



Board Ordinance & Bylaws

Board of Community Services
December 11, 2024

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BOARD ORDINANCE & BYLAWS

- **Board Ordinance**

- Board recommends City Council introduce the ordinance
- Public Hearing at City Council
- Final City Council adoption on Consent

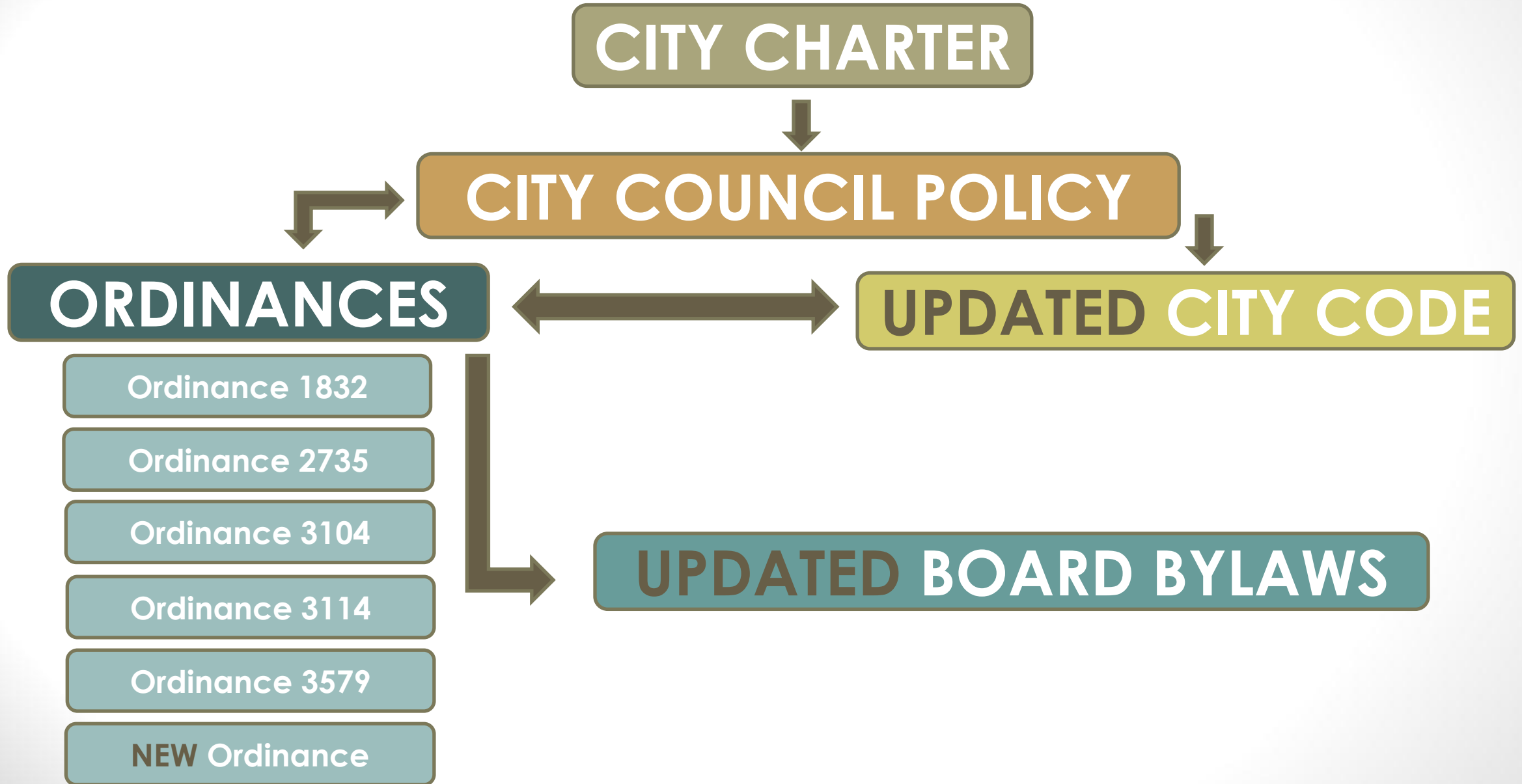
- **Board Bylaws**

- Approved by the Board
- Enacted upon approval
- No further action needed

VERSIONS OF BOARD DOCUMENTS

- **Board Ordinance**
 - Current City Code Chapter 2-04 with final edits
 - Final Ordinance for recommendation
- **Board Bylaws**
 - 1989 Bylaws with final edits
 - Final Bylaws for approval
- **Reference Document**
 - Bylaws and Ordinance containing all language considered by the BOCS Subcommittee over the past 2 years

BOARD GOVERNING DOCUMENTS



BACKGROUND

- **Current City Code & Ordinance require Board to have 8 members**
 - Only 7 Council members
 - Only 7 BOCS members
- **Higher burden on members to achieve quorum**
- **Does not align with City Charter or Policy 000-06**
- **Formed Subcommittee** (met 8 times)
- **Met with City Clerk's Office, City Attorney's Office, City Manager's Office, and City Council members**

BOARD ORDINANCE

ORDINANCE AMENDMENTS

- 1. Name of Board**
- 2. Number of Members**
- 3. Removal from Board**
- 4. Purpose of Board**
- 5. Quorum**
- 6. Powers & Duties**

ORDINANCE AMENDMENTS

1. Name of Board: Recreation and Parks Board

2. Number of Members: 7 members

3. Removal from Board:

A member of the RPB 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.

