

4/6/2010

APRIL 13, 2010 COUNCIL  
Continued from 12/8/09

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TO: TOWN COUNCIL

FROM: TOWN MANAGER 

RE: PARK, RECREATION AND OPEN SPACE COMMITTEE REVIEW

**ISSUE**

At the November 2009 meeting Council requested a review of the Park, Recreation and Open Space Committee.

**RECOMMENDATION**

Discuss and give direction to the Committee and/or Staff; and approve edits to the enabling resolution as suggested or as modified by the Council.

**CEQA**

There are no CEQA issues associated with reviewing committee work or with revising the enabling resolution.

**MONEY**

There are no money issues with this review.

**DISCUSSION**

At the November 2009 meeting Council Member Ucovich asked that Council review the Park, Recreation and Open Space Committee work, including sub-Committees, and discuss the Committee in general. Council Member Kelley wanted clarification as to how the Committee was handling the OSC 2 recommendations that Council had referred to the Committee.

In February 2009 Council discontinued the Parks and Open Space Commission in favor of appointing an ad hoc committee to work on park, recreation and open space matters and specifically to complete a new Park Master Plan over a period of at least 2 years and possibly longer if needed. Council established a Committee by resolution in March 2009, made the first appointees in March / April, and the Committee had its first meeting on April 28, 2009. Council also appointed then Vice Mayor Liss to serve as Council liaison to the Committee. Members were:

TOWN MEMBERS:	Nancy Beck	Sandra Calvert	Paulette Emert
	Jennifer Knisley	Steve Linthicum	Victor Markey
	Pat Miller	Kathryn Seers	Tom Seth
	Tena Thixton	Dan Tokutomi.	

OUT OF TOWN: Vickey Bartish

Over time Bartish and Thixton resigned, Mitch Fairbanks was appointed to fill a vacancy but resigned in short order, Steve Linthicum resigned and in January

Hillery Wallis was appointed. Over the last two months Markey and Tokutomi resigned. The current make up of the committee is:

TOWN MEMBERS:	Nancy Beck	Sandra Calvert	Paulette Emert
	Jennifer Knisley	Pat Miller	Kathryn Seers
	Tom Seth	Hillery Wallis	VACANCY
	VACANCY	VACANCY	

OUT OF TOWN:           none          

Council Members Kelley and Ucovich have appointments to make and there is one at large appointment. At this writing ads have run in the Loomis News two times seeking people with an interest to serve on the Committee.

In organizing itself the Committee selected Vic Markey as Chair and Dan Takutomi as Vice Chair in 2009. Starting in March 2010 the new Chair is Sandra Calvert and Vice Chair is Pat Miller. To manage its work the Committee created sub-Committees as needed. Currently there are the following:

**PROJECT REVIEW**

**(development project review)**

Nancy Beck	Sandra Calvert
Tom Seth	Hillery Wallis

**EDUCATION & PUBLIC**

**OUTREACH**

Polly Emert	Jennifer Knisley
Kathryn Seers	

**GRANTS & FUNDING**

Kathryn Seers

**RECREATION**

Jennifer Knisley

**PARKS**

Tom Seth	Jennifer Knisley
Kathryn Seers	

Since starting up, the Committee has done the following work:

- familiarized themselves with the Town's General Plan, Zoning Ordinance, Park Master Plan and other policy and regulatory information
- review Brown Act requirements
- select a Chair and Vice Chair to run meetings and communicate with staff
- reviewed and recommended on the scope of work and consultant selection for updating the Park Master Plan
- reviewed the OSC-2 recommendations as directed by Council and forwarded same, with comments, to RRM Design for inclusion into the update of the Park Master Plan
- given input on the Bike & Trails Master plan update
- reviewed the Tree Ordinance and policies with the Town Arborist
- considering policies for project review (Project Review Sheets)
- engaged in public discussions relating to recreation and youth activities
- planned festivities and events

Issues raised by Council Members at various times concerning Committee activities can be summarized in the following points that include comments from Mayor Liss:

- **PROSC is engaged in reviews and activities, especially through the sub committees, that may not be quite what Council wanted**

LISS COMMENT: PROSC has *only* been working on the Committee Work Plan adopted in Section 10 of Resolution 09-09 that established PROSC. The only thing that could be viewed as beyond the specific charge of Council is the multiple outreach and education events that have been proposed at the Subcommittee level so far, but not yet approved by the full PROSC. That is directly in response to Resolution 09-09, Section C, but is just more aggressive than expected. The timing of those events, and budget for them, has yet to be vetted.

