CITY OF FULLERTON PARKS AND RECREATION COMMISSION Machine Minutes

Meeting Minutes

Regular Meeting City Council Chamber Monday, May 10, 2010 6:30 p.m.

CALL TO ORDER

Chair Stanford called the meeting to order at 6:30 p.m.

FLAG SALUTE

Commissioner Hayes led the flag salute.

ROLL CALL

Present: Shawna Adam, Sueling Chen, Scott Hayes, Wes Morgan, Kathleen

Shanfield, Scott Stanford and Carl Van Gorden.

Absent: None

Staff: Parks and Recreation Director Joe Felz; Parks and Recreation Managers

Hugo Curiel, Grace Carroll Lowe and Alice Loya; Cultural Arts and Events Manager, Dannielle Mauk; Recreation Supervisor Aaron Orozco; Administrative Services Director Julia James; Landscape Superintendent

Dennis Quinlivan; Building and Facilities Superintendent Lyman Otley.

PUBLIC COMMENTS

None

CONSENT ITEMS (Items 1 - 3)

1. MINUTES OF THE PARKS AND RECREATION MARCH 8, 2010 AND APRIL 12, 2010 COMMISSION MEETINGS

Recommendation to approve the Minutes of the Parks and Recreation March 8, 2010 and April 12, 2010 Commission Meetings.

Commissioner Chen MADE A MOTION and Commissioner Hayes SECONDED the motion to approve the Minutes of the March 8, 2010 and April 12, 2010 regular meetings.

AYES: Adam, Chen, Hayes, Shanfield, Spencer, Stanford

NOES: None

ABSTAIN: Van Gorden

ABSENT: None

The MOTION PASSED 6-0 with one abstention.

2. LANDSCAPE DIVISION MONTHLY REPORT FOR APRIL 2010

Recommendation to receive and file the Landscape Division April 2010 Monthly Report.

Commissioner Morgan MADE A MOTION and Commissioner Chen SECONDED the motion to receive and file the Landscape Division April 2010 Monthly Report.

AYES: Adam, Chen, Hayes, Shanfield, Spencer, Stanford

NOES: None

ABSTAIN: Van Gorden

ABSENT: None

The MOTION PASSED 6-0 with one abstention.

3. BUILDING AND FACILITIES DIVISION MONTHLY REPORT FOR APRIL 2010

Recommendation to receive and file the Building and Facilities Division April 2010 Monthly Report.

Commissioner Chen asked how custodian services will be affected due to the budget crisis. Director Felz said the recommendation has been made to close some restrooms, in order to maintain the level of service at the restrooms that will remain open.

Commissioner Chen MADE A MOTION and Commissioner Hayes SECONDED the motion to receive and file the Landscape Division April 2010 Monthly Report.

AYES: Adam, Chen, Hayes, Shanfield, Spencer, Stanford

NOES: None

ABSTAIN: Van Gorden

ABSENT: None

The MOTION PASSED 6-0 with one abstention.

REGULAR BUSINESS (Items 4 – 9)

4. REVISIONS TO THE 2010 – 2011 PARKS AND RECREATION OPERATING BUDGET AND FIVE-YEAR CIP BUDGET

Staff is requesting that the Parks and Recreation Commission make a recommendation that City Council approve the proposed revisions to the Parks and Recreation Department two-year operating and five-year CIP budgets.

Director Felz introduced Administrative Services Director Julia James to provide a PowerPoint overview of the City's financial situation. She noted revenues where projected higher last year than what they are turning out to be this year. The City's Departments have been significantly reducing their budgets and revising their revenue estimates in order to balance in the next fiscal year. Director James noted that the General Operating Funds are the most affected by the economy because they are mostly funded by tax dollars.

Director Felz gave a PowerPoint presentation summarizing the Departments revised budget actions since April 2009. Internal budget actions in the Department included elimination of 2.25 staff positions, reduction of part-time staff hours, eliminated waste bags for dogs, renegotiated contracts/increased fees for some tenants, closure of restrooms at Hillcrest and Gilman Parks, and removed funding for all but mandated conferences and training. City wide internal budget actions also included no salary or benefit increases from 2009 to 2011, a City wide hiring freeze, and a retroactive salary reduction of 5% to all City employees.

