

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

City Council Chamber
Monday, March 11, 2013
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 (Items 1 and 2) – 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 FEBRUARY 11, 2013
COMMISSION MEETING**

Recommendation to approve the Minutes of the Parks and Recreation from the February 11, 2013 Commission Meeting.

***2. MAINTENANCE SERVICES MONTHLY REPORTS FOR FEBRUARY, 2013**

Recommendation to receive and file the Maintenance Services February, 2013 Monthly Reports.

REGULAR BUSINESS (Items 3 – 9)

- *3. RESPONSE TO 2/11/13 PUBLIC COMMENT: SOCCER LEAGUE**
- 4. FULLERTON MARKET PRESENTATION**
- *5. 2013-2014, 2014-2015 PARK CAPITAL IMPROVEMENT BUDGET**
- *6. REVIEW OF THE MUCKENTHALER CULTURAL CENTER MASTER PLAN**
- 7. REPORT ON CITY COUNCIL AGENDA ITEMS**
- 8. DIRECTOR'S UPDATE**
- 9. 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, February 11, 2013
6:30 p.m.

CALL TO ORDER

Chair Van Gorden called the meeting to order at 6:30 p.m.

FLAG SALUTE

Commissioner Haselton led the flag salute.

ROLL CALL

Present: Carvalho, Van Gorden, Haselton, Lang-McNabb, Levinson

Absent: Silva

Staff: Director Penny Loomer, Parks Project Manager Hugo Curiel, Administrative Manager Alice Loya, Recreation Supervisor John Clements, Deputy Director of Maintenance Services Dennis Quinlivan, and Buildings and Facilities Superintendent Bob St. Paul.

PUBLIC COMMENT

The following residents spoke:

Jorge Sigarran, representing the Orange County Community Youth Soccer League (OCCYSL), spoke about soccer field allocation.

Chair Van Gorden asked staff to review the subject and provide a report to the Commission at the next meeting.

CONSENT ITEMS (Items 1 - 2)

1. MINUTES OF THE PARKS AND RECREATION JANUARY 14, 2013 COMMISSION MEETING

Recommendation to approve the Minutes of the Parks and Recreation January 14, 2013 Commission Meeting.

Commissioner Carvalho **MADE A MOTION** and Commissioner Haselton **SECONDED** the motion to approve the Minutes of the Parks and Recreation January 14, 2013

Commission Meeting and to receive and file the Maintenance Services Monthly Reports for January, 2013.

AYES: Carvalho, Van Gorden, Haselton, Lang-McNabb, Levinson

NOES: None

ABSTAIN: None

ABSENT: Silva

The MOTION PASSED

REGULAR BUSINESS (Items 3 – 7)

3. COMMITTEE APPOINTMENTS

Chair Van Gorden stated that Vice Chair Levinson voiced his desire to stay on the Sportsfield Users Group and Appeals Committee committees as he has not begun to serve yet.

Chair Van Gorden appointed Commissioner Lang-McNabb to the Public Art Committee, Commissioner Haselton to the Skate Park Ad Hoc Committee, and Commissioner Carvalho to the CalGrip Advisory Committee.

4. SAFE AND SANE FIREWORKS PRESENTATION

Parks Project Manager Curiel gave a powerpoint presentation, previously presented to the City Council on February 5, 2013 and subsequently approved. He reviewed the timeline for the lottery drawing and explained that insurance and permit fees will be required.

Parks Project Manager Curiel also reviewed the dates that fireworks will be able to be sold and discharged. He discussed how negotiations with safe and sane vendors must be done directly and he reviewed the breakdown of costs based on 15 stands. He explained that maps will be made available and posted at the stand showing which zones do not allow the discharge or sale of fireworks.

5. INTRODUCTION OF NEW GRAFFITI APP

Deputy Director of Maintenance Services Quinlivan gave a powerpoint presentation explaining how the MyFullerton app works on smart phones. He told the commission how successful it has been showing before and after pictures.

There was no recommendation at this time.

REPORT ON COUNCIL AGENDA ITEMS

There were no new items to report.

