

BY LAWS AND POLICIES
OF THE
VESTAVIA HILLS PARKS AND RECREATION BOARD

CITY OF VESTAVIA HILLS ADMINISTRATIVE OFFICE
1032 Montgomery Highway Vestavia Hills, Alabama 35216

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AS REVISED AND ADOPTED ON: July 17, 2018

ESTABLISHMENT

Article I.

- Section 1 The Vestavia Hills Parks and Recreation Board, (hereinafter referred to as the "Board"), was established by City Ordinance 2258, enacted on May 27, 2009, pursuant to the provisions of Sections 11-86-1 et seq., *Ala. Code* (1975), (hereinafter referred to as the "Ordinance").
- Section 2 The Board is an agency of the City of Vestavia Hills, Alabama, (hereafter referred to as the "City") and official acts of the Board are acts of the City by and through its Park and Recreation Board.
- Section 3 The Board owns no property, buildings or equipment. All property buildings and equipment are vested in the City. However, in accordance with the Ordinance, the Board is empowered with administrative responsibility and authority over all park property, park buildings, park equipment and park personnel.
- Section 4 The Ordinance grants certain powers and authority to the Board. The Board shall be solely responsible for the direction, supervision and promotion of such recreational programs as will contribute to the general welfare of the residents of the City. The Board shall have control over the lands, buildings, equipment and other facilities assigned for recreational purposes by the City.

Without limiting the generality of the foregoing, the Board shall have the exclusive power to manage all park and recreational property owned by or under the control of the City by purchase or gift, land, money, securities, building, books, equipment or other property, real or personal, for park and recreational uses and purposes. The Board shall provide its own By-Laws, rules and regulations for its own governance and for the governance of the buildings and recreational facilities under its supervision and control. The Board is autonomous and is the ultimate authority with regard to programs, lands, buildings, equipment, and other facilities assigned for recreational purposes that will benefit the City.

The Board shall take no action expressly forbidden by the Ordinance. Where the Ordinance does not authorize Board action, the Board shall seek the opinion of the City attorney, and, if deemed necessary, a State of Alabama Attorney General's opinion and /or a court case to determine the validity of such proposed action.

- Section 5 The Board is subject to all Federal and State of Alabama laws which may supersede or render null and void the Ordinance or any portion thereof.
- Section 6 The Board is subject to all city ordinances.
- Section 7 The Board shall be governed by general City policy and instructions issued by the City Manager.
- Section 8 The Board calls attention to that certain injunction issued under date of November 8, 1961, by United States District Judge H. H. Grooms, in Civil Action No. 9505, F. L. *Shuttlesworth, et al., Plaintiff, vs Dan Galleried, et al., Defendants*, in the United States District Court for the Northern District of Alabama, Southern Division, and instructs its employees to conform to same. The injunction prohibits discrimination against any person on the basis of race, color, creed or national origin.
- Section 9 All Board members are subject to the provisions of The Code of Ethics for Public Officials in Alabama as set forth in Sections 36-25-1 et seq., *Ala. Code* (1975). A copy of The Code of Ethics for Public Officials in Alabama may be obtained from the Parks and Recreation Board.

BYLAWS

Article II

- Section 1 In accordance with the Ordinance, the Board shall consist of seven members as follows: (1) the Mayor of the City as an ex officio member; (2) one member of the City Council appointed by the City Council as an ex officio member and; (3) five residents of the City who have a recognized interest in recreational activities and who shall be selected and appointed by the City Council.
- Section 2 Board members shall be appointed by the City Council.
- Section 3 Board members terms are for five years with one member's term expiring annually on December 31st. A Board member may continue to serve past the expiration date and until the successor is selected. The Board member who is also a member of the City Council shall serve on the Board at the pleasure of the City Council.

