

**CITY OF IMPERIAL BEACH
PARKS AND RECREATION COMMITTEE**

A G E N D A

DECEMBER 8, 2014

**City of Imperial Beach Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

REGULAR MEETING – 4:30 p.m.

The Parks and Recreation Committee for the City of Imperial Beach is endeavoring to be in total compliance with the Americans with Disabilities Act (ADA). If you require assistance or auxiliary aids in order to participate at meetings, please contact the City Clerk's (619) 628-2347, as far in advance of the meeting as possible.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENTS** - Each person wishing to address the Parks and Recreation Committee regarding items not on the posted agenda may do so at this time. In accordance with State law, the Parks and Recreation Committee may not take action on an item not scheduled on the agenda. If appropriate, the item will be referred to City staff or placed on a future agenda.
- 4. REPORTS**
 - A. APPROVE MINUTES.**
Recommendation: Approve the Special Meeting Minutes of November 17, 2014.
 - B. APPROVE THE BYLAWS FOR THE PARKS AND RECREATION COMMITTEE.**
Recommendation: Review, discuss and approve (as amended) the Bylaws for the Parks and Recreation Committee.
- 5. ADJOURNMENT**

_____/s/
Jacqueline M. Hald, MMC
City Clerk

For your convenience, a copy of the agenda and meeting packet may be viewed in the office of the City Clerk at City Hall or on our website at www.ImperialBeachCA.gov. Go to the Imperial Beach Parks and Recreation Committee Page located under the Government Section/City Boards and Committees Tab.

Any writings or documents provided to a majority of the Parks and Recreation Committee regarding any item on this agenda will be made available for public inspection in the office of the City Clerk located at 825 Imperial Beach Blvd., Imperial Beach, CA 91932 during normal business hours.

MINUTES

NOVEMBER 17, 2014

City of Imperial Beach Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932

SPECIAL MEETING – 4:30 p.m.

1. CALL TO ORDER

CITY CLERK HALD called the meeting to order at 4:37 p.m.

2. ROLL CALL

MEMBERS PRESENT:

Ken Blinsman
Robin Klosinski
Tim O'Neal
Marc Stephenson (arrived at 4:40 p.m.)
Lori Joan Stucki

ALTERNATES PRESENT:

Marcy Aguilar
Peter Salisbury
Molly Goforth

STAFF PRESENT: City Manager Hall, City Clerk Hald, Deputy City Attorney Sjoblom

3. PUBLIC COMMENTS

None.

4. WELCOME AND STAFF COMMENTS

CITY MANAGER HALL welcomed the Parks and Recreation Committee (PRC) members and alternates, he gave a brief overview on the formation of the Parks and Recreation Committee and he reviewed the duties and responsibilities of the PRC.

5. REPORTS

A. INTRODUCTIONS AND ADMINISTER OATHS OF OFFICE TO PARKS AND RECREATION COMMITTEE MEMBERS.

Following introductions of committee members, the City Clerk of the City of Imperial Beach administered Oaths to the Parks and Recreation Committee members and alternates.

B. SELECTION OF A CHAIR AND DESIGNATION OF THE TIME AND PLACE FOR HOLDING MEETINGS.

MOTION BY BLINSMAN, SECOND BY STUCKI, TO SELECT TIM O'NEAL AS CHAIR FOR THE PARKS AND RECREATION COMMITTEE. MOTION CARRIED UNANIMOUSLY.

MOTION BY KLOSINSKI, SECOND BY STEPHENSON, TO SELECT LORI STUCKI AS VICE CHAIR FOR THE PARKS AND RECREATION COMMITTEE. MOTION CARRIED UNANIMOUSLY.

MOTION BY STUCKI, SECOND BY STEPHENSON, TO DESIGNATE THE SECOND MONDAY OF THE MONTH AT 4:30 P.M. AS THE TIME AND THE CITY OF IMPERIAL BEACH COUNCIL CHAMBERS AS THE PLACE FOR PARKS AND RECREATION COMMITTEE MEETINGS. MOTION CARRIED UNANIMOUSLY.

C. PRESENTATION ON KEY LEGAL ISSUES FOR BOARD AND COMMISSION MEMBERS INCLUDING ECONOMIC DISCLOSURES (FORM 700), CONFLICTS OF INTEREST AND THE BROWN ACT.

Deputy City Attorney Sjoblom gave a PowerPoint presentation on key legal issues for board and commission members.

CITY MANAGER HALL stated that by-laws will be presented to the committee for consideration at the next meeting.

