



CITY OF
TUMWATER

**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
7. 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=l1QzeUxYlXMWEOaQSDVszbcPouu2a6.1>

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.

TO: Parks and Recreation Commission
FROM: Chuck Denney, Parks and Recreation Director
DATE: September 18, 2024
SUBJECT: Department Staff Changes

1) Recommended Action:

Information Item

2) Background:

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.

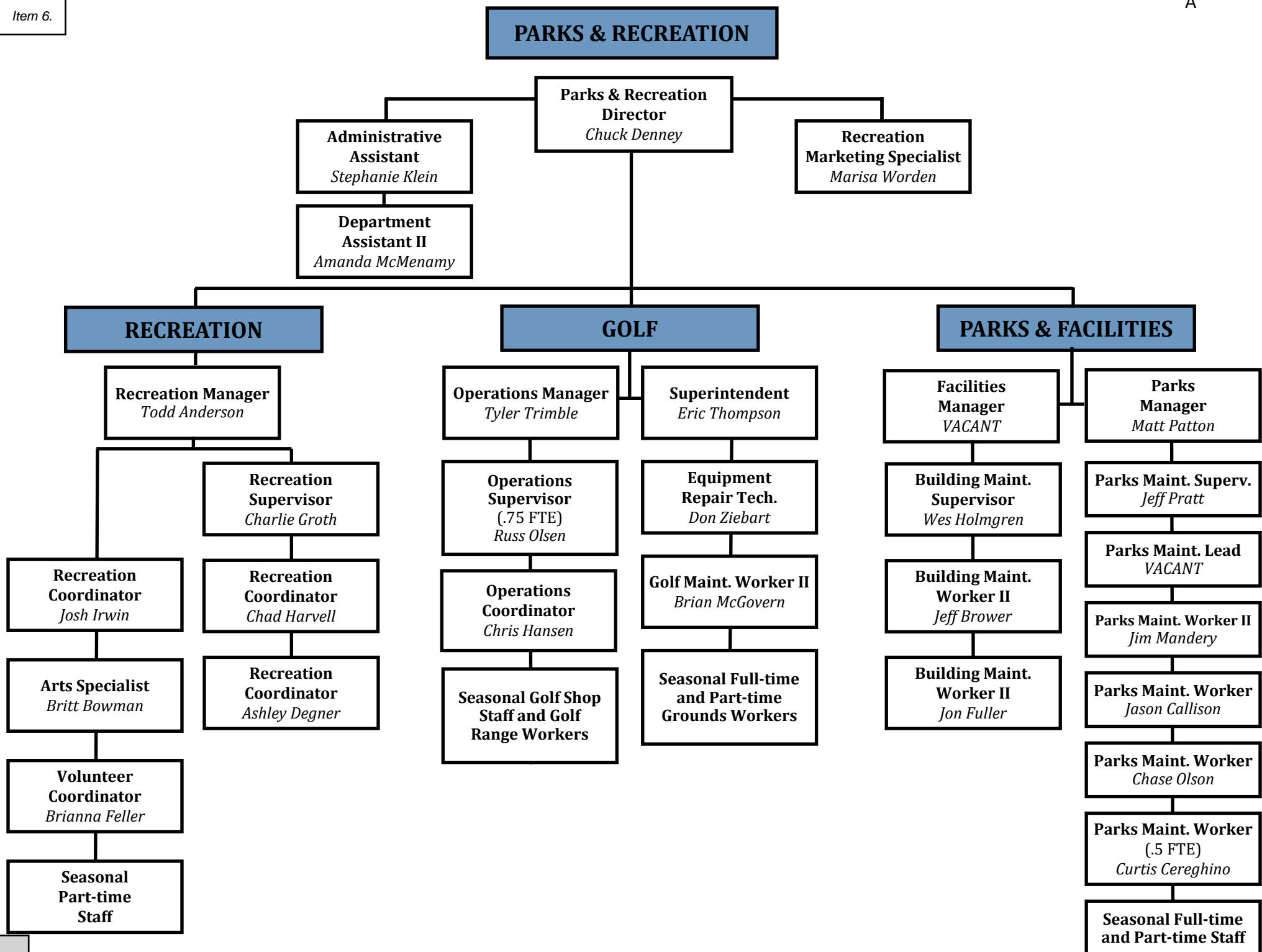
We have completed the advertising and interview process for a new Parks Manager and hired Matt Patton for that position on August 16.

3) Alternatives:

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

4) Attachments:

A. Parks and Recreation Organizational Chart



TO: Parks and Recreation Commission
FROM: Todd Anderson, Recreation Manager
DATE: September 18, 2024
SUBJECT: Recreation Division Update

1) Recommended Action:

Information Item

2) Background:

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

TO: Parks and Recreation Commission
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) Background:

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".

