

# CITY OF LOS ALAMITOS

3191 Katella Ave.  
Los Alamitos, CA 90720

## AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING

Wednesday, April 1, 2015 – 7:00 P.M.

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at the Recreation & Community Services Department or on the City's website at [www.cityoflosalamitos.org](http://www.cityoflosalamitos.org) once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the Parks, Recreation & Cultural Arts Commission after distribution of the agenda packet are available for public inspection at the Recreation & Community Services Department, 10911 Oak St., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation & Community Services Department at (562) 430-1073, extension 540, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the Parks, Recreation & Cultural Arts Commission Secretary at the meeting for individuals with hearing impairments.

Persons wishing to address the Parks, Recreation & Cultural Arts Commission on any item on the Parks, Recreation & Cultural Arts Commission Agenda should complete a yellow "Request to Speak" card and will be called upon at the time the agenda item is called or during the Parks, Recreation & Cultural Arts Commission's consideration of the item and may address the Parks, Recreation & Cultural Arts Commission for up to three minutes.

1. **CALL TO ORDER**
2. **ROLL CALL**
  - Commissioner Bell
  - Commissioner Carvajal
  - Commissioner Decker
  - Commissioner Jempsa
  - Commissioner Wilson
  - Vice Chair Jorge
  - Chair Manning
3. **PLEDGE OF ALLEGIANCE**
4. **ORAL COMMUNICATIONS**

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts Commission. Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

**5. MINUTES**

Approval of the minutes for the regular meeting of March 4, 2015.

**6. STAFF REPORTS**

**A. Cable Operations Study**

Skyline Mediacast Productions was selected by the City Council to perform a cable operations study. Skyline will be present at the meeting to discuss the scope of their study and to seek input from the Commissioners.

Recommendation: Upon the conclusion of the presentation by Skyline Mediacast Productions, the Commission and members of the community should be provided with an opportunity to provide input to the cable consultants for consideration in their study of the City's cable operations.

**B. Los Alamitos Museum Historical Designation Plaque**

This report seeks consideration for approval for a Historical Designation Application from the Orange County Historical Commission/Los Alamitos Museum.

Recommendation: Recommend to the City Council to sign the attached application for the Historical Designation Plaque for the Los Alamitos Museum.

**C. Removal of Park Sandboxes**

This agenda item allows the Parks, Recreation & Cultural Arts Commission the opportunity to provide input regarding the safety of the park sandboxes.

Recommendation: Provide input for consideration of removal of park sandbox play areas.

**D. Race on the Base 2015**

This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2015 Race on the Base.

Recommendation: Commission receive and file.

**E. Los Alamitos Spring Carnival Coloring & Drawing Contest**

This report provides the Parks, Recreation & Cultural Arts Commission an opportunity to choose the winning Spring Carnival Coloring and Drawing Contest entries.

Recommendation: Commission chooses first, second and third place entries for the two divisions: K-2<sup>nd</sup> grade and 3<sup>rd</sup>- 5<sup>th</sup> grade.

**7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

A. Rosenberg's Rules of Order for Commissioners' Information

**8. COMMISSIONER REPORTS**

At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide staff direction to report back or to place the item on a future Agenda.

**9. ADJOURNMENT**

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 26th day of March 2015.



Darlene Pawling, Department Secretary

**MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION  
OF THE CITY OF LOS ALAMITOS**

**REGULAR MEETING – WEDNESDAY, March 4, 2015**

**1. CALL TO ORDER**

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:05 p.m., Wednesday, March 4, 2015, in the Council Chambers, 3191 Katella Ave., Chair Manning presiding.

**2. ROLL CALL**

**Present:** Commission Members: Bell, Decker, Manning, Wilson

**Absent:** Commission Members: Carvajal, Jempsa, Jorge

**Present:** Staff: Corey Lakin, Recreation & Community Svcs. Dir.  
Ron Noda, Recreation Manager  
Emeline Noda, Recreation Manager  
McKenzie Ricks, Community Services Coordinator  
Taylor Conley, Community Services Coordinator  
Darlene Pawling, Department Secretary

**3. PLEDGE OF ALLEGIANCE**

Chair Manning led the Pledge of Allegiance.

**4. ORAL COMMUNICATIONS**

Chair Manning opened Oral Communications. There being no one present wishing to speak, Chair Manning closed Oral Communications.

**5. MINUTES**

Motion/Second: Wilson/Bell

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of February 4, 2015.

