

**ORDINANCE NO. 99-03**

**AN ORDINANCE OF THE CITY OF AMERICAN CANYON ADOPTING AN ORDINANCE REGARDING THE ADDITION OF CHAPTER 2.29 TO THE AMERICAN CANYON MUNICIPAL CODE CREATING A NEW PARKS AND COMMUNITY SERVICES COMMISSION**

The City Council of the City of American Canyon does hereby ordain as follows:

Section 1. A new Chapter is hereby added to the American Canyon Municipal Code regarding the creation of a City Parks and Community Services Commission, to read as follows:

**CHAPTER 2.29 PARKS AND RECREATION COMMISSION**

Section 2.29.010	Creation of Parks and Community Services Commission/Terms of Commissioners
Section 2.29.020	Jurisdiction and Functions of Commission
Section 2.29.030	Compensation of Commissioners
Section 2.29.040	Designation of Chairperson and Vice Chairperson, Committees and Staff
Section 2.29.050	Time and Place of Meetings, Definition of Commission Quorum
Section 2.29.060	Commission Rules and Records

**Section 2.29.010 Creation of Parks and Community Services Commission/Terms of Commissioners.**

There is created a Parks and Community Services Commission for the City. It shall consist of seven (7) members, appointed in the manner and for the terms prescribed in Sections 2.04.070 and 2.28.010, respectively, of this code, except that the terms of members of the initial Commission shall expire three (3) years after the effective date of the appointment, and appointments made after the commencement of the term to fill a vacancy or removal shall be for the balance of the unexpired term.

**Section 2.29.020 Jurisdiction and Functions of Commission.**

- A. The Parks and Community Services Commission for the City shall perform all functions as described below, and shall serve in an advisory capacity to the Parks and Community Services Department and the City Council.
- B. The functions, powers and duties of the Parks and Community Services Commission shall include review of issues referred to the Commission by the City Council, the City Manager, the Parks and Community

Services Department, or residents or organizations of the City; to provide advice, comment and make recommendations regarding such issues as requested; to organize or facilitate community benefit activities or functions; and other duties as assigned by the City Council.

- C. Areas of purview of the Commission shall include, but not be limited to, park maintenance, park improvements, open space management, natural resource management, forestry maintenance and management, park and recreation facility maintenance and management, riparian habitat conditions, environmental health, recreation programming, aquatics programming, transportation needs and services, human services programming and needs, and community services in general.
- D. The City Council may from time to time refer a matter to the Commission for review, comment, recommendation or action. All actions of the Parks and Community Services Commission are subject to appeal to the City Council by any person or organization affected by such action through the procedures set forth in Chapter 2.04 of this code.
- E. All actions taken by the Commission shall be reported by the Parks and Community Services Director to the City Clerk, and shall be placed on the next regular agenda of the City Council after receipt of the report by the City Clerk. Actions taken by the Commission shall not be considered final until the City Council has heard and further considered the matter, or has determined that further consideration of the matter is not required. When placed on the agenda of the city council, the city council may elect to consider the matter and may schedule the matter for a hearing or public hearing before the city council. The City Council shall consider any appeal of an action taken by the Parks and Recreation Commission by an interested person or organization through the procedures set forth in Chapter 2.04 of this Code. The decision of the City Council, after considering or hearing the matter, shall be final.

#### **Section 2.29.030 Compensation of Commissioners.**

The members of the Parks and Community Services Commission shall each receive compensation payable out of the general fund of the City, provided adequate funds have been budgeted therefor, in the amount of twenty five dollars (\$25) per meeting, not to exceed fifty dollars (\$50) per month. Standing or temporary committee or subcommittee members shall not be compensated. The compensation for Commissioners prescribed herein shall be exclusive of any amounts payable as reimbursement for actual or necessary expenses authorized by the City Council and incurred in the performance of official duties for the City.

**Section 2.29.040 Designation of Chairperson and Vice Chairperson, Committees and Staff.**

- A. Designation of the chairperson and vice chairperson for the Commission shall be governed by section 2.28.020 of this Code.
- B. The Commission may from time to time create committees or subcommittees to study issues, to perform work on behalf of the Commission, to provide a service to the residents or a segment of the residents of the City, or to improve the quality of the environment of the City and living conditions of the residents of the City.
- C. Standing committees of the Commission shall be the Community Services Committee and the Natural Resources Committee. Standing or temporary committees or subcommittees shall have a minimum of two (2) Commissioners assigned to the committees. The Commission shall make appointments of committee or subcommittee members with the approval of the City Manager or his designee.
- D. The City Manager may appoint a department head and other staff and provide compensation for their services as may be authorized by the City Council and by the annual City budget.

