



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-126) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, August 10, 2016 7:00 pm

- 1. CALL TO ORDER**
 - A. Roll Call
- 2. CITIZEN INPUT**
- 3. CONSENT AGENDA**
 - A. Approve the minutes for the July 13, 2016 regular meeting
- 4. NON-ACTION AGENDA**
 - A. Parks Master Plan Steering Committee Meeting
- 5. ACTION AGENDA**
 - A. Meeting Start Time Revision
 - B. Event Guidelines Insurance Requirement Update
 - C. First Student Inc. Parking Request
- 6. STAFF UPDATES ON ACTIVITIES**
 - A. Administration
 1. Upcoming Events Update
 2. Eagle Naming Contest
 3. Budget Process Review
 - B. Public Works
 1. July Parks Report
 2. Tree City USA
 3. English Landing Park Restroom Update
- 7. MISCELLANEOUS ITEMS FROM THE BOARD**
- 8. ADJOURN**



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-125)

MINUTES

CITY OF PARKVILLE, MISSOURI

Thursday, July 13, 2016 7:00 pm

City Hall Boardroom

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. Roll was called by Tim Blakeslee. Members present were: Michelle Flamm, Laura Ozenberger, Adam Zink, Neil Davidson, Phil Wassmer, Linda Arnold and Bob Stuteville. Absent with notice were, Susan Robb, William Gresham and Liaison Marc Sportsman. Tim Blakeslee (Assistant to the Administrator) and Bonnie Buckmaster (Public Works Assistant) were present for the City. A quorum was present.

2. CITIZEN INPUT - None

3. CONSENT AGENDA

A. Approve the minutes for the June 8, 2016 regular meeting.

NEIL DAVIDSON MOVED TO APPROVE THE MINUTES FROM THE JUNE 8, 2016 REGULAR MEETING. PHIL WASSMER SECONDED; MOTION PASSED 7-0.

4. ACTION AGENDA

A. Dead Tree Complaint

City staff received a complaint regarding two possible dead trees located in the back yard at 8 West 5th Street. Section 150.150 of the Parkville Municipal Code states that:

The City shall have the right to cause the removal of any dead or diseased trees on private property within the City when such trees constitute a hazard to life and property or harbor insects or disease which constitute a potential threat to other trees within the City. CLARB will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within sixty (60) days after the date of service of notice.

Staff said that the certified arborist from Urban Tree Specialists was able to view the trees in question located at 8 West 5th Street from multiple angles from an adjoining property with consent for access from the neighbor. It is the opinion of the certified arborist that the two trees in question are dead and could constitute a hazard to life and property. Staff recommended that the Community Land and Recreation Board approve and send the resident of 8 West 5th Street a notice of required tree removal.

Staff plans to change this policy to be covered under our property maintenance code in the future. That way the Community Development department can handle this code compliant in-house.

LAURA OZENBERGER MOVED TO APPROVE AND SEND NOTICE OF REQUIRED TREE REMOVAL FROM TWO DEAD TREES LOCATED ON PRIVATE PROPERTY AT 8 WEST 5TH STREET, ADAM ZINK SECONDED; MOTION PASSED 7-0.

B. 5K/10K Signage Proposal

Staff described the 5K/10K race route through English Landing Park and Platte Landing Park, the Platte County Outreach Grant, and 2016 Capital Improvements Program (CIP). Staff developed a three part proposal of 5K/10K and park signage for CLARB's review

Staff stated that part 1 of the park signage project is new park maps in various locations throughout the park. The maps will display park amenities and the 5K/10K course. CLARB discussed the lamen material and suggested placing a film of plastic over the map. Tim Blakeslee stated that the lamen is warranted for ten (10) years.

Staff stated that part 2 of the park signage project is for thirteen trail markers in various locations along the 5K/10K course. Staff said that at the CLARB meeting in April, a request was made to have distance listed in kilometers instead of miles. During a review of the markers, staff mentioned that Parkville course architect, and avid runner, Jeramey Jordan stated that it's more normal for American courses to have miles listed. But it's not unheard of to list them kilometers. CLARB said they would like to take Jeramey Jordan's recommendation of having distance listed in miles instead of kilometers with having the 5k/10k listed on the top of the sign.

Staff stated that part 3 of the park signage project is for graphic design services to create a new park map that will be displayed on the amenity maps described in Part 1. The newly designed map will also be able to be displayed on the Parkville website and could be left as fliers at the park entrance bulletin board or at Parkville City Hall. CLARB discussed adding Parkville.com and the County Website on the map and asked if the Police Department had problems finding people with emergencies on the trail. Discussion of having signage on both sides so people could report where on the trail they are at and also for everyday runners/walkers to monitor distance. Tim Blakeslee stated may not be possible because of the way the markers are placed but could look into getting quotes for both single and double sided signs.

Staff recommends a professional services agreement with Vireo for the park map design portion of the project. Vireo had the lowest proposal cost and has familiarity with the Parkville parks system.

CHAIRMAN FLAMM MOVED TO RECOMMEND THAT THE FINANCE COMMITTEE RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE THE PARK SIGNAGE PROJECT AND ASSOCIATED AGREEMENTS AS DESCRIBED FROM FOSSIL GRAPHICS, AND ACME SIGN, AND VIREO AS DESCRIBED IN AN AMOUNT TOTALING \$10,694, LAURA OZENBERGER SECONDED; MOTION PASSED 7-0.

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. Upcoming Events Update

Cruise Night on August 6, 2016

Parkville Days on August 19-21, 2016

2. Parks Master Plan 4th of July Public Input Update

Over 250 people attended and left feedback along with over 100 online participants. City's consultants will return in August for the next Steering Committee Meeting.

B. Public Works

1. April Parks Report is in the CLARB packet
2. Eagle Carving Update
The Eagle has been carved behind McKeon Stage and the City will have a naming contest in which the Chainsaw Artist will donate a small carved bear to the winner. CLARB is pleased with the carving.
3. Tree City USA
Staff has formally submitted the TRIM grant and haven't heard back as of yet.

Discussion included the trail in the PLP large dog park will eventually include the small dog park as well. Also, discussion of ELP Restroom Rehab update of upcoming Bid Requests for subcontracting rehab and recommending someone with a construction background to oversee. Also CLARB expressed concern of making the November deadline for the Outreach Grant.

Adam Zink discussed Friends of Parkville Parks having possible monies to donate and is looking for projects. Recommendations included purchase of more trees, a shelter overlooking the river and possibly the ELP Restroom. They will consider ideas for donations.

6. MISCELLANEOUS ITEMS FROM THE BOARD

- A. Neil Davidson wanted to inform the City and Police Department of a total solar eclipse on 8/21/17 at approximately 1 p.m., stating that St. Joseph, MO will be a prime spot which hotels are already booked for that date. Davidson feels that the park would also be a good viewing area and would like to see a plan put in place for that and also recommended a fundraising event.
- B. Neil Davidson suggested moving the CLARB meetings up to 5:30 p.m. like the County has. CLARB would like this proposal to be put on the August agenda for discussion.

7. ADJOURN

ADAM ZINK MOVED TO TO ADJOURN AT 7:45 P.M. PHIL WASSMER SECONDED; MOTION PASSED 7-0.

The minutes for July 13, 2016, having been read and considered by the Community Land and Recreation Board, were approved on this the 10th day of August, 2016.

Bonnie Buckmaster
Public Works Assistant

Approval date

CITY OF PARKVILLE Policy Report

Date: Wednesday, August 3, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Conduct the Parkville Parks Master Plan steering committee meeting.

