

DRAFT

PARKS AND RECREATION BOARD ANNUAL REPORT 1994-95

1. OFFICIAL NAME OF THE COMMISSION

Austin Parks and Recreation Board

2. OBJECTIVES AND FUNCTIONS

To advise the Austin City Council and City Manager on matters pertaining to the acquisition, development, sound management, maintenance and use of parks, recreational facilities and leisure services owned or controlled by the City of Austin.

3. AUTHORITY

Created February 8, 1934, City Code, Volume a, Chapter 24, Article II, Section 24-3; amended March 15, 1951, Ordinance No. 590604-F; amended further by Ordinance No. 771013-O, Ordinance No. 780223-F, and Ordinance No. 780223-G.

4. NAMES, ADDRESSES, OCCUPATIONS AND ETHNICITY OF THE CURRENT MEMBERS OF THE COMMISSION

<u>Names and Address</u>	<u>Ethnicity and Sex</u>
a. Mary K. Isaacs 4816 Canyonbend Circle (35) Business: Educator	WF
b. Hermelinda Zamarripa Caswell Ave. (03) Business: Emp. Clerk	HF
c. Ron Cartlidge, Vice Chair 1802 Woodland Avenue (41) Business: Mendez Middle School	WM
d. Phil Friday, Chair 1207 W. 10th. Street (03) Business: Attorney	WM
e. Erma Linda Cruz-Torres, Secretary/ Parliamentarian 2714-B Parker Ln. (41) Business: San Juan Child Development Center	HF
f. Ricardo Rocky Medrano 1408 Vargas Rd. (41) Business: Constable	HM
g. Marianne Scott Dwight 2108 Glendale Place (04)	WF

Business: Associate Attorney

h. Rosemary L. Castleberry WF
2719 Windsor Rd. (03)
Business: Self-employed

Members Emeritus:

Mrs. Roberta Crenshaw WF
2515 El Greco Cove (03)

Mrs. Ruth D. Isley WF
(no Austin address)

Mrs. Margaret Scarbrough WF
Scarbrough Bldg. (03)

Mrs. Louise Nivison WF
3600 Greystone #511 (31)

5. REPORTS AND RECOMMENDATIONS PRESENTED TO THE CITY COUNCIL FROM OCTOBER 1994 THROUGH SEPTEMBER 1995

October 1994

The Board recommended to Council that the City should provide additional youth athletics fields in all sports where there is unserved need, including girls' fast-pitch softball and the Parks and Recreation Department should be given time to explore all options to serve the needs of girls' fast-pitch softball, including options already proposed; use of Bergstrom softball fields on a temporary or permanent basis; and fast-tracking Montopolis Sports Complex.

The Board and staff concurred to recommend to Council approval that on a temporary basis until a permanent location could be found, the girls' fast-pitch program could continue to use Williams Field and have access to all currently unscheduled time on one or both Butler Fields on a reduced rental basis provided funds for the rentals do not come from existing Parks and Recreation budgets. The Board also requested the Council to look at the Bergstrom fields as permanent locations to reduce overcrowding of other softball facilities.

November 1994

The Board concurred with staff to recommend to Council approval that in regards to the Austin Transportation Plan the Department would address recommendations as they impact park and recreation issues.

The Board recommended to Council the Department continue the ban on jet skis during certain holiday periods on Lake Austin, that is Memorial Day, Labor Day, and July Fourth.

December 1994

The Board concurred with staff to recommend to Council approval of the Department recommendation in regards to the additional funding for Parque Zaragoza Recreation Center.

January 1995

The Board concurred with staff to recommend to Council approval of making changes in ordinances regulating aquatics.

The Board recommended to Council to award the contract to Mr. Howard Barnett of the Zilker Canoe Rental.

February 1995

The Board recommended to Council approval of the proposed Public Tree Care Ordinance and related revision of the Land Development Code.

The Board concurred with staff to recommend to Council approval to codify the enforcement powers of Park Police.

The Board concurred with staff to recommend to Council approval regarding improved equipment, staffing, and salary ranges for Park Police with strong emphasis on equal salary ranges first, improved equipment second, and staffing third.

The Board concurred with staff to recommend to Council approval of a 0.16 acre sanitary sewer Use Agreement at Walnut Creek Metropolitan Park.

The Board concurred with staff to recommend to Council approval on the proposed amendment to the agreement with Aqua Festival for 1995 event.

The Board recommended to Council that in the event the Parks and Recreation Department is asked to manage the Central City Entertainment Center, it should receive full additional funding for operation, maintenance, and debt services that its responsibility should not impact its existing operations.

The Board recommended to Council that regarding the Barton Creek Community Agreement, they would only be concerned with the parkland aspects of the agreement.

The Board recommended to Council approval of Alternate Route #2 regarding the reconstruction of Holly Street Plant transmission lines, with the Electric Department looking into the feasibility of shifting the route off of Haskell St. as proposed. If Council chose to use Alternative Route #1, the Board would want to have every bit of the proposed mitigation done and possibly even more.

The Board concurred with staff to recommend to Council approval of the increase in fees for the Zilker Eagle and the extension of the concession contract as recommended by staff.

The Board concurred with staff to recommend to Council approval of the proposed Interlocal Agreement with Travis County and Texas Forest Service.

April 1995

The Board recommended to Council to exclude sanctioned, organized adult league play on parkland (games or practice) from the alcohol ban in the proposed area (Area 3) and the other two already approved areas.

The Board recommended to Council and the Planning Commission the following 1996 City of Austin Capital Improvement Program (CIP) recommendations:

- support the Parks and Recreation Department's proposed 1995-96 Capital Improvement Plan which includes the sale of \$19,213,000 in authorized but unissued bonds for seven projects meeting contractual commitments and expansion needs, and the appropriation of \$591,000 in CIP Interest to replace nine aging playscapes.

- support the Parks and Recreation Department's proposed new projects requiring voter approval in the 1995 Bond Election. The Parks Board also recommends the addition of the following projects:

Colorado River Park Development (\$5,500,000) - construct park improvements to serve southeast Austin neighborhoods, including infrastructure and roads serving the park.

Trails and Greenways (\$20,000,000) - develop a system of regional trails, as recommended by the Austin Trails Council. This proposal is intended to supplement the proposed PARD Greenbelt Acquisition and Development project requiring \$5,000,000.

Dittmar Recreation Center Expansion (\$2,000,000) - enlarge the small South Austin recreation center at Dittmar Park, which is unable to serve the growing need for services.

Montopolis Recreation Center Expansion (\$2,000,000) - add capacity to an older, crowded recreation center serving the youth of Montopolis.

Southland Oaks Neighborhood Park (\$150,000) - Phase I development of new City park in far south Austin.

Town Lake Navigation Barrier Removal (\$500,000) - remove sandbars and obstructions, which limit recreational activities and create navigational hazards on Town Lake.

The Board concurred with staff to recommend to Council approval of a 0.268 acre permanent use agreement and an 0.262 acre temporary use agreement in the Walnut Creek/Colorado River Greenbelt.

The Board recommended to Council not to convert the softball fields in the Havins Complex in Walnut Creek Park to baseball fields. The Board strongly recommends the pursuit of additional softball and baseball fields for the citizens of Austin.

May 1995

The Board recommended the following recommendations to Council regarding the BCCP Shared Vision and revised BCCP "Shared Vision" Community Conservation Plan Working Group's motions:

Recommendations Regarding the Report of
the Community Conservation Plan Working Group (BCCP)

On May 9, 1995, The Parks and Recreation Board was asked to make recommendations regarding various Motions approved by the Community Conservation Plan Working Group in April 4, 1995, pertaining to the Balcones Canyonlands Conservation Plan (BCCP).

