



**Parks, Recreation & Beautification Commission Meeting Agenda  
May 30, 2024  
6:00 p.m. – Special Meeting**

*This meeting will be conducted as a hybrid meeting; open to the public with virtual attendance available.*

**For audio only please call:** 1-844-992-4726

**Use access code:** 2568 415 9200

**Webinar password:** Q3hMQwAAY35 (73467922 from phones and video systems)

**Visit:** <https://www.cityofpa.us/984/Live-Virtual-Meetings> to learn how to participate during public comment or watch the meeting live.

Once connected, press \*3 to raise your virtual hand if you wish to make a comment or public testimony. You will be notified when it is your turn to speak. This access code is good for the May 30, 2024, meeting only.

**Join using the Webex link:**

<https://cityofpa.webex.com/cityofpa/j.php?MTID=m794ce012ec095841c1a9b62daaf1084>

If you wish to make a comment or public testimony, please use the “raise your hand” feature in Webex. You will be notified when it is your turn to speak.

# AGENDA

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**A. Call to Order – Special Meeting at 6:00 p.m.**

**B. Roll Call**

**C. Approval of Minutes – April 18, 2024 and March 13, 2024 Special Meeting Minutes**

**D. Public Comment**

**E. Finance/Packet Items:** February 2024 Budget Revenue and Expenditures Report

1. Changed Parks Maintenance line item to Parks Facilities. More accurate fiscal data since other accounts were already included in the Parks Maintenance budget.

**F. Guest Speaker**

1. Tim Tucker, Parks & Recreation Manager: Parks Projects

**G. Director’s Report – Information Only**

1. Generation III Dream Playground Update
2. Certified Playground Safety Inspector Training (CPSI), Jessica Adams
3. Senior Center HVAC Project Update
4. City Pier Floats/Ramps
5. City Pier Tower/VB Parking Lot Project
6. Elks Pickleball Courts
7. Park Host Program
8. Cemsites Cloud Software for OVC
9. Rob Merritt, Facility Rental Coordinator’s Retirement
10. Parks, Recreation & Beautification Commission Summer Hiatus

**H. Discussion**

**I. Adjournment**

**PORT ANGELES PARKS, RECREATION & BEAUTIFICATION COMMISSISON MEETING**  
COUNCIL CHAMBERS  
Port Angeles, Washington  
April 18, 2024

*This meeting was conducted as a hybrid meeting.*

**CALL TO ORDER – REGULAR MEETING:** Chairperson Hodgson called the meeting to order at 6:01 PM.

**ROLL CALL:**

Members Present: Commissioner Hilory, Commissioner Kiedrowski, Commissioner Hodgson, Commissioner Fischbein, and Commissioner Forrest

Members Absent: Commissioner Collins and Commissioner McGuire

Staff Present: Director Delikat and Administrative Specialist Wimberly

**APPROVAL OF MINUTES:** Commissioner Kiedrowski motioned to approve the March 21, 2024, meeting minutes. Commissioner Forrest seconded. March 21, 2024, meeting minutes were unanimously approved.

**LATE ITEMS:** Director Delikat notified the Parks Commission about the City Council Hybrid Work Session on code changes to Boards and Commissions for Tuesday, May 28, 2024, from 5:00 to 7:00 PM.

**PUBLIC COMMENT:** None.

**FINANCE & PACKET ITEMS:** Director Delikat reviewed the Budget Revenue and Expenditure reports for year-end in 2023 including both the November and December 2023 reports.

**LEGISLATION:** None.

**GUEST SPEAKER:** Sandy Keys provided a presentation to the Parks Commission on the history of the cabins he purchased at Lincoln Park donated to the City of Port Angeles in 1969.

A final motion was made by Commissioner Hodgson for favorable recommendation by the Parks, Recreation & Beautification Commission to City Council to return up to four cabins back to Sandy Keys to refurbish them for fee free public display. The motion was unanimously approved.

