

RESOLUTION

CITY COUNCIL RESOLUTION NO. _____

A JOINT RESOLUTION REESTABLISHING AN AGREEMENT BETWEEN THE CITY COUNCIL AND PARKS AND RECREATION BOARD TO INSURE CONSISTENCY AND STANDARD PRACTICES WITHIN THE PARKS AND RECREATION DEPARTMENT AND OTHER CITY DEPARTMENTS.

WHEREAS, the City Council and Park Board share the same mission and common goal of providing superior municipal services to the residents of Warrensburg;

WHEREAS, the Parks and Recreation Department, as administered by the Park Board, is a vital part of the quality of life of the residents and visitors and the City of Warrensburg could not fulfill its mission without the efforts and activities of the Parks and Recreation Department;

WHEREAS, the City Council and Park Board entered in Resolutions 1959 and 2116 in recognition of their joint missions and public responsibilities and the inherent value of the Parks and Recreation Department's mission as an additional valuable service provided by the City of Warrensburg;

WHEREAS, Resolutions 1959 and 2116 set out common policies and procedures to insure consistency and standard practices between the City Council and the Park Board and provided a plan for an efficient and cost-effective method to achieve both administration of the Parks and Recreation Department and compliance with legal requirements;

WHEREAS, the City Council passed Resolution 2185 in response to ongoing concerns of the Parks and Recreation Department's failure to comply with Resolution 2116;

WHEREAS, the City Council and Park Board recognize the mission and common goal of providing superior municipal services to the residents of Warrensburg has not changed, and the Parks and Recreation Department is still a vital part of the city's quality of life for residents and visitors;

WHEREAS, the City Council and Park Board recognize sharing support services and other city resources achieves efficiencies and effectiveness that are beneficial to the Parks and Recreation Department, other city departments, and the residents and visitors of Warrensburg;

WHEREAS, the City Council and Park Board wish to repair and rebuild their relationship and continue to seek efficiencies and effectiveness, secure financial stability, adhere to city policies, and comply with legal regulations;

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. The City Council and Park Board agree a thorough orientation of the newly appointed Park Board and newly elected City Council members is necessary to recognize the missions and common goals for the Parks and Recreation Department and City of Warrensburg.

Parks and Recreation Director and City Manager will develop an orientation program for new members to the Park Board and newly elected members of City Council.

The orientation will review the legal rights and responsibilities of public officials, including but not limited to, ethics, open meetings and records, financial disclosures as well as the policies and procedures for the city. As the Parks and Recreation Board is appointed by the City Council, there are no Parks and Recreation Board meetings or records considered closed

to any member of the City Council, unless a councilmember has a conflict of interest otherwise.

This orientation will also include any statutes, by-laws, and ordinances governing the activities and relationship of the Park Board and City Council as well as the Parks and Recreation Director and City Manager and other city departments. The mayor with the consent of city council may remove any member of the Parks and Recreation Board for misconduct or neglect of duty.

Section 2. The Park Board and City Council agree to protect the Parks and Recreation Department and City from financial and legal jeopardy all city policies and procedures must be followed.

The Park Board agrees to follow all city personnel policies and procedures, including but not limited to the personnel policy manual, for the Parks and Recreation Director and all full-time and part-time Parks and Recreation Department employees. These documents will be available on the city's intranet site, and a comprehensive list and hardcopies can be requested from the Human Resources Department.

The Park Board agrees to follow all city financial policies and procedures which includes but is not limited to the finance procedure manual, contracting policy, and cash controls and handling policy. These documents will be made available on the city's intranet site, and a comprehensive list and hardcopies can be requested from the Finance Department.

The Park Board agrees to follow all city emergency management policies and procedures. These documents will be made available on the city's intranet site, and a comprehensive list and hardcopies can be requested from the Fire Department.

The Park Board agrees to follow any other processes and/or procedures determined by a city department such as Information Technology Administrative Regulations and Street Closure Permits. A comprehensive list of all processes and/or procedures for all other city departments is not necessarily obtainable or makes sense to compile. However, all departments will make efforts to ensure the most up-to-date documents are available on the city's intranet, and a hardcopy can be requested from the appropriate department.

Other city departments agree to follow any processes and/or procedures determined by the Parks and Recreation Department such as reserving conference rooms or other park facilities. The Parks and Recreation Department will make efforts to ensure the most up-to-date documents are available on the city's intranet, and a hardcopy can be requested from the Parks and Recreation Department.

