



City Council Meeting Agenda

January 24, 2024
5:00 PM – Special Meeting
Council Chambers
400 N. Douty St.

Council Members will meet in-person in the Council Chambers. The meeting will also be lived streamed on the City's website: <http://livestream.hanford.city/>

5:00 PM CALL TO ORDER SPECIAL SESSION :

ROLL CALL BY THE CITY CLERK:

PUBLIC COMMENT:

*Study Sessions are considered Special Meetings under the Brown Act. Accordingly, comments from the public are limited to items listed on the agenda (GC 54954.3a). Public Comment will be accepted during each agenda item. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

GENERAL BUSINESS:

- A. Appointment of committee members to the City of Hanford Revenue Measure Committee and Adoption of Resolution 24-01-R establishing the committee for the purpose of making a recommendation to the City Council for a 2024 Ballot Measure.

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Douty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, www.cityofhanfordca.com subject to staff's ability to post the agenda before the meeting.

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's office, 559-585-2515, 319 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}



AGENDA STAFF REPORT

MEETING DATE: 1/24/2024

AGENDA SECTION: GENERAL BUSINESS

SUBJECT:

Appointment of committee members to the City of Hanford Revenue Measure Committee and Adoption of Resolution 24-01-R establishing the committee for the purpose of making a recommendation to the City Council for a 2024 Ballot Measure.

RECOMMENDATION:

Recommendation: That the City Council Appoint committee members for a Revenue Measure Committee (RMC) and Adopt Resolution 2024-01-R forming the committee for a recommendation to City Council for a 2024 Ballot Measure

Recommended Motion: I move to Appoint committee members, as recommended by the full Council, and Adopt Resolution 2024-01-R forming the committee.

BACKGROUND:

At the December 5, 2023 meeting, Council directed staff to begin the process necessary to develop and appoint an advisory committee. The purpose of the RMC will be to receive staff presentations regarding the details of a proposed revenue measure and City department needs that could be funded by the measure. Once directed to do so, Staff developed an application for a Revenue Measure Committee, posted the application and the process on the City website and social media outlets and made it available at the City Clerk's office or by email. Applications were due to the City Clerk's office by the end of day on January 15, 2024 so that they could be assembled, reviewed and brought to the City Council for consideration at a special meeting January 24, 2024. Council can direct staff on their preference for committee member selections and steps moving forward.

The goal of the committee will be to review the needs of the community and the City's financial ability to meet those needs and to make a recommendation to the City Council if they ultimately support a revenue measure for the November ballot. If supported by the committee and approved by the City Council, they will be tasked with keeping any proposed revenue measure on track to be considered by voters, which will require ballot language to be submitted to the County by the end of July 2024.

Given the number of applicants, and the possibility that the committee would evolve into a Revenue Measure Oversight Committee, staff would recommend that the committee be selected as follows:

- Each Council member could select 1 applicant from their respective district, for a total of five (5) committee members; and
- Each Council member could then select 2 applicants at large, totaling ten (10) at-large

members.

- 15 members total

Alternatively, Council could choose to appoint any number of members through whatever process the majority of Council deems appropriate.

There were 22 applications received by the deadline and redacted applications are attached to this report. Table A "Revenue Measure Committee Applicants" is a summary of applicants by district.

Table A - Revenue Measure Committee Applicants

<u>Name</u>	<u>District</u>
Jennifer Bartell	Unhoused
Richard Gentert	A
Robert Hudson	A
Christine Leach	A
Fred Lofy	A
Lois Bently	A
Anna Brookshire	B
Kelly Krouser	B
Martin Devine	B
Nathan Hurt	B
Rusty Brookshire	B
Valerie Castles	B
Andrea Barone	C
Bob Ramos	C
Christopher Gutierrez	C
Nate Ferrier	C
Brigid Fogg	D
Alexander Mena	E
Cheyne Strawn	E

Jeffrey Galvan	E
Victor Rosa	E
Victor Chavarin Jr.	E

In addition to committee conduct and rules information, previous staff presentations to Council, and additional background information, will be presented to the group on Wednesday nights (over the course of at least eight meetings) beginning February 2024 and ending in April 2024. At the first meeting, the committee will be tasked with appointing a chair and vice-chair and those representatives will then discuss and present the committee's recommendation at a regular Council meeting in May 2024.

The committee meetings will be conducted in accordance with the Brown Act, being open to the public and public comment with agendas posted a minimum of 72 hours in advance. The parliamentary procedure followed by the committee would be Rosenberg's Rules of Order.

FISCAL IMPACT:

Minimal costs are anticipated for committee supplies such as binders and informational material. The significant fiscal impact of a potential Revenue Measure will be developed as the details of a measure are determined.

