



Programs & Services Committee Agenda

City of Newton In City Council

Wednesday, February 26, 2020

7:00 PM
Room 205

Items Scheduled for Discussion:

#136-20 **Appointment of Nicole Banks as Commissioner of Parks, Recreation & Culture**
HER HONOR THE MAYOR appointing NICOLE BANKS, as COMMISSIONER OF PARKS, RECREATION & CULTURE pursuant to Sec. 3-3 of the City Charter. (30 days: 03/19/20)

#138-20 **Requesting amendments to rename the Department of Parks & Recreation**
Requesting amendments to the City of Newton Ordinances, Chapters 3, 7, 10, 13, 17, 18, 20, 21, 22 and 30 to rename the Department of Parks & Recreation to the Department of Parks, Recreation and Culture.

Note: The Chair intends to seek a vote of No Action Necessary on this item:

#99-20 **Referred to Zoning & Planning and Programs & Services Committees**
HER HONOR THE MAYOR requesting amendments to the City of Newton Ordinances, Chapters 3, 7, 10, 13, 17, 18, 20, 21, 22 and 30 to rename the Department of Parks & Recreation to the Department of Parks, Recreation and Culture.

#100-20 **Requesting a discussion on the fees in Newton Public Schools**
COUNCILORS KRINTZMAN AND CROSSLEY, LAREDO, NORTON, GREENBERG, LIPOF, KALIS, NOEL, AND MARKIEWICZ requesting a discussion with appropriate members of the School Department and School Committee about fees in the Newton Public Schools. The discussion should include an explanation of the basis upon which fees are set and how the fees factor into the overall budget request of the schools.

Respectfully Submitted,

Josh Krintzman, Chair

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the City of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.



Ruthanne Fuller
Mayor

City of Newton, Massachusetts

Office of the Mayor

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#136-20

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CITY CLERK
NEWTON, MA. 02459

February 12, 2020

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Honorable City Councilors,

I write to request that your Honorable Council approve the appointment of Nicole Banks as the City's Commissioner of Parks, Recreation & Culture.

For the past seven years, Nicole has served as the Director of Recreation in Westwood, a department which includes a broad range of activities from aquatics, fitness, arts and sports to "Westwood Day" (a day that includes a road race, an antique car show, music, and fireworks). She led new capital improvements and has overseen fields management. She believes deeply in working closely with staff, commissions and boards, and other departments, including DPW and Police. She knows it takes a team of engaged experts and dedicated volunteers to effectively and efficiently bring initiatives to fruition. Prior to her work in Westwood, she served as the Director of Recreation in Milford, New Hampshire for nine years and an Assistant Program Director for recreational programs in Rye, New Hampshire.

Ms. Banks holds a Bachelor of Sciences degree from Colorado State University with a major in Natural Resources Recreation and Tourism. In addition to her education and experience, she is also very active in professional associations including earning her CPRP (a Certified Parks and Recreation Professional credential granted by the National Parks and Recreation Association) plus credentials in pool operation and playground safety inspection. She was recently elected President of the Massachusetts Recreation and Parks Association. She is a leader in her field, has learned the best of practices and it shows. She is seasoned and knows how to lead. Her quiet confidence and ability to relate well to a wide range of people will be invaluable to all of us.

Thank you for your consideration.

Sincerely,

Ruthanne Fuller

Nicole Banks, CPRP, CPO

Objective:

To enhance quality of life and sense of community by offering affordable and stimulating recreational opportunities to residents of all ages. To provide great customer service and engage key stakeholders toward cooperative efforts to implement new projects that better the community.

Professional Experience:**Recreation Director**

Town of Westwood, MA

2013 – PresentLeadership

- Conducted full departmental analysis and reorganization
- Manage 7 full-time employees, 150 part-time and seasonal staff; program contractors
- Revise employee manuals, trainings, policies and procedures
- Implemented employee ongoing and annual goal system: project focused and professional development
- Oversee Westwood Day: policies, permits, interdepartmental communication, logistics
- Run community information meetings to communicate upcoming projects, assess stakeholder needs/concerns and revise plans accordingly
- Present department budgets and capital projects to boards, commissions, and public
- MRPA President-elect; Executive board member; Chair professional development

