

PARKS & RECREATION COMMISSION

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Fatima Malik, District 2 (Vice Chair)
David Guerrero, District 3
Julie Murphy, District 4
Joe Flores, District 5
Tyler Aguilar, District 6
Shane Singh, District 7
Chinua Rhodes, District 8
David Heitstuman, At Large (Chair)
David O'Toole, At Large
Vacant, Mayoral

COMMISSION STAFF

Christopher C. Conlin, Director
Shannon Brown, Operations Manager
Mia Lorenz, Support Services Manager
Ilee Muller, Administrative Analyst
Sheryl Patterson, Senior Deputy City Attorney

Agenda

**Parks & Recreation
Commission**

915 I Street, Council Chambers - NCH

**Published by the
Parks & Recreation Department
(916) 808-5172**

Thursday, June 1, 2017

6:30 p.m.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

Notice to Lobbyists: When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing
(City Code 2.15.160).

Speaker slips are available on the City's Website and from staff, and should be completed and submitted to the Commission Clerk.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 24 hours prior to the Special meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Department of Parks & Recreation and all written material received is available at the meeting for public review.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Parks & Recreation Department at (916) 808-5172 at least 48 hours prior to the meeting.

General Conduct for the Public Attending Parks & Recreation Commission Meetings

- Members of the public attending Parks & Recreation Commission meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

Members of the Public Addressing the Parks & Recreation Commission

- **Purpose of Public Comment.** The City provides opportunities for the public to address the Board as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.
 - Public comments should not be addressed to individual Members nor to City officials, but rather to the Parks & Recreation Commission as a whole regarding City business.
 - While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Committee.
 - Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Committee and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
 - Members of the public with questions concerning Consent Calendar items may contact the staff person on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.
- **Speaker Time Limits.** In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.
 - **Matters not on the Agenda.** Two (2) minutes per speaker.
 - **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
 - **Discussion Calendar Items.** Two (2) minutes per speaker.

Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the Committee at any meeting is eight (8) minutes.

- Each speaker shall limit his/her remarks to the specified time allotment.
- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.

The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied

AGENDA

Thursday, June 1, 2017

6:30 p.m.

Council Chambers, 915 I Street, Sacramento, CA 95814

Open Session – 6:30 p.m.

Roll Call

Public Comments-Matters Not on the Agenda (2 minutes per speaker)

Consent Calendar

All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.

1. **Parks and Recreation Commission Meeting Minutes**

Location: Citywide

Recommendation: Approve Commission minutes for May 10, 2017

Contact: Ilee Muller, Administrative Analyst, (916) 808-1022, Fiscal and Management Services

Discussion Calendar **Estimated Time: 80 Minutes**

Discussion Calendar items include an oral presentation including those recommending “receive and file”.

2. **Naming Adult Baseball Field at Airport Little League Park as “Max Mendoza Baseball Field”**

Location: District 5

Recommendation: Support the City Council approval to name the adult baseball field at Airport Little League Park as “Max Mendoza Baseball Field.”

Contact: C. Gary Hyden, Manager, (916) 808-1949, Park Planning and Development Services

3. **Sutter Park Master Plan and Park Naming**

Location: District 3

Recommendation: Support the City Council’s adoption of the name “Sutter Park” and the Park Master Plan for the park site in the Sutter Park Neighborhood development project.

Contact: C. Gary Hyden, Supervising Landscape Architect, (916) 808-1949; Dennis Day, Associate Landscape Architect, (916) 808-7633, Department of Parks and Recreation

4. **City Auditor’s Diversity Assessment of Boards, Committees, and Commissions**

Location: Citywide

Recommendation: Receive and File

Contact: Jorge Oseguera, City Auditor, (916) 808-7270, Office of the City Auditor

5. Parks and Recreation Director Report (Oral): Review Highlights for May

Location: Citywide

Recommendation: Review and Comment

Contact: Christopher C. Conlin, Director, (916) 808-8526, Department of Parks and Recreation

Member Comments-Ideas, Questions and Meeting/Conference Reports

Adjournment



**Meeting Minutes of the
Parks and Recreation Commission**

Wednesday May 10, 2017

6:30 p.m.

City Hall – 915 I Street – First Floor Council Chamber

Open Session – 6:30 p.m.

Roll Call

The meeting was called to order by Commissioner O'Toole at 6:32 p.m.

Present: Commissioners Bains, Flores, Guerrero, Singh, and O'Toole.
Chair Heitstuman arrived at 6:34 p.m.

Absent: Commissioners Malik, Murphy and Rhodes.

Public Comments-Matters Not on the Agenda (2 minutes per speaker)

None

Public Hearings

None

Consent Calendar

1. Parks and Recreation Commission Meeting Minutes

Location: Citywide

Recommendation: Approve Commission minutes for April 6, 2017

Contact: Ilee Muller, Administrative Analyst, (916) 808-1022, Fiscal and Management Services

Action: Motion to approve the Consent Calendar.
Moved, seconded (Singh/O'Toole) and carried 5 ayes, 0 nays,
1 abstention (Bains)

Discussion Calendar

2. McKinley Village Park Naming of Park Site ES-5 as Michael Himovitz Park

Location: District 3

Recommendation: Approve Staff Recommendation

Contact: C. Gary Hyden, Manager, Park Planning and Development, (916) 808-1949

Gary Hyden presented the report and provided background regarding the contributions of Michael Himovitz as a civic leader who helped raise the profile of city artists. Commissioner O'Toole commented that it was nice to recognize different type of citizens in naming parks. Gary Hyden noted that the McKinley Village parks have a strong arts theme with public artwork integrated into the parks.

Action: Motion to approve the recommendation to name McKinley Village Park Site ES-5 as Michael Himovitz Park. Moved, seconded (Guerrero/Singh) and carried 6-0.

3. Budget Process and Measure U Funding and Services (Oral)

Location: Citywide

Recommendation: Review and Comment

Contact: Shannon Brown, Operations Manager, (916) 808-6076

Shannon Brown provided an overview of the proposed Park and Recreation Department budget for fiscal year 2017-18. The total budget is \$38.4 million with 696.41 full time equivalent employees. She noted that the Twin Rivers and Sacramento City Unified School Districts did not select START as the provider for their after-school enrichment programs due to costs, but that the City would continue to operate START for the Robla School District at five schools. She distributed copies of the proposed budget and Director Conlin noted that the City Council will be considering the Parks and Recreation Department budget at their meeting on May 6, 2017.

4. Parks and Recreation Director Report (Oral): Review Highlights for April

Location: Citywide

Recommendation: Review and Comment

Contact: Christopher C. Conlin, Director, Department of Parks and Recreation, (916) 808-8526

Director Chris Conlin provided an update on the following items: a) The reorganization of the Department to create a Youth division would not occur with the current budget cycle, but would be implemented probably as part of the mid-year budget adjustment; b) The reduction in the START program will affect 49 personnel, but they are working with the union to minimize the impacts and the staffing adjustments will likely be implemented by the Fall. The 4th R program is not affected, so the City will continue to provide before and after school programs; c) There was a good community meet for the Del Paso Regional Park focused on a Measure U project to provide a small parking lot and amenities to help address problems and activate the park. The Renfree Field renovation is expected to be underway soon and completed by next spring; d) The McKinley Park Pond project should be completed by the end of June and the Land Park Ponds project by mid-summer; e) The removal of 120 dead trees in the parks is underway, but there may be stumps left for a while. Mowing of the parks is back on course now that the soil has dried-up; f) There will be a media event tomorrow for the 1,000 Strong program to provide internships for youth

under partnerships with ETA and businesses; and g) The Robertson Community Center had an opening event.

Member Comments-Ideas, Questions and Meeting/Conference Reports

Commissioners Flores and Guerrero mentioned their involvement in interviewing youth for the L&L program.

Commissioner Guerrero said that the Garden Land Park clean-up event was well-attended and supported by local businesses. He also noted that the Hot Spots street soccer program for girls at Hagginwood was popular.

Commissioners Singh and Flores commented on Measure U renewal and the recent City Council action to allocate General Fund monies for assisting immigrants.

Adjournment

Chair Heitstuman adjourned the meeting at 7:32 p.m.

Respectfully submitted:



Shannon Brown, Operations Manager
Department of Parks and Recreation

Approved by:

David Heitstuman, Chair
Parks and Recreation Commission



**Parks and Recreation
Report**

915 I Street, 1st Floor

www.CityofSacramento.org

Meeting Date: 6/1/17

Report Type: Discussion

Title: Naming Adult Baseball Field at Airport Little League Park as "Max Mendoza Baseball Field"

Location: District 5

Recommendation: Support the City Council approval to name the adult baseball field at Airport Little League Park as "Max Mendoza Baseball Field."

Contact: C. Gary Hyden, Manager PPDS, 916-808-1949

Presenter: C. Gary Hyden

Department: Parks and Recreation

Division: Park Planning and Development Services

Dept ID: 19001011

Attachments:

- 01 Description/Analysis
- 02 Park Location Map

Submitted By:

C. Gary Hyden

Adobe

Signature:

Approved By:

Christopher Conlin

Adobe

Signature:

Attachment 01 – Description/Analysis

Issue: Councilmember Jay Schenirer wishes to recognize Max Mendoza’s contributions to the City and community by naming the adult baseball field at Airport Little League Park as “Max Mendoza Baseball Field”. Christopher Conlin, the Director of the Department of Parks and Recreation concurs. Support from the Parks and Recreation Commission is requested before the City Council action. On February 26, 2008, City Council adopted Resolution 2008-112, establishing a Facility Naming Policy. The policy contains guidance when naming park facilities. One of the guiding policies encourages facilities be named for individuals or families that have contributed significantly to the community or facility. Naming of a specific facility e.g. baseball field, requires Nomination by the Mayor or a Council member, review by the Department, a recommendation from the Commission, and approval by the City Council.

Policy Considerations: Providing parks and recreation facilities is consistent with the City’s strategic plan to achieve sustainability and livability and to expand economic development throughout the City.

Economic Impacts: Not Applicable

Environmental Considerations: Not Applicable

Sustainability: Not Applicable

Rationale for Recommendation: Max Mendoza is a life-long activist, who has fought and advocated for Sacramento communities and Sacramento youth with the offices of elected officials across every level of government.

He is passionate about inspiring youth, and has participated in several community projects, including inspiring the Volunteer with Chica’s Latinas de Sacramento at Woodbine Elementary. He also has a long history with the Airport Little League ball field itself, including having played an integral part of the Little League team that went to the World Series in the 1960s.

Financial Considerations: The cost of the facility sign is included in the project construction budget.

Local Business Enterprise (LBE): Not Applicable

Attachment 02 – Park Location Map





**Parks and Recreation
Report**

915 I Street, 1st Floor

www.CityofSacramento.org

Meeting Date: 6/01/17

Report Type: Discussion

Title: Sutter Park Master Plan and Park Naming

Location: District 3

Recommendation: Support the City Council's adoption of the name "Sutter Park" and the Park Master Plan for the park site in the Sutter Park Neighborhood development project.

Contact: C. Gary Hyden, Supervising Landscape Architect, 916-808-1949; Dennis Day, Landscape Architect, (916) 808-7633, Department of Parks and Recreation

Presenter: **Dennis Day**

Department: Parks and Recreation

Division: **Park Planning and Development Services**

Dept ID: 19001011

Attachments:

- 01 Description/Analysis
- 02 Park Location Map
- 03 Sutter Park Master Plan

Submitted By:
Adobe
Signature:

Dennis Day

Approved By:
Adobe
Signature:

Christopher Conlin

Attachment 1 – Description/Analysis

Issue: On February 26, 2008, City Council adopted Resolution 2008-112, establishing a Facility Naming Policy. The policy contains guidance when naming of parks and park facilities. One of the guiding policies encourages facilities to be named for historical significance.

The approved Sutter Park Neighborhood development project, located in the Coloma Terrace neighborhood in East Sacramento, was approved by City Council in March 2014. The 19± acre Planned Unit Development (PUD) is the former location of Sutter Memorial Hospital and its associated offices and related-care facilities. The proposed “Sutter Park” is a 0.6-acre neighborhood park site located within the subdivision. The Master Plan for Sutter Park includes the following amenities: 1) Perimeter walking trail/sidewalk, 2) Bocce ball court. 3) Multiuse Trellis area that includes picnic tables and stage area, 4) Recessed lawn area surrounded by shade trees and built in seating, 5) Secure Tot Lot designed for 2-5 year olds, 6) Timeless landscape design including hedge rows and roses, 7) Drinking fountain, trash receptacles, bike parking, 8) Adjacent parking areas with special pavement, and 9) Seating garden with public art displays.

The developer wishes to name the park site as “Sutter Park” after Sutter Memorial Hospital which was previously located on the site and has served the region since 1937. Staff supports the developer’s proposal and are recommending the Commission support adoption of the proposed name and the Master Plan for Sutter Park.

Policy Considerations: Providing parks and recreation facilities is consistent with the City’s strategic plan to achieve sustainability and livability and to expand economic development throughout the City.

Development of parks creates an ongoing cost for park maintenance and utilities are based on the size of the park. The annual maintenance cost for the additional 0.6 acres of park development is approximately \$15,000 per acre or \$9,000. The Sutter Park Neighborhood development will initiate and complete the formation of a parks maintenance district (assessment or Mello-Roos special tax district), annex the project into an existing parks maintenance district, or otherwise mitigate the project’s impact to the satisfaction of the City.

Economic Impacts: Not Applicable

Environmental Considerations: Environmental review of the Sutter Park Neighborhood development project, which included Sutter Park, was completed prior to the City Council’s approval of the PUD.

Sustainability: The Sutter Park Master Plan has been reviewed for consistency with the goals, policies, and targets of the City’s Sustainability Master Plan (SMP) and the Parks and Recreation Sustainability Plan (PRSP). If approved, the new park will advance the goals, policies, and targets of these plans by reducing greenhouse gas emissions and air pollution through the addition of trees and other plantings and improving health of residents through the access to a diverse mix of wellness activities. Individual products have not been chosen at this level of development, but the design will include products from recycled materials and shade covering for less heat gain. The park

development will include sustainable design using water efficient irrigation design controlled by the centralized irrigation system, water conserving turf, low water use shrubs and groundcover, and use of native tree plantings purchased from local vendors.

