

## **APPROVAL OF THE JOHN D. SPRECKELS CENTER AND BOWLING GREEN OPERATIONS PLAN**

### **RECOMMENDATION:**

- 1) Approve the Operations Plan for the John D. Spreckels Center and Bowling Green (Center): City/Non-profit model and applicable funding through the Recreation and Golf Services Department;
- 2) Authorize two City staff positions:
  - a) Full-Time Recreation Supervisor
  - b) Full-Time Office Specialist
- 3) Establish a Spreckels Center Advisory Committee (SCAC) consisting of the following:
  - a) (1) Recreation and Golf Services Director
  - b) (1) Center Recreation Supervisor
  - c) (1) City Recreation Operations Staff Representative
  - d) (1) Senior Association Appointed Member
  - e) (1) Lawn Bowling Appointed Member
  - f) (2) City Manager Appointed “At Large” Community Representatives
- 4) Waive the prohibition of alcohol from this facility and adjoining grounds for private events.

**FISCAL IMPACT:** The anticipated increased General Fund support required to offset expenditures over revenues for the operation of the new Center ranges from \$150,000 to \$175,000 for the first year, reducing to \$98,800 over the next three years. Annual expenditures associated with programming, managing and operating the Center are expected to be approximately \$242,250 the first year, with anticipated offsetting revenues of \$68,000 the first year, leaving an amount of \$174,250 as an estimate of City support. This figure is higher than the current average annual financial support of \$55,000 provided to the Coronado Senior Association through an annual community grant and maintenance of the former facility. There will be other incremental fiscal impacts associated with new programming and facilities in the Administrative Services Department for payroll and accounting, human resources, and information technology.

**CITY COUNCIL AUTHORITY:** Decisions regarding methods of service delivery are legislative actions. Legislative actions tend to express a public purpose and make provisions for the ways and means of accomplishing the purpose. Legislative actions involve the exercise of discretion governed by considerations for the public welfare, in which case, the City Council is deemed to have “paramount authority” in such decisions.

**PUBLIC NOTICE:** A presentation of the Operations Plan was presented to the Director’s Advisory group, Coronado Senior Association and Coronado Lawn Bowling Club on April 28, 2016. An additional presentation was given to the Parks and Recreation Commission on May 9, 2016.

**BACKGROUND:** The City Council affirmed the need to replace outdated and inadequate public facilities, including the Senior Center, through an action at the March 1, 2011, Council meeting. In August 2011, the Council authorized staff to advertise for consulting and architectural services to complete a needs assessment and conceptual plans to upgrade or replace the existing Coronado

Senior Center. In June 2013, the Council approved a recommended space plan, authorizing a maximum building space of 9,000 square feet and a budget of no greater than \$6 million. The Council also directed staff to develop conceptual floor plans and management models. In November 2013, the Council approved the City/Non-profit Partnership Model, and approved a floor plan, CEQA evaluation, initial construction plans, and directed that the plans be reviewed by the Planning Commission, Historic Resource Commission, and the Design Review Commission. In July 2015, the Council approved the flooring materials and the design features presented by Architect Robert Coffee. At its December 15, 2015 meeting, the Council approved naming the facility the John D. Spreckels Center and Bowling Green.

**ANALYSIS:** A survey conducted by the City in 2012 utilizing OCHNA Consulting Collective received responses from the community regarding the demographics, programming, facility features, and other pertinent information regarding the development of a new senior center. Of the 323 total community responses, 66% indicated that they had used the former Senior Center. Forty-one percent of the respondents were between 50 and 69 years old, while 51% of the respondents were over 70. The remaining 8% of respondents were under the age of 50. It is estimated that there are over 8,000 adults, fifty years and older, currently living in Coronado. A SANDAG 2014 report estimates that the population age 60 to 85 and older in Coronado exceeds the greater San Diego Region (Attachment A). Following basic trends, this age group is expected to continue to grow within Coronado over the next few decades.

The survey indicated that having a new Senior Center is highly important to its members, with social interaction as the most important component. As identified in the survey, a lack of staff and financial resources hindered the growth and development of the former Senior Center. Members also indicated that programming should be geared toward physical diversity/capabilities, and capture the interest of a dynamic community. Most current activities focus on bingo and various table and card games which do not offer the diversity in programming and social interaction identified by the community to meet the needs of current and potential users.

The new Center needs to accommodate an adult at-large user group, the Senior Association members, and the Lawn Bowling Club. Balancing and coordinating the various activities and programs of the interest groups has been identified as important to the success of the new Center, as well as developing criteria for selecting and implementing new programs. In order to achieve the level of success desired in the Center, the operations plan emphasizes professional City management (educated in social and/or recreational program development) as the key to successful operation of the Center. In addition, importance was placed on reviewing past activities and programs and the strategic development of new activities and programs. The development of “active services” that engage and promote adult healthy lifestyles scored high in the resident survey. A steady and progressive review and expansion of service is anticipated through an advisory process which is discussed in more detail in the Program and Services section. The use of an advisory body creates a mechanism for evaluating the success of a program and helps to eliminate the potential for personal bias impacting programming decisions. A voluntary Advisory Committee is common when a facility is funded and managed by a government entity, such as a city. Financial responsibility, legal responsibility, labor laws, and operating costs are more appropriately borne by the City.

It is anticipated that the Center's full potential will be realized over time as new programs and ideas are brought forth. Common programming trends observed in other facilities are geared toward healthy living, technology, and education-based programs; travel; social interaction; and social services, such as legal, financial, wellbeing, and support. Current market trends in programming include rental space for meetings and events, private and public, which generally allow for a wide form of entertainment.

City staff, along with the Recreation Director's Senior Center Advisory Committee (Advisory Committee) and the Kitchen Committee, have researched and gathered information regarding professional facility management and programs and services that will be fostered in the new Center. The Center will provide for more usable space, allow for additional programming opportunities, and incorporate the latest in technology.

### **Objectives and Purpose**

1. Program an activity and social-based center that is welcoming to the public at large, Coronado Senior Association, and Coronado Lawn Bowling Club.
2. Provide an advisory board that will serve to maintain a strong relationship between participants, staff, and the City Council in order to achieve the Objectives and Purposes of the Operations Plan.
3. Provide a location that caters to the 50+ age group.
4. Increase the percentage of adults 50+ that use the facility.
5. Utilize the 4,500 plus hours per year the facility is available for programming and/or renting.
6. Preserve and maintain the facility in order to maintain the welcoming atmosphere.
7. Use the public tax subsidy to preserve and maintain the structure and to avoid costs of programs being a deterrent to participation.
8. Utilize the public tax subsidy as a base to allow expansion of additional fee-provided programs.
9. To offer a self-supporting rental program.
10. To support the Coronado Senior Association and Coronado Lawn Bowling Association.

