

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
AGENDA**

City Council Chamber
Monday, September 10, 2012
6:30 p.m.

Public comment will be allowed on items on this Agenda at the time each item is considered.

Persons addressing the Commission shall be limited to 5 minutes, unless an extension of time is granted by the Chairman, subject to approval of the Commission. When any group of persons wishes to address the Commission, it shall be proper for the Chairman to request that a spokesman be chosen to represent the group.

Public comments will also be allowed on items NOT on the agenda, but within the subject matter jurisdiction of the Commission, prior to approval of the Minutes, and will be limited to thirty minutes and not to exceed five minutes per person. No one will be heard twice. Any public comments not received at the beginning of the session may be heard at the end of the session. NO action may be taken on off-agenda items, except as provided by law.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

PUBLIC COMMENT

CONSENT ITEM (Item 1) – All matters listed under Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time of voting on the motion unless members of the Commission, staff or public request specific items be discussed and/or removed from the Consent Calendar for separate action.

***1. MINUTES OF THE PARKS AND RECREATION June 11, 2012 COMMISSION MEETING**

Recommendation to approve the Minutes of the Parks and Recreation June 11, 2012 Commission Meeting.

***2. MAINTENANCE SERVICES MONTHLY REPORTS FOR JUNE, JULY & AUGUST, 2012**

Recommendation to receive and file the Maintenance Services June, July & August, 2012 Monthly Reports.

REGULAR BUSINESS (Items 3 – 11)

* 3. NOMINATION AND ELECTION OF VICE-CHAIR

Recommendation to elect a Chair and a Vice Chair to serve for the remainder of 2012.

*4. PARKS AND RECREATION COMMISSION MEETING CALENDAR - 2012

Recommendation to approve a revised meeting schedule for remainder of 2012, and the holiday season.

*5. APPROVE THE PREFERRED CATERING LIST FOR THE FULLERTON COMMUNITY CENTER AND FULLERTON PUBLIC LIBRARY

Recommendation to approve the RFP process used to finalize the Preferred Catering List for the Fullerton Community Center and Fullerton Public Library and recommend approval of the Preferred Catering List to the Fullerton City Council.

*6. GARY CARTER DEDICATION

Recommendation that the Parks and Recreation Commission review the naming of Field #2 at the Fullerton Sports Complex as Gary Carter Field and send the recommendation to City Council for review and final adoption.

*7. YOUTH SPORTS PARTNER ANNUAL REVIEW

Recommendation to receive a status report and direct the three leagues that have not met the partner standards to reach compliance by December 31, 2012 or become Associate level groups.

8. SUMMER WRAP-UP AND FULLERTON MARKET UPDATE

9. REPORT ON CITY COUNCIL AGENDA ITEMS

10. DIRECTOR'S UPDATE

11. COMMISSIONER COMMENTS

ADJOURNMENT

*Written Material Attached

Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda will be made available for public inspection at the Parks and Recreation Department front counter at City Hall located at 303 W. Commonwealth Avenue, Fullerton, California during normal business hours. In addition, such writings and documents will be posted on the City's website at www.ci.fullerton.ca.us.

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
DRAFT MINUTES
City Council Chamber
Monday, June 11, 2012
6:30 p.m.**

CALL TO ORDER

Vice Chair San Roman called the meeting to order at 6:30 p.m.

FLAG SALUTE

Commissioner Fitzgerald led the flag salute.

ROLL CALL

Present: Barry Levinson, Kirk San Roman, Carl Van Gorden, Scott Stanford,
Scott Hayes

Absent: Kathleen Shanfield, Sean Fitzgerald,

PUBLIC COMMENT

There were no public comments.

**1. MINUTES OF THE PARKS AND RECREATION APRIL 30, 2012
COMMISSION MEETING**

Commissioner Hayes MOVED and Commissioner Stanford SECONDED the motion to approve the Minutes of the Parks and Recreation April 30, 2012 Commission Meeting, as submitted.

AYES: Hayes, Levinson, San Roman, Stanford, Van Gorden

NOES: None

ABSENT: Shanfield, Fitzgerald

The MOTION PASSED 5-0.

**2. MAINTENANCE SERVICES MONTHLY REPORTS FOR APRIL & MAY,
2012.**

Recommendation to receive and file the Maintenance Services April and May,

2012 Monthly Reports.

Commissioner Hayes MOVED and Commissioner Stanford SECONDED the motion to approve the monthly maintenance reports for April and May, 2012.

