



**AGENDA**  
**CITY OF NORCO**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
**CITY COUNCIL CHAMBERS-2820 CLARK AVENUE**  
**September 9, 2013**

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1. **CALL TO ORDER: 6:30 PM**

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.

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PRESENTATION/S**

A. Concerts in the Park and National Day of the American Cowboy

5. **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.

6. **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 – April 8, 2013**

E.. **CITY COUNCIL APPROVAL ITEMS**

1) Agenda Item 1.E. Acceptance of a Donation from the American Youth Soccer Organization (AYSO) Region 37 in the Amount of \$5,860 and Approval of a Resolution to Amend the FY 2014 General Fund Budget. **Recommended Action: Accept the donation from the AYSO Region 37 in the amount of \$5,860 and adopt Resolution No. 2013-56, amending the FY 2014 General Fund Budget. (Director of Parks, Recreation & Community Services)**

2) Agenda Item 4.A. Approval of Wild Animal Permit NWAP 2013-01, Trevor Santochi, 3925 Mt. Shasta, Norco, California. **Recommended**

**Action: Approve Wild Animal Permit NWAP 2013-01 for an Artic Gyrfalcon. (Director of Parks, Recreation & Community Services)**

**END OF CONSENT CALENDAR**

7. **DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS**
8. **DIRECTOR ACTION ITEMS**
  - A. Sub-Committee Assignments
9. **DEPARTMENT REPORTS**
  - A. Department Operations Report Recreation and Community Services
  - B. Department Operations Report Parks and Building Maintenance
  - C. Department Operations Report George Ingalls Equestrian Event Center
9. **COMMISSION ACTION ITEMS**
  - A. None
10. **COMMITTEE REPORTS**
  - A. Senior and Human Service Programs Committee
    - I. Senior and Human Service Programs Update - Supervisor Calvert
    - II. Senior Utility Subsidy Program Discussion-Superintendent Anglin
  - B. Special Events Update – Superintendent Anglin, Sub-Committee Member Kahan and Sub-Committee Member Holder
  - C. The George Ingalls Veterans Memorial Plaza Update - Director Petree and Sub-Committee Member Kahan
  - D. U.N.L.O.A.D. Program Update - Supervisor Calvert
11. **COMMISSION ONGOING BUSINESS**
  - A. Ingalls Park Improvements – Supervisor Koke
  - B. Corydon Staging Area Improvements – Supervisor Koke
  - C. Silverlakes – Director Petree

**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**

Parks and Recreation Commission Agenda

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September 9, 2013

**INSPECTION AT THE CITY CLERK'S COUNTER AT CITY HALL LOCATED AT 2870  
CLARK AVENUE**



**MINUTES**  
**CITY OF NORCO**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
**CITY COUNCIL CHAMBERS-2820 CLARK AVENUE**  
**July 22, 2013**

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1. CALL TO ORDER: Chair Holder at 6:34 p.m.
2. ROLL CALL  
Commissioners: Boyle, Gable, Hallam, Holder, Kahan  
  
Staff:  
Director Petree,  
Superintendent Anglin  
Supervisor Calvert,  
Executive Secretary Shepard
3. PLEDGE OF ALLEGIANCE Richard Boyle
4. **PRESENTATION/S**
  - A. Introduction of new Parks and Recreation Commissioner Jennifer Gable - Director Petree introduced Jennifer and explained that she is involved with the equestrian way of life at Disneyland. He welcomed her and stated that we are looking forward to working together over the next four years. Commissioner Gable stated that she is excited to be on Commission and has been living in Norco the last four years and has been involved with horses for most of her life. Jennifer expressed her love for Norco and is looking forward to being involved.
  - B. Introduction of new Special Events/Volunteer Specialist John Starling - Superintendent Anglin explained that Theresa Guevara moved on to another company in her career field. John is an in-house candidate and we look forward to his energy and his skills. John thanked staff for the opportunity. Commissioner Kahan welcomed John and looks forward to his contributions.
5. **PUBLIC COMMENTS: NONE**
6. **CONSENT CALENDAR**
  - A. APPROVAL OF MINUTES – April 8, 2013

