



PARKS, RECREATION, MARINA AND CULTURAL COMMISSION (PRMCC) REGULAR AGENDA

DATE: Tuesday, October 15, 2024
TIME: 7:00 PM
PLACE: COUNCIL CHAMBER - 525 Henrietta Street, Martinez, CA 94553; and via Zoom

INFORMATION FOR THE PUBLIC Information regarding meetings, including agenda materials, schedules and more, please visit the City's Meetings & Agendas webpage:
<https://www.cityofmartinez.org/government/meetings-and-agendas>.

REMOTE PARTICIPATION

This meeting will be conducted in-person in the City Hall Council Chamber and shall be aired in real time via Zoom. The City cannot guarantee the public's access to teleconferencing technology, nor guarantee uninterrupted access as technical difficulties may occur from time to time. If attending via Zoom, please join us by choosing any of the following options:

1. Via Mobile Phone or Desktop, using the Zoom App direct link:

<https://cityofmartinez-org.zoom.us/j/94329024235>

2. Via Web Browser, from <https://zoom.us/join>

a. Webinar ID: **943 2902 4235**

b. Passcode: **983057**

3. Via Phone by calling **(669) 900-9128** and enter the provided meeting details above.

PUBLIC COMMENTS

Public comments can be made in person at the meeting or submitted in writing. Written comments must be received by 12pm the day of the meeting. For information on how to submit written comments, please visit the City's Meetings & Agendas webpage linked above.

ADA ACCOMODATIONS

In accordance with the Americans with Disabilities Act and California law, the Council Chamber is wheelchair accessible and disabled parking is available at City Hall. If you are a person with a disability and require modifications or accommodation to attend and/or participate in this meeting, please contact the City Clerk's Office at (925) 372-3512. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

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CALL TO ORDER - Pledge of Allegiance

ROLL CALL - Commissioners Karen Bell-Patten, Lorena Castillo, Loren Crippin, Brian Eychner, Jeremie Ginelli, Max Godino, Peggy Huston, Jeff Manley, Chair Dylan Radke.

CIVILITY STATEMENT - As your appointed Governing Board, we will treat each other and the public with patience, civility, and courtesy as a model of the same behavior we wish to reflect in Martinez for the conduct of all City business and community participation. This includes respect for everyone's First Amendment Right to voice their opinion on matters within the City's subject matter jurisdiction, even if that opinion is different from our own. The decisions made tonight will be for the benefit of the Martinez community and not for personal gain.

PUBLIC COMMENT - For items not on the agenda. Non-agenda public comment is limited to matters which are within the subject matter jurisdiction of the Commission, and which are not action items listed elsewhere on the agenda.

PRESENTATION(S)

CONSENT CALENDAR

NEW ITEMS

ACTION ITEMS

1. Municipal Code Updates to Chapter 2.38
[Staff Report - PRMCC Muni Code Revision 2024](#)
[Attachment A - Chapter 2.38 Municipal Code](#)
[Attachment B - Proposed Revisions](#)

SUBCOMMITTEE(S)

CITY STAFF COMMENTS

2. Recreation Manager Verbal Update
 - City Recreation Updates for Fall/Winter
 - Update on Marina transition

COMMISSIONER COMMENTS

ADJOURNMENT

Adjourn to a Regular PRMCC meeting on Tuesday, November 19, 2024, at 7:00 pm.

On October 11, 2024, a true and correct copy of this agenda was posted on the City Hall Bulletin Kiosk, located at 525 Henrietta Street, Martinez, CA 94553, and on the City website at www.cityofmartinez.org

/s/ Noelle Lott, Administrative Aide III



STAFF REPORT

Parks, Recreation, Marina, and Cultural Commission

Date: October 15, 2024
To: Parks, Recreation, Marina, and Cultural Commission
From: Lauren Sugayan, Assistant City Manager
Prepared By: Deborah Hernandez, Recreation Manager
Subject: Revision to Chapter 2.38 of the Martinez Municipal Code

Recommendation

Receive report, hold discussion, and provide input regarding a proposed revision to Chapter 2.38 of the Martinez Municipal Code to replace “cultural” with “arts” in the title of the Parks, Recreation, Marina and Cultural Commission (PRMCC) and throughout Chapter 2.38.

