



OROVILLE PARKS COMMISSION

Council Chambers
1735 Montgomery Street
Oroville, CA. 95965

March 08, 2022
SPECIAL MEETING
OPEN SESSION 5:15 PM
AGENDA

PUBLIC ACCESS AND PARTICIPATION

To view the meeting or provide comment, please see the options below. All comments emailed will be provided to the Commissioners for their consideration.

To View the Meeting:

1. Watch our live feed <https://www.youtube.com/channel/UCAoRW34swYI85UBfYqT7IbQ/>
2. Watch Via Zoom
<https://zoom.us/j/92263763527?pwd=ZHIBeEtrRzdobmZpUmE2bG9UWUloQT09>
Meeting ID: 922 6376 3527
Passcode: 17351735
3. Listen by audio/telephone:
Telephone: 1-669-900-6833
Meeting ID: 922 6376 3527
Passcode: 17351735

To Provide Comment to the Commission:

1. Email before the meeting by 2:00 PM your comments to publiccomment@cityoforoville.org
2. Attend in person

If you would like to address the Commission at this meeting, you are requested to complete the blue speaker request form (located on the wall by the agendas) and hand it to the City Clerk, who is seated on the right of the Council Chamber. The form assists the Clerk with minute taking and assists the presiding chair in conducting an orderly meeting. Providing personal information on the form is voluntary. For scheduled agenda items, **please submit the form prior to the conclusion of the staff presentation for that item.** Council has established time limitations of three (3) minutes per speaker on all items. (California Government Code §54954.3(b)). Pursuant to Government Code Section 54954.2, the Commission is prohibited from taking action except for a brief response from the Commission or staff to statements or questions relating to a non-agenda item.

CALL TO ORDER / ROLL CALL

Commissioners: Kay Castro, Andee Krantz, Bobby O'Reiley, Michael Jones, Mickey Rich

OPEN SESSION

1. Pledge of Allegiance

REGULAR BUSINESS

2. SANK PARK PERIMETER FENCE OPTIONS

The Park Commission may select and recommend a fencing an option to send to Council for decorative and protective fencing around the perimeter of Sank Park and Rotary Park.

RECOMMENDATION

Forward recommended fencing option to Council.

REPORTS / DISCUSSIONS / CORRESPONDENCE

3. Overview of Brown Act, Rosenberg's Rules, and Park Policies
4. Goal Setting Workshop

ADJOURNMENT

The meeting will be adjourned. A regular meeting of the Oroville Parks Commission will be held on April 12, 2022 at 5:15 p.m.

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the City Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

Recordings - All meetings are recorded and broadcast live on cityoforoville.org and YouTube.



CITY OF OROVILLE STAFF REPORT

TO: CHAIRPERSON AND COMMISSIONERS

**FROM: JORDAN DALEY, SENIOR ADMIN ASSISTANT
DAWN NEVERS, ASST. COMMUNITY DEVELOPMENT DIRECTOR**

RE: SANK PARK PERIMETER FENCE OPTIONS

DATE: MARCH 8, 2022

SUMMARY

The Park Commission may select and recommend a fencing option to send to Council for decorative and protective fencing around the perimeter of Sank Park and Rotary Park.

DISCUSSION

Following the City Council's approval on September 7, 2021 of the application for Per Capita funding for fencing to be installed around the perimeter of Sank Park and Rotary Park, staff is seeking input from the Park Commission for new fencing. The fencing will replace the deteriorating wood fence surrounding Sank Park with a decorative wrought iron fence. The fence is proposed to be a 6' tall decorative wrought iron fence with decorative gates that would be locked when the park is closed from dusk to dawn. The intent is to prevent further vandalism of the historic home and park grounds during the evening hours.

Additionally, staff is requesting the Park Commission forward recommendation of a 42" chain link fence and new matching baseball field backstop around the perimeter of Rotary Park to eliminate vehicle access and freshen the appearance of the park.

Staff estimates the cost of the fence may exceed the Per Capita allocation of \$177,952.00. A Request for Proposal (RFP) would be published, and the lowest or most qualified bidder will be selected to complete the project.

FISCAL IMPACT

None

RECOMMENDATION

Forward recommended fencing option to Council.

ATTACHMENTS

Fencing Options







**03.08.22 Handouts at
meeting**

**OROVILLE CITY COUNCIL
STAFF REPORT**

**TO: MAYOR AND COUNCIL MEMBERS
G. HAROLD DUFFEY, CITY ADMINISTRATOR**

FROM: SCOTT E. HUBER, CITY ATTORNEY

RE: PARK COMMISSION POLICIES

DATE: FEBRUARY 7, 2012

SUMMARY

The Council will consider approving policies for the Park Commission.

DISCUSSION

The City Charter and the Oroville Municipal Code (OMC) appear to provide the current limits of authority and jurisdiction of the Park Commission (Charter section 9; OMC chapter 14-7 and 22-47). Generally, the Park Commission has authority to expend money from the Park Fund or from the sale of bonds, invest surplus funds, approve potential park sites, and exercise control over park sites (regulation of activities, time restrictions, establish rental rates, etc.).

On October 4, 2011, the Council directed staff to meet with representatives of the Park Commission and the Council as a committee and jointly review the Park Commission policies to determine which policies would require presentation to the Council for approval. Those meetings have occurred and the attached policies are those which have been reviewed by two members of the Park Commission and two members of the Council. The committee authorized the forwarding of these policies to the Council for approval. There are some policies that are still being revised and will be forwarded to the Council following authorization by the committee.

The attached policies need the approval of the Council for implementation by the Park Commission. Policies which are entirely within the purview of the Park Commission and do not need Council approval are not attached.

FISCAL IMPACT

None.

RECOMMENDATION

Approve the Park Commission Policies.

