

PARKS & RECREATION COMMISSION MEETING AGENDA

Online via Zoom and In Person at Tumwater City Hall, Council Chambers, 555 Israel Rd. SW, Tumwater, WA 98501

Wednesday, September 18, 2024 7:00 PM

- 1. Call to Order
- 2. Roll Call
- 3. Changes to Agenda
- 4. Approval of Minutes: 04/17/2024 Delayed
- 5. Public Comment
- 6. Department Staff Changes
- Recreation Division Update
- 8. Community Center Design Project
- 9. Parks and Recreation Commission Budget
- 10. Next Meeting Date 10/16/2024
- 11. Adjourn

Meeting Information

The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

https://us02web.zoom.us/j/83211670789?pwd=I1QzeUxYIxMWEOaQSDVszbcPouu2a6.1

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 832 1167 0789 and Passcode 716835.

Public Comment

The public may submit comments by sending an email to sklein@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and

benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us.

FROM: Chuck Denney, Parks and Recreation Director

DATE: September 18, 2024

SUBJECT: Department Staff Changes

1) Recommended Action:

Information Item

2) <u>Background</u>:

Since the early 1990's, Parks and Recreation has operated with a Parks and Facilities Manager Position. Essentially two jobs, this position was responsible for the maintenance and operation of all City buildings as well as all City parks. As the City has grown and added new buildings, facilities and parks, it has become apparent that one person cannot adequately manage and maintain all of the City's assets with limited staffing. A plan was enacted in 2024 to split the two positions and create a Manager for Parks and a Manager for Facilities. At the same time, our former Parks and Facilities Manager left City employment.

We have completed the advertising and interview process for a new Parks Manager and hired Matt Patton for that position on August 16.

3) Alternatives:

Information Item – Discussion will include information about new positions and changes within the department.

4) Attachments:

A. Parks and Recreation Organizational Chart

FROM: Todd Anderson, Recreation Manager

DATE: September 18, 2024

SUBJECT: Recreation Division Update

1) Recommended Action:

Information Item

2) <u>Background</u>:

Since 2022, the Recreation Division has experienced growth in providing new programs and events to our community with the addition of staffing support due to the funding allocated by the Tumwater Metropolitan Park District.

Recreation Manager, Todd Anderson, will give an update on what new programs and events the Parks & Recreation Department is now able to offer and what has taken place this spring and summer. In 2024, the Recreation Division has added a full time Arts Coordinator, a Volunteer Coordinator and a new Recreation Coordinator to replace a former employee.

3) Alternatives:

Information Item – Discussion will include information about new programs and events. Staff will be discussing the City's 2024 events and planning for 2025.

4) Attachments:

A. None

FROM: Chuck Denney, Parks and Recreation Director

DATE: September 18, 2024

SUBJECT: Community Center Design Project

1) Recommended Action:

Information Item – Commissioner selection for steering committee

2) <u>Background</u>:

The City's Metropolitan Park District plan includes the design and construction of a community center. This facility was approved by voters as a "Community Center with meeting and event space, senior services, indoor sports courts, and land for a future public swimming pool".

The City has contracted with Barker Rinker Seacat Architecture to design this facility. Through a community involvement process, we will be conducting surveys, holding open houses and working with both a stakeholders committee and an executive committee. As the City Council's advisory committee on Parks and Recreation issues, it is anticipated that three Parks Commissioners will participate in the design process and the stakeholders committee.

3) <u>Alternatives</u>:

Discussion Item – We will have a variety of community members as a part of the project steering committee. The purpose of the committee is to help guide the design process based on public input, community needs and design criteria. In order to avoid creating a quorum of parks commissioners, three members can participate on the committee.

4) Attachments:

A. Project Schedule/Workplan



Item 8.

We create places that improve community well-being.

2024

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Celebrating 50 years of bringing people together!

2025

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FROM: Chuck Denney, Parks and Recreation Director

DATE: September 18, 2024

SUBJECT: Parks and Recreation Commission Budget

1) Recommended Action:

Consideration of budget items and expenditures for 2023-24 Biennium

2) <u>Background</u>:

The Parks and Recreation Commission is allocated \$20,000/year through the City's annual budget. This money is intended to provide the commission with funds to support parks operations, recreation programs, special events or emerging needs.

Typically, staff will provide the commission with a number of suggestions and alternatives for funding and a final approved list will be created after consideration and discussion.

3) <u>Alternatives</u>:

Staff will present items for consideration and review past expenditures as examples. Commissioners may also suggest ideas and items for consideration.

4) Attachments:

None