

**BOARD OF PARKS AND RECREATION COMMISSIONERS**  
**KANSAS CITY, MISSOURI**  
**1:00 O'CLOCK P.M.**  
**WORKSHOP**  
Tuesday, January 23, 2018  
4600 East 63rd Trafficway

- 2<sup>nd</sup> Quarter Analysis – Krista Morrison
- Marketing – Heidi Markle
- Sponsorships – Lisa Heishman

**2:00 O'CLOCK P.M.**  
**REGULAR MEETING**

1. Considering Board approval of the Minutes of January 9, 2018.
2. Kansas City Zoo Annual Report and request approval of the 2018 Budget. Randy Wisthoff will be attending Board Meeting.
3. Considering Board approval of an Agreement with Heart of America Shakespeare Festival Inc. for the 26<sup>th</sup> Annual Shakespeare Festival. Sidonie Garrett will be attending Board Meeting.
4. Considering Board approval of the Agreement with KC Multi-Rotor FPV Racing and Freestyle. A representative from the organization will be attending Board Meeting.
5. Considering Board approval of an Agreement with Camp Fire USA to operate the Camp of the Lake of the Woods.
6. Considering Board approval of the daily Field Reservation Fees.
7. Considering Board approval Encroachment Licenses and Sidewalk Café Leases Fees.
8. Considering Board approval of a Bid-Award to Mid-America Pool Renovation, Inc. for the Swope Pool Liner Repair in the amount of \$296,635.00.
9. Considering Board approval of an Amendment #1 with South Plaza Neighborhood Association in the amount of \$2,455.14.
10. Director's Report:
  - a. Major Construction Report
  - b. Marketing Report
11. PUBLIC HEARING
12. CALENDAR REVIEW
13. ADJOURNMENT

"The Board may hold a closed session during the workshop or the meeting to discuss legal, real estate or personnel issues pursuant to R.S.Mo. Section 610.021."

The Board may hold a closed session during the workshop or the meeting to discuss:

- Legal matters, litigation, or privileged communications with attorneys, pursuant to Section §610.021(1), RSMo
- Real estate, pursuant to Sec. 610.021(2), RSMo
- Personnel, pursuant to §610.021(3) / (13); RSMo
- Sealed Bids or proposals, pursuant to Section §610.021 (12), RSMo

The Board may return to the conference room following the regular meeting for additional discussion of items on the agenda of the Board's Workshop that were not completed prior to the regular meeting.

"Any person with disability desiring reasonable accommodation to participate in this meeting may contact the 311 Action Center at 311 or (816) 513-1313 for TTY 513-1889 or by email."

**12:30 O’CLOCK P. M.  
Tuesday, January 9, 2018  
4600 E. 63<sup>rd</sup> Trafficway**

Board Members present: Jean Paul Chaurand, Shannon Cade, Allen Dillingham, Mary Jane Judy and David Mecklenburg

**Workshop**

The Board of Parks and Recreation Commissioners met in Workshop Session.

- **1:00p.m. – Open Discussion**

**Board Meeting**

Commissioner Chaurand called the meeting to order.

**Approval of the Minutes:**

On a motion by Commissioner Dillingham, duly seconded the Board approved the Minutes from the meeting of January 9, 2018.

**Resolution #30962 – Cooley Park Master Plan**

On a motion by Commissioner Mecklenburg, duly seconded the Board approved the Cooley Park Master Plan.

***Background:*** Cooley Park is in the 1st council district and is a 18.26 acre tract of land located at North Antioch Road and Winn Road. KC Parks used PIAC funding to hire Plaid Collaborative in February 2017 to develop a master plan for Cooley Park.

Beginning in May of 2017 the consultant started meeting with the Cooley Highlands Neighborhood to develop a master plan for Cooley Park. A total of four public meetings were held to receive community input and review proposed designs. The resulting plan focused on providing additional amenities for the park that include a soccer field, multi-use trail, bridge, pavilions, playground, additional multipurpose fields, and future parking lot improvements. The proposed Master Plan provides a connection between the diverse geography of upper and lower sections of the park. The master plan has been reviewed by Park’s Development Review Committee.

At the November 21, 2017 pre-board meeting, the master plan was presented for informational purposes before going forward for official board action.

**Resolution #30963 – Little Blue Valley Park Master Plan**

On a motion by Commissioner Cade, duly seconded the Board approved the Little Blue Valley Park Master Plan.

**Background:**

Little Blue Valley Park is in the 5<sup>th</sup> council district and is a 96.20 acre tract of land located at Noland Road and East 75<sup>th</sup> Street. The park is the former home of the Kansas City International Drag Strip. Parks and Recreation purchased the land in the winter of 2011. The Board approved a master plan for Little Blue Valley Park on October 30, 2012. Current park improvements include a paved entrance and parking area, 2.5 miles of paved trails, and connection to the Little Blue Trace Trail at the south end of the park.