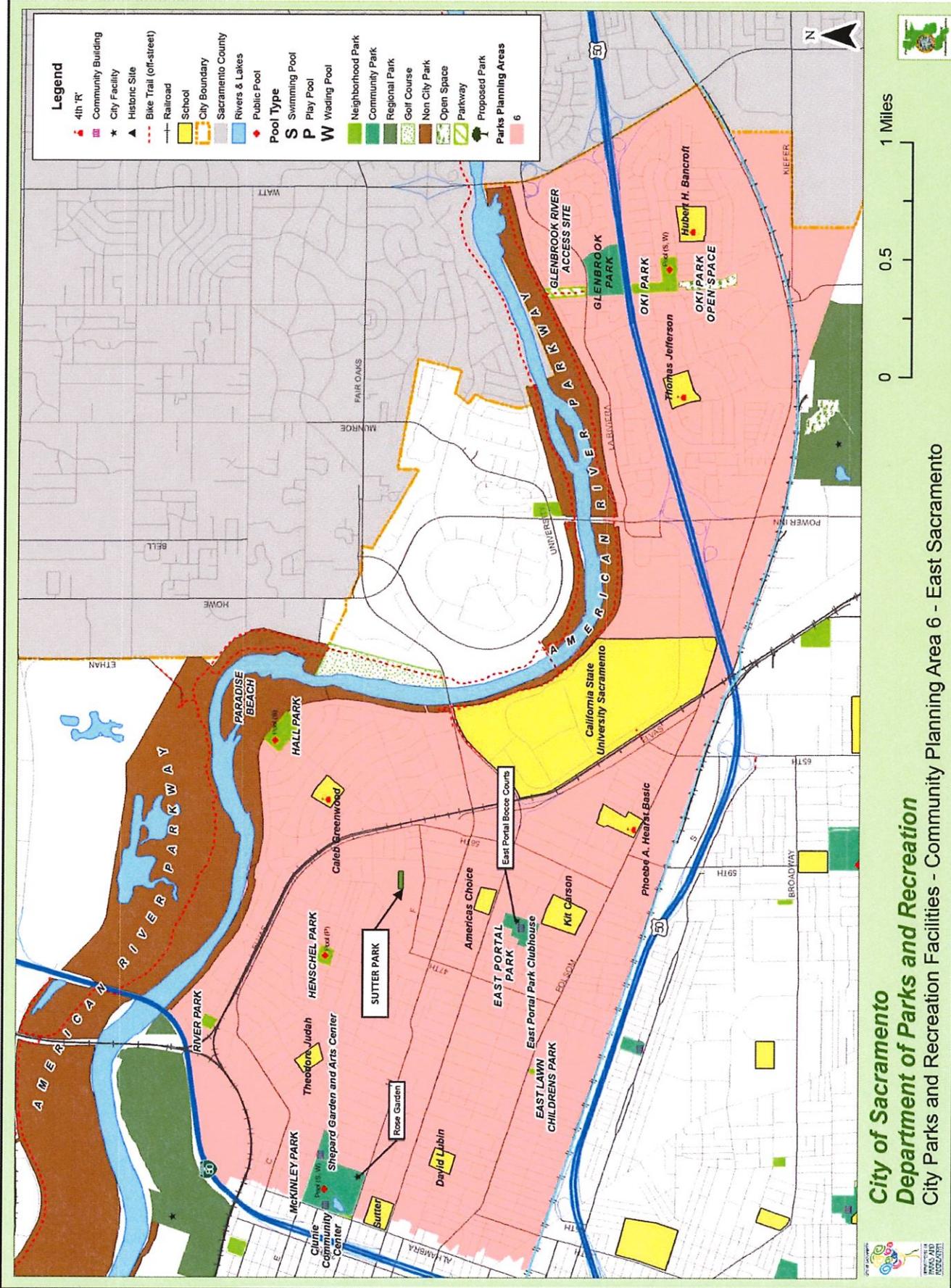
Rationale for Recommendation:

Sutter Park Neighborhood will reflect the historic look and feel of East Sacramento’s residential neighborhoods and consist of a mixture of land uses including single-family, attached, and mixed-use housing, community gardens, parks and open spaces. At the center of this new community is Sutter Park – named after Sutter Memorial Hospital. With the recent expansion and renovation of Sutter Medical Center in midtown Sacramento, Sutter Memorial Hospital in East Sacramento closed its doors on August 8, 2015, as jobs and services were consolidated into the new, larger facilities. Sutter Memorial has served the region since 1937, delivering over 300,000 babies and advancing numerous medical innovations along the way. Built on what was then the “edge” of town, the 19± acre site now sits in the heart of East Sacramento, one of the city’s oldest and most cherished neighborhoods. Redeveloping the site—and knitting the neighborhood and this new park into the fabric of such a distinct, architecturally rich community—will continue to sustain and support the legacy of this great institution. The park includes design elements that reflect the multigenerational characteristics of the neighborhood.

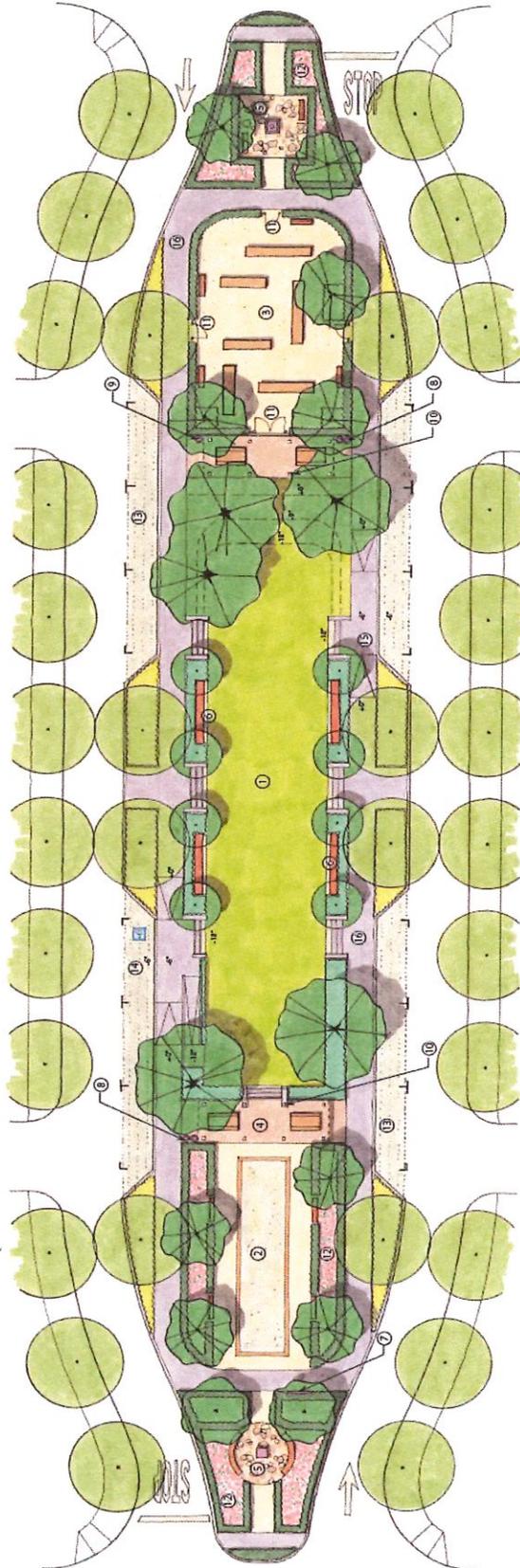
Financial Considerations: This is a turn-key project and park construction will be to be funded by the developer via a credit reimbursement agreement.

Local Business Enterprise (LBE): Not Applicable

Attachment 2 - Park Location Map



Attachment 3 – Sutter Park Master Plan



Conceptual Sutter Central Park Plan

Prepared for Sutter Properties
 Prepared by SWA and Monica Simpson ASLA



- 1. Lawn
- 2. Bocce Ball Court
- 3. Tot Lot (2.5 year-olds)
- 4. Trellis/Picnic Tables
- 5. Seating Garden with Feature
- 6. Benches w/Hedge
- 7. Park Name and Park Rule Sign
- 8. Trash Receptacles
- 9. Drinking Fountain
- 10. Electrical Pedestal w/ Outlets
- 11. Self-Closing Pedestrian Gates w/ 3' tall Tubular Steel Fence
- 12. Rose Garden w/Hedges
- 13. Special Pavement for Parking
- 14. Accessible Parking Stall w/Access Ramps
- 15. Maintenance Access with Curb Cuts
- 16. Sidewalk

*Low water use, low maintenance, and California native plant materials will be used for landscape.



**Parks and Recreation
Report**

915 I Street, 1st Floor

www.CityofSacramento.org

Meeting Date: 6/1/17

Report Type: Discussion

Title: City Auditor's Diversity Assessment of Boards, Committees, and Commissions

Location: Citywide

Recommendation: Receive and File

Contact: Jorge Oseguera, City Auditor, (916) 808-7270, Office of the City Auditor

Presenter: Jorge Oseguera, City Auditor, (916) 808-7270, Office of the City Auditor

Department: Mayor and City Council

Division: Office of the City Auditor

Dept ID: 01001201

Attachments:

01 Description/Analysis

02 City Auditor's Diversity Assessment of Boards, Committees, and Commissions

Submitted By:

Jorge Oseguera

Adobe

Signature:

A handwritten signature in blue ink, appearing to read "Jorge Oseguera".

Approved By:

Christopher Conlin

Adobe

Signature:

A handwritten signature in black ink, appearing to read "Christopher Conlin".

Attachment 01 – Description/Analysis

Issue: On January 24, 2017, the City Council directed the City Auditor to conduct an assessment of the diversity of City of Sacramento board, committee, and commission members compared to the demographics of the Sacramento City area. On April 4, 2017, the City Auditor presented his report to the City Council. The City Council passed a motion unanimously approving the report (Councilmember Steve Hansen was absent).

Policy Considerations: The City Auditor's presentation of the Diversity Assessment of Boards, Committees, and Commissions is consistent with the Mayor and City Council's intent to have an independent audit function for the City of Sacramento.

Economic Impacts: None

Environmental Considerations: None

Sustainability: None

Rationale for Recommendation: This staff report provided the City Council with the requested information.

Financial Considerations: The costs of the City Auditor's Diversity Assessment of Boards, Committees, and Commissions were funded out of the Fiscal Year 2016/17 Office of the City Auditor Budget.

Local Business Enterprise (LBE): Not applicable.

City Auditor's Diversity Assessment of Boards, Committees, and Commissions

Report # 2017-02 | April, 2017



City of
SACRAMENTO
Office of the City Auditor



Jorge Oseguera, City Auditor
Farishta Ahrary, Senior Auditor
Abeer Hajeer, Auditor Fellow

The City of Sacramento's Office of the City Auditor can be contacted by phone at 916-808-7270 or at the address below:

915 I Street
MC09100
Historic City Hall, Floor 2
Sacramento, CA 95814

Whistleblower Hotline

In the interest of public accountability and being responsible stewards of public funds, the City has established a whistleblower hotline. The hotline protects the anonymity of those leaving tips to the extent permitted by law. The service is available 24 hours a day, 7 days week, 365 days per year. Through this service, all phone calls and emails will be received anonymously by third party staff.

Report online at <https://www.reportlineweb.com/cityofsacramento> or call
toll-free: 888-245-8859.

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Introduction

In accordance with the City Auditor's 2017/18 Audit Plan, we have completed the *City Auditor's Diversity Assessment of Boards, Commissions, and Committees*. We conducted this assessment in accordance with Generally Accepted Government Auditing Standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The City Auditor's Office would like to thank the City Clerk's Office; the Information Technology Department; Councilmember Angelique Ashby's Office; the City Attorney's Office; and board, committee, and commission members for their cooperation during the audit process.

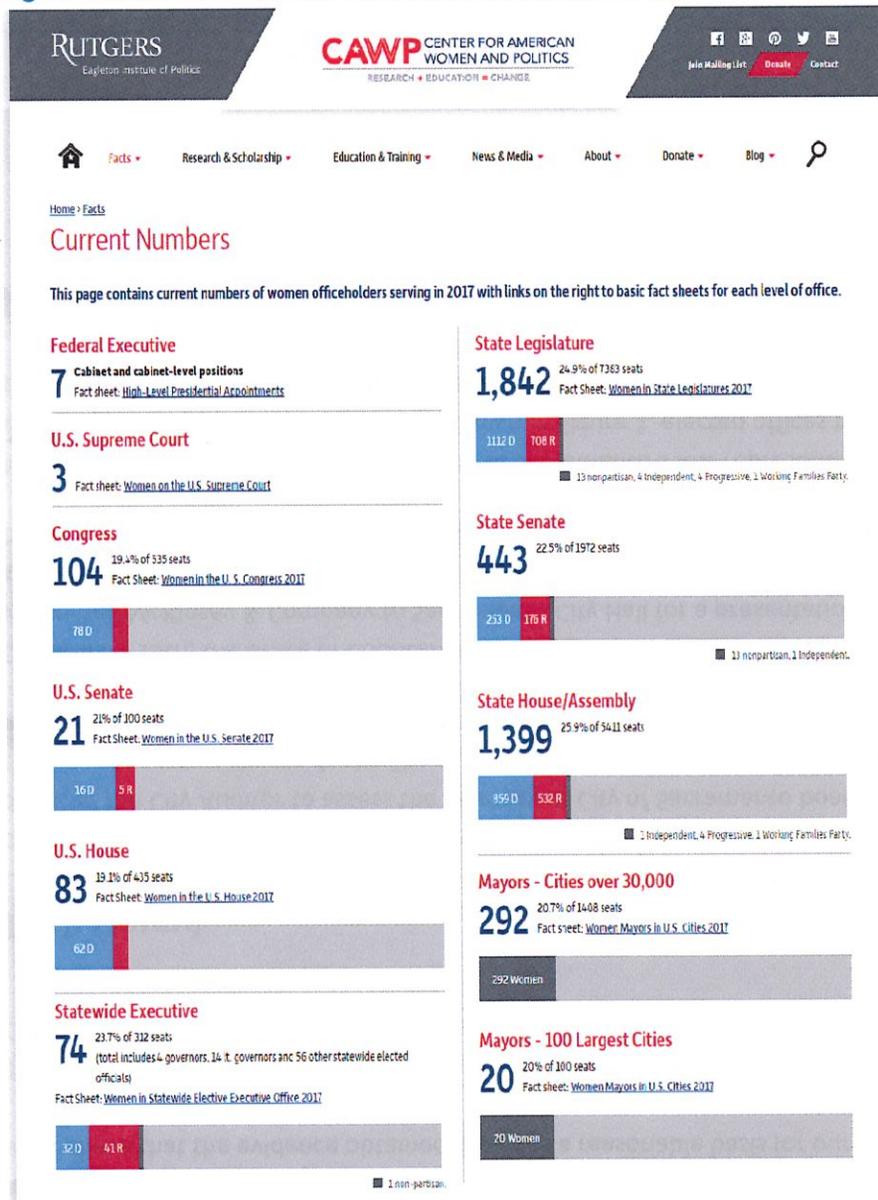
Background

On May 10, 2016, the City Council directed the City Auditor, with assistance from the Independent Budget Analyst, to conduct an assessment of the diversity of City of Sacramento employees and compare the results to the demographics of the City of Sacramento residents. On January 24, 2017, the City Council directed the City Auditor to assess the diversity of City of Sacramento boards, committees, and commissions and compare the results to the demographics of the City of Sacramento residents. The assessment was to include the City's board, committee, and commission members' demographics related to age, ethnicity, gender, and sexual orientation.