**6. STAFF REPORTS**

**A. Los Alamitos Volunteer Program (L.A.V.P.)**

Staff provided the Parks, Recreation & Cultural Arts Commission (PR&CA) an update regarding the Los Alamitos Volunteer Program (L.A.V.P.). Staff provided information that included the background of the L.A.V.P, various areas of involvement, and requirements to remain an active L.A.V.P volunteer. Staff requested assistance from the PR&CA for community service project ideas and topics for workshops.

**B. Los Alamitos Spring Carnival featuring the Egg Hunt**

Staff provided the Parks, Recreation & Cultural Arts Commission an update regarding the Spring Carnival. The PR&CA Commissioners have been requested to judge the entries of the Coloring and Drawing Contest at the April Commission Meeting and choose the top three entries for each division. Staff invited and encouraged the PR&CA Commissioners to participate in the event as an emcee, or awarding prizes to the finders of the Golden Egg.

**C. California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s)**

Staff provided the Parks, Recreation & Cultural Arts Commission the opportunity to consider nominees for the 2015 CPRS District 10 Volunteer Merit Award.

Motion/Second: Manning/Bell

Unanimously Carried: The Parks, Recreation & Cultural Arts Commission approved Erin Hankhouse of the L.A.V.P and the Los Alamitos Medical Center to receive the 2015 CPRS District 10 Volunteer Merit Award.

**7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

Staff informed the Commission that the Race on the Base had 4,444 registered participants and 3,600 participated and finished the various Race event categories.

Staff informed that Monday April 20<sup>th</sup> at 4:45pm there will be a light dinner at the Community Center to honor the Race Sponsors, and to show our appreciation for their contributions to the Race. This will be followed at 6pm by attending the City Council meeting for the Council to present each sponsor with a Certificate of Recognition for their contributions to the Race. Staff added that \$89,000 was raised by sponsorships making the 2015 Race on the Base the highest year in sponsor contributions.

Staff thanked the Commissioners for volunteering, participating, and initiating the Commission Challenge for the Race on the Base. The date for the next Race on the Base is scheduled for February 27, 2016.

**8. COMMISSIONER REPORTS**

Commissioner Decker enjoyed volunteering at the Race both Friday and Saturday.

Commissioner Bell and his family enjoyed volunteering at the Race on the Base. His son participated in the 1K Kids Run. Commissioner Bell also thanked staff for how great McAuliffe Field looks.

Commissioner Wilson commented that the Race on the Base was extraordinary and commended staff for a job well done. Commissioner Wilson also informed that it has been reported by residents near to Labourdette Park that during the evening hours there are kids that are loud, destructive, and using controlled substances. He requested regular police patrol in that area.

Commissioner Manning participated in the Race on the Base 5K Run and stated the event was great and seemed to run very smoothly. He also announced that he could possibly be moving to Indiana in the near future.

**9. ADJOURNMENT**

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:11 p.m.

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Samuel Manning, Chair

Attest:

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Corey Lakin, Director  
Recreation & Community Services Department

# City of Los Alamitos

## Agenda Report Staff Report

April 1, 2015  
Item No: 6A

**To:** Chairperson Samuel Manning & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Jason Al-Imam, Administrative Services Director

**Subject:** Cable Operations Study

**Summary:** Skyline Mediacast Productions was selected by the City Council to perform a cable operations study. Skyline will be present at the meeting to discuss the scope of their study and to seek input from the Commissioners.

**Recommendation:** Upon the conclusion of the presentation by Skyline Mediacast Productions, the Commission and members of the community should be provided with an opportunity to provide input to the cable consultants for consideration in their study of the City's cable operations.

### Background/ Discussion:

Los Alamitos Television (LATV) exists to provide public, educational, and government access television. Skyline Mediacast Productions was selected by the City Council to perform a cable operations study. Skyline will be present at the meeting to discuss the scope of their study and to seek input from the Commissioners and members of the community.

### Fiscal Impact

There will be no fiscal impact for the City of Los Alamitos.

Submitted By:

  
\_\_\_\_\_  
Jason Al-Imam  
Administrative Services Director

# City of Los Alamitos

## Agenda Report Staff Report

April 1, 2015  
Item No: 6B

**To:** Chairperson Samuel Manning & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Corey Lakin, Recreation & Community Services Director

**Subject:** Los Alamitos Museum Historical Designation Plaque

**Summary:** This report seeks consideration for approval for a Historical Designation Application from the Orange County Historical Commission / Los Alamitos Museum.

**Recommendation:** Recommend to the City Council to sign the attached application for the Historical Designation Plaque for the Los Alamitos Museum.

### Background:

The Los Alamitos Museum has been serving the City of Los Alamitos since July 28, 1975. The mission is to preserve and perpetuate the cultural and historical heritage of the community.

