



LEMOORE

CALIFORNIA

LEMOORE PARKS AND
RECREATION COMMISSION
COUNCIL CHAMBER
429 C STREET
OCTOBER 11, 2016

SPECIAL SESSION 5:30PM
AGENDA

Please silence all electronic devices as a courtesy to those in attendance. Thank you.

5:30 pm SPECIAL SESSION

a. CALL TO ORDER

CONSENT CALENDAR

1-1 APPROVAL – MINUTES – REGULAR MEETING – AUGUST 9, 2016

PUBLIC COMMENT

This time is reserved for members of the audience to address the City Council/Agency Board on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Council/Agency Board. It is recommended that speakers limit their comments to between 3 to 5 minutes each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Council/Agency Board on items on the Agenda should notify the Mayor/Chairman when that Agenda item is called. The Council/Agency Board is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council/Agency Board does not respond to public comment at this time. Speakers are asked to please use the microphone, and provide their name and address. Prior to addressing the Council/Agency Board, any handouts to be provided to City Clerk/Board Clerk who will distribute to Council/Agency Board and appropriate staff.

DEPARTMENT REPORTS AND UPDATES

- 2-1 RECREATION UPDATE – JASON GLICK**
- 2-2 EVENING UNDER THE STARS/SCHOLARSHIP PROGRAM – SHEILA TAYLOR**
- 2-3 COMMISSIONER TERM EXPIRATIONS/RECRUITMENT – JASON GLICK**
- 2-4 CMC MASTER PLAN – JASON GLICK**
- 2-5 DRY LANDSCAPE PROJECT – JASON GLICK**
- 2-6 RECREATION GUIDE – JUAN CUEVAS**
- 2-7 VETERAN'S DAY RUN – JUAN CUEVAS**
- 2-8 BREAKFAST WITH SANTA – SHEILA TAYLOR**
- 2-9 NEW FALL PROGRAMS – SHEILA TAYLOR**

RECREATION COMMISSIONER REPORTS AND REQUESTS

3-1 COMMISSIONER REPORTS/REQUESTS

ADJOURNMENT

Public Notification

I, Sheila Taylor, Parks and Recreation Department Secretary, declare under penalty of perjury that I posted the above Parks and Recreation Agenda for the meeting of October 11, 2016 at City Hall, 119 Fox Street, Lemoore, CA on October 6, 2016.

Lemoore Parks & Recreation Commission

Tuesday, August 9, 2016

5:30 p.m. Special Session in the Council Chambers

MINUTES

CALL TO ORDER

Commissioner Fuller called the Session to order at 5:32 p.m.

COMMISSION MEMBERS PRESENT: Jessica Ramirez, Vernon Sandall, Dennis Fuller, Dustin Fuller and Community Services Director, Jason Glick.

APPROVAL OF MINUTES:

It was moved by Commissioner Dennis Fuller and seconded by Commission Jessica Ramirez to approve the minutes for Tuesday, June 14, 2016.

PUBLIC COMMENT:

There was no public comment.

DEPARTMENT REPORTS AND UPDATES:

Recreation Coordinator, Sheila Taylor presented an annual report on the Aquatics Program

Recreation coordinator, Juan Cuevas presented an annual report on Indoor Soccer.

Community Services Director, Jason Glick, informed the Commissioners about the next major event, Evening Under the Stars.

Jason Glick informed the Commissioners about the Make a Difference Project. This project will have volunteers planting dry landscaping in front of City Hall.

Jason Glick explained to the Commissioners that a CMC Directors Committee has been formed to develop ideas for future enhancements at the Recreation Center.

Commissioners were updated on programs and events.

Meeting was adjourned at 6:42 pm



Staff Report

Date: October 4, 2016
To: Lemoore Parks & Recreation Commission
From: Jason Glick, Community Services Director
Subject: Recreation Update

ITEM: 2.1

BACKGROUND:

The summer months were busy for the recreation department. A variety of different programs and special events were completed. The department meetings were equally productive with three main themes emerging. The staff recognized the need for program supervision realignment, work plan development, and building a more comprehensive 2017 recreation guide.

The realignment discussions started in July 2016 and were implemented after the conclusion of summer programming with support of all Community Services Staff. The changes will occur during the Fall 2016 season, with continuous evaluation of program operations. Once the trial and evaluation phase is complete, full implementation of new programming responsibilities will begin January 2017. The purpose for the realignment is to balance program responsibilities and workloads of the staff in order to offer more programming in 2017.

The new programming areas of responsibilities are as follows:

- Program duties for Recreation Coordinator Sheila Taylor include youth enrichment, adult enrichment, seniors and art.
- Program duties for Recreation Coordinator Juan Cuevas include youth sports, adult sports and aquatics.
- Program duties for Recreation Specialist Jordan Barba include front office, tiny tots, contracts, fitness and rentals.
- Program duties for Recreation Assistant Santos Maya include front office, teens, vending machines, park signs and facility set up.
- All professional staff will be assigned to special events with Mrs. Taylor and Mr. Cuevas taking the majority of the special event responsibility. Recreation staff will still assist each other with programs when there is a large event within a program, such as flag football draft day.

The work plan assignments were issued to the recreational staff in August of 2016. Work plan assignments are new to the staff, and education and training was completed with the understanding that continued staff development would be required. The work plan is initiated at the time new programming is identified and for programs already developed. The work plan is necessary in order to build a more comprehensive recreation guide and to assess the financial feasibility of programs based on concrete data, such as revenue and participation numbers. Work plans also include the program title, description, ages/demographics, location, instructor, min/ max participation numbers, and dates program offered.

