

ORDINANCE NO. 09-01-2014

AN ORDINANCE ESTABLISHING THE RECREATION BOARD OF SANTAQUIN CITY

WHEREAS, Santaquin City, a political subdivision of the State of Utah, which has the responsibility of “developing and preserving a sense of community” (Powers and Duties, ULCT 2014, p 5.); and

WHEREAS, A component of Santaquin City's Mission Statement is to “...provide for a strong, positive civic image and quality of life for people who live and work in Santaquin City...”; and

WHEREAS, Providing a high “*quality of life*” through recreational, educational and community events to the community can best be accomplished through community representation; and

WHEREAS, The establishment of policies and procedures for the effective and representative operation of Santaquin City's recreational facilities, fields and programs can likewise best be accomplished through community representation; and

WHEREAS, it is the desire of the Santaquin City Council to form the Santaquin City Recreation Board by ordinance to address the aforementioned concerns, establish recommended plans, and establish policy for the efficient operation of the Santaquin Recreation Department and its programs;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
SANTAQUIN CITY, UTAH, AS FOLLOWS:**

SECTION I.

TITLE II

Chapter 7 - RECREATION BOARD

2-6-1: RECREATION ESTABLISHED; MANAGEMENT:

The Santaquin City Recreation Board is hereby established to be kept and

maintained for the purpose of promoting community health and well-being through fun and memorable recreation experiences and activities for everyone. The recreation department shall be managed and operated by the recreation coordinator under the direction of the mayor, or designee, and under the broad policy guidance established by the recreation board.

2-6-2: BOARD ESTABLISHED; TERMS OF OFFICE; BYLAWS:

- A. Recreation Board Members: There is hereby created and established the Santaquin City Recreation Board, which shall consist of seven (7) members who shall be residents of the city. It is hereby established that one member of the board shall be a member of the city council. All members shall be appointed by the mayor, with the advice and consent of the city council, for terms as set forth below or until their respective successors are appointed. If any member is an elected official, he or she shall be deemed replaced by his or her successor in office. Subject to the above, any vacancy on the board will be filled by appointment by the mayor, with the advice and consent of the city council.
- B. Terms of Office: The mayor shall initially appoint a recreation board member for one (1), two (2), or three (3) year terms, subject to confirmation by the city council. Annually thereafter the mayor shall, before July 1 of each year, or as soon thereafter as possible, appoint for three (3) year terms, subject to confirmation by the city council, board members to take the place of retiring board members.
- C. Bylaws: The board shall govern itself by a set of bylaws that it shall prepare and have approved by the city council. A current copy of the bylaws shall be maintained in the office of the city recorder for public use. The bylaws may be amended by a majority vote of all members of the board, provided written notice of the proposed amendments shall have been mailed to all board members at least ten (10) days prior to the meeting at which such action proposed will be taken. The board shall appoint, under the procedures outlined in the bylaws, any board officers designated in those bylaws. The bylaws shall include provision for training of the board members as well as the recreation staff.

2-6-3: VACANCIES:

Vacancies in the board occasioned by removals, resignations or otherwise, shall be filled for the unexpired term in the same manner as original appointments.

2-6-4: COMPENSATION:

Board members shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from recreation funds.

2-6-5: CHAIRPERSON DUTIES:

Following their appointment, the board members shall meet and elect a chairperson and vice chairperson, and such other officers as they deem necessary, for one year terms. The chairperson shall present the agenda, as hereinafter provided, of all matters pertaining to the recreation department to be considered at each and every meeting of the board.

2-6-6: SPACE FOR BOARD MEETINGS, EQUIPMENT:

The city administration shall establish and furnish suitable space for the meetings and business of the recreation board.

2-6-7: SECRETARY AND OTHER OFFICERS:

The recreation board shall appoint a secretary of the recreation board and such other officers as may be necessary to carry on the duties and functions thereof. Upon request by the board, the mayor, or designee, may provide the board with city employees and employee management, pursuant to the pay range tables and other employee policies established for city employees. The funding for said employees shall come from the recreation budget.

2-6-8: MEETINGS; ABSENCE:

The board shall meet in regular meetings at a time designated by the board. Special meetings may be convened at any time as determined by the city council or the chairperson of the board, upon giving notice to all members of the board. Absence of a member of the board from three (3) regular meetings in any four (4) month period shall have the effect of vacating the office of the member, unless such absence is authorized or approved by board action. All meetings must comply with Utah Code Annotated title 52, chapter 4, as amended, relating to open and public meetings.

2-6-9: AGENDA; POWERS:

A. Preparation of Agenda: The agenda for each meeting of the board shall be prepared by the chairperson, or the chairperson's designee, and said agenda may cover all matters pertaining to the operating policies of the recreation department.

B. Minutes: Written minutes shall be kept of all regular and special meetings and shall be transmitted to board members following such meetings. A permanent set of minutes shall be maintained. All records of the board shall be open to inspection during normal business hours.

C. Maintenance, Operation of Recreation Facilities and Fields: The recreation board shall:

1. Oversee the maintenance and care of the recreation facilities and fields; and
2. Establish policies for its operation.

D. Authority to Adopt Policies: The board has the authority, consistent with city and state statute, to adopt policies and procedures for the city's recreation facilities, fields, operations, programs and events.