- Section 4 The five members of the Board who are not members of the City Council shall be residents of the City who have a recognized interest in recreational activities and who are of sound mind and possess excellent traits of character and fitness. These five Board members shall serve without compensation.
- Section 5 Board members may be removed or impeached by the City Council in accordance with Section 11-43-160(a) (2) *Ala. Code* (1975).
- Section 6 The Board adopts Roberts Rules of Order for parliamentary procedures for Board meetings.
- Section 7 In January of each year the Board shall elect, by majority vote and from its non-ex officio membership, a President, Vice President and Secretary as well as any such other officer(s) as it deems necessary to serve at its pleasure in accordance with Section 11-86-2 *Ala. Code* (1975).
- Section 8 General Board Meeting Procedure:
- A. The President shall preside at Board meetings and is authorized to sign official documents of the Board. The President may call special (unscheduled) meetings of the Board provided proper notification is given pursuant to the Alabama Open Meeting Law. For emergency circumstances requiring immediate Board action to avoid physical injury to persons or damage to property, Board meeting notification will be provided as soon as practicable but at least one hour before the start of an emergency Board meeting as set forth in the Alabama Open Meeting Law. All Board votes shall be made at an open and public meeting after giving the notice required by the Open Meetings Act.
 - B. The Vice President shall assume the duties of the President in the absence of the President.
 - C. The Superintendent shall be present at all Board meetings unless excused by the President or by the Board for valid reasons. The Superintendent is the Board's executive officer and shall present to the Board proposals for Board consideration. The Board shall call for the Superintendent's recommendation on all proposals and take same under consideration.

- D. The Board designates to the Superintendent the responsibility to name an employee of the Parks and Recreation Department to be present at all Board meetings and to keep accurate minutes and records of all proceedings. This employee, so designated, is also responsible for communicating with the web master of the City's web site and keeping all records current online.
- E. The Board shall issue instructions and policy actions only through the Superintendent. The other duties and responsibilities of the Superintendent are outlined in the Civil Service job specifications of the position. In the event the Superintendent must be absent from and Board meeting for valid reasons, the Superintendent may request the meeting be postponed until the Superintendent can be present. The Board shall take this request under consideration. In the event the Superintendent has an excused absence from Board meeting, the Superintendent may designate another Board employee to represent the Superintendent and present the Superintendent's proposals.

- Section 9 The Board shall schedule meetings on the third Tuesday of every other month at 7:00 a.m. The regular meeting place shall be at the Vestavia Hills City Hall's Executive Conference Room but may be moved to other venues at the request of the Board. If the time or venue is changed it should be announced at the regular meeting the month prior to the change.
- Section 10 The next scheduled Board meeting will be announced at each Board meeting.
- Section 11 The Board may, by a majority vote, cancel or postpone a scheduled meeting.
- Section 12 The Board may, as conditions warrant, call special or emergency Board meetings at any time, provided Board members receive proper notification. The business to be conducted at special called meetings of the Board shall be stated in advance and no other business shall be conducted except, by majority vote, the Board may consider any business at hand at special Board meetings. Public notification of any special or emergency Board meeting will be provided pursuant to Alabama's Open Meeting Law.
- Section 13 All meetings of the Board shall be open to the public. The Board may hold an executive session as permitted by the Alabama Open Meetings Act, Sections 36-25A-7 et seq., *Ala. Code* (1975).

