

CITY OF SAN BERNARDINO

Parks, Recreation & Community Services Department

AGENDA

FOR THE
Regular Meeting OF THE PARKS & RECREATION COMMISSION
OF THE CITY OF SAN BERNARDINO
Thursday, August 17, 2017

4:00 PM

OPEN SESSION

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
CONFERENCE ROOM at 201A NORTH "E" ST, SUITE 103, SAN BERNARDINO, CA 92401 WWW.SBCITY.ORG



Vacant	Darren Espiritu
City Commissioner, Mayor's Appointee	Commissioner, WARD 4
Roxanne Williams	Brian W. Davison
City Commissioner, Mayor's Appointee	Commissioner, WARD 5
Carlos Gomez	Vacant
Commissioner, WARD 1	Commissioner, WARD 6
Frank J. Flores	Janette McKaig
Commissioner, WARD 2	Commissioner, WARD 7
Vacant	Jim Tickemyer
Commissioner, WARD 3	Director of Parks, Recreation & Community Services

Welcome to a meeting of the Parks, Recreation & Community Services Department and the Parks & Recreation Commission of the City of San Bernardino.

- o *The City of San Bernardino recognizes its obligation to provide equal access to public services to those individuals with disabilities. Please contact the Parks, Recreation and Community Services Department Director (384-5030) two working days prior to the meeting for any requests for reasonable accommodation to include interpreters.*
- o *Anyone who wishes to speak during public comment or on a particular item will be required to fill out a speaker slip. Speaker slips should be turned in to staff. Public comments for agenda items that are not public hearings will be limited to three minutes. Public comments for items that are not on the agenda will be limited to 3 minutes.*
- o *Please turn off or mute your cell phone while the meeting is in session.*

NOTICE TO COMMISSIONERS

The Chairperson has requested that any Commissioner with a question on any item please contact the Director prior to the meeting. You may telephone (909) 384-5030.

CALL TO ORDER.....Roxanne Williams, Chairperson

FLAG SALUTE

ROLL CALL

Attendee Name	Present	Absent	Late
City Commissioner, Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Commissioner/Chairperson, Roxanne Williams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner, Ward 1, Carlos Gomez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner, Ward 2, Frank J. Flores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner, Ward 3 Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner, Ward 4, Darren Espiritu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner, Ward 5, Brian W. Davison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner, Ward 6, Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner, Ward 7, Janette McKaig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director, Jim Tickemyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executive Assistant to Director, Marion Vories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Assistant, Lesa Nichols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMISSIONERS UNABLE TO ATTEND THE COMMISSION MEETING, PLEASE CONTACT LESA NICHOLS AT (909)384-5233. THANK YOU.

1. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

This is the time set for anyone wishing to address the Commission. Any member of the public may address this meeting of the Parks and Recreation Commission. Issues brought before the Commission at this time and not already on this agenda will not be discussed by the Commission but will be referred to staff for further study, research, action and/or placed on a future Commission Agenda. Speakers who wish to present documents to the Commission may hand the documents to the staff member responsible. Anyone, wishing to address the Commission please state your name and address for the record.

2. APPROVAL OF MINUTES

A. Approval of minutes from the June 15, 2017 regular meeting.

MOTION: To approve the minutes from the June 15, 2017 regular meeting.

3. OLD BUSINESS

A. Department Fee Schedule

➤ *Update on status of City Wide Review*

B. Commission Handbook

➤ *Update*

4. NEW BUSINESS

A. Election of Commission Chair and Vice Chair Person

B. Commissioner Update on Major Park Concerns

C.

5. ANNOUNCEMENTS

◆ Upcoming Events

- ❖ Lil Strikers – Sign ups currently on-going – Program - September 5 – October 28, 2017
- ❖ Inland Empire Senior Games – September 29 – October 7, 2017
- ❖ Rendezvous Back to Route 66 – Downtown SB - Sat, Oct 7, 2017 – 10:00 am – 10:00 pm
- ❖ SBD Fest – SB International Airport - October 21 & 22, 2017 – Times TBA -
- ❖ Veterans Day Salute & Parade – La Plaza Park - November 11, 2017 – Time TBA
- ❖ Winter Wonderland & Christmas Parade – Perris Hill Park – Dec 9, 2017 – Time TBA

◆ Director's Report

❖ Agenda Items

- August 16, 2017 items
 - Senior Companion Program
 - Senior Nutrition Program
- September 6, 2017 items
 - Inland Child and Adult Nutrition
 - San Bernardino County Lease Agreement

❖ Projects

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◆ Commissioner Announcements

6. ADJOURNMENT

MOTION: That the Parks and Recreation Commission adjourn to the next regular meeting scheduled for September 21, 2017 at 4:00 p.m. in the conference room located at 201A North "E" Street, Suite 103, San Bernardino, CA 92401.



CITY OF SAN BERNARDINO
600 North Arrowhead Ave., 3rd Floor
San Bernardino, CA 92401

MINUTES

FOR THE

Regular Meeting OF THE PARKS & RECREATION COMMISSION
OF THE CITY OF SAN BERNARDINO

Thursday, June 15, 2017

PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
CONFERENCE ROOM AT 600 NORTH ARROWHEAD AVE., 3RD FLOOR, SAN BERNARDINO, CA 92401

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CALL TO ORDER

The Parks & Recreation Commission Meeting was called to order by Commissioner Williams at 4:06 p.m., Thursday, June 15, 2017 in the Conference Room at 600 North Arrowhead Ave, 3rd Floor, San Bernardino, CA 92401.