The need to update the Little Blue Valley Park Master Plan came about when a fund raising deadline for raising funds to construct two inclusive ballfields passed without sufficient funds being raised. An updated master plan was developed through a series of stakeholder meetings and two public meetings during the spring, summer and fall of 2017. Involvement included surrounding neighbors and neighborhood groups, Jackson County Parks + Recreation Staff, Lee's Summit School District, Raytown Parks and Recreation, Recreation Council of Greater Kansas City, and area businesses.

The updated Master Plan improvements, primarily building upon the existing trail system, include a shelter and playground with water, electric, and expanded parking near the park entrance, an open-air equestrian riding arena with water, electric, and parking further into the park, and an archery range in the northern half of the park.

At the Tuesday December 5, 2017 pre-board meeting, the master plan was presented for informational purposes before going forward for official board action.

**Resolution #30964 – Contract Award to BKM Construction, LLC for Core ADA Compliance Project**

On a motion by Commissioner Judy, duly seconded the Board approved the contract award to BKM Construction LLC for the Core ADA Compliance Project for Starlight Theatre contract, in the amount of \$1,230,877.00 and provided \$55,866.00 for contingency and authorized the Director or his designee to execute the contract on behalf of the Board.

***Background:*** Four bids were received and administratively opened on November 14, 2017 for the Core ADA Compliance Project at Starlight Theatre. The work includes asphalt and concrete pavement improvements to parking lots and sidewalks, an ADA compliant ramp between Garden of the Stars and Sunset Hill Café, and general ADA improvements to restrooms, concession counters, Administrative offices, Epic Entertainment offices, and dressing rooms. The bid included an allowance for permanent signing and graphics modifications. The contract requires the contractor to achieve substantial completion 120 calendar days from Notice-to-Proceed. However, portions of the work will need to be scheduled, to be completed earlier, so there are no interruptions in Starlight's performance schedules. The scope of Phase I improvements includes asphalt parking lot and concrete sidewalk improvements, new ADA compliant ramp between Garden of the Stars and Sunset Hill Café, general ADA improvements to the restrooms,

concession counters, administrative office, Epic Entertainment office, and dressing rooms. Work on the seating bowl area will be done as part of Phase II next year.

BKM Construction LLC submitted the lowest base bid in the amount of \$1,160,877.00. The bid includes an allowance of \$70,000 for permanent signage, bringing the contract total to \$1,230,877.00. Staff recommends adding \$55,866.00 for contingency bringing the total contract obligation to \$1,286,743.00.

The HRD goals for this project are 15% MBE and 7% WBE. BKM Construction LLC submitted participation goals of MBE 15.53% and WBE 7.67% and they were reviewed and approved by HRD. Funding for the first \$1,100,000.00 is through the General Obligation Series 2018A Bond Fund Account No. AL-3518-707706-B-70175933. The remaining \$186,743.00 is to be funded from Account No. 3433-707706-611060-70175933 and Account No. 3333-707706-611060-70175933 .

### **Resolution #30965 – Agreement with Downtown Council for CID**

On a motion by Commissioner Dillingham, duly seconded the Board approved the one-year agreement with Downtown CID for the streetscape beautification in the Downtown and River Market CID's for \$75,000 and authorized the Director or his designee to execute the agreement on behalf of the Board.

***Background:*** Downtown Kansas City Community Improvement District, a Missouri non-profit organization, wishes to enter into a one-year cooperative agreement with Parks and Recreation for streetscape beautification in the Downtown and River Market CID's. Parks and Recreation would provide financial reimbursement to the CID for the creation, beautification, planting, and maintenance of downtown streetscapes including the 12<sup>th</sup> Street BMP's, an estimated 40 tree plantings, tree wells and grates, and landscape beds. Funding of \$75,000 is available in Acct #2060-707770.

#### **Obligations of Downtown CID:**

- Use the City-reimbursed financial assistance to provide plant material, installation, gardening supplies, site furnishings, contract services, and staff oversight and inspection to insure the success of the planting program.
- Obtain pre-approval from Parks and Recreation regarding species selection at each planting location
- Provide quarterly financial reports for the program.

#### **Obligations of the City:**

- Timely review of planting plans and locations, as submitted by the Downtown CID.
- Provide Parks contact staff for approval of tree and landscape plantings

**Resolution #30966 –Encroachment License Agreement–Property at 2101 W. Pennway Blvd.**

On a motion by Commissioner Judy, duly seconded the Board approved the Encroachment License agreement for the property located at 2101 W Pennway Boulevard and authorized the Director or his designee to execute the agreement on behalf of the Board.

**Background:** The Board of Parks and Recreation Commissioners is being requested to enter into an encroachment license agreement with Pennway Fuel LLC, the owner of the property located at 2101 W. Pennway Blvd, for use of adjacent boulevard right-of-way for installation of a monitoring/sampling well. This agreement defines both license and maintenance terms for the use of park property adjacent to the subject property. The improvements located on park property include one monitoring/sampling well that has a concrete base that is approximately 18” wide and 18” long.

