

**Park Advisory Board
Meeting Minutes
June 6, 2024
Meeting called to order 5:35 PM**



1. ATTENDANCE:

A. Park Board Members Present:

Board Member, Lori Wood
Board Member, Don Mitchell
Board Member, Gregory Webb

B. Park Board Members Absent:

Board Member, Jacob Powers
Board Member, Michelle Musgrave

C. Staff Present:

J.C. Kennedy, Parks & Recreation Director

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

3. May 8, 2024 Minutes: Motion to approve the minutes was made by Mr. Mitchell. Second by Mrs. Wood. Minutes approved.

4. April 2024 Revenue Report: Mr. Kennedy presented the May Revenue Report for the Recreation Center.

AHRC Revenue Year to Date 2024	\$785,495.12
AHRC Expenditures Year to Date 2024	\$893,568.31
Estimated Benefits Added	\$981,980.59
AHRC Subsidy Year to Date 2024	\$184,861.16
AHRC Cost Recovery % Year to Date 2024	79.99%

Membership Tracking: April 2024, 1,249 – May 2024 1,208

In May we welcomed 13,910 paid members to the facility, this is 3,011 more than Jan-May of 2023 so even though membership is trending down facility use is increasing.

5. Park Projects Updates:

- Landreth Park, Shorty Combs, Sunset Park Restroom Removal, AHRC Ballfield & Impact Fee Tracking Wrap Ups

Background: **Fund Transfers Completed**

On December 22, 2021 an interfund transfer from the Park Reserve Fund to Current Expense was made for \$200,000 for Landreth Park Improvements.

On December 13, 2022 an Inter-Fund Transfer from the Park Reserve Fund to Current Expense was made for \$260,000, this included funding for three projects:

- Shorty Combs Park Improvements \$200,000
- Sunset Park Restroom Removal \$50,000
- AHRC Ballfield Fencing Project \$10,000

Landreth Park

City Council authorized \$200,000 for this project in May of 2021.

Expenditures: 2021 - \$160,338.39

2022 - \$27,113.47

Funds Remaining: \$12,548.14

Funds Status: Unknown

Project Status: Complete.

- ✓ \$12,548.14 in remaining funds

Sunset Park Restroom Removal

City Council authorized \$50,000 to remove the old restroom at Sunset Park as a Capital Project included in the 2022 Parks Budget. As outlined above this was included in the \$260,000 transfer from the Park Reserve Fund.

Expenditures: 2023 - \$19,303.13

2024 - \$13,650.00 Final invoice from Power City Electric Friday January 5, 2024

Funds Remaining: \$17,046.87

Funds Status: Unknown

Project Status: Complete

- ✓ \$17,046.87 in remaining funds
- ✓ The 2024 \$13,650 expenditure listed above as the Final Invoice from Power City Electric needs to be transferred to the 2024 076 Parks Capital Expenditure-Improvements to cover expenditure from this year's budget

Airway Heights Recreation Complex Ballfield Fencing

City Council authorized \$10,000 for this project on February 7, 2022. We submitted a grant application to the Spokane Parks Foundation for funding support and received an additional \$10,000 to complete this project.

Expenditures: 2022 - \$1,800

Funds Remaining: \$8,200

Funds Status: The status of the \$8,200 is unknown. On July 25, 2022 I requested these funds be returned to the Park Reserve Fund, to date this has not happened.

The \$10,000 grant received from the Spokane Parks Foundation was returned.

Project Status: Due to the bidding climate we were not able to complete this project.

- ✓ \$8,200 in remaining funds

Shorty Combs Park

City Council authorized \$200,000 for this project in November of 2021

Expenditures: 2022 - \$107,292.80 2023 - \$7,357.21 2024 - \$62,743.67

Funds Remaining: \$22,606.32

Funds Status: Unknown

Project Status: Complete

✓ \$22,606.32 in remaining funds

Fund Transfers

\$13,650 expenditure, the Final Invoice from Power City Electric from the Sunset Restroom Demolition needs to be transferred to the 2024 076 Parks Capital Expenditure-Improvements to cover expenditure from this year's budget

Funds to be returned to the Park Reserve Fund by project:

Landreth Park	\$12,548.14
Sunset Park Old Restroom Removal	\$17,046.87
AH Rec Complex Ballfield Fencing	\$8,200.00
<u>Shorty Combs</u>	<u>\$22,606.32</u>
TOTAL =	\$60,401.33

Highland Village

Since our last meeting nothing has been done to alleviate the weed problem at the site and we are no closer to being in a position to accept this project.



Sunset Park RCO LPM Grant Project Status

We have billed RCO for the entire \$100,000. First phase of the project should wrap in the next week or so with the completion of the re-roof of Shelters 2 & 3. The work on the storage shed is complete.

Northwest Playground Equipment notified us that the replacement shelter for shelter #1 is expected to ship between 7/25 & 8/02



Sunset Park Pathway RCO Local Parks Grant Application

We gave our Technical Review Presentation to the board on Tuesday. They will compile the comments and recommendations which will allow us to make modifications to our presentation to improve it and we will give our final presentation in August.

AHRC Ballfield Expansion RCO COAF Grant Application

We have submitted our COAF application to expand field space at the Rec Center and expand parking.

6. **Overview of AHPR Cost Recovery and Cost of Service:** Mr. Kennedy presented a Cost Recovery analysis that the department has been working on. The department has been asked to work to reduce expenses for the 2025 budget cycle to align with reoccurring revenue sources.
Staff has been working on a Cost Recovery, Cost of Service Document for the City Council. This document was adapted from the GreenPlay Cost Recovery Pyramid Methodology.
GreenPlay LLC is a leading parks and recreation consulting agency that has developed what they call a “Cost Recovery Pyramid Methodology” to assist organizations with defining appropriate cost recovery levels. The Pyramid Methodology has been successfully applied to communities across the country. The cost recovery pyramid defines programs and services into five different levels based on whom the service or program benefits.
(The document is attached as a separate document)
7. **Adjourn:** A motion to adjourn the meeting was made by Mr. Gregory. Second by Mrs. Wood. **Meeting adjourned at 6:44 pm.**