



Parks Commission

**Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR
REMOTELY via ZOOM**

5:30 pm, Front Conference Room, 645 Pine Street OR Remotely via ZOOM:

Please click the link below to join the webinar:

{Zoom link is <https://zoom.us/j/96610440596>}

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current location): US: +1 646 931 3860**

Webinar ID: 966 1044 0596

1. Agenda

Subject	1.1. Motion to amend/adopt agenda
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	1. Agenda
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	Move to adopt

2. Consent Agenda

Subject	2.1. Approval of Minutes from November 14, 2023
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	2. Consent Agenda

Department	Parks, Recreation, & Waterfront
Type	Action Minutes
Recommended Action	waive the reading, accept the communication and adopt the minutes from November 2023 of the Parks Commission

3. For Approval and Recommendation to the Parks Commission

Subject	3.1. Memorials in Parks Policy Approval
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	3. For Approval and Recommendation to the Parks Commission
Department	Parks, Recreation, & Waterfront
Type	Action Procedural

Subject	3.2. Memorial in Waterfront Park
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	3. For Approval and Recommendation to the Parks Commission
Department	Parks, Recreation, & Waterfront
Type	Action Communication

Subject	3.3. Approval of Park Fees
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	3. For Approval and Recommendation to the Parks Commission
Department	Parks, Recreation, & Waterfront
Type	Action

Subject	3.4. Collaborating with other Commissions
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	3. For Approval and Recommendation to the Parks Commission
Department	Parks, Recreation, & Waterfront
Type	Discussion

4. Public Forum (Time Certain 6:00PM)

Subject	4.1. Verbal Comments
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Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	4. Public Forum (Time Certain 6:00PM)
Department	Parks, Recreation, & Waterfront
Type	Discussion

5. Standing Items

Subject	5.1. PACC Dog Force Update (verbal)
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	5. Standing Items
Department	Parks, Recreation, & Waterfront
Type	Report Information
Recommended Action	

Subject	5.2. Park Foundation Update (verbal)
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	5. Standing Items
Department	Parks, Recreation, & Waterfront
Type	Information Report
Recommended Action	

6. Director's Items

Subject	6.1. Update from Director
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	6. Director's Items
Department	Parks, Recreation, & Waterfront
Type	Information
Recommended Action	

7. Commissioner's Items & Volunteer Hours

Subject	7.1. Update from Commissioner's & Report on Hours
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Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	7. Commissioner's Items & Volunteer Hours
Department	Parks, Recreation, & Waterfront
Type	Information Report
Recommended Action	

8. Adjournment

Subject	8.1. Motion to adjourn
Meeting	December 12, 2023 - Parks & Recreation Commission - Tuesday, December 12, 2023, 5:30 PM, 645 Pine Street, Front Conference Room, OR REMOTELY via ZOOM
Category	8. Adjournment
Department	Parks, Recreation, & Waterfront
Type	Action
Recommended Action	Motion to Adjourn

Policy No. 200-02	Title: Memorials in Parks	
Date Reviewed by Commission: 11/14/23 Date Approved: DRAFT		Last Reviewed:
Ordinance Code / Regulation: n/s		Other Reference:
Purpose & Need: The purpose of this policy is to establish guidelines and procedures for the placement and maintenance of memorials within parks under the jurisdiction of BPRW. Memorials serve as a means to honor individuals who have made significant contributions to the community and have a strong connection to the park. This policy outlines the criteria for memorial eligibility, financial responsibilities, potential relocation due to park changes, and the final approval authority.		

Memorial Policy for Parks

Policy Statement:

1. Eligibility for Memorials:

Memorials placed within parks must meet the following criteria:

- **Connection to the Park:** The individual being honored must have a significant and demonstrable connection to the specific park where the memorial is to be placed. This connection may be based on factors such as contributions to the park, historical significance, or personal ties to the park.
- **Deceased Individuals:** Memorials may only be dedicated to individuals who have been deceased for three or more years to ensure a lasting impact and appropriate reflection on their contributions.

2. Financial Responsibilities:

The following financial responsibilities must be adhered to when requesting and installing a memorial:

- **Costs:** The applicant is responsible for covering all costs associated with the memorial, including but not limited to design, fabrication, installation, ongoing maintenance, and any required permits.
- **Maintenance:** If the applicant no longer provides maintenance funds, the memorial may get removed from the park and provided back to the applicant at their cost.
- **Permits:** The applicant must obtain any necessary permits for the installation and maintenance of the memorial. The Parks Department will provide guidance on the permit application process.

