



**CITY OF SANTA BARBARA  
PARKS AND RECREATION DEPARTMENT  
PARKS AND RECREATION COMMISSION MINUTES**

**REGULAR MEETING  
Wednesday, April 25, 2018  
COUNCIL CHAMBERS, 735 ANACAPA STREET**

**CALL TO ORDER**

Chair Beebe Longstreet called the meeting to order at 4:00 p.m. at City Council Chambers.

**PLEDGE OF ALLEGIANCE**

Chair Beebe Longstreet

**ROLL CALL**

**Commissioners and Staff Present**

Chair Beebe Longstreet  
Vice Chair Nichol Clark  
Commissioner Tara Armbruster  
Commissioner Jacob Lesner-Buxton  
Commissioner Andria Martinez Cohen  
Commissioner Kathy McGill  
Commissioner Roger Perry  
Parks and Recreation Director Jill Zachary  
Assistant Parks and Recreation Director Rich Hanna  
Business Manager Mark Sewell  
Creeks Manager Cameron Benson  
Recreation Manager Judith McCaffrey  
Parks Manager Santos Escobar  
Urban Forest Superintendent Tim Downey  
Executive Assistant Rose Nevarez

**CHANGES TO THE AGENDA:** Item 4.C.3 was taken in conjunction with 4.A.2.

**WRITTEN COMMUNICATIONS:** None

**PUBLIC COMMENT:** None

**YOUTH COUNCIL REPORT:** Chair Jensen Steady reported on the Team Leadership Conference on April 28, applications for vacancies on the Youth Council due on May 1, a

task force organized by the Coalition Against Gun Violence, and the 17<sup>th</sup> Annual Youth Leader Awards taking place on May 21<sup>st</sup> at the Carriage Museum.

**COMMISSIONER COMMITTEE ASSIGNMENT REPORTS:**

Vice Chair Clark attended and reported on the Street Tree Advisory Committee meeting, site visit to the Chase Palm Park/Waterfront Hotel Transition Area on April 4<sup>th</sup>, State Trails Day at Jesusita Trail on April 21<sup>st</sup>, and Carousel House Open House that morning.

Commissioner McGill attended and reported on the site visit to the Chase Palm Park Transition Area and Carousel House Open House.

Commissioner Lesner-Buxton attended and reported on the Youth Council meeting.

Chair Longstreet attended and reported on the Semi-Annual Advisory Group meeting, Neighborhood Advisory Council meeting, site visit to the Waterfront Hotel Transition Area, and Carousel House Open House.

**COMMISSION AND STAFF COMMUNICATIONS:** None

**CEREMONIAL ITEMS:**

**1. Subject: Employee Recognition – Service Award Pins**

Parks and Recreation Director Jill Zachary recognized Enrique Alvarez, Irrigation System Technician, for 20 years of service, Santos Escobar, Parks Manager, for 25 years of service, and Pete Whittington, Irrigation System Technician, for 30 years of service.

**CONSENT ITEMS:**

**2. Subject: Summary of Council Actions – For Information (Attachment)**

The Commission received the report.

**3. Subject: Minutes – For Action (Attachment)**

Recommendation: That the Commission waive the reading and approve the minutes of the Regular Meeting of March 28, 2018.

**Motion:**

**Commissioner Perry / McGill to waive the reading and approve the Minutes of the Regular Meeting of March 28, 2018.**

**Vote:**

**Majority voice vote (5/0/2) (Abstain: Clark, Martinez Cohen)**

## **STREET TREE ADVISORY COMMITTEE ITEMS**

Any action of the Parks and Recreation Commission made pursuant to Municipal Code Chapter 15.20, Tree Planting and Maintenance or 15.24, Preservation of Trees, may be appealed to the City Council within ten days, pursuant to provisions of Section 1.30.050 of the Municipal Code.

