



**CITY OF NORCO
PARKS AND RECREATION COMMISSION AGENDA**

**May 9, 2016
City Council Chambers
2820 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: 6:30 PM

ROLL CALL

Richard Boyle, Chair
Geoff Kahan, Vice Chair
Jennifer Gable, Commissioner
Richard Hallam, Commissioner
Corinne Holder, Commissioner

PLEDGE OF ALLEGIANCE

PRESENTATION/S

A. 2016 SCMAF All-Star Tournament - Boys "C" Division Consolation Champions

1. PUBLIC COMMENTS

This is the time when person/s in the audience wishing to address the Parks and Recreation Commission regarding items not on the agenda may speak. Please be sure to complete a card located in the back of the room and present it to the Commission Secretary.

2. CONSENT CALENDAR

All items listed under the Consent Calendar are considered routine and may be enacted by one motion. Any public comments on the consent items will be heard prior to the motion to consider action by Commission. There will be no separate action unless members of the Commission request specific items be removed from the Consent Calendar.

- A. Approval of Minutes – March 14, 2016. **Recommended Action: Approve the Commission regular meeting minutes.**
- B. Department Operations Report Recreation and Community Services. **Recommended Action: Receive and File** (Superintendent Anglin)
- C. Department Operations Report Parks and Public Facilities. **Recommended Action: Receive and File** (Superintendent Koke)
- D. Department Operations Report George Ingalls Equestrian Event Center. **Recommended Action: Receive and File** (Facility Coordinator Ireland)
- E. Department Operations Report Animal Control Services. **Recommended Action: Receive and File** (Superintendent Scagnamiglio)
- F. Special Events Sub-Committee Update. **Recommended Action: Receive and File** (Superintendent Anglin, Sub-Committee Member Kahan and Holder)

3. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS

4. **COMMISSION ACTION ITEMS**

- A. NJAAF Youth Sports Facility and Concession Agreement-Supervisor Calvert
- B. AYSO Youth Sports Facility Agreement- Supervisor Calvert

5. **DEPARTMENT UPDATE**

- A. Parks and Recreation Commission Vacancies
- B. Volunteer Dinner

ADJOURNMENT

Please contact the Department of Parks, Recreation and Community Services at 951/270-5632 if you need special assistance to participate in this meeting in compliance with the Americans with Disabilities Act. (28 CFR 35.102-35.104 ADA Title II) Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Staff reports are on file in the Parks and Recreation Department. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Parks and Recreation counter at City hall located at 2870 Clark Avenue

Agendas are located at the back of Council Chambers. Anyone wishing to speak on any agenda item may do so by filling out a request card in the back of the room and presenting it to the Commission Secretary. This meeting is being recorded.



MINUTES
CITY OF NORCO

Parks and Recreation Commission

March 14, 2016

City Council Chambers
2820 Clark Avenue, Norco, CA 92860

-
1. **CALL TO ORDER:** 6:30 p.m.

 2. **ROLL CALL**
Chair Boyle, Present
Vice Chair Kahan, Present
Commissioner Gable, Present
Commission Hallam, Absent
Commissioner Holder, Present

 3. **PLEDGE OF ALLEGIANCE** Commissioner Gable

 5. **PRESENTATION/S**

NONE

 6. **PUBLIC COMMENTS**
Bonnie Slager representing the Norco Horsemen's Association presented a check for \$200 to be used for Concerts in the Park. She also stated that the NHA general meeting is on Thursday and Brian Petree will be speaking. She invited everyone to attend the meeting. Bonnie also thanked Patty for all of her help at Casino Night.

 7. **CONSENT CALENDAR**
 - A. APPROVAL OF MINUTES – NOVEMBER 9, 2015
 - B. APPROVAL OF MINUTES – JANUARY 11, 2016
 - C. APPROVAL OF MINUTES – JANUARY 21, 2016 SPECIAL MEETING
 - D. Department Operations Report Recreation and Community Services, Superintendent Anglin
 - E. Department Operations Report Parks and Public Facilities, Superintendent Koke
 - F. Department Operations Report George Ingalls Equestrian Event Center, Facility Coordinator Ireland
 - G. Department Operations Report Animal Control Services, Superintendent Scagnamiglio
 - H. Special Events Sub-Committee Update – Superintendent Anglin, Sub-Committee Member Kahan and Holder

Consent Calendar Items 7.A. was pulled to allow for Commissioner Kahan to abstain since he was not present at the November 9, 2016 meeting.

M/S HOLDER/GABLE to approve the remaining Consent Calendar items. The motion was carried by the following roll call vote:

AYES: BOYLE, GABLE, HOLDER,
NOES: NONE
ABSENT: HALLAM
ABSTAIN: KAHAN

8. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS

7.A. APPROVAL OF MINUTES – NOVEMBER 9, 2015

M/S HOLDER/GABLE to approve the Minutes of November 9, 2015. The motion was carried by the following roll call vote:

AYES: BOYLE, GABLE, HALLAM, HOLDER,
NOES: NONE
ABSENT: HALLAM
ABSTAIN: KAHAN

9. DIRECTOR ACTION ITEMS

NONE

10. COMMISSION ACTION ITEMS

NONE

11. DEPARTMENT UPDATE

A. Norco Girls Softball League Verbal Update –

Superintendent Anglin provided an overview of the status of the current situation with the Norco Girls Softball League. She stated that the Board for the softball league has informed her that they cannot provide the necessary information to the IRS regarding NGSL. The IRS is requiring information from a time period that the current board members were not involved; therefore, they cannot produce the necessary documents. They have since applied for a new non-profit number under the name of Norco Girls Softball.

In response to Commissioner Gable, the president of the league, Mr. Evans, advised the Commission that they have received a new non-profit tax id number and are waiting for final approval to move forward using the name Norco Girls Softball. Articles were approved for Norco Girls Softball on December 28, 2015. The new tax id number was received in January, 2016. The 501c3 application was filed February 26, 2016. Once everything is in place, new bank accounts will be open and all debts will be paid.

Commissioner Boyle inquired about the process going forward once there are different Board Members. Mr. Evans responded by stating that past individuals have dropped the ball in filing necessary paperwork. The current board is creating a job manual for each position so that each new board member will know what the expectations are. The future cannot be guaranteed, but the current Board will make a proper transition with the next one.

Mr. Evans thanked Supervisor Calvert and Staff for their support in the success of Opening Day for the League. There were a lot of smiling faces at the event. He also thanked Coach Chastain from Norco High School for making available 80 of his athletes to help prepare the fields for the Opening Ceremonies. The athletes were very excited to help the girls and they did a very efficient job – It was Awesome!

Commissioner Kahan stated the he liked the idea of the job manuals. He questioned if there is anything Staff can do in the contract that will ensure that new board members follow necessary procedure to keep the group in good standing. Superintendent Anglin responded that there is language in the contract about maintaining certain information, but as a sub-committee, it can be discussed what language could be changed, if any, to determine that they stay transparent for their own organization. She does not want the City to get involved in maintaining their budgets. We can certainly state that we could have record of the board manual as an exhibit and set a date where they meet with next representative to take over position which is also part of the exhibit.

Commissioner Kahan questioned if the 501c3 is renewable each year. Mr. Evans stated that there is not an application each year but there are annual fees to be paid.

Chair Boyle stated that he would like to use this as a model and see what the other sports organizations use when changing board members. Superintendent Anglin added that this can be added to the Youth Sports Advisory Committee discussion.

B. Public Facilities and Community Event Usage Study Group Verbal Update – Superintendent Anglin met recently to kick off discussion related to potential events and facility uses in Horsetown USA. Members of the group are made of members from the Norco Area Chamber of Commerce, EDAC, Parks and Recreation Commission, Streets, Trails and Utilities Commission and staff. Two objectives: What do we not want to see in Norco and selling the brand destination Norco. Some events discussed were: cowboy camps, mud runs, neon runs, archery camp, car shows, street fairs, fiestas, BMX exhibitions, etc.

Since many events need permits, the Committee was provided with the process in place for obtaining permits. Terms and Conditions in place for such events were discussed. The next meeting discussion will include restrictions, legal issues and different effects on Norco.

Commission Gable stated Cross Fit Gym would like to have cross fit trials and they stated their interest in the George Ingalls Event Center; she suggested reaching out to them. Superintendent Anglin asked for if their contact information could be provided.

In response to Chair Boyle, Superintendent Anglin stated that right now the study group is brain storming; what can we do in Norco. People need to understand there is a process in place for events coming into town: line out terms and conditions, permits through correct departments, etc. The intent is to try to stimulate the economy.

Commissioner Kahan stated that he came away with was that if there is something that may cause an issue with safety or liability, put proper conditions in place. Then it is up to the promoter to decide if they would like to hold the event. Superintendent Anglin added that most events proposed do not have to be publicly vetted; it can be handled at Staff level.

Discussion continued.

Chair Boyle suggested the possibility of holding a Town Hall meeting to allow the residents to comment on proposed events. Superintendent Anglin responded that is not the direction the City will be taking. The events in question are not City events; they are events being brought in by promoters who want to hold their event in Norco. The process is already set that review begins at the Staff level. All events will be considered. Terms and conditions will be in place as they apply to each event.

12. COMMISSION COMMENTS

Commissioner Kahan informed everyone that performance time for the Concerts in the Park is being extended from 60 minutes to 90 minutes. There is an additional 30 minutes with each concert and the budget is remaining the same.

ADJOURNMENT

Chair Boyle adjourned the meeting at 7:15 p.m. to the special meeting scheduled for May 9, 2016 at 6:30 p.m.

Robin Shepard
Executive Secretary

CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Deputy City Manager/Director of Parks,
Recreation and Community Services

PREPARED BY: Michelle Anglin, Superintendent
Recreation and Community Services Division

DATE: May 9, 2016

SUBJECT: Department Operations Report Recreation and Community
Services

RECOMMENDATION: Receive and File

This memo is for your information and serves to identify updates within the Departments Divisions.

Division 730 – Recreation

1. Subsidized Employment Program

The City of Norco is currently receiving reimbursements for a portion of one PT personnel's wages through a Subsidized Employment Agreement for individuals who are hired on to the City either through EDA or the WEX Program. Additionally, a new maintenance person as well as a clerical (20 hrs/week) has been assigned to volunteer at the Rose M. Eldridge Senior Center through the WEX Program.

2. Youth Tee-Ball

Spring Youth Tee-Ball season began April 9, 2016 at Parmenter Park. There are 51 children registered. Registrations to date are lower than last year, compared to 78. Thank you to all the volunteer coaches! We wish all the players, coaches and parents a great season!

3. Summer Basketball

Youth Summer Basketball registration was extended through April 28, 2016. Upcoming important dates include:

- Wed., May 11, 2016 PW & Instructional Coaches Orientation. 6 p.m.-City Hall.
- Sat., May 14, 2016 Mandatory Coaches Clinic: Riley Gym at 9 a.m. Practice Books available at 9:30am @ Riley Gym
- (All Divisions) Practices will begin Monday, May 16
- Sat., June 4, 2016 Pee Wee and Instructional games begin.
- Wednesday, May 4, 2016 A, B & C Skills Ratings (Boys and Girls)--Riley Gym

- Boys and Girls "C"-6:00p.m./Boys and Girls "B"-7:00p.m. /Boys and Girls "A"-8:00p.m.
- Boy's Skills Rating Make-ups-Boys and Girls "C" 8:30am/Boys and Girls "B" 9am/Boys and Girls "A" 10am
- Wednesday, May 11, 2016 Draft-Boys and Girls C at 6:00p.m. (City Hall)/Coaches Orientation at City Hall
- Wednesday, May 11, 2016 Draft-Boys and Girls B at 7:00p.m. (City Hall) /Coaches Orientation at City Hall
- Wednesday, May 11, 2016 Draft-Boys and Girls A at 8:00p.m. (City Hall) /Coaches Orientation at City Hall
- Saturday, May 14, 2016 Mandatory Coach Clinic: Riley Gym at 9:00a.m. Practice Books available at 9:30a.m. @ Riley Gym
- (All Divisions) *Practices will begin Monday, May 16
- Week of May 30-June 2, 2016 Divisional Practice Game
- June 6th, 2015 Divisional Season Begins

4. Adult Basketball

Adult Spring Thursday League is two weeks into the Spring season. Summer League is scheduled to begin July 21, 2016.

Registration June 6-July 14: \$300 per team.

Open League

*Competitive (C Division Competitive) *Open 6-9pm*

*Recreation (D Division Recreation) *6'3 & under 6-9pm * One Exception*

*Recreation (30+) *35 & Older 6-9pm *One Exception*

Each team shall be responsible to pay additional \$21 cash for officials prior to the start of each game at site location. Games are played at Riley Gymnasium located at 3950 Acacia Avenue.

5. Wheelchair Basketball Tournament

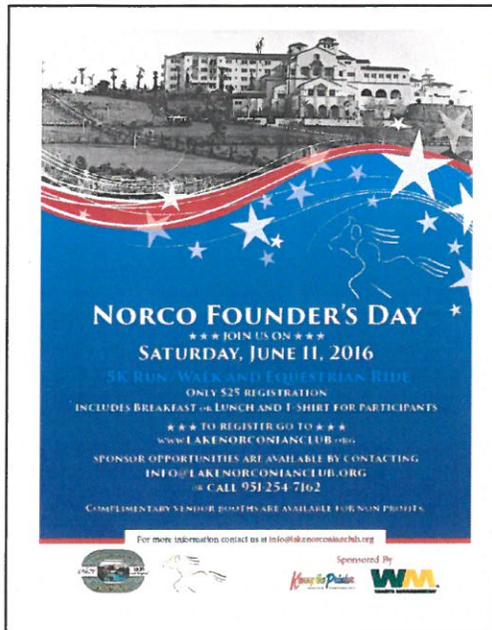
Staff resumed discussions with a committee on planning the Fall wheelchair basketball tournament at Riley Gymnasium that is slated to take place in October. This year commemorates the 70th Anniversary of wheelchair basketball. More information will be shared with the Commission as details arise.

6. Astronomy Nights in Norco

Staff secured the Riverside Astronomical Society to host another Astronomy Night in Norco on June 14, 2016 from 8-9:30pm at the Corydon Staging Area. This event is free of charge.

7. Summer Activities Guide and Brochure

Staff is compiling information for the 2016 Summer Activities Guide and Brochure which covers the months of June, July, August and September. Publication is slated to be finalized and made public mid-May.



