

**AGENDA
ITEM**

14



CITY COUNCIL

AGENDA STAFF REPORT

DATE: December 20, 2023
TO: Mayor and City Council
APPROVED BY: Esperanza Colio Warren, City Manager *Esperanza Colio Warren*
PREPARED BY: Norma Gerardo, Recreation Manager *Norma Gerardo*
SUBJECT: Receive and File Community Services Commission Minutes for Special Meeting of August 9, 2023

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Recommendation:

Accept Minutes for Community Services Commission Special Meeting Held on August 9, 2023.

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 Council ratification.

Discussion and Analysis:

On November 8, 2023, the Community Services Commission met and approved minutes for special meeting held on August 9, 2023.

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

Fiscal Impact:

None.

Coordinated With:

None.

Attachment(s):

1. Minutes for Community Services Commission Special Meeting of August 9, 2023.

ATTACHMENT #1



COMMUNITY SERVICES COMMISSION MINUTES

608 Heber Ave. Calexico, CA 92231

THE COMMUNITY SERVICES COMMISSION MET IN SPECIAL SESSION ON THE 9th DAY OF AUGUST, 2023 AT 5:30PM 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 Wednesday, August 9, 2023, at 5:30 p.m. by Recreation Manager, Norma Gerardo.

Ms. Gerardo made a recommendation to the Commission to move agenda Item #2, Introductions and Election of Officers, to the beginning of the Agenda. Commissioner Ureña made a motion to approve Ms. Gerardo's recommendation. Motion was seconded by Commissioner Pacheco. Motion passes unanimously.

2. Introduction and Election of Officers.

Each Commissioner provided a brief introduction of themselves. Commissioner Garcia nominated Commissioner Ureña for Chairperson. Motion was seconded by Commissioner Pacheco. Motion passes unanimously. Chairperson Ureña nominated Commissioner Garcia as Vice-Chairperson. Motion was seconded by Commissioner Torres. Motion passed unanimously.

ROLL CALL

Commissioners Present:

Roxsanna Pacheco, Alberto Martinez, Maria Dolores "Loli" Torres, Patricia Ureña, Antonio Garcia and Oswaldo Baeza.

Audience: Esperanza Colio-Warren, City Manager; Sandy Fonseca, Finance Manager; Liliana Falomir, Public Works Manager; Lizbeth Carbajal, Administrative Assistant.

Commissioners Absent:

None.

PLEDGE OF ALLEGIANCE

Commissioner Torres led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairperson Ureña made a motion to approve the agenda. Motion was seconded by Vice-Chairperson Garcia. Motion passed unanimously.

PUBLIC COMMENTS

City Manager, Esperanza Colio Warren, commented she is very happy to have Chairperson Ureña be part of this Commission. Ms. Colio mentioned that she has worked with her on various projects in the past and knows how capable she is.

RECREATION MANAGER REPORT

1. FY 2023-24 Recreation Department Budget.

Norma Gerardo, Recreation Manager, provided a brief introduction of herself. Ms. Gerardo announced to the Commission that there was an amendment made to the 2023-2024 Recreation Department Budget during the last Council meeting. Councilman Manzanares provided \$13,680.00 to the Recreation Department. Vice-Chairperson Garcia asked where the Community Center parking lot expansion will be. Ms. Gerardo explained that the parking lot expansion was not funded this year, but that the department's vision is to expand it into the existing green areas around the Community Center. Chairperson Ureña asked if the Air Pollution Control has been contacted in regard to the degraded parking lot. Ms. Falomir responded that the Air Pollution Control Agency has been contacted and unfortunately, they do not grant money for existing parking lots. City Manager, Ms. Colio Warren, took the stand and said these rules were not set by Imperial County, but by the State of California. Ms. Colio also mentioned that the top part of the budget report presented by Ms. Gerardo is what was approved for this year. The rest is a five-year plan that the City is trying to develop in lieu of additional funding. Chairperson Ureña commented that looking at items such as the Community Center doors and parking lot expansion brings up liability concerns, especially since it serves a big senior population. Furthermore, Chairperson Ureña mentioned the Community Services Commission should probably present a letter to the City Council asking to place these issues at the top of their priority tier, as they present a liability issue.

