



**Park Board Personnel Committee Agenda
Thursday, September 2, 2021, 8:30 a.m.
Zoom Virtual Format
111 S. Geyer Road
Kirkwood, MO 63122**



SPECIAL ANNOUNCEMENT REGARDING PARK BOARD MEETINGS

Under Section 610.015 of the Mo. Sunshine Law provides that members of the Park Board who are not physically at the meeting site can participate and vote on all matters when an emergency exists and the nature of the emergency is stated in the minutes.

The U.S., and the world, is in a state of emergency due to the Coronavirus—Covid-19. Therefore, members of the Park Board have elected to participate in this meeting electronically for the public health and safety of each other and the general public.

To follow along with the Park Board meeting please see Zoom instructions below. If you wish to make a public comment, please submit your comment(s) to Director of Parks and Recreation, Kyle Henke at henkekk@kirkwoodmo.org, or mail them to 111 South Geyer Road, Kirkwood, MO 63122, by no later than 4 p.m. on September 1, 2021. A staff person will then read your comment(s) into the record. Please indicate on your correspondence that the comments are for the Public Comment portion of the meeting.

Hi there,

You are invited to a Zoom webinar.

When: Sep 2, 2021 08:30 AM Central Time (US and Canada)

Topic: Park Board - Personnel Committee Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86307995629>

Or One tap mobile :

US: +16468769923,,86307995629# or +13017158592,,86307995629#

Or Telephone:

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

US: +1 646 876 9923 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 +1 408 638 0968

Webinar ID: 863 0799 5629

****SEE THE FOLLOWING PAGES FOR THE AGENDA**

- I. CITIZEN COMMENTS** *(3 minute time limit. The public comment portion of the meeting is an opportunity to listen to comments from citizens. It is not a question and answer session and the Park Board will not respond to comments or answer questions during the comment period. The Chairperson may refer any matter to staff or hold discussion during the "Other Matters" section of the meeting).*



II. UNFINISHED BUSINESS

- a. None

III. NEW BUSINESS

- a. Discussion Related to Personnel Study Conducted by Parks Staff
- b. Other Matters

Staff Liaison: Kyle Henke. Phone: 314.822.5856 Email: henkek@kirkwoodmo.org

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as a CD, by calling 314-822-5802.

Park Maintenance Survey

How many full time employees are in your Park Maintenance Department?

How many seasonal employees does your Park Maintenance Department have?

Does your Park Maintenance Department also perform Public Works tasks?

How many Parks does your department maintain?

What is your total acreage of park land?

Do you maintain other City owned grounds and facilities besides park grounds and facilities?

Does your department have a ranger or security component? If so, how many of each full time and part time do you employ for security?

What is your annual operating budget excluding capital for your Park Maintenance Department?

How is your budget funded? General revenue? Dedicated tax?