8. Founder's Day

Founder's Day 5K Run/Walk and Equestrian Ride is coming June 11, 2016! Don't miss this unique opportunity to celebrate Norco's Founders Day and enjoy the beauty of the Lake Norconian Club Hotel property including the Pavilion. Join us by foot or on your horse. The route will start at the college and drop into the Lake Norconian property and around the lake. It will end back at the college with a lunch and festivities.

For more information on this event, please contact 951-254-7162 or visit www.lakenorconian.org/

Division 731- Youth and Teen Programs

9. Wee People Playschool

Hamner Dental / My Kids Dentist was a special guest last month! The dentists talked about healthy foods for your teeth, the importance on how to take care of your teeth and what happens to your baby teeth when your big teeth come in. They played a game and everyone won a tooth magnet. The kids were very excited to get their very own toothbrush kits. Thank you again to Hamner Dental / My Kids Dentist!



10. Day of the Child

Staff attended the 24th Annual "Corona-Norco Day of the Child" on Saturday, April 16th, 2016 from 10am-2pm at City Park in Corona 930 E. 6th Street, Corona, Ca. 92881. This was a FREE event for children and their families. Annually, over 80 local organizations provide information on family resources in the community. This was a FREE event (except for food sales) for the children and families in the Corona-Norco vicinity. Activities such as pony rides, petting zoo, bouncers, Story Telling, The Bug Lady, Lizard Wizard and much more were available for families to participate in. Entertainment was provided by school and community musical and dancing groups.

11. United Neighbors Involving Today's Youth (U.N.I.T.Y.)

Staff attended U.N.I.T.Y. General Meeting on Thursday, March 24, 2016 at 11:30 a.m. at the Corona Public Library

12. United Norconians for Life Over Alcohol and Drugs (UNLOAD)

Staff attended the **UNLOAD** meeting on Monday, March 28, 2016. Guest speaker was Deputy Ignacio Robles whose presentation addressed Juveniles and DUI/Drugs. Chrystal Foster presented Norco High School's FNL representative with a certificate of appreciation for their volunteer efforts during special events. Next meeting is scheduled for Monday, May 2, 2016 at 5 p.m.

13. Tiny Tot Olympics! - Tiny Tot Olympics took place on Saturday, May 7, 2016 from 8:30 a.m.-12 noon at Community Center Park. This one-day event was designed for children 2-6 years of age to participate in obstacles and games fit for tots. Each participant received a Tiny Tot Olympic T-shirt. Upon completion of group events, participants received a medal, snack and bottle of water! Oh what fun!

14. Egg Hunt - It was another hoppin' fun morning at the **Annual Easter Egg Hunt** in Horsetown USA! Approximately 450 kids with their families were in attendance at Wayne Makin Sports Complex for the 10 a.m. hunt for the "Golden Eggs". The Easter Bunny gave away a total of 4,900 candy and toy filled eggs on 4 fields as well as 700 candy filled goody bags. A big THANK YOU to this year's sponsors: Hamner Dental Group and Orthodontist/My Kids Dentist, Baldy View Healthcare, Dona Luisa's Mexican Grill, Norco Lions Club, and Community Funding. Also, thank you to Norco High School Friday Night Live (FNL) Group, Norco Lions Club, Norco High School ASB and Norco Lioness Sweethearts for their active participation and volunteer assistance!



Division 735 – Special Needs and Senior Services

14. Party Partners/Special Needs Program

Friday, May 13, "Get Movin' to the Music" Dance and dance games, sing-alongs and loads of musical fun! Event Hours: 6:00-8:30 p.m.

Friday May 20, 2016 – “Wonders of the World” Take an adventure through the wonders of the world with Party Partners! Celebrate the sights of our Earth with this travel themed event! Enjoy music from different parts of the world, fun facts, crafts and refreshment. Event Hours: 6:00-8:30 p.m.

Friday, June 10, 2016, “Party Partner’s Got Talent” Talent Show. From dance numbers to lip syns, solos and duets, a star-studded night and lots of talent to share! Event Hours: 6:00-8:30 p.m

Friday, June 24, 2016-“Jellystone Park Adventure”. Celebrate the great outdoors with Yogi and Boo Boo and Ranger Rick. Better hide the picnic basket! Event Hours: 6:00-8:30 p.m.

15. Rose M. Eldridge Day

On April 16, the Rose M. Eldridge Senior Center hosted an Open House in honor of Rose and her dedication to senior’s needs. This annual event takes place on Rose M. Eldridge Day, as established by the Norco City Council in 2015. Although Rose was not in attendance this year staff is proud to honor her on this day, and wished her a Happy Birthday via Facetime. It was such a pleasure seeing and talking to Rose on this special day!

16. AARP Tax Assistance

AARP Tax Assistance concluded on April 12, 2016. Five AARP volunteers served 236 community members. Staff is always happy to host this service as the AARP volunteers are organized and very knowledgeable.

17. Donation

Staff received an email from Ms. Elizabeth Kavianian, a student in the FFA program at Norco High School. Ms. Kavianian proposed “In my government class we were challenged to create a project from \$5 and fundraise to donate our earned money to an organization. My group decided to sell pizza after school at Norco High to hungry students, and we chose to donate our earnings to the Senior Center!”

The fundraising ran through the end of April. In total, the students raised \$177.00. This donation is certainly appreciated, and staff particularly wants to thank all of the students who made it a priority to assist seniors in the community.

18. Pickle Ball

Staff is exploring a new program idea, Pickle Ball. This sport is a hybrid, with similarities to ping-pong, badminton and tennis. The game is played with a whiffle ball and large solid paddles, and is great for seniors! A demo/clinic to help assess local interest in this growing sport was held on May 6th and 7th. Some enthusiasts currently play at Kips Korner Park.



16. Meetings

Advisory Board/S.T.A.R. Volunteers	Wed., 6/1/16	11:30 a.m.
Advisory Board/S.T.A.R. Volunteers	Wed., 7/6/16	11:30 a.m.

17. Upcoming Luncheons

"Around the World in 80 Days" Luncheon	Thurs., May 19, Noon	\$3.00 pre-pay
"Senior Stars" Talent Show Luncheon	Thurs., June 9, Noon	\$3.00 pre-pay

18. Events

Seniors and Pets Breakfast & Bingo	2 nd Saturday of each month
Breakfast 9a.m. & Bingo 11a.m.	

19. Activities

USDA Food Distribution	1 st Wed. of each month
Bunco \$5 each day	2 nd Thurs. of each month @11:30 a.m.

20. Excursions

Barbara's Victorian Tea House, Wed., May 11, 10:30am
 June Excursions TBD

21. The Norco Senior Shuttle Bus window was vandalized; breaking out the driver side window. The damage was reported to the Riverside Sheriff Department and the window has since been replaced. The bus is now parked where it will be visible from the street.

CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Deputy City Manager/Director of Parks,
Recreation and Community Services

PREPARED BY: Henk Koke, Superintendent
Parks and Building Maintenance

DATE: May 9, 2016

SUBJECT: Department Operations Report Parks and Public Facilities

RECOMMENDATION: Receive and File

This memo is for your information and serves to identify updates within the Department.

Division 733 – Parks Department

- Contractor was called to repair and change out light bulbs for light poles at Wayne Makin/Shearer Park.
- Vandals removed the hinges from the gate at the pool; staff replaced them to keep the area secure. Staff also removed the standing water from the pool that resulted from recent rains.
- Due to improper use, a picnic bench at Norco Hills Parks was bent. Staff made the necessary repairs.

LMD's and Valley Crest

- The LMD's are being maintained as per schedule with attention being given to areas the Superintendent feels are in need. Work is also being directed by the issuance of work orders.
- LMD 4 had issues resulting from the rain; Valley Crest brought in 50 tons of D.G. for horse trails.

Division 737- Buildings

- Staff handled work orders including repairing a broken door handle, changing light bulbs, fixing clogged drains, electrical issues and replacing ceiling tiles. In

preparation for George Ingalls Day, tables and chairs were cleaned and delivered to the Veterans Memorial.

- Staff constructed additional award space on a wall in City Hall that will allow for more Hall of Fame awards to be displayed.

Miscellaneous

- Debris including furniture and mattresses had been dumped behind Riley Gym and at Gate 1 at Ingalls Park. Staff picked it up and disposed of it properly.
- George Ingalls Day was held on April 16th. Staff prepared the Veterans Memorial for the event and assisted with set-up and break-down, as well as being present for any support needed.



- **Crestview Fire Incident:** On April 16th at 1:35pm Cal Fire/Riverside County Fire Fighters were dispatched to a vegetation fire in the area of Ingalls Park. The first arriving Chief Officer reported a 1-acre mid slope vegetation fire burning with high winds, hikers trapped at pumpkin rock, and with the potential to spread an additional 50-100 acres. The Incident Commander requested air attack assistance from 2 air tankers and 2 helicopters. As a result, the fire was quickly contained to 3 acres, the hikers were safely escorted from the Pumpkin Rock area to safety and no damage to structures or property in Norco Hills. Also 3 hand crews and 12 fire trucks were at the scene.



CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Deputy City Manager
Director of Parks, Recreation and Community Services

PREPARED BY: Patty Ireland, Administrative / Facilities Coordinator
Parks, Recreation and Community Services Department

DATE: May 9, 2016

SUBJECT: Department Operations Report George Ingalls Equestrian Event Center

This memo serves as an update of events at the GIEEC. Listed below are events that were successfully presented during March thru early May and events scheduled May thru July 2016. These events will take place in addition to the local horse shows, weekly community barrel race event, family gatherings, wedding receptions and quinceañera's.

1. Past Successful Events:

Easter Sunrise Service was hosted by Norco Horseweek Committee Sunday, March 27th at Moreno Arena.

The first Welcome Home Vietnam Veteran's Day was held at the Veterans Memorial Plaza on Tuesday, March 29th 8:30 AM

Ocean View Australian Dog Club held a 2 - Day Confirmation show on March 12th & 13th at Pikes Peak Park.

The State of the City Address and Taste of Norco was hosted by the Chamber of Commerce on Thursday, March 31st at Nellie Weaver Hall.

The North American Dog Agility Council hosted a My Agility 3-Day Dog show at Moreno arena, April 1st – 3rd and May 6th – 8th.

National Police Rodeo was held Saturday, April 9th at Moreno arena and will be returning for another event in November.

South Coast Rottweiler Association hosted a 2 Day dog show at Pikes Peak Park on April 9th & 10th and will return for another event in October.

George Allan Ingalls Day was celebrated on Saturday, April 16th at George Ingalls Veterans Memorial Plaza.

HORSEWEEK Rodeo event was held April 22nd -24th and Community events April 25th – May 1st.

American Cancer Relay for Life and Bark in the Park events were held May 7th at Pikes Peak Park upper field area.

Roping 4 Ropers World Series Team Roping was held May 21st & May 22nd at the arena level and will be returning in 2017.

Pacific Coast Miniature National Horse show hosted the National Area VII Show (AMHR/Classic/Modern/ASPR) numerous stalls reserved and local hotel rooms were reserved. Show starts Friday, May 27th - Sunday, May 29th at the Arena Level area.

The Lake Norconian Club Foundation will be hosting “Founders Day 5K Run & Ride”, on June 11th Mardi Gras Fundraiser was Saturday,

CA Junior Rodeo & High School Rodeo Associations held a 2-day rodeo at Moreno February 13th & 14th and rescheduled February 10th -12, 2017.

Rebuilding Warriors is presenting a Service/Companion Dog named Dreamy to U.S. Army Veteran Gary Orvis on Saturday, February 20th at 10 a.m. at the George Ingalls Veterans Memorial.

Norco Horsemen’s Association Casino Night was held Saturday, March 12th at Nellie Weaver Hall

Downunder Horsemanship Clinic with Dale Cunningham was held at Moreno arena March 10th 13th and will be returning in 2017.

2. Future events scheduled:

Roping 4 Ropers World Series Team Roping was held May 21st & May 22nd at the arena level and will be returning in 2017.

Pacific Coast Miniature National Horse shows will host the National Area VII Show (AMHR/Classic/Modern/ASPR) requesting numerous stalls and has reserved rooms at our local hotels. The show starts Friday, May 27th - Sunday, May 29th at the Arena Level area.

The Horse Town Brew N’ Que event scheduled June 3rd -5th.

Norco All Breed Dog Show scheduled at Pikes Peak Park Saturday, June 11th .

Dale Cunningham DOWNUNDER Clinic will return June 23rd – June 26th and will be held at the Clark Arena.

The North American Dog Agility Council will be hosting a My Agility 3-Day Dog show June 24th -26th at Clark arena and July 8th – 10th at Moreno arena.

The Lake Norconian Club Foundation will be hosting "Founders Day 5K Run & Horseback Ride", on June 11th.

A Norco Community Town Hall Meeting is scheduled Monday, July 25th at 6:30 PM at Nellie Weaver Hall.

National Day of the American Cowboy will be held with new added entertainment on Saturday, July 23rd.

Staff will continue to update Commission of the calendar reservations at the next scheduled Parks and Recreation Commission meeting.

CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Deputy City Manager/Director of Parks,
Recreation and Community Services

PREPARED BY: Frank Scagnamiglio, Superintendent
Animal Control

DATE: May 9, 2016

SUBJECT: Animal Control Services Department Operations Report

RECOMMENDATION: Receive and File

This memo is for your information and serves to identify updates within the Department.

Adoptions

For the first quarter of 2016, we adopted out 52 dogs, 38 cats and 4 miscellaneous animals (pigs and a rabbit).

Redemptions

We have redeemed 51 dogs and 1 cat during the same time period.

Dog Licensing

For the first quarter of 2016 we licensed 988 dogs.

Administrative Tickets

We continue to issue Administrative tickets to residents for failure to relicense their dog(s). For 2016, we have issued 49 Administrative tickets, 34 for lack of a license and 4 for leash law and 11 for other violations

Community Involvement

On May 7, 2016 from 10:00am-4:00pm, the Norco Animal Shelter will participate in the "Bark for Life" being held at Pikes Peak Park. We will have a booth with dogs available for adoption.

On June 16, 2016 we will be holding our Annual Reptile Seminar at Nellie Weaver Hall. We will be offering two classes. 2:00-4:00pm will be for our Public Agencies. 5:30-7:30pm will be for the General Public.

On April 22, 2016 the Norco Animal Shelter did a tour of the facility for a local Day Care of children. Animal Control Officer Trainee Crystal Contreras gave the tour.



On April 27, 2016 the Norco Animal Shelter was visited by the Mom's Club of Corona Central who brought donations and read to the dogs for approximately one hour and was then given a tour of the facility by Superintendent Frank Scagnamiglio.



