

**AGENDA
PARKS AND RECREATION COMMISSION
CITY OF BANNING
BANNING, CALIFORNIA**

October 19, 2016
6:00 p.m.

Banning Civic Center
Council Chambers
99 E. Ramsey St.

CALL TO ORDER:

ROLL CALL: Chair Bill Dickson
Vice-Chair Richard Sanchez
Commissioner Anell Elmore
Commissioner Leroy Miller
Vacant

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

CORRESPONDENCE

APPROVAL OF MINUTES

- 1) Regular minutes of May 18, 2016

PRESENTATIONS:

- 1) Stagecoach Days 2016 – Amy Pippenger, Chair, Stagecoach Days Association
- 2) Update on Parks and Community Center Projects – Art Vela, Public Works Director

REPORTS:

- 1) Street/Parks Maintenance Department Monthly Reports
- 2) Senior Services Administrative Reports
- 3) Director's Report

ITEMS FOR FUTURE AGENDAS:

- 1) Adopt-A-Park

ADJOURNMENT

***In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department (951) 922-3242. Notifications 48 hours prior to the meeting will enable this city to make reasonable arrangements to ensure accessibility to this meeting. (28.cfr35.103-ADA Title II.)**

MINUTES
PARKS AND RECREATION COMMISSION
BANNING, CALIFORNIA

5/18/16
REGULAR MINUTES

A regular meeting of the Parks and Recreation Commission was called to order by Chair Bill Dickson on May 18, 2016 at 6:00 p.m. at the Banning Civic Center Council Chambers, 99 E. Ramsey Street, Banning, California.

COMMISSIONERS PRESENT: Vice-Chair Richard Sanchez
Commissioner Anell Elmore
Commissioner Leroy Miller

COMMISSIONERS ABSENT: Chair Bill Dickson

STAFF PRESENT: Heidi Meraz, Community Services Director
Art Vela, Public Works Director
Martha Cosentino, Recording Secretary

GUESTS PRESENT: Chris Grant

PLEDGE OF ALLEGIANCE

Commissioner Leroy Miller led the Pledge of Allegiance

PUBLIC COMMENTS –None

CORRESPONDENCE

None – Community Services Director Heidi Meraz said no we do not have any but will use this opportunity to mention that Commissioner Inga Schuler announced her resignation at a Council meeting and had submitted a copy of her speech to the City Clerk

APPROVAL OF MINUTES

- 1) Regular meeting of January 20, 2016

Vice-Chair Richard Sanchez asked for approval of the minutes. Community Services Director Heidi Meraz clarified that the minutes were from the meeting for January 2016 as there were no meetings held in February, March and April. Vice-Chair Sanchez entertained a motion to approve the minutes; Commissioner Miller made a motion to accept the minutes from the regular meeting on January 20, 2016.

ACTION: (SANCHEZ/MILLER) Motion to approve the Regular minutes of the Park & Recreation Commission meeting of January 30, 2016. Motion carried

PRESENTATIONS

1) Adopt a Park proposal

Community Services Director Heidi Meraz shared with the committee that an “Adopt a Park” proposal was submitted by the Eastside Enhancement Alliance and that Chris Grant is present and will be giving an overview and answer any questions they may have

Mr. Grant was introduced shared that included in the proposal with is in their packets there is introduction/background which gives a little bit of the history that drove the decision to develop and submit this proposal. The group is made up of eastside residents, former and current, who would like to create a program similar to other Adopt a Park programs throughout the Country. The program has been modeled after best practices that were identified after looking at no less than fifty programs throughout the country.

Vice-Chair Richard Sanchez inquired, we are talking about Roosevelt Williams Park and these are the changes or things that you’re planning on doing to it? Mr. Grant replied that at this point it is a little presumptuous to assume that we’ve outlined everything and it’s going to work as expected. There’s flexibility in the program, there are a lot of options and the extent of the amount of work we can get involved in, will depend on the comments from Public Works, and Heidi and her team, and the stakeholders. The proposal is intended to spur the conversation. I am confident that the commitment that the City has to improve the Park, the commitment that I’m confident can be pulled together from residents, both current and former, Bronco Alumni that cutting edge resources, such as crowd funding can be utilized to allow former residents of Banning who still support the eastside of Banning to be able to contribute to events, many of which are proposed. Some of the events may be outdated now, because of the gap between commission meetings and many things have transpired in between then but we’re confident that the calendars set for events are standard and match up with a lot of national based awareness months or days. This gives us the opportunity to do low cost, high impact events because these major organizations will provide all the information and tools and resources that we need to facilitate an event that celebrates or creates awareness for their cause. We’re looking at being creative and we’re not looking at forming a non-profit. We’re people that are willing to show up several times a year, put on events for our community and maybe encourage more folks to give back and get involved in their community also.

Vice-Chair Richard Sanchez asked for the speakers name and inquired as to how far along we on this right now or are we just on the planning stages? Mr. Grant replied that knowing the City is already working on the approved redevelopment project, they anticipate that this may get tabled and may not happen in this calendar year, but once again it’s really just a starting point. What we did do to show our commitment was look at over fifty programs throughout the country, sought out the best practices to help alleviate the resources that the City would otherwise expend. I’m confident that looking through the materials you’ll find very similar structures throughout most of, if not all Adopt a Park programs.