Background

In 2009, the Arts and Library Commission, Marina Commission and Park and Recreation Commission were combined to form today’s Parks, Recreation Marina and Cultural Commission. Martinez Municipal Code Chapter 2.38 defines the purpose, membership and scope of the Commission. In numerous areas of this code, it refers to the Commission’s advisory role related to cultural events and programs within the City (refer to Attachment A).

The City of Martinez recently opened the application period for the newly established Diversity and Cultural Commission. This commission was adopted into ordinance on August 31, 2024, as part of the City’s ongoing efforts to implement its Diversity, Equity, Inclusion and Belonging (DEIB) Roadmap. As a result of the new commission, the title of the PRMCC and its associated municipal code must be updated to remove the term “cultural” to prevent confusion and avoid duplication of duties related to cultural programs, events and initiatives with the new commission.

Discussion

During the month of August, Recreation Manager Deborah Hernandez met with the City Attorney’s Office to ensure clarity, legal review and avoid duplication of duties with the new commission. Ms. Hernandez also engaged the Community and Economic Development Department and Engineering Division to ensure the code aligned with modern day practice. After their review, Ms. Hernandez then submitted revisions to the Assistant City Manager for review. The edited version (Attachment B) is to be reviewed,

discussed and recommended by the PRMCC for forwarding to the City Council for approval.

The process to update Municipal Code Chapter 2.38 will require a Public Hearing with advanced noticing requirements met. Should the PRMCC make a recommendation to move forward at its October 15, 2024 meeting, staff would anticipate a Public Hearing before the end of the calendar year.

Fiscal Impact

None

Attachments

- Attachment A – Current Municipal Code Chapter 2.38
- Attachment B – Revised Municipal Code Chapter 2.38

CHAPTER 2.38 - PARK, RECREATION, MARINA AND CULTURAL COMMISSION

Footnotes:

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Editor's note— Ord. No. 1351 C.S., §§ 1, 2, adopted January 21, 2009, amended the Code by repealing former Ch. 2.38, §§ 2.38.010—2.38.030, and adding a new Ch. 2.38. Former Ch. 2.38 pertained to the park and recreation commission, and derived from Ord. 842 C.S. of 1976; Ord. 927 C.S. of 1982; Ord. 1039 C.S. of 1985; Ord. 1069 C.S. of 1986; Ord. 1231 C.S. of 1996; of Ord. 1242 C.S. of 1997.

2.38.010 - Commission Established.

- A. The Park, Recreation, Marina and Cultural Commission shall consist of 9 members and 1 alternate who shall be appointed by the Mayor. Residence within the corporate limits of the City shall be a requisite for membership on the Park, Recreation, Marina and Cultural Commission. The Mayor will make appointments for staggered terms of office. Three of the terms shall expire on June 30, 2011, 2 terms shall expire on June 30, 2012 and 2 terms shall expire on June 30, 2013. All subsequent appointments shall be for 4 years or until a successor's appointment is confirmed. Any vacancies shall be filled by appointment by the Mayor, and affirmed by the vote of the City Council.
- B. The Mayor shall strive to make initial membership appointments from each of the Commissions (Arts and Library Commission, Marina Commission, and the Park and Recreation Commission). New appointments to the PRMCC shall be made by the Mayor and ratified by the City Council.
- C. Members of the Commission shall serve without compensation.
- D. To facilitate time efficient decision-making and recommendations to the full commission, the PRMCC will utilize a number of Ad Hoc and Standing Sub-Committees as desired or needed from time to time and as staff resources permit. No sub-committee meetings will take place without a city staff member present.

(Ord. No. 1355 C.S., § 1, 7-21-2010; Ord. No. 1351 C.S., § 2, 1-21-2009)

2.38.020 - Organization of the Commission.

