



Parks & Recreation Commission

AGENDA

Thursday, January 25, 2024, 6:00 pm

City Hall Council Chambers



- 1. CALL TO ORDER**
 - a) Roll Call
 - b) Pledge of Allegiance/Welcome
- 2. HONORS & RECOGNITIONS:**
- 3. APPROVAL OF AGENDA:** January 25, 2024
- 4. APPROVAL OF MINUTES:** October 26, 2023 Regular Meeting Minutes
- 5. VISITORS**
- 6. NEW BUSINESS**
 - a) Adopt 2024 Work Plan
 - b) Adopt 2024 Meeting Schedule
 - c) Expectation on Commission Attendance Requirements
 - d) Update on Pathways & Trails Master Plan
 - e) Recreation Center Feasibility Study
- 7. UNFINISHED BUSINESS**
 - a) Update on Pump Track
 - b) Dog Park
- 8. Director's Update**
 - a) General Parks & Recreation items
 - b) Comp Plan Priorities Assignments
- 9. POLL OF COMMISSION MEMBERS AND STAFF**
- 10. ADJOURNMENT**

The next regularly scheduled meeting is Thursday, March 21, 2024 at 6:00 pm.

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 October 26, 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 Anderson led the Pledge of Allegiance.

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

Commission Chair Ken Hahn	Loren Anderson, Council Liaison
Commission Vice Chair Linda Stroben	Nick Farline, Parks, Facilities & Recreation Director
Commissioner Jack Anderson	Nick Lagunas, Park Planning & CIP Manager
Commissioner Eveyln Martinez	Brandon Lange, Recreation Manager
Commissioner Uby Creek	Drea Myers, Recorder
Commissioner Sergio Villegas	Jamie O'neill Parks Infrastructure Supervisor

Parks and Recreation Commissioners Absent:

Commissioner Ty Fischer -resigned

2. HONORS & RECOGNITION – None

3. APPROVAL OF AGENDA

- a. Commissioner Anderson moved to approve the October 26, 2023 agenda as presented. Seconded by Commissioner Stroben, the motion carried unanimously.

4. APPROVAL OF MINUTES

- a. Commissioner Creek made a motion to approve the September 28, 2023 regular meeting minutes. Seconded by Commissioner Villegas, the motion carried unanimously.

5. VISITORS

- a. N/A

6. NEW BUSINESS

- a. Final Draft Comprehensive Plan Update
 - i. Teresa Jackson-Berry Dunn-
Commissioner Creek made a motion to approve the draft Parks & Recreation Comprehensive Plan, assuming the change(s) requested by commission for council adoption. Seconded by Commissioner Stroben, the motion carried unanimously.
- b. Draft Pathways and Trail Master Plan
 - i. Parks & Recreation Commission Involvement

c. December Retreat

7. UNFINISHED BUSINESS

a. Pump Track Proposal & Timeline

8. DIRECTOR'S UPDATE

a. General Parks & Recreation Items

9. POLL OF COMMISSION MEMBERS AND STAFF

10. ADJOURNMENT

The meeting adjourned at 8:16 p.m.

