

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
AGENDA**

Regular Meeting
City Council Chamber
Monday, April 12, 2010
6:30 p.m.

Public comment will be allowed on items on this Agenda at the time each item is considered.

Persons addressing the Commission shall be limited to 5 minutes, unless an extension of time is granted by the Chairman, subject to approval of the Commission. When any group of persons wishes to address the Commission, it shall be proper for the Chairman to request that a spokesman be chosen to represent the group.

Public comments will also be allowed on items NOT on the agenda, but within the subject matter jurisdiction of the Commission, prior to approval of the Minutes, and will be limited to thirty minutes and not to exceed five minutes per person. No one will be heard twice. Any public comments not received at the beginning of the session may be heard at the end of the session. NO action may be taken on off-agenda items, except as provided by law.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

PUBLIC COMMENT

CONSENT ITEMS (Items 1 - 3) – All matters listed under Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time of voting on the motion unless members of the Commission, staff or public request specific items be discussed and/or removed from the Consent Calendar for separate action.

*1. MINUTES OF THE PARKS AND RECREATION FEBRAURY 8, 2010
COMMISSION MEETING

Recommendation to approve the Minutes of the Parks and Recreation February 8, 2010 Commission Meeting.

*2. LANDSCAPE DIVISION MONTHLY REPORT FOR MARCH 2010

Recommendation to receive and file the Landscape Division March 2010 Monthly Report.

*3. BUILDING AND FACILITIES DIVISION MONTHLY REPORT FOR MARCH 2010

Recommendation to receive and file the Building and Facilities Division March 2010 Monthly Report.

REGULAR BUSINESS (Items 4 – 10)

*4. COMMISSION REORGANIZATION ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

Recommendation that the Parks and Recreation Commission elect a Chair and Vice-Chair to serve for 2010.

*5. POLICY REGARDING YOUTH SPORT ORGANIZATIONS

It is recommended that the Parks and Recreation Commission review the proposed draft "Parks and Recreation Commission-Recognized Youth Sports Organizations" policy.

*6. GILBERT COMMUNITY CENTER UPDATE

It is recommended that the Parks and Recreation Commission receive and file this update.

7. DOGS OFF-LEASH AWARENESS PROGRAM

8. REPORT ON CITY COUNCIL AND PLANNING COMMISSION AGENDA ITEMS

- Hiltcher Trail project and Status of Lawsuit (Shin vs. City of Fullerton)
- West Coyote Hills Project

9. DIRECTOR'S UPDATE

- Budget Update – Review of City's budget review process for FY 2010/2011 and information/direction from Council study sessions
- Program Updates – Review of Department programs
- Capital Projects – Review of project's in planning phase or under construction

10. COMMISSIONER COMMENTS

ADJOURNMENT

*Written Material Attached

Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda will be made available for public inspection at the Parks and Recreation Department front counter at City Hall located at 303 W. Commonwealth Avenue, Fullerton, California during normal business hours. In addition, such writings and documents will be posted on the City's website at www.ci.fullerton.ca.us.

CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
Meeting Minutes
City Council Chamber
Monday, February 8, 2010
6:30 p.m.

CALL TO ORDER

Vice Chair Stanford called the meeting to order at 6:33 p.m.

FLAG SALUTE

Commissioner Scott Hayes led the flag salute.

ROLL CALL

Present: Shawna Adam, Sueling Chen, Scott Hayes, Wes Morgan, Kathleen Shanfield, and Scott Stanford.

Absent: Kathleen Dasney

Staff: Parks and Recreation Director Joe Felz; Parks and Recreation Managers Grace Carroll Lowe, Alice Loya and Judy Peterson; Parks Project Manager Hugo Curiel and Parks Project Specialist Doug Pickard; Landscape Superintendent Dennis Quinlivan; Building and Facilities Superintendent Lyman Otley.

PUBLIC COMMENT

None

Vice Chair Stanford requested a vote to move regular business item number 8 to the beginning of the agenda. Commissioner Adams made A MOTION to move regular business item number 8 to the beginning of the agenda and Commissioner Morgan SECONDED the motion. Vice Chair Stanford called for the vote.

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously.

*8. MEMORIAL POLICY WITHIN PARKS

It is recommended that the Parks and Recreation Commission Parks receive and file information on existing memorial programs within the City's park and trail system.

Director Felz stated this item on the agenda is not to be confused with an item that will be coming up on next month's agenda concerning is a request from the family of Mr. Wernke, who tragically passed away. He indicated agenda item 8 is to formally provide information to the Commission with the City's resolutions and policies regarding memorial programs and guidelines for naming of public parks and recreation facilities along with some of the historical aspects. He noted Resolution 9701 and Resolution 6278 have been provided to the Commission to receive and file. Director Felz confirmed the Wernke Family request item will come before the Commission on March 8, 2010 which will be communicated to the local press.

Vice Chair Stanford stated the two resolutions are at each Commissioner's station. Commissioner Shanfield requested clarification regarding the next Commission meeting's agenda, and asked if there would be of a discussion of these items or a consideration the family's request. Director Felz indicated the request from the Wernke family has been received by City Council and the Council has referred this item to the Commission for consideration based on ordinances that are within the boundaries of the City's resolutions and policies regarding memorial programs and guidelines for naming of public parks and recreation facilities. Commissioner Shanfield stated she will not be at the next meeting and asked if this issue could be postponed one more month.

CONSENT ITEMS (Items 1 - 3)

Vice Chair Stanford requested review of consent items 1 through 3, beginning with January 11, 2010 Commission meeting minutes and asked for any corrections, additions or clarifications from any of the commissioners. Commissioner Chen mentioned a typing error on page nine under Public Comments Commissioners Questions and Comments, third row last name should be changed from Cheng to Chen. Commissioner Shanfield noted that in the September 14, 2009 minutes page nine, fourth paragraph the word lease should be corrected to leash and again at the end of that paragraph the same word lease should be corrected to leash.

