

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, CREATING A NEW PARKS AND RECREATION MASTER PLAN ADVISORY COMMITTEE IN CONNECTION WITH THE COMPREHENSIVE UPDATE OF THE TOWN'S PARKS AND RECREATION MASTER PLAN, AND PRESCRIBING THE FUNCTIONS AND DUTIES THEREOF**

**SUMMARY STATEMENT**

At the February 9, 2010 Town Council Meeting the Town Council awarded the contract to MIG Inc. to aid in the development of the comprehensive update of the Town's Parks and Recreation Master Plan Update. As part of the creation and review process for the Parks and Recreation Master Plan Update, the creation of a Parks and Recreation Master Plan Advisory Committee (PRMPAC) is needed. In alignment with past successful advisory committees, all members will be selected by the Town Council. The advisory committee should consist of two (2) members of the current Parks and Recreation Commission and five (5) members at large from diverse parts of the community.

It is anticipated that the comprehensive update of the Parks and Recreation Master Plan will be completed within one year and the review of the PRMPAC would consist of approximately six (6) meetings.

**Attachments:**

Draft Resolution No. 2010-14

**Recommended Action:**

Adopt Resolution No. 2010-14 creating a new Town of Apple Valley Parks and Recreation Master Plan Advisory Committee in connection with the comprehensive update of the Town's Parks and Recreation Master Plan and prescribing the functions and duties of said Committee.

**Proposed by:** Ralph Wright, Parks and Recreation Manager      **Item Number** \_\_\_\_\_

**Town Manager Approval:** \_\_\_\_\_ **Budgeted Item**    Yes    No    N/A

**RESOLUTION No. 2010-14**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, CREATING A NEW PARKS AND RECREATION MASTER PLAN ADVISORY COMMITTEE IN CONNECTION WITH A COMPREHENSIVE UPDATE OF THE TOWN'S PARKS AND RECREATION MASTER PLAN, AND PRESCRIBING THE FUNCTIONS AND DUTIES THEREOF.**

**WHEREAS**, the Town has adopted an update of its General Plan; and

**WHEREAS**, the update of the General Plan required an update of the Town's Parks and Recreation Master Plan; and

**WHEREAS**, the Town Council now finds and determines that it is in the best interests of the Town that a citizens advisory body be established and created to assist the Town Council, the Parks and Recreation Commission, Town Staff and the Town's Consultant in formulating the proposed update to the Town's Parks and Recreation Master Plan; and

**WHEREAS**, to accomplish that purpose, it is desirable to create a new Parks and Recreation Master Plan Advisory Committee;

**NOW, THEREFORE, BE IT RESOLVED, ORDERED, FOUND AND DETERMINED** by the Town Council of the Town of Apple Valley, California as follows.

1. **Creation.** There is hereby created a new Parks and Recreation Master Plan Advisory Committee ("Committee"), to perform functions, powers and duties hereinafter set forth and such further tasks as the Town Council assigns the Committee in accordance with the provisions of this Resolution.

2. **Membership.** Membership of the Committee shall be as follows:

a. The Committee shall be composed of seven (7) members; five (5) members to consist of community members at large and two (2) members of the existing Parks and Recreation Commission appointed by at least three affirmative votes of the Town Council; based upon nomination by any member of the Town Council. Subject to the provisions of the Municipal Code Section 2.06.010, Committee members shall serve at the pleasure of the Town Council until the next election of one or more members of the Town Council. Upon dissolution of the Committee by the Town Council, all appointments shall terminate as of the effective date of such dissolution.

b. Members of the Committee shall be selected from among residents residing within the boundaries served by the Parks and Recreation Department and shall ideally consist of diverse stakeholders in the community.

c. Vacancies shall be filled in the same manner prescribed in subsection a, above.

d. A member shall be automatically terminated from membership on the Committee upon three (3) consecutive unexcused absences or unexcused absence

from more than twenty-five percent (25%) of the meetings during any fiscal year, as prescribed in Section 2.06.010 of the Municipal Code.

e. Any Committee member may be removed from office at any time, with or without cause, by three affirmative votes of the Town Council, as prescribed in Section 2.06.010 of the Municipal Code.

f. The term of any member of the Committee will be automatically extended pending the selection and qualification of his or her successor.

