

Reference for Board Ordinance & Bylaws

This document contains a version of the Board Ordinance and Bylaws with all edits considered by the BOCS Subcommittee, Parks Planning staff, City Clerk staff, City Attorney staff, City Manager staff, and City Council members over the past two years. It is provided for reference only. All text in black is from the original documents. All text in red and purple are new language. All text that is struck through is not part of the final documents.

Board Ordinance

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ORDINANCE NO. _____

ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA ROSA RETITLING AND AMENDING CHAPTER 2-04, BOARD OF COMMUNITY SERVICES, OF THE SANTA ROSA CITY CODE

THE PEOPLE OF THE CITY OF SANTA ROSA DO ENACT AS FOLLOWS:

Section 1. Chapter 2-04, Board of Community Services, is retitled and amended in full to read as follows:

“Chapter 2-04
~~BOARD OF COMMUNITY SERVICES~~
RECREATION AND PARKS BOARD”

2-04.010 Established.

(A) There is **established** a ~~Board of Community Services~~ **Recreation and Parks Board** which consists of ~~eight~~ **seven** members who shall be appointed by the City Council. ~~Each individual City Council member shall appoint one board member.~~ Members of the Board at all times while serving on the Board shall be registered voters of the City.

~~—(B) The term of a person appointed to the Board of Community Services~~ **Recreation and Parks Board** shall be four years and ~~coincide with the term of the appointing City Council member~~ and until his or her successor is appointed, qualifies, and is seated.

~~(C) B~~ A member of the **Recreation and Parks** Board shall serve at the pleasure of the ~~member’s appointing~~ City Council **member** and may be removed by the affirmative vote of ~~four members of the Council~~ **appointing City Council member at any time.**

~~(D) C~~ **The purpose of the Recreation and Parks Board is to review recreation and parks policies, facilities, and programs and advise the Director of Director of Recreation and Parks Department and City Council on their effectiveness, to encourage seek public input and engagement on matters related to City parks, facilities, and recreation programs, and to serve as an advocate a conduit for recreation and parks with in the community.**

2-04.020 Meetings—Rules of procedure.

The ~~Board of Community Services~~ **Recreation and Parks Board** shall meet at regular, stated times and places. **In conformance with Council policies,** the Board, ~~by resolution,~~ shall adopt rules of procedure for the conduct of its meetings and the exercise of its powers and to designate committees and task forces. ~~Five~~ **Four** members shall constitute a quorum of the **Recreation and Parks** Board which must be present for the transaction of any business.

2-04.030 Powers and duties of the Board.

The ~~Board of Community Services~~ **Recreation and Parks Board** shall have the following powers and duties:

(A) Review City ~~recreational and cultural~~ **recreation and parks** policies, facilities, and programs and advise the City Council on their adequacy and effectiveness.

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(B) Assist the **Director** of Parks and Recreation **Recreation and Parks Department** in the formulation of rules and regulations for the use of City and recreation facilities, parks, **and publicly-maintained land lands maintained by the Recreation and Parks Department.**

~~(C) Promote and coordinate **review** arts, and cultural, **and community** activities within the City's **recreation and parks facilities.**~~

(C) Advise the City Council on matters relating to community beautification; **Review and recommend to the City Council on capital improvement projects, recreation fees, and tax revenue expenditures related to recreation, parks, and publicly-maintained land lands maintained by the Recreation and Parks Department, as well as plans submitted for development of, modification of, and/or improvements to the city parks system including park master plans and amendments.**

~~(D) Review and recommend to the City Council, plans submitted for development of, modification of, and/or improvements to the city parks system.~~

(D) **Be of assistance to Support the Recreation and Parks Department in the Department's public engagement, education, and promotion of recreation and park policies, programs, and planning efforts including arts, cultural, and community activities within the City's Recreation and Parks facilities. Convey feedback from recreation and park users to the Staff Liaison and City Council members. Assist the Recreation and Parks Department in public engagement and outreach. Receive feedback from recreation and park users and coordinate responses with Staff Liaison and City Council Members. Engage in public outreach, education, and advocaey, to the extent permitted by law, as the Board determines necessary or advisable.**