Volunteering Program

We continue to have numerous volunteers that donate their time to the Animal Shelter. They walk dogs, bathe animals, assist in the front office with filing and help out with any work that needs to be done. Our volunteers are a valuable resource to us.

CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Deputy City Manager

PREPARED BY: Michelle Anglin, Superintendent
Department of Parks, Recreation and Community Services
Subcommittee Members Kahan, Holder

DATE: May 9, 2016

SUBJECT: Special Events Sub-Committee Updates

RECOMMENDATION: Receive and File

This memo is for your information and serves to identify special event updates within the Department.



Summer Concerts in the Park

Staff and Sub-Committee Member Kahan met on March 1, 2016 to finalize dates and bands for the 2016 Summer Concert in the Park Series at Pikes Peak Park.

Concerts will be held from 6 p.m.-8 p.m. on the following selected Friday nights:

- June 10 – Yard Sale
- June 24 – Krazy Kirk and the Hillbillies
- July 8 – Cougrzz Rock
- July 22 – Sterling Sylver
- August 5 – Woodie and the Longboards
- August 12 – Rockstars of Tomorrow

Staff and Sub-Committee Member Kahan would like to extend a HUGE THANK YOU to the first secured sponsors for this year's Summer Concerts in the Park:

- Norco Lions Club
- Air Temp
- RURAL
- Norco Mounted Posse
- Waste Management

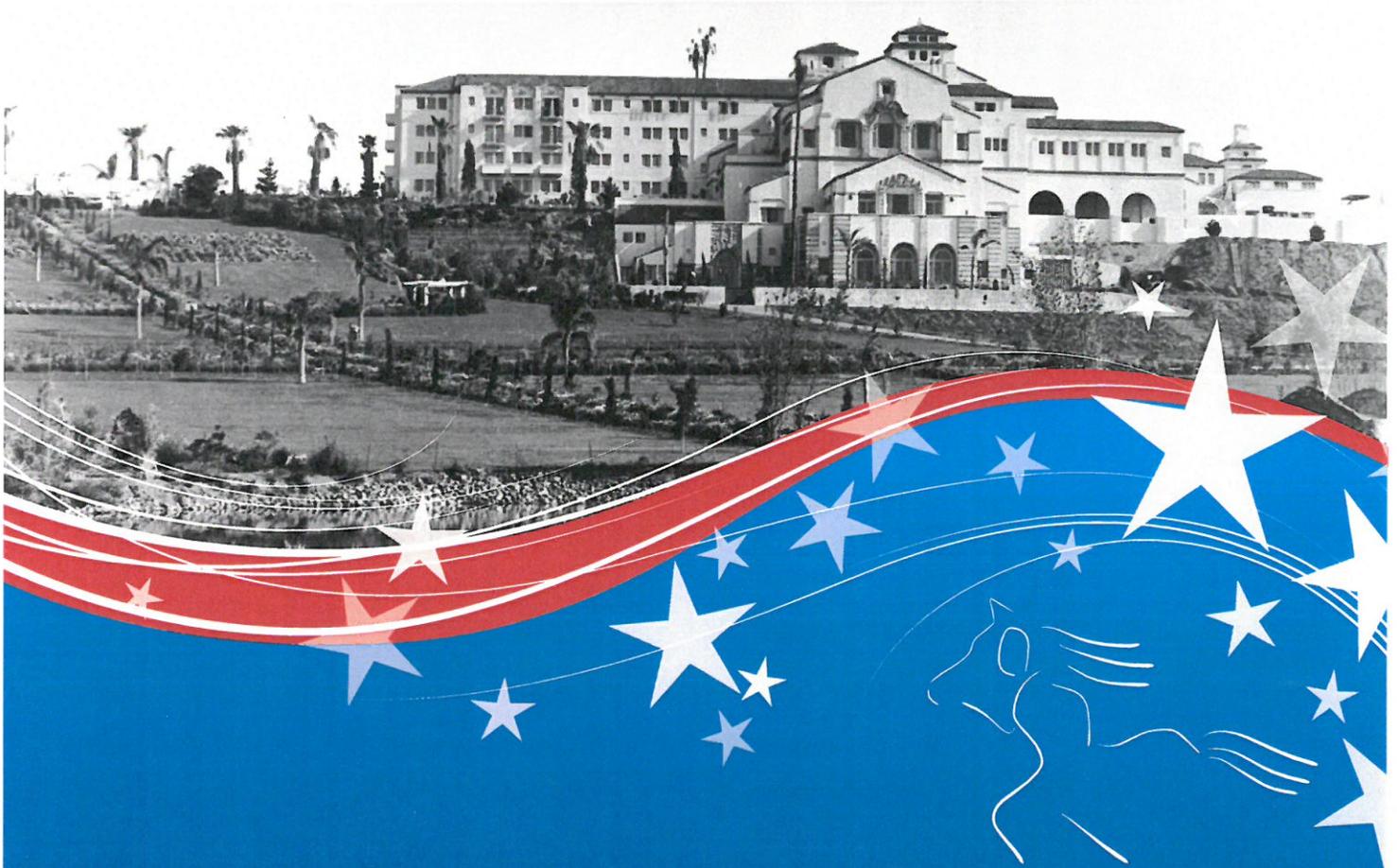
Additional sponsors are being sought to cover the costs associated with these free community events.

National Day of the American Cowboy

National Day of the American Cowboy Committee held its kickoff meeting on Tuesday, February 16, 2016. This year's event is slated for Saturday, July 23, 2016 at the George Ingalls Equestrian Event Center. Possible activities may include in this years festivities is:

- Participation events (sorting, etc)
- Vendors
- Cow Chip Contest
- Chuckwagon races
- Kids Wagon races
- Bullwhip Cracking Competition

Futher updates will be provided by Sub-Committee Member Holder as details arise.



NORCO FOUNDER'S DAY

*** JOIN US ON ***

SATURDAY, JUNE 11, 2016

5K RUN/WALK AND EQUESTRIAN RIDE

ONLY \$25 REGISTRATION

INCLUDES BREAKFAST OR LUNCH AND T-SHIRT FOR PARTICIPANTS

*** TO REGISTER GO TO ***

WWW.LAKENORCONIANCLUB.ORG

SPONSOR OPPORTUNITIES ARE AVAILABLE BY CONTACTING

INFO@LAKENORCONIANCLUB.ORG

OR CALL 951-254-7162

COMPLIMENTARY VENDOR BOOTHS ARE AVAILABLE FOR NON PROFITS.

For more information contact us at info@lakenorconianclub.org



Sponsored By



summer

CONCERTS

Join us on selected Friday nights
for family fun and
live musical entertainment!

in the park!

You don't want to
miss the fun!

NEW LONGER HOURS!

Concerts held from 6 p.m.-8 p.m.

Pikes Peak Park located at 97 Sixth Street

FREE Parking & Admission!

Food & Refreshments Available for Purchase.



June 10th - "Yard Sale"

June 24th - "Krazy Kirk & the Hillbillies"

July 8th - "Cougrzz Rock"

July 22nd - "Sterling Sylver"

August 5th - "Woodie and the Longboards"

August 12th - "Rockstars of Tomorrow"

Thank you to our sponsors:

Norco Lions Club, Waste Management, Norco Mounted posse,
Riverside County District 2 Supervisor Tavaglione,
Air Temp, Inc. R.U.R.A.L., Norco Horsemen's Association



CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Deputy City Manager

PREPARED BY: Peggy Calvert, Recreation Supervisor
Department of Parks, Recreation and Community Services
Subcommittee Member Boyle

DATE: May 9, 2016

SUBJECT: Youth Sports Advisory Meeting Committee Update

RECOMMENDATION: Receive and File

This memo is for your information and serves to identify updates within the private youth sports organizations specifically as it applies to the Private Youth Sports Advisory Committee.

The last Private Youth Sports Advisory Committee meeting was held on Tuesday, April 5, 2016.

AYSO was not in attendance.

Norco Little League (NLL) reported several injuries on Opening Day, including a child being hit in the eye by a ball. Jason also reported that their Little League District will be getting a new District DA. Staff asked for copies of incident reports and any photos that were taken of injuries on Opening Day.

Norco Girls Softball League (NGSL) reported that they have about the same number of participants as last year, although the 10 and 12 u groups are down in number. Michelle Kost also reported some lights still out on Field 6. Staff replied that they would be replaced the following day if fields were dry enough. Because of errant foul balls from both Fields 4 and 5, it was suggested that there be a net placed over the bleachers, between Fields 4 and 5, to avoid further injury of spectators.

Norco Junior All American Football (NJAAF) Brady reported that the re-branding of the team from Bengals to Cougars will cost the organization \$65,000 and will include new uniforms, helmets, web re-design and more. Staff sent a Facilities Improvement form to President Tim Jackson, as they will be proposing improvements for the NJAAF storage shed, including repainting the outside with the new logo and team name. Brady also

talked about a possible influx of participants from Eastvale, due to a change in their affiliation. He suggested that teams could go up from 9 to 12, which would obviously create a need for more fields. Staff asked Brady to get information so they can talk with Silverlakes for field space for soccer and then NJAAF would use Shearer if/when more fields are needed.

Staff reminded all organizations that AYSO season is Mid-August through May, and Shearer field restoration is June and July through Mid-August, adjusting as needed and able to accommodate NJAAF Hell Week the last week of July.

Staff reminded each representative to check the City of Norco website for status of fields if there is inclement weather.

Mr. Richard Boyle announced that he would be retiring from the Park and Recreation Commission at the end of his term and thus would not be attending the Youth Sports Advisory Meetings after May 2016.

Next meeting is slated for Tuesday, July 5, 2016.

CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Director
Department of Parks, Recreation and Community Services

PREPARED BY: Peggy L. Calvert, Recreation Supervisor

DATE: May 9, 2016

SUBJECT: NJAAF Youth Sports Facilities and Concession Agreements

MOTION TO: Approve the NJAAF Youth Sports Facilities and Concession Agreements

BACKGROUND ANALYSIS: Each year the Youth Sports Facility Agreement and the Concession Agreement are reviewed for any necessary revisions before issuing permits for the use of fields for the youth sports organizations. Staff and the NJAAF Vice-President, Brady Thomas reviewed the documents on April 26, 2106.

The only addition to the Facilities Agreement is the following language:
“Traditional season sports field requests take precedence over non-traditional season sports field requests”, on Page 3, Section 2.

The whole paragraph now reads:

The ASSOCIATION must submit all requested field and facility usage schedules no less than 90 days prior to the execution of this agreement. Such requests shall include, but are not limited to, schedules for special events, opening and closing ceremonies, practice times, registrations, and meetings. Traditional season sports field requests take precedence over non-traditional season sports field requests.

There are no additions or revisions to the 2016 Concession Agreement.

After Commission approval staff will meet with NJAAF and obtain their president's signature on the agreements which will bind them to the guidelines, terms and conditions in which they must fulfill and comply with in exchange for use of Wayne Makin/Shearer Sports Complex and other City of Norco sports facilities.

The details to the Agreement are specific to this organization and its purpose is that of a working tool. Staff will continue to evaluate the content and value of the Agreement each year as it pertains to NLL and their use at the above mentioned facilities.

Staff will be moving toward execution of the agreement on or before June 1, 2016.

SPECIFICATIONS AND REGULATIONS FOR THE OPERATION OF A CONCESSION STAND

1. DEFINITIONS

For the purpose of these specifications, the following words and phrases are defined and shall be construed as hereinafter set out, unless it shall be apparent from the context that a different meaning is intended.

“CITY” shall mean the City of Norco.

“CITY COUNCIL” shall mean the City Council of the City of Norco. “

“LICENSEE” shall mean Norco Junior All-American Football

2. TERM

The term of the license shall be from the 15th day of July, 2016 through the 15th day of December, 2016, from and after the date of the issuance, unless sooner terminated as provided in these specifications. The privilege to operate the concession is a license only and not a lease of real property and is between the CITY and the LICENSEE.

3. THE PURPOSE OF LICENSE AREAS

The LICENSEE shall be granted the right to vend refreshments and food items from the concession stand No. 1 (North) at Wayne Makin Sports Complex authorized park only. Permission to locate a refreshment stand at any other location within the park must be obtained in writing from the City.

4. LIABILITY

The LICENSEE shall indemnify and hold harmless the CITY and its respective elected and appointed officers, employees, agents (collectively, “Indemnified Parties”) from and against any and all damages or claims for damages to property or injuries to or death of any person or persons, including property and employees of the CITY, and shall indemnify and save harmless the Indemnified Parties for any and all claims, demands, suits, actions or proceedings of any kind or nature, including but not limited to, worker’s compensation claims resulting from or arising out of the negligent acts or intentional tortuous acts, errors or omissions of the LICENSEE, its volunteers or sub-contractors, excepting only those claims, demands or suits which are solely the result of the sole negligence or intentional acts of the CITY, its employees or officers. The LICENSEE shall promptly provide a defense to such claims or actions and shall promptly pay for all associated and resulting costs, damages, settlements, penalties, judgments, fees and expenses including attorney fees. LICENSEE shall obtain and keep in full force and effect liability insurance in minimum amounts to be approved by the Risk Manager, naming the City of Norco specifically as additionally insured in order to carry out the provisions of this paragraph. LICENSEE must submit an endorsement page showing City of Norco as additionally insured. A certificate of said insurance shall be submitted to the Risk Manager for his approval and thereafter filed with the City Clerk.

5. INSURANCE

LICENSEE shall, during the term of the license, take out and keep in effect the following policies of insurance:

(a) Comprehensive General Liability including contractual and product liability with a limit of \$1,000,000 combined single limit, no deductible. Additionally, LICENSEE shall

provide an endorsement with Certificate of Liability naming the City of Norco as additionally insured.

(b) Worker's Compensation to the established California legal limits. The LICENSEE'S insurance shall be primary to any of the above described policies and shall not be canceled before the expiration date of the contract. A thirty-day cancellation notice shall be submitted to the City by registered mail, addressed to: Risk Manager, 2870 Clark Avenue, Norco, CA 92860.

Prior to the issuance of such license, the LICENSEE shall file the certificates of insurance in the Parks and Recreation Office for the CITY. The certificates shall comply with all the insurance requirements stated earlier. The CITY shall have the right of approval of the insurance carrier or carriers selected by the LICENSEE.

6. **SIGNS AND ADVERTISEMENTS**

No signs of advertising matter of any kind shall be displayed unless and until approved in writing by the Director of Parks, Recreation and Community Development. Prices of all items to be sold shall be posted in a conspicuous place or places, and there shall be no variation from prices posted.

