

Chair

Wendy Ranney

Vice Chair

Aaron Hansen

Commissioners

Jason Ellingson

Kirsti Jurica

Henk Kruithof

Marvin Van Den Broek

Dave Zastrow

Parks & Recreation

Director

Duncan Chisholm

**CITY OF CORDOVA
PARKS & RECREATION
COMMISSION
REGULAR MEETING**

**TUESDAY MARCH 28, 2023, 6:00PM
CORDOVA CENTER**

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONSENT CALENDAR**
 - a. Minutes from February 28, 2023, Regular Meeting
- 5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
 - a. Guest Speakers
 - b. Audience comments regarding Agenda items (3 minutes per speaker)
- 6. REPORTS**
 - a. Director's Report
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - a. Welcome to new Parks & Recreation Commissioner Jason Ellingson
 - b. Discussion item: Parks & Recreation Master Plan RFP Scope of Work
- 9. COMMISSION COMMENTS**
- 10. 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
February 28, 2023
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 Chair Pro-Tempore **Ranney** at 6:00pm at the Cordova Center Community Rooms A & B.

2. ROLL CALL

Present for roll call were Commissioners **Wendy Ranney, Dave Zastrow, Mavin Ven Den Broek, Kristi Jurica, Henk Kruitoff and Aaron Hansen.**

Karen Hallquist was absent.

Staff present was Parks & Recreation Director **Duncan Chisholm.**

3. APPROVAL OF AGENDA

M/Zastrow S/Jurica to approve the agenda.

Upon voice vote, motion passed 6-0

Yea: **Ranney, Zastrow, Ven Den Broek, Jurica, Kruitoff, Hansen**

Absent: **Hallquist**

4. APPROVAL OF CONSENT CALENDAR

M/Kruitoff S/Jurica to approve the consent calendar including the minutes of 11/29/2022.

Upon voice vote, motion passed 6-0

Yea: **Ranney, Zastrow, Ven Den Broek, Jurica, Kruitoff, Hansen**

Absent: **Hallquist**

5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

Director **Chisholm** told the commission that nothing had been received.

6. DIRECTOR'S REPORT

Director **Chisholm** gave a verbal update to the Commission on the following topics:

- Facility Condition Assessments and cost estimates from Coffman Engineers Inc
- Approved Parks and Recreation Capital Improvements Program FY23
- Development of a Parks & Recreation Master Plan.

Commission members **Zastrow and Ranney** expressed interest in sitting on a Parks & Recreation Master Plan Steering Group to help Director Chisholm guide the development of the Master Plan..

- Director Chisholm reported that Commission **Hallquist** has resigned from the Commission. The City Clerk informed the Director that Mr Jason Ellington will be recommended to be appointed to the Commission at the March 7, 2023 City Council meeting.

7. UNFINISHED BUSINESS

None

8. NEW BUSINESS

8A Election of Chair

Chair Pro-Tempore **Ranney** opened nominations from the floor by stating: "Nominations are now in order for the office of chair of the Parks and Recreation Commission.

Ranney was nominated for the Chair. A voice vote was called.

Upon voice vote, the nomination passed 6-0.

Yea: Ranney, Zastrow, Kruitoff, Ven Den Broek, Jurica, Hansen

Absent: Hallquist

Commissioner **Ranney** was elected Chair.

8B Election of Vice Chair

Chair **Ranney** opened nominations from the floor by stating: "Nominations are now in order for the office of vice-chair of the Parks and Recreation Commission.

Hansen was nominated as Vice-Chair. A voice-vote was called.

Upon voice vote, the nomination passed 6-0.

Yea: Ranney, Zastrow, Kruitoff, Ven Den Broek, Jurica, Hansen

Absent: Hallquist

Commissioner **Hansen** was elected Vice-Chair.

8C PARKS AND RECREATION COMMISSION MEETINGS 2023

A discussion was had regarding meeting times and dates for the remainder of 2023.

M/Ranney, S/Zastrow to approve last Tuesday of the month at 6pm in the Cordova Center.

