



CITY OF CARMEL-BY-THE-SEA

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Chair Judy Refuerzo, Commissioners Linda Calafiore,
Donna Jett, Grace Lee,
and Bonnie Folster

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

REGULAR MEETING 2/14/2017 9:30 a.m.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Commission. Matters not appearing on Commission's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names so that they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

A. Announcements from Chair and Commissioners

CONSENT AGENDA Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission or the public may ask that any items be considered individually for purposes of Commission discussion and/or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. Approval of the minutes for the 1/10/2017 meeting. (pp. 1-4)
2. Receive report on the 2017 Outdoor Forest Theater performance schedule. (pp. 5-13)

ORDERS OF BUSINESS Orders of Business are agenda items that require Commission discussion, debate, direction to staff, and/or action.

3. Review Community Activities and Cultural Commission Rules of Procedure and provide direction as necessary (pp. 14-22)
4. Verbal reports from staff:
 - a. City Council action regarding Carmel Art Festival special event program grant funding request
 - b. City Council action regarding proposed changes to the Fourth of July Celebration event

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7th Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 2/10/2017 in accordance with the applicable legal requirements.



Janet Bombard, Library and Community Activities Director

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Community Activities and Cultural Commission members regarding any item on this agenda, received after the posting of the agenda will be available for public review in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2007 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative decision made by the City of Carmel-by-the-Sea is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-judicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Carmel-by-the-Sea, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION
CITY OF CARMEL-BY-THE-SEA
REGULAR MEETING, January 10, 2017

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commissioners: Calafiore, Folster, Jett, Lee, Refuerzo
ABSENT: None
STAFF PRESENT: Janet Bombard, Library and Community Activities Director
Lori Aiello, Community Activities Assistant

II. EXTRAORDINARY BUSINESS

None

III. PLEDGE OF ALLEGIANCE

Members of the audience joined the Commission in the Pledge of Allegiance.

IV. APPEARANCES

No appearances.

V. CONSENT AGENDA

1. Approve the minutes of the Dec. 13, 2016 regular meeting.

It was moved by Donna Jett and seconded by Bonnie Folster to approve the minutes of the December 13, 2016 regular meeting. The motion carried by the following roll call vote:

AYES: Calafiore, Folster, Jett, Lee, Refuerzo
NOES: None
ABSENT: None
ABSTAIN: None

VI. ORDERS OF BUSINESS – NEW BUSINESS

2. Appointment of Councilmember Carolyn Hardy as City Council Liaison.

The Commission welcomed City Council Liaison Carolyn Hardy

3. Consider Carmel Art Festival request for a Community Promotions Fund grant and make recommendation to the City Council.

Following the discussion of the Carmel Art Association's Fiscal Year 2016/2017 grant request in the amount of \$13,118 it was moved by Donna Jett and seconded by Linda Calafiore to send the following recommendation to the City Council:

1. Grant the Carmel Art Festival \$13000
2. Review the Carmel Art Festival budget next year after the park has been included. If the event has generated more income as a result, reduce their grant allocation going forward.

The motion carried by the following roll call vote:

AYES:	Calafiore, Folster, Jett, Lee, Refuerzo
NOES:	None
ABSENT:	None
ABSTAIN:	None

4. Discuss and incorporate City Council recommendations and After Action Report into the planning for the proposed Street Dance event, provide staff with direction.

Following the discussion of incorporating City Council recommendations and the After Action Report into planning the proposed Street Dance, it was moved by Linda Calafiore and seconded by Grace Lee to send the following recommendation to the City Council:

1. Once a year event in September after Labor Day, consider September 9th or 16th as a possible date
2. Mission St. & 6th Ave and Devendorf Park as the location
3. Find a non-Profit to sponsor the alcohol portion

The motion carried by the following roll call vote:

AYES:	Calafiore, Folster, Jett, Lee, Refuerzo
NOES:	None
ABSENT:	None
ABSTAIN:	None

5. Consider the following proposed changes to the annual City Fourth of July event and make a recommendation to the City Council:
 - a. Close Mission Street between Ocean and 6th Avenues for the event
 - b. Relocate food tables/booths to Mission Street between Ocean and 6th Avenues
 - c. Incorporate a broader range of food choices into the event
 - d. Allow food providers to charge for food if they so choose

Following discussion of the proposed changes to the annual City Fourth of July event it was moved by Donna Jett and seconded by Linda Calafiore to send the following recommendation to the City Council:

1. Move all the event food to Mission Street.
2. Try to incorporate additional local nonprofit organizations offering other food choices into the event.
3. Look at expanding to local vendors who will sell food at the event at reasonable prices.

