



City of  
**Evanston™**

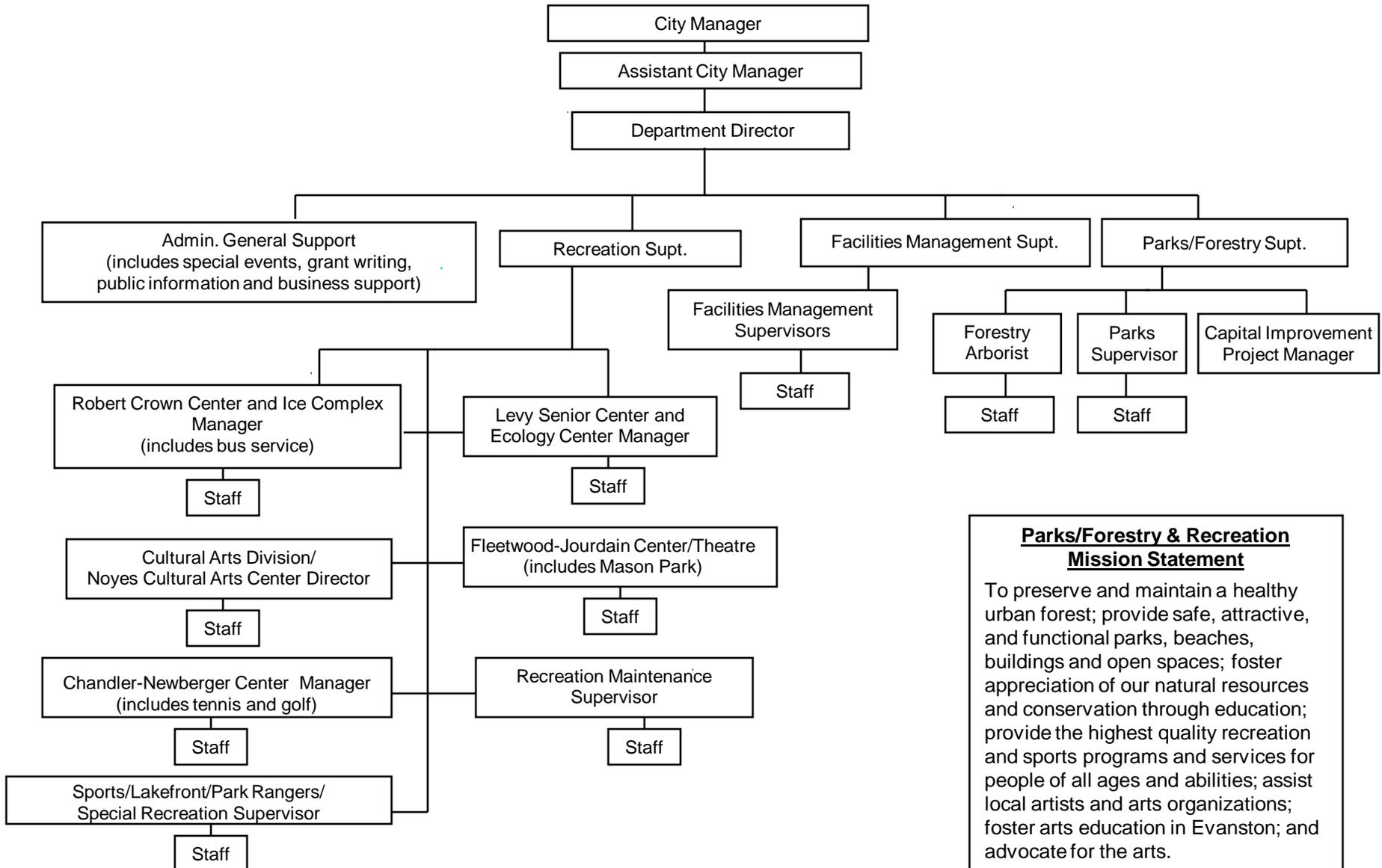


## ***Parks/Forestry, Recreation and Facilities Management Department***

***Budget Workshop Presentation  
November 7, 2009***

# Parks/Forestry, Recreation and Facilities Management Department

(which includes Cultural Arts and Ecology Divisions and Special Events)



## Parks/Forestry & Recreation Mission Statement

To preserve and maintain a healthy urban forest; provide safe, attractive, and functional parks, beaches, buildings and open spaces; foster appreciation of our natural resources and conservation through education; provide the highest quality recreation and sports programs and services for people of all ages and abilities; assist local artists and arts organizations; foster arts education in Evanston; and advocate for the arts.