- Section 14 A preliminary agenda for each regular meeting of the Board shall be prepared by the Superintendent after consulting with the President of the Board. The final meeting agenda shall be posted by the Superintendent on the Civic Center bulletin board and at any other conspicuous location so designated by the Board in accordance with applicable law. The posted agenda shall be the order of business at the meeting unless amended by a majority vote as first order of business of the meeting. The agenda shall, at a minimum, consist of the following:
- a. Roll Call
 - b. Superintendent's Report
 - c. Mayor's Report
 - d. New Business
 - e. Old Business
 - f. Board Liaison's Reports
 - g. League Representative Report
 - h. Announcement of next scheduled meeting
- Section 15 Board members shall keep the Superintendent up to date with their proper contact information (cell phone number, email, etc.).
- Section 16 In accordance with Ordinance 2258, a quorum for the Board shall be four (4) members.
- Section 17 The Board shall take no action or pass any resolution without a quorum present. In the absence of a quorum, proposals may be heard and public discussions may occur, but no action shall be taken and no voting shall be allowed. When Board members leave a Board meeting in progress, the designated Park and Recreation Employee shall note their absence in the minutes. If such absence(s) cause(s) a lack of a quorum to exist, the designated Park and Recreation Employee shall inform the President accordingly and the no further action or votes shall be had. If the President and Vice-President absent themselves from any meeting, the Secretary shall serve as the President Pro-Tem of the meeting.
- Section 18 Once a quorum is established, a simple majority vote in favor of the resolution or motion shall be sufficient to pass any resolution or motion of the Board. There shall be no proxy voting by Board members.

- Section 19 Amendments, additions or deletions to the bylaws and policies of the Board including programs shall be submitted in writing at a regular meeting of the Board. The question will be considered at the following regular meeting. A majority vote of the Board concurring shall be necessary to amend, add or delete the bylaws and policies of the Board.
- Section 20 The President of the Board or any other two members of the Board may notify the Superintendent that they desire a specially called meeting of the Board.
- Section 21 The Board may appoint certain standing committees from time to time dealing with the Board's property, program, personnel, facilities and equipment, or any other phase of the Board's operation. Standing committees shall consist of the Board member or members appointed, the Superintendent, and any other Board employee the Board may deem helpful to serve on the standing committee. Standing committees shall have no authority to act: they are for investigative purposes only, and shall report their findings and recommendations to the Board when Board action is desired. The Superintendent shall be authorized to consult and convene standing committees.
- Section 22 Under the same procedure and membership as above, the Board may appoint certain special committees from time to time. Once special committees have reported their findings and recommendations to the Board, the committees are dissolved.
- Section 23 By majority vote concurring, the Board may alter the order of business at any time during a Board meeting. The Board shall retain the right to adjourn at any time during a Board meeting by majority vote concurring.
- Section 24 The Board recognizes that it is not a Board, merely a group of individuals, until such time as the Board has been properly notified, called into session and sitting with its Superintendent, (unless the Superintendent has been excused for valid reasons). Outside of Board meetings, Board members shall refrain from commitments, individually or collectively, which may influence precipitant actions from employees of the Board or the general public.

PERSONNEL POLICIES

Article III

- Section 1 All personnel policies are determined by the Personnel Board of Jefferson County, Alabama; the Rules and Regulations of the City and; state and federal law.
- Section 2 The Board shall not enter into a concession lease with an employee of the Board or allow an employee to promote events involving a personal profit motive on park property. The purpose of this policy is to avoid conflict of interest situations with' employees.

AWARDS, DONATIONS FEES AND CHARGES

Article IV

- Section 1 From time to time the Board is offered awards or donations which may consist of money, property, animals or equipment and other materials. All awards and donations to which conditions, restrictions or stipulations are attached shall be referred to the Board for consideration. The Board reserves the right to accept or reject any such awards or donations, taking into consideration the best interest of the Board and the City. The Board authorizes the Superintendent to accept donations of unrestricted amounts of money. The Board authorizes the Superintendent to accept or reject any other unrestricted offers based on his judgment of its value to the Board. When in doubt of the value, the Superintendent shall present the offer to the Board for consideration. All unrestricted awards or donations accepted by the Board or Superintendent shall become the property of the City and shall not be disposed of without Board approval, unless expended through usage.
- Section 2 The Board may institute reasonable fees and charges at its various park facilities. The Board's philosophy, or the conditions, under which fees and charges may be instituted are as follows:
- A. When a clearly defined "User" of a particular facility or service can be identified (as opposed to a casual observer).
 - B. When the expense of operating a particular facility or service is comparably high and a portion or all of the operating expense may be defrayed by fees or charges paid by the "User".
 - C. The likelihood that the fees and charges will produce a reasonable, amount of revenue over the cost of collecting same

(cashier's salaries, etc.).