6. DIRECTOR'S UPDATE

Director Loomer discussed the following items:

- a. Snow Day at Brea Dam had over 750 participants
- b. CPRS Award of Excellence for Fullerton Community Center Facility Design
- c. Opening Day – Golden Hills Little League
- d. Soccer fields

Upcoming Commission Agenda Items:

- e. People using public property for private gain
- f. Annual partner review
- g. Fullerton Market
- h. Muckenthaler Master Plan


CIP – Parks Project Manager Curiel gave an update on the Bud Turner Trail. He spoke about Hillcrest Park and the loss of Redevelopment funds affecting the strategy of proposed improvements.

7. COMMISSIONER COMMENTS

ADJOURNMENT

Chair Van Gorden adjourned the meeting at 7:21 p.m.

Respectfully submitted,



Penny Loomer, Secretary

PL/db



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: MARCH 11, 2013
TO: PARKS AND RECREATION COMMISSION
FROM: DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT
SUBJECT: FEBRUARY 2013 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 February 27, 2012;
 - **11658** trees have been pruned
 - **368** total trees removed
 - **282** trees planted
 - Production crews completed pruning in Zone 7 (Bastanchury Rd. to Rosecrans, Gilbert to Euclid). The crews will be out of Fullerton until further direction from staff.
 - **Tree Inspector Jennings** responded to **19** tree related service requests in the month of February.
2. **Red Imported Fire Ant** activity was not reported in February. 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 **4** reports of **bee** activity in February. One of the four hives was saved. 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 February in addition to standard maintenance :

- Sprayed reservoirs for weeds, 2D, Main Plant, Pioneer, Acacias
- Sprayed trails and medians
- Removed plant material and Calsense controller on South St College due to traffic accident
- Flailed and cleaned Hiltcher Trail
- Painted sign at Laguna Recreational Riders
- Prepped tree planting site at Acacia Park for Girl Scout volunteer project
- New Calsense Controller installed at Fullerton Greenbelt
- Excepted landscape maintenance responsibility at the Community Center
- Planted new 72" box Coast Live Oak tree at Museum Plaza
- Replaced irrigation booster pump at Grissom Park
- Installed safety fence at the Gilman Park drain
- Damaged bike locker repaired at Transportation Center
- Installed homerun fence at FSC
- Graded Nora Kuttner with loader
- Set up and painted all sports fields at Bastanchury and FSC
- Repaired mound on field one at FSC
- Power washed numerous bus stops throughout the city
- Replaced eight trash receptacles at OCTA bus stops

Landscape Division crews responded to **9** service requests in the month of February.


Dennis Quinlivan, Landscape Superintendent



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: **MARCH 11, 2013**
TO: PARKS AND RECREATION COMMISSION
FROM: BOB ST. PAUL, FACILITY SUPERINTENDENT
SUBJECT: MONTHLY MAINTENANCE SERVICES REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Building and Facilities Division of the Maintenance Services Department monthly activities for the month of February 2013.

SUMMARY

Building and Facility Division, including Electrical, Service Requests for the Months of February.

Building and Facility Division, including Electrical, received 340 citywide service requests for the month of February 2013.

Building and Facility Division, including Electrical, received and responded to 31 service requests for Parks and Recreation parks and facilities for the month of *February*.

Service request calls include general repair or replacement of:

- Plumbing
- Electrical
- Pools, Independence and Community Center
- Playground Equipment
- General maintenance including:
 - Clogged or broken sinks and toilets, broken windows, doors and locks, light bulbs, plumbing fixtures and accessories, etc.



Bob St. Paul, Facility Superintendent



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: MARCH 11, 2013
TO: PARKS AND RECREATION COMMISSION
FROM: PENNY LOOMER, DIRECTOR OF PARKS AND RECREATION
SUBJECT: RESPONSE TO OCCYSL FIELD ALLOCATION REQUESTS

SUMMARY

The purpose of this agenda letter is to have the Parks and Recreation Commission review the staff response to the Orange County Community Youth Soccer League's questions made at the public comments portion of the February Parks and Recreation Commission meeting.

