



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBERS-2820 CLARK AVENUE
November 18, 2013

1. CALL TO ORDER: **6:35 PM**
2. ROLL CALL: **Chair Holder, Vice Chair Kahan, Commission Members Boyle and Gable; Commission Member Hallam absent**

Staff Present: **Director Petree, Superintendent Anglin, Supervisor Calvert, Supervisor Koke, Facilities Coordinator Ireland and Deputy City Clerk Germain**

3. PLEDGE OF ALLEGIANCE: **Commission Member Boyle**
4. PRESENTATION/S: **NONE**
5. PUBLIC COMMENTS: **NONE**
6. CONSENT CALENDAR
 - A. APPROVAL OF MINUTES – September 9, 2013
 - B. CITY COUNCIL APPROVAL ITEMS
 - 1) Approval of the Supplemental Agreement for the 2013-2014 Community Development Block Grant Program Year. Recommended Action: Approve the Supplemental Agreement for the 2013-2014 Community Block Grant Program Year. **APPROVED 5 - 0**

M/S Kahan/Boyle to approve the consent calendar items as presented.

AYES: Holder, Kahan, Boyle, Gable

Motion Passed

ABSENT: Hallam

END OF CONSENT CALENDAR

7. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS: **NONE**
8. DIRECTOR ACTION ITEMS:
 - A. Discussion regarding update of Department Strategic Plan for 2014-2019 – *Director Petree, Chairman Holder*

Director Petree presented the staff report on file in the Parks and Recreation Department. A corrected copy of the Strategic Plan 2014-2019 was provided to the Commission Members prior to Director Petree reviewing the information. Director Petree stated that the Commission will continue to review and work on the Strategic Plan in the upcoming months to change/adjust/update as needed, while looking ahead 5-10 years.

9. DEPARTMENT REPORTS:

A. Department Operations Report Recreation and Community Services:
Superintendent Anglin presented the staff report on file in the Parks and Recreation Department. She touched on all of the programs offered by the department, including youth sports, adult sports, pre-school and after-school programs, and senior services. She also shared that the department will continue its Senior Secret Santa program at the Senior Center, noting the joy it gives the City's seniors.

Commission Member Boyle commented on the staff report, noting that he has noticed misinformation shared via the medium, such as Facebook.

B. Department Operations Report Parks and Building Maintenance:
Supervisor Koke presented the staff report on file in Parks and Recreation Department.

In response to Chair Holder, Director Petree stated that the Corydon Staging Area bathroom is just about done, noting that staff is waiting for SCE to finalize details.

C. Department Operations Report George Ingalls Equestrian Event Center:
Facilities Coordinator Ireland presented the staff report on file in the Parks and Recreation Department. She provided an update on recent special events, which all were successful; noting that the Ken McNabb Horsemanship Clinic was so successful that he would like to book the next two years.

Director Petree shared that the Women's Professional Rodeo Association presented the City of Norco with the 3rd Place National Justin Footing Award for its outstanding arena footing at the George Ingalls Equestrian Event Center.

Director Petree also announced that a special anniversary photo shoot, of all horseback riders only, is scheduled at Pikes Peak Park on Sunday, November 24, 2013, promptly at 9:00 a.m., and will take approximately one hour. Staff is working with Public Works staff to close off part of Sixth Street for that short period of time. He added that all are welcome and each must submit a signed waiver prior to the event, which will be available on the City's Facebook page and its official website, as well as on the day of the event.

10. COMMISSION ACTION ITEMS: **NONE**

11. COMMITTEE REPORTS:

A. **Senior and Human Service Programs Committee**

I. Senior and Human Service Programs Update - *Supervisor Calvert*
Supervisor Calvert presented the staff report on file in the Parks and Recreation Department. She shared information that she received while attending a Senior symposium in October. She also provided an overview of the discussions regarding Senior meals programs.

II. Senior Utility Subsidy Program Discussion - Superintendent Anglin
Superintendent Anglin presented the staff report on file in the Parks and Recreation Department, which provides an overview of the “change that counts” program. The program is currently being finalized and will be rolled-out upon City Council’s direction.

Commission Member Boyle suggested extending the roll-out an additional 30 days due to the upcoming holiday.

Supervisor Calvert shared her plan to assist seniors in getting all the benefits and discounts each may qualify for with the City programs and as well as with other utility companies.

Discussions continued about ways to assist the City’s seniors.