The Parks Board makes the following recommendations:

MOTION #2: "Encourage mitigation measures that will contribute to the completion of the already-defined preserve system."

The Parks Board supports this Motion. The lands of the preserve system should be as contiguous as possible, and should not be fragmented.

MOTION #11: "...other governmental entities... (should) carry out the responsibilities of a managing partner in specific preserve property... (and adhere to) minimum management responsibilities were the Golden-cheeked Warbler..."

The Parks Board believes that, although it is appropriate that the City of Austin should pay management costs associated with public use (MOTION #10), the City should not have to pay for habitat management out of its General Fund. Austin taxpayers have already contributed \$22,000,000.00 plus interest toward preserve acquisition, portions of which are reserved exclusively for habitat. Species preservation costs should be paid out of participation fees voluntarily paid by developers who might expect to benefit directly from participation.

OTHER MOTIONS: The Parks Board takes no position the remaining Motions.

The Board concurred with staff to recommend to Council approval of Use Agreements for detention pond, inundation, sanitary sewer, and temporary access in Bartholomew Park.

June 1995

The Board concurred with staff to recommend to Council approval of Use Agreement for permanent sanitary sewer in Jimmy Clay Golf Course.

The Board concurred with staff to recommend to Council approval of the proposed Special Events Policy with specific recommendations made by the Board.

The Board concurred with staff to recommend to Council approval of Use Agreements for fiber optic cable according to the Greater Austin Area Telecommunications Network (GAATN).

July 1995

The Board recommended to Council approval of the proposed Encampment Ordinance.

August 1995

The Board recommended to Council that the policy be changed on block 11 at the Austin Memorial Cemetery so as to permit upright or flat stones, but that the property owners on block 11 be notified of this recommendation before the matter is taken up by Council.

The Board concurred with staff to recommend to Council approval in the renaming of Austin Nature Center to Austin Nature and Science Center.

The Board concurred with staff to recommend to Council approval of .566 ac. permanent drainage use agreement for water quality pond in Gillis Park.

The Board recommended to Council to approve the City Manager's proposed 1995-96 Parks and Recreation Department (PARC) budget. The Board calls on City Council to recognize the urgent need for additional funding for PARC to counteract the deterioration caused by deferred maintenance and to move Park Police closer to parity in funding with the Austin Police Department. Furthermore, the Board further strongly recommends that Pioneer Farms funding be reinstated with monies outside the PARC budget.

The Board concurred with staff to recommend to Council approval of a use agreement for a 12" wastewater main through Dick Nichols Park.

The Board recommended to Council approval of the proposed Austin Bicycle Plan.

September 1995

The Board endorsed the Public Works recommendation regarding proposed changes for better traffic control on Barton Springs Road through Zilker Park and approved recommending it to Council.

The Board recommended to Council the "Swede Hill Park" be maintained as a park.

Resolutions

Adopted three (3) resolutions. (See Attachments)

6. NUMBERS OF MEETINGS HELD

21

7. ATTENDANCE

(see attached sheets)

8. NUMBER OF PUBLIC HEARINGS HELD

Four (4) Public Hearings were held by the Board and they took public comment at numerous other occasions.

9. NAVIGATION

The Parks and Recreation Board acted on 27 navigation items.

10. EXPENSE

\$? Total (Back up will be presented at the retreat)

This includes \$ 104.86 for postage; \$ 29.78 for office supplies;
\$ 670.53 for photocopying; and \$ for staff.

11. CITY PERSONNEL WHO REGULARLY ASSIST THE COMMISSION

- a. Michael J. Heitz, Director, Parks and Recreation
- b. Jesus M. Olivares, Deputy Director, Parks and Recreation
- c. Jody Hamilton, Community Services Manager, Parks and Recreation
- d. Heather Griffith-Peterson, Division Manager, Management Services
- e. Tana Goodwill, Concessions Contract Manager, Management Services
- f. Ray Lopez, Division Manager, Programs
- g. Stuart Strong, Principal Planner, Planning and Design
- h. Peter Marsh, Engineering Associate II, Planning and Design
- i. Sarah Campbell, Senior Planner, Planning and Design
- j. Sandra Chipley, Park Development Coordinator, Planning and Design
- k. Donna Bohls, Administrative Assistant III, Planning and Design
- l. Dolores R. Posada, Administrative Assistant I

12. FUNCTIONS OF THE BOARD WHICH ARE DUPLICATED BY ANY OTHER COMMISSION

There are no other boards that duplicate the functions of the Parks and Recreation Board.

13. RECOMMENDATIONS

The Parks and Recreation Board very strongly recommends that the Board be continued as we feel it is a very vital liaison between the community and the City Council in matters involving parks and recreation services for the citizens of Austin.

**1994-95 PARKS AND RECREATION BOARD GOALS
BY COMMITTEE**

Concessions Committee

1. Review Concessions Ordinance and Policy, and recommend changes to City Council if necessary.

ad hoc Concessions Committee Membership

Doug Johnston

Land and Facilities Committee

1. Advocate significant increase in funding for maintenance in 1995-96 Budget.
2. Advocate fast-track completion of Colorado River Park.
3. Advocate increase in number of youth athletic fields for all sports in which there is unmet community needs.
4. Advocate increase in number of soccer fields to meet community needs.
5. Advocate continued PARD management of BCCP lands, and maximization of public access to BCCP lands, consistent with environmental requirements.
6. Continue to review in phases all parks projects of significant public interest, including concept, schematic and design development phases, if necessary.
7. Continue to follow status of all facilities and land acquisition projects approved by voters in 1992 bond election.
8. Advocate development of Zilker Loop Trail.
9. Promote connection among trails and greenbelts.

**Land and Facilities Committee Membership
1994-95**

Doug Johnston, Chair
Marianne Dwight
Mary K. Isaacs

Navigation Committee

1. Monitor the number of water craft on Town Lake (third year) to have information for planning and safety.
2. Continue working for the removal of safety hazards in Town Lake, Lake Austin and Lake Walter E. Long (on-going).
3. Work to remove problems of congestion, both parking and boat traffic at Walsh Boat Landing ramp on Lake Austin (continuation).
4. Act on and approve/disapprove all applications for construction and/or repair of boat docks and retaining walls that may come before the committee.
5. Work to improve trash removal from Town Lake and Lake Austin.

Navigation Committee Membership

1994-95

Ron Cartlidge, Chair

Phil Friday

Program Subcommittee

1. The Programs Subcommittee will become more involved and support:
 - * City Council's number one priority, youth, families and neighborhood vitality.
 - * Parks and Recreation Department budget issues.
 - * Volunteer at special events.
 - * Work more closely with PARD Advisory Boards and Support Groups.
2. The Programs Subcommittee will assist the Parks and Recreation Department in creating a mechanism for a formal reporting structure that will:
 - * Create/standardize guidelines for the operation of all advisory boards and support groups.
 - * Establish a reporting structure outlining working relationships with representatives of all advisory boards.
 - * Establish a formal organization chart outlining the Parks and Recreation reporting structure.

Programs Committee Membership 1993-94

**Erma Linda Cruz-Torres, Chair
Rosemary Castleberry
Rocky Medrano**

**PARKS AND RECREATION BOARD
OF THE CITY OF AUSTIN**

Resolution

Barton Springs Pool Maintenance

WHEREAS the primary concern in the management of the Barton Springs Pool must be the quality and safety of swimming; and

WHEREAS current maintenance procedures are resulting in a shallow end which is dangerously slippery and a deep end which is increasingly clogged with algae and silt; and

WHEREAS there is no reliable evidence that previous maintenance procedures had threatened the viability of the Barton springs Salamander; and

WHEREAS the Barton Springs Salamander has not yet been officially designated as an endangered species;

NOW, therefore, in consideration of the premises, the Parks and Recreation Board recommends to the City Council and the Parks and Recreation Department that it resume previous maintenance procedures, including the controlled use of chlorine in the shallow end and the appropriate dredging of silt in the deep end; and that the impact of these procedures on the Barton Springs Salamander be studied.