BACKGROUND:

On December 1, 2015, the Board of Aldermen entered into a professional services agreement with Vireo to lead an update of the Parkville Parks Plan (P3), with particular emphasis on the riverfront parks corridor. The approved scope of work designates the Community Land and Recreation Board (CLARB), along with a Platte County liaison, as the steering committee for this project. Due to the uncertain timetable of the Section 1135 wetland restoration project planned for Platte Landing Park, staff decided that it would be best to kick-off the master plan process shortly after the first of the year.

An initial pre-meeting between city/county staff and Vireo was held on January 8, 2016, to confirm project goals, objectives, expectations, opportunities and constraints. The first steering committee meeting was held February 10, 2016. At this meeting the consultant team briefly discussed the project scope, reviewed the project schedule, presented demographic and local health information, looked for feedback on identifying focus group participants, and engaged in discussion on general park issues. The second steering committee meeting was held March 9, 2016. At this meeting the consultant team briefly discussed the results of the park inventory, an open house outline, and discussion of previous plans.

Following the second meeting the consultants with Vireo, with direction of staff and the steering committee, conducted targeted focus groups discussions, key leader interviews, and employee interviews. The goal was to gain perspective of different visions and ideas about the future direction of the park system. The general public was invited to provide input at a community open house event on April 14, 2016, at 5:30 p.m. at the American Legion in downtown Parkville. An online survey was available for those who were unable to attend the meeting. A public outreach summary can be found in Attachment 2.

At the meeting on June 8, 2016, the consultants displayed preliminary design concepts of the riverfront parks for review. Based on the discussion and comments, a second public open house took place during the 4th of July festival and an online survey was available for those who were unable to attend.

At the meeting tonight, the consultants will be presenting a draft analysis of park operations and maintenance. The current document is in draft form and city staff and the consultant are still working out some of the final details and numbers. Even in draft form, this document will give the steering committee a good sense of the direction of the consultant's recommendations. The analysis evaluates the current level of maintenance for the Parkville park system and attempts to determine if the current level of maintenance is adequate or if it should be improved. The report details maintenance types, maintenance levels, maintenance functions and frequency, anticipated

future maintenance functions and frequency, benchmarking comparisons, current capital maintenance needs, and lists a series of recommendations for future assessment. The consultant rated the current overall maintenance of the park as an 8.0 out 10.0, which is consistent with the Park Superintendent's self-assessment. The consultant had some concerns about limited manpower keeping up with increasing maintenance obligations, the request for future amenities versus the current levels of spending, and the allocation of future capital dollars. The complete draft analysis of park operations and maintenance can be found in Attachment 3. Once all of the final details and numbers are determined, the final report will be presented at a future steering committee meeting as a final draft.

A special meeting with the steering committee will be held on August 17, 2016, to discuss the results of the 4th of July public input session and online survey. The consultant and steering committee will focus on how to bring both preliminary concepts of the riverfront parks together to create a final plan for the riverfront parks. The consultants have provided two draft matrices to provide guidance and help manage expectations in regards to cost vs. interest and cost vs. revenue potential (Attachment 4).

BUDGET IMPACT:

There is no direct budget impact associated with this non-action item. The total consulting fee per the agreement is \$52,000. The City budgeted \$42,000 in the 2016 Capital Improvement Program (10-560-52-50-00) for this project. Staff requested financial support from Platte County to assist with the components of the project related to Platte Landing Park. In early 2106, Platte County agreed to budget \$10,000 to support the Parkville Parks Master Plan update.

ALTERNATIVES:

1. Conduct the Parkville Parks Master Plan steering committee meeting with the consultant team and provide feedback as necessary.
2. Postpone the item.

STAFF RECOMMENDATION:

Conduct the Parkville Parks Master Plan steering committee meeting with the consultant team and provide feedback as necessary to allow the project to move forward.

POLICY:

Section 150.050.B. of the Parkville Municipal Code gives CLARB the responsibility to review matters of park planning or other issues brought before the Board. Section 1.1 of the Parkville Parks Master Plan scope of work designates CLARB as the steering committee parks master planning process.

SUGGESTED MOTION:

As this is a non-action item, no motion is necessary.

ATTACHMENTS:

1. Agenda
 2. Public outreach summary
 3. Draft Parks Maintenance Management Assessment
 4. Riverfront parks design elements matrices A&B
-

Steering Committee Meeting

August 10, 2016



Agenda

1. Parks Maintenance Analysis
2. Approval of Vision & Mission Statement
 - a. **Vision** – The City of Parkville will enjoy an accessible, safe and connected community park system, providing regionally significant destinations and preserving and enhancing Parkville’s unique natural resource base while maintaining and creating a variety of unique recreational activities.
 - b. **Mission** – Balance the demand for recreation with the need for conservation, maintain park facilities to a high standard, offer a variety of enjoyable, clean, safe and accessible recreational activities and facilities and preserve natural areas.
3. Upcoming Riverfront Concepts Meeting

Attachments:

Parks Maintenance Management Assessment, Riverfront parks design elements matrices A&B

MEMORANDUM

Public Outreach Summary

Introduction

Vireo facilitated a number of public outreach engagements in cooperation with the City of Parkville and Platte County Parks. Nearly 400 participants in total provided responses across a variety of formats. While none of responses should be considered statistically valid, information gathered from these engagements provided guidance and direction for the purposes of updating the Parkville Parks Master Plan and design concepts for the Riverfront Parks. This process included discussions with key leaders and focus groups, on-line questionnaires served across email and social media, and a public open house. Below is a summary of topics we consistently heard regarding the park system as a whole as well as topics specifically related to the riverfront parks (English Landing and Platte Landing).

Park System Priorities

A. What we heard from Focus Groups

1. Loop Trail completion
2. Trail Connections to Points of Interest
 - i. North/South Downtown to Parkville Commons
 - ii. East/West Downtown to Western Edge
3. Athletic Fields

B. What we heard from the On-line Questionnaire

1. Trails
 - i. Complete the Loop Trail
 - ii. Improved bicycle/pedestrian access along Hwy 9
 - iii. Trail connections to the western edge of the city
2. Natural Areas for passive recreation and wildlife benefit
3. Athletic Fields

C. What we heard at the Open House held at the VFW on 4/14/2016

1. Complete the Loop Trail
2. Natural areas for passive recreation & wildlife benefit
3. Improved bicycle/pedestrian access along Hwy 9

Riverfront Parks Priorities

A. What we heard from Focus Groups

1. Connectivity between downtown and the park
2. Recreation & Habitat
3. Parking

B. What we heard from the On-line Questionnaire

1. Nice Restroom(s)
2. Natural Areas for passive recreation and wildlife benefit
3. Multi-Use Recreational Fields

C. What we heard at the Open House held at the VFW on 4/14/2016

1. Natural Areas for passive recreation and wildlife benefit
2. Veterans Memorial
3. Nice Restroom(s)

PARKVILLE PARKS MAINTENANCE MANAGEMENT ASSESSMENT

Draft 08.8.2016

Introduction

This assessment is created for two purposes:

1. To evaluate the current level of maintenance of the Parkville park system.
2. To determine if the current level of maintenance is adequate or if it should be improved.

Ultimately, the level of maintenance must support the Vision and Mission that is presented in the new master plan as well as that of the City. In 2015 the Mayor and Board of Aldermen identified parks as one of the critical success factors to achieve the City's vision. In addition, the long term priorities identified for Parks include establishing it as a stand-alone department and increasing staff resources to maintain all new park areas. That support must include adequate resources in its operating and capital budgets for staff, equipment, and supplies to succeed. The Vision and Mission Statements for Parkville Parks are as follows:

Vision: The city of Parkville will enjoy an accessible, safe and connected community park system, providing regionally significant destinations and preserving and enhancing Parkville's unique natural resource base while maintaining and creating a variety of unique recreational activities.

