CITY OF EVERETT
BOARD OF PARK COMMISSIONERS MEETING
Tuesday, January 10, 2017
6:00 P.M.
Spruce Hall

Roll Call
Adoption of Meeting Agenda
Acceptance of Minutes: December 13, 2016
Member Reports
Parks Director Comments
Council Liaison Report
Citizen Comments

ADOPTION ITEM

Board Rules of Procedure	Lori Cummings

INFORMATION ITEM

2017 Special Event Board Member Interest Form	Jeff Price

DISCUSSION ITEMS

Proposed 2017 Golf Fees	Lori Cummings
Projects/Programs Highlights/Q&A	Lori Cummings

Other Business

Adjourn

Next Meeting
TBD
Spruce Hall

MISSION STATEMENT:
"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."

CITY OF EVERETT BOARD OF PARK COMMISSIONERS
Tuesday, December 13, 2016
6:00 PM
Spruce Hall

Chair Michael Swanson called the meeting to order at 6:00 PM

Present: Megan Burger, Tina Hokanson, Michael Swanson, Joel Taylor, Tom Norcott, Ryan Taylor and Marcia Isenberg.

Staff present: Lori Cummings, John Petersen and Sue Stimson.

Acceptance of Meeting Agenda: Marcia motioned, Tom seconded to accept the agenda as presented; all approved.

Acceptance of Minutes: Tom motioned, Ryan seconded to accept the minutes as presented. Tina requested clarification in the minutes that repairs to the house at Morgan/Madison are on the project list for 2017.

Member Reports:

Marcia—tonight is her last day on the board. She thanked fellow members and staff for their commitment to the City of Everett.

Joel-reported on a new baby at home, all doing well.

Ryan-noting to report

Tom-making rounds through many parks; participated in Forterra volunteer event at Howarth Park; and complimented staff on the apparent well-maintained soccer areas at Kasch Park.

Tina-shared historical article referencing Forest Park; also shared Seattle Times article concerning redwood saplings being planted in Seattle to assist with climate change. As her last day on the board, Tina complimented members and staff for their continued support and service to the City.

Megan-reviewed damage at Garfield Park; noted dogs off-leash in Jackson Park and brought this to staff's attention.

Michael-walks through Grand Ave. Park regularly; no more issues noted regarding Pokémon Go craze; recently joined a Port of Everett marina board and is excited about being part of the waterfront development process.

Park Director Comments: Lori thanked Marcia and Tina for their years of service and presented them with appreciation certificates. She also introduced three visitors, applicants who have applied for vacant board positions.

Council Liaison Report- none

Citizen Comments-no comments

ADOPTION ITEM

Set 2017 Board Meeting Calendar— members discussed the benefits of staying with the current day/place/time as is known by the public. Joel motioned to continue 2nd Tuesday, 6:00 PM Spruce Hall, seconded by Megan. All approved.

Elect Chair and Vice Chair

Joel nominated Ryan Taylor to serve as Chair, Ryan accepted the nomination. All approved.

Tina nominated Megan Burger to serve as vice chair, Megan accepted the nomination. All approved.

DISCUSSION ITEMS

Board Rules of Procedure Draft Review—Tina suggested that the rules of procedure reference the City of Everett charter as it pertains to eligibility, term limits, etc.

Tom suggested that once approved, this document be placed on the City of Everett website as a helpful reference tool for those interested in serving. Members will review before next meeting and share with Ryan and Lori by January 4, 2017.

Projects/Programs Highlights Q & A

John Petersen explained that the Green Lantern trail project work is expected to last six to seven weeks; neighborhood engagement is planned for the Morgan/Madison site considerations. When asked about controlling noise caused by birds at the golf courses, he explained there is nothing being done at this time.

INFORMATION ITEMS

2017 Department Budget Submittal

Lori explained the draft budget for 2017 with approval anticipated at the December 14th council meeting, including the changes in wages and benefits. She and John briefed the board on project accomplishments in 2016 as well as projects being considered in 2017.

Ryan asked about the impact of Funko coming to Everett. John explained that the company could bring 200+ employees to the city and could increase the use of Wetmore Theatre Plaza. Ryan also suggested Bob Hillmann, Parks Project Manager be recognized for his time and commitment to the Washington Recreation and Parks Association submission regarding the Nearshore Agreement.

Other Business—Lori noted the February meeting date occurs on the 14th; alternate dates will be offered at the January meeting, however at this time the meeting date remains February 14th.

Next meeting: Tuesday, January 10, 2017

Adjourn @ 7:40 PM

Respectfully submitted,
Sue Stimson, Administrative Assistant

CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET

TITLE: **Rules of Procedure**	**X Adoption** ☐ **Recommendation** ☐ **Discussion** ☐ **Information** ☐ **Other**	**Staff** **Phone** **Date**	**Lori Cummings** **425-257-8353** **January 10, 2017**

DESCRIPTION SUMMARY:

On an annual basis, board members and management staff review the current rules of procedure for potential changes. The rules are adopted by the board on an annual basis, usually in January.

