



CITY OF FOSTER CITY PARKS AND RECREATION COMMITTEE MEETING

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF GOVERNMENT CODE SECTION 54953 (AS AMENDED BY AB 361) WHICH AUTHORIZES TELECONFERENCED MEETINGS UNDER THE BROWN ACT DURING CERTAIN PROCLAIMED STATES OF EMERGENCY. THE GOVERNOR OF CALIFORNIA PROCLAIMED A STATE OF EMERGENCY RELATED TO COVID- 19 ON MARCH 4, 2020. THIS TELECONFERENCED MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT ESSENTIAL BUSINESS AND IS PERMITTED UNDER GOVERNMENT CODE 54953 IN ORDER TO PROTECT PUBLIC HEALTH AND SAFETY OF ATTENDEES. 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 PUBLCOMMENT-PARKSANDREC@FOSTERCITY.ORG WILL BE PROVIDED TO THE PARKS AND RECREATION PRIOR TO THE MEETING.

Consistent with Government Code Section 54953, this meeting will be held via teleconference in addition to in person. Parks and Recreation Committee members and staff will attend in person or via teleconference.

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, 94404

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. For special meetings, public comment is limited to item(s) on the agenda only.

To Observe the Meeting via Teleconference/Video Conference:

- To access the meeting by computer / smartphone, go to: <https://fostercity-org.zoom.us/j/89558337050>

- To dial-in via phone:
1-669-900-6833 or
1-408-638-0968

And enter Webinar ID: 872 5245 6137

To Participate in the Meeting by Providing Public Comment via Teleconference/Video Conference:

- **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 (Recommended but not required)

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. Written public comments will be posted to the City's website for review prior to the meeting.

AGENDA

Tuesday, February 7, 2023, at 6:30 p.m.

REGULAR MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Committee members Fred Baer, Sirish Bindal, Eric Corpuz, Tracy Delmonico, Doris Duncan, Yvonne Ryzak, and Raj Tiwari

4. PUBLIC FORUM

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

- a. Approval of minutes from the special meeting on January 18, 2023

6. PRESENTATION

- a. Presentation by 55+ Club Helena Ting Torea

7. OLD BUSINESS

- a. Update on Recreation Center Rebuild Project

- 8. NEW BUSINESS**
 - a. Update on the Foster City Age-Friendly Initiative
- 9. DIRECTOR REPORT**
 - a. Parks and Recreation Department update
- 10. COMMITTEE AND COUNCIL MEMBER REPORTS**
 - a. Committee Member Report by Raj Tiwari
 - b. Discuss future agenda items
- 11. ADJOURNMENT**



**CITY OF FOSTER CITY
PARKS AND RECREATION COMMITTEE MEETING
MEETING MINUTES**

Wednesday, January 18, 2023

SPECIAL MEETING

1. CALL TO ORDER

The meeting was called to order at 6:32 pm by Chairperson Doris Duncan.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by member Tracy Delmonico.

3. ROLL CALL

Staff member, Patrick Vizconde called the roll.

MEMBERS PRESENT: Fred Baer, Sirish Bindal, Eric Corpuz, Tracy Delmonico, Doris Duncan, Yvonne Ryzak, and Raj Tiwari.

ABSENT: None

STAFF/COUNCILMEMBERS PRESENT: Patrick Vizconde, Recreation staff; Derek Schweigart, Director

4. PUBLIC FORUM

Introduction of new committee member Sirish Bindal as part of public comment section.

No public attendees

5. APPROVAL OF MINUTES

Motion by member Fred Baer, seconded by member Tracy Delmonico, and passed 7-0-0 to accept the minutes of the meeting on December 6, 2022.

6. OLD BUSINESS

- a) Review and approve draft Year-End Committee Report to City Council:
Motion to approve by member Fred Baer. Motion seconded by member Tracy Delmonico. Motion passes 7-0-0.

7. NEW BUSINESS

- a) Election of new officers:
 - Nomination for chair – Chairperson Doris Duncan nominated member Fred Baer. Member Raj Tiwari nominated member Eric Corpuz. Eric declined the nomination. Fred Baer appointed as Chair by unanimous vote 7-0-0.
 - Member Fred Baer nominated member Eric Corpuz. No other nominees. Motion passes 7-0-0. Eric Corpuz appointed as Vice Chair.
 - Secretary: Member Tracy Delmonico nominated member Raj Tiwari, member Doris Duncan seconded the nomination. No other nominees. Motion passes 7-0-0. Raj Tiwari re-appointed as Secretary.
- b) Select three representatives for Recreation Center Rebuild Project Task Force
 - Director Derek presented background information about the task force. Chairperson Fred Baer opened for nominations. Members Doris Duncan, Fred Baer, Raj Tiwari and Eric Corpuz self-nominate. Motion to close nominations passes 7-0-0. Since there were 4 nominees, voting was done via paper ballot. Members were asked to write three preferences. Based on vote count, members Fred Baer, Raj Tiwari and Eric Corpuz were nominated to represent the committee on the task force.

8. DIRECTOR REPORT

- a) Parks and Recreation Department Update

9. COMMITTEE AND COUNCIL MEMBER COMMENTS

- a) Discuss future agenda items

10. ADJOURNMENT

Motion made by member Eric Corpuz moves to adjourn meeting, seconded by member Doris Duncan. Meeting adjourned at 7:54 pm.