On January 19th, the office of Councilmember Angelique Ashby and the City of Sacramento Women's Leadership Group, in collaboration with VSP Global, welcomed McKinsey & Company to Sacramento City Hall for a presentation on gender parity in the workforce. In this session, McKinsey researchers shared results from their two new studies on gender parity in our workplaces and around the globe. They discussed why it matters, the challenges organizations face and how innovative thinking and adopting best practices can help us reshape outcomes.

McKinsey & Company highlighted the City of Sacramento's low representation of females in elected positions. Unfortunately, women underrepresentation in elected positions is not uncommon. As shown in Figure 1, elected offices throughout all levels of government have consistently struggled to achieve gender parity. As a result, taking action to encourage women's participation in our political offices could result in a significant impact to improve gender equity.

Figure 1: Number of Women Officeholders Serving in 2017



Source: Center for American Women and Politics, Eagleton Institute of Politics, Rutgers University. <http://www.cawp.rutgers.edu/current-numbers>

City of Sacramento Boards, Committees, and Commissions

Article XV section 230 of the City of Sacramento Charter states “The city council shall provide by ordinance for such boards and commissions as may be required by law or deemed desirable, shall prescribe their functions, and may prescribe qualifications and conditions of service on such boards and commissions.” Members of the public can serve on the City’s 30 boards, commissions, and committees. Some of the boards, committees, and commissions are joint with other local agencies and include appointments made by outside agencies, such as the County of Sacramento. Figure 2 below identifies the City’s boards, commissions, and committees and identifies the number of City and non-City seats.

Figure 2: City Board, Committee, and Commission Seats as of March 2017

Board, Committee, or Commission	City Seats	Non-City Seats	Total Seats	City Seats Filled	Non-City Seats Filled	Total Seats Filled
Administration, Investment, & Fiscal Management Board	5	0	5	5	0	5
Animal Care Services Citizens Advisory Committee	7	0	7	4	0	4
Ann Land and Bertha Henschel Memorial Funds Commission	9	0	9	9	0	9
Board of Plumbing Examiners	5	0	5	3	0	3
Capitol Area Development Authority Governing Board	2	3	5	2	3	5
City and County Bicycle Advisory Committee	6	6	12	6	6	12
Civil Service Board	5	0	5	5	0	5
Compensation Commission	5	0	5	4	0	4
Construction Code Board of Appeals	5	0	5	0	0	0
Downtown/Riverfront Streetcar Policy Study Steering Committee ¹	5	7	12	5	7	12
Ethel MacLeod Hart Trust Fund Advisory Committee	7	0	7	6	0	6
Housing Code Advisory and Appeals Board	5	0	5	5	0	5
Measure U Citizens Oversight Committee	5	0	5	5	0	5
Natomas Basin Conservancy Board of Directors	5	5	10	3	5	8
Paratransit Inc. Board of Directors	3	6	9	2	6	8
Parks and Recreation Commission	11	0	11	9	0	9
Planning and Design Commission	13	0	13	13	0	13

¹ Since we had limited information on non-City seats, we assumed these non-City seats were filled.

Preservation Commission	7	0	7	7	0	7
Retirement Hearing Commission	5	0	5	5	0	5
Sacramento Community Police Commission	11	0	11	10	0	10
Sacramento County Local Task Force ²	1	5	6	1	5	6
Sacramento Disabilities Advisory Commission	9	0	9	9	0	9
Sacramento Environmental Commission	3	7	10	3	7	10
Sacramento Heritage, Inc. Board of Directors	9	0	9	7	0	7
Sacramento Housing and Redevelopment Commission	5	6	11	5	6	11
Sacramento Metropolitan Arts Commission	6	5	11	5	5	10
Sacramento Relocation Appeals Board	5	0	5	5	0	5
Sacramento Yolo Mosquito and Vector Control District	1	12	13	1	12	13
Sacramento Youth Commission	22	0	22	16	0	16
Utilities Rate Advisory Commission	7	0	7	7	0	7
Grand Total	194	62	256	167	62	229

Source: Auditor compiled with data gathered from the City of Sacramento website and City Clerk's Office

Process for Appointing Board, Committee, and Commission Members

Members of the public interested in filling a City appointed seat on a board, committee, or commission are expected to submit applications to the City Clerk via the City's website at: <http://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions>. The City Charter Article XV, Section 230 states "except as otherwise expressly provided in this Charter, the mayor shall appoint all members of boards and commissions, subject to the concurrence of a majority of the city council." According to the Office of the City Clerk, members are appointed to serve on City boards, committees, and commissions in one of the following ways:

- By virtue of their position (for example, the seat is for the City Manager or Finance Director);
- Nominated by the Personnel and Public Employees Committee (P&PE), appointed by the mayor, confirmed by the City Council;
- Nominated by a councilmember, appointed by the mayor, and confirmed by the City Council; or
- In a different manner outlined in the formation documents of the board, committee, or commission (for example, the seat may be jointly appointed by the City Council and another agency).

² Since we had limited information on non-City seats, we assumed these non-City seats were filled.

According to the Office of the City Clerk, most applicants interview with the P&PE Committee that nominates members to the various boards, committees, and commissions. The P&PE Committee is made up of four City councilmembers, and as of March 2017, consisted of Larry Carr, Angelique Ashby, Allen Warren, and Steve Hansen.

Process for Collecting Demographic Information

In order to serve as a City representative on a board, commission, or committee, most applicants are asked to complete an application. The application documents general information, such as name, address, and contact information. The application also includes questions regarding education, gender and ethnicity. Applications are submitted through the Granicus³ module on the City of Sacramento's website.

Once appointed, the member roster is updated on the City Clerk's website for board, commission, and committee members appointed by the City. Since disclosure of gender and ethnic information on the application is voluntary, the gender and ethnicity of many members of City boards, commissions, and committees was unavailable. Recognizing that conducting this analysis with incomplete information would produce less valuable results, we decided to survey the members so that we could provide a more complete analysis.

On March 2017, we sent surveys⁴ to members asking for their address, employment information, highest education degree earned, age, gender⁵, sexual orientation⁶, and ethnicity.

We used the following gender categories in the survey:

- a. Male
- b. Female
- c. Transgender
- d. Other
- e. Decline to State

³ Granicus is a cloud-based company used by the City Clerk's Office to manage legislative and meeting and agenda information. The Granicus Board and Commission Module is used to accept member applications on the City Clerk's website.

⁴ Our initial survey sent to members did not contain a question regarding sexual orientation. We sent out a subsequent survey to members with a new question regarding sexual orientation.

⁵ Gender is defined by the City's Equal Employment Opportunity Policy as referring to sex, gender identity, gender expression, and transgender.

⁶ Sexual orientation is defined by the United States Office of Personnel Management as one's emotional or physical attraction to the same and/or opposite sex.

We used the following sexual orientation categories in the survey:

- a. Heterosexual
- b. Lesbian, Gay, Bisexual, Queer (LGBQ)
- c. Other
- d. Decline to State

We used the following ethnic categories in the survey:

- a. **White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b. **Black (not of Hispanic origin):** All persons having origins in any of the black racial groups of Africa.
- c. **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d. **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- e. **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

We selected the categories above in order to conduct this analysis consistent with our previous review. We recognize that these ethnicity categories were limited and did not include options such as “Two or More Ethnicities.” However, we used the United States’ Equal Employment Opportunity Commission’s ethnic categories, which until recently only had the five options listed above. Future analyses will be expanded to include the most up-to-date categories used by the Equal Employment Opportunity Commission.

Data Limitations

During our initial data collection process, the City Clerk’s Office informed us that they only keep track of application information on City-appointed board members and did not have applications of members appointed by other agencies. Therefore, the City did not have standard information for many of the members of the Boards, Commissions, and Committees of interest. Of those that the City did have information for, due to some of the information categories being voluntary, many of the City-appointed members’ information was incomplete.

In order to analyze more complete information, we surveyed members to gather information that would allow us to analyze more complete information. Our survey was voluntary and as a result, we did not receive survey responses from all board, committee, or commission members. We also followed up with some nonrespondents and received survey responses over the phone. Finally, we spoke with board contacts or others who knew members to identify the

gender of some members. Our final dataset consisted of information gathered through a combination of Granicus data, surveys responses, and interviews. The figure below identifies the number of members for whom we collected gender, ethnic, age, address, and sexual orientation information.

Figure 3: Collected Data

Board, Committee, or Commission Name	Total Seats Filled	Residential Addresses Collected	Gender Collected	Ethnicity Collected	Age Collected	Sexual Orientation Collected
Administration, Investment, & Fiscal Management Board	5	5	5	5	4	0
Animal Care Services Citizens Advisory Committee	4	3	4	3	1	0
Ann Land and Bertha Henschel Memorial Funds Commission	9	9	9	7	5	1
Board of Plumbing Examiners	3	1	3	1	1	1
Capitol Area Development Authority Governing Board	5	3	5	4	3	1
City and County Bicycle Advisory Committee	12	11	12	11	10	0
Civil Service Board	5	5	5	3	0	0
Compensation Commission	4	4	4	3	0	0
Construction Code Board of Appeals	0	0	0	0	0	0
Downtown/Riverfront Streetcar Policy Study Steering Committee	12	3	5	4	4	1
Ethel MacLeod Hart Trust Fund Advisory Committee	6	6	6	6	5	1
Housing Code Advisory and Appeals Board	5	4	5	5	5	3
Measure U Citizens Oversight Committee	5	5	5	5	3	0
Natomas Basin Conservancy Board of Directors	8	3	8	4	3	0
Paratransit Inc. Board of Directors	8	8	8	8	4	1
Parks and Recreation Commission	9	8	9	8	6	4
Planning and Design Commission	13	13	13	13	11	5
Preservation Commission	7	6	7	7	5	5
Retirement Hearing Commission	5	5	5	5	4	3
Sacramento Community Police Commission	10	7	10	10	5	3
Sacramento County Local Task Force	6	0	1	1	0	0
Sacramento Disabilities Advisory Commission	9	8	9	9	7	6
Sacramento Environmental Commission	10	3	10	3	1	0
Sacramento Heritage, Inc. Board of Directors	7	6	7	6	4	3
Sacramento Housing and Redevelopment Commission	11	7	11	9	8	4

Sacramento Metropolitan Arts Commission	10	8	10	10	10	0
Sacramento Relocation Appeals Board	5	5	5	5	4	3
Sacramento Yolo Mosquito and Vector Control District	13	1	13	1	1	0
Sacramento Youth Commission	16	15	16	16	10	7
Utilities Rate Advisory Commission	7	6	7	6	2	2
Total	229	168	217	178	126	54

Source: Auditor compiled with data gathered from the City Clerk's Office, member surveys, and interviews.

Objective, Scope, and Methodology

The objective of this assessment was to review the diversity of City board, committee, and commission members as it compares to the diversity of City of Sacramento residents. Our analysis focused on all members of City boards, commissions, and committees as of March, 2017 – including members who were not appointed by the City of Sacramento. To conduct this assessment, we created a dataset of board, committee, and commission members based on Granicus, surveys, and interviews.

To determine the demographics for City of Sacramento residents, we used projections from City-Data.com and the Environmental Systems Research Institute's (ESRI) Geographic Information System (GIS) software. Both City-Data.com and ESRI GIS used the 2010 United States Census for base figures. However, City-Data and ESRI GIS incorporated different growth factors for estimating data beyond 2010. In this report, City-Data.com was used for ethnicity and gender statistics and ESRI GIS was used for age demographics only. Since the United States Census does not collect data on the sexual orientation of the population, we used a Gallup poll released in 2015 to estimate the percent of the population that identify as lesbian, gay, bisexual, or transgender (LGBT).

Chapter 1: Data Collection Improvements Are Needed

The City Council believes that the City's workforce and operations should be inclusive and reflective of the City's diversity. This includes staffing, contracting and procurement, boards and commissions, and other city functions. In regards to its workforce, the City of Sacramento is committed to ensuring equal opportunity in employment for applicants and existing employees, promoting diversity and inclusion in the workplace, and resolving workplace conflict in a constructive manner that will support a high functioning and efficient workforce.

The City currently collects information related to gender and ethnicity of all City employees which facilitates the tracking and monitoring of the City's workforce diversity. However, as we discovered during this assessment, similar information is not readily available or complete regarding the City's appointed board, commission, and committee members. If the City is interested in conducting this kind of review regularly, data collection improvements will be necessary. This may include revising the application form to better capture data related to age, district, gender, ethnicity, and sexual orientation. Consideration should also be given to what information will be designated as required and what information is optional. As is done with City employees, if gender and ethnic information is not provided, the appointing entity may consider assigning this information. The City may also want to consider adding language to the application form that explains why this information is being asked and how the information may be used by the City. By improving the City data collection methodology, the City will be better positioned to expeditiously analyze and monitor trends and changes in the overall composition of the boards, commissions, and committees.

