

PARKS AND COMMUNITY ENRICHMENT COMMISSION

Sumiti Mehta, District 1
Fatima Malik, District 2
David Guerrero, District 3
Julie Murphy, District 4
Joe Flores, District 5 (Chair)
Tyler Aguilar, District 6
Devin Lavelle, District 7
Chinua Rhodes, District 8
Terri Kletzman, At Large
Jason Law, At Large
Rita Gallardo-Good, Mayoral (Vice-Chair)

COMMISSION STAFF

Shannon Brown, Interim Director
Ilee Muller, Administrative Analyst
Sheryl Patterson, Senior Deputy City Attorney



Agenda

Parks and Community Enrichment Commission

915 I Street, Council Chambers - NCH

Published by the
Youth, Parks, & Community Enrichment
Department
(916) 808-5172

Thursday, June 6, 2019

6:00 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 Youth, Parks, & Community Enrichment 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 Youth, Parks, & Community Enrichment Department at (916) 808-5172 at least 48 hours prior to the meeting.

General Conduct for the Public Attending Parks and Community Enrichment Commission Meetings

- Members of the public attending Parks and Community Enrichment 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 and Community Enrichment 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 and Community Enrichment 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 applied.

AGENDA

Thursday, June 6, 2019

6:00 p.m.

Council Chambers, 915 I Street, Sacramento, CA 95814

Open Session – 6:00 p.m.

Roll Call

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

Special Presentation/General Communication Estimated Time: 15 minutes

A. Parks and Community Enrichment Commission Volunteer Recognition Awards – Category “Parks”

- Greenhaven Soccer (District 7)

Consent Calendar Estimated Time: 5 minutes

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 Community Enrichment Commission Meeting Minutes

Location: Citywide

Recommendation: Approve Commission minutes for May 2, 2019

Contact: Ilee Muller, Administrative Analyst, (916) 808-1022, Department of Youth, Parks, & Community Enrichment

Discussion Calendar Estimated Time: 60 Minutes

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

2. Renaming Nuevo Park as Robert Brookins Park

Location: Council District 2

Recommendation: Pass a motion to support the City Council’s adoption to rename Nuevo Park as Robert Brookins Park

Contact: Brianna Moland, Assistant Planner, (916) 808-6188, Department of Youth, Parks, & Community Enrichment

3. Park Safety Ranger Update

Location: Citywide

Recommendation: Informational

Contact: Danielle Luther, Park Safety Ranger Supervisor, 916-808-6048, Youth, Parks, & Community Enrichment; Robert Conroy, Park Safety Ranger Supervisor, (916) 808-3802, Youth, Parks, & Community Enrichment

4. Presentation on Neighborhood Associations in the City

Location: Citywide

Recommendation: Informational

Contact: Kriztina Palone, Division Manager, Neighborhood Services, (916) 808--2260, Department of Youth, Parks, & Community Enrichment

5. Approving the Bylaws for the Parks and Community Enrichment Commission

Location: Citywide

Recommendation: Pass a motion to approve the revised Bylaws for the Parks and Community Enrichment Commission

Contact: Sheryl Patterson, Senior Deputy City Attorney, (916) 808-5346, Office of the City Attorney

6. Youth, Parks, & Community Enrichment Director Report (Oral): Review Highlights for May

Location: Citywide

Recommendation: Informational

Contact: Shannon Brown, Interim Director, (916) 808-6076, Department of Youth, Parks, & Community Enrichment

Member Comments-announcements, Questions and Meeting/Conference Reports

Adjournment



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

May 2, 2019

6:00 p.m.

City Hall – 915 I Street – Council Chambers

Open Session – 6:00 p.m.

Roll Call

The meeting was called to order by Chair Flores 6:02 p.m.

Present: Commissioner Flores, Good, Kletzman, Lavelle, Law, Malik, Murphy

Absent: Commissioner Guerrero, Rhodes

Commissioner Mehta arrived late at 6:10 p.m., Commission Aguilar arrived late at 6:35 p.m.

Public Comments-Matters Not on the Agenda

Jennifer Holden requested clarification of the Volunteer Agreement regarding the Old City Cemetery regarding social media stipulations.

Wendy Roof is recommending the new park at Crocker Villiage be named after Donald Irving Rivett Park.

Consent Calendar

1. Parks and Recreation Commission Meeting Minutes

Location: Citywide

Recommendation: Approve Commission minutes for April 4, 2019

Contact: Ilee Muller, Administrative Analyst, (916) 808-1022, Department of Youth, Parks, & Community Enrichment

Action: Motion to approve Commission minutes.

Moved/Seconded (Good/Lavelle)

Motion carried 8-Yes 0-No

Discussion Calendar Estimated Time: 60 Minutes**2. Appointment of Parks and Recreation Commissioner to the Sacramento Heritage Board****Location:** Citywide**Recommendation:** The Chair shall either serve on the Sacramento Heritage Board or appoint a Parks and Recreation Commissioner as his delegate to the Sacramento Heritage Board**Contact:** Sheryl Patterson, Senior Deputy City Attorney, (916) 808-7292, Office of the City Attorney; Shannon Brown, Interim Director, (916) 808-6076, Department of Youth, Parks, & Community Enrichment

Chair Flores appointed Commissioner Kletzman to the Sacramento Heritage Board.

3. Selection of Volunteer Recognition Awards - Category: Parks**Location:** Citywide**Recommendation:** Pass a motion selecting volunteer award recipient(s) for the Parks category**Contact:** Shannon Brown, Interim Director, (916) 808-6076, Department of Youth, Parks, & Community Enrichment

Action: Motion to select Greenhaven Soccer Club for recognition for the Parks category

Moved/Seconded (Lavelle/Good)

Motion carried 8-Yes 0-No

4. Youth, Parks, & Community Enrichment Proposed 2019/2020 Annual Budget Review**Location:** Citywide**Recommendation:** Review and Comment**Contact:** Shannon Brown, Interim Director, (916) 808-6076, Department of Youth, Parks, & Community Enrichment

Shannon Brown provided a review of the Department of Youth, Parks, & Community Enrichment's proposed 2019/2020 Annual Budget. The Department's budget will be presented to Council on May 21.

Commissioner Good expressed her concerns about Community Centers not being fully utilized and the proposed fee increases.

5. YPCE Strategic Plan Update**Location:** Citywide**Recommendation:** Informational**Contact:** Shannon Brown, Interim Director, (916) 808-6076, Department of Youth, Parks, & Community Enrichment

Shannon Brown provided an update on the Youth, Parks, & Community Enrichment Department's Strategic Plan and highlighted departmental goals, next steps, and proposed outcomes.

6. Park Capital Improvement Projects for FY2019/20**Location:** Citywide**Recommendation:** Informational**Contact:** Raymond Costantino, Park Planning and Development Services Manager, (916) 808-1941, Department of Youth, Parks, & Community Enrichment

Raymond Castantino provided an overview of the Youth, Parks, & Community Enrichment Department's Park Capital Improvement Projects for the FY2019/20.

7. Youth, Parks, & Community Enrichment Director Report (Oral): Review Highlights for April**Location:** Citywide**Recommendation:** Informational**Contact:** Shannon Brown, Interim Director, (916) 808-6076, Department of Youth, Parks, & Community Enrichment

Shannon Brown provided an update on the following items:

- River Cats Independence Field was re-dedicated on April 13, showcasing the resurfaced baseball field (suitable for wheelchairs and walkers), a new electronic score board, and a facility completely rejuvenated with paint and repaired signage and monuments.
- Nearly 700 athletes ages 50 -75 competed in the Sports for Life Soccer Tournament on April 27 and 28. The 41 teams of men and women came from the Sacramento region, as well as the Bay Area, San Diego and Seattle.
- Partnered with Red Cross and had over 40 staff members complete a Red Cross Shelter training.
- Landscape & Learning interviewed 382 Youth Aide candidates for summer employment, 105 Youth Aides were selected.
- Prime Time Teen Program 47 currently enrolled; programs locations at Joe Mims Jr. Hagginwood Community Center and Sam & Bonnie Pannell Community Center.
- Youth Development Training Insitute (YDI) hosted a training during spring break and 42 individuals graduated. Youth from Summer at City Hall facilitated the morning warm-up and energizers each day.
- Aquatics offered a free Lifeguard Scholarship and Workshop Day where candidates practiced lifeguard class swimming pre-requisites with assistance from staff, and those with financial need who were interested in working for the City applied for free lifeguard training classes. 55 youth participated in Lifeguard Training during the month of April and so far 166 seasonal positions have been offered and accepted with the last round of hiring continuing during May.
- Underwater Easter Egg Hunt was held at Pannell Meadowview Pool on April 20 and had 131 participants; District 1 had their Helicopter Easter Egg Drop event.
- Oak Park had a ribbon cutting for the new outdoor soccer court in partnership with Street Soccer. Street Soccer will partner with Oak Park to provide soccer instruction and coaching for free, as well as offering a new recreation opportunity free to the public.
- Pannell Community Center hosted Square Root Academy's Great Stem Summit with approximately 70 youth. The all-day summit included hands-on computer,

Item #1

engineering, physics, and science activities and learning. In partnership with Square Root Academy, Pannell Center will be offering a brand new Tech Club offering youth and teens more hands-on STEM programming and career exploration starting this month.

- Summer @ City Hall (S@CH) received 193 applications for the 2019 summer program; 24 Returning Youth (The Avengers) have received more than 400 hours of specialized Youth Development Training in preparation for the 2019 program cycle; 6 members of the S@CH team graduated from the Spring YDI Training session.

