

## PARKS AND RECREATION COMMISSION QUESTIONS May 13, 2020 MEETING

### Item 3.1 – Approval of Minutes

1. For item 5.1 (Heritage Tree Removal - 246 North Whisman Road), the voting results appear to be missing (following the M/S portion).  
*Minutes will be updated and distributed to include voting results.*

### Item 6.1 – Park Land Dedication Recommendations

1. When the Sylvan Park sand volleyball proposal was presented to PRC in January 2019, the cost estimate was approximately \$350K (as compared with \$435K presently). What has changed?  
*Staff recommends amending the budget to add \$65,000 to the Sand Volleyball Court at Sylvan Park, bringing the total project cost to \$435,000. The additional budget will cover project construction cost rise, project management, and City administration costs. There is sufficient funding for the recommended budget amendment.*
2. What is the square footage of the Trellis replacement? Is this only the area in front of the restrooms, or does this also include the semi-circular trellis that surrounds the round "performance" area behind the restrooms?  
*The trellis area is approximately 6000 sf. and includes concrete replacement because the existing trellis posts are embedded in to the concrete. Project includes the entire area of the existing trellis.*
3. The "Maintenance/Tennis Building Design" item was previously listed on the "Future Projects" list. On that report, the cost was listed as \$1.3M. The current recommendation is for \$600K. Does \$600K represent the full amount of the project, or will an incremental amount be forthcoming (as the new process describes), following a more detailed cost projection? (If more is coming, is the total project amount expected to still be close to \$1.3M?)  
*Yes, the \$600k represents the full amount for design. The design phase cost was revised because the new restrooms will be prefabricated structures, which is typical for a park restroom.*
4. For Appendix 2, would it be possible to receive a spreadsheet version (similar to a prior version) which includes:
  - a) Dollar amounts (rather than "x"s) for each of the "Future Projects", and
  - b) A separate spreadsheet page which details each of the "Active Projects" by Planning Area (and ties to the "Total Active Projects" line on the current Appendix 2?*Attached is a modified attachment with the dollar amounts for the Future Projects and the list of Active Projects. For the Future Projects, it is important to remember that these are general estimates based on similar scope projects at the time staff start scheduling them*

*into the five year CIP (two years ago or more). As a project gets closer to actually being started and design scope is better understood, these estimates will most likely change. As discussed in the report, staff do not want to commit PLD Funds too early before the full scope is understood and cost of construction can be better estimated by being closer to the start of the project. The cost increases for the Sand Volleyball Court and the Aquatics Complex Construction that was presented to you earlier this year illustrate this point. The market is now unpredictable, and post-COVID, project costs may fluctuate.*

*For the Active Projects, it is important to note that these are Capital Improvement Projects that are still open. If money has been committed to a project but a CIP has not been created, such as Pyramid Park Construction, then it will not show in the Active Projects list. Similarly, when a project is closed, it is removed from the Active Projects list. Until then, it remains on the list even if the construction is complete. For instance, the Community Center Construction CIP remains open. Therefore, that is still listed on the Active Projects List. –*

5. Will the changes to the maintenance/tennis building design in Rengstorff Park result in loss of parkland? I'm asking because the report mentions that the parking lot will be extended after demolition of the old maintenance building and says the new building will be located "by the parking lot." So is new impermeable surface being created (with the new maintenance building or with the addition of the restroom to the tennis building)?

*It's anticipated the parking lot will be revised for an improved drop-off for the All - Inclusive Playground. It is to be determined if there will be a net increase in impermeable surface after existing structures are removed and new buildings are reconstructed. The design of this improvement will be reviewed by PRC as the project continues into the design phase.*

6. Does the City expect the majority of funding for the new aquatic complex to come from the San Antonio area developer fees? I'm asking because the complex is a city-wide rather than neighborhood facility and I believe the planning area is still low in open space.