RECOMMENDATION

That the Parks and Recreation Commission review and file the staff responses.

PROPOSED COST

None

DISCUSSION

At the February 11, 2013 Parks and Recreation Commission meeting Jorge Sigaran, representing the Orange County Youth Soccer League, (OCCYSL) requested a soccer field with lights for practice. He stated that the practice fields available to the league were at the wrong time, too small, and unsafe. The league's preference would be to use Richman Park.

The following provides background into the field allocation process followed by responses to his statements.

Sports fields are allocated according to the policy approved by the Parks and Recreation Commission and City Council. The policy states that fields are allocated by priority.

- First priority - partner groups that meet all four standards.

- Second priority - associate groups that meet two standards.
- Third priority – rental groups that meet less than two standards.

The OCCYSL applied for 1st priority partner status in August 2012. The OCCYSL only met the requirements for 3rd priority rental group status. On October 10, 2012 the OCCYSL was given an additional four to six months to meet the standards for associate level status. During this period, from October to April, the OCCYSL was given reduced field fees and a second priority for field space.

Fields are allocated first to partners playing in their primary seasons followed by partners in their secondary seasons. For example, in spring, baseball and softball are in their primary seasons and football and soccer are in their secondary seasons. Baseball and softball leagues have priority over football and soccer leagues in the spring. In fall the priority is reversed.

There are ten partner groups that get first priority for fields and there are ten lighted sports fields. By the time an associate level league is allocated fields the inventory is limited.

Responses to OCCYSL's requests:

The OCCYSL wants soccer practice space at Richman Park.

Soccer's primary season is in the fall. Spring is baseball's primary season and Pony baseball is operating at Richman Park. The OCCYSL wants practice space at Richman Park even though the OCCYSL has a secondary priority status and soccer is in secondary season.

The OCCYSL doesn't want soccer practice space at Woodcrest Park because it is not safe and too small.

The City operates an adult softball league at Woodcrest Park. The lit soccer practice space is located beyond the 300' line on the right field side. The space has been used by Fullerton Pop Warner Football, Fullerton Rugby, and other rental soccer groups for many years - without incident. The space can accommodate 40 players. The OCCYSL is not interested using Woodcrest Park because it is unwilling to have a field that doesn't hold 80 – 120 players.

The OCCYSL doesn't want soccer practice space at Lemon Park or Sunset Lane School from 4 to 6 p.m. because it is too early to practice. The children are in after-school programs and are unavailable until later.

There are seven age divisions in the OCCYSL ranging from U-6 (under six years of age) to U-18. The U-14, U-16, and U-18 divisions are not in after-school programs and could be available to practice early. When there is a shortage of

practice space, all of the partner leagues make compromises. Such compromises include using unlit fields (which means early practices), small fields, and limiting the number and duration of practices. The OCCYSL wants all of its practices during prime time (after 5:30 p.m.) and under the lights.

In summary, February being the highest demand month of the year, the OCCYSL (a second priority group playing in its secondary season) has been unwilling to use the practice spaces that are available.

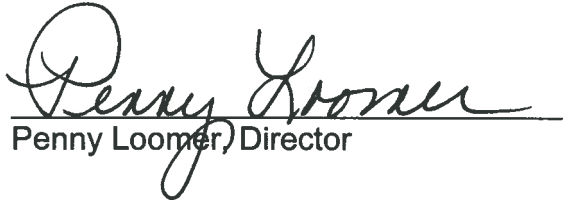
On March 4, 2013, staff met with OCCYSL representatives to highlight the key points in the report. OCCYSL acknowledged them and agreed to adhere to the following: As is the rule each year, as daylight savings time begins, unlit fields become more usable. Starting Monday, March 11, the unlit portion of Richman has been allocated to the OCCYSL for soccer practice from 5:30 p.m. to dusk from Monday through Thursdays.