Vice-Chair Richard Sanchez asked that when you have this project when you Adopt a Park do you find that there is less vandalism to the Park? Mr. Grant replied, you know in many cases, yes in some cases, as in Chicago, Illinois the Park system there saw enormous decreases because what happens is, it’s the old adage that we’ve all got skin in the game, we’re going to be a little more concerned at what’s happening at the place that we’re protecting. I was explaining to one of the Commissioners on the way in, this is not just about the Park as you’ll read in the

background myself, at least one of you Commissioners grew up on the eastside. It's a place where we played basketball, we barbequed and we grew up. It's not that same Park today, a place of Community we used to have and so I'm confident that the people that remember what the eastside Park meant to us for generations, that they'll step up with a commitment of time and energy.

Vice-Chair Richard Sanchez asked if the equipment that equipment will be used will be furnished through the City or by the committee. Mr. Grant said that there are a myriad of options available to us based on resource allocation availability from the City. There are a couple creative methods that have been used in bigger cities, where landscaping companies will basically contract and say they'll include this Park on our routes for tree trimming. So then every quarter we've created an opportunity for someone to give, but not for someone to give charity, this is an opportunity for these companies to make a solid investment in the neighborhood and the people that live in the neighborhood. I'm confident that as this program progresses, should it progress, that we're not standing there with a hand out to folks, we're giving them an opportunity to be a part of something that will hopefully live as long as the culture that was in place when we grew up. So there are opportunities to obtain corporate funding, Home Depot, community endowment grants upwards of \$5,000.00 dollars. There's no shortage of money but we really want to take the approach of saying look this is a soft cost to you as opposed to writing a check so it gives the potential sponsor an opportunity to realize that this is a creative and innovative way I've been writing checks to whether it's all due respect to Little League and other groups in the community, it's always about writing a check. This is about really having people in your company have an investment in the Park so from equipment to supplies, event supplies, and materials we fully anticipate that we'll be utilizing crowd funding to pull in hard capital and once again that's a discussion that I'm hoping we can have is as I indicated earlier we're not the business of going into a non-profit. These are people that are willing to strap on their work clothes and come out serve in an event whether it's traffic control, CPR & First Aid, you name it. So we really want to make sure that the folks in the community have these opportunities and will come forward, we're willing to write checks out of our own pockets, this small group of people I've pulled together to facilitate the events that we have proposed. We've pulled off successful events in the past, Easter egg hunts for a couple of years that were very well received and could arguably be one of the things that was the catalyst for this idea because we had so many folks from the eastside that come up and say, this is a great thing you've done, we want to be here next year to help. I'm confident that the commitment of the community is there but as Commission member Miller can tell you that when we grew up there was a saying "don't talk about it, be about it", so we want to be about it, we want to create that infrastructure so that people cannot just be told there's great opportunities in the community, they can see it, they can come experience a concert, a movie in the Park further down the line and realize that you have an opportunity to give back to your community in the same way that people have done for years.

Vice-Chair Richard Sanchez replied, I think it's a good idea and that Commissioner Miller had brought this up a year or so ago. He also stated that he thinks they will get the help from the community and the different landscaping companies around and he's pretty sure Mr. Grant will get plenty of help. Commissioner Sanchez commended the group for what they have planned here because our Parks need plenty of help.

Mr. Grant replied that there is another component to this that they hope will be considered in the overall scope things and that is that we're not looking to just fix the eastside park. The things

that I'm explaining to you, the trials on error that we're going to go through with this new way of raising funds, new way of pulling in volunteers into the community at large is we hope that we'll serve as the best practice and models and not just folks that say hey, you know I live over here on the Westside and I'd like to pull together or maybe they are part of a local community emergency response team, neighborhood watch and they decide this is something they can now take on because we've laid the path and basically created a blueprint for the City to easily facilitate these programs throughout the city.

Commissioner Leroy Miller said he likes the proposal too and that he's been talking about an Adopt a Park for about one year. He thinks that this would be a great opportunity to use this as a pilot program and he would like to be the Commissioner that represents or be the Liaison for the City with Roosevelt Williams Park if the other Commissioners don't have a problem with it. Commissioner Leroy Miller then asked for the Public Works Director feelings on this item.