*Staff anticipate funding the entire Aquatics Complex project from in-lieu fees in the San Antonio Area for two reasons. First, this is the area that we are seeing the largest amounts of park land in-lieu fees and therefore the only area with enough to money to cover the cost. Secondly, the POSP areas that have more than 3 acres per 1,000 residents are Grant, Miramonte, and North Bayshore. We are not forecasting large residential developments in Grant or Miramonte that would provide significant fees to go towards this project. We are forecasting significant fees from the North Bayshore Area, but those are not fitting into the timeframe of this project. If we used fees from any other POSP area, we would be taking fees from an area that has less than 3 acres per 1,000 residents.*

*The City has recently spent \$43,000,000 in Park Land Funds on acquiring 6 acres of open space through the agreement with the Los Altos School District. Two acres is for a future City park and four acres is for joint-use open space with the School District.*

7. What determines how much funding is put into open space acquisition? I see there are almost \$3 million in the open space acquisition fund for San Antonio.  
*When the Parks and Open Space Plan was updated in 2014, park land in-lieu fees were committed to open space acquisition in POSP areas where potential acquisition opportunities were identified in the plan. Most of these opportunities were in areas that were below the threshold of three acres per 1,000 residents. There is not a set formula for determining how much funds will be put towards open space acquisition in a planning area. It mostly identified through potential future acquisition opportunities.*

## **April Monthly Report**

1. Are there any plans to deliver some Senior Center classes/lectures/programming via Zoom?  
*The Senior Center works with partner agencies on classes offered at the facility. The main partner agencies are Mountain View/Los Altos Adult Education (MVLA), Foothill/De Anza Community College District, and Stanford Heath Center. Summer classes are typically limited as the partner agencies operate on a traditional school calendar and those that were to be offered this summer have been cancelled by the provider. Fall 2020 classes for older adults will transition to a distance learning format by MVLA and we are working with the two other class providers on how classes will move forward. Other programs such as workshops and community presentations are moving to an online format sooner. Staff is working with several providers on virtual and zoom style presentation which are expected to start in June.*
2. Can you provide a general Community Service Department staffing update (driven by Covid-19 issues)? How many are working 100%, various percentages less than 100%, furloughed, etc?  
*Once the Shelter in Place (SIP) Order was announced, City staff quickly had to identify who had to come into work for essential services; who could work from home and complete various tasks remotely; and who would need to take some administrative leave due to being unable to complete all or part of their work from home. The SIP Order gave guidelines for what types of work was essential and each Department developed a list of essential activities that required staff to come into work. Based on the level of service that was determined essential, the Parks and Forestry front line workers were placed on a modified rotating schedule with minimal staffing levels. These positions, our Rangers at Shoreline, and select Supervisors and Managers were the only positions in the department deemed essential for staff to come into work. Other permanent staff across the department are either able to perform their duties remotely or take administrative leave for the hours they are unable to perform their regular duties due to working from home.*

*As of May 4, the County updated the SIP Order that allowed all Parks and Forestry staff to return with specific safety protocols in place. As of May 12, there are a total of 4 permanent staff using some amount of administrative leave out of 91 permanent staff. Each Division transferred their main line phone calls to staff working at home to assist members of the public. Recreation staff was busy cancelling programs and special events while creating contingency plans for the months ahead. In addition, Recreation staff was assisting the City Manager's Office in determining how to provide childcare to essential workers, assist in food distribution with CSA, provide appropriate restroom facilities to those unstably housed, and connected non-profits to help increase access to shower facilities. Staff that may have additional capacity are taking this opportunity to complete required trainings online, updating policies and procedures for post-COVID programming, and identifying best practices for the recovery period ahead.*

*Due to the City's good financial position before the shelter in place order, no employees have been furloughed to date. In fact, the City paid hourly workers for shifts that were cancelled due to the SIP order.*

## **Other Items**

1. Is there currently any backlog of Heritage Tree Appeals?

*We have a total of six on hold:*

- 99 E Middlefield
- 1866 Golden Way
- 1950 San Ramon
- 505 Cypress Point
- Glenborough Walkway
- 1783 Woodhaven Place

*Staff will work with the Attorney's Office to determine if tree appeals are appropriate for virtual PRC meetings in the future and will add to future agendas based on recommendations received.*

2. I look forward to hearing from staff (during the updates) about the status of the Community Tree Master Plan update and the PRC's role in this process.

