



**CITY OF BANNING
PARKS AND RECREATION COMMISSION AGENDA**

**REGULAR MEETING: Wednesday, September 15, 2021 @ 6:00 PM
City Council Chambers, 99 E. Ramsey Street
Banning, CA 92220**

This meeting is being held in Person and via Video/Teleconference on Zoom so that members of the public may observe and participate in this meeting electronically. If you choose to participate in this meeting via Zoom, you are agreeing to abide by the City's Zoom Community Standards for Public Meetings (provided in full on the last page of the agenda).

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Meeting ID: 870 8187 9308
Passcode: 664369

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- I. **CALL TO ORDER:** Chairman Leroy Miller
- Pledge of Allegiance: Chairman or designee to lead pledge
 - Roll Call: Commissioners Diaz, Miller, Parra, Sellers, Waldron
- II. **PUBLIC COMMENTS** - *On Items Not on the Agenda*

A five-minute limitation shall apply to each member of the public who wishes to address the Chairman and Commissioners for items not on the agenda. No member of the public shall be permitted to "share" his/her five minutes with any other member of the public. (Items received under this heading may be referred to staff or future study, research, completion and/or future Commissioner Action.) PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.

III. APPROVAL OF MINUTES:

1. Meeting Minutes for the March Regular Meeting – 03/17/2021 **Page 6**
2. Meeting Minutes for the May Regular Meeting – 05/19/2021 **Page 9**

IV. NEW BUSINESS:

1. **MONTHLY ACTIVITY REPORT May, June, July 2021**
(Staff Report – Ralph Wright, Parks & Recreation Director) **Page 11**

Order of Procedure:

1. Staff report presentation
2. Parks and Recreation Commission questions for staff
3. Receive public comments
4. Parks and Recreation Commission discussion
5. Receive and file

Recommendation:

Staff recommends that the Parks and Recreation Commission review, discuss and approve the monthly reports for the months of May, June & July 2021.

2. **OUTDOOR EQUITY GRANT PROGRAM DISCUSSION**
(Staff Report – Ralph Wright, Parks & Recreation Director) **Page 12**

Order of Procedure:

1. Staff report presentation
2. Parks and Recreation Commission questions for staff
3. Receive public input

Recommendation:

Staff recommends that the Parks and Recreation Commission participate in a staff driven discussion on the Outdoor Equity Grant Program and accept feedback from the public.

3. BEAUTIFY BANNING PARKS DISCUSSION

(Staff Report – Ralph Wright, Parks & Recreation Director) Page 14

Order of Procedure:
1. Staff report presentation
2. Parks and Recreation Commission questions for staff
3. Receive public comments
4. Parks and Recreation Commission discussion
5. Receive and file

Recommendation:

Staff recommends that the Parks and Recreation Commission discuss and provide feedback on possible Park’s Campaign and Beautification Ideas.

4. GRANT AND PROJECT UPDATE

(Staff Report – Ralph Wright, Parks & Recreation Director)Page 17

Order of Procedure:
1. Staff report presentation
2. Parks and Recreation Commission questions for staff
3. Receive public comments
4. Parks and Recreation Commission discussion
5. Receive and file

Recommendation:

Staff recommends that the Parks and Recreation Commission receive and file the report.

5. DEPARTMENT BUDGET UPDATE

(Staff Report – Ralph Wright, Parks & Recreation Director)Page 18

Order of Procedure:
1. Staff report presentation
2. Parks and Recreation Commission questions for staff
3. Receive public comments
4. Parks and Recreation Commission discussion

5. Receive and file

Recommendation:

Staff recommends that the Parks and Recreation Commission receive and file the report.