### **Operations Plan**

The Operations Plan for the Center is intended to meet the needs of the community while staying fiscally responsible. The Advisory Committee placed an emphasis on professional leadership and administration, as seen at the Oasis Senior Center of Newport Beach; Michael E. Rodgers Seniors' Center, City of Huntington Beach; the El Corazon and County Club Senior Center City of Oceanside; and the Mizell Senior Center, Palm Springs. The decision to recommend the City/Non-profit model was based on the Advisory Committee's research, which included facility tours and discussions with facility managers in other municipalities. Emphasis was placed on leadership and coordination as a successful component in coordinating the various community interest groups. Under the City/Non-profit model, the City shall be the governing authority over the Center. The City shall provide professional management, administrative services, direction, coordination, certain programming, budgetary development, facility management, and oversight of the delivery of services. In addition, City staff shall coordinate with the two current non-profit organizations, the Coronado Senior Association and the Coronado Lawn Bowling Association. Both groups currently provide activities. Under the partnership model, the Senior Association will

be responsible for membership drives, facility tours, specific special events, and the delivery of certain programs such as bingo.

It is recommended that the Center be managed by a qualified supervisor who has the background and experience to effectively manage and coordinate the activities associated with a center of this caliber. The goal of staff is to coordinate with the service groups and ensure services and programs are commensurate with the City of Coronado’s Recreation and Golf Services Department.

**Center Operating Hours**

Staff has reviewed the former Senior Center hours of operation and other similar facilities’ hours of operation and is recommending the following:

**Normal Business Hours of Operation**

<b>DAYS</b>	<b>SPRECKELS CENTER</b>	<b>RENTALS</b>
Monday	9:00 a.m. – 5:00 p.m.	7:00 a.m. – 10:00 p.m.
Tuesday	9:00 a.m. – 5:00 p.m.	7:00 a.m. – 10:00 p.m.
Wednesday	9:00 a.m. – 5:00 p.m.	7:00 a.m. – 10:00 p.m.
Thursday	9:00 a.m. – 5:00 p.m.	7:00 a.m. – 10:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.	6:00 a.m. – 12:00 a.m.
Saturday	9:00 a.m. – 2:00 p.m.	6:00 a.m. – 12:00 a.m.
Sunday	Closed	6:00 a.m. – 10:00 p.m.

Note: After hours, facility rental hours, and special events will be covered by the Operation Division’s rental and event staff.

**Staffing**

Staff is recommending two full-time City positions in order to meet the professional delivery of services and vision expected at the Center: a Recreation Supervisor (Attachment B-1) responsible for the professional management of the Center, and an Office Specialist (Attachment B-2) to provide clerical support. Additionally, an estimated 2,400 part-time staff hours per year will be required to support rental activity and reception functions at the Center. Part-time staff will set up and break down event furniture, manage audio-visual presentations, respond to customer needs, maintain the cleanliness of the facility, staff the reception desk, and manage the registration for programs. It is anticipated that volunteers will fulfill a variety of critical needs such as volunteer drivers, program instructors and facilitators, welcome and reception desk services, and resource information services.

**Proposed City Staffing Requirements**

<b>Staffing</b>	<b>PER YEAR</b>
(1) Supervisor (Full-Time/Benefitted)	\$ 115,000
(1) Office Specialist (Full-Time/Benefitted)	\$ 69,000
(1) *Recreation Specialist (Part-Time)	\$ 20,000
(1) *Recreation Leader (Part-Time)	\$ 30,000
	\$ 234,000

**\*These positions are considered part-time/seasonal and require the Council to appropriate the necessary funding to support the additional payroll. The part-time/seasonal positions themselves do not require approval.**

Staff is recommending hiring the Supervisor and Office Specialist positions well in advance of the public opening of the Center. This pre-opening time will allow the Center staff to receive training, familiarize themselves with Coronado and the Recreation and Golf Services Department, and allow “move-in” time. In addition, staff can meet with the various interest groups, establish and meet with the Spreckels Center Advisory Committee (SCAC), and begin the process of developing additional schedules, programs, events, and calendars.

### **Services and Programs**

The Center will become the hub of numerous adult activities within Coronado. Programming of the Center will evolve over time and will be based on community interest and need, as well as from input from community members. In the early stages, many existing programs will be brought forth from the Senior Association program palate. A preliminary calendar of programs and events is provided (Attachment D). As programming of the Center evolves, new and diverse programs and events will come forward through recommendations and development. Examples of potential programs are provided (Attachment E).

In order to help ensure that the services are meeting expectations, staff is recommending that a SCAC be established as part of this Operations Plan. The purpose of the group will be to discuss activities delivered at the Center and to review activities associated with the Center on an ongoing basis. The group would act as a sounding board for City staff and would meet no less than six times per year. Representatives would meet to discuss programs and events and, where appropriate, reach a consensus regarding the scheduling and/or delivery of classes, activities, events, and entertainment for the enjoyment of the community members, the public, and interest groups. Staff is recommending that the SCAC consist of the following:

- (1) Recreation and Golf Services Director
- (1) Center Supervisor
- (1) City Recreation Operations Staff Representative
- (1) Senior Association Appointed Member
- (1) Lawn Bowling Appointed Member
- (2) City Manager Appointed “At Large” Community Representatives

### **Facility Rental**

The Center has been designed with a large multi-purpose room that can accommodate up to 130 people. The room may be partitioned in half to provide two rooms. It is anticipated that the room(s) will be used for programming, community groups, and private rentals. Rental income will be applied to operational expenses and is not intended to compete against community programming or used strictly as a profit center. Rather, the room(s) should provide a balance of programming and rental possibilities to offset a portion of the operational expenses of the Center. Room rental is popular with community members and groups for various celebrations, receptions, and as an entertainment venue, and is an important component in the delivery of service to the community.

Staff is recommending that the weekend and evening use of the multi-purpose room and activity room be used for rentals. All other requests will be reviewed for a single use of the facility. The Operations Division currently handles all of the room rentals for the Department utilizing City staff members. These staff members are trained for room setup and breakdown. Staff costs associated with setup and breakdown for large events would be offset by the individual event's rental income with the remainder of the rental income applied toward the overall expense of the Center.

