



**PARKS COMMISSION
VIA VIDEOCONFERENCE
Tuesday, March 16, 2021
6:30 p.m.**

**IMPORTANT NOTICE REGARDING
PUBLIC ACCESS & PARTICIPATION**

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, the March 16, 2021 meeting will be conducted via videoconference.

Observe and/or Listen to the Meeting (your options to join the meeting are below):

Webinar via the link below:

<https://us02web.zoom.us/j/87280776070?pwd=bEw3R29qZDh6LzlhWldPWG5QUnlxQT09>
Passcode: 691343

Audio Only Call

Or iPhone one-tap :

US: +19292056099,,87280776070#,,,,*691343# or +13017158592,,87280776070#,,,,*691343#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 872 8077 6070

Passcode: 691343

International numbers available: <https://us02web.zoom.us/j/87280776070?pwd=bEw3R29qZDh6LzlhWldPWG5QUnlxQT09>

Citizen Participation and Public Hearing Comments:

Those who wish to provide a comment during the "Citizen Participation" portion as indicated on the agenda; may provide written comments to the Darren Dunkle ahead of the meeting.

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: ddunkle@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention Darren Dunkle, Director of Parks, Recreation and Forestry. Such comments will be provided to Board/Commission member prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.

Please note, when submitting your comments, a **name and address must be provided.** Please also note if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.

The City apologizes for any inconvenience the meeting format change may pose to individuals, but it is extremely important that extra measures be taken to protect employees, residents, and elected officials during these challenging times.

AGENDA – March 16, 2021

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA (*Delete Agenda Item, Table Agenda Item*)

D. APPROVAL OF MINUTES

1. February 16, 2021
2. March 2, 2021

E. CITIZEN PARTICIPATION

Procedures for submitting comments for Citizen Participation and Public Hearings:

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: ddunkle@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention Darren Dunkle, Director of Parks, Recreation and Forestry. Such comments will be provided to Parks Commission members prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting *Please note, when submitting your comments, a **name and address must be provided.** Please also not if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.*

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. COMMISSION MEMBERS PARK INSPECTIONS REPORT

I. UNFINISHED BUSINESS

J. NEW BUSINESS

- 1) Recreation Programs
- 2) Redbird Rookies
- 3) Budget Quarterly Report

K. COMMISSION COMMENTS

L. ADJOURNMENT



MEMORANDUM

TO: Parks Commission

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

DATE: March 14, 2021

SUBJECT: Parks Monthly Report

ADMINISTRATION

1) Departmental Policies and Procedures

- a) Continued to work on the development of a more formal documented system of policies and procedures.
- b) Continued to work with the Police Department and legal counsel to review recommended "Park Ordinances". It is anticipated that legal council will have revised ordinances ready to present at the March 22nd Council Meeting.

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 - Continued working on the development of an overall Golf Course Management Plan.

4) Department Reorganization

- a) Submitted a proposal for the restructuring of Recreation & Golf Personnel, which included the identification of the needs, roles, and responsibilities of the Recreation & Golf (operations) Division's and employees and analyzing operational changes that are needed to be more efficient and effective. This included the review of existing job descriptions and analyzing individual job scope, goals, and objectives.

5) Personnel

- a) Recreation Supervisor-Programs and Special Events came back from furlough on March 1st.
- b) Recreation Supervisor-Facilities will come back from furlough on March 15th.
- c) Deputy Director – Currently evaluating and interviewing candidates. It is anticipated that the position would be filled by the end of the month.
- d) Golf Manager – Currently evaluating and interviewing candidates. It is anticipated that the position would be filled by the end of the month.
- e) Parks Crew Leader – Currently evaluating and interviewing candidates. It is anticipated that the position would be filled by the end of the month.

- f) Recreation Supervisor-Sports, Health & Fitness – Currently evaluating candidates. It is anticipated that staff will begin the process of interviewing candidates within the next two weeks.
- g) Golf Course Golf Shop Supervisor – Currently evaluating candidates. It is anticipated that staff will begin the process of interviewing candidates within the next week.
- h) Golf Course Attendants – Currently evaluating and interviewing candidates.
- i) Centennial Commons PT Staff – Currently evaluating candidates.
- j) Heman Park Pool PT Staff – Currently evaluating candidates.

6) Capital Improvement Projects

- a) Annual Tree Trimming – Should be completed by the end of the month.
- b) Ballfield Groomer – Identified equipment need and waiting for approval to move forward.
- c) Dog Park Pavilion/Shade Structure – Continue to identify options.
- d) E.A.B. Program/ Hazardous Tree Removal – Should be completed by the end of the month.
- e) Enclosed Trailer - Identified equipment need and waiting for approval to move forward.
- f) Asphalt Trail Repairs at Heman Park – Working with engineering contractor to develop a scope of work.
- g) Parking Lot & Trail Sealing and Striping at Heman Park - Developed Bid Documents and waiting for approval to move forward.
- 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 – Continue to identify options.
- j) Playground Surfacing – Kaufman, Kingsland and Mooney Parks. Reviewing all submittals.
- k) Golf Course Netting - Have issued Notice to Proceed. Project has been completed.
- l) Golf Course Parking Lot Repair/Replacement – Looking to begin within the next two weeks.
- m) Wide Area Mower – Received new mower.

