



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda - Final

Parks and Recreation Commission

Tuesday, May 24, 2022

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. [Parks and Recreation Commission Meeting Minutes from April 12, 2022.](#)

IV. PUBLIC BUSINESS FROM THE FLOOR

V. NEW BUSINESS

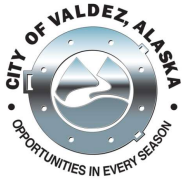
1. [Shoup Bay Trail Naming Public Feedback Period](#)
2. [Trails Sub-Committee Letter of Solicitation Update](#)

VI. REPORTS

1. [Report: Management of Mineral Creek Trails on State of Alaska Lands](#)
2. [Director's Report](#)

VII. COMMISSION BUSINESS FROM THE FLOOR

VIII. ADJOURNMENT



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 22-0238, **Version:** 1

ITEM TITLE:

Parks and Recreation Commission Meeting Minutes from April 12, 2022.

SUBMITTED BY: Anne N. Duhamel

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Commission to review and approve Meeting Minutes from monthly meeting on April 12, 2022.

SUMMARY STATEMENT:

Parks and Recreation Commission Meeting Minutes from April 12, 2022.

City of Valdez



Meeting Minutes –Final

Tuesday April 12, 2022

Parks and Recreation Commission

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

The Valdez Parks & Recreation Regular Commission Meeting was called to order at 7:05 pm, in City Council Chambers.

II. ROLL CALL

Present: 5 - Commission Chair Sarah Jorgenson-Owen
Commissioner Pete Carter
Commissioner Brain Teale
Commissioner Mike Britt
Commissioner Benjamin Rush
Commissioner Carl Gressel

Excused: 1 - Commissioner Amy Goold
1- Commissioner Mike Britt

Also present: 2 - PRCS Director, Nicholas Farline
PRCS Office Manager, Anne (Nikki) Duhamel
PRCS Civic Center Manager, Jennifer James

III. APPROVAL OF MINUTES

1. Parks & Recreation Commission Meeting Minutes from March 8, 2022.

MOTION: Commissioner Pete Carter moved, seconded by Commissioner Benjamin Rush to discuss the approval of meeting minutes from March 8, 2022.

All commissioners agree that no discussion is warranted.

Vote: All approved. 5 yeys, 0 nays. 2-absent. Minutes approved.

IV. PUBLIC BUSINESS FROM THE FLOOR

There was no public business from the floor.

V. NEW BUSINESS

1. Alaska on Target Shooting Range Expense Request

MOTION: Commissioner Carter moved, seconded by Commissioner Gressel to discuss Alaska on Target Shooting Range Expense Request.

Director Nick Farline states that it has been sometime since an expense request for the Valdez Shooting Range was brought forward to the Commission. Director Farline reminds that while the Commission does not have spending authority, we still deemed it important to review these requests and get input and conclusiveness from Commission that these expenses are within the agreement between the City of Valdez and range operator, Alaska on Target. Director Farline states he spoke extensively with owner, Ms. Rhonda Wade and recommends the Commission approves this expense as it has been submitted. Director Farline states with the snow melting soon, Alaska on Target will be able to get out the storage conex and do some good work on the range.

Ms. Rhonda Wade speaks to the Commission stating Alaska on Target hopes to get more progress on the range in the near future with safety range officer classes scheduled in April. Ms. Wade further explains that the vendor, Targets USA has a long standing with the state, and is an Alaska owned and operated company. Ms. Wade adds that Targets USA is willing to come to Valdez and do different shooting activities and expos in the near future. Ms. Wade further adds that shooting sports have become even more popular, and there are several shooting clubs in the Mat-su Valley, and in Anchorage, who would love to come to Valdez to shoot, bringing further business and people to our community.

Commissioner Gressell asks if the targets can be used for competition. Ms. Wade confirms that these targets are the basics to get us a good foundation to do various types of shooting. We hope to get more interest generated and add to the target packet request, Ms. Wade states.

Commissioner Rush thanks Ms. Wade for spearheading these efforts for the range. Commissioner Rush inquires if the items on the quote can be obtained for cheaper? Ms. Wade points out the City of Valdez has been purchasing targets from this company since 2009. The company has a Chief Range Safety Officer in Birchwood who is willing to help Valdez with set up and training, Ms. Wade states. Targets USA will bring down the equipment and help us get our programming going, Ms. Wade adds. These targets are of great quality and are also the vendor used by our Valdez Police Department. Director Farline includes that the quote from Targets USA is under our city procurement threshold and does not require us to seek additional bids.

