

CITY OF DALY CITY

Regular Meeting - RECREATION COMMISSION

AGENDA

Tuesday, October 24, 2023 - 7:00 PM

To attend in person:

City Hall Council Chambers – 2nd Floor

City Hall 333 – 90th Street

Daly City, CA 94015

To watch the live telecast:

<https://www.youtube.com/DalyCityVideoMeetings> or <https://www.dalycity.org/agendas>

Public Participation:

There are two ways to submit public comment: (1) submit written comments by meeting day, and (2) attend the meeting in person.

1. To submit a comment in writing, please visit www.dalycity.org/agendas and complete the Public Comment form. In the comment field box, include the item number and/or title of the item as well as your comments. Public Comments may also be emailed to active@dalycity.org by including "Public Comment" in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the Recreation Commission prior to the meeting. Comments are not read aloud into the record.

Please note: Any written comments received after 4:00 p.m. on the meeting date is not guaranteed to be received by the Recreation Commission prior to the meeting.

2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

AVAILABILITY OF PUBLIC RECORDS:

All public record to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

1. Regular Meeting on March 28, 2023

PUBLIC COMMENT

DIRECTOR'S REPORT

2. Updates to Refund Policy (Staff)
3. KASAYAHAN SA DALY CITY 2023 RECAP (Staff)
4. TEENS PROGRAM AREA (Staff)
5. FROSTY FEST (Staff)

COMMISSIONER'S REPORT

ANNOUNCEMENTS AND COMMUNICATIONS

6. FROSTY FEST
SATURDAY, DECEMBER 16, 2023
6:30 - 8:30PM
WESTLAKE PARK

AGENDA BUILDING FOR NEXT MEETING

ADJOURNMENT

7. Next Regular Meeting: Tuesday, November 28, 2023

STAFF:

RECOMMENDATION:

DALY CITY RECREATION COMMISSION
DALY CITY CIVIC CENTER – COUNCIL CHAMBERS
REGULAR MEETING
MINUTES – MARCH 28, 2023

The meeting was called to order by Recreation Commission Vice Chair Christina Luna at 7:00 PM

ROLL CALL

Recreation Commission Present:

Vice Chair Christina Luna, Commissioner Saul Miranda, Commissioner Cheryll Catuar

Recreation Commission Absent: Chair Nate Ortiz, Commissioner Hamilton Anoa'i

Staff Present:

Administrative Assistant II Edgardo Bolanos, Senior Recreation Services Supervisor Romeo Benson, Recreation Services Supervisor David Zetzer, Recreation Services Coordinator Brian Flowers

APPROVAL OF AGENDA

A motion was requested by Vice Chair Luna to approve the Agenda for the March 28, 2023 meeting. A motion was made by Commissioner Miranda and seconded by Commissioner Catuar. The Agenda was unanimously approved.

APPROVAL OF MINUTES

A motion was requested by Vice Chair Luna to approve the Minutes of the meeting on February 28, 2023. A motion was made by Commissioner Miranda and seconded by Commissioner Catuar. The Minutes were unanimously approved.

PUBLIC COMMENT:

None

DIRECTOR'S REPORT:

-Acceptance and Appropriation of Funding from County of San Mateo Grants

Administrative Assistant Edgardo Bolanos reported that at the March 13, 2023 Council Meeting the City Council accepted and appropriated two grants from San Mateo County. The first is for the Senior Nutrition Infrastructure in the amount of \$109,000.00 to purchase and get reimbursed for pre-approved equipment. The second is from the San Mateo County Summer Enrichment Program and will go to the Summer Youth Recreation Program in the amount of \$110,000.00; \$50,000 to offer scholarships, \$50,000 to support the program, and \$10,000 for teen programming.

