

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

Parks & Recreation TUESDAY, NOVEMBER 29, 2022. - 6:00PM, CORDOVA CENTER
Director
Duncan Chisholm

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CORRESPONDENCE
5. CONSENT CALENDAR
 - 5.1 Approval of Parks & Recreation Commission Meeting Minutes from October 25, 2022
6. PUBLIC BUSINESS FROM THE FLOOR
7. NEW BUSINESS
 1. Resolution 2022-01
A Resolution of the Parks and Recreation Commission of the City of Cordova, Alaska, recommending City Council adoption of the proposed Parks and Recreation Department operating budget and fee schedule for fiscal year 2023.
 2. Discussion Item: Proposed Capital Projects Budget FY23 – FY27
8. REPORTS
 1. Directors Report
9. UNFINISHED BUSINESS
None
10. COMMISSION BUSINESS FROM THE FLOOR
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
Parks & Recreation Commission
October 25, 2022, 6pm
Cordova Center Community Rooms A & B**

MINUTES

1. CALL TO ORDER

The City of Cordova Parks and Recreation Commission meeting was called to order by Commissioner Ranney at 6:01pm at the Cordova Center Community Rooms A & B.

2. ROLL CALL

Present: 6

Chair Wendy Ranney
Vice Chair Dave Zastrow
Commissioner Henk Kruitoff
Commissioner Wendy Ranney
Commissioner Marvin Van Den Broek
Commissioner Kirsti Jurica
Commissioner Karen Hallquist

Absent: 1

Commissioner Aaron Hansen

Also present: 1

Duncan Chisholm, Director Parks & Recreation

3. APPROVAL OF AGENDA

Jurica/Kruitoff moved to approve the agenda. Hearing no objections Chair Ranney declared the agenda approved as submitted.

4. CORRESPONDENCE

No correspondence was received.

5. CONSENT CALENDAR

The minutes of the Commission meeting 9/27/22 were tabled. Zastrow/Jurica moved the minutes be approved as submitted. Hearing no objections Chair Ranney declared the meeting minutes of 9/27/22 approved as submitted

6. PUBLIC BUSINESS FROM THE FLOOR

None

7. NEW BUSINESS

7.1 Discussion item: Proposed P&R Department Fees FY23

Director Chisholm tabled the first draft of the proposed department fees for FY2023 and led a discussion on these.

Commission members provided feedback to the Director.

7.2 Discussion item: Upcoming Commission Vacancies

Director Chisholm informed the Commission that there are three (3) upcoming vacancies will exist at the end November 2022 with the current terms expiring for:

- Henk Kruitof
- Marvin Van Den Broek
- Karen Hallquist

Director Chisholm also noted that applications close November 30, 2022 and can be directed to the City Clerk's office.

8. REPORTS

8.1 Directors Report

Director Chisholm gave a verbal report. Highlights included progress on the Facility Condition Assessments by Coffman Engineers Inc and an update on the launch of the Fitness on Demand classes.

9. UNFINISHED BUSINESS

None

10. COMMISSION BUSINESS FROM THE FLOOR

Zastrow commented on the proposed fee structure also mentioned opportunities for infrastructure funding.

Kruitoff commented on the proposed fee schedule.

Jurica had no comments,

Chair Ranney had no comments.

Hallquist spoke about protecting the pool as it is a valuable asset and needs to be maintained.

Van Den Broek thanked the Director for his thoughts on the fee schedule,

8 ADJOURNMENT

Zastrow/Jurica moved to adjourn the meeting.

The meeting was adjourned at 7:39 pm.

DRAFT



Agenda Item 7.1

On Agenda: 11/29/22

ITEM TITLE:

Resolution 2022-01: A Resolution of the Parks and Recreation Commission of the City of Cordova, Alaska, recommending City Council adoption of the proposed Parks and Recreation Department operating budget and fee schedule for fiscal year 2023.

SUBMITTED BY: Duncan Chisholm, Director

FISCAL NOTES:

Expenditure Required: N/A

Funding Source: General Fund & Odiak Camper Park Enterprise Fund.

