



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

**WORKSHOP: Wednesday, October 16, 2019 @ 5:00PM**  
**REGULAR MEETING: Wednesday, October 16, 2019 @ 6:00 PM**  
**City Council Chambers, 99 E. Ramsey Street**  
**Banning, CA 92220**

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**I. CALL TO ORDER:** Chairman Leroy Miller

- Pledge of Allegiance: Commissioner Sellers
- Roll Call: Commissioners Cabral, Jasso, 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 August Regular Meeting – 8/21/2019..... **Page 1**

**IV. REPORT OF OFFICERS:**

1. **INTRODUCTION OF NEW PARKS AND RECREATION DIRECTOR, RALPH WRIGHT**  
*(Staff Report – Ralph Wright, Parks & Recreation Director) ..... Oral*
2. **PARKS AND RECREATION DIRECTOR'S MONTHLY REPORT**  
*(Staff Report – Ralph Wright, Parks & Recreation Director) ..... Oral*

**V. NEW BUSINESS:**

1. **PARKS AND RECREATION COMMISSIONER JOB DESCRIPTION**  
*(Staff Report – Ralph Wright, Parks & Recreation Director) ..... Page 3*

<p>Order of Procedure:</p> <ol style="list-style-type: none"> <li>1. Staff report presentation</li> <li>2. Parks and Recreation Commission questions for staff and applicant</li> <li>3. Open public comments</li> <li>4. Close public comments</li> <li>5. Parks and Recreation Commission discussion</li> <li>6. Motion and Second</li> <li>7. Parks and Recreation Commission discussion on motion</li> <li>8. Call for the question (Roll call vote)</li> </ol>
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**Recommendation:**

Staff recommends that the Parks and Recreation Commission approve the Job Description for Parks and Recreation Commissioner

**2. Discussion of Parks Tour**

*(Discussion - Ralph Wright, Parks & Recreation Director)..... Oral*

**VI. PARKS AND RECREATION COMMISSIONER COMMENTS**

**VII. PARKS & RECREATION DIRECTOR COMMENTS**

**VIII. ADJOURNMENT**

The City of Banning Parks and Recreation Commission is hereby adjourned to the Regular Parks and Recreation Commission meeting of October 16, 2019 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].



# City of Banning Parks and Recreation Commission

Meeting Minutes

July 17, 2019

## **Opening:**

The regular meeting of the City of Banning Parks and Recreation Commission Meeting was called to order on July 17, 2019 at 6:00 PM in the Council Chambers at Banning City Hall by Chairman Leroy Miller.

## **Present:**

Leroy Miller, Chairmen

Shelby Waldron, Vice Chairmen

Arthur Cabral, Commissioner

Albert Jasso, Commissioner

Vickie Sellers, Commissioner

## **Absent:**

None

## **Approval of Minutes:**

No minutes available for approval

## **Business from the Previous Meeting:**

None

## **New Business:**

Consideration of Planning Area NO. 26 Conceptual Park Plans within Tentative Tract Map 37365 (APN: 408-120-001 and 408-120-002) in the Butterfield Specific Plan

Adam Rush, Community Development Director, distributed Proposed Tentative Tract Map 37365 for Phase I of the Butterflied Specific Plan. He discussed these plans in detail and answered questions as they arose. Commission members had some concerns regarding the open areas in the plans as well as which areas were open to the public. A motion was made by Commissioner Jasso to approve the plans and was seconded by Commissioner Waldron. This motion was passed with a 5 to 0 vote.

Consideration of Planning Area NOS. 22 and 23 Conceptual Park and Open Space/Landscaping Plans within Tentative Tract Map 37298(APN: 408-120-010, 408-120-019 408-120-020) in the Butterfield Specific Plan

Adam Rush, Community Development Director, distributed Conceptual Park and Open Space/Landscape Plans for planning Area Nos. 22 and 23, located within Tentative Tract Map 37298 of the Butterflied Specific Plan. He discussed these plans in detail and answered questions

as they arose. Commission members had some concerns regarding the open areas in the plans as well as parking. A motion was made by Commissioner Sellers to approve the plans and was seconded by Commissioner Jasso. This motion was passed with a 4 to 1 (Commissioner Arthur Cabral voted against) vote.

