

TITLE 2

BOARDS AND COMMISSIONS, ETC.

CHAPTER

1. PARKS AND RECREATION COMMISSION.
2. LIBRARY BOARD.
3. ANIMAL CONTROL ADVISORY BOARD.
4. FORT SOUTHWEST POINT COMMISSION.

CHAPTER 1

PARKS AND RECREATION COMMISSION¹

SECTION

- 2-101. Membership, tenure, compensation and vacancies.
- 2-102. Organization and general powers and duties.
- 2-103. Personnel.
- 2-104. Finances.
- 2-105. Reports to council.

2-101. Membership, tenure, compensation and vacancies. There is hereby created a Parks and Recreation Commission which shall consist of twelve (12) persons, one member of which must be a member of the city council, to be appointed by the city council, to serve for terms of four (4) years or until their successors are appointed, except that in order to establish the first commission the presently existing commission members shall be appointed to serve terms commencing with their existing terms. The members of such commission shall serve without pay. Vacancies in such commission occurring other than by expiration of term shall be filled only for the unexpired term, and such appointments shall be made by the mayor. Members shall live within the city limits. (1975 code, sec. 1-1101, as amended by ord. 83-4-27, superseded by ord. 86-17-11-1)

2-102. Organization and general powers and duties. Immediately after the appointment of the members and annually thereafter, the Parks and Recreation Commission shall organize by electing from its membership a chairman and such other officers as it may deem necessary. The commission shall make recommendations to the city manager and city council regarding the rules and regulations for the proper conduct of public recreation for the city.

¹Municipal code reference

Regulation park hours: section 16-115.

The said commission shall advise the city manager and city council regarding the conduct of any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner. The implementation of all facets of the recreation program of the city shall be the responsibility of the city manager. (1975 code, sec. 1-1102, as amended by ord. 83-4-21, superseded by ord. 86-17-11-1)

2-103. Personnel. The Parks and Recreation Commission shall make recommendations to the city manager regarding the employment of all personnel necessary for a well rounded recreation program. Such personnel may include but shall not be limited to a director of recreation, baseball directors, maintenance and clean-up personnel, playground supervisors, etc. Such recommendations shall be considered but shall not be binding upon the city manager in the employment of personnel. Preference should be given to residents of the city. All personnel shall be under the supervision of the city manager. (1975 code, sec. 1-1103, as amended by ord. 83-4-27, superseded by ord. 86-17-11-1)

2-104. Finances. The Parks and Recreation Commission shall submit a proposed annual budget to the city manager with recommendations for the funding of the city recreation program by the city. The commission may also solicit or accept any gifts or bequests of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for playgrounds or recreation purposes.

All revenues received by the city from the rental or leasing of recreational areas and facilities such as concession stands, boat docks, etc., shall be turned over to the city to be applied to the Parks and Recreation budget for making capital improvements on and maintaining recreational areas. All purchases shall be made in accordance with the city's purchasing procedures. (1975 code, sec. 1-1104, as amended by ord. 83-4-27, superseded by ord. 86-17-11-1, modified)

2-105. Reports to council. The Parks and Recreation Commission shall make monthly reports of the commission meetings in written form to council and such reports shall be retained as permanent records at city hall. (1975 code, sec. 1-1105, as amended by ord. 83-4-27, superseded by ord. 86-17-11-1)

CHAPTER 2

LIBRARY BOARD¹

SECTION

2-201. Membership and election.

2-202. Terms of office.

2-203. Officers and duties.

2-204. Board duties.

2-201. Membership and election. (1) The board of directors of the Kingston City Library shall consist of seven (7) members. Not more than one official of the city council shall serve on the board. In addition, the head librarian shall be an ex officio member of the board.

(2) All members of the board shall be appointed by the city council. The library board may submit recommendations to the city council for consideration. Notification of appointment shall be made by the council and by the board.

