



CITY OF FULLERTON

Parks and Recreation Department

FULLERTON PARKS & RECREATION COMMISSION

SPECIAL MEETING NOTICE

NOTICE IS HEREBY GIVEN that a special meeting of the Parks and Recreation Commission is hereby called to be held on June 24, 2019, commencing at 6:30 p.m. in the City Council Chamber, 303 W. Commonwealth Avenue, Fullerton, CA 92832.

A handwritten signature in blue ink, appearing to read "Hugo Curiel", is written over the printed name.

Hugo Curiel, Secretary

FULLERTON PARKS AND RECREATION COMMISSION

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
SPECIAL MEETING AGENDA
City Council Chamber
303 W. Commonwealth Avenue
Monday, June 24, 2019
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 **three** 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.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

PUBLIC COMMENT

Public comments will also be allowed on items NOT on the agenda, but within the subject matter under jurisdiction of the Commission, prior to approval of the Minutes, and will be limited to a total of 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 after the regular item has been presented. NO action may be taken on off-agenda items, except as provided by law.

ADA requirements: The City has equipment and services available to assist disabled persons with communications at the public meeting, in compliance with the requirements of Title II of the Americans with Disabilities Act (ADA). Should you require special accommodations to participate in a meeting, please email parks@cityoffullerton.com or call (714) 738-6582 at least 48 hours prior to the meeting to make arrangements.

CONSENT ITEMS (Items 1 & 2)

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 APRIL 8, 2019 COMMISSION MEETING.
- *2. PUBLIC WORKS MONTHLY REPORTS FOR APRIL, 2019 and MAY, 2019.

REGULAR BUSINESS

- *3. ATHLETIC FIELD USE AND ALLOCATION POLICY
- *4. KNAPP MEMORIAL BENCH

DIRECTOR'S UPDATE

STAFF COMMUNICATION/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 in the basement of City Hall located at 303 W. Commonwealth Avenue, Fullerton, California during normal business hours.

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
DRAFT MINUTES
CITY COUNCIL CHAMBERS
303 W. Commonwealth Avenue
Monday, April 8, 2019
6:30 p.m.**

CALL TO ORDER

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

FLAG SALUTE

Vice Chair Wehn led the flag salute.

ROLL CALL

Present: Chair Gretchen Cox, Vice Chair Erik Wehn, Commissioner Enrique Macias, Commissioner Ayesha Hussaini

Absent: Commissioner Savage

Staff: Parks and Recreation Director Hugo Curiel, Manager Alice Loya, Manager Amanda Arbiso, Supervisor Courtney Wysocki, Supervisor John Clements

PUBLIC COMMENT

PUBLIC COMMENTS CLOSED

CONSENT ITEMS (Items 1 & 2)

1. MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING MARCH 11, 2019.

Correction to March 11, 2019 minutes was added in regards to Chair Cox being appointed to the Public Art Committee. Vice Chair When MADE A MOTION to accept the revised minutes. SECONDED by Commissioner Macias.

2. PUBLIC WORKS MONTHLY REPORTS FOR MARCH, 2019.

Chair Cox MADE A MOTION to approve the consent items, SECONDED by Vice Chair Wehn.

VOTE:

AYES: Commissioner Macias, Chair Cox, Vice Chair Wehn, Commissioner Hussaini

NOES: None

ABSTAIN: None

ABSENT: Commissioner Savage

The MOTION PASSED

REGULAR BUSINESS (Item 3 and 4)

3. PROPOSED FY 2019-20 PARKS AND RECREATION OPERATING AND CIP BUDGETS

Director Curiel explained that this item is to present Fiscal Year (FY) 19-20 budget, operating and CIP.

Manager Loya gave a presentation showing an overview of the department including parks and trails. She also mentioned the neighborhood centers, the community center, the tennis center, the nature preserves, greenbelts, commercial park and golf course.

The various divisions in the department were reviewed and the recent budget challenges were discussed, including the annual minimum wage increase. Manager Loya explained there are two types of funding sources city funds and other revenue. The department relies heavily on revenue so staff will continue to pursue alternate funding, including grant partnerships. Manager Loya mentioned the packet the Commissioners received is a draft due to the budget changing and by the time the budget gets to City Council in June it should be close to being finalized.

DISCUSSION:

Vice Chair Wehn asked what the acreage is for the West Coyote Hills Acquisition. Manager Loya responded that it is approximately 300 acres from Euclid to Gilbert. Gilbert to Hawkes Point. Neighborhoods 1 & 3 together are 20 acres. Open space will be surrounding the neighborhood, as promised to the City as part of the development project.

PUBLIC COMMENT

There were no comments.

Vice Chair Wehn MADE A MOTION to recommend approval of the P&R Department's proposed operating budget and capital improvement (CIP) budget for fiscal year 2019-20 to the City Council, SECONDED by Commissioner Macias.

VOTE:

AYES: Commissioner Macias, Chair Cox, Vice Chair Wehn, Commissioner Hussaini

NOES: None

ABSTAIN: None

ABSENT: Commissioner Savage

The MOTION PASSED 4-0

4. 2019-20 PROPOSED POLICY STATEMENT AND FEE SCHEDULE FOR P&R

Director Curiel explained that there have been edits made to the fee resolution, making it relevant to today's market and he reviewed the changes.

Manager Loya explained that the fees are based on market studies and increasing costs are necessary to produce quality programs and maintain facilities. Fullerton residents are given priority. Changes in prices were based on the demand for the facility and packages for the Community Center.

Chair Cox asked for clarification in regards to the Accessory Dwelling Units and how the amount of permits were being accounted for. Director Curiel and Manager Loya explained there was a report pulled going one year back before the ADU program began and counted the amount of permits pulled. While pulling a building permit they must pay the fees. At the end of the ADU program there will be an analysis of the lost revenue.

Vice Chair Wehn questioned why "unless approved by Director of Parks and Recreation" was cross out when talking about security guards and alcohol at the facilities. Manager Loya clarified saying the wording was too loose, and wanted to make sure it was clear a security guard is needed if alcohol is present and is not up to the discretion of the Director.

Commissioner Macias asked if the security guard company had been approved by the City. Manager Loya stated that it was and added that the Library, City Hall, and all neighborhood centers use the same company which, was chosen through an RFP.

Commissioner Hussaini asked if staff can extend the Veterans and military discount to picnic rentals and the community center. Manager Loya responded saying it would be difficult to discount the picnic sites because they are already at a low price. Staff could extend discount to other facilities, such as the Red Cross building, Chapman Recreation Center and Hillcrest Recreation Building, if that's the direction. The neighborhood centers such as Richman, Orangethrope, Gilbert and Garnet are not typically rented.

MOTION by Commissioner Macias to approve the Parks and Recreation policy statement and fee schedule, SECONDED by Vice Chair Wehn.

DISCUSSION:

VOTE:

AYES: Commissioner Macias, Chair Cox, Vice Chair Wehn, Commissioner Hussaini

NOES: None

ABSTAIN: None

ABSENT: Commissioner Savage

The MOTION PASSED

COMMISSION/STAFF COMMUNICATIONS

Director's Comments:

Director Curiel spoke about:

Update on Clark Park – Fullerton Bears. Media attention to Bears & Orange County Parks. Orange County Parks runs the park and is landholder of Ralph B. Clark Park (the Yard). The County had an operator a few years back. Orange County Parks just manages the land, does not provide programming.

Director Curiel said that the Bears made a request to the County to lease and permit fields. There was a recent change and the new Supervisor looked at contracts and wanted to clean up the language. Media reported the City had control over it, in the past OC Parks showed interest that at some time City would operate the fields permitting and allocating fields. City would not enter into an agreement without Council approval, the media reported it incorrectly. Staff will look to negotiate with OC Parks.

Supervisor Clements said that the transition between County and City, was complicated and there were legal steps. Staff recently finished working out a temporary agreement for the Bears to continue using the concession stand, practicing flag football, cheerleading and little league baseball, soccer, along with rentals. Supervisor Clements said this agreement runs through the end of June, then there will be meeting with the County to discuss a longer term agreement.

Vice Chair Wehn was surprised by media report and thanked staff for responding with an update.

