

THE TOWN OF
PO BOX 2002 • 210 E. MAIN ST.
BUENA VISTA, COLORADO 81211



BUENA VISTA
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Recreation Advisory Board

Special Session

Wednesday, November 17th, 2021, **6:00 PM – 7:30 PM**

In Person- BVCC/Aspen Room or Pinon Room

Video call link: <https://meet.google.com/itg-zoad-wjx>

Or dial: (US) +1 515-518-1921 PIN: 481 718 189#

Call to Order

Roll Call

Agenda Adoption/Amendment

Public Comment

New Business

- I. Update on BOT Meeting 11-9-21
- II. Alerting Recreation Advisory Board to new projects/info

Ongoing Business

- I. Recreation Department Staff Structure Discussion
- II. Tri View/Chicago Ranch Open Space Discussion
- III. Boys and Girls Club New Facility Discussion
- IV. Board Pulse

Adjournment

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DATE: November 12, 2021
TO: Recreation Advisory Board
FROM: Recreation Department
RE: Special Recreation Advisory Board Meeting

Buena Vista Recreation Department Staff Structure:

As we evolve and grow as a department, we are constantly looking for ways to structure our staffing model to be sustainable and to best support our community members, our town, and staff. *This subject area is a work in progress*, and we will continue to update our team members on these potential shifts. Town staff has been extremely supportive to help us think through what the best approach will be moving forward. Below are the basic job summaries that help define the roles of each staff member and detailed descriptions of both the roles of a Recreation Supervisor and Special Projects Manager. This new model fits within the draft 2022 Town budget and has full support from the Rec Department Staff, HR and Administration. We look forward to a more detailed discussions with the RAB this week.

Conceptual Staff Structure:



JOB SUMMARY RECREATION SUPERVISOR (PROPOSED)

The Recreation Supervisor develops, plans, and implements various community recreation programs and events, providing oversight of recreation staff, services, and facilities; recruits, trains, supervises, and evaluates staff, contracted instructors, and volunteers; conducts outreach and marketing activities with users, sponsors, and community partners. The Supervisor directs the planning, preparation and administration of the Department, budgets, and the fee structure for various activities and facilities. Acts as a liaison to the Recreation Advisory Board and the Board of Trustees. Manages and monitors a variety of operations to ensure success and implementation of Town and Department objectives.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Develops, implements, and evaluates a variety of community services and recreation programs, including Town-led special events and contracted services.
- Establishes schedules and methods for providing recreation services; identifies resource needs; reviews the needs with appropriate management staff; allocates resources accordingly.
- Participates in the development, implementation, and compliance of department goals and objectives as well as policies and procedures.
- Schedules and manages marketing strategies related to recreation programs, capital projects, community gatherings, and activities through print, radio, web, and social media.
- Works with Recreation Department Staff to identify current community needs, appropriate programs, experiences, and available facilities to meet these needs.
- Prepares periodic reports; maintains files and records.
- Supports the success of town-led special events and supports the special events permitting process.
- Provides guidance to develop contracts and hires contracted instructors.
- Serves as staff liaison on various Town recreation, events, or community-related committees and subcommittees as assigned by the Town Administrator.
- Has oversight on purchase requisitions; orders supplies and materials.
- Participates in the selection of part-time recreation staff; provides or coordinates staff and volunteer training; supervises all recreation staff and works with employees to correct deficiencies; implements disciplinary procedures.
- Leads the preparation and administration of the BV Recreation's operating and capital budgets; submits department budget recommendations to Town Administrator and Finance Director.
- Monitors expenditures and tracks annual department finances. Manages monthly financials and deposits.
- Responds to community input, complaints, and requests for information.
- Meets with public groups, clubs, organizations, and agencies to explain and promote community services, events, activities, and programs that encourage community participation.
- Attends and participates in professional group meetings and training; maintains awareness of new trends and developments in the recreation field.
- Oversees the professional development and evaluation of the BV Recreation Coordinators, Special Events and Facility Specialist and the Administrative Assistant.
- Works collaboratively with Parks and Recreation Special Projects Manager and Special Events/Facility Specialist to identify areas of improvement and to assist in managing projects

related to their areas of responsibility.

