

**City of Boulder
Parks and Recreation Advisory Board
Valmont Bike Park Platt Farmhouse
Valmont and Airport Roads
December 16, 2013
Summary Meeting Minutes**

**To listen to the Parks and Recreation Advisory Board meetings in their entirety,
please go to the following link: www.boulderparks-rec.org**

Board Present:

Rick Thayer, Mike Conroy, Myriah Conroy, Michelle Estrella, Kelly Wyatt, Mike Guzek, Marty Gorce

Board Absent: None

Staff Present:

Kirk Kincannon, Jeff Dillon, Abbie Poniatowski, Alice Guthrie, Sally Dieterich, Alison Rhodes, Sarah DeSouza, Kady Doelling, Teri Olander, Lisa Martin, Skyler Beck, Matt Hickey, Whitney Oftedahl

Guest Present:

Boulder city Council member Tim Plass

The meeting was called to order at 6:05 p.m.

I. APPROVAL OF AGENDA

The agenda was approved.

II. FUTURE BOARD ITEMS AND TOURS

Kincannon provided the following timeline update on future board items:

- December 17, 2013 City council meeting – GOCO grant resolution – Uni Hill Elementary partnership program
- January 27, 2014 PRAB meeting – 2015 Department Capital Improvement Program (CIP) 1st touch of three
- January 27, 2014 PRAB meeting – Mobile food vending update
- January 27, 2014 PRAB meeting – Emerald ash borer update
- Future PRAB meetings – Study sessions to be scheduled on Boulder Parks and Recreation Department fees/policies
- December 17, 2013 City council meeting – GOCO grant resolution – Uni Hill Elementary partnership program
- February 4, 2014 City council meeting – Parks and Recreation Department master plan public hearing for acceptance

III. UPDATE FROM THE CITY MANAGER’S OFFICE ON INTERIM DIRECTOR

Deputy City Manager Paul Fetherston spoke briefly on the city manager’s plan for the interim director and director hiring process. He thanked Kincannon for his

nearly five years of service and for being an excellent member of the city's management team.

Fetherston added that the department needs to have time and resources to continue organization assessment fulfillment with the following plan:

- Jeff Dillon, Parks and Planning superintendent, will serve as interim director through June 2015 to enable completion of staffing reorganization identified in the organizational assessment
- This will permit the department to stabilize after staffing reorganization completion and be ready for the new director
- Proposed hiring process for director
 - April 2015 – Recruitment RFQ
 - May 2015 – Stakeholder process, working with PRAB and community stakeholders to identify characteristics for candidates
 - June or July 2015 – Recruitment for 3-5 week period
 - July or August 2015 – Applicant screening
 - August or September 2015 – Candidate interviews
 - September or October 2015 – Candidate hire
- Two PRAB members will be selected to serve on interview panels

IV. PUBLIC PARTICIPATION

Public participation was opened.

Peter Richards, resident, requested information concerning the \$3.00 fee per participant that the COB receives for the Silver Sneakers program. He asked where the \$3.00 paid to the City of Boulder comes from and asked the department to research the answer.

Public participation was closed.

V. CONSENT AGENDA

A. Approval of minutes from November 18, 2013.

The minutes from November 18, 2013 were approved as written.

B. Informational Items

1. Park Development Update: 2013 Planning Summary

The Park Development update was accepted as written.

VI. ITEMS FOR ACTION

There were no Items for Action.

VII. ITEMS FOR DISCUSSION/INFORMATION

A. City Council Boards and Commissions Report – City Council Member Tim Plass

City Council member Plass provided an update on the City Council Boards and Commissions Report. Council has formed a boards and commissions committee to enhance the functioning and performance of city boards and commissions.

Objectives:

- To enhance the recruitment process
- Review the selection process
- Improve boards and commissions performance
- Make serving a rewarding experience

Main areas to be studied:

- Recruitment process
- Application
- Orientation
- Training and capacity building
- City council oversight role
- Staff support of boards and commissions
- Performance enhancement

Roles and responsibilities:

- How does the board relate to council/staff - what are board roles and boundaries – need on-going training and expanded orientation
- Recruitment – how to obtain a broader cross section of community to apply

After receiving input from boards and commissions, the committee will present the recommendations to council for review. PRAB was generally supportive of the process.

B. Council Goals – Boards and Commissions Input for 2014 Council Retreat.

Kincannon opened a discussion with PRAB in response to the council request for input for 2014 council goals and priorities.

PRAB recommended the following top priorities:

1. Civic Area Plan – Area homelessness, smoking, develop programming to activate the area and make it more welcoming to the community
2. Boulder Junction – Pocket park
3. Affordable housing – Equitable distribution of park and recreation facilities
4. Transportation Connections – Supporting a broad array of connections and types of transportation
5. Integrated Pest Management – Emerald ash borer
6. Boulder Reservoir Site Management plan

How PRAB can help reach council goals:

1. Involvement in the planning process

2. Civic engagement
3. Advocacy with the community

Additional areas where council should focus:

1. Flood management re-prioritization in the context of Capital Improvement Program (CIP) projects
2. Communications – How to reach farther into the community

C. Plan for Fee Discussion for 2015 Budget Process

Poniatowski presented this item, detailing the plan and timeline strategy for department fees sustainability. A portion of the goal is to receive PRAB input and guidance on fee setting policy with a commitment to subsidizing in programs and services.

Financial strategy timeline goals:

- December 2013 PRAB meeting – 2015 plan description and discussion
- January 2014 PRAB study session – Overview of current policies, business models and financials of the Recreation Activity Fund (RAF)
- February 2014 PRAB study session – Overview of programs and services in relation to financial sustainability of the RAF
- March 2014 PRAB meeting – Analysis of impacts and changes of policies and determination of program subsidy levels
- April 2014 PRAB meeting – Recommendations by PRAB through public hearing process on the business model and 2015 fee policies

In response to a request from PRAB, information on the following topics will be provided:

- February – fee increase history
- February – recreation center user demographics
- February – off- peak pricing
- March – market rate comparisons

Requested input from PRAB:

1. Proposed timeline and plan questions
2. Suggested changes for the financial strategy plan
3. Does PRAB support the pilot approach

VIII. MATTERS FROM THE DEPARTMENT

Kincannon reflected on his four plus years as director thanking staff for their great effort in bringing the department forward in many ways, including the master plan during the past two and one half years. He said there is now an understanding of the value we bring to the community as a profession. He added that he appreciates the opportunity to have been with Boulder Parks and Recreation and the impact it will have on how he perceives his professional endeavors. This has truly been a rewarding experience.

Dillon introduced and welcomed the new Valmont City Park manager, Skyler Beck.

IX. MATTERS FROM BOARD MEMBERS

Conroy (Mike) said there questions about the electronic door at the East Boulder Community Center being closed during the cold weather.

Guthrie responded that because the doors are sensitive, closure provided some additional energy savings.

X. NEXT BOARD MEETING: January 27, 2014

XI. ADJOURN

The meeting adjourned at 8:10 p.m.

APPROVED BY PARKS AND
RECREATION ADVISORY BOARD

Rick Thayer
Board Chair

Attest

Sally Dieterich
Recording Secretary