(3) Members of the board of directors shall be qualified voters and preferably residents of the City of Kingston. (Ord. 80-3-4-1, as replaced by Ord. #94-4-12, April 1994)

2-202. Terms of office. (1) The term of office shall be for a period of three years. The incumbent members of the board at the time of passage of this section shall continue in their normal term of office until expiration. Thereafter, the board members shall be appointed such that at least two terms of office expire each year.

(2) Appointment to the library board shall be made by council prior to the close of the calendar year so that the terms of office may begin January 1 of the following year.

(3) Interim vacancies shall be declared upon the resignation, death or change of residency out of the region of the City of Kingston by a member or when a member misses 50% of the meetings within one fiscal year without sufficient reason.

(4) In the event the council fails to appoint a successor to any member at the end of the normal term of office, that member shall continue in office as a qualified member of the board until officially replaced. (Ord. 80-3-4-1, as replaced by Ord. #94-4-12, April 1994)

¹Charter reference

Particularly Article IV, Sec. 4.12.

State law reference:

Tennessee Code Annotated, title 10, chapter 3.

2-203. Officers and duties. (1) The board shall annually elect a chairman, a vice-chairman, a secretary and a treasurer from their number at the first regular meeting after the beginning of the fiscal year.

(2) The vice-chairman shall assume the duties of the chairman when the chairman is absent from the city, or unable to perform his duties for any reason.

(3) The secretary shall be responsible for keeping minutes of all meetings or business conducted by the board and these minutes shall be retained as a permanent record. The records shall be made available for inspection by any citizen in the presence of an officer of the board.

(4) The treasurer shall be responsible for ascertaining the validity of bills presented for payment, based upon budget appropriations and official board action, and presenting such valid bills to the city manager for payment from the library's account. The treasurer shall keep a financial account of income and approved disbursements and provide a quarterly record thereof to the board. The records of the treasurer shall be made available, if requested, for audit of the library's account. (Ord. 80-3-4-1)

2-204. Board duties. (1) The board shall have jurisdiction over the affairs of the library, including interviewing applicants for the position of head librarian, assistant librarian and other employees, and submitting a list of qualified applicants to the city manager; the manager may consider such list in selecting such employees. The head librarian shall direct the internal affairs of the library subject to the direction of the board and of the city manager.

(2) It shall be the responsibility of the board in cooperation with the head librarian, to establish board policy, consistent with the city charter and Ordinances.

(3) The board shall have the responsibility of recommending to council and the city manager positions of employment and compensation for same, to facilitate the successful operation of the library.

(4) It shall be the board's responsibility to approve payment to CETA or other temporary employees working under federal programs, as approved by the city manager. The board shall approve disbursement of funds which are donated for a designated purpose.

(5) The board shall submit a proposed detailed annual budget to the city council at least 90 days before the end of the fiscal year.

(6) The board may solicit volunteers and funds from organizations, clubs and individuals for various educational and cultural programs. (Ord. 80-3-4-1)

CHAPTER 3

ANIMAL CONTROL ADVISORY BOARD

SECTION

2-301. Membership, tenure, compensation and vacancies.

2-302. Organization and general powers and duties.

2-303. Finances.

2-304. Reports to council.

2-301. Membership, tenure, compensation and vacancies. There is hereby created an animal control advisory board which shall consist of five (5) persons, to be composed of two (2) citizens without special qualifications, one (1) citizen affiliated with a humane society, and one (1) person who serves as a member of the city council, and a city department head which administers the city animal control program, all to be appointed by the city council. The three (3) citizen members are to serve for terms of four (4) years or until their successors are appointed, provided that the first board shall be appointed with one (1) member to serve for two (2) years, one (1) member for three (3) years and one (1) member affiliated with a humane society for four (4) years. The city council member and the department head shall serve for the term of two (2) years after new council members take office. The members of such board shall serve without pay. Citizen vacancies of such board occurring other than by expiration of term shall filled only for the unexpired term, and such appointments shall be made by the mayor. Members shall live within the city limits. (as added by Ord. #93-4-12, § 1, May 1993)

