

## PARKS and RECREATION COMMISSION

Lemoore Council Chamber  
429 C Street  
Lemoore, CA 93245

### **Special Meeting Agenda January 30, 2018 5:30 P.M.**

1. Call to Order and Roll Call
2. Public Comment

*If you wish to comment on an item, which is not on the agenda, you may do so under "Public Comment." The Commission cannot legally discuss or take official action on comments that are introduced at this time. Each individual's comments are limited to three minutes. When addressing the Commission, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your presentation.*

3. Recognition of Outgoing Commissioner Dennis Fuller (Glick)
4. Administration of Oath of Office to New Commissioners (Venegas)
5. Reorganization of Commission (Venegas)
6. Approval – Minutes – Special Meeting – November 14, 2017
7. Report and Recommendation – Parks and Recreation Commission Meeting Schedule for Calendar Year 2018 (Glick)
8. Report and Recommendation – Memorandum of Understanding with Lemoore Little League (Glick)
9. Information Only – Development of a Lemoore Parks and Recreation Youth Committee (Glick)
10. Department Reports
11. Commissioner Reports and Requests
12. Adjournment

In compliance with the Americans with Disabilities Act and the Brown Act, if you require reasonable accommodations to attend or participate in this meeting, please make arrangements by contacting the office of the City Clerk at least 24 hours prior to the meeting. They can be reached (559) 924-6700 or by mail at 711 West Cinnamon Drive, Lemoore, CA 93245.

#### PUBLIC NOTIFICATION

I, Mary J. Venegas, City Clerk for the City of Lemoore, declare under penalty of perjury that I posted the above Parks and Recreation Agenda for the special meeting of January 30, 2018 at City Hall, 119 Fox Street, Lemoore, CA on January 26, 2018.

\_\_\_\_\_  
//s//  
Mary J. Venegas, City Clerk

**Lemoore Parks & Recreation Commission  
Tuesday, November 14, 2017  
MINUTES**

CALL TO ORDER

*The Special Meeting of the Lemoore Parks and Recreation Commission was called to order at 5:30 p.m. by Chairperson Dustin Fuller.*

COMMISSIONERS PRESENT:     Dustin Fuller                     James Chaney  
  Ernest Smith                     Leo Orange Sr.  
  James Chaney

City Staff present: Interim City Manager Olson; Assistant City Manager Michelle Speer; Deputy City Clerk Lourenco; Recreation Coordinator Taylor; Recreation Coordinator Cuevas; Recreation Specialist Maya.

CONSENT CALENDAR

1-1     Approval – Minutes – Special Meeting – October 10, 2017

*Motion by Commissioner Smith, seconded by Commissioner Orange, to approve Consent Calendar.*

*Ayes:     Smith, Orange, Chaney, Fuller  
Absent:   Dennis Fuller*

PUBLIC COMMENT

*Assistant City Manager Michelle Speer publicly apologized for the stating at the last meeting that a consensus must be received to add items to an agenda. It is true for City Council.*

*Attorney Mary Lerner stated Brown Act training would be offered tonight and the recommendation will be consensus by Commissioners for an item to be placed on the agenda.*

DEPARTMENT REPORTS AND UPDATES

*Assistant City Manager Speer stated interviews for the Parks and Recreation Director were held on November 1<sup>st</sup> and 2<sup>nd</sup> and the second and final interviews with the City Manager, along with the Community Meet and Greet, are scheduled for on November 20, 2017.*

NEW BUSINESS

2-1     Parks & Recreation Commission Training

*Mary Lerner with Lozano Smith provided Roles and Duties, Brown Act Training and Parliamentary Procedure training to all Commissioners which included the following:*

*Training Overview*

- *Purpose, Duties, Roles*
- *Parliamentary Procedure*
- *The Brown Act*
- *Liability for Exceeding Roles*

*Purpose, Duties and Roles of the Commission*

- *Parks and Recreation Commission*
- *Purpose and Duties of the Commission*
- *Board Make-Up*