*1. MINUTES OF THE PARKS AND RECREATION SEPTEMBER 14, 2009, OCTOBER 12, 2009 AND JANUARY 11, 2010 COMMISSION MEETINGS

Recommendation to approve the Minutes of the Parks and Recreation September 14, 2009, October 12, 2009 and January 11, 2010 Commission Meetings.

Vice Chair Stanford requested A MOTION to approve the September 14, 2009, October 12, 2009 and January 11, 2010 with amended corrections as noted; Commissioner Shanfield made A MOTION to approve September 14, 2009, October 12, 2009 and January 11, 2010 with amended corrections as noted and Commissioner Morgan SECONDED the motion. Vice Chair Stanford called for the vote.

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously.

*2. LANDSCAPE DIVISION MONTHLY REPORT FOR JANUARY 2010

Recommendation to receive and file the Landscape Division January 2010 Monthly Report.

Superintendent Dennis Quinlivan invited Commissioners to Arbor Day 2010 on March 13th at 9:00 a.m. Laguna Lake Outdoor Educational Area.

Vice Chair Stanford requested A MOTION to approve the January 2010 Landscape Division Monthly Report. Commissioner Morgan made A MOTION to approve the January 2010 Landscape Division Monthly Report and Commissioner Hayes SECONDED the motion. Vice Chair Stanford called for the vote.

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously.

*3. BUILDING AND FACILITIES DIVISION MONTHLY REPORT FOR JANUARY 2010

Recommendation to receive and file the Building and Facilities Division January 2010 Monthly Report.

Vice Chair Stanford requested comments or questions regarding the Building and Facilities Division Monthly Report for January 2010. Commissioner Chen asked about details for Independence Park pool plastering. Parks Project Manager Hugo Curiel indicated repairs are scheduled for March 8th and 9th.

Superintendent Lyman Otley noted a graffiti removal performance audit report has been prepared and will be provided to the Commission for review.

Vice Chair Stanford requested A MOTION to approve the Building and Facilities Division Monthly Report for January 2010. Commissioner Hayes made A MOTION to approve the Building and Facilities Division Monthly Report for January 2010 and Commissioner Adam SECONDED the motion. Vice Chair Stanford called for the vote.

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously.

REGULAR BUSINESS (Items 4 – 10)

*4. PUENTE STREET BICYCLE/PEDESTRIAN PATH PROJECT

It is recommended that the Parks and Recreation Commission review and approve the proposed design. If approved, staff would prepare final plans and specifications for the project. The City Council would provide final approval.

Director Felz provided a power point presentation of the Puente Street Bicycle/Pedestrian Path project, which is a Class I pedestrian/bicycle route starting from the terminus of Puente Street and Rosarita Drive that proceeds north to Puente Street and Hermosa Drive. He said the path would provide a link connecting existing bike routes on Puente Street between the cities of Fullerton and Brea. Parks Project Manager Curiel reviewed a detailed overview handout and indicated the north side bike trail has repeated groves to deter skateboarders and specified the landscape items are of drought tolerant plants. He noted there is a roundabout stopping space and a prefabricated steel bridge with pipe gates that allow 4' wide pedestrian entry. He said that the light locations were suggested by neighbors to create safety and provide a low level of light. He indicated fence location perimeter should be along both sides; but staff does not recommend fencing. Director Felz indicated a third point, which is more in the sense of recreation trails, would be signage posting trails closed; and stated the next steps are final design phase, out for construction bid, to City Council for final approval and begin construction. He said staff is supporting the light location; however it is not feasible to fence off the flood control channel.

Commissioners Questions and Comments:

Commissioner Adam requested clarification of a City Council meeting regarding a concern that the path would limit access for horses in consideration of the classification of recreational trails name verses a bike path. Director Felz stated that all the trails and even the streets are open to horses, but this path is not an attractive route for horses. He said the designation is not a concern but the function of design and materials would not preclude anyone from traveling on the path. Commissioner Morgan asked about the feature of the fence. Director Felz stated staff does not support fencing in view of flood control property and that a fence does not provide a significant safety feature. Commissioner Shanfield expressed concern as to the cost of providing fences and asked about the lighting locations and the 16% slope grade. Director Felz indicated there are lights at the entrance at Hermosa, which are similar to lights currently, installed in the parks and noted that repeated groves will be installed on the slope grade to deter skateboarders. Vice Chair Stanford asked about the width of the trail as it appears to vary. Parks Project Manager Curiel indicated that the opening is narrower and stated that 12' is the typical width of the trail and the roundabout is 8 feet.

Public Comments:

David Thompson 3117 Puente Fullerton (714-990-8893): Mr. Thompson expressed his concern regarding accessibility to the trail with a 17% grade meeting compliance standards.

Jane Rands 716 W. Wilshire Fullerton (714-325-5223): Ms. Rands stated her concern about this item being with Parks and Recreation, saying it should be an item under

Bicycle Users Subcommittee as this path is a connector class 1 off road bikeway. She stated specifics of the plans address resident concerns for fences and lighting, which previously favored less invasive measures to allow coyotes to utilize this space. She suggested the planned drought-tolerant landscaping be appropriate for the environment.

Director Felz said the City Council had directed this item to the Parks and Recreation Commission. He noted a second reason is the path is on Brea Dam Lease Hold which is a park access and also a funding source from Brea Dam funds which is under Parks and Recreation jurisdiction.

Barbara Rothbart 3141 Puente Street Fullerton (714-529-5143): Ms. Rothbart stated a major concern is any undesirable elements and criminal activities as the area is currently locked and this new bicycle pedestrian path would be open 24-7. She presented a question to Director Felz regarding the budget money being 38% drop and grant funding sources.

Director Felz stated OCTA has funds in place and Brea Dam funds are in Fullerton hands. These sources are available as a secure place of funds.

