

**BOARD OF PARKS AND RECREATION COMMISSIONERS  
KANSAS CITY, MISSOURI**

**Tuesday, May 24, 2022  
4600 East 63rd Trafficway**

**1:00 O'CLOCK P.M.  
Workshop**

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

**Members of the Board may attend this meeting via video conference.**

**Workshop**

**Open Discussion**

**Board Meeting**

**Call to Order – President Jack Holland**

**Agenda**

1. Considering Board approval of the May 10, 2022, Board Meeting. **Attachment A**
2. **Resolution #31947** - Considering Board approval of the Resolution Adopting the Kansas City, Missouri, Parks and Recreation Revenue and Pricing Policy. **Attachment B**
3. **Resolution #31948** - Considering Board approval of an Agreement with CE Golf Design for the 2022 Golf Services Bunker Project in the amount of \$105,000. **Attachment C**
4. **Resolution #31949** – Considering Board approval of an Agreement with LAND3 Studio, LLC for the 2022 Aquatics Master Plan Agreement in the amount of \$75,000. **Attachment D**
5. **Resolution # 31950** - Considering Board approval of a Cooperative Agreement with Blue Hills Neighborhood Association in the amount of \$29,100 to recruit youth ages 13 – 18 to clean public parks, public right-of-way within the boundaries of Blue Hills Park and neighborhoods. **Attachment E**
6. **Resolution # 31951** - Considering Board approval of a Cooperative Agreement with Blue Valley Neighborhood Association in the amount of \$29,100 to recruit youth ages 13 – 18 to clean public parks, public right-of-way within the boundaries of Blue Valley Park and neighborhoods. **Attachment F**
7. **Resolution #31952** - Considering Board approval of a Cooperative Agreement with Heart of the City Neighborhood Association in the amount of \$29,100 to recruit youth ages 13 – 18 to clean public parks, public right-of-way within the boundaries of Yvonne Stark Wilson and Dunbar Parks and neighborhoods. **Attachment G**
8. **Resolution #31953** – Considering Board approval of a Cooperative Agreement with Oak Park Neighborhood Association in the amount of \$29,100 to recruit youth ages 13 – 18 to clean public parks, public right-of-way within the boundaries of Oak Park and neighborhoods. **Attachment H**
9. **Resolution #31954** – Considering Board approval of an Agreement with Ability KC in the amount of \$18,519.66 to offer scholarship funding for adaptive swim sessions to local families with children with disabilities. **Attachment I**
10. **Resolution #31955** - Considering Board approval of a Cooperative Agreement with Youthworks to have access to shower facilities at Gregg/Klice and Tony Aguirre Community Centers. **Attachment J**

11. **Resolution #31956** – Considering Board approval of a Cooperative Agreement with Total Man CDC in partnership with St. Luke Memorial Church to provide meals during summer camp at Southeast, Hillcrest, Marlborough, Tony Aguirre, Westport-Roanoke and Kansas City North Community Centers and St. Patrick's School. **Attachment K**
12. **Resolution #31957**– Considering Board of a Cooperative Agreement with Midwest Adaptive Sports to provide access to the wheelchair softball field at Pleasant Valley Road Athletic Complex each Saturday during the term of this agreement for softball and football games. **Attachment L**
13. **Resolution #31958** - Considering Board approval of a Cooperative Agreement with African Violet of Greater Kansas City for the use of facilities at Loose Park Garden Center for the purpose of holding exhibitions and meetings. **Attachment M**
14. **Resolution #31959** – Considering Board approval Considering Board approval of a Cooperative Agreement with Kansas City Garden Club for the use of facilities at Loose Park Garden Center for the purpose of holding exhibitions and meetings. **Attachment M**
15. **Resolution #31960** – Considering Board acceptance of gifts and contributions. **Attachment N**
16. Director's Report
17. Public Hearing
18. Adjourn

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 closed session may be held via teleconference.

Pursuant to Section 610.021 subsection 1 of the Revised Statutes of Missouri to discuss legal matters, litigation, or privileged communications with attorneys.

- Pursuant to Section 610.021 subsection 2 of the Revised Statutes of Missouri to discuss real estate;
- Pursuant to Section 610.021 subsections 3 and 13 of the Revised Statutes of Missouri to discuss personnel matters;
- Pursuant to Section 610.021 subsection 12 of the Revised Statutes of Missouri to discuss sealed bids or proposals;

**BOARD MEETING  
May 10, 2022  
4600 East 63rd Trafficway  
Kansas City, Missouri 64130**

Members of the Board may attend this meeting via video conference.

**1:00 O'CLOCK P.M.  
WORKSHOP**

**Workshop**

1:00 p.m. – Open Discussion

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

Board Members Present: Commissioner Wagner, Commissioner Williams-Neal and Commissioner Perez

Commissioners Absent: President Holland and Commissioner Nguyen

Call to Order – Acting President Commissioner Williams-Neal called the meeting to order.

On a motion by Commissioner Wagner, duly seconded the Board approved the Board Minutes of April 26, 2022.

Presentation by Gayle Hill – Friends of Bruce R. Watkins Cultural Heritage Center

**Resolution #31934 – Facility Use with Concession Agreement with Negro Leagues Baseball Museum**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Agreement with Negro Leagues Baseball Museum and authorized the Director or designee to execute the agreement on behalf of the Board.

***Background:*** To Celebrate the historical connection between our national pastime and the hot dog, the Negro Leagues Baseball Museum (NLBM) in partnership with Hy-Vee, Pepsi and Farmland established the “Heart of America Hot Dog Festival” in 2013. This is an annual music festival, showcasing national and local talent.

The Negro Leagues Baseball Museum wishes to enter into a Facility Use with Concession Agreement for the use of The Great Lawn and 18<sup>th</sup> and Paseo located at 18<sup>th</sup> and Paseo and 1600 John Buck O’Neil Way to hold the Heart of America Hot Dog Festival on July 30, 2022. The festival will include live music, food, beverage and alcohol vendors. Both Northbound and Southbound lanes at 18th and Paseo to Truman Road will be closed during this event. They are expecting 3,000 attendees.

The Kansas City Parks and Recreation Department will be compensated \$5,300 for this 1-day event. Set-up for the festival will begin at 6am July 28, 2022, through July 29, 2022 and tear down will end at 11pm on July 31, 2022. The festival hours are from 12pm to 10pm on July 30, 2022. KCPD will be onsite.

The contractor will be responsible for providing the following items:

1. A List of items for sale
2. A plan for traffic and parking control
3. Safety and security plan
4. Marketing plan
5. Certificate of insurance per city requirements
6. Map of event layout
7. Copies of other City permits required in hosting the event
8. A written-out plan to address litter and recycling during the event

**Resolution #31935 – Forbearance Agreement for the Ground Lease Agreement with Children’s Mercy Hospital**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Forbearance Agreement to the Ground Lease Agreement with Children’s Mercy Hospital and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** The Board of Parks and Recreation Commissioners and Children’s Mercy Hospital (“CMH”) entered into a ground lease on June 5, 2007. Pursuant to Ground Lease, CMH was obligated to construct certain Parks Improvements to Hospital Hill Park. The Park Improvements completed by Children Mercy Hospital in Hospital Hill Park include walking and exercise trails, a basketball court and other park amenities. The Lease also obligated CMH to commence construction by June 5, 2022, on a 300-seat auditorium accessible to the public.