The licensee will be responsible for securing permits, construction, maintenance, and repair of the improvements for the life of the monitoring/sampling well. The licensee will be responsible for complying with all the terms set forth in the agreement such as maintaining a certificate of insurance for use of the area, keeping it in a clean and safe condition, and for paying the annual encroachment fee in the initial amount of \$68. Furthermore, the agreement defines the conditions by which modifications and cancellations may occur.

**Resolution #30967 – Change Order #4 with D & D Custom – Columbus Square Park Site Project**

On a motion by Commissioner Dillingham, duly seconded the Board approved Change Order #4 with D & D Custom in the amount of \$5,000.00, extended the contract time to January 31, 2018 and authorized the Director or his designee to execute the change order on behalf of the Board.

**Background:** On July 21, 2015 the Board approved the Columbus Square Park Site Improvements contract with D&D Custom Construction, in the amount of \$302,778.00. The work included site clearing and demolition, earthwork, new concrete walks, bocce courts, picnic grove, landscaping, hydroseeding and watering in the south half of the park. Construction began in October 2015.

The Board approved Change Orders #1 through #3, adding additional scope bringing the contract total to \$506,504.00 and extended the contract to October 31, 2017.

Change Order #4, in the amount of \$5,000.00, will add additional benches to the park and complete Phase 2 of the improvements to Columbus Park. The new contract total will be \$511,504.00. The contract will be extended 92 days to January 31, 2018.

Funds are available in account number 3090708409. The project number is 70134908.

The contractor's approved utilization plan has not changed from participation goals of 8% MBE and 6% WBE.

**Resolution #30968 – Amendment #5 with Walter P. Moore Associates for the 2016 Fountain & Monument Renovation & Design Project**

On a motion by Commissioner Cade, duly seconded the Board approved Amendment #5 with Walter P. Moore Associates in the amount of \$3,000 and authorized the Director or his designee to execute the amendment on behalf of the Board.

**Background:** Parks and Recreation contracted with Walter P. Moore Associates on August 15, 2016 to conduct studies and analysis for Delbert Haff Fountain and Meyer Circle Seahorse Fountain. The original agreement total was \$108,000. The scope included analysis and testing, recommendations for repairs and cost estimating. The studies are complete.

Amendments #1 through #4 added additional scope items bringing the total contract amount to \$337,293, and extended the contract time by 243 days to a completion date of August 31, 2018.

Amendment #5 in the amount of \$3,000 is for additional construction documents and design required to upgrade the Delbert Haff fountain from 5 spray jets to 7 spray jets. The amendment will bring the contract total to \$340,293. No additional time is being added.

The design professional agreement is funded by GO Bond funds, in account #3518-707709-611060-70168805. The Human Relations Department has approved the participation goals of 13% MBE and 8% WBE and the goals will be met or exceeded at the close-out of the project.

**Director's Report:**

- a. Major Construction Report – Travis Kiefer, Manager of the Planning & Design Services Division gave a brief report.
- b. Marketing Report – Heidi Downer, Manager of the Marketing Division gave a brief report.

**PUBLIC HEARING:** Ex-Councilman John Sharp came before the Park Board to thank staff and the Park Board for their support for the past Santa's Wonderland at The Bay Park. Mr. Sharp said that the over 500 people attended the event and that he is looking forward to the event this year.

Nadja Karpilow came before the Park Board to share concerns about the upkeep and the future of Penn Valley Park. Ms. Karpilow feels like the large events in the park is very damaging to the park and she also mentioned that maintenance issues need to be addressed.

Meeting is adjourned.

---

Jean Paul Chaurand, President  
Board of Parks and Recreation Commissioners

---

Karmen D. Houston, Board Secretary



# Intra-Departmental Communication

**Date:** January 23, 2018  
**To:** Board of Parks and Recreation Commissioners  
**From:** Mark McHenry, Director of Parks and Recreation  
**Subject:** Presentation – Friends of the Zoo (FOTZ)

**Background:**

Randy Wisthoff, Director of the Kansas City Zoo will give a brief update on programs and activities and an overview of the Kansas City Zoo 2018 Budget. The Friends of the Zoo is requesting Board approval of the submitted budget.

**Recommendation:**

Staff recommends approval of Friends of the Zoo 2018 Budget Submittal.