*Parliamentary Procedure*

- *Duties of Chair and Vice Chair*
- *Commission Meetings*

*The Brown Act*

- *Committees and Subcommittees*
- *Brown Act*
  - *A Quick Refresher*
- *What is and isn't a "Meeting"?*
  - *Serial meetings*
  - *Meetings can occur through the use of intermediaries*
  - *Serial Meetings can occur through the use of technology*
- *Social Media*
- *When and where can governing boards meet*
- *The agenda and Board control of the agenda*
- *Public participation*
- *Response to public comments*
- *Closed sessions and allowable closed session topics*
  - *Maintaining closed session confidentiality*

*Individual Liability and City Liability*

- *Exceeding your role*
- *Liability for exceeding role as a Commissioner*
- *Recent headlines*
- *Personal financial gain*

*Informational only.*

RECREATION COMMISSIONER REPORTS AND REQUESTS

*None.*

ADJOURNMENT

At 6:16 p.m., the meeting adjourned.

ATTEST:

APPROVED:

\_\_\_\_\_  
Mary J. Venegas  
City Clerk

\_\_\_\_\_  
Dustin Fuller  
Chairperson



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## Staff Report

**Item No: 7**

**To: Parks and Recreation Commission**  
**From: Jason Glick, Parks and Recreation Director**  
**Date: January 25, 2018 Meeting Date: January 30, 2018**  
**Subject: Parks and Recreation Commission Meeting Schedule for Calendar Year 2018**

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**Proposed Motion:**

Adopt the Parks and Recreation Commission meeting schedule for the 2018 calendar year.

**Subject/Discussion:**

In calendar year 2017, the Parks and Recreation Commission had six (6) regularly scheduled meetings. City staff would like to propose to schedule (6) regular meeting dates for the 2018 calendar year. City Staff recommends that the following Parks and Recreation meeting dates will be scheduled as regular meetings in 2018:

March 13, 2018  
May 15, 2018  
June 12, 2018  
August 14, 2018  
October 9, 2018  
November 13, 2018

City staff would also like to request that the Parks and Recreation Commission would consider cancelling the January 8, 2019 meeting as part of this proposal. City Staff will come forward in January 2019 with additional recommendations for the Parks and Recreation Commission meeting calendar for the remainder of the 2019 year.

**Staff Recommendation:**

Staff recommends adopting the Parks and Recreation Commission meeting schedule for 2018.



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## Staff Report

**Item No: 8**

**To: Parks and Recreation Commission**  
**From: Jason Glick, Parks and Recreation Director**  
**Date: January 23, 2018 Meeting Date: January 30, 2018**  
**Subject: Memorandum of Understanding with Lemoore Little League**

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**Proposed Motion:**

Approve the submission of the Memorandum of Understanding with the Lemoore Little League to City Council in order to receive authorization to execute.

**Subject/Discussion:**

The citizens of Lemoore California established the first chapter of Little League in 1960. The original complex had only one playing field. In 1996, the league added three additional fields when the Lemoore Jet bowl midget raceway was moved to another location. For fifty-eight (58) years, Lemoore's Little League has been utilizing all three of the baseball fields, frequently scheduling into the late hours to accommodate the demand. The fields are located at the corner of 18<sup>th</sup> Avenue and Iona, next to the Lemoore Golf Course. Lemoore's Little League youth baseball program is the largest Little League youth baseball program in Kings County with over 300 participants. Prolonged frequent use of the fields necessitate maintenance assistance from the City of Lemoore (the "City").

On December 6, 2017, Jonathon Brewster, a board member from Lemoore Little League, presented the City Council with the current status of Lemoore Little League fields. Mr. Brewster requested from the City monetary support and general maintenance assistance with the Lemoore's Little League Baseball Complex. The City Council directed City staff to meet with Lemoore's Little League to create a Memorandum of Understanding (MOU) and present the MOU to the Lemoore Parks and Recreation Commission with a recommendation to the City Council.

The attached MOU details negotiations between City staff and Lemoore Little League. In summary, the MOU will provide monetary support through the Kelly Slater Foundation and maintenance assistance provided by the City and Lemoore Golf Course to the Little

League Baseball Complex. The term of the MOU is one (1) year. Please refer to attached MOU for details.