RECOMMENDATION:

That the Commission discuss the Proposed Fiscal Year 2023 Parks and Recreation Department Budget, including the General Fund Operating Budget, Odiak Camper Park Enterprise Fund, and Fees and Charges Schedule, and provide recommendations to the City Council.

SUMMARY STATEMENT:

The Director has been working on the department's proposed budget and fee schedule for FY2023. The City Council is due to pass the FY2023 operating budget and fee schedule at its meeting on December 7, 2022.

In a workshop on November 16, it was requested that Parks and Recreation Commission provide a resolution in support for the proposed department operating budget and changes to the fee schedule for FY2023.

Department Budget Overview

The Department has five cost centers: Parks Maintenance, Administration, Recreation (Bidarki), Bob Korn Memorial Swimming Pool, and Odiak Camper Park. The Parks Maintenance, Administration, Recreation, and Pool budgets are funded through the General Fund. The Odiak Camper Park budget is an Enterprise Fund.

In addition, capital project funds are held in a designated Capital Fund, and therefore are not reflected in the annual operating budget.

The Proposed Parks and Recreation Department FY23 General Fund Operating Budget includes expenditures of \$1,398,845 million and reflects a budget that is beginning to address deferred maintenance and improved levels of service.

The Recommended FY23 Department General Fund Operating Revenue is just over \$132,400, which represents 9.5% of FY23 Budget. It should be noted that no revenue is received for Parks Maintenance or Administration. The cost recovery rate improves to 18.5% if only Bidarki Recreation Center and Bob Korn Memorial Swimming Pool cost centers are used.

General Fund Expenditures

The Department is proposing FY23 expenditures of \$1,398,845, an increase of \$429,145 over FY22.

The Department has budgeted increases in funds to address additional facility maintenance needs, additional staffing, increased operating costs and for improvements in service levels.

Department Permanent Staffing Levels

Each year the Department evaluates its staffing levels and considers changes to reflect the need to deliver programs and services.

- Parks Maintenance Laborer Worker II – for FY23 it is proposed to increase the parks maintenance team by one FTE to increase the departments' ability to maintain and improve its assets.
- Part Time Lifeguard – it is proposed to create an additional 0.5 FTE lifeguard position to help with ongoing staff shortages and improve level of service and supervision at Bob Korn Memorial Swimming Pool
- Part Time Recreation Aide – it is proposed to create an additional 0.5 FTE role to help with operational requirements at Bidarki Recreation Center. The Director is exploring options for possibly sharing this employee with another department.

In addition, a vacant full time permanent Recreation Program Specialist role is to be retained in FY2023.

Fees and Charges

Parks and Recreation Department fees and charges cover a range of memberships, activities, classes, and facility rentals. Each year, staff should review and recommend fee increases to be able to help recover costs associated with the maintenance and operation of programs, services, and facilities and to minimize the impact on the General Fund. FY23 recreation program fees were developed to offset higher costs, such as increased staffing, utilities, and other operating costs.

For FY23, the Department is proposing to increase fees for memberships and daily admission for adults, seniors, and concessions to both Bidarki and Bob Korn Memorial Swimming Pool. Prices will stay the same for children, youth, and students. Some examples of proposed changes include:

- Increases ranging from 75c to \$51 for individual daily admission fees and membership options.
- Increasing the Workplace Wellness (formerly the corporate category) membership price (from \$190 to \$293) to a create a more equitable fee compared to the Family membership category
- Increasing the Family membership price from \$509 to \$585 and refining the definition of a Family
- Increasing whole Pool rental fees by \$4/hour.
- Increasing Court rental fees by \$2/hour

Odiak Camper Park Enterprise Fund

The Department is proposing a FY23 operating expenditure budget of \$65,060. This is an increase of \$31,000 compared to FY22, with the most notable changes being a proposed \$11,000 increase in operating supplies (gravel, crushed rock, concrete, lumber, and fencing materials); \$5,500 in professional services; and \$22,500 in repair and maintenance.

The proposed FY23 Odiak Camper Park Operating Revenue is \$51,000, which represents 78.4% cost recovery of FY23 Budget.