*In the new fiscal year, staff will begin the process of entering into a contract to perform the first five year update of the Community Tree Master Plan. Staff are exploring a sole source agreement with Davey Resource Group since they created the original document and are familiar with the City and the plan. As work begins to update the plan, a scope of the work will be brought to PRC to review and provide input. Upon completion of the report, the document will be presented to the PRC for evaluation and assessment and if approved forwarded to Council.*

**UNCOMMITTED PARK LAND DEDICATION FEES**

PROJECTS	UNRESTRICTED	CENTRAL	GRANT	MIRAMONTE	RENGSTORFF	SAN ANTONIO	STIERLIN	SYLVAN-DALE	THOMPSON	WHISMAN	N BAYSHORE	TOTAL
<b>2016-17</b>	\$0.00	\$74,510.00	\$0.00	\$0.00	\$0.00	\$1,825,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$1,899,510.00</b>
<b>2017-18</b>	\$0.00	\$9,600.00	\$0.00	\$0.00	\$0.00	\$8,022,000.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$8,036,400.00</b>
<b>2018-19</b>	\$1,607,511.83	\$211,200.00	\$42,000.00	\$0.00	\$72,450.00	\$7,153,000.00	\$9,600.00	\$0.00	\$0.00	\$219,300.00	\$0.00	<b>\$9,315,061.83</b>
<b>2019-20</b>	\$1,140,672.17	\$101,400.00	\$226,500.00	\$4,800.00	\$433,500.00	\$16,062,400.00	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$0.00	<b>\$17,978,872.17</b>
<b>TOTAL UNCOMMITTED:</b>	<b>\$2,748,184.00</b>	<b>\$396,710.00</b>	<b>\$268,500.00</b>	<b>\$4,800.00</b>	<b>\$505,950.00</b>	<b>\$33,062,400.00</b>	<b>\$19,200.00</b>	<b>\$0.00</b>	<b>\$4,800.00</b>	<b>\$219,300.00</b>	<b>\$0.00</b>	<b>\$37,229,844.00</b>
<b>OPEN SPACE ACQUISITION:</b>	<b>\$470,080.11</b>	<b>\$2,139,720.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,863,105.09</b>	<b>\$4,390,757.00</b>	<b>\$2,718,000.00</b>	<b>\$761,414.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,343,076.20</b>
<b>TOTAL UNCOMMITTED AND OPEN SPACE ACQUISITION</b>	<b>\$3,218,264.11</b>	<b>\$2,536,430.00</b>	<b>\$268,500.00</b>	<b>\$4,800.00</b>	<b>\$505,950.00</b>	<b>\$35,925,505.09</b>	<b>\$4,409,957.00</b>	<b>\$2,718,000.00</b>	<b>\$766,214.00</b>	<b>\$219,300.00</b>	<b>\$0.00</b>	<b>\$50,572,920.20</b>