Mission: Balance the demand for recreation with the need for conservation, maintain park facilities to a high standard, offer a variety of enjoyable, clean, safe and accessible recreational activities and facilities and preserve natural areas.

Summary

If the Vision Statement and Mission Statements as described above that call for regionally significant destinations, and a safe and clean environment, the Park Department's resources must be funded at an appropriate level to accomplish those goals.

Basic Tenets

Basic tenets are the guiding principles or the foundation upon which all recommendations in this report are linked. They are as follows:

- The level of maintenance that exists in the park system is directly related to the resources available to staff.
- The most acceptable level of maintenance is one that provides:
 - safety
 - security
 - approval by citizens-at-large, the board of aldermen, administration; and
 - allows the community to implement its Vision and Mission Statements

Assessment Methodology

To assess Parkville’s level of maintenance within the Parks Department, six categories were analyzed:

- **Superintendent’s perception** of citizen and stakeholder satisfaction
- **On-site observations**
- **Maintenance Type** (preventive, cyclical, corrective)
- **Maintenance Mode** (intensity of maintenance operations as a whole)
- **Function and Frequency of Maintenance**
- **Benchmarking Comparisons**

Superintendent’s Perception

The Superintendent of Parks was asked for his opinion about how others (Mayor, Parkville Board of Aldermen, CLARB, citizens-at-large, City Administrator, Director of Public Works, and he) would rate the maintenance quality of the park system. Clearly, this is a difficult position for the Superintendent to be placed in; however, he is the first to know of issues in the system that generate negative feedback from others, thus his opinion provides an insight that we would otherwise not have. Using a scale of 0 to 10 with 10 being the highest score, the Superintendent’s perception is that other’s would rate the quality of maintenance in Parkville Parks at an 8. This rating compares to a national benchmarking average satisfaction with parks of 85%.

Maintenance Type

There are three maintenance types against which Parkville is evaluated: Preventive, Cyclical, and Corrective. Park staff organizes its work in both the cyclical and preventive categories. Predictable maintenance functions such as those cited in Table 1 are addressed on a scheduled basis, thus embracing both the cyclical (annual) approach as well as the preventive approach. The outcome of this approach is that there are minimal corrective actions required during the year.

1. Preventive – The goal of Preventive Maintenance is to schedule routine actions on each asset that is to be maintained.
2. Cyclical – Cyclical Maintenance generally is defined as the maintenance action on a key element of an asset that will need to be replacement or refurbishment one or more times during the life of the asset.
3. Corrective – Corrective Maintenance is the last type of repair action. Equipment may break down before it is scheduled to be replaced. Generally speaking, corrective repairs should be a relatively small part of the maintenance time. Corrective repairs are a signal that something is not working.

Table 1: Maintenance Types

Type	Parkville	Comments
Preventive	x	Based on preventive processes for the maintenance of the irrigation system, its backflow preventers, and the Depot fountain as specific examples
Cyclical	x	
Corrective		

Maintenance Mode

There are four maintenance modes as described below and against which Parkville is evaluated. These maintenance modes as developed by the National Recreation and Parks Association (NRPA) express varying levels of care for all parks maintenance functions. The national benchmark for dollars spent per acre is shown to the right of each maintenance mode. These figures are based on nationwide data provided by the National Recreation and Parks Agency (NRPA) through their PRORAGIS database.

Table 2: Maintenance level description and national benchmark of dollars spent per acre

Mode	Description	National Benchmark for dollars spent per acre
Mode 1	high level maintenance usually associated with high traffic areas such as those around the perimeter of your buildings and most heavily used parks	\$6,000
Mode 2	high level maintenance associated with well-developed park areas with reasonably high visitation	\$4,500
Mode 3	moderate level of maintenance associated with locations with moderate to low levels of development, moderate to low levels of visitation, or with agencies that because of budget restrictions cannot afford a higher level of maintenance	\$3,400
Mode 4	moderately low level of maintenance associated with low level of development, low visitation, undeveloped areas or remote parks	\$1,800

Although the budgeted amount per acre is \$1,454 per acre for the Parkville park system which is low in the Level 4 category, further analysis and on-site observations lead one to believe that there are a series of factors that place the system above the Level 4 level, perhaps as high as a Level 2. Those factors include:

- Intense maintenance focus on English Landing Park as the destination park in the system
- Efficiency of maintaining English Landing Park because the system’s maintenance facility is located in the park
- Dedication of the park staff to provide the best service it can with the resources that are available

Maintenance Functions and their Maintenance Frequency

Frequency of maintenance is determined by resources, staff efficiency, and citizen expectations. Currently, the city of Parkville has not formally adopted a park maintenance approach and if done would provide useful information which will allow the department to better work with community leaders to align budgeted resources with maintenance level expectations. One such approach would be to implement a new project work order system whereby the department will have the ability to track current man hours needed to maintain the system at its current level and, when needed, it will be in a position to calculate the additional resources needed to elevate overall maintenance functions.

Detailed below in Tables 3 and 4, are staff’s calculations of the man hours available for current tasks and the gap that exists between what is available versus what is needed:

Table 3: Current Maintenance Functions and their Maintenance Frequency

Function	Current Monthly Man Hours	Maintenance Frequency (weekly, monthly or annually)	Additional monthly hours needed to accomplish current maintenance demands
Administration	100	Daily	10
Building maintenance	6	As needed	16
Equipment/vehicle maintenance	16	As needed	12
Facility maintenance	8	Monthly	10
Flower maintenance	16	As needed	10
Mowing/Grounds maint.	480	Daily	160
Athletic Field Maintenance	80	Daily	20
Herbicide application	32	Monthly	32
Irrigation	10	As needed	
Weedeating	160	Daily	40
Recreation equipment	10	Monthly	20
Restroom maintenance	56	Daily	20
Snow removal		As needed	
Training	20	Monthly	20
Trash pickup	80	Daily	20
Tree care/removal	60	As needed	25
Lighting	4	As needed	6
TOTAL	1138		421

Table 4: Future Maintenance Functions and their Maintenance Frequency for Platte Landing Park

Function	Current Monthly Man Hours	Maintenance Frequency (weekly, monthly or annually)	Additional monthly hours needed to accomplish current maintenance demands
Administration	16	Daily	8
Equipment/vehicle maintenance	10	Weekly	2
Wetland maintenance	32	As needed	20
Mowing/Grounds maint.	40	Weekly	8
Herbicide application	32	Daily	10
New Athletic fields Soccer/lacrosse (4 ea.)	0	Daily	90
Irrigation (if new fields are irrigated)	0	Weekly	8
Weedeating	40	Daily	20
Recreation equipment (new playground)	0	Weekly	8
Restroom maintenance	18	Daily	2
Trash pickup	24	Daily	8
Tree care/removal	16	As needed	8
Boat ramp maintenance	4	Bi-weekly	0
TOTAL	232		192

Summary

Based on the totals provided by staff in Table 3, there is a gap of 421 hours monthly to accomplish the tasks that should be completed to maintain the park system. Forty eight percent (48%) of the gap is related to mowing and weed-eating.

The addition of Platte Landing Park has added and will continue to add significant maintenance responsibilities to the Park Department as future development occurs! Additional acreage in the amount of 140 acres, the addition of four new soccer/lacrosse fields, a playground, wetlands, and other amenities will require new resources beyond the current budget.

Benchmarking Comparisons

Comparing key indicators linked to national averages and/or best practices provides another perspective when analyzing Parkville’s level of service that results from its maintenance management.