7. **EQUIPMENT AND MAINTENANCE**

The LICENSEE shall pay for all costs of maintenance and repair to the concession stand and all equipment necessary for the operation of this concession during the term of this license. Any and all equipment, either replacement or new, that is provided by the LICENSEE or CITY must be maintained by the LICENSEE. Proper training for CITY purchased equipment must be completed by the LICENSEE. Further training of operators must be provided and completed by the LICENSEE. Additionally, the CITY, prior to use in the concession stand must approve the equipment. The LICENSEE agrees to hire, maintain and pay for a contract with a pest control company, servicing the facility quarterly, as part of their maintenance. Copies of all receipts from service shall be forwarded to the CITY for file. Maintenance log sheets (Exhibit "A") shall also be maintained and copy sent to CITY for file. LICENSEE has agreed to maintain the existing key shared by Norco Little League and will not re-key the North Snack Bar at this time. The LICENSEE will be held responsible for rekeying all facilities associated with keys issued to LICENSEE should keys be misplaced and/or inoperable. "Improvements – Repairs", shall require the CITY approval prior to start. Joint efforts through shared mutual agreements between group users will require price quote for any and all work prior to contracting and work or any shared improvement. Should cost exceed quote, a change order of extra cost shall be provided to the CITY and shared with all group users prior to the extra work being done. Any and all work must be done in accordance with the CITY construction/maintenance practices with proper permits. Contractors shall obtain appropriate business licenses(s) and have the proper contractor's license to do said work. The CITY shall assist on obtaining any necessary CITY permits. All improvements and fixtures or structures become property of the CITY, shared group improvement and repairs will require a "Facility Improvement – Repair Agreement", (Attachment "B").

Snack bar ansul systems shall be serviced by a professional contractor of LICENSEE'S choice, prior to the end of each agreement. LICENSEE is responsible for payment of service to contractor at the full cost and is due on the snack bar turnover walk-through each season. Failure to comply may result in loss of future rental of facility.

LICENSEE is responsible for having the grease trap cleaned and serviced prior to the end of each agreement by a professional contractor of LICENSEE'S choice. Grease shall be recycled according to law. LICENSEE is responsible for payment of said service.

Snack bar propane tank shall be used completely and then filled by outgoing LICENSEE. Costs for such services will be at the expense of the outgoing LICENSEE.

Ice machine shall be serviced by a pre-approved professional contractor hired by the LICENSEE at the beginning of each agreement. Said contractor must have a City of Norco business license and must be pre-approved by the City of Norco Parks and Buildings Supervisor. LICENSEE shall pay the contractor directly and provide a copy of the maintenance record to the CITY within 15 days of service. Furthermore, CITY shall notify the LICENSEE of any scheduled interruption of electrical power during the agreement period that may affect ice machine, refrigeration or freezer.

8. **FOOD AND BEVERAGE PRODUCTS**

All food, drinks, beverages, confectioneries, refreshments, etc., sold or kept for sale by the LICENSEE shall be in quality and shall conform to the Federal, State, County and municipal food laws, ordinances, and regulations in all respects. No imitation, adulterated, misbranded or impure articles shall be sold or kept for sale by the LICENSEE, and all merchandise kept on hand by said LICENSEE shall be stored and handled with regard for sanitation per the codes set by the County of Riverside Department of Health Services.

9. **HOURS OF OPERATION**

The LICENSEE shall keep its concession open during the times and hours, which are agreed upon by the CITY. The LICENSEE shall operate the concession for a minimum of 7.5 to 15 hours per week, Monday through Sunday. Changes in the hours of operation will require the approval of the Director of Parks, Recreation and Community Services. The LICENSEE shall not be allowed to open at any new times or hours unless LICENSEE has first been given notice by the CITY, in writing fifteen (15) days in advance of the requested change.

10. **CONDUCT**

The LICENSEE shall at all times conduct their business in a quiet and orderly manner. The LICENSEE shall permit no intoxicated person or persons, profane or indecent language or boisterous or loud conduct in or about the premises. LICENSEE shall at all times refrain from any unnecessary noises and shall at no time advertise his goods by vocal calling or hawking.

11. **CONCESSION STAFFING**

The LICENSEE shall provide sufficient staffing as required to render good service to the satisfaction of the CITY. Staffing must meet the expectations of the CITY as to their personal conduct, honesty, courtesy, health, ability, personal appearance and their willingness to cooperate with the CITY. Staff persons supplied by the LICENSEE who are not acceptable shall be discharged by the LICENSEE. LICENSEE is responsible for concession staffing health and welfare and shall fall under workmen's compensation where applicable.

12. **LAWS AND ORDINANCES**

LICENSEE shall conduct his business in accordance with all the laws, ordinances, codes, rules and regulations applicable to such business as set by the City, County, State and the Federal Government.

13. **PERMITS AND LICENSES**

The LICENSEE shall be required to obtain and pay for any and all permits, or licenses, which may be required in connection with the operation of the concession and provide copies of said permits to the CITY. **IN GENERAL.** Sections 6018.9, 6359.3, 6360, 6361, 6361.1 and 6370 of the Revenue and Taxation Code provide that certain organizations are consumers and not retailers of specified kinds of tangible personal property under certain conditions. The subsections which follow describe the organizations and the kind of tangible personal property involved.

FOOD PRODUCTS, NONALCOHOLIC BEVERAGES AND OTHER TANGIBLE PERSONAL PROPERTY SOLD BY NONPROFIT YOUTH ORGANIZATIONS.

A qualified youth organization is the consumer and not the retailer of food products, nonalcoholic beverages, and tangible personal property created by members of the organization, which are sold on an irregular or intermittent basis provided the profits from such sales are used solely and exclusively in the furtherance of the purpose of the organization. "Qualified youth organization" means and includes: any nonprofit organization which qualifies for tax-exempt status under Section 501(c) of the Internal Revenue Code (26 U.S.C.A.); which provides a supervised program of competitive sports for youth or promotes good citizenship in youth as its primary purpose; and which does not discriminate on the basis of race, sex, nationality, or religion.

For assistance in this area, please contact the Board of Equalization at 1-800-400-7115. Online information may be found at www.boe@ca.gov, Publications No.18 and 24. For snack bar Health Department permits, information can be obtained by contacting the Riverside County Department of Environmental Health Corona office located at 2275 S. Main Street, Ste. 204 in Corona, CA or by calling (951) 273-9140.

14. **TAXES**

The LICENSEE shall promptly pay all taxes that may be lawfully levied. Failure to comply may result in termination of Agreement.

15. **VENDING MACHINES**

The LICENSEE shall first receive approval from the Department of Parks Recreation before installing or permitting to be installed any and all vending machines.

16. **RIGHT OF ENTRY**

The CITY shall have the privilege to enter the concession stand at any and all reasonable times during the term of this license, for the purpose of inspection to determine, whether or not, the LICENSEE is complying with the terms and conditions hereof, or for any other purpose incidental to the right of the CITY. LICENSEE shall provide at least two copies of any keys, which may not be CITY keys. Such visits by the Department of Parks and Recreation, its authorized representatives, agents, and employees are not to hinder the normal operations of said concession, and when and where possible, such visit will be scheduled with representatives of the LICENSEE.

17. **CLEANLINESS**

The LICENSEE shall keep the licensed premises and the areas within thirty (30) feet surrounding the concession clean and sanitary at all times. Upon (7) seven days after conclusion of the season, LICENSEE shall have cleaned and placed in order all equipment for transfer back to the CITY for the next group user. Failure to comply will result in CITY hiring a contractor to clean the facility, which will then be paid for by the LICENSEE. Additionally, LICENSEE will obtain and pay for a pest control service for snack bar facility. Pest control service must be done to snack bar facility on a quarterly basis each year (January, April, July, and October).

18. **CLAIMS**

The LICENSEE shall hold the City, the City Council and its agents and employees free and harmless from every claim, demand, damage, or action, and any cost or expense in connection therewith, that may arise out of the operation of said license, and maintenance of said properties in connection therewith.

The LICENSEE hereby expressly waives any and all claims for compensation for any and all loss, damage sustained by reason of any defect, deficiency, or impairment of the water supply system, drainage systems, electrical apparatus, or wires furnished for the premises covered by this license which may occur from time to time for any cause, or from any loss resulting from water, tornado, civil commotion or riot; and the LICENSEE hereby expressly releases and discharges the CITY and its agents from any of the aforesaid causes.

19. **SUB-LETTING**

LICENSEE shall not transfer, assign or in any manner convey any of the rights or privileges herein granted without the said consent of the Department of Parks, Recreation and Community Services. That one of the rights herein granted shall be assignable or transferable by any process of County, or otherwise, including but not limited to, proceedings in bankruptcy, either voluntary or involuntary, or the LICENSEE, said CITY may at its option terminate and cancel said contract, in which event all rights of LICENSEE hereunder shall immediately cease and terminate, and he or his representatives shall immediately deliver up possession to said City Council.

20. **CITY OPERATION**

The CITY reserves the right to operate the snack bar for special events, and other dates mutually agreed upon by the CITY and the LICENSEE as needed. The City will use only the building and the equipment.

21. **UTILITIES**

1. LICENSEE shall be solely responsible for all utilities necessary in the use of this license, except for electricity and water from existing electrical facilities only. Outgoing LICENSEE is responsible to fill propane tanks prior to facility turnover. Outgoing LICENSEE fills the tank for incoming organization's use. Should LICENSEE install or have installed any telephone or other additional appliances or equipment, LICENSEE shall be solely responsible for charges for their electrical usage.

22. **DEFAULT AND CANCELLATION**

If the said LICENSEE shall fail, neglect or refuse within ten (10) days after receiving notice thereof from the CITY, to improve or change the service rendered or conduct of said concession or to conform to any applicable rules, regulations, laws, or any of the directions or instructions that may be properly made by said CITY in the exercise of its powers, or shall fail, neglect or refuse to pay the concession fee or any part thereof, within ten (10) days after the same shall become due, or shall default in the performance of any of the other terms or provisions herein required, and such default shall continue for a period of ten (10) days written notice thereof shall have been given to said Licensee the performance of any of the other terms or provisions herein required, and such default shall continue for a period of ten (10) days after written notice thereof shall have been given to said LICENSEE by City Council, it shall then be lawful for said CITY at its option to declare the license terminated. In the event that LICENSEE shall remain in possession one day after termination and forfeiture of a said license, as aforesaid, said LICENSEE shall be deemed guilty of a forcible detention under the law.

23. **TERMINATION**

Either the CITY or the LICENSEE upon thirty (30) days written notice may terminate the license issued thereof.

24. **NOTICE**

All notices relating to said license should be given as follows:

- (a) CITY Brian K. Petree, Director
Parks, Recreation and Community Services
2870 Clark Ave.
Norco, California 92860
- (b) LICENSEE (LICENSEE shall designate, in writing, the person authorized to accept such notice).
Tim Jackson, President
NORCO Junior All-American Football
PO Box 173
Norco, CA 92860

CONCESSION LICENSE

ASSOCIATION is hereby granted a license to conduct food and refreshment concession at Wayne Makin/Shearer Sports Complex North snack bar in the City of Norco.

This License is granted subject to all the terms and conditions contained in those certain specifications entitled, "Specifications and Regulations for the Operation of a Concession Stand at Designated Park", which is on file with the Executive Secretary of the Department of Parks, Recreation and Community Services Department.

Hours of operation shall be consistent and posted to provide services when any events or activities are scheduled at said park and at other times as requested by CITY. This license shall be in full force and effect from this 15th day of July, 2016 through 15th day of December 2016, provided that either party may terminate this License by the giving of either party a thirty (30) day notice of termination.

CITY OF NORCO, a Municipal Corporation

By _____
Brian K. Petree, Director
Parks, Recreation and Community Services Department

Dated: _____

WE, ASSOCIATION, being the LICENSEE (or agents) hereunder, certify that we have personally read the specifications above referred to, and all applicable provisions of the Norco Municipal Code, and do hereby accept the License upon the terms and conditions above stated.

DATED: _____

LICENSEE:

Tim Jackson, President
Norco Junior All-American Football
Non Profit I.D.: _____

"Exhibit B"
City of Norco
Department of Parks, Recreation and Community Services

FACILITY IMPROVEMENT/REPAIR AGREEMENT

_____ and _____ agree to share expenses to complete the following project: _____ at _____

Both parties agree to the following provisions:

- _____ agrees to obtain a price quote for any and all work and will share the project's cost proposal prior to contracting any work. The number of price quotes required for this project will be from _____ different sources.
- The project cost(s) are anticipated to be \$_____.
- _____ agrees to pay _____% of the project cost.
_____ agrees to pay _____% of the project cost.
- _____ (group having the work performed) will notify the City and the co-payer organization if the costs of the project will exceed more that _____% of the anticipated cost.
- _____ will have the work performed in a timely fashion, so as not to interfere with any other permit holder's program. Work will be completed by _____ day of _____, 20____.
- Any and all work must be done in accordance with the City of Norco construction/maintenance practices, i.e. obtaining appropriate business license(s), building permits, etc.
- The Parks, Recreation & Community Services Department will assist in obtaining any necessary City permits at no or reduced cost.
- Both parties agree that any and all permanent fixtures or structures become property of the City of Norco.

We agree to the above stated provisions and have received Board of Directors approval from our respective organizations.