Public Works Director Art Vela replied from a perspective of operations. Adopt a Park Program, are great programs. They're very proactive programs to maintain parks, you have multiple eyes on the park, if they have the right authority they can go out there and identify problems and not only identify them but mitigate problems for example picking up trash, dealing with graffiti, making minor repairs and what not whereas right now we're so limited with staff, we're so backlogged with work that we're more of in a reactive state. We get calls, it takes a while for us to reprioritize, get crews out there, deal with those issues and by then we could have multiple issues and then it just kind of snowballs by there. So, Adopt a Park programs are very proactive programs to implement and hopefully this captures all of our parks and we can get the community groups together for every single parks that we have and the neighborhoods that are immediately adjacent to those parks. So, again from the perspective of operations I think it's a great program. I don't have too much experience dealing with these types of programs here in our city so I think it would be beneficial to eventually sit down with our Risk Management department to see what types of insurance would be required, we want everyone to be comfortable with what these programs will be doing for our city. For example if they're going to mow our parks, who's liable if someone gets hurt? Those are the questions they're going to want answers to. Or if they make a repair and that causes someone from the general public to get hurt, they're going to want to know how to deal with those issues so it's going to be beneficial to get Risk Managements involvement and get their thoughts and hopefully come up with a reasonable solution. But going through some of the of the maintenance items, there's things that I don't feel that they would have issues with in my opinion for example; monitoring the park weekly for damage or vandalism, add plants to empty patches and the city could provide the plants, they could have a little event and do a planting deal there, monitoring trees for signs of illness, dead limbs or dangerous hanging branches, calling the Community Services department to report issues or calling 911, pick up litter regularly, keep park signs clean and visible, remove or report graffiti to the city so that's a great list of things they can do that I don't feel would cause a great liability to the city. But again I don't represent our Risk Management department, I think it's something they should sit down and discuss with them but I'm again from a perspective of operations and knowing how our current staff levels versus our current work loads, I think it's a great program and they would have our departments support.

Vice-Chair Richard Sanchez asked if there were any more questions. Commissioner Leroy Miller they have proposed a schedule of events, I know we're going to be starting a project

hopefully at Roosevelt Williams Park what kind of time frame would this push back to, year 2018 or do you think it's possible it could be started in 2017?

Public Works Director Art Vela replied our design projects delayed a little bit, there are some design revisions that we got caught up into and we're now in our budget cycle, so we're like some of our other departments, our staffing resources are pretty limited so we had to put that project aside while we deal with our budget. We're probably going to be about two to three months behind on completing that design. We had a quick discussion the other day about it that we're making some design changes that were not originally in that scope, so if we can start construction let's say by the end of the year, it's probably a six to eight month project so we'll be looking towards the end of 2017. That's when our project would be completed, that's my conservative guess.

Commissioner Anell Elmore reiterated that the Adopt-A-Park won't take place until after the design is complete. Public Works Director Art Vela said that if we're still looking at it being four to five months out, this program could be adopted now. They could be out there doing some of these items that are listed now and basically their program would kind of be put on hold while we complete our project and then pick right back up as soon as we're done.

Commissioner Leroy Miller asked, if the park is going to be completely shut down during the project. Public Works Director Art Vela replied yes, we're doing the entire thing. Commissioner Leroy Miller stated that there are also a lot of things we need to work out and have discussions with their group, our group, and the city and risk management before we can actually put this in place. That's going to take so much time, so will the city still move forward with this Adopt-A-Park project with all the meetings we're going to have with risk management, Heidi, with Chris and myself. I think we should move forward on Adopting a park and Public Works Director Art Vela agreed.

Community Services Director Heidi Meraz also agreed and added from the programming perspective she thinks it's great, they're offering to put volunteers in place provide monthly events at the Park. Our department has the ability to support events like that, but we don't have the staff and manpower to put on entire events so that's something we could definitely partner and work together with and do some positive work at Roosevelt Williams Park. We'll carry it forward and I'll speak with the City Manager and get his direction on how we can move forward with it. Vice-Chair Richard Sanchez asked if there was anything the Commission had to do tonight and Community Services Director Heidi Meraz said that if they could make a motion to move forward with working with the group and the proposal. Vice-Chair Richard Sanchez then asked if it was too early, Community Services Director Heidi Meraz replied it is but she would certainly take it to the City Manager, they'll be proactive and move right ahead with it. Vice-Chair Richard Sanchez then said they would wait until Community Services Director Heidi Meraz gets something from the City Manager if that was the consensus of the Commission. The Commission agreed.

Commissioner Leroy Miller asked if the Commission needed to make any kind of motion to make him the Liaison. Community Services Director Heidi Meraz then replied no, you have had a consensus with the Commissioners agreeing to that so we can go from there and we will get something a little more formal that we can put a motion together on. Commissioner Anell Elmore did say that she had a question referring to a section in the proposal "the volunteers to