## 14 Boards/Commissions/Non-Profits:

Approximately 100 Board Members

- Playground and Recreation Board
- Evanston Parks Foundation
- Evanston Arts Council
- Public Art Committee
- Ladd Arboretum Committee
- Lighthouse Landing Committee
- Public Names and Places Committee
- Robert Crown Advisory Board
- Levy Senior Center Advisory Board
- Fleetwood-Jourdain Advisory Board
- Levy Life Enrichment Fund
- Evanston Environmental Association
- M/W/EBE Advisory Committee
- Civic Center Committee

## Affiliated Groups

Representing over 7,000 participants

- Evanston Badminton Club
- Evanston Baseball and Softball Association
- COE-POPS and COE-MOMS (basketball and social programs)
- Evanston Bicycle Club
- Evanston Boat Ramp Association
- Evanston Cricket Club
- Evanston Youth Lacrosse Association
- FAAM -- Fellowship of Afro American Men (basketball and cheerleading programs)
- Evanston Youth Hockey Assoc.
- Evanston Junior Wildkit Football
- Evanston Running Club
- Evanston Sailing Club
- AYSO Soccer
- Team Evanston Soccer
- Evanston Speed Skating Club
- Evanston Community Tennis Association
- Evanston Windsurfing Association
- Evanston Garden Clubs
- Evanston 4th of July Association



## Parks Division

Responsible for playgrounds, parks, the Ladd Arboretum, Jens Jensen Garden, equipment and turf maintenance, park trash removal, general landscape, Merrick Rose Garden and Levy Center courtyard planting and maintenance, snow removal operations, Christmas tree recycling, and community garden support.

### Annual Key Statistics

- Provides regular inspections, repairs and maintenance at 76 park locations with over 1,000 park amenities and site furnishings (benches, bleachers, tables, grills, bike racks, pathways, edging, retaining walls, playground equipment and surfacing, planters, signs, exercise stations, and tennis/basketball court equipment)
- 400 park trash cans emptied; a total of 38,000 empties per year
- Maintenance of over 62,300 linear feet of fencing
- Snow removal at 10 City buildings and all perimeter sidewalks at 76 parks
- Over 21,000 trees, shrubs, and perennials maintained in parks
- Dozens of work requests completed for other depts. such as welding, small engine repairs, and specialized landscaping
- 900+ staff hours for Christmas tree pick-up and recycling (also performed by Forestry Division and Recreation Maintenance staff)
- 188 acres mowed at least once a week, weather permitting, April-October





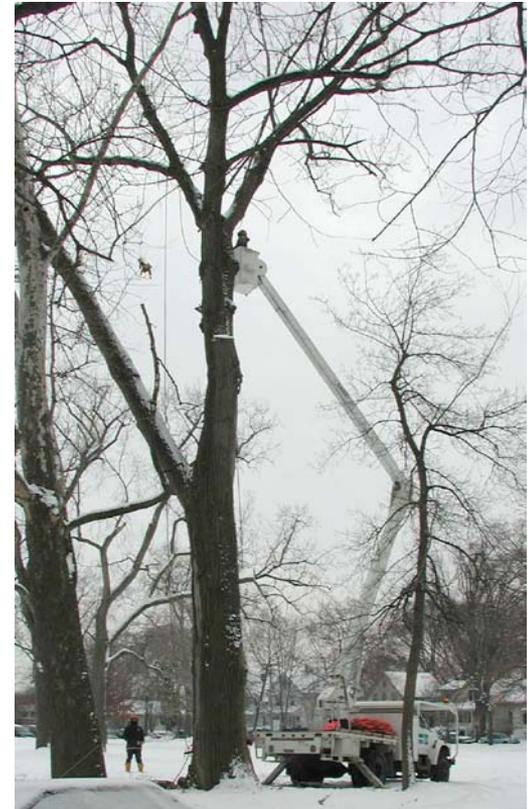
## Forestry Division

Maintains our urban forest, which includes:



- Park & Parkway Tree Trimming (Population is 33,600; 3,600 are trimmed annually)
- Tree Planting (700 per year)
- New Tree Mulching and Watering
- Storm Damage Cleanup
- Tree Grate and Sidewalk Opening Maintenance
- Emerald Ash Borer: tree removal & replacement (600+ from public parkways)
- Public Tree Removals
- Stump Removal (500+ since 2007)

- Snow Removal
- Equipment Maintenance
- Tree Inspections
- Firewood Sales (\$23,800 revenue FY 08-09)
- Dutch Elm Disease: Cut-outs, removals, scouting and lab work. Insurance program (400+ private elms)  
Dutch Elm inoculations (Over a 3 year cycle 600 trees are injected by City staff and 1,500 injected by private contractor)
- Christmas Tree Recycling and Holiday Decorations





## Recreation Division



### Robert Crown Community Center and Ice Complex

Youth and adult arts and sports classes, preschool, camps, after-school program and district-wide bus program (after-school pickup for all centers). Ice complex includes figure skating classes with two annual ice shows, hockey classes/leagues, camps, public skating, broomball (adult league, rentals) and private/affiliated group rentals (speedskating, hockey club, etc). Note: Open 7,020 hours annually.

### Fleetwood-Jourdain Community Center

Programs include youth sports, fitness/wellness and arts classes, adult theatre program, after-school program, camps, cultural events and computer hub. Site of COE-POPS and FAAM basketball programs, community services and senior club.