The attached rules of procedure contain proposed changes in a "track changes" format. Based on board member suggestions at the December meeting, language is added to reference the City of Everett Charter. The signature page names are listed by Chair, Vice Chair and then alphabetically by last name.

RECOMMENDATION

Review staff's recommended changes. Suggest additional modifications, as appropriate for board consideration. Adopt 2017's rules of procedure.

Rules of Procedure 20176
City of Everett Board of Park Commissioners

The eCity of Everett Charter identifies in Article V Section 5 the establishment of the Advisory Board. Ordinance 2924-06 establishes position terms.

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The Rules of Procedure are intended to codify meeting details such as length, day/time, agenda, conduct and responsibilities.

Number	Rule of Procedure	Rationale
1.0	**Meeting Length**	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension past two hours.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of special board meetings and retreats will be jointly determined by the Parks and Recreation Department Director ("Director") and the Board of Park Commissioners' Chair ("Chair").	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
2.0	**Meeting Day, Time and Location**	
2.1	The regular meeting of the board shall be the second Tuesday of each month at 6:00 PM. The Director and Chair will jointly determine if a regular meeting will be canceled. All meetings of the board are open to the public.	The second Tuesday has been the traditional day for the regular meeting.
2.2	Workshops, if scheduled, shall be held on the fourth Tuesday of a month unless otherwise agreed in advance by a vote of the board. All workshops of the board are open to the public.	Provides consistency of a meeting date, regardless of the type of meeting.
2.3	Special meetings may be called by the Director, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.	On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.
2.4	Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting in October for the subsequent year.	This gives the board flexibility to balance a variety of factors that can affect attendance.
2.5	All meetings and workshops shall be	This gives the board the ability to move its

	held at the same location throughout the year at a Parks and Recreation facility unless otherwise agreed to by the Director and Chair, and posted in the city's official newspaper, on the City's website and Facebook page at least one week in advance of the meeting date. The meeting location will be decided at the regular meeting in October for the subsequent year.	meetings and workshops around the community on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.
2.6	A board retreat may be held once per year at a Parks and Recreation facility. The decision to hold a retreat will be made at a regular meeting at least three months prior to a retreat.	A retreat provides board members an opportunity to discuss issues in a more in depth level of detail, if desired.
2.7	When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Director and Chair shall jointly determine if the regular meeting or workshop will be canceled or re-scheduled.	Necessary because occasionally, a conflict will occur.
3.0	**Meeting Agenda**	
3.1	All regular meetings, workshops, special meetings and retreats shall have an agenda prepared by the Director to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting. A retreat agenda shall be distributed no later than five business days before said retreat.	This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings and retreats is accomplished.
3.2	The Chair has the authority to alter the order of the agenda prior to adoption of the meeting agenda by the Board.	Provides the needed flexibility to account for any issue.
3.3	Regular meeting agenda shall include, at the minimum, the following in the order stated: 1) roll call of members; 2) acceptance of minutes from the previous meeting; 3) acceptance of minutes from	This order closely aligns with the order of the city council meetings. An opportunity is also provided to more fully discuss board member initiated ideas, observations and/or concerns as part of the new

	a workshop that falls between the current and immediate past regular meeting; 4) adoption of the meeting agenda; 5) board member comments; 6) director comments; 7) city council liaison report; 8) public comment on any item not on the agenda; 9) board action items (adoption, public hearings and/or recommendation to city council); 10) discussion items; 11) information items; 12) new business as time allows and as allowed by the Chair; and 13) adjournment. Under board member comments, members may include requests to have an item placed under new business to allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future meeting. The only planned exception to the agenda is when a public hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.	business section without necessarily needing to speak to these types of items under their board member comment's section. Additionally, the time between workshops can be long. In order to minimize the possibility of "not remembering" most discussion details, approval of workshop minutes at the next regularly scheduled meeting helps to mitigate this issue. There are usually several meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.
3.4	Special meeting agenda shall only include action items (adoption and/or recommendation to city council). No other item is discussed.	By its nature a special meeting is for a more narrow purpose than a regular meeting.
3.5	Workshop agenda shall only include items for discussion. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.	Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.
3.6	Retreat agenda will be jointly developed by the Director and Chair in consultation with all board members.	Issues may vary from year to year. Potential retreat topics may be suggested from board members for consideration and discussion prior to agenda finalization.
4.0	**Meeting Conduct**	
4.1	In all practical cases, Robert's Rules of Order will govern the conduct of meetings, special meetings, workshops and retreats.	This is to help ensure fairness and protection of speech by all board members.

4.2	Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to city council) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote.	Motions apply to formal board activity. All other activity involves discussion and consensus.
4.3	Board member, city council liaison and general public comments are limited to three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed 25 minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Director and Chair. Information items shall not exceed 15 minutes in length unless otherwise arranged ahead of time between the Director and Chair.	This is to help ensure that the gist of the comment is identified and discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework is utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.
4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for "final" comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely "closed" and that individual board members are not required to speak on an issue if they desire to remain silent.

