



CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 95-82

From: Mayor Stein
Date: October 4, 1995
Subject: Parks and Recreation Organization

The attached memo schedules a parks and recreation planning meeting October 19 to begin deliberation on organizational and functional plan for the future of parks and recreation. Included is a "function-allocation" list from Anchorage showing how they are organized under the Cultural and Recreational Services Department. We could follow this example.

Administration respectfully requests that Council allow the Parks and Recreation Commission to proceed with its planning effort and report to Council with a recommendation in December.

John C. Stein, Mayor

CV 95-82

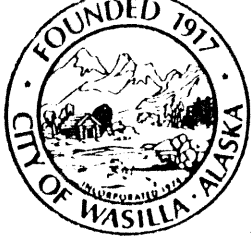
Jack
95-83

Re: Parks & Recreation Organization

The attached memo schedules a P&R planning meeting Oct 19 to begin deliberation on organizational and functional plan for the future of P&R. Included is a "function-allocation" list from Anchorage showing how they are organized under the Cultural and Recreational Services Department. We could follow this example.

Admin respectfully requests ^{that} Council allow the P & R Commission to proceed with its planning effort and report to Council with a recommendation in December.

VCS



CITY OF WASILLA

MUSEUM DEPARTMENT

DOROTHY G. PAGE MUSEUM
& VISITORS INFORMATION CENTER,
OLD WASILLA TOWN SITE PARK
323 MAIN ST.
WASILLA, ALASKA 99654
PHONE: (907) 373-9071
FAX: (907) 373-9072

9/28/95

Memo: Ref. Oct. 19, 7 P.M., Parks and Recreation Commission Planning meeting.

To: Members of the Wasilla City Council, Mayor Stein, Members of the Wasilla Parks and Recreation Commission and the Board of the Wasilla-Knik-Willow Creek Historical Society.

From: John Cooper, Museum Dept..

On October 19th Connie Jones, Director of the Municipality of Anchorage Dept. of Cultural and Recreational Affairs, will attend the Wasilla Parks and Recreation Commission Meeting. Ms Jones will also bring with her Jill Waters who directs the Anchorage School Districts Community Schools Program (Jill is also President of the Alaska Recreation and Parks Association which sponsored the recent state wide conference in Seward) and Bob Robertson, former Director of the Municipality of Anchorage Parks and Recreation Division (For many years Bob has been active as a Board Member on both the Alaska Recreation and Parks Association and the National Parks and Recreation Association. With a list of professional accomplishments from several other states as well Bob is known by those in the field as "Mr. Parks and Recreation".)

The thrust of the meeting will be to give an overview of how Anchorage's program developed, to brainstorm about Wasilla's needs and options, and to advance our planning outline (ei. "What next and how do we get there?")

Both Jill Waters and Bob Robertson will have just returned from the National Parks and Recreation Conference with both what's currently working well in programs and new program directions. We will be getting important assistance and insight from these folks and I urge you to please try to attend. Well grounded information and communication will be a major asset to you in your near future decision making regarding the development of a comprehensive Parks and Recreation program for Wasilla. That's Tuesday, October 19th, at 7 P.M. in the City Hall Council Chamber.

P.S.

As a side line to all of this you should know that Connie Jones was an original organizer (not for profit) of Anchorage's foot races (5 & 10 kilometer Runs). With Mayor Stein's concurrence I have asked Connie to help us organize an event, or events, of this type for Wasilla. She has agreed and will bring to a later meeting with us members of both the not for profit groups and her Municipality Staff who work with these events. As this comes together we will let you know.

FUNCTION-ALLOCATION LIST

CULTURAL AND RECREATIONAL SERVICES

Mission

To enhance the quality of life for residents and visitors by providing cultural, educational and recreational activities and programs. Develop, maintain, operate and schedule recreation facilities, the Anchorage Library system, Museum of History and Art, parks and trails.

ADMINISTRATION DIVISION

Plans, organizes, directs and controls development and operation of programs to assure accomplishment of Department mission.

