

RESOLUTION NO. R22-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAFFORD REINSTATING THE PARKS AND RECREATION ADVISORY COMMITTEE AND SEEKING FURTHER INPUT REGARDING THE CONTINUED DEVELOPMENT OF RECREATIONAL AMENITIES AND SERVICES.

WHEREAS, the Mayor and Safford City Council recognize the importance of parks and recreation services in creating a thriving and sustainable community that supports the health and wellbeing of Safford’s residents; and,

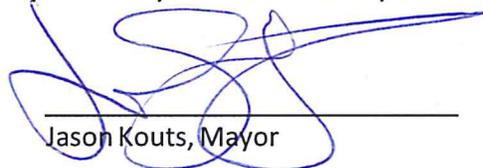
WHEREAS, the Mayor and Safford City Council recognize the benefit of seeking public input, as documented in the City Council adopted *Organizational and Expectations Document*; and,

WHEREAS, the Mayor and City Council recently utilized a public input process, in the form of the Parks and Recreation Advisory Committee, through which they sought and received citizen input and assistance in designing area park facilities; and,

WHEREAS, given the success of the Parks and Recreation Advisory Committee to date, the Mayor and Safford City Council seek to reinstate and extend the role of the Committee in further assisting the community in developing future recreational amenities and services; and,

NOW, THEREFORE BE IT RESOLVED, the Mayor and City Council of the City of Safford, Graham County, Arizona hereby reinstate the Parks and Recreation Advisory Committee that shall be governed by a set of organizational rules entitled the Parks and Recreation Rules of Procedure and Tasking Document.

PASSED, APPROVED AND ADOPTED by the Mayor and City Council of the City of Safford, Arizona, this 13th day of June 2022.



Jason Kouts, Mayor

ATTEST:

APPROVED AS TO FORM:



Tamara Webster, CMC, City Clerk



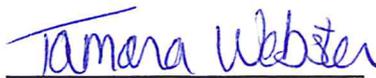
William J. Sims, III, City Attorney

CERTIFICATION

State of Arizona)
)ss
County of Graham)

I HEREBY CERTIFY that the foregoing Resolution Number R22-020 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a regular council meeting held June 13, 2022. A quorum of the Council was present at the meeting.

June 13, 2022
Date



Tamara Webster, CMC, City Clerk

City of Safford Parks and Recreation Advisory Committee Rules of Procedure and Tasking

Section 1 - Purpose. The purpose of the Parks and Recreation Advisory Committee shall be to make recommendations to the official governing body regarding issues concerning development of recreational amenities and services. Committee discussions shall provide for an open dialog regarding the development of diverse community-wide recreational opportunities in both the near and long term. As with all City programs and services, fiscal constraints must be a consideration. Recommendations are given in an advisory capacity to assist the City Council in their decision-making process. It is specifically stated and understood that the Committee serves in an advisory capacity and does not have any specific or implied authority over staff, programs, or offerings.

Section 2 - Tasking. Tasks for the Committee shall include the following and may be altered at any time as directed by City Council:

- Maintain communication with Planning and Community Development staff regarding parks and recreational amenities and services.
- Provide input on Inter-Governmental Agreements that affect recreation.
- Provide input as parks are designed and constructed.
- Provide input on beautification projects.

Section 3 - Membership. Membership shall be constituted as follows: There shall be five (5) voting members of the Committee who shall reside within the City of Safford. Interested residents shall apply and be appointed by a majority vote of the Council to serve at will. Members may be discharged by a majority vote of the Council for non-attendance, moving out of the City of Safford or any reason deemed necessary by the Council. New appointments shall be made with a majority vote of the Council to fill a vacancy created by the death, resignation, or discharge of a Committee member.

Section 4 - Open Meetings. All meetings of the Committee shall be held in accordance with the provisions of Open and Public Meetings Law.

Section 5 - Public Access to Meetings. As a Committee formed by the governing authority, the public shall always be afforded access to observe all meetings, other than closed meetings that meet the criteria defined in law for closing such meetings. Given the nature of the committee tasking, it is not foreseen that any meeting will be closed.

Section 6 - Quorum. A quorum must be present for conducting business at the meetings of the Committee. A quorum is a majority of all the members of the committee then in office. It is the duty of the chairperson to enforce this rule. If a quorum is not present, the meeting may be continued for discussion purposes only, but no vote may be taken on any issue.