6. 2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT IDEAS DISCUSSION
(Staff Report – Ralph Wright, Parks & Recreation Director) Page 20

Order of Procedure:

1. Staff report presentation
2. Parks and Recreation Commission questions for staff
3. Receive public comments
4. Parks and Recreation Commission discussion
5. Commission to provide direction

Recommendation:

Staff recommends that the Parks and Recreation Commission discuss and provide feedback on possible 2022-2023 CDBG Project Ideas

7. REVIEW OF SMITH CREEK MASTER PLAN UPDATE
(Staff Report – Ralph Wright, Parks & Recreation Director).....Page 22

Order of Procedure:

6. Staff report presentation
7. Parks and Recreation Commission questions for staff
8. Receive public comments
9. Parks and Recreation Commission discussion
10. Commission to provide direction

Recommendation:

Staff recommends that the Parks and Recreation Commission discuss and provide feedback on update on the Smith Creek Master Plan

V. PARKS AND RECREATION COMMISSIONER COMMENTS

VI. PARKS & RECREATION DIRECTOR COMMENTS

VII. RECREATION MANAGER COMMENTS

VIII. ADJOURNMENT

The City of Banning Parks and Recreation Commission is hereby adjourned to the Regular Parks and Recreation Commission meeting of October 20, 2021 starting at 6:00 p.m. in the City Council Chambers.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk (951) 922-3102. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA title II].

Zoom Community Standards for Public Meetings

By participating in this meeting on Zoom, you are agreeing to abide by the City of Banning's Community Standards for Public Meetings. Zoom attendees that fail to adhere to these standards may be removed from the meeting room.

- Your microphone must remain on mute, and you may only unmute your microphone when/if you are recognized by the Chairman.
- Your camera must be turned off unless/until you are recognized by the Chairman.
- To indicate a desire to make Public Comment, you must use the Raise Hand function. The Chairman will not recognize those who have not used the Raise Hand function.
- Public Comment from Zoom attendees will immediately follow in person comment from members of the public in Council Chambers.
- If you fail to adhere to these community guidelines, you may be removed for disrupting the meeting occurring in Council Chambers. You may rejoin the meeting but may be removed for each violation of these community standards.
- The chat function will be disabled for all City Council meetings on Zoom.



City of Banning
Parks and Recreation Commission
Meeting Minutes
March 17, 2021

Parks and Recreation Commission Regular Meeting

Opening:

The City of Banning Regular Parks and Recreation Commission Meeting was called to order on March 17, 2021 at 6:10 PM in the Council Chambers at Banning City Hall by Vice-Chairman Leroy Miller.

Present:

Leroy Miller, Chairperson
Juanita Diaz, Commissioner
Vickie Sellers, Vice Chairperson

Absent:

Arthur Cabral, Chairmen
Shelby Waldron, Commissioner

Public Comments:

Richard Macias brought an update to the Commission on how Little League was planning to start their season with a copy of their pandemic plan.

Approval of Minutes:

Minutes were reviewed. A motion was made by Commissioner Sellers to approve the minutes as presented and was seconded by Commissioner Diaz. This motioned was passed with a 3:0:0:2 vote.

Business from the Previous Meeting:

None

New Business:

Reorganization of Commission

Commission nominated Leroy Miller for Chairperson of the Commission. Motion was made by Commissioner Sellers and was seconded by Commissioner Diaz. This motion was passed 3:0:0:2

vote. Commission nominated Vickie Sellers for Vice-Chairperson of the Commission. Motion was made by Commissioner Sellers and seconded by Commissioner Diaz. This motioned was passed with a 3:0:0:2 vote.

Consideration of Conceptual Plan Open Space and Parks Plans for Planning Area's 6/2B, 7/50B, 8A/8B, 24, and 25 Within Tentative Tract Map's 37390, 37390-1, 37390-2 (APN's: Portions of 408-120-010, 012, 013 and 020) for Phase 1B of the Butterfield Specific Plan

Adam Rush, Community Development Director, brought forth the plans for open spaces and Parks in Tract Map 37390 of the Butterfield Specific Plan for the Commission to view and review. They included walking paths, exercise equipment and other regular park amenities. Adam let the Commission know that these areas will be owned and maintained by the HOA. Commissioner Sellers asked if the City was receiving any money from Atwell. Adam Rush clarified that there are no park fees to be collected from Atwell. A motion was made by Commissioner Sellers to approve the plan as presented and was seconded by Commissioner Diaz. This motioned was passed with a 3:0:0:2 vote.