The motion carried by the following roll call vote:

AYES: Calafiore, Folster, Jett, Lee, Refuerzo
 NOES: None
 ABSENT: None
 ABSTAIN: None

6. Annual election of officers.

The following nominations were made for the Annual election of officers:

1. Donna Jett nominated Judy Refuerzo for Chair, seconded by Linda Calafiore.

The motion carried by the following roll call vote:

AYES: Calafiore, Folster, Jett, Lee, Refuerzo
 NOES: None
 ABSENT: None
 ABSTAIN: None

2. Linda Calafiore nominated Donna Jett For Vice Chair.

The motion carried by the following roll call vote:

AYES: Calafiore, Folster, Jett, Lee, Refuerzo
 NOES: None
 ABSENT: None
 ABSTAIN: None

7. Verbal report from staff regarding action taken by the City Council on the Run in the Name of Love and Monterey Winemakers Celebration Special Event Grant funding applications

No motion or voting required.

FUTURE AGENDA ITEMS:

1. Permanent Band Stand installed by the City
2. City look at Devendorf Park and the flow and shrubs
3. Gazebo installed

X. ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 10:55am.

Respectfully submitted,

Lori Aiello, Community Activities Assistant

Approved by: _____
Judy Refuerzo, Chair



CITY OF CARMEL-BY-THE-SEA

Community Activities and Cultural Commission

Staff Report

February 14, 2017
Consent Agenda

TO: Community Activities and Cultural Commissioners
FROM: Janet Bombard, Community Activities Director
SUBJECT: Receive report on the 2017 Outdoor Forest Theater performance schedule

BACKGROUND / SUMMARY

In June 2016, the Forest Theater reopened after being closed due to safety and structural issues in April 2014. At the time of closure, the two primary user groups – Forest Theater Guild and Pacific Repertory Theater (PacRep) were operating under 5-year use license agreements that had not yet expired. As the facility was getting ready to be reopened the City Council, at its May 3, 2016 meeting, granted the user groups an additional 22 month extension on their use agreements. The current use agreements will expire March 31, 2018.

At some point in the user groups' histories of occupying the Forest Theater (a check of City records shows it may have begun in 2005) the two groups began establishing mutually agreed upon performance seasons with regard to the Outdoor Theater. These time periods were agreements between the two groups that the city accepted, but did not impose.

The 2016 Outdoor Theater performance season schedule agreed upon by the user groups was as follows:

- Forest Theater Guild: May 17 – July 28, 2016
- PacRep: July 29 – October 16, 2016; October 24 - 31
- Walt deFaria / Centennial Production: October 17 – 23, 2016

PacRep was originally scheduled to occupy the venue straight through from July 29 to October 31; however, the City Council, at its May 3, 2016 meeting authorized a request by the 2016 Centennial Committee to use the Outdoor Theater for a one-week production directed by Walt Defaria during PacRep's strike week.

The Community Activities Department has received a request from Walt deFaria Productions and the Forest Theater Guild to use the Outdoor Theater from October 20 – 22, 2017 for a performance titled CARMEL POPS!. The proposed CARMEL POPS! rehearsal and performance schedule would necessitate PacRep vacating the Outdoor Theater 3 ½ days early. Walt deFaria and PacRep Executive Director Stephen Moorer have come to an agreement as to how this can be facilitated (attachment 2); therefore the 2017 Outdoor Forest Theater schedule as proposed by the user groups is as follows:

- Forest Theater Guild: April 17 – **July 28, 2017 (noon)**
- PacRep: **July 28 (noon)** – October 20 (noon)
- Walt deFaria/ Forest Theater Guild: October 20 (noon) – October 23

Because moving in and out at noon on the same day does not give the Community Activities Department staff enough time to conduct walk-throughs and process paperwork, staff has asked the Forest Theater Guild and PacRep to submit move in/move out dates that are at least 24 hours apart, which will mean a small change to the schedule.