Name(Print)	Signature	Organization Title	Date
Name(Print)	Signature	Organization Title	Date
Name(Print)	Signature	City Title	Date

Exhibit "A"
YOUTH ORGANIZATION ARTICLES LIST
2016 Season Norco Junior All American Football

Item	Date Due	Date Received	Signature
Youth Sports Association Agreement	(30 days prior to execution of Agreement) 05/30/16		
Program Budget	(30 days prior to execution of Agreement) 05/30/16		
Proof of Good Standing with Secretary of State	(30 days prior to execution of Agreement) 05/30/16		
Current Non-Profit Tax I.D. Number	On File		
Association By-Laws	(30 days prior to execution of Agreement) 05/30/16		
Schedule of Board Meetings/Locations	(30 days prior to execution of Agreement) 05/30/16		
Requested Field and Facility and Lights Usage Schedules	(1 months prior to execution of Agreement) 5/30/16		
Board of Directors Roster	(30 days prior to execution of Agreement) 05/30/16		
Complete League Participant Rosters (51% residency rate)	After close of registration yet before Opening Day.		
Proof of Training and Certification	(30 days prior to Opening Day) 6/1/16		
Copy of Ordinances Provided to Association	05/30/16		
Work Orders Provided to Association	05/30/16	On city website	
Key Check-out Sheet	(30 days prior to Opening Day) 06/01/16		
Copy of Association Keys on City property	05/30/16		
Facility Improvement – Repair Agreement Provided to Association	05/30/16		
Copy of Grievance "Due Process" Procedure	(30 days prior to execution of Agreement) 05/16/16		
Public Inquiry Forms Provided to Association	05/30/16		
Association Insurance Policy	(30 days prior to execution of Agreement) 5/30/16		
Association Guidelines and Procedures	(30 days prior to execution of Agreement) 05/30/16		
Concession Stand Agreement	(30 days prior to opening of concession stand) 05/30/16		
Copy of Health Department permit	(7 days prior to opening of concession stand) 06/8/16		
Pest Control Service	Quarterly		
Ansul System Service	Prior to Saturday after close of season		

Grill/Griddle Gas Outlet Maintenance	Prior to Saturday after close of season		
Ice Machine Tune-up/Repair/Paperwork to City	Prior to Saturday after close of season/within 16 days of servicing		
Facility Walk-thru	(Saturday after close of season)		
Submit copies of all maintenance and repairs completed on snack bar and equipment	Ongoing		
Submit Snack Bar Equipment Maintenance Log	Prior to Saturday after close of season		

Exhibit "B"

Sample Spread Sheet for field reservation

Day	Start Date	Start Time	End Date	End Time	Complex	Facility	Function	Lights	Time of Lights	Special Needs
M	1/28/2013	3pm	1/28/2013	7pm	Clark Field	Baseball Field	NLL/Youth Sports	Y or N	Dusk to 8pm	
					W-M	Field 1				
					Comm Center	Baseball Field				Elect Outlet
					W-M	Field 4	NGSL/Youth Sports			
					Shearer	Field 1	AYSO/Youth Sports			

"Exhibit C"
City of Norco
Department of Parks, Recreation and Community Services

FACILITY IMPROVEMENT/REPAIR AGREEMENT

_____ and _____ agree to share expenses to complete the following project: _____ at _____

Both parties agree to the following provisions:

- _____ agrees to obtain a price quote for any and all work and will share the project's cost proposal prior to contracting any work. The number of price quotes required for this project will be from _____ different sources.
- The project cost(s) are anticipated to be \$_____.
- _____ agrees to pay _____% of the project cost.
_____ agrees to pay _____% of the project cost.
- _____ (group having the work performed) will notify the City and the co-payer organization if the costs of the project will exceed more that _____% of the anticipated cost.
- _____ will have the work performed in a timely fashion, so as not to interfere with any other permit holder's program. Work will be completed by _____ day of _____, 20____.
- Any and all work must be done in accordance with the City of Norco construction/maintenance practices, i.e. obtaining appropriate business license(s), building permits, etc.
- The Parks, Recreation & Community Services Department will assist in obtaining any necessary City permits at no or reduced cost.
- Both parties agree that any and all permanent fixtures or structures become property of the City of Norco.

We agree to the above stated provisions and have received Board of Directors approval from our respective organizations.

Name(Print)	Signature	Organization Title	Date
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Name(Print)	Signature	Organization Title	Date
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Name(Print)	Signature	City Title	Date
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F.A.I.R. Program Financial Assistance in Recreation

Through generous donations from various community groups, the City of Norco Parks, Recreation and Community Services Department is able to offer short-term financial aid to families who need assistance paying for youth recreational sports programs. These funds will be distributed to the organizations offering recreational opportunities in sports to help offset costs for youth who otherwise may be excluded from participating.

2016 ANNUAL INCOME GUIDELINES*

<u>Household Size</u>	<u>Maximum Gross Income</u>	<u>Household Size</u>	<u>Maximum Gross Income</u>
1	\$21,257	5	\$51,005
2	\$28,694	6	\$58,442
3	\$36,131	7	\$65,879
4	\$43,568	8	\$73,316

AGE

Maximum age of participant is 17 years.

SELECTION PROCESS

At the conclusion of the application period, the selection committee will identify those individuals who meet the criteria for funding assistance and select those applicants who meet the most criteria. The criteria are:

- i. Applicants must be Norco residents.
- ii. Applicants must meet income guidelines (submit copy of verified income w/application).
- iii. Application form completed.
- iv. Able to make partial payment.
- v. Participant has never received previous FAIR funding.

All assistance is subject to available funds. Those individuals receiving FAIR funding will be given a voucher to provide to the Youth Sports organization at the time of registration. The Youth Sports organization, in turn will invoice the City of Norco Parks, Recreation & Community Services Department.

APPLICATION DEADLINE:

Applications must be submitted to City of Norco Parks & Recreation office, 2870 Clark Avenue. Determinations will be made in November of the same calendar year for reimbursement based on the level of available funding.

All decisions by the City of Norco Parks, Recreation and Community Services Department concerning the program, eligibility and funding issues are final.

*Based on Federal Levels x 185%

For more information, please call (951) 270-5632.



CITY OF NORCO
DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES

F.A.I.R. Application

"Creating community through people, parks and programs!"

Date: _____

Please check one of the following activities:
Note: Maximum amount of \$200 per eligible family per calendar year.

Season: _____

- Basketball (P & R)
- T-Ball (P & R)
- Norco Little League (NLL)
- Norco Girls Softball (NGSL)
- Soccer (AYSO)
- Junior All-American Football (JAAF)

Applicant (Child) Name: _____ Birthdate _____ Age: _____

Address: _____ City _____ Zip Code _____

Parent/Guardian Name: _____

Home Phone: _____ Work Phone: _____

Email: _____ # in household: _____

Father/Guardian Employer: _____ Annual Income: _____

Mother/Guardian Employer: _____ Annual Income: _____

Combined Annual Income: _____ Other Household Income: _____

Are you able to pay \$50 of the program registration fees? Amount: \$ _____

Has your child received F.A.I.R. funding for programs prior to this application? Yes _____ No _____

Please submit this application with a copy of your most recent income tax return to the City of Norco Parks, Recreation and Community Services Department office at 2870 Clark Avenue. Applications must be submitted within the timeframe set forth on the reverse side of this application.

All decisions by the City of Norco Parks, Recreation and Community Services Department concerning the program, eligibility and funding issues are final.

Signature - Parent/Guardian

Date

Signature - League Representative

Date

YOUTH SPORTS ASSOCIATION AGREEMENT

This **AGREEMENT** made and entered into the 21st day of July, 2016 by and between the **City of Norco** (hereinafter referred to as "**CITY**") and Norco Junior All-American Football (hereinafter referred to as "**ASSOCIATION**".)

WITNESSETH

The parties hereto do agree as follows:

(1) **PERFORMANCE** This agreement is made and entered into with respect to the following facts:

(A) That the ASSOCIATION proposes to render advantageous and desirable service to the CITY by and through its extensive sport and character building program primarily for children living within the boundaries of the City of Norco; and although it is not the intent of the CITY to exclude non-residents, the CITY expects the ASSOCIATION to maintain a 51% resident make-up of participants within the program. The ASSOCIATION shall put forward a whole hearted effort in recruiting Norco residents as a first priority. Such recruitment efforts will be monitored on an on-going basis by the CITY. Furthermore, Norco residents shall be given priority in registration procedures over non-residents.

(B) That it is the desire of the CITY to aid and assist said ASSOCIATION in the furtherance of its said program by granting the usage of CITY facilities based on availability and on strict and mandatory compliance by the ASSOCIATION with the language contained within this AGREEMENT. Non-compliance with any such language shall be grounds for the CITY to terminate this AGREEMENT and freeze the ASSOCIATION'S use of assigned facilities until such time as the CITY determines that compliance has been reestablished. Loss of said facility use will not be made up. All requested items noted in Exhibit "A" must be turned into the CITY no later than as designated by the CITY in Exhibit "A."

(C) That, in order that the ASSOCIATION demonstrate to the CITY that it is competent, viable, and solvent, the ASSOCIATION shall meet in person with representatives of the CITY no less than thirty (30) days following the execution of this AGREEMENT, to present such items as identified in Exhibit "A." The AGREEMENT will be reviewed by the CITY no less than two (2) times during the Term of this AGREEMENT,

(D) That the ASSOCIATION is to manage, account and monitor program revenues and expenses so as to operate its programs in a fiscally responsible way.

(E) That the ASSOCIATION must submit and file the necessary forms and take the necessary steps to maintain recognition by the California Secretary of State's Office as a non-profit corporation while holding AGREEMENT with the CITY. Proof of good standing, as a non-profit corporation shall be submitted to the CITY 30 days prior to execution of this AGREEMENT. The ASSOCIATION must also maintain good standing with all approving agencies listed in this AGREEMENT. The ASSOCIATION must also provide the Department of Parks and Recreation with its current Tax I.D. Number. Should the ASSOCIATION fail to comply, facility use will only be granted upon payment of fees set forth in the CITY Facility Fee Schedule.

(F) That the ASSOCIATION agrees to abide by the provisions and rules as stated in its ASSOCIATION by-laws and that the most current copy of by-laws are submitted to the Department of Parks, Recreation and Community Services Department each year 30 days prior to execution of this AGREEMENT.

(G) A schedule of all board meetings and meeting locations is to be submitted to the Department of Parks and Recreation 30 days prior to execution of the AGREEMENT. This schedule is to be posted by the ASSOCIATION at the time of registration. All board meetings must be open to the membership, and be noticed no less than 72 hours in a designated area at Parks and Recreation and at the location of the primary facility. If a meeting is to be canceled, the CITY is to be notified immediately but no less than 5 hours prior to the originally scheduled meeting. The schedule of Board meetings is also to be posted at the Concession Stand during the season, at primary play locations, 48 hours in advance for notification to parents and/or spectators.

(H) That the ASSOCIATION agrees to abide by the "Youth Organization Articles List" (Exhibit "A") which outlines specific due dates of documents and items to be accomplished by the ASSOCIATION. The CITY will not allocate field usage to the ASSOCIATION until all submissions have been received by the CITY.

(I) In accordance with the provision of the Americans with Disabilities Act of 1990, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied, the benefits of the services, programs, or activities of the Department of Parks and Recreation, the City of Norco, and affiliated organizations/associations, or be subjected to discrimination by these entities. (ADA Title II). The ASSOCIATION must provide "reasonable accommodation," as soon as it is feasible, or within 72 hours (whichever is less) from the time of written requests by the participating individual or parent in reference to the ASSOCIATION'S policies, programs, services or activities, and practices that are determined to be inconsistent with ADA requirements.

(J) The ASSOCIATION shall develop and present a copy to the City of a Grievance "Due Process" in the case of any grievance brought by any participant, parent or community member. ASSOCIATION'S Board is held responsible to follow said Due Process in resolving any grievance. The City has no role in the resolution of any grievance, but may penalize the Association if Due Process is not followed.

(2) **USE OF CITY FACILITIES** CITY policy regarding facility use, as set forth by the Director of Parks and Recreation, his/her designee, and/or the City Council and/or the Parks and Recreation Commission, whether verbal or in writing, supersedes any ASSOCIATION by-law which may be in conflict with CITY policy or procedure.

The ASSOCIATION must submit all requested field and facility usage schedules no less than 90 days prior to the execution of this agreement. Such requests shall include, but are not limited to, schedules for special events, opening and closing ceremonies, practice times, registrations, and meetings. Traditional season sports field requests take precedence over non-traditional season sports field requests. The proposed schedule cannot be changed without written notice to the CITY at a minimum of 48 hours before proposed change. Therefore, the CITY requires that the ASSOCIATION'S requests for facilities and events be submitted as detailed in Exhibit "B" Requests by the ASSOCIATION will be filled depending upon availability of field time and fair use by other organizations as determined by the CITY. Submission of final practices and league games shall be submitted to the CITY two weeks prior to opening day ceremonies. Requests for field lights shall be submitted at the same time as field and facility usage schedule requests. It is the responsibility of the ASSOCIATION to notify CITY of light schedule changes 48 hours prior to light schedule changes. In emergency after-hour situations, ASSOCIATION must contact on-duty CITY staff by calling (951) 545-0989 to notify a Field Maintenance Worker that lights are not to be turned on or are no longer needed (due to cancellations or early dismissal). Failure to notify CITY of non-use and unnecessary burning of lights will result in action by CITY. First offense, will result in a courtesy phone call reminder of ASSOCIATION'S responsibility. In case of a second offense, CITY will issue a written warning. At a third offense, ASSOCIATION will be billed for the full burden of light use and labor to turn off lights. The CITY will entertain any additional requests for field and facility usage on a case by case issue.

(A) Association must adhere to the following Municipal Code when requesting facility hours:

Section 9.04.030 Curfew hours:

It is unlawful for any minor under the age of eighteen to loiter, about or upon the public streets, avenues, alleys, parks, playgrounds or other public grounds,

public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the following periods of time:

(a) Between the hours of ten p.m. and six a.m. of the following day for minors fourteen years of age or younger;

(b) Between the hours of eleven p.m. and six a.m. of the following day for minors either fifteen or sixteen year of age;

(c) Between the hours of twelve midnight and six a.m. of the following day for minors seventeen years of age.

(B) Association must adhere to the following Municipal Code when using any facility:

Section 9.90.030 Prohibitions:

Smoking is prohibited in all areas of all public parks. In the case of the George Ingalls Equestrian Event Center, smoking is prohibited in the bleachers, and any other areas that may be identified by the Director of Parks and Recreation, and posted as a "No Smoking" area.

(3) **LIGHT FEES** For the 2016 calendar year, light fees will be charged to the Association and collected by the City for all usage at 100% of the direct cost. Light fees will be based on total hourly usage from light fee schedule multiplied by \$8 per hour. Cost per hour may adjust due to utility rate increases.

(4) **RESIDENCY** City allocated field time to the ASSOCIATION shall be based on the percentage of ASSOCIATION participants, determined on a per capita basis. The number of field time hours allocated to the ASSOCIATION will be based on an equal amount of time per participant in the program added to a total number of hours unless mutually agreed upon by all ASSOCIATIONS and the City. Participants must be 51% Norco residents. ASSOCIATION is required to submit rosters that include 51% Norco residents in order to use facilities as a non-profit organization. Failure to include 51% Norco residents will result in an increase of facility use fees.

(5) **TRAINING AND SUPERVISION.** That the ASSOCIATION shall be responsible for the training, equipping and supervising of all personnel/volunteers in its program including all activities related to practice, league games and tournaments at the practice/play area. The CITY requires that all ASSOCIATION coaches be certified and/or receive complete extensive training by legitimate training services in coaching techniques. Copies of Proof of Training and/or Certification for ASSOCIATION coaches shall be submitted to the CITY 30 days prior to the execution of this AGREEMENT. The CITY will require that the ASSOCIATION perform Megan's Law background checks and/or fingerprint any and all ASSOCIATION Board Members, coaches, managers, assistants, umpires referees and other volunteers providing direct services to the youth involved in

the program. Fingerprinting services are provided by the State of California, Department of Justice to non-profit organizations, at no cost.

