

## **Silverado Modjeska Recreation and Park District**

Strategic Planning Workshop

December 16, 2006

Silverado Community Center

### **Attendees:**

Robert Hunt

Deborah Johnson

Mark Levy

Brett Peterson

Trisha Evans

Beverly Mileham – Administrative Assistant

### **Visitors:**

The following visitors attended the meeting to communicate the needs/wants/concerns and improvements for their respective locations/positions.

*Fran Williams – Silverado Park and Community Center*

Points of highlight were the following;

1. Address immediate building maintenance issues- Caulk building. Carpet/flooring clean. Bench top-refinish. Fill holes in grass. Roof repairs. Pit near fence.
2. Prioritize regular maintenance tasks esp. in regards to buildings and grounds. A building and grounds calendar will be established to manage regular monthly maintenance issues.
3. Establish a master plan for improvements.
4. Facility rental management – review policies and procedures. Maintain stock of cleaning supplies.
5. Review signage; make corrections and improvements where necessary.
6. Fix and/or remove broken equipment. Plan for storage issues.

*Steve Reighart- Park and Community Centers*

Will submit a project list in January 2007 for Silverado and Modjeska. Current responsibilities include repairs and cleaning. Some discussion occurred regarding the hiring of a cleaning service (1x or 2 xs monthly) to provide consistent cleaning service. This would allow for slightly more time to address repair needs at each location. Will make immediate improvement to the backboard light at Modjeska.

*Bonnie Smith – Modjeska Park and Community Center*

Points of highlight are as follows;

1. Repair back board light. Consider alternative commercial grade.
2. Increase outdoor seating. Refinish tables and current seating.
3. Address water/sprinkler concerns. Requesting purchase of a satellite timer.  
Address lawn care issues – fertilization, holes, gophers, etc.

4. Address grounds maintenance issues. Current maintenance co. service is limited  
The current system for checking equipment and making repairs is not regular.  
Establishment of a grounds maintenance calendar will be designed.  
Consideration for an alternative maintenance crew will be researched.
5. Add cigarette cans in multiple locations.
6. Address rodent problem in shed.
7. Clean up weeds, bushes etc. on grounds.
8. Parking procedures have improved due to improvement of signage. Establish parking reminder cards regarding parking policies at center.
9. Will establish a donation list for equipment.
10. Improve appearance of structure – paint, remove bulletin board; repair fence.
11. Will work with Aimee Bryer to establish children’s garden concept at Modjeska.

*Aimee Bryer – Silverado Children’s Center*

**Highlights;**

1. Will work with Bonnie Smith on a plan for the \$5000 grant for the community center. Paint shed, repair and paint fence. Bird bath. Seating. Strolling paths. Will establish area as a children’s garden with a bit of whimsy.
2. Currently within budget for 2006, despite past 10 year deficit. Committed to maintaining financial stability.
3. Appreciation for board support and regular ad hoc meetings and attendance at board meetings.
4. Establish list for maintenance repairs short-term and long-term.
5. Addressing procedures for financial expenditures.
6. Enrollment has increased.
7. Plan for 2007 will address curriculum while increasing program quality.
8. Provided copies of operational and fiscal plan.

*Phil Mc Williams – Community Center Oversight and Grants*

1. Consider a media meeting/plan to determine visibility in Sentry, OC Register and OC News.
2. Anticipates completion by Vargas in early 2007. Will then tie up accounting issues in this regards.
3. Looking for more grants. Current grants may have additional funds available.

**Review Minutes from April 2004 Planning Session**

- A. *Successes*
  1. Committee functions
  2. Participation and partnerships with programs/partners
  3. Increase visibility of park board
  4. Children’s center operations
  5. Renovations to Silverado community center

6. Increase in number and quality of recreation programs.
7. Increased community center usage.

#### *B. Challenges*

1. Increase programming for youth.
2. Establish master plan for trail system.
3. Need for increased tax base.
4. Acquisition and maintenance of open space.
5. Public Relations
6. Process for appreciation and recognition.

### **Revise Mission Statement**

***New: To promote well-being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life.***

### **Vision Planning – Future**

The following topics were discussed and are listed in order of importance after board members completed a survey of priorities for the park board. The list reflects the priorities of the board for the next five years. The results are as follows:

1. Open Space/Trails
2. Community Involvement
3. Grants
4. Political Outreach
5. Youth and Kids Programs/Services
6. Children's Center
7. Recreation Programs
8. Staffing
9. Finances – tax increase
10. Expand District Boundaries

### **Political Outreach**

Facilitate meetings with open space players. The issue of political outreach raised the point that this responsibility takes a huge commitment from board members to nurture these relationships. Some discussion occurred regarding the reality of the execution of this responsibility.

### **Personnel Recommendations**

1. Hire cleaning company for community centers 1x – 2 xs monthly.
2. Review current personnel responsibilities & policies/procedures for facility rental, etc.

## **Recognition**

Need to establish system for correspondence – follow up, thank you's, recognition, certificates, etc.

## **Financial Goals**

1. Consider tax increase in 2007. Concern for future monies for current expenses, cost of utilities, etc continue to increase.
2. Request a statement of all accounts for this district.

## **Recreation Programs**

1. Limitations for providers to earn income – consider alternatives - subsidize.
3. Youth Programs
  - a. Construction of skate ramps for community centers – will look into costs, construction, etc.

## **Open Space issue – Riviera, Holtz Ranch, Green Vision representation and interaction**

Discussed during regular board meeting. Will continue to be a point of discussion and action at future meetings. Committee will continue working on these issues and provide updates to the board.

## **Web site maintenance and use**

[www.smrpd.org](http://www.smrpd.org)

Recreation programs, meeting agenda and meeting minutes, community centers calendar are available at the web site.

## **Facility Use**

1. Hire cleaning service
2. Maintain regularly stocked cleaning supplies
3. Establish a monthly calendar for grounds maintenance and facility maintenance.
4. Reservation calendar for community centers is available on-line.
5. Consider remodeling Silverado kitchen
6. Encourage community donations for community centers equipment – TV, DVD player, etc.

## **Children's Center**

1. Focus on development of academic programming in 2007.

2. Address issue of cleanliness and organization. Children's center should be modeling cleanliness and organization for preschoolers.
3. Address energy use issues.
1. Address cleanliness of animal care.
2. Address energy use issues.