

## **TITLE 2 ADMINISTRATION AND PERSONNEL**

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### **CHAPTER 2.35. EVENTS FACILITIES ADVISORY BOARD AND EVENTS FACILITIES DIRECTOR**

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#### **2.35.010 Board Created.**

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There is created an eleven-member events facilities advisory board ("board"), for the purpose of making recommendations on the operation of the Tyson Events Center, the Sioux City Convention Center, Orpheum Theater, IBP Ice Center and tourism bureau in Sioux City ("facilities") consistent with the terms and provisions of this chapter, to be known as the Events Facilities Advisory Board. Board members shall serve without compensation but may be reimbursed for the actual expenses incurred in the performance of their office. The main objective of the board shall be to make recommendations on the operation of the Tyson Events Center, the Sioux City Convention Center, Orpheum Theater, IBP Ice Center and tourism and visitor's bureau in a professional and businesslike manner so as to generate optimum revenues from the facilities while minimizing expenses. The board's principle goal shall be to recommend ways to keep the operating subsidy from general tax dollars to the lowest possible amount; at the same time maximize the economic impact of the economy of Sioux City through use of the facilities.

(Ord. 2006-0635)

#### **2.35.020 Appointment and Qualifications.**

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Two council members and the city manager shall, ex officio, be non-voting members of the board. Eleven members of the board shall be appointed by a majority vote of the city council. Board members shall be people who, by virtue of their background, education and experience, have demonstrated their ability to accept responsibility and to use prudent judgment. Before assuming the duties of office, each board member shall file with the city clerk an oath for the faithful performance of the board member's duties.

(Ord. 2006-0635)

### **2.35.030 Term of Office. Repealed by 2011-0080**

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This section has been repealed.

### **2.35.040 Organization of the Board.**

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As soon as possible after the appointment of the initial members, the board shall organize for the transaction of business, elect a president, a vice-president, and may elect a secretary from its own membership and adopt bylaws and regulations to govern the proceedings of the board. The city manager and the two council members may not be an officer of the board. Six members of the board shall constitute a quorum for the transaction of business. All actions of the board shall be by either resolution or motion and the affirmative vote of a majority of the members present shall be necessary for the passage of either action.

(Ord. 2006-0635)

### **2.35.050 Meetings and Minutes.**

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The board shall schedule at least one public meeting each month. The notice of the meetings and the conduct of the meetings shall comply with the open meetings law of the State. Minutes of each meeting shall be kept and all resolutions and minutes shall be open to public inspection.

(Ord. 2006-0635)

### **2.35.060 Responsibilities of the Board.**

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Except as otherwise provided hereinafter, the board shall make recommendations to the city council and the events facilities director on the operation of the facilities. Specifically, the board shall make recommendations on the following matters:

1. The rules and regulations for the operation of the facilities and box offices;
2. The purchase, lease, sale, or exchange of personal property for the benefit and efficient operation of the facilities.
3. The rates and fees for the use of the facilities and services.
4. Advertising within the facilities and on behalf of the facilities and events held therein.
5. Application for and acceptance of grants or subsidies from any other unit of government.
6. The procurement of insurance as is felt necessary for the protection of the facilities.
7. How to actively market and advertise the services offered by the facilities.

8. Acceptance of gifts, donations, devises and bequests that may be made to the city for the purpose of establishing, increasing or improving the facilities.
9. The expenditures of the facilities' revenues and the municipal funds allotted to the facilities.
10. The types of events to promote or co-promote activities and events held at the facilities.
11. The operation of a tourism and visitors bureau for the city to promote tourism in the community.
12. The employment of a competent person as director of the facilities who shall be the administrative head of the facilities or to otherwise provide for operation and marketing of the facilities.

(Ord. 2006-0635)

### **2.35.070 Events Facilities Department.**

There is created an Events Facilities Department under the supervision of the city manager. The city manager, with the advice of board, shall appoint an events facilities director.

(Ord. 2006-0635)

### **2.35.080 Responsibilities of the Events Facilities Director.**

It shall be the responsibility of the events facilities director to:

1. Publish and make known to the public the schedule of fees and charges for all services offered at the facilities, and the rules and regulations governing the public's and promoter's use of the facilities.
2. To cause the preparation of an annual financial audit through appropriate city channels covering program activities and financial status and deliver the same to the city council within 60 days of the end of the fiscal period.
3. Deposit all moneys received with the city treasurer to be credited to the facilities and make all disbursements utilizing the claim and warrant procedures of the city.
4. Expend revenues received consistent with the provisions of any outstanding bond issues.
5. Utilize the city's personnel department and follow the city's policies and procedures in the personnel administration of all facilities employees subject to any outstanding labor contract.
6. Make all purchases of materials, supplies and equipment through the purchasing department of the city and in accordance with city purchasing policies; provided, however, that the purchases of materials, supplies, equipment and services acquired for the purpose of conducting or hosting an event by the board at any city facility shall be purchased by the events facilities director under the supervision of the board.
7. File with the city clerk for public inspection and transmittal to city council copies of agendas and minutes of all board meetings and resolutions duly passed by the board within fourteen days of the meetings at which such action was taken.

8. Prepare a budget for transmittal to the city council for approval and adoption. Budget shall include all proposed expenditures of facility revenues and municipal funds allotted for the facilities. The approved budget will be the working document for administration of the facilities.
9. To utilize all the available services provided by the city and refrain from duplicating them.
10. Employ such persons consistent with the city's position classification and personnel manuals and limited to positions authorized in the budget as finally approved by the city council.
11. Employ persons at wages and benefits based on appropriate classifications and in accordance with the pay plan adopted by the city.

(Ord. 2006-0635)

### **2.35.090 Authority of Events Facilities Director.**

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1. The council recognizes that the events facilities director must have certain authority to promote the use of the facilities. Therefore, the events facilities director shall have the following authority:
  - a. To advertise the facilities locally and nationally to maximize use.
  - b. To lease and schedule events at the facilities on such terms as the events facilities director determines will maximize revenue to the city.
  - c. To enter into contracts to promote and co-promote events at the facilities, including contracts involving the pledge of money and guarantees.
  - d. To pay the fees of persons and organizations performing at the facilities.
  - e. To issue licenses for exclusive use of suites and for personal seat licenses at the facilities.
  - f. To arrange for food and beverage services at the facilities under such terms as to maximize revenues to the city.
  - g. To enter into agreements with off-site ticket sellers to sell and promote tickets sales at the facilities.
  - h. To purchase contracts of insurance as may be required to comply with requirements of individuals and organizations using the facilities.
  - i. Submit bids which may include guarantees and warranties to acquire conventions and similar events for the facilities.
  - j. To enter into contracts with sales representatives for various services to be performed on behalf of the City for the operation of the Events Facilities Department.

(Ord. 2009-0462; 2006-0635)

### **2.35.100 Removal of Board Members.**

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Board members may be removed by a majority vote of the city council for good cause shown as determined by the council.

(Ord. 2006-0635)