



Town of Apple Valley

**TOWN OF
APPLE VALLEY**

**PARK AND RECREATION
COMMISSION AGENDA**

THURSDAY, June 4, 2015

Regular Meeting: 6:00 p.m.

TOWN COUNCIL CHAMBERS

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COMMISSION MEMBERS

Michael Martin, Chairman

Patrick Doran, Vice-Chairman

Richard Cambridge, Commissioner

Jiles Smith, Commissioner

Donald Tatera, Commissioner

* * * *

Frank Robinson, Town Manager

John Brown, Town Attorney

La Vonda M-Pearson, CMC, Town Clerk

Dennis Cron, Assistant Town Manager

Ralph Wright, Parks and Recreation Manager

TOWN HALL: (760) 240-7000

www.applevalley.org

AGENDA
APPLE VALLEY PARKS AND RECREATION COMMISSION
THURSDAY, June 4, 2015
REGULAR MEETING 6:00 P.M.
TOWN COUNCIL CHAMBERS
14955 DALE EVANS PARKWAY

PUBLIC PARTICIPATION IS INVITED. *If you wish to be heard on any item on the agenda, please so indicate by filling out a REQUEST TO SPEAK form at the Commission meeting. Place the request in the Speaker Request Box on the table near the Town Clerk or hand to the Town Clerk at the meeting. (G.C. 54954.3 (a)).*

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Town Clerk's Office at 14955 Dale Evans Parkway, Apple Valley, CA during normal business hours. Such documents are also available on the Town of Apple Valley website at www.applevalley.org subject to staff's ability to post the documents before the meeting.

(WHERE APPROPRIATE OR DEEMED NECESSARY, ACTION MAY BE TAKEN ON ANY ITEM LISTED IN THE AGENDA)

CALL TO ORDER:

ROLL CALL:

COMMISSIONERS Cambridge_____, Smith_____, Tatera _____,
Chairman Martin _____, Vice-Chairman Doran_____,

PLEDGE OF ALLEGIANCE:

PRESENTATIONS:

PUBLIC COMMENTS:

Anyone wishing to address an item not on the agenda or an item that is not scheduled for a public hearing at this meeting may do so at this time. California State Law does not allow the Commission to act on items not on the agenda, except in very limited circumstances. Your concerns may be referred to staff or placed on a future agenda.

1. **Approval of Minutes for Park and Recreation Commission Meeting**
Recommendation:
 - A. Approve the minutes for the meeting of October 2, 2014.
 - B. Approve the minutes for the meeting of February 5, 2015.

2. **Approval of Parks and Recreation Division Monthly Report**
Recommendation:
Approve the monthly reports for January, February, March and April 2015.

3. **Park Project Updates**
Recommendation:

Discussion item

4. Tour of Park Facilities

Recommendation:

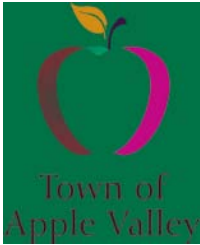
That the Commission select potential dates for a parks tour.

PARKS AND RECREATION MANAGER'S REPORT

PARK AND RECREATION COMMISSIONER COMMENTS

SUGGESTED ITEMS FOR FUTURE AGENDAS

ADJOURNMENT



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** June 4, 2015
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

RECOMMENDED ACTION:

Approve the minutes for the meeting of October 2, 2014 and February 5, 2015.

SUMMARY:

- A. Regular Meeting – October 2, 2014
- B. Regular Meeting – February 5, 2015

BACKGROUND:

N/A

FISCAL IMPACT:

N/A

**The TOWN OF APPLE VALLEY
PARK AND RECREATION COMMISSION
MINUTES
February 5, 2015**

CALL TO ORDER:

Vice-Chairman Mike Martin called the meeting of the Park and Recreation Commission of the Town of Apple Valley to order at 6:00 p.m. in the Town Council Chambers.

ROLL CALL:

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

Absent: Chairman Jiles Smith

PLEDGE OF ALLEGIANCE: Commissioner Tatera

PRESENTATIONS:

None

PUBLIC COMMENTS:

None

**1. Selection of Chairperson and Vice-Chairperson
Recommendation:**

CHAIRPERSON

Motion by Commissioner Cambridge, seconded by Chairman Tatera to nominate Vice-Chairman Martin for Chairperson. Motion carried by a 4-0-0-1 vote.

