



BELTON PARK BOARD

Bylaws, Operating Procedures, Resolutions

November 2012

Bylaws, Manuals, Operating Instructions & Resolutions

Effective: November 2012

BYLAWS

Title	Date Approved
Board Bylaws	November 14, 2011
Amendment 1	September 14, 2004

MANUALS

Title	Date Approved
Park Department Personnel Manual	November 17, 2003

OPERATING INSTRUCTIONS

Title	Date Approved
Bid Procedures	August 23, 2004
Board Committee Meetings - Procedures/Schedules	December 13, 2004
Board Media Relations	April 10, 2006
Board Procedures - Naming of Parks, Areas & Facilities	January 10, 2005
Personal Appearance/Public Hearing Procedures	December 13, 2004
Severe Weather Policy/Procedures	March 2003
Alcohol Permit Policy	November 19, 2012
Board Policy/Procedures - Athletic Facilities Deposit Fee	January 9, 2006
Purchase Order Procedures	May 21, 2012
Use Permit/MOA Processing Procedures	February 12, 2007

RESOLUTIONS

Title	Date Approved
Open Meetings & Records	September 13, 2004
Service Operating Principles - Youth Organizations	February 7, 2005

Belton, Missouri Park Board

BYLAW #1: OFFICERS

The Belton Park Board officers shall be President, Vice President and Financial Secretary. Other officers and committee chairman shall be nominated and elected as may be necessary.

BYLAW #2: DUTIES OF OFFICERS

- A. The President shall preside over all regular meetings of the board and shall:
1. Have general supervisory authority over the Director of Parks and Recreation.
 2. Ensure that general meetings are publicized and posted as required by Missouri and City of Belton statutes.
 3. Ensure members of the board are assigned to various committees as may be required to conduct the business of the board.
 4. Ensure minutes of each regular meeting are taken and publicized as may be required. The president will also ensure that committee chairpersons fully understand the requirement of timely submission of minutes for their committees to the city clerk of Belton, MO.
- B. The Vice President shall preside over all regular meetings the president is unable to attend; and shall:
1. In the absence of the president of the board perform general supervisory authority over the Director of Parks and Recreation.
 2. Assist the president in making committee assignments as may be required.
- C. The Financial Secretary shall preside over regular meetings in the absence of the president and vice president and shall:
1. Assist the president and vice president in making committee assignments as may be required.
 2. Provide interface between the City of Belton Finance Director and the park board regarding reporting and controlling the funds of the Belton Parks and Recreation Department.
 3. Serve as Chairperson for the Belton Park Board Finance Committee.
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BYLAW #3: ELECTION OF OFFICERS

The election of officers shall take place annually during odd numbered years, during the month of June or as soon as possible after all June appointments have been made by the Belton Mayor and approved by the Belton City Council. Nominations may be made from the floor, provided consent has been obtained from the nominee. Elections shall be by ballot except when there is only one nominee for an office; election then may be by voice vote.

BYLAW # 4: RECORDS

The Park Board shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of Park Board meetings and each committee having any of the authority of the Park Board. A copy of all meeting minutes will be forwarded to the Belton City Clerk for file. The Park Board shall keep at its principal office a record of the name and address of each director.

BYLAW #5: RESIGNATION

Any director may resign from the Belton Park Board. Such resignation shall be in writing and shall be effective immediately upon its notification of the Park Board and approval by the Mayor and City Council.

BYLAW #6: MANNER OF ACTING

The act of the majority of the directors present at a meeting of the directors at which a quorum is present shall be the act of the Park Board of Directors.

BYLAW #7: REGULAR MEETINGS

The Park Board shall hold regular monthly meetings on the third Monday of each month. Notification of such meetings shall meet the requirements of the Missouri Open Meeting statues. The Park Board may hold additional meetings as may be needed and shall be publicized as required by City of Belton and MO statues.

BYLAW #8: METHOD OF MEETING

The Park Board and its committees are authorized to hold meetings in person, by conference telephone call, or by any other method or combination of methods permitted by applicable law.

BYLAW #9: DIRECTOR OF PARKS & RECREATION

The Park Board will appoint a Director of Parks and Recreation who shall have charge of the daily affairs and business of the Belton Parks and Recreation department. The board shall establish reasonable compensation for the Director commensurate with the Director's skill, experience and education. The Director shall report to the park board and shall serve under its authority.

BYLAW #10: STANDING COMMITTEES

Standing Committees shall be the Building and Grounds Committee, Finance Committee, Personnel Committee and Recreation Committee; other committees may be appointed where deemed practicable by the President.

BYLAW #11: STANDING COMMITTEE DUTIES

- A. Building and Grounds Committee: Ensures all buildings, structures and facilities are maintained in working order. It shall provide guidance to the board for the planning and construction of any new facilities within the department. It shall provide guidance on all use permit applications for the department where buildings or other facilities may be utilized.
- B. Finance Committee: Shall be chaired by the Financial Secretary and include other members appointed by the President. It shall prepare a budget for the Fiscal Year and to submit it to the park board at its regular meeting in December. Submits monthly reports to the park board as required. It shall submit supplements to the budget for the current Fiscal Year as the need may arise.
- C. Personnel Committee: Shall ensure all personnel policies of the park board and park department are current and correct. It shall provide guidance to the board on all personnel matters for the park department. It is responsible for ensuring all personnel matters of the department are formulated and accomplished in accordance with the park board policy and city of Belton code. Personnel actions are reviewed by this committee prior to submission to the board for final action/disposition.
- D. Recreation Committee: Responsible for providing guidance to the park board on the creation and operation of all programs offered by the department. It includes review/cost analysis of advertising, program costs, creation/elimination of programs. Reviews data captured by the current data collection system and ensures programs are conducted in a cost effective manner.

