



MEMORANDUM

TO: Parks Commission

FROM: Darren Dunkle, Director of Parks, Recreation & Forestry

DATE: May 14, 2021

SUBJECT: Parks Monthly Report

ADMINISTRATION

1) Departmental Policies and Procedures

- a) Over the years, staff, committees, commissions, etc. have developed various policies and procedures related to the operations and management of the parks and recreation system, however, various versions, updates etc. have occurred and many of these have not been formally adopted and/or approved by the appropriate governing authority. As such, staff has continued to work on the development of a more formal documented system of policies and procedures. Once these policies and procedures have been developed, they will be submitted to the appropriate governing authority for review, comment, and approval when necessary.
- b) Continued to work with legal counsel to review recommended "Park Ordinances". It is anticipated that legal council will have revised ordinances ready to present at the May 24th Council Meeting.
- c) Continued to work with legal counsel to review recommended "Park Policies".

2) Maintenance Investment/Improvement Plan, Capital Investment/Improvement Plan, Refurbishment/Replacement Plan.

Continued to work on the development of an overall plan to identify the maintenance and operational needs of the department. This plan will include itemized work, life cycles, estimated costs, etc.

3) Golf Course Management Plan - Have developed a "Draft" of an overall Golf Course Management Plan. Once the new Golf Manager has had time to review the draft, a final plan will be developed.

4) Personnel

- a) Recreation Supervisor-Sports, Health & Fitness – Have filled the position and is scheduled to start on May 24, 2021.
- b) Deputy Director of Park Maintenance– Continue to evaluate and interview candidates.
- c) Golf Manager – Mr. Travis Rion has been hired and he began work on May 3, 2021.
- d) Parks Crew Leader – Currently accepting applications.
- e) Golf Course Golf Shop Supervisor – Currently evaluating applications.
- f) Golf Course Attendants – Currently evaluating and interviewing candidates. Six candidates have been hired thus far.
- g) Centennial Commons/Pool PT Staff – Ten former employees have been hired back and the Recreation Division is in the process of hiring an additional eleven individuals.

5) Capital Improvement Projects

- a) Annual Tree Trimming – Project completed.
- b) Ballfield Groomer – Should receive the week of May 17, 2021.
- c) Dog Park Pavilion/Shade Structure – Continue to identify options.
- d) E.A.B. Program/ Hazardous Tree Removal – Project completed.
- e) Enclosed Trailer - Identified equipment need and waiting for approval to move forward.
- f) Asphalt Trail Repairs at Heman Park – Under design.
- g) Parking Lot & Trail Sealing and Striping at Heman Park – In progress.
- h) Pool Painting at Heman Park – Due to timing, will probably have to roll over project until late summer of 21.
- i) Security Lighting – Heman Park – Currently working with MUSCO lighting on options and estimated costs.
- j) Playground Surfacing (Kaufman, Kingsland, and Mooney Parks). Work has begun on both Kingsland and Kaufman Parks, and Mooney Park will begin once the other two parks have been completed.
- k) Golf Course Netting - Project has been completed.
- l) Golf Course Parking Lot Repair/Replacement – Project has been completed.
- m) Wide Area Mower – Received new mower and is currently in use.

6) Grant Projects

- a) Reviewing 100% drawings for Ackert Park Project.
 - Scheduled to go out to bid on May 24th.
 - Bid due on June 21st.
 - City Council July 12th
 - Begin construction July 26th.
- b) MDC Community Stewardship Grant – Was contacted by UCity In Bloom and the Green Center regarding the possibility of cosponsoring a grant application with the Missouri Department of Natural Resources for the removal of invasive species from Ruth Park Woods.

7) FY22 Budget – Continued working with the City Manager for the FY22 Budget and the CIP.

RECREATION OPERATIONS

- 1) Reopening of Centennial Commons and Heman Park Pool –
 - a) Continued to work on the development of a reopening plan for Centennial Commons and Heman Park Pool for spring.
 - b) Staff continued to update and rollover memberships within the computer system.
 - c) Researched and requested quotes/bids for needed COVID related items such as glass protection shielding for the front control desk area.
- d) Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing and will make recommendations on new fees and charges for the FY22 Budget.
- e) Contract Instructors – Continue waiting for legal counsel to review and approve.
- f) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software.

- g) Heman Park Pool – Working with Contractor on plans for the upcoming season.
- h) Baseball/Softball Leagues – Continue to work with outside organizations on the scheduling of leagues for the year.

PARK OPERATIONS

- 1) Park Closures – Maintenance staff continues to place caution tape/fencing and on/at all pavilions. Staff are checking these areas daily and making necessary repairs.
- 2) Stump Removal – Continued with the removal of stumps from trees taken down by the Forestry Division throughout town.
- 3) In-House Mowing – Staff continued mowing selected sites (Athletic Fields & City Hall).
- 4) Mowing Contract – Began mowing operations the week of April 12th.
- 5) Athletic Fields – Worked up baseball/softball infields in preparation for the spring season. Applied pre-emergence to all fields.

GOLF OPERATIONS

- 1) Numbers –
 - a) 3,394 Rounds in April compared to *334 Rounds last April:
 - b) A total of 30,718 Rounds in FY21 compared to 22,491 Total Rounds at the same time last year.
 - c) \$28,717 in Driving Range Fees in April compared to *\$2,146 last April.
 - d) \$48,334 in greens fee revenue in April compared to \$3,987 last April.
 - e) \$16,201.50 in cart revenue in April compared to \$264 last April.
 - f) Overall revenue is up by \$256,026.42 over the same time last year.
(*COVID Shutdown)
- 1) Leagues and Tournaments – Continue to work on the scheduling of leagues and tournaments for the year.
- 2) Mowing – Continued mowing operations.
- 3) Lookout Tower – Completed restoration project.
- 4) Parking Lot – Completed construction of the parking lot.
- 5) Chemical Applications – Applied pre-emergence to course.
- 6) Driving Range Cart – Made an emergency purchase of a new driving range cart due to breakdown of the existing cart.
- 7) Programs and Lessons – Developing a Request for Proposals for outside contracting of lessons and programs.