CITY OF FULLERTON PARKS AND RECREATION COMMISSION APPROVED Meeting Minutes

Regular Meeting City Council Chamber Monday, Sept 10, 2012 6:30 p.m.

CALL TO ORDER

Chair Shanfield called the meeting to order at 6:30 p.m. Chairman Shanfield introduced Wayne Carvalho and welcomed him.

FLAG SALUTE

Commissioner Levinson led the flag salute.

ROLL CALL

Present: Sean Fitzgerald, Barry Levinson, Kathleen Shanfield, Carl Van Gorden, Fred

Jung, Wayne Carvalho

Absent: Karen Lang-McNabb

Staff: Director Penny Loomer, Parks Project Manager Hugo Curiel, Administrative

Manager Alice Loya, Recreation Supervisor Aaron Orozco, Recreation Supervisor John Clements, Community Center Supervisor Eloisa Espinoza, Parks Project Specialist Doug Pickard, and Deputy Director of Maintenance

Services Dennis Quinlivan, Events Specialist James Kashiwada

PUBLIC COMMENT

None

CONSENT ITEMS (Items 1 - 2)

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

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

Commissioner Van Gorden MADE A MOTION and Commissioner Levinson SECONDED the motion to approve the Minutes of the Parks and Recreation July 11, 2012 Commission Meeting.

AYES:

Fitzgerald, Levinson, Shanfield, Van Gorden

NOES:

None

ABSTENTION:

Jung, Carvalho,

ABSENT: Lang-McNabb

The MOTION PASSED 4-0, WITH TWO ABSTENTIONS.

2. MAINTENANCE SERVICES MONTHLY REPORTS FOR MARCH, 2012

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

Commissioner Van Gorden asked Deputy Director Quinlivan about the tree removal program mentioned in the Maintenance Services monthly report. Deputy Director Quinlivan responded that they have a budget to replace 500 trees annually and they only remove the dead or diseased trees. He confirmed that 543 trees were removed in fiscal year 11/12, 31 trees were removed in July, 65 trees were removed in August.

Commissioner Levinson reported another sink hole by Laguna Lake near the Bridge on the Clarion side. He also mentioned that debris and garbage has increased over the last few months around the lake.

Commissioner Levinson MADE A MOTION and Commissioner Van Gorden SECONDED the motion to approve the Maintenance Services Monthly Reports for June, July, and August, 2012.

AYES: Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES: None

ABSENT: Lang-McNabb

The MOTION PASSED 6-0

REGULAR BUSINESS (Items 3 – 11)

3. ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

Recommendation to elect a Vice Chair to serve for 2012.

Nominations were requested by Chairman Shanfield. Commissioner Carvalho nominated Commissioner Van Gorden to serve as Vice Chair. The nomination was seconded by Commissioner Fitzgerald.

AYES: Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES: None

ABSENT: Lang-McNabb

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

The MOTION PASSED 6-0

4. PARKS AND RECREATION COMMISSION MEETING CALENDAR - 2012

Director Loomer presented list of dates. Commissioner Fitzgerald MADE A MOTION AND Commissioner Jung SECONDED THE MOTION to approve the revised meeting schedule for the remainder of 2012, and the holiday season.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

The MOTION PASSED 6-0

All in favor 6 - 0

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

Manager Loya reviewed the RFP selection process. She explained that the caterers are all required to have the ServSafe® Food Safety Certification. The RFP was posted on the City's website, available at the City Clerk's office and postcards were sent out. She reported that 14 respondents attended the walk-through at the Fullerton Community Center where staff answered questions. There were 11 completed proposals submitted. Staff from the Library and Parks and Recreation evaluated the proposals and the top seven were chosen. Staff made site visits, when able to and the others provided taste testing for the staff who had evaluated the proposals.

Manager Loya explained that the top seven rated much higher than the four at the bottom of the list. The original intention was to have three to five preferred caterers; however, staff could not narrow it down to less than the top six.

Chairman Shanfield asked if this is only at Fullerton Community Center and the Library and if we had lists of caterers for other venues. Manager Loya confirmed that these caterers are only for the Fullerton Community Center and the Library and the other venues are less formal and events are less frequent and there are no other lists of caterers.

Commissioner Van Gorden asked if staff would waive the rental fee for caterers. Manager Loya said that the customer would pay the rental fee and the caterer will pay 12 percent of all catering revenue and 20 percent of alcohol revenue.

Commissioner Levinson had questions about the types of meals. Manager Loya explained that all of the preferred caterers will be able to provide affordable, casual and formal meals for a luncheon or formal meals for weddings, for example.

