

**Park Advisory Board
Meeting Minutes
January 5, 2023
Meeting called to order 5:30 PM**



1. ATTENDANCE:

A. Park Board Members Present:

Board Member, Don Mitchell
Board Member, Jacob Powers
Board Member, Michelle Musgrave
Board Member, Gregory Webb

Board Member Absent:

Board Member, Lori Wood

C. Staff Present:

J.C. Kennedy, Parks & Recreation Director

- 2. Agenda Approval:** A Motion to approve the Agenda was made by Mrs. Musgrave. Second by Mr. Mitchell. Agenda Approved.
- 3. November 10, 2022 Minutes:** Motion to approve the minutes was made by Mrs. Musgrave. Second by Mr. Webb. Minutes approved.
- 4. 2023 Meeting Schedule:** Mr. Kennedy handed out a copy of the 2023 meeting schedule.
- 5. Election of Officers 2023:** A motion to keep the same officer structure as 2022 was made by Mrs. Musgrave. Second by Mr. Mitchell. Officers for 2023 are as follows: President – Jacob Powers Secretary – Lori Woods
- 6. Mr. Powers Park Advisory Board Re-appointment:** Mr. Kennedy shared the City Council Agenda Worksheet for January 17, 2023 regarding the re-appointment of Mr. Powers to the Board with a term expiring January 31, 2027.
- 7. Update 2023 Approved FTE & PT Staffing Budget:** Mr. Kennedy shared an update to what was approved in the 2023 budget.
- Update 2023 Approved FTE & PT Staffing**
Approved FTE Budget for 2023: Our 2023 budget proposal request backfilling the Parks Maintenance Worker, and the Facilities Maintenance Coordinator positions that was eliminated due to the onset of the Covid Pandemic to restore our Full-Time staffing level to pre-pandemic levels and give us an opportunity to provide a better level of maintenance for the public properties we maintain. The budget approved by the City Council did not include bringing back these positions.
- Approved PT Budget for 2023**
Parks: The budget approved by the City Council provides \$45,611.00 for Part Time Staff. This is an improvement from the \$23,400 that was budgeted in

2022.

The Department continues to face a huge shortfall in staff funding. The RFP that we issued in 2022 that Senske Lawn and Tree Care responded to valued the maintenance duties that we are responsible for significantly higher:

Senske Proposal

Parks - \$308,962.47

Right of Ways, Pathways, Sidewalks & Utility Easements - \$87,001.80

Public Buildings - \$31,548.45

Total - \$427,512.72

Recreation: Our 2023 budget request was \$778,969.61, detail is listed below.

	Hourly	Total Hours Per Week	Wages Per Week	Per Month	Annual
Guest Services PT	\$17.67	148.5	\$2,624.00	\$10,495.98	\$136,447.74
Child Watch PT	\$17.67	78	\$1,378.26	\$5,513.04	\$71,669.52
Custodian PT	\$17.64	74	\$1,305.36	\$5,221.44	\$67,878.72
Head Life Guards PT	\$19.33	86	\$1,662.38	\$6,649.52	\$86,443.76
Lifeguards	\$17.67	256.25	\$4,527.94	\$18,111.75	\$235,452.75
Fitness Floor Attendant	\$17.64	25	\$441.00	\$1,764.00	\$22,932.00
Group Fitness/Personal Trainer	\$24.30	35	\$850.50	\$3,402.00	\$44,226.00
Recreation	\$17.64	6458 Annual Hrs	NA	NA	\$113,919.12
			January 1st - December 31st		\$778,969.61
			Estimated Benefits 12%		\$93,476.35
			GRAND TOTAL		\$872,445.96

The 2023 budget approved by the City Council provides \$536,721.53

8. Department Update:

- **Park Projects Status: Landreth, Shorty Combs, Sunset Restroom Removal, Highland Village, Sekani Park Property/Future Fire Department Site**

Landreth Park: In May of 2021 the City Council authorized \$200,000 for site improvements at Landreth Park to be paid for with Park Impact Fees. On 12/22/2021 a interfund transfer from the Park Reserve Fund was made to the Current Expense fund for this project. Due to significant delays in shipment in equipment to date that project has still not been completed. We finally received the remaining site furnishings on 10/14/2022. Due to scheduling difficulties we were unable to execute the install and have plans to complete that this spring when weather permits. There is \$12,248.14 remaining in the authorized budget to complete this project. I have been unable to track these funds outside of the spreadsheets that I maintain for our department expenditures.

Shorty Combs Park: In November of 2021 the City Council authorized \$200,000 for site improvements at Shorty Combs Park to be paid for with

Park Impact Fees. \$260,000 was budgeted in our 2022 budget, \$50,000 of this was dedicated to another project at Sunset Park listed below. Due to the same delays in receiving site furnishing this projects completion has also been delayed. We received shipment of the site furnishings on 11/29/22 and are planning to have them installed in conjunction with the site furnishing install associated with Landreth Park. To date we have utilized \$107,292.80 of the approved funding, leaving \$92,707.20 to complete the project. We hope to be able to complete a fraise mowing and over-seeding of the park site and also hope to be able to install more trees funding permitting this next grow season. These funds have not been placed in the 2023 Parks Budget.