Mike Miller 1000 North Highland Fullerton (714-686-4910): Mr. Miller stated he is concerned about the gates being closed at night as the path is a means of transportation. He indicated his home overlooks a trailhead and he is familiar with trail usage; however he is concerned about skateboarders and the lines installed on the grade to prevent skate boards. He noted that skate boards are used as means of transportation and those lines are not needed, but would cause a hazard.

Matt Leslie 716 W Wilshire Avenue Fullerton (714-738-6165): Mr. Leslie stated this route will be used for commuting as it is a Class I pedestrian/bicycle route and should not be closed with limited usage or posted in an advisory capacity. He noted that some commuters work late at night would utilize the route and there is not a need to discourage usage late at night. Mr. Leslie also requested clarification as why Parks and Recreation Commission is making a decision on a Class I pedestrian/bicycle route.

Director Felz stated that the location of the path is in the Brea Dam and the Parks and Recreation Commission oversees that property.

Eric Streitberger 1460 Kensington Drive Fullerton (714-871-8845): Mr. Streitberger said his first concern is to keep the route simple and his second concern is regarding a fence. He said a fence will require upkeep and he would prefer to keep it a beautiful open trail. His third concern is the closing of the trail and stated that any criminal activity would cause calls for Police attention.

Davis Barber Fullerton Resident (714-525-3214): Mr. Barber, a member of the Bicycle Users Subcommittee, stated he surprised at the design of the path being much more developed. He likes the posting of the hours, does not like the fence and does not see it as being useful, but he stated that an overall compromise is really represented in this plan and it will meet the needs of the community.

Denny Bean 1529 Yermo Place Fullerton (714-525-3214): Mr. Bean expressed his concern regarding the bridge and the fence during high water flow. He also was

concerned about an electric system location to water sources and stated there are over thirty miles of trails in Fullerton and most trails are not ADA accessible.

Vince Buck 406 Cannon Lane Fullerton (714-870-5258): Mr. Buck stated this project is an important project and will make a valuable contribution to Fullerton. He noted he did not know about this meeting until today and assumed it will also go the Bicycle Users Subcommittee for comments on the designs. He said he did not like the island and it should be eliminated and mentioned that the State's requirements for a Class I pedestrian/bicycle route Class is eight feet plus two feet of clearance on each side which the island does not meet.

William Van Deubuagh 816 Hermosa Drive Fullerton (714-992-0977): Mr. Van Deubuagh stated the fence would just be a guidance area and a safety feature for younger residents. He also noted the trail goes into the line of golf balls. He recommended a fence be installed.

Commissioner Comments and Questions

Commissioner Chen expresses concern that flooding into the trail would prevent usage. Director Felz stated the trail is in the Brea Dam Flood Control Area and is in the flood plain which could flood and be potentially dangerous. The area would be closed and the burden is on the individual user to not go into the flood plain which is a large area that can not be closed off with fencing. Commissioner Hayes asked if areas are closed during flooding. Director Felz indicated certain area such as Laguna Lake area and the sports complex are closed to prevent damage and safety reasons, but not the remaining twenty-eight miles of trails. Commissioner Chen asked if signs are posted regarding flooding issues. Director Felz stated the trail head signs layout the rules and the obligation of the user and meet legal requirements and noted that at times closure signs have been posted during flooding. Commissioner Morgan said that this location is in the middle of two golf courses and there are four other bridges that cross the creek. He also noted this new bridge would not contribute to a danger. Commissioner Shanfield asked if the gates would have a schedule for closures. Parks Project Manager Curiel indicated that would be up for discussion as to regulation with signage or gates. Director Felz said the gates are to restrict vehicle access not pedestrians or bikes. Vice Chair Stanford said that the area appears to collect trash from users on a regular basis. Director Felz said that the area is known as a party area and that there is dumping of trash in a hidden area. Vice Chair Stanford asked if a closure period is really needed and Director Felz said staff is not recommending a closure period, but this concern can be revisited. Commissioner Chen asked what was the concern regarding skateboarders using the route and bike riders' usage of path. Parks Project Manager Curiel said there was a concern relating to unwanted activity associated with skateboarders using the grade slope area and stated this can be an opinion regarding the need to add groves. Commissioner Chen asked if the roundabout area is needed. Parks Project Manager Curiel said the roundabout area can be used as a speed control feature and a waiting area. Commissioner Chen noted that the area could be used as a gathering area with undesirable activity. Commissioner Adam asked if the recommendation was to cover hours of operation and re-designate it to a recreation trail. Director Felz stated it is recommended that the Parks and Recreation Commission review and approve the proposed design.

Vice Chair Stanford requested A MOTION and Commissioner Adam made A MOTION to approve staff recommendation to accept proposed design with a review in one year of hours of operation, re-designate to a recreation trail and fencing issues. Commissioner Shanfield SECONDED the motion. Vice Chair Stanford called for the vote.

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously.

*5. COMMUNITY CENTER PLANNING REVIEW

It is recommended that the Parks and Recreation Commission review the preliminary floor plan for the Community Center, provide input and direction, and take public comment.

Bob Coffee made power point presentation of project scope pertaining to Commonwealth Avenue improvements and site plan median that includes parallel parking. He stated the plan preserves the base ball field and the main entry is off Short Street with two parking area entries. He said this would facilitate activities that require the most parking and also accommodate future expansion and noted the following features:

- Gymnasium parking/ Boys and Girls club Drop off area.
- Design of Church Parking/Main event room/Senior parking.
- Baseball Field Drop off and Activities Courtyard.

He indicated the building has four components: Community Gallery, Gymnasium/Natatorium, Main event room offices, Boys and Girls Club offices and Senior Club offices with meeting rooms and library lounge. He said the plans doubled the amount of handicap parking and doubled the amount of general parking and noted the Community Gallery is 12' wide, high windows and be a link between the spaces. He said the parking lot in the front will have decorative paving; the south entry will have a drop off to allow bus pull up and that the pool would be enclosed.