4.6	The public can speak on any item not on the agenda as the eighth agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. Each member of the public is also limited to three minutes.	This follows city council meeting protocol.
4.7	The Parks and Recreation Department shall keep minutes of all regular meetings, special meetings, workshops and retreats, including actions of the board, all of which shall be housed in the Parks and Recreation Department. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today's common practice.
4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.
5.0	**General Meeting Responsibilities**	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting, special meeting, workshop and/or retreat.	Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair "officiates" (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda items, the Chair shall seek board guidance to either extend an agenda item's discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting past two hours.	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Director.
5.3	The Chair may also 1) appoint ad hoc	Provides additional clarity regarding

	committees as needed; and 2) select a member to chair any meeting that the Chair and Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so.	procedure.
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn't realize what was associated with the vote.
5.5	Board members commit to frame discussion around the department's vision, mission, the magnitude of benefits, costs and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or "how" to implement policies and/or programs/facilities.	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define "policy advocacy" from "administration."
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Director to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting.
5.8	Board members commit to analyzing staff proposals, asking questions and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.
5.9	In discussing issues, board members and staff are asked to respond to comments as opposed to react to comments. In doing so, referring to individuals is strongly discouraged. The reference needs to be the comment.	Responding to comments is a result of expressing an opinion and/or perspective. Reacting is generally a rebuttal and defensive in nature.
6.0	**Meeting Attendance**	
6.1	Board members commit to respond to	This helps to ensure that the Director and

	the Board's administrative liaison by 5:00 p.m. the day before a meeting, workshop, or special meeting if they cannot attend.	Chair are aware if agenda items need to be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.
6.2	Board members commit to attending a minimum of 75% of the total of all regularly scheduled meetings, workshops, special meetings and retreats during a rolling 12 month period.	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to reviewing material previously discussed and/or acted upon by the board.
6.3	In addition to the requirement of 6.3 above, board members commit to not missing more than three consecutive board meetings, in any combination of sequence of regular meetings, workshops, special meetings or retreats.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.4	Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Director and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.	This is to help ensure that the probability is maximized that there will be full board member attendance.
7.0	**Officers**	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.
7.2	The election of the officers shall take place annually in the month of December. The term of office shall run until the next subsequent election.	The Chair and Vice Chair are members with at least one year of service on the board.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.

Approved this X9th day of February, 20176

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~~Michael Swanson~~Ryan Taylor, Chair

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~~Ryan Taylor~~Megan Burger, Vice Chair

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~~Gary Allen~~Carla Krona

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~~Megan Burger~~ Tom Norcott

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~~Tina Hokanson~~ Michael Swanson

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~~Tom Norcott~~Joel Taylor

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~~Joel Taylor~~Michael Yates

CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET

TITLE: **2017 Volunteer Opportunities**	☐ **Adoption** ☐ **Recommendation** ☐ **Discussion** ☒ **Information** ☐ **Other**	**Staff** **Phone** **Date**	**Jeff Price** **425-257-7314** **January 10, 2017**

DESCRIPTION SUMMARY:

The Parks and Recreation Department leads and supports many events and recreation activities throughout the year. Volunteers are an integral part of the success of these events and activities. A spreadsheet is attached listing some of the volunteer opportunities available to board members.

RECOMMENDATION

Volunteer your service time by selecting the events and activities from the list.