Ms. Wade explains how the City Valdez will be able to offer a more robust range with different styles and stages in the future. Ms. Wade states Alaska on Target will likely come to the Commission next year requesting funding for more targets to build more stages, and to help grow the interest and investment in the Valdez Shooting Range. Commission Chair Jorgeson-Owen points out that Alaska on Target will still have funds left for additional necessary items after this procurement request. Director Farline confirms that once this request is approved, it would leave roughly \$3,000 for future use.

Commissioner Carter expresses his support for the Shooting Range and points out the two major concerns are still safety and garbage. Ms. Wade hopes to mitigate the trash issue by talking to those who use the range. As we invest in development and equipment, and if people cannot regulate themselves, then we can look at fencing and limited hours of access, Ms. Wade suggests. Commission Chair Jorgenson-Owen states that Parks and Recreation department should be able to help get the word out to the community to help with the range clean-up. Director Farline states there needs to be a shift in culture at the range through additional signage and onsite presence from Alaska on Target. Commissioner Chair Jorgenson-Owen agrees we can help educate the community on caring for the range. Director Farline states with increased usage and safety, and with the overall look of the range improving, we can go back to City Council and request funding, whether it be built in to the Parks and Recreation budget, or a separate CSO request.

Director Farline states he wants to close out the discussion addressing some of the larger upgrades. Last summer the department hired a firm to come out and survey the shooting range property and identify some ways we can fix the backstops and put shooting grade sand down to mitigate ricochet. Director Farline explains two thirds up the embankment impedes on state lands, so Parks and Recreation is working with the State of Alaska to extend the ownership of the parcel. Due to this, some substantial upgrades funded last year were unable to be completed, Director Farline explains. The process working with the state is slow, but Parks and Recreation has Capital Facilities and the Planning department involved and we hope in the next coming months to be able to address these other upgrades, Director Farline concludes.

Director Farline is seeking the Parks & Recreation Commission's recommendation to move forward supporting the Alaska on Target procurement request.

Vote: 5 yeys, 0 neys, 2 absent. Recommendation carries.

Commission Chair Jorgenson-Owen thanks Ms. Rhonda Wade for her time.

VI. REPORTS

Director Farline presents his last report to the Commission. Director Farline notifies the Commission that he is taking a new position and will be leaving the City of Valdez. Director Farline expressed a heart-felt thank you to the Parks and Recreation Commission for all of their time in volunteering and serving on the commission. Working closely with Jennifer James, Civic and Convention Center Manager, together

a transition plan is being formed. Ms. James will be the interim Parks, Recreation and Cultural Services Director until the position is filled. Director Farline has full confidence in Ms. James to fulfill this role until a new Director is brought on board. Director Farline is very cognizant of the big projects going on and knows that Ms. James will keep the momentum up and continue to report on these items.

Director Farline gives an update on the hire search for a new Parks, Recreation and Cultural Services Director. The position has been posted on nationwide specific Parks and Recreation sites included NRPA, ARPA, government jobs, and multiple other hiring sites. Currently we have a few applicants who have already applied, Director Farline states. A timeline has been created and a hiring committee has been formed including Ms. Jennifer James, Ms. Marcie Robertson, Park Maintenance Supervisor, Human Resources, and a few other City of Valdez Directors. Applications will be reviewed this coming Monday to which Director Farline has made his initial recommendations. Review of applications will occur the following week. Director Farline's last day with the city is April 29, 2022. We hope to have a new Director onboard just ahead of budget season. With our seasoned, successful Parks, Recreation and Cultural Services managers the new Director will be in good hands, Director Farline expresses.

Commissioner Teal thanks Director Farline for all of his time and hard work.

Director Farline gives an update on the Meals Hill Design. Request for proposals for the Meals Hill Design was posted last week. When submitting the ARPA EDA Travel and Tourism Outdoor Recreation Grant, part of our funding strategy was not to include the design, Director Farline explains. Elements of the design are currently funded at 35%, and with this RFP it will bring the design up to 95% completion. Prior to Director Farline's last day, proposals will be received and reviewed and a consultant will be settled on to start design work. Director Farline explains that the design should expel the rest of the EVOS funds and bring the design up to shovel-ready. If Parks and Recreation does not get the ARPA EDA Grant, we will have these designs ready to go to submit for future grants, Director Farline concludes.

Director Farline reports that through the Comp Plan, there has been several priorities identified and recently addressed at a Director's Retreat. One item was how to foster more Commission and City Council involvement. Often times there is a lag of information and communication on a Commission level and on a City Council level, Director Farline explains. One strategy is to have the Chair of the Commission to give a five to ten minute report City Council on high level happenings. It is important for Council to hear from the Commission, whether it be the chair or another member to represent to council. Ms. James can readdress this at the May Commission Meeting. Director Farline states. The determined Commission designee can speak to City Council about our Trails Sub-Committee, Director Farline suggests. Currently our letter of Interest collection and public outreach is being done by Office Manager, Nikki Duhamel.