- A. Annually, the members of the Commission shall meet in regular session and elect from their members a chairman and a vice-chairman. These officers shall perform the normal and customary duties associated with these offices. Officers shall hold office for

1 year or until their successors are elected. Elections for chairman and vice-chairman will generally take place in October of each year and the newly elected chairman and a vice-chairman will assume their positions on the 1st of the New Year. There are no term limits for these positions.

The City Council will adopt rules and regulations (Bylaws) to govern the activities of the PRMCC. The PRMCC and/or staff determine the regular meeting day that is in the best interest of the Commission, the meeting day may be changed by a majority vote of the PRMCC. A special meeting may be called by staff with approval from the chair to address critical time sensitive issues or by a majority vote of the Commission.

- B. A majority of the regular members will constitute a quorum.
- C. Minutes of the PRMCC meetings will be taken at each regular and special meeting and will be presented to the PRMCC for approval after preparation at the next regular meeting of the PRMCC after which said minutes are ready for PRMCC approval. After approval, the minutes will be filed with the City Clerk and copies shall be forwarded to the City Council and City Manager.
- D. Agenda Preparation: The staff assigned to the PRMCC will develop the draft agenda for each regular and/or special meeting based upon business items carried over from previous PRMCC agendas, action items needing PRMCC discussion, deliberation and/or recommendation, new projects or programs, current project updates and/or programs moving forward, requests from the public, minute approval, and informational items.
 - 1. Agenda Review: the staff assigned to the PRMCC will discuss the draft agenda with the Chair to jointly review and approve..
 - 2. Agenda Posting: the staff assigned to the PRMCC will ensure that the agenda for each regular or special meeting will be physically and electronically posted consistent with the City's policy and State Brown Act requirements.
 - 3. *The scope and depth of agenda items and reports will be provided within the parameters of the staff and available resources.*

(Ord. No. 1355 C.S., § 1, 7-21-2010; Ord. No. 1351 C.S., § 2, 1-21-2009)

12.38.030 - Duties and Responsibilities.

The duties of the Park, Recreation, Marina and Cultural Commission shall be:

- A.

Act in an advisory capacity to the City Council, City Manager, and Department Heads:

1. In all matters pertinent to public recreation, public parks, open space, and to cooperate with other governmental agencies and civic groups in the advancement of park planning and recreation programming; and
 2. Policies and procedures pertaining to the use, improvement and utilization of the City's Marina; and
 3. Policies and procedures pertaining to the implementation and coordination of public events in city parks, events and public arts displays, including public murals and art works, music and arts festivals, drama presentations, and special cultural events to stimulate local and regional interests; and
 4. Policies and procedures pertaining to the implementation and coordination of library operations, services and programs; and
 5. Policies and procedures pertaining to the coordination, operation, funding and advancement of arts, cultural events and library services/events in the City, and to cooperate with other governmental agencies and civic groups in the same capacity.
- B. Make recommendations to the staff assigned to the PRMCC concerning preparation of the annual budget and capital improvement programs for park and recreation programs, marina, library services and cultural programs.
- C. Make recommendations to the staff assigned to the PRMCC concerning preparation of an annual budget for various events, fundraising activities and programs sponsored by the City. Promote and actively solicit funding for expansion of these and other arts services to the community.
- D. Review and provide input on the following program and funding areas:
1. Open space areas, recreation and park areas and facilities; and
 2. Marina use by members of the public as well as members of the Martinez Yacht Club; and
 3. Library facility, program and hours;
 4. Cultural, artistic, library and literary events.
- E. Review, upon referral from the Planning Commission, tentative subdivision maps and make recommendations to the Planning Commission and City Council regarding park dedication fees, open space and trails.

