

CHAPTER 23

PARKS AND RECREATION

23.01 Hiring of Personnel

23.02 Duties of the Recreation Director

23.03 Reports

23.04 Rules

23.01 HIRING OF PERSONNEL. The City shall hire a Recreation Director. The hiring of this position shall be done by the Mayor with approval by the Council. Any other necessary personnel shall be hired with the approval of the Mayor, Recreation Director, and City Council. The Council shall prepare written job descriptions for the Recreation Director, and other necessary personnel.

23.02 DUTIES OF THE RECREATION DIRECTOR. 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 Recreation Director has 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. The Recreation Director shall submit to the Council each year a proposed budget for the ensuing fiscal year. The Recreation Director shall cooperate with the Mayor in the allotment of time of City employees for parks and recreation purposes. The Recreation Director shall order supplies by the procedures established by the Council for all departments of the City, and payment will be made by check written by the Clerk for invoices submitted and approved by the Recreation Director.

23.03 REPORTS. The Recreation Director 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 monthly by the Clerk in the manner of other departmental expenditures, and a copy shall be provided to each member of the Recreation Director and in the Clerk's report to the Council.

23.04 RULES. The Recreation Director has the power to make rules and regulations for the use of parks or other recreational facilities or for the conduct of recreation programs, subject to the approval of the rules by the Council. Such rules shall be either posted on the facility or otherwise publicized in a manner to provide adequate notice to the using public. Violation of a rule or regulation so posted or publicized may be cause for denial of use of the facility or if it is a violation of this Code of Ordinances may be prosecuted as a simple misdemeanor.

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