Administration

- Spearhead capital improvement projects: identification, prioritization, and long-term planning and implementation
- Update recreation chapter of Town Master Plan and the Open Space and Recreation Plan
- Collaborated with Superintendent of schools on a facilities maintenance agreement
- Fleet vehicles: procurement and policies for use
- Pool/ facility oversight, infrastructure projects, maintenance and repairs, staffing
- ICC: schedule and operate programs at our community center
- Budget development and oversight: Recreation revolving fund, general fund, gift accounts, special purpose funds
- Cultivate business relationships for Westwood Day and other event sponsorships
- Fields management: scheduling, maintenance oversight, redevelopment, use agreements and policies for town and school department fields

Capital Project Management

- Field redevelopment: coordinated artificial and natural turf field refurbishment
- Aquatics center: UV filtration installation, pool deck retiling, lockers, family changing room, thermal pool cover, rooftop solar panel array
- Playground redevelopment, inspections, maintenance coordination
- Hardcourt resurfacing, lighting and hitting wall installation, and new court construction
- Outdoor ice rink, site selection and project scope
- ICTF, liaison for recreation, sport groups for neighborhood redevelopment project
- Morrison Park redevelopment impacts and mitigation planning for new fire station

Recreation Director**2004 – 2013***Town of Milford, NH*Administration

- Develop and manage department operating budget of \$130K and revolving fund budget
- Proposed and established year-round full-time coordinator position
- Operated seasonal pool facility, overseeing 20 full-time seasonal pool staff and rangers
- Created departmental employee manual to cover policies and procedures
- Attend meetings: update, advise, and solicit input from Board of Selectmen and Parks and Recreation Commission; implement recommendations
- Assess future needs and incorporate into Recreation chapter of Town Master Plan
- Marketing: Press releases, Facebook updates, Constant Contact, department webpage updates; publish quarterly program guide
- Implemented on-line registration system including real-time program availability information on website and credit card payment capability
- Fundraising: \$111,000 raised over 3 years for various park and facility projects
- Developed park infraction policy to divert cases from traditional court system
- Administer field reservations for all user groups; schools, youth sports, general public
- Assess all hard surface courts, fields, playground structures and grounds to ensure safety and adequate conditioning
- Maintain all departmental records including budget documents, employee records, all correspondences, and incident reports
- Work closely with DPW Director to recommend facility and park maintenance

Capital Project Management

- Fundraised and coordinated the development and opening of a new town park
- Facilitated multiple park feature expansions with Eagle Scouts including a band soundstage, new park signage, and a canoe launch to access the Souhegan River
- Fundraised to procure and install ice rink system, ice rink lighting, maintenance equipment and field grading for ice rink, and warming hut/storage facility
- Oversee annual installation and operation of volunteer-maintained ice rink
- Organized project to replace park pavilion with donated materials and labor
- Pool pump replacement, pool resurfacing and painting
- Upgraded swim facility amenities including loungers, swim lane lines, backstroke flags, and solar sunshade over kiddie pool.

Programs and Events

- Increased program offerings: Approx. 85 programs annually serving 1/3 of town population including 55+ senior population
- Developed and implemented contractor agreement for use with private instructors
- Used program revenue deposited to revolving fund to fund new program coordinator position, further increasing program offerings and accessibility to the public
- Run over 16 events annually across each season including 4th July, Easter, Summer concert series, Winter Festival, adult softball tournament
- Handle all aspects of event operation; facilities/fields booking, coordinating with emergency services, volunteer management, planning parking and portable toilets
- Coordinate and host annual Milford Rotary Invitational and State Championship swim meets

Assistant Program Director**2001 – 2003***Town of Rye, NH*Responsibilities

- Planned, implemented, and supervised structured and free recreational activities in municipal after school program and full day summer camp
- Supervised on-site staff consisting of 5+ full-time, part-time, and volunteer employees
- Budgeting, procurement, and event management responsibilities associated with developing and maintaining recreation programs

Education:**Colorado State University****2000***Fort Collins, CO*BS *cum laude* Natural Resources Recreation and Tourism

Dean's List 1996-2000

Golden Key National Honor Society (top 10%)

Technology:

Sportsman recreation management software. Microsoft Office Suite. Webpage management software. Marketing: Facebook, Constant Contact, Twitter, Instagram, InDesign.

Certifications and Affiliations:

CPRP, Certified Parks and Recreation Professional

CPO, Certified Pool Operator

CPSI, Certified Playground Safety Inspector

MRPA President-elect, Executive Board, Chair of Professional Development

Certified Crowd Control Management

CPR, First Aid, AED

Past:

NHRPA Southwest Region Representative

Recreation and Parks best practices panel (convened by PRIMEX)

Guest lecturer: Keene State College – Municipal Recreation and Parks Management