



Town of Apple Valley

**TOWN OF
APPLE VALLEY**

**PARK AND RECREATION
COMMISSION AGENDA**

Thursday, April 7, 2016

Regular Meeting: 6:00 p.m.
TOWN COUNCIL CHAMBERS

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COMMISSION MEMBERS

Patrick Doran, Vice-Chairman
Richard Cambridge, Commissioner
Jiles Smith, Commissioner
Donald Tatera, Commissioner
~To Be Installed~
Valerie Smith, Commissioner

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Frank Robinson, Town Manager
John Brown, Town Attorney
La Vonda M-Pearson, CMC, Town Clerk
Lori Lamson, 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, April 7, 2016
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:

INSTALLATION OF NEWLY APPOINTED COMMISSIONER

Debra Thomas, Deputy Town Clerk, will administer the Oath of Office to newly appointed Parks & Recreation Commissioner Ms. Valerie Smith.

ROLL CALL:

COMMISSIONERS Cambridge_____, Smith, J._____, Tatera _____,
Vice-Chairman Doran_____, Smith, V._____,

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. **Selection of Chairperson and Vice-Chairperson**
Recommendation:
Commission to select one of its members as Chairperson
Commission to select one of its members as Vice-Chairperson

2. **Report Special Event Programming**
Recommendation:
Receive and File

3. **Report After School and Healthy Apple Valley Programming**
Recommendation:
Receive and File
4. **Report Youth and Adult Sports Programming**
Recommendation:
Receive and File
5. **Approval of Minutes for Park and Recreation Commission Meeting**
Recommendation:
Approve the minutes for the meeting of August 6, 2015, September 3, 2015 and November 5. 2015.
6. **Discussion of Site Tour that took place August 6, 2015**
Recommendation:
Discussion
7. **Update on FY 2015-16 and 2016-17 Budget**
Recommendation:
Discussion
8. **Review and Approval of Program Fees**
Recommendation:
Approve proposed Program Fees

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:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 1
Subject: SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

- (1) Commission to select one of its members as Chairperson.
- (2) Commission to select one of its members as Vice-Chairperson.

SUMMARY:

It would be appropriate at this time, for the Commission Members to participate in the selection of Chairperson and Vice-Chairperson for the reorganization of the Park and Recreation Commission.

As stated in the Rules and Procedures for the Park and Recreation Commission, a Chairperson and Vice-Chairperson shall be elected annually from among the Commission's membership at the first meeting in February to serve at the pleasure of the commission. Since the February 4, 2016, meeting of the Parks and Recreation Commission was cancelled, the item was pushed to the next regularly scheduled meeting, April 7, 2016.

Each person so elected shall serve until a successor is chosen (at any time) by three or more affirmative votes. No person shall serve more than two (2) consecutive terms as Chairperson or Vice-Chairperson.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 2
Subject: REPORT SPECIAL EVENT PROGRAMMING
T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

Receive and File

SUMMARY:

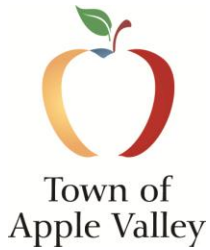
Staff will present a PowerPoint presentation highlighting the special events programming as well as the fundraising efforts for the program.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 3
Subject: REPORT AFTER SCHOOL AND HEALTHY APPLE VALLEY
PROGRAMMING

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

RECOMMENDED ACTION:

Receive and File

SUMMARY:

Staff will present a PowerPoint presentation highlighting multiple program areas including ASAP, Day Camp, Healthy Apple Valley and more.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 4
Subject: REPORT YOUTH AND ADULT SPORTS PROGRAMMING
T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

Receive and File

SUMMARY:

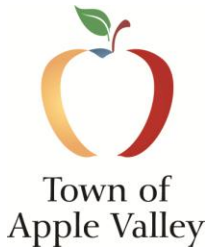
Staff will present a PowerPoint presentation highlighting multiple program areas including Youth and Adult sports and assisted user groups.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 5
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 August 6, 2015, September 3, 2015 and November 5, 2015.