We recommend the City Clerk's Office:

Recommendation 1: Work with the City Attorney's office to determine how best to capture, document, and retain desired information regarding City and Non-City appointed board, commission, and committee members.

Chapter 2: The City of Sacramento Resident Demographics

For this chapter, it was necessary to use projections from both City-Data.com and ESRI GIS to acquire the data related to the City of Sacramento's residents. Each database utilized the 2010 United States Census for base figures but incorporated its own growth factors for estimating data beyond 2010: both City-Data.com and ESRI GIS projected to 2015. City-Data.com was used for many of the statistics of interest. However, City-Data.com did not provide a detailed breakdown of City residents by age. As such, ESRI GIS was used to capture age information as seen in Figure 5 below.

As of the most recent United States census completed in 2010, the City of Sacramento had a population of 466,488. According to City-Data.com, Sacramento was projected to have 490,715 residents in 2015. The following are some key projected statistics related to the City for 2015:

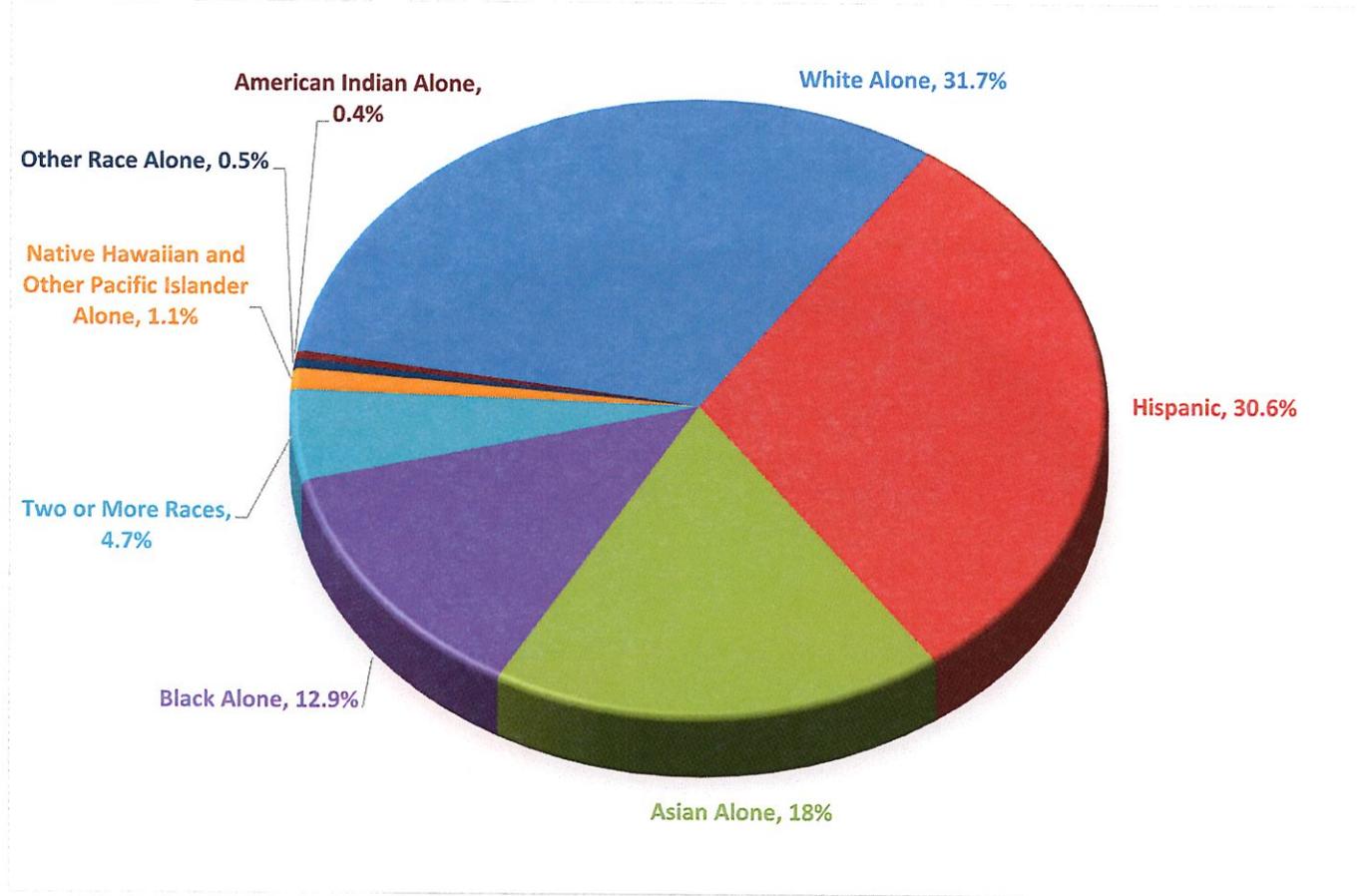
- The top three most populous ethnic groups in the City of Sacramento are White (31.7 percent), Hispanic (30.6 percent), and Asian (18 percent);
- 51.6 percent of the population is female and 48.4 percent is male;
- The median age is 33.7.

According to a Gallup poll released March 2015, 3.9⁷ percent of the population of the Sacramento metropolitan area (includes areas such as the City of Roseville and the Arden-Arcade area) is estimated to identify as LGBT. The remaining sections of Chapter 1 provide various age, ethnicity, and gender demographics related to City of Sacramento residents that can be used to compare to the board, committee, and commission member demographics in the remaining Chapters.

⁷ Gallup surveyed 5,202 individuals in the Sacramento metropolitan area between June 2012 and December 2014. <http://www.gallup.com/poll/182051/san-francisco-metro-area-ranks-highest-lgbt-percentage.aspx>

Figure 4 displays Sacramento's population by ethnicity based on 2015 projections. White represents the largest ethnic category within the City at approximately 32 percent of the City's residents. The next largest category is Hispanic with about 31 percent of the City's residents.

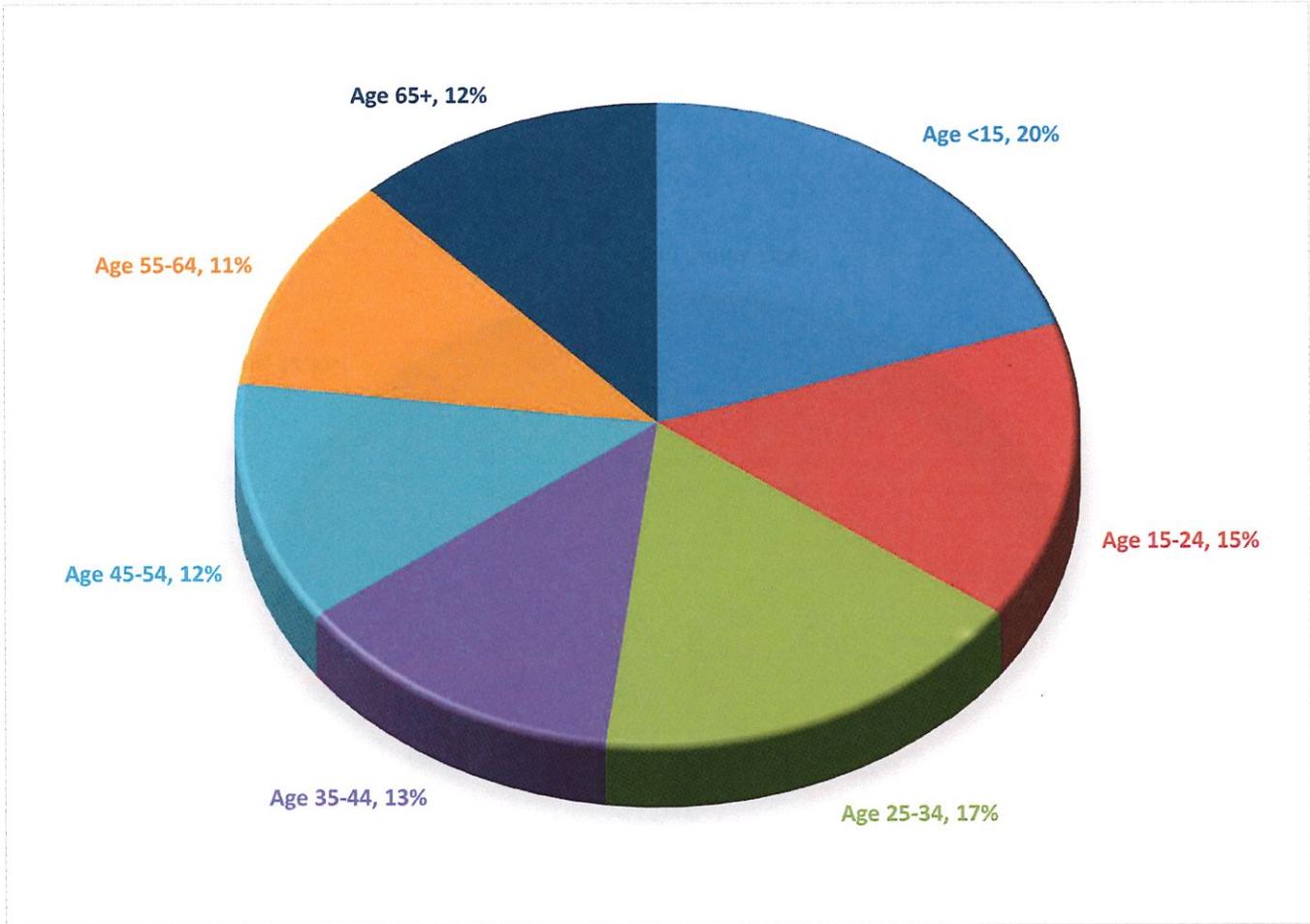
Figure 4: Projected 2015 Population of Sacramento City Residents by Ethnicity



Source: City-Data.com

Figure 5 displays the breakdown of Sacramento residents by age groups. As seen in the chart below, more than half of the population are less than 35 years old.

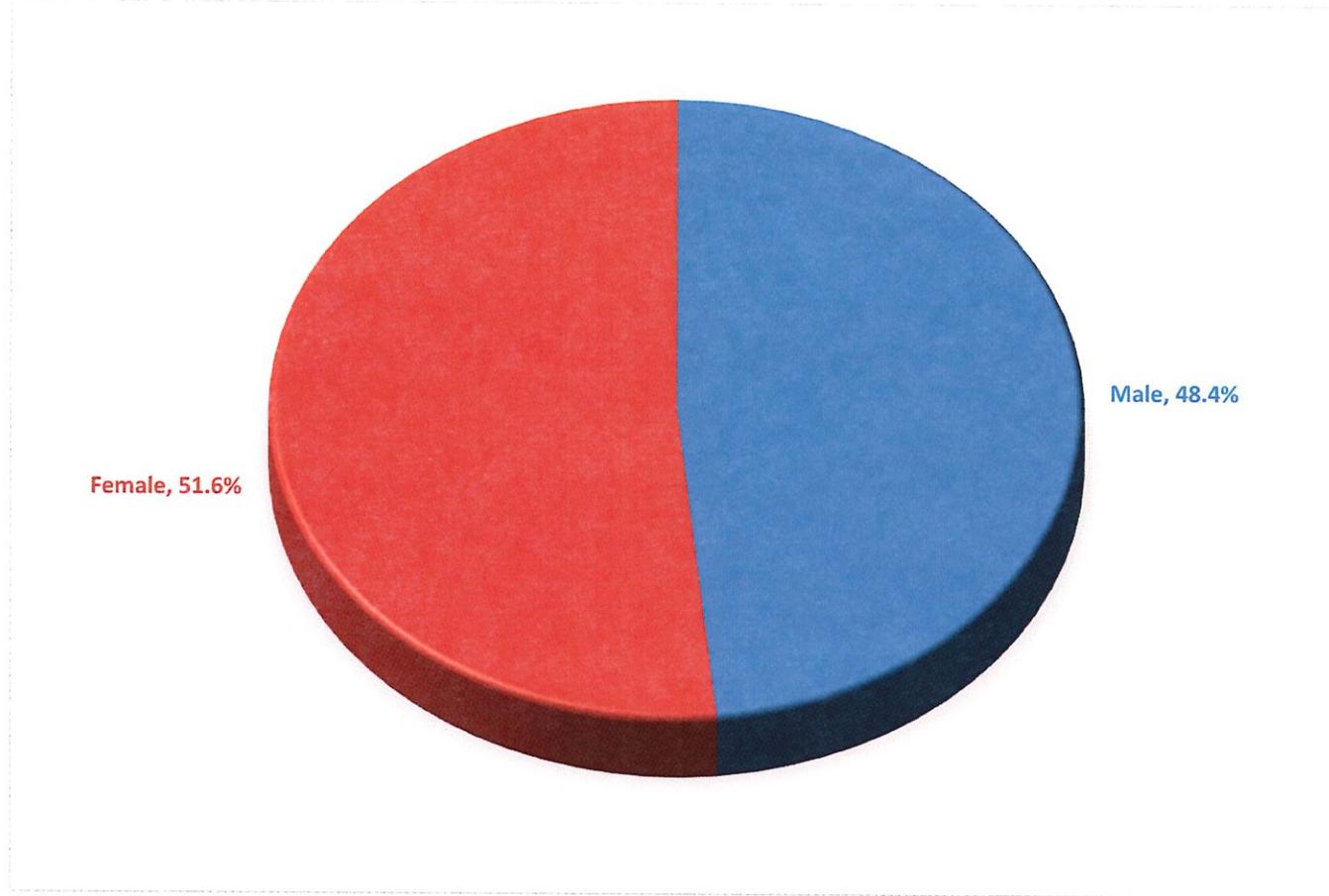
Figure 5: Projected 2015 Population of City Residents by Age



Source: Environmental Systems Research Institute's Geographic Information System (ESRI GIS)

Figure 6 displays the breakdown of Sacramento residents by gender. As seen in the chart below, there are slightly more females than males in the City of Sacramento.