ATTACHMENTS

1. Letter from Walt deFaria requesting October Outdoor Forest Theater performance dates
2. Email from Stephen Moorer regarding the 2017 Forest Theater Calendar

ATTACHMENT 1

12/18/15

Janet Bombard
c/o Carmel City Hall

Dear Janet

Re: Request for performance dates at the Outdoor Forest
Theater for Oct 21-22, 2017

There are number of Items connected to our request that need further
explanation:

- 1 - The event title is CARMEL POPS!
- 2 - It will feature The Carmel High School orchestra, a ballet from CAPA, and a trio of singers doing excerpts from Broadway musicals. The show would begin on Saturday at 7:30 and on Sunday at 5:30 and would be 90 minutes long plus a 15 minute intermission.
- 2 - The event would be a Forest Theater Guild presentation alone or in association with The Forest Theater Foundation and The deFaria Company
- 3 - The one important set piece for the show is a music shell or wall. .
- 4 - Our event needs a minimum of one and a half days to set up the shell and refocus the lights. This means we need to be able to be in the venue by noon on Friday October 20 for setting the shell and focusing the lights. This work will go into the evening and Saturday morning with show rehearsal set for Saturday afternoon.
- 5 -We are also seeking a wavier against making PacRep take down the portable dressing rooms after the PacRep season so we can use them for our event. We also need to have PacRep leave in place all of the Foundation lighting and sound equipment at the end of the their run on Oct 15. It would be up to our group to remove the dressing rooms, shell,, lights and sound equipment for storage until the 2018 season.. The Guild would need four days after the event to remove all the items indicated above.
- 6 - We would also ask for the use of the deck outside the indoor theater.
- 7 - We would want to sell concessions for the two shows with profits going to the Forest Theater Guild. That would include their applying for a temporary liquor license.

ATTACHMENT 1

- 9 - The Guild would furnish the required parking plan.
- 10 - Liability insurance would be in place through the Guild
- 11 - Because of the fast turnaround, we would be responsible for repainting the stage floor if deemed necessary. If there is rain,, we would want to paint the floor as soon as it was no longer wet. We would work with your office on this.

Walt deFaria
Producer



**Carmel-
by-the-Sea**

Janet Bombard <jbombard@ci.carmel.ca.us>

2017 Forest Theater Calendar

Stephen Moorer <smatprt@aol.com>

Wed, Feb 8, 2017 at 2:34 PM

To: laiello@ci.carmel.ca.us

Cc: jbombard@ci.carmel.ca.us, crerig@ci.carmel.ca.us

(Cover letter for CA & CC Packet)

Hi Lori,

I'm quite sorry that we couldn't discuss this, as it will clearly have an impact on PacRep. Please know that I'm always willing to discuss these things and look for potential solutions before they turn into public conflicts. I know that goes for Yvonne and Walter, as well. Fortunately, Walter met with me and you will be happy to hear that we solved the potential conflict. Here are the details we worked out:

Walter asked if we could conclude our set strike/move-out by Friday October 20 at 12noon. *Although it will be a big challenge turning an 8 day job into 4 1/2 days* (and no one can predict the October rain days this far out), we are committed to doing our very best to accomplish this. I wish to stress that striking this fast will only be possible due to Walt's offer to strike the shared seasonal equipment, and do the end of season floor painting, after his concert weekend has concluded.

Walter has offered to be responsible for the following:

1) At the end of the "Carmel Pops" concert, in addition to any city use permit requirements, will strike the following seasonally installed shared equipment:

- 1A. FTF lighting and sound equipment.
- 1B. FTF portable dressing rooms.

2) Will do end of season floor painting.

3) Upon approval of request to the CA&CC, will meet with PacRep and City officials to negotiate any remaining issues and to clarify for city staff the above items.

4) In the event the PacRep move-out is not complete, due to rain or other delays, agrees that PacRep will be able to store any remaining items onsite, either backstage or in the scene dock or tool shed. Barring any rain or other delays, remaining PacRep items would be removed by PacRep on Monday Oct 23.

PacRep has agreed to:

1) reduce city request of 8 strike days to 4 1/2 strike days, with a goal of moving out of the facility by 12 noon on Friday, Oct 20. Will cover increased PacRep labor and move-out costs.