(E) Maintain awareness of public and private parties engaged in recreation and parks policies, facilities, and programs. ~~Consult, cooperate, and maintain contact with other public agencies, city boards and commissions—in compliance with public meeting laws, community organizations, and private persons engaged in recreational and parks policies, facilities, programs, programming and park planning.~~

(F) Review and ~~make recommendations~~ **provide feedback** regarding the maintenance needs of the City's recreation facilities, parks, and ~~publicly-maintained land lands maintained by the Recreation and Parks Department.~~

(G) **Appoint one non-voting advisory youth member to serve a one-year term, at the discretion of if desired by the Recreation and Parks Board.**

(H) Such other ~~advisory and non-advisory~~ powers and duties as the City Council may from time to time delegate or assign to the **Recreation and Parks** Board.”

Section 2. Environmental Determination. The Council finds that the adoption and implementation of this ordinance is exempt from the provisions of the California Environmental Quality Act under section 15061(b)3 in that the Council finds there is no possibility that the implementation of this ordinance may have significant effects on the environment.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid and/or unconstitutional by a court of competent

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jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date. This ordinance shall take effect on the 31st day following its adoption.

This ordinance was introduced by the Council of the City of Santa Rosa on _____, 202**54**.

IN COUNCIL DULY PASSED AND ADOPTED this ___ day of _____, 202**54**.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____ APPROVED: _____
City Clerk Mayor

APPROVED AS TO FORM: _____
City Attorney

Board Bylaws

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BYLAWS

SANTA ROSA RECREATION AND PARKS BOARD / ~~BOARD OF RECREATION AND PARKS~~ ~~BOARD OF COMMUNITY SERVICES~~

ARTICLE I. – NAME

The name of this organization as determined by the City Council by Ordinance No. XXXX, dated Month, Day, 2025, is the Santa Rosa Recreation and Parks Board / ~~Board of Recreation and Parks~~ Board of Community Services. This organization is a public entity originally established by the City Council of the City of Santa Rosa, County of Sonoma, State of California, by Resolution Ordinance No. 1832, dated September 28, 1976, as an advisory board for the Santa Rosa City Council.

ARTICLE II. – PURPOSE

The purpose of the Recreation and Parks Board is to review ~~Parks and Recreation~~ recreational and parks policies, facilities, and programs and advise the Director of Recreation and Parks Department and City Council on their effectiveness, to ~~seek~~ encourage public input and engagement on matters related to City parks, facilities, and recreation programs, and to serve as a conduit ~~an advocate~~ for recreation and parks with the community ~~and to advise the Council on matters related to community beautification. When requested by the Director of Recreation and Parks, the BOCS assists in the formulation of rules for the use of parks and recreation facilities.~~

ARTICLE III. – VALUES

Diversity, equity, inclusion, and belonging are vital to the Recreation and Parks Board's ideals and values.

The Recreation and Parks Board celebrates our community's diversity. Diversity refers to a broad range of differences and variations in identifying individuals' characteristics, both visible and invisible.

The Recreation and Parks Board strives to provide equitable access across the city to quality parks, recreation facilities, services, and programs to our community. Equity is fairness and justice achieved through systematically assessing disparities in opportunities, outcomes, and representation and redressing [those] disparities through targeted actions.

The Recreation and Parks Board is committed to creating and promoting inclusion in Santa Rosa's parks, recreation facilities, services, and programs. Inclusion is the act of being included, e.g., you are invited to participate according to the rules and norms previously set.

The Recreation and Parks Board desires that all people feel a sense of belonging in Santa Rosa's parks, recreation facilities, services, and programs. Belonging means more than just having access or being included; it involves trust, transparency, and co-ownership. It describes values and practices where no person is left out of the factors that impact their daily lives.