With that said, the Section 10 Work Plan was not intended to be all completed in one year. So there definitely is a **need to prioritize what can reasonably be accomplished** over the next six months. Work beyond July 1 should be prioritized by the Council adoption of the PROSC work plan through the Annual Budget process.

- **There seems to be a disjointedness with the committee and then the sub committees with citizens not knowing where to go**

LISS COMMENT: PROSC needs to find a better way to have the subcommittees communicate with the full PROSC. I'm suggesting that there be subcommittee reports at the beginning of each PROSC meeting, so everyone knows what each other is doing.

- **Council and PC can operate without subcommittees, so should PROSC**

LISS COMMENT: Council and PC rely on staff to get everything done. PROSC was intended to involve the public in actually doing *more* things than the Town Council and PC could do ourselves leveraging a limited amount of staffing.

- **Council members should all have the opportunity to act as liaison to the committee**

LISS COMMENT: I believe that all the Council members have attended at least one PROSC meeting to date. Walt, Russ and Miguel have attended several committee and/or subcommittee meetings. All Council members (as well as the entire public) are invited. All PROSC meetings are publicly

noticed (including any Subcommittee meetings that have had more than a quorum of PROSC invited). PROSC has also operated more informally than Council and PC as far as participation of the public in discussions during their meetings, inviting public comments throughout the course of their meeting. I have also agreed with you that it's a good idea to agendize each month on a rotating basis a Council member "perspective" to provide additional direct input to PROSC without having to wait and be considered like the rest of the public to participate in discussions on particular agenda items.

- **PROSC should be working on only the \_\_\_\_\_ (fill in the blank with whatever thought you have, mentioned have been the resolution Goal 1, Goal 2, both goals, and variations on the other items the committee work plan identified in March ) \_\_\_\_\_**

LISS COMMENT: See [first bullet point above]. What things have been mentioned that they are working on that are NOT in the Resolution 09-09?

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Concern or confusion may surface periodically because PROSC has not put together a yearly work plan for Council approval until this year. The Committee's first work plan is attached and will be considered by the Council in the course of budget discussions. Practically there are only a few things that can be done from year to year based on money and time available. The downtown park, downtown plan, park master plan, Heritage Park subdivision planning and coordinating a couple events will likely be the main focus of activity during the 2010 year. Council may have other things it would like the Committee to do in the upcoming fiscal year and there will be an opportunity during budget discussions to fine tune the project list. To get started, the following work (no priority order) will keep the Committee occupied:

- Complete work with the consultant on the Park Master Plan and submit recommendations to the Planning Commission.
- Plan and carry out an Arbor Day and/or Earth Day events.
- Plan and carry out a 2010 summer swim program.
- Review preliminary plans and prepare recommendations for developing the downtown park.
- Develop planning ideas for Heritage Park subdivision that include housing, park and street connection components.

In carrying out its work it may be helpful to incorporate the following:

1. Limit the use of sub committees to special projects like carrying out events, and meet as a committee of the whole on the other tasks. Regardless, a sub committee should clearly be less than a quorum of the committee. It is unlikely there will be a need for sub-committees over the next several years because the work of the Town will likely slow. Sub-committee meetings have not greatly impacted staff work because staff does not typically attend sub committee meetings nor are minutes kept. That however has sometimes been a problem and has fostered some confusion.
2. The Committee as a whole could meet on a less frequent schedule such as bi-monthly or for a fixed number of months, like the school year, to give Committee members a break and to allow time for sub committees to carry out their task, an event for instance, without working on the activities requiring a quorum of the Committee.
3. Regards the Council liaison consider:
  - A. rotating the Council liaison month to month so that all Council Members have the benefit of attending a Committee meeting to give an update on Council activity, talk with Committee members, and to report back to the Council on Committee activity.

