

PARKS AND RECREATION ADVISORY COMMISSION

CREATING AUTHORITY: Approved by City Council on June 30, 1999 by Resolution No. 1999-62. Amended membership requirements by Resolution No. 2003-11 adopted January 29, 2003 Amended on February 28, 2007 by Resolution No. 2007-22, rescinding Resolutions 1999-62 and 2003-11 regarding the Parks Advisory Committee and adopting a Resolution establishing a Parks and Open Space Advisory Commission. Amended on December 9, 2009 by Resolution 2009-130 to include a Subcommittee to serve as the Municipal Tree Board. Amended on May 27, 2015 by Resolution 2015-42 repealing Resolution 1999-88 and 2009-130. Resolution 2015-61.

MEMBERSHIP; OFFICERS:

- A. *Membership.* The PARC membership shall consist of nine members appointed by the mayor with the approval of the Governing Body. Members shall be persons who have expressed an interest in serving on the Parks and Recreation Commission, who represent a broad range of parks and recreation users; have backgrounds related to active, passive, regional, community or neighborhood parks and recreation policies; have knowledge of parks and recreation use, maintenance or construction; and who are qualified by training, experience, and ability to exercise sound and practical judgment regarding the duties and responsibilities of the PARC.
- B. *Officers.* The mayor, with the approval of the city council, shall appoint the chairperson. The chairperson shall designate the vice chairperson.
- C. *Representatives.* Youth representatives, in order to involve them in the public process, will be named each year by the chair. Youth representatives will be recruited from Santa Fe public and private schools and the Santa Fe Community College and will be non-voting members.

SUBCOMMITTEES:

- A. Marty Sanchez Golf Course;
- B. Municipal Tree Board; and
- C. The chairperson shall appoint other subcommittees and subcommittee chairpersons as needed.

TERMS:

- A. *Chair.* Upon being named by the Mayor, the chairperson shall serve for a period of one year. Following one year of service, the chairperson shall be elected (or re-elected) by the members of the commission. Subsequent elections for the Chair will be two years.
- B. *Members.* Of the initial appointments, four of the members shall be appointed for two year terms and five shall be appointed for four year terms. Subsequent terms shall be for four years to maintain staggering of terms. Members may serve three

terms. After three consecutive unexcused absences a commission member shall be automatically removed and notified thereof by the chairperson. Vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term. Any member of the commission may be removed by the Mayor with the approval of the Governing Body, with or without cause.

MEETINGS: A quorum shall be at least five members. The PARC shall meet at least once per month and shall conduct all meetings in accordance with the adopted city policy and procedures.

STAFF LIAISON: Jessie Esparza, Parks Division Director
(955-2106)

PURPOSE: The commission shall review and make recommendations to the governing body and city staff related to parks and open space.

DUTIES AND RESPONSIBILITIES:

- A. Make recommendations regarding the priorities for funding parks and recreation improvements in the *Parks, Open Space, Trails, and Recreation Master Plan* in a timely manner.
- B. Provide ongoing advice regarding all park and recreation related issues including, acquisition, dedication, planning, development, construction, operation and maintenance of parks and recreation facilities.
- C. Consult with the following groups as needed, the Parks and Recreation Department, Public Works Department; Public Utilities Department; Planning and Land Use Department; the County of Santa Fe; the Bicycle and Trails Advisory Committee; the Santa Fe River Commission; the Planning Commission and other City Division and advisory committees.