ADOPTED this 8th day of November, 1994, by a vote of 7-1-1.
Marianne Dwight abstained.

PARKS AND RECREATION BOARD OF THE CITY OF AUSTIN

**PARKS AND RECREATION BOARD
OF THE CITY OF AUSTIN**

Resolution

New Multi-sport and Soccer Complex

WHEREAS Soccer has become a significant and permanent part of the local sports scene; and

WHEREAS Youth Soccer alone has grown more than 50% in five years to more than 13,000 strong;

WHEREAS Adult Soccer leagues have had to turn teams away in recent years for lack of playing fields;

WHEREAS a general shortage of Soccer fields exists in Austin; and

WHEREAS our Parks and Recreation Department (PARC) has recommended the submission of a \$15 million bond proposal for a new Multi-sport complex including youth and adult soccer fields;

NOW, THEREFORE BE IT RESOLVED that the Parks and Recreation Board recommends that the City Council submit a proposed \$15 million bond issue for a new Multi-sport complex including youth and adult soccer fields at the next bond election.

ADOPTED this 13th. day of December, 1994, by a vote of 8-0.

PARKS AND RECREATION BOARD OF THE CITY OF AUSTIN

**PARKS AND RECREATION BOARD
OF THE CITY OF AUSTIN**

Resolution

Water Quality Facilities in Parkland

WHEREAS the Public Works Department has proposed to take .566 acres of land in Gillis Park for a permanent water quality facility; and

WHEREAS installation of the facility will prevent public use of said parkland on a permanent basis; and

WHEREAS said water quality facility will create certain safety risks for children;

NOW, THEREFORE, in consideration of the premises, the Parks and Recreation Board makes the following recommendations:

1. In general, it is bad public policy to take public parkland for water quality installations when those installations will make the parkland unusable by the public.

2. Any such water quality facilities should be installed in parkland only where there is no other feasible alternative.

3. When such water quality facilities are installed in parkland, adequate compensation should be paid, sufficient to enable the Parks and Recreation Department to replace the lost parkland.

4. Whenever such water quality installations are installed, appropriate barriers should also be installed to minimize the risk that children may be harmed by the facility.

ADOPTED this 8th. day of August, 1995, by a vote of 6-0.

PARKS AND RECREATION BOARD OF THE CITY OF AUSTIN

ATTENDANCE RECORD IS TO REFLECT ALL ATTENDANCE FOR THE YEAR ON A CONTINUING CHART - DO NOT USE SEPARATE SHEET FOR EACH MEETING

NAME OF BOARD/COMMISSION/COMMITTEE/TASK FORCE: Parks and Recreation Board

ATTENDANCE RECORDS FOR 19 94 REGULARLY SCHEDULED MEETINGS

Revised Form: 8/12/83

NAME	JAN	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
Cartledge, Ron											11	25	8
Castleberry, Rosemary													13
Cruz-Torres, ErmaLinda													
Duffie, Delores													
Dwight, Marianne													
Friday, Phil													
Isaacs, Mary K.													
Johnston, Doug													
Medrano, Rocky													

*Fill in dates of all regular meetings. List names of all members, and for each mark X when absent; ✓ when present and
 if absent for health reasons. Send to the City Clerk's Office after each regularly scheduled meeting.

ATTENDANCE RECORD IS TO REFLECT ALL ATTENDANCE FOR THE YEAR ON A CONTINUING CHART - DO NOT USE SEPARATE SHEET FOR EACH MEETING

NAME OF BOARD/COMMISSION/COMMITTEE/TASK FORCE: PARKS AND RECREATION BOARD

Revised Form: 8/12/83

ATTENDANCE RECORDS FOR 1995 REGULARLY SCHEDULED MEETINGS

NAME

	JAN	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
	10	24	14	28	11	25	9	23	13	27	11	25	8
Cartledge, Ron	7-21-94	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Castleberry, Rosemary	7-21-94	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cruz-Torres, Erma Linda	7-21-94	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Duffie, Delores	7-21-94	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dwight, Marianne	6-8-95	✓	✓	✓	*	✓	✓	✓	✓	✓	✓	✓	✓
Friday, Phil	6-9-94	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tsaacs, Mary K.	6-8-95	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Johnston, Doug		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Medrano, Rocky	6-8-95	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* Fill in dates of all regular meetings. List names of all members, and for each mark X when absent; ✓ when present and X if absent for health reasons. Send to the City Clerk's Office after each regularly scheduled meeting.

ATTENDANCE RECORD IS TO REFLECT ALL ATTENDANCE FOR THE YEAR ON A CONTINUING CHART - DO NOT USE SEPARATE SHEET FOR EACH MEETING

NAME OF BOARD/COMMISSION/COMMITTEE/TASK FORCE: Parks and Recreation Board

ATTENDANCE RECORDS FOR 19⁹⁵ REGULARLY SCHEDULED MEETINGS

Revised Form: 8/12/83

[illegible]

*Fill in dates of all regular meetings. List names of all members, and for each mark X when absent; ✓ when present and + if absent for health reasons. Send to the City Clerk's Office after each regularly scheduled meeting.

**MINUTES
PARKS AND RECREATION BOARD
September 12, 1995**

The regular meeting of the Parks and Recreation Board was held on Tuesday, 1995 at 6:30 p.m. at the Parks and Recreation Department Main Office Board Room, 200 South Lamar Blvd. Board members present were Rosemary Castleberry, Erma Linda Cruz-Torres, Marianne Dwight, Phil Friday, Mary K. Isaacs, Rocky Medrano, Hermelinda Zamarripa, and Louise Nivison, Member Emeritus.

Staff members present were Jesus Olivares, Jody Hamilton, and Dolores Posada.

CALL TO ORDER

The meeting was called to order at 6:40 p.m. by Phil Friday, Chair.

CITIZEN'S COMMUNICATION

Mike Workman, resident, addressed the Board on the following issues:

- * asked the Department to investigate the possibility of connecting Waterloo Park to the Capital and Downtown.
- * supports October 7 City bond issue
- * noted Item D3d not in order for action by the Board, but encouraged the Board to vote in favor of the Triple-A baseball stadium.

ITEMS FOR ACTION

ITEMS FOR CONSENT

ITEMS PULLED FOR DISCUSSION

ITEMS FOR INITIAL CONSIDERATION

Make recommendation to Council regarding proposed changes for better traffic control on Barton Springs Rd through Zilker Park.

Alan Hughes, Engineer II, Public Works, gave a brief summary and recommended to the Board to install two (2) 20 mph reduced speed park zones. One will run from the Barton Creek to Stratford Drive, the other from Stratford Drive to Loop 1 (MoPac). They can be operated individually or concurrently. They could be controlled by Park Police during the weekend or a special event.

After a brief discussion, Rocky Medrano moved to endorse the recommendation and approve recommending it to Council. Rosemary Castleberry seconded the motion.

The vote was 7-0.

Make recommendation to Council regarding "Swede Hill Park".

Mike Tolleson, resident, asked the Board to recommend to Council not to allow Jo Baylor, developer, to build affordable housing on the property in question, but to allow the neighborhood to maintain it as parkland.

Jesus Olivares, Deputy Director, stated the Department had no recommendation at this time.

Phil Friday moved to recommend to Council that "Swede Hill Park" be maintained as a park. Rocky Medrano seconded the motion.

The vote was 7-0.

Set a public hearing for the proposed Guidelines and By-laws for Advisory Groups.

