

# CITY COUNCIL STUDY SESSION MINUTES

Thursday, January 15, 2009

Mayor Cannella called the Study Session to order at 5:30 p.m. with the following in attendance:

**ROLL CALL:** Council Members Durossette, Lane, Ochoa, Vierra, Mayor Cannella

## 1. COMMUNITY CENTER INAUGURAL BALL PROPOSAL

Doug Lemcke, Recreation Director, introduced the item, outlining the request made by the Soroptomist to co-sponsor a semi-formal inaugural Gala Ball as a way to celebrate the opening of the Community Center and raise money for Recreation Scholarships.

Various Service Clubs including the Soroptomists, Lions and Rotary would be responsible for organizing the event, selling tickets, food, beverages, entertainment etc. The City would waive facility fees and provide staff assistance.

Bonnie White Silveria, representing the Soroptomist, addressed Council discussed the event and stressed that all proceeds from the event would be deposited in the Ceres Community Foundation for the youth scholarship program to pay registration fees for recreation programs at the Community Center.

### Council Recommendation

Co-sponsorship with the service clubs to host an Inaugural Ball is a great way to introduce the Community Center while raising money for the youth scholarship program. Move forward with the planning of the Inaugural Ball.

## 2. COMMUNITY CENTER OPERATIONS/STAFFING PLAN

Doug Lemcke, Recreation Director, presented staff's recommendations for the Community Center's Facility Use Policies and Procedures. The recommendations included hours of operation, center supervision, staffing, security, catering/kitchen use, sponsorship/co-sponsorship, Ceres Unified School District usage, alcohol and tobacco on the premises and building access.

### Council Recommendation

HOURS OF OPERATION: staff to examine the hours of operation to determine whether the Center should be opened all week or closed on certain days to reduce costs.

FEES: Staff to provide Council with the BAE Report to show that the fees being charged for events at the Community Center cost of labor. Fees for contractual services should be paid by the facility.

STAFFING: HIRE NO NEW FULL-TIMESTAFF. We do not know how rapidly the Community Center bookings will occur and it is not an essential service. Staff to explore various options such as adjusting work schedules, limited use of custodial services and part-time events coordinator to cover staffing needs.

SECURITY: Do an RFP for security. Use only one Security Company and consolidate the Community Center, Legion Hall, Smyrna Park and CRBRP for cost savings.

CATERING/KITCHEN USE: Mandatory kitchen orientation will be required for kitchen use.

SPONSORSHIPS/CO-SPONSORSHIPS: Direct staff to develop a naming rights program for the rooms within the center. Council also recommended staff work with organizations wishing to donate on-going services in exchange for free rental usage and Non-profit organizations who would like to co-sponsor special events with the City and have the fees waived. All agreements/events would be pending Council approval.

CERES UNIFIED SCHOOL DISTRICT USAGE: Staff to amend the MOU with the School District to add Community Center usage. There will be no rental fees charged to CUSD for school sponsored activities at the center. The School District will be allowed to use the large or small assembly halls two times per calendar year on a Friday or Saturday night. Free nights cannot be used for fundraisers or for-profit events. The school district will be charged for all direct operating fees.

ALCOHOL & TOBACCO: Alcohol can be used at the center for certain events. Alcohol is not allowed for youth oriented events.

Council stressed that staff use no general fund monies. Any City funds used should be run through Redevelopment.

**3. COUNTY ISLANDS ANNEXATION REPORT/MAPLE GLEN MASTER PLAN STATUS**

Staff requested that this item be removed from the agenda and continued for a future date.

**4. STATUS REPORT ON OVERTIME EXPENDITURES**

Sarah Ragsdale, Administrative Services Director, presented an overview of overtime expenditures to date.

Council Recommendation

Council Accepted Report.

**5. MAJOR PROJECT LIST – INFORMATION ONLY**

Council Recommendation

Council Accepted Report.

**6. FUTURE STUDY SESSION ITEMS**

Council Recommendation

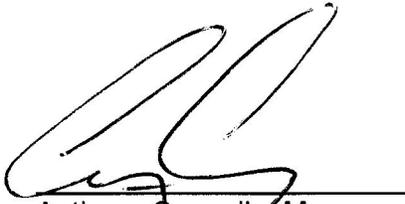
Move the Standard Engineering Specifications and Details from the February 9, 2009 study session to the April 16, 2009 Study Session.

**7. PROJECT PRIORITY LIST**

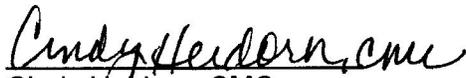
Council Recommendation

Council Accepted Report.

7:10 p.m. There being no further business, Mayor Cannella adjourned the meeting.



Anthony Cannella, Mayor



Cindy Heldorn, CMC  
City Clerk