Upon voice vote, motion passed 6-0

Yea: Ranney, Zastrow, Ven Den Broek, Jurica, Kruitoff, Hansen

Absent: Hallquist

9. COMMISSION COMMENTS

Kruitoff, Hansen, Jurica. Ranney. No comments.

Zastrow congratulated **Ranney** and **Hansen** on their appointments.

Van Den Broek commented on the Facility Condition Assessments.

8 ADJOURNMENT

M/Kruitoff S/Ven Den Broek moved to adjourn the Regular meeting.
With no objections, the meeting was adjourned at 7:14pm.

Approved:

Wendy Ranney, Chair

Duncan Chisholm, Director Parks & Recreation



On Agenda: 3/28/2023

ITEM TITLE: DIRECTOR'S REPORT

SUBMITTED BY: Duncan Chisholm

☒ **INFORMATION**

☐ **MOTION**

☐ **RESOLUTION**

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Director Duncan Chisholm to give a verbal report to the Commission.

SUMMARY STATEMENT:

Director's Report to include:

- Introduction of new Parks and Recreation Department brand
- New asset management (Asset Essentials) software and new Program Registration/Membership/Facility Reservation software (CivicRec)
- New lane lines for Bob Korn Memorial Swimming Pool
- Bob Korn Memorial Swimming Pool PVC Liner Replacement project update
- City Playgrounds Inspections & Recommendations
- Recreation Programming Update
- Potential change to hours for members access to Bidarki Recreation Center
- Financial Update to 2/28/23



BRAND IDENTITY GUIDELINES
MARCH 2023

WE ARE ...

We at City of Cordova Parks & Recreation are guided by a mission and values that inform everything we do and say.

We communicate who we are powerfully and consistently, so the world knows who we are, too.

This is the function of our brand.

CITY of CORDOVA PARKS & RECREATION is ...

FRIENDLY accessible, approachable, open, inclusive, welcoming

VIBRANT active, energetic, vital, lively, positive

CONNECTING uniting, cooperative, collaborative, engaging, supporting

EARTHY healthy, natural, simple, solid, essential

The icon was created with these ideas.



WATER
Ocean, Pool

+



MOUNTAINS
Parks, Outdoors

+



SUN/MOON
Energy, Balance

+



ACTIVE
Individual, Energy
Healthy Lifestyle

PRIMARY LOGO

People in Cordova know they are in the City of Cordova. Let's face it City of Cordova Parks & Recreation is a mouthful. It also is a lot of words to read in a logo. By using just the word "Cordova", the size can be larger.

The logo comes in both formats. It is recommended to use the Cordova Parks & Recreation when the audience is those in Cordova. For example in posters, social media postings, etc. When the audience is outside of Cordova, including "City of Cordova" to establish the connection to the city.



COLOR SPECIFICATIONS

Cordova Parks & Recreation's primary color palette uses three colors. It is important to use these colors to build the brand. Black and grey colors can be used to support this color palette.

COLORS



PANTONE 7693
C100 M57 Y9 K47
R0 G62 B106
#003E6A



PANTONE 3258
C59 M0 Y30 K0
R95 G197 B191
#5FC5BF



PANTONE 7406
C0 M20 Y100 K2
R249 G198 B6
#F9C606



CYMK C0 M0 Y0 K100
HEX# 000000
RGB R0 G20 B0

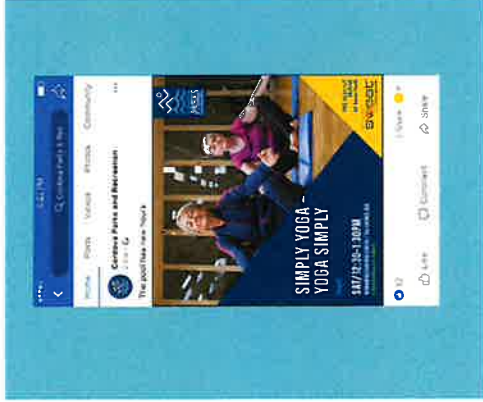


CYMK C7 M0 Y0 K15
HEX# D6DADF
RGB R214 G218 B223

A NOTE ON PRINTING:

When printing, if Pantone colors can be specified, use the stated colors. If the printing system cannot specify the Pantone color system, use the four-color process known as the CMYK equivalents.