On unanimous consensus, the Board approved a public hearing for the proposed Guidelines and By-laws for Advisory Groups be set for Saturday, October 14, at 9:00 a.m. At the retreat, the Board will decide if they or the Programs Subcommittee will hold the public hearing.

Make recommendation to the voters regarding proposed Triple-A baseball stadium.

Due to the fact the proposed Triple-A baseball stadium is scheduled for an election, the Board as a whole could not act on the item, but as an individual person and Board member, they were allowed to voice their opinions and ask questions about the stadium.

Mike Workman addressed the Board and expressed his thanks to them for discussing issues regarding the baseball stadium even though there was no action taken.

Hermelinda Zamarripa expressed her concerns regarding the traffic the baseball stadium would bring into neighborhood streets.

Rocky Medrano stated he was in favor of the proposed Triple-A baseball stadium.

Set agenda for retreat.

The Board was reminded that the retreat was scheduled for September 30, at 9:00 a.m. at Riverside Center.

On consensus the Board decided to postpone their regularly scheduled meeting on September 26 and discuss any pressing items at the retreat unless there was an urgent matter. Jody Hamilton would send draft retreat agendas to all Board members no later than Friday, September 22 and they would have all revisions back to her no later than 12:00 noon Monday, September 25.

Other items Board members asked to be discussed at the retreat:

- * Resource Manual update
- * Division overview
- * Capital Improvements Projects (CIP) update
- * More thorough presentation on "SPLASH"
- * Aquatics information
- * Park Police update
- * Special projects the Department is pursuing
- * Recreation Center audit review
- * Budget overview
- * 1994-95 Annual Report draft review/Update committee goals

ITEMS FOR CONSIDERATION

DIRECTOR'S REPORT

Jesus Olivares, Deputy Director, invited the Board to attend the Dick Nichols Pool ground breaking ceremony on Saturday, September 16, 10 a.m. He announced the boxing program is steadily coming back into the Department as it had been requested by various Board members. There was a smoker boxing match at the Pre-Diez y Seis celebration done the past Saturday at Gillis Park sponsored by the South Austin Recreation Center. Mr. Olivares also mentioned the following Diez y Seis de Septiembre celebrations to be held throughout the City:

- * Fiestas Patrias/Fiesta Gardens: Friday, Saturday, and Sunday
- * Mexican Consulate Program/Auditorium Shores: Friday
- * Fiesta/Parque Zaragoza: Saturday

COMMITTEE REPORTS

ITEMS FROM BOARD MEMBERS

ErmaLinda Cruz-Torres thanked the Department for replacing the "NO ALCOHOL" signs along Pleasant Valley Road as she had requested.

Rocky Medrano reported to Mr. Olivares he had received a call from Christina Chavez regarding a ballfield that was to be built at Kendra Page park but since there were no funds left in the project the Department would not build it. Ms. Cruz-Torres reported she had also received a call from Janine of the Silverstone Neighborhood Association regarding the same issue.

Phil Friday asked what would it take for the City to acquire the land Mr. Workman had spoken of during his comments under Citizens Communication.

APPROVAL OF MINUTES

Rosemary Castleberry moved to have the minutes of the regular meeting of August 28, 1995 approved with the following corrections:

p.3 under **COMMITTEE REPORTS** should read:

"Ms. Cruz-Torres also reported they had reviewed Senate Bill 212

which is in reference to child care."

"She also mentioned there had been a presentation done by Juan Valera and Cindy Giedraitis regarding "Splash" and the Barton Springs Gift Shop being converted to an exhibit on the Edwards Aquifer and make it an educational component."

p.3 under **ELECTION OF OFFICERS:**
Add "Castleberry" to Rosemary.

Nominations should read:

"Since there were no other nominations, Rosemary Castleberry moved that the nominations be closed and by acclamation Phil Friday become Chair."

"Since there were no other nominations, Rocky Medrano moved that the nominations be closed and by acclamation Ron Cartlidge become Vice Chair."

"Since there were no other nominations, Mary K. Isaacs moved that the nominations be closed and by acclamation Erma Linda Cruz-Torres become Secretary."

Rocky Medrano seconded the motion.

The vote was 7-0.

ADJOURN

Before adjourning, Ms. Castleberry mentioned she had seen a TV show that showed a chemical you could spray on paint that would allow you to spray wash graffiti. Mr. Olivares assured her that the Department was investigating all available products that would decrease the cost of graffiti removal.

There being no further business, the meeting adjourned at 8:07 p.m.

Audio tapes of the Parks and Recreation Board meetings are available through the Director of Parks and Recreation, 499-6717.

POLICY FOR
ADVISORY BOARDS & ASSOCIATIONS

*** DRAFT ***

**POLICY FOR
ADVISORY BOARDS AND ASSOCIATIONS
OF THE
AUSTIN PARKS & RECREATION DEPARTMENT
UPDATED 9-18-95**

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POLICY FOR ADVISORY BOARDS & ASSOCIATIONS (PARD)

A. GENERAL GUIDELINES

1. FORM OF GOVERNMENT* - Austin uses the council-manager form of government, the most popular form of government in Texas home rule cities. Article I Section 2 of the Austin City Charter states that pursuant to the provisions of , and subject only to the limitations imposed by the state constitution, the state laws, and this Charter, all powers of the City shall be vested in and exercised by an elective Council. The Council shall enact legislation, adopt budgets, determine policies, and appoint the City Manager who shall execute the laws and administer the government of the City.

2. ROLE OF COUNCIL* - The City Council is responsible for all aspects of a City's government and is the legislative and policy making body for the City. A close working relationship between the Council and the City's administrative staff is essential for the Council to carry out its role effectively. In Austin, the Council adopts and amends ordinances, approves licenses and permits, plans for capital improvements, approves all land transactions, hears zoning cases, sets fees and charges, may act as the rate-setting body for utilities (other than telephone), sells bonds, sets the tax rate, approves the annual budget, accepts federal and state aid, appoints boards and commissions, and acts as representative of the City. The Mayor and Council have the power to appoint and remove the City Clerk, City Auditor, Municipal Court Judges, and Municipal Court Clerk and the City Manager. The Mayor and Council appoint most boards and commissions, and the City Manager appoints administrative personnel.

3. ROLE OF CITY MANAGER* - The City Manager is the Chief Executive Officer of the City with many duties, powers and responsibilities. In general, the job of the City Manager is to see that all laws and ordinances and all policy directives of the City Council are carried out. The Manager exercises control over the City's administration and appoints department heads and other top level employees of the City. The Manager makes budget and other recommendations to the City Council and advises the Council of the City's current conditions and future needs. The City's annual financial report and other reports required by the Council are prepared by the City Manager.

4. ROLE OF PARD - Under the direction of the City Manager, the Department plans, directs, and supervises the construction, operation, maintenance, and programming of municipal park, recreation, and cultural facilities. The Department administers and enforces City, State, and Department policies, regulations, and ordinances pertaining to parks, recreation, and culture; it hires, trains, supervises, and evaluates its employees engaged in the day to day operations of facilities and programs; it surveys and predicts trends in community needs for parks, recreation, and cultural systems and develops annual and long-range departmental plans and objectives to meet those needs; it projects and prepares annual operational budgets for City Council approval; it implements department policies and procedures for the implementation of the above activities; it works closely with City Council appointed Boards and Commissions and "Officially Recognized" advisory associations (see #12 Guidelines) and boards in the undertaking of these duties.

* From an Orientation Handbook for Board, Commission, Committee and Task Force Members adopted by Austin City Council on May 23, 1991.