OR

- B. step back and let the Committee focus on their work like the Planning Commission does without a Council liaison. Committee members have mentioned that having a Council Member attending on a regular basis has, at times, constrained, diverted, convoluted, discouraged, or confused the spirit of the committee.
4. The Committee enabling resolution needs amending and following are recommendations (strike outs are noted, new wording is underlined and bolded comments explain particular changes):

## Town of Loomis

## RESOLUTION NO. 09-09

A RESOLUTION ESTABLISHING AN AD HOC PARK, RECREATION AND OPEN  
SPACE COMMITTEE TO ASSIST IN WORK RELATED TO THE PARK,  
RECREATION AND OPEN SPACE NEEDS OF THE TOWN

WHEREAS, a committee of residents and non-residents could help achieve park, recreation and open space goals in the Town; and

WHEREAS, a committee could take on certain responsibilities and works that can assist the Town Council, Planning Commission and staff with their tasks as needed; and

WHEREAS, an ad hoc committee with members serving for periods of time will not unduly burden the time of people who wish to perform civic activities;

NOW, THEREFORE, the Loomis Town Council does resolve as follows:

**Section 1. Creation**

There is hereby created an ad hoc Park, Recreation and Open Space Committee in the town which shall consist of up to eleven (11) members who shall not be officials or employees of the town. ~~Up to two (2) members can live outside of the town boundaries.~~

**COMMENT: There has been no need for a person living outside of the Town to serve on the committee. People living outside of the Town can serve on sub committees and can speak to issues being considered by the full committee during meetings.**

**Section 2. Members – Appointment – Terms of office**

Appointment will be made every two years, beginning in 2009, at the regular council meeting in January, following council elections, and become effective on March 1<sup>st</sup> of that year. Each Council Member can make an appointment of one (1) committee member. Six (6) committee members, ~~including the two who do not have to be residents of the Town,~~ shall be appointed by the Council from a list of interested people who apply. ~~Non-residents shall not have a vote on committee matters.~~

**COMMENT: This just eliminates reference to people living outside of the Town if the changes to Section 1 are agreed.**

Any committee appointment shall have an affirmative confirmation vote by a majority of all members of the town council prior to becoming effective.

Vacancies shall be filled in the manner in which the appointment was made. For example, a vacancy in a Council Member recommended position would be filled by a recommendation from the particular Council Member.

Committee members shall serve for two years beginning March 1<sup>st</sup> of the appointment year unless the seat is vacated during that two year term. In that event, the term of the new appointment is the unfilled portion of the original two year term. At the end of a term of office, a committee member may be reappointed to another term subject to a council confirmation vote.

**Section 3. Open meeting laws, ethics and records**

All committee members are subject to all regulations of open government and ethics, open meeting laws, financial reporting and public records laws as detailed in the State of California Government Code and such other codes pertinent thereto, as well as codes and procedures specific to the Town of Loomis.

**Section 4. Members – Removal from office**

Any committee member may be removed at any time by a majority vote of all the town council members, ~~except the person appointed by an individual council member as noted on section 2.~~

**COMMENT: Pursuant to other laws the Council has a right to remove any member of any committee that the Council forms.**

**Section 5. Vacancies**

Unexcused failure to attend two meetings in a row will result in the vacation of the committee member's seat.

**Section 6. Budget**

A committee budget must be established from year to year and can be adjusted in the same manner as any budget that is approved by the town council.

**Section 7. Compensation – Authority**

Committee members shall receive twenty-five dollars (\$25.00) per month for attending and participating in park, recreation and open space meetings or other events.

**Section 8. Powers, duties, and functions**

The powers, duties and functions of the committee shall be only those powers, duties and functions as designated by the town council. From year to year, in April, the Committee will submit a plan and budget for Council approval outlining the things that will be worked on in the upcoming fiscal year beginning July.