SUMMARY:

- A. Regular Meeting – August 6, 2015
- B. Special Meeting – September 3, 2015
- C. Special Meeting – November 5, 2015

BACKGROUND:

N/A

FISCAL IMPACT:

N/A

**The TOWN OF APPLE VALLEY
PARK AND RECREATION COMMISSION
MINUTES**

August 6, 2015

CALL TO ORDER:

Vice-Chairman Patrick Doran called the special meeting of the Park and Recreation Commission of the Town of Apple Valley to order at 4:18 p.m. in the Town Council Chambers.

ROLL CALL

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

Absent: Chairman Mike Martin and Commissioner Richard Cambridge

PLEDGE OF ALLEGIANCE: Vice Chairman Patrick Doran

PUBLIC COMMENTS:

No Public Comments were made

1. Review and Approval of Program Fees

Parks and Recreation Manager, Wright, recommended that this item be tabled and brought back at a future date. Mr. Wright mentioned the reason was to ensure consistency across all Aquatic's fees.

Commission Smith requested that when the item was brought back, that all Aquatic's fees are brought forward and that all fees are reviewed yearly by the Commission.

Mr. Wright briefly discussed the fee establishment policy.

A motion was made by Commission Tatera and seconded by Commission Smith to table the item to a future date. The motion was carried 3-0-0-2

2. Tour of Park Facilities

The Commission adjourned for a tour of three of the Town's parks;

Lenny Brewster Sports Center

James Woody Park

Civic Center Park

The Commission visited Lenny Brewster Sports Center and James Woody Park and due to rain, the site visit of Civic Center Park was canceled.

ADJOURNMENT

Motion by Commissioner Jiles Smith, seconded by Vice Chairman Doran and carried by those in attendance to adjourn to the site tour of three parks at 4:35 pm.

CHAIRPERSON

TOWN CLERK

**The TOWN OF APPLE VALLEY
PARK AND RECREATION COMMISSION
MINUTES**

September 3, 2015

CALL TO ORDER:

Chairman Mike Martin called the special meeting of the Park and Recreation Commission of the Town of Apple Valley to order at 6:05 pm in the Town Council Chambers.

ROLL CALL

Roll call was taken with the following members present: Chairman Mike Martin, Commissioners Donald Tatera and Jiles Smith.

Absent: Vice Chairman Patrick Doran and Commissioner Richard Cambridge

PLEDGE OF ALLEGIANCE: Commissioner Donald Tatera

PUBLIC COMMENTS:

No Public Comments were made

3. Request to dedicate memorial plaque in honor of Ryan Cambridge at the base of the golf course flag pole

Parks and Recreation Manager, Wright, brought forward a request by the Ryan Cambridge Golf Committee to install a memorial plaque and dedicate the golf course flag pole in honor of Ryan Cambridge, co-owner of Conco Construction who was killed in a tragic construction accident in 2005. The Ryan Cambridge Memorial Golf Committee will be hosting a memorial golf tournament in honor of Ryan Cambridge on October 11th. This will be the 10th annual tournament.

Mr. Wright stated that in accordance with the adopted Recognition and Memorial Plaques policy, the requesting party would be required to pay all costs of the installation and that the Town had a surplus 45' flag pole that could replace the existing flag pole.

Chairman Martin stated that this would be a positive improvement to the facility and the Commission concurred.

A motion was made by Commissioner Smith and seconded by Commissioner Tatera to approve the request. The motion was carried 3-0-0-2

4. Approval of Minutes for Park and Recreation Commission Meeting

A motion was made by Commissioner Tatera and seconded by Commissioner Smith to approve the minutes for the meeting of June 4, 2015. The motion carried by a 3-0-0-2 vote.

PARKS AND RECREATION MANAGER'S REPORT

Mr. Wright discussed the following activities:

After School Activities Program(ASAP) – The ASAP program has a waiting list at all but one of the school sites even after the Town had expanded the capacity at three of its sites. Dedicated space on the school campuses continues to be a struggle and staff is working to increase capacity to accommodate those on the waiting list.

Day Camp – Had the highest attendance in years. Staff received many positive comments on the improved program. There was an average of 50 participants per week.

Aquatic Center – Programming in the Aquatic Center continued its strong summer with recreation swim participation up 28% over last year. The addition of the water slide is a positive contributing factor. Group, private and semi-private swim lessons increased by more than 10% as well.