Commissioner Questions and Comments

Commissioner Morgan noted three types of usage within a singular facility can become complicated, and said he liked the ball field, pool and Gym and asked if there were areas for senior services use only. Director Felz said the programming spaces would primary be for the seniors with first priority in sections in the building. Commissioner Adam asked if the seniors were accommodated in the relationship of classes for the seniors. She asked if rentals would be available for school banquets or weddings and kitchen service area and if all three areas would be available to have access to the covered picnic area and kitchen service area.

Bob Coffee indicated the serving area is supported by the kitchen and if you were leasing out another space you could facilitate down the corridor to the rooms. He said the covered patio area will most likely be larger to allow more accessibility and every

room will have access to the outdoors. Commissioner Chen asked about security concerns with the various entries. Bob Coffee said there are reception desks that would monitor the entry areas. Commissioner Shanfield asked about fitness classes and noted the fitness room areas are small and she is concerned about noise levels of activities. Bob Coffee indicated the fitness room shown is more of a weight room and fitness classes would be handled with scheduling classes. Vice Chair Stanford said the community portion is not specifically outlined in the presentation, but most of the details are in the area of the Boys and Girls Club and Senior usage. Director Felz said the programming is open to scheduling classes and activities for community members which are not detailed, but available. Commissioner Shanfield said a community center is not necessarily a fitness center and Commissioner Adam said that multi-purpose room rentals would provide availability in comparison to class room usage. Director Felz said the opportunity is available through use of rooms for classes which will be accomplished by programming.

Public Comments

Matt Leslie 716 W. Wilshire Avenue Fullerton (714-738-6165): Mr. Leslie addressed the building design and wanted to know if it is a green building with energy efficiency or produce any power and what level of LEEDS certification is being considered.

Pat Trotter 1109 E. Whiting Avenue Fullerton (714-870-1500): Ms. Trotter expressed a concern about train noise in closeness to the building moving back of property. She also asked about maintaining a pool, what costs would involve maintenance costs and if this would increase costs to the seniors. She noticed the billiards room appears larger than the fitness activity room and said there is a need for a health and wellness state of the art fitness center for the community at large. She requested to be included in future meetings.

Vice Chair Stanford asked if the seniors expressed the need for a health and wellness fitness facility to accommodate more community members and Director Felz said the seniors made significant input for the design features.

Reginald F. Jones 2869 Park Vista Fullerton (714-990-1320): Mr. Jones said he has used the senior center for the last 25 years and noted both facilities are under utilized. He said there are a lot of vacant spaces during different time frames. He said he does not understand why seniors could not use the Boys and Girls Gym during the day or why classes could not be scheduled at the Senior Center during the evenings.

Commissioner Chen asked if the funds available for library usage were being combined to enhance City Hall. Director Felz said that the use of any funds remaining from the Library project would be a City Council decision. Commissioner Morgan noted that the moving into a wellness and fitness activity certainly makes the pool fit into the facility. Commissioner Chen requested hard copies of design sheets.

*6. APPOINTMENT OF COMMUNITY MEMBERS TO LEMON PARK MURAL PLANNING COMMITTEE

It is recommended that the Parks and Recreation Commission appoint Richard Ramirez, Michael Maciel, Natalia Valadez, and Alex Martinez to the Lemon Park Mural Planning Committee.

Commissioner Hayes asked if the murals are already determined as Latin based murals. Director Felz said the history and body of work are based in latin cultural themes, and they will be preserved. Commissioner Adam stated the murals are part of historical value and part of the community of Fullerton. Commissioner Hayes stated he was not suggesting the mural be changes.

Vice Chair Stanford requested A MOTION be made to appoint Richard Ramirez, Michael Maciel, Natalia Valadez, and Alex Martinez to the Lemon Park Mural Planning Committee. Commissioner Chen made A MOTION to appoint Richard Ramirez, Michael Maciel, Natalia Valadez, and Alex Martinez to the Lemon Park Mural Planning Committee and Commissioner Hayes SECONDED the motion. Vice Chair Stanford called for the vote.

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously

***7. COMMISSIONER APPOINTMENTS TO THE TRI-CITY PARK MASTER PLAN
AD HOC ADVISORY COMMITTEE**

It is recommended that the Parks and Recreation Commission appoint one member from the Parks and Recreation Commission to serve on the Tri-City Park Master Plan Ad Hoc Committee.

Vice Chair Stanford asked if anyone was interested and Commissioner Morgan volunteered. Vice Chair Stanford requested A MOTION to appoint Commissioner Morgan to serve on the Tri-City Park Master Plan Ad Hoc Committee. Commissioner Chen MADE A MOTION to appoint Commissioner Morgan to serve on the Tri-City Park Master Plan Ad Hoc Committee and Commissioner Adam SECONDED to motion. Vice Chair Stanford call for the vote,

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously.

9. REPORT ON CITY COUNCIL AGENDA ITEMS

No Report

10. DIRECTOR'S UPDATE

- Budget Update – Review of City’s budget review process for FY 2010/2011
Starting in March departments are requested to submit to Council 3% to 10% cuts. Council will have 2 special meeting to evaluate cuts.
- Program Updates – Review of Department programs
Snow Day was rescheduled.
- Commission Terms and Officers – update on recent City Council actions regarding recruitment, terms, and Commission make-up., and an estimated timeline for election of Commission Officers for 2010.
- Capital Projects – Review of project’s in planning phase or under construction

11. COMMISSIONER COMMENTS

No additional comments

12. ADJOURNMENT

Vice Chair Stanford requested A MOTION be made to adjourn and Commissioner Hayes MADE A MOTION to adjourn and Commissioner Adam SECONDED the motion. Vice Chair Stanford called for the vote.