Director Curiel gave the following department highlights:

Fishing in the City derby – April 6th

Fullerton Market began on Thursday

Jumanji carnival

Camp Hillcrest - 3/25 – 3/29 arts/crafts/hiking/swimming/trampoline park

Bug Camp – Fullerton Museum Center

Manager Loya spoke on senior classes - Growing tomatoes, Canning fruits, bingo, karaoke, tax prep assistance

COMMISSIONER COMMENTS:

Vice Chair Wehn asked for an update with upcoming phases at Hillcrest. Director Curiel said he met with the Hillcrest Ad Hoc Committee. He explained the Duck Pond's current phase; that there is a completed conceptual phase with rough schematics which Ad Hoc Committee reviewed.

Director Curiel said the commission will see it soon. The Landscape Architect is finalizing the area at the intersection of Brea and Harbor. A grant from the State allows staff to semi restore plants, improve the edge and perimeter.

Chair Cox asked when it would be completed. Director Curiel responded two to three months.

ADJOURNMENT

Vice Chair Wehn MADE A MOTION to adjourn the meeting at 7:18 p.m.,
SECONDED by Commissioner Macias

VOTE:

AYES: Commissioner Macias, Chair Cox, Vice Chair Wehn, Commissioner Hussaini

NOES: None

ABSTAIN: None

ABSENT: Commissioner Savage

The MOTION PASSED

Respectfully submitted,


Director Curiel, Secretary



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: JUNE 24, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: DENNIS QUINLIVAN, DEPUTY DIRECTOR OF PUBLIC WORKS

SUBJECT: APRIL 2019 PUBLIC WORKS / LANDSCAPE STAFF REPORT

SUMMARY

The purpose of this agenda item is to report to the Commission on the status of the Public Works Department / Landscape Division monthly activities.

RECOMMENDATION

Receive and file

1. **Tree Division Update-** West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton. Since July 1, 2018 the following services have been provided...
 - **9549** trees have been pruned
 - **459** trees removed
 - **224** trees planted
 - FY 18/19 production funding depleted. Reserve funding in place for emergency work.
 - Staff meeting with pesticide consultant to discuss viability of Polyphagous "Shot Hole Bore" treatments.
2. **Red Imported Fire Ant and Honey Bee** - RIFA were reported and treated at (2) locations, Fullerton Sports Complex and Richman Park. Honey bees were reported at (6) locations.

3. Landscape Division Crews completed the following projects in the month of April beyond standard maintenance duties.

- "Love Fullerton" Project preparation
- Several departmental staff attended meetings with Roland Jen, Urban Water Program Manager Orange County Mosquito and Vector Control District to discuss abatement strategies
- Installed mulch around planters at the Community Center and the Amerige Bros. Building
- Performed brush removal adjacent to private property at Gilman Park
- New irrigation valve installed at Bastanchury Park
- Re-finished "Alex Buck Memorial Bench" at Hillcrest Park
- Performed weed abatement adjacent to the "Pine Forest Staircase"
- Formulating expanded annual Weed Abatement list for late spring to begin in June
- Bastanchury connector tunnels unplugged from storm debris and trail reconstructed for safe passage

A handwritten signature in black ink, reading "Dennis Quinlivan", written over a horizontal line.

Dennis Quinlivan, Deputy Director of Public Works



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: JUNE 24, 2019
TO: PARKS AND RECREATION COMMISSION
FROM: DENNIS QUINLIVAN, DEPUTY DIRECTOR OF PUBLIC WORKS
SUBJECT: MAY 2019 PUBLIC WORKS / LANDSCAPE STAFF REPORT

SUMMARY

The purpose of this agenda item is to report to the Commission on the status of the Public Works Department / Landscape Division monthly activities.

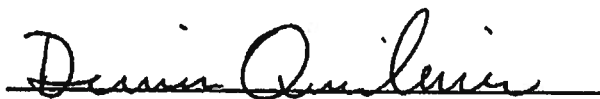
RECOMMENDATION

Receive and file

1. **Tree Division Update-** West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton. Since July 1, 2018 the following services have been provided:
 - 9560 trees have been pruned
 - 475 trees removed
 - 230 trees planted
 - Fiscal Year 18/19 grid pruning is completed. (funding exhausted)
 - Production street tree pruning is scheduled to commence July 1 in Zone 14 (Dorothy Lane to Commonwealth Avenue, Raymond Avenue to St. College Boulevard) will be completed
 - Zone 5 (Gilbert Street to Euclid Street, Bastanchury Road to Commonwealth Avenue) will be trimmed following Zone 14
2. **Red Imported Fire Ant and Honey Bee** -The department did not receive any reports of Fire Ants in May. Honey bees were reported, removed and saved at (4) four locations.

3. Landscape Division Crews completed the following projects in the month of May beyond standard maintenance duties.

- City wide athletic fields were fertilized
- Juanita Cooke switchback trail located just south Bastanchury regraded and compacted
- Tot Lot replenishment chips have been scheduled for installation
- Annual Weed abatement contract has been scheduled for commencement in June at the usual locations : Brea Dam, West Coyote Hills
- State College trail tread entrance to Craig Park regraded and compacted
- Love Fullerton prep and follow up efforts
- The damaged Izaak Walton League sign at Hillcrest Park was replaced
- Large pepper tree limb removed at Gilman Park
- Landscape Division staff members Dave Lomeli, Arturo Loza, Gilbert Carrillo, Jose Chavez, Emiliano Aguiniga, and Rudy Troncosa all participated at the 2019 Memorial Day Observance by transporting Crosses and Stars of David for distribution at Loma Vista Cemetery.

A handwritten signature in black ink, appearing to read "Dennis Quinlivan", written over a horizontal line.

Dennis Quinlivan, Deputy Director of Public Works



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: June 24, 2019
TO: PARKS AND RECREATION COMMISSION
FROM: BILL ROSEBERRY, acting BUILDING AND FACILITIES SUPT.
SUBJECT: April 2019 PUBLIC WORKS / FACILITIES STAFF REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Public Works Department / Building and Facilities Division monthly activities for the month of **April** 2019.

SUMMARY

Building and Facilities, including Electrical, received and responded to **39** service requests for the month of April 2019. Also included are the summary reports for each building attached showing details of the problems encountered. In addition to the service we perform our daily and weekly work orders.

Service request calls include general repair or replacement of:

- Plumbing
- Electrical
- Pools, Independence and Community Center
- Playground Equipment
- General Maintenance including:
 - Clogged or broken sinks and toilets, broken windows, doors and locks, Light bulbs, plumbing fixtures and accessories, painting, alarms, HVAC, etc.

Bill Roseberry, acting Building and Facilities Superintendent

Requests by Division and Problem

5/1/2019

8:57 AM

Request Dates Between 4/1/2019 and 4/30/2019

Request #	Address	Name	Requestor Address	Phone #	Created
Facilities					
Alarms					
Asset: Community Center					
04-04-2019-000086		Edgar Rosales		2880	4/4/2019
04-11-2019-000207		edgar rosales		2880	4/11/2019
04-30-2019-000545		Jonathan		ext. 6575	4/30/2019
Total Count for Alarms:					3
Automatic Gates/Doors					
Asset: Maple Rec Center					
04-18-2019-000324		rachel smith		714.773.5789	4/18/2019
04-25-2019-000455		Rachel Smith		714.773.5789	4/25/2019
Total Count for Automatic Gates/Doors:					2
Ceiling Tile					
Asset: Richman Community Center					
04-25-2019-000457		Courtney Wysocki		5360	4/25/2019
Total Count for Ceiling Tile:					1
Door Issue					
Asset: Community Center					
04-01-2019-000001		bill roseberry		6373	4/1/2019
04-03-2019-000074		Jacob Molina		6575	4/3/2019
Asset: Richman Park Recreation Area 1					
04-23-2019-000426		Ernie Duarte		1-714-476-6226	4/23/2019
Total Count for Door Issue:					3
Drinking Fountain Repair/Main					
Asset: Community Center					
04-17-2019-000315		Annie Wubben		6575	4/17/2019
Asset: Independence Park Gym					
04-17-2019-000300		Judith Valdez		no # left	4/17/2019
Total Count for Drinking Fountain Repair/Maint.:					2
Electrical Issues					
Asset: Fullerton Museum Center					
04-15-2019-000253		Kelly Chidester		123	4/15/2019
Total Count for Electrical Issues:					1
Flags					
Asset: Community Center					
04-23-2019-000425		Edgar Rosales		714-738-2880	4/23/2019
Total Count for Flags:					1

