



# TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

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**To:** Parks and Recreation Commission **Date:** October 2, 2014

**From:** Ralph Wright  
Parks and Recreation Manager **Item No:** 1

**Subject:** APPROVAL OF MINUTES FOR PARK AND RECREATION  
COMMISSION MEETING

**T.M. Approval:** \_\_\_\_\_ **Budgeted Item:**  Yes  No  N/A

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## RECOMMENDED ACTION:

Approve the minutes for the meeting of August 7, 2014.

## SUMMARY:

A. Regular Meeting – August 7, 2014

## BACKGROUND:

N/A

## FISCAL IMPACT:

N/A

**The TOWN OF APPLE VALLEY  
PARK AND RECREATION COMMISSION  
MINUTES  
August 7, 2014**

**CALL TO ORDER:**

Chairman Jiles Smith called the meeting of the Park and Recreation Commission of the Town of Apple Valley to order at 6:06 p.m. in the Town Council Chambers.

**ROLL CALL:**

Roll call was taken with the following members present: Chairman Jiles Smith, Vice-Chairman Mike Martin, Commissioner Patrick Doran, and Commissioner Donald Tatera.

Absent: Commissioner Richard Cambridge

**PLEDGE OF ALLEGIANCE:** Chairman Doran

**PRESENTATIONS:**

None

**PUBLIC COMMENTS:**

None

**1. Approval of Minutes for Park and Recreation Commission Meeting**

Motion by Commissioner Tatera, seconded by Vice-Chairman Martin to approve the minutes for the meeting of April 3, 2014. Motion carried by a 4-0-0-0 vote.

**2. Approval of Parks and Recreation Division Monthly Report**

Ralph Wright, Parks and Recreation Manager, distributed June 2014 which contained end of fiscal year information. He explained that due to corrupt data as well as inconsistencies in the data, staff was unable to complete all other reports for the months of April and May.

Mr. Wright led a discussion on each reportable program area with the monthly report and then discussed with the Commission the value of the information in the report and what information is most importantly each month.

Commissioner Doran recommended the information on assisted user groups be included as well because of the large overall participation levels and park usage by these groups. It was the consensus of the Commission to add this information moving forward.

After discussion on all areas, it was the consensus that monthly program and event participation levels, yearly totals as well as park or facility visits would be beneficial to properly reflect the value of programs and facility uses. Mr. Wright recommended that staff prepare a draft of the monthly reports for July and August, which would include the additional information discussed for review by the Commission at their next regularly scheduled meeting.

### **3. Recreation Program Update**

Recreation Supervisor, Lena Quinonez, presented an informative PowerPoint presentation on the Capacity Building Academy that both she and Recreation Coordinator, Andy Shoup recently participated in and graduated from. The Capacity Building Academy provided an opportunity for staff to develop a sustainability plan to ensure that the great strides in the healthy Apple Valley program will continue after the contract with First 5 San Bernardino has ended. Ms. Quinonez also announced that for participation in the Academy, the Town was awarded \$5,000 to be used to aid with the sustainability of the programming.

The Commission commended Ms. Quinonez and Mr. Shoup on their graduation, the forethought to look at viable ways to continue this worthwhile program area. Commissioner Tatera inquired about the Faux Funder's Forum and stated this was a unique and worthwhile opportunity for staff.

### **5. Park Project Updates**

Mr. Wright presented an update on amenities installed in Civic Center Park and CDBG projects at James Woody Park.

## **PARKS AND RECREATION MANAGER'S REPORT**

Mr. Wright discussed the increased passive use of the Town's parks and how the addition of active use amenities, such as the exercise stations in Civic Center Park, provide more opportunities for park use. He also discussed the amazing attendance at this year's concert series and "Music man" outdoor play.

Mr. Wright also discussed the increased participation levels at the Aquatic Center, Summer Camps and endurance events, such as the 5k and 10k runs and outdoor movies. Also discussed was that the After School Activities Program, which is currently hosted at six school sites, it at or near capacity at all sites.

Lastly, Mr. Wright informed the Commission that the fall recreation brochure would be mailed out to all Town residences by the end of the month.

## **PARK AND RECREATION COMMISSIONER COMMENTS**

Chairman Smith recommended that the Commission orders shirts with the Town logo so that as they are visiting events and programs, it is clear they are Commissioners. Mr. Wright informed the Commission that he included funding in the 2014/15 FY budget for this purpose and that he would contact the Commission at a later date to secure the proper ordering information.

## **SUGGESTED ITEMS FOR NEXT AGENDA**

Chairman Smith recommended that a date be set for the Commission to again tour the Parks and Recreation Facilities. It was recommended that this discussion be included in the Agenda for the next Commission meeting.

**ADJOURNMENT**

Motion by Commissioner Tatera seconded by Commissioner Martin and unanimously carried to adjourn the meeting.

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CHAIRPERSON

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TOWN CLERK