- D. When the facility or service proposed for fees and charges can be controlled, either by an enclosure and/or by personnel, to provide for efficient collection.
- E. To hold a reservation for a group or an individual
- F. The need for fees and charges to serve as something of a regulatory agent at a particular park facility
- G. The need for additional funds to bolster the Board's revenue

The Board reserves the right to institute, increase, decrease or abolish fees and charges at any or all of its facilities. The Board recognizes that fees and charges may vary from time to time, depending on economic conditions and other relevant factors. Copies of current fees and charges at various facilities may be obtained from the Parks and Recreation office.

CONFERENCES, SEMINARS, CONVENTIONS AND OTHER MEETINGS AND INSPECTION TOURS

Article V

- Section 1 The Board recognizes the value, from the standpoint of information, public relations and in-service training, attendance and participation at various meetings, conferences, seminars, conventions and tours of inspections, both local and out-of-town, for Board members and employees, provided funds are available and such personnel can be conveniently excused from their regular duties.
- Section 2 Out-of town attendance for employees shall be recommended by the Superintendent and referred to the Board for consideration, except the President may authorize an emergency trip as detailed in Article II-9-A.
- Section 3 Out-of-town trips by Board members shall be authorized, only, by the Board by majority vote.
- Section 4 Out-of-town trips authorized by the Board shall be at the expense of the department of parks and recreation, except when previously agreed by the Board that the Board member or employee shall bear a certain portion or all the expense.
- Section 5 Expenses for Board members and employees for out-of -town trips shall be kept reasonable and accounted for according to City policy.
- Section 6 Board members and employees using air travel shall use tourist

accommodations when available.

- Section 7 Board members and employees using automobile travel for out-of-town trips shall, when practical, travel in the same vehicle.
- Section 8 Board members and employees shall not be furnished expenses for travel, meals, and lodging for in-town meetings. Registration fees for authorized in-town meetings shall be considered legitimate expenses.
- Section 9 Board members and employees vacationing immediately before, during or after an authorized trip shall keep careful records of the exact time and place they go on or off Board expense and on their own time and expense.

RELATIONSHIPS WITH OTHER CITY DEPARTMENTS COUNTY, STATE AND FEDERAL AGENCIES

Article VI

- Section 1 The Board instructs the Superintendent to establish and maintain friendly and cooperative relationships with all City, County, State and Federal departments and agencies with which the Board has dealings.
- Section 2 The Board is subject to the authority of those City and County departments and agencies with regulatory power over the operations and properties of the Board, not in conflict with the provisions of the Ordinance, and of those State and Federal departments and agencies with regulatory power over the operations and properties of the Board.
- Section 3 The Board instructs the Superintendent to admit, free of charge, parking fees, etc., to all Board facilities and functions, personnel from the above regulatory departments and agencies in the performance of their duties. Such personnel shall be required to identify themselves and state their business. Unauthorized companions shall be required to pay fees and charges. Where there is doubt concerning the authority of authenticity of such persons a report shall be made to the Superintendent, who shall forward the report to the appropriate department or agency head requesting an investigation.
- Section 4 City Police, Fire Department, Jefferson County Sheriff's Department officers and Alabama State Highway Patrolmen, in uniform, shall be

admitted free of charge and without question. Such action does not include unauthorized companions. Plainclothesmen, or detectives out of uniform, shall be required to identify themselves and state their business. When there is doubt of their authority or authenticity the procedure shall be as detailed in Article VI-3. When personnel from regulatory and public safety agencies insist on free admission for unauthorized companions, they shall be admitted, and a report made to the Superintendent as detailed in Article VI-3.