Member Comments-Ideas, Questions and Meeting/Conference Reports

Commissioner Malik spoke about the Internatinal Garden of Many Colors water plot fees, naming opportunity for Sacramento Northern bike trail, green print leadership summit on Saturday, May 18, and requested the Chair consider establishing an Ad Hoc Committee to discuss the Powerhouse Center property at Del Paso Regiobnal Park to discuss ideas and future use of the property.

Commissioner Murphy announced park clean-up day at the BARK Park on June 1, 9AM – 12 Noon.

Commissioner Lavelle welcomed folks to come out to Distict 7 and enjoy the 13 miles of off-road bike trails during Bike Month, spoke about Earth Day and all the contributions the community made along the Sacramento River Parkway and Garcia Bend Park, and the fitness court downtown at Roosevelt Park.

Commissioner Mehta gave thanks to all those who assisted and participated in the Helicopter Easter Egg Drop event and the April 27, Natomas 5k run event.

Chair Flores announced the Community Enrichment nomination period is open and closes in June 30. He also mentioned the upcoming community meeting at Belle Cooleage Community Center with Triple-R staff and the grand opening of the South Land Park location for Triple-R program in June.

Adjournment

Chair Flores adjourned the meeting at 7:47 PM

Respectfully submitted:

Ilee Muller, Administrative Analyst
Department of Youth, Parks, & Community Enrichment

Approved by:

Joe Flores, Chair
Parks and Recreation Commission

Meeting Date: 06/06/19

Report Type: Discussion



**Youth, Parks, &
Community Enrichment
Report**

915 I Street, 3rd Floor
www.CityofSacramento.org

Title: Renaming Nuevo Park as Robert Brookins Park

Location: District 2

Recommendation: Pass a motion to support the City Council's adoption to rename Nuevo Park as Robert Brookins Park

Contact: Brianna Moland, Assistant Planner, (916) 808-6188, Department of Youth, Parks, & Community Enrichment

Presenter: Brianna Moland, Assistant Planner, (916) 808-6188, Department of Youth, Parks, & Community Enrichment

Department: Youth, Parks, & Community Enrichment

Division: Park Planning and Development Services

Dept ID: 19001021

Attachments:

- 01 Description/Analysis
- 02 Park Location Map (Nuevo Park)

Submitted By: Brianna Moland, Assistant Planner

Approved By: Shannon Brown, Interim Director

Signature:

A handwritten signature in black ink, appearing to read "Shannon Brown".

Attachment 01 – Description/Analysis

Issue: The Department of Youth, Parks, & Community Enrichment (Department) recommends that the Commission support renaming Nuevo Park to Robert Brookins Park. Nuevo Park is a 6.82-acre park located at 510 Hayes Avenue in North Sacramento (Council District 2). Nuevo Park was named after the Del Paseo Nuevo development project which redeveloped a blighted neighborhood with new housing. A new sign and a new plaque will be installed to reflect the renaming to Robert Brookins Park.

Robert Franklin Brookins Jr. was born on October 7, 1962 in the Del Paso Heights area of Sacramento, California. Robert was a respected professional singer, songwriter and producer who began singing at age four. In 1974, when he was 12, he won the Motown Records Soul Search competition with his group Little Robert and the Fondeles. It was around this time that Robert performed for President Ronald Reagan. By the time he was 18 years old, he had mastered all types of instruments including the drums, the keyboard, bass, guitar and horn instruments.

In 1981, Robert Brookins and his brother Michael joined the band Afterbach and provided vocals for the album “Matinee.” This album was produced by Maurice and Verdine White, creators of Earth, Wind & Fire. Earth, Wind & Fire is a 6-time Grammy winning American band. The band’s genre incorporates musical elements from Rhythm and Blues, soul, funk, jazz, disco, pop, and rock. Earth, Wind & Fire has been described as one of the most innovative and commercially successful acts of all time, and the band was inducted into the Rock and Roll Hall of Fame in early 2000. It was after Robert contributed vocals for Maurice and Verdine White’s album that he became Earth, Wind & Fire’s musical director and keyboard player throughout the early 2000s.

Robert has worked as a writer and a producer for artists such as Bobby Brown, Deniece Williams, The Whispers, Ramsey Lewis, Nancy Wilson and many others. He sang on singer George Duke’s self-titled 1986 album which led to a solo deal with MCA Records. He completed two solo albums titled “In the Night” and “Let It Be Me.”

Robert played at many venues throughout Sacramento including Chris Webber’s Center Court restaurant in Natomas and First Fridays in Sacramento.

Unfortunately, Robert passed away from a heart attack on April 15, 2009 at age 46. Funeral services were held on April 25, 2009 at Grant Union High School where Robert was an alumnus. The City of Sacramento appreciates Robert Brookins’ contribution to arts and culture.

Policy Considerations: On February 26, 2008, the City Council adopted Resolution 2008-112, establishing a Facility Naming Policy. The policy contains guidance when naming facilities or portions of facilities. One of the guiding policies encourages facilities to be named for individuals or families that have contributed significantly to the community or facility posthumously.

Providing parks and recreation facilities is consistent with the City’s strategic plan to enhance livability in Sacramento’s neighborhoods by expanding park, recreation, and trail facilities throughout the City. Park naming is part of the Park Development Process as outlined in the City of Sacramento’s 2005-2010 Parks and Recreation Master Plan.

Economic Impacts: The cost of a park sign is included in the Department’s Operating Budget.

Environmental Considerations: The proposed project consists of the construction and installation of two new small structures – a new sign and a new remembrance plaque. The construction of a new

park sign, and plaques is exempt from environmental review pursuant to CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures.

Sustainability: Not Applicable

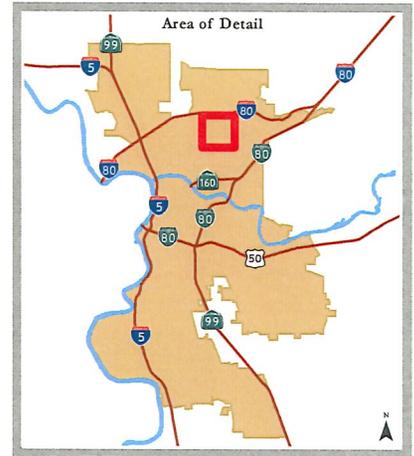
Commission/Committee Action: Not Applicable

Rationale for Recommendation: Renaming Nuevo Park as Robert Brookins Park is consistent with the City's Facility Naming Policy. The policy allows for facilities to be named for historical significance, distinct developmental features, neighborhood, community, or access streets, or an individual who has contributed significantly to the community or the facility at least one year after their passing.

Financial Considerations: There is sufficient funding in the Department's FY2018/19 Operating Budget (Fund 3204) to purchase the sign and provide a plaque honoring Robert Brookins.

Local Business Enterprise (LBE): Not Applicable

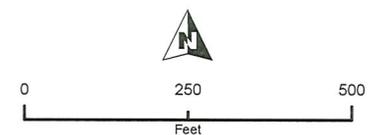
NUEVO PARK



Nuevo Park

Address: 510 Hayes Ave
 Council District: 2
 Community Planning Area: 8
 Park Type: Neighborhood
 Total Park Acreage: 6.82

City of Sacramento
Department of Parks and Recreation



Source: April 2009 Aerial Photograph

Meeting Date: 06/06/19

Report Type: Discussion



**Youth, Parks, &
Community Enrichment
Report**

915 I Street, 3rd Floor
www.CityofSacramento.org

Title: Park Safety Ranger Update

Location: Citywide

Recommendation: Informational

Contact: Danielle Luther, Park Safety Ranger Supervisor, 916-808-6048, Youth, Parks, & Community Enrichment; Robert Conroy, Park Safety Ranger Supervisor, (916) 808-3802, Youth, Parks, & Community Enrichment

Presenter: Danielle Luther, Park Safety Ranger Supervisor, 916-808-6048, Youth, Parks, & Community Enrichment; Robert Conroy, Park Safety Ranger Supervisor, (916) 808-3802, Youth, Parks, & Community Enrichment

Department: Youth, Parks, & Community Enrichment

Division: Park Safety Services

Dept ID: 19001526

Attachments:

01 Description/Analysis

Submitted By: Danielle Luther, Park Safety Ranger Supervisor

Approved By: Shannon Brown, Interim Director

Signature: 

Attachment 01 – Description/Analysis

Issue: The Park Safety Ranger program was created in 1995 with less than five full-time staff. The Park Safety Rangers were in Program Coordinator classifications but were known as “Park Safety Officers” and classified as civilian service staff. Duties centered mainly around distributing park permits to picnic areas at less than six parks.

As times and needs changed and our park land continued to grow, so did the need for a more specialized unit that would be responsible for the safety of our park guests and preservation of our park land. In 2010, the Park Safety Ranger program underwent significant changes to include the reclassification of Rangers from Program Coordinators to Park Safety Rangers who are now recognized as sworn peace officers with the State of California.

Thanks to Measure U, the Park Safety Services Division now has its largest number of staffing with a total of 13 full-time staff; seven of which are Measure U funded. We currently have eight Park Safety Rangers, two Assistant Park Safety Rangers, two Park Safety Ranger Supervisors, and one vacancy.

A typical day in the life of a City of Sacramento Park Ranger starts at either 6 a.m. (dayshift) or 12 noon (swing shift). Rangers are currently housed at the Police Central Station located at 300 Richards Boulevard. Rangers log on to and are monitored by the Sacramento Police Department’s Communications Center. Once logged on and ready to begin their shift, Rangers patrol the entire City of Sacramento parks system, stretching geographically from Elkhorn Boulevard to the North, the Elk Grove border to the south, and the Sacramento River to Watt Avenue at our easternmost border. This includes 228 parks and approximately 3,400 acres of park land.

