



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

**REGULAR MEETING: Wednesday, October 21, 2020 @ 6:00 PM
City Council Chambers, 99 E. Ramsey Street
Banning, CA 92220**

Due to the COVID-19 pandemic emergency, and to protect the health and safety of all participants, **this meeting is being held in person and via video/teleconference**. Pursuant to Governor Newsom's Executive Orders, members of the Banning Parks and Recreation Commission, staff and public may observe and participate in this meeting electronically or telephonically as outlined below:

To observe and participate in the on-line video portion of the meeting through your personal computer or device enter the following or click on the link

<https://us02web.zoom.us/j/87081879308?pwd=a2prMkc4SVpGd1NnNkU5aVRsRHhwdz09>

Meeting ID: 870 8187 9308

Passcode: 664369

One tap mobile: +16699009128,,87081879308#

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To observe the live meeting through your personal computer, but not participate with video or oral comments, you may use your computer or smart phone to enter the following or click on the link: <https://banninglive.viebit.com> or on the Banning Government Channel on Cable Television

I. CALL TO ORDER: Chairman Arthur Cabral

- Pledge of Allegiance: Commissioner Sellers
- Roll Call: Commissioners Cabral, Diaz, Miller, 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 September Regular Meeting – 9/16/2020 **Page 1**

IV. NEW BUSINESS:

1. MONTHLY ACTIVITY REPORT JULY AND AUGUST

(Staff Report – Ralph Wright, Parks & Recreation Director)Page 4

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. Motion and Second
6. Parks and Recreation Commission discussion on motion
7. Call for the question (Roll call vote)

Recommendation:

Staff recommends that the Parks and Recreation Commission review, discuss and approve the monthly reports for the months of July and August 2020.

2. REVISION OF PARK RULES

(Staff Report – Ralph Wright, Parks & Recreation Director)Page 5

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. Motion and Second
6. Parks and Recreation Commission discussion on motion
7. Call for the question (Roll call vote)

Recommendation:

Staff recommends that the Parks and Recreation Commission review and discuss the proposed changes to the Regulations for Park Use and approve the revised park rules and regulations.



City of Banning
Parks and Recreation Commission
Meeting Minutes
September 16, 2020

Parks and Recreation Commission Special Meeting

Opening:

The City of Banning Special Parks and Recreation Commission Meeting was called to order on September 16, 2020 at 6:00 PM in the Council Chambers at Banning City Hall by Vice Chairman Leroy Miller.

Present:

Leroy Miller, Vice Chairmen

Juanita Diaz, Commissioner

Vickie Sellers, Commissioner

Shelby Waldron, Commissioner

Absent:

Arthur Cabral, Chairmen

Public Comments:

None

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 4:0:0:1 vote.

Business from the Previous Meeting:

None

New Business:

Monthly Activity Report

The Director Ralph Wright presented the Monthly Activity Report for June. He highlighted the incidents of graffiti, the lack of rentals and programming due to Covid-19, and the meal program for the Seniors. Commissioner Waldron made a motion to accept and approve the monthly reports for June 2020. Commissioner Sellers seconded the motion. Motion was approved 4:0:0:1 vote.

COVID-19 Update

The Director discussed that we are dealing with guidelines that are interfering with some of our rentals and activities. He clarified that greenspaces are open, and most park areas are open to family uses if they are following social distancing guidelines, however playgrounds are still closed. Some park rentals for church services and memorial services are approved. The Director discussed our 6 week Day Camp program. He also discussed that the parks and recreation department is keeping up to date on the current guidelines. The Director discussed that sports clinics and noncompetitive games are currently allowed. He also discussed that there have been some tournaments that were happening without our permission. We have had some clinics that went further than they were allowed. Little league will be having fall ball clinics. The Recreation Manager gave an update on the upcoming classes, events and programming. These included drama, online driving course, virtual 5K, Beary Thankful party, Trip and Treat event, and Halloween Decoration Contest. Commissioner Diaz brought a concern forward regarding volunteering and receiving information earlier. Commissioner Waldron asked about a bus possibly taking a bus around for the kids who can't do the drive thru. Commissioner Miller had a question regarding who will regulate the parks for the current guidance. The Director clarified that we cannot properly regulate the parks, but we are working on how we can possibly control that. Commissioners received and filed the update.