ARTICLE IV. – POWERS AND DUTIES

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Section 1. The Recreation and Parks Board ~~Board of Community Services~~ shall have the following powers and duties **as delegated by City Council**:

1. Review City recreation **and parks** ~~and cultural~~ policies, facilities, **and** programs, and advise ~~the~~ City Council on their adequacy and effectiveness.
2. Assist the Director of ~~Parks and Recreation~~ **Recreation and Parks Department** in the formulation of rules and regulations for the use of City recreational facilities, parks, **and publicly-maintained land lands maintained by the Recreation and Parks Department.**
3. ~~Promote and coordinate~~ **review** arts, cultural, **and community** activities within the City's ~~recreational facilities and parks.~~
4. ~~Advise the City Council on matters relating to community beautification.~~
5. **Review and recommend to the City Council on capital improvement projects, recreation fees, and tax revenue expenditures related to recreation, parks, and publicly-maintained land lands maintained by the Recreation and Parks Department, as well as plans submitted for development of, modification of, and/or improvements to the city parks system including park master plans and amendments.**
6. ~~Review and recommend to the City Council, plans submitted for development of, modification of, and/or improvements to the city parks system.~~
7. **Support** ~~Be of assistance to~~ the Recreation and Parks Department in the Department's public engagement, education, and promotion of recreation and park policies, programs, and planning efforts including arts, cultural, and community activities within the City's Recreation and Parks facilities. Convey feedback from recreation and park users to the Staff Liaison and City Council member. ~~Assist the Recreation and Parks Department in public engagement and outreach. Receive feedback from recreation and park users and coordinate responses with Staff Liaison and City Council Members. Engage in public outreach, education, and advocacy, to the extent permitted by law, as the Board determines necessary or advisable.~~
8. **Maintain awareness of public and private parties engaged in recreation and parks policies, facilities, and programs. Consult, cooperate, and maintain contact with other public agencies, city boards and commissions—in compliance with public meeting laws, community organizations, and private persons engaged in recreational and parks policies, facilities, programs, programming and park planning.**
9. **Review and provide feedback** ~~make recommendations~~ regarding the maintenance needs of the City's recreation facilities, parks, **and publicly-maintained land lands maintained by the Recreation and Parks Department.**
10. **Appoint one, non-voting advisory youth member to serve a one-year term, at the discretion of if desired by the Recreation and Parks Board.**
11. Such other ~~advisory and non-advisory~~ powers and duties as the City Council may ~~from time to time~~ delegate or assign to the **Recreation and Parks Board.**

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ARTICLE V. - MEMBERSHIP

Section 1. **Number of Members**

The **Recreation and Parks** Board of ~~Community Services~~ shall consist of seven (7) voting members **and may also include one (1), non-voting youth member, at the discretion of the Board to be appointed by the City Council.** ~~Council appointed m~~Members of the **Recreation and Parks** Board of ~~Community Services~~ shall be registered voters of the City of Santa Rosa. **(Council Policy 000-06)**

~~Section 2. The members of the Board shall be those persons who have been formally appointed to membership by the City Council of the City of Santa Rosa and who have been seated as members upon the adoption of the Council resolution making said appointment.~~

Section 3.2. ~~Members shall serve at the pleasure of the Council for four (4) year terms.~~ **Appointment**

The Council may appoint members to an initial two (2) year term. Upon the completion of that term, Council may reappoint the member to a full four (4) year term. **Each City Council Member shall appoint one board member. Council shall undertake all reasonable methods to ensure that its appointments reflect Santa Rosa's diversity, including geographic and ethnic diversity.** The term of a person appointed to the Recreation and Parks Board shall coincide with the term of the appointing City Council member. Each member shall serve at the pleasure of the member's appointing City Council member and may be removed by the appointing City Council member at any time. **(City Council Policy 000-06)**