2017 Board of Park Commissioners Special Event Interest

Updated January 5, 2017

Event	Date(s) **	Day(s)	Commissioner volunteers	Timeframe*	Possible Volunteer Roles	Contact
Daddy Daughter Dance	February 10th or 11th	Friday or Saturday		5:00 pm – 9:00pm	Set-up, Clean-up, Refreshments, assistance to participants	Jan Tanner 425-257-8347
Arbor Day Celebration – Legion Park	April 12	Wednesday		12:45 p.m. - 2:15 p.m.	Set-up, Refreshments, Clean-Up	Jane Lewis 425-257-8369
Earth Day Celebration-Johnston-Kelly Park	April 21	Friday		*1 – 2 p.m.-waiting to confirm (Anna H)* .	TBD	Geoff Larsen 425-257-7348
Kids Fish-In	May 13	Saturday		7 a.m. – 12 p.m.	Set-up, Registration, Clean-up, assistance to participants	Scott Pool 425-257-7307
Viva Color (Downtown)	May 19	Friday		8:30 a.m. - 10 a.m.	Planting, Registration	Jeff Price 425-257-7314
Viva Color Mukilteo Blvd.	June 3	Saturday		9 a.m. – 11 a.m.	Set-up, Registration, Clean-up, planting	Jeff Price 425-257-7314
Hydro Races at Silver Lake	June 3	Saturday		Noon – 6 p.m.	TBD	Scott Pool 425-257-7307
Sorticulture	June 9, 10, 11	Fri. – Sun.		TBD	Set-up, registration, Clean-up, info table, kids art project area support	Carol Thomas 425-257-7101 / Lisa Newland 425-257-7107
Casino Road Futbol Academy - Walter Hall Park	June 26-30	Monday - Friday		8:30 a.m. – 4:00 p.m.*	Set-up, registration,	Jeremy Oshie 425-257-8293
4th of July parade 11 am	July 4	Tuesday		Festival Noon to 11 pm	Staging assistance, Set-up, monitoring parade participants Clean-up	Carol Thomas 425-257-7101
Music at the Marina (Port Gardner Marina)	June, July, Aug TBD **	Thursday evenings		6:00 p.m. – 8:30 p.m.*	TBD	Carol Thomas 425-257-7101 / Lisa Newland 425-257-7107
Music at the Marina (Port Gardner Marina)	June, July, Aug TBD **	Saturday evenings		6:00 p.m. – 8:30 p.m.*	TBD	Carol Thomas 425-257-7101 / Lisa Newland 425-257-7107
Wetmore Theatre Plaza Music	July, Aug TBD **	Tuesday evenings		5 pm – 7 pm*	TBD	Ryan Crowther rccrowther@pugetpr.com / Carol Thomas 425-257-7101
Cinema Under the Stars: Silver Lake	July 21, 28; Aug 4, 11, 18	Friday evenings		7 p.m. – 10 p.m.*	Set-up, Clean-up, assistance to participants	Carol Thomas 425-257-7101 / Kimberly Williams 425-257-7117
Clark Park Family Fun Nights	July 11, 13, 18, 20, 25, 27; Aug 1,3	Tues. & Thurs.		6:30 p.m. – 8 p.m.	Set-up, Clean-up, assistance to participants	Jan Tanner 425-257-8347
Joe Richer Golf Tournament – Legion Memorial Golf Course	August 5	Saturday		10:30 a.m. – 1:00pm	Registration	Jan Tanner 425-257-8347
Badges for Baseball – Kasch Park	July 31-Aug 4	Monday - Friday		8:30 a.m. – 4:00 p.m.*	Set-up, Clean-up, assistance to participants	Jeremy Oshie 425-257-8293
Mutt Strut and 5K9 Run – Langus Park	TBD**	Saturday		8:30 a.m. – 3 p.m.*	Set-up, Registration, Clean-up, Event Judge	Jane Lewis 425-257-8369
Goblin Splash – Forest Park	October 20	Friday		7:00 p.m. – 8:30 p.m.	Game booth monitor, refreshments	Marianne Pugsley 425-257-7347
Monster Mash Mother/Son Dance	October 27	Friday		5:00 pm – 9:00pm	Set-up, Refreshments, Game booth monitoring, Clean-Up	Jan Tanner 425-257-8347
Forest Steward (Green Everett Program) / Green Everett Day –	On-going / Green Everett Day	Varied		9 a.m. – 12	Check-in, planting, clean up	Jeff Price 425-257-7314
Arboretum events i.e. annual meeting	On-going	Varied				John Petersen 425-257-8371

*Please discuss your available timeframe with the designated contact.

**Dates not yet established for 2017

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CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET

TITLE: **Everett Parks and Recreation Golf Fee Adjustment Discussion**	☐ **Adoption** ☐ **Recommendation** ☒ **Discussion** ☐ **Information** ☐ **Other**	**Staff** **Phone** **Date**	**Lori Cummings** **425-257-8353** **January 10, 2017**

DESCRIPTION SUMMARY:

A PowerPoint presentation summarizing the proposed 2017 golf fee modifications is attached for review and discussion. Public forums are scheduled on January 31st and February 1st. A final public forum will be held at the February Board of Park Commissioners Meeting. A summary of the public forum feedback and final staff recommendations are scheduled for the February 2017 Board Meeting.

On July 9, 2008 City Council approved a resolution that delegated the authority to establish and modify golf green fees for the City of Everett Golf Courses, Walter E. Hall and Legion Memorial. This resolution includes language that assures the Board of Park Commissioners and the public have the opportunity to review and discuss fee modifications and that the Board will entertain public comments and prepare a recommendation to Park staff. A copy of the resolution is attached for your reference.

RECOMMENDATION

Review and provide initial comment on the draft fee schedule.

RESOLUTION NO. 6039

A **RESOLUTION** providing for the delegation of the establishment and modification of Golf Green Fees for the City of Everett Municipal Golf Courses, Walter E. Hall and Legion Memorial and superseding Resolution No. 5837.

WHEREAS, the City of Everett Parks and Recreation Department (Parks) oversees, manages and maintains the City of Everett's municipal golf courses (courses); and

WHEREAS, oversight, management and maintenance of the courses is identified in the City's annual budget as an Enterprise Fund (Golf Division, Fund 440); and

WHEREAS, through City Council adoption of the annual budget, the Golf Division's annual revenues are targeted to cover annual expenses; and

WHEREAS, the Golf Division's revenues are derived from several sources; and

WHEREAS, these sources include, for example, green fees, golf car rental fees, food and beverage sales, pro-merchandise sales, golf car trail fees, facility rentals, and tournament fees; and

WHEREAS, authority for establishing fees related to Golf Division revenues is currently bifurcated and done either by City Council or administratively; and