Municipality	# of Full-Time Employees	# of Seasonal Employees	Public Work tasks? Y/N	# of Parks Maintained	Total Acreage of Park Land	Maintain other city grounds? Y/N	Ranger/Security?	Operating Budget	Funding	Acres/1 FT employee
Fenton	0 - Part of PW	2	Yes	8	350	Yes	1 FT county officer	Part of PW	1/2 cent Park, Storm water	
University City	18	3	Yes	18	?	Yes	No	?	General revenue and Dedicated Tax	
Manchester	5	6	No	6	55	Yes	No	?	1/2 cent Parks and stormwater fund	11.0
Chesterfield	28	12	No	8	518	Yes	No	2,180,000	Dedicated Tax	18.5
Tower Grove Park	14	3	Yes	1	289	No	Yes (7FT)	2,100,000	General revenue, Dedicated Tax, and earned revenue	20.6
St. Charles	15	40	No	23	823	No	Yes (3FT,8PT)	2,000,000	Dedicated Property Tax	54.9
Kirkwood	11	8	No	14	330	Yes	Yes (1FT, 9PT)	1,476,650	Dedicated Property Tax, Parks & Stormwater tax	30.0
Wentzville	10	7	No	16	334	Yes	Yes (2FT,0PT)	1,265,000	Dedicated tax, fees and charges	33.4
Richmond Heights	10	6	Yes	3	25	Yes	No	1,250,000	Parks & Stormwater tax	2.5
Sunset Hills	6	5	Yes	7	197	No	No	1,200,000	General, Park Tax	32.8
Webster Groves	9	5	No	19	131	Yes	No	1,142,934	60% Dedicated Paks and Stormwater Sales Tax and 40% general fund	14.6
Clayton	7	5	Yes	11	78	No	No	1,060,326	General Fund	11.1
Raytown	5	1	No	7	200	Yes	no	1,000,000	Dedicated Tax	40.0
Des Peres	5	6	No	6	110	Yes	Yes (0FT, 2PT)	811,000	Park Fund Sales Tax	18.3
Raytown	6	2	Yes	7	167	Yes	No	750,000	Property tax, 75% of 1/8 cent sales tax, fees	27.8
Ballwin	5	2	No	5	75	Yes	No	750,000	General revenue/Park sales tax	15.0
Brentwood	10	5	No	9	70	Yes	No	700,000	Dedicated Sales tax percentage	7.0
Liberty	12	9	No	12	500	No	No	535,000	General fund and fees	41.7
Creve Coeur	4	1	Yes	7	151	Yes	No	516,730	General Revenue	37.8
Olivette	3	2	No	5	120	No	No	430,000	Parks/Stormwater Sales Tax	40.0
Wildwood	contracted out	0	No	9	830	Yes	County PD	250,000	General revenue	

Currently the Parks Department has 12 full-time staff dedicated to park maintenance. To supplement our staff during the busy season we hire 2 extended seasonal (5-6months) and 5 summer seasonal (2-3months) employees. This brings our total number of Full Time Equivalent (FTEs) to approximately 13.5 people. Based on the National Recreation Agency Performance Review we fall into the lower quartile of FTEs/10,000 residents based on acreage maintained by organizations. In organizations that maintain 250-1,000 acres of park land the median number of FTEs is 9.1 with the lower quartile being 5.1, and the upper quartile being 16.2. We maintain 330 acres of parkland, and our number comes out to 5.0 FTEs/10,000 residents. This does not include the additional areas we maintain such as the Special Business District, City Hall, and soon the Kirkwood Performing Arts Center.

We are proposing adding 4 full time staff members and 2 extended seasonal staff members to bring us up to 6.8FTEs/10,000 residents based on acreage maintained.

The additional staff members would fill key roles in helping the department keep up with the expanding responsibilities and scope of our department. The proposed full time positions are a Parks Naturalist, 2 Park Maintenance personnel devoted to the outer parks, and an Assistant Facilities Technician. The additional extended seasonal staff members would work primarily with the Naturalist and the outer parks crew.

