



Monthly Executive Summary February 2011

City of Spokane
Leroy Eadie
Director of Parks and Recreation
March 4, 2011

Department highlights for the month include:

- Leroy, Craig, and Carl met with soccer, football, softball, and baseball user groups on February 4th for over three hours to discuss potential issues with the final Field Allocations.
- Met with Spokane County Parks Director Doug Chase to discuss design ideas for YMCA site restoration. Spokane County must approve the site design per the YMCA Conservation Futures Interlocal Agreement.
- Met with Eric Sawyer of the Spokane Regional Sports Commission to discuss Cyclocross events in Riverfront Park.
- Met with Latah Creek Neighborhood to discuss the potential of closing the dirt park road through High Bridge Park. The neighborhood prefers that the road not be closed.
- Met with the Friends of Manito to discuss fund raising efforts for the Mirror Pond restoration in Manito Park.
- Met with Public Works Staff to discuss the future closing of the Post Street Bridge and the potential of vacating Bridge Street in between Veterans Park and the Bosch Lot.
- Met with the David Ernst of the Spokane Tribe of Indians to discuss the Spokane Tribe Cultural Center on the Bosch Lot.
- Met with Emerson Garfield neighborhood representatives to discuss Corbin Park lighting project. The neighborhood is interested in replacing four existing lights and adding two new park lights.

Finance:

- Completed year end Fixed Asset Reconciliations and Summaries by deadline.
- Completed year end Program Accountability Worksheet for all grants and donations by deadline.
- Conducted planning meeting for Aquatics Point of Sale and cash receipting.
- Continued update of Aquatics Point of Sale system.
- Updated time entry tracking for new system requirements.
- Prepared 2011 capital Plan and begin inputs to 6 year comprehensive plan.
- Met to address concession purchasing issues.
- Continued various account reconciliations, including new setup and corrections to facility booking system.
- Set up new accounts for Franklin and Southeast complexes and Rotary fountain.
- Researched credit card processing options for Golf and Riverfront.
- Prepared for and began hiring of temporary and seasonal employees.
- Set up process for new Carrousel tokens.
- Completed processing of over 20 contracts, with more in process.
- Assisted in set up of laptop and credit card processing for February Golf Show.
- Cleaned up outstanding encumbrances.

Golf/Administration:

- The 2011 Golf Show proved a big success as we sold nearly 300 passes and were able to promote our pilot junior lessons for 6-7 year olds as well as our Junior lesson series.
- Prior to our recent large snowfall our courses were 85% clear of snow and we were preparing to open within a few weeks. This snowfall may very well put us into the latest opening in memory.
- The YMCA project is progressing. IRS Environmental discovered a large amount of contaminated material in the building that was not identified in the survey. This will cause a few days delay in the demolition however our contractor is confident that he will still be able to finish by the end of April.
- We are taking the initial steps in the Restoration process. We are working through the permitting and once we receive and get designs approved we can apply and begin the 120 process.

Marketing/Communications:

- 14 News Releases Issued January 25, 2011 – February 28, 2011 including: YMCA Demolition right on schedule; SpokAnimal Plans Work Party Tomorrow at Dog Park; Tree Fans Sought for VIP Program; Riverfront Park & Parks and Recreation Job Fair February 13th; Save the Date - Tree City USA presentation; Corbin Fine Arts & Crafts Summer Camp; YMCA Demolition FAQ; Riverfront Park Features Lots of Activities for President's Day Weekend; SpokAnimal Plans Work Party Saturday at Dog Park; Four Dead Tree Removals May Slow Traffic Near Boulder Beach on

- Tuesday; Early Bird Discount on Summer Seasons Passes - Buy On-line NOW; UPDATE - Tree Removal on Upriver Drive Delayed One More Day; Conservatory in Manito in Full Bloom; Last Hurrah This Season for the Ice Palace
- The 2010 Annual Report was presented to Park Board members at the Board's February 10, 2011 meeting. The download version is available on the parks website at <http://spokaneparks.org/Parks/page/152/>
 - We are continuing our popular "Walk in the Park" program produced and distributed via City Cable Channel 5. The March program will focus on Camps and Arbor Day.

Park Operations:

- A job offer was made and accepted for filling the vacant Craft Specialist – Plumber position. Ed Anderson will start on March 21. We are excited about the skills he brings with him including a knowledge of HVAC systems.
- Staff has been working with Civil Service on prioritizing and updating eligibility lists for a variety of positions. Several vacancies are anticipated including a Gardener 1 position due to an upcoming retirement.
- Staff met with Friends of Manito on the fundraising campaign for renovating the Mirror Pond. The goal is to raise over \$300,000 to complete phase one of the renovation which will address water quality issues.
- Manito staff completed training for implementing botanical garden plant inventory software and has been entering inventory data.
- Staff has been researching alternatives for updating the heating system and replacing the emergency standby generator for Manito greenhouses.
- There have been a number of staff training opportunities this month including training leading to recertification for pesticide applicators.
- Park Ops staff has been assisting Urban Forestry in completing a number of tree removals from park land. In some cases this also involves traffic control when the removal is near a roadway.
- Park Equipment Specialists have been busy completing winter servicing and repair on hundreds of pieces of park and golf course maintenance equipment knowing that spring will be here soon.
- Staff has had several meetings with Wastewater Management on locating Combined Sewer Overflow (CSO) tanks on park property. A formal agreement for compensating use of park property has also been finalized for consideration by Park Board.