POLICIES PECULIAR TO PARKS AND RECREATION FACILITIES

Article VII

- Section 1 A Recreation Center (sometimes referred to as, "Community Center") is operated and maintained by the Board. The Board shall make all policy for the Recreation Center.
- Section 2 The Board declares that the purpose of the Recreation Center is to promote athletic, social, cultural and artistic activities in as wholesome an atmosphere and as attractive surrounding as may be afforded.
- Section 3 The Board delegates to the Superintendent the authority, consistent with the policies of the Board, to staff the Recreation Center, schedule programs and events and carry out maintenance projects at the Recreation Center. This section does not give the Superintendent the authority to hire employees of the City but only to make recommendations for hire to the City Manager.
- Section 4 The Board shall establish opening hours for the Recreation Center, and within the limitations of available personnel, said opening hours shall be strictly observed. Copies of current Recreation Center opening hours may be obtained from the Parks and Recreation office.
- Section 5 The Board may negotiate for leases or contracts for the sale of food, drink and other concessions at City recreational facilities. Any such lease agreement or contract must be approved by the City Council and signed by the City Manager and Mayor.
- Section 6 The use of the Recreation Center by the public during opening hours shall be members and members' guests. Guest fees shall be determined by the Park Board. However, private groups or organizations desiring to reserve certain space in the Recreation Center shall pay a reservation fee. The Board shall establish such fees based on the particular space used and the particular category

into which the group desiring the reservation falls. Copies of current fees according to the space used and the group categories may be obtained from the Parks and Recreation office.

- Section 7 No space in the Recreation Center shall be reserved for private use when said space is needed for the Recreation Center's regular program.
- Section 8 The Board delegates to the Superintendent the authority to allow private groups or organizations to reserve the Parks and Recreation facilities during hours the Parks and Recreation facility is normally closed to the public by the payment of the regular reservation fee plus the hourly rate of the employees. Copies of current employee hourly rates may be obtained from the Parks and Recreation office.
- Section 9 The Board may deny any individual or resident access to Parks and Recreation facilities if such access would have a negative impact on a youth sports program or would otherwise be detrimental to any program or league operated pursuant to or through the Parks and Recreation Department or the Board.

POLICIES PECULIAR TO WALD PARK SWIMMING POOL

Article VIII

- Section 1 The Board has administrative authority for the public swimming pool located in Wald Park.
- Section 2 The Board delegates the authority of the Superintendent to operate and maintain said swimming facility and to carry out a program of aquatic activities, within budget limitations.
- Section 3 The purposes of the aquatic or swimming program are as follows:
- A. To teach as many individuals as possible how to swim.
 - B. To increase at the various levels of skill the individual's ability in water safety.
 - C. To provide a program of competitive swimming.
 - D. To allow a period for purely recreational swimming.
- Section 4 The Board shall establish opening hours for its swimming facility and the number of hours allotted each aquatic program. Copies of current opening hours and program hours may be obtained from the Parks and Recreation office.

- Section 5 The Board may establish certain age restrictions for the use of certain areas of its swimming facility and programs. Copies of current age restrictions may be obtained from the Parks and Recreation office.
- Section 6 The Board may establish certain fees or admission charges for the use of its swimming facility and various programs. Copies of current fees and charges may be obtained from Parks and Recreation office.
- Section 7 The Board shall establish safety rules and regulations for the operation of its swimming facility. Copies of current safety rules and regulations may be obtained from the Parks and Recreation office.
- Section 8 The Board instructs the Superintendent to be especially cognizant of the health and sanitation requirements for swimming facilities, and authorizes the Superintendent to close its swimming facility until said requirements are met.

