

June 2023

Park Board Meeting Packet



June 9th, 270 runners took part in the Night Flight 5k



Blues Fest took place on June 10th at Legacy Park Amphitheatre with over 370 attendees



321 children are enrolled in the second session of swim lessons



151 attended the first Family Fun night of the summer season at Summit Waves on June 12th



MISSION

To provide our community with outstanding recreational services, facilities, and parks.



PARKS AND RECREATION BOARD MEETING					
City of Lee’s Summit, Missouri ♦ 220 SE Green Street ♦ Lee’s Summit, Missouri					
AGENDA					
DATE:	June 28, 2023	TIME:	6:00 PM	PLACE:	Strother Conference Room
6:00 PM Meeting Call to Order @ Strother Conference Room				President, Lawrence Bivins	
SPECIAL GUESTS					
CITIZEN COMMENTS					
PRESENTATIONS					
AGENDA ITEM					
APPROVAL OF MINUTES:					
• May 24, 2023 Park Board Minutes				Tede Price	1-2
• June 12, 2023 Youth Sports Association Sub Committee Minutes				Brooke Chestnut	3
TREASURER’S REPORT: read by Samantha Shepard, Treasurer (includes May 2023 Report)				Joe Snook/Devin Blazek	4-13
SALES/USE TAX REPORT: May 2023				Devin Blazek	14-15
BOARD APPROVAL ITEMS					
Playground Surface Replacement Program RFP				Steve Casey	16-25
Lee’s Summit Football Association Agreement				Brooke Chestnut	26-43
Lee’s Summit Soccer Association Agreement				Brooke Chestnut	44-60
Election of Officers				Nominating Committee	
OLD BUSINESS					
Projects and Services Review				All Staff	61-68
• Capital Projects Plan:					
Pleasant Lea Park Update				Steve Casey	69-71
Land Dedication Ordinance/Park Impact Fees				Steve Casey	72
Lower Banner Park				Steve Thomas	73
Legacy Wayfinding Update				Steve Thomas	74-76
NEW BUSINESS					
ADA Symposium				Jodi Jordan	77-81
End of Activity Reports				Various Staff	82-101
PATRON COMMENT REVIEW				Joe Snook	102-110
MONTHLY CALENDARS				For Information Only	111-112
ROUNDTABLE				Park Board Members and Staff	N/A
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD				Joe Snook	N/A
MEETING ADJOURNMENT					
CLOSED SESSION:					
Pursuant to Section 610.021(3) of the Revised Statutes of the State of Missouri pertaining to hiring, firing, discipling or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.					
BOARD COMMITTEES					
Budget		Personnel		Youth Sports	
Samantha Shepard-Chair		Jim Huser-Chair		Lawrence Bivins	
Bernadette Basham		Mindy Aulenbach		Casey Crawford	
Wesley Fields		Jon Ellis		Foundation Board	
				Tyler Morehead	
				Mindy Aulenbach	



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	May 24, 2023	TIME:	6:01 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Lawrence Bivins, President		Jim Huser, Vice President		Joe Snook	
Samantha Shepard, Treasurer		Wesley Fields		Brooke Chestnut	
Jon Ellis		Casey Crawford		Steve Casey	
Bernadette Basham				Jodi Jordan	
Mindy Aulenbach				Tede Price	
Tyler Morehead				Devin Blazek	
				David Dean	
PRESENTATIONS					
		DISCUSSION (Findings/Conclusions)		RECOMMENDATIONS/ ACTIONS	
AGENDA ITEM					
Approval of Minutes – April 26, 2023		Supporting documentation (see pages 1-2). No questions or discussion.		Ms. Aulenbach made a motion to approve the meeting minutes from the Park Board meeting on April 26, 2023. Mr. Ellis seconded. The motion carried unanimously.	
Park Board Budget Committee – May 8, 2023		Supporting documentation (see pages 3-4). No questions or discussion.		Ms. Shepard made a motion to approve the meeting minutes from the Park Board meeting on April 26, 2023. Mr. Ellis seconded. The motion carried unanimously.	
Treasurer's Report – April 2023		Supporting documentation (see pages 5-14). Treasurer Shepard read the treasurer's report from April 2023. No questions or discussion.		Mr. Ellis made a motion to accept the treasurer's report for April 2023; Ms. Aulenbach seconded. Motion carried unanimously.	
Sales and Use Tax Report – April 2023		Supporting documentation (see pages 15-16). Mr. Blazek stated sales tax and use tax are performing strong; sales tax over 25% for FY23 budget for the month. Use Tax is performing 10% above YTD budget for the month.		No Board Action.	
BOARD APPROVAL ITEMS					
FY24 Budget		Supporting documentation (see pages 17-88). Mr. Blazek gave an overview of the budget, including highlighting the cost of services and goods have gone up. And, the city is proposing a 6% increase for all staff that will go into effect July 1, if approved by City Council. Noted for FY24 budget includes, an 80% increase in VERP (vehicle equipment replacement plan), the city used to receive a rebate from Ford and a significant discount for purchasing vehicles and now that discount is no longer being offered. The City is looking at moving to another make of vehicle. Mr. Snook said there will not be any new vehicles purchased this next FY, but part of the expense is also the upkeep and depreciation of the current fleet of vehicles. Mr. Blazek said it is about \$55,000 increase to VERP. Mr. Blazek also stated there is a 40% increase (\$70,000) in insurance for all of our property liability. The claims fund is also being increased which impacts Parks. Mr. Bivins asked if there is any discount or rebate to the insurance premiums in future years if claims go down or the cost goes down. Staff did not think so. Staff also reduced the expense of mowing by about 20% with the adjusted mowing schedule to the parks.		Mr. Ellis made a motion to approve the FY24 Budget; Ms. Basham seconded. Motion carried unanimously.	
City/Park MOU		Supporting documentation (see pages 89-93). Mr. Snook said the MOU presented is what has been practiced by the city and parks department for many years. This document captures the relationship between the city and parks department and what the expectations are to continue to maintain the relationship and coordination. It reflects what the practices are for parks and the city.		Mr. Ellis made a motion to approve the MOU between City and Park; Ms. Aulenbach seconded. Motion carried unanimously.	



FY22 Annual Report	Supporting documentation (see pages 94-96). Mr. Snook said it is different format than previously. Staff wanted to highlight different points with the board. The annual report tells a good story of the past fiscal year.	Ms. Aulenbach made a motion to approve the FY22 Annual Report; Ms. Shepard seconded. Motion carried unanimously.
OLD BUSINESS		
Projects and Services Review –	Supporting documentation (See page 97-104)	No Board Action.
Capital Projects Plan	Pleasant Lea Park Update: Supporting documentation (See pages 105-107) Mr. Casey stated there has been some concrete work that has been done. And, staff has received the first installment of the grant. The project should be wrapped up by mid summer.	No Board Action.
Land Dedication Ordinance/Park Impact Fees	Supporting documentation (See page 108) Mr. Casey said staff has been working on a draft of both options. And, has asked Planning & Development, as well as the Legal department to review the documents prior to presenting them to the Board for review and discussion. The meeting is scheduled for late June with other city departments to get city staff's feedback based on their expertise and previous experience.	No Board Action.
Lower Banner Park	Supporting documentation (See page 109) Mr. Casey said this is the next capital project park renovation. The playground is on ordered, the walking trails will be created and restoration to the ball fields will all be done beginning in the fall.	No Board Action.
NEW BUSINESS		
Legacy Wayfinding	Supporting documentation (See pages 110-112). Mr. Casey stated staff is looking at six different locations for entrance points, directing patrons to the venues. Staff is trying to emulate the monument signs that are in the park, with the same look and colors of those signs. The work will be done both with a masonry contract and in house staff.	No Board Action.
Slate of Officers	Ms. Aulenbach stated the nominating committee propose the slate of officers for the FY24 year includes Lawrence Bivins, president, Jim Huser vice president and Samantha Shepard treasure. The Board will vote on the FY24 officers at the June meeting.	No Board Action.
End of Activity Reports	Supporting documentation (See pages 113-116). No additional comments.	No Board Action.
PATRON COMMENT REVIEW		
	Supporting documentation (see pages 117-127)	No Board Action.
MONTHLY CALENDARS		
Supporting documentation (see pages 128-129). No additional comments.		
ROUNDTABLE		
Ms. Shepard thanked the Budget Committee for their time and Devin's presentation. And thanked Ms. Basham for her service on the Board. Ms. Basham said she is going to be serving on the newly formed Cultural Commission.		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
Mr. Snook said the joint event with LSR-7, Meet Me in the Park was a huge success. He also stated security will begin in the parks a couple nights per week at Lea McKeighan, as well as monitoring other surrounding parks for a short period of time. And, congratulated Jon, Wesley and Samantha as they have been reappointed for another term. Mr. Snook reminded the board Summit Waves will open Saturday and Camp Summit next Tuesday. He also stated the reaccreditation team virtual visit will take place in mid June.		
MEETING ADJOURNMENT:		
The meeting adjourned at 8:10 pm.		
CLOSED SESSION:		
No closed session this month.		

MEMORANDUM



Date: June 21, 2023

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPRP, CPSI, MW5124 AU,
Superintendent of Park Operations

CC:

Re: Minutes from YSA Subcommittee Meeting, June 12th, 2023

Meeting Start- 9:00am

Attendance:

Board-Lawrence Bivins
Casey Crawford
Staff- Joe Snook
Brooke Chestnut

Summary

Discussions took place regarding the proposed changes to the Lee's Summit Soccer Association Agreement and the Lee's Summit Football Association Agreement. Proposed changes were reviewed and staff confirmed that all changes had been discussed and approved with each Association President and legal counsel for the city. No additional changes were suggested and the YSA Subcommittee recommended presenting the agreements to the board for full approval at the June Park Board meeting.

Meeting Adjourned- 9:10am

Financial Outlook as of May 31, 2023



Fund	Fund Balance @ 5/31/23
Gamber Community Center	\$ 532,030
Lovell Community Center	\$ 1,061,120
Longview Community Center	\$ (929,755)
Harris Park Community Center	\$ 496,154
Parks and Recreation	\$ 5,564,129
Summit Waves	\$ 592,296
Cemetery	\$ 1,241,440
Construction	\$ 4,130,539
Park COP	\$ 5,816,415

Fund	MTD 5/31/23	Prior YTD Actual	Current YTD Actual	Approved FY23 Budget	Percentage of FY23 Budget
Gamber Community Center					
Revenue	\$ 52,523	\$ 357,838	\$ 435,879	\$ 399,782	109.03%
Expenses	\$ 43,991	\$ 350,562	\$ 429,541	\$ 435,847	98.55%
Income (Loss)	\$ 8,532	\$ 7,276	\$ 6,337	\$ (36,065)	
Lovell Community Center					
Revenue	\$ 134,757	\$ 1,255,713	\$ 1,541,687	\$ 1,864,488	82.69%
Expenses	\$ 132,486	\$ 1,244,725	\$ 1,715,140	\$ 2,009,219	85.36%
Income (Loss)	\$ 2,271	\$ 10,989	\$ (173,453)	\$ (144,731)	
Longview Community Center					
Revenue	\$ 111,286	\$ 844,222	\$ 1,017,761	\$ 1,104,005	92.19%
Expenses	\$ 88,856	\$ 892,639	\$ 1,070,756	\$ 1,167,263	91.73%
Income (Loss)	\$ 22,430	\$ (48,418)	\$ (52,995)	\$ (63,258)	
Harris Park Community Center					
Revenue	\$ 190,225	\$ 1,125,826	\$ 1,194,805	\$ 1,783,843	66.98%
Expenses	\$ 86,654	\$ 1,011,632	\$ 1,203,603	\$ 1,680,202	71.63%
Income (Loss)	\$ 103,571	\$ 114,195	\$ (8,799)	\$ 103,641	
Parks and Recreation					
Revenue	\$ 14,843	\$ 4,023,289	\$ 4,377,054	\$ 3,940,921	111.07%
Expenses	\$ 288,607	\$ 3,091,611	\$ 3,603,791	\$ 3,942,628	91.41%
Income (Loss)	\$ (273,764)	\$ 931,679	\$ 773,263	\$ (1,707)	
Summit Waves					
Revenue	\$ 136,083	\$ 730,424	\$ 791,168	\$ 1,021,077	77.48%
Expenses	\$ 82,188	\$ 649,922	\$ 773,537	\$ 1,001,947	77.20%
Income (Loss)	\$ 53,895	\$ 80,502	\$ 17,631	\$ 19,130	
Cemetery					
Revenue	\$ 7,727	\$ 69,115	\$ 99,454	\$ 179,796	55.31%
Expenses	\$ 14,415	\$ 130,256	\$ 137,418	\$ 170,526	80.59%
Income (Loss)	\$ (6,688)	\$ (61,141)	\$ (37,964)	\$ 9,270	
Construction					
Revenue	\$ 494,751	\$ 3,850,000	\$ 2,950,678	\$ 3,000,000	98.36%
Expenses	\$ 1,000	\$ 389,583	\$ 876,636	\$ 1,750,000	50.09%
Income (Loss)	\$ 493,751	\$ 3,460,417	\$ 2,074,042	\$ 1,250,000	
Park COP Debt					
Revenue	\$ 398,774	\$ 5,123,117	\$ 5,453,288	\$ 5,104,090	106.84%
Expenses	\$ 264,583	\$ 4,010,417	\$ 2,910,417	\$ 3,175,000	91.67%
Income (Loss)	\$ 134,190	\$ 1,112,700	\$ 2,542,871	\$ 1,929,090	

**GAMBER COMMUNITY CENTER
FUND 201
Financial Report for the Month and Year Ending May 31, 2023**

	Previous Year-to-date May 2022	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES							
Activity & Membership Fees	114,721	15,700	138,576	108,568	30,008	²	116,257
User Charges	515	66	871	385	486		420
Rentals	89,929	22,174	127,492	88,925	38,567	³	96,605
Interest	(9,741)	-	5,744	7,000	(1,256)		8,000
Other Revenue	1,710	-	2,671	3,500	(829)		2,700
Miscellaneous	287	-	108	-	108		800
Transfers In from Park COP	160,417	14,583	160,417	160,417	-		175,000
TOTAL REVENUES	357,838	52,523	435,879	368,795	67,084		399,782
EXPENDITURES							
Personnel Services	204,729	18,647	233,779	228,901	4,878		249,662
Other Supplies, Services and Charges	64,107	5,995	81,659	66,331	15,328	⁴	71,496
Repairs and Maintenance	23,732	11,368	33,680	28,289	5,390		29,927
Utilities	40,799	6,346	46,975	41,180	5,795		48,806
Capital Outlay	-	-	15,467	16,339	(872)		16,339
Interdepartment Charges	17,195	1,635	17,982.25	18,062	(79)		19,617
TOTAL EXPENDITURES	350,562	43,991	429,541	399,102	30,439		435,847
NET GAIN / (LOSS)	7,276	8,532	6,337	(30,307)	36,644		(36,065)

BEGINNING FUND BALANCE

525,693 ¹

ENDING FUND BALANCE

532,030

¹ **Beginning Fund Balance** is final as the year-end audit is complete.

² Favorable variance in Activities (\$17,876) and Memberships (\$12,000).

³ Facility rentals are higher than anticipated.

⁴ Increase in Spectrum, fire suppression inspection was earlier than budgeted and higher participation in A to Z classes increase contractor fees.

**LOVELL COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending May 31, 2023**

	Previous Year-to-date May 2022	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES							
Activity & Membership Fees	1,191,626	129,140	1,389,273	1,555,128	(165,855)	²	1,701,614
User Charges	3,045	300	3,142	1,975	1,167		2,132
Rentals	64,560	5,120	71,241	56,182	15,059	³	60,277
Interest	(22,697)	-	10,208	25,250	(15,042)	⁴	29,000
Other Revenue	2,502	30	4,603	1,789	2,814		1,889
Contributions	11,250	-	7,500	15,000	(7,500)		15,000
Miscellaneous	1,908	167	2,201	1,056	1,145		1,058
Transfers In	3,519	-	53,519	53,519	-		53,518
TOTAL REVENUES	1,255,713	134,757	1,541,687	1,709,899	(168,211)		1,864,488
EXPENDITURES							
Personnel Services	811,630	77,996	1,035,613	1,191,349	(155,736)	⁵	1,307,967
Other Supplies, Services and Charges	114,985	14,502	180,169	194,584	(14,415)	⁶	205,042
Repairs and Maintenance	93,113	12,926	134,328	101,924	32,403	⁷	108,887
Utilities	143,478	22,608	174,485	174,442	43		192,344
Capital Outlay	34,598	-	141,553	141,553	-		141,533
Interdepartment Charges	46,920	4,454	48,992	49,385	(393)		53,446
TOTAL EXPENDITURES	1,244,725	132,486	1,715,140	1,853,238	(138,097)		2,009,219
NET GAIN / (LOSS)	10,989	2,271	(173,453)	(143,339)	(30,114)		(144,731)

BEGINNING FUND BALANCE	<u>1,234,573</u> ¹
ENDING FUND BALANCE (Preliminary)	<u><u>1,061,120</u></u>

¹ Beginning Fund Balance is final as the year-end audit is complete.

² An unfavorable variance in Memberships (\$198,661) and favorable variance in Activities (\$15,000) and Gate Receipts (\$17,685).

³ More Birthday Parties have been booked than anticipated.

⁴ Unfavorable variance in Interest on Investments (\$10,579) and Mark to Market (\$4,463).

⁵ A favorable variance in Part-Time (\$105,161), Health/Dental, FICA and Medicare.

⁶ There is a favorable variance in Professional Fees.

⁷ An unbudgeted repair to the elevator (\$35,115).

**LONGVIEW COMMUNITY CENTER
FUND 205
Financial Report for the Month and Year Ending May 31, 2023**

	Previous Year-to-date May 2022	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES							
Activity & Membership Fees	697,435	94,486	852,744	833,614	19,131	²	916,159
User Charges	1,806	252	2,580	1,998	582		2,180
Rentals	144,841	16,545	160,185	168,887	(8,702)		184,439
Miscellaneous	140	3	2,252	1,224	1,028		1,227
TOTAL REVENUES	844,222	111,286	1,017,761	1,005,723	12,038		1,104,005
EXPENDITURES							
Personnel Services	599,898	53,372	700,132	716,464	(16,332)	³	785,398
Other Supplies, Services and Charges	68,185	6,830	83,913	92,088	(8,175)		109,525
Repairs and Maintenance	36,174	2,799	58,610	54,002	4,609		56,230
Utilities	137,034	21,976	175,765	148,040	27,725	⁴	169,555
Interest Expense	10,523	-	13,548	10,047	3,501		10,922
Interdepartment Charges	40,824	3,879	38,788	42,916	(4,129)		46,545
TOTAL EXPENDITURES	892,639	88,856	1,070,756	1,063,557	7,199		1,178,175
NET GAIN / (LOSS)	(48,418)	22,430	(52,995)	(57,834)	4,839		(74,170)

BEGINNING FUND BALANCE	<u>(876,760)</u> ¹
ENDING FUND BALANCE (Preliminary)	<u><u>(929,755)</u></u>

¹ **Beginning Fund Balance** is final as the year-end audit is complete.

² A favorable variance in Gate Receipts.

³ A favorable variance in Full-Time and Part-Time Salaries.

⁴ Unfavorable variance on Natural Gas (\$34,553) and Water/Sewer (\$3,652) and a favorable variance on Electricity (\$10,480).

**HARRIS PARK COMMUNITY CENTER
FUND 530
Financial Report for the Month and Year Ending May 31, 2023**

	Previous Year-to-date May 2022	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES							
Activity & Membership Fees	686,987	128,952	765,204	966,970	(201,766)	²	1,286,642
User Charges	77,772	217	71,640	81,274	(9,634)	³	90,492
Rentals	158,606	20,998	161,553	176,299	(14,746)	⁴	190,577
Interest	(7,577)	-	2,868	-	2,868		-
Other Revenue	1,343	563	3,779	3,449	330		4,149
Contributions	206,553	36,105	176,804	163,600	13,204	⁵	196,300
Miscellaneous	2,142	3,390	12,957	12,933	24		15,683
TOTAL REVENUES	1,125,826	190,225	1,194,805	1,404,525	(209,720)		1,783,843
EXPENDITURES							
Personnel Services	573,151	31,161	625,376	708,658	(83,282)	⁶	893,325
Other Supplies, Services and Charges	285,617	41,035	383,992	475,568	(91,576)	⁶	577,036
Repairs and Maintenance	51,210	2,255	32,257	43,654	(11,397)	⁷	44,513
Utilities	78,708	10,364	102,006	85,055	16,951	⁸	94,491
Capital Outlay	-	-	36,222	25,394	10,828	⁹	25,394
Depreciation	17,409	-	15,950	18,200	(2,249)		19,854
Transfers Out	3,519	-	3,519	3,519	-		3,519
Interdepartment Charges	19,427	1,839.17	20,230.83	20,515	(284)		22,070
TOTAL EXPENDITURES	1,011,632	86,654	1,203,603	1,362,364	(158,760)		1,680,202
NET GAIN / (LOSS)	114,195	103,571	(8,799)	42,161	(50,960)		103,641

BEGINNING FUND BALANCE	<u>504,953</u> ¹
ENDING FUND BALANCE (Preliminary)	<u>496,154</u>

¹ Beginning Fund Balance is final as the year-end audit is complete.

² An unfavorable variance in Camp Summit (\$95,691), Athletics (\$34,187), Summit Ice (\$20,000) and Legacy Park Amphitheater (\$49,000).

³ Unfavorable variance at Legacy Park Amphitheater.

⁴ Unfavorable variance in Rentals at Summit Ice (\$9,400), Athletics (\$10,768) and a favorable variance at HPCC (\$3,980).

⁵ The reported YTD revenue is dependent on the timing of monthly sponsorship payments.

⁶ Favorable variance on Part-Time Camp Summit (\$50,381), HPCC (\$3,900), Athletics (\$4,120), Instructional (\$6,000) and LPA (\$2,765) and an unfavorable variance at Summit Ice (\$12,935). Also, additional savings in Health Insurance, FICA and Medicare.

⁵ Professional Fees, Trip & Tours, Recreational Supplies and Uniforms have a favorable variable.

⁶ Not as many repairs have been needed at HPCC.

⁷ An unfavorable variance in Natural Gas (\$4,092), Electricity (\$4,148) and Water/Sewer (\$8,711).

⁸ The concrete and fence repairs at Summit Ice was higher than budgeted for.

**PARKS & RECREATION
FUND 200
Financial Report for the Month and Year Ending May 31, 2023**

	Previous Year-to-date May 2022	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES							
Taxes	3,918,364	-	4,140,744	3,689,350	451,394	²	3,737,790
Fines & Forfeitures	19,159	2,010	18,289	15,365	2,924		17,365
Interest	(113,418)	-	62,509	15,100	47,409	³	15,200
Other Revenue	19,489	287	8,748	1,662	7,086		1,829
Contributions	76,244	400	51,660	64,604	(12,944)	⁴	76,190
Miscellaneous	82,481	10,355	75,408	64,664	10,744	⁵	71,060
Transfers In	20,971	1,790.58	19,696.42	20,974	(1,278)		21,487
TOTAL REVENUES	4,023,289	14,843	4,377,054	3,871,719	505,335		3,940,921
EXPENDITURES							
Personnel Services	1,756,890	138,659	1,764,335	1,906,264	(141,929)	⁵	2,076,453
Other Supplies, Services and Charges	772,946	94,309	1,059,413	1,026,362	33,051	⁶	1,086,035
Repairs and Maintenance	307,740	24,732	403,228	305,714	97,514	⁷	335,937
Utilities	107,888	8,329	111,622	147,392	(35,771)	⁸	163,306
Fuel & Lubricants	42,979	433	40,463	37,157	3,306		40,469
Capital Outlay	72,865	17,121	162,872	180,131	(17,258)	⁹	180,131
Interdepartment Charges	172,716	18,089	205,560	205,560	-		217,063
Reimbursement - Interfund	(142,412)	(13,064)	(143,702.17)	(143,702)	-		(156,766)
TOTAL EXPENDITURES	3,091,611	288,607	3,603,791	3,664,879	(61,087)		3,942,628
NET GAIN / (LOSS)	931,679	(273,764)	773,263	206,841	566,422		(1,707)

BEGINNING FUND BALANCE

4,790,866 ¹

ENDING FUND BALANCE (Preliminary)

5,564,129

¹ **Beginning Fund Balance** is final as the year-end audit is complete.

² A favorable variance in Jackson County Property Tax (\$400,481), Cass County Property Tax (\$5,735), Jackson County RR Tax (\$7,670) and Replacement Tax (\$48,531).

³ An unfavorable variance on Mark to Market Adjustments (\$36,945) and Interest on Investment (\$28,780).

⁴ Unfavorable variance on Contributions - Advertising.

⁵ More shelter rentals than anticipated and the sale of two trailers.

⁶ The Administrative Services Coordinator and a Park Specialist positions are currently vacant. In March unbudgeted position added for a Full-Time Marketing and Communication Specialist.

⁷ Unbudgeted upgrades to RecTrac, Agents of Discovery and POS Portal (credit card terminals) . In addition, unbudgeted repair to LVCC elevator that Fund 200 paid for.

⁸ Favorable variance in Water/Sewer (\$30,567) and Electricity (\$6,397).

⁹ Arborwalk Bridge replacement are not complete at this time.

**SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending May 31, 2023**

	Previous Year-to-date May 2022	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES							
Activity Fees	597,172	119,709	647,200	546,513	100,687	²	798,108
User Charges	113,213	7,845	108,209	104,582	3,628		158,177
Rentals	26,897	8,622	28,054	35,372	(7,318)		55,752
Interest	(6,648)	-	4,122	3,700	422		4,400
Miscellaneous	(210)	(93)	3,583	3,320	263		4,640
TOTAL REVENUES	730,424	136,083	791,168	693,487	97,682		1,021,077
EXPENDITURES							
Personnel Services	361,239	16,224	387,397	399,189	(11,792)	³	559,243
Other Supplies, Services and Charges	132,825	36,376	161,534	140,994	20,540	⁴	179,409
Repairs and Maintenance	63,492	18,864	43,693	33,167	10,526	⁵	41,051
Utilities	66,481	10,724	77,265	79,420	(2,155)		100,430
Interdepartment Charges	19,899	-	21,034	21,034	0		22,589
Capital Outlay	-	-	76,629	93,240	(16,611)	⁶	93,240
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	649,922	82,188	773,537	773,028	508		1,001,947
NET GAIN / (LOSS)	80,502	53,895	17,631	(79,542)	97,173		19,130

BEGINNING FUND BALANCE

574,665 ¹

ENDING FUND BALANCE (Preliminary)

592,296

¹ **Beginning Fund Balance** is final as the year-end audit is complete.

² There was a favorable variance in Gate Receipts (\$71,269).

³ Favorable variance on Part-Time (\$70,813) and a vacant Full-Time Aquatic Supervisor until March (\$11,921).

⁴ Unfavorable variance on Professional Fees, Employee Training, Chemical Supplies, Misc Equipment and FFE.

⁵ Unfavorable variance on Maintenance and Repairs Buildings (\$6,028), Grounds (\$2,542), Other Equipment (\$1,797).

⁶ Additional shade structures were budgeted in July but have not been purchased or installed.

**CEMETERY TRUST
FUND 204
Financial Report for the Month and Year Ending May 31, 2023**

	Previous Year-to-date May 2022	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES							
Services	66,478	3,227	71,277	103,660	(32,383)	²	115,796
Sale of Property	26,000	4,500	15,500	33,750	(18,250)	³	36,000
Interest	(23,362)	-	12,677	25,000	(12,323)	⁴	28,000
TOTAL REVENUES	69,115	7,727	99,454	162,410	(62,956)		179,796
EXPENDITURES							
Personnel Services	45,290	3,163	45,495	47,068	(1,573)		51,383
Other Supplies, Services and Charges	40,912	8,998	57,160	66,734	(9,573)	⁵	75,138
Repairs and Maintenance	13,299	1,974	4,565	9,319	(4,754)		9,664
Utilities	2,331	281	2,592	3,572	(980)		4,372
Fuel & Lubricants	656	-	595	637	(42)		717
Interdepartment Charges	12,784	-	10,660	12,720	(2,060)		13,750
Transfers Out (To 026)	14,986	-	16,352	14,989	1,363		15,502
TOTAL EXPENDITURES	130,256	14,415	137,418	155,039	(17,621)		170,526
NET GAIN / (LOSS)	(61,141)	(6,688)	(37,964)	7,371	(45,335)		9,270

BEGINNING FUND BALANCE

1,279,404 ¹

ENDING FUND BALANCE (Preliminary)

1,241,440

¹ Beginning Fund Balance is final as the year-end audit is complete.

² Unfavorable variance in Grave Openings (\$4,650), Monument Footings(\$4,086) and Monument Sales (\$23,660).

³ Not as many Columbarium Niches have been sold as budgeted.

⁴ Unfavorable variance on Interest on Investments (\$12,187) and Mark to Market (\$136).

⁵ Savings in Professional fees and Other Construction Materials in conjunction with Footnote #2.

**CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending May 31, 2023**

	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES						
Interest	-	(44,073)	14,830	(58,903)	²	-
Contributions	244,751	244,751	250,000	(5,249)	³	-
Transfers from Fund 410	250,000	2,750,000	2,750,000	-		3,000,000
TOTAL REVENUES	494,751	2,950,678	3,014,830	(64,152)		3,000,000
EXPENDITURES						
Maintenance & Repair	-	1,045	-	1,045		
Capital Outlay	-	1,000	-	1,000		
Additions to Const in Progress	1,000	874,591	2,130,678	(1,256,087)	⁴	1,750,000
TOTAL EXPENDITURES	1,000	876,636	2,130,678	(1,254,042)		1,750,000
NET GAIN / (LOSS)	493,751	2,074,042	884,152	1,189,890		1,250,000

BEGINNING FUND BALANCE	<u>2,056,497</u> ¹
ENDING FUND BALANCE (Preliminary)	<u><u>4,130,539</u></u>

¹ Beginning Fund Balance is final as the year-end audit is complete.

² A favorable variance in Mark to Market (\$27,080) and Interest on Investments (\$14,558).

³ Land and Water Conservation Fund Grant for Pleasant Lea Park.

**PARKS COP DEBT
FUND 410
Financial Report for the Month and Year Ending May 31, 2023**

	Month-to-Date May 2023	Year-to-Date May 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY23 Budget
REVENUES						
Taxes	348,357	4,683,678	4,007,523	676,155	²	4,371,843
EATS	(9,338)	(125,165)	(135,180)	10,015	²	(147,469)
Use Tax	59,754	852,210	800,447	51,763	²	873,216
Interest	-	42,564	5,958	36,606		6,500
TOTAL REVENUES	398,774	5,453,288	4,678,748	774,539		5,104,090
EXPENDITURES						
Transfers Out-Gamber Center	14,583.33	160,416.67	160,416.67	-		175,000
Transfers Out-Construction Fund	250,000	2,750,000	2,750,000	-		3,000,000
TOTAL EXPENDITURES	264,583	2,910,417	2,910,417	-		3,175,000
NET GAIN / (LOSS)	134,190	2,542,871	1,768,332	774,539		1,929,090

BEGINNING FUND BALANCE	3,273,544 ¹
ENDING FUND BALANCE (Preliminary)	5,816,415

¹ Beginning Fund Balance is final as the year-end audit is complete.

² See separate Sales/Use Tax Report included in this packet.

³ Favorable variance in Interest on Investments (\$17,417) and Mark to Market (\$18,901).

MEMORANDUM



Date: June 28, 2023

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Devin Blazek, MBA
Management Analyst

Re: Sales and Use Tax Update – May 2023

Sales tax proceeds received in May totaled \$348,357.30, which is 4.4% under the monthly projection. Due to the unpredictable cutoff of processing remittance at the State of Missouri, the annual revenue budget has been spread evenly throughout FY2023. The year-to-date sales tax received totals \$4,683,677.85, which is \$236,039.79 over the amount received through May FY2022.

At the time of this report, there is no additional information regarding the remitters included in the amount received from the State of Missouri.

Use tax proceeds received in May totaled \$59,754.30, which is 17.8% under the monthly projection. Due to the unpredictable cutoff of processing remittance at the State of Missouri, the annual revenue budget has been spread evenly throughout FY2023. The year-to-date use tax totals \$852,210.09, which is \$50,691.14 over the amount received through May FY2022.

Attached is a summary of the proceeds received for the Sales Tax, Economic Activity Taxes (EATs) and Use Tax.

Sales Tax and EATs	Budget	Actual	Amount Difference \$
Cumulative Balance Through FY 2022	80,186,552	81,761,680	1,575,128
FY 2023			
YTD Balance Forward - Sales Tax	3,643,203	4,335,321	692,118
YTD Balance Forward - EATs	(122,891)	(116,798)	6,093
Sales Tax Receipts - May 2023	364,320	348,357	(15,963)
EATs - May 2023	(12,289)	(9,338)	2,951
YTD Balance - Sales Tax	4,007,523	4,683,678	676,155
YTD Balance - EATs	(135,180)	(126,136)	9,044
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	20,341,441	22,238,755	1,897,314
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/08 through 3/31/18)	30,963,365	31,100,648	137,283
Cumulative Net Proceeds-3/8 cent Sales Tax (4/1/98 through 3/31/08)	32,768,255	32,955,600	187,345

Use Tax	Budget	Actual	Amount Difference \$
Cumulative Balance Through FY 2022	325,000	1,256,247	931,247
FY 2023			
YTD Balance Forward - Use Tax	727,680	792,456	64,776
Use Tax - May 2022	72,768	59,754	(13,014)
YTD Balance - Use Tax	800,448	852,210	51,762
LIFE-TO-DATE DATA BY USE TAX			
Cumulative Net Proceeds-December 2020 through Current Month	1,125,448	2,108,457	983,009

MEMORANDUM



Date: June 28, 2023

To: Joe Snook, CPRP, Parks Administrator

From: Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction

Re: RFP Playground Turf Replacement Program Preferred Vendor

On March 29th, LSPR advertised a Request for Proposals from vendors of playground turf to submit a proposal for a 5-year replacement program for 24 park playgrounds in the LSPR system. Rationale for replacement of all park playgrounds from engineered wood fiber to synthetic turf include the following: 1) a significant reduction in staff maintenance and mulch cost, 2) a more consistent and accessible surface, and 3) for a cleaner and more uniform appearance.

On April 28th, LSPR received three proposals: Synlawn of Lee's Summit, Missouri, Forever Lawn of DeSoto, KS, and FieldTurf of Calhoun, GA. Respondents were required to submit product specifications, product samples, references, project Quality Control/Quality Assurances, labor and material unit pricing, and any incentives/discounts available (see attachment "A"). On May 19th, the parks staff evaluation committee conducted interviews with each of the respondents to better understand their proposals, meet the project teams, and ask questions about the product and pricing.

In the May 24th Park Board meeting, the Park Board approved funding for the playground surface replacement program in FY 24 budget. The five-year full replacement plan is in the Parks 2024-2028 CIP. For budgeting purposes, staff has used \$20/sf cost to replace existing playground surfacing including demolition, labor, and materials. Attachment "B" is a tentative schedule for playground surface replacement along with approximate square footage areas. The contract will be for one year with four annual renewals under the pricing and scope in the RFP. It is anticipated that LSPR crews will perform demolition, removal, and site prep for all playground sites.

Based on all information provided by the respondents, product specifications, reference checks, and thorough evaluation of bid pricing, the committee is recommending Turf Etc. LLC, DBA Synlawn. Attachment 'C' includes their product specifications and business information. Staff is recommending Synlawn for contract approval.

Motion: I move to approve the contract with Turf Etc. LLC, DBA Synlawn for the purchase of materials and installation of synthetic turf playground surfacing in the amount of \$435,660. I further move that the Board authorize the Administrator of Parks and Recreation to execute any and all subsequent annual contracts with the aforementioned vendor in accordance with the approved annual budgets.

ATTACHMENT "A"

Bid Summary RFP Playground Turf		Total Turf SF*	Materials Cost (SF)	Materials Total Cost	Install Cost (SF)	materials + install (SF)	Install Total Cost	Freight/Bond	Total Cost materials + installation + bond + freight	over/(under) budget
SynLawn	2024	29,000	\$ 9.05	\$ 262,450.00	\$ 5.59	\$ 14.64	\$ 162,110.00	\$ 11,100.00	\$ 435,660.00	
	2025	36,500	\$ 9.42	\$ 343,830.00	\$ 5.59	\$ 15.01	\$ 204,035.00	\$ 13,078.00	\$ 560,943.00	
	2026	32,500	\$ 9.87	\$ 320,775.00	\$ 6.91	\$ 16.78	\$ 224,575.00	\$ 10,065.00	\$ 555,415.00	
	2027	19,500	\$ 11.02	\$ 214,890.00	\$ 6.91	\$ 17.93	\$ 134,745.00	\$ 10,065.00	\$ 359,700.00	
	2028	11,000	\$ 11.14	\$ 122,540.00	\$ 8.19	\$ 19.33	\$ 90,090.00	\$ 6,036.00	\$ 218,666.00	
Totals				\$ 1,264,485.00			\$ 815,555.00	\$ 50,344.00	\$ 2,130,384.00	\$ (439,616.00)
Forever Lawn	2024	29,000	\$ 12.27	\$ 355,830.00	\$ 8.27	\$ 20.54	\$ 239,830.00	\$ 10,928.00	\$ 606,588.00	
	2025	36,500	\$ 12.95	\$ 472,675.00	\$ 8.68	\$ 21.63	\$ 316,820.00	\$ 11,472.00	\$ 800,967.00	
	2026	32,500	\$ 13.05	\$ 424,125.00	\$ 8.99	\$ 22.04	\$ 292,175.00	\$ 11,001.00	\$ 727,301.00	
	2027	19,500	\$ 13.89	\$ 270,855.00	\$ 9.67	\$ 23.56	\$ 188,565.00	\$ 8,199.00	\$ 467,619.00	
	2028	11,000	\$ 14.91	\$ 164,010.00	\$ 10.00	\$ 24.91	\$ 110,000.00	\$ 2,596.00	\$ 276,606.00	
Totals				\$ 1,687,495.00			\$ 1,147,390.00	\$ 44,196.00	\$ 2,879,081.00	\$ 309,081.00
FieldTurf	2024	29,000	\$ 6.58	\$ 190,820.00	\$ 9.86	\$ 16.44	\$ 285,940.00	\$ 18,560.00	\$ 495,320.00	
	2025	36,500	\$ 6.58	\$ 234,248.00	\$ 10.15	\$ 16.73	\$ 370,475.00	\$ 24,090.00	\$ 628,813.00	
	2026	32,500	\$ 6.58	\$ 213,850.00	\$ 10.45	\$ 17.03	\$ 339,625.00	\$ 22,100.00	\$ 575,575.00	
	2027	19,500	\$ 6.58	\$ 128,310.00	\$ 10.76	\$ 17.34	\$ 209,820.00	\$ 13,650.00	\$ 351,780.00	
	2028	11,000	\$ 6.58	\$ 72,380.00	\$ 11.08	\$ 17.66	\$ 121,880.00	\$ 7,920.00	\$ 202,180.00	
Totals				\$ 839,608.00			\$ 1,327,740.00	\$ 86,320.00	\$ 2,253,668.00	\$ (316,332.00)

Estimated LSPR Budget	\$ 2,570,000.00
(based on area takeoffs and \$20/sf unit cost)	

ATTACHMENT 'B'
PLAYGROUND SURFACE REPLACEMENT PROGRAM SCHEDULE

YEAR	PARKS	TOTAL REPLACEMENT AREA (SF)	TENTATIVE SCHEDULE
FY 2024	Woods ^^ Wadsworth ^^ Pottberg Lea McKeighan North Upper Banner Miller J Fields	29,000	October 2023-April 2024
FY 2025	Osage Trails Lea McKeighan South Hartman Lowenstein	36,500	October 2024-April 2025
FY 2026	Deer Valley ^^ Harris-North ^^ Legacy Soccer Commons ^^ Harris-South Summit	32,500	October 2025-April 2026
FY 2027	Legacy-Dyke Playground ^^ South Lea Langsford Commons Howard	19,500	October 2026-April 2027
FY 2028	Arborwalk ^^ Happy Tails ^^ Legacy-Coneflower ^^	11,000	October 2027-April 2028
Total		128,500	
Note: Lower Banner and Williams Grant playgrounds currently funded and in replacement schedule			
^^Denotes playground equipment replacement in addition to surface replacement. Equipment will be bid separately			



SYNTIPEDE 343

Offering superior durability in high foot traffic areas sets this artificial grass variety apart from the rest of the pack — ideal turf for a multitude of applications where durability and reliability matter.



SUPER YARN™ TECHNOLOGY

SANITIZED®
ANTIMICROBIAL

DUALCHILL™
IR REFLECTIVE

STATBLOCK™
ANTI-STATIC

SKU	ST343
Grass Zone Yarn/Color	PE / Field Green / Apple
Grass Zone Denier	10,800 / 6
Thatch Zone Yarn/Color	PE / Field Green / Beige
Thatch Zone Denier	5,000 / 8
Grass Zone Yarn Shape	Omega
Finished Pile Height	1 1/2"
Finished Pile Weight	80 oz.
Backing	13PP/18PET 2pt / 22oz. EnviroLoc+™
Tuft Gauge	3/8"
Total Weight	108 oz.
Tuft Bind	> 8 lbs.
Permeability	> 1,000 inches p/hr
Features	Sanitized®, EnviroLoc+™, StatBlock™ Anti-Static, DualChill™ IR Reflective, Deluster, UV Stabilizers
Test Data	ASTM E108 CLASS A FIRE, D2859, E648, F1292, F1551, F1951, CAL 1350, PFA-FREE



UNMATCHED LIFETIME WARRANTY



OPTIMAL DRAINAGE > 1,000" P/HR



USE IN ALL CLIMATES AND REGIONS



IDEAL FOR HIGH FOOT-TRAFFIC AREAS

ASK ABOUT OUR... USDA CERTIFIED ORGANIC INFILL SYSTEM



SYNTIPEDE 343 is a USDA Certified Bio-Based artificial grass system in combination with organic infill, able to display a unique USDA label highlighting its percentage of biobased content.



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The Greenest Turf on Earth™

SYNTIPEDE 343

Primary Yarn Polymer	Polyethylene		
Yarn Cross Section	Omega	Primary Backing	13PP/18PET 2pt
Standard Color	Field Green / Apple	Coating Type	22 oz. EnviroLoc+
Fabric Construction	Tufted	PE Yarn Denier / Ends	10,800 / 6
Second Yarn Polymer Thatch	Polyethylene	Texturized Thatch Denier / Ends	5,000 / 8
Secondary Yarn Color	Field Green / Beige	Warranty Period	Limited Lifetime

FINISH FABRIC	ENGLISH SYSTEM		ASTM TEST
	Nominal Specification	Value Units	Method
Pile Height (Nominal)	1 1/2	inches	D-5823
Face Weight	80	oz/yd ²	D-5848
Total Fabric Weight	108	oz/yd ²	D-5848
Primary Backing Weight	6	oz/yd ²	D-5848
Secondary Coating Weight	22	oz/yd ²	D-5848
Tuft Bind	> 8	lbs.	D-1335
Grab Tear Strength (Average)	> 200	lbs.	D-5034
Total Yarn Linear Density	15,800	Denier	D-1577
Elongation to Break	> 30	%	D-2256
Yarn Breaking Strength	> 20	lbs.	D-5793
Machine Gauge	3/8	inches	D-5793
Flammability	Passed	-	D-2859
Water Permeability	> 1,000	in/hr	D-1551
Fabric Width	15	ft	-



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SPECIFICATIONS SUBJECT TO CHANGE 02/07/2023



SYNLAWN®
artificial grass never looked more natural.

Business Capability Statement

Introduction

Thank you for your interest in Turf Etc., LLC dba SYNLawn. We are a privately held, Woman ran business established in 2008, and are proud to have been selected to cover a 5-state area consisting of the great States of Missouri, Arkansas, Iowa, Kansas, and Southern Illinois, making us one of the largest distributorships in the United States.

Our strategy of providing concept-to-creation solutions, combined with our professional certified installation crews, has enabled us to build relationships with our clients - resulting in beautiful, award-winning projects including large commercial projects, golf greens, playgrounds and landscape design.

Our grass and installation are guaranteed to provide long-term value with the best warranty in the business, both for synthetic grass and for the installation. We operate to very high standards and use a multi-faceted approach as part of our process to maintain quality control and offer a superior service through consistent quality work. Our attention to detail and perfection along with highly competitive pricing, innovation, product consulting, and green technology sets Synlawn apart from other synthetic turf companies.

Turf Etc. LLC, dba SYNLawn is a certified WBE company with the City of Kansas City, Missouri, The City of St. Louis, Missouri and with the state of Kansas.

Credentials

DUNS: 012759052

NAICS CODE: 238990 – Artificial Turf Installation & Materials

CAD: (Full product line) – www.caddetails.com (Synlawn)

BONDING CAPACITY: \$500,000 SINGLE + \$1,000,000 AGGREGATE

Insurance Details

COMMERCIAL GENERAL LIABILITY – \$1,000,000, \$2,000,000 AGGREGATE

UMBRELLA LIABILITY – \$10,000,000

WORKERS COMPENSATION & AUTO LIABILITY – \$1,000,000



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Business Capability Statement

Key Personnel

Angela Grego – Owner	Angela.Grego@SYNLawn.com	816.833.6201
Lauren Groh – General Manager	Lauren.Groh@SYNLawn.com	816.833.6191
Paul Held – Sales Manager	Paul.Held@SYNLawn.com	816.597.7917
Hector Dean - Operations Coordinator	Hector.Dean@SYNLawn.com	816.400.6999

Environmental Impact

As the largest manufacturer of synthetic grass on the planet, we feel it's our duty to help take care of the planet. That's why we've worked so hard to make SYNLawn synthetic grass the safest, cleanest, greenest, most environmentally sustainable grass on earth. And it's also why we control every phase of the process, from step one to when you finally step on our grass.

Since 2008, we've used soybeans to create our EnviroLoc+™ backing, replacing up to 60% of petroleum-based materials. Besides using a naturally grown, sustainable material to help reduce carbon dioxide from the atmosphere, we're proud to support American farms by using their soybeans. SYNLawn boasts the only USDA Certified variety of artificial grass plus combinations of synthetic turf with organic infill systems able to display a unique USDA label highlighting its percentage of biobased content.

All synthetic turf products currently produced at SYNLawn are manufactured without PFAS. SYNLawn specifies that all turf ingredients be free of PFAS when purchasing raw materials. Our raw materials and finished goods have been submitted to third-party analytical chemistry labs and tested for 32 PFAS using state-of-the-art procedures finding that PFAS concentrations were below detectable limits.

Using SYNLawn artificial grass helps environmentally conscious green build builders and specifiers with LEED project certification from the U.S. Green Building Board, and the switch to SYNLawn artificial grass not only will eliminate up to 70% of water consumption, but gives you a beautiful-looking project year-round without the maintenance and while reducing the carbon footprint of the project.



Business Capability Statement

Capabilities

Turf Etc. LLC, dba SYNLawn provides services structured to the individual needs of each client. Some key capabilities are listed below:

- Labor Workforce Reporting
- Certified Payroll Reporting
- AIA Contracts and Documents
- OSHA Certifications of all personnel
- Synthetic Turf Council Member
- IPEMA Member
- WBE – City of Kansas City, City of St. Louis & Kansas

Competitive Skills:

- We are local and provide jobs to local people and services to customers.
- We deliver the highest quality level attainable on every project we undertake.
- We are on-schedule, responsive and prompt with every request and contract requirement.
- We provide fully qualified and technically capable staff.
- We communicate frequently, professionally and effectively.
- We are fair and competitive in pricing and provide the best value for projects.



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artificial grass never looked more natural.

Business Capability Statement

Awards & Accomplishments

- | | |
|--|------------------------------|
| • Project Of the Year Award | 2019 |
| • Recreational Project of The Year | 2013, 2021 |
| • Commercial Project of the Year | 2020, 2021 |
| • Best Design for Playground | 2019 |
| • Best Playground Project | 2020, 2022 |
| • Best Commercial Office Park | 2022 |
| • Project of the Year | 2022 |
| • Outstanding Performance & Operational Excellence | 2022 |
| • Pet Project of the Year | 2022 |
| • Most Complex Project of the Year | 2021 |
| • Best Golf Design | 2014, 2020 |
| • Largest Installation | 2020 |
| • Outstanding Community Involvement | 2020 |
| • Brand Leadership Award | 2020, 2021, 2022 |
| • Outstanding Performance for Installations | 2014, 2016, 2019, 2020, 2022 |
| • Outstanding Business - Thinking Bigger Magazine | 2014 |



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Business Capability Statement

Leading Projects

• B.E. Smith Playground (Kansas)	\$181,615.00
• Blue Springs R-IV School District (Missouri)	\$3.2 Million
• Blue Valley School District (Kansas)	\$2.5 Million
• Burns & McDonnell Courtyard (Missouri)	\$569,208
• Hickman Mills School District (Missouri)	\$599,392
• Jewish Community Center (Illinois)	\$99,000
• Joe Carter Golf (Missouri)	\$119,627
• Clinton School District (Missouri)	\$159,318
• Great Beginnings (Missouri)	\$118,659
• Happy Feet (Arkansas)	\$129,769
• JGBG Restaurant (Arkansas)	\$82,400
• Kennelwood Pet Resorts (Missouri)	\$71,052
• LaClede Apartments (Missouri)	\$185,540
• Lee's Summit School District (Missouri)	\$3.3 Million
• Olathe Parks and Recreation (Kansas)	\$48,333
• Purina Agility Area (Missouri)	\$96,760
• Zona Rosa (Missouri)	\$133,162

MEMORANDUM



Date: June 22, 2023

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPRP, CPSI, MW5124 AU,
Superintendent of Park Operations

Re: 2023 LSFA Agreement

Staff met with the President of the Lee's Summit Football Association and discussed the changes proposed by the City of Lee's Summit Legal Counsel. Changes were found to be agreeable by both LSPR and the Association President. Proposed changes are outlined below and are shown in red on the attached agreement.