Monthly Activity Report

Ralph Wright, Parks and Recreation Director, went through the January Activity Report with the Commissioners. A motion was made by Commissioner Diaz to approve the monthly report as presented and was seconded by Commissioner Sellers. This motioned was passed with a 3:0:0:2 vote.

COVID-19 Program and Facility Update

Ralph Wright, Parks and Recreation Director, gave an update on Field Use and Facility Use of the Parks and Recreation Department, as well as an update on what current guideline are for the County of Riverside. Scott Foster, Recreation Manager, gave an update on current programming with the City of Banning Parks and Recreation Department. This update included online driving course, 5K run, Zumba, Smart Start, and upcoming Easter Events. Commissioner Diaz also asked to bring in a schedule for the pool. Commission received and filed the update.

Capital Improvement Plan Discussion

Ralph Wright, Parks and Recreation Director, went through potential projects for each of the City Parks. Commissioners were worried about continuing to add the Lions Park expansion to the upcoming Master plan due to the length of time this has already been in discussion. Ralph then discussed the idea of possible using a consultant to help with the Master Plan. Commissioners were also concerned with spending money on a consultant for the Parks and Recreation Master Plan. Ralph also discussed some of the benefits of having a consultant. Commissioners would also like to see a Dog Park somewhere in the City. Commission received and filed the update.

Parks Tour Discussion

Ralph Wright, Parks and Recreation Director, wanted input from the Commissioners to set a date for a parks tour to look at the current condition of parks and to look at what may be needed in each park. Commissioners chose March 31 and April 7, 2021 at 4:00 PM. A motion was made by Commissioner Sellers to pick the date and was seconded by Commissioner Diaz. This motioned was passed with a 3:0:0:2 vote.

Additions to the Agenda:

None

Additional Comments:

Commissioners wanted to congratulate and thank Chairperson Miller and Vice Chairperson Sleers. Commissioner Diaz asked when they would be receiving the Brown Act PowerPoint and Policy and Procedures. Commissioners also brought up communication regarding crimes or events taking place in parks. Commissioners also discussed the cameras in the parks that need repair. Possibility of changing the date of meeting.

Agenda for Next Meeting:

None

Adjournment:

Meeting was adjourned at 8:01 PM by Chairman Leroy Miller. The next general meeting will be at 6:00 PM on April 28, 2021, in the Council Chambers.

Minutes Submitted by: _____

Date: _____

Minutes Approved by: _____

Date: _____



City of Banning
Parks and Recreation Commission
Meeting Minutes
May 19, 2021

Parks and Recreation Commission Regular Meeting

Opening:

The City of Banning Regular Parks and Recreation Commission Meeting was called to order on May 19, 2021 at 6:16 PM in the Council Chambers at Banning City Hall by Chairman Leroy Miller.

Present:

Leroy Miller, Chairperson
Vickie Sellers, Vice Chairperson
Shelby Waldron, Commissioner

Absent:

Arthur Cabral, Chairmen
Juanita Diaz, Commissioner

Public Comments:

None

Approval of Minutes:

Minutes for March regular meeting were tabled. March and April Special Meeting minutes were reviewed. A motion was made by Commissioner Sellers to approve the minutes as presented and was seconded by Commissioner Waldron. This motioned was passed with a 3:0:0:2 vote.

Business from the Previous Meeting:

None

New Business:

Monthly Activity Report

Ralph Wright, Parks and Recreation Director, went through the February, March, and April Activity Report with the Commissioners. A motion was made by Commissioner Waldron to approve the monthly report as presented and was seconded by Commissioner Sellers. This motioned was passed with a 3:0:0:2 vote.

