



RESOLUTION NO.
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO
RESOLUTION ESTABLISHING PARKS AND RECREATION COMMISSION

WHEREAS, in 1988 the Board of Supervisors (Board) adopted Ordinance 3848 establishing the Parks and Recreation Commission and subsequently approved amendments thereto upon adoption of Ordinance 5051 for Sections 2.20.730 and 2.20.750 on April 18, 2017; and

WHEREAS, the Parks and Recreation Commission was established with the expressed purpose of advising the Board on matters related to the development and maintenance of recreational opportunities within its borders; and

WHEREAS, at their meeting of July 17, 2025 the Parks and Recreation Commission reviewed and discussed updates to bring to the Board a request to repeal Ordinance 3848 and Ordinance 5051; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors hereby establishes the Parks and Recreation Commission as set forth in Exhibit A attached hereto and incorporated herein by reference.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the ____ day of _____, 20__, by the following vote of said Board:

Attest:
Kim Dawson
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

Chair, Board of Supervisors

EXHIBIT A TO RESOLUTION XXX-2025

PARKS AND RECREATION COMMISSION

SECTION 1. PARKS AND RECREATION COMMISSION ESTABLISHED

There is created and established an advisory commission consisting of five (5) members to be known as the Parks and Recreation Commission.

SECTION 2. MEMBERSHIP CRITERIA AND TERM

- A. Each Board of Supervisor shall nominate one member to the Parks and Recreation Commission to represent their district. Current officers and employees of the County Parks and Recreation Division shall not be eligible to be a member of the Parks and Recreation Commission.
- B. The term of office of each member of the Parks and Recreation Commission nominated by a Supervisor shall be as prescribed by County Ordinance Code Section 2.20.010. The term of office of any member shall also expire at any time a vacancy occurs in the office of the supervisor who nominated the member, provided that the member may continue to serve on the until his or her successor is appointed and qualified.
- C. All members serve at the pleasure of the Board of Supervisors.

SECTION 3. VACANCIES

Vacancies shall be filled in the same manner as the original appointment for the unexpired portion of the term. When a vacancy or vacancies exist, the Board of Supervisors or their designee may request input from the Commission regarding the suitability of applicants for the vacant(s) position.

In the event that a member of the Parks and Recreation Commission fails to attend four consecutive regular meetings of the Commission, the Secretary of the Commission shall notify the Board of Supervisors of the fact and the Board of Supervisors shall declare the office vacant and immediately fill the vacancy in the manner specified in Section 2.20.680. A member of the Parks and Recreation Commission may be removed from office without cause by an order of the Board of Supervisors declaring his or her office vacant.

SECTION 4. OFFICERS

The Parks and Recreation Commission shall elect from its members a Chair and a Vice-Chair, who shall hold office for a term of one year and until the election of their successors. The Chair shall act as the presiding officer at all meetings of the Commission. In the absence of the Chair, the Vice Chair shall preside and exercise all the duties of the Chair.

The Parks Manager shall be ex-officio Executive Secretary of the Commission. The Executive Secretary shall be responsible for the preparation and publication of an agenda and for the keeping of minutes, and shall deliver, correspondence, reports, and other matters on behalf of the Commission. County staff support for other Commission activities, such as subcommittee meetings, shall be at the discretion of the Parks Manager.

SECTION 5. RULES OF PROCEDURE

The Parks and Recreation Commission shall meet at least monthly and may adopt bylaws for the specific regular meeting days and such other rules as may be necessary for the transaction of its business. The provisions of the Brown Act shall govern the procedure of all meetings of the Commission. A quorum is a majority of the members of the Commission and constitutes the minimum number required to conduct official business.

SECTION 6. POWERS AND DUTIES

The Parks and Recreation Commission shall:

- A. Act in an advisory capacity to the Board of Supervisors in formulating and reviewing policies affecting public recreation within the jurisdiction of the Board. All recommendations of the Commission to the Board of Supervisors shall be first submitted to the Parks Manager, and his or her recommendation may be a part of or accompany any Commission recommendations.
- B. Consult with staff, including the Parks Manager, on methods of financing park and recreation facilities. Study and make fiscal recommendations to the Board of Supervisors on planning acquisition, development, maintenance, and operation of said facilities including a long-term capital outlay projection.
- C. Review the current sections of the recreation element of the County general plan. Recommend to the Board of Supervisors modifications, updating, and adding new sections to said element as needed or concurrent with other review by the Planning Division.
- D. Review and recommend to the Board of Supervisors adoption of master plans and policy on usage operations and maintenance of parks and recreation facilities.
- E. Acknowledge donations for parks and recreation facilities.
- F. Review and recommend to the Board of Supervisors support for legislation favorable to parks and recreation.
- G. Prepare an annual work plan for consideration by the Parks Manager and approval by the Board of Supervisors.
- H. Collaborate with other stakeholders and public agencies (such as BLM, Forest Service, State Parks, local parks agencies, etc.) for the discussion of park and recreation matters of importance to the County.
- I. Create temporary or standing subcommittees for special research and review. Findings and reports of special research and review shall be filed with the Executive Secretary and Chair as a proposed future agenda item.