

**RECREATION AND PARKS COMMISSION OF MONTEREY PARK  
AGENDA**

**REGULAR MEETING  
COUNCIL CHAMBER, CITY HALL  
320 W. NEWMARK AVE. MONTEREY PARK, CA 91754  
6:00 PM  
Monday, February 4, 2019**

**MISSION STATEMENT**

**The mission of the City of Monterey Park is to provide excellent services  
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the **Recreation and Community Services Department** located at 320 W. Newmark Ave, Monterey Park, CA 91754, during normal business hours and the City's website at [www.montereypark.ca.gov](http://www.montereypark.ca.gov).

**PUBLIC COMMENTS ON AGENDA ITEMS**

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 7 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1359 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

**CALL TO ORDER**

**FLAG SALUTE**

**ROLL CALL – PAUL LEE, BRYANT YANG, PHILIP CHANG, DAVID KWOK, AND GARY LAU**

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

**PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda).** While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

**ORAL AND WRITTEN COMMUNICATIONS**

**[1.] PRESENTATIONS**

**[2.] OLD BUSINESS**

**2-A. MPK Night at the Ball Park – Discussion**

**2-B. Donation Letter – Discussion**

**[3.] NEW BUSINESS**

**3-A. Recreation and Parks Commission Minutes**

It is recommended that the Recreation and Parks Commission

- (1) Approve the minutes for the regular meeting of January 7, 2019; and
- (2) Take such additional, related, action that may be desirable.

**3-B. Review and update Resolution 10669 – Sports Facility Use Reservation Procedures and Guidelines**

**3-C. Dance Competition – Discussion only**

**3-D. Alhambra Unified School District – Representative Report**

**3-E. Director’s Status Report**

**[4.] COMMISSION COMMUNICATIONS AND COMMISSIONER AND AGENCY MATTER – PARK CONDITIONS / STATUS**

**ADJOURN**



# RECREATION AND PARKS Commission Staff Report

DATE: February 4, 2019

AGENDA ITEM NO: 3-A

**TO:** Recreation and Parks Commission  
**FROM:** Inez Alvarez, Director of Recreation and Community Services  
**SUBJECT:** RECREATION AND PARKS COMMISSION MINUTES

**RECOMMENDATION:**

It is recommended that the Recreation and Parks Commission:

- (1) Approve the minutes for the regular meeting of January 7, 2019; and
- (2) Take such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

None.

**BACKGROUND:**

None.

**FISCAL IMPACT:**

None.

**Respectfully submitted by:**

A handwritten signature in blue ink, appearing to read "I. Alvarez", written over a horizontal line.

Inez Alvarez  
Director of Recreation & Community Services

Attachment:

1. Recreation and Parks Commission Minutes

**MINUTES**  
**MONTEREY PARK RECREATION AND PARKS COMMISSION**  
**Regular Meeting**  
**Monday, January 7, 2019**

The Recreation and Parks Commission of the City of Monterey Park held a Special Meeting of the Commission in the City Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park on Monday, January 7, 2019 at 6:00 p.m.

**CALL TO ORDER:**

Commissioner Yang called the meeting to order at 6:04 p.m.

**FLAG SALUTE:**

**ROLL CALL:** Philip Chang, Bryant Yang, Paul Duke Lee, and Gary Lau

**ABSENT:** Commissioner Kwok

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

**ORAL AND WRITTEN COMMUNICATIONS**

**Oral Communications** - None

1. **PRESENTATIONS** - None
2. **OLD BUSINESS** - All items for Discussion only
- 2-A. **MPK Night at the Ball Park**

Director Alvarez provided the 2019 Dodgers group ticket pricing information and briefly explained the prices of tickets for the tentative dates of June 15 and 22. Commissioner Lau inquired about June 22 and asked if the Dodgers were offering a promotion that same day. Commissioner Lee suggested a day in August that would be available in a lower pricing range. Director Alvarez informed the Commission that more information will be presented once promotion giveaways are made available. Commissioner Lee inquired that a final decision on purchasing Dodger tickets for either June 22 or a date in August should be made no later than March to begin advertising.