**Section 2.29.050 Time and Place of Meetings, Definition of Commission Quorum.**

- A. The Commission shall hold at least one regular meeting each month at such time, date and place designated by the Commission. The chairperson or a majority of the Commission, after giving notice to the Commissioners, and to any media and members of the public who have previously requested such notices in writing, so that the notice is received at least twenty-four (24) hours before the meeting, may hold special meetings.
- B. A majority of the Commissioners shall constitute a quorum.

**Section 2.29.060 Commission Rules and Records.**

The Parks and Community Services Commission shall adopt rules for the transaction of its business, shall keep a public record of its resolutions, transactions, findings, recommendations and actions. Minutes of the Parks and Community Services Commission meetings shall be filed with the City Clerk.

Section 2. Effective Date. This ordinance shall take effect thirty (30) days after its adoption.

Section 3. Severability. This Ordinance shall be liberally constructed to achieve its purposes and preserve its validity. If any provision or clause of this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable and are intended to have independent validity.

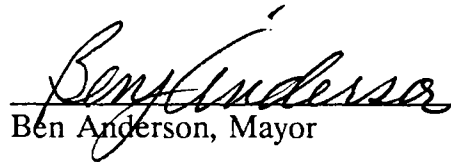
The foregoing ordinance was introduced and read at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 20th day of May, 1999 and was passed and adopted at a regular meeting of the City Council of the City of American Canyon, State of California held on the 3rd day of June, 1999 by the following vote:

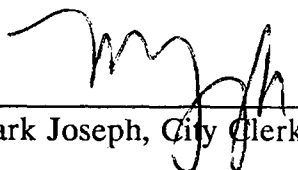
AYES: Anderson, Maples, Canziani, Colcleaser, Shaver

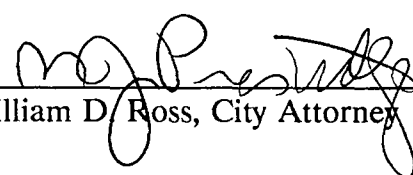
NOES: None

ABSTAIN: None

ABSENT: None

  
Ben Anderson, Mayor

ATTEST:  
  
Mark Joseph, City Clerk

APPROVED AS TO FORM:  
  
William D. Ross, City Attorney

## City of American Canyon



### Parks & Community Services Commission

#### GUIDELINES

The Parks and Community Services Commission was established through Ordinance 99-03, which amended the City of American Canyon Municipal Code. The Code includes Chapter 2.29, creating the powers, duties, and responsibilities of the Commission. The purpose of these Guidelines is to clarify the role of the Commission and explain more thoroughly Council's intent regarding how the Commission should function.

The Commission serves in an advisory capacity to the City Council and the Community Services Department. It is anticipated and expected that Commissioners will not always agree with each other on some issues and that the City Council may not always agree with Commission recommendations. That said, Commissioners are reminded of the following:

1. The Commission should be sensitive to the priorities established by the City Council.
2. The Commission should render as much assistance as possible to the City Council and avoid placing the Council in an untenable position.
3. Commissioners should not knowingly embarrass staff or the City Council.
4. The Commission should assist the Council in developing public trust in the Commission system.
5. The Commission must comply with the Brown Act, which stipulates that recommendations can only be made at a duly noticed meeting that is open to the public.
6. Commissioners should maintain a good working relationship with fellow Commissioners and always respect each other's viewpoint, even though it may be contrary to their own.
7. The Community Services Director is the staff member assigned to the Commission. The Community Services Director reports to and works for

the City Manager. The Commission does not involve itself in personnel issues.

### Duties of Commission Officers and Staff

The Commission shall annually choose one of its members as Chairperson and one as Vice Chairperson.

*Chairperson* – The Chairperson should preside at all meetings of the Commission. The Chair should follow standard parliamentary procedure in conducting the business of the Commission.

The Chair:

- preserves order and decorum, and addresses all questions of order
- ensures comments and issues are discussed within the context of the agenda and the order of business
- states questions coming before the Commission
- announces the decisions by the Commission
- votes on issues
- ensures all members of the public state their name and address when speaking at Commission meetings

*Vice Chairperson* – The Vice Chairperson, in the absence of the Chair, should take the place of the Chair and perform all duties of the Chairperson. In the event both Chair and Vice Chair are absent, the balance of the members should appoint someone to function in the role of Chair.

*Secretary* – The Community Services Director will, at his discretion, appoint a person to serve as Secretary to the Commission. The Secretary is the custodian of all records and official correspondence, and will provide clerical support to the Commission.

The Secretary of the Commission will complete all minutes. Copies of all minutes and agendas will be forwarded to the City Council, the Planning Commission, and the City Manager in a timely manner.

*Director* – The Director has administrative authority over the Community Services Department, and is responsible to the City Manager for the efficient operation of all divisions of the Department. The Director serves as the staff support to the Commission in matters of policy formation, and is subject to the policies and direction of the City Manager and City Council.

