

# City of Corona

400 S. Vicentia Ave.  
Corona, CA 92882



## Minutes - Final

Wednesday, January 8, 2020

6:00 PM

Council Chambers

## Parks and Recreation Commission

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

## 1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

## 2. PLEDGE OF ALLEGIANCE

Commissioner Woods led the pledge of allegiance.

## 3. ROLL CALL

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

## 4. NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR

A motion was made by Vice Chair Miller, seconded by Commissioner Wentworth, to nominate Commissioner McCreary as Vice Chair for the Parks and Recreation Commission. The motion carried by the following vote:

Ayes: Miller, Wentworth, Almasy, McCreary and Woods. Motion passes.

A motion was made by Commissioner McCreary, seconded by Commissioner Woods, to nominate Chris Miller as Chair for the Parks and Recreation Commission. The motion carried by the following vote:

Ayes: Miller, Wentworth, Almasy, McCreary and Woods. Motion passes.

accepted

## 5. MEETING MINUTES

A motion was made by Commissioner Wentworth, seconded by Chair Almasy that the minutes be accepted. The motion carried by the following vote:

Ayes: Miller, Wentworth, Almasy, Woods

Noes: None

Abstain: McCreary

accepted

Approval of November 13, 2019 meeting minutes.

Attachments: [November 13, 2019 Parks and Recreation Commission meeting minutes](#)

## 6. ORAL COMMUNICATIONS FROM THE PUBLIC

Mr. Morgan addressed the Commission regarding the Budget Overview and Development Impact Fees (DIF) presentation.

## 7. YOUTH UPDATE

TAC secretary Rylee Townsend provided the TAC update. TAC participated in an event where they made Christmas cards for seniors during the holidays. They had a good turnout and was well received by seniors. Last month, TAC had an increase in membership.

Mayor's Youth Council (MYC) member Khushi Kumar reported Mayor Jason Scott attended the Nov. 20th meeting and spoke about the 2020 Census. She also stated the MYC volunteered at the City's Holiday Lighting Celebration and assisted in the Santa's Workshop booth. They also participated in the Kids for Cops event on Dec. 21st at Victoria Park. The next MYC meeting is scheduled for January 15th.

## **8. ADMINISTRATIVE REPORTS**

### **A. Introduction of LaRS Recreation and Programming Team**

Jason Lass introduced the Library and Recreation and Programming team including Recreation Supervisors, Gabbi Cao and Sadie Cowden, Assistant Recreation Coordinators, Janet Palacio, Michael Salazar, Lateef Smith, Abraham Cutrer, Tiana Cervantes, Ashling Alfonzo, Jose Coria, and Librarian III Dani Perez-Granado.

### **B. Budget Overview and Development Impact Fees (DIF)**

Kim Sitton, Acting Administrative Services Director, provided a presentation on the budget process and Developer Impact Fees (DIF). She reviewed the budget planning calendar and explained the various types of funds managed by the City. She discussed the operating budget and Capital Improvement Projects (CIP) budgets. Ms. Sitton defined special revenue funds, specifically Developer Impact Fees (DIF), and the restricted uses of these. The three DIF funds include Public Meeting Facilities-Fund 215, Aquatics Center- Fund 216, and Parks and Open Space - Fund 217. Ms. Sitton discussed current balances, project appropriations, how revenue is calculated, and carry-over funds. Lastly, Ms. Sitton reviewed the Park Bond loan. The Commission expressed their gratefulness for the presentation and requested a monthly report on the Park Bond loan balance.

Budget Overview and Development Impact Fees (DIF)

**Attachments:** [Budget Overview & DIF](#)

### **C. FY 2020-21 Budget Calendar Overview**

### **D. Mid-Year Project Updates**

Ms. Martin presented an overview of FY 2019-2020 CIP projects. Lincoln Park playground equipment was removed and the new inclusive playground will be installed mid-January. The bid for surface installation will go out to bid on January 15th. The Magnolia Medians will be under construction in summer of 2020 and the project is funded through gas taxes and Measure A revenues. The River Road Median Landscape Improvements Project is in the final design phase and will go out to bid in spring. The project is funded by Measure A funds.