Therefore, please consider the amended season calendar below (in blue). In addition, please include this cover letter, our original proposal, and the amended calendar (in blue), in the CA & CC packet going out this Friday, as our input to Walt's request.

Please confirm receipt of this request.

Best regards,

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ATTACHMENT 2**Stephen Moorer**

Pacific Repertory Theatre
 smatprt@aol.com
 831-622-0700, ext 104
 831-238-0941 (cel)

DRAFT 2017 Forest Theater Calendar (amended 2/8/17)

Forest Theater Guild

Check in: April 17, 2017, 10am.

Move-In, Rehearsals and construction: **38 days**
 April 17 - May 25, 2017.

Theater Performances/events: **28 days**

Pirate Booty: May 26-28, June 2-4, 9-11, 16-18, 12 days

Big: June 29-July 2, July 6-9. 8 Days

La Mancha/Pippin July 13-16, 20-23. 8 Days

Film Performances: **16 days**

May 30-June 1, June 6-8, 13-15, 24 (June 24 tent.), July 4-5 (July 5 tent.),
 18-19, 25-26 (July 26 tent.)

Add'l rehearsal days: **12 days**

June 19-28 (tech), July 10-12 (tech),

Move out*: July 24-27. **4 Days**

*except shared facility furnishings including: Seasonally installed FTF stage lighting and sound equipment; existing dressing room furnishings, existing backstage tables.

Check Out: Friday, July 28, 12noon.

Pacific Repertory Theatre

Check in: July 28, 2017, 1pm.

Move-In, Rehearsals and construction: **20 days**
 July 28 - August 16, 2017.

Theatre Performances: **35 days**

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Peter Pan: August 17-20, 24-27, 31, September 1-3, 7-10, 14-17, 21-24.
Cyrano: Sept 29-October 1, 5-8, 12-15.

Add'l rehearsals: **19 days**

Aug 21-23, 28-30, Sept 4-6, 11-13, 18-20, 25-28.

Move out*: October 16-20. **4 1/2 Days.**

* including supplementary truss and tower system. Excludes shared equipment and floor painting.

Check Out: Oct 20, 12noon.

*****Rain days not included.**

Walt DeFaria (or his sponsoring company)

Check in: Oct 20, 2017, 1pm.

Move-In, Rehearsals and construction: **1 day**

Oct 20, 2017.

Theatre Performances: **2 days**

Carmel Pops: October 21-22.

Move out*: October 23+ **TBA - See Walt's proposal .**

* including seasonally installed FTF lighting and sound equipment to the Golden Bough, dressing rooms to Forest Theater tool shed, re-painting of stage floor, final site cleaning.

Check Out: TBA.

*****Rain days not included.**

-----Original Message-----

From: Lori Aiello <laiello@ci.carmel.ca.us>

To: Stephen Moorer <smatprt@aol.com>

[Quoted text hidden]



Carmel-
by-the-Sea

Janet Bombard <jbombard@ci.carmel.ca.us>

2017 Forest Theater Calendar

7 messages

Stephen Moorer <smatprt@aol.com>
To: laiello@ci.carmel.ca.us, jbombard@ci.carmel.ca.us
Cc: crerig@ci.carmel.ca.us, yvonedavida@aol.com

Tue, Jan 10, 2017 at 3:14 PM

Hi Lori & Janet,

Please accept this *draft* 2017 calendar (see below) of dates/use for the Outdoor Forest Theatre, as submitted by the resident user groups, Forest Theater Guild and Pacific Repertory Theatre.

As in previous years, we have met and coordinated our dates as a help to all involved, and in order to see the whole year on one document. Individually, as we all finalize the details, the groups will provide separate calendars to you, to be attached to our respective use agreements. Does that sound like a plan?

We would also like to discuss a combined request from both groups, similar to last year, but well in advance, as was suggested.

We are requesting the following shared use considerations:

- 1) Seasonally installed (FTF) lighting and sound equipment be allowed to stay in place in the booth and on the lighting towers and proscenium.
- 2) Seasonally installed dressing rooms be allowed to stay onstage, instead of breaking them down and immediately re-erecting them;
- 3) The stage floor not be re-painted between the FTG and PacRep seasons, as PacRep immediately begins to re-paint it for their first production, and then paints it all again at season's end.

