



City of Corona

400 S. Vicentia Ave.
Corona, CA 92882

Minutes - Final

Parks and Recreation Commission

Joe Almasy, Chair
Chris Miller, Vice Chair
Elizabeth McCreary, Commissioner
Michele Wentworth, Commissioner
James Woods, Commissioner

Wednesday, September 11, 2019

6:00 PM

Council Chambers

1. CALL TO ORDER

The meeting was called to order at 6:01 p.m.

2. PLEDGE OF ALLEGIANCE

Commissioner Miller led the pledge of allegiance.

3. ROLL CALL

Commissioners present:
Almasy, McCreary, Miller, Wentworth, and Woods

4. MEETING MINUTES

Commissioner McCreary noted a correction in the minutes to reflect "Mountain Gate Park" instead of "Mountain Park". Minutes were corrected.
accepted

Aye: 5 - Vice Chair Miller, Commissioner Wentworth, Chair Almasy, Commissioner McCreary, and Commissioner Woods

[19-0806](#)

Approval of the meeting minutes from August 14, 2019.

Attachments: [Parks and Rec Commission meeting minutes 8.14.19](#)

5. ORAL COMMUNICATIONS FROM THE PUBLIC

Mr. Morgan addressed the Commission regarding the LaRS Insider newsletter.

6. YOUTH UPDATE

Teen Advisory Council (TAC) update:
Nandana Menon reported the election of TAC officers was held on August 26th. Sebastian Caballero was elected president and Rylee Townsend secretary. September 22nd is "Banned Book Week" and TAC will be participating in activities throughout the week. TAC members also

attended the Library Board of Trustees meetings on August 26th and will attend September 23rd. TAC will assist with the Halloween event on October 11th and 12th. Finally, TAC will be making holiday cards for seniors this holiday season.

Chair Almasy inquired on the number of TAC membership. MS. Menon replied there are about 20 members. Commissioner Woods asked about membership qualifications. Ms. Menon stated the members need to have a passion for community service. Commissioner McCreary suggesting TAC use social media to attract more membership.

7. ADMINISTRATIVE REPORTS

A. Park Updates

Mr. Moody provided an overview of Maintenance Services landscaping and janitorial schedules for the parks. He reviewed the current staffing levels for Parks and Landscape Maintenance Districts (LMDs). The annual budget for Maintenance Services is \$4,292,496 funded by the general fund. Mr. Moody reviewed the five landscape maintenance areas and identified the parks and City facilities in each. He also provided contractor names and delineated their responsibilities.

Mr. Moody reviewed the weekly and monthly schedule for contracted maintenance including weekly mowing, weed control, shrub trimming, irrigation testing and repairs, and playground chips replacement at parks and LMDs. The weekly field mowing schedule was reviewed and is completed by City staff at Butterfield, Eagle Glen, Santana, Citrus, Mountain Gate, Promenade, and El Cerrito Park. Ballfields are also renovated biannually in the summer and winter to maintain the health of the fields. Mr. Moody reported the City uses an irrigation controller system, Cal Sense, to monitor moisture levels at parks.

Mr. Moody then reviewed the janitorial and restroom cleaning services performed on a daily, weekly, and monthly basis and said trash service at neighborhood parks are performed by City staff three times weekly. For Sports Parks, contractors remove trash daily.

Mr. Moody discussed other services provided by the Maintenance Services Department including oversight of Corona's urban forest, weekly and monthly inspections of park sites, fire extinguisher monitoring, and playground checks. Staff are also responsible for painting and repairs to playground, doors, benches, drinking fountains, and restrooms. They power wash picnic shelters weekly and more often for reservations. Staff and contractors also maintain two city pools and two splash pads. Maintenance Services staff assist in graffiti removal and completed 1,388 services requests in fiscal year 2018-19. City Park also has a monthly scheduled

clean-up to remove trash, debris, and repair vandalism. The park is power washed and disinfected. On average, monthly clean-ups utilize 64 hours of staff time.

In the LMDs, staff conduct turf removal projects to reduce water consumption. Maintenance Services is also involved with capital projects such as the proposed City Park Prop 68 grant, installation of a new playground at Lincoln Park, River Road and Magnolia medians renovations, park inventory, the re-opening of Griffin Park. They oversee the Cal Fire Tree Removal grant project. The Department is responsible for landscaping 69 DWP sites and maintains the Corona Airport and all seven fire stations. Lastly, the Department assist with community events such as the Independence Day Celebration, Summer Concerts, and the Holiday Lighting.

The Commission thanked Mr. Moody for his thorough report and found it to be helpful. They requested the report be included in the new orientation packet for new commissioners.