John Clements, Recreation Supervisor



Hugo Curiel, Parks Project Manager



Penny Loomer, Director



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: MARCH 11, 2013
TO: PARKS AND RECREATION COMMISSION
FROM: ALICE LOYA, ADMINISTRATIVE MANAGER
SUBJECT: 2013 - 14 to 2014-15 PARK CAPITAL IMPROVEMENT BUDGET

SUMMARY

Review of the Parks and Recreation Department's proposed 2013-14 to 2014-15 five-year capital improvement program (CIP) budget (Attachment A).

RECOMMENDATION

None.

BACKGROUND

The operating and 5-Year Capital Improvement Program (CIP) budgets for the City of Fullerton are prepared and adopted every two years. The second year of the two-year budget is reviewed and revised prior to the beginning of that fiscal year. Any revisions to the 2014-15 budget will be completed in the spring of 2014. The Parks and Recreation Commission previews both the operating and CIP budgets followed by a separate review with a recommendation to the City Council. The 2013-14 to 2014-15 operating budget is still under development and will be ready for its preview at the April Commission meeting.

The second City Council budget study session is scheduled for April 23rd. At the study session, the City Council will turn the budgets over to the commissions for a formal recommendation. Both Parks and Recreation budgets will come back to the Commission for the formal review on May 13, 2013. The public hearing for the City's entire 2013-14 to 2014-15 proposed budget is scheduled for June 4, 2013. The City Council will not approve the budget at the public hearing. The budget is scheduled to be adopted at the June 18, 2013 City Council meeting.

AVAILABLE FUNDING

Funding for park projects has come from three different source Redevelopment revenue, Park Dwelling fees and Brea Dam fund revenue. Since the elimination of Redevelopment revenue, only funding from Park Dwelling and the Brea Dam are used for park improvement projects. Park Dwelling fees are fees from developers for each new dwelling unit built to mitigate the impact to the City park system. Revenue from the Brea Dam comes from rent and programs located in the Brea Dam. Most of the Brea Dam revenue comes from the Fullerton Golf Course. Both funding sources are restricted. Park Dwelling can only be used for park improvements and acquisition and Brea Dam revenue can only be used in the Brea Dam.

The estimated Park Dwelling fund balance at end of the current fiscal year (June 30, 2013) will be \$2.05 million. The budget for proposed projects in 2013-14 is \$1.46 million and \$680,000 in 2014-15. The estimated revenues are \$1.07 million in 2013-14 and \$503,000 in 2014-15. The fund balance at June 30, 2015 is estimated at \$1.46 million.

The estimated Brea Dam fund balance at the end of the current fiscal year will be \$1,700,000. The budget for proposed projects in 2013-14 is \$125,000 and \$25,000 in 2014-15. The estimated budget for 2013-14 and 2014-15 fiscal years is \$2.8 million in revenue and \$2.7 million in expenditures in each year. The fund balance at June 30, 2015 is estimated at \$1,650,000.

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

The total amount of new funding allocated for CIP projects in Parks and Recreation for 2013-14 is \$1,591,000 and \$705,000 in 2014-15. The first two years of the five-year budget are allocated into project budgets and the last three years are projections.

New CIP projects included in the proposed budget are safety fencing around the perimeter of the Downtown Plaza, netting at the golf course adjacent to the new Puente Street Trail and a study for the design of a parking lot for Rolling Hills Park on Bastanchury Road to offset the loss of on street parking with the planned widening of Bastanchury Road. Funding was also included to maintain our ongoing improvements to the playgrounds and park facility amenities (sidewalks, picnic tables, lighting, trails, etc.).

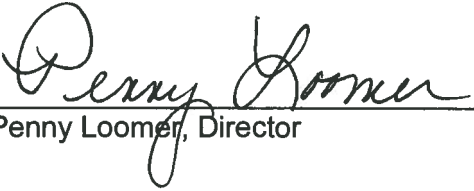
Additional funding was added to the Hillcrest Park project. Hillcrest Park is estimated to be a \$20 million project. The project was delayed due to the loss of Redevelopment funding. We currently have \$1.3 million budgeted and are adding \$1 million in FY 2013-14 for a total of \$2.3 million to start the next phase of the project. This phase will include improvements adjacent to Harbor Boulevard. Subsequent phases will be discussed and prioritized by the Hillcrest Park Master Plan Advisory Committee



