

**Visalia Parks & Recreation Commission**  
**Meeting Minutes September 18, 2012**

**1. Call Meeting to Order/Roll Call**

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, September 18, 2012, at the City Council Chambers, 707 W. Acequia Street, Visalia, California. The meeting was called to order by Chairperson Mann at 5:30 pm.

**Present:** Lesa Mann, Carla Calhoun, Ben Filiponi, Robert Doi, Dolores Taylor, and Shann Blue

**Guests:** Warren Gubler, Greg Schneider, Roland Soltesz, Sam Boone, Chad Nelson, Shelly Jones, Daniel Wainright, Brian Patterson, Ed Glass, and various members of AYSO.

**Staff:** Vince Elizondo, Jeannie Greenwood, Jim Bean, Jason Glick, and Brenda Miernik

Chairperson Mann introduced Ms. Dolores Taylor, Commissioner, and Mr. Shann Blue, Alternate, to the Commission. She noted that they had been approved at the Council meeting held September 17, 2012.

**2. Review and Approve the Minutes of the Regular Meeting, August 21, 2012.** Commissioner Calhoun moved to approve the minutes, and Commissioner Filiponi seconded the motion.

**MOTION**

Motion passed 5-0

**3. Public Comment:** None.

**4. Annual Aquatic Program Report.** Mr. Glick, Recreation Supervisor, stated the Aquatic staff includes Ramsey Ochoa, Recreation Coordinator, Heidi Conant, Hourly Recreation Assistant, 20 swim coaches, and 33 Life Guards.

Mr. Glick said the aquatic season begins June 11 and ends August, 2012. Swimming pools utilized are Redwood, Golden West, Mount Whitney, and El Diamanté High Schools.

Mr. Glick noted the following details.

- Swim Teams consisted of the Buccaneers, Seahawks, and the Waves. The Buccaneer's head coach was Marisa Minaci, with 65 swimmers in the Spring Conditioning class and a total of 164 swimmers. The Head Coach for the Seahawks was Glenna Rizzo and she had 72 swimmers in her Spring Conditioning class and a total of 136 swimmers. The Waves had 66 swimmers in the Spring Conditioning class and Alison Ayers was the Head Coach, with 193 total swimmers
- The Aquatic program consists of swim lessons, public swim sessions, certification classes, pool rentals, diving classes, water polo, and Aquatic Adventure Camp.
  - Swim lessons were held morning and evening at El Diamante in 2 week group lessons that lasted 30 minutes with 5 children per group. Private evening classes were held for 1 week for 30 minutes with one on one instruction.
  - Group and private swim lessons – session one taught 216 lessons, session two 182 lessons, session three taught 180 lessons, and session four taught 164 lessons. A total of 742 lessons were taught this year.
  - Public Swim was held at Redwood High School. The costs were \$1.25 (12 and under), \$1.50 (13 and older), and the average attendance for 2012 was 56 daily average.
  - Certification Classes – In 2012 the Junior Lifeguard Clinic had 23 participants and the Certification Class had 62 participants.
  - Pool rentals – The revenue for 2012 was \$3,000 and participants were the YMCA, private parties and weekend rentals.
  - Diving classes and Water Polo had 73 participants and utilized Golden West Pool; Monday, Wednesday and Friday.
  - Aquatics Adventure Camp – Revenue for 2012 was \$106, 946, expenses were \$186,900, with a (\$78,955). Revenue recovery was 57%.

Mr. Glick said goals for 2013 include acquiring sponsorships to help off-set the cost of public swim, continue to promote aquatic awareness at elementary schools, and to continue the work toward a new pool agreement.

Commissioner Mann asked if scholarships were available for swimming and if any had been used. Mr. Glick replied yes to both questions.

5. **Request for Fee Modification by Visalia Galaxy Soccer.** Ms. Greenwood, Recreation Manager, explained that the department has some user agreements with fee modifications. She said the organizations are normally youth non-profits, they serve residents of Visalia, and usually have a historical relationship with the project, i.e. project support from inception, financial contributions to projects, and in-kind contributions towards maintenance and operational costs to offset fee modifications.