Recreation Coordinator Alicia Dannelley – was honored on September 12th as part of Congressman Cook's Salute to Women honorees for her work as a mentor in the community.

Fall Recreation Brochure was delivered to the community.

Upcoming Events include:

The Movie in the Park – Enchanted scheduled for September 4th

The Gift of Sight event – September 19th

The Reverse Triathlon – September 26th

ADJOURNMENT

Motion by Commissioner Tatera, seconded by Commissioner Smith and carried by those in attendance to adjourn the meeting at 6:47 pm.

CHAIRPERSON

TOWN CLERK

**The TOWN OF APPLE VALLEY
PARK AND RECREATION COMMISSION
MINUTES**

November 5, 2015

CALL TO ORDER:

Chairman Mike Martin called the meeting of the Park and Recreation Commission of the Town of Apple Valley to order at 6:01 p.m. in the Town Council Chambers.

ROLL CALL:

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

Absent: Commissioner Richard Cambridge and Commissioner Donald Tatera

PLEDGE OF ALLEGIANCE: Alicia Dannelley

PRESENTATIONS:

None

PUBLIC COMMENTS:

None

1. Approval of Minutes for Park and Recreation Commission Meeting

It was the consensus of the Commission to table the approval of the minutes of the August 6, 2015 and September 3, 2015 until the next regularly scheduled Commission meeting.

2. Approval of Parks and Recreation Division Monthly Report

Motion by Vice-Chairman Patrick Doran, seconded by Commissioner Smith to approve the monthly reports for May, June, July and August 2015. Motion carried by a 3-0-0-2 vote.

**3. Report on Teen Programming
Recommendation:**

That the Commission Receive and File the report

Recreation Coordinator, Alicia Dannelley, updated the commission on teen programming including the Teen Zone program that she has organized. She spoke in detail about the program's teen volunteers. She explained that she has had a tremendous increase in participants with 6 still on the waiting list. She discussed that they volunteer in the

community and how they have a competition for the most hours completed. They will be starting a point system and hope to have a store soon so the volunteers can purchase items with the points that they earn. They also recognize the volunteer with the most hours at the Town Council meetings.

Chairman Mike Martin said that he thinks it is a terrific program and that he had been at some of the events that the Teen Zone had volunteered at. He said that he was happy to see them helping the community and glad to hear of the programs' success.

4. Report on the Civic Center Aquatic Center and the Instructor Class program Recommendation:

That the Commission Receive and File the report

(At 6:37 pm, During this PowerPoint, there was a power outage that shut down the video system. The meeting continued)

Recreation Coordinator, Andy Shoup updated the commission on the 2015 summer aquatics program. His report included participation numbers, highlights of events and accolades to the staff. Recreation Coordinator Shoup also reported on the instructor class program area, discussing the Town's vast array of offerings for toddlers through our senior population. He spoke on the success of the numerous fitness and preschool age classes. He also discussed the partnerships with private agencies like 360 gymnastics and the Bullet Hole gym.

Commissioner Smith congratulated Mr. Shoup on the extensive programs offered and the professionalism that the aquatic's staff presents to the community.

Commissioner Tatera commented on his use of the Aquatic Center and of how much he has personally enjoyed the facility.

5. Park Project Updates

Mr. Wright updated the Commission on projects scheduled to be completed this Fiscal year, including installation of new doors at James Woody Community Center, potential lighting project for the mini-gym and gymnasium at James Woody, and active use amenities at Mendel Park.

Mr. Wright also discussed the CDBG application window for the 2016-17 CDBG funding cycle and the installation of a restroom at Thunderbird Park.

Chairman Martin commented that all of the projects would be great improvements for the park system. It was the consensus of the Commission to continue with the projects as discussed.

6. Discussion of Site Tour of Park Facilities

It was the consensus of the Commission to table this discussion to a future meeting when the commissioners who toured the facilities were present.

7. Discussion of Cancellation of Regularly Scheduled Park & Recreation Meeting on December 3, 2015

Park and Recreation Manager Ralph Wright informed the Commission of a conflict with the next Commission meeting.

It was the consensus of the Commission to cancel the regularly scheduled meeting of the Park and Recreation Commission of December 3, 2015.