2-302. Organization and general powers and duties. Immediately after the appointment of the members, and annually thereafter, the animal control advisory board shall organize by electing from its membership a chairman and such other officers as it may deem necessary. The board shall determine the regularity of meetings except that the chairman is authorized to call a special meeting upon 48 hour notice to the members. The board meeting shall be conducted in accordance with Roberts Rules of Order. The board may review the animal control program of the city and shall make recommendations to the city manager and city council regarding the rules and regulations for the proper conduct of animal control for the city. The said board shall advise the city manager and city council regarding the management of the animal control facility. The implementation of all facets of the animal control program of the city shall be the responsibility of the city manager. (as added by Ord. #93-4-12, § 2, May 1993)

2-303. Finances. The animal control advisory board shall review the city manager's proposed annual budget for animal control and shall make

recommendations for the funding of the animal control program of the city. The board may also solicit or accept any gifts or bequests of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent animal control purposes. (as added by Ord. #93-4-12, § 3, May 1993)

2-304. Reports to council. The animal control advisory board shall make such reports as the city council shall require. (as added by Ord. #93-4-12, § 4, May 1993)

CHAPTER 4

FORT SOUTHWEST POINT COMMISSION

SECTION

- 2-401. Membership, tenure, compensation and vacancies.
- 2-402. Organization and general powers and duties.
- 2-403. Personnel.
- 2-404. Finances.
- 2-405. Reports to council.

2-401. Membership, tenure, compensation and vacancies. There is hereby created a Fort Southwest Point Historic Commission which shall consist of seven (7) persons, one member of which must be a member of the city council, to be appointed by the city council, to serve for terms of four (4) years or until their successors are appointed, except that the first appointments shall be staggered so that two (2) citizen appointments shall expire annually. The members of such commission shall serve without pay. Vacancies in such commission occurring other than by expiration of term shall be filled only for the unexpired term, and such appointments shall be made by the mayor. A majority of the members shall live within the city limits. (Ord. #98-10-20, Nov. 1998)

2-402. Organization and general powers and duties. Immediately after the appointment of the members and annually thereafter, the Fort Southwest Point Commission shall organize by electing from its membership a chairman and such other officers as it may deem necessary. The commission shall make recommendations to the city manager and city council regarding the rules and regulations for the proper administration of the historic programs and facilities at Fort Southwest Point. The said commission shall advise the city manager and city council regarding any form of activity at the facility known as the Fort Southwest Point. The implementation of all facets of the program at Fort Southwest Point shall be the responsibility of the city manager. (Ord. #98-10-20, Nov. 1998)

2-403. Personnel. The Fort Southwest Point Commission shall make recommendations to the city manager regarding the employment of all personnel necessary for a well rounded program at Fort Southwest Point. Such recommendations shall be considered but shall not be binding upon the city manager of the employment of personnel. Preference should be given to residents of the city. All personnel shall be under the supervision of the city manager. (Ord. #98-10-20, Nov. 1998)

2-404. Finances. The Fort Southwest Point Commission shall submit a proposed annual budget to the city manager with recommendations for the

funding of the historic program at Fort Southwest Point. The commission may also solicit or accept any gifts or bequests of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use at Fort Southwest Point. All revenues received by the city from the Fort Southwest Point historic facilities shall be turned over to the city to be applied to the Fort Southwest Point Commission budget for maintaining the historic facilities at Fort Southwest Point. All purchases shall be made in accordance with the city's purchasing procedures. (Ord. #98-10-20, Nov. 1998)

2-405. Reports to council. The Fort Southwest Point Commission shall make monthly reports of the commission meetings in written form to council and such reports shall be retained as permanent records at city hall. (Ord. #98-10-20, Nov. 1998)