ATTACHMENTS

Park Commission Policies

**CITY OF OROVILLE
DEPARTMENT OF
PARKS AND TREES**



**POLICIES
AND
PROCEDURES**

This copy assigned to _____

**DEPARTMENT OF PARKS AND TREES
POLICIES AND PROCEDURES**

TABLE OF CONTENTS

1. Park Clean up by Volunteer Groups and Volunteer Help at Cultural Facilities
2. Guidelines for Group Tours
3. Photography or Filming of Cultural Facilities
4. Tape Recording of Commission Meeting
5. Cost of planting Street Trees
6. Size, Wording, and Placement of Plaques
7. Cultural Facilities Admission Procedures and park Usage Fees.
8. Gifts of Artifacts to Cultural Facilities
9. Guidelines for Chinese Temple Reference Library
10. Private Trees Falling Upon Public Right-of-Ways and Cost for Trimming Street Trees
11. Fire Protection at the Lott Home
12. Use of Piano at the Lott Home
13. Worshipping at the Chinese Temple
14. Free Admittance to the Chinese Temple by "Orville" Chinese Families
15. Acceptable use of the Chinese Temple Courtyard
16. Guidelines for Courtesy Cards
17. Reproduction of Material in the Reference Collection
18. Evaluation of Landscape Trees, Shrubs, and Evergreens
19. Criteria for Determining Scope of Collection of Lott Home
20. Criteria for Determining Scope of Collection for Chinese Temple
21. Loaned Artifacts for Display at the Cultural Facilities
22. Sale Events in Lott-Sank Park
23. Combined with Policy #2 by Park Commission on 11-22-90
24. Park Hours
25. Acceptable Uses of the Gazebo at Lott-Sank Park
26. Guidelines for the Display of Loaned Artifacts in the Tandy Memorial Display Room
27. Rules for Conducting Park Commission Meetings
28. Criteria for Determining Scope of Collection for the Pioneer Museum
29. Bell's Antique Tool Museum Hours of Operation
30. Bell's Antique Tool Museum Scope of Collection
31. Bell's Antique Tool Museum gift Shop
32. Request for Waiver of Park Usage Fees
33. Cell Phone Usage
34. Submitting Park Commission agenda items
35. Specified Donations to the Museums
36. Artifact Loans to other Institutions

- 37. Off-site displays from the city museums**
- 38. Planting within the Feather River Corridor**
- 39. Feather River Nature Center Plantings**
- 40. Feather River Nature Center Memorial Plantings**
- 41. Feather River Nature Center Modifications or Improvements**
- 42. Feather River Nature Center Group and Educational Tours**
- 43. Memorial Tree Planting in City Parks**

**POLICIES FOR CONSIDERATION AND
APPROVAL BY THE COUNCIL**

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 1 | SUBJECT: Park Cleanup by Volunteer Groups |
| DATE: 6-26-70 REV: 5-28-87 | SECTION: Parks and Trees |

POLICY: In the interest of environmental considerations, the City of Oroville shall encourage and take an active part in park cleanup activities by volunteer groups and organizations. The City shall cooperate in such proposed undertakings by authorizing local Chambers of Commerce, service clubs, youth organizations, or other similar organizations to conduct these cleanup activities.

- PROCEDURE:**
1. Authorizations for park cleanup activities will be in the form of a letter of consent from the City to the requesting group or organization outlining the terms and conditions of utilizing the volunteer labor.
 2. A form letter is to be utilized in all cases without modification, except for the addition of pertinent details including the name of the group or organization, the name of the park, and scope of area to be cleaned.
 3. If park cleanup work is contemplated at several locations over one or two weekends, the whole project may be included in one authorization.
 4. A copy of all such letters of authorization shall be forwarded to the Police Department and Administration Office.
 5. When specifically requested by the group or organization, or an associated sponsor, the disposal of resulting trash piles by City employees may be arranged.
 6. The foregoing does not sanction the use of City equipment during the above-described cleanup activities, but may include loading and hauling the accumulated trash on regular work days when such cooperation is requested.

7. When extra volunteer help is needed at cultural facilities it may be utilized only on projects approved by the City Council.

8. Volunteer help restrictions:

a. They shall assume no authority without permission of the Park Director.

b. They shall not commence a project without prior approval of the Park Director.

c. They shall assume no authority over the Caretakers or make requests from them. All requests shall be made through the Director of Parks and Trees.

EXCEPTIONS: None unless authorized by Park Director.

INITIATED: Parks Commission

APPROVED BY: City Council

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 2 | SUBJECT: Guidelines for Group Tours |
| DATE: 11-26-90 - Amended REV: 02-26-07 | SECTION: Museum and Cultural Facilities |

POLICY: To enable the Tour Guides at the Chinese Temple, Loft Home, Pioneer Memorial Museum and Bolt's Antique Tool Museum to efficiently schedule tours, arrangements for general group tours, and school group tours. Such scheduling and arrangements shall be made in accordance with the following procedures:

PROCEDURE:

A. GENERAL TOURS:

1. Group tours (15 people or more) shall be scheduled by the 25th day of the month preceding the tour or by special arrangement with the Park Director or his or her designee.
2. The following information should be obtained using the Tour: Reservation Form (Exhibit A):
 - a. Name and phone number of person scheduling tour
 - b. Name of organization and address
 - c. Tentative date and time of tour
 - d. Tour request taken by and date taken

The above information should then be relayed to the Parks Department, who will coordinate tours for both facilities.

3. Tours scheduled outside the adopted open hours for the facility, or tours which require special services, shall be paid for in full, in advance.
4. Tour guides and/or bus drivers for scheduled commercial tours shall be allowed complimentary admittance.

5. There will be no admission fee for children under the age of twelve (12) when accompanied by a paying adult.
6. For admittance fees, see Policy #7, page 5, Exhibit C.

B. SCHOOL TOURS:

1. School tours shall be scheduled by the 25th day of the month preceding the tour or by special arrangement with the Park Director or his or her designee.
2. The following information should be obtained using the Tour Reservation Form (Exhibit A):
 - a. Name and phone number of person scheduling tour
 - b. Name of organization and address
 - c. Tentative date and time of tour
 - d. Tour request taken by and date taken
 - e. Do they want to view the Temple video?

The above information should then be relayed to the Park Director, who will coordinate tours for both facilities.

3. There shall be no tours for school groups below third (3rd) grade. Tours for any school group above the sixth (6th) grade shall pay the General Admittance Fee, or the Group Admittance Fee, if group consists of 15 or more people. Third (3rd) through sixth (6th) grade students must have one (1) adult for every five (5) students.
4. School tours shall be scheduled for mornings when possible.
5. Should the tour guides feel that a tour has become unmanageable due to rowdiness, rudeness, or loudness they may, at their discretion, discontinue the tour or ask any person or persons to leave the tour.
6. Bus drivers for scheduled school tours shall be allowed complimentary admittance.
7. For admittance fees, see Policy #7, Page, Exhibit C. Any and all additions or revisions to the admittance fee schedule shall be approved by the City Council.

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| INITIATED: Director of Parks and Trees | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 3 | SUBJECT: Photography and Filming of Cultural Facilities |
| DATE: 11-26-90 02-25-91 AMENDED 10-28-02 AMENDED | SECTION: Museum and Cultural Facilities |
| REV: 02-26-07 | |

POLICY: For the purpose of enhancing and promoting the Lott Home, the Chinese Temple, the Pioneer Museum, and the Bolt's Antique Tool Museum, photography and videotaping of the facilities may be permitted.

PROCEDURE: Photographing or filming of the Lott Home, the Chinese Temple, the Pioneer Museum, and the Bolt's Antique Tool Museum for commercial purposes shall require a photography application, which shall be approved by the City Council.

