

**TOWN OF EDGEWOOD
ORDINANCE NO. 2019-01**

**AN ORDINANCE ESTABLISHING A
PARKS AND RECREATION ADVISORY COMMITTEE**

**NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF EDGEWOOD,
NEW MEXICO:**

1. Purpose

1.1. The purpose of this ordinance is to establish a municipal Parks and Recreation Advisory Committee of appointed residents who will make recommendations to the Town of Edgewood Parks and Recreation Department on matters concerning planning, development, operation, maintenance, and promotion of the Town's various facilities, parks, trails, open space, and recreational services. The Committee shall represent the community and shall not promote any specific recreational organization. All recommendations reflect the community's needs and desires.

2. Organization

2.1. Creation:

The Governing Body hereby establishes a Parks and Recreation Advisory Committee.

2.2. Membership:

- a. All members shall be appointed by the Mayor with the consent of the Town Council.
- b. The Advisory Committee shall consist of five members.
- c. Members must either reside within the Municipal boundaries, certify that they own property within the Municipal boundaries, reside within the 3-mile extra-territorial zoning limits, or own a business located within the Municipal boundaries.
- d. A quorum shall consist of three or more members present.

2.3. Terms:

- a. Terms shall follow the calendar year.
- b. Two of the members shall be appointed for one-year terms and the balance of the members shall be appointed for two-year terms.
- c. Each subsequent term shall be for two years or less to maintain staggering.
- d. Appointments, re-appointments, and vacancies shall be filled by Mayoral appointment with Council approval.
- e. Vacancies shall be filled for the remainder of the members unexpired term.
- f. The Mayor may remove, with Town Council approval, any member.

2.4. Officers:

- a. At the beginning of each year the Committee shall elect a Chairman.
- b. Responsibilities of the Chairman are as follows: call meetings to order, sign minutes, and conduct meetings.

- c. In absence of the Chairman, the members will choose a temporary Chairman.

2.5. Powers and Duties:

The Parks and Recreation Committee shall:

- a. Serve as a forum for public discussion of Parks and Recreation related issues.
- b. Encourage the greatest use of Parks and Recreation programs.
- c. Make recommendations to the Parks and Recreation Administrator by means of a majority vote of the Committee, recorded in the meeting minutes.
- d. Incorporate the needs of the public into recommendations and discussions.
- e. Be responsible for visiting the Town's parks, facilities, open space, and programs to remain an informed representative of the community.
- f. Investigate and develop recommendations:
 - i. The Committee shall conduct a site visit to each of the Town's parks, open spaces, trails, and programs over the course of a year.
 - ii. Then turn in site visit record to the Parks and Recreation Administrator containing: current conditions, recommendations, repairs, upgrades, and concerns for each of those facilities or programs.
- g. Hold regularly scheduled quarterly meetings, unless otherwise notified by the Administrator.
- h. Vote to approve minutes and agendas.
- i. Notify the Parks and Recreation Administrator of any vacancies on the Committee and recommend persons to fill vacancies.

2.6. Parks and Recreation Administrator:

Is directed to act as liaison between the Committee and the Governing Body and shall:

- a. Schedule quarterly meetings.
- b. Prepare, distribute, and post the Agenda for the meetings.
- c. Attend meetings or provide notice of unavailability to attend.
- d. Keep minutes.
- e. Sign minutes.
- f. Report to the Committee all matters concerning Parks and Recreation discussed or voted upon by the Governing Body.
- g. Notwithstanding any other provisions of this Ordinance, the responsibility for making recommendations directly to the Governing Body on Park and Recreation matters lies with the Parks and Recreation Administrator, who shall nonetheless report fully to the Governing Body on all Committee deliberations and discussions.
- h. The Administrator shall remain subject to the supervision of the Mayor and such other employees as properly delegated by the Mayor and shall not be supervised by the Committee or individual Committee members.

- 3. **Rescinded:** Ordinance No. 2007-14 adopted January 7th, 2009 is hereby rescinded and replaced by this Ordinance.

PASSED, ADOPTED AND APPROVED THIS 17th DAY OF July 2019.



Honorable John Bassett, Mayor

ATTEST:



Juan Torres, Clerk-Treasurer