ATTACHMENTS:

1. Revenue Measure Applications
2. Resolution 2024-01-R: Revenue Measure Committee Resolution
3. Attachment 'A': Revenue Measure Advisory Committee Policy final
4. Rosenbergs Rules of Order

DISTRICT A

Print

Revenue Measure Committee Application - Submission #440

Date Submitted: 1/3/2024

First Name*

Christine

Last Name*

Leach

Address*

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

Email Address*

Business Address

City

Hanford

State

CA

Zip Code

93230

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I am an RN in the city I live and work in. Truthfully, my eyes were opened to city government in 2021, with the sudden development and news that a homeless building was to be built near where I live. This committee is a way for me to be involved in the city I live and work in for many years. I believe I could represent my area well. I am a determined, hard working, organized and driven individual. Working in the medical field I thoroughly believe in evidence based practice. Meaning care based on evidence, research and best practice. I believe I could offer the same to this committee - involvement based on evidence and research.

Community and Professional Organizations/Activities *

I am employed full time at our local city hospital as an RN. I became, nearly two years ago, the RN OB Clinical Educator, after working many years as a staff nurse. I am a certified nurse, after passing my certification exam. I am certified as an inpatient OB RN by the National Certification Corporation. I am a member of my nursing professional organization, AWHONN. I have been involved in all of my grown children's schools on parent booster clubs, and was even the chair person. I was always involved in their sports programs including volunteering as TBall, softball and soccer coaches, as well as was their cheer advisor. I volunteered for their cheer, dance and gymnastic teams.

Previous Experience (board or committee member)*

I have been extremely involved in every hospital position I have had. I am involved in shared governance committees with Hanford, Reedley and Tulare hospitals. I attend regularly as a member of our Unit Based Councils, respectively at all three mentioned hospitals. I have served as both Chair and secretary.

As a "little side note" I was a part of Hanford's first CERT committee in 2018, which was ran by the our new police chief Stephanie Huddleston. I also attended the 2019 CERT classes, as I recruited other nurses to participate. Then of course the pandemic happened and somewhat squashed the CERT team.

Educational Background*

I am a masters prepared Registered Nurse. I have been a nurse since 1995 when I graduated as an LVN from Hanford Adult School. I have worked hard as an adult learner, as I believe you're never too old to further your education. I received my associates degree (while in the RN program), in my late 30's and continued on with my bachelor's degree in my late 40's, followed by conquering my masters degree less than two years ago. I grew up in Hanford and attended Hanford schools including Roosevelt, Woodrow and Hanford High.

Signature*

Christine Leach

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/3/2024

11:30 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

Print

Revenue Measure Committee Application - Submission #431

Date Submitted: 1/1/2024

First Name*

Fred

Last Name*

Lofy

Address*

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

Email Address*

Business Address

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I am interested in helping the City of Hanford with analysis of a revenue measure. I have an Accounting degree, and have more than 37 years of accounting and financial experience, including four years as Controller. I also served on the board of directors of an HOA for a 700-home community with a lake, streets, lighting, landscaping, and a clubhouse under its management.

Community and Professional Organizations/Activities *

Was an HOA Board member of a 700-home community for two years.

Previous Experience (board or committee member)*

Was an HOA Board member of a 700-home community for two years.

Educational Background*

Accounting degree from Cal Poly Pomona. Passed CPA exam, but worked in private industry, so did not pursue becoming certified.

Signature*

Fred Lofy

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/1/2024

8:30 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

[Print](#)**Revenue Measure Committee Application - Submission #420****Date Submitted: 12/27/2023****First Name***

Richard

Last Name*

Gentert

Address*

[REDACTED]

City*

Hanford

State*

Calif

Zip Code*

93230

Home/Cell Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Business Address**City****State****Zip Code****Business Phone Number****Business Email Address****Please indicate why you are interested in serving and what skills you may have to contribute***

Because the middle class and senior citizens are poorly represented in Hanford and I would bring common sense and 71 yrs of life experience to the table. It's time for the "average Joe" to be represented. All 71 years I have resided in Hanford

Community and Professional Organizations/Activities *

0

Previous Experience (board or committee member)*

O

Educational Background*

2years of junior college. 71YEARS BOOK OF LIFE

Signature*

Richard gentert

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

12/27/20237:45 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

Print

Revenue Measure Committee Application - Submission #442

Date Submitted: 1/5/2024

First Name*

Robert

Last Name*

Hudson Ed.D.

Address*

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

Email Address*

Business Address

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

Due to the current state revenue shortfall, we will need to seek out new sources of funding for the City of Hanford. One major responsibility of the committee is to review the annual audit of the revenues generated by the local sales tax to be approved by the voters in 2024 and make recommendations as appropriate. I have a strong fiscal background in public service, I possess a creative mindset, I have 25 years of experience working with boards and committees utilizing the Brown Act and the Bagley-Keene Open Meeting Act, and I am truly dedicated to help our community grow in a positive direction making Hanford as safe and secure as possible for our citizenry today and tomorrow.