**END OF CONSENT CALENDAR**

**M/S Kahan/Hallam to approve the Consent Calendar**

**Ayes: Boyle, Holder, Kahan**

**Noes: None**

**Abstain: Gable**

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

**8. DIRECTOR ACTION ITEMS**

A. Sub-Committee Assignments – Director Petree stated that every year we select Commissioners to assist staff with various responsibilities in the department. If a Commissioner does choose not to be a part of a sub-committee, it is ok. Director Petree asked each Commissioner to review the current list of committees and inform him by email of the committees they would like to be involved with. Director Petree discussed each of the sub-committees.

**9. COMMISSION ACTION ITEMS: NONE**

**10. COMMITTEE REPORTS**

A. Senior and Human Service Programs Committee

I. Senior and Human Service Programs Update - Supervisor Calvert Congregate lunches – Supervisor Calvert stated that due to Federal Sequestration cuts, there is a large impact to the Riverside County Office on Aging. However, due to various new contributions, the impact of the cuts to the City of Norco is minimal. The Office on Aging is expecting to provide the same level of service/meals that have been recently provided. The Sr Center is feeding 12 – 26 seniors per day which is down from 31 in the beginning of the year. Cooling Centers – On days that exceed 97 degrees, the Sr Center is open for seniors to spend the day in an air conditioned facility. The Cool Centers are posted on-line. Party Parners – was awarded \$25,000. Staff is developing capacity building activities and looking to market the program more aggressive than in the past.

B. Youth and Adult Sports Programs Committee

I. Youth Sports Advisory Committee Update - Supervisor Calvert, stated summarized the Staff Report that was provided to Commission.

C. Special Events – Superintendent Anglin, Sub-Committee Member Kahan and Sub-Committee Member Holder

I. 4<sup>th</sup> of July Mayor's Trail Ride and Picnic in the Park-Superintendent Anglin explained that it was an effort to get Norconians involved in the 4<sup>th</sup> of July since the Jamboree was canceled a number a years ago. There were approximately 50 riders on the Mayor's Trail Ride and approximately 300 individuals in the park for the picnic. Councilman Higgins was a large contributor this event.

II. Concerts/Movie in the Park – the average attendance for these concerts has been about 300 in the park. The next concert is Aug 22 and it will be classic rock. The last concert of the season will also include a movie in the park once the concert is over.

- III. National Day of the American Cowboy- is this weekend. This year is expanded with overnight camping on Saturday night. Registration for contestants begins at 8 am. The grand entry celebration will honor the pony express riders. Superintendent Anglin reviewed the schedule with Commission.
- IV. Parade of Lights-will is December 7<sup>th</sup> with the parade at 5pm and the festival beginning at 2pm. Events are not yet finalized.
- D. Marketing – Promotion of Assets and Program Services – Superintendent Anglin
  - I. Norco Area Chamber of Commerce Welcome Guide – Superintendent Anglin provided a draft Welcome Guide to Commission. She has been working with the City Manager and the Economic Development Specialist to create this guide to be provided by the Norco Chamber of Commerce. Chair Holder stated that she liked the guide and this type of guide was discussed by the Commission in the past.
- E. The George Ingalls Veterans Memorial Plaza Update - Director Petree and Sub-Committee Member Kahan- Director Petree stated that the engineering document has been finalized for the Circle of Honor bricks. The construction development committee met last week with Greg Newton taking the lead on that committee. Fifty percent of the construction documents have been completed. There are fundraisers planned to help with this construction including the USO dance and the gala.
  - I. Facebook and Website Update – Superintendent Anglin

