

Mayor
John Murray
Mayor Pro Tem
Mary Hornsby
Council Members
John Plourde
Willard Rodarmel
William Siegel



**Parks & Recreation
Department**

Located at: 435 "C" St.
Mail to: 119 Fox Street
Lemoore, CA 93245
Phone (559) 924-6767
FAX (559) 924-6772

Parks and Recreation Commission

Tuesday, January 12, 2010

7:00 p.m. - Council Chambers - 429 'C' Street

A G E N D A

- I. Call to Order**
- II. Public Comments and Inquires**
Items for Commission Consideration and Action
(Commission to receive reports and give direction or take action as appropriate)
- III. Minutes – Tuesday, November 10, 2009**
- IV. Agenda Additions**
- V. Update – Joe Simonson – Introduction of New Parks and Recreation Commissioners**
- VI. Review – Joe Simonson – Parks and Recreation Commission Rules of Procedure**
- VII. Election – Willie Keel – Parks and Recreation Commission Chair and Vice Chair**
- VIII. Update – Joe Simonson – State of the Economy and Recreation**
- IX. Update – Joe Simonson – Development of New Park at Lemoore High School**
- X. Update – Lynne Nelson – Recreational Activities**
- XI. Commission Comments / Request for Information**
- XII. Adjourn**

Notice of ADA Compliance: If you or anyone in your party needs reasonable accommodation to attend, or participate in any Parks & Recreation Commission Meeting, please contact the Human Resources Office at City Hall 24 hours prior to the meeting. They may be reached by calling 924-6700 or by mail to 119 Fox Street, Lemoore, CA 93245

Any writing or documents provided to a majority of the Parks and Recreation Commissioners regarding any item on this agenda will be made available for public inspection at the City Clerks Counter at City Hall located at 119 Fox Street, Lemoore, CA during normal business hours. In addition, such documents will be posted on the City's website at www.lemoore.com

CERTIFICATION OF POSTING

I, Sheila Taylor, Parks & Recreation Department Secretary of the City of Lemoore, do hereby declare that the foregoing agenda for the Lemoore Parks & Recreation Commission Meeting of Tuesday, January 12, 2010 was posted on the outside bulletin board located at City Hall, 119 Fox Street on January 8, 2010 at 4:30 pm.

Sheila Taylor, Secretary

"In God We Trust"

Lemoore Parks & Recreation Commission

Tuesday, November 10, 2009
7:00 p.m. in the Council Chambers

MINUTES

CALL TO ORDER:

Vice Chairman Hernandez called the meeting to order at 7:02 pm

COMMISSION MEMBERS PRESENT:

Commissioners: Dart, Harper, Hernandez, Neal, Yeager and Director Simonson, Recreation Supervisor Nelson, and Secretary Taylor

PUBLIC COMMENTS AND INQUIRIES:

None.

APPROVAL MINUTES:

The minutes for October 12, 2009 were unanimously approved, following a motion by Commissioner Dart and a second by Commissioner Yeager.

AGENDA ADDITIONS:

Director Simonson reported that Boxing Instructor Eddie Neal will be taking four participants to a Boxing Bout in Fresno.

REPORT – BMX TRACK:

Joey Contente brought 20 volunteers and the BMX Track Supervisor from Woodward Park and discussed reopening the Lemoore BMX Track.

DISCUSSION – BREAKFAST WITH SANTA:

Lynne Nelson informed the commissioners that Breakfast with Santa would be held December 6, 2009 and asked for volunteers.

UPDATE – RECREATION SUPERVISOR

Supervisor Nelson updated the commissioners on the Flag Football Season and informed them of upcoming events. Discussion was held concerning Seventh and Eighth Grade Dances and the Recreation Center.

REPORT – RECREATION MASTER PLAN

Director Simonson informed the commissioners of the City of Hanford's Master Plan for Recreation. The plan can be read online by accessing the City of Hanford's website.

COMMISSIONERS COMMENTS AND REQUESTS

Randell Harper commented on her visit to the Senior Center.

ADJOURN - The meeting adjourned at 8:36 pm.