Refund Policy

The Parks and Recreation Manager discussed the fact the department does not currently have a formal policy for refunds, which this document will become. This follows the current informal policy except for a few minor changes. He went through the different reasons we will issue an/or not issue a refund. Commissioner Diaz had a question about the rental facilities and the costs. The Recreation Manager said he would get her a copy of the rental packets. Commissioner Sellers pointed out a typo in the document. Commissioner Diaz also had a question regarding insurance for rentals. The Recreation Manager told her that he would get that information. Commissioner Waldron made a motion to accept and approve the Refund Policy. Commissioner Sellers seconded the motion. Motion was approved 4:0:0:1 vote.

Grant and Project Update

The Director updated the commission on the upcoming grants and projects including, Prop 64 and Prop 68, as well as CDBG Funding. Commissioners asked questions regarding the density of population and the census. The Director clarified that the census information would come in too late to affect these grants. The Director also discussed the projects upcoming projects including renovations of some park restrooms at Repplier and Sylvan, cameras, and repairs to fencing. He also discussed the ADA improvements for the Senior Center. He also updated on the Richard Sanchez Playground Replacement as well as the Lion's Park Lighting. Commissioner Diaz asked about where we could get funding if we didn't get funded through a grant. Commissioners received and filed the update.

Additions to the Agenda:

The Director also wanted to mention the Senior Happiness Campaign. The Director also wanted to mention an update on the 2020 Census.

Additional Comments:

Commissioner Sellers and Diaz wanted to discuss cooling centers and the possibility of using the Community Center as a cooling center. The Director discussed the Community Center is currently

a cooling center but is only opened at certain times. The Director also discussed that we need to do a better job of communicating these types of activities with the commission.

Agenda for Next Meeting:

The Director wants to bring the Parks Master Plan Discussion to the next meeting, as well as CDBG and Project update. He would also like to bring the budget information for the fiscal year.

Adjournment:

Meeting was adjourned at 7:39 PM by Vice Chairman Leroy Miller. The next general meeting will be at 6:00 PM on October 21, 2020, 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: October 21, 2020
SUBJECT: Parks and Recreation Monthly Reports of Activities

RECOMMENDATION:

That the Parks and Recreation Commission review, discuss and approve the monthly reports for the months of July and August 2020.

BACKGROUND:

The City has now completed over a year of monthly reports and although the year over year numbers are skewed due to the Covid-19 pandemic, the Monthly reports are helpful in evaluating our facility use and participation levels. Beginning with July 2020, the report tracking starts over to coincide with the new Fiscal year.

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: October 21, 2020
SUBJECT: Review and Discuss the Regulations for Park Uses

RECOMMENDATION:

The Parks and Recreation Commission review and discuss the proposed changes to the Regulations for Park Use and approve the revised park rules and regulations.

SUMMARY:

As part of the review and revision process, staff has received and reviewed over a dozen Cities' Park rules and after comparison with Banning's rules recommended changes. Over the last year, the Parks and Recreation commission has had numerous items reviewing and revising the Park rules.

One additional prohibition that was not revised dealt with Commercial activity in our park. The current prohibition states the following – No person, shall sell or offer for sale any goods, merchandise or articles unless a special event permit is granted pursuant to the provisions of this chapter. Staff recommends adding services as part of the prohibited commercial activity in our parks without a permit. This will ensure that the public amenities are available to the general public and not used as a place of business without our consent. An example of this would be a tennis instructor teaching tennis lessons on our courts and monopolizing the space for a business venture. We could, however, permit this use as a contract instructor or through a facility use application.

The proposed addition to the park rules regarding Commercial activity would be added to the Regulations for Park use as follows:

– No person, shall sell or offer for sale any goods, merchandise, services or articles unless a special event permit is granted pursuant to the provisions of this chapter or a specific concession or contract granted by the City.

If the recommended addition is approved by the Parks and Recreation Commission, the updated rules will be taken to the City Council to be adopted by Ordinance.

FISCAL IMPACT:

There is no direct fiscal Impact associated with this item. However, an increase in generated revenue could occur with

ATTACHMENTS:

1. Revised Park Rules and Regulations – Modified section is highlighted.

Attachment 1

(Revised Park rules and regulations)



City of Banning Park Rules

Hours of Operation:

No person shall gather, loiter, wander or remain within any public park or park facility after sunset or before sunrise without a written permit from the City issued in accordance set forth, except as follows:

- 1 Sports activities on lighted tennis courts, basketball courts or baseball diamonds;
- 2 Walking on properly lit walking paths in parks;
- 3 Events authorized by the City to occur during specified hours.