## 11 STAFF REPORTS

- A. Department Operations Report – ITEMS 11.1. – 11. **Received and Filed**

## 11.COMMISSION ONGOING BUSINESS

- A. Ingalls Park Improvements – Walk thru was recently completed with the electrical engineer. Inspection was completed. Once as-builts are approved, Notice of Completion will be sent to Council. Next project will be installing sound in Clark Arena. SoCal sandbag is grading; there is quite a bit of improvement on the east pad. Grading should be done very early 2014. Once the final cuts are completed, there will be storm drain connections and other site work. A new tractor was delivered.
- B. Corydon Staging Area Improvements – Award of contract last Wednesday to Crown Construction. A preconstruction meeting is being set up. Restroom will be delivered early September. Trees have been planted with irrigation in place. Resident Bobbie Pope collected contributions and made a \$2,500 donation for a picnic shelter. NHA has donated a picnic table for the shelter. Improvements should be done by end of summer. Commissioner Kahan asked about whether or not there are enough funds for security cameras. Director Petree stated that some of the

improvements may curtail some of the vandalism. The facility will be secured every evening. If problems continue, security cameras may be an option.

- C. U.N.L.O.A.D. Program – Verbal update - Supervisor Calvert stated that program is on summer break and will reconvene when school returns.
- D. Ingalls Park Events Update – Patty Ireland, Facilities Coordinator – Round table logistics meeting with the Norco Mounted Posse Rodeo and the Norco Fair. Both organizations are committed and events are moving forward. Thursday Barrel nights are also running along smoothly.

- Silverlakes – RJ Brandes gave an update at the last City Council meeting. His finances were on hold during a divorce finalization which is one of the reasons he could not move forward on the project in the last year. His asset issues have been settled and he is optimistic to start the project very soon. Director Petree further explained the City loan to RJ Brandes and the monthly rent the City is receiving regularly. Mr. Brandes agreed to provide monthly updates to the City Council.

### 13. CITY COUNCIL APPROVAL ITEMS

Received and Filed

- A. Proposed Fourth of July Mayor's Community Equestrian Trail Ride and Picnic. **Recommended Action: Approve the concept of a Mayor's community equestrian trail ride followed by a picnic on the Fourth of July. APPROVED 5 – 0**
- Commissioner Hallam discussed a video that was shot in Norco about one year ago and mentioned that his son was a big part of the video. Director Petree stated that he heard about that the video was good and there was an intention to show it at Nellie Weaver Hall last year. However, there was a problem with some of the sponsor that needed to be worked out in a way that there needed to be separation of church and state.
- Commissioner Hallam mentioned that Cert training is starting Friday with the County and will be all three days. Director Petree stated that this is a program to teach volunteers how to be helpful in a disaster situation.

### ADJOURNMENT

**M/S Hallam/Kahan to adjourn at 8:09 p.m. to the Commission meeting on Monday, September 9, 2013 at 6:30 p.m.**

**AYES: Boyle, Gable, Hallam, Holder, Kahan**

**NOES: None**

**Absent:**



**Robin Shepard, Executive Secretary**

**PARKS, RECREATION AND COMMUNITY SERVICES  
PARKS AND RECREATION COMMISSION COMMITTEE MEMBERS**

**PARKS, BUILDINGS, FACILITY OPERATIONS/DEVELOPMENT COMMITTEE**

- ◆ Committee responsibilities cover capital improvements and park open space development projects. Provide feedback to Director during annual fee review. Meetings as needed.
  - **George Ingalls Equestrian Event Center**
    - A. Commissioner Holder
    - B. Commissioner Gable
    - C. Staff Members:
      - a. Brian Petree – Point of Contact 951.270.5632
      - b. Henk Koke
      - c. Patty Ireland
  - **Corydon Staging Area**
    - A. Commissioner Kahan
    - B. Commissioner Gable
    - C. Staff Members
      - a. Henk Koke - Point of Contact 951.310.7870
  - **Wayne Makin/Shearer Sports Complex**
    - A. Commissioner Boyle
    - B. Alternate - Commissioner Holder
    - C. Staff Members:
      - a. Brian Petree – Point of Contact 951.270.5632
      - b. Michelle Anglin
      - c. Henk Koke
      - d. Peggy Calvert
  - **George Ingalls Veterans Memorial**
    - A. Commissioner Kahan
    - B. Commissioner Hallam
    - C. Staff Members:
      - a. Brian Petree – Point of Contact 951.270.5632
      - b. Henk Koke

