

Burlington Parks & Recreation Advisory Board

Monday, February 5, 2018 at 5:30PM
@ Burlington Parks and Recreation Center
900 E. Fairhaven Avenue
(Use South Entrance off Washington Avenue)

Agenda:

CALL TO ORDER

KEITH CHAPLIN

APPROVAL OF MINUTES

KEITH CHAPLIN

OPEN COMMENT

KEITH CHAPLIN

NEW BUSINESS

KEITCH CHAPLIN

1. Recreation Matrix 2016 and 2017 & Recreation Inventory
2. Athletic Field User Group and Field Use Rates
3. CivicRec (Rec1) Demo

JENNIFER BERNER and CHRISTI KINNEY

JENNIFER BERNER and JIM RABENSTEIN

JENNIFER BERNER

OLD BUSINESS

KEITH CHAPLIN

4. Park Board Appointments

JENNIFER BERNER

ADJOURN

KEITH CHAPLIN

Next Meeting: Monday, March 5, 2018

Enclosures:

01/08/2018 Meeting Minutes

CITY OF BURLINGTON
PARKS and RECREATION ADVISORY BOARD

Monday, 01/08/2018 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black, Keith Chaplin, Ronda DeGloria, Jim Iversen and Jeff Ottesen

City Council Members: Chris Loving

City Staff: Jennifer Berner, Shelley Johnstone, Christi Kinney and Jim Rabenstein

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:33PM.

MINUTES: Ronda DeGloria motions to accept the minutes of the 11/06/2017 board meeting as written; Bill Black seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Shelley Johnstone asks board members to make any necessary changes to their contact information while the previous information list is passed among those present. She will make updates and have a current information list ready for board members at the next board meeting.

OLD BUSINESS

Ordinance Revision Updates. Jennifer Berner shares that the revisions the board had previously voted to incorporate into City Park ordinance 2.72.030 have not been forgotten. The City's Legal Department is working on several updates to the City's municipal code that will ultimately be presented to council for consideration. Revisions made to ordinance 2.72.030 will be included.

Council Quarterly Report Form Review. Jennifer Berner presents a rough draft of a quarterly report form similar to one she has used in the past. She asks board members to critique and let her know what changes might be needed to suit their needs. The quarterly report would be attached to council's agenda packets at the end of each quarter with an annual live presentation taking place midyear prior to the start of budget conversations. She foresees working with the board chair to compose reports that would include information regarding action items, ongoing discussion topics, challenges the board is facing and requests from the board to council or mayor. Chris Loving suggests including budget information in the report that might be attached to certain action items or requests to council which would help to give context to the information. The first quarterly report will be included with the agenda packet for council's second March meeting.

Board Positions. Jim Iversen's board position expired 12/31/2017. He confirms that he is interested in beginning a third term. Jennifer Berner has contacted Administration to gain insight into how the City manages board vacancies and term renewals for incumbents. She has been advised that the City is reworking their protocol. Jennifer will be in contact with Jim once the next steps have been confirmed.

2018 Staff Work Plan. Jennifer Berner shares that staff have been busy developing a department work plan for 2018. Timeframes have been identified for both regular workload and new projects. Staff will be able to track and manage these tasks throughout the course of the year which will help to further identify how best to proceed in the future. Jennifer has asked staff members Christi Kinney and Jim Rabenstein to share news regarding both Recreation's and Parks/Cemetery's upcoming endeavors.

Parks/Cemetery Report. Jim Rabenstein shares that there have been a number of things recently put into place that will help with efficiencies moving forward. He is happy to report that the crew is now fully staffed with Micah Small joining the department to fill the long vacant position. 2017 was wrapped up with extensive updates to Asset Inventory. Jim feels they have a solid inventory list to move forward with. A significant change for 2018 will be the manner in which the maintenance crew tracks their time spent on daily tasks. This will ultimately help to better identify levels of service for each park. Keith Chaplin mentions that there are a few apps that might be useful to them in time and work tracking; Freshbooks is one he has had success with. Jim says a small, but beneficial list he and the crew have put together names little things that often fall off their to-do list, such as turning on/off utilities at certain times of the year. A number of problematic trees have finally been removed at both Boerner Park and at Greenhills Cemetery; stump removal yet to come. He and the crew have also developed what they feel will be a more equitable rotation for funeral coverage. Greenhills' Urn Garden is nearly full. Recent statistics reflect that 1 traditional burial is performed for every 12 urn burials. Jim would like to investigate the hillside on the property's southwest corner as a potential site for expansion. Researching irrigation options for Skagit River Park is a priority for Jim and Jennifer Berner during 2018 and will likely take the majority of the year. They will also research mowers as replacements will be needed in the near future. A fall project will be a facelift for the Maiben Shelter which will include a new roof and removal of the middle sink section and electrical outlets. This will hopefully help to curb undesirable use that has become persistent at the shelter. Jim adds that the surveillance cameras have been useful and successful as a deterrent of misuse at the City's facilities. Lastly, the new disc golf course that is being considered near the Whitmarsh Practice Fields is still progressing. Skagit Valley Disc Golf Club has submitted its proposal for the course including projected costs of approximately \$8,000.00. Jim says it now rests with the City to determine potential funding sources.