bring their tools and equipment” and asked if they can bring our own equipment or do they have to rely on getting landscaping company as far as keeping the grounds, lawns mowed what have you at the Park? Who is actually going to be doing the work, the volunteer? Are they the ones going to be picking up the trash, trimming the trees, planting flowers, mowing the lawns? Public Works Director Art Vela replied, yes he thinks there would be some activities that would be appropriate for this group to do. Commissioner Anell Elmore interjected and said that Chris is shaking his head no. Mr. Chris Grant approached and reiterated that if you go back and look at the plan that it’s really intended to be flexible. He did not anticipate that they would be out there with mowers or any kind of equipment but if there are folks that want to bring rakes, things of that nature those things can be determined in consultation with your city departments but he anticipates it would be minimal, gloves and rakes, no cutting devices whatsoever. As you indicated you have the ability to support it, you just need the people. So we’ll organize and basically the two will marry. It really isn’t intended that folks are going to be out there doing any heavy labor more than they would be expected to do in their own yard. So, with exception of even mowers and edgers, we have some relationships with some folks in the area and he fully anticipates just as you indicated Mr. Sanchez that there’ll be no shortage of folks that are professionals that can step up, bonded, licensed which would really make things a lot easier for your department. Vice-Chair Richard Sanchez asked how many there are in Mr. Grant’s committee so far. Mr. Grant replied that they have about twenty five that are actively communicating on this specific issue and those are the level of folks that will go out and recruit the next level of folks. He stated that they have folks throughout the country from Bronco alumni to folks that just grew up here and moved away. We’re not ready to expand that network yet because once again, chicken or the cart they want to have something in place so that can give people to buy into rather than we’re just working on and we hope to have. So, even as minimal as it may be we fully anticipate the delay with the park being off, if they’re able to gets some events before even if just some low key things, just recruiting and awareness so that the delay in time during the construction won’t be looked at negatively that we’ll get that as well we really can’t wait for that because we’re going to host the big opening if you will of the new parks. This will give them something to stay vested in because it was a concern he had that they get everyone all worked up for a couple of months and they go potentially a year or depending on weather that they’re going to lose a lot of folks who they may not get back. Mr. Grant said that if they package it right, this is to introduce you guys to this so and by the way there’s some major renovation that’s going on, you sell it as an entire package and folks won’t look at it as that’s almost two summers that we’re not going to have our park. They will see the bigger picture and Mr. Grant said they can create extra, outside events, networking type events and still keep people involved. Maybe some of them are interested in getting more involved in the planning process and design as you folks finalize that, you never know. Mr. Grant again said that he is confident that even the delay wouldn’t affect the program frontend loaded with a good market and campaign.

Commissioner Leroy Miller asked Mr. Grant to keep people involved, if it was possible that the group might be willing to do events at other parks like Replier Park while we’re under construction? Mr. Grant replied absolutely, he didn’t see why not he knows there’s a lot of pride on the eastside park but the bottom line is if we’re having good and exciting events, they’ll come because they know that any funding that we do raise at those events is going to the eastside park, there’s no reason not to enjoy others and he thinks that maybe it’s something that as you expand this program you actually invite groups like ours to say, why don’t you host an event at their park and kind of switch up so people get a chance to experience the different geography and

makeup of the parks and ultimately everyone has a better appreciation of an area that they probably never frequented prior to that. Mr. Grant said that he understands there are going to be bumps in the road and there's going to be delays but they are committed to working through those with the city and helping to meet all of the items that they need to mitigate before they can sign off but they're committed to help you all do that.

Vice-Chair Richard Sanchez asked the Commission if there were any other questions. Commissioner Leroy Miller directed his question to the Community Services Director Heidi Meraz and the Public Works Director Art Vela more than for Chris. He asked who will be leading this up, if it was going to be Heidi because he knows that Art is busy his department and he knows that Heidi's department is also busy and short. Community Services Director Heidi Meraz replied that she would be happy to take the lead on it and work with Art Vela so that they can work out all of the issues so he actually handles the park maintenance and she'll make sure that they get the process going and get with risk management and go through all the motions that they need to go through. Commissioner Leroy Miller then asked Art Vela if he had any problems with that, Art replied no. Vice-Chair Richard Sanchez then thanked everyone for their input and moved on to the reports on the park.

1) Parks Reports

Community Services Director Heidi Meraz suggested that since Art Vela was present that he go over the reports January, February, March and April. Heidi then asked Art Vela to answer questions the commission has on the reports submitted. Commissioner Leroy Miller asked Art Vela that on the report where it says Community Services Programs, what that consists of? Public Works Director Art Vela replied, that's actually a very good question and in looking at that himself the first thing that comes to his mind is that it applies to their bulky item pick up event. Art said that they have everybody on staff and the street guys, parks guys are all out there during that event, so he thinks it might be like that. Heidi said that she could weigh in on that, and shared that that is the work release group that Steve Armitage takes around and that is the Public Works Superintendent, Carl Szyoka has labeled it in the past. Commissioner Leroy Miller said he was inquiring because of the numbers in February show 231 and in March it was 444 so he was wondering why there was a big difference. Public Works Director Art Vela said that they had recently changed Steve Armitage's schedule and that he is actually working Monday through Friday, Art then said he takes that back and that Steve is actually on a 9/80, he was on a 4/10 schedule, he's now on a 9/80 schedule and so he has two additional days a month where he has those crews so he assumes that's why there's such a big increase. Vice-Chair Richard Sanchez asked Art Vela if he has noticed a drop on it. Public Works Director Art Vela replied no, it stays pretty consistent. Commissioner Leroy Miller asked about the mowing hours and why there is such a big drastic change from month to month. Public Works Director Art Vela replied that he would have to check with Carl but that he is assuming it's really the season. There's certain seasons that don't require as much mowing as others and then used his own house as an example in that he has to mow every weekend now as the grass is starting to grow a lot more. Community Services Director Heidi Meraz also added that the large increase in March is due to activity they had at Dysart Park, which required extra cleanup and mowing which is not regular mowing. Commissioner Leroy Miller then said that he can understand when events come up that's why the change and that he was just wondering.

