

OPERATIONAL RULES
OF
Sheridan / Alder Parks and Recreation Commission

Revision 2008.1

ARTICLE I

Purpose

Pursuant to Article III of the Sheridan Area Parks and Recreation District By-Laws, these rules are developed to:

1. Establish annual process for establishing budgeting and funding priorities.
2. Define a funding application process and criteria for granting revenue.

ARTICLE II

Stakeholder Relationships

1. The Commission shall enter into Memorandum of Understandings (MOU) with all the identified parks and recreation stakeholders.
2. MOUs shall:
 - a. define and include all interested members in particular parks and recreation facilities, activities, or other operations;
 - b. define operational responsibilities including labor, employees, contractors, and normal maintenance and repairs;
 - c. define fiscal accounting and funding protocols;
 - d. provide a framework for hiring, leasing, and/or contracting with governmental and/or private entities of facilities, buildings, or lands in meeting the Goals of the Commission.

ARTICLE III

Annual Budgeting Priorities

1. The fiscal year of the Commission shall start on July 1 and end on June 30 of each year.
2. Annual budgets shall be drafted and approved by the Commission by a majority vote, no later than June 1 of each year.
3. Projected annual revenue of the District shall be budgeted given the following Commission priorities:
 - a. **Capital Improvement Fund**. No less than 15% of the annual projected revenue will be set aside in a capital improvement fund. This fund shall be available to fund major infrastructure, property, and construction or maintenance projects.

- b. Priority Programs. Funds shall be allocated for the operation and maintenance of the Sheridan Pool, and for the maintenance of the Sheridan and Alder baseball fields.
- c. Annual Operations & Projects Fund. The balance of annual projected revenue shall be allocated to other parks and recreation operations, maintenance and/or programs.

ARTICLE IV

Annual Funding Process

1. Budgeted funds shall be used in the furtherance of the Goals of the Commission being used for the betterment, operation, maintenance and/or administration of park and recreation land and programs within the Sheridan High School District.
2. All funding approvals shall be made by the Commission by a majority vote.
3. Governmental or private entities with which the Commission has standing MOUs shall submit to the Commission, between the dates of January 1 and March 1 of each year, application for funding of Capital or Annual Projects. Annual Funding Application is attached as Exhibit A.
 - a. Capital Projects. These are projects typically exceed \$5,000 and are a one-time expense.
 - i. Applicants shall provide or account for a 50% cost share with other funding sources to be eligible.
 - ii. Monies from the Capital Improvement Fund may be used to fund new equipment, facilities, property, or renovation/reconstruction projects.
 - b. Annual Operations & Projects. These operations and project include the Priority Programs and can be one-time expenses, or annually recurring expenses. In the event funds go to support annually recurring activities, the applicant must submit an application each year.
 - i. Monies from the Annual Operations & Project Fund may be used to fund repairs, equipment, operations, administration and recreational programs.
 - ii. Applicants shall provide or account for a 25% cost share with other funding sources to be eligible.
 - c. Funds not spent in the Capital and Annual Operation and Project Funds shall roll over to the following fiscal year for budgeting and funding allocation.
4. Urgent Needs Funding. The Commission can declare an urgent need for funding by unanimous consent. In such an event, surplus and/or unspent funds from the Capital and Annual Project Funds may be reallocated to satisfy the urgent need. Cost share criteria of these funds shall be waived.
5. Inspection & Completion. The Commission reserves the right to inspect ongoing projects and operations and validate expenditure of allocated funds. For one-time projects, Applicant shall submit in writing or verbally at a Commission meeting, a report summarizing the completion of the project.

ARTICLE V

Revisions

The Commission shall, at its discretion and with unanimous approval modify and otherwise revise these rules. New Rule revisions shall include the Revision Number at the top of the page and in the document footer. Revision numbers shall have the following format:

“YEAR.Revision No.” (E.x. *Revision 2009.2*).

ARTICLE V

Resolution

Be it resolved by the members of the Commission of the Sheridan/Alder Parks and Recreation District, at a meeting of the Commission held on the ____ day of _____, _____, at the hour of _____ o'clock ____m., at the offices of

_____, _____, Montana, that the Operational Rules executed on that same day by the Commission are hereby ratified and approved as the Operational Rules of the Sheridan/Alder Parks and Recreation District.

DATED this _____ day of _____, _____

SHERIDAN/ALDER PARKS & RECREATION DISTRICT

BY: _____

BY: _____

BY: _____

Sheridan / Alder Parks & Recreation District

Exhibit A: Funding Application

Due March 1

Applicants Name: _____ Applicant Representing: _____

Applicants Address: _____

Home Phone No. _____ Cell Phone _____

Project Name: _____ Total Project Cost: _____

Funds Requested from District*: _____

**On requests exceeding \$1,000, please attach an itemized project budget*

Fiscal Year Funds Needed: _____

Partners in Project and funds contributed	
Name	Amount

Description of Project:

Describe how does the project/activity further the betterment, operation, maintenance and/or administration of parks and recreation lands within the District?

Is this project/activity Multi-Year Single *Note: Multi-year projects must be applied for each year.*

Name of Landowner(s) where project/activity will occur: _____

Landowner(s) Signature: _____ Date: _____

Applicants Signature: _____ Date: _____

Approved Denied Deferred

Justification of Action:

Authorized Signature: _____
Sheridan/Alder Park Commission Chairperson