



The County of El Dorado

Chief Administrative Office

Parks Division

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Memo

Date: January 20, 2014

To: Parks and Recreation Commission

From: Vickie Sanders, Parks Manager

RE: Staff Report for Parks and Recreation Commission Meeting January 30, 2014

This staff report provides the Parks and Recreation Commission with an update on the current status of the Trails Advisory Committee and the SPTC Oversight Committee. Options and staff recommendations regarding these committees are also offered.

Trail Advisory Committee

Based on the amount of staff time it has taken to prepare the agendas, minutes and provide support for The Trails Advisory Committee (TAC), I made the decision to reduce staff support for this Committee. Board Resolution 58-96 states, "The Parks and Recreation Manager, or his or her designated representative, shall be the fiscal officer for TAC and shall approve all support and requests for funds." TAC met on December 9, 2013. Park staff prepared the agenda and minutes for this meeting. I put an item on the agenda to elect a secretary. TAC agendas and minutes are no longer posted on Legistar. Their agendas and minutes are posted by park staff to the parks website. This has reduced the amount of staff time spent supporting TAC.

At their January meeting, the Trails Advisory Committee amended their meeting schedule to every other month, unless there is a specific reason to meet. At the January meeting, TAC decided that a February meeting is needed. I do not know what TAC is working on that warrants the meeting in February.

The Trails Advisory Committee currently has five members appointed. Two member's terms expired in December. Members have the option of requesting reappointment and Randy Hackbarth has made such request. Jim McErlane decided that, after 23 years of service, he did not want to renew his appointment. The vacancy was posted by the Clerk of the Board, as required, and one application was submitted. The appointments were on the Board of Supervisors agenda for January 14. The Board decided not to appoint either position. They directed staff to re-advertise the vacancies and for the item to be brought forward again in February.

SPTC Oversight Committee

The SPTC Oversight Committee amended their meeting schedule in November to every other month. This Committee had one vacancy. At their January 14 meeting, the Board of Supervisors appointed Kris Payne to fill the vacancy.

Options

Option 1: Dissolve the Trails Advisory Committee and SPTC Oversight Committee

The Trails Advisory Committee may establish a Trails Community Group where a free-range of ideas may be expressed, without limitations. Any items discussed at the meetings would be taken to Parks and Recreation Commission and/or to staff prior to submission to the Board of Supervisors for consideration. Meeting notices, agendas and minutes would be managed by meeting attendees, with no County involvement.

Option 2: Establish Trails Advisory and SPTC Oversight Ad Hoc Subcommittees

The Parks and Recreation Commission can maintain control of these two committees by structuring them as ad hoc subcommittees of the Commission. If the ad hoc subcommittees are comprised of less than a quorum of Parks and Recreation Commission members, they will not be subject to the Brown Act. The Commission could task the subcommittees to research, review and present findings on specific issues. The Commission would set expectations for the ad hoc subcommittees, including reporting deadlines, and provide guidance on what questions should be answered. Should an ad hoc subcommittee be unable to provide recommendations within a set timeframe, it would be disbanded. The Commission would have the option to create other ad hoc subcommittees, providing revised goals, objectives and deadlines. Meeting notices, agendas and minutes would be managed by meeting attendees with no County staff involvement.

Option 3: Revise Resolution 58-96

The Parks and Recreation Commission could make recommendation to the Board of Supervisors on the Resolution 58-96 that established and defined the committees. Recommendations regarding revisions to the duties, expectations, purpose and makeup of both committees could be presented.

Option 4: Combine the Two Committees

If the Commission desires to maintain the existing committee structure, they could combine the two committees and increase the number of appointments. It would be recommended that the interest groups represented be identified.

Staff Recommendations

I first want to thank everyone on all of the committees for their work and contributions to trails in El Dorado County. My recommendation is based on streamlining the process and creating an efficient, open system.

I recommend Option 1 for the following reasons:

- Input from the community is critical and having an easy, open process, without government involvement, is the most creative.
- This structure would encourage more community involvement.
- Issues could be reported by staff and brought to the Commission in a timely manner.



- Individuals would feel that their voice is heard. If there are no appointments everyone is equal.
- Tasks would be determined by the Commission with subcommittees instructed to research, review and present findings on specific issues.
- Currently, the advisory committees make recommendations directly to the Parks and Recreation Commission. Recommendations are brought forward by staff. If the committee continues an item, the item can stop or be unnecessarily delayed. This process is inefficient and can consume a lot of staff time and delay action on issues.
- The Commission does not hear from the committees on a regular basis so may not be aware of the activities and direction of the committees. County staff does not take direction from committees, yet staff has provided support to the committees. If the committees are moving in a direction that the Commission does not support, considerable staff time can be expended for no purpose.
- Terri Daly, Chief Administrative Officer, expressed at the February 2013 Commission meeting that she would like to see Parks and Recreation Commission function like the Planning Commission and Agricultural Commission. These commissions do not have advisory committees that report to them.
- Staff would benefit from a top-down structure. At times there are issues that staff could bring to the commission first for direction and input.