(A) CONDUCT

The ASSOCIATION shall permit no alcohol, intoxicated/or disruptive person(s), profane or indecent language, no smoking, or annoying boisterous or loud conduct in or about the facilities being used. It is also the responsibility of the ASSOCIATION to notify parents and spectators of CITY ordinances and policies regarding the prohibition of alcoholic beverages and no smoking at CITY parks, and other proper conduct. The CITY will provide copies of such ordinances and policies for duplication by the ASSOCIATION. The CITY will expect that this information be made available through information packets provided to parents during registration and posting such information in appropriate and accessible locations. CITY staff will be responsible for documenting any and all incidents involving alcoholic beverages at park sites and facilities. Such documentation will be used to evaluate and determine the granting of field time for the ASSOCIATION in current or subsequent years.

(B) BLOOD RULE

A player, coach, or official, who is bleeding, or has an open wound, or has blood on his body or clothing, shall be prohibited from participating further in the game or activity, until appropriate treatment has been administered. If first aid is required for a player, the player must be immediately removed from the game, unless treatment can be administered in a reasonable amount of time. A player, coach, or official will not be allowed to participate unless: (1) All bleeding has stopped; (2) Any exposed cut/scrape, which has bled, is completely covered; (3) bloody clothing shall be cleaned with Hydrogen Peroxide. The ASSOCIATION is required to have on hand an individual who is certified in FIRST AID and CPR at all games and must also make available a first aid kit at a centrally located place, such as the concession stand or snack bar.

(6) MAINTENANCE OF FACILITIES The CITY shall maintain the CITY facilities to the best of the CITY'S ability for optimum play. It is the responsibility of the ASSOCIATION to prepare fields for practice or play in accordance with accepted preparation practices following professional and/or institutional guidelines of their organization. All lines used for practices and/or game play may be chalked or painted on the turf and infield areas. The paint used must be of the type specifically designed for sports turf use. Other substances such as diesel fuel, grass killer etc., which will damage or destroy turf are prohibited. The ASSOCIATION shall assist the CITY by clearing the play and/or practice area at CITY facilities and its surrounding areas of all trash and debris before and after each game or practice and shall assist with the maintenance procedures. Such procedures shall include the removal and

disposal of trash, food, glass, and other debris, such as gum, sunflower seeds and graffiti, that may pose a liability for the CITY and the ASSOCIATION, or other participants. The ASSOCIATION shall demonstrate a wholehearted effort to maintain a quality appearance of assigned fields before and after use. The CITY will conduct continuous inspections of fields, parking lots, restrooms and snack bars and will document all maintenance problems, safety concerns, liabilities and/or appearance problems. Such information will be shared with the ASSOCIATION and will be used to determine repairs needed as a result of use by the ASSOCIATION. All recorded information will affect current or future field use. ASSOCIATION is responsible for the cost of all damage and repairs of facility during the term of this AGREEMENT.

A facility inspection between CITY and ASSOCIATION will take place on the last Saturday before the end of each term of agreement. Facility must be turned back over to CITY in the same or better condition than at the start of the AGREEMENT. In addition to light fees, and facility application and booking fees, ASSOCIATION will pay a maintenance fee each season which will not exceed \$2,500. CITY will furnish copies of all labor and material invoices to ASSOCIATION. All checks will need to be made payable to designated landscape contractor and paid by FEB.1st, 2017. Failure to make payment on time will result in permits not being issued the following season.

(A) **REST ROOMS** Rest rooms shall be monitored and kept clean, by the ASSOCIATION, including picking up trash, discouraging graffiti, monitoring toilet and faucet functions. Contracted cleaning services shall be provided for all restrooms by the CITY, with the ASSOCIATION reimbursing the CITY for all costs. Estimated cost for contracted cleaning services is \$2,533 annually with a CPI increase of no more than 5% per year. The City will invoice the ASSOCIATION annually, prior to the commencement of the season. Non-compliance will result in the loss of said facilities. Damage from vandalism and repairs to the restroom facilities are the responsibilities of the ASSOCIATION. Contact for restroom maintenance is with designated contractor.

(B) **KEYS** Keys to specific designated facilities, if needed, will be provided at execution of the AGREEMENT and are to be returned at the conclusion of the season. The ASSOCIATION will be responsible for all keys issued by the CITY and will designate, in writing, the names and phone numbers of ASSOCIATION members who shall hold the keys. If any keys are not returned or are lost the ASSOCIATION will be held responsible for the cost of re-keying the facility and/or replacement of keys or locks and shall provide the CITY a copy of all keys made for new locks. The ASSOCIATION shall provide the CITY a copy of keys for locks used by the ASSOCIATION on all CITY property. The ASSOCIATION shall not give copies of keys to unauthorized individuals, nor shall they loan their keys to unauthorized individuals. Prior consent from the CITY must be gained before additional keys may be given to new members of the ASSOCIATION.

(C) **PARKING** No parking of any kind will be allowed on CITY facilities, fields, or play area except for designated parking areas. Any vehicles on the CITY premises not designated as parking shall be for loading and unloading only for a period not to exceed 20 minutes. No vehicles are allowed on fields or play area without permission by CITY. Any and all damage caused by unauthorized entry will be charged to the ASSOCIATION.

(D) **IMPROVEMENTS/REPAIRS** Any facility improvements and or repairs shall require CITY approval prior to the start of any improvement or repairs. Joint efforts dictated by shared mutual agreements between groups will require price quote(s) for any and all work prior to contracting and work or any shared improvement. Should cost exceed quote, a change order of extra cost shall be provided to the CITY and mutually shared by each group prior to the extra work being done. Any and all work must be done in accordance with the CITY construction/maintenance practices with proper permits. Contractors shall obtain appropriate business licenses(s) and have the proper contractor's license to do said work. The CITY shall assist on obtaining any necessary CITY permits. All improvements and fixtures or structures become property of the CITY as soon as they are installed on City property. Shared group improvement and repairs will require a "Facility Improvement – Repair Agreement", (Exhibit "C").

(E) **EQUIPMENT** The ASSOCIATION is solely responsible for the maintenance plus any assembly/disassembly of equipment used by the ASSOCIATION for the purpose of conducting events or activities. CITY facilities are multi-functional, and the City will require, from time to time, that the ASSOCIATION remove their temporary structures and equipment for the facility to fulfill another purpose. This disassembly must be done in a timely fashion, according to the timeline set forth by the CITY. These items include, but are not limited to: scoreboards, storage containers, temporary buildings, tents, cabanas, banners and fencing. The ASSOCIATION will be responsible in maintaining the integrity of CITY assets for the duration of the contract.

(7) **FINANCIAL GUIDELINES.**

(A) Financial information of the ASSOCIATION is public information and should be made available, upon request, to any interested/concerned parties.

(B) Public Inquiries to the CITY from vendors, parents, or the concerned at large, concerning the operations of the ASSOCIATION must be in writing on a form provided by the CITY and will be forwarded to the ASSOCIATION'S President for consideration and action by the board at the monthly board meeting and must be as specified in the board meeting minutes. Action must be taken within 30 days of receiving the referral unless otherwise specified by the Director of Parks and Recreation.

(C) In a timeframe prescribed by the CITY, prior to the start of each respective season, outgoing President will meet and review Agreement with incoming/new President and CITY staff.

(D) In a timeframe prescribed by the CITY, prior to the start of each respective season, the appropriate ASSOCIATION Board Members are to meet with City Staff and the Parks and Recreation Commission to approve the AGREEMENT as written prior to signing by both the CITY and the ASSOCIATION.

(E) Reimbursement for the Financial Assistance in Recreation (F.A.I.R.) Program (Exhibit "D") offered by the CITY shall be submitted to the CITY by the last Tuesday of November of each year. ASSOCIATION must prove applicant was an active participant in the current season and supply verified family income at the time of processing. All applications must meet income guidelines and reimbursement will be at the discretion of the CITY and based on available funds and current submitted applications from all Youth Organizations. Reimbursements to ASSOCIATION are subject to approval by the CITY.

(8) **LIABILITY.** The ASSOCIATION shall indemnify and hold harmless the CITY and its respective elected and appointed officers, employees, agents and affiliates (collectively, "Indemnified Parties") from and against any and all damages or claims for damages to property or injuries to or death of any person or persons, including property and employees of the CITY, and shall indemnify and hold harmless the Indemnified Parties, for any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not limited to negligent acts or intentional tortuous acts, errors or omissions of the ASSOCIATION, its volunteers or sub-contractors, excepting only those claims, demands, or suits which are solely the result of the sole negligence or intentional acts of the CITY, its employees or officers. The ASSOCIATION shall promptly provide a defense to such claims or actions and shall promptly pay for all associated and resulting costs, damages, settlements, penalties, judgments, fees and expenses including attorney fees. The ASSOCIATION shall obtain and keep in full force and effect liability insurance in minimum amounts that are approved in writing by the Risk Manager of the City naming the City of Norco specifically as a additionally insured in order to carry out the provisions of this paragraph. Proof of such insurance shall be submitted to the Director of Parks and Recreation 60 days prior to the execution of this agreement. A copy of a current/in full force insurance voucher shall be forwarded to the Risk Manager by the Director of Parks and Recreation for his approval and thereafter the CITY will file the voucher with the City Clerk as proof of insurance.

(9) **INSURANCE.** The ASSOCIATION shall, during the term of the AGREEMENT take out and keep in effect the following policies of insurance:

Comprehensive General Liability to include coverage for personal injury and property damage in limit of \$1,000,000 CSL (Combined Single Limit). In addition, contractual and products liability is to be included with limits of \$1,000,000 combined single limit. Any and all deductibles are to be paid by ASSOCIATION. The City of Norco shall be specifically named as additionally insured on the policy. ASSOCIATION must provide an endorsement page showing City of Norco as additionally insured. Should any of the above described policies be canceled before the expiration date of the agreement, Association must submit a 30-day cancellation notice to the CITY by registered mail addressed to: The Director of Parks and Recreation, 2870 Clark Avenue, Norco CA 92860. An additional copy must also be mailed to the Risk Manager at 2870 Clark Avenue, Norco CA 92860. The ASSOCIATION shall also file the certificates of insurance with the Department of Parks and Recreation. The certificates shall comply with all the insurance requirements as stated earlier. "Split limit" may be substituted if the total per occurrence equals or exceeds the combined single limit amount. If at any time the ASSOCIATION fails to maintain the insurance requirements, any and all use of CITY facilities will cease until the proper requirements are met. Certificates of Insurance and Endorsements are mandatory.

(10) **SUBLETTING.** The ASSOCIATION shall not sub-contract, sub-lease, transfer, assign or in any manner convey any of the rights or privileges herein granted for use of authorized facilities to ASSOCIATION without the said consent of the Director of Parks and Recreation.

(11) **GUIDELINES OF PROCEDURES.** That the ASSOCIATION'S Board of Directors shall adopt and make available to its membership and the CITY, a "Guidelines of Procedures" and current By-Laws to be utilized by those seeking clarification or changes to the ASSOCIATION'S playing rules, regulations, By-Laws, Constitution, or Board decisions. These procedures shall be consistent with the ASSOCIATION'S Constitution, By-Laws, rules and regulations. Association shall provide the CITY with a copy of the above referenced documents at least 60 days prior to the execution of this agreement. The ASSOCIATION is to comply with all applicable provisions of the State of California Administrative Code governing non-profit corporations and with the Doctrine of Fairness.

(12) This AGREEMENT may be executed in counterparts, each of which is deemed to be an original. This AGREEMENT integrates all of the terms and conditions mentioned and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter. The provisions of the AGREEMENT shall be binding upon the parties and their respective successors in interest. Should any part of this AGREEMENT be considered invalid, or beyond the authority of either party, such decision shall not affect the validity of the remainder of this AGREEMENT, which shall continue in full force and effect. This AGREEMENT, upon execution shall be in force and

the City has authority to terminate such AGREEMENT, giving at least 48-hours' notice without cause of reason.

(13) **TERM** This AGREEMENT shall be executed beginning the 25th day of July, 2016, terminating the 15th day of December, 2016. Each party retains the right to terminate this AGREEMENT at their own discretion with a thirty (30) day advance written notification to the other party.

(14) **NOTICES.** Notices pursuant to this AGREEMENT shall be given as follows:

(a) Brian K. Petree,
Director of Parks, Recreation and Community Services
City of Norco
2870 Clark Ave.
Norco, CA 92860

(b) Tim Jackson, President
Norco Junior All-American Football
PO Box 173, Norco, Ca 92860

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed on the day and year first above written.

CITY OF NORCO, a Municipal Corporation

By _____
Brian K. Petree, Director Parks, Recreation and Community Services Department

I, as the authorized representative of the ASSOCIATION have read the above information and fully understand its contents and do agree to fulfill our respective obligation under this AGREEMENT until its termination date.

_____, President
Name: Tim Jackson
Norco Junior All-American Football
PO Box 173, Norco, CA 92860.
Non-Profit I.D. Number _____

CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Brian K. Petree, Director
Department of Parks, Recreation and Community Services

PREPARED BY: Peggy L. Calvert, Recreation Supervisor

DATE: May 9, 2016

SUBJECT: AYSO Youth Sports Facilities Agreement

MOTION TO: Approve the AYSO Youth Sports Facilities Agreement

BACKGROUND ANALYSIS: Each year the Youth Sports Facility Agreement and the Concession Agreement are reviewed for any necessary revisions before issuing permits for the use of fields for the youth sports organizations. Staff and the AYSO Commissioner Jen Conseco reviewed the documents on April 27, 2106.

The only addition to the Facilities Agreement is the following language:
Traditional season sports field requests take precedence over non-traditional season sports field requests on Page 3, Section 2.

The whole paragraph now reads:

The ASSOCIATION must submit all requested field and facility usage schedules no less than 90 days prior to the execution of this agreement. Such requests shall include, but are not limited to, schedules for special events, opening and closing ceremonies, practice times, registrations, and meetings. Traditional season sports field requests take precedence over non-traditional season sports field requests.

After Commission approval, staff will meet with AYSO and obtain their president's signature on the agreements which will bind them to the guidelines, terms and conditions in which they must fulfill and comply with in exchange for use of Wayne Makin/Shearer Sports Complex and other City of Norco sports facilities.

The details to the Agreement are specific to this organization and its purpose is that of a working tool. Staff will continue to evaluate the content and value of the Agreement each year as it pertains to NLL and their use at the above mentioned facilities.

