

Commissioners:

Wendy Ranney
Karen Hallquist
Marvin Van Den Broek
Henk Kruithof
Dave Zastrow
Aaron Hansen
Kirsti Jurica



City of Cordova

A L A S K A

PARKS & RECREATION COMMISSION

REGULAR MEETING

APRIL 26, AT 6 PM

COMMUNITY ROOMS A & B, CORDOVA CENTER

Parks & Recreation Director

Duncan Chisholm

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
Wendy Ranney, Karen Hallquist, Marvin Van Den Broek, Henk Kruithof, Dave Zastrow, Aaron Hansen, Kirsti Jurica.
- 3. APPROVAL OF AGENDA**
- 4. CORRESPONDENCE**
- 5. CONSENT CALENDAR**
- 6. REPORTS**
 - a. Directors Report
 - b. Cordova Trails Comprehensive Plan - D. Zastrow / W. Ranney
- 7. NEW BUSINESS**
 - a. Appointment of Chair, Vice-Chair and Secretary for 2022
 - b. Meeting Schedule 2022 - discussion
 - c. Work Plan for 2022
 - d. Lifejackets at Bob Korn Memorial Swimming Pool – M. Van Den Broek.
- 8. UNFINISHED BUSINESS**
 - a. None
- 9. AUDIENCE COMMENTS**
- 10. COMMISSION COMMENTS**
- 11. ADJOURNMENT**

You may submit written public comments via email to parksandrec@cityofcordova.net, mail comments to Dept. of Parks & Recreation, City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to Bidarki Recreation Center directly. Written public comments must be received by 4:00 p.m. on the day of meeting



City of Cordova

A L A S K A

**Department of
Parks and Recreation**
103 Council Ave, P.O. Box 1210
Cordova, AK 99574

Director's Report – April 2022

To: Parks & Recreation Commission
From: Duncan Chisholm, Parks & Recreation Director
Date: April 23, 2022

Dear Commissioners

1. Department Updates.

Bidarki Recreation Center / Bob Korn Memorial Swimming Pool

A new pricing structure was introduced on January 1 and appears to be working well. Membership numbers for both Bidarki and Bob Korn Memorial Swimming Pool are increasing.

VISIT TOTALS	1st Q 2022	1ST Q 2021	DIFFERENCE
BIDARKI REC CENTER – Member Visits	3680	1345	+2335
BIDARKI REC CENTER – Day Visits	167	83	+84
BOB KORN POOL – Member Visits	907	536	+371
BOB KORN POOL – Day Visits	348	244	+104

- Bob Korn Memorial Swimming Pool hours have increased to 7 days a week, with the pool now being open from 12 noon to 5pm on Sundays. Staffed have noted an increase in pool rentals for birthday parties which now can be held outside of operational hours on weekends. Capacity limits are still in place – limited to 20 swimmers based on lifeguard supervision ratios.
- Aquatic Consultants Counsilman-Hunsaker were commissioned to write a Standard Operating Procedures (SOP) for Bob Korn Memorial Swimming Pool. The comprehensive document is in its final draft stage and includes policies and procedures relating to facility and emergency plans, staff training plans, maintenance plans and various forms and report templates related to swimming pool management. The SOP development aligns management of the pool with the CDC's Model Aquatic Health Code and industry best practice.

- Changes have been made to the opening hours of the Bidarki Recreation Center with members allowed to enter the building on a Sunday when it is unstaffed.
- With the addition of an administrative position to the department, further progress has been made on improving systems and processes resulting in increased department efficiency and effectiveness.

Parks & Maintenance

- All parks' facilities and restrooms were closed for winter.
- A new fish cleaning station has been built in conjunction with the Cordova Jr/Sr High School and is due to be installed next to the current station on Orca Road.
- New reservation processes have been implemented for Skater's Cabin and Odiak Camper Park.
- Funding from the American Rescue Plan Act (ARPA) will be applied to the following equipment purchases:
 - Bear Proof Trash Cans \$12,000
 - Sickle attachment for Kubota Tractor \$10,000
 - Backhoe attachment for Kubota Tractor \$10,000
 - Park fencing replacement \$10,000
- In addition, funding from ARPA will also be applied to commissioning condition reports and professional services for the following projects:
 - Bob Korn Memorial Swimming Pool engineering/structural report
 - Bob Korn Memorial Swimming Pool dehumidification feasibility study
 - Bob Korn Memorial Swimming Pool locker room improvements design
 - Bidarki Recreation Center engineering/structural report
 - Bidarki Recreation Center HVAC feasibility study and window replacement plan
 - Skater's Cabin engineering/structural report
 - Odiak Camper Park redesign investigation
 - Odiak Pond Boardwalk engineering/structural report
- Improvements/replacement of the Fishermen's Memorial plaques is due to be completed by the end of April. The project began in October but was paused over winter.

