



**AGENDA SUMMARY  
PARKS AND RECREATION COMMISSION MEETING  
WEDNESDAY, MAY 11, 2016  
6:30 P.M.  
ARROYO GRANDE CITY COUNCIL CHAMBERS  
215 E. BRANCH STREET, ARROYO GRANDE**

**1. CALL TO ORDER**

**2. FLAG SALUTE**

**3. ROLL CALL**

**4. COMMUNITY COMMENTS AND SUGGESTIONS**

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the Parks and Recreation Commission. The Brown Act restricts the Commission from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding Commissioner may:

- ◆ Direct City staff to assist or coordinate with you.
- ◆ A Commissioner may state a desire to meet with you.
- ◆ It may be the desire of the Commission to place your issue or matter on a future Commission agenda.

**5. CONSENT AGENDA**

The following routine items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Commission Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action. The Parks and Recreation Commission may approve the remainder of the Consent Agenda on one motion.

**5.a. CONSIDERATION OF APPROVAL OF MINUTES**

Recommended Action: Approve the minutes of the Parks and Recreation Commission meeting of April 13, 2016 as submitted.

Documents: [PRC Minutes 041316.pdf](#)

**6. CONTINUED BUSINESS**

**7. NEW BUSINESS**

**7.a. REQUEST FOR FEE WAIVER – PAULDING MIDDLE SCHOOL**

Recommended action: Review and approve the fee waiver request for Paulding Middle School Band's use of the Rotary Bandstand.

Documents: [FeeWaiver\\_PauldingMiddleSchool\\_Attachment1.pdf](#),  
[FeeWaiver\\_PauldingMiddleSchool\\_Attachment2.pdf](#)

**7.b. REQUEST FOR PARTIAL FEE WAIVER – CUB SCOUT PACK 13**

Recommended action: Review and approve the fee waiver request for Cub Scout Pack 13 for use of Strother Park Group BBQ Area #2.

Documents: [FeeWaiver\\_CubScoutPack13\\_Attachment1.pdf](#),  
[FeeWaiver\\_CubScoutPack13\\_Attachment2.pdf](#)

**8. COMMISSION COMMUNICATIONS**

Correspondence/comments as presented by the Parks and Recreation Commission.

**9. STAFF COMMUNICATIONS**

Correspondence/comments/requested follow up items as presented by the Director of Recreation Services and Director of Public Works.

**10. COMMUNITY COMMENTS AND SUGGESTIONS**

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**11. ADJOURNMENT**

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Parks and Recreation Commission within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Recreation Services Department, 1221 Ash Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5414 as soon as possible and at least 48 hours prior to the meeting date.

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**MINUTES**  
CITY OF ARROYO GRANDE  
PARKS AND RECREATION COMMISSION  
WEDNESDAY, APRIL 13, 2016, 6:30 P.M.  
CITY COUNCIL CHAMBERS  
215 E. BRANCH STREET  
ARROYO GRANDE, CALIFORNIA

**1. CALL TO ORDER**

Chair King presided and called the Arroyo Grande Parks and Recreation Commission meeting to order at 6:32 p.m.

**2. FLAG SALUTE**

Commissioner Jensen led those present in the Flag Salute.

**3. ROLL CALL**

Commissioner Linda Sandy, Commissioner Jen Jensen, Commissioner Will Reichardt, Commissioner Shawn Blethen and Chair Greg King were present at roll call. Attending staff included Public Works Director Geoff English, and Administrative Secretary Jill Fitzgerald.

**4. COMMUNITY COMMENTS AND SUGGESTIONS**

None.

**5. CONSENT AGENDA**

**5.a. Consideration of Approval of Minutes**

**Action:** Upon motion/second by Commissioners Sandy/Jensen the minutes of the Parks and Recreation Commission meeting of February 10, 2016 were approved as submitted.

**6. CONTINUED BUSINESS**

None.

**7. NEW BUSINESS**

**7.a. REQUEST FOR FEE WAIVER – FIVE CITIES YOUTH BASEBALL**

Director English reviewed the staff report to approve a fee waiver request from Five Cities Youth Baseball.

Jeremiah Moreno, Vice President for Five Cities Youth Baseball, spoke about the fee waiver request. He clarified that this request is for a reduction in fees based on improvements made by Five Cities Youth Baseball at the Soto Sports Complex.

**Action:** Commissioner Blethen moved to approve the fee waiver. Commissioner Sandy seconded the motion. The motion passed with one abstention from Commissioner King.

**7.b. INSTALLATION OF TWO BATTING CAGES AT PORTER FIELD BY ARROYO GRANDE VALLEY LITTLE LEAGUE AND FIVE CITIES YOUTH BASEBALL**

Director English reviewed the staff report including a PowerPoint presentation showing

## **PARKS AND RECREATION COMMISSION MINUTES**

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the size and the proposed location of the batting cages.

