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**RESOLUTION 06-12 AMENDING  
AND SUPERCEDING  
RESOLUTION 04-03 BY CHANGING THE YOUTH AND FAMILY  
CENTER ADVISORY COMMITTEE TO THE PARKS,  
RECREATION ADVISORY BOARD;  
CREATING THE POSITION OF YOUTH AND FAMILY CENTER  
DIRECTOR; AND THE RESPONSIBILITIES THEREOF.**

16 **Whereas**, the Town of Taos wishes to improve the quality of parks, recreation, programs,  
17 services and facilities; and  
18

19 **Whereas**, the Town Council desires to create a new position of Director of the Youth and  
20 Family Center to manage and operate the facility in a professional manner and to promote the  
21 facility for maximum utilization by the citizens of this community; and  
22

23 **Whereas**, the Town of Taos finds that it is in the best interest of the community to appoint a  
24 Parks and Recreation Advisory Board that represents the broad's parks and recreational interests  
25 of the community to recommend policy, marketing, promotion, and evaluation of the services,  
26 facility and programs to the Town Council; and  
27

28 **Whereas**, The Town Council finds that is necessary to authorize a reorganization of the  
29 Buildings and Grounds Department to accomplish the above objectives.  
30

31 **NOW THEREFORE BE IT RESOLVED** that the reorganization of the Department of  
32 Buildings and grounds is hereby authorized. Following the appointment of the Director of  
33 Operations, a transitional period up through June 30, 2004 will follow where the new Director  
34 shall work in cooperation with the of the Director of Buildings and Grounds.  
35

36 No later than 60 days following the appointment of the Director of Operations, an Operations  
37 Plan will be prepared by the new Director that outlines the new responsibilities of the staff, the  
38 new job descriptions of all personnel, and proposed objectives for 2004, desired outcomes and  
39 benchmarks for each objective, and a supporting budget for the 2004 fiscal year.  
40

41 No later than 60 days, the Director of Buildings and Grounds shall prepare a new organizational  
42 chart that effectively splits the Department. He shall outline the new responsibilities of the staff,  
43 proposed objectives for 2004, desired outcomes and benchmarks for each objective, and a  
44 supporting budget for the 2004 fiscal year.  
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1 The Town Manager will review both proposals; operations plan, and budget and make the final  
2 decision on how the reorganization will occur. Budget instructions to both Directors include a  
3 3% increase in operational expenses, and cost of living increases for the existing staff positions.  
4 With the exception of the additional staff position allocated to the Director of Operations, and  
5 two FTE for the new swimming pool, no other staff expansions will be authorized.  
6

7 Building Maintenance, Park Maintenance, and Affordable Housing shall remain as part of the  
8 Buildings and Grounds Department. All recreational programs, the swimming pool, and the  
9 youth and family center facility will become a part of the Youth and Family Center.  
10 Administrative support for both departments will be provided by the existing Administrative  
11 Assistants. Office space allocation will also be determined during the transitional period.  
12

13 **BE IT FURTHER RESOLVED**, that the Town Council hereby authorizes the Town Manager  
14 to establish the following organizational changes:  
15

16 **1. Youth and Family Center:**

17 The Taos Youth and Family Center includes the Boy's and Girls Club, an Olympic size  
18 ice arena, a 14,000 square foot skateboard park, a commons area, offices, concession area,  
19 computer lab, a new swimming pool, public parking areas, and other facilities that may be added  
20 in the future.  
21

22 **2. Parks and Recreation Advisory Board.**

23 There is hereby created the Parks and Recreation Advisory Board herein after "the  
24 referred to as "the Board". The Board shall be appointed by the Mayor with the advice and  
25 consent of the Town Council. The purpose of the Board is to advise the Town Manager, and the  
26 Mayor and Council on the efficient operation of parks and recreation, programs, services and  
27 facilities. The Board will also provide advise on the programs offered at the Youth and Family  
28 Center, including the operations plan, marketing and promotion of the center, and assist the  
29 Director in meeting short and long term objectives.  
30

31 **3. Director of The Youth and Family Center**

32 There is hereby created the position of Director of Operations. This position shall serve  
33 under the general supervision of the Town Manager, and shall be responsible for the  
34 management, operation, marketing, and promotion of the Youth and Family Center. This is an  
35 exempt management position that serves at the pleasure of the Town Manager, and may be  
36 terminated at any time, with or without cause. The Parks and Recreation Advisory Board will  
37 provide to the Town Manager a performance review of the positions of Youth and Family Center  
38 Director and the Parks Supervisor, and submit its recommendation to the Town Manager who  
39 will then provide an official performance review of the Youth and Family Director and Parks  
40 Supervisor.  
41

42 All other personnel necessary for the operation of the Taos Youth and Family Center and the  
43 Parks shall be regularly employed by the Town in similar manner to all other personnel of the  
44 Town, and shall be subject to all rules, regulations and policies pertaining to Town employees.  
45

46 **4. Composition of the Board.**  
47

1 The members of the Advisory Board serve at the pleasure of the Mayor and may be  
2 replaced at will. The term of appointment for the Board members will be for the term of office  
3 of the Mayor. At that time the term of all Board Members shall expire, and it will be up to the  
4 new Mayor to appoint or re-appoint the members. The members of the Board will serve as such  
5 without compensation.  
6