Photography and/or videotaping without use of flash, strobe or other artificial lights for non-commercial purposes is permitted by visitors to the facilities.

Requests by the news media to photograph or film the facilities for promotional purposes shall follow the separate policy related to commercial photography.

EXCEPTION: None, unless authorized by the City Council.

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| INITIATED: Director of Parks and Trees | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 5 | SUBJECT: Cost of Planting Street Trees |
| DATE: 6-22-81 REV: 5-26-87 | SECTION: Parks and Trees |

POLICY: The cost of planting street trees, both in commercial and residential areas shall be the actual cost for materials and labor accrued by the City to accomplish the planting.

PROCEDURE:

Upon request or after solicitation, trees that correspond to the Master Street Tree Plan shall be purchased by the City and installed by Park Department Personnel.

Once the trees are planted, the property owner shall be billed the actual cost in accordance with this policy and as approved by the City Council.

EXCEPTIONS:

Where a property owner or developer can substantiate that there will be a cost savings by doing their own planting.

This shall be permissible contingent upon the project meeting all City standards as set forth in the Master Street Tree Plan.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 8 | SUBJECT: Gifts of Artifacts to Cultural Facilities |
| DATE: 11-18-71 REV: 5-28-87 | SECTION: Museum and Cultural Facilities |

POLICY: The Park Commission must have an accurate and efficient means by which to accept and access gifts of articles and artifacts offered for display on a permanent or loan basis. Such gifts shall be processed in accordance with the following procedures:

PROCEDURE:

I. Temporary acceptance

The Director of Parks and Trees, Caretakers, Docents, or Curator may accept gifts of artifacts on a temporary basis for presentation to the City Council for acceptance.

- A. Donor shall sign a gift deed
- B. Individual accepting shall
 1. Complete a fact-finding form
 2. Turn gift, deed, and fact-finding form over to the Curator

II. Under the direction of the Director of Parks and Trees, the following procedure shall take place:

- A. Prepare and send letter of acknowledgment and temporary receipt.
- B. Make Accession Book entry. Entry shall include:
 1. Date, donor's name and address, a brief description of the gift and an accession code number for the year, the number of articles in the gift (example, 71-12).
- C. Prepare a manila file folder
 1. Use Accession Book Code for identification label.
 2. Include in folder the following:
Deed, temporary receipt, fact-finding form, and any other information pertaining to the gift.

D. Present gift to the City Council.

1. The City Council shall decide if the gift is acceptable for professional appraisal in accordance with these policies.

E. Appraisal of gift.

1. Gifts shall be appraised contingent on available funds.
2. Appraisal shall be made as to its authenticity.
3. The appraiser shall be accepted by the Park Commission and acceptable for insurance appraisals.
4. In the event of unavailable funds for appraisal, acceptance may be made with a waiver of appraisal.

F. Present appraisal to the City Council.

1. City Council shall accept or reject the gift.

G. Enter action taken in the Accession Book.

1. Entry shall be made as an addition to the original Accession Book entry and shall include date and action taken. If rejected, give reason for rejection.

H. Prepare and send letter of acceptance or rejection to donor.

1. Letter of acceptance shall include the appraisal value.
2. Letter of rejection shall include reason for rejection. Offer to return gift with a 90 day time limit for individual to claim gift. Letter shall be sent registered with return receipt requested.
3. Those gifts or artifacts which are not acceptable and not claimed shall be placed in a designated area in the facility until such time as they can be disposed of by the Park Commission.
4. The manila folder shall be filed with all information pertaining to the rejected gift in facility files under a section marked "Rejected Gifts".

J. Disposition of deeds and fact-finding forms.

1. Accession Code number shall be noted on deeds.
2. Original copies shall be placed in the manila folder identified by Accession Book code.

K. Documentation of gifts.

1. Procedure for documentation shall be as follows:

III. Chinese Temple

A. Classification:

Articles shall be classified according to the following documentation code, with numerals assigned, in succession, for each article in a group:

- A. 1-2-3-4 Etc. Furniture and Fixtures
- B. Objects, metal or mineral
- C. Fiber, woven, paper, silk
- D. Misc. Pictures & documents

B. Disposition of manila folder:

The manila folder prepared at the time of temporary acceptance, identified by Accession Code, with all information pertaining to the gift, shall be filed at the facility in Accession Code sequence.

1. Noted in the file shall be the Documentation Code identification symbol and number.

C. Labeling of the gift.

1. Each article shall be labeled with the Documentation code letter and number.

D. Master Inventory Entry

1. Entry on a Master Inventory shall be made, showing documentation, identification, description of article, assessment code numbers, if any, and appraised value.

IV. Procedure for Acceptance on a Loan Basis.

The Park Commission shall initially accept articles or artifacts for display purposes on a loan basis and shall present such article or artifacts for approval to the City Council. They shall be approved only when they are determined to be of such unique interest or value as to stand out from the existing permanent display.

- A. At such time as the artifact(s) or article(s) are presented to the City Council, they shall be accompanied by an appraisal and interpretation by a qualified person of firm so that the Commission

can determine if the item(s) meet the criteria for display as set forth in policy numbers 15, 10, 20, and 21.

B. The owner or agent offering the item(s) for loan shall be responsible for obtaining and maintaining insurance for the item(s) during the period of the loan, and shall submit proof of such to the City Council.

C. The owner or agent offering the item(s) for loan shall sign an agreement by which the City is not held responsible for damage or loss due to fire, flood, earthquake, or theft.

D. The waiver shall be completed in duplicate - one copy to the loaner, one filed in facility. (Note Accession File number of City file copy).

E. Complete artifact - finding form.

F. Enter in Accession Book the following:

1. Date of acceptance on loan.
2. Description of article.
3. Loaner's name and address.
4. Accession Code Number - Add "1" to signify loan.

G. Prepare a manila folder.

1. Identified by Accession Code.
2. Contains copy of waiver, fact-finding form, and any other information pertaining to article.
3. File with other general folders in Sec. I.D. by loan of artifacts.

V. The owner or agent, before removing any article from either of the facilities shall notify the Park Commission of such intent thirty (30) days in advance.

VI. There shall be an annual, random inventory of all artifacts. This shall take place during the period the facility is closed for repairs and renovation. There shall also be an inventory at the time a caretaker resigns or is replaced by the Park Commission.

VII. Display of gifts.

A. Loaned artifacts.

1. Immediately upon acceptance by the City Council, loaned items will be put on display for a period of at least three (3) months.
2. Loaned artifacts will be displayed for a period of at least (9) months.
3. Permanent gifts will be displayed for a full season, then display will be changed or rearranged where ever possible.
4. Change in arrangement and displays may be made by the caretakers, the Director of Parks and Trees, Curator or Facilities Committee. Notification of such change shall be given to the Director of Parks and Trees and the Commission. Notification of such change shall be given to the Director of Parks and Trees and the Commission. Changes shall be made in accordance with Commission Policy #11 Section C.