Requests by Division and Problem

5/1/2019

8:57 AM

Request Dates Between 4/1/2019 and 4/30/2019

Request #	Address	Name	Requestor Address	Phone #	Created
Facilities					
Guard Rail/Fence Damage					
Asset: Lions SnackBar/Restroom					
04-22-2019-000354		Kevin		n/a	4/22/2019
Asset: Nicolas Park Tot-Lot					
04-03-2019-000064		Kevin		n/a	4/3/2019
Total Count for Guard Rail/Fence Damage:					2
Hvac - Problems					
Asset: Basque Yard Administration Building					
04-01-2019-000015		Bill Roseberry		ext. 6373	4/1/2019
Asset: Fire Station 4					
04-09-2019-000181		Chris Nigg		(714) 461-1551	4/9/2019
Asset: Orangethorpe Rec Center					
04-12-2019-000221		rachel smith		no #	4/12/2019
Total Count for Hvac - Problems:					3
Keys, Locks, Security Rpr					
Asset: Garnet Center					
04-09-2019-000175		John Powers		714.738.6581	4/9/2019
Asset: Laguna Lake Recreation Area					
04-03-2019-000067		Cesar Pinedo		7142731109	4/3/2019
Asset: Lemon Spray Ground Building					
04-09-2019-000174		John Powers		714.738.6581	4/9/2019
Total Count for Keys, Locks, Security Rpr:					3
Lighting - Non St. Lt.					
Asset: Community Center					
04-01-2019-000029		Edgar Rosales		2880	4/1/2019
Asset: Fullerton Museum Center					
04-02-2019-000046		Eric Dukes		123	4/2/2019
Asset: Gilbert Community Center					
04-30-2019-000560		John Powers		n/a	4/30/2019
Asset: Independence Park Gym					
04-25-2019-000465		Judith Valdez		5369	4/25/2019
Total Count for Lighting - Non St. Lt.:					4
Misc Office					
Asset: Community Center					
04-22-2019-000375		Jacob Molina		714-738-6575	4/22/2019

Requests by Division and Problem

5/1/2019

8:57 AM

Request Dates Between 4/1/2019 and 4/30/2019

Request #	Address	Name	Requestor Address	Phone #	Created
Facilities					
Misc Office					
Asset: Gilbert Community Center					
04-30-2019-000561		John Powers		n/a	4/30/2019
Total Count for Misc Office: 2					
Paint					
Asset: Fullerton Museum Center					
04-03-2019-000065		Bill Roseberry		714.738.6373	4/3/2019
Total Count for Paint: 1					
Sinks/Faucets					
Asset: Community Center					
04-09-2019-000158		Jacob Molina		714-738-6575	4/9/2019
04-16-2019-000295		Matthew Lindauer		714)738-5357	4/16/2019
04-24-2019-000444		Jacob Molina		6575	4/24/2019
Asset: Fullerton Museum Center					
04-09-2019-000188		Erik Dukes		n/a	4/9/2019
04-24-2019-000445		Sebastian Pedreira		949.677.5112	4/24/2019
Total Count for Sinks/Faucets: 5					
Toilet Clog/Leak					
Asset: Fullerton Museum Center					
04-09-2019-000187		Erik Dukes		n/a	4/9/2019
Asset: Independence Park Gym					
04-15-2019-000277		Belen Manzano		no # left	4/15/2019
Asset: Orangethorpe Rec Center					
04-25-2019-000466		rachel smith		no # left	4/25/2019
Total Count for Toilet Clog/Leak: 3					
Tot Lot Equip					
Asset: Hillcrest Park Tot-Lot 1					
04-22-2019-000355		Kevin		n/a	4/22/2019
Total Count for Tot Lot Equip: 1					
Urinals					
Asset: Community Center					
04-11-2019-000219		Jeremiah Rekstad		714-773-5786	4/11/2019
Total Count for Urinals: 1					
Windows					
Asset: Community Center					
04-24-2019-000440		Annie Wubbena		6575	4/24/2019

Requests by Division and Problem

5/1/2019

8:57 AM

Request Dates Between 4/1/2019 and 4/30/2019

Request #	Address	Name	Requestor Address	Phone #	Created
<hr/>					
Facilities					
<hr/>					
Total Count for Windows: 1					
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Total Count for Facilities: 39					
<hr/>					
Total Count: 39					



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: June 24, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, acting BUILDING AND FACILITIES SUPT.

SUBJECT: May 2019 PUBLIC WORKS / FACILITIES STAFF REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Public Works Department / Building and Facilities Division monthly activities for the month of **May** 2019.

SUMMARY

Building and Facilities, including Electrical, received and responded to **50** service requests for the month of May 2019. Also included are the summary reports for each building attached showing details of the problems encountered. In addition to the service we perform our daily and weekly work orders.

Service request calls include general repair or replacement of:

- Plumbing
- Electrical
- Pools, Independence and Community Center
- Playground Equipment
- General Maintenance including:
 - Clogged or broken sinks and toilets, broken windows, doors and locks, Light bulbs, plumbing fixtures and accessories, painting, alarms, HVAC, etc.

Bill Roseberry, acting Building and Facilities Superintendent

Requests by Division and Problem

6/3/2019

10:08 AM

Request Dates Between 5/1/2019 and 5/31/2019

Request #	Address	Name	Requestor Address	Phone #	Created
Facilities					
Alarms					
Asset: Garnet Center					
05-10-2019-000175		Courtney Wysocki		(714) 738-5360	5/10/2019
Total Count for Alarms: 1					
Dispenser Not Working					
Asset: Community Center					
05-24-2019-000414		Christina Perdomo		6370	5/24/2019
05-28-2019-000468		Cori Lantz		714-738-6591	5/28/2019
Total Count for Dispenser Not Working: 2					
Door Issue					
Asset: Community Center					
05-08-2019-000146		Jeremiah Rekstad		714-773-5786	5/8/2019
Asset: Independence Park Gym					
05-09-2019-000154		Ernie Duarte		123	5/9/2019
Asset: Lions SnackBar/Restroom					
05-08-2019-000145		Ernie Duarte		1-714-476-6226	5/8/2019
Total Count for Door Issue: 3					
Drinking Fountain Repair/Main					
Asset: Pacific Drive Park Recreation Area					
05-20-2019-000337		Joe Mulleary		7142738168	5/20/2019
Asset: San Juan Park Recreation Area					
05-29-2019-000495		Walter Clark		7148829647	5/29/2019
Total Count for Drinking Fountain Repair/Maint.: 2					
Electrical Issues					
Asset: Lions SnackBar/Restroom					
05-16-2019-000269		Ernie Duarte		1-714-476-6226	5/16/2019
Total Count for Electrical Issues: 1					
Electrical Outlets					
Asset: Fullerton Museum Center					
05-09-2019-000165		Joshua Castanon		5335	5/9/2019
Asset: Independence Park Gym					
05-06-2019-000075		Belen Manzano		123	5/6/2019
Total Count for Electrical Outlets: 2					
Flags					
Asset: Sports Complex Baseball Diamond 1					
05-08-2019-000128		Michelle		3854259302	5/8/2019

Requests by Division and Problem

6/3/2019
10:08 AM

Request Dates Between 5/1/2019 and 5/31/2019

Request #	Address	Name	Requestor Address	Phone #	Created
Facilities					
Total Count for Flags: 1					
Furniture Move/Assemble/Dis:					
Asset: Community Center					
05-28-2019-000459		Edgar Rosales		714-738-2880	5/28/2019
Total Count for Furniture Move/Assemble/Disassemble: 1					
Guard Rail/Fence Damage					
Asset: Hillcrest Park Recreation Area 1					
05-08-2019-000143		Dave Lomeli		7146813628	5/8/2019
Asset: Lions SnackBar/Restroom					
05-20-2019-000338		Kevin		n/a	5/20/2019
Total Count for Guard Rail/Fence Damage: 2					
Hvac - Problems					
Asset: Community Center					
05-20-2019-000331		Cori Lantz		714-738-6591	5/20/2019
Asset: Orangethorpe Rec Center					
05-06-2019-000074		Orbelina Castellanos		6967	5/6/2019
05-07-2019-000104		Rachel Smith		714.773.5789	5/7/2019
Total Count for Hvac - Problems: 3					
Lighting - Non St. Lt.					
Asset: Community Center					
05-06-2019-000076		Jacob Molina		6575	5/6/2019
05-07-2019-000115		Annie Wubben		714-738-6575	5/7/2019
05-29-2019-000484		Jeremiah Rekstad		714-773-5786	5/29/2019
Asset: Independence Park Gym					
05-02-2019-000018		Belen Manzano		n/a	5/2/2019
Asset: Sports Complex Baseball Diamond 1					
05-20-2019-000321		Ernie Duarte		1-714-476-6226	5/20/2019
Asset: Sports Complex Snack Bar					
05-13-2019-000186		ernie duarte		no # left	5/13/2019
Total Count for Lighting - Non St. Lt.: 6					
Misc Office					
Asset: Community Center					
05-21-2019-000351		Jeremiah Rekstad		714-773-5786	5/21/2019
05-24-2019-000398		TANIA REYES		949.261.1234 Ext. 21	5/24/2019

