

**AGENDA
ITEM**

20



CITY COUNCIL AGENDA STAFF REPORT

DATE: September 3, 2025

TO: Mayor and City Council

APPROVED BY: Benjamin Martinez, City Manager 

PREPARED BY: Norma Gerardo, Recreation Manager 

SUBJECT: Receive and File Community Services Commission Minutes for Special Meeting of June 9, 2025.

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Recommendation:

Accept Minutes for Community Services Commission Special Meeting held on June 9, 2025.

Background:

City staff shall prepare minutes for Community Services Commission meetings and present them to the Community Services Commission for approval. Once approved, a copy of the signed minutes is submitted for City Council ratification.

Discussion & Analysis:

On Wednesday, July 9, 2025, the Community Services Commission met and approved the minutes from the special meeting held on June 9, 2025.

Minutes have been signed by Chair Patricia Ureña and are now submitted for ratification by the City Council of the City of Calexico.

Fiscal Impact:

None.

Coordinated With:

None

Attachments:

1. Minutes for Community Services Commission Special Meeting of June 9, 2025.

ATTACHMENT NO. 1



COMMUNITY SERVICES COMMISSION MINUTES

608 Heber Ave. Calexico, CA 92231

THE COMMUNITY SERVICES COMMISSION MET IN SPECIAL SESSION ON THE 9th DAY OF JUNE 2025 AT 5:31PM AT THE FERNANDO "NENE" TORRES COUNCIL CHAMBERS, 608 HEBER AVENUE, CALEXICO, CALIFORNIA. THE DATE, HOUR AND PLACE DULY ESTABLISHED FOR THE HOLD OF SAID MEETING PURSUANT TO EXECUTIVE ORDER N-29-20.

CALL TO ORDER

A special meeting of the Community Services Commission was called to order on Monday, June 9, 2025, at 5:31 p.m. by Recreation Manager, Norma Gerardo.

ROLL CALL

Commissioners Present:

Patricia Ureña
Christina M. Rojas.
Antonio Garcia
Jaime Duron
Eugenio Ramos

PLEDGE OF ALLEGIANCE

Commissioner Jaime Duron led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Duron made a motion to approve the agenda. Motion was seconded by Commissioner Ureña. Motion passed unanimously.

PUBLIC COMMENTS

The following people provided public comments to the Commissioners: Adan Diaz.

RECREATION MANAGER REPORT

Norma Gerardo, Recreation Manager, reported that the Recreation Department has started with their eight-week Summer Program.

PUBLIC WORKS MANAGER REPORT

Lilliana Falomir, Public Works Manager, introduced herself and mentioned the divisions under her department.

COMMISSIONER COMMENTS AND REPORTS OF MEETINGS/EVENTS ATTENDED

CONSENT AGENDA

DISCUSSION ITEMS

DISCUSSION AND POTENTIAL ACTION ITEMS

1. Introduction and Elections of Officers.

Commissioner Garcia made a motion to nominate Commissioner Ureña for Chairperson. Motion was seconded by Commissioner Duron. Motion passed unanimously.

Chairperson Ureña made a motion to nominate Commissioner Rojas for Vice-Chairperson. Motion was seconded by Commissioner Garcia. Motion passed unanimously.

2. Approval of Community Services Minutes for Regular Meeting of November 13, 2024.

Commissioner Garcia made a motion to approve the agenda. Motion was seconded by Commissioner Ramos. Motion passed unanimously.

3. Update on Rodriguez Park Snack Bar/Restrooms.

Ms. Falomir provided the most up-to-date report for this project. She is coordinating a date to get restrooms installed. She mentioned the restrooms were broken into and the door was damaged. As for the snack bar, Ms. Falomir obtained a list of requirements from the Imperial County Health Department needed to be able to operate it. Ms. Falomir mentioned that with the remaining funding allocated to the park, the City Council will have to determine whether they would like to use them for fencing or the snack bar at Rodriguez Park. No reportable action.

4. Update on Heber Expansion Project.

Ms. Falomir provided the latest status report on the Heber Expansion Project. Project next steps are on hold pending securing addition project funding. No reportable action.

5. Update on Cordova Park - Opening.

Ms. Falomir reported that Phase I for this project has been completed, but the opening of the park has been put on hold due to issues between community members and residents near the area. She was given direction to hold on opening the fields until this issue is clarified. A community workshop will be held on June 11, 2025. No reportable action.

6. Christmas Parade.

Ms. Gerardo mentioned that the Christmas Parade is scheduled for Saturday, December 13, 2025, pending funding available. Chairperson Ureña and Commissioner Ramos volunteered to be part of the Christmas Parade Committee.

7. Team For Graffiti Cleaning.

Ms. Gerardo, recommended to wait until the budget for FY 2025-26 was completed to assess how many city-organized clean-ups could be held during the year. No reportable action.

8. Paper Reduction through Automation.

Commissioner Rojas suggested possibly providing tablets for agenda review instead of providing paper copies. Chairperson Ureña, Commissioner Duron, Commissioner Rojas and Commissioner Garcia opted out in receiving a printed copy of the agenda package; they prefer just an email copy. Commissioner Ramos prefers a printed copy but would rather pick up at the Recreation Office instead of hand delivered.

INFORMATIONAL ITEMS

9. MOU with Vincent Memorial.

Ms. Gerardo provided the current MOU with Vincent Memorial High School as an informational item. Chairperson Ureña requested to start a conversation with Vincent Memorial regarding possible rental/maintenance fee. Ms. Gerardo will reach out.

10. City of Calexico Commission, Board, and Committee Agenda Policy.

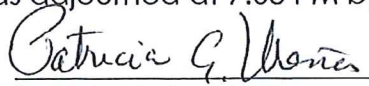
Ms. Gerardo, provided the Community Service Commission with the City of Calexico Commission, Board and Committee Agenda Policy as an informational item.

11. Recreation Department's Summer Program Brochure 2025.

Program Brochure was provided to the Commission as an informational item by Ms. Gerardo.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:05 PM by Chairperson Ureña.


Patricia Ureña, Chairperson

Attest: 
Ariana Hernandez, Administrative Assistant