

**CITY OF FULLERTON**  
**PARKS AND RECREATION COMMISSION**  
**AGENDA**  
Regular Meeting  
City Council Chamber  
Monday, April 9, 2012  
6:30 p.m.

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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.

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5:30 P.M. COMMISSION TOUR OF FULLERTON COMMUNITY CENTER (MEET IN CITY HALL LOBBY)

6:30 P.M CALL TO ORDER

FLAG SALUTE

ROLL CALL

PUBLIC COMMENT

CONSENT ITEMS (Items 1 - 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 MARCH 12, 2012 COMMISSION MEETING

Recommendation to approve the Minutes of the Parks and Recreation March 12, 2012 Commission Meeting.

2. MAINTENANCE SERVICES MONTHLY REPORTS FOR MARCH, 2012

Recommendation to receive and file the Maintenance Services March, 2012 Monthly Report.

## REGULAR BUSINESS (Items 3 – 7)

### 3. ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

Recommendation to elect a Chair and Vice Chair to serve for 2012.

Director Loomer/Chairman Stanford

### 4. REVISIONS TO THE 2012-2013 PARKS AND RECREATION BUDGET/PARKS AND RECREATION REORGANIZATION AND COMMUNITY CENTER TRANSITION REPORT

Recommend approval of the Parks & Recreation Department's proposed revision to the 2012-2013 operating budget and capital improvement program budget to the City Council.

Director Loomer/Administrative Manager Loya

### 5. REPORT ON CITY COUNCIL AGENDA ITEMS

### 6. DIRECTOR'S UPDATE

- Skate Park Update
- Lemon Park Ribbon Cutting – week of June 4<sup>th</sup> (Tentative)
- Special Parks & Recreation Commission meeting 4/30/12
- 2012 Meeting Schedule

### 7. COMMISSIONER COMMENTS

## ADJOURNMENT

\*Written Material Attached

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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](http://www.ci.fullerton.ca.us).

**CITY OF FULLERTON**  
**PARKS AND RECREATION COMMISSION**  
**Meeting Minutes**  
Regular Meeting  
City Council Chamber  
Monday, March 12, 2012  
6:30 p.m.

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CALL TO ORDER

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

FLAG SALUTE

Commissioner Van Gorden led the flag salute.

ROLL CALL

Present: Sean Fitzgerald, Scott Hayes, Barry Levinson, Kirk San Roman, Kathleen Shanfield, Scott Stanford, and Carl Van Gorden

Absent: None

Staff: Director Penny Loomer, Parks Project Manager Hugo Curiel, Recreation Manager Aaron Orozco, Recreation Manager John Clements, Recreation Manager Dannielle Mauk, Events Specialist Ashley Glass, Parks Project Specialist Doug Pickard, and Landscape Supervisor Phil Kisor.

PUBLIC COMMENT

None

CONSENT ITEMS (Items 1 - 2)

\*1. MINUTES OF THE PARKS AND RECREATION February 13, 2012 COMMISSION MEETING

Recommendation to approve the Minutes of the Parks and Recreation February 13, 2012 Commission Meeting.

Commissioner Van Gorden MOVED and Commissioner San Roman SECONDED the motion to approve the Minutes of the Parks and Recreation February 13, 2012 Commission Meeting.

AYES: Fitzgerald, Hayes, Levinson, San Roman, Shanfield, Stanford, Van Gorden

NOES: None

ABSENT: None

The MOTION PASSED 7-0.

\*2. MAINTENANCE SERVICES MONTHLY REPORTS FOR FEBRUARY 2012

Recommendation to receive and file the Maintenance Services February 13, 2012 Monthly Report.

Commissioner Van Gorden MOVED and Commissioner Hayes SECONDED the motion to approve the Maintenance Services Monthly Reports for November and December 2011 and January 2012.

AYES: Fitzgerald, Hayes, Levinson, San Roman, Shanfield, Stanford, Van Gorden

NOES: None

ABSENT: None

The MOTION PASSED 7-0.