**YOUTH AND ADULT SPORTS PROGRAMS COMMITTEE**

- ◆ Committee responsibilities cover programming and facilitation issues related to adult sports and youth sports as well as mediation when needed. Meetings will be the first Tuesday of the month – quarterly.
  - A. Commissioner Boyle
  - B. Alternate – Commissioner Holder
  - C. Staff Members:
    - a. Michelle Anglin – Point of Contact 951.270.5629
    - b. Henk Koke
    - c. Peggy Calvert

**RECREATION AND LEISURE PROGRAMS**

- ◆ Committee responsibilities cover recreation and leisure programming issues related to adults and youth.
  - A. Commissioner Kahan
  - B. Commissioner Holder
  - C. Staff Members:
    - a. Michelle Anglin – Point of Contact 951.270.5629
    - b. Peggy Calvert
    - c. Chrystal Foster
    - d. John Starling

**SPECIAL EVENTS**

- ◆ Committee responsibilities cover special event issues related to community special events.
  - **Winter Festival and Parade of Lights**
    - A. Commissioner Holder
    - B. Commissioner Gable
    - C. Staff Members:
      - a. Michelle Anglin – Point of Contact 951.270.5629
      - b. John Starling
  - **National Day of the American Cowboy**
    - A. Commissioner Holder
    - B. Commissioner Hallam
    - C. Staff Members
      - a. Michelle Anglin – Point of Contact 951.270.5629
      - b. John Starling
  - **Concerts/Movie in the Park**
    - A. Commissioner Kahan
    - B. Commissioner Boyle
    - C. Staff Members
      - a. Michelle Anglin – Point of Contact 951.270.5629
      - b. John Starling

**SENIOR AND HUMAN SERVICES PROGRAM COMMITTEE**

- ◆ Committee responsibilities cover senior issues and will be a part of the Town Hall meetings held the third Wednesday quarterly at 12:30 p.m. Senior Star Advisory Committee Meeting will be the first Wednesday of each month at 11:00 a.m. The Party Partners Programs is held on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month at 6:00 p.m. – 8:30 p.m.
  - A. Commissioner Hallam
  - B. Commissioner Boyle (Party Partners)
  - C. Staff Members:
    - a. Peggy Calvert –Point of Contact 951.270.5646
    - b. Michelle Anglin

**VOLUNTEER COMMITTEE**

- ◆ Committee responsibilities cover issues related to Volunteerism for the City of Norco.
  - A. Commissioner Holder
  - B. Commissioner Kahan
  - C. Staff Members:
    - a. Michelle Anglin – Point of Contact 951.270.5629
    - b. John Starling

**SPECIAL ASSIGNMENT COMMITTEES**

**COMBAT ALCOHOL AND DRUG PROBLEMS COMMITTEE - UNLOAD**

- ◆ Committee responsibilities cover issues related to combating the use of alcohol and drugs. Monthly meetings on the 4<sup>th</sup> Monday at 5:00 p.m. (Dark summer)
  - A. Commissioner Hallam
  - B. Alternate: Commissioner Kahan
  - C. Staff Members:
    - a. Peggy Calvert – Point of Contact 951.270.5646
    - b. Chrystal Foster

**MARKETING – PROMOTION OF ASSETS AND PROGRAM SERVICES**

- A. Commissioner Holder
- B. Commissioner Kahan
- C. Staff Members:
  - a. Michelle Anglin – Point of Contact 951.270.5629
  - b. John Starling
  - c. Patty Ireland (Ingalls only)

# CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

FROM: Michelle Anglin, Superintendent  
Recreation and Community Services Division 

DATE: September 9, 2013

SUBJECT: Recreation and Community Services Department Operations Report

RECOMMENDATION: Receive and File

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

## **Division 730 – Recreation**

### **Youth Sports**

Registration for Youth Basketball began on September 3, 2013 and lasts thru October 10, 2013 for Pee Wee and Instructional and thru November 7, 2013 for Boys and Girls A, B and C Divisions. October 16, 2013 is the Pee Wee/Instructional Coaches Orientation.

