

Burlington Parks & Recreation Advisory Board

Monday, November 5, 2018 at 5:30PM

@ City Hall Council Chambers
833 S. Spruce Street

Agenda:

CALL TO ORDER	Keith Chaplin
APPROVAL OF MINUTES	Keith Chaplin
OPEN COMMENT	Keith Chaplin
OLD BUSINESS	Keith Chaplin
NEW BUSINESS	Keith Chaplin
• CIP Revised for 2019	Jennifer Berner
• PROS Plan Community Vision Workshop	Jennifer Berner
ADJOURN	Keith Chaplin

Next Scheduled Meeting:

5:30PM, Monday, December 3, 2018

Enclosures:

10/01/2018 Meeting Minutes
CIP Update Agenda Item
CIP Final

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CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Monday, July 9, 2018 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black, Keith Chaplin, Ronda DeGloria, Keith Ottesen

City Council Members: James Stavig

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

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:36PM.

MINUTES: Ronda DeGloria raises a motion to accept the minutes of the 09/10/2018 board meeting as written. Jeff Ottesen seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Keith Chaplin comments on the city's Harvest Festival event taking place last Saturday noting the large crowd in attendance. He adds that the longer lines with some of the features did not seem to dim the crowd's enjoyment including that of his family's.

Pumpkin Pitch/Harvest Festival. Christi Kinney gives to board members a copy of the festival's event schedule along with a report highlighting the festivals features and stats. She says she feels this was one of the best years yet, and shares some of the highlights. A crowd of approximately 8,000 attended the city's 15th annual festival, a notable evolution from the crowd of 150 at the very first Pumpkin Pitch event. Christi says "it takes a village" to make this festival a success and gives a great deal of credit to the assistance the festival receives from all city departments. The community support is tremendous ranging from monetary or in-kind donations (totaling \$5,335.00) to the running of free activity booths in the Kids Zone (22 booths in 2018). The city's Sewer Department maintains a small garden area that produced more than 1100 zucchinis for the festival's popular Zucchini Car Races; those coupled with donations from the community brought the total to over 1300. Five competitors entered to compete in the Pumpkin Pitch's accuracy and distance division, including "The Gourditor", a machine that has competed in all 15 Pitches. Christi says event planning next year will focus early on drawing more competitors to this unique part of the festival. She says the festival received a great deal of praise from festival goers with special accolades for the abundance of free family friendly activities.

NEW BUSINESS

Skagit River Park Use Fees & Policy. Jennifer Berner reports on the current undertaking in the process of developing a stronger field use policy. She presents to the board a spreadsheet containing her and Jim's initial thoughts on a new fee structure for playfield use. Jennifer says current fees have not been updated in 8 years and their format can make application tricky. The current fee schedule charges by the sport which is problematic when a field user whose sport is not listed in the fee ordinance wishes to reserve the playfields. It also does not allow for application when special interest groups ask to use space for events that are not sport related. Scrutinizing game counts can also present challenges in billing with the 'per game' format of the current fee structure. Proposed changes to the fee format include: (1) a shift to an hourly field rental rate for leagues & incidental use; (2) offering designated practice space at zero cost to local youth groups pulling members primarily from the B-ESD boundaries or at significantly reduced cost for other youth & adult groups; and (3) specific rental rates for tournaments/events in recognition of the unique use and elevated level of staff support. It is believed the shift will offer transparency and consistency in the application of the fees. The proposed changes to the fee structure will also serve to shift accountability & tracking back to the field user.

Jennifer says she and Jim have spent time researching fees charged by other facilities in the region and feels they have arrived at a proposal that will balance the needs of the various user groups with support of the city's playfields. She and Jim will meet with the Field User Group in the very near future to talk through the proposed changes and to listen to their feedback. Board members engage in dynamic discussion and look forward to hearing more.

Jennifer mentions that Parks' Lodging Tax Grant application submitted for improvements at Skagit River Park was approved in full, a little more than \$68,000.00.