VICE-CHAIRPERSON

Motion by Vice-Chairman Martin, seconded by Commissioner Tatera to nominate Commissioner Doran for Vice-Chairperson. Motion carried by a 4-0-0-1 vote.

**2. Approval of Minutes for Park and Recreation Commission Meeting
Recommendation:**

It was the consensus of the Commission to table the minutes from the October 2, 2014 meeting until the next meeting when all members of the Commission are present.

**3. Approval of Parks and Recreation Division Monthly Report
Recommendation:**

Motion by Commission Cambridge, seconded by Vice-Chairman Doran to approve the monthly reports for September, October, November and December 2014. Motion carried by a 4-0-0-1 vote.

**4. Review and Approval of Program Fees
Recommendation:**

Ralph Wright Parks and Recreation Manager discussed the Recreation Department consistently evaluates the program fees to ensure the adopted fee is properly designed to cover the associated costs of each program.

After evaluating the semi-private swim lessons offered, including surveying our participants, staff is recommending a small revision to the fee structure for semi private lessons. The minimum associated fee for two participants will remain unchanged but as the number of participants of a group increases, there is a small reduction to each participants fee.

Motion by Vice-Chairman Doran, seconded by Commission Tatera to approve Program Fee. Motion carried by a 4-0-0-1 vote.

5. Park project updates

JAMES WOODY PARK – Mr. Wright discussed installation of shade structures that have now been completed thanks to CDBG grant. Picnic tables, bbq grills and new trash cans will be installed next week. Doors in the Auditorium will be replaced. Mirrors will be installed in the Arts & Crafts room to improve the

CIVIC CENTER PARK - Aquatic Center we have a project to add gravel to an area by pool to hold the pool covers. A water slide was purchases and will be put out for use starting in March during Spring Break.

HORSEMAN CENTER – Water reclamation project scheduled to start March 1.

PARKS AND RECREATION MANAGER'S REPORT

Mr. Wright discussed that over all participation is up. Youth Sports - Basketball is at capacity. New event that was added this past year was Gingerbread Build and that was also at capacity along with all Christmas events such and Coco & Carols.

Mr. Wright shared the changes Lena Quines made to the Day Camp program to tie in Healthy Apple Valley. The new changes increased participation. Most Talented Kid was also a success. Chairman Jiles Smith was a judge for the event.

Soccer Tournaments continue to bring out many visitors to Apple Valley.

PARK AND RECREATION COMMISSIONER COMMENTS

None

SUGGESTED ITEMS FOR FUTURE AGENDAS

None

ADJOURNMENT

PARKS AND RECREATION MANAGER'S REPORT

PARK AND RECREATION COMMISSIONER COMMENTS

SUGGESTED ITEMS FOR NEXT AGENDA

None

ADJOURNMENT

Motion by Commissioner Doran seconded by Commissioner Tatera and unanimously carried to adjourn the meeting at 7:04pm.

CHAIRPERSON

TOWN CLERK

**The TOWN OF APPLE VALLEY
PARK AND RECREATION COMMISSION
MINUTES
October 2, 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 6:00 p.m. in the Town Council Chambers.

ROLL CALL:

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

Absent: Vice-Chairman Mike Martin and Commissioner Richard Cambridge

PLEDGE OF ALLEGIANCE: Commissioner Tatera

PRESENTATIONS:

None

PUBLIC COMMENTS:

None

1. Approval of Minutes for Park and Recreation Commission Meeting

Motion by Commissioner Tatera, seconded by Commissioner Doran to approve the minutes for the meeting of August 7, 2014. Motion carried by a 3-0-0-2 vote.

2. Approving of Parks and Recreation Division Monthly Report format changes

Ralph Wright, Parks and Recreation Manager presented July and August Park & Recreation Monthly Reports. Mr. Wright presented the new format which will now include total number of facility visits by participants.

It was the consensus of the Commission to move forward with the new format.

3. Civic Center Park Aquatic Center Summer Report

Andy Shoup, Recreation Coordinator gave a power point presentation outlining participation in the Aquatics Department. Mr. Shoup said registrations for private swim lessons were up 35% from the previous fiscal year. Recreation swim almost hit the 13,000 people thru the door. Special Events have been successful. Mr. Shoup added that some of the events such as Water Festival were at capacity and people had to be turned away.