Respectfully submitted,
Drea Myers, Recorder

DRAFT 2024 Parks and Recreation Commission Work Plan

Updated 12/13/23



COUNCIL PRIORITY AREA	Comp Plan	TASKS DESCRIPTION	COMMISSION LEAD	STAFF LEAD	PROGRESS	2024 Recommendation	Priority
Community Safety, Economic Development, Infrastructure & Growth, Quality of Life, Responsible Government	Enhance Community Safety through safe parks	Park Ranger/lighting/Signage/Overall Safety- Park Audits	All	Jamie/Nick L	Not Started	NEW	H
		Expand Park Spaces	Jack/Sergio	Jamie/Nick L	Not Started	NEW	L
		Ballot Effort-Recreation Center & New Pool	Jack	Nick/Drea		NEW	H
		Level of Service Changes	Uby/Evelyn	Jamie/Nick L	Not Started	NEW	M
Economic Development Quality of Life	Leverage the Potential of Recreation as an Economic Driver	Feasibility Study Civic Center including City Hall, Rec Center, pool, Keywadin Center (Rec Commission steering committee)	Linda/Ken	Brandon/Drew Nick/Drea	RFP has been posted due 12/28/23	NEW	H
Economic Development Quality of Life Responsible Government	Not identified	Conduct community engagement (Arbor Day, Community Service Day, etc.).	All	Drea	Ongoing	carry forward	L
	Leverage the Potential of Recreation as an Economic Driver	Support Columbia Park reconveyance	All	Nick/Drea	Signed MOU with USACE & CTUIR in 2023 (72 acres).	carry forward	L
Infrastructure & Growth	Maintain Recreation Infrastructure	Monitor and recommend Park Mitigation and Impact Fee funded projects systemwide signage	Linda	Jamie/Nick L	Design pending completion of deadline driven ARPA projects	ongoing	M
		Pathways & Trails Masterplan with KID/Rec Commission Steering Committee	Sergio/Ken	Jamie/Nick L Nick/Drea	Consultant interviews Jan/2024	NEW	H
		Vancouver Pump Track	Sergio/Ken	Jamie/Nick L	Reviewing proposals	NEW	M
		War Memorials projects & maintenance	Jack/Uby	Jamie/Nick L	ongoing	carry forward	M
		Playground development	Linda/Sergio	Jamie	Ongoing	NEW	H
		Dog Park (Columbia Park) fundraising	Evelyn/Sergio	Nick/Nick L	Dog park identified community need. USACE application submitted	Ongoing	H
		CIP-Comp Plan prioritization	All	Nick		NEW	L



Parks and Recreation Commission 2024 Meeting Schedule

Meetings are held on the 4th Thursday of each month
6:00 p.m., City Council Chambers

Date	Topic
January 25	• P&R Commission 2024 Work Plan Adoption • P&R Commission 2024 Meeting Date/Topics adoption • Expectations for Commission & Attendance requirements • Update on Pathways & Trails Master and Recreation Center Feasibility Study • Recommendation for Pump Track
February 22	• Regular Scheduled Meeting • Pathways & Trails Master Plan update • Recreation Center Feasibility Center update • P&R Capital Project Overview
March 28	• Boards and Commission Banquet • Southridge Turf grand opening • Regular Scheduled Meeting
April 25 National Arbor Day	• Engage Consultant for Ballot effort for new Recreation Center • Regular Scheduled Meeting • Splash pad grand opening
May 23	• Regular Scheduled Meeting
June 27	• Regular Scheduled Meeting • Draft Final Recreation Feasibility Study
July 16 July 25	• City Council Resolution for Recreation Center Ballot language • Regular Scheduled Meeting • Final Recreation Center Feasibility Study Report and Commission approval
August 6 August 22	• National Night Out – P&R Commission Booth at SR • Ballot Language for Recreation Center deadline • Regular Scheduled Meeting • Final Draft Pathways & Trails Masterplan • Recreation Update
September 26	• Regular Scheduled Meeting • Final Pathways & Trails Masterplan approval • All City Meeting
October 24	• Regular Scheduled Meeting
November No Meeting	• Thanksgiving
December TBD	• Commission Retreat – Establish 2025 Work Plan Goals

Comp Plan Objectives

Initiative One: Organizational Excellence and Financial Stewardship

Objectives		Priority Level	Staff Lead
1.1	Implement the recommended organizational chart as a means to improve morale, address deferred maintenance, and enhance the standard of care for parks, facilities, and trails. The addition of 12 FTE over the next six years is recommended. To address immediate departmental needs, a Project Supervisor, two Crew Leaders, and a Strategic Partnership Manager should be added in the near term.	E	ADMIN
1.2	Facilitate and encourage opportunities for staff engagement, involvement, and recognition to foster a positive and collaborative work environment.	A	ADMIN
1.3	Implement a process for soliciting feedback from staff regarding operational challenges and improvement suggestions.	C	ADMIN
1.4	Conduct regular evaluations of departmental operations to identify areas for streamlining processes and improving efficiency.	C	ADMIN
1.5	Provide ongoing professional development opportunities for staff to enhance skills, leadership, and departmental effectiveness.	E	ADMIN
1.6	Evaluate dedicated Parks and Recreation funding sources such as a voter-approved Metropolitan Park District (MPD) to provide a dedicated funding source for parks, trails, and recreation programs.	E	ADMIN
1.7	Explore the implementation of a recreation revolving fund. This fund should have the flexibility to accumulate resources over time without being classified as part of the general fund. These accumulated funds can then be strategically allocated to bolster recreation programming and activities, or enhance park infrastructure.	A	ADMIN
1.8	Establish a formal planning partnership with regional partners, including Cities of Pasco and Richland, to plan for amenities that serve the entire region.	C-D	NH
1.9	Maintain a capital improvement program, which specifies a six-year schedule for component replacement and park development. Allocate funding for park development projects based on identified priorities and community feedback.	E	CAP
1.10	Use alternative and dedicated funding mechanisms such as sponsorships, advertising, and other revenue sources to support parks and recreation programs and facilities.	A	ADMIN
1.11	Collaborate closely with the school district and special interest user groups to foster shared recreational facilities and programs. Prioritize finalizing a Memorandum of Understanding (MoU) with the school district to formalize and solidify this partnership.	A	REC
1.12	Utilize the newly integrated maintenance management software to establish a comprehensive preventive maintenance strategy, encompassing scheduled inspections, assessments, and proactive repair and replacement of infrastructure, systems, and assets.	E	PARKS FACS
1.13	Explore the implementation of automated field lighting systems to improve efficiency.	A	PARKS/REC
1.14	Shift from instructor-led program registrations to a department-managed registration process. All registration fees should be directed to the City, with instructor compensation disbursed by the City in accordance with their contractual terms.	A	REC
1.15	Pilot new technologies through small-scale projects to assess their viability and impact.	E	PARKS/REC

