



## Parks and Recreation Policy

### PURPOSE

The purpose of this policy is to define the process and procedures involved with the management and funding of the Otsego County Parks and Recreation department.

### POLICY

#### 1. General

- a. The County Administrator shall have direct oversight and supervision over the position of Parks and Recreation Director, including, the responsibility of hiring and termination.
- b. The Parks and Recreation Director shall have the following duties:
  - i. Oversight and supervision over all other Parks and Recreation employees including the responsibility of hiring and termination.
  - ii. Serve as staff to the Parks and Recreation Commission.
  - iii. Establish Department procedures.
  - iv. Recommend policies to the Parks and Recreation Commission.
  - v. Preparation of draft budgets for the Parks & Recreation Commission.
  - vi. Approval of budget amendments not involving personnel line items or a reduction of fund balance, and those that involve only one budget.
  - vii. Approval of purchases up to \$500 if authorized in the budget.
  - viii. Uphold all financial practices and policies of the County and be responsible for protecting all incoming funds by adhering to a strong internal control system as well as physically safeguarding all monies collected.
- c. The Parks and Recreation Commission shall have the following duties:
  - i. General caretaking of parks buildings and grounds in conjunction with the County Administrator and Board of Commissioners.

- ii. General oversight of adopted budget in conjunction with the Parks and Recreation Director.
  - iii. Recommend budgets to the County Administrator and the Board of Commissioners.
  - iv. Recommend budget amendments to the County Administrator and the Board of Commissioners.
  - v. Approval of Parks and Rec Policies that do not contradict Board Policies with Administration Department review and approval.
  - vi. Recommend fee changes to the County Administrator and the Board of Commissioners.
  - vii. The Parks and Recreation Commission does not have direct oversight over any County employee.
  - viii. Uphold all financial practices and policies of the County and be responsible for protecting all incoming funds by adhering to a strong internal control system as well as physically safeguarding all monies collected.
- d. The County Administrator shall have the following duties as it relates to Parks and Recreation:
- i. Direct oversight and supervision of the Parks and Recreation Director position including the responsibility of hiring and termination.
  - ii. Reviews and recommend changes to countywide policies prior to discussion by the Board of Commissioners.
  - iii. Approval of Department-level policies.
  - iv. Reviews and make changes to recommended budgets prior to Budget & Finance Committee review and Board of Commissioners approval.
  - v. Supervise and control over all County buildings and grounds on behalf of the Board of Commissioners including approval and management of capital projects.
  - vi. As Chief Financial Officer of the County, the Administrator, in conjunction with the Finance Director, shall establish, review, and make changes to procedures and policies regarding the financial practices of all County departments.
- e. The County Board of Commissioners shall have the following duties as it relates to Parks and Recreation:
- i. Approval of budgets.
  - ii. Approval of any budget amendments involving multiple funds, changes to fund balance, or personnel line items.

- iii. Approval of changes to staff positions and the addition of new staff positions.
- iv. Approval and revision of policies.
- v. Approval of all fees.
- vi. Approval of all new contracts, and renewal of contracts with significant changes.
- vii. Approval of grants with funding match requirements.

## 2. Louis M. Groen Nature Preserve

- a. All revenues from the Louis M. Groen Charitable Trust, as well as revenues from other sources related to the Louis M. Groen Nature preserve, shall be deposited in the Groen Nature Preserve Funds.
- b. The Groen Visioning Committee shall provide input and recommendations concerning long-range planning for the Preserve.
- c. Plans for new construction, or for repairs/alterations over \$200,000 must be presented to the Otsego County Planning Commission for input and recommendations.
- d. The Parks and Recreation Department, including its Director and Commission, shall have general oversight over expenditures from the Groen Nature Preserve Fund, subject to County Policies. Capital outlay expenditures shall be approved by the County Administrator.
- e. General management of the Louis M. Groen Nature Preserve shall be under the general direction of the Parks and Recreation Director and the Commission, subject to County Policies. The County Administrator has supervision and control over all County buildings and grounds including approval and management of capital projects.
- f. Policies related to the Nature Preserve must be approved by the County Administrator with input from the Parks and Recreation Commission.

This policy incorporates and replaces the previously approved Louis M. Groen Nature Preserve Policy.

Adopted by BOC: 6/23/15