



Town of Apple Valley

**TOWN OF
APPLE VALLEY**

**PARK AND RECREATION
COMMISSION AGENDA**

THURSDAY, September 3, 2015

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

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COMMISSION MEMBERS

Michael Martin, Chairman
Patrick Doran, Vice-Chairman
Richard Cambridge, Commissioner
Jiles Smith, Commissioner
Donald Tatera, Commissioner

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Frank Robinson, Town Manager
John Brown, Town Attorney
La Vonda M-Pearson, CMC, Town Clerk
Dennis Cron, Assistant Town Manager
Ralph Wright, Parks and Recreation Manager

TOWN HALL: (760) 240-7000
www.applevalley.org



**NOTICE AND CALL OF THE
APPLE VALLEY PARKS AND RECREATION COMMISSION
September 3, 2015
Special Meeting – 6:00 PM
TOWN COUNCIL CHAMBERS
14955 DALE EVANS PARKWAY**

NOTICE IS HEREBY GIVEN as provided by Section 54956 of the Government Code of the State of California that the Mayor has called a Special Meeting for the purposes listed below.

This Special Meeting is to be held on September 3, 2015 at 6:00 p.m., in the Town Council Chambers at 14955 Dale Evans Parkway, Apple Valley, California

AGENDA

PUBLIC PARTICIPATION IS INVITED. *If you wish to be heard on any item on the agenda, please so indicate by filling out a REQUEST TO SPEAK form at the Commission meeting. Place the request in the Speaker Request Box on the table near the Town Clerk or hand to the Town Clerk at the meeting. (G.C. 54954.3 (a)).*

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Town Clerk's Office at 14955 Dale Evans Parkway, Apple Valley, CA during normal business hours. Such documents are also available on the Town of Apple Valley website at www.applevalley.org subject to staff's ability to post the documents before the meeting.

(WHERE APPROPRIATE OR DEEMED NECESSARY, ACTION MAY BE TAKEN ON ANY ITEM LISTED IN THE AGENDA)

CALL TO ORDER:

ROLL CALL:

COMMISSIONERS Cambridge_____, Smith_____, Tatera _____,
Chairman Martin _____, Vice-Chairman Doran _____,

PLEDGE OF ALLEGIANCE:

PRESENTATIONS:

PUBLIC COMMENTS:

Anyone wishing to address an item not on the agenda or an item that is not scheduled for a public hearing at this meeting may do so at this time. California State Law does not allow the Commission to act on items not on the agenda, except in very limited circumstances. Your concerns may be referred to staff or placed on a future agenda.

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

Recommendation:

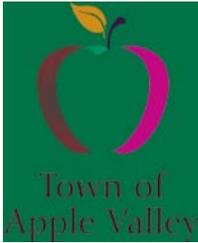
Approve the installation and dedication of memorial plaque

2. **Approval of Minutes for Park and Recreation Commission Meeting**

Recommendation:

(1) Approve the minutes for the meeting of June 4, 2015.

ADJOURNMENT



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** September 3, 2015
From: Ralph Wright
Parks and Recreation Manager **Item No:** 1
Subject: Request to dedicate memorial plaque in honor of Ryan Cambridge at
the base of golf course flag pole

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

RECOMMENDED ACTION:

Approve the installation and dedication of memorial plaque for Ryan Cambridge at base of flag pole at the Apple Valley golf course.

SUMMARY:

A request has been submitted by the Ryan Cambridge Memorial Golf Committee to install a memorial plaque at the base of the golf course flag pole in memory of Ryan Cambridge. The current flag pole is rusted and has been sleeved multiple times. As a condition of approval, the requesting party will be required to remove the existing flag pole and install a new flag pole provided by the Town. All costs associated with the installation of the replacement flag pole and the memorial plaque will be borne by the Ryan Cambridge Memorial Golf Committee.

BACKGROUND:

In October 2015, the Apple Valley Golf Course will host the 10th annual Ryan Cambridge Memorial Golf Classic. In conjunction with the tournament, the Ryan Cambridge Memorial Golf Committee would like to install a memorial plaque to honor the memory of Ryan Cambridge, co-owner of Conco Construction killed in a tragic construction accident in 2005. In accordance with the Town's adopted Recognition Plaques and Memorials policy, the memorial must be applied to programs or facilities that are of current interest to the Town. The current flag pole is severely rusted and has been sleeved multiple times. Replacement of this flag pole will offer an improvement to the facility.

The Town has an existing 46' flag pole that will be used to replace the old flag pole and installed along with the memorial plaque. Attached are pictures of the existing flag pole, the Town's Recognition Plaques and memorials policy:PR12 and the letter of request from the Ryan Cambridge Memorial Golf Committee.

FISCAL IMPACT:

Approval of this request will have no impact on the Parks and Recreation Fund or the Golf Course Fund as all costs associated with the removal and installation of the flag pole and the memorial plaque will be paid by the requesting party.



