



# Parks Advisory Committee Handbook

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## I. Overview

Volunteer advisory committees are an integral part of local government, intended to provide advice and recommendations from a resident's perspective. Advisory committees help plan the future of their communities, bringing together disparate views that might not otherwise be heard.

As the size and scope of the Cosumnes Community Services District (District) has grown, so has the need for public engagement and education on matters relating to landscape maintenance and funding. The Parks Advisory Committee (Committee) has been created to improve communication between the District and public regarding these topics.

### A. Statement of Purpose

The Committee will primarily make recommendations on parks budgets, projects, and planning. Committee members will also provide updates on the status of landscape maintenance in their benefit zone or district, particularly any areas of concern that may need to be addressed by staff. Furthermore, committee members will assist with the District's L&L funding education outreach and help facilitate volunteer landscape maintenance events in their benefit zone.

### B. Review & Evaluation

The function and activities of the Committee will be periodically reviewed to determine whether its purpose is being fulfilled, and whether the committee is still necessary.

## II. Roles & Responsibilities

District Staff, the Parks Advisory Committee and the Board of Directors all play important roles in providing landscape maintenance services to the public.

### A. District Staff

Staff are primarily responsible for providing technical assistance and administrative support. The General Manager, or designee, will appoint a primary Staff Liaison.

The appointed Staff Liaison will:

- Ensure that meeting notifications and recordkeeping occur consistently with applicable laws.
- Serve as a communication link between the Committee, Staff, and the Board of Directors (Board).
- Provide copies of all agendas and minutes of the Committee.
- Provide professional guidance and recommendations to the Committee.
- Assist the Committee with research, report preparation, and correspondence in keeping with the Committee's Statement of Purpose.

- Present Committee recommendations to the Board if requested by either the committee or the Board.
- Maintain a positive working relationship with the chair and committee members.
- Focus the Committee's efforts on its Statement of Purpose.

## B. Parks Advisory Committee

The Committee is primarily responsible for providing technical and policy recommendations to the Board and Staff.

Committee members will:

- Be fair and impartial.
- Be respectful of the public, Staff and other Committee members.
- Offer new proposals and recommend changes to existing programs, policies and procedures.
- Respect the limitations of their individual and collective authority. The role of the Committee is to advise the Board and/or Staff, and members are not empowered to make final decisions.
- Attempt to reach consensus. If consensus is not possible, and there are strong differing opinions, a minority opinion should be recorded and acknowledged in the Committee's report to the Board.
- Interpret and relay community opinions, attitudes and needs to both Staff and the Board.
- Provide the community with information about District programs, policies, procedures and budgets.
- Educate themselves on topics related to their committee's purpose.

## C. Board of Directors

The Board is the District's governing body, and is responsible for formulating and approving policies for the operation, control, administration, and planning of the District's facilities and activities. The Board will provide direction for both Staff and the Committee.

The Board will also appoint a Board Liaison to serve as the point of contact between the Committee and the Board. The Board Liaison is not required to attend Committee meetings.

## III. Recruitment & Appointment

An annual recruitment will be undertaken to fill all scheduled vacancies occurring the following year.

## A. Recruitment Procedures

- The District will annually, on or before December 31, publish a list of vacancies and anticipated vacancies. The list will be known as the Local Appointments List.
- The list will state the title and term of office of each position, the membership requirements, and contact information for obtaining additional information and/or submitting an application.
- The list will also state the incumbent appointee for each position, including the date of appointment and the date the term expires.
- The list will be posted at District facilities, on the District website, and be made available to local media.
- Interested persons must submit an application in accordance with the deadlines established by the list.
- Applications will be reviewed by the committee Chair, Vice-Chair, and the Staff Liaison.
- Recruitments for partial-term vacancies will be held as needed if an unexpected vacancy occurs.

## B. Membership Qualifications

- Each member must live within the Benefit Zone or L&L District they are appointed to represent.
- Full-time District staff may not serve on the Committee, except as an advisor or Staff Liaison.
- Part-time staff are eligible to serve on the Committee provided they meet all other criteria as outlined in Section 3D.
- Youth members must live within the District's park and recreation service area boundary and have attained the grade level of freshman, sophomore, or junior by the time of their appointment.

## C. Appointment Procedure

Committee appointments will be made by a motion of the Board, and each applicant will be notified of the Board's decision by mail or email.

## D. Selection Criteria

Committee applicants will be evaluated using the following criteria:

- Knowledge & Experience – The Board will consider both applicable experience and knowledge relevant to the Committee's purpose when making appointments.
- Public Service – The Board will consider past and present community service, especially leadership roles and experience on other boards and committees.
- Committee Composition – The Board will consider the Committee's composition when making appointments. The District desires that the

Committee be composed of members who are both representative and inclusive of our diverse community.

#### E. Term of Office & Reappointment

- The term of office for Committee members will be three years. The terms will be staggered so that as near as possible, one-third of each committee's membership will expire each year.
- The term of office for the youth member will be one year.

