

**151.03 ADMINISTRATION.**

- (a) The following books and records shall be retained at the office of the Director:
  - (1) Such financial accounts and reports as directed by the Director of Finance.
  - (2) An attendance record of those Parks & Recreation Board and Landscape Board members and others who attend Board meetings.
  - (3) The Minutes, record the actions taken during Parks & Recreation Board and Landscape Board meetings. An action includes, but is not limited to: any rule, other than a rule of procedure of the Board, regulations; resolution; recommendation, other than one regarding changes in fees and charges; appointment; transfer; promotion; demotion; termination of employment; expenditure. Said minutes shall be maintained at the office of the Director in accordance with the approved record retention schedule.
- (b) The Director shall submit in a timely manner to the Mayor any and all actions taken by the Parks & Recreation Board and Landscape Board at that meeting, and the Mayor shall have ten days from the date the notice was received to notify the Parks & Recreation Board, Landscape Board and Council in writing of disapproval of any action and reasons therefore. Failure to disapprove within the time specified shall be deemed approval. The Clerk of Council shall, upon receiving notice from the Mayor, set the disapproval as an order of business upon the agenda of the next regular meeting of Council for which an agenda has not yet been set. Council shall vote at that meeting on the matter of overriding the Mayor's veto or the decision shall be deemed approved.
- (c) The Director shall, within two days of a meeting, report to the office of the appointing authority (Mayor or Council) the name of any member who has been absent from three regular meetings in any calendar year.

(Ord. 0030-2011, Passed 2-22-11; Ord. No. 0003-2017, Exh. A, 2-6-17; Ord. No. 026-2020, § 1(Exh. A), 5-19-20)  
(Amended Ord. 00xx-2024, eff. 1-1-25)