



LEMOORE

CALIFORNIA

LEMOORE PARKS AND  
RECREATION COMMISSION  
COUNCIL CHAMBER  
429 C STREET  
NOVEMBER 14, 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**

**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.

**ACTION ITEM**

**1-1 RECOMMENDATION TO COUNCIL TO ADOPT PROPOSED ORDINANCE  
ADDING CHAPTER 5 OF TITLE 2 OF THE CITY OF LEMOORE MUNICIPAL  
CODE ESTABLISHING THE PARKS AND RECREATION COMMISSION FOR  
THE CITY OF LEMOORE**

**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 special meeting of November 14, 2016 at City Hall, 119 Fox Street, Lemoore, CA on November 9, 2016.

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Sheila Taylor, Parks and Recreation Department Secretary



## Staff Report

Date: October 27, 2016 **ITEM: 2.1**  
To: Lemoore Recreation Commission  
From: Jason Glick, Community Services Director  
Subject: Recommendation to Council to adopt proposed ordinance adding Chapter 5 of Title 2 of the City of Lemoore Municipal Code establishing the Parks and Recreation Commission for the City of Lemoore.

### **Subject/Discussion:**

The Recreation Commission was created under Resolution number 8703 in 1987. Items 1, 2, and 3 in Resolution 8703 discussed the establishment of membership numbers which were set at seven, commission terms set at four years of service, and regular meeting dates set for the second Tuesday of each month at 7:30 PM. An ordinance was never established for the Lemoore Recreation Commission that outlined rules and regulations for the commission and City staff.

The City staff is proposing Ordinance 2016-XX. The acceptance of this ordinance would change the name from the Lemoore Recreation Commission to the Lemoore Parks and Recreation Commission. The Lemoore Recreation Commission has been called the Parks and Recreation Commission over the past several years and this portion of the proposed ordinance would be a matter of formality.

Another change of the proposed ordinance would establish is the reduction of commission members from seven to five; equaling that of the city council membership. The purpose of the reduction in membership numbers stems from past difficulties with attendance of all seven members. Ultimately, the absence of the members slows down the decision making process.

Lastly, the final two changes proposed by Ordinance No. 2016-XX is the reduction of membership terms and the time of the meetings. The new ordinance proposes the term of service is reduced from four to two years. This reduction is a formality as the current process is to serve two years. The meeting dates and times would change to every other month. The meeting times would be at 5:30 PM instead of 7:30 PM at the Lemoore City Hall Council Chambers. This will give the City staff an opportunity to build agenda items and allow full time hourly staff to attend the meetings. Since July of 2016, the Recreation Commission has been meeting bi-monthly at 5:30 PM.

### **CURRENT LANGUAGE:**

Now, therefore, be it resolved by the City Council of the City of Lemoore as follows:

1. There is hereby established a City of Lemoore Recreation Commission consisting of seven (7) members

2. The members of the Commission shall be appointed by the Mayor with concurrence of at least two other members of the City Council. Each appointed of the Recreation Commission shall serve for a period of four years. Three of the original commission appointees shall serve a term of two (2) years. The remaining four original appointees shall serve terms of (4) years. Following the expiration of the terms of the original commissioners shall serve terms of four (4) years.
3. The Recreation Commission shall meet regularly, not less than monthly to consider the recreational needs of the residents of the City of Lemoore, of all ages. The Commission shall hold such public hearings as it deems necessary and shall give advice and recommendations to the City Council

PROPOSED LANGUAGE:

**ARTICLE I: RULES OF THE COMMISSION**

**Section 1. Purpose**

The "Lemoore Parks and Recreation Commission" hereinafter referred to as the Commission, shall be composed of five (5) regular members. The duties of the said Commission shall be to advise and recommend to the City Council on the following matters:

- A. Comprehensive park planning;
- B. Acquisition of land and/or facilities;
- C. Development, design and operation of parks and recreation programming and facilities;
- D. Facility use fees and procedures;
- E. Park and facility design;
- F. Capital implement planning;
- G. Foster public awareness and public involvement in all aspects of Parks and Recreation;
- H. The Commission shall perform such additional duties as may be prescribed from time to time by the City Council, City Manager or Community Services Director.
- I. The actions of the Commission are subject to review by the City Council.