BYLAW # 12: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Belton Park Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, or any special rules of order the Belton Park Board may adopt.

Bid Procedures

- A. **NUMBER OF BIDS.** All purchases and sales subject to the bidding procedure shall, wherever possible, be based on at least three (3) competitive bids.
- B. **BID PROCESS.** The Director of Parks and Recreation shall follow the guidelines below for the purchase of capital and noncapital items:
- Purchases not exceeding \$999 may be made by the Director of Parks and Recreation without the necessity of competitive bids
 - Purchases between \$999 and \$2,500 may be made after telephone bids, such bids to be confirmed in writing. The Director of Parks and Recreation may award the purchase to the vendor
 - Purchases between \$2,500 and \$10,000 shall be made only after written bids have been received. Bids are approved by the Belton Park Board
 - Any purchase over \$10,000 shall only be made after published notice inviting bids and approval by the Belton Park Board
- (Process is in compliance with Belton City Ordinance 2-176, 2-178, see attachments)*
- C. **PUBLISHED INVITATION FOR BIDS.** Notice inviting bids will be published once in all local news publications or other publication deemed suitable by the Director of Parks and Recreation giving at least five (5) days' notice of the last day set for the receipt of bids.
- D. **BIDDERS' LIST.** The Director of Parks and Recreation shall solicit sealed bids from all responsible prospective suppliers who have requested their names to be added to a bidders' list maintained by the Director of Parks and Recreation and/or the city of Belton, by sending them a copy of such trade journal notice or any other such notice as will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list should be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.
- E. **BID DEPOSITS.** When deemed necessary by the Director of Parks and Recreation, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of bid deposits or surety bonds where the Director of Parks and Recreation has required such. A successful bidder shall forfeit any deposit or surety required by the Director of Parks & Recreation upon failure on successful bidder's part to enter into a contract within ten (10) days after the award or within such time as designated by the Belton Park Board.
- F. **BID OPENING AND APPROVAL PROCEDURES.** Bids shall be submitted to the Director of Parks and Recreation and shall be identified as a bid on the envelope or package. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be posted for public inspection and a tabulation report forwarded to the Belton Park Board for necessary action as follows:
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Bid Procedures continued

1. The Director of Parks and Recreation will report the bid opening process to the Belton Park Board at the next scheduled meeting (note: a meeting may be scheduled for the express purpose of bid acceptance and will comply with the Missouri open meetings act.). Each board member will be furnished in writing the synopsis of the bid, bids received and recommendations for acceptance of a bid by the Director of Parks and Recreation.
2. A member of the Park Board will move to accept a bid, followed by discussions of the merit of acceptance and the board president will then take a vote.

G. BIDDERS IN DEFAULT TO THE CITY OF BELTON OR BELTON PARK

DEPARTMENT. The Director of Parks and Recreation shall not accept the bid of a contractor who is in default on a payment of taxes, licenses, or other monies due to the City of Belton.

H. AWARD OF CONTRACT. The Director of Parks and Recreation, with the approval of the Belton Park Board, shall have the authority to negotiate contracts within the purview of this article. The Belton Park Board reserves the right to reject all or any bids, waive irregularities and to accept any bid which it deems to be most favorable to the interest of the park department. The Director of Parks and Recreation shall consider:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 4. The quality of performance of previous contracts of services;
 5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
 7. The quality, availability and adaptability of the supplies or contractual services to the particular uses required;
 8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 9. The number and scope of conditions attached to the bid.
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Bid Procedures continued

- I. **Award to Other than Low Bidder.** When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the department head and filed with the other papers relating to the transaction.
- J. **Tie Bids.** If all bids received are for the same total, amount of unit price, quality and service being equal, the contract shall be awarded to a local bidder. Should there be no local bidder, the Belton Park Board shall award the contract to one of the tie bidders by drawing lots in public.
- K. **Performance Bonds.** The park department shall have the authority to require a performance bond before entering a contract in such amount as the Belton Park Board shall find reasonably necessary to protect the best interest of the City of Belton and the Belton Park Board.
- L. **Prohibition Against Subdivision.** No contract or purchase shall be subdivided to avoid the requirement of this policy.
- M. **Sole Source Purchasing.** When the Director of Parks and Recreation determines a sole source may be necessary for the purchase of supplies, or contractual services, and before contacting the sole source vendor, the Director shall contact the Park Board and will recommend a course of action. The Park Board shall approve all sole source procurements in the amount of \$500.00 or more. The Director and the Park Board President jointly may authorize sole source procurements of \$499.99 or less. The President of the Park Board and the Director will ensure a written record is kept for all sole source procurements within their purview. The Park Board may authorize sole source procurement when such a request is presented in writing by the Director stating that only a single feasible procurement source exists based upon at least one (1) of the following criteria:
 - 1. Supplies or contractual services are proprietary and only available from the manufacturer or a single vendor; or
 - 2. It is determined that only one (1) vendor services the region; or
 - 3. When supplies or contractual services are available at discount from a single vendor for a limited period of time; or
 - 4. When the purchase involves specialized consulting or technical services for a project with specific circumstances that require a unique combination of abilities or expertise to perform the services required; or
 - 5. When extraordinarily unique facts of special circumstances exist which will result in significant cost savings to the park department and the city of Belton.

Approved: August 23, 2004

Approved by Note: These procedures conform to those announced in City of Belton Ord. No. 72-621, 13, 9-18-72; Ord. No. 83-1335, 4, 3-8-83; Ord. No. 85-1544, 17, 5-29-85)

Committee Meeting Procedures/Schedules

Belton, Missouri Park Board

PROCEDURES.

The Belton Park Board has developed several standing committees that must meet on regularly scheduled days and times to conduct specific business for the committee. The items are then presented to the board for final action. This lends itself to a standing committee-meeting schedule and will also allow committee members to manage their individual schedules around these meetings. Standing committees may still schedule additional meetings, and/or cancel standing-meetings based on business needs.