Rangers respond to a variety of different calls for service, the vast majority involving unlawful camping and associated ordinance violations including contamination of waterways, littering and storage of excess personal property. Rangers also respond to suspicious circumstance calls, permit disputes, disturbances or safety concerns in and around our community centers, missing persons and calls for service related to the service, safety and preservation of our parks and park land.

Rangers receive calls for service in an equally diverse way; staff may be dispatched via the Sacramento Police Department 911 or non-emergency systems, City of Sacramento 311 (commonly known as the City Operator), council office complaints, internal calls for service from various city staff such as park maintenance, or simply hailed by a citizen for assistance during routine patrol.

Over the last two years, the team, in coordination with the Sacramento Police Department, has been awarded an off-highway vehicle (OHV), towing trailer, and approximately \$11,000 worth of funded overtime through a grant issued by the State of California Department of Parks and Recreation. The acquisition of this OHV has aided staff in a variety of different ways, which include the enforcement of unauthorized vehicles along trails and bike paths.

The Park Ranger team is actively creating partnerships with other city departments, most notably the addition of a Park Ranger to the Sacramento Police Department’s Impact Team in an auxiliary position as well as exploring ways to better interact with the community, more specifically, the youth.

Looking toward the future, the team is excited to continue the path of growth and development. The division is looking to add a Chief Park Safety Ranger position to allow Park Safety Ranger Supervisors to focus on the day-to-day, direct field work and supervision of staff. The Chief will handle a broader range of management and administrative activities. The motto is “service, safety

and preservation” and team goal is to continue to innovate and grow in a way that best represents the community.

Policy Considerations: Not Applicable

Economic Impacts: Not Applicable

Environmental Considerations: Not Applicable

Sustainability: Not Applicable

Commission/Committee Action: Not Applicable

Rationale for Recommendation: Not Applicable

Financial Considerations: Not Applicable

Local Business Enterprise (LBE): Not Applicable

Meeting Date: 06/06/19

Report Type: Discussion



**Youth, Parks, &
Community Enrichment
Report**

915 I Street, 3rd Floor
www.CityofSacramento.org

Title: Presentation on Neighborhood Associations in the City

Location: Citywide

Recommendation: Informational

Contact: Kriztina Palone, Interim Division Manager, (916) 808-2260, Department of Youth, Parks & Community Enrichment (YPCE)

Presenter: Kriztina Palone, Interim Division Manager, (916) 808-2260, Department of Youth, Parks & Community Enrichment (YPCE)

Department: Youth, Parks, & Community Enrichment

Division: Neighborhood Services Division

Dept ID: 19001515

Attachments:

01 Description/Analysis

Submitted By: Kriztina Palone, Interim Division Manager

Approved By: Shannon Brown, Interim Director

Signature: 

Attachment 01 – Description/Analysis

Issue: At the request of the Parks and Community Enrichment Commission, the Neighborhood Services Division was asked to present an overview of the division's engagement of neighborhood and community associations.

Over the last three years, the Neighborhood Services Division (NSD) has undergone a major transition, with a significant decrease in staffing capacity. Due to the numerous changes throughout the division, the service delivery and ongoing engagement of the neighborhood associations that are registered with NSD has shifted dramatically, in both, approach and strategy. The Neighborhood Services team will present the Commission with a summary of the creative ways they continue to support the hugely valuable partnerships with community and neighborhood leaders in their effort to reach as many constituencies, residents, and communities across the entire City of Sacramento.

NSD's presentation to the Commission will include the following topics:

- **Current State and Capacity of the Division** – Since 2008, the division's staffing capacity has consistently declined almost annually, having a significant impact on the team's ability to maintain and develop new outreach efforts.
- **Overview of Outreach Tools, Methods and Strategies** – Given NSD's limited staffing capacity, the existing team decided to restructure how they engage all of their current stakeholders and users of their services that include: Sacramento citizens, nonprofit organizations, the business community, City colleagues and governmental agencies.

From upgrading the Tidbits newsletter (now called Community Connection) and establishing the hugely popular bi-weekly newsletter called Neighborhood News, to establishing stronger collaborations with governmental departments, these various efforts have helped to refine and evolve the Neighborhood Services Division's ability to disseminate critical information as far and wide throughout the neighborhoods, despite the division's limitations.

- **Summary of Outreach Requests Made to the Neighborhood Services Team** – Over the last two years, the number of requests by other City departments, governmental agencies and community-based organization providers has significantly increased, as the popularity of the division's online presence and publications continue to grow. An overview outlining many of those requests will be provided to the Commission.
- **Description of the Neighborhood Association Directory on NSD's Website** – A summary of the number of neighborhood associations that are displayed on NSD's online directory, how the site is maintained, and utilization of the directory.
- **Future Projects to Enhance Community Engagement by the NSD Team** – The NSD team will provide a brief synopsis of upcoming projects they have been working on since the first of the year. Although, still in the development phase, the goal is to continue creating ways of getting much-needed information and resources to the division's overall stakeholders and networks, in an effort to support and enhance neighborhoods throughout Sacramento.

Policy Considerations: Not Applicable

Economic Impacts: Not Applicable

Environmental Considerations: Not Applicable

Sustainability: Not Applicable

Commission/Committee Action: Not Applicable

Rationale for Recommendation: Not Applicable

Financial Considerations: Not Applicable

Local Business Enterprise (LBE): Not Applicable

Meeting Date: 06/06/19

Report Type: Discussion



**Youth, Parks, &
Community Enrichment
Report**

915 I Street, 3rd Floor
www.CityofSacramento.org

Title: Approving the Bylaws for the Parks and Community Enrichment Commission

Location: Citywide

Recommendation: Pass a motion to approve the revised Bylaws for the Parks and Community Enrichment Commission

Contact: Sheryl Patterson, Senior Deputy City Attorney (916) 808-5346

Presenter: Sheryl Patterson, Senior Deputy City Attorney (916) 808-5346

Department: City Attorney

Division: N/A

Dept ID: N/A

Attachments:

- 01 Description/Analysis
- 02 Redline changes to Bylaws
- 03 Bylaws proposed for adoption

Submitted By: Sheryl Patterson, Senior Deputy City Attorney

Approved By: Shannon Brown, Interim Director

Signature: 

Attachment 01 – Description/Analysis

Issue: The name of the Parks and Recreation Commission has changed to the Parks and Community Enrichment Commission for consistency with the revised name of the Department of Youth, Parks & Community Enrichment. The change to the Commission's bylaws is to reflect the new name, remove reference to public hearings because the Commission no longer hears tree removal appeals, and to clean-up the wording for accuracy, consistency with the City Code regarding the Commission's authority, and to delete duplicative statements.

Policy Considerations: Not Applicable

Economic Impacts: Not Applicable

Environmental Considerations: Not Applicable

Sustainability: Not Applicable

Commission/Committee Action: Not Applicable

Rationale for Recommendation: The revised Bylaws reflect the new name for the Commission and update the protocol for its operations.

Financial Considerations: Not Applicable

Local Business Enterprise (LBE): Not Applicable

**SACRAMENTO CITY PARKS AND RECREATION COMMUNITY ENRICHMENT
COMMISSION
RULES OF PROCEDURES**

I. AUTHORITY

These rules of procedure are adopted pursuant to Section 2.62.049040 of the Sacramento City Code.

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II. MEMBERSHIP

A. Appointment

The Parks and Recreation Community Enrichment Commission ("Commission") shall be comprised of eleven members, eight recommended for appointment by each council member, one appointed by the Mayor, ~~Council Members~~ and two recommended for appointment by the Personnel and Public Employees ~~Committee~~, Committee. All members are appointed by the Mayor with the approval of a majority of the City Council.

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B. Term Lengths and Limits

Members shall serve a term of four years. -No member shall serve for more than two consecutive terms.- In the event a vacancy occurs, the Mayor, Council Member, or the Personnel and Public Employees ~~Committee~~, Committee, as applicable, with the approval of a majority of the City Council, shall recommend or appoint a successor to serve the unexpired term.- A member shall serve until his or her successor has been appointed.

III. POWERS AND DUTIES

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A. The powers and duties of the Commission shall be as follows:

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1. To provide recommendations and advice to the City Council and the Department of Youth, Parks and Recreation, & Community Enrichment on policies, projects, programs, and other matters pertaining to parks, ~~recreation, trees,~~ and human services community enrichment affecting the City of Sacramento. The matters upon which the Commission will provide recommendations and advice may be referred to the Commission by the City Council, the Director of Youth, Parks and Recreation, & Community Enrichment ("Director"), the community, or members of the Commission.

2. To review and provide recommendations on the development and implementation of the Parks and Recreation Master Plan as an element of the City's General Plan.

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3. To ~~conduct public hearings and~~ review complaints and other matters pertaining to parks and recreation community enrichment issues, as requested by the Director ~~of Parks and Recreation~~ or the City Council.

4. To conduct an annual workshop to review the Department's annual operating budget and capital improvement plan.

~~5. To hear appeals from decisions of the Director of Public Works relating to tree maintenance and removal pursuant to Sections 12.56.120 and 12.64.060 of the Sacramento City Code.~~

~~6~~ 5. To meet with neighborhood associations and park user groups to discuss parks and recreation community enrichment issues and needs.

76. To encourage individuals, business businesses, and citizens community groups to contribute funds, property and/or volunteer services for the development and operation of parks and recreation community enrichment facilities and programs.