The Los Alamitos Museum property is owned by the City of Los Alamitos. The Museum Board of Directors is seeking City approval for a Historical Designation Plaque installed at the Los Alamitos Museum. Approval from the City of Los Alamitos is needed in order for the Los Alamitos Museum to continue with the Historical Designation Plaque application process.

The Board of Supervisors has authorized the Orange County Historical Commission to administer the placement of plaques commemorating sites of historical significance in Orange County.

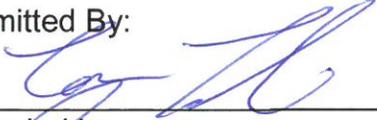
### Discussion:

The Los Alamitos Museum Board of Directors believes that the Los Alamitos Museum merits historical recognition. The Board of Directors has completed the Orange County Historical Commission Historic Site Plaque Application Form and is seeking the City of Los Alamitos to sign off on the paperwork, since the City owns the property. Attachment #1 is the Policies and Procedures for the Historic Site Plaque Program and Attachment #2 is the Plaque Application Form. The Commission is being asked to review the policies and procedures and make a recommendation to the City Council whether or not to support the application for the historical designation.

## Fiscal Impact

There will be no fiscal impact for the City of Los Alamitos.

Submitted By:



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Corey Lakin  
Recreation & Community Services Director

*Attachment: 1. Public Facilities & Resources Department Policies and Procedure – Historic Site Plaque Program  
2. Orange County Historical Commission Plaque Application Form*

PUBLIC FACILITIES & RESOURCES DEPARTMENT  
POLICIES AND PROCEDURES

NO.: 7.2.301

TITLE: Historic Site Plaque Program

Effective: December 10, 1999  
Revised: June 20, 2003

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**I. PURPOSE**

To establish uniform guidelines for identifying and evaluating sites of historic significance for the placement and dedication of plaques.

**II. POLICY**

The County's Historical Site Plaque Program is administered by the Orange County Historical Commission (OCHC) under authority of the Board of Supervisors. The program's purpose is to place plaques containing historical data at selected sites in order to identify their location and significance and to promote their preservation and use.

**III. PROCEDURE****A. Site Identification and Evaluation**

Proponents of a historic site plaque submit an application (Attachment A) to OCHC. The application should include an authorization and approval statement prepared by the owner of the site. A member of OCHC visits the site and reports to the Plaque Committee, which evaluates the application based on criteria of significance (Attachment B) and reports to the OCHC.

Within 90 days after receiving the completed application, OCHC will notify the applicant of its decision to approve or disapprove the application. The applicant has the right to appeal an adverse decision to the Board of Supervisors.

**B. Property Owner and Sponsorship Organization Agreements**

Property Owner Agreements (Attachment D) and Sponsorship Organization Agreements (Attachment C) are executed with appropriate parties. The Director of Public Facilities and Resources or designee shall sign for the County of Orange.

**C. Plaque Wording and Mounting**

1. The plaque proponent submits proposed plaque wording which must focus on historical site data pertinent to the significance of the site. Plaque size limits wording to 400 characters, including spaces (Refer to Attachment E). Any revisions of plaque wording by the OCHC are submitted to the proponent prior to final approval by OCHC. Final OCHC approval is announced within 60 days after receipt of final approval by the applicant, if possible.

Funding credit for the plaque may be included at the end of the text. The plaque becomes property of the County of Orange.

2. Plaques shall be mounted on the concrete or masonry portion of a building or structure, or on a monument to be provided by the plaque proponent. Plaques must be mounted in publicly visible places. The property owner is responsible for provision of and

maintenance of the monument. A sketch showing the proposed design and location of the monument or building mount is submitted to OCHC for approval along with the proposed plaque wording.

D. Coordination with PFRD

After approval by OCHC, selection of the plaque manufacturer and processing the purchase order are coordinated through Public Facilities and Resources Department (PFRD). Under special circumstances, by vote of OCHC, the Commission or PFRD may assist in funding the manufacture of the plaque or the monument.

E. Dedication Ceremony

A dedication ceremony shall be arranged in cooperation with the Board of Supervisors, OCHC, the plaque proponent, PFRD, and other parties as appropriate.

ORANGE COUNTY HISTORICAL COMMISSION  
P.O. Box 4048  
Santa Ana, CA 92702-4048  
(714) 834-5560

HISTORIC SITE

PLAQUE APPLICATION FORM

The Board of Supervisors has authorized the Orange County Historical Commission to administer the placement of plaques commemorating sites of historical significance in Orange County. This form along with the Sponsoring Organization Agreement (Attachment C) and the Property Owner Agreement (Attachment D) must be completed to nominate any site that the applicant believes merits recognition. This form may be copied and additional sheets attached, as long as the form's content and format are retained.