AYES: Adam, Chen, Hayes, Morgan, Shanfield, Stanford

NOES: None

ABSENT: Dasney

The MOTION PASSED unanimously

Meeting Adjourned 9:25 p.m.

Respectfully submitted,



Joe Felz, Secretary

/nb



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: APRIL 12, 2010
TO: PARKS AND RECREATION COMMISSION
FROM: DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT
SUBJECT: MARCH 2010 LANDSCAPE DIVISION MONTHLY REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Landscape Division's monthly maintenance activities.


SUMMARY

- 1. Tree Division Update-** West Coast Arborists Inc. (WCA) is providing contract tree services to the City for the fiscal year **09/10**. As of March 31, 2010;
 - **14,225** trees have been pruned
 - **333** total trees removed
 - **445** trees have been planted
 - WCA has completed pruning in all projected zones for FY 2009/2010 which equates to over 1/3 of Fullerton's urban forest.
 - On March 3, Fullerton received its national designation as a **Tree City USA** for the 29th consecutive year.
 - Arbor Day 2010 Laguna Lake was a great success with over **80** tree planters participating on March 13th.
 - The Tree Division received **55** tree related service requests in the month of March
- 2. Red Imported Fire Ants** were reported at **2** locations in March. OCVC began treatment again on October 1, 2004. The City **does not** treat RIFA on private property. Citizens can call the OCVC at (714) 971-2421.
- 3.** The Landscape division received and responded to **9** reports of bee activity in March. The City **does not** eradicate hives on private property, as this is the responsibility of the property owner. The County Agriculture Commissioners Office does not test bees for Africanization after determining that all hives are at least partially Africanized.

4. **Landscape Division Crews** completed the follow projects in the month of March:

- Re-graded parking lot at Fullerton Recreational Riders
- 250 - 1 gal shrubs were planted at Las Palmas Reservoir
- 100 CY of soil were imported and graded onto Juanita Cooke trail the eliminate collection of stagnant water just north of Richman Avenue.
- Repairs were made to the existing par course at Laguna Road Elementary School
- Trash cans removed, fence and gate repaired at former skate park area.
- Irrigation mainline repairs at Terrazza Reservoir, Amtrak Station and Lemon Underpass.
- Arbor Day site prep completed at Laguna Lake.
- Additional ID plates were fabricated and installed at the City Hall Demo Garden
- New trash cans, railroad ties and chain installed at Panorama Trail.
- Turf Operations completed at Ladera Vista Junior High and Commonwealth Elementary School.
- Drinking fountain repaired at Gilman Park.
- Reflective location markers installed at Hiltcher Park to indicate manhole locations.
- Historic Hillcrest rock work relocated to Warburton storage area for safe keeping
- Banner frames repainted at Yorba Linda and St. College
- Calsense conduit installed at Rosecrans Trail for master valve and flow meter
- 50 CY of soil graded into Bob Ward Trail
- Tire rut damage repaired at Chapman Park at the request of E.F.L.L.(6 CY soil)
- Independence Park Landscape Project completed
- Performed weed abatement and soil grading on Juanita cook north of Las Palmas in preparation for proposed volunteer painting project.
- 24 station Calsense controller installed at Laguna Lake
- Post emergent weed control performed on interior turf area at Indy Pool for clover infestation

The Division received **31** landscape related service requests in March.


Dennis Quinlivan
Landscape Superintendent



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: APRIL 12, 2010
TO: PARKS AND RECREATION COMMISSION
FROM: LYMAN OTLEY, BUILDING AND FACILITY SUPERINTENDENT
SUBJECT: MARCH 2010 BUILDING AND FACILITIES DIVISION MONTHLY
REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Building and Facilities Division's monthly maintenance activities.

SUMMARY

1. **Independence Park-** The project to schedule the small pool to be re-plastered has been delayed. We have upgraded the drains to meet the Virginia Graeme Baker Pool & Spa Safety Act. We are also working with Parks and Rec. on replacing the fencing around the small pool.
2. **Electrician Inspections-** Inspected lighting and made minor electrical repairs at: Senior Center, Museum, Hillcrest Rec., Pacific Drive Park and the Fullerton Sports Complex. These inspections include replacing burnt out lights, checking and repairing electrical devices and services. Detailed results are available on request.
3. **A/C Servicing-** The Electricians serviced the A/C units and changed filters at: Chapman Rec., Garnet Center, Hillcrest Rec., Red Cross., Izaak Cabin, Orangethorpe rec., Lemon Rec., Gilbert Rec., Richman Park, Children's League, Independence Park Racquetball Court, Gym and Locker Room, Museum and Senior Center.
4. **Graffiti Removal Update-** The division removed 54,290 square feet of graffiti at 35 sites in the month of March. Totals year-to-date- 488,625 square feet of graffiti at 4,119 sites. Average response time is 1-2 days.
5. **Custodial Inspections-** During the month of February Acting Facilities Specialist Nolberto Torres inspected the following parks, facilities and restrooms: Adlena, Bastanchury Park, Brea Dam, Chapman Park, Duane Winters Field, Sports Complex, Garnet Rec., Gilbert Rec., Gilman, Hillcrest, Izaak Walton Cabin, Laguna Lake, Maple Community Center, Museum, Nicholas, Orangethorpe Rec., Pacific

Drive, Richman Rec., Red Cross, Rec. Riders, Valencia and Woodcrest. Nolberto will tour each of these facilities several times a month. In all cases he made up service requests on any needed building repairs and called the custodial company on any issues needing attention.

Prepared by:

A handwritten signature in black ink that reads "Lyman Otley". The signature is written in a cursive style and is positioned above a horizontal line.

Lyman Otley
Building and Facilities Superintendent



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: APRIL 12, 2010

TO: PARKS AND RECREATION COMMISSION

FROM: JOE FELZ, DIRECTOR OF PARKS AND RECREATION

SUBJECT: COMMISSION REORGANIZATION ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

SUMMARY

The Parks and Recreation Commission will elect a Chair and Vice Chair.