WHEREAS, the City Council currently establishes Golf Division green fees; and

WHEREAS, all other Golf Division fees and prices are established administratively; and

WHEREAS, since 2004, Golf Division green fees have represented approximately 68% of all Golf Division revenue; and

WHEREAS, since 2004, Golf Division green fees, as a percentage of all Golf Division has decreased from 71.5% in 2004 to a projected 63.9% in 2008 due to a comparatively greater growth in Golf Division revenues that are currently established administratively; and

WHEREAS, City Council Resolution 5837 approved on November 22, 2006, identifies the Golf Division's green fees for the courses that are currently the responsibility for the City Council to establish; and

WHEREAS, the green fees for the courses include fees for daily play, annual passes and frequent play cards; and

WHEREAS, City Council Resolution 5837 includes definitions, terms and conditions related to fees for daily play, annual passes, and frequent play cards; and

WHEREAS, City Council Resolution 5837 provides administrative authority to establish the beginning and ending hours of discount rates and promotional offerings; and

WHEREAS, golf is a recreational activity provided under the auspices of Parks; and

WHEREAS, a Cost Benefit Policy was approved by City Council on December 19, 2007 in order to provide policy guidance to assist in identifying appropriate fees for recreational activities based on the level of community and individual benefit derived from recreational activities; and

WHEREAS, the Cost Benefit Policy established cost recovery ranges for types of recreational activities; and

WHEREAS, Golf Division green fees currently established by City Council are encompassed by the Cost Benefit Policy thereby providing City Council's policy direction for the establishment of Golf Division green fees; and

WHEREAS, Golf Division green fees currently established by City Council include a formal process prior to City Council action to establish and modify these fees; and

WHEREAS, delegation of City Council's authority to establish Golf Division green fees requires continuation of a responsive and effective public process that encourages public participation in the decision making procedure to establish and/or modify Golf Division green fees; and

WHEREAS, the City Council desires to be apprised of the establishment and/or modification of Golf Division green fees that are delegated to be administratively imposed by this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERETT AS FOLLOWS:

1) That City Council authorizes the administrative establishment and/or modification of all Golf Division green fees for the courses including the following current green fees:
    a) Daily Play (weekday, weekend, senior, military, junior, early bird, twilight, and super twilight);
    b) Annual Passes (single, senior, additional family member, junior);
    c) Frequent Play Cards (weekday, weekend, senior)

2) That City Council authorizes the administrative establishment and/or modification of all Golf Division green fees' policies for the courses, including the following current policies:
   a) Definitions, terms and conditions of rates, passes and play cards;
   b) The beginning and ending hours of discount rates;

3) That City Council authorizes the administrative establishment and/or modification of all Golf Division promotional offerings for the courses, such as coupon specials, frequent play cards, league fees and package deals.

4) That the establishment and/or modification of all Golf Division green fees and green fee policies for the courses shall include the Golf Division's:
   a) cost recovery target based on the City Council adopted Cost Benefit Policy
   b) proposed green fees' schedule and policies that help to achieve the identified cost recovery ratio
   c) relationship to Parks Golf Division business management plan

5) That establishment and/or modification Golf Division green fees identified in (1) above requires that the following procedure will be followed:
   a) new and/or proposed Golf Division green fee modifications will be made available for public review
   b) new and/or proposed modifications will be presented to and discussed with the Parks Board of Commissioners and the Parks Board of Commissioners will entertain public comments
   c) the Parks Board of Commissioners will prepare a recommendation to Parks for new and/or proposed Golf Division green fee modifications
   d) Parks will notify the City Council's Budget Committee (or successor) of new and/or proposed fee modifications prior to implementation
   e) Parks will implement the new/modified green fees

6) That the proceeds from the Admission Tax collected at the courses shall be deposited in the revenue accounts of the Golf Division, Fund 440.

7) Resolution No. 5837 is hereby superseded.

Council Person Introducing Resolution

PASSED and APPROVED this 9th day of July, 2008.