5. ROLE OF OTHER BOARDS AND COMMISSIONS* (COUNCIL APPOINTED) - The Mayor and City Council make appointments to numerous permanent City boards and commissions. In addition, task forces or committees are created for a specific purpose and a specific life span. Boards and commissions involve interested citizens in city government and allow the City Council to obtain vital advice from specific constituencies. While the Mayor and Council are not obligated nor bound by advisory recommendations made by boards and commissions, such recommendations are often influential on council deliberations and decisions. The City Council has the authority to remove any member of a board or commission unless restrained by state statute or the City Charter. The establishment by ordinance or resolution of a board or commission is generally at the discretion of the City Council. However, some boards and commissions have been established as the result of federal law, state law, city charter and mutual agreement with other governmental entities. The duties, responsibilities or function of a board or commission are set forth in the ordinance creating the board or commission. Only by formal vote of the City Council may the duties, responsibilities or function of a board or commission be changed. Boards and commissions have no independent status; therefore, they are limited by their creating authority and have no authority to contract, raise funds, or take other actions which would require independent status. Council appointed boards and commissions working directly with the Parks and Recreation Department include: the Urban Forestry Board, the Austin Arts Commission, the Renaissance Market Commission, the Mexican-American Cultural Center Task Force, and the Parks and Recreation Board (see below).

6. ROLE OF PARKS AND RECREATION BOARD - By City Council ordinance ('81 Code, 10-4-24), "The Parks and Recreation Board shall act generally in an advisory capacity to the City Council and the City Manager, in the acquisition, development, improvement, equipment and maintenance of all parks and public playgrounds owned or controlled by the City within and without the city limits. It shall be the duty of the Board subject to such organization and activities set up as the Board may itself determine, within its own organization, to advise the City Manager and City Council concerning the future development of the public parks, playgrounds and recreational facilities of the City, to study and recommend the purchase of additional land and sites therefore, and further to advise the City Council concerning improvements in the maintenance, operation and general welfare of the public parks, playgrounds and recreational facilities and the use of the same by the public."

7. ROLE OF PARK ADVISORY ASSOCIATIONS - advisory associations are groups of interested citizens who have volunteered to support specific facilities and programs of the Parks and Recreation Department. Generally, advisory boards, refers to the Board of Directors of these associations. As volunteer groups, the role of these associations is "advisory/support only" and should not be confused with the "sovereign" authority of City Council or the day to day operational responsibilities of the City Manager and the Parks and Recreation Department. Advisory associations, in cooperation with the Department Director; within policies, programs and goals of the Department; and in full compliance with the City Charter/Ordinances, State legislation, and Federal laws; may strive to (1.) raise funds for specific projects and needs, (2.) develop a volunteer base, and (3.) provide a mechanism for community input and advocacy on Department policies, facilities, and programs. "Officially Recognized" advisory associations (see #12, Guidelines) may be considered by the Department Director to be the lead volunteer organization for facilities and/or programs, but they shall not prevent the Department Director from accepting assistance and advice from other groups. The advisory association shall strive to keep the Department and the Parks Board up to date on their opinions and recommendations on facilities and programs and shall keep informed on current Department and Parks Board issues and activities. The advisory association shall conform to and abide by these Guidelines and By-Laws, as minimum standards for its structure and activities. Any additional function must be approved by the Department Director.

*From an Orientation Handbook for Board, Commission, Committee and Task Force Members adopted by Austin City Council on May 23, 1991.

8. RELATIONSHIP TO STAFF - The Director of Parks and Recreation shall appoint a staff liaison to work with both Council appointed Boards and Commissions and "Officially Recognized" advisory associations (see #12, Guidelines). For an advisory association to function effectively, there must be a good working relationship with the staff of the Parks and Recreation Department. The role of the staff liaison, generally, shall be to keep the advisory association informed on current issues and activities of the Parks and Recreation Department and to provide other necessary advice, as approved by the Department, and information (if extensive preparation is required, this will need approval by the Division Manager). It is important for advisory association members to understand that the City staff operate under the direction of the City Manager, are engaged in service delivery on a day to day basis, and shall not be expected to undertake association duties.

9. ASSOCIATION, NON-PROFIT, OR TAX EXEMPT STATUS - All advisory associations shall have the option to operate as informal groups, nonprofit corporations registered with the Texas Secretary of State, and/or tax exempt organizations under Section 501 (c)(3) of the Internal Revenue Code. All advisory associations, whether informal or tax exempt corporations, shall abide by these guidelines and by-laws. If an advisory association is sponsoring revenue producing activities or mounting an annual fund-raising campaign of over \$5,000 in annual gross receipts, it will be required to file for 501 (c)(3) status or be co-sponsored in these activities or campaign by the City or an existing 501 (c)(3) tax exempt, non-profit organization.

10. NUMBER OF GROUPS PER FACILITY - for simplicity of organizational structure and efficiency of staff time, each facility or major program will have only one advisory association that is "Officially Recognized" by the Parks and Recreation Department. "Officially Recognized" advisory associations (see #12, Guidelines) will be considered by the Department Director to be the lead and/or umbrella volunteer organization for a specific facility and/or program, but they shall not prevent the Department Director from accepting assistance and advice from other groups.

11. CONSTITUTION - to coordinate a unified direction of Parks and Recreation facilities and programs, the Constitution (the mission, principles, and objectives) shall be developed through the participation, cooperation, and mutual agreement between members of the Board of Directors and designated Parks and Recreation Department staff. In order that the advisory association's goals and objectives are compatible with the Department's facility/program goals and objectives, the mission statement, principles, and objectives shall be approved by the Department Director.

12. BY-LAWS - these guidelines and by-laws have been established as minimum standards for advisory associations and boards. These guidelines have been created so that the Parks and Recreation Department can maintain a consistent and uniform approach to their working relationships with all "Officially Recognized" advisory associations. To be "Officially Recognized" advisory associations will enter into letters of understanding with the Director of the Parks and Recreation Department agreeing to conform to and abide by these guidelines and by-laws, as minimum standards for its structure and activities. Non-compliance with these guidelines and by-laws shall be cause for termination of the association's "Officially Recognized" status with the Parks and Recreation Department.

B. CONSTITUTION

(To be drafted, approved, and attached as Schedule A. The Constitution should set forth the Mission statement - we do what for whom - and purpose of the association. It should be prepared by the association in cooperation with designated Parks and Recreation facility or program staff and approved by the Department Director.)

C. BY-LAWS FOR ADVISORY ASSOCIATIONS

1.0 MEMBERSHIP

1.1 GENERAL - The membership of an advisory association shall always be subject to an open and democratic process. The members of the advisory association shall be Austin residents, resident organizations, and honorary non-residents (see 2. below) who are subscribers of the Constitution and By-Laws of this advisory association, and those persons and organizations who register as annual members of the advisory association. If applicable, membership shall be subject to the payment of annual membership fees.

1.2 CLASSES - The members of the advisory association shall be divided into at least the following classes:

- a. Individual - one person;
- b. Group - societies, corporations, guilds, cooperatives, clubs, and other organizations of five or more persons;
- c. Associate - an honorary non-resident who shall have none of the obligations of membership in the advisory association, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.

1.3 FEES - Annual fees are optional. Fees (if any) for all classes of membership in the association shall be determined from time to time by the board of the advisory association. Annual fees that exceed \$5 for individual and \$10 for group membership shall be approved by the Director of the Department. Any established annual fees should set forth dates payable, the time and prescribed procedure for notifying members if they become delinquent in payment.

1.4 CESSATION - An individual or association shall cease to be a member of the advisory association:

- a. by delivering his resignation in writing to the secretary of the association or by mailing or delivering it to the address of the association, or
- b. on his death or in the case of a group, on its dissolution;
- c. on being expelled;
- d. on not being registered annually;
- e. on the expiration of term for membership fees, if applicable.