Staff secured a sponsorship of \$5860 from AYSO for the replacement of 530 linear feet of trail fence along with chain link fence and gates at this sports complex. This generous contribution is an example of their continued support and partnership to help the City maintain its public assets.

### **Adult Sports**

The summer adult basketball Thursday night league ended August 29, 2013. A new adult basketball league begins Thursday September 12, 6-11pm. This league is for adults, with divisions ranging from 35 and over to C and D for thirteen weeks, along with Open Division for sixteen weeks. Cost is \$350.00 per team, plus weekly referee fees.

Horsetown Showdown Adult Basketball Tournament! December 6, 7 and 8<sup>th</sup>, 2013 - Registration fees are \$120 per team, plus \$21.00 cash due prior to each game for ref fees. The registration deadline is Wednesday, November 27<sup>th</sup> by 3pm. Register at City of Norco Parks and Recreation office. Games start Friday December 6<sup>th</sup> (some teams) 6:30-10:30pm and continue on Saturday December 7<sup>th</sup> 8:00am- 10:00pm and Sunday December 8<sup>th</sup> 7:30am-1:00pm.

## **Division 731- Youth and Teen Programs**

### **Wee People Playschool**

The new fall session will be starting, Monday August, 26<sup>th</sup> 2013 for both Wee People Playschool and Wee Twos Play Days. Wee People Playschool begins teaching the alphabet with all the new participants. To help remember their letters they will make crafts for each letter; an alligator, a bumble bee, and cereal necklaces! Wee People Playschool will be closed, Monday, September 2, 2013 for Labor Day.

During the month of October, Wee People Playschool will be focusing letters E, F, G and Trick or Treat week. Children will make handprint elephants, a handprint fruit tree, and a paper towel giraffe. Children will be having a Halloween party on Monday, October 28<sup>th</sup>, and Tuesday, October 29<sup>th</sup> at 12pm.

#### Wee Twos and Wee Threes

As we begin a new session for the Wee Twos and Threes they will focus on learning the structure of the classroom, their colors and eventually begin to trace their names. The session dates are as follows: Wee Twos session #1 August 26<sup>th</sup> – September 20, 2013, Wee Twos session #2 September 23, 2013 – October 18, 2013, and Wee Twos session #3 October 21, 2013- November 15, 2013.

#### Summer Kidz Camp

Summer Camp was a huge success this year. Lead by the creative team of Chrystal Foster and John Starling, camp served a total of 271 children with many repeat participants. Summer excursions included trips to Scandia, Castel Park and The Cove and lots of great arts and crafts projects and activities including a sundae slip and slide along with an ice cream sundae party, water days with the homemade kiddie horse wash, Star Wars Jedi days which included dressing up for camp and doing Star Wars activities. During Olympic week they had their own Olympics activities.

#### Kidz Club

In September the participants in Kidz Club will work at neighborhood science, arts and crafts and of course playing games to stretch legs and to stay fit! Over the four weeks they will do activities such as shark clothes pins, Angry Bird bowling, paper airplanes and edible magic!

During October, activities will include: Toilet paper roll witches, paper plate spiders, tin can Frankenstein's, and milk jug ghosts, pumpkins decorated with paint, glitter, cloth, rhinestones and more! Happy Halloween! Sports and games will be part of the program as well.

#### TGIF! (Thank Goodness its Fitness!)

On Fridays, TGIF is the game of the day. Activities include circuits, ball balancing, Capture the Flag, and ball dribbling. The focus on Fridays is to move and groove! Staff plans games and activities that allow each participant to benefit with improved fitness.