3. Potential Relocation Due to Park Changes:

Memorials placed within parks may be subject to relocation or removal if park development or renovation projects necessitate their movement. The Department will make reasonable efforts to notify the memorial's sponsor or family of any planned changes and discuss relocation options.

4. Final Approval Authority:

The Parks Commission holds the final authority to approve or deny requests for memorials in parks. All memorial proposals must be submitted to BPRW, which will then forward them to the Parks Commission for consideration.

Procedure for Requesting a Memorial:

- **Submit Proposal:** Individuals or organizations interested in placing a memorial in a park must submit a written proposal to BPRW. The proposal should include details about the individual's connection to the park, the purpose of the memorial, and a preliminary design.
- **Review and Assessment:** BPRW will review the proposal to ensure it meets the eligibility criteria outlined in this policy and fits the overall look of the park. If the proposal is deemed eligible, it will be forwarded to the Parks Commission for evaluation.
- **Parks Commission Review:** The Parks Commission will evaluate the proposal based on its merits and alignment with park goals, values and park design. They may seek additional information or request modifications to the proposal.
- **Approval or Denial:** The Parks Commission will make a final determination and communicate their decision to the applicant. If approved, the applicant must proceed with obtaining permits and fulfilling all financial responsibilities.
- **Installation and Maintenance:** Once all requirements are met, the approved memorial can be installed within the park. The applicant is responsible for ongoing maintenance.
- **Relocation Consideration:** In the event of park changes that necessitate memorial relocation, BPRW will work with the memorial's sponsor or family to explore suitable options.

This policy is designed to ensure that memorials in parks are meaningful, maintainable, and consistent with the park's mission and values. It also provides transparency in the approval process and outlines responsibilities for applicants, BPRW and the Parks Commission.

MEMO

Date: December 7, 2023
To: Parks Commission
From: KJ Doyle, Event Manager
Subject: Recognition/Honorary plaque installation in Waterfront Park

Recommendations to the Parks Commission:

Approve Parks Department request to install small plaque in one of the recently installed Waterfront Park gardens to honor Ernie Pomerleau.

OVERVIEW

The Parks, Recreation & Waterfront Department has long been fortunate to have a wonderful partnership with the Pomerleau Family and the Pomerleau Family Foundation. The Pomerleau Family has provided BPRW and the City of Burlington with many hundreds of thousands of dollars in sponsorships and donations, spanning several decades of generosity. For the last 43 years, the family has both provided a significant annual donation to support our July 3rd Fireworks Celebration and thrown an annual Holiday party for hundreds of Burlington children and their families/guardians. The day is filled with entertainment, incredible food, and hours of magic, wonder and fun and is highly anticipated by local families every year!

When family patriarch and co-founder (with Senator Bernie Sanders) of the annual Holiday party, Tony Pomerleau passed away in 2018, his already extremely philanthropically engaged son Ernie, knowing how deeply important the party was to both his father and our Burlington community, made it his mission to continue to fund the tradition and honor Tony's legacy.

"My dad and the Sanders' started this event. It was never a question that we were going to continue with this event, every year that we can," said Ernest Pomerleau, Antonio's son. "To watch the activity of the families together, with pictures and presents and Santa Claus, and bands and food, it makes everybody in the community's heart feel a little better." ∞ Even during the pandemic, Ernie insisted that we, both the family and BPRW, come together to identify a safe way to distribute gift bags and meals to families missing the annual event. It was crucial to him that even during that dark time, kids would receive as much cheer as possible.

Most recently, Ernie spearheaded a multi-year donation to BPRW that allows local kids to attend BPRW programs and camps with sponsorships, opening opportunities to children who might not otherwise been able to experience those exciting program offerings throughout our parks.

In recognition of Ernie Pomerleau's deeply rooted and long-time dedication to not only the children and families of Burlington but also the City of Burlington at large, we propose installing a small plaque in one of our City Arborist's most recent gardens in Waterfront Park. Waterfront Park is the natural choice for this dedication: the Pomerleau offices overlook the waterfront where Ernie's dedication to continuing his father's legacy is evident in our annual July 3rd display that welcomes more than 25,000 people to Burlington every year.

