

DECEMBER 2023

Park Board Meeting Packet



Summit Ice opened on November 22nd



116 patrons enjoyed the Thanksgiving Luncheon at the Gamber Center



Over 40 vendors participated in Mistletoe Madness



RevUp had 39 participants in the last session



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:	December 6, 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			
Gamber Community Center End of Activity Report		Megan Crews	
AGENDA ITEM			
APPROVAL OF MINUTES:			
• October 25, 2023 Park Board Minutes		Tede Price	1-2
TREASURER’S REPORT: read by Samantha Shepard, Treasurer (includes October 2023 Report)		Joe Snook/Devin Blazek	3-12
SALES/USE TAX REPORT: October 2023		Devin Blazek	13-14
BOARD APPROVAL ITEMS			
Raintree Lake Property		Steve Casey	15-21
Woods and Wadsworth Playground Renovation		Steve Casey	22-26
Minimum Wage Memo		Joe Snook	27-30
Park Impact Fee Proposal Ordinance		Steve Casey	31-48
OLD BUSINESS			
Projects and Services Review		All Staff	49-56
Lower Banner Park		Steve Thomas	57-59
Legacy Wayfinding End of Project Report		Steve Thomas	60-63
NEW BUSINESS			
NRPA Conference Summary		Various Staff	64-71
End of Activity Reports		Various Staff	72-120
PATRON COMMENT REVIEW		Joe Snook	121-136
MONTHLY CALENDARS		For Information Only	137-138
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(1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.			
Pursuant to Section 610.021 (2) of the Revised Statutes of the State of Missouri pertaining to leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration.			
BOARD COMMITTEES			
Budget		Personnel	
Samantha Shepard-Chair		Jim Huser-Chair	
Wesley Fields		Mindy Aulenbach	
Jon Ellis		Jon Ellis	
Youth Sports		Foundation Board	
Lawrence Bivins		Tyler Morehead	
Casey Crawford		Mindy Aulenbach	
Samantha Shepard			



	current system can do. Ms. Campbell asked if staff will plan to phase in the other parks that will not be a part of the project. Ms. Chestnut said yes in the next year's budget those parks will be done. Mr. Ellis asked if staff has worked with the recommended vendor before. Staff said only on a small scale.	Aulenbach seconded. Mr. Crawford sustained. Motion carried.
OLD BUSINESS		
Projects and Services Review –	Supporting documentation (See page 28-33) No additional comments	No Board Action.
Lower Banner Park	Supporting documentation (See page 34-35) Mr. Casey said staff has the new playground equipment installed and portions of the sidewalk have been completed. He stated work is progressing very well.	No Board Action.
Legacy Wayfinding Update	Supporting documentation (See pages 36-38). Mr. Casey stated good progress is being made. The masonry contractor has completed all the bases. Staff will be completing the signage and it will be completed soon. Mr. Ellis asked if Great Beginnings will be added to the wayfinding. Mr. Casey said yes, Great Beginnings will be added.	No Board Action.
NEW BUSINESS		
Security Report	Supporting documentation (See pages 39-42). Ms. Chestnut had no additional comments to add to the security report. Mr. Ellis thanked staff for the yearly comparison.	
Fundraising Report	Supporting documentation (See pages 43-44). Mr. Dean stated the sponsorship coordinator secured a Zamboni Sponsor for Summit Ice.	
End of Project Review- Pleasant Lea Park	Supporting documentation (See pages 45-48). Mr. Casey gave the Board a brief update that the project is now completed.	
End of Activity Reports	Supporting documentation (See pages 49-80). No additional comments.	No Board Action.
PATRON COMMENT REVIEW		
	Supporting documentation (see pages 81-82) Ms. Shepard asked if the comments cards were included in this month's Board packet. Mr. Snook stated yes all that comments had been submitted were included in the packet.	No Board Action.
MONTHLY CALENDARS		
Supporting documentation (see pages 83-87) Mr. Snook reminded the Board of the annual retreat on November 10. He also stated the following week, November 17 is the KCMRDA Boards and Commissions banquet. The November/December combined meeting will be December 6.		
ROUNDTABLE		
President Bivins welcomed Ms. Campbell to the Board. He also complimented staff on the progress of Lower Banner. Ms. Campbell said she is looking forward to being a part of the Board. Mr. Fields complemented Mr. Casey and staff for the Legacy Wayfinding signage. Mr. Ellis asked if staff could be encouraged to give patron feedback as comment cards are submitted. Mr. Huser said he had a softball game and picnic at Summit Park and it was great to bring them to that park.		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
Mr. Snook shared that the Foundation is hosting the Chamber Luncheon on November 17. He stated the department received notification this afternoon that LSPR received a recreation trails grant of \$250,000 for the Mouse Creek Trail in Eagle Creek Park. Mr. Snook thanked those Board members for attending the City Council meeting last night. He stated it went well and there is support to continue this process for the Park Impact Fee. Mr. Ellis complimented Mr. Snook on his presentation. Mr. Crawford asked if there was any opposition. Mr. Snook said no, this was just a presentation of the facts. President Bivins thanked the City Council for their questions and stated they were very thoughtful. Ms. Aulenbach said the Council members were very complimentary to the Park Board and all council wants to go to the next steps. Mr. Snook said he and staff will be talking to local developers for their feedback on the Park Impact Fee.		
MEETING ADJOURNMENT:		
The meeting adjourned into closed session at 7:22 pm		
CLOSED SESSION:		
Pursuant to Section 610.021(1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.		

Financial Outlook as of October 31, 2023



Fund	Fund Balance @ 10/31/23
Gamber Community Center	\$ 599,131
Lovell Community Center	\$ 915,539
Longview Community Center	\$ (997,773)
Harris Park Community Center	\$ 464,685
Parks and Recreation	\$ 980,781
Summit Waves	\$ 725,119
Cemetery	\$ 1,200,010
Construction	\$ 8,868,324
Park COP	\$ 5,848,109

Fund	MTD 10/31/23	Prior YTD Actual	Current YTD Actual	Approved FY24 Budget	Percentage of FY24 Budget
Gamber Community Center					
Revenue	\$ 18,576	\$ 245,238	\$ 266,703	\$ 445,838	59.82%
Expenses	\$ 34,008	\$ 158,690	\$ 183,284	\$ 530,359	34.56%
Income (Loss)	\$ (15,432)	\$ 86,548	\$ 83,418	\$ (84,521)	
Lovell Community Center					
Revenue	\$ 129,485	\$ 519,987	\$ 582,761	\$ 2,072,538	28.12%
Expenses	\$ 138,135	\$ 726,278	\$ 673,066	\$ 2,108,966	31.91%
Income (Loss)	\$ (8,650)	\$ (206,291)	\$ (90,304)	\$ (36,428)	
Longview Community Center					
Revenue	\$ 93,165	\$ 279,354	\$ 346,583	\$ 1,373,515	25.23%
Expenses	\$ 88,246	\$ 425,476	\$ 418,745	\$ 1,281,496	32.68%
Income (Loss)	\$ 4,919	\$ (146,122)	\$ (72,162)	\$ 92,019	
Harris Park Community Center					
Revenue	\$ 77,568	\$ 494,260	\$ 570,940	\$ 1,786,770	31.95%
Expenses	\$ 107,297	\$ 615,165	\$ 665,652	\$ 1,726,842	38.55%
Income (Loss)	\$ (29,729)	\$ (120,905)	\$ (94,712)	\$ 59,928	
Parks and Recreation					
Revenue	\$ 4,722	\$ 26,852	\$ 71,365	\$ 4,424,226	1.61%
Expenses	\$ 277,832	\$ 1,451,687	\$ 4,292,674	\$ 7,099,882	60.46%
Income (Loss)	\$ (273,110)	\$ (1,424,835)	\$ (4,221,308)	\$ (2,675,656)	
Summit Waves					
Revenue	\$ 0	\$ 547,273	\$ 488,626	\$ 1,336,959	36.55%
Expenses	\$ 22,430	\$ 572,227	\$ 492,073	\$ 1,117,884	44.02%
Income (Loss)	\$ (22,430)	\$ (24,954)	\$ (3,448)	\$ 219,075	
Cemetery					
Revenue	\$ 6,601	\$ 23,851	\$ 37,711	\$ 118,700	31.77%
Expenses	\$ 11,878	\$ 74,482	\$ 69,646	\$ 198,557	35.08%
Income (Loss)	\$ (5,277)	\$ (50,632)	\$ (31,935)	\$ (79,857)	
Construction					
Revenue	\$ 583,333	\$ 1,015,585	\$ 4,454,265	\$ 16,403,691	27.15%
Expenses	\$ 31,691	\$ 293,680	\$ 43,556	\$ 6,445,000	0.68%
Income (Loss)	\$ 551,642	\$ 721,905	\$ 4,410,710	\$ 9,958,691	
Park COP Debt					
Revenue	\$ 484,103	\$ 2,039,120	\$ 2,212,568	\$ 6,268,030	35.30%
Expenses	\$ 597,917	\$ 1,058,333	\$ 2,391,667	\$ 7,175,000	33.33%
Income (Loss)	\$ (113,814)	\$ 980,787	\$ (179,098)	\$ (906,970)	

