

**Chair**

Aaron Hansen

**Vice Chair**

Dave Zastrow

**Commissioners**

Jason Ellingson

Kirsti Jurica

Henk Kruithof

Marvin Van Den Broek

Sami Magallanes

**Parks & Recreation****Director**

Duncan Chisholm

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

**TUESDAY, NOVEMBER 28, 2023. 6pm  
CORDOVA CENTER**

## **AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONSENT CALENDAR**
  - a. Minutes from August 29, 2023, Regular Meeting.
- 5. CORRESPONDENCE**
- 6. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
  - a. Guest Speakers
  - b. Audience comments regarding Agenda items (3 minutes per speaker)
- 7. REPORTS**
  - a. Director's Report
- 8. NEW BUSINESS**
  - a. FY24 Proposed Department Budget and Fee Schedule
- 9. COMMISSION COMMENTS**
- 10. ADJOURNMENT**

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

**Parks & Recreation Commission  
August 29, 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 Acting Chair **Hansen** at 6:03pm at the Cordova Center Community Rooms A & B.

**2. ROLL CALL**

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

Commissioner **Jason Ellingson** was absent,

The staff present was Parks & Recreation Director **Duncan Chisholm and Pam Whitesell**

**3. APPROVAL OF AGENDA**

**M/Kruitoff S/Jurica** to approve the agenda.

Upon voice vote, motion passed 5-0

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

Absent: **Ellingson**

**4. APPOINTMENT OF CHAIR / VICECHAIR**

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

**Hansen** was nominated for the Chair. A voice vote was called.

Upon voice vote, the nomination passed 5-0.

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

**Absent: Ellingson**

**Commissioner Hansen was elected Chair.**

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

**Zastrow** was nominated as Vice-Chair. A voice-vote was called.

Upon voice vote, the nomination passed 5-0.

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

**Absent: Ellingson**

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

**5. APPROVAL OF CONSENT CALENDAR**

**M/ Kruitoff S/Zastrow** to approve the consent calendar including the minutes of 5/30/2023.

Upon voice vote, motion passed 5-0

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

**Absent: Ellingson**

## **6. CORRESPONDENCE**

Email from Kara Rodrigues was included in packet. Director **Chisholm** updated the Commission that a change will be made to the September pool schedule to include an additional Rec Swim option on Tuesday evenings.

## **7. COMMUNICATIONS FROM VISITORS**

Samantha Hagerthy-Schneider, Pool Operations Leader answered questions from the Commission on the September pool timetable.

## **8. REPORTS**

### **A) Directors Report**

Director **Chisholm** gave a verbal report which included updates on:

- Highlights from the Departments Quarter 2 Report
- Department budget as at 7/31/23
- Proposals for the Parks & Recreation Master Plan are due September 1
- Proposals for Bob Korn Pool Swimming Pool Replacement Liner project are due October 2.

### **B) Trails Committee Report**

Commissioner **Zastrow** provided a verbal update on the Trails Committee and progress on the Cordova Comprehensive Trails Plan.

## **9. UNFINISHED BUSINESS**

None

## **10. NEW BUSINESS**

### **A) Breakwater Park Trail Concept Plan.**

Director **Chisholm** tabled a draft concept plan for the development of the Breakwater Park and Trail area for discussion purposes. Informal commission feedback was positive with general comments being related to the proposed size of the covered shelter.

Director **Chisholm** will now work on a public engagement phase to gather initial feedback from the community.

### **B) Dog Waste in Parks**

Director **Chisholm** raised the issue of increased dog waste in parks and the exposure of parks staff when performing maintenance tasks. The commission agreed that additional signage and a public education campaign should be initiated.

### **C) FY24 Budget Process & Fees Review**

Director **Chisholm** outlined the process for FY24 budget. This topic will be continued in the September meeting.

## **11. COMMISSION COMMENTS**

**Van den Broek** commented about providing soccer goals at Hollis Heinrich's Park over the summer. Director Chisholm will investigate options.

**Hansen** commented on Adult drop-in basketball and volleyball and wanted to see more enforcement of the 18+ rule. Director Chisholm commented that the issue would likely resolve itself once high school was back in session.

No other comments were received.

## 12. ADJOURNMENT

Chair **Hansen** adjourned the meeting at 8.05pm.

Approved:

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Aaron Hansen, Chair

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Duncan Chisholm, Director Parks & Recreation



# Parks & Recreation Commission Agenda Item #7a

**On Agenda:** 11/28/2023

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**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:**

Note update, discuss and file.

**SUMMARY STATEMENT:**

Director Chisholm will provide a verbal update on the following projects:

- Parks and Recreation Master Plan.
- Odiak Camper Park Design – Phase 1.
- Breakwater Park Concept Plan
- Parks Maintenance Shop Sanitary Sewer installation
- Bob Korn Memorial Swimming Pool Liner Replacement
- Bob Korn Memorial Swimming Pool HVAC Retro Commissioning Study



# Parks & Recreation Commission Agenda Item # 8A

**On Agenda:** 11/28/2023

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**ITEM TITLE:** Resolution 2023-01: 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 2024.