As the June 5, 2022, deadline to begin construction is approaching, CMH has requested that the ground lease be amended to extend the time to commence construction on the auditorium from June 5, 2022, until December 31, 2022. This will give the parties additional time to discuss various park projects that could be built by CMH in the City’s park system in lieu of the construction of the 300-seat auditorium adjacent to Hospital Hill Park.

This Board Resolution asks for approval of the Forbearance Agreement for the Ground Lease to extend Children Mercy Hospital’s time to commence construction on the 300-seat auditorium from June 5, 2022, until December 31, 2022.

**Resolution #31936 – Facility Use without Concessions Agreement with South Suburban Junior Football Association**

On a motion by Commissioner Wagner, the Board approved the Agreement with South Suburban Junior Football Association and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** South Suburban Junior Football Association is requesting the use of the Longview Tract Park, football fields #1 & #2, located at 7101 Longview Road, for the limited purpose of conducting football clinics, practices, games, and associated activities during the term of the agreement. Activities will take place on Fridays and Saturdays from 8:00am – 6:00pm.

South Suburban Junior Football Association will compensate at the rate of \$15/day/field for a total projected compensation of \$1,530.00.

The Term of this License shall start on May 11, 2022, and end no later than November 5, 2022.

They will also provide insurance per City's requirements.

**Resolution #31937 – Facility Use without Concessions Agreement with Sharks Youth Athletic Organization**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Agreement with Sharks Youth Athletic Organization and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** Sharks Youth Athletic Organization is requesting the use of the Robert R. Hodge Park, multipurpose fields #1 & #2, and rugby field #1, located at Shoal Creek Parkway and NE Reinking Road, for the limited purpose of conducting football clinics, practices, games, and associated activities during the term of the agreement. Activities will take place Monday through Thursday from 4:00 pm – 9:00 pm. Sharks Youth Athletic Organization will compensate at a rate of \$15/day/field for a total projected compensation of \$2,655.00.

The Term of this License shall start on July 25, 2022, and end no later than November 3, 2022.

Sharks Youth Athletic Organization will provide insurance per City's requirements.

**Resolution #31938 – Agreement with North Suburban Youth Football League**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Agreement with North Suburban Youth Football League and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** North Suburban Football League (NSYFL) is requesting the use of Waterwell Athletic Complex, Missouri Highway 9 and North Broadway; San Raphael Football field, 3904 NE Choteau Trafficway; Pleasant Valley Road Athletic Complex Football Fields #1 & #2 and Multipurpose Field #1, 6401 NE Pleasant Valley Road for the limited purpose of conducting football clinics, practices, games and associated activities during the term of the License. Activities will take place at various times Sunday – Saturday.

NSYFL will compensate at a rate of \$15/day/field and \$30/hour for lights for a total projected compensation of \$17,460.00

The Term of this License shall start on July 1, 2022 and end no later than December 1, 2022.

Insurance will be provided per City's requirements.

**Resolution #31939 – Cooperative Agreement with Kansas City Jazz Orchestra**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Agreement with Kansas City Jazz Orchestra and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** In an effort to build the knowledge and love of jazz in Kansas City, the Kansas City Jazz Orchestra has dedicated funds from their budget to offer free programming to various community groups.

They have committed to offering from 1-3 free performances at each of our summer camp locations during the summer. Those locations are Hillcrest Community Center, Marlborough Community Center, Southeast Community Center, Tony Aguirre Community Center, Westport-Roanoke Community Center, Kansas City North Community Center and St. Patrick's School. Depending on the program there will be 3-4 musicians or a single performer.

City will provide use of the space free of charge. The terms of this agreement will begin June 6, 2022 and will end no later than August 12, 2022. Kansas City Jazz Orchestra will provide insurance per City's requirements.

**Resolution #31940 – Facility Use without Concessions Agreement with Camp Fire Heartland**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Agreement with Camp Fire Heartland and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** Camp Fire Heartland requests the use of the facilities at Camp Lake of the Woods, located at 5601 Oakwood Road, for the limited purpose of offering a summer youth camp. Activities will take place Monday through Friday from 8:30 am – 6:00 pm with access being granted from 7:30am – 6:30pm. Staff training and orientation will take place June 1-3 from 9:00am – 5:00pm.

Camp Fire Heartland staff will provide instruction, background screening and training for all staff. Supervisory and administrative staff will coordinate the program and complete administrative paperwork. City will provide access to the Lodge and archery fields

Camp Fire Heartland will compensate \$10.00/student/week for 7 weeks for up to 50 students for a total compensation of \$3,500.00

The Term of this License shall run from June 1, 2022 and end no later than August 1, 2022. Camp Fire Heartland will provide insurance per City's requirements.

**Resolution #31941 – Agreement with KCATA**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Agreement with KCATA granting KCATA Employees access to Kansas City, Missouri Parks and Recreation Community Centers and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** This is a renewal of an agreement approved last year by the Parks Board, Resolution #31592. KCATA employees and their families are given access, during normal business hours, to all the programs, classes, amenities, and events included in the 'all-access' pass offered at all community centers.

KCATA employees are allowed free membership, either monthly or annually. Family members of KCATA employees are offered the special rate of \$10/month or \$120/year for use of the facilities. KCATA reimburses KC Parks \$30 for each monthly employee membership, \$300 for each annual employee membership, \$20 for each family membership, and \$180 for each family annual membership. Monthly KCATA reimbursement will be capped at \$2,000.00/month.



In the past year 34 members have signed up and KC Parks has been reimbursed \$6,500.00. The terms of this agreement are from May 1, 2022 – April 30, 2023.

**Resolution #31942 – Facility Use without Concessions Agreement with Where God is Lord Evangelistic Ministry**

On a motion by Commissioner Wagner, duly seconded, the Board approved the Agreement with Where God is Lord Evangelistic Ministry and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** Where God is Lord Evangelistic Ministry is requesting the use of facilities at Gregg/Klice Community Center for the purpose of conducting church services on Sundays from 12:00p.m. – 1:30p.m. during the term of this agreement.

City will be compensated at the rate of \$35.00/hour for a total payment of \$2,572.50.

The terms of this agreement will begin May 15, 2022, and end April 3, 2023. Where God is Lord Evangelistic Ministry will provide insurance per City's requirements.

**Resolution #31943 – Design Professional Services Agreement with Landworks Studio – Ashland Square Park**

On a motion by Commissioner Perez, duly seconded, the Board approved the Agreement with Landworks Studio for the Ashland Square Park Sprayground in the amount of \$86,520 and authorized the Director or designee to execute the agreement on behalf of the Board.