Community and Professional Organizations/Activities *

*Tulare County Small School Districts Association- Past Regional President
*Association of California School Administrators (ACSA)- Past Kings County Chapter President
*P-16 Advisory Committee to Jack O'Connell-State Superintendent of Public Instruction, Committee Chair
*CDE Early Childhood Advisory Committee to improve services to our state pre-school program

Previous Experience (board or committee member)*

I have conducted over 400 board and committee meetings during my career, and I continue to serve as a consultant to board members and school districts. My career focuses on improving districts that were in financial disarray and guiding them back on course fiscally and academically. In my position as an advisor to the state superintendent, our committee provided deep analysis into the improvement process of the educational system, with many of our innovations still in effect today.

Educational Background*

Fresno State- BA Liberal Studies and teaching credential
Fresno State- MA in Educational Leadership and administrative credential
Fresno Pacific- Second Tier Administrative Services credential
Capella University- Doctorate of Education-Education Leadership and Management
Brandman University-Adjunct Faculty for 19 years

Signature*

Dr Robert M Hudson

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/5/2024

12:54 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

Print

Revenue Measure Committee Application - Submission #449

Date Submitted: 1/8/2024

First Name*

Lois

Last Name*

Bentley

Address*

City*

Hanford

State*

Ca

Zip Code*

93230

Home/Cell Phone Number*

Email Address*

Business Address

City

Hanford

State

Ca

Zip Code

93230

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I've lived in Hanford for 35 years. I know that our city is expanding and am concerned about the lack of revenue for emergency services to our expanding city. I'm a long time educator who cares about this community.

Community and Professional Organizations/Activities *

Educator - Pioneer Union Elementary School District - 19 years
CKMC volunteer

Previous Experience (board or committee member)*

I've served at school on the School Site Council, and District Parent Advisory Committee.

Educational Background*

I am a graduate of Fresno State and have completed post graduate work at Fresno Pacific University.

Signature*

Lois Bentley

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/8/2024 8:00 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

DISTRICT B

Print

Revenue Measure Committee Application - Submission #432

Date Submitted: 1/1/2024

First Name*

Nathan

Last Name*

Hurt

Address*

City*

Hanford

State*

Ca

Zip Code*

93230

Home/Cell Phone Number*

Email Address*

Business Address

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I'm concerned about how our local tax revenue is being used to fund state wide projects and very little of it stays local. I believe it's important to help bring to people who live in Hanford the information as to what our Elected State Officials are up too and options on ways to generate and keep more of our local tax dollars here. I want to contribute in any way I can. We need our police staffed properly and our streets clean and safe.

Community and Professional Organizations/Activities *

Calvary Chapel Church, Visalia Sportsmans Association. Drummer for Chasing The Way (Christian rock band) out of Tulare.
Pay attention to politics, staying informed.

Previous Experience (board or committee member)*

None

Educational Background*

G.E.D. received 2009, Visalia Adult School.
Certified Audio Engineer Certificate Received 2012
Conservatory of Recording Arts and Science
(Arizona)

Signature*

Nathan Hurt

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/1/2024

11:45 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.



REVENUE MEASURE COMMITTEE

RECEIVED
CITY OF HANFORD
DEC 19 2023

CITY CLERK

(Please print or type)

Name: Castles Valerie Ann
(Last) (First) (Full Middle Name)

Business Address: NA

Home Address: [REDACTED]

Business

Phone: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

Please indicate why you are interested in serving and what skills you may have to contribute:

I am interested in the continued advancement of Hanford and believe that a well executed campaign to pass a revenue measure is needed to help Hanford achieve a higher level of city services and a wholesome quality of life for its residents. I have served as a volunteer or staff on successful campaigns including those of former Congressman Cal Dooley, the sale of Selma District Hospital to Adventist Health, and several fund development campaigns for Kaweah Delta Health Care District. My skills include copy writing, listening, reading, public speaking, meeting planning & hosting; I am dependable & meet deadlines.

Community and Professional Organizations/Activities:

Current member Rotary Club of Hanford Sunset

Past member Rotary Club of Visalia County Center

Current volunteer Friends of the Kings County Library

Past member Association of Fundraising Professionals

Previous Experience (board or committee member):

Election that approved the sale of Selma District Hospital to Adventist Health, staff, Kaweah Delta Hospital Foundation, staff, Friends of Kaweah Delta Hospital \$51 million Measure M general obligation bond, staff.

Kaweah Delta Hospital Foundation \$8 million capital campaign, staff.

Educational Background:

California State Polytechnic University

California State University, Fullerton: Bachelor of Arts, English

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information:

I declare that the above statements are true and accurate to the best of my knowledge.

Signature: Valerie Castles

Date: December 18, 2023

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

Please send completed forms to the **OFFICE OF THE CITY CLERK, 319 N. DOUTY STREET, HANFORD, CA 93230**; or by email to ncorral@hanford.city. For further information, call 559-585-2515, OR 559-537-7999

For Office use Only: ☐ New Appointment date: ☐ Reappointment date: DISTRICT: B



REVENUE MEASURE COMMITTEE

RECEIVED
CITY OF HANFORD

JAN 05 REC'D

CITY CLERK

(Please print or type)

Name: Brookshier Russell Warren
(Last) (First) (Full Middle Name)

Business Address: _____

Home Address: _____

Business Phone: _____ Cell: _____ Email: _____

Please indicate why you are interested in serving and what skills you may have to contribute:

I'm A TAX PAYER
I live in the CITY OF HANFORD & That should be REASON ENOUGH

Community and Professional Organizations/Activities:

WORKED AS A FIREMAN FOR 30 YEARS

Previous Experience (board or committee member):

PREVIOUS BOARD MEMBER CROSSROADS PREGNANCY CENTER

Educational Background:

BA FRESNO STATE

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information:

I declare that the above statements are true and accurate to the best of my knowledge.