Among many benefits to the groups and the city, cost and time savings would be realized, and there will be less wear and tear on the facility and the materials. As has been the case, PacRep agrees to repaint the full stage floor, and store the dressing rooms and technical equipment at the end of their season. (FTG handles most of these installations, during their move-in period.)

Lastly, as we were reminded this year, the end-of-season strike and move-out can be affected by rain and wind delays (and the move-in can be similarly affected). In 2016, not only did we lose 2 performances to rain, but we also lost a full move-out day, and, as you know, final stage floor painting had to be timed between rain storms.

Looking back on previous calendars, it appears that the full end-of-season strike and cleaning process has, more often than not, extended into the 2nd week after closing. So, in terms of the end-of-season calendar, this past season has reminded us

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that rain days, especially from mid-October on, will always be an unknown. In the meantime, we are estimating our exact move-out date.

We would like to prepare our submittals for the season, and we were hoping that a master checklist could be created that would address our requirements going forward? It looks from our 2-year agreements that some addendum will need updating (like the calendar, and insurance), but we are unclear exactly what else we need to submit. Is a checklist something that can be created?

We look forward to hearing from you. Happy New Year!

Respectfully,

*Stephen Moorer, Pacific Repertory Theatre
Yvonne Hildebrand-Bowen, Forest Theater Guild*

2017 Forest Theater Calendar (draft)

Forest Theater Guild

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April 17 - May 25, 2017.

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Add'l rehearsal days: 12 days
June 19-28 (tech), July 10-12 (tech),

Move out*: July 24-27. 4 Days
*except shared facility furnishings including: Seasonally installed FTF stage lighting and sound equipment; existing dressing room furnishings, existing backstage tables.
Check Out: Friday, July 28, 10am.

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Pacific Repertory Theatre

Check in: July 28, 2017, 1pm.

Move-In, Rehearsals and construction: **20 days**

July 28 - August 16, 2017.

Theatre Performances: **35 days**

Peter Pan: August 17-20, 24-27, 31, September 1-3, 7-10, 14-17, 21-24.

Cyrano: Sept 29-October 1, 5-8, 12-15.

Add'l rehearsals: **19 days**

Aug 21-23, 28-30, Sept 4-6, 11-13, 18-20, 25-28.

Move out*: October 16-23. **8 Days.**

* including supplementary truss and tower system, seasonally installed FTF lighting and sound equipment, dressing rooms, re-painting of stage floor, cleaning of park-site.

Check Out: Oct 24, 10am.

******Rain days not included.***



CITY OF CARMEL-BY-THE-SEA

Community Activities and Cultural Commission

Staff Report

September 7, 2016
Orders

TO:	Community Activities and Cultural Commissioners
FROM:	Janet Bombard, Community Activities Director
SUBJECT:	Review Community Activities and Cultural Commission Rules of Procedure and provide direction as necessary

BACKGROUND / SUMMARY

Section III. A. of the Community Activities and Cultural Commission Rules of Procedure states that the Rules of Procedure shall be reviewed annually.

An annual review provides both a refresher course on the rules of procedure, as well as the opportunity to make pertinent changes to the rules if necessary.

ATTACHMENTS

1. City of Carmel-by-the-Sea Community Activities and Cultural Commission Rules of Procedure

CITY OF CARMEL-BY-THE-SEA

COMMUNITY ACTIVITIES & CULTURAL COMMISSION

RULES OF PROCEDURE

I. ORGANIZATION, OFFICERS, AND COMMITTEES

A. Organization

The Community Activities and Cultural Commission shall consist of five members who shall be appointed to serve a four-year term. A majority of the members of the Community Activities & Cultural Commission shall be residents of the City, and the remainder may be residents of the City's sphere of influence. The Community Activities & Cultural Commission shall be organized and exercise such powers as prescribed by the City of Carmel-by-the-Sea Municipal Code.