Council President - Vice

City of Everett Parks & Recreation
2017 Golf Fees

Presented to City of Everett
Board of Park Commissioners
January 10, 2017

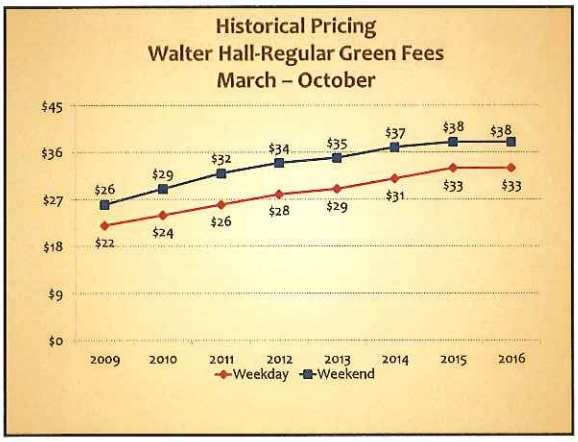
Introduction to 2017 Pricing Plan

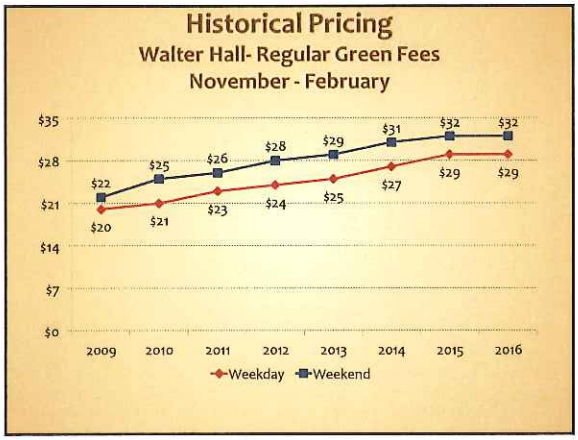
Overall goal: Maintain a reasonable pricing structure

- **Competitive Position**
  - Everett's attributes (Location, courses, price)
  - Relationship to competitors (Same)
- **Pricing Strategy**
  - Price courses to competition and value
  - Optimize play with pricing matched to demand

Historical Pricing
Legion Memorial – Regular Green Fees
March - October

Historical Pricing
Legion Memorial – Regular Green Fees
November - February
$42
$35
$28
$21
$14
$7
$0
$30 $31 $32 $33 $33 $34 $35 $35
$26 $27 $28 $29 $30 $31 $32 $32
2009 2010 2011 2012 2013 2014 2015 2016
Weekday
Weekend


Historical Pricing
Walter Hall-Regular Green Fees
March – October
$45
$36
$27
$18
$9
$0
$26 $29 $32 $34 $35 $37 $38 $38
$22 $24 $26 $28 $29 $31 $33 $33
2009 2010 2011 2012 2013 2014 2015 2016
Weekday
Weekend


Historical Pricing
Walter Hall- Regular Green Fees
November - February
$35
$28
$21
$14
$7
$0
$22 $25 $26 $28 $29 $31 $32 $32
$20 $21 $23 $24 $25 $27 $29 $29
2009 2010 2011 2012 2013 2014 2015 2016
Weekday
Weekend

2017 Prices
Legion Memorial - Regular Green Fees

Peak (Mar – Oct)	2011	2012	2013	2014	2015	2016	2017
WD 18	$31	$32	$33	$34	$35	$35	$36.38
WE 18	$36	$37	$38	$39	$40	$40	$41.50
Non-Peak (Nov – Feb)							
WD 18	$28	$29	$30	$31	$32	$32	$33.26
WE 18	$32	$32	$33	$34	$35	$35	$36.38

2017 Prices
Walter Hall - Regular Green Fees

Peak (Mar – Oct)	2009	2010	2011	2012	2013	2014	2015	2016	2017
WD 18	$22	$24	$26	$28	$29	$31	$33	$33	$34.11
WE 18	$26	$29	$32	$34	$35	$37	$38	$38	$39.23
Non-Peak (Nov – Feb)									
WD 18	$20	$21	$23	$24	$25	$27	$29	$29	$30.41
WE 18	$22	$25	$26	$28	$29	$31	$32	$32	$33.26

2018 Pass Rates
Effective January 1, 2018

	Walter Hall				Legion Memorial			
	2017 Rate	B/E	Proposed	B/E	2017 Rate	B/E	Proposed	B/E
Single	N/A	50	N/A	50	N/A	50	N/A	50
Senior	$1,175.00	47	**$1,255.25**	48	$1,269.00	47	**$1,364.40**	48
Family	$940.00	N/A	**$1,004.20**	N/A	$1,015.00	N/A	**$1,091.52**	N/A
Junior	$125.00	N/A	**$125.00**	N/A	$125.00	N/A	**$125.00**	N/A

*Annual pass utilization: 7 days/week Oct. 1 – Mar. 31 Weekdays only Apr. 1 – Sept. 30

2017 Pass Rates*

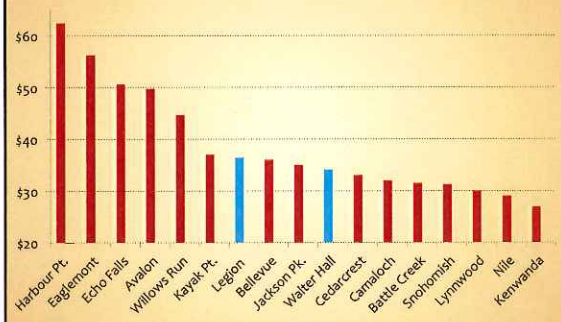
	Walter Hall				Legion Memorial			
	Current	B/E	Proposed	B/E	Current	B/E	Proposed	B/E
Single	$1,650	50	**$1,650**	50	$1,750	50	**$1,750**	50
Senior	$1,175	47	**$1,175**	47	$1,269	47	**$1,269**	47
Family	$940	N/A	**$940**	N/A	$1,015	N/A	**$1,015**	N/A
Junior	$125	N/A	**$125**	N/A	$125	N/A	**$125**	N/A