7) Grant Projects

- a) Reviewed 75% drawings for Ackert Park Project.
- b) MSD Project Clear Grants – Continue to explore possible grant opportunities.

8) Reopening of Centennial Commons and Heman Park Pool – Continued to work on the development of a reopening plan for Centennial Commons and Heman Park Pool for spring.

9) FY22 Budget – Began preparations for the FY22 Budget and the CIP.

RECREATION OPERATIONS

- 1) 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.
- 2) Contract Instructors – Continue waiting for legal counsel to review and approve.
- 3) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software. It is anticipated that the software upgrade will take place this spring/summer.
- 4) Heman Park Pool – Met with Contractor on plans for the upcoming season.

- 5) 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 basketball, pavilions and athletic fields. Staff are checking these areas daily and making necessary repairs.
- 2) Tree Pruning – Continued tree pruning within the parks.
- 3) Stump Removal – Continued with the removal of stumps from trees taken down by the Forestry Division throughout town.
- 4) Equipment Repair – Continued winter prep and repair of all equipment.
- 5) Ice & Snow Removal – Performed ice and snow removal on City parking lots and sidewalks.
- 6) Mowing Contract – Met with Contractor to go over plans for the upcoming season.
- 7) Restrooms – Working on plumbing repairs and the reopening of outside restrooms.
- 8) Athletic Fields – Worked up baseball/softball infields in preparation for the spring season. Applied pre-emergence to all fields.
- 9) Playgrounds – Replaced broken slide end piece at Lewis Park.

GOLF OPERATIONS

- 1) Attendance – 838 Rounds in February compared to 492 Rounds last February; \$6,319 in Driving Range Fees in February compared to \$3,482 last February; 24,738 Rounds in FY21 compared to 20,386 Rounds at the same time last year; Overall revenue is up by \$129,129.00 over the same time last year.
- 2) Leagues and Tournaments – Continue to work on the scheduling of leagues and tournaments for the year.
- 3) Leaf Pickup – Continued mulching and picking up leaves.
- 4) Equipment Repair – Continued winter prep and repair of all equipment.
- 5) Lookout Tower – Continue to rebuild tower.
- 6) Parking Lot – Continue to prep parking lot for construction.

