



## MEMORANDUM

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

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### ADMINISTRATION

#### 1) Departmental Policies and Procedures

- a) Since the department has had limited and several undocumented policies and procedures, we have continued to work on the development of a more formal documented system of policies and procedures.
- b) Continued working on the development of an overall Golf policies and procedures manual.
- c) Worked with legal counsel to review recommended "Park Ordinances" and forward to City Council.
- d) Submitted Park Management Policies to legal counsel for review and direction.

#### 2) Maintenance Investment/Improvement Plan, Capital Investment/Improvement Plan, Refurbishment/Replacement Plan.

Continued to work on the development of an overall plan to identify the maintenance and operational needs of the department. This plan will include itemized work, life cycles, estimated costs, etc.

#### 3) Department Reorganization

- a) Currently identifying the needs, roles and responsibilities of each division and employees and analyzing operational changes that are needed to be more efficient and effective.
- b) Continued to review existing job descriptions and analyze individual job scope, goals and objectives. Have created rough drafts of Job Descriptions that either may not have existed in the past, or the jobs/duties/responsibilities have changed over the years.

#### 4) Capital Improvement Projects

- a) Annual Tree Trimming – Council approved contract agreement. Have issued Notice of Award.
- b) Ballfield Groomer – Identified equipment need and anticipate purchase after the 1<sup>st</sup> of the year.
- c) Dog Park Pavilion/Shade Structure – Identifying options.
- d) E.A.B. Program/ Hazardous Tree Removal - Council approved contract agreement. Have issued Notice of Award.

- e) Enclosed Trailer - Developed Bid Documents and anticipate going out to bid after the 1<sup>st</sup> of the year.
- f) Asphalt Trail Repairs at Heman Park – Working with engineering contractor to develop a scope of work.
- g) Parking Lot & Trail Sealing and Striping at Heman Park - Developed Bid Documents and anticipate going out to bid after the 1<sup>st</sup> of the year.
- h) Pool Painting at Heman Park - Developed Bid Documents and anticipate going out to bid after the 1<sup>st</sup> of the year.
- i) Security Lighting – Heman Park – Continue to explore options.
- j) Playground Surfacing – Kaufman, Kingsland and Mooney Parks. Anticipate going out to bid after the 1<sup>st</sup> of the year.
- k) Golf Course Netting - Council approved contract agreement. Have issued Notice of Award.
- l) Golf Course Parking Lot Repair/Replacement – Working with engineering contractor to develop a scope of work.
- m) Golf Course Driving Range - Working with engineering contractor to develop a scope of work.
- n) Wide Area Mower - Identified equipment need and anticipate purchase after the 1<sup>st</sup> of the year.

#### 5) Grant Projects

- a) Received a Municipal Parks Construction Grant for Ackert Park in the amount of \$525,000. Working with landscape architect contractor to develop a scope of work. Plan on bringing Design/Development Contract to the November 23, 2020 Council meeting for approval.
- b) MSD Project Clear Grants – Continue to explore possible grant opportunities.

#### 6) Uniforms

Council approved the Uniform Contract. Will begin taking employee measurements with the next couple of weeks and anticipate new uniforms after the first of the year.

### **RECREATION OPERATIONS**

- 1) Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing and will make recommendations on new fees and charges.
- 2) Contract Instructors – Developed “draft” contracts for contract instructors and continue waiting for legal counsel to review and approve.
- 3) Volunteer Guidelines – Continued working on guidelines and job descriptions for volunteers used in programs.
- 4) Aquatic Operations – City Council approved Operations and Management Contract.
- 5) Software Upgrades – Staff continued to work on preparation of upgrading the current RecTrac/GolfTrac recreation software.

### **PARK OPERATIONS**

- 1) Park Closures – Maintenance staff continues to place caution tape/fencing and on/at all basketball, pavilions and athletic fields. Staff are checking these areas daily and making necessary repairs.
- 2) Playgrounds – Opened up all playgrounds except for Kaufman and Kingsland Park due to surfacing issues.

- 3) Mowing – Continue to mow and trim all park areas. Council approved the Grounds Maintenance Services Contract for the mowing/trimming of select parks and public areas.
- 4) Leaf Pickup – Began mulching and picking up leaves within the park system.
- 5) Invasive Species Removal – Began the removal of Bush Honeysuckle in Metcalfe and the Dog Park.

## **GOLF OPERATIONS**

- 1) Mowing and Trimming – Continue mowing and trimming of the course.
- 2) Fees and Charges – City Council approved the recommended fees and charges. Golf Course Fees went into place on Friday, October 9<sup>th</sup>.
- 3) Policies and Procedures – Continue to review and upgrade policies and procedures.
- 4) Driving Range – Due to the excessive rains this summer we have experienced severe rutting and drainage issues at the driving range. Accordingly, staff is analyzing the root causes of the problem and evaluating possible solutions.

We have also been experiencing issues in retaining and recruiting part-time staff due in part to the COVID-19 pandemic. As such, we have had to close the range periodically.

- 5) Golf Course Netting - Council approved contract agreement. Have issued Notice of Award.
- 6) Leaf Pickup – Began mulching and picking up leaves.