**Background:** Ashland Square Park, located at 4500 E. 23<sup>rd</sup> Street, was acquired in 1913. This 7-acre park provides baseball, soccer playing fields, playground, shelter, tennis, and basketball. Recent improvements consist of the new baseball backstop and dugouts, regrading and seeding the north playing fields, and extending the 5' high black chain link fence around the north and east sides of the soccer field. The next funded improvements for the park consist of removing the existing fill and drain swimming pool and adding a new sprayground. Future improvements include replacing the playground equipment and improvements to the courts at the park.

On March 18, 2022, the Parks Department received one submittal to our RFQ for Design Professional Services of the SLBE Ashland Square Park Sprayground project. Landworks Studio from Olathe, Kansas was selected to provide project scope and fee for the sprayground design and construction management.

Landworks Studio and Parks staff have defined the sprayground design scope of work and deliverables for a total design fee of \$86,520. This agreement will cover site analysis, community engagement, sprayground design, Health Department and Codes approvals, bidding assistance, construction document preparation, and construction administration.

Funding for this agreement will come from account number 3090-708309 611060. Landworks Studio is on the CREO list of approved SLBE firms capable to perform the work.

**Resolution #31944 – Amendment #1 with Water Resources Solutions, LLC – Buckeye Greenway Pedestrian Improvements**

On a motion by Commissioner Perez, duly seconded, the Board approved Amendment #1 with Water Resources Solutions, LLC (WRS) for Buckeye Greenway Pedestrian Improvements in the amount of \$22,548 and authorized the Director or designee to execute the amendment on behalf of the Board.

**Background:** Buckeye Greenway was acquired in 1957 and contains 72 acres. The Park is runs from MO 210 Highway and N. Brighton to N.E. 37<sup>th</sup> Street. The project location is in the northern portion of the greenway. In 2017 a pedestrian bridge was constructed to connect the Chouteau Estates neighborhood to Chouteau Elementary School. An existing pedestrian bridge was already in place for the eastern crossing of Buckeye Creek. This older bridge is in danger of being washed away from the seasonal flooding in the creek. The older bridge is out of ADA compliance.

An RFQP was advertised on February 25, 2021, to design a replacement pedestrian bridge that was out of the flood plain and will meet ADA regulations. On March 19, 2021, two proposals were received with Water Resources Solutions, LLC (WRS) was recommended for this project.

On September 14, 2021, the Park Board approved an agreement with WRS, LLC for the scope of work that included designing a new pedestrian bridge, abutments, and stream bank protection around the bridge abutments, applying for, and securing all necessary local, state, and federal permits, and assistance with the construction bidding process. Per the contract agreement with WRS, this work shall be completed for \$114,295.00.

This amendment #1 is for additional design work for a trail system for the entire park. Scope includes: Preliminary design plans, Specifications, and cost opinion; Final design plans, Specifications, and cost estimate; and Final construction documents is the additional scope. The amendment amount is \$22,548.00 and new contract total is \$136,843.00.

The Human Relations Department has determined that this project is to be a Small Local Business Enterprise (SLBE) project. WRS is an SLBE design firm. Funds for this design professional agreement are available in the account 3090-611060-708104-70204924.

**Resolution #31945 – Change Order #1 with Gunter Construction – Independence Plaza Park**

On a motion by Commissioner Perez, duly seconded, the Board approved Change Order #1 with Gunter Construction, in the amount of \$87,132.12 for a total contract price of \$1,309,859.12, extended the final completion to July 30, 2022 authorized the Director or designee to execute the change order on behalf of the Board.

**Background:** Independence Plaza Park is a 1.73-acre park located along Independence Boulevard between Park Avenue and Brooklyn Avenue. This Park was acquired in 1896 and received its last major renovation in early 2000. This park serves the community with a diverse demographic and is part of the choice neighborhood grant that will make strategic improvements



to the old Northeast Area of the City. The park community engagement has involved the following neighborhood groups: Pendleton Heights, Independence Plaza Park Neighborhood Association, and Scarritt Renaissance. The planned improvements include playground, walking trail, futsal court, fencing, lighting, and landscape improvements.

On August 10, 2021, The Parks Board approved a construction contract with Gunter Construction in the amount of \$1,222,727.00. The bid improvements included playground, fence, lighting, walkways, futsal court, drinking fountain and landscaping.

Change Order #1 will adjust quantities for demolitions, concrete trail, synthetic grass, concrete curbing, rubber tile safety surfacing, engineered wood fiber, sod, 4' high decorative metal fence, wrought iron fence, turf reinforcement matting, seeding, and lighting. Change Order #1 will increase the contract price by \$87,132.12 for a total contract price of \$1,309,859.12 and extend the final completion date to July 30, 2022.

Funding for this Change Order #1 is provided through developer allotment account 649-070-2800-S200A. The Economic Equity & Inclusion Division, Civil Rights & Equal Opportunity Department set goals of 14% MBE and 12% WBE. Gunter Construction's utilization goals of 11.05% MBE and 16% WBE have been submitted to and approved by the Economic Equity & Inclusion Division, Civil Rights & Equal Opportunity Department for approval. Gunter Construction's utilization goal of 5.27% HUD has been submitted to and approved by HUD.

**Resolution #31946 – Approval of Bid for Ash Tree Removal Services FY23 to Arbor Masters Company**

On a motion by Commissioner Perez, duly seconded, the Board approved the Bid Award to Arbor Masters Company for Ash Tree Removal Services FY23 in the amount of \$500,000.00, term not to exceed May 31, 2023, and authorized the Director or designee to execute the contract on behalf of the Board.

**Background:** On Wednesday, April 20, 2022, a bid opening was conducted for Ash Tree Removal Services FY23. A total of five (5) bids were received. The 1<sup>st</sup>, lowest bidder, was non-responsive, the 2<sup>nd</sup> lowest bidder, did not submit the 48 hours paperwork. At this time staff recommends Arbor Masters company as the lowest and best bidder with a total Base Bid of \$4,768.00, for a contract amount not to exceed \$500,000.00.

This contract will address ash tree removal needs due to the Emerald Ash Borer (EAB) on public properties and right of ways, including citizen's requests, 311 Action Center requests, and requests from other sources. It is estimated that this contract will address approximately 560 ash trees. The term of this Contract will be for a period of one year, not to exceed May 31, 2023. The City has the option to extend the term of this Contract for two additional twelve-month periods.

This contract also requires the Contractor to provide storm response services for those crews employed under this contract. Crews in addition to those required by the contract may be added at the same rates upon mutual agreement by the City and the Contractor.

The Contractor's Utilization Plan meets MBE/WBE goals for this contract of 10% and 10% respectively. The Human Relations Department has reviewed and approved the Contractor's Utilization Plan.

Funding for these services is found in Forestry account #3090-707771. We will initially encumber \$500,000.00 to execute this contract.

Director's Update

**CLOSED SESSION**

On a motion by Commissioner Wagner, duly seconded the Board unanimously approved by roll call vote to enter into a Closed Session to discuss real estate and legal matters.

On a motion by Commissioner Wagner, duly seconded the Board unanimously approved by roll call vote to leave Closed Session and enter back into an open meeting.

Meeting adjourned.