Facility Rental Revisions. Jennifer Berner shares that the department would like to adjust the facility rental policy currently in place to curtail concerns that seem to be on the rise. The large majority of rental reservations take place at the Community/Senior Center. Current policy has renters picking up a key from Parks and Recreation during business hours in order to have access to the Center during their rental timeframe. A 'facility monitor' (city staff) is required to be present during a rental when food, alcohol and/or amplified music will be present, however the monitor arrives only ½ hour prior to renter's first guest and is not required to be present during the renter's setup. A monitor is not required for rentals that would otherwise be considered low-risk. Situations have been on the rise involving reports of inadequate cleanup, doors/windows not properly secured and even missing Senior Center items. The department is faced with a rekeying decision when a key is lost by a user.

Proposed changes:

- Shift the current daily rental fees to hourly rates with the facility monitor fee incorporated into the rate. Every rental would have a monitor present from the renter's start of setup through to the renter's exit. The hourly rate would also encourage reservations from groups looking for small windows of time.
- Facility keys would no longer be checked out to renters. The facility monitor would possess a key to the Center and would open the facility for renters and secure it at the rental's conclusion. This will give the monitor and renter an opportunity for walk-thru of the facility prior to the use.
- Revise damage deposit amounts to equal the risk. Remove deposit requirements for picnic shelter rentals, reduce the deposit amount required for standard lower risk rentals, and separate amplified music deposit requirements from alcohol deposit requirements recognizing it as a different risk factor.
- Bump renter's exit time deadline up an hour in consideration of the Center's residential neighborhood location. Adjust earliest available start time from 4:00PM to 4:30PM Mon-Fri to limit conflicts with Senior Center's closure at 4:00PM.

When asked by council member James Stavig how rentals are going in general, Jennifer answers that we could be doing more. The shared facilities at the Community/Senior Center are adequate, but limited. Additional meeting space could be made available on a broader scale at the Parks and Recreation Center once renovated. She feels we are on the road to getting there.

Another aspect of rental rates that needs to be addressed is those charged to non-profit groups. Non-profits with State or federal filing currently pay \$5 per hour and most situations do not require the presence of a facility monitor. In keeping with adjustments being made to the standard rental policy, non-profit groups would now be asked to pay an adjusted rate to include the monitor. Looking at the larger picture, Jennifer solicits feedback from board members on what they feel appropriate rental rates would be for non-profits. Should they continue to be offered a reduced rate, even lower than that offered to city residents? Should reduced rates be offered only to groups based in Burlington with others paying a different rate?

After some discussion, Jennifer suggests keeping the base hourly rate at \$5 per hour for the time being while putting non-profit groups on notice that the rate will likely change after 2019. However, a necessary change that will still need to take place sooner rather than later is the requirement for the presence of a facility monitor during groups' use of the Community Center, and also with their use of the Parks and Recreation Center during the evening hours since city staff are not present. Incorporating the monitor fee will still feel like a price increase to the groups, but will keeping the hourly rate at \$5 per hour will hopefully soften the news of change.

Jennifer will return to the board with more information as the conversation surrounding rental fees and policies develops.

ADJOURNMENT: Ronda DeGloria motions to adjourn the October 1, 2018 board meeting with a second from James Stavig. All are in favor; meeting is concluded at 7:55PM.

NEXT MEETING: Monday, November 5, 2018 at 5:30PM Meeting location is at City Hall Council Chambers, 833 S. Spruce Street.

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.



NEW BUSINESS X

OLD BUSINESS

Public Hearing Required: Yes () No ()

PARK BOARD AGENDA ITEM

P&R Board Date: November 5, 2018

Subject: CIP Update for 2019

Staff Member: Jennifer Berner, Parks and Recreation Director

Attachments: Parks and Recreation CIP Update for 2019

SUMMARY

Capital Facilities Planning (CIP) is a planning tool to help make smart decisions, weight alternatives, identify priorities and make efficient use of public resources. A “capital facility” is things like public utilities, park and recreation facilities, streets and sidewalks, vehicles and equipment, etc.

The CIP is a 6 year planning document that is revisited each year during the budget cycle. The CIP will also become part of the city’s Comprehensive Plan that will address topics such as level of service standards, inventory of equipment and facilities, long term revenue projections and reassess priorities. The PROS Plan process will inform the needed information for the Comprehensive Plan.

