

REGULAR MEETING OF THE
COMMUNITY SERVICES ADVISORY COMMITTEE
CITY OF VICTORVILLE

APRIL 19, 2021

5:00 P.M. – 6:00 P.M.

ZOOM: <https://victorvilleca-gov.zoom.us/j/94874871960>

Meeting ID: 948 7487 1960

Passcode: VV123

Dial-In: 1(669)900-9128

TELECONFERENCE NOTICE

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 that allows attendance by members of the Community Services Advisory Committee, City Staff, and the public to participate and conduct the meeting by teleconference.

TO PROVIDE PUBLIC COMMENT DURING THE COMMUNITY SERVICES ADVISORY COMMITTEE MEETING PLEASE DIAL **(669)900-9128** AND ENTER ACCESS CODE:**948-7487-1960** OR JOIN VIA ZOOM BY COPYING THE FOLLOWING LINK INTO YOUR BROWSER:

<https://victorvilleca-gov.zoom.us/j/94874871960?pwd=b1RBWkVlVnFHT2FWaDBUTE9QMnl5Zz09>

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT, ANYONE WHO REQUIRES REASONABLE ACCOMMODATIONS TO PARTICIPATE IN A MEETING MAY REQUEST ASSISTANCE AND/OR RECEIVE THE AGENDA IN AN ALTERNATIVE FORM BY CONTACTING THE VICTORVILLE CITY CLERK'S OFFICE (760) 955-5026 NO LATER THAN 72 HOURS PRIOR TO THE MEETING

CALL TO ORDER

ROLL CALL

AGENDA ITEMS

1. Review and Approval of Regular Meeting Minutes from 03/15/2021
2. Discussion of City Council Policy & Resolution No. 13-049 & Committee Member Terms
3. Minutes Discussion
4. Prop 68 Per Capita Resolution Discussion
5. Committee Member Reports / Comments
6. Staff Reports / Comments

PUBLIC COMMENT

ADJOURNMENT

THIS PAGE LEFT

BLANK

INTENTIONALLY

VICTORVILLE COMMUNITY SERVICES DEPARTMENT
COMMUNITY SERVICES ADVISORY COMMITTEE
ACTION MINUTES – March 15, 2021

1. CALL TO ORDER The regular meeting of the Community Services Advisory Committee was called to order by Chair Pyle at 5:08 p.m. via Zoom.
2. ROLL CALL PRESENT: Committee Members Pyle, Smith, Dixon, and Starr-Bolden.

STAFF: Deputy City Manager Davidson, Director Mathews, Manager Salgado, Manager Armstrong, Librarian Carter, Technician St. Louis, and Recording Secretary Doornbos.
3. REVIEW AND APPROVAL OF MINUTES 3/15/2021 Vice-chair Smith moved to approve the meeting minutes; the motion was seconded by Member Dixon. Recording Secretary Doornbos conducted a roll call vote:
Chair Pyle: Yes.
Vice Chair: Yes.
Committee Member Dixon: Yes
Committee Member Starr-Bolden: Yes
REVIEW AND APPROVAL OF MINUTES 2/17/2021 Chair Pyle motioned to delay the approval of minutes from the special meeting on 2/17/2021, the motion was seconded by Vice-Chair Smith. Recording Secretary Doornbos conducted a roll count vote:
Chair Pyle: Yes
Vice Chair: Yes
Committee Member Dixon: Yes
Committee Member Starr-Bolden: Yes
4. Prop. 68 Grant Application Update: Given by Deputy City Manager Davidson; applications submitted on the Statewide Parks Program on 3/12/2021 with approval late summer 2021.
5. Parks & Recreation Master Plan Implementation- FY2021/2022 Budget Recommendations Update: Deputy City Manager Davidson: provided a breakdown and details of the implementation plan and Measure P being a new funding source, also provided budgetary information in detail for the proposed plans.
6. Library Master Plan Update: Given by Librarian Carter, Deputy City Manager Davidson, and Manager Salgado, Godfrey's and Associates came to visit current Library location, provided feedback and recommendations on the Central Library plan, recommendations on existing library and potential lease space, proposed a Red Box style library located in the Victorville Mall, would be a permanent asset to the library.
7. COMMITTEE MEMBER REPORTS/COMMENTS: Chair Pyle- regards to position on the committee due to Council Member Ramirez's removal. Request for meeting minutes to be more fleshed out, highlighting more information, record question and answer.
Deputy City Manager Davidson- Advised that there are options regarding the vacancy and that we would need to further review the City Council handbook. Deputy City manager Davidson also advised that the minutes would need to be reviewed in accordance with the resolution.
8. STAFF REPORTS/COMMENTS: Librarian Carter talked about book check out online in a new digital platform with a return to drop-box system, we had a very successful Dr. Seuss Day, and our summer reading program will be starting soon. Manager Salgado talked about Recreation programs getting ready to open back up and that we are moving forward with our recruitments for PT staff, recreation leader and aquatics positions opening. Manager Armstrong talked about the Free Dump Day event held at the former Victor Jr. High, and had over 500 vehicles, this event was advertised with bill inserts and through social media; Community Cleanup Day is set for April 17th, teams will be small and will be held outside, information can be found on the City of Victorville's website; city resources>dump it right. Director Mathews stated that it was a good meeting with insightful comments.
PUBLIC COMMENT None.