### Meetings of the Commission

*Regular Meetings* – Regular meetings of the Commission are open to the public and are held the second (2<sup>nd</sup>) Thursday of each month. The meeting time is 7:30

p.m. Generally, the meeting place is the Recreation Center, located at the corner of Elliott and Knightsbridge. However, a regular meeting of the Commission may be adjourned to any location within the City of American Canyon, if properly noticed.

*Special Meetings* – Special meetings, study sessions, or public forums are open to the public and may be held at a time or place as the Commission determines. The Director is responsible for ensuring that sufficient posting occurs for a special meeting.

*Agenda for Meetings* – Copies of a prepared agenda, with attachments as appropriate, will be made available to Commissioners no less than three (3) days prior to a meeting time and location. No matter other than what is on the agenda can be acted on. A copy of the agenda will be posted in public no later than 72 hours prior to a meeting.

The agenda's order of business will be as follows:

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Confirmation of Agenda
6. Public Comment
7. Announcements
8. Commission Business
9. Departmental Report
10. Public Comment
11. Commission Comments
12. Items for Future Consideration
13. Adjournment

#### Development Of Yearly Work Plan

Each year, the Parks and Community Services Commission will develop a work plan. The work plan will list the issues and projects to be addressed by the Commission in the coming fiscal year. The work plan should be consistent with goals and priorities adopted by City Council. The work plan must be submitted to City Council for review.

Once the work plan is approved, the focus of the Commission will be guided by the work plan. If issues or projects come up during the year that are out of the realm of the work plan and would require significant staff time or City funds, the Commission should determine if it is feasible to wait until the next year to address the issue or project. If the Commission determines that the issue or project should be addressed in the current year, a recommendation for

modification of the work plan should be submitted to Council for consideration. The Commission should recommend what issues or projects on the work plan should be postponed or eliminated due to the proposed new addition to the plan.

### Commission Functions/Project and Program Review Guidelines

The areas of purview of the Commission could include park improvements and development, park maintenance, open space management, natural resource management, forestry maintenance and management, riparian habitat conditions, environmental health, recreation programming, aquatics programming, transportation needs and services, human services programming and needs, and community services in general.

Parks and Community Services Commissions typically spend a significant amount of time on park development, park and recreation facility use issues and recreation programming issues.

*Park and Recreation Facility Plan Review* -When reviewing development plans for park and recreation facilities, the Commission should take the following things into consideration:

- The type and primary function of the facility (i.e. neighborhood park vs. community or regional park).
- Topography and land dimensions.
- Accessibility issues (ADA).
- Vehicular, pedestrian and bicycle access.
- Impact on park neighbors.
- Needs of the neighborhood and/or community.
- Inventory and location of existing parks and facilities.
- Expressed needs and desires of residents.
- BUDGET – The Commission is expected to work within the budget adopted by City Council. Some desired improvements might have to be eliminated or phased in at a later date.
- Ease of maintenance.

*Recreation Programs and Activities* – When providing suggestions and comments regarding the need for new programs, the Commission should consider the following:

- Facility – Is there a suitable and available facility for the activity?
- Availability of qualified instructor or activity leader.
- Existing activities that are the same or similar to the proposed program or activity.
- Cost & Revenue – How much would it cost to offer the program or activity & what is the potential revenue that could be generated? Can the program or activity be offered within the restraints of the existing budget?



- Does the program or activity meet a need of the community?
- Are programs and activities being offered that meet the needs of all ages and segments of the community?
- Staff time necessary to plan and supervise the program or activity.

The Commission should assist the City by working with local youth and adult sports and recreation organizations to coordinate the use of parks and sports facilities and evaluate the need for additional facilities to meet future demand.

Commissioners are encouraged to periodically volunteer at City special events and activities when feasible. Assisting with events will provide service to the City and provide insights regarding how the events can be improved.

*Budget Considerations* – The Commission will periodically deal with projects, programs, or assignments that involve budgeted items. The Commission is asked to live within the constraints of the budget, which was approved by the City Council. Recommendations that exceed the adopted budget should not be forwarded to the Council. The Commission may recommend that specific ongoing budgeted items be increased in the next fiscal year.

#### Staff Relations

Staff members are assigned to provide information and advice to the Parks and Community Services Commission. Just as the City Council does not accept every staff recommendation or every Commission recommendation, it is also anticipated that the Commission may not adopt every staff proposal. Staff members are selected on the basis of their technical knowledge; experience and capability in the Commission's area of responsibility and the Commission shall carefully weigh staff recommendations against other considerations before establishing any position. Occasionally a staff member or the City Manager may appeal a Committee recommendation or action to the City Council, and this action is perfectly proper.

