



Parks & Recreation Commission

AGENDA

Thursday, Sept 28, 2023, 6:00 pm

City Hall Council Chambers



- 1. CALL TO ORDER**
 - a. Roll Call
 - b. Pledge of Allegiance/Welcome
- 2. HONORS & RECOGNITIONS:**
 - a. Mark Kesterson- (44 years) retirement
- 3. APPROVAL OF AGENDA:** September 28, 2023
- 4. APPROVAL OF MINUTES:** September 7, 2022 Regular Meeting Minutes
- 5. VISITORS**
- 6. NEW BUSINESS**
 - a. Fee Study Recommendation-Brandon Lange, Recreation Manger
- 7. UNFINISHED BUSINESS**
 - a. None
- 8. Director's Update**
 - a. Comprehensive Plan Update
 - b. General Parks & Recreation items
- 9. POLL OF COMMISSION MEMBERS AND STAFF**
- 10. ADJOURNMENT**

The next regularly scheduled meeting is Thursday, October 26, 2023 at 6:00 pm, unless otherwise noted. Meeting location is City of Kennewick Council Chambers.

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.



**Parks & Recreation Commission
MINUTES**
Thursday, Sept 07, 2023, 6:00 pm
City Hall Council Chambers



1. CALL TO ORDER

- a. Commission Chair Ken Hahn called the meeting to order at 6:00 p.m. Drea Myers completed a roll call.
- b. Commissioner Martinez led the Pledge of Allegiance.

Parks and Recreation Commissioners, City Council Liaison, and Staff Present:

Commission Chair Ken Hahn	Nick Farline, Parks, Facilities & Recreation Director
Commission Vice Chair Linda Stroben	Nick Lagunas, Parks & Planning Superintendent
Commissioner Evelyn Martinez	Brandon Lange, Recreation Manager
Commissioner Uby Creek	Drea Myers, Recorder
Commissioner Sergio Villegas	
Commissioner Sergio Villegas	

Parks and Recreation Commissioners Absent:

Commissioner Jack Anderson
Council Liaison Loren Anderson

2. HONORS & RECOGNITION – None

3. APPROVAL OF AGENDA

- a. Commissioner Villegas motioned to amend the agenda by adding item (b.) Rose Society Borders under new business. Seconded by Commissioner Fischer, the motion carried unanimously.
- b. Commissioner Fischer motioned to remove original item (b.) Fee Study Recommendation from the Agenda. Seconded by Vice Chair Stroben, the motion carried unanimously.
- c. Commissioner Creek motioned to add item (b.) Veterans Memorial to Unfinished Business. Seconded by Vice Chair Stroben, the motion carried unanimously.
- d. Commissioner Martinez moved to approve the September 7, 2023 agenda as amended. Seconded by Commissioner Creek, the motion carried unanimously.

4. APPROVAL OF MINUTES

- a. Commissioner Fischer made a motion to approve the July 27, 2023 regular meeting minutes. Seconded by Commissioner Villegas, the motion carried unanimously.

5. VISITORS

- a. Steven Whitehead-E.A.T Athletics Youth Sports
- b. Pam & Kason-Kason's Cause

6. NEW BUSINESS

- a. Parks & Recreation Comp Plan Update
 - i. Teresa Jackson-Berry Dunn
- b. Rose Society Borders
 - ii. Commissioner Fischer made a motion to proceed

2. UNFINISHED BUSINESS

- a. Dog Park
 - i. Commissioner Martinez made a motion to go forward with the planning process to explore Columbia Park East End Dog Park location. Seconded by Commissioner Martinez. The motion carried unanimously.
- b. Veterans Memorial

3. DIRECTOR'S UPDATE

- a. General Parks & Recreation Items

9. POLL OF COMMISSION MEMBERS AND STAFF

10. ADJOURNMENT

The meeting adjourned at 8:14 p.m.