Full digital audio recording is available.

LEMOORE PARKS AND RECREATION COMMISSION

Rules of Procedure

ORGANIZATION AND OFFICERS

A. Organization

The Parks and Recreation Commission shall consist of seven regular members and shall be organized and exercise such powers as prescribed by the City Charter and by ordinance of the City of Lemoore.

B. Officers

1. Term of Office

Each appointed member of the Parks and Recreation Commission shall serve for a period of two (2) years. Three of the commission appointees shall be appointed at the first Council meeting in January of even years. Four of the Commission appointees shall be appointed at the first Council meeting in January of odd years.

2. Selection

- a. A Chairperson and Vice-Chairperson shall be elected annually from among the Commission's membership at the first meeting in January to serve at the pleasure of the Commission.
- b. The Vice-Chairperson shall succeed the Chairperson if he/she vacates his/her office before his term is completed, the Vice Chairperson to serve the un-expired term of the vacated office. A new Vice-Chairperson shall be elected at the next regular meeting.
- c. In the absence of the Chairperson and Vice-Chairperson, any other member shall call the Commission to order, **where upon a Chairperson shall be elected from the members present to preside.**

3. Responsibilities

The responsibilities and powers of the officers of the Parks and Recreation Commission shall be as follows:

a. Chairperson

- (1) Preside at all meetings of the Commission
- (2) Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
- (3) Sign documents of the Commission
- (4) See that all actions of the Commission are properly taken
- (5) Assist staff in determining agenda items.

b. Vice-Chairperson

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

c. Duties and Powers

- (1) The Parks and Recreation Commission shall have the power to recommend to the City Council for adoption, amendment, or repeal, agenda items pertaining to parks, recreational programs or facilities.

- (2) The Parks and Recreation Commission shall be the Parks and Recreation Department's advisory board in setting of policy and regulations governing recreational programs, fees, and facilities.
 - (3) The Commission shall advise the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities.
 - (4) If any commissioner should be absent for three regular meetings of the Parks and Recreation Commission within a 12-month period, the Commission will notify the City Council and may advise that the member be replaced.
- d. Rules of Order
- Except as otherwise provided in these Rules of Procedure, "Robert's Rules of Order, Newly Revised" shall be used as a guide to the conduct of the meetings of the Parks and Recreation Commission provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

MEETINGS

A. Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the City, and these Rules of Procedures.

B. Regular Meetings

1. Regular meetings shall be held on the second Wednesday in each month, at 7:00 p.m. in the City Council Chambers unless otherwise determined by the Commission.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or cancelled by motion adopted by the Parks and Recreation Commission.

C. Adjourned Meetings

In the event it is the wish of the Parks and Recreation Commission to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Commission prior to the regular motion to adjourn.

D. Special Meetings

Special meetings of the Parks and Recreation Commission may be held at any time upon the call of the Chairperson or by a majority of the voting members of the Commission or upon request of the City Council following at least 36 hours notice to each member of the Commission and the press, the time and place of the special meeting shall be determined by the convening authority.

E. Study Sessions / Workshops

1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
2. Such meetings shall be open to the public; but unless the Commission invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

F. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Parks and Recreation Director.
 - a. The Parks and Recreation Commission Chairperson will be notified of any special agenda items before distribution of the agenda.
2. Items to be considered by the Parks and Recreation Commission must be submitted to the Parks and Recreation Department, 435 "C" Street, by the first Wednesday of the month.
3. There shall be attached to each agenda a report of the matters pending further action by the Commission.
4. A copy of the agenda shall be posted on front City Hall board, back City Hall door and City Council ramp door for a period of three full calendar days not counting the day of posting (minimum of 72 hours prior to meeting).