Name of Site Los Alamitos Museum \_\_\_\_\_  
 Address of Site 11062 Los Alamitos Boulevard \_\_\_\_\_ City Los Alamitos, CA 90720 \_\_\_\_\_  
 Year of Original Construction 1947 \_\_\_\_\_  
 Original Use Volunteer Fire Station \_\_\_\_\_  
 Architect (or Design Engineer ) County of Orange \_\_\_\_\_  
 Builder (or Prime Contractor) not known \_\_\_\_\_  
 Present Owner City of Los Alamitos \_\_\_\_\_  
 Address of Owner 3191 Katella Avenue \_\_\_\_\_  
 City Los Alamitos \_\_\_\_\_ State CA \_\_\_\_\_ Zip Code 90720 \_\_\_\_\_ Phone 562 431-3538 \_\_\_\_\_  
 Current Use Historical Museum \_\_\_\_\_

Applicant's Name Margrit Kendrick _____ Date 02/24/2015 _____ Address _3231 Orangewood Avenue ,Los Alamitos, State California_90720_____ 562 431-8865_____ Phone _____ _Sponsoring Organization : Los Alamitos Museum Association Inc. _____
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PROPERTY CLASSIFICATION

Ownership	Category
<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Building
<input checked="" type="checkbox"/> Public-local	<input type="checkbox"/> District
<input type="checkbox"/> Public-state	<input type="checkbox"/> Site
<input type="checkbox"/> Public-federal	<input type="checkbox"/> Structure
	<input type="checkbox"/> Object

DESCRIPTION

Describe the site's historic appearance and present physical condition, noting any major changes from its original appearance.

SIGNIFICANCE

Describe the historical significance of the site. For criteria, refer to Attachment B.

A. Documentation

Provide photographs with the application that show both current views and historic setting (where available). Prints should be black-and-white glossy format, maximum 8" x 10", minimum 5" x 7". Identify the source, credit and the date of each photograph.

B. Sources

List the books, documents, historic surveys, and interviews used to document the historic significance of the site.

PLAQUE WORDING AND MOUNTING

A. Wording

Please enter proposed wording for the plaque, including the name of the site and historical data pertinent to its significance. See Attachment E for the format and size of the plaque.

B. Mounting

The applicant must provide a mounting for the plaque in a location accessible to the public – either on a monument on the masonry foundation of a building. A sketch showing the proposed design and location of the plaque and its mounting shall be submitted with the application.

ORANGE COUNTY HISTORICAL COMMISSION  
P.O. BOX 4048  
SANTA ANA, CA 92702-4048

CRITERIA FOR EVALUATING SIGNIFICANT HISTORIC SITES  
(Adopted 1972 and Revised 1999)

A. HISTORICAL CONSIDERATIONS

1. Are the properties, sites, and structures connected with significant in cultural, political, economic, military or social history?
2. Were the properties or places related to significant activities of notable people?
3. Do the sites or groups of structures represent the development patterns of historic eras such as early settlement, agriculture, seaports, railroads, and pre-1940 highways?
4. Do the sites represent a historic business or activity?
5. Have the properties or sites yielded or are they likely to yield significant information in cultural or natural history?

B. ARCHITECTURAL CONSIDERATIONS

1. Do the structures represent the work of architects or builders who have made major contributions to the history of architecture, engineering or building technology?
2. Is the structure one of the few remaining examples in the county of a particular architectural style or period?
3. Is the structure a unique architectural curiosity or does it represent a unique or indigenous building style or form?
4. Does the structure retain the integrity of the original design or has it been substantially altered?
5. Is the structure part of a concentration of higher quality landmark buildings where its presence, even though it is of lesser quality, is still necessary to support the architectural composition?
6. Is the building a good representative example of a particular architectural style or period?
7. Is the structure an outstanding example of workmanship or materials?
8. Has the structure been moved from its original site?
9. Is the property a visual landmark that establishes and embellishes the county's image?

C. SITE CONSIDERATIONS

1. Is the property a visual landmark that establishes and embellishes the county's image?

2. Does the property identify a neighborhood?
3. Are the properties or buildings significant and important because they form a building grouping which, because of its collective impact, becomes more significant to the site or area?
4. Are there significant plant materials such as a row of boulevard trees, or specimen plantings of exceptional size or beauty?
5. Is the property a fixed work of art, commemorative sculpture, wall mural, graphic or an item of street furniture such as clocks, lamp posts, etc., that depict an era of the county or give it distinction?
6. Is the property or structure easily viewed by the public?
7. Do(es) the structure(s) form an important visual and aesthetic background and scene for a noted gathering place, square or plaza?
8. Is the site important because of the presence of a significant cultural or natural object?