1.5 REMOVAL - any member may be removed, with cause, by a special resolution of the members passed by a vote of two-thirds of those present at a general meeting. A fourteen (14) day written notice of the special resolution for removal shall be accompanied by a brief statement of the reason or reasons for the proposed removal. The individual or organization who is the subject of the proposed resolution for removal shall be given the opportunity to be heard (30 minute time limit) at the general meeting before the special resolution is put to a vote. Any member removed in this manner will not be eligible for membership again for a period of two years from the date of the removal.

2.0 BOARD MEMBERS

2.1 POWERS - subject to the limitations imposed by laws, any Articles of Incorporation, or by these by-laws, all advisory association powers shall be exercised by or under the authority of the board members, and the business and affairs of the advisory association shall be controlled by the board members. The board shall be subject to the orders of the general membership of the advisory association, and none of its acts shall conflict with actions by the general membership.

2.2 MEMBERSHIP - the number of board members shall be an odd number of no less than five and no more than fifteen. There should be an attempt in the composition of the board to balance ethnicity, gender, age, and special needs participation. Members of the board shall not serve as a voting member on more than one PARD advisory association board or Council-appointed Board or Commission at any one time, unless approved by the Department Director. This shall not prohibit advisory association board members from being members of other advisory associations or from serving as their volunteers.

2.3 ELECTION - the board members shall be elected at the annual general meeting of the association by a majority vote of the association members present at the meeting.

2.4 TERM - The term for a board member shall be two years, except where elections require the staggering of terms, and then, one half of the board members shall be elected for a one year term. A board member may serve a maximum of three-two year terms. A board member may continue to serve after three-two year terms if their election is approved by a two-thirds vote at the annual general meeting.

2.5 RESIGNATION - any board member may resign by giving written notice to the Chair of the advisory association or shall send his/her resignation to the address of the advisory association.

2.6 REMOVAL - any board member may be removed, with cause, by special resolution passed by a vote of two-thirds of the number of board members present at any board meeting at which a quorum is present. A fourteen (14) day written notice of the special resolution for removal shall be accompanied by a brief statement of the reason or reasons for the proposed removal. The board member who is the subject of the proposed resolution for expulsion shall be given the opportunity to be heard (30 minute time limit) at the meeting before the special resolution is put to a vote. Any board member removed in this manner will not be eligible for general or board membership for a period of two years from the date of the removal.

2.7 ABSENCE - any member who misses three consecutive regular meetings or misses one-third of all regular meetings in a twelve month time period, shall be ineligible to continue serving and his or her vacancy shall be filled by majority vote of the board members serving in office.

2.8 VACANCIES - vacancies in the board, however arising, shall be filled by a majority vote of the board present at any regular or special meeting of the board at which a quorum is present.

2.9 NOMINATING - at least four weeks prior to the annual general meeting, the board members may appoint a nominating committee. The nominating committee may prepare a slate of board members for the ensuing year and may report the same at the annual general meeting. Nominations may be made from the floor at the annual general meeting, and when properly seconded, such names may be added to those recommended by the nominating committee.

2.10 STAFF - The Director of the Parks and Recreation Department and/or his/her designee shall be an ex-officio participating member of the board. Parks and Recreation Department employees (permanent, temporary, contract) may not serve as voting members of the board, unless approved by the Department

Director. Employees of the Parks and Recreation Department may participate on subcommittees with the approval of Department Director and/or appropriate Division Manager.

3.0 OFFICERS

3.1 OFFICES - The officers of the advisory association shall be members of the board. The officers shall be a Chair, Vice-Chair, Secretary, and Treasurer.

3.2 ELECTION - The officers of the advisory association shall be elected by a majority vote at the first regular meeting of the board held after the annual general meeting. Two weeks before the first regular meeting of the board and after the annual general meeting, the nominating committee shall meet to prepare a slate of officers for the new year.

3.3 TERM - officers shall serve for a one year term or until their successors are elected. No member shall hold more than one office at a time. No officer shall serve more than three consecutive one year terms in the same office.

3.4 REMOVAL - any officer may be removed, with cause, by special resolution at any board meeting at which a quorum is present. The resolution must be passed by a vote of two-thirds of the number of board members present at the meeting. A fourteen (14) day written notice of the special resolution for removal shall be accompanied by a brief statement of the reason or reasons for the proposed removal. The officer who is the subject of the proposed resolution for expulsion shall be given the opportunity to be heard (30 minute time limit) at the meeting before the special resolution is put to a vote. Any board member removed in this manner will not be eligible for general or board membership again for a period of two years from the date of the removal.

3.5 RESIGNATION - shall be submitted in writing to the Chair of the association, or if the Chair is resigning, the Secretary.

3.6 VACANCIES - Vacancies among the officers, however arising, shall be filled by a majority vote of the board members present at any regular or special meeting of the board at which a quorum is present. The list of nominations for officer positions, recommended by the nominating committee, shall be included with the notice of the meeting at which the election is proposed.

3.7 AUTHORITY - the officers of the board shall have such authority, and perform such duties as are provided by these by-laws, or as the board may from time to time determine.

3.8 ABSENCE - If neither the Chair nor the Vice-Chair is present, the Secretary - or in the Secretary's absence some other member - should call the meeting to order, and the assembly should immediately elect a chair pro-tem to preside during that session. Such office is terminated by the entrance of the Chair or Vice-Chair.

3.9 CHAIR - shall perform the following duties:

- a. Prepare agendas and preside at all meetings of the advisory association and of their board;
- b. Act as the chief executive officer of the association and shall supervise the other board members in the execution of their duties;
- c. Appoint the chairs of standing and special committees;
- d. Be an ex-officio voting member of all committees;
- e. Exercise his/her vote only in the case of a tie.

3.10 VICE-CHAIR - shall perform the following duties:

- a. In the case of the absence of the Chair, carry-out his/her duties;
- b. Generally, assist the Chair;
- c. Have such other powers and perform such other duties as may from time to time be designated by the Chair;

3.11 TREASURER - shall perform the following duties:

- a. Keep accurate and adequate financial records (including bank accounts, books of account, and records of assets, liabilities, and transactions of the advisory association) necessary to comply with these by-laws, and if applicable, Internal Revenue Service reports (7 years records required);
- b. When necessary, collect and disburse funds of the advisory association;
- c. Deposit all monies and other valuable effects of the advisory association in the name of and to the credit of the advisory association in such banks, credit unions, or other financial institutions as may be designated from time to time by the board.
- d. Render financial statements to the board members, association members and others when required;

3.12 SECRETARY - shall perform the following duties:

- a. Keep the minutes of all meetings (short form: focus on action items, only note discussion) and distribute the same promptly to all members of the board
- b. Issue notices of all meetings of the board and advisory association and other notices that are required by these By-Laws. Notices including the meeting agenda must be posted at the regular site of the facility or program at least 24 hours in advance of the meeting;
- c. Keep in good order all files, records, and documents of the advisory association (records up to 5 years old should be kept), except those required to be kept by the Treasurer;
- d. Handle mail and correspondences of advisory association;
- e. If applicable, have custody of the seal of the association and shall affix and attest the seal to any and all documents authorized by the board.

4.0 COMMITTEES:

4.1 DESIGNATION/APPOINTMENT - The board may appoint committees and delegate to those committees any of the powers and authority of the board in the management of the business and affairs of the association except the power to adopt, amend, and repeal By-laws, which shall remain exclusively vested in the board.

4.2 MEMBERSHIP - The Chair shall appoint the chair of each committee from the membership of the board. The Chair shall appoint the other committee members in consultation with the committee chair and appropriate staff. Each committee shall consist of at least three members, at least one of whom shall be a voting member of the board. The Director of the Parks and Recreation Department and/or his designee shall be an ex-officio participating member of each board committee.