Section 3. **New Member Orientation.**

1. The Board Chair in coordination with the Staff Liaison and Recording Secretary will provide an orientation to new members.
2. An orientation and training program, through the City Clerk's Office, will be made available to all new board members in each odd-numbered year. All board members are strongly encouraged to attend *Building an Inclusive Workplace* training. **(City Council Policy 000-06)**
3. All newly appointed and re-appointed board members shall take and subscribe to the Constitutional oath of office prior to or during the member's first board meeting. **(Council Policy 000-06)**

Section 4. **Attendance.**

1. Board members are expected to regularly attend and participate. The Council will be provided with quarterly reports of the attendance of board members. **(Council Policy 000-06)**
2. Board members are strongly encouraged to attend city events and visit the recreation and parks facilities on a regular basis to provide input on any subject that encompasses the City's recreational facilities, needs, parks, and programs.
3. A board member whose attendance is less than seventy-five percent (75%) of the required meetings over the two-quarter period reported may be subject to removal by the Council member who appointed the person. **(Council Policy 000-06)**
4. The Council may grant an approved leave of absence for a board member due to the serious medical condition of the member or member's family or for such other reasons as the Council determines are appropriate. During the approved leave of absence, the Council member who appointed the person may appoint a temporary person to fill that position. **(Council Policy 000-06)**

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Section 5. Youth Member.

1. There shall be one (1), non-voting youth member on the Recreation and Parks Board. The youth member must be between the ages of 16 and 19 years old at the time of their appointment, shall be a resident of Santa Rosa, and shall demonstrate a desire to represent the interests of Santa Rosa's youth. The youth member shall serve only in an advisory capacity and shall not count towards a quorum of the Board. The youth member shall be seated with the full Board and is encouraged to participate in discussion and decision-making.

2. The youth member shall serve at the pleasure of the Board for a one-year term which runs concurrent with the academic year, commencing on August 1 and running through May 31. Youth members may be reappointed for one additional one-year term.

3. All youth seeking appointment to the Recreation and Parks Board shall complete and submit an application form to the City Clerk's Office. All applications must be received by 4:00p.m. on May 31 for an August 1 appointment. The Chair and Vice Chair shall review all applications received and recommend a youth member to the full Board for approval at the June Board meeting. Potential youth members must present written documentation of parental or guardian consent, if legally applicable, to be considered for appointment. The youth member shall be selected in accordance with procedures approved by the Board.

4. Once appointed, the youth member shall be provided an orientation designed to build knowledge of the Board and an understanding of the responsibilities and expectations of the position. A Board member may serve as a mentor to the youth member.

5. If the youth member is absent from three consecutive meetings, without being excused, the Board shall declare the position vacant and shall seek to recruit and replace the youth member for the remainder of the term.

6. The youth member may be appointed to subcommittees of the Board in the same manner as other Board members. They will be made aware of the time commitment required to participate in subcommittee meetings and work and have the right to decline an appointment. The youth member would be in addition to the three (3) voting Board members.

7. The youth member may receive community service hours for service as a youth member.

Section 6. Incumbents.

1. At the end of the first term, an incumbent board member may, at the discretion of the appointing Council member, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board member shall submit to the City Clerk's Office a letter of interest in re-appointment prior to the expiration of the member's first term. (Council Policy 000-06)

2. Any incumbent interested in re-appointment who has served two or more terms shall complete an application form. This application form must be received by the City Clerk's Office at least five (5) days prior to the appointment taking effect. (Council Policy 000-06)

3. Incumbents shall continue to serve until a replacement is appointed. (Council Policy 000-06)

Section 7. Resignation.

Members of the Board who wish to ~~may~~ resign must submit their resignation, in writing, to the ~~Mayer~~ member's appointing City Council member and the Board Chair. The resignation shall take effect upon its acceptance by the appointing City Council member or once the appointing City Council member has appointed a successor.

Section 8. Conflicts of Interest/Ethics.