Regulations for Park Use:

The following regulations shall apply to all parks and park facilities in the City:

- a. The possession, sale and consumption of alcoholic beverages is prohibited.
- b. No person shall cut, deface, remove or damage any tree, shrub, plant, turf, structure or building.
- c. No person shall indulge in any loud, boisterous or riotous conduct or activity.
- d. No person shall throw or deposit any bottle, can, broken glass, paper, rubbish, or waste material of any kind at any place except in containers placed for such purposes.
- e. No person shall drive or operate any vehicle, cycle or automobile on any area not designated for such purposes.
- f. No person or group, shall sell or offer for sale any goods, merchandise, services or articles unless a special event permit is granted pursuant to the provisions of this chapter or a specific concession or contract granted by the City.
- g. **Prohibition of Animals in Parks.**
 1. No person shall cause, permit, or allow any animal owned or possessed by him or her, or any animal in the custody or control of such person, to be present in any park except:
 - a. Equine animals being led or ridden under reasonable control upon a bridle path, trail or park area authorized and provided for such purpose;
 - b. Equine or other animals which are hitched or fastened at a place expressly authorized and designated for such purpose;
 - c. Dogs or cats when caged, or when led by a cord, leash or chain not more than six feet long, or when confined within the interior of a vehicle;
 - d. Service animals which have been specially trained to do work or perform tasks for an individual with a disability.

- h. **Permit to Gather.**

- a. No person, company, society, organization, gathering or group of more than twenty-five persons shall hold or conduct any picnic, celebration, parade, event, gathering, assembly or meeting in any park within the City without first obtaining a written permit to do so by the Parks and Recreation Department, and no person shall attend, take part in or be a participant in any such picnic, celebration, parade, exercise, gathering, assembly or meeting in a park unless the permission has first been obtained.
- i. **Amplified Sound in City Parks**
 - a. The intent of this section is to reasonably regulate the use of parks within the City in such a manner that various groups may enjoy such parks without unduly interfering with or creating conflicts with other groups, and to insure that if public address systems, amplified instruments or percussion instruments are used within the parks, that they shall be used in such place and manner that they will not unduly interfere with or be an annoyance to other groups or individual people who may be using the parks at the same time or to the surrounding neighborhood.
 - b. Public address systems, acoustical instruments, and/or electrically amplified instruments are prohibited unless the City Manager or his designee finds the amplification meets the criteria stated in paragraph (a) above, and the amplification use is approved in writing by and in the sole discretion of the City Manager or his designee.
- j. No person shall interfere with the use of any scheduled group or activity that has received a permit from the City for use of said park.
- k. Except as authorized in writing by the director, or except in performance of an official duty, no person shall post, place, or erect any bill, notice, paper, or advertising device or matter of any kind within a park.
- l. **Use or Sale of Narcotics and Illegal Drugs in Parks.**
 - a. No person shall enter, be in or remain in any park owned, operated or controlled by the city or district, while in possession of, transporting, purchasing, selling, giving away or consuming any narcotics or illegal drugs, except possession of or consumption of prescription medication by the person for whom it was prescribed.
- m. No person shall make fires in any places other than barbeques or fire pits either provided within City parks or within personal barbeques adhering the following:
 - a. Barbeques must be a minimum of 6” off the ground;
 - b. Cannot be within 25 feet of a playground;
 - c. Cannot be left unattended;
 - d. All grease, coals and debris must be properly disposed of in the proper receptacle or removed from the park upon exit.
- n. No person shall wound, kill or catch or attempt to catch any bird or animal.
- o. No person shall loiter at or about any bathroom facility open to the public.
- p. No person shall bring into a city park an inflatable bounce house, without first completing a facility use application and providing the proper insurance and indemnification information.

Permit for Camping in City Parks:

1. The City Manager or his designee may issue a permit authorizing persons or groups to camp in the parking lot of Dysart Park upon finding that the applicant has met the City's requirement for:
 - a. Parking and traffic control;
 - b. Toilet and other sanitary facilities;
 - c. Security;
 - d. Liability Insurance;
 - e. Garbage collection and cleanup;
 - f. Security and cleanup deposits; and
 - g. Such other public health, safety and general welfare matters as may raised by the camping application; and
 - h. Environmental compliance according to the California Environmental Quality Act (CEQA) and the City's Guidelines*.
2. Except as set forth in subsection (c) no person or group may camp in a city park under ²⁰ authority of this section for more than three nights in any twelve months. No permit shall be required for security guards who camps in a city park incident to a lawful event.
3. Where the camping activity is taking place in conjunction with an authorized and permitted restoration or conservation project being performed by campers at or near the campsite, the City Manager or his designee may permit an individual or group to camp in the afore-referenced City Park for a period of time in excess of that prescribed in Subsection (b) security guards can camp longer.
4. To ensure fair and consistent application of this section, the City Manager or his designee shall promulgate regulations defining the criteria for permit issuance contained within the section.