Odiak Camper Park Fee Changes

The department proposes a fee increase of \$6.25 per night for short term (7-day limit) to \$35.00/night. No fee changes are proposed for long term seasonal stays of \$32.50/night or \$975/month.

Attachments:

Attachment 1: Resolution 2202-01 (Draft)

Attachment 2: Proposed Parks & Recreation Department Operating Budget FY2023

Attachment 3: Proposed Parks & Recreation Department Fee Schedule FY2023

ATTACHMENT 1

**CITY OF CORDOVA, ALASKA
PARKS AND RECREATION COMMISSION
RESOLUTION 2022-01**

**A RESOLUTION OF THE PARKS AND RECREATION COMMISSION OF THE CITY OF CORDOVA,
ALASKA RECOMMENDING CITY COUNCIL ADOPTION OF THE PROPOSED PARKS AND
RECREATION DEPARTMENT OPERATING BUDGET AND FEE SCHEDULE FOR FISCAL YEAR 2023.**

WHEREAS, pursuant to Cordova Municipal Code 3.52.010, the Cordova Parks and Recreation Commission is an advisory commission to the Cordova City Council established to advise on matters pertaining to Parks and Recreation including:

- A. Making recommendations to the city council regarding policies, planning and implementation of plans having to do with the establishment, development, and maintenance of city parks; and
- B. Making recommendations regarding the establishment and operation of recreational programs and the development and maintenance of recreational facilities; and
- C. Making recommendations regarding the parks and recreation budget.
- D. Receiving, considering, and evaluating public input, opinions and recommendations regarding parks and recreation programs in the city, and advise the city council and planning commission of any findings; and
- E. Preparing a comprehensive parks and recreation plan for approval by the council every five years.

WHEREAS, the Department Director submitted his proposed FY23 Operating Budget and Fee Schedule; and

WHEREAS, the Parks and Recreation Commission has reviewed the proposed 2023 budget and Fee Schedule, and discussed and made its recommendations to the Director.

NOW THEREFORE BE IT RESOLVED that the Parks and Recreation Commission of the City of Cordova, Alaska, is in support of the Parks and Recreation Department Operating Budget and Fee Schedule for FY23 and recommends it to the City Council for adoption.

PASSED AND APPROVED THIS 29th DAY OF NOVEMBER 2022.

Commission Chair

Attest:

Commission Secretary

PARKS RECREATION
OPERATING BUDGET FY22

11.29.22

General Fund		2022 Amended Budget		FY2023 - FY23 (In Progress)	
Parks Maintenance					
	Expenses				
	Salaries and Wages		124,847		173,430
	Overtime				600
	Temp Employees		10,000		15,000
	FICA		10,316		13,267
	PERS		27,466		38,155
	Health Ins.		31,603		67,814
	Compensation Ins.		5,839		5,277
	ESC		930		3,450
	PERS Relief		10,125		4,839
	Operating Supplies		4,000		24,500
					8,000
					3,000
					1,000
					5,000
					5,000
					1,000
					1,500
	Custodial Supplies				3,000
	Small Tools		500		-
	Water, Sewer & Refuse		3,500		3,500
	Electricity		2,500		5,400
	Heating Fuel		2,000		5,400
	Travel				-
	Travel - Airfare/Ferry		1,000		2,500
	Travel - Lodging		500		-
	Professional Development				3,000
	Safety & Training		850		1,000
	Professional Services		7,500		7,500
					2,500
	Portable Toilets				5,000
	Other Services				-
	Other Costs/outhouse tender		-		-
	Fisherman's Memorial		500		-
	Fuel & Lube		3,500		5,000
	Vehicle Parts & Repairs		2,000		2,200
	Repair - Other Equipment		1,500		1,650