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Jack Holland, President  
Board of Parks and Recreation Commissioners

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Karmen Houston, Board Secretary



## Inter-Departmental Communication

Date: May 24, 2022

To: Board of Parks and Recreation Commissioners

From: Christopher (Chris) Cotten, Director of Parks and Recreation

Subject: Revenue and Pricing Policy for Parks and Recreation

### **BACKGROUND:**

The City of Kansas City Parks and Recreation Department offers a wide range of facilities, programs and services within the community.

The proposed Revenue and Pricing Policy is a mechanism for allocating the use of public funds, creating a financially sustainable approach for recreational services and facilities, maximizing the use of programs and facilities, and ensuring affordable access to programs and services.

### **RECOMMENDATION:**

Staff recommends Board approval of the Revenue and Pricing Policy, effective immediately, upon Board approval.

RESOLUTION # \_\_\_\_\_

**A RESOLUTION ADOPTING THE CITY OF KANSAS CITY PARKS AND RECREATION REVENUE AND PRICING POLICY.**

**WHEREAS**, the City of Kansas City Parks and Recreation Department offers a wide range of facilities, programs and services within the community; and

**WHEREAS**, although fees are collected for programs and facility use, the Parks and Recreation Department has a large amount of deferred maintenance that cannot be addressed; and

**WHEREAS**, the Revenue and Pricing Policy is a mechanism for allocating the use of public funds, creating a financially sustainable approach for recreational services and facilities, maximizing the use of programs and facilities, and ensuring affordable access to programs and services. SO NOW THEREFORE,

**BE IT RESOLVED** by the Board of Parks and Recreation Commissioners of Kansas City, Missouri:

**Section 1.** That the City of Kansas City Missouri Parks and Recreation Revenue and Pricing Policy is hereby adopted and incorporated into this resolution as "Exhibit A".

**Section 2.** That the Revenue and Pricing Policy Cost Recovery Pyramid Master Program List is hereby adopted and incorporated into this resolution as "Exhibit B".

**Section 3.** That this resolution shall be in full force and effect from and after its adoption.

**Section 4.** That this resolution will be added to the Kansas City, Missouri Board of Parks and Recreation Commissioners Policies and Procedures.

Adopted by the Board of Commissioners on this day of May 24, 2022.

ATTEST:

\_\_\_\_\_  
Karmen Houston, Secretary

**City of Kansas City Parks and Recreation  
Revenue and Pricing Policy**

**SECTION 1. INTRODUCTION**

Kansas City Parks and Recreation offers a wide range of facilities, programs and services including parks, aquatic programs, recreation classes, senior services, athletics leagues/programs, youth enrichment programs, therapeutic programs, and special events. Kansas City Parks and Recreation collects a variety of program and facility use fees and is supported by a half cent sales tax and the General Fund.

Program fees have been set by The Park Board in the past, however, the suggested new Pricing and Cost Recovery Policy will allow staff to make the determination of fees within the cost recovery goals. Factors involving the direct costs, administrative costs, service level classification, market rates, inflation and budgetary mandates will all be used in factoring revenue rates. Within these listed factors fees can increase no more than 10% in one year without Park Board approval.

Traditionally, the City has subsidized some programs and kept fees low to accommodate the percentage of customers that could not afford market rates for services. The unintended consequences of pricing services below-market rates are that the Parks and Recreation Department is not able to consistently balance the demand for quality programs and facilities with available resources.

To identify recommended cost recovery rates for Kansas City Parks and Recreation, the Pricing and Cost Recovery Policy uses national benchmark information, local market conditions, and user survey information for all parks and recreation programs and services. In developing the Pricing Policy, the Parks and Recreation Department is recommending the following policy to move the organization forward in maintaining a sustainable system and operating in the most efficient manner.

**SECTION II. PURPOSE**

The Pricing and Cost Recovery Policy is a mechanism of allocating the use of public funds, creating a financially sustainable approach for recreational services and facilities, maximizing the use of programs and facilities, and ensuring affordable access to programs and services. The Pricing Cost Recovery Policy allows the Board of Parks and Recreation Commissioners, City Council, users, staff and general taxpayers to better understand the philosophy behind the pricing of programs and services. The Pricing and Cost Recovery Policy presents a cost-of-service template to be used to determine the level of cost recovery for direct and indirect costs for each core program category.

**SECTION III. POLICY**

**A. RECOMMENDATIONS**

The following recommendations were developed to address key issues to support and act on implementing the pricing policy and creating a more sustainable and efficient Department:



- Establish a cost recovery range for each program area and allow the Parks Director to set prices *with* staff input *while* keeping within the cost recovery goals established by the Board of Parks and Recreation Commissioners.
- Review prices during the annual budget to stay within established cost recovery goals.
- *Children* will include ages 16 and younger and *Senior Adult* will include people 60 and older.
- Establish cost recovery goals for new facilities before they are built and require the engineers to design to that operational goal.
- Develop a permit rate with a percentage of gross revenue for private operators who generate private gain with no capital or operational cost investment.
- Continue to follow resolution #30084 adopted by the Park Board on August 27, 2013, allowing a fifty percent (50%) fee subsidy for the purpose of providing opportunities to Kansas City resident youth to participate in Parks and Recreation programs.
- Determine not-for-profit 501-C-3 status for all outside users seeking special permits that allow them to gain personal revenue off City-owned facilities prior to permitting

The Kansas City Parks and Recreation Department is committed to providing outstanding public parks, recreation facilities and recreation programs. The increasing demands for additional park usage, recreation programs/facilities and services, coupled with rising operating and capital costs, make it challenging to maintain existing levels of service. The establishment of a Pricing and Cost Recovery Policy is designed to provide the Parks and Recreation Department with consistent guidelines in pricing facilities, programs and services.

The Pricing and Cost Recovery Policy allows elected officials, users, staff, and general taxpayers to better understand the philosophy behind pricing of products and services offered. The Pricing and Cost Recovery Policy is based on the true costs to provide programs and services. The staff will be developing the true cost to provide the services, programs and facilities through a cost-of-service model.

## **B. TYPES OF FEES AND CHARGES**

The following definitions are provided to clarify the meaning of terms used within this policy document:

- ***Admission Fees:*** Fees to enter a building or enclosed structure or facility, as in a fee to enter an aquatic facility.
- ***Rental Fees:*** Payments made for the privilege of exclusive use of park property or facilities of any kind.
- ***User Fees:*** Fees for use of a facility amenity or participation in a program or activity.

- ***Sales Revenue:*** Revenue obtained from the operation of concessions, sale of merchandise and other property.
- ***Special Service Fees:*** Fees for supplying extraordinary articles, commodities, activities or services that may not be considered standard or routine functions of the Agency, such as private lessons and staff support required for special events.
- ***Membership Fees:*** Charges that entitle individuals to multiple use of a facility for a predetermined period of time. Examples include Annual Passes, Individual Passes, etc. to aquatic facilities.
- ***License and Permit Fees:*** Fees to obtain written consent to perform some lawful action, typically after permission has been granted by the Agency.
- ***Non-Profit Organization Fees:*** Fees available only to non-profit organizations with Internal Revenue Service 501(c)(3) tax-exempt status or is listed as a non-profit organization with the Secretary of State's office.
- ***Vendor Permit Fees:*** Fees for the privilege of selling goods and services on City property.