Requests by Division and Problem

6/3/2019

10:08 AM

Request Dates Between 5/1/2019 and 5/31/2019

Request #	Address	Name	Requestor Address	Phone #	Created
Facilities					
Misc Office					
Asset: Fire Station 4					
05-01-2019-000001		Chris Nigg		(714) 461-1551	5/1/2019
Total Count for Misc Office: 3					
Park Equip - Non Tot Lot Repa					
Asset: Community Center					
05-09-2019-000153		Jeremiah Rekstad		714-773-5786	5/9/2019
Asset: Independence Park Gym					
05-02-2019-000017		Belen Manzano		n/a	5/2/2019
Total Count for Park Equip - Non Tot Lot Repair: 2					
Pest Control					
Asset: Basque Yard Administration Building					
05-03-2019-000054		Nadia Cook		714- 738-2807	5/3/2019
Asset: Community Center					
05-06-2019-000068		Ginger Ivey		3341	5/6/2019
Asset: Sports Complex Snack Bar					
05-28-2019-000465		Ernie Duarte		714-476-6226	5/28/2019
Total Count for Pest Control: 3					
Signs					
Asset: Emery Park Tot-Lot					
05-02-2019-000024		n/a		7144186542	5/2/2019
Asset: Hillcrest Red Cross Building					
05-22-2019-000371		Edgar Rosales		2880	5/22/2019
Total Count for Signs: 2					
Sinks/Faucets					
Asset: Hillcrest Rec Center					
05-15-2019-000252		ernie duarte		no # left	5/15/2019
Asset: Independence Park Gym					
05-07-2019-000114		Judith Valdez		n/a	5/7/2019
Asset: Muckenthaler Center					
05-13-2019-000185		Daniel Torres		(714)296-1233	5/13/2019
Total Count for Sinks/Faucets: 3					
Toilet Clog/Leak					
Asset: Community Center					
05-10-2019-000176		Leslie Gonzalez		123	5/10/2019

Requests by Division and Problem

6/3/2019

10:08 AM

Request Dates Between 5/1/2019 and 5/31/2019

Request #	Address	Name	Requestor Address	Phone #	Created
Facilities					
Toilet Clog/Leak					
Asset: Independence Park Tot-Lot 1					
05-20-2019-000320		Lauren Morford		(714) 773-5788	5/20/2019
Asset: Maple Rec Center					
05-07-2019-000112		Rachel Smith		714.773.5789	5/7/2019
05-09-2019-000156		SEBASTIAN PEDREIRA		949.677.5112	5/9/2019
Asset: San Juan Park Recreation Area					
05-29-2019-000497		Michelle		818-621-5832	5/29/2019
Total Count for Toilet Clog/Leak:					5
Tot Lot Equip					
Asset: Emery Park Tot-Lot					
05-02-2019-000022		n/a		7144186542	5/2/2019
05-02-2019-000023		n/a		7144186542	5/2/2019
05-02-2019-000025		n/a		7144186542	5/2/2019
Asset: Rolling Hills Park Tot-Lot					
05-23-2019-000386		Jean Giacopuzzi		714-529-6781	5/23/2019
Total Count for Tot Lot Equip:					4
Urinals					
Asset: Community Center					
05-06-2019-000057		Jeremiah Rekstad		714-773-5786	5/6/2019
05-14-2019-000245		Edgar Rosales		714-738-2880	5/14/2019
Asset: Independence Park Gym					
05-14-2019-000235		Judith Valdez		n/a	5/14/2019
Asset: Maple Rec Center					
05-20-2019-000313		Tania Reyes		Office 949.261.1234	5/20/2019
Total Count for Urinals:					4
Total Count for Facilities:					50
Total Count:					50



Agenda Report

Parks and Recreation Commission

MEETING DATE: JUNE 24, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: HUGO CURIEL, DIRECTOR

SUBJECT: ATHLETIC FIELD USE AND ALLOCATION POLICY

SUMMARY

The City of Fullerton uses the Athletic Field Use and Allocation Policy to manage the equitable allocation of sports fields for the Fullerton community's recreational uses. A revised draft policy has been reviewed by the community at-large, including the City's Partner groups and the Parks and Recreation Commission.

RECOMMENDATION

Review and recommend approval of the Athletic Field Use and Allocation Policy to the City Council.

FISCAL IMPACT

No fiscal impact.

DISCUSSION

Since 1977, the City of Fullerton has employed the use of a field allocation policy to manage the equitable and safe use of City and Fullerton School District sports fields for the Fullerton community. This draft policy, a revision to the 2010 policy, is being proposed for the Parks and Recreation Commission's recommendation of approval to the City Council.

The growth of youth sports has increased the number of leagues, teams, and players requesting fields, while the field inventory remains essentially the same. With this increased demand also comes the challenge of maintaining fields in a safe and playable condition.

Today, the sports landscape has changed greatly with recreational sports now being offered in both spring and fall; previously, standard field requests were for a single

season. Competitive sports (also referred to as travel or club) are now played year-round as players look to develop advanced skills.

The revised policy is intended to better define the equitable allocation of fields and user group classifications with the challenge of having limited fields and resources in mind. It also describes the process for how the City prioritizes and allocates fields to various user groups. In an effort to be clear and transparent, the revised policy better defines the field allocation process, required documentation, violations and penalties, tournament procedures, field maintenance, concessions, and code of conduct.

In order to update the City's current field allocation process, staff consulted with several cities and conducted peer reviews for the proposed draft. This draft policy is the culmination of feedback from other cities, comments and concerns from the City's user groups, the Parks and Recreation Commission, and the community at-large.

The draft policy was distributed and made available for review through several sources including the City's website and sports group meetings. The Parks and Recreation Commission's Sports Group Representative and Chair played a significant role in shaping the policy which included sharing feedback from the community and participating in numerous critiques and reviews.

Some of the highlights of the revised policy are as follows:

- Priority Group Classifications
 - Redefine Partner Group (1st priority) requirements
 - Introduce a Fullerton Competitive Group (2nd priority) rental category to address increased field demand
 - Increase Rental Group (3rd priority) field access
- Field Permit Application Process
 - Clarify application rules and develop user friendly online forms
 - Restructure application deadlines
- Field Use Compliance
 - Ensure accountability to maintain permit in good-standing
 - Define violations and penalties

The Athletic Field Use and Allocation Policy has gone through an extensive review and has been modified numerous times to reflect the needs and concerns of the Fullerton sports community; the result of which is an improved and comprehensive policy.

Attachments:

- Athletic Field Use and Allocation Policy

A handwritten signature in black ink, appearing to read 'Hugo Curiel', written over a horizontal line.

Hugo Curiel
Director of Parks and Recreation

ATHLETIC FIELD USE AND ALLOCATION POLICY



CITY OF FULLERTON
PARKS AND RECREATION DEPARTMENT
303 WEST COMMONWEALTH AVENUE
FULLERTON, CA 92832



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I. Introduction

The City of Fullerton Parks and Recreation Department is committed to providing quality recreational sports experiences in a safe and equitable environment for the Fullerton community, promoting values of sportsmanship, respect, and fun.

The City issues permits for the use of athletic fields in City parks and at Fullerton School District, "FSD" fields to sports groups and the general public for activities and programs. The City and the FSD work cooperatively in accordance with a Joint Use Agreement.

The purpose of the *Athletic Field Use and Allocation Policy* is to outline procedures and allocation priorities for the permitted use of the City and FSD athletic fields. The City is dedicated to maintaining partnerships with Fullerton youth sports organizations and the general public to foster a multitude of recreational athletic opportunities on well-maintained and safe sports fields. This policy will provide a guide for the equitable allocation, safe and responsible use, and proper care of sports fields.

The cost of providing sports services (for field preparation, maintenance, equipment, lighting, and staff time) must be shared with the groups that utilize these services. Providing the public access to sports fields requires a substantial subsidy from the City; therefore, in order to sustain such assets for the community's use, cost recovery is crucial and fees are required to help offset such costs.

