

CHAPTER 24

PARKS AND RECREATION COMMISSION

24.01 Commission Established
24.02 Officers
24.03 Powers and Duties
24.04 Additional Powers and Duties
24.05 Review of Expenses

24.06 Rules and Regulations
24.07 Cooperation with Schools and Citizens
24.08 Budget and Reports
24.09 Director and Employees

24.01 COMMISSION ESTABLISHED. There is established a Parks and Recreation Commission consisting of nine members. Five of the members shall be residents of the City and the sixth shall be a resident of the Jefferson-Scranton Community School District (residing either within or outside the City). These six members shall be appointed by the Mayor with the approval of the Council. The term of these six member shall be three years, with two members appointed or reappointed each year for a three-year term. The seventh and eighth members of the Commission shall be members of the Council and shall be appointed annually by the Mayor with the approval of the Council. The ninth member of the Commission shall be appointed by the Jefferson-Scranton Community School District Board of Directors for such term and with such qualifications as it may determine. All members of the Commission shall serve without compensation.

24.02 OFFICERS. At the first meeting of the Commission after January 1 each year, the members thereof shall elect a Chairperson and a Secretary for the ensuing year, and such other officers as the Commission considers necessary.

24.03 POWERS AND DUTIES.

1. The Parks and Recreation Commission shall be in charge of and shall make such plans as it deems proper for the maximum use of all parks and recreational areas in the City or within its jurisdiction.
2. The Commission shall have the power, with the approval of the Council, to hire or terminate a suitable director, employees and others who provide recreation services and designate the nature of their employment and duties. The Parks and Recreation Commission shall recommend a salary schedule to the Council for its approval.
3. The Commission shall from time to time survey and review the facilities available and make recommendations for repairs, improvements and maintenance of physical facilities. The Council shall be responsible for repairs, improvements and maintenance of all these facilities according to the recommendations of the Parks and Recreation Commission.

4. Prior to final action for the construction of improvements of all parks and recreational facilities, the Council shall refer the improvements to the Parks and Recreation Commission. The Parks and Recreation Commission shall, within twenty-one calendar days, review the improvements and report its recommendations back to the Council.

24.04 ADDITIONAL POWERS AND DUTIES. The Council may by resolution delegate to the Commission additional obligations, powers and duties.

24.05 REVIEW OF EXPENSES. All bills incurred by the Parks and Recreation Commission in connection with the use and operation of the parks and recreational facilities shall first be reviewed by the Commission which shall by suitable notation thereon approve or disapprove of the bills. If approved, the bills shall be presented to the Council for payment from those recreation use funds as noted by the Commission.

24.06 RULES AND REGULATIONS. The Parks and Recreation Commission shall have power to make and adopt, amend, modify or repeal bylaws, rules and regulations not inconsistent with law for the use, government and management of the parks and recreational facilities within the confines of municipal policy and budget.

24.07 COOPERATION WITH SCHOOLS AND CITIZENS. The Parks and Recreation Commission shall cooperate with the Board of Education, the Superintendent of Schools, or other citizens interested in recreational facilities and adopt policies for the operation and use of such parks and recreational facilities.

24.08 BUDGET AND REPORTS. The Commission shall prepare and file a budget of estimated receipts and expenditures for the next fiscal year with the City Administrator, at such time and in such form as required by the Council. The Commission shall present such reports and information as requested by the Council or Mayor.

24.09 DIRECTOR AND EMPLOYEES. The director, under the authorization and with the approval of the Parks and Recreation Commission, shall be in charge of the use of parks and recreational areas and the persons making use of the same and shall have the power to employ all necessary assistants for each park or recreational area, and designate the nature of employment, salary and duties. The director and other full-time employees shall receive the same employment benefits as do all full-time employees under the direction of the Council except those under contract.