### C. OTHER DEFINITIONS

- ***Direct Costs:*** Those costs that can be directly and exclusively attributed or assigned to a specific service or program
- ***Enterprise Funds:*** Used to account for a distinct business activity by the Agency that involves no tax subsidy. In enterprise accounting, the full cost of doing business plus debt service, depreciation and contributions to reserve funds are included in financial reports.
- ***Indirect Costs:*** Those costs that can be attributed to more than one (1) program or service and are not generally a part of the user's direct experience. These costs may be somewhat constant or "fixed" regardless of the level of program participation or facility usage. Examples would include program administration and supervisory staff salaries, departmental administrative staff salaries and costs for a facility or vehicle used for different programs.
- ***Cost Recovery:*** To recover the cost of providing a particular service through fees, charges or funding source other than tax dollars. The level of cost recovery will vary depending upon the program or service.
- ***Administrative Fee:*** This fee covers a portion of the indirect costs associated with the administration of all programs. It covers items such as processing and credit card fees, marketing materials, advertising and other support costs.
- ***Agency:*** Refers to the Parks and Recreation Department.

- ***Agency Co-Sponsored:*** Services that are organized, promoted, and conducted in part by Agency staff and in part by an outside agency, organization or individual(s) and are the negotiated responsibility of both parties as defined by a contract or letter of agreement.
- ***Agency Sponsored:*** Services or programs that are organized, promoted, and conducted by the City of Kansas City Parks and Recreation Agency.
- ***Agency Facilitated:*** Services or programs that are organized, promoted, and conducted by an outside agency, organization or individual(s) with limited assistance from Agency staff. These services or programs are the responsibility of the outside group. Agency involvement includes permission to use an Agency facility or promotional assistance. Normally a contract or letter of agreement defines these levels of service.
- ***Special Park Fund:*** A fund established to support a specific park, facility or program. In lieu of the City's "general fund," monies are accrued in a special capital fund. The Agency's Parks and Recreation Board may recommend expenditures.
- ***Director:*** The Director of Parks and Recreation or designee.
- ***Service:*** Any program, class, event, activity, sales or rental opportunity provided by the Agency.

## **SECTION IV: PRICING POLICY GUIDELINES**

### ***A. Cost Recovery Pyramid***

A pyramid pricing model illustrates a pricing philosophy based on establishing fees commensurate with the benefit received. Descriptions regarding each level of the pyramid are provided, however, the model is intended as a discussion point and is very dependent on department and agency philosophies to determine what programs and services belong on each level. Cultural, regional, geographical and resource differences play a large role in this determination.

The pyramid model found below graphically represents this concept. The model is followed by a description of each level of the pyramid. The foundational level of the pyramid represents the mainstay of a public parks and recreation program. It is the largest service level and most heavily tax supported. Programs appropriate to higher levels of the pyramid should be offered only when the preceding levels below are full enough to provide a foundation for the next level. This is intended to represent the public parks and recreation mission while reflecting the growth and maturity of an organization.



### 1. COMMUNITY Benefit (0-25% Cost Recovery)

The foundational level of the pyramid is the largest and represents those programs, core services, facilities and services that benefit the community as a whole. These programs, facilities and services increase property values, provide safety, and enhance quality of life for the residents of Kansas City. The community generally pays for these basic services and facilities through taxes. These services shall be offered to agency residents at minimal costs or no fee. Most of the tax support of the agency supports this level of the pyramid.

### 2. COMMUNITY/Individual Benefit (26-50% Cost Recovery)

The second smaller level of the pyramid represents programs, facilities and services that promote individual physical and mental well-being. These programs, services and facilities shall be assigned fees based on a specified percentage of direct and indirect costs that represents a tax subsidy to account for the Community Benefit and participant fee to account for the Individual Benefit.

### 3. INDIVIDUAL/Community Benefit (51-75% Cost Recovery)

The third and smaller level of the pyramid represents services that promote slightly more individual physical and mental well-being, and provide recreational skill development. The programs in this category are generally more traditionally expected services and beginner instructional levels. This level provides more Individual and less Community Benefit and should be priced to reflect this.

### 4. MOSTLY INDIVIDUAL Benefit (76-100% Cost Recovery)

The fourth and smaller level of the pyramid represents specialized services generally for

specific groups with a competitive focus. In this level, programs and services should be priced to recover 76% - 100%.

#### **5. INDIVIDUAL Benefit (100% + Cost Recovery)**

The fifth and smallest level of the pyramid represents activities that have a profit center potential and may fall outside of the core mission. In this level, programs and services should be priced to recover full cost plus.

#### ***B. Pricing Adjustments***

The following adjustments may be considered when determining fees and charges for services.

#### **1. SPECIAL GROUPS**

- **Non-Profit Organizations:** These organizations often utilize department facilities to conduct activities, including fundraising, which supports the non-profit organization's mission. As a way for the Agency to support these efforts, reduced fees may be established for organizations possessing Internal Revenue Service 501(C)(3) tax-exempt status or listed as a non-profit organization with the Secretary of State's Office.
- **Senior Citizens:** Due to the fixed income of many residents sixty-two (62) years of age and over, the agency may establish senior adult fees.
- **Youth:** Reduced fees may be established for youth sixteen (16) years of age or younger.
- **Special Agreements:** It may be necessary to give specific organizations a waiver or discount based on a special agreement that benefits our Agency. A school use agreement is an example.

#### **2. PRIME TIME RATES**

Fees and charges may be increased during prime times of the day, week, month or year. Prime time pricing is used to:

- Control or limit use during periods of high demand or potential over use, and encourage use during periods of low demand or under use.
- Generally, for other than highly individual and mostly individual category programs, the increases shall not exceed the direct and indirect cost of providing services.

#### **3. DISCOUNT PROGRAM**

The Agency recognizes that individuals and families may be unable to financially afford fee-based services but still desire the opportunity to experience a broad spectrum of leisure activities. To ensure fee-based leisure opportunities are available to all, the department offers a scholarship program based on the participants enrollment level in the school's free or



reduced lunch program.

#### **4. WAIVERS**

The Director of Parks and Recreation or designee is authorized to waive or discount fees and charges when such action is determined to be in the best interests of the Agency or City.

##### ***C. Determining Fees and Charges***

Fees and charges will be determined through the following process:

1. Determine the direct costs of providing the service/program (includes materials, hourly staff time, transportation, equipment, any special fees such as admission tickets, etc.)
2. Add an administrative fee of up to 15% on all expenses.
3. Determine the appropriate Service Level classification and calculate the fees or charges using the appropriate cost recovery guideline.
4. If warranted, adjust the fee or charge as outlined. No fee increase shall be more than 10% in one year.
5. Identify the market rate of the current fee being charged for similar services. This evaluation is conducted to ensure the recommended fees do not significantly vary from the rates being charged by other entities for similar services.
6. Consider inflationary factors for services.
7. Consider any budgetary mandates that may affect the fee/charge setting process.

