STATE OF TEXAS
COUNTIES OF POTTER & RANDALL
CITY OF AMARILLO

MINUTES

On March 13th, 2024 the Parks and Recreation Board met at 01:00 p.m. at the Parks and Recreation Board Room located at 509 S. Johnson Street Amarillo, TX, 79107 for a Regular Meeting.

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD SINCE APPOINTMENT	NO. OF MEETINGS ATTENDED
Mr. Howard Smith	Yes	4	4
Mr. Ronnie Walker	Yes	3	2
Mr. Robert Altman	Yes	49	46
Ms. Tiffany Podzemny	Yes	41	39
Mr. Rodney Hill	Yes	3	3
Mr. Thomas Riney	Yes	3	3
Mr. Ronny Head	Yes	3	3
Mr. Shelby Massey	Yes	21	20
Mrs. Skylar Gallop	Yes	10	8
Mr. Josh Craft	Yes	6	5
Mr. Hobert Brown	Yes	3	3

STAFF IN ATTENDANCE:

MICHAEL KASHUBA	DIRECTOR OF PARKS AND RECREATION
BECKI DRYER	ASSISTANT DIRECTOR OF PARKS AND RECREATION
JAMES STOW	ASSISTANT DIRECTOR OF PARKS AND RECREATION
GEORGE PRIOLO	GENERAL MANAGER OF GOLF OPERATIONS
CINDY PEREZ	BEAUTIFICATION AND PUBLIC ARTS COORDINATOR
SARA BARTEL	MARKETING COORDINATOR
ERIC ANDERSEN	CAPITAL PROJECTS MANAGER
MEGAN SMITH	OFFICE MANAGER
SAMANTHA THOMPSON	RECORDING SECRETARY
COURTNEY WHITE	ASSISTANT CITY ATTORNEY

ITEM 1 Call to Order

Chairman, Ms. Tiffany Podzemny, established a quorum and called the regular scheduled meeting of the Parks and Recreation Advisory Board to order at 01:01 p.m.

ITEM 2 Public Comments

No comments were made.

ITEM 3 Discuss and Consider Minutes

A motion was made by Mr. Thomas Riney, said motion seconded by Mr. Josh Craft, voting aye were 11 members, voting no were none, carried to approve meeting minutes from February 14th, 2024.

ITEM 4A The Parks and Recreation Board will Discuss or Receive Reports on the Following Current Matters or Projects:

1) Standards of Care: Ms. Becki Dryer presented an overview of the Standards of Care governing the youth camps and programs operated by the Parks & Recreation Department to the board members. Since Parks & Recreation programs and camps are exempt from the Childcare Licensing requirement by the State of Texas, it is advised that the organization adopt Standards of Care to guide operations. These standards encompass guidelines for program effectiveness, appropriate child-to-worker ratios, safety inspections, and drill procedures. Discussed modifications involve lowering the minimum worker age to 15 and adjusting job titles. The established ratio of 20 to 1 remains unchanged, with supplementary leadership provided. The Standards of Care document is scheduled for public hearing and ordinance consideration in April 2024.
2) Southwest Pool: Mr. Michael Kashuba provided the board with an update on Southwest Pool. The board's recommendations, including maintaining the pool's operation, implementing an AquaTrack, and enhancing marketing efforts, were presented to the City Council. Council requested follow-up items such as analyzing expenses per pool and comparing facility charges with other local pools. Decisions on these matters are pending council guidance. Further details will be communicated to the board via email for clarity and reference.
3) 5th of July Event at JSM: Ms. Becki Dryer provided the board with an update on the organization of an Independence Day event in Amarillo. She pointed out the significance

