

City of Guadalupe

AGENDA

Regular Meeting of the Recreation and Parks Commission

Wednesday, November 13, 2019

At 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

Please be advised that, pursuant to State Law, any member of the public may address the Commission concerning any item on the Agenda, before or during Commission consideration of that item. Please be aware that items on the Consent Calendar are considered to be routine and are normally enacted by one vote of the Commission. If you wish to speak on a Consent Calendar item, please do so during the Community Participation Forum.

The Agenda and related Staff reports are available on the City's website: www.ci.guadalupe.ca.us Friday before Council meeting.

Any documents produced by the City and distributed to a majority of the Commission regarding any item on this agenda will be made available the Friday before the meetings at the Administration Office at City Hall 918 Obispo Street, Monday through Friday between 8:00 am and 4:30 pm, and also posted 72 hours prior to the meeting. The City may charge customary photocopying charges for copies of such documents. Any documents distributed to a majority of the Commission regarding any item on this agenda less than 72 hours before the meeting will be made available for inspection at the meeting and will be posted on the City's website and made available for inspection the day after the meeting at the Administrator Office at City Hall 918 Obispo Street, Monday through Friday between 8:00 am and 4:30 pm.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, including review of the Agenda and related documents, please contact the Administration Office at (805) 356.3891 at least 72 hours prior to the meeting. This will allow time for the City to make reasonable arrangements to ensure accessibility to the meeting.

ROLL CALL:

Commissioner Enrique Ortiz
Commissioner Gerard Almaguer
Commissioner Gilbert Robles
Commissioner Joseph Harris, Chairman
Commissioner Tommy Solis Jr., Vice Chairman

PLEDGE OF ALLEGIANCE

COMMUNITY PARTICIPATION FORUM

Each person will be limited to a discussion of three (3) minutes. This time is reserved to accept comments from the public on Consent items, or matters not otherwise scheduled on this agenda. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. Recreation &

Parks Commission may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

CONSENT CALENDAR

The following items are presented for the Commission approval without discussion as a single agenda items in order to expedite the meeting. Should a Member of the Recreation & Parks Commission wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

1. Minutes of the Recreation & Parks Commission meeting of October 30, 2019 to be ordered filed.

REGULAR BUSINESS

2. **Development of a Recreation Commission “Mission Statement”.**

3. **Review / further discussion of the Commission’s “List of Goals and Objectives”.**

- Facilitate development of Parks and Recreation Systems
- Collaborate with schools and other City organizations
- Evaluate systems and procedures
- Evaluate community goals
- Evaluate community needs both current and future
- Improve life styles
- Provide direction
- Coordinate community recreation activities for all ages inclusively
- Create pamphlet of recreational activities available
- Commission Members insight
- Hear voice of the community
- Sponsorship of events and programs
- Understand plan for the fiscal year (7/1/19 – 6/30/20)
- Determine the goals and objectives of the Commission
- Understand the Recreation and Parks budget
- Ownership involving City and its facilities
- Inventory Parks and Facilities
- Arrange for a joint meeting with the City Council
- Schedule a study session(s) with the City Council

STAFF REQUESTS AND ANNOUNCEMENTS

COMMISSION REQUESTS, COMMENTS, AND MEETING REPORTS

FUTURE AGENDA ITEMS

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall display case, Water Department bulletin board and website not less than 72 hours prior to the meeting. Dated this 24th day of October 2019.


Charlie Guzman, Recreation Coordinator

PROPOSED FUTURE AGENDA AND PENDING ITEMS

Other Pending Items/ Events	Proposed Date of Item	Agenda Category

MINUTES
CITY OF GUADALUPE
REGULAR MEETING OF THE RECREATION AND PARKS COMMISSION
WEDNESDAY, OCTOBER 30, 2019

Call to Order: Interim City Administrator called the meeting to order at 6:00 pm.

Roll Call: The interim City Administrator noted the Commissioner Attendance as Follows:

- Commissioner Enrique Ortiz- present
- Commissioner Gerard Almaguer- absent
- Commissioner Gilbert Robles – present
- Commissioner Joseph Harris – present
- Commissioner Tommy Solis Jr- present

Pledge of Allegiance: Mayor Ariston Julian was present in the audience and was recognized to lead the Commission in the pledge of allegiance. Mayor Julian in turn introduced his granddaughter Alexis Solis, who was present and then led the Commission in the pledge of allegiance.

Organizational Items

- 1. Administration of the Oath of Office (Swearing In):** The Interim Administrator administered the oath of office to the following Commissioners:
Commissioner Enrique Ortiz, Commissioner Gilbert Robles, Commissioner Joseph Harris, and Commissioner Tommy Solis Jr.
- 2. Selection of Officers:** a motion was made by Commissioner Robles to nominate Commissioner Harris as Chair. The motion was seconded by Commissioner Ortiz. The vote on the motion was unanimous and Commissioner Harris was recognized as Chair. A motion was then made to nominate Commissioner Solis Jr. as Vice Chair by Commissioner Ortiz and the motion was seconded by Commissioner Robles. The motion received unanimous approval and Commissioner Solis Jr. was selected as Vice Chair. Chair Harris conducted the remainder of the meeting.
- 3. Selection of Permanent Meeting Day of the Month:** The Commission considered meeting day options. At the conclusion of the discussion a motion was made by Gilbert Robles to designate the 2nd Wednesday of the month at 6: pm as the regular meeting date and time for Commission meetings. The motion was seconded by Vice Chair Solis Jr. A Unanimous vote was held on the motion. The motion was approved.

Community Participation Forum: Chair Harris opened the Community Participation Forum and recognized Mayor Ariston Julian of the City of Guadalupe. Mayor Julian addressed the Commission highlighting the future opportunities and challenges that will lay ahead of the Commission. He also discussed the responsibilities of the Commission and thanked the

Commissioners for coming forward and indicated how he appreciated their willingness to participate.

4. **Commissioner Orientation:** As an informational item, the Interim City Administrator and the Recreation Coordinator led the Commission in a presentation/ discussion regarding the following items;
 - Brown Act
 - Rosenberg's Rules of Order
 - Conflict of Interest
 - A Form 700 was distributed to each of the Commissioners. Interim Administrator provided instructions on the completion of the Form 700 and instructed the Commissioners to return the completed forms to the Office of the Administrator.
5. **Expectations and Roles:** The interim Administrator and Recreation Coordinator facilitated a discussion amongst the Commissioners on the expectations and roles of the Commission. Topics included in the discussion included the Status of various park facilities, the status of the Hall of Fame field, the need for a mission statement, the challenge of coming up with a concise list of goals and objectives and the interest in scheduling a joint meeting with the Council to discuss mutual desires and efforts.
6. **Status Report on Recreation and Parks Facilities Programs:** Interim Administrator provided a status report and responded to Commissioner questions regarding the Le Roy Park Project and future funding opportunities including the opportunity for a second grant for Le Roy Park and the opportunities for Proposition 68 funding. Recreation Coordinator Guzman provided the Commission and responded to questions regarding the current use of facilities and programs. Recreation Coordinator indicated he would make available to the Commission the same written report he provides to the City Council on a routine basis.

Staff requests and Announcement: There were none.

Commission Requests, Comments and Meeting Reports: There were none.

Future Agenda Items- It was the consensus of the Commission to schedule further discussion/ review of the development of a Mission Statement for the Commission and the development of a list of Goals and Objectives.

Adjournment: A motion was made by Commissioner Robles with a second by Commissioner Ortiz to adjourn the meeting. The meeting was adjourned at 7:54 pm.

Interim City Administrator Robert Perrault

Chair, Joseph Harris