Staff recommends that room rental be extremely limited during the first four months of operation while the staff learns the nuances of the Center and becomes familiar with the equipment, people, and interest groups. This approach was highly recommended by various facility managers of other centers, as there will be a learning curve that will be necessary to understand the functionality of the many aspects of the building, computer systems, and break-in period.

Utilizing the City's other room rental venues as a template, the Center's proposed room rental schedule and charges chart was developed (Attachment C-1). Fees for room rental at the Center are priced less than the Nautilus Room at the Community Center and are priced competitively with other venues (Attachment C-2). Rentals will likely generate significant revenues and help offset operating expense. Weekday evenings would be reserved for community groups, special interest clubs, and other civic organizations. Weekend times would be available for more traditional types of celebrations or events. Special attention to event coordination and scheduling will be required to minimize impacts to parking in the vicinity of the Center and the Library when large crowds are expected.

### **Priority of Use for the Center**

In order to provide services appropriately, staff recommends scheduling services according to the following priority:

- A. City-sponsored or community services identified by the City;
- B. Senior Association and Coronado Lawn Bowling Club services;
- C. Any adult resident program, activity, event, or class that is not sponsored by the City, the Senior Association, or the Coronado Lawn Bowling Club;
- D. Any adult nonresident program, activity, event, or class;
- E. Other.

### **Budget**

The proposed operating budget (Attachment F) outlines the expenses that are anticipated for the Center. The first year of operation is largely speculative and budgeted conservatively; therefore, income is projected as low versus operating expense. Staff anticipates programs and rentals to steadily increase over the first four years, which will have a positive budgetary impact year over year. The four-year budget includes an increase to expenses with an inflation factor of 3% per year. General Fund subsidy is projected to decrease each year, over the four-year period, as programs develop and room rentals increase. By using a graduated scale, staff has taken a conservative approach to income while providing maximum financial support initially. This financial support will help to ensure a successful launch of the Center and allow staff time to make adjustments and refine the Center's business model over the four years without disruption to the

delivery of services. Programs that are of high interest to the community will need to be developed with the understanding that some new programs may require funding or “seed money” to effectively start-up.

The Senior Association currently receives a subsidy in the form of a City Community Grant. The grant amount in FY 2015-16 is \$34,200. In addition, the City was paying for the former Senior Center’s maintenance and utility expense of about \$20,000 per year, bringing the subsidy to a total of \$54,200 annually. Staff is recommending that there be no change in the Community Grant in FY 2016/17 and that the Council adopt the proposed Senior Association Community Grant of \$34,200. This approach will allow the Senior Association the necessary time to develop other financial resources while still providing for a level of service that is expected. Senior Association programs and events can be refined and developed in partnership with the City through the SCAC. The Senior Association staff will have an assigned office in the Center.

**Roles and Responsibilities**

The roles and responsibilities of the City/Recreation and Golf Services Department and the Coronado Senior Association are important to the overall success of the Center. Roles and responsibilities have been broken down into three categories:

- City Responsibilities
- Senior Association Responsibilities
- Joint Responsibilities

A breakdown of some roles and responsibilities is provided (Attachment G).

**ALTERNATIVES:** Modify the Operations Plan or direct staff to return with a different Operations Plan.

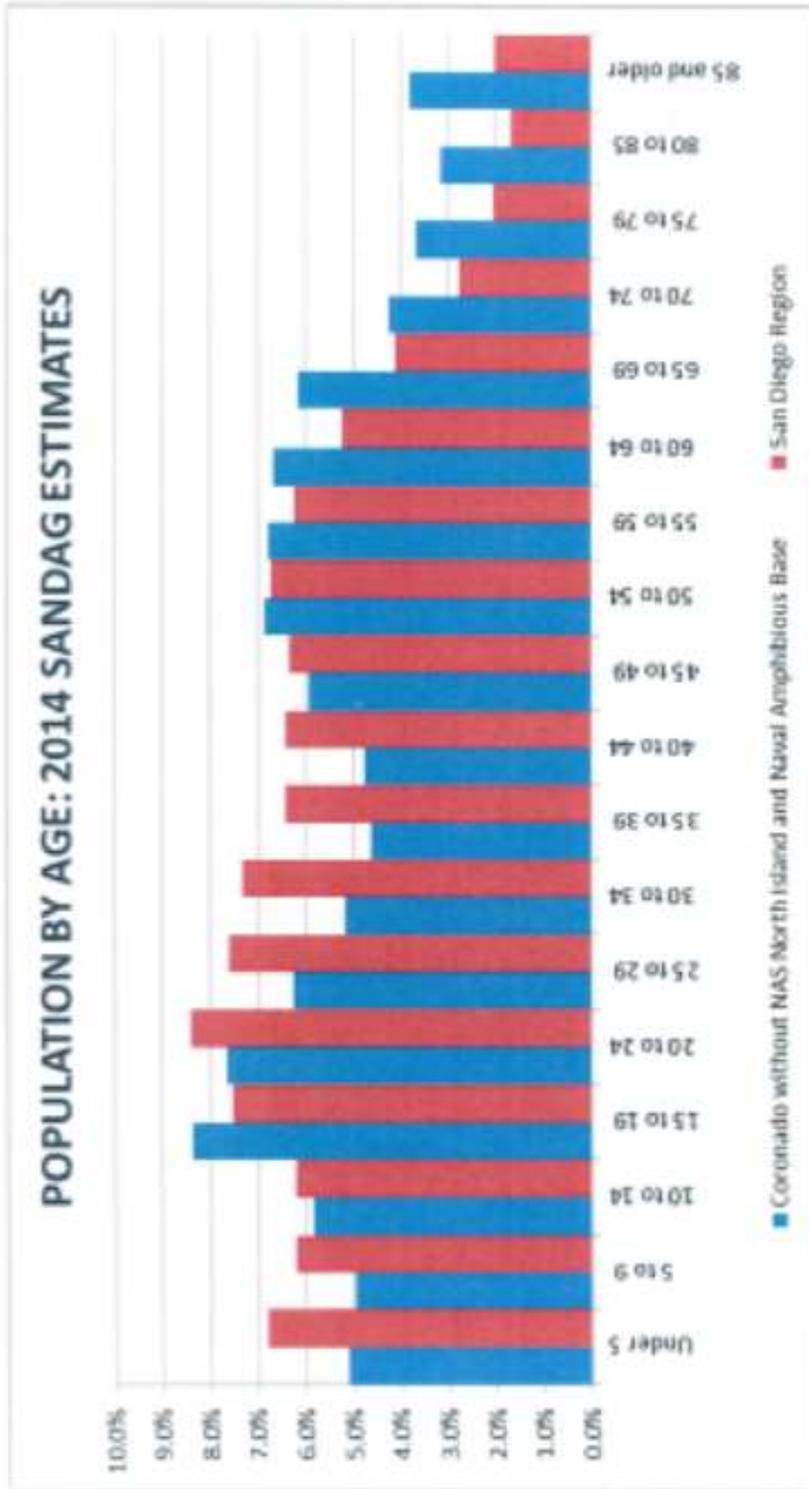
Submitted by Recreation and Golf Services/Miller