PARKS RECREATION
OPERATING BUDGET FY22

11.29.22

	Other repairs		9,000	27,500
		Parks/Grounds/Fences		14,000
		Trail/Picnic Area Development		2,500
		Park & Info Signage		1,000
		Memorial Plaques		1,000
		Structures		9,000
	Equipment & Furnishings			7,000
		Handheld Tool Replacement		1,000
		Park furniture/amenities		5,000
		Shop Equipment Replacement		1,000
	Other Improvements			
	Total Expenses:		259,976	420,982
Total Parks Maintenance:			259,976	420,982
Parks & Rec Administration				
	Expenses			
		Salaries and Wages	128,547	143,325
		FICA	9,834	10,964
		PERS	28,280	31,532
		Health Ins.	44,864	46,506
		Compensation Ins	347	301
		ESC	808	928
		PERS Relief	10,425	3,999
		Communication		7,000
		Travel - Car Rental / Taxi	200	
		Travel - Airfare/Ferry	600	3,500
		Travel - Lodging	500	
		Professional Development	1,000	2,000
		Dues and Subscriptions	850	1,500
		Professional Services	2,500	3,000
		Software & Licenses	750	7,000
		Registration Software		6,000
		Other Software & Licenses		1,000
	Recruitment			1,000
	Total Expenses:		229,505	262,555
Total Parks & Rec Administration:			229,505	262,555
Recreation - Bidarki				
	Expenses			

PARKS RECREATION
OPERATING BUDGET FY22

11.29.22

	Salaries and Wages				
	Overtime			59,569	67,569
	Temp Employees			-	-
	FICA			4,557	25,000
	PERS			13,105	5,169
	Health Ins.			42,969	14,865
	Compensation Ins.			1,978	43,778
	ESC			591	2,088
	PERS Relief			4,557	622
	Uniform/Safety Equipment			500	1,885
	Operating Supplies			5,000	1,000
			Office Supplies		3,000
			First Aid Supplies		1,500
			Sales Inventory		500
					1,000
	Custodial Supplies			2,000	5,000
			Cleaning Chemicals		2,500
			Paper Products		1,000
			Cleaning tools/mop heads		500
			PPE		500
			Trash Bags & Misc Supplies		500
	Communications			-	-
	Water, Sewer & Refuse			4,500	4,500
	Electricity			10,000	10,000
	Heating Oil			8,000	12,000
	Travel				-
	Safety & Training			1,000	1,600
			1st Aid, CPR & AED		1,250
			Bloodborne Pathogens		350
	Professional Services			5,000	6,750
			Fitness Equipment Servicing		1,750
			Building Maintenance Prof, Services		5,000
	Programs			10,000	15,000
	Iceworm Festival Supplies			5,000	-
	Equipment Maintenance & Repair			5,000	2,500
	Structure Maintenance			10,000	12,000
			Sports Floor		2,000
			Structure Repairs		10,000
	Boiler Maintenance			-	-
	Equipment & Furnishings			-	3,000

PARKS RECREATION
OPERATING BUDGET FY22

11.29.22

			Program Equipment			2,000
			Fitness Equipment			-
			Misc Equipment			1,000
		Other Improvements			-	-
		Total Expenses:			193,326	237,326
Total Recreation - Bidark:					193,326	237,326
Pool						
		Expenses				
		Salaries and Wages			78,573	127,972
		Overtime			-	-
		Temp Employees			5,000	25,000
		FICA			6,393	10,282
		PERS			17,286	28,154
		Health Ins.			42,969	87,556
		Compensation Ins.			2,825	5,414
		ESC			836	3,159
		PERS Relief			6,011	3,570
		Uniform/Safety Equipment			1,000	2,500
			Pool Uniforms			1,000
			First Aid/Rescue Equipment & Supplies			1,500
		Operating Supplies			10,000	10,000
			Pool Chemicals, Reagents & Filter Media			8,500
			Sales Inventory			1,000
			Office Supplies			500
		Custodial Supplies			2,000	3,500
			Cleaning Chemicals			2,000
			Paper Products			500
			PPE			250
			Trash Bags & Misc Supplies			250
			Cleaning tools			500
		Water, Sewer & Refuse			5,500	5,500
		Electricity			26,000	33,500
		Heating Oil			60,000	96,000
		Travel - Car Rental			-	-
		Travel - Airfare/Ferry			500	2,500
		Travel - Lodging			500	-
		Travel - Per Diem			500	-
		Professional Development			1,500	3,375