VIII. General Policies

- A. All letters and forms shall be those approved and accepted by the Park Commission.
- B. No files pertaining to the artifacts shall be removed without consent of the Director of Parks and Trees.
- C. No artifacts shall be renovated without the approval of the Park Commission.

NOTE: Special displays shall be allowed at the discretion of the Commission.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF GROVILLE

Policies and Procedures

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| NUMBER: 9 | SUBJECT: Guidelines - Chinese Temple Reference Library |
| DATE: 7-31-87 REV: 5-26-87 | SECTION: Museum and Cultural Facilities |

POLICY: A reference library has been established by the Park Commission for those individuals interested in doing research on Chinese culture and early Chinese history in Groville. Material in the library shall be designated by the Park Director and approved by the City Council. Reference materials shall be sorted in an area designated by the Director of Parks and Trees or Museum Curator.

Individuals eligible to check out material shall be those doing research for the "direct" purpose of enhancement and betterment of the facilities. Anyone else must first obtain permission from the Park Director. Either the Director of Parks and Trees, or Curator shall have authority to administer checking out materials.

PROCEDURE:

Checking out of material shall be accomplished by:

1. Noting on catalog card the date, name, address, and phone number of person checking out material.
2. Card shall then be placed in "Out" section of card file.
3. Material may be checked out for a period of two weeks and may be renewed for an additional two weeks by rechecking out the material.

The person checking out material shall be responsible for its safe return and replacement if lost or damaged.

EXCEPTIONS: None

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 11 | SUBJECT: Fire Protection for Lott Home in park |
| DATE: 12-17-82 REV: 5-26-87 | SECTION: Museums and Cultural Facilities |

POLICY: For the preservation and security of the Lott Home, the use of open flames within the Lott Home shall be prohibited.

PROCEDURE:

No open flame of any type, such as fires in the fireplace, candles or incenses shall be allowed within the Lott Home.

EXCEPTIONS:

None unless authorized by the City Council.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 12 | SUBJECT: Use of Piano -- Lott Home |
| DATE: 9-25-87 REV: 5-28-87 | SECTION: Museums and Cultural Facilities |

POLICY: The piano shall be available for weddings and special events held at Lott-Sank Park.

- PROCEDURE:**
1. The user shall make their own arrangements for moving the piano in and out of the of the house or coach room.
 2. The Caretaker or a Park Department employee shall be present at the time of the moving.
 3. The user shall be responsible for the tuning of the piano should they desire it tuned.

EXCEPTIONS: None unless approved by the Park Director.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF OROVILLE
Policies and Procedures

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| NUMBER: 14 | SUBJECT: Free Admittance to the Chinese Temple by "Orville" Chinese Families |
| DATE: 8-26-74 REV: 5-26-87 | SECTION: Museums and Cultural Facilities |

POLICY: Free admittance shall be granted to the members and descendants of the four (4) "Orville" Chinese Families - The Wongs, the Chans, and the two Gee Families

PROCEDURE: None

EXCEPTIONS: None unless authorized by the Park Director.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 15 | SUBJECT: Use of the Chinese Temple Court Yard |
| DATE: 4-1-75 REV: 5-26-87 | SECTION: Museums and Cultural Facilities |

POLICY:

So as to preserve the authenticity, serenity and intent of the Chinese Temple court Yard, use by private persons or organizations shall only be permitted by authorization of the City Council.

PROCEDURE:

All requests for use of the Chinese Temple Court Yard by private persons or organizations for wedding receptions, social gatherings and organizational functions shall be denied.

INITIATED: Park Commission

APPROVED BY: City Council

CITY OF DROVILLE

Policies and Procedures

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| NUMBER: 16 | SUBJECT: Courtesy Admission |
| DATE: 11-23-06 REV: 05-26-07 REV: 01-29-07 | SECTION: Parks and Trees |

POLICY:

Courtesy Admission may be issued to the Lott Home, Chinese Temple, Pioneer Museum and Bolt's Antique Tool Museum to Park Commissioners, former Park Commissioners, City Council persons, and donors of exceptional gifts, as well as individuals on Official City Business, as identified by the City Administrator or the Park Director.

PROCEDURE:

- A. Free admission to persons on the established "Courtesy Admission List".
- B. Persons on the list may have four guests and must accompany guests on all tours.
- C. The Courtesy Admission List will be good for only one (1) year. Former Park Commissioners will be listed for a period of one (1) year following the termination of their services.
- D. The Courtesy Admission List will be reviewed in December of each year prior to the establishment of a list for the forthcoming year.
- E. Individuals may be added to the Courtesy Admission List by the City Administrator or his or her designee for museum promotional purposes.

INITIATED: Park Commission

APPROVED BY: City Council

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 17 | SUBJECT: Reproduction of Materials in the Reference Collection, Chinese Temple |
| DATE: 11-29-76 REV: 5-26-87 | SECTION: Museums and Cultural Facilities |

POLICY: Material in the Reference Collection may be reproduced by permission of the City Council, Director of Parks and Trees, or other delegated authority. Written application for permission to reproduce or publish must be on the proper form which will be used and credit for its source given.

PROCEDURE: Photographs shall be made by a qualified photographer. Cost will be borne by the applicant. A copy of all photos will be provided to the City. Photocopies of reference material and prints of photographs will be marked with the following:

"Reproduced from the original in the Oroville Chinese Temple. For Reference Only. Permission necessary for reproduction."

EXCEPTIONS: None unless authorized by the City Council.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 18 | SUBJECT: Evaluation of Landscape Trees, Shrubs and Evergreens |
| DATE: 12-27-76 REV: 5-28-87 | SECTION: Parks and Trees |

POLICY: For the evaluation of landscape trees, shrubs or evergreens for insurance purposes or other reason, the manual produced by the International Society of Arboriculture shall be used.

PROCEDURE: The Park Department shall have and maintain a current issue of the manual for Evaluation of Trees and Shrubs as produced by the International Society of Arboriculture and shall use it for determining the value of City trees and shrubs for insurance and other purposes.

EXCEPTIONS: None unless authorized by the City Council.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF GROVILLE

Policies and Procedures

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| NUMBER: 26 | SUBJECT: Guidelines for the Display of Loaned Artifacts in the Tandy Memorial Display Room |
| DATE: 7-24-95 REV: | SECTION: Museums and Cultural Facilities |

POLICY: Loaned artifacts may be displayed at the Loft Home in the Tandy Memorial Display Room.