Generic changes throughout the document

- Change dates to reflect the corresponding dates in 2023.
- Change all mentions of "the board" to LSPR throughout the agreement.
- Change any mention of "City of Lee's Summit" to "the City"
- 1. Remove the precursor of "501(C)(3) status"
- 2. Addition of "practice spaces"
- 4. Remove "will" and replace with "shall"
- 5. Addition of "will" and specifying "in writing"
- 9. Replace "will" with "shall"
- 10. 1st bullet- specify 24 hours timeframe
2nd bullet- specify that LSPR will charge
3rd bullet- change "will" to may
5th bullet- specify "expenses"
- 11. Specify programs as "Association's" programs
- 13. Specify approval will be in writing.
- 14. Specify "in writing"
3rd bullet- replace "may" with "shall"
- 16. 3rd bullet- replace "shall" with "may", add "reasonably"
- 18. Addition of "for the replacement or repair cost"



- 19. Changes in red submitted by the City of Lee's Summit Legal Counsel to more effectively reflect the most up to date laws and ordinances.
 - A. 2.- remove Youth Sports
 - B.- add the verbiage "upon the written permission of LSPR, which shall be at the sole discretion of LSPR"
 - F- add "the volunteer or staff has plead guilty to," and "or convicted of", removed the word "crimes" and replaced with "offences"
 - 2nd bullet- addition of "offenses that include" and "as an element of the offense"
 - 4th bullet- addition of "or ordinance violations in which" and "is an element of"
 - 5th bullet- addition of "or ordinance violation", "or paraphernalia related", removed "multiple" and insert "more than one such"
 - 5th bullet, 1st sub point- removed up to 35 grams
 - 6th bullet- addition of "ordinance violation"
 - 6th bullet, 2nd subpoint- removed "2nd degree"
 - 6th bullet, 4th subpoint- changed "21" to "18"
 - 6th bullet, 6th subpoint- changed "21" to "18"
 - G. addition of "a web link to"
 - H. addition of the sentence "This appeal process shall not supersede the authority of the City to exclude individuals from City property under the Ordinances of the City, State, or Federal Law"
 - H.2- specify days as calendar days
 - H.4.- Specify days as calendar days
- 22. 1st bullet- add the word "and"
 - 2nd bullet- replace "will" with "shall"
- 23. Verbiage added "State or Federal law"
- 25. Remove "of Lee's Summit", addition of "threatened or", reworded last sentence to be more specific per City of Lee's Summit Legal Counsel.
- 28. Removed the word "staff"
- 31. Shorten "Lee's Summit Parks and Recreation" to "LSPR"
 - 8th bullet- remove the banner slit requirement
 - 11th Bullet- addition of "smoking, vaping, marijuana"
 - 12th bullet- change "LSFA" to "Association"
- 33. Add "and provide evidence of reasonable insurance as determined by LSPR"
- 39. Remove "ball"
 - 1st bullet- add "mow or", "actual" and "by LSPR"
 - 2nd bullet- add "mow or", "actual" and "by LSPR"
 - 7th bullet- add "trim or", "actual" and "by LSPR"
- 41- 61 Changed numbering as number 40 was originally missing.
- 44. Specify the addition of "volunteers, staff, contractors"
- 47. Add "In order to further the goal of providing youth sports to the City and LSPR"
- 54 G. Addition of verbiage detailing that LSPR will reimburse the Association for "mutually agreed upon actual costs in writing"
- 58. Note the agreement does not create a joint venture or partnership
- 61 and 62. Additional point added per City of Lee's Summit Legal Counsel.
- Final Page- Park Board President name changed to reflect current President for each organization.



The changes outlined above have been found to be agreeable by both involved parties. Based on this, Staff recommends the acceptance of the changes to the agreements as submitted and continuing the partnership with the Lee's Summit Football Association.

Proposed Motion: I move for the approval of the agreement for the Lee's Summit Football Association as presented.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT
LEE'S SUMMIT FOOTBALL ASSOCIATION

This Agreement (here in after "Agreement ") is entered into by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City (hereinafter referred to as "City") by and through the Lee's Summit, Missouri Parks and Recreation Board (hereinafter referred to a s "LSPR") and the Lee's Summit Football Association (hereinafter termed "Association").

The Association, having been determined by LSPR to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated to be the "Primary Provider" of youth tackle football and youth flag football in Lee's Summit. Further, the Association is hereby given exclusive use of three football fields at Legacy Park, as well as Eagle Creek, Lea McKeighan South (limited to 2 teams per practice time, west side of greenspace), Deer Valley Park annually, and Miller J. Fields Park athletic fields 1, 2 and 3 from August 1, 202~~32~~³² through November 30, 202~~32~~³² (hereinafter collectively referred to as "Practice Areas"). LSPR reserves the right to schedule LSPR activities during the agreement period provided an officer of the Association is notified in advance of each activity. Specific duties and responsibilities associated with this Agreement will be delegated to appropriate LSPR staff for completion, including, but not limited to those items identified herein.

NOW, THEREFORE, In consideration of the use of said Practice Areas and the necessary surrounding areas, the parties agree as follows:

1. ~~501(c)(3) Status:~~ The Association shall maintain its 501(c)(3) Status, in good standing, throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status. Association shall also ensure it remains in good compliance and good standing with the Missouri Secretary of State throughout the term of this Agreement.
2. Association shall assemble and provide LSPR copies of the scheduling of all practice sessions on LSPR property, practice Areas and games no later than one week before each season begins.
3. Association will not take any action which would jeopardize LSPR's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.
4. Association shall control the behavior of participants and spectators during events and shall be responsible for enforcement of all LSPR's rules and regulations.
 - The Association shall will eject unruly or dangerous participants, coaches, parents or spectators from the premises during the events. Any Association officer or representative can exercise this authority. The Association may contact the Police Department for assistance, if necessary.
5. Association shall only allow vehicles in Legacy Park to park in designated parking areas only, unless otherwise authorized by LSPR in writing.
6. Association shall keep assigned Legacy Park areas and Practice Areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.



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7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the Lee's Summit Parks and Recreation Staff.
8. Association shall schedule practices, games and events in a manner to avoid exceeding the capacity of the parking lot, fields and restrooms. Due to capacity limitations at the facility, Association shall be granted exclusive use and control of the parking lots at the football venue on Saturdays and Sundays of each calendar year.
9. As LSPR facilities reach capacity it ~~shall will~~ be the Association's responsibility to insure those capacities are not exceeded.
- It is ~~LSPR's the Park Board's~~ intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) needs be addressed before non-residents.
 - The Association shall determine what the capacities of LSPR game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with LSPR prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.
10. LSPR may schedule activities of schools from other areas at Legacy Park or other Board facilities.
- The Association will advise LSPR Staff of field availability for activities within 24 hours after being notified of the other such activity.
 - ~~The schools will be charged a fee for practices and games at Legacy Park.~~
 - LSPR may charge the schools a fee for practices and games at Legacy Park.
 - LSPR will transfer a portion of the fees charged to LSFA
 - LSPR will provide the Association with at least 48 hours' notice prior to the start of any such activities.
 - The Association will send LSPR an invoice monthly for all expenses incurred relating to school activities and LSPR agrees to pay pay the expenses reasonably related to the school's activities and incurred expenses ~~said invoices~~ within 30 days of receipt
11. LSPR must approve all activities other than youth tackle or flag football and training opportunities associated with the Association's program in park facilities.
12. Association shall provide LSPR \$3.00 for each participant in Association sponsored leagues and any other leagues to support capital improvements and maintenance activities at Legacy Park. If the Association has more than one season the fee will be based on the season with the most participants. The fee for this Agreement is due by May 31, 2023~~2~~. The fee is waived as long as Association league or tournament games are not played at LSPR facilities.
13. The Association shall seek and obtain LSPR's approval in writing for all tournaments to be held pursuant to this agreement, and shall include LSPR Staff in all discussions and agreements for

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LEE'S SUMMIT PARKS AND RECREATION
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tournaments sponsored by the association, co-sponsored with outside groups or sponsored by outside groups.

14. All tournaments, leagues or other events on LSPR Property sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and LSPR Staff in writing and in advance and will require a Field Use Permit from LSPR.

- No other group may be allowed to use any of the football fields pursuant to this agreement in the Association's place.
- All such activity or other use must be approved by LSPR and the Field Use Permit shall be completed by the Association.
- LSPR ~~shall require~~ requires a \$20.00 per team fee for sports that require at least 4 players per team on the field. A \$15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to LSPR must be paid by the Association within thirty days after the last activity is completed. A

\$3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not received.

- The Association will send an email notification to LSPR Staff within 4 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. LSPR will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.

15. Vendors that request to set up areas to sell food and/or merchandise on LSPR property must be approved 14 days in advance by the Association and obtain a Vendors Permit from LSPR. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, however vendors for Association sponsored team pictures are excluded from this requirement.

16. Association shall pay for/provide for the cleanup of restrooms, storage areas and concession for those days the facility is in use by the Association or by activities sponsored by the Association.

- The Association shall keep these areas neat, orderly and clean.
- The Association shall provide those supplies required to operate the restrooms.
- The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use of Legacy Park. This included parking lots, sidelines, fields and spectator areas, etc. In the event LSPR deems Association's performance under this section unacceptable, LSPR ~~may shall~~ self-perform services as it deems proper and appropriate and will bill Association for costs reasonably associated with the services, including labor costs.



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17. The Association shall not change or alter park property in any way unless written consent has been granted by LSPR.

18. The Association shall pay the cost of replacement or repair of any LSPR property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests, employees or participants in such Association or Association approved program or activity. The Association shall not be responsible for the replacement or repair cost for damage to park property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.

19. In an effort to increase the safety of those participating in the Association's programs, LSPR is requiring programs under Association's direction which use LSPR facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with individuals who have plead guilty to, been found guilty of, or been convicted or crimes or ordinance violations, felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:

A. Perform background checks on all Association volunteers and staff 18 years and older.

1. — Background checks shall be valid for 365 days from date of the background check.

2. — The volunteers and staff who volunteer or work for other ~~Youth Sports~~ Associations that have written agreements with LSPR or that volunteer or work for LSPR will not be required to undergo more than one background check during the 365 days the background check is valid.

3. Work with LSPR and other Associations to provide information on who has completed background checks.

B. Use the vendor selected by LSPR to perform the background checks. Associations may use other vendors upon the written permission of LSPR, which shall be at the sole discretion of LSPR, if the background checks meet or exceed the specifications of LSPR Vendor listed in Section E and use the disqualifiers based on the offenses listed in this Agreement Section E. A letter of confirmation from the ~~A~~association and outside vendor will be required that confirms their agreement to follow the required procedures.

C. Provide a link on Association websites for online application for background checks.

D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.

E. The background checks will include the following:

1. National Criminal Data Base Search.

2. 50 State Sex Offender Registry Search.

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3. Local Criminal Record, search county of current residence or longest and most current residency.
 4. Social Security Number verification.
 5. Address Trace.
- F. Volunteers and staff will be ineligible to volunteer or work for the Association if the volunteer or staff has plead guilty to, found guilty of, or convicted of the following crimes:
- All sexual based offenses regardless of the amount of time since the offense.
 - All felony offenses that include violence as an element of the offense regardless of the amount of time since the offense.
 - All felony offenses other than sexual or violence related within past 10 years.
 - All misdemeanor or ordinance violation offenses in which violence is an element of the offenses within the past 7 years.
 - All misdemeanor or ordinance violation drug or paraphernalia related offenses in past 5 years or more than one such multiple offenses in past 10 years including but not limited to:
 - Possession of up to 35 grams marijuana/synthetic cannabinoid
 - Unlawful use of drug paraphernalia
 - Possession of an imitation controlled substance
 - Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
 - Intentionally induce symptoms by use of solvents or possess solvents 1st offense
 - Any other misdemeanor or ordinance violarion within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to
 - Unlawful transaction with child
 - Endangering the welfare of a child, 2nd degree
 - Assist in child abduction or parental kidnapping
 - Obtain/transfer/use identification for purpose of providing false identification to persons under 1821
 - Supplying liquor to a minor
 - Harassment by a person 1821 years or older against a person 17 years or younger
- G. Distribute or provide a web link to access to the State of Vermont Agency of Human Services, Department for Children & Families program titled "STEP UP: Protect Children From Sexual Abuse" to parents and guardians of participants in Association programs and encourage participation in the training program. "Required Parent/Guardian Training Material to Protect children From Sexual Abuse".



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H. The ~~P~~resident of the Association will serve on the "Background Check Review Committee" with other Youth Sports Association ~~P~~residents and a representative from LSPR. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. . This appeal process shall not supersede the authority of the City to exclude individuals from City property under the Ordinances of the City, State, or Federal law The process for appeals is as follows:

1. Applicant receives written notice of disqualification
2. Applicant has the option to submit a written appeal to the Association president within seven(7) calendar Days
3. Association president requests additional information on the applicants record from the background check vendor and forwards the written appeal information to all committee members.
4. All committee members will be required to review the appeal and vote on the appeal within seven (7) calendar days of receipt of additional information from the background check vendor.
5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
7. There will be no further appeal options.
20. LSPR understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, LSPR feels strongly that is in the best interest of the Association's program and the youth it serves to attempt to provide the coaches with the basic skills necessary to coach football and work with children. In order to provide a basic understanding of coaching football and working with youth the Association shall provide a minimum training of two hours per year to all coaches and or managers.
 - The Association shall provide a written description of the training that has been provided and a list of coaches and or managers that have met this condition.
 - Organizational meetings do not count as training for development of coaching skills and working with youth.

The training will be conducted by an Association approved trainer (high school, college or professional coaches are recommended for this activity).

- Current licensed or certified coaches are exempt from this training requirement.
 - LSPR will provide a Board site for training at no cost to the Association.
21. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, LSPR requires the Association to distribute or provide



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access to the Centers for Disease Control and Prevention program titled "Heads Up" and to encourage participation in the training program available at the following link: <https://www.cdc.gov/headsup/index.html>. The Association shall also distribute or provide access to Boston University Research: CTE Center information on Chronic Traumatic Encephalopathy (CTE) titled "Frequently Asked Questions about CTE" available at the following link: <https://www.bu.edu/cte/about/frequently-asked-questions/>

22. Participant surveys are an important method to measure the results of a program and the performance of the facilities. LSPR staff will conduct one participant survey per year of Association activities at LSPR facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and LSPR Staff.

- Surveys will be paid for, prepared, ~~and~~ distributed and results compiled by the Board and LSPR Staff.
- The Association ~~shall will~~ provide to LSPR e-mail and/or mailing addresses of all participants at the conclusion of the fall football league.
- Results will be shared with the association.

23. The Association shall assume the responsibility of maintaining control of their own program and taking all necessary steps to prevent the violation of any City ordinance State or Federal law, or any act or action that might be detrimental to LSPR. Association assumes responsibility for any incidents, injuries, events or other issues arising during use of LSPR facilities and in connection with programs sponsored by, held by, or authorized by Association, except to the extent caused by the negligence of LSPR and/or injuries relating to items sustained due solely to lack of maintenance or repair of items maintained by LSPR, as specified in this Agreement.

24. The Association shall provide insurance coverage for theft, loss, damage etc. to Association property stored in or on LSPR property.

25. The Association shall indemnify, release, defend, become responsible for and forever hold harmless LSPR and the City ~~of Lee's Summit~~, their respective officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever threatened or brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of LSPR's playing fields and facilities from May 31, 2023~~2~~ to May 31, 2024~~2~~ as herein set forth and provide LSPR a certificate of insurance indicating coverage it maintains Commercial General Liability coverage with unimpaired limit of not less than \$1,000,000 for each occurrence and a \$3,000,000 General Aggregate Limit to cover all operations included herein. The policy shall name the City of Lee's Summit, Missouri, as additional insured and a waiver of subrogation against the City under such policy. Association shall maintain workers compensation and automobile



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~~insurance as required by law, naming the City of Lee's Summit, Missouri, as additional insured. However, this provision shall not apply to any such lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities that are related to items due solely to lack of adequate maintenance or repair of items maintained by LSPR, as specified in this Agreement. This coverage must provide a general aggregate liability of \$3,000,000 to cover all operations included herein.~~

26. The Association shall provide LSPR, in advance of use of said Practice Areas, with a copy of the most recent year-end financial statement (detailed balance sheet and income statement) and the most recent 990 filing.

- The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.
- The Association is also encouraged to have their financial affairs audited.
- LSPR reserves the right to conduct an internal audit, with a 30 day notice, to conduct an internal audit of the Association's financial records at any time.

27. The Association shall permit an authorized representative of LSPR, with a 30 day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.

28. LSPR ~~Staff~~ shall receive and schedule requests for the practice field and game field space from others including all school requests.

29. The Association shall pay for/provide for the preparation of fields for the Association's and its users' games. Materials used to line fields must not be harmful to the turf or patrons.

30. The Association shall pay and be liable for Association's and its user's usage of all utilities at Legacy Park.

31. Association shall not place banners, signs or advertisement at ~~LSPR Board~~ facilities unless one of the following conditions are met.

1. Obtain a Legacy Banner permit for event banners from ~~the Board~~ LSPR or
2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

The intent of this policy is to allow Youth Sports Associations (YSA's) that have written agreements with ~~Lee's Summit Parks and Recreation (LSPR)~~ to display advertising banners at Legacy Park. The associations will be allowed to solicit sponsors for banners for the purpose of field viewing. This policy does not take the place of our existing Legacy Banner Permit (attached) for tournaments or other short term events.

YSA's may place banners at Legacy Park under the following conditions:



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- Banners must be sponsored by the Association.
- Banner design and content must be approved by LSPR.
- LSPR will determine the number of banners that can be displayed.
- Banner size will be no larger than 4' x 8'
- Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
- Banner installation guidelines if installed on chain-link fence:
 - Top of banner equidistance from top of fence
 - Spaced evenly between fence posts
 - Bottom of banners equidistance from bottom of fence.
- Banners may be placed on chain link fence locations or other locations approved by LSPR.
- ~~Banner must allow wind to pass thru banner (slits or mesh material).~~
- Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
- Banners may only be displayed during time period approved by LSPR.
- Banners for smoking, vaping, tobacco, marijuana products or alcohol will not be approved.
- Banner images and messages must be in good taste and not offensive as determined by LSPR.
- Banner Fees:
\$2.00/ banner/day displayed or \$20.00/banner/ month or \$50.00/banner/year
- LSFA Association will submit to LSPR for review and approval field sponsorship program(s) that are in addition to or in place of the current banner program identified in this section.

3. The Association shall provide to LSPR a written accounting of the monetary amounts paid for or the monetary value of such advertising.

4. In addition to the provisions set forth herein, LSPR shall be entitled to deny any advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.

5. The Association will provide LSPR with a list of existing Association sponsors to be placed on a "no call" list to be shared with LSPR's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:



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- a. Is a current Association sponsor or has been an Association sponsor within the last three (3) years.
- b. Has provided a minimum of 2 years sponsorship "or has been an Association sponsor within the last three (3) years to the Association including the current year
- c. Has exceeded a minimum threshold of \$1,500 per year

Team and Association banners that do not include advertising beyond the name and/or logo of the team sponsors are excluded. Team banners include the name of the team and are displayed adjacent to the team bench for the duration of the game

32. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay LSPR a \$20.00 per team fee if a parking fee or gate fee is charged. Fees due to LSPR must be paid by the Association to LSPR within thirty days after the last activity is completed.

- A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. LSPR Staff will provide the sign.
- The Association can exempt one Association event per year from the parking fee.

33. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by LSPR prior to the start of the season and provide evidence of reasonable insurance as determined by LSPR.

34. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow sales by others only by obtaining LSPR approval.

35. The environmental impact of Association activities should be considered and addressed when possible. LSPR encourages and will assist Association efforts to research and implement recycling activities.

36. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users'. Association shall ensure compliance with the LSPR and YSA Weather Guidelines, mutually adopted by the Youth Sports Associations of Lee's Summit, including Association, and LSPR, as may be modified from time to time by mutual agreement of all Youth Sports Associations and LSPR. A copy of the LSPR and YSA Weather Guidelines currently in effect is included in this Agreement as Attachment A.

37. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and/or fields at practice and game fields. The Association will be responsible to repair damage caused by such use. LSPR will specify the types of repairs that need to be completed. If field damage becomes excessive due to the Association's or its users' use during unfavorable field conditions LSPR will take over this responsibility, at the expense of the Association.



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38. The Association shall provide trash dumpsters and trash can liners at Legacy Park.
39. The Association shall pay for/provide for the mowing services at Legacy Park for Association ~~ball~~ fields and turf areas. Such mowing shall include:
- Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be mowed and trimmed at least once every two weeks while growing and not allowed to exceed 6" in height. If height of vegetation exceeds 8" LSPR will mow or have the areas mowed and trimmed by a contractor and invoice the Association for actual cost incurred by LSPR.
 - Category II mowing: All athletic field surfaces, 10 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 1/2" and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed at a frequency which does not allow growth in excess of 6". If height of vegetation exceeds 8" LSPR will mow or have the areas mowed and trimmed and invoice the Association for actual cost incurred by LSPR.
 - Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
 - All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
 - All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
 - The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, etc. at a frequency which does not allow growth in excess of 6" in height throughout the term of this Agreement.
 - Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" LSPR will trim or have the areas trimmed by a contractor and invoice the association for actual cost incurred by LSPR.
 - The Association shall be responsible and liable for damage LSPR property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to inflict damage to the bark of trees. LSPR will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.
 - All equipment used by the Association to perform services shall be operated in a safe manner consistent with the manufactures' recommendations. The equipment shall be operated at a speed that poses no danger to the public and achieves the desired appearance. Reasonable care shall be taken when working in the vicinity of people, vehicles, buildings and property inside the fence, a minimum of ten feet outside the fence and parking lot, parking lot islands and medians, and turf areas between the parking lot and restroom/concession building. Field areas will be maintained at 2.5"-3.5 ". All other areas



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LEE'S SUMMIT FOOTBALL ASSOCIATION

will be maintained at 3"-4". No more than 1/3 of blade length will be removed per mowing. Attached map shows areas to be mowed. Mowing height and frequency will be monitored by LSPR.

~~401.~~ Basic seeding, fertilizing and pesticides will be provided by Board, see the attached Annual Turf Maintenance Calendar, incorporated into this Agreement as Attachment B. The Association will be responsible for material costs for increased levels of maintenance.

~~412.~~ The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e. goals, player equipment, balls, field paint, etc.

~~423.~~ The Association and LSPR hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior consent of the other party to the Agreement.

~~434.~~ The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.

~~445.~~ The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. LSPR does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that LSPR and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents, volunteers, staff, contractors or participants.

~~456.~~ Association shall not schedule practices at Miller J. Fields Park on the following dates: September 10, 17, 24, 41, 18, 25 and October 2, 9, 2022, 1, 8 2023.

~~467.~~ The Association shall not schedule or allow regular individual and/or team practice at Legacy Park football fields unless approved by LSPR Staff.

~~478.~~ In order to further the goal of providing youth sports to the City and the LSPR, ~~the~~ Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of it's fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to park facilities. Capital investments will be determined by mutual agreement between LSPR and the Association.

~~489.~~ The Association shall provide to LSPR an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.

~~4950.~~ The Association shall provide to LSPR a copy of Board minutes for each meeting held during the term of this agreement.

~~5051.~~ The Association shall provide to LSPR a copy of the Association's organizational chart including names and position titles.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT
LEE'S SUMMIT FOOTBALL ASSOCIATION

~~5152~~. The Association shall provide to LSPR a written list of Association Board members who are paid staff, represent an organization(s), a lessee or renter, a contractor or someone who otherwise would benefit financially from the use of ~~LSPR Board~~ facilities.

~~523~~. Lightning Detection System. The City ~~of Lee's Summit, Missouri~~, has purchased a Lightning Detection System for the purpose of providing access to enhanced weather safety data to certain users, including Youth Sports Associations and LSPR. Notifications will be established in accordance with the guidelines established in the LSPR and YSA Weather Guidelines. Without limitation, Association hereby acknowledges that the indemnification provisions of this Agreement, in addition to applying generally to all aspects of the relationship between LSPR and Association, also specifically apply to the Associations' use or reliance upon the Lightning Detection System as a mechanism for determining safe play conditions.

~~534~~. LSPR Responsibilities. The following are responsibilities which LSPR has agreed to specifically undertake in connection with this Agreement:

- A. Maintenance of all utilities.
- B. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:
 - i. Seed, sod, fertilizer, and pest control
 - ii. Irrigation
 - iii. Aeration
- C. Maintenance and repair of the restroom/concession building and fixtures except for those items owned by the Association.
- D. Maintenance, repair and replacement of fencing, trees, shrubs, athletic field lighting and walkways.
- E. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by ~~LSPR the Board~~.
- F. ~~LSPR Park staff~~ will perform any activity due to non-performance by the Association, and this will be charged at the rate of \$25.00 per hour to the Association.
- G. LSPR will reimburse the Association for mutually agreed upon actual costs in writing the Association incurs due to LSPR sponsored tournaments at Legacy Park using areas that have been provided to the Association through this agreement. Costs include but are not limited to utilities, mowing, field set up, trash pickup and restroom cleaning.

~~545~~. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.

Lee's Summit Parks and Recreation Attn: Administrator 220 SE Green Street



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT
LEE'S SUMMIT FOOTBALL ASSOCIATION

Lee's Summit, MO 64063

Lee's Summit Tackle Football Association, Inc. PO Box 6724

Lee's Summit, MO 64064

556. In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both LSPR and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.

576. It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.

578. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or effect.

589. Nothing in this Agreement shall be construed to create ~~an~~ a joint venture, partnership or employment relationship between LSPR, the City ~~of Lee's Summit~~, and the members, employees or agents of the Association.

5960. If Association fails to perform any obligation imposed upon Association hereby, ~~LSPR-Board~~ may terminate this agreement by delivering not less than ten (10) days written notice of termination to the Association.

601. Term. This Agreement shall be effective the 1st day of June, 2023~~2~~, and shall remain in effect through the 31st day of May, 2024~~3~~.

61. In the event of termination by LSPR in accordance with any of the provisions of this Agreement, LSPR shall not be liable to the Association for compensation, reimbursement, or damages on account of the loss of prospective profits or anticipated business or on account of expenditures, investments, leases or commitments in connection with the Association.