City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>General Fund Revenues:</u>							
Property Taxes	3,574,700	3,574,700	1,885,939		52.8%	1,899,637	53.9%
Sales and Use Taxes	5,983,000	5,983,000	2,397,454		40.1%	2,361,649	34.4%
Gross Receipts Taxes	6,113,000	6,113,000	2,322,168		38.0%	2,372,671	38.2%
Intergovernmental	1,882,000	1,882,000	941,008		50.0%	941,452	43.3%
Grants	1,276,300	1,387,411	60,670		4.4%	414,495	32.5%
Licenses	586,000	586,000	166,521		28.4%	127,934	18.8%
Inspection Fees and Permits	927,300	927,300	334,737		36.1%	346,898	40.0%
Charges for Municipal Services	1,135,000	1,135,000	466,480		41.1%	149,133	15.5%
Parks and Recreation Fees	490,000	490,000	(2,367)		-0.5%	317,261	42.8%
Municipal Court and Parking	766,600	766,600	192,803		25.2%	602,482	67.5%
Interest Revenue	135,000	135,000	51,076		37.8%	43,443	60.1%
Other Revenues	203,100	1,440,100	1,303,437		90.5%	151,008	37.0%
Total Revenues	23,072,000	24,420,111	10,119,926		41.4%	9,728,063	39.4%
<u>General Fund Expenditures:</u>							
Legislative Services	221,304	221,304	87,784	87,784	39.7%	79,576	35.9%
City Manager's Office	453,397	493,397	350,617	350,617	71.1%	307,442	45.6%
Communications	192,105	172,105	113,562	113,562	66.0%	86,204	33.3%
Human Resources	227,137	240,248	133,053	133,053	55.4%	428,968	136.6%
Finance Department	623,217	623,217	410,949	410,949	65.9%	315,183	45.2%
Information Systems	620,862	620,862	244,090	266,416	39.3%	252,211	40.4%
Municipal Court	363,479	363,479	185,085	185,085	50.9%	154,490	44.3%
Police Department	9,310,177	9,378,894	4,280,822	4,280,822	45.6%	4,132,219	45.8%
Fire Department	5,195,067	5,195,067	2,612,813	2,612,813	50.3%	2,492,626	47.0%
Public Works - Admin.	275,255	275,255	186,079	186,079	67.6%	166,661	38.1%
Street Maintenance	1,359,579	1,359,579	532,026	567,843	39.1%	659,707	48.3%
Facilities Maintenance	809,369	809,369	417,225	417,515	51.5%	443,579	53.7%
Public Works - Capital Imp	300,000	300,000	-	-	0.0%	-	0.0%
Planning & Development	1,305,965	1,470,452	725,023	725,023	49.3%	673,320	43.2%
Parks & Recreation - Parks Maint	1,759,811	1,759,811	815,393	1,182,977	46.3%	732,367	49.9%
Community Center	192,962	192,962	31,340	31,340	16.2%	65,419	38.5%
Aquatics	274,158	274,158	45,496	296,606	16.6%	168,825	43.8%
Centennial Commons	680,815	680,815	172,176	172,176	25.3%	370,903	44.6%
Parks & Recreation - Capital Imp	163,280	163,280	-	56,910	0.0%	-	0.0%
Debt Service	-	-	-	-	0.0%	2,850	2.6%
Total Expenditures	24,327,939	24,594,254	11,343,533	12,077,570	46.1%	11,532,550	46.8%
Total Operating Surplus (Deficit)	(1,255,939)	(174,143)	(1,223,607)			(1,804,487)	
Insurance Recoveries	67,000	67,000	86,932			1,000	
Transfer In from Other Funds	1,843,655	1,843,655	1,843,655			-	
Transfer Out to Other Funds	(1,136,331)	(1,136,331)	(1,136,331)			-	
Total Other Financing Sources	774,324	774,324	794,256			1,000	
Operating Revenues Over (Under) Expenditures	(481,615)	600,181	(429,351)			(1,803,487)	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Capital Improvement Sales Tax:</u>							
Sales and Use Taxes	2,047,000	2,047,000	810,041		39.6%	778,533	32.2%
Interest Revenue	3,000	3,000	1,205		40.2%	1,460	0.0%
Total Revenues	2,050,000	2,050,000	811,246		39.6%	779,993	32.2%
<u>Capital Improvement Sales Tax:</u>							
Personnel Services	263,204	263,204	127,953	127,953	48.6%	119,575	39.3%
Contractual Services	2,072	2,072	375	375	18.1%	563	0.0%
Materials and Supplies	156	156	-	-	0.0%	-	0.0%
Capital Outlay	1,370,035	1,370,035	47,348	103,300	3.5%	275,055	13.2%
Debt Service	-	-	-	-	0.0%	6,762	0.9%
Total Expenditures	1,635,467	1,635,467	175,676	231,628	10.7%	401,955	12.9%
Total Operating Surplus (Deficit)	414,533	414,533	635,570			378,038	
Transfer Out to General Fund	(300,000)	(300,000)	(300,000)			-	
Operating Revenues Over (Under) Expenditures	114,533	114,533	335,570			378,038	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Park and Stormwater Sales Tax:</u>							
Sales and Use Taxes	843,000	843,000	448,931		53.3%	448,913	32.2%
Interest Revenue	2,000	2,000	658		32.9%	832	0.0%
Total Revenues	845,000	845,000	449,589		53.2%	449,745	32.2%
<u>Park and Stormwater Sales Tax:</u>							
Personnel Services	238,229	238,229	124,586	124,586	52.3%	107,602	36.9%
Contractual Services	524	524	198	198	37.8%	207	2.0%
Capital outlay	433,509	433,509	32,178	100,102	7.4%	-	0.0%
Debt Service	-	-	-	-	0.0%	4,575	1.2%
Total Expenditures	672,262	672,262	156,962	224,886	23.3%	112,384	9.8%
Total Operating Surplus (Deficit)	172,738	172,738	292,627			337,361	
Transfer Out to General Fund	(41,280)	(41,280)	(41,280)			-	
Operating Revenues Over (Under) Expenditures	131,458	131,458	251,347			337,361	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Public Safety Sales Tax:</u>							
Sales and Use Taxes	1,446,000	1,446,000	649,374		44.9%	836,110	49.2%
Interest Revenue	2,500	2,500	960		38.4%	778	0.0%
Total Revenues	1,448,500	1,448,500	650,334		44.9%	836,888	49.2%
<u>Public Safety Sales Tax:</u>							
Personnel Services	-	26,238	10,838	10,838	41.3%	28,418	41.7%
Materials and Supplies	-	-	(1,020)	(1,020)	0.0%	-	0.0%
Capital Outlay	695,715	885,715	204,807	276,773	23.1%	324,850	52.7%
Other	-	-	-	-	0.0%	33,728	0.0%
Debt Service	115,000	115,000	114,411	114,411	99.5%	114,411	99.5%
Total Expenditures	810,715	1,026,953	329,036	401,002	32.0%	501,407	62.7%
Total Operating Surplus (Deficit)	637,785	421,547	321,298			335,481	
Insurance Recoveries	-	-	11,205			-	
Transfer Out to Various Funds	(1,842,795)	(1,842,795)	(1,842,795)			-	
Total Other Financing Sources	(1,842,795)	(1,842,795)	(1,831,590)			-	
Operating Revenues Over (Under) Expenditures	(1,205,010)	(1,421,248)	(1,510,292)			335,481	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Fleet Operations:</u>							
Service to Other Jurisdictions	1,100	1,100	201		18.3%	405	0.0%
Total Revenue	1,100	1,100	201		18.3%	405	0.0%
<u>Fleet Operations:</u>							
Expenditures	1,229,331	1,229,331	646,604	649,605	52.6%	532,459	52.6%
Total Operating Surplus (Deficit)	(1,228,231)	(1,228,231)	(646,403)			(532,054)	
Transfer In from Other Funds	1,206,331	1,206,331	1,206,331			293,411	
Operating Revenues Over (Under) Expenditures	(21,900)	(21,900)	559,928			(238,643)	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Sewer Lateral Fund:</u>							
Service Charges	575,000	575,000	366,872		63.8%	360,233	62.6%
Interest Revenue	-	-	-		0.0%	-	0.0%
Total Revenues	575,000	575,000	366,872		63.8%	360,233	62.6%
<u>Sewer Lateral Fund:</u>							
Personal Services	57,912	57,912	12,617	12,617	21.8%	9,445	18.9%
Contractual Services	5,675	5,675	6,659	6,659	117.3%	4,074	74.8%
Sewer Lateral Reimbursement	425,000	425,000	198,919	239,094	46.8%	152,780	33.2%
Total Expenditures	488,587	488,587	218,195	258,370	44.7%	166,299	32.3%
Total Operating Surplus (Deficit)	86,413	86,413	148,677			193,934	
Transfer Out to General Fund	(57,240)	(57,240)	(57,240)			(1,770)	
Operating Revenues Over (Under) Expenditures	29,173	29,173	91,437			192,164	

