



MEMORANDUM

TO: Parks Commission
FROM: Darren Dunkle, Director of Parks, Recreation & Forestry
DATE: March 13, 2020
SUBJECT: Directors Report

Administration

- Continued working on the Audit Analysis and the development of a report.
- Continued working on the development of a Maintenance Investment/Improvement Plan.
- Continued working on the development of a Capital Investment/Improvement Plan.
- Continued working on the development of a Refurbishment/Replacement Plan.
- Continued working on the development of an overall Parks Work Plan.
- Continued working on the development of Individual Job Scope and Goals & Objectives.
- Continued working with the departments of Public Works and Finance to review our current maintenance uniform contract and future needs, etc.
- Held inhouse training on Human Resources 101 to all supervisory staff.
- Held inhouse training for our Mow Rodeo to all maintenance staff.
- Hosted spring Sports Turf Managers Association "Field Day" seminar on March 4th.
- Will host spring Missouri Parks and Recreation Association "Green Day" seminar on March 11th.

Projects

- Fogerty Park – The project is now scheduled to be completed by the end of March.
- Lewis Park – Continue to explore other options to slow down and collect water coming off Delmar.
- Greensfelder Park – Held our second public engagement open house meeting on Wednesday, February 12th from 5:30 to 6:30 pm at the City of Life Christian Church.
- Pool Bathhouse – Council approved the bid at their Council meeting held on Monday, February 10th. All work is scheduled to be completed by May.
- Dog Park Surfacing – Staff has placed wood chips on the small dog side of the park. Work will continue as time and weather allow.

Recreation Operations

- Senior Programming – Senior Program is going very well, as we continue to see about 40 participants each program day. Working on the development of a new Senior Services Guide that will list area agencies and organizations who provide various services to seniors. Working on the development of a Senior Survey to determine the programming needs of seniors within University City.

- Staffing – Continue to review current openings, needs and job descriptions, etc.
- Revenue and Pricing Policy – Staff has developed a “Revenue and Pricing Policy for the department. This policy will cover the different types of program and facility categories and how fees and charges are determined. Parks Commission voted unanimously to support the policy at their October meeting. This policy will be brought forward with the proposed Fees & Charges.
- Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff is reviewing the existing pricing and will make recommendations on new fees and charges. It is anticipated to be forwarded on for Administrative review in February.
- Fair/Festival/Special Events – Continue to explore and work with fellow Department Directors on identifying possible events, locations, dates, logistics etc.
- Contract Instructors – Developed “draft” contracts for contract instructors and waiting for legal review and approval.
- Volunteer Guidelines – Currently working on guidelines and job descriptions for volunteers used in programs.
- Program Guide – Working on the development of the Spring/Summer guide.
- UCity Swim Club – Working on the possible use of the Heman Park Pool.

Park Operations

- ROW Mowing – Continued to work with Public Works on identifying all the ROW areas that are maintained by either the Street Division or the Parks Division.
- Turf Management & Maintenance Plan – Staff has developed an overall plan.
- Athletic Field Management & Maintenance Plan - Staff is currently working on the development of an overall plan.
- Equipment Service – Continue to provide seasonal service to parks equipment in order to get prepared for the Spring and Summer activities.
- Playgrounds – As time and weather allow, staff will begin with topping off wood chip playground surfacing.
- Fertilizing/Preemergence – As time and weather allow, staff will begin to put down fertilizer and preemergence on athletic fields and selected sites such as City Hall, Community Center, and Centennial Commons.
- Baseball Fields – Staff has begun with maintenance on baseball infields.

Forestry Operations

- Tree Removals and Limb Pickup – Continue to address problem trees.
- Ordinances – Staff is currently reviewing the current ordinances and it is anticipated to be forwarded on for Administrative review in January.

- Emerald Ash Borer Bid – Omni Tree Care has completed the removal of selected Ash trees and are currently working on installing the replacement trees.
- Tree Trimming Bid – Gamma Tree Experts has begun the trimming of select Trees within the City. They will begin working on the Change Order for additional tree trimming and removal.
- Tree City USA – Submitted both a Tree City USA application and a Growth Award Application (Emerald Ash Borer Management Plan, Integrated Pest Management Plan, Acceptable Tree List). This is the first time in several years that the City has been eligible for submitting an application.
- Community Canopy Program – Looking into program sponsored by the Arbor Day Foundation to provide free trees to residents.

Golf Operations

- Staffing – Continued to advertise, recruit, and hire seasonal employees for golf course driving range attendants.
- Leaf Pickup/Removal – Working on the pickup and removal of leaves on the course.
- Fees and Charges - Based on the procedures outlined in the Revenue and Pricing Policy, staff is reviewing the existing pricing and will make recommendations on new fees and charges. It is anticipated to be forwarded on for Administrative review in March.
- Policies and Procedures – Continue to review and upgrade policies and procedures.
- Programs – Gearing up for spring High School Golf as we now have five High Schools using our facilities. The Golf Get Ready Program and the Spring Jr. Golf Camp are both completely full.

Boards, Commissions & Partners

- Parks Commission
 - a) Committee has completed their work on Project Priorities for 2021 Budget.
 - b) Committee unanimously approved their support to place wood chips at the dog park.
- Forestry Commission
 - a) Will be reviewing the current Ordinances, and Master Plan for updates.
 - b) Working on activities for the Arbor Day Celebration to be held on Saturday, April 18th.
- Senior Commission
 - a) Committee is contemplating moving Senior Month Celebration event from May to September due to, too many events held in May.
 - b) Committee is considering moving their meeting dates and location.
 - c) Working on the development of a Senior Survey to determine the programming needs of seniors within University City.
- Arts/Letters Commission
 - a) Committee reviewed and turned down the proposed Art Sculpture to be placed in the roundabout on Delmar.
 - b) Continue to work on summer concert series.