2-B. **Donation Letter**

Director Alvarez presented to the Commission a sample of the donation letter that would be sent to sponsors who would be interested in donating to various programs and activities, such as MPK Night at the Ball Park, Movies in the Park, and the Youth Leadership Academy. Director Alvarez explained that the letter can be

changed and adjusted as requested. Commissioner Lau inquired about allowing donors to pay sponsorships in installments. Director Alvarez suggested that installments be arranged individually, if needed. Director Alvarez explained that donors will receive a receipt and a 'Thank You' letter can also be provided on behalf of the Commission.

### **3. New Business – All Items for Discussion Only**

#### **3-A. RECREATION AND PARKS COMMISSION MINUTES**

Approve the Recreation and Parks Commission minutes from the regular meeting of December 3, 2018.

**Action Taken:** The Recreation and Parks Commission approved the Recreation and Parks Commission minutes from the meeting of December 3, 2018.

**Motion:** Motion by Commissioner Lee and seconded by Commissioner Lau.

Motion carried by the following vote:

Ayes:	Commissioner: Yang, Lee, and Lau
Noes:	Commissioner: None
Absent:	Commissioner: Kwok
Abstain:	Commissioner: Chang

#### **3-B. Director's Status Report**

Director Alvarez provided a brief report regarding upcoming City events including Lunar New Year festival taking place on Saturday and Sunday, January 26 and 27; the Cherry Blossom Festival scheduled for Saturday and Sunday, April 27 and 28; and the Cinco de Mayo on Sunday, May 5.

Director Alvarez reported that the City's Birthday celebration carnival would be held from Thursday, May 9 through Sunday, May 12 and the route for the City's Birthday Parade, scheduled for Saturday, May 11 at 11:00 a.m., had been changed and would be starting and ending at Barnes Park. Director Alvarez reported to the Commission that promotion and notice for the route change has already begun. Staff along with the Birthday committee has begun working on encouraging participation from local schools and organizations to increase attendance at the parade.

Director Alvarez added that there will be a Fire Service and Armed Forces Day collaborative event, on Saturday, May 18 and dates for Summer Concerts in the Park and Movies in the Park have not been scheduled as of yet.

#### **3-C. Alhambra Unified School District**

Representative Gin informed the Commission that the Alhambra School District is continuing to schedule projects funded by the recent access to Bonds for

infrastructure improvements at various school sites. Representative Gin explained that funding will be distributed between the elementary and high schools based on priority of repairs needed.

**4. Commission Communications and Commissioner and Agency matter – Park conditions / status**

Commissioner Lee reported that the taller water fountain at Highlands Park is not working.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 6:47p.m.

\_\_\_\_\_  
Inez Alvarez, Staff Liaison

Approved on \_\_\_\_\_ at the Recreation and Parks Commission Regular Meeting



## RECREATION AND PARKS Commission Staff Report

DATE: February 4, 2019

AGENDA ITEM NO: 3-B

**TO:** Recreation and Parks Commission  
**FROM:** Inez Alvarez, Director of Recreation and Community Services  
**SUBJECT:** Review and update Resolution 10669 – Review and update Resolution 10669 – Sports Facility Use Reservation Procedures and Guidelines

### **RECOMMENDATION:**

It is recommended that the Recreation and Parks Commission:

- (1) Review and provide direction regarding Resolution 10669 – Sports Facility Use Reservation Procedures and Guidelines; and
- (2) Take such additional, related, action that may be desirable.

### **EXECUTIVE SUMMARY:**

In August 2001, the Recreation and Parks Commission approved regulations and guidelines regarding sports facility use. Staff is requesting the Commission's assistance with reviewing Department procedures to possibly update the resolution adopted in 2001.