HISTORICAL PLAQUE PROGRAM  
SPONSORING ORGANIZATION AGREEMENT

ORANGE COUNTY HISTORICAL COMMISSION  
Post Office Box 4048  
Santa Ana, California 92702-4048  
714/834-5560

With reference to Los Alamitos Museum historical plaque authorized by the Orange County Historical Commission (OCHC) and the Orange County Board of Supervisors, the undersigned hereby understand and agree to the following conditions:

1. To obtain the property owner's signature on the Historical Plaque Program Property Owner Agreement;
2. With the assistance of an OCHC member, to take the responsibility for the preparation of an application for the historical site as a State Point of Historical Interest. The application will be submitted to the State through OCHC and the Board of Supervisors;
3. To participate in arranging a dedication ceremony for the plaque in cooperation with the OCHC Board of Supervisors, the property owner, County Public Information Office, and other parties as deemed appropriate by OCHC.

Dated: January 30, 2015

Alodie O'Keefe, President  
Name and Title

Los Alamitos Museum, Inc.  
Organization

11062 Los Alamitos Blvd.  
Address

Los Alamitos, Ca 90720  
City, Zip Code & Telephone Number

Dated: \_\_\_\_\_

County of Orange

ORANGE COUNTY HISTORICAL COMMISSION  
P.O. Box 4048  
Santa Ana, CA 92702-4048  
714/834-5560

The undersigned hereby understand and agree to the following conditions with reference to the \_\_\_\_\_ historical plaque as authorized by the Orange County Historical Commission (OCHC) and the Orange County Board of Supervisors.

1. That said plaque shall remain the property of the County of Orange and shall be returned to the County of Orange upon demand.
2. That if said plaque is to be placed on a monument, provision and maintenance of monument shall be the responsibility of the property owner. Monument design shall be subject to the approval of OCHC.
3. That said plaque shall be mounted in a publicly visible location.
4. That property owner shall notify in writing the County of Orange in the event of a sale of the property, change of possession or any other occurrence which may cause said plaque to be lost or destroyed.

DATED: \_\_\_\_\_  
Property Owner

DATED: \_\_\_\_\_  
Property Owner

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### HISTORICAL SITE PLAQUE FORMAT AND SIZE

The body of the text is to be no more than 400 letters and spaces and must contain historical date pertinent to the historical significance of the site. Dimensions to be 20" x 14". Drawing below is not to scale.

TITLE
BODY OF TEXT _____ _____ _____ _____ _____
SEAL OF THE COUNTY OF ORANGE
Historical Site No. _____ Orange County Board of Supervisors Orange County Historical Commission Donated by _____ Placed <u>2###</u>

# City of Los Alamitos

## Agenda Report Staff Report

April 1, 2015  
Item No: 6C

**To:** Chairperson Samuel Manning & Members of the Parks, Recreation & Cultural Arts Commission

**From:** Tony Brandyberry, Public Works Superintendent

**Via:** Corey Lakin, Director of Recreation and Community Services

**Subject:** Removal of Park Sandboxes

**Summary:** This agenda item allows the Parks, Recreation and Cultural Arts Commission the opportunity to provide input regarding the safety of the park sandboxes.

**Recommendation:** Provide input for consideration of removal of park sandbox play areas.

## Background

The Public Works Department regularly performs maintenance on the playground woodchip and sandbox areas in City parks. This consists of rototilling the existing woodchip mulch and adding woodchips when needed. The sandbox play areas are raked and inspected.

During maintenance to the sandbox at Orville Lewis Park on March 10, 2015, staff removed several large broken glass bottles, glass shards, feline feces and an extreme amount of tree debris buried in the sand. The sand was found to be unusable and unsafe. This resulted in the removal of the sand. During the removal process, staff found the concrete curbing that separates the playground woodchip mulch from the sand to be in need of replacement as well. With time an issue, a decision was made to remove the defective curbing and replace the affected sandbox area with playground woodchip mulch.

During the removal process, a resident was walking in the park and thanked staff for "removing the litter box". This was not the first time that staff had received this type of comment regarding the sandboxes.

## Discussion

This issue has raised the question, should all the sandbox play areas be removed? Too often you hear in the news that sharp objects were found in sand at parks or playgrounds. The Los Alamitos Police Department shows no reports for sharp objects found in the play areas of our parks, although Public Works staff has removed sharp objects in the past during maintenance activities. The sandbox play areas do not seem to be used very often when staff is at the parks for maintenance or programming. Listed below are the parks in Los Alamitos that have sandbox play areas.