ADMIN 15	REC 13	PARKS 10	FAC 5	CAP 4	NH 6
A - 16	B - 9	C - 6	D - 5	E - 7	

Initiative Two: Maintain Recreation Infrastructure

Objectives		Priority Level	Staff Lead
2.1	Allocate sufficient resources for park maintenance to help ensure high-quality standards. Gradually, increase per-acre spending by about 26% over the six-year life of the plan, amounting to an annual investment increase of \$982,734. To align with operational needs, it is advisable to augment Park and Facilities Services by approximately 5 FTEs over the plan's duration.	A	ADMIN PARKS FAC
2.2	Implement maintenance and operations management standards. KPR should adopt a maintenance and operation program and plan that is reviewed periodically for the management of all park and recreation areas and facilities. Each facility should be assigned an appropriate set of maintenance standards, including both recommended frequency and acceptable quality. See Appendix B for standard of care (frequency) and Appendix C for maintenance standards (quality).	C	FAC REC CAP
2.3	Develop a comprehensive preventative maintenance plan to provide periodic/scheduled inspections, assessment and repair, and replacement of infrastructure, systems, and assets.	B	FAC
2.4	Perform an annual park audit using GRASP® GIS. Prioritize improvements based on annual identification of low-scoring components.	B	PARKS
2.5	Adopt standards for park features, such as benches, pour-in-place playground surfacing, ramadas, signage, courts, and trash receptacles.	B	PARKS CAP
2.6	Develop a Trails Master Plan. - Consider a range of trail types to accommodate various activities, including walking, hiking, biking, and jogging. - Design trails with universal accessibility in mind, incorporating features like smooth surfaces and gradual slopes. - Gather input from trail users and local residents to understand preferences and prioritize improvements based on community needs. - KPR should also coordinate with regional partners such as Visit Tri-Cities, the Kennewick Irrigation District, and the Benton-Franklin Council of Governments on regional trail planning, wayfinding, and other projects related to access and non-motorized transportation and connectivity. - Work with the Kennewick Irrigation District, promoting the retrofitting of open canals into underground pressurized systems to allow the rights of way as accessible pathways and trails.	A	ADMIN PARKS
2.7	Implement a routine inspection and maintenance schedule for trails, addressing issues such as erosion, signage, and accessibility. Zintel Canyon is a nature trail that is under-utilized and requires mitigation to function as intended. Identify priority needs and long-term goals to increase use and safety.	B	NH

	Establish a dedicated trail maintenance team to help ensure regular upkeep and safety. Implement a trail repair and improvement schedule to address safety concerns and optimize trail accessibility.		
2.8	Organize quarterly volunteer-driven trail clean up events to engage the community.	B	NH

Initiative Three: Enhance Community Safety through Safe Parks

Objective		Priority Level	Staff Lead
3.1	Explore Parks Ranger staff program similar to regional agencies.	A	PARKS
3.2	Implement safety measures, including adequate lighting, clear signage, and well-marked paths, to enhance user safety on trails and within park spaces.	B-D	PARKS
3.3	Conduct regular safety audits to identify potential hazards and areas for improvement.	A-D	PARKS