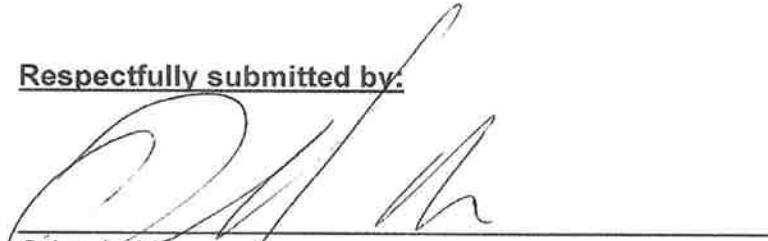
### **BACKGROUND:**

City staff utilize procedures and guidelines listed in Resolution 10669, when reviewing requests for field usage. There are several organizations that request field use for various sporting activities including, baseball, softball, soccer, and volleyball. Permits are issued year-round at various park sites.

### **FISCAL IMPACT:**

None.

Respectfully submitted by:



Orlando Muro  
Program Coordinator

Attachment:

1. Resolution 10669 – Sports Facility Use Reservation Procedures and Guidelines



RESOLUTION NO. 10669

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MONTEREY PARK, CALIFORNIA TO ESTABLISH A SPORTS  
FACILITY USE RESERVATION PROCEDURES AND GUIDELINES

WHEREAS, the City of Monterey Park provides sports facilities for the general public; and,

WHEREAS, the City of Monterey Park authorizes the Recreation and Parks Department to manage these facilities in a manner that will be of the greatest benefit to Monterey Park residents, and allow for the maximum usage of the facilities; and,

WHEREAS, the Recreation and Parks Department has established procedures and guidelines for exclusive use of the facilities by groups and individuals; and,

WHEREAS, the Youth Sports Organizations representing Monterey Park have met and reviewed these procedures and guidelines, and;

WHEREAS, The Recreation and Parks Commission has approved these regulations and guidelines at their Commission Meeting of August 6, 2001,

NOW, THEREFORE, BE IT RESOLVED that the City of Monterey Park hereby adopts the establishment of the Sports Facility Use Reservation Procedures And Guidelines as indicated in the following sections.



**City of Monterey Park  
Recreation and Parks Department**

**SPORTS FACILITY USE RESERVATION PROCEDURES AND GUIDLINES**

Sports facilities operated on by the Recreation and Parks Department may be reserved for use by organizations and individuals according to the following procedures and guidelines.

**SEASONAL RESERVATIONS**

- A. Deadline for submitting request.
  - 1. Seasonal request for local organizations practices and games must be submitted as per the deadlines established by the Recreation and Parks Department. Reservations will cover six month periods as per the following examples:
    - a. Baseball/Softball February through July – due by November 1
    - b. Baseball/Softball August through January – due by June 1
    - c. Football July through December – due by May 1
    - d. Basketball October through March – due by August 15
    - e. Basketball April through September – due February 1
- B. Scheduling Guidelines:
  - 1. Recreation and Parks will assign days, times, and specific facilities for practices and games.
  - 2. Recreation and Parks shall assign facilities based on the following priority.
    - a. City sponsored leagues and events
    - b. Schools who offer reciprocal use of facilities.
    - c. Participation is open to the general public.
    - d. Monterey Park based Non-profit youth organizations that serve a majority of Monterey Park Residents.
    - e. Individuals, organizations and businesses located in Monterey Park.
    - f. All others.
  - 3. Scheduling of facilities is based on the following criteria:
    - a. Percentage of resident participation.
    - b. Total number of participants/teams.
    - c. Previous year(s) scheduling and usage.
    - d. Facility availability due to city events and programs.
    - e. Submittal of applications, schedules and insurance certificates as requested.
    - f. The season in which the sport is conducted.
    - g. Except for tournament play. A Monterey Park team must be a participant in any game scheduled for play in a city facility.
    - h. Care of the facility and supervision provided to participants by users.
- C. Organizations that are assigned facilities are responsible to supervise and schedule practice times and game schedules for their individual teams.
- D. Separate applications and approvals are required for related events such as opening day ceremonies, registration, snack bars, and special events.

