

PARKS AND RECREATION COMMISSION
AGENDA
February 8, 2016
7:00 P.M.
Town Hall Conference Room

Call to order

Public Comments

- TDOG
- Athletic Field Users

Acceptance of Minutes

Correspondence

- TDOG

Action

- Approval TDOG Signs for Indian Ledge Dog Park
- Approval for Relay for Life of Trumbull/Monroe to host event at Trumbull High School Saturday, June 4-5, 2016 to support the American Cancer Society.
- Approval of Spring Field-Use Requests
- Approval of Recreation Program Fees

Old Business

New Business

Budget Review

Park Assignments/Committee Reports

Parks and Recreation Director's Report

Any other business which might rightly come before this Commission

Adjournment

IF YOU ARE UNABLE TO ATTEND,

PLEASE CONTACT CLERK AT (203) 261-0129



Town of Trumbull
Connecticut

Parks and Recreation Department

Parks and Recreation Commission
Staff Report

- Meeting Date: February 8, 2016
- Agenda Item: Action – Approval of Recreation Program fees
- Background: The Parks and Recreation Department has proposed a fee schedule for recreation programs for consideration by the Parks and Recreation Commission. The fees approved by the Parks and Recreation Commission will be forwarded to the Town Council for approval. The fee recommendations are based on the recently approved cost recovery policy, consistency of fees within a program group and a recognition that some fees that are particularly out of line with the cost recovery policy may be increased incrementally over a period of time to avoid an unusually large increase in one year. Current fees have not been adjusted in many years leaving the Town without the revenues necessary to support the Parks and Recreation Department budget.
- Back-up Documents: Proposed Fee Increases Recommended for Approval 2-8-16
- Staff recommendation: Staff recommends approval of fees as proposed.
- Proposed resolution: The Parks and Recreation Commission approves the fees as proposed/amended and instructs staff to forward the fees to the Town Council for approval with the recommendation of the Parks and Recreation Commission.

Proposed Fee Increases presented for Approval 2-8-16

Recreation Programs	Current		Proposed		Participation		Current Revenue		Proposed Revenue		Expenses Total	Current		Proposed	
	Fee	Fee	Fee	Fee	Discount	Scholarship	Program	Net	Program	Net		Total	Ratio	Total	Ratio
Summer Programs															
Adult Water Training	\$ 35.00	\$ 50.00	25	2	5	5	875	686	1,250	980	909	(34)	96.3%	341	137.5%
Basketball Clinic	\$ 30.00	\$ 50.00	128	18	10	10	3,840	3,432	6,400	5,720	6,983	(3,143)	55.0%	(583)	91.7%
Basketball League	\$ 35.00	\$ 45.00	50	4	3	3	1,750	1,617	2,250	2,079	1,875	(125)	93.3%	375	120.0%
Childrens Summer Art and Music	\$ 40.00	\$ 45.00	60	18	4	4	2,400	2,096	2,700	2,358	2,516	-	95.4%	184	107.3%
Field Trips***			527				12,000	12,000	12,000	12,000	9,018	12,000	133.1%	2,982	133.1%
Flag Football	\$ 30.00	\$ 45.00	61	14	3	3	1,830	1,656	2,745	2,484	2,190	(360)	83.6%	555	125.3%
Give and Go Soccer	\$ 30.00	\$ 35.00	19	2			570	558	665	651	814	70	70.0%	(149)	81.7%
Junior Camp	\$ 75.00	\$ 100.00	82	18	-	-	6,150	5,880	8,200	7,840	27,498	(20,850)	22.4%	(19,298)	29.8%
Playgrounds	\$ 100.00	\$ 130.00	279	140	24	24	27,900	22,700	36,270	29,510	53,755	(23,537)	51.9%	(17,485)	67.5%
Special Needs Fun Camp	\$ 60.00	\$ 70.00	6				360	360	420	420	1,540	(1,180)	23.4%	(1,120)	27.3%
Swim Instruction	\$ 30.00	\$ 30.00	653	400	3	3	19,590	17,100	19,590	17,100	12,040	7,550	162.7%	7,550	162.7%
Tennis Adult	\$ 70.00	\$ 80.00	16	4	2	2	1,120	924	1,280	1,056	840	280	133.3%	440	152.4%
Tennis Advanced Youth	\$ 35.00	\$ 50.00	6				210	210	300	300	315	(105)	66.7%	(15)	95.2%
Tennis Clinic	\$ 25.00	\$ 40.00	162	52	6	6	4,050	3,640	6,480	5,824	3,510	540	115.4%	2,970	184.6%
TKO Karate	\$ 50.00	\$ 50.00	55	70	1	1	2,750	2,000	2,015	1,265	2,000	750	137.5%	15	100.8%
TKO Special Needs Karate	\$ 40.00	\$ 50.00	14				560	520	700	650	480	80	116.7%	220	145.8%
Track	\$ 15.00	\$ 20.00	98	60	3	3	1,470	1,245	1,960	1,660	810	660	181.5%	1,150	242.0%
Volleyball Camp	\$ 30.00	\$ 40.00	32	8	2	2	960	852	1,280	1,136	1,050	(90)	91.4%	230	121.9%
Fall Programs															
Adult Water Training	\$ 35.00	\$ 50.00	70	6	24	24	2,450	1,568	3,500	2,240	4,980	(2,430)	49.2%	(1,480)	70.3%
Adult Deep Water Aerobics	\$ 35.00	\$ 50.00	28	2	4	4	980	826	1,400	1,180	2,490	(1,460)	39.4%	(1,090)	56.2%
Babysitting	\$ 90.00	\$ 90.00	50				4,500	4,500	4,500	4,500	2,200	2,900	204.5%	2,300	204.5%
Basketball	\$ 35.00	\$ 45.00	1,044	258	46	46	36,540	33,124	58,256	53,864	51,492	(13,896)	71.0%	6,764	113.1%
Childrens Art and Music	\$ 40.00	\$ 45.00	54	6			2,160	2,112	2,430	2,376	3,080	(720)	70.1%	(650)	78.9%
TYO Karate	\$ 40.00	\$ 50.00	168	46	18	18	6,720	5,632	6,080	6,080	4,800	1,920	140.0%	1,280	126.7%
Spec Needs Karate	\$ 35.00	\$ 40.00	56	4	4	4	1,960	1,792	2,240	2,048	960	1,000	204.2%	1,280	233.3%
Spec Needs Yoga	\$ 40.00	\$ 40.00	18				720	720	720	720	960	(240)	75.0%	(240)	75.0%
Swim Lessons Adult	\$ 30.00	\$ 40.00	20	4			600	576	800	768	1,215	(615)	49.4%	(415)	65.8%
Swim Lessons Kids	\$ 30.00	\$ 35.00	400	100	6	6	12,000	11,220	14,000	13,090	14,340	(2,340)	83.7%	(340)	97.6%
Swim Lessons Toddlers	\$ 30.00	\$ 35.00	40				1,200	1,200	1,400	1,400	972	228	123.5%	428	144.0%
Tennis Lessons Adult	\$ 70.00	\$ 80.00	5				350	350	400	400	840	(490)	41.7%	(440)	47.6%
Child Co-ed Volleyball	\$ 30.00	\$ 50.00	24	4	1	1	720	666	1,200	1,110	1,200	(480)	60.0%	-	100.0%
Totals			4,250	1,240	170	170	159,285	141,762	203,431	182,809	217,672	(44,117)		(14,241)	