Sunset Restroom Removal: As mentioned above our 2022 budget included \$260,000 for Capital Improvements with \$200,000 earmarked for Shorty Combs Park and the remaining \$50,000 earmarked for the removal of the old restroom at Sunset Park. Due to delays with Public Works relocating the telemetry for the water tower that is currently under way we were unable to execute the removal of the restroom. We anticipate being able to accomplish this with the funds the City Council has dedicated to this project this year. These funds have not been placed in the 2023 Parks Budget.

Highland Village Park: In June of 2022 the City Council approved the Highland Village Park mitigation agreement that included the approval of the Master Plan for the Park site as recommended by the Park Advisory Board. That plan included the purchase of site furnishings that the City would be responsible for. On 12/15/2022 we executed the order for the site furnishings at a cost of \$20,299.40. We are hoping that the delays with our other projects due to the Covid pandemic have been alleviated and we won't experience the same delays we have with the other projects. The playgrounds have already been installed by the developer so we thought it was pertinent to get this order placed as to not delay the project. The cost will be paid from Park Impact Fees from the Park Reserve Fund. These funds will need to be transferred at a later date.

It is important to note that the Park Impact Fees from the Park Reserve Fund that were authorized for these projects by the City Council have restrictions on their use by RCW (Revised Code of Washington) and can't be dissolved into the Cities ending fund balance.

Sekani Park Property/Future Fire Department Location: In December 2014 the City Council authorized the purchase of property from Vandervert Development Inc. in the amount of \$100,000 with the intent of developing the property as Sekani Park. In 2019 the Airway Heights Park Advisory Board passed Resolution #PB19-03 that made a recommendation to sell the Sekani Park Property. The City Council approved the recommendation and authorized staff to engage with

Kiemle Hagood to list the property.

On December 15, 2020 our Listing Agent Mr. Mark Lucas with Kiemle Hagood contacted staff to inform us that he had received a new offer on the Sekani Park Property for the full \$250,000, contingent on a feasibility analysis on behalf of the buyer.

During the process of the feasibility analysis it was determined that this site would be a good location for a future Fire Department. Subsequently the purchase offer on 2/3/2021 the City officially executed a Rescission of Purchase and Sale Agreement negating the sale of the property.

The property has clearly been identified as a future Fire Department site. As such the \$100,000 utilized to purchase the property with Park Impact Fees from the Park Reserve Fund must be returned to the Park Reserve Fund in accordance with RCW's that clearly define what Park Impact Fees can be utilized for, the purchase of land for a Fire Department do not fall within the allowable uses of these funds. After reviewing detail associated with Fund 104 the Park Reserve Fund to date this has not happened.

- **ARPA Capital Purchase Funding Report**

In March as a part of the ARPA funding allocations the City Council authorized \$83,007 for the purchase of capital equipment for the department for the following equipment purchase.

Parks Vehicle \$25,000
Rec Vehicle \$25,000
John Deere Gator \$33,007

The Council authorized the department to shift from the purchase of the Park Vehicle and purchase a leaf vacuum attachment.

We executed the purchase of the Gator which has been a huge help for snow removal at the Rec Center this winter.

To date the department has utilized \$34,645.53 of the funding authorized by the City Council. When the leaf vacuum attachment was delivered it had the wrong attachment for our model of Ventrac mower. Staff is working with Ventrac to get the billing corrected.

There is \$48,361.47 of the ARPA funding that the City Council authorized that has not been utilized. This funding has not been placed in the 2023 Parks budget.

- **December 2022 AHRC Revenue Report**

ARPA Fund Investment to expand hours of operation and morning Child Watch Hours is: \$49,855.68.

- AM/PM Hours Expansion Increased Hours from 81 per week to 96 per week.

Total \$24,927.84

- Child Watch Hours Expansion, offering AM hours.

Total Cost \$21,117.60

Our original Part Time Staffing budget 575 50 10 03 Rec Facilities-Wages Part Time Employees was \$270,000.00. Council Authorized ARPA Funding totaling \$334,782.00 that included the funds described above. Total Part Time Staffing budget authorized by Council when you include the ARPA funds was \$604,782.00 (ARPA funds were never transferred into our actual budget). With the difficulty filling positions and staff call outs we ran under staffed throughout the year. Actual funding spent for Part Time Staff in 2022 ended up being \$496,964.38. ARPA funds approved by Council for Part Time Staff that were not utilized in 2022 is \$107,817.62

Membership Tracking: November 1,053 / December 1,086

In December we welcomed 10,704 paid members to the facility.

In 2022 we realized 141.6% of our Revenue Projections with revenues budgeted at \$859,900 actual revenues realized at \$1,217,421.42 this represents a \$357,521.42 increase.

9. **Adjourn:** A motion to adjourn the meeting was made by Mr. Webb. Second by Mrs. Musgrave. **Meeting adjourned at 6:05 pm.**