Signature: RW Brook Date: 1-5-24

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

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For Office use Only: ☐ New Appointment date: ☐ Reappointment date: DISTRICT:



REVENUE MEASURE COMMITTEE

RECEIVED
CITY OF HANFORD

JAN 05 REC'D

CITY CLERK

(Please print or type)

Name: Brookshier Anna Marie
(Last) (First) (Full Middle Name)

Business Address: _____

Home Address: _____

Business Phone: _____ Cell: _____ Email: _____

Please indicate why you are interested in serving and what skills you may have to contribute:

My husband and I have been attending the City Council meetings to learn how city government runs.

We now know that our input matters and would like to be a part of this committee that will affect the whole community. I am currently the administrative assistant for a local non-profit. My previous work experience includes controller at a manufacturing plant, fast-service food restaurant manager, bookkeeper, retail store manager to list a few.

Community and Professional Organizations/Activities:

I attend and am active at Calvary Chapel of Hanford.

Previous Experience (board or committee member):

Alumni member of Delta Sigma Pi Business Fraternity.

Member of Sanger High Class of 1981 reunion committee and current treasurer.

Educational Background:

Bachelor degree from CSU Fresno in Business Administration with an emphasis in Management.

Associate of Arts from Kings River Community College.

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information:

I declare that the above statements are true and accurate to the best of my knowledge.

Signature: Anna M. Brookshier

Date: 1/5/2024

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

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For Office use Only: ☐ New Appointment date: ☐ Reappointment date: DISTRICT: B

Print

Revenue Measure Committee Application - Submission #446

Date Submitted: 1/7/2024

First Name*

Kathy

Last Name*

Krouser

Address*

[Redacted]

City*

Hanford

State*

CA

Zip Code*

93230-1828

Home/Cell Phone Number*

[Redacted]

Email Address*

[Redacted]

Business Address

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I believe in working together to make the community I live in stronger, more equitable and creative with the goal of enhancing the quality of life for all residents. Through an effective revenue measure, we may be able to bring vital and necessary improvements to Hanford and its public services without too much of a cost increase per resident. If we do nothing, we continue to shortchange ourselves in ways that become more costly over time.

With inclusive interpersonal skills, I am friendly, flexible, adaptable and I'm also quick study regarding new information. As a creative problem-solver, I understand the value of integrating innovative and critical thinking with stakeholder input. I believe in combining creativity with solid analysis and would be honored to serve on this advisory committee.

Community and Professional Organizations/Activities *

For several years, I've been involved in graphic design, marketing and copywriting where I've collaboratively worked with clients in collateral content creation in a variety of industries, including agriculture, finance, local government and nonprofit

I've created direct mail pieces for municipalities to educate residents and encourage them regarding water restrictions, xeriscaping and recyclables. When a hospital needed to expand its facilities, I assisted in a small way with a direct mail campaign that was part of a successful measure.

For several nonprofits, I've assisted in a professional capacity with outreach, awareness building and campaign solicitation. I've also volunteered with several nonprofits.

Previous Experience (board or committee member)*

- Friends of the Kings County Library

As a volunteer, I've coordinated the direct mail campaign for KIMBL, created the FOL archive, enhanced the Basket of Books Giveaway, participated in the Used Book Sales, served as a greeter and developed a full color Fact Sheet for the end of the year solicitation.

- Big Brothers/Big Sisters of Tulare County Board of Directors

As a board member, I raised funds, increased public awareness and created successful, award-winning marketing pieces.

- YMCA Camp Tulequoia Advisory Committee

As an advisory committee member, I wrote successful grant obtaining money for a strategic planning retreat and facilitator. I also researched, wrote and designed extensive community profile of Tulare County as part of the planning process.

- United Way of Tulare County Marketing Committee

I helped plan, develop and create colorful marketing pieces that featured participating organizations as part of their fund development campaign.

Educational Background*

Fresno Pacific University • Fresno, California

M.A. in Leadership and Organizational Studies with a minor in Peacemaking and Conflict Studies (PAC)

Pomona College • Claremont, California

B.A. in Government

Stanford University • Stanford, California

Seminars in design and computer graphics for print

Professional Design Seminars • Sacramento, California

Seminars and workshops for professionals in the graphic arts

Signature*

Kathy Krouser

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/7/2024

11:30 AM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.



