

## Briefing for City Council Candidates

**Department:** Parks & Recreation

**Reports to:** Erin Leonhart, Interim City Manager

**Director:** Nik Stroup

**Divisions within Department:** 4

- Administrative, Maintenance and Operations (M&O)
- Recreation and Community Programming
- Volunteer and Special Events
- Tourism, Arts and Culture

**Number of Staff Members in Department:** 15 Full-Time Employees, 3 Seasonal Employees

**2021-2022 Department Budget:** \$4,750,759 = **(2021)** \$2,347,941 **(2022)** \$2,402,818

**Primary responsibilities include:**

The Parks & Recreation Department is made up of 15 full-time employees who are responsible for maintaining 400+ acres of parkland (265 acres of open space and 135 acres of active parkland). Bothell Parks & Recreation maintain and operate 26 facilities which include: 20 parks, 6 multipurpose sportsfield facilities, 14 playgrounds, 7 restrooms, 4 rentable picnic shelters, 1 amphitheater, 2 rentable indoor facilities (Lytle House and North Creek School House), 4 trail systems and 2 cemeteries. Staff are also responsible for taking care of the grounds at City Hall, the Police Department, Municipal Courthouse, three Fire Stations and the planter boxes along Main Street.

The department has six divisions including Administration, Maintenance and Operations, Recreation/Community Programming, Volunteer/Special Events, as well as Tourism and Arts and Culture which were added in July of 2020.

Administration – The Administrative team has two full-time staff members including the Department Director and an Administrative Coordinator. The Administrative Division provides staff support for the advisory Parks and Recreation Board which meets monthly and is made up of nine appointed board members. This division also provides overall support for the Parks & Recreation Department in areas of budgeting, payroll, general communications via the website and social media, general customer service and support, procurement, reservation processing, contracts and capital projects administration, grants administration, records management and retention, and a wide range of other administrative functions including accounts payable and processing of invoices each year.

Maintenance and Operations – The Parks M&O team is made up of one full-time Operations Manager, ten full-time M&O staff and three seasonal Maintenance Aides who cover schedules seven days a week between 6am to 10pm throughout the year. Responsibilities include: landscaping, mowing, litter pick up, ballfield preparation, facility reservation support, restroom and playground maintenance, safety inspections, graffiti removal, trail maintenance, and all other items as they relate to the daily maintenance of the City's park system.

The Parks M&O Division is responsible for maintaining twenty-six park and open space properties that total approximately 400 acres. This Division also maintains the grounds at City Hall, Police and Municipal Court, three Fire Stations, the Bothell Operations Center, Main Street planter boxes as well as multiple miles of trails.

Recreation/Community Programming - Staffing and funding resources for the Recreation/Community Programming Division were eliminated in the 2021-2022 Department Budget to help address the structural deficit in the City's Budget. Prior to the lay offs in June of 2020, the Division was staffed with one full-time Recreation Coordinator and a seasonal Recreation Aide who managed a broad range of internal and contracted recreation program services focused on: personal enrichment, physical fitness, competitive sports and after-school opportunities. Staff is also responsible for the rental, management and scheduling of the City's nine sportsfields, four picnic shelters, the Lytle House and the North Creek Schoolhouse. The division also coordinated and produced large annual community events such as the 4<sup>th</sup> of July Freedom Festival Parade, Safe Halloween, Blyth Park Community Campout, and 15 Bothell's kids and adults Music in the Park events. Some funding was preserved in the 2021-2022 Biennial Budget to support community programming for larger City events like the 4<sup>th</sup> of July and a reduced "Music in the Park" program.

Prior to the staff and budget reductions, the Recreation/Community Event staff also managed over 200 recreation classes annually as well as other community programs like youth and adult athletic leagues, camps and clinics.

Volunteer and Special Events – With limited resources to maintain public areas and increasing requests to hold special events at City owned facilities, City Council created a new Volunteer and Special Event Coordinator position in 2019. The full-time position is focused on developing and managing a city-wide Volunteer Program as well as streamlining and managing the City's Special Events process. This position is also one of the key members of the City's Communications team, managing website content, social media channels and public engagement for the Department.

Tourism, Arts and Culture - In July of 2020, Arts and Culture was moved from the Executive Department to Parks and Recreation. Seventy percent of one full-time position's focus is on Tourism while the other thirty percent of their time is spent on Arts and Culture. (See separate brief on Tourism, Arts and Culture). The full-time position provides staff support for the Lodging Tax Advisory Committee (LTAC) and the Arts Commission.

