

MINUTES OF THE REGULAR MEETING OF THE
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD
CIVIC CENTER ANNEX
4012 NATIONAL PARKS HWY
TUESDAY, OCTOBER 2, 2018 AT 6:00 PM

1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:

Meeting was called to order at 6:00 pm by Steve Sauer, Chairperson. It was determined there was a quorum.

Voting Members Present: Steve Sauer, Chairperson
 Parker Hamel
 Danita McCormick
 Todd Hyden
 Mark Barela – arrived at 6:02 pm

Voting Members Absent: Damien Capello
 Sam Smith

Ex-officio Members Present: None

Ex-officio Members Absent: Dale Janway, Mayor
 Michael A. Hernandez, City Administrator
 Jason Shirley, Councilor

Others Present: Ken Britt, Director of Community Development
 Curtis McKinney, Manager

2 APPROVAL OF AGENDA – The motion was made by Todd Hyden to approve the October 2, 2018 Agenda and seconded by Parker Hamel. The vote was as follows: Yes –S. Sauer, P. Hamel, D. McCormick and T. Hyden. No – None. Absent – D. Capello, M. Barela, S. Smith

3 APPROVAL OF REGULAR MEETING MINUTES FOR AUGUST 7, 2018 - The motion was made by Todd Hyden to approve the minutes for the August 7, 2018 Regular Meeting and seconded by Parker Hamel. The vote was as follows: Yes –S. Sauer, P. Hamel, D. McCormick and T. Hyden. No – None. Absent – D. Capello, M. Barela, S. Smith

4 DIRECTOR'S UPDATE – Ken Britt provided an update on current projects. There were some issues with the components for the sign. Arrival of the components is anticipated mid-month and then mid-November for completion. Ken advised he just completed the agenda briefing memo for the Fire Alarm bid, which will go before City Council for approval. The bid came in within budget. Once approved it will be several months before the project is completed. The bid proposal includes high tech

smart detectors for smoke and heat, and it will not interfere with theatrical smoke. The Board asked for an update on the liquor license issue. Ken advised there are no additional updates at this time. City Council along with the Mayor will be the ones to make a decision on this. The Board Members discussed speaking to the Mayor in support of the liquor license. No further discussion.

5 MANAGER'S REPORT – Curtis McKinney provided the Manager's update. He advised that the Mayor's Summit went well and there was a good turnout. There were a couple of cancelled events in September. During the Summit, the employees did a fantastic job setting up and everything ran like clockwork. Curtis advised he is now gearing up for the Halloween Haunted House. The initial layout is setup and they are now working on the electronics, fog, projector, cameras, etc. The cameras are being installed for the event to be filmed. Radio advertising and social media advertising has started. It is going well on Facebook. They can tell 30K people have viewed the event. The Haunted House will take place for eight days. Curtis is getting calls from out of State with people interested in attending. As soon as the Haunted House event is over on Halloween, the center will be cleaned up for Gun Show which is running from Thursday through Sunday. Curtis reported bookings for several events back-to-back in November and December. There has been only one cancellation in November but it was moved to February. Curtis is putting in long hours; 14-15 hours per day while building and designing the Haunted House. A plan has been reviewed and submitted to the Fire Marshal to address safety issues discussed with them. They needed to make emergency exits from the middle of the Haunted House. Curtis provided additional details about the Haunted House. He advised there will be a fast pass available for purchase for \$25. General admission is \$15 at the door. There will be admission available for \$10 with 2 cans of food donation. The plan is to provide any food donated to the pantry and women's shelter. No further discussion.

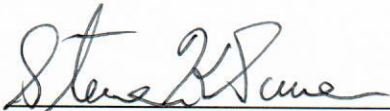
6 DISCUSS COMMITTEES LONG RANGE PLANNING RETREAT – Mark Barela provided handouts and discussed the long range planning retreat. The City of Carlsbad has an existing comprehensive plan as a baseline to develop a plan for the Civic Center. Mark referenced p. 59, p. 71-76 (see attached handouts). The Board Members can focus on the development of a simple strategic plan for this Board to include a mission, a vision, and then come up with some realistic strategic goals which can be update annually or every couple of years. The Board Members can discuss strategic goals such as communication goal, advocate for liquor license, lighting in the parking lot, RV hook ups, etc. The Board Members can look into initiatives on how to get goals completed and provide recommendations to the City of Carlsbad to help identify funding sources. The Board Members can help by narrowing down the items and setup actions and timelines. This retreat can be scheduled during another time and it can possibly be set up to have members provide input via internet if at other locations. This planning process can help identify what the Board can do to support the City's plan. This process can be revisited quarterly or annually and can be setup for 3-5 years. Budgeting is a critical component and identifying funding for projects. The City has been able to budget funding for the fire alarm system, lighting and new sign. Lodger's Tax funds are available but non-promotional funds are more difficult to get because there are so many needs. Some of these projects have been funded by Lodger's Tax. The Board Members continued discussion on some specific project ideas but they will be discussed further during the planning session meeting. The Board Members will consider the Mayor's input and vision. Also, considered will be what fits with the growth of the Community. Having a strategic plan and as the Board changes it can still maintain the visions and priorities even as the Board transitions.

Board members discussed various dates and times and finally decided on October 20, 2018 at Desert Willow beginning at 9 am.

Ken Britt advised that this will be a public meeting and must follow all statutory requirements. It will be open to the public. Curtis McKinney will not be attending but will be given the opportunity to provide ideas/goals in writing prior to the meeting. The Board Members will outline goals and bring the outcome back to next meeting. No further discussion.

The motion was made by Mark Barela to place a Special Planning Session meeting on the Advisory Board Calendar for October 20, 2018, and seconded by Parker Hamel. The vote was as follows: Yes – S. Sauer, P.Hamel, D.McCormick, M.Barela and T. Hyden. No – None. Absent – D. Capello and S. Smith.

ADJOURNMENT – The motion to adjourn was made by Todd Hyden and seconded by Parker Hamel. The vote was as follows: Yes – S. Sauer, P.Hamel, D.McCormick, M.Barela and T. Hyden. No – None. Absent – D. Capello and S. Smith. The meeting adjourned at 6:47 pm



Chairperson

12-4-18

Date