



City of Lancaster
QUALITY OF LIFE AND CULTURAL SERVICES



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MEETING

**LANCASTER RECREATIONAL DEVELOPMENT CORPORATION (LRDC) TYPE B
LANCASTER VETERANS MEMORIAL LIBRARY ADVISORY BOARD
LANCASTER PARKS AND RECREATION ADVISORY BOARD**

Monday, August 10, 2015, 6:00 p.m.

MINUTES

The Members of the Lancaster Recreational Development Corporation (LRDC) Type B, the Lancaster Veterans Memorial Library Advisory Board, and the Lancaster Parks and Recreation Advisory Board met Monday, August 10, 2015 at 6:00 p.m. at the Lancaster Recreation Center (Grand Hall), 1700 Veterans Memorial Parkway, Lancaster, TX 75134.

Lancaster Recreational Development Corporation (LRDC) Type B Members Present: Darwin Isham, Willene Watson, Spencer Hervey, Cecelia Rutherford, and Abe Cooper

Lancaster Recreational Development Corporation (LRDC) Type B Members Absent: Jerry Giles, Mary Sykes, and Terrence Comick

Lancaster Veterans Memorial Advisory Board Members Present: Quinnest Banks, Sonja Shipp, Angela McCowan, Anne Ordone, and Carolyn DeLoach

Lancaster Veterans Memorial Advisory Board Members Absent: Marcus Slaughter, Tiffany Devereaux, and Desarea Bradley

Lancaster Parks and Recreation Advisory Board Members Present: Darwin Isham, Willene Watson, Spencer Hervey, Cecelia Rutherford, and Abe Cooper

Lancaster Parks and Recreation Advisory Board Members Absent: Jerry Giles, Mary Sykes, and Terrence Comick

City Staff Present: Sean Johnson, Managing Director; Mike Rasco, Assistant Director; Kevin Moore, Recreation Superintendent; Raquel Hewitt, Library Manager; and Cynthia D. Williams, Administrative Secretary

I. Call to Order

President Spencer Hervey called the Lancaster Recreational Development Corporation (LRDC) Type B Meeting to order at 6:07 p.m.

Vice Chair Quinnest Banks called the Lancaster Veterans Memorial Library Advisory Board Meeting to order at 6:08 p.m.

Vice Chair Willene Watson called the Lancaster Parks and Recreation Advisory Board Meeting to order at 6:08 p.m.

II. Consider Approval of Previous Meeting Minutes (Individually)

Ms. Watson made a motion seconded by Mr. Cooper to approve the minutes of June 15, 2015 of the Lancaster Recreational Development Corporation (LRDC) Type B Meeting as written. The motion carried unanimously.

Mrs. DeLoach made a motion seconded by Mrs. Ordono to approve the minutes of July 16, 2015 of the Lancaster Veterans Memorial Library Advisory Board Meeting as written. The motion carried unanimously.

Mr. Hervey made a motion seconded by Mrs. Rutherford to approve the minutes of June 15, 2015 of the Lancaster Parks and Recreation Advisory Board Meeting as written. The motion carried unanimously.

III. 2015 – 2016 4B Budget Presentation – Sean Johnson, Managing Director

Mr. Johnson presented the proposed 2015 – 2016 4B Budget as presented by our City Manager to City Council on August 3, 2015.

Annually, the 4B Board is required to approve and recommend City Council approval of the 4B Budget. Tonight's joint meeting was requested to provide the Library Advisory and the Parks and Recreation Advisory Board information pertinent to the 4B Budget, and to give an idea as to how the annual operating Budget is derived.

Mr. Johnson went through the Budget and highlighted that the General Fund is not transferring funds as it has done historically. However, the General Fund is continuing to subsidize the 4B fund and will pay the hard contract cost of 4B (i.e., Janitorial Contract, HVAC Maintenance Contract, etc.) for the Recreation Center, Senior Life Center and the Library in lieu of transferring funds to cover these cost.

There was further questions/discussion.

For the Record: Mr. Hervey presented questions/comments on behalf of fellow Board Member, Mary Sykes (not present). Mary Sykes' concerns were why the Board is just finding out that the Library revenues were reduced from \$51,000 to \$26,600 and not understanding the full ramifications for it. Mr. Hervey stated that he also felt it is unacceptable that Staff would make a reduction like that without explaining the detail and also that the transfer should have been explained prior to the Budget being presented to City Council. Mr. Hervey continued stating that the 4B Board is not needed if you make decisions on your own and move forward with it; 4B should be a part of the decision making process.

Mr. Johnson explained that the City Council has expressed a desire to receive the annual proposed Budget presentation prior to the 4B Board receiving the presentation. Mr. Johnson continued stating that libraries are

typically not required to generate revenues; and the reduction in revenues is a result of the Library Budget not accounting for grants (as done in the previous year's Budget) because there has not been any grant announcement from the State Library at this time. Mr. Johnson stated that once the grant announcement is made, we will apply for the grant and if received, an adjustment would be made to the Budget to allow for the new expenditures. Mr. Hervey stated that he would like to see in writing when the grant opportunity arises, how that plays out, and see that the numbers match so it makes common sense to him so he can go back to his constituents and can make common sense to them.