#### Commissioner Relations

The association between Commission members will be a very important one. Commissioners come from various backgrounds and probably have different reasons for serving on the Parks and Community Services Commission. Each Commissioner will contribute in his/her own way. Commissioners shall always respect the viewpoint of other Commissioners even though it may be opposite of their own ideas. Commissioners must allow fellow Commissioners to articulate his or her views and then attempt to make an objective evaluation of those views. Commission member's viewpoints should be based on what is best for the total community and what is best for all concerned.

### Commission Attendance Requirements

Any member of the Commission may be removed from office at any time by a majority vote of the City Council. If a Commissioner is absent from three consecutive regular meetings or from twenty-five percent of the duly scheduled meetings of the Commission within any calendar year, his/her office shall thereupon become vacant and shall be filled as any other vacancy.

### Residency

All Commissioners shall be initially and during their incumbencies, bona fide residents of the City.

### Conclusion

Service as a Parks and Community Services Commissioner is a highly responsible position. Each Commissioner was selected on the basis of integrity, competence, community service, and positive interest in improving the American Canyon community. By working together, the City Council, City staff and the Parks and Community Services Commission can enhance the quality of life in American Canyon.

## Chapter 2.29

### PARKS AND COMMUNITY SERVICES COMMISSION

#### Sections:

- 2.29.010**      **Creation of parks and community services commission—Terms of commissioners.**
- 2.29.020**      **Jurisdiction and functions of commission.**
- 2.29.030**      **Compensation of commissioners.**
- 2.29.040**      **Designation of chairperson and vice-chairperson, committees and staff.**
- 2.29.050**      **Time and place of meetings.**
- 2.29.010**      **Creation of parks and community services commission—Terms of commissioners.**

There is created a parks and community services commission for the city. It shall consist of five members, appointed in the manner and for the terms prescribed in Sections 2.04.070 and 2.28.010, respectively, of this code, except that the terms of members of the initial commission shall expire two years after the effective date of the appointment, whereupon the city council shall stagger the subsequent appointments. (Ord. 2001-04 § 1 (part), 2001)

**2.29.020**      **Jurisdiction and functions of commission.**

A. The parks and community services commission for the city shall perform all functions as described below, and shall serve in an advisory capacity to the community services department and the city council.

B. The functions, powers and duties of the parks and community services commission shall include review of issues referred to the commission by the city council, the city manager, the community services department, or residents or organizations of the city; to provide advice, comment and make

recommendations regarding such issues as requested; to organize or facilitate community benefit activities or functions; and other duties as assigned by the city council.

C. Areas of purview of the commission shall include, but not be limited to, park maintenance, park improvements, open space management, natural resource management, forestry maintenance and management, park and recreation facility maintenance and management, riparian habitat conditions, environmental health, recreation programming, aquatics programming, transportation needs and services, human services programming and needs, and community services in general. (Ord. 2001-04 § 1 (part), 2001)

**2.29.030**      **Compensation of commissioners.**

A. The members of the parks and community services commission shall each receive a stipend payable out of the general fund of the city, provided adequate funds have been budgeted therefor, in the amount of twenty-five dollars per month. Standing or temporary committee or subcommittee members shall not be compensated. The stipend for commissioners prescribed herein shall be exclusive of any amounts payable as reimbursement for actual or necessary expenses authorized by the city council and incurred in the performance of official duties for the city.

B. To receive the stipend, each commissioner must attend at least one meeting per month, regular or special, of the commission, or at least one subcommittee meeting per month of the commission. (Ord. 2001-04 § 1 (part), 2001)

**2.29.040**      **Designation of chairperson and vice-chairperson, committees and staff.**

A. Designation of the chairperson and vice chairperson for the commission shall be governed by Section 2.28.020.

B. The commission may from time to time create committees or subcommittees to study issues, to perform work on behalf of the commission, to provide a service to the residents or a segment of the

residents of the city, or to improve the quality of the environment of the city and living conditions of the residents of the city.

C. Standing committees of the commission shall be the activities committee and the natural resources committee. Standing or temporary committees or subcommittees shall have at least one commissioner assigned to the committees. The commission shall make appointments of committee or subcommittee members with the approval of the city manager or his designee.

D. The city manager may appoint a department head and other staff and provide compensation for their services as may be authorized by the city council and by the annual city budget. (Ord. 2001-04 § 1 (part), 2001)

**2.29.050 Time and place of meetings.**

The commission shall hold at least one regular meeting each month at such time, date and place designated by the commission. The chairperson or a majority of the commission, after giving notice to the commissioners, and to any media and members of the public who have previously requested such notices in writing, so that the notice is received at least twenty-four hours before the meeting, may hold special meetings. (Ord. 2001-04 § 1 (part), 2001)