Recreation Report. Christi Kinney shares that with Jennifer Berner's direction, she has been able to take a fresh look at her current programming method. A fundamental change that has improved efficiency is moving the programming to a quarterly session format versus open-ended. New online registration software is another change that has helped to improve efficiency, or at least will in due time. Christi says she and staff have spent a great deal of time in recent months shaping it and crafting its online presence. She spent an extensive amount of time in preparing estimates for 2018's Recreation budget proposal. After 17 years with the department, this was Christi's first opportunity to be a part of the process which she found gratifying and enlightening. 2018 projects Christi is looking forward to working on are: developing a program sponsorship package which will broaden the outreach for community support; creating a recreation matrix which will help to determine what needs are currently being served in the community by recreation agencies and businesses while also providing indicators of the needs still to be met; and rolling out a new yet-to-be-named project which will take recreation activities to the residents. This unnamed project will likely incorporate recreation's newest passion, "the GaGa Pit"; a game played inside of an octagonal shaped wooden pit which has been dubbed a gentler, faster paced version of dodge ball.

Coordinating City sponsored special events is a large component of Christi's responsibilities. 2018 will find her selecting the entertainment for the Summer Nights Concerts and the Berry Dairy Days' Fireworks Show, Movies in the Park and Harvest Festival. She is looking forward to assembling a committee, comprised of both city staff and interested community members, to further the harvest fest's potential. Two immediate goals for Christi are earlier hires for summer staff and revamping recreation forms to improve efficiencies.

Admin and CIP Report. Jennifer Berner shares that developing a working PROS Plan is her top goal for 2018. She plans to call for 'Statement of Qualifications' in early February with hopes of having a consultant selected by early March. Its development will be a year long project with regular report backs to the board and to council. Its development is important because a strong Plan will help determine current resources, levels of service and community wants. The PROS Plan will be an integral metric in determining the direction of future conversation. It will also be a prerequisite for access to certain grants.

Jennifer shares other top administrative goals for 2018: creating a proficient method for marketing department services including press releases and better web & social media presence; developing a co-sponsorship program that will partner the City with event organizers who meet certain criteria and whose events support the community; reviewing and retooling where needed the City's special event application process, facility rental and field use fees & policies; establishing a records retention system; creating a field user group which will help give balance to use at the City's playfields as well as giving field users a voice in developing policy; tracking and managing department budgets to fine tune 2019 proposals; working with the Planning Department to develop Parks and Recreation's piece of the Comprehensive Plan; and managing Lodging Tax Grant awards (\$57,500 for turf maintenance and equipment to better support tournaments, \$8,000 for Harvest Festival marketing, \$10,000 for Summer Nights Concerts and \$27,300 for improvements at Little League fields). Building covered bunkers for Parks operating supplies is also on the project list if time allows, as well as releasing a 'Request for Proposal' to potential property managers for the rental of the Whitmarsh House. Jennifer mentions that the Capital Improvement Plan is on council's agenda for discussion at the upcoming council meeting. She invites interested board members to attend.

ADJOURNMENT: Jeff Ottesen motions to adjourn the meeting, seconded by Ronda DeGloria. All are in favor; meeting is adjourned at 6:53PM.

NEXT MEETING: Monday, February 5, 2018 @ 5:30PM. Meeting location is in the Parks and Recreation Center located at 900 E. Fairhaven Avenue. (Be sure to use the SOUTH ENTRANCE off Washington Avenue.)

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.