Senior Center Report

Community Services Director Heidi Meraz asked if the Commission had any questions on the report four months of reports which represent numbers and attendance and activities at the senior center. In the packet you have April and the second handout is January, February and March. Vice-Chair Richard Sanchez replied that they have been keeping very busy there. Heidi replied that yes they do, and that they have introduced some new programs over the past few months. Today they had a Tea, they have Tea once a month up there and there were fifteen ladies enjoying afternoon high tea today and that was fun. Several new programs have been started at the senior center and they have all been fairly well received. They have also started doing monthly presentations at the senior center by city departments. You'll see in January they had a Police safety presentation, this month they had Code Enforcement come and she believes the Fire department. This is done as an outreach to provide informational programs and they are done right after the seniors have lunch so they have a good crowd of maybe thirty people that are able to benefit from that.

Vice-Chair Richard Sanchez asked if anyone had any questions on the senior center report. Commissioner Leroy Miller wanted to add that he thinks they're doing a great job. Vice-Chair Richard Sanchez then moved onto the Recreation report.

2) Recreation Report

Community Services Director Heidi Meraz shared her March and April reports with the Commission. Explaining that she went back to a format they used to use which hadn't been done for a bit because we didn't have the staff. For the time we have a little bit more staff so they were able to put some numbers together for the Commission. The program participation represents programs that we put on directly in our Recreation department. So, they're either contract classes where we have an instructor that comes in and they charge a fee and we keep a portion and they receive a portion, or they are our own programs such as the Tennis program which is taught by recreation staff, our Teddy Bear party was staff, Soccer and Basketball are all done by our own staff. You can see we had 204 different events throughout those two months and there were 2,920 as the participation so that's a lot people that we reach so we're very proud of those numbers. Below that you have the facility usage which those numbers represent rentals, private party rentals at the Community center, you have Carol's kitchen and then you also have all the rentals at the picnic shelters and the stage so they're all broken down differently. In addition to Community groups that use our facility, such as Pass Little League which uses the meeting rooms at the community center for their meetings, there are also private rentals. So, we put all those numbers there so that folks can see what actually is done in our facilities and how many people benefit. You also have Dysart Park and can see there was quite a bit of activity there; Stagecoach Days held an event there, we had the California High School Rodeo that held an event and the Rowdy Rose held two events during this time period. Also, as Art was mentioning, Waste Management and city staff held a bulky item pick up at Dysart Park. The park had quite a bit of use over the last two months. Commissioner Leroy Miller replied that he was just ready to ask about Dysart Park usage in that these events that were put on if they were put on by the city or by Stagecoach Days. Community Services Director Heidi Meraz replied that the Stagecoach Days Association held one of the events, the California High School Rodeo rented the park to put on an event, so they paid the daily fee to use it, they brought out the portable toilets, they have to provide insurance for that so that is why they are listed separately.

The events held by the Rowdy Rose are charged the rental fee for the days that they utilized the park and in addition, when someone uses the park they are conditioned to put the portable toilets on site. They're also responsible for cleaning up. Both Stagecoach Days and The Rowdy Rose were down there along our park staff cleaning and they also do the cleaning and grooming of the arena on their own. Vice-Chair Richard Sanchez asked if that was why she has City of Banning and Waste Management together and also asked if we were paid for that. Community Services Director Heidi Meraz replied no, it's a city event and that Stagecoach Days does not pay to use the park because they have the in-kind services that the Council gives them. Vice-Chair Richard Sanchez asked if Stagecoach Days was also Rowdy Rose, Heidi replied no and that Rowdy Rose is a separate entity. Community Services Director then replied that the city was at the park working and that the city only did the regular routine maintenance that you would expect the city park should have done, the mowing and weed trimming and all the things that we need to do. As far as the arena grooming, our city staff did not do any of that for any of these events. Heidi then referred to our revenue which is a lot better than it was last year so that's due to us being given more staff this year, the budget went through last year so we have a few more part time positions. We have Sports Coordinator now so we're seeing an increase in our numbers.

Vice-Chair Richard Sanchez asked the Commission if anyone has any questions on the report. Commissioner Leroy Miller said that he was aware they were talking about raising the fees on some things and if she has looked at yet or has it taken place. Community Services Director Heidi Meraz said that it has not and that the City is in the process, they have a firm that's doing a city wide fee study, so once that's done when fees are looked at they will be looking at all of our fees that are charged as well and that will done as one package. Vice-Chair Richard Sanchez then moved onto the Directors report.

3) Directors Report

Community Services Director Heidi Meraz provided the Commission with some fliers showing the activities that we have going on.