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

	Previous Year-to-date Oct 2022	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance	Approved FY24 Budget
REVENUES						
Activity & Membership Fees	38,020	10,055	39,284	37,340	1,944	137,113
User Charges	314	129	357	240	117	720
Rentals	35,627	7,357	45,902	39,490	6,412	125,605
Interest	(3,957)	-	4,941	2,150	2,791	4,300
Other Revenue	120	1,036	1,220	300	920	2,100
Miscellaneous	114	(1)	(2)	-	(2)	1,000
Transfers In from Park COP	175,000	-	175,000	175,000	-	175,000
TOTAL REVENUES	245,238	18,576	266,703	254,520	12,183	445,838
EXPENDITURES						
Personnel Services	86,162	20,571	94,455	88,809	5,646	265,522
Other Supplies, Services and Charges	26,541	6,011	30,553	31,575	(1,022)	84,383
Repairs and Maintenance	9,581	737	12,470	9,976	2,494	26,663
Utilities	16,789	5,194	14,466	17,074	(2,608)	53,787
Capital Outlay	-	-	23,248	79,875	(56,627)	79,875
Interdepartment Charges	19,617	1,495	8,092	8,174	(82)	20,129
TOTAL EXPENDITURES	158,690	34,008	183,284	235,483	(52,199)	530,359
NET GAIN / (LOSS)	86,548	(15,432)	83,418	19,037	64,381	(84,521)

BEGINNING FUND BALANCE

515,713 ¹

ENDING FUND BALANCE (Preliminary)

599,131

¹ Beginning Fund Balance is unaudited and subject to change.

² Remodel of the Ballroom was completed in September and has not been billed.

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

	Previous Year-to-date Oct 2022	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY24 Budget
REVENUES							
Activity & Membership Fees	438,569	120,171	485,800	581,109	(95,309)	²	1,910,188
User Charges	1,147	259	732	1,120	(388)		2,613
Rentals	25,628	9,045	34,794	32,945	1,849		92,543
Interest	(9,258)	-	7,623	5,200	2,423		10,400
Other Revenue	2,592	0	271	1,996	(1,725)		1,996
Contributions	7,500	-	-	-	-		-
Miscellaneous	290	9	21	295	(274)		1,278
Transfers In	53,519	-	53,520	53,520	-		53,520
TOTAL REVENUES	519,987	129,485	582,761	676,185	(93,424)		2,072,538
EXPENDITURES							
Personnel Services	404,752	84,286	420,194	497,142	(76,948)	³	1,396,346
Other Supplies, Services and Charges	82,870	11,722	112,876	134,811	(21,935)	⁴	221,175
Repairs and Maintenance	40,895	13,247	38,712	61,189	(22,477)	⁵	142,258
Utilities	47,366	17,752	52,990	56,797	(3,807)		179,728
Capital Outlay	106,165	7,226	22,221	111,759	(89,538)	⁶	111,759
Interdepartment Charges	44,230	3,902	26,072.96	26,482	(409)		57,700
TOTAL EXPENDITURES	726,278	138,135	673,066	888,180	(215,114)		2,108,966
NET GAIN / (LOSS)	(206,291)	(8,650)	(90,304)	(211,995)	121,690		(36,428)

BEGINNING FUND BALANCE	<u>1,005,843</u> ¹
ENDING FUND BALANCE (Preliminary)	<u><u>915,539</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.

² An unfavorable variance in Memberships (\$52,928), Activities (\$15,752) and Gate Receipts (\$26,629).

³ Favorable variance on Part-Time (\$57,370) and Heath/Dental, FICA and Medicare.

⁴ Favorable variance in Professional Fees, Furniture, Fixture & Office Equipment and Recreational Supplies.

⁵ Vestibule repair and tree trimming were budgeted for July and have not occurred.

⁶ All Capital Improvements were scheduled for July and at the time of this report the new floor machine and Nustep are the only ones complete.

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

	Previous Year-to-date Oct 2022	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance	Approved FY24 Budget
REVENUES						
Activity & Membership Fees	231,363	79,360	305,850	320,624	(14,774)	1,149,023
User Charges	976	204	918	850	68	2,699
Rentals	46,663	13,563	39,745	63,857	(24,113)	220,391 ²
Miscellaneous	353	38	71	242	(171)	1,402
TOTAL REVENUES	279,354	93,165	346,583	385,572	(38,989)	1,373,515
EXPENDITURES						
Personnel Services	269,530	56,953	275,013	283,095	(8,082)	837,877
Other Supplies, Services and Charges	34,297	5,692	43,992	51,465	(7,472)	112,960
Repairs and Maintenance	17,951	2,355	26,580	25,124	1,457	70,236
Utilities	53,443	16,374	46,688	60,155	(13,467)	189,035 ³
Capital Outlay	-	3,385	3,385	22,627	(19,242)	22,627 ⁴
Interest Expense	3,711	-	2,484	-	2,484	-
Interdepartment Charges	46,545	3,487	20,602	20,864	(262)	48,761
TOTAL EXPENDITURES	425,476	88,246	418,745	463,329	(44,585)	1,281,496
NET GAIN / (LOSS)	(146,122)	4,919	(72,162)	(77,757)	5,595	92,019

BEGINNING FUND BALANCE	<u>(925,611)</u> ¹
ENDING FUND BALANCE (Preliminary)	<u><u>(997,773)</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.

² The reported YTD revenue is dependent on the timing of monthly reoccurring rental payments.

³ Favorable savings on Electricity (\$11,510) and Water/Sewer (\$3,024).

⁴ Reupholstry of the fitness equipment pads was less than anticipated and the other Capital item that was budgeted in July has not occurred.



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

	Previous Year-to-date Oct 2022	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY24 Budget
REVENUES							
Activity & Membership Fees	354,297	45,864	428,829	486,260	(57,431)	²	1,190,972
User Charges	12,812	454	8,287	13,397	(5,110)		104,325
Rentals	58,139	17,450	51,840	74,895	(23,055)	³	253,807
Interest	(3,388)	-	3,730	-	3,730		-
Other Revenue	2,558	0	790	954	(165)		8,436
Contributions	61,100	13,800	66,932	45,600	21,332	⁴	211,650
Miscellaneous	8,743	-	10,532	9,376	1,156		17,580
TOTAL REVENUES	494,260	77,568	570,940	630,482	(59,542)		1,786,770
EXPENDITURES							
Personnel Services	310,906	36,776	356,311	388,772	(32,462)	⁵	1,008,878
Other Supplies, Services and Charges	210,927	54,182	221,148	227,056	(5,908)		494,672
Repairs and Maintenance	12,708	3,289	21,264	24,529	(3,265)		48,717
Utilities	34,964	11,555	29,885	36,205	(6,320)		84,882
Capital Outlay	20,070	-	19,984	43,649	(23,665)	⁶	43,649
Depreciation	5,986	-	-	5,578	(5,578)		16,733
Transfers Out	3,519	-	3,520	3,520	-		25,791
Interdepartment Charges	22,070	1,495	13,540	13,834	(294)		3,520
TOTAL EXPENDITURES	615,165	107,297	665,652	737,566	(71,914)		1,726,842
NET GAIN / (LOSS)	(120,905)	(29,729)	(94,712)	(107,084)	12,371		59,928

BEGINNING FUND BALANCE
ENDING FUND BALANCE (Preliminary)

559,397 ¹
464,685

¹ **Beginning Fund Balance** is unaudited and subject to change.

² An unfavorable variance in Camp Summit (\$60,440) and Legacy Park Amphitheater (\$6,770) and a favorable variance in Athletics (\$15,205).

³ The reported YTD revenue is dependent on the timing of monthly reoccurring rental payments.

⁴ The reported YTD revenue is dependent on the timing of monthly sponsorship payments.

⁵ Favorable variance in Camp Summit Part Time (\$9,318) and Health and Dental (\$10,409).

⁶ HVAC repairs have not been completed at this time.

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

	Previous Year-to-date Oct 2022	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY24 Budget
REVENUES							
Taxes	21	-	-	-	-		4,199,998
Fines & Forfeitures	4,765	2,024	5,658	-	5,658		17,712
Interest	(33,456)	-	13,823	6,500	7,323		26,000
Other Revenue	1,060	253	1,378	-	1,378		1,940
Contributions	8,496	200	5,850	5,480	370		59,784
Miscellaneous	23,630	2,245	20,620	27,670	(7,050)		94,756
Transfers In	22,337	-	24,036	24,036	-		24,036
TOTAL REVENUES	26,852	4,722	71,365	63,686	7,679		4,424,226
EXPENDITURES							
Personnel Services	685,267	161,845	763,938	751,521	12,417	²	2,204,484
Other Supplies, Services and Charges	427,821	62,368	461,950	823,274	(361,324)	³	1,397,991
Repairs and Maintenance	143,009	32,636	130,884	201,732	(70,848)	⁴	401,261
Utilities	71,322	7,874	68,147	87,742	(19,595)	⁵	141,326
Fuel & Lubricants	21,769	103	13,229	12,983	246		38,948
Capital Outlay	42,204	17,208	122,541	221,648	(99,107)	⁶	221,647
Interdepartment Charges	217,061	12,560	199,033	194,889	4,145		295,369
Transfer to Park Construction Fund	-	-	2,600,000	2,600,000	-		2,600,000
Reimbursement - Interfund	(156,766)	(16,762)	(67,048)	(67,048)	-		(201,144)
TOTAL EXPENDITURES	1,451,687	277,832	4,292,674	4,826,740	(534,067)		7,099,882
NET GAIN / (LOSS)	(1,424,835)	(273,110)	(4,221,308)	(4,763,054)	541,746		(2,675,656)

BEGINNING FUND BALANCE

5,202,089 ¹

ENDING FUND BALANCE (Preliminary)

980,781

¹ Beginning Fund Balance is unaudited and subject to change.

