

**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.)