IV. OFFICERS

A. Election of Officers

The Commission shall elect from its membership the Chair and the Vice-Chair at the first regular meeting in April and then annually thereafter. ~~When there is a vacancy in the office of chairperson or vice chairperson, the Commission shall fill that office from among its members.~~

B. Duties of the Chair

1. The Chair shall preside and preserve order at all regular and special meetings of the Commission.

2. The Chair shall state recognize or restate every motion coming before the Commission, announce the decisions of the Commission on all subjects, and decide all questions of order without debate. ~~The Chair shall execute all formal documents on behalf of the Commission.~~

3. The Chair shall be entitled to make and second motions on matters before the Commission and vote on actions, but shall possess no veto power over actions of the Commission.

4. The Chair shall collaborate with members regarding all meeting requests, including meetings of any Standing Committees and Ad-Hoc meetings Committees, as

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well as review ~~of with the Director~~ all meeting agenda items. ~~Members may submit items for inclusion on a future agenda by orally making the request under Questions, Ideas, and Announcements of Commission Members.~~

C. Chair--Succession

In the absence of the Chair, the Vice-Chair shall for that ~~occasion consent to meeting shall assume~~ the duties and obligations of the Chair. In the absence of the Chair and Vice-Chair, the ~~Secretary~~Director shall, ~~if necessary,~~ call the Commission to order, and a temporary Chair shall be elected from among the members present. Upon arrival of the Chair or Vice-Chair, the temporary Chair shall relinquish the Chair upon conclusion of the item then before the Commission.

V. MEETINGS

A. Meetings and Meeting Place

The Commission shall meet approximately monthly and not less than eight times per year. The Commission shall meet at 915 I Street, Sacramento, or at such other place to which the meeting may be adjourned and as provided in Government Code §54954. In the case of an emergency or other condition rendering the regular meeting place unsafe or unsuitable for the meeting, the meeting may be held for the duration of such condition at such other place as may be designated by the presiding officer in a notice to the local media who have requested such notices in writing. The notice shall be given by the most rapid means of communication available at the time.

B. Regular Meetings

1. The Commission shall hold its regular meetings on the first Thursday of each month at the hour of 6:~~3000~~ p.m., except that upon adoption ~~or revision of anthe~~ annual meeting calendar, regular meetings may be cancelled or rescheduled to a different date ~~or time~~.

2. If the regular meeting date falls on a legal holiday, the meeting shall be held on such day as shall be agreed by the Commission.

C. Special Meetings

1. A special meeting may be called by the Chair or by the ~~Parks and Recreation~~Director.

2. Business at a special meeting shall be limited to the items specified in the special meeting notice.

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3. A special meeting shall be held at the place specified in the notice and as provided in Government Code §54954.

4. Joint meetings of commissions fall under the category of a "special meeting." ~~At a joint meeting, only those items that are of interest to both boards~~commissions may be discussed. ~~Meeting minutes of the individual boards~~commissions may not be agendized at a joint meeting.

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5. Notice of a special meeting shall be given by the Director at least ~~twenty-four~~ (24) hours before the time of the meeting by delivering written notice ~~either personally or by any other means~~electronically to each member of the Commission at his or her ~~usual place of residence or other~~ specified e-mail address and ~~to each local newspaper of general circulation, radio, and television station requesting special meeting notice in writing, posting on the City's website.~~ The notice shall specify the time and place of the special meeting and the business to be transacted or discussed and shall ~~be posted at least~~ twenty-four24 hours before the meeting at a publicly accessible bulletin board, as required in Government Code §54956.

D. Adjourned Meetings

1. The Commission may adjourn any regular, ~~special, adjourned regular, or adjourned or~~ special meeting to a time and place specified in the order of adjournment. ~~A copy of the order of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held, within~~ twenty-four (24) hours after the time of the adjournment.

2. Unless stated otherwise, all references in these Rules to regular meetings and special meetings shall include adjourned regular meetings and adjourned special meetings.

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E. Quorum

1. A quorum shall be required for the Commission to take any action or discuss any agenda item(s). ~~A quorum shall be six members.~~ However, in the event of any vacancy or vacancies, the quorum shall be the majority of members then serving on the Commission. ~~The affirmative vote of six members present and voting shall be necessary to~~ approve~~pass~~ any item~~motion~~.

2. In the absence of a quorum as to a particular item of business before the Commission due to a conflict of interest by one or more Commission members, the item shall be continued until the next regular meeting or to a special meeting unless participation of one or more of the Commission members with a conflict of interest is legally required for the action or decision to be made, in which case ~~a quorum may be~~

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established and the quorum may hear, consider, and/or take action on the item as the Commission deems appropriate.

3. During the course of meeting, should the Chair note a ~~Commission's~~ quorum is lacking, the Chair may declare a recess for a reasonable period of time in order to reestablish a quorum or the meeting shall be ~~deemed automatically~~ adjourned. In the absence of a quorum, the Chair, the Vice-Chair, any member of the Commission, or, in their absence, the Director, shall adjourn the meeting in the manner described in section V.D., provided that 15 minutes shall have elapsed after the hour set for the meeting.

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F. Attendance at Meetings

If any Commissioner cannot attend a meeting, he or she shall notify the Chair and the Commission Secretary as soon as possible, but no later than noon on the meeting day.- Failure of any member to attend three (3) consecutive regular meetings shall be deemed good cause for removal per City Code Section 2.40.100. ~~If a Commissioner contacts the Chair prior to a meeting, the absence is considered "excused". If the member does not communicate his/her absence, it is considered "unexcused".~~

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G. Stipends

Each member of the Commission shall receive a stipend payment ~~of fifty dollars (\$50.00)~~ for each Commission meeting attended, ~~not to exceed a total of two hundred fifty dollars (\$250.00) per month, or such other~~ in the amount of compensation as may be set by the Compensation Commission established by Section 29 of the Sacramento City Charter.

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I. Meetings Open to Public

All regular, and special, ~~and~~ meetings of the Commission and meetings of its standing committees ~~Standing Committees~~ shall be open to the public to attend.

VI. THE AGENDA AND MINUTES

A. Agenda Preparation and Delivery

1. For all regular and special meetings, the Commission Secretary shall prepare an agenda setting forth the time and place of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting. Agenda items shall be submitted by the Director ~~of Parks and Recreation,~~ and/or Commission the Chair.

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2. Regular meeting agendas shall be ~~mailed or delivered~~sent electronically to each Commissioner at least three days prior to the day of the meeting. -Special meeting agendas shall be ~~mailed or delivered~~sent electronically to each Commissioner as soon as practicable prior to the day of the meeting.

3. The agenda packet shall include the agenda, staff reports and other attachments. -Corrections or supplements to a staff report or other written materials already included in the agenda packet may be delivered separately.

4. If requested, the agenda shall be made available in appropriate alternative formats upon request by a person with a disability in compliance with the Americans with Disabilities Act of 1990.

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5. Members may submit items for inclusion on a future agenda by orally making the request under Questions, Ideas, and Announcements of Commission Members, or by contacting the Chair.

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B. Posting

At least 72 hours before each regular meeting, the Commission Secretary or representative shall post the agenda at a publicly accessible bulletin board at the meeting location, as required by law. Agendas will also be published to the City's website 72 hours before each regularly scheduled meeting.

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C. Right of Public to Address Commission—Regular Meetings

The agenda for every regular and special meeting shall include an opportunity for members of the public to directly address the Commission on any item of interest to the public within the Commission's jurisdiction. -If the item is not listed on the agenda, the public may address the Commission under the agenda item called, "Public Comments - Matters Not on the Agenda"-." If the item is on the agenda, the public may address the item when the item is announced.- No discussion or action shall be taken on any item not appearing on the agenda, except as provided in subsection ED., below.

~~D. —Right of Public to Address Commission—Special Meetings~~

~~—The agenda for every special meeting shall include an opportunity for members of the public to directly address the Commission on any item on the agenda before or during consideration of that item. —No items may be added to the special meeting agenda.—No action shall be taken and no discussion shall be had on any item not on the special meeting agenda.~~

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D. Non-Agenda Items—Regular Meetings

1. ~~Consideration Limited to Agenda Items~~

No action or discussion shall be taken on any item not appearing on a regular ~~or special~~ meeting posted agenda, except as provided below:

(a) Commissioners may respond briefly to statements made or questions posed by members of the public addressing the Commission on any item not on the agenda.

(b) Commissioners may, on their own initiative or in response to questions posed by a member of the public, ask a question for clarification, make a brief announcement, make a brief report on his or her own activities, or provide a reference to staff or other resources for factual information.

(c) Individual Commission members may contact other members of the Commission prior to a regular ~~or special~~ meeting for the purpose of making ~~of a~~ brief announcement, ~~i.e.; a special event~~, but shall not participate in any further communication or discussion on any matter than may come before the Commission.

E. Minutes of the Meeting

Written minutes of the Commission meeting shall be prepared by the Commission Secretary ~~and mailed or delivered~~ sent electronically to members of the Commission with the agenda for the next regular meeting.

F. Approval of Meeting Minutes

The minutes of a Commission meeting may be approved by consensus without ~~reading by~~ a formal motion of the Commission.

VII. ORDER OF BUSINESS

A. Regular Meetings

The ~~order of business~~ agenda format of all regular meetings of the Commission shall be as approved by the City ~~Clerk's Office~~ Clerk.

B. ~~Regular Meetings~~ Order of Business - Change

The order of business may be changed at any time by ~~order of~~ either the Chair ~~with the consent of the Commission~~ unless a motion rejecting such change is approved, or by a majority vote of the Commission.