- Heidi shared that our Soccer league is going in full swing right now, we have 110 players this year and 12 volunteers that working and having games every Saturday, it's an 8-week league. Games are played at Replier Park and will continue for the next three weeks. We have two games going at a time and it will continue to grow, explaining that they had discontinued youth soccer for a few years and just brought it back in the last couple of years so it's building back up again.
- Once again this year we have the Southern California Tennis Association and National Junior Tennis League that will be providing funds for us to offer tennis lessons to youth and they provide the equipment, the rackets and pay the instructor who is Lois Miller again this year, she's the coach at Banning High School. It's a great experience for the kids they get six weeks of lessons, twenty four hours of teaching for \$10.00 and with that they also get a t-shirt and a certificate. They don't get to keep the equipment but it is there available for them, it's a terrific program and because of that we've been able to start staff taught tennis as well so we're developing an interest in tennis in our community again and is nice to see. We have those recently redone courts so we're putting them to use. Vice-Chair Richard Sanchez asked if the courts were resurfaced and

Heidi replied yes that it had been re-surfaced, they look very nice and we're going to be looking into getting some new windscreens.

- We are also continuing to work with the community groups as we always do. The two that we're working on right now are The Faith In Action group they're going to be doing a walk-a-thon this fall so we're going to be working with them to help organize and promote that event and then we're also working with the Disaster Survival Expo which will be held at the community center on July 23, 2016. That's going to be a larger event not just a Disaster Survival but also a Health Expo and Safety so it's growing.
- Our summer activity program is well underway we're in the process of hiring and training staff, we're bringing on approximately twenty four seasonal staff, they will be working at the pool and with our Summer Day Camp program. Our swimming pool will be opening on May 28, 2016 which is a Saturday, we'll be open for the season and then our Adventure Club Day Camp will be running Monday through Friday, all day from 7:00 a.m. to 6:00 p.m. and that program begins on June 6, 2016 so we're filling up with swimming lessons and day camp so a lot of activity at the community center right now.
- The last note on there is that a staff member, previously a recreation leader, Scott Foster was promoted to our Sports Coordinator position in January 2016 and he's doing a good job. We're anxious to build some of the sports programs back up that we haven't been able to offer over the past few years.

Vice-Chair Richard Sanchez asked Heidi if the City ever planning about doing something for the 4th of July again. Heidi replied yes that they have been talking about that and believes that this year they will be doing an activity in the park, making sure that we have the funding for it but it won't be fireworks this year but with the fireworks we're aiming to do that next July 2017. Next year we're very hopeful to offset the cost with some sponsorship so I'm going to look at getting a community group together that's willing to work on that throughout the year to raise some of the funds and have an event like we used to and that we can be proud of. Vice-Chair Richard Sanchez said it's pretty expensive on the fireworks, Community Services Director Heidi Meraz replied yes in that it's about a \$22,000.00 to \$25,000.00 event to put the firework out and all the extras you need, the insurance, portable toilets, activities and music. Vice-Chair Richard Sanchez replied that he did not realize it was that much, Heidi replied yes it is and most of that is the fireworks as being the large ticket on that.

ITEMS FOR FUTURE AGENDAS

None

ADJORNMENT

Vice-Chair Richard Sanchez asked the Commission if anyone had any questions, seeing as there were none he adjourned the meeting at 6:44 p.m.

Street / Parks Maintenance Department Monthly Report – May 2016

Street Dept. Activity Hours

Asphalt repairs	2.0
Clean Up	146.75
Community Service Program	395.0
Concrete	8.0
Equip. Maintenance	25.5
Grading	1.0
Graffiti Removal	32.5
Hauling	1.5
Irrigation	78.0
Misc.	31.0
Mowing	159.0
Paint	0
Park Maintenance	201.0
Signs	54.0
Storm Drains	3.5
Sweeper	30.0
Training	55.5
Trees	4.0
Weed Control	18.0
Storm Duty	0
Delivery	19.25
Overtime	14.0
Standby	6.0
Building Maintenance	81.0

Street / Parks Maintenance Department Monthly Report – June 2016

Street Dept. Activity Hours

Asphalt repairs	8.0
Clean Up	148.5
Community Service Program	476.0
Concrete	3.0
Equip. Maintenance	39.0
Grading	0
Graffiti Removal	37.0
Hauling	2.0
Irrigation	90.5
Misc.	35.5
Mowing	176.5
Paint	6.0
Park Maintenance	70.5
Signs	30.0
Storm Drains	4.5
Sweeper	120.5
Training	50.5
Trees	35.0
Weed Control	13.5
Storm Duty	0
Delivery	17.0
Overtime	15.0
Standby	1.0
Building Maintenance	171.0

**Street / Parks Maintenance
Department
Monthly Report – July
2016**

Street Dept. Activity Hours

Asphalt repairs	5.0
Clean Up	118.5
Community Service Program	390.5
Concrete	0
Equip. Maintenance	32.5
Grading	119.5
Graffiti Removal	40.5
Hauling	8.0
Irrigation	165.0
Misc.	8.0
Mowing	162.5
Paint	0
Park Maintenance	154.0
Signs	21.5
Storm Drains	0
Sweeper	57.0
Training	15.0
Trees	21.5
Weed Control	47.0
Storm Duty	0
Delivery	22.5
Overtime	3.5
Standby	3.5
Building Maintenance	72.5

