

Parks and Recreation Citizen Advisory Committee Procedures to Process Capital Improvement Recommendations by Citizens

1. Recommendations for capital improvements made by citizens are forwarded to the Parks and Recreation Citizen Advisory Committee by the Mayor, City Council or Parks Director.
2. Community member(s) making a capital improvement recommendation complete a form requesting to make a presentation to the Parks Citizen Advisory Committee providing information about the recommended project.
3. Presentations are made by community member(s) to the Parks Citizen Advisory Committee.
4. The Parks Citizen Advisory Committee determines the need and feasibility of the capital improvement and then votes to approve or not approve the facility recommendation.
 - a. Approval
 - i. Committee places the facility on the master plan.
5. By July 1st of each year the Citizen Advisory Committee shall update the master plan and forward the Master Plan to the Mayor and the Public Services Committee with a recommendation to place a certain item(s) from the Master Plan onto the Capital Improvement budget for the up-coming year.
 - a. Funding options for the capital improvement(s) may be recommended by the Parks Citizen Advisory Committee.
6. The Mayor reviews the master plan and specific capital improvement requests by the Parks Citizen Advisory Committee and approves, does not approve or makes recommended changes.
 - a. Approval: Forwards the recommended changes to the Public Services Committee.
 - b. Changes are sent back to the Parks Citizen Advisory Committee
7. Public Services Committee approves, does not approve or recommends changes to the master plan.
 - a. Approval: Public Services Committee forwards recommendation(s) to Finance Committee for consideration in the budget.
 - b. Changes: Public Services Committee sends recommendation(s) back to Advisory Committee for discussion and approval.
8. Finance Committee approves, does not approve or recommends changes to the capital improvement requests.
 - a. Approval places the recommended capital improvements onto the upcoming budget or onto a city wide capital improvement plan.
 - b. Changes would be sent back to the Public Services Committee and/or the Parks and Recreation Citizen Advisory Committee.
9. The full city council approves the annual budget and capital improvements for the year.
 - a. City council would also approve any additional funding sources needed to fund the project.