MEMORANDUM
Parks and Recreation Department

To: Parks and Recreation Committee

From: Derek Schweigart, Parks and Recreation Director

Date: February 7, 2023

Subject: Director's Report

CITY / ORGANIZATION

- **Foster City Levee Project**

At Baywinds Park the lower turf area, parking lot, and beach are open to the public. There are two kite launch ramps, the upper launch and lower launch, which are both still closed. These were closed starting in October 2022. Some of the contract work has been finalized but the ramp must remain closed until all improvements are completed and the contractor releases to the City. There were several concerns brought to the City's attention by the Baywinds Park user groups which City staff have been working through with them. Some of the solutions are not within the scope of the overall project but we are working with a designer to evaluate the feasibility of proposed design changes. Once there is an agreement on design improvements those will be brought back to the user group and the project team will try to work in the construction schedule to complete.

- **Recreation Center Rebuild Project**

This first staff presentation and update on the Recreation Center project is on the agenda for the Parks and Recreation Committee meeting on February 7. City Council will receive their first monthly update on the project at their regular meeting on February 21.

Recreation Center Rebuild Task Force:

The first meeting of the task force was held on Wednesday, January 25. The task force meeting was well-attended by an enthusiastic group of engaged resident and community group representatives. In attendance were three Parks and Recreation Committee members including Fred Baer, Eric Corpus and Raj Tiwari. The kick-off meeting began with a blogging exercise to determine the group's aspirational goals for the new Recreation Center, discussion on project goals (Process, Project, Outcomes, and Sustainable Operations), a review of the project schedule, roles/responsibilities, a review of best practices for design of recreation centers, and brief discussion about site conditions. Committee members were tasked with a

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homework assignment to identify a “noteworthy” space or design element from a neighboring recreation center project.

Recreation Center Construction Management

The City received 6 responses to the Request for Proposal (RFP) for construction management and support services for the Recreation Center Rebuild Project. City staff is currently reviewing and rating proposals with those firms receiving the highest rating invited to an interview with City. The City expects the construction management firm to begin work as early as April 2023. Construction management is integral to the project for materials testing, quality control, inspection, cost control, coordinating communication between architect designers and construction contractors, and assisting the City with public communication to minimize impacts.

PARKS DIVISION

- **S4 Synthetic Surface Replacement**

Staff had a kickoff meeting with Verde Design to discuss current and future needs of the field and discuss different products on the market. Timeline was revised to allow for the contractor to finalizing pricing and labor for an installation in mid-July. The project is expected to take 6-8 weeks.

- **Maintenance Worker I**

Carlos Valerio officially started with the City on December 11, 2022 and will be assigned to the Leo J. Ryan maintenance crew. The department is now fully staffed and is also recruiting for a part-time Maintenance Worker.

- **Goose Population Management Plan**

A contract to develop the City's Canada Goose Population Management Plan is expected to be awarded at the regular City Council meeting on February 6, 2023. Plan will include an environmental review as well as mitigation and management components and is anticipated to be completed in 6 months or less.

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- **Sea Cloud Field Renovations**

Sea Cloud Baseball/Softball fields are closed and scheduled to reopen at the end of February. Staff is also working to get five (5) new scoreboards installed which has been delayed due to weather conditions.

- **January Storm Update**

During the recent storm events Parks staff played an important role in patrolling streets and parks looking for hazards and flooded areas. Parks had staff on call during major wind and rain events to ensure that if any tree issues arose, they would be quickly addressed to minimize disruption to the public right away. Two trees had blown over and several others sustained broken limbs, but no other damage was reported.

- **Catamaran Park Landscape Renovation**

Staff has completed a landscape renovation at Catamaran Park. The project included the removal of pop-up sprinkler heads and conversion to a point source emitter to more efficiently water the new landscape. The plants chosen will also help with deterring Canada Geese from congregating in that area of the park by limiting their visibility and overall feeling of safety. The project is expected to last approximately one week with multiple crews assisting.

- **SeeClikFix**

Staff continues to monitor the maintenance requests that are generated using the SeeClikFix app. Last month staff closed out eight (8) requests and are working towards completing four (4) other requests that are more complex..

RECREATION DIVISION

- **Teen Programs Recreation Coordinator**

Current part-time staff member, Maddy Koval, is serving as the Acting Recreation Coordinator overseeing Teen Programs until a recruitment for the permanent position opens. An internal recruitment is scheduled to begin by the middle of February.

- **Recreation Classes**

Winter classes are in session and will run until March 18th. Staff is currently planning for the spring session which will begin April 2nd.

- **Wednesday Enrichment Program**

Session 3 classes are in progress and will run until March 22nd. Session 4 will begin in early April after the Spring Break.

- **Senior Tax Preparation Assistance**

AARP tax prep aid signups started on January 17. Tax Preparation Aid will start on Wednesday, February 8th in the Sail Room from 9am – 5pm. Tax Preparation Aid will take place every Wednesday until April 12th.

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- **Softball and Bocce**

Softball and Bocce Registration for the Spring Leagues start February 1st. Leagues begin the week of March 13th.

- **Senior Trip to Graton Casino**

Thirty-seven seniors boarded a charter bus and spent the day at Graton Casino in Rohnert Park accompanied by a department volunteer. The Senior Trip program is a collaboration between the Parks and Recreation Department and the 55+ Club.

- **Senior Tech Assistance**

Recreation staff has been meeting with a local high school student (with support from his teacher) on a new program to be offered in March providing free technology assistance for Foster City seniors. Seniors will be able to sign up for 1:1 appointments to receive help on topics such as navigating social media apps or cell phone help. The appointments will take place in the Senior Wing twice a month on Saturday mornings.

ADMINISTRATION

- **Administrative Assistant Retirement**

Administrative Assistant Emely Dela Cruz retired after 22 years of service. Emely was the full-time administrative assistant for the Parks Division. The Department held interviews for this position and will be sending an offer letter to one of the candidates. The new hire will hopefully start with the Department at the end of February.