BRAND EXAMPLES



Asset Essentials by Brightly Software

Asset management is the ability to track, manage and maintain assets associated with facilities or infrastructure to keep them operational. Asset management is important because it helps organizations understand where labor and budget resources are being spent in order to optimize operations.

Asset Essentials will help us:

- Manage and maintain all assets and facilities.
- Streamline work orders and tasks.
- Plan and schedule preventive maintenance
- Make smarter budget decisions.

CivicRec – by CivicPlus

The department's current recreation software – Gym Assistant is no longer considered fit-for-purpose for the operation of local government parks and recreation system. Gym Assistant is a single function gym member database and management system. It has no functionality to be able to take program and activity registrations or facility reservations.

The introduction of CivicRec will allow:

- Activity Registration & Management
- Facility & Instructor Management
- POS & Online Payment
- Calendars & Online Availability
- Leagues and Tournaments
- Communication to program users

New Lane Lines

We have just received replacement lane lines (5 x Antiwave Maximum Racing Lane, 75 FT, 6" Disc) from WMS Aquatics.

Total Cost: \$5,435.91 + \$1516.86 (shipping) = \$6,952.77.

Many thanks to Cordova School District and the Iceworm Swim Team for their generous contributions in assisting us in purchasing these new lanes. The total cost to the department was \$3049.78.

The lanes will be put through their paces when the Iceworm Swim Team hosts a swim meet at the pool on March 24/25.



PVC Pool Liner Replacement Project

The City has budgeted \$155,000 to replace the existing PVC pool liner at Bob Korn Memorial Swimming Pool. To understand the scope of the project, the City has commissioned a specialist aquatic engineering firm – Counsilman-Hunsaker (CH) to help us manage the project.

The Scope of Work agreed with CH is as follows –

EXISTING CONDITIONS ASSESSMENT AND SCOPE CONFIRMATION

One (1) 1-Day Site Visit

- Visit the facility to observe exiting conditions and equipment installation to gather any additional information pertinent to the design of the new pool PVC Liner.
- Develop an opinion of probable cost for the new PVC Liner to be installed for the Owner's purposes in confirming budget for the project.

CONSTRUCTION DOCUMENTS PHASE

Provide specifications for Division 13, Section 131100 Swimming Pool.

Specifications shall include sections for:

- Swimming Pool PVC Pool Liner

BID PHASE

No Site Visits

- Address bidders' inquiries and furnish addenda items to Client to clarify drawings and specifications, if required

CONSTRUCTION ADMINISTRATION PHASE

(One) 1-Day Site Visit

- Review submittals (shop drawings, product information and requested substitutions by manufacturers and/or contractors) with regard to the pool and its related systems.
- Virtually Attend project pre-construction meeting to answer questions and outline requirements to be met during construction.
- Review and comment after receiving video and/or photos of the pool condition after current liner has been removed and assess the pool shell for any signs of significant wear and/or issues pertaining to the structure's integrity.
- Perform One (1) Site Visit after new PVC liner has been installed to assess pool vessel water tightness.
- Provide final observation of the aquatic facility to confirm that the pool and its related equipment have been installed as designed and specified. Submit a final punch list.

City Playground Inspection & Recommendations

In November 2022, an inspection of the City's playgrounds and equipment was conducted by Karl Croft, a certified playground safety inspector (CPSI).

The inspection identified that we are deficient in meeting the appropriate standards *ASTM F1487-21 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use* in several areas.

The audit also suggests replacement of the swing set at Noel Pallas Children's Memorial Playground. We are currently working on proposals and costs for replacement options and this will be brought to the Commission for input at a future meeting.

A summary of the report is below:

Nettie Hansen Park

The park has one play structure with a combination of rubber tiles and loose rubber safety surfacing. The tiles are to provide access to the structure for anyone having mobility challenges; however, the loose rubber is getting onto the tile which makes this no longer accessible for wheelchair users and others using mobility devices. The surfacing subbase has appeared to be sunk causing the surfacing to drop below the timber edge creating a tripping hazard for all users.



There are numerous areas on the play structure that have rust and loose paint.