II. Definition of Terms

Recreational Play

Recreational play is where all participants are guaranteed a minimum playing time each game. Recreational leagues are those that allocate players through a draft or player evaluation to ensure fairness and balance amongst teams, and do not cut players for poor playing performance. Entire pre-assembled teams cannot register for recreational play. Post season all-star teams are exempt. Recreational-based groups do not have paid positions directly related to managing and operating the league.

Competitive Play

Competitive-based play is where participants gain playing time based on skill level and are not guaranteed a minimum each game. Competitive leagues are those that hold tryouts to find the best players. Players are not guaranteed to make a team. Entire pre-assembled teams may register for competitive play. Competitive play emphasizes learning advanced and specialized skills and includes travel outside the City to play other advanced teams. Competitive-based groups may have paid positions directly related to managing and operating the league.

Resident

A person whose primary residence is within the Fullerton City limits.

Resident Percentage

The resident percentage is calculated by dividing a group's total number of Fullerton residents by the total number of group participants. A group's resident percentage helps to determine and maintain its priority group classification. Certain documentation, such as rosters, player addresses, photo IDs, and utility bills, will be required to verify residency status.

Youth Status

Youth status is given to a person 18 years of age or under at the start date of a permit.

Non-Profit Status 501(c)(3)

A non-profit organization is one that meets all the requirements of Section 501(c)(3) of the Internal Revenue Code. The organization must submit to the City a Letter of Determination or Letter of Affirmation from the IRS. The organization is also required to submit to the City annual financial forms including 990 forms (Federal), 199 forms (State), and other documentation as requested by the City, including, but not limited to, financial records demonstrating non-profit status. Visit www.irs.gov for additional information on non-profit status. Organizations must also remain in good standing with the California Secretary of State, including, but not limited to, paying all recurring filing fees.

III. Priority Group Classifications

An organization's priority group classification determines its priority for field allocations. After City and FSD field needs are met, the Partner groups will have first priority for field allocations, Fullerton Competitive/Club/Travel groups will have second priority, and Rental groups will have third priority. Priority levels and associated fees are set forth in the Parks and Recreation Department's *Policy Statement and Fee Schedule*.

Partner Group - 1st Priority

A community youth sports organization seeking Partner group status must apply in writing to the Parks and Recreation Department at least one (1) year prior to the estimated starting date. A Partner application may be obtained by contacting the Parks and Recreation Department and must include information and documents evidencing the requirements set forth below, with a detailed explanation describing the proposed field use and long-term growth intentions. The City will issue a receipt of acknowledgement within seven (7) days of receiving an application. City staff will review the application and will issue a written notice within thirty (30) days if an application is deemed incomplete or inaccurate. The applicant may submit a revised application. If an application is deemed complete and accurate by City staff, it will be scheduled for consideration by the Parks and Recreation Commission. The Parks and Recreation Commission shall approve an application only if it finds all of the following to be true: 1) Requirements A through D are met, 2) granting Partner status to the applicant will not overly burden the fields, and 3) granting Partner status will not negatively impact the field usage of existing Partners. The decision of the Parks and Recreation Commission shall be final.

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

The following requirements must be met for an organization to be considered for Partner status:

- A. Partner groups must provide **recreational play** that is substantially different in nature from existing programs of the Parks and Recreation Department and approved Partners. Characteristics such as variations in equipment, team size, field size, and playing dates do not constitute substantial differences in the nature of a sport.
- B. Partner groups must have an affiliation with a **state or national sports governing body**. Those state and national bodies must have governance over the Partner. This includes all requirements for training (per each league's manual), equipment safety, playing technique safety, financial oversight, and background checks. Background checks must be conducted for coaches, managers, team parents, umpires/referees, board members and anyone on the field with the players. Photo ID cards are encouraged for coaches at all interactions with players. Partner groups must show proof of background checks each season.
- C. Partner groups must be a Fullerton tax-exempt, non-profit 501(c)(3) youth sports organization (incorporated and based in Fullerton). The following documents are required to show proof:
 - A copy of the organization's Articles of Incorporation and Bylaws.
 - A copy of the IRS application, supporting documents, and the IRS determination letter.
 - A copy of the organization's current financial statements and filed tax forms (IRS Form 990 or 990EX, CA 199).
 - Board of Directors' names, addresses, and phone numbers; board meeting dates, times, and locations; board election dates and terms of office.

An organization must operate entirely on a volunteer basis. No person affiliated with the operation of the organization may be compensated. This includes, but is not limited to, Board members, administrators, and coaches.

An organization cannot have a subset of its organization qualify as a Partner without the entire organization qualifying. A single team cannot qualify as a Partner when its league cannot.

All Partner groups must comply with the City's standard insurance requirements which include a certificate of insurance and two endorsements - 1) Additional insured, and 2) Primary and non-contributory. (*See Standard Insurance Requirements (Part 9)*)

The City must be named as an additional insured for all permits. 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 be named as additional insured.

- D. The resident percentage for Partner groups must be a minimum of **80%**. An organization will be required to provide the most current league roster with addresses and phone numbers of each player to verify the percentage.

Note: If a Partner group's residency rate falls under 80% for two consecutive permitting periods, it will pay fees equivalent to group 2 in the *Parks and Recreation Department Policy Statement and Fee Schedule*. If the group does not regain a residency percentage of 80% in the following permitting period, it will be treated as a rental group and pay fees equivalent to group 3.

Additionally, Partner groups must survey participants annually and report results to City. Failure to maintain satisfaction of all requirements may result in the revocation of Partner status.

Fullerton Competitive (Non-Recreational) Group – 2nd Priority

A Fullerton Competitive group must be a Fullerton tax-exempt, non-profit 501(c)(3) youth sports organization (incorporated and based in Fullerton) with a state or national sports governing body, and a resident percentage equaling 55% or more with Fullerton residents. All Competitive groups must submit current participant and team information by the seasonal deadline in order to be considered for a field allocation. This includes details by team (age group, division, coach, number of residents and number of non-residents). In the event an organization has not completed the selection process for one or more teams, the organization must provide a partial roster.

Competitive groups may not include teams below the U8 age group.

If there are conflicting requests, fields may be allocated based on verifiable Fullerton residency percentage.

Rental Group – 3rd Priority

Rental groups do not meet the standards listed above for Partner and Fullerton Competitive groups. These groups get third priority for field allocation. Rental groups are limited in the number of reservations they can make. See Section V. Field Allocation Process for rental group allocation procedures.

New Section/Divisions of Play

When a current Partner is considering a new section/division, for example, a new age category or level of play, it must be for recreational play and the impact on the field space and the other Partners that share City fields must be determined. It must meet all Partner requirements.

Partner leagues forming a new section/division must submit a request to the Parks and Recreation Department at least one (1) year prior to the estimated starting date of the new division. **Submission of an application does not guarantee that an organization will be allocated fields.** The application must include all information required to apply for Partner status plus:

- *Field Request Form* (Partner Groups) for use of City and FSD fields.
- Explanation of why the new division is necessary.

- Description of the impact on field space. For example, how much time and space is required to start and what is the long-term plan for expansion of the division.

An organization choosing to expand its league with a new section/division must submit information and documentation that shows the new section/division is part of the same non-profit number, has the same insurance carrier, and is governed by the same Board, Articles of Incorporation, and Bylaws.

Failure to notify the Parks and Recreation Department of changes in an organization could result in forfeiture of fields or revocation of Partner status.

If approved, a new division may be given a lower priority than existing leagues in order to maintain adequate field rest and renovation periods. The Parks and Recreation Department may deny a new division based on field availability, conditions, and other related factors.

A change in an organization's name, parent or affiliated national, state, regional or local organization (provided the former organization's name is not also being used), may not render it a new organization. The Parks and Recreation Department must be notified of any proposed changes. If the organization provides information and documentation that demonstrate only a name change and not a change to the structure of the organization, then the organization shall not be considered a new organization.

IV. Field Permit Application Process

Requests to use City and FSD athletic fields are made through the City of Fullerton Parks and Recreation Department located at Fullerton City Hall, 303 W. Commonwealth Avenue, Fullerton, (714) 738-2879. A request for field use does not constitute approval. A \$100 deposit is required with application.