PARKS RECREATION
OPERATING BUDGET FY22

11.29.22

			Lifeguarding / In-Service Training		2,000
			Certified Pool Operator		375
			Water Safety Instructor / Swim Instructor		1,000
	Professional Services			7,500	8,000
			Aquatic Consultants		3,000
			Building Services		5,000
	Repair & Maintenance			8,000	10,000
	Other Equipment				-
	Equipment & Furnishings			4,000	12,000
			Pool / Deck Equipment		7,000
			Office equipment		1,000
			Motors/Pumps		2,000
			Fixtures & Fittings		2,000
	Other Improvements				-
	Total Expenses:			286,893	477,982
Total Pool:				286,893	477,982
TOTAL PARKS & REC				969,700	1,398,845

Odiak Camper Park			2022 Amended Budget	FY2023 - FY23 (In Progress)
Odiak Park				
	Expenses			
	Salaries and Wages			\$ -
	Overtime			\$ -
	Temp Employees			\$ -
	FICA			\$ -
	PERS			\$ -
	Health Ins.			\$ -
	Compensation Ins.			\$ -
	ESC			\$ -
	PERS Relief			\$ -
	Operating Supplies		\$ 1,000.00	
			Gravel, crushed rock, concrete	\$ 7,500.00
			Lumber and fencing supplies	\$ 2,500.00
			Misc Supplies	\$ 2,000.00
	Custodial Supplies		\$ 1,000.00	\$ 1,000.00

PARKS RECREATION
OPERATING BUDGET FY22

11.29.22

		Water, Sewer, Refuse		\$	4,500.00	\$	4,500.00
		Electricity		\$	15,000.00	\$	12,000.00
		Heating Oil		\$	2,500.00	\$	2,500.00
		Professional Services		\$	5,000.00		
			Electrical			\$	2,500.00
			Plumbing			\$	2,000.00
			Construction/Landscaping			\$	6,000.00
		Repair & Maintenance		\$	5,000.00		
			Furniture/site amenities			\$	8,000.00
			Electrical			\$	2,000.00
			Plumbing			\$	7,500.00
			Structures			\$	5,000.00
				\$	34,000.00	\$	65,000.00
TOTAL ODIK							

ATTACHMENT 3

Department of Parks and Recreation

Proposed Fees FY23

Bidarki Recreation Center / Bob Korn Memorial Swimming Pool
Membership & Admission Fees
Includes 6% Sales Tax.

Adult	Term	Fee FY22	Fee FY23
	Annual (Swim & Gym)	\$340.00	\$391.00
	Annual (Swim OR Gym)	\$190.00	\$218.50
	Month (Swim & Gym)	\$65.00	\$74.75
	Ten Trip (Swim & Gym)	\$54.00	\$60.75
	Daily (Swim & Gym)	\$6.00	\$6.75
Child / Youth / (6 - 17) & Student (with ID)	Term	FY22	FY23
	Annual (Swim & Gym)	\$204.00	\$204.00
	Annual (Swim OR Gym)	\$114.00	\$114.00
	Month (Swim & Gym)	\$39.00	\$39.00
	Ten Trip (Swim & Gym)	\$36.00	\$36.00
	Daily (Swim & Gym)	\$4.00	\$4.00
Senior (60+)	Term	FY22	FY23
	Annual (Swim & Gym)	\$204.00	\$234.50
	Annual (Swim OR Gym)	\$114.00	\$131.00
	Month (Swim & Gym)	\$39.00	\$45.00
	Ten Trip (Swim & Gym)	\$36.00	\$42.75
	Daily (Swim & Gym)	\$4.00	\$4.75
Concession (Military with ID, People with physical disabilities, CVFD)	Term	FY22	FY23
	Annual (Swim & Gym)	\$204.00	\$234.50
	Annual (Swim OR Gym)	\$114.00	\$131.00
	Month (Swim & Gym)	\$39.00	\$45.00
	Ten Trip (Swim & Gym)	\$36.00	\$42.75
	Daily (Swim & Gym)	\$4.00	\$4.75
Family (2 Adults + 5 child/youth) – 2022 (2 Adults + 3 child/youth) - 2023	Term	FY22	FY23
	Annual (Swim & Gym)	\$509.00	\$585.25
	Annual (Swim OR Gym)	\$339.00	\$389.75
	Month (Swim & Gym)	\$122.00	\$140.25
	Annual Additional Child ¹	-	\$50.00
	Month Additional Child ¹		\$10.00
Workplace Wellness 10+ members	Term	FY22	FY23
	Annual (Swim & Gym) ²	\$190.00	\$293

Notes:

1. New for 2023 due to redefinition of Family membership
2. Equivalent to Family membership. (2 adults + 3 children/youth)

Recreation & Aquatic Programs & Miscellaneous Charges

Includes 6% Sales Tax as applicable.

