

RECREATION COUNCIL WORKING GROUP - Issue Agenda
Data from meeting of February 7, 2018

Theme 1: Structural Approaches

ALTERNATIVE MECHANISMS

- What are alternative structures and procedures to Parks and Recreation ISOP – how can we get/leave money with Rec Councils to allow Rec Councils to make expenditures – MAD? BID? Grant? Advance of money?

501(c)(3)

- Understand that the City does not touch 501(c)(3) money
- Burden of maintaining 501(c)(3) status; how will the 501(c)(3) cover their expenses?
- The importance of keeping 501(c)(3) status; determining whether to retain or dissolve
- After July 1, how to manage the accounting or dissolution of 501(c)(3)
- The 501(c)(3) also supports non-Parks & Recreation Department activities that utilize P&R facilities. There is concern that such donations will dry up?
- Donations directly to the 501(c)(3)– how will this be handled?

RECREATION COUNCIL SOP and BYLAWS

- Communities are different, this needs to be recognized in the SOPs and bylaws
- One set of bylaws for all – needs to be standard throughout the City
- Include Rec Council review of “city funding” for centers/park (page 7)
- Need to refine ISOP article 2.3 “shall act in best interest of City at all times”
- Include participation with/by local planning committee (section 3.9)
- Delete section 3.4 from proposed bylaws in its entirety
- Refine ISOP Section 7.3 Revenue - staff quarterly statements describe purchases in general categories
- Timeline for new SOP to be in place
- Communities South of 94 do not have “local” newspapers – delete this requirement
- City should be responsible for advertising and outreach

Theme 2: Budget Development and Fiscal Oversight

BUDGET DEVELOPMENT

- How Rec Centers provide input into the budget process
- How the annual budget amount is decided. Average over a certain amount of years?
- Budget process for short-term projects and setting money aside for larger projects or CIP
- Assigning money to where Rec Council wants it – budget and monthly allocation
- Accomplishing the City budgeting process with revolving staff
- Identify decision-making roles and ensure decision maker’s knowledge of community needs
- Ensure and document the segregation of each Rec Council’s funds
- Mira Mesa has 3 Rec Centers. How will money be available for each center?

FISCAL OVERSIGHT

- Fiscal process, oversight, and accountability
- Financial accountability of City with Rec Council money
- Transparent use of Rec Center's money in city process, i.e. additional fees from Public Works Department
- Financial oversight by the community
- Visibility and reporting/tracking of funds
- Treasurers Reports – how often will we receive them?

Theme 3: Operational Continuity

EXPENDITURES

- Document financial processes – timeline, reimbursement, how funds flow
- Ability to spend new funds – daily, weekly, monthly
- How Department will handle funds and make expenditures
- Petty cash or credit cards vs new city process
- Will funds be reimbursed, or must we request in advance?
- Efficient distribution of requested funds; expediency of requests
- What control/veto power will City have over Rec Council expenditure decisions?
- Will funds be limited only to Rec Centers raising the funds?

DECISION-MAKING

- How decisions will be made re: approval of events, etc.
- Rec Councils work within the community to supply programs – making us get approval through the City makes it difficult
- Currently Rec Council as a group approves programs, how does this change?

PARTNERING

- Partnering/sponsorships with other local groups
- Partnering with other community groups and activities – donations of funds, use of table and chairs, electricity
- Special events – can Rec Council support other community groups i.e., Town Council?

VOLUNTEER ENGAGEMENT

- Volunteers need to feel that they have some control over what they are doing
- Enfranchise members of Rec Councils
- Encourage community events that utilize Parks and Rec Centers but run mostly by volunteers

WORKING WITH CITY STAFF

- Personnel issues at Rec Centers – Community input should be sought and heeded
- Staff evaluation and feedback loop
- What level of communication is expected between Rec Leader/Director and Rec Councils?

- Ability to be flexible
- Good communication is required at all levels

Theme 4: Procurement and Capital Improvement Projects

PROCUREMENT

- Procurement concerns – how will Rec Centers get stuff quickly?
- Vendor procedures and qualifications - for example, insurance for the City
- Handling sports officials
- Low level contractors should be afforded a simple application and selection process
- Escalation of lagging items
- Execution on event needs – how will Rec Council get needed goods and services?

CIP – CAPITAL IMPROVEMENT PROGRAM PROJECTS

- Will Rec Councils be able to continue to finance CIP projects?
- Ability to raise and use funds for large projects in a timely manner
- Need a Parks & Recreation Ombudsman to shepherd projects
- Long term accounts to hold money for several years; use of Reserve Funds
- Use of grant money and matching funds in conjunction with City money on a project or alone on a project
- Right of Entry is making repairs more difficult. Define the Right of Entry process.
- The source of project funding should not affect granting of Right of Entry permits
- Added cost/overhead; administrative costs

Theme 5: Equity

EQUITY

- Diverse programming representative of the community
- City wants to make programs cookie cutter. Needs are different depending on the community
- Lack of funding. Does not work well for all
- Equity between districts

Items to be addressed at the March 6, 2018 meeting:

SPEND DOWN

- Clearly explain the spend down process
- Address the spend down A) from now until end of current fiscal year and B) from July 1 – June 30 each fiscal year
- How to accomplish the spend down when City is not available to fulfill activities
- Will the money be saved for the projects the Rec Councils intended?