AYES: Hayes, Levinson, San Roman, Stanford, Van Gorden

NOES: None

ABSENT: Shanfield, Fitzgerald,

The MOTION PASSED 5-0.

3. Vote on canceling the July and August meetings and approving a new date for the October meeting, due to a holiday on October 8th.

Commissioner Stanford MOVED and Commissioner San Roman SECONDED The motion to cancel the regularly scheduled commission meetings in July & August, 2012 and reschedule the October meeting to October 15th.

AYES: Hayes, Levinson, San Roman, Stanford, Van Gorden

NOES: None

ABSENT: Shanfield, Fitzgerald,

The MOTION PASSED 5-0.

4. CalGrip Presentation

Manager Orozco explained to the commissioners that the Calgrip program serves high-risk families with social support, family services, education services, after-school and summer activities, mentoring, and incentive programs. Students are nominated by school officials and law enforcement.

There were a total of 74 participants enrolled in academic and recreational opportunities this summer. The youth were active in these programs on weekdays, during crucial hours in which a majority of these youth would be left unsupervised, potentially engaged in negative activities. These positive alternatives have enhanced the lives of the families and have helped prevent gang involvement.

Commissioner Stanford asked how many locations were involved. Manager Orozco responded that the program is operated at the following locations: Maple, Richman, Commonwealth, Pacific Drive, Orangethorpe, and Boys & Girls Club.

Manager Orozco explained that this program is funded 100% by the State and with the budget challenges staff is not sure it will be continued. He also explained that each case manager manages 18 children.

Commissioner Stanford asked if staff has considered a contingency plan with corporate sponsorships. Manager Orozco stated that the Outreach Advisory Committee was working with staff, including Commissioner Fitzgerald who is a member.

5. Union Pacific Park Cleanup Presentation – Department of Toxic Substance and Control (DTSC)

Manager Loya explained that the DTSC is giving a presentation on how the cleanup efforts are going at Union Pacific Park. She recounted that Union Pacific Park never opened as the contamination was discovered prior to the grand opening. The park has been fenced off and DTSC has been working on a remedial removal action plan.

Manager Loya introduced John Scandura, DTSC Chief of Cleanup Operations. Mr Scandura gave a brief history of the site and how the dirty residual substances accumulated. He spoke about determining the nature and extent of the contamination and reviewed risks and alternatives, then packaging it into a removal action work plan (RAW).

Rania Zabaneh, DTSC Project Manager, reviewed a timeline with the Commission. She explained that the site will be fenced during the excavation of about .4 acres of the 1.7 acre site. The contaminated soil will be transported to a State-approved treatment facility. The area will be back-filled with clean soil and the City will complete the restoration of the park. Ms. Rabaneh said that the soil removal will begin in October, 2012.

Stacy Lear, DTSC Public Participation Specialist, said she is reaching out to elected officials and stakeholders, County public health, schools, hospitals, and day care centers. Fact sheets will be prepared in English and Spanish, allowing public comment for a minimum of 30 days. The documents will all be available for review at the main library.

Council approved organizing a neighborhood committee of residents who will decide the use and possible disposition of the site after the cleanup.

Dr. C. Y. Chang, DTSC toxicologist specialist, was in attendance but did not speak to the Commission.

Speakers were:

Standy Stiassni, 220 W. Truslow Avenue

5. Fourth of July Presentation

Coordinator Kashiwada gave a presentation on the food vendors, the activities for children, the booths, the entertainment and fireworks.

Commissioner Van Gorden asked why this event was free when First Night was cancelled. He asked if in the future we would consider charging an admission fee. Director Loomer answered that First Night was funded by redevelopment funds. Recreation Manager Mauk stated that general funds are not used, the July 4th program is funded from the trash fund.

REPORT ON CITY COUNCIL AGENDA ITEMS

There were no items to report.

DIRECTOR'S UPDATE

- a) \$3,000 was raised to support the Secret Pal program at the first annual golf tournament.
- b) Skate Park re-opening on June 16th
- c) Office on Aging Agreement
- d) Community Center construction timeline
- e) Catering RFP for Library and Community Center mailed
- f) Tri-City Park conversion to County of Orange
- g) Gary Carter tribute returning in September

Staff answered questions from Commissioners Van Gorden and Levinson on Tri-City Park.

10. COMMISSIONER COMMENTS

There were no additional comments.

ADJOURNMENT

Vice Chair San Roman adjourned the meeting at 7:50 p.m.

