



MEMORANDUM

TO: Parks Commission

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

DATE: January 15, 2021

SUBJECT: Parks Monthly Report

ADMINISTRATION

1) Departmental Policies and Procedures

- a) Continued to work on the development of a more formal documented system of policies and procedures.
- b) Worked with the Police Department and legal counsel to review recommended "Park Ordinances". It is anticipated that legal council will have revised ordinances ready to present at the February 8th Study Session.

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) Park Management Plans

Continued to work with staff on the development of management plans for each individual park and/or facility within the department. These plans will include the type of park, type of use, maintenance objectives, improvement needs, development, guidelines, restrictions, etc.

4) Golf Course Management Plan - Continued working on the development of an overall Golf Course Management Plan.

5) Department Reorganization

- a) Currently identifying the needs, roles and responsibilities of the Recreation & Golf (operations) Division's and employees and analyzing operational changes that are needed to be more efficient and effective. This includes the review of existing job descriptions and analyze individual job scope, goals and objectives. Will be submitting a proposal for the restructuring of Recreation & Golf Personnel within the month.

6) Capital Improvement Projects

- a) Annual Tree Trimming – Have issued Notice to Proceed and Contractor is on the job.
- b) Ballfield Groomer – Identified equipment need and anticipate purchase after the 1st of the year.
- c) Dog Park Pavilion/Shade Structure – Continue to identify options.
- d) E.A.B. Program/ Hazardous Tree Removal - Have issued Notice to Proceed and Contractor is on the job.
- e) Enclosed Trailer - Developed Bid Documents and anticipate going out to bid after the 1st 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 1st of the year.
- h) Pool Painting at Heman Park – Due to timing, will probably have to roll over project until late summer of 21.
- i) Security Lighting – Heman Park – Continue to identify options.
- j) Playground Surfacing – Kaufman, Kingsland and Mooney Parks. Bids were do on Thursday, January 14th and I plan on taking the bid recommendation to Council on January 25th.
- k) Golf Course Netting - Have issued Notice of Award and am waiting on the Performance Bond. Look to issue a Notice to Proceed by the end of the month.
- l) Golf Course Parking Lot Repair/Replacement – Received bids on Tuesday, January 12th. I plan on taking the bid recommendation to Council on January 25th.
- m) Wide Area Mower – City Council approved bid on January 11th. Hope to receive the new mower by March.

7) Grant Projects

- a) Reviewing 50% drawings for Ackert Park Project
- b) MSD Project Clear Grants – Continue to explore possible grant opportunities.

8) Uniforms

Council approved contract agreement with Cintas. It is anticipated that uniforms will be distributed on January 22nd.

- 9) Park Priorities – Began work on the review and prioritization of park priorities for the Capital Improvement Program and FY22 Budget.

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 – 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) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software. It is anticipated that the software upgrade will take place in January.

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) Leaf Pickup – Continued mulching and picking up of leaves within the park system.
- 3) Tree Pruning – Began tree pruning within the parks.
- 4) Stump Removal – Began the removal of stumps from trees taken down by the Forestry Division throughout town.
- 5) Equipment Repair – Started winter prep and repair of all equipment.

GOLF OPERATIONS

- 1) Attendance – 1,466 Rounds in December; 23,577 Rounds in FY21.
- 2) Policies and Procedures – Continued to review and upgrade policies and procedures for tournaments, leagues, high school team usage etc.
- 3) Leaf Pickup – Continued mulching and picking up leaves.
- 4) Equipment Repair – Started winter prep and repair of all equipment.
- 5) Golf Course Driving Range – The driving range at the Ruth Park Golf Course over the past few years has experienced rutting due to poor drainage which has now become an impediment to staffs availability to pick up the driving range balls with the ball picker, thus forcing staff to pick up balls by hand. The severe rutting has also affected the maintenance staff's ability to mow areas of the driving range. If left alone, the rutting will only become more severe and will force us to shut down the driving range permanently.