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C. Conduct of Meeting

The Chair or presiding officer shall take the seat at the hour appointed for the meeting and shall immediately call the meeting of the Commission to order.

D. Roll Call/Attendance

Before proceeding with the business of the Commission, the roll of the members shall be called by the Commission Secretary ~~to the Commission,~~ and the names of those present shall be entered in the minutes. ~~A majority of the members of the Commission in office shall constitute a quorum and the Chair shall note the members present for the minutes.~~ The late arrival of members shall be entered into the minutes.

E. Standards of Decorum of General Applicability

1. While the Commission is in session, the members and persons in attendance shall preserve order and decorum, shall not, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission or disturb any member while speaking, and shall not refuse to obey the orders of the Commission Chair or ~~its~~the presiding officer. - Commissioners and persons in attendance shall be courteous at all times in their dealings with the public, staff and each other.

2. No question shall be asked by the public to a member of the Commission ~~except through of staff unless authorized by~~ the Chair.

3. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission, or who disrupts the meeting of the Commission may be barred by the Chair from further audience attendance before the Commission during that meeting, unless permission to continue is granted by a two-thirds vote of the Commission members present and voting. Any person who, without authority of law, willfully disturbs or breaks up a Commission meeting in violation of California Penal Code section 403 shall be subject to arrest in addition to expulsion from the meeting.

F. Conduct of Persons Addressing the Commission

1. Each person desiring to address the Commission shall, upon invitation of the Chair, step to the podium and may give his or her name, address, and group affiliation, if any, in an audible tone of voice for the record. -All remarks shall be addressed to the Commission as a body and not to any individual member, to staff, or to the public. The Chair may limit the amount of time allowed for each person to speak when the Chair determines time limits are necessary for the orderly conduct of the meeting and the limits are fairly applied.

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2. When more than one person is to address the Commission on a particular item, ~~it shall be proper for~~ the Chair ~~to~~may request each succeeding speaker to limit themselves, ~~to the extent possible,~~ to the presentation of new material to avoid repetition and unnecessary delay of the proceedings.

3. Written communications to the Commission on matters to be addressed at a meeting should be submitted in sufficient time before the meeting day to permit careful consideration by the Director and staff and, when practicable, by each Commission member.

4. Whenever any group of persons wishes to address the Commission on the same subject matter, ~~it shall be proper for~~ the Chair ~~to~~may request that a spokesman be chosen by the group to address the Commission and, ~~in case additional matters are to be presented at the time by any member of the group,~~ to limit the number of persons ~~so~~ addressing the Commission, ~~so as~~ to avoid unnecessary repetition.

G. Conduct of Commission Members

1. Each member of the Commission desiring to speak ~~on a matter before the Commission~~ shall ~~address the Chair and, upon request~~ recognition by the Chair, ~~shall address the matter before the Commission.~~ Commissioners shall avoid ~~indecorous using improper~~ language and ~~making~~ personal ~~reflections upon the Commission, its individual attacks toward other~~ members, ~~the public,~~ and ~~the~~ staff.

2. A Commission member shall not be interrupted when speaking unless it is to call the member to order, to raise a point of order, or for the purpose of explanation. If a member, while speaking, ~~be is~~ called to order, or if a point of order is raised, he or she shall cease speaking until the question of order is resolved and the Chair again recognizes the member.

3. The Commission member ~~moving~~making the ~~adoption of motion for an order of business agenda item~~ shall have the privilege of closing the debate.

~~4. A motion to reconsider any action taken by the Commission may be made only on the day such action was taken, made either immediately, during the same session, or at a recessed session. The motion must be made by one on the prevailing side, seconded by any member, and may be made at any time and shall have precedence over all other motions or while a member has the floor.~~

H. Length of Meeting

If a meeting continues in session to 10:30 ~~P.M.p.m.~~, the Chair shall make a motion to continue beyond 10:30 ~~P.M.p.m.~~ or adjourn the meeting.

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VIII. PROCEDURE FOR PUBLIC HEARINGS

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A. Rules for Conducting Hearings

Whenever any action of the Commission requires an administrative hearing where findings of fact are required by law, the provisions of this section shall govern. These rules shall not be applied to alter the substantive or procedural rights granted to any person under the law. The provisions of this Section VIII, however, shall prevail over any inconsistent provisions of these Rules.

B. Opening Hearing

At the time and place fixed in the notice of the hearing or by the Commission, the Chair shall proceed to open the hearing by introducing the item of business which is the subject of the hearing. The Chair shall inform all parties of the nature of the proceedings and of their procedural rights contained in this Section VIII. Those persons wishing to testify at the hearing shall not be required to testify under oath or affirmation unless the Commission or a person who may be adversely affected by the decision made on the issue being heard requests that all testimony in the hearing be under oath or affirmation. If such a request is made, the Secretary shall swear in all persons intending to testify during the hearing. The Secretary, unless objected to by the Commission, may collectively swear in all persons intending to testify at any of the administrative hearings schedules at the Commission meeting where testimony is to be under oath or affirmation.

C. Order

The Chair may then undertake to receive evidence in the matter in the following order:

- The Director or his/her representative(s) and witness(es).
- The proponent, appellant and his/her representative(s) and witness(es).
- Members of the public.
- Closing statement/rebuttal of the proponent, appellant and his/her representative(s).

The Chair, for good cause, may alter the order of presentation of evidence.

D. Questions

After presentation of evidence by any person, the Chair may entertain questions from members of the Commission directed at the person presenting evidence.

E. Closing the Hearing

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~~_____The hearing may be closed by motion or, absent objection, by the Chair upon completion of the presentation of evidence. The Commission may thereafter take the matter under submission or proceed to render a decision.~~

~~F. _____ Reopening the Hearing~~

~~_____The hearing may be reopened for purposes of accepting additional evidence upon motion of the Commission.~~

~~G. _____ Decision~~

~~_____At the conclusion of a hearing, the Commission shall adopt findings of fact in support of the decision. The Chair shall announce the intended decision and direct staff to prepare the written findings for approval by the Chair. Once the written findings of fact have been signed by the Chair, the decision on the issue shall then be final.~~

~~H. _____ Evidence~~

~~_____Any relevant evidence will be admitted at the hearing if it is the type of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs regardless of the existence of common law or statute which might make improper the admission of the evidence over objection in civil actions. Unduly repetitious and irrelevant evidence shall be excluded by the Chair. Written staff reports and attachments submitted to the Commission with the agenda material or at the hearing shall be deemed to be, and shall become, a part of the record of the hearing proceedings. A copy of the staff report and attachments shall be available in the meeting room for public inspection during the hearing. The Commission may take official notice of all official documents, resolutions, and ordinances of the City.~~

~~I. _____ Ex Parte Communications~~

~~_____After the hearing is opened and prior to the time that members of the public are called to present testimony or other evidence, each member of the Commission shall place on the record the subject and substance of any written or oral ex parte communication concerning the subject matter of the hearing and the identity of the person, group, or entity with whom the communication took place, including but not limited to members of government agency staff, applicants, appellants, and members of the public. Members of the Commission who conduct site visits pertaining to the subject of the hearing shall place on the record the date and time of the site visit.~~

~~J. _____ Rights~~

~~_____Each party shall have the following rights:~~

- ~~• _____To introduce oral, documentary, and physical evidence;~~

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- ~~• To ask questions of other parties and witnesses, by addressing the question through the Chair, on any matter relevant to the issues of the hearing;~~
- ~~• To represent himself or herself or to be represented by any one of his or her choice who is lawfully permitted to do so.~~

~~K. Time Limits~~

~~— The Chair may impose reasonable time limits on any person addressing the Commission, including applicants, proponents, and opponents, when the Chair determines time limits are necessary for the orderly conduct of the hearing and the limits are fairly applied.~~

~~L. Exhibits~~

~~— Any person submitting architectural renderings, models, conceptual drawings, or other graphic representation of a proposed project shall exclude any and all features of the project site not currently in existence nor reasonably expected to be on the site in the future. All the renderings, models, drawings, and representations of a project shall become a part of the record and shall remain in the custody of the Commission; provided, however, that photographs or appropriate size, color, and clarity may be accepted at the discretion of the Commission in lieu of the actual renderings, models, drawings, and other representations.~~

~~M. Continuing Body~~

~~— The Commission shall be a continuing body. No measure pending before the Commission shall be abated or discontinued by reason of the expiration of the term of office, resignation, or removal of a Commission member. No Commission member shall be disqualified from participating in any decision on an item of business that was the subject of a hearing during the absence of that member if the member listens to the tape recording or reads the transcript of the hearing prior to participating in the decision on the item. The Commission member shall state on the record that he/she listened to the digital recording or read the transcript of the hearing prior to participating in the decision.~~

~~N. Additional Rules~~

~~— The Chair may establish other rules of procedure for the orderly and expeditious administration of hearings as may be necessary or convenient for the orderly conduct of the hearing.~~

~~O. Strict Compliance Not Necessary~~

~~— The Commission's failure to strictly comply with these administrative hearing rules of procedure shall not affect the validity of any proceedings taken.~~

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IX. VOTING

A. Majority Vote

All motions by the Commission shall be carried by not less than six (6) affirmative votes.

B. Abstention –~~Qualified Member~~–Majority Vote

~~1.~~ An abstention shall be recorded when a member, although qualified to vote on a motion, states "abstain."~~and shall not be counted for purposes of determining a majority vote.~~

~~2.~~ ~~An abstention shall not be considered for purposes of determining a majority vote. For purposes of determining whether a sufficient number of Commissioners are present to act on an item of business, however, an abstaining member shall be counted as present. For example, where seven Commissioners are present and qualified to vote, a vote on a motion of 3 in favor, 2 opposed, and 2 abstain would be a majority vote.~~

C. Conflict of Interest

No ~~Commissioners~~Commissioner shall make, participate in making, or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by law due to a conflict of interest.