### **4. Subject: Street Tree Advisory Committee Recommendations – For Action (Attachments)**

#### Documents:

- Staff Report dated April 25, 2018
- Staff PowerPoint presented by Staff

#### Speakers:

- Urban Forest Superintendent Tim Downey
- Parks and Recreation Director Jill Zachary
- Public Speaker Robert Richards (Item 4.A.1)
- Public Speaker Suzanne Elledge (Item 4.A.2 & 4.C.3)
- Public Speaker Puck Erickson (Item 4.A.2 & 4.C.3)
- Public Speaker Bob Glazier (Item 4.C.3)
- Public Speaker Leland Walmsley (Item 4.B.2)
- Public Speaker Bob Cunningham (Item 4.C.2)

Recommendation: That the Commission:

#### A. Approve the following Street Tree removal requests:

1. 1601 State St. – (2) *Syagrus romanzoffianum*, Queen Palm – Robert Richards Landscape Architect

The Commission received the report, listened to testimony, and the following action was taken:

#### **Motion:**

**Commissioner Clark / Perry to concur with Staff recommendation and approve relocation of the two trees.**

#### **Vote:**

**Unanimous voice vote (7/0)**

2. Chase Palm Park Transition Area, Waterfront Hotel – (54) various trees – Suzanne Elledge, for American Tradition LLC

The Commission heard testimony and their questions were answered. The Commission wanted to stress that maintenance of the landscape installed by the hotel will be their responsibility, and that the transition area needs to work as a public space.

The following action was taken:

**Motion:**

**Commissioner McGill / Martinez Cohen to support staff recommendations and approve the removals as proposed on the condition that the 9 olives currently located around the compass rose be boxed for relocation to a new park, that any trees not approved by the Department to be planted in Chase Palm Park outside of the transition area be boxed and transported to another City park, that all tree removals be contingent on the hotel construction and transition area development, and that all tree species to be planted within the transition area and Chase Palm Park be approved by the Department, with comments from the Commission to be included.**

**Vote:**

**Unanimous voice vote (7/0)**

**B. Partially approve the following Setback Tree removal requests:**

1. 2015 Santa Barbara St. – (5) *Tipuana tipu*, Tipu – Kenneth Boxer

The Commission received the report, listened to testimony, their questions were answered, and the following action was taken:

**Motion:**

**Commissioner McGill / Perry to approve removal of all 5 Tipu trees on the condition that they be replaced with 2 trees that can achieve 30 feet in height.**

**Vote:**

**Unanimous voice vote (7/0)**

2. 1506 Shoreline Dr. – (2) *Schinus terebinthfolius*, Brazilian Pepper and (1) *Washingtonia robusta*, Mexican Fan Palm – Leland Walmsley, ASLA Evergreen Architects, Inc.

The Commission received the report, listened to testimony, their questions were answered, and the following action was taken:

**Motion:**

**Commissioner Martinez Cohen / McGill to deny removal of the Mexican Fan Palm and approve the removal of the 2 Brazilian Peppers on the condition that one replacement tree with a wide canopy that can achieve 30 feet in height be planted.**

**Vote:**

**Majority voice vote (6/1) (Nay: Clark)**

**C. Approve the following changes to the Street Tree Master Plan:**

1. 1300 block of State St. – designate species – Staff

The Commission received the report, their questions were answered, and the following action was taken:

**Motion:**

**Commissioner Martinez Cohen / Perry to approve the change to the Street Tree Master Plan to designate the Queen Palm for the 1300 block of State Street.**

**Vote:**

**Unanimous voice vote (7/0)**

2. 3400-3700 Modoc Rd. – consider additional species – Bob Cunningham

The Commission received the report, listened to testimony, and their questions were answered.

The Commission expressed concerns regarding costs involved with multiple species with different maintenance needs and schedules, availability of stock, and tree litter.

The following action was taken:

**Motion:**

**Commissioner Martinez Cohen / Clark to refer the Item back to the Street Tree Advisory Committee for further discussion, with the caveat the concerns of the Commission be taken into consideration.**

**Vote:**

**Unanimous voice vote (7/0)**

3. 100 block of Calle Cesar Chavez – consider change – Suzanne Elledge on behalf of American Tradition LLC

**Motion:**

**Commissioner McGill / Perry to support the change in designation to the Street Tree Master Plan to include the Mexican Blue Palm in the median and New Zealand Christmas Tree in the parkway in the 100 block of Calle Cesar Chavez.**

**Vote:**

**Unanimous voice vote (7/0)**

## **ADMINISTRATIVE AND STAFF REPORTS**

5. Subject: Director's Report – For Information (Attachment)

Documents:

-Staff Report dated April 25, 2018

Speaker:

-Parks and Recreation Director Jill Zachary

Recommendation: That the Commission receive a report on the status of the various Parks and Recreation Department initiatives and activities.