- Attachments: A. Population by Age: 2014 SANDAG Estimates  
 B. Job Classifications  
 C. John D. Spreckels Center and Bowling Green Use Fees  
 D. John D. Spreckels Center and Bowling Green Proposed Programming  
 E. Potential Programs and Activities  
 F. Operating Budget (First Year)  
 G. Roles and Responsibilities  
 H. Letter from Coronado Lawn Bowling Club President  
 I. Letter from Todd Little, Chairman, Parks and Recreation Commission

CM	ACM	AS	CA	CC	CD	CE	F	L	P	PSE	R/G
<b>BK</b>	TR	JK	JNC	MLC	NA	NA	NA	NA	NA	CMM	RAM

# ATTACHMENT A

## POPULATION BY AGE: 2014 SANDAG ESTIMATES



SANDAG Population Estimates, 2014  
 Source: SANDAG Estimates, Sr14 (Current)  
 Prepared by: Rachel Caron, Regional Models Analyst

## ATTACHMENT B-1

**CITY OF CORONADO**  
FLSA Status: Exempt  
March 2016

### **RECREATION SERVICES SUPERVISOR** \$5,030.80 - \$6,741.75 monthly

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## **JOB OBJECTIVES**

Under administrative direction, to direct, manage, supervise and coordinate City-wide recreation and leisure services activities and programs including facility use, special events and adult, teen, and youth activities; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Recreation.

**ESSENTIAL JOB FUNCTIONS**—*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

1. Assume management responsibility for the services and activities of City-wide recreation and leisure services programs including special events and adult, teen, and youth activities.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and services; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned recreation program staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Coordinate the organization, staffing and operational activities for City-wide recreation programs, special events and field trips; determine program content and methods to be used in providing assigned services.
6. Implement and coordinate a senior transportation program; assign volunteers; apply and monitor grants; and look for new sources of funding.

7. Effectively communicate with the Coronado Senior Association, the Coronado Lawn Bowling Club, and identified interest groups, to coordinate programming and scheduling.
8. Coordinate a department-wide volunteer program to provide services, programs, and general assistance at various programs, activities, and events.
9. Maintain accurate records of recreation facility usage, program participation, rental fees and contract classes; prepare staff reports and develop charts and graphs as required.
10. Negotiate and schedule rental of assigned recreation facilities for various functions and events; meet with applicants to explain rules and regulations.
11. Promote and coordinate specific recreation program services; prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
12. Coordinate the use and operation of the City's recreation facilities, including oversight of the scheduling, maintenance and concession operations; inspect recreation facilities, grounds, and equipment for unsafe conditions.
13. Select, train, motivate and evaluate full time and seasonal recreation personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
15. Serve as the liaison with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Director of Recreation.
18. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to assigned recreation programs, policies and procedures as appropriate.

19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in recreation program development and implementation.
20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
21. Perform related duties and responsibilities as required.

## QUALIFICATION GUIDELINES

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

At least five years of increasingly responsible experience in recreation program administration, including two years of supervisory responsibility.

### **Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation administration, business administration, public administration, gerontology, social services, or a related field.

### **Licenses and Certificates:**

Possession of a valid Class C California Driver's License with a safe driving record.

Possession of, or ability to obtain, an appropriate, valid first aid certificate.

## **Possession of, or ability to obtain, an appropriate, valid CPR certificate.**

### **Knowledge of:**

Principles and techniques of planning, directing, and evaluating leisure time, cultural groups, and other specialized activities.

Operations, services and activities of a municipal recreation program.

Principles and practices of recreation program development and administration.

Safety precautions and procedures including risk management principles and their application to recreation program and service implementation.

Programs, activities, and services for adults.

Recreation activities and services suitable for a wide variety of age groups.

Principles and practices of public relations.

Community demographics for program development and implementation.

Methods and techniques of first aid and CPR.

Principles and practices of program marketing and advertising.  
Principles and practices of program budget preparation and administration.  
Principles and practices of report preparation.  
Principles and practices of facility management.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Oversee and participate in the management of City-wide recreation programs.  
Oversee, direct and coordinate the work of lower level staff and volunteers.  
Select, supervise, train and evaluate staff.  
Participate in the development and administration of division goals, objectives and procedures.  
Prepare and administer large program budgets.  
Prepare clear and concise administrative and financial reports.  
Design, develop and implement recreation programs suited to the needs of the community.  
Elicit community and organizational support for assigned recreation programs.  
Respond to emergency situations and administer first aid as necessary.  
Respond to requests and inquiries from the general public.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Operate office equipment, including computers and supporting word processing, desktop publishing, and spreadsheet applications.  
Communicate clearly and concisely, both orally and in writing.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.  
Administer and negotiate contracts.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

**Mobility:** Incumbents may be required to participate in assigned recreational activities which may include moderate to heavy lifting and standing, walking or running for prolonged periods of time.

**Vision:** Vision sufficient to read printed documents and to operate assigned equipment.

**Environment:** Incumbents may be required to work at both indoor and outdoor recreational facilities and may be exposed to inclement weather conditions.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

## ATTACHMENT B-2

CITY OF CORONADO  
FLSA Status: Non-Exempt  
December 2000

### OFFICE SPECIALIST \$3,167.94 - \$4,043.19 monthly

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## JOB OBJECTIVES

Under general supervision, to perform a variety of specialized clerical support work of above average difficulty in support of an assigned program or department; to maintain and update accurate and specialized records and files; to respond to questions and inquiries from the general public and provide information within the assigned program area; and to provide assistance on a variety of special projects and assignments.

**ESSENTIAL JOB FUNCTIONS**—*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Perform a variety of specialized clerical support work of above average difficulty in support of an assigned program or department.
2. Maintain and update specialized and accurate records and files pertaining to the area of assignment; research records for various information as requested; copy and distribute reports, records and files as requested.
3. Process applications for various City licenses and permits; explain permit requirements, policies and procedures to applicants; enter information into computer; mail completed licenses and permits; file all applicable paperwork.
4. Attend various meetings; take and transcribe minutes as requested; index and distribute City Council meeting agendas and minutes.
5. Monitor assigned budget and associated accounts; track revenues and expenditures; keep management staff updated on account status.
6. Prepare various contracts for services relative to assigned area of responsibility; collect appropriate vendor information and forward paperwork to appropriate staff for finalization.

