

# CITY OF GALT

## MINUTES

### GALT PARKS AND RECREATION COMMISSION SPECIAL MEETING

Council Chambers, 380 Civic Drive, Galt, California  
Wednesday, March 13, 2013

The special meeting was called to order at 6:00 p.m. by Commissioner Steele. Roll call was taken. All Commissioners with the exception of Commissioner Buchanan were in attendance. Moore arrived late.

Staff members present: Special Projects Administrator Armando Solis, City Attorney Steven Rudolph, Street Superintendent Adin Selby and Administrative Assistant Deborah Porteous-Toste.

#### **CHANGES TO THE ORDER OF THE AGENDA** - None

#### **COMMISSION TRAINING**

Attorney Steven Rudolph realized after the City Manager was spoken to by Commissioner Buchanan about his role on the Commission that the Commission needed an overview and training on their job as a Commissioner.

Attorney Rudolph presented a Power Point presentation. Commissioners are appointed by City Council. He gave an overview of the responsibilities of the City Council members. Commissioners are appointed as advisors to the City Council. He continued with the remaining chain of command, City Manager, City Staff, City Clerk, City Treasurer, and City Attorney.

Summarized the City Council's Legislative Role – Policy Perspective. City Manager runs the day to day administrative operation of the City and the City Council cannot interfere with this. City Manager is the authority. Her takes policy direction from Council, City staff reports to and takes direction from the Manager. Staff works for and is accountable to the City Manager. Department heads report to the City Manager.

Commission advises City Council. Acts in an advisory capacity to the City Council. It is a collective responsibility not an individual responsibility. A decision will be decided on as a Commission. Authority lies as a collective group.

Prepare for meetings

- Get out agenda packet so Commissioners can be prepared.
- If an issue is something Commission not ready to move on something there is nothing wrong with asking item to be postponed and brought back to the next meeting.
- Significance and time sensitive – may just want to reflect on items. You can contact staff ahead of time so staff can be prepared to respond. If not and staff is not prepared then may have to be extended.
- Quorum is 3 Commissioners for this Commission.
- Suggest calling to make sure Commission attendance before the meeting.

Item has to be placed on the agenda. Cannot be acted upon unless on agenda.

If Commissioner wants an item on the agenda then they request it be put on the next agenda.

Disqualification due to conflict of interest – i.e. live near location of new park

If item is on the agenda, then the recommendation is that the disqualified Commission leaves the room.

Time limits – 5 minutes and can be adjusted at the discretion of the Commissioners. A motion would need to be made to change the time limit in the by-laws to change it for that meeting. Tricky when keeping track of the time when a speaker is talking and questions are asked and then dialog begins. Steve suggested that the Commission listen to the speaker as they are giving testimony and take in the input and just be consistent with the time limit. That way no one feels slighted.

## GALT PARKS AND RECREATION COMMISSION MEETING OF MARCH 13, 2013

### PAGE 2

Moore made a point that he wants the community to feel like they can come to the Commission and are open to the testimony being provided.

Testifying to Commission – Staff should not respond if a speaker is directing a question to them. If a Commissioner wants staff to respond then the Commissioners needs to ask for staff's input.

Public Comment – An item is not on the agenda but speaker has an issue about Parks and Recreation then they can give a brief comment, Commission can ask brief questions but a discussion is not to be entered into. If Commission would like to discuss the issue further then they can ask for the item to be placed on the agenda and then staff can prepare, get history or information for the Commission to discuss later. Also if Commission acted on a public comment then the public would not know it was being discussed and left out of the discussion.

Recommendation is presented to Commission as a direction that staff is going. Let other Commissioners know how you feel about the item. Motion, second, discussion on motion, voting and outcome announced.

Voting – Consensus voting (Understood unless objection) approved i.e. minutes and adjournment. Steve discourages voice votes as it is can be difficult to understand and suggests a roll call vote as the Commission is only 5 people.

#### 3 types of Motion

- I approve the recommendation – basic
- 2<sup>nd</sup> made
- Then someone likes it but wants a modification to the motion with an the amendment
- You then get a second on the amended motion
- Then you have two motions
  1. The base motion
  2. The amended motion
- You vote on the amended motion first if it passes then were done. If it fails it goes away then a vote is taken on the base motion.
- Same thing goes on a substitute motion, Base motion and second. Then a Commissioner doesn't want to amend it but wants to takes it to a whole new direction i.e. table matter to get more information on the Environmental impact. Again you vote on the substitution first and if it passes then that is it but if it fails then it goes away then you go back to the base motion.

Moore asked about whether discussion has to occur before an amended or substitution and the answer if no but discussion is required before the vote. The answer is yes.

Voting – Majority of the entire Commission. Example: 3 members are at the meeting and a recommendation must pass by all 3 Commissioners. A majority vote of the Commissioners in attendance is not allowed in this Commission (i.e. 2 – 1 or 2 – 2).

Chairperson responsibility is to help keep Commission meeting on track.

Chairperson needs to draw out the reason for the motion. It is always helpful to articulate to the reason behind the motion. If there is no discussion and it passes then it is helpful for the Chair to clarify what he/she understands why the Commission approved the motion. State the reason for the decision.

GALT PARKS AND RECREATION COMMISSION MEETING OF MARCH 13, 2013  
PAGE 3

Record – Staff report, tape, written document provided by the public. Helps Council understand why the Commission voted the way they did. The record can be used in litigation if needed.

Public comment is on non agenda items for the public to give testimony but cannot act on it but can ask to have it put on the next agenda. Speakers that want to speak on items on the agenda will wait and be called when item is brought up by the Commission therefore all testimony on that particular item will be together.

Next meeting to continue training.

Meeting was adjourned at 6:58 p.m. for the Regular Parks and Recreation Meeting to commence.

Respectfully submitted,

Deborah Porteous-Toste, Administrative Assistant