



CITY OF DEL REY OAKS

Staff Report

DATE: May 23, 2023

TO: Honorable Mayor and Members of City Council

FROM: John Guertin, City Manager

SUBJECT: Cover Report for Item Submitted by Councilmembers Shirley and Uy

CEQA: This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

Background

Referencing Del Rey Oaks Municipal Code Title 2, Section 2.04.030 – Agenda, Councilmembers Shirley and Uy requested that the attached report (Clarify Direction for Recreation and Parks Committee and other Committees within the City) be placed on the May 23, 2023 City Council agenda. Section 2.04.030 states (italics added):

For any meeting of the City Council, any two Councilmembers, or the Mayor alone, may place an item on the agenda by requesting the City Manager do so. *Such request shall be made in advance such that City staff shall have sufficient time to prepare the item sought to be placed on the agenda.* The City Manager and the City Attorney may also place items on the agenda.

Discussion

The attached report was prepared without consultation with City staff. Staff were not provided adequate time to review or provide input in advance of the agenda or Council meeting.

Fiscal Impacts

None.

ATTACHMENTS:

- Report prepared by Councilmembers Shirley and Uy

Respectfully Submitted,

John Guertin
City Manager



CITY OF DEL REY OAKS

Council Agenda Report

DATE: May 23, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Councilmember Shirley & Councilmember Uy

SUBJECT: Clarify Direction for Recreation and Parks Committee and other Committees within the City

CEQA: This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it will not result in direct or indirect physical changes in the environment.

Recommendation

Provide direction for our Recreation and Parks Committee. Provide guidance and consistency on structure, selection process, roles, and responsibilities of city committees/commissions.

Background

Del Rey Oaks municipal code 2.04.180 "Special Committees" states, "The mayor shall appoint special committees which shall consist of a public safety committee of three members, recreation and parks committee of three members, public works committee of three members and a financial committee of three members." As these committees are formed through the City Council, they operate under the Brown Act.

While the Finance Committee has been active for some time, the other committees remained dormant until the establishment of the Police Advisory Committee in January 2021. The Recreation and Parks Committee was formed in September 2021. A Public Works committee has not been established.

Finance Committee

The Finance Committee meets monthly and is made up of three council members. Meetings are announced. There is currently no recording or minutes from these meetings. Members are appointed by the city council. The committee plays a vital role in overseeing the financial management of the city and ensuring responsible stewardship of public funds.

Police Advisory Committee

The Police Advisory Committee meets quarterly and is made up of 7 volunteer residents and DRO business members. Meetings are announced. There are currently no recordings or minutes from these meetings. Each council member selects one representative, and the city manager appoints a business and an at-large representative. The Mayor's selection serves as Chair. While not explicitly stated, this may be thought of as the "public safety" committee listed in the municipal code.

Recreation and Parks Committee

The Recreation and Parks Committee meets monthly and is made up of 3 volunteer resident members from separate areas of the city (North, South, and The Oaks) as well as a youth representative from the City (under 21). A Planning Commissioner, a Council person, and Public Works staff were also appointed as liaison representatives with no voting rights. The City Manager also participates in these meetings but does not attend on a regular basis. Meetings are announced. There is no recording or minutes from these meetings.

When the Parks and Recreation Committee was formed, the city had received CA State Prop 68 grant funding which allowed for park improvements. Using these funds, this committee, along with city staff, worked on designing and implementing the updates to Del Rey Park, which included the bocce ball courts, the new kids' play structure, ADA walkways, the painted community wall, and the new parking lot and curbs. In regard to the basketball court, the chair of the committee shared that they were consulted on some landscaping and placement of the court, but the rest of the design was decided on by city staff and the donor of the basketball court, Del Rey Oaks resident Ryan Sanchez. In addition to this work, the committee created, sent out, and analyzed a survey that asked residents about what they'd like to see in the parks and the opportunities for recreation they'd like to have in the city. The committee has also participated in community-wide events, such as the fall picnic and earth day/ice cream social event. They've also held a movie night in the park with plans for another movie night on May 26th and have talked about the potential for holding free classes for residents, which may include improv, mindfulness, gardening, and ukulele lessons.