Parks and Recreation Director Jill Zachary reported on the Chef Apprentice Graduation, Chase Palm Park Carousel House, Earth Day Celebration, and Volunteer Work Days on April 14<sup>th</sup> and April 21<sup>st</sup>.

The Commission received the report and their questions were answered.

**6. Subject: Parks and Recreation Recommended Fiscal Year 2019 Budget – For Action (Attachments)**

Documents:

-Staff Report dated April 25, 2018

-Staff PowerPoint presented by Staff

Speakers:

-Parks and Recreation Director Jill Zachary

-Creeks Manager Cameron Benson

-Business Manager Mark Sewell

-Assistant Parks and Recreation Director Rich Hanna

Recommendation: That the Commission recommend City Council approval of the Recommended Fiscal Year 2019 Parks and Recreation Department Budget, including the General Fund, Creeks Fund, Golf Fund, Capital Program, and Fees and Charges Schedule.

Director Jill Zachary gave an overview of the 5 funds comprising the budget: personnel/staffing; expenditures by fund; revenue by fund; and key initiatives.

Creeks Manager Cameron Benson presented the proposed Fiscal Year 2019 Creeks Fund Budget. This included an overview of the projected FY 2019 revenue and projected expenditures, including a \$90,000 proposed increase in Street Sweeping. The total proposed Creeks Fund Budget is just under \$4.7 million. Manager Benson gave budget highlights, an overview of the FY 2019 Capital Program, fund reserves, performance measures, and the Creeks Advisory Committee recommendations regarding the Fiscal Year 2019 Budget.

Chair Longstreet stated that the Creeks Advisory Committee have been excellent stewards of Measure B money, and she respects the memo and the request for a review of the Street Sweeping Program, because the funds were designated for special purposes and they follow it closely. She supports their memo and requests the Commission's comments get forwarded with it.

Commissioner Martinez Cohen agreed with Chair Longstreet in supporting the memo, and would like to know the answers to the Street Sweeping Program questions as well, and hopes to receive feedback.

Chair Longstreet stated she thought a \$10,000 increase reasonable, but a \$90,000 increase seems excessive.

Business Manager Mark Sewell presented the proposed Fiscal Year 2019 General Fund and Golf Fund. He gave an overview of the General Fund, including parks and facilities, programs and services, personnel by division, cost increases, and reduced revenue. Manager Sewell discussed expenses by category, a 1.8% increase from Fiscal Year 2018, and projected revenue by source and division, with more detailed information of sources within each division. He went on to discuss fees and charges within the Recreation Division and how the Department weighs information to ensure providing needed programs and services, competitive prices, and that prices remain affordable but sustainable.

Assistant Parks and Recreation Director Rich Hanna reported on Department performance measures, which are tied to the budget. The process went through a thorough review this year, which allowed the Department to step back and identify what makes programs and services successful, and how the Department meets its mission.

Chair Longstreet requested another review of performance measures at a later date, such as six months, as it would be educational for the Commission and would help them to identify where they want to advocate for more support for the Department. She requested that those for Parks and those for Recreation be on different nights so as not to be overwhelming.

Commissioner Martinez Cohen seconded the Chair's request for a review at a later date. She stated it's important to make the performance goals achievable and at the same time important to analyze your outcomes.

Commissioner McGill stated it would be good to break the reports up so as to be able to get into more detail. She believes this kind of work is critical and looks forward to receiving more information.

Business Manager Sewell reported briefly on the Miscellaneous Grant Funds, which fund a broad breadth of items within the Department, from recreational programs to park improvements.