**SUBMITTED BY:** Duncan Chisholm

☐ **INFORMATION**

☐ **MOTION**

☒ **RESOLUTION**

**FISCAL NOTES:**

Expenditure Required: \$1,567,762

Unencumbered Balance: N/A

Funding Source: General Fund

**RECOMMENDATION:**

That the Commission discuss the Proposed Fiscal Year 2024 Parks and Recreation Department Budget, including the General Fund Operating Budget, 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 FY24. The City Council is due to pass the FY2024 operating budget and fee schedule at a meeting on December 6, 2023.

The Parks and Recreation Commission as part of its powers and duties is required to make recommendations to the City Council on the parks and recreation budget.

The Department has five cost centers: Parks Maintenance, Administration, Recreation (Bidarki), Bob Korn Memorial Swimming Pool that are funded through the General Fund.

In addition, the Odiak Camper Park budget is a separate Enterprise Fund and 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 FY24 General Fund Operating Budget includes expenditures of \$1,567,762 and reflects a budget that is limited due to the city's financial constraints. The proposed budget addresses some deferred maintenance and includes increases negotiated as part of the new Collective Bargaining Agreement due to being on January 1, 2024.

The recommended FY24 Department General Fund Operating Revenue target is \$149,350 which represents 9.5% of FY24 Expenditure Budget. The net cost to the City is projected to be \$1,418,412.

It should be noted that no revenue is received for Parks Maintenance or Administration.

### General Fund Expenditures

The Department is proposing FY24 expenditures of \$1,567,762 which is an increase of \$168,917 from FY23. This is mainly due to personnel cost increases and the addition of maintenance projects to help address the deferred maintenance needs which were identified in the Coffman Engineers Inc, reports of 2022/23.

### Fees and Charges

As the gap between expenditure and revenue continues to grow, the department is facing some tough decisions on how to increase revenue.

Our fees and charges cover a range of memberships, activities, classes, and facility rentals. Each year, staff 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.

It is the Directors opinion that fees have been artificially low for over a decade and need to increase.

The Department is proposing to increase fees for memberships and daily admission for adults, seniors, students (over 18) and concessions to both Bidarki and Bob Korn Memorial Swimming Pool and for rental of Skater's Cabin in order to meet the FY24 revenue target of \$149,350.

It is also proposed to change the age for eligibility for a senior from 60 years to 65 years. This will then be in line with City property tax exemption. Prices will stay the same for children and youth.

The department also wishes to add a 20-pass option for 2024.

The Director is also proposing that prices advertised be exclusive of City Sales Tax. City Council is currently considering options for an increase in Sales Tax. The outcome of this is yet to be determined but will be implemented when required.

### Attachments:

Attachment 1: Resolution 2023-01 (Draft)

Attachment 2: Proposed Parks & Recreation Department Operating Budget FY2024

Attachment 3: Proposed Parks & Recreation Department Fee Schedule FY2024

**ATTACHMENT 1**

**CITY OF CORDOVA, ALASKA  
PARKS AND RECREATION COMMISSION  
RESOLUTION 2023-01**

**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 2024.**

**WHEREAS**, pursuant to Cordova Municipal Code 3.52.050, 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 FY24 Operating Budget and Fee Schedule; and

**WHEREAS**, the Parks and Recreation Commission has reviewed the proposed 2024 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 FY24 and recommends it to the City Council for adoption.

**PASSED AND APPROVED THIS 28<sup>th</sup> DAY OF NOVEMBER 2023.**

\_\_\_\_\_  
Commission Chair

Attest:

\_\_\_\_\_  
Department Director



Revenue			FY23 actuals through	2023 Budget	DRAFT 2024 Budget proposed	difference from 23 budgeted
	<b>Recreation</b>					
	101-345-40505	Activity Fees	\$11,410	\$2,000	<b>\$15,000</b>	\$13,000
	101-345-40520	Skaters Cabin Rental	\$4,041	\$4,000	<b>\$4,000</b>	\$0
	101-345-40525	Bidarki Entrance Fees	\$96,320	\$69,650	<b>\$90,000</b>	\$20,350
	101-345-40535	Facility Rental	\$2,373	\$500	<b>\$2,000</b>	\$1,500
	101-345-42100	Fisherman's Memorial Park	\$2,567	\$1,000	<b>\$1,000</b>	\$0
	101-345-49740	Bidarki Misc.	\$1,931	\$1,500	<b>\$0</b>	-\$1,500
	101-345-49745	Merchandise Sales	\$200	\$1,500	<b>\$1,500</b>	\$0
	<b>Total Recreation:</b>		<b>\$118,842</b>	<b>\$80,150</b>	<b>\$113,500</b>	<b>\$33,350</b>
	<b>Pool</b>					
	101-346-40600	Pool Entrance Fees	\$30,357	\$48,750	<b>\$30,000</b>	-\$18,750
	101-346-40620	Program Fees	\$250	\$1,500	<b>\$3,350</b>	\$1,850
	101-346-40630	Rental Fees	\$981	\$500	<b>\$1,000</b>	\$500
	101-346-49740	Pool Misc.	\$4,365		<b>\$0</b>	\$0
	101-346-49745	Merchandise Sales	\$0	\$1,500	<b>\$1,500</b>	\$0
	<b>Total Pool:</b>		<b>\$35,953</b>	<b>\$52,250</b>	<b>\$35,850</b>	<b>-\$16,400</b>
Expenses			FY23 actuals through	2023 Budget	DRAFT 2024 Budget proposed	difference from 23 budgeted
	<b>Parks Maintenance</b>					
	101-606-50000	Salaries and Wages	\$68,645	\$173,430	\$181,563	\$8,133
	101-606-50010	Overtime	\$797	\$600	<b>\$1,000</b>	\$400
	101-606-50020	Temp Employees	\$1,654	\$15,000	\$0	-\$15,000
	101-606-50100	FICA	\$5,069	\$13,267	<b>\$13,890</b>	\$623
	101-606-50110	PERS	\$13,728	\$38,155	\$39,944	\$1,789
	101-606-50120	Health Ins.	\$27,839	\$67,814	<b>\$68,029</b>	\$215
	101-606-50130	Compensation Ins.	\$2,160	\$5,277	\$5,525	\$248
	101-606-50140	ESC	\$547	\$3,450	<b>\$3,450</b>	\$0
	101-606-50150	PERS Relief	\$0	\$4,839	\$5,066	\$227
	101-606-51010	Uniforms/Safety Equip	\$0	\$0	<b>\$0</b>	\$0
	101-606-51020	Operating Supplies	\$15,859	\$24,500	\$37,000	\$12,500
	101-606-51030	Custodial Supplies	\$1,639	\$3,000	<b>\$3,000</b>	\$0
	101-606-51050	Small Tools	\$137	\$0	<b>\$0</b>	\$0
	101-606-52010	Water, Sewer & Refuse	\$6,260	\$3,500	<b>\$7,500</b>	\$4,000
	101-606-52030	Electricity	\$1,521	\$5,400	\$4,500	-\$900
	101-606-52040	Heating Fuel	\$2,328	\$5,400	<b>\$4,500</b>	-\$900
	101-606-52070	Rental/Lease			\$16,833	\$16,833
	101-606-52120	Travel	\$868	\$2,500	<b>\$2,500</b>	\$0
	101-606-52160	Professional Development	\$1,270	\$3,000	\$3,500	\$500
	101-606-52162	Safety & Training	\$416	\$1,000	<b>\$1,500</b>	\$500
	101-606-52180	Professional Services	\$2,891	\$7,500	\$2,500	-\$5,000
	101-606-53015	Fisherman's Memorial	\$1,842	\$0	<b>\$0</b>	\$0
	101-606-54000	Fuel & Lube	\$4,539	\$5,000	\$5,000	\$0
	101-606-54010	Vehicle Parts & Repairs	\$3,453	\$2,200	<b>\$10,000</b>	\$7,800
	101-606-54020	Repair - Other Equipment	\$999	\$1,650	\$1,650	\$0
	101-606-54030	Other repairs	\$9,558	\$27,500	<b>\$9,000</b>	-\$18,500

