



Monthly Executive Summary February 2009

City of Spokane
Barry Russell
Director of Parks and Recreation
March 6, 2009

Department highlights for the month include:

The Park Board has somewhat designated this as a year of planning and planning we have planned. The Park Board has approved the hiring of GreenPlay to assist in the development of a long over due Parks, Recreation and Open Space Master Plan. Work on this will be getting underway this coming month and will initially involve a Park Board/staff retreat. The City has begun the North Bank Master Plan process and staff and Board members will be a large part of that process also. The Parks Naming, Memorials and Plaques and Sponsorship/Partnership Policies are nearing completion. Once approved, staff will be creating a new Corporate Partnership Program. The Park Board has also assigned members to research the concept of a Park District. So lots to keep us busy.

On the Bond home front, Hillyard was the third pool basin to be poured and we are moving ahead now that the weather is cooperating better than it has the last couple of months. The Albi Sports Fields at the Dwight Merkel Complex have been let for bid and construction should begin in early April. The Splash Pads will be put out for bid very soon and they too will be under construction in mid April.

The subcommittees working on the Mobius and YMCA projects are beginning to see the light at the end of the tunnel and will hopefully be able to report back next month on their progress.

All Divisions are gearing up for the spring and preparing for what we hope to be a great year of providing quality service to the community. Our new Advertising/Marketing Plan and new Website will be front and center as we aggressively go forward. And don't forget to catch the new "Walk in the Park" with Barry scheduled to make its debut on Channel 5 in the month of April.

Golf/Administration:

- The restaurant/deck renovations at Downriver Golf Course are progressing extremely well. The South wall has been removed and three large garage style doors that open to the deck installed. New slate and tile flooring has been installed. A new arch has been built inside the restaurant and most of the rock work is complete. The new decking is here and will be installed by the end of the first week in March. We are excited about the possibilities for hosting large events that this renovation provides which should attract a number of new tournaments.
- Due to a partial melt of the snow staff has finally been able to continue the removal of some dangerous or dead trees.
- After a long year of our department being displaced the final walls have been installed and our home is getting back to normal. The fabric wallpaper throughout our floor will be removed starting the first week in March. Once the fabric wallpaper is removed and the walls repaired the office will be repainted with our nice Park colors.

Finance:

- Met February year end accounting deadlines.
- Purchase Orders/Accounts Payable Stats – January: \$2,048,129.35 in payments processed; 174 accounts payable documents processed; 15 contracts processed through City Clerk; \$80,000 December 2008 Avista bill processed; \$23,000 December 2008 Fleet bill processed; 50 purchase orders issued.
- Payroll Stats – January: 12 temp/seasonal hired; 19 temp/seasonal terminated; Payroll – 86 permanent, 283 temp/seasonal; 10 pay changes; 23 Pending Personnel Action Authorizations; 2 OTJ injuries.
- Cash Receipts Stats – January: 71 deposits made; \$68,388.53 on-line registration; \$17,655.50 front desk registration; \$2,220.00 other front desk; \$139,625.06 RFP deposits; \$11,802.46 NEYC deposits; \$11,675.00 Park Operations deposits; \$1,270.03 Golf deposits; \$73,762.50 deposits; \$58,814.41 deposits.
- 1 budget transfer.
- Prepared Financial Annual Report for Park Board.
- Made progress in reconciling year end accounts for final financial statements.
- Worked with Accounting ton insure W-9 Filings for all vendors.
- Completed year end fixed asset summary and reconciliation.
- Completed year end program accountability worksheets for grants/donations/contributions.
- Completed filing for several major 2009 contracts.

Marketing/Communications:

- Twelve news releases issued including: Pool Progress Update; President's Day Corbin Arts Center Camps for Kids; Riverfront Park Job Fair February 15th; Beach Party at Riverfront Park Ice Palace; Carrousel Opens for its Centennial Celebration Feb 27th; Skate at the Park Competition in the Ice Palace; NEYC Beyond Pink Barbie Party; Gaiser Conservatory Display Will Chase Your Winter Blues Away; Public Hearings Upcoming-Tobacco-Free Parks, 2009 Swim Fees & Dog Park; The Friends of Manito Tropical Plant Sale; Tobacco-free Parks Policy – Public Hearing March 4; Welcome New Trees – Urban Forestry Management.doc
- Finalized contract with Magner Sanborn for advertising services, January 1, 2009 – December 31, 2010.
- Working on “How to Use the Logo” graphic standards book for staff.
- Held initial meeting with BHW1 (the successful vendor for the Parks and Recreation Department web site re-design) to discuss programming strategy.
- Coordinated media for Hillyard Pool bottom concrete pour on February 23.
- Continued to provide ongoing updated information to the media and individual citizens who call with questions regarding the Bond Projects and the Web Site which has served as a low-cost and effective means of providing information and updates on all of the projects.
www.spokanepoolsandplay.com

Park Operations:

- The aftermath of our winter storms became more apparent this month as the snow began to melt. Staff has been cleaning up a considerable amount of limbs and other tree debris in parks that were broken off by the heavy snow and ice. Fir trees seemed to be hit particularly hard although the damage was not limited to this species. Although some of this type of spring clean up is typical, the volume this year is unusually large.
- Irrigation staff, with the help of others, utilized the winter months to renovate their work area. This included some painting, a redesign of their work area, and building some new storage bins and work tables. Irrigation staff has also been researching and doing field investigation to find the best way to increase our coverage for our central computer controlled irrigation system. This system utilizes radio communication and signal repeaters will need to be installed at strategic locations to extend our capabilities across our entire park system.
- A first round of interviews was conducted for the Assistant Division Manager position in Park Operations. Additional interviews and research on potential candidates are needed. This is an important position for our Department and we want to make sure that we find the best person for the job.
- Staff worked on a plan for this year's seasonal employee needs. The Division's work load does vary significantly from winter to other times of the year. Seasonal employees are a tremendous resource for accomplishing our work during the peak park season. A request has been submitted that will allow seasonal employees to work through the months when they are needed the most.
- A contract is finally in place for purchasing software for our equipment repair shop. This software should increase the efficiency and information available in this area by allowing us to monitor equipment and parts inventories and service and repair records. There have also been a couple computer hardware failures recently and staff has been working on replacing essential equipment.
- Urban Forestry staff has been doing some pruning projects and tree removals. Each year the number of trees being removed seems to decrease and removals are limited to trees that are dead, diseased or structurally hazardous. Tree removals are a necessary part of managing our urban forest properly. On the plus side, we plant many more trees than we remove in any given year.
- Staff has been working on renewing a number of annual contracts for services. These contracts provide for services such as security patrols and noxious weed abatement.

Planning/Project Management:

- The Liberty Park Ruins project presented to the East Central Neighborhood was well received. The input for the neighborhood will come from a selected committee that meet on site for a tour.

- Available funding is being checked against the criteria allowed for Community Development. The first goal for the project will be to secure the site and make it safe for access by the public.
- The Sharply Harmon Neighborhood representatives met and reviewed the progress on developing a Master Plan for Sharply Harmon Park. The last meeting produced a list of desired improvements that will provide better use by the Neighborhood and planning the Neighborhood's annual event, the Hillyard Festival. A map was provided to the representatives to share at the next neighborhood wide meeting.
 - The Dog Park Plan is being prepared for presentation to the public via several meetings to be held in March and early April. The priority of development will be to install fences on preliminary grades and to locate pathways across the site. There has been no change regarding the old Community Garden Site other than to leave the area open and undeveloped by the project.
 - The A M Cannon Shelter Project has been submitted to the Planning Department by the Architect, Jerry Shogan. The Neighborhood is aware of the process and how long it potentially will take.
 - A plan is being developed to improve the landscape at the pond located in Finch Arboretum. Trees will be added to the site and a planting of wet land plants will be introduced in and around the pond. The design work is being contributed by local landscape architects and designers as tribute to a recently passed local long time architect.
 - The ADA Playground to be located next to the existing playground in Mission Park will be ready for installation this spring. The effort is being coordinated by the Rotary Club and Spokane County Health District. Actually installation will occur after the Park turf dries up enough to support construction vehicles.

Recreation/Entertainment Services:

- Riverfront Park Hosted a Job Fair on February 15th. A great turn out with approximately 500 people filled out applications. We have received at least 850 applications so far this month.
- The annual Beach Party was held at the Ice Palace on February 14th. Plenty of summertime music and activities will hopefully help bring an early spring.
- January Group Sales Revenues increased by 106% in 2009 compared to 2008. Hockey rentals and groups more than doubled from the previous year.
- The demolition of the damaged section of the Canada Island storage building located in Riverfront Park is progressing well with most of the structural members removed and debris/ice being hauled out.
- Washington Trust Bank is a sponsor of the Corbin Kids Summer Camp program. They have agreed to publish the schedule printed in April for delivery to area schools and libraries in May.
- Corbin Senior Activity Center held a Valentines Night out on the Town that was a great success. The Elvis fan Club performed, and a wonderful meal was served. Approximately 130 people attended.
- Northeast Youth Center hosted the first "Rock Your World Party" ~ Hanna Montana style February 15th at the Southside Senior Activity Center for 123 girls ages 5 – 12. Tickets sold included one chaperone for each girl and with a few girls bringing additional guests there were 131 chaperones. It was completely SOLD-OUT! SSAC staff was very accommodating and great to work with!
- Therapeutic Recreation Services Ski programs are in full swing and sign ups are good. We had to turn away two students in the DD program due to not having enough volunteers even though we are up in volunteers this season.
- 3 of the TRS students competed in the 2009 Special Olympics World Games held in Boise. The Spokesman Review did an awesome article before the games containing information regarding what the City offers and what Special Olympics are and printed the results after the games. Kevin V. came back with one gold and two bronze medals in Nordic Skiing, Aaron E. came back with two bronze and one 6th place in snowboarding, and Sarah F. came back with two bronze medals in figure skating. They all did great and had a fabulous time.
- Hillyard Senior Center is participating as an AARP Tax Site in which allows low-income seniors help in filing their tax forms. Each year out site alone helps over 300 individuals with their tax preparations.