NEXT MEETING DATE April 19, 2021.

ADJOURNMENT Chair Pyle to adjourn the meeting at 6:25 p.m.

Chair Signature

Date of Approval

THIS PAGE LEFT

BLANK

INTENTIONALLY

CHAPTER 9 - COMMISSIONS, COMMITTEES, AND BOARDS

I. PURPOSE AND GENERAL CONSIDERATIONS

- A. Role of City Commissions, Committees, and Boards. Most commissions, committees, and boards established by the City Council are advisory to the City Council. The role of all such commission, committee, or board is to make recommendationsto the City Council on matters affecting the City of Victorville. Except as otherwise provided in State or local law, commissions and committees have no independent role separate and apart from their role as advisory to the City Council. Commissions, committees, and boards have no authority to appropriate funds or make policy except as otherwise approved by the City Council.
- B. Nomination and Confirmation. On or before December 31st of each year, the City Clerk (or such other staff as the Council may designate) shall prepare and provide to the City Council an appointments list of all regular and ongoing boards, commissions, and committees appointed by the Council and the terms of the members of such boards, committees, and commissions that will expire during the next calendar year. At such time, or as soon thereafter as possible, the Presiding Officer shall ask each Councilmember whether he/she wishes to nominate new individuals or re-affirm his/her existing appointment (if applicable) to the various City committees and commissions (e.g., the City Legislative Review Committee and the Planning Commission). Such nominations and/or reaffirmations of existing appointments must be confirmed by a majority vote of the City Council. To the extent a Councilmember's nominee for a specific committee or commission does not obtain the majority vote of the City Council, such Councilmember will be given the opportunity to nominate up to three (3) other individuals, either at the same meeting or at subsequent meetings. In the event a Councilmember's subsequent three (3) nominees are not confirmed by a majority vote of the Council, then the City Council by majority may appoint a replacement committee or commission member or provide that the existing committee or commission member shall retain such appointment for the balance of the Councilmember's term. Unscheduled vacancies shall be filled in accordance with Government Code section 54974. Except as may be terminated by a majority vote of the City Council, such appointments shall be coterminous with the appointing Councilmember's term of office.
- C. Instruction and Training. The Council shall ensure that all members of City committees and commissions are properly instructed on their responsibilities, direction, and performance expectations. Such City committees and commissions shall also be required to follow the applicable provisions of Resolution No. 13-049 and any amendments or successor resolutions thereto.
- D. Planning Commission. Resolution No. 13-049 does not apply to the Planning Commission. The membership, powers, and responsibilities of the Planning Commission are set forth in the Victorville Municipal Code and various provisions of State Law. In accordance therewith,

the Planning Commission has adopted rules for transacting Planning Commission business.

- E. Conflict of Interest. All members of commissions, committees, and boards shall abide by the provisions of the Political Reform Act, FPPC regulations, and provisions of the common law relating to conflicts of interest.