PARK	SQUARE FOOTAGE OF SANDBOX	PLAY APPARATUS
Roberts Park	252 (18' x 14')	None
Sterns Park	682 (31' x 22')	2 back hoe arms
Labourdette Park	112 (16' x 7')	None
Orville Lewis Park (removed)	224 (16' x 14')	None

Staff is seeking confirmation from the Parks, Recreation and Cultural Arts Commission to support removing the three additional sandbox play areas at the parks listed above. This will reduce liability for the City, save on the staff time that it takes to clean the sandbox areas and remove an often unsafe or unhealthy component of the parks.

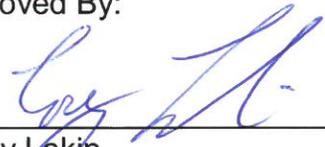
## Fiscal Impact

Removal of the sandbox play area will consist of staff time, equipment usage, and the replenishment of playground woodchip mulch. All of these items are part of the Public Works FY 14-15 operating budget.

Submitted By:

  
FOR TONY BRANDYBERRY  
\_\_\_\_\_  
Tony Brandyberry  
Public Works Superintendent

Approved By:

  
\_\_\_\_\_  
Corey Lakin  
Recreation & Community Services Director

# City of Los Alamitos Recreation & Community Services

## Agenda Report Staff Report

April 1, 2015  
Item No: 6D

**To:** Chairperson Samuel Manning & Members of the Parks, Recreation and Cultural Arts Commission

**Via:** Corey Lakin, Director of Recreation & Community Services

**From:** Emeline Noda, Recreation Manager

**Subject:** Race on the Base 2015

**Summary:** This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2015 Race on the Base.

**Recommendation:** Commission receive and file.

### Background:

The Race on the Base is the City's largest special event. Held each February, the event draws thousands of people to Los Alamitos and the Joint Forces Training Base.

Race on the Base events include the popular Reverse Triathlon, Jr. Reverse Triathlon, 10K Run, 5K Run, 5K Walk, 1K Mission: Kids Run, and 10K Wheelchair Race. The race is held on the runways at the Joint Forces Training Base in Los Alamitos and features helicopters, planes and military vehicles with music throughout the course. The event also features a distinctive technical long-sleeved shirt for all participants and volunteers, free lunch for all racers provided by Denny's, a 2-day vendor expo, free race clinics, and finisher dog tag medals.

### Discussion:

This year's Race took place on Saturday, February 28, 2015 with the largest number of registered participants to date: 4,444.

Below exhibits the amount of registrations received each year since the Race returned from a one-year hiatus in 2007. Staff concludes that with all the improvements made last year and the increased marketing, registration numbers have more than doubled since 2008.

Race	2008 Entries	2009 Entries	2010 Entries	2011 Entries	2012 Entries	2013 Entries	2014 Entries	2015 Entries
5K Run	835	1361	897	987	1001	1105	1274	1319
10K Run	453	506	379	602	710	794	916	893
5K Walk	382	299	263	462	428	612	609	665
Kids Run	180	104	87	84	125	137	182	141
Wheel	5	1	1	3	2	1	6	2
In-Line	115	99	86	79	98	82	57	0
Rev. Tri		641	985	1160	1113	1223	1220	1246
Jr. Rev. Tri				123	184	197	174	178
<b>TOTAL</b>	<b>1970</b>	<b>3011</b>	<b>2698</b>	<b>3500</b>	<b>3661</b>	<b>4151</b>	<b>4438</b>	<b>4444</b>

### 2015 Post Event Survey

Staff sent out a post event survey on March 2, 2015 and received 732 responses in 24 hours.

- Out of the 882 respondents received to date, 45% said they have participated in the race before while 55% said they are new participants.
- Out of those who participated previously, 27% said they participated last year, and 40% said they have participated in the last two to three years.
- When asked if the 882 respondents would recommend this event to another friend or family member, 96% said yes and 4% said no.
- When asked if they plan to return next year, 73% said yes, 3% said no and 24% were undecided.
- When asked to rate the overall race experience, 94% rated the race as good or overall, while 5% said the event was ok and 1% said the event was poor.
- Generally comments have been positive. Staff did ask for recommendations on improving next year's event and received 539 responses so far varying from "You put on a wonderful event with excellent organization, staff and volunteers. There is a lot going on that day, and everything flows smoothly!" to a variety of suggestions that will be put into the evaluation document to be used for next year's planning. The major challenges experienced this year was multiple activities taking place on the Base for both Friday and Saturday in addition to Race on the Base, making controlling parking and traffic difficult, and Denny's as their first year being the food sponsor and the long lines for breakfast/lunch.