COVID-19 Program and Facility Update

Scott Foster, Recreation Manager, went over summer programming at the Banning Community Center, Replier Park Aquatic Center, Day Camp, and upcoming events. He also discussed current staffing levels for day camp and the Replier Park Aquatic Center. Commissioner brought up concerns with pool hours for open swim. Commissioners also wanted to look at possibly of opening the pool for additional hours the summer of 2021. Commissioners wanted to look at hours for open swim for summer 2022 at the next commission meeting after summer, September. Commission received and filed the update.

Parks and Recreation Fees Discussion

Ralph Wright, Parks and Recreation Manager, discussed information on creating a fee setting policy and cost recovery methodology. He let the commissioners know that the Parks and Recreation department will be moving forward with reviewing a possibly changing our current fees for our programming, based on subsidy per person and other factors. Commission received and filed the update.

Additions to the Agenda:

None

Additional Comments:

Commissioner Sellers wanted to let the community know about Little League’s Movie Night and Closing Ceremonies. Chairperson Millers wanted to thank staff and hopes that we have a successful summer. Ralph Wright, Parks and Recreation Director updated the commission on the Replier Park CDBG Project, on the Senior Center ADA Project, Richard Sanchez Park Replacement and on some of the grants that the Parks and Recreation Department has applied for.

Agenda for Next Meeting:

None

Adjournment:

Meeting was adjourned at 7:05 PM by Chairman Leroy Miller. The next general meeting will be at 6:00 PM on June 16, 2021, in the Council Chambers.

Minutes Submitted by: _____ **Date:** _____

Minutes Approved by: _____ **Date:** _____



**CITY OF BANNING
PARKS AND RECREATION COMMISSION REPORT**

TO: Parks and Recreation Commission
FROM: Ralph Wright, Parks and Recreation Director
PREPARED BY: Ralph Wright, Parks and Recreation Director
MEETING DATE: September 15, 2021
SUBJECT: Parks and Recreation Monthly Reports of Activities

RECOMMENDATION:

That the Parks and Recreation Commission review, discuss and approve the monthly activity report for the month of May, June, July 2020.

BACKGROUND:

The Department tracks its registration, participation and facility use in its Monthly Reports. The reports track Fiscal Year Data and when applicable, year over year data.

FISCAL IMPACT:

There is no fiscal impact associated with this item.



**CITY OF BANNING
PARKS AND RECREATION COMMISSION REPORT**

TO: Parks and Recreation Commission
FROM: Ralph Wright, Parks and Recreation Director
PREPARED BY: Ralph Wright, Parks and Recreation Director
MEETING DATE: September 15, 2021
SUBJECT: Outdoor Equity Grant Program Discussion

RECOMMENDATION:

That the Parks and Recreation Commission participate in a discussion on the Outdoor Equity Program Grant and potential direction for program parameters.

BACKGROUND:

The City is planning to submit an application to California States Parks for their Outdoor Equity Grants Program. The program offers to provide both youth and adults an opportunity to participate in outdoor activities both locally and regionally as part of organized trips to educate, enjoy and learn the value of outdoor recreation.

The grant provides for program funding including transportation and staffing costs to encourage and educate our community on outdoor activities for a three year period. It is the hope that an award of this kind will provide the seed money to develop an outdoor equity program that sustains after the grant performance period expires. The current proposal is to offer a two pronged program:

- 1) The first prong will be a teen mentor/leadership/volunteer program for interested middle schoolers and high schoolers;
- 2) The second prong will be a series of local and regional trips throughout Southern California to bring the Community to the outdoors.

Staff will lead a discussion with both the public and the Commission in an effort to receive input on the program parameters.

The grant application will be due October 8th and notice of award is expected in the Spring/Summer of 2022.