II. CITY COUNCIL SUBCOMMITTEES

- A. Purpose. The City Council from time to time forms committees composed solely of a portion of its own membership. These committees, often referred to as subcommittees, are formed to study, investigate, and make recommendations to the full Council regarding specific topics and may be designated as either Standing or Ad Hoc.
1. **Standing Subcommittees**. These subcommittees have a continuing subject matter jurisdiction or meeting schedules that are fixed by the Council. Regardless of the number of members, Standing subcommittees are required to comply with the Brown Act.
 2. **Ad Hoc Subcommittees**. These subcommittees have a specific purpose and limited duration, no continuing subject matter jurisdiction, and no meeting schedule fixed by the Council. Ad Hoc Subcommittees composed solely of less than a quorum of the City Council membership (2 members maximum) are generally exempt from the Brown Act and thus are not required to schedule regular meetings or post meeting dates and agendas.
- B. Subcommittee Formation and Appointment.
1. **Standing Subcommittees**. The Council may create or dissolve Standing subcommittees at any time by the affirmative vote of a majority of the Council. The Mayor appoints and the City Council confirms by majority vote the members of Standing subcommittees.
 2. **Ad Hoc Subcommittees**. The Council or the Mayor may create Ad Hoc subcommittees. The Mayor has the discretion to make appointments to such Ad Hoc subcommittees himself/herself or to allow a majority of the Council to vote on such appointments.
- C. Subcommittee Responsibilities. The responsibilities of subcommittees include making and submitting recommendations and information to the Council for consideration and/or a vote (once properly agendaized as noted in Section 111.C, below, to ensure compliance with the Brown Act). Staff will work with and support Council subcommittees as required and in accordance with the provisions of Section II of this Chapter.
- D. Review of Standing and Ad Hoc Subcommittees. At its second regular meeting in December (or as soon thereafter as possible), and prior to making any appointments, the Council will review each currently-existing Standing or Ad Hoc Subcommittee and determine the need to renew or terminate the committee.

- E. Conduct of Subcommittee Meetings. Council subcommittees shall generally follow the meeting procedures and rules of order set forth in Resolution No. 13-049.

III. ADMINISTRATIVE SUPPORT FOR CITY COMMISSIONS AND COMMITTEES.

- A. Staff to Provide Support. City staff will provide assistance and support to City commissions, committees, and subcommittees; however, such commissions, committees, and subcommittees do not have supervisory authority over City employees. While staff may work closely with these entities (particularly the Planning Commission), City staff members remain responsible to their immediate supervisors and ultimately to the City Manager . The members of City commissions, committees, and subcommittees are responsible to perform the functions (as set forth in Victorville Municipal Code or other City Council directive) of their respective committees/commissions.
- B. Examples. Staff support includes preparation of an agenda and preparation of reports providing a brief background of the issue, a list of alternatives, recommendations, and appropriate back-up materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues.
- C. Procedure for Recommendations to Council. Advisory City commissions, committees, and subcommittees wishing to communicate progress, status, and/or recommendations to the City Council must do so through approved Council agenda procedures. In addition, if such commissions, committees, and subcommittees wish to correspond with an outside agency, such correspondence will be prepared by staff for review by the City Manager and possible approval by the City Council. Individual members of City commissions, committees, and subcommittees who would like City staff to perform research or review a particular issue must gain the approval for such a request from the City Manager before any work is planned or done.

IV. BOARDS, COMMISSIONS, AND COMMITTEES ON WHICH COUNCILMEMBERS SERVE AS CITY REPRESENTATIVES

- A. Outside Agencies. City Councilmembers are appointed to and serve as City representatives on the boards of commissions and/or committees of outside agencies in the region, such as the Victor Valley Transit Authority ("WTA"), the San Bernardino County Transportation Authority ("SBCTA"), and the Victor Valley Wastewater Reclamation Authority ("VWVRA").
- B. Procedures. . Nomination and confirmation of such representatives and one alternate shall follow the same procedure identified in Section I.B for City Commissions, Committees, and Boards.
- C. Absence. Whenever a member of the City Council is unable to attend a regional board or commission to which he or she is designated as the City's representative, he or she shall notify his/her alternate.

- D. Duties. Councilmembers serving as City representatives on such outside agencies shall comply with the rules of procedure adopted by such agencies when participating in meetings of such agencies and shall provide updates or reports to the City Council on the activities of such agencies as required.

THIS PAGE LEFT

BLANK

INTENTIONALLY

RESOLUTION NO. 13-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VICTORVILLE
ADOPTING RULES AND PROCEDURES FOR THE VARIOUS ADVISORY
COMMITTEES AND RESCINDING RESOLUTION NO. 92-135

WHEREAS, the City Council of the City of Victorville has determined a need for formal organization of all advisory committees in order for the business of said committees to be properly executed.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF VICTORVILLE
DOES. HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. That the following Rules are hereby adopted.

1. RULES ADOPTED: CHANGES

This constitutes the body of Rules of all advisory committees established by the City Council. These rules may be changed or added to by the affirmative vote of the majority members at any meeting following introduction at the preceding meeting.

2. SELECTION OF CHAIRMAN, VICE CHAIRMAN AND SECRETARY

The committee shall select a Chairman and a Vice Chairman from its membership in February of each year by nomination and election. The City Manager or his designee shall appoint an employee of the City as secretary to the committee. Vacancies in such offices shall be filled by the committee in the same manner for the unexpired portion of the term.