4.3 EXECUTIVE COMMITTEE - The executive committee shall consist of the officers of the board and the immediate past Chair. The Chair of the board shall serve as the committee chair. The executive committee shall, during intervals between meetings of the board, exercise all the powers of the board in the

management of the business and affairs of the association, except as otherwise provided by law, these By-laws, or by resolution of the board. The presence of a majority of the members of the executive committee shall constitute a quorum. The committee shall keep full and fair records and accounts of its proceedings and transactions. The minutes of the executive committee shall be distributed to all members of the board. All actions by the committee shall be reported to the board at its next meeting.

4.4 COMMITTEE MEETINGS - unless otherwise provided for in these By-laws, a majority of the members then serving on a committee constitutes a quorum for the meeting of the committee and the vote of a simple majority of those present at a meeting at which a quorum is present constitutes an action of the committee. Each committee shall determine and schedule the number of regular meetings it will hold each year.

5.0 MEETINGS

5.1 ANNUAL GENERAL MEETING - There shall be at least one general membership meeting each fiscal year designated as the annual general meeting. The annual general meeting will be held in October at a time and place set by the board. Association members will be notified in writing no less than ten (10) and no more than thirty (30) days prior to the meeting. The annual general meeting shall be for the purpose of electing the board, receiving annual performance reports and annual committee reports, including the Treasurer's report and Chair's report, and for any other business that should be brought to the attention of the general membership. Annual reports shall include all major accomplishments of the association in the previous fiscal year including: activities held, funds raised, and the number of youth, adults, and seniors served by the programs. The quorum shall be those members present at the meeting and at least two members of the Board of Directors. The Secretary shall check for members in good standing at the door of the Annual General Meeting and shall issue voting cards to identify members eligible to vote. The new list of board members and a copy of the annual report shall be forwarded to the Department Director within two weeks of the annual general meeting.

5.2 SPECIAL MEETINGS - special meetings of the general membership and/or the board for any purpose shall be called at any time by the Chair, or if the Chair is absent, or unable, or refuses to act, by the Vice-Chair, or by a majority of the board members. Notice (written, telephone, or other electronic communications system) of the purpose, time and place of the special meetings shall be given at least 72 hours in advance.

5.3 REGULAR MEETINGS - Meetings of the board shall be held at least quarterly and additional meetings may be held on the call of the Chair. The calendar year of the regular meetings shall be set at the first meeting of the board after the Annual General Meeting.

5.4 QUORUM - A majority of the board members currently serving in office shall constitute a quorum for all meetings, except the Annual General Meeting. In the absence of a quorum, a majority of the board members present may, without giving notice other than announcement at the meeting, adjourn the meeting from time to time until a quorum is present. If at any time during a meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present.

5.5 VOTING - At Annual General and Special meetings of the association membership each member in good standing, of whatever class, shall be entitled to one (1) vote, which must be cast in person. A group member in good standing whose authorized representative is present at a meeting of members is entitled to one (1) vote. At regular or special meetings of the board each board member shall be entitled to one (1) vote, which must be cast in person. The Chair protects his impartial position by exercising his voting right only when his vote is necessary to break a tie.

5.6 PROCEDURES FOR MEETINGS - All meetings of the board and general membership shall be conducted in accordance with recognized rules of Parliamentary procedure as set out in Roberts Rules of Order.

5.7 OPEN MEETINGS - All meetings of the association membership or the board shall be open to attendance by the public, except meetings where confidential matters regarding personnel of the advisory association are being undertaken, or confidential real estate transactions are being discussed or acted on.

6.0 FINANCIAL PROCEDURES

6.1 FISCAL YEAR - the fiscal year of the advisory association shall be the City of Austin's fiscal year, October 1st through September 30th of the following year.

6.2 FINANCIAL REPORTS - within 60 days of the end of the fiscal year, an income statement (income and expenses) and balance sheet shall be prepared for that fiscal year. At the next scheduled general meeting this report shall be presented to the board and circulated to the association membership and the Parks and Recreation Department (Director and designee) by the Secretary. Interim financial reports shall be presented at each meeting of the board by the Treasurer. All copies of financial reports shall be copies to the Parks and Recreation Department (Director and designee).

6.3 TYPE OF REPORTS - financial reports shall have the following type of review depending on the size of the annual budget of the association:

- a. Under \$15,000 - financial statements shall be prepared, reviewed, and signed by an audit committee consisting of the Treasurer and two other members of the board.
- b. Over \$15,000 and under \$30,000 - financial statements must be prepared (compiled) by a Certified Public Accountant.
- c. Over \$30,000 and under \$50,000 - financial statements must be reviewed by a Certified Public Accountant.
- d. Over \$50,000 - financial statements must be audited annually by a Certified Public Accountant.

6.4 CONTRACTS - The board, except as otherwise provided in the By-Laws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of, or on behalf of, the advisory association, and such authority may be general or confined to specific instances, and unless so authorized by the board, no officer, agent or employee shall have the power to bind the advisory association to any contract or engagement, or to pledge its credit, or to render it liable for any purpose, or to any amount.

6.5 CHECKS AND DRAFTS - All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable on behalf of the advisory association shall be signed or endorsed by the Treasurer or President, and an additional person or persons as the Board may appoint by resolution.

6.6 INSPECTION OF CORPORATE RECORDS - All financial records and minutes of proceedings of the membership shall be considered open records, and shall be made available for inspection by anyone at any reasonable time.

6.7 PROPOSED BUDGET - a proposed, annual budget of the advisory association will be prepared by August 31st, approved by the board by the end of September, and presented to the general membership at the annual general meeting in October. The budget shall be prepared by the Treasurer with the assistance from the Executive Committee and the designee of Director of the Parks and Recreation Department. Copies of proposed budget shall be forwarded to the Director of the Parks and Recreation Department within two weeks from the date they are approved by the board.

6.8 FUNDS - Funds raised by the advisory association shall be for the purpose of supporting the specific facility/program. Fund-raising for the support of the facility/program shall be approved in advance by the Director of Parks and Recreation or his/her designee, and shall be covered by a solicitation permit. At no time may the name of the Parks and Recreation Department, its facilities, or its programs be used for fund-raising purposes without the official approval of the Director Parks and Recreation Department or his/her designee. The advisory association will not hold in its general account or account funds in an amount in excess of those required for normal operations up to a maximum of \$12,000, unless the Director of PARD authorizes in writing creation of a special fund to be maintained for a particular purpose connected with the development of the facility/program or the creation of an account to be maintained as endowment fund for the advisory association.

6.9 GRANTS - all grant applications for the support of the facility/program shall be approved in advance by the Director of Parks and Recreation or his/her designee. At no time may the name of the Parks and Recreation Department, its facilities, or its programs be used for applying for grants without the official approval of the Director Parks and Recreation Department or his/her designee (approval forms for grant applications are available from Department Program Managers).

6.10 LOANS - this advisory association shall not make any loan of money or property to guarantee the obligation of any board member, officer, or employee.

6.11 DONATED ASSETS - any property, equipment, or other assets acquired for the purposes of a Parks and Recreation facility or program shall become City property, and shall be recognized as part of the inventory of the said facility or program.

6.12 ASSOCIATION FILES AND ASSETS - the first priority for space at all Department facilities shall be the delivery of services and programs by the Department for the citizens of Austin. All other allocation of space for association storage, files, offices, etc., will be subject to availability and must be approved by the Department Director. Advisory association funds or other valuables shall not be kept or stored on City property. The City of Austin and the Department will not be responsible and/or liable for any advisory association files, office equipment, materials, or other assest that are for the sole use of the advisory association and stored/housed on City property.