Table 5: National Averages, Benchmarks, and other Relevant Data

Item	Parkville	National Average and/or Benchmark
Annual budget for capital maintenance, maintenance equipment and asset depreciation	\$192,000 is the average annual allocation of capital dollars for a four year period between 2013 and 2016	High performing agencies develop a percentage of their total assets to be budgeted annually for capital improvements
Expenditures per resident (total park budget / population)	\$64.00	\$71.00
Maintenance budget per acre for maintained areas? (total park budget / total maintained area)	\$1,424	Detailed above in the maintenance level table
Park acres per 1,000 residents	45.0	17.3
Number of full-time employees per 1,000 residents	0.5	0.94
Number of part-time staff employees per 1,000 residents	0.6	0.62
Annual hours allocated to non-park mandates from the board of aldermen or administration; e.g. hanging Christmas lights, setting up for special events?	Still determining.	Varies by community from minimal to extreme. The one weekend per year is definitely on the minimum side
Is there an automatic equipment replacement program based on age or operating hours on each piece of equipment?	No, however the city expects that equipment needs to be replaced should be listed in the CIP during the annual budget process.	Varies; however, an automatic equipment replacement program based on equipment hours of usage or age is the standard
Does the Department have the right kind of equipment for the tasks that it is required to perform?	No. While most tasks can be performed with the equipment currently available, other equipment	Safety, efficiency, and staff morale are of the utmost importance. To achieve the highest level of service, it is

	is needed to more efficiently conduct operations. Future equipment recommendations will be added to the CIP	critical that equipment is of the right type
Are there maintenance tasks, facilities, parks, or amenities that should be outsourced or considered for removal from inventory?	There is a significant amount of mowing of rights-of-way that should be considered	Mowing of rights-of-way is a good candidate for consideration for outsourcing
Are there hobbyists, special interest groups, or other partners who do, or can do maintenance to meet your expectations that will offset your workload?	Volunteer help is provided by special interest groups for smaller projects, but they lack the equipment and skills for bigger projects	Best practices encourage agency's to utilize volunteer help when it is beneficial to both the city and the volunteer/volunteer group projects
Is the Department outsourcing any of its maintenance at this time?	Temporarily outsourcing 10 acres of wetlands until a development occurs and/or funding for larger equipment/manpower is identified.	Outsourcing varies but it has a role and is worthy of consideration as appropriate

Summary

The annual allocation of operating and capital dollars is below the investment that is preferred to maintain and sustain the park system.

Current Capital Maintenance Needs

Discussions with the Superintendent of Parks resulted in the identification of a number of capital needs. Those needs are captured below in Table 6 and have been included in the CIP as requests for future purchase. Equipment listed in Table 6 are currently rented on an as needed basis.

Table 6: A list of current capital and deferred maintenance needs

Item	Approximate Cost for Replacement/Repair
Drill Seeder	5,000
Zero Turn Mower	17,500
6 Series Tractor w/ Turf Tires	30,000
Brush hog mower attachment	19,500
Storage / Maintenance Facility	75,000
Chipper	20,000
TOTAL	\$167,000

Findings and Recommendations

Finding #1 – Park Maintenance Management Plan

The Park Department would benefit from the creation and formal adoption of a maintenance management plan. A city of Parkville Maintenance Management Plan would provide the community with the data it needs to manage the park system as an important business component of the overall city budget.

Recommendation #1

The city should create and formally adopt a park maintenance management plan. In outline form, the formal plan would include the following key components:

- The philosophy of managing the system for cyclical and preventive maintenance and when each is appropriate for Parkville
- Park and asset inventory
- Identification of maintenance activities
- Maintenance levels to be achieved
- Work standards
- Work load distribution
- Staffing requirements to complete each activity that has been identified
- Work schedules on a daily, weekly, monthly, and annual basis
- Maintenance standards

Finding #2 – Level of Maintenance Gap

There is a gap between the available resources for current maintenance requirements and the resources needed to accomplish them.

It is noteworthy that the gap would most likely be more obvious to park users if it were not for the leadership of the park department and a small staff of extremely passionate employees who are dedicated to providing a high level of service. However, it is not in the long term interest of the system to rely so heavily on the energy provided by its current staff as predictable changes may result in a different maintenance level that is below the current one.

Recommendation #2a

As detailed above in Tables 3 and 4, there is a gap between tasks that need to be accomplished in the park system and the resources that are available for them. The recommendation is to seek support from administration and the board of aldermen to close the gap.

As Platte Landing Park is fully developed, its maintenance will add an additional 192 hours (table 4) to the existing gap of 421 hours (table 3) for a total gap of 613 hours that need to be considered for additional funding.

Recommendation #2b

As identified in Table 5, there is a significant amount of mowing of rights-of-way that should be considered for outsourcing. It is recommended that the city out-source mowing of rights-of-way to help close the gap.

Recommendation #2c

It is recommended that adequate staffing levels (as identified in Table 4) be in place prior to further developing Platte Landing Park.

Finding #3 - Financial

There is not a dedicated funding source for the operating and capital improvement budgets of the Park Department.

Recommendation #3a

The city should determine the value of all assets in the park system.

Recommendation #3b

When the value of all assets has been calculated, the city should adopt an approach to re-invest capital dollars back into the system by following this outline:

- Determine an appropriate percentage of the system’s assets that the board of aldermen will re-invest each year
- Continuously update the capital improvement needs of the system and present to the board of aldermen during the annual budgeting process. Current capital needs are detailed above in Table 6. As shown in that table, the current total is \$167,000 for requests that are realistic and typical for the maintenance of a park system. Detailed above in Table 6 and featured below is an image of a maintenance/storage facility that was designed for English Landing Park in the amount of \$160,000.



Image: Proposed Storage, Maintenance Shop and Restroom; 01.07.2016 by Williams Spurgeon Kuhl & Freshnock Architects, Inc.

Recommendation #3c

The city must increase its park department operating budget to narrow the gaps detailed in tables 3 and 4. Offered as informational data for city administration and the board of aldermen to balance the needs of the park system with all of the demands placed on the annual city budget:

- The annual operating park department budget for the city of Parkville is \$7 per resident below the national average

Perhaps the city should ask voters for a ¼ or ½ cent park tax dedicated to operations and development of new facilities.

Finding #4 – Work Order System

The Park Department does not have access to a commercial software program designed for usage as a work order system. The work order system would allow the Park Department to manage all aspects of its operations by providing data to be used for analytical purposes. Accurate data would be used to guide the allocation of resources.

There are several vendors of work order systems that are designed specifically for municipal park departments. Popular vendors are:

- ManagerPlus
- CityWorks
- Trims
- MainTrac

Acquisition software costs range between \$4,000 and \$6,000 with an additional one-time cost of approximately \$1,000 for training. Monthly fees are assessed after one year and typically range between \$300 and \$500 per month.

Recommendation #4a

The city of Parkville should acquire and implement a commercial work order system. When implemented, the system will:

- take the guess work out of capturing the quantifiable data needed to respond to questions from citizens-at-large, administration, board of aldermen or others who inquire about future opportunities and/or issues
- captures the man hours and other resource requirements needed to maintain the system
- be used to schedule work
- be used for collecting important data that can be used to validate operating and capital budget requests

Finding #5 – Automatic Equipment Replacement Program

The Park Department does not have an automatic equipment replacement program. Because equipment has a predictable life, the park system cannot provide the level of maintenance that it should if its equipment is not dependable. The combination of undependable equipment, a small staff, and a gap between maintenance requirements and available resources is not a good formula for the provision of an acceptable level of maintenance.