Below is a list of standing committees.

Personnel

Recreation

Building & Grounds

Finance

Media Relations

PROCEDURES.

The following procedures apply to all Belton Park and Recreation Department employees and Belton Park Board members.

The Director of Parks and Recreation and the Marketing/Membership Manager will coordinate ALL media contact and media releases pertaining to the operation of the Parks and Recreation Department. This will include such items as hours of operation, new programs, release on new services, questions posed by the media about our Parks and Recreation Programs and Facilities relative to the operations, day to day business, rates for classes, softball season, events, new facility openings, new equipment, and general park and recreation department information. This basically would cover items already approved.

The Belton Park Board of Directors President or Vice President will coordinate ALL media contact and media releases pertaining to the Belton Park Board of Directors, board policies, finance, planning, construction, board decisions, personnel, lawsuits, board of alderman recommendations, dealings with the city, responses to comments from third parties, or any subject currently under board review.

Responses to media inquiries will be answered within 48 hours of receipt of the inquiry. If a final answer cannot be given, an "interim news release will be prepared and released to the requesting media outlet.

The media contacts will be listed on the Belton Park Department website.

The following Press Release Guidelines will be followed when possible:

- Keep it simple, clear, and direct. (Put yourself in the place of the reader.)
- Use a headline to highlight your message and attract attention.
- Get to the point and then elaborate on it, with increasingly less important (but nevertheless essential) details in the paragraphs that follow
- Be sure of your facts. A reporter, columnist, or editorial writer must be able to depend on the release for accurate information.
- Avoid jargon of any kind, especially legal and computer jargon.
- Leave no important question unanswered. Assume that the reader has no familiarity with your subject.
- Limit press releases to one or two pages, double-spaced.
- Include visual aids when possible--a map, photograph, etc.
- Be professional--produce a clean, clearly printed, easy-to-read release.

Naming of Parks, Areas & Facilities

PURPOSE.

The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities.

OBJECTIVES.

- Ensure that parks, recreational areas and facilities are easily identified and located.
- Ensure that given names to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities.
- Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

DEFINITION.

Parks, recreation areas and facilities - includes all property assets under the Belton Park Board ownership and the Belton Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

CRITERIA.

The policy of the Belton Park Board is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the Belton, Missouri community.

A. The following criteria shall be used in determining the appropriateness of the naming designation:

1. Geographic location (neighborhood, significant areas, etc.)
2. Natural features
3. A person (living or deceased) or place of historical or cultural significance
4. A person (living or deceased), group, or feature particularly identified with the land or facility

B. The process to name parks, recreation areas and facilities should begin within 12 months after the Belton Park Board has acquired title to the land and/or formally accepted the dedication.

Naming of Parks, Areas & Facilities continued

- C. Conditions of property donation as agreed upon by the donor and the Belton Park Board shall be honored regarding the naming of the parks, recreation areas and park facilities subject to these adopted policies. As a general rule, portions of a park or recreation facility will not have a name other than that of the entire facility. The Belton Park Board may consider exceptions in cases where, as a revenue or fundraising opportunity, a nomination is submitted to name a room within a community center after a corporate sponsor or in cases where an area within a park is distinctive enough, in the view of the Belton Park Board, to merit its own name. Facilities, facility rooms or other park amenities e.g., shelter houses, ball diamonds, soccer fields, etc., may be dedicated in honor of persons if done as part of a capital fundraising campaign and with the approval of the Belton Park Board.
- D. Names that are similar to existing parks, properties or facilities in the Belton Park and Recreation Department system (or other systems located in the Belton, MO area) should not be considered in order to minimize confusion.
- E. The Belton Park Board reserves the right to change the name to maintain consistency with these policies.
- F. The Belton Park Board will use media outlets to solicit suggestions for names from organizations and individuals. The Belton Park Board will acknowledge and record for consideration all suggestions.
- G. A name, once bestowed, is considered permanent and will not be changed unless strong and unforeseen circumstances dictate a change (see Section 2, Renaming of Parks, Recreation Areas and Facilities).
- H. Upon designating a name for a park or recreation facility, the Belton Park Board will, within ten days, notify the Mayor and the City Alderman Representative to the Belton Park Board, and will file the name designation with the office of the City Clerk, at that time the name will become official.

PROCEDURES.

- A. Naming of Parks, Recreation Areas and Park Facilities:
 - 1. A request for naming of a park, recreational area or facility shall be submitted in writing to the Director of the Belton Parks and Recreation Department. The Director will ensure acknowledgements are made for naming requests received; complete records keeping of each suggestion submitted and establish schedules for the naming process consistent with this instruction.
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Naming of Parks, Areas & Facilities continued

2. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application will describe the contributions to the City of Belton, the Belton Park Board or the Belton Parks and Recreation Department. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
3. The Director of the Belton Parks and Recreation Department will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Belton Park Board. If the request is incomplete, the Director will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
4. The Belton Park Board will offer the opportunity for public input on the proposed naming.
5. The Belton Park Board can initiate the naming process whenever deemed necessary and/or in the best interest of the City of Belton, Missouri.
6. In the absence of any naming requests, the Belton Park Board shall adhere to criteria stated in this policy in recommendation of name.

B. Renaming of Parks, Recreation Areas and Facilities.

1. Renaming of parks, recreation areas and facilities carries with it a much greater burden of process compared to initial naming. Although, once a name is bestowed it is done on a permanent basis. However, there may be strong conditions to be presented that would require the name change. These cases should be rare and viewed only as an opportunity to correct a previous naming error. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.
 2. A request for renaming of a park, recreational area or facility shall be submitted in writing to the Belton Park Board, through the Director of the Belton Parks and Recreation Department.
 3. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the contributions to the City of Belton, Belton Park Board, Belton Parks and Recreation Department.
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Naming of Parks, Areas & Facilities continued

4. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal. The Director of Parks and Recreation will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Belton Park Board. If the request is incomplete, the Director will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.