The Foundation's mission is to fund and provide programs that promote hope and healing for children, teens and their families.

Jennifer Hernandez
Sunset Hills Children's Foundation
24000 Waalew Rd, Apple Valley CA 92307
602-909-0596 Cell
Jennifer@sunsethills.cc

July 27, 2015

Ralph Wright
Town of Apple Valley
14955 Dale Evans Parkway, Apple Valley CA 92307

Subject: Letter of Request

Dear Mr. Wright:

I, Jennifer Hernandez, Executive Director for the Sunset Hills Children's Foundation, am sending you this letter to ask for your permission if we may install a concrete base and memorial plaque around the base of the existing flag pole at the Apple Valley Golf Course. The plaque will be in memory of Ryan Cambridge, co owner of Conco Construction killed in a construction accident in 2005, whose memorial golf classic has taken place at the Golf Course every year, this year marking the 10th annual event. The concrete will be poured by Shannon Denmark of Conco Construction and his crew, with flowers planted at the top, adding to the beautification of the golf course.

We are promising not to do unnecessary actions to disturb the golf course and will be responsible with our operation to take good care of the premises surrounding the area. I hope to hear a response from you through the said contact details above.

Thank you very much for considering this letter.

Respectfully,

Jennifer Hernandez

EXISTING FLAG POLE



POLICY & PROCEDURE



Apple Valley Park and Recreation Department

| | |
|---|-----------------------|
| TITLE: RECOGNITION PLAQUES and MEMORIALS | NO. PR12 |
| APPROVED BY: Town Council | DATE: 01/08/08 |

The Town Council believes it appropriate to memorialize, recognize and thank individuals and organizations for services and/or donations made to the Town park system. This can be accomplished through the mounting of appropriate plaques within the park or facility.

The plaque should detail the following:

1. The name of the individual or organization being recognized.
2. The reason the individual or organization is recognized.
3. The specific date the facility was dedicated or the individual or organization was recognized.
4. All memorial donations must be applied to the programs or facilities that are of a current interest to the Town. Such interests may appear in the Master Plan or have been discussed and deemed appropriate by Town Council action.
5. All memorial plaques must be financially tied to a specific term or program in addition to the plaque itself. Items such as benches, group areas, furniture, trees, drinking fountains, planters etc., are standard types of memorial items.
6. All costs related to the memorial must be covered by the group or individual making the request. This may include the cost of the memorial item, the plaque, other materials and the cost of installation by Town Staff or independent contractors.

Procedures and Guidelines

All requests for the placement of memorial items or plaques should be made in writing to the Town of Apple Valley, Attention: Community Services Manager

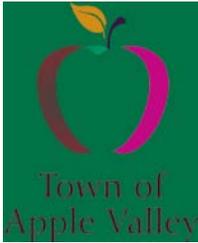
Requests should contain the following information at a minimum:

- Name and contact information of the person making the request
- The name of the individual/organization being recognized.
- A description of the memorial item and its proposed placement.

Assessing and approving memorial item or plaque requests

Upon receipt of a naming request to the Town of Apple Valley, the Community Services Manager will review the request to ensure its adherence to the policies of the Town of Apple Valley and if applicable organize an informational meeting between the requesting party and appropriate town staff to discuss the proposal.

After the informational meeting, the proposal will be taken to the Park and Recreation Commission for review and recommendation. Lastly, the proposal will be taken to the Town Council for review and approval.



TOWN OF APPLE VALLEY PARKS AND RECREATION COMMISSION STAFF REPORT

To: Parks and Recreation Commission **Date:** September 3, 2015
From: Ralph Wright
Parks and Recreation Manager **Item No:** 2
Subject: APPROVAL OF MINUTES FOR PARK AND RECREATION
COMMISSION MEETING

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

RECOMMENDED ACTION:

Approve the minutes for the meeting of June 4, 2015.

SUMMARY:

A. Regular meeting - June 4, 2015

BACKGROUND:

N/A

FISCAL IMPACT:

N/A

**The TOWN OF APPLE VALLEY
PARK AND RECREATION COMMISSION
MINUTES
June 4, 2015**

CALL TO ORDER:

Vice-Chairman Mike Martin called the meeting of the Park and Recreation Commission of the Town of Apple Valley to order at 6:00 p.m. in the Town Council Chambers.

ROLL CALL:

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

Absent: None

PLEDGE OF ALLEGIANCE: Commissioner Tatera

PRESENTATIONS:

None

PUBLIC COMMENTS:

None

**1. Approval of Minutes for Park and Recreation Commission Meeting
Recommendation:**

Motion by Commissioner Jiles, seconded by Commissioner Tater to approve the minutes for the meeting of and October 2, 2014. Motion carried by a 5-0-0-0 vote. Motion to approve the minutes for meeting for February 5, 2015 carried a 4-0-1-0 vote. Commissioner Smith abstained.