² Full Time salaries is overbudget do to the timing of pay periods.

³ A favorable variance on Asphalt, Furniture & Fixtures and Travel & Meeting. There is an unfavorable variance in Professional Fees, Rock & Gravel and Recreational Supplies.

⁴ Building and Grounds have outstanding bills for regular maintenance.

⁵ A favorable variance in Electricity (\$4,612) and Water/Sewer (\$14,520).

⁶ The July budget included Concrete Mega Mixer and shade tarps for Lea McKeighan North which have not been completed.

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

	Previous Year-to-date Oct 2022	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY24 Budget
REVENUES							
Activity Fees	429,786	-	386,417	473,569	(87,152)	²	1,090,929
User Charges	100,364	-	75,441	108,603	(33,162)	³	191,936
Rentals	18,927	-	17,577	16,635	942		42,324
Interest	(5,480)	-	5,930	3,400	2,530		6,800
Contributions	-	-	140	-	140		
Miscellaneous	3,676	0	3,121	2,535	586		4,970
TOTAL REVENUES	547,273	0	488,626	604,742	(116,116)		1,336,959
EXPENDITURES							
Personnel Services	323,073	8,101	310,104	386,843	(76,740)	⁴	688,828
Other Supplies, Services and Charges	94,720	716	93,374	93,046	327		221,274
Repairs and Maintenance	11,035	1,740	18,450	10,545	7,904		39,958
Utilities	49,328	10,379	49,469	53,418	(3,950)		106,301
Interdepartment Charges	22,589	1,495	14,693	15,037	(344)		26,993
Capital Outlay	65,497	-	-	-	-		28,545
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	572,227	22,430	492,073	564,876	(72,802)		1,117,884
NET GAIN / (LOSS)	(24,954)	(22,430)	(3,448)	39,866	(43,314)		219,075

BEGINNING FUND BALANCE

728,567 ¹

ENDING FUND BALANCE (Preliminary)

725,119

¹ **Beginning Fund Balance** is unaudited and subject to change.

² There was a unfavorable variance in Activities (\$14,692), Gate Receipts (\$69,573) and Memberships (\$2,887).

³ Unfavorable variance in Concession sales.

⁴ Favorable variance in Part-Time salaries, FICA and Medicare.

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

	Previous Year-to-date Oct 2022	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY24 Budget
REVENUES							
Services	27,314	6,601	15,472	31,900	(16,428)	²	76,550
Sale of Property	6,500	-	13,050	9,000	4,050		33,750
Interest	(9,963)	-	9,189	4,200	4,989		8,400
TOTAL REVENUES	23,851	6,601	37,711	45,100	(7,389)		118,700
EXPENDITURES							
Personnel Services	19,467	3,658	18,579	18,848	(269)		52,743
Other Supplies, Services and Charges	23,785	7,080	23,216	40,457	(17,241)	³	96,367
Repairs and Maintenance	105	24	-	-	-		11,224
Utilities	749	176	669	963	(294)		2,831
Fuel & Lubricants	273	-	296	320	(24)		960
Interdepartment Charges	13,751	940	8,835	8,859	(23)		16,382
Transfers Out (To 026)	16,352	-	18,051	18,051	-		18,050
TOTAL EXPENDITURES	74,482	11,878	69,646	87,497	(17,852)		198,557
NET GAIN / (LOSS)	(50,632)	(5,277)	(31,935)	(42,397)	10,463		(79,857)

BEGINNING FUND BALANCE

1,231,945 ¹

ENDING FUND BALANCE (Preliminary)

1,200,010

¹ **Beginning Fund Balance** is unaudited and subject to change.

² Unfavorable variance on Grave Openings and Monument Sales.

³ Favorable variance on Professional Fees and Other Construction Materials.

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

	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY24 Budget
REVENUES						
Interest	-	104,265	43,691	60,574	²	43,691
Transfers from Fund 200	-	2,600,000	2,600,000	-		2,600,000
Transfers from Fund 410	583,333	1,750,000	1,750,000	-		7,000,000
TOTAL REVENUES	583,333	4,454,265	4,393,691	60,574		19,003,691
EXPENDITURES						
Maintenance & Repair	-	550	-	550		-
Capital Outlay	8,501	8,501	-	8,501		-
Additions to Const in Progress	23,190	34,505	2,505,000	(2,470,495)	³	6,445,000
TOTAL EXPENDITURES	31,691	43,556	2,505,000	(2,461,444)		6,445,000
NET GAIN / (LOSS)	551,642	4,410,710	1,888,691	2,522,019		12,558,691

BEGINNING FUND BALANCE	<u>4,457,614</u> ¹
ENDING FUND BALANCE (Preliminary)	<u><u>8,868,324</u></u>

¹ **Beginning Fund Balance** is unaudited and subject to change.

² A favorable variance in Interest on Investments.

³ The above Additions to Construction in Progress includes costs for projects being completed in the current year that were funded in previous years including Pleasant Lea Park. Current year projects include Eagle Creek/Park West, Fieldhouse, Pickleball Complex, Lower Banner Park and Williams Grant Parks. In July we budgeted Turf for Playgrounds and Neighborhood Park Improvements and it is still outstanding.

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

	Month-to-Date Oct 2023	Year-to-Date Oct 2023	Year-to-Date Budget	Year-to-Date Variance		Approved FY24 Budget
REVENUES						
Taxes	397,659	1,785,881	1,804,997	(19,116)	²	5,414,991
EATS	(16,008)	(57,758)	(54,754)	(3,004)	²	(164,263)
Use Tax	102,452	484,276	336,804	147,472	²	1,010,412
Interest	-	169	2,297	(2,127)		6,890
TOTAL REVENUES	484,103	2,212,568	2,089,343	123,225		6,268,030
EXPENDITURES						
Transfers Out-Gamber Center	14,583.33	58,333.33	58,333.33	-		175,000
Transfers Out-Construction Fund	583,333	2,333,333.33	2,333,333.33	-		7,000,000
TOTAL EXPENDITURES	597,917	2,391,667	2,391,667	-		7,175,000
NET GAIN / (LOSS)	(113,814)	(179,098)	(302,323)	123,225		(906,970)

BEGINNING FUND BALANCE	6,027,207 ¹
ENDING FUND BALANCE (Preliminary)	5,848,109

¹ **Beginning Fund Balance** is unaudited and subject to change.

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

MEMORANDUM



Date: December 6, 2023

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Devin Blazek, MBA
Management Analyst

Re: Sales and Use Tax Update – November 2023

Sales tax proceeds received in November totaled \$430,054, which is 4.7% 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 FY2024. The year-to-date sales tax received totals \$2,215,935, which is \$38,370 over the amount received through November FY2023.

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 November totaled \$73,555, which is 12% 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 FY2024. The year-to-date use tax totals \$381,824, which is \$115,899 over the amount received through September FY2023.

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 2023	84,862,653	87,191,273	2,328,620
FY 2024			
YTD Balance Forward - Sales Tax	1,804,997	1,785,881	(19,116)
YTD Balance Forward - EATs	(54,754)	(57,758)	(3,004)
Sales Tax Receipts - November 2023	451,249	430,054	(21,195)
EATs - November 2023	(13,688)	(12,973)	715
YTD Balance - Sales Tax	2,256,246	2,215,935	(40,311)
YTD Balance - EATs	(68,442)	(70,731)	(2,289)
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	22,881,276	24,850,630	1,969,354
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 2023	1,619,221	2,781,274	1,162,053
FY 2024			
YTD Balance Forward - Use Tax	336,804	484,276	147,472
Use Tax - November 2023	84,201	73,555	(10,646)
YTD Balance - Use Tax	421,005	557,831	136,826
LIFE-TO-DATE DATA BY USE TAX			
Cumulative Net Proceeds-December 2020 through Current Month	2,040,226	3,339,105	1,298,879

MEMORANDUM



Date: December 6, 2023
To: Joe Snook, CPRP, Parks Administrator
From: Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction
Re: Raintree Lake Property

In August, the Raintree Lake Property Owners Association (RLPOA) approached LSPR about the donation of a five-acre tract off of Raintree Parkway for development of a public neighborhood park. Currently, the property is accessed directly off of Raintree Parkway and is used as a neighborhood private open space that includes paved parking, a small playground, open turf play areas, and a rain garden for storm water runoff.

Staff recently conducted an assessment of the property and a playground equipment safety inspection. From a community park planning standpoint, the area is underserved with neighborhood parks. Site specifically, the property is well maintained with good visibility and topography. The existing playground equipment will need some minor modifications and additional safety surfacing. Any additional upgrades to the park are not currently funded but could be included in a future Parks five-year Comprehensive Improvement Plan (CIP).