Ms. Greenwood said Mr. Soltesz, President of Visalia Galaxy Soccer (VGS) made a request at the August, 2012 meeting for a fee modification equivalent to the one received by AYSO (American Youth Soccer Association). AYSO contributions over the years have included \$100,000 towards the construction of the concession facility, \$35,000 for goals for the Sports Park, and additional projects totaling \$27,900 since 2008. She informed the commission that VGS was formed in 2010, is a non-profit youth organization that has recreation and travel leagues. Ms. Greenwood discussed the purpose for facility use fees, specifically to offset the \$500,000 annual cost for operations and maintenance at Riverway Sports Park and to provide for future improvements. Ms. Greenwood shared the 2012 Field Allocation Schedule for Riverway Sports Park which showed allocated use for Visalia Galaxy and AYSO.

Ms. Greenwood provided a breakdown of fees charged to AYSO for comparison purposes. Fees charged to AYSO are as follows:

|  |                                      |                       |                             |
|--|--------------------------------------|-----------------------|-----------------------------|
| HOURS:   | Saturdays 1100 hours                 | Tournaments 660 hours | Total 1760 contract hours   |
| FEES:  | \$4,500 rental fee + \$2,500 in-kind |                       | Total Fee \$7,000           |
| Contract value \$7,000 divided by 1760 contract hours        |                                      |                       | Hourly Rate \$3.98 per hour |
| ADDITIONAL FEES CHARGED TO AYSO (outside of contract hours): |                                      |                       |                             |
| Practices  | \$3.98 per hour                      |                       |                             |
| Arbor rental   | \$173 per day                        |                       |                             |
| League tourn.  | \$3.98 per hour                      |                       |                             |
| Travel league  | \$13.00 per hour                     |                       |                             |
| Light fees   | \$25 per hour                        |                       |                             |
| Refuse removal and concession electricity                    |                                      |                       |                             |

Ms. Greenwood stated that, at the August, 2012 meeting, the Parks and Recreation Commission requested additional information and that a staff recommendation be brought back to the September 18, 2012 meeting regarding a fee modification for VGS. City staff met with the Commission sub-committee, Commissioners Doi and Filiponi, who propose a recommendation that Visalia Galaxy receive a 50% modification for use of Riverway Sports Park for recreation league play and travel team practices. Additionally, Visalia Galaxy would be required in-kind contributions to facility maintenance and/or operations in the amount of \$1,500.

A financial accounting was provided as follows:

|   |                        |               |
|---|------------------------|---------------|
| Fees based on City's approved fee structure                           | 691 hours x \$13 hours | \$8,983 total |
| 50% reduction for recreation league and practices (all Visalia teams) | 529 hours              | \$3,439       |
| No reduction for travel league games                                  | 162 hours              | \$2,106       |
| Recommended fees with fee modifications:                              |                        | \$5,545 total |
| Amount of waiver:   |                        | -\$3,439      |

Conditions related to the fee modification were stated as follows:

- VGS shall provide in-kind improvements, approved in advance by the City, in the amount of \$1,500. Said improvements shall occur (or have been planned and approved) prior to January 1, 2013. If not completed, VGS shall submit payment in the amount of \$3,438.50, the amount of the fee modification.
- VGS shall submit a proposal to complete additional in-kind improvements in the amount of \$1,538.59 or submit payment of same amount to clear outstanding balance from the 2010 season on or before January 1, 2013.

Commissioner Mann invited members of the public to speak if they would like to.

Mr. Soltesz stated that he believes that VGS and AYSO should be charged the same - \$3.98 per hour, everyone paying the same fee, including the travel program. Mr. Soltesz indicated inconsistencies in terminology where he considers his program a "competitive" program versus a "travel" league as indicated by City staff. Mr. Soltesz further stated that City staff refers to fees for AYSO as a "Rental Fee" when, in fact, the contract calls this a

“Maintenance Fee”. Mr. Soltesz also stated that he was not sure if they were going to be utilizing the facility as much as indicated in the staff report. Ms. Greenwood responded that the hours reflected were consistent with VGS’s request and if the time has changed it should be reported to City staff so that unused time may be allocated to other users.

Commissioner Mann asked if there were any further public comments, and hearing none, she asked the commission for their comments.

Commissioner Calhoun suggested a change from \$1,500 to **at least** \$1,500.

Commissioner Calhoun asked when the AYSO contract expires and if the City is considering changing the language to be consistent with the VGS contract. Ms. Greenwood replied that the AYSO contract expires in November and that the City has received notice that AYSO would like to exercise their option to extend the existing contract. The Facility Priority Use Policy, once adopted, will help direct staff with negotiations when contracts expire. Fees are an area that can be negotiated with the extension or a new contract.