Respectfully submitted,



Penny Loomer, Secretary

PL/db



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: JULY 2012 (Meeting Cancelled)
TO: PARKS AND RECREATION COMMISSION
FROM: DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT
SUBJECT: JUNE 2012 MAINTENANCE SERVICES REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Maintenance Services Department monthly activities.

SUMMARY

1. **Tree Division Update-** West Coast Arborists Inc. (WCA) is providing contract tree services to the City for the fiscal year **11/12**. As of June 30, 2012;
 - **12,689** trees have been pruned in fiscal year 11/12
 - **543** total trees removed in fiscal year 11/12
 - **515** trees have been planted in fiscal year 11/12
 - Production pruning crews began pruning in Zone 14 (Raymond Avenue to St College Blvd., Commonwealth Avenue to Dorothy Lane)
 - **Tree Division** responded to **65** tree related service requests in the month of June.
2. **Red Imported Fire Ants** were reported at **5** locations. OCVC began treatment again on October 1, 2004. The City **does not** treat RIFA on private property. Citizens can call the OCVC at (714) 971-2421.
3. The Landscape Division received and responded to **14** reports of **bee** activity in May. The City **does not** eradicate hives on private property, as this is the responsibility of the property owner.

The County Agriculture Commissioners Office does not test bees for Africanization after determining that all hives are at least partially Africanized. City staff is currently making every effort to save bees within staff capability.

Landscape Division Crews completed the following projects in the month of June:

- Horse Alley Trail was re-graded with imported soil and weed abatement performed.
- Fullerton Pooch Park was prepped for annual over seeding. Pooch Park members performed the actual seeding as per the agreement with City Staff.
- Final turf operations performed on Field # 3 at Fullerton Sports Complex prior to the 2012 soccer and summer concert season.

Landscape Division crews responded to **41** service requests in the month of June.

A handwritten signature in cursive script, reading "Dennis Quinlivan", is written over a horizontal line.

Dennis Quinlivan, Landscape Superintendent



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: AUGUST 2012 (Meeting Cancelled)
TO: PARKS AND RECREATION COMMISSION
FROM: DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT
SUBJECT: JULY 2012 MAINTENANCE SERVICES REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Maintenance Services Department monthly activities.

SUMMARY

1. **Tree Division Update-** West Coast Arborists Inc. (WCA) is providing contract tree services to the City for the fiscal year **12/13**. As of July 31, 2012;
 - **256** trees have been pruned
 - **31** total trees removed
 - Production crews resumed pruning in Zone 14 (Raymond Avenue to St College Blvd., Commonwealth Avenue to Dorothy Lane)
 - **Tree Division** responded to **69** tree related service requests in the month of July.
2. **Red Imported Fire Ants** were reported at **8** locations. OCVC began treatment again on October 1, 2004. The City **does not** treat RIFA on private property. Citizens can call the OCVC at (714) 971-2421.
3. The Landscape Division received and responded to **9** reports of **bee** activity in July. The City **does not** eradicate hives on private property, as this is the responsibility of the property owner.

The County Agriculture Commissioners Office does not test bees for Africanization after determining that all hives are at least partially Africanized. City staff is currently making every effort to save bees when ever possible.

4. **Landscape Division Crews** completed the following projects in the month of July:

- Fertilized and aerated all parks citywide
- General maintenance performed on Puente, Hiltcher, Panorama and Juanita Cooke Trails.
- Weed abatement completed at 2D Reservoir adjacent to the cell tower compound and on the north slope of Hillcrest Park. Downed tree removal will continue into August.

Landscape Division crews responded to **40** service requests in the month of July.

A handwritten signature in cursive script, reading "Dennis Quinlivan", is written over a horizontal line.

Dennis Quinlivan, Landscape Superintendent



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: SEPTEMBER 10, 2012

TO: PARKS AND RECREATION COMMISSION

FROM: DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT
BOB ST. PAUL, FACILITY SUPERINTENDENT

SUBJECT: AUGUST 2012 MAINTENANCE SERVICES REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Maintenance Services Department monthly activities.

SUMMARY

1. **Tree Division Update-** West Coast Arborists Inc. (WCA) is providing contract tree services to the City for the fiscal year **12/13**. As of August 30, 2012;
 - **1,566** trees have been pruned
 - **65** total trees removed
 - Production crews completed pruning in Zone **14** and began in Zone **19** (Imperial Highway to Bastanchury Road, Harbor Blvd. to Puente Street)
 - **Tree Division** responded to **106** tree related service requests in the month of August.
2. **Red Imported Fire Ants** were reported at **1** locations. OCVC began treatment again on October 1, 2004. The City **does not** treat RIFA on private property. Citizens can call the OCVC at (714) 971-2421.
3. The Landscape Division received and responded to **10** reports of **bee** activity in August. The City **does not** eradicate hives on private property, as this is the responsibility of the property owner.