He said new revenues implemented include youth league fees for their competitive level sports along with paying all the utilities for lighting the fields and fees for tournaments. Other new revenues include fees for Snow Day participants, new fees for Fullerton Market vendors and Summer Concerts, increased donation from the Fullerton Museum Center Association and a pending Senior Center contract that would call for the seniors to pay rental fees for their offices at the Center.

Director Felz indicated that the goal was to maintain the Department's core services to the community. They include maintaining the four established neighborhood recreation centers, which offer after-school and summer programs, no fee increases for recreation based sports leagues and recreation classes, and maintain critical social and senior services. The events include First Night and Fourth of July due to the public safety element they have. Regarding the Arts programs, the goal was to attempt to maintain funding for both the Fullerton Museum and the Muckenthaler, at a reduced level. Park maintenance will be prioritized with varying levels of maintenance.

Director Felz noted that virtually all the Department's associated non-profit organizations have been impacted by the budget reductions. He summarized the impacts which include elimination of the Adopt-A-Park program, Senior Center reductions, increased youth league fees, PACE program fees for child care, Fullerton Museum Center and cultural events reductions, increased fees for the Tiny Tot program, increased fees with FAST (Fullerton Aquatics Sport Team) and the

management of custodial services for their facility, and elimination of Friends of Music and the Muckenthaler's annual grant.

The history of the contract between the Muckenthaler and the City was summarized by Director Felz. He noted that their one-year contract expired in 2005 and has been in a "hold-over" status. The City wanted to give the Muckenthaler time to establish the catering operation on site and revise their master plan, including a new rental facility building. The current City funding for the Muckenthaler in 2009 is \$178,000, which includes, \$80,000 for programming and staff, \$57,400 for maintenance reimbursement, and \$40,900 in maintenance funds. Other costs that are not shown in the operations budget are City funds for water of \$20,000 and capital costs of \$463,000 from 2005 to 2009. He stated that the proposed budget reduction would be 11% - 12% of the Muckenthaler's budget.

Director Felz noted other potential reductions include elimination of the Administrative Assistant position in the Department, revised landscape maintenance contract for the sports fields, closing of the neighborhood centers on Fridays, cancelling First Night event, further reduce part-time hours, reduce Fullerton Museum hours of operation, increase of outdoor recreation program fees, additional league fees, additional reductions in supplies and renegotiate contracts.

Commissioner Morgan asked to clarify the budget reductions and the potential additional reductions. Director Felz said additional reductions were highly likely, but the Commission would only focus on the \$323,000 (10%) budget reduction recommendation to the City Council, for the June 1 meeting.

Commissioner Chen asked about bringing in more revenue with grants, donations and or additional fees and possibly using CIP (Capital Improvement Projects) funds to help balance the budget. Director Felz stated the need to have an affordable price point to the community, to stay competitive, and assist lease holders to avoid default or lose their entire revenue stream. He also noted the Department will continue to aggressively go after grants to continue funding programs. Director Felz stated that CIP funds are highly restricted and are only for capital projects for the City of Fullerton. He said the Department will allocate hours, what is legally allowed, for staff working on those projects for temporary budget help.

Commissioner Morgan asked for comment about the cooperation with the partner groups in preparing the proposed budget revisions. Director Felz agreed that, yes, most groups have "stepped up" and successfully worked together on this plan.

Commissioner Adam asked if it was possible to cancel First Night without breaking any contracts. Director Felz answered that it would be possible since the all the contracts have not been signed and the Redevelopment Agency would have to make a determination on cancelling or make it eligible for additional Redevelopment Agency funding.

Public comments:

<u>Janet Buzan, 1224 N. Wilson Ave:</u> Ms. Buzan, a Fullerton Museum Center trustee, stated the need for all the non-profit community groups to help with the proposed cuts.

<u>Bill Jewell, 12391 Country Ln:</u> Mr. Jewell, FAST Head coach, said FAST will be expanding their services and adding new programs to help generate new revenues.

<u>John Seminera (No Address Provided):</u> Mr. Seminera, with Fullerton Rangers, said that they have raised their registration fees for the first time in about 4 to 5 years. He indicated that any additional cuts would make it very difficult for his organization.

Commissioner Chen asked Mr. Seminera about the impact on registrations regarding the increased registration fees. He answered that registration had just begun and they will know in late summer. He also noted that registration fees increased for ages 9 to 19 from \$100 to \$125 and fees for ages under 9 have remained the same, at \$100.

