



# Monthly Executive Summary January 2011

City of Spokane  
Leroy Eadie  
Director of Parks and Recreation  
February 1, 2011

### **Department highlights for the month include:**

- I welcome Ken Van Voorhis to the Park Board. Ken brings years of experience as a certified Landscape Architect.
- Worked with Parks Staff and Lori Kinnear on a draft Park Board Community Gardens Policy to be considered at their February Board meeting.
- Participated in the successful Dog Park Dedication at High Bridge Park with the Mayor, the Park Board, and SpokAnimal. SpokAnimal has been an excellent lead on this project including purchase of the fencing for the park and operating the park.
- Attended several meetings with youth sports user groups to work out the field allocation process.
- Met with the Public Facilities District to better understand their proposed improvements on Park property along the Spokane River just north of the Convention Center.
- Facilitated the joint meeting between the Park Board and the Parks Foundation.
- The Request for Proposal for the Whitewater Park Environmental Impact Statement was sent out the last week of January.

### **Finance:**

- Developed and provided Recreation Revenue and Expense report for the Recreation Committee of the Park Board.
- Developed and provided Riverfront Revenue and Expense report for the Riverfront Park Committee of the Park Board.
- Prepared year end financial report section of the Annual Report.
- Prepared and submitted year end grant and donation information to the Accounting Department.
- Conducted and reconciled Gift Shop, Stores and Golf Supply inventories. Provided year end information to the Accounting Department.
- Audited and reconciled all Petty Cash funds.
- Prepared, submitted and approved year end Interfund billings.
- Attended Kick-off Meetings for the Human Resource Management System project.
- Completed the Year End Encumbrance Carryover and submitted forms to the Budget Office.
- Prepared the Merkel Concessions Business Plan.
- Prepared response to the State Auditor's Office draft management letter.
- Received notification from Federal Emergency Management Agency of approval of Qualchan Stream Bank project and Canada Island building alternative project and submitted expenditures to date.
- Modified Active Membership Pass and Point of Sale system to accommodate discounts and rest cash receipting.
- Continued modifications of the Golf Point of Sale upgrade, including enabling pass sales at City Hall.

### **Golf/Administration:**

- Our Golf Courses remain closed, however 80% of the snow has melted and the grass is beginning to show. We still have some areas of concern with the potential of ice forming on the greens and suffocating the turf. Staff are monitoring the situation daily and addressing it as much as possible.
- We are working on the final plans for the Golf Show. MIS has our laptop configured to our new POS which will streamline the process and make it very convenient. We will have a webcam with the ability to take photos on site for all member cards sold during this event.
- Event organizers promised our booth and the First Tee booth would be adjacent so our Head Professionals can promote our Junior Program as well as the First Tee Program. Our 2011 Junior lesson and tournament schedule has been set and incorporated into the Active registration system.
- The YMCA project is progressing as planned. The Public Comment period of SEPA is complete on February 3<sup>rd</sup> and barring any last minute challenges we should have our demolition permit by February 5<sup>th</sup>. A contract should be awarded to Rob's Demolition the first week in February with a "notice to proceed" projected for February 7<sup>th</sup>.

### **Marketing/Communications:**

- 6 News Releases Issued December 30, 2010 – January 25, 2011 including: Rockwood to Sponsor Ice Palace FREE SKATE Day; Riverfront Park Current Hours of Operation; Carrousel closed until

March 1<sup>st</sup> for Annual Repair; MEDIA ADVISORY – Dog Park – Save the Date; Riverfront Park to Host Job Fair; It's the Best Show in Town.