B. Library and Recreation Services Updates

Ms. Schellberg provided the Library updates. She distributed a copy of the book *Borne* to the commissioners and reviewed the calendar of events for the NEA Big Read feature the book. She announced Star Wars Day & Big Read sneak-peak will be held on September 28th, 10 a.m. to 1 p.m., at the Circle City Center. September is National Library Registration Month and she encouraged the community to sign up for a Library card.

Mr. Lass provided the Recreation Services updated. He announced September is National Senior Center Month. The Senior Center Sock Hop will be held on September 13th, 1 p.m. to 3 p.m, at the Senior Center. The next Senior Trip will be on September 18th, is to the LA County Fair. Mr. Lass spoke about the City's partnership with Major League Softball for adult sports. The Fall 2019 season begins September 16th.

Mr. Lass reviewed the National Recreation and Parks Association annual report and highlighted American's top outdoor activities included picnics, swimming, and walking. He also spoke about the LaRS Insider, an e-newsletter, that promotes programs and events provided by the department. Currently, there are 1,500 subscribers.

Ms. Schellberg reviewed the LaRS Annual Report highlighting programs, volunteer hours, staffing levels, events, and annual sponsorships. The Commission was pleased with the LaRS Annual Report and would like to be included in the Commission's orientation packet.

[19-0807](#) LaRS Annual Report 2018-19

Attachments: [LaRS Annual Report 1819](#)

[19-0809](#) Recreation Services Monthly Participation Report

Attachments: [Recreation Services Participation Report August 2019](#)

8. VOLUNTARY UTILITY BILL DONATIONS TO OFFSET CITY PROJECTS AND PROGRAMS

Tracy Martin provided a presentation on the Community Investment Partnership which allows residents to make voluntary monthly donations through their utility bill. The program would have a dedicated website listing specific projects to be funded. She reviewed other cities that have similar successful program. The next step is to develop and adopt a policy, identify projects, work with DWP and the City's Finance department on logistics, and finally, develop a marketing campaign for the program. Commissioner McCreary asked if it will be available on the online payment website. Ms. Martin stated staff would make sure the program is easy to participate in. Commissioner McCreary also suggested having a project in each district. Vice Chair Miller suggested promoting the City's special events in the City's utility bill. Chair Almasy asked if the community would get annual statements showing their donations. Ms. Martin replied yes.

[19-0808](#) Voluntary Utility Bill Donations

Attachments: [Voluntary Utility Bill Donation presentation](#)

9. DISCUSSION OF COMMISSION GOALS AND OBJECTIVES

The Commission reviewed the goals and objects developed at the study session on August 29th. The Commission voted to approve the goals and objectives. Chair Almasy thanked Commissioner Wentworth for her work on this project. Commissioner Wentworth requested a yearly calendar of events that are pertinent to the Commission and to include youth sport leagues events.

accepted

Aye: 5 - Vice Chair Miller, Commissioner Wentworth, Chair Almasy, Commissioner McCreary, and Commissioner Woods

[19-0822](#)

Commission Goals and Objectives

Attachments: [Commission Goals Objectives Sept 2019](#)

10. COMMUNITY CALENDAR REVIEW

The Commission reviewed the community calendar. They would like a monthly calendar of events to be on the monthly Parks and Recreation Commission agenda.

11. COMMISSION MEMBER'S REPORTS AND COMMENTS

Commissioner Woods recognized Corona Police Office Jessica Carbajal for her outstanding service in help keeping Promenade Park clean.

Commissioner McCreary thanked staff for their reported. She attended the Corona Fire Safety Foundation fundraiser at Dos Lagos.

Vice Chair Miller commended staff for their reports.

Commissioner Wentworth thanked staff for their hard work in putting the reports together and would like to review the Parks budget.

Chair Almasy thanked staff for their reports.

12. ANNOUNCEMENTS

1. The Veteran's Day Celebration will be held at the Corona Library on November 9th, noon to 4 p.m.
2. The Library and Recreation Services Volunteer Recognition will be held on November 2nd at the Circle City Center from 11a.m. to 1 p.m.

13. ADJOURNMENT

The meeting was adjourned at 8:09 p.m.

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NOTICE TO THE PUBLIC:

If you challenge any items on the agendas in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Parks and Recreation Commission at or prior to this public hearing.

Agendas for all Parks and Recreation Commission meetings are posted at least 72 hours prior to the meeting in the breezeway display case at City Hall. A complete agenda packet is available for public inspection during business hours at the Library and Recreation Services Department. Any materials relating to an item on the agenda which are distributed to all, or majority of all, members of the Parks and Recreation Commission after the posting of the agenda will also be available at the same time for public inspection during business hours at the Library and Recreation Services Department.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the ADA Coordinator at (951) 736-2235. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADA Title II].

MEETING IS BEING RECORDED

Rollcall

Rollcall

Present 5 - Vice Chair Chris Miller, Commissioner Michele Wentworth, Chair Joe Almasy, Commissioner Elizabeth McCreary, and Commissioner James Woods