement. The negatives were few, and include random broken pipes, occasional neighbor spats, and the potential for unwanted animal activity.

Committee Member Ryzak stated that she has been urging staff to look into this for three to four years and believes there are several places where one could thrive, particularly Farragut Park. She is thrilled that this has risen to a discussion. Parks are so important to community, and a community garden would be a big benefit. She requested that the staff ensure this item was on the survey for the Parks Improvement Plan.

Committee Member Jimenez mentioned reaching out to the board president of the Beresford Community Garden in San Mateo, who was excited to hear Foster City was considering adding a community garden. She routinely turns away many Foster City residents each year who have requested plots. Committee Member Jimenez also mentioned posting on social media and receiving quite a bit of positive feedback regarding the desire of residents to have a community garden.

City Manager Pirnejad: Mentioned that it could be a cost recoverable endeavor with many community benefits.

Councilmember Froomin mentioned that Shorebird Park has a large area that is tanbark that was originally intending to be grass and might be appropriate for a community garden. He mentioned that due to recent legislation, SB 1383, cities will be required to purchase mulch, whether needed or not. A community garden would be a good use of the required purchase.

Committee Chair Duncan summarized that the consensus of the committee was to direct staff to move forward with this project, identify possible sites, and go from there in procuring necessary community feedback.

8 DIRECTOR REPORT

8.1. General Updates

Assistant City Manager Hall gave a report from staff member Oren. She wanted to thank the PRC for its support during July. The Parks and Recreation department hosted 6 community events. The recreation center will open Monday. The family overnighter is sold out and will take place Saturday, August 7th at Boothbay Park. She reminded the committee that the Foster City photo exhibit at the San Mateo County History Museum opens up next week. Space is still available for the "Paint in the Park" classes on August 14th. Tickets now on sale for the next drive-in movie, featuring "Grease" on August 21. August will be the final month for virtual bingo, but virtual trivia will continue to take place virtually once a month.

Staff Member Fanara reported that willow tree pruning for the city's 84 willow trees is currently ongoing. While a month behind schedule due to Covid, and a slow process, the company is doing a good job. Recent high winds have caused some breakage. The Smart Irrigation controller project is also ongoing. There are six parks left, not including Sea Cloud Park, which will take 3 controllers due to its size. Notice of Completion has been filed for Booth Bay, Edgewater, and Sea Cloud pumps, and daily maintenance has begun.

8.2. Subcommittee Updates

The Community Engagement Subcommittee met on July 14th in preparation for an event to be held during the September 25th Rubber Ducky Races. The day will include the "Rubber Ducky Races" in the morning, followed by Dragon Boat exhibitions, a boat parade and ending with a concert. The Subcommittee is attempting to organize a luncheon for current and former city council members prior to the boat parade, and to have them participate in the boat parade. Committee Member Jimenez is taking the lead on this and has reached out to the Rotary and Lions club. It appears currently the luncheon may be downsized. The subcommittee is also exploring ways to recognize those residents who have lived within the city for 50 plus years.

9 COMMITTEE AND COUNCIL MEMBER COMMENTS

Committee Chair Duncan thanked Dante for his steadfast support to this committee. She recognized that he has "worn several hats" including assistant city manager, interim director of public works, interim director of parks and recreation, and will now be city manager for the city of Hercules. She offered him her congratulations.

Committee Member Corpuz thanked staff for their work in producing three great concerts. It was a wonderful opportunity to come together as a community and celebrate the activities. He commended staff on a stellar job of providing a great experience that was well attended.

Committee Chair Duncan requested staff to look into its donation policies and procedures, stating that she has had difficulty in making a charitable grant. Several cities have structures in place that makes it easy to donate, and something similar would be of benefit to Foster City. City Manager Pirnejad stated he would look into it.

Future Agenda Items

- None

10 ADJOURNMENT

Committee Member Ryzak moved to adjourn, seconded by Committee Member Delmonico. Meeting adjourned at 8:16.

Next meeting September 7, 2021, will likely be canceled.

//Minutes Submitted by Committee Secretary Stacy Jimenez