- Considerable time has been invested in compiling and writing the 2010 Annual Report. The report layout is being designed by Magner Sanborn and will be printed by City Hall Reprographics. The report is due to be presented to the Park Board at their February 10, 2011 meeting.
- Issued the February 1, 2011 JOB NEWS for staff of Parks and Recreation.
- Distributed three issues of the new internal newsletter, Staff Update. This is a weekly publication designed to help inform staff and others about the activities Taking place by Parks and Recreation staff in any given week. Information for these updates comes from division staff and discussion at the management team's newly implemented Monday Morning Management Team, 9:00 a.m. meetings.
- We are continuing our popular "Walk in the Park" program produced and distributed via City Cable Channel 5. Scheduled topics for the year include: January – Ice Palace & Winter Outdoor Activities, Social Marketing; March – Arbor Day & Forestry Update, Camps; May – Aquatics & Merkel, YMCA Update, RFP Special Events; July – Golf, TFM for Mirror Pond; September – Budget, Youth Baseball; November – Marketing, Dog Park.

### **Park Operations:**

- The heavy snow and ice from earlier in the winter broke off a surprising volume of tree branches and limbs in parks. Staff spent many days hauling off numerous truckloads of debris.
- Interviews were conducted to fill the vacant Craft Specialist – Plumber position. There are several good candidates to consider. We hope to follow up on references and possibly additional interviews and make a selection soon.
- The new greenhouse at Manito is being put into use. This is one of the final projects funded under the 1999 Bond Issue.
- Staff compiled a list of park irrigation improvements completed in the past ten years for the Water Stewardship program. There has been significant and steady progress toward making these upgrades. Most of these improvements were accomplished by our own staff.
- Staff has been meeting with Spokane Public Schools and their hired design team on irrigation improvements to Shadle Park. The School District plans on installing new irrigation on the south side of the park in the area occupied primarily by the football field and track. Staff is working on a parallel plan to automate the irrigation in the western portion of the park that still remains under our control.
- The restroom water supply in the old Witter Pool bathhouse is getting repaired. It appears that pipes suffered a freeze break following the construction of the new pool. The repair is a little difficult in that the pipes are located inside a concrete block wall. These restrooms are used primarily by the Spokane Lawn Bowling Club.
- Staff has been working with Engineering Services on Mission Ave. improvements between Hamilton and the river. We hope to take advantage of the street being torn up so that provisions can be made to install irrigation control wiring between the landscaped islands.
- Meetings were held to draft an agreement between the Parks Department and The Friends of Manito. We hope to bring this forward for Park Board approval soon. Staff has also met with the Friends of Manito on kicking off a fund raising campaign for Mirror Pond Improvements and ways that significant donors might be recognized.
- Park Ops assisted with preparations for the new dog park dedication in Highbridge Park. There is also a special emphasis on getting some of the litter and tree debris cleaned up in areas surrounding the dog park.
- There has been an effort to transfer a couple electrical accounts serving areas that are no longer maintained by Parks. These are related to landscaped areas on the north and south end of Maple Street Bridge that are now maintained by the Water Department.

### **Planning/Project Management:**

- Corbin light standards are ordered and the existing contract for wire installation has been renewed. The cost is \$13K for two poles with gold paint highlights on the abundant geegaw filigree and banner brackets. The lights will be installed as soon as they are received.

- An agreement has been reached with HoopFest for the Mission Park basketball court donation that includes backboards, backboard frames, and ongoing maintenance that includes stripping and basket replacements as needed. Garco is preparing an estimate for the actual installation of the concrete and another contractor is preparing an estimate for installation of the backboards and standards. The Logan Neighborhood is dedicating funds for two sets of player benches and trees to be added to the tree line that was planted several years ago.
- Received two additional bids for the Polly Judd Pancake Shelter after receiving a high bid from a vendor. The bid was awarded and Legal is drawing up the contract. The total project will be about \$36K inclusive of the funds from the Neighborhood from the seasonal Pancake Feeds.
- Waiting on approval from Community Development to add more electrical power outlets in Harmon Park as requested by the Hillyard Days Committee.
- In the Latah Neighborhood, plans have been drafted for a playground at Highbridge, a pathway at Wentel Grant Park and a landing area off the Inland Empire Highway at the south east corner of Wentel Grant Park.
- Designed and ordered up new standard signage for restrooms. The color matches the Ops paint scheme. Signage will probably be ordered for Riverfront and Manito as well.
- All ordered benches are in and will be installed when the weather opens up.
- The area signs for the Aquatics Centers have been delivered and locations will be marked for early spring installation.
- Replacement and new Park signs will be installed at their locations early this spring.
- The Woldson Park Signs have been ordered and will be ready in a month. Three signs were ordered, two for along Seventh Ave. and one to be located up on Cliff Drive.
- Received the signage for the Dog Park and have ordered a standard Park location sign for the area off A Street.
- Met with Avista concerning upcoming projects in Riverfront Park for the 2011 season.
- In the process of upgrading the registration process for Special Events that will include the application to a department wide registration system.
- Developed a concept plan for the recognition monument for donors to the Mirror Pond Renovation Project.
- Developed a Design contract for the Peaceful Valley River Walk Replanting Project with funds from the Department of Ecology.