The County Agriculture Commissioners Office does not test bees for Africanization after determining that all hives are at least partially Africanized. City staff is currently making every effort to save bees when ever possible.

4. **Landscape Division Crews** completed the following projects in the month of August:

- Selection of Dactylifera Palms performed in Indio for Community Center project.
- Tot lot chip inspection and bulk order performed
- 12" x 12" post replaced on Las Riemdas Drive
- YMCA landscape installation underway
- Fullerton Sports Complex turf sanding underway
- Juanita Cooke Trail re-graded and compacted
- Hillcrest Park (north slope area) Fire Department compliance completed
- Fence / gate repaired at Pooch Park
- City property on Bastanchury Rd. @ Puente St. cleared of castor bean and driveway access blocked to minimize rouge dumping
- Museum Plaza parking structure power washed

Landscape Division crews responded to **43** service requests in the month of August.

Facility / Electrical Division Maintenance Service Requests for the Months of June, July and August

Building and Facility Division received 376 citywide service requests for the months of June, July and August (through August 30th)

Electrical Division received 295 citywide service requests for the months of June, July and August (through August 30th)

Facility Division received and responded to **133** service requests for Parks and Recreation parks and facilities for the months of June, July and August (through August 30th).

Service request calls include general repair or replacement of:

- Plumbing
- Spray Pools
- Pools
- Playground Equipment
- General maintenance including:
- Clogged or broken toilets, windows, doors, light bulbs, etc.



Dennis Quinlivan, Landscape Superintendent



Bob St. Paul, Facility Superintendent



PARKS AND RECREATION COMMISSION

To: PARKS AND RECREATION COMMISSION
From: PENNY LOOMER, DIRECTOR
Date: SEPTEMBER 10, 2012
Subject: ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

SUMMARY

The Parks and Recreation Commission will elect a Vice Chair.

RECOMMENDATION

That the Parks and Recreation Commission elect a Vice Chair to serve for the remainder of 2012.

PROPOSED COSTS

None.

DISCUSSION

Each year a new Chair and Vice Chair are elected by the Parks and Recreation Commission. The Chair of the Commission is responsible for conducting all Parks and Recreation Commission meetings. The Vice Chair shall take over the duties of the Chair in his or her absence. The current Chair was elected in April, 2012 and will serve until December, 2012.

As a result of the newly appointed Commission, a Vice Chair needs to be elected. For the election of the Vice Chair, the Chair will call for nominations for a new Vice Chair from the Commissions (nominations do not require a second). Once nominations are complete, the Chair will close the nominations. The secretary will conduct a roll call vote, based on the order nominations were made, with the majority vote-getter becoming the new Commission Vice Chair.


Penny Loomer, Director



PARKS AND RECREATION COMMISSION

To: Parks & Recreation Commissioners
From: Penny Loomer, Director
Date: August 24, 2012
Subject: P & R Commission Meeting Calendar – 2012

In order to plan meetings for the remainder of 2012, staff is providing the proposed calendar:

October 8 – Columbus Day holiday/City Hall is closed
(Commission approved moving the date to Monday, October 15 at April 9, 2012 meeting)

November 12 – Veterans' Day/City Hall is closed
Staff recommends moving the date to Tuesday, November 13, 2012

Recommendation: That the Parks and Recreation Commission approve a revised meeting schedule for remainder of 2012 and the holiday season.

October 15, 2012
November 13, 2012
December (dark due to agenda projection)
January 14, 2013

Thank you,

A handwritten signature in cursive script, appearing to read "Penny Loomer".

Penny Loomer, Director
Parks & Recreation



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: SEPTEMBER 10, 2012

TO: PARKS AND RECREATION COMMISSION

FROM: PENNY LOOMER, DIRECTOR OF PARKS AND RECREATION

SUBJECT: PREFERRED CATERING LIST FOR THE FULLERTON
COMMUNITY CENTER AND FULLERTON PUBLIC LIBRARY

SUMMARY

The Parks and Recreation Department solicited professional caterers to be placed on a preferred list for the Fullerton Community Center and the Fullerton Public Library through a Request for Proposal (RFP). The six catering companies that scored the highest will enter into an agreement with the City to provide professional catering services. The Parks and Recreation Commission is being asked to approve the RFP process and preferred catering list.