### **MOTION**

Commissioner Calhoun moved to accept the staff’s recommendation with “at least” added prior to \$1,500; and Commissioner Filiponi seconded it.

Motion passed 5-0

- 6. Draft Priority Use Policy for City Facilities.** Ms. Greenwood stated that a Draft Priority Use Policy for City facilities was presented to the Commission at the August 2012 meeting. City staff has made a few minor revisions and has provided copies of the draft policy to local facility user groups for review and comments. Comments were received from Visalia AYSO and Visalia Galaxy, but other groups, when contacted, had no comment.

Ms. Greenwood presented the following summary of the draft policy:

**Objectives:** Fair distribution of facilities, maximize participation time, incorporate maintenance periods, communicate financial issues and cost recovery policy, and outline facility use regulations.

#### **Priority Use:**

- Priority 1 – Existing user agreements, City activities and programs, Visalia residents (90%), youth, open membership.
- Priority 2 – Visalia residents (51%), youth and Visalia residents (75%), adults.
- Priority 3 – Visalia residents (51%), adult, open membership and for profit programs and events.
- Priority 4 – Organizations that have violated terms of priority use policy.

Additional factors: Priority 1 & 2, max 1 game & 1 practice slot (½ field) per week. League play takes priority over practices, adult access – 25% dedicated space, sport season priority, appropriate for facility.

**Cost Recovery:** Assist with maintenance/operational costs, assess a portion of the cost to those who may not be Visalia tax supporters, and provide facilities for which funds might not be available.

**Residency:** Residency verification, any group misrepresenting its residency status will have its permit revoked and will be assigned Priority 4 for future facility allocation.

**Scheduling:** Organizations must submit game/league schedule to show how facilities are utilized, notice of times not being used, and unused time may be reassigned.

**Failure to Comply:** 1<sup>st</sup> offense – written warning; 2<sup>nd</sup> offense - 3 day suspension, restitution; 3<sup>rd</sup> offense – cancellation of permit, restitution, lowest priority for next allocation period.

Ms. Greenwood then reviewed the following comments and suggestions received from user groups:

**Definition of Terms:** Youth programs should be defined as 18 years and under rather than the proposed ages 17 years and under.

**Open membership:** a better definition is needed to define, access to participate is not restricted, how do all stars fit into this category?

**Allocations:** Does the policy allocate field space by registered participants or by number of teams? Ms. Greenwood clarified that the policy would utilize the number of Visalia residents registered within a program to determine priority but that field allocation would be determined based on the number of teams within the league. How does the policy address players on multiple teams? Ms. Greenwood stated that the Policy does not specifically address this. Request draft language that gives all leagues an equal chance allocation for Saturday time slots. Ms. Greenwood stated that the policy would assist with a fair distribution of facility allocations.

Allocations/games per week – no allocated practice time, first come, first serve at Riverway on north fields. Allocation should be based on players per hour vs. games per hour. Ms. Greenwood responded that the purpose of allocating based on the number of games assists with traffic and parking congestion at the facility and addresses a safety concern when facilities are overbooked. Limiting the number of games per hours assists with this more effectively than the number of players on the field per hour.

**Sports Season Priority:** Soccer is a year round sport and should have access and priority to soccer fields. If this is the case, soccer should have priority use of baseball fields during the fall months. Ms. Greenwood explained that the policy identifies traditional sports seasons a priority over other uses and stated that soccer could be played on baseball fields during the fall season if an appropriate use.

**Tournament Allocation:** How are large tournaments get scheduled? Do tournaments ever get priority or do they get scheduled after all league uses? Ms. Greenwood stated that tournaments would be scheduled after league schedules.

**Fees:** A per player fee was suggested. It was also stated that the hourly rate has to be equally applied to all groups. Charging for parking is another way to capture revenue. A Request for Proposals should go out for a competitive bid on snack bars.

**Residency Verification:** Concerns were raised with confidentiality and it was suggested that a better policy would be for the leagues to make rosters available for inspection and verification.

**Other suggestions:** Suggestions were made from user groups requesting a designation for line painting on soccer fields and to allow for storage access at the facility.

**Goal Safety:** Comments received from user groups related to goal safety and maintenance. Suggestions were to anchor goals in place as well as to purchase wheels for goals.

**Vehicles in the Park:** Comments received asked that a policy be put in place to restrict use of utility vehicles to persons over the age of 18 and to require insurance for use of utility vehicles.