Mark McHenry

Attached: Budget

Kansas City Zoo

Statements of Activities (General Operations)

Comparison

	2018 Budget		2017 Forecast		2017 Budget		Variance
	Revenues	Expenses	Revenues	Expenses	Revenues	Expenses	
		Net		Net		Net	
Attendance		972,000		941,413		943,500	28,500
Income Producing Functions							
Zoo Admissions	3,870,110	3,490,687	3,336,889	3,811,984	3,473,321	3,085,925	384,762
Zoo Restaurants & Concessions	2,875,490	682,616	2,648,686	2,107,442	3,130,315	2,178,853	(270,843)
Gift Shop	1,842,857	739,233	1,722,324	1,082,721	1,738,951	1,045,285	45,607
Rides	2,650,809	1,877,054	2,794,337	689,889	2,919,122	874,030	(68,056)
Group Picnics & Event Sales	174,930	130,871	381,392	328,042	504,955	398,000	(9,076)
Education	489,935	988,789	497,504	1,308,285	519,459	1,375,515	(110,730)
Memberships	1,910,724	1,581,919	1,772,901	1,483,149	2,056,744	935,880	(129,046)
Jazzoo	925,000	572,395	861,341	343,313	947,480	947,174	307,911
Sponsorships	252,500	2,000,000	135,687	135,687	215,500	215,500	37,000
City Management Fee	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	
Zoological District	10,153,183	10,153,103	9,572,665	9,572,665	10,107,556	10,107,556	50,624
<b>Total</b>	<b>27,446,423</b>	<b>20,683,553</b>	<b>25,913,406</b>	<b>6,719,828</b>	<b>37,508,306</b>	<b>6,827,692</b>	<b>(17,661)</b>
Supporting Expenses							
Zoo Management	772,633	772,633	722,492	722,492	722,492	722,492	(50,141)
Animal Management	8,151,577	8,151,577	5,799,729	5,799,729	5,799,729	5,799,729	(2,811,980)
Maintenance	3,892,677	3,892,677	3,898,567	3,898,567	3,898,567	3,898,567	558,827
Electricity	1,490,952	1,490,952	1,273,192	1,273,192	1,273,192	1,273,192	(151,878)
Gas	284,447	284,447	249,881	249,881	249,881	249,881	(43,566)
Telephones	12,000	12,000	12,744	12,744	12,744	12,744	744
Grounds & Custodial	916,940	916,940	830,732	830,732	830,732	830,732	(86,208)
Horticulture	310,944	310,944	271,428	271,428	271,428	271,428	(39,516)
Security	925,890	925,890	892,437	892,437	892,437	892,437	(33,453)
Information Technology	692,808	692,808	580,280	580,280	580,280	580,280	(112,528)
Marketing & Advertising	1,781,325	1,781,325	1,544,891	1,544,891	1,544,891	1,544,891	(236,434)
Accounting, HR & Cash Control	1,713,001	1,713,001	1,522,769	1,522,769	1,522,769	1,522,769	(190,232)
Education Management	369,257	369,257	282,789	282,789	282,789	282,789	(86,468)
Fund Development	302,130	302,130	216,885	216,885	216,885	216,885	(85,245)
Insurance & Professional Fees	1,028,101	1,028,101	992,432	992,432	992,432	992,432	(35,669)
Line of Credit Interest	(4,985)	(4,985)	(18,789)	(18,789)	(18,789)	(18,789)	(14,133)
<b>Total</b>	<b>20,639,515</b>	<b>20,639,515</b>	<b>19,182,200</b>	<b>19,182,200</b>	<b>19,182,200</b>	<b>19,182,200</b>	<b>(1,457,315)</b>
Change In Net Assets	27,446,423	27,420,396	25,913,406	25,071,228	27,508,306	27,364,244	977





# Intra-Departmental Communication

**Date:** January 23, 2018

**To:** Board of Parks and Recreation Commissioners

**From:** Terrence Williams, Special Projects Manager

**Subject: CONSIDERATION OF A LICENSE FOR FACILITY USE WITH CONCESSION AGREEMENT WITH THE HEART OF AMERICA SHAKESPEARE FESTIVAL, INC. (HASF, INC.) FOR THE 26<sup>th</sup> ANNUAL SHAKESPEARE FESTIVAL**

## **Background:**

The Heart of America Shakespeare Festival, Inc. wishes to enter into a License for Facility Use with Concessions Agreement for the use of Southmoreland Park, located on Emanuel Cleaver II Boulevard and Oak Street, to host the annual Shakespeare Festival. This agreement would allow the Heart of America Shakespeare Festival, Inc. to provide free theatrical performances Tuesday through Sunday, June 12 through July 1. The 2018 festival will feature the production, *Much Ado About Nothing*. Gates would open at 6:00 pm each evening with pre-entertainment, theatrical performance would start at 8:00 pm, and gates would close at approximately 11:00 pm.

As an on-going and continuing partnership with the Heart of America Shakespeare Festival, Inc., Parks and Recreation will be recognized as a *Season Sponsor* on all festival marketing materials with the waiver of all park event permit fees. HASF, Inc. will be required to compensate the Parks and Recreation Department's hard costs, which will cover festival trash removal fees, dumping fees and turf restoration at the conclusion of the festival.