62. This Agreement shall be deemed to have been made within the County of Jackson, State of Missouri, City of Lee's Summit, and shall be interpreted, construed, and enforced in accordance with the laws of the State of Missouri and before the Courts of Missouri in the County of Jackson at Independence.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT
LEE'S SUMMIT FOOTBALL ASSOCIATION

IN WITNESS WHEREOF, the parties below have hereunto executed this Agreement on the day and year first written above.

ASSOCIATION

Vernon Woodin, ~~Interim~~ President
Lee's Summit Football Association

LSPR

~~Lawrence Bivins~~ ~~Melinda Aulenbach~~, President
Lee's Summit Parks and Recreation Board

Joe Snook, CPRP, Administrator
Lee's Summit Parks and Recreation

APPROVED AS TO FORM:

Legal Services

MEMORANDUM



Date: June 22, 2023

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPRP, CPSI, MW5124 AU,
Superintendent of Park Operations

Re: 2023 LSSA Agreement

Staff met with the President of the Lee's Summit Soccer Association and discussed the changes proposed by the City of Lee's Summit Legal Counsel. Changes were found to be agreeable by both LSPR and the Association President. Proposed changes are outlined below and are shown in red on the attached agreement.

Generic changes throughout the document

- Change dates to reflect the corresponding dates in 2023.
- Change all mentions of "the board" to LSPR throughout the agreement.
- Change any mention of "City of Lee's Summit" to "the City"
- 1. Remove the precursor of "501(C)(3) status"
- 2. Addition of "practice spaces"
- 4. Remove "will" and replace with "shall"
- 5. Addition of "only" and specifying "in writing"
- 9. Replace "will" with "shall"
- 10. 1st bullet- specify 24 hours timeframe
2nd bullet- specify that LSPR will charge
5th bullet- specify "expenses"
- 11. Specify programs as "Association's" programs
- 14. Specify approval will be in writing.
- 15. Specify "in writing"
3rd bullet- replace "requires" with "shall require"
- 17. Addition of last sentence, per City of LS legal Counsel.
- 19. Addition of "for the replacement or repair cost"
- 20. Changes in red submitted by the City of Lee's Summit Legal Counsel to more effectively reflect the most up to date laws and ordinances.
 - A. 2.- remove Youth Sports
 - B.- add the verbiage "upon the written permission of LSPR, which shall be at the sole discretion of LSPR", specify LSPR Vendor
 - F- add "the volunteer or staff has plead guilty to," and "or convicted of", removed the word "crimes" and replaced with "offences"
 - 2nd bullet- addition of "offenses that include" and "as an element of the offense"



- 4th bullet- addition of “or ordinance violations in which” and “is an element of”
- 5th bullet- addition of “or ordinance violation”, “or paraphernalia related”, removed “multiple” and insert “more than one such”
 - 5th bullet, 1st sub point- removed up to 35 grams
- 6th bullet- addition of “ordinance violation”
 - 6th bullet, 2nd subpoint- removed “2nd degree”
 - 6th bullet, 4th subpoint- changed “21” to “18”
 - 6th bullet, 6th subpoint- changed “21” to “18”
- G. addition of “a web link to”
- H. addition of the sentence “This appeal process shall not supersede the authority of the City to exclude individuals from City property under the Ordinances of the City, State, or Federal Law”
 - H.2- specify days as calendar days
 - H.4.- Specify days as calendar days
- 23. 1st bullet- add the word “and”
 - 2nd bullet- replace “will” with “shall”
- 24. Verbiage added “State or Federal law”
- 26. Remove “of Lee’s Summit”, addition of “threatened or”, reworded last sentence to be more specific per City of Lee’s Summit Legal Counsel.
- 32. Shorten “Lee’s Summit Parks and Recreation” to “LSPR”
 - 8th bullet- remove the banner slit requirement
 - 11th Bullet- addition of “smoking, vaping, marijuana”
 - 12th bullet- change “LSSA” to “Association”
- 34. Add “and provide evidence of reasonable insurance as determined by LSPR”
- 40. Remove “ball”
 - 1st bullet- add “mow or”, “actual” and “by LSPR”
 - 2nd bullet- add “mow or”, “actual” and “by LSPR”
 - 7th bullet- add “trim or”, “actual” and “by LSPR”
- 46. Specify the addition of “volunteers, staff, contractors”
- 49. Add “In order to further the goal of providing youth sports to the City and LSPR”
- 54. 7. Addition of verbiage detailing that LSPR will reimburse the Association for “mutually agreed upon actual costs in writing”
- 60. Note the agreement does not create a joint venture or partnership
- 64. Additional point added per City of Lee’s Summit Legal Counsel.
- Final Page- Park Board President name changed to reflect current President of each organization.

The changes outlined above have been found to be agreeable by both involved parties. Based on this, Staff recommends the acceptance of the changes to the agreements as submitted and continuing the partnership with the Lee’s Summit Soccer Association.

Proposed Motion: I move for the approval of the agreement for the Lee’s Summit Soccer Association as presented.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT
LEE'S SUMMIT SOCCER ASSOCIATION

This Agreement (hereinafter "Agreement") is entered into by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City (~~hereinafter referred to as "City"~~) by and through the Lee's Summit Parks and Recreation Board (hereinafter referred to as "LSPR") and the Lee's Summit Soccer Association, a Missouri not for profit corporation (hereinafter referred to as "Association").

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The Association, having been determined by LSPR to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated by LSPR to be the "Primary Provider" of youth recreational soccer and youth competitive soccer in Lee's Summit. Further, as a Primary Provider, the Association is hereby given exclusive use of the soccer fields at Legacy Park (fields north of football and fields east of Early Childhood Development Center) as well as soccer practice areas at Osage Trails Park, Lowenstein Park, Upper Banner Park, Lower Banner Park, Howard Park and Wadsworth Park (hereinafter referred to collectively as "Practice Areas") through the Term of this Agreement for the purpose of conducting various soccer activities on a regularly scheduled basis in accordance with the schedule and sites appended hereto and made a part thereof, or as mutually agreed upon in writing by LSPR and the Association after execution of this Agreement. LSPR reserves the right to schedule LSPR sponsored activities during the Term of this Agreement provided an officer of the Association is notified in advance of each activity. Specific duties and responsibilities associated with this Agreement will be delegated by LSPR to appropriate staff for completion, including, but not limited to those items identified herein.

NOW, THEREFORE, in consideration of the use of said Practice Areas and the necessary surrounding areas, the parties agree as follows:

1. ~~501(c)(3) Status:~~ The Association shall maintain its 501(c)(3) status throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status. Association shall also ensure it remains in good compliance and good standing with the Missouri Secretary of State throughout the term of this Agreement.
2. Association shall assemble and provide LSPR copies of the schedules of all practice sessions on ~~LSPR Board~~ property, practice areas and games no later than one week before each season begins.
3. Association will not take any action which would jeopardize LSPR's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.
4. The Association shall control the behavior of participants and spectators during events and shall be responsible for enforcement of all LSPR's rules and regulations.
 - The Association ~~shall will~~ eject unruly or dangerous participants, coaches, parents, vendors, contractors or spectators from the premises during the events. Any Association board member can exercise this authority. The Association may contact the Police Department for assistance, if necessary.
5. Association shall only allow vehicles in Legacy Park to park in designated parking areas only, unless otherwise authorized by LSPR in writing.



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6. Association shall keep Practice Areas as well as surrounding Legacy Park areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.

7. Association shall schedule activities of assigned areas. Activity schedules must be approved by LSPR Staff.

8. Association shall schedule practices, games and events in a manner to avoid exceeding the capacity of the parking lot fields and restrooms. Additionally, the Association will not have access to the parking lots at the football venue on Saturdays or Sundays, such access being exclusively limited to the Lee's Summit Football Association.

9. As LSPR facilities reach capacity it ~~shall~~ will be the Association's responsibility to insure those capacities are not exceeded.

- It is ~~LSPR's the Park Board's~~ intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) needs be addressed before non-residents. Lee's Summit residents will have a priority placement over non-residents for all registrations received on or before the registration deadline.

- The Association shall determine what the capacities of LSPR game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with LSPR Staff prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.

10. LSPR may schedule activities of schools from other areas at Legacy Park or other Board facilities.

- The Association will advise LSPR Staff of field availability for activities within 24 hours after being notified of the other such activity.

- ~~The schools will be charged a fee for practices and games at Legacy Park~~

- LSPR may charge a fee for practices and games at Legacy Park.

- LSPR will transfer a portion of the fees charged to LSSA.

- LSPR will provide the Association with at least 48 hours' notice prior to the start of any such activities.

- The Association will send LSPR an invoice monthly for all expenses incurred relating to R-7 School District activities and LSPR agrees to pay the expenses reasonably related to the school's activities and incurred expenses ~~said invoices~~ within 30 days of receipt

11. LSPR must approve all activities other than youth and adult outdoor soccer and training opportunities associated with the Association's program in park facilities.

12. Recreational League Fees: The Association shall provide LSPR a fee for each participant in Association sponsored recreational leagues and any other leagues to support maintenance activities at

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LEE'S SUMMIT PARKS AND RECREATION
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Legacy Park. If the Association has more than one season per league the fee will be based on the season with the most participants. Listed below is the fee amount for each league:

Recreational League: \$3.00 per participant

Adult League: \$3.00 per participant

Special Needs League: Exempt

13. Competitive League Fees: The Association shall provide LSPR a field rental fee for each competitive game played by a league or club. The rental fee shall be \$12 per game. The fees are due by May 31, 2023.

14. The Association shall seek and obtain through writing, LSPR's LSPR Staff, approval for all tournaments to be held pursuant to this agreement, and shall include LSPR Staff, in all discussions and agreements for tournaments sponsored by the Association, co-sponsored with outside groups or sponsored by outside groups.

15. All tournaments, leagues or other events sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and LSPR Staff in writing and in advance and will require a Field Use Permit from LSPR.

- No other group may be allowed to use any of the soccer fields pursuant to this agreement in the Association's place.
- All such activities must be approved by LSPR and the Field Use Permit shall be completed by the Association.
- LSPR ~~shall require~~requires a \$20.00 per team fee for sports that require at least 4 players per team on the field. A \$15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices and or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to the Board must be paid by the Association to the Board within thirty days after the last activity is completed. A \$3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not received.
- The Association will send an email notification to LSPR Staff within 4 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity LSPR will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.

16. Vendors that request to set up areas to sell food and/or merchandise, or to advertise on LSPR property must be approved in advance by the Association and obtain a Vendors Permit from LSPR 14 days in advance of event. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, including tournament promotional t-shirts, however, vendors for Association sponsored team pictures are excluded from this requirement.



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17. The Association shall pay for/provide for the cleanup of restrooms, storage areas, and concession areas for those days the facility is in use by the Association or by activities approved by the Association.

- The Association shall keep these areas neat, orderly and clean
- The Association shall provide those supplies required to operate the restrooms
- The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use at Legacy Park. This includes parking lots, sidelines, fields and spectator areas, etc. In the event LSPR deems Association's performance under this section unacceptable, LSPR may self-perform services as it deems proper and appropriate and will bill Association for costs reasonably associated with the services, including labor costs.

18. The Association shall not change or alter park property in any way unless written consent has been granted by LSPR.

19. The Association shall pay the cost of replacement or repair of any LSPR property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests, employees or participants in such Association or Association approved program or activity. The Association shall not be responsible for the replacement or repair cost for damage to park property not caused, in whole or in part, by it or its agents, employees, invitees, guests or users.

20. In an effort to increase the safety of those participating in the Association's programs, LSPR is requiring programs under Association's direction which use LSPR facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with individuals who have plead guilty to, been found guilty of, or been convicted or crimes or ordinance violations, felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:

- A. Perform background checks on all Association volunteers and staff 18 years and older.
 - I. Background checks shall be valid for 365 days from date of the background check.
 - 2. The volunteers and staff who volunteer or work for other ~~Youth Sports A~~ssociations that have written agreements with the City or that volunteer or work for LSPR will not be required to undergo more than one background check during the 365 days the background check is valid.
 - 3. Work with LSPR and other associations to provide information on who has completed background checks.
- B. Use the vendor selected by LSPR to perform the background checks. Associations may use other vendors upon the written permission of LSPR, which shall be at the sole discretion of LSPR, if the background checks meet or exceed the specifications of LSPR vendor listed in Section E and use the disqualifiers based on the offenses listed in this agreement Section F. A letter of confirmation from the



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association and outside vendor will be required that confirms their agreement to follow the required procedures.

- C. Provide a link on Association websites for online application for background checks.
- D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.
- E. The background checks will include the following:
 - 1. National Criminal Data Base Search.
 - 2. 50 State Sex Offender Registry Search.
 - 3. Local Criminal Record, search county of current residence or longest and most current residency.
 - 4. Social Security Number verification.
 - 5. Address Trace.
- F. Volunteers and staff will be ineligible to volunteer or work for the Association if the volunteer or staff has plead guilty to, found guilty of, or convicted of the following crimes:
 - All sexual based offenses regardless of the amount of time since the offense.
 - All felony offenses that include violence as an element of the offense regardless of the amount of time since the offense.
 - All felony offenses other than sexual or violence related within past 10 years
 - All misdemeanor or ordinance violation offenses in which violence is an element of the offenses within the past 7 years including but not limited to assault.
 - All misdemeanor or ordinance violation drug or paraphernalia related offenses in past 5 years or more than one such multiple offenses in past 10 years including but not limited to:
 - Possession of up to 35 grams marijuana/synthetic cannabinoid
 - Unlawful use of drug paraphernalia
 - Possession of a imitation controlled substance
 - Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
 - Intentionally induce symptoms by use of solvents or possess solvents 1st offense
 - Any other misdemeanor or ordinance violation within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to:
 - Unlawful transaction with child
 - Endangering the welfare of a child, 2nd degree
 - Assist in child abduction or parental kidnapping



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- Obtain/transfer/use identification for purpose of providing false identification to persons under 18-21
- Supplying liquor to a minor
- Harassment by a person 18-21 years or older against a person 17 years or younger

G. Distribute or provide a web link to access to the State of Vermont Agency of Human Services, Department for Children & Families program titled "STEP UP: Protect Children From Sexual Abuse" to parents and guardians of participants in Association programs and encourage participation in the training program. Refer to the program as "Required Parent/Guardian Training Material to Protect Children From Sexual Abuse" .

H. The ~~P~~resident of the Association will serve on the "Background Check Review Committee" with other Youth Sports Association ~~P~~residents and a representative from LSPR. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. This appeal process shall not supersede the authority of the City to exclude individuals from City property under the Ordinances of the City, State, or Federal law The process for appeals is as follows:

1. Applicant receives written notice of disqualification
2. Applicant has the option to submit a written appeal to the Association president within seven (7) calendar days
3. Association president requests additional information on the applicant's record from the background check vendor and forwards the written appeal information to all committee members.
4. All committee members will be required to review the appeal and vote on the appeal within seven (7) calendar days of receipt of additional information from the background check vendor.
5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
7. There will be no further appeal options.

21. LSPR understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, LSPR feels strongly that is in the best interest of the Association's program and the youth it serves to attempt to provide the coaches of soccer teams participating in Association leagues with the basic skills necessary to coach soccer and work with children. In order to provide a basic understanding of coaching soccer and working with youth the Association shall provide a minimum training of two hours per year to all coaches and or managers.

- The Association shall provide a written description of the training that has been provided and a list of coaches and or managers that have met this condition.



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- Organizational meetings do not count as training for development of coaching skills and working with youth.
- The training will be conducted by an Association approved trainer (high school, college or professional coaches are recommended for this activity).
- Current licensed or certified coaches are exempt from this training requirement.
- LSPR will provide a site for training at no cost to the Association.

22. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, LSPR requires the Association to distribute or provide access to the Centers for Disease Control and Prevention program titled "Heads Up" and to encourage participation in the training program available at the following link: <https://www.cdc.gov/headsup/index.html>. The Association shall also distribute or provide access to Boston University Research:CTE Center information on Chronic Traumatic Encephalopathy (CTE) titled "Frequently Asked Questions about CTE" available at the following link: <https://www.bu.edu/cte/about/frequently-asked-questions/>

23. Participant surveys are an important method to measure the results of a program and the performance of the facilities. LSPR staff will conduct one participant survey per year of Association activities at LSPR facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and LSPR staff.

- The Association ~~will~~shall provide to LSPR e-mail and/or mailing addresses of all participants at the conclusion of the fall soccer league.
- Surveys will be paid for, prepared, and distributed and results compiled by LSPR staff.
- Results will be shared with the association.

24. The Association shall assume the responsibility of maintaining control of their own program and take all necessary steps to prevent the violation of any City ordinance State or Federal law, or any act or action that might be detrimental to LSPR. Association assumes responsibility for any incidents, injuries, events or other issues arising during use of LSPR facilities and in connection with programs sponsored by, held by, or authorized by Association, except to the extent caused by the negligence of LSPR and/or injuries relating to items sustained due solely to lack of maintenance or repair of items maintained by LSPR, as specified in this Agreement.

25. The Association shall provide insurance coverage for theft, loss, damage, etc. to Association property stored in or on LSPR property.

26. The Association shall indemnify, release, defend, become responsible for and forever hold harmless LSPR and the City ~~of Lee's Summit~~, their respective officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever threatened or brought because of bodily injury or death received or sustained, or loss or damage received or



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sustained, by any person, persons, or property resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of LSPR's playing fields and facilities from May 31, 2023~~2~~ to May 31, 2024~~2~~ as herein set forth. However, this provision shall not apply to any such lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities that are related to items due solely to lack of adequate maintenance or repair of items maintained by LSPR, as specified in this Agreement. ~~The Association shall maintain a general liability policy of \$3,000,000 to cover all operations included herein and provide LSPR with a certificate of insurance indicating coverage it maintains Commercial General Liability coverage with unimpaired limit of not less than \$1,000,000 for each occurrence and a \$3,000,000 General Aggregate Limit to cover all operations included herein. The policy shall name the City of Lee's Summit, Missouri, as additional insured and a waiver of subrogation against the City under such policy. Association shall maintain workers compensation and automobile insurance as required by law. such coverage and naming the City of Lee's Summit as additional insured.~~

27. The Association shall provide LSPR, in advance of use of Practice Areas, with a copy of the most recent financial statements (detailed balance sheet and income statement) and the most recent 990 filing.

- The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.
- The Association is also encouraged to have their financial affairs audited.
- LSPR reserves the right, at LSPR's expense, and with a 30 day notice, to conduct an internal audit of the Association's financial records at any time.

28. The Association shall permit an authorized representative of LSPR, with a 30-day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.

29. LSPR ~~staff~~ shall receive and schedule requests for the LSPR practice field and game field space from others including all school requests.

30. The Association shall pay for/provide for the preparation and lining of fields for the Association's and its users' games. Materials used to line fields must not be harmful to the turf or patrons.

31. The Association shall pay and be liable for Association's and its users' usage of all utilities at Legacy Park.

32. Association shall not place banners, signs or advertisement at LSPR facilities unless one of the following conditions are met.

1. Obtain a Legacy Banner permit for event banners from LSPR ~~or~~.
2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:



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The intent of this policy is to allow Youth Sports Associations (YSA's) that have written agreements with ~~Lee's Summit Parks and Recreation (LSPR)~~ to display advertising banners at Legacy Park. The associations will be allowed to solicit sponsors for banners for the purpose of field viewing. This policy does not take the place of our existing Legacy Banner Permit (attached) for tournaments or other short term events.

YSA's may place banners at Legacy Park under the following conditions:

- Banners must be sponsored by the Association.
- Banner design and content must be approved by LSPR.
- LSPR will determine the number of banners that can be displayed.
- Banner size will be no larger than 4' x 8'
- Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
- Banner installation guidelines if installed on chain link fence:
 1. Top of banner equidistance from top of fence
 2. Spaced evenly between fence posts
 3. Bottom of banners equidistance from bottom of fence.
- Banners may be placed on chain link fence locations or other locations approved by LSPR.
- Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
- Banners may only be displayed during time period approved by LSPR.
- Banners for ~~smoking, vaping~~ tobacco ~~or marijuana~~ products or alcohol will not be approved.
- Banner images and messages must be in good taste and not offensive as determined by LSPR.
- Banner Fees:

\$2.00/ banner/day displayed or \$20.00/banner/ month or \$50.00/banner/year

- ~~Association LSSA~~ will submit to LSPR for review and approval field sponsorship program(s) that are in addition to or in place of the current banner program identified in this section
3. The Association shall provide to LSPR a written accounting of the monetary amounts paid for or the monetary value of such advertising.
 4. In addition to the provisions set forth herein, LSPR shall be entitled to deny any advertising if such advertising would cause LSPR to be non-compliant with any Federal, State, or Local laws, rules or regulations.



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5. The Association will provide the Board with a list of existing Association sponsors to be placed on a "no call" list to be shared with the LSPR's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:

- a. Is a current Association sponsor or has been an Association sponsor within the last three (3) years
- b. Has provided a minimum of 2 years sponsorship during the previous three years to the Association including the current year
- c. Has exceeded a minimum threshold of \$1,500 per year

Team and Association banners that do not include advertising beyond the name and/or logo of the team sponsors are excluded. Team banners include the name of the team and are displayed adjacent to the team bench for the duration of the game.

33. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay LSPR a \$20.00 per team fee if a parking fee or gate fee is charged. Fees due to LSPR must be paid by the Association within thirty days after the last activity is completed.

- A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. LSPR staff will provide the sign.
- The Association can exempt one Association event per year from the parking fee.

34. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by LSPR prior to the start of the season and provide evidence of reasonable insurance as determined by LSPR.

35. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow concession sales by others only by obtaining LSPR approval.

36. The environmental impact of Association activities should be considered and addressed when possible. LSPR encourages and will assist Association efforts to research and implement recycling activities.

37. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users. Association shall ensure compliance with the LSPR and YSA Weather Guidelines, mutually adopted by the Youth Sports Associations of Lee's Summit, including Association, and LSPR, as may be modified from time to time by mutual agreement of all Youth Sports Associations and LSPR. A copy of the LSPR and YSA Weather Guidelines currently in effect is included in this Agreement as Attachment A.

38. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and/or fields at practice and game fields. The Association will be responsible to repair damage caused by such use. LSPR will specify the types of repairs that need to be completed. If filed damage becomes excessive or is not repaired to LSPR's satisfaction due to the Association's or its user's



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use during unfavorable field conditions LSPR will take over this responsibility, at the expense of the Association.

39. The Association shall provide trash dumpsters and trash can liners at Legacy Park.

40. The Association shall pay for/provide for the mowing services at Legacy Park for Association ~~ball~~ fields and turf areas. Such mowing shall include:

- Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be mowed and trimmed at a frequency which does not allow growth in excess of 6" in height. If height of vegetation exceeds 8" LSPR will mow or have the areas mowed and trimmed by a contractor and invoice the Association for actual cost incurred by LSPR.
- Category II mowing: All athletic field surfaces, 10 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 1/2" and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed at a frequency which does not allow growth in excess of 6". If height of vegetation exceeds 8" LSPR will mow or have the areas mowed and trimmed and invoice the Association for actual cost incurred by LSPR.
- Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
- All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
- All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
- The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, etc. at a frequency which does not allow growth in excess of 6" in height throughout the Term of this Agreement. Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" LSPR will trim or have the areas trimmed by a contractor and invoice the Association for actual cost incurred by LSPR.
- The Association shall be responsible for damage to LSPR property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to inflict damage to the bark of trees. LSPR will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.

41. All equipment used by the Association to perform services shall be operated in a safe manner consistent with the manufactures' recommendations. The equipment shall be operated at a speed that poses no danger to the public and achieves the desired appearance. Reasonable care shall be taken when working in the vicinity of people, vehicles, buildings and property inside the fence, a minimum of ten feet outside the fence and parking lot, parking lot islands and medians, and turf areas between the parking lot and restroom/concession building. Field areas will be maintained at 2.5"-3.5". All other areas will be maintained at 3"-4". No more than 1/3 of blade length will be removed per mowing. Attached map shows areas to be mowed. Mowing height and frequency will be monitored by LSPR.



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42. Basic seeding, fertilizing and pesticides will be provided by LSPR, see the Annual Turf Maintenance Calendar, attached hereto as Attachment B. The Association will be responsible for material costs for increased levels of maintenance.
43. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e. goals, nets, balls, field paint, etc.
44. The Association and LSPR hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior consent of the other party to the Agreement.
45. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.
46. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. LSPR does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that LSPR and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents, volunteers, staff, contractors or participants.
47. The Association shall not schedule or allow regular individual and/or team practice at Legacy Park soccer fields unless approved by LSPR.
48. The Association is hereby given use of the soccer venue practice area that includes eight (8) practice fields for the purpose of conducting soccer practices on a regularly scheduled basis. LSPR reserves the right to schedule LSPR sponsored activities during the agreement period so long as an officer of the Association is notified of each activity. Allow only association members use of the practice area.
49. In order to further the goal of providing youth sports to the City and the LSPR, the Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of it's fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to park facilities. Capital investments will be determined by mutual agreement between LSPR and the Association.
50. The Association shall provide to LSPR an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.
51. The Association shall provide to LSPR a copy of Board minutes for each meeting held during the term of this agreement.
52. The Association shall provide to LSPR a copy of the Association's organizational chart including names and position titles.
53. The Association shall provide to LSPR a written list of Association Board members who are paid staff, represent an organization(s), a lessee or renter, a contractor or someone who otherwise would benefit financially from the use of LSPR facilities.