RECOMMENDATION

That the Parks and Recreation Commission approve the RFP process used to finalize the Preferred Catering List for the Fullerton Community Center and Fullerton Public Library and recommend approval of the Preferred Catering List to the Fullerton City Council.

FISCAL IMPACT

None. The City will receive 12% of the catering fees and 20% of the bar service fees from the preferred caterers.

BACKGROUND

The City is seeking professional catering service providers to be listed on its preferred catering list of three to five providers for private events located at the Fullerton Community Center and Fullerton Public Library. Rental clients will choose from this list of pre-screened catering service providers. Caterers must provide full catering and alcohol service with host-bar and cash bar options.

REQUEST FOR PROPOSAL (RFP)

The City of Fullerton solicited RFPs from qualified professional caterers to be listed on the preferred catering list of three to five caterers. Respondents must have a professional catering business that has been catering events for a minimum of three years with recent experience catering corporate events and/or large (200 – 300 people) events and ServSafe® Food Safety Certification.

Staff sent postcards announcing the RFP for catering services to local catering service providers and full service restaurants and catering companies. In addition, the RFP was publicly announced through the City Clerk's office and City website. The postcard and other announcements included the link to the City's website for download of the RFP, instructions for submittal and deadline information.

The RFP included specific instructions, description of scope of work, time lines, minimum requirements, a questionnaire, criteria for scoring the proposals and the deadline. The following schedule was included in the instructions:

- | | |
|---|--------------------------|
| ▪ Distribution/Advertisement | July 13, 2012 |
| ▪ Mandatory Pre Submittal Walk-thru | July 18, 2012 |
| ▪ Deadline for Submittal | August 2, 2012 @ 4:30 pm |
| ▪ Site Visits & Taste Testing for Finalists | August 13 – 25, 2012 |
| ▪ Selection of Caterers | September 4, 2012 |
| ▪ City Council Approval | September 18, 2012 |

14 caterers attended the mandatory walk through of the community center and library. Prior to the walk through, staff sent four emails reminding respondents of the mandatory walk through, instructions on where to meet and what to wear and requests for RSVPs. An addendum to the RFP was handed out to those who attended. Attendees were also allowed to ask questions. All questions and answers regarding the RFP were announced to all attendees.

11 catering businesses submitted completed proposals.

EVALUATION OF PROPOSALS

A team of six staff, four from the Parks and Recreation Department and two from the Library, evaluated the proposals. The proposals were scored on a scale of one to five using the following categories:

- Completeness of RFP
- Years in business
- Caterer's experience in performing similar work under each of the service/price point categories:
 - ✓ Affordable/casual
 - ✓ Moderate
 - ✓ Formal
- Caterer's quality of service and performance of work as verified by reference check
- Fullerton-based caterers receive one extra point

The top seven scoring caterers were invited to continue in the evaluation process. Seven were chosen because the top seven scores were all clustered together. There was a definite separation between the top seven and the bottom four.

Staff visited an event catered by each of the top seven caterers. At some of the events, staff was able to taste the food served by the caterer. For those events where food was not available for testing or only appetizers or casual food was served, the caterers were asked to provide a tasting in the Parks and Recreation Department. The events and tastings were scored based on the following criteria:

- Quality and presentation of the table settings
- Cleanliness and professionalism of the kitchen and kitchen staff
- Quality and presentation of the bar service
- Cleanliness and professionalism of the serving and bar staff
- Cleanliness and professionalism of the kitchen and kitchen staff
- Quality and presentation of the food
- Quality and taste of the food

All of the seven caterers who made it through to the event visit scored in the excellent range for service and presentation. Although it was intended for the City to have no more than five caterers on the preferred list, after the tasting staff could not narrow it down further than six caterers.

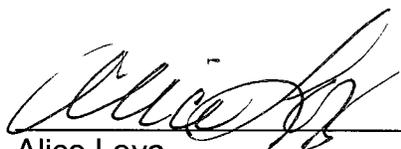
PREFERRED CATERING LIST

The caterers on the preferred list will enter into a contract with the City. The contract will be for one year with the option to extend the contract for three two-year terms. The City will receive a commission of 12 percent of all catering service gross revenue, excluding alcohol service and 20 percent of gross alcoholic beverage revenue. The preferred caterers will not pay the City the kitchen and alcohol fees listed in the approved Fee Resolution. The preferred caterers may use the Fullerton Community Center kitchen for events held at the community center, but must maintain an offsite professional kitchen with a valid permit from the Health Department.

