

TO: TOWN COUNCIL

FROM: TOWN MANAGER



RE: CONSENT ITEM  
AMEND PARK, RECREATION AND OPEN SPACE COMMITTEE  
RESOLUTION

**ISSUE**

The Park, Recreation and Open Space Committee resolution was revised at the April meeting and Council is asked to confirm that the following is what Council approved.

**RECOMMENDATION**

Receive and file.

**CEQA**

There are no CEQA issues associated with revising the PROS Committee enabling resolution.

**MONEY**

There are no money issues with this review.

**DISCUSSION**

At the April meeting Council reviewed the Park, Recreation and Open Space Committee and revised the enabling resolution to address various issues that had come up since the Committee started meeting in April 2009 and to eliminate verbiage in the resolution having to do with work that the Committee has completed. In addition the Council determined to:

- Cease having a Council Member liaison to the Committee
- Wait 3 months before considering whether to fill the three vacancies currently on the committee
- Include project review sheets (green sheets) in the Committee's action plan.

The amended enabling resolution as approved by the Council follows:

## Town of Loomis

### RESOLUTION NO. 10-\_\_\_\_\_

#### 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.

#### **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.

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, 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.

**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.

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.

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

AYES: Liss, Morillas, Sherer  
NOES: Kelley, Ucovich  
ABSENT: None  
ABSTAINED: None

\_\_\_\_\_  
MAYOR

ATTEST:

APPROVED AS TO FORM:

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

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