

2501. PARKS AND RECREATION COMMISSION

2501.010. ESTABLISHMENT OF COMMISSION. A Parks and Recreation Commission is hereby established to advise the City Council on Parks and Recreation related matters. The Commission will consist of up to seven (7) members to be appointed by the City Council.

2501.015. APPLICANT INTERVIEW PROCESS. Citizens applying for seats on the Commission shall be interviewed by the Mayor and one City Council Member or two Council Members if the Mayor is not available; the Chair or Vice Chair of the Commission; and the Parks & Recreation Director.

2501.020. RESIDENT WITHOUT ELECTED OFFICE. Each member shall be a resident of the City who does not hold any elected office.

2501.030. TERM OF OFFICE, NUMBER OF TERMS, AND VACANCIES. Each member shall be appointed by the Council and shall hold office until expiration of his/her term. Members shall serve a term of three (3) years except in the case of filling vacancies with unexpired terms. Each member may serve for no more than three (3) consecutive three (3) year terms. Partial terms do not count toward term limits. If a member has served three (3), three (3) year terms, that person is eligible to reapply for Commission membership, after a minimum of a one (1) year absence from the Commission. If that person is appointed, term limits would start over.

In case of vacancy during the term of office of any member of the Commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death; residence outside of the City; resignation; failure to serve; or removal from office. A failure to serve shall be deemed to exist if any member is absent from three (3) consecutive meetings, or is absent from four (4) meetings within a calendar year. For purposes of determining a failure to serve, a meeting shall be defined as any scheduled regular meeting.

In addition to the regular commission members, the City Council may appoint up to one additional resident of the city who is the age of 18 or under and enrolled in high school to serve a one-year term on a commission as a youth commissioner. Youth commissioner terms expire on July 31 of each year.

2501.035. REMOVAL FROM OFFICE. Commission members shall be subject to removal by a majority vote of the City Council.

2501.040. COMPENSATION. Members of the Parks and Recreation Commission may receive compensation as the City Council may provide by resolution.

2501.050. ORGANIZATION AND MEETINGS. The Mayor shall annually recommend to the Council a member of the Commission to serve as Commission Chair. The Council shall

then appoint a Chair. The Commission shall annually elect one member to serve as Vice Chair. The Vice Chair shall assume the Chair's responsibilities in that person's absence. The Commission shall hold at least one regular meeting each month, unless an adjustment in this meeting schedule is deemed necessary. A record of the Commission meetings shall be maintained and forwarded to the City Council.

2501.060. STAFF CONTACT FOR COMMISSION. The Parks and Recreation Director shall be the staff's official advisor to the Commission, and shall attend all meetings unless excused by the Commission.

2501.080. DUTIES AND RESPONSIBILITIES. The duties and responsibilities of the Commission shall be as follows:

- (1) Serve in an advisory capacity to the City Council on parks and recreation matters.
- (2) Endeavor to secure a full and complete understanding of the City's needs and desires for parks and recreational facilities and be sensitive to the acceptance within the community of the current program.
- (3) Convey to the Council their understanding of the community's sentiment regarding parks and recreation by submitting recommendations to the City Council on parks and recreation programs and policy, including land acquisition, facility development, and financial support.
- (4) Review conditions and adequacy of City park property.
- (5) Review conditions and adequacy of City recreation programs.
- (6) Provide hearings to groups or individuals upon request regarding parks and recreation matters.
- (7) Propose regulations for control of City park property to the City Council.
- (8) Advise and assist design professionals on preparation of specific plans prior to their presentation to the City Council for formal approval.
- (9) Represent the City at community functions where appropriate and approved by the Parks and Recreation Director or City Administrator and by the City Council when deemed appropriate by City staff.
- (10) Represent the City at meetings with other community, county or state boards of similar nature where appropriate and approved by the Parks and Recreation Director or City Administrator and by the City Council when deemed appropriate by City staff.

- (11) Advise and assist the Planning Commission in maintaining the City Comprehensive Plan.
- (12) Be aware of the role and services provided by Little Canada Recreation Association, 55+ Club, and any other service organization which is related to the provision of recreation services within the community.
- (13) Keep informed and consider all financial aspects pertaining to parks and recreation.
- (14) Maintain an interest in and an understanding of the City school system, and promote the greatest possible utilization of school and municipal recreation programs.
- (15) Consider proper names for City park property.
- (16) Serve as City Tree Board.
- (17) Advise the Parks and Recreation Director in preparation of the annual budget and long-range capital improvement program.
- (18) Perform other duties and functions or conduct studies and investigations as specifically directed or delegated by the City Council.

2501.090. NO FINAL AUTHORITY. All action of the Parks and Recreation Commission shall be in the nature of recommendations to the City Council, and said Commission shall have no final authority with reference to any matters except as the Council may lawfully delegate authority to it.

2501.100. PUBLIC MEETINGS. All meetings of the Parks and Recreation Commission shall be opened to the public and shall be held in such manner as to permit public attendance.

(Source: Ord. 148, Amended: Ord. 165, 271, 359, 458, 597, 758, 857)