Mr. Wright added that Mr. Shoup has done a tremendous job managing and keeping the pool safe.

4. Park Project Updates

Mr. Wright presented an update on CDBG projects at James Woody Park. A Google map was distributed to show the proposed sidewalks and bus stop. This project is scheduled to start at the beginning of the year. Another project that is ready to go out to bid is for the shade structures at James Woody. This project is expected to be completed before the end of the year.

5. Facility and Program Refund Policy

Mr. Wright presented a formalized refund policy. He added that we currently have a refund policy for classes/programs and another for facility rentals. This policy was never formally adopted.

Mr. Wright addressed some of the reasons a formalized revised refund policy needed to be adopted. One of the main concerns was the short notice of cancellations of facility rentals. Commissioner Doran had a concern that there may be some rentals that may have a lower rental cost than the security deposit and also with participants being unable to continue to attend a class or program due to an injury. Mr. Wright will make the changes discussed to the refund policy.

Motion by Chairman Smith, seconded by Commissioner Doran to approve the amended refund policy. Motion carried by a 3-0-0-2 vote.

6. Tour of Park Facilities

Mr. Wright discussed setting up a tour of the community parks. Chairman Smith said he understands everyone is very busy but suggested visiting the parks during their busy sport time which would be at the end of October. Mr. Wright will send out an email since Vice Chairman Martin and Commissioner Cambridge were not present at the meeting to check their availability.

PARKS AND RECREATION MANAGER'S REPORT

Mr. Wright updated the Commission on the recent Mud Run and Mud Fest. The events had over 1200 participants. Facility rentals for Quinceaneras and Weddings have increased since the High Desert Wedding and Quinceanera Expo. Reverse Triathlon went off without a hitch. Mr. Wright added that he received positive feedbacks from many participants on how safe they felt with all the Volunteers and the presence of the Police Department. Kiddie Carnival scheduled for October 31st at James Woody Auditorium. He also discussed the retirement of Senior Office Kathy McCarron.

PARK AND RECREATION COMMISSIONER COMMENTS

Commissioner Tatera wanted to follow up on email from Mr. Wright regarding the ordering of polo shirts. Mr. Wright said shirts were ordered for the Commissioners that had responded to the email. Chairman Smith apologized for not responding but would be sending in his order.

SUGGESTED ITEMS FOR NEXT AGENDA

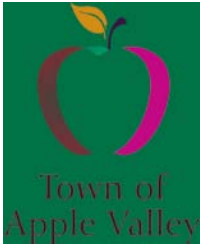
None

ADJOURNMENT

Motion by Commissioner Doran seconded by Commissioner Tatera and unanimously carried to adjourn the meeting at 7:24pm.

CHAIRPERSON

TOWN CLERK



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** June 4, 2015
From: Ralph Wright
Parks and Recreation Manager **Item No:** 2
Subject: APPROVAL OF PARKS AND RECREATION DEPARTMENT
MONTHLY REPORT

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

RECOMMENDED ACTION:

Approve the monthly reports for the months of January, February, March and April 2015.

SUMMARY:

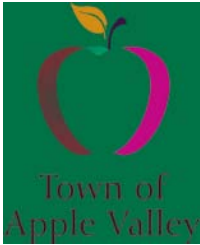
Monthly Reports for the Parks and Recreation Department highlighting service levels for the months of January, February, March and April 2015.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission

Date: June 4, 2015

From: Ralph Wright
Parks and Recreation Manager

Item No: 3

Subject: PARK PROJECT UPDATES

T.M. Approval: _____

Budgeted Item: Yes No N/A

RECOMMENDED ACTION:

Discussion Item

SUMMARY:

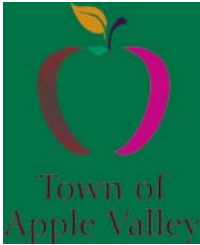
Staff will update the Commission on current and potential park projects.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** June 4, 2015

From: Ralph Wright
Parks and Recreation Manager **Item No:** 4

Subject: TOUR OF PARK FACILITIES

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

RECOMMENDED ACTION:

That the Commission select potential dates for a parks tour.

SUMMARY:

The Commission last toured Town parks as a group nearly two years ago. It was requested that an item be brought forward to discuss setting a date for a tour of facilities and which parks and facilities that the Commission would like to visit.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A