RECEIVED
CITY OF HANFORD

JAN 11 REC'D

CITY CLERK

REVENUE MEASURE COMMITTEE

(Please print or type)

Name: Devine, Curtis Martin

(Last)

(First)

(Full Middle Name)

Business Address:

Home Address:

Business

Phone:

Cell:

Email:

Please indicate why you are interested in serving and what skills you may have to contribute:

Having served the City of Hanford in the capacity as a city council member and a planning commissioner

I've been involved in pertinent city decisions and matters.

Community and Professional Organizations/Activities:

Current LAFCo Public Member Alternate, Current Chairman Hanford Planning Commission

Previous Experience (board or committee member):

Hanford City Council Member - District C, Republican Central Committee Member - District 5, Board Member KCAG

Board Member KAPTCA, Board Member California Association of Councils of Governments, Alternate at San Joaquin Joint Powers Authority,

Educational Background:

Some College, School of Hard Knocks

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information:

I declare that the above statements are true and accurate to the best of my knowledge.

Signature: Martin Devine

Date: 1/11/2024

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

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For Office use Only: ☐ New Appointment date:

☐ Reappointment date:

DISTRICT:

DISTRICT C

[Print](#)**Revenue Measure Committee Application - Submission #396****Date Submitted: 12/13/2023****First Name***

Andrea

Last Name*

Barone

Address*

[REDACTED]

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

[REDACTED]

Email Address*

[REDACTED]

Business Address**City****State****Zip Code****Business Phone Number****Business Email Address****Please indicate why you are interested in serving and what skills you may have to contribute***

I'm a person that is used to collaborate with all people. I work in government and I'm familiar with budgeting and programs that can help entertainment baselines and coordinate projects.

Community and Professional Organizations/Activities *

I work the IT department of the local county office of education.
I coached basketball for one of the local youth leagues and coaches basketball in Italy for many years at a national League level.

Previous Experience (board or committee member)*

I was on the board of the Hanford youth basketball league, I am part of our leadership team at work and I was part of the board at the basketball team that I coached and played for in Italy

Educational Background*

My k12 shining was completed in Italy where i also completed two years of university of architecture in Italy. I completed my associate in computer science in the USA at SJVC and consequentially I completed my bachelor degree in network administration and security.

Signature*

Andrea Barone

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

12/13/2023

8:53 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

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REVENUE MEASURE COMMITTEE

RECEIVED
CITY OF HANFORD

DEC 13 2023

CITY CLERK

(Please print or type)

Name:

Ramos Robert

(Last)

(Full Middle Name)

Business Address:

Home Address:

Business

Phone:

Ce

Email:

Please indicate why you are interested in serving and what skills you may have to contribute:

Any sales tax increase should be examined closely for the benefit of the citizens and the needs of city government. I have been involved with previous sales tax initiatives pertaining our city and county governments.

Community and Professional Organizations/Activities:

Previous Experience (board or committee member):

Was part of the 2035 general plan update in 2015

Educational Background:

High School graduate and continuing education of insurance and securities exchange commission (90.5EC)

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information:

I declare that the above statements are true and accurate to the best of my knowledge.

Signature:

Robert Ramos

Date:

Dec. 13.23

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

Please send completed forms to the OFFICE OF THE CITY CLERK, 319 N. DOUTY STREET, HANFORD, CA 93230; or by email to ncorral@hanford.city. For further information, call 559-585-2515, OR 559-537-7999

For Office use Only: ☐ New Appointment date:

☐ Reappointment date:

DISTRICT:

C

12/13/2023, 2:07 PM

Print

Revenue Measure Committee Application - Submission #448

Date Submitted: 1/7/2024

First Name*

Nate

Last Name*

Ferrier

Address*

[Redacted]

City*

Hanford

State*

Ca

Zip Code*

93230

Home/Cell Phone Number*

[Redacted]

Email Address*

[Redacted]

Business Address

[Redacted]

City

Hanford

State

Ca

Zip Code

93230

Business Phone Number

[Redacted]

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I am an active community member with experience on boards and deep roots in the Hanford Community.

Community and Professional Organizations/Activities *

Sgt Kings Co Sheriff's Office
Former President of the Kings Co Deputy Sheriff's Association
Member Kings County Republican Central Committee
Member of Hanford Elks Lodge
Member Koinonia Church
Secretary/Treasurer PORAC Cen Cal Chapter
Former public information officer at KCSO

Previous Experience (board or committee member)*

See question above

Educational Background*

AA Degree Porterville College

Signature*

Nate Ferrier

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/7/2024

10:15 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

Print

Revenue Measure Committee Application - Submission #461

Date Submitted: 1/13/2024

First Name*

Christopher

Last Name*

Gutierrez

Address*

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

Email Address*

Business Address

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

As a current public safety personal I believe I'll be able to assist in what the personal will need from the ground level. I've also assisted in running a measure in the past and can use my past experience to hopefully make it successful.

Community and Professional Organizations/Activities *

Kicks 4 Cass

Previous Experience (board or committee member)*

Previous board member for a local fire union.