D. Conduct During Consideration of Item by Disqualified Commissioner

1. At the time the Chair calls an item from which a Commissioner is disqualified from participation under subsection C., above, the disqualified Commissioner shall announce the fact and the reason he or she is disqualified for the record and shall immediately leave the room for the duration of the item.

2. If the item, from which the Commissioner is disqualified from participation under subsection C, above, is on the consent calendar, the Commissioner shall announce the fact and the reason for disqualification and recuse him/her from discussing and voting on the matter, but is not required to leave the room during the consent calendar.

3. A Commissioner who is disqualified from participation under subsection C above may speak to the item as a member of the general public if, after announcing the fact and the reason for disqualification and re-excusing him/herself from discussing and voting on the matter, speaks from the same area as members of the public. The

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Commissioner may also listen to the public discussion of the matter with the members of the public, pursuant to 2 Cal. Code of Regs. 18702.5 (d) (3).

E. Abstention - Conflict of Interest

A Commissioner disqualified from participation under subsection C, above, shall not be considered present at the meeting for the item(s) of business on which such member is disqualified.

X. MOTIONS

A. ~~No motion shall be entertained when a question is before~~ All actions of the Commission except shall be made by one of the following listed in order of precedence. Any such motion, except to adjourn, postpone, substitute or reconsider, shall types of motions, all motions must seconded before consideration, only three motions may be put to aon the floor, and except as provided below, require a majority vote without discussion of the members present.

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1. ~~Basic Motion to~~ A motion to put forward a decision of the Commission for a matter on the agenda.

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2. Motion to Amend – A motion to change a provision of the motion under consideration.

3. Motion to Recess or Adjourn – A motion to adjourn requires a second and is not debatable except to set the date and time to which either temporarily pause the meeting is adjourned or to consider the meeting even though there is unfinished business. The purpose of a motion to adjourn is to terminate the meeting although the business on the agenda has not been completed, and a time fixed for adjournment has not yet arrived.

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24. Motion to Table – The purpose of this A motion is to terminate further consideration of the subject agenda item being discussed without qualification. The effect of the motion, if approved, is to not only end discussion on any the other motion(s) being considered, but to preclude any other motion being made. A motion to table requires a second, is not amendable, and is not debatable. cannot be amended by another motion. A motion to table shall not preclude any member from requesting placing the subject on an agenda forat a later meeting.

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35. Motion to Postpone to a Certain Time/Day Limit Debate – A motion to postpone to a time certain is amendable, and to end discussion on the other motion(s), is not debatable as to the propriety, and requires an affirmative vote by two-thirds of postponement and as to time set in the motion. The purpose of the motion is to

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~~postpone the subject under discussion to another specified time. members present to pass.~~

6. Motion to Substitute – A motion to substitute the motion under consideration with another motion ~~requires a second, is not amendable and is debatable~~. A motion to substitute must be germane to the subject and compatible with the underlying purpose of the motion under consideration; ~~and if. A motion to substitute cannot be amended by another motion. If~~ passed, the substitute motion will, ~~by its own action,~~ eliminate ~~the necessity to vote on~~ the motion being substituted. If the substitute motion fails to pass, debate will resume on the motion previously being considered.

47. Withdrawal of Motion – A motion may not be withdrawn by the movant without the consent of the member seconding it.

~~58. Motion to Reconsider - After a motion has been approved, a member who voted on the prevailing side may ask for reconsideration of the action taken by the Commission. This motion may only be made at the meeting when such action was taken, and reconsideration of the agenda item occurs at the next meeting.~~

9. Voting on a Motion – The vote on a motion shall be taken either by ~~unison voice~~ vote or roll call vote and entered in ~~full upon~~ the record. The Chair shall announce ~~the result whether the motion passes based on the~~ vote. Any member wanting to declare a conflict of interest or abstain shall do so prior to the vote ~~being taken on the motion.~~

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X. DISTRIBUTION OF MATERIALS

A. Commission Meetings

Agendas and other writings distributed by any person to all or a majority of the Commission in connection with a matter subject to discussion or consideration at a public meeting shall be made available for inspection and copying as public records. Writings prepared by staff or by a member of the Commission which are distributed during a public meeting shall be available for public inspection at the meeting. If prepared by some other person, the writings shall be made available for public inspection after the meeting. In this case, a copy of the writing shall be delivered to the ~~Secretary~~ Commission Secretary who will keep the copy with the record of the Commission meeting and make a copy available for inspection and copying as required by law. These writings shall be made available in alternative formats upon request by a person with a disability in compliance with the Americans with Disabilities Act of 1990.

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XI. STANDING COMMITTEES

A. Appointments

1. The ~~Commission members~~ shall submit their Standing Committee preferences to the Chair at the first ~~regular~~ meeting ~~following of~~ the ~~selection of Chair and Vice Chair and annually thereafter year~~. The Chair shall move forward with nominations at the next regular or special meeting, whichever occurs first. All appointments shall be confirmed by the full Commission.

2. A Standing Committee shall be comprised of not more than five (5) members. A member may serve on more than one Committee.

3. Standing Committee meetings are subject to compliance with the Brown Act.

4. ~~A member of the public who is not an appointed Commission member may be a non-voting Committee member with approval from the full Commission. No Committee shall be comprised of more than five (5) appointed Commission members. A Commission member may serve on more than one Committee. the approval of the Commission. All appointments shall be confirmed by the full Commission. Standing Committees are subject to the Brown Act.~~

B. Meetings

No Standing Committee meeting, whether requested by City staff or an individual Committee member, shall be scheduled without the prior approval of the Commission Chair.

C. Agenda & Agenda Items

1. The Chair shall review all agenda requests for consideration. Members may submit items for inclusion on a future agenda by orally making the request under Commissioner's Ideas, Questions, and Announcements.

2. At least 72 hours before each regular meeting, the Commission Secretary or representative shall post the Standing Committee agenda at a publicly accessible bulletin board at meeting location, as required by law.

3. No action or discussion shall be taken on any item not appearing on a regular Standing Committee meeting posted agenda, except that members or staff may briefly respond to statements made or questions posed by persons giving public testimony.

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4. Standing Committee meeting minutes shall be approved at the next regular scheduled ~~committee~~Committee meeting. Committee chairs may share their ~~committee~~Committee draft minutes at the next regularly scheduled Commission meeting as a "receive and file" consent item.

XII. AD-HOC COMMITTEES

A. Establishment

1. The Chair may establish Ad-Hoc Committees. Once the Chair or a member of the Commission has requested the creation of an Ad-Hoc ~~committee~~Committee, the Director ~~of Parks and Recreation~~ together with the City Attorney ~~will~~may be asked to determine the scope and approximate length of time the ~~ad hoc committee~~Ad Hoc Committee will be needed.

2. The Director ~~of Parks and Recreation~~ ~~will~~may submit a request to the Chair ~~with a copy to the Commission Secretary requesting for~~ the creation of ~~and appointment of up to four (4)~~ the Ad-Hoc Committee.

3. Ad Hoc Committees may be comprised of not more than five (5) members to an Ad-Hoc committee. The Chair will make Ad-Hoc ~~committee~~Committee appointments at during or at the next ~~regularly scheduled~~ Commission meeting.

34. Commission members who are not Ad-Hoc Committee Members shall not attend the Ad-Hoc ~~committee~~Committee meetings.

45. Once the Ad-Hoc ~~committee~~Committee has completed its task, the ~~Chair~~Committee will submit a report to the ~~Department Director, with a copy to the Commission Secretary, stating completion of the Ad-Hoc committee tasks and dissolving the Ad-Hoc committee and the Ad-Hoc Committee will then be dissolved.~~

B. Scheduling

Once an Ad-Hoc ~~committee~~Committee has been established by the Chair, ~~all the Committee may meet at their discretion or~~ meeting requests ~~will~~may be directed to ~~staff~~the Commission Secretary for coordination with members' calendars and to locate a meeting location. ~~Once confirmed, staff will notify the members and the Commission Chair of the details of the committee meeting.~~

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XIII. CHANGES TO THE RULES

A. Amendments

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These Rules of Procedure may be amended at any time and the motion to amend the Rules is carried by the minimum number of affirmative votes specified in section ~~IXVIII.A.2.~~

B. Suspension

Any section of these Rules of Procedure may be temporarily suspended by the unanimous consent of all members present.

C. ~~Roberts~~Rosenberg's Rules of Order

All questions of order not addressed in these Rules and Procedures shall be determined in accordance with ~~Robert's Rules of Order, except that if a substitute motion is adopted which completely supercedes the main motion, no additional vote on the main motion as substituted shall be necessary~~Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century.

D. Copies

The ~~board and commission support staff~~Commission Secretary shall furnish each member of the Commission with ~~one or more copies~~a copy of these Rules and Rosenberg's Rules of Order, shall maintain a copy at the Commission's meeting place, and shall ~~maintain~~provide a ~~supply for~~copy to the public ~~purposes~~upon request.

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~~XV~~XIV. VALIDITY OF ACTIONS

No action taken by the Commission which is otherwise legally valid shall be voided or nullified by reason of a failure to follow these Rules of Procedure.

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SACRAMENTO CITY PARKS AND COMMUNITY ENRICHMENT COMMISSION RULES OF PROCEDURES

I. AUTHORITY

These rules of procedure are adopted pursuant to Section 2.62.040 of the Sacramento City Code.