III. CDBG Fund Requests 2014-2015 - Supervisor Calvert

Supervisor Calvert presented the staff report on file in the Parks and Recreation Department. She explained that staff is not aware of the exact amount that will be available but reports are prepared to receive the most the City can receive. Any balance of the requested amount is generally subsidized from the General Fund.

B. **Special Events** Update – *Superintendent Anglin, Sub-Committee Members Kahan and Holder*

Superintendent Anglin presented the staff report on file in the Parks and Recreation Department. She stated that Home Depot staff has volunteered to assist with the Santa Workshop for the entire event on December 14, 2013.

Vice Chair Kahan shared information on a sock-hop event being scheduled for June 7, 2014, as part of the City’s 50th Birthday celebration. He added that Bob’s Big Boy Restaurant is assisting with a Classic Car Show to coincide with the event. He stated that this event will be promoted as a fundraiser for the Veterans’ Memorial.

C. **Youth Sports Advisory** Update – *Supervisor Calvert, Sub-Committee Member Boyle*

Supervisor Calvert presented an oral report on the most recent Youth Sports Advisory meeting. She stated that the Norco Little League has offered to fix the score board at Wayne Makin Park.

Superintendent Anglin noted that sports registration has gone up from last year for the Norco Little League, Norco Girls Softball League and Junior All American Football; and AYSO was comparable to last year.

Director Petree stated that registration for the City’s basketball league has gone up 18% from last year’s, commending staff member Jamie Carper for his continued efforts with the program.

D. The George Ingalls Veterans Memorial Plaza Update - Director Petree and Sub-Committee Members Kahan and Hallam

Director Petree presented an oral report on recent development with the Veterans' Memorial Plaza. A new rendition of the plaza was provided to the Commission, he pointed out the anchor added to the drawing, which was donated by the Navy Base, and the new seating design. Director Petree stated that some of the changes are a result of input received from the community; adding that a lot of donations of professional services have been received from many businesses in and around the community. The special opening event is scheduled for November 11, 2014 at 11:00 a.m.

E. U.N.L.O.A.D. Program Update - Supervisor Calvert

Supervisor Calvert presented the staff report on file in the Parks and Recreation Department. She stated that a town hall meeting, that was planned and devised by students, called Students Offering Solutions, is scheduled on November 19, 2013. She noted that these types of town hall events have been very popular with students and parents alike.

F. City of Norco 50th Birthday Celebration – Director Petree

Director Petree presented a verbal report on the on-going preparations for the celebration. He stated that community groups and businesses were invited to meet with members of the Birthday Committee in order to share information and get more involvement from the community. The first event of a full year's celebration will be the Film Festival at Norco High School Amphitheater, scheduled in February 2014; with additional special events working up to the actual anniversary in December 2014.

Vice Chair Kahan stated that many of the annual City events held by local groups will include the birthday logo and theme in their promotions throughout the year.

12. COMMISSION ONGOING BUSINESS:

A. Ingalls Park Improvements – Supervisor Koke

Supervisor Koke provided an oral report on on-going improvements, including SoCal doing final clean-up in preparation for the Veteran's Memorial, which should be done in January 2014, as well as on-going work for the storm drain and underground utilities.

B. Corydon Staging Area Improvements – Supervisor Koke

Supervisor Koke gave an oral report on final improvements, which includes SCE placing the meter needed for lighting.

In response to Vice Chair Kahan, Director Petree stated that security cameras are not currently in the plans.

C. Silverlakes Equestrian and Sports Center – Director Petree

Director Petree gave an oral report on recent development regarding Silverlakes, noting that Mr. Brandes is finalizing funding to get started again. He added that Mr. Brandes will be presenting an update at the City Council meeting of December 4, 2013.

Commission Member Boyle commended staff for all the outstanding programs and the increase in scheduled events in town,

Chair Holder asked staff to verify activity she witnessed in the Santa Ana River Trail, in response to her concern, Director Petree stated that he will verify with the County as to any current activity in the area.

Vice Chair Kahan asked if the Municipal Code had reference to pedestrian access to the river trails, if it was allowed. In response, Director Petree stated that equestrian access is permissible only with prior approval; adding that an annual permit may be purchased from the Parks and Recreation Department. Director Petree suggested that this code be reviewed during the strategic planning process.

13. ADJOURNMENT: Chair Holder adjourned the meeting at **8:20 PM**

M/S Kahan/Boyle to adjourn the meeting to the next regular meeting of December 9, 2013.

AYES: Holder, Kahan, Boyle, Gable

Motion Passed

ABSENT: Hallam

Diane Germain
Deputy City Clerk

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