City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Solid Waste Fund:</u>							
Service Charges	3,073,500	3,073,500	2,176,355		70.8%	2,191,541	70.7%
Miscellaneous Revenues	19,700	19,700	7,339		37.3%	12,180	35.5%
Interest Revenue	1,000	1,000	-		0.0%	(5,961)	-557.1%
Grants	-	-	-		0.0%	4,569	0.0%
Total Revenues	3,094,200	3,094,200	2,183,694		70.6%	2,202,329	70.2%
<u>Solid Waste Fund:</u>							
Administration	269,899	269,899	162,961	162,961	60.4%	130,791	37.7%
Operations	2,582,437	2,582,437	1,218,701	1,218,701	47.2%	1,111,755	46.7%
Leaf Collection	299,178	299,178	212,424	212,424	71.0%	125,153	37.4%
Capital Improvement	115,000	125,000	-	-	0.0%	(758)	-3.8%
Grants	20,000	20,000	-	-	0.0%	10,667	0.0%
Total Expenditures	3,286,514	3,296,514	1,594,086	1,594,086	48.4%	1,377,608	44.7%
Total Operating Surplus (Deficit)	(192,314)	(202,314)	589,608			824,721	
Transfer Out to General Fund	(70,000)	(70,000)	(70,000)			-	
Operating Revenues Over (Under) Expenditures	(262,314)	(272,314)	519,608			824,721	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Economic Development Retail Sales Tax</u>							
Sales and Use Taxes	456,100	456,100	224,465		49.2%	224,457	33.6%
Interest Revenue	900	900	329		36.6%	416	0.0%
Total Revenues	457,000	457,000	224,794		49.2%	224,873	33.7%
<u>Economic Development Retail Sales Tax</u>							
Personnel Services	90,965	90,965	24,309	24,309	26.7%	52,913	44.7%
Contractual Services	-	1,013,573	154,516	154,516	15.2%	34,859	10.9%
Capital Outlay	-	148,712	63,902	63,902	43.0%	-	0.0%
Total Expenditures	90,965	1,253,250	242,727	242,727	19.4%	87,772	11.5%
Total Operating Surplus (Deficit)	366,035	(796,250)	(17,933)			137,101	
Transfer In from General Fund	-	-	-			-	
Operating Revenues Over (Under) Expenditures	366,035	(796,250)	(17,933)			137,101	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Grants:</u>							
Grant Revenue	767,000	767,000	14,832		1.9%	152,417	18.3%
Total Revenues	767,000	767,000	14,832		1.9%	152,417	18.3%
<u>Grants:</u>							
Capital outlay	767,000	767,000	250	250	0.0%	933,704	112.0%
Total Expenditures	767,000	767,000	250	250	0.0%	933,704	112.0%
Total Operating Surplus (Deficit)	-	-	14,582			(781,287)	
Transfer Out to General Fund	-	-	-			-	
Operating Revenues Over (Under) Expenditures	-	-	14,582			(781,287)	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Parking Garage:</u>							
Parking Revenue	203,624	203,624	48,730		23.9%	106,807	52.0%
Miscellaneous	50,000	50,000	-		0.0%	12,387	14.1%
Total Revenues	253,624	253,624	48,730		19.2%	119,194	40.6%
<u>Parking Garage:</u>							
Personnel Services	1,290	1,290	-	-	0.0%	10,413	29.3%
Contractual Services	118,194	118,194	52,928	52,928	44.8%	53,591	42.8%
Material and Supplies	800	800	-	-	0.0%	511	146.0%
Capital outlay	5,627	16,205	-	-	0.0%	443	2.2%
Total Expenditures	125,911	136,489	52,928	52,928	38.8%	64,958	35.9%
Total Operating Surplus (Deficit)	127,713	117,135	(4,198)			54,236	
Transfer Out to General Fund	(53,220)	(53,220)	(53,220)			(2,743)	
Operating Revenues Over (Under) Expenditures	74,493	63,915	(57,418)			51,493	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Golf Course:</u>							
Golf Course Revenue	725,000	725,000	616,894		85.1%	483,565	60.8%
Miscellaneous	-	-	500		0.0%	-	0.0%
Total Revenues	725,000	725,000	617,394		85.2%	483,565	0.0%
<u>Golf Course:</u>							
Personnel Services	363,059	363,059	188,832	188,832	52.0%	154,820	32.4%
Contractual Services	192,781	192,781	113,704	152,804	59.0%	88,444	55.9%
Material and Supplies	150,600	150,600	64,061	64,061	42.5%	47,938	36.2%
Other	-	-	-	-	0.0%	2,743	0.0%
Capital outlay	100,000	100,000	-	53,061	0.0%	16,740	55.8%
Total Expenditures	806,440	806,440	366,597	458,758	45.5%	310,685	38.9%
Total Operating Surplus (Deficit)	(81,440)	(81,440)	250,797			172,880	
Transfer out to General Fund	(53,220)	(53,220)	(53,220)			-	
Operating Revenues Over (Under) Expenditures	(134,660)	(134,660)	197,577			172,880	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Police and Fire Pension:</u>							
Property Taxes	994,000	994,000	466,134		46.9%	465,361	46.0%
Miscellaneous	400,000	400,000	3,427,633		856.9%	1,505,083	125.4%
Interest Revenue	400,000	400,000	208,413		52.1%	234,380	41.6%
Total Revenues	1,794,000	1,794,000	4,102,180		228.7%	2,204,824	79.4%
<u>Police and Fire Pension:</u>							
Pension Administration	169,500	169,500	69,496	69,496	41.0%	76,647	46.6%
Pension Benefits	2,661,000	2,661,000	1,156,496	1,156,496	43.5%	1,425,326	49.8%
Total Expenditures	2,830,500	2,830,500	1,225,992	1,225,992	43.3%	1,501,973	49.7%
Total Operating Surplus (Deficit)	(1,036,500)	(1,036,500)	2,876,188			702,851	
Transfer In from Public Safety	504,100	504,100	504,100			-	
Operating Revenues Over (Under) Expenditures	(532,400)	(532,400)	3,380,288			702,851	