PROCEDURE: The short term loan of articles for temporary exhibit at the Loft Home are accepted under the following conditions:

1. The loan items will be displayed at the Loft Home using the same standards with regard to use and display as items owned by the Loft Home.
2. The lender shall have insurance covering the items and present a certificate of insurance prior to acceptance.
3. The items loaned will be identified by a loan number.
4. The purpose of loaning the item is for temporary exhibition and not storage. Therefore, all loaned items are to be picked up on the date of return as agreed upon at the time of loan. If not picked up on this date, the item may be subject to a storage fee.
5. The absence of a notation on the receipt as to condition of the loaned item at the time it was received does not necessarily mean that the item was in good condition at time of receipt.
6. The above conditions shall apply to all items sent to the Loft Home on loan and cannot be altered, changed, waive or otherwise affected except by written consent of the Park Director.

EXCEPTIONS: None unless authorized by Park Director.

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| INITIATED: Park Commission | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 28 | SUBJECT: Criteria for determining Scope of Collection for the Pioneer Museum |
| DATE: 2/28/2000 REV: 03/23/09 | SECTION: Museums and Cultural Facilities |

POLICY: The Park Commission shall evaluate all artifacts at either the time of acceptance for appraisal or final acceptance for the Pioneer Museum.

PROCEDURE: In establishing the scope of the collection of historical artifacts suitable for the Pioneer Museum, the following points shall be considered:

1. The geographical boundaries shall be limited to the original Butte County / Oroville area.
2. The appropriate time period should be limited to the Nineteenth Century (1800-1899) with the exceptions of Early Twentieth Century (1900-1945) of historically significant aspects that define the unique character and development of the Butte County / Oroville area.
3. Subjects around which the collection is built include objects associated with the settlement of Butte County / Oroville, the development of Economic Activities, Arts, Transportation, Education, Religious, Fraternal, And social life of the appropriate time period.
4. Items which do not fall into the above categories, or reproductions of items that fit the above, that would be suitable for interpretive display or use or would augment displays may be accepted for the Pioneer Museum interpretive education collection. Items in the interpretive education collection may become worn out, damaged or even destroyed while being used for interpretive programs. These items are not expected to become permanent collection pieces.

EXCEPTIONS: None, unless authorized by the Park Director

INITIATED BY: Director

APPROVED BY: City Council

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 29 | SUBJECT: Bolt's Antique Tool Museum Hours of Operation |
| DATE: 03/26/06 REV: 03/26/08 | SECTION: Museums and Cultural Facilities |

POLICY: Normal hours of operation for Bolt's Tool Museum shall be from 10:00 a.m. to 3:45 p.m. Monday through Saturday and from 11:45 to 3:45 on Sunday.

EXCEPTIONS: Exceptions as allowed in the City museums tour policy and/or the discretion of the Park Commission or Park Director.

INITIATED: Park Commission

APPROVED BY: City Council

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 30 | SUBJECT: Boff's Antique Tool Museum Scope of Collection |
| DATE: 5-27-06 | SECTION: Museums and Cultural Facilities |

POLICY:

The Collection shall be of tools and their documentation. Donations shall be handled as defined in the city museum's collections policy. Tools donated that do not fit into the collection's requirements may be sold with the resulting funds set aside to be used to enhance the museum's collection.

EXCEPTIONS:

Exceptions by discretion of the Park Director.

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| INITIATED: Parks Commission | APPROVED BY: City Council. |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 31 | SUBJECT: Bolt's Antique Tool Museum Gift Shop |
| DATE: 3-27-06 | SECTION: Museums and Cultural Facilities |

POLICY:

The Gift Shop at the Bolt's Antique Tool Museum shall be operated by the Oroville City Docents, who shall be responsible for its daily operation, expenses, and profits. Items for sale in the gift shop shall primarily be related to the history of tools, the industrial revolution, and local history.

EXCEPTIONS:

Exceptions as allowed by the discretion of the City Council.

INITIATED: Parks Commission

APPROVED BY: City Council

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 32 | SUBJECT: Requests for waiver of park usage fees |
| DATE: 07/28/08 | SECTION: Parks and Trees |

POLICY:

The following general criteria shall be used when determining if a waiver for park usage fees will be granted. The event must meet one of the following A, B or C:

A) The event provides a direct benefit to the citizens of Oroville and is free to the public.

B) The event proceeds are returned to the Oroville community.

C) Event provides in kind services to the City of Oroville.

PROCEDURE:

1) Requests for waiver of fees shall be made in writing and contain details of the proposed event along with contact information for requesting party.

2) Written requests shall be presented at a City Council meeting, following a recommendation by the Park Commission, if applicable, wherein the Park Commissioners may evaluate the request.

3) The requestor will be advised of the City Council's decision within 72 hours of the meeting date.

4) If a waiver for park usage fees is granted the requestor is responsible for leaving the facility in the same condition it was received. If significant clean up is required by the City a fee will be charged.

EXCEPTIONS:

The following groups are exempt from this policy: Friends of the Park, City of Oroville Deponents Association and Oroville Chamber of Commerce.

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| INITIATED: Director of Parks and Trees | APPROVED BY: City Council |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 37 | SUBJECT: Off-site displays from the city museums |
| DATE: 7-27-09 REV: | SECTION: Museums and Cultural Facilities |

POLICY: The Oroville City Museums may create displays for temporary use off-site in secure display areas.

PROCEDURE: Upon receiving a request for a display in an off-site setting, the following instructions shall be followed:

The Park Director or his or her designee shall follow the following criteria:

1. Security of the display area shall be investigated, and approved by the curator.
2. Artifacts to be displayed should be from the interpretive collections, unless it is an item that is not affected by UV or temperature extremes that could exist in the display area.
3. The displays will be approved by the curator before placement.
4. Displays shall be for a fixed length of time, no more than 6 months. The display time may be renewed by discretion of the curator or director.
5. Displays must be stable, and sound enough to withstand handling, packing, shipment, and significant climate shifts.

ATTACHMENTS: None

INITIATED: Parks Commission

APPROVED BY: City Council

**POLICIES APPROVED BY THE PARK
COMMISSION – FOR INFORMATIONAL
PURPOSES**

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 4 | SUBJECT: Recording of Commission Meetings |
| DATE: 2-23-71 REV: 5-28-87 | SECTION: Parks and Trees |

POLICY: A detailed record shall be kept of Commission Meetings so that the intent of the Commission's actions may not be misconstrued. Consequently, a recording device shall be used at all regular and special meetings for recording the entire meeting.

PROCEDURE:

A recording device shall be operated during Commission Meetings to record all actions of Commission meetings and be operated from "Call to Order" until "Adjournment".