6. ADJOURNMENT

CHAIR O'NEAL adjourned the meeting at 5:38 p.m.

**TIM O'NEAL
CHAIRPERSON**

**JACQUELINE M. HALD, MMC
CITY CLERK**

DRAFT – For Discussion Purposes Only

**BY-LAWS
FOR THE CONDUCT OF THE BUSINESS OF
THE CITY OF IMPERIAL BEACH PARKS & RECREATION COMMITTEE**

WHEREAS, the City of Imperial Beach City Council has created a Parks & Recreation Committee (“Committee”) pursuant to Chapter 2.32 of the Imperial Beach Municipal Code; and

WHEREAS, the City Council has authority to establish rules and procedures for committees created by the City Council; and

WHEREAS, the Committee agrees to the following By-Laws to supplement the rules and procedures set forth by the City Council and any other local, state, or federal law pertaining to the Committee:

Section 1. Location of Meetings. All meetings of the Committee shall be held at the Imperial Beach City Hall, City Council Chambers, located at 825 Imperial Beach Blvd., Imperial Beach, CA 91932.

Section 2. Meeting Schedule. The Committee shall meet monthly on the **second Monday** of every month, unless the Committee has no business to conduct.

Section 3. Brown Act. All Committee meetings shall be noticed and conducted pursuant to the Brown Act, California Government Code Section 54950 *et seq.*

Section 4. Quorum. A majority of the Committee shall constitute a quorum at any duly called meeting. No action shall be taken by the Committee unless concurred on by a majority of the quorum.

Section 5. Alternate Committee Members. Alternate committee members may substitute for primary committee members who are unable to attend a meeting. Alternate committee members may vote only in the absence of primary committee members.

Section 6. Duties. The Committee shall meet on at least a quarterly basis and will act in a purely advisory capacity to the City Council. The stated and primary function of the Committee is to expand and enhance the recreational opportunities for the residents of Imperial Beach. In order to accomplish the identified task, the Chair of the Committee will provide, on at least a quarterly basis or as directed by the City Council, suggestions and recommendations to the City Council in relation to the following:

- A. A review of the sports and recreational programs in Imperial Beach in an effort to encourage increased participation levels, high quality volunteers, relevant and effective programming, efficient use of municipal resources and other issues related to the sports and recreational programs.
- B. A review of the condition and maintenance of municipal sports and recreational facilities and recommendations for capital improvements, new or additional facilities, and proper maintenance of existing facilities.
- C. The efforts to seek funding through federal, state and local grants, sports and recreation foundations, community contributions, charitable donations, and endowment funding opportunities.
- D. Opportunities to expand the parks and recreation opportunities in Imperial Beach and surrounding areas. The efforts to seek partnerships and collaboration with organizations that provide amenities that Imperial Beach cannot efficiently or realistically provide to its residents.
- E. The efforts to take a holistic approach to parks and recreation that encourage activities for all ages and income levels, physical abilities, and interests.

F. Strategies to expand beyond typical sports activities to include non-traditional sports, non-sporting activities and all forms of recreation and relaxation.

G. The efforts to seek and provide a positive alternative for the use of spare time. Efforts to recognize that an effective parks and recreation program is a necessity for a healthy community, not simply a luxury.

Section 7. Procedures. Procedures not otherwise covered in the Imperial Beach Municipal Code, the By-Laws, or in the rules subsequently adopted by the Committee shall be in accordance with Rosenberg’s Rules of Order, latest revision.

Section 8. Minutes. City staff shall maintain and promptly distribute to the Committee Members true and correct minutes from each Committee meeting.

Section 9. Officers. The Committee shall have the following officers: Chair and Vice Chair. The term of office for the Chair and Vice Chair shall be one year. Normal progression to the office of Chair shall be from the office of Vice Chair.

Section 10. Elections. Election of officers shall be conducted at the first regular meeting of each calendar year.

Section 11. Vacancies. Vacancies in any officer position shall be filled at the next regular meeting with due notice.

Section 12. Subcommittees. The Chair of the Committee may establish subcommittees of no more than two Committee Members for any purpose consistent with Imperial Beach Municipal Code Chapter 2.32.

Section 13. Recommendations to the City Council. All Committee recommendations shall be in writing, signed by the Chair.

Section 14. Amendments. Recommended amendments to the By-Laws must be

submitted in writing to the Committee. Such proposed amendments shall be forwarded with a recommendation from City staff at the Committee’s next regularly scheduled meeting.

Dated this ____ Day of _____, 2015

Serge Dedina, Mayor

Tim O’Neal, Chair