**ACTIVE PROJECTS FUNDED WITH PARK LAND DEDICATION FEES**

	CW/Unrestrict	CENTRAL	GRANT	MIRAMONTE	RENGSTORFF	SAN ANTONIO	STIERLIN	SYLVAN-DALE	THOMPSON	WHISMAN	N BAYSHORE	TOTAL
SCT Remington-MVHS Des	\$600,000.00											\$600,000.00
400 San Antonio D&C						\$1,829,000.00						\$1,829,000.00
Biennial Real Estate/Legal	\$48,000.00											\$48,000.00
Slater School Fields										\$1,119,000.00		\$1,119,000.00
SCT DH to W Remington Dr	\$250,000.00											\$250,000.00
Rengstorff Aqua Center Des						\$2,800,000.00						\$2,800,000.00
All-Inclusive Playground	\$300,000.00					\$1,075,000.00						\$1,375,000.00
Pickleball Courts						\$75,000.00						\$75,000.00
Wyandotte Prk, Constr.	\$353,831.54				\$2,226,168.46							\$2,580,000.00
Biennial Real Estate/Legal	\$46,000.00											\$46,000.00
Castro Park Bathroom		\$448,000.00										\$448,000.00
Mora Ortega Park, D & C						\$1,628,000.00						\$1,628,000.00
Evandale Mini Park										\$1,605,000.00		\$1,605,000.00
Comm Garden Shrln/Latham	\$1,070,000.00											\$1,070,000.00
Wyandotte Park, Design					\$535,000.00							\$535,000.00
Whisman Park RR Ren (A)										\$225,000.00		\$225,000.00
Crittenden Park RR Ren (A)							\$225,000.00					\$225,000.00
Stevenson Park RR Ren (A)							\$225,000.00					\$225,000.00
Monta Loma Prk RR Ren (A)									\$225,000.00			\$225,000.00
S. Whisman Park, Design										\$835,000.00		\$835,000.00
Rengstorff Community Ctr, Construction	\$378,450.00		\$455,100.00	\$992,350.00		\$16,719,300.00			\$4,800.00			\$18,550,000.00
Bubb Park Irrigation				\$230,000.00								\$230,000.00
Stevenson Park Irrigation							\$230,000.00					\$230,000.00
Whisman Park Irrigation										\$230,000.00		\$230,000.00
Cooper Park Irrigation			\$230,000.00									\$230,000.00
Fayette Park, Construct						\$1,650,000.00						\$1,650,000.00
Rengstorff CC, Design						\$2,900,000.00						\$2,900,000.00
Rengstorff Park Lighting						\$730,000.00						\$730,000.00
Fayette Park Design						\$560,000.00						\$560,000.00
Landels Park Restroom		\$473,000.00										\$473,000.00
Bonny/Beatrice	\$41,750.00						\$49,650.00					\$91,400.00
Bubb & Huff Restrooms			\$463,910.00	\$268,533.76								\$732,443.76
<b>TOTAL ACTIVE PROJECTS:</b>	<b>\$3,088,031.54</b>	<b>\$921,000.00</b>	<b>\$1,149,010.00</b>	<b>\$1,490,883.76</b>	<b>\$2,761,168.46</b>	<b>\$29,966,300.00</b>	<b>\$729,650.00</b>	<b>\$0.00</b>	<b>\$229,800.00</b>	<b>\$4,014,000.00</b>	<b>\$0.00</b>	<b>\$44,349,843.76</b>
<b>TOTAL POSP AREA</b>	<b>\$6,306,295.65</b>	<b>\$3,457,430.00</b>	<b>\$1,417,510.00</b>	<b>\$1,495,683.76</b>	<b>\$3,267,118.46</b>	<b>\$65,891,805.09</b>	<b>\$5,139,607.00</b>	<b>\$2,718,000.00</b>	<b>\$996,014.00</b>	<b>\$4,233,300.00</b>	<b>\$0.00</b>	<b>\$94,922,763.96</b>

FUTURE PROJECTS THAT WILL NEED FUNDS COMMITTED												
FUTURE PROJECTS	CITY WIDE ASSET	CENTRAL	GRANT	MIRAMONTE	RENGSTORFF	SAN ANTONIO	STIERLIN	SYLVAN-DALE	THOMPSON	WHISMAN	N BAYSHORE	TOTAL
Villa Street D&C		\$2,000,000.00										
Rengstorff Pool Construction						\$18,136,000.00						
Maint/Tennis Construction						\$5,000,000.00						
Showers/California Park D&C						\$5,200,000.00						
400 San Antonio (Add'l Commitment)						\$421,000.00						
555 W Middlefield D&C							\$4,100,000.00					
Flower Mart (Evelyn)								\$2,300,000.00				
355 Middlefield D&C										\$2,000,000.00		
Pyramid Park (S Whisman) Add'l Funding										\$2,404,000.00		