Director Farline gives an update on the Trail Subcommittee next steps. At the May Parks and Recreation Commission meeting, we will have a silent ballot and vote to be passed out to the Commission to select the applicant(s) of their choice, Director

Farline explains. If only one person applies for the role then they will be chosen. Each applicant should have identified which trail user representative they most identify with, Director Farline clarifies. If we do not get enough applicants, the process will need to be extended. The department is utilizing all resources to advertise to the community, Director Farline states.

Director Farline includes that also in May, will be the Shoup Bay Trail Public Process recommendation. The commission will be able to make suggestions on the process and how to move it forward.

Director Farline gives an update on Parks Maintenance division. It has been a very busy winter due to all the snow. The Mayors Cup was a beautiful day and a successful event, with Parks Maintenance providing lots of in-kind services. Director Farline states the 120 races and other youth snow machine racing were very well received by the community. Our trail grooming has stopped for the season, and Salmonberry Ski Hill is in the process of being closed for the season, Director Farline informs. This summer will be the first time having new part-time permanent Park Maintenance staff positions on board. The division is busy preparing for the summer season, Director Farline concludes.

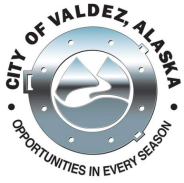
An update is given on the Recreation Division by Director Farline. Attendance numbers are up for City Pool use and rentals and the Recreation Center have also increased. With the community coming out of the pandemic and the weather getting nice, it is good to see more engagement in our activities and programming, Director Farline states. Recreation is currently working through some reorganizing and reallocation of temporary funds to fill some part-time permanent positions. The division is focused on how to obtain consistency in staff, especially with lifeguard positions. Director Farline includes Summer Fun camp registration is opening up in May. Director Farline concludes, the new edition of the Valdez Compass, our department activity guide, will be distributed the last week of April to all our facilities around town.

VII. COMMISSION BUSINESS FROM THE FLOOR

Commission Chair Jorgenson-Owen thanks Director Farline for his hard work and commitment to the Commission the past three and a half years. Commission Chair Jorgenson-Owen acknowledges Director Farline efforts in establishing a department 5 year Master Plan and all of his contributions in acquiring Meals Hill.

VIII. ADJOURNMENT

There being no further business, Commission Chair Jorgenson-Owen adjourned the meeting at 8:06 pm. The next Parks and Recreation Commission meeting is scheduled for Tuesday, June 14, 2022.



Legislation Text

File #: 22-0239, **Version:** 1

ITEM TITLE:

Shoup Bay Trail Naming Public Feedback Period

SUBMITTED BY: Anne N. Duhamel

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Commission should discuss and give consensus to PRCS staff on when and how long to open the public feedback period, and what methods will be used to communicate with the community.

SUMMARY STATEMENT:

The City of Valdez received an application to change the name of Shoup Bay trail by Valdez Adventure Alliance, previously discussed at the 3/8/2022 Parks & Recreation Commission Meeting.

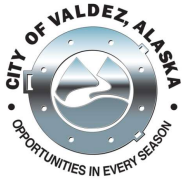
Former PRCS Director Recommendation:

After a conversation with Kenai/Prince William Sound Area Superintendent on 2/2/2022, former PRCS Director's recommendation is that any Shoup Bay Trail naming be postponed until:

- A 30 day public feedback period for the name change is performed
Include a Facebook poll, write in trail name with drop box at Civic Center and Recreation Center. Radio add to inform the public that a request has been made to change the name of Shoup Bay Trail with instructions on how to give feedback.

Future action once renaming has been determined:

Process for trail on State land: Recreation Commission dictates to PRCS staff to place the item on a future meeting date to vote on formal support for City of Valdez City Council to support the letter provided by Valdez Adventure Alliance (VAA). The letter with Council support would then be sent to DNR Parks & Outdoor Recreation Kenai/Prince William Sound Area staff, requesting the name change of Shoup Bay Trail located on State property. Process for trail on City of Valdez land: Recreation Commission dictates to PRCS staff to places the item on a future meeting date to vote on formal support of the name change to City of Valdez City Council. Council has final approval authority.



Legislation Text

File #: 22-0240, **Version:** 1

ITEM TITLE:

Trails Sub-Committee Letter of Solicitation Update

SUBMITTED BY: Anne N. Duhamel

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discuss Trail Sub Committee lack of letters of Interest received as of deadline 4.29.2022, and give direction to PRCS staff on how best to proceed

SUMMARY STATEMENT:

According to the adopted Parks & Recreation Master Plan a recommendation was made for PRCS Director to work with the Parks & Recreation Commission to establish a Trail Sub-Committee. Trail Sub-Committee would report back to Recreation Commission for any formal action recommendation.

