



## PARKS AND RECREATION BOARD MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** December 2, 2019  
**SUBJECT:** Approval of Minutes of the October 7, 2019 Parks and Recreation Board Meeting.  
**PRESENTER:** Vickie Loftice, Managing Director

### **SUMMARY:**

The minutes are approved by a majority vote of the Board at the Parks and Recreation Board meetings.

### **GENERAL DESCRIPTION:**

The Parks and Recreation Office prepares action minutes for each Parks and Recreation Board meeting. The minutes from each meeting are placed on a later agenda for review and approval by the Board. Upon approval of the minutes, an electronic copy will be uploaded to the city's website.

### **RECOMMENDATION:**

Approve Minutes of the October 7, 2019 Parks and Recreation Board meeting.