-Westlake Park Programs

Senior Recreation Services Supervisor Romeo Benson introduced the Westlake Park staff: Recreation Services Supervisor David Zetzer and Recreation Services Coordinator Brian Flowers. David presented on the many services and programming that Westlake Park has to offer. Westlake Park is home to the Doelger Senior Center, Garden Deli, Second Harvest Food Pantry, Recreation Administration office, Pacelli Event Center, and the Larcombe Clubhouse. Park amenities include tennis courts, a playground, and athletic fields. The facilities available to rent are the Merced Room, Pacelli Event Center and Café Doelger. Youth/Teen programming offered:

Tiny Tot Playtime for preschool aged children, Open Teen Gym weekdays after school, Summer and Spring Camps. Active Adult/Senior programming offered: exercise & enrichment classes, open gym corn hole and pickleball, and congregate lunch. Family fun events held at Westlake Park include the Spring Fun Day, Trunk or Treat, and Frosty Fest. Brian talked about the Larcombe Clubhouse that houses our Teen Center, where they have teen special events, programs, classes and hangouts. The Larcombe Clubhouse also hosts Active Adult/Senior exercise and enrichment classes.

COMMISSIONER’S REPORT:

Commissioner Catuar asked for more information on the new Ballroom Dancing program at the Gellert Park Clubhouse. Senior Recreation Services Supervisor Romeo Benson shared that it’s on Thursdays starting on March 30, 2023 at the Gellert Park Clubhouse from 1:00pm – 4:00pm and it’s a free drop-in program for Active Adults/Seniors 50+.

Commissioner Catuar suggested doing something special to celebrate “Daly City Day” on March 22 of next year, possibly in collaboration with local businesses.

Commissioner Catuar asked if there is an allotted space for an off-leash dog park in the city. Administrative Assistant II Edgardo Bolanos replied that there are two parks: Mission Hills and Palisades parks that have fenced off, off-leash areas for dogs to play. The City ordinance does not allow for dogs to be off leash at our other parks because they are multi-use areas.

Commissioner Catuar asked for information on Volunteer Appreciation Day. Edgardo responded that it will be held on Friday, April 14, 2023 for volunteers that assist with programming within the city and the event is by invitation only.

ANNOUNCEMENTS AND COMMUNICATIONS:

Administrative Assistant II Edgardo Bolanos announced upcoming events:

- Spring Fun Day
Saturday, April 8, 2023
10:00am – 2:00pm
Westlake Park
- Active Adult/Senior Health and Fitness Fun Fair
Saturday, May 13, 2023
11:00am – 3:00pm
Westlake Park

AGENDA BUILDING:

None

Meeting adjourned at 7:37 PM

Next Meeting:

Tuesday, April 25, 2023 at 7:00pm
Daly City Council Chambers



Department of Library and Recreation Services PROGRAM, CLASS, CAMP AND LEAGUE REFUND POLICY

This Refund Policy has been established to provide refunds and credits resulting from the cancellation of or withdrawal from a Program, Class, Camp or League offered by or through the Department of Library and Recreation Services.

- If, for any reason, a Program, Class, Camp or League is cancelled by the Department of Library and Recreation Services, the customer shall receive a full refund or credit.
- If a customer wishes to cancel their enrollment and receive a full refund, the request for a refund must be made at least five business days prior to the start of the Program, Class, Camp or League.

Program, Class or Camp

- If a customer withdraws from a Program, Class or Camp less than five business days prior to its start date, the customer shall receive a credit less a \$10 processing fee. **AQUATICS CLASSES:** If a customer withdraws from a class prior to its start date, the customer shall receive credit less a \$10 processing fee. Refunds shall not be issued.
- If a customer withdraws after a Program, Class or Camp has commenced, the customer shall receive a partial credit. The amount of this partial credit shall be pro-rated based on the number of remaining sessions, less a \$10 processing fee. Refunds shall not be issued.

Youth Sports Leagues

- If a customer withdraws from a Youth Sports League less than five business days prior to its start date, the customer shall receive a credit less a \$10 processing fee.
- If a customer withdraws within the first three weeks of a League season, the customer shall receive a credit less a \$30 uniform fee and a \$10 processing fee. If a customer withdraws on or after week four, no credit or refund shall be issued.

Additional Information

- A credit issued from a withdrawal of a class, program, league or camp shall be available for use up to one year after it was issued. If the credit is not used within this one year period, the credit shall be transferred from the customer's account into the Department's scholarship fund.
- Exception to the Refund Policy due to extenuating circumstances may be considered by the Director of Library and Recreation Services.
- No refund or credit is available for the following: Drop-in classes/programs, special events, adult sports leagues, camp extended care and one-day classes.