II. MEMBERSHIP

A. Appointment

The Parks and Community Enrichment Commission (“Commission”) shall be comprised of eleven members, eight recommended for appointment by each council member, one appointed by the Mayor, and two recommended for appointment by the Personnel and Public Employees Committee. All members are appointed by the Mayor with the approval of a majority of the City Council.

B. Term Lengths and Limits

Members shall serve a term of four years. No member shall serve for more than two consecutive terms. In the event a vacancy occurs, the Mayor, Council Member, or the Personnel and Public Employees Committee, as applicable, with the approval of a majority of the City Council, shall recommend or appoint a successor to serve the unexpired term. A member shall serve until his or her successor has been appointed.

III. POWERS AND DUTIES

A. The powers and duties of the Commission shall be as follows:

1. To provide recommendations and advice to the City Council and the Department of Youth, Parks, & Community Enrichment on policies, projects, programs, and other matters pertaining to parks and community enrichment affecting the City of Sacramento. The matters upon which the Commission will provide recommendations and advice may be referred to the Commission by the City Council, the Director of Youth, Parks & Community Enrichment (“Director”), the community, or members of the Commission.

2. To review and provide recommendations on the development and implementation of the Parks and Recreation Master Plan as an element of the City’s General Plan.

3. To review complaints and other matters pertaining to parks and community enrichment issues as requested by the Director or the City Council.

4. To conduct an annual workshop to review the Department's annual operating budget and capital improvement plan.

5. To meet with neighborhood associations and park user groups to discuss parks and community enrichment issues and needs.

6. To encourage individuals, businesses, and community groups to contribute funds, property and volunteer services for the development and operation of parks and community enrichment facilities and programs.

IV. OFFICERS

A. Election of Officers

The Commission shall elect from its membership the Chair and the Vice-Chair at the first regular meeting in April and then annually thereafter. When there is a vacancy in the office of chairperson or vice chairperson, the Commission shall fill that office from among its members.

B. Duties of the Chair

1. The Chair shall preside and preserve order at all regular and special meetings of the Commission.

2. The Chair shall recognize or restate every motion coming before the Commission, announce the decisions of the Commission on all subjects, and decide all questions of order without debate. The Chair shall execute all formal documents on behalf of the Commission.

3. The Chair shall be entitled to make and second motions on matters before the Commission and vote on actions but shall possess no veto power over actions of the Commission.

4. The Chair shall collaborate with members regarding all meeting requests, including meetings of any Standing and Ad-Hoc Committees, as well as review with the Director all meeting agenda items

C. Chair--Succession

In the absence of the Chair, the Vice-Chair shall for that meeting shall assume the duties and obligations of the Chair. In the absence of the Chair and Vice-Chair, the Director shall call the Commission to order and a temporary Chair shall be elected from among the members present. Upon arrival of the Chair or Vice-Chair, the temporary Chair shall relinquish the Chair upon conclusion of the item then before the Commission.

V. MEETINGS

A. Meetings and Meeting Place

The Commission shall meet approximately monthly and not less than eight times per year. The Commission shall meet at 915 I Street, Sacramento, or at such other place to which the meeting may be adjourned and as provided in Government Code §54954. In the case of an emergency or other condition rendering the regular meeting place unsafe or unsuitable for the meeting, the meeting may be held for the duration of such condition at such other place as may be designated by the presiding officer in a notice to the local media who have requested such notices in writing. The notice shall be given by the most rapid means of communication available at the time.

B. Regular Meetings

1. The Commission shall hold its regular meetings on the first Thursday of each month at the hour of 6:00 p.m., except that upon adoption or revision of the annual meeting calendar, regular meetings may be cancelled or rescheduled to a different date or time.

2. If the regular meeting date falls on a legal holiday, the meeting shall be held on such day as shall be agreed by the Commission.

C. Special Meetings

1. A special meeting may be called by the Chair or by the Director.

2. Business at a special meeting shall be limited to the items specified in the special meeting notice.

3. A special meeting shall be held at the place specified in the notice and as provided in Government Code §54954.

4. Joint meetings of commissions fall under the category of a "special meeting." At a joint meeting, only those items that are of interest to both commissions may be discussed. Meeting minutes of the individual commissions may not be agendized at a joint meeting.

5. Notice of a special meeting shall be given by the Director at least 24 hours before the time of the meeting by delivering written notice electronically to each member of the Commission at his or her specified e-mail address and posting on the City's website. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed and shall be posted at least 24 hours before the meeting at a publicly accessible bulletin board, as required in Government Code §54956.

D. Adjourned Meetings

1. The Commission may adjourn any regular or special meeting to a time and place specified in the order of adjournment. A copy of the order of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held within 24 hours after the time of the adjournment.

2. Unless stated otherwise, all references in these Rules to regular meetings and special meetings shall include adjourned regular meetings and adjourned special meetings.

E. Quorum

1. A quorum shall be required for the Commission to take any action or discuss any agenda item(s). A quorum shall be six members. However, in the event of any vacancy or vacancies, the quorum shall be the majority of members then serving on the Commission. The affirmative vote of six members present and voting shall be necessary to pass any motion.

2. In the absence of a quorum as to a particular item of business before the Commission due to a conflict of interest by one or more Commission members, the item shall be continued until the next regular meeting or to a special meeting unless participation of one or more of the Commission members with a conflict of interest is legally required for the action or decision to be made, in which case a quorum may be established and the quorum may hear, consider, and/or take action on the item as the Commission deems appropriate.

3. During the course of meeting, should the Chair note a quorum is lacking, the Chair may declare a recess for a reasonable period of time in order to reestablish a quorum or the meeting shall be adjourned. In the absence of a quorum, the Chair, the Vice-Chair, any member of the Commission, or, in their absence, the Director, shall adjourn the meeting in the manner described in section V.D., provided that 15 minutes shall have elapsed after the hour set for the meeting.

F. Attendance at Meetings

If any Commissioner cannot attend a meeting, he or she shall notify the Chair and the Commission Secretary as soon as possible, but no later than noon on the meeting day. Failure of any member to attend three (3) consecutive regular meetings shall be deemed good cause for removal per City Code Section 2.40.100.

G. Stipends

Each member of the Commission shall receive a stipend payment for each Commission meeting attended in the amount of compensation set by the

Compensation Commission established by Section 29 of the Sacramento City Charter.

H. Meetings Open to Public

All regular and special meetings of the Commission and meetings of its Standing Committees shall be open to the public to attend.

VI. THE AGENDA AND MINUTES

A. Agenda Preparation and Delivery

1. For all regular and special meetings, the Commission Secretary shall prepare an agenda setting forth the time and place of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting. Agenda items shall be submitted by the Director and/or the Chair.

2. Regular meeting agendas shall be sent electronically to each Commissioner at least three days prior to the day of the meeting. Special meeting agendas shall be sent electronically to each Commissioner as soon as practicable prior to the day of the meeting.

3. The agenda packet shall include the agenda, staff reports and other attachments. Corrections or supplements to a staff report or other written materials already included in the agenda packet may be delivered separately.

4. If requested, the agenda shall be made available in appropriate alternative formats upon request by a person with a disability in compliance with the Americans with Disabilities Act of 1990.

5. Members may submit items for inclusion on a future agenda by orally making the request under Questions, Ideas, and Announcements of Commission Members, or by contacting the Chair.

B. Posting

At least 72 hours before each regular meeting, the Commission Secretary or representative shall post the agenda at a publicly accessible bulletin board at the meeting location, as required by law. Agendas will also be published to the City's website 72 hours before each regularly scheduled meeting.

C. Right of Public to Address Commission

The agenda for every regular and special meeting shall include an opportunity for members of the public to directly address the Commission on any item of interest to

the public within the Commission's jurisdiction. If the item is not listed on the agenda, the public may address the Commission under the agenda item called, "Public Comments - Matters Not on the Agenda." If the item is on the agenda, the public may address the item when the item is announced. No discussion or action shall be taken on any item not appearing on the agenda, except as provided in subsection D., below.

D. Non-Agenda Items

1. No action or discussion shall be taken on any item not appearing on a regular or special meeting posted agenda, except as provided below:

(a) Commissioners may respond briefly to statements made or questions posed by members of the public addressing the Commission on any item not on the agenda.

(b) Commissioners may, on their own initiative or in response to questions posed by a member of the public, ask a question for clarification, make a brief announcement, make a brief report on his or her own activities, or provide a reference to staff or other resources for factual information.

(c) Individual Commission members may contact other members of the Commission prior to a regular or special meeting for the purpose of making a brief announcement but shall not participate in any further communication or discussion on any matter than may come before the Commission.

E. Minutes of the Meeting

Written minutes of the Commission meeting shall be prepared by the Commission Secretary and sent electronically to members of the Commission with the agenda for the next regular meeting.

F. Approval of Meeting Minutes

The minutes of a Commission meeting may be approved by consensus without a formal motion of the Commission.

VII. ORDER OF BUSINESS

A. Regular Meetings

The agenda format of all regular meetings of the Commission shall be as approved by the City Clerk.

B. Order of Business - Change

The order of business may be changed at any time by either the Chair unless a motion rejecting such change is approved, or by a majority vote of the Commission.

C. Conduct of Meeting

The Chair or presiding officer shall take the seat at the hour appointed for the meeting and shall immediately call the meeting of the Commission to order.

D. Roll Call/Attendance

Before proceeding with the business of the Commission, the roll of the members shall be called by the Commission Secretary and the names of those present shall be entered in the minutes. The late arrival of members shall be entered into the minutes.