RECOMMENDATION

That the Parks and Recreation Commission elect a Chair and a Vice Chair to serve for 2010.

PROPOSED COSTS

None.

DISCUSSION

Each year, at the first meeting in January, a new Chair and Vice Chair are elected by the Parks and Recreation Commission. Due to the recent City Council review of the City's Commission appointment process, the process this year was delayed until this month. The Chair of the Commission is responsible for conducting all Parks and Recreation Commission meetings. The Vice Chair shall take over the duties of the Chair in his or her absence.

The outgoing Chair (or an appointee) will conduct the proceedings. For the election of the Chair and Vice-Chair, the outgoing Chair will call for nominations for a new Chair from Commissioners (nominations do not require a second). Once nominations are complete, the Chair will close the nominations. The secretary will conduct a roll-call vote, with the majority vote-getter becoming the new Commission Chair.

After a new Chair is elected, he or she will assume the duties of the Chair as well as exchange seats with the outgoing Chair. The new Chair (or an appointee) will then call for nominations from the Commissioners for the position of Vice Chair. The election process is the same for the Vice Chair as it is for the Chair.

A handwritten signature in black ink, appearing to read "Joe Felz", is written over a horizontal line.

Joe Felz
Director of Parks and Recreation



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: APRIL 12, 2010
TO: PARKS AND RECREATION COMMISSION
FROM: JOE FELZ, DIRECTOR OF PARKS AND RECREATION
SUBJECT: POLICY REGARDING YOUTH SPORT ORGANIZATIONS

SUMMARY

At the March 12, 2007 Parks and Recreation Commission meeting, a Sports League Policy Review Subcommittee was formed to assist staff in reviewing and revamping the City's 1977 "Policies and Procedures for Assigning Sports Facilities." Three Commissioners were appointed: Craig Russell, Shawna Adam and Katie Dalton. When Commissioner Dalton's term expired, she was replaced with Commissioner Scott Stanford. When Commissioner Russell's term expired, he was replaced by Commissioner Scott Hayes. The current Committee is Commissioners Stanford, Hayes and Adam.

RECOMMENDATION

That the Commission review the proposed draft "Parks and Recreation Commission-Recognized Youth Sports Organizations" policy, and provide staff with comments and direction. Staff is recommending that this item return to the Commission in July or August with a final recommendation. A Commission recommended policy will be placed on the City Council agenda some time in the late summer or fall, 2010.

PROPOSED COST

None.

DISCUSSION

The City's existing policy defining the relationship between the City and the various youth sports leagues was last updated in 1977. As many things have changed in the Department's management of facilities, the Department initiated a comprehensive review of these policies and procedures. For the better part of the past 36 months, Department staff and the Sports League Policy Review Subcommittee have worked to develop a policy that meets the goals of the City and various leagues.

A primary objective of the Committee was to establish a partnership with youth leagues meeting important youth sports organization standards, and an association with other youth sports groups who cannot meet the standards set by national sports organizations, but who do provide youth the opportunity to participate in healthy sports activities.

To begin the process, staff reviewed the policies of several other cities, met on several occasions with other cities' staff at youth sports meetings, and met on many occasions with key youth groups to help develop a fair, equitable and workable policy. This preliminary work turned into seven drafts of the policy, with the one before the Commission tonight being the latest version.

The key elements of the proposed policy are:

- Establishes two distinct youth sports groups: "Partners" who meet important national sports organization standards, and "Associates" who cannot meet national standards but do provide healthy recreational opportunities for Fullerton children.
- Partners will get first priority on the fields, will not incur a fee for field use, but will incur a lighting fee for use of lit fields.
- Associates will get second priority on the fields, will incur a fee for field use, and will incur a lighting fee for use of lit fields.
- Establishes a process for groups to challenge another group's Partner status.
- Establishes a process of appeal for Partner groups who cannot settle field conflicts at the semi-annual Sports Field User Group meetings.
- Establishes an annual Parks and Recreation Commission review process.
- Establishes an application process for organizations applying for Partner status.
- Establishes a separation between 'club level' play and strictly recreational play and proposes fees for club level play.

The proposed policy creates a significant commitment on behalf of both the City and the respective leagues.

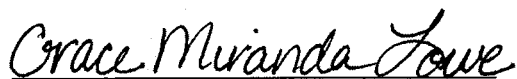
As it stands today, staff has identified the following nine leagues as Partners: Fullerton Pony Baseball, Golden Hill Little League, East Fullerton Little League, West Fullerton Little League, Fullerton Hills Softball, Fullerton ASA Softball, Fullerton Pop Warner Football, Fullerton Youth Rugby and Fullerton Rangers Youth Soccer. Other than baseball/softball, which have several leagues based on geographic boundaries and

some other unique conditions, this establishes one Partner league per sport. Partners have first priority for field use, with no fees associated with the field use itself.

Currently, there are several groups in the Associate category: the YMCA, the Boys and Girls Club; the Boy Scouts "soccer and scouting" program, Eastside Christian School, and FAST. Associates have second priority for field use, with fees as set forth in the "Fee Resolution." The proposed policy would result in changes for several of these groups, ranging from minimal changes for the YMCA and the Boys and Girls Club to more significant changes for the "soccer and scouting" program.

There are also a number of miscellaneous groups who utilize our fields under the general policies outlined in the "Fee Resolution." For example, travel ball, high schools, adult sports groups, and company-related teams are all categorized and charged per the existing "Fee Resolution." These uses would have the lowest priority and field time would be available after allocations were made to the Partner and Associate groups.

Staff is recommending that the Commission review the proposed draft "Parks and Recreation Commission-Recognized Youth Sports Organizations" policy, and provide staff with comments and further direction. Staff is recommending that this item return to the Commission in July or August with a final recommendation. A Commission recommended policy will be placed on the City Council agenda some time in the late summer or fall, 2010.