For six week the Parks & Recreation department solicited letters of interest from the community. The deadline to submit letters closed on Friday, 4.29.2022.

Recreation Commission and therefor trail-subcommittee purpose is to advise & inform City of Valdez City Council on activities and initiatives with Parks & Recreation.

Composition:

(5) Members of the Public whom identify with the below trail use preference

- 1- motorized winter user
- 1- motorized summer user
- 1- skier
- 1- Hiker/Dog Walker
- 1-Youth member (any trail preference)

*PRCS Director and PRCS Office Manager are non-voting members of the committee and will act as facilitator and secretary respectively

Purpose & Scope

- Evaluate trail type and trail class (modeled after Alaska State Parks Trail Management Handbook)
- ☐ Evaluate a draft trails maintenance and trail development/ trail reduction plan
- ☐ Discuss update signage and trail head plan

Timing of Trails-Sub Committee

- ☐ Start August 2022
 - Allow PM to bring new staff on board and evaluate the impact of new staff
 - Allow Recreation Commission to appoint Trails-Sub Committee & for appointed committee to observe all trails over the summer
 - Meals Hill Park development grant to be notice of awarded in 4-6 months
 - Working with DNR for Mineral Creek trails on proposed easements, and current authorization to manage trails according to City of Valdez code title 12.08



City of Valdez
Parks, Recreation & Cultural Services

**Parks and Recreation Commission
Trails Sub-Committee Letter of Solicitation**

The Parks & Recreation Commission is seeking a few members of the community who are highly motivated to improve the Valdez trails! The new acquisition of Meals Hill has greatly changed our trail composition. We are looking for **five (5) local residents** who are passionate about the outdoors and recreating in our vividly unique, Valdez environment. We are seeking representation in the following categories:

- (1) motorized winter user
- (1) motorized summer user
- (1) skier
- (1) hiker/dog walker
- (1) youth member (under 19 yrs. of age)

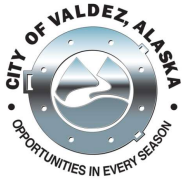
The scope of the Trails Sub-Committee is to identify current and recommended trail types and classes (modeled after Alaska State Parks Trails). The Trails Sub-Committee will give input on trail uses, access, signage and identify user groups. From these the Trails Sub-Committee along with the Parks Maintenance division will, from their observations of Valdez trails, make recommendations to the Parks & Recreation Commission. It is the Parks & Recreation Commission's obligation to bring forth actionable items to the Valdez City Council. The Trails subcommittee shall be a cross section of the community and work as liaison between the public and the commission, providing public feedback from their research into user group information and discussions regarding improvements and possible development. PRCS staff have final authority on operational outcomes from the Trail Sub-Committee and Recreation Commission recommendations.

This Sub Committee will come together in August 2022 when they collectively discuss summer trail observations. Individuals interested should submit a (1) **one-page letter of interest** identifying a single category (listed above) they most associate with and best represent. One Park Maintenance staff member will serve on the committee. The Parks, Recreation & Cultural Services department Director and Office Manager are non-voting members of the committee and will act as a facilitator and secretary respectively.

Interested applicants should email their letter of interest to Nikki Duhamel at aduhamel@valdezak.gov, or submit a letter in person at the PRCS Administrative Office located in the Civic & Convention Center, 314 Clifton Drive, no later than **Friday, April 29th at 5:00 PM**. For additional information, please call (907) 835-2531.

Sincerely,
Nicholas Farline, M.S., CPRE

City of Valdez Parks, Recreation & Cultural Services Director



Legislation Text

File #: 22-0243, **Version:** 1

ITEM TITLE:

Report: Management of Mineral Creek Trails on State of Alaska Lands

SUBMITTED BY: Paul Nylund - Senior Planner/GIS Technician

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and file.

SUMMARY STATEMENT:

In early January of 2022, the State of Alaska Department of Natural Resources (DNR) South Central Regional Land Office (SCRO) contacted the City of Valdez Planning Department and informed us that there had been a complaint from a member of the public stating that they had been prevented from accessing the Mineral Creek Trails on a snow machine during a ski race event. Several of these trails exist on DNR administered lands, and the DNR did not have any record of authorizing the restriction of motorized access on these lands. The Planning Department provided the DNR with a letter of non-objection from the DNR dated October 29, 2002, which concurred with the request from the City of Valdez to restrict motorized access on these trails and the land immediately surrounding them. Following the receipt of this letter from the DNR, the City of Valdez passed Ordinance NO. 02-21, which codified the separation of motorized and non-motorized on these trails.