Recommendation #5a

The city of Parkville should create and formally adopt an equipment replacement program. Guidelines for consideration include:

- 800 hours for an air cooled/gas commercial mower
- 1,200 for diesel mowers
- 5,000 hours for a tractor

Finding #6 – Formal Partnership Policy

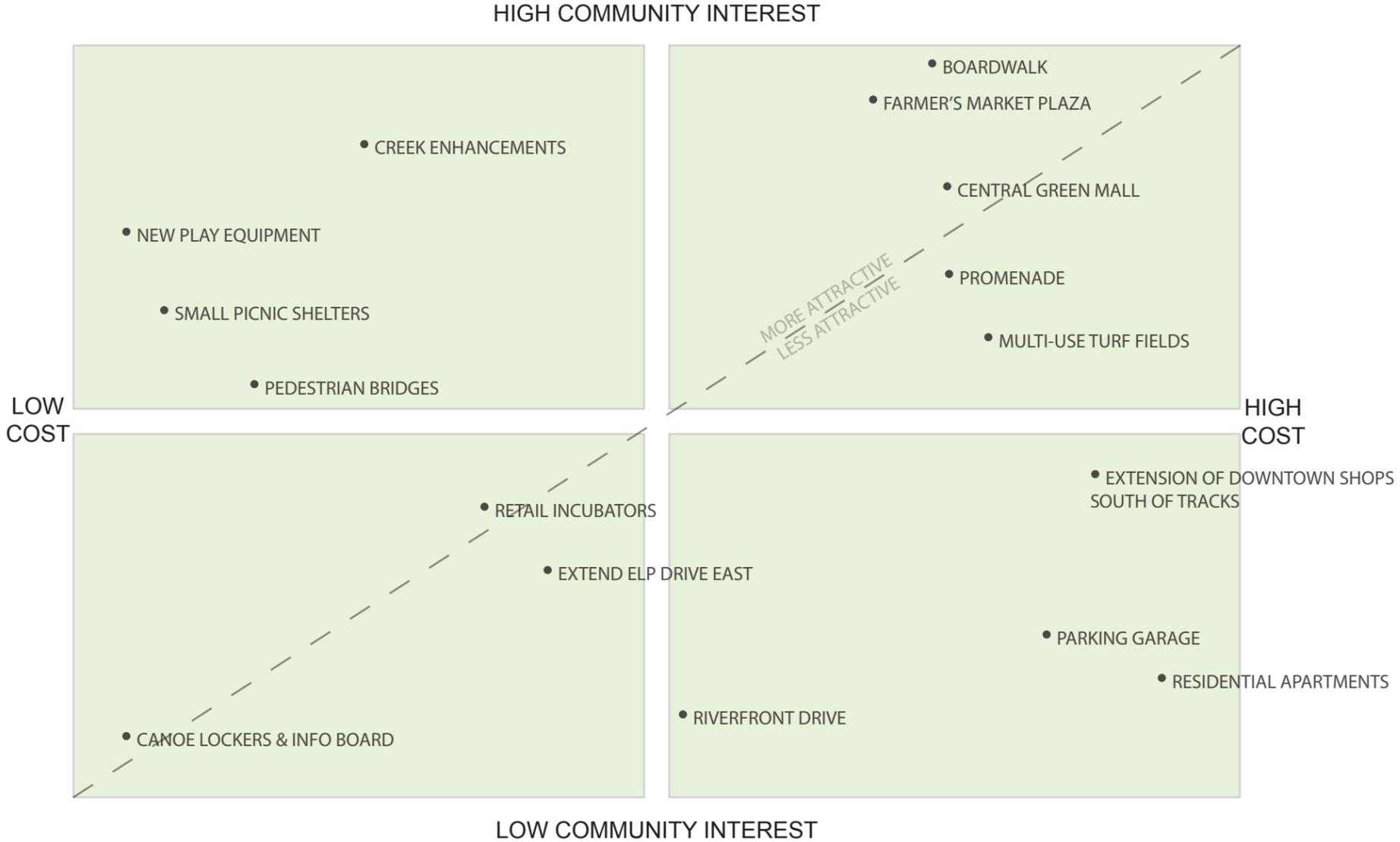
The Park Department does not have a formal partnership policy it can use to document its interaction with users and friends of the park system. Numerous special events, athletics, programs, and activities utilize the Parkville park system, thus the need and benefit of a formal user agreement between the city and users.

Recommendation #6a

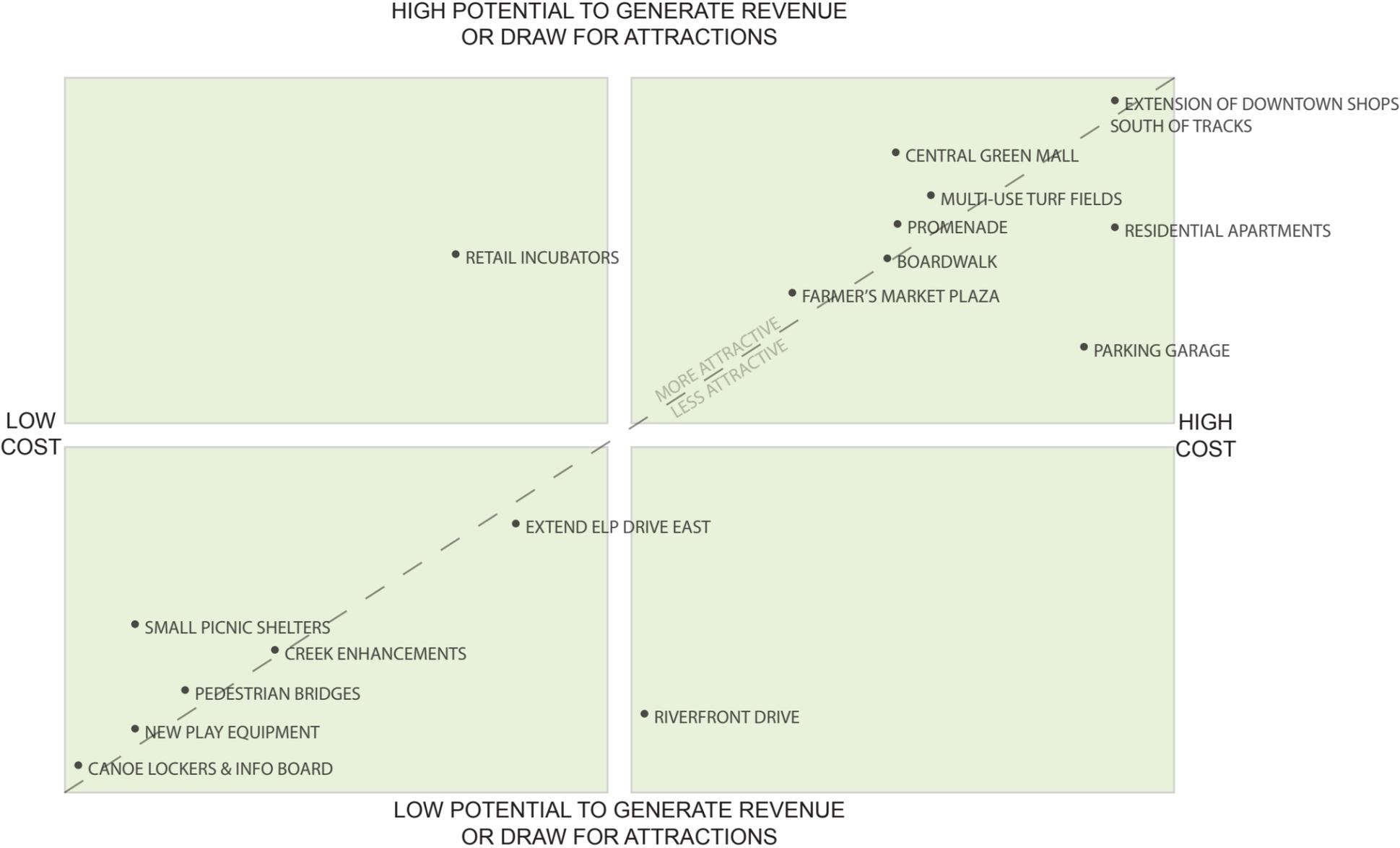
The recommendation is to develop a formal policy that would include the following as a minimum:

- Contact information
- Date when the agreement will be reviewed on an annual basis
- Goals for each partner and assurance that they are mutually beneficial
- Dollar value of contributions by each partner
- Expected/projected revenue
- How best to communicate
- Insurance requirements
- Agreement terms
- Approved signatures of each partner

RIVERFRONT PARKS DESIGN ELEMENTS MATRIX A



RIVERFRONT PARKS DESIGN ELEMENTS MATRIX B



CITY OF PARKVILLE

Policy Report

Date: Tuesday, August 2, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Bonnie Buckmaster
Public Works Department Assistant

ISSUE:

Discuss and determine a Community Land and Recreation Board (CLARB) meeting start time.