Over the past two months, staff has consulted with representatives from the RLPOA Board and the city's legal department. Based on the current land ownership and RLPOA by-laws, it was determined the best approach to the transfer of land would be a "friendly condemnation" of the property. To ensure transparency, provide adequate education to neighborhood residents, and allow for public comment, staff will conduct a presentation at the December 6 Park Board meeting.

Staff will notify the RLPOA of the presentation and encourage Raintree residents to attend the Park Board meeting. If the Park Board is supportive of the action, final approval of the friendly condemnation would require approval by the Lee's Summit Parks and Recreation Board and the Lee's Summit City Council.

PROPOSED MOTION: I move to authorize the Parks Administrator to proceed with acquisition of the Raintree Property for park purposes.

Raintree Property

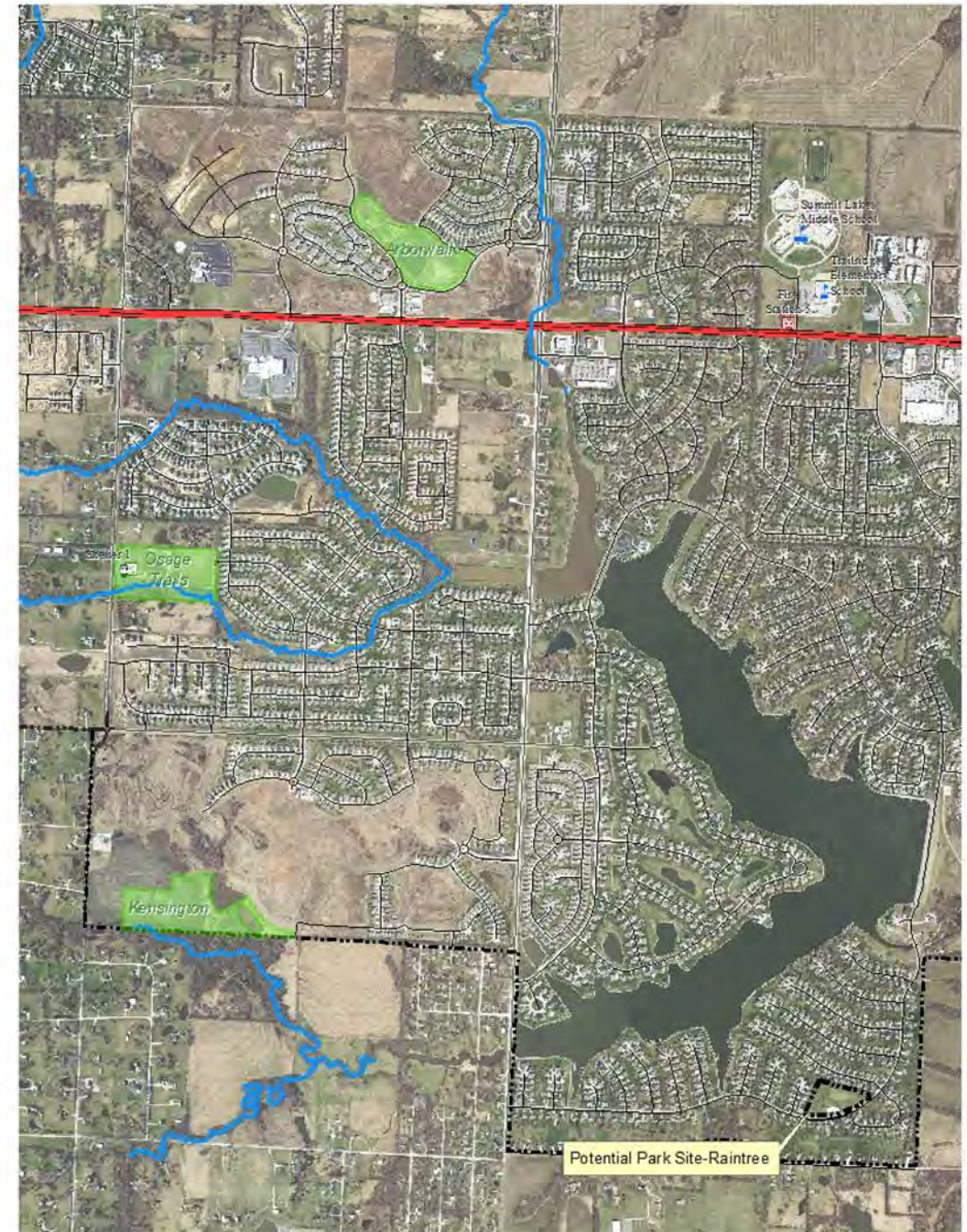
Lee's Summit Park and Recreation Board Conceptual Presentation

December 2023



Raintree Facts

- Lake community of approximately 2,000 properties
- 235 acre lake
- Location in southern Lee's Summit accessible from Ward Road and Highway 150
- Private walking trails, clubhouse, pool



Timeline

- RLPOA approached LSPR in August about donation of five acre tract owned and managed by the homes association
- Staff assessed condition of property and reviewed from planning and maintenance standpoint



Site Assessment



- Property is approximately five acres total area
- Area is underserved with public neighborhood parks. Nearest parks are Osage Trails(1.8 miles) and Arborwalk(2.2 miles)
- Existing playground equipment will need minor modifications and additional safety surfacing
- Site has good visibility and accessibility (20 vehicle parking)
- Site is well maintained. Turf and trees in good condition.

Process

- Allow for public comment period from property residents
- If authorized by RLPOA
 - Requires Park Board and City Council approval
 - Property transfer through friendly condemnation process
 - No specific timeline for capital improvements for site. Parks will review in CIP plan with intention to make investments within five years





Next Steps

- RLPOA response
- Park Board approval
- City Council approval

MEMORANDUM



Date: December 6, 2023
To: Joe Snook, CPRP, Parks Administrator
From: Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction
Re: Woods and Wadsworth Playground Renovations

As part of the commitment from the Legacy for Tomorrow and Beyond park sales tax initiative dedicated to neighborhood park improvements for capital projects, the FY24 CIP identifies \$185,000 for playground improvements at both Woods Playground (615 NW Little Avenue) and Wadsworth Park (1010 NE Chestnut). Both parks sites have playgrounds that are aging and in need of upgrades.

Park staff solicited feedback from neighbors of both parks and requested proposals from three playground vendors that met the site conditions and budget parameters. Six different options were received for Woods Playground and seven different options were received for Wadsworth Park. Staff prepared a survey sharing each of the options with the neighbors via social media and by a posted QR code at each park site directing patrons to the questionnaire. Over 100 responses were received on the Woods playground and over 55 comments were received on the Wadsworth Park upgrades. The most preferred playground options from patron response have been selected by a staff review committee for approval. Attachments "A" and "B" show the playground layout and shade structure for Woods Playground and Attachments "C" and "D" is the preferred option for Wadsworth Park. Based on comments and suggestions from patrons of Woods playground, a shade structure was added to the original Kompan proposal. Based on comments from patrons of Wadsworth Park, a ground spinner was replaced with a Palmetto swing. Both playground renovations will include new turf surfacing installed by SynLawn under the funding from the playground surface replacement program in the FY24 CIP approved by the Board in June 2023.

PROPOSED MOTION: I move to approve the proposal from Kompan for Woods Playground in the amount of \$73,298 and for the proposal from AB Creative for the Wadsworth Park Playground in the amount of \$85,886. I further move that the Board authorize the Administrator of Parks and Recreation to execute any and all contracts with the aforementioned vendors in accordance with the respective projects.

S.C.

ATTACHMENT "A"

KOMPAN
Let's play



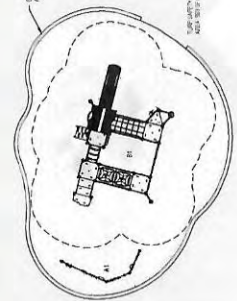
Woods Playground Option 1



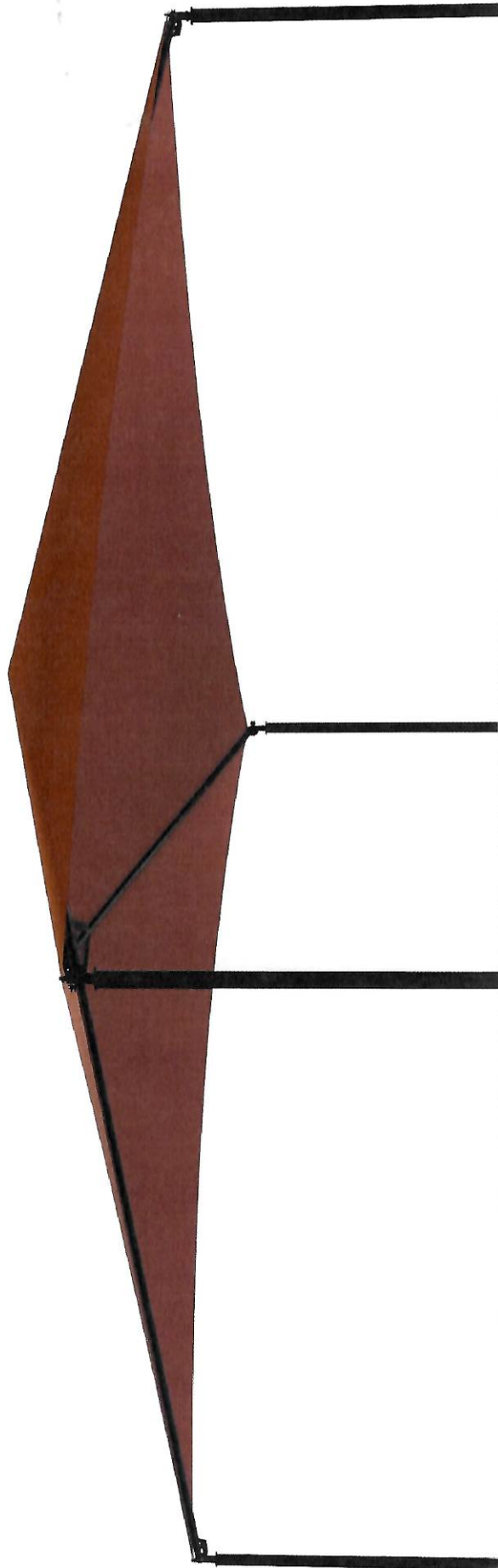
2-5
AGE
RANGE

50
USERS

22
PLAY
ACTIVITIES



ATTACHMENT "B"



