



OROVILLE PARKS COMMISSION

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

**February 11, 2020
REGULAR MEETING
OPEN SESSION 5:00 PM
AGENDA**

REQUESTS TO ADDRESS COMMISSION

If you would like to address the Commission at this meeting, you are requested to complete the blue speaker request form (located on the wall by the agendas) and hand it to the City Clerk, who is seated on the right of the Council Chamber. The form assists the Clerk with minute taking and assists the presiding chair in conducting an orderly meeting. Providing personal information on the form is voluntary. For scheduled agenda items, **please submit the form prior to the conclusion of the staff presentation for that item.** Council has established time limitations of two (2) minutes per speaker on all items. **(California Government Code §54954.3(b)).** Pursuant to Government Code Section 54954.2, the Commission is prohibited from taking action except for a brief response from the Commission or staff to statements or questions relating to a non-agenda item.

CALL TO ORDER / ROLL CALL

Commissioners: Kay Castro, Krysi Riggs, Cheri Bunker, Bobby O'Reiley

OPEN SESSION

1. Pledge of Allegiance

PRESENTATIONS

1. Introduction of Community Development Department Leadership

PUBLIC COMMUNICATION - HEARING OF NON-AGENDA ITEMS

This is the time to address the Commission about any item not listed on the agenda. If you wish to address the Commission on an item listed on the agenda, please follow the directions listed above.

CONSENT CALENDAR

Consent calendar **items 1 - 3** are adopted in one action by the Commission. Items that are removed will be discussed and voted on immediately after adoption of consent calendar items.

1. **APPROVAL OF MINUTES**

[The](#) Parks Commission will approve the minutes of December 2, 2019.

2. ESTABLISHMENT OF A TEEN DOCENT PROGRAM

The Parks Commission will consider the establishment of a Teen Docent Program and recommend council approve the program.

3. ESTABLISH AN ADOPT A PARK PROGRAM

The Parks Commission will consider establishing an Adopt-a-Park Program and recommend council approve the program.

REGULAR BUSINESS

4. SANK PARK LANDSCAPING UPGRADES

The Parks Commission will consider upgrades to the landscaping within Sank Park

RECOMMENDATION

Approve and direct Staff to install another portion of the landscape design.

REPORTS / DISCUSSIONS / CORRESPONDENCE

1. Docent Association Report
2. Commission Announcements and Reports
 - a. Marketing Plan for Museum Weekend Discussion
 - b. SBF Potential Requests
3. Future Agenda Items
4. Administration Reports
 - a. Security and Safety – Lighting, Pop Team, Trees
 - b. Improvements and Maintenance – Lighting, Drought Resistant Landscaping, Wells, Roofs, Equipment Updates
 - c. Staffing – New Management Team and front-line staff, Open Positions
5. Correspondence -None

ADJOURN THE MEETING

The meeting will be adjourned. A regular meeting of the Oroville Planning Commission will be held on April 14, 2020 at 5:00 p.m.

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the City Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

Recordings - All meetings are recorded and broadcast live on cityoforoville.org and YouTube.



**December 02, 2019
MINUTES**

This agenda was posted on November 27, 2019.

CALL TO ORDER

Meeting called to order by Chairperson Riggs at 5pm.

ROLL CALL

PRESENT: Commissioners: Scott Lawrence, Krysi Riggs, Cheri Bunker, Bobby O'Reiley, Kay Castro

ABSENT: None

STAFF: Public Works Supervisor Wade Atteberry, Assistant City Clerk Jackie Glover

PLEDGE OF ALLEGIANCE

Led by Chairperson Riggs

PUBLIC COMMENTS

Beth Bello spoke on non-agenda items.

PRESENTATIONS AND OATH OF OFFICE

1. At the Request of the Assistant City Clerk Chairperson Riggs administered the oath of office to Kay Castro, newly appointed parks commissioner
2. The Parks Commission was introduced to the Parks and Trees and Maintenance Department Staff by Public Works Supervisor Wade Atteberry.