INITIATED: Park Commission

APPROVED BY: Parks Commission

CITY OF GROVILLE

Policies and Procedures

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| NUMBER: 10 | SUBJECT: Private Trees Falling Upon Public Right-of-Ways |
| DATE: 9-25-72 REV: 5-28-87 | SECTION: Parks and Trees |

POLICY: If a tree from private property falls onto the public right-of-way (street, alley or sidewalk) the City shall assess the cost of removal against the property owner.

PROCEDURE:

1. Upon receiving notice that a tree has fallen, the Director of Parks and Trees or his agent shall:
 - a. Investigate if the tree has fallen into the public right-of-way.
 - b. Determine if the tree is a private or City tree.
 - c. What equipment and manpower will be needed to remove the tree.
 - d. Should the tree fall after normal working hours, determine if it can be barricaded until the next normal work day to reduce overtime costs.
2. If the tree fell from private property and is not causing any hazard, the Director of Parks and Trees or his agent shall attempt to contact the property owner and inform them of the situation and request that they remove the tree within a time specified by the Superintendent or give written permission for City forces to remove said tree.
3. If the Director of Parks or his agent determines the situation to be dangerous to public health, safety of welfare, i.e. blocking traffic or impairing public utilities, he shall proceed with the removal and bill the property owner accordingly.

EXCEPTIONS: None, unless authorized by City Council or the City Administrator.

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| INITIATED: Park Commission | APPROVED BY: Parks Commission |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 22 | SUBJECT: Sale Events In Lott Sank Park |
| DATE: 12/18/89 REV: 03/26/07 REV: 02/23/08 | SECTION: Parks and Trees |

POLICY:

The use of Lott-Sank Park for outdoor sales events shall be restricted. All requests for fee waivers shall be presented to and approved, if warranted, by the City Council.

INITIATED BY: Director

APPROVED BY: Park Commission

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 24 | SUBJECT: Park Hours |
| DATE: 12/18/89 REV: 03/26/07 | SECTION: Parks and Trees |

POLICY: The hours that City Parks shall be open and available to the general public shall be:

Daily: Dawn to Dusk

PROCEDURE: Pursuant to City Ordinance Number 1340, Section 14-7 (g) Hours of Use, the City Park Commission shall designate the hours of closing for each City park.

Such hours of closing shall be posted at each entrance to each park facility.

EXCEPTIONS: The Chief of Police may at any time order any City park closed for a period of time not to exceed twenty four (24) hours whenever in the judgment of the Chief of Police such closing is necessary or required to prevent injury to persons or property.

When determined it is in the best interest for public safety, the Director of Parks and Trees may close a park owned or operated by the City until any situation creating a hazard is corrected.

A City park may remain open after hours for an event or function only by authorization of the Park Commission.

Lott-Bank Park shall open at 9:00 a.m. daily and close at 9:00 p.m. Monday through Saturday. On Sundays, this park will close at 8:30 p.m.

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| INITIATED BY: Director | APPROVED BY: Park Commission |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 25 | SUBJECT: Acceptable Uses of the Gazebo at Lott Sank Park |
| DATE: 10-24-83 REV: 5-26-87 | SECTION: Parks and Trees |

POLICY: The use of the gazebo at Lott-Sank Park shall be restricted to concerts, ceremonies, performances, public presentations or cultural displays.

The use of the gazebo for the preparation of food or as a booth for selling of food or other items shall not be allowed.

PROCEDURE: Any request for the rental or use of the gazebo as an area to prepare food or for the selling of food or other items shall be denied. If there are any questions regarding an intended use, the matter will be presented to the Park Commission.

EXCEPTIONS: None unless authorized by the Park Commission.

INITIATED: Director

APPROVED BY: Parks Commission

CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 27 | SUBJECT: Rules for Conducting Park Commission Meetings |
| DATE: 10-27-97 REV: | SECTION: Parks and Trees |

POLICY: The procedure for conducting the Park Commission Meetings will be the same as that outlined in the Oroville Municipal Code for governance of meetings of the City Council.

EXCEPTIONS: None.

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| INITIATED: Park Commission | APPROVED BY: Parks Commission |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 34 | SUBJECT: Submitting Park Commission agenda items |
| DATE: 04/22/09 | SECTION: Parks and Trees |

POLICY:

Effective May 1, 2009, all items for the agenda are to be reviewed by the Director of Parks and Trees upon receipt. This will allow sufficient time to direct staff in preparing staff reports and to obtain any clarification needed on an item. All requests, with supporting documentation, are to be submitted to the Parks and Trees department no later than 7 working days prior to the "regularly scheduled" meeting in order to be eligible to be added to the agenda for that meeting. Submitting requests earlier is requested and appreciated.

PROCEDURE:

1. Submit all requests for items to be added to the Park Commission agenda to the Director of Parks and Trees.
2. Requests, along with supporting documentation, reports, examples, etc., must be submitted to the Director of Parks and Trees no later than 7 working days prior to the meeting date to be eligible for that month's meeting. Requests must include the requestors name and contact information.
3. Special and emergency meetings – Submit requests and supporting documentation as soon as possible to the Director of Parks and Trees so as to allow sufficient time to prepare staff reports, the agenda, agenda packets and timely posting of the agenda.

EXCEPTIONS:

The Director of Parks and Trees will review requests to add items after the deadline on a case-by-case basis for merit and urgency. If the Director of Parks and Trees is unavailable, the City Administrator will act on the Directors behalf.

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| INITIATED: Park Commission | APPROVED BY: Park Commission |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 28 | SUBJECT: Planting within the Feather River Corridor |
| DATE: 8-11-2010 | SECTION: Parks and Trees |

POLICY:

Any new plantings within the Feather River Corridor shall be native species as found in the publication, "Manual of Vascular Plants of Butte County, California" by Vernon Oswald & Lowell Ahart, published by the Native California Plant Society, 1994. The corridor is defined as that area between the water's edge and the waterside top of the levee and lying between the SR-70 Bridge and the Table Mountain Boulevard Bridge.

Native planting is encouraged in other riparian areas within the City of Oroville, including the top of the Feather River levee to the landside toe.

PROCEDURE:

The Director of Parks and Trees shall prepare information on proposed planting that are consistent with the adopted policy.

EXCEPTIONS:

None unless authorized by the Park Director

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| INITIATED BY: Park Commission | APPROVED BY: Director of Parks and Trees |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 39 | SUBJECT: Feather River Nature Center Plantings |
| DATE: 8-23-2010 | SECTION: Parks and Trees |

POLICY: All plantings at the Feather River Nature Center shall be native species as found in the publication, "Manual of Vascular Plants of Butte County, California" by Vernon Oswald & Lowell Ahart, published by the Native California Plant Society, 1994.

A copy of said book shall be kept in the Director of Parks and Trees office and one copy shall be available for the Friends of the Feather River Nature Center to use.

