

DALY CITY RECREATION COMMISSION
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
REGULAR MEETING
MINUTES – APRIL 24, 2018

The meeting was called to order by Recreation Commission Chair Jack Pastor at 7:00 p.m.

ROLL CALL

Recreation Commission Present:

Commissioners Jack Pastor, Andrea Wilcox and Luis Landos

Staff Present: Director Joseph Curran and Recreation Services Manager Denise Brown

APPROVAL OF AGENDA:

Motion made by Commissioner Landos and seconded by Commissioner Wilcox to approve the April 24, 2018 agenda. Unanimously approved.

APPROVAL OF MINUTES

Motion made by Commissioner Landos and seconded by Commissioner Wilcox to approve the January 23, 2018 Minutes. Unanimously approved.

DIRECTOR'S REPORT:

1. Alta Loma Tot Lot Renovation Project – Jimmy Fu from Daly City Public Works presented tonight's Renovation Project to the Commissioners. They are proposing to renovate the entire park, a total of 5,000 sq ft. They are on final design phase now. They have age appropriate structures. They are proposing to resurface the top lot. It would be the same wood fiber that we are currently using but we will do some drainage improvements that would help in the life of the wood fiber. The design is being done completely in-house. The City is getting a grant from House-Related Park. It rewards local governments that approve local income housing projects and provides funds for parks project that benefit the community. \$75,000 was awarded to City of Daly City. The City is putting in \$150,000 from Developer Park in lieu of fees. Bids open in July, and the City Council will award the project in August, with Construction beginning in October.
2. Consideration of New Fees for the Afterschool Youth Recreation Program (AYRP) – Director Curran is seeking endorsement from the Commissioners to be brought to the City Council to adopt a new fee structure for the Afterschool Youth Recreation Program. Due to the anticipated rise in the cost and demands of providing the program, staff proposes to raise the monthly base fee to \$69 per month for programming Monday through Friday, 3 hours a day, to include early release and minimum days, on days school is in session. Fees will vary based on each school site's program hours as some school sites offer longer than 3 hours. The proposed fee would cover the cost to maintain a lower staff to participant ratio and the increase in staff wages as the minimum wage for part-time staff continues to increase on an annual basis until the wage reaches \$15 an hour.
3. Consideration of New Fees for the Aquatic Classes - Director Curran is seeking endorsement from the Commissioners to be brought to the City Council to adopt a new

fee structure for the Aquatic lessons. Due to the anticipated rise in the cost and demands of providing aquatic programs, staff proposes to raises fees for the following lessons.

Aquatic Lesson	Current Fee (Resident/Non-Resident)	Requested Fee (Resident/Non-Resident)
Pre-School Lessons	\$59/\$74	\$65/\$81
Youth Lessons	\$53/\$66	\$60/\$75
Teen and Adult Lessons	\$53/\$66	\$60/\$75
Swimmer's Aide	\$53/\$66	\$60/\$75
Semi-Private Lessons	\$110/\$138	\$120/\$150
Lifeguard Classes	\$193/\$242	\$220/\$275

The new fees are comparable to neighboring cities. The proposed fee will assist with the increasing cost of supplies. It will also assist with the annual increase of hourly wages due to the State increase to the Minimum Wage. Swimming lessons are an essential service to the community, providing a positive environment for students and athletes to learn how to swim safely. By increasing lesson fees, the projected program revenues are anticipated to increase by at least \$38,004, generating \$415,590 in program revenues.

4. Revised Fee Structure for Facility and Field Rentals – Staff recommends the Recreation Commission review and provide input to staff on the revised facility rental fee structure. Library and Recreation Services presently provides facility rentals to members of the public. These rentals are facilities designated as Recreation facilities, as well as properties owned by the Jefferson Elementary School District and “shared-use” with the City. A variety of facilities and fields are available to members of the public for a number of uses and under varying fee schedules, as depicted in the table. Anyone may use the facilities/fields and fees are charged according to the status of the renter. The status of each renter for Recreation facilities is determined to be one or more the following:

- Resident: standard hourly rate
- Resident Non-Profit: standard hourly rate less 40%, Allowed one (1) rental per calendar year at this rate.
- Non-Resident: standard hourly rate plus \$75 flat fee
- Non-Resident Non-Profit: standard hourly rate less 20%

Most facility rentals require payment for a minimum of four hours use. Exceptions include funeral/ memorial services and small classroom use.

In addition to the stated rates, a number of additional fees are addressed in every facility rental. These additional fees are:

- **Insurance Fee:** Renters must pay a fee to the City of Daly City to provide Tenants and Permittees Insurance, based on the maximum occupancy of the facility. Insurance Fees presently vary from \$105 per event for the smallest facility to \$200 per event for the largest.
- **Rental Deposit Fee:** Renters must provide a deposit fee for their rental in an amount determined by the size of the facility. This fee is returned to the renter in full provided there are no issues requiring collection of additional funds. Such issues include events ending past the agreed time, damage to property, failure to clean, and,

in the case of teen events, Police response. Rental Deposit Fees are presently \$250 for most of the facilities but the gymnasiums are \$800 each.