**DIRECTOR'S REPORT:**

1. **Generation III Playground Update:** RJ Services spent four to five business days facilitating the demolition of the Dream Playground and we will begin drilling holes for the renovation soon. Invoice payments have been rectified and will now be distributed to the Dream Playground Foundation appropriately.
2. **Volunteer Field Turf:** There was a brief review of the April 5, 2024, Ribbon Cutting Event by Director Delikat celebrating the first new turf field in the City of Port Angeles with efforts made by multiple community members including a generous donation by a singular member of

\$100,000.00 Also, the strong leadership of Parks and Recreation Manager, Tim Tucker was acknowledged.

3. **Senior Center/HVA Upgrades:** The battery storage implementation will not occur until the beginning of the next fiscal year in 2025. Director Delikat highlighted the walk-through for the project occurred on April 9, 2024, and an anticipated installation date of the solar panels will be July 29, 2024.
4. **City Pier Tower Construction:** Public Works & Utilities started on 04/15/2024 and they're hoping to complete the project by 05/24/2024. The first steps were securing the construction of the tower. From there, they will pressure wash and repaint. Director Delikat noted the color of the pier tower will be chosen by City Manager, Nathan West.
5. **East Vern Burton Parking Lot:** The East VB parking lot has been a pending project with Public Works & Utilities for roughly three and a half years. A grant was secured by Public Works with a transportation grant propelling the project to begin this summer. Improvements primarily increase water quality with the implementation of a new water system in Peabody Creek. Improved LED lighting will also aid in the overall design and functionality of the lot. Director Delikat mentioned the unfortunate impact of the project occurring during the Juan De Fuca Festival of Arts (JFFA). However, the City has collaborated with them to rectify issues since the parking lot is no longer available.
6. **2024 Capital Facilities Plan Process:** Director Delikat talked about the collaborative process between Staff for recommendations towards the first two readings of the '2025-2030 CFP Five Year Plan' that will occur during City Council on 06/04/2024 and 06/18/2024.
7. **Seasonal Support Update:** Director Delikat highlighted since the pandemic we would typically receive six to eight Parks Seasonal Laborer applications. This year, due to the hourly wage increase and early marketing/advertising efforts between Administrative Specialist Wimberly and Human Resources, we received roughly 40 applications. Concurrently, we have also changed our background check software system and greatly increased efficiencies.

**DISCUSSION:** There was a collective conversation between Director Delikat and the Parks Commission that the following Commission meeting scheduled Thursday, May 16, 2024, during the Dream Playground III rebuild poses a problem. Thursday, May 30, 2024, is the next proposed date as long the City's IT Department approves and can be present.

**ADJOURNMENT:** Meeting adjourned at 7:05 PM.

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Mark Hodgson, Chairperson

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Shanee Wimberly, Administrative Specialist II

**CITY OF PORT ANGELES PARKS, RECREATION & BEAUTIFICATION COMMISSION SPECIAL MEETING**

Port Angeles, Washington

March 13, 2024

*This meeting was conducted as a hybrid meeting.*

**CALL TO ORDER - SPECIAL MEETING:** A special Parks, Recreation, and Beautification Commission meeting was called to order at 6:00 p.m.

**ROLL CALL:**

Members Present: Commissioner Hodgson, Commissioner Fischbein, Commission McGuire, and Commissioner Forrest

Members Absent: Commissioner Collins, Commissioner Hilory, and Commissioner Kiedrowski

**DISCUSSION:** The Parks, Recreation, and Beautification Commission received a presentation on the Open Public Meetings Act, Public Records Act, Roles and Responsibilities, and Ethics for Elected and Appointed Officials.