Regulation for Smoking in City Facilities and City Public Parks:

Smoking shall be regulated in the following places within the City:

- a. No person shall smoke or use any tobacco product within any enclosed City facility or within the boundaries of any public park within the City of Banning. The prohibition shall not ban smoking or tobacco product use in or upon the public streets, sidewalks or alleyways adjacent to a city facility or public park but shall prohibit such acts in off street parking areas within City Public Parks.
- b. Smoking in an enclosed City facility and within the boundaries of any city public park owned by the City of Banning shall be subject to enforcement and penalty provisions of Section 8.56.070 and Section 8.56.080(A) & (B).



**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: October 21, 2020
SUBJECT: Facility and Program Update

RECOMMENDATION:

That the Parks and Recreation Commission receive and file the update.

BACKGROUND:

In early March, Local, State and Federal Health officials began releasing health orders that restricted activities deemed non-essential to combat the spread of COVID-19. These restrictions significantly affected how Parks and Recreation Departments were able to offer services.

Staff will present an update on the current status of activities and programs being offered as well as our Parks and Recreation Facilities

FISCAL IMPACT:

The Health Orders and guidelines for reopening are ever changing and will have a significant revenue and expenditure impact depending on future restrictions/removal of restrictions and the public's interest in participating in our program offerings.



**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: October 21, 2020
SUBJECT: Community Development Block Grant (CDBG) – 2021-22 Funding Cycle

RECOMMENDATION:

That the Parks and Recreation Commission receive and file the report

BACKGROUND:

Staff has completed three applications for CDBG Funds for the 2021-22 Funding Cycle.

The projects are the following:

- 1) Sylvan Park Rehabilitation Project
 - a. The project includes purchase and installation of a new steel shelter to replace the current dilapidated shelter, resurfacing of the basketball courts with a sport court coating and replacement of small amenities like drinking fountains, trash receptacles and benches where applicable.
- 2) Roosevelt Williams Fencing Project
 - a. Includes the installation of white vinyl fencing along the south edge of the north parking lot. This fencing would be identical to the fencing around the perimeter of Roosevelt Williams North and South borders. It is being requested to maintain the aesthetic look of the rest of the park and minimize the driving onto the turf from the parking lot.
- 3) Lion's Park Fencing Project

- a. Includes installation of a white vinyl fencing similar to the fencing currently at Roosevelt Williams Park down the East perimeter adjacent to Hargrave Street and along the North perimeter adjacent to the parking lot. Currently, the perimeter is bordered by a chain and post system that is in need of replacement and the vinyl fencing is an improvement to the aesthetics of the park.

The City has an ad-hoc committee that will review all application for CDBG fund and recommend approval to those chosen to be most beneficial to the City. From there, the City Council will approve the projects and submit to the County of Riverside for review and approval.

If approved, the funding will come available next Fiscal Year in late Summer to early Fall.

FISCAL IMPACT:

The potential award of grants will provide the necessary funding to complete projects in the 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: October 21, 2020
SUBJECT: Parks and Recreation budget Update

RECOMMENDATION:

That the Parks and Recreation Commission receive and file the report.

BACKGROUND:

At the Commission's request, Staff will present a PowerPoint Presentation on the Parks and Recreation Budget for year-end Fiscal Year 2019-20 and the current Fiscal Year Budget for 2020-21.

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: October 21, 2020
SUBJECT: Replacement of Playground at Richard Sanchez Park

RECOMMENDATION:

That the Parks and Recreation Commission review and discuss playground options for Richard Sanchez park

BACKGROUND:

The Playground needs replacement at Richard Sanchez Park due to the removal of the pour in place system. Funding has been included in the FY 2020-21 Budget for the project.

Attached are some playground options and Staff is looking for input from the Commission as to the look and feel of the playground options. Staff has also posted a Facebook post asking the public to weigh in as well.

FISCAL IMPACT:

A total of \$80,000 was allocated for the project as part of the FY 2020-21 Budget and the removal of the old playground and purchase and installation of a new playground can be completed within that allocated amount.