B. Duties and Powers of the Community Activities & Cultural Commission.

1. To stimulate and encourage community, cultural and cultural activities within the City and to actively participate in the executions of these activities;
2. To develop rules and regulations for conducting its business and meetings in accordance with the laws of the State and the City;
3. To advise and assist the Community Services Director and, when requested, other City commissions and city public bodies, departments and residents of the City, on community, cultural programs;
4. To remain cognizant at all times of the uses of Forest Theater, Vista Lobos and the Scout House and endeavor to have such facilities put to their best possible use;
5. To be cognizant at all times of the condition of the structures, grounds, and equipment of the facilities under its jurisdiction and bring to the attention of the City Council and the City Administrator proposals and recommendations for the maintenance, repair, uses and improvements of such facilities;
6. To determine, in consultation with the Community Services Director, the terms of tenancies of the facilities referred to in subsection (D) of this section; to recommend to the City Council the rental rates and other terms of such use;
7. To serve in an advisory capacity to the City Council, the City Administrator and Community Services Director in regard to community activity and cultural matters and all such matters pertaining to public recreation and the use of recreational lands, facilities and donations.

C. Officers

1. Selection

- a. A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the beginning of the January meeting to serve at the pleasure of the Commission
- b. The elections process commences with individual Commissioners nominating candidates until a motion is made, seconded and approved to close nominations. At the conclusion of any discussion, the roll is called alphabetically and each Commissioner votes for one of the nominated candidates until one is elected by simple majority. The newly elected or reelected Chairman takes the Chair's seat and repeats this process for the Vice Chair.
- c. The Vice-Chair shall succeed the Chair if he/she vacated his/her office before his/her term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice Chair shall be elected at the next regular meeting.
- d. In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a Chair shall be elected from the members present to preside.
- e. The terms of office of the Chair and Vice-Chair shall not exceed two (2) consecutive terms.

2. Responsibilities

The responsibilities and powers of the officers of the Community Activities & Cultural Commission shall be as follows:

- a. Chair
 - i. Preside at all meetings of the Commission.
 - ii. Call special meetings of the Commission.
 - iii. Sign all documents of the Commission.
 - iv. See that all actions of the Commission are properly taken.

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- v. Assist staff in determining agenda items.
 - vi. Appoint members for all standing and Ad Hoc Committees.
 - vii. Act as parliamentarian, in consultation with the City Attorney.
- b. Vice-Chair
- During the absence, disability, or disqualification of the Chair the Vice-Chair shall exercise or perform all the duties and be subject to all responsibilities of the Chairman.
- c. Ad Hoc Committees And Sub-Committees
- The Chair may appoint Ad Hoc Committees and Subcommittees to study matters coming before the Commission, provided such appointments and the purpose of such Committee are made a matter of record in the minutes of the Commission.
- i. Subcommittee appointments are to be made by the Chair and announced at a regular Community Activities & Cultural Commission meeting so that the appointments will be documented in the minutes.
 - ii. Subcommittees established for a single, limited purpose and duration shall be considered Ad Hoc and therefore not subject to the Brown Act.
 - iii. Subcommittees are to work with assigned staff and prepare subcommittee work products or review the research and draft text prepared by staff.
 - iv. All subcommittee meetings are to be conducted at City Hall unless otherwise determined.
 - v. Subcommittees shall make monthly oral progress reports to the full Commission at regular meetings.

II. CONDUCT OF MEETINGS

A. Rules of Order

Except as otherwise stated in these Rules of Procedure or Municipal Code, Roberts Rules of Order, Newly Revised shall be used as a guide to the conduct of the meetings of the Community Activities & Cultural Commission, provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

B. Individual meetings between Commissioners and applicants of pending requests outside the public meeting of the Community Activities & Cultural Commission are discouraged.

C. Public Meetings

All meetings of the Community Activities & Cultural Commission and committees of the Community Activities & Cultural Commission shall be held in full compliance with the provisions of the Brown Act (California Government Code, Section 54954.2), the Municipal Code, and these Rules of Procedure.

D. Regular Meetings

1. Regular meetings shall be held on the second Tuesday of the month in the Council Chambers of City Hall unless otherwise determined by the Commission.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day or canceled by motion adopted by the Community Activities & Cultural Commission.

E. Adjourned Meetings

In the event it is the wish of the Community Activities & Cultural Commission to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Commission prior to the regular motion to adjourn.

F. Special Meetings

Special meetings may be held at any time upon the call of the Chair or by a

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majority of the voting members of the Commission or upon request of the City Council following at least twenty-four hours notice to each Commission member and to the press. The time and place of the special meeting shall be determined by the convening authority.

