

TO: James L. App, City Manager  
FROM: Ann Robb, Director, Library and Recreation Services  
SUBJECT: Parks and Recreation Advisory Committee  
DATE: August 29, 2006

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NEEDS: For the City Council to consider changing the number of members on the Parks and Recreation Advisory Committee.

FACTS:

1. The Parks and Recreation Committee is a nine member board. There are currently five members who serve on the committee.
2. In recent years, it has been consistently challenging to fill openings on the committee. There are currently four vacancies.
3. Recent outgoing members have given exit feedback about the committee. One common theme is that the committee could be more effective if it were smaller.
4. The current committee has requested that City Council change the regular number of members from nine to five.

ANALYSIS &  
CONCLUSION:

There are currently five active members of the Parks and Recreation Advisory Committee. The committee has requested that the number of members be changed from nine to five. A benefit of reducing the number of committee members may be to make the committee more effective.

POLICY  
REFERENCE:

Parks and Recreation Committee bylaws.

FISCAL  
IMPACT:

There is no fiscal impact to the City.

OPTIONS:

- a. Amend the Parks and Recreation Committee bylaws, section 3c, to read: *"The total membership of the Parks and Recreation Committee shall be five (5)."*
- b. Amend, modify, or reject above option.

**REGULATIONS GOVERNING THE  
PARKS AND RECREATION ADVISORY COMMITTEE  
OF THE CITY OF PASO ROBLES**

**FUNCTIONS**

This committee shall act in a strictly advisory capacity to the City of Paso Robles, Departments of Public Works and Library and Recreation Services in all matters pertaining to parks, recreation, playgrounds and entertainment. Among the recognized functions of the Parks and Recreation Advisory Committee is the following:

1. The interpretation of the community recreation program to public officials and to the general citizenship in terms of adequate moral and financial support.
2. The maintenance of high standards in recreation leadership and in quality program service.
3. The consideration of and passing judgment upon the recommendations coming from any source outside the department, especially if such suggestions involve matters of general policy.
4. Present a full report to the public of all activities of the Department during the year.

**POLICIES**

**Publicity**

1. It shall be the general duty of the Parks and Recreation Advisory Committee to have publicity regarding committee activities, policy, etc., handled through the Director of the Departments of Public Works and Library and Recreation Services.

**Multiple Use Policy**

2. It shall be the general policy of the Parks and Recreation Advisory Committee to foster the multiple use of all public facilities for community recreation purposes.

**Joint Acquisition and Operation Policy**

3. It shall be the general policy of the Parks and Recreation Advisory Committee to actively promote and encourage, between various public and private agencies and individuals, the joint acquisition and development of such recreation programs as will benefit the citizens of the City of Paso Robles.

**Master Plan Policy**

4. It shall be the general policy of the Parks and Recreation Advisory Committee to establish and keep an up-to-date Master Plan of Park and Recreation areas and facilities for the City of Paso Robles. Also to work for the acquisition and development of such park and recreation facilities. As well as to provide for the development and operation of a broad, well-balanced program of community recreation.

**Site Acquisition Policy**

5. It shall be the general policy of the Parks and Recreation Advisory Committee to recommend and actively work for the acquisition of sites as outlined on a master Plan and

6. Recreation Areas and Facilities at the earliest possible date and, if possible, before intense sub-dividing occurs on or adjacent to the proposed site.

#### Policy of admissions and fees

7. It shall be the general policy of the Parks and Recreation Advisory Committee to render advice on the following:
  - a) Facilities, equipment, supplies and leadership for children's activities and charges in special instances for outstanding or unusual services where the Director deems it advisable.
  - b) Facilities, relatively permanent equipment and supervision for adult activities and charges as deemed advisable for any additional services.

### **PROCEDURES**

#### Organization

- 1) The Parks and Recreation Advisory Committee shall consist of nine (9) members, no alternates, to be appointed by the City Council of the City of Paso Robles.

#### Terms of Office

- 2) The normal term of office for members of the Parks and Recreation Advisory Committee shall be two (2) years. Three-sixths (3/6) of the original members appointed shall be for a term expiring on June 30 of even years. Three-fifths (3/5) of the original members appointed shall be for a term expiring June 30 of odd years.

#### Regular Meetings

- 3) The Parks and Recreation Advisory Committee shall meet in regular session on the second Tuesday of each month, unless it is a holiday. At which time, the meeting can be moved to the following Tuesday, or another day specified in the same month.

#### Special Meetings

- 4) Special meetings may be called at any time by the Chairman, or in the absence of the Chairman by the Vice-Chairman; or when ordered by a majority vote of the committee.

#### Officers

- 5) The officers shall be elected at the first meeting in July of each year. The offices shall be for Chairman or Vice-Chairman. The Secretary is appointed by the Public Works or Library and Recreation Services Departments.

#### Quorum

- 6) Five (5) members, of which, one must be the Chairman or Vice-Chairman, present at any meeting of the Committee shall constitute a quorum to conduct committee business.

#### Parliamentary Procedures

- 7) The Robert's Rules of Order shall govern procedures of the Parks and Recreation Advisory Committee meetings.

Committee Actions

- 8) A majority vote of the members present shall be required to carry any motion, proposal or resolution.
- 9) Under no circumstances is any member to take any action or make any statements committing the committee as a whole unless given authority to do so by vote of the committee.

Communications

- 10) All written communications to outside groups shall be sent out over the signature of the Director of Public Works and/or Library and Recreation Services Departments.

Amendments

- 11) These policies and procedures may be amended from time-to-time by the City Council at any regular meeting.

Attendance

- 12) A person who misses three (3) regular meetings a year without prior permission from the Chairman will be dropped from the Committee.

**THE BROWN ACT**

The Legislature of the State of California, in adopting the Brown Act, found and declared that “the public boards, commissions and councils shall take their actions openly and deliberations shall be conducted openly.

Attached is the updated Brown Act as of January 1, 2005.

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Revised as of March 4, 1993