Figure 6: Projected 2015 Population of City Residents by Gender



Source: City-Data.com

Chapter 3: The City of Sacramento Board, Committee, Commission Member Demographics

The Sacramento City Council has formed a variety of boards, commissions, and committees to assist the City in information gathering and the deliberative process. Boards and commissions are vital to the operation of the City and ensure public involvement in the governmental process. City Board and Commission members are members of the public appointed by the mayor and confirmed by the City Council. The City of Sacramento currently has 30 boards, committees, and commissions that have either been created by the City and only contain City-appointments or are joint with other agencies and contain both City and non-City appointments. In this Chapter, we will provide some of the baseline demographic information regarding the ethnic, gender, age, and sexual orientation distribution we gathered of the City’s board, committee, and commission members. As previously mentioned, because members are not required to provide the City with such information, we did not receive demographic information from all members and were only able to evaluate data that we were able to collect in the limited time we had to perform this review.

Figure 7 lists all City boards, committees, and commissions and details the number of members within their respective ethnic groups. Based on the information available to us, the largest ethnic groups among members appear to be white at 107 members. However, ethnic information of 51 members were unavailable and are included in the column titled “Unknown”.

Figure 7: Ethnicity of Members by Board, Committee, and Commission

Board, Commission, or Committee	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Other	Unknown	Decline to State	Total Seats Filled	Total Seats Available
Administration, Investment, & Fiscal Management Board	3	0	1	0	0	0	0	1	5	5
Animal Care Services Citizens Advisory Committee	2	0	1	0	0	0	1	0	4	7
Ann Land and Bertha Henschel Memorial Funds Commission	1	3	2	1	0	0	2	0	9	9
Board of Plumbing Examiners	1	0	0	0	0	0	2	0	3	5
Capitol Area Development Authority Governing Board	3	0	0	0	0	0	1	1	5	5
City and County Bicycle Advisory Committee	9	1	0	1	0	0	1	0	12	12
Civil Service Board	1	1	0	0	0	0	2	1	5	5
Compensation Commission	1	0	0	2	0	0	1	0	4	5
Construction Code Board of Appeals	0	0	0	0	0	0	0	0	0	5
Downtown/Riverfront Streetcar Policy Study Steering Committee	4	0	0	0	0	0	8	0	12	12
Ethel MacLeod Hart Trust Fund Advisory Committee	4	0	2	0	0	0	0	0	6	7
Housing Code Advisory and Appeals Board	5	0	0	0	0	0	0	0	5	5
Measure U Citizens Oversight Committee	4	1	0	0	0	0	0	0	5	5
Natomas Basin Conservancy Board of Directors	3	0	0	1	0	0	4	0	8	10
Paratransit Inc. Board of Directors	7	0	0	1	0	0	0	0	8	9
Parks and Recreation Commission	2	1	2	3	0	0	1	0	9	11
Planning and Design Commission	8	3	0	2	0	0	0	0	13	13
Preservation Commission	6	1	0	0	0	0	0	0	7	7
Retirement Hearing Commission	4	1	0	0	0	0	0	0	5	5
Sacramento Community Police Commission	3	4	1	1	0	1	0	0	10	11
Sacramento County Local Task Force	0	0	0	0	0	0	5	1	6	6
Sacramento Disabilities Advisory Commission	3	1	1	2	1	1	0	0	9	9

Sacramento Environmental Commission	3	0	0	0	0	0	7	0	10	10
Sacramento Heritage, Inc. Board of Directors	5	1	0	0	0	0	1	0	7	9
Sacramento Housing and Redevelopment Commission	6	1	1	0	0	1	2	0	11	11
Sacramento Metropolitan Arts Commission	6	2	1	0	0	0	0	1	10	11
Sacramento Relocation Appeals Board	3	1	1	0	0	0	0	0	5	5
Sacramento Yolo Mosquito and Vector Control District	0	0	0	1	0	0	12	0	13	13
Sacramento Youth Commission	5	2	4	3	0	1	0	1	16	22
Utilities Rate Advisory Commission	6	0	0	0	0	0	1	0	7	7
Total	108	24	17	18	1	4	51	6	229	256

Source: Auditor compiled with data gathered from the City Clerk's Office, member surveys, and interviews.

Figure 8 lists all City boards, committees, and commissions and details the percent of members of the total seats filled within their respective ethnic groups. Based on the information available to us, the largest ethnic groups among members appear to be white at 46 percent while 32 percent of the City’s population is white. However, we should note, that due to the number of “Unknown” ethnicities, it is possible that the ethnic percentages could shift if more complete information were available.

Figure 8: Member Percent Ethnicity Breakdown by Board, Committee, and Commission⁸

Board, Committee, or Commission	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Other	Decline to State	Unknown	Total Seats Filled	Total Seats Available
Administration, Investment, & Fiscal Management Board	60%	0%	20%	0%	0%	0%	20%	0%	5	5
Animal Care Services Citizens Advisory Committee	50%	0%	25%	0%	0%	0%	0%	25%	4	7
Ann Land and Bertha Henschel Memorial Funds Commission	11%	33%	22%	11%	0%	0%	0%	22%	9	9
Board of Plumbing Examiners	33%	0%	0%	0%	0%	0%	0%	67%	3	5
Capitol Area Development Authority Governing Board	60%	0%	0%	0%	0%	0%	20%	20%	5	5
City and County Bicycle Advisory Committee	75%	8%	0%	8%	0%	0%	0%	8%	12	12
Civil Service Board	20%	20%	0%	0%	0%	0%	20%	40%	5	5
Compensation Commission	25%	0%	0%	50%	0%	0%	0%	25%	4	5
Construction Code Board of Appeals	0%	0%	0%	0%	0%	0%	0%	0%	0	5
Downtown/Riverfront Streetcar Policy Study Steering Committee	33%	0%	0%	0%	0%	0%	0%	67%	12	12
Ethel MacLeod Hart Trust Fund Advisory Committee	67%	0%	33%	0%	0%	0%	0%	0%	6	7
Housing Code Advisory and Appeals Board	100%	0%	0%	0%	0%	0%	0%	0%	5	5
Measure U Citizens Oversight Committee	80%	20%	0%	0%	0%	0%	0%	0%	5	5

⁸ Percentages may not add to 100% due to rounding.

Natomas Basin Conservancy Board of Directors	38%	0%	0%	13%	0%	0%	0%	50%	8	10
Paratransit Inc. Board of Directors	88%	0%	0%	13%	0%	0%	0%	0%	8	9
Parks and Recreation Commission	22%	11%	22%	33%	0%	0%	0%	11%	9	11
Planning and Design Commission	62%	23%	0%	15%	0%	0%	0%	0%	13	13
Preservation Commission	86%	14%	0%	0%	0%	0%	0%	0%	7	7
Retirement Hearing Commission	80%	20%	0%	0%	0%	0%	0%	0%	5	5
Sacramento Community Police Commission	30%	40%	10%	10%	0%	10%	0%	0%	10	11
Sacramento County Local Task Force	0%	0%	0%	0%	0%	0%	17%	83%	6	6
Sacramento Disabilities Advisory Commission	33%	11%	11%	22%	11%	11%	0%	0%	9	9
Sacramento Environmental Commission	30%	0%	0%	0%	0%	0%	0%	70%	10	10
Sacramento Heritage, Inc. Board of Directors	71%	14%	0%	0%	0%	0%	0%	14%	7	9
Sacramento Housing and Redevelopment Commission	55%	9%	9%	0%	0%	9%	0%	18%	11	11
Sacramento Metropolitan Arts Commission	60%	20%	10%	0%	0%	0%	10%	0%	10	11
Sacramento Relocation Appeals Board	60%	20%	20%	0%	0%	0%	0%	0%	5	5
Sacramento Yolo Mosquito and Vector Control District	0%	0%	0%	8%	0%	0%	0%	92%	13	13
Sacramento Youth Commission	31%	13%	25%	19%	0%	6%	6%	0%	16	22
Utilities Rate Advisory Commission	86%	0%	0%	0%	0%	0%	0%	14%	7	7
Total	47%	10%	7%	8%	0%	2%	3%	22%	229	256

Source: Auditor compiled with data gathered from the City Clerk's Office, member surveys, and interviews.

Figure 9 below lists the percent of members within their respective ethnic groups compared to the demographics of the City of Sacramento residents. The percentages for board, committee, and commission members in the Figure 9 differ from percentages in Figure 8 above as Figure 9 percentages are based on the ethnicities of the 178 members we collected. Figure 8 percentages are based on the 229 total seats filled on the boards, committees, and commissions.

Figure 9: Board, Committee, and Commission Member Ethnicity Breakdown Compared to City Residents⁹

Group	White	Black	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	Other	Decline to State	Two or More Races
City of Sacramento Residents (2015)	32%	13%	31%	19%	0%	1%	NA	5%
Board, Committee, and Commission Members (based on 178 Ethnicities Collected)	61%	13%	10%	10%	1%	2%	3%	NA

Source: Auditor compiled with data gathered from City-data.com, the City Clerk's Office, member surveys, and interviews.

⁹ Percentages may not add to 100% due to rounding
Office of the City Auditor

Figure 10 shows the gender breakdown of the various City boards, committees, and commissions as a percent of the number of filled seats. As shown below, we identified the genders of 217 of the 229 seats that are currently filled.

Figure 10: Gender of Member by Board, Committee, and Commission¹⁰

Board, Commission, or Committee	Female	Male	Unknown	Members with Gender Identified	Number of Filled Seats	Number of Total Seats
Administration, Investment, & Fiscal Management Board	20%	80%	0%	5	5	5
Animal Care Services Citizens Advisory Committee	50%	50%	0%	4	4	7
Ann Land and Bertha Henschel Memorial Funds Commission	56%	44%	0%	9	9	9
Board of Plumbing Examiners	0%	100%	0%	3	3	5
Capitol Area Development Authority Governing Board	40%	60%	0%	5	5	5
City and County Bicycle Advisory Committee	25%	75%	0%	12	12	12
Civil Service Board	40%	60%	0%	5	5	5
Compensation Commission	50%	50%	0%	4	4	5
Construction Code Board of Appeals	0%	0%	0%	0	0	5
Downtown/Riverfront Streetcar Policy Study Steering Committee	0%	42%	58%	5	12	12
Ethel MacLeod Hart Trust Fund Advisory Committee	67%	33%	0%	6	6	7
Housing Code Advisory and Appeals Board	40%	60%	0%	5	5	5
Measure U Citizens Oversight Committee	100%	0%	0%	5	5	5
Natomas Basin Conservancy Board of Directors	13%	88%	0%	8	8	10
Paratransit Inc. Board of Directors	38%	63%	0%	8	8	9
Parks and Recreation Commission	22%	78%	0%	9	9	11
Planning and Design Commission	23%	77%	0%	13	13	13
Preservation Commission	43%	57%	0%	7	7	7
Retirement Hearing Commission	60%	40%	0%	5	5	5
Sacramento Community Police Commission	40%	60%	0%	10	10	11
Sacramento County Local Task Force	0%	17%	83%	1	6	6
Sacramento Disabilities Advisory Commission	67%	33%	0%	9	9	9
Sacramento Environmental Commission	30%	70%	0%	10	10	10

¹⁰ Based on the information gathered, no board member identified themselves as transgender.

Sacramento Heritage, Inc. Board of Directors	43%	57%	0%	7	7	9
Sacramento Housing and Redevelopment Commission	45%	55%	0%	11	11	11
Sacramento Metropolitan Arts Commission	50%	50%	0%	10	10	11
Sacramento Relocation Appeals Board	80%	20%	0%	5	5	5
Sacramento Yolo Mosquito and Vector Control District	23%	77%	0%	13	13	13
Sacramento Youth Commission	56%	44%	0%	16	16	22
Utilities Rate Advisory Commission	14%	86%	0%	7	7	7
Total	38%	57%	5%	217	229	256



Source: Auditor compiled with data gathered from the City Clerk's Office, member surveys, and interviews.

Figure 11 below lists the percent of members within their respective gender groups compared to the demographics of the City of Sacramento residents. Given this information, females appear to make up 40 percent of the members while they make up approximately 52 percent of the City's population.

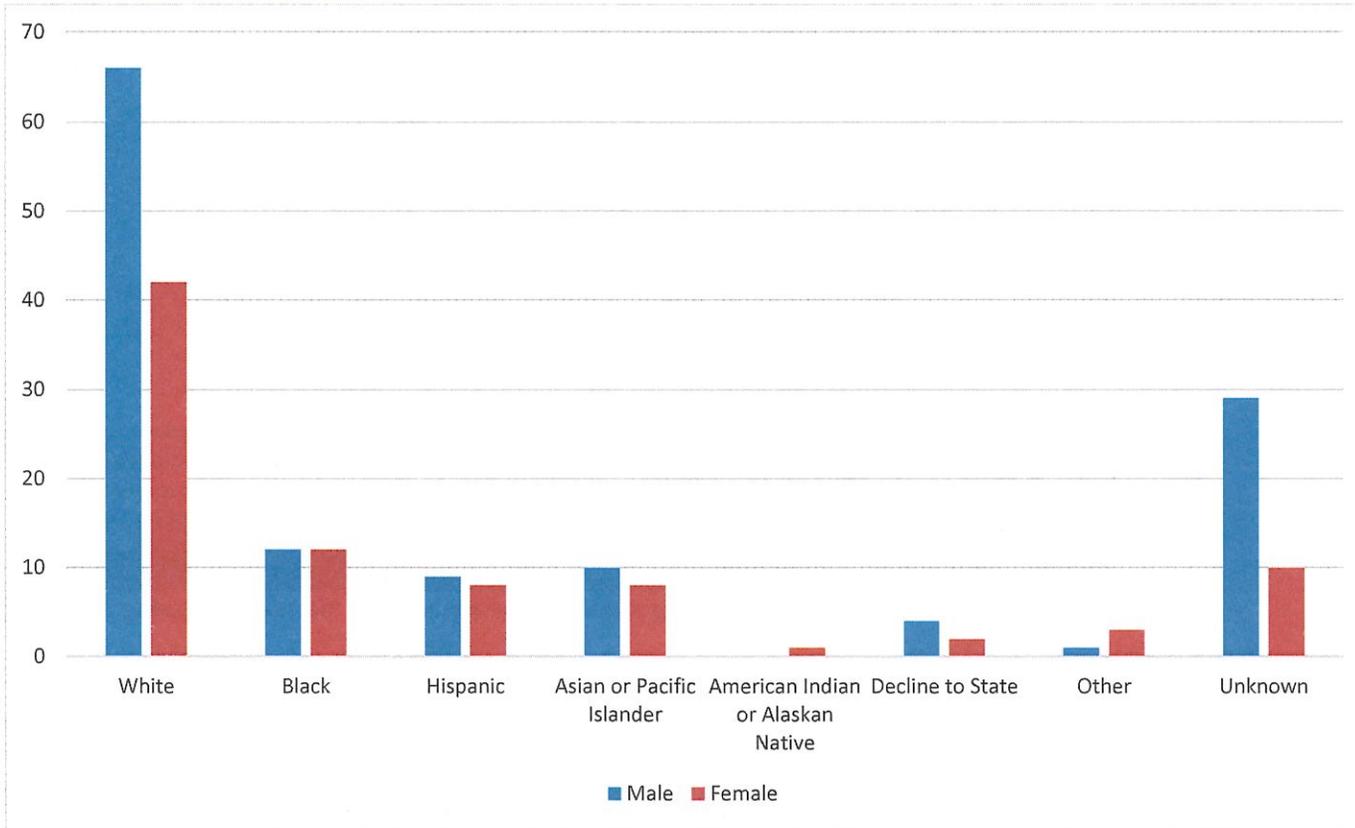
Figure 11: Board, Committee, and Commission Member Gender Breakdown Compared to City Residents

Group	Female	Male
City of Sacramento Residents (2015)	52%	48%
Board, Committee, and Commission Members (Based on 217 Collected Members' Gender)	40%	60%

Source: Auditor compiled with data gathered from City-data.com, the City Clerk's Office, member surveys, and interviews.