Year one citywide ADA improvements are in the construction phase and include restrooms, hardscape, and parking lot modifications. Citrus, Mountain Gate, Promenade, and Santana Park will be completed this year. To coincide with the playground project, Lincoln was moved to year one. Year two projects are in the design and will include similar at Contreras, Cresta Verde, Lincoln, Ontario, Ridgeline, and Victoria Park.

Design of the inclusive playground for Santana Park is underway and construction will be underway late spring. The Parks Facilities and Amenities Inventory project went out to bid on January 8. Awards for the Prop 68 Per Capita Program for playground replacements at Crest Verde and Tehachapi Park are expected to be announced early 2020. The City Park Prop 68 grant application received a site visit from the State and the award will be announced early 2020. The Request For Qualification (RFQ) will be out in February 2020 for an equipment manufacturer to standardize park equipment. Upon completion of the RFQ, the City will replace Mountain Gate Park playground by summer of 2020.

Staff is drafting the policy for the Utility Bill donation program and is working on designs to re-open Griffin Park. The proposal includes improvements to the parking lot and driveway, ADA path of travel, area lighting, a new dog park and fitness equipment. The park is scheduled to open June 2020. The Pest Waste Clean- Up campaign, "Scoop the Poop" is underway. The City Ordinance was amended to include all public property and park banners were installed. Pet waste stations have also been installed at various parks. The Trails Master Plan project is underway and the first public meeting will be held on February 25th at the Circle City Center at 6 p.m. The Trails Master Inventory will be used as the basis for the Trails Master Plan.

Mr. Lass announced Library and Recreation Services will launch a new recreation and registration software, CivicRec, on March 1, 2020. Staff are being training on the software system and will work on a media campaign to inform the community.

## E. Parks Updates

Mr. Moody provided a report on parks. Maintenance Staff assisted with set up and clean-up of the City's Holiday Lighting Celebration. In November, 946 trees were trimmed and 757 inches of trees removed. In December, 379 trees were trimmed and 524 inches of trees removed. Staff completed 92 graffiti removal requests in November and 139 in December. At the sports parks, turf and field renovations were completed in November and December. These efforts included infield maintenance aeration, re-seeding, fertilizer and top dressing, irrigation checks and repairs. Further, in preparation for the rainy season, 3,000 sandbags were available at Santana Park and 1,000 at Fire Station 5. LMD Zones 10 and 7 are in a 60-day maintenance period of their turf removal projects. In CFD 2001-1 and Zone 14, irrigation installation and boulder placement and planting will begin in January.

### Park Updates

**Attachments:** [Parks January Updates\\_rev](#)

## F. Library and Recreation Services Updates

Ms. Lenning provided the report for Library and Recreation Services. She reviewed the LaRs Annual Calendar of events and announced the Ladders and Linguini fundraiser, hosted by Friends of the Library, is scheduled for February 20th, 6pm, at the Library.

Recreation Services Monthly Participation Report for November and December 2019.

**Attachments:** [November 2019 Recreation Participation Report](#)  
[December 2019 Recreation Participation Report](#)

## 9. COMMISSION CALENDAR

### Commission Calendar

**Attachments:** [LaRS Annual Calendar 2020](#)

## 10. COMMISSION MEMBER'S REPORTS AND COMMENTS

Commission Woods thanked staff for all their work and efforts at the Holiday Lighting Celebration.

Vice Commissioner McCreary thanked staff, TAC and MYC for their reports. She attended the City's Holiday Lighting Celebration and indicated it was a wonderful event and thanked staff for their work.

Commissioner Almasy thanked staff for their work on the Holiday Lighting Celebration and thanked staff for their reports.

Commission Wentworth thanked staff for their reports and Ms. Martin for the CIP updates.

Chair Miller thanked staff for their reports.

## **11. ANNOUNCEMENTS**

## **12. ADJOURNMENT**

The meeting was adjourned at 7:40 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**

## **4. NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR**

**accepted**

## **NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR**