**PARKS AND RECREATION ADVISORY COMMITTEE**

Sammi Martinez
Alex Rodriguez
Seabre Dillard
Corinna Romo
Sara Malough

CITY OF RIVERBANK
PARKS & RECREATION

**CITY OF RIVERBANK**

**Parks and Recreation Advisory Committee Regular Meeting**

Parks and Recreation Office
6707 Third Street, Suite C
Riverbank, CA 95367

# AMENDED AGENDA (ITEM 7.1)

## JUNE 18, 2024 – 6:30 P.M.

(THE AGENDA PACKET IS ONLINE AT HTTP://WWW.RIVERBANK.ORG/AGENDACENTER)

## 1. CALL TO ORDER

## 2. ROLL CALL

## 3. AGENDA CHANGES

## 4. CONFLICT OF INTEREST

**Any Committee Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.**

## 5. PUBLIC COMMENTS (No action can be taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the Parks and Recreation Advisory Committee. Individual comments will be limited to a **maximum of 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

## 6. PRESENTATIONS (Informational only)

**Item 6.1** Director's Report

## 7. CONSENT CALENDAR

**Item 7.1** Approval of the Parks and Recreation Advisory Committee Minutes for May 29th.

## 8. NEW BUSINESS

**Item 8.1** **Discuss Upcoming Community Events such as Cheese and Wine Festival and the Riverbank Tuesday Market.** It is recommended that the Parks and Recreation Advisory Committee discuss upcoming community events offered by the Parks and Recreation Department, specifically the Cheese and Wine Festival and the Riverbank Tuesday Market.

## SUBMITTING PUBLIC COMMENTS FOR THE RECORD

**Written comments must be received before 4:00 p.m. on the date of the meeting in order for them to be distributed to the Committee prior to consideration of the matter. Written comments will not be read aloud at the meeting, but will be reported as received for the record. If you do not receive an acknowledgement of receipt within an hour of submission or by 5:00 pm, please call the Parks and Recreation Office at (209) 863-7140 or the Administration Dept. at (209) 863-7122.**

**ACCEPTABLE METHODS OF SUBMITTING COMMENTS BEFORE THE 4:00 PM DEADLINE**

- **Via Mail Service:** Mail comments to City of Riverbank, Attn. Parks and Recreation, 6707 Third Street, Suite A, Riverbank, CA 95367. (Call 209-863-7198 / 209-863-7122 to ensure they were received.)
- **Via Email: Mail to** mpatton@riverbank.org ***(Note: This technology is not a guaranteed method.)*** Indicate Agenda Item # in the ***subject line***. (Call 209-863-7198 /209-863-7140 to ensure receipt.
- **Oral Comments In-Person:** The Chairperson will ask the public if anyone wishes to comment, at that time you may approach the podium.

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**CITY OF RIVERBANK**

**Parks and Recreation Advisory Committee Regular Meeting**

Council Chambers
6707 Third Street, Suite B
Riverbank, CA 95367

# MAY 29, 2024 – 6:00 P.M.

(THE AGENDA PACKET IS ONLINE AT HTTP://WWW.RIVERBANK.ORG/AGENDACENTER)

1. **CALL TO ORDER-** Parks and Recreation Director Michael Patton called the meeting to order at 6:03 PM

2. **ROLL CALL-** Michael Patton conducted Roll Call

   Members of the Parks and Recreation Advisory Committee present:
   Sammi Martinez
   Corinna Romo
   Alex Rodriguez
   Sara Malough

   Members of the Parks and Recreation Advisory Committee absent:
   Seabre Dillard

3. **AGENDA CHANGES**

   No agenda changes were made.

4. **CONFLICT OF INTEREST**

**Any Committee Member or Staff who has a direct Conflict of Interest on any scheduled agenda item to be considered is to declare their conflict at this time.**

No Conflict of Interests were expressed.

5. **PUBLIC COMMENTS (No action can be taken)**

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the Parks and Recreation Advisory Committee. Individual comments will be limited to a **maximum of 3 minutes (or as stated by the presiding Officer)** and time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon.

No Public Comments were made.

## 6. PRESENTATIONS (Informational only)

**Item 6.1** Committee Onboarding

Parks and Recreation Director Michael Patton presented to the Parks and Recreation Advisory Committee the committee's by-laws, as approved by city council and the committee onboarding letter.

**Item 6.2** Director's Report

Parks and Recreation Director Michael Patton presented a director's report to inform the committee of the actions of the parks and recreation department in the month of May. Items that were presented were the department's recreation programs, events, and activities. A presentation of the department's current projects, facilities, and other updates were made.

## 7. NEW BUSINESS

**Item 7.1** **Appoint a Committee Chairperson for the Parks and Recreation Advisory Committee.**

**Action:** Sammi Martinez was selected to become the Committee Chairperson for the Parks and Recreation Advisory Committee. By motion moved and seconded (Sara Malough, Alex Rodriguez, 4-0) to approve item 7.1 Appoint a Committee Chairperson for the Parks and Recreation Advisory Committee being Sammi Martinez.

**Item 7.2** **Appoint a Committee Vice-Chairperson for the Parks and Recreation Advisory Committee.**

**Action:** Alex Rodriguez was selected to become the Vice-Chairperson for the Parks and Recreation Advisory Committee. By motion moved and seconded (Sara Malough, Sammi Martinez, 4-0) to approve Item 7.2 Appoint a Committee Vice-Chairperson for the Parks and Recreation Advisory Committee being Alex Rodriguez.

**Item 7.3** **Assign Committee Members with Staggering Terms.**

Drew a lot amongst the four present committee members to determine staggered terms. Lots consisted of one number that represented the number of years their staggered term would be. Of the five possible lots, Sammie Martinez drew a three year term, Corinna Romo drew a two year term, Alex Rodriguez drew a three year term, and Sara Malough drew a two year term. The remaining term being one year was then assigned to Seabre Dillard.

**Action:** By motion moved and seconded (Sara Malough, Sammi Martinez, 4-0) to approve item 7.3 Assign Committee member with Staggering Terms with Sammi Martinez and Alex Rodriguez serving a three year term, Corinna Romo and Sara Malough serving a two year term, and Seabrea Dillard serving a one year term.

**Item 7.4** **Select Recurring Day and Time for Parks and Recreation Advisory Committee Meetings for Each Month.**

**Action:** By motion moved and seconded (Sara Malough, Sammi Martinez, 4-0) to approve 7.4 Select Recurring Day and Time for Parks and Recreation Advisory Committee Meeting for Each Month by selecting every third Wednesday of the month at 6:30 PM to host a monthly meeting.

## 8. COMMITTEE COMMENTS (Information Only- No action to be taken)

**Item 8.1** Committee Comments

Committee members shared items that they would like to have discussed at upcoming meetings. Alex Rodriguez requested a discussion on the department's current contracts with organizations that use department facilities. Sammi Martinez requested a discussion on the upcoming Cheese and Wine Festival with updates on the planning of the event.

## 9. ADJOURNMENT

There being no further business, Parks and Recreation Director Michael Patton adjourned the meeting at 7:53 PM to the next regular scheduled Parks and Recreation Advisory Committee meeting of June 18th at 6:30 PM

Attest (Adopted 6/18/2024)

Michael Patton
Parks and Recreation Director

Approved

Sammi Martinez
Chairperson