Initiates and coordinates special projects.

Serves as liaison between the department and the administration and community groups.

Provides for long range planning for cultural, recreational, educational and leisure needs of community.

Coordinates budget preparation; provides financial reports and analysis and payroll and personnel coordination; monitors expenditures versus budget authority for operating programs, grants and capital funds.

Oversees contract administration for Anchorage Historic Properties, Inc., Hilltop Ski Area, Alaska Aviation Heritage Museum and non-profit arts organizations.

Provides technical assistance in marketing, public information, graphics and community outreach departmentwide.

Coordinates a year-round Beautification Program to increase the attractiveness of Anchorage and enhance social and economic development. The Beautification Program oversees the Beautification Task Force which will develop and update a Beautification plan and identify funding and resources including businesses, organizations, residents and volunteers.

Provides staff assistance to the Anchorage Arts Advisory Commission, the Beautification Task Force and Sports Facilities Task Force.

EAGLE RIVER/CHUGIAK PARKS AND RECREATION DIVISION

Provides direction, volunteerism, coordination and administrative support to Eagle River/Chugiak Parks and Recreation Service area parks and recreation programs and operations.

Staffs Eagle River/Chugiak Parks and Recreation Board of Supervisors.

Acquires and develops parks, trails and outdoor facilities.

Funds non-profit organizations which provide recreational opportunities to service area residents.

Aquatics Section

Provides opportunities for recreation and water safety enhancement activities to service area residents through operation of public swimming programs at Chugiak Pool.

Maintenance Section

Provides maintenance, repair and utility services to parkland, trails and athletic fields in the service area.

Provides floral landscaping and beautification projects in the service area public lands.

Recreation Programs

Conducts summer recreation/day camp and playground programs for youth in the Eagle River/Chugiak area.

LIBRARY DIVISION

Administration

Plans, organizes, directs, and controls comprehensive programs to achieve municipal policy.

Performs administrative duties in budget area and manages facilities operations.

Delivers a systemwide volunteer service program to support activities in main and branch libraries.

Provides centralized accounting function within the library system.

Provides centralized word-processing functions within the library system.

Provides public information on services and programs for the library.

Acts as liaison with library support groups and community organizations.

Automation

Provides and maintains an automated library system for circulation, on-line catalog, and acquisition, serials and electronic mail.

Branch Libraries/Circulation

Manages the branch library program. Provides for the circulation of print and non-print material.

Collection Development

Provides for the planned and coordinated development of Anchorage Municipal Libraries library material collections.

Adult Services

Provides access to information sources in all formats.

Provides reference assistance including on-line database searching to public.

Provides regional library service: bush library service, institutional service, and interlibrary loan service.

Alaska Collection

Provides for access to and maintenance of materials pertaining to Alaska including government documents and archival material.

Support Services

Provides professional and technical assistance in areas of acquisition, cataloging and processing of serials, monographs and other library materials.

Youth Services

Provides reference assistance to children, young adults, and the general public.

Promotes library use through programs for children, young adults, and adults with an interest in materials for this age group.

MUSEUM DIVISION

Collects, preserves, exhibits and interprets materials illustrating the arts, history and native cultures of Alaska. Maintains an active exhibition program. Provides a major cultural center for Anchorage.

Administration

Plans, coordinates and directs comprehensive museum management including collections, exhibitions and interpretive programming for the visiting public.

Performs administrative, and clerical duties in areas of budget, personnel and financial management and facility operations.

Collections Section

Acquires, records, stores, preserves and researches objects owned by or on loan to the Museum. Provides information to the public.

Library and Archives Section

Acquires, records, stores, retrieves and researches books and archival materials. Provides information to the public.

Exhibits Section

Organizes, schedules, designs and installs temporary and long term exhibits. Produces catalogues, labels, and other interpretive materials.