APPROVAL OF MINUTES

1. Motion by Commissioner O'Reiley and second by Commissioner Bunker to approve the minutes of October 8, 2019. Motion passed.

AYES: Commissioners Riggs, O'Reiley, Lawrence, Bunker
NOES: None
ABSTAIN: Commissioner Castro
ABSENT: None

REGULAR BUSINESS

2. FREE ADMISSION DAY FOR ALL CITY MUSEUMS

The Parks Commission considered recommending a free admission to all City Museums on February 29, 2020 and March 1, 2020 to the City Council. Motion by Commissioner Bunker and second by Commissioner O'Reiley to recommend approval to the council. Motion passed.

AYES: Commissioner Riggs, O'Reiley, Lawrence, Bunker, Castro
NOES: None
ABSTAIN: None
ABSENT: None

Item 1.

3. PARKS COMMISSION PRIORITIES UPDATE

The Parks Commission received an update on work related to the commissions established priorities.

- **Park Security and Safety**
 - POP Team, tree trimming, and Park Lighting Update
- **Public Involvement and Park Usage/Marketing**
 - Jr. Docents, Adopt a Park, Museum Events, and County Wide Museum Weekend update
- **Improvements and Maintenance**
 - Park Lighting, Drought resistant landscaping, Wells, Museum Roofs, and Museum Cleaning update
- **Staffing and Park Policies**
 - Pop Team, Parks Staff, and MLE update

OROVILLE DOCENT ASSOCIATION REPORT

The Parks Commission receive an update from the Lead Docent, Mabelle Conn, of the Oroville Docent Association

ADMINISTRATION REPORT

No report given

COMMISSION REPORTS

Castro – Excited to be serving on the commission

O'Reiley – Attended the Mistletoe Party, had questions about how many park rentals per year over the last 3 years, park hours posted at parks, and questions about how the park funds are used; questions about park policies and rules.

ADJOURNMENT

Chairperson Riggs Adjourned the meeting at 6:30pm to Tuesday, February 11, 2019 at 5:00 P.M. in the Oroville City Council Chambers

APPROVAL

ATTESTED

Chairperson Krysi Riggs

Assistant City Clerk Jackie Glover

Teen Docent Project (TDP)

Item 2.

Mission:

The Teen Docent Project works to increase docent support within city museums while providing mentoring and skill-building opportunities to teens.

Overview:

The Oroville Docent Association, City of Oroville and Parks Commission will work together to recruit 10-20 youth docents to participate in this program. This will allow for additional support for museums during weekend hours, increased docent safety & security, engagement at museums, and provide enrichment activities and community involvement for teens. Students will receive a letter of recommendation from their lead docents and a certificate of recognition to use for college, scholarship and job applications.

Teen Learning Objectives

- State & Local History
- Pathways to Civic Engagement
- Public Speaking
- Responsibility/ Accountability
- Activity Planning, Preparation, and Facilitation
- Inventory and Procedures

Requirements:

Teens must commit to serving 8 hours per month in a city museum for an entire school semester. They must be between 9th-12th grade and maintain a 2.5+ GPA during their period of service.

Program Boundaries

Application:

Parent Release of Liability, Media Release, Docent Application, and GPA Standard Agreement.

Activity:

Must not miss more than 2 scheduled days per service period.
Must communicate with a lead docent and site docents any scheduling conflicts.
Must plan and prepare a museum engagement activity at least once each service period.

Safety:

At all times when a teen is present, there must be at least 3 people on shift at the museum.
Must review docent safety manual and complete docent training and orientation.

Recruitment opportunities

- Axiom
- Boys and Girls Club
- Live Spot Action Team
- High School history classes, AP classes, service clubs (New graduation requirement is that high school students must complete 40 hours of community service)
- Provide information on the program at city museums, city hall, and social media



TEEN DOCENT APPLICATION

Thank you for your interest in becoming a teen docent. The Teen Docent Program works to increase docent support within city museums while providing mentoring and skill-building opportunities to teens.