G. Annual Meeting

An annual meeting shall be held at the beginning of the first regular meeting of **January** each year for the purposes of electing a Chair and Vice-Chair and for transacting such other business pertaining to the organization and procedures of the Commission as may be appropriate.

H. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Community Services Director. The Chair, Vice-Chair and Community Services Director shall review the order of the agenda to ensure that those items of highest interest to the general public are placed at the front of the agenda.
2. The agenda for all regularly scheduled meetings shall be posted seventy-two (72) hours in advance.
3. All agendas shall be posted at City Hall, in the Library, and at the Post Office and extra copies placed in the Community Activities & Cultural Commission bin at the Post Office.
4. The agenda for a special meeting shall be posted twenty-four (24) hours in advance and at the same locations as for regularly scheduled meetings.
5. Each agenda shall contain a brief description of the item to be discussed.
6. Any item may be placed on a future agenda when requested by a Community Activities & Cultural Commissioner.

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I. Order of Meeting

1. The order of items shall be based on the complexity and importance of the items. Generally, the order of business shall be as follows:
 - a. The Chair shall take the chair at the hour appointed for the meeting and call the meeting to order.
 - b. Members present and absent shall be recorded.
 - c. The Chair shall lead those present in the Pledge of Allegiance to the flag.
 - d. Public appearances. Comments from the audience will be received on any item not before the Community Activities & Cultural Commission.
 - e. Extraordinary Business. Any special presentations, awards, resolutions of Appreciation or other matters of community interest shall be conducted.
 - f. The Commission shall consider the Regular Agenda.
 - g. Any matters of administration of the Commission, monthly subcommittee reports, determinations and appeals of administrative determinations shall be brought forward.

J. Rules of Testimony

- a. Persons are not required to give their name or address, but it is helpful for speakers to state their name in order that the Secretary may identify them in the minutes of the meeting.
- b. If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesperson should be encouraged to speak for the entire group. The spokesperson will then have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
- c. The Chair may limit the time of testimony to not more than three minutes on a particular issue by each individual.

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- d. No person or Commissioner shall address the Commission without first securing the permission of the Chair to do so.
- e. All comments shall be addressed to the Commission as a whole. All questions shall be placed through the Chair.

K. Voting

1. Voting Requirements

- a. A quorum shall consist of three (3) members of the Commission.
- b. When a member disqualifies him/herself from voting because of a potential conflict of interest, the Commissioner shall be considered absent from the meeting.
- c. Should the number of Commissioners abstaining for a conflict of interest together with absences for other reasons disrupt the quorum, the issue shall be continued to the next regular meeting. When the number of Commissioners abstaining solely for a conflict of interest disrupts the quorum and there exists no alternative source for decision, participation by a member with conflict shall be allowed pursuant to California Government Section 87100 et seq.

2. Disqualification From Voting

- a. A Commissioner shall disqualify him/herself from debate, discussion and voting on any matter before the Commission when there is an appearance of a conflict of interest. When a person disqualifies him/herself prior to the consideration of such matter by the Commission, the Commissioner shall state that he/she is disqualifying him/herself due to a conflict of interest, shall state the conflict, and then leave the voting area.
- b. If a Commissioner is in doubt as to whether or not a conflict of interest exists, the matter of conflict shall be referred to the City Attorney for his opinion.
- c. The Secretary of the Community Activities & Cultural Commission shall record in the minutes the time when a Commissioner steps down and when he/she returns to the podium.

3. Abstentions

A Commissioner may be permitted to abstain from voting because of unpreparedness on an issue before the Commission. All votes of a member who disqualifies him/herself shall be recorded as an abstention. If a Commissioner participates in the proceedings on a matter and then abstains from voting, the vote shall be recorded as an affirmative vote on the motion.

4. Voting Order

The order of voting shall be alphabetical, with the exception of the Chair, who shall vote last.

5. Recording of Votes

The minutes of the Commissions proceedings shall show the vote of each member including whether they were absent or failed to vote on a matter considered.

III. REVIEW AND AMENDMENTS PROCEDURE

- A. These Rules of Procedure shall be reviewed annually.
- B. These Rules of Procedure may be amended or suspended at any meeting of the Community Activities & Cultural Commission by a majority of the members.