The contractor will be responsible for providing the following items:

1. Listing of items for sale
2. A plan for traffic and parking control
3. Marketing plan
4. Certificate of insurance per city requirements
5. Map of event layout
6. Copies of other City permits required in hosting the event
7. Safety and Security plan
8. Recycling plan

## **Recommendation:**

Staff recommends Board approval of the agreement with Heart of America Shakespeare Festival, Inc. and request Board authorization for the Director or his designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**Date:** January 23, 2018  
**To:** Board of Parks and Recreation Commissioners  
**From:** Devin Wetzel, Superintendent of Parks  
**Subject:** Approval of Cooperative Agreement, KC Multi-Rotor FPV Racing and Freestyle

## **BACKGROUND AND DESCRIPTION**

KC Multi-Rotor FPV Racing and Freestyle (KCMR) is requesting to use a 3-acre section of Blue Valley Athletic Park for the racing of radio controlled drones in first person view. FPV or first-person view is when pilots use a camera to fly drones as if they are in the cockpit.

The requested area lies within an un-mowed flood plain removed from active use years ago. The park contains 40 additional acres of active use fields that would not interfere with the proposed use. First year expectations include 3 regional tournaments in addition to daily passive use by members.

KCMR is a sanctioned chapter of the Academy of Model Aeronautics, (AMA) which is the largest model aviation association. AMA also includes The Northern Knights Radio Control Airplane chapter that is currently utilizing airfield space at Hodge Park with Kansas City Parks and Recreation. AMA provides the 2.5-million-dollar liability insurance for pilots, meeting federal and city insurance requirements.

KC Multi-Rotor FPV Racing and Freestyle will provide the following:

1. KC Multi Rotor FPV Racing and Freestyle will compensate City 10% percent of gross revenue from special events.
2. Furnish all equipment necessary for their operation, including power supply.
3. Collect, store, and dispose of all refuse at a site designated by the department.
4. Management of all pilots and ensures they have proper insurance documented.
5. Provide portable restroom through the City's contract services and will reimburse the City for charges occurred.

City will provide the following:

1. Mow area at least 3 times a year at 6" height.
2. Provide portable restroom through the City's contract services.
3. Allow installation of gate to section off the north parking area.
4. Designate a person to act as the City's representative with respect to this agreement.

## **RECOMMENDATION**

Staff recommends the Board approval of proposed agreement with KC Multi-Rotor FPV Racing and Freestyle for programming at Blue River Athletic Park for a term of one year starting January 1, 2018 and requests Board authorization for the Director or his designee to execute the amendment on behalf of the Board.



## Intra-Departmental Communication

**DATE:** January 23, 2018

**TO:** Board of Parks and Recreation Commissioners

**FROM:** Roosevelt Lyons, Superintendent of Parks, Community Services Division

**RE:** License for Facility Use with Camp Fire USA

### **BACKGROUND:**

In December 5, 2011 the Board solicited proposals to operate a summer youth camp at Camp Lake of the Woods in Swope Park. On January 10, 2012 the Board approved a five (5) year agreement with Camp Fire USA to operate the Camp Lake of the Woods Recreation Program in conjunction with Lakeside Nature Center. This agreement will allow Campfire to continue to use Camp Lake of the Woods for an additional year while the department submits an RFP for the long-term operation of the facility

Campfire USA, requests the use of Camp Lake of the Woods in Swope Park, from February 1, 2018 through November 30, 2018 for the purpose of operating the Camp Lake of the Woods Recreation Program. This summer day-camp serves youth ages 6-14 and serves 300-500 youth. Scholarships will be offered to youth that cannot afford the camp.

Camp Fire USA will compensate the Parks and Recreation \$10.00 per camper. Total compensation for this year is expected to be approximately \$3,000.

### **RECOMMENDATION:**

Staff recommends Board approval of this agreement with Camp Fire USA to operate the Camp Lake of the Woods and request Board authorization for the Director or his designee to execute the amendment on behalf of the Board.



# Intra-Departmental Communication

**Date:** January 23, 2018

**To:** Board of Parks and Recreation Commissioners

**From:** Roosevelt Lyons, Manager of Recreation, Community Services Division

**Subject:** Proposed Daily Field Use Fee Increase

## **BACKGROUND:**

The Community Services Division would like to propose increasing its current daily field reservation fee for our MOU user groups. The current fee is \$10/field/day. We are proposing an increase of \$2 to a total of \$12/field/day, and for that increase to be effective February 1, 2018.

Last fiscal year the athletics division generated \$213,227 in field use revenue. This small increase should generate approximately \$32,000 in additional revenue. The proposed rates should assist with cost recovery while keeping us competitive with other area facilities.

## **RECOMMENDATION:**

Staff recommends Board approval of the increase of the daily field reservation fee from \$10/field/day to \$12/field/day and requests Board authorization for the Director or his designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**DATE:** January 23, 2018  
**TO:** Board of Parks and Recreation Commissioners  
**FROM:** Krista Morrison, Parks Finance and Procurement Services  
**SUBJECT:** Use of Park Right-Of-Way Fee Schedule

## **Background:**

City Council passed an ordinance allowing for sidewalk café placements for restaurants and bars in order to increase the street life of the City. Regulated Industries is charged with the responsibility for determining that these businesses meet the requirements for ADA use of the public right of way and that they are meeting all other City regulations. City Council also passed an ordinance authorizing encroachment permits for projects and permits on City right-of-way. As businesses began to provide outdoor dining experiences and other amenities for their customers on boulevard and parkways, the Board of Parks and Recreation Commissioners agreed to lease the public space with the fee going to maintenance for the areas impacted starting in 2007. The most recent fee schedule was approved by Parks Board resolution 30219 on May 6, 2014.