G. Order of Meetings

1. The Order of Business Shall be as Follows:
 - a. The Chairperson shall take the Chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.
 - b. Members present and absent shall be recorded.
 - c. The agenda shall be approved as submitted or revised
 - d. The minutes of any preceding meeting shall be submitted for approval.
 - e. Any member of the audience may comment on any matter which is not listed on the agenda.
 - f. The public shall be advised of the procedures to be followed in the meeting.
 - g. The Commission shall then hear and act upon those proposals scheduled for consideration or public hearing, together with such other matters of business and report to City Council.
 - h. Adjournment.
2. Presentation of Proposals
The following shall be the order of procedure for public meetings concerning recreational programs and / or facilities.
 - a. The Chairperson shall announce the subject of the public meeting as advertised.
 - b. If a request is made for continuance, a motion may be made and voted upon to continue the public meeting to a definite time and date.
 - c. The staff shall be asked to present the substance of the application, staff report and recommendation and to answer technical questions of the Commission.
 - d. Order of Testimony. The order of testimony shall be as follows:
 - 1). Citizen statement
 - 2). Proponents' statements
 - 3). Opponents' statements
 - 4). If necessary, a rebuttal from the citizen
 - 5). Public hearing closed
 - 6). The Commission shall then deliberate and either determine the matter or continue the matter to another specified date and time.
 - e. Rules of Testimony. The rules of testimony shall be as follows:
 - 1). Person presenting testimony to the Commission are requested to give their name and address for the record.
 - 2). To avoid unnecessary cumulative evidence, the Chairperson may limit the number of witnesses or the time of testimony on a particular issue.
 - 3). Irrelevant and off-the-subject comments will be ruled out of order.

- 4). The Chairperson will not permit any complaints regarding the staff or individual commissioners during a public hearing.
- 5). No person shall address the Commission without first securing the permission of the Chairperson to do so.
- 6). All comments shall be addressed to the Commission. All questions shall be placed through the Chairperson.

H. Motions

1. A motion to adjourn shall always be in order except during roll call.
2. The Chairperson of the Commission, or other presiding officer, may make and second motions and debate from the Chairperson subject only to such limitations of debate as are imposed on all members of the Commission.

I. Voting

1. Voting Requirements
 - a. The quorum shall consist of four members.
 - b. The affirmative vote of a majority of the Commission present is necessary for it to take action.
2. Voting Procedure
Chairperson shall conduct a voice vote.
3. Recording of Votes
The minutes of the Commission's proceeding shall show the vote of each member, including if they were absent or failed to vote on a matter considered.
4. Disqualification from Voting
When a person disqualifies himself, he shall state prior to the consideration of such matter by the Commission that he is disqualifying himself due to a possible conflict of interest and shall then leave the voting area and refrain from any part of the discussion.

REVIEW AND AMENDMENTS PROCEDURE

- A. These Rules of Procedure shall be reviewed as and when needed.
- B. These Ruled of Procedure may be amended at any meeting of the Parks and Recreation Commission by a majority of the members present of the Commission provided that notice of the proposed amendment is received by each Commissioner not less than 5 days prior to said meeting.

SELECTION AND RESPONSIBILITIES OF CHAIRPERSON AND VICE-CHAIRPERSON

Being a Chairperson is a rewarding experience but involves a number of responsibilities in addition to running the Commission meetings. Normally, a lot of extra time is spent on both preparing for such meetings and working with the Parks and Recreation Director and others on various matters such as those noted below.

Those Parks and Parks and Recreation Commissioners who have not served as Chairperson might discuss the responsibilities with the present or former chairperson to get a better idea of what is involved.

It has been the Commission's practice for Commission members to take turns being the Chairperson and the Vice-Chairperson. Sometimes members serve on term and sometimes two consecutive terms. Seniority is often a consideration but does not have to be a deciding factor. Also, consideration should be given to a member's ability and effectiveness as Chairperson in making the selection. Of course, sometimes individual Commission members prefer not to be the Vice-Chairperson and/or the Chairperson and that should be respected.

The following is a list of many of the Parks and Recreation Commission Chairperson's responsibilities. A number of these can fall on the Vice-Chairperson in the Chairperson's absence.