REGULAR BUSINESS (Items 3 – 8)

\*3. FULLERTON MARKET PREVIEW - PRESENTATION

Events Specialist Glass explained that the Market will begin on April 5, 2012 and the hours are 4 to 8:30 p.m. with entertainment from 6:30 – 8:30 p.m. every Thursday until October 25<sup>th</sup>. She also spoke about the new bands that will be performing and the new vendors providing a more diverse variety of food selections.

Commissioner Levinson asked how much income was generated. Recreation Manager Mauk reported that the Market is self-sustaining and received \$75,000 last year, however, no additional income is generated.

\*4. FULLERTON AQUATICS SPORTS TEAM (FAST) ANNUAL REPORT

Recreation Supervisor Orozco introduced FAST Head Coach and Chief Operating Officer Brian Brown. Coach Brown gave an update of the FAST program and the programs they operate at the Janet Evans Swim Complex. He presented the FAST annual report to the Commission. He spoke about new opportunities for programming at the new Community Center.

Commissioner Van Gorden asked about the difference between Red Cross and Swim America instruction. Coach Brown explained that Swim America is more modern and competitive, at the cutting edge of techniques.

Commissioner Van Gorden asked what the net cost is for operations and whether they would consider sponsor signage around the pool. Coach Brown answered that it is \$332,320. Coach Brown responded that bags and swimsuits have been donated. Marriott sponsored the elite team, providing the hotel rooms. Coach Brown said that they receive in-kind donations but was willing to consider other options for sponsorship.

Commissioner Levinson asked what the breakdown was on full-time and part-time staff. Coach Brown said that the enrollment fluctuates and he has an endless source of instructors that he can call upon, depending on enrollment numbers. He typically has 40 instructors in the summer and four in the winter, depending on enrollment. The majority are part-time or temporary staff members.

Vice-Chair Shanfield commended staff and Fast on how the partnership has grown and commented that it is a good model.

Commissioners Van Gorden and Levinson suggested that Coach Brown establish a better procedure for advising staff of participants who have bounced checks in the past.

\*5. PARKS AND RECREATION COMMISSION MEETING VIA TELECONFERENCING

Parks Project Manager Curiel reported the background on Commissioner Levinson contacting Parks and Recreation staff about the potential of teleconferencing. Parks Project Manager Curiel stated that he has spoken with the City Clerk and City Attorney. He said that City Council will be the final review body on this policy.

The Commission discussed the potential expenses of purchasing or enhancing existing equipment; and the need for good reception and possible graphic communication. They also discussed the need to advertise 72 hours prior to the meeting and having the remote location available for public view and attendance. It was the consensus of the Commission to have staff research and provide additional information.

Director Loomer mentioned that the policy decision would be made by City Council.

Commissioner Shanfield MOVED and Commissioner Levinson SECONDED the motion for City staff to explore different options for using teleconferencing and report back to the Parks and Recreation Commission for further discussion.

6. REPORT ON CITY COUNCIL AGENDA ITEMS

Director Loomer told the Commission of Council's March 6<sup>th</sup> approval of the cell tower lease agreement at Bastanchury Park. Council also asked that the Commission find a way to honor Gary Carter at a City park.

7. DIRECTOR'S UPDATE

- Skate Park Update – Staff has met several times with the Fullerton Skate Association members and have been receiving applications from interested parties. The selection process and interviews will begin April 1<sup>st</sup>. The Ad Hoc Committee will present a proposal at the June meeting.
- Downtown Fullerton Art Walk second anniversary had 800 – 1,000 people in attendance.
- Traveling Vietnam Veterans' Memorial and Museum was at Tri-City Park, March 13 – March 18, 2012. It was very moving. March 13<sup>th</sup> there were 1,000 veterans on motorcycles. March 14<sup>th</sup> Mayor Pro-Tem Bankhead read names of Fullerton residents who died.

