



**Parks, Recreation & Beautification Commission Meetings
October 17, 2019**

6:00 p.m. - City Council Chambers- Regular Scheduled Meeting

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – September 19, 2019
4. Late Items
5. Public Comment
6. Finance/Packet Items
7. Legislation- None
8. Guest Speaker- Thomas Hunter, Public Works Director
9. Director’s Report – Information Only
 - a. Departmental Update
 - i. Possible Committee Assignments
 - ii. Project & Maintenance Updates
 - iii. Recreation Updates
10. Adjournment

PORT ANGELES PARKS, RECREATION & BEAUTIFICATION COMMISSION MEETING

Port Angeles, Washington
September 19, 2019

CALL TO ORDER – REGULAR MEETING: Commission Chair Winslow called the meeting to order at 6:02 p.m.

ROLL CALL: Members Present: Commissioners Forrest, Kirsch, Milburn, Sinton, Tucker, Wojnowski; Chair Winslow.

Members Absent: None.

Staff Present: Director Delikat, Secretary Straits & Senior Center Manager Bright.

APPROVAL OF THE MINUTES: It was moved by Commissioner Tucker to approve the May 16, 2019 meeting minutes. The motion passed unanimously.

LATE ITEMS: None.

PUBLIC COMMENT: None.

FINANCE & PACKET ITEMS: Director Delikat reviewed the current revenue and expenditure report.

LEGISLATION: None.

GUEST SPEAKERS: Aubry Bright, Senior Center Manager: Manager Bright announced the Port Angeles Senior Center's 50th Anniversary Celebration, taking place on October 10, 2019. This event will feature Senior Center memorabilia from the past 50 years, along with live entertainment and refreshments.

DIRECTOR'S REPORT:

1. **Capital Facilities Plan:** Director Delikat discussed the 2020 CFP, including funded, newly added projects, and non-funded projects.
2. **Departmental Updates:**
 - a) **Park Shop Building:** City Council approved the purchase of the new Park Shop Building on June 27, 2019. The new building was relocated to the Port for storage on August 15, 2019. After receiving an additional \$83,247 in insurance, The City was able to pay back the amount borrowed from the General Funds Reserve (\$37,000). The City will put the remaining \$46,000 towards the demolition of the original building this winter.
 - b) **2019 Day of Play:** Director Delikat discussed the various activities that occurred during this year's Day of Play. The event was a success due to its partners and the implementation of "passports" and prizes.
 - c) **Generation II Dream Playground Foundation:** The conceptual design for the Generation II Dream Playground was unveiled in June, after the DPF and playground designer met with the local community to gather design ideas. Funding is needed, as the pour-in-play surfacing will cost approximately \$250,000. The DPF is currently working with the designer to find new ways to reduce costs.
 - d) **Veteran's Memorial Park:** The fence project is nearly complete. Lighting was recently installed, and security cameras will be installed in December.
 - e) **Park Shop Building & PW&U:** To protect the new Park Shop Building and Public Works & Utilities' sub-station from future storm damage, an estimated 62 trees will need to be removed. Director Delikat will discuss this matter further as new details emerge.
 - f) **Boat House Move:** The Olympic Rowing club has informed the City that the Boat House move, originally scheduled for August 2019, has been delayed until further notice due to scheduling conflicts.
 - g) **Nature School:** The newly founded Nature School, being held at the Loomis, is excited to have its first 4 students and hopes to grow in the future.
 - h) **Stages:** The Parks & Recreation Department recently built a new stage for the Fine Arts Center's Shakespeare In the Woods Program and rebuilt the failed stage at City Pier.
 - i) **Erickson Fence Repairs:** After receiving three bids, the fence at the Erickson Playfield Tennis Court was repaired.
 - j) **Parks Sign Replacement II:** The Parks & Recreation Department has completed the second phase of a three-phase sign replacement program. Over the next two years, the department would like to focus on revamping smaller parks; making City parks feel fresh and new.
 - k) **Tables and Chairs:** The tables and chairs requested by Mayor Bruch were deployed to the Fine Arts Center, the City Hall Lobby, the Gateway, and the downtown fountain. These will be stored inside later this fall throughout the winter season.

- l) **City Pier Sidewalk:** A failed culvert has caused severe buckling in the sidewalk at City Pier. This repair project will cost \$175,000 and could take up to six months to complete.
 - m) **Summer/Fall:** Director Delikat discussed Parks & Recreation Summer/Fall season events, accomplishments and undertakings.
 - n) **Tree Removal:** The City received a request from the Public to remove hazardous trees along the Olympic Discovery Trail. Director Delikat approved the removal after the Staff Arborist deemed the trees to be an immediate hazard. The project begins September 23, 2019 and will cost \$6,000.
 - o) **Lodging Tax:** The City will be applying for lodging tax funds for the following projects: the Dream Playground; yearly basketball, softball and baseball tournaments; and the 24-Hour Restroom Pilot Project. Director Delikat will provide the Commission with updates in October.
3. **Committee Discussion-** Director Delikat encouraged the Commissioners to serve on other local committees/boards. This opportunity will allow the Parks Commission to be more informed and involved with events taking place within the local community relating to Parks, Recreation & Beautification.

ADJOURNMENT: Chairperson Winslow adjourned the meeting at 7:28 p.m. The next meeting is October 17, 2019, at 6:00 p.m. in the City Council Chambers.

Iris Winslow, Chairperson

Jessica Straits, Secretary

2019 Parks & Recreation Department Financial Report 75% Year Lapsed

REVENUES

Account	Budgeted Goal	Year to Date	Percentage of Goal
8012 - Senior Center Membership	\$27,000	\$19,813	73%
8050 - Cemetery	\$115,000	\$129,325	112%
8155 - Banner Rental	\$15,000	\$8,739	58%
8155 - Ediz Hook Boat Launch	\$5,000	\$6,445	129%
8155 - Gateway	\$5,000	\$200	4%
8155 - Vern Burton Rentals	\$40,000	\$34,504	86%
8155 - City Pier Usage	\$18,000	\$14,180	79%
8221 - Sports	\$157,000	\$110,536	68%
Total	\$382,000	\$323,742	

EXPENDITURES

Account	Yearly Budget	Spent to Date	Percentage Spent
8010 - Administrative	\$268,500	\$175,425	65%
8012 - Senior Center Operating	\$179,200	\$111,343	70%
8050 - Cemetery Maintenance	\$160,100	\$140,612	78%
8080 - Parks Maintenance	\$1,757,400	\$1,229,441	74%
8112 - Senior Center Maintenance	\$56,000	\$21,557	38%
8131 - Facility Maintenance	\$723,300	\$460,398	64%
8155 - Facility Rentals	\$106,300	\$65,457	62%
8221 - Sports	\$203,700	\$126,042	62%
Total	\$3,454,500	\$2,330,275	