



## PARKS & RECREATION

# NOVEMBER 2022

## MONTHLY REPORT



### ADMINISTRATION

- Director continues to work with the Mayor and other city personnel to ensure a smooth transition between Golf Fun, Inc. and our temporary contracted management company CourseCo. Director completed the purchase process of goods and equipment from Golf Fun, Inc. Staff are preparing responses to questions for the RFP that is currently out to provide operation services at the course. There is a non-mandatory Pre-Bid Walkthrough that is scheduled for Wednesday, November 7 with any interested applicants.
- Director met with staff representing Nimiipuu Energy to discuss the potential use of solar power within the current and planned future park developments as well as taking a tour of a site in Lapwai that uses solar power.
- Director participated in CivicRec discussions this month related to the creation of an online registration and booking program for the department. Staff will be going through trainings in the coming month before the program goes “live”.
- Director met with staff of the National Association of Park Foundations to discuss the formation of a foundation for the Parks and Recreation Department. Staff will also participate with a citizen board in the creation of the foundation and in providing direction and advice.
- Director hosted an on-line feed for the Partners in Community Forestry Conference, which was held in Seattle, WA. Members of the Urban Forestry and Cemetery Commission joined in the conference sessions to learn more about running a successful urban forestry program.
- Director participated in a University of Idaho Extension Listening Session to help guide the services of the local extension office in the future. The feedback session provided those in attendance to share ideas as well as comments on current programs offered.
- Director continues to participate in the monthly LC Valley Chamber Governmental Affairs Committee meetings.

## CEMETERY

- Assisted in planning 1 double depth casket burial
- Assisted in planning 2 cremation burials
- Assisted in planning 2 full casket burial
- Performed 7 monument staking's
- Sold 1 standard adult grave



## PARKS

- Staff met with Nimiipuu Energy regarding solar energy.
- Staff replaced a section of a slide at Hereth Park that was damaged.
- Park's Staff met with Tiny Mobile Robot to set up a cloud link for most of our fields. These are now programmed in so we can go to each site and lay out a field to be lined by the robot.
- Park's Staff installed a plow on the Kubota tractor to be able to utilize it in parks and parking lots during snow events.
- When the weather was conducive, staff used our recently purchased street sweeper (from the Street Department) to sweep parking lots and interior roads in both the Parks and Cemetery.
- Staff met with a Turf Star Western representative about golf course equipment.
- Staff preformed snow removal and cleaned parking lots during snow events.
- Staff completed winterization of all irrigation systems across the park system.
- Leaf removal projects have ended due to snow and freezing temperatures.
- Additional trash cans and litter removal was added to Locomotive Park for the Winter Spirit season.
- Picnic Table inventory for repairs has started.
- Historical Park trees were pruned and two were removals.
- Eight Memorial tree replacements were located and planted.

## RECREATION



### Programming:

- We continued Adult Fall Volleyball and Flag Football programs. Both programs will end mid-December.
- The department held our annual Ski Swap this month sponsored by Alpine Wholesalers out of McCall.

The Friday and Saturday event gives community members an opportunity to buy ski and snowboarding equipment at a discounted price prior to the season starting.

- We completed our soccer sports skills camp. We had 13 participants in our 3-6-year-old age group. We had to cancel our 7-10-year-old age group due to lack of registrations.
- We started our Youth Volleyball program. The program will wrap up in mid-December. We had 75 total participants register this year.
- We started registration for City League Adult Basketball with registration ending in December.
- We started our yoga/stretch class with 7 participants. The class will be completed in December.
- Tickets went on sale for Dinner with the Grinch and we sold 74 tickets. The event will be held on Friday, December 9.
- The 2<sup>nd</sup> Fall session of Karate class has started. There are 7 participants in our K-1<sup>st</sup> grade group and 10 participants in our 2<sup>nd</sup>-6<sup>th</sup> grade group. The class will be completed in December.

### **Senior Activities:**

- This month's trip took a group of 11 registrants to Brass Lantern in Genesee, ID for our First Friday Lunch program. Each month we pick a different location to attend outside of the valley.

### **Meetings:**

- Staff met with CivicRec about implementation for a new module for our Parks and Recreation page on the City Website to integrate online registration for activities, programs and rentals.
- Staff met with Jason Tanksley of CSG to discuss payment system options to go along with our CivicRec module for online registration.
- Staff met with Youth Volleyball Program instructors to go over the structure/timeline of the program. Most of the staff are all brand new for this year with some having helping in the past while they were in high school.

### **Youth Leadership Council:**

- The Council is working on finalizing an agreement with Cerner Corporation about renting our Chinook Conference Room for 3 months for a training program for VA services. Been working with Dustin in IT to make sure we can accommodate their requirements.

### **Trainings:**

- One of our Recreation Coordinators, Julian Madrid, attended the National Youth Sports Conference in Orlando, Florida this. Julian is a Certified Youth Sports Administrator and the conference allowed him to attend trainings to help him maintain his certification.
- Our Recreation Supervisor, Ray Pedrina, attended the Aquatic Facility Operator's Course at EWU to obtain his Aquatic Facility Operator Certification. Ray will be overseeing our two seasonal outdoor pools this coming summer.

