



MEMORANDUM

TO: Parks Commission

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

DATE: March 14, 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) Continued to work 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 March 22nd Council Meeting.

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

4) Department Reorganization

- a) Submitted a proposal for the restructuring of Recreation & Golf Personnel, which included the identification of 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 included the review of existing job descriptions and analyzing individual job scope, goals, and objectives.

5) Personnel

- a) Recreation Supervisor-Programs and Special Events came back from furlough on March 1st.
- b) Recreation Supervisor-Facilities will come back from furlough on March 15th.
- c) Deputy Director – Currently evaluating and interviewing candidates. It is anticipated that the position would be filled by the end of the month.
- d) Golf Manager – Currently evaluating and interviewing candidates. It is anticipated that the position would be filled by the end of the month.
- e) Parks Crew Leader – Currently evaluating and interviewing candidates. It is anticipated that the position would be filled by the end of the month.

- f) Recreation Supervisor-Sports, Health & Fitness – Currently evaluating candidates. It is anticipated that staff will begin the process of interviewing candidates within the next two weeks.
- g) Golf Course Golf Shop Supervisor – Currently evaluating candidates. It is anticipated that staff will begin the process of interviewing candidates within the next week.
- h) Golf Course Attendants – Currently evaluating and interviewing candidates.
- i) Centennial Commons PT Staff – Currently evaluating candidates.
- j) Heman Park Pool PT Staff – Currently evaluating candidates.

6) Capital Improvement Projects

- a) Annual Tree Trimming – Should be completed by the end of the month.
- b) Ballfield Groomer – Identified equipment need and waiting for approval to move forward.
- c) Dog Park Pavilion/Shade Structure – Continue to identify options.
- d) E.A.B. Program/ Hazardous Tree Removal – Should be completed by the end of the month.
- e) Enclosed Trailer - Identified equipment need and waiting for approval to move forward.
- 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 waiting for approval to move forward.
- 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. Reviewing all submittals.
- k) Golf Course Netting - Have issued Notice to Proceed. Project has been completed.
- l) Golf Course Parking Lot Repair/Replacement – Looking to begin within the next two weeks.
- m) Wide Area Mower – Received new mower.

7) Grant Projects

- a) Reviewed 75% drawings for Ackert Park Project.
- b) MSD Project Clear Grants – Continue to explore possible grant opportunities.

8) Reopening of Centennial Commons and Heman Park Pool – Continued to work on the development of a reopening plan for Centennial Commons and Heman Park Pool for spring.

9) FY22 Budget – Began preparations for the FY22 Budget and the CIP.

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 for the FY22 Budget.
- 2) Contract Instructors – Continue waiting for legal counsel to review and approve.
- 3) 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 this spring/summer.
- 4) Heman Park Pool – Met with Contractor on plans for the upcoming season.

- 5) Baseball/Softball Leagues – Continue to work with outside organizations on the scheduling of leagues for the year.

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) Tree Pruning – Continued tree pruning within the parks.
- 3) Stump Removal – Continued with the removal of stumps from trees taken down by the Forestry Division throughout town.
- 4) Equipment Repair – Continued winter prep and repair of all equipment.
- 5) Ice & Snow Removal – Performed ice and snow removal on City parking lots and sidewalks.
- 6) Mowing Contract – Met with Contractor to go over plans for the upcoming season.
- 7) Restrooms – Working on plumbing repairs and the reopening of outside restrooms.
- 8) Athletic Fields – Worked up baseball/softball infields in preparation for the spring season. Applied pre-emergence to all fields.
- 9) Playgrounds – Replaced broken slide end piece at Lewis Park.

GOLF OPERATIONS

- 1) Attendance – 838 Rounds in February compared to 492 Rounds last February; \$6,319 in Driving Range Fees in February compared to \$3,482 last February; 24,738 Rounds in FY21 compared to 20,386 Rounds at the same time last year; Overall revenue is up by \$129,129.00 over the same time last year.
- 2) Leagues and Tournaments – Continue to work on the scheduling of leagues and tournaments for the year.
- 3) Leaf Pickup – Continued mulching and picking up leaves.
- 4) Equipment Repair – Continued winter prep and repair of all equipment.
- 5) Lookout Tower – Continue to rebuild tower.
- 6) Parking Lot – Continue to prep parking lot for construction.