**Ongoing initiatives:**

- Implementation of the Parks, Recreation and Open Space (PROS) Plan – The PROS Plan is the Council approved planning document that outlines the Parks and Recreation Departments priorities and needs for the next 6 to 10 years. It was approved in 2020 after a year long public engagement process. Focus is on implementation of small items that do not have a large budgetary impact.
- Partnerships with Community Groups and other Local Recreational and Educational Service Providers – Working with Friends of the North Creek Forest, Whale Scouts, One Bothell, the Bothell Historical Museum, YMCA, Northshore School District, Northshore Senior Center,

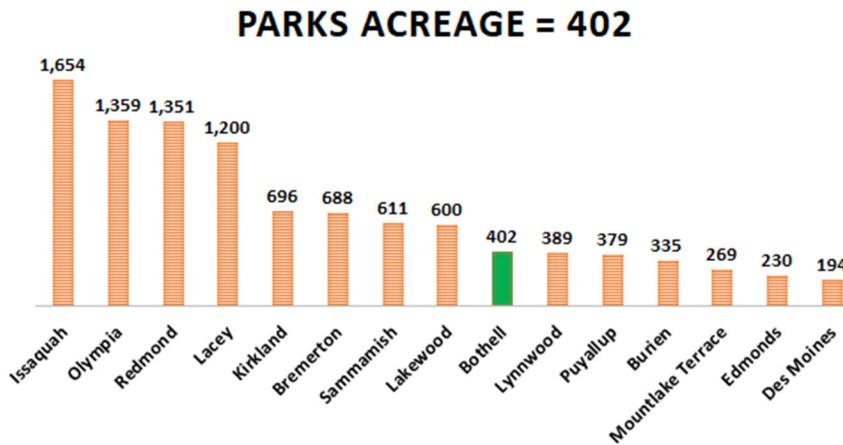
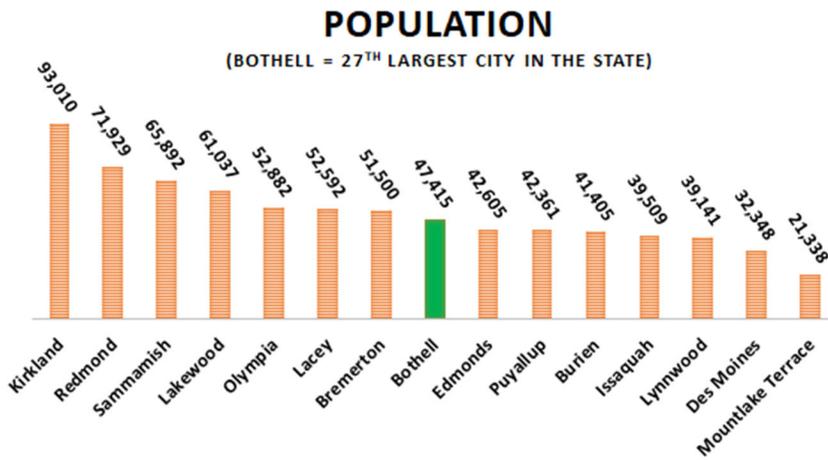
Skyhawks, WhatsUP Paddle; on stewardships, volunteer partnerships, and joint use facility agreements in support Bothell's environmental, educational and recreational needs.