Educational Background*

Some college experience

Signature*

Chris Gutierrez

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/13/20244:30 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

DISTRICT D

Print

Revenue Measure Committee Application - Submission #462

Date Submitted: 1/13/2024

First Name*

Brigid

Last Name*

Fogg

Address*

[Redacted]

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

[Redacted]

Email Address*

[Redacted]

Business Address

City

Hanford

State

CA

Zip Code

93230

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I was born in Hanford and have lived here most of my life. From my standpoint I can see how much positive growth our town has gained and can continue to accomplish via the proper planning.

Community and Professional Organizations/Activities *

I have worked in a professional environment with the American Red Cross, Navy Junior ROTC Navy Seal Commander , Banfield, and Petsmart.

Previous Experience (board or committee member)*

I have volunteered and lead voting precincts in Kings county.

Educational Background*

AS in Business from College of the Sequoias and have veterinary care experience.

Signature*

Brigid Fogg

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/15/20249:50 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

DISTRICT E

Print

Revenue Measure Committee Application - Submission #398

Date Submitted: 12/14/2023

First Name*

Alexander

Last Name*

Mena

Address*

[Redacted]

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

[Redacted]

Email Address*

[Redacted]

Business Address

[Redacted]

City

Hanford

State

CA

Zip Code

93230

Business Phone Number

[Redacted]

Business Email Address

[Redacted]

Please indicate why you are interested in serving and what skills you may have to contribute*

As a new member of the Hanford Community, i am interested in helping it grow responsibly and sustainably. I have experience with dealing with multiple local, regional, state, federal, tribal and private entities in a verity of issues. I have budgetary experience both with my current position as Kings County Public Health Emergency Planner and my various positions while serving in the Untied States Army.

Community and Professional Organizations/Activities *

California Emergency Services Association member

Previous Experience (board or committee member)*

Current:

Kings County Emergency Preparedness Committee Co-Chair
Central California Healthcare Coalition Executive member
California Department of Public Health local working group committee member representing small counties and region V

Educational Background*

Masters of Science in Emergence and Crisis Management from University of Nevada, Las Vegas
Bachelors of Arts in Psychology from California State University, Chico

Signature*

Alexander Mena

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

12/14/2023

11:00 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

Print

Revenue Measure Committee Application - Submission #391

Date Submitted: 12/12/2023

First Name*

Victor

Last Name*

Chavarin Jr

Address*

[Redacted]

City*

Hanford

State*

CA

Zip Code*

93230

Home/Cell Phone Number*

[Redacted]

Email Address*

[Redacted]

Business Address

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

Providing input related to city needs from a community member and resident perspective. As a former elections official, I have a clear understanding regarding the elections process including measures and initiatives. As a community volunteer I have seen first hand needs that our community faces.

Community and Professional Organizations/Activities *

Hanford Joint Union High School District - Basketball Coach
Hanford Youth Softball League - Board Member
Field Sports Advisory Committee member

Previous Experience (board or committee member)*

Kings County Elections Department - Elections Supervisor
Armona Community Services District - Director

Educational Background*

Sierra Pacific High School, 2014

Signature*

Victor Chavarin Jr

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

12/12/2023

3:45 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

Print

Revenue Measure Committee Application - Submission #389

Date Submitted: 12/12/2023

First Name*

Jeffrey

Last Name*

Galvan

Address*

[Redacted]

City*

Hanford

State*

Ca

Zip Code*

93230

Home/Cell Phone Number*

[Redacted]

Email Address*

[Redacted]

Business Address

N/A

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

As a full time college student, I want to be able to give back to my community. I connect well with people in my community and I share in the value of keeping our city safe. I feel that the leadership and analysis skills I posses will help benefit our community and the committee.

Community and Professional Organizations/Activities *

I've had the privilege of being a youth leader in one of our local churches. I've taught the youth to make the right choices in life with biblical values. I've helped individuals get off the streets and drugs and helped individuals get off parole. My responsibility was to encourage, interact, teach, mentor, and inspire young students.

Previous Experience (board or committee member)*

As a machine operator at Union Camp Paper bag production company for two years, I have had the privilege of sitting on a safety and waste management committee during the time of my employment.

Educational Background*

I am a Hanford Adult School Graduate of the class of 2022 and I am currently in my third semester of college at the College of Sequoias Hanford campus where I am pursuing my AA/ Degree in Sociology.

Signature*

Jeffrey J Galvan

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

12/12/2023

10:00 AM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.



REVENUE MEASURE COMMITTEE

RECEIVED
CITY OF HANFORD

DEC 21 2023

CITY CLERK

(Please print or type)

Name: Rosa Victor
(Last) (First) (Full Middle Name)
Business Address: [REDACTED]
Home Address: [REDACTED]
Business Phone: [REDACTED] Cell: [REDACTED] Email: [REDACTED]

Please indicate why you are interested in serving and what skills you may have to contribute:

I feel that our community can greatly benefit by some sort of revenue measure and also want to be part of ensuring that any such measure is fiscally sound and ensures good stewardship of our tax payer's dollars.

