



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS-2820 CLARK AVENUE
SEPTEMBER 13, 2010

1. CALL TO ORDER: Chair Hallam at 6:35 p.m.
2. ROLL CALL
Chair Hallam, Commissioners
Adams, Holder, Wagner

Absent: Commissioner Boyle,

Staff: Director Petree
Superintendent Anglin, Supervisor
Calvert, Executive Secretary
Shepard
3. PLEDGE OF ALLEGIANCE Commissioner Holder
4. PRESENTATION/S
A. None
5. PUBLIC COMMENTS: **NONE**
6. **ACTION ITEMS**
A. None
7. **COMMITTEE REPORTS**
A. Facility Use Policy Draft – Director Petree stated the City Manager created the Facility Use Policy and Fees Sub-Committee to review the current facility use policy and fees. The Committee took a two-step approach with the first step being a meeting with local non-profit equestrian clubs who are currently classified as Group II (local non-profit club) users with a subsidized rate. From the meetings, strategies were developed that increase the current rate by 30% each year or until all direct costs are recovered. The local horse clubs proposed a joint venture concept, whereby they would work together to raise funds for the balance of the cost reducing the subsidy by the City and alleviating the necessity to raise costs to their members. All the local equestrian clubs were in agreement with the fee increase and raising the balance of funds necessary to reduce the City subsidy.

The Committee's second step was to review current fees and policy and find the most effective way to bridge the gap that is subsidized by the General

Fund while accommodating residents, businesses and those special consideration organizations/events which have had a historical and widespread community involvement with reduced or waived fees. It was recommended that residents and local businesses receive a 10% discount from the full fee with the exception of Nellie Weaver Hall in which case residents would receive a 25% discount. The Special Consideration Groups will continue to be subsidized with reduced or waived fees as outlined in their individual lease agreements or permits. The Committee also agreed that the policy be organized in a manner that makes it easier for clients to read and understand.

The Sub-Committee will be meeting one last time to review the final product before going to City Council on October 6, 2010.

Chair Hallam questioned the statement under Application Procedures referring the George Ingalls Equestrian Event Center possibly going into an agreement with an outside company for operations management. Director Petree stated that this would be a topic that will be coming up for discussion during City Council Study Sessions that are scheduled for October. Discussion on this topic continued.

M/S Hallam/Holder to accept 7A
AYES: Adams, Hallam, Holder, Wagner
NOES: None
ABSENT: Boyle

8. **CONSENT CALENDAR**

APPROVAL OF MINUTES – August 9, 2010

DEPARTMENT OPERATIONS REPORT – ITEMS 9.1. – 9.23

9. **COMMISSION INFORMATION**

CITY COUNCIL APPROVAL ITEMS

A. None

END OF CONSENT CALENDAR

M/S Holder/Adams to approve Consent Calendar
AYES: Adams, Hallam, Holder
NOES: None
Abstain: Wagner
ABSENT: Boyle

10. **COMMISSION ONGOING BUSINESS**

- A. Ingalls Park – Director Petree stated the arena cover project is done with a few things to be completed regarding rain gutters. Once completed it will go to Council for Notice of Completion. The Ingalls Park Fencing Project will begin tomorrow and is being completed by Valley Cities/Gonzales Fencing. We are preparing a bid package for the completion of the second arena for the footings, lights, electrical and sound.
- B. Animal Shelter Expansion
- C. Silver Lakes – Will be on the agenda October 6, 2010 with all agreements being reviewed for approval.
- D. Ridge Ranch Park – Notice to Advertise will be done by the end of this week. Anticipating the Award of Contract to go to Council in November.
- E. U.N.L.O.A.D. Program
- F. Norco Hills Conservancy
- G. Lake Norconian Club Foundation

11. **DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS.**

12. **OTHER MATTERS**

- A. Cell Site Project Updates – Superintendent Anglin stated an effort to increase revenue to the General Fund and improve public facilities, staff has responded to requests from cell companies to use sites in Norco for Cell Site Towers and for placing equipment for WiFi access. We have identified the placement of cell sites at several locations consisting of Wayne Makin/Shearer Sports Complex, Parmenter Park and Ted Brooks Park. Cell site projects will be through Metro PCS, Clear Wireless LLC and T-Mobile. With the support from Commission and if all goes as planned, the annual revenue generated from these projects will be \$75,576 during the abatement period of the Metro PCS project at Ted Brooks Park and \$81,576 thereafter.
- B. Army Corp of Engineers Arundo Removal Project – Director Petree updated the Commission on the resident that caused an incident that occurred at the project site. As a result of the incident, there was a week long break in the progress of the project as the Contractors re-evaluated the risk management with the heavy volume of horse riding activity in the vicinity. It was determined that if there is another occurrence the sheriffs will be notified and arrests will be made if necessary. However, they want to work with the equestrians to allow them to enjoy the trails as long as they stay on the trails and avoid the work zones. Staff will be working on an Out Reach Grant that will allow permission to be on the property in the Riverbed which is currently leased by the Riverside County Parks and Open Space. We hope to coordinate a volunteer group to work with the Army Corp of Engineers with the replanting aspect of this project. Director Petree stated the volunteers have been very helpful with keeping the equestrian community informed of the project progress as well as helping the Army Corp of Engineers by providing them with a GPS map of the trail locations.

ADJOURNMENT

M/S Holder/Wagner to adjourn at 7:15 p.m. to the Commission meeting on Monday, October 11, 2010, at 6:30 p.m.

AYES: Adams, Hallam, Holder, Wagner

NOES: None

ABSENT: Boyle

Robin Shepard, Executive Secretary

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