CITY OF FULLERTON PARKS AND RECREATION COMMISSION AGENDA

City Council Chamber Monday, October 15, 2012 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 ITEM (Item 1) – 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 SEPTEMBER 10, 2012 COMMISSION MEETING

Recommendation to approve the Minutes of the Parks and Recreation from the September 10, 2012 Commission Meeting.

*2. MAINTENANCE SERVICES MONTHLY REPORTS FOR SEPTEMBER, 2012

Recommendation to receive and file the Maintenance Services September, 2012

Monthly Reports.

REGULAR BUSINESS (Items 3 – 10)

3. Oath of Office

Chairman Shanfield, Commissioners Jung, Carvalho and Lang-McNabb sign and swear to oath of office.

* 4. DISCUSS COMMITTEE APPOINTMENTS

Recommendation to nominate and approve a Parks and Recreation Commission member to participate on the Sports Field Appeal Committee and Sports Field Users Group.

*5. STATUS UPDATE OF THE SKATE PARK AT INDEPENDENCE PARK

Recommendation to review and discuss the staff report regarding the progress at the skate park and approve continuation of Skate Park Ad Hoc oversight as a partner of the City.

- 6. CALGRIP VOLUNTEER RECOGNITION
- LIGHTS ON AFTER SCHOOL PRESENTATION
- 8. REPORT ON CITY COUNCIL AGENDA ITEMS
- 9. DIRECTOR'S UPDATE
- 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 DRAFT Meeting Minutes

Regular Meeting City Council Chamber Monday, Sept 10, 2012 6:30 p.m.

CALL TO ORDER

Chair Shanfield called the meeting to order at 6:30 p.m. Chairman Shanfield introduced Wayne Carvalho and welcomed him.

FLAG SALUTE

Commissioner Levinson led the flag salute.

ROLL CALL

Present:

Sean Fitzgerald, Barry Levinson, Kathleen Shanfield, Carl Van Gorden, Fred

Jung

Absent:

Karen Lang-McNabb

Staff:

Director Penny Loomer, Parks Project Manager Hugo Curiel, Administrative Manager Alice Loya, Recreation Supervisor Aaron Orozco, Recreation Supervisor John Clements, Community Center Supervisor Eloisa Espinoza, Parks Project Specialist Doug Pickard, and Deputy Director of Maintenance

Services Dennis Quinlivan, Events Specialist James Kashiwada

PUBLIC COMMENT

None

CONSENT ITEMS (Items 1 - 2)

1. MINUTES OF THE PARKS AND RECREATION July 11, 2012 COMMISSION MEETING

Recommendation to approve the Minutes of the Parks and Recreation July 11, 2012 Commission Meeting.

Commissioner Van Gorden MADE A MOTION and Commissioner Levinson SECONDED the motion to approve the Minutes of the Parks and Recreation July 11, 2012 Commission Meeting.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

The MOTION PASSED 6-0

2. MAINTENANCE SERVICES MONTHLY REPORTS FOR MARCH, 2012

Recommendation to receive and file the Maintenance Services for June, July, August, 2012 Monthly Reports.

Commissioner Van Gorden asked Deputy Director Quinlivan about the tree removal program mentioned in the Maintenance Services monthly report. Deputy Director Quinlivan responded that they have a budget to replace 500 trees annually and they only remove the dead or diseased trees. He confirmed that 543 trees were removed in fiscal year 11/12, 31 trees were removed in July, 65 trees were removed in August.

Commissioner Levinson reported another sink hole by Laguna Lake near the Bridge on the Clarion side. He also mentioned that debris and garbage has increased over the last few months around the lake.

Commissioner Levinson MADE A MOTION and Commissioner Van Gorden SECONDED the motion to approve the Maintenance Services Monthly Reports for June, July, and August, 2012.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

The MOTION PASSED 6-0

REGULAR BUSINESS (Items 3 – 11)

3. ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

Recommendation to elect a Vice Chair to serve for 2012.

Nominations were requested by Chairman Shanfield. Commissioner Carvalho nominated Commissioner Van Gorden to serve as Vice Chair. The nomination was seconded by Commissioner Fitzgerald.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

Recommendation to elect a Vice Chair to serve for the remainder of 2012.