ATTACHMENT "C"

OPTION 2: SLIPPERY SLOPE

BURKE STRUCTURE WITH
NEW VICTORY CLIMBER
NU-3408

Not
Included

COMET SPINNER

NEW
VICTORY CLIMBER

PALMETTO
SWING.



ATTACHMENT "D"

AB CREATIVE
33160 W 83rd Street
De Soto, KS 66018

WADSWORTH PARK

OWNER
LEE'S SUMMIT
PARKS AND REC

LOCATION
LEE'S SUMMIT, MO

ABCREATIVE REP
TIM
MCNAMARA

AREA
PLAYGROUND

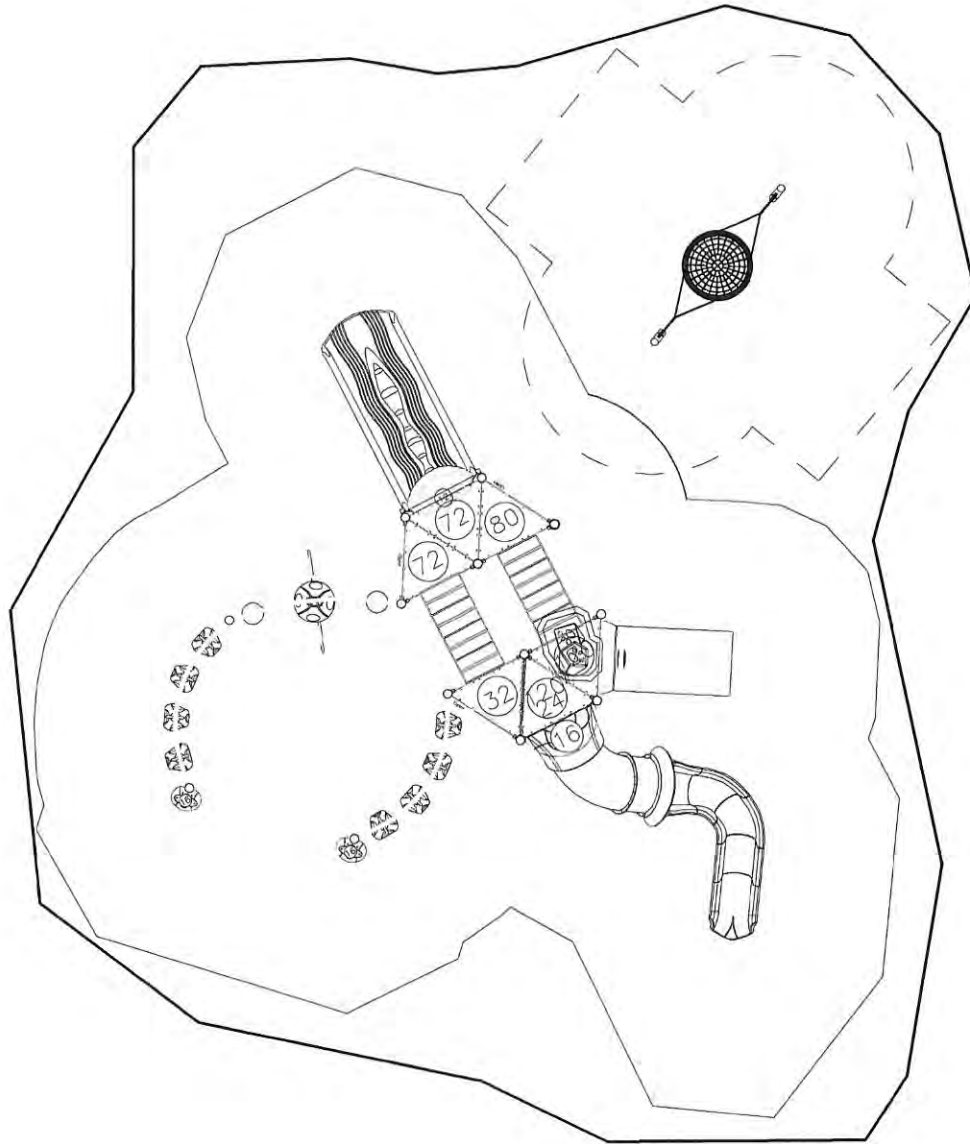
TITLE
LAYOUT

DRAWN BY
N. JOHNSON

DATE

DESIGN NUMBER
01-23-301-3

PLATE NUMBER
1 OF 1



MEMORANDUM



Date: November 16, 2023
To: Joe Snook, CPRP Administrator of Park and Recreation
From: Tede Price, Superintendent of Administration II
Re: Increase of Minimum Wage

With the passage of Missouri Proposition B in November 2018, the minimum wage was set at \$8.60 per hour beginning January 1, 2019, increasing annually until reaching \$12.00 in 2023. In addition, upon reaching \$12.00 in 2023, increases and decreases for subsequent years will be based on changes in the Consumer Price Index. Beginning on January 1, 2024 the new minimum wage will increase to \$12.30.

Staff has analyzed the increase to determine the impact of the new minimum wage as well as adjustments to other positions, to address salary compression issues. The positions and hours included in the FY24 budget were used as a base for the analysis and represents LSPR's current level of service.

Staff reviewed all pay rates and propose changes to the minimum wage positions and other positions to resolve compression issues. All part time employees making less than \$15.00/hr will receive an increase of \$.30 per hour starting January 1, 2024. And, all positions with a starting rate below \$15/hr will be increased by \$.30. Those positions are highlighted in yellow on the Part Time Staff Pay Schedule attached to this memo. The estimated impact of the increase in minimum wage for the remainder of FY24 (January 1 – June 30) is outlined below.

	Budget	Adjusted	Difference
Fund			
200	\$56,426	\$56,515	\$89
201	\$112,267	\$113,745	\$1,478
202	\$745,746	\$754,023	\$8,276
203	\$484,467	\$484,861	\$393
205	\$451,496	\$457,441	\$5,945
530	\$500,637	\$500,818	\$181
TOTAL	\$2,351,039	\$2,367,402	\$16,363

Administration staff is continuing to analyze a long-term plan to address anticipated future annual increases to minimum wage.

Staff is recommending Park Board approval of increasing the starting rate of all part time positions under \$15.00 by \$.30 per hour as well as, increasing pay for current employees as outlined above.



Proposed Motion: I move to approve staff recommendations to the FY24 Part Time Pay Plan as amended to include an increase of \$.30 per hour to all starting rates of those positions highlighted in the pay plan and also move to approve an increase of \$.30 per hour for current employees as outlined in the memo.

