



## PARKS & RECREATION DEPARTMENT

# STAFF REPORTS

January 13, 2021

### Administration Division

#### Director's Report:

**STEVE SIDDOWAY**

(Please note, a verbal report will be provided at the January 13, 2021 MPR Commission Meeting.)

### Parks Division

#### Parks Superintendent Report:

**MIKE BARTON**

(Please note, a verbal report will be provided at the January 13, 2021 MPR Commission Meeting.)

#### Pathways Project Manager's Report:

**KIM WARREN**

1. **Fairview Avenue Connection – Five Mile Pathway** – Design portion of this contract was officially closed out. The contractor is currently on hold for the winter with plans to begin again as soon as the weather breaks.
2. **South Slough – East of Locust Grove, South of Ustick** – Bid for revised scope of work (including tiling and construction of the northernmost pathway segment only) was awarded to Bricon in December.

3. **Local Rail With Trail** – Staff is still working to obtain access from NW 8<sup>th</sup> Street to Linder, the westernmost half mile of this project. One existing easement, for Rushmore subdivision, was discovered while researching the history of these developments. We have ordered title searches on two other properties in the hope that other recorded easements may exist. Knowing for certain either way will provide clarity on next steps toward acquisition.
4. **Whitestone Pedestrian Bridge Across Ten Mile Creek (SW of Franklin & Linder)** – Fence installation is complete along the Whitestone pathway segment, minus a small run near the roadway that was left open for construction access. The developer’s contractor has begun setting bridge abutments adjacent to the Ten Mile Creek. When bridge installation is complete, the pathway will be graded in preparation for paving next spring.
5. **Ten Mile Trailhub** – Construction on this project is on hold until early spring, with erosion control measures in place to protect existing storm drainage structures. Staff has been working on plans to bring power to the site to serve the restroom structure from Centennial Park that will be relocated to the Trailhub.
6. **Management of (14) Infill Pathway Projects** – Staff has finalized the scope and fee negotiations with all three consultant teams after a couple of revisions and resubmittals. Task orders are in place for each or have been sent for signature. We have been meeting with the consultant teams to kick off project work, pass on needed information, and review progress on preliminary concepts for these projects. Schedules are currently on track to finalize conceptual design, gauge the feasibility of these projects, and gain an idea of potential project cost (for those able to move forward) in time for the City’s next budget cycle.
7. **Other Review & Coordination Activities** – Includes pathways review of incoming development applications and issuing conditions for development, site visits, and ongoing map updates. Continued attendance of Streetscape and Community Character, Active Transportation Work Group, and South Meridian Bicycle/Pedestrian Plan meetings, processing of easements, and fielding of various inquiries from community pathway enthusiasts.

### City Arborist’s Report:

**MATTHEW PERKINS**

1. **Contract Tree Work** – Ten large park pruning projects have been sent out to multiple contractors for bidding. I expect at least three of these will need to go through Purchasing and the competitive bid process. Among these projects are the Meridian Split Corridor, Tully Park, and Heroes Park. We expect to see the maintenance of trees in these areas and others being addressed soon.

2. **Urban Forest Management Plan** – The first draft of this document has been handed in for review. I expect there will be some modifications and changes made to the verbiage, as well as having some imagery added to make it a little less of a dry read.
3. **Continued Maintenance** – I have started making a work plan for the Plant Health Care/Integrated Pest Management applications that will be administered to trees throughout the parks this spring. My objective is to streamline the process and make it easier and less labor intensive, as well as providing some savings in the cost of products, and reducing the amount of chemicals being applied in the parks.
4. **Tree Planting** – There are a few declining trees in downtown tree boxes that will need replacement this year, as well as a few that have been identified as “fruit/seed bearing” which is unacceptable for the downtown street/sidewalk environment. These trees will be removed and replaced with a more appropriate species. I have also been taking inventory of vacant tree rings and tree stumps throughout the parks and I am making plans to have them replaced.
5. **Arbor Day Celebration** – Last year’s Arbor Day Celebration was cancelled due to the pandemic. I have started to explore options for this year to come up with a plan in advance.

## Recreation Division

### Recreation Manager’s Report:

**GARRETT WHITE**

1. **Field/Event Scheduling** – Skyler Cook and I have been inputting all 2021 Field Applications into the computer. There are still some requests coming in, and Skyler is sorting them and getting the applicants as much space as possible. We will continue to work with CDH in regards to gathering sizes and Covid-19 protocols.
2. **Community Center RFP** – I have attended by-weekly meetings in regards to the Community Center RFP. We have been compiling information on what we want in a new community center about room sizes and space. We started the design process and will meet again January 15<sup>th</sup> for more discussion.
3. **Meridian Youth Baseball Agreements** – I have been trying to get in touch with MYB concerning the Fuller Park Agreement as well as the Settlers Park Field Agreements. There has been very little communication. I sent MYB the final adjustments for 2020 the first week of November and just got confirmation that my calculations are correct. I will be working with Legal to create an amendment to the original agreement. I hope to have this to Council in January.