The MOU is a win-win for both organizations. In exchange for the above referenced MOU, Lemoore's Little League has agreed to weed abate the entire Lemoore Little League Baseball Complex for the duration of the MOU. Lemoore's Little League realizes the MOU is in the best interest of their organization as well as the City's. The overarching goal is to have a pleasant, well-maintained facility that is aesthetically pleasing while promoting participation and facilitating City pride.

**Staff Recommendation:**

Staff recommends the Lemoore Parks and Recreation Commission accept the staff report, review the attached MOU, and approve submission to City Council for the purpose of gaining authorization to execute the MOU.

**MEMORANDUM of UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is entered into by and between the CITY OF LEMOORE, a California municipal corporation and general law city (the “City”), and LEMOORE LITTLE LEAGUE, a California non-profit corporation (“LLL”) for Joint Maintenance at the Lemoore Little League Park.

The City and LLL agree as follows:

1. Term. The term of this MOU shall be from February 7, 2018 through December 31, 2018, unless terminated sooner by either party through (30) day’s written notice. Any extension of this MOU shall require a new MOU.
2. Funding Source/Expenses. The City, on behalf of the Kelly Slater Foundation, will purchase \$6,250.00 toward the acquisition of catcher’s gear, new maintenance equipment, and facility items for Lemoore Little League Baseball.

Itemization:

1. Catcher’s gear	\$2,400.00
2. Painting Supplies	\$750.00
3. Bleacher and Backstop Supplies	\$800.00
4. Fencing Supplies	\$200.00
5. Maintenance Equipment	<u>\$2,100.00</u>
Total	\$6,250.00

3. City Services. The City will provide the following services:
  - A. Restrooms/ Porta Johns: The restrooms along Iona and Gold Links drive will be boarded to prohibit use by the City immediately and demoed by the City at a later date. The City will arrange for the rental and pay for the cost of two Porta Johns with hand washing stations for the start and ending of the LLL regular season. The LLL season begins March 1st, 2018 and ends June 1<sup>st</sup>, 2018. The cost to the City will be \$1,015.00. The City will pay for four (4) service cleanings per week for the duration of the regular season. Any Porta John services above the stated date range will be paid by LLL.
  - B. Clean-Up Day. A clean-up day is scheduled for Friday, February 23, 2018. The clean-up will include:
    1. Ground and general maintenance
    2. Backstop work
    3. Bleacher repair
    4. Parking lot maintenance
    5. Fencing fabric repair
    6. Water main line work

The City will provide personnel from the appropriate departments for the clean-up day as necessary. The estimated cost to the City for staff time is approximately \$3,800.00. The City will waive this cost in exchange for weed abatement (see below).

The City will also provide lunch to staff and volunteers on the clean-up date at a cost not to exceed \$500.00.

4. LLL Services. LLL will provide the following services:

A. Weekly Maintenance. LLL will be responsible for the weekly maintenance of the Little League facility. If LLL requires assistance with weekly mowing, LLL is required to notify the Lemoore Golf Course staff with a three (3) business day notification.

B. Weed Abatement. LLL will be responsible for the weed abatement. Weed abatement will include the entire Lemoore Little League Baseball Complex throughout the duration of this MOU.

5. Other Provisions.

A. Utility Fees. LLL will be responsible for all utility costs at the Lemoore Little League Baseball Complex.

B. Golf Cart Storage. LLL will store their Little League Golf Cart in the Lemoore Golf Course Golf Cart Barn.

C. Indemnification. LLL shall indemnify, hold harmless, and defend the City and its officers, agents, or employees from all claims for money, damages, or other relief arising in any way from the performance of this MOU by LLL, its officers, agents, members, or employees. LLL shall take out and maintain for the full term of this MOU liability insurance providing protection for personal injury, wrongful death, and property damage. Such insurance to be in amounts of two million dollars (\$2,000,000.00) per event, and issued by carriers acceptable to the City. LLL shall provide the City with certificates of insurance evidencing such coverage and naming the City as an “additional insured.” All certificates shall expressly state that the policy(ies) may not be terminated, canceled, or modified without thirty (30) days prior written notice actually received by the City at its regular address, 711 West Cinnamon Drive, Lemoore, CA 93245.