<u>Jane Parker, 1101 Glennview Dr:</u> Ms. Parker, Chairman of the Board of Trustees for the Muckenthaler, said their organization emailed an updated breakdown of their budget and thought the Powerpoint presentation was not clear. She also said their organization is willing to help with the budget cuts.

Director Felz indicated that page 8 on the agenda had the updated information that was emailed to the City Council from the Muckenthaler.

<u>Fred Ouweleen, 3322 Hamell Rd:</u> Mr. Ouweleen, also a member of the board for the Muckenthaler, asked Director Felz to bring up the slide regarding the Muckenthaler's budget breakdown. He noted that the Muckenthaler has generated revenue outside of City funding.

Commissioner Chen asked Mr. Ouweleen what the membership numbers were and he directed the question to Mr. Zoot Velasco.

Zoot Velasco (No Address Provided): Mr. Velasco, Muckenthaler Director, answered that paid memberships were around 900 and total members around 2,000.

Commissioner Shanfield asked what the \$250,000 from Collette's Catering shown in the budget it is based on. Mr. Ouweleen said that was a projected number based on the number of events. Mr. Velasco said he anticipates this revenue to decrease due to the bad economy. He said the Muckenthaler receives a site fee, per event, and a percentage of the catering.

Commissioner Adam asked if revenue from Collette's Catering goes back to the City and how many staff the Muckenthaler employs. Mr. Velasco said revenue from the catering service goes back to Muckenthaler programming and staff and does not go back to the City. He said they currently have five full-time staff and six part-time staff. He noted that they will be reducing salaries, reducing hours, and lay-offs. Commissioner Adam asked about the new building proposed and if any funding has been raised for it. Mr. Velasco said the initial plan proposed in 2007 for the building has been scrapped in favor of a different design. He said that money has not been raised for the building at this time and Collette's Catering was originally going to pay for the new building.

Commissioner Shanfield asked Mr. Velasco how the proposed budget cuts will affect the Muckenthaler. Mr. Velasco said most of the cuts will be implemented after January 1, 2011, due to contracts, that will include lay-offs and pay cuts. He also indicated that they would have to look into other funding for matching grants for programming.

Commissioner Hayes asked Mr. Velasco to elaborate on the expected decrease in revenue from wedding reservations. Mr. Velasco stated that wedding reservations rebounded from 2008, but expects a decrease next year due to people looking for deals and wanting to spend less.

Commissioner Adam asked why the Muckenthaler has not accepted the 11% decrease of the proposed budget cuts. Mr. Velasco said the impact of the 11% cut would be larger due to the impact on maintenance and matching grants. He also said the Muckenthaler did not plan for or expect the cuts.

Commissioner Morgan asked if the Muckenthaler has talked to Collette's Catering about renegotiating their contract and possibly increasing revenue in the short term. Mr. Velasco stated that they renegotiated a five year contract a year and a half ago. The renegotiation added a percentage of the catering in addition to the site fees and he said it would be difficult to again renegotiate this early into the contract.

Director Felz indicated that the City authorized the foundation to seek an exclusive onsite caterer and they were not required to go out to bid. Mr. Velasco responded that the current contract was reviewed and approved by the City. Cultural Arts and Events Manager Dannielle Mauk said the contract was reviewed by the City Attorney and confirmed language was included to ensure the contract is not valid unless the Muckenthaler has a contract with the City of Fullerton. With the Muckenthaler is currently on a month to month contract with the City, the Collette's Catering contract is valid.

<u>Ed Malkowitz, 1274 Miramar Dr:</u> Mr. Malkowitz, Trustee of the Fullerton Museum Center, read a letter he sent to Councilmember Dick Jones in support of the proposed Muckenthaler cuts. He also read a letter that sent to Mayor Don Bankhead also in support of the Muckenthaler cuts.

Mr. Velasco did not agree with comments in the second letter stating the Muckenthaler just being a "social club". He said they received the Best Non-Profit Organization award from the Fullerton Chamber of Commerce last year and the Best Arts Program in Orange County award from the Arts Orange County recently.