- Oversees fees and venue selection for programs and events with Recreation Coordinators, Recreation Special Projects Manager, and Special Events/Facility Specialist.
- Reviews agreements and oversees seasonal schedules for facility usage with Buena Vista Schools and Darren Patterson Christian Academy.
- Develops the annual BV Rec Sponsorship program and adjudicates the execution of sponsorship benefits.
- Identifies short-term and long-term project needs and assist in prioritizing the list each year.
- Performs grant research, assists in base line grant writing, and keeps a pulse on new grant opportunities.
- Reviews periodically and evaluates the needs for updates to the Recreation Facilities Master Plan, Recreation Master Plan, and the River Park Site Plan.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises full time, part time, and seasonal Recreation Department staff. Also supervises contracted instructors and volunteers.

JOB SUMMARY SPECIAL PROJECTS MANAGER (PROPOSED)

The Recreation Special Projects Manager is responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of specific projects relating to recreational opportunities and facilities in Buena Vista. The project manager works with the Recreation Supervisor to ensure identified projects are completed on schedule and within budget. The Project Manager also supports the Recreation Supervisor by serving as a liaison to partner boards, groups, and agencies.

JOB DUTIES

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- Coordinates and completes capital projects on time, within budget and within scope.
- Oversees all aspects of projects.
- Conducts cost analysis and estimates expected costs for the project. Prepares and implements a budget based on estimates.
- Coordinates with other departments and third parties/vendors for the execution of projects. Outlines the tasks involved in the project and delegates accordingly.
- Sets deadlines, assigns responsibilities, and monitors progress on each project.
- Prepares reports for staff regarding status of projects.
- Prepares agenda items for Board of Trustees with recommended actions to be taken.
- Develops, implements, and evaluates a variety of community services, including Town led special events.
- Addresses questions and concerns throughout the project cycle.

- Acts as a liaison between the Recreation Department and the following boards and committees: Trail Advisory Board, Board of Trustees, Chaffee County Rec Council, Town of BV Special Events Committee, the Recreation Advisory Board and other boards and committees as needed.
- Identifies current community needs and develops appropriate experiences and facilities to meet these needs.
- Communicates and collaborates with Town departments to provide information required to promote new projects and programs.
- Acts as a liaison between Town, agencies, citizens, and vendors.
- Meets with public groups, clubs, organizations, and agencies to explain and promote Town and county services, events, activities, and programs that encourage community participation.
- Identifies short-term and long-term needs and assists in prioritizing a list of applicable capital projects each year.
- Performs grant research and reviews grant opportunities that are applicable as a funding source to support the development of capital projects.

SUPERVISORY RESPONSIBILITIES

- Works with Town departments to ensure projects are completed on time and to specifications.
 - Delegates work and assignments to available team members based on expertise, work experience, and time constraints.
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EXISTING POSITIONS:

JOB SUMMARY RECREATION PROGRAM ASSISTANT

The Recreation Program Assistant will help with specific aspects of office duties to help the team stay organized, efficient, and current with our communication needs. Candidates should be able to assist our department by handling office tasks, providing polite and professional assistance via phone, mail, and e-mails. In generally being a helpful and positive presence in the workplace.

JOB SUMMARY SPECIAL EVENTS AND FACILITY SPECIALIST

The Facility Rentals and Events Permitting Specialist supports the recreation department team by managing the Town facility reservation system, processing special event application permits, and assisting with recreation programming when directed.

JOB SUMMARY RECREATION COORDINATOR

Recreation Program Coordinator is responsible for planning, executing, monitoring, and evaluating youth and adult recreation programs. This includes, but is not limited to adult athletics leagues and tournaments, youth sports leagues and programs, youth and adult fitness classes, outdoor recreation programs, fine arts and leisure programs, and seasonally appropriate recreational activities.