The MOTION PASSED 6-0

4. PARKS AND RECREATION COMMISSION MEETING CALENDAR - 2012

Director Loomer presented list of dates. Commissioner Fitzgerald MADE A MOTION AND Commissioner Jung SECONDED THE MOTION to approve the revised meeting schedule for the remainder of 2012, and the holiday season.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

The MOTION PASSED 6-0

All in favor 6 - 0

5. APPROVE THE PREFERRED CATERING LIST FOR THE FULLERTON COMMUNITY CENTER AND FULLERTON PUBLIC LIBRARY

Manager Loya reviewed the RFP selection process. She explained that the caterers are all required to have the ServSafe® Food Safety Certification. The RFP was posted on the City's website, available at the City Clerk's office and postcards were sent out. She reported that 14 respondents attended the walk-through at the Fullerton Community Center where staff answered questions. There were 11 completed proposals submitted. Staff from the Library and Parks and Recreation evaluated the proposals and the top seven were chosen. Staff made site visits, when able to and the others provided taste testing for the staff who had evaluated the proposals.

Manager Loya explained that the top seven rated much higher than the four at the bottom of the list. The original intention was to have three to five preferred caterers; however, staff could not narrow it down to less than the top six.

Chairman Shanfield asked if this is only at Fullerton Community Center and the Library and if we had lists of caterers for other venues. Manager Loya confirmed that these caterers are only for the Fullerton Community Center and the Library and the other venues are less formal and events are less frequent and there are no other lists of caterers.

Commissioner Van Gorden asked if staff would waive the rental fee for caterers. Manager Loya said that the customer would pay the rental fee and the caterer will pay 12 percent of all catering revenue and 20 percent of alcohol revenue.

Commissioner Levinson had questions about the types of meals. Manager Loya explained that all of the preferred caterers will be able to provide affordable, casual and formal meals for a luncheon or formal meals for weddings, for example.

Speakers were:

Roberta Reid Barbara DesRochers Nancy Lew

Jeff Coffman

Commissioner Van Gorden made a MOTION TO APPROVE and Commissioner Jung SECONDED the motion to approve the RFP process and recommend approval of the Preferred Catering list to the Fullerton City Council.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

The MOTION PASSED 6-0

All in favor passed 6 – 0

6. GARY CARTER DEDICATION

Supervisor Clements presented the item with a slide show. He proposed naming field number two at the Fullerton Sports Complex, which is the premiere baseball field in Fullerton. He gave the history of the other fields that have been dedicated in Fullerton. He explained that a bronze plaque would cost about \$3,000 and other plaques could run \$2,500 or less. The Carter family has approved the proposal.

Supervisor Clements also referred to Resolution # 6278, which is the most current policy regarding naming a facility.

Commissioner Jung MADE A MOTION and Commissioner Fitzgerald SECONDED the motion naming Field #2 at the Fullerton Sports Complex as Gary Carter Field and send the recommendation to City Council for review and final adoption.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

The MOTION PASSED 6-0

All in favor passed 6 – 0

7. Youth Sports Partner Annual Review

Supervisor Clements reviewed the history of leagues and volunteers. He explained that two softball leagues have sent letters from their CPA showing that their youth sports partner application has been submitted and their status should be approved by the end of the year. Staff is proposing a three month extension for them to be able to meet the standard.

Commissioner Jung asked if their partner status was revoked, would they go from partner to associate. Supervisor Clements answered affirmatively.

Ravi Perera from the Rugby League explained that because he had changed the group name, their paperwork was denied. He was told to re-submit in May and the approval process began again.

Commissioner Fitzgerald asked why staff chose December 31st. Supervisor Clements stated that the IRS has a large back log, which is time consuming to approve. He confirmed that all groups have filed and are only waiting for approval now.

Commissioner Levinson asked about what the risk was for having teams playing that don't have partner status approved. Supervisor Clements said that all teams are insured in their name and are approved by Risk Management.

Chairman Shanfield asked if these groups have consistently been late in filing taxes. Supervisor Clements said that staff has never scrutinized the process to this level before.

Commissioner Levinson requested that the league provide notification directly from an accountant or firm.

Commissioner Van Gorden MADE A MOTION and SECONDED by Commissioner Levinson to receive the status report and direct the three leagues that have not met the partner standards to reach compliance by December 31, 2012 or become Associate level groups.

Commissioner Carvalho asked when the next review would be. Supervisor Clements responded that the partner group status would be reviewed annually in February.