- Fullerton Community Center Tour, April 9, 2012 @ 5:30 p.m. The Commissioners will wear hard hats and need flat shoes and then return to Council Chambers for the Parks & Recreation Commission meeting.
- March 20th Puente Street bike path ribbon cutting.
- New senior transportation program subsidized taxi program and bus vouchers, funded by Measure M-2 funds. Providing week-day trips to and from the Community Center.

## 8. COMMISSIONER COMMENTS

Commissioner Fitzgerald commended the Museum staff on the citrus packing industry display.

A few Commissioners discussed their concern with people riding bikes on the Puente Bike Trail will get onto the golf course. Parks Project Manager Curiel explained that the densely planted vegetation and growth will help to prevent that. He also explained that preventative fencing has been included with chain link installed up to seven feet high and netting from the ground up.

Commissioner Van Gorden requested an update on Union Pacific Park. Parks Project Manager Curiel said that the City and the Gas Company arrived at an acceptable compromise on the level of mitigation. Staff will hold an outreach session soon to inform the community.

Parks Project Manager Curiel gave commissioners an update on the following items:

1. Gilbert Community Center – it was temporary location, but now seeking permitting to make it permanent and install a more permanent ramp.
2. Amerige Park/Duane Winters Field fence replacement at the corner of Highland and Commonwealth. The replacement will be the same type and match existing fencing.
3. Lemon Park renovation has seen significant progress. Concrete is being poured and it is scheduled for June 1<sup>st</sup> completion.

Commissioner San Roman spoke favorably about the three youth sports opening ceremonies that he recently attended. Commissioner Levinson attended the opening ceremony at Golden Hill.

Commissioner Hayes commented on how many dogs he has noticed off lease recently with their owners at Laguna Lake.

Commissioner Van Gorden mentioned Sports Complex lights on at 3 p.m. Recreation Manager Clements said he would check the light sensors.

ADJOURNMENT

Chair Stanford adjourned the meeting at 7:48 p.m.

Respectfully submitted,

  
Penny Loomer, Secretary

PL/db



# PARKS AND RECREATION COMMISSION AGENDA

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MEETING DATE: APRIL 9, 2012  
TO: PARKS AND RECREATION COMMISSION  
FROM: DENNIS QUINLIVAN, LANDSCAPE SUPERINTENDENT  
SUBJECT: MARCH 2012 MAINTENANCE SERVICES REPORT

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## 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 11/12. As of March 31, 2012;
  - 11,105 trees have been pruned
  - 464 total trees removed
  - 490 trees have been planted
  - Zone 13 trimming completed and trimming started in Zone 4 (Euclid to Harbor, Valley View to Commonwealth).
  - The **Tree Division** responded to 80 tree related service requests in the month of March.
2. **Red Imported Fire Ants** were reported at 2 locations. OCVV began treatment again on October 1, 2004. The City **does not** treat RIFA on private property. Citizens can call the OCVV at (714) 971-2421.
3. The Landscape Division received and responded to 8 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. City staff is currently making every effort to save bees within staff capability.

**Landscape Division Crews** completed the following projects in the month of March:

- Maintenance performed at Hiltcher connector trail (west) pulling weeds, spraying and pre emergence application.
- Arbor day observation held at Hiltcher Park
- Bus stop benches installation
- Decomposed granite installed at Museum Plaza
- Puente Trail cleanup performed, spread 5- 40 C.Y. bins of WCA woodchips
- Tennis Center landscape improvements continued i.e. Irrigation system and retaining wall installation.
- Channel cleanup at Bastanchury and Parks Rd.
- Weed abatement and spraying of trails at Las Palmas, Lucy Vander hoof, Juanita Cooke, Paseo trail, Lost Trail ,Panorama
- New trash can and picnic bench installed at Richman Knoll entrance of Hiltcher Park
- Poa / perennial rye grass elimination, aerification and fertilization completed at Fullerton Sports Complex
- Lions Field Duck Pond grass, reseeded with fescue due to **Occupy Fullerton**
- Homeless camps removed at Hughes and Bastanchury, Amerige at Senior Center
- Farmers Market prep work at Museum Plaza
- Installed Rail Road Days signage at train depot
- Tree wells at 100 block East Commonwealth refilled with DG
- Memorial Bench refinished at Hillcrest Reservoir
- Installed 7 new benches on OCTA route
- Installed new fencing at Hunt Branch
- Installed 60 replacement plants at Main Library
- Installed 50 replacement plants at Wilshire Parking structure

