



*City of Arts & Innovation*

**MINUTES  
PARK AND RECREATION COMMISSION**

Monday, June 19, 2017, 6:30 p.m.  
Art Pick Council Chambers – City Hall  
3900 Main Street  
Riverside, CA 92522

Commissioners Present: Rounds, Johnson, Whatley, Feola, Elliot, and Negrón

Commissioner Absent: Cardullo

Staff Present: Adolfo Cruz, Director  
Mario Lara, Deputy Director  
Andrew Emery, Park Superintendent  
Randy McDaniel, Principal Park Planner  
Patricia Solano, Community Services Superintendent  
Robin Metz, Recreation Superintendent  
Lauren Burgnon, Recreation Services Coordinator  
Megan Rudd, Assistant Recreation Coordinator  
Cynthia Carlos, Office Specialist  
Lilia Curiel, Interim Senior Administrative Assistant

**CALL TO ORDER**

Chair Rounds called the meeting to order at approximately 6:30 p.m.

**CITIZENS PARTICIPATION**

**1. PUBLIC COMMENT PERIOD**

There were no public comments during the meeting.

**2. APPROVAL OF MINUTES**

The Commission approved the minutes for the May 15, 2017, meeting as presented.

Motion: Feola  
Second: Elliot  
Ayes: All

**PRESENTATION**

**3. OVERVIEW OF THE FACILITIES SECTION OPERATIONS AND OUTDOOR ATHLETIC FACILITIES ALLOCATION PROCESS**

Director Cruz invited Recreation Superintendent Robin Metz to present.

Recreation Superintendent Robin Metz gave the Commission an overview of the outdoor facility allocations. She informed the Commission that 33% of the Facilities Section Staff time is used to administer the allocation and reservations of City-owned and operated outdoor sports fields/facilities. Superintendent Metz then introduced Recreation Services Coordinator Lauren Burgnon to present the user types to the Commission.

After discussion, a motion was made to accept the report for file.

Motion: Whatley  
Second: Elliot  
Ayes: All

## **DISCUSSION**

### **4. ORAL UPDATE ON THE PARKS MASTER PLAN**

Director Cruz updated the Commission on the Parks Master Plan project. The Parks Master Plan Agreement will go to Council in July 2017. Director Cruz informed the Commission that once the agreement is executed, the first step will be to create a schedule of community meetings.

After discussion, a motion was made to accept the report for file.

Motion: Johnson  
Second: Elliot  
Ayes: All

### **5. PARK AND RECREATION STANDING RULES**

Director Cruz presented Chair Rounds the Standing Rules and Regulations of the Park and Recreation Commission to formally finalize the change in day and location of the Park and Recreation Commission regular meetings. Chair Rounds finalized by signing.

After discussion, a motion was made to accept the report for file.

Motion: Elliot  
Second: Johnson  
Ayes: All

### **6. DETERMINE WHETHER COMMISSIONER JOSEPH FEOLA'S ABSENCE FROM THE REGULAR PARK AND RECREATION COMMISSION MEETING ON MAY 15, 2017, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

After discussion, a motion was made to excuse Commissioner Feola.

Motion: Elliot  
Second: Johnson  
Ayes: All

**ANNOUNCEMENTS, MEETING DATES, AND COMMISSION REQUESTS**

Commissioner Negron invited all to attend the Victorian Ice Cream Social on June 25, 2017, at the Heritage House.

Director Cruz thanked Commissioner Elliot for attending the SART Bike and Ride Festival. He informed the Commission the pools opened on Saturday, June 17. Director Cruz informed the Commission that summer season for the PRCSD is in full swing. Operation Splash will begin on Wednesday, June 21, 2017, at 1:00 p.m. and the Summer Foods Program will also begin on June 21, 2017. Director Cruz also informed the Commission that Special Transportation Fare Increase will be presented to Council on July 11, 2017, with new options and recommendations.

Commissioner Whatley inquired about Sycamore Canyon Nature Center possibly becoming operated by PRCSD.

Director Cruz informed the Commission that PRCSD will take responsibility of the operations portion of the museum, possibly scheduling nature classes. The Museum staff will be responsible for all of the exhibits.

**7. ADJOURNMENT**

Chair Rounds adjourned the meeting at approximately 7:10 p.m. The next meeting will be held on Monday, July 17, 2017, at 6:30 p.m., at Art Pick Council Chambers, 3900 Main Street.