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54. LSPR Responsibilities. The following are responsibilities which LSPR has agreed to specifically undertake in connection with this Agreement:

1. All maintenance of utilities.
2. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:
 - a. Seed, sod, fertilizer and pest control
 - b. Irrigation
 - c. Aeration
3. Maintenance and repair of restroom/concession building and fixtures except those items owned by the Association.
4. Maintenance, repair and replacement of fencing, trees, shrubs, and walkways
5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by LSPR.
6. ~~LSPR Park staff~~ will perform any activity due to non-performance by the Association, and this will be charged at \$25 .00 per hour to the Association.
7. ~~LSPR The Board~~ will reimburse the Association for mutually agreed upon actual costs in writing the Association incurs due to Board sponsored tournaments at Legacy Park using areas that have been provided to the Association through this Agreement. Costs include but are not limited to utilities, mowing, field set up, trash pick-up and restroom cleaning.

55. Lightning Detection System. The City of Lee's Summit, Missouri has purchased a Lightning Detection System for the purpose of providing access to enhanced weather safety data to certain users, including Youth Sports Associations and LSPR. Notifications will be established in accordance with the guidelines established in the LSPR and YSA Weather Guidelines. Without limitation, Association hereby acknowledges that the indemnification provisions of this Agreement, in addition to applying generally to all aspects of the relationship between LSPR and Association, also specifically apply to Association's use or reliance upon the Lightning Detection System as a mechanism for determining safe play conditions.

56. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.

Lee's Summit Parks and Recreation Attn: Administrator

220 SE Green Street

Lee's Summit, MO 64063

Lee's Summit Soccer Association 705 B SE Melody Lane

PMB 303



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Lee's Summit, MO 64063

57. In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both LSPR and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.

58. It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.

59. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or effect.

60. Nothing in this Agreement shall be construed to create ~~a joint venture, partnership or a~~ employment relationship between LSPR and the members, employees or agents of the Association.

61. This agreement shall be effective the 31st day of May, 2023; the first use of the playing fields in the parks herein identified shall be May 31st, 2023, and this Agreement shall terminate on the 31st day of May, 2024.

62. If the Association fails to perform any obligation imposed upon Association hereby this Agreement, LSPR may terminate this Agreement by delivering not less than ten (10) days written notice of termination to the Association.

63. In the event of termination by LSPR in accordance with any of the provisions of this Agreement, LSPR shall not be liable to the Association for compensation, reimbursement, or damages on account of the loss of prospective profits or anticipated business or on account of expenditures, investments, leases or commitments in connection with the Association.

64. This Agreement shall be deemed to have been made within the County of Jackson, State of Missouri, City of Lee's Summit, and shall be interpreted, construed, and enforced in accordance with the laws of the State of Missouri and before the Courts of Missouri in the County of Jackson at Independence.



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IN WITNESS WHEREOF, the parties below have hereunto executed this Agreement on the day and year first written above.

ASSOCIATION

~~Tammy Dugan~~ Josh Simmon, President
Lee's Summit Soccer Association

LSPR

~~Melinda Aulenbach~~ Lawrence Bivins, President
Lee's Summit Parks and Recreation Board

Joe Snook, CPRP, Administrator
Lee's Summit Parks and Recreation

APPROVED AS TO FORM:

Legal Services

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: June 28, 2023

FROM: David Dean, Superintendent of Recreation Services
Steve Casey, Superintendent of Park Development and Construction
Tede Price, Superintendent of Administration
Brooke Chestnut, Superintendent of Park Operations



SUBJECT: FY23 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget ¹	Exp to Date	Variance ²	Completion Status	Budget Status	Estimated Completion ³
Gamber Community Center Fund (201)						
Ballroom flooring replacement	16,339	15,142	1,197	Completed	Under Budget	Feb-23
	16,339	15,142	1,197			
Lovell Community Center Fund (202)						
Pool boiler (3) replacement	124,386	141,553	(17,167)	Completed	Over Budget	Oct-22
	124,386	141,553	(17,167)			
Longview Community Center Fund (205)						
	-	-	-			
Harris Park Community Center Fund (530)						
Summit Ice concrete pad	10,500	21,841	(11,341)	Completed	Over Budget	Oct-22
Classroom carpet replacement	8,394	7,223	1,171	Completed	Under Budget	Nov-22
Gymnasium divider curtain replacment	6,500	5,800	700	Completed	Under Budget	Oct-22
	25,394	34,864	(9,470)			
Parks and Recreation Fund (200)						
Administration						
Asset Management System	9,800	9,800	-	On Schedule	On Budget	Jun-23
HR Software	18,500		18,500	Completed	On Budget	Apr-23
Operations						
Deer Valley Park Shelter ⁴	30,000	26,993	3,007	Completed	On Budget	Feb-23
Asphalt (FY22) ⁴	185,000	133,461	51,539	Completed	On Budget	Oct-22
Asphalt (FY23)	170,000	153,830	16,170	On Schedule	Under Budget	Jun-23
Trailer Replacement	9,450	9,450	-	Completed	On Budget	Dec-22
LMS Cameras	13,924	13,924	-	Completed	On Budget	Dec-22
Disc Golf	8,500	9,249	(749)	Completed	Over Budget	Oct-22
Howard Station Fountain	25,000		25,000	Completed	On Budget	Apr-23
Arborwalk Bridge	20,000		20,000	On Schedule	On Budget	Jun-23
	-	-	-			
Legacy Park						
Cupolas	50,000	33,752	16,248	Completed	Under Budget	Jun-23
Concrete Repair	15,103	11,017	4,086	Completed	On Budget	May-23
Wayfinding Signage ⁴	100,000	-	100,000	Behind Schedule	On Budget	Jun-23
Asphalt (FY22) ⁴	125,000	124,410	590	Completed	On Budget	Oct-22
Asphalt (FY23)	150,000	152,969	(2,969)	Completed	Over Budget	Jun-23
	930,277	525,886	254,391			
Summit Waves Fund (203)						
Concrete Step Repair	10,874	11,011	(137)	Completed	Over Budget	Oct-22
Camera/DVR Install	17,847	17,878	(31)	Completed	Over Budget	Jul-22
Cabana Upgrade	28,645	10,321	18,324	Completed	Under Budget	Mar-22
Additional Shade Installation ⁴	41,920	37,038	4,882	Completed	Under Budget	Oct-22
	99,286	76,248	23,038			
Cemetery Fund (204)						
	-	-	-			
	-	-	-			
Capital Projects Fund (327)						
Eagle Creek/Park West Development	200,000	21,400	178,600	On Schedule	On Budget	Jun-23
Pickle Ball Research/Osage Trails Courts	200,000	79,087	120,913	Completed	Under Budget	Nov-22
Fieldhouse Planning	1,000,000		1,000,000	On Schedule	On Budget	Jun-23
Lower Banner Park	200,000		200,000	On Schedule	On Budget	Jun-23
Williams Grant Park	150,000		150,000	On Schedule	On Budget	Jun-23
Velie Park Renovations ⁴	490,287	470,612	19,675	Completed	Under Budget	Oct-22
Pleasant Lea Park Improvements ⁴	670,000	583,849	86,151	Behind Schedule	On Budget	Jul-23
	2,910,287	1,154,948	1,755,339			
TOTAL	4,105,969	1,948,642	2,007,327			

¹ Budget amount established per Board Approval

² Variance is the difference between the budget and the year-to-date expenditures.

³ Estimated completion dates will be updated as necessary to reflect our best estimate of when a project will be completed.

⁴ Items rolled over from FY22

The Services Review is based on the current Fiscal Year (July 2022-June 2023). "Goals" are based on the number implied in the Fiscal Year Budget. Some goals are annualized (i.e., LPCC, GCC and HPCC information). Other numbers will be reported on a monthly basis (i.e., programs beginning in the current board month) as well as annualized figures being reported against budgeted numbers. Shaded areas are completed services and activities.

		Target Goals - This Year (participants) 2022-2023	Results to Date (for programs/events starting July 2022)
Run Time			
Fund 201 - Gamber Community Center			
Memberships	July 22 - June 23		
<u>Resident Total</u>	July 22 - June 23		
Active Flex	July 22 - June 23	93	59
Annual	July 22 - June 23	39	57
<u>Non-Resident Total</u>	July 22 - June 23		
Active Flex	July 22 - June 23	5	6
Annual	July 22 - June 23	3	4
<u>Single Visit</u>	July 22 - June 23		
Discount	July 22 - June 23	76	134
Regular	July 22 - June 23	17	25
(All Inclusive Membership - GCC)	July 22 - June 23		
<u>Resident</u>	July 22 - June 23		
Annual	July 22 - June 23	39	73
Flex	July 22 - June 23	60	66
<u>Non-Resident</u>	July 22 - June 23		
Annual	July 22 - June 23	2	7
Flex	July 22 - June 23	5	9
(Insurance Based Memberships)	July 22 - June 23		
Silver Sneakers Total	July 22 - June 23		7,034
Renew Active	July 22 - June 23		5,363
Facility Rentals	July 22 - June 23		
Event Packages	July 22 - June 23	3 Packages	3
Gamber Package	July 22 - June 23	29 Packages	28
Ballroom All	July 22 - June 23	195 hrs Booked	163
Ballroom A	July 22 - June 23	600 hrs Booked	315
Ballroom B	July 22 - June 23	125 hrs Booked	278
Classroom	July 22 - June 23	215 hrs Booked	475
Aerobics Room	July 22 - June 23	60 hrs Booked	30
Programming	July 22 - June 23		
GCC Paid Group Fitness	July 22 - June 23		
Bingo	July 22 - June 23	1065	1037
Line Dance	July 22 - June 23	765	767
Art Classes	July 22 - June 23	60	141
Ballroom, Swing, Latin Dance	July 22 - June 23	60	54
Youth Tech	July 22 - June 23	15	18
	July 22 - June 23		
Special Event Programming	July 22 - June 23		
Mistletoe Madness	July 22 - June 23	30 Booths	34
Thanksgiving Day Luncheon	July 22 - June 23	100 participants	100
Holiday Luncheon	July 22 - June 23	100 participants	64
Father Daughter Dance	July 22 - June 23	125/night = 500	656
Fund 202 - J. Thomas Lovell Jr. Community Center at Legacy Park			
Memberships			
<u>Resident</u>			
Annual	July 22 - June 23	1,074	1,169
Flex	July 22 - June 23	3,393	2,198
<u>Non-Resident</u>			
	62		

		Target Goals - This Year (participants) 2022-2023	Results to Date (for programs/events starting July 2022)
Run Time			
Annual	July 22 - June 23	153	415
Flex	July 22 - June 23	725	648
<u>Single Visit - Resident</u>	July 22 - June 23	21,003	18,609
<u>Single Visit -- Non-Resident</u>	July 22 - June 23	6,998	9,300
<u>Silversneakers</u>	July 22 - June 23	16,405	20,811
<u>Prime</u>	July 22 - June 23	139	252
<u>Renew Active</u>	July 22 - June 23	2,914	24,480
<u>Active and Fit</u>	July 22 - June 23	0	254
<u>Silver and Fit</u>	July 22 - June 23	101	483
<u>90 Day Memberships</u>			
Resident	July 22 - June 23	12	18
Nonresident	July 22 - June 23	3	11
Facility Rentals			
<u>Birthday Party Packages</u>			
Resident			
Package A	July 22 - June 23	172	269
Package B	July 22 - June 23	31	63
Non-Resident			
Package A	July 22 - June 23	74	228
Package B	July 22 - June 23	7	19
<u>Community Rooms</u>			
Resident	July 22 - June 23	2	0
Non-Resident	July 22 - June 23	0	0
<u>Court Rentals</u>			
Resident	July 22 - June 23	4	4
Non-Resident	July 22 - June 23	1	0
Lock-ins	July 22 - June 23	1	1
Pool	July 22 - June 23	2	3
<u>Paid Park Amenities</u>			
Resident			
Canoe	July 22 - June 23	280	113
Paddleboard	July 22 - June 23	1,049	410
Kayak	July 22 - June 23		20
Non-Resident			
Canoe	July 22 - June 23	151	92
Paddleboard	July 22 - June 23	439	225
Kayak	July 22 - June 23		11
<u>Free Park Amenities</u>	July 22 - June 23		
Bikes	July 22 - June 23	750	600
<u>Child Care</u>			
Drop In	July 22 - June 23	294	259
Pass Card - Member	July 22 - June 23	33	49
Pass Card - Non-member	July 22 - June 23	0	0
Water and Land Aerobic Programming	July 22 - June 23	30,000	30,379
Provide Miscellaneous Fitness			
Personal Training	July 22 - June 23	418	545
LCC Paid Group Fitness Classes	July 22 - June 23	115	0
LCC Paid Group Fitness Programs	July 22 - June 23	44	22
LPA Paid Group Fitness Events	July 22 - June 23	180	148
Massage Therapy	July 22 - June 23	113	128
RevUP	July 22 - June 23	54	41
RevUP Reload	July 22 - June 23	104	125
Swim Lessons			
Swim Lessons	July 22 - June 23 ⁶³	332	268

		Target Goals - This Year (participants) 2022-2023	Results to Date (for programs/events starting July 2022)
Run Time			
Private Swim Lessons	July 22 - June 23	81	

Fund 530 - Harris Park Community Center

Camp Summit			
Camp Summit Enrollment	Summer 2022	750 Enrolled	550 enrolled
Camp Summit Enrollment	Summer 2023	750 Enrolled	600 enrolled (through 6.21.23)
Weekly Attendance	Summer 2022	440 Avg/Week	353 Avg/Week
Weekly Attendance	Summer 2023	440 Avg/Week	

Offer School Break Camps			
School Break Camp Enrollment	Sept 1 - April 20	100	84
School Break Days	Nov 1 - April 14	Avg of 30/Day	Average of 20/Day for 22-23

Recreation Center Operations			
Gym Rentals	July 22 - June 23	300 Rentals	311 rentals (through 6.20.23)
Classroom Rentals	July 22 - June 23	200 Rentals	183 (through 6.20.23)
Entire Facility Rentals	July 22 - June 23	12 Rentals	12 (through 6.20.23)
Week Long Rentals	July 22 - June 23	2 Rentals	2 (through 6.20.23)
Open Gym	July 22 - June 23	1500 Participants	1426 (through 6.20.23)

Summit Ice/Lea Mck North			
Public Skate	22-23	14000	13,589
Pond Hockey	22-23	1500	344
Skate with Santa (2)	22-23	100 Participants	316/291 (607 total)
Skate with Sanata (3)	23-24	150 Participants	
Birthday Party Packages	22-23	\$18,070	\$ 12,964
Birthday Party Packages	23-24	\$15,000	
Shelter Rentals	22	100	111
Shelter Rentals	23	100	8 (through 4.18.23)

ATHLETICS			
Hartman Fields	July 23 - June 24	525 (Rental hours)	438 (through 6.20.23)

Adult Leagues			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Sept 22 - Oct 22	24 (Teams)	5 (Teams)
• Spring	Mar 23 - May 23	20 (Teams)	13 (Teams)
• Summer	June 22 - Aug 22	40 (Teams)	22 (Teams)

<i>Basketball -- Men's</i>			
• Fall	Aug 22 - Oct 22	16 (Teams)	14 (Teams)
• Winter	Nov 22 - Feb 23	16 (Teams)	22 (Teams)
• Spring	Mar 23 - June 30	14 (Teams)	22 (Teams)
• Summer	July 22 - Aug 22	14 (Teams)	15 (Teams)

<i>Volleyball -- Coed, Women's</i>			
• Fall	Oct 22 - Dec 22	35 (Teams)	38 (Teams)
• Winter	Jan 23 - Mar 23	30 (Teams)	39 (Teams)
• Spring	April 23 - June 23	28 (Teams)	34 (Teams)
• Summer	July 22 - Sept. 22	35 (Teams)	25 (Teams)

<i>Kickball</i>			
• Fall	Aug 21 - Oct 21	14 (Teams)	DNM
• Spring	Apr 22 - May 22	14 (Teams)	DNM
• Summer	June 22 - Aug 22	14 (Teams)	DNM

Adult Instructional-Athletics			
<i>Golf</i>			
• Adult Beginning	July 21 - June 22	20	10
<i>Tennis</i>			
• Outdoor Adult Beginning	July 21 - June 22	10	15 (through April 17)

		Target Goals - This Year (participants) 2022-2023	Results to Date (for programs/events starting July 2022)
Youth Instructional-Athletics			
<i>Golf</i>			
• Youth Beginner	July 21 - June 22	30	16
<i>Tennis</i>			
• Rookies (Mighty Stars)	Year-to-date count	23	29
• Youth Beginner	Year-to-date count	70	48
• Middle/High School	Year-to-date count	40	38
Youth Leagues			
Girl's Basketball	Nov 22 - Feb 23	415 Participants	448 Participants
Spring Youth Volleyball	March 23 - May 23	250 Participants	254 Participants
Fall Youth Volleyball	Sept 22 - Nov 22	280 Participants	217 Participants
Summer Youth Volleyball	July 22 - Aug 22	10 Teams	9 teams
Winter Youth Volleyball	Jan 23 - Feb 23	10 Teams	
<hr/>			
Youth Camps-Athletic			
Baseball Camp	July 22	15	
Basketball Camp	July 22	15	
Volleyball Camp	July 22	30	15 Participants
Indoor Soccer Camp	June 23	15	
<hr/>			
Tournaments			
Summer Classic Tennis Tournament	June 2-3	50	71 Participants
<hr/>			
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
<i>First Aid/CPR</i>			
CPR/AED	July 21 - June 22 (Year-to-date count)	48	2
First Aid	July 21 - June 22 (Year-to-date count)	24	0
CPR for Family and Friends	July 21 - June 22 (Year-to-date count)	30	0
<hr/>			
Youth Instructional			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 11-Oct 9	40	64
• Basketball	Jan 8 - Feb 12	80	82
• Outside Soccer	July 21 - June 22 (Year-to-date count)	80	159
• T-Ball	July 21 - June 22 (Year-to-date count)	100	160
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 21 - June 22 (Year-to-date count)	20	24
Indoor T-Ball	July 21 - June 22 (Year-to-date count)	20	33
Instructional Basketball	July 21 - June 22 (Year-to-date count)	30	40
• Indoor Soccer	July 21 - June 22 (Year-to-date count)	30	56
<hr/>			
<i>Pint Size</i>			
Pint Size Playtime	Sept 20 - April 21	75	0
<hr/>			
<i>Pee Wee Sports</i>			

	Run Time	Target Goals - This Year (participants) 2022-2023	Results to Date (for programs/events starting July 2022)
• Flag Football	July 21 - June 22 (Year-to-date count)	20	43
• Basketball	Jan 8 - Feb 12	100	74
Indoor T-Ball	July 21 - June 22 (Year-to-date count)	20	22
Indoor Soccer	July 21 - June 22 (Year-to-date count)	20	49
Pee Wee PE	July 21 - June 22 (Year-to-date count)	20	0
Instructional Basketball	July 21 - June 22 (Year-to-date count)	20	33
Kids Night Out	July 21 - June 22 (Year-to-date count)	70	6

All Ages- Instructional

Horsemanship Classes

• Beginning Horsemanship	July 21 - June 22 (Year-to-date count)	9 participants	On Hold
• Beginner Rider I	July 21 - June 22 (Year-to-date count)	4 participants	On Hold
• Beginner Rider II	July 21 - June 22 (Year-to-date count)	2 participants	On Hold
• Texas Tots	July 21 - June 22 (Year-to-date count)	2 participants	On Hold
• Texas Tots II	July 21 - June 22 (Year-to-date count)	2 participants	On Hold

Dance Classes

Dance with me	July 21 - June 22 (Year-to-date count)	0
Discover Dance	July 21 - June 22 (Year-to-date count)	5
Dance 1	July 21 - June 22 (Year-to-date count)	0
Dance 2	July 21 - June 22 (Year-to-date count)	0
Learn to Play D&D	July 21 - June 22 (Year-to-date count)	21

Special Event Programming for Families

Night Flight	Jun-22	287
Tour de Lakes	Jun-22	417

Festivals

Warrant/Firehouse	July 8	2,000	957
The Phil Collins Experience	5-Aug	750	854
TheM80's	24-Sep	750	627
Celebration of the Arts	19-May		canceled
Blues Fest	10-Jun		385

Fund 200 - Parks and Recreation

Administration

Provide departmental Annual Report	Sept 2020	Mar-21	Completed May 2021
Coordinate, edit and produce Lee's Summit Illustrated.	FY22		
Publish bi-annual Visionary Task Force Newsletter (Legacy for Tomorrow)	Bi-annually		

Park Operations

		Target Goals - This Year (participants) 2022-2023	Results to Date (for programs/events starting July 2022)
Two annual inventories performed	Run Time Bi-annually		
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually		
Legacy Park Operations			
Maintain user group agreements	FY22		
City Grounds Maintenance			
Maintain Public Works MOU areas	FY22	Monthly	Ongoing

<i>Fund 203 - Aquatics</i>			
Summit Waves			
Group Swim Lessons			
Group Swim Lessons	May 23 - June 23		
Private swim parties			
Private swim parties	May 23 - June 23		
Public swim - Regular			
Public swim - Regular	May 23 - June 23		
Public swim - Discount			
Public swim - Discount	May 23 - June 23		
Twilight - Regular			
Twilight - Regular	May 23 - June 23		
Twilight - Discount			
Twilight - Discount	May 23 - June 23		
Season Pass Sales			
Season Pass Sales	May 23 - June 23	1,375	1,122
<u>Group Promotions</u>			
Family Fun Nights (2&3)			
Family Fun Nights (1)	May 23 - June 23		
Dive in Movie (1)	May 23 - June 23		
Dive in Movie (2)			
Pooch			
Birthday Party Packages	May 23 - June 23	61	21
Birthday Party Packages			
Cabana Rentals	May 23 - June 23	73	
Cabana Rentals			

Fund 205 - Longview Community Center

Memberships

<u>Resident</u>			
Annual	July 22 - June 23	1,273	1,183
Flex	July 22 - June 23	1,215	1,163
<u>Non-Resident</u>			
Annual	July 22 - June 23	246	222
Flex	July 22 - June 23	270	319
<u>90 Day Memberships</u>			
Resident	July 22 - June 23	56	108
Nonresident	July 22 - June 23	26	21
Single Visit - Resident	July 22 - June 23	8,815	9,403
Single Visit -- Non-Resident	July 22 - June 23	2,447	4,225
Silversneakers visits	July 22 - June 23	8,142	10,631
Prime visits	July 22 - June 23	550	240
Active and Fit visits	July 22 - June 23	128	510
Silver and Fit visits	July 22 - June 23	64	329
Renew active visits	July 22 - June 23	6,584	11,527
MCC Athletes Pass	July 22 - June 23	NA	10
MCC PE Pass	July 22 - June 23	NA	3
MCC Non resident memberships Pass	July 22 - June 23 ⁶⁷	1000 max	31

		Target Goals - This Year (participants) 2022-2023	Results to Date (for programs/events starting July 2022)
Run Time			
Facility Rentals			
<u>Lap lane rentals (hours)</u>			
Resident	July 22 - June 23	6940	5,562
Non-Resident	July 22 - June 23	60	103
<u>Room Rentals</u>			
Resident	July 22 - June 23	97	229.5
Non-Resident	July 22 - June 23	334	276.5
<u>Court Rentals</u>			
Resident	July 22 - June 23	30	76
Non-Resident	July 22 - June 23	7	0
Lock-ins	July 22 - June 23	1	0
Full Pool rental	July 22 - June 23	6	1
Water and Land Aerobic Programming	July 22 - June 23	20,000	21,697
Provide Miscellaneous Fitness			
Personal Training	July 22 - June 23	371	810
LVCC Paid Group Exercise Classes	July 22 - June 23	150	9
LVCC Paid Fitness Programs (6 weeks)	July 22 - June 23	52	0
Massage Therapy	July 22 - June 23	35	52
RevUP	July 22 - June 23	35	24
RevUP Reload	July 22 - June 23	52	25
Lowenstein Park Fitness Classes	July 22 - June 23	40	30
Swim Lessons			
Swim Lessons	July 22 - June 23	529	259
Private Swim Lessons	July 22 - June 23	164	5

MEMORANDUM



Date: June 28, 2023
To: Joe Snook, CPRP, Parks Administrator
From: Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction
Re: Pleasant Lea Park Update

Pleasant Lea Park was awarded a Land and Water Conservation grant in 2020 in the amount of \$250,000. Prior to the grant award, LSPR staff completed a master plan for park improvements which included neighborhood and community wide feedback sessions to solicit ideas for park upgrades. Park renovations are scheduled to begin in late 2021 and early 2022. An anticipated completion date for the upgrades is late 2022. Total estimated budget for the park improvements is \$670,000 with \$400,000 in Parks CIP funds and a \$20,000 contribution for the Legacy for Parks Foundation.

LSPR is acting as the general contractor for the park renovation. Crews have recently completed an extensive renovation to the tee ball/softball field on the east side of the park for use by the youth sports associations.

At the time of this report, LSPR crews have replaced worn bridge decking on the east trail bridge and are working on ADA sidewalk/trail improvements adjacent to the bridge. Over the next two months, crews will complete the informal nature play areas along the park trail and install additional landscaping.

On May 25th, LSPR received the first reimbursement from the LWCF grant in the amount of \$244,751.49 which represents approximately 90% of the grant award. A final reimbursement request for the eligible portions of the project will be made later this year.

We will continue to keep the Board updated on progress.