IT IS AGREED, IN WITNESS WHEREOF, the Parties hereto have caused this Memorandum of Understanding to be executed on the dates following their signature.

Signatures on next page.



CITY OF LEMOORE  
A Public Body, Corporate and Politic

LEMOORE LITTLE LEAGUE  
A Non-Profit

By: \_\_\_\_\_  
Name: Jason Glick  
Title: Parks and Recreation Director

By: \_\_\_\_\_  
Name: David Bryant  
Title: President

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Jonathan Brewster  
Title: Vice President

Dated: \_\_\_\_\_

DRAFT



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## Staff Report

**Item No: 9**

**To: Parks and Recreation Commission**  
**From: Jason Glick, Parks and Recreation Director**  
**Date: January 25, 2018 Meeting Date: January 30, 2018**  
**Subject: Development of a Lemoore Parks and Recreation Youth Committee**

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**Proposed Motion:**

Information Only.

**Subject/Discussion:**

On August 7, 2017, City Council directed staff to research options for the development of a Lemoore Youth Committee. Staff conducted research and presented three (3) options to City Council on January 16, 2018. City Council selected the following option:

- Development of a Lemoore Parks and Recreation Youth Committee. The Parks and Recreation Department would seek interested youth between the ages of 13 and 19 to participate in the Lemoore Parks and Recreation Youth Committee. City Staff would be responsible for meeting with the group and relaying comments, concerns and recommendations to the Parks and Recreation Commission and then to City Council.

**Staff Recommendation:**

Informational only.



*Lemoore Parks and Recreation  
Upcoming Events*

# FATHER DAUGHTER HOBOWDOWN

**SATURDAY**

**FEB. 10TH**

**6:30PM—9:30PM**

**LEMOORE**

**RECREATION**

**CENTER**

**\$50 PER COUPLE**

**\$15 ADDITIONAL**

**CHILD**

**PRICE INCLUDES:**

**TRI-TIP DINNER**

**PHOTO**

**GIFT**



CITY OF

**LEMOORE**

*Parks & Recreation*



# We Appreciate You!

The Lemoore Recreation Department cordially invites you and your family to an appreciation dinner in your honor. You have played an important part in the success of our programs and this event provides us with an opportunity to thank you for all the hours you invested in mentoring the youth of Lemoore.

Date: Thursday, February 15, 2018

Time: 6:00 pm

Place: Lemoore Recreation Center  
721 W. Cinnamon Drive,  
Lemoore, CA 93245

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Name \_\_\_\_\_ Number attending \_\_\_\_\_

Please fax this to 924-6772 or call 924-6767 with the number of people attending.



# Luau on the Green

Benefiting the Lemoore Youth Recreation  
Scholarship Fund

**Saturday, March 10th—6:00pm**  
**Lemoore Golf Course**

**\$45**

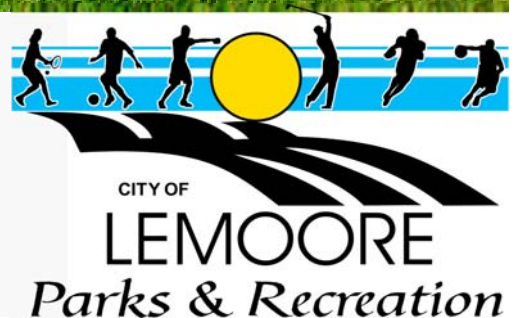
**Price includes:**

**All you can eat Hawaiian Buffet**  
**One hour Show with Polynesian Dancers,**  
**musicians and fire performed by the**  
**Polynesian Club of Fresno**

**DJ and Dancing after the show.**

**Tickets must be**  
**purchased in advance by March 2nd.**  
*Thank you to our sponsors*

**WELLS  
FARGO**



# Lemoore Parks and Recreation

PRESENTS



SATURDAY, MARCH 17, 2018

AT

LIONS PARK  
LEMOORE, CA

CHECK-IN/LATE REGISTRATION @ 7:00AM  
RUN BEGINS @ 8:00AM

Register by February 23rd to receive a Free T-Shirt



Register At:  
[ultrasignup.com](http://ultrasignup.com)

or

721 W. Cinnamon Dr. 924-6767

Parks  
Make  
Life  
Better!