#### Halloween Party

A Halloween Party is being planned for grades 6<sup>th</sup>-8<sup>th</sup>. This event will be held Saturday, October 26, 2013, 6pm-8pm at Riley Gym. The entry fee is \$5 per person. There will be a costume contest, games, raffles, prizes and music! No masks, weapons or fake blood allowed. Adult supervision will be on-site.

#### Division 735 – Senior Services

##### Activities

Advisory Board/S.T.A.R. Volunteers	Wed., September 4	11:30 a.m.	
Seniors and Pets Breakfast & Bingo	Sat., September 14	9am-12pm	\$3
<i>Breakfast 9 a.m. &amp; Bingo 11:00 a.m.</i>			
"Fall Fiesta" Luncheon	Thurs., September 19	12:00 p.m.	\$3 prepay

Advisory Board/S.T.A.R. Volunteers	Wed., October 2	11:30 a.m.	
Seniors and Pets Breakfast & Bingo	Sat., October 12	9am-12pm	\$3
<i>Breakfast 9 a.m. &amp; Bingo 11:00 a.m.</i>			
Ghosts and Goblin's Feast	Thurs., October 31	Noon	\$3 prepay
Congregate Lunch Daily,	Monday-Friday	11:20am.	
<i>\$3.00 donation requested, ages 60+, \$5.00 fee for anyone 50-59</i>			

**Excursions**

L A County Fair Excursion	Wed., September 18	11am	\$6
Mission Inn Tour and Shopping	Wed., September 25	10am	\$15
San Manuel Casino Excursion	Wed., October 9	9am	Free
Tom's Farm Excursion	Wed., October 23	10am	Free

**PARTY PARDNERS PROGRAM**

**Event Dates:**

"Heroes"	Friday, September 13 - 6:00 p.m.
"Backyard Family Night Picnic"	Friday, September 27 - 6:00 p.m.
"October Fest"	Friday, October 11 - 6:00 p.m.
"Monster Bash"	Friday, October 25 - 6:00 p.m.

# CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission  
FROM: Henk Koke, Supervisor  
Parks and Building Maintenance  
DATE: September 9, 2013  
SUBJECT: Department Operations Report Parks and Buildings  
RECOMMENDATION: Receive and File

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

## **Division 733- Parks Department**

The light replacement project at Wayne Makin/Shearer Sports Complex has been completed. All the poles have been replaced with new brackets holding the light. Nine old light fixtures were replaced and 3 lights were added to the parking area next to the fire station. Two extra security lights were added to the walk way between fields 2 and 6.

The Corydon Staging Area Restroom Project began August 19th. The restroom is scheduled to be delivered September 16<sup>th</sup>. The contractor is on schedule with the project.

Graffiti was removed from Scout House, Sundance Park, Norco Hills Park, and Neal Snipes Park.

## **Division 737 - Building Department.**

Continued routine maintenance with lights, air conditioning, electrical, plumbing and work order repairs/maintenance.

# CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commission

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

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

DATE: September 9, 2013

SUBJECT: Department Operations Report George Ingalls Equestrian Event Center

This memo serves as an update of special events at the GIEEC. Listed below are special events that were successfully presented July – August and events planned through January 2014. These events will take place in addition to the local horse shows and barrel racing events.