### IV. Operating Procedures

Any procedural matter or controversy not specifically addressed in this handbook will be governed by the most current edition of *Robert's Rules of Order*.

#### A. Work Plan

- Staff will develop an annual Work Plan for the Committee based on the District's Strategic Plan and the Elk Grove Plan for Play. A draft will be presented to the Committee for input and revision. Once completed, the Committee's Work Plan will be presented to the Board for review, possible amendment, and approval.
- The Committee may not direct Staff to perform work not related to the Work Plan unless approved by the General Manager or Board.
- Substantive changes to the Work Plan must be approved by the Board.

#### B. Number of Members

The Committee will consist of at least one member from each of the following benefit zones and at least one youth member who resides in one of the following Benefit Zones:

- |                                            |                                                             |
|--------------------------------------------|-------------------------------------------------------------|
| • Zone 1 – Laguna                          | • Zone 6 – Central Elk Grove<br>(includes Overlays 9a & 9c) |
| • Zone 2 – Camden (includes<br>Overlay 9b) | • Zone 8 – Other Rural/Laguna<br>Ridge                      |
| • Zone 3 – Elk Grove/West<br>Vineyard      | • Zone 11 – East Elk Grove                                  |
| • Zone 4 – West Laguna                     | • Zone 12 – Stonelake                                       |
| • Zone 5 – Lakeside                        | • Zone 13 – East Franklin                                   |

Each benefit zone will have no more than two members unless total membership drops below twelve (12), in which case the committee may accept and recommend applications as needed and at the discretion of the Board of Directors. No benefit zone will exceed four representatives even when the total membership is below twelve (12). Youth membership will not exceed two.

## C. Internal Organization

### 1. Chairperson

- The Committee will elect from its membership a Chairperson to serve for one year. The Chairperson may be reelected once, for a total of two consecutive years, before a one-year break in service is required.
- The Chairperson will ensure that all members have an opportunity to share their knowledge and perspective.

### 2. Vice Chairperson

- The Committee will elect from its membership a Vice Chairperson to serve for one year. The Vice Chairperson may be reelected once, for a total of two consecutive years, before a one-year break in service is required.
- The Vice Chairperson will assume the duties of the Chairperson should they be unable to attend a Committee meeting.

### 3. Other Officers

- The Committee may also elect other officers as deemed necessary by the membership.

## D. Meeting Schedule

- The Committee will meet on the second Tuesday of each month from 6:00 PM to 7:30 PM at a regularly established meeting place.
- The meeting place and date may change periodically with the consensus of the Committee and proper notice to the public.
- Special meetings of the Committee may be called at any time by the presiding officer or by a majority of the members of the Committee.
- All Committee meetings will be conducted in public session, and the public will be notified in accordance with all applicable laws.

## V. Requirements

Regular attendance and accurate record-keeping are necessary for the Committee's success.

### A. Attendance Requirements

- Committee members will attend at least 75% of the regular meetings per calendar year (prorated should a member be appointed mid-year).
- Members who have three consecutive absences may be dismissed by the Committee.
- Members who miss more than 25% of the regular meetings in a calendar year may be dismissed by the Committee.

## B. Reporting Requirements

- All reports and recommendations will be written in clear and concise language.
- Proposed policies and recommendations will be viable, cost-effective, and identify the reasoning behind them.
- The CSD Staff Liaison will prepare an annual Informational Report for the Board of Directors, to include at minimum: a description of activities, a list of members and their terms of office, and any general recommendations.
- The CSD Staff Liaison will present a draft of the annual Informational Report for PAC approval at least one month before the due date.

## C. Record-Keeping Requirements

- The CSD Staff Liaison will take formal meeting minutes and a copy of all minutes will be filed with the Board Clerk as the official.
- A copy of all minutes will be filed with the Board Clerk as the official record.
- All recommendations and final reports to the Board of Directors be presented at a regular Board Meeting either in person by a designated representative of the Committee or the Staff Liaison, and in writing.
- A copy of the written report or recommendation will be submitted to the Board Clerk by the agenda cutoff time.

# VI. Applicable Regulations

The Committee and its members must comply with all applicable state and local statutes.

## A. Ralph M. Brown Act

The following measures will be taken to comply with the Brown Act:

- All Committee meetings will be open to the public.
- The agenda will be posted at least 72 hours before a Committee meeting.
- Deliberation and/or action will only be taken on topics placed on the public agenda.
- The public will have the opportunity to address the Committee before any action is taken on an item.
- The public will have the opportunity to address the Committee on any item of interest that is within the jurisdiction of the Committee.

## B. Maddy Act

The Local Appointment List will be published annually, on or before December 31, in accordance with the Maddy Act. The list will include all boards, commissions, and committees whose members serve at the pleasure of the Board, and the necessary qualifications for each position.

### C. Government Code § 1090

Committee members may not be involved in the making of any contract in which they have a financial interest, and may not be a party to any purchase or sale made by the member in their official capacity.