**2. Approval of Parks and Recreation Division Monthly Report
Recommendation:**

Motion by Commisioner Tatera to approve the monthly reports for January, February, March and April 2015, second by Commissioner Doran. Motion carried by a 5-0-0-0.

**3. Park Project Updates
Recommendation:**

Mr. Ralph Wright Park & Rec Manger discussed at the installation of the slide at the Aquatic Center at Civic Center Park. The slide has been a big hit with the kids.

James Woody Bid package has been completed to have the doors replaced at the Auditorium and Gymnasium and we hope to get that project starting in Fall. In the Arts & Craft room, mirrors were also installed in the Arts & Crafts room. These projects are both CDBG funded.

Town Council approved CDBG projects for Mendel Park to add fitness equipment and basketball courts. Mr. Wright will have the plans for the scope of work. At James Woody there will also be some sidewalks installed to have a connected walking path that circles fields 1 and 3.

Commissioner Cambridge asked if there is an issue with vandalism at the Skate Park, Mr. Wright replied that there has not been any thanks to the presence of Little League at the park.

4. Park project updates

Mr. Wright asked the Commission on ideas on setting up park tours. Commissioner Smith suggested arriving at 4:00pm and tour at least three parks and come back to Civic Center Park to attend the concert. Commissioner Smith also said it would be good for the Commission to shirts identifying who they are, Mr. Wright added that he will send out an email to get a few sizes and that the shirts should be ready by the next meeting. It was the consensus of the commission to set the date for the park tours for August 6, 2015. Commission meeting will meet at 4:00 pm and tour 3 parks.

PARKS AND RECREATION MANAGER'S REPORT

Mr. Wright discussed the current activities.

Day camp - is on its first week and already at capacity. This year we offered 3 different enrollment levels, full time, ½ day and 3 days a week.

Aquatics - Swim lessons are up 23% compared to the same time last year. June 6th is the Water Festival and it's already at 220 pre-registered and our capacity at the pool is 300. Due to the water restrictions water bounce houses and slip & slides will not be in use this year.

Vantastic - started again and will go Tuesday's and Thursday's during the summer months. It has been a positive program and allows kids to come out play games and have a healthy snack.

New Program – "Giggles & Wiggles" sponsored by First 5 for children under 5.

Summer Camps - Lego Camps, Video Design, Basketball and Soccer Camps are at 80% capacity right now. Some scheduling changes were made to accommodate the different school schedules to allow kids from AAE to attend these camps.

Special Events - Freedom Festival and Firecracker Run will be July 4th and we expect to have about 10,000 – 14,000 in attendance. Shrek the musical goes from June 18- 20 at Civic Center Park. Summer Concerts start June 25 and go through August 13.

Mr. Wright discussed the water restrictions mandated by the State and the removal of turf from different Town locations to cut water usage by 25%. Removal of turf has been done at Town Hall, Brewster Park and James Woody. The turf removed will not affect any park usage.

First 5 contracts end on June 30th. Direct services have been removed and we were not able to apply for future funding. We hope that there might be some future funding opportunities.

Mr. Wright added a discussion regarding the Mud Run. With the water restrictions, this event will happen with 50% less water usage compared to 2014. Mr. Wright discussed the possibility of canceling the Mudfest and recommending past participants and current participants to participate in the Mud Run.

PARK AND RECREATION COMMISSIONER COMMENTS

Chairman Martin asked if the Vantastic Van was only at Yucca Loma Park. Mr. Wright responded that we have visited other parks but have not had a good turnout as we do at Yucca Loma Park.

Commissioner Tatera wanted to comment on the Teen Art Festival. Commissioner Tatera and his wife were invited to judge the artwork submitted by local teens and wanted to thank Alicia Dannelley for allowing them to be a part of the event.

Commissioner Tatera also recommended that the Park and Rec Commission participate in the Town's Walking Club and also challenged them to walk more miles than him.

SUGGESTED ITEMS FOR NEXT AGENDA

Mr. Wright would like to involve the Park and Rec Commission on the budget process and discuss future capital improvements.

ADJOURNMENT

Motion by Commissioner Tatera seconded by Chairman Martin and unanimously carried to adjourn the meeting at 7:07pm.

CHAIRPERSON

TOWN CLERK

**The TOWN OF APPLE VALLEY
PARK AND RECREATION COMMISSION
MINUTES
August 6, 2015**

CALL TO ORDER:

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

ROLL CALL

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

Absent: Chairman Mike Martin and Commissioner Richard Cambridge

PLEDGE OF ALLEGIANCE: Vice Chairman Patrick Doran

PUBLIC COMMENTS:

No Public Comments were made

1. Review and Approval of Program Fees

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

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

Mr. Wright briefly discussed the fee establishment policy.

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

2. Tour of Park Facilities

The Commission adjourned for a tour of three of the Town's parks;
Lenny Brewster Sports Center
James Woody Park
Civic Center Park

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

ADJOURNMENT

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

CHAIRPERSON

TOWN CLERK