E. Powers: Upon the approval of the city council, the board may:

1. Recommendation of expenditures of the recreation fund, in coordination with the mayor, or designee, and within the purchasing policies and budgets established by the city council;
2. The construction, lease or sale of recreation buildings and land; and the operation and care of the recreation facilities and fields;
3. Purchase, lease or sell land and purchase, lease, erect or sell buildings for the benefit of the recreation department; and
4. Solicit gifts or bequests from any person or source, on behalf of the city, for the development or improvement of the recreation department. Such gifts or bequests shall be received by the city treasurer and shall be put in a special fund for the purpose for which the money was received.

F. Administrative Control Reserved To Mayor: Except as set forth in this article or by resolution, all other administrative control with respect to the recreation is reserved to the mayor, or designee.

G. Advisory Board to City Council: The recreation board shall act as an advisory board to the city council on all policy and budgetary matters pertaining to the

recreation department and to the mayor in respect to the administrative powers reserved to the mayor in this title.

2-6-10: RECREATION COORDINATOR AND OTHER PERSONNEL:

The recreation board shall recommend a competent person as recreation department coordinator to have immediate charge of the recreation department with such duties and compensation for his/her services as it shall fix and determine. The recreation coordinator shall act as the executive officer for the recreation board. Upon request by the board, the mayor, or designee, shall provide the recreation board with city employees and employee management for recreation purposes, pursuant to the pay range tables and other employee policies established for city employees. The funding for said employees, including the recreation coordinator, shall come from the recreation budget.

2-6-11: BOARD COMMITTEES:

Matters of business for the board should, when suitable, go through committees and should be brought to the board by the committees. Referrals for study and recommendations should be made by the board to committees. Appropriate records should be made of all committee meetings and action, and recommendations to be made to the board shall represent clearly the committee decision and recommendation. Committees shall be established by the board as needed.

2-6-12: ANNUAL REPORTS:

The recreation board shall make an annual report to the city council on the condition and operation of the recreation department, its fields, facilities, programs, events and operations, including a financial statement.

2-6-13: ADOPT RULES FOR RECREATION FACILITY USE:

- A. Required: The recreation board shall make and adopt rules and regulations, not inconsistent with law, for the governing of the recreation department.
- B. Violators Excluded: The board may exclude from the use of the recreation facilities, fields, programs and events any and all persons who shall willfully violate such rules established by the Board.
- C. Use by Residents Outside City: The board may extend the privileges and use of the recreation facilities, fields, programs and events to persons residing

outside of the city on such terms and conditions as it may prescribe by its regulations.

2-6-14: UNLAWFUL ACTS:

- A. Destruction: It shall be unlawful for any person to mark, tear or in any manner injure, deface, mutilate or destroy any property of the recreation department.
- B. Penalty: Any person violating any provision of this section shall be guilty of a class C misdemeanor and upon conviction, subject to penalty as provided in section 1-4-1 of this code.

2-6-15: FUNDING:

- A. Budget: Beginning in February of each year, a preliminary budget shall be prepared by the recreation coordinator and staff for the following fiscal year, which runs from July 1 to June 30. After review and approval of the board, the draft shall be presented to city manager, or designee, along with other city budgets, by the month of April, for the public hearing and final approval of the city council.
- B. Credit to Recreation Fund: All tax monies received for Recreation, as well as donated monies, shall be deposited in the city treasury to the credit of the recreation fund and shall not be used for any other purpose except that of the city recreation. Said fund shall be drawn upon by the authorized officers of the city upon presentation of the properly authenticated vouchers.

2-6-16: ESTABLISHMENT OF PROGRAMS AND EVENTS:

The recreation board shall establish, at the advice of the recreation coordinator, all recreational programs and events. The recreation board may allow for the closure of the recreation facilities and/or fields for limited periods of time for cleaning, maintenance, technological upgrades, or other temporary purposes deemed appropriate by the board.

SECTION II. Codification, Inclusion in the Code, and Scrivener's Errors

It is the intent of the City Council that the provisions of this ordinance be made part of the City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, that the word *ordinance* may be changed to *section*, *chapter*, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished, sections of the ordinance may be re-numbered or re-lettered. Typographical errors which do not affect the intent

of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

SECTION III. Severability

If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION IV. Effective Date

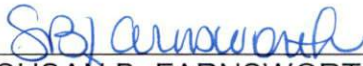
The City Recorder shall deposit a copy of this ordinance in the official records of the City on March 20th, 2013, and before 5:00 p.m. on that same day, shall place a copy of this ordinance in three places within the City. This ordinance shall become effective at 5:00 p.m. on March 21st, 2013.

Passed and duly adopted this 3rd day of September, 2014.



KIRK F. HUNSAKER, Mayor

ATTEST:



SUSAN B. FARNSWORTH
Santaquin City Recorder



Council Member Keith Broadhead
Council Member Matt Carr
Council Member David Hathaway
Council Member Nick Miller
Council Member Amanda Jeffs

Yes
Yes
Yes
Yes
Yes

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, SUSAN B. FARNSWORTH, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 3rd day of September, 2014, entitled

“AN ORDINANCE ESTABLISHING THE RECREATION BOARD OF SANTAQUIN CITY”

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 3rd day of September, 2014.





SUSAN B. FARNSWORTH
Santaquin City Recorder

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, SUSAN B. FARNSWORTH, City Recorder of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance which is attached hereto on the 4th day of September, 2014.

The three places are as follows:

1. Zions Bank
2. Post Office
3. City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.



SUSAN B. FARNSWORTH
Santaquin City Recorder

The foregoing instrument was acknowledged before me this 4th day of September, 2014, by SUSAN B. FARNSWORTH.

My Commission Expires: 10/1/17



Notary Public

Residing at: Utah County