**3. Functions, Powers and Duties.** The Committee shall have the general power and duty to act in an advisory capacity to the Parks and Recreation Commission, Town Staff and Town Consultants on matters pertaining to the comprehensive update of the Town's Parks and Recreation Master Plan. In addition to this general power and duty, the Committee shall have the following particular powers and duties:

a. To assist the Parks and Recreation Commission in ascertaining community attitudes and issues, as related to the update of the comprehensive update of the Town's Parks and Recreation Master Plan;

b. To make recommendations to and respond to formal requests made by the Town Council and/or Parks and Recreation Commission, with such formal requests being approved at Town Council or Parks and Recreation Commission meetings as appropriate regarding contents of the comprehensive update of the Town's Parks and Recreation Master Plan;

c. To hold such public meetings as may be directed by the Town Council or requested by the Town Staff and Consultant regarding the proposed amendment;

d. To carry out such other functions as may be assigned to the Committee by the Town Council.

e. The functions and duties of the Committee shall not be construed as preempting or otherwise interfering with the functions, duties or responsibilities of the Parks and Recreation Commission or of the Town Council or other commissions, boards, committees or officers which are empowered or mandated by law or ordinance or other regulation to act upon or make recommendations to the Town Council concerning matters such as adoption, or applications to amend the Development Code or Zoning Map or applications for permits, approvals or other entitlements, the enactment or repeal or amendment of Town ordinances, resolutions or regulations or taking such other actions as are mandated, prescribed or permitted by law.

**4. Meetings.** a. Within sixty (60) days following the appointment of its initial seven (7) members, the Committee shall meet to organize and elect officers by a majority vote of all members of the Committee. The Committee shall by such majority move to choose one of its members as chairperson and one as vice-chairperson. Vacancy in either such position occurring may be filled as in the first instance, and a new chairperson or vice-chairperson may be chosen at any time by such majority vote. Following selection of a chairperson and/or vice-chairperson, in each instance, the Committee shall inform the Town Council thereof.

b. The Committee shall adopt rules of proceeding compatible with and consistent with, as applicable, the Parks and Recreation Commission's rules of proceeding, which include regular meetings at whatever interval of time that the Committee determines or the Town Council directs as expedient for the completion of the Committee's assigned functions and tasks.

c. Special meetings may be called by the chairperson or by a majority of the Committee, and the written notice and call thereof, which sets forth the time and place of and business to be conducted at the meeting, shall be given to all members at least twenty-four (24) hours prior to the special meeting. All regular and special meetings shall be held, and the noticing and agendizing thereof, shall be in compliance with the requirements of the Ralph M. Brown Act of the State of California.

d. Meetings shall be open to the public as required by law.

e. A majority of the Committee members shall constitute a quorum for the transaction of business, and a majority vote of a quorum shall be required to pass a motion or other enactment, but a lesser number may adjourn from time to time to a day certain.

**5. Staffing.** The Town Manager may appoint appropriate staff and provide such compensation for their services as may be authorized by the Town Council and/or by the annual Town budget of expenditures to support the Committee in the performance of its duties and responsibilities. Said staffing shall be provided in the discretion of the Town Manager, considering the issues being addressed by the Committee.

**6. Compensation of Members.** No direct compensation shall be paid to Committee members; however, members shall be reimbursed for actual and necessary expenses, including travel expenses, incurred in the discharge of their duties as members of the Committee, as may be authorized in advance by the Town Council.

**7. Rules, Records and Number of Meetings.** The rules of proceedings to be adopted by the Committee for the transaction of its business shall be maintained, together with its resolutions, recommendations, transactions, findings, determinations and minutes, as a public record, and the Committee shall hold at least one regular meeting quarterly. Minutes of the meetings of the Committee shall be filed with the Town Clerk.

APPROVED AND ADOPTED by the Town Council of the Town of Apple Valley this 23<sup>rd</sup> day of March, 2010.

---

Peter Allen, Mayor

ATTEST:

---

La Vonda M-Pearson, Town Clerk