



**Staff Report
May 14, 2024**

TO: Honorable Mayor and Members of the Town Council
FROM: Wes Heathcock, Town Manager
DATE: May 14, 2024
RE: Parks and Open Space Feasibility Advisory Committee

Recommendation

1. Discuss and provide input regarding the scope and feasibility of the creation of a Parks and Open Space Feasibility Advisory Committee, and;
2. Provide staff with direction that will be returned to the Town Council for further review.

Issue Statement and Discussion

At the April 9, 2024 Town Council meeting, Councilmember Cortez requested a discussion item for the May Town Council meeting regarding the creation of a Parks and Open Space Feasibility Advisory Committee. The purpose of the committee or advisory board would be to identify areas that could be designated or developed for future park and/or open space area and to provide a forum for the public to make recommendations to the committee/advisory board. The Town Council is tasked with discussing this committee, the committee’s duties and roles, committee assignments, committee operations, and other discussion points surrounding the creation of this advisory committee. A copy of the Town’s Application Form for Membership To Advisory Boards and Committees is attached (Attachment 1).

For reference, the Town of Loomis Municipal Code Title 2 Administration and Personnel briefly discusses boards or committees and advisory boards, but only in relation to duties of the Mayor (2.08.090), Town Manager (2.12.050), and Town Attorney (2.24.020), rather than the protocol for establishing or operating committees or advisory boards:

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Title 2 Administration and Personnel

2.08.090 Appointments. (Mayor)

The mayor, with the approval of the town council, shall make all appointments to regional and county boards, commissions and committees unless otherwise specifically provided for by other provision of the council. (Ord. 71 § 1(i), 1988)

2.12.050 Departmental cooperation. (Town Manager)

The town council and its members shall deal with the administrative services of the town only through the town manager, except for the purpose of inquiry, and neither the town council nor any member thereof shall give orders to any subordinates of the town manager. The town manager shall take orders and instructions from the town council only when sitting in a duly convened meeting of the town council and no individual councilmember shall give orders or instructions to the town manager. The town council shall instruct the town manager in matters of policy. Any action, determination or omission of the town manager shall be subject to

review by the town council. The town council may not overrule, change or modify any such action, determination or omission except by the affirmative vote of at least three members of the town council.

It shall be the duty of all subordinate officers and the town attorney to assist the town manager in administering the affairs of the town efficiently, economically and harmoniously.

The town manager may attend any and all meetings of the planning commission, or any other commission, board or committee created by the town council. At such meeting, the town manager shall be heard by such commissions, boards or committees as to all matters the manager presents. The town manager shall inform such members as to the status of any matter being considered by the town council, and shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the town council. (Ord. 72 § 5, 1988)

2.24.020 Functions. (Town Attorney)

The functions of the office of the town attorney shall be to:

A. Advise the council and all town officers in all matters of law pertaining to their offices;

B. Furnish legal service at all meetings of the council, except when excused or disabled, and give advice or opinions on the legality of all matters under consideration by the town council or by any of the boards and commissions or officers of the town;

C. Prepare and/or approve all ordinances, resolutions, agreements, contracts and other legal instruments as shall be required for the proper conduct of the business of the town and approve the form of all contracts and agreements and bonds given to the town;

D. Prosecute on behalf of the people misdemeanor cases for violation of town ordinances when so directed to perform this function by resolution of the town council; and

E. Perform such other legal duties as may be required by the town council or as may be necessary to complete the performance of the foregoing functions. (Ord. 4 § 2, 1984)

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The Town’s parks and open space policies aim to achieve five acres of active park space and five acres of open space per 1,000 residents. The Town’s current population is approximately 6,800 people. As noted in the setting for the General Plan Update, the Town currently has the following designated parks and open space areas:

Table 0-1: Park & Recreational Facilities Accessible to the Town of Loomis			
Facility	Amenities	Acreage	Location
Town Owned Parks			
Sunrise-Loomis Neighborhood Park	2 softball fields; 1 tot lot; picnic area; open space	4.6	North Planning Area on Arcadia Avenue, between Humphrey and Swetzer Roads.
Blue Anchor Park	Skateboard park; pavilion, splash pad, picnic tables	1.0	Next to the Loomis Train Station near Horseshoe Bar and Taylor Road.
Regional Parks Outside Town			
Loomis Basin Regional Park (Placer County)	2 softball fields; 1 soccer field; 1 basketball court; 1 tot lot; picnic area; snack bar; portable restrooms	33.0	Intersection of King and Winters Roads
School Facilities Accessed Through Agreement			
Loomis Elementary School	2 softball fields; 2 volleyball courts; 3 basketball courts; track field; tot lot	3.5	Intersection of Taylor and King Roads

H. Clarke Powers School	2 ball fields/soccer fields	6.5	Humphrey Road
Franklin Elementary School	3 ball diamonds; 1 soccer field; 2 basketball courts; 1 track field; 2 volleyball courts; 1 tot lot	4.2	Laird Road
Del Oro High School	1 softball field; 2 soccer fields; 1 football fields; track field; pool; 4 basketball courts; 5 tennis courts; 2 hardball courts	25.0 (approx.)	Taylor Road
Sierra Community College	track fields; trails	not known	Intersection of Rocklin Road and Sierra College Blvd.
Total Acreage	77.8		

General Plan Policy PROS-1.1.1: The Town will seek to achieve five acres of active park and five acres of passive park/open space for each 1,000 residents.

ATTACHMENTS

1. Current Application Form for Advisory Boards



TOWN OF LOOMIS

**Application For Membership To
Advisory Board Or Commission**

PLEASE PRINT OR TYPE

I am applying for membership on the _____

If this Board/Commission/Committee calls for a specific type member (such as parent member, provider member, etc.), please indicate for which position you are applying _____

Do you live within the limits of the Town of Loomis? _____

Filing deadline: _____

Name: _____

Residence address: _____

Mailing Address: _____

Phone Number (s) Home: _____ Business: _____

Time available (days, evenings, etc.): _____

Employment Experience: _____

Organization and Community Experience: _____

Other experience which you believe would be helpful to bring to the attention of the Town Council in making this appoint: _____

Education (include high school, college and/or university, and graduate study): _____

Other training: _____

A resume containing other pertinent information about yourself would be helpful to the Town Council in evaluating your application. Please attach one if you can.

Date

Signature of Applicant

Application must be filed with the Town Clerk / Deputy Town Clerk of the Council, Town Hall, at 3665 Taylor Rd or mail to PO Box 1330, Loomis, CA 95650