Attendee Name	Status	Arrived
City Commissioner, VACANT		
City Commissioner, Roxanne Williams	Present	4:05 pm
Commissioner Ward 1, Carlos Gomez	Present	3:50 pm
Commissioner, Ward 2, -Frank J. Flores	Present	4:06 pm
Commissioner, Ward 3, VACANT		
Commissioner, Ward 4, Darren Espiritu	Absent	
Commissioner, Ward 5, Brian Davison	Present	4:05 pm
Commissioner, Ward 6, Edgar Motta	Present	3:55 pm
Commissioner, Ward 7, Janette McKaig	Present	3:59 pm
Interim Director, Jim Tickemyer	Absent	
Executive Assistant to Director, VACANT		
Administrative Assistant, Lesa Nichols	Present	3:45 pm

FLAG SALUTE

The Commission was led in the Pledge of Allegiance.

1. PUBLIC COMMENTS

No Public Comments

Guest – Special Advisor to Acting Public Works Director, Martin Pastucha, spoke to commission regarding medians, trees and their maintenance.

Questions were raised by commissioners regarding care and maintenance of medians and city trees. *Mr. Pastucha* advised that the main focus is trying to complete basic maintenance and keep trees alive. The city is just exiting bankruptcy and the main concern at this time is infrastructure. The city and Public Works Department are looking at some changes in the future to turf for aesthetics and cost of maintenance. Assessment district areas are separate due to property taxes collected for the maintenance of these areas.

Commissioner Williams advised of article she read regarding tree branch from tree causing outage. *Commissioner Williams* suggested that commission as a whole make council aware that the concern regarding trees is not just aesthetics, but also safety due to overgrown trees in some areas. *Mr. Pastucha* advised that tree trimming is on a 5 year cycle and that they are completing an assessment of all city trees. So far, during the assessment over 300 trees have been tagged to be removed due to tree being dead or infested with parasites. Once they understand the condition of the tree and location they will determine removal and replacement. Some trees will not be replaced.

Commissioners thanked *Mr. Pastucha* for his time and information.

2. APPROVAL OF MINUTES –

Approval of minutes from the May 18, 2017 regular meeting.

Motion: Commissioner McKaig moved to approve minutes from the May 18, 2017 regular meeting. Motion was seconded by Commissioner Davison. Voice vote reflected unanimous approval with the exception of Commissioners Espiritu who was absent.

3. OLD BUSINESS

A. Department Fee Schedule

- *Update on Status of City Wide Review*

No update at this time.

4. NEW BUSINESS

A. Commission Handbook

- *Update*

Commissioners were provided with a draft of the proposed commission handbook. Each page was reviewed and gone through with commissioners given an opportunity to ask questions or make suggestions for changes.

Items included in handbook; table of contents, mission and vision statements, department organizational chart, staff contact information (information from department website), activities and class information, listing of pool sites, gyms and ball fields, 2 versions of Brown Act, Robert's Rules of Order, new charter, vocabulary, sample calendar, sample agenda, procedures regarding picking a chairperson, code of conduct, do's and don'ts, park revitalization procedure information, procedures for naming city facilities, FAQ's, and copy of original guidelines.

Motion: Commissioner Flores moved to have the commission handbook draft reviewed by City Clerk and City Attorney with adjustments to be made by commission. Motion seconded by Commissioner Gomez. Voice vote reflected unanimous approval with the exception of Commissioner Espiritu who was absent.

B. Commissioner Update on Major Park Concerns

5. ANNOUNCEMENTS

- ◆ **Upcoming Events**
 - *Movies in the Park – see flyer for information*
 - *Grapes & Gourmet – July 27th – 5:00 pm – 9:00 pm – Hampton Inn Suites, San Bernardino*

- ◆ **Director's Report**

Deputy Director, Cynthia Alvarado-Crawford handled meeting in Director, Jim Tickemyer's absence.

- ❖ **Agenda Items**
 - **June 7, 2017 approved items**
 - 5th Street HVAC
 - Kaiser Grant
 - RSVP Grant
 - **July 5, 2017 pending items**
 - Jerry Lewis Filtration
 - Pool Covers
 - NRPA Grant

- ❖ **Projects**
 - 5th Street HVAC (CDBG)
 - Playground Wood Chips (General)
 - ✓ Wood chips have been installed at several parks including Lytle Creek, Littlefield/Shultis and Newberry Park with some additional still to be installed. Question was asked regarding using wood from city trees being removed advised no. Approved wood chips are only allowed in playground areas.
 - Drinking Fountain Repairs (General)
 - ✓ Repairs were completed at some parks including Perris Hill Park and Blair Park – restroom doors at Blair also repaired.
 - Pool Covers (CDBG)
 - Jerry Lewis Filtration (CDBG)

- ❖ ***Memo from Public Works re: medians – moved order due to guest, Martin Pastucha – Special Advisor to Acting Public Works Director***

- ◆ **Commissioner Announcements**
 - Commissioner McKaig advised she attended the DAV dedication at Speicher Park and thoroughly enjoyed the event.

 - Commissioner Motta reminded commission of the park revitalization at Delmann Heights Park on June 24th. 7 am check in 8 am start.

 - Commissioner Williams advised that there will be special guests at the next commission meeting to discuss community and police cooperation.

6. ADJOURNMENT

Motion: At 5:33 p.m. Commissioner McKaig moved to adjourn to the next regular meeting scheduled for July 20, 2017 at 4:00 p.m. at the City Conference Room located at 600 North Arrowhead Ave, 3rd Floor, San Bernardino, CA 92401. Commissioner Davison seconded the

motion. Voice vote reflected unanimous approval with the exception of Commissioner Espiritu and Flores who were absent.

Respectfully submitted,

By *Lesa Nichols*

Lesla Nichols
Administrative Assistant