Staff will be moving toward execution of the agreement on or before June 1, 2016.

YOUTH SPORTS ASSOCIATION AGREEMENT

This **AGREEMENT** made and entered into the 1st day of August, 2016 by and between the **City of Norco** (hereinafter referred to as "**CITY**") and American Youth Soccer Organization (hereinafter referred to as "**ASSOCIATION**".)

WITNESSETH

The parties hereto do agree as follows:

(1) **PERFORMANCE**. This agreement is made and entered into with respect to the following facts:

(A) That the ASSOCIATION proposes to render advantageous and desirable service to the CITY by and through its extensive sport and character building program primarily for children living within the boundaries of the City of Norco; and although it is not the intent of the CITY to exclude non-residents, the CITY expects the ASSOCIATION to put forward a whole hearted effort in recruiting Norco residents as a first priority. Such recruitment efforts will be monitored on an on-going basis by the CITY. Furthermore, Norco residents shall be given priority in registration procedures over non-residents.

(B) That it is the desire of the CITY to aid and assist said ASSOCIATION in the furtherance of its said program by granting the usage of CITY facilities based on availability and on strict and mandatory compliance by the ASSOCIATION with the language contained within this AGREEMENT. Non-compliance with any such language shall be grounds for the CITY to terminate this AGREEMENT and freeze the ASSOCIATION's usage of assigned facilities until such time as the CITY determines that compliance has been reestablished. Loss of said facility use will not be made up. All requested items noted in Exhibit "A" must be turned into the CITY no later than 30 days or as designated by the CITY prior to the signing of this Agreement for the purposes of review of such submittals by the CITY and approved by the Parks and Recreation Commission and the Sports Advisory Committee, if appropriate. The CITY will not execute this Agreement until all submittals have been received and approved.

(C) That, in order that the ASSOCIATION demonstrate to the CITY that it is competent, viable, and solvent, the ASSOCIATION shall meet in person with representatives of the CITY no less than thirty (30) days following the execution of this AGREEMENT, to present such items as identified in Exhibit "A." The AGREEMENT will be reviewed by the CITY no less than two (2) times during the Term of this AGREEMENT,

(D) That the ASSOCIATION is to manage, account and monitor program revenues and expenses so as to not operate its programs in a fiscal deficit.

(E) That the ASSOCIATION must submit and file the necessary forms and take the necessary steps to maintain recognition by the California Secretary of State's Office as a non-profit corporation while holding AGREEMENT with the CITY.

Proof of good standing, as a non-profit corporation shall be submitted to the CITY 30 days prior to execution of this AGREEMENT. The ASSOCIATION must also maintain good standing with all approving agencies listed in this AGREEMENT. The ASSOCIATION must also provide the Department of Parks and Recreation with its current Tax I.D. Number. Should the ASSOCIATION fail to comply, facility use will only be granted upon payment of fees set forth in the CITY Facility Fee Schedule.

(F) That the ASSOCIATION agrees to abide by the provisions and rules as stated in its ASSOCIATION by-laws and that the most current copy of by-laws are submitted to the Department of Parks, Recreation and Community Services Department each year 30 days prior to execution of this AGREEMENT.

(G) A schedule of all board meetings and meeting locations is to be submitted to the Department of Parks and Recreation 30 days prior to execution of the AGREEMENT. This schedule is to be posted by the ASSOCIATION at time of registration. All board meetings must be open to the membership, and be noticed no less than 72 hours in a designated area at Parks and Recreation and at the location of the primary facility. If a meeting is to be canceled, the CITY is to be notified no less than 48 hours prior to the meeting being canceled in case of an emergency.

(H) That the ASSOCIATION agrees to abide by the "Youth Organization Articles List" (Exhibit "A") which outlines specific due dates of documents and items to be accomplished by the ASSOCIATION. The CITY will not allocate field usage to the ASSOCIATION until all submittals have been received by the CITY.

(I) In accordance with the provision of the Americans with Disabilities Act of 1990, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied, the benefits of the services, programs, or activities of the Department of Parks and Recreation, the City of Norco, and affiliated organizations/associations, or be subjected to discrimination by these entities. (ADA Title II). The ASSOCIATION must provide "reasonable accommodation," as soon as it is feasible, or within 72 hours (whichever is less) from the time of written requests by the participating individual or parent in reference to the ASSOCIATION'S policies, programs, services or activities, and practices that are determined to be inconsistent with ADA requirements.

(J) The ASSOCIATION shall develop and present a copy to the City of a Grievance "Due Process" in the case of any grievance brought by any participant, parent or community member. ASSOCIATION'S Board is held responsible to follow said Due Process in resolving any grievance. The City has no role in the resolution of any grievance, but may penalize the Association if Due Process is not followed.

(2) **USE OF CITY FACILITIES.**

CITY policy regarding facility use, as set forth by the Director of Parks and Recreation, his/her designee and/or the City Council and/or the Parks and Recreation Commission, whether verbal or in writing, supersedes any ASSOCIATION by-law which may be in conflict with CITY policy or procedure.

The ASSOCIATION must submit all requested field and facility usage schedules no less than 90 days prior to the execution of this agreement. Such requests shall include, but not limited to, schedules for special events, opening and closing ceremonies,

practice times, registrations, and meetings. The proposed schedule cannot be changed without written notice to the CITY at minimal 48 hours before proposed change. Therefore, the CITY requires that the ASSOCIATION'S requests for facilities and events be submitted with accuracy as detailed in Exhibit "B". Requests by the ASSOCIATION will be filled depending upon availability of field time and fair use by other organizations as determined by the CITY. Submission of final practices and league games shall be submitted to the CITY two weeks prior to the opening day ceremonies. Requests for field lights shall be submitted at the same time as field and facility usage schedule requests. It is the responsibility of the ASSOCIATION to notify CITY of light schedule changes 48 hours prior to light schedule changes. In emergency after-hour situations, ASSOCIATION must contact on-duty CITY staff by calling (951) 545-0989 to notify a Field Maintenance Worker that lights are not to be turned on or are no longer needed (due to cancellations or early dismissal). Failure to notify CITY of non-use and unnecessary burning of lights will result in action by CITY. First offense will result in a courtesy phone call reminder of ASSOCIATION'S responsibility. In case of a second offense, CITY will issue a written warning. At a third offense, ASSOCIATION will be billed for the full burden of light use and labor to turn off lights. The CITY will entertain any additional requests for field and facility usage on a case by case issue.

(A) Association must adhere to the following Municipal Code when requesting facility hours:

Section 9.04.030 Curfew hours:

It is unlawful for any minor under the age of eighteen to loiter, about or upon the public streets, avenues, alleys, parks, playgrounds or other public grounds, public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the following periods of time:

(a) Between the hours of ten p.m. and six a.m. of the following day for minors fourteen years of age or younger;

(b) Between the hours of eleven p.m. and six a.m. of the following day for minors either fifteen or sixteen year of age;

(c) Between the hours of twelve midnight and six a.m. of the following day for minors seventeen years of age.

(B) Association must adhere to the following Municipal Code when using any facility:

Section 9.90.030 Prohibitions:

Smoking is prohibited in all areas of all public parks. In the case of the George Ingalls Equestrian Event Center, smoking is prohibited in the bleachers, and any other areas that may be identified by the Director of Parks and Recreation, and posted as a "No Smoking" area.

(3) **LIGHT FEES.** For the 2016-2017 calendar years, light fees will be charged to the Association and collected by the City for all regular traditional, usage at 100% of the

direct cost. Light fees will be based on total hourly usage from light fee schedule multiplied by \$8 per hour. Cost per hour may adjust due to utility rate increases.

(4) **Field Allocation**. Allocation of City field time to the ASSOCIATION shall be based on criteria identified by City of Norco Resolution No. 2010-59, as a "Special Consideration Group". Field use shall be based upon the ASSOCIATION'S needs and availability as determined by the City. Priority for field use is set by the City and with precedence given to City of Norco program's first and honoring the traditional AYSO 37 season (August through December). All other field use time is based upon availability and approval of the City.

(5) **TRAINING AND SUPERVISION**. That the ASSOCIATION shall be responsible for the training, equipping and supervising of all personnel in its program including all activities related to practice, league games and tournaments at the practice/play area. The CITY requires that all ASSOCIATION coaches be certified and/or receive complete extensive training by legitimate training services in coaching techniques. Copies of Proof of Training and/or Certification for ASSOCIATION coaches shall be submitted to the CITY 30 days prior to the execution of this AGREEMENT. The CITY will require that the ASSOCIATION perform Megan's Law background checks and/or fingerprint any and all ASSOCIATION Board Members, coaches, managers, assistants, umpires, referees and other volunteers providing direct services to the youth involved in the program. Fingerprinting services are provided by the State of California, Department of Justice to non-profit organizations at no cost.

(A) **CONDUCT**

The ASSOCIATION shall permit no smoking, no alcohol, intoxicated/or disruptive person(s), profane or indecent language, or annoying boisterous or loud conduct in or about the facilities being used. It is also the responsibility of the ASSOCIATION to notify parents and spectators of CITY ordinances and policies regarding the prohibition of smoking and alcoholic beverages at CITY parks, and other proper conduct. The CITY will provide copies of such ordinances and policies for duplication by the ASSOCIATION. The CITY will expect that this information be made available through information packets provided to parents during registration and posting such information in appropriate and accessible locations. CITY staff will be responsible for documenting any and all incidents involving alcoholic beverages at park sites and facilities. Such documentation will be used to evaluate and determine the granting of field time for the ASSOCIATION in current or subsequent years.

(B) **BLOOD RULE**

A player, coach, or official, who is bleeding, or has an open wound, or has blood on his body or clothing, shall be prohibited from participating further in the game, until appropriate treatment has been administered. If first aid is required for a player, the player must be immediately removed from the game, unless treatment can be administered in a reasonable amount of time. A player, coach, or official will not be allowed to participate unless: (1) All bleeding has stopped; (2) Any exposed cut/scrape, which has bled, is completely covered; (3) Bloody clothing shall be cleaned with

Hydrogen Peroxide. The ASSOCIATION is required to have on hand an individual who is certified in FIRST AID and CPR at all games and must also make available a first aid kit at a centrally located place, such as the concession stand or snack bar.

(6) **MAINTENANCE OF FACILITIES.** The CITY shall maintain the CITY facilities to the best of the CITY'S ability for optimum play. It is the responsibility of the ASSOCIATION to prepare fields for practice or play in accordance with acceptable preparation practices following professional and/or institutional guidelines of their organization. All lines used for practices and/or game play may be chalked or painted on the turf and infield areas. The paint used must be of the type specifically designed for sports turf use. Other substances used such as diesel fuel, grass killer etc., which will damage or destroy turf areas are prohibited. The ASSOCIATION shall assist the CITY by clearing the play and/or practice area at CITY facilities and its surrounding areas of all trash and debris before and after each game or practice and shall assist with the maintenance procedures. Such procedures shall include the removal and disposal of trash, food, glass, and other debris, such as gum and graffiti, that may pose a liability for the CITY and the ASSOCIATION, or other participants. The ASSOCIATION shall demonstrate a wholehearted effort to maintain a quality appearance of assigned fields before and after use. The CITY will conduct continuous inspections of field space and will document any maintenance, safety concerns, liabilities and/or appearance problems. Such information will be shared with the ASSOCIATION and be used to determine repairs needed as a result of use by the ASSOCIATION. All recorded information will affect current or future field use, ASSOCIATION is responsible for the cost of all damage and repairs of facility during the term of this AGREEMENT.

A facility inspection between CITY and ASSOCIATION will take place on the last Saturday before the end of each term of agreement. Facility must be turned back over to CITY in the same or better condition than at the start of the AGREEMENT. In addition to light fees and facility application and booking fees, ASSOCIATION will pay a field maintenance fee each season. A field assessment will be conducted by designated landscape contractor at the end of May 2016 which will determine necessary maintenance and repair of fields. ASSOCIATION will pay 100% of this maintenance fee. Payment should be made to designated landscape contractor.

(A) **RESTROOMS** Portable restrooms shall be provided by ASSOCIATION throughout term of agreement and shall be maintained by ASSOCIATION. Payment to contractor is the sole responsibility of ASSOCIATION for services rendered. Permanent restrooms shall be monitored and kept clean by the ASSOCIATION including picking up trash, discouraging graffiti, monitoring toilet and faucet functions. Contracted cleaning services shall be provided for all restrooms by the CITY, with the ASSOCIATION reimbursing the CITY for all cost. Estimated cost for the contracted cleaning services is \$2413 annually with a CPI increase of no more than 5% per year. The City will invoice the ASSOCIATION annually, prior to the commencement of the season. Non-compliance will result in the loss of said facilities. Damage from vandalism and repairs are the responsibilities of the ASSOCIATION. Contact for restroom maintenance is the City of Norco designated landscape contractor.

(B) **KEYS** Keys to specific designated facilities, if needed, will be provided at execution of the AGREEMENT and are to be returned at the conclusion of the season. The ASSOCIATION will be responsible for all keys issued by the CITY and

will designate, in writing, the names and phone numbers of ASSOCIATION members who shall hold the keys. If any keys are not returned or are lost, the ASSOCIATION will be held responsible for the cost of re-keying the facility and/or replacement of keys or locks and shall provide to the CITY a copy of all keys made for new locks. The ASSOCIATION shall provide to the CITY a copy of keys for locks used by the ASSOCIATION on all CITY property. The ASSOCIATION shall not give copies of keys to unauthorized individuals, nor shall they loan their keys to unauthorized individuals. Prior consent from the CITY must be gained before additional keys may be given to new members of the ASSOCIATION.

(C) **PARKING** No parking of any kind will be allowed on CITY facilities, fields, or play area except for designated parking areas. Any vehicles on the CITY premises not designated as parking shall be for loading and unloading purposes only for a period not to exceed 20 minutes. No vehicles are allowed on fields or play area without permission by CITY. Any and all damage caused by unauthorized entry will be charged to the ASSOCIATION.

(D) **IMPROVEMENTS/REPAIRS** Any facility improvements and or repairs shall require CITY approval prior to start of any improvement or repairs. Joint efforts dictated by shared mutual agreements between groups will require price quote(s) for any and all work prior to contracting and work or any shared improvement. Should cost exceed quote, a change order of extra cost shall be provided to the CITY and mutually shared by each group prior to the extra work being done. Any and all work must be done in accordance with the CITY construction/maintenance practices with proper permits. Contractors shall obtain appropriate business licenses(s) and have the proper contractor's license to do said work. The CITY shall assist on obtaining any necessary CITY permits. All improvements and fixtures or structures become property of the CITY as soon as they are installed on City property. Shared group improvement and repairs will require a "Facility Improvement – Repair Agreement", (Exhibit "C").