(Portions not underlined denote new information since the previous Board update)

Project Name: Pleasant Lea Park Improvements

13-Jun-23

		Park Board approved CIP project budget \$400,000 (less park master plan) plus \$250,000 LWCF Grant and \$20,000 LFPF donation		
Item			Commitments to date	Notes
Pre Construction/ Site Preparation	Equipment Rentals	\$ 8,000.00	\$ 2,052.10	
	Architectural + Engineering	\$ 12,000.00	\$ -	
	Erosion Control/Tree Protection	\$ 2,000.00	\$ -	
	Earthwork/Grading	\$ 20,000.00	\$ -	
	Demolition of Existing Park Features	\$ 2,500.00	\$ 1,601.00	
Site Utilities	Storm Drainage	\$ -	\$ -	
	Sanitary Sewer Connection	\$ -	\$ -	
	Electrical	\$ -	\$ -	
	Water Tap/Meter/Service	\$ -	\$ -	
Paving	Concrete Walks and Curbs	\$ 40,000.00	\$ 28,522.52	
	Asphalt-New Trail Construction and Repair	\$ 25,000.00	\$ 24,340.82	\$20,000 in asphalt repairs FY21/\$20,000 in repairs in FY22
	Multi Sport Court Renovation and Fencing	\$ 120,000.00	\$ 148,556.00	
Park Features and Structures	Restroom Construction	\$ 12,000.00	\$ 5,921.42	ADA compliant comfort station
	Park Shelter and Installation	\$ 32,000.00	\$ 20,884.98	
	Playground Equipment and Install	\$ 300,000.00	\$ 225,892.71	main playground, stream crossing, small nature play pods
	Playground surfacing+drainage and install	\$ 22,000.00	\$ 104,308.80	substitute unitary surfacing. included in overall playground budget
	Landscaping	\$ 10,000.00	\$ 7,053.21	
	Site furnishings	\$ 12,000.00	\$ 18,656.08	
	Softball Field Renovations	\$ 9,000.00	\$ 5,056.99	\$8502 total labor ballfield renovation as of 11/30/21
	Pedestrian Bridges labor and materials	\$ 10,000.00	\$ 490.54	
	Park Signage	\$ 2,500.00	\$ -	
			\$ -	
	Subtotal	\$ 639,000.00	\$ 593,337.17	
	Contingencies (3%)	\$ 19,500.00		
	Previous Park Master Planning- Landworks Studio	\$ 12,443.00		
	Project Estimated Cost	\$ 670,943.00		
	Total Approved Park Budget	\$ 670,000.00		
	Total addiitonal approved budget (10% increase per LWCF)	\$ 67,000.00		
	Revised park renovation budget as of 6.22.22	\$ 737,000.00		

MEMORANDUM



Date: June 28, 2023
To: Joe Snook, CPRP, Parks Administrator
From: Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction
Re: Land Dedication Ordinance/Park Impact Fee

On June 20th, LSPR staff met with City of Lee's Summit Legal Department and Development Services to discuss options for developer exactions. It was determined that additional research is needed by the legal department. At this time, staff anticipates a work session to be held in August to further discuss this topic.

We will continue to keep the Board updated on progress.

(Portions not underlined denote new information since the previous Board update)

MEMORANDUM



Date: June 28, 2023
To: Joe Snook
Administrator of Parks and Recreation
CC: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction
From: Steve Thomas
Assistant Superintendent of Park Construction
Re: RFP Lower Banner Park Renovations Project

On February 9, 2023 staff advertised Request for Proposals [RFP] for the Design and Installation of Park Improvements at Lower Banner Park with a submittal due date of March 17, 2023. The Scope of Work included in the RFP consisted of the following features which represent the priorities identified in our community outreach efforts:

- Adventure play area (age 5-12)
- Tot play area (age 2-5)
- 16' x 16' metal Park Shelter

The committee selected ABcreative's Launch Pad proposal for the tot play area, adventure play area and park shelter.

Staff has made color selections for the playground equipment and park shelter and finalized the customer order. Once a firm delivery date can be established, our crews will begin the removal of the old equipment and begin preparing the site for the new equipment and shelter.

We will continue to keep the Park Board advised of updates on the Lower Banner project.

(Portions not underlined denote new information since the previous Board update)

MEMORANDUM



Date: June 28, 2023
To: Joe Snook
Administrator of Parks and Recreation
CC: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction
From: Steve Thomas
Assistant Superintendent of Park Construction
Re: Legacy Park Wayfinding

Lee's Summit Parks and Recreation (LSPR) is ready to commence the Legacy Wayfinding project.

Staff is working with the Cities Contract Services for the completion of the project. MTS Contracting will provide and install the block and stone for the Legacy Park signs. Free Style Graphics will provide the directional signs. LSPR's construction crew will install the footings, posts and mount the signage. A drawing representing a Wayfinding sign is attached to this memo (Attachment 'A').

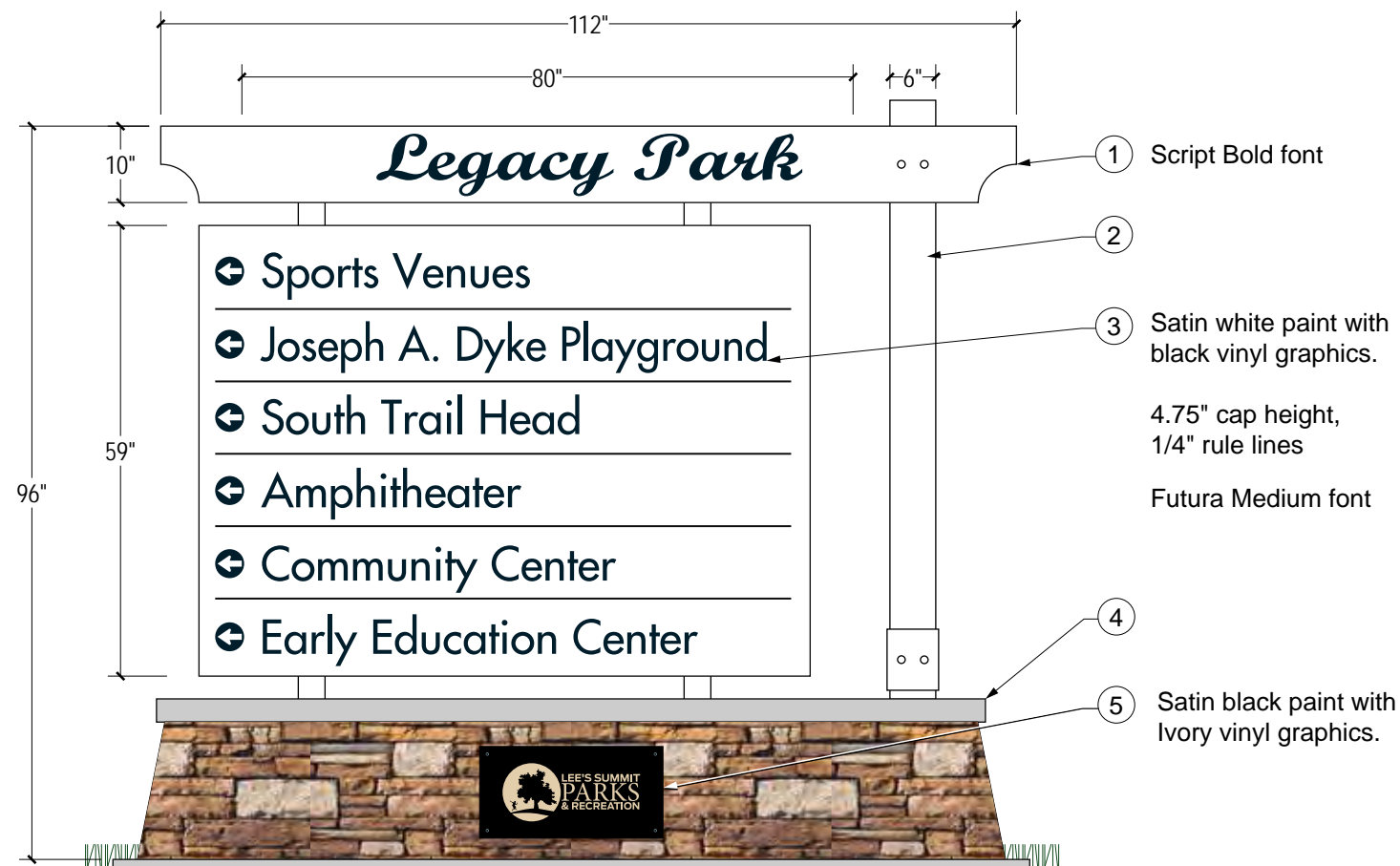
Staff expects the total costs of the Wayfinding project will be within the Board approved budget of \$100,000.

A projected timeline of the project has been attached to this report (Attachment 'B').

We will continue to keep the Park Board updated on progress.

(Portions not underlined denote new information since the previous Board update)

- Notes
- ① 1/2" thk. aluminum panel, both sides of posts. Vinyl on front side only.
 - ② Aluminum tube post.
 - ③ 1/4" thk. aluminum panel with vinyl copy, front side of posts only.
 - ④ Faux stone base on concrete mow pad.
 - ⑤ 1/4" thk. aluminum panel, paint with vinyl graphics.



A Elevation scale: 1/2" = 1'-0"



STAR SIGNS, LLC
801 EAST NINTH STREET
LAWRENCE, KANSAS 66044
P 785.842.4892 F 785.842.2947
WWW.STARSIGNSLLC.COM

Legacy Park Wayfinding
Lee's Summit, MO

Wayfinding, Single Face, Non-Illuminated
Qty (6) Locations

THIS DRAWING IS THE SOLE PROPERTY OF STAR SIGNS,
L.L.C., AND IS INTENDED FOR CUSTOMER APPROVAL ONLY.

REVISIONS:

6	10/18/2022	redesign
7	10/31/2022	new font options
8	11/8/2022	update design

75

9	11/29/2022	update base design
10	12/9/2022	add stone texture

☐ APPROVED ☐ APPROVED AS NOTED ☐ REVISE AND RESUBMIT

DATE SIGNATURE

SP: SR PM: MN Dwg: JH
10339 6435
Art # SO #

ISSUED: 12 / 9 / 2022
FIRST PRINT: 11/8/2021
1
SHEET

Monday, May 22, 2023

- 11am: Registration
- 11:45am: Key Note Speaker (Anjali Forber-Pratt) / Lunch
- 1pm: Digital Accessibility (Rob Carr)
- 3:20pm: Learning from the National Park Service Strategic Plan for Accessibility (Jeremey Buzzell)

Tuesday, May 23, 2023

- 8:15am: Disability language and etiquette for positive respectful interactions (Linda Clemon-Larp)
- 10:35am: Inclusive and accessible parks: implementing the process (Alejandra Warner)
- Lunch
- *1:30pm: Transitions plan for parks and recreation challenge and solutions (Alejandra Warner)
 - *Served as moderator for session
- *3:20pm: Reasonable accommodations (Wendy Strobel Gower)
 - *Served as moderator for session

Wednesday, May 24, 2023

- *8:15am: Mental Health in the modern workplace (Jana Burke)
 - *Served as moderator for session
- 10:35am: more than a park: Universal and inclusive experience (Courtney Brown and Molly Wuebker)
- Lunch
- *1:30pm: Minimizing implicit bias (Tess Stranton)
 - *Served as moderator for session
- 3:20pm: Closing Key Note (Keith Wallace)

Key take aways from Symposium

- Earned 1.6 CEU's
- Utilize resources in region/ state
 - Regional ADA Centers – adaata.org
- Need to know % of disclosed disabilities in city of LS
- Spirit of the Law is Equality (same treatment) vs Equity (individualized treatment)
- Who is ADA Coordinator for COLS
- Possible interest in ADA Coordinator Certification
- LSPR should do more inclusive design outside of ADA required accessibility when building and designing facilities and playgrounds
- HR, Marking and Park Construction can benefit from sessions- will provide information to respective superintendents

**End of Activity Report
Indoor Paid Group Fitness
March 2022 - March 2023
Completed by: Erin Keeney and Nate Thomas**

Executive Summary

Brief Description:

Indoor paid group fitness programs include Seasonal events, 4-week programs and 6-week programs. Halloween Zumba, Holiday Zumba, Turkey Burn, and Yin Yoga are seasonal events. Intro to Mindfulness is a 4-week program. Off-Season Cycle Training, Triathlon Training, and TRX are 6-week programs. Intro to Mindfulness, Off-Season Cycle Training, TRX, Turkey Burn, and Yin Yoga were offered at Lovell Community Center. Holiday Zumba and Triathlon Training were offered at Longview Community Center. Halloween Zumba was offered at Gamber and Lovell Community Centers. All programs except Intro to Mindfulness, Off-Season Cycle Training, and Turkey Burn had a duration of 60 minutes. Intro to Mindfulness was 90 minutes, Off-Season Cycle Training was 75 minutes, and Turkey Burn was 100 minutes.

Participant Numbers:

	Total
2023	136
2022 ¹	167

Total Revenue:

	Budget	Actual
2023	\$10,382.00 ¹	\$3,783.00
2022	\$8,648.00	\$4,256.00

Total Expenses:

	Budget	Actual
2023 ²	\$5,948.66 ⁴	\$3,983.67 ⁵
2022	\$11,330.30 ³	\$6,362.59

Net:

	Budget	Actual
2023	\$4,433.34	(\$200.67) ⁶
2022	(\$2,682.30)	(\$2,106.59)

Cost Break Down:

Per participant: \$3,983.67 divided by 136 participants = \$29.29

2023	\$29.29
2022	\$38.09

¹The FY22 budget revenue included all paid fitness events at LCC and LVCC rather than revenue by indoor/outdoor paid programs.

²Expenses include instructors' salaries, recreation supplies, printing expenses, and advertising expenses.

³The FY22 budget expenses included all paid fitness events at LCC & LVCC rather than expenses by indoor/outdoor paid programs.

⁴Budget direct expenses totaled \$4,418.46. Budget indirect expenses totaled \$1,530.23. Indirect expenses included both LVCC and LCC.

⁵Actual direct expenses totaled \$2,453.44. Actual indirect expenses totaled \$1,530.23. Indirect expenses included both LVCC and LCC.

⁶Actual Net is skewed due to the high indirect expense of \$1,530.23. Without the indirect expense, the Actual Net would be \$1,329.56.

Comment: There were eight positive comments regarding the events/programs and instructors.

Recommendation: Staff appreciates the positive comments and has shared the comments with the instructors.

Comment: This is the second year with a negative net for indoor paid group fitness events/programs.

Recommendations: Staff recommends increasing the minimum number of participants per event/program to cover expenses. At this time, staff does not include indirect expenses when calculating the event/program minimum. In the future, staff plans to use the indirect expense tool for every event/program when calculating the expenses and the minimum number of participants.

Comment: There were multiple comments stating the fitness special event classes were not worth the \$9 fee.

Recommendation: Staff plans to provide healthy treats and LSPR swag prizes to participants in future events. Staff also plan to increase decorations for the event.

Comment: Should LSPR continue to offer indoor paid group fitness events/programs?

Recommendation: Staff recommends offering more 6-week paid programs due to the positive feedback. Staff recommends continuing to offer fitness special events, but staff will need to provide more benefit to the patron.

Extensive Staff Report

Purpose of Report

End-of-activity reports are used to evaluate each recreational activity at its conclusion. Four areas are reviewed: program content and execution, participation satisfaction, participation numbers, and financial performance. These areas are compared to the planned budget and previous seasons. Recommendations for improvements are developed from this review.

Program Description:

Indoor Paid Group Fitness covers a multitude of classes including Halloween Zumba, Holiday Zumba, Intro to Mindfulness, Off-Season Cycle Training, Triathlon Training, TRX, Turkey Burn, and Yin Yoga. The participants gain valuable skills from an expert trainer or instructor. The programs are offered at multiple locations to introduce participants to new LSPR locations.

Benefits of Programs

- Personal Advancement
- Social Interaction
- Physical Conditioning
- Knowledge of popular fitness modalities
- Sense of community
- Fun

Service Hours:

Number of participants = 136

The approximate number of service hours provided by these activities was 522.4 hours

These hours were accumulated by the following contact hours formula:

- Halloween Zumba: 23 Participants x 1 HR x 1 class = 23 hours
- Holiday Zumba: 17 Participants x 1 HR x 1 class = 17 hours
- Intro to Mindfulness: 6 Participants x 1.5 HR x 4 classes = 36 hours
- Off-Season Cycle Training: 12 Participants x 1.25 HR x 6 classes = 90 hours
- Triathlon Training: 23 Participants x 1 HR x 6 classes = 138 hours
- TRX: 13 Participants x 1 HR x 6 classes = 78 hours
- Turkey Burn: 12 Participants x 1.7 HR x 1 class = 20.4 hours
- Yin Yoga: 30 Participants x 1 HR x 4 class = 120 hours

Volunteer Hours:

There are no volunteer hours associated with this program.

Total Service Hours: 522.4

Refunds:

Total Refunds: \$885.00¹

*Refunds were due to time commitment / scheduling issues/cancellation of the program

Satisfaction guaranteed: \$0.00

Fees Charged:

FY22

- \$8 Advance Registration for Halloween Zumba, Holiday Zumba, Turkey Burn, and Yin Yoga
- \$11 At-The-Door Registration for Halloween Zumba, Holiday Zumba, Turkey Burn, and Yin Yoga
- \$40 Registration for Intro to Mindfulness
- \$60 Registration for Off-Season Cycle Training, Triathlon Training, and TRX

FY23

- \$9 Advance Registration for Halloween Zumba, Holiday Zumba, Turkey Burn, and Yin Yoga
- \$12 At-The-Door Registration for Halloween Zumba, Holiday Zumba, Turkey Burn, and Yin Yoga
- \$40 Registration for Intro to Mindfulness
- \$60 Registration for Off-Season Cycle Training, Triathlon Training, and TRX

Marketing:

Informational postcards and posters were created and put on display at J. Thomas Lovell Jr. Community Center, Longview Community Center, Harris Park Community Center, Gamber Community Center, Summit Waves, and at the Parks and Recreation office located inside City Hall. Throughout the season, staff sent out informational emails (Eblasts & 5-things), promoted on Facebook pages, incorporated information in LSPR Illustrated, published events on LSPR calendars, and have advertisements running at 5 facilities on Did You Know TVs.

Evaluation/assessment:

All indoor paid group fitness programs are evaluated at the end of each session by participant surveys and an End of Activity Report. The evaluation is used to provide LSPR with information on how classes can be improved and any issues that need addressed. Surveys were distributed to 73 unique households; 23 surveys were returned for a 31.5% return rate. Please see attached Survey Summary for results.

Program Timeline:

- February: Establish Triathlon Training session dates and times, confirm trainer, enter into Rectrac, and create a marketing plan.
- March: Start promoting Triathlon Training on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs.
- April: Triathlon Training program begins. Promote the next session on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs. Establish Intro to Mindfulness session dates and times, confirm the instructor, enter into Rectrac, and create a marketing plan.
- May: Email surveys to Triathlon Training participants. Next Triathlon program begins. Start promoting Introduction to Mindfulness on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs.
- June: Intro to Mindfulness program begins. Continue to promote Triathlon Training.
- July: Next Triathlon program begins. Email surveys to Intro to Mindfulness participants.
- August: Email surveys to Triathlon Training participants. Establish Halloween Zumba session dates and times, confirm instructors, enter into Rectrac, and create a marketing plan.
- September: Start promoting Halloween Zumba on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs. Establish Turkey Burn session dates and times, confirm the instructor, enter into Rectrac, and create a marketing plan.
- October: Halloween Zumba events take place. Start promoting Turkey Burn on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs. Establish Holiday Zumba session dates and times, confirm instructors, enter into Rectrac, and create a marketing plan.
- November: Email surveys to Halloween Zumba participants. Turkey Burn event takes place. Start promoting Holiday Zumba on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs. Establish TRX, Yin Yoga, and Off-Season Cycle Training session dates and times, confirm trainers/instructors, enter into Rectrac, and create a marketing plan.

¹Five events/programs were canceled due to not meeting the minimum number of participants. Three of the four programs canceled were Triathlon Training totaling \$600.00 in refunds. Triathlon is no longer offered.

- December: Email surveys to Turkey Burn participants. Holiday Zumba events take place. Start promoting TRX, Yin Yoga, and Off-Season Cycle Training on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs.
- January: Email surveys to Holiday Zumba participants. Yin Yoga event takes place. TRX and Off-Season Cycle Training programs begin. Promote the next Yin Yoga and TRX on Facebook, website, postcards, posters, Eblasts, 5-things, and advertisements running at facilities on Did You Know TVs.
- February: Email surveys to TRX, Yin Yoga, and Off-Season Cycle Training participants. Yin Yoga event takes place. The next TRX program begins. Continue to promote Yin Yoga and TRX.
- March: Email surveys to TRX and Yin Yoga participants. Yin Yoga event takes place. Begin preparing the End of Activity Report.

Indoor Paid Group Fitness Survey Results

Of Surveys Distributed: Email: 78 Via Mail: 0 Via Phone: 0

of Surveys Returned: 24; 30% of returns

Participant: 24 Parent/Guardian: 2

Are you an LSPR "Friend of the Parks" FOP? I don't know what that is: 7 Yes: 8 No: 9

LS Illustrated: 2 Social Media: 7 Newsletter: 0 Postcard: 0 Banner/Sign: 1 Email: 4 Website: 2 Flyer/Poster: 6

Acquaintance: 4 Previous Participant: 6 Other: 4

Regarding the registration process...

If you registered by phone or in person, how helpful was the person who assisted you?

Please rate the amount of time taken to register.

Please rate the overall registration procedure.

Comments:

- I really feel the number of steps is kind of cumbersome.
- Was easy to register.

Regarding the value...

Was the length of the activity appropriate for the fee?

Was the content of the activity appropriate for the fee?

Comments:

- I do not believe paid classes are worth it. There isn't anything "SPECIAL" in those classes that I can't already get with my membership in the weekly classes. For example, in Holiday or Halloween Zumba, there are already multiple Zumba classes throughout the week, with different instructors, why are we paying to have a "SPECIAL" class where we can wear costumes? That usually already happens in the normal classes that week. A few of the "SPECIAL" classes had "goodie bags" but from my understanding, the instructors paid for that out of their own pocket, and weren't reimbursed. It seems LSPR is getting maximum profit, and the instructor, who is actually delivering the service is out of money. That seems wrong, as I already feel they aren't compensated well for their service compared to other gyms.
- Should make them a bit longer than what a regular class is.
- A very good 6-week cycling program.
- I was very impressed with the amount of effort the instructor put into preparing for the program and each class. The content was on target and specific to the goals of the program (conditioning for outdoor biking).

Regarding the program sessions...

Please rate the competence of activity staff.

Please rate the friendliness of activity staff.

Please rate the ability to recognize activity staff.

Please rate the amount of staff available during the activity.

Please rate the condition and suitability of the facility used.

Please rate the perceived safety of program.

Comments:

- Lori was great. Love the time and energy she puts into each class. She is motivating and provides encouragement. Love the TRX Bingo game- great idea!
- Questions 3 and 4 are unclear. The special classes I have attended, have only had one instructor. One way to make those special group x classes "special" would be to have multiple instructors team teach. Team teaching would actually be special because that isn't something I can already get in my membership. For example, offer 2 Holiday Zumbas around Christmas time. 1 for Zumba Gold, and have all Zumba Gold instructors team teach, then have a 2nd one for regular Zumba. By offering fewer special classes (instead of 3 or 4 Halloween/Holiday classes) you're more likely to have a larger participation group. Put instructors together so patrons can be introduced to instructors they may not have met yet/can't attend their class.
- Rob always does an excellent job in teaching classes. A wonderful instructor!! Really enjoyed the off-season cycling class!!
- Rob was great! His knowledge of and passion for fitness was obvious and I appreciated how he wants to share the information with others and promote the cycling community.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	1	3	20	4.79
What is the likelihood of your recommendation of this activity to others?	0	1	0	0	4	19	4.67
Please rate the participant's overall enjoyment level.	0	0	0	0	7	17	4.71
What is your overall rating of the activity?	0	0	1	0	3	20	4.75
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	2	8	14	4.50

Comments:

- Overall, please stop offering Special classes that cost paying members more money, unless you can make them special. A "special" class to me is one that is not offered already as part of my membership. For example: (1) Pound Class (Christa Colwell taught it at Longview a few years ago). That is not on the schedule, it was something different, it was a great way to gauge the interest in the format. (2) Special Yoga classes: I wanted to sign up for Yin Yoga, but it was marketed as "test your endurance". That is confusing as that is the furthest thing from Yin Yoga. A group of us didn't sign up due to the questionable marketing. I highly suggest research is done on the format before marketing is done. (3) Instructor mashups - this gives people a chance to meet other instructors. (4) Finally....I would continue to pay for classes if it was for a cause. If the money was donated to a non-profit, OR if a scholarship fund was set up for people who couldn't afford a membership (LSPR), I would be more than happy to sign up for the extra classes. Make the cost worth it to people, because right now there is no value to the classes. **Genesis offers Special classes all the time, and they're FREE! Not only are they free for their members, they are free for members to bring a guest. This is super smart marketing on their part. They get people in for free to see the facility and see what they have to offer. I HIGHLY suggest LSPR learns a few things from the marketing plan Genesis has put in place. They are doing all the right things.
- You could use more instructors for some different classes.
- The class schedule changed because of Valentine's Day. This was pointed out after class started. I was in the minority about the change but probably would not have signed up if I knew I would not be able to complete the class since I had to be out of town
- Loved the class, good size, Rob was always prepared. I'll have to learn to transfer the riding to my bike. Don't ride outside often, so should be interesting.
- It was a great class! Really enjoyed it!! Perhaps the length of the class in the future could be to 90 minutes to give us more time for floor exercises/core strengthening, etc. Just a suggestion. But, overall it was a wonderful cycle course with a great instructor!!
- We need more of a variety of activities such as TRX that are free. Now that you have to sign up online there normally full and now I have to do other things to fill in those times I can't get in a class.
- Lori is great- Her ability to teach while training amazes me! She did a great job.