Education Section

Organizes children's exhibits, classes, public programs and schedules facility use by other organizations. Recruits and coordinates and trains volunteers. Plans, develops and organizes schedules and presents tours and other educational programs. Produces publicity for the division.

1% for Art

Administers and organizes selection and acquisitions of new art works. Documents, maintains and repairs existing art works.

Facility Operations Section

Manages security for the building, its contents and the public; manages arrangements for public events; manages physical plant, garage and security systems.

Registrar Section

Plans, coordinates, organizes and documents the condition of art works, loan agreements, insurance, customs, storage, shipping, packing and crating. Works in cooperation with collections and exhibits sections.

Smithsonian Arctic Studies Center Section

Housed in the Museum, this branch of the Smithsonian Institution National Museum of Natural History administers, plans, coordinates and directs research, educational outreach, interpretive programming, collections management and exhibitions to rural constituencies throughout Alaska.

PARKS AND RECREATION DIVISION

Insure comprehensive and diverse recreation programs and activities are available to the community. Provide well maintained parks, trails and facilities for public use and contribute to the beautification of Anchorage.

Administration

Directs the overall operations of the Parks and Recreation Division.

Provides policy guidance, direction, and assistance to all sections within the Division,

Plans and organizes division programs and functions.

Provides and controls division resources.

Coordinates section operations and provides administrative support.

Evaluates programs and services.

Provides staff support to Parks and Recreation Advisory Commission and Girdwood Board of Supervisors.

Design and Development Section

Plans, designs, develops, and rehabilitates new or existing parks, trails, and outdoor recreation facilities.

Initiates capital funding requests for park planning, acquisition, and development.

Prepares site and master plans for park development.

Manages development projects to improve parks and trails for safe public use.

Maintains current park, facility, and trail inventory data and maps.

Prepares and administers grants, contracts, use agreements, and permits.

Provides in-house graphics and design support and project specifications preparation.

Coordinates park planning, designs, and development with community councils, municipal commissions, neighborhood groups, volunteers, and interested individuals.

Sports and Parks Operations Section

Provides sports and outdoor recreation programs and volunteers.

Schedules the use of parks, trails, and facilities for programs, activities, and special events year-round.

Operates facilities such as a municipal golf course, ski-tow, Anchorage Football Stadium, Mulcahy Baseball Park, Kincaid and Russian Jack Springs warm-up chalets, camper parks, and a variety of other park facilities.

Parks Maintenance Section*

Maintains Parks, outdoor recreation facilities, trails, and open space areas for safe, sanitary, and convenient public use.

Maintains athletic, recreation, aquatic, playground, and camping facilities for seasonal use by sports organizations and the general public.

Maintains ski, bike, walking, fitness, equestrian, winter running, and nature trails for community use.

Removes snow from area walkways, winter running trails, facility parking lots, stairways, and access roads to recreation areas for the convenience and safety of park users.

Provides maintenance assistance to agencies, sports organizations, and community special events.

Provides voting equipment for municipal elections.

* This function is divided into two sections which are separately supervised, staffed, and whose areas of responsibility are divided between north and south Anchorage.

Horticulture Section

Contributes to the beautification of Anchorage by providing floral displays and tree/shrub landscaping in parks, along roadways, and around municipal buildings.

Maintains turf along road right-of-ways and around municipal buildings.

Operates greenhouses for production of 50,000 annual flowering plants and storage/maintenance of perennial plants.

Operates nursery for plant materials used in landscape areas.

Supports department, municipal, and community special events.

Operates tropical plant greenhouse open year-round for public visitation.

Provides plant material for Adopt-A-Park program and Girdwood and Eagle River beautification programs.

Centers and Recreation Section

Provides and coordinates with other agencies a variety of community-based recreational programs.

Provides therapeutic recreation programs and activities for the disabled population of Anchorage.

Provides programs and activities for Youth-At-Risk.

Operates community recreation centers to provide programs, instruction, and meeting space.

Conducts Summer Playground Program and Day Camps for youths at sites within the Anchorage bowl area.

