



## MEMORANDUM

**TO: Parks Commission**

**FROM: Darren Dunkle, Director of Parks, Recreation & Forestry**

**DATE: September 11, 2019**

**SUBJECT: Directors Report**

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### Overall Operations

- Continue to meet with staff to gain a better insight to their duties, perspectives, issues, recommendations, etc.
- Continue to observe staff and operations to gain better insight of the operations.
- Continue to review ordinances, policies, procedures, plans, etc. to gain better insight.
- Continue to conduct individual park and facility audits.
- Working on the development of a Maintenance Investment Program.

### Projects

- Majerus Park – Work is substantially completed. Working on close out and Muni Parks Grant Reimbursement.
- Fogerty Park – The bid for Phase II was approved by City Council and work is scheduled to begin on September 16, 2019 with an expected completion date of December.
- Lewis Park – Continue to work on stormwater issues.
- Ackert Park – Completed Conceptual Site Plan and cost estimates, and applied for a Municipal Parks Construction Grant.
- Ackert Walkway Improvements – Bid was approved by City Council and work will begin by the end of September.
- MSD – Contractors have completed the boring at Heman Park. Currently working with them on the possibility of utilizing a portion of Ruth Park Woods for the 82<sup>nd</sup> Street – I-170 Project.
- 2020 CIP – Staff has begun on identifying the scope of projects, as well as putting together the framework of necessary grants and bid documents.

### Recreation Operations

- Senior Programming – Senior Program is going very well, as we are seeing about 40 participants each program day.
- Revenue and Pricing Policy – Staff has developed a “Revenue and Pricing Policy for the department. This policy will cover the different types of program and facility categories and how fees and charges are determined. It is expected to be discussed at the September Parks Commission meeting.

- Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff is reviewing the existing pricing and will make recommendations on new fees and charges.
- Fall/Winter Brochure – Staff is currently working on the Fall/Winter brochure. The brochure is expected to be available October 1<sup>st</sup>.
- Puppy Pool Party – Was held on Saturday, September 7<sup>th</sup> and about 92 dogs participated in the event.
- Citywide Yard Sale – Will take place on Saturday, September 14<sup>th</sup>.

### **Park Operations**

- Grass Cutting/Trimming – Continue to mow and trim all park areas.
- Athletic Fields – Began preparation of the fields for soccer and football.
- Playgrounds – Re-mulched the playgrounds at Ackert and Lewis Parks.
- Staffing - Interviewing candidates for the vacant Crew Leader position.

### **Forestry Operations**

- Staffing – Interviewed and hired a candidate for the vacant Tree Trimmer position.
- Tree Removals and Limb Pickup – Continue to address problem trees and storm damage removal.
- Ordinances – Staff is currently reviewing the current ordinances and will be making a recommendation on needed changes.
- Acceptable Tree List – Staff is currently reviewing the current “Acceptable Tree List” and will be making a recommendation on needed changes at the September Urban Forestry Commission Meeting.

### **Golf Operations**

- Staffing – Continue to advertise, recruit, and hire seasonal employees for golf course driving range attendants.
- Grass Cutting/Trimming – Continue to mow and trim all areas.
- Tee Work – Construction of steps to #8 Tee.
- Short Game Area – Began earthwork on the short game area.
- PGA Jr. Championship Sectional Tournament – Hosted the PGA Jr. Championship Sectional Tournament on August 17<sup>th</sup>.

### **Boards, Commissions & Partners**

- Parks Commission – Committee developed new By-Laws. Is conducting individual park audits. Approved support for Municipal Park Grant submissions for 2019.
- Forestry Commission – Committee will be reviewing the Acceptable Tree List as well as Ordinances, and Master Plan.

- Arts & Letters Commission – Committee is having a hard time getting a quorum and members to step up and volunteer for committee sponsored events and activities. They are exploring possible solutions and changes.

### **Other**

- U City In Bloom – Working with our Attorney and U City In Bloom to develop a Partnership Agreement.
- America In Bloom – Exploring possible participation in the AIB “Growing Vibrant Communities” program, as well as the future participation in the AIB “National Awards Program”.
- Fair/Festival/Special Events – Continue to explore and work with fellow Department Directors on identifying possible events, locations, dates, logistics etc.