

**MINUTES**  
**SPECIAL JOINT CITY COUNCIL AND**  
**PARKS, RECREATION & BEAUTIFICATION COMMISSION MEETING**  
**THURSDAY, SEPTEMBER 3, 2015**

**CALL TO ORDER** Mayor Shoals called the meeting to order at 6:30 p.m. in the City Hall Council Chambers, 154 South Eighth Street, Grover Beach, California.

**FLAG SALUTE** The flag salute was led by Mayor Pro Tem Lee.

**ROLL CALL**

City Council: Council Members Karen Bright, Barbara Nicolls, Mariam Shah, Mayor Pro Tem Jeff Lee, and Mayor John Shoals were present.

Parks, Recreation & Beautification Commission: Commissioners James Cooper, Debbie Johnston, Jan Ojerholm, Vice Chair Geraldine Roseboro, and Chair Heidi Boatman were present.

City Staff: City Manager Robert Perrault, Parks & Recreation Program Director Kathy Petker, Recreation Coordinator Nora O'Donnell, and City Clerk Donna McMahan were also present.

**PUBLIC COMMUNICATIONS** Mayor Shoals opened the floor to any member of the public for comment on any item described on the meeting agenda.

- A. Debbie Peterson, Grover Beach business owner and former Mayor, announced details for "Coastal Clean Up Day" to be held on Saturday, September 19, 2015 and invited the Council and Commissioners to participate in the event. She then praised the effectiveness of the security cameras installed at Ramona Garden Park and the Train Station.
- B. Joanne Young, Grover Beach resident, expressed concerns regarding the new crosswalks located near the beach entrance on West Grand Avenue. She commented that the concrete crosswalk surface was slippery for equestrians and that it was inconvenient for equestrians to dismount in order to activate the pedestrian signal button. She then requested the removal of large boulders near the trailhead into the dunes.

City Manager Perrault noted that the crosswalk surface would roughen with time and that all riders were encouraged to use caution when crossing hard surfaces.

There were no further public comments received.

**WORKSHOP TOPIC**

**1. Discussion Regarding Roles and Responsibilities.**

Mayor Shoals provided introductory remarks regarding the interactive format of the meeting and that the purpose of the workshop was to ensure the success of the Commission as an advisory body, as well as the successful relationship between the Council and the Commission. He paused for a safety briefing in the event of an emergency, and then invited each Council Member, Commissioner, and staff member to introduce themselves to the group. At this time Mayor Shoals deferred to staff for a report.

City Manager Perrault provided an overview of the organizational structure of the City and outlined the responsibilities of the City Council, Parks, Recreation & Beautification Commission, and Parks and Recreation Department staff.

Council and Commission discussion ensued regarding the following topics, with staff members responding to questions, as needed:

- *Roles and Responsibilities* - for the Council, Commission, and staff;
- *New Projects* - the process for presenting new project proposals from the Commission to the City Council to be analyzed for consistency with City standards, guidelines or relevant policies; returned to the Commission or staff for further research, as needed; and, if approved, prioritized and incorporated into the Capital Improvement Program;

- *Citizen Input* - the process for soliciting public input on proposed projects at both Commission and City Council meetings;
- *Brown Act* - legal requirements for City Council and Commission deliberations, as well as decision-making, to be held at noticed public meetings;
- *Updates of Commission Activities & Marketing* -
  - 1) continuing the past practice of:
    - a) providing verbal updates of Commission activities at City Council meetings to raise public awareness of the Commission and promote parks and recreation programs/events; and
    - b) presenting beautification awards at City Council meetings to raise awareness of beautification efforts in the community and promote drought-tolerant landscaping practices; and
  - 2) ensuring a consistent design format for signage at City parks and facilities, as well as in Parks and Recreation Department press releases and publications;
- *Partnership Opportunities* - volunteers, sponsorships, grants, and donations being a critical resource for ensuring the success of City-sponsored community events and recreation programs; and
- *Challenges* - constraints to expanding the existing volunteer program due to limited office space, limited financial resources, and limited staff resources to oversee the program, as well as City Hall not being located within close proximity to a college campus for attracting students interested in assisting with special projects or part-time internships.

Members of the Commission then described their:

- individual assigned responsibilities for specific City events;
- input provided on special events for assessing the community value of certain events or programs, and identifying improvements, as needed; and
- suggestions for sponsoring additional family-friendly events (e.g., a butterfly-themed event/activity, or scheduling monthly trash pick-up days for pre-designated areas on a rotating basis).

Discussion was also held regarding printed flyers being an effective method to market/promote parks and recreation programs and events at the elementary schools. Additional discussion was held regarding distributing flyers and other advertising opportunities to encourage student participation at the upcoming Annual 9/11 Memorial Ceremony and Art Exhibit.

It was noted that proposed amendments to the City's Special Event regulations would be scheduled for further discussion by the City Council.

Upon consensus of the Commission, Commissioners would prioritize the Commission's "projects wish list" for presentation to the City Council at a future meeting.

Mayor Shoals briefly recapped the consensus of the City Council and the Commission:

- 1) The Commission would provide regularly scheduled updates to the City Council;
- 2) Staff would schedule a Joint City Council and Parks, Recreation & Beautification Commission workshop two times per year, with special study sessions as needed;
- 3) Staff would provide the Commission with a copy of the City Council's adopted Goals and Work Program for FY 16;
- 4) The Commission would further discuss the expansion of a citizen volunteer program to assist with special events and Parks and Recreation programs; and
- 5) The Commission would review and prioritize its list of projects for staff to schedule a presentation of the information to the City Council.

Mayor Shoals also requested that staff schedule a Commission discussion regarding trails and the City's Multipurpose Trail document in relation to the Holiday Inn hotel development on El Camino Real.

Upon request, City Manager Perrault briefly described the dual use of the Council Chambers as an Emergency Operations Center in the event of a local emergency. He then provided updates on the following:

City projects -

- Grover Beach Lodge project and public improvements on West Grand Avenue;
- Hotel development on El Camino Real;
- Oak Park Boulevard Improvement Project; and
- Train Station Expansion Project.

Issues of community-wide concern -

- Homeless encampments: Recent discussions with Union Pacific Railroad and representatives from San Luis Obispo County Human Services; and
- People's Kitchen food distribution program: Currently distributing meals at the local church Living Waters on Rockaway Avenue. It was noted that a separate food distribution program was continuing to occur at Ramona Garden Park.

Members of the City Council expressed their thanks and appreciation to the Parks, Recreation & Beautification Commission for attending and participating in the workshop. It was noted that the workshop provided an opportunity for valuable dialogue and informative discussions between the Council and the Commission.

**ADJOURNMENT**

There being no further business to come before the City Council, Mayor Shoals adjourned the meeting at 8:46 p.m.

/s/ JOHN P. SHOALS, MAYOR

Attest:

/s/ DONNA L. McMAHON, CITY CLERK

(Approved at CC Mtg 10/05/2015)