For the 2019 CIP staff updated the projects for 2019 to address the greatest needs.

- Skagit River Park Irrigation Research and Design
- PROS Plan Completion
- Skagit River Park Master Plan
- Parks Shop Remodel Design
- Disc Golf Course Construction
- Parks Equipment purchases – utility trailer, WAM Mower and Pick-up Truck

At the completion of the PROS Plan the upcoming year’s CIP projects will be reassessed.

10 Parks and Recreation

10.1 Department Description

The mission of the Parks and Recreation Department is to provide and facilitate safe, quality recreational services, programs, parks and facilities while preserving and enhancing natural resources and stimulating the economic vitality of the community.

The Parks and Recreation Department is comprised of a recreation division, parks and cemetery division and administrative division. The recreation division is responsible for planning and implementing a variety of large and small community events and a variety of ongoing recreation programming for all ages and abilities. The parks and cemetery division maintains and develops a diverse park system that includes a cemetery, large regional athletic facility, neighborhood parks, trails, open space and park facilities. The administrative division develops and maintains the department's budgets, policies, procedures, manages the special event and co-sponsorship processes and the registrations/reservations of all the recreation programs and parks and facility rentals.

10.2 Funding and Expenditure Summary

The primary funding source for capital projects is the Parks Reserve Fund. The Parks Reserve Fund receives funding through Park Impact Fees and Real Estate Excise Tax (REET).

Potential Funding

	2019	2020	2021	2022	2023	2024	Total
REET	\$459,000	\$595,000	\$140,000	\$190,000	\$200,000	\$50,000	\$1,634,000
Impact Fees	\$6,000		\$200,000	\$50,000	\$100,000	\$80,000	\$436,000
Unrestricted	\$110,000	\$60,000	\$30,000	\$30,000	\$25,000	\$80,000	\$335,000
Total	\$575,000	\$655,000	\$370,000	\$270,000	\$325,000	\$210,000	\$2,405,000

Planned Expenditures

	2019	2020	2021	2022	2023	2024	Total
Repair and Replacement	\$310,000	\$375,000	\$120,000	\$120,000	\$25,000	\$40,000	\$990,000
Expansions and New Facilities or Equipment	\$265,000	\$280,000	\$250,000	\$150,000	\$300,000	\$170,000	\$1,415,000
Total	\$575,000	\$655,000	\$370,000	\$270,000	\$325,000	\$210,000	\$2,405,000

10.3 Capital Projects

The Parks and Recreation Department is establishing baselines for levels of service for parks and recreation services. Instituting these is critical to establishing the accurate delivery of services to the community. One of the key tools supporting this process is developing a PROS Plan (Parks, Recreation and Open Space). The PROS Plan is also a required document for Cities to apply for State funding through the RCO (Recreation and Conservation Office) Grant process.

To grow the recreation program offerings for all ages the current parks and recreation building needs to be remolded to accommodate recreation programming needs.

The Parks Division currently maintains 16 parks and the cemetery. A master planning process is needed for Skagit River Park, Rotary, and Maiben Parks. Master planning allows for planned phased development to occur as funds become available. Skagit River Park is the largest park in the City hosting large athletic tournaments for a variety of sports. A master plan for Skagit River Park is needed to determine compatibility of uses, allocation of space and parking and traffic flow in the park.

To maintain the city's asset at Skagit River Park better irrigation options need to be researched and implemented. Without appropriate irrigation proper turf maintenance cannot be implemented which will deteriorate the efforts put into the grass fields.

10.4 Challenges

The City will need to explore grant opportunities for the larger projects. Burlington will be eligible for Recreation Conservation Grants (RCO) starting in the 2020 grant cycle. Implementing building remodels, the Maiben Park Master Plan and the Skagit River Park Master Plan have large funding implications and the city will need matching funds through grants over the course of several years to fully implement these projects.

