

CITY OF BUFFALO, IOWA

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 AN ORDINANCE to amend Title V of the City Code of Buffalo, Iowa, by adding a new chapter regarding a Community Center Commission.

BE IT ENACTED by the City Council of the City of Buffalo, Iowa that Title V of the City Code be and the same is Hereby amended by adding to said Title V a new chapter 2 to read as follows:

"Chapter 2

Section 5-2.0101 COMMISSION ESTABLISHED. There shall be a Community Center Commission for the City consisting of fifteen (15) members, who shall be residents of Buffalo Township and of legal age.

Section 5-2.0102 APPOINTMENT AND TERM; VACANCIES. Members of the Commission shall be appointed by the Mayor, subject to approval by the City Council. The term of office for commission members shall be three (3) years, and one-third of said terms shall expire annually. A successor to any vacancy occurring on the commission shall be appointed for the remainder of the term in the same manner as the original appointee.

Section 5-2.0103 COMPENSATION. Members of the commission shall serve without compensation, except for reimbursement of actual expenses incurred, subject to approval by the Council.

Section 5-2.0104 ORGANIZATION. Commission members shall elect from the membership a five-person executive board, consisting of a chairman, vice-chairman, alternate vice-chairman, secretary-treasurer, and an individual who is a chairman of one of the permanent committees. There shall be four (4) permanent committees, with respective responsibilities for (1) the Community Center building and grounds, (2) Community Center programs and activities, (3) the bar, and (4) the kitchen. Membership and size of the permanent committees shall be determined by the Executive Board. The Executive Board may, from time to time, establish and abolish additional, temporary committees as needs for the same may arise. The membership of each individual committee

shall be responsible for the selection of its own chairman.

Section 5-2.0105 POWERS AND DUTIES.

1. Ultimate authority over the Community Center building and property rests with the City Council. The commission, through its appropriate officers, committees, and members shall have responsibility for the day-to-day operation, administration, management, and maintenance of the Community Center building and property, and the programs and activities conducted in association therewith.

2. The Executive Board, or its designee, shall act as liaison between the commission and the Mayor and Council, and shall regularly apprise, consult with, and make recommendations to the Council regarding all matters involving the Community Center.

3. The Executive Board shall be responsible for establishing and maintaining appropriate procedures for the management and handling of funds, and for insuring compliance therewith. The commission secretary-treasurer shall provide to the Council at its first meeting each month written financial statement detailing the receipts, disbursements, and current balance of all monies under commission control. Any expenditure of more than FIVE HUNDRED (\$500.00) DOLLARS for any one item must receive prior approval of the Council.

4. The commission shall establish written rules and regulations governing utilization of the Community Center by the public. Said rules and regulations shall be subject to Council approval.

5. The commission shall keep detailed minutes of all commission meetings, and shall post the same at such locations as are designated by the Council.

6. The commission shall have authority to adopt such rules as it deems necessary for purposes of governing its procedure, scheduling and conduct of meetings, election and terms of Executive Board members, and other similar internal matters."

Passed and approved this _____ day of _____, 1983.

RAYMOND L. FARLEY, MAYOR

ATTEST:

WILFRED J. NILES, CITY ADMINISTRATOR