POLICIES PECULIAR TO YOUTH SPORTS

Article IX

- Section 1 DEFINITION: For the purpose of Article IX, the term “Youth Sports Board” shall be defined as the group of individuals who are designated to act in an advisory, administrative or legislative capacity for any Vestavia Hills youth sports league or program to include each member who is allowed to vote on matters pertaining to that particular league or program.
- Section 2 The Board has administrative authority for the various youth sports leagues offered in the City of Vestavia Hills.
- Section 3 The Board delegates revocable administrative authority to the Youth Sports Boards of the various youth sports leagues or programs provided their By-Laws are approved by the Board. The Board contemplates that each Youth Sports Board shall be good stewards of its participants’ resources, assets and funds. The Board reserves the right to revoke the right and authority of a Youth Sports Board and its programs to use Parks and Recreation facilities if that Youth Sports Board fails to comply with the requirements of the Board or violates Board rules, regulations or policy. In order to maintain use of the Parks and Recreation facilities, the minimum criteria that each Youth Sport Board shall

meet is as follows:

- a. The Youth Sports Board must, at all times, act as good stewards of its participants' resources, assets and funds;
- b. The Youth Sports Board's By-Laws, and all amendments or changes thereto, must be approved by the Board;
- c. The Youth Sports Board must adhere to all policies established by the Board to include, but not limited to, the Board's financial control policy and background check policy;
- d. The Youth Sports Board's programming must meet the programming objectives stated within the Youth Sports Boards' By-Laws;

Section 4 If a Youth Sports Board fails to comply with the requirements of the Board or violates Board rules, regulations or policy, then, in such event, the Board may make recommendations for corrective action to the Youth Sports Board prior to revoking the right and authority of said Youth Sports Board and its programs to use Parks and Recreation facilities.

Section 5 The various Youth Sports Boards shall have a representative present at all regular Parks and Recreation Board meetings and, if requested, at special called meetings.

Section 6 No person can serve on more than one Youth Sports Board during any calendar year.

Section 7 The Board shall assign one or more Board members as liaisons to each Youth Sports Board. The Board instructs the Superintendent to assign one or more park employees as liaisons to each sport.

Section 8 The Board instructs the various Youth Sports Boards to present a financial report to the Board at least once annually, or as requested.

Section 9 The purposes of the youth sports programs are as follows:

- A. To teach the standards of good sportsmanship.
- B. To increase the individual's various levels of basic sports skills.
- C. To promote athletic activities in as wholesome an atmosphere and as attractive surrounding as may be afforded.

Note: A generic set of youth sport by-laws shall be given to any new sport league that forms and falls under the direction of the Department of Parks and Recreation. These by-laws are a guideline for the new sport league to follow until such time that sport specific by-laws can be created, presented to the Board and ratified by the Board.

MISCELLANEOUS POLICIES

Article X

- Section 1 The Board instructs the Superintendent to perform no work, materials or equipment on private property.
- Section 2 With the approval of the City Council, private property may be leased for Board purposes. In that event, with the approval of the City Council, work may be performed commensurate with the terms and length of the lease. Any such lease agreement shall be signed by the City Manager and Mayor.
- Section 3 The Board authorizes the Superintendent to perform work on other City property to a reasonable extent and not unreasonably interfering with regular duties and work schedule. When work requests on other City property are of such magnitude, the Superintendent shall bring the requests to the Board for consideration.
- Section 4 The Board recognizes the value of the park system's trees and grounds. For conservation purposes, the Board instructs the Superintendent to cause to be planted yearly, as many trees as may be practical.
- Section 5 The Board authorizes the Superintendent to remove trees which are damaged beyond repair or which may obstruct activities or construction. No tree shall be removed except for due cause and after thoughtful consideration by the Superintendent.
- Section 6 The Board instructs the Superintendent to attempt to repair and salvage damaged trees whenever practical.
- Section 7 The Board instructs the Superintendent to follow a program of planting, at least, two trees for every one removed.
- Section 8 The Board instructs the Superintendent to promote and encourage good environmental and ecological practices both of human and

physical resources.

