

TITLE IV - CULTURE AND RECREATION

CHAPTER 116
PARKS AND RECREATION BOARD

116.01 Board Created
116.02 Organization
116.03 Duties

116.04 Reports
116.05 Rules
116.06 Treasurer

116.01 BOARD CREATED. A Parks and Recreation Board is hereby created to control all parks and pleasure grounds of the City and to control parks and community facilities for other forms of recreation. It shall also plan and oversee City programs and encourage other programs for the leisure time of the City's residents of all ages.

116.02 ORGANIZATION. The Board shall consist of seven (7) members, all citizens of the City, appointed by the Mayor with the approval of the Council for overlapping three (3) year terms. Members shall serve without compensation, but may receive their actual expenses. Vacancies shall be filled in the same manner as original appointments.

Members of the Board may serve a maximum two full terms consecutively. If a member fills a vacancy after a term has begun, he/she shall complete that term and be eligible to be appointed to two additional terms. *(Ord. 816 - Oct. 00 Supp.)*

116.03 DUTIES. In addition to its duty to make a plan for recreation and for the facilities for recreation, and to update and revise these plans as required, the Board shall have authority over the properties and personnel devoted to parks and recreation, subject to the limitation of expenditures for salaries and supplies, contracts and capital outlays set forth in the annual budget provided by the Council for parks and recreation operations; and it shall cooperate with the Mayor in the allotment of time of City employees for parks and recreation purposes. The Board shall also have the following specific powers and duties, to-wit:

1. **Elect Officers.** To meet annually in January and elect from its members a Chairperson, a Vice Chairperson, a Secretary and other such officers as it deems necessary.
2. **Development.** To recommend development and extension of parks and recreational facilities to the Council, and accomplish the same as specific municipal budget allocations permit.

3. Employees. To employ a director of parks and recreation, assistants and other employees necessary for the proper management of the parks and recreational facilities within specific municipal budget allocations, and to receive reports therefrom. Wages, benefits and other compensation of full time and regular part time employees will be fixed by the Council. Wages of temporary and seasonal employees will be set by the Parks and Recreations Board. *(Ord. 822 – Feb. 01 Supp.)*

4. Purchasing. To select and purchase all items considered necessary for the operation of the parks and recreational facilities subject to their specific municipal budget allocation.

5. Nonresident Use. To authorize the use of the parks and recreational facilities by nonresidents of the City and to fix charges for this privilege as well as fixing charges, if any, for use by residents of the City.

6. Expenditure of Funds. To control exclusively, subject to municipal budget allocation, the expenditure of all portions of the municipal funds allocated for parks and recreational purposes by the Council and of all money available by gifts or otherwise, not including specific Council allocations or grants for the erection or construction of specific parks and recreational facilities, and of all other funds belonging to the Board, including charges made and collected for the use of parks and recreational facilities.

7. Budget. To make and submit to the finance officer on or before the first day of January in each year an estimate, in specific budget form, of amounts necessary for the improvements, operation and maintenance of the parks and recreational facilities for the coming fiscal year, the amounts expended for like purposes for the two preceding years and the amount of income expected for the next fiscal year from the sources other than taxation.

8. Policy and Public Relations. To perform its legal responsibility, to be responsible for sound programming and personnel policies, to maintain good public relations and to keep records of its proceedings.

116.04 REPORTS. The Board shall make written reports to the Council of its activities from time to time as it deems advisable, or upon Council request. Its revenues and expenditures shall be reported to the Clerk in the manner of other departmental expenditures, and a copy shall be provided to each member of the Board and in the Clerk's report to the Council at the Council's request.

116.05 RULES. The Board shall have power to make rules and regulations for the use of parks or other recreational facilities or for the conduct of recreation programs. Such rules shall be either posted on the facility or otherwise publicized in a manner to provide adequate notice to the using public. A violation of any board rule or regulation, so posted or publicized, may be cause for denial of the use of a facility or participation in a program.

116.06 TREASURER. All money allocated by budget for the municipal parks and recreational facilities fund shall be deposited with the Treasurer. This money shall be kept separate from all other money and shall be paid out only on orders of the Board signed by its Chairperson as budgeted or granted by the Council.