#### **SECTION V: OTHER REVENUE SOURCES**

##### **A. CONTRACTUAL OR VENDOR PERMIT REVENUES**

The agency is authorized to issue concessionaire or vendor permits to qualified individuals, groups and businesses. The purpose of these permits is to enhance visitor enjoyment when using agency facilities and to generate revenue for the agency. All persons, groups or businesses must have the required licenses and permits.

Permits may be issued for the following goods and services:

1. Food and beverages
2. Certain amusement equipment and inflatable apparatus as approved by the Director or designee,
3. Other goods and services as approved by the Director or designee.

## **B. GIFTS AND DONATIONS**

A gift or donation to the agency may be either cash for a specific item, or the item itself. The agency will make every effort to honor the wishes of the contributor; however, there may be instances where receipt of the intended donation is not in the best interests of the agency. In such cases, the agency may decline acceptance. If the contribution does not cover the entire cost, the money will be accumulated toward the purchase of that item. If additional contributions are not made to purchase the item, the donor may either select an alternate gift or have the Agency determine where the donation may be best used.

## **C. GRANTS**

Professional staff of the agency may investigate the possibilities of securing a grant or outside funding sources for agency facilities and programs. All agency grant applications must be reviewed and approved by the Director. Depending upon the grant amount, formal acceptance by the Mayor and City Council is required as defined by City Policy.

## **D. MANAGEMENT AGREEMENTS**

Management Agreements are negotiated and awarded for the complete operation of a special facility. This type of agreement is instituted when agency operation(s) of the facility is either cost prohibitive or is not cost-effective; or when the operation(s) requires a level of expertise beyond the capabilities of agency staff. The agency receives a percentage of the gross receipts and/or a minimum monthly rental rate. The length of terms and conditions of renewal may vary.

## **E. SPONSORSHIPS**

Staff pursues corporate and other sponsorships of events, programs and facilities on an on-going basis. These arrangements may involve the donation of funds, volunteer time, equipment, supplies, services or labor by the corporate sponsor in return for name recognition of that sponsor's contribution and involvement.

The decision of whether or not to enter into a sponsorship agreement shall always depend on the Agency's philosophy, leisure needs of the community and the best interests of the City. Generally, sponsorships will be solicited through established programs or campaigns. Major individual, non-recurring, or "one-time" sponsorships, such as the title sponsorship for an event or facility will be reviewed and approved by the Director of Parks and Recreation.

## **F. MARKET FEE ANALYSIS**

The Agency regularly conducts a market analysis that incorporates price points of other service providers when determining pricing. This market analysis is taken into consideration and is a determining factor when setting Agency fees and charges.

As with all Agency policy decisions, service levels will be determined through staff, board and citizen input.

## **"Exhibit B"**

### **KANSAS CITY PARKS AND RECREATION COST RECOVERY PYRAMID MASTER PROGRAM LIST**

#### **1. Community Benefit (0-25%)**

- Community Wide Special Events
- Parks and Trails
- Free Play

#### **2. Community/Individual Benefit (26-50% Cost Recovery)**

- Therapeutic Recreation Classes/Camps
- Workshops
- Shelter Reservations
- Community Center Operations
- Traditional Swimming Pool Operations

#### **3. Individual/Community Benefit (51-75% Cost Recovery)**

- Youth Athletic Leagues
- Youth Instructional Classes
- Educational Classes or Trips
- Youth Camps/Clinics
- Therapeutic Recreation Trips
- Fitness Classes

#### **4. Mostly Individual Benefit (76-100% Cost Recovery)**

- Special Interest Classes or Programs
- Recreational Trips
- Adult Athletic Leagues/Tournaments
- Facility Reservations

#### **5. Highly Individual Benefit (100%+ Cost Recovery)**

- Competitive Tournaments
- Competitive Team/League Activities
- Destination Trips
- Rental of City Facilities
- Golf Course Operations
- Water Park Operations

### **1. COMMUNITY Benefit (No Cost Recovery)**

Some examples of programs and facilities in this category are:

- Parks maintenance
- Dog Park
- Playgrounds & Splash Pads
- Unsupervised outdoor play courts (basketball, tennis, sand volleyball)
- Walking trails

### **2. COMMUNITY/Individual Benefit (0-50% Cost Recovery)**

Some examples of programs and facilities in this category are:

- Community special events – Halloween, Parent/Child events, Christmas Party
- Basic level instructional programs and classes
- Day Camps – Fieldhouse Camp (Camp Salina)
- Picnic shelters and neighborhood center reservations

### **3. INDIVIDUAL/Community Benefit (50-100% cost recovery)**

Some examples of programs and facilities in this category are:

- Basic senior programs
- Access to sports fields from outside groups
- Specialized youth instructional programs with higher material costs
- Youth Sports Leagues

### **4. HIGHLY INDIVIDUAL Benefit (100% Cost Recovery)**

Some examples of programs and facilities in this category are:

- Leisure classes and higher level instructional activities
- Reserved park and facility (e.g. pavilions, ball fields, meeting rooms, etc.)
- Low instructor/student ratio lessons (e.g. semi-private or private swim lessons)
- Adult sports leagues
- High level senior programming (e.g. Senior Games, trips)
- Rental Facilities with certain levels of programming and/or services

### **5. MOSTLY INDIVIDUAL Benefit (100% + Cost Recovery)**

Some examples of programs and facilities in this category are:

- Company picnics and facility rentals (e.g. Kenwood Cove rental, park closures)
- Tournaments
- Concessions in certain areas
- Large group trips
- Advanced level leisure classes or workshops



## **Inter-Departmental Communication**

**Date:** May 24, 2022

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

**From:** Doug Schroeder, Administrative Officer

**Subject:** 2022 Golf Services Bunker Project Agreement with CE Golf Design

### **BACKGROUND:**

The City of Kansas City, Missouri, Parks Department would like to enter into an agreement with CE Golf Design. This agreement will be focused on the renovation/restoration of the bunkers at Shoal Creek and Swope Memorial Golf Courses.

It will have three main components:

1. Design development, construction documents, contractor bidding and award and construction administration for the bunkers at the Shoal Creek Golf Course.
2. Design development, construction documents, contractor bidding and award and construction administration for the bunkers at the Swope Memorial Golf Course.
3. Research and Restoration Plan for the A.W. Tillinghast designed Swope Memorial Golf Course.

The bunkers at these two golf courses are in much need of renovation due to their age. We plan to use the "Better Billy Bunker System" in the renovation process. This system is considered a "best practice" in golf course maintenance and will result in a better playing surface with less maintenance costs. It will also increase the perceived value of the courses, providing us an option to increase golf fees if so desired.

This agreement also includes a more detailed restoration/renovation plan for Swope Memorial Golf Course, due to the historical significance of the original design. A.W. Tillinghast, the architect hired by the Parks Board in 1933 to re-design the original course built on this site in 1915, is one of history's most celebrated golf course architects. Swope Memorial, in a very real sense, represents his last true effort in golf course design.

The total budget of this project is \$105,000.00 and the proposed term will begin on May 24, 2022 and end on May 31, 2023. The project will be funded out of account 2050-707700-616980.