Street / Parks Maintenance Department Monthly Report –August 2016

Street Dept. Activity Hours

Asphalt repairs	8.0
Clean Up	175.0
Community Service Program	338.0
Concrete	0
Equip. Maintenance	38.0
Grading	30.0
Graffiti Removal	48.0
Hauling	135.0
Irrigation	145.5
Misc.	53.0
Mowing	146.0
Paint	91.0
Park Maintenance	109.0
Signs	26.5
Storm Drains	0
Sweeper	118.0
Training	8.5
Trees	75.5
Weed Control	0
Storm Duty	0
Delivery	36.5
Overtime	.5
Standby	6.0
Building Maintenance	155.0

**Street / Parks Maintenance
Department
Monthly Report – September
2016**

Street Dept. Activity Hours

Asphalt repairs	6.0
Clean Up	149.75
Community Service Program	355.0
Concrete	0
Equip. Maintenance	34.25
Grading	7.5
Graffiti Removal	25.5
Hauling	49.5
Irrigation	108.0
Misc.	2.0
Mowing	149.0
Paint	179.0
Park Maintenance	118.5
Signs	93.75
Storm Drains	15.5
Sweeper	19.0
Training	23.5
Trees	31.0
Weed Control	0
Storm Duty	0
Delivery	11.0
Overtime	0
Standby	28.0

Administrative Report May 2016

To: Heidi Meraz, Community Services Director
 From: Christina Andreas, Recreation Leader assigned to Senior Center
 Ana Sandoval, Program Coordinator
 Subject: Monthly Program Attendance Report

Program Attendance:

Recreational Programs

Bingo 3/51	Puzzle Makers 21/43
Birthday cake 1/22	Ad Spanish 4/20
Crafts 4/40	Beginning Spanish 5/24
Fit After 50 12/148	English Class 4/12
Knit & Crochet 4/29	S.T.A.S 21/115
Walking Group 21/27	Young at heart club 2/9
Movies 3/23	Life is a fiesta party 1/35
Tea time 1/25	
Code enforcement 1/32	

Senior Services

	May 2015		May 2016	
	Activities	Attendance	Activities	Attendance
Total:	111	769	108	655

Fill the cupboard 8/39	Paralegal 1/0
Morning Greeter's 21/147	Walk-ins Referrals 21/68
Computer lab 21/12	Phone Referrals 21/63
Advisory Board Meeting 1/8	
Notary Public 1/3	
Salvation Army 4/68	
Daily Meals 21/422	

	May 2015		May 2016	
	Services	Attendance	Services	Attendance
Total:	120	1024	120	798

	May 2015		May 2016	
	Volunteers	Hours	Volunteers	Hours
Total	19	406	19	264

Administrative Report June 2016

To: Heidi Meraz, Community Services Director
 From: Christina Andreas, Recreation Leader assigned to Senior Center
 Ana Sandoval, Program Coordinator
 Subject: Monthly Program Attendance Report

Program Attendance:

Recreational Programs

Bingo 4/64	Puzzle Makers 22/52
Birthday Cake 1/29	Ad Spanish 4/16
Crafts 5/ 47	Beginning Spanish 3/20
Fit After 50 14/148	S.T.A.S 22/136
Knit & Crochet 4/24	AGA 1/23
Walking Group 14/42	Senior Dance 1/55
Movies 5 /47	Fire Dept. Presentation 1/53
Tea Time 1/ 26	Father's Day party 1/26
Young at heart club 3/10	

Senior Services

	June 2015		June 2016	
	Activities	Attendance	Activities	Attendance
Total:	108	655	106	818

Daily Meals 22/651	Paralegal 0/0
Morning Greeter's 22/132	Walk-ins Referrals 22/61
Fill the cupboard 9/35	Phone Referrals 22/63
Advisory Board Meeting 0/0	Salvation Army 5/68
Notary Public 1/1	Computer Lab 22/15

	June 2015		June 2016	
	Services	Attendance	Services	Attendance
Total:	120	798	125	1026

	June 2015		June 2016	
	Volunteers	Hours	Volunteers	Hours
Total	19	264	21	375

Administrative Report July 2016

To: Heidi Meraz, Community Services Director
 From: Sierra Lapham, Recreation Leader assigned to Senior Center
 Ana Sandoval, Program Coordinator
 Subject: Monthly Program Attendance Report

Program Attendance:

Recreational Programs

Bingo 5/88	Puzzle Makers 19/ 56
Birthday Cake 1/30	Ad Spanish 4/14
Crafts 4/ 28	Beginning Spanish 4/23
Fit After 50 11/137	S.T.A.S 19/135
Knit & Crochet 4/20	Funeral Home Presentation 1/31
Walking Group 11/99	AGA Presentation 1/ 31
Movies 4/16	Emergency Preparedness 1/34
Tea Time 1/16	Bus Trip 1/40
Young At Heart 2/6	

Senior Services

	July 2015		July 2016	
	Activities	Attendance	Activities	Attendance
Total:	118	575	93	804

