



## COMMUNITY SERVICES COMMISSION

### MINUTES REGULAR MEETING

Wednesday, March 9, 2016

6:00 PM

City of Huntington Beach  
Civic Center Council Chambers  
2000 Main Street  
Huntington Beach, CA 92648

#### **CALL TO ORDER:**

With the Chair and Vice Chair absent, Chair Kreitz asked that Commissioner Miller lead the meeting. The meeting was called to order at 6:09 p.m. at which time the Pledge of Allegiance was said.

MEMBERS PRESENT: Michael Couey; Nicolina Cuzzacrea; Roger Forest; Amy Kwon; J.D. Miles; Roy Miller; Dick Thiel; Norm Westwell

MEMBERS ABSENT: Paul Burkart (excused); Albert Gasparian (excused); Bridget Kaub (excused); Jay Kreitz; Nicolina (excused); Jerry Moffatt (excused)

STAFF PRESENT: David Dominguez; Charlene Gomez

#### **B. PRESENTATIONS:**

- B-1.** Community Services Recreation Supervisor Erin Burke reported that staff from the Community Services Department spent the day at in Long Beach at the California Parks and Recreation Conference, where they received an award for Excellence in Digital Marketing for the "Rec Report". The Rec Report is a community based program, which highlights events, classes and educational program at City parks and recreation facilities. Ms. Burke introduced the production team as Kaci Thol, Kristie Franco, and the Rec Report hosts, Molly Uemura and Scott Getman, who gave an overview of the program. The Rec Report is televised on local HDTV-3 and streams on Community Services Department's YouTube page along with other social media and community based forums, including being played at the checkout stands at the Newland Center Albertson's and other local businesses. Commissioner Westwell asked about the frequency of play and the funding source. Ms. Burke responded that the program airs monthly and is part of the Surf City Highlights production, and therefore, covered under the cable TV production budget. Commissioner Forest asked about the businesses that are airing the program. Ms. Burke cited several including a pilates and dance business, other grocers and a possible burger location.

**B-2.** Administrative Secretary Charlene Gomez administered the Oath of Office to newly appointed Commissioner Amy Kwon. The Commission welcomed Commissioner Kwon.

**C. MINUTES:**

**Motion:** Commissioner Miller called for a motion to approve the minutes as written for the February 10, 2016 Community Services Commission meeting. Moved by Commissioner Westwell, seconded by Commissioner Forest.

**Ayes:** Forest; Miles; Thiel; Westwell

**Nos:** None

**Abstain:** Couey, Cuzzacrea, Kwon, Miller

**D. ORAL COMMUNICATIONS:** None

**E. DIRECTOR/MANAGER ITEMS:**

Dominguez welcomed Commissioner Kwon.

**F. PUBLIC INPUT MEETING:** None

**G. ADMINISTRATIVE ITEMS:**

**G.1 Youth Sports Grant Committee Recommendation:**

Dominguez gave a brief overview of the Youth Sports Grant (YSG) program and past procedures along with items discussed at the YSG Committee meeting. The program began in 1995 and was suspended in 2011. In 2014, Council Member Joe Shaw put together a Council item to bring back the program.

Dominguez deferred to Commissioner Miller as the Chair of the YSG Committee for further reporting. Miller stated that the Committee has met twice – the first meeting to review the application and criteria and the second meeting to focus on fine tuning of the criteria. Commissioner Thiel gave his experience with field improvements through his involvement with AYSO and the effect it has on neighboring residents. He suggested that neighbors surrounding the potential improvement sites be notified in advance of changes. Dominguez responded that should there be a significant change or improvement, it would have to go through the public hearing process.

Commissioner Westwell voiced his concerns about the process of the direction given from Council to Commission and the length of time it took for the item to come before Commission. Dominguez explained the

timeline from the time the direction was given by City Council until this date referencing past Commission meetings where Commission was informed of the topic to be discussed at the respective YSG Committee meetings. Westwell questioned the deadline of the 2015/16 budget and why it was missed. Dominguez responded that there has been limited staff and scheduling issues due to member changes in Commission and Committees. Westwell also raised a concern about the process followed to refer the item to the YSG Committee stating that Commission did not take formal action to do so. Dominguez replied that normal procedures are to request Commission action to refer items to committees. He stated that while past agendas referenced the item being reviewed by the YSG Committee staff inadvertently failed to ask for direction by the Commission. Westwell stated that when future directions are given from City Council, that the item be brought before the full Commission to look at before going to Committees and Commission will set the calendar. Westwell also asked that in the future, acronyms be spelled out first before used in documents. Dominguez said that it is always staff's intent to do so.

Discussion continued between Commission and staff on the objective of the meeting pertaining to this item, the budget amount, timelines and processes. Dominguez went over the application criteria and recommendations from Committee for clarification.

Commissioner Miller read statistics from a list of projects submitted in 1996, which included what was approved, not approved and the amount requested.