The six caterers on the Preferred Catering List are:

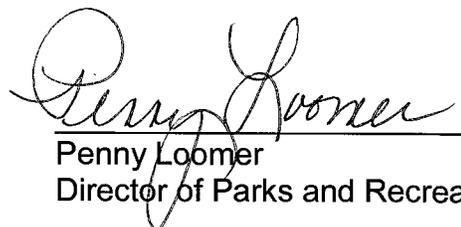
- Above All Catering
- Collette's Catering & Specialty Cakes (Fullerton based)
- Gourmet Caterers
- Jay's Catering
- Summit Event Catering (Fullerton based)
- The Brownstone Café & Catering (Fullerton based)

Prepared by:



Alice Loya
Administrative Manager

Approved by:



Penny Loomer
Director of Parks and Recreation



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: SEPTEMBER 10, 2012
TO: PARKS AND RECREATION COMMISSION
FROM: PENNY LOOMER, DIRECTOR OF PARKS AND RECREATION
SUBJECT: GARY CARTER FIELD DEDICATION

SUMMARY

The purpose of this agenda letter is to respond to a City Council request to recommend a way that the City can recognize and honor Gary Carter.

RECOMMENDATION

That the Parks and Recreation Commission review the naming of Field #2 at the Fullerton Sports Complex as Gary Carter Field and send the recommendation to City Council for review and final adoption.

PROPOSED COST

\$3,000 for signage.

DISCUSSION

Gary Carter was a Fullerton-raised Major League Baseball Hall of Fame player who passed away in February 2012. His youth was spent playing baseball with the West Fullerton Little League, the Fullerton Pony Baseball League and Sunny Hills High School. He played 19 years in the Major Leagues primarily with the Montreal Expos and the New York Mets. He played briefly with the San Francisco Giants and Los Angeles Dodgers at the end of his career. He won a championship with New York in 1986. Known as a passionate and joyful player, Gary inspired others as a teammate and coach. He also managed the Fullerton-based Orange County Flyers in 2008 to a minor league baseball championship in the only year he coached the team.

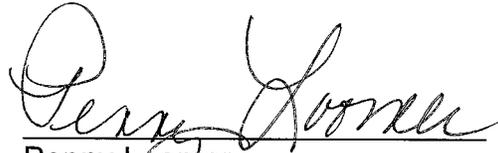
There are three fields that were considered for the distinction of being named after Gary Carter. Two fields had strong connections to Gary Carter (he played at both). However, both fields had been previously named for others. Nicolas Park Field is named after Gary's father, James Carter and Amerige Field is named for Duane Winters

However, both fields had been previously named for others. Nicolas Park Field is named after Gary's father, James Carter and Amerige Field is named for Duane Winters (a former Mayor of Fullerton). Therefore, Field #2 at the Fullerton Sports Complex is the optimal choice to honor Gary Carter.

The Fullerton Sports Complex is the City's premier baseball complex. All four of Fullerton's youth baseball leagues including the West Fullerton Little League and the Pony Baseball League play games at the Complex. With its Major League dimensions, Field #2 is the showcase field at the Complex. If this field dedication is approved by the Parks and Recreation Commission, the recommendation will go to City Council for review and final approval.



John Clements
Recreation Supervisor



Penny Loomer
Director of Parks and Recreation



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: SEPTEMBER 10, 2012
TO: PARKS AND RECREATION COMMISSION
FROM: PENNY LOOMER, DIRECTOR OF PARKS AND RECREATION
SUBJECT: YOUTH SPORTS PARTNER ANNUAL REVIEW - UPDATE

SUMMARY

The purpose of this agenda letter is to have the Parks and Recreation Commission review the status of the four partner youth sports leagues that did not meet all of the partnership standards at the annual review. The 2011 review was held at the February 13, 2012 Parks and Recreation Commission meeting. All of the four leagues were seeking reinstatement of their non-profit status, standard #3, but had met all the other standards (listed below.)

RECOMMENDATION

That the Parks and Recreation Commission receive the status report and direct the three leagues that have not met the partner standards to reach compliance by December 31, 2012 or become associate level groups.

PROPOSED COST

None

DISCUSSION

Partner groups must meet five standards to maintain their partnership status with the City of Fullerton. These standards come from the "Policy Regarding Parks and Recreation Commission-Recognized Youth Sports Organizations" adopted by City Council on September 21, 2010 (attachment A).

