

**RESOLUTION ESTABLISHING THE PARKS, RECREATION AND GOLF
ADVISORY COMMITTEE**

NO. 2016-12

WHEREAS, the City of Commerce City (the "City") recognizes the voice of its citizens on issues related to City owned and controlled parks, trails, open space, golf and recreation amenities, programs and services; and

WHEREAS, the City Council wishes to engage the community in an advisory capacity on matters as they pertain to City owned or controlled parks, golf and recreation amenities, programs and services; and

WHEREAS, pursuant to Section 11.1 of the City Charter, the City Council is authorized to create and appoint members to such boards and commissions as it may desire;

WHEREAS, City Council believes that the establishment of a Parks, Recreation and Golf Advisory Committee will provide citizens with the opportunity to contribute to making Commerce City a Quality Community for a Lifetime by promoting active, healthy lifestyles through parks, recreation and golf.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE CITY, COLORADO, AS FOLLOWS:

1. Committee Established. A citizen's advisory committee to be known as the Parks, Recreation and Golf Advisory Committee is hereby established.

2. Purpose. The committee shall have the purpose of advising the City Council and City staff, through its designated representative and a City staff liaison, on matters related to City owned and controlled parks, trails, open space, golf and recreation areas and facilities and recreation, golf and parks programs and services conducted both within and without the boundaries of the City. The committee will:

- a. make recommendations pertaining to the planning, development, regulation, maintenance, repair and operation of facilities, programs, and services, fees and charges and issues brought forth by the community, boards and commissions and City staff;
- b. work jointly with the Capital Improvement Project Citizen Advisory Committee to provide advice on opportunities and issues related to the implementation of the five (5) capital improvement projects impacting parks, recreation, and golf;
- c. participate in public engagement processes related to the committee's work;
- d. participate in project milestones such as groundbreakings, progress tours, and grand openings;

- e. participate in the naming of parks, recreation, and golf facilities in accordance with applicable Council Policies; and
- f. promote public awareness and understanding of parks, recreation, and golf programs, services, facilities, and projects.

3. Membership. The committee will be comprised of up to thirteen (13) members as follows: two (2) City Council members plus eleven (11) citizens representative of the community at large, including eight (8) adult and three (3) youth. Members shall serve without compensation. Each member shall be a resident of the City, an employee of a business in the City, or an owner of property in the City. City employees and Council members, their immediate family members, and other elected officials are not eligible for membership except as stated in this resolution.

4. Appointment. Members shall be appointed and vacancies shall be filled by the City Council in accordance with the criteria established by applicable Council Policies, as amended. In addition, Appointment of non-Council members shall be made to include broad representation of interests, diversity and geographical representation. Non-Council members shall be appointed to three (3) year staggered terms and shall serve no more than two (2) consecutive terms or until a successor has been appointed. Council members shall be appointed for a two (2) year term to expire at the organization meeting of the City Council held on the second Monday following certification of the results of the election of the members of the City Council, as provided in Section 4 of the City Charter.

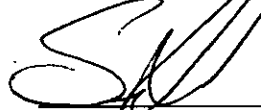
5. Meetings. The Committee shall meet every other month or more frequently as needed as determined by City staff.

6. Quorum. Fifty percent (50%) of the current committee membership plus one shall constitute a quorum.

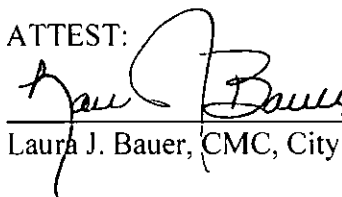
7. Applicability of Charter and Council Policies. The committee and its membership and appointments shall be subject to the requirements of the City Charter, as amended, and, except as stated in this resolution, applicable Council Policies, as amended.

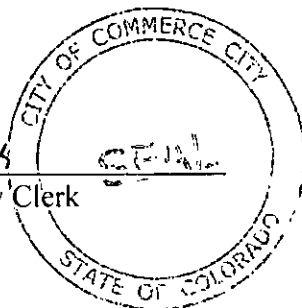
RESOLVED AND PASSED THIS 21ST DAY OF MARCH 2016.

CITY OF COMMERCE CITY


Sean Ford, Mayor

ATTEST:


Laura J. Bauer, CMC, City Clerk



COMMERCE CITY
Department of Parks, Recreation and Golf

PARKS, RECREATION AND GOLF ADVISORY COMMITTEE CHARTER

SECTION I – PURPOSE AND MISSION

1. Purpose & Mission: The Committee shall serve as a voice of the public and shall have the obligation and function to ADVISE the City on issues related to the planning, construction, regulation, maintenance, repair, and operation of City owned and/or controlled parks, golf and recreation amenities and facilities, open spaces, programs and services, as set forth in Resolution No. 2016-12 or other enabling resolution.
2. Authority: The Committee is created by resolution pursuant to Section 11.1 of the City Charter and serves in an advisory capacity through the designated Commerce City staff liaison to City Council, staff and project and/or service consultants and does not create policy and/or approve expenditure of funds. The Committee is subject to all requirements of the City Charter, Commerce City Revised Municipal Code, applicable Council Policies, and the enabling resolution.

SECTION II – OFFICERS AND THEIR DUTIES

1. Officers: The officers of the Committee shall consist of two (2) co-chairs from its membership at its first meeting of the calendar year, to serve for a one-year term. In the event of a vacancy, the Committee shall elect a new co-chair who will serve the remainder of the unexpired term.
2. Duties: Co-chairs shall preside over Committee meetings on an alternating basis; develop the meeting agenda in consultation with the Committee staff liaison; call special meetings as required; and represent the Committee before City Council. In the event of the absence of both co-chairs, the Committee shall select a member to chair that meeting.

SECTION III – MEETINGS OF THE COMMITTEE

1. Meetings: The Committee shall meet as set forth in Resolution No. 2016-12 or other enabling resolution. To promote public participation, regular meetings will be held in the evening on the third Tuesday of the month or as determined by the Committee at its first meeting of the calendar year. The regular meeting shall be held at alternating locations including the Commerce City Recreation Center (6060 E. Parkway Drive) and Buffalo Run Golf Course (15700 E. 112th Ave).
2. Absences. Members must notify one of the co-chairs or designated staff liaison in advance of a scheduled meeting if they are unable to attend. The co-chairs shall determine if an absence is excusable for reasons such as illness, emergency, or

scheduled business or personal travel. A member's unexcused absence from three (3) consecutive meetings shall be considered as a de facto resignation.

3. Agendas: Notice and agenda of meetings shall be sent to all Committee members and posted on the Commerce City website prior to all meetings. The proceedings of all meetings shall be summarized and made available to all Committee members and posted on the Commerce City website within two weeks of the meeting.
4. Meetings Open to Public. All meetings shall be open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda and as recognized by the chair.
5. Quorum: A quorum, as defined by Resolution No. 2016-12 or other enabling resolution, shall be necessary to convene any meeting of the Committee.
6. Conduct of Meetings. Working groups may be formed as necessary to carry out the work of the Committee. Members of a working group who are not members of the Committee shall serve in an ex officio capacity.

Meetings of the Committee will be conducted on an informal basis. The Committee shall use a consensus process to formulate input and advice on matters being considered. When needed, as determined by the presiding co-chair, the rules contained in the current edition of Robert's Rules of Order newly Revised shall govern the Committee.

The Committee shall provide updates of Committee activity and accomplishments to City Council through co-chairs or the staff liaison on a bi-annual basis, or more frequently if requested.

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(updated March 2016)