Motion

Approve the installation of a dedication plaque in Waterfront Park to honor Ernie Pomerleau.

∞ 'Tis the season for the Pomerleau Family Holiday Party" (WCAX, by Kiernan Brisson, *Published: Dec. 15, 2019*)



SUMMARY OF OPPORTUNITIES

Monthly Parks Commission update – December, 2023

Department accomplishments and notable staffing developments since the last report

- December work anniversaries – Steven Latulippe (42), Melissa Cate (29), Jake Hornick (7), and Joanne Putzier (40 – City)
- Sophie Sauvé and Cindi Wight attended two of four classes of a city-wide Manager/Supervisor Leadership series

Major upcoming events: <http://enjoyburlington.com/events/>

- Pomerleau Annual Christmas Party - Sunday, December 17 @ Hilton
- Senior Dinner – Wednesday, December 13 @ ONECC
- “The Gift” – the annual holiday skating event – December 9, 1:00 – 3:00 pm @ Leddy
- Eclipse



Jake Hornick, a US military veteran and a member of our Parks Facilities teams, raises a new flag at Battery Park for Veterans Day.

Recreation Division Update

Recreation Programs & Camps

Programs in November include:

- AARP Smart Drivers Course
- Miller Playgroup
- November Vacation Camp at the Miller Community & Recreation Center
- Adventure outings Thanksgiving Week

CORE Adult Center

- The group continues to exercise and move with Gentle Yoga, Bone Builders and Chair Dance & Fitness.
- Senior Moments Readers theatre with Don Wright has started up again with a performance planned for early January.

Recreation Events

- Planning is in full swing for the 43rd Annual Pomerleau Family Holiday Party at the Hilton in Burlington. Party is planned for Sunday, December 17. Our Annual Holiday Senior Dinner is scheduled for Wednesday, December 13th at the Old North End Community Center event space.

Athletics

- The Melanie Davidian womxn's basketball league have games on December 3, 10, 17 at the Miller Center and then are off for the holidays until 2024.
- Womxn's indoor soccer (session 1) is taking place on Sunday evenings at the Miller Center.
- Adult pickleball clinics are being offered on Tuesday evenings and Saturday afternoons throughout the winter. Pickleball ambassador Chris Tudor is instructing all clinics (beginner, low intermediate, high intermediate.)
- The Youth Basketball League season is starting on Saturday, December 2. We have 185 kids registered so far and 37 volunteer coaches. There is a late registration that will extend until December 15.
- Itty bitty basketball is almost full, only a few more spots remain.
- Flight Aid disc golf putting league for ages 12+ will be held at the Miller Center gym, on Friday evenings, starting in January. This new program will be led by Aidan Trombley, the Pro Shop Manager for The Smugglers' Notch Disc Golf Center (SNDGC). He leads all group and private lessons at the SNDGC, and is a member of the Professional Disc Golf Association Youth and Education Committee.

Recreation Facilities Division Update

Leddy Arena

- Leddy Arena had over 200 participants in our fall sessions of skating programs, with skaters ranging in age from 3 to 66! Skating lessons ended in November and will resume in January.
- November projects included a one-day Mechanical Integrity Inspection (MII) and a two-day Hazard Process Analysis (HPA). The MII looked at our refrigeration system and mechanical room and the report will make recommendations for upgrades/improvements for both safety and efficiency. The HPA looked at our processes and procedures and will make similar recommendations. Both of these were conducted by a consultant, HCG Associates and are follow-up measures resulting from our July ammonia leak.
- Leddy skaters are preparing for "The Gift", our annual holiday ice show which will take place on Saturday, December 9th at 1pm, admission by donation. Every year one of our high school senior skaters adopts a local service organization to share in proceeds from "The Gift". This year the beneficiary is Champlain Community Services. We hope you will join us for this wonderful annual event.