Rodeo Grounds/ Tri View-Master Planning Opportunity:

The initial master planning process for our Rodeo Grounds and the Chicago Ranch area (just south of the Rodeo Grounds) began the week of November 1st. Key stakeholders, including the RAB, have been invited to sit down with planners one on one to start the process. On Wednesday November 3rd, there was the first of several public open houses as well to get additional input from our community members. This is a great opportunity for the Town to learn what the full potential is of our existing facilities and also to see what else we can imagine for future needs. The site tour on Friday October 29th was super informative and very enlightening.

History

In the 1880s, water was diverted from Cottonwood Creek to begin irrigating the Chicago Ranch site. In 2020, [Triview Metropolitan District \(External link\)](#) (TMD) purchased this parcel with the intention of returning the water flow back into Cottonwood Creek, have it flow through Buena Vista, and down the Arkansas River. After reaching Pueblo the water will flow North through a pipeline, through Colorado Springs, and ultimately be utilized by residents of the TMD located near Monument, Colorado.

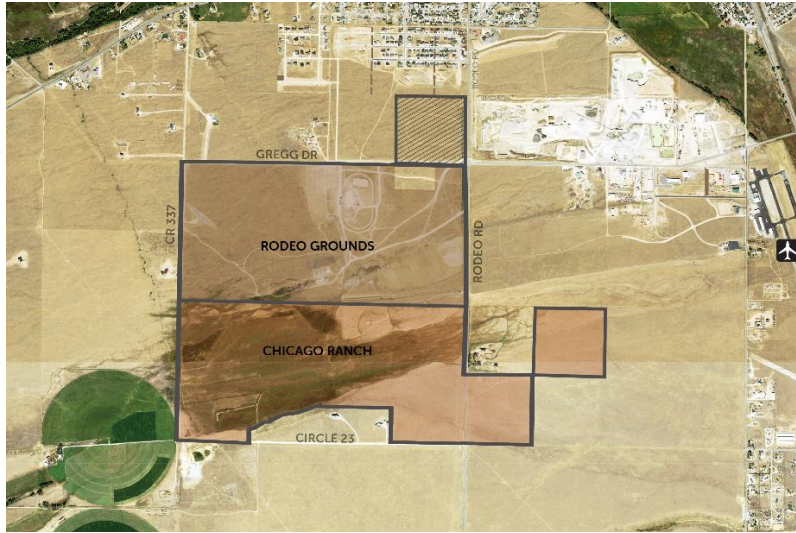
Triview's acquisition of the property provides a unique opportunity for expansion of open space and recreation opportunities not just for Chicago Ranch, but the town-owned Rodeo Grounds parcel to the north. The Town of Buena Vista invites the community to participate in shaping the future of the Rodeo Grounds and Chicago Ranch. These two parcels, collectively over 600 acres, provide a chance to re-envision this historic property and well-used open space to best serve the Buena Vista community. This collaborative planning process is highly dependent on public input, and we encourage you to provide your feedback through the following survey.

Survey Messaging

The Rodeo Grounds Visionary Survey is looking for your community input. Check out this link to access the relatively short Q and A.

<https://my-bv.com/.../surv.../rodeo-grounds-visioning-survey>

Your answers will directly guide the 'master plan' or vision for this property, along with the 300 acres to the South called Chicago Ranch. These are incredible community assets, and we want to know how you use them now and how you'd like to use them in the future!



Boys and Girls Club New Campus- Concepts to date:

The Club hosted a public meeting on Wednesday October 27th that was attended by Earl, Jan and Gary. The proposed high level design concepts were introduced to the audience and many questions from the community were answered. The plan calls for a 23,000 square foot facility with a theme centered around rivers and bridges. 13,000 square feet will be the gymnasium space and the other areas are a combination of classrooms, gathering spaces and offices. It looks like a new facility that could bring many benefits to our entire community. The club will offer additional opportunities for the public to share ideas and input. The RAB will have opportunities to provide input as well and it would be great to get a dedicated liaison from the RAB to be part of the entire process. It is forecasted that the project would break ground in roughly 2-3 years.

Survey-

https://moog.qualtrics.com/jfe/form/SV_3ymvKRpybEnWQAK?Q_CHL=qr

