

POSSIBLE ROLE AND DUTIES FOR PROPOSED RECREATION ADVISORY BOARD

The following duties of a recreation advisory board were gleaned from other jurisdictions having similar advisory boards and are submitted as food for thought and general discussion in the formation of a recreation advisory board for the City of Lake City.

LANDS AND FACILITIES

- Make recommendations as to size and locations of recreation facilities in the City
- Make recommendations as to the facilities to be provided at recreation facilities in the City
- Make recommendations on other matters involving recreational services and facilities as may be requested from time to time by the City Council
- To review the utilization of current parks and recreation areas and make recommendations for increased utilization and maintenance of said areas to the city council.
- To maintain open communication with the county and other partners in the use of the parks and recreation areas and keep the council advised as to utilization of said areas, proposed and needed improvements, and make such recommendations to the council.
- Provide recommendations on the development of long-term capital improvements and cooperate with other governmental agencies and civic groups in the advancement of parks and recreation planning.
- Recommend to the city council and the city manager from time to time actions which it believes the city council should take with reference to the acquisition, development and maintenance of parks, playgrounds and recreational facilities in the city.
- The recreation advisory board may review, comment and recommend to the city council on issues relative to recreation, parks and land acquisition or disposal.

PROGRAMS

- Make recommendations as to the establishment of parks and recreations systems and programs for the citizens of the City
- Act in an advisory capacity to the Department Director and the City Council in matters pertaining to parks and recreation, programs, Town-sponsored events, and any parks and recreation related matters which are presented to the Board.
- Review the parks, recreation facilities, and other related programs with the Department Director annually.
- The Board shall make recommendations concerning the operation of all public parks, playgrounds, undeveloped park lands, public beaches and other recreational facilities within the city.
- To assist in formalizing and in overseeing the implementation of policies regarding programs, both athletic and general recreation, through coordination with the park and recreation director.
- The parks and recreation advisory board shall recommend to the city council programs, facility requirements, parks utilization, beautification proposals and similar recommendations to provide the city with continually updated parks, recreation and leisure programs.
- To determine and respond to the community's needs and desires by monitoring the activities of the recreation department and advising the director in planning the operations of the department and facilities.
- The advisory committee is empowered to provide advisory guidance on the establishment of future parks, provision of new activities and the review of existing programs and activities.
- To seek the development of a broad variety of programs, facilities, and services to meet the total needs and demands utilizing the total resources of the community.

ADMINISTRATION

- Provide recommendations on policies, and procedures as presented by the Department Director.

- Advise the City Council on concerns and priorities of development for City recreation areas, facilities, City-sponsored events, and improved recreation services.
- Recommend rules and regulations for the operation of city parks, playgrounds and public recreational facilities.
- Evaluate and make recommendations regarding potential beautification, and historic preservation of public parks, recreational facilities, and other city owned properties. This includes the ability to establish volunteer programs for the promotion and beautification of historical city sites.
- Evaluate and make recommendations regarding accessibility issues at public parks, recreational facilities, and other city-owned properties.
- The recreation advisory board shall assist in the development of plans to meet the present and future parks and recreational needs of the city.
- To review and advise the city council on matters of park development, park location, personnel selection and purchasing.
- To assist the city council in negotiations of contracts and/or proposals and to assist in the gathering of information leading to the formation of said documents.
- To advise and make recommendations to the Recreation Director and/or city officials on recreation matters.
- To evaluate the department's programs, facilities, services, and relationships periodically to assure that its goals and objectives are being achieved.
- To provide encouragement, support, and work in partnership with the Recreation Director to provide a team approach to solving departmental problems.

FINANCE AND BUDGET

- To seek funding resources through grants, etc., to enhance the utilization of existing facilities and to provide such other additional facilities that the board may deem appropriate.
- The parks and recreation advisory board may, after conferring with the city manager, make recommendation to the city council on budget and staffing needs.

- To assist the county recreation and parks director in the formulation of the county recreation and parks department budget. Consideration of staffing and capital purchases can be recommended during the formation of the budget.
- To advise on financial planning and assist in securing adequate budget support.

PUBLIC RELATIONS & OUTREACH

- To promote recreation to the citizens of the city of all ages and interests.
- To inform and educate the public about the importance of and the need for recreation programs, facilities, and services.
- To strive to involve the citizens in the planning and development of the recreation system and identify local needs.
- To establish and maintain an effective public relations program utilizing all appropriate communications media.
- To provide a close liaison and coordination with other agencies, such as municipalities, school board, YMCA, Little League, etc., to ensure total cooperative community effort to provide the most effective and economical recreation services possible.