Below is a schedule comparing proposed fees to existing fees:

Fee Type	Section	Use	Existing Rate	Proposed Rate
Encroachment	A-2	Underground	N/A	\$2/sq ft
Encroachment	A-3	Valet	\$10/sq ft - \$15/sq ft	\$15/sq ft
Encroachment	A-4	Fixtures	N/A	\$18/sq ft
Café License	B-2	No food or beverage service	\$5/sq ft - \$8/sq ft	\$15/sq ft
Café License	B-2	Food and beverage service	\$10/sq ft - \$15/sq ft	\$15/sq ft
Café License	B-3	Food and/or beverage service with alcohol allowed	\$10/sq ft - \$15/sq ft	\$18/sq ft
Café License	B-4	Permanent or semi-permanent structure that may include food and/or beverage	\$15/sq ft - \$25/sq ft	\$25/sq ft
Café License	B-5	Permanent or semi-permanent structure that may include food and beverage with alcohol allowed	\$15/sq ft - \$25/sq ft	\$28/sq ft

The policy would have each license begin on January 1 and end December 31 of each year. It will set the range per year per square foot based on type of use and establish a minimum fee of \$150 for use of Parkway and Boulevard right-of-way.

## **Recommendation:**

Staff recommends that the Board approve the policy and authorize the Director to execute same.

**RESOLUTION  
FEES SCHEDULE FOR  
ENCROACHMENT LICENSES AND SIDEWALK CAFÉ LEASES**

- A. Encroachment License agreements, which allow for the use of Park's jurisdictional right-of-way or property, above or below grade, by the adjacent property owner, shall contain these features:
1. Each yearly use agreement shall commence on January 1 and terminate in December 31 of each calendar year. The Board of Parks and Recreation commissioners may extend the term of the agreements on a case by case basis to account for permanent or semi-permanent nature of the encroachment features.
  2. A per square foot price shall be levied as a part of each license when the use is completely underground and does not extend to the surface, such as vaults.
    - a. This amount shall be \$2.00 per square foot per year, with a minimum fee amount of \$150.
    - b. Year one of a new agreement may be prorated for the term of the new agreement at a rate of \$2.00 per square foot per year, with a minimum fee amount of \$150.
    - c. The entire yearly amount must be paid, in full, upon the issuance of the license.
    - d. The Board of Parks and Recreation commissioners may increase the per square foot range upon request of the staff, to be applied pro-actively upon the agreement termination.
  3. A per square foot price shall be levied as a part of each license when the use includes movable valet parking signs and/or any other item temporarily placed in or upon the Park's right-of-way or property.
    - a. This amount shall be \$15.00 per square foot per year, with a minimum fee amount of \$150.
    - b. Year one of a new agreement may be prorated for the term of the new agreement at a rate of \$15.00 per square foot per year, with a minimum fee amount of \$150.
    - c. The entire yearly amount must be paid, in full, upon the issuance of the license.
    - d. The Board of Parks and Recreation Commissioners may increase the per square foot range upon request of the staff, to be applied pro-actively upon the agreement termination.
  4. A per square foot price shall be levied as a part of each license when the use includes signs, railings, ramps, manholes, stormwater BMPs, wells, window wells, stairs, planters, decks, walls, patios, doors, awnings, lighting, and is affixed and/or used in a manner which is intended to be permanent or semi-permanent, placed in or upon the Park's right-of-way or property.

- a. This amount shall be \$18.00 per square foot per year, with a minimum fee amount of \$150.
    - b. Year one of a new agreement may be prorated for the term of the new agreement at a rate of \$18.00 per square foot per year, with a minimum fee amount of \$150.
    - c. The entire yearly amount must be paid, in full, upon the issuance of the license.
    - d. The Board of Parks and Recreation Commissioners may increase the per square foot range upon request of the staff, to be applied pro-actively upon the agreement termination.
  5. Licensees with encroachment license agreements approved by the Parks and Recreation Board of Commissioners will comply with all requirements outlined in Chapters 18 and 64 of the City's Code of Ordinances.
- B. Sidewalk Café Lease agreements which allow for business to be conducted on Park property shall contain these features:**
1. Each yearly use agreement shall commence on January 1 and terminate in December 31 of each calendar year.
  2. A per square foot price shall be levied as a part of each lease when the use includes tables, chairs, railings, lighting, heat lamps and/or any other item temporarily placed in or upon the Park's right-of-way or property, and may include food and beverage service without alcohol allowed.
    - a. This amount shall be \$15.00 per square foot per year, with a minimum fee amount of \$150.
    - b. Year one of a new agreement with a business for sidewalk amenities may be prorated for the term of the new agreement at a rate of \$15.00 per square foot per year, with a minimum fee amount of \$150.
    - c. The entire yearly amount must be paid, in full, upon the issuance of the license.
    - d. The Board of Parks and Recreation Commissioners may increase the per square foot range upon request of the staff, to be applied pro-actively upon the lease termination.
  3. A per square foot price shall be levied as a part of each lease when the use includes tables, chairs, railings, lighting, heat lamps and/or any other item temporarily placed in or upon the Park's right-of-way or property, and may include food and beverage service with alcohol allowed or beverage service only with alcohol allowed.
    - a. This amount shall be \$18.00 per square foot per year, with a minimum fee amount of \$150.
    - b. Year one of a new agreement with a business for sidewalk amenities may be prorated for the term of the new agreement at a rate of \$18.00 per square foot per year.