*Town of Trumbull
Connecticut*

Parks and Recreation Department

**Parks and Recreation Commission
Staff Report**

- Meeting Date:** February 8, 2016
- Agenda Item:** Action – Approval for Relay for Life of Trumbull/Monroe to host an event at Trumbull High School Saturday June 4-5 to support the American Cancer Society.
- Background:** Event held previously at this location. Commission heard the request at the January meeting and requested staff review and provide a recommendation to the Commission.
- Back-up Documents:** Request for Relay for Life dated 1-6-15
- Staff recommendation:** Staff reviewed the event with the THS Athletic Director and the Trumbull Chief of Police and recommends approval with the conditions listed below:
- Proposed resolution:** The Parks and Recreation Commission approves a request by Relay for Life of Trumbull/Monroe to host an event at Trumbull High School Saturday June 4-5 to support the American Cancer Society subject to the following conditions:
- Final approval and determination of date of the event is subject to approval of the Bd. of Education
 - Sponsor will be requires to have a police officer present at the sponsors expense for hours to be determined by the Chief of Police.
 - No flammable materials are to be ignited on the athletic field or track including the use of candle lighted luminaries. LED lighted luminaries will be acceptable.
 - Sponsor is responsible for payment of fee to the Parks and Recreation Department of \$1,500 for use of the facility in accordance with the policy on facility use



January 6, 2015

Trumbull Parks & Recreation Commission
Trumbull Town Hall
5829 Main Street
Trumbull, CT 06611

To the Trumbull Parks and Recreation Commission,

I am writing to you on behalf of the American Cancer Society's Relay For Life of Trumbull and Monroe. As the Event Chair for the Relay For Life of Trumbull/Monroe, I would like to formally request to be added to the Commission's January Meeting Agenda to request approval to use Trumbull High School's Football Field on Saturday June 4, 2016 to host a Relay For Life event for the communities of Trumbull/Monroe.

The American Cancer Society's Relay For Life is the world's largest fundraising event to end cancer. All proceeds go back to the American Cancer Society. Relay For Life is a life-changing event that gives everyone in communities across the globe a chance to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease. At Relay, teams of people take turns walking a track or path.

Relay is open to the public and we will work to make sure as many people in the Trumbull and Monroe communities know about the event. We want to involve all demographics of both communities. We are also aiming our focus towards the Trumbull High community in hopes to involve the students and staff in our event on their campus.