### **RECOMMENDATION:**

Staff recommends approval of this Agreement with CE Golf Design at a cost of \$105,000.00 and a term of May 24, 2022 through September 30, 2023 and requests Board authorization for the Director, or designee, to execute the agreement on behalf of the Board.





## Inter-Departmental Communication

Date: May 24, 2022

To: Board of Parks and Recreation Commissioners

From: Doug Schroeder, Administrative Officer

Subject: 2022 Aquatics Master Plan Agreement with LAND3 Studio, LLC

### **BACKGROUND:**

The City of Kansas City, MO Parks Department would like to enter into an agreement with LAND3 Studio, LLC. This agreement will develop a comprehensive Aquatics Master Plan for all indoor and outdoor aquatics facilities including pools, water parks and spray parks. LAND3 Studio, LLC will use Water's Edge Aquatic Design as a sub-contractor in this process.

This plan will inventory and analyze all KCMO Parks aquatic facilities and serve as a guide for current and future decisions for all aspects of the KCMO Parks and Recreation aquatic facilities. The plan will include three components. One, an extensive review of all physical structures with commentary on necessary repairs, replacement or restoration of the pool systems, including recommendations on renovation or closing existing facilities and discuss options for improving the maintenance and operation including maximizing revenue potential. Two, an examination and preparation of commentary on existing operations management and facility maintenance management of all aquatic facilities. The third component will be a needs assessment, that will include public and staff engagement. All three will be consolidated into the final report. This final report will also include an opinion of probable construction costs for all of the facilities being evaluated.

The total budget of this project is \$75,000.00 and the proposed term will begin on May 24, 2022 and end on May 31, 2023. Funding will be from accounts 6490-702800-B-S200, 6490-702800-B-M163, and 6490-702800-B-M161,

### **RECOMMENDATION:**

Staff recommends approval of this Agreement with LAND3 Studio, LLC at a cost of \$75,000.00 and a term of May 24, 2022 through May 31, 2023 and requests Board authorization for the Director, or designee, to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**DATE:** May 24, 2022

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

**FROM:** Jennifer Jutte, Superintendent, Community Services

**SUBJECT:** Cooperative Agreement with Blue Hills Neighborhood Association

## **BACKGROUND:**

The Blue Hills Neighborhood Association has partnered with Parks and Recreation on a mutually beneficial project to coordinate youth participants to clean public parks, public right-of-way and distribute recycling educational materials with the boundaries of Blue Hills Park.

This cooperative agreement in the amount of \$29,100.00 allows for Blue Hills Neighborhood Association to recruit, pay a stipend and supervise youth ages 13-18. In addition to two supervisors, funds will cover the cost of safety vests, caps, shirts, and meals. This partnership supports positive youth engagement, and mentorship. It also supports building a sense of value and connection in community stewardship in the youth participants. Funding is provided in account #2030-702091-B.

The Blue Hills Neighborhood Association will provide the City a daily account of areas serviced and locations of consolidated bags and tires for collection by the City's Solid Waste Division. They will also provide a weekly performance report to include number of youths, hours of service per youth, total number of bags of trash collected, and number of tires collected. A final performance report is required identifying accomplishments and challenges at the end of the program. Insurance will be provided per City's requirements.

## **RECOMMENDATION:**

Staff recommends Board approval of the Cooperative Agreement with Blue Hills Neighborhood Association and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**DATE:** May 24, 2022

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

**FROM:** Jennifer Jutte, Superintendent, Community Services

**SUBJECT:** Cooperative Agreement with Blue Valley Neighborhood Association

## **BACKGROUND:**

The Blue Valley Neighborhood Association has partnered with Parks and Recreation on a mutually beneficial project to coordinate youth participants to clean public parks, public right-of-way and distribute recycling educational materials with the boundaries of Blue Valley Park.

This cooperative agreement in the amount of \$29,100.00 allows for Blue Valley Neighborhood Association to recruit, pay a stipend and supervise youth ages 13-18. In addition to two supervisors, funds will cover the cost of safety vests, caps, shirts, and meals. This partnership supports positive youth engagement, and mentorship. It also supports building a sense of value and connection in community stewardship in the youth participants. Funding is provided in account #2030-702091-B.

The Blue Valley Neighborhood Association will provide the City a daily account of areas serviced and locations of consolidated bags and tires for collection by the City's Solid Waste Division. They will also provide a weekly performance report to include number of youths, hours of service per youth, total number of bags of trash collected, and number of tires collected. A final performance report is required identifying accomplishments and challenges at the end of the program. Insurance will be provided per City's requirements.

## **RECOMMENDATION:**

Staff recommends Board approval of the Cooperative Agreement with Blue Valley Neighborhood Association and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**DATE:** May 24, 2022  
**TO:** Board of Parks and Recreation Commissioners  
**FROM:** Jennifer Jutte, Superintendent, Community Services  
**SUBJECT:** Cooperative Agreement with Heart of the City Neighborhood Association

## **BACKGROUND:**

The Heart of the City Neighborhood Association has partnered with Parks and Recreation on a mutually beneficial project to coordinate youth participants to clean public parks, public right-of-way and distribute recycling educational materials with the boundaries of Yvonne Starks Wilson and Dunbar Parks.

This cooperative agreement in the amount of \$29,100.00 allows for Heart of the City Neighborhood Association to recruit, pay a stipend and supervise youth ages 13-18. In addition to two supervisors, funds will cover the cost of safety vests, caps, shirts, and meals. This partnership supports positive youth engagement, and mentorship. It also supports building a sense of value and connection in community stewardship in the youth participants. Funding is provided in account #2030-702091-B.

The Heart of the City Neighborhood Association will provide the City a daily account of areas serviced and locations of consolidated bags and tires for collection by the City's Solid Waste Division. They will also provide a weekly performance report to include number of youths, hours of service per youth, total number of bags of trash collected, and number of tires collected. A final performance report is required identifying accomplishments and challenges at the end of the program. Insurance will be provided per City's requirements.

## **RECOMMENDATION:**

Staff recommends Board approval of the Cooperative Agreement with Heart of the City Neighborhood Association and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**DATE:** May 24, 2022  
**TO:** Board of Parks and Recreation Commissioners  
**FROM:** Jennifer Jutte, Superintendent, Community Services  
**SUBJECT:** Cooperative Agreement with Oak Park Neighborhood Association

## **BACKGROUND:**

The Oak Park Neighborhood Association has partnered with Parks and Recreation on a mutually beneficial project to coordinate youth participants to clean public parks, public right-of-way and distribute recycling educational materials with the boundaries of Oak Park Neighborhoods.

This cooperative agreement in the amount of \$29,100.00 allows for Oak Park Neighborhood Association to recruit, pay a stipend and supervise youth ages 13-18. In addition to two supervisors, funds will cover the cost of safety vests, caps, shirts, and meals. This partnership supports positive youth engagement, and mentorship. It also supports building a sense of value and connection in community stewardship in the youth participants. Funding is provided in account #2030-702091-B.

