

**WELCOME TO YOUR MERCED**  
**RECREATION AND PARKS COMMISSION MEETING**

**COMMISSION MEMBERS**

Jeremy Jenkins, Napoleon Washington, Onis Lentz, Flip Hassett, Eric Nelson

**AGENDA**

**COUNCIL CHAMBERS  
678 WEST 18<sup>TH</sup> STREET  
MERCED, CALIFORNIA**

**5:30 PM  
MONDAY  
October 26, 2015**

STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE PARKS AND COMMUNITY SERVICES OFFICE. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE PARKS AND COMMUNITY SERVICES DIRECTOR AT (209) 385-6855 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA. PRIOR TO EACH REGULAR COMMISSION MEETING, A COMPLETE AGENDA PACKET IS AVAILABLE FOR REVIEW IN THE FOYER OUTSIDE THE COUNCIL CHAMBERS AND ON THE CITY'S WEBSITE AT [WWW.CITYOFMERCED.ORG](http://WWW.CITYOFMERCED.ORG). ANY DOCUMENTS PROVIDED TO A MAJORITY OF THE COMMITTEE MEMBERS AFTER THIS AGENDA IS POSTED WILL BE AVAILABLE FOR PUBLIC INSPECTION IN THE PARKS AND COMMUNITY SERVICES OFFICE DURING NORMAL BUSINESS HOURS.

FOR CITIZEN PARTICIPATION INSTRUCTIONS, PLEASE REFER TO THE CITY'S WEBSITE AT [WWW.CITYOFMERCED.ORG](http://WWW.CITYOFMERCED.ORG). A HANDOUT IS ALSO AVAILABLE AT THE MEETING ADJACENT TO THE AGENDA. INDIVIDUAL AGENDA ITEMS MAY BE HEARD IN AN ORDER THAT IS DIFFERENT THAN THEY APPEAR ON THE AGENDA TO ACCOMMODATE MEETING PARTICIPANTS.

**INFORMATION FOR INDIVIDUALS WITH DISABILITIES:**

Accommodation for individuals with disabilities may be arranged by contacting the City Clerk's Office at 209-388-7100.

Assisted Hearing Devices Available for Hearing Impaired  
Teletypewriter (TTY) 209-385-6816

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY THE COMMISSION MEMBERS. IF REQUESTED BY AN AUDIENCE MEMBER, THE CHAIRPERSON WILL THEN ALLOW THE PUBLIC TO MAKE COMMENTS OR ASK QUESTIONS. AFTER ANY PUBLIC INPUT, THE COMMISSION MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION TO THE NEXT AGENDA ITEM.

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. CEREMONIAL MATTERS**

**1. RECOGNITION OF COMMISSIONER CAREY**

**E. ORAL COMMUNICATIONS**

AT THIS TIME, ANY MEMBER OF THE AUDIENCE MAY COMMENT ON ANY MATTER NOT LISTED ON THE AGENDA. PLEASE STAND AND STATE YOUR NAME AND ADDRESS FOR THE RECORD. THE COMMISSION WILL NOT TAKE ACTION ON THE ITEM THAT IS BROUGHT TO THEIR ATTENTION THIS EVENING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT COMMISSION AGENDA.

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PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE HERE AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.

**F. CONSENT ITEMS**

**1. MINUTES OF SEPTEMBER 28, 2015**

*Recommendation: Motion to approve and file*

**G. BUSINESS**

**1. MERCED SWEETHEARTS PLAQUE IN MCNAMARA FROM SHIRLEY DAVIS BROWN (COMMISSIONER WASHINGTON)**

*Recommendation: Motion to reimburse Ms. Davis Brown for her expenses for the commemorative plaque that was placed in McNamara Park.*

**2. BUDGET SUBCOMMITTEE (COMMISSIONERS)**

*Recommendation: Motion to make recommendation to subcommittee*

**3. RECREATION PROGRAMMING (COMMISSIONERS)**

*Recommendation: Motion to make recommendation regarding future recreation programming*