PROCEDURE: Friends of the Feather River Nature Center shall prepare information on proposed planting to be presented to the Parks and Trees Department for approval.

EXCEPTIONS: None, unless authorized by the Park Commission.

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| INITIATED BY: Parks and Trees Dept. | APPROVED BY: Director of Parks and Trees |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 40 | SUBJECT: Feather River Nature Center Memorial Plantings |
| DATE: 8-23-2010 | SECTION: Parks and Trees |

POLICY:

Memorial plantings in memory or honor of a loved one shall be allowed provided the plant meets the native plant policy standards (see policy # 39). The native plant committee of the Friends of the Feather River Nature center will provide possible sources of native plants for sale. A selection of appropriate planting sites shall be provided by the Department of Parks and Trees Director and the Friends of the Feather River Nature Center following the General Plan of the Feather River Nature Center. The Friends of the Feather River Nature Center shall be responsible for caring for the plant until it becomes established. Neither the Friends of the Feather River Nature Center nor the City of Oroville shall be responsible if the plant should die.

PROCEDURE:

Parties interested in having a memorial planting shall contact the museum office with their request. The museum office shall then contact the Director of Parks and the Friends of the Feather River Nature Center, who shall arrange for the site and plant selection with the donor. The Park Commission shall be notified of the planting.

EXCEPTIONS:

None, unless authorized by the Park Commission.

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| INITIATED BY: Parks and Trees Dept. | APPROVED BY: Director of Parks and Trees |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 41 | SUBJECT: Feather River Nature Center Modifications or Improvements |
| DATE: 8-28-2010 | SECTION: Museum and Cultural Facilities |

POLICY: Any changes or additions to permanent structures or surface features shall be approved by the Parks and Trees Department following the Department's approval guidelines.

PROCEDURE: Individuals or groups desiring to make changes shall prepare detailed plans that shall first be reviewed by the Friends of the Nature Center to see if the proposal fits into the theme of the Feather River Nature Center. Their review will then be forwarded to the Department of Parks and Trees Director for consideration. If approved, the plans will be submitted along with the recommendations from the Friends of the Feather River Nature Center and the Director of the Parks and Trees Department to the City Council for approval.

EXCEPTIONS: None, unless authorized by the Park Director.

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| INITIATED BY: Parks and Trees Dept. | APPROVED BY: Park Commission |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 42 | SUBJECT: Feather River Nature Center Group and Educational Tours |
| DATE: 8-23-2010 | SECTION: Parks and Trees |

POLICY: Group and Educational Tours shall be offered at the Nature Center and along the River Trail. These are guided tours explaining the plant & animal habitat of the area.

PROCEDURE: Tours are to be booked through the museum office. Friends of the Nature Center shall notify the museum office of any tours they have scheduled.

EXCEPTIONS: Small groups (under 10) that a member of the Friends of the Nature Center invites and does not require staff time.

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| INITIATED: Parks and Trees Dept. | APPROVED BY: Park Commission |
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CITY OF OROVILLE

Policies and Procedures

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| NUMBER: 43 | SUBJECT: Memorial Tree Planting in City Parks |
| DATE: 3-28-2011 | SECTION: Parks and Trees |

POLICY:

The policy is to establish guidelines for processing requests from citizens to plant memorial trees in the City's parks with the exception of the Feather River Nature Center, which has its own policy for memorial plantings (Policy and Procedure No. 40). The policy will act as a replacement tree program for trees the City loses periodically due to such reasons as vandalism, disease, extreme weather conditions, trees that are a safety hazard or removed to prevent damage to the surrounding hardscape. The memorial status will be limited to the normal life expectancy of the tree. The City will not be responsible should anything happen to the tree that is beyond their control. Cost of purchasing the tree will be the responsibility of the requestor.

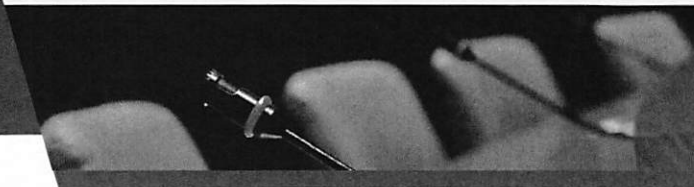
PROCEDURE:

- 1) Letters of requests must include the name and contact phone number for the requestor.
- 2) Requests are to be forwarded to the Director of Parks and Trees.
- 3) The Director of Parks and Trees will review the request and contact the person(s) for any additional information necessary to process the request; and to discuss potential location(s), if available, and acceptable species options for the location(s). In the event there are no current locations available, the request will be placed on a waiting list in the order they are received.
- 4) As locations become available the first person on the list will be contacted. The Director will advise of the location and acceptable tree species for the location.
- 5) Once a location and tree species has been decided upon, the Director of Parks and Trees will forward the request to the Park Commission for review and recommendation.

EXCEPTIONS: As allowed and authorized by the Park Commission.

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| INITIATED: Parks and Trees Dept. | APPROVED BY: Park Commission |
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SUMMARY OF THE BROWN ACT*



FIRM OVERVIEW

Practice Areas

Charter Schools
Community Colleges
Facilities & Business
Labor & Employment
Litigation
Local Government/
Special Districts
Public Finance
Special Education
Students
Technology & Innovation

Statewide

Bakersfield
Fresno
Los Angeles
Mission Viejo
Monterey
Sacramento
San Diego
Walnut Creek

The Brown Act is the most important open-meetings law for local governments in California. Compliance with the Brown Act is a critical role for the governing body. *Note: This is only a summary of key provisions of the Act, rather than a detailed overview of all its requirements.

APPLICATION

The Brown Act applies to all “legislative bodies.”

“Legislative body” means:

- > **Governing Bodies:** The governing body of a local agency or any other local body created by state or federal statute.
- > **Subcommittees and Commissions:** All subcommittees and commissions created by formal action of the legislative body, whether temporary, decision making, or advisory. There is one exception for ad hoc advisory committees consisting solely of less than a quorum of the legislative body.

MEETINGS

Definition

A meeting is any congregation of a majority of the legislative body that meets at the same time and place to hear, discuss, or deliberate upon any item within the body’s subject matter jurisdiction. A “meeting” includes any use of direct communication, intermediaries, or technological devices such as e-mail.

Types of Meetings

A regular meeting is the fixed formal meeting of the legislative body. Agendas must be posted at least 72 hours in advance of the meeting.

A special meeting may be called at any time either by the presiding officer or a majority of the legislative body by delivering a written notice to each member and to each local newspaper of general circulation and radio or television station requesting such notice. The notice must be delivered and the agenda posted at least 24 hours before the meeting.