5. The Belton Park Board will offer the opportunity for public input on the proposed renaming.

Date Approved: January 10, 2005



Personal Appearance/Public Hearing

Belton, Missouri Park Board

PROCEDURES.

The Missouri Open Meetings Act allows the public to observe the open portion of a Belton Park Board meeting. However, the Act does not entitle the public to choose the items to be discussed or to speak about items considered at an open meeting. Such a right only exists if a specific State law requires a public hearing on that item or requires that public comment be allowed on that issue. The Presiding Officer, however, may give members of the public an opportunity to speak about any issue.

Upon being recognized by the Presiding Officer, each person addressing the park board shall step to the podium and give his or her name and address in an audible tone of voice for the record. All discussion and presentations are to be directed to the park board as a whole, and all questions shall be addressed to the Presiding Officer. No person, other than park board members or park and recreation staff and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the park board. Each person addressing the park board will only be allowed to address the park board once per meeting under Personal Presentations in order to give citizens equal opportunity to address board.

Persons who wish to make a personal presentation to the Belton Park Board must notify the Director of Parks and Recreation either via a verbal request or a written request to be placed on the agenda under Personal Presentations, no later than noon of the Wednesday before the next regularly scheduled Park Board meeting. Requests must clearly state the nature of the item, the desired action by park board, and include any supporting material, e.g., Use Permits, insurance documentation, reports, etc.

When addressing the Belton Park Board, presentations should be thorough and concise. Presentations will be limited to the issue(s) stated in the request that was submitted to be placed on the agenda.

At each regular Belton Park Board meeting, a personal appearance opportunity will be afforded to the members of the general public. Members of the public who wish to speak but who have not requested to be placed on the agenda may address the Belton Park Board on any issue at that time. In most instances, speakers will be limited to three minutes to address the Belton Park Board; with a total of 20 minutes allocated to this forum. However, park board members may not deliberate or make any decision about an un-posted issue. If an un-posted issue is raised, the Belton Park Board has four options. A park board member may respond with a statement of specific factual information or recite the Department's existing policy on that issue. Second, a Department of Parks & Recreation staff member may direct the person making the inquiry to visit with department staff about the issue. Third, the Belton Park Board may offer to place the item on a future regular park board meeting agenda. Finally, the Belton Park Board may offer to act on the matter at a special park board meeting if in the opinion of a majority of board members present feels the item meets criteria for a special meeting.

Personal Appearance/Public Hearing continued

Citizen comments shall be limited to a maximum of three minutes. Any time spent by the person in responding to direct questions by park board members will not be counted against the person's time allotment. In order to eliminate redundant comments, groups are encouraged to select a spokesperson to present the views of the group.

Complaints or discussion about individual park board members, department staff, or other persons would be out of order and will not be heard by the Belton Park Board during the meeting. Charges or complaints about specific individuals shall be presented in writing to the President of the Belton Park Board or the Director of Parks and Recreation, as appropriate.

PUBLIC HEARINGS. A public hearing is a scheduled item on a regular park board meeting agenda which is established to review and discuss items such as final plans for planned park developments, city wide walking trails, etc. The purpose of this type of public hearing is to allow interested parties and citizens to have an opportunity to be heard, to present matters relevant to the action to be taken, and to rebut matters presented by others.

MINUTES OF THE SESSION. The recorder for the Belton Park Board will take an accurate general summary of the remarks presented during personal presentation sessions. Names of persons not in attendance will not be specifically mentioned, however; names of board members, park department employees and other members present during the session may be specifically mentioned by name in the recorded minutes. The board presiding officer will make the final determination in those cases not specifically addressed in these procedures.

DISTURBANCES. In the event that any meeting is willfully disturbed by a group of persons so as to render the orderly conduct of such meeting infeasible, and when order cannot be restored by the removal of individuals who are creating the disturbance, the meeting may be adjourned and the remaining business considered at the next regular meeting, or it may be recessed to a set time and date.

Note: These procedures generally conform to those presently used by the City of Belton

Date Approved: December 13, 2004

Severe Weather/Lightning

Judging the weather is always difficult and the Park Department must make decisions that ensure participant/player and spectator safety. Safety is our primary concern when inclement weather involving rain, thunder and lightning is present. Outlined below is a brief explanation of the procedures we will utilize for inclement weather.

1. Anytime lightning is visible, then all recreation participants, players, coaches, fans and umpires must Take Shelter Immediately!
2. Flash (Bang) Method - Count seconds between lightning flash and thunder and divide by 5 - this gives the distance of lightning in miles.
3. If count is 30 seconds or less Take Shelter Immediately!
4. The umpire and/or supervisor will instruct all participants, players, coaches, and fans that a danger is present and they must seek shelter immediately. In the event of no designated official or Umpire being available, such as at a practice, the manager or team representative in charge shall be responsible for abiding by and enforcing this lightning/severe weather policy. Once notification is given, play must be suspended immediately. All participants, players, coaches, and spectators shall leave the playing field outside recreation areas and take shelter. No participant, player or coach shall remain in the dugout or on the playing field or other outside recreation area. Play may be resumed only after the lightning has passed and is no longer a threat and an official announcement has been made to "play ball" by the umpire or supervisor. Recommended places for shelter are buildings with active electrical circuits and hard top vehicles.
5. Wait at least 30 minutes after the severe weather and or lightning flash before resuming activities.
6. Danger Zones - Showering, talking on phones or touching any metal objects inside or outside of buildings and structures.
7. If you have any tingling or static electricity leave area immediately.
8. If anyone is struck by lightning (participants, players, coaches, fans or umpires)
CALL 911 IMMEDIATELY

OPR: President
Approved: March 2003

Alcohol Permit Policy

Belton, Missouri Park Board

PURPOSE.