### **Magazine:**

- Completed the final draft of Issue 4 for the City of Lewiston Magazine. The magazine will be distributed in December

# FACILITY MAINTENANCE



## Projects:

- Painted CC Lobby
- Finished snow break at Service Center
- Repaired electrical at the Golf Course
- Repaired electrical at Service Center
- Working on repairs at the Lewiston City Library
- Performed maintenance to prep building heaters
- Worked on the Lewiston City Library Custodial RFP
- Roof maintenance to avoid water backups
- Continued garage door repairs and maintenance

## Plumbing issues:

- None

## Lighting Issues:

- Lewiston City Library

## HVAC Issues:

- Community Development

## Electrical Issues:

- Several citywide which had to be contracted out due to the city electrician being on medical leave

## Key, Lock, Card Issues:

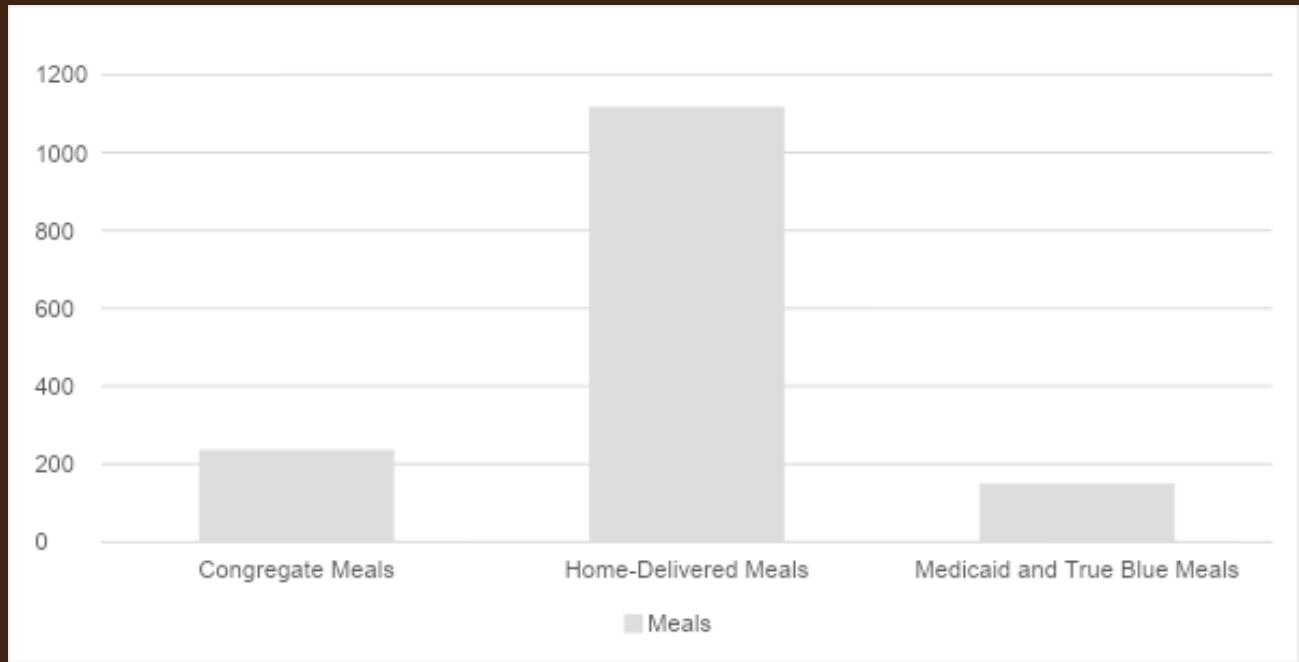
- Lewiston City Library
- Service Center
- Cemetery
- Public Works/Community Development
- City Hall

## SysAid Work Order System:

- |                                       |    |
|---------------------------------------|----|
| ● New Work requests                   | 30 |
| ● Work Requests Pending               | 2  |
| ● Work Requests Completed             | 26 |
| ● Work Requests Remaining to Complete | 4  |

## SENIOR NUTRITION

- Congregate Meals served this month = 237
- Home-Delivered Meals served this month = 1118
- Medicaid and True Blue Meals served this month = 150
- Volunteer hours = 145, Volunteers = 8



## RESERVATIONS

- **Community Center Reservations:**

There were seventy-four (74) meetings and or events in the Community Center in November with approximately one thousand nine hundred (1900) attendees and another approximately two hundred (200) drop ins. We continue to serve an onsite senior lunch Monday through Wednesday and a sack lunch drive thru for our seniors who would prefer to not to eat onsite.

- **Park Reservations:**

There was an SEL fun run starting in Kiwanis Park in November with approximately fifty (50) participants. Locomotive Park continues to draw large crowds to the Winter Spirit light display.

- **Fenton Gym Rentals:**

There were fifty (50) total rentals occurred at Fenton Gym throughout the month of November.