

**TOWN OF EDGEWOOD
ORDINANCE NO. 2022-04**

**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:

Section 1. Purpose

The purpose of this ordinance is to establish a municipal Parks & Recreation Advisory Committee of appointed residents who will review and make recommendations to the Governing Body on matters concerning planning, development, operation, maintenance, and promotion of the Town's various facilities, *trails*, parks and recreational services based upon the community's needs and desires.

Section 2. Organization

A. Creation:

The Governing Body hereby establishes a Parks and Recreation Advisory Committee (hereinafter referred to as "the Committee") to support the Parks and Recreation Manager (hereinafter referred to as "the Manager").

B. Membership:

The Committee shall consist of seven (9) members, a minimum of three (3) of whom must reside within the municipal boundaries, two (2) members shall be Town Commissioners. All members shall be appointed by the Mayor with the consent of the Town Commissioners. Members must either reside within the Municipal boundaries or must certify that they own property within the Municipal boundaries or reside within the 3-mile extra-territorial zoning limits, or own a business located within the Municipal boundaries. A quorum shall be defined as a majority of the membership of the committee at the beginning of the meeting.

C. Terms:

A majority of the members on the first Parks & Recreation Advisory Committee shall be appointed for *two*-year terms and the balance of the members shall be appointed for *one*-year terms. Each subsequent term shall be for two years or less to maintain the original staggering. Appointments, re-appointments, and vacancies shall be filled by Mayoral appointment with Commission approval. Vacancies shall be filled for the remainder of the member's unexpired term. The Mayor may remove, with Town Commission approval and for cause stated in writing and made part of the public record, a member of the Committee. Members must attend eight regular meetings per year in person, by audio conference or by video conference, unless there is a legitimate excuse.

D. Officers:

The Committee shall elect from its members a Chairperson, a Vice-Chairperson, and a Secretary for one-year terms. In the absence of both the Chairperson and Vice-Chairperson the remaining members shall choose one of their numbers to act as temporary Chairperson. In the absence of the Secretary, the remaining members shall choose one of their numbers to act as temporary Secretary.

E. Powers and Duties:

The Committee shall have such powers and duties as may be delegated to it by the Town Governing Body. They are hereby delegated the following:

1. Investigate and develop recommendations regarding Town facilities, parks, and recreational needs.
2. Serve as a forum for public discussion of parks and recreation related issues.
3. Encourage the greatest use of parks and recreation programs including cooperation with other agencies and organizations that are involved in providing recreation services for the public good.
4. The Committee's recommendations may relate to all aspects of the park and recreation needs of the local community, including the overall development of the park system and recreational activities, which may include plans for additional parks, trails, open space, recreation facilities and programs. Make recommendations to the *Manager* by means of a majority vote of the Committee that will be recorded in the Committee meeting minutes.
5. The Committee Members may conduct individual site visits over the course of a year to each of the Town's Parks, Open Spaces, Trails and Programs and report back at the next Parks & Recreation Advisory Committee Meeting on conditions found. Recommendations should be made for needed repair, upgrade or addition of new equipment/facilities. Photos should be taken, when possible, to provide documentation of conditions. These reports will be recorded in the next Parks & Recreation Advisory Committee Meeting minutes as a separate line item.
6. The Committee shall hold regularly scheduled meetings at least once a month, unless otherwise notified by the Manager. All regular meetings of the Parks and Recreation Advisory Committee shall be open to the public.
7. A public record shall be kept of all actions and considerations undertaken by the Committee. The records shall be filed with the Town Clerk/Treasurer and kept available subject to the Inspection of Public Records Act, for public inspection in the office of the Town Clerk/Treasurer during normal office hours.
8. Committee findings and recommendations shall be presented directly to the Governing Body at a monthly meeting independent of any reporting by the Parks and Recreation Manager.

F. Parks and Recreation Program Manager:

1. Is directed to act as liaison between the Committee and the Governing Body.

2. In this capacity, the Program Manager shall:
 - a. Prepare, distribute, and post the Agenda for the Committee meetings.
 - b. Attend said meetings or provide notice of his or her unavailability to so attend;
 - c. Report to the Town Commission a summary, including any comments, suggestions and recommendations agreed upon at the last meeting.
 - d. Report back to the Committee all matters concerning Parks and Recreation discussed or voted upon by the Governing Body, and the results of such discussions or votes.
 - e. 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 Program Manager, who shall nonetheless report fully to the Governing Body on all Committee deliberations and discussions.
 - f. The Program Manager shall remain subject to the supervision of the Town Manager and such other employees as properly are delegated by the Town Manager or by such Town Ordinances as may be in effect from time to time and shall not be supervised by the Committee or individual Committee members.

3. Rescinded: Ordinance No. 2019-01 adopted July 17, 2019, is hereby rescinded and replaced by this Ordinance.

PASSED, ADOPTED AND APPROVED THIS DAY OF 5th DAY OF APRIL 2022.


Audrey J. Jaramillo, CMO, CPA, CFE, JM
Mayor

ATTEST:


Estefania Muller, CMC
Clerk-Treasurer