### **Past Successful Events:**

National Day of the American Cowboy – July 27<sup>th</sup>- 28<sup>th</sup>  
29<sup>th</sup> Annual Norco Mounted Posse Rodeo – August 23<sup>rd</sup>-25<sup>th</sup> –  
Norco Fair – August 29<sup>th</sup> – September 2<sup>nd</sup>

### **Listed are a few of the future special events scheduled.**

September 15<sup>th</sup> – Cancer Walk Fundraiser for Christmas 365 & BeAware Foundations  
Wounded Warriors 3 Day Team Roping – October 4<sup>th</sup> – 6<sup>th</sup> – Moreno & Clark Arena's  
Norco High School Gridiron Casino Night – October 5<sup>th</sup> – Nellie Weaver Hall  
Australian Cattle Dog National Specialty – October 7<sup>th</sup>- 11<sup>th</sup> – Each facility will be utilized  
Oktoberfest – October 19<sup>th</sup> – 20<sup>th</sup> - Nellie Weaver Hall & 4- H  
Ken McNabb Horsemanship Clinic- November 15<sup>th</sup> – 17<sup>th</sup> - First time at GIEEC  
Parade of Lights & Winter Festival – December 7<sup>th</sup> – Sixth Street & Nellie Weaver Hall  
South Region 4-H Horse Classic – January 18<sup>th</sup> – 20<sup>th</sup> – Arena level  
Sierra Empire Arabian horse show – January 24<sup>th</sup> – 26<sup>th</sup> – Arena Level with 250 stalls

Staff is aggressively seeking new special events for the GIEEC. The Pomona Fairplex is reorganizing and is reducing the amount of horse shows at their facility giving staff a great opportunity to reach out to their past patrons and introducing them to the GIEEC.

We are receiving inquiries and have book two large events that are new to our city. Our new clients have reserved multiple dates taking advantage of our new bundling fee program. These events are scheduled in January which is normally a slow month for reservations.

Staff is working on a hospitality package to solicit new clients and provide information to future perspectives and updating the website with information and photographs of the facilities.

In addition, Staff is currently working on the Facility Use Policy and will be working with Commission on the draft in the near future.

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

# 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, Supervisor  
Department of Parks, Recreation and Community Services

DATE: September 9, 2013

SUBJECT: Senior and Human Service Programs

RECOMMENDATION: Receive and File

## **Congregate Lunch Program**

Jeff Meyers of Riverside County Office on Aging updated staff with the most current information on the congregate meal program. Following Federal Guidelines the Office on Aging required all contract lunch providers to reassess all in home meal delivery clients during the first quarter, July-September 2013. This is supposed to take place quarterly to determine which clients have changed circumstances, including improved health, allowing that person to attend a congregate meal site, a family member or care giver in home to make a meal for the client, or other circumstances indicating that the client no longer needed home meal delivery. Because of this reassessment funds were reallocated to the congregate meal program, leaving the program \$6,000 short, instead of the last reported \$55,000.

Because the client numbers as well as funding seem to have stabilized, the Office on Aging and the food service contractors have decided to eliminate the nutritionally needy list of clients and return to a lunch reservation system. Clients at the Rose M. Eldridge Senior Center may call and make a reservation 24 hours ahead of time, or check a box at the daily lunch sign-in to reserve for the next day. The purpose of the reservation system is to cap the number of meals at the funded amount. No more reservations are accepted once the number of reservations equals the number of funded meals. This change is welcomed by all. There is still a meal limit of 25 meals per day. However, we are now rarely serving more than 15-24 meals per day. Twenty-five meals are delivered daily, Monday through Friday, with any meals not accounted for by reservations, going to walk in clients. At this point the Sodexo staff is not serving from the reservation list, other than preparing the total number of meals reserved, serving the first come-first served method. We have requested a change in this process, so people who make a reservation are served, (by name) first, and any additional meals will be available for walk-in clients.

Meyers also stated that the Office on Aging is confident that the current funding and service level can be maintained through this fiscal year. They have addressed with all service providers the issues of over serving, i.e. serving more than they are budgeted for, and are confident that this will not occur again.

## CITY OF NORCO STAFF REPORT

TO: Parks and Recreation Commissioners

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

PREPARED BY: Michelle Anglin, Superintendent  
Parks, Recreation and Community Services Department

DATE: September 9, 2013

SUBJECT: Special Event Update

RECOMMENDATION: Receive and File

The following is a brief update on upcoming special events:

**Horsetown Parade of Lights and Winter Festival:** Staff and Committee members are planning this year's event which will take place on Saturday, December 7, 2013.