AYES:

Fitzgerald, Jung, Levinson, Shanfield, Carvalho, Van Gorden

NOES:

None

ABSENT:

Lang-McNabb

The MOTION PASSED 6-0

8. Summer Wrap-up and Fullerton Market Update

James Kashiwada, Special Events Specialist, gave a review of the entertainment, bands and food vendors who participated in the Summer Concerts in the Park and also at the Fullerton Market.

Supervisor Orozco gave a review of:

- 1. CalGrip Family services, summer playgrounds held at Chapman, Gilbert, Lemon, Orangethorpe and Garnet.
- 2. Camp Hillcrest
- 3. Teen Scene

- 4. Playground Leaders Assisting Youth Program (PLAY)
- 5. Generations held at Maple Center

Director Loomer mentioned that the City has received additional grant funding until 2014 and with community partners staff hopes to continue the CalGrip program for another two years.

The Commission discussed the increase of youth participating in programs; the increased level of supervision with college students working with staff and teen volunteers; teen volunteers returning as they mature and become staff members.

6. REPORT ON CITY COUNCIL AGENDA ITEMS

There were no items to report.

7. DIRECTOR'S UPDATE

Director Loomer reminded the Commission that the Fullerton Community Center Grand Opening will be held on October 6^{th} from 11 a.m. -2 p.m. She said that the preferred caterers will be setting up tables. Chairman Shanfield said she hoped all Commissioners would be there.

Recreation Manager Mauk mentioned the Museum will be opening a new exhibit by political cartoonist Pat Oliphant on October 5th. It is free to the public and will be held the same day as the downtown art walk.

8. COMMISSIONER COMMENTS

Commissioner Levinson mentioned how much he enjoyed the walk-through of the Fullerton Community Center. He also asked Chief Hughes about the Skate Park and Chief Hughes reported that he is not aware of a single negative incident reported.

ADJOURNMENT

Chairman Shanfield adjourned the meeting at 8:21 p.m.

Respectfully submitted,

PL/db



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE:

SEPTEMBER 15, 2012

TO:

PARKS AND RECREATION COMMISSION

FROM:

DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT

BOB ST.PAUL, FACILITY SUPERINTENDENT

SUBJECT:

SEPTEMBER 2012 MAINTENANCE SERVICES REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Maintenance Services Department monthly activities.

SUMMARY

- 1. Tree Division Update- West Coast Arborists Inc. (WCA) is providing contract tree services to the City for the fiscal year 12/13. As of September 30, 2012;
- 3473 trees have been pruned
- 107 total trees removed
- 127 trees planted
- Production crews completed pruning in Zone 19 and 16 (Bastanchury Rd. to Dorothy Lane, Harbor Blvd. to Raymond Ave.)
- Crews began pruning downtown trees in addition to all palms throughout the city.
- Tree Division responded to 106 tree related service requests in the month of September (Same amount as August).
- Red Imported Fire Ants were reported at 8 locations. OCVC began treatment again on October 1, 2004. The City <u>does not</u> 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 September. The City **does not** eradicate hives on private property, as this is the responsibility of the property owner.

- 4. Landscape Division Crews completed the following projects in the month of September in addition to standard maintenance:
- YMCA landscape installation completed
- Landscape maintenance performed at Hiltscher and Puente Hills trail.
- White Park sign repaired (installed a new 4"x4" post)
- Removed vandalized signs at Panorama and Nora Kuttner Trail
- Overlay sanding continued on Field 3 at Fullerton Sports Complex.
- Landscape renovation completed at Fire Station #1
- Sink holes backfilled at Laguna Lake
- Leaking backflow device repaired at Recreation Riders

Landscape Division crews responded to 52 service requests in the month of September.

Building and Facility / Electrical Division

Facility Division received and responded to 78 service requests for Parks and Recreation parks and facilities for the month of September 2012.

Electrical Division received 144 citywide service requests for the month of September 2012.

Service request calls include general repair or replacement of:

- Plumbing
- Spray Pools
- Pools
- Playground Equipment
- General maintenance including:
- Clogged or broken toilets, windows, doors, light bulbs, etc.