**City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021**

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Non-Uniformed Pension:</u>							
Miscellaneous	1,544,000	1,544,000	4,467,453		289.3%	1,592,355	79.2%
Interest Revenue	400,000	400,000	219,369		54.8%	231,647	57.9%
Total Revenues	1,944,000	1,944,000	4,686,822		241.1%	1,824,002	75.7%
<u>Non-Uniformed Pension:</u>							
Pension Administration	217,978	217,978	91,315	91,315	41.9%	75,726	31.2%
Pension Benefits	1,523,000	1,523,000	728,681	728,681	47.8%	734,001	50.9%
Total Expenditures	1,740,978	1,740,978	819,996	819,996	47.1%	809,727	48.0%
Total Operating Surplus (Deficit)	203,022	203,022	3,866,826			1,014,275	
Transfer in from General Fund	-	-	-			-	
Operating Revenues Over (Under) Expenditures	203,022	203,022	3,866,826			1,014,275	

City of University City
Statement of Revenues and Expenditures
As of December 31, 2020
FY 2021

	Annual Budget	Adjusted Budget	YTD Actual	YTD With Encumb	2021 Actual As % of Adjusted Budget	2020 2nd Qtr Actual	2020 Actual As % of Budget
<u>Library:</u>							
Property Taxes	2,820,973	2,820,973	1,409,131		50.0%	1,302,090	46.2%
Intergovernmental	500	22,983	11,242		48.9%	12,917	68.3%
Grants	66,384	66,384	64,465		97.1%	21,907	21.9%
Miscellaneous	50,000	23,000	8,841		38.4%	45,869	45.9%
Interest Revenue	7,000	7,000	65		0.9%	3,818	54.5%
Total Revenues	2,944,857	2,940,340	1,493,744		50.8%	1,386,601	45.5%
<u>Library:</u>							
Personal Services	1,478,884	1,505,369	717,463	717,463	47.7%	606,545	38.8%
Contractual Services	377,635	377,635	132,045	132,045	35.0%	220,772	78.5%
Material and Supplies	398,685	398,685	149,356	149,356	37.5%	121,499	35.5%
Capital Outlay	604,961	604,961	19,276	19,276	3.2%	-	0.0%
Miscellaneous	18,308	18,308	-	-	0.0%	-	0.0%
Grants Expenditures	66,384	66,384	78,791	78,791	118.7%	43,516	67.3%
Total Expenditures	2,944,857	2,971,342	1,096,931	1,096,931	36.9%	992,332	32.6%
Total Operating Surplus (Deficit)	-	(31,002)	396,813			394,269	
Transfer In from General Fund	-	-	-			-	
Operating Revenues Over (Under) Expenditures	-	(31,002)	396,813			394,269	



AGENDA ITEM COVER

MEETING DATE: March 16, 2021
AGENDA ITEM TITLE: Summer Recreation Programs
AGENDA SECTION: New Business
SUBMITTED BY: Su Schmalz

DISCUSSION:

Update on summer rec programs...what is offered, for whom etc.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission.