1. Preside at all meetings of the Commission.
2. Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
3. Sign documents of the Commission.
4. See that all actions of the Commission are proper.
5. Assist staff in determining agenda items.
6. Appoint committees as necessary.
7. Assist staff in determining whether certain matters can be handled administratively or should come to the Parks and Recreation Commission.
8. Communicate informally as necessary with the Mayor, City Council members and City Manager on certain Parks and Recreation Commission matters.
9. Assist in the orientation and education of new Parks and Recreation Commission members.
10. Write and approve letters on behalf of the Parks and Recreation Commission.

PROCEDURES FOR CHAIRING METTINGS

The following steps are normally appropriate for regular Parks and Recreation Commission meetings:

1. Call the meeting to order promptly at the appointed hour (if a quorum exist).
2. Roll Call
3. Update Agenda – Ask whether staff or commissioners have proposed changes to the agenda and indicated when and how those new items will be considered.
4. Minutes – Note the minutes of the agenda and unless changes are necessary, ask for a motion to approve them. Voice vote is sufficient.
5. Public Comments – Announce that this is the time on the agenda that any member of the audience may comment on any matter not listed on the agenda.
6. Announce to the audience certain Parks and Recreation Commission procedures: The Parks and Recreation Commission can not take any action at this time and will not consider a new item on the agenda after 10:00 p.m., except under unusual circumstances.
- In order to assist in completing the agenda items, please be brief and to the point – preferably 2-5 minutes. The maximum time limit is 15 minutes unless prior arrangements have been made.
7. Consent Items: All matters under consent items on the agenda are considered routine and will be acted upon by a voice vote without discussion by the Parks and Recreation Commission unless any Commission member or member of the audience has a question or wishes to make a statement or discuss the item. In that event, the chairperson will remove that item from the regular consent items and place it for separate consideration. Be sure to ask if anyone wishes an item removed from the regular consent items. Take up such items next, as first regular agenda items.

8. Regular Agenda Items
 - a. Announce the item/
 - b. Ask the staff to present the staff report.
 - c. Ask the Parks and Recreation Commission if they have any questions for the staff.
 - d. Open the public meeting. If it is necessary to continue the public hearing, make sure that the hearing is opened (and not closed) and continued to a specific time and date. (See below: 9-Public Meeting)
 - e. Invite the applicant to speak
 - f. Invite others in favor of the agenda item to speak
 - g. Invite those in opposition to speak.
 - h. Ask the staff if any written communications have been received and if so, have them either read into the record or summarized as appropriate.
 - i. Allow, if necessary, the applicant to make a rebuttal statement. This must be brief and limited to a rebuttal of comments made by those in opposition.
 - j. Close the public meeting.
 - k. Ask the Parks and Recreation Commission if they have any questions for the staff or public meeting speakers.
 - l. Turn the item over to the Parks and Recreation Commission for discussion. It may be appropriate to focus on structure the discussion regarding certain issues or questions. If the Commissioners do not volunteer comments, it may be necessary to ask individual Commissioners what they think about specific points.
 - m. After a motion and second are made, restate the motion or at least get confirmation from the Parks and Recreation Commission that everyone is clear on the motion prior to voting.
 - n. Call for the question (vote) Voice vote is needed for all agenda items.
 - o. Following the voting, announce the Parks and Recreation Commission's action to the audience. Indicate whether the action is final or whether it is a recommendation to the City Council. Indicate, if there are any questions regarding this action, possible appeal procedures, etc., that the Parks and Recreation Department should be contacted for assistance.
9. Public Meetings: Ask those who are for and against a proposal to speak at the public meeting in the following sequence:
 - a. Staff report of background and recommendation.
 - b. Citizen statement
 - c. Proponents of the proposal statements.
 - d. Opponents of the proposal statements
 - e. If necessary, a rebuttal from the citizen
 - f. Instructions to audience:

If you decide to speak, please start by giving your name and address and completing the sign-up sheet at the podium. Then tell the Commission your concerns. We want your views: don't worry about how to say them. If several people have spoken, try not to be repetitious. If there are several with the same concerns, please try to appoint a spokesperson. The Commission is particularly interested in the specific reasons you are for or against a proposal because the Commission's decision needs to be based on specific reasons.
10. Adjournment:

Prior to adjourning the meeting, ask staff whether the meeting needs to be adjourned to a specific time and date.