PUBLIC WORKS MANAGER REPORT

Lily Falomir, Public Works Manager, announced she oversees thirteen (13) divisions, one of which is Parks. Currently, the Public Works Department – Parks Division consists of one (1) Crew Leader, four (4) full time Laborers, and two (2) temporary part-time employees. Ms. Falomir said she will be bringing a copy of the department's budget to a future meeting.

COMMISSIONER COMMENTS AND REPORTS OF MEETINGS/EVENTS ATTENDED REPORT

Vice-Chairperson Garcia requested that the font in the agenda packet documents be bigger.

Chairperson Ureña commended Ms. Falomir for working with seven (7) staff members for a city with a population of about 40,000 citizens.

DISCUSSION AND POTENTIAL ACTION ITEMS

3. Set Community Services Commission Meeting Dates and Times.

Commission members discussed possible meeting days. Commissioner Torres made a motion to set Community Services Commission meetings on the second Wednesday of the months of February, April, July and November. Motion was seconded by Commissioner Martinez. Motion passed unanimously.

Chairperson Ureña proposed to form Ad Hoc Committees to help with the various issues that need to be addressed. The following are the proposed Ad Hoc Committees and their members:

- Cultural, Arts and Music – Commissioner Pacheco and Commissioner Martinez.
- Parks & Recreational Facilities – Vice Chairperson Garcia and Chairperson Ureña.
- Recreation Services, Senior, Youth, Aquatics and Sports Programming – Commissioner Torres and Vice Chairperson Garcia
- Bylaws, School Partnerships and Other Partnerships - Commissioner Torres and Commissioner Baeza
- Creation of Non-Profit, Grants, Budget – Chairperson Ureña and Vice-Chairperson Garcia

4. Review of First Draft of Community Services Commission Bylaws.

Vice-Chairperson Garcia made a motion to table Review of First Draft of Community Services Commission Bylaws. Commissioner Torres seconded the motion. Motion passed unanimously.

5. Utility Box Art Project Cycle 2.

- a. Review and Potential Approval of Utility Box Art Project Cycle # 2 Guidelines and Forms.**
- b. Recommend to the City Council the Approval of the Utility Box Art Project Cycle 2 Guidelines and Forms.**
- c. Appointment of two (2) Community Services Commission Members to Serve in the Utility Box Project Cycle 2 Selection Panel,**

Chairperson Ureña mentioned this item falls under the Cultural Arts Ad Hoc Committee; Commissioners Pacheco and Martinez. Ms. Gerardo provided a brief report on Project Cycle I to the Commission. After a lengthy discussion on project cost, theme, selection panel, project promotion, and artists' residency,

Commissioner Torres made a motion to approve items under the Utility Box Art Project Cycle 2. Motion was seconded by Commissioner Martinez. Motion passed unanimously.

INFORMATIONAL ITEMS

6. Vendor Authorization Agreement Packet.

Vice-Chairperson Garcia wants to know if it is possible to decline the stipend and donate it to the Recreation Department. Ms. Gerardo mentioned she would look into it, but a letter may need to be presented to the City Council with the recommendation.

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

Ms. Gerardo announced that agenda items must be submitted thirteen days prior to Commission meetings. Agendas are posted seventy-two (72) hours in advance for a regular meeting and twenty-four (24) hours in advance for a special meeting. In addition, agenda items must be concurred by another Commissioner before submittal.

8. End of Summer Program Recitals.

Ms. Gerardo, Recreation Manager, invited Commissioners to attend the third day of End of Summer Recitals, which will take place at the Carmen Durazo Cultural Arts Center tomorrow at 5:30 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:46 PM by Chairperson Ureña.



Patricia Ureña, Chairperson

Attest:



Lizbeth Carbajal, Administrative Assistant