7. Prepare various promotional flyers, brochures, forms and newsletters to provide information regarding the assigned area of responsibility.
8. Participate and provide assistance in various special projects; conduct surveys to obtain information from the general public.
9. Assist in preparing for special events including renting of equipment, fund raising and coordination with other City departments.
10. Type, proofread and word process a variety of documents and forms including general correspondence, reports and memoranda from rough draft or verbal instruction; disseminate information as appropriate.
11. Receive and respond to questions, inquiries and requests from the general public; provide information on assigned operations and activities; relay messages and provide information on City policies and procedures as required; refer callers to appropriate City staff for further assistance as needed.
12. Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.
13. Perform related duties and responsibilities as required.

## QUALIFICATION GUIDELINES

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

At least three years of increasingly responsible clerical support experience.

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Licenses and Certificates:**

Possession of a valid Class C California Driver's License with a safe driving record.

**Knowledge of:**

Business letter writing and basic report preparation techniques.  
Operations and activities of the assigned department or program.  
Modern office procedures, methods and computer equipment.  
Practices used in minute taking and preparation.  
Methods and techniques of proper phone etiquette.  
Methods and techniques of public relations.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic mathematical principles.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Perform specialized clerical support duties and tasks.  
Type at a speed necessary for successful job performance.  
Respond to requests and inquiries from the general public.  
Set up and maintain a variety of files and records.  
Understand and explain City policies and procedures.  
Operate and use modern office equipment including a computer and various software packages.  
Independently prepare correspondence and memoranda.  
Prepare clear and concise reports.  
Compile and verify a variety of statistical information.  
Maintain confidential records and reports.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

**Mobility:** Incumbents require sufficient mobility to work in an office setting, operating office equipment; extensive use of computer keyboard.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

**Environment:** Normal office setting.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

**ATTACHMENT C-1**

**JOHN D. SPRECKELS CENTER AND BOWLING GREEN  
USE FEES**

**Weekday Monday – Thursday Rentals**

Room	Group (see policy for description) All fees are hourly fees unless indicated otherwise							Cleaning/Damage Deposit		Maxi- mum
	Name	A	B	C	D	E	F	G	Room	Alcohol (+)
Activity Room	None	\$10	\$10	\$10	\$16	\$25	\$50	\$100	N/A	30
Multi-Purpose Room	None	\$75	\$75	\$75	\$175	\$275	\$360	\$100	\$300	120
Half Multi-Purpose Room	None	\$40	\$40	\$40	\$110	\$155	\$200	\$100	\$300	60
Multi-Purpose Room Kitchen	None	\$50	\$50	\$50	\$50	\$50	\$50	N/A	N/A	N/A
<b><i>Multi-Purpose Room Additional Setup: \$50/hour for all users. Audio-Visual Equipment fee is \$100 flat fee. Monday – Thursday 2 Hour Minimum Rental Security Guard Required for all events with Alcohol Served, \$35/hour</i></b>										

**Weekend Friday – Sunday Rentals**

Room	Group (see policy for description) All fees are hourly fees unless indicated otherwise							Cleaning/Damage Deposit		Maxi- mum
	Name	A	B	C	D	E	F	G	Room	Alcohol (+)
Multi-Purpose Room	None	\$125	\$125	\$125	\$225	\$325	\$410	\$100	\$300	120
Multi-Purpose Room Kitchen	None	\$50	\$50	\$50	\$50	\$50	\$50	N/A	N/A	N/A
<b><i>Multi-Purpose Room Additional Setup: \$50/hour for all users. Audio-Visual Equipment fee is \$100 flat fee. Friday – Sunday Full Room Rental only Friday 5:00pm – Sunday 5 Hour Minimum Rental Security Guard Required for all events with Alcohol Served, \$35/hour</i></b>										

**ATTACHMENT C-2**

**Excerpts from Facility Use Policy and Fees  
Nautilus Room Comparison  
Rooms and Equipment**

Room	Group (see policy for description) All fees are hourly fees unless indicated otherwise							Cleaning/Damage Deposit		Maximum
Name	A	B	C	D	E	F	G	Room	Alcohol (+)	Allowed
<p>The following rooms require a two (2) hour minimum rental reservation time.                      Additional fees are charged on Weekends and Saturdays. See Weekend Table below.                      **Banquet room rental on Saturday must be a full room rental (no half room rentals allowed).                      Equipment Drop-off is \$25 per hour.                      (+)Alcohol use deposits are in addition to room cleaning deposit.</p>										
Nautilus Room	None	\$75	\$75	\$75	\$250	\$400	\$500	\$200	\$300	250
Patio Half Nautilus Room A**	None	\$63	\$63	\$63	\$175	\$250	\$313	\$200	\$300	125
Triton Room B**	None	\$40	\$40	\$40	\$150	\$200	\$250	\$200	\$300	125
Kitchen (with Theater or Banquet Room rental only) – Flat Rate	None	\$50	\$50	\$50	\$50	\$50	\$50	\$100	\$100	N/A
Fund Raising activity associated with facility use (flat fee per event) paid in addition to room/facility fees	None	N/A	\$100	\$150	\$200	\$300	\$500	N/A		N/A
Banquet Room Additional Set-up Time	None	\$75	\$75	\$75	\$75	\$100	\$100	N/A		N/A
Audio-visual Equipment	None	\$100	\$100	\$100	\$100	\$100	\$100	N/A		N/A

**Banquet Room Weekend Fees (Friday 3pm to Sunday midnight) require a five (5) hour minimum rental reservation**

Room	Group (see policy for description) All fees are hourly fees unless indicated otherwise							Cleaning/Damage Deposit		Maximum
Name	A	B	C	D	E	F	G	Room	Alcohol (+)	Allowed
Nautilus Room	None	\$75	\$75	\$75	\$300	\$425	\$500	\$200	\$300	250
Patio Half Nautilus Room A**	None	\$63	\$63	\$63	\$200	\$275	\$313	\$200	\$300	125
Triton Room B**	None	\$40	\$40	\$40	\$150	\$200	\$250	\$200	\$300	125
Saturday Premium Fee (per hour)	None	\$50	\$50	\$50	\$50	\$50	\$50	N/A		N/A

**Banquet Room Weekday Fees (ending before 5pm)**

Room	Group (see policy for description) All fees are hourly fees unless indicated otherwise							Cleaning/Damage Deposit		Maximum
Name	A	B	C	D	E	F	G	Room	Alcohol (+)	Allowed
Nautilus Room	None	\$75	\$75	\$75	\$250	\$250	\$250	\$200	\$300	250
Patio Half Nautilus Room A**	None	\$63	\$63	\$63	\$175	\$175	\$175	\$200	\$300	125
Triton Room B**	None	\$40	\$40	\$40	\$150	\$150	\$150	\$200	\$300	125

## ATTACHMENT C-2 (Cont'd)

### CLASSIFICATION OF USERS GROUPS

#### **Classification A – City of Coronado:**

Events organized and conducted by the City of Coronado or events co-sponsored by the City of Coronado. No fee is associated with Group A events regardless of facility locations.