Section 7 - Voting Majority. Motions may be made for any item on the agenda, and passage of a motion shall require the affirmative vote of a majority of committee members present at a meeting at which a quorum is present. Unless otherwise specified in these procedures, a majority shall mean more than 1/2 of the committee members present and voting.

Section 8 - Abstentions. A Committee member shall vote on all motions unless he or she has a conflict of interest that would prevent him or her from deciding in a fair, ethical and legal manner. If a conflict of interest does exist, the Committee member shall explain for the record his or her decision to abstain on any vote.

Section 9 - Officers. The Committee shall have a chairperson and vice-chairperson appointed by the Committee. The vice-chairperson shall fulfill the duties of the chairperson if the chairperson is not in attendance. If the chairperson and the vice-chairperson are absent and a quorum is present, the remaining Committee members shall select a Committee member to serve as temporary chairperson of the meeting until either the chairperson or vice-chairperson is present at the meeting.

The chairperson of the Committee is responsible for the orderly conduct of the meeting. To fulfill this duty, the chairperson must enforce the rules of procedure that are adopted by the

committee as contained herein. The chairperson shall be impartial and conduct the meetings in a fair manner; however, nothing in these rules shall be construed to prevent the chairperson from making or seconding a motion, or from participating in any debate.

Section 10 - Agenda. The agenda shall be made available to the public and all Committee members at least one week before every Committee meeting.

Section 11 - Adoption of Minutes. The minutes serve as the official written record of Committee meetings and draft minutes shall be posted for public inspection within three days of the meetings conclusion. The minutes shall specify the Committee, the names of Committee members present at the meeting, a description of each motion, the Committee member who proposed each motion, the Committee member who seconded each motion, and the name of each Committee member voting for or against a motion. It shall be presumed that a Committee member has voted in the affirmative unless the minutes show otherwise. More detailed information may be included in the minutes at the request of the Committee. The minutes shall be transcribed and maintained by Community Development department staff, and a copy provided for public inspection at the City Clerk's Office.

The Committee must approve the minutes before they can be considered as an official record. A copy of the minutes from the previous meeting shall be distributed to the Committee members at least one week before the following meeting. The minutes of the previous meeting shall be corrected and approved by the Committee at the beginning of each meeting. A majority vote is required for approval. Conflicts about the content of the minutes shall be decided by majority vote. Upon being approved, the minutes shall be signed by the chairperson.

Section 12 - Order of Business. All regular meetings of the Committee should follow an established order of business. The order is as follows:

- Opening (Call to Order)
- Approval of Minutes
- Invited Guests

- Old Business, to include reports of any subcommittees or members if required
- New Business, to include reports of any subcommittees or members if required
- Adjournment

Section 13 - Decorum. All Committee members shall conduct themselves in a professional and courteous manner. A Committee member shall not speak at a meeting until the chairperson has recognized them. The chairperson shall enforce these rules of decorum. Remarks and comments should be presented in a respectful manner.

Section 14 - Community Meetings. The Committee may schedule public meetings for the purpose of soliciting public comment on any subject of interest to the Committee. These meetings shall comply with Open Meetings Law.

Section 15 - Regular Meetings. Meetings of the Parks and Recreation Advisory Committee shall be held at least once per quarter and more frequently if desired by the Committee or Council. The Committee shall be staffed by the Community Development Director or designee.

Section 16 - Rescheduled Regular Meetings and Special Meetings. A regular meeting may be canceled, rescheduled, or moved to a new location within the city by the chairperson for any reason. Special meetings may be scheduled by the chairperson when deemed necessary. Whenever a rescheduled regular meeting or special meeting is to be held at a time or place other than the regularly scheduled time or place, written notice of the change shall be posted for at least 24 hours prior to the date of the rescheduled meeting. In addition, written or verbal notice shall be given at least 24 hours in advance of the meeting to each member of the Committee.

Section 17 - Rights to Expand, Modify or Abolish. The City Council reserves the right, to modify, to expand or reduce the scope of the Committee or to abolish the Committee, by means of Resolution, at such time that the Council feels that the purpose and need for the Committee has been satisfied and/or that the continued existence of the Committee is no longer warranted.