YOU WILL LEARN:

- State & Local History
- Pathways to Civic Engagement
- Public Speaking
- Responsibility/ Accountability
- Activity Planning, Preparation, & Facilitation
- Inventory & Procedures

REQUIREMENTS

- Serve at least 8 hours per month
- Be in High School & Maintain 2.0+ GPA
- Not miss 2 scheduled days per semester
- Have good communication with lead docents
- Prepare 1 engagement activity per semester
- Complete application packet (attached)

Please return your completed application to
 City Hall 1735 Montgomery Street, Oroville, CA 95965
 If you have questions, please call 530-538-2508 or visit
<http://www.cityoforoville.org/visitor/museums>

CITY OF OROVILLE – APPLICATION FOR DOCENT / VOLUNTEER PROGRAM AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER SUBMIT THIS APPLICATION TO: Parks & Trees Department, 1735 Montgomery St., Oroville CA 95965			
SECTION I – READ INSTRUCTIONS CAREFULLY		SECTION II – POSITION APPLIED FOR	
1. Type or print clearly, 2. Answer each question truthfully and completely. False statements may be cause for rejection of your application or dismissal from the program. 3. Sign and date the Application. Unsigned applications will be rejected. 4. <u>You will be notified when your application has been accepted.</u>		DOCENT / VOLUNTEER PROGRAM APPLICATION	
SECTION III – PERSONAL HISTORY			
1. Name (Last, First, Middle Initial)		2. Social Security # (Optional)	3. Res. Phone #
4. Current Street Address (Street, City, State, Zip Code)			5. Bus. Phone #
6. Current Mailing Address (If different from above)			
SECTION IV. – GENERAL INFORMATION			
Please answer the following questions.			
		YES	NO
1. Do you hold a valid Driver's License? () California () Other () None Number _____ Class _____		<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been discharged or requested to resign from any employment, in lieu of termination, due to misconduct or unsatisfactory service? If "Yes", explain on back or attach a separate sheet		<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been convicted, imprisoned and/or placed on probation for a felony or misdemeanor or required to pay a fine in excess of \$50, by any civil, criminal or military authorities, under your present name or another name? If "Yes", explain on back or attach a separate sheet		<input type="checkbox"/>	<input type="checkbox"/>
4. Do you currently have any relatives working for the City of Oroville? If yes, list name(s) below: _____		<input type="checkbox"/>	<input type="checkbox"/>
SECTION V. – SKILLS, ABILITIES, TALENTS, ETC.			
Please list any skills, abilities, talents, or prior experience that you feel would be useful being a docent for the City.			
1.		4.	
2.		5.	
3.		6.	
SECTION VI. – REFERENCES – PLEASE LIST TWO			
1. Name:		Phone:	
2. Name:		Phone:	
SECTION VII. – EMERGENCY CONTACTS – PLEASE LIST TWO			
1. Name:		Phone:	
2. Name:		Phone:	
SECTION VIII. – SIGNATURE AND CERTIFICATION			
I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial of application or dismissal from the docent/volunteer program. In addition, signing this document authorizes the City of Oroville to verify the information you provide, which also may include a credit history check. <u>This application will be rejected if it is not signed and dated by the applicant prior to submission.</u>			
DATE: _____		SIGNATURE: _____	