The City agrees any update or changes to a policy or procedure shall be clearly communicated to all departments. In regards to personnel policies, the City will utilize a tracking system to have all employees acknowledge they have received notification of the updated policies and know how to access the updated manual.

Section 3. The City Council and Park Board agree collaboration of the City Council, Park Board, Parks and Recreation Department, and other city departments in the city's strategic planning discussions is necessary to achieve the vision, mission, and common goal of a superior Parks and Recreation Department.

The Park Board and City Council will meet in January and June of every year to discuss state of affairs with the Parks and Recreation Department. This will include discussion related to strategic and capital improvement planning in preparation of the next fiscal year budget.

The Parks and Recreation Department goals and objectives will be included in the city's strategic plan, and the Parks and Recreation Department capital improvement projects will be included in the city's capital improvement plan. Projects set forth in the capital improvement plan are approved by city council prior to ratification by the Park Board.

The Mayor will appoint a City Council member to serve as a liaison to the Parks and Recreation Board. The liaison is expected to regularly attend Park Board meetings. The role of the city council liaison is to observe the Park Board meetings and serve as a conduit of information between the City Council and Park Board.

The Park Board will appoint a Parks and Recreation Director. The Parks and Recreation Director is expected to regularly attend City Council meetings and provide updates regarding the business and activities of the Parks and Recreation Department at least monthly.

The Parks and Recreation Director is a member of the City of Warrensburg's Management Team and will participate in the development of any city policies, budget preparation and any other strategic and/or planning discussions for the City.

The Parks and Recreation Director and City Manager will meet regularly to discuss any personnel, budgetary, or operational issues through the course of day-to-day business of city departments and Parks and Recreation Department.

Section 4. The City Council and Park Board agree efficiencies can be achieved by sharing support services with the Parks and Recreation Department and other city departments.

The Parks and Recreation Department will work with all other city departments to combine efforts in the provision of services and goods to the community. This includes, but is not limited to, support services, general operations, capital improvement projects, equipment purchases, contracting, and marketing.

Additionally, the City of Warrensburg agrees to share in the provision of the following support services, including but not limited to:

- financial management such as procurement processes, depository selection and compliance, receiving and remitting tax dollars earmarked for parks; payroll administration, annual audit services, assistance with bond issuance and compliance;
- human resource management such as recruiting, hiring, claims and grievances, and investigations;
- risk management and insurance management such as employee benefit insurance, liability insurance, workplace safety training, and workers compensations coverage;
- information technology support;
- project management;
- legal advice and counseling.

The Parks and Recreation and Human Resources Departments will share in the cost of a human resources assistant. The Parks and Recreation Department will reimburse the general fund one-half of the salary and benefits needed for the human resources assistant. The Parks

and Recreation Department agrees to provide a workstation for the human resources assistant to spend an average of 20 hours per week at the Community Center. This position will serve as the primary contact for the Parks and Recreation Department in the recruitment and onboarding of part-time employees.

The Parks and Recreation and Public Works Departments will work together in regards to project management of capital improvement projects greater than \$50,000, or at the request of the Parks and Recreation Director.

The Parks and Recreation Director and City Attorney will work together to review all contracts greater than \$50,000, or at the request of the Parks and Recreation Director.

Any conflict or disagreement between the Parks and Recreation Department and other city departments in the provision of any service and/or implementation of policy will first be resolved between the Parks and Recreation Director and the other department director. If an agreement between the directors cannot be reached, the issue will be resolved in consultation with the City Manager. If a decision cannot be achieved through consensus, the administrative hearing process set out in this resolution may be used.

Section 5. The City Council and Park Board agree an administrative hearing process for conflict resolution should be established to address concerns that cannot be resolved between the Parks and Recreation Department and other city departments in consultation with the City Manager to prevent any ongoing issues.

Parks and Recreation Director or City Manager can request a meeting of the Resolution Team in writing to the Mayor and Park Board President. The meeting must take place within twenty-one (21) days. The Resolution Team will consist of the Park Board President and Mayor, one other member of both the Park Board and City Council, and the Parks and Recreation Director and City Manager. The group will work towards consensus and resolution of the matter at hand. If an agreement cannot be reached, a special joint meeting of both Park Board and City Council will be held with twenty-one (21) days for the purpose of determining policy direction. Final resolution of any conflict will be decided by a majority vote of City Council.

Passed in open session this _____ day of _____, 2021.

Scott Holmberg, Mayor

ATTEST:

Cindy Gabel, City Clerk

Passed in open session this _____ day of _____, 2021.

Erica Collins, President

ATTEST:

Alex Threkhhold, Secretary