Daily Meals 19/530	Paralegal 1/1
Morning Greeter's 19/114	Walk-ins Referrals 19/79
Fill the cupboard 7/30	Phone Referrals 19/36
Advisory Board Meeting 0/0	Salvation Army 4/ 40
Notary Public 1/3	Computer Lab 19/38

	July 2015		July 2016	
	Services	Attendance	Services	Attendance
Total:	108	1037	108	871

	July 2015		July 2016	
	Volunteers	Hours	Volunteers	Hours
Total	14	572	19	440

Administrative Report August 2016

To: Heidi Meraz, Community Services Director
 From: Sierra Lapham, Recreation Leader assigned to Senior Center
 Ana Sandoval, Program Coordinator
 Subject: Monthly Program Attendance Report

Program Attendance:

Recreational Programs

Bingo 4/88	Puzzle Makers 23/58
Birthday Cake 1/27	Ad Spanish 5/23
Crafts 4/30	Beginning Spanish 5/22
Fit After 50 14/229	S.T.A.S 23/206
Knit & Crochet 5/13	AGA 2/70
Walking Group 14/42	
Movies 4/20	
Tea Time 1/19	
Young at heart 3/15	

Senior Services

	August 2015		August 2016	
	Activities	Attendance	Activities	Attendance
Total:	104	755	108	862

Daily Meals 23/662	Paralegal 1/6
Morning Greeter's 23/138	Walk-ins Referrals 23/18
Fill the cupboard 10/36	Phone Referrals 23/36
Advisory Board Meeting 0/0	Salvation Army 4/40
Notary Public 3/4	Computer Lab 23/30

	August 2015		August 2016	
	Services	Attendance	Services	Attendance
Total:	101	962	133	970

	August 2015		August 2016	
	Volunteers	Hours	Volunteers	Hours
Total	14	350	17	461

Administrative Report September 2016

To: Heidi Meraz, Community Services Director
 From: Sierra Lapham, Recreation Leader assigned to Senior Center
 Ana Sandoval, Program Coordinator
 Subject: Monthly Program Attendance Report

Program Attendance:

Recreational Programs

Bingo 5/122	Puzzle Makers 21/53
Birthday Cake 1/35	Ad Spanish 4/16
Crafts 5/36	Beginning Spanish 4/24
Fit After 50 12/183	S.T.A.S 21/150
Knit & Crochet 4/19	AGA 1/42
Walking Group 12/183	Healthy Options Program 4/56
Movies 5/25	
Tea Time 1/14	
Young at heart 2/6	

Senior Services

	September 2015		September 2016	
	Activities	Attendance	Activities	Attendance
Total:	96	819	102	963

Daily Meals 21/652	Paralegal 1/2
Morning Greeter's 21/92	Walk-ins Referrals 21/24
Fill the cupboard 10/35	Phone Referrals 21/38
Advisory Board Meeting 0/0	Salvation Army 4/39
Notary Public 2/3	Computer Lab 21/10

	September 2015		September 2016	
	Services	Attendance	Services	Attendance
Total:	125	1045	122	895

	September 2015		September 2016	
	Volunteers	Hours	Volunteers	Hours
Total:	14	375	16	440

CITY OF BANNING

MEMORANDUM



DATE: October 19, 2016
TO: Parks & Recreation Commission
FROM: Heidi Meraz, Community Services Director
RE: Director's Report

Highlights of recreation, aquatics and senior services related activities include the following:

1. The Southern California Tennis Association/National Junior Tennis League (SCTA/NJTL) offered tennis lessons at Repplier Park this summer. The program provided 24 hours of tennis instruction, a t-shirt and a Certificate of Completion for only \$10.00 per participant. Lessons were taught by qualified instructors which were paid by the SCTA. This is a wonderful program that the Recreation Department is pleased to have been able to offer to our community again.
2. The Aquatic center wrapped up a very successful summer with over 8,000 participants for Recreation Swimming and over 350 individual swim lesson registrations. Attendance was up in all areas; lessons, open swim, classes and rentals.
3. Classes and programs at the Senior Center are continuing to hold steady with attendance, with some classes growing. This year there will be a Halloween Party and Dance on the 31st of October, a Thanksgiving lunch on the 17th of November and the annual Christmas Luncheon on December 15th.
4. Staff has been working on the annual Halloween Fest which will be held on Saturday, October 29^h from 4:00-8:00pm. This event continues to grow each year and this year will be the biggest yet. Over 30 organizations and vendors will be participating offering a variety games and activities; in addition there will be a Costume Contest, Carved Pumpkin Contest and a Scavenger Hunt which are being sponsored by several area businesses.
5. Youth Flag Football started with practices in September and has 110 participants this year, which is a 40% increase over last year. Games are held on Saturdays at Repplier Park and the season will end on November 12th. Registration is currently being taken for Youth Basketball and that league will begin in January

Our Mission as a City is to provide citizens a safe, pleasant and prosperous community in which to live, work and play. We will achieve this in a cost effective, citizen friendly and open manner.