



Parks and Recreation Commission
February 5, 2008

AGENDA ITEM 6

DEPARTMENT OF
PARKS AND RECREATION

CITY OF SACRAMENTO
CALIFORNIA

915 I STREET, 5th FLOOR
SACRAMENTO, CA 95814
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January 27, 2009

Parks and Recreation Commission
Sacramento, California

SUBJECT: Procedures for Managing Written Communications from the City of Sacramento and the General Public

RECOMMENDATION: Adopt staff recommendations on procedures to manage written communications from the City of Sacramento and the General Public

CONTACT PERSON: Lori Harder, Support Services Manager, 808-5172

FOR MEETING DATE OF: February 5, 2009

SUMMARY: Just prior to the last meeting of the Parks and Recreation Commission, several email messages from the public were received by Commission members regarding an agenda item. Staff has discussed procedures for such written communications with the City Clerk's Office and the Secretary to the Planning Commission to ensure proper procedures are in place for the Parks and Recreation Commission.

Staff recommends the Commission adopt the attached procedures for managing written communications. The recommended procedures are consistent with those of the City Council and other City boards and commissions.

Respectfully submitted,

Lori Harder, Support Services Manager

Attachment: Exhibit A



CITY OF SACRAMENTO
PARKS AND RECREATION COMMISSION

**WRITTEN COMMUNICATION FROM
THE CITY AND THE PUBLIC**

The Parks and Recreation Commission Secretary will manage communications to Commission Members regarding meeting topics to ensure compliance with the Brown Act as follows:

- Meeting agendas, written reports from staff, and related written information distributed to all or a majority of the members of the Parks and Recreation Commission consideration at a public meeting are disclosable to the public and shall be made available upon request and without delay. Prior to each meeting, agenda packets are posted to the Department of Parks and Recreation's website for review by the public.
- Materials related to an agenda item that are distributed during a Commission meeting shall be available for viewing by the public during the meeting if from the City or a Commission member. Such materials will be available at the conclusion of a Commission meeting if prepared by another person.
- Members of the general public, interested parties and/or their authorized representatives may address the Commission Members by written communications in regard to agenda items. Commission Members should send those communications directly to the Commission Secretary for distribution to the entire Commission. Such written communications received by the Commission Secretary prior to the close of business on the ninth day preceding the Commission meeting will be included in the agenda packet material.

Commission Members may receive written communications from the public on any matter related to parks and recreation. Members are encouraged to contact the Commission Secretary to verify if a particular subject matter is on the meeting agenda.

- Written communications in regards to an agenda item received by the Commission Secretary after the above deadline shall be delivered to the full Commission at their meeting if they are received by 2:00 p.m. the day of the meeting. If a Commission Member should receive any written communication after the 2:00 p.m. deadline, he/she shall bring enough copies (15 recommended) available for distribution at the meeting.
- Note that all e-mail communications submitted to Commission Members become a public record under the provisions of the Public Records Act which includes personal email addresses, home addresses and phone numbers, and all contents of the email message.