However, concerns were recently raised about limitations on the committee's structure and a sense of lack of support, hindering effective planning and decision-making for the committee. They face challenges due to limitations imposed by the Brown Act and their small voting membership. These limitations prevent them from doing any discussions or planning events outside of their public meetings. There is a sense of uncertainty about the city's support, which causes frustration among the members. Requests for increased voting membership, the delegation of responsibilities, the formation of sub-committees, and the approval of initiatives have gone unanswered, leaving the committee feeling disconnected and questioning their role and future endeavors.

Other City-wide Groups

There are two city-wide groups made up of Del Rey Oaks residents who volunteer to provide community outreach to our city. They are both 501(c)(3) organizations that meet monthly. Meetings are announced by the city.

Del Rey Oaks Citizens Action Group (DROCAG) was established as an official group of the city via Resolution **2011-06**. They have historically held four community events- Ice Cream Social, City-Wide Garage Sale, Fall Picnic, and Santa's Workshop.

Sustainable Del Rey Oaks (SDRO), which is a non-profit group under the leadership of "Communities for Sustainable Monterey County" (CSMC), was established in 2019 as a result of a Mayors Advisory Committee. They created and maintain the Butterfly Garden, as well as hold Earth Day celebrations, implement the Earth Friendly Household program, and have city trash clean-ups and invasive plant removal events.

Summary & Discussion

With the inclusion of the Planning Commission, the residents of Del Rey Oaks provide invaluable assistance through volunteer positions for the various committees/commissions identified by the municipal code as well as a general practice for city management. The concerns raised by the Recreation and Parks Committee brought to light inconsistencies among the various city-

sponsored resident volunteer committees.

We need to provide clear guidance on city support and the city committee/commission structure, terms of service, nomination and selection process, roles, and responsibilities to enhance their effectiveness and align their efforts with the city's goals.

Policy Implications

Updating and refining the role of the city's resident groups might likely lead to changes in the language of the outdated "Special Committee" clause in the municipal code or the creation of new codes for each committee.

Fiscal Implications

Staff time will be required to update or create new municipal codes.

Staff time is required to support the committees by announcing agendas, attending meetings, and fulfilling administrative responsibilities.

ATTACHMENTS:

Municipal Code for Special Committees
Resolutions 2011-06 and 2016-18 for CAG
Recreation and Parks Announcement
Mission of Recreation and Parks
Police Advisory Committee Purpose

Respectfully Submitted,

Councilmember Shirley and Councilmember Uy

RESOLUTION NO. 2011-06

A RESOLUTION RECOGNIZING THE DEL REY OAKS CITIZENS ACTION GROUP

WHEREAS, some time ago, a group of residents formed the Del Rey Oaks Citizens Action Group ("DROCAG") as a volunteer organization to contribute to the health, well-being and beautification of the City; and

WHEREAS, since its organization, the DROCAG has conducted and promoted numerous projects aimed at increasing citizen involvement in the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows:


1. That it does hereby officially recognize the DROCAG for its work in the City.
2. That in recognition of the importance of its work, the following support for its volunteer activities shall be provided by the City:
 - a. Use of Old Town Hall for its meetings, subject to approval and coordination with the City Manager for scheduling.
 - b. The ability to provide information on City's website and in the Acorn (newsletter) promotion of its activities.
 - c. The use of City facilities as might from time to time be approved by the Council or City Manager without the payment of the required fees.


PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a special meeting duly held on June 1, 2011 by the following vote:

AYES: COUNCIL MEMBERS: Zuccaro, Clark, Cecilio, Allion and Mayor Edelen

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None


Daniel Dawson, City Manager


Jerry B. Edelen, Mayor

RESOLUTION NO. 2016-18

A RESOLUTION RECOGNIZING THE DEL REY OAKS CITIZENS ACTION GROUP

WHEREAS, some time ago, a group of residents formed the Del Rey Oaks Citizens Action Group ("DROCAG") as a volunteer organization to contribute to the health, well-being and beautification of the City; and

WHEREAS, since its organization, the DROCAG has conducted and promoted numerous projects that have a direct and substantial public purpose that benefit the City to include, but not limited to, assisting in maintenance of City property, enhancing community relations and increasing citizen involvement in the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Rey Oaks, as follows:

1. That it does hereby officially recognize the DROCAG for its work in the City.
2. That in recognition of the importance of its work, the following support for its volunteer activities shall be provided by the City:
 - a. Use of Old Town Hall for its meetings, subject to approval and coordination with the City Manager for scheduling.
 - b. The ability to provide information and promoting of its activities on the City's website and in the Acorn (newsletter).
 - c. The ability to post notices on the City kiosks, City Hall bulletin board and the information desk.
 - d. The use of City facilities or City resources as might from time to time be approved by the Council or City Manager without the payment of the required fees.

PASSED AND ADOPTED by the City Council of the City of Del Rey Oaks at a special meeting duly held on October 25, 2016 by the following vote:

AYES:	COUNCIL MEMBERS: Ventimiglia, Lintell, Allion, Clark and Edelen
NOES:	COUNCIL MEMBERS: None
ABSENT:	COUNCIL MEMBERS: None

Accepted:

Attest:


Daniel J. Dawson, City Clerk


Jerry B. Edelen, Mayor

2.04.180 Special committees.

The mayor shall appoint special committees which shall consist of a public safety committee of three members, recreation and parks committee of three members, public works committee of three members and a financial committee of three members.

(Prior code § 1-218)

Committee



Parks and Recreation Committee

Purpose

Parks & Recreation Committee is to enrich the lives of Del Rey Oaks residents and visitors by providing e:
experiences.

We strive to preserve, enhance, and protect our open spaces, parks, and facilities.



Police Advisory Committee

Purpose

sory Committee reviews and makes recommendations on Police Department policies, procedures, enforcement, and community relation committee also discusses problems and strategies for appropriate enforcement in specific neighborhoods.

ANNOUNCEMENT

The City is looking for 4 Del Rey Oaks residents (1 from the Oaks condo's, 1 from the south side neighborhood and 1 from the north side neighborhood) and 1 youth representative from the City (under 21) to participate in a Recreation and Parks Committee. This is a two-year appointment, for quarterly meetings regarding recreation and parks, as needed.

Recreation and Parks Committee

City Code 2.04.180 – Special Committees states the Mayor shall establish a Recreation and Parks Committee of 3 members.

The Recreation and Parks Committee acts in an advisory capacity to the City Council in studying, promoting, aiding and encouraging public recreation, including the maintenance, development and operation of recreation areas and facilities serving the residents of the city. The Recreation and Parks Committee makes recommendations on the acquisition, development or renovation of recreation areas, amenities and facilities such as parks, community, recreation and gymnasium facilities, ball fields and ball fields lighting, trails, and open space.

Membership Makeup

Three (3) residents total, with one representing each of the North Side, the South Side and the Oaks neighborhoods;

One Youth Representative (under 21 years of age).

Liaisons:

- Public Works Staff
- One Planning Commissioner
- One City Councilmember

Term Length

Resident committee members will serve 2-year terms ending in December of odd years

City Council and Planning Commission liaison appointments to be determined annually in December

Duties

The Recreation and Parks Committee shall:

- Evaluate options, receive public input and make recommendations on policy issues including, but not limited to, the following:
 1. Policies and procedures on recreation, park, trail, open space, and street tree programs.
 2. Inventories of recreation, park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
 3. Coordination of recreation, park, trail, open space, and street tree services with the programs of other governmental agencies and voluntary organizations.
- Establish general procedures to carry out the purpose of the committee.