Grace Miranda Lowe
Parks and Recreation Manager



Joe Feiz
Director of Parks and Recreation

Attachments: A – Draft Policy Regarding Youth Sports Organizations

DRAFT #7**CITY OF FULLERTON****POLICY REGARDING****PARKS AND RECREATION COMMISSION-RECOGNIZED
YOUTH SPORTS ORGANIZATIONS****I. PURPOSE & SPIRIT OF USE**

The City of Fullerton welcomes the use of City and Fullerton School District fields by local Youth Sports Organizations (YSOs) and is interested in developing relationships with these organizations. The City's policies are designed to create fairness in the allocation of fields and are based on the accurate provision of information by the YSOs. Although the City may check to verify accuracy, all YSOs are expected to verify the residency requirements in good faith. If information is found to be inaccurate or overstated, the City has the authority to rescind its original agreement and re-issue field use so that it best meets the needs of the community.

II. PARTNER GROUPS DEFINED

Community youth sports organizations obtaining Partner status are considered independent partners of the City in the delivery of recreational sports programs. Decisions regarding league functions and activities are the sole responsibility of each organization. The City assumes no jurisdiction over the administration, operation and/or planning of league activities. The City expects each YSO to conduct its league business in a professional manner. This includes posting of meeting notices, taking meeting minutes, making financial reports available to the membership, and keeping their membership well informed of league activities and board decisions.

- A. The Partner recreational organizations must provide **recreational** (not competitive) programs which complement existing programs of the Parks and Recreation Department and other Partners.
- B. All groups must have an affiliation with a **state or national sports governing body**. Those state and national bodies must have governance over the YSO, including all requirements for training per each league's manual, background checks, finger printing for coaches (completed, cleared, and certified per Live Scan standards*) and proper photo identification on every coach at all interactions with athletes. *attach Live Scan Standards.
- C. All YSOs must submit the following to establish that they are a **Fullerton-based organization**:

- Names, addresses, and phone numbers of Board of Directors; meeting dates, times and locations of Board meetings.
- The most current league roster with addresses and phone numbers of each player.
- Copy of certificate of insurance listing the City of Fullerton as co-insured. Each group shall provide the City of Fullerton with a Certificate of Insurance, naming the City as an additional insured for \$1 million dollars. If school district property is being used, the Fullerton School District must be named as additional insured. If the Fullerton Sports Complex is being used, the US Army Corps of Engineers must also be named as additional insured.

Insurance Requirements: Under the Primary Insurance – General Liability – Need endorsement or policy contract language stating that *“the coverage afforded to the City is primary and any insurance maintained by the City shall be non-contributory.”*

Additional Insured – Endorsement. *“The City of Fullerton, its elected or appointed officials, officers, employees and volunteers are included as additional insureds with respect to liability arising out of the use of the City premises; or with respect to liability arising out of Hired and Non-Owned automobiles on behalf of (YOUR ORGANIZATION). The coverage shall contain no special limitations on the scope of its protection afforded to the City of Fullerton, its officials, officers, employees and volunteers.”*

- A copy of the organizations by-laws and Articles of Incorporation.
- A signed copy of the City’s Indemnification Form.
- Groups must be recognized as a legal non-profit organization. Acceptable proof of non-profit status will include:
 1. Determination Letter of Internal Revenue Services (IRS)
 2. Recognition of section 501 (c) (3) tax exempt status. (An organization that submits an application to the IRS and has it approved must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection.)

- D. **80%** of the recreational type youth sports participants shall have Fullerton mailing addresses.

Current Partner Groups include:

- East, West and Golden Hill Little Leagues
- Fullerton Pop Warner
- Fullerton Pony Baseball
- Fullerton Hills Softball
- Fullerton ASA
- Fullerton Rangers Youth Soccer Club
- Fullerton Youth Rugby

NOTE: Groups wishing to challenge another YSOs validity based on II.A., II.B., II.C. or II.D. must demonstrate a reasonable foundation for said challenge and must make a written request to the Director of Parks and Recreation. Time will be set aside so that the requesting group can review the roster(s) at the Fullerton Parks and Recreation Department. The review will be supervised by a staff person, and a representative of the challenged organization may be present. The first hour of staff time for the review will not be charged; however the requesting organization will be assessed an hourly rate of \$50 for staff support for any additional time needed. If the challenge is upheld there will be no charge for the staff time.

III. APPLICATION PROCESS

Leagues planning to expand to include new age groups or new programs, leagues anticipating a split to form a new league, or individuals planning to formulate and organize a new youth sports organization, must apply to the City one year prior to the estimated starting date. A letter of request must be submitted to the Director of Parks and Recreation, 303 W. Commonwealth Ave., Fullerton CA 92832. The Parks and Recreation Commission must approve Partner or Associate status before any benefits are granted to any new organization.

IV. PARKS AND RECREATION COMMISSION REVIEW

The Parks and Recreation Commission shall annually review the Partner status of each group. This review process shall include, but is not limited to, the YSOs statement of recreational intent, proof of State or National sports affiliation, all requirements establishing the YSO as a Fullerton-based organization and rosters establishing 80% Fullerton residency. Any and all are applicable.

V. CITY COUNCIL REVIEW

The City Council may periodically review actions of the Parks and Recreation Commission relating to requests for Partner status.

VI. BENEFITS UPON ATTAINING PARTNERSHIP

Partner groups may receive benefits related to use of City-owned fields and school district fields, as the annual City budget permits, including:

- A. Use of athletic fields on a first-priority basis at no cost. NOTE: Schools may from time-to-time have their own event, in which case they have first priority of the field.
- B. Use of sports lighting on athletic fields on a first-priority basis. Fees will be assessed as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."
- C. Partner groups contact information will be placed in the City's brochure (this is not an ad but contact information for people wanting information on Partner programs).

