



# Board Bylaws & Ordinance

Board of Community Services  
December 13, 2023

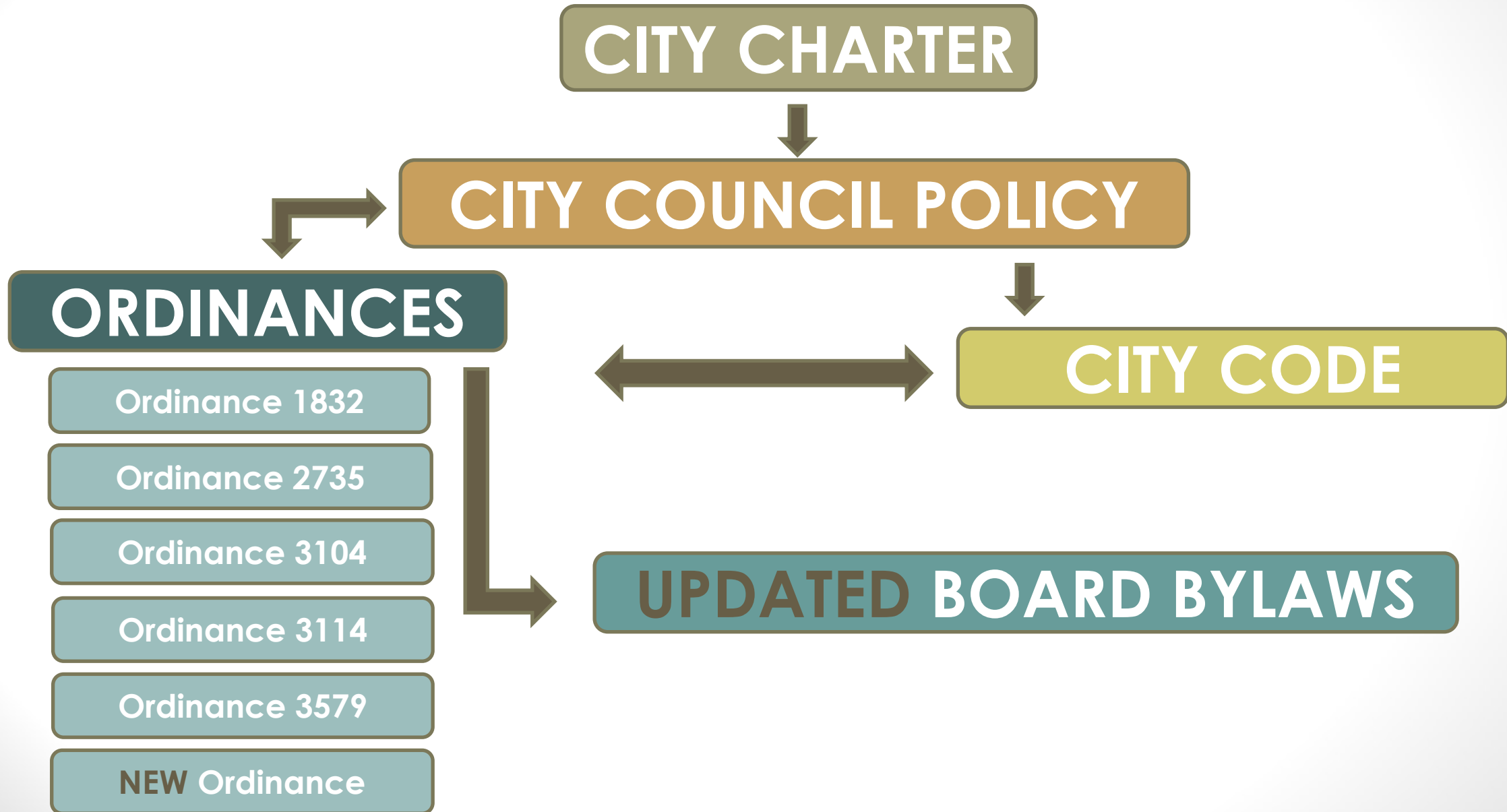
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Assistant Parks Planner