**Section 9. Chairperson – Rules – Records and meetings**

A. The chair and vice-chair ~~must be residents of the Town and shall be selected by majority vote of Committee members to serve for a period of one (1) year beginning in March. The chair and vice-chair positions should rotate from year to year among Committee members however nothing herein precludes a person from succeeding themselves for one (1) additional year if approved by the committee.~~

**COMMENT: The foregoing edit comes about because of confusion that occurred this year as to when the chair and vice chair positions were to be selected and when the new office holders took their seats.**

B. Meeting rules and regulations shall conform to the Brown Act and be conducted in general conformance with Robert's Rules of Order [edition as maintained by the town clerk].

C. A regular meeting schedule will be established from year to year effective in April. The committee may change the time and date of its regular meeting, hold special meetings, emergency meetings and adjourned meetings as specified in notices given for such meetings.

**COMMENT: Section 10 is eliminated because it was completed and it is now superseded by the yearly work plan that will be approved by the Council.**

**Section 10. Committee work plan**

~~A. Continue the work plan established by the Council in 2008 as follows:~~

~~GOAL 1: Identify the park, recreation and open space future policies in Loomis.~~

~~*STRATEGY*~~

- ~~1. Update information in the 1998 Parks and Recreation Master Plan to establish a base line document with current information.~~
- ~~2. Identify changes needed in the Master Plan and prioritize. Utilize other pertinent reports and studies as needed.~~
- ~~3. Identify goals and strategies to accomplish the goals (strategic plan) over a period of 20 years to include in the Master Plan.~~
- ~~4. Submit draft recommendations to the Planning Commission for review and recommendation to the Council.~~
- ~~5. Complete the Master Plan recommendations so that the Plan can be included in a General Plan update that is expected to occur in 2010.~~
- ~~6. Incorporate Council directions from its review of the recommendations from the OSC-2 report dated December 2006.~~
- ~~7. Identify projects for Tree Fund money.~~
- ~~8. Insure parks and tot lots meet Town standards.~~

~~GOAL 2: Review projects and needs in light of the current Parks Master Plan, General~~



~~Plan, Zoning Code, etc.~~

STRATEGY

- ~~1. Requests to the Park and Open Space Commission for project reviews shall designate what types of review are required.~~
  - ~~2. Develop project guidelines and/or checklists, to be approved by the Council, that proponents can use in their project applications and for use by the Council, Commissions and staff in evaluating proposed projects.~~
  - ~~3. Provide suggestions on a yearly basis for consideration on what is working and what needs to be looked at in more detail. This should be supported by what, where, why and how further benefits to the Town might be obtained by a particular suggestion.~~
- ~~B. Establish Subcommittees to conduct committee business that may include representatives from the public, with representatives of PROSC leading the Subcommittees. Public members do not need to be residents of the Town.~~
- ~~C. Expand priorities to include Outreach and Education, and Special Projects for calendar year 2009, and to be included in recommendations in the annual budget and work plan.~~
- ~~D. Establish an Earth Day Subcommittee to begin its work on Outreach and Education. Mayor to appoint chair of Earth Day Subcommittee in 2009 and may appoint a co-chair from Council. Thereafter, the Committee Chair will appoint the Chair of Earth Day Subcommittee per Section 9.~~
- ~~E. Identify and help write at least one grant proposal for the Town to pursue each year to help acquire land for and/or to develop parks, open space, conservation easements, signage and/or trails to connect them. Priorities for projects to pursue grants, and suggested grant sources, should be recommended to Council by June 2009 if possible.~~
- ~~F. Review development projects and park and open space policies. Until new criteria and policies are adopted in the updated Park Recreation and Open Space Master Plan, the committee should use the compilation of Open Space Policies in the General Plan as the basis for review of projects.~~
- ~~G. Once Council has identified issues of concern in the Open Space Committee 2 report, the Park, Recreation and Open Space Committee should conduct public meetings to involve citizens in helping to clarify issues and developing recommendations for Council consideration when adopting solutions to address concerns. These public meetings should be completed by September 2009 if possible.~~

- H. ~~Submit a draft of the Park, Recreation and Open Space Master Plan to Council by December 2009 if possible.~~
- I. ~~Conduct annual unmet needs meeting of organized recreation groups.~~

