

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

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.

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.