ORDINANCE AMENDMENTS

4. Purpose of Board:

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

5. Quorum: 4 members

ORDINANCE AMENDMENTS

6. Powers and Duties:

(C) *Review and recommend to 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.*

ORDINANCE AMENDMENTS

6. Powers & Duties:

(D) 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 Director of Recreation and Parks and City Council members. ~~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.~~

ORDINANCE AMENDMENTS

6. Powers & Duties:

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

ORDINANCE AMENDMENTS

6. Powers & Duties:

(F) Review and ~~make recommendations~~ provide feedback regarding the maintenance needs of the City's recreation facilities, parks, and ~~publicly maintained~~ 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 the Recreation and Parks Board.

ORDINANCE: NEXT STEPS

- **Board discussion and feedback. Provide recommendation to Council on Ordinance.**
- **Council Meeting #1: Introduce Ordinance (Public Hearing)**
- **Council Meeting #2: Adopt Ordinance (Consent)**
- **City Code updated**
- **Board website and documents updated with new name, Recreation and Parks Board**

BOARD BYLAWS

UPDATES TO BYLAWS

1. **Name of Board** (same as Ordinance)
2. **Purpose of Board** (same as Ordinance)
3. **Diversity, Equity, Inclusion, Belonging**
4. **Powers & Duties** (same as Ordinance)
5. **Number of Members** (same as Ordinance)
6. **Appointment and Removal of Members**
(same as Ordinance)

UPDATES TO BYLAWS

7. Youth Member

8. Resignation

9. Chair Duties

10. Staffing

11. Quorum (same as Ordinance)

12. Effective Date

13. Reference

UPDATES TO BYLAWS

3. Diversity, Equity, Inclusion, & Belonging

Article III. - Values

- Celebrates our community's **diversity**.
- Strives to provide **equitable** access across the city to quality parks, recreation facilities, services, and programs to our community.
- Is committed to creating and promoting **inclusion** in parks, recreation facilities, services and programs.
- Desires that all people feel a sense of **belonging** in Santa Rosa' parks, recreation facilities, services and programs.

UPDATES TO BYLAWS

7. Youth Member

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| • One, Non-Voting member | • 16 – 19 years old |
| • Represents youth interests | • Serves 1 Year Term |
| • Formal application process | • Parental/Guardian consent |
| • Opportunity for Board mentor | • May serve on subcommittees |
| • Option for Community Service Hours | • Removed after 3 unexcused absences |
| • Selection process: Chair & Vice Chair review applications and make selection. Chair makes recommendation to full Board. Board votes. | |

UPDATES TO BYLAWS

8. Resignation

Article V. – Membership

Section 7. Resignation

Members of the Board who wish to resign must submit their resignation, in writing, to the 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.

UPDATES TO BYLAWS

9. Chair Duties

Article VI. – Officers

Section 6.

- d. *Provide the Board with opportunities to suggest future agenda items, if needed.*
- g. *Recommend a youth member to the full Board for approval.*

UPDATES TO BYLAWS

10. Staffing

Article VIII. – Meetings

- Section 4. Staff Liaison
- Section 5. Recording Secretary

UPDATES TO BYLAWS

12. Effective Date

Article XII. – Effective Date

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

UPDATES TO BYLAWS

13. References to Governing Docs

References to related Governing Documents including, but not limited to, the City Charter, City Code Chapter 2-04, and Council Policies 000-03, 000-06, 000-45, and 000-51, have been incorporated within the Recreation and Parks Board's Bylaws as a courtesy.

BYLAWS: NEXT STEPS

- **Board discussion and feedback**
- **Vote to approve Bylaws**
- **Bylaws are enacted upon approval**
- **No further action needed**
- **Updated every 5 years**

BYLAWS: NEXT STEPS continued

- **Create recruitment process, application, and on-boarding process for Youth Member**
- **Recruit Youth Member**

ORDINANCE: RECOMMENDATION

The Board of Community Services (BOCS) recommends, 1.) Council introduce an ordinance to amend City Code Chapter 2-04 to change the name of the advisory body from the Board of Community Services to the Recreation and Parks Board; update the Board's purpose statement; update the Board's powers and duties to reflect their current role; align the number of Board members with the number of Council members; reduce the number of members...

ORDINANCE: RECOMMENDATION continued

... needed to achieve a quorum; align member's terms to coincide with the term of their appointing Council member; and update the process for member appointment to and member removal from the Board to accurately reflect City Charter Section 11. Participation & Diversity in Boards and Commissions and City Council Policy 000-06: Appointments to Boards / Commissions / Committees, and

BYLAWS: RECOMMENDATION

2.) approve the BOCs governing Bylaws.

QUESTIONS