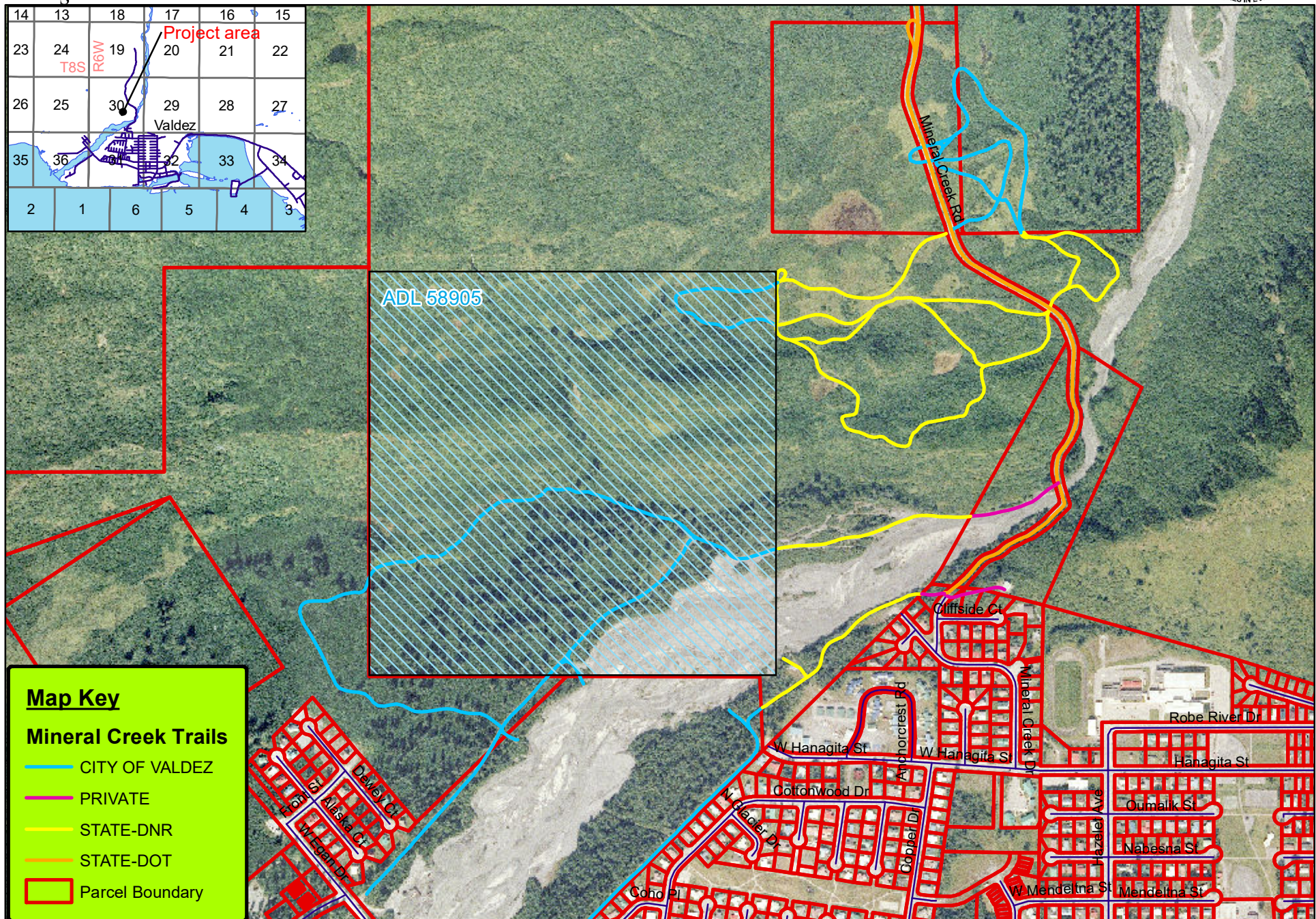
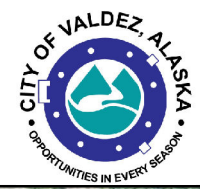
The DNR is concerned “that the letter from 2002 may not be sufficient to authorize continued restriction over the 80 acres of state land surrounding the Mineral Creek Trails, as this action was not subject to a full public process at the time”, and that “in the long term, it is SCRO’s position that a public process is necessary to authorize any use restrictions over general state land.” In order to continue to manage these trails in a manner that is consistent with Ordinance NO. 02-21, the DNR is advising the City of Valdez to enter a Cooperative Resource Management Agreement (CRMA) with the state. A CRMA would undergo the same public process as any other agreement with DMLW and would serialize the resulting administrative action so that the public has the opportunity to review the decision/casefile and view the boundaries of any authorization granted.