**End of Activity Report
Girls' Basketball
December 2022 – March 2023
Paul Arndorfer**

Executive Summary

Brief Description

The Girls' Basketball League is an activity for the youth of Lee's Summit and surroundings areas in 1st – 8th grade designed to encourage participation in an organized recreational activity.

Participant Numbers:

Year	Participants	Teams
2022 - 2023	448	49
2021 - 2022	414	47
2020 ¹	317	39

Total Revenue:	Budget	Actual
2022 - 2023	\$50,520.00	\$59,320.00
2021 - 2022	\$40,320.00	\$51,024.00
2021 ¹	\$31,544.00	\$32,840.00

Total Expense:	Budget	Actual
2022 - 2023	\$37,579.57	\$38,822.57 ²
2021 - 2022	\$22,043.00	\$26,178.00
2021 ¹	\$22,214.80	\$18,331.04

Net:	Budget	Actual
2022 - 2023	\$12,940.43	\$ 20,497.43
2021 - 2022	\$18,277.00	\$ 24,846.00
2021 ¹	\$ 9,329.20	\$14,508.96

¹ Due to COVID-19, the Girls Basketball League was held January – March in 2021 and caused numbers to be lower.

² Budget and Actual Expenses include both Direct and Indirect Expenses. Indirect Expenses = \$8,825.57

Recommendations

Comment: Should Lee's Summit Parks and Recreation continue to offer this program?

Recommendation: Staff recommends continuing to offer the Girls' Basketball League.

Comment: There were only 2 negative comments regarding officiating.

Recommendation: In the past, there have been many more negative comments about officiating. Along with this, there were 4 positive comments regarding officiating. Many patrons told staff throughout the season how much they appreciated the officials and what a great job they were doing.

Comment: There were 5 comments that there is not enough seating for participants at games/too much congestion in the gym when transitioning between games.

Recommendation: Because of the layout of the gymnasium and the other activities that take place on other courts, staff is not able to add more seating other than the already in place cubbies that surround the courts. With Itty Bitty and Pee Wee basketball being held on Court 1 there is not an option to accommodate more seating. Staff does not recommend making any changes.

Comment: There were 2 comments regarding team distribution.

Recommendation: Comments were about teams being evenly distributed based on skill level. Currently, staff assigns teams based on their school and what practice conflicts they have. When applicable, staff will look at experience level for team formation. Staff does not recommend making changes to the team formation process, as there will always be factors that are out of staff's control such as the number of volunteer coaches, number of enrollments from a particular school or area and players no longer participating for various reasons.

Comment: There were 5 negative comments about the online registration.

Recommendation: Staff feels with the enhancements made to the LSPR website and RecTrac, the registration process was improved this year. Most of the issues were the results of patrons forgetting their passwords or having multiple accounts.

Comment: There were 5 comments about not allowing younger players to steal the basketball.

Recommendation: Staff recommends no change to the current rule and that steals should be allowed at all age levels. Offensive players must learn how to protect the ball from steals in order to enhance their development as players.

Comment: There were 34 more participants this session compared to last year, but the actual net was \$4,348.57 less than last year.

Recommendation: This is due to last year 90% of games were officiated with only one referee. This past season, only three games were officiated with one referee, therefore expenses were higher. Another contributing factor is this year trophies were awarded for the top three places for all divisions. Trophies are significantly more expensive than the medals previously awarded.

Extensive Staff Report

Purpose of Report:

End of Activity Reports are used to evaluate each recreational activity at its conclusion. Four areas are reviewed: program content and execution, participant satisfaction, participation numbers and financial performance. These areas are compared to the planned budget and previous seasons. Recommendations for improvements are developed from this review.

Program Description:

The Girls' Basketball League is an activity for the youth of Lee's Summit and surroundings areas in 1 – 8 grade designed to encourage participation in an organized recreational activity. Practices were held at Lee's Summit R7 elementary schools from December to the middle of March. Teams are coached by volunteers. 1st and 2nd grade teams practiced 1 hour per week, 3rd-8th grades practiced 2 hours per week. The season runs for eight weeks for 1st and 2nd grade, and ten weeks for 3rd-8th grade. Games were held at Harris Park Community Center.

Program Benefits:

There are multiple benefits of the Girls' Basketball League. It is a great physical activity that promotes a good cardiovascular workout two-three times a week for the players. It fights obesity and helps players lead healthier lives. It helps players learn character building values such as teamwork, dedication and discipline. The program helps players develop skills in socialization, basketball and leadership as well as sportsmanship.

Service Hours:

(1st and 2nd grades – 188 players x 2 hours/week x 10 weeks = 3,760). (3rd – 8th grades – 260 players x 3 hours/week x 12 weeks = 9,360).

2022 – 2023: 13,120

2021 – 2022: 12,472

2021³: 7,608

Volunteer Hours:

The total Volunteer Hours for the Girls Basketball League were 1,444 (1st & 2nd grades 20 Coaches x 2 Hours/Week x 10 Weeks; 3rd – 8th grades: 29 Coaches x 3 Hours/Week x 12 Weeks). Based on the national volunteer wage of \$29.95 x 1,444 hours = \$43,247.80 savings for the department.

³ Due to COVID-19, the Girls Basketball League was held January – March in 2021.

Refunds:

Total Refunds: 0
Schedule Conflicts – 0
Competitive Team – 0
Injury – 0
Not on Team with Classmates – 0
Refunds Due to Dissatisfaction: 0

Fees Charged:

2023	First and Second Grade	\$115.00/\$130.00	Picture – Purchased through Photographer
	Third – Eighth Grade	\$145.00/\$160.00	Picture – Purchased through Photographer
2022	First and Second Grade	\$108.00/\$116.00	Picture – Purchased through Photographer
	Third – Eighth Grade	\$132.00/\$145.00	Picture – Purchased through Photographer
2021 ⁴	First and Second Grade	\$88.00	Picture – Purchased through Photographer
	Third – Eighth Grade	\$112.00	Picture – Purchased through Photographer

Program Timeline:

September:	Publicity of the League
October:	Registration for the League Recruitment of Personnel
November:	Coaches Meetings NAYS Clinics Uniform Order
December:	League Begins Observation
January:	Picture Day Observation
February & March:	Budget Observation Awards Evaluation of League
April:	End of Activity Report

⁴ Due to COVID-19, LSPR did not have access to the LSR-7 buildings and the practices were held at Harris Park Community Center, so LSPR did not charge rental fees to participants.

Marketing:

The Girls Basketball League was marketed through the LSPR Website, email blasts, emails to previous participants, flyers at all LSPR facilities, DYK TV and Facebook posts.

Evaluation/Assessment:

The program is evaluated at the conclusion of the league by the parents of the participants or the participants. Out of 430 unique households given/sent a survey, 118 completed and returned a survey (27% return rate). Attached are the results of the survey.

LS Parks & Recreation "Girl's Basketball League 2023" Survey

of Surveys Distributed: Email: 430 In Person: # of Surveys Returned: 118 27% of Returns

Participant: 2 Parent/Guardian 92 Coach/Asst.Coach/Volunteer 36

LS Illustrated 6 Website/Facebook/Twitter 12 Email Blast 10 Flyer 2 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 42 Previous Participant 56 Other 0

Comments (Other):

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	78	0	0	0	26	24	4.32
If you registered on-line, please rate the ease of registration	0	0	6	8	68	36	4.14
Please rate the amount of time taken to register	0	0	6	8	58	36	4.15
Please rate the overall registration procedure	0	0	4	16	58	38	4.12

Comments:

- I had a lot of difficulty registering and using the online portal. I have a hard time everytime I have to use parks and recreation for registering.
- The parks and rec website isn't as user friendly as some other sites.
- It would be nice to be able to request a coach. I get that you try to keep them together if they played together before but it would be nice to just be able to list a coach.
- It would be nice to get an email when registration is open.
- I couldn't sign up online so I did it in person. They were very helpful at the front desk.
- Online is almost impossible so we have to call every year. It's extremely frustrating to have an organization that can't get a proper working website for a city of 110,000 people. Volunteer organizations have more functional sites.
- For some reason I was not able to register online, I had to call in.
- I think it was fine.
- Registration online was not functioning, but the gentleman who helped over the phone was great. A bit of a cumbersome start to an otherwise great season.

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	12	66	40	4.24
Was the content of the activity appropriate for the fee?	0	0	0	20	54	42	4.19
If awards were given, were they appropriate for the fee?	38	2	1	16	40	0	4.10

Comments:

- No awards or anything – our team placed 2nd in the league, it would have been nice for the girls to get something.
- I wish we had a couple more games!
- I felt the 6th grade league went way too long and was a lot more money than my first grader. I would prefer a cheaper and shorter season that ends by March. Shirts should be dry fit for the amount of money we pay.
- Do we not give trophies to 6 year olds?
- Older girls were too drawn out. It needs to be shortened with less bye weeks.
- I would prefer to go back to the dry fit material for shirts like last year.
- We never received an award.
- The dry fit shirts from last year were better!
- One comment on the uniforms...as a parent volunteer at the scorer's table, it would make the referee and the score keeper's job much, much easier if we could get numbers on the front of the jerseys to go with the numbers on the back.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	1	0	0	24	56	34	4.09
Please rate the friendliness of activity staff	1	0	1	12	56	44	4.28
Please rate the ability to recognize activity staff	1	0	1	12	56	44	4.27
Please rate the amount of staff available during the activity	0	0	0	24	58	36	4.10
Please rate the officials	0	0	2	28	44	37	4.05
Were the rules, regulations and policies appropriate for the activity?	0	0	4	14	56	32	4.09
Please rate the condition and suitability of the facility/fields used.	0	0	2	23	51	38	4.10
Please rate the condition and suitability of the equipment used.	0	0	0	8	68	40	4.24

- There was no ice available for player injuries.
- The ref with the blonde hair does a great job.
- Great program overall – we enjoyed it.
- I wish the rule of being able to steal on the dribble would be changed. It allowed no flow to the game and gave the team that was willing to foul to steal the ball a huge advantage. I did not feel like we were needing to teach true defense fundamentals because we had to push to go for the steal in order to be competitive. My son is the same age and plays for LSJBA, they are not able to steal on the dribble. It allowed for more passing – and a lot more flow in the game. Several of our parents were very frustrated by the end of the year because of this rule.
- The facility is great but I do think the courts need to be cleaned. They are very slick.
- The official with the longer hair was wonderful with the young players who are just learning the rules.
- Officials were inconsistent and there were traffic jams between games. Facility lacks enough seating and there was a struggle with practice facilities and miscommunication w/the school district and LSPR.
- Kids were allowed to rip the ball from other players hands (fouling in the process) without being called repeatedly.
- Repeatedly experienced limited seating each game. More seating would be ideal.
- Our daughter went in knowing how to play defense and how to steal the ball. After the first game she was scared to guard anyone else but her player for fear of the referees stopping the game and telling her to guard her player. She would no longer stop the ball if it wasn't her player. This rule is very confusing to 1st graders. I understand you can't have 5 kids on the ball but it would be nice if there was another way to ensure this doesn't happen. This is just confusing to the girls.
- Packing everyone (without seating) in the Harris Park Community Center for games is not enjoyable. The refs were inconsistent. My 6 year old is just learning the game and it caused a lot of confusion for her.
- The facility is cramped. Also, I think it's inappropriate to have parents run the scoreboard and scorebook when they have very little training and when an issue happens, the officials rely on what they have noted.
- The one issue I have is that there isn't enough room to sit and watch our child's game. I stood in a corner for every game I attended.
- The floors were slick/dirty, impossible not to travel. Refs were poor. Rule regarding double-teaming was not called until the last few weeks of the season. This rule should be dropped beyond 4th grade, it's not realistic to basketball.
- As a coach, I feel strongly that some changes need to be made with regard to rule administration. Overall, the administration of the activity was great all year and communicative. However, the one poor score I would give the program is on administering the rules. In this league it was very random what would or would not be officiated. This made it very confusing as a coach to teach the players as well as the players to grow throughout the course of the season. I would also like to see a limit of returning players allowed per team. It seemed the top couple of teams had acquired talent over the years, and new teams took on all new players.
- Refs were not equal and fair. The older man with the long blonde hair was a total jerk, especially to our coach. He was disrespectful to him and our parents. He called opposite calls as other refs who were closer. He argued with staff and parents. He made our girls feel very uncomfortable.
- The only recommendation that I would make is for younger players (1st and 2nd grade) would be to not allow for steals outside of the lane. I think that would do more to instill basic defensive concepts instead of just trying to steal the moment a player crosses center court. Overall, a great program though.
- Great experience, thank you!!!
- Seating for games was inadequate for the number of spectators.
- The game officials were great. They took the time to teach the girls the rules during the games if needed.
- Practicing at elementary schools is not ideal, many communication blunders happened.
- Mathew is an excellent referee. Teams should have an entire gym to themselves to practice. Sharing a gym is distracting and limiting. Kids should be playing in jerseys, not t shirts.
- Would love to see paid scorekeepers come back next year. Even if it requires a higher registration fee to cover the cost, it would be worth it.
- Refs were amazing as always. A few crazy coaches, some who were more than half way on the court.
- A few crazy parents as usual. Overzealous.

- I was very impressed with the referees for 2nd grade girls. They were not too strict at all, and always stopped to explain to the girls what they did, and how to fix it next time. They did great.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	2	10	58	44	4.26
What is the likelihood of your recommendation of this activity to others?	0	0	2	18	46	46	4.21
Please rate the participant's overall enjoyment level	0	0	0	12	50	54	4.36
What is your overall rating of the activity?	0	0	2	12	56	44	4.25
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	2	14	54	46	4.24

Comments:

- Our issue with the girls basketball program overall is that parks and rec should not be running it. It should have their own league that is outside of the parks and rec. In addition, certain teams appear to have a preference over the quality of players and the quantity of players getting added to their teams. In our age group, we had teams that had the max of 10 players and others that have seven players. That is unacceptable. These are young girls and cannot be expected to play a full game with little to no subs, while other teams have a stacked bench of players. In addition, this program does not appear to follow USA Basketball rules. Players in the younger age brackets are allowed to steal, which is not in line with USA Basketball rules. The league appears to make a preference towards winning games rather than developing actual basketball players, for this reason we will never be returning to this league and will not recommend it to anybody.
- Our girls had SO much fun playing together. But the frustration for our team (girls and parents) increased as the season went on. We were not the best shooting team – but our team played hard. It was just frustrating when the game had zero flow and was just steal after steal after steal.
- My daughter had a wonderful time playing basketball this year, we'll definitely be back next year.
- Paul Arndorfer does a great job, thanks Paul!
- I did not like parents running the scoreboards.
- I think the season was drawn out too long. There are a lot of kids that have sports that overlap.
- There seemed to be some issues with registration process but, overall the program accomplished the goals of giving the girls a good opportunity and environment to learn the rules and skills to play the game. The girls enjoyed the season and the refs were really good about explaining rules and being consistent.
- Paul Arndorfer was great!
- Loved our Coach Megan Carroll. The refs do an amazing job with the girls.
- This was the best year yet!
- My daughter enjoyed it and will likely play again next year.
- Thanks for everything you do!

End of Activity Report
Itty Bitty & Pee Wee Indoor Sports 2022-2023
Report Completed by: Sean Dorrance

Executive Summary

Brief Description:

Itty Bitty & Pee Wee Indoor Sports is a four-week skill development program. Itty Bitty Indoor Sports consist of: Soccer, PE, T-Ball and Instructional Basketball. Pee Wee Indoor Sports consist of: Soccer, T-Ball and Instructional Basketball.

Participant Numbers:

2022: 255
2021: 214
2020: 114

Total Revenue:	Budget	Actual
2022:	\$5,168.00	\$8,978.00
2021:	\$2,296.75	\$6,621.75
2020:	\$1,963.50	\$4,202.35

Total Expenses:	Budget	Actual
2022 ¹ :	\$3,136.96	\$2,457.96
2021:	\$2,860.86	\$3,607.56
2020 ² :	\$911.16	\$479.16

Net:	Budget	Actual
2022:	\$2,031.04	\$6,520.04
2021:	(\$564.11)	\$3,014.19
2020:	\$1,052.34	\$3,723.19

Recommendations

Comment: Should LSPR continue to offer Itty Bitty & Pee Wee Indoor Sports?

Recommendation: Staff recommends that LSPR continue to offer this program as it is a great way to introduce 3 to 6-year olds to various sports while helping them remain active.

Comment: There were four comments on the loud gym and amount of activity during the classes.

Recommendation: Due to the amount of available space in the current LSPR facilities there are a limited number of days/times that Itty Bitty and Pee Wee Indoor Sports can be run. Staff does not recommend any changes at this time.

¹ Expense contains both direct and indirect expenses. 15% rental fee to Harris Park Community Center is also included. Indirect Expense: \$223.66. This was the first year Indirect Expense tool was used to calculate Indirect Expense resulting in \$1,216.48 lower expense.

² 2020 expenses did not include the 15% Harris Park Rental Fee.

Comment: Two comments regarding the length of the sessions.

Recommendation: Itty Bitty and Pee Wee Indoor Sports is designed to be a more condensed version of the other classes offered year-round. These four-week classes help match the timeline of being able to get the first session done before Christmas and the last session done in time for outdoor sports to be started. The cost of the class was lowered two years ago to be brought in line with what a four-week class should cost. Staff currently does not recommend increasing the length of these classes.

Extensive Staff Report

Purpose of Report:

End of Activity reports are used to evaluate each recreational activity at its conclusion. Four areas are reviewed: program content and execution, participant satisfaction, participation numbers, and financial performance. These areas are compared to the planned budget and previous sessions. Recommendations for improvements are developed from this review.

Program Description:

Itty Bitty & Pee Wee Indoor Sports are four week skill development programs, held during the fall and winter. The program is for children three to four years old for Itty Bitty and five to six year old for Pee Wee. The program is held at Harris Park Community Center, located at 110 SW Blue Parkway, Lee's Summit, MO. Each Itty Bitty & Pee Wee Indoor Sport is 45 minutes in length and takes place on Saturday and Wednesday mornings. The participants learn skills for each area, as well as the rules of the sport. The final week, participation certificates are handed out at the end of the session. The program instructor can utilize help from parents as needed.

Benefits of Program:

Itty Bitty & Pee Wee Indoor Sports benefits include learning the basic skills of each sport, developing social and motor skills, practicing good physical activity, promotion of teamwork, learning good sportsmanship and simply having fun.

Service Hours: (255 participants x .75 hours x 4 weeks) =

2022: 765 Hours

2021: 642 Hours

2020: 317.25 Hours

Volunteer Hours:

There were no volunteer hours for Itty Bitty & Pee Wee Indoor Sports.

Refunds:

Total Refunds: 3 (\$106.00)

- 3 refunds due to scheduling conflicts

Fees Charged:

2022:	\$34.00/\$38.00 ³
2021:	\$30.00/\$34.00 ⁴
2020:	\$45.00/\$49.00

Program Timeline:

September:	Inventory Equipment, Purchase Equipment, Hiring and Training of Personnel
October:	Fall Program Starts, Observe Program
November:	Observe Program, Fall Program Ends, Collect First Session Surveys
February:	Spring Program Begins, Observe Program
March:	Observe Program, Spring Program Ends
April:	Collect Second Session Surveys
May:	EOA Report

Marketing:

This program was marketed in the LS Illustrated, on the LSPR Website and Social Media Sites, Posters, DYK TV and throughout various LSPR Facilities.

Evaluation/Assessment:

The program is evaluated at the conclusion by the parents of the participants or the participants. Out of 191 unique households given/sent a survey, 40 completed and returned a survey (21% return rate). Attached are the results of the survey.

³ Fees were increased to help compensate for increase in cost of part-time staff.

⁴ Fees changed to be more in line with the fees for Itty Bitty Outdoor classes. LSPR was charging more for a 4-week class with no medals than a five with class that included a medal and t-shirt.

Lee's Summit Parks & Recreation "Itty Bitty & Pee Wee Indoor Sports" Survey

Number of Surveys Distributed - Email: 191 Via Mail: 0 In-Person: 0 # of Surveys Returned: 40

Were you a - Participant: 0 Coach: 0 Parent/Guardian: 40

How did you heard about the program? LS Illustrated: 7 Website/Facebook/Twitter: 15 Email Blast: 0 Flyer: 2
Postcard: 0 Newspaper: 0 LS Cable Channel: 0 Acquaintance: 0 Previous Participant: 10 Other: 1

Regarding the Registration Process...	<u>N/A</u>	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	20	0	0	0	8	12	4.60
If you registered online, please rate the ease of registration.	4	0	0	6	12	18	4.33
Please rate the amount of time taken to register.	4	0	0	4	16	16	4.33
Please rate the overall registration procedure.	4	0	0	5	13	18	4.36

- The class search, selection to checkout is quite antiquated. I think an update via Shopify would be fairly easy for the users in the future. Definitely recommend getting off multiple sites as much as possible, I register for classes regularly and do so mostly on my phone and all the new windows is also a point of frustration.
- We were originally on the waitlist, and when we were able to register, it was done over the phone. Super easy!

Regarding the Value...	<u>N/A</u>	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	8	13	19	4.28
Was the content of the activity appropriate for the fee?	0	0	0	8	16	16	4.20

- My son is shy and sensitive. I love the way this program is structured. It is less intimidating for a child who may be hesitant to participate until he or she is comfortable.
- I'd love these to be more like the 6 weeks for the cost.
- Good price for the program, wish it was a little bit longer.

Regarding the Program Sessions...	<u>N/A</u>	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff.	0	0	0	7	12	21	4.35
Please rate the friendliness of activity staff.	0	0	1	3	12	24	4.48
Please rate the ability to recognize activity staff.	0	1	0	4	12	23	4.40
Please rate the amount of staff available during the activity.	0	0	1	5	10	24	4.43
Were the rules, regulations and policies appropriate for the activity	0	0	0	0	15	25	4.63
Please rate the condition and suitability of the equipment used.	0	0	0	4	12	24	4.50
Please rate the condition and suitability of the facility/fields used.	0	0	0	4	15	21	4.43
Please rate the perceived safety of program.	0	0	0	0	10	30	4.75

- It wasn't very clear when we got there where we should be, so I had him join the group that looked the most likely. The gym was also nuts with so much going on and very loud, so it was hard for my son to hear what he was supposed to do.
- Coach was awesome. We had a great time!
- Jerseys that better fit the tiny kids would be great. They can hardly play wearing the huge ones.

- Our daughter has been in coach Hillarys classes a few times and she always loves working with her!
- The gym is very loud and cramped with all the people going in and out during basketball. Would like to see these classes offered at a different day or time when there aren't as many people coming in and out.
- Friendly staff.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	8	11	21	4.60
What is the likelihood of your recommendation of this activity to others?	0	0	2	6	8	24	4.62
Please rate the participant's overall enjoyment level	0	0	1	3	8	28	4.60
What is your overall rating of the activity?	0	0	1	5	12	22	4.60
What is your overall rating of Lee's Summit Parks & Recreation?	1	0	0	5	12	23	4.57

- Admittedly, having 3 and 4 year old trying to be organized is an arduous task. But organization to help that could have been better and communication about where we should be would have helped.
- It would be nice to have a soccer league for pee wee that plays games after this session. If there is a league at legacy for this age range we haven't discovered it yet.
- The instructor gave too many verbal instructions at a time. A greater emphasis on demonstration and clearer, concise instructions would have benefited my 4-year-old who had never played soccer. There were also a ton of other activities happening in the same space (2 basketball games, another group of indoor soccer) making it very hard to hear the instructor and difficult for toddlers to focus.

**End of Activity Report
Father Daughter Dance
2023
Megan Crews**

Executive Summary

Program Description:

The Father Daughter Dance was a three-hour event held at the Gamber Community Center on Friday, January 27th, Saturday, January 28th, Friday, February 3rd, Saturday, February 4th, and Saturday, February 25th, 2023 from 6:00pm-9:00pm.

This year's dance theme was "Glow the Night Away". The dance was open to participants ages 3-12 and their fathers, stepfathers and grandfathers. A buffet dinner was served; dancing, flowers, favors and a photo were included.

Participant Numbers:

2023: 727

2022: 694

2021: 245¹

<u>Total Revenue</u>	<u>Budget</u>	<u>Actual</u>
2023	\$15,000.00	\$26,280.00
2022	\$15,000.00	\$16,080.00
2021 ¹	\$ 6,000.00	\$ 7,350.00

<u>Total Expenses</u>	<u>Budget</u>	<u>Actual</u>
2023	\$12,893.20 ²	\$23,108.25 ²
2022	\$10,946.49	\$13,589.98
2021 ¹	\$ 6,143.42	\$ 6,213.61

<u>Net</u>	<u>Budget</u>	<u>Actual</u>
2023	\$2,106.80	\$3,171.75
2022	\$4,053.51	\$2,490.02
2021 ¹	(\$ 143.42)	\$1,136.39

Recommendations:

Comment: Should LSPR continue to offer this program?

Recommendation: Staff recommends continuing to offer this program. It is a great opportunity for additional bonding between daughters, fathers and grandfathers.