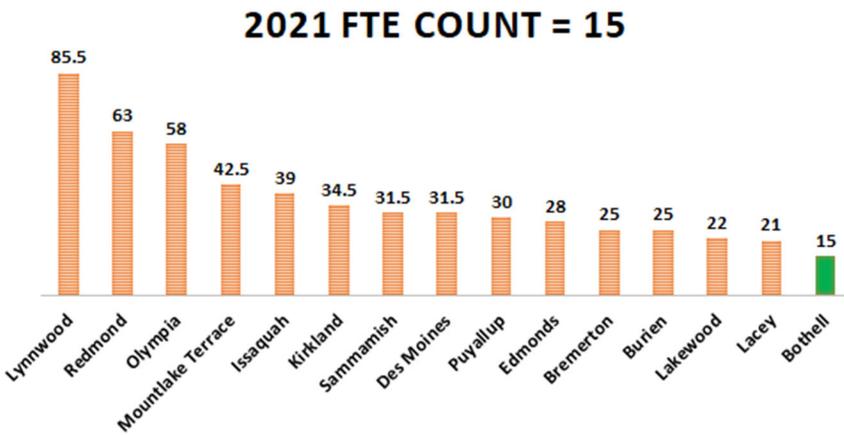
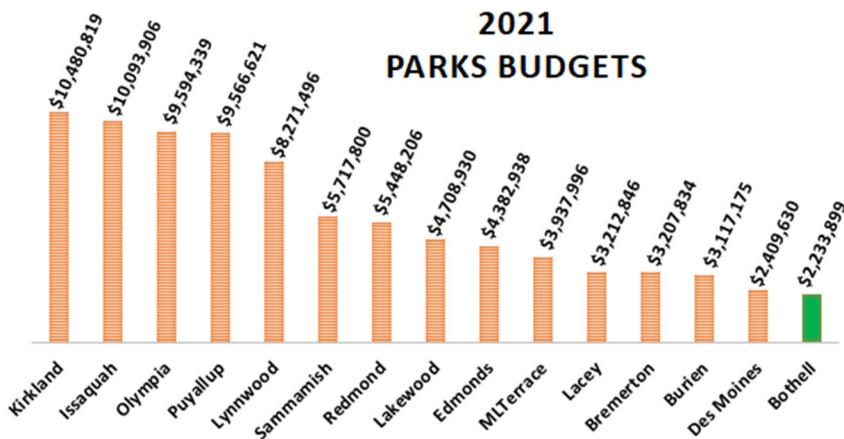
- Playground and Sportsfields/Courts Asset Replacement Projects – Working on identifying potential funding sources for a growing backlog of asset replacement projects involving playground and sportsfields/court replacements throughout Bothell's Park system.
- Increase Sponsorship and Revenue Opportunities – Working with the Parks and Recreation Board on developing corporate sponsorships for recreational facilities, public art and community programming. Identifying community partners/local businesses to grow our sponsorship opportunities to help offset the costs of large community events and recreational programming.
- Staff Training – Training focused on increasing expertise and leveraging skills and knowledge from other local agencies as a resource through the Washington Recreation and Parks Association (WRPA) and the National Recreation and Parks Association (NRPA).

#### **New initiatives:**

- Implementation of New Recreational Software Program (MMS) – Working with the City's IS Department on the replacement of our recreational programming and facilities management software.
- Pesticide/Herbicide Reduction and Elimination Plan – Continue to work on reducing and eliminating the use of pesticide/herbicides in Bothell's Parks system. The ongoing effort has effectively eliminated the use of herbicide/pesticide in Bothell parks with the exception of State mandated noxious weed control.
- Development and Management of a City-wide Volunteer Program – Continued work on a city-wide program that will empower people to volunteer in support of the City's environmental, educational, operational, and special event activities. The work includes development of an overall program with a focus on safety, recruiting, retention, and recognition of volunteers for their efforts.
- Development and Management of Special Event Permit and Process – Working with internal and external stakeholders on a new process that interfaces with internal City departments, external government agencies, and private applicants to coordinate and process all applications for medium and large events and festivals. The major goals of the program include making the City's Special Event permit process more equitable, accessible, inclusive and efficient for all customers, residents and third party groups in the City.
- Upgrade of North Creek Field Lighting System – Current program is unreliable causing customer service issues at our North Creek Fields. The existing lights are reaching the end of their life cycles need to be replaced as soon as possible.

**Parks and Recreation Agency Metrics:**





**Additional Information:**

- PROS Plan: <https://www.bothellwa.gov/286/PROS-Plan-2019>
- Special Events Process and Permits: <http://www.ci.bothell.wa.us/245/Special-Events>
- Parks Inventory and Amenities: <https://www.bothellwa.gov/250/Parks>
- Parks and Recreation Board: <https://www.bothellwa.gov/273/Parks-Recreation-Board>
- Arts Commission: <http://www.ci.bothell.wa.us/774/Arts-Commission>
- LTAC Committee: <http://www.ci.bothell.wa.us/974/Lodging-Tax-Advisory-Committee>
- Recreational Programming: <https://www.bothellwa.gov/255/Recreation-Programs>
- Parks Rental Facilities: <https://www.bothellwa.gov/1196/Rental-Facilities>
- Park User Fees: <https://www.bothellwa.gov/DocumentCenter/View/8106/Park-User-Fees>
- Summer Activities: <http://www.ci.bothell.wa.us/1860/2021-Summer-Events-Activities>
- Current Park Master Plans: <http://www.ci.bothell.wa.us/288/Master-Plans>
- Pop-Up Dog Park: <http://www.ci.bothell.wa.us/1573/Pop-up-Dog-Park>