**H. REPORTS**

**1. STAFF REPORTS (CHAVEZ, JOHNSON, CONWAY)**

*No action required-information only*

**I. ADJOURNMENT**

TO THE MERCED RECREATION AND PARKS COMMISSION MEETING,  
MONDAY, NOVEMBER 23, 2015 AT 5:30 PM IN THE CITY COUNCIL  
CHAMBERS, 678 WEST 18<sup>TH</sup> STREET, MERCED, CALIFORNIA.

**CITY OF MERCED  
RECREATION AND PARKS COMMISSION MINUTES**

COUNCIL CHAMBERS ROOM  
MERCED CIVIC CENTER  
678 WEST 18<sup>TH</sup> STREET  
MERCED, CA

**MONDAY  
September 28, 2015**

**A. CALL TO ORDER**

Commissioner Washington called the meeting to order at 5:34 PM.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Members Present: Washington, Lentz, Hassett, Jenkins  
Staff Present: Conway, Chavez, Johnson

M/S/C- Jenkins/Hassett motioned to excuse Commissioner Nelson.

**D. CEREMONIAL MATTERS**

-Commissioner Washington wanted to know why Commissioner Carey was not recognized by the City Council for her work as a Commissioner. He thinks that she should be recognized.

**E. ORAL COMMUNICATIONS**

**F. CONSENT ITEMS**

**1. MINUTES OF JULY 27, 2015**

*M/S/C- Hassett/Jenkins motioned to approve the minutes of July 27, 2015.*

**G. BUSINESS**

**1. STEPHEN LEONARD RE-BIDDING DISCUSSION**

**(JOHN SAGIN)**

-John Sagin from the City's Engineering Department updated the Commission on the status of the bidding process for Stephen Leonard Park. They only received one bid that

was \$300,000 over budget, so they will be going back out to bid. They will have to cut back on some of the features that were originally planned for the park.

*No action required-information only.*

**2. MCSD STEAM CENTER (KEN TESTA)**

Director of Facilities for MCSD, Ken Testa, gave a presentation to the Commission about a possible STEAM Center being located at Ada Givens School. He spoke about bettering their partnership with the City to make the STEAM Center a success.

*No action required-information only.*

**3. BUDGET SUBCOMMITTEE (COMMISSIONERS)**

No action was taken

**4. RECREATION PROGRAMMING (COMMISSIONERS)**

No action was taken

**H. REPORTS**

**1. STAFF REPORTS (CONWAY, JOHNSON)**

*No action required-information only*

**I. ADJOURNMENT**

The Recreation and Parks Commission meeting was adjourned at 7:19 p.m. and will meet again on Monday, October 26, 2015 for their regularly scheduled meeting in the Council Chambers, 678 W. 18<sup>th</sup> Street.

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Dr. Napoleon Washington, Chairperson  
Recreation and Parks Commission

## **ADVISORY BODY/CITY COUNCIL RELATIONSHIP**

As a Council advisor, your principal role will be to make the best recommendation possible to Council on key policy and program issues.

Typically these issues are discussed in depth in public advisory body meetings, where public input is encouraged. The advisory body recommendations are forwarded through the department liaison to the Council in the form of administrative staff reports. These reports analyze the issues and carry the staff's recommendation, which may concur or disagree with the advisory body's viewpoint. The Council considers the recommendation(s) along with public input, and ultimately makes the final decision. Officers and members of advisory bodies may address the Council on matters of concern to the groups.

There may be times when the Council needs more information in order to make a decision. The matter is returned to staff and/or the advisory body for further analysis and direction. There are also times when Council will convene joint sessions with advisory bodies to deal with highly complex issues and engage in long-range planning.

