



**PARK & RECREATION SPECIAL MEETING
Minutes of November 17, 2011**

The Park and Recreation Board met on the above date at 5:45 p.m. with the following members present:

Karen Minshall, Chair	Present
Pam Proctor	Present
Cathy Combs	Present
Jeremy Toy	Absent
Rebecca Reese	Present

Chairperson called the meeting to order at 5:45 pm.

VISITORS & GUESTS:

- Bill Rachford, Mayor of Alexandria
- Karen Barto, Alexandria City Clerk
- Sam Trapp, Director of Public Works, City of Alexandria

OLD BUSINESS:

The Mayor reviewed Title IX: General Regulations/Chapter 94: Parks and Recreation/94.03 Park and Recreation Board. He explained the duty of the board is to serve in an advisory capacity to the mayor and council. He then requested a five-year plan from the park board, outlining what the board would like to see accomplished in the park during that time and what financial demands would be associated with these plans. This will help the city determine how much to budget and inform the council what amount would need to be approved.

The mayor explained why the Haunted Walk profit went into the General Fund rather than the Park and Recreation account. He said the Park and Rec. board is not set up at this time to generate income. It would take a budget amendment to make that change. Such a transaction would cost the city up to \$400 in legal fees. Therefore, any proceeds from park events will go into the general fund.

The park board has \$20,000 dedicated to it for this fiscal year. However, Karen Barto said that we could not count on that money. The park board could lose it if the city would need it to meet other needs.

Karen Barto commented on the options the park board has in making purchases:

1. Use personal credit card and get reimbursement by city
2. Have item billed to city. Include a note explaining what it was for and that it was approved.
3. Use the city's credit card

Cathy Combs asked how we get start-up cash for ticket collections at various park events. Karen said we can notify her a week ahead and get it from her. After the event, put the money in the city drop box or deposit it into the general fund.

The mayor said the park board functions like the Community Center. The Community Center charges fees. Those fees go into the general fund.

Any expenditure over \$1000 requires the Mayor's approval.

Sam stated that the Public Works department also has a line item in its budget for park maintenance and supplies (such as toilet paper and gravel).

Karen Barto stated that the board must notify the public twenty-four hours ahead of time every time a quorum of board members meets. This also requires an official agenda.

The board members present stated that we each love the park. At the same time, the "recreation" component of the tasks assigned to the board consumes time that would otherwise go to park improvement. The mayor recommended that we consider this in the five-year plan if we want to shift away from recreation.

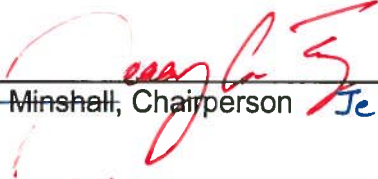
ADJOURNMENT:

MOTION: Pam Proctor made a motion to adjourn, seconded by Rebecca Reese. All in favor, the motion passed with a 4-0 vote.

Attested to and submitted by:


Pam Proctor, Secretary

Dated 1/4/2012

 ~~Karen Minshall, Chairperson~~ Jeremy Toy
Dated 1/4/2012

PARK & RECREATION BOARD GUIDELINES

I have attached information regarding the Park & Rec Board structure, duties and responsibilities as well as purchasing policies. These will give us a framework for our meeting discussion.

I view the Park & Rec Board in an advisory capacity dealing with the development issues of the park and the Public Works Department as providing ongoing maintenance of our facility. The Park Board is a part of the overall city budget and budgeting process and needs to be integrated with this process. It is a unique entity in that regard as the city Public Works Department expends funds to maintain and upgrade some of the facility and the Board has been allocated funds to develop certain aspects of the park. This is truly a collaborative effort to both develop and maintain our park. Our challenge is to make sure both entities work together toward common goals within the framework we are required to work within.

From my perspective, some of the items we need to discuss are:

1. Your written five year plan with your goals and objectives for funding for the community park. What do you want to do and where do you want to spend money? We need to know what we want to accomplish with any budgeted funds just like the other areas of the city government, i.e. Admin, Police, Public Works, etc.
2. Procedure and process for how the Board should work with city administration:

Board makes request of Mayor for an action/project that is part of five year plan

If request is viewed favorably, Mayor reviews with Public Works and asks for feasibility of the project and a cost estimate

Mayor informs Board of the feasibility and potential costs.

If still interested in proceeding. Need to review estimated costs with budget available. Since we are required to live within our annual budget this is critical. We can only spend what has been budgeted. Our annual budget is set by council and we all are required to live within it.

Once the project and budget have been approved, we can proceed with completion of the project.

The budget process needs to start with a preliminary draft due to the Mayor by February 1 of each year and finalized by March 1. This information needs to be incorporated with the budgets from the other departments and finalized. These figures are then submitted to the Council Finance Committee in March. In March and April the Finance committee reviews and revises the budget so that everything is ready for a first reading by council at the first council meeting in May and a final second reading at the first meeting in June. The council sets the budget then we need to manage it. We are required by statute to have our annual budget approved by June 30 of each year.