10.5 Project List

Skagit River Park Irrigation Research & Design							
Project Number:	PR-1-2019		Completion Year:			2019	
Location:	1100 South Skagit Street						
Description:	There is insufficient water to sustain optimal playing surface. Different water sources and methods of irrigation need to be researched and designed.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET	\$200,000						\$200,000
Total:	\$200,000						\$200,000

PROS (Parks, Recreation & Open Space) Plan							
Project Number:	PR-2-2019		Completion Year:			2019	
Location:	1100 South Skagit Street						
Description:	Continue work with consultant. A completed PROS Plan will make the City eligible for State RCO grants and outline levels of service.						
Funding:	2019	2020	2021	2022	2023	20240	Total
REET	\$39,000						\$39,000
Total:	\$39,000						\$39,000

Skagit River Park Master Plan							
Project Number:	PR-3-2019		Completion Year:			2019	
Location:	1100 South Skagit Street						
Description:	Maximize use, evaluate compatibility of uses, assess facilities, and analyze parking and traffic flow to support the activity and events occurring at the park.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET	\$110,000						\$110,000
Total:	\$110,000						\$110,000

Parks Shop Remodel Design							
Project Number:	PR-4-2019		Completion Year:			2019	
Location:	951-A S. Section Street						
Description:	Current space is inadequate - no shower facility or locker room for changing, inadequate restroom, additional bay needed to house and work on equipment and covered bunkers to store materials for turf maintenance.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET	\$110,000						\$110,000
Total:	\$110,000						\$110,000

Disc Golf Course Construction							
Project Number:	PR-5-2019	Completion Year:			2019		
Location:	951-A S. Section Street						
Description:	City partner with Local Disc Golf organization to develop a course through the trees at the Whitmarsh fields.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET	\$6,000						\$6,000
Total:	\$6,000						\$6,000

Parks Equipment – Utility Trailer							
Project Number:	PR-6-2019	Completion Year:			2019		
Location:	951-A S. Section Street						
Description:	Utility trailer for park operations.						
Funding:	2019	2020	2021	2022	2023	2024	Total
Unrestricted	\$6,000						\$6,000
Total:	\$6,000						\$6,000

Parks Equipment – Large Mower							
Project Number:	PR-7-2019	Completion Year:			2019		
Location:	951-A S. Section Street						
Description:	Purchase new WAM mower, gain efficiency mowing large space. Current mower is well past its life expectancy (21 years old, 1997)						
Funding:	2019	2020	2021	2022	2023	2024	Total
Unrestricted	\$63,000						\$63,000
Total:	\$63,000						\$63,000

Park Vehicle Replacement							
Project Number:	PR-8-2019	Completion Year:				2019	
Location:	951-A S. Section Street						
Description:	Replace 2002 Pick-up Truck for park operations						
Funding:	2019	2020	2021	2022	2023	2024	Total
Unrestricted	\$41,000						\$41,000
Total:	\$41,000						\$41,000

Parks Equipment – Replacement							
Project Number:	PR-9-2019	Completion Year:				2024	
Location:	951-A S. Section Street						
Description:	Replacement of mowers for Park Operations. Many are at end of their life-cycle and need to schedule replacement of fleet.						
Funding:	2019	2020	2021	2022	2023	2024	Total
Unrestricted		\$60,000	\$30,000	\$30,000	\$25,000	\$40,000	\$185,000
Total:		\$60,000	\$30,000	\$30,000	\$25,000	\$40,000	\$185,000

Park Vehicle Replacement							
Project Number:	PR-10-2019	Completion Year:				2024	
Location:	951-A S. Section Street						
Description:	Replacement of vehicles for park operations. Many are at end of their life-cycle and need scheduled replacement of fleet.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET		\$115,000	\$40,000	\$40,000			\$195,000
Unrestricted						\$40,000	\$40,000
Total:		\$115,000	\$40,000	\$40,000		\$40,000	\$235,000

Maiben Park Master Plan							
Project Number:	PR-11-2019	Completion Year:				2020	
Location:	1011 East Greenleaf Avenue						
Description:	Develop master plan to create common community vision with tangible goals and capital projects. Becomes a decision making tool and guiding document for the park.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET		\$80,000					\$80,000
Total:		\$80,000					\$80,000

Skagit River Park Irrigation Construction							
Project Number:	PR-12-2019		Completion Year:		2020		
Location:	1100 South Skagit Street						
Description:	Construction/installation of irrigation system at Skagit River Park						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET		\$200,000					\$200,000
Total:		\$200,000					\$200,000