Passed and Adopted this 13th day of April, 2010, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

\_\_\_\_\_  
MAYOR

ATTEST:

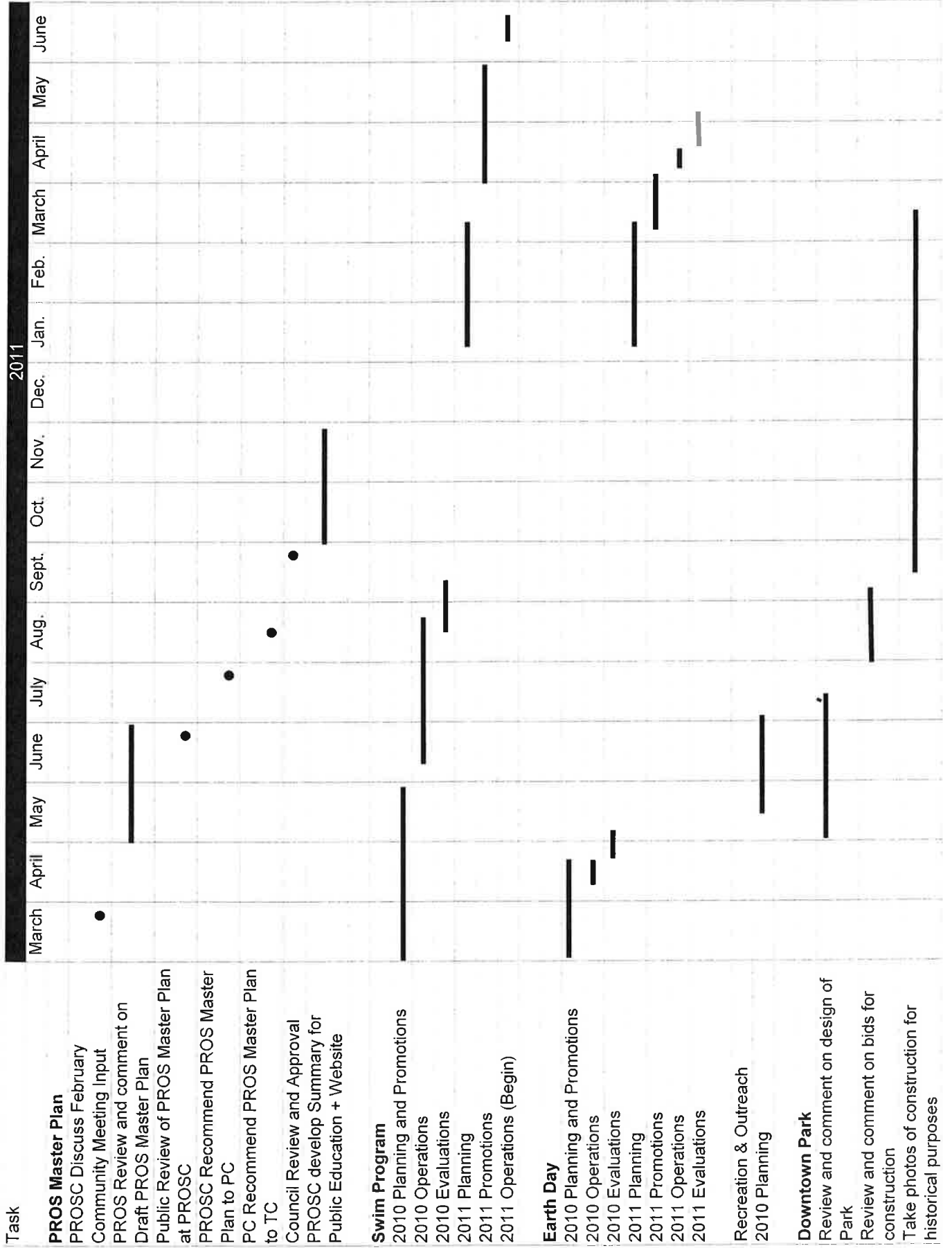
APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Town Attorney