Community and Professional Organizations/Activities:
Superintendent, Hanford Joint Union High School District

Hanford Education Foundation Board Member

Rotary Club of Hanford Member and past President

Hanford Community Foundation Board Member

Previous Experience (board or committee member):

I have served on the Lemoore Chamber Board and was president

I have served on Kings EDC Board

Educational Background:

Doctorate in Organizational Leadership

Master's in Education

Bachelor of Arts, Social Science

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information:

I declare that the above statements are true and accurate to the best of my knowledge.

Signature: [Signature]

Date: 12/20/23

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

Please send completed forms to the **OFFICE OF THE CITY CLERK, 319 N. DOUTY STREET, HANFORD, CA 93230**; or by email to ncorral@hanford.city. For further information, call 559-585-2515, OR 559-537-7999

For Office use Only: ☐ New Appointment date:

☐ Reappointment date:

DISTRICT: B

Print

Revenue Measure Committee Application - Submission #454

Date Submitted: 1/11/2024

First Name*

Cheyne

Last Name*

Strawn

Address*

City*

Hanford

State*

Ca

Zip Code*

93230

Home/Cell Phone Number*

Email Address*

Business Address

City

State

Zip Code

Business Phone Number

Business Email Address

Please indicate why you are interested in serving and what skills you may have to contribute*

I'm dedicated to public service as I have served 4 years on the City of Hanford Parks and Recreation Commission, ran for Hanford City Council District E, and served in 2015 as the District Field Representative for the office of Assemblyman Devon Mathis. In addition, while going through college I also served as the Vice President of Finance for the Student Senate for California Community Colleges where I oversaw a multimillion dollar budget for california college students. Former board member on the College of the Sequoias Budget Committee (2016-2018).

Community and Professional Organizations/Activities *

Served as a Parks and Recreation Commissioner for 4 years(3 as Vice Chair), Volunteered for the Kings County Commission on Aging. Served on the Longfield Center Advisory Committee. Former Area Governor for Toastmasters International and former member of the Hanford and Visalia chapters.

Previous Experience (board or committee member)*

Former Parks and Recreation Commissioner and Vice Chair(4 years), Current Vice Chair of San Joaquin Valley Rail Committee,

Educational Background*

Tulare Union High School 1999-2003
College of the Sequoias 2016-2018

Signature*

Cheyne Strawn

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information

By typing your name here, you are declaring that the above statements are true and accurate to the best of my knowledge.

Date*

1/11/2024 5:00 PM

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

For further information, call 559-585-2515, OR 559-537-7999.

NO DISTRICT



REVENUE MEASURE COMMITTEE

(Please print or type)

Name: Bartell, Jennifer Ingrid

(Last)

(First)

(Full Middle Name)

Home Address: [REDACTED]

Cell: [REDACTED]

Cell:

Email: _____

Email: [REDACTED]

Mailing Address: [REDACTED]

Please indicate why you are interested in serving and what skills you may have to contribute:

Lived experience is increasingly becoming valued as an asset in research as well as policy making. I would like to join the Revenue Measure Committee to add a voice from the growing population of unhoused residents here in Hanford. While learning about my own mental health, I spent one year on the street with my partner who has been of great support. We find ourselves here again, living in our car due to unaffordable housing among other societal issues. I am learning to find my voice and speak up on these important issues impacting our community.

My wish is to learn how a city such as Hanford is managed and financed, as well as understand how monies are allocated and for what reason.

I bring to the table my years of experience working with research and data for companies such as NGI (LabCorp), Amgen, Kaiser Permanente and DaVita in roles ranging from Lab Technician to Business Analyst. My skills should prove very beneficial to this group. I am a detail-oriented person skilled in writing technical and business documents.

My goal is to return to school to work towards my Masters/PhD in Public Health. Understanding the needs of this community will allow me to take this knowledge and use it to address public health needs caused by issues such as homelessness. Participation such as this can serve to better communities such as Hanford, CA.

Thank you for your consideration.

Jennifer Ingrid Bartell

DISTRICT: N/A

For Office use Only:

New Appointment date:

Reappointment date:

Community and Professional Organizations/Activities:

Hanford High School Alumni 199

Current member of the Unhoused Community in Hanford, CA

Homeless/Mental Health/Human Rights Advocate

Member/Supporter – Amnesty International

Member/Supporter – Human Rights Watch

Previous Experience (board or committee member):

Educational Background:

Hanford Union High School – 1991

University of California at Los Angeles B.S. Cell and Molecular Biology

Lived Experience – Personal Experience with Mental Health Issues and Homelessness in this community.

Consent to be Nominated and Certification of Truthfulness and Accuracy of Information:

I declare that the above statements are true and accurate to the best of my knowledge.

Signature: Jennifer Ingrid Bartell 01/15/24

Date:

This position is for a one-year term. If you are selected, the information contained on this form will become a public record.