- c. The entire yearly amount must be paid, in full, upon the issuance of the license.
  - d. The Board of Parks and Recreation Commissioners may increase the per square foot range upon request of the staff, to be applied pro-actively upon the lease termination.
- 4. A per square foot price shall be levied as a part of each lease when the use includes above listed items, and is affixed and/or used in a manner which is intended to be permanent or semi-permanent (such as a deck) and may include food and beverage service without alcohol allowed.
  - a. This amount shall be \$25.00 per square foot per year, with a minimum fee amount of \$150.
  - b. Year one of a new agreement with a business for sidewalk amenities may be prorated for the term of the new agreement at a rate of \$25.00 per square foot per year, with a minimum fee amount of \$150.
  - c. The entire yearly amount must be paid, in full, upon the issuance of the license.
  - d. The Board of Parks and Recreation Commissioners may increase the per square foot range upon request of the staff, to be applied pro-actively upon the lease termination.
- 5. A per square foot price shall be levied as a part of each lease when the use includes above listed items, and is affixed and/or used in a manner which is intended to be permanent or semi-permanent (such as a deck) and may include food and beverage service with alcohol allowed or beverage service only with alcohol allowed.
  - a. This amount shall be \$28.00 per square foot per year, with a minimum fee amount of \$150.
  - b. Year one of a new agreement with a business for sidewalk amenities may be prorated for the term of the new agreement at a rate of \$28.00 per square foot per year, with a minimum fee amount of \$150.
  - c. The entire yearly amount must be paid, in full, upon the issuance of the license.
  - d. The Board of Parks and Recreation Commissioners may increase the per square foot range upon request of the staff, to be applied pro-actively upon the lease termination.
- 6. Establishments with café lease agreements approved by the Parks and Recreation Board of Commissioners will comply with all requirements outlined in Chapter 64 of the City's Code of Ordinances.





## Intra-Departmental Communication

**DATE:** January 23, 2018

**TO:** Board of Parks and Recreation Commissioners

**FROM:** Travis W. Kiefer, P.E., Asst. Dir. – Engineering, Planning, & Design Division

**SUBJECT:** Recommendation for Bid Award- Swope Park Pool Liner Repair

### **Background**

One bid from Mid-America Pool Renovation, Inc. was received and opened on January 17, 2018 for the Swope Park Pool Liner Repair project. This project will replace the existing PVC pool liner of the diving pool and swimming pool with a water tight pool shell and new liner.

The Base Bid and two alternatives were to provide joint repairs and pool shell repairs necessary to provide a watertight pool shell. The base bid in the amount of \$296,635.00 included a cement based limestone aggregate plaster. Alternate #1 bid in the amount of \$353,375.00 included a cement based silica quartz aggregate plaster. Alternate #2 bid in the amount of \$515,396.00 included a polymeric technology liner.

This Bid Award will include work for the Base Bid in the amount of \$296,635.00. The contractor has until May 2, 2018 to complete the work.

The HRD goals for this project are 10% MBE and 0% WBE. The Mid-America Pool Renovation, Inc. submitted participation was 10% MBE and 0 %WBE. HRD is reviewing their proposed utilization plan with participation of 10% MBE and 0%WBE.

Funds for the Swope Park Pool Liner Repair project are available in account 2030-707728-55504.

### **Recommendation**

Staff recommends the Board award the project base bid to Mid-America Pool Renovation, Inc. for a total contract price of \$296,635.00, with a contract deadline of May 2, 2018, and requests authorization for the Director or his designee to execute the contract on behalf of the Board.