There are connecting points on the structure steppers that are worn to the point of needing to be replaced.



Per ASTM the use zone around the perimeter of the structure must be 72", there are places around the structure where this standard is not met.



RECOMMENDATION FOR Nettie Hansen Park:

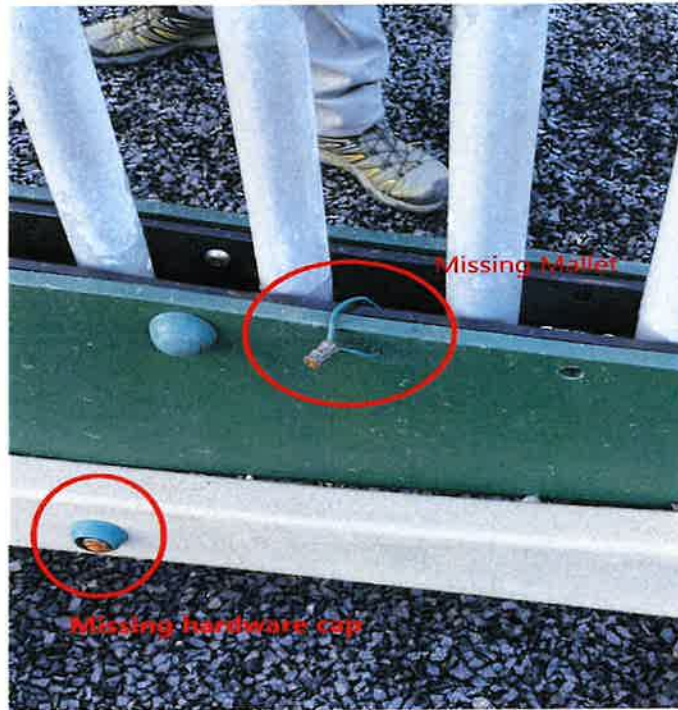
1. Remove safety surfacing and replace with unitary surfacing (tiles, artificial turf, or poured-in-place) that is the same throughout the play area to allow for easy accessibility for patrons of all abilities.
2. Sand down all rust areas, prime, and repaint with manufacture's approved coating.
3. Replace all worn moving parts with manufacture's replacement parts.
4. Remove timber edge and reset at grade that is flush with surfacing to eliminate any tripping hazard and is at a 6' distance from the structure at all point on the perimeter. . I would also recommend removing the steel guardrail that runs along the structure on the side where the slide exit is as this could be a hazard to a child who come down the slide and runs out at the end.

Noel Pallas Childrens Memorial Park:

Overall, the equipment in this park is in good condition with only minor repairs needed with the exception of the swings which are showing a great deal of wear and tear. There are numerous areas throughout the park where the geotextile weed fabric is exposed which indicates it has either pushed up or there is insufficient depth of loose rubber. These areas would also be tripping hazards.



On the music structure and several other locations throughout the park there are missing hardware caps. In addition, the mallet for the chimes is missing.



The timber installed around the play structures are sticking up 4" min in some areas creating numerous tripping hazards.



RECOMMENDATION FOR Noel Pallas Childrens Memorial Park:

1. Make sure the geotextile fabric is back down on the base material and bring in more loose rubber or redistribute where pushed up to cover it.
2. Replace mallet for music component.
3. Replace all missing hardware covers.
4. Either lower wood timbers or fill level with loose rubber and gravel in the center to eliminate tripping hazards.
5. Replace swings due to deterioration.
6. Because of the size of this park, I would install a picnic pavilion with tables and BBQ pit to allow for large community gatherings in the open center area.

Odiak Camper Park:

The slide structure in the park does not meet current ASTM 1487 standards and is unsafe.



The play structure is a residential structure and does not meet the safety requirements of ASTM 1487 for Public Parks.



The tire swing does not meet the safety requirements of ASTM 1487 and has real safety issues with the hardware.

RECOMMENDATION FOR Odiak Camper Park:

1. The slide structure be removed due to not meeting standards.
2. The play structure be removed due to not being acceptable for public parks.
3. The tire swing be removed due to not meeting standards.
4. Replace the equipment with a play structure and swing appropriate for 2-5 year old age group with proper safety surfacing.