**ADJOURNMENT:** The meeting adjourned at 7:35 p.m.

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Mark Hodgson, Chairperson

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Shanee Wimberly, Board Clerk

## 2024 Parks & Recreation Department Financial Report

March 2024

25 % Year Lapsed

### REVENUES

Account	Budgeted Goal	Year to Date	Percentage of Goal
8012 - Senior Center Membership	\$ 15,000	\$ 5,627	38%
8050 - Cemetery	\$ 250,000	\$ 27,379	11%
8155 - Ediz Hook Boat Launch	\$ 2,500	\$ 290	12%
8155 - Vern Burton Rentals	\$ 50,000	\$ 9,560	19%
8155- City Pier Usage	\$ 24,500.00	\$ -	0%
<b>Total</b>	<b>\$ 342,000</b>	<b>\$ 42,856</b>	<b>13%</b>

### EXPENDITURES

Account	Yearly Budget	Spent to Date	Percentage Spent
8010 - Administrative	\$ 345,300	\$ 138,912	40%
8012 - Senior Center Operating	\$ 164,800	\$ 40,465	25%
8050 - Cemetery Maintenance	\$ 206,700	\$ 49,528	24%
8080 - Parks Facilities	\$ 2,106,700	\$ 460,189	22%
8112 - Senior Center Maintenance	\$ 57,300	\$ 3,932	7%
8131 - Facility Maintenance	\$ 668,400	\$ 129,428	19%
8155 - Facility Rentals	\$ 118,300	\$ 28,888	24%
<b>Total</b>	<b>\$ 3,667,500</b>	<b>\$ 851,342</b>	<b>23%</b>

## 2024 Parks & Recreation Department Financial Report

February 2024

17% Year Lapsed

### REVENUES

Account	Budgeted Goal	Year to Date	Percentage of Goal
8012 - Senior Center Membership	\$ 15,000	\$ 3,894	26%
8050 - Cemetery	\$ 250,000	\$ 20,839	8%
8155 - Ediz Hook Boat Launch	\$ 2,500	\$ 290	12%
8155 - Vern Burton Rentals	\$ 50,000	\$ 2,095	4%
8155- City Pier Usage	\$ 24,500.00	\$ -	0%
<b>Total</b>	<b>\$ 342,000</b>	<b>\$ 27,118</b>	<b>8%</b>

### EXPENDITURES

Account	Yearly Budget	Spent to Date	Percentage Spent
8010 - Administrative	\$ 345,300	\$ 97,361	28%
8012 - Senior Center Operating	\$ 164,800	\$ 26,103	16%
8050 - Cemetery Maintenance	\$ 206,700	\$ 31,054	15%
8080 - Parks Facilities	\$ 2,106,700	\$ 278,976	13%
8112 - Senior Center Maintenance	\$ 57,300	\$ 239	0%
8131 - Facility Maintenance	\$ 668,400	\$ 83,940	13%
8155 - Facility Rentals	\$ 118,300	\$ 20,433	17%
<b>Total</b>	<b>\$ 3,667,500</b>	<b>\$ 538,106</b>	<b>15%</b>

## 2024 Parks & Recreation Department Financial Report

January 2024

8% Year Lapsed

### REVENUES

Account	Budgeted Goal	Year to Date	Percentage of Goal
8012 - Senior Center Membership	\$ 15,000	\$ 1,870	12%
8050 - Cemetery	\$ 250,000	\$ 10,374	4%
8155 - Ediz Hook Boat Launch	\$ 2,500	\$ 290	0%
8155 - Vern Burton Rentals	\$ 50,000	\$ 1,245	2%
8155- City Pier Usage	\$ 24,500.00	\$ -	0%
<b>Total</b>	<b>\$ 342,000</b>	<b>\$ 13,779</b>	<b>4%</b>

### EXPENDITURES

Account	Yearly Budget	Spent to Date	Percentage Spent
8010 - Administrative	\$ 345,300	\$ 53,698	16%
8012 - Senior Center Operating	\$ 164,800	\$ 14,513	9%
8050 - Cemetery Maintenance	\$ 206,700	\$ 9,758	5%
8080 - Parks Facilities	\$ 2,106,700	\$ 148,701	7%
8112 - Senior Center Maintenance	\$ 57,300	\$ 50	0%
8131 - Facility Maintenance	\$ 668,400	\$ 46,347	7%
8155 - Facility Rentals	\$ 118,300	\$ 12,504	11%
<b>Total</b>	<b>\$ 3,667,500</b>	<b>\$ 285,571</b>	<b>6%</b>