BACKGROUND:

The Bylaws and Procedures of the Community Land and Recreation Board (CLARB) state that CLARB shall meet at a time and place determined by CLARB. Currently CLARB meets at 7:00 p.m. on the second Wednesday of each month in the Board Room Chambers.

At the meeting on July 13, 2016 CLARB member Neil Davidson recommended moving the start time of the meetings earlier and suggested that it be discussed as a future agenda item. City staff is flexible, but recommends a start time between 5:30 p.m. and 7:00 p.m. Staff recommends that CLARB select a start time that will reasonably accommodate all current board members.

BUDGET IMPACT:

As this is an administrative item there is no budget impact.

ALTERNATIVES:

1. Determine a new start time for Community Land and Recreation Board (CLARB) meetings.
2. Maintain the current start time for Community Land and Recreation Board (CLARB) meetings.
3. Postpone the item

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board (CLARB) select a meeting start time that will reasonably accommodate all current members.

POLICY:

City Ordinance No. 2179 §1, 2-15-2005 established Community Land and Recreation Board shall choose its own meeting start time. The Bylaws and Procedures of the Community Land and Recreation Board (CLARB) state that CLARB shall meet at a time and place determined by CLARB.

SUGGESTED MOTION:

I move to designate __ P.M. on second Wednesday of each month in the Board Room Chambers as the regular Community Land and Recreation Board meeting start time.

CITY OF PARKVILLE Policy Report

Date: Monday, August 2, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Alysen Abel
Public Works Director

ISSUE:

Request approval of revisions to the insurance provisions in the guidelines for events in Parkville.

BACKGROUND:

On September 10, 2014, the Community Land and Recreation Board (CLARB) approved revised guidelines for events in Parkville. On November 12, 2014, May 4, 2015, April 13, 2016, and May 11, 2016, CLARB approved sets of minor modifications to the newly enacted event guidelines. As presented in previous meetings, these updates to the event application and approval process represent the organization of old documents, the application of current best practices, and the implementation of new ideas.

The new guidelines have been in effect since the beginning of the 2015. Overall, the implementation process has gone relatively smoothly. However, the guidelines are intended to be a fluid document that can be changed as new and/or previously unrecognized issues arise. As a result, staff recommends the following change to the guidelines:

- Update of additionally insured endorsement requirements: The change in this section is to update the required insurance documentation to be collected for each event. The alterations are recommended by the city's attorneys. The changes specify a different additionally insured endorsement form that is more applicable to events and the allowance that a proof of premium payment can be used as a substitute for the notice of cancellation endorsement. These changes will help city staff continue to collect the appropriate insurance documentation at suitable coverage levels and should also make it easier for event insurance providers to provide the correct documentation to the city. The new language will read:

No less than seven (7) days before the event, the applicant shall furnish the City with the following:

- *A Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers.*
- *The City, and any other person or entity required by the Permit, and all their assigns, subsidiaries and affiliates shall be included as additional insureds under Applicant's furnished insurance (except Workers' Compensation or Professional Liability Insurance), for ongoing and completed operations, using ISO Additional Insured Endorsement (CG 20 26), edition date 07/04, or an equivalent. Said insurance shall be written on an OCCURRENCE basis, and shall be PRIMARY and NON-CONTRIBUTING.*
- *Insurer shall provide the City with a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A proof of premium payment may be substituted for the Notice of Cancellation Endorsement.*

ITEM 5B

For 08-10-16

Community Land and Recreation Board

A special event permit will not be issued until a copy of the ACORD Form, Additional Insured Endorsement, and Notice of Cancellation Endorsement or proof of premium payment and Additional Insured Endorsement are furnished to the City.

- Clarification of previous insurance requirement alteration: On April 13, 2016, CLARB approved modifications to the Event Guidelines to clarify that event vendors do not need to list the city as additionally insured. The idea behind the change was that event organizers are still be required to list the city as additionally insured for the event as a whole, which covers the activities of vendors. When the revision was made, a portion of the language was mistakenly left in the guidelines. It has been struck through and marked in red below. The new language will read:

*Food and Beverage Vendors: In addition to standard permit insurance requirements - \$1,000,000 Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$1,000,000 General Aggregate are required. ~~per each vendor. If insurance is supplied by a vendor, they must list the event organizer as additionally insured.~~ ****

****Evidence of coverage may be submitted by an event vendor or the event organizer.*

It is important to note that the insurance requirements as a whole are vital to have in place to protect the best interests of the City. In at least one instance last year, the city was protected by the additionally insured requirement. The additional requirements take a little more time to explain, but event organizers often just need to reach back out to their insurers and receive an updated policy document.

City staff will continue to piece together event guideline revisions and will defer to CLARB's judgment to provide further guidance on these issues as they are presented. As items are approved, staff will bring the updated documents to the Board of Aldermen for approval at a future meeting.

BUDGET IMPACT:

There is no immediate budget impact.

ALTERNATIVES:

1. Approve the described revisions to the guidelines for events in Parkville.
2. Provide other direction to staff regarding the described revisions to the guidelines for events in Parkville.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB approves the revision to guidelines for events in Parkville; and, that CLARB recommend that the Board of Aldermen accept the revisions to guidelines for events in Parkville.

POLICY:

Section 150.050.E. gives CLARB authority for event approvals occurring on community public right-of-way and park land. Any updates to the guidelines for events in Parkville (Section 140.345) must be approved by CLARB. Section 150.050.A. of the Municipal Code defines CLARB as an advisory board to the Mayor and Board of Aldermen. Final approval should be made by the Board of Aldermen by ordinance.

SUGGESTED MOTION:

I move to recommend that CLARB approve the revisions to guidelines for events in Parkville; and

ITEM 5B

For 08-10-16

Community Land and Recreation Board

that CLARB recommend that the Board of Aldermen accept the revisions to guidelines for events in Parkville.

CITY OF PARKVILLE Policy Report

Date: Monday, August 8, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Lauren Palmer
City Administrator

ISSUE:

Approve an agreement with First Student, Inc. for parking and shuttle service.

BACKGROUND:

City staff recently received a request from First Student, Inc. (6207 NW Bell Rd., Parkville, MO 64152) for an off-site parking and shuttle service location. The company has experienced considerable growth and outgrown its existing space for employee parking. The company has over 200 employees at its Parkville location. The company requests permission to allow employees to park off-site in public lots south of the railroad tracks in or adjacent to the riverfront parks (see Primary Lot and Secondary Lot indicated on Exhibit A of Attachment 1). The impact would be on weekdays only and the company would need about 20 stalls. The company would shuttle employees to the location on Bell Rd.