4. **Covid-19 Protocols** – This will be an ongoing item until there is a solution to Covid-19. We continue to work with CDH for all programs. We have cancelled all sports leagues for now and the majority of community education classes. The few classes that are going can follow protocols and meet all CDH requirements. Nothing has changed from the last month.
5. **Kleiner Park & Fuller Park Concessionaires** - I have sent out the Kleiner Park Concessions RFP. The deadline for this RFP will be next Wednesday, January 13<sup>th</sup>. I held an onsite pre-application meeting in December. There were three people in attendance.
6. **Fuller Park Snow Cone Concessions RFP** – I have sent out the Fuller Park Concessions RFP and held an onsite pre-application meeting on January 4<sup>th</sup>. The deadline for this RFP is the first week in February. There has been little interest in this location.
7. **Main Street Market Contract** – This contract has been signed by the contractor and will be on consent agenda for the January 12<sup>th</sup> meeting. The Main Street Market will begin in April and end in October.
8. **Jabil Fields Agreement** – The West Ada School District has begun phase one of a new school on the Jabil property. We are currently working with the school district to determine what field space will be available and what will be impacted. We are also working with ISU on the parking availability once this project is completed. I have spoken with ISU and need to prepare a site map showing where we plan to have our dumpster, restrooms, trash cans, and pedestrian access from their parking lot to the south between the fields and the freeway.
9. **Fee Data Collection** – I have reached out to the surrounding cities asking them to provide us with all the fees they collect in regards to parks and recreation. I have received feedback from Caldwell, Boise, Nampa, Eagle, and Sandpoint (only because they asked from Meridian's fees). Once all data is collected, we will evaluate our fees and adjust them where needed. We plan to meet with Finance in January to review.

### Homecourt Facility Manager's Report:

**JAKE GARRO**

1. **Closure** - Meridian Homecourt has been closed since Friday, November 13. Due to the closure, the following has been not been allowed to take place:
  - a. Community Athletic Group Practices

- b. Meridian Homecourt Open Pickleball Play
  - c. General Daily Use for Patrons
2. **Community Education Classes** – Community education classes are taking place in Court 5 as long as they are meeting the gathering rule of 10 and implementing appropriate social distancing practices.
3. **Facility Projects/Improvements** – The following tasks have been completed during our closure:
- a. Painting – mezzanine area
  - b. Clean and dust vestibule inside the facility
  - c. Clean and dust roof top in new office area
  - d. Clean and dust ceiling and walls in basketball court area
  - e. Clean and dust backboards
  - f. Installation of emergency light/exit wire guards
  - g. Painting of emergency light wire guards
  - h. Clean and dust bleacher and benches
  - i. Clean and dust backboards
  - j. Scanning system for REC 1. Running appropriate cable in the ceiling to allow for membership scanner to be located across the front desk area. This will for improved “foot traffic flow” of membership holders entering the facility during high volume times. This project is yet to be complete.
4. **Reservation Policy** – I am writing a reservation policy to implement for small group/individualized instruction. Looking for a fair and equitable process to use/designate court space during high volume open gym times. My goal for this process is to limit the amount of small group/individualized instructors we have in the facility at one time.

### Recreation Coordinators' Report:

**RENEE WHITE**

1. **Winterland – In a Bag** – This activity was a smashing success! We offered 500 snowmen drawstring bags filled with crafts to local families. The bags were handed out via drive-through style at the Meridian Community Center from 10 a.m. – noon. All bags were gone by 11 a.m. We had 10 volunteers help manage traffic. Commissioner Jo Greer dressed as Jovie and helped hand out bags with assistance from Santa and Elf. Families were respectful, staying in their cars and wearing masks.



### **A few comments from our Facebook:**

Thanks for the fun bags! My kiddos spent most of the day on Saturday working on crafts 😊

Thank you so much for doing this! My girls are having so much fun with all the fun, festive projects!

Thank you. My kids love it all. They were so excited to see Elf and Santa

We've been crafting for a while now! Thank you all so much, that made this possible!

Thank you!!! My boys have been talking about and sharing their crafts all day long! Love our city! ❤️

The Parks Rec. team really came together to create these bags. As a team, we selected crafts, purchased supplies, cut paper and help find activities for the activity book. Even as I was quarantined due to Covid exposure, our team came together to put the crafts into the bags.

