



# COMMUNITY SERVICES DEPARTMENT ANNUAL REPORT 2015-2016





# Community Services Department Director's Message

Over the past year I have had the extreme honor of witnessing the transformation and evolution of Menifee's parks and open space. Landscapes that were once merely green places became community hubs. Youth, adults, and seniors have embraced the parks and programs under the new management of the City's Community Services Department. Each facility has become an oasis of growth, leisure, and relationships. It is incredibly fulfilling to see residents making positive memories while attending signature special events and participating in health and wellness activities.

Fiscal Year 2015-2016 marks the first full year of management and operations by the Community Services Department. It has been a very eventful year with a myriad of capital improvements, new programs, and innovative planning. Staff introduced three new signature special events, completed various improvement projects in parks and right-of-way landscaped areas, and enhanced several existing recreation programs for residents. The results have been overwhelmingly positive with program registration at its maximum, event attendance reaching new heights, and facility reservations booked solid nearly every week of the year.

This annual report highlights just some of the major accomplishments of the Department and reflects on several new directions the City is exploring to enhance the quality of life for its residents. It's no wonder that the City and Department were recently recognized as a Playful City USA by the KaBOOM organization. In Menifee we know that parks make life better and we will continue to create community through people, parks and programs in the coming year.

Sincerely,  
Robert Lennox  
Community Services Director



#### **Administration**

Robert Lennox, Director  
Bruni Reyes, Administrative Analyst  
Edna Aguilar, Office Worker

#### **Contact:**

29995 Evans Road, West Annex  
Menifee, CA 92586  
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Email: [communityservices@cityofmenifee.us](mailto:communityservices@cityofmenifee.us)  
Web: [www.cityofmenifee.us](http://www.cityofmenifee.us)

#### **Recreation**

Jason Hendrix, Community Services Supervisor  
Aisha Jemmott-Wilson, Community Services  
Coordinator  
Kristina Hernandez, Community Services  
Coordinator  
Michael Rinehart, Community Services Coordinator

#### **Maintenance**

Joe Solano, Park/Landscape Maintenance  
Superintendent  
Bryce Howell, Park/Landscape Maintenance  
Supervisor  
David Brooks, Park/Landscape Maintenance  
Specialist  
Kenny Rodger, Park/Landscape Maintenance  
Specialist



**2015-2016 Overall Revenue: \$227,721**



**New Hires:**  
 Joe Solano  
 Parks & Landscape Maintenance  
 Superintendent  
  
 Bruni Reyes  
 Administrative Analyst  
  
 Kenneth Rodger  
 Park & Landscape  
 Maintenance Specialist

**Grants & Awards**

**Valley Health Systems**

The City of Menifee was granted \$50,000 from Valley Health System for the Living Healthy, Building Community Program. The purpose of the Program is to increase community health and awareness amongst community members of all ages. The Program will include an exercise/fitness route with fitness stations along the way, different nutrition and fitness classes, and a nutrition garden for people of ages 13 and up. The Program will provide different areas of opportunity to seniors and youth to interact in providing an overall improvement on community health and well-being.

**Playful City USA Designation**

In May 2016 the City of Menifee was designated as a Playful City USA, a national recognition program that honors cities and towns for taking bold steps that make it easy for all kids to get the balanced and active play they need to thrive. The City of Menifee was recognized for their Living Healthy, Building Community Program, Parks, Trails, Open Space & Recreation Master Plan, and the Parks Capital Improvement Plan.

**Valley Health System**  
*A California Local Health Care District*  
 Living Healthy, Building Community  
 Program Kick Off  
 September 1, 2016

Menifee was one of 31 new cities recognized out of a total of 257 cities designated.