Requested Marshals for the parade include:  
Grand Marshal: unconfirmed  
Honorary Marshal: Senator Richard Roth  
Celebrity marshal: Tim Conway Jr.

Parade will begin at 5pm and Winter Festival will begin at 2pm. Activities being planned are a Santa's Workshop, skate rink, live entertainment, food and craft vendors, hay rides, snow and pictures with Santa! Admission fees have not been established to date.

Staff and committee members are continuing to solicit and secure monetary sponsorships to cover the costs of this event.

**Breakfast with Santa:** Staff is preparing for the annual Breakfast with Santa being held on Saturday, December 14, 2013 at Nellie Weaver Hall.

**Astronomy Nights in Norco!** Staff has scheduled the next Astronomy Night in Norco for January 8, 2014 at Corydon Staging Area from 7pm-9pm. This night, Riverside Astrological Society will be on hand with their telescopes to view the 9<sup>th</sup> planet in the solar system, Jupiter! Hopefully the skies will cooperate and all will be able to see this celestial site! Admission is free and open to all ages.

Staff will provide a more detail update of the events at the next Commission meeting in November. Save the dates, as we'd like to seed you there!

## **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, Supervisor  
Department of Parks, Recreation and Community Services

**DATE:** September 9, 2013

**SUBJECT:** U.N.L.O.A.D. Update

**RECOMMENDATION:** Receive and File

The U.N.L.O.A.D. meeting was held on Monday, August 19, 2013. Members present were: Rachel Martin from CNUSD, Barbara Freeman from NHS, Denise Rowan from NHS, Caroline Cota from Norco High School, Jim Hill from Friday Night Live, Lt. Daniel Hedge from Norco Sheriff's office, Renee Fleager from Norco Sheriff's office, Chrystal Foster from Parks and Recreation and two Norco High School students.

Mayor Kathy Azevedo was absent from the meeting, Chrystal Foster, Parks and Recreation Coordinator chaired the meeting in her absence.

Caroline Cota gave an update on Mayor Kathy Azevedo's request to hold a Town Hall meeting in fall 2013, focusing on suicide. The event is to be held at the CNUSD Learning Center South Room on Tuesday, November 19, 2013 from 6:30pm – 8pm. The planning committee will meet, Monday, August 26<sup>th</sup> at 4pm to do further planning. Event information will be included in the Fall/Winter Brochure. Committee plans on involving some of the Corona schools and some of NHS clubs including; Friday Night Live (FNL), American Cancer Society, Key club, UNITY, Gay and Straight Alliance. The event is in the early stages of planning for this event. The event will be run by the student club members and they will also be serving as speakers at the event.

Rachel Martin from Corona Norco Unified School District (CNUSD) gave an update on the Tobacco Use Prevention Education (TUPE) grant. CNUSD has been approved for another three years.

Rachel Martin gave an update on Red Ribbon Week. The Red Ribbon Festival will be held on Sunday, October 27, 2013 at Promenade Park in Corona. Flyer will be distributed when published.

Chrystal Foster gave an update on Teen Activities in Norco including the planned Halloween Dance scheduled for Friday, October 25, 2013 at Riley Gym in Norco from

6pm -8 pm. This event is for sixth through eighth grades. Chrystal is looking for 12<sup>th</sup> grade volunteers from ASB, FNL and Key Club to help with the event.

Jim Hill from FNL discussed the Traffic Safety Summit coming up for NHS clubs. The summit focuses on drinking and driving and is for students and advisors. They are also working on an Access Survey which focuses on underage access to alcohol in Riverside.

Besim Dokovic, student from Norco High School and member of FNL spoke about Friday Night Live Clubs Environment Prevention Project on chewing tobacco. They will be doing an access survey to collect information.

The next U.N.L.O.A.D. meeting will take place on Monday, December 2nd at 5pm at the Norco City Hall, Conference Room A.