First Student requests the use of parking stalls in the Primary Lot weekdays only during the school year from 6:00 AM to 9:00 AM and 2:30 PM to 4:00 PM. On Wednesdays after 12:00 PM during the months of April through October, parking would be limited to the Secondary Lot (in Platte Landing Park) in order to avoid conflicts with the Parkville Farmers Market. First Student understands the premises are for general public use and no exclusive rights or designated parking stalls would be granted. First Student has been informed that periodically the premises may be temporarily restricted due to the issuance of a special event permit. If both the Primary Lot and the Secondary Lot are restricted simultaneously, the City would attempt to identify an alternate location for First Student.

The request was presented to the Board of Aldermen on July 19, 2016. On a vote of 8-0, the Board authorized staff to express to First Student the intent of the Board of Aldermen to negotiate a use agreement for the parking and shuttle service at the Platte Landing Park lot with appropriate out clauses and reasonable termination dates in addition to compensation determined by staff through research of fair market value. The Board further agreed to allow First Student to use the parking lot during a trial period while a formal agreement is negotiated.

The Main Street Parkville Association (MSPA) has not heard anything from merchants regarding a negative impact of busses shuttling First Student employees from the downtown city parking lots. MSPA was invited to the August 10 CLARB meeting to provide comment if desired. Two downtown business stakeholders recommended the use of the Primary Lot in addition to the Secondary Lot in an effort to encourage shuttle riders to patronize downtown businesses. In addition, the Board of Aldermen asked that this request be presented at the next Community Land and Recreation Board (CLARB) meeting for discussion and approval.

Although the lots are intended primarily to serve patrons of the downtown parks and merchants, this use is not specified in the Municipal Code. Staff does not monitor to ensure vehicles in the lots are affiliated with downtown amenities. However, this is essentially a request to utilize a public amenity to subsidize a private business by accommodating a private need that cannot be met on-site. Given that the use may conflict with other public objectives, such as convenient

ITEM 5C

For 08-10-16

Community Land and Recreation Board Meeting

access for park patrons, the staff recommends seeking compensation through a formal use agreement (Attachment 1). Staff consulted with the Mid-America Regional Council (MARC) to obtain comparable market data for parking lease rates. No such information was readily available for areas outside of downtown Kansas City, MO since many smaller downtowns in the region do not charge for public parking. Therefore, the proposed fee of \$300 per month is based on a formula to prorate the regular special event permit fee for public parking lots. The proceeds are recommended to be deposited to the Parks Donations Fund to support other public parks needs and amenities.

BUDGET IMPACT:

The budget impact is contingent on the action taken by the Board of Aldermen upon receiving a recommendation from the Community Land and Recreation Board. The Board may seek compensation from First Student to accommodate off-site parking in public lots.

ALTERNATIVES:

1. Recommend approval of a use agreement for the parking and shuttle service with First Student Inc.
2. Recommend that the use go unregulated.
3. Recommend that the use go unregulated on a temporary basis through October 11, 2016, (approximately 60 days) and re-evaluate the impacts at that time.
4. Recommend that the Board of Aldermen decline the request.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB recommend that the Board of Aldermen approve a use agreement for the parking and shuttle service with First Student Inc.

POLICY:

The Parkville Municipal Code limits parking in public stalls to no more than 72 continuous hours. No other regulations appear to apply. Although the public lots south of the railroad tracks are intended primarily to serve patrons of the downtown parks and merchants, this use is not specified in the Municipal Code.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a use agreement for the parking and shuttle service requested with First Student Inc.

ATTACHMENT:

1. Use Agreement
-

PARKING LOT USE AGREEMENT

This Use Agreement is made and entered into this 16th day of August, 2016 by and between the City of Parkville, Missouri, a municipality of the fourth class, hereinafter called “the City,” and First Student, Inc., a corporation registered to do business in the State of Missouri and operating at 6207 NW Bell Rd. in Parkville, Missouri, hereinafter called “First Student.”

WHEREAS, the City owns land in Platte Landing Park and adjacent to English Landing Park that is available for general public parking for downtown amenities and merchants (the “Premises”); and,

WHEREAS, on May 16, 2016, First Student requested permission from the City to use the public parking lots to operate an employee shuttle due to lack of sufficient parking at its primary location on Bell Rd. in Parkville; and,

WHEREAS, the City desires to allow First Student to use the Premises as requested in order to support a local business and encourage more patron activity in downtown Parkville.

NOW THEREFORE, The City agrees to allow First Student to use the Premises, as follows:

1. **Term.** The term of this Agreement shall be for a period beginning on August 17, 2016, and running until July 31, 2017. The Agreement shall automatically renew on August 1, 2017, and on August 1, 2018, thereafter, for up to two (2) successive periods of one (1) year, unless either party terminates the Agreement by written notice to the other party in accordance with this Agreement.
2. **Premises.** The Premises governed by this Agreement shall include the two public parking lots generally described as follows and depicted on Exhibit A: (1) “Primary Lot” – approximately sixty-five (65) stall parking lot south of BNSF railroad tracks, west of English Landing Park, east of East Street, and north of McAfee Street; and (2) “Secondary Lot” – approximately sixty (60) stall parking lot north of the Missouri River, west of Grisby Field, and south of Main Street near the entrance to Platte Landing Park.
3. **Grant of Use.** First Student shall be granted use of up to twenty (20) parking stalls on weekdays only during the term of this Agreement from 6:00 AM to 9:00 AM and 2:30 PM to 4:00 PM. On Wednesdays after 12:00 PM during the months of April through October, parking will be limited to the Secondary Lot in order to avoid conflicts with the Parkville Farmers Market. It is understood that the Premises are for general public use and no exclusive rights or designated parking stalls are implied by this Agreement. Periodically the Premises may be temporarily restricted due to the issuance of a special event permit. If both the Primary Lot and the Secondary Lot are restricted simultaneously, the City will make every effort to identify an alternate location for First Student.
4. **Public Access.** First Student will not interfere with public access to the Premises and will comply with all applicable traffic regulations.
5. **User Fee.** First Student will pay a user fee of three hundred dollars (\$300) per month. The first payment is due on or before September 1, 2016. Subsequent payments are due each month thereafter on or before the 1st of the month.
6. **Indemnification.** First Student will indemnify the City and save the City harmless from and against any and all claims, actions, damages, liabilities and expenses in connection with the loss of life, personal injury, theft, vandalism or damages to property arising out of or from the use of the Premises by First Student, provided, however, First Student will not be liable to the City on any claim, to the extent it is caused by the negligence of the City, or its agents or employees. Failure of First Student to maintain adequate liability insurance coverage shall not relieve it of any contractual responsibility or obligation, including but not limited to, the indemnification obligation.

7. **Alterations.** No alterations or structural improvements, including lighting and signage, shall be made by First Student to the Premises during the term hereof without the prior written consent of the City.
8. **Compliance with Law.** First Student must comply with all applicable local, state, and federal laws with regard to their use of the Premises, including but not limited to, city ordinances related to traffic codes, occupational licensing, zoning regulations, building codes, and nuisances. Failure to comply with applicable laws is considered a breach of this Agreement.
9. **Successors and Assigns.** First Student shall not assign this Agreement, or any part, or any interest in this Agreement without first obtaining the written consent of the City, which consent shall not be unreasonable withheld or delayed. Any such assignment (a) shall not be binding on the City unless and until accepted in writing by the City; and, (b) shall not relieve First Student of any of its obligations, responsibilities or liabilities. First Student agrees that if it is permitted by the City to assign any rights under this Agreement, that assignee shall be contractually obligated to be bound by, and observe the terms and provisions of, this Agreement.
10. **Termination for Convenience.** Either party may at any time and for any reason terminate this Agreement upon ten (10) business day's written notice to the other party. Business days exclude weekends and holidays observed by the City of Parkville. Should either party terminate this Agreement before the end of a term, both parties understand that the City shall have no duty to rebate or pro rate user fees paid or due to the City prior to termination.
11. **Notice.** Written notice regarding this Agreement shall be effective upon receipt via hand-delivery; three working days after deposit in the U.S. Mail or by confirmed delivery by national overnight delivery service to the following addresses:

To City:

City of Parkville
Attn: City Administrator
8880 Clark Ave.
Parkville, MO 64152

To First Student:

First Student, Inc.
6207 NW Bell Rd.
Parkville, MO 64152

12. **Entire Agreement.** This document constitutes the entire agreement between First Student and the City. This Agreement cannot be modified except in writing and must be signed by all parties. The City and First Student have made no promises or representations, other than those set forth in this Agreement and those implied by law.