**CITY OF OROVILLE – DEPARTMENT OF PARKS & TREES
DOCENT / VOLUNTEER PROGRAM APPLICATION PAGE 2
SECTION IX**

<p>Tour Guide For:</p> <p>Chinese Temple <input type="checkbox"/></p> <p>Lott Home <input type="checkbox"/></p> <p>Pioneer Museum <input type="checkbox"/></p> <p>Nature Center <input type="checkbox"/></p> <p>Bolt's Antique Museum <input type="checkbox"/></p>	<p>Miscellaneous:</p> <p>Research <input type="checkbox"/></p> <p>Mending <input type="checkbox"/></p> <p>Knitting <input type="checkbox"/></p> <p>Crocheting <input type="checkbox"/></p> <p>Hand Laundry <input type="checkbox"/></p> <p>Public Speaking <input type="checkbox"/></p> <p>Writing (Columns, Newsletters, etc.) <input type="checkbox"/></p> <p>Computer Input <input type="checkbox"/></p> <p>Park Clean-Up <input type="checkbox"/></p> <p>Landscape Maintenance <input type="checkbox"/></p> <p>Gardening <input type="checkbox"/></p>	<p>Annual Cleaning:</p> <p>Chinese Temple <input type="checkbox"/></p> <p>Lott Home <input type="checkbox"/></p> <p>Pioneer Museum <input type="checkbox"/></p> <p>Nature Center <input type="checkbox"/></p> <p>Bolt's Antique Museum <input type="checkbox"/></p>
<p>Special Events:</p> <p>Food Preparation <input type="checkbox"/></p> <p>Baking Cookies <input type="checkbox"/></p> <p>Serving <input type="checkbox"/></p> <p>Kitchen Work <input type="checkbox"/></p>		<p>Annual Crafts Faire:</p> <p>Set Up <input type="checkbox"/></p> <p>Kitchen Crew <input type="checkbox"/></p> <p>General Help <input type="checkbox"/></p>

Please check (✓) all days and times you would be available to work:

<p>Monday:</p> <p>Morning <input type="checkbox"/></p> <p>Afternoon <input type="checkbox"/></p>	<p>Tuesday:</p> <p>Morning <input type="checkbox"/></p> <p>Afternoon <input type="checkbox"/></p>	<p>Wednesday:</p> <p>Morning <input type="checkbox"/></p> <p>Afternoon <input type="checkbox"/></p>
<p>Thursday:</p> <p>Morning <input type="checkbox"/></p> <p>Afternoon <input type="checkbox"/></p>	<p>Friday:</p> <p>Morning <input type="checkbox"/></p> <p>Afternoon <input type="checkbox"/></p>	<p>Saturday:</p> <p>Morning <input type="checkbox"/></p> <p>Afternoon <input type="checkbox"/></p>
<p>Sunday:</p> <p>Morning <input type="checkbox"/></p> <p>Afternoon <input type="checkbox"/></p>	<p>Your Birthday (Optional)</p> <p>Month: _____</p> <p>Day: _____</p>	

Email Address (optional): _____

Please provide any additional information or comments you feel would be helpful: (Optional)

Please complete and return this application the Department of Parks and Trees 1735 Montgomery Street, Oroville, CA 95965.
If you have any questions please contact the Parks & Tress Department at (530) 538-2401.



RELEASE AND WAIVER OF LIABILITY

I agree to waive and release the City of Oroville and its officers, agents, employees, and volunteers from and against any and all claims, costs, liabilities, expenses or judgments, including attorney's fees and court costs arising from my child's volunteer internship with the City of Oroville, or any illness or injury including death resulting there from, and hereby agree to indemnify and hold harmless the City of Oroville and its officers, agents, employees, and volunteers from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from gross negligence or willful misconduct on the part of the City or its employees.

I further consent to the unrestricted use by the City of Oroville, or any person authorized by them of any photographs, recordings, interviews, videotapes, motion pictures or similar visual or auditory recording of my child, in connection with volunteering. I understand that my child's, image may be edited, copied, exhibited, published or distributed by the City of Oroville, and I waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my, or my child's, image or recording. I also understand that this material may be electronically displayed via the Internet or in a public educational setting. There is no time limit on the validity of this release nor is there any geographic limitations of where these materials may be distributed.