Recreation Programming Update

Staff are currently working on developing the following program ideas:

- A drop-in semi-structured and supervised after school program at Bidarki Recreation Center targeting children in grades 3 to 5.
- A children's soccer clinic and league and over the summer period. This may be extended to include a futsal league in fall.
- A basketball league for elementary children in Fall.
- Assisting with the coordination of the Bay to Bay Run/Walk/Cycle on May 6, 2023.

2/28/2023

Account Number	Account Title	2023-23 Future year Actual	2023-23 Future year Budget	%
Recreation				
101-345-40505	Activity Fees	\$2,078.02	\$2,000.00	103.90%
101-345-40520	Skaters Cabin Rental	\$632.00	\$4,000.00	15.80%
101-345-40525	Bidarki Entrance Fees	\$34,535.78	\$69,650.00	49.58%
101-345-40535	Facility Rental	\$663.00	\$500.00	132.60%
101-345-42100	Fisherman's Memorial Park	\$828.95	\$1,000.00	82.90%
101-345-49740	Bidarki Misc.	\$1,000.00	\$1,500.00	66.67%
101-345-49745	Merchandise Sales - P&R	\$0.00	\$1,500.00	0.00%
Bob Korn Pool				
101-346-40600	Pool Entrance Fees	\$4,066.59	\$48,750.00	8.34%
101-346-40620	Program Fees	\$0.00	\$1,500.00	0.00%
101-346-40630	Rental Fees	\$0.00	\$500.00	0.00%
101-346-49740	Pool Misc.	\$3,902.99	\$0.00	
101-346-49745	Merchandise Sales - Pool	\$0.00	\$1,500.00	0.00%
Parks Maintenance				
101-606-50000	Salaries and Wages	\$14,105.67	\$173,430.00	8.13%
101-606-50010	Overtime	\$50.72	\$600.00	8.45%
101-606-50020	Temp Employees	\$0.00	\$15,000.00	0.00%
101-606-50100	FICA	\$1,040.29	\$13,267.00	7.84%
101-606-50110	PERS	\$2,986.45	\$38,155.00	7.83%
101-606-50120	Health Ins.	\$5,842.03	\$67,814.00	8.61%
101-606-50130	Compensation Ins.	\$437.65	\$5,277.00	8.29%
101-606-50140	ESC	\$125.14	\$3,450.00	3.63%
101-606-50150	PERS Relief	\$0.00	\$4,839.00	0.00%
101-606-51020	Operating Supplies	\$3,880.90	\$24,500.00	15.84%
101-606-51050	Small Tools	\$0.00	\$3,000.00	0.00%
101-606-52010	Water, Sewer & Refuse	\$1,210.63	\$3,500.00	34.59%
101-606-52030	Electricity	\$193.89	\$5,400.00	3.59%
101-606-52040	Heating Fuel	\$370.76	\$5,400.00	6.87%
101-606-52120	Travel	\$0.00	\$2,500.00	0.00%
101-606-52160	Professional Development	\$0.00	\$3,000.00	0.00%
101-606-52162	Safety & Training	\$0.00	\$1,000.00	0.00%
101-606-52180	Professional Services	\$60.13	\$7,500.00	0.80%
101-606-53015	Fisherman's Memorial	\$346.38	\$0.00	
101-606-54000	Fuel & Lube	\$668.68	\$5,000.00	13.37%
101-606-54010	Vehicle Parts & Repairs	\$51.59	\$2,200.00	2.35%
101-606-54020	Repair - Other Equipment	\$639.74	\$1,650.00	38.77%
101-606-54030	Other repairs	\$0.00	\$27,500.00	0.00%
101-606-55010	Equipment & Furnishings	\$0.00	\$7,000.00	0.00%
Parks & Rec Admin				
101-608-50000	Salaries and Wages	\$36,273.11	\$143,325.00	25.31%