Jeremiah Moreno, Vice President of Five Cities Youth Baseball, addressed the commission regarding the proposed donation of two batting cages to be installed at the Soto Sports Complex.

Tyson Kerr, of Arroyo Grande, lives near the proposed location for the batting cages. He expressed his concerns regarding the proposed location of the batting cages. Mr. Kerr is not in favor of the proposed location of the batting cages. He requests a better or alternate location to be explored. Mr. Kerr suggests expanding the existing cage near the pitching mound.

Director English answered questions from Commissioner Sandy, Commissioner Jensen and Commissioner Blethen regarding maintenance and notification of surrounding neighbors.

Commissioner King suggested the use of vegetation to be used as a screen to hide the batting cages from the neighbors view.

Discussion ensued about a possible schedule for the set up/take down of the batting cages.

Director English answered questions from the commission.

**Action:** Commissioner Sandy made a motion to accept the donation of two batting cages at the Soto Sports Complex by Arroyo Grande Valley Little League and Five Cities Youth Baseball, and that this donation would be contingent on an agreement between the city and associations agreeing on the season that the batting cages are to be available and the priority of use. Commissioner Jensen seconded the motion and the motion passed unanimously.

### **8. COMMISSION COMMUNICATIONS**

None.

### **9. STAFF COMMUNICATIONS**

Director English thanked the commission for their deliberations.

Director English updated the commission regarding the Soto Sports Complex barrier removal project to improve access to fields. Community Development Block Grant Funds are being used to complete two barrier removal projects. The projects will improve the entrance to Campbell and Pilg fields by installing sidewalks and ADA accessible ramps.

### **10. COMMUNITY COMMENTS AND SUGGESTIONS**

None.

### **11. ADJOURNMENT**

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**Action:** Upon motion/second by Commissioners Blethen/Jensen the meeting of the Parks and Recreation Commission was unanimously adjourned at 7:42 p.m. to the next scheduled meeting of May 11, 2016.

\_\_\_\_\_  
GREG KING, CHAIR

Attest: \_\_\_\_\_  
JILL FITZGERALD, SECRETARY TO THE COMMISSION

CITY OF ARROYO GRANDE

FEE WAIVER OR REDUCTION CRITERIA FORM

Name: Thank Kirby / Pudding Middle School Address: 606 Crown Hill St. AG 93420 Phone #: 619 847 1592

Type of Fee Requested to Be Waived: Use of Facilities Total Fee Amt. To Be Considered: \$ 105  
(Maximum \$750 per calendar year)

**WAIVER OF FEES:** All groups/organizations/sponsors requesting a waiver of fees must submit a completed Fee Waiver or Reduction Criteria Form with a letter stating: (a) the facility requested, (b) event, (c) which fees should be waived, and (d) verification of information requested on the criteria form (e.g., organization donates 50% of its budget-supporting programs in the Five Cities area). Please include all additional information on a separate sheet of paper along with your letter of request. All forms and letters should be submitted as follows:

For Requests for Fees Totaling \$500 or Less:

Parks and Recreation Commission  
c/o Recreation Services  
1221 Ash Street  
Arroyo Grande, CA 93420

For Requests for Fees Totaling \$501 or More:

Arroyo Grande City Council  
Attention: Administrative Services Director  
214 East Branch Street  
Arroyo Grande, CA 93420

Check below each item that applies to your group or organization:

- 1. Local Arroyo Grande-based non-profit group or organization # \_\_\_\_\_ (provide I.D. number). "Local" is defined as 50% membership from the City of Arroyo Grande.
- 2. Non-profit group/organization services youth only, ages 6 - 18; and no specific program fees are charged youth (other than registration fee). Number of youth served: 40. Registration fee charged to youth: \_\_\_\_\_.
- 3. The group/organization donates 50% of its budget supporting programs/activities within the City of Arroyo Grande or the Five Cities area. Examples of programs/activities supported: \_\_\_\_\_.
- 4. The facility/activity requested and all proceeds will be used for a specific City of Arroyo Grande/Five Cities area public project, benefit, or cause. Example of specific service/project: \_\_\_\_\_.
- 5. The event proposed is open to the public, and the organization/sponsor is not requesting a donation or charging a fee for entry or to participants (vendors, speakers, etc.).
- 6. Group or organization provides a yearly donation (equipment, monetary, services-in-kind) to the City of Arroyo Grande. Specific donation: \_\_\_\_\_ Date of donation: \_\_\_\_\_.
- 7. Mid-week or shared scheduling of facility. The group has requested a date during the week (Monday - Thursday), and another organization will be meeting at the same time.

         TOTAL NUMBER OF CRITERIA ITEMS WHICH APPLY.

**QUALIFICATIONS:** Groups meeting criteria items 1 - 7 above score 1 point each. A score of 5 or more points qualifies a group for a waiver or reduction of fees. Groups scoring less than 5 points may be eligible for a waiver of up to 50% of the fee(s).