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1. Board members ~~should~~ **shall** comply with all state and local laws with respect to ethics and conflicts of interests to the extent that such laws apply to their position, ~~including state and local requirements to timely file Statements of Economic Disclosure if the member is designated as a filer by state law or the City's Conflict of Interest Code.~~ (Council Policy 000-06)

2. All board members shall be required to attend mandatory ethics training provided by the City or available online through other approved training providers as required by law. (Council Policy 000-06)

3. No board member shall appear before any body of the City of Santa Rosa representing a client or third party. (Council Policy 000-03)

4. All members of the Board have equal votes. No Board member has more power than any other, and all shall be treated with respect. (Council Policy 000-51)

5. Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Boards may “agree to disagree” on contentious issues. (Council Policy 000-51)

6. Board members have primary responsibility to assure that Council Policy 000-51: Code of Conduct for Councilmembers, and Board and Commission Members is followed, so that the public can continue to have full confidence in the integrity of government. (Council Policy 000-51)

7. In addition to other enforcement actions as provided by state and local law, failure to comply with the requirements of these Bylaws may be grounds for removal from the member's position on the Board. (Council Policy 000-06)

ARTICLE VI. – OFFICERS

Section 1. The officers of the ~~Recreation and Parks Board of Community Services~~ are the Chair and the Vice Chair. Each officer shall perform the duties prescribed for their respective office by these Bylaws or in the parliamentary authority adopted in Article VIII.

Section 2. The Mayor will appoint the Chair of the Board in February of each year, or as needed, with the approval of the majority of the Council. (City Council Policy 000-06)

Section 3. At the ~~next~~ regular meeting of the Board ~~in July, after the Mayor appoints the Chair, or as practical,~~ the Board shall elect its ~~officers~~ **Vice Chair** for the forthcoming year. ~~In the event of a vacancy of Chair and Vice Chair the Board shall elect a Chair Pro Tempore per Rosenberg's Rules.~~

Section 4. The term of ~~each officer~~ **the Vice Chair** shall commence at the close of the ~~July Board meeting of the Vice Chair's election,~~ and ~~each officer~~ **the Vice Chair** shall serve a one (1) year term ~~or until their successor has assumed the respective office, whichever occurs later.~~

Section 5. Where more than one candidate has been nominated for ~~Vice Chair~~ **one office**, the election ~~to that office~~ shall be conducted by **majority vote of the Board** ~~secret ballot.~~

Section 6. Duties of Board officers are:

A. Chair

1. Presides at meetings of the Board
2. ~~Prepares~~ **Assist Staff Liaison** ~~staff with~~ the agenda for Board meetings.

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3. Represents the Board at ~~special City functions~~ **events**.
4. ~~Submits an annual report to the Board and City Council and create an annual work plan with the Board. annually discusses and establishes goals with the Board.~~
5. Provide the Board with opportunities to suggest future agenda items, if needed.
6. Represent the Board before ~~the~~ City Council on items of significance.
7. Appoints committees as needed.
8. **Recommends** ~~The Chair will recommend~~ a youth member to the Board for approval ~~annually appoints youth member to the Board.~~
9. **Notify** ~~Will receive quarterly attendance reports~~ **Receive quarterly attendance reports and immediately notify** the appointing Council member if a Recreation and Parks Board member is absent without cause from two successive regular meetings in compliance with Council Policy 000-45. ~~(Council Policy 000-45)~~

B. Vice Chair

1. Preside and serve in the absence of the Chair.
2. Other special duties that might be assigned by Chair and/or the Board.

ARTICLE VII. – COMMITTEES

~~Section 1. The Board of Community Services Committees shall be Parks and Recreation, Merit Awards, and Cultural Arts Activities.~~

Section 1. **Standing and** special committees of the Board may be appointed by the **Board** Chair to perform such duties as shall be assigned by the Board.