In witness whereof of the parties have set their hands this 16th day of August, 2016.

First Student, Inc.

By: Paul Gomez, Assistant Location Manager

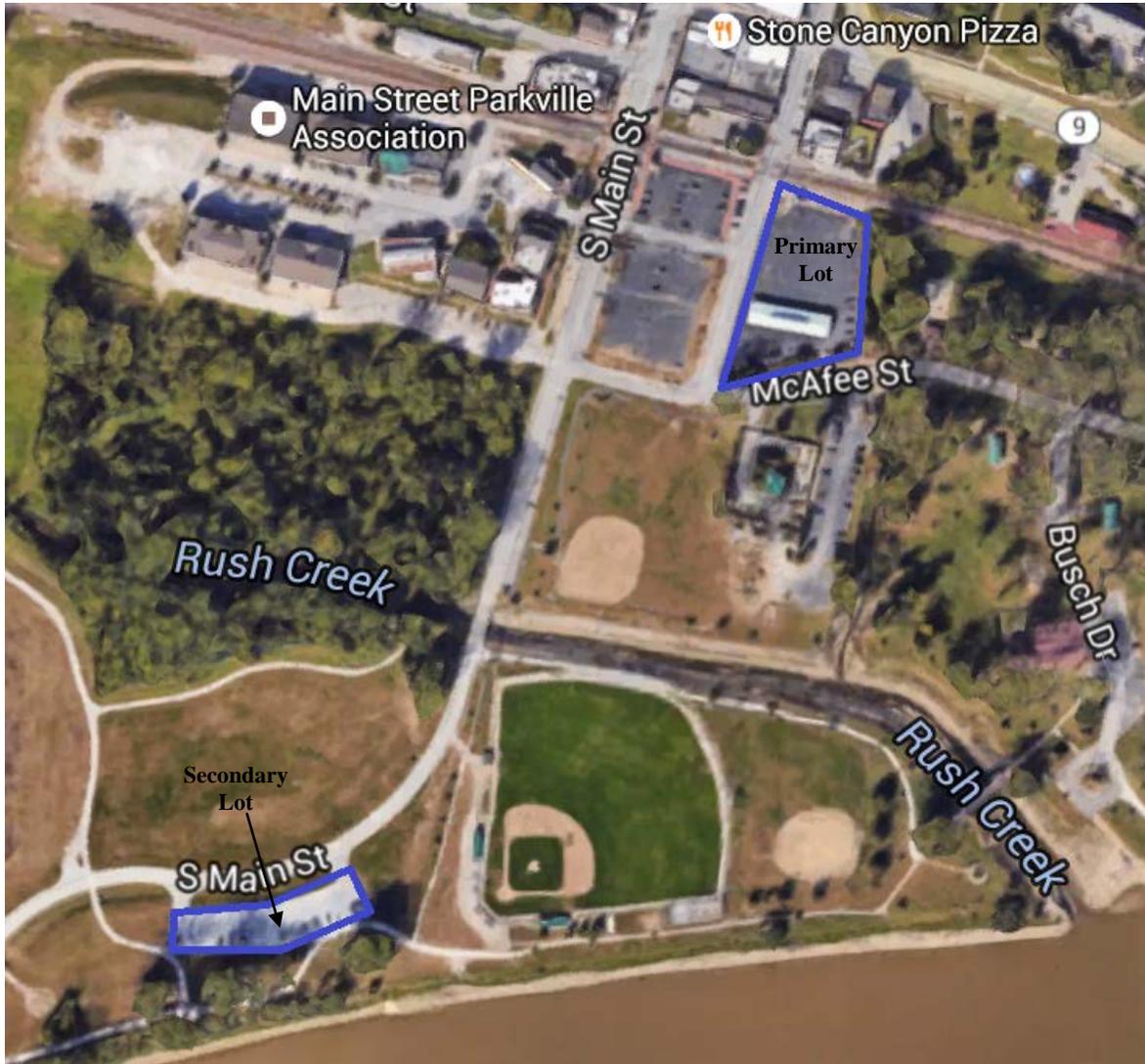
City of Parkville, Missouri

By: Nanette K. Johnston, Mayor

ATTEST:

By: Melissa McChesney, City Clerk

EXHIBIT A





CITY OF PARKVILLE Memorandum

Date: August 3, 2016

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent
Tim Blakeslee, Assistant to the City Administrator

RE: July 2016 Parks Activity Report

The following Parks-related activities took place during July 2016:

- Special Event Assistance – Staff set up and tore down cones and barricades for the 4th of July Parade and Final Fridays.
 - Tree Removal – Staff removed a Maple Tree in English Landing Park. Staff removed several down trees and debris caused by storm damage. Staff removed down tree on north trail in English Landing Park.
 - Weed Control – Staff sprayed the river bank and pulled invasive vines in the east end of English Landing Park. Staff removed Johnson grass and Honeysuckle in Pocket Park. Staff sprayed for Johnson grass along the riverfront in Platte Landing Park.
 - Train Depot – The depot fountain was drained and cleaned. Weeds around the depot building were sprayed and removed. The gutters and air conditioning units at the depot building were cleaned.
 - Truck Maintenance – Staff repaired the hose reel on water truck.
 - Ballfield Maintenance – The ballfields were dragged twice a week. Staff sprayed the warning track at Grigsby Field. Additional work was performed on the infield at Grigsby. The infield at Ballfield #3 was sprayed.
 - Light Pole Maintenance – The light pole bases were painted around the loop trail in English Landing Park.
 - 45 Hwy Maintenance – The guardrail along 45 Hwy was sprayed.
 - Dog Park Maintenance – Staff pulled weeds along the perimeter of the dog park fence and at the bases of the trees in the dog park.
-

- Dog Park Trail – The perimeter trail was installed around the perimeter of the large dog park, as outlined in the Outreach Grant.
 - Boat Ramp Maintenance – Weeds were removed from along the boat ramp in Platte Landing Park. Silt was removed from the boat ramp.
 - Tree/Landscape Maintenance – Staff waters the trees in the dog parks, City owned parking lots, City Hall flowers, and 9 Hwy Entryway sign. Mulch was added to the trees in the City parking lots.
 - Shelter Houses – The areas around the shelter houses were cleaned and the graffiti was removed.
 - Restrooms – Staff continues routine cleaning of restrooms. Approximately 1,000 gallons of waste was removed from the restroom vault in Platte Landing Park.
 - PAC Pond Maintenance – Staff continues routine mowing of the PAC retention pond area. Two trees were removed and the holes were filled with dirt.
 - Wetland Maintenance – The City hired a contractor to mow the wetland area located in Platte Landing Park.
 - Trail Signage – Martin Marietta fixed and painted the signs along the trails in Platte Landing Park.
 - Equipment Maintenance – Maintenance service was performed on the batwing mower, which included a new belt, sharpened blades, and greased inhouse.
 - Routine Mowing – Staff performs routine mowing throughout the month in Platte Landing Park, English Landing Park, Smaller City Parks, Ball Fields, and City rights-of-way.
-