Parks Shop Remodel & Addition Construction							
Project Number:	PR-13-2019		Completion Year:		2020		
Location:	951-A S. Section Street						
Description:	Current space is inadequate - no shower facility or locker room for changing, inadequate restroom, additional bay needed to store and work on equipment and covered bunkers to store materials for turf maintenance.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET		\$200,000					\$200,000
Total:		\$200,000					\$200,000

Rotary Park Master Plan							
Project Number:	PR-14-2019		Completion Year:		2021		
Location:	821 South Section Street						
Description:	Develop master plan to create common community vision with tangible goals and capital projects. Becomes a decision making tool and guiding document for the park.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET			\$50,000				\$50,000
Total:			\$50,000				\$50,000

Replace Park Entrance Signs							
Project Number:	PR-15-2019		Completion Year:		2021		
Location:	City Parks						
Description:	Develop park sign template/brand, purchase and install low maintenance recycled plastic park entrance signs for city parks.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET			\$50,000				\$50,000
Total:			\$50,000				\$50,000

Parks and Recreation Building – Construction Phase 1

Project Number:	PR-16-2019	Completion Year:	2021				
Location:	900 E. Fairhaven Avenue						
Description:	Construct Phase 1 of Parks and Recreation Building. Phase 1 will provide space that can be divided into two spaces or one large meeting room. Will accommodate space for recreation classes and community rentals.						
Funding:	2019	2020	2021	2022	2023	2024	Total
Park Impact			\$200,000				\$200,000
Total:			\$200,000				\$200,000

Rotary Park Playground

Project Number:	PR-17-2019	Completion Year:	2022				
Location:	821 S. Section Street						
Description:	Provide new playground to increase community park use.						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET				\$100,000			\$100,000
Total:				\$100,000			\$100,000

Parks & Recreation Building-Design Phase 2

Project Number:	PR-18-2019	Completion Year:	2022				
Location:	900 East Fairhaven						
Description:	Renovating the building creates spaces to provide greater recreation services to the community. A community center is where the community gathers for group activities and social support.						
Funding:	2019	2020	2021	2022	2023	2024	Total
Impact Fees				\$50,000			\$50,000
Total:				\$50,000			\$50,000

Replace Picnic Tables at Shelters

Project Number:	PR-19-2019	Completion Year:	2022				
Location:	Whitmarsh, Maiben, Rotary and SRP Picnic Shelters						
Description:	Fixed low maintenance recycled plastic picnic tables with some accommodating ADA						
Funding:	2019	2020	2021	2022	2023	2024	Total
REET				\$50,000			\$50,000
Total:				\$50,000			\$50,000

Outdoor Fitness Course for Park

Project Number:	PR-20-2019	Completion Year:		2023			
Location:	N/A						
Description:	Construct outdoor fitness course at a park						
Funding:	2019	2020	2021	2022	2023	2024	Total
Impact Fees					\$100,000		\$100,000
Total:					\$100,000		\$100,000

Parks & Recreation Building-Construction Phase 2

Project Number:	PR-21-2019	Completion Year:		2023			
Location:	900 East Fairhaven						
Description:	Renovating the building creates spaces to provide greater recreation services to the community. A community center is where the community gathers for group activities and social support.						
Funding:	2019	2020	2021	2022	2023	2024	Total
Impact Fees					\$200,000		\$200,000
Total:					\$200,000		\$200,000

Parks and Recreation Building – Design Phase 3

Project Number:	PR-22-2019	Completion Year:		2024			
Location:	900 East Fairhaven						
Description:	Renovating the building creates spaces to provide greater recreation services to the community. A community center is where the community gathers for group activities and social support.						
Funding:	2019	2020	2021	2022	2023	2024	Total
Impact Fees						\$50,000	\$50,000
Total:						\$50,000	\$50,000

Dog Park Design/Master Plan

Project Number:	PR-23-2019	Completion Year:		2024			
Location:	N/A						
Description:	Evaluate possible locations and create design for a dog park.						
Funding:	2019	2020	2021	2022	2023	2024	Total
Impact Fees						\$80,000	\$80,000
Total:						\$80,000	\$80,000