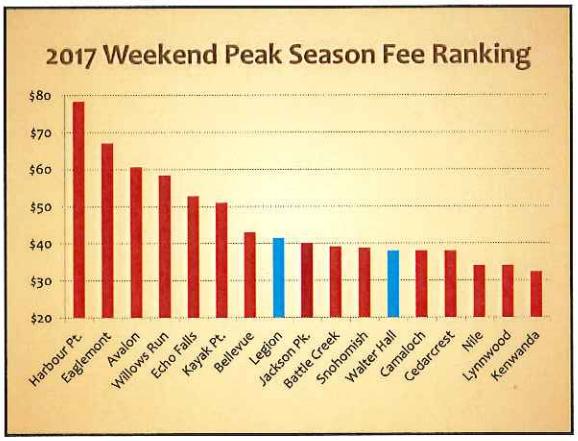
*Annual pass utilization: 7 days/week Oct. 1 – Mar. 31 Weekdays only Apr. 1 – Sept. 30

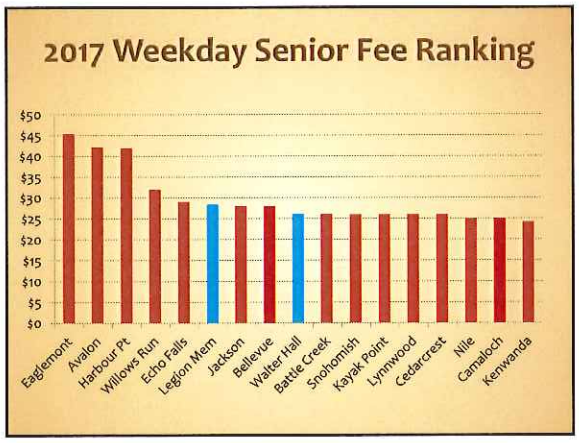
2017 Price Plan
Senior Frequent Player Cards

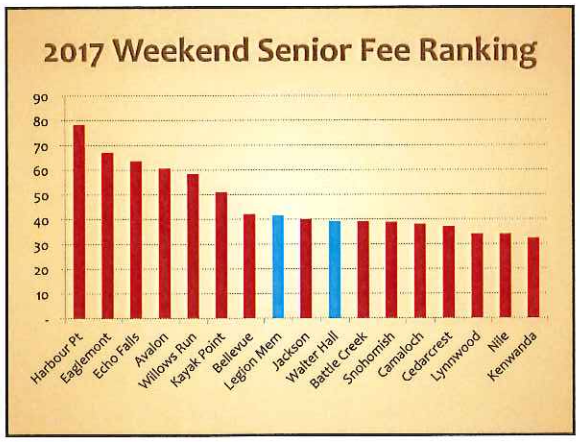
Card	Discount	Walter Hall		Legion Memorial	
Weekday Senior-18 Holes		2016	2017	2016	2017
10 Rounds	5%	$238.00	$248.43	$257	$270.09
20 Rounds	10%	$450.00	$470.70	$486	$511.74

2017 Weekday Peak Season Fee Ranking




2017 Weekend Peak Season Fee Ranking
$80
$70
$60
$50
$40
$30
$20
Harbour Pt.
Eaglemont
Avalon
Willows Run
Echo Falls
Kayak Pt.
Bellevue
Legion
Jackson Pk.
Battle Creek
Snohomish
Walter Hall
Camaloch
Cedarcrest
Nile
Lynnwood
Kenwanda


2017 Weekday Senior Fee Ranking
$50
$45
$40
$35
$30
$25
$20
$15
$10
$5
$0
Eaglemont
Avalon
Harbour Pt
Willows Run
Echo Falls
Legion Mem
Jackson
Bellevue
Walter Hall
Battle Creek
Snohomish
Kayak Point
Lynnwood
Cedarcrest
Nile
Camaloch
Kenwanda


2017 Weekend Senior Fee Ranking
90
80
70
60
50
40
30
20
10
-
Harbour Pt
Eaglemont
Echo Falls
Avalon
Willows Run
Kayak Point
Bellevue
Legion Mem
Jackson
Walter Hall
Battle Creek
Snohomish
Camaloch
Cedarcrest
Lynnwood
Nile
Kenwanda

2017 Price Plan
Senior Frequent Player Cards

Card	Discount	Walter Hall		Legion Memorial	
Weekday Senior-18 Holes		2016	2017	2016	2017
10 Rounds	5%	$238	$248.43	$257	$270.09
20 Rounds	10%	$450	$470.70	$486	$511.74

2017 Rates with PGC Card Discount
Peak Season

Legion Memorial	2017	Bronze 5% ($100 spent)	Silver 10% ($400 spent)	Gold 15% ($700 spent)	Platinum 20% ($1000 spent)
Senior Weekday 18	$28.43	$27.01	$25.59	$24.17	$22.74
Weekday 18	$36.38	$34.56	$32.74	$30.92	$29.10
Weekend 18	$41.50	$39.43	$37.35	$35.28	$33.20
Walter Hall	**2017**	**Bronze 5% ($100 spent)**	**Silver 10% ($400 spent)**	**Gold 15% ($700 spent)**	**Platinum 20% ($1000 spent)**
Senior Weekday 18	$26.15	$24.84	$23.54	$22.23	$20.92
Weekday 18	$34.11	$32.40	$30.70	$28.99	$27.29
Weekend 18	$39.23	$37.27	$35.31	$33.35	$31.38