### Levy Senior Center

Programs include music, visual arts, computer and adult fitness classes, a computer lab, fitness room, children's theatre, community services (referrals, health screenings), clubs, trips and special events. Annual facility rental revenue: \$65,000.



## Ecology Center

Provides nature education-oriented camps and programs, facility rentals, environmental education programs at schools, community garden program, and community service programs. Annual facility rental revenue: \$15,000.



## Chandler-Newberger Community Center

Offers youth and adult league and sports instruction programs, including gymnastics, volleyball, basketball, fencing and soccer, plus preschool and chess programs. Staff manages 11 types of summer camps (including sports camps). Many programs held at other sites, including indoor and outdoor tennis, youth golf, beach volleyball and school-based basketball and flag football leagues.

Drop-in activities include basketball, volleyball and family gym time. The gym and multipurpose rooms are rented. Annual facility rental revenue: \$21,000.





## Lakefront operations

Includes aquatic camps and rentals; five public swimming beaches; dog beach; Church St. Boat Ramp and Dempster St. Sailing Beach/Launch. Rental revenue: \$6,100.

## Outreach programs managed by FJCC staff

**Summer lunch program** provides free nutritious meals to children at three parks. 35,710 meals were served in Summer 2009; approx. 900 per day. Totally funded by the Illinois State Board of Education in '09.

**Mason Park Fieldhouse** is the site for a year-round recreational drop-in program for middle school youth and summer basketball leagues for high school youth and adults.

## Park Service Unit

Park rangers are part-time and seasonal employees who enforce code provisions in City parks; monitor athletic field permits; turn on/off sports lights; lock bathrooms; assist with special events, recreation center and park programs and inspect park equipment.

## Special Events

Staff coordinates 78 days of special events and other activities held in the City of Evanston (includes City-sponsored events).



## Recreation Maintenance

Employees clean 12 lakefront and park bathrooms and maintain sports fields (32 soccer, 18 baseball, 4 football), 34 tennis courts and 4 outdoor ice rinks. They pick up litter and remove graffiti throughout the park system; remove snow; paint and perform minor carpentry at recreation sites.



## Cultural Arts Division

Operates arts-oriented camps and programs; conducts two summer arts festivals (attendance estimate is 40,000) and free concerts in the parks; and operates Noyes Cultural Arts Center, which includes a gallery and rentals (28 artist leases); manages the Cultural Grant Fund and Mayor's Award for the Arts. Staff oversees the City's public art collection, including maintenance.

## Special Recreation

According to the ADA, special recreation is mandated by law. Provides inclusion services, arts and sports classes, summer camps and an overnight weekend camp. The program also has 100 athletes who participate in Special Olympics.

## Adult Softball Leagues

- 9 adult softball leagues are played at the two main baseball/softball fields in Robert Crown Park
- 70 teams play during 2 seasons

## Permits

- 16,500 hours permitted to individuals/organizations for athletic field usage
- 225 picnic permits issued for individuals/organizations for picnics in the park (non-lakefront)



## Facilities Management Division

- Completes over 3,000 work orders annually
- Provides over 2,000 hours in preventive maintenance annually
- Supports all City departments by providing functional work environments, including power, lights, HVAC and plumbing

### Facilities include:

- Civic Center and Outbuilding (2)
- Public Works Buildings (3)
- Cultural Arts and Library Facilities (5)
- Fire Stations and Headquarters (6)
- Municipal Parking Garages (5)
- Police Department Headquarters and Outposts (2)
- Recreation Centers (5)
- Park and Lakefront Buildings (18)
- Fountains (6)

**Staff provides skilled service in the following disciplines with a combined total of 300+ years' experience:**

HVAC	Carpentry
Electrical	Masonry
Locksmith	Plumbing
Painting	Custodial
Labor	Architecture
Data processing	
Project management	
Contract supervision	
ADA compliance	
Office & furniture layout	
Consulting	
Environmental remediation	





## Capital Improvements

**Staff performs a wide variety of functions in the execution of 30 to 40 capital improvement projects annually** (typically representing \$5 million to \$10 million in value).

### Primary staff duties:

Prepare funding requests, including project budgeting, scheduling and grant writing.

Prepare in-house project design work from concept through construction, including bid document development and construction administration activities.

Perform procurement activities for professional, testing and construction services, including developing and evaluating requests for qualifications/proposals, bid package preparation/issuance and evaluation and selection of contractors/consultants.

Perform, develop and manage public involvement activities, including meetings, workshops and presentations.

Perform agency and service provider coordination and permitting activities.

Manage consultant and construction contracts, including design, scheduling, document review, interagency coordination, bid preparation, construction administration, change order request evaluation and liaison activities.

Prepare memoranda and detailed reports for contract procurements, change orders and project activities.

Manage and analyze project schedules and budgets through project completion.

Manage and problem solve activities to resolve punch list and post-construction issues.

Transfer projects and provide training to operations departments, including warranty registration and monitoring.



**The path in Twiggs Park was constructed in 2009.**



**Fire Station #5 was the City's first LEEDs building (Leadership in Energy and Environmental Design). The totally-new building opened in February 2009.**