



Monthly Executive Summary November/December 2009

City of Spokane
Leroy Eadie
Acting Director of Parks and Recreation
January 8, 2010

Department highlights for the month include:

- Continue Urban Forestry Solution Meetings Between Acting Parks Director, Acting Planning Director and Engineering Director.
- Presentation by Don Spencer on ELI and discussion of future Parks ELI projects.
- Youth Baseball Stakeholder Meeting to confirm field improvements with the \$3 million in Park Bond Funds.
- Authorized expansion of the High Bridge Park Disc Golf Course.
- Coordinated with Dean Lynch for presentation to the Land Committee of the Park Board on the Peaceful Valley American Indian Community Center proposal.
- Park staff participation in the successful Urban Forest Seminar.
- Met with the River Forum group and developed plan for Phase I and Phase II river access.
- Three Heritage Tree Designations in Pioneer Park that were nominated by Lynn Mandyke

Recreation/Entertainment Services:

- **November 2009**
- Ice Palace continues to be strong in all areas including public skating and private rentals. For example, Saturdays it is open from 6A – 10 P for all activities. The Learn to Skate program has over 90 participants and the Parent/Tot has 30 which are both exceptional numbers for this time of the year. Part of the popularity is attributed to the Skating Championships and Olympics.
- The annual skate clinic with Therapeutic Recreation's ice skating team, the Spokane Blades, and Disney on Ice "Worlds of Fantasy" was held on Thursday, November 19th with the professional skaters sharing skating tips and encouragement with the members of the Spokane Blades.
- The IMAX exclusive movie "The Light before Christmas" opened at the IMAX Theatre on Friday, November 20th.
- Pioneer Park Fall Clean up was held on Saturday, November 7; KHQ hosted a live raking contest during the event.
- "Let the pins fall where they will" – Hillyard Senior Center vs. Sinto Senior Center on December 4th Wii Bowling Challenge.
- Sinto Senior Center held an Osteoporosis screening with more than 75 people receiving free tests sponsored by a major medical company.
- **December 2009**
- Three historic trees located in Pioneer Park have been placed on the Heritage Tree Register. Due to their historic background, condition, and placement in a public park, an American Elm, Apricot, and Horse Chestnut were excellent candidates for the Urban Forestry Commission's Heritage Register. The three trees are the first listings on the Register.
- Riverfront Park's Learn to Skate program was once again hugely successful with over 85 participants.
- The Outdoor winter staff became PSIA certified Nordic Ski Instructors allowing them to teach our cross country ski school lessons. We run our certified ski school at Mt. Spokane State Park Selkirk Nordic area.
- Snowshoe and cross country ski lessons have been operating every weekend since the beginning of December thanks to some early snowfall in the nearby mountains.
- Special Holiday Wii Bowling Challenge with Sinto Senior Activity Center on December 4th. The event hosted 20 bowlers competing as teams of Doubles in head to head match play bowling. At the end of the day, Hillyard Senior Center Bowlers retained the trophy and won the match play challenge. The event was a lot of fun and gave the feel of a real bowling alley as 16 bowlers were bowling at the same time.
- Dancing Dogs performed "The Ruff Revue," at East Central Community Center with KXLY and Spokesman Review coverage as well as succeeded in entertaining a large crowd.

Golf/Administration:

- **November/December 2009**
- Our Golf Courses remain closed however we are experiencing some extremely wet conditions that have not been experienced in many years if at all. Without a blanket of snow to provide some insulation staff is concerned with thick ice forming and potentially causing damage by suffocating

- the turf on our greens. Staff is using a variety of efforts to help mitigate this potential damage. We are pumping water off and using rollers to remove excess water. We are also using black sand to perforate the ice and produce a gas exchange that helps prevent the turf from suffocation.
- We are also removing brush and clearing areas to produce more sunshine and warmth in an effort to get frost off our greens earlier during the shoulder seasons.
 - We have removed the abandoned restroom at Indian Canyon and begun installing security fencing at Downriver.
 - Staff continues to work on other winter projects such as ball washer repairs, painting, shop inventory and clean up.

Finance:

- **November/December 2009**
- Worked with Water Department to get readings to update Splash Pas and Pool utility billings before year end.
- Acquired outstanding issues so 2009 contracts could be processed before the end of the year.
- Acquired information needed to send out year end invoices and interfund billings.
- Finished the recapping of the bond contracts and expenditures.
- Continued to work on resolving several issues regarding pool and splash pad utility usage and permit refunds.
- Purchase Orders/Accounts Payable Stats – Oct/Nov: \$2,519,580.46/\$1,313,140.91 in payments processed; 292/249 warrants issued; 33/64 purchase orders issued
- Payroll Stats – Oct/Nov: 29/10 temp/seasonal hired; 59/36 temp/seasonal terminated; Payroll – 87 permanent, 392 temp/seasonal; 0/5 pay changes; 37 Pending Personnel Action Authorizations; 5/3 OTJ injuries.
- Cash Receipts Stats – Oct/Nov: Deposits made; \$27,361.52/\$15,524.50 on-line registration; \$6,912.84/\$2,783.56 front desk registration; \$108,461.29/\$110,384.14 RFP deposits; \$12,537.10/\$75,316.20 NEYC deposits; \$635.80/\$150.00 Park Operations deposits; \$170,222.97/\$50,737.61 Golf deposits; \$5,554.83/\$33,024.74 Albi deposits; \$47,331.94/\$22,367.79 Misc. deposits.; Total deposits 75/71
- Budget Transfers – 14/24
- Contracts Processed – 30/23
- City Utilities Payment \$222,282.42/\$169,000.00
- Account Receivable Invoices 8/0
- Other Invoices 0/27

