



Parks and Recreation Commission Minutes

**Zoom Webinar - Pleasanton, CA
May 14, 2020 – 7:00 p.m.**

CALL TO ORDER

Chairperson Deckert called the meeting to order at 7:02 p.m.

Pledge of Allegiance

The Pledge of Allegiance to the flag was recited.

Roll Call

Commissioners Present: Bryan Bowers, Joanie Fields, Brad Hottle, Deborah Wahl,
and Chairperson Check Deckert.

Commissioners Absent: Sadie Brown and Mary Hekl.

Staff Present: Heidi Murphy, Library & Recreation Director; and Edith
Caponigro, Recording Secretary.

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of February 13, 2020

A motion was made by Commissioner Bowers, seconded by Commissioner Hottle, to approve the minutes of the February 13, 2020 meeting. **The motion was approved unanimously.**

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Present

None.

3. Public Comment from the audience regarding it members of the community items not listed on the agenda

None.

4. Approve Fifth Amendment to Contract with Graham Hitch Mortuary for Cemetery Management, Plot Sales and Burial Coordination for the Pleasanton Pioneer Cemetery

Chairperson Deckert requested Ms. Murphy review with commissioners the Staff Report on this item.

Ms. Murphy informed commissioners that Graham Hitch Mortuary was selected by City Council in 2016 to provide cemetery management, plot sales and burial coordination for the Pleasanton Pioneer Cemetery. A contract was issued at that time that allows for one-year extensions of the contract for up to five years. This is the fifth and last year that the contract can be extended and the City will need to put out a new Request For Proposal for these services in 2021.

Ms. Murphy requested that commissioners consider approving the Fifth Amendment to the Professional Services Agreement for cemetery management, plot sales and burial coordination for the Pleasanton Pioneer Cemetery and forward their recommendation to City Council.

Commissioner Bowers asked for an explanation of the Cemetery operating as an “enterprise fund”. Ms. Murphy provided details on how the Cemetery operates with revenues received offsetting operating expenditures.

Chairperson Deckert was provided information by Ms. Murphy about other professional contracts the City of Pleasanton has with other organizations for summer programs, the softball complex, aquatic center, etc.

A motion was made by Commissioner Fields, seconded by Commissioner Wahl, recommending approval of the Fifth Amendment to the Professional Services Agreement with Graham Hitch Mortuary for cemetery management, plot sales and burial coordination for the Pleasanton Pioneer Cemetery.

ROLL CALL VOTE:

- AYES:** Commissioners Bowers, Fields, Hottle, Wahl, and Chairperson Deckert.
- NOES:** None
- ABSENT:** Commissioners Brown and Hekl
- ABSTAIN:** None

5. Recommend City Council Adopt a Resolution Amending the Master Fee Schedule for the Pleasanton Pioneer Cemetery

Ms. Murphy provided details on the request for recommendation to City Council to adopt a Resolution amending the Master Fee Schedule for the Pleasanton Pioneer Cemetery. She noted that costs for burial services and grounds maintenance at the cemetery are increasing for the FY 2020/21 and the proposed Master Fee Schedule update reflects these increases.

Commissioners were advised that the estimated costs for operating the cemetery include: temporary staff salaries; plot sales; funeral services; digging of graves; grounds maintenance; and utilities. Costs for FY 2019/20 are budgeted at \$248,038 and the budgeted costs for FY 2020/21 will be going to City Council for consideration at a June 2020 meeting. Ms. Murphy informed the commission that the recommended fee increases are not anticipated to have a significant impact on the City budget and advised that the cemetery operates as an enterprise fund, which means operating revenues mostly offset expenditures for operating the cemetery.

Chairperson Deckert asked Ms. Murphy for details about completion of Phase 3 and other planned phases at the cemetery. Ms. Murphy commented on Phase 3 completion and advised that Phase 4 has already been budgeted and work on this, which includes work on the gazebo and hanging baskets, will be moving forward later this year. Commissioner Wahl commented on cemetery expansion taking place during Phases 5 and 6.

Ms. Murphy noted that following future phase 5 and 6, the City will potentially be able to sell stacked crematories at a lower price and Commissioner Wahl noted this will offer affordable pricing for more.

A motion was made by Commissioner Bowers, seconded by Commissioner Fields, recommending City Council adopt a resolution to amend the Master Fee Schedule for the Pleasanton Pioneer Cemetery.

ROLL CALL VOTE:

AYES: Commissioners Bowers, Fields, Hottle, Wahl, and Chairperson Deckert.

NOES: None

ABSENT: Commissioners Brown and Hekl

ABSTAIN: None

Chairperson Deckert discussed with Ms. Murphy the budget items going before City Council for 2021. Ms. Murphy provided information that the City Council budget workshop will take place at the June 2, 2020 City Council meeting.

Commissioner Fields questioned if commissioners would be attending a workshop and was advised by Ms. Murphy that a workshop would not take place for commissioners until February 2021 when items for the two-year process are to be considered.

Chairperson Deckert asked for Matters Initiated by Commissioners

- A. Commissioner Fields questioned if the commission could expect a report from Brian Dolan on the Century House. Ms. Murphy advised that staff would keep the

commission posted on this item, however, several items have been postponed due to COVID-19.

- B. Commissioner Fields asked Ms. Murphy if any positive feedback had been received from Matt Gruber on the Wayside Park item. Ms. Murphy indicated she would check on this and report back to the commission.
- C. Chairperson Deckert was informed by Ms. Murphy that once City Council makes any decisions regarding push-back of project priorities due to the pandemic she would forward a report to the commission.
- D. Commissioner Bowers asked about the budget deficit and was advised by Ms. Murphy that City Council that she would forward the City Council agenda report which details the changes made to the mid-term budget.
- E. Commissioner Fields asked about the possibility of more online classes being provided and Ms. Murphy noted that childcare for essential workers is being provided at the Gingerbread Preschool and meals are being provided for seniors in the area. She also advised that the City is providing some online programming and will continue providing these services. Ms. Murphy further advised that the current limit on childcare is for ten (10) children and in June that will be raised to twelve (12) per group or classroom. Programming for 6-12 year-olds is going to be made available at the Amador Recreation facility and the City hopes to provide other programs in July and August if allowed by Alameda County.

Ms. Murphy provided information about steps being taken by the sports leagues and commented on the cancellation of adult softball. Commissioners were advised that the City is following guidelines set by Alameda County that currently does not allow for playing of sports.

- F. Commissioner Fields asked about being able to return books to the library and was informed by Ms. Murphy that staff is working on this, however, the sharing of any materials is not being allowed by the County of Alameda. Additionally, the California State Library is conducting research to ensure that materials can be properly quarantined or cleaned between users.
- G. Chairperson Deckert commented on full garbage cans in parks. Ms. Murphy stated she would advise the Operations Department about this issue.
- H. Ms. Murphy advised Chairperson Deckert that she would check on items for a commission meeting in June and will advise commissioners.

ADJOURNMENT

There being no further business, the meeting was adjourned by Chairperson Deckert at 7:28 p.m.

NEXT MEETING: June 11, 2020