

CITY OF HEALDSBURG

RESOLUTION NO. 34-2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ESTABLISHING THE COMPOSITION AND QUALIFICATIONS, APPOINTMENT TERMS, POWERS AND DUTIES, AND MEETING PROTOCOL OF THE PARKS AND RECREATION COMMISSION PURSUANT TO ARTICLE III OF CHAPTER 2.32 OF THE HEALDSBURG MUNICIPAL CODE AND RESCINDING RESOLUTION NO. 2-2012

WHEREAS, establishing the number of positions, qualifications, appointment terms, powers and duties, and meeting protocol for the various City boards, committees and commissions is not required to be accomplished by ordinance; and

WHEREAS, establishing the number of positions, qualifications, appointment terms, powers and duties, and meeting protocol for such boards, committees and commissions by ordinance is unnecessarily cumbersome and time consuming; and

WHEREAS, the City Council has determined that setting the composition, qualifications, appointment terms, powers and duties and meeting protocol of the Parks and Recreation Commission by resolution would expedite the approval of changes in the future; and

WHEREAS, Article III of Chapter 2.32 of the Healdsburg Municipal Code, as revised, allows setting the composition, qualifications, appointment terms, powers and duties, and meeting protocol of the Parks and Recreation Commission by resolution; and

WHEREAS, adoption of this resolution is not a “project” as defined in the California Environmental Quality Act, and therefore, does not require environmental review;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby establishes the composition and qualifications, appointment and terms, powers and duties, and meeting protocol for the Parks and Recreation Commission as follows:

MEMBERSHIP

The membership of the Parks and Recreation commission shall consist of eight members. One of the eight members must be designated as a parks and recreation youth commissioner who shall be under the age of 18 or a full-time student under the age of 21. Two of the seven in addition to the youth member may reside outside the City limits but must reside at a location that is within the boundaries of the Healdsburg Unified School District. All members of the Parks and Recreation Commission shall serve without compensation.

TERMS OF OFFICE OF MEMBERS

All members of the Parks and Recreation Commission shall serve for a three-year term. The first four appointments shall be for a term of two years, and thereafter the terms of those four members shall be for three-year terms. The terms of the other three members shall be for three years from

the initial appointment. Each member shall serve at the pleasure of the Mayor and the City Council until his or her successor is appointed and qualified.

VACANCY

Upon the death, resignation, disability to perform the duties of a member of the Parks and Recreation Commission; or upon the loss of permanent residency from the City and/or the Healdsburg Unified School District; or upon the failure to attend any of the meetings of the Parks and Recreation Commission for three consecutive regular meetings, except in case of illness or for some other unavoidable cause, the City Council shall review and, if found to be appropriate, declare the office of such member vacant and thereupon appoint some qualified person to fill such vacancy for the unexpired term of such member.

POWERS AND DUTIES

The Parks and Recreation Commission shall have the duty of serving in an advisory capacity to the City Council and the Director of Parks and Recreation on policies and programs pertaining to public parks and recreation and shall include:

- A. Identifying and addressing the needs related to the City's parks, school facilities, playgrounds, open space, and recreational facilities.
- B. Advising the City Council and the Director of Parks and Recreation on all matters affecting the City's parks and recreation programs and facilities.
- C. Advising and assisting City boards and commissions, City departments, and private persons on matters affecting the City's parks, school facilities, playgrounds, open space, and recreational facilities.
- D. Improving maintenance of City parks, school facilities, playgrounds, open space, and recreational facilities.
- E. Assisting in the development of a parks and open space master plan.
- F. Developing and maintaining a community activities plan to increase, create, and implement community recreation classes and special interest classes.
- G. Performing such other functions and duties as may be directed by the City Council from time to time.

MEETING PROTOCOL

- A. **Officers of the commission.**

The parks and recreation commission shall appoint from its members a chairperson and vice-chairperson whose terms of office for said positions shall be for one year.

B. Meetings of the commission.

The Parks and Recreation Commission shall meet on the second Wednesday of each month at 6:00 p.m., in the City Council chambers of the City of Healdsburg City Hall, at 401 Grove Street, or at such other time and place as the Parks and Recreation Commission may establish from time to time following proper notice. The Parks and Recreation Commission shall hold at least one regular meeting every two months. Special meetings of the Parks and Recreation Commission may be called at any time by the chairperson, or by any four or more members of the Parks and Recreation Commission, by providing notice of said meeting as required by law.

C. Organization and procedure.

The Parks and Recreation Commission may adopt such bylaws, not inconsistent with law, as it shall require for the conduct of its meetings and other business. Meetings may be recorded. Meeting minutes shall be signed by the Parks and Recreation Commission chairperson and the secretary appointed to the Parks and Recreation Commission.

D. Secretary to the Parks and Recreation Commission.

The City Manager shall appoint an officer or an employee of the City who shall act as secretary to the Parks and Recreation Commission and who shall provide clerical assistance.

PASSED, APPROVED AND ADOPTED, this 4th day of March 2019, by the following vote:

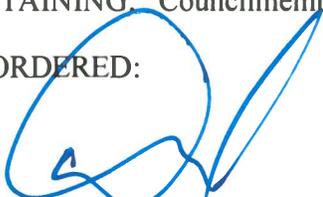
AYES: Councilmembers: (5) Gold, McCaffery, Mitchell, Naujokas and Mayor Hagele

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:



David L. Hagele, Mayor

ATTEST:



Stephanie A. Williams, City Clerk

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I, STEPHANIE A. WILLIAMS, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 34-2019 adopted by the City Council of the City of Healdsburg on the 4th day of March, 2019.


Stephanie A. Williams, City Clerk