6.13 DISSOLUTION - Upon dissolution of the advisory association, the board members, shall, after paying or making provision for the payment of all liabilities of the advisory association disburse all of the assets of the advisory association to the appropriate facility or program of the Parks and Recreation Department, City of Austin.

7.0 ETHICS

7.1 PUBLIC SERVICE - Advisory associations are in essence quasi public organizations that are grounded in the tradition of public service. Public service requires that association members and board members be independent, impartial, and responsible to the people they serve.

7.2 CONFLICT OF INTEREST - where conflicts of interest arise - actual, potential, or perceived - the duty of loyalty must never be compromised. No individual may use his or her position in the advisory association for personal gain or to benefit another at the expense of the organization, its mission, its reputation, and the members it serves. A member of the board of an advisory association may not participate in a vote or decision regarding a person, entity, or property in which the board member has a substantial interest. The member of the board shall disclose the existence of any potential conflict of interest and shall remove himself from the room where the discussion is taking place, so as not to participate in the discussion or voting. No member of the board shall be a supplier of a product or service to the advisory association (except in the case of donations) or shall enter into a contract with the advisory association.

7.3 STANDARDS OF CONDUCT - for board members shall be as follows:

7.3.1 No board member or authorized representative of the advisory association shall transact any business in his/her official capacity with any business entity in which he/she has any interest, direct or indirect;

7.3.2 A board member should not represent himself as speaking for the entire board unless he/she has a resolution duly adopted by the majority of the board;

7.3.3 No board member shall appear before the body of which he/she is a member while acting as an advocate for himself or any other person, group or entity;

7.3.4 No board member shall represent any private person, group or entity in any action or proceeding in the municipal courts of the City which was instituted by or arising from a decision of an advisory association, committee, task force or other body on which the member serves;

7.3.5 No board member shall accept or solicit any gift, favor, or promise of future employment that might reasonably tend to influence that individual in the discharge of official duties or that the official or employee knows or should know has been offered with the intent to influence or reward official conduct.

7.3.6 No board member shall solicit or accept remuneration for their services as a board member;

7.3.7 If a board member accepts employment with the Parks and Recreation Department, the member will immediately resign his position on the board;

7.3.8 No board member shall use the advisory association's or the City's facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public;

7.3.9 The advisory association or its representatives shall not hire and remunerate Parks and Recreation personnel for services, unless specifically approved in writing by the Director of Parks and Recreation.

8.0 OTHER

8.1 USE OF NAME - if the name of this advisory association utilizes the name of a Parks and Recreation facility or program, said name shall be approved by the Director of the Parks and Recreation Department. At no time may the name of the Parks and Recreation Department, its facilities, or its programs be used for fund-raising purposes without the official approval of the Director Parks and Recreation Department or his/her designee (see Financial Procedures, 8. Funds). Existing advisory associations can continue to utilize their current name. Newly created advisory associations shall include the prefix of "Friends of . . ." or suffix of ". . . Advisory Association or Advisory Board" in the name of their organization.

8.2 PROMOTIONAL MATERIAL - any material for public or membership distribution must be approved by the staff designee of the Director of the Parks and Recreation Department.

8.3 LIABILITY INSURANCE - City facilities leased to an association, all events with an estimated attendance of over 300 or those that involve running, biking or walking, and those events where alcohol is consumed where a fee is paid by the drink or as part of an admission fee or donation to gain admission are required to purchase a General Liability Insurance policy in the amount of \$500,000 naming the City of Austin as an additional insured. The Parks and Recreation Department may require additional insurance because of the type of facility or event. A copy of the policy must be submitted to the Department fifteen (15) days prior to the event or anniversary date of the facility lease.

8.4 EVENTS - all events of the association will follow the Parks and Recreation Department's Special Events Policy. Prior to each and all events, the association must notify the Department of events and have approval from all Divisions of the Department affected by the event. A "PARD Facilitated Event" (formerly co-sponsored event) is a public event which supports the Department's mission and which is implemented and promoted by an "Officially Recognized" advisory association or community group with the assistance of the Parks and Recreation Department. Generally, the Parks and Recreation Department is actively involved in planning for and executing these event. A list of facilitated events will be prepared prior to the fiscal year start on October 1. Associations wishing to hold an event in this category must apply in writing to the Director, Parks and Recreation Dept., for approval prior to October 1 of the fiscal year in which the event will be held. All other events will be treated as a "Rental Event (non-PARD)", which is a public or private event that is totally implemented and promoted by a private individual or organization, although it is subject to the laws, regulations, policies (ie. PARD - Special Events Policy), and ordinances of the Department, City, and/or State.

8.5 EMPLOYEES - all persons engaged in Parks and Recreation Department daily operations or who control Parks Department funds, assets, employees or programs, shall be City of Austin employees. Under some circumstances, the compensation of such employees may be funded by this association's allocations, but these positions must be approved by letter of agreement with the Director of Parks & Recreation Dept. and funds must be provided in advance and held in a Parks Department Trust and Agency account designated for this purpose.

8.6 PLANNING - to coordinate a unified direction for Parks and Recreation facilities and programs - the missions, objectives, and plans (annual, 3-year, and long-range) shall be developed with the participation, cooperation, and mutual agreement between members of the board and the designated Parks and Recreation Department staff. The direction of the facility or program and its goals and objectives will be subject to the approval of the Director of the Parks and Recreation Department and/or the appropriate Division Manager.

8.7 TERMINATION - Any advisory association not operating in compliance with its Constitution or these By-Laws will be subject to review by a Parks and Recreation Advisory Association Committee. This committee will be comprised of three members of the Parks and Recreation Board, appointed by the Chair of the Parks and Recreation Board, and three members of the Parks and Recreation Department, appointed by the Director of the Parks and Recreation Department. This committee can be called together at any time by the Director of the Parks and Recreation Department. The committee can, at its discretion, set hearings and time limits to review the circumstances to be considered. Any advisory association under review will be given two weeks notification of their hearing and will be given the opportunity to speak before the committee. The committee will make its recommendation (majority vote) to the Director of the Parks and Recreation Department. The Director of Parks and Recreation has the right to terminate at any time the letter of understanding with the advisory association, thereby, removing the "Officially Recognized" status of the association. Notice of this termination shall be in writing.

9.0 CREDITS

9.1 EDITOR - Coordinated and edited by Jack W. Anderson, Division Manager/Cultural Affairs.

9.2 SIP TEAM - Assistance provided by the PARD Service Improvement Process (SIP) Team:

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Katie Olivant, Administrative Assistant/Cultural Affairs

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**PARKS AND RECREATION DEPARTMENT
MAJOR PROJECTS UPDATE
PARKS BOARD RETREAT
Saturday, September 30, 1995**

- I. Update on AAA Baseball Stadium
- II. S.C.A.N. Self Reliant Neighborhood Project
- III. Yule Fest '95
- IV. Halloween Trick or Treat Trail
- V. Diez y Seis Celebrations
 - a. South Austin Optimist Clubhouse
- VI. Cinco de Mayo Festival
- VII. Fourth of July Events
- VIII. Holly Good Neighbor Program
 - a. Greater East Austin Youth League Activity Center
- IX. Update on After School/Victory Tutoring Program Transition
- X. Walsh Boat Landing Update
- XI. Opening Dates for Dove Springs Recreation Center, Parque Zaragoza Recreation Center, South Austin Senior Activity Center
- XII. Boards and Commissions Bylaws
- XIII. Special Events Policy
- XIV. Tree Ordinance
- XV. PARD Brochure
- XVI. Facility Locator Map
- XVII. Montopolis Sportsplex
- XVIII. Lake Austin Committee
- XIX. Central City Entertainment Center