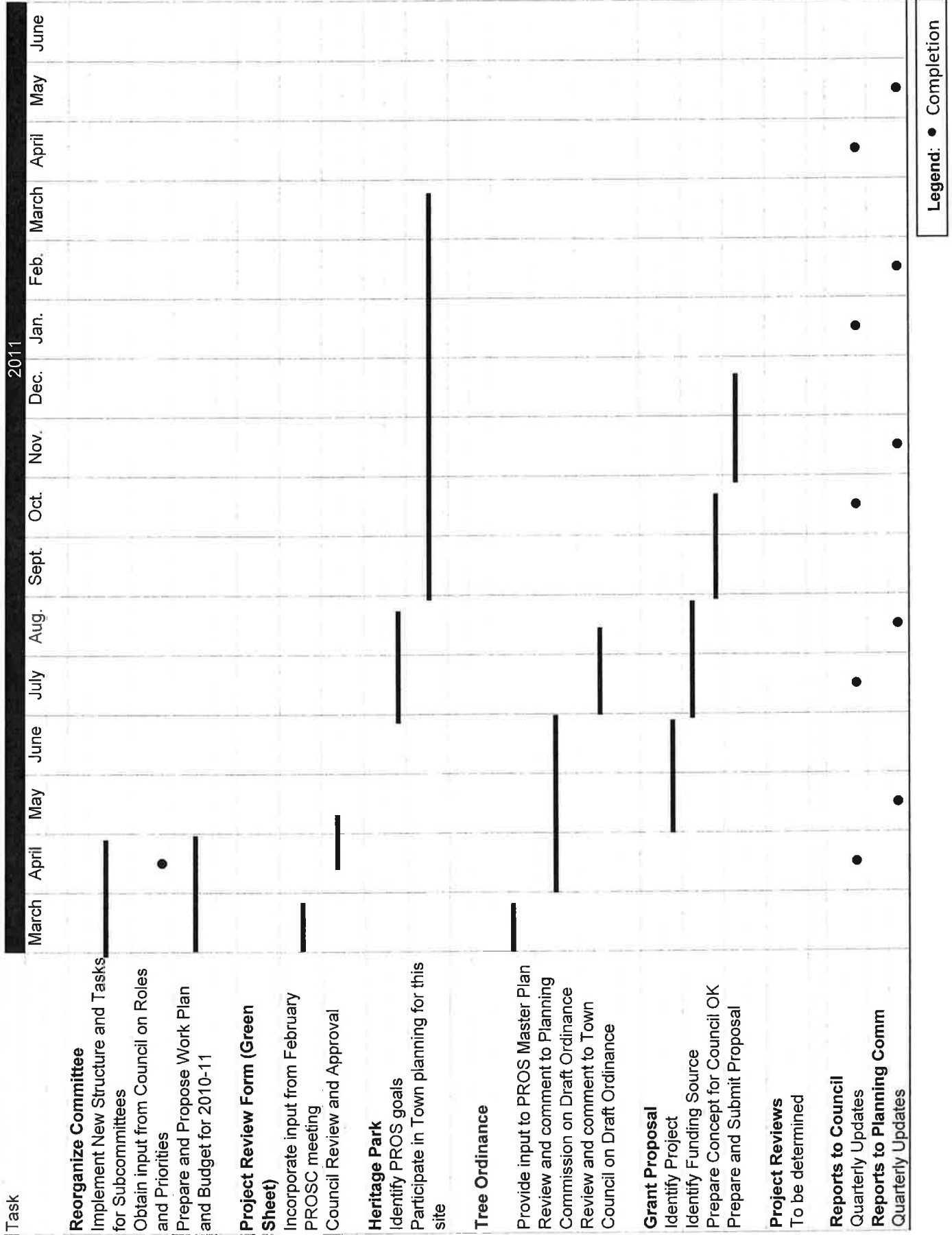
# PROS COMMITTEE WORK PLAN TIMELINE

## Remainder of FY2009-10 and FY2010-11



# PROS COMMITTEE WORK PLAN TIMELINE

## Remainder of FY2009-10 and FY2010-11



Legend: ● Completion