- The purpose of this Policy is to establish a systematic and consistent policy for approving an alcoholic beverage permit to allow alcoholic beverages to be sold and consumed on the City of Belton Missouri park property. Those using the facility must comply with the Belton Park Board policies and procedures and all City, County, and State laws and ordinances.

PROCESS.

- Only an approved caterer may serve alcohol. A caterer may be approved for one year by filling out the Alcoholic Beverage Permit Policy of the Belton Park Board, by providing a copy of their state liquor license and by purchasing a City of Belton occupational business license and providing a copy to the Belton Park Board. Once a caterer is approved, the Belton Parks and Recreation Department will maintain a file for approved caterers to be updated as applicable licenses become due.
- An approved caterer will have the option to pay an annual fee to be included on the Preferred Caterers List. The list will be updated each calendar year.
- Alcohol may be served and consumed by the individual user or group after a special permit is issued by the Belton Park Department. Dispensing and consumption of alcohol will only be allowed on the premises defined by the permit.
- Belton Park Staff are authorized to approve facility rentals that may extend beyond the regular park hours of 6:00 am to 11:00 pm. The Belton Police Department will be notified of any afterhours rentals.
- The Belton Park Board and Staff reserve the right to refuse a Permit to any User or Group for any reason.
- Guests are not permitted to bring in their own alcohol.
- The permit may be revoked or suspended immediately at any time if it is determined there has been abuse of facility, staff or failure of rental guests to follow all relevant laws, policies and procedures.
- The Permit to serve alcohol must be displayed in public view at the event.
- A police officer must be present at the expense of the renter for the duration of the event. Extra security may also be required at the expense of the renter dependent upon the nature of the event or the size of the group. On behalf of the User or Group, Belton Park Staff will make all of the arrangements to supply a Belton Police officer for the event.
- The User or Group shall comply with all policies and procedures as defined in the Rental Contract.
- The caterer of the user or group shall, at the expense of the caterer, user or group, follow all insurance guidelines recommended by the City of Belton's insurance provider.

Athletic Facilities Deposit Fee

PURPOSE.

The purpose of this policy is to establish a systematic and consistent approach for the reservation and use of athletic facilities and facility deposit fees.

OBJECTIVES.

- Ensure that facilities are reserved in a first come first serve basis.
- Ensure that there is not an abuse of facility reservations.

DEFINITION.

Athletic facilities - All baseball/softball fields located at Memorial, Markey and Cimarron Trails parks. Soccer fields located at Wallace Park.

CRITERIA.

The policy of the Belton Park Board is to allow deposit fees to reserve athletic facilities through an adopted process utilizing established criteria emphasizing equal treatment of all potential users.

PROCEDURE.

- A. A deposit of \$200 will be required to reserve a date for any softball/baseball tournament held.
- B. This deposit is due for each date requested.
- C. Requests will be processed on a first come first serve basis. Requests must be made in the form of a permit for use of facilities
- D. The deposit requires payment within 48 hours after the Belton Park Board approves the use of facility request.
- E. This deposit is non refundable and will be placed toward the final balance of the tournament. If the organization sponsoring the tournament has not informed the department of cancellation within 14 days of the tournament date and the tournament is subsequently cancelled by the organization, the deposit is non-refundable.
- F. If The Belton Parks and Recreation Department cancels the event due to weather or any other circumstances the deposit will be refunded.
- G. A wavier of the deposit fee may be requested and must be approved on an "case by case" basis by the Belton Park Board. An example of this might be for a charitable cause or a fund raiser for a specific group.

Date Approved: January 9, 2006

Purchase Orders

Belton, Missouri Park Board

PURPOSE & SCOPE.

A properly authorized purchase order must be reviewed, signed, and entered into the Accounting System by the Accounts Payable Clerk before any disbursement (except for a wire transfer, direct deposit, or a payroll-related check) is processed. This operating instruction provides additional details as to the specific procedures necessary for preparing, authorizing, and submitting, purchase orders for the Belton Parks and Recreation Department.

PROCEDURES.

PAYMENT REQUEST PREPARATION

- A. A purchase order should be prepared whenever the City of Belton Park Board has authorized, or wishes to authorize, a vendor to deliver goods or services to the City of Belton Park Board or the Belton Parks and Recreation Department. A valid contract exists between the City of Belton Park Board and/or the Belton Parks and Recreation Department and the vendor upon the vendor's acceptance and/or acknowledgement of the purchase order. Theoretically, a purchase order represents a "commitment to purchase. However, the City of Belton uses the purchase order form for recording both requests for encumbrance (commitments) and requests for payment (liabilities). Therefore, a properly completed purchase order form is required for every payment except for wire transfers, direct deposits, and payroll-related disbursements.
 - B. Before any order is placed for any good(s) or services(s), the individual making the purchase shall confirm that there is sufficient budget available in the general ledger accounting line item that is to be changed.
 - C. Purchase orders (payment requests) must be submitted to the Accounts Payable Clerk by the first and third Tuesdays by 5:00 p.m.
 - D. All vendors are required to give the City a Tax ID number. Attach a completed W-9 form to the purchase order or payment request form for all new vendors. No payments will be mailed to a vendor unless the City has a completed W-9 form on file.
 - E. The City of Belton requires the City of Belton Park Board and/or the Belton Parks and Recreation Department to prepare its own payment requests. A replication of the City's payment request form is shown in Exhibit A. Below is a listing of each section within the form that requires data entry by Belton Park Board and/or Belton Parks and Recreation Department personnel and a corresponding description of the data required. Unless otherwise noted, all of the following sections must be completed during purchase order preparation.
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Purchase Orders continued