- **Custodial Fee:** There is a mandatory \$400 charge to the renter for any gym rental (excluding athletic).
- **Security Fees:** At present, renters are required to provide security under the following circumstances:
 1. Teen and Youth events (defined as 12 to 21 years of age)
 2. Events where alcohol is sold
 3. Events where money is collected at the door or during the event
 4. Gym rentals

The present policy states that one police officer must be provided for every 100 attendees at any of the above events. For teen and youth events, renters currently have a choice of:

- Paying \$60 per hour for a police officer and paying the regular deposit OR
 - Paying an increased deposit with the understanding that the increased deposit will be forfeited if the police are called
- **Cancellation Fee:** At present, if a renter cancels an event more than thirty days prior to the event, they will be refunded their deposit minus a \$100 cancellation fee. If a renter cancels an event less than thirty days prior to the event, the renter forfeits the entire deposit.
- **Late Payment Fee:** At present, any outstanding charges due to the City for a facility rental are due no later than two weeks prior to the event. If the full amount is not received at least two weeks prior to an event, an additional \$50 late payment fee is assessed.
- **Change Fee:** At present, a renter is allowed to make one change to a facility rental with no charge. Any additional changes require payment of a \$50 change fee.
- **Penalty Fee:** At present, if an event extends past the deadline in the rental contract, the renter is charged a penalty fee equal to one-and-one-half (1.5) times the hourly rate for the facility. This penalty fee is deducted from the Deposit Fee.

The following chart show all of the current and proposed fees:

Types of Fees	Current Fee	Proposed Fee
RENTAL FEES • includes capacity (pp)	Prices are PER HOUR • Four (4) hour minimum	Prices are PER HOUR • Four (4) hour minimum
Hillside Clubhouse – 49 Marchbank Clubhouse – 49	\$50 /hour	\$60 /hour
Larcombe Clubhouse – 85	\$75 /hour	\$85 /hour
Gellert Park Clubhouse – 130 War Memorial Activity Room – 130 Café Doelger - 150 Lawson Hall - 150 Merced Room - 150 Teglia Community Center – 150	\$85 /hour \$100 /hour \$100 /hour \$75 /hour \$85 /hour \$100 /hour	\$110 /hour

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Lincoln Park Community Ctr. – 160	\$125 /hour	\$130 /hour
Bayshore Community Center – 300 War Memorial Community Center – 300 Pacelli Event Center – 588	\$200 /hour	\$200 /hour
Insurance Fees (two types) - No Alcohol - With Alcohol	Insurance prices ranged from \$105 to \$200 (no matter if alcohol was involved). Was dependent upon the size of the facility.	No Alcohol 1 – 100 pp = \$105 101 – 500 pp = \$140 With Alcohol 1 – 100 pp = \$165 101 – 500 pp = \$200
Rental Deposit Fee Fully refundable based on clean-up checklist and rental agreement	Facilities with a capacity of: 49 – 160 pp = \$250 300 – 588 pp = \$800	Facilities with a capacity of: 49 pp = \$250 85 – 160 pp = \$400 300 pp = \$800 588 pp = \$1,000
Change Fee	\$50 flat fee	Will remain the same
Late Fee	\$50 flat fee	\$100 flat fee
Non-Resident Fee	\$75 flat fee	\$100 flat fee
Picnic Shelter Fee (resident) – 75 pp	\$100 per day	\$125 per day
Classroom Fee	Doelger Classrooms: \$25 per hour WMCC Activity Room: \$30 per hour	Will remain the same
ATHLETIC FIELD and GYM RENTAL FEES - Two (2) hour minimum \$250 rental deposit (refundable)		
Softball/Baseball Diamonds	\$20 /hour – Residents \$30 /hour – Non-Residents	\$30 /hour – Residents \$40 /hour – Non-Residents
Turf Field	Regular Rental -- \$66 /hour DC Outside School -- \$50 /hour DC Private School -- \$35 /hour	\$75 /hour (for all)
Grass Field	\$33.33 /hour	\$40 /hour
Lights for the Diamonds	\$10 /field	\$20 /field
Lining for the Field	\$10 /field	\$20 /field
Bayshore Gymnasium Pacelli Gymnasium War Memorial Gymnasium (*)	Regular Rental -- \$75 /hour DC Outside School -- \$50 /hour DC Private School -- \$35 /hour	\$100 /hour (for all) \$250 /hour (*) If reserving both Upper and Lower at WMCC
Insurance Fee For both ATHLETIC Gym and Field Rentals	No Insurance Fee in place	1 – 100 pp = \$215 101 – 500 pp = \$360
Parking at Westlake Park With prior approval and availability – parking overnight	\$8 per car/per day	Will remain the same
Tennis Courts	\$5 per court/per hour	Will remain the same

ANNOUNCEMENTS AND COMMUNICATIONS:

Cinco de Mayo Celebration

Friday, May 4, 2018

Lincoln Park Community Center

901 Brunswick Street

10:00 AM - 4:00 PM

\$5 suggested donation for ages 60+ -- \$7 REQUIRED if under 60 years old

Food, music, entertainment and a raffle!

Daly City Track and Field Meet

Saturday, May 12, 2018

Jefferson High School Track

6996 Mission Street

Registration starts at 8:00 AM

COST: \$10 (\$20 on day of the event)

The Supporters of the Doelger Senior Center, Inc, presents:

Mother's Day Afternoon Tea

Saturday, May 19, 2018

Café Doelger

101 Lake Merced Boulevard

Doors open at 11:30 AM

Tickets may be purchased by MEMBERS of the Supporters ONLY.

\$15 per member/ \$20 per guest

Door prizes, No Host Bar and Entertainment!

Active Adults/Seniors Fitness and Resource Fair

Thursday, May 24, 2018

Pacelli Event Center -- Gymnasium

145 Lake Merced Blvd.

9:30 AM - 12 NOON

FREE

PUBLIC COMMENT/GUESTS:

ADJOURNMENT: The meeting was unanimously adjourned at 7:50 p.m.

Next Meeting:

May 22, 2018

Daly City Council Chambers