101-608-50010	Overtime	\$83.47	\$0.00	
101-608-50100	FICA	\$2,740.88	\$10,964.00	25.00%
101-608-50110	PERS	\$6,143.62	\$31,532.00	19.48%
101-608-50120	Health Ins.	\$8,696.30	\$46,506.00	18.70%
101-608-50130	Compensation Ins	\$1,125.28	\$301.00	373.85%
101-608-50140	ESC	\$335.97	\$928.00	36.20%
101-608-50150	PERS Relief	\$0.00	\$3,999.00	0.00%
101-608-52000	Communication	\$22.35	\$7,000.00	0.32%
101-608-52120	Travel	\$662.58	\$3,500.00	18.93%
101-608-52160	Professional Development	\$0.00	\$2,000.00	0.00%
101-608-52170	Dues and Subscriptions	\$180.00	\$1,500.00	12.00%
101-608-52180	Professional Services	\$0.00	\$3,000.00	0.00%
101-608-52230	Software & Licenses	\$5,053.69	\$7,000.00	72.20%
101-608-52350	Recruitment & Moving	\$0.00	\$1,000.00	0.00%

Recreation - Bidarki

101-701-50000	Salaries and Wages	\$5,701.77	\$67,569.00	8.44%
101-701-50020	Temp Employees	\$8,565.49	\$25,000.00	34.26%
101-701-50100	FICA	\$956.51	\$5,169.00	18.50%
101-701-50110	PERS	\$0.00	\$14,865.00	0.00%
101-701-50120	Health Ins.	\$5.24	\$43,778.00	0.01%
101-701-50130	Compensation Ins.	\$239.45	\$2,088.00	11.47%
101-701-50140	ESC	\$125.08	\$622.00	20.11%
101-701-50150	PERS Relief	\$0.00	\$1,885.00	0.00%
101-701-51010	Uniform/Safety Equipment	\$0.00	\$1,000.00	0.00%
101-701-51020	Operating Supplies	\$949.72	\$3,000.00	31.66%
101-701-51030	Custodial Supplies	\$498.62	\$5,000.00	9.97%
101-701-52010	Water, Sewer & Refuse	\$890.96	\$4,500.00	19.80%
101-701-52030	Electricity	\$2,768.94	\$10,000.00	27.69%
101-701-52040	Heating Oil	\$3,002.26	\$12,000.00	25.02%
101-701-52162	Safety & Training	\$72.00	\$1,600.00	4.50%
101-701-52180	Professional Services	\$0.00	\$6,750.00	0.00%
101-701-53010	Programs	\$2,740.06	\$15,000.00	18.27%
101-701-54020	Equipment Maintenance & Repair	\$2,766.04	\$2,500.00	110.64%
101-701-54030	Structure Maintenance	\$0.00	\$12,000.00	0.00%
101-701-55010	Equipment & Furnishings	\$211.85	\$3,000.00	7.06%

Recreation - Swimming Pool

101-702-50000	Salaries and Wages	\$21,981.92	\$127,972.00	17.18%
101-702-50010	Overtime	\$1,230.95	\$0.00	
101-702-50020	Temp Employees	\$9,223.18	\$25,000.00	36.89%
101-702-50100	FICA	\$2,418.71	\$10,282.00	23.52%
101-702-50110	PERS	\$3,890.11	\$28,154.00	13.82%
101-702-50120	Health Ins.	\$3,871.12	\$87,556.00	4.42%
101-702-50130	Compensation Ins.	\$953.20	\$5,414.00	17.61%
101-702-50140	ESC	\$301.97	\$3,159.00	9.56%
101-702-50150	PERS Relief	\$0.00	\$3,570.00	0.00%
101-702-51010	Uniform/Safety Equipment	\$175.99	\$2,500.00	7.04%
101-702-51020	Operating Supplies	\$3,319.58	\$10,000.00	33.20%

101-702-51030	Custodial Supplies	\$904.66	\$3,500.00	25.85%
101-702-52010	Water, Sewer & Refuse	\$1,931.67	\$5,500.00	35.12%
101-702-52030	Electricity	\$10,075.05	\$33,500.00	30.07%
101-702-52040	Heating Oil	\$23,379.56	\$96,000.00	24.35%
101-702-52120	Travel	\$0.00	\$2,500.00	0.00%
101-702-52160	Professional Development	\$72.00	\$3,375.00	2.13%
101-702-52180	Professional Services	\$200.00	\$8,000.00	2.50%
101-702-54020	Repair & Maintenance	\$1,463.54	\$10,000.00	14.64%
101-702-55010	Equipment & Furnishings	\$4,566.83	\$12,000.00	38.06%
<u>Odiak Camper Park</u>				
506-301-40460	Odiak Camper Park Space Fees	\$1,492.50	\$51,000.00	2.93%

