



## Legislation Details (With Text)

**File #:** 19-1829      **Version:** 1

**Type:** Agenda Item      **Status:** Department Matters

**File created:** 12/4/2019      **In control:** Parks and Recreation Commission

**On agenda:** 12/19/2019      **Final action:** 12/19/2019

**Title:** The Chief Administrative Office, Parks Division, recommends that the Parks and Recreation Commission (PRC) receive an overview regarding PRC agenda items. This overview will include how Commissioners should request an agenda item on the agenda, agenda packets, what Commissioners can expect from agenda items, and what staff can expect from Commissioner requested items. (Est. Time: 30 Min.)

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Form for Agenda Item Request, 2. B - 2020 Agenda Items Due to Staff, 3. C - Agenda Items and Packets Presentation

Date	Ver.	Action By	Action	Result
12/19/2019	1	Parks and Recreation Commission		

The Chief Administrative Office, Parks Division, recommends that the Parks and Recreation Commission (PRC) receive an overview regarding PRC agenda items. This overview will include how Commissioners should request an agenda item on the agenda, agenda packets, what Commissioners can expect from agenda items, and what staff can expect from Commissioner requested items. (Est. Time: 30 Min.)

**FUNDING:** N/A

### DISCUSSION / BACKGROUND

The Chief Administrative Office, Parks Division, recommends that the Parks and Recreation Commission (PRC) receive an overview regarding PRC agenda items. This overview will include how Commissioners should request an agenda item, what will be included in agenda packets, what Commissioners can expect from agenda items, and what staff can expect from Commissioners.

Requesting Agenda Items: Commissioners can request that specific items that pertain to the Commission be added to the upcoming agenda by completing a Parks and Recreation Commission Agenda Item Request Form. All requests must be submitted thirteen (13) working days prior to the meeting date. If the request is not received timely, the agenda item will get pushed to the next regularly scheduled meeting. Please ensure that the request form is complete and all applicable attachments are included with the request form upon submission. Please email these requests directly to Vickie Sanders, Parks Manager with a carbon copy (cc) to Chelsea Edman, Department Analyst.

Agenda Packets: Per the Brown Act, staff is required to have the agenda posted seventy-two (72) hours before the meeting. The agenda is posted online and a hard copy is posted near the Board

Chambers. When the agenda is posted, a "GovDelivery" email is sent to notify subscribers that the agenda is available. While Commissioners shall review the agenda and all attachments prior to the meeting, a hard copy of these documents will be provided to Commissioners on the meeting date for their reference. If you would like to pick the packet up prior to the meeting date, please contact staff. To subscribe to "GovDelivery", please visit [https://www.edcgov.us/Government/Parks/Pages/parks\\_and\\_recreation\\_commission.aspx](https://www.edcgov.us/Government/Parks/Pages/parks_and_recreation_commission.aspx) and click "Subscribe to Parks and Recreation Commission Agendas and Minutes". If you have any questions regarding this process, please contact staff.

**What Commissioners can Expect:** Commissioners can expect for agenda items to follow the same format and guidelines as Board agenda items. Agenda items will always include the following sections: purpose or action requested (this will be listed in the title section), anticipated funding source (if applicable), discussion and background, any alternatives (if applicable), prior Board action/history information (if applicable), other department/agency involvement (if applicable), CAO recommendation and comments, financial impact (if applicable), strategic plan component (if applicable), and contact information. If any of these sections do not apply to the item, the titles will remain but staff will write "N/A" in that section. Agenda items will include any applicable attachments. Staff will confirm with Commissioners that there will be a quorum before each meeting and will notify Commissioners should the meeting need to be cancelled. If Commissioners have any questions or concerns about the agenda or items related to Parks, a one on one meeting can be requested with staff or Commissioners can contact staff via phone or email.

**What Staff can Expect:** Staff can expect Commissioners to arrive fully prepared and ready to discuss and take action, having reviewed previous meeting minutes, agenda items (full legislative text), and all attachments. If there are any questions on these items, they should be addressed as soon as possible so that staff has time to prepare prior to the meeting. Please do not wait until the day before the meeting to ask detailed questions about agenda items. Staff also expects for discussion surrounding agenda items to be directly related to the item content as off-topic conversation, even somewhat related, that is not agendized can be in violation of the Brown Act. Staff can also expect for any agenda item requests to be complete upon submission and comprehensible for those who may not be subject matter experts. Agenda items will have estimated time allotments. While some items may take more or less time than estimated, it is important for Commissioners to stay close to these timeframes.

To properly outline these expectations for staff and Commissioners, staff recommends that the Commission begin working on the development of bylaws at the regularly scheduled January meeting.

## **ALTERNATIVES**

N/A

## **PRIOR BOARD ACTION**

N/A

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

## **CAO RECOMMENDATION / COMMENTS**

Chief Administrative Office concurs with the Parks Division recommendation.

**FINANCIAL IMPACT**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Vickie Sanders, Parks Manager, 530.621.7538