ATTACHEMENTS:

1) None



AGENDA ITEM COVER

MEETING DATE: March 16, 2021
AGENDA ITEM TITLE: Redbird Rookies
AGENDA SECTION: New Business
SUBMITTED BY: James Wilke

DISCUSSION:

1. Whether the City is planning to revive the free summer baseball program sponsored by Cardinals Care and run by U. City until last Summer when COVID prevented all youth sports.
2. If the City is planning to run it or if it needs to be transferred to an outside organization because of staffing issues, and
3. What support the City can provide if it does need to be transferred to an outside group to organize.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission.

ATTACHEMENTS:

- 1) None



AGENDA ITEM COVER

MEETING DATE: March 16, 2021
AGENDA ITEM TITLE: 2nd Quarter Budget Report
AGENDA SECTION: New Business
SUBMITTED BY: Darren Dunkle

BACKGROUND REVIEW:

2nd Quarter Budget Report

RECOMMENDATION:

None Required.

ACTION:

No action or discussion is required by the Commission, as this is a receive and file item, and will be submitted as part of the minutes.

ATTACHMENTS:

- 1) 2nd Quarter Budget Report

**MINUTES OF THE MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, FEBRUARY 16, 2021**

Agenda Item A: Call Meeting to Order

Park Commission President, Carl Hoagland called the meeting to order at 6:32 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President Carl Hoagland, Commission Vice President James Wilke, Commission Members Su Schmalz, Lisa Hummel, James Redd, and Meg Ullman. Also, in attendance was Director of Parks, Recreation and Forestry Darren Dunkle and City Council Liaison Steve McMahon.

Agenda Item C: Approval of the Agenda

Commission Vice President Wilke motioned, and Commission Member Schmalz seconded to approve the Agenda. The motion was approved with a 5-0 vote.

Agenda Item D: Approval of Minutes

Commission Member Redd motioned, and Commission Member Hummel seconded to approve the minutes of January 19, 2021. The motion was approved with a 5-0 vote.

Agenda Item E: Citizen Comments

Mr. Kevin Taylor, Resident of the Third Ward made a comment in regard to Open Fires at the Dog Park (See attachment).

Agenda Item F: Department Report

- 1) Mr. Dunkle was asked about the availability of athletic fields for Baseball/Softball Leagues and UCSD use. Mr. Dunkle stated that weather pending the athletic fields are available for use. Further comments were made of the athletic fields as it related to Policies/Procedures, Waivers, Insurance, etc.
- 2) Mr. Dunkle was asked about plans for the reopening of Centennial Commons. Mr. Dunkle stated that Mr. Rose had directed staff to make preparations for the reopening of Centennial Commons and the Heman Park Pool for this spring.
- 3) Mr. Dunkle stated that the department was currently working on filling the positions of Deputy Director, Parks Crew Leader, Golf Manager, and multiple part-time positions.
- 4) Mr. Dunkle stated that the department was currently working on several bid/quotes for the Golf Course Netting project, Golf Course Parking Lot project, Mulch, Topsoil, and Engineered Hardwood Fiber.

Agenda Item G: Council Report

City Council Liaison Steve McMahon reported that the City is discussing going out for a Bond Issue for the renovation of City Hall, Trinity Building, and the Annex. He further stated that the Mayor and City Manager would be presenting a "State of the City" address on March 4, 2021 at 7:00 pm.

Agenda Item H: Commission Report

1) Golf Course (Su Schmalz)

- Stated that the lookout tower on hole #7 had been removed. Mr. Dunkle stated that the tower had been removed for repairs.

2) Flynn Park (Carl Hoagland)

- Reported that individuals were moving picnic tables around near the sidewalks, and that the new Pavilion looks nice.

3) Mona Trail (Lisa Hummel)

- Reported that there is a significant amount of tree limbs in the River Des Peres.

Agenda Item I: Unfinished Business

- ### 1) Parks Capital Improvement Priorities – Park Commission President, Hoagland went over the votes that were submitted by members of the Commission on the Park Priorities.

Commission Vice President Wilke motioned, and Commission Member Hummel seconded to accept the document. The motion was approved with a 5-0 vote.

- ### 2) Park Rules and Regulations Policy – Mr. Dunkle reported that the City had limited Park Rules and Regulations covered by either Policy or Ordinance. As such, staff developed and proposed the adoption of policies and/or an ordinance of new Park Rules and Regulations. He went on to state that the Parks Commission at their meeting of July 16, 2019 and September 17, 2019 discussed and made changes to the proposed Park Rules and Regulations. The Commission unanimously approved their support of the modified Park Rules and Regulations at the September 17, 2019 meeting.

He further stated that City Administration and Attorney have reviewed the Park Rules and Regulations and have determined that only portions of the Park Rules and Regulations needed to be adopted by Ordinance while the remaining portions could be adopted by Policy. Accordingly, these items will be submitted to City Council for their review and consideration.