Aquatics Section

Provides year-round water safety education and recreational opportunities at indoor pools in the Anchorage bowl area.

Operates swim beaches at lakes during summer months to provide outdoor swimming and recreational programs.

Provides a wide variety of programming of aquatic activities enabling participation by all ages and segments of the community in recreation and safety programs.

Volunteer Program Section

Increases community volunteer involvement in Parks and Recreation with an emphasis on maintenance and horticulture programs.

Provides a program in which volunteers may assist with the maintenance of flower beautification sites.

Provides for volunteer assistance maintaining tree and shrub roadway landscape areas.

Coordinates volunteer participation in park and trail design and development.

Provides a program in which volunteers may contribute to the maintenance of parks, trails, sports fields, and outdoor recreation facilities.

Coordinates volunteer assistance in recreation and therapeutic programs.

Supports community special events and projects.

Community Work Service Section

Provides a program which offers judges an alternative to additional jail time for adults convicted of misdemeanor offenses.

Provides a program for juveniles in violation of probation for misdemeanor and felony drug-related offenses.

Provides a program for summer youth employment funded by private and state grants.

Contributes to the clean appearance of the Municipality by collecting litter along roadways, in parks, streams, and special assigned public areas.

Provides clean-up and special project assistance to agencies and other municipal departments.

Non-Profit and Grants

Administers grants, contracts and agreements with non-profit organizations providing recreational opportunities in Anchorage and Girdwood service areas.

(This function is divided and carried out by the above appropriate sections.)

GIRDWOOD PARKS AND RECREATION

Anchorage Parks and Recreation staff provides support services to Girdwood Valley Service Area and its Board of Supervisors in areas of budget preparation and administration, purchasing, maintenance, development, and matters relating to parks and recreation programs and facilities.

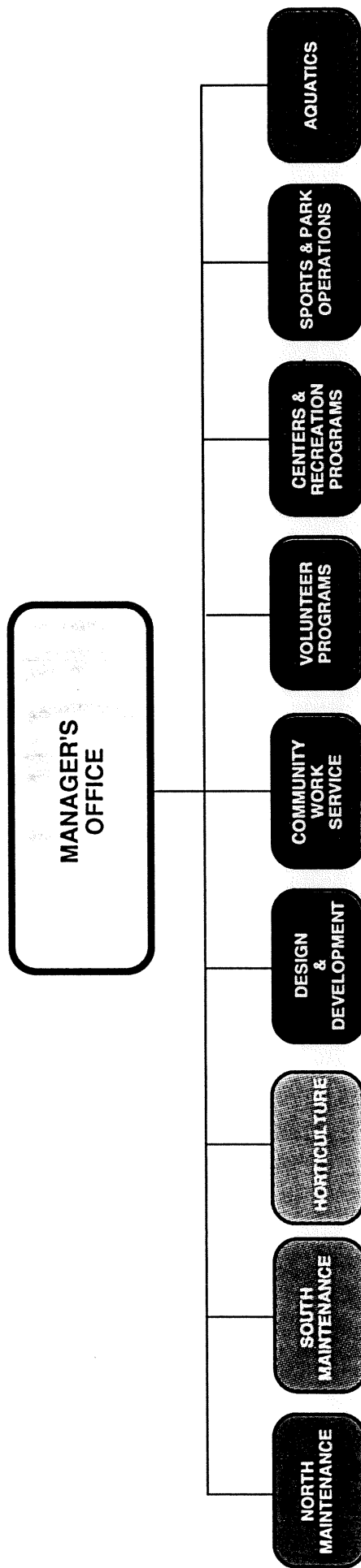
Approved: _____ Date: _____
Rick Mystrom
Mayor

Approved: _____ Date: _____
Larry D. Crawford
Municipal Manager

Approved: _____ Date: _____
George J. Vakalis
Operations Manager

Prepared by: Constance R. Jones Date: 5/16/95
Constance R. Jones, Director
Cultural and Recreational Services Department