- F. Make periodic appraisals of:
1. The recreation program and make inspections of recreation and park facilities and report findings to the to staff assigned to the PRMCC, Recreation, Community Services & Marina; and
 2. the Marina program and make inspections of the Marina's facilities and report its findings to the to staff assigned to the PRMCC, Recreation, Community Services & Marina; and
 3. the arts, cultural and library programs and report findings to the to staff assigned to the PRMCC, Recreation, Community Services & Marina.
- G. Formulate recommendations to the City Council and Planning Commission pertaining to the development of long-range plans for park, recreation and marina development, and arts, cultural and library programs in the City and review annually the long-range plans including the Parks Master Plan, the General Plan Update and other documents as may be required and make recommendations as needed or requested.
- H. Hear public comment on policies and functions of the Parks Division of the Public Works Department and Recreation Division of the Community and Economic Development Department, the Martinez Marina, and on plans for arts, cultural and library programs and events and assist in their implementation within the parameters of the staff and resources available.
- I. Commission members will notify the staff person in charge of the PRMCC of their absence from a PRMCC meeting at least 24 hours before a scheduled meeting. Giving insufficient notice repeatedly may result in removal from the Commission.
- J. The role of the Chair and/or Vice Chair is to:
- i) insure that the meeting proceeds in a logical manner according to the agenda and Roberts Rules of Order,
 - ii) insure that all commission members are heard and respected,
 - iii) manage input received from the public during the meeting, and
 - iv) work with staff to enhance overall meeting effectiveness.

(Ord. No. 1355 C.S., § 1, 7-21-2010; Ord. No. 1351 C.S., § 2, 1-21-2009)

2.38.010 Commission Established.

- A. The Park, Recreation, Marina and ~~Cultural- Arts~~ CulturalArts Commission shall consist of 9 members and 1 alternate who shall be appointed by the Mayor. Residence within the corporate limits of the City shall be a requisite for membership on the Park, Recreation, Marina and ~~CulturalArts~~ CulturalArts Commission. The Mayor will make appointments for staggered terms of office. Three of the terms shall expire on June 30, 2011, 2 terms shall expire on June 30, 2012 and 2 terms shall expire on June 30, 2013. All subsequent appointments shall be for 4 years or until a successor's appointment is confirmed. Any vacancies shall be filled by appointment by the Mayor, and affirmed by the vote of the City Council.
- B. The Mayor shall strive to make initial membership appointments from each of the Commissions (Arts and Library Commission, Marina Commission, and the Park and Recreation Commission). New appointments to the ~~PRMCC-PRMAC~~ shall be made by the Mayor and ratified by the City Council.
- C. Members of the Commission shall serve without compensation.
- D. To facilitate time efficient decision-making and recommendations to the full commission, the ~~PRMCCPRMAC will utilize a number of~~ will utilize Ad Hoc and ~~/or~~ Standing Sub-Committees ~~as desired or as~~ needed ~~from time to time~~ and as staff resources permit. No sub-committee meetings will take place without a city staff member present.

(Ord. No. 1355 C.S., § 1, 7-21-2010; Ord. No. 1351 C.S., § 2, 1-21-2009)

2.38.020 Organization of the Commission.

- A. Annually, the members of the Commission shall meet in regular session and elect from their members a chair~~man~~ and a vice-chair~~man~~. These officers shall perform the normal and customary duties associated with these offices. Officers shall hold office for 1 year or until their successors are elected. Elections for chair~~man~~ and vice-chair~~man~~ will generally take place in October of each year and the newly elected chair~~man~~ and a vice-chair~~man~~ will assume their positions on the 1st of the New Year. There are no term limits for these positions.

The City Council will adopt rules and regulations (Bylaws) to govern the activities of the ~~PRMCCPRMAC~~. The ~~PRMCCPRMAC~~ and/or staff determine the regular meeting day that is in the best interest of the Commission, the meeting day may be changed by a majority vote of the ~~PRMCCPRMAC~~. A special meeting may be called by staff with approval from the chair to address critical time sensitive issues or by a majority vote of the Commission.