Planning/Project Management:

- Corbin Light Standards project has expanded to include four additional light standards replacing four existing light poles and required rewiring of the power supply system. Additional poles have been ordered and work will be completed by late spring.
- The Mission Park Basketball Court: HoopFest is donating backboards, backboard frames and ongoing maintenance including striping and basket replacements as needed. Three bids will be secured for the court.
- Polly Judd Pancake Shelter: The contract for the purchase and construction of the shelter has been awarded with a completion date of June 1, 2011.
- Harmon Park: The Hillyard Days Committee request for additional power availability has been turned over to an electrical contractor/engineer for evaluation and design drawings. The new system will be completed by August 1st.
- Refining plans for review by the Latah Neighborhood for work at Wentel Grant pathway and entrance from the Inland Empire Highway.
- Working on a few selections for the location for play equipment at High Bridge.
- The Riverwalk planting project in Peaceful Valley is being reviewed and bid for construction. Funding for this project is a grant from the Department of Ecology for the restitution of native plants in restored habitats.
- Working with two citizen groups for the establishment of Community Garden areas in Grant Park and at the Riverwalk in Peaceful Valley. Hoping to have plans and agreements finished for the Riverwalk project for Park Board approval with construction beginning this spring. The Grant Park site plan is being formulated and will be ready for review next week.
- Woldson Park signs are being fabricated and will be installed by the contractor as soon as the ground opens up.

- The Dog Park is open and modifications are being considered regarding signage, rules and entry points. Staff will pay close attention to the overall impact to the site and ultimately the possibility of a second Dog Park.

Recreation/Entertainment Services:

- Parks & Recreation Department Job Fair was held in the IMAX Theatre on February 13. An estimated 1200 participated. Staff provided a number of “brief” presentations inside the theatre, answered questions and conducted “brief” interviews. Barbara Ackermann, Training Supervisor organized this activity.
- Merkel Sports Complex business plan was presented to Park Board and received support to begin planning for operating Merkel Concessions in 2011.
- Erica Vannatta was hired as the new Social Marketing Coordinator (seasonal position).
- The Corbin Art Center after-school program at Hutton Elementary began February 1 with 81 registrations in five programs: Clay K-2 & 3-3; Drawing K-2 & 3-6; and Painting and Mixed Media K-6.
- Corbin Senior Activity Center Highlights: Valentines’s Dinner & Dance, Mousetrap, High Tea & Junk Art – sell-out with wait lists for the third time.
- Hillyard Senior Center Recreational Trip Highlights for February included: Breakfast Out to Molly’s Restaurant in Downtown Spokane, Casino Trip to Chewelah, Tuxedo Junction Sweethearts Dance at the Post Falls Greyhound event Center, and Nonsense presentation at the Civic Theatre.
- Additional Carrousel restoration work may cause it to re-open slightly later than planned.

Urban Forestry:

- We welcomed Americorps intern, Matthew McCain, to our staff on February 14th. He will be working as our Education and Outreach coordinator for 2011. Beth Mort is providing direct supervision of the position.
- Submitted two grant applications to Parks Foundation: Heritage Tree Tour Map and Finch Arboretum – Fish Lake Trail Connection Design.
- Scheduled Tree City USA Award presentation from the state Commissioner of Public Lands, Peter Goldmark, for April 14th. 12:30 p.m. – 1:30 p.m., Chase Gallery.
- In partnership with Spokane Conservation District and Community Canopy, conducted the Volunteers in Pruning training workshop for our citizen pruning corps, February 19th.
- WDNR Education Grant bookmarks and brochure draft delivered to Reprographic Design.
- Scheduled the following NeighborWoods presentations to Neighborhood Councils: Manito/Cannon Hill (2/24), Rockwood (3/1), Balboa/S. Indian Trail (3/16), Northwest (3/17), Bemiss (4/10), N. Indian Trail (4/10), Grandview Thorpe (4/13), East Central (4/19), and Southgate (6/8).
- Conducted tree assessment & inventory – 7 projects: Police Training Center (2010-133), Grand Blvd. (2009-101), Post Street (2008-116), Mission Avenue (2009-103), Columbia Avenue (2010-112), Bridgeport Avenue (2010-111), Wellesley Avenue (2008-182).
- Processed permitting & contracting – 6 projects: 16th & 17th LID (2009-101), 8th & 9th Water Main (2009-134), Iron Bridge (2009-066), Grand Blvd. (2009-101), Post Street (2008-116), Mission Avenue (2009-103).
- Winter removals near completion: Riverfront Park (27), YMCA (5), Manito (6), Hays (1), Finch (3), Wild Horse (1), AM Cannon (1), Cannon Hill (2), Pioneer (3), Nevada Playfield (6), Three Springs (1), Upper Lincoln (1), Comstock (6), Greenwood Blvd/Rimrock (2), TJM Bridge (1), Downriver Disc Golf (2), Audubon (6), Polly Judd (5), Coeur d’Alene (1), Boulder Beach (4).