**Additions to the Agenda:**

None

**Agenda for Next Meeting:**

Inventory of Parks Updated (Vickie Sellers)

Parks Visit (Workshop for meeting 5:00 PM)

Swimming Pool Use in off Season

Soccer Fields discussions

**Adjournment:**

Meeting was adjourned at 7:42 PM by Chairman Leroy Miller. The next general meeting will be at 6:00 PM on September 18, 2019, 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 16, 2016  
**SUBJECT:** Parks and Recreation Commissioner volunteer job description

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**RECOMMENDATION:**

The Parks and Recreation Commission review and approve the volunteer job description for the Parks and Recreation Commissioner:

**BACKGROUND:**

At the request of the Parks and Recreation Commission, a job description with duties and responsibilities for the Parks and Recreation Commissioners was developed and is now being brought forward for review and discussion.

**SUMMARY:**

Parks and Recreation staff reviewed job descriptions for Parks and Recreation Commissioners from other municipalities and in conjunction the rules and procedures outlined in Chapter 2.40 of the Banning Municipal Code: Parks and Recreation Commission, developed the City of Banning Parks and Recreation Commission Volunteer Job Description.

**FISCAL IMPACT:**

There is no fiscal Impact associated with this item.

**ATTACHMENTS:**

1. Parks and Recreation Commissioner Volunteer Job Description

# ***ATTACHMENT 1***

**(Parks and Recreation Commissioner Volunteer Job Description)**



## CITY OF BANNING

### **PARKS AND RECREATION COMMISSIONER VOLUNTEER JOB DESCRIPTION AND QUALIFICATIONS**

#### **Purpose of the Commission:**

The Parks and Recreation Commission serves as an advisory agency to the City Council, the Planning Commission, and the Parks and Recreation Director for the purpose of the review and formulation of rules, regulations, and policies for all parks and recreation programs and services. They are empowered to take initiative in planning for the present and future park and recreation needs of the residents of the City of Banning.

#### **Duties and Responsibilities of the Park and Recreation Commission:**

In their capacity, the Parks and Recreation Commission duties shall be:

- (1) Review current parks and recreation programs and facilities in the city to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities, or user fees, if any, to the City Council;
- (2) Provide a forum for the City's residents to express their views related to public parks and facilities, recreation programs and services, and other related issues. Promote interest, cooperation, and support among private, public and nonprofit organizations.
- (3) Make recommendations, in conjunction with the Parks and Recreation Department, to the City Council on operating and capital budget needs, service levels, and charges for services, and monitor the recreation and parks budget throughout the year; and
- (4) Periodically review and, if necessary, participate in the revision and update, of the City of Banning Parks and Recreation Master Plan;
- (5) Serve in an advisory capacity to the City Council and/or Planning Commission for the location, construction, maintenance and funding of parks and recreation facilities;
- (6) Participate in the development of individual parks and facility master plan concepts and documents;
- (7) Promote maximum utilization of parks, recreation facilities and programs;
- (8) Enhance the quality of life for all city residents through parks and recreation programs and services;
- (9) Periodically review and evaluate the City's service levels for parks, facilities, and recreation programs and services. Work in coordination with the Parks and Recreation Director to determine an acceptable standard and how to best maintain the City's parks and recreation services at that level;

- (10) Provide city residents as wide as a variety of recreational opportunities as possible; and
- (11) Review all parks and recreation-related matters submitted to the Commission by the City Council

**General information pertaining to the Commission:**

The Commission has five voting members, all of whom are appointed by the City Council. The terms of the members are four (4) years. The Commission meets on the 3rd Wednesday of each month at 6:00pm at Banning City Hall located at 99 E. Ramsey Street, Banning CA 92220.

**Eligibility for appointment:**

Appointees to the Commission must be City of Banning residents. Park and Recreation Commission applicants are expected to have an interest in constructively supporting City parks and recreational facilities and services, working with other City boards, the general public, and the Community Development Department to plan for future improvements in parks, recreational facilities, and a wide variety of related projects for the enjoyment of all of the residents of the City. Formal education in the field is not necessary.