



## MEMORANDUM

**TO:** Parks Commission

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

**DATE:** October 10, 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. Continued to work on the close out and Muni Parks Grant Reimbursement.
- Fogerty Park – Construction work began on September 16, 2019 with an expected completion date of December.
- Lewis Park – Continued to work on stormwater issues.
- Ackert Park – Submitted application for a Municipal Parks Construction Grant for the redevelopment of the park.
- Kaufman/Mooney Parks - Submitted application for a Municipal Parks Construction Grant for the removal and replacement of the poured-in-place surfacing at both parks.
- Greensfelder Park – Submitted application and received a Municipal Parks Planning Grant for the development of a Needs Assessment and Conceptual Design for the park.
- Ackert Walkway Improvements – Bid was approved by City Council and work as scheduled to begin in October.
- 2020 CIP – Staff has begun on identifying the scope of projects, as well as putting together the framework of necessary grants and bid documents.
- Pool Bathhouse – Working with Public Works – Facility Division on identifying the scope of work necessary for the repairs to the electric, plumbing, doors, etc.

### 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 was handed out at the September Parks Commission meeting, and will be discussed at the October September Parks Commission meeting. If supported by the Parks Commission, it will be forwarded on for Administrative review and subsequent Council approval.
- 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 worked on the development of the Fall/Winter brochure. The brochure is now available to the public via the City web page as well as in print.
- Citywide Yard Sale – Took place on Saturday, September 14<sup>th</sup>.

### **Park Operations**

- Grass Cutting/Trimming – Continue to mow and trim all park areas.
- Athletic Fields – Continued preparation of the fields for soccer and football.
- ROW Mowing – Working with Public Works on identifying all of the ROW areas that are maintained by either the Street Division or the Parks Division.

### **Forestry Operations**

- Tree Removals and Limb Pickup – Continue to address problem trees.
- Ordinances – Staff is currently reviewing the current ordinances and will be making a recommendation on needed changes to the Forestry Commission in November.
- Acceptable Tree List – Staff is currently reviewed and updated the “Acceptable Tree List” and handed out the list to the Forestry Commission at their September meeting for their review and comment. It will be placed on the Forestry Commission agenda in November for further discussion.
- Emerald Ash Borer Bid – Staff is currently putting together Bid Specifications for the annual EAB – Ash Tree Removal and Tree Replacement program. It is anticipated that the project will be going out to bid by the end of October and submit a recommendation to the Forestry Council and City Council for approval in November.
- Tree Trimming Bid – Staff is currently putting together Bid Specifications for the annual Tree Trimming program. It is anticipated that the project will be going out to bid by the end of October and submit a recommendation to the Forestry Council and City Council for approval in November.

### **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.
- Club House Roof – The roof has been replaced.

- Ruth Park Shoot Out – Will be hosting the Ruth Park Shoot Out golf tournament on Saturday, October 26<sup>th</sup>. This is a City sponsored annual tournament open to the public.

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

- Parks Commission – Committee approved the support of the Dog Park Rules and Regulation and the Park Rules and Regulations. 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.
- Senior Commission – The Senior Commission will be having Study Session with City Council on Monday, October 14<sup>th</sup>.

### **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.
- Majerus Park Grand Opening – Working with Allison on the planning of the re-dedication or grand opening of Majerus Park.