In order to enter into this agreement with the DNR, the City of Valdez has been advised to fill out an application to lease the land in question, which will begin the public notice process and lead to the CRMA being established. This cooperative agreement between the City of Valdez and The AK DNR

would allow the Parks and Recreation Department to continue to manage these portions of the Mineral Creek Trail system that are located on state land in the manner that they currently are. This report is intended to give the Parks and Recreation Commission an update on what has transpired up to this point regarding this issue, and to outline the path going forward.



Mineral Creek Trails



THE DATA CONTAINED HEREIN IS COMPILED FROM SEVERAL SOURCES, SOME UNRELATED TO THE CITY OF VALDEZ, WITH DIFFERENT LEVELS OF PRECISION. PLEASE NOTE, WHILE THE INFORMATION IN OUR GIS IS BELIEVED TO BE RELIABLE, IT IS NOT GUARANTEED TO BE ACCURATE.

CITY OF VALDEZ, ALASKA

ORDINANCE NO. 02-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, REPEALING AND REENACTING CHAPTER 12.08 OF THE VALDEZ MUNICIPAL CODE AS IT RELATES TO PARK AND RECREATION AREA USE REGULATIONS

WHEREAS, the Mineral Creek Trails are used for both motorized and non-motorized recreational sports; and

WHEREAS, expanded year-round use of this area has made it necessary to more clearly separate the users; and

WHEREAS, the rules of use for this area need to be clearly defined to allow for safe access for all users to ensure practical enforcement.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA that:

Section 1: Chapter 12.08 of the Valdez Municipal Code is repealed and reenacted to read as follows:

Chapter 12. 08

PARK AND RECREATION AREA USE REGULATIONS

12.08.010 Mineral Creek Trail usage.

- A. Winter Usage
 - 1. Usage shall be regulated as identified on the map on Exhibit A.
 - 2. The speed limit for all multi-use trails is 20 MPH.
 - 3. Skiers have the right of way in all situations.
- B. Summer Usage
 - 1. Usage shall be regulated as identified on the map on Exhibit B.
 - 2. Motorized vehicles shall be allowed only on Mineral Creek Road.
- C. Additional Rules
 - 1. The Parks and Recreation Department is authorized to adopt additional rules and regulations to be posted at entrances to the trails.

D. Violations

1. No person shall violate or fail to comply with any of the rules for usage of the trails. A violation of this section is punishable by a fine not to exceed three hundred dollars, which may result in the impoundment of the vehicle/equipment used in the violation and may result in a loss of privilege to use the trail system.

2. Any person violating Chapter 12.08 may be required to pay a fine of not less than \$25 nor more than \$300 for the first offense, and not less than \$50 nor more than \$300 for the second or subsequent conviction. In addition, the court may order that the vehicle/equipment operated in violation of said section be impounded for a period of not less than 15 nor more than 60 days, beginning at a date specified by the court. Impoundment may be effected by taking physical possession of the vehicle/equipment by the City.

3. Individuals who fail to abide by imposed restrictions may be subject to charges of trespass.


4. The City Manager or his/her designee shall have the power and authority to issue citations for municipal code violations occurring under Chapter 12.08 of the Valdez Municipal Code.

5. The Valdez Police Department and individuals authorized under Section D (2) of this ordinance may issue citations based on the affidavit of a private citizen that establishes probable cause as specified in AS 12.25.030

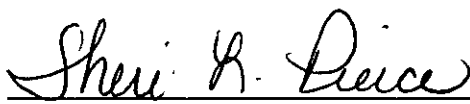
Section 2: This ordinance takes effect immediately upon passage and approval.

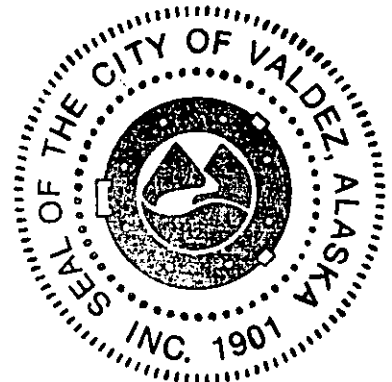
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA this 18th day of November, 2002.