Laguna Lake: Facilities responded to a request regarding a major malfunction of a water circulation pump located at the north side of Laguna Lake. This pump creates a water flow or current which protects the lake from stagnant water. A portion of the pump house roof was removed to access the pump. The pump was pulled, repaired and reinstalled. Staff created a roof access door for any future repairs.

Dennis Quinlivan, Landscape Superintendent

Bob St. Paul, Facility Superintendent



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE:

OCTOBER 15, 2012

TO:

PARKS AND RECREATION COMMISSION

FROM:

PENNY LOOMER, DIRECTOR OF PARKS AND RECREATION

SUBJECT:

COMMITTEE APPOINTMENT

SUMMARY

Staff is requesting the Parks and Recreation Commission appoint one Commissioner to serve on both the Sports Field Appeal Committee and the Sports Field Users Group.

RECOMMENDATION

That the Parks and Recreation Commission appoint one Commissioner to replace Scott Hayes, former Parks and Recreation Commissioner, on the Sports Field Appeal Committee and the Sports Field Users Group.

PROPOSED COSTS

There is no cost associated with this committee.

DISCUSSION

In 1977 the Parks and Recreation Department established the Youth Sports Committee, later named the Sports Field Users Group (SFUG). SFUG was formed to help staff and the youth leagues assign fields in an organized and fair way. It set out priorities for game and practice facilities, a timeline for submittal of permits and league information and a place to discuss league and field issues. SFUG is composed of the youth partner sports league presidents or their designated representatives, City staff and one Parks and Recreation Commissioner. There are two meeting per year, one in January and one in June.

In 2005 the Parks and Recreation Commission established a three-member Sports Field Appeal Committee. The committee was comprised of one Parks and Recreation Commissioner, one Parks and Recreation Department staff member, and one Maintenance Services Department staff member. The City staff, Alice Loya and Wayne Elms were appointed by the Commission and remain on the committee. The committee reviews field conflict appeals and new league requests.

Penny Loomer

Director of Parks and Recreation

John Clements Recreation Supervisor

ITEM # 4



PARKS AND RECREATION COMMISSION **AGENDA**

MEETING DATE: OCTOBER 15, 2012

TO:

PARKS AND RECREATION COMMISSION

FROM:

PENNY LOOMER, DIRECTOR OF PARKS AND RECREATION

SUBJECT:

STATUS UPDATE OF THE SKATE PARK AT INDEPENDENCE

PARK

PURPOSE

The purpose of this item is to review and discuss the progress of the operation at the skate park at Independence Park that re-opened in June 2012.

RECOMMENDATION

That the Parks and Recreation Commission review and discuss the staff report provided as to the progress of the skate park at Independence Park that re-opened in June 2012. Upon consensus and approval by the Commission, the skate park will continue its operation by the Skate Park Ad-Hoc Committee as a partner of the City.

FISCAL IMPACTS

Costs borne by the Ad Hoc Committee and the Fullerton Skate Association (FSA) may include repairs due to normal wear and tear, graffiti removal, and / or other vandalism.

DISCUSSION

Per the direction of the Parks and Recreation Commission, the skate park re-opened on June 16, 2012. The Commission directed staff to coordinate closely with the Skate Park Ad Hoc Committee on operational and maintenance matters. Schedules were created by the Ad Hoc Committee to provide staff with updates and assurance that supervision and maintenance was provided on a regular basis.

The proposed site improvements that included fencing modifications to deter the criminal elements previously associated with the park were implemented. The entrance to the park was relocated to the south end of the park to provide more visual access to staff of traffic going in and out of the park. These modifications were well received not only by the users but by the community in general. Graffiti and other associated illicit activities have been virtually non-existent during the three month trial period.

Throughout the three month trial period, staff met on a regular basis with the Skate Park Ad-Hoc Committee to assist in the immediate concerns and long-term planning for the future operation of the skate park. This committee, along with the Fullerton Skate Park Association (FSA) and City staff have been assisting and coordinating with the operations of the park which include monitoring / policing and general maintenance. The Ad Hoc Committee and FSA volunteers will continue to communicate with City staff, including the Fullerton Police Department to focus on limiting vandalism, juvenile delinquency, other illicit activities, and maintain the current positive activity that is currently present at the skate park. The FSA will also continue to form their long-term goals that include the formation of a non-profit group to further assist in various aspects of park operations.

Penny Loomer

Director of Parks and Recreation

HC:db

John Clements

Recreation Supervisor