Marketing/Communications:

- **November/December 2009**
- Twenty-two news releases including: Carrousel Maintenance Schedule; Group Health Free Skate Saturday; Veterans Day Riverfront Park Hours; Doggie Fundraiser – Thanksgiving Day; Bosch Letter of Interest; IMAX Holiday Package; RFP Thanksgiving Hours of Operation; Holiday Lights at Manito; Dancing Dog Review at East Central Community Center; Group Health Free Skate Saturday; Camps for Kids Out of School; Trees – Give a Gift that Grows; Holiday Cookie Activities; Holiday Lights – Just a Few More Days on Display; Riverfront Park Holiday Hours of Operation; NEYC Photo Opportunity for Media; NEYC & Tae-Kwon-Do Christmas; Adaptive Snow Sports Chalet Dedication; Manito Natural Area Trees to be Thinned; Free Bluegrass Performance at East Central; Park & Recreation Activity Guides Available; Carrousel Display in City Hall’s Chase Gallery.
- From a public perspective there is just one Parks and Recreation website. In actuality there are four websites that will work interactively and are planned to go live on the dates noted: Parks and Recreation (December 1); Riverfront Park (January 1); Golf (January 1); Urban Forestry (live as of November 18th at www.spokaneurbanforestry.com). The current plan involves continuing to add content and work with the sites in a very low key manner so we can work out all the bugs and begin promoting it mid January 2010.
- Videotaped the open and close for the November “Walk in the Park” TV program with Acting Director, Leroy Eadie at the Conservatory in Manito so that we could promote the Holiday Lights show as well as feature Alice Busch and Mike Aho discussing Therapeutic Recreation Services. The January program features Taylor Bressler and Kevin Hennessey discussing work on the Centennial Trail.

- Magner Sanborn is working on a revamp of the City Parks brochure which will go to press in December. We are currently working on print bids.
- We have also undertaken a year-long campaign placing digital advertising at various strategic locations in Spokane International Airport keyed to the holiday travel months and the national figure skating championships in January.
- A request for letters of interest in the Bosch Lot was issued with a news release on November 16, 2009, a paid ad in the Journal of Business December 10, 2009 and January 6, 2010 issues, and a request to Greater Spokane Incorporated and Downtown Partnership to provide information of a call of Letters of Interest to their memberships. The news release was emailed to various government agencies, businesses and members of the Upper Columbia United Tribes including: the Coeur d'Alene Tribe, the Colville Confederated Tribes, the Kalispel Tribe, the Kootenai Tribe and the Spokane Tribe.

Park Operations:

- **November/December 2009**
- Winter months bring about a shift in work activity and the temporary loss of most seasonal employees. Snow and ice removal can be at the top of the list but this December was a far cry from the challenges faced a year ago. This is the busiest time of year for golf course and park equipment repair and maintenance as the machinery sits idle until spring. It is also a good time to catch up on needed staff training and various licensing and certification renewals.
- Staff has been busy preparing for the usual rush of park reservations that we start accepting at the first of the year. The reservations involve activities such as weddings, picnics and a great variety of special events held in parks. In 2009, staff processed 340 picnic shelter reservations, 113 special event permit applications, 249 small incidental events and 74 wedding reservations.
- Several contracts were finalized this month. A routine contract for janitorial services was completed as were contracts for roof replacement at the Park Operations Complex and sidewalk replacement at Comstock Park. The last two contracts were funded out of the 2009 capital improvements budget.
- Staff participated in an Urban Forestry Overview and Tree Protection Workshop hosted by the Engineering Services Department. Staff was involved as both presenters and participants. The workshop was extremely well attended with standing room only in the City Council Chambers.
- Urban Forestry staff completed the National Arbor Day Foundation application for recognition as Tree City USA for 2009. Additional material was submitted for consideration for the Growth Award for this year as well.
- The Holiday Lights event at Gaiser Conservatory in Manito Park was another huge success. Attendance was up significantly with the milder winter weather compared to last year.
- Staff met with the Street Department over maintenance of several areas including a pedestrian bridge over Altamont, a landscaped area associated with a freeway on ramp, and bridge lighting over the Centennial Trail. Although most of this involves areas that Parks has not been maintaining, com uncertainty remains over where the responsibility lies.