No action was taken by the Commission, as this was a receive and file item.

- ### 3) Park Related Ordinances – Mr. Dunkle reported that the City had limited Park Rules and Regulations covered by either Policy or Ordinance. As such, staff developed and proposed the adoption of policies and/or an ordinance of new Park Rules and Regulations. He went on to state that the Parks Commission at their meeting of July 16, 2019 and September 17, 2019 discussed and made changes to the proposed Park Rules and Regulations. The Commission unanimously approved their support of the modified Park Rules and Regulations at the September 17, 2019 meeting.

He further stated that City Administration and Attorney have reviewed the Park Rules and Regulations and have determined that only portions of the Park Rules and Regulations needed to

be adopted by Ordinance while the remaining portions could be adopted by Policy. Accordingly, these items will be submitted to City Council for their review and consideration.

No action was taken by the Commission, as this was a receive and file item.

Agenda Item J: New Business

- 1) Picnic Table Donation – Mr. Dunkle Reported that Lolly’s Place, a 501© (3) organization located at 6940 Olive Blvd (Olive Schnucks Plaza) who specializes in tutoring and education, has reached out to the City, and has inquired about the possibility of donating 3-4 picnic table to be placed in the yard of the Heman Park Community Center located at 975 Pennsylvania. These tables could be used by the general public as well as by Lolly’s place for one-on-one tutoring when available.

He further stated, that if accepted, the City would need to approve the type and style of table as we are working on streamlining our park amenities. We may also need to provide accessible concrete pads and routes to the proposed tables to be in compliance with ADA guidelines.

Commission Vice President Wilke motioned, and Commission Member Hummel seconded to accept the donation of picnic tables from Lolly’s Place under the terms and conditions stated. The motion was approved with a 5-0 vote.

Agenda Item K: Commission Comments

None

Agenda Item L: Adjournment

Commission Member Schmalz made a motion at 7:48 pm, seconded by Commission Member Hummel to adjourn. The motion was approved with a 5-0 vote.

MINUTES SUBJECT TO PARKS COMMISSION APPROVAL.

**MINUTES OF A SPECIAL MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, MARCH 2, 2021**

Agenda Item A: Call Meeting to Order

Park Commission President, Carl Hoagland called the meeting to order at 6:35 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President Carl Hoagland, Commission Vice President James Wilke, Commission Members Su Schmalz, Lisa Hummel, James Redd, and Meg Ullman. Also, in attendance was Director of Parks, Recreation and Forestry Darren Dunkle and City Council Liaison Steve McMahon.

Agenda Item C: Approval of the Agenda

Commission Vice President Wilke motioned, and Commission Member Redd seconded to approve the Agenda. The motion was approved with a 5-0 vote.

Agenda Item D: Citizen Comments

Citizen Comments were submitted by Mr. Kevin Taylor, Mr. Jason McLure, Ms. Becky O'Hara, and Mr. Mark Platt, (See attachments).

Agenda Item E: New Business

- 1) Insurance Requirements for Facilities – The City Council and City Manager has directed the Parks Commission to provide the City Council with a recommendation on moving forward with enforcement of insurance requirements to seek a balance between protecting the city and recognizing these could be new requirements for some organizations using city facilities.

The Commission discussed the need for insurance and if so, what should the limits of insurance be and what types; Should the lessee be required to indemnify the City and if so, what should be the scope of the indemnity?

Commission Vice President Wilke motioned, and Commission Member Hummel seconded to doing away with the requirement of insurance to rent/use athletic fields. The motion was approved with a 5-0 vote. However, it was stated that if City Council disagrees with doing away with insurance, they should consider lowering the limits down to a reasonable amount of either \$1 million or \$2 million.

- 2) Waiver Requirements for Facilities – The City Council and City Manager has directed the Parks Commission to provide the City Council with a recommendation on moving forward with enforcement of waiver requirements to seek a balance between protecting the city and recognizing these could be new requirements for some organizations using city facilities.

The Commission discussed if a waiver requirement should be required for all participants; Should participant waivers be required for field rental; should waiver requirements be added to the official "Rules and Regulations" for facility rental; Scope of Waivers; and should waivers be required for use of any City facility.

Commission Vice President Wilke motioned, and Commission Member Hummel seconded a recommendation that the University City School District be allowed to not have waiver requirements for visiting opponents this season, and to perform an immediate review with other organizations as to their waiver process to lessen the burden. The motion was approved with a 5-0 vote.

Commission Vice President Wilke motioned, and Commission Member Hummel seconded a recommendation that the waiver form be simplified and to remove the waiver for defects on city property.

Agenda Item F: Adjournment

Commission Vice President Wilke made a motion at 8:04 pm, seconded by Commission Member Schmalz to adjourn. The motion was approved with a 5-0 vote.

MINUTES SUBJECT TO PARKS COMMISSION APPROVAL.

DRAFT

**MINUTES OF THE MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, JANUARY 19, 2021**

Agenda Item A: Call Meeting to Order

Park Commission President, Carl Hoagland called the meeting to order at 6:33 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President Carl Hoagland, Commission Members Su Schmalz, James Wilke, Lisa Hummel, James Redd, and Meg Ullman. Also, in attendance was Director of Parks, Recreation and Forestry Darren Dunkle and City Council Liaison Steve McMahon.