- 1) Must provide recreational programs which complement existing programs of the Parks and Recreation Department and other Partners
- 2) Must have an affiliation with a state or national sports governing body
- 3) Must be Fullerton-based non-profit organization
- 4) Must have 80% Fullerton residency among participants

West Fullerton Little League is the only partner group that met the standards for 2011. The partner groups that did not meet the standards for 2011 are:

Fullerton Amateur Softball Assoc.	Non-profit status reinstatement is pending
Fullerton Hills Softball	Non-profit status reinstatement is pending
Fullerton Youth Rugby	Non-profit status reinstatement is pending

Changing to an associate level status would have the following effects:

- 1) The leagues would have second priority for choice of fields. Partners get first priority.
- 2) The leagues would have to pay \$6 per hour for fields. This could cost each league up to \$4,000 per month in field rental fees.

Staff will continue to monitor the three leagues that are not in compliance.



John Clements
Recreation Supervisor



Penny Loomer
Director of Parks and Recreation

Attachment:

A - Policy Regarding Parks and Recreation Commission-Recognized Youth Sports Organizations

CITY OF FULLERTON

POLICY REGARDING

PARKS AND RECREATION COMMISSION-RECOGNIZED YOUTH SPORTS ORGANIZATIONS

I. PURPOSE & SPIRIT OF USE

The City of Fullerton welcomes the use of City and Fullerton School District fields by local Youth Sports Organizations (YSOs) and is interested in developing relationships with these organizations. The City's policies are designed to create fairness in the allocation of fields and are based on the accurate provision of information by the YSOs. Although the City may check to verify accuracy, all YSOs are expected to verify the residency requirements in good faith. If information is found to be inaccurate or overstated, the City has the authority to rescind its original agreement and re-issue field use so that it best meets the needs of the community.

II. PARTNER GROUPS DEFINED

Community youth sports organizations obtaining Partner status are considered independent partners of the City in the delivery of recreational sports programs. Decisions regarding league functions and activities are the sole responsibility of each organization. The City assumes no jurisdiction over the administration, operation and/or planning of league activities. The City expects each YSO to conduct its league business in a professional manner. This includes posting of meeting notices, taking meeting minutes, making financial reports available to the membership, and keeping their membership well informed of league activities and board decisions.

- A. The Partner recreational organizations must provide **recreational** (not competitive) programs which complement existing programs of the Parks and Recreation Department and other Partners.
- B. All groups must have an affiliation with a **state or national sports governing body**. Those state and national bodies must have governance over the YSO, including all requirements for training per each league's manual, background checks, finger printing for coaches (completed, cleared, and certified per Live Scan standards*) and proper photo identification on every coach at all interactions with athletes. *attach Live Scan Standards.
- C. All YSOs must submit the following to establish that they are a **Fullerton-based organization**:

- Names, addresses, and phone numbers of Board of Directors; meeting dates, times and locations of Board meetings.
- The most current league roster with addresses and phone numbers of each player.
- Copy of certificate of insurance listing the City of Fullerton as co-insured. Each group shall provide the City of Fullerton with a Certificate of Insurance, naming the City as an additional insured for \$1 million dollars. If school district property is being used, the Fullerton School District must be named as additional insured. If the Fullerton Sports Complex is being used, the US Army Corps of Engineers must also be named as additional insured.

Insurance Requirements: Under the Primary Insurance – General Liability – Need endorsement or policy contract language stating that *“the coverage afforded to the City is primary and any insurance maintained by the City shall be non-contributory.”*

Additional Insured – Endorsement. *“The City of Fullerton, its elected or appointed officials, officers, employees and volunteers are included as additional insureds with respect to liability arising out of the use of the City premises; or with respect to liability arising out of Hired and Non-Owned automobiles on behalf of (YOUR ORGANIZATION). The coverage shall contain no special limitations on the scope of its protection afforded to the City of Fullerton, its officials, officers, employees and volunteers.”*

- A copy of the organizations by-laws and Articles of Incorporation.
- A signed copy of the City’s Indemnification Form.
- Groups must be recognized as a legal non-profit organization. Acceptable proof of non-profit status will include:
 1. Determination Letter of Internal Revenue Services (IRS)
 2. Recognition of section 501 (c) (3) tax exempt status. (An organization that submits an application to the IRS and has it approved must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection.)