1. **Date.** The date on which an order for goods or services was placed.
2. **Vendor Number.** The vendor number assigned to each vendor by the city's Accounting Software.
3. **The Vendor Name.** The name to be used to issue the check.
4. **Address.** The address where the payment is to be mailed. This is not required if the vendor is established and the mailing address has not changed from what is in the vendor file.
5. **Special Instructions.** This area is filled in when a manual check is needed or any special instructions for mailing the check, etc.
6. **Invoice #.** List each invoice number attached to the Purchase Order.
7. **Description.** The description of the goods and/or services ordered.
8. **Account Code.** List the city's General Ledger Account code to charge the items. If the costs are to be split among several account codes, list each code and the dollar amount to charge to the General Ledger account. The Park Director has the ultimate authority to "classify" any account code. The City Finance Director has the authority to contact the Park Director to state reasonable cause for a code to be "reclassified." Disagreements will be taken to the Finance Committee.
9. **Amount.** The amount to charge to each general ledger account code
10. **Total.** The Payment Request should have a grand total on it, which totals all invoices attached and equals what is being charged to each city General Ledger Account code.
11. **Signature Block.** Belton Parks and Recreation Department Managers must sign or initial all payment requests originating from their departments. This signals that they have approved the purchase and that there is sufficient budget in the city's general ledger account line item that will be charged.

DOLLAR AMOUNT AUTHORIZATION.

The Director of Belton Parks & Recreation Department or other official as designated by the Park Board of Directors must approve all payment requests. The Director of Parks & Recreation or other official as designated by the Park Board of Directors may approve all payment requests up to \$2,500. The Park Board Financial Secretary or other Board Officer must approve all payment requests over \$2,500. The city of Belton Park Board of Directors must approve all purchases that have not been previously budgeted. A listing of all Payment Requests will be presented to the Park Board Financial Secretary or other Board Officer on a bi-weekly basis or as requested.

Purchase Orders continued

EXCEPTIONS AND EXCLUSIONS FOR SPECIFIC EXPENSES.

- A. The items listed below are to be considered exceptions or exclusions to the dollar amount authorization policy stated above. The Director of Belton Parks & Recreation Department may approve:
 - 1. Approve monthly utility expenses for payment
 - 2. Approve monthly phone service expenses for payment.
 - 3. Approve, during pool operations, those expenses relating to general pool maintenance for payment.
- B. The Park Board Financial Secretary or other Board Officer will review and approval all Visa statement payment requests, employee reimbursement requests and travel related items.
- C. The City of Belton Park Board of Directors reserves the right to evaluate recurring or project related expenses and make determination, by board vote, on the payment approval process.
- C. Exceptions to the above exclusions or to the adopted financial policy can be adopted by City of Belton Park Board of Directors.

Date Revised: May 21, 2012

Use Permit/MOA Processing

The Belton Park Board has instituted general procedures to ensure that use permits submitted by individuals and organizations are processed in a timely and efficient manner. To further streamline and simplify those permits and or Memorandums of Agreement that must be approved by the board the following procedures are implemented.

BACKGROUND.

An application/approval form to request use of facilities has been implemented and is available for download from the department's web site or may be obtained by contacting department staff. All permit requests are subject to approval by the Belton Park Board. However, those permit requests submitted that do not involve the use of alcohol, contain provisions for sale of items, contain provisions for charging an entrance fee, contain provisions for use of facilities by an organization on a continuing temporary basis may be approved by the Director of Parks & Recreation Department. If in the opinion of the Director of Parks & Recreation Department any other use permit should be referred to the board for approval, he may do so.

Applications should be submitted by the requestor at least one month prior to the requested event. This will ensure the staff has time to process and prepare the documents for approval by the Director of Parks & Recreation or the Belton Park Board of Directors.

Applications not received in this time frame should be processed in such a manner to permit the request to meet the board for approval if at all possible. However, the requestor must be informed the application may not be approved due time availability.

Requests that are considered to be in the best interest of the board, department and user which must be reviewed by the board in a special meeting must be approved by the board president.

PROCEDURES.

- A. The president of the board will appoint a primary and alternate board member to review all use permits and Memorandums of agreement/Understanding prior to submission to the board.
 - B. Appointed board members will work closely with the Director of Parks and Recreation and his staff to ensure that documents required for board review are submitted to the board members via email or other means as may be necessary no later than five (5) days prior to board meetings.
 - C. Appointed board members will ensure the documents meet the necessary criteria for board approval, that all documents required for board review are attached and support the use permit and Memorandum of Agreement being submitted.
 - D. Appointed board members will make recommendations to the board president for all requests not submitted in a timely manner that could be considered by the board by convening a special board meeting.
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Use Permit/MOA Processing continued

- E. Appointed board members will serve in this capacity for a minimum of one year or upon replacement by the president of the board.

Date Approved: February 12, 2007



Resolutions - Open Meetings and Records

Department of Parks and Recreation, of the City of Belton, Missouri

A RESOLUTION ON OPEN MEETINGS AND RECORDS.

WHEREAS, the Missouri General Assembly enacted the Missouri Open Meetings and Records Law, and

WHEREAS, Section 610.010(4) of the Open Meetings and Records law requires each public governmental body to provide a reasonable written policy in compliance with Sections 610.010 to 610.030 RSMo; and

WHEREAS, the Belton Park Board of the City of Belton has adopted an Open Meetings and Records Policy ("Policy"); and

WHEREAS, the state legislature in 2004 enacted amendments to the Open Meetings and Records Law to be effective August 28, 2004; and

WHEREAS, the Belton Park Board desires to establish its Policy accordingly.