AGENDAS

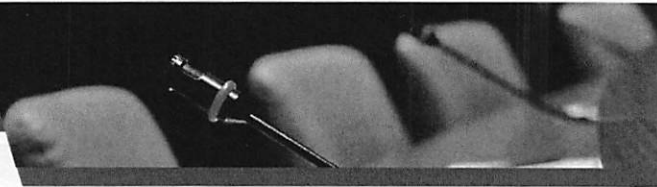
Agendas must contain a brief general description of each item of business to be transacted or discussed at the meeting. All agendas must be posted in a location at the agency offices that is freely accessible to the public, and also on the agency’s website.

School districts must allow members of the public to place matters directly related to school district business on the agenda. The school district can reasonably control when and how the item is placed on the agenda.

Action

A legislative body may not take action on an item not appearing on the agenda, except:

- > To respond to statements made or questions posed by the public during the public comment section;
- > To ask questions of staff or the public for clarification;



- > To ask staff to report back on an item not appearing on the agenda at a subsequent meeting; or
- > To make a brief announcement.

Public Comment

Each *regular meeting* agenda must provide an opportunity for public comment on any agenda item and on any item of interest to the public within the subject matter jurisdiction of the legislative body. For *special meetings*, the agenda must provide an opportunity for members of the public directly to address the legislative body concerning any item on the agenda; comments on items not on the agenda need not be allowed.

Inspection

Writings distributed to all or to a majority of the legislative body by any person for consideration at a public meeting are public records. Documents distributed to all or a majority of the legislative body less than 72 hours before a regular meeting must be made publicly available without delay. Writings given to the Board at the meeting by staff must be available at the meeting, and writings distributed at the meeting by others must be available after the meeting. The terms "writing" and "document" include electronic records such as e-mail.

In addition, every agenda must state the location of an office at the agency where members of the public may inspect these documents.

CLOSED SESSIONS

Closed sessions are meetings conducted in private without the attendance of the public. They are permitted for specific purposes; courts construe the statutory basis for closed sessions narrowly. Generally, to preserve the confidentiality of closed sessions, only essential staff should attend a closed session.

Primary Types of Closed Sessions

- > To instruct negotiators on real property transactions
- > To instruct labor negotiators
- > To discuss "pending litigation" with agency attorneys
- > To consider the appointment, employment, evaluation, discipline, or dismissal of a public employee
- > Employee Complaints or Charges
Before holding a closed session to hear complaints or charges brought against an employee, the employee must be delivered written notice of his or her right to have

the complaints or charges heard in open session at least 24 hours before the meeting.

- > Meetings regarding threats to security of public buildings or essential public services
- > Meetings among Joint Powers Agencies formed for insurance pooling and local agency Self-Insurance Authorities to consider liability issues
- > Student matters such as discipline or records challenges

Announcements from Closed Session

- > After each closed session, the legislative body must report in open session certain actions taken in closed session, and the vote of each member, including:
 - > Approval of an agreement concluding real estate negotiations
 - > Approval for legal counsel to defend, initiate, or settle litigation
 - > Disposition of claims
 - > Action to appoint, employ, dismiss, release, accept resignation of, or affect the status of any employee
 - > Approval of labor negotiation agreements

Reporting out may be deferred under certain circumstances, usually because it is contingent upon approval by another party.

Closed Session Confidentiality

No person may disclose confidential information that has been acquired by being present in an authorized closed session to unauthorized persons, unless the legislative body formally authorizes disclosure of confidential information. "Confidential information" means a communication made in a closed session that is specifically related to the basis for the closed session.

Penalties and Enforcement

A member who attends a meeting where action is taken in violation of the Brown Act, and where the member intends to deprive the public of information which the member knows or has reason to know the public is entitled, is *guilty of a misdemeanor*.

For legal advice on a particular Brown Act issue, or for any questions, please contact us at clientservices@lozanosmith.com or 559.431.5600.

Rosenberg's Rules of Order at a Glance

The Three Basic Motions (*Simple majority to pass / open to debate*)

Basic Motion: "I move that we..."

Motion to Amend: suggests changes to the basic motion.

Motion to Substitute: replaces the basic motion entirely.

Special Motions (*Simple majority to pass / no debate, goes directly to vote*)

Motion to Adjourn: ends the meeting.

Motion to Fix a Time to Adjourn: ends the meeting at a set time.

Motion to Recess: break in the meeting. Chair sets length of the break.

Motion to Table: defers the motion under discussion to a future date.

Motions that Permanently Close Discussion (*2/3 majority to pass / no debate, goes directly to vote*)

Motion to Limit Debate: stops debate. "I move the question."

Motion to Close Nominations: stops new nominations for a position.

Motion to Object to the Consideration of a Question: rare, stronger form of tabling. Used before debate has begun.

Motion to Suspend the Rules: temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

Meeting Interruptions (*May be used at any time. Chair responds by asking you to state your point*)

Point of Order: points out failure to follow correct meeting procedures.

Call for Orders of the Day: points out that the discussion has strayed from the agenda.

Appeal: reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated.

Withdraw a Motion: used by the person making the motion. Others may immediately reintroduce the motion if they wish.

Motion to Reconsider (*Simple majority to pass / open to debate*)

May only be made by a member who previously voted in the majority for the item. Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

Public meeting and Public Hearing Etiquette and Decorum

Please remember all public meetings and public hearings are recorded

- All comments must be recognized by the Chairperson and addressed through the microphone
- When speaking to the Council, please stand, speak slowly and clearly into the microphone, state your name for the recorded record
- Be respectful to others and refrain from disruption during the meeting. Please refrain from conversation with others in the audience as the microphones are very sensitive and can pick up whispers in the back of the room.
- Keep comments constructive and not disruptive, remember we are all here to conduct the people's business, not to engage in personal attacks, vendettas or campaign for office
- Avoid verbal approval or dissatisfaction of the ongoing discussion (i.e., booing, outburst or applauding).
- Exhibits (Photos, petitions, etc.) given to the City become the property of the City
- Please silence all cellular phones, electronic devices or other noise making devices
- Be considerate of others who wish to speak by limiting your comments to a reasonable length, and avoiding repetition of what has already been said. Individuals are limited to three minutes
- Refrain from congregating near the doors or in the area outside the room to talk as it can be very noisy and disruptive. If you must carry on conversation in this area, please be as quiet as possible. (The doors must remain open during a public meeting/hearing
- Each person who addresses the council shall not make personal, impertinent, slanderous or profane remarks to any member of the council, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any council meeting shall, at the discretion of the presiding officer or a majority of the council, be barred from further audience before the council during that meeting.

Public Hearing Vs. Public Meeting

- If the meeting is a public hearing, the public may participate during that time and may present opinions and evidence for the issue for which the hearing is being held. In a public hearing there may be some restrictions on participation such as time limits.