3. PRESIDING OFFICER

The Chairman shall preside at all meetings, and in his absence, the Vice Chairman shall preside, and in the absence of both, the secretary shall call the meeting to order, call the Roll and thereafter the committee shall elect a temporary Presiding Officer. At any time the Chairman shall enter, he shall assume the chair upon the conclusion of the pending item of business; likewise, the Vice Chairman shall, in the absence of the Chairman, assume the chair upon his entrance at the conclusion of the pending order of business.

4. PRESIDING OFFICER HAS FULL PRIVILEGES

The Presiding Officer shall exercise all privileges of membership, including the making of motions, seconding and debate.

5. QUALIFICATIONS

Entered-Questys

Each member of a committee shall be a qualified elector of the City as defined by California Elections Code Section 2000 and as hereinafter amended, with the exception of those committee appointees who are appointed to fill technical positions.

6. TERMS - REGULAR MEMBERS

The normal term of each regular committee member shall be four years, more or less, and shall be coterminous with the term of office of the nominating Councilmember. The appointee shall be approved by a majority of the City Council. The term of any regular member is automatically extended for not more than 90 days pending the qualification of his successor.

7. APPOINTMENT, REMOVAL AND UNEXPIRED TERMS- REGULAR MEMBERS

- (a) Each Councilmember shall nominate an individual to sit on the committee. However, the nominations must be approved by a majority vote of the entire City Council.
- (b) Vacancies and unexpired portions of terms shall be filled by following the same procedure outlined in 7(a). Removal of any committee member may be accomplished by following the same procedure as the appointment.

Expired Terms

When a vacancy occurs as a result of a resignation from the committee, the unexpired portion of the term shall be filled by the same procedure followed in subsection **(a)**.

Unexpired Term of Councilmember

When a vacancy is created on the City Council, then all committee members nominated by that Councilmember shall continue for a period of thirty (30) days beyond the filling of the Council vacancy at which time all committee members of that Councilmember shall be filled and/or replaced following the same procedure outlined in subsection (a).

8. MEETINGS

The committee shall regularly meet each month or as necessary at a date and hour established by minute order of the committee. Additional meetings may be called by order of the Chairman or by a majority of the members. All meetings shall be held in a Conference Room at City Hall, 14343 Civic Drive, Victorville, California. In the event that a regular meeting falls on a holiday, the meeting shall be held at the same time on the next succeeding day which is not a holiday.

9. NOTICE OF MEETING

Notices of all meetings shall be given to all members of the committee, to the City Clerk, to the City Manager and as provided by law. All such notices shall be furnished to the committee in writing at least seventy-two (72) hours prior to the time of such meeting. Any such notice may be waived, in writing, by the person or party entitled to such notice. In the case of a special meeting, verbal notice shall be furnished to the committee at least twenty-four (24) hours prior to the time of such meeting.

10. ATTENDANCE AT MEETINGS

Regular participation in the meetings of the committee being essential to the performance of its duties, any member who fails to attend three consecutive regular meetings, or four out of any five consecutive meetings without the consent of the committee as noted in its minutes, shall, unless otherwise determined by action of the City Council, be removed and the vacancy shall be filled by following the same procedure outlined in Item 7(a). "Regular meeting" includes any meeting provided for bylaw.

It shall be the duty of the secretary of the committee to keep a public record of the attendance of the committee members and to promptly advise the City Council in the event any vacancy exists, or in the event any member of the committee shall be absent for three successive meetings, or for four out of any five consecutive meetings.

11. AGENDA

An agenda shall be prepared for each meeting by the secretary in accordance with these rules. Not later than the fourth day preceding any regularly scheduled meeting, and in all other cases as early as possible, the secretary shall transmit the agenda to the committee and the City Manager.

12. ORDER OF PROCEEDINGS

The Order of Proceedings of all meetings shall be as follows, subject to modification by unanimous vote of the members present:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Special Orders of the Day (swearing in new members, special introductions, etc.)
5. Public Comment
6. Unfinished Business
7. New Business
8. Other Business and Communications from the Audience
9. Staff Reports

13. QUORUM

A quorum of the committee consists of a majority of the voting members.

14. MAJORITY DECIDES

The committee shall act by a vote of the majority of those members present and voting.

15. VOTING PROCEDURES: DISQUALIFICATION

- (1) All votes of the committee on resolutions, minute orders, recommendations to the City Council and any items under consideration, and all routine administrative, personnel and procedural matters, including motions to order the preparation of a report or resolution or to table or continue any hearing or matter to a definite time within sixty (60) days of such vote, may be decided by voice vote, unless a roll call vote be ordered by the committee.
- (2) No member of the committee shall abstain from any vote unless disqualified, and no disqualified member shall vote. Any disqualified member shall openly state or have the Chairman announce the fact and nature of such disqualification in open meeting and shall not be subject to further inquiry. Upon disqualification, the disqualified member shall vacate the meeting room during discussion and debate on the question before the committee.