Park Naturalist

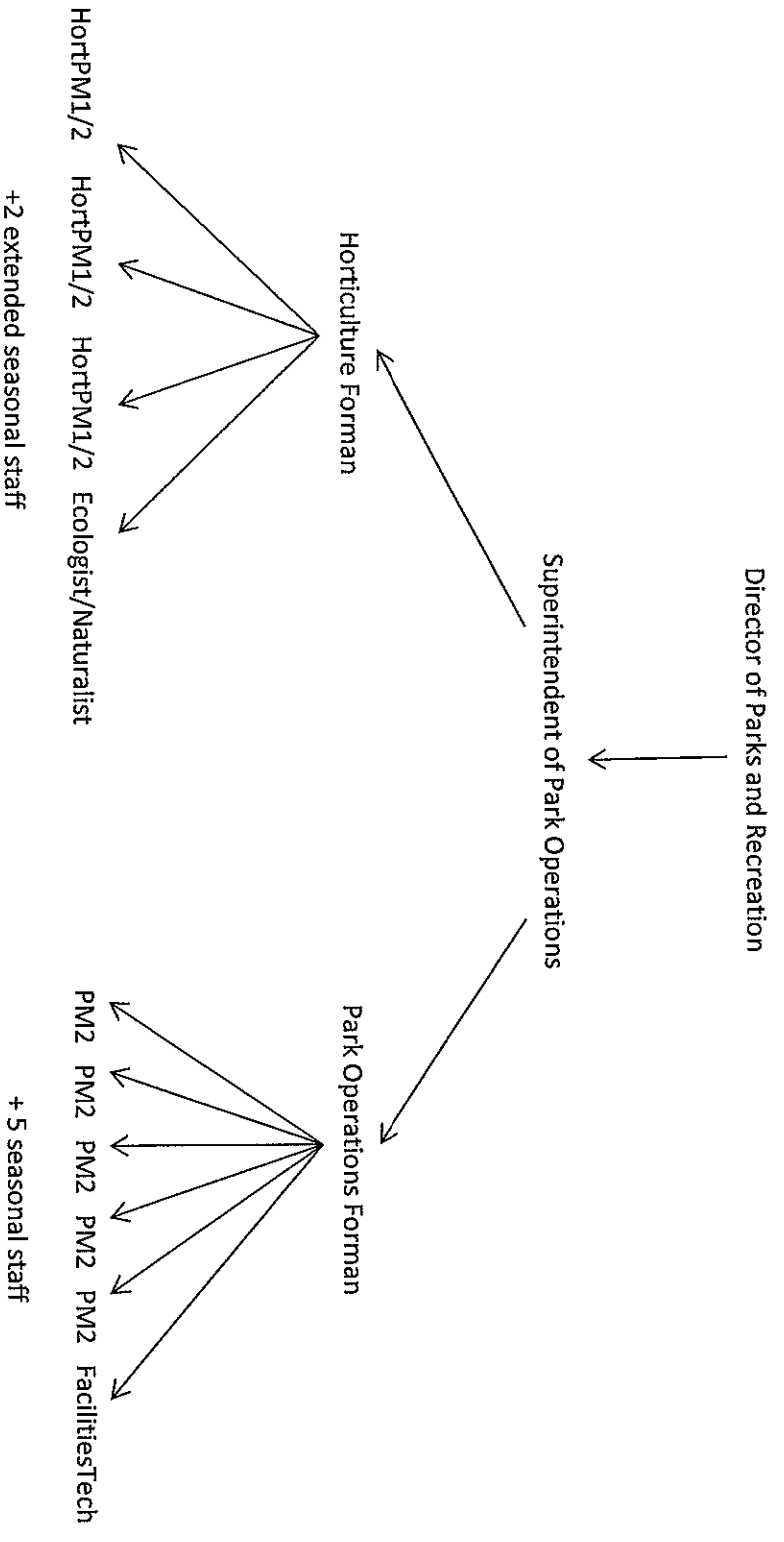
The Park Naturalist would be responsible for maintaining our more passive park areas that are not currently able to be properly cared for by our Parks personnel due to staffing limitations and work load. These areas would include Emmenegger Nature Park, the Greentree Prairie and wetland including the wooded areas, Meramec Highlands Quarry at Dee Koestering Park, Fireman's Park, and the woodlands in Kirkwood Park. Their primary role would be native vegetation management and invasive exotic vegetation control.