## **Sponsors**

Sponsors play a significant role in the Race on the Base, not only financially, but by helping to spread the word about the event to the patrons who frequent their businesses. The final amount in cash received is a record amount of \$89,000 and a value of \$67,535 in in-kind sponsorships.

Southland Credit Union measures their success (return on investment) by tracking the number of new members and by seeing their name and logo on all the marketing pieces produced and publicized and exposure on Race Day. As of Race Day, Southland signed up 63 new members with the majority signing up for the Reverse Triathlon at 50% off. Southland Credit Union Board Members and staff expressed great satisfaction with the exposure received at Packet Pick-Up and on Race Day.

## **Volunteers**

The Race on the Base Planning Team successfully secured approximately 500 individual and group volunteers for the Race on the Base. Volunteers are integral for the successful operation of the event.

## **Registration & Vendor Expo**

The Registration and Vendor Expo Tent, along with the Start and Finish Line was in the same location as last year which is closer to the pool in "Parking Lot C". This change was prompted at the request of the triathlon participants who valued the Expo Festival experience and uniting the event to a closer and more central location after the pool finish.

The two-day Vendor Expo was a huge success with nearly 80 vendors in the large enclosed vendor tent and new Health & Fitness Expo Sponsor Los Alamitos Medical Center.

## **Official Charities - Charity Campaign**

The Race on the Base Charity Campaign is in its third year and includes Community Charity Partners and Official Charity Partners. These two tiers allowed non-profit organizations to fundraise for their cause in participating in the event. This type of involvement serves to increase community participation and awareness of the event. Participation in Race on the Base assisted four participating charities to raise over \$7,600 to be contributed back to their organizations.

The following charities were named "Official Charities" of Race on the Base:

1. Honoring Our Fallen
2. Rock for Vets

The following charities were named Community Charity Partners:

1. Grace Counseling Group
2. Wounded Warrior Project

**2015 Event Recommendations:**

- Recognize and promote the 35<sup>th</sup> Event Anniversary
- Continue with expanded Packet Pick Up hours on Friday from Noon to 7:00 p.m.
- Possibly offer an option for participants to pay for their packet to be mailed to them prior to the event
- Hire parking attendants and work closely with the Police Department and JFTB Security on an improved traffic and parking plan with better traffic flow on Los Alamitos Boulevard and increased publicity for the Orangewood entrance.
- Increase race related vendors
- Increase course static displays if possible, recorded music, cheer station
- Look into disposable chips
- Equip and train all volunteers in basic knowledge of event
- Add water station placement on 10K course
- Seek additional safe areas for spectators to view participants
- Discontinue food sponsor and increase post race food options
- Increase medal size

**Fiscal Impact:**

Expenditures allocated for the Race on the Base are funded through the City's General Fund. Revenue from the Race on the Base is derived from participant registration, sponsor participation, and the Vendor Expo booth rentals. Major expenditures for the event include: food costs, tent cost, participant shirts, race management company, timing company and participant medals as outlined in the attached event budget.

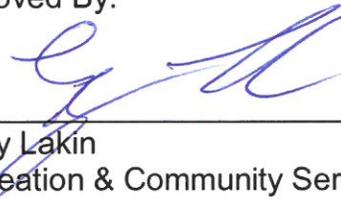
Revenues for the 2015 Race on the Base event totaled approximately \$136,822 above the direct costs associated with the Race, which compared to the highest net profit in direct costs of \$106,000 in 2011.

Submitted By:



Emeline Noda  
Recreation Manager

Approved By:



Corey Lakin  
Recreation & Community Services Director

DRAFT

# Race on the Base Budget

Estimate: 2015



REVENUE	
Registration	213,052.61
Sponsors	89,000.00
Medical Vendor Booth Credit for LAMC	-750.00
RUN Racing Surf City Booth	825.00
OC Race Series Reimbursement	2,106.66
T-Shirt Sales	10.00
Vendor Booth Rentals & VRB	17,750.00
Volunteer Bags	-555.73
\$100 Deposit Returned	-3,800.00
Photography	159.39
<b>Total Revenue</b>	<b>317,797.93</b>