Fees authorized at the discretion of the Director.

Rental Fees

Bob Korn Memorial Swimming Pool

Includes 6% Sales Tax

	Type	FY 22	FY23
Pool Rental – Whole Facility (per hour) (Includes 1 Lifeguard and up to 25 swimmers)	Individual	\$80.00	\$84.00
	Special Interest / Trainings	Fee authorized by Director	Fee authorized by Director
Pool Rental - Per Lane (per hour)	Individual	\$13.50	\$13.50
	Special Interest / Trainings	Fee authorized by Director	Fee authorized by Director
Additional Lifeguard/s (per hour per lifeguard)	1 per 25 swimmers	\$30.00	\$31.50

Bidarki Recreation Center

Includes 6% Sales Tax

	Type	FY 22	FY23
Gymnasium Court Hire (per hour)	Individual	\$37.00	\$39.00
	Special Interest / Trainings	Fee authorized by Director	Fee authorized by Director

Eyak Lake Skater's Cabin

Includes 12% Tax (6% Sales Tax & 6% Public Accommodation Services Tax).

	FY22	FY23
One 24-hour Period	\$28.00	\$28.00
Two 24-hour Periods	\$67.00	\$67.00
Three 24-hour Periods	\$123.00	\$123.00
Security Deposit (Refundable)	\$50.00	\$50.00

Odiak Camper Park

Includes 6% Sales Tax. Short-term & Tent Fees also include 6% Public Accommodation Sales Tax.

	Type	FY22	FY23
RV Site Long Term per day (Seasonal only)	Includes Electric, Water & Trash & Dump Station.	\$32.50	\$32.50
Deposit to Hold Long Term Site (Refundable)		\$250.00	\$250.00
RV Site Short Term per day (Maximum stay 7 days)	Includes Electric, Water & Trash & Dump Station	\$28.75	\$35.00
Tent Site per day (Maximum stay 7 days)	No Electric or water	\$12.50	\$12.50



City of Cordova
A L A S K A

Parks & Recreation Commission

Agenda Item 7.2

On Agenda: 11/29/22

ITEM TITLE:

Discussion Item: Parks & Recreation Capital Budget FY23 – FY27

SUBMITTED BY: Duncan Chisholm, Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: Capital Budget & Grants

RECOMMENDATION:

Discuss and provide input to Director on proposed Capital Project list FY23-FY27.

SUMMARY STATEMENT:

Staff have been working on identifying possible projects and cost estimating such projects to plan to move forward on the Department's Capital needs. Attached for your input is a list of staff identified projects (Attachment 1). The intent of this is for the Commission to provide its priorities for FY23 through to FY27.

The Capital Improvement Program (CIP) is a strategy for planning and programming public physical improvements. It includes improvements that are scheduled over the next five years. The CIP indicates the expected timing and the approximate cost for each project. Adoption of the CIP indicates City Council approval of the projects.

This is the first discussion, and a further workshop can be organized to discuss it in greater detail. The priority is to identify projects for FY23. It is expected that the City Council will meet in January 2023 to pass a Capital Budget for fiscal year 2023.

As the facility condition assessments from Coffman Engineers Inc assessments are delivered in late December or early January 2023, further projects, along with estimated costings, are expected to be developed.

It is also proposed that a number of these projects will be supported by third-party grants to lessen the burden on City finances.

Attachment 1: Proposed Capital Budget FY23 – FY27 as at 11.29.22.

Department

FY24

EV25

Ever

100

347,0
40,0
50,0
200,0
100,0
145,0
4,750,0
70,0
230,0
60,0