- D. Separate applications and approvals are required for related events such as opening day ceremonies, registration, snack bars, and special events.

#### **TOURNAMENT OR SWIM MEET SCHEDULING**

- A. Requests may be submitted as per the above schedule.
- B. Tournament scheduling is kept to a minimum during the peak play of local leagues.
- C. Prior to each tournament or swim meet, organizers shall meet with department staff to review facility issues and scheduling.
- D. A separate insurance certificate may be required for tournaments.

#### **SHORT TERM USE**

- A. Organizations and residents may reserve a facility for practice or game(s) as follows:
  1. A representative must come to the Parks and Recreation office during regular business hours, at least 24 hours in advance for weeknights and by Thursday afternoon for weekends to reserve a facility.
  2. Reservations can be made up to four weeks in advance.
  3. Facilities must be reserved a minimum of two hours.
  4. All required fees must be paid prior at the time of reservation.
  5. Representative will receive a permit upon receipt of fees. This permit must be on hand at the site during the entire reservation.
  6. User is not entitled to a refund if a facility is not used.
  7. Facility is provided on an 'as is' basis.

#### **LIGHTS**

- A. The following applies to outdoor facilities with lights.
  1. Parks and Recreation will establish the time in which lights may be turned on.
  2. Lights must be turned off at the conclusion of the reservation time.

#### **CANCELLATIONS**

- A. Parks and Recreation reserves the right to cancel and/or reschedule a reservation when necessary due to scheduling conflicts, weather conditions, maintenance requirements, priority usage, etc.
- B. Reservations may be cancelled within 72 hours in advance. Cancellations may be delivered in person to the Recreation and Parks office or faxed to the Parks and Recreation office at (626) 307-0753 or emailed to "recreation@montereypark.ca.gov".
- C. Cancelled reservations may be rescheduled or refunded at the discretion of the user.
- D. A cancellation fee of \$5.00 shall be charged for cancelled reservations.
- E. Facilities reserved for seasonal use and not used on three or more occasions are subject to cancellation or denial of future use by Recreation and Parks Department.

## **INCLEMENT WEATHER AND BLACKOUTS**

- A. During inclement weather, field status is determined at 12 noon on weekdays and when information is available on weekends.
- B. Once a facility is closed due to unsafe conditions or during a rolling blackout the facility may not be used under any circumstances.
- C. Call the Recreation office at (626) 307-1388 for information regarding facility conditions.
- D. Users may request a refund or reschedule fields that are closed due to unsafe or poor weather conditions, or during a rolling blackout.
- E. Users may cancel a reservation, on the day of scheduled use, if weather conditions are poor and it is in the best interest of the participants not to use the facility.

## **INSURANCE**

- A. All users must provide a Certificate of Insurance and an endorsement naming the City of Monterey Park, and their officers and employees as additional insured under a general liability policy. Contact the Recreation office for specifics as to limits and cancellation clauses.

## **GENERAL**

- A. Users are not allowed to transfer a facility reservation to another user.
- B. Private vehicles are not allowed on City property without advance written approval by the Director of Recreation and Parks. Facility users and visitors may be cited for failure to obey traffic and parking laws.
- C. In the event more than one user claims to have a reservation for the same facility Recreation and Parks staff will determine who is entitled to use the facility. If appropriate, arrangements to use another facility will be arranged provided another facility is available.
- D. Parks and Recreation staff may close a facility at any time for maintenance emergencies or should conditions warrant that a facility is unsafe for use.
- E. Organizations and users are responsible to keep facilities clean. Please pick up all trash in dugouts and bleacher areas following each use.
- F. Facility damage or needed repairs should be reported immediately to Recreation and Parks at (626) 307-1388 day or night. In the case of an emergency contact the Police Department at 911.
- G. For questions regarding sports facilities please, contact the Monterey Park Recreation and Parks Department at (626) 307-1388, (626) 307-2540 TTY/TDD or email to "[recreation@montereypark.ca.gov](mailto:recreation@montereypark.ca.gov)".