

**Park Advisory Board
Meeting Minutes
May 5, 2022
Meeting called to order 5:36 PM**



I. ATTENDANCE:

A. Park Board Members Present:

Board Member, Don Mitchell
Board Member, Lori Wood
Board Member, Jacob Powers

B. Park Board Members Absent:

Board Member, Michelle Musgrave
Board Member, Gregory Webb

C. Staff Present:

J.C. Kennedy, Parks & Recreation Director

II. Agenda Approval: A Motion to approve the Agenda was made by Mr. Powers. Second by Mrs. Wood. Agenda Approved.

III. April 7, 2022 Minutes: Motion to approve the minutes was made by Mr. Powers. Second by Mrs. Woods. Minutes approved.

IV. Highland Village Master Plan Approval & Park Advisory Board Resolution

2022-01: Mr. Kennedy informed the board that he and Mr. Tripp had a productive meeting with representatives from Highland Village where an agreement was reached to move forward with the plan as is with the only change being the City would install the site furnishings at a later date. Mr. Kennedy presented Resolution # PB22-01.

A PARK ADVISORY BOARD RECOMMENDATION OF APPROVAL TO THE CITY COUNCIL OF THE CITY OF AIRWAY HEIGHTS IN THE MATTER RELATING TO APPROVAL OF THE MASTER PLAN FOR A 0.75 ACRE PARK LOCATED IN THE HIGHLAND VILLAGE HOUSING SUBDIVISION DEVELOPMENT AND PROVIDE FOR OTHER MATTERS PROPERLY RELATING THERETO.

A motion to approve the Resolution was made by Mrs. Woods. Second by Mr. Mitchell. Resolution approved.

V. Department Update: Mr. Kennedy provided a copy of the financial report that was provided to the City Council on Monday highlighting the revenue status of the various line items in the Recreation Department Budget.

ARPA Fund Investment to expand hours of operation and morning Child Watch Hours is: \$49,855.68 how this is broken down is listed below.

- AM/PM Hours Expansion Increased Hours from 81 per week to 96 per week.
 - Total Cost for 2022 April – December \$24,927.84
- Child Watch Hours Expansion, offering AM hours.

- Total Cost for 2022 April – December \$21,117.60

In the first trimester (1/3) of 2022 we have brought in \$253,576, averaging this out we are on track to bring in \$760,728 in membership revenue. This represents \$64,078 more than we anticipated for membership revenue. In the first 1/3 of the year we have realized 36.9% of our projected revenue goals for 2022.

Staffing – Mr. Kennedy informed the board that staffing continues to be a very difficult struggle for the department. This is impacting the Guest Services, Aquatics and Parks Divisions particularly hard. Mr. Janke just last week was forced to work 3, 12 hour days due to staffing shortages and has routinely had to come in on scheduled days off to cover staffing shortages. Mrs. Amick was in a similar situation due to staff call outs and a lack of prospective interested job candidates. Mr. Bro being the only employee handling parks duties is also a serious concern. This staffing model is not sustainable as staff will burnout due to the demands being placed on them. Mr. Kennedy has had conversations with the Mayor proposing to offer family memberships to part time staff instead of just a single membership for the employee in hopes that this may entice more employment candidates. Mrs. Amick has received authorization from the Spokane Parks Foundation to utilize the funding we received to offer full scholarships to Lifeguard Certification Course candidates that agree to work for the department. Hopefully this will provide some incentive to be able to staff up for what is going to be a very busy summer season. Competing with what other employers are offering with employment bonuses may be having an impact but we just are not receiving the applications that we normally would. People just don't want to work, and if they do they want full time and benefits. Two candidates this week didn't even show up for their scheduled interviews after coordinating the times to work with their schedules. Council has authorized the needed part time funding we just can't get candidates.

Shorty Combs Park – The Public Works Department is assisting with the removal of the old restroom which has been delayed due to the necessary permits we needed to get to assure that the old structure is free of asbestos. Mr. Kennedy anticipates that by the June meeting this will be completed. Wabash Valley also provided a shipping update for site furnishings that should ship in June. The furnishings for Landreth should ship next week. With the removal of the restroom at Shorty we will start to focus on removing the remaining dead trees. Evaluate where we are with remaining budget for the project and proceed accordingly.

- VI. RFP'S for Grounds Maintenance & Airway Heights Recreation Complex Ballfield Fencing and Dugout Improvements:** Mr. Kennedy informed the board that the RFP for the Grounds Maintenance Services has been published. The advertisement ran in the Spokesman Review on Sunday May 1st and will run again on the 8th & 15th. Senske has reached out with interest in the RFP. No

other contractors have at this point. Mr. Kennedy also informed the board of the grant funding approved by the Spokane Parks Foundation for the ballfield fencing and dugout improvements here at the Recreation Complex field. The Cities Landscape Architect is preparing a diagram of the filed improvements to be included in the RFP that Mr. Kennedy has prepared. Staff is hoping to issue this to a limited small works roster and move forward with this project quickly. Mr. Kennedy also informed the board that he has started the process of working on the removal of the old restrooms at Sunset Park. Public Works staff is assisting. This was a priority project for the City Council in 2022 so it will be nice to finally be able to reclaim that area of the park.

- VII. Sunset Elementary Arbor Day Poster Contest Winner Selection:** Mr. Kennedy presented the individual classroom winners that staff selected. The board selected the champion poster from this group.
- VIII. Adjourn:** A motion to adjourn the meeting was made by Mr. Mitchell. Second by Mrs. Woods. **Meeting adjourned at 6:26 pm.**