Commissioners Questions and Comments:

Commissioner Chen asked Director Felz to clarify the contract between the City of Fullerton and the Muckenthaler. He said the Muckenthaler family donated the mansion and grounds to the City with a condition that it be operated as a cultural center. It was operated with City staff for approximately the first 25 years. The Muckenthaler Foundation made a proposal to take over and privatize the operation, with the City funding some level of the maintenance costs, in the mid 1990's. After several years, the City agreed to continue to fund some level of programming through a grant. The 2005 contract (1 year extension) was to enable the Foundation to identify a new facility

and catering operation on the site. The City is ready to resume negotiations, pending working through this budget situation.

Director Felz clarified to the Commission that they will be making a recommendation to the City Council for a total of \$323,000. The revised budget includes the \$80,000 proposed cut to the Muckenthaler. He said the Commission may make any recommendation and make changes to the revised budget.

Commissioner Chen summarized that if the \$80,000 is not cut from the Muckenthaler, it will need to come from somewhere else.

Commissioner Shanfield asked about options to spread the recommended cuts to the Muckenthaler over several years. Director Felz said the recommendation could be made, but noted that the Commission is addressing the budget deficit for the next fiscal year. If the Commission recommends to have the cuts spread out over several years, additional alternative cuts would have to be recommended as well.

Commissioner Adam noted that the other partner groups would likely be impacted with deeper cuts if the Muckenthaler's proposed cuts are spread out over several years. Commissioner Gorden clarified that the \$323,000 is the main number the Commission will make a decision on, but additional cuts are expected at the June 1 Council meeting.

Chair Stanford said it was a difficult time and the Commission would have to take a look at the partners and ask that everyone make a sacrifice.

Commissioner Chen recognized Mr. Velasco and noted the contributions to the community and the awards that have been received by the Muckenthaler but noted the need to work together during these difficult times.

Commissioner Adam MADE A MOTION and Commissioner Hayes SECONDED the motion to recommend to the City Council approve the proposed revisions to the two-vear operating and CIP budgets totaling \$323,000.

AYES: Adam, Chen, Hayes, Shanfield, Spencer, Stanford, Van Gorden

NOES: None

ABSENT: None

The MOTION PASSED unanimously.

Director Felz followed-up with a PowerPoint presentation with a list of further budget reductions under consideration at the June 1 Council meeting. They included elimination of the Administrative Assistant, bid for a landscape maintenance contract for the three sport complexes, closing the community centers on Fridays, cancel First Night, cutting additional part-time hours, reduction of the Fullerton Museum hours, increased fees for outdoor recreation, field fees for use of California State University of Fullerton, additional reductions in supplies, and renegotiate contracts with FAST, the Fullerton Museum Association and the Muckenthaler

Commissioner Morgan asked if the RDA (Redevelopment Agency) could help with programming other than First Night. Director Felz said the RDA is already stretched and due to legal reasons are limited in what the could fund.

Chair Stanford asked if there are any additional grants that the Department could go after to help the Community Centers. Director Felz said the Department will continue to be aggressively going after them.

Commissioner Shanfield asked if the City ever sell its property. Director Felz stated that the City would not sell, but lease property. He noted that selling park property is very difficult due to CA State laws.

Commissioner Hayes asked if there is anything else the sports users groups could in regards to maintenance to offset some costs. Director Felz noted that the groups already put in a lot of effort and that is not noted in the budget.

Director Felz summarized the following revisions to the five-year CIP budget: Richman Field project scope will be reduced from synthetic to natural turf. Union Pacific Trail project will be put on hold due to the potential of the proposed High Speed Rail impact. The Lemon Park project scope increased to include improvements to the building. The Rolling Hills project will be rolled over to the following year. The proposed relocation of the Fullerton Tennis Center, by St. Jude, has been shelved.

5. PROPOSED 2010 – 2011 PARKS AND RECREATION POLICY STATEMENT AND FEE RESOLUTION

Staff is seeking a Commission recommendation for City Council to approve the proposed 2010 – 2011 Parks and Recreation Department Policy Statement and Fee Schedule.

Administrative Manager Loya summarized the proposed changes to the Parks and Recreation Department Policy Statement and Fee Schedule with a PowerPoint presentation. She noted that the fee changes were to generate revenue for the 10% budget cut. Manager Loya notes that some fees have decreased in order to increase use of facilities and therefore increase revenue.