The Oak Park Neighborhood Association will provide the City a daily account of areas serviced and locations of consolidated bags and tires for collection by the City's Solid Waste Division. They will also provide a weekly performance report to include number of youths, hours of service per youth, total number of bags of trash collected, and number of tires collected. A final performance report is required identifying accomplishments and challenges at the end of the program. Insurance will be provided per City's requirements.

## **RECOMMENDATION:**

Staff recommends Board approval of the Cooperative Agreement with Oak Park Neighborhood Association and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



## **Intra-Departmental Communication**

**DATE:** May 24, 2022

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

**FROM:** Jennifer Jutte, Superintendent, Community Services

**RE:** Cooperative Agreement with Ability KC

### **BACKGROUND:**

Ability KC provides adaptive swim lessons to children of various disabilities at all levels of ability. Each session is focused on gaining confidence in the water, water safety, and swim strokes. Each session is led by therapists from Ability KC and each participant will have a “one-on-one” buddy to give individualized attention to and the ability to work on individualized skills.

Parks and Recreation is collaborating with Ability KC to offer scholarship funding for adaptive swim sessions to local families with children with disabilities. Three 8-week sessions will be offered for up to four children in the age ranges of 3-5 and 6-8. There will be one class per week for the 3-5 age group and two classes per week for the 6-8 age group. Parks and Recreation has agreed to fund these classes in an amount not to exceed \$18,519.66.

This agreement runs from June 7, 2022 to May 30, 2023.

### **RECOMMENDATION:**

Staff recommends Board approval of the contract with Ability KC and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.





## **Intra-Departmental Communication**

**DATE:** May 24, 2022

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

**FROM:** Jennifer Jutte, Superintendent, Community Services

**RE:** Cooperative Agreement - Youthworks

### **BACKGROUND:**

Youthworks is a 501(c) (3) nonprofit corporation focusing on youth ministry while serving and partnering with communities during mission trips during the summer. These Christ-centered mission trips for teenagers and adults occur in communities across the U.S.

Youthworks is requesting access to the shower facilities at the Gregg/Klice and Tony Aguirre Community Centers Monday – Thursday between the hours of 3:00 – 4:30 pm for the weeks of June 13, 20, 27, July 4, 11, 8 and 25. Youthworks will be responsible for all costs associated with using, cleaning, and maintaining the shower facilities. They will also provide a staff member and/or adult leader while the youth are using the facilities. Parks and Recreation has partnered with Youthworks in the past to provide this service.

This agreement runs from May 23, 2022, to August 1, 2022.

Youthworks will provide insurance per City's requirements.

### **RECOMMENDATION:**

Staff recommends Board approval of the contract with Youthworks and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**DATE:** May 24, 2022

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

**FROM:** Jennifer Jutte, Superintendent, Community Services

**SUBJECT:** Cooperative Agreement with Total Man CDC

## **BACKGROUND:**

The Summer Food Service Program (SFSP) helps assure that eligible populations have access to nutritious meals during the summer months. When school is not in session SFSP provides reimbursement to community agencies offering meals and contracts with community-based organizations to sponsor local programs and provide meals that meet established guidelines. SFSP is administered by the Missouri Department of Health and Senior Services and funded by the U.S. Department of Agriculture.

During the term of this agreement Total Man CDC, in partnership with St. Luke Memorial Church, will provide meals during summer camp at Southeast, Hillcrest, Marlborough, Tony Aguirre, Westport-Roanoke and Kansas City North Community Centers and St. Patrick's School. Meals will be delivered to staff who will in turn serve the students.

Insurance will be provided per city's requirements.

The terms of this agreement start on June 6, 2022, and end on August 12, 2022.

## **RECOMMENDATION:**

Staff recommends Board approval of this Cooperative Agreement with Total Man CDC and requests Board authorization for the Director or designee to execute and administer the agreement on behalf of the Board.



## **Intra-Departmental Communication**

**DATE:** May 24, 2022

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

**FROM:** Jennifer Jutte, Superintendent, Community Services

**RE:** Cooperative Agreement with Midwest Adaptive Sports

### **BACKGROUND:**

Midwest Adaptive Sports is a non-profit organization with professionally trained instructors and volunteers that positively impact the lives of individuals with physical, cognitive, emotional, or behavioral challenges through adaptive recreational and competitive sports. They strive to encourage individuals with disabilities to be active, engaged, and included in adaptive sports.

This agreement provides access to the wheelchair softball field at Pleasant Valley Road Athletic Complex each Saturday during the term of the agreement for wheelchair softball and football games. In exchange for waiving the field rental fees, Midwest Adaptive Sports has agreed to help raise funds for field improvements as well as provide youth opportunities at the field. They will also collect trash and deposit it in the dumpster at the end of each day.

This agreement runs from May 25, 2022 to May 25, 2023.

Midwest Adaptive Sports will provide insurance per City's requirements.

### **RECOMMENDATION:**

Staff recommends Board approval of the contract with Midwest Adaptive Sports from May 25, 2022 to May 25, 2023 and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**Date:** May 24, 2022  
**To:** Board of Parks and Recreation Commissioners  
**From:** Stephen Van Rhein, Environmental Manager  
**Subject:** Cooperative Agreement with African Violet Club of Greater Kansas City

**Background:**

African Violet of Greater Kansas City is requesting the use of facilities at Loose Park Community Center for purpose of holding exhibitions and meetings. The request is for six meetings and one exhibition. In lieu of rental fees, African Violet Club of Greater Kansas City Club will have educational events open to the public.

The term of this agreement will begin May 24, 2022, and end December 31, 2022.

African Violet Club of Greater Kansas City will provide insurance per City's requirements.

**Recommendation:**

Staff recommends Board approval of the agreement with African Violet Club of Greater Kansas City and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



# Intra-Departmental Communication

**Date:** May 24, 2022  
**To:** Board of Parks and Recreation Commissioners  
**From:** Stephen Van Rhein, Environmental Manager  
**Subject:** Cooperative Agreement with Kansas City Garden Club

**Background:**

Kansas City Garden Club is requesting the use of facilities at Loose Park Community Center for purpose of holding exhibitions and meetings. The request is for six meetings and one exhibition. In lieu of rental fees, Kansas City Garden Club will have educational events open to the public.

The term of this agreement will begin May 24, 2022, and end December 31, 2022.

Kansas City Garden Club will provide insurance per City's requirements.

**Recommendation:**

Staff recommends Board approval of the agreement with Kansas City Garden Club from May 24, 2022, to December 31, 2022, and requests Board authorization for the Director or designee to execute the agreement on behalf of the Board.



## **Parks and Recreation Department**

**DATE:** March 24, 2022

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

**FROM:** Christopher (Chris) Cotten, Director

**SUBJECT: GIFTS AND CONTRIBUTIONS REPORT**

**BACKGROUND:**

- \$650 - Natasha Stephan – Tree in Honor of Diane Tompkins – Gillham Park
- \$750 – Jacob L. Loose Fund – Tree in Honor of Ronald L. Jackson – Central Park
- \$25 – Donated to the Veterans Memorial Maintenance Fund in Honor of Bill Kinkade II

**STAFF RECOMMENDS:** Acceptance of donations.