#### **Recreation/Entertainment Services:**

- The Outdoor Program along with Mountain Gear, EWU Epic Adventures and 49 Degrees North held their annual *Winterfest*. This event hosts a variety of cross country ski lessons, ski and snowshoe demos, various races, bon fires, bands, snow sculpting and more.
- 1<sup>st</sup> Night Spokane New Year's Event activity. Many activities were located close to the park on Spokane Falls Boulevard.
- The Corbin Art Center winter programs began Monday, January 17; both Corbin Kids Camps were held on Monday, January 17.
- Started skate lessons with 93 registered in Saturdays Learn to Skate, a record 45 participants showed up for Parent/Tot/Homeschool lessons, 51 for Gonzaga Physical Education, 25 for Central Valley Homeschool and 12 private lessons were offered.
- Corbin Senior Activity Center offered the following day tours: High Tea and Junk Art, Chewelah Casino, Dinner Club, An Eye Opening Day, a winery tour, an eagle watching cruise, a progressive lunch, a Happy Hour, and a Health and Spa trip.
- The Hillyard Senior Activity Center hosted Breakfast at Lindebee's restaurant in Medical Lake, Chewelah Casino Trip, Lake City Playhouse, Winterfest in Deer Park, Snowshoeing, Leo Days as "Elvis" at the CDA Casino on Worley, ID.
- The Sinto Senior Activity Center held 4 Out to Lunch trips (40 people total), Health and Beauty Spa Show (6 people), Gonzaga Women's Basketball (12 people).
- The Outdoor Program is up 25% in registrations compared to January 2010.
- Celebrated record year for 2010 in the Ice Palace topping \$300,000, a 10% increase over 2009 record year.
- On January 25, implemented long awaited on-line sales for summer season passes thanks to Kathleen Keck's efforts.

- Released the fully interactive electronic Activity Guide which has over 1800 openings in the last 3 weeks.

**Urban Forestry:**

- Submitted an application to WDNR for a 2011 Community Forestry Assistance Grant to fund some street tree inventory projects on a neighborhood-by-neighborhood basis.
- Beth Mort has returned to work. She will offer approximately 15 hours per week supervising our Education and Outreach program components.
- Two vacancies have been filled on the UFTC with Chris Wright and Ken Van Voorhis. One vacancy remains.
- The Citizen Advisory Committee is at full membership with the recent addition of Ed Lester.
- Delivered a short informational presentation to the Park Board on January 13, 2011: Trees Pay Us Back – Urban Forest Asset Value & Benefits.
- Gave NeighborWoods presentation to five more councils in February and March: Logan, Cliff Cannon, Five Mile, Minnehaha and Manito/Cannon Hill.
- Met with Greg Wilson of CH2M Hill at Wastwater Facility to consult on proposed landscaping within their parking lot construction project.
- Met with Spokane Conservation District regarding riparian restoration vegetation needed for the natural drainage adjacent to Sky Prairie Park. The District Committee to providing all plant material at no cost.
- Tree Removals: Comstock Park, Finch Arboretum, 8<sup>th</sup> & 9<sup>th</sup> at Myrtle Water Project, Hatch Road imminent hazard and Dog Park.
- Assess & inventory street trees for projects: 8<sup>th</sup> Ave. Water, Grand Blvd., Post Street.
- Update to TreeWorks and GIS software.
- Created a planting plan for Sky Prairie Park.