We would request access to begin setting up for the event around 8:00 am on Saturday morning. The Relay For Life will begin at 3:00 pm with an Opening Ceremony followed by a Survivor Lap around the path to honor those who have battled cancer and won! Later in the evening, closer to 8:00 pm, there will be a very moving Luminaria Ceremony remembering loved ones lost to cancer and honoring those battling the disease. The event will run over night until 7:00am Sunday June 5, 2016. The Closing Ceremony will take place around 6:00 am, and at this point the event will end, participants will pack any belongings they have brought with them and the planning committee will clean up the track and field.

The American Cancer Society
38 Richards Avenue
Norwalk, CT 06854

The Relay For Life of Trumbull/Monroe
www.relayforlife.org/trumbullmonroe



For the planning of this event, we are recruiting community volunteers and local businesses to run a mainly donation based event in order to keep our expenses low and focus solely on donations to The American Cancer Society.

Thank you so much for your attention and I hope to see you at the January meeting and moving forward with our event.

Sincerely,

Jessica M. Weimann

Relay for Life Trumbull/Monroe Event Lead

The American Cancer Society
38 Richards Avenue
Norwalk, CT 06854

The Relay For Life of Trumbull/Monroe
www.relayforlife.org/trumbullmonroe

NON-TOWN SPONSORED EVENTS POLICY AND FEES SCHEDULE

The Town of Trumbull Park Commission has established this Non-Town Sponsored Events Policy and Fees Schedule to ensure the consistent quality and standards of the Park System, which are otherwise provided for the general public, without additionally impacting department resources.

Rental Fee for Use of Town of Trumbull park facilities for non-Town sponsored events is established at \$1,500 per day for set-up days, event days, and break-down days.

In addition to the Rental Fee, the sponsor is responsible for:

- Damages and material remediation as determined solely by the Park Commission and its Superintendent.
- Labor for repairs.
- Overtime for Rangers, Maintenance Crews, Police and Emergency Services.
- *All applicable requirements of the Town's Use of Facilities and Fields Rules and Regulations must be adhered to, including provision of a Certificate of Liability Insurance and file with the Park Commission prior to set-up a Surety or Cash Bond in a minimum amount of \$15,000 (commensurate to size of event). (Amended July 14, 2008)

Dated January 14, 2008
*(Amended July 14, 2008)

Facilities User Policy

Facilities User Policy covering all events, tournaments, organizations requires all users to meet the following conditions if Town Personnel are used in any capacity for use of Trumbull Park Facilities.

User will provide or meet the following conditions:

- All events will be assigned a **duly appointed representative(s)** to be **“on site”** for both **“set up and break down”** as well as **during the event** to assure continuous meeting of all Park and Town codes, requirements and conditions.
- **Park Rangers, EMS, Police and maintenance personnel will be assigned** as determined by estimated attendance per State and Town requirements for all events. The number of personnel assigned will be based upon estimated attendance. Costs of personnel (EMS, Police, Rangers) to be paid by user, including any overtime if necessary. All assigned at the sole discretion of the Park Commission
- **Other than picnics and Town co-sponsored recreation programs**, user will provide a **Cash Bond** in an amount determined by the Park Commission *prior to event* to cover any unforeseeable damage which may occur to Park Facilities. The Park Commission will have sole discretion in determining if repairs are to be accomplished in-house or by Commission approved contract company with Park Representative(s) assigned to oversee the restoration.
- An event fee will be charged according to the Current Fee Schedule approved by the Park Commission. The Town also requires that the costs paid by user for Town personnel shall be paid by user prior to the event.
- A certificate of insurance covering any and all general liability shall be provided to the Town. The certificate of insurance shall name the Town as an insured. Additionally, said insurance shall cover acts that result from the use of alcoholic beverages.
- The Park Commission may add to the above conditions and requirements to meet individual event needs.

Park Commission Chairman

Date

Park Superintendent

Date

Organization

Organization Representative

Date



*Town of Trumbull
Connecticut*

Parks and Recreation Department

**Parks and Recreation Commission
Staff Report**

- Meeting Date:** February 8, 2016
- Agenda Item:** Action – Approval TDOG Signs for Indian Ledge Dog Park
- Background:** TDOG is proposing to erect two signs at the Indian Ledge Dog Park. The first sign would be a recognizing the donors and volunteers who completed the shade structure. Sign to be attached to the shade structure (photo attached). Signs would be 8' x 12" and attached to the outside of the center beam of the structure.
- The second sign would be a sign 10" tall black plain letters to spell "TDOG" on the gabled side of the structure facing uphill toward the park entrance.
- Back-up Documents:** Photo of proposed Sign #1
- Staff recommendation:** Staff recommends approval.
- Proposed resolution:** The Parks and Recreation Commission approves installation of two signs by TDOG to be attached to the shade structure at Indian Ledge Dog Park as presented.

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TRUMBULL HOME DEPOT,
A GIFT FROM THE
TRUMBULL ROTARY CLUB,
AND GENEROUS DONATIONS.