2. **Zoom with Santa** - We created an opportunity for kids to meet face-to-face with Santa – virtually in our Zoom with Santa program. It was another huge success! Parents were asked to answer 3 questions about their kids when they registered for a time:

- What put them on the nice list
- Pet's names
- Favorite toy

This turned out to be the magic potion. Kids and parents were both delighted when Santa would mention something personal about them.

We served 439 kids. **Here are a few emails we got about the program:**

Thank you! And thank you so much for organizing this. Our six-year-old is high risk population (he had open heart surgery at 18mo) so this is such a special treat for our family (and I'm sure many others).

I want to commend you on your ability to pivot this Christmas season and by doing so creating a new host of memories for our citizens. Lincoln just wrapped up his Zoom chat with Santa and it was an amazing experience. I know this process appears to be easy and seamless, which means there was/is a ton of work behind

the scenes. Thanks for continuing to raise the bar and exceed everyone's expectations, we are lucky to have you and our amazing employees!

THANK YOU so much! My son just finished his call with Santa and he keeps saying "I'm speechless! ... how did Santa know so much Mommy?!" And wanted to call his Grandma and Grandpa and cousins and Daddy and tell them all about it. He is on cloud nine. I just want to extend my gratitude to you and your team for bringing some Christmas magic in such a crazy time and in such a COVID safe format. So much gratitude.

3. **Letters from Santa** - We had more than 1,400 letters this year. This exceeds every year. Thanks to Chelsea Cantrell for stepping up and taking the lead on the program this year. She created a system that allowed for the staff to send out letters from our home offices, printed and delivered the supplies, and kept track who was doing what.

I am currently focusing on 2021. We will continue to create community and fun activities in innovative/safe ways!

#### **JENNA FLETCHER**

1. **2021 Winter Activity Guide** – We did not release a guide but have been advertising individual classes that are currently running. Winter/spring classes are slated to run December 21 – May 30.
2. **Winter/Spring Classes** – Classes that can follow the succeeding protocols are currently allowed to run: less than 10 people, no shared equipment, not interactive, and maintain 6 feet of distance. Once we move forward in stages we will be able to open more classes and increase class size numbers.
3. **Contracted Instructors** – I am continually working with instructors to help them figure out how to continue to run their classes. Some have been able to split up their class times, while others are just waiting until we move forward in stages to start their classes.
4. **Summer 2021**- The Seasonal Summer Camp Coordinator position is open, and I am setting up interviews for that. This person will work from February until mid-August. This position will help me plan summer, such as hiring, planning field trips, and day-to-day events during camp.

#### **MAGGIE COMBS**

1. **2021 Winter Leagues** – Due to the rollback to Stage 2, we have still postponed registration at this time.

2. **2021 Spring/Summer Leagues** – We are prepping with hopefulness that we will be able to open registration for our Spring/Summer Leagues at the end of January/beginning of February.
3. **2021 Summer Fun Kickoff Tournament** – Teams are starting to place themselves on the tournament list. This tournament takes place on Memorial Day Weekend and hosts normally about 40 teams. Currently, we have 13 teams listed as they have interest in attending. This tournament does bring teams from other areas. Currently, we have teams from Idaho, Oregon, and Washington planning on attending.

### Volunteer Program Coordinator's Report:

**CHELSEA CANTRELL**

1. **December 2020** – December was a very busy month! We had opportunities that allowed for our volunteers to assist us. In December, volunteers gave 89 hours of service.
2. **Santa Letters** – We had 1 volunteer assist with the 1,385 letters that were written to Santa.
3. **Winterland in the Bag** – With hundreds of children coming out to pick up their festive holiday bag, it was a blessing to have 10 volunteers donate 26 hours to help keep the flow of traffic running smoothly!
4. **Christmas Shopping & Wrapping for the Gifts to the Children at Head Start** – We had several volunteers help us with the shopping and wrapping of the gifts for the children at the Head Start Program. A total of 626 gifts were purchased and wrapped. There were 58 hours of volunteer time donated to this cause.

### Recreation Coordinator 1 (Sports) Report:

**SKYLER COOK**

1. **Winter Basketball League** – The Winter Basketball League has been canceled, due to complications with Covid-19.
2. **Winter Cornhole League** – The Winter Cornhole League will begin on January 19<sup>th</sup>. This league will practice social distancing, wear masks, and limit spectators to group gatherings less than 10 people. The deadline to register is January 13<sup>th</sup>. Games will be played at Paramount Elementary and Meridian Middle School.
3. **Field Applications** – Field applications for 2021 have been submitted and are being scheduled based on priority use. Online reservations will open to the public on February 1, 2021.