NOTE: Club affiliated groups will receive benefits after in-season recreational sports groups are scheduled. The first priority of all field usage will be provided to teams who are competing in regular season competitions before use by Club teams. Fees will be assessed as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."

VII. ASSOCIATE GROUPS DEFINED

Fullerton YSOs who do not meet the requirements of II. B and/or II. D. may have use of City-owned fields and school district fields on a second-priority basis and with fees as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."

In addition they may have use of sports lighting on athletic fields with fees as set forth in the "Parks and Recreation Department Policy Statement and Fee Schedule."

Current Associate Groups include:

- *Boys and Girls Club
- *YMCA
- *FAST
- Eastside Christian Schools
- Boy Scouts Soccer (Fullerton Community Youth Soccer League)

***Fullerton non-profit organizations leasing City of Fullerton property are exempt from facility fees but not from lighting fees.**

VIII. SPORT FIELD USER GROUP (SFUG) MEETINGS

A sports committee will be formed for the purpose of creating on-going communication with the City. The committee will be composed of the league presidents or their designated representatives. Each Fullerton YSO will be required to send one and no more than two representative(s) to the semi-annual Sports Field User Group (SFUG) meeting. These meetings are mandatory. Non-attendance places your organization at a disadvantage in receiving accurate information and jeopardizing the groups use of fields.

Agendas will be prepared and the leagues will be encouraged to solve field conflicts prior to SFUG meeting. This will give the City an opportunity to inform the leagues of upcoming repairs and field closures in relation to field needs.

Some of the more important issues to be covered in the SFUG meetings are maintenance services, contracts and agreements, opening day ceremonies, projected needs in the future and field schedules. General meetings will be held semi-annually to discuss these areas with the committee as a whole. Additional meetings will be held with those sports leagues as they become necessary.

IX. APPEAL COMMITTEE

An appeal committee will be formed to hear and make rulings on grievances arising from field scheduling. The complaining parties, if they find the ruling unsatisfactory, may appeal to the Park and Recreation Commission.

The Appeal Committee will be composed of a Park and Recreation Commissioner designated by the Commission Chairman and an at-large group of interested individuals selected by the Commission. The committee may consist of a minimum of three to a maximum of seven members, including the designated commissioner.

SUMMARY

This Policy will take effect immediately upon Commission approval. The City reserves the right to manage the facilities in the best interest of the community and to modify this policy as needed.

April 2010



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: APRIL 12, 2010
TO: PARKS AND RECREATION COMMISSION
FROM: JOE FELZ, DIRECTOR OF PARKS AND RECREATION
SUBJECT: GILBERT COMMUNITY CENTER UPDATE

SUMMARY

As the Gilbert Community Center has been open for about a year and a half, staff will provide an update on the operations of the Center with a slide presentation by staff.

RECOMMENDATION

That the Parks and Recreation Commission receive and file this update

PROPOSED COSTS

None

DISCUSSION

The Gilbert Community Center was established as a result of the community's request to the City for organized social, health and recreation programs to meet the needs of families and, in particular, youth living in the west Fullerton neighborhoods. The Center opened its doors in October 2008 with the goal of facilitating efforts to improve the neighborhood by enabling families and youth to enhance personal growth, civic involvement, and community pride utilizing the following objectives:

- To create partnerships between the City, volunteers and other community wide resources.
- To promote youth development by providing the opportunity to gain the skills necessary to become productive adults through leadership, conflict resolution, problem solving, and goal setting skills.
- To provide a safe place for youth to participate in after-school homework assistance along with traditional and non-traditional recreation activities.
- To provide families with resources to enhance parenting skills, health and wellness, and personal growth.

- To offer opportunities for residents to take an active role in the improvement of their neighborhood.

As a result of implementing the objectives, the following programs are currently operating at the Community Center.

Children and Teens

- After school homework, enrichment and recreation activities for ages 5 to 12 years old operates Monday, Tuesday, Thursday and Friday, 2:30 to 5:30 p.m. and Wednesday, 1 to 5:30 p.m.
- Personal enrichment and recreation activities for teens ages 12 to 17 years old goes on Wednesdays and Fridays from 4 to 7 p.m.
- Computer lab with internet access for homework, research and entertainment purposes.
- Gang/ drug prevention/intervention activities to educate youth and provide them with positive alternatives.

Families

- Coordinating and facilitating educational programs such as health and wellness, parenting and personal growth by working in partnership with non-profit and faith-based organizations.
- Encouraging families to become involved in issues concerning the betterment of their community by participated in organized community meetings.
- Providing direct services in the area of information and referral, document assistance and translations in Spanish.

Community Events

- Community Health and Fitness Fair
- Breakfast with Santa
- Fullerton Goes to College

The Gilbert Community Center operates Monday, Tuesday, and Thursday from 2:30 p.m. to 7 p.m., Wednesdays from 1 p.m. to 7 p.m. and Fridays from 2:30 p.m. to 7 p.m. Community events usually occur on Saturdays.

The Community Center personnel consist of Eddie Burciaga, Parks and Recreation Coordinator who splits his 40-hour work week between the Garnet and Gilbert Community Centers. In addition, three part time staff organize and operate youth programs and community events. A growing pool of volunteers support programming by providing computer lab technical support, homework assistance, and manpower during community events.

An important component in the success of the Center is a community committee, made up of neighborhood parents. This group meets weekly with Parks and Recreation, Community Preservation staff, and Police personnel to discuss community issues and concerns in addition to sharing ideas and strategies to address the needs of the community. The committee also serves as ambassadors for the Community Center by promoting and encouraging their neighbors to utilize our various programs. Additionally, the Gilbert Community Center is a satellite facility for Community Preservation Division. Two Community Preservation Officers have an office at the center.



Judy Peterson
Recreation Manager



Joe Feiz
Director of Parks and Recreation