of the event for the community and discussed the process of developing the idea for the event over the last two years. Ms. Dyer informed the board that the plan is to have a drone and firework show at John Stiff Memorial Park on July 5, 2024. Parking logistics is a primary concern, with plans in place to open parking lots ahead of time and coordinate shuttle services from larger parking areas in collaboration with Amarillo City Transit. Ms. Dyer introduced the board to partnerships with Outdoor Amarillo and Alpha Media, who will be essential for event promotion, entertainment coordination, and the management of the beer garden. Detailed information was provided regarding the proposed event layout, including placement of stages, food trucks, children's areas, and the beer garden. The challenge of ensuring optimal viewing for the drone show was discussed, with considerations for messaging to guide attendees to appropriate viewing locations. Additional discussion included potential weather-related issues, coordination with other city departments, and the possibility of combining the event with the State of the City address. Funding details were shared, with a portion of the budget allocated by the city and additional funding from partner, Outdoor Amarillo. The event has been tentatively named "Independence Day Plus One."

4) Warford Emergency Shelter: Mr. Michael Kashuba provided an update to the board on the opening of Warford Activity Center as an emergency shelter during wildfires near Pleasant Valley. During the evacuation order of the area, Warford Activity Center was set up rapidly with cots and blankets delivered from storage facilities from Environmental Health and the Office of Emergency Management by City of Amarillo staff from various departments. Efforts to streamline this process for future emergencies is emphasized. It was noted that there has been challenges to coordinate with Red Cross and the ability for City of Amarillo to set up a resource for the community is valuable. Mr. Kashuba touched on plans for future emergency shelter operations at Warford Activity Center, with a focus on developing solid plans in coordination with Office of Emergency Management. The capacity of Warford Activity Center, estimated to accommodate a couple hundred people, is mentioned. Overall, the experience was viewed positively as an opportunity for city staff to practice rapid mobilization and coordination.
5) MGO Software Updates/Metrics: Mr. Michael Kashuba provided an update to the board on the implementation of new software for work order management. The software was developed by a parish in Louisiana in response to Hurricane Harvey. The software offers a cost-effective solution accessible through interlocal agreements. At a yearly cost of $13,000, the software enables efficient tracking and management of work orders, replacing the previous paper- based system. Mr. Kashuba showcased that there are currently 380 work orders entered and that supervisors can now monitor projects in real time, assign tasks, and track progress. The software also offers reporting capabilities, allowing for analysis of project timelines, priorities, and completion rates. Additionally, plans are in place to integrate the software with asset management data, enabling detailed tracking of maintenance activities for specific assets such as irritation systems. The software is web-based with potential for mobile app development in the future to streamline field operations further. Although citizens cannot currently access the system directly, plans are underway to make it available for public use. The software's potential for enhancing operational efficiency and informed decision-making is highlighted, with ongoing efforts to fully integrate it into existing processes.

ITEM 5 <u>Present and Discuss the Parks and Recreation Newsletter:</u>

Mr. Michael Kashuba discussed the implementation of a new newsletter format for board updates and proposes streamlining meeting discussions by incorporating division updates into the newsletter. The newsletter will be distributed every couple of weeks during peak seasons and monthly during slower periods. The newsletter will include updates on various projects, upcoming events, and highlights from different divisions. Ms. Skylar Gallop express appreciation for the efficiency of the new format but also emphasize the importance of maintaining interaction with staff and celebrating achievements. Suggestions are made to include monthly department highlights and to highlight one division at each meeting. The back page of the newsletter will feature upcoming events and flyers. Additionally, the board was notified of the departure of City Attorney, Courtney White, from the City of Amarillo. Mr. Michael Kashuba and other board members expressed their appreciation for her valuable contributions to the Parks and Recreation Department.

ITEM 6 <u>Discuss Items for Future Agendas:</u>

- 9th Street Trail Update
- Lighting and Camera Installation Updates
- Department Highlights

ITEM 7 <u>Adjournment</u>

There being no further business the meeting was adjourned at 1:56 P.M. This meeting was recorded, and all comments are on file with the City Parks and Recreation Department.

ATTEST:

Ms. Samantha Thompson, Board Secretary

Ms. Tiffany Podzemny, Board Chair