

**DATE:** November 10, 2004 – Wednesday (Changed from November 11, Municipal Holiday)  
**PLACE:** Spenard Recreation Center  
**REGULAR MEETING:** 6:00 p.m. – 8:00 p.m.

## **AGENDA PARKS & RECREATION COMMISSION**

- I. **CALL TO ORDER** CHAIR
  
- II. **ROLL CALL** DIRECTOR
  
- III. **CONSENT AGENDA**
  - a) Approval of Agenda
  - b) Approval of Minutes, October 14, 2004
  
- IV. **APPEARANCE REQUESTS**
  - a) Public Appearances Requested at Meeting
  
- V. **ACTION ITEMS**
  - a) Meeting Guidelines for PRC Regular Meetings -- Resolution VICTOR MOLLOZZI
  - b) 2005 Operating Budget – Resolution JEFF DILLON
  - c) Non-profit Recreation Grants for 2005 – Funding Approval, PRC #04-021 CINDY LIGGETT
  
- VI. **STAFF REPORTS**
  - a) Director’s Report, PRC # 04-022 JEFF DILLON
  
- VII. **PRC COMMITTEE REPORTS**
  
- VIII. **UPCOMING MEETINGS/AGENDA ITEMS**
  - a) Next Meeting: December 9, 2004 6:00 p.m. at Spenard Recreation Center
  - b) Next Work Session: Regular work session December 9, 2004, 4:30 – 6:00 p.m. at Spenard Recreation Center
  
- IX. **ADJOURNMENT**

## **Standing Committees:**

### Park Naming & Enhancement Committee

Steve Beardsley, Chair	<u>Staff Assigned</u>
Jim Mason	Tom Korosei
Sandy Traini	
Jim Balamaci	

### Finance Committee

Jeff Clarke, Co-Chair	<u>Staff Assigned</u>
Peter Crosby, Co-Chair	Carolyn Bloom
Sandy Traini	

## **Ad Hoc Committees:**

### Non-Profit Review Committee

Steve Beardsley, Chair	<u>Staff Assigned</u>
Diane Etter	Cindy Liggett
William Bryson	
Jeff Clarke	

### Bylaws Committee

Bill Bryson, Chair	<u>Staff Assigned</u>
Sandy Traini	Jeff Dillon
Jim Balamaci	

## **MAKING MOTIONS**

Commissioner begins a motion by saying: "I move that. . . ." Motion should be brief and concise. Example: "I move for approval the master plan." "I move for approval of \_\_\_\_\_ with revisions suggested by staff" or ". . . with the following revisions: 1., 2., 3."

A resolution or complicated motion should be prepared in advance and put into writing before it is offered. The mover then passes it to the Chair as soon as it has been offered.

Chair restates all motions prior to the vote and clarifies wording, if necessary, to make sure motion is clear and understandable.

## **TESTIMONY**

Persons who wish to testify will follow the time limits established in the Commission Rules of Procedure. A portion of the meeting will be set aside to hear testimony from individuals. An individual may be allotted a maximum of three minutes for testimony as time allows. If testimonies cannot be heard at a regular meeting, a separate meeting may be required.

When your testimony is complete, the Commission may ask you questions. You may only testify once on any issue unless questioned by the Commission.

### Schedule of Meetings for 2004

#### Regular Meetings

November 10, 2004 6:00 p.m.  
December 9, 2004 6:00 p.m.

#### Proposed Work Sessions

December 9, 2004 4:30 p.m.