

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL POLICY 6.2 PARKS, OPEN SPACES & LANES COMMITTEE OPERATIONS		
	Adoption Date:	11/14/2011	Adopted by:
Revised Date:	3/11/2019 3/22/2022	Revised by:	City Council Resolution No. 2019-04 City Council Resolution No. 2022-16
Authority:	City Council		

6.2.1 PURPOSE

The Parks, Open Spaces and Lanes (the “Committee”) is established to study and provide community input into measures to protect Belvedere’s Parks, Open Spaces and Lanes and to develop Belvedere’s Parks, Open Spaces and Lanes in a manner consistent with Belvedere’s General Plan and the best interests of the citizens of Belvedere. For purposes of this Charter, the term “Parks, Open Spaces and Lanes” shall include city-owned parks, open spaces, lanes, and other areas of interest that are included in Exhibit 6 to the Belvedere General Plan and entitled: [PARKS, RECREATION AND OPEN SPACE MAP CITY OF BELVEDERE](#).

6.2.2 DUTIES

In furtherance of this mission, the Committee shall carry out the following duties only:

- (1) Provide a set of recommendations to staff and Belvedere City Council each year prioritizing measures to improve or protect Belvedere’s Parks, Open Spaces and Lanes during each of the subsequent 5 fiscal years;
- (2) Provide a report to the Belvedere City staff and to Belvedere City Council regarding the status of measures taken to address the priorities adopted by the Belvedere City Council for Belvedere’s Parks, Open Spaces and Lanes during the preceding fiscal year;
- (3) Provide recommendations to the Belvedere Planning Commission with respect to any proposed project directly effecting Belvedere’s Parks, Open Spaces and Lanes;
- (4) Undertake such additional studies and reporting as the Belvedere City Council or the Belvedere City staff may request from time to time regarding measures to improve or protect Belvedere’s Parks, Open Spaces and Lanes.

6.2.3 REPORTING

The Committee shall report its annual recommendation on priorities for measures to improve or protect Belvedere’s Parks, Open Spaces and Lanes not later than December 31 of each year.

The Committee shall make its annual report on the status and progress of the City’s measures to protect and improve Belvedere’s Parks, Opens Spaces and Lanes not later than August 30 of each year.

The Committee shall provide any comment described in Section 6.3.3 of the Belvedere Administrative Policy Manual relating to an application for entitlement affecting Belvedere’s Parks, Open Spaces and Lanes to the Belvedere Planning Commission not later than 72 hours before the Planning Commission hearing at which such objection shall be heard;

The Committee shall make such additional reports as requested from time to time by the Belvedere City staff and the Belvedere City Council on a schedule that shall be specified together with such requests.

6.2.4 Duration

The Committee shall be a Standing Committee and shall continue in operation until such time as this charter is revoked by the Belvedere City Council.

6.2.5 Meetings

The Committee shall meet four times each year during the third week of each fiscal quarter and at such additional times as requested by the Belvedere City Council and Belvedere City staff. A special meeting may be called by the Chair of the Committee upon receipt of notice that an entitlement has been requested relating that has a significant impact on Belvedere’s Parks, Open Spaces and Lanes.

6.2.6 MEMBERS; TERM OF OFFICE

Non-Voting Council Liaisons:

The Committee shall have one Belvedere City Council liaison and one Council liaison alternate both of whom shall be charged with guiding the committee’s deliberations.

Public Members:

The Council shall appoint five members from the public who shall have a demonstrated interest in the City’s Parks and Open Spaces (the “Public Members”). Public members shall be appointed for a term of four years. The Belvedere City Council shall appoint members to the committee on a staggered basis so that not more than three committee members’ terms expire in any given year. Preference for appointments shall generally be given to Master Gardeners, parents with

young children, and volunteers from community environmental organizations such as Broom Busters and the Richardson Bay Audubon Society. Public Members may be removed from the Committee by the Belvedere City Council.

Non-voting Ex-Officio:

The Belvedere City Manager

The Belvedere City Director of Public Works

6.2.7 PROCEDURE

The Committee shall follow Rosenberg's Rules of Order except as modified by this charter.

6.2.8 REORGANIZATION

The Committee shall reorganize under this charter at the next meeting contemplated by this Charter and shall include only such existing members of the Belvedere Parks and Open Space Committee who have the longest time remaining in their respective terms of office. The reorganized committee shall elect new officers at its next meeting. Notwithstanding Section 6.2.7 of this Charter, the Committee may elect its existing officers to a new term.

6.2.9 QUORUM

A quorum shall require a majority of the Public Members.

6.2.10 OFFICERS

The Committee shall elect Public Members as a Chair and a Vice-chair and such officers shall serve for a term of one year. Public Members may serve for more than one term of office provided that no two such terms may be consecutive. The Belvedere City Manager shall appoint a Secretary to serve on an Ex-Officio basis.

6.2.11 SUBCOMMITTEES

The Chair of the Committee shall be empowered to appoint, upon prior notice to and consultation with the Mayor, *ad hoc* sub-committees to assist in the Committee's deliberations.

6.2.12 NO IMPLIED AUTHORITY

The duties and authorities set forth in this Charter imply no additional authorities or duties. Any independent unauthorized actions including but not limited to contracting with third parties and undertaking public opinion polls are *ultra vires*, expressly forbidden by the Belvedere City Council.

6.2.13 BROWN ACT COMMITTEE

The Committee is subject to the open meeting requirements of the Brown Act (Govt. Code sec. 54950).