Outer Parks Crew

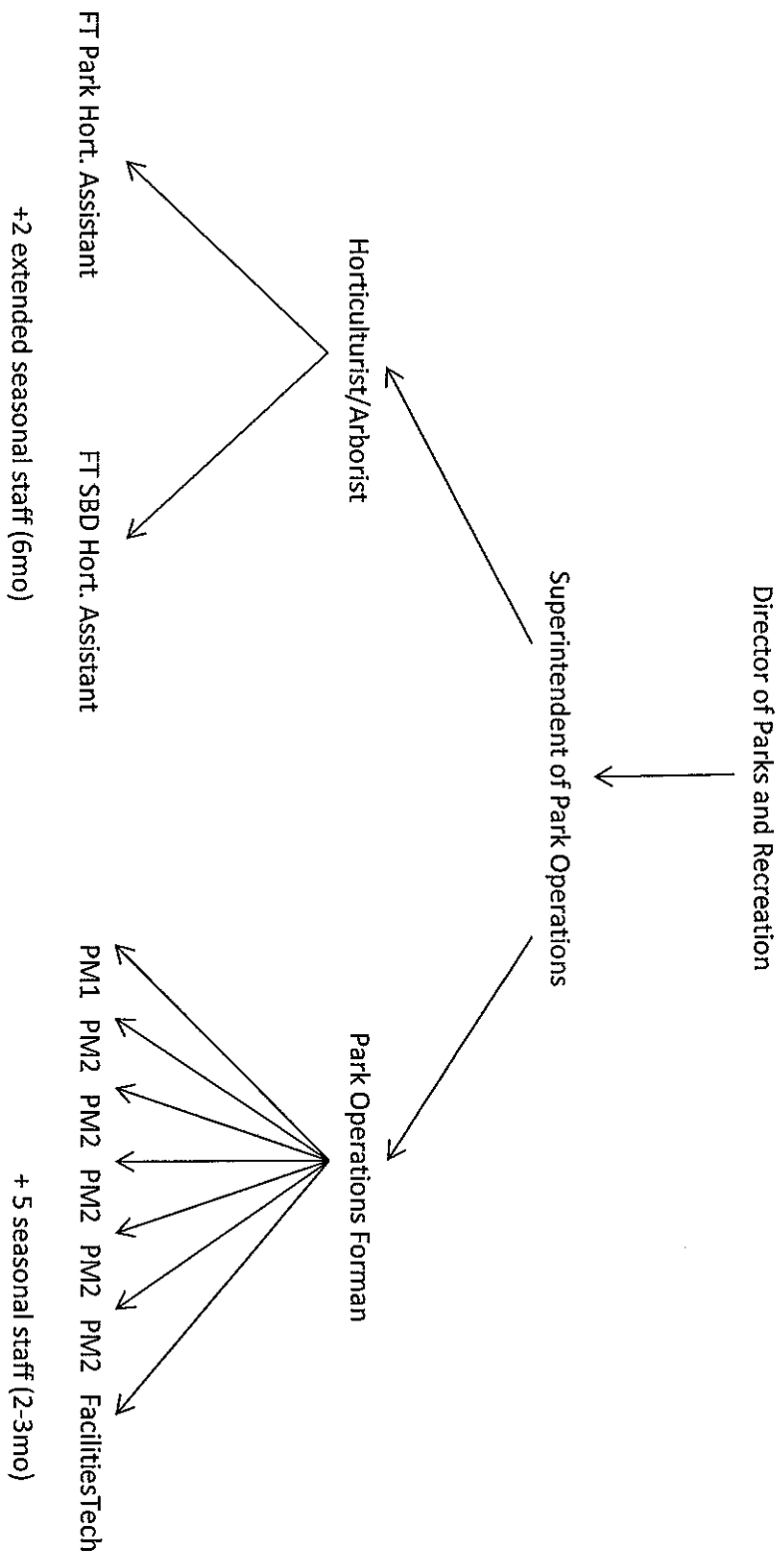
The Outer Parks crew would represent a change in operations to have staff members that are strictly dedicated to the outer parks around Kirkwood. The staff would be responsible for weeding, mulching, pruning, planting, cleaning, and all other general maintenance tasks required in the outer parks. This would be similar to the way we run the Special Business District horticulture operations for the City. The crew would supplement and allow for direct focus on the outer parks to maximize and enhance the maintenance that is currently difficult for our staff to keep up with due to staffing limitations and work load.