NOW THEREFORE, BE IT RESOLVED THAT the Belton Park Board of the City of Belton Missouri hereby adopts the following policy to apply to all departments, bodies and committees of this board:

1. All meetings, records and votes are open to the public, except the governmental body may close any meeting, record or vote relating to the following:
 - a. Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any vote relating to litigation involving a public governmental body shall be made public upon final disposition of the matter voted upon; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record.
 - b. Lease, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore. However, any vote or public record approving a contract relating to the lease, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate.

Resolutions - Open Meetings continued

- c. Hiring, firing, disciplining or promoting an employee of a public governmental body. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body must be made available to the public with a record of how each member voted within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice before such decision is made available to the public.
 - d. Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological or alcoholism or drug dependency diagnosis or treatment.
 - e. Testing and examination materials, before the test or examination is given or if it is to be given again before so given again.
 - f. Welfare cases if identifiable individuals.
 - g. Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.
 - h. Software codes for electronic data processing and documentation thereof.
 - i. Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid.
 - j. Sealed bids and related documents, until the earlier of either when the bids are opened, or all bids are accepted or all bids are rejected.
 - k. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such.
 - l. Records that are protected from disclosure by law.
 - m. Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest.
 - n. Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product.
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Resolutions - Open Meetings continued

- o. Operational guidelines and policies developed, adopted, or maintained by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health. Nothing in this exception shall be deemed to close information regarding expenditures, purchases, or contracts made by an agency in implementing these guidelines or policies. When seeking to close information pursuant to this exception, the agency shall affirmatively state in writing that disclosure would impair its ability to protect the safety or health of persons, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records. This exception shall sunset on December 31, 2008.

 - p. Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a non-public entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety.

 - (1). Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open.
 - (2). When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security of safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records.
 - (3). Records that are voluntarily submitted by a nonpublic entity shall be reviewed within ninety days of submission to determine if retention of the document is necessary in furtherance of a security interest. If retention is not necessary, the documents shall be returned to the nonpublic governmental body or destroyed.

 - q. Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network, or telecommunications network, including the amount of moneys paid by, or on behalf of, a public governmental body for such computer, computer system, computer network, or telecommunications network shall be open.
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Resolutions - Open Meetings continued

- r. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body.
 2. All records that may be closed hereby are deemed closed records unless the governmental body votes to make them public. Before closing a meeting to the public, a majority of a quorum of the governmental body must vote to do so in a public vote. The vote of each member of the governmental body on the question of closing the meeting or vote and the reason for closing the meeting by reference to a specific exception shall be announced at a public meeting and entered into the minutes.
 3. The governmental body shall give notice of the time, date and place of a closed meeting and the reason for holding it by reference to a specific exception. The notice shall be the same as in (4) below. No other business may be discussed in a closed meeting that does not directly relate to the specific reason announced to close the meeting to the public. Public governmental bodies holding a closed meeting must close only an existing portion of the meeting facility necessary to house the members of the public governmental body in the closed session, allowing members of the public to remain to attend any subsequent open session held by the public governmental body following the closed session.
 4. The governmental body shall give notice of the time, date, place and tentative agenda of each meeting. The notice shall be placed on the appropriate bulletin board at city hall at least 24 hours, exclusive of weekends and holidays, prior to the meeting. If an emergency makes it impossible to give 24 hours notice, the reason must be reflected in the minutes. Notice also shall be given to any representative of the new media who requests notice of a particular meeting.
 5. Each meeting shall be held at a place reasonably accessible to the public, and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. When it is necessary to hold a meeting on less than twenty-four hours notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.
 6. A formally constituted subunit of a parent governmental body may conduct a meeting without notice during a lawful meeting of the parent governmental body, a recess in that meeting, or immediately following that meeting, if the meeting of the subunit is publicly announced at the parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.
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Resolutions - Open Meetings continued

7. A public body shall allow for the recording by audiotape, videotape, or other electronic means of any open meeting. A public body may establish guidelines regarding the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio recording of any meeting, record, or vote closed pursuant to the provisions of section 610.021 shall be permitted without permission of the public body; any person who violates this provision shall be guilty of a class C misdemeanor.
 8. Any member of a public governmental body who transmits any message relating to public business by electronic means shall also concurrently transmit that message to either the member's public office computer or the custodian of records in the same format. The provisions of this section shall only apply to messages sent to two or more members of that body so that, when counting the sender, a majority of the body's members are copied. Any such message received by the custodian or at the member's office computer shall be a public record subject to the exceptions above.
 9. The City Clerk shall be the custodian of Personnel Records and Records of minutes for the Belton Park Board and subordinate committees; and the Belton Parks and Recreation Department's administrative assistant shall be the custodian of all other records for the Belton Parks & Recreation Department and they will be responsible for the maintenance and control of all records. The custodian shall provide public access to all public records as soon as possible but no later than the third business day following the date the custodian receives the request. If additional delay is necessary, the custodian shall give an explanation for the delay and the date the record will be available for inspection.
 10. If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date the request for the statement is received.
 11. Fees for copying public records shall not exceed ten cents per page for a paper copy not larger than nine by fourteen inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the governmental body. Research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the result, the governmental body shall produce the copies using custodians of the governmental body that result in the lowest amount of charges for search, research, and duplication time. Prior to producing copies of the requested records, the person requesting the records may request the governmental body to provide an estimate of the cost to the person requesting the records. Documents may be furnished without charge or at a reduced charge when the governmental body determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the governmental body and is not primarily in the commercial interest of the requester.
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Resolutions - Open Meetings continued

12. Fees for providing access to public records maintained on computer facilities, recording, tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine by fourteen inches shall include only the cost of copies, staff time, which shall not exceed the average hourly rate of pay for staff of the public governmental body required for making copies and programming, if necessary, and the cost of the disk, tape, or other medium used for the duplication. Fees for maps, blueprints, or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints, or plats. If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming.

13. The deputy custodian for the Belton Park Board and the Belton Parks and Recreation Department shall be the Parks and Recreation Administrative Assistant.