Speakers were:

Roberta Reid Barbara DesRochers Nancy Lew Jeff Coffman Commissioner Van Gorden made a MOTION TO APPROVE and Commissioner Jung SECONDED the motion to approve the RFP process and recommend approval of the Preferred Catering list to the Fullerton City Council.

AYES: Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES: None

ABSENT: Lang-McNabb

The MOTION PASSED 6-0

All in favor passed 6 – 0

GARY CARTER DEDICATION

Supervisor Clements presented the item with a slide show. He proposed naming field number two at the Fullerton Sports Complex, which is the premiere baseball field in Fullerton. He gave the history of the other fields that have been dedicated in Fullerton. He explained that a bronze plaque would cost about \$3,000 and other plaques could run \$2,500 or less. The Carter family has approved the proposal.

Supervisor Clements also referred to Resolution # 6278, which is the most current policy regarding naming a facility.

Commissioner Jung MADE A MOTION and Commissioner Fitzgerald SECONDED the motion naming Field #2 at the Fullerton Sports Complex as Gary Carter Field and send the recommendation to City Council for review and final adoption.

AYES: Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES: None

ABSENT: Lang-McNabb

The MOTION PASSED 6-0

All in favor passed 6 – 0

7. Youth Sports Partner Annual Review

Supervisor Clements reviewed the history of leagues and volunteers. He explained that two softball leagues have sent letters from their CPA showing that their youth sports partner application has been submitted and their status should be approved by the end of the year. Staff is proposing a three month extension for them to be able to meet the standard.

Commissioner Jung asked if their partner status was revoked, would they go from partner to associate. Supervisor Clements answered affirmatively.

Ravi Perera from the Rugby League explained that because he had changed the group name, their paperwork was denied. He was told to re-submit in May and the approval process began again.

Commissioner Fitzgerald asked why staff chose December 31st. Supervisor Clements stated that the IRS has a large back log, which is time consuming to approve. He confirmed that all groups have filed and are only waiting for approval now.

Commissioner Levinson asked about what the risk was for having teams playing that don't have partner status approved. Supervisor Clements said that all teams are insured in their name and are approved by Risk Management.

Chairman Shanfield asked if these groups have consistently been late in filing taxes. Supervisor Clements said that staff has never scrutinized the process to this level before.

Commissioner Levinson requested that the league provide notification directly from an accountant or firm.

Commissioner Van Gorden MADE A MOTION and SECONDED by Commissioner Levinson to 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.

Commissioner Carvalho asked when the next review would be. Supervisor Clements responded that the partner group status would be reviewed annually in February.

AYES: Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES: None

ABSENT: Lang-McNabb

The MOTION PASSED 6-0

8. Summer Wrap-up and Fullerton Market Update

James Kashiwada, Special Events Specialist, gave a review of the entertainment, bands and food vendors who participated in the Summer Concerts in the Park and also at the Fullerton Market.

Supervisor Orozco gave a review of:

- 1. CalGrip Family services, summer playgrounds held at Chapman, Gilbert, Lemon, Orangethorpe and Garnet.
- 2. Camp Hillcrest
- 3. Teen Scene

- 4. Playground Leaders Assisting Youth Program (PLAY)
- 5. Generations held at Maple Center

Director Loomer mentioned that the City has received additional grant funding until 2014 and with community partners staff hopes to continue the CalGrip program for another two years.

The Commission discussed the increase of youth participating in programs; the increased level of supervision with college students working with staff and teen volunteers; teen volunteers returning as they mature and become staff members.

6. REPORT ON CITY COUNCIL AGENDA ITEMS

There were no items to report.

7. DIRECTOR'S UPDATE

Director Loomer reminded the Commission that the Fullerton Community Center Grand Opening will be held on October 6^{th} from 11 a.m. -2 p.m. She said that the preferred caterers will be setting up tables. Chairman Shanfield said she hoped all Commissioners would be there.

Recreation Manager Mauk mentioned the Museum will be opening a new exhibit by political cartoonist Pat Oliphant on October 5th. It is free to the public and will be held the same day as the downtown art walk.

8. COMMISSIONER COMMENTS

Commissioner Levinson mentioned how much he enjoyed the walk-through of the Fullerton Community Center. He also asked Chief Hughes about the Skate Park and Chief Hughes reported that he is not aware of a single negative incident reported.

ADJOURNMENT

Chairman Shanfield adjourned the meeting at 8:21 p.m.

Respectfully submitted,

PL/db