Comment: Staff received feedback from participants and surveys regarding the quality of food.

Recommendation: The Father Daughter Dance has been catered by Hy-Vee on Rice Road for multiple years. At the end of 2022 the catering department of HyVee experienced a management change. While the quality of service was excellent the food quality was less than desired for two of the four events. During event coordination for the 2024 dates staff will reach out to additional catering vendors. Selecting the ideal catering based on expense, service and quality of product.

Comment: The DJ each night sets the tone of the event. Unfortunately, the DJ scheduled on Friday 2/3 did not have adequate equipment for the event. When the play list did not synch properly he took request from the group.

Recommendation: DJ Tony has provided entertainment for LSPR's Father Daughter Dance, Summit Waves and Camp Summit events for multiple years. This year DJ Tony had family obligations which didn't allow him to DJ our events. He assisted LSPR by coordinating 3 different DJ's to cover the events.

Staff shared the feedback and observation with DJ Tony. In the event DJ Tony is unable to cover future events he will coordinate with the two DJ's which lead successful events.

¹ Lower participation, revenue and expenses due to Jackson County's social distancing guidelines and mandates for the COVID19 pandemic.

² Only 20% (\$1,743.20) of budgeted Indirect Expenses are reflected in the expenses, related to facility usage and FT staff members. While Father Daughter Dance utilizes indirect resources for the facility it is minimal compared to the utilization of the community center for a full year. The projected indirect expense for the Father Daughter Dance totaled \$8,715.98.

Comment: Were the party favors appropriate for the fee rated at a 3.98 which is below the goal of 4.0.

Recommendation: Staff strives to provide party favors which are unique to the theme and exciting for the participants. Favors over the last couple years have included “pop-it” bracelets and neon Slinkys. Additionally, this year fathers were provided a magnetic photo frame to display their picture from the dance. Staff will continue to look for items which will represent the evening, providing a memory for both the father and daughter.

Comment: Although the Couples Photo rated a 4.55 in the survey staff received feedback regarding the process of selecting their photo online.

Recommendation: Staff will work with the photographer to provide the option which allows for participants to receive their photo in a timely manner either through the online selection process or in person. The online selection option allows for participants to select their favorite photo. The in-person option is selected by the photographer to print. Staff will continue to monitor feedback and adjustment accordingly.

Extensive Staff Report:

Purpose of Report:

End of Activity reports are used to evaluate each recreational activity at its conclusion. Four areas are reviewed: program content and execution, participant satisfaction, participation numbers and financial performance. These areas are compared to the planned budget and previous sessions. Recommendations for improvements are developed from this review.

Program Description:

The Father Daughter Dance was a three-hour event held at the Gamber Community Center. A buffet dinner was served from 6:15pm-7:15pm and dancing was from 7:00pm-9:00pm. Participants dressed in their evening best and danced the night away.

Benefits of Program:

The Father Daughter Dance has many benefits including a socialization opportunity for both father/stepfather/grandfather and daughter, opportunity for quality time between them to build their emotional bond, chance for both parties to dress up and step out of their comfort zone, promotes physical activity through dancing and activities and promotes the arts through music.

Service hours: [(#of participants) x 3 hours]

2023: 2,181 hours

2022: 2,082 hours

2021: 735 hours³

Average amount of service hours over past 3 years: 1,666 hours

Volunteer Hours:

Total number of volunteers: 1

Based on national volunteer wage of \$29.95 x 2 hours x 1 event = \$59.90

Refunds:

Total Refunds: 2 due to schedules, filled with waitlist participants.

Due to Dissatisfaction: 0

Fees Charged:

Fiscal Year

Amount

2023	\$30.00/participant (LSPR RES) \$35.00/participant Open Enrollment
2022	\$30.00/participant (LSPR RES) \$33.00/participant Open Enrollment
2021	\$30.00/participant (LSPR RES) \$33.00/participant Open Enrollment

³ Lower service hours due to mandates for the COVID19 pandemic.

Program Timeline:

- May: Create event theme
- June: Complete event information within RecTrac
- October: Contract with vendors for event services
- November: Work with Marketing Coordinator for event posters, postcards, and event tickets. Research event supplies and purchase, submit volunteer needs to Volunteer Coordinator
- December: Confirm with contracted vendors, create goodie bags, schedule volunteers, create event timeline, submit check request for vendors, and order linens
- January-March: Event executed, send out surveys to participants for completion, budget for next fiscal year event, send out thank you letters to volunteers. Compile survey information for End of Activity Report, reserve facilities for next fiscal year event
- April: End of Activity Report completed and submitted for Park Board review.

Marketing:

The Father Daughter Dance was primarily marketed to previous participants through email blast. The event was also marketed through the LS Illustrated, posters at facilities, DYKTV and Facebook posts.

Evaluation/assessment:

Out of 255 (unique emails) surveys distributed to the fathers/stepfathers/grandfathers for the Father Daughter Dance, 51 surveys were completed and returned. This is a 20% return rate for the surveys. Please see attached Survey Summary for results.

LS Parks & Recreation "Father Daughter Dance 2023" Survey

of Surveys Distributed: Email: 255

of Surveys Returned: 51

% of Returns 20%

How did you hear about the Father Daughter Dance?

Email Blast – 8

Social Media – 7

Acquaintance – 7

Illustrated – 2

Previous Participant - 24

Other – 3 – Google/Online Search

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	30	0	0	0	7	14	4.67
If you registered on-line, please rate the ease of registration	1	1	1	6	17	25	4.28
Please rate the amount of time taken to register	0	1	1	6	20	23	4.24
Please rate the overall registration procedure	0	0	1	6	23	21	4.25

Comments:

- This is the only event I have had problems registering for. There was something on my account that prevented me from enrolling. I had to call to have something added to my account. Once this was completed the registration was super easy.
- When you register, it was not very clear that it was \$35 per person.
- There were multiple errors with dates on the various registration pages and registration didn't go through right away

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	6	18	27	4.41
Was the content of the activity appropriate for the fee?	0	0	1	8	17	25	4.29
Were the party favors appropriate for the fee?	0	0	6	10	14	21	3.98
Was the "couples' photo" appropriate for the fee?	0	1	0	4	11	35	4.55

Comments:

- The food was not good, flavorless and lukewarm
- In previous years, the pictures were printed at the dance; please go back to doing that.
- Do not like the whole go online and will send it to you as a post to being able to take it home.
- We received the link for the "couple's" photos but my husband and daughter were not in the mix and did sit for the photo.
- We love the magnetic frame this year!

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	2	0	0	2	17	30	4.74
Please rate the friendliness of activity staff	3	0	0	0	12	36	4.81
Please rate the ability to recognize activity staff	3	0	0	8	10	30	4.48
Please rate the amount of staff available during the activity	3	0	1	5	13	37	4.58
Please rate the condition and suitability of the facility.	1	0	1	1	14	46	4.68
Please rate the perceived safety of program.	1	1	0	1	15	43	4.63

Comments:

- Did not notice any safety procedure.
- It felt like you overbooked the facility. There were dads and daughters who had to eat in the lobby, and there were so many tables that the dance floor was like a mosh pit, it was very crowded. Also, in years past, you allowed attendees to check in early and get photo early. This year the lady said "computer won't let me check you in until exactly the start time" so you had about 30 people waiting in lobby to check in. Then she got up and left, a new lady sat down and used a highlighter and printed sheet of names to check people in. This caused a long backup for photos, and delayed the event, in my opinion.
- Loved the DJ and food!

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	1	0	0	4	14	32	4.56
What is the likelihood of your recommendation of this activity to others?	0	0	1	6	14	30	4.43
Please rate the participant's overall enjoyment level	0	0	0	3	16	32	4.57
What is your overall rating of the activity?	0	0	0	3	18	30	4.53
What is your overall rating of Lee's Summit Parks & Recreation?	1	0	0	3	13	34	4.62

Comments:

- My daughter and I loved the event. Slinkys hanging from the ceiling were a blast. Will be back next time!
- We liked the DJ from the years past better. Don't know if he's still doing it. This year was just ok.
- I would highly recommend separating the desert table from the food line. It was uncomfortable coming back up for desert because it felt like you needed to stand in the long line again because the desert was on the same table. This would also promote eating dinner first before desert, which is what most parents do. The kids were only focused on the desert because it was on the same table. The food was fantastic btw.
- LSPR always excels. Been in the city two years and am continuously impressed by all things LSPR, including Father Daughter Dance.
- We have been attending for years and always look forward to the dance. This year's event was fantastic.
- Did not care for the DJ at all... Previous DJ was much better
- Activity Room was the best idea ever! Please keep this for next year!
- The price compared to neighboring cities or local churches that hosted was quite a bit higher.
- My husband said the food isn't great. It was better 5 years ago for sure he said but it's went on a fast-downhill since. This was their last year, but he said for \$60 they could go for a really nice meal somewhere. I reminded him it's the experience and he said that the experience could be better if the food was better. Same with the take homes. We have 2 really great keepsake trinket boxes from the first two and we have lighter up blinking sticks we can shake a stick at. It's nice that she will always have the trinket boxes to remember these times with her dad. Not a blinking foam stick. Lame
- Better food options would be nice. Otherwise great event! Definitely will be coming back!
- The DJ left a little to be desired. Nice guy but had way too many moments of silence between every song. Really ruined the momentum when you suddenly have to stop and wait 10-30 seconds between each song.
- The DJ this year wasn't as good as past years.
- My husband and daughter look forward to this event each year!
- Daddy-Daughter Dance typically implies pre-teen and younger, right? I don't think the DJ was informed of this. He consistently played loud/aggressive music that didn't match the event. I believe there were no songs where a daddy could actually dance with his daughter. And there were 2 Disney songs.
- I would allow for requests and only play songs off the request list. Blue Springs takes request on the sign-up page when you register. Or have an easy way before dinner to submit requests to the DJ in real time. Myself and daughters will return, they enjoy it with their friends. Maybe make an option in future to "buy a table" which would encourage dads/daughters to attend with their friends - I think you don't figure that out until after you attend solo the first year.

Theme Suggestions:

- Beach theme, princess, starry night
- Western. Hawaiian Luau
- Winter wonderland, Alice and wonderland, space with stars and glowing planets
- Fiesta
- All the themes from previous years including this one has been great.
- Under the Sea
- Hawaiian
- Disney. Princess. Anything not-hip hop.

Additional Programming Request:

- Indoor Ice skating
- Mother/daughter lady's night, it would be fun to get moms together with their daughters for dinner and dancing. A Photo Booth would be super fun. I would be totally interested if offered.
- More father-daughter events; dinners, evening projects, classes/trainings, etc.
- Mother/son event
- Mother son dance please!
- Moms and sons dance. Saw a school did this, and it would be fun for them as well.

Are you an LSPR "Friend of the Parks" FOP?

3 I don't know what that is 9 Yes 33 No

JUNE 2023 COMMENT REPORT

Attached are 11 patron comments with staff responses that were either submitted verbally, in writing or via email. Of these comments, 1 were making requests, 1 compliments, 2 informational, 5 suggestion and 2 complaints.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response												
1	LCC	Complaint	4/13/23	Jodi Jordan	Rachel Smith	Two Comment Cards	As soon as Yoga started – super loud construction drilling started right outside the classroom. Instructor asked them to pause – they would not and it continued through class. Very loud and disruptive. Was that necessary? seriously!?! You dispatch a person to use a jackhammer to break up concrete right outside the window during a yoga class? Surely you can do better	Thank you for the comment card. Staff apologized for the poor communication during a construction project. Facility and Maintenance staff worked closely together for future projects to be sure this type of situation would not happen again. Facility staff also communicated future construction projects with patrons via signage in the facility. RIS												
2	LCC	Compliment	4/27/23	Jodi Jordan	Rachel Smith	Dr. Joe	We really appreciate the wonderful aspect of “coffee” Plus, the beautiful people you have working at the desk! Steve, Darin and the girls! Thank you!	Thank you for the positive feedback! Staff have been notified and will be recognized at the next staff meeting. RIS												
3	LCC	Request	6/15/23	Jodi Jordan	Rachel Smith	Margaret Grigsby	Could at least 1 or more blue lines be removed from 9-10am on Fridays? There are still some of us who come to exercise using water aerobic moves and they interfere.	Thank you for the comment card. Staff have received additional requests to have a lap lane removed from 9-10am on Fridays so that a small group may exercise together. Facility staff have reached out to aquatics staff to see if there needs to be any changes to their posted pool schedules or staffing in order to accommodate this request. RIS Patron response: Taking down just the one lane was very helpful as some of the exercises require more space. Thank you for working on making this change.												
4	LCC	Suggestion	4/4/23	Jodi Jordan	Rachel Smith	Curt Guillfoi	Next time gym floor is refinished, use satin instead of high gloss to reduce glare! Lot of pickleball glare complaints. Thanks.	Thank you for the comment card. This information will be shared with our maintenance staff. RIS												
5	LCC	Suggestion	3/8/23	Jodi Jordan	Rachel Smith	Cliff Jefferson	Interested in looking at an open sign up where people looking for someone to play racquetball with can add their name and contact to a list. This would help find a game when you want one.	Thank you for the comment card. LCC currently has challenge courts scheduled on Wednesday evenings where the courts are reserved for pick-up games. Staff also shared with a patron that some other user groups have created a facebook group which they run in order to communicate with other players in the community. Staff would be happy to post information of a public community site to help make other players aware of its creation and intent. RIS												
6	LCC	Suggestion	4/23/23	Jodi Jordan	Rachel Smith	Michelle Lewis-Russell	The Did you Know TV Monitors should have audio telling people about ALL the great things a day visit or membership offers.	Thank you for your suggestion. We intentionally left audio off of the Did you know TV's so they are not a distraction to the guests in the lobby and they do not create additional noise for staff to talk over. RIS												
7	LCC	Suggestion	4/23/23	Jodi Jordan	Rachel Smith	Michelle Lewis-Russell	Post a sign that says “We have a lost & found” or “Lost & Found see front desk.”	Thank you for your suggestion. Staff will better communicate this information. RIS												
8	LCC	Suggestion	6/14/23	Jodi Jordan	Rachel Smith	Sandi Covington	Now that there is no longer scheduled water aerobics class on Fridays, there needs to be at least 2 lanes open for self aerobics.	Thank you for the comment card. All lap lanes are available on a first come, first served basis for water exercise be it lap swimming, water walking, aerobics, etc. Staff have received additional requests to have a lap lane removed from 9-10am on Fridays so that a small group may exercise together. Facility staff have reached out to aquatics staff to see if there needs to be any changes to their posted pool schedules or staffing in order to accommodate this request. RIS												

From: Alison Courtney
Sent: Thursday, May 18, 2023 12:49 PM
To: Subject: Lower Banner Park

Hi,

What is the timeline for upgrading Lower Banner Park and what is planned? I'm excited to see the changes after seeing what has changed at Lowenstein, which already had a great playground and didn't really need upgrading, IMO. It would be nice if Lower Banner could catch up with the other parks

From: Steve Thomas
Sent: Thursday, May 18, 2023 2:20 PM
To: Subject: Lower Banner Park

Hello Alison,

Thank you for your inquiry and interest for the upcoming park renovation projection at Lower Banner.

We are excited to provide a new playground area and equipment for children ages 2-5 as well as a new playground area and equipment for 5-12 aged children. Both of these play areas will have synthetic turf for their play surfaces. In addition, we are going to install a 16'x16' shelter complete with picnic benches for family use and provide an asphalt trail wrapping around the perimeter of the park for walking/jogging. We also intend to do some repair work to the existing ballfields (install new backstops and regrade).

Our goal is to begin the renovations towards the later part of this Summer and to have the project completed before the end of the year. When this project is completed Lower Banner will have new playgrounds and a new shelter which will be comparable to our other renovated parks.

Again, thank you for your interest and I hope you will continue to enjoy all of our parks.

Steven Thomas | Assistant Superintendent of Construction

Pat Benyo 4/23/23

Dear Joe,

I'm Pat Benyo.

I met you on Good Friday, 4/7/23 as I was walking my dog Maggie on the Arbor walk bridge. You asked me if the bridge ever had water under it -

I've asked a couple of neighbors & one said yes and the other said it was a marsh area.

I didn't think to tell you that many pictures, from family, engagement, etc. some w/ prof. photographers are seen there at times.

(over)

give.LLS.org



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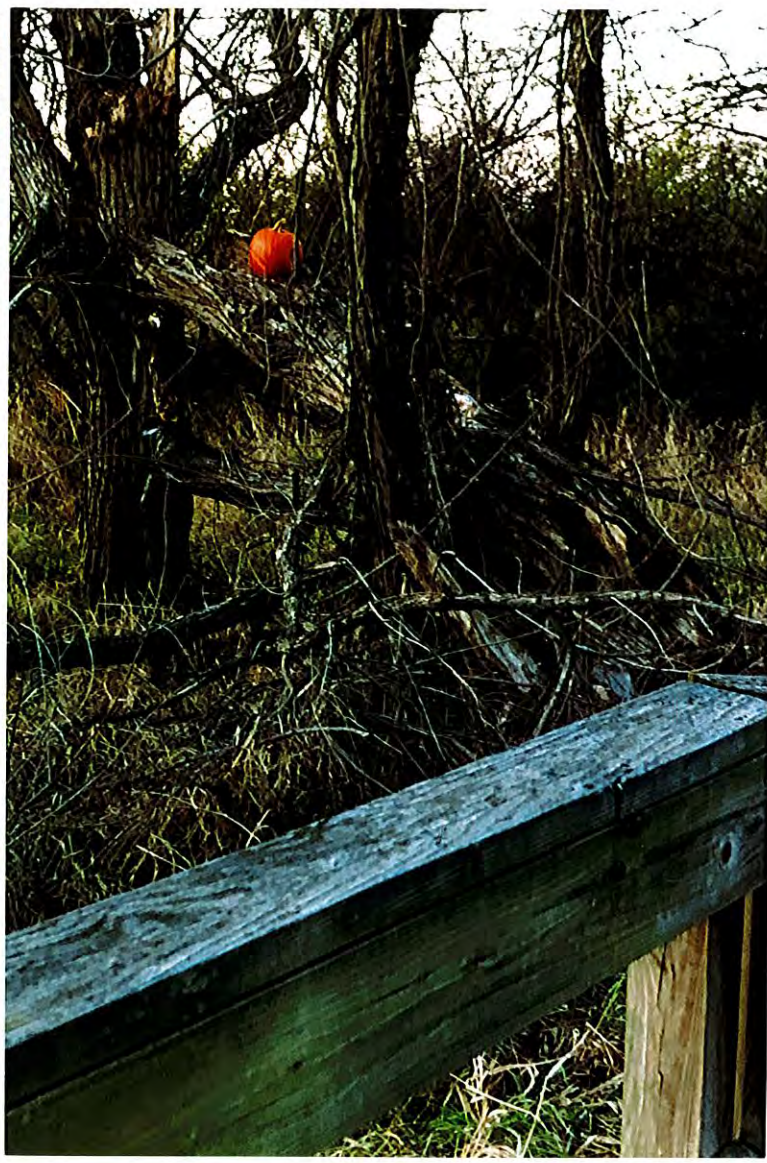
I'm enclosing a few pictures I took in Fall '21. I also enjoyed one of the windmill, but don't have another copy of it.

Thanks for trying to beautify and keep safe our park.

Many people at Arbor walk are upset about the area at Ward & Hwy 150 being plowed over - its referred to as "The War Zone" by some. Too many changes too quickly may cause a run on people not being happy here - & moving.

Thanks!

Pat







**Lee's Summit Parks
& Recreation Board**

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**220 SE Green Street
Lee's Summit, MO 64063**

Phone: 816.969.1500

Fax: 816.969.1515

lspr@cityofls.net

www.lspark.net



**Member, National Recreation
& Park Association**

**Member, Missouri Park
& Recreation Association**

May 22, 2023

Dear Ms. Benyo,

I received your note and pictures in the mail a few weeks ago and wanted to let you know how much I appreciated them. Your comments and observations are valued. After my visit, when we met, I directed staff to replace the bridge which should happen over the next several weeks. We will be utilizing a composite material which will increase the longevity of the bridge and minimize maintenance over the coming years.

I think the bridge is a wonderful amenity in Arbor Walk Park and your comments validated my observations.

I really enjoyed meeting you and I hope you and your dog continue to enjoy the park. Feel free to reach out at any time if you have thoughts or comments you would like to share. You can email me at jsnook@cityofls.net or call my office at 816-969-1504.

Sincerely,

Joe Snook, Administrator

Lee's Summit Parks and Recreation

From: Erik Easley

Sent: Tuesday, May 23, 2023 10:14 AM

To: Mia Prier; Hillary Shields; John Lovell; Andrew Felker; Phyllis Edson; Beto Lopez; Fred DeMoro; Faith Hodges

Subject: Parks and Rec Membership

CAUTION! This is an **EXTERNAL** email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am sending this email to all Lee's Summit City Council members in the hopes one of you has suggestions on a better way to manage the billing for memberships at the community centers. It seems very odd and outdated that these memberships still require two sets of triplicate forms to be filled out with a voided check. I can't believe a city the size of Lee's Summit cannot figure out a better and more efficient way to manage their membership process. My daughter is home from college and wants to renew her membership but was refused because she does not have a bank account that issues checks. Are we really turning away memberships because we don't have a means to signup/renew/cancel memberships online? I hope the city considers upgrading this process and allows more flexibility and what will end up with more paid memberships. I have many memberships and none of them use an outdated process that hinders the taxpayers of Lee's Summit. Please consider upgrading this process and I bet the increase in memberships will more than cover that cost.

Thanks for your time.

Erik Easley

From: Hillary Shields <Hillary.Shields@cityofls.net>

Sent: Tuesday, May 23, 2023 10:17 AM

To: Erik Easley

Subject: Re: Parks and Rec Membership

Thank you for your comment. I am looping in our City staff for their awareness of your concerns.

Best regards,

Hillary Shields

From: Joe Snook

Sent: Tuesday, May 23, 2023 7:01 PM

To: Erik Easley

Subject: RE: Parks and Rec Membership

Mr. Easley,

Thank you for your email regarding the process to obtain a membership at the community centers. I agree with your assessment that our process for a monthly membership is out dated. I am happy to share that LSPR has been working on a solution for the past several months with our membership management software company, the City (IT), and our financial institution. I met with staff for a status update and we are targeting mid-August for full implementation. We are currently working through a few challenges and will then complete a beta test to ensure we have minimized issues.

What our patrons can expect with the change will be monthly processing through a credit card, similar to monthly on-line subscriptions like Netflix, Apple+, etc. LSPR will continue to offer the current method as we do have members who wish not to utilize credit cards.

LSPR also offers our patrons the option to pay for an annual membership in full at the time of sign-up. If a patron chooses the annual payment and decides to cancel for any reason, LSPR will refund the remaining months of the membership. I hope that option was shared with your daughter. If not, please let me know so we can complete some follow up training with staff.

If you have any additional questions or comments please feel free to contact me via email or call me at the number in my signature line.

Sincerely,

Joe Snook, M.S., CPRP | Administrator of Parks & Recreation

2023 JUNE

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06 City Council Meeting - 6:00pm	07	08	09 Night Flight - 9:00pm at LPA	10 Blues Fest - 7:00pm at LPA
11 FamIl Fun Nigh 8:30pm at Summit Waves	12	13 City Council Meeting - 6:00pm	14	15	16	17
18	19	20 City Council Meeting - 6:00pm	21	22	23	24 Tour de Lakes 7:00am at LVCC
25 Dive In Movie 8:30pm at Summit Waves	26	27	28 Park Board Meeting - Strother Conference Room - 6:00pm	29	30	01
02	03	04	05	06	07	08

2023 JULY

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02 Moonlight Yoga - Summit Waves 9pm	03 Legacy Blast - Legacy Park 6:00-10:00pm	04 City Council Meeting - 6:00pm	05	06	07	08
09	10 Family Fun Night - Summit Waves 8:30pm	11 City Council Meeting - 6:00pm	12	13	14 Jamaican Jam - LPA 7:00pm	15
16	17	18 City Council Meeting - 6:00pm	19	20	21	22
23	24 Dive In Movie - Summit Waves - 8:30pm - Encato	25	26 Park Board Meeting - Strother Conference Room - 6:00pm	27	28 Queens of Country LPA - 7:00pm	29 Sunset Yoga - Summit Waves 8pm
30	31	01	02	03	04	05

Lee's Summit Parks And Recreation Now Offers Free 3-Wheel Bicycle Rentals

Lee's Summit Parks and Recreation recently announced the purchase of four 3-wheel bikes through a grant funded by Eitas-developmental disabilities services of Jackson County. This purchase allows adults with disabilities, balance impairments, and the senior population to utilize the free bikes reservation program at Lovell and Longview Community Centers. This new amenity will improve the quality of life for many patrons with balance and mobility issues.

Jodi Jordan, Superintendent of Recreation Services and Inclusion Coordinator for LSPR, stated, "The request for 3-wheel bikes has been made by patrons in the community, including seniors losing balance and mobility, adults with autism, and clients of the American Stroke Foundation who offer weekly programs at the Longview Community Center. There are no other agencies in Lee's Summit that of-



fer free bike reservations or that offer 3-wheel bikes for the community. Offering this service is a unique amenity to the patrons we serve."

If you are interested in reserving a bike, you may secure a free reservation by visiting the website, LSParks.net, or stopping by the

Lovell Community Center (901 NE Bluestem Drive) or the Longview Community Center (3801 SW Longview Road). Bikes may be reserved for up to two hours at a time and are available 7 days a week.

For additional questions, please call 816-969-1500.