The Landscape Division received **27** requests for service.

## **Street Division / Graffiti Removal**

Graffiti removal for the month of March was approximately 23,507 square feet at 315 locations.

## **Sewer Division / Facility and Electrical Repairs**

### **Indy Park**

- Report of women's restroom being clogged. Ran k50 snake through 4 floor drains to clear up problem.
- Report of copper line leaking in shower boiler room. Broke out concrete around pipe, installed clamp and installed cover around pipe.
- Replaced three lights out in women's lockerroom, replaced 5 lights out in showerroom.
- Broken playground equipment replaced hardware net and seat that had been on order.
- Removed graffiti from park restroom.
- Made up a replacement pole with eye screw for gym equipment

### **Museum Plaza**

- Replaced lamps on main stage
- Replaced hooks on outside restroom doors so they could be latched open.
- Replaced tiles on floor leading to beer garden
- Rekeyed 4 doors for security as employee lost keys
- Cleaned out pit for fountain, replaced four tiles blocks, repaired black tubing for water supply, painted trash can lids and cans, painted wall outside pump room, tore out damaged stucco are on stage added plywood and mesh wire, applied stucco and painted entire columns of the stage.
- Replaced damaged bench and anchored to concrete.
- Painted 20 benches in museum with linseed oil.
- Removed two lights and installed six bollard tops
- Repaired gfcı receptacles
- Replaced photocell on patio light.
- Repaired pillar lights.
- Repaired up lights
- Installed two fixtures on north side walkway and new conduit and wire.

**Fullerton Sports Complex**

- Replaced lights on field #1 scoreboard
- Replaced two photocells and holders
- Replaced a gfci receptacle and supported conduit
- Opened up plugged toilet

**Bastanchury Park**

- Opened up plugged urinal
- Opened up plugged toilet
- Replaced lights in women's restrooms.

**Acacia Park**

- Replaced frame for exercising station
- Replaced barrier post at the end of the bridge
- Tennis Center
- Set out 8 mouse traps
- Relamped 4 lights on various courts

**Children's League**

- Replaced damaged drinking fountain
- Shutdown water to building so as to replace shutoff valve to building,
- Replaced shutoff valve and wax seal for toilet
- Replaced ballast in office

**St. Mary's**

- Replaced two toilet seats
- Pilot lights had gone out on stove, relit.

**Recreational Riders**

- Report of plug up in restroom. Ran K50 snake to unclog.

**Rolling Hills Park**

- Report of damaged play equipment. Fixed fire truck, contacting manufacturer about climbing wall.

**Adlena Park**

- Replaced 5 ea 1000 watt lamps on basketball court

**Hillcrest Terrace**

- Repaired leaking 2" galvanized pipe feeding building that was leaking
- Relamped 5 lamps on Terrace
- Relamped 5 lamps on Izaak Walton cabin.

**Woodcrest Park**

- Replaced 8 1000 watt lamps on ballfield.
- Replaced and painted six 2"X10"X16" pieces of wood on backstop of field #1
- Replaced toilet and sloan valve in women's restroom
- Installed clean outs for sewer so lines can be gone through with camera.

**Richman Park**

- Replaced two ballasts and lamps on comm center.
- Replaced lamps in women's restroom.
- Set out 8 mouse traps.
- Cleaned out sewer line in women's restroom.

