

# CITY OF HUNTINGTON PARK

## PARKS AND RECREATION COMMISSION Special Meeting Agenda Monday, December 14, 2015

6:00 p.m.  
Salt Lake Park  
3401 E. Florence Avenue, Huntington Park, CA 90255



All agenda items and reports are available for review in the City Clerk's Office and [www.hpca.gov](http://www.hpca.gov). Any writings or documents provided to a majority of the Parks & Recreation commission regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk's Office either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6230. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE THE COMMISSION IS IN SESSION. Thank you.**

Assembly Bill No. 2674 amended several provisions of the Ralph M. Brown Act (Section 54590 et.seq. of the Government code) effective January 1, 1987. The bill prohibits the Parks and Recreation Commission from taking action on any item which did not appear on the agenda, which was posted 72 hours prior to the Parks and Recreation Commission meeting. If the Commission action is necessary on subject matter which the public presents the matter should be presented in writing to the Director of Parks & Recreation for placement on the agenda by Tuesday noon, prior to the next Parks and Recreation Commission meeting.

### **Additions/Deletions to Agenda**

Items of business may be added to the agenda upon a motion adopted by a minimum two-thirds vote finding that there is a need to take immediate action and that the need for action came to the attention of staff subsequent to the agenda being posted. Items may be deleted from the agenda upon the request of staff or the Commission.

## CALL TO ORDER

**ROLL CALL** Chair Manuel Avila  
Vice Chair Jonathan Sanabria  
Commissioner Betty Davis-Gonzalez  
Commissioner Edgar Gordillo  
Commissioner Julian Zatarain

## PLEDGE OF ALLEGIANCE

## PUBLIC COMMENT

*If you wish to address the Commission, please complete the speaker card that is provided at the entrance to the room and give to staff prior to the start of Public Comment.*

*For both open session each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. **This is the only opportunity for public input except for scheduled public hearing items.***

## STAFF RESPONSE

## PRESENTATIONS

Parks and Recreation 101, presented by Recreation Supervisors Gustavo Hernandez & Leonard Garcia and Recreation Coordinator, Lizet Nuñez.

## REGULAR AGENDA

1. Review of City Property and Facility Use Fee Waiver Policy
2. Discussion on Work Plan for FY 15-16

## DEPARTMENTAL REPORTS (Information Only)

## WRITTEN COMMUNICATIONS

## COMMISSION COMMUNICATIONS

Chair Manuel Avila  
Vice Chair Jonathan Sanabria  
Commissioner Betty Davis-Gonzalez  
Commissioner Edgar Gordillo  
Commissioner Julian Zatarain

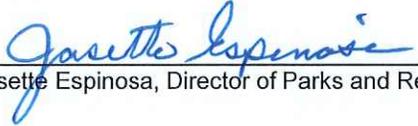
## SUBJECTS PRESENTED BY COMMISSIONERS, SUPERVISOR, COORDINATOR AND GENERAL COMMENTS, OR UNFINISHED BUSINESS ITEMS.

Note: Any person who has a question concerning any agenda item may contact the Parks and Recreation Director, Josette Espinosa. All back-up material is available for review in the Parks & Recreation Administrative office during regular working hours.

**ADJOURNMENT**

The City of Huntington Park, Park and Recreation Commission will adjourn to a regular meeting on January 27, 2016 at 6 p.m.

I, Josette Espinosa, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at 6550 Miles Avenue, Huntington Park, CA 90255 and made available at [www.hpca.gov](http://www.hpca.gov) on the of December 10, 2015.

  
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Josette Espinosa, Director of Parks and Recreation





## CITY OF HUNTINGTON PARK

Parks and Recreation Department  
Parks and Recreation Commission Report

December 14, 2015

Dear Members of the Parks and Recreation Commission:

### **IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION:**

1. Review of City Property and Facility Use Fee Waiver Policy.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Chapter 13 – Activities in Public Places, of the City’s municipal code, explains the policies and procedures external agencies must follow, to host an event of 100 or more people on City property or right-of-way. The code also provides the costs associated with hosting such an event and the timeframe in which the event application is administratively reviewed and when payment must be made by the hosting organization.

What the code did not address however, were the procedural steps or policies that informed a process for facility fee waiver requests to host an activity on public city property. Therefore, administrative staff worked diligently to draft a policy and on July 6, 2015, the City Council approved and adopted the **City Property and Facility Use Fee Waiver Policy**.

Per Section 6(c) of the policy, “all fee waiver requests for City Park and Recreation Facilities must first be presented to the Parks and Recreation Commission for review and recommendation for approval or denial [by the City Council].” It is recommended that the Commission familiarize themselves with the policy and establish a standard evaluation mechanism that allows the Commission to determine if the financial hardship posed by the requesting agency, merits a recommendation to Council, for a waiver of fees.

Respectfully submitted,

Josette Espinosa  
Director of Parks and Recreation

Attachment: City Property and Facility Use Fee Waiver Policy





## CITY OF HUNTINGTON PARK

Parks and Recreation Department  
Parks and Recreation Commission Report

December 14, 2015

Dear Members of the Parks and Recreation Commission:

### **IT IS RECOMMENDED THAT THE PARKS AND RECREATION COMMISSION:**

1. Discuss and Consider Developing a Work Plan for FY 2015/2016

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Pursuant last month's discussion on the development and implementation of the Commission's FY 15-16 Work Plan, Commissioners are asked to collectively identify 3 to 5 action items or projects to be included as part of their plan.

Commissioners are reminded that the Department of Parks and Recreation recommends they consider projects or initiatives which will assist them with the following efforts:

1. The Los Angeles County Parks Needs Assessment;
2. Marketing Plan/Strategy; and
3. Volunteer Program

Staff recommends your consideration over projects which will ultimately assist the Department of Parks and Recreation to achieve its mission of improving the quality of life of Huntington Park residents by creating affordable, accessible and equitable leisure opportunities that promote the benefits of living a healthier lifestyle.

Respectfully submitted,

Josette Espinosa  
Director of Parks and Recreation