Agenda Item C: Approval of the Agenda

Commission Member Wilke motioned, and Commission Member Hummel seconded to approve the Agenda. The motion was approved with a 5-0 vote.

Agenda Item D: Approval of Minutes

Commission Member Wilke motioned, and Commission Member Hummel seconded to approve the minutes of November 17, 2020. The motion was approved with a 5-0 vote.

Agenda Item E: Citizen Comments

Mr. Kevin Taylor, Resident of the Third Ward made a comment in regard to the Number of Dogs and Cats Permitted, as well as to the Greensfelder Park Concept Plan (See attachments).

Agenda Item F: Department Report

- 1) Mr. Dunkle was asked about the proposed Ordinance recommendations and how they would affect the use of the Tennis Courts. Mr. Dunkle reported that the proposed Ordinance changes would contain language that would prohibit individuals from running a business (leagues, lessons, classes, etc.) within City parks.
- 2) Mr. Dunkle was asked about the Pool Painting Project that was identified within the CIP. Mr. Dunkle reported that the project was budgeted within the FY21 CIP, however, due to budget constraints, staff was unable to move forward with the project this last fall and as such, the project would most likely have to be rolled over to the FY22 budget and initiated in August of 2021.
- 3) Mr. Dunkle was asked about the Golf Course Policies and Procedures pertaining to the booking of Tournaments. Mr. Dunkle reported that staff has been reviewing the operations of the golf course and would be completing that task by the end of the month.

Agenda Item G: Council Report

City Council Liaison Steve McMahon reported that Mr. Carl Hoagland has signed up to serve on the Parks Commission for another year. Mr. McMahon also reported that there are proposed hotels/apartments planned to be developed near the intersection of 170 and Delmar.

Agenda Item H: Commission Report

- 1) Golf Course (Su Schmalz)
 - Reported that staff has removed trees along the #7 hole and the Driving Range.
 - Reported that more women are now using the golf course more than ever, and now might be a good time to investigate running women's leagues.
 - Reported that the Golf Course is in great shape.
- 2) Kaufman Park (Su Schmalz)
 - Reported that the old rotten wood steps that led from the Tennis Courts to the Playground have been removed.
 - Reported that a lot of people are playing pickleball.
- 3) Ruth Park Woods (Lisa Hummel)
 - Reported that MSD had repaired a broken water main, and in doing so, had removed a lot of vegetation in the area to perform the work. Mr. Dunkle reported that the area would be restored but did not have a timeframe.
- 4) Millar Park (Lisa Hummel)
 - Reported that she has noticed erosion around the edge of the trail that is causing a possible tripping hazard.
- 5) Mona Trail (Lisa Hummel)
 - Reported that there is a significant amount of trash as well as a mattress being dumped into the River Des Peres near Drexel.

Agenda Item I: Unfinished Business

- 1) Greensfelder Park Concept Plan – Parks Commission took no action on this item and will have no further discussions until July of 2021.
- 2) Parks Capital Improvement Priorities – Park Commission President, Hoagland and Parks, Recreation and Forestry Director, Dunkle gave a synopsis of the Park Priority items. Discussion took place in regard to Greensfelder Park and stated that it would be difficult to move forward with a grant application for this proposed project in FY22 due to the fact that the discussion of the Concept Plan will not take place until July of 2021. Mr. Dunkle reported that it may be difficult to move forward with a grant application for any project in FY22 as a specific project nor scope has been identified nor has any plans been developed for any of the other projects at this time.

Mr. Hoagland asked the Commission Members to review the Park Priorities and for them to submit their votes by using the tally sheet contained within the packet and forward their votes to him.

Agenda Item J: New Business

- 1) Pets per Household – Commission had a discussion in regard to the number of pets per household and stated that they did not see that this item pertained to the Parks Commission. The Commission further stated that if the number of pets per household were to be changed, they did not see that it would have any affect on the parks system.

Commission Member Hummel made a motion, seconded by Commission Member Schmalz to recommend that the Ordinance be changed to state that a household should not contain more than three (3) dogs or a combination of six (6) dogs and cats as long as there are not more than three (3) dogs. The motion was approved with a 3-0-0 vote (Commission Members Wilke and Redd abstained from the vote as they didn't feel that it was the role of the Parks Commission).

2) Nomination/Election of Officers

President – Commission Member Hummel made a motion, seconded by Commission Member Wilke to Nominate and Elect Mr. Carl Hoagland as President. The motion was approved with a 5-0 vote.

Vice President - Commission Member Hummel made a motion, seconded by Commission Member Schmalz to Nominate and Elect Mr. James Wilke as Vice President. The motion was approved with a 5-0 vote.

Agenda Item K: Commission Comments

None

Agenda Item L: Adjournment

Commission Member Wilke made a motion at 8:19 pm, seconded by Commission Member Hummel to adjourn. The motion was approved with a 5-0 vote.

MINUTES SUBJECT TO PARKS COMMISSION APPROVAL.