Resolutions - Service Operating Principles

Department of Parks and Recreation, of the City of Belton, Missouri

A RESOLUTION ON Service Operating Principles - Youth Organizations.

WHEREAS, the decisions made by the Belton Park Board for youth programming and activities are measured against two basic principles, and;

WHEREAS, these principles are; “Is it good for the children” and “Is it a fiscally sound and responsive decision for the taxpayers,” and;

WHEREAS, there is a continuing effort to provide outstanding programs, activities and equipment for children and;

WHEREAS, adults volunteering for leadership and coaching positions within these programs should have exemplary standards for these children;

NOW THEREFORE, the Belton Park Board of the City of Belton, Missouri, hereby resolves as follows:

- A. That before entering into a collaborative agreement with organizations providing youth programming and activities, the sponsoring organization will require and have completed background checks of all adult volunteer leadership and coaches.
 - B. That before entering into a collaborative agreement with organizations providing youth programming and activities, all youth coaches will attend and complete sport-specific coach training ensuring that proper training standards are age specific for our children.
 - C. That the Belton Park Board will continue to enter into collaborative agreements with organizations providing youth programming and activities, that provide outstanding children activities, equipment and facilities in a “fiscally sound and responsible decision process for the citizens of Belton.”
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Sec. 2-176. Purchasing procedure.

Department heads shall adhere to the following guidelines regarding purchases of and contracts for all capital and non-capital items for the city:

- (a) Purchases of either capital or noncapital items not exceeding the sum of nine hundred ninety-nine dollars (\$999.00) may be made by the department head without the necessity of trading competitive bids; and
- (b) Purchases of capital or noncapital items exceeding nine hundred ninety-nine dollars (\$999.00) but not exceeding two thousand five hundred dollars (\$2,500.00) may be made by the department head after taking telephone bids, such telephone bids to be confirmed in writing; and
- (c) Purchases of capital items of over two thousand five hundred dollars (\$2,500.00) but not exceeding ten thousand dollars (\$10,000.00) may be awarded on written bids and the awarding of said purchase by the board of aldermen; and
- (d) Purchases of noncapital items of over two thousand five hundred dollars (\$2,500.00) but not exceeding ten thousand dollars (\$10,000.00) shall be made only by written bid procedure and said purchase may be awarded by the park board of directors; and

The aforesaid general purchasing procedure shall be subject to any more particular state, federal, or city rules of regulations expressly requiring a purchasing procedure different from that set forth above. Purchases must be approved by the city administrator or his designee as required by the administrative purchasing procedures.

(Ord. No. 72-621, § 12, 9-18-72; Ord. No. 83-1335, § 2, 3-8-83; Ord. No. 85-1544, § 16, 5-29-85)

Sec. 2-178. Bid procedures.

All supplies and contractual services shall be purchased and all sales of personal property of which has become obsolete and unusable shall be sold in accordance with this section:

- (a) Number of bids. All purchases and sales subject to the bidding procedure shall, wherever possible, be based on at least three (3) competitive bids.
 - (b) Notice inviting bids. Unless published bids are required, the purchasing agent shall solicit bids by:
 - (1) Direct mail request to prospective vendors;
 - (2) By telephone;
 - (3) By notice in a local news publication; or
 - (4) By public notice posted on the bulletin board of the city hall.
 - (c) Published invitation for bids. Notice inviting bids may be published once in at least one (1) trade journal, local news publication or other publication deemed suitable by the purchasing agent giving at least five (5) days' notice of the last day set for the receipt of bids.
 - (d) Bidders' list. The city clerk shall solicit sealed bids from all responsible prospective suppliers who have requested their names to be added to a bidders' list which the city clerk shall maintain, by sending them a copy of such trade journal notice or any other such notice as will acquaint them with the proposed purchase or sale. In any case, invitation sent to the vendors on the bidders' list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.
 - (e) Bid deposits. When deemed necessary by the department initiating the bid, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of bid deposits or surety bonds where the city clerk has required such. A successful bidder shall forfeit any deposit or surety required by the city clerk upon failure on his part to enter into a contract within ten (10) days after the award or within such time as designated by the city administrator.
 - (f) Bid opening procedure. Bids shall be submitted to the city clerk and shall be identified as a bid on the envelope or package. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be posted for public inspection and a tabulation report forwarded to the board of aldermen for necessary action thereon.
 - (g) Bidders in default to the city. The city clerk shall not accept the bid of a contractor who is in default on a payment of taxes, licenses, or other monies due to the city.
 - (h) Award of contract. The department head, with the approval of the city administrator or his designee, shall have the authority to negotiate contracts within the purview of this article. The city reserves the right to reject all or any bids; to waive irregularities; and to accept any bid which it deems to be most favorable to the interest of the city. The department head shall consider:
 - (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgement, experience, and efficiency of the bidder;
 - (4) The quality of performance of previous contracts of services;
 - (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
 - (7) The quality, availability and adaptability of the supplies or contractual services to the particular uses required;
 - (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - (9) The number and scope of conditions attached to the bid.
 - (i) Award to other than low bidder. When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the department head and filed with the other papers relating to the transaction.
 - (j) Tie bids. If all bids received are for the same total, amount of unit price, quality and service being equal, the contract shall be awarded to a local bidder. Should there be no local bidder, the city shall award the contract to one of the tie bidders by drawing lots in public.
 - (k) Performance bonds. The city shall have the authority to require a performance bond before entering a contract in such amount as the city shall find reasonably necessary to protect the best interest of the city.
 - (l) Prohibition against subdivision. No contract or purchase shall be subdivided to avoid the requirement of this section.
- (Ord. No. 72-621, § 13, 9-18-72; Ord. No. 83-1335, § 4, 3-8-83; Ord. No. 85-1544, § 17, 5-29-85)
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