Director Jill Zachary reported on the Capital Program proposal for Fiscal Year 2019. The Commission previously received a detailed report in February. The Fiscal Year 2019 budget proposes additional funding for 4 projects: Franceschi House & Park Renovations, Ortega Park Master Plan and Renovation, Off-Leash Dog Area in MacKenzie Park, and West Beach Splash Playground. No new projects are proposed. The Department is requesting approximately \$710,000 funding for Capital Projects.

Commissioner Lesner-Buxton asked for clarification that at this point no Measure C funds have been identified, and this budget does not include Measure C funding. Director Zachary confirmed this.

Chair Longstreet said there is a projection for Measure C funds but no oversight committee has been established. She believes the needs have been identified, but not necessarily project timelines or definite projects.

Manager Sewell reported on the Golf Fund. Key considerations are to provide great value for the money, build reserves, invest in capital, and maintain assets. He listed the sources of projected revenue for Fiscal Year 2019, fee changes, expenses by category, and the Reserve balance. Three areas are proposed for the Golf Fund Capital Budget: Golf Course infrastructure renewal and improvement, Players' Improvement Fund, and Golf Club maintenance vehicles. Finally, Manager Sewell reported on performance measures. The Golf Advisory Committee recommended approval of the proposed Operating Budget, Capital Budget, and Fees and Charges for Fiscal Year 2019 at their meeting on April 11, 2018.

Chair Longstreet asked why the cost of recycled water has increased 13%. Manager Sewell replied that the Water Commission recommended a review of recycled water rates as the cost to produce a unit of recycled water was higher than the price that was being charged. Prices were increased to attain more cost recovery.

Commissioner Martinez Cohen thought perhaps the increases were related to the upgrades of the recycled water plant.

Chair Longstreet remarked that these were questions to go forward because water costs, beginning with Aquatics, play a large part throughout the entire Parks and Recreation Department Budget. This must somehow be balanced out.

Director Zachary believes the Department as a whole spends close to \$1 million on water per year. The Department is very strategic on how water is used. Using recycled water has had advantages in that it has been less expensive, but that is changing. As fees increase, the need for water may remain static due to water conservation, but costs will rise and the Department cannot afford that much more.

Manager Sewell stated that the increase in costs would be approximately \$60,000 for Golf next year. Other nearby golf courses charge a drought fee. These unavoidable costs are considered when the budget is developed.

Chair Longstreet stated the impacts are great. She is concerned things are getting precariously close to the way they were in 2008. Charges can't be increased as a way out of this, it would make programs unaffordable and venues unable to be rented. The Commission has concerns about the increasing costs that we don't have any control over, and the General Fund needs to allocate for that.

Commissioner Lesner-Buxton asked for an explanation of when reserves can be used, and what the reserves are for. Director Zachary gave an overview of the reserves policy.



Chair Longstreet confirmed that the Parks and Recreation Department has no reserves, there are only the City General Fund reserves. Golf and Creeks have reserves as they are enterprise funds but Parks and Recreation cannot use those funds.

Commissioner Martinez Cohen noted that the Department as a whole is producing roughly 50% through its revenues and the remaining 50% is being funded through the City's General Fund. She asked if that percentage has increased or decreased over time. Director Zachary noted that, for the General Fund portion of the budget, over the last 20 years there has been an increasing demand on the Department to increase revenue. The Department takes its mission to provide safe parks and viable, vital recreation programs and community services seriously, and funding must be found.

Chair Longstreet noted that it is good to see the Golf budget stable. There were tough times and tough decisions in the past but it has worked out. The Commission is pleased to see the capital programs are moving forward, believes in maintaining our infrastructure and our programming, and is pleased that staff has increased the very important inclusion programs and made them work.

**Motion:**

**Commissioner Clark / Perry to recommend City Council approval of the Recommended Fiscal Year 2019 Parks and Recreation Budget, including the General Fund, Creeks Fund, Golf Fund, Capital Program, and Fees and Charges Schedule, with support for the Creeks Advisory Committee and Golf Advisory Committee recommendations.**

**Vote:**

**Unanimous voice vote (7/0)**

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**ADJOURNMENT**

At 7:35 p.m., with no further business to be addressed by the Commission, the meeting was adjourned.

Respectfully submitted,

Jill E. Zachary  
Parks and Recreation Director