**Spirit Park Grand Opening—November 7, 2015**

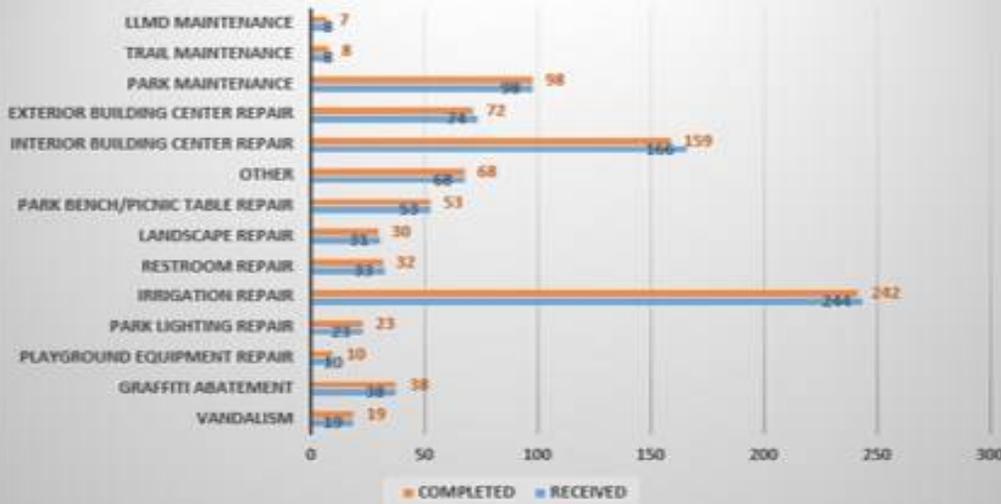
The City of Menifee proudly introduced the brand new Spirit Park to the residents of Menifee. The park is almost 9 acres and includes a lighted basketball court & tennis court, playground/tot lot, four covered picnic shelters, walking trails, and restrooms.





# Parks Maintenance

## FY 2015-2016 Work Order Summary



98%

Work Orders Completed

Paloma Wash Trail



Lazy Creek Tot Lot Playground



E.L. Peterson Picnic Shelter



Sun City Blvd. Medians



## Capital Improvement Plan Completed Projects

**Street Medians (CS004)**—Sun City Medians design and construction of Landscape and Irrigation Improvements.

**Park Monument Improvements (CS005)**—Monuments at La Ladera, Lazy Creek, E.L. Peterson, and Lyle Marsh had new City logo and graffiti protection coat added and letters were re-painted.

**Picnic Shelter Improvements (CS006)**— Picnic shelters at E.L. Peterson and Lyle Marsh were replaced.

**Park Furnishings (CS007)** - New picnic benches, trash receptacles, BBQs, benches were installed at various parks.

**Playground Equipment Upgrades (CS019)** – Installation of new playground equipment and all around facelift at Lazy Creek Park & Recreation Center was done.

**Trails Connectivity & Enhancements (CS023)** – Major crack repairs, resealing of surface, striping and stenciling ¼ mile markers and trail head signage were added.

**Audie Murphy Ranch Park Security Enhancements (CS025)** - Fence was extended, new gate with locking mechanism was installed.

**Historical Monuments (CS027)** - Design and locations were selected for six new monuments to be installed throughout the city.

Community Services Maintenance Staff became Qualified Water Efficient Landscapers as of March 2015 when they attended six classes at EMWD offices for a State Professional Certificate to perform irrigation system audits throughout the Parks





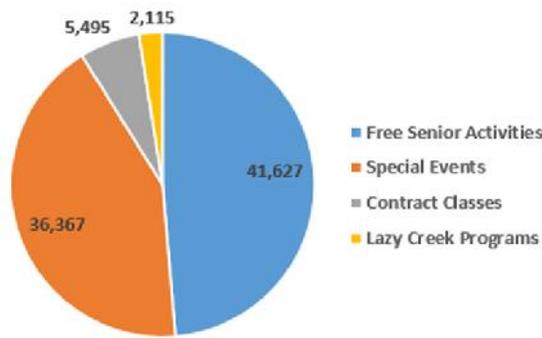
# Recreation Division Highlights

At the Community Services Recreation Division we offer recreation fun to all individuals. We create community through people, parks & programs, and great city-wide special events!