FISCAL IMPACT:

There is no match requirement if the grant is awarded and the grant is designed to cover all costs associated with the program.



**CITY OF BANNING
PARKS AND RECREATION COMMISSION REPORT**

TO: Parks and Recreation Commission
FROM: Ralph Wright, Parks and Recreation Director
PREPARED BY: Ralph Wright, Parks and Recreation Director
MEETING DATE: September 15, 2021
SUBJECT: Discussion on Campaign to “Keep our Parks Clean!”

RECOMMENDATION:

That the Parks and Recreation Commission discuss and provide feedback on possible Park’s Campaign.

BACKGROUND:

In previous Commission meetings and Commissioner discussions, the possibility of starting a campaign to educate the community regarding the effects of negative activity on our parks and generating community buy-in for the support of our parks has been discussed.

Staff will begin a discussion regarding a potential campaign and receive feedback from the Commission on possible options and direction. The plan would then be to bring back a more defined campaign idea with logos, signage options and social media content for discussion and approval and our next regularly scheduled meeting in October.

POTENTIAL IDEAS AND TAGLINES:

As a discussion starter, the following are potential tag lines or simple slogans for our campaign as well as a few logo ideas other cities have in place or have used previously.

Ideas for Banning:

- “Banning Parks, Love our Parks!”
- “Banning Parks belong to US; Help keep them beautiful!”
- “Banning Parks, Help Us Keep them Clean and Safe!”

Sample posters



Poster Competition idea



Other Ideas:

1) Public Art in our Parks

With the start of our Downtown Art improvement projects as part of the Downtown revitalization, creating a plan to add art to our parks as part of the beautification program seems viable.

- a) Sculptures erected in parks;
- b) Murals in our parks
- c) Sidewalk art program/contest

2) Adopt a park program

FISCAL IMPACT:

There is no fiscal impact associated with this item. The establishment of a formal campaign in the future could require funding for education materials, signage etc. Additionally, creation of a public art program could have costs for materials, artist fees etc.



**CITY OF BANNING
PARKS AND RECREATION COMMISSION REPORT**

TO: Parks and Recreation Commission
FROM: Ralph Wright, Parks and Recreation Director
PREPARED BY: Ralph Wright, Parks and Recreation Director
MEETING DATE: September 15, 2021
SUBJECT: Grant and Project Updates

RECOMMENDATION:

That the Parks and Recreation Commission receive and file the report

BACKGROUND:

Staff will present an update on grant applications, funding, and park projects, both current projects and potential future projects.

Discussed projects include the following:

- Replier Park Improvements – CDBG Funding
- Senior Center ADA improvements – CDBG Funding
- Richard Sanchez Playground replacement
- Lion's Park expansion – Prop 68 SPP Grant
- Lion's Park ballfield lighting – Prop 68 – Per Capita Grant

FISCAL IMPACT:

Some of these projects have defined funding either through grant or General Fund allocations and others are awaiting funding sources to support our parks system.



**CITY OF BANNING
PARKS AND RECREATION COMMISSION REPORT**

TO: Parks and Recreation Commission
FROM: Ralph Wright, Parks and Recreation Director
PREPARED BY: Ralph Wright, Parks and Recreation Director
MEETING DATE: September 15, 2021
SUBJECT: Department Budget Update

RECOMMENDATION:

That the Parks and Recreation Commission receive and file.

BACKGROUND:

Due the COVID-19 Pandemic and the guidance restrictions in place from both the County and State during the FY 2020-21 Budget cycle, both revenue and expenditures were reduced because we had been unable to offer much of our regular programming. This included the closure of the Aquatic Center for the 2020 season, the inability to offer our 2020 youth basketball, football, and soccer leagues as well as a closure of almost all of our contract instructor programs.

Most of the Covid restrictions have been lifted and allow for regular programming to run again. A summer Day Camp program and the Aquatic Center Programming was able to operate this past Summer and this Fall we are offering a full slate of programming.

Staff will deliver a presentation and discuss the Parks and Recreation Department's 2020-2021 Fiscal Year budget as well as discuss the adopted 2021-22 budget and reintroduce the City's Finance portal through Opengov.com that provides real time budget data and reports.

FISCAL IMPACT:

There is no fiscal impact associated with this item.



**CITY OF BANNING
PARKS AND RECREATION COMMISSION REPORT**

TO: Parks and Recreation Commission

FROM: Ralph Wright, Parks and Recreation Director

PREPARED BY: Ralph Wright, Parks and Recreation Director

MEETING DATE: September 15, 2021

SUBJECT: 2022-2023 Community Development Block Grant (CDBG)
Project Ideas

RECOMMENDATION:

That the Parks and Recreation Commission discuss and provide feedback on potential CDBG projects for the 2022-2023 funding cycle.

BACKGROUND:

Staff will discuss potential CDBG projects for Banning parks. The City of Banning is a “Cooperating City,” in the County of Riverside’s Community Development Block Grant Program. The City submits applications for limited available funding for park improvement and rehabilitation projects.

The applications have not been released by the County but it is estimated that there will be \$150,000 available for potential projects. Currently, four of the City’s existing parks are within the Census Blocks that are eligible for use of Grant funds: Lion’s Park, Repplier, Roosevelt Williams and Sylvan Park.

Staff will discuss the possible project ideas for grant submittal:

- 1) Replace the restroom at Sylvan Park;
- 2) Install a dog park at Sylvan Park;
- 3) Replace the irrigation system at Lion’s Park;
- 4) Help with phasing of the Lion’s Park light replacement.

Applications are usually due in mid-October and then the City Council authorizes the submittal of selected grant applications to the County for project approval. The County deadline for application submittal is November 12, 2021.

FISCAL IMPACT:

There is no Fiscal Impact associated applying for CDBG funding for the 2022-2023. However, the available funding might not be available to fully complete some or all of the projects in full and might require additional funding.



**CITY OF BANNING
PARKS AND RECREATION COMMISSION REPORT**

TO: Parks and Recreation Commission
FROM: Ralph Wright, Parks and Recreation Director
PREPARED BY: Ralph Wright, Parks and Recreation Director
MEETING DATE: September 15, 2021
SUBJECT: Review of Smith Creek Master Update

RECOMMENDATION:

That the Parks and Recreation Commission discuss and provide feedback on the update of the Smith Creek Master Plan.

BACKGROUND:

The Smith Creek Master Plan was adopted in 1993 and no longer necessarily reflects the interests and desires of the community. The City Council of the City of Banning, at their June 22, 2021 regular meeting of the City Council, approved a motion to direct Staff and The parks and Recreation Commission to begin work on updating the Smith Creek Master Plan document and to remove the proposed golf course.

A recent proposal for the City-owned property includes development of a drag racing strip, oval track and off-road track. With the success of drag races at Banning Municipal Airport, it is possible for the City to generate significant revenue from racing events at Smith Creek Park. In addition, the property could also be used for large outdoor concerts and events. Potential funding for construction of the drag strip has been discussed with donors who are interested in drag racing.

California has lost most drag racing tracks due to noise complaints from residential developments built near existing tracks. Complaints have forced closure of the venues. Smith Creek Park is located in an area primarily zoned for industrial uses.

JUSTIFICATION:

The Smith Creek Park Master Plan is outdated and should be updated to reflect current community interests and desires. A Master Plan is necessary to guide future develop and to qualify for grant funding.

Staff will provide copies of the Smith Creek Master Plan at the meeting and lead a discussion on the direction so that we are able to begin the work of updating the Master Plan.

FISCAL IMPACT:

Although there may be costs associated with the development of the Smith Creek master Plan update, there is minimal fiscal impact associated with this item at this time.

ATTACHMENTS: Smith Creek Park Master Plan Diagram