7 The Parks and Recreation Advisory Board shall consist of thirteen (13) voting members  
8 who are residents of the community at large. Preference for membership will be given to  
9 individuals who have a history in working with parks and recreation programs, services and  
10 facilities and demonstrate a commitment to Taos Youth and Family Center, Parks, and  
11 Recreation. The membership of the board shall strive to reflect the demographic and geographic  
12 diversity of Taos.  
13

14 **5. Organization and Officers of the Board.**

15 The Mayor shall appoint the Chairperson of the Board who shall serve until replaced by  
16 the Mayor upon completion of the Mayor's current term. At the next regular meeting of the  
17 Advisory Board in June 2004, and annually thereafter, the Advisory Board will hold elections for  
18 the succeeding year by electing from its membership a chairperson, vice-chairperson, a secretary  
19 and such other officers as may be necessary to carry out the functions for which it is created.  
20

21 The Chairperson of the Advisory Board shall preside at all meetings, appoint all  
22 committees, call special meetings when necessary and generally perform the duties of a presiding  
23 officer. In the absence of the chairperson, the vice chairperson shall preside. The chairperson  
24 shall meet at least quarterly with the Town Manager to brief him on the activities of the board  
25 and the status of the programs.  
26

27 **6. Staff liaisons to the Advisory Board**

28 The Director of the Youth and Family Center and The Parks Supervisor or their designees  
29 shall be the staff liaisons to the Advisory Board, and will be present at all meetings of the Board.  
30

31 The Youth and Family Center Director (or his or her designee) shall prepare agendas for,  
32 and keep a record of all of the proceedings of the Advisory Board meetings, shall issue notices of  
33 all regular meetings, and upon authorization of the chair of the Advisory Board, of all special  
34 meetings, shall have custody of the minutes and other records of the Advisory Board, shall notify  
35 the Mayor of any vacancies on the Advisory Board, present or prospective in the near future.  
36

37 **7. Relationship with Town Staff and Media.**

38 The members of the Advisory Board shall communicate with town employees and  
39 contractors solely through the Youth and Family Center Director or Parks Supervisor. No  
40 member of the Advisory Board shall give any order directly to any department or employee,  
41 either publicly or privately. It should be clear to everyone that only a majority of the Board has  
42 any authority to recommend policy and procedure to the Town Council.  
43

44 All news releases regarding Advisory Board action and/or decisions must be approved and  
45 released by the Town Manager to ensure that content matches intent.  
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47

1 **8. General authority and Purpose.**

2 The Advisory Board shall act as an advisory body only and shall advise and assist the  
3 Town Council to ensure the efficient operation of the Taos Parks and Recreation programs,  
4 services and facilities. All recommendations from the Advisory Board shall first be submitted to  
5 the Town Manager for review and comment.  
6

7 The purpose of the Advisory Board is to provide insight in the planning, organizing and  
8 coordinating of parks and recreation programs and activities. The Advisory Board may  
9 recommend guidelines concerning all matters of policy pertaining to the use of Taos Parks and  
10 Recreation, programs, services, and facilities and may recommend to the council guidelines for  
11 the provision, conduct and supervision of programs, services and facilities. The Advisory Board  
12 may evaluate recreation programs, services, and, facilities and make suggestions for  
13 improvements.  
14

15 The Advisory Board will assist in the creation of goals and objectives for the upcoming  
16 fiscal year and the evaluation of said goals and objectives. Advisory Board members have an  
17 obligation to put the interests of the Town of Taos over all personal considerations. Their goal  
18 should be "what is in the best interest for the broadest public good for the Town of Taos."  
19

20 **9. Meetings of the Board.**

21 The Advisory Board shall hold regular meetings, the date to be fixed by the board. The  
22 time and place of such meetings shall be fixed by the board during its first meeting.  
23

24 A majority of the Advisory Board is a quorum for the purpose of transacting business.  
25 Unless otherwise provided by law, a question before the governing body shall be decided by a  
26 majority vote of the members present. No business shall be conducted in the absence of a  
27 quorum. Individual members will not speak for the Board unless specifically authorized to do so  
28 by Advisory Board Action.  
29

30 The Advisory Board may prepare by-laws or procedures for the operation and conduct of  
31 the Advisory Board, subject to approval of the Town Council. The operation of parks and  
32 recreation programs, services, and facilities shall be under the supervision of the Town Manager.  
33

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35 **RESOLVED AND APPROVED** this 21<sup>st</sup> day of February 2006 by the Town  
36 Council of the Town of Taos.  
37

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41 BOBBY F. DURAN  
42 MAYOR

43 ATTEST:

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45 \_\_\_\_\_  
46 Renee Lucero  
47

1 Interim Town Clerk

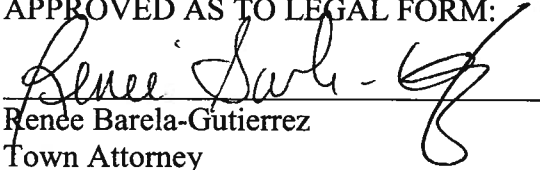
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4 APPROVED AS TO LEGAL FORM:

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Renee Barela-Gutierrez

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Town Attorney

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