Parks & Recreation Commission Agenda Item

On Agenda: 3/8/23

ITEM TITLE: Parks and Recreation Master Plan RFP Scope of Work

SUBMITTED BY:

Duncan Chisholm

☒ **INFORMATION**

☐ **MOTION**

☐ **RESOLUTION**

FISCAL NOTES:

Expenditure Required: FY23 \$35,000

Unencumbered Balance: N/A

Funding Source: Capital Improvement Projects List

RECOMMENDATION:

Review and discuss the proposed Scope of Work for the development of a Parks and Recreation Master Plan.

SUMMARY STATEMENT:

The purpose of this project is to provide a 10+ year, comprehensive analysis of the recreational resources and needs for the Cordova community. This information will help to clarify the community's vision for recreation facilities and services and guide future decision-making. The Plan has been created as a blueprint for providing quality recreation services, parks, trails, facilities, and programs throughout the City of Cordova.

The Plan should create a roadmap for ensuring just and fair quantity, proximity and connections to quality parks and green space, recreation facilities and programs throughout the community now and into the future. The City is seeking a system-wide approach to develop goals, policies and guidelines and prioritize strategies based on current and future funding scenarios.

The selected Firm will have proven innovative approaches, experience and knowledge in park, facility and recreation planning, project management and community engagement and have the ability to produce a concise and easily understandable plan.

BACKGROUND INFORMATION:

The City of Cordova Municipal Code (3.52.050) requires the Parks and Recreation Commission to prepare a comprehensive parks and recreation for approval by the council every five years.

A. SCOPE OF WORK

The City expects that the development of the Plan will be conducted by a multidisciplinary team of experienced professionals with demonstrated expertise in park and recreation planning.

The final scope of services will be the result of negotiations between the City and the successful respondent.

This Scope of Services is organized into the following tasks:

Task 1 – Project Management

Task 2 - Inventory, Conditions Report & Benchmarking

Task 3 – Resource & Data Collection

Task 4 – Community Engagement

Task 5 - Action Plan, Prioritization and Recommendations

Task 6 – Development of Final Plans and Supporting Materials

Task 1: Project Management

The Firm:

- Shall be responsible for providing all contract management and quality control of its own and its subconsultants' work product.
- Conduct a project kick-off meeting with City Staff to confirm project requirements and clarify roles, responsibilities, and expectations.
- Develop a plan and project schedule.
- Provide progress emails weekly and bi-weekly phone call check-ins.
- Attend, lead, and facilitate community meetings, as necessary.
- Attend meetings with the Parks & Recreation Commission as needed.
- May be asked to attend up to two (2) meetings with the City Council to discuss the Master Plan and receive direction.
- Develop and manage the tools necessary to collect community input and data.

Task 2: Inventory, Conditions Report & Benchmarking

- Develop a comprehensive inventory of the City's existing parks and recreation facilities that will include the following:
 - Park types and purpose.
 - Park location
 - Acreage
 - Inventory of facilities and amenities
 - General assessment of physical conditions and functionality
 - Maps illustrating the location and each type of park.
- The role of the Firm in this task is primarily to provide a conditions report. The analysis should consider the capacity of each amenity found within the park system as well as its functionality, accessibility, general condition, and convenience. The Firm will also produce maps and graphic representations of the parks and the park system for use both in the plan and outreach materials for the City.
- The Firm shall review and, to the extent possible, incorporate findings from the City's 2022 Facilities Condition Assessment created by Coffman Engineers Inc., which analyzes park facilities and amenities and indoor recreation facilities.
- Create benchmarking comparisons to similar municipal park systems, using nationally accepted standards. Criteria will be generated by the Firm and city staff to include such comparative data as park acreage (developed and undeveloped), per capita budgets, capital improvement expenditures,

types of facilities offered, and so forth.