Application Deadlines for **Partner and Fullerton Competitive Groups:**

SPRING DEADLINE	Due by November 15 for the season from January 15 through June 30
FALL DEADLINE	Due by May 15 for the season from July 1 through January 15

Partner groups are required to complete, sign, and submit the following documents (available in the Parks and Recreation Department and online at www.cityoffullerton.com/parks) by the deadlines listed above:

- *Field Request Form (Partner Groups)*
- *Athletic Field Use Rules and Regulations*
- *Proof of Insurance based on the Standard Insurance Requirements – Part 9*
- *Hold Harmless and Indemnity Agreement*
- *Board of Directors Information Sheet*
- IRS 990 or 990EX and CA 199 and financial statements on an annual basis.
- Background check reports

Rental groups that submit field requests by the deadlines above will be considered in the seasonal rental group allocation process. Rental field requests will be allocated as fields are available after Partner and Fullerton Competitive groups receive their permits.

Fullerton Competitive and Rental groups must complete, sign, and submit the following documents (available in the Parks and Recreation Department and online at www.cityoffullerton.com/parks):

- *Field Request Form (Fullerton Competitive and Rental Groups)*
- *Athletic Field Use Rules and Regulations*
- Proof of Insurance based on the *Standard Insurance Requirements – Part 9* (For games only)
- Rosters – Fullerton Competitive - may be used to apportion space based on verifiable Fullerton residency percentage.
- Rosters not required for Rental groups.

Any group of twenty-five (25) or more is required to obtain a facility use permit prior to using any field. However, organized groups or teams of any size must obtain a permit for field use. At Lions Field, groups of ten (10) people or more are required to obtain a facility use permit.

No individual, group, or business may operate a private business (including outdoor classes) on public park property without a permit issued by the Director of Parks and Recreation. This also includes operating businesses where no money is exchanged for service.

V. Field Allocation Process

Partner Groups

- Partner groups must turn in their field requests on time to participate in the first priority allocation process. Increases in field requests are only considered if the league has not added new sections/divisions or materially altered its sports program. Increases due to the development of new sections/divisions of play (new age groups, new styles of play, and new alliances with outside programs) and absorption of players from disbanded leagues - often from neighboring cities - will not be accepted in the seasonal *Field Request Form*. These increases are to be proposed according to the "New Divisions of Play" requirements on page 6 of this policy.
- Seasonal priority will be given to traditional primary season sports over secondary season sports. Spring season is primary for baseball, softball, and rugby. Fall season is primary for football and soccer. Fields used for games will be given priority over fields used for practice. Off-season play (between seasons) will be reviewed after allocations are granted for all other Partner primary season requests.
- Under a Partner's field permit at least one Fullerton partner team must be on the field at all times. Only during a tournament/playoffs may two non-Fullerton teams use a field under a Partner's permit.

- When there is a conflict for field space, the groups will be given the opportunity to resolve the conflict at the semi-annual Sports Field Users Group meeting. If an agreement cannot be reached, fields will be allocated by staff.
- Partner groups must attend the semi-annual Sports Field User Group meeting where spring and fall season fields are allocated.

Fullerton Competitive Groups

- Seasonal priority will be given to traditional primary season sports over secondary season sports. Spring season is primary for baseball, softball, and rugby. Fall season is primary for football and soccer. Fields used for games will be given priority over fields used for practice. Off-season play (between seasons) will be reviewed after allocations are granted for all other Fullerton Competitive primary season requests.
- Under a Fullerton Competitive field permit at least one Fullerton Competitive team must be on the field at all times. Only during a tournament/playoffs may two non-Fullerton teams use a field under a Fullerton Competitive group's permit. Fullerton Competitive groups will be allocated fields after Partners are fully allocated.
- If there are conflicting requests, fields may be allocated based on verifiable Fullerton residency percentage.

Rental Groups

- Rental groups will be allocated fields after Partner and Fullerton Competitive groups are fully allocated.
- Rental groups may reserve a field up to three (3) months at a time, if space is available and use will not overly burden the fields or negatively impact the field usage of current Partners and Fullerton Competitive groups.
- If there are conflicting requests, fields may be allocated based on verifiable Fullerton residency percentage.

Field Allocation Disclaimer

A field permit will be issued only after all requirements have been met. A request for field use does not constitute approval.

The City reserves the right to cancel or re-assign an allocation to accommodate the needs of any City, FSD sponsored/co-sponsored events, tournaments, or field and facility work and when the health and safety of participants are threatened due to weather conditions (i.e., air quality, high temperatures, rain, lightning, etc.). The City will make a determination or recommendation to close fields as conditions require.

In an effort to provide balanced sports opportunities on athletic fields, the Parks and Recreation Department has the discretion to modify exclusive use at athletic facilities and to make changes to group priorities.

VI. Compliance with Field Use Rules

After receiving a field permit, groups must abide by the following policies to keep the permit in good standing.

Partner and Fullerton Competitive groups are required to

- Provide schedules to show that all of the allocated fields are being utilized.
- Provide rosters to establish the Fullerton residency percentage of the participants.
- Provide financial and tax documents to demonstrate good standing with federal and state government agencies.

All groups are required to comply with the policies of this *Athletic Field Use and Allocation Policy*, the *Athletic Field Use Rules and Regulations*, and all applicable laws.

Field Permit Policy Violations

Violations of this policy that occur within one calendar year will be subject to the following disciplinary actions:

First Violation: Written notice of the violation.

Second Violation: Written notice of the violation, loss of the \$100 deposit, and suspension of all permits until an additional \$100 deposit is provided.

Third Violation: Written notice of the violation, loss of the \$100 deposit, suspension of all permits until group reposts an additional \$100 deposit, and possible loss of future privileges or revocation of Partner and Fullerton Competitive status by the Parks and Recreation Commission.

Some violation examples include, but are not limited to:

Category A – Equivalent to two violations

- Subletting - If permitted group #1 allowed non-permitted group #2 to use its field without City approval, this would constitute subletting, which would be a strike against both groups. In addition, if a Partner group's recreation level permit is used by its club level this would constitute subletting, as well.
- Failure to disclose full details of a special event.
- Overuse of a field (placing more players on field than has been approved)

Category B – Equivalent to one violation

- Advertising field use before permit has been approved.
- Using a field that has been closed due to weather or maintenance.
- Using a field at unpermitted time.

- Driving vehicles on fields, school blacktops and sidewalks without written permission on permit.
- Bringing out food trucks without permission.
- Using amplified sound without permission.
- Failure to:
 - Submit required paperwork on time, including but not limited to, schedules, rosters, financial documents, and insurance.
 - Meet a Partner group standard (see pages 5 and 6) or
 - Meet a Fullerton Competitive group standard (see page 6)
 - Return unused allocated fields to the City's inventory.
 - Maintain a clean site after use, including litter pickup on fields and in parking lots, and having portable restrooms cleaned regularly.
 - Comply with the *Athletic Field Use and Allocation Policy* or *Athletic Field Use Rules and Regulations* or City ordinance.

In the event that a violation causes damage to City property or loss of field use fees, the organization will be required to reimburse the City for such damage or loss.

Violations deemed by City to be of a serious nature, such as criminal conduct, will result in immediate termination of permits and field use and will be turned over to the proper authorities.

VII. Fees

The *Policy Statement and Fee Schedule* sets forth the current listing of facilities and fees.

All Fullerton Competitive and Rental group fees must be paid in full when the reservation is made.

Parks and Recreation staff may be required for rental. A per hour staffing fee shall be charged.

Partner groups with continuous monthly usage will be invoiced at the end of each month.

Permits may be cancelled and/or rescheduled. Permits canceled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Permits cancelled by the group at least ten (10) working days prior to the event will be charged a 10% admin fee. No refunds will be issued if group cancels less than ten (10) working days prior to the event.

VIII. Tournaments

All general rules and reservation procedures as specified in the *Policy Statement and Fee Schedule* are applicable during tournaments.

Additional provisions for tournaments are stated in this section.

Tournament applicants must complete a *Field Request Form*, sign the *Athletic Field Use Rules and Regulations Form* and review the *Tournament Orientation Checklist* with City staff at least six (6) months prior to the tournament date. Forms are available at the Parks and Recreation Department and online. Submission of these forms does not constitute approval. A permit is issued only after deposits and fees are paid. Tournament applicants must receive City approval to sell food, use food trucks or use a snack bar and/or BBQ. This approval must be noted on the use permit.

Tournaments cancelled by the City or due to inclement weather may be rescheduled as availability allows or may be refunded in full. Tournament permits cancelled by the group at least ten (10) working days prior to the event will be charged a 10% admin fee. No refunds will be issued if group cancels less than ten (10) working days prior to the event.