PARKS AND RECREATION DIVISION



NORTH MAINTENANCE

*Budget: \$1,787,210

Staff: 6 full time
4 part time
10 temp

10,400 PARK ACRES
180 PARKS
303 PARK FACILITIES
408 ACRES OF TURF
91 MILES BIKE TRAILS
105 MILES WALKWAYS
110 KM SKI TRAILS

*FUNCTIONS

Maintenance of Facilities:

Baseball Fields/Stadium
Basketball Courts
Football Stadium
Ice Rinks
Lakes/Creeks/Lagoon
ORV Area
Picnic Areas
Playgrounds
Rugby Fields
Running Track
Ski Hill
Sledding Hills
Soccer Fields
Softball Fields
Swim Beaches
Tennis Courts
View Areas
Volleyball Courts
Docks & Bridges

Trail Maintenance:

Bike
Fitness
Ski
Equestrian
Litter Collection
Restrooms Cleaning
Signs/Gates/Fences
Snow Removal
Walkways
Parking Lots
Stairways
Turf Maintenance
Special Events
Fur Rony
Iditarod
Ice Carving Competition
Tree Lighting Ceremony
4th of July Fireworks
Easter Egg Hunt
Election Booth Distribution
Vandalism Repairs

SOUTH MAINTENANCE

Staff: 6 full time
4 part time
10 temp

436 FLOWER BEDS
57,500 FLOWERS PRODUCED
5 GREENHOUSES
64,100 TREES & SHRUBS
215 ACRES OF TRUF

*FUNCTIONS

Greenhouse
Annual Flower Production
Tropical Plant Maintenance
Tours
Beautification (Flowers)
Parks
Roadways
Municipal Buildings
Landscape (Trees & Shrubs)
Parks
Building Grounds
Roadways
Nursery Operation
Truf Maintenance
Building Grounds
Roadways
Special Events
Litter Collection
Vandalism Repairs

HORTICULTURE

Budget: \$752,490

Staff: 7 full time
2 part time
21 temp

436 FLOWER BEDS
57,500 FLOWERS PRODUCED
5 GREENHOUSES
64,100 TREES & SHRUBS
215 ACRES OF TRUF

*FUNCTIONS

Greenhouse
Annual Flower Production
Tropical Plant Maintenance
Tours
Beautification (Flowers)
Parks
Roadways
Municipal Buildings
Landscape (Trees & Shrubs)
Parks
Building Grounds
Roadways
Nursery Operation
Truf Maintenance
Building Grounds
Roadways
Special Events
Litter Collection
Vandalism Repairs

* PARK MAINTENANCE RESPONSIBILITIES ARE DIVIDED BETWEEN TWO SECTIONS - NORTH & SOUTH ANCHORAGE

CENTERS & RECREATION PROGRAMS

Budget: \$1,169,510
Revenue: 399,000

Staff: 8 full time
14 part time
39 temp

SPENARD COMMUNITY CENTER
FAIRVIEW COMMUNITY CENTER
MTN. VIEW COMMUNITY CENTER
THERAPEUTIC RECREATION PROGRAMS
SUMMER PLAYGROUNDS

FUNCTIONS

Recreation Center Programs
Weight Lifting
Aerobics
Racquetball
Basketball
Arts & Crafts
Martial Arts
Meeting Space
Dance
Volleyball
Day Camps
Therapeutic Recreation Programs
Adapted Aquatics
Bowling
Physical Fitness & Conditioning
Wheelchair Basketball
Home Based Recreation
Summer Playground Program
Special Events
Kids Day
Very Special Arts Festival
Holiday Parties/Carnivals
Ice Fishing Jamboree

SPORTS & PARK OPERATIONS

Budget: \$664,910
Revenue: 366,840

Staff: 4 full time
5 part time
14 temp

RUSSIAN JACK SPRINGS CHALET
RUSSIAN JACK SPRINGS GOLF COURSE
RUSSIAN JACK SPRINGS SKI HILL
KINCAID OUTDOOR CENTER
CENTENNIAL CAMPGROUND
LIONS CAMPGROUND

