



MEMORANDUM

TO: Parks Commission
FROM: Darren Dunkle, Director of Parks, Recreation & Forestry
DATE: February 13, 2020
SUBJECT: Directors Report

Administration

- Continued working on the Audit Analysis and the development of a report.
- Continued working on the development of a Maintenance Investment/Improvement Plan.
- Continued working on the development of a Capital Investment/Improvement Plan.
- Continued working on the development of a Refurbishment/Replacement Plan.
- Continued working on the development of an overall Parks Work Plan.
- Continued working on the development of Individual Job Scope and Goals & Objectives.
- Continued working with the departments of Public Works and Finance to review our current maintenance uniform contract and future needs, etc.
- Working on the FY21 CIP and Operations Budgets.

Projects

- Fogerty Park – Asphalt trail portion of the project has been completed. Received an extension on the project as the splash sprayground equipment was on back order. Project is now back up and running with electrical work for the lights and splash pad are underway. Weather pending, work will begin on the splash pad. The project is now scheduled to be completed by the end of February.
- Lewis Park – Continued to work on stormwater issues. Placed a retaining wall on the north end of the park to slow down, direct and capture storm water runoff. Continue to explore other options to slow down and collect water coming off of Delmar.
- Greensfelder Park – Held our second public engagement open house meeting on Wednesday, February 12th from 5:30 to 6:30 pm at the City of Life Christian Church.
- 2020 CIP – Continue to identify the scope of projects, as well as putting together the framework of necessary grants and bid documents.
- Pool Bathhouse – Worked with Public Works – Facility Division on identifying the scope of work necessary for the repairs to the electric, plumbing, doors, etc. Council approved the bid at their Council meeting held on Monday, February 10th. All work is scheduled to be completed by May.

Recreation Operations

- Senior Programming – Senior Program is going very well, as we continue to see about 40 participants each program day. Working on the development of a new Senior Services Guide that will list area agencies and organizations who provide various services to seniors.
- Staffing – Reviewing current openings, needs and job descriptions, etc.
- 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. Parks Commission voted unanimously to support the policy at their October meeting. This policy will be brought forward with the proposed Fees & Charges.
- 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. It is anticipated to be forwarded on for Administrative review in January.
- Fair/Festival/Special Events – Continue to explore and work with fellow Department Directors on identifying possible events, locations, dates, logistics etc.
- Contract Instructors – Developed “draft” contracts for contract instructors and waiting for legal review and approval.
- Go Red for Women – Held the annual event on Friday, February 7, 2020. Approximately 45 individuals participated in the event.
- Volunteer Guidelines – Currently working on guidelines and job descriptions for volunteers used in programs.

Park Operations

- ROW Mowing – Continued to work with Public Works on identifying all of the ROW areas that are maintained by either the Street Division or the Parks Division.
- MS4 – Worked with Public Works on MS4 Compliance.
- Turf Management & Maintenance Plan – Staff has developed an overall plan.
- Athletic Field Management & Maintenance Plan - Staff is currently working on the development of an overall plan.
- Equipment Service – Continue to provide seasonal service to parks equipment.

Forestry Operations

- Tree Removals and Limb Pickup – Continue to address problem trees.
- Ordinances – Staff is currently reviewing the current ordinances and it is anticipated to be forwarded on for Administrative review in January.
- Acceptable Tree List – Staff has made a review and complete overhaul of the acceptable tree list. The Urban Forestry Commission has reviewed and supports the new list. This list will be used as

a general guide for planting trees on all public property, as well as reference guide for residents and business alike.

- Emerald Ash Borer Bid – Omni Tree Care has been awarded the bid for the removal and replacement of select Ash Trees within the City. Work will begin in January.
- Tree Trimming Bid – Gamma Tree Experts has been awarded the bid for the trimming of select Trees within the City. Continue to work with Gamma on a Change Order for additional tree trimming and removal.
- Tree City USA – Submitted both a Tree City USA application and a Growth Award Application (Emerald Ash Borer Management Plan, Integrated Pest Management Plan, Acceptable Tree List). This is the first time in several years that the City has been eligible for submitting an application.
- Community Canopy Program – Looking into program sponsored by the Arbor Day Foundation to provide free trees to residents.

Golf Operations

- Staffing – Continued to advertise, recruit, and hire seasonal employees for golf course driving range attendants.
- Leaf Pickup/Removal – Working on the pickup and removal of leaves on the course.
- Golf Cart Lease – City Council approved the lease of new golf carts for the next five years.
- 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. It is anticipated to be forwarded on for Administrative review in January.
- Policies and Procedures – Continue to review and upgrade policies and procedures.

Boards, Commissions & Partners

- Parks Commission
 - a) Committee has completed their work on Project Priorities for 2021 Budget.
 - b) Committee unanimously approved their support to place wood chips at the dog park.
- Forestry Commission
 - a) Committee has reviewed and is in support of the new Acceptable Tree List.
 - b) Will be reviewing the current Ordinances, and Master Plan for updates.
- Senior Commission
 - a) Committee is contemplating moving Senior Month Celebration event from May to September due to, too many events held in May.
 - b) Committee is considering moving their meeting dates and location.
- Arts/Letters Commission
 - a) Committee will review and consider proposed Art Sculpture to be placed in the roundabout on Delmar. The proposal will be made at the February 13th meeting.