**Nicolas Park**

- Replaced faucet in restroom.

**Ford Park**

- Fixed netting on playground area.
- Repaired rail on tot lot equipment.

**Orangethorpe Rec.**

- Set out 8 mouse traps

**Muckenthaler**

- Replaced several exit lights

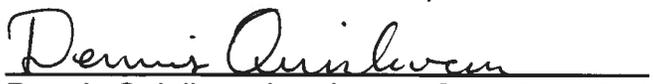
**Brea Dam**

- Replaced light outside of building.

**AC Units Service and Filters**

- Museum Service and filters
- Bastanchury Park- Service and filters
- Tennis Center- Service and filters
- St. Mary's - Service and filters
- Orangethorpe Rec.- Service and filters
- Gilbert Comm.Center - Service and filters

The **Facility and Electrical Divisions** received **268** service requests in the month of March.

  
Dennis Quinlivan, Landscape Superintendent



## PARKS AND RECREATION COMMISSION AGENDA

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MEETING DATE: APRIL 9, 2012

TO: PARKS AND RECREATION COMMISSION

FROM: PENNY LOOMER, DIRECTOR OF PARKS AND RECREATION

SUBJECT: ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

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### 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 2012.

### PROPOSED COSTS

None.

### DISCUSSION

Each year a new Chair and Vice Chair are elected by the Parks and Recreation Commission. 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.

For the election of the Chair and Vice-Chair, the outgoing Chair will call for nominations for a new Chair from the Commission (nominations do not require a second). Once nominations are complete, the Chair will close the nominations. The secretary will conduct a roll-call vote based on the order nominations were made, 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 will then call for nominations from the Commissioners for the position of Vice Chair.

A handwritten signature in cursive script that reads "Penny Loomer". The signature is written in black ink and is positioned above a horizontal line.

Penny Loomer  
Director of Parks and Recreation



## PARKS AND RECREATION COMMISSION AGENDA

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MEETING DATE: APRIL 9, 2012

TO: PARKS AND RECREATION COMMISSION

FROM: ALICE LOYA, ADMINISTRATIVE MANAGER

SUBJECT: REVISIONS TO THE 2012-13 PARKS AND RECREATION  
BUDGET

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### SUMMARY

Review and approval of the proposed revisions to the Parks and Recreation Department's 2012-13 operating budget and capital improvement program budget.

### RECOMMENDATION

Recommend approval of the Parks and Recreation Department's proposed revision to the 2012-13 operating budget and capital improvement program budget to the City Council.

### DISCUSSION

The City's goal for this year's budget process is to "hold the line" and eliminate any Redevelopment funding. Although the proposed revisions to the Parks and Recreation Department budget reflect the City's goal, the budget also includes some major changes. The major changes include the addition of an operating budget for the Fullerton Community Center (scheduled to open in October), elimination of Redevelopment funding as a result of the dissolution of the Redevelopment Agency in February, and a reorganization of the department.

### DEPARTMENT REORGANIZATION

The Parks and Recreation Department currently has five managers (Administrative Manager, Park Projects Manager, Recreation Manager (2), and Cultural Events Manager). In December the two Recreation Managers retired. In the last week of December, the courts ruled that all redevelopment agencies (RDA) must dissolve by February 1<sup>st</sup>. Impacts to the Parks and Recreation Department were the loss of \$250,000 in RDA funding eliminating the option to replace either of the two Recreation Managers and eliminating First Night.

The proposed revisions include a reduction of managers from five to three. The program areas for the three divisions are summarized on the following table.