Mr. Hervey continued stating that if the Budget is adjusted as we move forward and the Grant monies come in, he wants to be briefed when those Grant monies are sought and throughout that process.

Mr. Hervey asked if the Library Manager was present and asked how she felt about this situation.

Mrs. Hewitt responded by saying that we do rely on grants, but as of right now, we have not heard anything. We should hear something at the end of October. Mr. Hervey stated that there is no guarantee that if the money is received it would go to the Library.

Mr. Johnson stated that regarding any grants, when you write a grant, the grant would have to go where it was intended, as it has been in the past. He continued stating that if it were a State Library grant, that these grants are reimbursed grants and that the funds have to be expended first, then the reimbursement would go into the Library's Budget, as did with the current Cooperative and Impact Grants.

Mr. Hervey: I like to make sure that we note that when we do something like this, the Board is notified and that we are walked through the process.

Mr. Johnson reminded each Board that at last month's meetings, staff gave the Board a copy of the Budget Town Hall Schedule. The next proposed meeting is August 17, 2015, next Monday, as well as tonight at 7:30pm. Mr. Johnson also stated that the reason the special called meeting was scheduled tonight was to brief the Boards as soon as possible after City Council has been presented the Budget. Mr. Johnson directed attention to the Schedule and encouraged members to attend.

Mr. Johnson closed stating that we do not expect the 4B Board to take action tonight; however, wanted to get the information before the Board Members for their review. He stated that the comments and questions are duly noted and Staff will share those with the City Manager's Office. We appreciate your involvement. All City Council meetings are on the Website and we encourage you to review those as well.

IV. 2015 – 2016 4B Master Fee Schedule Recommendations – Sean Johnson, Managing Director

Mr. Johnson reported that annually, we review our Master Fee Schedule so we can see how we compare with our survey cities. He directed everyone to the Schedule and noted that there were a few additions and a few omissions from the various cities. Two cities that we previously added; Burleson and Pflugerville were removed and two cities were added; Grand Prairie and The Colony. In reviewing the Master Free Schedule, the only recommendation in Recreation is a Team Sports Fee. We previously did not have a fee in the Master Fee Schedule, but as we move towards offering team sports, we want to be certain that we have a fee range.

Mr. Johnson stated that there are two recommended changes for this year for the Library; one being the loss card fee. As we look at our surrounding cities the average was \$4.00 per replacement card. We were at \$1.00

and propose an increase to \$2.00. Library staff recommends adding a fee for Tablets and E-Readers Usage (i.e., iPads, some of the Android tablets, etc.). If you have a library card, you can use those. We propose \$2.00 an hour plus replacement cost if broken.

There was further questions/discussion.

Ms. Watson made a motion seconded by Mr. Isham to take the 2015 – 2016 Master Fee Schedule recommendations presented and approve those. The motion carried unanimously.

V. Set Date and Agenda of Next Meeting

Date of Next Meeting: Special Call Meeting/Joint Meeting, Monday, August 31, 2015

For the Record: Mrs. Sykes expressed a little frustration to Mr. Hervey in reference to meeting cancelled and then rescheduled. With our schedules, we need to try to meet our lock in dates, the third Monday of each month. Mr. Johnson stated that again, the special called meeting was scheduled to brief the 4B board on the proposed Budget at the earliest possible time to allow for questions and concerns to be brought forward and responded to accordingly.

Agenda Items:

- 4B Budget

VI. Adjournment

Mr. Isham made a motion seconded by Ms. Watson to adjourn the Lancaster Recreational Development Corporation (LRDC) Type B Meeting. All present approved and the meeting adjourned at 6:41 p.m.

Mrs. Ordone made a motion seconded by Mrs. Shipp to adjourn the Lancaster Veterans Memorial Library Advisory Board Meeting. All present approved and the meeting adjourned at 6:41 p.m.

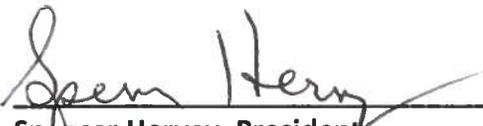
Mr. Cooper made a motion seconded by Mr. Hervey to adjourn the Lancaster Parks and Recreation Advisory Board Meeting. All present approved and the meeting adjourned at 6:42 p.m.

ATTEST:

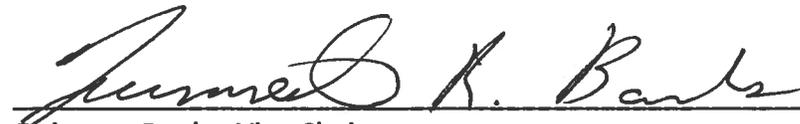


Cynthia D. Williams, Board Secretary

APPROVED:



Spencer Hervey, President
Lancaster Recreational Development Corporation (LRDC) Type B



James R. Banks, Vice Chair

Lancaster Veterans Memorial Library Advisory Board



Willene Watson, Vice Chair

Lancaster Parks and Recreation Advisory Board