(E) **EQUIPMENT** The ASSOCIATION is solely responsible for the maintenance plus any assembly/disassembly of equipment used by the organization for the purpose of conducting events or activities. CITY facilities are multi-functional, and the City will require, from time to time, that the ASSOCIATION remove their temporary structures and equipment for the facility to fulfill another purpose. This disassembly must be done in a timely fashion, according to the timeline set forth by the CITY. These items include, but are not limited to: scoreboards, storage containers, temporary buildings, tents, cabanas and fencing. The ASSOCIATION will be responsible in maintaining the integrity of City assets for the duration of the contract.

(7) **FINANCIAL GUIDELINES.**

(A) Financial information of the ASSOCIATION is public information and should be made available, upon request, to any interested/concerned parties.

(B) Public Inquiries to the CITY from vendors, parents, or the concerned at large, concerning the operations of the ASSOCIATION must be in writing on a form provided by the CITY and will be forwarded to the ASSOCIATION'S President for consideration and action by the board at the monthly board meeting and must be as specified in the board meeting minutes. Action must be taken within 30 days of

receiving the referral unless otherwise specified by the Director of Parks and Recreation.

(C) In a timeframe prescribed by the CITY, prior to the start of each respective season, outgoing President will meet and review Agreement with incoming/new President and CITY staff.

(D) In a timeframe prescribed by the CITY, prior to the start of each respective season, the appropriate ASSOCIATION Board Members are to meet with City Staff and the Parks and Recreation Commission to approve the AGREEMENT as written prior to signing by both the CITY and the ASSOCIATION.

(E) Reimbursement for the Financial Assistance in Recreation (F.A.I.R.) Program (Exhibit "D") offered by the CITY shall be submitted to the CITY by the last Tuesday of November of each year. ASSOCIATION must prove applicant as an active participant in current season and supply verified income at the time of processing. All applications must meet income guidelines and reimbursement will be the discretion of the CITY and based on available funds and current submitted applications from all Youth Organizations. Reimbursements to ASSOCIATION are subject to approval by the CITY.

(8) **LIABILITY.** The ASSOCIATION shall indemnify and hold harmless the CITY and its respective elected and appointed officers, employees, agents and affiliates (collectively, "Indemnified Parties") from and against any and all damages or claims for damages to property or injuries to or death of any person or persons, including property and employees of the CITY, and shall indemnify and hold harmless the Indemnified Parties, for any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not limited to negligent acts or intentional tortuous acts, errors or omissions of the ASSOCIATION, its volunteers or sub-contractors, excepting only those claims, demands, or suits which are solely the result of the sole negligence or intentional acts of the CITY, its employees or officers. The ASSOCIATION shall promptly provide a defense to such claims or actions and shall promptly pay for all associated and resulting costs, damages, settlements, penalties, judgments, fees and expenses including attorney fees. The ASSOCIATION shall obtain and keep in full force and effect liability insurance in minimum amounts that are approved in writing by the Risk Manager of the City naming the City of Norco specifically as a additionally insured in order to carry out the provisions of this paragraph. Proof of such insurance shall be submitted to the Director of Parks and Recreation 60 days prior to the execution of this agreement. A copy of a current/in full force insurance voucher shall be forwarded to the Risk Manager by the Director of Parks and Recreation for his approval and thereafter filed with the Department of Parks, Recreation and Community Services as proof of insurance.

(9) **INSURANCE.** The ASSOCIATION shall during the term of the AGREEMENT take out and keep in effect the following policies of insurance:

Comprehensive General Liability to include coverage for personal injury and property damage in limit of \$1,000,000 CSL (Combined Single Limit). In addition, contractual and products liability is to be included with limits of \$1,000,000 combined single limit.

Any and all deductibles are to be paid by ASSOCIATION. The City of Norco shall be specifically named as additionally insured on the policy. ASSOCIATION must provide an endorsement page showing City of Norco as additionally insured. Should any of the above described policies be canceled before the expiration date of the agreement, ASSOCIATION must submit a 30-day cancellation notice to the CITY by registered mail addressed to: The Director of Parks and Recreation, 2870 Clark Avenue, Norco CA 92860. An additional copy must also be mailed to the Risk Manager at 2870 Clark Avenue, Norco CA 92860. The ASSOCIATION shall also file the certificates of insurance with the Department of Parks and Recreation. The certificates shall comply with all the insurance requirements as stated earlier. "Split limit" may be substituted if the total per occurrence equals or exceeds the combined single limit amount. If at any time the ASSOCIATION fails to maintain the insurance requirements, any and all use of CITY facilities will cease until the proper requirements are met. Certificates of Insurance and Endorsements are mandatory.

(10) **SUBLETTING.** The ASSOCIATION shall not sub-contract, sub-lease, transfer, assign or in any manner convey any of the rights or privileges herein granted for use of authorized facilities to ASSOCIATION without the said consent of the Director of Parks and Recreation.

(11) **GUIDELINES OF PROCEDURES.** That the ASSOCIATION'S Board of Directors shall adopt and make available to its membership and the CITY, a "Guidelines of Procedures" and current By-Laws to be utilized by those seeking clarification or changes to the ASSOCIATION'S playing rules, regulations, By-Laws, Constitution, or Board decisions. These procedures shall be consistent with the ASSOCIATION'S Constitution, By-Laws, rules and regulations. ASSOCIATION shall provide the CITY with a copy of the above referenced documents at least 60 days prior to the execution of this agreement. The ASSOCIATION is to comply with all applicable provisions of the State of California Administrative Code governing non-profit corporations and with the Doctrine of Fairness.

(12) This AGREEMENT may be executed in counterparts, each of which is deemed to be an original. This AGREEMENT integrates all of the terms and conditions mentioned and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter. The provisions of the AGREEMENT shall be binding upon the parties and their respective successors in interest. Should any part of this AGREEMENT be considered invalid, or beyond the authority of either party, such decision shall not affect this validity of the remainder of this AGREEMENT, which shall continue in full force and effect. This AGREEMENT, upon execution shall be in force and the City has authority to terminate such AGREEMENT, giving at least 48 hours' notice without cause of reason.

(13) **TERM.** This AGREEMENT shall be executed beginning the 1st day of August, 2016, terminating the 23rd day of May, 2017. Each party retains the right to

terminate this AGREEMENT at their own discretion with a thirty (30) day advance written notification to the other party.

(14) **Notices.** Notices pursuant to this AGREEMENT shall be given as follows:

(a) _____
Brian K. Petree, Director
Parks, Recreation and Community Services Department
2870 Clark Ave.
Norco, CA 92860

(b) _____
Jen Canseco, Commissioner
AYSO
330 S. Maple Street, Ste. A
Corona, CA 92880

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed on the day and year first above written.

CITY OF NORCO, a Municipal Corporation

By _____

Brian K. Petree, Director Parks, Recreation and Community Services Department

I, as the authorized representative of the ASSOCIATION have read the above information and fully understand its contents and do agree to fulfill our respective obligation under this AGREEMENT until its termination date.

_____, Commissioner

Name: Jen Canseco, Commissioner

American Youth Soccer Organization

Non-Profit I.D. Number _____

Exhibit "A"
YOUTH ORGANIZATION ARTICLES LIST
2016-2017 Season AYSO

Item	Date Due	Date Received	Signature
Youth Sports Association Agreement	(30 days prior to execution of Agreement) 07/1/16		
Program Budget	(30 days prior to execution of Agreement) 07/1/16		
Proof of Good Standing with Secretary of State	(30 days prior to execution of Agreement) 07/1/16		
Current Non-Profit Tax I.D. Number	30 days prior to execution of Agreement) 07/1/16		
Association By-Laws	(30 days prior to execution of Agreement) 07/1/16		
Schedule of Board Meetings/Locations	(30 days prior to execution of Agreement) 07/1/16		
Requested Field and Facility Usage Schedules	(3 months prior to execution of Agreement) 05/15/16 (Final schedule submitted 2 weeks prior to execution of Agreement) 07/16/16		
Board of Directors Roster	(30 days prior to execution of Agreement) 07/1/16		
Complete League Participant Rosters	After close of registration yet before Opening Day. 07/21/16		
Proof of Training and Certification	(30 days prior to Opening Day) 07/1/16		
Copy of Ordinances Provided to Association	(16 days prior to Opening Day) 07/16/16		
Work Orders Provided to Association	(16 days prior to Opening Day) 07/16/16		
Key Check-out Sheet	(16 days prior to Opening Day) 07/16/16		
Copy of Association Keys on City property	(16 days prior to Opening Day) 07/16/16		
Facility Improvement – Repair Agreement Provided to Association	(16 days prior to Opening Day) 07/16/16		

Public Inquiry Forms Provided to Association	(16 days prior to Opening Day) 07/16/16		
Association Insurance Policy	(60 days prior to execution of Agreement) 6/1/16		
Association Guidelines and Procedures	(60 days prior to Opening Day) 06/1/16		
Copy of Grievance "Due Process" Procedure	(30 days prior to execution of Agreement) 07/1/16		
Concession Stand Agreement	(30 days prior to opening of concession stand) N/A	N/A	
Copy of Health Department permit	(7 days prior to opening of concession stand) N/A	N/A	
Pest Control Service	Before End of season Facility Walk-through-N/A	N/A	
Ansul System Service	Before End of season Facility Walk-through-N/A	N/A	
Field Walk-through	(Saturday after close of season)		

Sample Spread Sheet for field reservation

Day	Start Date	Start Time	End Date	End Time	Complex	Facility	Function	Lights	Time of Lights	Special Needs
							Exhibit "B"			
M	1/28/2013	3pm	1/28/2013	7pm	Clark Field	Baseball Field	NLL/Youth Sports	Y or N	Dusk to 8pm	
						W-M	Field 1			
						Comm Center	Baseball Field			Elect Outlet
						W-M	Field 4		NGSL/Youth Sports	
						Shearer	Field 1		AYSO/Youth Sports	

"Exhibit C"
City of Norco
Department of Parks, Recreation and Community Services

FACILITY IMPROVEMENT/REPAIR AGREEMENT

_____ and _____ agree to share expenses to complete the following project: _____ at _____

Both parties agree to the following provisions:

- _____ agrees to obtain a price quote for any and all work and will share the project's cost proposal prior to contracting any work. The number of price quotes required for this project will be from _____ different sources.
- The project cost(s) are anticipated to be \$_____.
- _____ agrees to pay _____% of the project cost.
_____ agrees to pay _____% of the project cost.
- _____ (group having the work performed) will notify the City and the co-payer organization if the costs of the project will exceed more that _____% of the anticipated cost.
- _____ will have the work performed in a timely fashion, so as not to interfere with any other permit holder's program. Work will be completed by _____ day of _____, 20____.
- Any and all work must be done in accordance with the City of Norco construction/maintenance practices, i.e. obtaining appropriate business license(s), building permits, etc.
- The Parks, Recreation & Community Services Department will assist in obtaining any necessary City permits at no or reduced cost.
- Both parties agree that any and all permanent fixtures or structures become property of the City of Norco.

We agree to the above stated provisions and have received Board of Directors approval from our respective organizations.

Name(Print)	Signature	Organization Title	Date
Name(Print)	Signature	Organization Title	Date
Name(Print)	Signature	City Title	Date

F.A.I.R. Program Financial Assistance in Recreation

Through generous donations from various community groups, the City of Norco Parks, Recreation and Community Services Department is able to offer short-term financial aid to families who need assistance paying for youth recreational sports programs. These funds will be distributed to the organizations offering recreational opportunities in sports to help offset costs for youth who otherwise may be excluded from participating.

2016 ANNUAL INCOME GUIDELINES*

<u>Household Size</u>	<u>Maximum Gross Income</u>	<u>Household Size</u>	<u>Maximum Gross Income</u>
1	\$21,257	5	\$51,005
2	\$28,694	6	\$58,442
3	\$36,131	7	\$65,879
4	\$43,568	8	\$73,316

AGE

Maximum age of participant is 17 years.

SELECTION PROCESS

At the conclusion of the application period, the selection committee will identify those individuals who meet the criteria for funding assistance and select those applicants who meet the most criteria. The criteria are:

- i. Applicants must be Norco residents.
- ii. Applicants must meet income guidelines (submit copy of verified income w/application).
- iii. Application form completed.
- iv. Able to make partial payment.
- v. Participant has never received previous FAIR funding.

All assistance is subject to available funds. Those individuals receiving FAIR funding will be given a voucher to provide to the Youth Sports organization at the time of registration. The Youth Sports organization, in turn will invoice the City of Norco Parks, Recreation & Community Services Department.

APPLICATION DEADLINE:

Applications must be submitted to City of Norco Parks & Recreation office, 2870 Clark Avenue. Determinations will be made in November of the same calendar year for reimbursement based on the level of available funding.

All decisions by the City of Norco Parks, Recreation and Community Services Department concerning the program, eligibility and funding issues are final.

*Based on Federal Levels x 185%

For more information, please call (951) 270-5632.



CITY OF NORCO
DEPARTMENT OF PARKS, RECREATION AND COMMUNITY SERVICES

F.A.I.R. Application

"Creating community through people, parks and programs!"

Date: _____

Please check one of the following activities:

Note: Maximum amount of \$200 per eligible family per calendar year.

Season: _____

- Basketball (P & R)
- T-Ball (P & R)
- Norco Little League (NLL)
- Norco Girls Softball (NGSL)
- Soccer (AYSO)
- Junior All-American Football (JAAF)

Applicant (Child) Name: _____ Birthdate _____ Age: _____

Address: _____ City _____ Zip Code _____

Parent/Guardian Name: _____

Home Phone: _____ Work Phone: _____

Email: _____ # in household: _____

Father/Guardian Employer: _____ Annual Income: _____

Mother/Guardian Employer: _____ Annual Income: _____

Combined Annual Income: _____ Other Household Income: _____

Are you able to pay \$50 of the program registration fees? Amount: \$ _____

Has your child received F.A.I.R. funding for programs prior to this application? Yes _____ No _____

Please submit this application with a copy of your most recent income tax return to the City of Norco Parks, Recreation and Community Services Department office at 2870 Clark Avenue. Applications must be submitted within the timeframe set forth on the reverse side of this application.

All decisions by the City of Norco Parks, Recreation and Community Services Department concerning the program, eligibility and funding issues are final.

Signature - Parent/Guardian

Date

Signature - League Representative

Date