Section 2. All meetings of regular or special committees of the Board shall be called, noticed, and conducted in compliance with applicable provisions of the Ralph M. Brown Act (Cal. Gov. Code, tit. 5, div. 2, pt. 1, ch. 9, commencing with 54950) ~~and Santa Rosa City Code Chapter 1-10, Open Government.~~

ARTICLE VIII. – MEETINGS

Section 1. All meetings of the Board shall be called, noticed, and conducted in compliance with applicable provisions of the Ralph M. Brown Act.

Section 2. Regular meetings of the Board shall be conducted monthly **on the third Wednesday** at **5:00 p.m.** at the ~~Santa Rosa Community Recreation Center~~ **Finley Community Center, Cypress Room located at 2060 W. College Avenue**, or the designated location, as listed in the annual Board calendar. ~~The actual meeting day will be determined by the Board when they prepare their annual calendar in July.~~

Special meetings of the Board, if any, or emergency meetings thereof, if any, shall be called, noticed, and conducted in compliance with applicable provisions of the Ralph M. Brown Act ~~and Santa Rosa City Code Chapter 1-10, Open Government.~~

Section 3. All meetings of the Board shall be open to the public.

Section 4. **Staff Liaison.**

~~The Recreation and Parks Director~~ **Director of Recreation and Parks, or designee, shall be the Staff Liaison to the Recreation and Parks Board. The Staff Liaison shall maintain close communication and contact with the Chair and receive information from other board members.**

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Section 5. Recording Secretary.

The Recording Secretary is the secretary to the Board and complies with all procedural requirements. The duties of the Recording Secretary shall include, but not be limited to, the following:

1. Provide to the Recreation and Parks Board the agenda and any other materials, reports and communications pertaining to the matters on the agenda, as well as prepare reports and gather information as may be necessary for the Board to conduct its business.
2. Attend Recreation and Parks Board meetings and by signature, attest to the Chair's approval of all resolutions.
3. Ensure that matters scheduled for Recreation and Parks Board consideration have been reviewed and processed by the city and other responsible agencies in compliance with Santa Rosa City Code and applicable state and federal laws and ensure that all records and minutes pertinent to the Recreation and Parks Board are maintained.

~~4. Maintain close communication and contact with the Chair and receive information from other Board members.~~

ARTICLE X. – PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority for this Board shall be "~~Robert's~~ **Rosenberg's** Rules of Order, Newly-Revised **2011**."

ARTICLE XI. – QUORUM

Section 1. Four (4) members of the Board shall constitute a quorum.

ARTICLE XII. – AMENDMENTS

Section 1. These Bylaws may be amended by a two-thirds vote of those present and voting at any regular meeting of the Board or at any special meeting thereof called and noticed for that purpose, provided that the proposed amendment has been submitted to the Board, in writing, at its last previous meeting.

Section 2. Every five (5) years these Bylaws shall be reviewed by the Board and, if necessary, revised by a subcommittee of the Board.

ARTICLE XIII.- EFFECTIVE DATE

These Bylaws shall be effective upon the effective date of the City Council ordinance implementing the proposed amendments to the Board's implementing ordinance.

Adopted 3/8/1989

Amended 11/8/1989

Amended 12/11/2024

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References to related Governing Documents including, but not limited to, the City Charter, City Code Chapter 2-04, and Council Policy 000-03, 000-06, 000-45, and 000-51, have been incorporated within the Recreation and Parks Board's Bylaws as a courtesy. The intention is to have all relevant Board member information in one document that can regularly and easily be updated to reflect amendments to these governing documents. The latest versions of these governing documents shall preside.

Related Governing Documents:

City Charter (2022)

City Code Chapter 2-04: Board of Community Services (City Council Ordinances: Ordinance No. 1832 (9/28/1976), Ordinance No. 2735 (11/22/1988), Ordinance No. 3104 (2/15/1994), Ordinance No. 3114 (4/19/1994), Ordinance No. 3579 (10/8/2002), Ordinance No. XXXX (XX/XX/2025))

City Council Policies: City Council Policy 000-03, City Council Policy 000-06, City Council Policy 000-45, City Council Policy 000-51 (Refer to the latest versions of these policies.)