PARKS AND RECREATION MANAGER'S REPORT

Mr Wright updated the Commission on a number of recently completed programs and future programming. Included in the discussion was the Recreation Department's participation in the parade and the Tour De Victor Valley, the continued success of the day camp program and Recreation Coordinator, Alicia Dannelley being selected by Congressman Cook in his Salute to Women program as a Mentor in the community.

Mr Wright also informed the Commission of upcoming programs including Santa in the Park, Cocoa and Carols, Gingerbread build, the Winter Wonderland event and Apple Valley's Most Talented Kid.

PARK AND RECREATION COMMISSIONER COMMENTS

Chairman Martin congratulated the Recreation Department for the continued exemplary work and commented on the success of the Village Parade.

Vice Chairman Doran congratulated Alicia Dannelley and the Recreation Staff as a whole.

SUGGESTED ITEMS FOR NEXT AGENDA

Vice Chairman Doran requested a future discussion on security at James Woody Park.

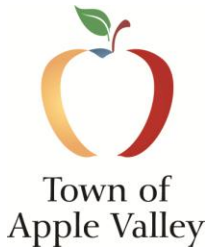
Commissioner Smith requested a presentation from the AV police department regarding crime statistics in the Town's parks.

ADJOURNMENT

Motion by Vice Chairman Doran and seconded by Commissioner Smith and carried by those in attendance to adjourn the meeting at 7:29 pm.

CHAIRPERSON

TOWN CLERK



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 6
Subject: DISCUSSION OF SITE TOUR THAT TOOK PLACE AUGUST 6, 2015
T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

Discussion

SUMMARY:

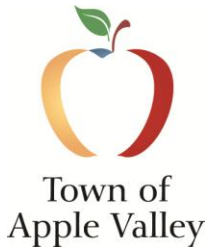
Staff and three Commissioners took a site tour of Lenny Brewster Sports Center, and James Woody Community Center. Staff will lead a discussion on the tour and possible future tours.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 7
Subject: UPDATE ON THE PARKS AND RECREATION DEPARTMENT
EXISTING AND PROPOSED BUDGET FOR FY 16-17
T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

Discussion Item

SUMMARY:

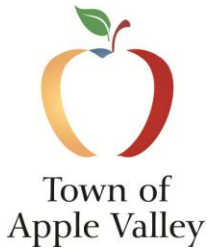
Staff will update and lead a discussion on the Parks and Recreation Department's Operation's Budget.

BACKGROUND:

N/A

FISCAL IMPACT:

N/A



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** April 7, 2016
From: Ralph Wright
Parks and Recreation Manager **Item No:** 8
Subject: REVIEW AND APPROVAL OF PROGRAM FEES

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

RECOMMENDED ACTION:

1. Review and Discuss
2. Approve Program Fees

SUMMARY:

The Recreation Department consistently evaluates the program fees to ensure the adopted fee is properly designed to cover the associated costs of each program. Due to seasonal staffing cost increases, there is a need to propose a fee increase for those programs with large on site staffing requirements. The slight fee increases to our youth sports programs, the 5k/10k runs and our After School Activities Program(ASAP) are reasonable and will allow us to recover direct variable program costs. The proposed fee increase is not expected to negatively impact the participation level in any of the programs.

The existing fees, proposed new fees and anticipated participation numbers are listed on Exhibit A.

BACKGROUND:

N/A

FISCAL IMPACT:

The recreation fees are currently designed to recover all direct variable program costs as well as a percentage of the indirect staffing costs for the Department. The proposed changes will ensure that the respective fees continue to do so.

Recreation Program Fees			
Program	Current Fee	proposed new fee	Anticipated participation
After School Activities Program(ASAP)	\$37.00	\$40.00	6000
5k/10k Runs	\$17 (pre-reg) \$20 (On-site)	\$19 (pre-reg) \$23 (On-site)	450
Youth Basketball	\$57.00	\$60.00	510
Youth Volleyball	\$57.00	\$60.00	75
Pee Wee/Hot Shots Basketball	\$46.00	\$48.00	150
Pee Wee Soccer	\$46.00	\$48.00	70
Pee Wee T-Ball	\$46.00	\$48.00	70
Adventures in Pee Wee Sports	\$46.00	\$48.00	70