Administrative Services	Park Planning & Recreation	Cultural & Family Services
Fullerton Community Center	Capital Projects & Development	Fullerton Museum Center
Senior Programs	Sports and Fields	Special Events
Facility and Park Rentals	Independence Park	5 - Neighborhood Centers
Budget	Contract Classes	Youth Programs
Leases and Contracts	Fullerton Tennis Center	

### FULLERTON COMMUNITY CENTER

The Fullerton Community Center will become the “Face of Parks and Recreation” when it opens in October. The majority of patron services that were performed by the front office staff will move to the Community Center. These services include park and facility rentals and class registrations. The Community Center will continue to provide senior programs as well as house the main branch of the Boys and Girls Club of Fullerton.

The size of the Fullerton Community Center (47,500 sq. feet) is almost three times as large as the Senior Center it replaced. The cost to operate the Community Center increased by approximately \$750,000 above the cost to operate the Senior Center. The Parks and Recreation Department did not receive additional funding to operate the Community Center. Staff was directed to use existing staff and create new revenue streams to cover the additional costs.

The two Customer Service Representatives working in the front office at City Hall will move to the Community Center. The Administrative Assistant will remain at City Hall to provide support to the Director and Division Managers. The new revenue stream will mainly come from rentals at the Community Center which is estimated at \$378,650 in the first year.

### PARKS AND RECREATION OPERATING BUDGET

The 2012-13 revised operating budget will increase by \$476,504 from \$7,566,733 to \$8,043,237. Revenue is increasing by \$637,428 from \$4,419,540 to \$5,056,968. The tables below summarize the budget by division and funding source.

Division	Adopted	Revised	Difference
Administration	2,408,386	4,259,848	1,851,462
Park Planning & Recreation	1,548,024	1,642,221	94,197
Family & Senior Services	2,480,142		(2,480,142)
Cultural & Family Services	1,130,181	2,141,168	1,010,987
Total	7,566,733	8,043,237	476,504

Fund	Adopted	Revised	Difference
General	2,659,029	2,831,969	172,940
P&R Revenue	1,574,350	1,945,542	371,192
Brea Dam Revenue	2,338,156	2,503,353	165,197
Grants	507,034	608,073	101,039
Water	10,440		(10,440)
Refuse	73,947		(73,947)
Bond	154,300	154,300	
RDA	249,477		(249,477)
Total	7,566,733	8,043,237	476,504

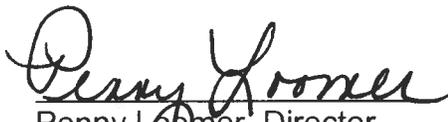
### CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

The 2012-13 revision to Parks and Recreation CIP budget includes a decrease of (\$364,600). The following projects were eliminated in order to offset the loss of RDA funding that was originally budgeted for Lemon Park, currently under construction: Downtown Plaza Stage Improvements - \$158,600, Downtown Public Art - \$25,000 (RDA), West Coyote Hills Tree Park - \$226,000, and Athletic Field Fence Replacement - \$25,000.

One new project, Independence Park Pool Covers, was added at \$50,000. The scope of the Playground Improvement project was increased to include general improvements to the currently funded safety surfacing replacement. The project budget was increased from \$20,000 to \$40,000.

### CONCLUSION

The proposed revisions to the 2012-13 budget will be presented to the City Council on April 11, 2012. The Parks and Recreation Department is requesting a recommendation from the Parks and Recreation Commission at their April 9, 2012 meeting. Council will adopt the budget on May 1, 2012.

  
Penny Loomer, Director

  
Alice Loya, Administrative Manager



## PARKS AND RECREATION COMMISSION

To: Parks & Recreation Commissioners  
From: Penny Loomer, Director  
Date: April 3, 2012  
Subject: P & R Commission Meeting Calendar – 2012

In an effort for future planning, below is the schedule that is being proposed for the remainder of 2012:

April 30	(special meeting)
May 14	
June 11	
July 9	(cancel or reschedule – due to July 4 <sup>th</sup> holidays)
August	(no meeting)
September 10	
October 15	(1 week later due to Columbus Day holiday)
November 12	
December 10	

Commission will discuss the dates and give staff direction.