

PARKS AND RECREATION ADVISORY BOARD GUIDELINES

FUNCTION OF THE PARKS & RECREATION ADVISORY BOARD:

Each Board has specific guidelines, duties, and responsibilities within which they have the authority to work and their scope is limited to those defined guidelines, duties, and responsibilities:

1. Act in an advisory capacity to the City Commission. It shall review and evaluate proposals to use, change, or create parks and recreational facilities for city residents.
2. Assist with review and development of long-range plans for new and/or improved recreational equipment and facilities.
3. Work to stimulate greater community awareness and encourage resident use of parks, recreation programs and services, greenways/trails, and recreation facilities.
4. Serve as a public forum for the discussion of the creation, operation and maintenance of proposed and existing city parks and recreational facilities. This forum shall assist the parks and recreation director in determining what recreational facilities and programs are most appropriate to meet the needs of the communities they serve.

MEETING SCHEDULE:

- The Parks and Recreation Advisory Board meets every four (4) months (January, May, and September).
- All meetings shall be open to the public and held in accordance with state law governing public meetings.

BOARD MEMBER COMMUNICATION:

- To adhere to public records laws and record retention requirements, please limit Board correspondence outside of meetings to email communication.
- When communicating with anyone outside City staff regarding Board business, forward any such communications (received or sent) to the City Clerk at publicrecords@coconutcreek.net with "For Public Record" in the subject line.
- If you have some interest in or relationship with anything on the upcoming Board agenda, email the legal department at cityattorney@coconutcreek.net or call 954-973-6797. If, after consultation with the legal department, it is determined you have a voting conflict, you must file the appropriate disclosure/conflict of interest form as directed by staff.

BOARD MEMBER RESPONSIBILITIES:

- Attend meetings regularly.
- Review the meeting agenda and any backup materials provided in advance of each Board meeting.
- To best contribute to the discussions, review the information provided, and be prepared with questions and relevant discussion points.
- Focus on the needs and betterment of the City of Coconut Creek as a whole.
- Adhere to the Florida Sunshine Law, Public Records Act, Ethics Rules, and Parliamentary Procedures.

BOARD CHAIR RESPONSIBILITIES:

- Understand and have a working knowledge of parliamentary procedures.
- Start and end the meeting on time.
- Follow the published agenda.
- Introduce each agenda item and facilitate discussion.
- Stay on topic.
- Bring items to a conclusion.

SAMPLE AGENDA:

1. Call meeting to order
2. Call the roll
3. Public comment
4. Approval of minutes
5. Agenda items
6. Communications and report
8. Set date of next meeting
9. Meeting adjournment

Board Liaisons:

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