16. QUESTIONS OF ORDER: CONDUCT OF COMMITTEE MEMBERS

- (1) The Presiding Officer shall decide all questions of order, subject to appeal to the committee.
- (2) Committee members shall maintain order and decorum at all times and shall follow the orders of the Presiding Officer, subject to these Rules; shall address only the committee, the Staff or the Presiding Officer; shall confine themselves to the question under debate; shall avoid personalities and indecorous language; and shall not interrupt any other member except upon a point of order or to request that the floor be yielded.
- (3) Committee members shall show courtesy to each other, to members of the Staff and City employees and to members of the public at all times.

17. CROSS-TALK NOT PERMITTED

- (1) All discussion by members of the committee, Staff or public shall be addressed to the committee **as a whole**, unless the Presiding Officer otherwise permits.
- (2) All questions shall be directed to the Presiding Officer, unless such Officer otherwise permits. Reasonable cross-questioning shall be allowed by the Presiding Officer at public hearings.

18. PUBLIC: RULES FOR PARTICIPATION

- (1) Members of the public shall not speak unless recognized by the Presiding Officer and may or may not be sworn in by the Presiding Officer before giving testimony.
- (2) The Presiding Officer may eject any person who refuses to follow these rules or the decision of the Presiding Officer or committee.

19. MEMBERS LEAVING MEETING

No member shall leave any meeting without permission of the Presiding Officer.

20. RULES OF ORDER

Rosenberg's Rules of Order shall be followed except where inconsistent with these Rules.

21. SUSPENSION OF RULES

These Rules may be suspended by a two-thirds vote of the committee members present and voting.

Resolution No. 13-049

PASSED, APPROVED AND ADOPTED this 17th day of SEPTEMBER 2013.



MAYOR OF THE CITY OF VICTORVILLE

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

I, CAROLEE BATES, City Clerk of the City of Victorville and ex-officio Clerk to the City Council of said City, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 13-049 which was adopted at a meeting held on the 17th day of September 2013, by the following roll call vote, to wit:

AYES: Councilmembers Cox, Garcia, Kennedy, and McEachron

NOES: NONE

ABSENT: Councilmember Valles

ABSTAIN: NONE




CITY CLERK



AGENDA ITEM

WRITTEN COMMUNICATIONS

CITY COUNCIL MEETING OF: 9/17/13

SUBMITTED BY: Carolee Bates 
City Clerk

DATE: 9/11/13

ATTACHED: RESOLUTION NO. 13-049

SUBJECT: RULES AND PROCEDURES FOR VARIOUS ADVISORY COMMITTEES

RECOMMENDATION: That the City Council adopt Resolution No. 13-049 which provides that *Rosenberg's Rules of Order* govern the proceedings for all City advisory committees and makes minor changes to the rules and procedures followed by those committees

FISCAL IMPACT: \$0

Budget Amount: \$0

Total Amount Budgeted in the Account: \$0

Remaining Balance: \$0

Budget Acct. No.:

Funding Source: (name)

DISCUSSION: Attached is proposed Resolution No. 13-049 which updates the rules and procedures followed by the City's advisory committees to provide that *Rosenberg's Rules of Order* govern the proceedings for all City Advisory committees and makes minor changes to the rules and procedures followed by those committees.

/cb
Attachments

--Finance Division Use Only--
Additional Appropriation:

_____ No
_____ Yes/\$Amount:

Chief Financial Officer Review

THIS PAGE LEFT

BLANK

INTENTIONALLY

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
 - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
 - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
 - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.
- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.

- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that...", "It was generally felt that...", "It was questioned whether...", "During discussion, it was clarified..."
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others--in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
 - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
 - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
 - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker(i.e., supported or opposed).
- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissent of one or more members by, at a minimum, stating the dissenting member's name and dissent, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also

serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.

- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).

THIS PAGE LEFT

BLANK

INTENTIONALLY

Resolution Form

Resolution Number: (

RESOLUTION OF THE () OF () APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the () hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the [] general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code.and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the [] will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income , and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the (), or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the day of , 20

I, the undersigned, hereby certify that the foregoing Resolution Number was duly adopted by the () following a roll call vote:

Ayes:
Noes:
Absent:

THIS PAGE LEFT

BLANK

INTENTIONALLY