CITY OF VALDEZ, ALASKA


Bert L. Cottle, Mayor

ATTEST:


Sheri L. Pierce, CMC/AAC, City Clerk



APPROVED AS TO FORM:

Walker, Walker, and Associates

By: William M. Walker
William M. Walker

1st Reading 11/4/02
2nd Reading 11/18/02
Adoption: 11/18/02
Ayes: 7
Noes: 0
Not Voting: 0
Absent: 0

Exhibit A Mineral Creek Winter Trail Map

LEGEND

TOWN STREETS	—————
CROSS COUNTRY SKI TRAILS	- - - - -
MOTORIZED USE ONLY	- . - . -
MULTI-USE TRAILS	— · — · —
MULTI-USE NON-MOTORIZED TRAILS	- - - - -
DESIGNATED SNOWMACHINE CROSSINGS	⊗
DESIGNATED NON-MOTORIZED USE AREA	▨

MINERAL CREEK ROAD WILL BE CLOSED TO MOTORIZED VEHICLES FROM POINT **A** TO POINT **B** WHEN THE ALTERNATE ACCESS IS OPENED

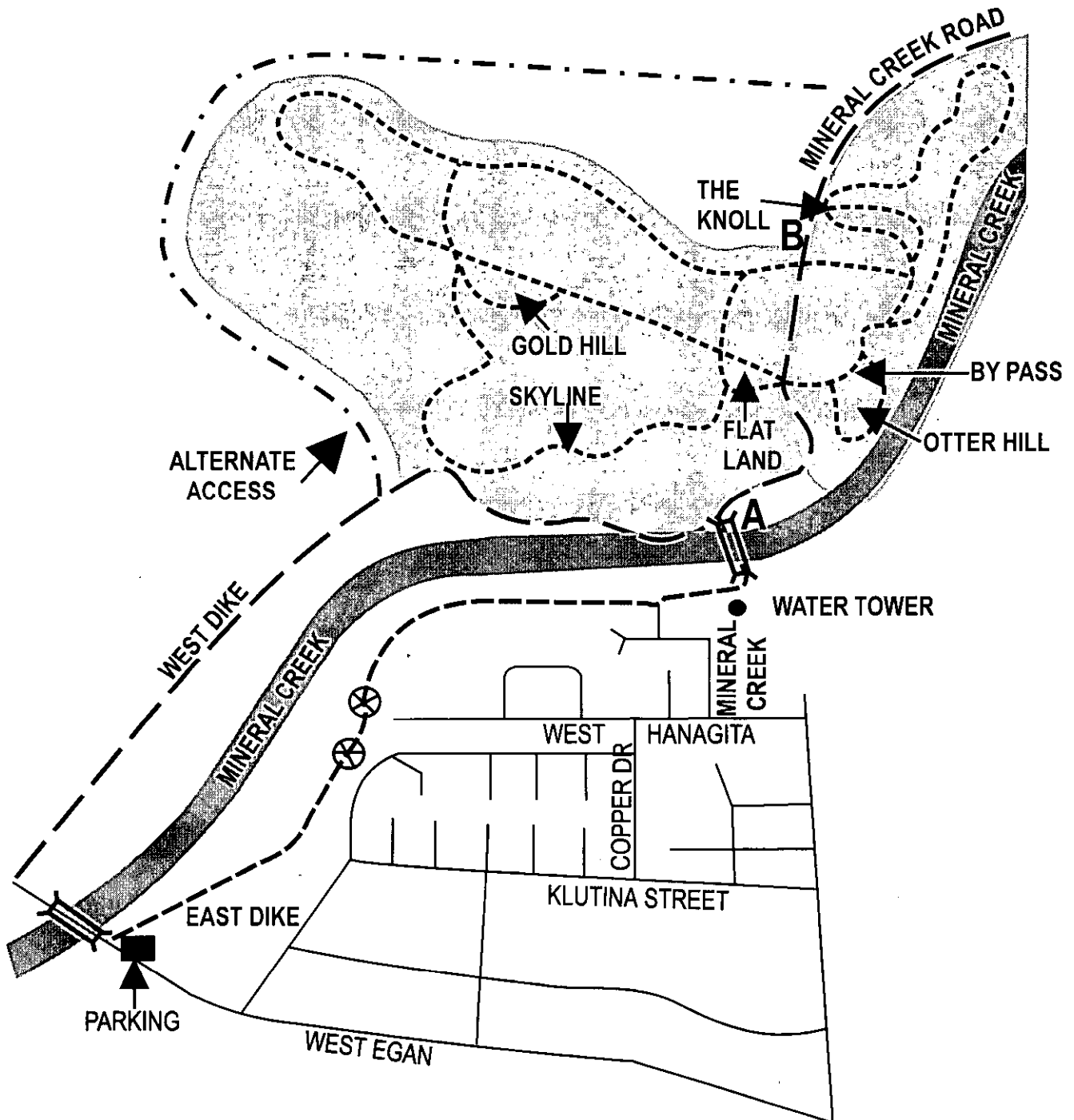


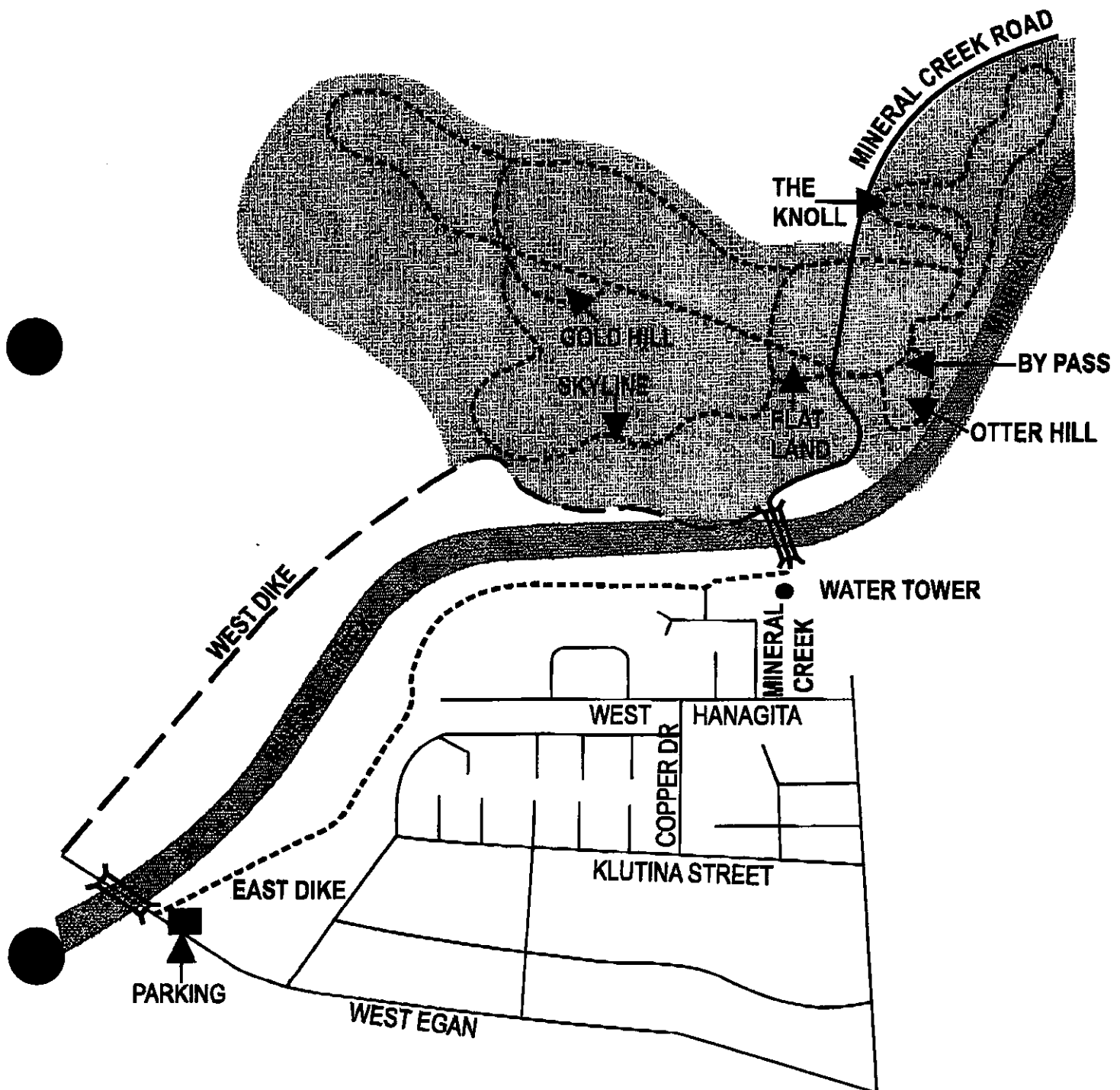
Exhibit B Mineral Creek Summer Trail Map

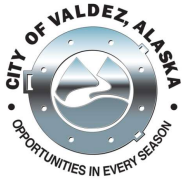
LEGEND

MULTI-USE - MOTORIZED _____

MULTI-USE - NON-MOTORIZED _____

MULTI-USE - LIMITED MOTORIZED (UNDER 600 lbs) _____





Legislation Text

File #: 22-0242, **Version:** 1

ITEM TITLE:

Director's Report

SUBMITTED BY: Anne N. Duhamel

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Report and File

SUMMARY STATEMENT:

Interim Director Jennifer James will give a verbal report on Parks and Recreation departments.

Included in the Director Report will also be an update on the PRCS Director search.