- B. A majority of the regular members will constitute a quorum.
- C. Minutes of the ~~PRMCCPRMAC~~ meetings will be taken at each regular and special meeting and will be presented to the ~~PRMCCPRMAC~~ for approval after preparation at the next regular meeting of the ~~PRMCCPRMAC~~ after which said minutes are ready for ~~PRMCCPRMAC~~ approval. After approval, the minutes will be ~~filed with the City Clerk and copies shall be forwarded to the City Council and City Manager~~ filed and made available to the public consistent with the City's records retention policy.
- D. Agenda Preparation: The staff assigned to the ~~PRMCCPRMAC~~ will develop the draft agenda for each regular and/or special meeting based upon business items carried over from previous ~~PRMCCPRMAC~~ agendas, action items needing ~~PRMCCPRMAC~~ discussion, deliberation and/or recommendation, new projects or programs, current project updates and/or programs moving forward, requests from the public, minute approval, and informational items.
 - 1. Agenda Review: the staff assigned to the ~~PRMCCPRMAC~~ will discuss the draft agenda with the Chair to jointly review and approve.

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12.38.030 Duties and Responsibilities.

The duties of the Park, Recreation, Marina and **CulturalArts** Commission shall be:

- A. Act in an advisory capacity to the City Council, ~~City Manager, and Department Heads:~~
 1. In all matters pertinent to public recreation, **arts**, ~~public~~ parks, and open space, and to cooperate with other governmental agencies and civic groups in the advancement of park planning and recreation programming; and
 2. Policies and procedures pertaining to the use, improvement and utilization of the City's Marina; and
 3. Policies and procedures pertaining to the implementation and coordination of public events in city parks, ~~events and~~ public arts displays, including public murals and art works, music and arts festivals, drama presentations, and special **cultural** events to stimulate local and regional interests; and
 4. Policies and procedures pertaining to the ~~implementation and~~ coordination of library ~~operations, services and programs~~ services; and
 5. ~~Policies and procedures pertaining to the coordination, operation, funding and advancement of arts, cultural special events and library services/events in the City, and to cooperate with other governmental agencies and civic groups in the same capacity. Opportunities to partner with nonprofit and professional organizations that promote parks, open space, recreation, and art in the community.~~
- B. Make recommendations to the staff assigned to the **PRMCCPRMAC** concerning preparation of the bi- annual budget and capital improvement program plans for park and recreation programs, marina, library services and **culturalart** programs.
- C. Make recommendations to the staff assigned to the **PRMCCPRMAC** concerning preparation of an annual budget for various events, fundraising activities and programs sponsored by the City. Promote and actively solicit funding for expansion of these and other arts services to the community.
- D. Review and provide input on the following program and funding areas:
 1. Open space areas, recreation and park areas and facilities; and
 2. Marina use by members of the public as well as members of the Martinez Yacht Club; and
 3. Library facility, program and hours;
 4. **CulturalArts**, ~~artistic,~~ library and literary events.
- E. Review, upon referral from the Planning Commission, tentative subdivision maps and make recommendations to the Planning Commission and City Council regarding park dedication fees, open space and trails.
- F. Make periodic appraisals of:

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1. The recreation program and make inspections of recreation and park facilities and report findings to ~~the to~~the staff assigned to the ~~PRMCCPRMAC, Recreation, Community Services & Marina~~; and
 2. ~~T~~the Marina program and make inspections of the Marina's facilities and report its findings to the to staff assigned to the ~~PRMCCPRMAC, Recreation, Community Services & Marina~~; and
 3. ~~T~~the arts, ~~cultural~~ and library programs and report findings to the to staff assigned to the ~~PRMCCPRMAC, Recreation, Community Services & Marina~~.
- G. Formulate recommendations to the City Council and Planning Commission pertaining to the development of long-range plans for park, recreation and marina development, ~~and~~ arts, ~~cultural~~ and library programs in the City and review annually the long-range plans including the Parks Master Plan, the General Plan Update and other documents as may be required and make recommendations as needed or requested.
- H. Hear public comment on policies and ~~functions of the Parks Division of the Public Works Department and Community and Recreation Services Division of the Community and Economic Development Administrative Services Department~~ procedures related to parks, recreation, the Martinez Marina, and ~~on plans for arts, cultural and library programs and events and assist in their implementation within the parameters of the staff and resources available~~ art and library programs.
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