**DETERMINATION:** All requests for the reduction or waiver of fees for uses that require a Public Safety and Welfare Permit or Police Department Auxiliary Police Services (e.g., fees established by City Ordinance or Resolution) must be approved by the City Council.

Field rental fees (excluding tournaments, lighting, and field preps) shall be waived for all youth sport activities scoring five (5) points or more on a fully completed Fee Waiver or Reduction Criteria Form. "Youth sport activities" shall be defined as any league/team roster having members under the age of 18, with the exception that a maximum of three (3) members may be 18 or older, at the time the roster is submitted to the Recreation and Maintenance Services Department.

**FOR FEES TOTALING \$500 OR LESS FOR USE OF A CITY FACILITY:** Waiver or reduction of the fees can be approved by the Parks and Recreation Commission. All decisions made by the Parks and Recreation Commission can be appealed to the City Council.

**FOR FEES TOTALING \$501 OR MORE FOR USE OF A CITY FACILITY:** Waiver or reduction of fees must be approved by the City Council.

**THE MAXIMUM ANY INDIVIDUAL GROUP CAN RECEIVE IN WAIVERS IS \$750 ANNUALLY (Calendar year):** This maximum may not be appealed.

**Event Title: Paulding Band Concert, Banquet and Awards**

Event Date: Thursday, June 2, 2016

Event Time: 4 pm – 8 pm

Desired Location: The Arroyo Grand Bandstand on Nelson Street

**Event Description**

This event is for the Paulding Middle School Band program. We will be holding our annual End of the Year Concert, Banquet Dinner and Awards. Setup time is from 4pm – 5pm. The potluck dinner will begin around 5:30 pm until 6:30 pm. The concert will begin at 6:30pm and last until 7:30pm. The concert includes 3 bands, 7<sup>th</sup> grade, 8<sup>th</sup> grade and Jazz Band. This would include live instruments and some moderately amplified sound for the Jazz band. (2 instruments). Amplified sound would also be used to announce the concert program. The concert should end slightly after 7:30 or before and cleanup should last until about 8pm.

The sound system that will be uses is a 200-watt system producing a moderately loud sound. Sound should not exceed 80 decibals.

Cleanup will be from 7:30 – 8:00 pm

**Number of Participants**

Total Band Members – 32

Total audience participants – 40

Total Participants - 72

**Equipment Needed**

Paulding will be bringing all tables, chairs and equipment. However an electrical outlet will be needed for the sound system.

Thank you for your consideration and use of the facilities!

Thanh Kirby



Paulding Band Director

May 3, 2016

City of Arroyo Grande  
1221 Ash Street  
Arroyo Grande, CA 93420

Dear Jill Fitzgerald,

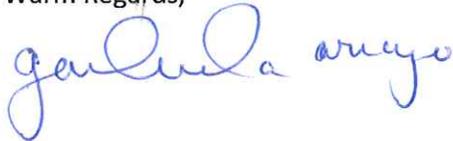
My name is Gabriela Arroyo. I am the Committee Chair for Pack 13. We are a local nonprofit Cub Scout pack that services Arroyo Grande and adjoining cities youth ages 6-10 years. The Cub Scout program focus is to foster respectful, honest, conservation minded, and selfless stewards of our community. Our pack is very involved in the community whether it be participating in seasonal parades or doing cleanup campaigns to beautify the city and those adjoining.

Our pack is putting together a recruiting/family BBQ at Strother Park on Sunday, May 15<sup>th</sup> from 2:00-5:00pm. We submitted an application for fee reduction and are asking that the Recreation Services find favor in giving us a 50% discount on the site rental fees.

Jill, it is with regret that I inform you that our pack will not be able to lead the flag ceremony at May's city council meeting. Our pack meeting and the council meeting fall on the same Wednesday. I hope this is not an inconvenience for you all.

Thank you for your time in this matter Jill. If there is anything you need further from me, please do not hesitate to contact me at 760-484-0840.

Warm Regards,



Gabriela Arroyo

**CITY OF ARROYO GRANDE**  
**FEE WAIVER OR REDUCTION CRITERIA FORM**

Name: Eub Scout Pack 13 Address: 225 Efic Way Pismo Phone #: 774-258-0079

Type of Fee Requested to Be Waived: Park Rental Total Fee Amt. To Be Considered: \$ 105.00  
(Maximum \$750 per calendar year)

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- 3. The group/organization donates 50% of its budget supporting programs/activities within the City of Arroyo Grande or the Five Cities area. Examples of programs/activities supported: \_\_\_\_\_
- 4. The facility/activity requested and all proceeds will be used for a specific City of Arroyo Grande/Five Cities area public project, benefit, or cause. Example of specific service/project: \_\_\_\_\_
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