**Section 2. Appointment; Tenure**

The regular members of such Commission shall be appointed by the Mayor, with approval by the City Council. Unless terminated as provided below, they shall hold their office for a term of two (2) year, except at the first appointment, two members shall be appointed for a term of one year, three members shall be appointed for a term of two years. All members must be residents of the City of Lemoore.

Terms shall be from January to December of each year. However, if a term expires, the sitting Commissioner will continue to serve until the position is filled. Vacancies occurring other than through expiration of term, shall be filled for the unexpired term in the same manner as stated in this ordinance. Members appointed to fill a vacancy with less than 9 months remaining in the term are automatically reappointed to a two-year term without additional Council action.

Commission members shall serve without compensation.

### **Section 3. Removal**

Any appointed member of the Commission who fails to attend three (3) regular meetings in succession without notifying the Chair in advance; or a member does not attend at least sixty (60) percent of the regularly scheduled board meetings within a twelve-month period, will be considered to have automatically resigned from the Commission. Members may be removed by a majority of the City Council. The decision shall be final and there shall be no appeal.

## **ARTICLE II: MEETINGS**

### **Section 1. Regular Meetings**

The Parks and Recreation Commission shall meet at least six times per year, at the hour of 5:30 PM at Lemoore City Hall.

### **Section 2. Notice of Meetings**

Notice of all regular Commission meetings shall be emailed to each member of the Commission at least seventy-two hours prior to each meeting. Notice of all meetings shall be posted at City Hall and in compliance with other Brown Act requirements.

### **Section 3. Special Meetings**

Special meetings may be called at any time by City Staff.

### **Section 4. Place of Meeting**

The place of regular meetings shall be at Lemoore City Hall, unless otherwise stated in the call and shall comply with the Brown Act for recording requirements.

### **Section 5. Quorum**

A majority (3) of the currently appointed members of the Commission shall constitute a quorum.

### **Section 6. Rules of Order**

General parliamentary rules shall be observed in conducting meetings of the Commission.

## **ARTICLE III: OFFICERS**

### **Section 1. Appointment of Officers**

The Commission shall elect from its members a Chair and a Vice-Chair from among its membership at its first meeting of each calendar year, and each officer shall hold office for one year or until replaced by a simple majority vote of the Commission.

### **Section 2. Duties of Chair of the Commission**

The Chair of the Commission shall preside at the meetings of the Commission, and shall perform the other duties ordinarily performed by that officer.

### **Section 3. Duties of the Vice-Chair**

The Vice-Chair of the Commission, in the absence of the Chair, shall perform all duties of the Chair of the Commission. In the absence of both the Chair and the Vice-Chair, the Commission shall elect a

Chair Pro Tern who shall perform the duties as Chair during the absence and until such time as the Chair and Vice-Chair return.

**Section 4. Duties of the Community Services Director and City Staff**

The Community Services Director shall not be a member of the Commission. The Director and appropriate staff shall attend all regular meetings and will be responsible for preparing the agenda for regular and special meetings. The Community Services Director will appoint a staff person to record the minutes for each Parks and Recreation meeting.

**ARTICLE IV: COMMITTEES OF THE COMMISSION**

**Section 1. Appointment of Special Sub-Committees**

Special Sub-Committees shall be appointed by the Chair or the Community Services Director for consideration and study of any matter not covered by the Commission during regular or special meetings. The special committee shall report their findings to the Commission.

**CITY STAFF RECOMMENDATIONS:**

City staff is recommending that the Lemoore Parks and Recreation Commission recommend to the Lemoore City Council to adopt ordinance 2016-XX.

Respectfully submitted:

Jason Glick, Community Services Director

**ORDINANCE NO. 2016-XX**

**AN ORDINANCE ADDING CHAPTER 5 OF TITLE 2 OF THE CITY OF LEMOORE  
MUNICIPAL CODE ESTABLISHING THE PARKS AND RECREATION  
COMMISSION FOR THE CITY OF LEMOORE**

The City Council of the City of Lemoore does ordain as follows:

**SECTION 1.** Chapter 5 of Title 2 of the Municipal Code is hereby added to read as follows in its entirety:

**ARTICLE I: RULES OF THE COMMISSION**

**Section 1. Purpose**

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