**\$ Sponsorships**  
\$19,600

Estimated Annual Recreation Program Attendance



Class Registrations

**48%**

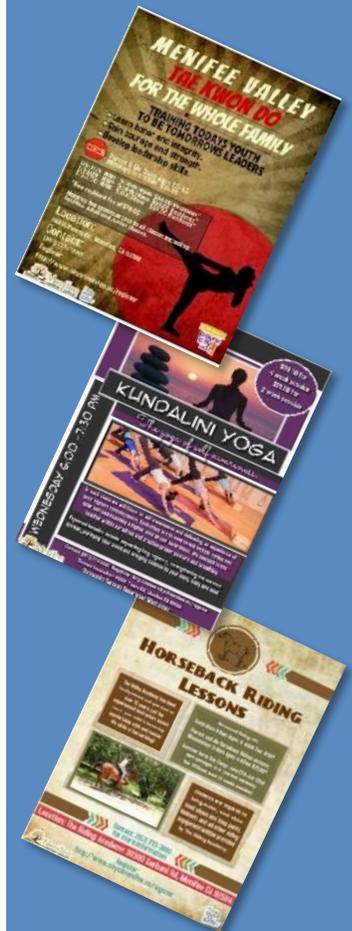
of overall revenue for 2015-2016

Some of our Community Partners



City-wide Special Events

Special Event	Attendance	Revenue	Per Capita
Menifee Birthday Gala	110	\$4,907	\$6.41
Fall Festival	5,000	\$5,608	\$.19
Veterans Day	350	\$2.99	
Breakfast with Santa	300	\$1,055	\$.63
Spirit Park Grand Opening	800		
Tree Lighting Ceremony	3,000	\$1,500	\$4.74
Santa on Wheels	60 Visits		
SpringFest	3,000	\$1,476	\$1.14
Pitch, Hit & Run	275		
Menifee Better Together	700	\$5,000	
Senior Health Fair	400		
Memorial Day Celebration	200		\$10.07
Family Camp Out	58	\$670	\$9.50
Senior Prom	73	\$485	\$3.22
Movies in the Park	1,600	300	\$1.32
Independence Day Celebration	18,000	\$19,300	\$.69
<b>TOTAL</b>	<b>33,926</b>	<b>\$40,301</b>	<b>\$40.90</b>





To provide opportunities for community involvement in the planning and development of parks and programs the Community Services Department implemented and facilitated the creation of three (3) Committees and Commissions.



The Parks, Recreation, and Trails Commission is an appointed body of citizens that makes recommendations on policies and procedures to the City Council for the operation, use and management of all recreation activities, facilities, parks, parkways, open space and trails; assists staff in drafting and submitting an annual budget for park and recreation activities, including a long range capital improvement program; recommend policies to the City Council for the acquisition, development and improvement of city parks and recreational facilities; reviews and make recommendations to the City Council regarding fees and charges for park and recreation services and the use of facilities; assists in the development of the city's parks, trails, open space, and recreation master plan; and perform such other duties and undertake studies, as requested by the City Council.

### Youth Advisory Committee (YAC)

The purpose of the Youth Advisory Committee is to promote public service and community involvement, with, for and by youth, review proposals for programs, projects, and facilities as they pertain to youth; promote youth involvement in community events, programs, or volunteer projects through public education, the schools and community organizations; and act in an advisory capacity to the City Council in all other policy matters pertaining to youth.

**Who?** Youth residing or attending school in Menifee. Open to ages of 12 and 21 years old.

**When?** Meetings take place on a monthly basis. The first meeting will be on Monday, May 18, 2016. Meetings are held on the 4th Tuesday of every month.

**How?** Complete a form and submit to City of Menifee by May 18, 2016. Contact us at the link below for more information.

**Questions?** Please call (951) 946-2311 for more information or visit our website at [www.cityofmenifee.org](http://www.cityofmenifee.org).

**JOIN THE CITY OF MENIFEES' YOUTH ADVISORY COMMITTEE**

**GET INVOLVED**

**CREATE CHANGE**

**EARN SERVICE CREDITS**

**PARTICIPATE**

**INSPIRE**

### Senior Advisory Committee (SAC)

The purpose of the Senior Advisory Committee is to serve as an advisory committee for the City Council of Menifee in all policy matters pertaining to the senior residents of Menifee. Their mission is to advise the City Council on programs, public services, information, and referrals to aid and assist senior citizens, and seniors with disabilities, fifty-five (55) years of age or older with physical, mental and recreational needs. SAC meets every 4th Tuesday of the month.

**City of Menifee Senior Advisory Committee (SAC)**

*"Open to the Public"*

- Meets the 4th Tuesday of every month at 10:00 am at Menifee City Hall (29714 I-Ian Road, Menifee CA 92586)
- Meetings include informative presentations and discussions on senior topics/issues, such as: Transportation, senior resources, senior center, caregivers, etc.
- Public is encouraged to attend!

**Upcoming Meetings:**

- February 23, 2016
- March 22, 2016
- April 26, 2016
- May 24, 2016

For Additional Information visit: [www.cityofmenifee.org](http://www.cityofmenifee.org)

# 2015-2016 ACCOMPLISHMENTS



## **Parks & Landscape Design Standards**

On April 1, 2015 City Council adopted Ordinance No. 2015-167 for park development and landscape standards. The Menifee Parks and Landscape Standards provide design and construction guidelines for Menifee's Parks' facilities, parkways and open space areas. These standardized requirements have proved successful during the design, construction, operation, and maintenance of Menifee facilities.