Figure 12 below shows the breakdown of the 217 members for whom we had gender information by ethnicity. We did not have the ethnicity of 39 of the members for whom we had gender information (see the “Unknown” section in the chart below).

Figure 12: Ethnicity of Members by Gender



Source: Auditor compiled with data gathered from the City Clerk’s Office, member surveys, and interviews.

Figure 13 shows the age breakdown of the members who provided us this information in the survey. We did not include the 103 members for whom we did not have this information. We should also note that some boards, committees, and commissions have specific age requirements such as the Ethel MacLeod Hart Trust Fund Advisory Committee that requires all members to be at least 60 years of age.

Figure 13: Average Age of Members by Board, Committee, and Commission

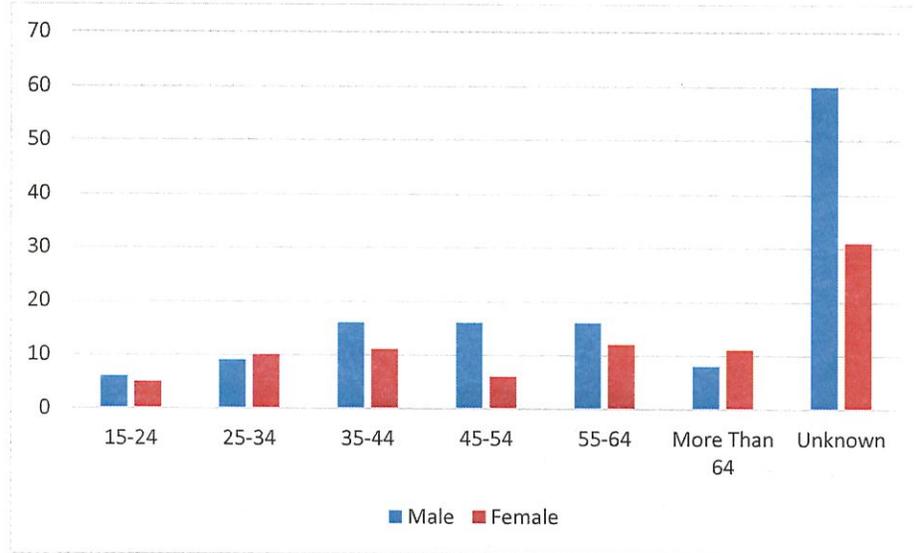
Board, Committee, and Commission	Average Member Age	Number of Members Included in Data	Number of Filled Seats	Total Number of Seats
Administration, Investment, & Fiscal Management Board	45.3	4	5	5
Animal Care Services Citizens Advisory Committee	30.0	1	4	7
Ann Land and Bertha Henschel Memorial Funds Commission	50.2	5	9	9
Board of Plumbing Examiners	54.0	1	3	5
Capitol Area Development Authority Governing Board	65.7	3	5	5
City County Bicycle Advisory Committee	52.9	10	12	12
Civil Service Board	0.0	0	5	5
Compensation Commission	0.0	0	4	5
Construction Code Board of Appeals	0.0	0	0	5
Downtown/Riverfront Streetcar Policy Study Steering Committee	50.3	4	12	12
Ethel MacLeod Hart Trust Fund Advisory Committee	75.6	5	6	7
Housing Code Advisory and Appeals Board	48.0	5	5	5
Measure U Citizens Oversight Committee	45.0	3	5	5
Natomas Basin Conservancy Board of Directors	54.7	3	8	10
Paratransit Inc. Board of Directors	56.0	4	8	9
Parks and Recreation Commission	40.0	6	9	11
Planning and Design Commission	45.1	11	13	13
Preservation Commission	53.2	5	7	7
Retirement Hearing Commission	54.3	4	5	5
Sacramento Community Police Commission	30.8	5	10	11
Sacramento County Local Task Force	0.0	0	6	6
Sacramento Disabilities Advisory Commission	35.9	7	9	9
Sacramento Environmental Commission	66.0	1	10	10
Sacramento Heritage, Inc. Board of Directors	52.5	4	7	9

Sacramento Housing and Redevelopment Commission	49.5	8	11	11
Sacramento Metropolitan Arts Commission	55.5	10	10	11
Sacramento Relocation Appeals Board	56.0	4	5	5
Sacramento Yolo Mosquito and Vector Control District	60.0	1	13	13
Sacramento Youth Commission	16.9	10	16	22
Utilities Rate Advisory Commission	27.5	2	7	7
Total	47.2	126	229	256

Source: Auditor compiled with data gathered from the City Clerk's Office, member surveys, and interviews.

Figure 14 below breaks down the age range of the members by gender. We should note that 10 of the 11 members in the “15-24” category are members of the Sacramento Youth Commission which require members to be between 14 and 19 years of age.

Figure 14: Age Breakdown of Members



Source: Auditor compiled with data gathered from the City Clerk’s Office, member surveys, and interviews.

Figure 15 below lists the percent of members within their respective age groups compared to the demographics of the City of Sacramento residents. No members were less than 15 years of age.

Figure 15: Board, Committee, and Commission Member Age Breakdown Compared to City Residents¹¹

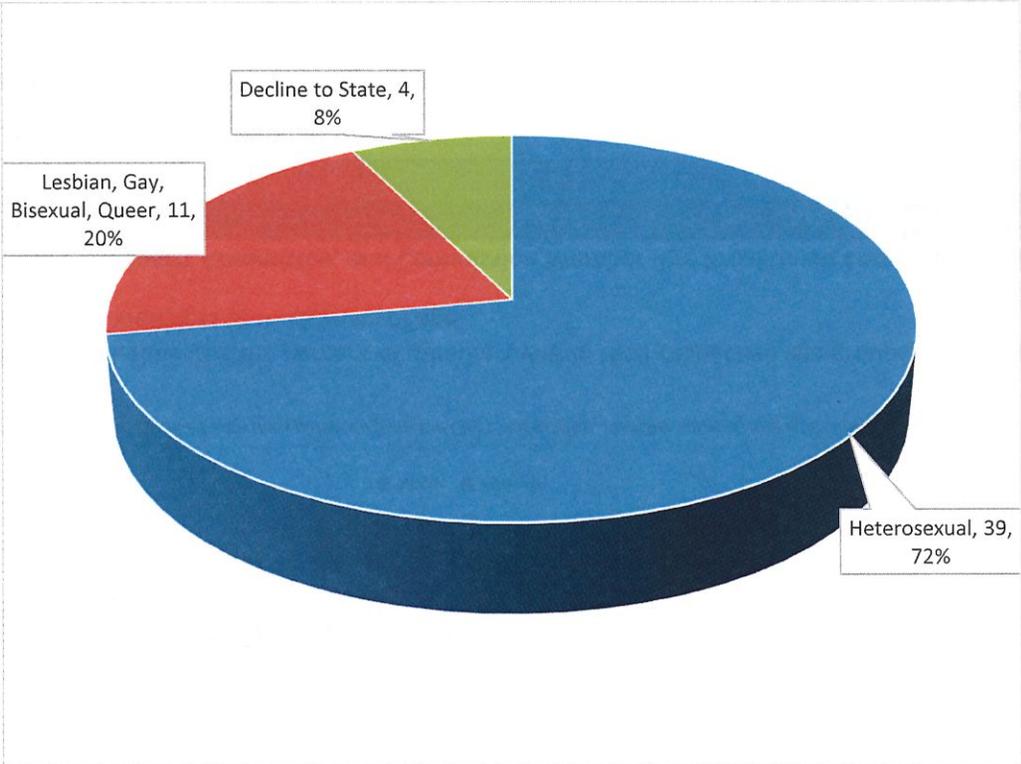
Group	Age <15	Age 15-24	Age 25-34	Age 35-44	Age 45-54	Age 55-64	Age 65+
City of Sacramento Residents (2015)	20%	15%	17%	13%	12%	11%	12%
Board, Committee, and Commission Members (Based on 126 ages collected)	0%	9%	15%	21%	17%	22%	15%

Source: Auditor compiled with data gathered from ESRI GIS, the City Clerk’s Office, member surveys, and interviews.

¹¹ Percentages may not add to 100% due to rounding

Figure 16 below details the 54 responses by members to our survey¹² question on sexual orientation. According to a Gallup poll¹³ released March 2015, 3.9 percent of the population of the Sacramento metropolitan area (includes areas such as the City of Roseville and the Arden-Arcade area) is estimated to identify as LGBT. If we use the number of respondents that identified as LGBQ in our survey (11¹⁴) and compare that to the total number of seats available, (256) approximately 4.3 percent of the total seats available are filled by individuals that identify as LGBQ.

Figure 16: Sexual Orientation Breakdown of Members



Source: Auditor compiled with data gathered from member surveys.

¹² Our initial survey sent to members did not contain a question regarding sexual orientation. We sent out a subsequent survey to members with a new question regarding sexual orientation.

¹³ Gallup surveyed 5,202 individuals in the Sacramento metropolitan area between June 2012 and December 2014. <http://www.gallup.com/poll/182051/san-francisco-metro-area-ranks-highest-lgbt-percentage.aspx>

¹⁴ Three members were counted twice as they filled seats on two different boards, committees, or commissions.

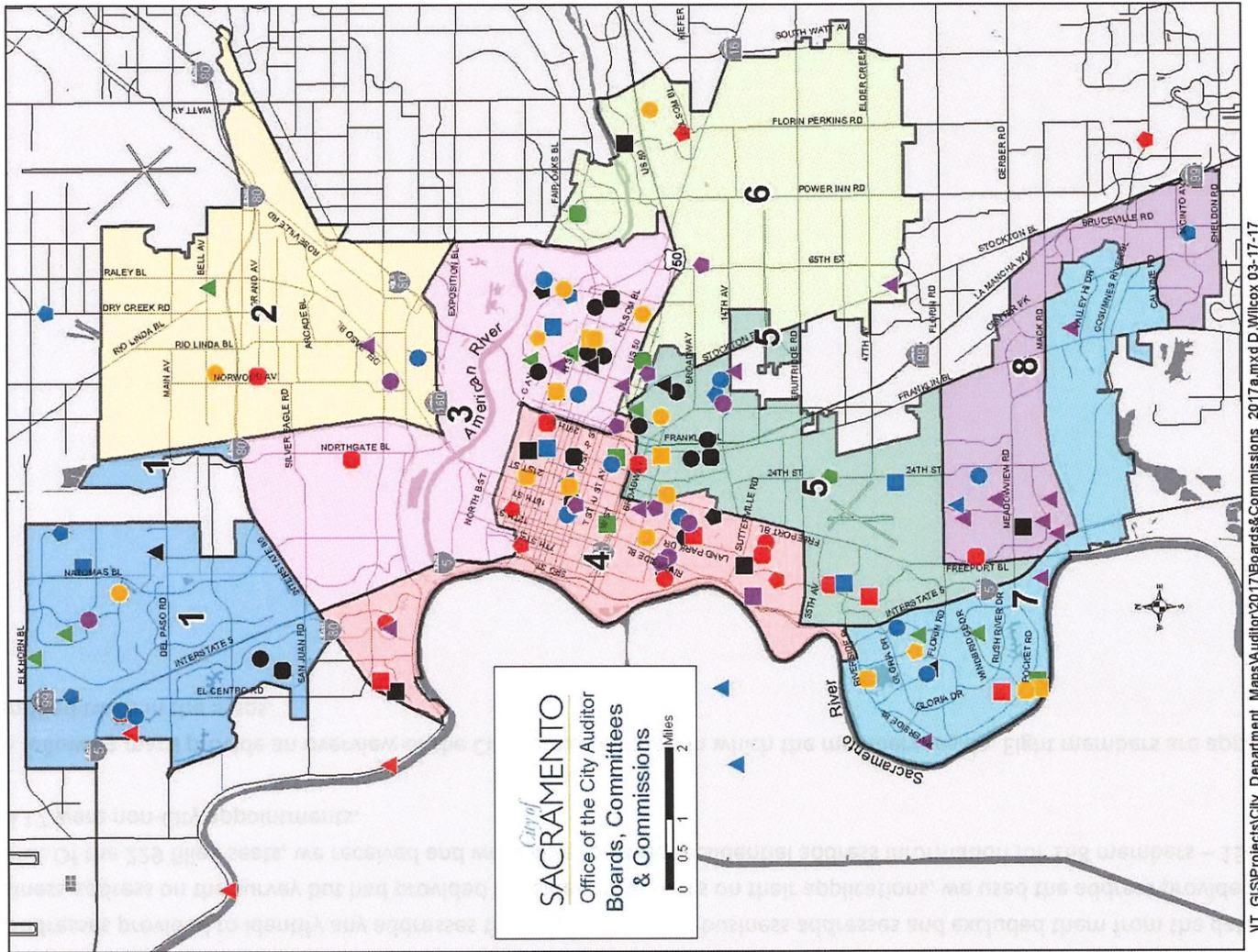
Chapter 4: City of Sacramento Board, Committee, Commission Members by District

The City of Sacramento is rich with diverse neighborhoods with a variety of lifestyle choices and perspectives. Given the City's great diversity, it may be in the interest of the City Council to monitor the composition of the various boards, commissions, and committees to determine if adequate neighborhood representation exists. This chapter provides an overview of the members by City Council district. To gather the addresses of the members, we used the addresses provided on the member survey responses and addresses provided on the applications to the City Clerk's Office. We performed an online search of all addresses provided to identify any addresses that may be work or business addresses and excluded them from the data. For members that had provided a business address on the survey but had provided a residential address on their applications, we used the address provided on their applications in the data below. Of the 229 filled seats, we received and were able to gather residential address information for 168 members – 151 of which were City appointments and 17 were non-City appointments.