**Dogs in the Park:** Park policy states that dogs must be on a leash, it was requested that dogs be prohibited at all youth sporting events.

Ms. Greenwood said the staff recommendation is that the Parks and Recreation Commission review the Draft Priority Use Policy, accept public comment and direct staff to complete a final document for City Attorney review and Commission adoption.

Commissioner Mann opened the floor for public comment.

Sam Boone a representative of AYSO stated that charging for parking would cause a major safety problem.

Chad Nelson, Regional Commissioner for AYSO, gave a synopsis of the organization and was supportive of the policy.

Daniel Wainright, representative of AYSO, spoke related to the language of the policy on page three which discusses how allocation will be determined if there are more than one group in a priority category. Ms. Greenwood responded that the intent is to allocate is based on the percentage of residents and that better language will be added to clarify this process.

Brian Patterson, Administrator for AYSO, was also supportive of the policy, and suggested that they be made as general and simple as possible.

Ed Glass, a representative of AYSO stated that a one year term makes it difficult to plan for future years and that a two to three term would be better. He stated that all parties should be included in negotiations for allocations. He also asked when priority status would be established, it would need to be done based on prior year statistics.

Mr. Soltesz explained that facility allocation is a City-wide issue and that we need to establish a policy that works for everyone. He indicated his support for the policy also and suggested charging for parking as potential revenue for the City.

Commissioner Calhoun asked that a provision be added related to providing scholarships for children who cannot afford to play.

Commissioner Doi asked staff to look for additional examples of Priority Use Agreements to see if others address multi-year allocations.

The commissioners agreed by consensus that staff would review the draft policy, public comments, and responses received with the sub-committee and create a final document for Commission review.

## **7. Update on City Council Reports & City Staff Announcements:**

- **Upcoming Recreation Programs & Special Events.** Ms. Greenwood invited the commission to the Senior Center Open House on September 21 at 11:00 am. Barbequed hamburgers will be served and many vendors are

attending as well. She said the Spooky Sprint takes place October 27 at 11:00 am. Healthy Visalia will take place in October

- **Upcoming Parks & Urban Forestry Projects, Programs & Special Events.** Mr. Bean, Parks & Urban Forestry Manager reported the following.
  - Recreation Park's basketball project is on schedule.
  - A meeting was held today regarding the shade structures at Garden Street Plaza. The project will begin in late November.
  - Cement will be poured at the Senior Center for the patio addition on Monday.
  - Shade structures have been approved by Council for Summers and Fairview Parks.
  - Sidewalks at Rotary Park are complete.
  - Kiwanis Park is on schedule and grass is doing well.
  - Make a Difference Day will be held on Saturday, October 27, 2012. He said more information will come at next month's commission meeting.
- **Director's Report on Administrative Items.** Mr. Elizondo stated at last evenings Council meeting Mr. Shann Blue was approved as a Commission Alternate and the annual CDBG plan was approved. Several parks projects were approved to utilize the funding and the splash pad at Recreation Park will also use CDBG funding.

#### **8. Commissioner's Requests & Comments:**

- **Waterways & Trails Committee Report.** Commissioner Filiponi said he was unable to attend because the meeting was rescheduled to another week.
- **Parks & Recreation Foundation Monthly Report.** Commissioner Mann asked Ms. Taylor if she would accept the opportunity to be the liaison for the Foundation. Commissioner Taylor accepted. Mr. Elizondo stated the next meeting is this Thursday.
- **North Visalia Neighborhood Advisory Committee.** Mr. Doi stated he attended a meeting last Thursday and there was a presentation regarding CDBG funds. He said Mr. Bean presented a Griffiti report. Cal Trans also presented a plan on curbs and gutters for the Oval.
- **General Plan Advisory Committee.** Commissioner Calhoun said there are no more meetings of the regular committee. She said there is a work session scheduled on September 24, 2012, which is open to anyone with interest at 7 pm in the Council Chambers.
- **Senior Citizens Advisory Committee Update.** Commissioner Mann said the meeting is tomorrow. She encouraged everyone to attend the Open House at the Senior Center on Friday.
- **Adjourn to Regular Meeting October 18, 2012, at 707 W. Acequia, City Council Chambers at 5:30 pm.** Commissioner Taylor made a motion to adjourn and Commissioner Calhoun Filiponi the motion.

#### **MOTION**

Motion passed 5-0

Brenda Miernik  
Senior Administrative Assistant