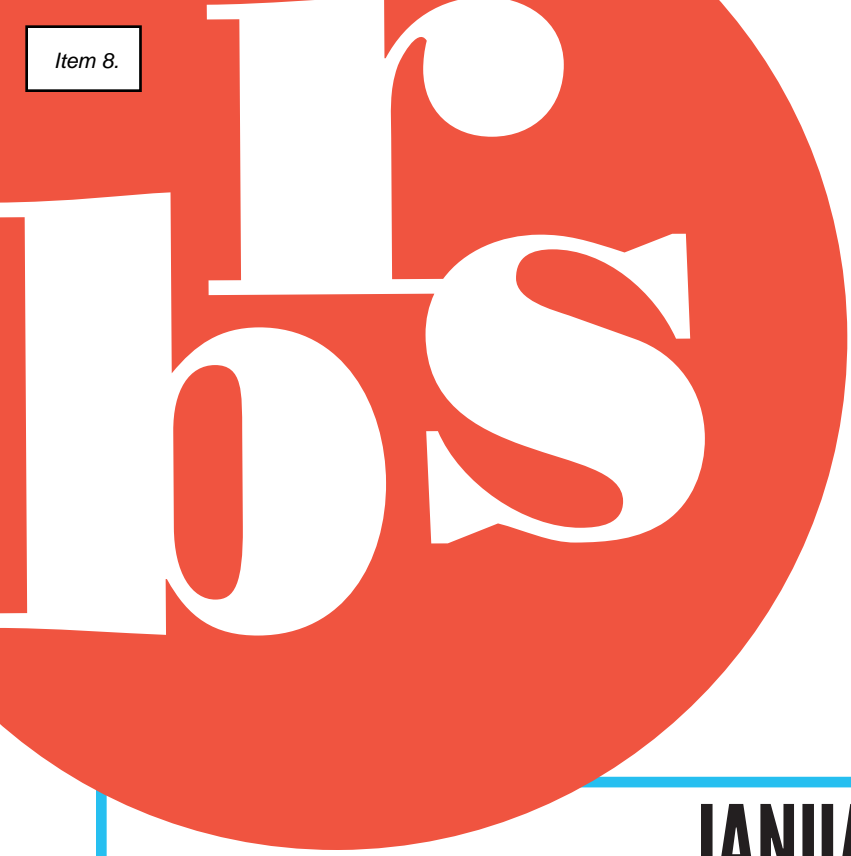
The City has contracted with Barker Rinker Seacat Architecture to design this facility. Through a community involvement process, we will be conducting surveys, holding open houses and working with both a stakeholders committee and an executive committee. As the City Council's advisory committee on Parks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

3) Alternatives:

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:

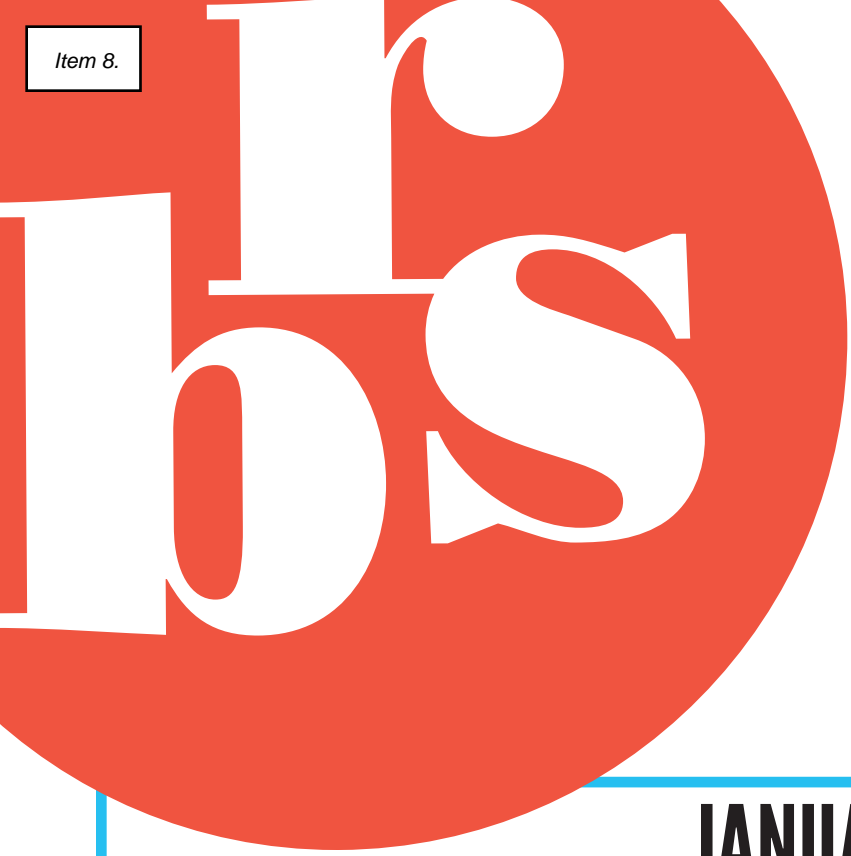
A. Project Schedule/Workplan



We create places that improve community well-being.