- Section 9 The Board acknowledges that the City owns all land used for Parks and Recreation purposes and, therefore, has the right to name such facilities. Having considered the recommendation of the Superintendent, the Board shall recommend to the City's governing body a name for each newly acquired unnamed park.
- Section 10 While not a hard and fast policy, the Board is, generally, opposed to naming portions of parks, or facilities within certain parks, any name other than the official name of the park.
- Section 11 From time to time, the Board may recommend to the City's governing body the design or naming of certain rooms of City buildings and facilities.
- Section 12 All City lands, buildings, equipment and facilities shall be used for the following purposes on a non-discriminatory basis: (1) For the purpose of maintaining and improving recreational services for the City as authorized by Section 11-86-2 and Section 11-86-3 *Ala.Code* (1975) and; (2) For the operation and promotion of such recreation programs as will contribute to the general welfare of City residents as authorized by Section 11-86-3 *Ala. Code* (1975).
- Section 13 The Board prohibits the use of parks and park facilities for purely commercial activities, except those commercial activities under lease to the Board.
- Section 14 All Board facilities are open to the public, except during certain hours when closed to the public. Places closed to the public are those marked "employees only" or those places held by permit or lease. Persons who may enter park facilities in places or during hours when closed to the public are trespassers.
- Section 15 The Board may establish curfew hours at certain parks or park facilities. Persons who may violate said curfew hours are trespassers.
- Section 16 The Board instructs the Superintendent to attempt to have apprehended and prosecuted trespassers and those abusing or using park facilities for a purpose for which the park facilities were not intended.
- Section 17 The Board acknowledges that it has no police power. The Board depends on the law enforcement agencies for police service.

- Section 18 The Ordinance does not grant the Board the power of subpoena.
- Section 19 The Board has no power or authority to buy or sell real estate or property without the concurring resolution of the City's governing body.
- Section 20 The Board delegates the authority to the Superintendent to suspend the public use of various parks, portions of parks, or park facilities for major repairs or renovations or for various tournaments considered in the best interest of the Board and the City. The Superintendent shall make such public use suspension only after due consideration and for the minimum time required.
- Section 21 The Board exempts from all policies, rules and regulations pertaining to pets, the use of service animals for persons requiring such assistance.
- Section 22 The Board instructs the Superintendent to display both the United States of America and the State of Alabama flags, according to the proper flag etiquette, at all Board facilities whenever practical. When it is practical to display only one flag, it shall be the United States of America flag.
- Section 23 Petty cash funds at various Board facilities shall be handled according to City policy. The Board prohibits anyone from borrowing from petty cash.
- Section 24 The Board instructs the Superintendent to cooperate with the appropriate agencies assigned overall responsibility in the event of an emergency, calamity or catastrophe. If the Superintendent has doubt as to the extent of cooperation, the Board shall make the determination and instruct the Superintendent accordingly.
- Section 25 The Board recognizes the authority of the City Manager as the Chief Executive Officer of the City in situations of grave emergency, calamity or catastrophe to commandeer all Board property, facilities, equipment and personnel.
- Section 26 The Board instructs the Superintendent to keep accurate and up-to-date inventories of all equipment and supplies.
- Section 27 The Board instructs the Superintendent to keep an accurate and up-to-date ledger of the properties of the Board, detailing each property, the facilities and equipment located thereon, a map of the property, identifying photographs and other information as may be

useful.

- Section 28 The Board instructs the Superintendent to encourage, promote and lend assistance with the formation and participation of lesser known recreational and athletic activities.
- Section 29 The Board prohibits playing and practicing golf at any parks other than golf courses.
- Section 30 The Board prohibits such sports as archery, javelin throwing, discus throwing and other activities involving dangerous missiles on all park property, except in those park areas particularly designed for such activities.
- Section 31 The Board prohibits permanent advertising signs at its various parks and facilities, except advertising specifically approved by the Board. This advertising prohibition applies to private organizations as well as commercial concerns.
- Section 32 The Board delegates to the Superintendent the authority and the discretion to turn off outdoor lighting at park facilities during periods and seasons of inclement weather.
- Section 33 The Board instructs the Superintendent to promote and encourage to the fullest extent possible and practical the services of volunteers (non-paid workers) in all phases of the Board's operations. The Board is aware of the extensive use of volunteer services, presently, and the fundamental need for volunteers for a successful park and recreation program.

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