Assistant Facilities Technician

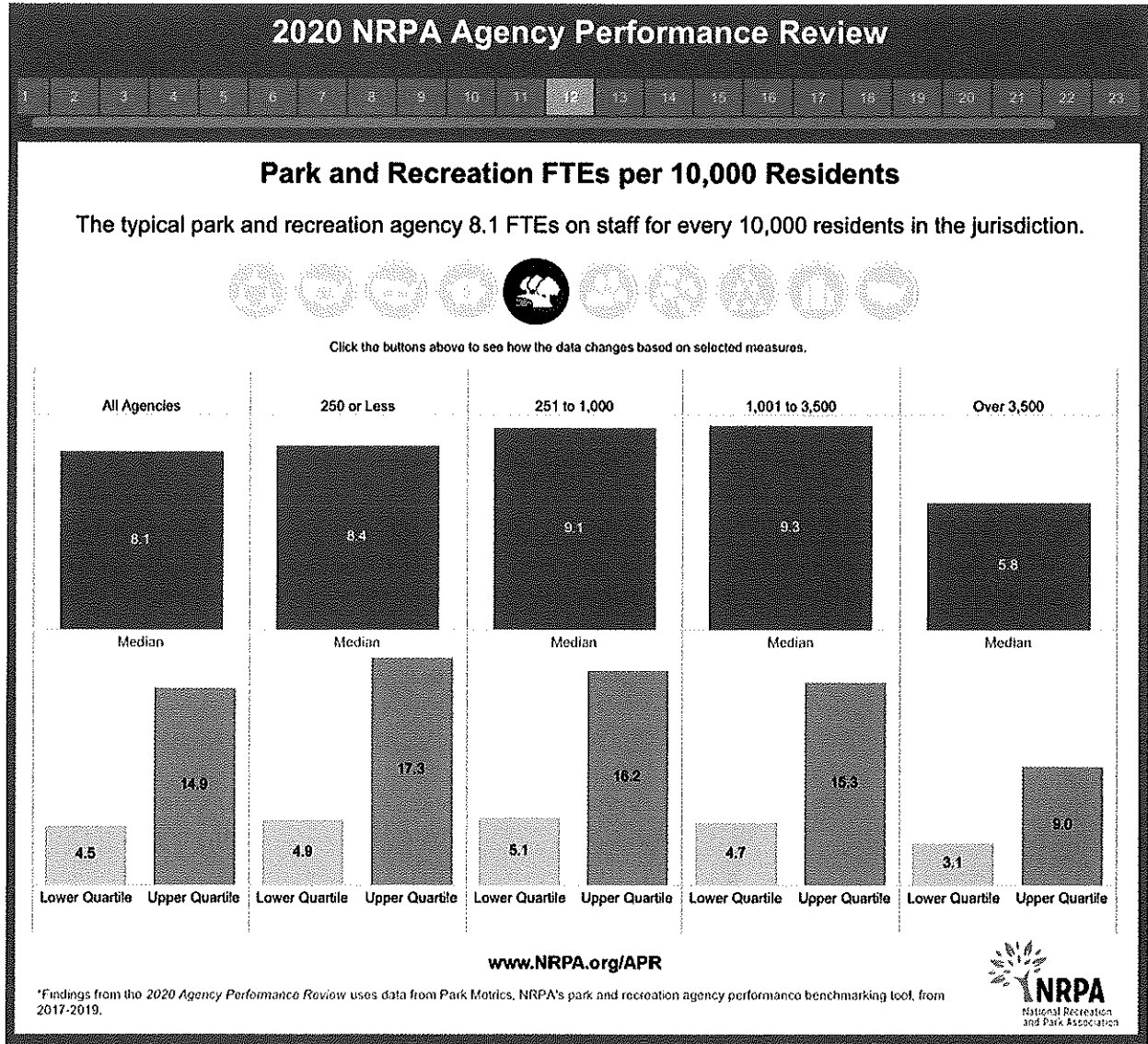
In the last 10-15 years we have greatly increased and enhanced the facilities in the Kirkwood Parks system, and it has become difficult to keep up with all of the maintenance they require. The Assistant Facilities Technician would work with our Facilities Tech to help keep up with the general maintenance,



Moves 1 PM over to Hort side, adds an Ecologist/Naturalist, and changes hort assistant title to Park Maintenance 1/2 Horticulture and bumps up to match Park Maintenance 1/2 pay level. Job responsibilities for each staff would be adjusted to move many of the horticulture related tasks from Park Operation Maintenance over to Park Maintenance Horticulture. Depending on division of responsibilities there could be potential to move 1 more PM to hort, or have a swing position between the 2 divisions.



allow the Facilities Tech to work on some of the larger tasks and maintenance concerns that are currently difficult for him focus on, and provide a much needed 2nd pair of hands on a regular basis.



With the addition of staff we would also need to look at adding more equipment. We would need 2 additional vehicles and potentially other equipment such as a tank sprayer, or ATV sprayer unit.