The following maps provide an overview of the City council districts in which the members reside. Eight members are appointed to two City boards and are identified twice in the maps.

Figure 17 below shows the 168 members for which we had residential addresses; 19 of them lived outside the City of Sacramento.

Figure 17: Board, Committee, and Commission Members by City Council District Overview (legend is on the following page)



Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).



Legend

Boards, Committees & Commissions

- Administration Investment & Fiscal Management Board
- Animal Care Services Citizens Advisory Committee
- ▲ Ann Land and Bertha Henschel Memorial Funds Commission
- ◆ Board of Plumbing Examiners
- Capitol Area Development Authority Governing Board
- City County Bicycle Advisory Committee
- Civil Service Board
- ▲ Compensation Commission
- ◆ Downtown/Riverfront Streetcar Policy Study Steering Committee
- Ethel MacLeod Hart Trust Fund Advisory Committee
- Housing Code Advisory and Appeals Board
- Measure U Citizens Oversight Committee
- ▲ Natomas Basin Conservancy Board of Directors
- ◆ Paratransit Inc. Board of Directors
- Parks and Recreation Commission
- Planning and Design Commission
- Preservation Commission
- ▲ Retirement Hearing Commission
- ◆ Sacramento Community Police Commission
- Sacramento County Local Task Force
- Sacramento Disabilities Advisory Commission
- Sacramento Environmental Commission
- ▲ Sacramento Heritage Inc. Board of Directors
- ◆ Sacramento Housing and Redevelopment Commission
- Sacramento Metropolitan Arts Commission
- Sacramento Relocation Appeals Board
- ▲ Sacramento Yolo Mosquito and Vector Control District
- ◆ Sacramento Youth Commission
- Utilities Rate Advisory Commission

Council Districts with a count of each Board and Commission Member

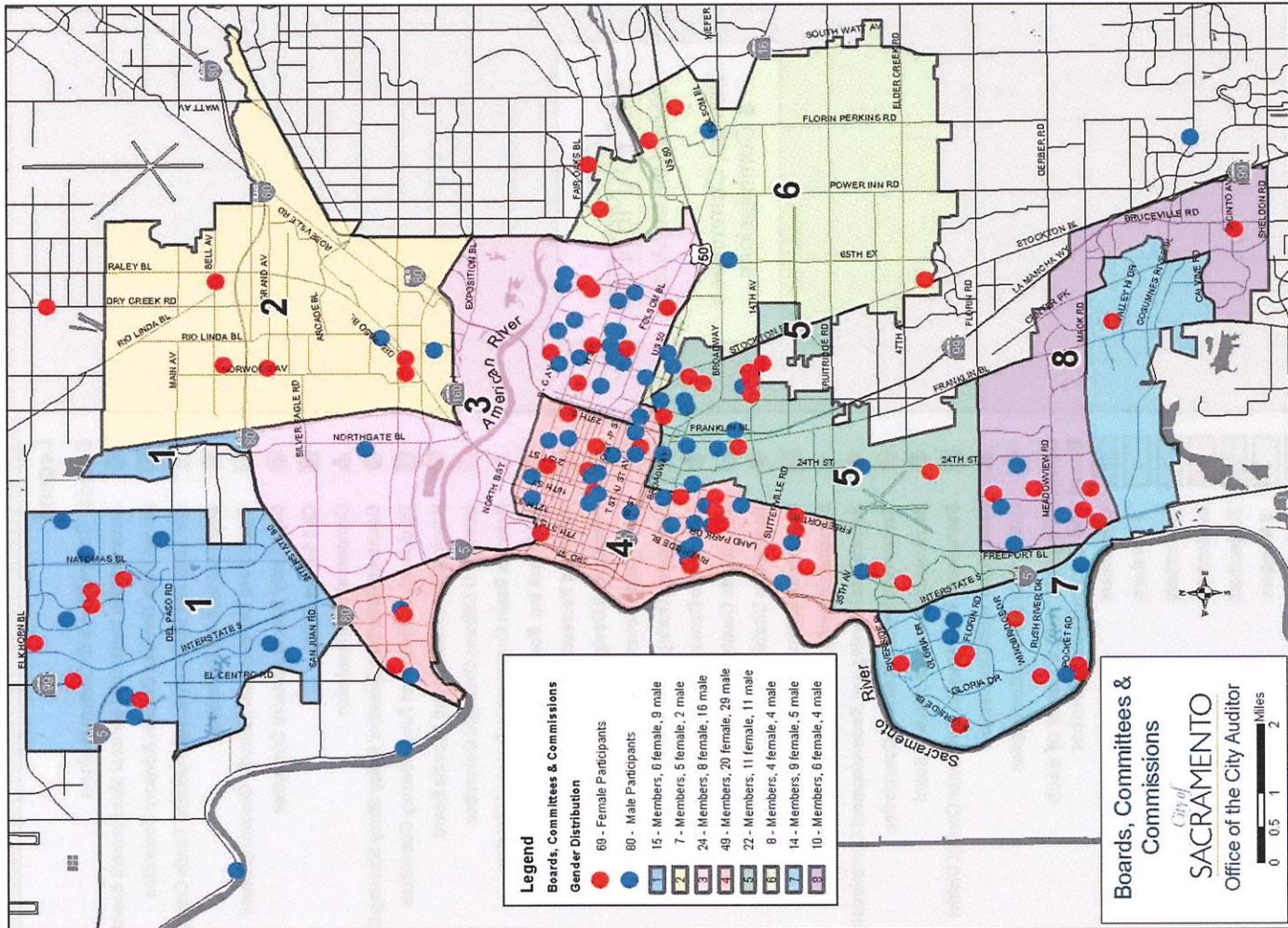
1	15 Members
2	7 Members
3	24 Members
4	49 Members
5	22 Members
6	8 Members
7	14 Members
8	10 Members

VT_GISProjects\City_Department_Maps\Auditor\2017\Boards&Commissions_2017a_legend.mxd D:\Wilcox 03-17-17

Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).

The following map in Figure 18 identifies the members' genders by City Council District. The map plots out the same 168 addresses and identifies the gender of each of the members to identify areas and City Council Districts that may have gender inequality in terms of board members. For a more detailed account of the gender breakdown by board, committee, and commission, see Figure 10 above.

Figure 18: Gender Breakdown of Members by City Council District



Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).

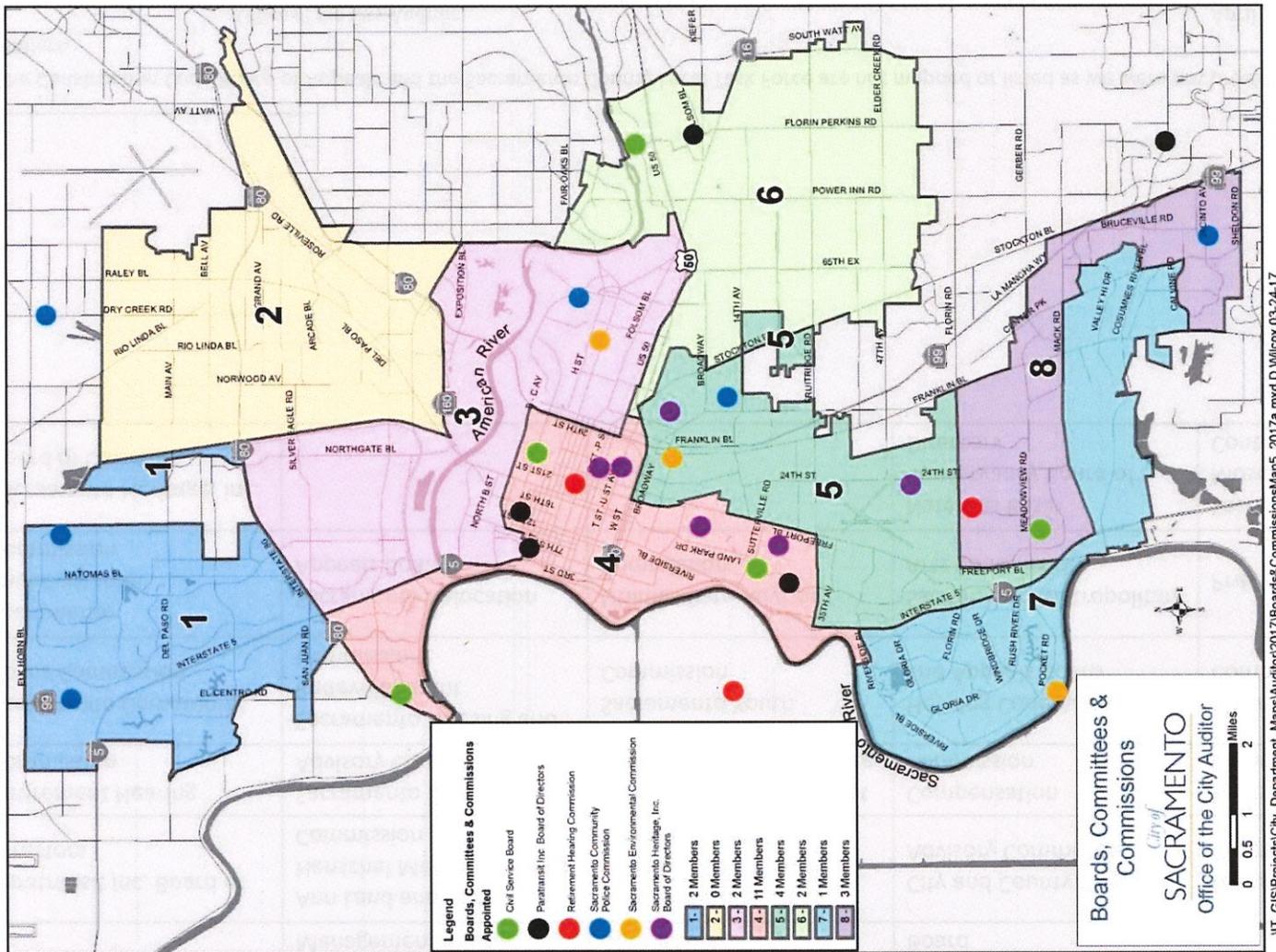
The following five maps breakdown the data in Figure 17 above into groups of five to six boards, committees, and commissions to more easily identify which City Council districts members of the specific boards reside. The map legends identify the boards, committees, and commissions plotted on each map.

Figure 19: Breakdown of Members by City Council District Key¹⁵

Map A	Map B	Map C	Map D	Map E
Civil Service Board	Administration, Investment, & Fiscal Management Board	Animal Care Services Citizens Advisory Committee	Capitol Area Development Authority Governing Board	Board of Plumbing Examiners
Paratransit Inc. Board of Directors	Ann Land and Bertha Henschel Memorial Funds Commission	Downtown/Riverfront Streetcar Policy Study Steering Committee	City and County Bicycle Advisory Committee	Measure U Citizens Oversight Committee
Retirement Hearing Commission	Sacramento Disabilities Advisory Commission	Ethel MacLeod Hart Trust Fund Advisory Committee	Compensation Commission	Parks and Recreation Commission
Sacramento Community Police Commission	Sacramento Housing and Redevelopment Commission	Sacramento Youth Commission	Housing Code Advisory and Appeals Board	Planning and Design Commission
Sacramento Environmental Commission	Sacramento Relocation Appeals Board	Utilities Rate Advisory Commission	Sacramento Metropolitan Arts Commission	Preservation Commission
Sacramento Heritage, Inc. Board of Directors			Natomas Basin Conservancy Board of Directors	Sacramento Yolo Mosquito and Vector Control District

¹⁵ The Construction Code Board of Appeals and the Sacramento County Local Task Force are not mapped or listed as we were not provided with the addresses of any of their members.

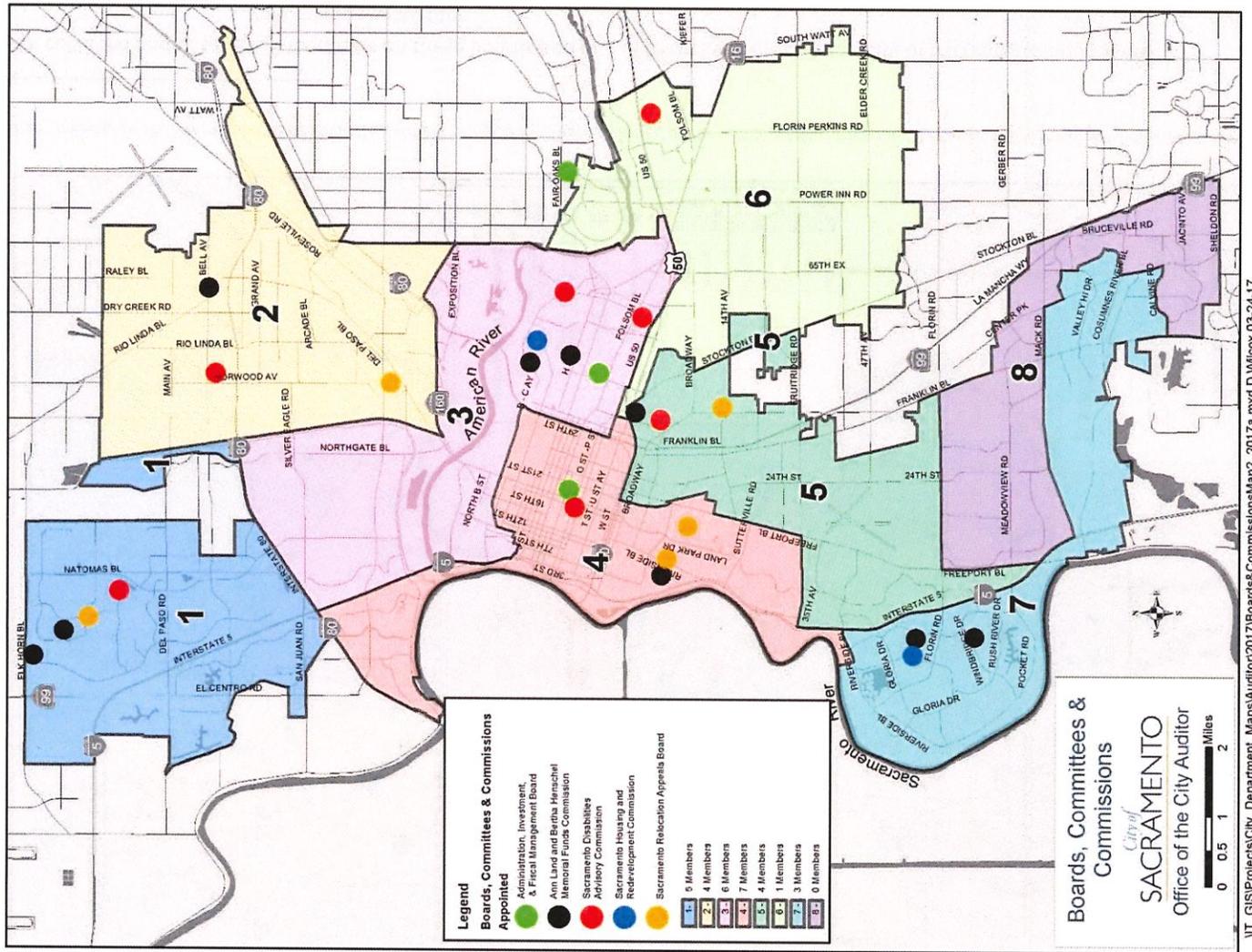
Figure 20: Board, Committee, and Commission Members by City Council District Map A¹⁶



Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).