2017 Rates with PGC Card Discount
Non-Peak Season

Legion Memorial	2017	Bronze 5% ($100 spent)	Silver 10% ($400 spent)	Gold 15% ($700 spent)	Platinum 20% ($1000 spent)
Senior Weekday 18	$27.29	$25.93	$24.56	$23.20	$21.83
Weekday 18	$33.26	$31.60	$29.93	$28.27	$26.61
Weekend 18	$36.38	$34.56	$32.74	$30.92	$29.10
Walter Hall	**2017**	**Bronze 5% ($100 spent)**	**Silver 10% ($400 spent)**	**Gold 15% ($700 spent)**	**Platinum 20% ($1000 spent)**
Senior Weekday 18	$24.16	$22.95	$21.74	$20.54	$19.33
Weekday 18	$30.41	$28.89	$27.37	$25.85	$24.33
Weekend 18	$33.26	$31.60	$29.93	$28.27	$26.61

The End

CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET

TITLE: **December 2016 capital projects and major programs updates**	☐ **Adoption** ☐ **Recommendation** ☒ **Discussion** ☐ **Information** ☐ **Other**	**Staff** **Phone** **Date**	**Lori Cummings** **425-257-8353** **January 10, 2017**

DESCRIPTION SUMMARY:

Attached is the monthly update regarding progress for the month of December 2016 regarding current capital projects and initiatives/milestones for key recreational programs.

RECOMMENDATION

None. Selected items will be highlighted by staff. Other items will only be discussed if there are questions from Park Board members.

PARKS PROJECT AND MAINTENANCE UPDATES

1/5/2017

Kasch Park Synthetic Multipurpose Playing Fields – Fields 2 and 3 are complete and all three are in use. Minor field marking work to further define boys and girls lacrosse dimensions will begin when temperatures rise in spring 2017. The park was closed for brief periods over the holidays when snow accumulated on the fields.

Green Lantern Trail Project – work on this project at the eastern end of Silver Lake adjacent to 19th Avenue is anticipated to begin in February and be completed by end of April. A defined trail will be installed with accessible features for use by the disabled population.

Restroom Winterizing – Completed for all outdoor park restrooms that do not have heated chaseways to prohibit pipes from freezing in cold weather. Restrooms configured for annual use due to high levels of park usage remain open at major park locations (Forest, Legion, Langus, Kasch, and Hauge Homestead/Silver Lake). We do close these restrooms temporarily, or place portable heaters in chaseways, when temperatures drop below freezing. De-winterization will take place in March as we have greater confidence in sustained temperature levels above freezing.

Eclipse Mill Park – Public Works manages the funding, design, and development of this three acre site east of 36th Avenue and west of the Snohomish River as part of their overall responsibility for development of the Riverfront project, which consists of trail development, utilities, and the construction of single family homes, townhomes, and retail space. Due to settling of the land upon which some of the park is to be built, a year of "pre-loading" of materials has taken place to determine, in geotechnical terms, the effects of the settling and how to build to that condition. Public Works anticipates a completed design for the first phase of the park in the next few months, with the hope of bidding the construction of phase one in Fall 2017. The first phase will likely consist of a playground, open space, a picnic shelter, a trail connection between the residential developments, and lighted parking. There is no funding currently identified for a future phase or phases, which would provide direct access to the Snohomish River.

PARKS AND RECREATION BOARD OF COMMISSIONERS
6:00 pm – 8:00 pm
Anticipated Agenda Calendar
Revised 1/05/17

ACTION	ITEM	MEETING DATE	LOCATION
Discussion Adoption Discussion Discussion	2017 Special Event Board Member Interest Form Board Rules of Procedure Proposed 2017 Golf Fees Projects and Programs Highlights/Q&A	January 10	Spruce Hall
Recommendation Adoption Adoption Discussion Discussion	2017 Golf Fees Annual Stewardship Report Set Public Hearing for Silver Lake Boating Regatta Metro Everett Projects/Programs Highlights/Q&A	February 14	Spruce Hall
Hearing/Recommendation Discussion Information Discussion Discussion	Silver Lake Boating Regatta (hearing set for 6 p.m.) Annual Golf Report Senior Center Overview Forterra Annual Review Projects/Programs Highlights/Q&A	March 14	Spruce Hall
Information Discussion Discussion Discussion	Annual Arboretum Report Annual Tree Report 2017-2022 Projects Discussion Projects/Programs Highlights/Q&A	April 11	Spruce Hall
Discussion Discussion Discussion	2018 Proposed Swim Fees Tree Policy Update Projects/Programs Highlights/Q&A	May 9	Spruce Hall
Recommendation Information Discussion	2018 Swim Fees Port of Everett Project Update Projects/Programs Highlights/Q&A	June 13	Spruce Hall