

PARKS AND RECREATION COMMITTEE

Policies and Procedures

Section 1. Creation of Committee.

The City Council on October 17, 2023, created a Parks and Recreation Committee. The Committee shall consist of seven (7) members.

Section 2. Appointment and Qualifications of Committee Members.

The City Council shall appoint the members of the Committee. The committee shall consist of five (5) voting members and two (2) non-voting members who are at least sixteen (16) years of age.

The voting members shall consist of one (1) member of the City Council, one (1) member representing or associated with a sports league operating in the city and three (3) members of the Beaumont community. The non-voting members shall consist of the Community Services Director or his/her designee and a Student member selected from the Beaumont Youth Council (during the months of September – June).

Section 3. Excused/Unexcused Absences.

Members who serve on the committee shall plan on attending all meetings. From time-to-time members may become ill or have an emergency that conflicts with the meeting day and time. If the member informs City Staff or the Chairperson of their absence for a related reason prior to the meeting start, the absence will be considered excused. All committee members will be allowed two (2) unexcused absences within a calendar year. Any Committee member may be asked to resign or removed from the Committee after two unexcused absences.

Each member shall be allowed to send an alternate from their represented organization to fill in. The alternate will count toward the meeting quorum, but will not be considered a voting member.

Section 4. Term and Tenure of Members.

All members of the Committee shall be appointed for a term of two (2) years and shall serve at the pleasure of the City Council. Members shall serve without compensation. City Council may elect for the terms to be staggered.

Section 5. Powers and Duties.

The Committee shall be advisory to the City Council. The Committee shall hold public meetings quarterly at a date and time agreeable to members of the committee.

The Committee shall have the power and duty to:

- **Advise on Park Development:** Provide input and recommendations on the planning, design, and development of new parks, playgrounds, trails, and recreational facilities.
- **Program Development:** Collaborate with the Community Services Department to identify and prioritize recreational programs and events that meet the needs and interests of the community.
- **Maintenance and Improvement:** Assist in evaluating the condition of existing parks and facilities and make recommendations for maintenance, upgrades, and improvements.

- Community Engagement: Act as a liaison between the City, residents, and community organizations to gather feedback, suggestions, and concerns related to parks and recreation.

In the event there is no Committee business to conduct, the meeting may be canceled. The Committee shall not utilize and/or expend City Staff or consultants time, without the prior approval and authorization by the City Council.

Section 6. Rules and Regulations.

The Committee shall appoint a chair, who shall conduct Committee meetings and report quarterly to the City Council on Committee activities and recommendations. The Committee shall adopt such rules and regulations as are needed to conduct its meetings and shall comply with the Brown Act and other applicable laws.