The traditional recreation programs will be back in 2017, along with several new program proposals. To date, recreation staff has proposed a total of 34 new programs for the 2017 season. The large increase in programs offered has necessitated the increased use of the Cinnamon Municipal Complex. Finally, in November 2016, the comprehensive recreation guide will go to print and should be ready for distribution in December 2016.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Jason Glick". The signature is written in a cursive style with a large, stylized initial "J".

Jason Glick, Community Services Director



Staff Report

Date: October 5th, 2016
To: Lemoore Parks & Recreation Commission
From: Sheila Taylor, Recreation Coordinator
Subject: Evening Under the Stars

ITEM: 2.2

BACKGROUND:

The Recreation Department inherited Evening Under the Stars in 2010 from the Lemoore Downtown Merchants. Department staff thought it was a nice community event and could use the funds raised for the youth recreation scholarship fund.

The youth recreation scholarship fund was created by the Lemoore Lions Club over 15 years ago. Carolyn Arcino with the Lemoore Lions Club wanted to make sure that there was funding available so that children in the community who could not afford to pay for Lemoore Recreation Programs would still be able to participate. After the Lions Club saw the need for a scholarship program, they partnered with Lemoore Recreation and created Breakfast with Santa in order to raise revenue for the youth recreation scholarship fund.

Each qualifying family can get \$100 in scholarships per fiscal year. Qualifying families use to pay nothing if they registered for a program or event that was less than \$100. Two years ago, a new policy was put in place and the family would pay 25 percent of the program fee and the youth recreation fund would pay 75 percent. After looking at a customer's income, if a special circumstance was discovered such as 4 children in a program, both parents out of work, the 25 percent could not be paid or a bigger scholarship was needed, the Lemoore Lions Club or the Community Services Director could authorize an increase in funds.

UPDATE:

This year's Evening Under the Stars was very well attended and brought in \$11,930 from ticket sales, sponsorships and the silent auction. After expenses of \$4,855.00, the event netted \$7,075.00. The event is truly one of a kind in Lemoore. It has been discussed as to whether it is profitable enough to continue the event considering how much staff time it takes to create Evening Under the Stars. On the front end, the recreation coordinator spent several hours organizing the event. The day of the event, three recreation staff and five maintenance staff set up and took down the event. The five maintenance staffing hours were all overtime hours. Staff is looking at ways to continuing the event but exploring options to reducing expenditures.

Respectfully submitted:

Sheila Taylor, Recreation Coordinator



Staff Report

Date: September 27, 2016
To: Lemoore Parks & Recreation Commission
From: Jason Glick, Community Services Director
Subject: Recreation Update

ITEM: 2.3

BACKGROUND:

The Lemoore Parks and Recreation Commission has several commission terms that will expire on December 31, 2016. Those commission members are Dustin Fuller, David Garcia, Jessica Ramirez and Vernon Sandall. All expiring commission members are welcome to fill out another application to reapply for another two-year term. Applications will be available on the City of Lemoore website and can be emailed to jvenegas@lemoore.com. If residents do not have access to the internet you can pick up an application at City Hall located at **119 Fox Street**.

The Lemoore Parks and Recreation Commission advises the City Council on issues regarding the development, improvement, activities and maintenance of the City's parks, buildings and recreation programs. The Commission consists of seven residents, appointed by the mayor for a three-year term.

We will start the recruitment for the vacant commission seats on Wednesday, October 12, 2016. The recruitment deadline will expire on Friday, December 16th, 2016. The applications will be reviewed and appointed by the mayor. The new Parks and Recreation Commissioners will be named during the Tuesday, January 17th, 2017 City Council meeting.

The Parks and Recreation Commission meets bi-monthly at 5:30 p.m. on the second Tuesday at City Hall Council Chambers, **435 C Street**. Agendas typically are available 72 hours in advance preceding the meeting. Meetings are open to the public and everyone is encouraged to attend. Meeting times and dates are subject to change due to Holidays and scheduling conflicts.

Respectfully submitted:

Jason Glick, Community Services Director



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VOLUNTEERS NEEDED

LEMOORE PARKS & RECREATION COMMISSION

NOTICE IS HEREBY GIVEN by the City Council of the City of Lemoore that five seats will open on the Lemoore Parks and Recreation Commission as the terms of Recreation Commissioners will expire on December 31, 2016.

The Lemoore Parks and Recreation Commission advises the City Council on issues regarding the development, improvement, activities and maintenance of the City's parks, buildings, and recreation programs. The Commission consists of seven residents, appointed by the Mayor for a two-year term.

The Parks and Recreation Commission meets bi-monthly at 5:30 p.m. on the second Tuesday at City Hall Council Chambers, located at 435 C Street. Agendas are typically available in advance preceding the meeting. Meetings are open to the public and everyone is encouraged to attend. Meeting dates/times are subject to change due to Holidays and scheduling conflicts.

This Notice is given pursuant to Government Code, Section 54974 and any interested person or group may nominate, for consideration by the City Council of the City of Lemoore, persons whose particular strengths, back ground, experience, perspective and talents might contribute significantly to efficient and representative policy development and administration in the City of Lemoore.

If interested in serving on the Parks & Recreation Commission, please submit your application in person to the City Clerk, City of Lemoore, 119 Fox Street, Lemoore, CA, 93245 or via email at cityclerk@lemoore.com by 4:00 pm Friday, December 16, 2016.

Applications may be accessed from the City website at http://www.lemoore.com/application_for_public_service_appointment.pdf Appointments are expected to be made at the Tuesday, January 17, 2017 City Council meeting.

If you have any questions, please call 924-6700.