2024

JANUARY							FEBRUARY							MARCH								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1 HOLIDAY	2	3	4	5	6					1	2	3						1	2		
7	8	9	10	11	12 PAYDAY	13	4	5	6	7	8	9 PAYDAY	10	3	4	5	6	7	8 PAYDAY	9		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16		
21	22	23	24	25	26 PAYDAY	27	18	19	20	21	22	23 PAYDAY	24	17	18	19	20	21	22 PAYDAY	23		
28	29	30	31				25	26	27	28	29			24 31	25	26	27	28	29	30		
APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5 PAYDAY	6				1	2	3 PAYDAY	4							1		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
14	15	16	17	18	19 PAYDAY	20	12	13	14	15	16	17 PAYDAY	18	9	10	11	12	13	14 PAYDAY	15		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
28	29	30					26	27 HOLIDAY	28	29	30	31 PAYDAY		23 30	24	25	26	27	28 PAYDAY	29		
JULY							AUGUST							SEPTEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4 HOLIDAY	5	6					1	2	3	1	2 HOLIDAY	CONFIRM SCHEDULE				7		
7	8	9	10	11	12 PAYDAY + OT	13	4	5	6	7	8	9 PAYDAY	10	8	9	10	11	OFFICE RETREAT		14		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	1.0 PRE- WORKSHOP W/ EXECUTIVE TEAM	18	19	20 PAYDAY	21		
21	22	CONTRACT SIGNED		24	25	26 PAYDAY	27	18	19	20	21	22	23 PAYDAY	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30							
OCTOBER							NOVEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	1.2 CHECK-IN W/ EXECUTIVE TEAM		4 PAYDAY	5						1 PAYDAY	2	1	COMMITTEE WORKSHOP #2 (VIRTUAL 2-3h)	2.4 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)	4	5	6	7		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13 PAYDAY	14		
13	14	15	16	17	18 PAYDAY	19	10	11	12	2.1 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)		14	15 PAYDAY	16	15	16	17	3.1 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)		21		
20	COMMITTEE WKSP #1 (10/21 AFTERNOON) & COMMUNITY OPEN HOUSE (10/21 EVENING) & SITE TOURS (10/22 MORNING)		1.5 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)		24	25	26	17	18	19	20	21	22	23	22	23	24	HOLIDAY	HOLIDAY	HOLIDAY	27 PAYDAY	28
27	28	29	30	31			24	25	26	27 PAYDAY	28 HOLIDAY	29 HOLIDAY	30	29	30 HOLIDAY	31 HOLIDAY						



Celebrating 50 years of bringing people together!

2025

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1 HOLIDAY	2	3	4							1							1
5	6	7	8	9	10 PAYDAY	11	2	3	4	5	6	7 PAYDAY	8	2	4.4 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)	4	5	6	7 PAYDAY	8
12	COMMITTEE WKSP #3 (1/13 MORNING) & COMM. OPEN HOUSE #2 (1/13 EVENING) & CITY COUNCIL PRESENTATION #1 (1/14 EVENING)		3.3 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24 PAYDAY	25	16	17	18	19	20	21 PAYDAY	22	16	17	5.1 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)	19	20	21 PAYDAY	22
26	27	28	29	4.1 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL)	31		23	24	25	26	27	COMMITTEE WORKSHOP #4 (VIRTUAL 2-3h)		23	24	25	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4 PAYDAY	5					1	2 PAYDAY	3	1	2	3	4	5	6	7
6	7	COMMITTEE WKSP #5 (4/8 MORNING) & CITY COUNCIL PRESENT (4/8 EVENING)		10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13 PAYDAY	14
13	14	15	16	17	18 PAYDAY	19	11	12	13	14	15	16 PAYDAY	17	15	16	17	18	19	20	21
20	21	6.1 FOLLOW-UP CALL W/ EXECUTIVE TEAM (VIRTUAL) 95% COMPLETION	23	24	DELIVER 100% FINAL REPORT (4/25/25)	26	18	19	20	21	22	23	24	22	23	24	25	26	27 PAYDAY	28
27	28	29	30				25	26 HOLIDAY	27	28	29	30 PAYDAY	31	29	30					
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4 HOLIDAY	5						1	2		1 HOLIDAY	2	3	4	5 PAYDAY	6
6	7 BRS 50 TH ANNIVERSARY	8	9	10	11 PAYDAY + OT	12	3	4	5	6	7	8 PAYDAY	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19 PAYDAY	20
20	21	22	23	24	25 PAYDAY	26	17	18	19	20	21	22 PAYDAY	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
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OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3 PAYDAY	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12 PAYDAY	13
12	13	14	15	16	17 PAYDAY	18	9	10	11	12	13	14 PAYDAY	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26 END OF YEAR BREAK PAYDAY	27
26	27	28	29	30	31 PAYDAY		23	24	25	26	27	28 FLOATING HOLIDAY PAYDAY	29	28	29	30	31 HOLIDAY OT PAYOUT			
							30				HOLIDAY				END OF YEAR BREAK	END OF YEAR BREAK				

TO: Parks and Recreation Commission
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) Background:

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) Alternatives:

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

4) Attachments:

None