E. Standards of Decorum of General Applicability

1. While the Commission is in session, the members and persons in attendance shall preserve order and decorum, shall not, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission or disturb any member while speaking, and shall not refuse to obey the orders of the Chair or the presiding officer. Commissioners and persons in attendance shall be courteous at all times in their dealings with the public, staff and each other.

2. No question shall be asked by the public to a member of the Commission or staff unless authorized by the Chair.

3. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Commission, or who disrupts the meeting of the Commission may be barred by the Chair from further attendance before the Commission during that meeting, unless permission to continue is granted by a two-thirds vote of the Commission members present and voting. Any person who, without authority of law, willfully disturbs or breaks up a Commission meeting in violation of California Penal Code section 403 shall be subject to arrest in addition to expulsion from the meeting.

F. Conduct of Persons Addressing the Commission

1. Each person desiring to address the Commission shall, upon invitation of the Chair, step to the podium and may give his or her name, address, and group affiliation, if any, in an audible tone of voice for the record. All remarks shall be addressed to the Commission as a body and not to any individual member, to staff, or to the public. The Chair may limit the amount of time allowed for each person to speak

when the Chair determines time limits are necessary for the orderly conduct of the meeting and the limits are fairly applied.

2. When more than one person is to address the Commission on a particular item, the Chair may request each succeeding speaker to limit themselves to the presentation of new material to avoid repetition and unnecessary delay of the proceedings.

3. Written communications to the Commission on matters to be addressed at a meeting should be submitted in sufficient time before the meeting day to permit careful consideration by the Director and staff and, when practicable, by each Commission member.

4. Whenever any group of persons wishes to address the Commission on the same subject matter, the Chair may request that a spokesman be chosen by the group to address the Commission and to limit the number of persons addressing the Commission to avoid unnecessary repetition.

G. Conduct of Commission Members

1. Each member of the Commission desiring to speak on a matter before the Commission shall request recognition by the Chair. Commissioners shall avoid using improper language and making personal attacks toward other members, the public, and staff.

2. A Commission member shall not be interrupted when speaking unless it is to call the member to order, to raise a point of order, or for the purpose of explanation. If a member while speaking is called to order, or if a point of order is raised, he or she shall cease speaking until the question of order is resolved and the Chair again recognizes the member.

3. The Commission member making the motion for an agenda item shall have the privilege of closing the debate.

H. Length of Meeting

If a meeting continues in session to 10:30 p.m., the Chair shall make a motion to continue beyond 10:30 p.m. or adjourn the meeting.

VIII. VOTING

A. Majority Vote

All motions by the Commission shall be carried by not less than six (6) affirmative votes.

B. Abstention

An abstention shall be recorded when a member, although qualified to vote on a motion, states "abstain" and shall not be counted for purposes of determining a majority vote.

C. Conflict of Interest

No Commissioner shall make, participate in making, or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by law due to a conflict of interest.

D. Conduct During Consideration of Item by Disqualified Commissioner

1. At the time the Chair calls an item from which a Commissioner is disqualified from participation under subsection C., above, the disqualified Commissioner shall announce the fact and the reason he or she is disqualified for the record and shall immediately leave the room for the duration of the item.

2. If the item, from which the Commissioner is disqualified from participation under subsection C, above, is on the consent calendar, the Commissioner shall announce the fact and the reason for disqualification and recuse him/her from discussing and voting on the matter but is not required to leave the room during the consent calendar.

3. A Commissioner who is disqualified from participation under subsection C above may speak to the item as a member of the general public if, after announcing the fact and the reason for disqualification and re-excusing him/herself from discussing and voting on the matter, speaks from the same area as members of the public. The Commissioner may also listen to the public discussion of the matter with the members of the public, pursuant to 2 Cal. Code of Regs. 18702.5 (d) (3).

E. Abstention - Conflict of Interest

A Commissioner disqualified from participation under subsection C, above, shall not be considered present at the meeting for the item(s) of business on which such member is disqualified.

IX. MOTIONS

A. All actions of the Commission shall be made by one of the following types of motions, all motions must seconded before consideration, only three motions may be

on the floor, and except as provided below, require a majority vote of the members present.

1. Basic Motion - A motion to put forward a decision of the Commission for a matter on the agenda.

2. Motion to Amend – A motion to change a provision of the motion under consideration.

3. Motion to Recess or Adjourn – A motion to either temporarily pause the meeting or to end the meeting even though there is unfinished business.

4. Motion to Table – A motion to terminate further consideration of the agenda item being discussed. The effect of the motion, if approved, is to not only end discussion on the other motion(s) being considered, but to preclude any other motion being made. A motion to table cannot be amended by another motion. A motion to table shall not preclude any member from requesting placing the subject on an agenda at a later meeting.

5. Motion to Limit Debate – A motion is to end discussion on the other motion(s), is not debatable, and requires an affirmative vote by two-thirds of the members present to pass.

6. Motion to Substitute – A motion to substitute the motion under consideration with another motion. A motion to substitute must be germane to the subject and compatible with the underlying purpose of the motion under consideration. A motion to substitute cannot be amended by another motion. If passed, the substitute motion will eliminate the motion being substituted. If the substitute motion fails to pass, debate will resume on the motion previously being considered.

7. Withdrawal of Motion – A motion may not be withdrawn by the movant without the consent of the member seconding it.

8. Motion to Reconsider - After a motion has been approved, a member who voted on the prevailing side may ask for reconsideration of the action taken by the Commission. This motion may only be made at the meeting when such action was taken, and reconsideration of the agenda item occurs at the next meeting.

9. Voting on a Motion – The vote on a motion shall be taken either by voice vote or roll call vote and entered in the record. The Chair shall announce whether the motion passes based on the vote. Any member wanting to declare a conflict of interest or abstain shall do so prior to the vote on the motion.

X. DISTRIBUTION OF MATERIALS

A. Commission Meetings

Agendas and other writings distributed by any person to all or a majority of the Commission in connection with a matter subject to discussion or consideration at a public meeting shall be made available for inspection and copying as public records. Writings prepared by staff or by a member of the Commission which are distributed during a public meeting shall be available for public inspection at the meeting. If prepared by some other person, the writings shall be made available for public inspection after the meeting. In this case, a copy of the writing shall be delivered to the Commission Secretary who will keep the copy with the record of the Commission meeting and make a copy available for inspection and copying as required by law. These writings shall be made available in alternative formats upon request by a person with a disability in compliance with the Americans with Disabilities Act of 1990.

XI. STANDING COMMITTEES

A. Appointments

1. The members shall submit their Standing Committee preferences to the Chair at the first meeting of the year. The Chair shall move forward with nominations at the next regular or special meeting, whichever occurs first. All appointments shall be confirmed by the full Commission.

2. A Standing Committee shall be comprised of not more than five (5) members. A member may serve on more than one Committee.

3. Standing Committee meetings are subject to compliance with the Brown Act.

4. A member of the public who is not an appointed Commission member may be a non-voting Committee member with the approval of the Commission.

B. Meetings

No Standing Committee meeting, whether requested by City staff or an individual Committee member, shall be scheduled without the prior approval of the Commission Chair.

C. Agenda and Agenda Items

1. The Chair shall review all agenda requests for consideration. Members may submit items for inclusion on a future agenda by orally making the request under Commissioner's Ideas, Questions, and Announcements.

2. At least 72 hours before each regular meeting, the Commission Secretary or representative shall post the Standing Committee agenda at a publicly accessible bulletin board at meeting location, as required by law.

3. No action or discussion shall be taken on any item not appearing on a regular Standing Committee meeting posted agenda, except that members or staff may briefly respond to statements made or questions posed by persons giving public testimony.

4. Standing Committee meeting minutes shall be approved at the next regular scheduled Committee meeting. Committee chairs may share their Committee draft minutes at the next regularly scheduled Commission meeting as a "receive and file" consent item.

XII. AD-HOC COMMITTEES

A. Establishment

1. The Chair may establish Ad-Hoc Committees. Once the Chair or a member of the Commission has requested the creation of an Ad-Hoc Committee, the Director together with the City Attorney may be asked to determine the scope and approximate length of time the Ad Hoc Committee will be needed.

2. The Director may submit a request to the Chair for the creation of the Ad-Hoc Committee.

3. Ad Hoc Committees may be comprised of not more than five (5) members. The Chair will make Ad-Hoc Committee appointments at during or at the next Commission meeting.

4. Commission members who are not Ad-Hoc Committee Members shall not attend the Ad-Hoc Committee meetings.

5. Once the Ad-Hoc Committee has completed its task, the Committee will submit a report to the Commission and the Ad-Hoc Committee will then be dissolved.

B. Scheduling

Once an Ad-Hoc Committee has been established by the Chair, the Committee may meet at their discretion or meeting requests may be directed to the Commission Secretary for coordination with members' calendars and to locate a meeting location.

XIII. CHANGES TO THE RULES

A. Amendments

These Rules of Procedure may be amended at any time and the motion to amend the Rules is carried by the minimum number of affirmative votes specified in section VIII.A.

B. Suspension

Any section of these Rules of Procedure may be temporarily suspended by the unanimous consent of all members present.

C. Rosenberg's Rules of Order

All questions of order not addressed in these Rules and Procedures shall be determined in accordance with *Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century*.

D. Copies

The Commission Secretary shall furnish each member of the Commission with a copy of these Rules and Rosenberg's Rules of Order, shall maintain a copy at the Commission's meeting place, and shall provide a copy to the public upon request.

XIV. VALIDITY OF ACTIONS

No action taken by the Commission which is otherwise legally valid shall be voided or nullified by reason of a failure to follow these Rules of Procedure.