Alice Loya, Administrative Manager



Hugo Curiel, Parks Project Manager



Penny Loomer, Director

**CITY OF FULLERTON
CAPITAL IMPROVEMENT PROGRAM
PROJECT PRIORITY SCHEDULE**

DEPARTMENT: Parks and Recreation	Funding per Fiscal Year					Funding Total
	2013-14	2014-15	2015-16	2016-17	2017-18	
<u>Resource Management</u>						
1. Project #54500 - Hillcrest Park						
Project to restore, rehabilitate, and upgrade the park facilities in accordance with Hillcrest Park Master Plan.						
Funding source:						
Park Dwelling Fund	1,000,000					1,000,000
Completion date: Winter 2016						
2. Project #xxxx - Downtown Plaza Fencing						
Design and construct of perimeter safety fencing at the Downtown Plaza.						
Funding source:						
Park Dwelling Fund	70,000					70,000
Completion date: Fall 2013						
3. Project #xxxx - Golf Course Netting						
Design and construct safety netting between the Fullerton Golf Course and Puente St. Bikeway						
Funding source:						
Park Dwelling Fund	166,000					166,000
Brea Dam Fund	100,000					100,000
	266,000					266,000
Completion date: Fall 2013						
4. Project #54490 - Park Facilities Replacement						
A multiyear project to repair and replace amenities in City parks and trails.						
Funding source:						
Park Dwelling Fund	150,000	150,000	150,000	150,000	150,000	750,000
Brea Dam Fund	25,000	25,000	25,000	25,000	25,000	125,000
	175,000	175,000	175,000	175,000	175,000	875,000
Completion date: Ongoing						

**CITY OF FULLERTON
CAPITAL IMPROVEMENT PROGRAM
PROJECT PRIORITY SCHEDULE**

DEPARTMENT: Parks and Recreation	Funding per Fiscal Year					Funding Total
	2013-14	2014-15	2015-16	2016-17	2017-18	
Resource Management continued						
5. Project #54011 - Playground Improvements & Safety Surfacing						
A multiyear project to replace and						
Funding source:						
Park Dwelling Fund	30,000	30,000	30,000	30,000	30,000	150,000
Completion date: Ongoing						
6. Project #5400 - Rolling Hills Park						
Design and construction of a parking lot on Bastanchury Road.						
Funding source:						
Park Dwelling Fund	50,000	500,000				550,000
Completion date: Fall 2015						
Funding Totals:						
Park Dwelling Fund	1,466,000	680,000	180,000	180,000	180,000	2,686,000
Brea Dam Fund	125,000	25,000	25,000	25,000	25,000	225,000
TOTAL PARK PROJECTS	1,591,000	705,000	205,000	205,000	205,000	2,911,000



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: MARCH 11, 2013
TO: PARKS AND RECREATION COMMISSION
FROM: ALICE LOYA, ADMINISTRATIVE MANAGER
SUBJECT: MUCKENTHALER CULTURAL CENTER MASTER PLAN

SUMMARY

The Muckenthaler Cultural Center Foundation will present their 2012 Proposed Master Plan for the Cultural Center.

RECOMMENDATION

That the Parks and Recreation Commission review the 2012 Master Plan for the Muckenthaler Cultural Center and forward their comments to the Fullerton City Council.

FISCAL IMPACT

None.

BACKGROUND

The Muckenthaler Cultural Center is owned by the City and managed and operated by the Muckenthaler Cultural Center Foundation. The Foundation is required to get approval from the City Council for improvements and plans to the cultural center.

The Muckenthaler Cultural Center has an existing master plan that was approved on June 19, 1984. The approved plan included an exhibition gallery, administrative offices, a multipurpose room, classroom, a hospitality courtyard and an outdoor theater. The first and only phase constructed was the outdoor theater, which was completed in 1992. Funding came from City Park Dwelling Fund, Muckenthaler Foundation fundraising and a grant from the State Department of Parks and Recreation.

Prepared by:



Alice Loya
Administrative Manager

Approved by:



Penny Loomer
Director of Parks and Recreation