## **Parks Capital Improvement Plan**

On August 19, 2015 City Council adopted City's first five-year Park Capital Improvement Plan (CIP) with nearly \$1 million in projects started.

## **Parks, Trails, Open Space & Recreation Master Plan (PTOSRMP)**

On March 16, 2016 City Council adopted the Parks, Trails, Open Space and Recreation Master Plan as a background document to the City of Menifee General Plan by way of Resolution No. 16-500. The PTOSRMP is a clear set of objectives to provide direction for development, re-development, expansion and enhancement of the City's park system, open spaces, trails, and recreation facilities program and services for short term, mid-term and long term.

## **Detachment: City of Menifee/Valley Wide Recreation Parks District (VWRPD)**

On May 26, 2016 the City of Menifee submitted a formal application to the Riverside County Local Agency Formation Commission (LAFCO) for the detachment of VWRPD from the City of Menifee boundaries.

## **Playful City USA Designation**

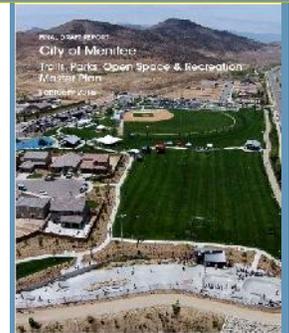
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## **Quimby & Mitigation Fee Amendments**

On June 15, 2016 City Council adopted Resolution Nos. 16-514 and 16-516 to update the Quimby and Mitigation Fees and to change Fees to a single citywide averaged cost of \$76,133 per acre when calculating the Park dedication in-lieu fees as required by the Quimby Act.

## **Santa Rosa Academy**

The Community Services Department formed a partnership with Santa Rosa Academy (SRA) to secure high school student interns. Interns were from the SRA Business and Graphic Design School. The interns played a crucial role in the development of slideshows, event flyers, sponsorship packets, and assisted with tutoring students in the After School Program. Six SRA students took part in the internship program with an estimated two-hundred hours dedicated during the past year.



## **Branding of City-wide Special Events**



The Community Services Department partnered with "Planet Youth," a Riverside County Work Force program to provide additional staff for the Lazy Creek Summer Camp Program. Planet Youth staff were assigned to a city staff mentor during the summer to learn the critical responsibilities of a city Community Services Leader Position. A total of three Planet Youth staff assisted this summer for an estimated total of 300 hours during the eight week camp.



The Community Services Department was selected as a host site for the 180 Degrees and Still Standing free summer lunch program this summer. 180 Degrees and Still Standing will empower youth and families to reverse the impacts of Malnutrition and homelessness in Los Angeles, San Bernardino and Riverside Counties. The program provides a free lunch Monday – Friday for all Menifee Youth, including Summer Camp participants at the Lazy Creek Recreation Center.

# 2015-2016 ACCOMPLISHMENTS

## **Kay Cenicerros Senior Center**

KC Senior Center Phase I and II interior and exterior ADA improvements were completed via \$362,633 Community Development Block Grant (CDBG) Funds.

## **Sun City Blvd. Medians**

New water meter was installed by Eastern Municipal Water District and new landscaping improvements were completed.

## **Audie Murphy Ranch Skate Park Improvements**

Fence extensions were installed on top of existing fence and new security gate was installed with lock.

## **Volunteers**

A total of 1100 volunteers participated in programs and events.

## **Participants**

A total of 93,056 individuals participated in programs and classes.

## **Professional Affiliations**

### **2016 California Parks & Recreation Society (CPRS) Conference in Long Beach.**

Robert Lennox: Conference Presenter - Parks Development. The California Park & Recreation Society's mission is to advance the park and recreation profession through education, networking, resources and advocacy.

### **Southern California Municipal Athletic Federation (SCMAF) Inland Empire**



SCMAF 2015/16 President—Jason Hendrix. SCMAF is a non-profit organization established in 1949 with nearly 200 member agencies that come together to provide sports, training, and physical fitness competition.

### **CPRS Aging and Activities Section**

Aisha Jemmott-Wilson—Member. The CPRS Aging & Activities Section is a collection of professionals in the Park & Recreation industry which administer top level senior programming in their communities.

### **Southern California and Inland Empire Teen Coalition**

Michael Rinehart—Member has attended several meetings in which he has gathered valuable information about expanding teen programming in Menifee including the Southern California Teen Coalition's Anti-Bullying Summit Committee.



## **Kay Cenicerros Senior Center Improvements**