Examples: City meetings, recreation classes and City sponsored special events such as Commissioner's Dinner.

#### **Classification B – Coronado Public Schools:**

Official academic and athletic activities of the students, as part of the school curriculum or sanctioned interscholastic athletic events and practices (Exclusive of activities generating funds). A fund raising component within an activity would change the classification to a C or D user.

Examples: High School Water Polo or Swim team, physical education instruction, High School Lacrosse and Soccer teams. (As clarification, this would not include ASB activities, dances, booster club meetings, PTO or staff meetings).

#### **Classification C – Resident Nonprofit Youth Organizations:**

These are locally organized not-for-profit youth groups whose membership is comprised of at least 75% City residents under age 18 years.

Examples: Coronado-based youth sports groups, Boy Scouts and Girl Scouts in Coronado, Coronado Aquatics Club, Coronado Little League.

#### **Classification D - Resident Nonprofit Recreational, Educational, Service or Civic Community Groups and Public Agencies:**

These are Coronado-based not-for-profit civic, social or service organizations (identified with a 501 (c) 3 tax status), social welfare agencies or organizations, as well as other governmental agencies. Group membership must be comprised of at least 75% City of Coronado residents. Also in this category are recognizable charitable agencies serving the greater San Diego County Region, who can document a specific benefit to the Coronado community or Coronado citizens.

Examples: Coronado Rotary Club, Coronado Unified School District (other than actual athletic or academic events), board of directors of Coronado-based youth sport organizations, Port District, SANDAG, Coronado Chamber of Commerce, Historical Association, community forums, Coronado Hospital, County agencies, Coronado Islander Sports Foundation, Coronado Tennis Association, public school districts, Children's Hospital, American Red Cross.

#### **Classification E – Resident Individual, Resident Business Organizations, Resident Nonprofit Special Interest Groups, and Nonresident nonprofit organizations with a proven benefit to the San Diego region:**

These are resident religious or political groups, private educational organizations, resident private parties, special interest clubs, homeowners associations, etc., including groups who may not be Coronado based by title or address, but whose participation is made up of 75% or more Coronado residents (documentation will be required). Also in this category are recognizable charitable agencies serving the greater San Diego County Region who can document a specific benefit to the region including Coronado.

Examples: Coronado resident private parties, family gatherings and weddings; Coronado Churches; Coronado Cays Homeowners Association; League of Women Voters; private school functions; club meetings (Crown Club, Square Dance Club, Stamp Collectors, etc.)

**Classification F – Nonresident Organizations, Nonresident Individuals:**

These are youth organizations and nonprofit civic, service, and social organizations that are not Coronado-based; nonresident private groups.

Examples: Imperial Beach Boys and Girls Club, National City Kiwanis Club, nonresident private parties and weddings.

**Classification G – Commercial Use:**

Businesses, commercial organizations or users who do not fit into other classifications.

Examples: Profit-making organizations, seminars, trade shows, film companies, company training.

Note: Thirty (30) days in advance of event is consistent with rentals of the parks, beaches, and other recreational facilities.

**ATTACHMENT D-1**  
**John D. Spreckel Center and Bowling Green**  
**Proposed Programming**  
**Monday**

	Multipurpose Room A	Multipurpose Room B	Kitchen	Activity Room	Lawn Bowling Clubhouse	Lounge
9:00 A.M.	Current Events					Billiards Reading Social Gatherings Piano Playing Book Club Cards/Games WIFI Access
10:00 A.M.						
11:00 A.M.	Bingo with Kitchen (11:00-5:00)	Women's Bridge (10:00-2:00)		Pinochle (11:00-4:30) (3-16)		
12:00 P.M.						
1:00 P.M.						
2:00 P.M.						
3:00 P.M.		Flower Arranging				
4:00 P.M.						
5:00 P.M.						
6:00 P.M.						
7:00 P.M.	Rentals/Community Group Meetings					
8:00 P.M.						
9:00 P.M.						
10:00 P.M.						

Annual/Occasional Events
*Bazaar Fundraiser
*Holiday Party
*Craft Fair
*Travel Meetings
*Special Meetings
*Follies Luncheon
*Hot Dog Sale
*Dinner Dances
*Mexican Train
*Summer Social
*Art Shows
*Ping Pong Tournament

**ATTACHMENT D-2**  
**John D. Spreckel Center and Bowling Green**  
**Proposed Programming**  
**Tuesday**

	Multipurpose Room A	Multipurpose Room B	Kitchen	Activity Room	Lawn Bowling Clubhouse	Lounge
9:00 A.M.		Bridge Class		Creating Writing (9:00-12:00)	Club Bowling	Billards Reading Social Gatherings Piano Playing Book Club Cards/Games WIFI Access
10:00 A.M.						
11:00 A.M.	Tai Chi		Japanese Cuisine Class			
12:00 P.M.		Party Bridge		Cake Decorating	Middle School Bowling	
1:00 P.M.				Tech Help	Adult School Bowling	
2:00 P.M.	Happy Hour Events					
3:00 P.M.						
4:00 P.M.						
5:00 P.M.						
6:00 P.M.						
7:00 P.M.	Rentals/Community Group Meetings					
8:00 P.M.						
9:00 P.M.						
10:00 P.M.						

\*\*\*Tuesday in February, March and April - AARP Tax Prep (8:30-4:00) (Multi A)

**ATTACHMENT D-3**  
**John D. Spreckel Center and Bowling Green**  
**Proposed Programming**  
**Wednesday**

	Multipurpose Room A	Multipurpose Room B	Kitchen	Activity Room	Lawn Bowling Clubhouse	Lounge
9:00 A.M.						Billards/Wii Reading Social Gatherings Piano Playing Book Club Cards/Games WIFI Access
10:00 A.M.	Luncheons/Quarterly Mtg (1st Wed)	Film		Board Meeting (2nd Wed) Craft Class (4th Wed)		
11:00 A.M.	Forums (3rd Wed)					
12:00 P.M.	Mah Jong & Pinochle	Warm up America (3rd Wed)			Board Meeting	
1:00 P.M.					Club Bowling	
2:00 P.M.	Nutrition Counseling	Genealogy	Cake Decorating	Painting/Photo Shop	Youth Bowling	
3:00 P.M.						
4:00 P.M.						
5:00 P.M.						
6:00 P.M.						
7:00 P.M.						
8:00 P.M.	Rentals/Community Group Meetings					
9:00 P.M.						
10:00 P.M.						

**ATTACHMENT D-4**  
**John D. Spreckel Center and Bowling Green**  
**Proposed Programming**  
**Thursday**

	Multipurpose Room A	Multipurpose Room B	Kitchen	Activity Room	Lawn Bowling Clubhouse	Lounge
9:00 A.M.	Adventures/Mind				Club/League Bowling	Billiards/Wii Reading Social Gatherings Piano Playing Book Club Cards/Games WIFI Access
10:00 A.M.						
11:00 A.M.		Party Bridge		Men's Bridge	League Bowling Middle School and League Bowling	
12:00 P.M.	Book Club					
1:00 P.M.				Mah Jong Cards		
2:00 P.M.						
3:00 P.M.	Tech Help Legal Appointments( 3rd Thur)			Legal Appointments (4)		
4:00 P.M.						
5:00 P.M.	Armchair Travel (2nd Thur) Other Special Events on the other Weeks			Rental/Community Groups	Twilight Bowling	
6:00 P.M.						
7:00 P.M.						
8:00 P.M.						
9:00 P.M.						
10:00 P.M.						

\*\*\*1st Thursday in December - Bazaar Fundraiser (6:30-1:30) (212) (Entire facility)

**ATTACHMENT D-5**  
**John D. Spreckel Center and Bowling Green**  
**Proposed Programming**  
**Friday**

	Multipurpose Room A	Multipurpose Room B	Kitchen	Activity Room	Lawn Bowling Clubhouse	Lounge
9:00 A.M.	Chair Yoga			Chicago Bridge	Clean Up Day (20)	Billiards/Wii Reading Social Gatherings Piano Playing Book Club Cards/Games WiFi Access Navy Group Social
10:00 A.M.						
11:00 A.M.						
12:00 P.M.						
1:00 P.M.	Duplicate Bridge	Film Forums (2nd & 4th or 5th Friday)	Cooking class-H'orderves		Club Bowling (36)	
2:00 P.M.						
3:00 P.M.						
4:00 P.M.						
5:00 P.M.						
6:00 P.M.						
7:00 P.M.	Rentals					
8:00 P.M.						
9:00 P.M.						
10:00 P.M.						
11:00 P.M.						
12:00 A.M.						

\*\*\*2nd or 3rd Friday in December - Holiday Party (9:00-3:00) (Entire facility)

\*\*\*July 4 - Hot Dog Sale (6:00-3:00) (Entire facility)

**ATTACHMENT D-6**  
**John D. Spreckel Center and Bowling Green**  
**Proposed Programming**  
**Saturday**

	Multipurpose Room A	Multipurpose Room B	Kitchen	Activity Room	Lawn Bowling Clubhouse	Lounge
9:00 A.M.	AARP Safe Driving (8:30-1:00 (1st and 2nd Sat in Feb, May, July, Nov) HICAP (one Sat per month)	Breakfast (7:30-Noon) (3rd or 4th Sat)			Club Bowling	Billiards/Wii Reading Social Gatherings
10:00 A.M.	Breakfast (7:30-Noon) (3rd or 4th Sat)					
11:00 A.M.				Pinochle	Special Events Tournament	
12:00 P.M.						
1:00 P.M.						
2:00 P.M.						
3:00 P.M.						
4:00 P.M.						
5:00 P.M.						
6:00 P.M.	Rentals					
7:00 P.M.						
8:00 P.M.						
9:00 P.M.						
10:00 P.M.						
11:00 P.M.						
12:00 A.M.						

\*\*\* 2 Saturdays a year - Follies Luncheon (11:00-4:00) (62-71) (Entire facility)

**ATTACHMENT D-7**  
**John D. Spreckel Center and Bowling Green**  
**Proposed Programming**  
**Sunday**

	Multipurpose Room A	Multipurpose Room B	Kitchen	Activity Room	Lawn Bowling Clubhouse	Lounge
6:00 A.M.	Rental	Rental	Rental	Rental		Rental
7:00 A.M.						
8:00 A.M.						
9:00 A.M.					Tournament/League Bowling Club Bowling	
10:00 A.M.						
11:00 A.M.						
12:00 P.M.						
1:00 P.M.						
2:00 P.M.					Occasional Tournament	
3:00 P.M.						
4:00 P.M.						
5:00 P.M.						
6:00 P.M.						
7:00 P.M.						
8:00 P.M.						
9:00 P.M.						
10:00 P.M.						

\*\*\*3rd Sunday - Summer Social (9:00-5:00) (175) (Entire facility)

## ATTACHMENT E

### POTENTIAL PROGRAMS AND ACTIVITIES

<b>Personal Enrichment</b>	<b>Arts Programs</b>	<b>Social Activities</b>
Foreign Language	Flower Arranging	Armchair Travel
Cooking for One or Two	Choral Group	Travel Club
Photography	Ukulele	Friday Potlucks
Genealogy	Cake Decorating	Dinner Dances
Social Media	Oil Painting	Day Trippers
Photo Shop	Jewelry Making	Happy Hour Events
Journaling	Scrap Booking	Monthly Breakfast

<b>Fitness</b>	<b>Social Connection</b>	<b>Lawn Bowling</b>
Ping Pong	Brain Games	Twilight Bowling
Line Dancing	History Matters	Middle School Bowling
Sit n Fit	Book Club	Club Bowling
Tai Chi	Musical Memories	League Bowling

<b>Games</b>	<b>Special Events</b>	<b>Services and Resources</b>
Bunco	Summer Social	Tax Preparation
Mexican Train Dominoes	Senior Prom	Blood Pressure Checks
Duplicate Bridge	Craft Fair	Legal Appointments
Mah Jong	Bazaar Fundraiser	AARP Safe Driving
Party Bridge	Art Shows	Caregiver Support
Pinochle	Follies Luncheon	Transportation Services
WII	Holiday Party	Nutrition Counseling
Texas Hold-Em	4 <sup>th</sup> of July Hot Dog Sale	Elder Law & Advocacy
Bridge Instruction	Ping Pong Tournament	Hearing Screening

### Community Service and Volunteer Opportunities

Volunteer Drivers for Senior Transportation Program

Across Generations Mentoring: resume writing/reading/career planning

Across Generations, Teens to Seniors: tech help/social media

Volunteers for Home Checks

**ATTACHMENT F**  
**OPERATING BUDGET (FIRST YEAR)**

<b>Expenditures</b>	<b>Full Year</b>	<b>9 Months</b>
Salaries	234,000	175,500
Custodial Services	21,000	15,750
Maintenance/Repairs	10,000	7,500
Utilities (Electric, Gas, Water)	25,000	18,750
Communications (Telephone/Computer Service)	12,000	9,000
Office Supplies	3,000	2,250
Printing/Paper/Publicity	2,000	1,500
Miscellaneous	2,000	1,500
Program Supplies	14,000	10,500
<b>Total Expenditures</b>	<b>323,000</b>	<b>242,250</b>

<b>Income</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>
Facility Rentals	15,000	60,000	120,000	150,000
Programs	5,000	12,000	19,000	23,000
SANDAG Grants	48,000	40,000	48,000	48,000
<b>Total</b>	<b>68,000</b>	<b>112,000</b>	<b>187,000</b>	<b>221,000</b>

**SENIOR ASSOCIATION GRANT REDUCTION SCHEDULE**

	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>
Community Grant	34,200	34,200	34,200	34,200
Reduction in Grant	0	11,400	22,800	34,200
<b>Net Grant</b>	<b>34,200</b>	<b>22,800</b>	<b>11,400</b>	<b>0</b>

**PROJECTED CITY SUPPORT (4 YEARS)**

	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY19/20</b>
Projected Revenue	68,000	112,000	187,000	221,000
Projected Expense	242,250	333,000	343,000	354,000
Support Required	(174,250)	(221,000)	(156,000)	(133,000)
Applied Sr. Assoc. Grant	0	11,400	22,800	34,200
<b>Net effect of City Support</b>	<b>(174,250)</b>	<b>(209,600)</b>	<b>(133,200)</b>	<b>(98,800)</b>

**ATTACHMENT G**  
**ROLES AND RESPONSIBILITIES**

**City Responsibilities**

- Daily and long-term management of the Center
- Operation Policies and Procedures
- City Personnel and Staffing Requirements
- Center Maintenance
- Janitorial/Custodial Contracts
- Center Budgets
- Utilities
- Room Rental Staffing (setup and breakdown)
- Special Events (City planned)
- Recreational and Educational Classes (SCAC input)
- Special Interest Activities (SCAC input)
- Master Calendar and Scheduling
- Remodeling/Construction/Alterations
- Furniture and Fixtures
- Transportation programs (SCAC input)
- Donor Data Base and Recognition - Donations made to the Center, through the City, will be recognized through the City's Donor Wall recognition program
- Recreation and Educational Classes (SCAC input)
- Case management – counseling
- Free or Low Cost Programs – Mental Health, Blood Pressure, Visual Aid Screening, Tax Assistance, Legal Assistance, Information and Referral Service, Support Groups, Computer Club, etc.
- Grants
- Marketing Material

## **ATTACHMENT G (cont'd)**

### **ROLES AND RESPONSIBILITIES, CONTINUED**

#### **Senior Association Responsibilities**

Assist the Center in providing services and programs that are affordable by offsetting some of the costs for programs. Assist in providing meaningful opportunities for seniors through volunteer service. Providing volunteers to work at the Center.

- Board of Directors  
Committees and meeting (input from City Staff)
- Membership Drives (input from City Staff)
- Corporate SOP (input from City Staff)
- Use of the John D. Spreckels Center and Bowling Green Name and Logo (input and approval from the City)
- Association Fundraising
- Annual Drives
- Special Events (SCAC input and consensus) i.e., Pancake Breakfast, General Membership Meeting, Christmas Party, or other Fundraising Event as scheduled.
- Clubs (Input from City Staff)
- Association Management and Finances
- Cooperative Applications (Equal Responsibility)
- Senior Association Volunteers (Recruitment, Assignment, and Training)
- Direct Mailers

#### **Joint Responsibility**

- Newsletter/emailer
- Editor (co-editor)
- Layout – Controlled by Staff
- Advertising – (proceeds fund cost)
- Postage/Printing

**11c. Approval of the John D. Spreckels Center and Bowling Green Operations Plan.**

Councilmember Downey commented that this item was going to be on consent and she just had a question or two. One of the greatest assets to the community is the Library Winn Room because it is free. The Senior Center should have a room like the Winn Room that can be used as a service to the community. This would be after Senior Center and City programs are programmed.

Mayor Tanaka asked if Ms. Downey recalls the discussion about wanting to make the Senior Center profitable or at least revenue neutral.

Ms. Downey has not said that we should make the multi-purpose room or kitchen free but she is talking about one meeting room. There are lots of limits on the Winn Room use and she would like to see one room that works just like the Winn Room at the Library. She doesn't think that will make or break the profitability of the Center.

City Manager Blair King referred to page 423 of the staff report and asked Mr. Miller to come forward to talk about the proposed room rates. He hears the discussion and understands that there would be at least one other venue like the Winn Room and Community Room at the Police Station. We are not developing enough free venues. He does agree with what Mayor Tanaka said about staff being tasked with form following function to try to make the building as self sufficient as possible without making it another community center.

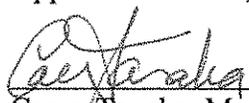
Mayor Tanaka asked if Ms. Downey would accept a compromise and ask staff to bring back Attachment C for further discussion.

**MSUC (Bailey/Downey) moved that the City Council approve the staff recommendation but will discuss Attachment C at a future Council meeting.**

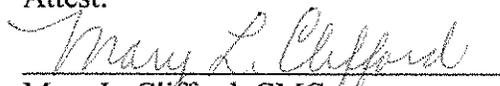
**AYES: Bailey, Downey, Tanaka**  
**NAYS: None**  
**ABSTAINING: None**  
**ABSENT: Sandke, Woiwode**

- 12. **CITY ATTORNEY:** No report.
- 13. **COMMUNICATIONS - WRITTEN:** None.
- 14. **ADJOURNMENT:** The Mayor adjourned the meeting at 7:06 p.m.

Approved: June 7, 2016

  
\_\_\_\_\_  
Casey Tanaka, Mayor  
City of Coronado

Attest:

  
\_\_\_\_\_  
Mary L. Clifford, CMC  
City Clerk