Initiative Four: Provide Access to Parks, Programs, and Trails

Objectives		Priority Level	Staff Lead
4.1	Adopt a LOS standard of four recreational components in a one-mile proximity. Low-service areas currently account for 7% of land area. These areas, by definition, have current service, but the service does not currently meet the goal of four recreational components within a one-mile drive. - Develop, partner with, or acquire facilities to help bridge the gap between existing and needed recreational facilities, particularly in underserved locations. - Initiate a Master Plan for the undeveloped acres at Southridge Sports Complex to enhance southwest Kennewick's recreational offerings.	A B-C	CAP FAC
4.2	Explore the potential of developer land dedication to expand recreational spaces. Collaborate with local planning bodies to establish transparent and equitable criteria for assigning developer land donations.	D	ADMIN
4.3	Collaborate with disability advocacy groups to identify specific needs and implement changes that cater to a diverse range of abilities.	B	NH
4.4	Develop and distribute multilingual materials and communications for equitable access to information about park offerings and events.	D	REC
4.5	Collaborate with community organizations representing various cultural groups to design culturally relevant programming that fosters inclusivity.	A	REC- NH
4.6	Create a transparent financial assistance application process, making it easy for eligible individuals to access support.	B	REC
4.7	Regularly assess the success and impact of existing recreational programs and events to gather feedback for improvement.	E	REC

4.8	Develop creative and engaging programs that cater to both established and emerging recreational interests. In response to survey findings, consider introducing offerings in the following categories: - Arts and culture - Fitness and wellness - Hobbies and life skills This expansion should also address age-group gaps, with a focus on serving teens, adults, and seniors.	C	REC NH
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Initiative Five: Leverage the Potential of Recreation as an Economic Driver

Objectives		Priority Level	Staff Lead
5.1	Develop a Feasibility Study for the construction of a state-of-the-art recreation center, encompassing facility design, budget allocation, community input, and coordination with relevant stakeholders.	A	REC ADMIN
5.2	Conduct a thorough assessment of KSMP to determine the need for a new pool facility, including feasibility studies, budget considerations, and community demand. Explore potential collaboration with the Kennewick School District to enhance project viability and impact.	A	REC ADMIN
5.3	Collaborate with stakeholders to enhance riverfront properties for recreational use. - In conjunction with the neighboring jurisdictions and stakeholders in the community, continue to work with federal legislators and the U.S. Army Corps of Engineers (USACE) to allow conveyance of the shoreline that is currently owned by the USACE and leased to the local jurisdictions to maintain. Take advantage of the river frontage as a recreational, natural, and scenic asset. - Develop Columbia Park in accordance with the 2018 Columbia Park Master Plan Vision. This includes development of Columbia Park, the Columbia Levee, adjacent lagoons, wetlands, access points and other riverfront property for water access and natural resource recreation.	A	ADMIN
5.4	Perform a comprehensive facility audit of the Kennewick Activity Center to assess its viability for future use.	A	REC ADMIN

(A) Immediate Priority Current Biennium

- *Description:* Immediate priorities are focused on addressing urgent needs and critical issues that require swift attention. These could include safety concerns, immediate infrastructure improvements, or short-term projects that are both a Council and Recreation Commission priority.
- **Time Frame: 0-1 years**

(B) Short-Term Priority 25/26 Biennium

- *Description:* Short-term priorities are aimed at achieving tangible results within the next few years. This may include renovating existing facilities, launching new programs, and addressing pressing community needs. It's about making noticeable progress in a relatively short time frame.
- **Time Frame: 1-3 years**

(C) Mid-Term Priority 27/28 Biennium

- *Description:* Mid-term priorities involve more complex initiatives that require strategic planning and resource allocation. This could include major facility upgrades, expanding recreational offerings, or establishing partnerships with other community organizations. The focus is on achieving substantial progress without losing sight of the long-term vision.
- **Time Frame: 3-4 years**

(D) Long-Term Priority 29/30 Biennium

- *Description:* Long-term priorities are forward-looking and involve sustained efforts to realize the overarching goals of the Parks and Recreation Comprehensive Plan. This might include master planning for new park developments, creating sustainable practices, and establishing enduring community engagement strategies. Long-term priorities contribute to the overall vision and sustainability of the parks and recreation system.
- **Time Frame: 4-6 years**

(E) Ongoing