**PART TIME STAFF STARTING PAY SCHEDULE
BY DIVISION**

DIVISION	POSITION	FY23 Request (Jul. 1, 2022 to Dec. 31, 2022) (Per Hour)	FY23 Request (Jan. 1, 2023 to Jun. 30, 2023) (Per Hour)	FY24 Request (Jul. 1, 2023 to Dec. 31, 2023) (Per Hour)	FY24 Request (Jan. 1, 2024 to Jun. 30, 2024) (Per Hour)
ADMINISTRATION					
	Marketing Specialist	\$11.15	\$12.00	\$12.00	\$12.30
	Administrative Services Assistant	\$12.00	\$12.45	\$12.45	\$12.75
PARKS					
	Park Maintenance Worker	\$11.25	\$12.00	\$12.00	\$12.30
	Lead Park Maintenance Worker	\$11.85	\$12.70	\$12.70	\$13.00
GAMBER CENTER (GCC)					
	Facility Supervisors	\$11.15	\$12.00	\$12.75	\$13.05
	Floor Trainer	\$11.15	\$12.00	\$12.00	\$12.30
	Custodians	\$11.15	\$12.00	\$12.00	\$12.30
	Dance Instructor	\$15.00	\$15.00	\$15.00	\$15.00
	Fitness Instructors I	\$17.00	\$17.00	\$17.00	\$17.00
	Fitness Instructors II	\$20.00	\$20.00	\$20.00	\$20.00
	Fitness Instructors III	\$23.00	\$23.00	\$23.00	\$23.00
	Personal Trainer	\$26.00	\$26.00	\$26.00	\$26.00
LOVELL COMMUNITY CENTER (LCC)					
	Service Representative	\$11.55	\$12.40	\$12.40	\$12.70
	Facility Supervisors	\$12.75	\$13.20	\$13.20	\$13.50
	Custodian	\$11.15	\$12.00	\$12.00	\$12.30
	Gym/Weight Room Attendant	\$11.15	\$12.00	\$12.00	\$12.30
	Floor Trainers-Weight Room	\$11.65	\$12.50	\$12.50	\$12.80
	Child Care Attendant	\$11.15	\$12.00	\$12.00	\$12.30
	Lifeguard	\$11.30	\$12.15	\$12.15	\$12.45
	Head Lifeguard	\$11.85	\$12.75	\$12.75	\$13.05
	Swim Instructors I	\$11.30	\$12.15	\$12.15	\$12.45
	Swim Instructors II	\$11.45	\$12.30	\$12.30	\$12.60
	Private Swim Lesson Instructor (cert)	\$11.45	\$12.30	\$12.30	\$12.60
	Swim Lesson Coordinator	\$14.50	\$15.00	\$15.00	\$15.00
	Fitness Instructors I	\$17.00	\$17.00	\$17.00	\$17.00
	Fitness Instructors II	\$20.00	\$20.00	\$20.00	\$20.00
	Fitness Instructors III	\$23.00	\$23.00	\$23.00	\$23.00
	Personal Trainers	\$26.00	\$26.00	\$26.00	\$26.00
	HEED Instructor	\$11.65	\$12.50	\$12.50	\$12.80
	Massage Therapist	\$26.00	\$26.00	\$26.00	\$26.00
	RevUp Exercise Specialist	\$26.50	\$27.00	\$27.00	\$27.00
LONGVIEW COMMUNITY CENTER (LVCC)					
	Service Representative	\$11.55	\$12.40	\$12.40	\$12.70
	Facility Supervisors	\$12.75	\$13.20	\$13.20	\$13.50
	Custodian	\$11.15	\$12.00	\$12.00	\$12.30
	Gym/Weight Room Attendant	\$11.15	\$12.00	\$12.00	\$12.30
	Floor Trainers-Weight Room	\$11.65	\$12.50	\$12.50	\$12.80
	Child Care Attendant	\$11.15	\$12.00	\$12.00	\$12.30
	Lifeguard	\$11.30	\$12.15	\$12.15	\$12.45
	Head Lifeguard	\$11.85	\$12.75	\$12.75	\$13.05
	Swim Instructors I	\$11.30	\$12.15	\$12.15	\$12.45
	Swim Instructors II	\$11.45	\$12.30	\$12.30	\$12.60
	Private Swim Lesson Instructor (cert)	\$11.45	\$12.30	\$12.30	\$12.60
	Swim Lesson Coordinator	\$14.50	\$15.00	\$15.00	\$15.00
	Fitness Instructors I	\$17.00	\$17.00	\$17.00	\$17.00
	Fitness Instructors II	\$20.00	\$20.00	\$20.00	\$20.00
	Fitness Instructors III	\$23.00	\$23.00	\$23.00	\$23.00
	Personal Trainers	\$26.00	\$26.00	\$26.00	\$26.00
	HEED Instructor	\$11.65	\$12.50	\$12.50	\$12.80
	Massage Therapist	\$26.00	\$26.00	\$26.00	\$26.00
	RevUp Exercise Specialist	\$26.00	\$27.00	\$27.00	\$27.00

**PART TIME STAFF STARTING PAY SCHEDULE
BY DIVISION**

DIVISION	POSITION	FY23 Request (Jul. 1, 2022 to Dec. 31, 2022) (Per Hour)	FY23 Request (Jan. 1, 2023 to Jun. 30, 2023) (Per Hour)	FY24 Request (Jul. 1, 2023 to Dec. 31, 2023) (Per Hour)	FY24 Request (Jan. 1, 2024 to Jun. 30, 2024) (Per Hour)
SUMMIT WAVES					
	Welcome Desk/Food & Beverage Manager	\$11.85	\$12.75	\$12.75	\$13.05
	Assistant Facility Manager	\$14.50	\$15.00	\$15.00	\$15.00
	Head Lifeguard	\$11.85	\$12.75	\$12.75	\$13.05
	Lifeguard	\$11.30	\$12.15	\$12.15	\$12.45
	Service Representative	\$11.55	\$12.40	\$12.40	\$12.70
	Concession Attendant	\$11.15	\$12.00	\$12.00	\$12.30
	Deck Attendant	\$11.15	\$12.00	\$12.00	\$12.30
	Swim Lesson Coordinator	\$14.50	\$15.00	\$15.00	\$15.00
	Swim Instructors I (AM/PM)	\$11.30	\$12.15	\$12.15	\$12.45
	Swim Instructors II (AM/PM)	\$11.45	\$12.30	\$12.30	\$12.60
	Private Swim Lesson Instructor (cert)	\$11.45	\$12.30	\$12.30	\$12.60
CAMP SUMMIT					
	Camp Manager	\$13.15	\$14.00	\$14.00	\$14.30
	Camp Nurse	\$20.00	\$20.00	\$20.00	\$20.00
	Assistant Camp Manager	\$12.15	\$13.00	\$13.00	\$13.30
	Camp Service Representative	\$11.15	\$12.00	\$12.00	\$12.30
	Counselor (camp, support & school break)	\$11.15	\$12.00	\$12.00	\$12.30
HARRIS PARK COMMUNITY CENTER					
	Facility Supervisor	\$11.15	\$12.00	\$12.75	\$13.05
	Service Representative	\$11.15	\$12.00	\$12.00	\$12.30
	Custodians	\$11.15	\$12.00	\$12.00	\$12.30
INSTRUCTIONAL					
	Itty Bitty/Pee Wee Site Supervisor	\$11.15	\$12.00	\$12.00	\$12.30
	Itty Bitty Instructor	\$11.15	\$12.00	\$12.00	\$12.30
	Itty Bitty and Pee Wee Instructors	\$11.15	\$12.00	\$12.00	\$12.30
	Youth Instructor	\$11.15	\$12.00	\$12.00	\$12.30
ATHLETICS					
	Basketball Referee I	\$13.00	\$13.00	\$13.00	\$13.30
	Basketball Referee II	\$15.00	\$15.00	\$15.00	\$15.00
	Basketball Referee III	\$17.00	\$17.00	\$17.00	\$17.00
	Basketball Referee IV	\$20.00	\$20.00	\$20.00	\$20.00
	Volleyball Official/Referee I	\$15.00	\$15.00	\$15.00	\$15.00
	Volleyball Official/Referee II	\$16.00	\$16.00	\$16.00	\$16.00
	Kickball Referee	\$18.00	\$18.00	\$18.00	\$18.00
	Hartman Park Site Supervisor	\$12.00	\$13.00	\$13.00	\$13.30
	E Gaming Tournament Director	\$11.35	\$12.00	\$12.00	\$12.30
	Scorekeeper	\$11.15	\$12.00	\$12.00	\$12.30
AMPHITHEATER					
	Event Staff	\$11.15	\$12.00	\$12.00	\$12.30
LEA MCKEIGHAN NORTH/SUMMIT ICE					
	Facility Supervisor - Lea McKeighan North	\$11.15	\$12.00	\$12.75	\$13.05
	Service Representative - Lea McKeighan North	\$11.15	\$12.00	\$12.00	\$12.30
	Skate Monitor - Lea McKeighan North	\$11.15	\$12.00	\$12.00	\$12.30
	Assistant Manager - Lea McKeighan North	\$13.50	\$13.50	\$13.50	\$13.80
	Rink Operations	\$25.00	\$25.00	\$25.00	\$25.00

MEMORANDUM



Date: December 6, 2023
To: Joe Snook, CPRP, Parks Administrator
From: Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction
Re: Park Impact Fee Ordinance

Over the past several months, Parks staff have been sharing their research and presenting information related to developer exactions with the Parks Board. Based on the research and feedback from the city's legal department it was determined that a park impact fee would be the most logical approach to support future park land acquisition and development.

Attached is a drafted ordinance which takes from other city department impact fees and other comparable park agency fees. The ordinance outlines all of the key aspects of the impact fee in sections including intent, authority, definitions, applicability, conditions for credits, assessment, fee calculation, fund management, service areas, administration, appeal process, and review.