Commissioner Westwell reviewed his recommended edits of the application and criteria as submitted by Committee. Discussion, clarification and comments continued regarding the additional edits and the application process. The following changes were agreed upon:

Page G-1<sup>1</sup>, Policy of Assistance to Improve Youth Sports Facility,

- Criteria Item #6, replacement of "...school district superintendent or assistant superintendent/business manager..." to "**School District or Official Designee**", and the word "sign" will be replaced by "approve".
- Criteria Item #7, capitalize the words **City**, **School** and **District**.
- Criteria Item #10, change to read: **Fulfillment of the attached Check List on page \_\_\_\_ (to be determined after final formatting)**.
- Criteria Item #11, language shall be changed to read, "**Any alterations to the original forms or format will disqualify the applicant.**"

Page G-1<sup>-3</sup>, Examples of Acceptable Expenditures,

- Remove "...**Or Altered**..." from the green box.
- Add "...**examples of** acceptable expenditures..." in the second sentence.

Page G-1<sup>-4</sup> Request for Assistance

- Add "**Facility** to "**Sports Field/Facility**".

Page G-1<sup>-8</sup>, School District Approval Form and Agreement

- Signature requirements changed to read, "**School Board or Official Designee**". This wording will be repeated throughout the document wherever this type of approval signature is required.

Other minor typos and punctuations were noted that require correction.

**Recommended Action:**

- 1). Approve the criteria, application language and process for the Youth Sports Grant Program as amended and recommended by the Youth Sports Grant Committee.
- 2). Direct staff to recommend an appropriate funding amount as part of the CIP budget process.

**Motion: Moved by Commissioner Westwell to approve the criteria as recommended by the Youth Sports Grant Committee with changes as agreed upon with exception of language on altering the forms. Commission directs staff to develop language and bring back to Commission at a later date. Commissioner Forest seconded the motion.**

**Ayes:** Couey; Cuzzacrea; Forest; Kwon; Miles; Miller; Thiel; Westwell  
**Noes:** None

**Motion: Miller moved that Commission direct staff to establish an annual funding amount for the Youth Sports Grant program. The motion was seconded by Couey.**

**Ayes:** Couey; Cuzzacrea; Forest; Kwon; Miles; Miller; Thiel; Westwell  
**Noes:** None

**H. INFORMATIONAL ITEMS:**

**H.1 Beach Playground** – Dominguez reported that the beach playground is currently going through the entitlement process, which includes processing a Coastal Development Permit (CDP) and going before the Design Review Board (DRB) for approval on March 10. Once the entitlement process is complete, staff anticipates fundraising efforts will amp up. Staff has been working with various service groups to secure

funding for the project should the entitlements be approved. Looking at the Fall for a start date.

**H.2 Bartlett Park** – Staff is working with volunteer groups and Public Work staff to complete improvements at Bartlett Park per the approved master plan. Working with service groups through a grant, the first phase includes clearing and defining park trails with decomposed granite and landscape borders, and installation of split rail fence around the park perimeter. Volunteers will make the trail improvements as part of two separate community service dates – the first occurring the week of March 21 and the second on April 23. The only improvement not completed with volunteer labor is the replacement of the chain linked fence, which will be performed by a professional contractor. Commissioner Westwell asked how Staff feels about volunteer labor. Dominguez responded that it is beneficial in aiding the Parks, Trees and Landscape division, who is understaffed and would have to hire independent contractors would it not be for the volunteer labor. Commissioner Miller asked about liability for the volunteers. Dominguez said that volunteers sign waivers stating that they are voluntarily participating in the activity.

**H.3 Park at the Former Lamb School Project** – Dominguez reported that on Saturday, February 20, 2016, the developer of the residential project at the former Lamb School site hosted a neighborhood block party and ribbon cutting for the neighborhood park. The event was well attended by the community and included food, drinks and games. Mayor Katapodis was on hand along with Councilmember Jill Hardy. Also in attendance were Commissioners J.D. Miles and Roy Miller. An official name for the new park is currently being vetted through the Park Naming and Memorials Committee, who will meet on March 16 to discuss this topic.

**I. WRITTEN COMMUNICATIONS: None**

**J. COMMISSION COMMITTEE REPORTS:**

Commissioner Miller said that the Youth Sports Grant Committee was previously discussed under the G Item.

With respect to the Park Naming and Memorials Committee, they will meet on March 16 to discuss the naming or renaming of three parks within the City.

**K. COMMISSION AND STAFF COMMENTS:**

Commissioner Kwon said that she is happy to be here.

Commissioner Westwell asked about the status of the trail signage at the beach. Dominguez said that he will prepare an update for the next meeting. He is working on an exhibit and will bring it back to Commission.

Commissioners Couey and Miller welcomed Commissioner Kwon.

Commissioner Miller said that he and Miles attended the ribbon cutting at the new park and reported that the developer has done a nice job in creating a beautiful and safe park for the community.

**L. ITEMS DISTRIBUTED TO COMMISSION:** None

**ADJOURNMENT:**

With no further business, Commissioner Miller called for a motion to adjourn. Commissioner Westwell moved for adjournment with Couey seconding. All in favor and the meeting was adjourned at 8:06 pm.

Submitted by:

David C. Dominguez  
Secretary  
Community Services Commission

By: Charlene Gomez  
Recording Secretary