¹⁶ We collected addresses of 34 members on these boards and nine of them lived outside the City of Sacramento boundaries.

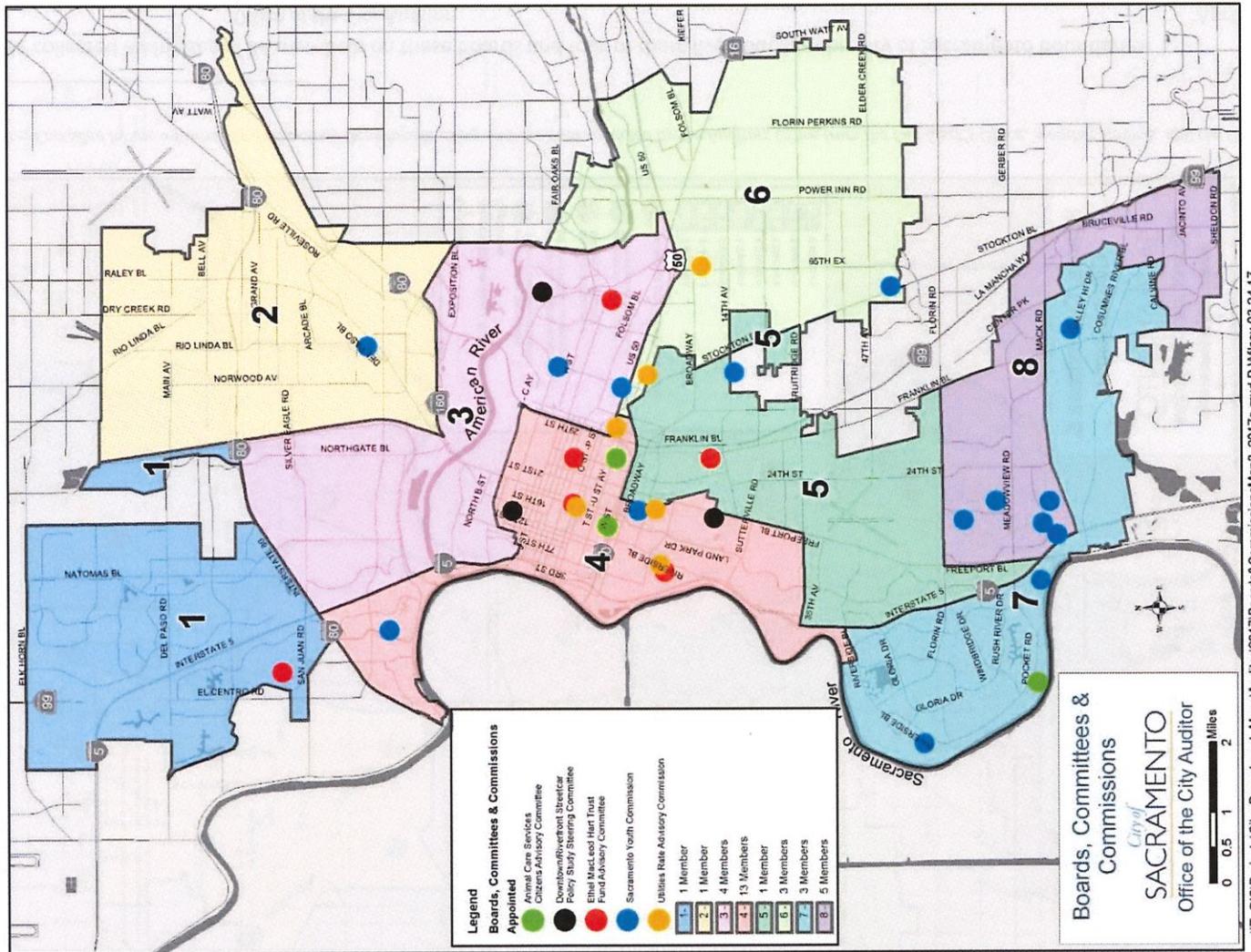
Figure 21: Board, Committee, and Commission Members by City Council District Map B¹⁷



Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).

¹⁷ We collected addresses of 34 members on these boards and four of them lived outside the City of Sacramento boundaries.

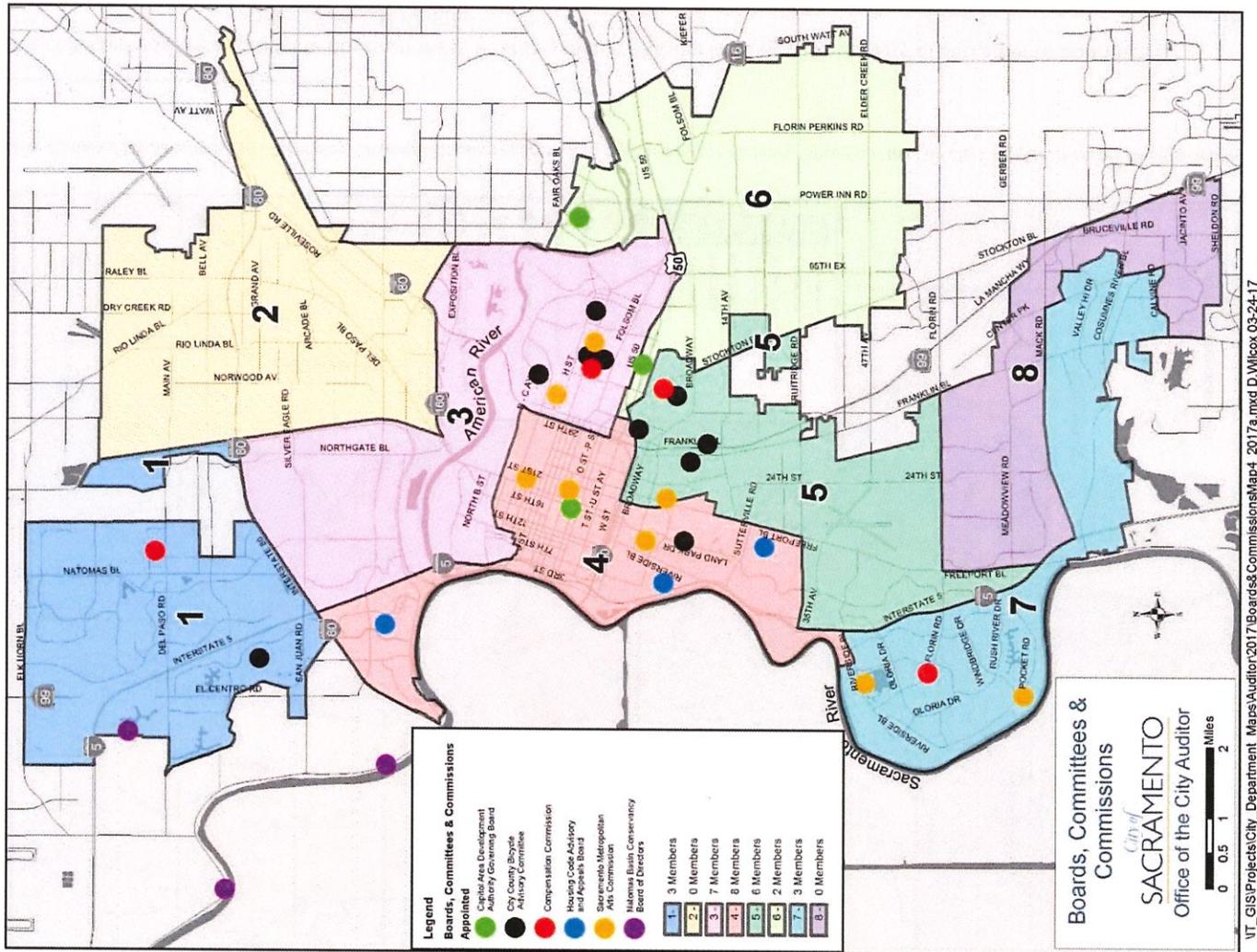
Figure 22: Board, Committee, and Commission Members by City Council District Map C¹⁸



Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).

¹⁸ We collected addresses of 33 members on these boards and one of them lived outside the City of Sacramento boundaries.

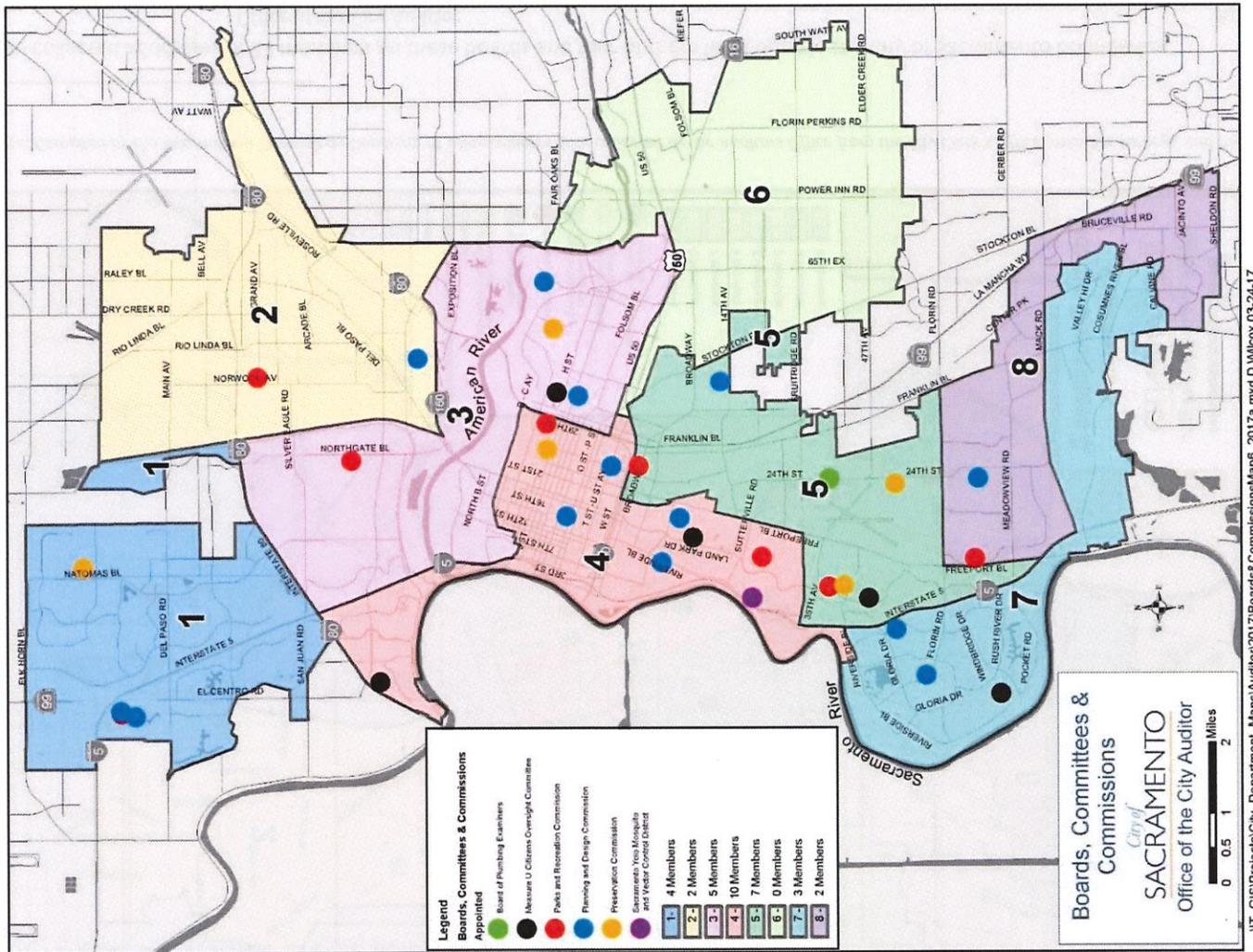
Figure 23: Board, Committee, and Commission Members by City Council District Map D¹⁹



Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).

¹⁹ We collected addresses of 33 members on these boards and four of them lived outside the City of Sacramento boundaries.

Figure 24: Board, Committee, and Commission Members by City Council District Map E²⁰



Source: Compiled by the Information Technology Department using address data collected by the Auditors Office from the City Clerk's Office, member surveys, and the City's payroll system (eCAPS).

²⁰ We collected addresses of 34 members on these boards and one of them lived outside the City of Sacramento boundaries.

Department Response

The City Clerk's Office agrees with this report's finding and recommendation.