A summary of the key points in the ordinance are as follows:

- **Effective Start Date**
 - Applies to all building permit requests on or after July 1, 2024
- **Calculations**
 - Residential: \$1,200 per Dwelling Unit
 - Non-Residential: \$0.20 per Gross Square Foot
- **Collection**
 - Payments Due at the building permit application phase
- **Credits and Fee Waivers**
 - Full or partial credits are granted for the following
 - Public facilities for governmental use
 - Schools
 - Repair or rebuilding structure damaged involuntarily
 - Any development exempt from local, state, or federal taxes
 - Any redevelopment where there is an accessory use or no change in use
 - When developer makes a park land dedication or park construction/improvements to an existing park within the service area
- **Service Areas**
 - Five (5) total service areas
- **Use of Fees**
 - To be used within designated park service areas
 - To be used for park acquisition and development
 - To be used within ten (10) years of collection



- **Appeals**
 - Appellant may appeal the following
 - Applicability of fee to application
 - Calculation of Fee
 - Any credit determination
 - Process
 - Appeal to City Manager
 - Appeal to Parks and Recreation Board
 - Circuit court for litigation
- **Annual Review**
 - Completed by the Impact Fee Administrator
 - Presented to the Parks and Recreation Board
 - Any recommendations for fee increase to be approved by City Council

The anticipated schedule, if approved by the Board, is to present a proposed ordinance to the Community Economic Development Committee (CEDC) at their January meeting and to adopt the ordinance at the February Lee's Summit City Council meeting with the fee going into effect July 1, 2024.

PROPOSED MOTION: I move to approve the proposed ordinance establishing a park impact fee and authorize the Park Administrator to proceed with approvals with the Lee's Summit City Council

CITY OF LEE’S SUMMIT PARKS AND RECREATION IMPACT FEES

City Code Chapter 19 – PARKS AND RECREATION.

ARTICLE 3. – PARKS AND RECREATION IMPACT FEES.

Section 19-300. Purpose and Intent.

- A. This Article is intended to assist in the implementation of the Parks Capital Improvement Plan (CIP) of the 2021 IGNITE! Comprehensive Plan, the Ignite! Strategic Plan, the 2022 Parks and Recreation Master Plan, and the Greenway & Trails Master Plan, to help achieve the goals therein.
- B. The purpose of this Article is to ensure that new development bears a proportionate share of the cost of capital expenditures necessary to provide park and recreation facilities improvements in Lee’s Summit, and to ensure that funds collected from new development are used to construct park and recreation facilities that serve new development.
- C. It is the intent of the City to fund ongoing maintenance and operations of park and recreation facilities from other sources of funds which are available to the Parks Department, including all capital needs associated with existing park and recreation facilities.
- D. It is the intent of this Article to establish an administrative review and appeal procedure to ensure that the park impact fees are assessed and collected in accordance with this Article and all applicable laws.
- E. It is the intent of the City to impose a fee pursuant to the City’s home rule powers and general police powers of the City. It is not the intent of the City to impose a tax for general revenue purposes through this Article.
- F. It is the intent of this Article to impose park impact fees to be paid by development that generates demand on park and recreation facilities in the City for the purpose of generating funds which shall be used for parks and recreation improvements that are necessitated by new development in service areas throughout the City.

Section 19-301. Findings and Authority.

The Lee’s Summit City Council hereby finds and declares that:

- A. In order to meet development requirements, maintain park standards and continue to promote and protect the public health, safety, and welfare for a growing population, the City of Lee’s Summit must expand its park system.
- B. The imposition of park impact fees is a preferred method of ensuring that (1) adequate parks and recreational facilities are available to serve new growth and development, and (2) such new growth and development should be required to pay a proportionate share of the costs of new park facilities which are necessary to serve such increased growth.
- C. Each type of land development described in this Article will create demand for the acquisition or expansion of parks and the construction of recreational facilities and other park improvements.
- D. The fees established in this Article are derived from, based upon, and do not exceed the costs of providing additional parks and park improvements necessitated by the new land development which pays the fees.
- E. This Article is adopted pursuant to the home rule authority granted to the City as a means of mitigating residential, commercial, office, and industrial development impacts upon the parks and recreational facilities in the City.

Section 19-302. Definitions

As used in this Article, the following words and terms shall have the following meanings:

Board means Lee’s Summit Parks and Recreation Board.

Development shall have the meaning assigned to such term in Article 15 of the City’s Unified Development Ordinance.

Developer means any person or entity who owns or hold a purchase option or other development control over real property for which development activity is proposed.

Dwelling unit means a structure or part of a structure that is used as a home or residence, providing complete and independent living facilities for one or more persons, including permanent provisions for living, sleeping, cooking and sanitation.

As examples of dwelling unit:

- a single-family residential structure is a single dwelling unit;
- a “duplex” contains two dwelling units;

- a four-plex townhome contains four dwelling units;
- a 10-unit apartment building contains ten dwelling units.

Fee payer means the person that pays park impact fees as required by this Article.

Gross floor area shall have the meaning assigned to such term in Article 15 of the City's Unified Development Ordinance.

Impact Fee Administrator means the Administrator of the Parks Department or his or her designees.

Lee's Summit Parks and Recreation Master Plan means the 2022 planning document that includes a park and recreation inventory, facility demand, policy and guidance on developing citywide and local park and recreation facilities, which has been approved by the Lee's Summit Parks and Recreation Board and Lee's Summit Planning Commission, as such plan may be updated and amended from time to time.

Mixed-use building means a single building which contains a residential use and a non-residential use.

Non-residential means a building or part of a building that does not contain a residential use.

Park and recreation facilities means land acquisition, engineering, design, and construction of park and recreation improvements, public art purchases, and the payment of principal, interest, legal fees, issuance costs and other financing costs on contracts, bonds, notes, or other debt obligations issued by or on behalf of the City to finance such costs and expenses.

Parks Department means the Parks and Recreation Department of the City of Lee's Summit.

Park Impact Fee Fund means the fund into which park impact fees which are deposited and maintained and administered by the Finance Department pursuant to the requirements of this Article.

Residential means a building or portion of a building that contains one or more dwelling units.

Service area means each of the areas which are created pursuant to this Article which are portions of the City to implement the collection and expenditure of park impact fees.

Section 19-303. Applicability.

- A. This Article shall be applicable to development requiring a building permit within each designated service area. This Article shall apply to all development for which a building permit is requested on and after July 1, 2024.
- B. Any person or entity who, after the effective date of this Article, seeks to develop land within the City by applying for a building permit for any development is hereby required to pay the park impact fees in the manner and amount set forth in this Article. In all cases, the amount of park impact fees shall be that which is in effect at the time of application for a building permit.
- C. No building permit or building permit which requires the payment of an impact fee shall be issued unless and until the required park impact fee has been paid.
- D. If a lot, tract or parcel for which park impact fees are due and payable is located within more than one service area, the funds resulting from the park impact fees shall be divided between the service areas based on the land area within each service area and spent within each service area as required by this Article.
- E. If a building permit is requested for a mixed-use building, the park impact fees shall be calculated based on each of the residential and non-residential uses within such building. For example, for a building that is primarily an apartment complex which also has retail commercial uses on the first floor, the park impact fees shall be calculated on both the residential use and the non-residential (retail commercial) use of the building.

Section 19-304. Credits.

- A. Credits. Any credit granted under this Article shall reduce the total fee owed by the fee payer.
- B. Full credits. Upon submission of a proper application therefore, the following persons requesting a building permit shall be granted a full credit in the amount of the park impact fees imposed pursuant to this Article:
 - 1. Development requiring a building permit constructed by or on behalf of a public body for its governmental use.
 - 2. Development requiring a building permit constructed by or on behalf of a school district of the State.

3. Rebuilding or repair of an involuntarily damaged or destroyed structure where no additional use or capacity is thereby created.
 4. Development requiring a building permit that is constructed by or on behalf of a person that is exempt from all Federal, State or local taxes, including Federal, State and local sales, income, personal property, real property, use, earnings, excise or license taxes. The burden of proof shall be on the person claiming this credit to demonstrate to the Impact Fee Administrator, by clear and convincing evidence, that the development being constructed by, or by a building contractor on behalf of, a person claiming such credit is exempt from all Federal, State and local taxes as described in this subsection.
 5. Any development for which a complete application for a building permit was submitted before July 1, 2024.
 6. Building permits which are requested an accessory building or use, as such term is defined in the City's Unified Development Ordinance.
- C. Partial or full credits. Upon submission of a proper application therefore, the following persons shall be granted a partial or full credit from the impact fee imposed pursuant to this Article by the Impact Fee Administrator based on the amount of the credit compared to the park impact fee otherwise due:
1. A person that requests a building permit that is required for a change of existing uses within an existing building. The credit shall be the amount of the fee that was paid for construction of the initial building, compared to the fee that would otherwise be due at the time of the building permit application for the change of use.
 2. A person that requests a building permit that results in the redevelopment of property, provided that a complete application for a building permit to construct a building to replace the existing building is filed within six (6) months following demolition of the existing building, or within a longer period of time as approved by the Impact Fee Administrator. As used in this Subsection, redevelopment means the demolition of one or more buildings and the subsequent construction of one or more new buildings on the property. The credit shall be granted only for the number of dwelling units for residential structures, and gross floor area for non-residential structures, in the previous building(s).
 3. Agreements for City park land dedication or private payments for park and recreation facilities.