## **ADVISORY BODY/CITY STAFF RELATIONSHIP**

By virtue of their technical training and experience, City department representatives are assigned by the City Manager to provide staff assistance required by advisory bodies. While advisory bodies may freely communicate with their respective departments, they have no authority to supervise or direct the work of the departments.

Staff works under the direction of the City Manager, and their duties with advisory bodies are restricted to providing administrative support, orienting new group members, holding briefings, conducting field trips, and other similar activities.

If a substantial amount of staff time is required for a particular study, the advisory body should make a recommendation to the responsible department head. Dependent upon goals set by the City Council and the current workload, priorities may allow or preclude staff attention to the request. If concerns persist about this or any matter dealing with relationships with staff or staffing levels, they should be brought to the attention of the City Manager.

While City staff will communicate all recommendations of advisory bodies to the Council, staff will not advocate the bodies' viewpoints if they are counter to those held by staff and/or those recommended by the City Manager.

Criticisms of staff performance – past or present – should be done privately with the department head and/or City Manager. Any contact with the City Council over staff issues should be copied or noticed to the City Manager.

### **ADVISORY BODY/PUBLIC RELATIONSHIP**

While advisory bodies have a major responsibility to the City Council, their ultimate responsibility is to the residents of the City of Merced. Their job is to review proposals within the scope of the committees' respective responsibilities to determine whether they are effective, fiscally feasible, and will benefit the community.

Members are encouraged to take advantage of every resident contact to ask what they like/dislike about issues relevant to the body. They should keep in mind that the City's "customers" are the residents, visitors, and businesses who pay for the services the City delivers.

*No member of an advisory body is authorized to appear or speak on behalf of that body unless specifically authorized by vote of that body. This includes correspondence to or appearances before the City Council as well as community groups, public agencies, newspapers, etc. Likewise, no member of an advisory body is authorized to appear or speak on behalf of the City unless specifically authorized by the City Council. Without authorization by the advisory body or City Council, an advisory body member should clarify that he/she is appearing or speaking as an individual, although he/she may specify the fact of membership on the advisory body.*

### **ADVISORY BODY/MEDIA RELATIONSHIP**

Advisory groups should be very cautious when dealing with the news media. Reporters look for the controversial angle to all issues. Thus, for those issues in which advisory body members have divergent views, it may not be in the best interest of the group process for a member to use the press as a forum to promote his or her individual position. To foster productive group relations, it may be best to defer public comments on such issues to the chairperson, who should articulate the views of the group. The body must also refrain from speaking on behalf of the City Council on a policy matter; and, should not speculate about pending action by the City Council on any issue. It is best to defer responses to such questions to the City Council and the City's Public Information Officer.

**Sec. 711. Recreation and parks commission.**

There shall be a recreation and parks commission consisting of seven members to be appointed by the city council from the qualified electors of the city and no member of said commission shall hold any paid office or employment in the city government. The number of members to comprise the commission may be changed by ordinance of the city council to not less than five nor more than nine members. In the event the city council contracts with other agencies interested in recreation and parks for the joint exercise of any of such functions, such contract may provide for representation on the commission of representatives of such agencies during the existence of such contract or extensions thereof.

**Sec. 712. Recreation and parks commission—Powers and duties.**

The Recreation and Parks Commission shall have power to:

- A.  
Act in an advisory capacity to the City Council in all matters pertaining to recreation and parks;
- B.  
Consider the annual budget for recreation and parks during the process of its preparation and make recommendations with respect thereto to the City Manager and the City Council; and,
- C.  
Assist in the planning of a recreation program for the inhabitants of the City, promote and stimulate public interest therein, and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein.