CITY OF DALY CITY
DEPARTMENT OF LIBRARY AND RECREATION SERVICES

REFUND POLICY

This Refund Policy has been established to provide refunds and credits resulting from the cancelation of or withdrawal from Programs, Activities, Classes, Camps, Clinics, Leagues, and Facility Reservations offered by or through the Department of Library and Recreation Services.

If, for any reason, a Program, Activity, Class, Camp, Clinic, League, and/or Facility Reservation is canceled by the Department of Library and Recreation Services, the customer shall be contacted and will have the option to receive a full refund or credit to the customer's iPlay account.

All requests for refunds must be submitted in writing by email to active@dalycity.org or in person at the Department of Library and Recreation Services Administration Office located at 111 Lake Merced Boulevard, Daly City, CA 94015.

Programs, Activities, Classes, Camps, Clinics, Leagues

Customers who would like to withdraw from their enrollment in a program, activity, class, camp or clinic and receive a full refund, must submit a request at least five business days prior to the start date of the program, activity, class, camp or clinic. If a customer requests a withdrawal less than five business days prior to the scheduled start date, a credit will be applied to the customer's iPlay account, less a \$10 processing fee.

Customers who request withdraws after a program, activity, class, camp, or clinic has commenced, a partial credit to the customer's iPlay account may be applied, with approval from the Department of Library and Recreation Services. The amount of this partial credit shall be pro-rated based on the number of remaining sessions, less a \$10 processing fee. A refund shall not be issued.

Exceptions:

- **Aquatics Lessons:** Due to high demand and limited availability of aquatic lessons, customers who request withdraws from an aquatic lesson prior to its start date, shall receive credit to the customer's iPlay account, less a \$10 processing fee. A refund shall not be issued.
- **Youth Sports Leagues:** Customers that request a withdrawal from individual league registration, within the three weeks after the start date of a league, may receive a credit to the customer's iPlay, less a \$30 uniform fee and a \$10 processing fee. If a customer withdraws on or after the start of the league's fourth week, no credit or refund shall be issued.

Refunds or credits may not be available for certain programs, activities, classes, camps and/or clinics. These programs, activities, classes, camps, or clinics will have specific guidelines outlined in their activity descriptions and at time of enrollment.

Court Reservations

Customers who would like to cancel or change a court reservation, and receive a full refund, must submit a request at least five business days prior to the court reservation that is being canceled. If the request is received less than five days prior to the court reservation, a credit to the customer's iPlay account will be issued. A refund shall not be issued for cancelations received less than 24 hours prior to the court reservation.

Facility Reservations

The refund of the Facility Reservation deposit will be determined by the Department of Library and Recreation Services, provided that the renter has met the requirements outlined in Facility Reservation Terms and Guidelines. Failure to comply with the terms of the reservation contract, clean-up, and rental agreement will result in a forfeiture of all or a portion of your deposit.

Customers who would like to cancel a reservation must submit a request in writing. Refunds will be issued as follows:

- A refund of paid fees will be issued, less a \$100 cancelation fee which will be deducted from the rental deposit if a reservation is canceled more than 30 days prior to the date of the reservation.
- A refund of paid fees will be issued, less a \$250 cancelation fee which will be deducted from the rental deposit if a reservation is canceled 30 days or less prior to the date of the reservation.

Additional Information Regarding Refunds

- Refunds will be issued in the following methods depending on the original form of payment:
 - Any fees paid by cash or check will be refunded via a check from the City of Daly City. This check will be mailed to the address provided by the customer at time of registration and reservation.
 - Any fees paid by credit card will be refunded to the original credit card. If the original credit card is no longer available, customer must contact the administration office immediately.
- Credit issued to the customer's iPlay account may be used to pay fees for programs, activities, classes, camps, clinics, leagues, and facility reservations offered by or through the Department of Library and Recreation Services. Credit will be available for use up to one year from the date it was issued. If the credit is not used within this one-year period, the credit shall be transferred from the customer's iPlay account into the Department's scholarship fund.
- Exceptions to the Refund Policy due to extenuating circumstances may be considered by the Department of Library and Recreation Services.