FUNCTIONS

Sports League Administration
Basketball
Baseball
Soccer
Ski
Lessons
Cross-Country Ski
Tennis
Running Events, ie.
Tuesday Night Race Series
Mayor's Marathon
Alaska Women's Triathlon
Park & Facility Scheduling
Picnic Shelters
Community Gardens
Bike Trails
Sports Fields
Building Rentals
Campgrounds
Equipment Rentals
Special Events
ARCO Jesse Owens Track Meet

AQUATICS

Budget: \$2,012,940
Revenue: 1,404,720

Staff: 8 full time
51 part time
49 temp

BARTLETT POOL
EAST POOL
WEST POOL
DIMOND POOL
SERVICE POOL
SPENARD LAKE BEACH
JEWEL LAKE BEACH
GOOSE LAKE BEACH

FUNCTIONS

Recreational Swim
Family Swim
Open Swim
Lap Swim
Instructional Programs
Swim Lessons
Lifesaving/Water Safety
Adapted Aquatics
Aerobics
Pool Scheduling
Competitive Practices/Meets
Party Rentals
ASD Aquatic Program
Swim Beach Programs
Recreational Swim
Swim Beach Permits
Recreation Day Camps
Special Events

**PARKS & RECREATION DIVISION
MANAGERS OFFICE**

Operating Budget:: \$7,559,630
Revenues: \$2,170,560
Capital Budget: \$8,998,000
Personnel: 54 FT 82 PT 144 T
Non-Profits: \$156,250

Budget: \$281,240

Staff: 4 full time

DESIGN & DEVELOPMENT

Budget: \$371,630

Staff: 6 full time

FUNCTIONS

Design & Construction
Parks
Facilities
Trails
Project Coordination
Public Coordination & Presentations
Maintain Park/ Facility Inventory
Maintain Park Plans & As-Builts
In House Facility
Design & Graphic Support
Park Research

COMMUNITY WORK SERVICE

Budget: \$291,940

Staff: 4 full time
2 part time

FUNCTIONS

Participant Screening & Placement
Adults
Juveniles on probation
Litter Collection
Parks
Roadways
Open Space Areas
Agency Assistance
Special Projects
Operate Summer Youth Programs
ALPAR
NEYEP

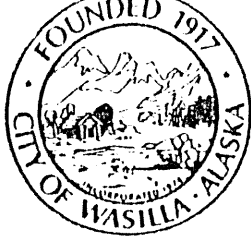
VOLUNTEER PROGRAMS

Budget: \$71,510

Staff: 1 full time
1 temp

FUNCTIONS

Recruiting & Assigning Volunteers
Adopt-A-Park Program
Park Beautification
Tree/Shrub/Landscaping
Park Maintenance
Park Development
Special Events



CITY OF WASILLA
MUSEUM DEPARTMENT

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9/28/95

Memo: Ref. Oct. 19, 7 P.M., Parks and Recreation Commission Planning meeting.

To: Members of the Wasilla City Council, Mayor Stein, Members of the Wasilla Parks and Recreation Commission and the Board of the Wasilla-Knik-Willow Creek Historical Society.

From: John Cooper, Museum Dept..

On October 19th Connie Jones, Director of the Municipality of Anchorage Dept. of Cultural and Recreational Affairs, will attend a special Wasilla Parks and Recreation Commission Meeting. Ms Jones will bring with her Jill Waters who directs the Anchorage School Districts Community Schools Program (Jill is also President of the Alaska Recreation and Parks Association which sponsored the recent state wide conference in Seward) and Bob Robertson, former Director of the Municipality of Anchorage Parks and Recreation Division (For many years Bob has been active as a Board Member on both the Alaska Recreation and Parks Association and the National Parks and Recreation Association. With a list of professional accomplishments from several other states as well Bob is known by those in the field as "Mr. Parks and Recreation".)

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