



Administrative Policy

| Title: Parks and Recreation Commission Recommendations for Use of General Fund Park Fees | | | | | |
|--|------------|---------------|---|--------------------------------------|--------------------------------------|
| Administered By: Library and Recreation Services (Recreation) | | | | | |
| Policy No. | Issue Date | Revision Date | Dept. Head Approved | City Manager Approved | Mayor Approved |
| 06400.008 | 05-20-2020 | N/A | DocuSigned by: <i>David Montgomery</i> | DocuSigned by: <i>Scott Ellis</i> | DocuSigned by: <i>[Signature]</i> |
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ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to generally outline the process by which the Parks and Recreation Commission may provide its recommendations to the City Council regarding maintenance and improvement projects on which to spend General Fund Park Fees for each upcoming fiscal year.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

None.

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

For purposes of this policy, the following definitions shall apply:

- A. General Fund Park Fees. The term "General Fund Park Fees" shall mean as defined in City Council Resolution 2019-084.

Administrative Policy 06400.008 (05-20-2020)
Parks and Recreation Commission Recommendations for Use of General Fund Park Fees
Administered by Library and Recreation Services
Page 2 of 2

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

Section 2.3 Exemptions from Scope

None.

ARTICLE III – RECOMMENDATIONS FOR USE OF GENERAL FUND PARK FEES

Section 3.1 Process for Commission Consideration and Recommendation

In accordance with Resolution 2019-84, at the end of each fiscal year General Fund Park Fees are to be transferred to a park maintenance and improvement account for the potential future use or other appropriation within the discretion of the City Council.

Prior to the City Council's adoption of the City's annual budget for each fiscal year, staff will develop a list of maintenance and improvement projects towards which it plans to recommend to the City Council that General Fund Park Fees should be allocated. The recommended list of projects should be established consistent with the findings of the Parks and Recreation Facilities Condition/Needs Assessment of 2020, or such other subsequently approved Parks and Recreation Master Plan or similar document.

In accordance with Resolution 2019-84 and CMC Section 2.36.050(B), before staff's recommended list of projects is presented to the City Council, staff will present it to the Parks and Recreation Commission for its review and consideration. Any recommendations of the Parks and Recreation Commission regarding the list of projects shall be communicated by staff to the City Council as part of its consideration of the City's annual budget process.

PRIOR VERSIONS

ISSUED: N/A

REVISED: N/A