Staffing

The new budget created several permanent, benefited full and part time positions in the Department.

The following positions have been filled:

- Recreation Clerk (Administrative)
- P/T Recreation Aide
- Lifeguards (2x fulltime)

In addition, we have also added the following temporary / seasonal staff:

- Recreation Aides x 2
- Lifeguard x 1
- Parks Laborer/Maintenance Worker I

The following vacancies exist:

- Parks Laborer/Maintenance Worker I or II (full-time; benefitted)
- Recreation Program Planner (full-time, benefitted)

2. Revenue

1st Quarter 2022

REVENUE	2022 BUDGET	2022 1 ST Q	2021 1 ST Q	2022 v 2021
Recreation	\$64,000	\$33,042	\$6,543	+\$26,509
Pool	\$15,000	\$2,680	\$2,896	-\$216
Odiak Camper Park	\$68,280	\$0	\$0	\$0

Notes:

1. Recreation revenue includes Skater's Cabin rental
2. Majority of Swim+Gym memberships included in Recreation Revenue



Duncan Chisholm
Parks & Recreation Director

Parks Recreation Commission Work Plan FY2022

Priority	Work Program Items	Proposed By:	Description	Anticipated Start / Completion Date	Staff Lead
	2022 Projects				
H	Parks and Recreation Master Plan	Staff identified	<p>Work with the Planning Commission to review and update the Parks & Recreation Master Plan to include short and long-term upgrades, needs, expansions etc. This process will involve public outreach and meetings with all user/stakeholder groups. The update will allow the City to apply for grant funding based on identified needs as well as planning for long term needs.</p> <p>A needs assessment is to be undertaken gain an accurate understanding of the public's perception of the park and recreation facilities and services provided by the City. This would identify:</p> <ul style="list-style-type: none"> • current and future recreational needs and interests; • existing gaps in programs, services and facilities; • develop short term, mid-term, and long term recommendations that address deficiencies and service delivery. <p>The Needs Assessment also identifies trends and the impact they will have on the demand and delivery of recreation services. This works contributes to the Parks & Recreation Master Plan.</p>	Q4 (subject to budget)	Director
H	Park & Recreation Needs Assessment	Staff identified	<p>Development of customer satisfaction tools to measure satisfaction levels at facilities and parks</p> <p>Work with Public Facilities to undertaken engineering condition reports of buildings and assets. The purpose of this assessment is to:</p> <ul style="list-style-type: none"> • Inventory all Parks & Recreation assets for use in the City's Geographic Information System • Assess asset conditions; • Identify current deficiencies of the assets inventoried; • Determine the costs of repair and/or replacement of the current deficiencies <p>This works contributes to the Parks & Recreation Master Plan.</p>	Q2-Q3	Director
L	Customer Service Monitor	Staff identified	<p>Following the FCA process develop AMP's for buildings and assets to</p> <ul style="list-style-type: none"> • Forecast anticipated future necessary renewals and costs for site systems over a 20-year life cycle; • Assist the City in preventive maintenance planning; and, • Improve the Department's Capital and Operational budget planning <p>This works contributes to the Parks & Recreation Master Plan.</p>	Q3	Director
H	Facility Condition Assessments (FCAs) / Physical Audits	Staff identified	<p>Develop or update P&R policies, procedures to ensure compliance with industry best practice:</p> <ul style="list-style-type: none"> • Bob Korn Memorial Swimming Pool Standard Operating Procedures • Bidarki Recreation Center Standard Operating Procedures • Department Cost Recovery Model • KPI's and Level of Service • Various policies, procedures, checklists and work instructions 	Q4 (subject to budget)	Maintenance Foreman
M	Asset Management Plans (AMPs)	Staff identified	<p>Inconjunction with Rivers, Trails and Conservation Assistance (RTCA) program with the National Park Service coordinate and develop a City of Cordova Comprehensive Trails Plan to develop a trail inventory and guide investment and maintenance decision making.</p>	Q1-Q4	Director
M	Policies and Procedures	Staff identified			
H	Cordova Comprehensive Trails Plan	P&R Commission			Zastrow & Rainey