Task 3: Resource & Data Collection

- Review of plans and documents that are relevant to the development of the Final Master Plan. This review includes, but is not limited to the following:
 - City of Cordova Comprehensive Plan 2019
 - City of Cordova Parks & Recreation Master Plan 2000 and subsequent drafts
 - City of Cordova Capital Improvement Plan – Parks and Recreation
 - City of Cordova Facility Condition Assessments 2022
 - City of Cordova Playground Inspection 2022
 - City of Cordova Budget – Parks and Recreation FY23
- Provide a community-wide statistically valid community needs assessment survey on recreation and park programs and facilities. The survey should identify community interests, needs, issues, and satisfaction related to parks, indoor and outdoor facilities, and amenities.
- The survey should accurately represent a sampling of the community population, with a return rate sufficient to provide statistically valid results. This survey shall be used as a baseline to determine needs, desires, and willingness to pay for said facilities and programs.
- The survey shall be available to residents, both in English & Tagalog (Filipino), electronically on the City's website and in print form. The Firm will be responsible for providing the translation.
- Review and interpret demographic trends and characteristics of the community, using information from the Comprehensive General Plan and other regional and local sources.

Task 4: Community Engagement

- The Firm shall Identify, describe, and implement a comprehensive strategy and methodology for community involvement in this Plan development process.
- Review existing engagement documents conducted by the park and recreation department or other departments to compile available information about community needs. Summarize and identify gaps in data.
- Provide well-organized and directed activities, techniques and formats that will ensure an equitable, inclusive, open, and proactive public participation process is achieved. These methods should solicit quality input from as many people as possible, including under-resourced populations and users and non-users of the services and facilities.
- Community outreach should ensure that a positive, open, inclusive, and proactive public participation process is achieved that includes a diverse demographic within the City.
- Act as professional facilitators to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities, and threats.
- Provide written records and summaries of the results of all public processes and communications strategies that can be shared with the public.

- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed and equitable decision making for the Parks and Recreation Commission, Planning Commission and City Council.

The Firm shall prepare an outline of the Firm's outreach strategy as part of the proposal that should include, but is not limited to:

- Conducting various public community meetings, focus groups and individual stakeholder interviews using virtual means if necessary.
- Meet monthly with steering group comprised of City Staff and as needed members of the Parks & Recreation Master Plan Steering Committee to discuss progress and receive feedback.
- Provide well organized and directed activities, techniques, and formats.
- Provide written reports/summaries of the results of these public meetings.

Task 4 – Action Plan, Prioritization and Recommendations

- Collect and analyze information on park use, needs, improvements, operations, maintenance, land use trends and make recommendations.
- Identify areas of service shortfalls, projected impact of future trends and develop new levels of service as appropriate.
- Articulate themes identified through the data-gathering process into goals and strategies.
- Develop recommendations for operations, staffing, maintenance, renovations, programming, and funding needs in order of recommended priority.
- Project the anticipated costs for park maintenance and administration of existing facilities for the future. Include recommended alternatives to current maintenance models.
- Identify opportunities for available funding alternatives to support recommendations.
- Develop an action plan which includes strategies, constraints, priorities, staffing and maintenance needs, probable costs, and an analysis of budget support/funding mechanisms for the short term (3 years), mid-term (5-7 years) and long term (10+ years) for the park system, open space, indoor/outdoor facilities, and amenities.
- Examine opportunities for partnerships with City, community organizations, Cordova school district, sports groups, etc.

- Create a ranking system to help identify the community's top priorities for renovation/development of existing parks and indoor/outdoor recreation facilities based on community input and funding.

Task 5 – Development of Final Plans and Supporting Materials

- The Plan must include a recommended action plan that outlines community identified goals, recommendations, plans, objectives, and policy statements that articulate a clear vision or “road map,” and model for the future.
- The Plan must include a summary of existing conditions, inventories, and level of service analysis.
- The Plan must include charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.
- The Plan must include a financial plan.
- Prepare a Draft Master Plan for review by the City.
- The Firm must develop a color version of the draft Master Plan document consisting of an electronic copy in Word and PDF formats.
- The City shall retain ownership of all data gathered.