Respectfully submitted,
Drea Myers, Recorder

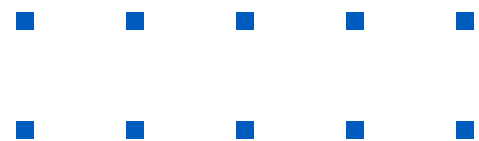
2023 FEE STUDY

Parks and
Recreation



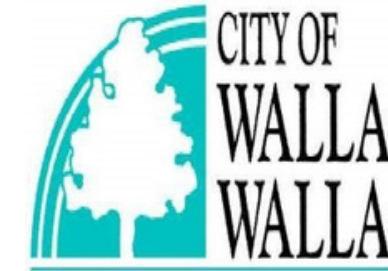
OVERVIEW

- ✓ Purpose
- ✓ Challenges
- ✓ Level of Service



METHOD

Kirkland



Pasco



Richland



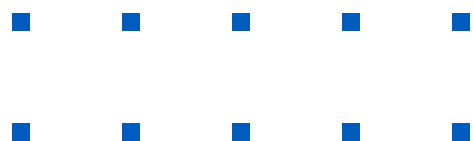
Redmond



Spokane

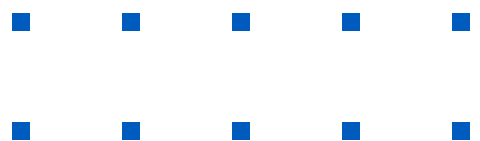


Walla Walla



SPECIAL EVENTS VS. RENTALS

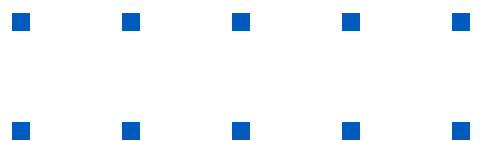
- ✓ Open to the Public
- ✓ 100+ Attendance
- ✓ Amplified Sound
- ✓ High-Risk Activities



BUDGET POLICIES

Detail Policies:

- Annually, a CPI factor (no more than 4% and no less than 2%) may be applied to facility rental, administrative and usage fees and a local market comparison will be conducted where fees may be adjusted accordingly.



RENTALS

Courts:

- 2023 - \$18/hr (KAC) & \$35/hr (Pavilion)
- 2024 - \$20/hr & \$40/hr

Fields:

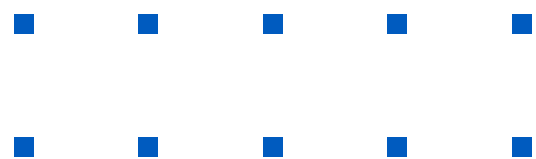
- 2023 - \$14/hr-\$17/hr
- 2024 - \$17/hr-\$20/hr

Picnic Shelters:

- 2023 - \$12/hr
- 2024 - \$15/hr (Eliminate monitor fee)

Building and Room Rentals:

- No Change



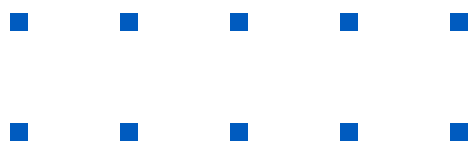
ADMINISTRATIVE FEES

No changes for:

- Application Fee
- Contract Administration Fee
- Expedited Review Fee
- Late Payment Fee
- Security Deposit

New Fee:

- Site Map Assistance Fee - \$38/hr



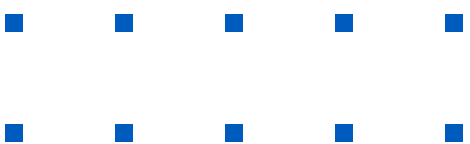
USAGE FEES

Numerica Pavilion:

- Full Building Rental
 - From \$2,500/day to \$2,750/day
- Multi-Court Rental
 - From \$87.50/hr to \$140/hr

Columbia Park:

- Bandshell
 - From \$370/day to \$425/day (\$525 in 2025)
- 20 Acres
 - From \$332/day to \$425/day (\$525 in 2025)



MISCELLANEOUS FEES

Event Support Staff Fee:

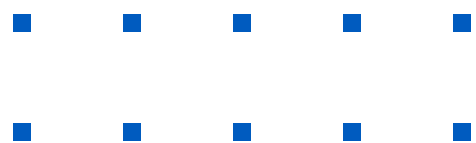
- From \$21/hr to \$23/hr
 - Add holiday rate of \$35/hr

Setup/Teardown Support:

- From \$25/hr to \$29/hr
 - Add holiday rate of \$58/hr
 - Begin charging at all locations

Vendor Fee:

- From \$300 (20+ vendors) to \$25 (1+ vendor)



TOURNAMENT FEES

Softball / Baseball Game Fees:

- 2023 - \$29 / \$39 per game
- 2024 - \$31 / \$41 per game

Inner Fencing Fee:

- 2023 - \$155 per complex
- 2024 - \$75 per field

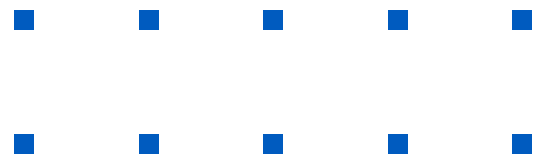
Pickleball Tournaments:

- Require large picnic shelter rental in addition to courts; at 50% discounted rate



SUMMARY

- ✓ Market Value
- ✓ Increasing Salaries
- ✓ Additional Revenue





Questions?