Miller Center

- Thanks to Facilities team for completing several projects at Miller, including repairs to the community room counter, resetting thermostats throughout the facility, restoring heat to Frog & Toad and fixing a broken storage cabinet. We appreciate the support of the Parks and Central Facilities teams throughout the year!
- November activities at Miller included Soccer Sparks, Womxn's basketball league, ASL, AARP Smart Driver Course, Tai Chi, Circus Fun, Yoga, Balance Mobility & Core, drop in womxn's soccer, line dancing, pickleball clinics and drop-in programs. November also saw the start of our infant/toddler playgroup each Wednesday morning when families can come enjoy some open gym time.
- November was spent completing lots of training for our new Customer Service Associate, including reviewing processes for deposits, program registrations, drop-in programs, shelter and facility rentals, programming doors, monthly accounts receivable, generating reports in CivicRec, timekeeping, and much

more. After only a month on the job, Candice is working independently and providing outstanding customer service to our visitors and callers.

CORE

- Very Merry performances in December include "Annie" on December 8 & 9 and "Anastasia, the Musical" on December 15 & 16. Other activities at the ONE Center include two mayoral campaign events and BPRW's Senior Holiday Dinner.
- Welcome to Gwyneth Merriman who will join us part time to help provide coverage for weekend and after hour events at the ONE Center. Currently we rely on Migmar and Mulu to staff the building during off hours, the addition of Gwyneth will take some pressure off of them.
- Current Recreation Facilities administrative projects include continued work on CAPRA documentation, working with I&T on training and implementation of Civic Rec document management system, leases with Champlain Housing Trust and Sara Holbrook Teen Center and annual goal setting.



The newest member of our BPRW family – welcome Anna, daughter of our Recreation Manager Kirsten Santor!

Park Division Update

Conservation Program

- **Community Gardens**
 - 2024 Registration Ongoing
 - Community partners (NFNA, Intervale, BPRW, WVPD, Vermont Garden Network) initiated process for writing a garden focused element to a Burlington Intervale Flood Response Plan.
- **Trails Greenways and Natural Areas**
 - Natural surface trails getting fall leaf blow off to protect trails surface and prepare for winter.
 - Internal alignment of values and holistic goals for Burlington's natural surface trails.
 - McKenzie Management Plan Update is in first draft review
- **City-Wide Conservation Work**
 - Nature Based Climate Solutions grant program through the Conservation Legacy Fund has received 6 applications. Applications currently being reviewed and scored by sub-committee of 2 Parks Commissioners and 3 Conservation Board members. [Learn more about the grant here.](#)

Central Facilities Program

- Completed exterior painting project at City Hall.
- Finalized architectural design for Police Department front entry renovation.
- Completed exterior concrete repair work at Fletcher Free Library.
- New boilers at Paquette Arena up and running.
- Repair work and construction planning from fire and flood at Police Department is under way.
- Kick off meeting for exterior renovation at Lakeview Cemetary office building.

- Moving forward closing up Memorial Auditorium.
- Water meter changed at 200 Church Street.
- Participated in process hazard analysis visit at Paquette Arena.
- Assisted CEDO team with facilities work at the VFW warming shelter.
- Planning for upgraded Wi-Fi in equipment maintenance are at 645 Pine Street.
- Continual HVAC troubleshooting and repair.
- Continual graffiti, trash and needle clean-up.

Trees and Greenways Program

- Responded to resident requests as needed.
- Completed scheduled street tree pruning
- Ongoing updates to tree inventory.
- Completed fall cleanup of park landscape plantings and rain gardens throughout the City.
- Continued utility line clearance work for BED contract.
- Assisted in the cleanup of homeless encampment at north end of waterfront.
- Placed order for new trees for Branch out Burlington tree nursery for spring 2024.
- Developed street tree planting list for spring 2024.



The Trees crew doing line clearing as part of a \$105,000 BED annual contract

Park Facilities Program

- Schmanska Barn steps were repaired adding a new Hemlock timber and more sure pack on the walkway.
- New handicap and no parking signs were installed at the Barn.
- For the new ice rink this winter a 2" water line has been installed to provide water.
- The Boathouse overhead doors and some windows have been boarded up for the winter months to prevent vandalism that occurred that occurred last year.
- BCA's wooden sculptures were relocated to City Hall Park for the winter market.
- The Miller Center is having some walls patched and painted in the Fitness room and community room.
- Ian our Electrician has been very busy working with CEDO at the former VFW installing dryer outlets and all new exterior light fixtures as it will be a temporary shelter for the winter.
- Security lighting has been installed at North Beach Cottage to help prevent break-ins.
- BCA had all new light dimmers installed that work better with the new LED lighting.
- Ian is working with the winter market repairing or replacing vandalized exterior outlets for the huts.
- Now that the docks are empty and in winter storage we are inspecting and replacing as needed any worn or broken hinge and 5th wheel bearings.