D. **80%** of the recreational type youth sports participants shall have Fullerton mailing addresses.

Current Partner Groups include:

- East, West and Golden Hill Little Leagues
- Fullerton Pop Warner
- Fullerton Pony Baseball
- Fullerton Hills Softball
- Fullerton ASA
- Fullerton Rangers Youth Soccer Club
- Fullerton Youth Rugby

NOTE: Groups wishing to challenge another YSOs validity based on II.A., II.B., II.C. or II.D. must demonstrate a reasonable foundation for said challenge and must make a written request to the Director of Parks and Recreation. Time will be set aside so that the requesting group can review the roster(s) at the Fullerton Parks and Recreation Department. The review will be supervised by a staff person, and a representative of the challenged organization may be present. The first hour of staff time for the review will not be charged; however the requesting organization will be assessed an hourly rate of \$50 for staff support for any additional time needed. If the challenge is upheld there will be no charge for the staff time.

III. APPLICATION PROCESS

Leagues planning to expand to include new age groups or new programs, leagues anticipating a split to form a new league, or individuals planning to formulate and organize a new youth sports organization, must apply to the City one year prior to the estimated starting date. A letter of request must be submitted to the Director of Parks and Recreation, 303 W. Commonwealth Ave., Fullerton CA 92832. The Parks and Recreation Commission must approve Partner or Associate status before any benefits are granted to any new organization.

IV. PARKS AND RECREATION COMMISSION REVIEW

The Parks and Recreation Commission shall annually review the Partner status of each group. This review process shall include, but is not limited to, the YSOs statement of recreational intent, proof of State or National sports affiliation, all requirements establishing the YSO as a Fullerton-based organization and rosters establishing 80% Fullerton residency. Any and all are applicable.

V. CITY COUNCIL REVIEW

The City Council may periodically review actions of the Parks and Recreation Commission relating to requests for Partner status.

VI. BENEFITS UPON ATTAINING PARTNER STATUS

Partner groups may receive benefits related to use of City-owned fields and school district fields, as the annual City budget permits, including:

- A. Use of athletic fields on a first-priority basis at no cost. NOTE: Schools may from time-to-time have their own event, in which case they have first priority of the field.
- B. Use of sports lighting on athletic fields on a first-priority basis. Fees will be assessed as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."
- C. Partner groups contact information will be placed in the City's brochure (this is not an ad but contact information for people wanting information on Partner programs).

NOTE: Club affiliated groups will receive benefits after in-season recreational sports groups are scheduled. The first priority of all field usage will be provided to teams who are competing in regular season competitions before use by Club teams. Fees will be assessed as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."

VII. ASSOCIATE GROUPS DEFINED

Fullerton YSOs who do not meet the requirements of II. B and/or II. D. may have use of City-owned fields and school district fields on a second-priority basis and with fees as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."

In addition they may have use of sports lighting on athletic fields with fees as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."

Current Associate Groups include:

- *Boys and Girls Club
- *YMCA
- *FAST
- Eastside Christian Schools
- Boy Scouts Soccer (Fullerton Community Youth Soccer League)

***Fullerton non-profit organizations leasing City of Fullerton property are exempt from facility fees but not from lighting fees.**

VIII. SPORT FIELD USER GROUP (SFUG) MEETINGS

A sports committee will be formed for the purpose of creating on-going communication with the City. The committee will be composed of the league presidents or their designated representatives. Each Fullerton YSO will be required to send one and no more than two representative(s) to the semi-annual Sports Field User Group (SFUG) meeting. These meetings are mandatory. Non-attendance places your organization at a disadvantage in receiving accurate information and jeopardizing the groups use of fields.

Agendas will be prepared and the leagues will be encouraged to solve field conflicts prior to SFUG meeting. This will give the City an opportunity to inform the leagues of upcoming repairs and field closures in relation to field needs.

Some of the more important issues to be covered in the SFUG meetings are maintenance services, contracts and agreements, opening day ceremonies, projected needs in the future and field schedules. General meetings will be held semi-annually to discuss these areas with the committee as a whole. Additional meetings will be held with those sports leagues as they become necessary.

IX. APPEAL COMMITTEE

An appeal committee will be formed to hear and make rulings on grievances arising from field scheduling. The complaining parties, if they find the ruling unsatisfactory, may appeal to the Parks and Recreation Commission.

The Appeal Committee will be composed of a Parks and Recreation Commissioner designated by the Commission Chairman and an at-large group of interested individuals selected by the Commission. The committee may consist of a minimum of three to a maximum of seven members, including the designated commissioner.

SUMMARY

This Policy will take effect immediately upon Parks and Recreation Commission and City Council approval. The City reserves the right to manage the facilities in the best interest of the community and to modify this policy as needed.

Adopted by City Council on September 21, 2010