I UNDERSTAND AND AGREE THAT BY SIGNING THIS WAIVER I AM FREEING THE CITY OF OROVILLE, ITS EMPLOYEES, OFFICERS, AGENTS, OR VOLUNTEERS FROM ANY LIABILITY RESULTING FROM MY CHILD'S VOLUNTEER INTERNSHIP WITH THE CITY OF OROVILLE. I RECOGNIZE AND UNDERSTAND THE DANGERS ASSOCIATED WITH MY CHILDS PARTICIPATION IN THIS EXPERIENCE. I UNDERSTAND THAT IF MY CHILD IS INJURED, THIS WAIVER WILL BE USED AGAINST ANYONE CLAIMING DAMAGES OR LEGAL ACTION. I ALSO UNDERSTAND THAT NO EMPLOYEE OR AGENT IS AUTHORIZED TO MODIFY THIS WAIVER. I CERTIFY THAT I HAVE PERSONALLY READ AND UNDERSTAND THIS WAIVER AND RELEASE.

Participant Name _____ Participants Birthday _____

Address _____ Participants Phone: _____

City, State, Zip _____ Email _____

Emergency Contact _____ Phone _____

Parent or Guardian Name _____ Phone _____

Work Name _____ Work Phone _____

Parent Signature _____ Date _____



TEEN DOCENT APPLICATION

Item 2.

GPA Agreement

I _____ verify that at all times during my service as a teen docent for the City of Oroville that I will maintain at least a 2.0 grade point average. I understand that if I fail to maintain this GPA standard, I am required to notify the lead docent. Failure to meet the minimum GPA requirement may result in my being removed from service as a docent until I meet the GPA requirements.

Name: _____

Graduation Year: _____ Current GPA: _____

Adopt a park program comparisons

	Feather River	San Burno	Elmburst
# of times per year	3-4 times	Not specified	Monthly City wide park day
Accountability	Radom inspection by staff	Work plans submitted, approved, inspected	Volunteer # tracking
Volunteer needs	Waiver Safety training	Waiver Safety book	Waiver
Task	Trash Brush	Painting Trash Brush landscaping	Trash Cleaning Report vandalism Make improvement recommendations
Recognition	Non specified	In recreation guide In city media (social media) Plaque in city hall	Sign in park

Recommendation

# of times per year	Monthly april-Nov. + City wide park clean up weekend on arbor day weekend, and the fall clean up along side FRRPD
Accountability	Radom inspection by staff, Pre and post clean up work plans
Volunteer needs	Waiver Online Safety training or book
Task	Trash & Cleaning Painting as approved by staff Landscaping Improvement recommendations
Recognition	City Social Media, Sign in park
Patrol & Use	Annual park event, semi regular park watch teams (2 time a week)

Desired improvements for all parks 2019 year:

park rules signs w/ report concerns phone number, and adopter plaque.

All parks adopted

Improve lighting

Increase police patrol



CITY OF OROVILLE STAFF REPORT

TO: PARK COMMISSION
FROM: WADE ATTEBERRY; PUBLIC WORKS SUPERVISOR
RE: SANK PARK LANDSCAPING
DATE: FEBRUARY 6, 2020

SUMMARY

Park Commission will consider upgrades to the landscaping within Sank Park

DISCUSSION

Several years ago the Parks Department had a landscape plan designed by Land Image for the frontage along Montgomery St in Sank Park. Part of the plan was completed and is now known as the Jim Carpenter Memorial. The Friends of the Parks has had some money donated and would like to make some upgrades in the Park. They have discussed several options with Staff. The Friends of the Parks would like to use some of the donation to install another portion of the design along Montgomery St. The upgrades would include another brick radius around one of the existing trees with benches. It would have new plantings and decorative bark. It would also include a walk path between the existing radius and the new radius.

FISCAL IMPACT

Staff Time Only

RECOMMENDATION

Approve and direct Staff to install another portion of the landscape design.

ATTACHMENTS

Pictures of the area.

Item 4.



Item 4.

