

TITLE 2

BOARDS AND COMMISSIONS, ETC.

CHAPTER

1. PARKS AND RECREATION COMMISSION.
2. LIBRARY BOARD.
3. BEAUTIFICATION COMMITTEE.

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 nine (9) persons, to be appointed by the city council, to serve for terms of four (4) years (one (1) member must be a member of the city council who will serve during his or her term of office as councilman) or until their successors are appointed, except that all members serving at the time the ordinance comprising this section reducing the membership from twelve (12) to nine (9) becomes effective shall continue to serve until the expiration of their term. 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. (2009 Code, § 2-101)

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 may make recommendations to the city manager and city council regarding the rules and regulations for the proper conduct of public recreation for the city. The said commission may 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

¹Municipal code reference
Regulation park hours: § 16-114.

implementation of all facets of the recreation program of the city shall be the responsibility of the city manager. (2009 Code, § 2-102)

2-103. Personnel. The parks and recreation commission may 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. (2009 Code, § 2-103)

2-104. Finances. The parks and recreation commission may submit a proposed annual budget to the city manager with recommendations for the funding of the city recreation program by the city.

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. (2009 Code, § 2-104, modified)

2-105. Reports to council. The parks and recreation commission shall make such reports of the commission meetings to council as council may require and such reports shall be retained as permanent records at city hall. (2009 Code, § 2-105)

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 (1) 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. (2009 Code, § 2-201)

2-202. Terms of office. (1) The term of office shall be for a period of three (3) years, except that the member of the city council shall serve during his or her term of office on city council. 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, except for the council member, the board members shall be appointed such that at least two (2) 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 fifty percent (50%) of the meetings within one (1) 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. (2009 Code, § 2-202)

¹Charter reference

Advisory boards: art. IV, § 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. (2009 Code, § 2-203)

2-204. Board duties. (1) The board shall have jurisdiction over the affairs of the library. The board may, by agreement with the city, relinquish all personnel responsibilities to the city to be administered as if the library board was a department of the city administration. In such event, the board may interview applicants for the position of head librarian, assistant librarian and other employees, and submit a list of qualified applicants to the city manager. Such recommendations shall be considered but shall not be binding upon the city manager in the employment of personnel. All library personnel shall be employees of the city and managed and paid as other city employees.

(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 head librarian shall direct the internal affairs of the library subject to the direction of the board and of the city manager.

(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 ninety (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. (2009 Code, § 2-204)

CHAPTER 3

BEAUTIFICATION COMMITTEE

SECTION

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

2-302. Responsibilities.

2-301. Membership, tenure, compensation and vacancies. There is hereby created a beautification committee which shall consist of nine (9) persons as follows:

- (1) Six (6) citizens without special qualifications;
- (2) One (1) person who is a member of the Kingston City Council;
- (3) One (1) person as a representative from the Parks and Recreation department; and

(4) One (1) from the codes enforcement office of the City of Kingston. The City Manager shall serve as a nonvoting ex officio member. The six (6) citizen members are to each serve for terms of four (4) years or until their successors are appointed, provided that the first committee shall be appointed with three (3) members to serve for two (2) years (with the term of office for the additional member added by the amendment to the chapter to run concurrent with the term of the two members originally appointed to serve for two (2) years and three (3) members to serve for four (4) years (with the term of office for the additional member added by this amendment to the chapter to run concurrent with the term of two (2) members originally appointed for four (4) years). The city council member shall serve for the term of his or her office as councilman. The members of the beautification committee shall serve without compensation. Citizens shall serve without compensation. Citizen vacancies occurring other than by expiration of the term shall be filled only for the unexpired term. All citizens will live in the city limits. (Ord. #17-12-12-1, Dec. 2017)

2-302. Responsibilities. It shall be the responsibility of the beautification committee to:

(1) Study, investigate, develop and suggest implementation of plans for improving the cleanliness and appearance of the City of Kingston by beautifying the streets, highways, alleys, drainage ditches, lots, yards and other similar places in the city;

(2) Make recommendations to aid in the prevention of the accumulation of debris in the streets, highways, alleys, drainage ditches, lots, yards and other similar places;

(3) Encourage the placing, planting and/or preservation of trees, flowers, plants, shrubbery and other objects of ornamentation in the city;

(4) Advise and recommend plans for the beautification of the public properties and other promote the public interest in general improvements of the

appearance of the city, and to carry out any task directed by the city council.
(Ord. #17-12-12-1, December 2017)