City reserves the right to have a tournament reviewed by other City departments to minimize the impact on neighbors, fields, parking, traffic, etc. Additional fees may be required.

IX. Field Maintenance

Field Rest and Renovation

An annual rest and renovation program is scheduled at all sites to maintain field sustainability. The City attempts to be flexible in accommodating field requests but ultimately, the health and safety of the players and the condition and playability of the fields take priority. This requires the closure of fields and facilities for a number of days deemed necessary by City staff.

Field and Facility Closures

The City of Fullerton reserves the right to cancel or suspend field use permits when field conditions could result in injury to players or cause damage to the fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to rain, lightning, air quality, high temperatures, unsafe fields, and maintenance issues.

Inclement Weather Guidelines

During inclement weather, the City staff will assess the playability of all City and FSD fields to determine if use will occur. The Parks and Recreation Director or designated representative shall have the authority to close any/all City and FSD fields.

A field status update will be posted on the Parks and Recreation web site by noon on weekdays and by 8 a.m. on the weekends, if any fields are closed.

Failure to follow these guidelines will result in suspension or cancellation of existing permit(s) and/or loss of rental/allocation privileges and/or a strike against the organization.

Turf Preservation

Cooperation from groups is required to preserve City and FSD fields by following these guidelines:

- Fields may not be used during or after a heavy rain, or when fields are wet or muddy.
- Field use must be rotated in order to reduce excessive turf damage in one area. For example, practices in heavy traffic areas (goal boxes, center circles, pitching areas, etc.) must be limited.
- Field occupancy may not exceed the approved number of players.
- Only softball and baseball practices may be held on the infield area of a softball or baseball diamond.
- All equipment must be removed or locked up at the end of each day.
- No vehicles are allowed on City and FSD fields or property, other than parking lots, without written permission on the permit.
- Report hazards and immediate emergencies (broken water lines, leaking sprinkler heads, etc.) to Public Works at 714-738-6897. When calling, identify yourself, your location (park/school), and the specific nature of the situation so that staff can bring the appropriate repair equipment. After hours, call the Police Department at 714-738-6710 to dispatch the on-call staff to respond to the emergency.

Athletic Field Lining

- Lining of fields on City and FSD fields is prohibited without City approval. Line colors must be approved by City.
- Burning lines on City and FSD fields is prohibited.

Field Modifications

Requests to modify, resize, or make improvements to a City or FSD field shall be submitted with conceptual drawings to the City (Parks and Recreation Department) and will be reviewed and approved by the appropriate and corresponding departments. Modification requests on fields being used by multiple Partner groups must be agreed by all organizations before request is made. Any permanent field modifications or improvements shall become the property of the City of Fullerton.

X. Other Information

Concessions and Vendors

All groups must receive City approval for all concession operations and have permission noted on their field use permit. Only partner groups with permanent snack bar facilities may sell concessions on a regular basis. All other groups may only provide concessions at tournaments or special occasions.

Partner groups operating concessions are considered first party vendors. A business license is not required for first party vendors; however food sales must meet Orange County Health Department codes and requirements. Insurance requirements must be met as a condition of field use. First party vendors are highly encouraged to attend a food handling class.

Commercial food providers (food trucks, carts, etc.) are considered second party vendors. Second party vendors must have an Orange County Health Department Permit and a seller's permit. Vendor information, must be submitted to the City no later than two weeks prior to the event.

Barbeque Use

Groups wanting to use a barbeque must receive City approval on their use permit and may require a fire permit. Only portable propane barbeques may be used. All groups selling or preparing food must comply with all Orange County Health Code food handling regulations.

Barbeques are not allowed:

- Within twenty-five feet (25') of any sports field, courts, playground or City building entrance.
- Within ten feet (10') of any walkway.
- Within parking lots or public rights-of-way.

Parking

Groups must always maintain safe parking and circulation practices for their events. Should parking become an issue during permitted time, the group must provide the proper resources to direct participants and spectators to designated parking areas. It is the group's responsibility to alleviate parking issues. No vehicles are allowed along red curbs, on City or FSD fields or property (other than parking lots) without written permission noted on the field use permit.

No programs are allowed on any parking lot without a review and approval by City staff. Important safety concerns must be adhered to in order to use a parking area for programming, i.e. trunk or treat, equipment distribution, etc.

Restrooms at FSD Sites

FSD restrooms are not available for use without a separate fee permit issued by FSD. Portable restrooms are allowed on school property only with a location map and the written approval from FSD and City.

Banners/Signage/Advertisement

A sports partner group can have sponsorship banners from supporting businesses to defray the costs of running the league. The advertisement shall be directed toward the sports viewing audience and not to the passersby on roadways. Since each sports field is designed differently, the banner direction may not always be obvious. Banners are generally removed after the games are over. The exception to this rule is the home field sponsorship banner. This applies to baseball and softball facilities with temporary homerun fencing. A homerun fence banner can remain up throughout the season, although some leagues may take them down after games.

The City provides three park banner frame locations to post 2' by 6' banners. An application and nominal fee is required to reserve a spot on one of the 18 banner display slots. A separate Banner Policy is available in the Parks and Recreation Department. *Banner Permit Request Forms* are also available in the Parks and Recreation Department and online.

Portable Lights

Private portable lights are prohibited in park and school without City and/or FSD approval.

XI. Field Use Code of Conduct

The City of Fullerton places great value on providing outdoor field space for recreational use. It is expected that all groups display positive sportsmanship and respectable conduct. All groups are required to comply with the following code of conduct. Failure to comply will result in a strike against a group.

- All leadership, coaches, and field users will show respect for the rules of play, authority of officials and City staff, and the opposing team.
- All leadership, coaches and field users will respect and protect the property of the City and the FSD.
- Any form of obscenity or abuse towards participants, staff, spectators, coaches, and/or officials will not be tolerated. Any individual using abusive or foul language will be removed from the field.
- All groups must abide by and observe all rules and regulations which have been established by the City of Fullerton.



Agenda Report

Parks and Recreation Commission

MEETING DATE: June 24, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: HUGO CURIEL, DIRECTOR

SUBJECT: MEMORIAL BENCH DONATION

SUMMARY

A family has applied to the Parks and Recreation Department to donate a memorial bench. They are requesting that the bench be placed at Hillcrest Park.

RECOMMENDATION

Accept and approve the donation of the memorial bench per the conditions outlined below.

FISCAL IMPACT

No fiscal impact.

DISCUSSION

Individuals may donate a memorial bench, kiosk or tree for placement in a Fullerton City park, based on Fullerton City Council Resolution No. 10-37 and the subsequent Parks & Recreation Memorial Tree, Kiosk and Bench Policy (see attachments). Citizens may have a memorial bench installed with a donation amount of \$3,200 which includes purchase, installation and annual maintenance. If the bench needs to be replaced within the 20-year life expectancy, the donor has the option to make an additional donation to continue the memorial.

The Knapp family has requested a memorial bench be placed at Hillcrest Park. The location for the bench will be within the confines of Hillcrest Park (1200 N. Harbor Blvd., Fullerton), with the specific placement to be in the east (Lemon St.) side of the park, at the top of the large grassy area that overlooks the Hillcrest Recreation Center, The Red Cross Building and the picnic shelter. The location is such that it will not be disruptive to

any park activities and/or operations and that the bench style and color selected is compatible with the park and the placement area.

Attachments:

- Attachment 1 - Resolution 10-37: Policy Allowing Residents to Donate Memorial Trees and Benches
- Attachment 2 - Parks & Recreation Memorial Tree, Kiosk and Bench Policy
- Attachment 3 - Bench and Location Detail

RESOLUTION NO. 10-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING A CERTAIN POLICY ALLOWING DONATIONS OF MEMORIAL TREES, KIOSKS AND BENCHES IN CITY PARKS.

WHEREAS, there is a need to establish a uniform policy to allow for the donation of memorial trees and benches in City parks;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fullerton that the following is adopted:

I. POLICY

The City of Fullerton Parks and Recreation Commission will review and approve all requests, recommended by the Parks and Recreation and Maintenance Services departments, for donating memorial trees, kiosks and benches in City parks according to the objective, rules and regulations, and fees for this policy.

II. OBJECTIVE

To establish a uniform policy regarding memorial tree and bench donations that will assure compatibility with park aesthetics and programming.