Park Facilities team repairing the steps at Schmanska Park

Cemetery Program

- In the month of November Cemetery staff sold 2 new lots for burial at Lakeview Cemetery
- In the month of November Cemetery staff performed 3 cremation burials and 1 full burial
- Filed all backlogged, freshly printed burial cards
- Continued burial card entry in Pontem includes research into actual lot ownership, correct names of the deceased, and updating maps and logging information in Pontem. We have completed entry through "WEST."
- Laid out foundations for monument installation
- Researched multiple lots for visiting families and grave researchers
- Performed equipment maintenance
- Performed grounds maintenance at Lakeview, Elmwood and Greenmount Cemeteries
- Monitored the encampment at and consequential damage to Elmwood Avenue Cemetery in conjunction with Urban Park Rangers
- Supported Park Rangers in encampment removal
- Generated Operations report presentation for Parks Arts and Culture Committee
- Met with Islamic President to present layout and expansion of Muslim section at Lakeview Cemetery.
- Started fall cleanups

Grounds Maintenance Program

- Performed daily trash/cleaning of all parks
- Performed playground maintenance
- Performed equipment maintenance
- Supported Park Rangers with encampment cleanups.
- Began winter ice rink prep
- Responded to VUEWORKS as needed
- Supported BFD at McNeil wood chip plant with brush hogging
- Started clearing fence lines of brush and tree overgrowth.
- Plowed and salted all city parks as needed.
- Continued fall clean up in all city parks
- Met with the Old East End Neighborhood Coalition regarding a new outdoor ice rink the OENNC will maintain over the winter at Schmanska Park.

Planning Division Update

- Projects Progressing:
 - **Oakledge for All Universal Access:** (ongoing) BPRW and designers Groundview are working on a solution which will be vetted with Oakledge for All before procurement and changes are made to the transfer station on the slide.
 - **Roosevelt Park Comprehensive Plan:** The first public meeting in early November at the Old North End Community Center was well-attended and available live and post-meeting thanks to CCTV. Staff also gave a brief(er) presentation to Wards 2/3 on November 9th to provide the neighborhood assembly an update on the project. A second Community Advisory Committee (CAC) meeting was held on November 1st. Staff continue to work on increasing diversity of the CAC and attendance at the public meetings to be representative of the neighborhood.



Celebrating the opening of the Oakledge Playground –it was a fun day!

- **Schifilliti Path:** Bids received; engineer/consultants reviewing the bids before award process begins. Construction Summer 2024.

Projects Starting Soon:

- **Accessibility to Parks:** Project funded and led by CCRPC to examine access to Burlington parks. Funded by transportation dollars.
- **127 Path Feasibility Study:** Project funded and to be led by CCRPC to review access and state of the path.
- **Calahan Park Sidepath:** Project funded in part by the State – contracting underway for the design and contract drawings of an east-west (phase 1) path along Locust Street connecting the park per the comprehensive plan.

Projects supporting other divisions/ departments: (abbreviated)

- Dredging of the Marinas
- Playground Equipment and Compliance
- Great Streets/Main Streets
- Frame Phase 2
- Barge Canal Reuse Planning
- Battery Street Corridor Study
- South End Planning
- Boathouse Feasibility Study

Waterfront Division Update

- **Park Ranger Program**
 - Working with BPD on the Ranger program
 - Many tents and encampments are in a holding pattern currently, as many wait for the cold weather motel program to open up fully on December 15.
 - Rangers are regularly visiting tent locations in parks doing wellness checks and helping them keep camps tidy.
- **Campground & Beaches**
 - Campground Reservations for the 2024 season are opening up based on a rolling schedule, starting with reservations for May opening up on November 1, and June reservations will open up December 1. Each start of the month this offseason will open up another Summer month to reservations. This is a pilot to see if our system will not crash, as it typically does on the one day opening in February.
 - We are shifting to off season projects:
 - Address the failing concrete floor of the wood room with PFP funds
 - Upgrade the conditions of the main Campground bathroom, as it is currently below our standards.
 - Install gutters on the Office building
 - Finish Kitchen renovations for the Office Building
 - If available funds, install a shed to store our golf carts and landscaping equipment to reduce theft and wear and tear.
- **Marina**
 - We have started to sell vacant slips based on receiving seasonal slip deposits and filling those vacancies from our waitlist for the 2024 season.
 - Current offseason projects:

- Burlington Telecom will install WiFi on the docks this coming spring in partnership with BPRW staff. BPRW staff will install conduit this fall for BT to run cable in the spring.
- Perkins Pier Restroom Renovation: We will address this aging restroom to give it a lift and look better aesthetically and operationally. We will install a ¾ length door on one of the restrooms to open it up again for public use. The other restroom will have a door code for the boaters, assuring we provide them with 24-hour access. We will also upgrade the lighting, walls, porcelain and other items to look clean and refreshed.
- Kick-off of the Boathouse Facility Feasibility and Research Assessment study with Parks Planning. We met as a team to chart the process moving forward to utilize the bond funding to provide critical answers to the viability of the barge for the Boathouse and explore future possibilities.
- Contract Work: Working with our legal team to update all of our Boater Contracts, both seasonal and commercial.
- Protections at Perkins Pier: We are looking into options to provide more safety precautionary infrastructure to Perkins Pier docks. Theft has been a big issue for our boaters at this site, and similar to the Boathouse, we are exploring ways we can mitigate these issues on our docks.
- 98% of seasonal slip holders renewed their deposit for 2024.
- **Parking**
 - The DPW Water division reached out and shared plans for the expansion of the wastewater plant, which would extend onto a portion of the Perkins parking lot. When the City purchased the land, decades ago, City Council created a resolution, allowing this to happen in the future. It is contingent on a successful bond vote in November, 2024.
- **Events**
 - All 2023 Events have concluded!
 - Our proposed 5% rate increase for renting Waterfront Park for all events passed through the Commission and will go in effect for this next season.
 - Our bi-annual Waterfront Park Event meeting will take place on December 5th. This will be to review the events in 2023 and look to adopt the 2024 slate of Events that have applied.

Admin Division Update

Marketing

- Working with BCA to revise our Civic Rec registration page which now houses programs from both departments, and plan consecutive launches for Summer programs in early spring 2024.
- Working on Summer programs-launch planning.
- Continuing promotion of Fall Recreation programs. This included a new micro-site (btvparks.my.canva.site/fall-2023), flyers, posters, ads and social media campaign.
- Working on signage for cemetery, parking, wayfinding, construction and project updates.
- Supporting the public outreach for Parks Planning projects including the Roosevelt Park Comprehensive Plan and Oakledge Universally Accessible Playground.
- Marketing is helping to transition the banner program to Waterfront events team.

Director November Highlights

- November brought multiple conversations with staff and HR around job descriptions, work duties, department-to-department communication, and desires for reclassification. With the City in a “soft

freeze” for reclassifications, I am working on listening, taking notes on growth opportunities when we are not in a freeze and ensuring we are only asking staff to do what is in their job descriptions.

- Work continues around our new policy manual. We continue to add new policies to it, using SharePoint and Teams. Staff support creating policies that make it easier to understand internally and communicate to the public. I’ll go through our “R Drive” on old policies to review them and upload to our new system over the next couple of months.
- Our Red Stone Cottage restoration, which I have overseen with strong support from Chris Beaudry, our Park Facilities Manager, has started to come together. I’m excited to give tours of the building if anyone is interested. We will hold our first meetings in the improved annex space in mid-December. We have the funds as part of the project to outfit it appropriately, including a hybrid meeting set-up, tables, chairs, blinds, etc.
- We are coordinating multiple reports to PACC to include one on the cemetery (presented on 11/29/23) and have upcoming ones on Recreation demographics and the Dog Task Force final report in December and Waterfront in January. PACC typically meets the 4th Wednesday of the month at 645 Pine but the December meeting will be 12/13/23. They are open to the public. PACC committee members will see a change in the next cycle as two of the PACC members are stepping down from City Council. I have appreciated Joe Magee’s approach to leading PACC over the past year.

Commission notes

- No additional notes