# BOARD BYLAWS & ORDINANCE

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- **Board Bylaws**
  - Approved by the Board
  - Enacted upon approval
  - No further action needed
- **Board Ordinance**
  - Recommend City Council approval
  - City Manager updates language
  - Public Hearing at City Council
  - Final City Council adoption on Consent

# BOARD GOVERNING DOCUMENTS



# BACKGROUND

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- **Current City Code & Ordinance require Board to have 8 members**
  - Only 7 BOCS members
  - Only 7 Council members
- **Higher burden on members to achieve quorum**
- **Does not align with City Charter or Policy 000-06**
- **Formed Subcommittee**
  - Met 7 times; 3 times since May
  - Updated Purpose Statement, Powers & Duties
  - Added DEIB language, Youth Member, Chair Duties

# ORDINANCE: Updates

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1. **Name of Board**
2. **Number of Members**
3. **Appointment of Members**
4. **Length of Term**
5. **Removal from Board**
6. **Purpose of Board**
7. **Quorum**
8. **Powers & Duties**

# PURPOSE OF BOARD: Updated

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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~~ Department 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.

# POWERS & DUTIES: Updated

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**#3.** Review and recommend to City Council on capital improvement projects, recreation fees, and tax revenue expenditures related to recreation, parks, and publicly maintained land, as well as plans submitted for development of, modification of, and/or improvements to the city parks system including park master plans and amendments not exempt under the California Environmental Quality Act (CEQA).

# POWERS & DUTIES: Updated

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**#4.** Review and adopt park master plans and amendments that are exempt under CEQA. All decisions can be appealed following Santa Rosa City Code Chapter 20-62, Appeals.



# POWERS & DUTIES: Updated

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- #5.** 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. ~~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.~~

# POWERS & DUTIES: Updated

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**#6.** 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.~~

# POWERS & DUTIES: Updated

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- #7.** Review and ~~make recommendations~~ provide feedback regarding the maintenance needs of the City's recreation facilities, parks, and publicly maintained lands.
- #8.** Such other advisory and non-advisory powers and duties as City Council may delegate or assign to the Board.

# BYLAWS: Updates

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1. **Diversity, Equity, Inclusion, Belonging (DEIB) language**
2. **Youth Member**
3. **Chair Duties**

# DIVERSITY, EQUITY, INCLUSION, BELONGING

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## 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.

# DIVERSITY, EQUITY, INCLUSION, BELONGING

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## **Article V. – Membership**

Council shall undertake all reasonable methods to ensure that its appointments reflect Santa Rosa's diversity. (Council Policy 000-06)

# YOUTH MEMBER

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

# CHAIR DUTIES: Updated

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- #5.** Provide the Board with opportunities to suggest future agenda items, if needed.
- #8.** The Chair will recommend a youth member to the Board for approval.



# NEXT STEPS: Bylaws

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

# NEXT STEPS: Ordinance

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- Board discussion and feedback. Provide recommendation to Council on Ordinance.
- City Manager reviews and feedback is incorporated
- Bring back to Board IF substantial changes and if not move forward to City Council.
- Council Meeting #1 (Jan/Feb): Introduce Ordinance (Public Hearing)
- Council Meeting #2 (March/April): Adopt Ordinance (Consent)
- City Code updated

# NEXT STEPS

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- Board website and documents updated with new name, Recreation and Parks Board
- Create recruitment process, application, and on-boarding process for Youth Member
- Recruit Youth Member

# RECOMMENDATION: BYLAWS

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It is recommended by staff that the Board of Community Services approve the updated Board Bylaws. The Bylaws should be reviewed again in five (5) years.

# RECOMMENDATION: ORDINANCE

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It is recommended by staff that the Board of Community Services approve the Board Ordinance and recommend that the Council introduce an ordinance to retitle and 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 members with the number of Council members, reduce...

# RECOMMENDATION: ORDINANCE

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... the number of members 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: Commissions and City Council Policy 000-06: Appointments to Boards/Commissions/Committees.

# Questions & Discussion