



TO: Mayor Laurie A. Jadwin
City Administrator
Director of Finance
Members of City Council
City Attorney
Clerk of Council

FROM: Stephanie Bernard-Ferrell, Director of Parks & Recreation

DATE: April 8, 2020

SUBJECT: Report to Council, April 20, 2020

ACTION ITEMS FROM THE DIRECTOR OF PARKS & RECREATION

ACTION ITEM # 1 – 151 Code Change

We are requesting an Ordinance to amend Chapter 151 at the recommendation of the Parks & Recreation Board.

Requested Legislation and Funding

- Legislation Needed: Ordinance

Attachments

- Chapter 151

ACTION ITEM # 2 – 153 Code Change

We are requesting an Ordinance to amend Chapter 153 at the recommendation of the Parks & Recreation Board.

Requested Legislation and Funding

- Legislation Needed: Ordinance

Attachments

- Chapter 153

CHAPTER 151
Department of Parks and Recreation

- 151.01 Organization; Parks and Recreation Department.**
- 151.02 Director's powers and duties.**
- 151.03 Administration.**

CROSS REFERENCES

Authority to establish - see CHTR. 4.18
Land appropriation for parks - see Ohio R.C. 715.21, 719.01
Playgrounds - see Ohio R.C. 755.12 et seq.
Park conduct - see GEN. OFF. Ch. 563

151.01 ORGANIZATION; PARKS AND RECREATION DEPARTMENT.

The Department of Parks and Recreation shall be under the supervision of the Director of Parks and Recreation and may include such other staff positions as are established by Council. In the event that there is a vacancy in the position of a supervisor or manager, the Director shall, at no additional compensation, also serve in that position until the vacancy is filled. The Director shall be appointed by the Mayor.
(Ord. 0030-2011. Passed 2-22-11.)

151.02 DIRECTOR'S POWERS AND DUTIES.

The Director of Parks and Recreation shall have the following powers and duties:

- (a) Appoint supervisors and managers.
- (b) Supervise the administration and operation of all programs and activities of the Department.
- (c) Purchase all equipment and supplies needed by the Department in a manner prescribed by the Purchasing Agent.
- (d) Supervise the performance of work of the Department.
- (e) Prepare, in the manner prescribed by the Mayor, the departmental budget.
- (f) Coordinate the preparation of applications for grants from public and private sources.
- (g) Perform such other duties as may be directed by the Mayor.
(Ord. 0030-2011. Passed 2-22-11.)

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) A Minute Book, recording 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 removed at the end of each calendar year to the office of the Clerk of Council for permanent storage as established by the Records Commission.
- (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, Council, or School Board) the name of any member who has been absent from three regular meetings in ~~any twelve-month period~~ **ANY CALENDAR YEAR.**

(Ord. 0030-2011. Passed 2-22-11.)

CHAPTER 153
Parks and Recreation Board

- 153.01 Creation.**
- 153.02 Organization.**
- 153.03 Powers and duties.**
- 153.04 Setting of fees.**

CROSS REFERENCES

Authority to establish - see CHTR. §4.18
Statutory provisions - see Ohio R.C. 755.12 et seq.
Open meetings - see ADM. Ch. 107

153.01 CREATION.

(a) There is hereby created a Gahanna Parks and Recreation Board which shall consist of seven electors of the Municipality. Three of the seven electors shall be appointed by the Mayor; three of the seven electors shall be appointed by Council; and one elector of the Municipality who is employed by the Gahanna Jefferson School District shall be appointed by the Board of Education. Beginning January 2, 1997, one of the seven electors will be appointed by the Mayor for three years, one will be appointed by Council for three years, one will be appointed by the Mayor for two years, one will be appointed by Council for two years, one will be appointed by the Mayor for one year and one will be appointed by Council for one year. Thereafter, each January 2 (if January 2 is a Sunday, then January 3) as the terms expire, City appointments shall be made for a term of three years by the respective appointing authorities for the position for which the term is ending. The School Board shall designate one City elector each year at its first meeting of the year to serve a one year term.

(b) A member of the Board may be removed from office for just cause by the appointing authority, following notice and an opportunity to be heard. Such removed member shall not be eligible for appointment to the Board for a period of five years following removal. Any member of the Parks and Recreation Board that has been absent from three regular meetings during any calendar year, whether excused or not, **is MAY BE** removed from office, but may be reappointed at the will of any appointing authority.

(c) Vacancies shall be filled for unexpired terms in the same manner as initially executed. If an appointment to be made by the Mayor is not made within forty-five days after the date such vacancy occurs, Council, by majority vote, shall make the appointment to the Board for the unexpired term. If an appointment to be made by Council is not made within forty-five days after the date such vacancy occurs, the Mayor shall make the appointment to the Board for the unexpired term. In the event that the Board of Education fails to appoint a member to the Board within forty-five days from the date of vacancy, the Mayor, with confirmation by Council, shall appoint the additional member of the Board for that term.
(Ord. 0030-2011. Passed 2-22-11.)

153.02 ORGANIZATION.

Council shall establish the date, time and place for the first meeting each year, at which the Parks and Recreation Board shall organize. The Mayor shall preside at this meeting until the chairman is elected. The Parks and Recreation Board shall choose its own officers, establish its own rules of operation, and maintain a record of its proceedings and actions. A majority of the members shall be a quorum for the transaction of business. Meetings must be held a minimum of ~~nine (9)~~ **TEN (10)** times per year and must be open to the public. (Ord. 0030-2011. Passed 2-22-11.)

153.03 POWERS AND DUTIES.

The Parks and Recreation Board shall have the power to set and establish charges and fees except as otherwise provided herein; and it shall be its duty to make recommendations to the Mayor on equipping, operating, directing and maintaining all the recreational facilities, park facilities, and City recreational programs. The following powers and duties also are under the jurisdiction of the Parks and Recreation Board.

- (a) To set the overall parks and recreation policy.
- (b) To recommend to the administration establishment of positions within the Department, including requests to the Civil Service Commission for establishment of classified positions as deemed necessary.
- (c) To recommend to Council the adoption of and any changes to park rules.
- (d) To set the Board's rules of procedure.
- (e) To make recommendations to the Planning Commission regarding the acceptance of park land or fees in lieu of land dedication.
- (f) To review the budget as prepared by the Director before submittal to the Mayor.
- (g) The Board shall serve as the appeals body for resolving disputes involving the allocation and use of City parks and recreation facilities and programs.
(Ord. 0033-2011. Passed 2-22-11.)

153.04 SETTING OF FEES.

- (a) Annually the Board shall recommend to Council a pricing policy that guides the establishment of charges and membership fees for City recreational programs and City use.
- (b) The pricing policy would include but not be limited to subsidy rates, nonresident fees, and discounts.
- (c) No permit or fee may be waived without the explicit consent of the Parks and Recreation Board. (Ord. 0026-2009. Passed 2-17-09.)