Commissioner Chen asked how the decision came about to lower some fees instead of raising them to increase revenue. Recreation Supervisor Orozco stated that he expects the lower rates to be more competitive and attract more people to maximize the use of his facilities. Commissioner Chen asked how many annual memberships there are currently to use his facilities. Supervisor Orozco answered that there are about 180 current memberships and expects an increase with the new rates.

Chair Stanford asked if the proposed fee increases for the Fullerton Market have been started and what was the response to them. Manager Mauk confirmed the fee increases had been implemented for the Fullerton Market due to the season beginning in April. She noted that it did not deter any vendors and there are still 50 vendors on a waitlist.

Chair Stanford asked what the response has been to the increased fees proposed by the sports user groups. Manager Lowe said that she has not heard much of a response at this time.

Commissioner Hayes MADE A MOTION and Commissioner Adam SECONDED the motion to recommend to the City Council approve the proposed changes to the 2010-11 Parks and Recreation Department Policy Statement and Fee Schedule

AYES: Adam, Chen, Hayes, Shanfield, Spencer, Stanford, Van Gorden

NOES: None

ABSENT: None

The MOTION PASSED unanimously.

6. APPOINTMENTS OF MEMBERS TO THE UNION PACIFIC PARK AD HOC ADVISORY COMMITTEE

The Parks and Recreation Commission is being asked to review and vote on appointments to the Union Pacific Park Ad Hoc Advisory Committee.

Director Felz stated the City is nearing the end of litigation regarding Union Pacific Park and will have a final approved clean-up plan within the next 90 days. The community was notified regarding the formation of the Union Pacific Park Ad Hoc Committee and six applications were submitted. In addition of the six community at large members, it was recommended that the owner of the property adjacent to the west side of the park, Tony Bushala, and one Parks and Recreation Commissioner, be part of the Committee.

Chair Stanford asked if the previous Commissioner's, Kathleen Dasney, committee assignments would be redistributed. Director Felz confirmed yes, they would be redistributed. He indicated that selecting a Commissioner for this Committee could wait until the redistribution of committee assignments at a later date.

Commissioner Chen MADE A MOTION and Commissioner Hayes SECONDED the motion to approve the seven at large community members to the Union Pacific Park Ad Hoc Committee and to bring back the Commission appointment at a later date.

AYES: Adam, Chen, Hayes, Shanfield, Spencer, Stanford, Van Gorden

NOES: None

ABSENT: None

The MOTION PASSED unanimously.

7. REPORT ON CITY COUNCIL AND PLANNING COMMISSION AGENDA ITEMS

Director Felz updated the Parks and Recreation Commission of the following City Council and Planning Commission Agenda Items:

Hiltscher Trail Project and Status of Lawsuit (Shin vs. City of Fullerton)

The settlement proposal is still pending approval. There will be a public hearing due to a utility easement that the City Council has to consider. The City has received another lawsuit. He stated that neither lawsuit legally requires the project to be delayed.

West Coyote Hills Project

Council meetings will take place May 11 and 25 at 5pm.

Memorial Tree and Bench Policy

The Commission recommendation to add kiosks to the policy has been approved by the City Council. The Parks and Recreation Department will be working with the Wernkie family and they expressed their gratitude.

8. DIRECTOR'S UPDATE

Program Updates – Review of Department programs

The summer programming is underway and the newsletter has been mailed. He said there will be some cutbacks to the summer camps that will limit out of town excursions and the spraypools may not run seven days a week.

 Capital Projects – Review of project's in planning phase or under construction

Lions Field project is on target, with a scheduled August completion date. New trees and vegetation has been planted at Laguna Lake. The Tri City Park master plan process has been completed and will be presented to the Commission at a future date. A Hillcrest Park neighborhood meeting took place May 1 with about 80 community members attending.

9. COMMISSIONER COMMENTS

Commissioner Morgan welcomed Commissioner Van Gorden to the Parks and Recreation Commission.

Commissioner Adam thanked staff for their effort with the Mormon Helping Hands Service Project. The project helped with graffiti and trash clean-up.

Commissioner Chen thanked staff for their hard work and great morale during the budget situation. She asked about scheduling a tour of sites and projects for the Commission. Director Felz said there will be a CIP tour scheduled in the near future.

Commissioner Van Gorden thanked staff and Commission members for making him feel welcomed and he was impressed with the detail included in the agenda packet.

Chair Stanford adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Joe Felz, Secretary

JF/pd