# B I D T A B U L A T I O N

## S W O P E P A R K P O O L L I N E R

BID OPENING JANUARY 17, 2018

ENGINEER'S EST

\$283,474.00

	<b>MID-AMERICA POOL RENOVATION, INC.</b>			
Project Manager SCOTT OVERBAY	<a href="mailto:AUSTIN@POOLRENOVATION.COM">AUSTIN@POOLRENOVATI ON.COM</a>			
<b>DESIGN SERVICES</b>	10,000.00			
<b>CONSTRUCTION</b>	286,635.00			
<b>ALT 1 DIAMOND BRITE</b>	353,375.00			
<b>ALT 2 INTER-GLASS</b>	515,396.00			
<b>TOTAL BID</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BASE BID</b>				
<b>TOTAL BID</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BASE BID</b>				
<b>TOTAL BID</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# Intra-Departmental Communication

**Date:** January 23, 2018  
**To:** Board of Parks and Recreation Commissioners  
**From:** Travis W. Kiefer, P.E., Asst. Dir. – Engineering, Planning, & Design Division  
**Subject:** Cooperative Agreement with South Plaza Neighborhood Association Amd #1

## **Background**

On July 27, 2017, South Plaza Neighborhood Association (SPNA) presented plans to the Park's Development Review Committee (DRC) to install and maintain neighborhood banners on the light poles throughout the South Plaza neighborhood. The SPNA has maintained their current banners for the last 20 years but would like to update the design and install some on additional light poles. The DRC approved the plans.

On October 3, 2017, the Board approved a Cooperative Agreement with SPNA to allow them to facilitate the installation of the banners within Park right-of-way, requiring that SPNA be responsible for all labor and materials necessary to install, maintain and replace, when necessary, the neighborhood banners. SPNA was also required to cover all costs throughout the project and then turn in all receipts and invoices, once the project is completed, inspected and approved, to the Parks Department for reimbursement. The total amount for the project was \$24,259.74.

Amendment #1 in the amount \$2,455.14, will cover additional costs to replace existing banner equipment that can no longer be used. Once installation of the banners started, further inspection found some of the existing banner equipment to be obsolete. The amendment will bring the total cost of the project to \$26,714.88.

The funds for Amendment #1 are located in Act#3090-708409-70152901.

## **Recommendation**

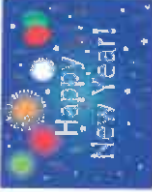

Staff recommends Board approval of the Cooperative Agreement with South Plaza Neighborhood Association Amendment #1 and request authorization for the Director or his designee to execute the agreement on behalf of the Board.



# JANUARY 2018

## BOARD OF PARKS AND RECREATION COMMISSIONERS



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 	2 <b>NO BOARD MEETING</b>	3	4	5	6
7	8	9 1:00 p.m. Pre Board Workshop 2 p.m. Board Meeting	10 11:30 a.m.-KCI/Platte Partners Mtg. Houthans 8660 N. Boagrd-walk	11	12	13
14	15 <b>OFFICE CLOSED</b> 	16 <b>NO BOARD MEETING</b>	17	18	19	20
21	22	23 1:00 p.m. Pre Board Workshop 2 p.m. Board Meeting	24	25	26	27
28	29	30 <b>NO BOARD MEETING</b>	31			



# FEBRUARY 2018

## BOARD OF PARKS AND RECREATION COMMISSIONERS



Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6 12:30 p.m. Pre Board Workshop 2 p.m. Board Meeting	7	8 7:30-9a.m. - Starlight Theatre Board Mtg.	9	10
11	12	13 <b>NO BOARD MEETING</b>	14 11:30a.m.-KCI Platte Partners Mtg. Houlihans 	15	16	17
18	19 <b>HOLIDAY</b>  President's Day	20 12:30 p.m. Pre Board Workshop 2 p.m. Board Meeting	21	22	23 11:30a.m. -1 pm. Liberty Memorial Board Meeting	24
25	26	27 <b>NO BOARD MEETING</b>	28 4pm.--FOTZ Board Meeting			



# MARCH 2018

## BOARD OF PARKS AND RECREATION COMMISSIONERS



Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6 12:30 p.m. Pre Board Workshop 2 p.m. Board Meeting	7	8	9	10
11	12	13 <b>NO BOARD MEETING</b>	14	11:30a.m.-KC/Platte Partners Mtg. Houli-hans 8660 N. Bourdwalk	16	17 
18	19	20 12:30 p.m. Pre Board Workshop 2 p.m. Board Meeting	21	22	23	24
25	26	27 <b>NO BOARD MEETING</b>	28	29	30	31



# APRIL 2018

## BOARD OF PARKS AND RECREATION COMMISSIONERS



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 12:30 p.m. Pre Board Workshop 2 p.m. Board Meeting	4	5	6	7
8	9	10 <b>NO BOARD MEETING</b>	11 11:30a.m.-KC/Platte Partners Mtg--- Houlihan 8660 N. Boagrdwalk	12 5-6p.m. Starlight Board Mtg- 6-8pm--- Starlight Board Reunion	13	14
15	16	17 12:30 p.m. Pre Board Workshop 2 p.m. Board Meeting	18	19	20	21
22	23	24 <b>NO BOARD MEETING</b>	25 4p.m.—FOTZ Board Meeting	26	27	28
29	30					