10.4553 Revenue  
 10.558.5353 Expenditures

EXPENDITURES	
5X Tri Medals	225.50
Advertising/Marketing	10,353.59
Benefits - All Personnel- Medicare	264.73
Benefits - PT Recreation Staff - PT Retirement	431.45
Bibs/Bike Numbers	1,570.12
Bid Notice	142.50
Camera	1,229.98
Canopies	2,042.17
Cash Register	110.00
Charity Rebates	1,303.50
Chip Timing	10,966.00
Denny's	5,526.00
Equipment Rental (Tent, tables, chairs, etc.)	29,324.00
Event Signage	3,706.00
Fencing Rental	3,192.09
Finisher/Award Medals	10,603.93
Flatbed Carts	652.40
Interpreter Services	320.00
JFTB Licensing	5,274.00
Jr. Tri Announcer	400.00
Light Towers - Penhall	700.00
Lt. Col Lasser Announcer	300.00
Main Start Announcer	595.00
OC Race Series Medals	3,470.00
Oranges/Bananas	256.00
Parking & Security Services	4,303.25
Personnel - Police	2,154.46
Personnel - FT Comp Time (Secretaries)	583.10
Personnel - Pre-Race PT Rec Staff (reg. & promo)	1,496.86
Personnel - PT Recreation & Aquatics Staff	10,008.55
Personnel - Public Works	4,014.08
Personnel - Race Management Company	26,672.65
Pizza Sunburst (after event)	365.36
Pot Hole Repair	765.84
Portable Restrooms	2,723.80
Promotional Items	1,938.81
Race Radios	313.20
Race Shirts	26,901.72
Race Supplies	12,493.60
Re-order for shirts	1,944.00
RUN Racing reimbursement truck rentals	650.77
Safety Pins	126.00
Sales Use Tax (water bottles promo items)	32.80
Shipping Costs	108.61
Sound Engineer	1,800.00
Sponsor Appreciation Dinner & Supplies	750.00
Stage (8' x 16')	3,778.92
Survey Monkey	204.00
Traffic Cones, Delineators, Baricades	2,084.00
Truss	1,900.00
Virtual Race Bag	500.00
Volunteer Food Race Day	317.11
Water	593.99
Wrap Up Meeting	395.00
Wristbands, zip ties, bags, pastic sleeves	135.00
<b>Total Expenditures</b>	<b>203,014.44</b>

<b>Revenue Total</b>	<b>317,797.93</b>
<b>Expenditure Total</b>	<b>203,014.44</b>
<b>Net Proceeds (w/o indirect overhead costs)</b>	<b>114,783.49</b>

# City of Los Alamitos Recreation & Community Services

## Agenda Report Staff Report

April 1, 2015  
Item No: 6E

**To:** Chairperson Samuel Manning & Members of the Parks, Recreation and Cultural Arts Commission

**Via:** Corey Lakin, Recreation & Community Services Director

**From:** Ron Noda, Recreation Manager

**Subject:** Los Alamitos Spring Carnival Coloring & Drawing Contest

**Summary:** This report provides the Parks, Recreation & Cultural Arts Commission an opportunity to choose the winning Spring Carnival Coloring and Drawing Contest entries.

**Recommendation:** Commission chooses first, second and third place entries for the two divisions: K-2<sup>nd</sup> grade and 3<sup>rd</sup>-5<sup>th</sup> grade.

### Background:

The Los Alamitos Recreation and Community Services Department will be hosting its annual Spring Carnival at Little Cottonwood Park on Saturday, April 4, 2015. The carnival will feature the popular egg hunt, arts and crafts, a photo area with Peter Rabbit, carnival game booths, a band, inflatables, and vendors. The Coloring and Drawing Contest will again be part of the event for the second year.

Children in grades K – 5<sup>th</sup> grade were invited to participate in the “Coloring & Drawing Contest.” The contest was split into two divisions: one division will be kindergarten through 2<sup>nd</sup> grade and the second division will be from 3<sup>rd</sup> grade to 5<sup>th</sup> grade. The K – 2<sup>nd</sup> grade division colored the cover of the spring 2015 Los Alamitos Recreation & Community Services Activities Guide. The 3<sup>rd</sup> – 5<sup>th</sup> grade division submitted a drawing that reflects the theme “Springtime in Los Alamitos.”

### Discussion:

The Parks, Recreation and Cultural Arts Commissioners are being asked to judge the entries at tonight's Commission Meeting and choose the top three entries (first, second and third) for each division. The top entries will be displayed at the Spring Carnival.

**Fiscal Impact:**

Funding for the contest will be provided by the Recreation and Community Services Department Special Event budget. Staff has received donations from surrounding businesses and will utilize them as awards given to the winners of each division.

Submitted By:



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Ron Noda  
Recreation Manager

Approved By:



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Corey Lakin  
Recreation & Community Services Director



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes *Western City* magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?  
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

### **The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.



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