Please send completed forms to the **OFFICE OF THE CITY CLERK, 319 N. DOUTY STREET, HANFORD, CA 93230**; or by email to ncorral@hanford.city. For further information, call 559-585-2515, OR 559-537-7999

RESOLUTION 2024-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD
ESTABLISHING A REVENUE MEASURE COMMITTEE**

WHEREAS, The City Council of the City of Hanford desires input from the community concerning the potential development of a transactions and use tax or other tax measure,

WHEREAS, The City Council of the City of Hanford directed staff to establish an application process and gather names for consideration by City Council for establishment of a revenue measure committee for an advisory role in development of a revenue measure for potential consideration on the November 2024 ballot,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND DECLARED by the City Council of the City of Hanford;

1. That the Revenue Measure Committee is hereby established.
2. The City Council hereby adopts the Revenue Measure Committee Rules and Procedures, attached hereto fully incorporated herein as Exhibit A.

PASSED, ADOPTED AND APPROVED this _____ day of January 2024 by the following vote:

AYES:

NOS:

ABSTAIN:

ABSENT:

MAYOR

ATTEST:

CITY CLERK



**CITY OF HANFORD
2024 REVENUE MEASURE COMMITTEE
RULES AND PROCEDURES**

PURPOSE AND RESPONSIBILITIES:

The purpose and responsibilities of this Committee are as follows:

- To provide a community review of available information received from City staff, and to provide recommendations to the City Council regarding a proposed revenue measure.
- To review current City services and associated needs and budgets from City staff presentations and additional public information requested by the Committee/Members
- To receive analysis from City staff regarding the varying levels of service and their costs, and consider the levels of service desired by the community in conjunction with those associated costs
- To consider the need for additional revenue to provide the level of service needed and/or desired by the community
- To, if community-desired levels of service require increased revenue, consider potential details of a revenue measure, such as type, amount, initial expenditure plan and/or guidelines, and future oversight
- To provide a recommendation to the City Council regarding the need for and potential details of a revenue measure

CAPACITY:

The Committee shall serve solely in an advisory capacity to the City Council.

COMPOSITION:

The Committee shall consist of up to thirty (30) members. The final Member count shall be confirmed by the City Council. Committee members shall be appointed by the City Council at its complete discretion. Members shall be residents of the City, an employee or owner of a business in the City, an owner of real property in the City, or regularly conduct business in the City. No member shall be a Council member, officer, or employee of the City. The Members shall not be compensated for their services.

COMMITTEE/MEMBERS TERM:

The Committee is formed for a limited time period, and the Committee will disestablish as of the date the City Council adopts a Resolution ordering the submission of a proposition for a revenue measure to the qualified voters of the City (if any), or upon action of the City Council to disestablish the Committee, whichever occurs first. All Committee members shall serve at the pleasure of the City Council and may be removed by Council action at any time and for any or no reason. Vacancies, if filled, shall be filled by appointment by the Council.

MEETINGS AND RECORDS:

The Committee shall meet Wednesdays at 6:00 p.m. (or earlier if desired by the committee) at City Hall beginning January 24, 2024 through approximately April 24, 2024, and for additional weeks if authorized by the City Council.

The Committee shall appoint two of its members as Committee Chair and Vice-Chair to manage the meetings and present recommendations to the City Council. A presence of a majority of the members of the final member count established by the City Council shall constitute a quorum for the transaction of business. The Committee Meetings shall be open and public, and are subject to the California Brown Act. Additionally, the Committee's proceedings are subject to the California Public Records Act and the California Political Reform Act. By accepting appointment, each Member agrees to comply with Government Code 1090, et seq., and the California Political Reform Act and to complete the Form 700. The Committee shall follow Rosenberg's Rules of Order with regard to the conduct of its meetings.

A City staff liaison will provide the Committee with technical assistance and support as needed, including preparation of and posting required public notices; providing a meeting room and any necessary audio-visual equipment; preparing and copying documentary materials, such as agendas, reports, and minutes; retaining public records and providing all necessary public access; and attending Committee meetings and proceedings.

The ground rules for working in the committee are, namely:

1. The committee will operate under the provisions of the California Brown Act/Open Meeting Law
2. The final recommendations of the committee will be voted on by the qualified members of each committee.
3. In order to be considered a qualified member of the committee, a member must be appointed by the Council, and must attend all but two meetings of the committee. A member will no longer be considered a qualified member upon missing a third meeting, not able to vote and removed from the committee.
4. In order for a committee member to be counted as having attended a meeting, they must have attended at least three-quarters of a meeting. Staff will log the time the meetings start and end, and the time each member arrives and departs, if they are not present at the beginning and end of the meeting.

5. All committee members are encouraged to openly participate in the discussions and should respect the opinions of all committee members.
6. The committee should focus on community-wide needs and issues. Neighborhood specific matters and/or individual wish lists are to be avoided.



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.

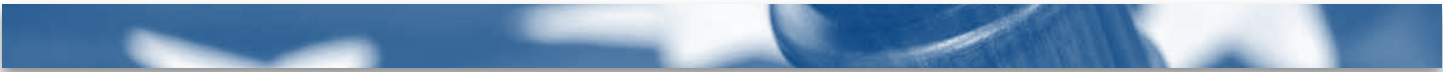


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INTRODUCTION

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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