III. RULES AND REGULATIONS

- A. The Parks and Recreation Commission will designate the type, style, design and placement of memorial benches, memorial kiosks, memorial plaques, and memorial trees within the City public spaces. Approved benches, kiosks and trees will be based on these factors: size, usage, vandalism, traffic, security, view obstructions, location, and style compatibility. The Parks and Recreation Commission shall review this policy on an annual basis.
- B. Donation requests shall be submitted to the Parks and Recreation Department on the "Memorial Tree, kiosk and Bench Donation" form.
- C. All approved donations shall become the property of the City of Fullerton.
- D. Applicants may choose to donate a new tree, kiosk or bench in a City park.
- E. Memorial plaques shall only be allowed on kiosks and benches. Plaques shall be appropriately sized to fit the bench style and plaque wording with a maximum size of 4" x 12". All plaques should have standard wording limited to the following

list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)".

In addition, the following 2 options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.

- F. The City shall maintain the donated items, if accepted and placed in a City park, unless other arrangements have been agreed upon. The City shall not replace a donated item before its normal life expectancy, beyond the single replacement that is included as part of the original donation.
- G. The City shall not assume responsibility for replacement due to vandalism or theft beyond the single replacement included in the original donation. The original donor or their family members will have the option to pay for a replacement in the case of vandalism or theft beyond one (1) replacement.
- H. The City shall reserve the right to remove and relocate any memorial tree, kiosk or bench, if the location of the existing tree, kiosk or bench is in conflict with any future park improvement project(s) taking place in that location. The City will make every effort to contact the original donor or their family members to coordinate the relocation of the tree, kiosk or bench to a suitable location.

IV. FEES

All of the costs associated with the donation including purchase, installation, administration, maintenance, and replacement shall be paid by private funds. Maintenance and replacement fees will be placed in a restricted donation account to be used for annual maintenance and, as needed, future replacement. Fees are due upon approval. The fees may be reviewed annually before June 16 of each year. Fees may be reviewed, evaluated, changed and/or modified separately without affecting the remainder of this Resolution.

- A. TREES (24" box) - \$1,000 - This fee covers the initial purchase and installation of the tree. Additionally, the fee amount will cover administration, maintenance and one (1) replacement due to vandalism, theft, or death by natural causes during the 20-year life expectancy of the tree.
- B. KIOSKS - \$3,500 - This fee covers the initial purchase and installation of the kiosk, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) kiosk and/or one (1) plaque repair

and/or replacement due to vandalism or theft for the 20-year life expectancy of the kiosk.

C. BENCHES - \$3,200 – This fee covers the initial purchase and installation of the bench, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) bench and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the bench.

D. REPLACEMENT FEES – If a tree, kiosk, bench or plaque needs to be replaced beyond the covered single replacement, the donor has the option to make an additional donation to continue the memorial. Replacement costs are as follows: Tree (24"box) - \$220; Kiosk - \$2,200; Bench - \$2,000; and Memorial Plaque - \$126.

V. PREVIOUS RESOLUTION

Resolution No. 9701 dated May 17, 2005, in conflict with said resolution, is repealed in its entirety.

ADOPTED BY THE FULLERTON CITY COUNCIL on May 4, 2010


Don Bankhead, Mayor

ATTEST:


Beverley White, City Clerk

City of Fullerton
RESOLUTION CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF FULLERTON)

RESOLUTION NO. 10-37

I, Beverley White, City Clerk and ex-officio Clerk of the City Council of the City of Fullerton, California, hereby certifies that the whole number of the members of the City Council of the City of Fullerton is five; and that the above and foregoing Resolution No. 10-37 was adopted at a regular meeting of the City Council held on the 4th day of May, 2010, by the following vote:

COUNCIL MEMBER AYES:	Bankhead, Keller, Jones, Nelson, Quirk-Silva
COUNCIL MEMBER NOES:	None
COUNCIL MEMBER ABSENT:	None
COUNCILMEMBER ABSTAINED:	None



Beverley White, City Clerk



INFORMATION AND INSTRUCTIONS ON MEMORIAL TREE, KIOSK AND BENCH DONATIONS IN FULLERTON CITY PARKS

Individuals may donate a memorial bench, kiosk or tree for placement in a Fullerton City park, based on Fullerton City Council Resolution No. 10-37.

The Parks and Recreation Commission will review all applications for donating memorial benches, kiosks and trees at its monthly meeting, and will make a decision to approve or disapprove the applications.

RULES AND REGULATIONS

- A. The Parks and Recreation Department will provide standards on the type, style, design, and placement of memorial benches, memorial kiosks memorial bench plaques, and memorial trees within the City's public parks. The list of approved benches, kiosks and trees will be based on these factors: size, usage, vandalism, traffic, security, view obstructions, location, and style compatibility.
- B. Donation requests must be submitted to the Parks and Recreation Department on the "Memorial Tree, Kiosk and Bench Donation" application form.
- C. All approved donations will become the property of the City of Fullerton.
- D. Applicants may choose to donate a new tree, kiosk or bench in a City park.
- E. Memorial plaques will only be allowed on benches and kiosks. All plaques will be uniform in size and material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)".

In addition, the following 2 options may be applied to the standard wording selection:

1) Birth and death dates (full dates or just years): 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.

- F. The City will maintain the donated items unless other arrangements have been agreed upon. The City will not replace a donated item before its normal life expectancy, beyond the single replacement that is included as part of the original donation.
- G. The City does not assume responsibility for replacement due to vandalism or theft beyond the single replacement included in the original donation. The original donor or their family members will have the option to pay for replacement in the case of vandalism or theft beyond one (1) replacement.

- H. The City reserves the right to remove and relocate any memorial tree, kiosk or bench, if the location of the existing tree, kiosk or bench is in conflict with any future park improvement project(s) taking place in that location. The City will make every effort to contact the original donor or their family members to coordinate the relocation of the tree, kiosk or bench to a suitable location.

FEES

All of the costs associated with the donation including purchase, installation, administration, maintenance, and replacement shall be paid by private funds. Maintenance and replacement fees will be placed in a restricted donation account to be used for annual maintenance and, as needed, future replacement. Fees are due upon approval. The fees may be reviewed annually before June 16 of each year. Fees may be reviewed, evaluated, changed and/or modified separately without affecting the remainder of this Resolution.

CURRENT FEES:

A. Memorial Trees (24" box) - \$1,000

This fee covers the initial purchase and installation of the tree. Additionally, the fee amount will cover administration, maintenance and one (1) replacement due to vandalism, theft, or death by natural causes during the 20-year life expectancy of the tree.

B. Memorial Kiosk - \$3,500

This fee covers the initial purchase and installation of the kiosk, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) kiosk and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the kiosk.

C. Memorial Bench - \$3,200

This fee covers the initial purchase and installation of the bench, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) bench and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the bench.

D. Replacement Fees

If a tree, kiosk, bench or plaque needs to be replaced beyond the covered single replacement, the donor has the option to make an additional donation to continue the memorial. Replacement costs are as follows: Tree (24"box) - \$220; Kiosk - \$2,200; Bench - \$2,000; and Memorial Plaque - \$126.

HOW TO APPLY:

1. Please complete the "Memorial Tree, Kiosk and Bench Donation Application Form."

2. If you have any questions about donating a memorial tree, kiosk or bench, or you need assistance in completing the form, you may call the Parks and Recreation Department at (714) 738-6575.
3. Submit the completed application form to the Fullerton Parks and Recreation Department at City Hall, 303 W. Commonwealth Avenue, Fullerton, CA 92832. Full payment is expected at that time in the form of a check or credit/debit card (Master Card or Visa).
4. Parks and Recreation staff will bring your completed application to the Parks and Recreation Commission at its monthly meeting for review and approval. The Commission regular meeting is on the second Monday of the month at 6:30 p.m. in the City Council Chamber. The meeting is open to the public but you do not need to be present at the meeting to have your application reviewed.
5. Should the Parks and Recreation Commission have any concerns or questions about the placement of the memorial bench or tree, staff will contact the applicant to make any adjustments needed.
6. If an application is not approved by the Commission, or if any required changes are not approved by the applicant, any funds collected will be returned to the applicant.
7. Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered. In the event of a cancelled donation, and prior to installation, any items ordered and paid for by the applicant are the property of the applicant, who would be responsible for picking up the items within 60 days. Thereafter, any unclaimed items become the property of the City.

Knapp Family Memorial Bench Location



The bench location is placement to be in the east (Lemon St.) side of Hillcrest Park, at the top of the large grassy area that overlooks the Hillcrest Recreation Center, The Red Cross Building and the picnic shelter.



Victor Stanley Classic Bench CS-138

Green with Bronze on Bronze Plaque