*(Amended November 6, 2007).*

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**CITY OF MERCED  
PARKS AND RECREATION**

STAFF REPORT: JOEY CHAVEZ  
RECREATION SUPERVISOR SPORTS/AQUATICS/CIP PROJECTS

PROGRAM UPDATES: SEPTEMBER 2015

1) YOUTH SPORTS

**A. City of Merced Youth NFL Flag Football Program**

i. Practices/games conducted in September: **84-18 (14 Teams)**

Location	Pee Wee (K-4 grade)	Junior Varsity (5-6 grade)	Varsity (7-8 grade)	<b>Total</b>
Joe Herb Park	32-6	26-4	26-4	<b>72-14</b>

**B. City of Merced Jr. NBA/Jr. WNBA Youth Basketball Program**

i. Practices/games conducted in September: 0

Location	Pee Wee (3-4 grade)	Junior Varsity (5-6 grade)	Varsity (7-8 grade)	<b>Total</b>
McComb's	-	-	-	-

2) YSO'S (Co-Sponsored Youth Sports Organizations)

- A. Merced Youth Baseball League:** No Practices and games at Hoover and YSC in September.
- B. Merced Girls Softball League:** No Practices and games at Rivera and Cruickshank September.
- C. Merced Youth Soccer Association:** Practices/Games conducted at Ada Givens, Sports Complex and Merced High School during September.
- D. Merced Cougars Tackle Football:** Practice/Games conducted at East Campus and games at Golden Valley High School the month of September.
- E. Merced Atlas Soccer Academy:** Program conducted at McNamara and Merced High School during the month of September.

3) ADULT SPORTS

**A. City of Merced Adult Softball Program**

i. Games played in September: **124**

Location	Men's	Women's	Coed	I.C.B.	Industrial	<b>Total</b>
Joe Herb Park	60	16	32	-	16	<b>124</b>

4) FIELD RENTALS

i. Rentals in September:

Location	Type of Rental	# Rentals
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\*\*\*\*\* Please note: Tenaya Middle School Boys and Girls soccer teams are using McNamara soccer fields for their home games.

5) SOFTBALL TOURNAMENTS

i. Tournaments conducted at Joe Herb Park in September: 1

<b>September 19 &amp; 20</b>	NSA Girls Fast Pitch Tournament	Stan Hansen
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6) AQUATICS

A. Swim Lessons:

B. Pool Rentals:

i. Rentals in September: 0

McNamara
0

C. Recreation Swim:

i.

7) EVENTS/REGISTRATION DATES (OCTOBER 2015)

Date	Location	Event
<b>10/01/15-10/26/15</b>	Joe Herb	2012 NFL Youth Flag Football Practices/Games (2 <sup>nd</sup> – 8 <sup>th</sup> grades, Boys & Girls)
<b>10/01/15-10/30/15</b>	Joe Herb	Adult Softball Fall League Games (Men's, Women's, Coed and Men's Industrial)

## STAFF REPORT September Activities

### FACILITY RENTALS - LEISURE CLASSES - APPLGATE PARK ZOO

#### Facility usage:

Please see attached report.

#### Meetings/trainings/workshops:

Finance training for zoo reporting	9/2
Youth Council meeting	9/10
Senior Inc. Meeting	9/15
Senior volunteer appreciation luncheon	9/24

#### Recreation Supervisor updates – September

- We held a senior volunteer appreciation luncheon for the volunteers that operate the front desk, library and computer area every day
- Began registration for Fall Outdoor Youth Soccer=200+ kids
- Coordinated training opportunity with UC Merced for Youth Council members. Unfortunately, no members were able to attend.
- Solicited donations for Tiny Tots Pumpkin Party
- Continued developing job duties for new zookeeper position

I continue to provide customer assistance at the counter, prepare payroll, payment requests, purchase orders, budget adjustments, public news releases, advertising, web site updates, flyers, agreements and various reports in addition to scheduling facility rentals and overseeing part time facility rental staff and preparing administrative reports.

#### Applegate Park Zoo:

New Zookeeper, Josh Moreno, began planning activities at the Zoo for the month of October. Each Saturday in October there will be fall themed activities planned from 12-2PM.

*Lindsey Johnson*  
10/19/15