## Attachment 2

	Pool					
	101-702-50000	Salaries and Wages	\$80,528	\$127,972	\$203,234	\$75,262
	101-702-50010	Overtime	\$4,280	\$0	\$0	\$0
	101-702-50020	Temp Employees	\$75,881	\$25,000	\$25,000	\$0
	101-702-50100	FICA	\$12,215	\$10,282	\$11,277	\$995
	101-702-50110	PERS	\$13,601	\$28,154	\$32,430	\$4,276
	101-702-50120	Health Ins.	\$5,146	\$87,556	\$35,190	-\$52,366
	101-702-50130	Compensation Ins.	\$4,020	\$5,414	\$4,555	-\$859
	101-702-50140	ESC	\$1,547	\$3,159	\$3,450	\$291
	101-702-50150	PERS Relief	\$0	\$3,570	\$4,113	\$543
	101-702-51010	Uniform/Safety Equipment	\$1,002	\$2,500	\$6,000	\$3,500
	101-702-51020	Operating Supplies	\$18,895	\$10,000	\$12,000	\$2,000
	101-702-51030	Custodial Supplies	\$3,286	\$3,500	\$3,500	\$0
	101-702-52010	Water, Sewer & Refuse	\$8,203	\$5,500	\$10,000	\$4,500
	101-702-52030	Electricity	\$28,125	\$33,500	\$33,500	\$0
	101-702-52040	Heating Oil	\$89,139	\$96,000	\$96,000	\$0
	101-702-52120	Travel	\$621	\$2,500	\$3,500	\$1,000
	101-702-52130	Travel - Airfare/Ferry	\$0	\$0	\$0	\$0
	101-702-52160	Professional Development	\$3,232	\$3,375	\$3,525	\$150
	101-702-52180	Professional Services	\$16,311	\$8,000	\$13,000	\$5,000
	101-702-54020	Repair & Maintenance	\$8,024	\$10,000	\$24,500	\$14,500
	101-702-55000	Other Equipment	-\$644	\$0	\$0	\$0
	101-702-55010	Equipment & Furnishings	\$16,709	\$12,000	\$6,000	-\$6,000
	<b>Total Pool:</b>		<b>\$390,119</b>	<b>\$477,982</b>	<b>\$530,774</b>	<b>\$52,792</b>

### Attachment 3

## Department of Parks and Recreation Effective January 1, 2024.

Excludes City Sales Tax and Public Accommodation Services Tax, where applicable.

### Bidarki Recreation Center / Bob Korn Memorial Swimming Pool. Membership & Daily Admission Fees.

<b>Adult (18 – 64)</b>	<b>Term</b>	<b>Fee</b>
	Annual (Swim & Gym)	\$488.75
	Annual (Swim <i>OR</i> Gym)	\$293.25
	Month (Swim & Gym)	\$93.50
	20 Visit Pass (Swim & Gym)	\$119.00
	10 Visit Pass (Swim & Gym)	\$63.00
	Daily (Swim & Gym)	\$7.00
<b>Child / Youth (6 - 17)</b>	<b>Term</b>	<b>Fee</b>
	Annual (Swim & Gym)	\$204.00
	Annual (Swim <i>OR</i> Gym)	\$114.00
	Month (Swim & Gym)	\$39.00
	20 Visit Pass (Swim & Gym)	\$68.00
	10 Visit Pass (Swim & Gym)	\$36.00
	Daily (Swim & Gym)	\$4.00
<b>Student (18+ with ID), Senior (65+), Concession (Active Military with ID), People with physical disabilities, CVFD (volunteers only) <i>20% discount off Adult Rate</i></b>	<b>Term</b>	<b>Fee</b>
	Annual (Swim & Gym)	\$390.75
	Annual (Swim <i>OR</i> Gym)	\$234.50
	Month (Swim & Gym)	\$74.75
	20 Visit Pass (Swim & Gym)	\$95.25
	10 Visit Pass (Swim & Gym)	\$45.00
	Daily (Swim & Gym)	\$5.00
<b>Family (Up to two domestic partnership adults and three children 6 – 17).</b>	<b>Term</b>	<b>Fee</b>
	Annual (Swim & Gym)	\$731.50
	Annual (Swim <i>OR</i> Gym)	\$487.25
<b>Workplace Employee Wellness 10+ members <i>25% discount on Annual Plans only (excluding Student, Senior and Concession)</i></b>		

### Programs & Miscellaneous Charges

Fees/charges are authorized at the discretion of the Director.

### Attachment 3

#### Facility Rental Fees

##### Bob Korn Memorial Swimming Pool

	Fee
<b>Whole Facility Rental</b> (1 - 25 swimmers, with 1 lifeguard) (26 – 50 swimmers, with 2 lifeguards)	\$84.00/hr \$115.00/hr
<b>Lane Rental - Casual</b>	\$13.50/lane/hr

Special interest/training fees are the discretion of the Director.

##### Bidarki Recreation Center

Gymnasium Court	Fee
Sport use (basketball, volleyball, pickleball)	\$39.00/hr
Birthday Parties Play equipment rental	\$45.00/hr \$25.00/hr

Special interest/training fees are the discretion of the Director.

##### Eyak Lake Skater's Cabin

Maximum 3 consecutive days stay.

	Fee
<b>Per 24-hour period</b>	\$50.00
<b>Security Deposit (Refundable)</b>	\$50.00

Other fees/charges are authorized at the discretion of the Director.

##### Odiak Camper Park

	Type	Fee
<b>RV Site – Seasonal</b>	Includes Electric, Trash & Dump Station.	\$975.00/month
<b>Deposit to Hold Seasonal Site</b> (Refundable)		\$250.00
<b>RV Site Short Term</b> (Maximum stay 14 days)	Includes Electric, & Trash & Dump Station	\$35.00/day
<b>Tent Site</b> (Maximum stay 14 days)	No Electric	\$15.00/day

Other fees/charges are authorized at the discretion of the Director.