- a. A park impact fees credit may be provided to a person that requests a building permit within a development where the developer has a written agreement with the City for such development pursuant to which the developer has agreed to (i) donate land to the City at no cost to the City for parks or recreation improvements or (ii) pay for the construction of new park and recreation facilities or pay for the improvement of existing park and recreation facilities on City-owned park land, in exchange for a credit from the park impact fees which are applicable to that development. The written agreement shall specify the amount and method of the credit.
- b. Every request for a credit pursuant to this subsection shall be made to the Impact Fee Administrator. A written agreement for credits pursuant to this subsection must be approved by the Parks Board, unless the terms and conditions of such credits are incorporated into a development agreement that is approved by the City Council.
- c. In evaluating a proposed dedication for City-owned parkland, the following criteria shall be considered by the Impact Fee Administrator and Parks Board:
 - (1) The suitability of the proposed land for use as park and recreation development;
 - (2) Whether the land is of a size and configuration available and necessary for the design of recreational facilities;
 - (3) The land has no known physical problems, including problems with drainage, erosion or flooding, floodplains, environmental hazards or other environmental issues, or physical problems which renders the property incompatible with park and recreation uses. Floodplain areas will not be accepted for park land or park and recreation facilities dedication unless approved by the Impact Fee Administrator;
 - (4) Whether the land has appropriate access by way of a public street or easement;
 - (5) Whether the land is located in or near designated City parks or trails and provides connectivity to other park space or walking paths in accordance with approved parks and trails planning documents.

- d. All land dedicated pursuant to this Article shall be set aside for development of park and recreation facilities. The City shall make good faith effort to use, develop and maintain land dedicated for park and recreation facilities. In the event that use of any such dedicated land is determined by the Park Board to be infeasible for development of park and recreation improvements, or otherwise not in the City's best interest, the dedicated land may be sold or may be traded for another parcel of land in the City, subject to the requirements of state law and City Code. The proceeds from such sale shall be used to acquire park land or develop park and recreation facilities in the City.
- e. Credit shall be given for the fair market value of any approved land dedication. Fair market value means the price in terms of money that a property is projected to bring in a competitive and open market under a fair sale, the buyer and seller each prudently knowledgeable, and assuming the price is not affected by undue stimulus. The fair market value shall be based upon comparable sales of nearby property as determined by the City. If the developer objects to such value determination, the developer, at his or her own cost, may obtain and submit an independent appraisal from an MAI designated appraiser indicating the fair market value of such land. Final determination of said fair market value per acre of such land shall be made by the City in its sole discretion based on such information submitted by the developer and from other sources which may be submitted to the City. The City is under no obligation to accept land for park and recreation facilities.

Section 19-305. Interpretation.

The Impact Fee Administrator is hereby delegated the authority to interpret the provisions of this Article. The provisions of this Article shall be liberally construed and interpreted so as to effectively carry out its purpose in the interest of the public health, safety, and welfare.

Section 19-306. Imposition, assessment and collection.

- A. Park impact fees shall be due and payable for all development prior to the issuance of a building permit, subject to applicable credits. No application for a building permit shall be approved unless the applicant has paid the park impact fees imposed by this Article. Any application for a building permit approved by the City without payment and collection of the park impact fee as required by this Article shall be null and void. The

- City may retroactively revoke approval of a building permit if it was determined that the appropriate park impact fee was not paid in a correct and timely manner as required by this Article.
- B. It shall be unlawful to occupy a building unless the park impact fee for that building has been paid.
- C. Upon submission of a building permit application, the Impact Fee Administrator shall:
1. Determine the applicability of this Article to the development for which the building permit is submitted.
 2. If this Article is not applicable, the Impact Fee Administrator shall notify the applicant in writing of its inapplicability, and the City shall process the building permit application in accordance with all applicable City ordinances and regulations.
 3. If this Article is applicable, the Impact Fee Administrator shall calculate and assess the park impact fee in accordance with this Article. Assessment shall be completed promptly after submission of a building permit application, unless the applicant is notified otherwise in writing by the Impact Fee Administrator.
- D. The imposition of the impact fee pursuant to this Article does not alter, negate, supersede or otherwise affect any of the requirements of the City, including the City's zoning ordinance and subdivision regulations through the Unified Development Ordinance, applicable City taxes, and County, State and Federal legislation or regulations that may be applicable to a development.
- E. The funds collected pursuant to this Article shall be deposited in the Park Impact Fee Fund, and used for the purposes specified in this Article.

Section 19-307. Calculation.

- A. Upon a determination that a park impact fee is due in connection with a building permit application, the Impact Fee Administrator shall calculate the amount of park impact fee in accordance with the requirements of this Article and the City Schedule of Fees and Charges.
- B. Building permits for structures or portions of structures that contain residential uses shall be charged the park impact fee per dwelling unit. Building permits for structures

or portions of structures that contain non-residential uses shall be charged the park impact per square foot of gross floor area.

- C. The City Schedule of Fees and Charges shall include the following components to implement the park impact fees:
1. The amount of the fee per dwelling unit for structures or portions of structures that contain residential uses; and
 2. The amount of the fee per square foot of gross floor area for structures or portions of structures that contain non-residential uses.

Section 19-308. Management and expenditure of park impact fee funds; refunds.

- A. Park Impact Fee Fund. All funds generated by the payment of park impact fees shall be deposited in the Park Impact Fee Fund which shall be maintained and administered in the same manner as other Parks Department funds. The Park Impact Fee Fund shall contain separate segregated subaccounts for each service area, into which the funds generated by property in each service area shall be deposited. All interest earned or monies deposited to such accounts and subaccounts shall be credited to and shall be considered funds of the fund and subaccount. The funds in the account and subaccounts shall not be commingled with other funds, accounts, or revenues of the City, except as provided herein.
- B. Commingling. The funds in the account and subaccounts shall not be commingled with other funds, accounts, or revenues of the City, except as provided herein. The Finance Department shall follow appropriate accounting procedures to ensure that the park impact fee funds are properly deposited, accounted for, and expended in accordance with the requirements of this Article.
- C. Annual report. The Impact Fee Administrator shall provide an annual report covering the prior fiscal year on each park impact fee account showing the source and amount of all moneys received and the park and recreation facilities that were financed by park impact fee funds within each service area. Such report shall be released by August 1 of each year. Park impact fee funds shall be considered expended or encumbered on a first in, first out basis.
- D. Expenditures. Park impact fee funds may only be expended for park and recreation facilities. Park impact fee funds may not be expended or used for personnel, operations, maintenance, or repair of park and recreation facilities, or to cure existing deficiencies in the parks system.

- E. Time limit. Park impact fee funds shall be expended or encumbered for permissible use within ten (10) years after receipt, unless there exists an extraordinary or compelling reason for such funds to be held longer than ten (10) years based on the facts and circumstances of the service area, the programming and schedule for construction of parks and recreation improvements or other relevant factors.
- F. Refunds. Refunds shall be process according to the following procedures:
1. If a property owner appears to be entitled to a refund of park impact fee funds because they were not expended or encumbered within the time limitations of paragraph E in this Section, the City shall notify the current owner of the property by first class mail deposited with the U.S. Postal Service at their last known address. Notice shall be deemed received on the date the notice is placed in the mail. Failure of the City to provide such notice shall not eliminate the requirement by a property owner to submit a timely request for a refund as required by this section.
 2. The refund shall travel with the land, and may be claimed by the property owner at the time the refund is due. The property owner must submit a written request for refund pursuant to the requirements of this Section within sixty (60) calendar days following the expiration of the refund period. In the event that the property owner at the time a refund is due does not timely request a refund in accordance with this Section, no refund of any portion of an unexpired park impact fee payment shall be due to the property owner or any successor in interest to the property.
 3. Park impact fee funds that are not expended or encumbered within these time limitations and for which no application for refund has been made in accordance with part 3 of this subsection, shall be retained by the City and expended on eligible costs without further restriction as to the timing of such expenditure.
 4. Refunds shall be provided in the following circumstances:
 - (a) The building permit upon which the park impact fee was imposed, calculated and collected has lapsed or has been revoked, prior to construction commencing, and a new building permit will be needed to develop the property, provided such request for refund is made within sixty (60) calendar days following such lapse or revocation.
 - (b) The City has failed to expend the park impact fee funds paid by the applicant in compliance with the time limits of this Section, provided the

applicant submits a request for a refund to the City within sixty (60) calendar days following the expiration, or any extension thereto, of the time limit for expenditure of funds, or from the date in the notice of refund as provided in part 1 of this subsection.

5. All requests for refunds shall be made in writing to the Impact Fee Administrator by the current property owner. The applicant shall submit the following information:
 - (a) That the applicant is the current owner of the property;
 - (b) That the park impact fee for the property has been paid;
 - (c) That one of the circumstances set forth in this Section has occurred which authorizes a refund, and the request is made within the allowable time frame;
 - (d) The amount of the refund requested.
6. The Impact Fee Administrator shall review the refund request and the documentary evidence submitted and within thirty (30) calendar days following receipt thereof, make a determination of whether a refund is due. The determination shall be in writing and shall state the reasons for the determination. Refunds may be authorized by direct payment to the applicant, by offsetting the refund against other fees due for development projects by the applicant on the same or other property, or otherwise by agreement with the applicant. The refunded fees shall be taken from the subaccount into which the park impact fee funds were originally placed. For refunds of park impact fee funds that were held beyond the authorized time frame for expenditure, interest will be paid and calculated according to the average rate received by the City on invested funds throughout the period during which the fees were retained. Interest shall be calculated from the date of payment to the date of the refund request.

Section 19-309. Service Areas.

- A. Creation. There is hereby created the following service areas in the City for the collection and expenditure of park impact fee funds:
 1. North Service Area

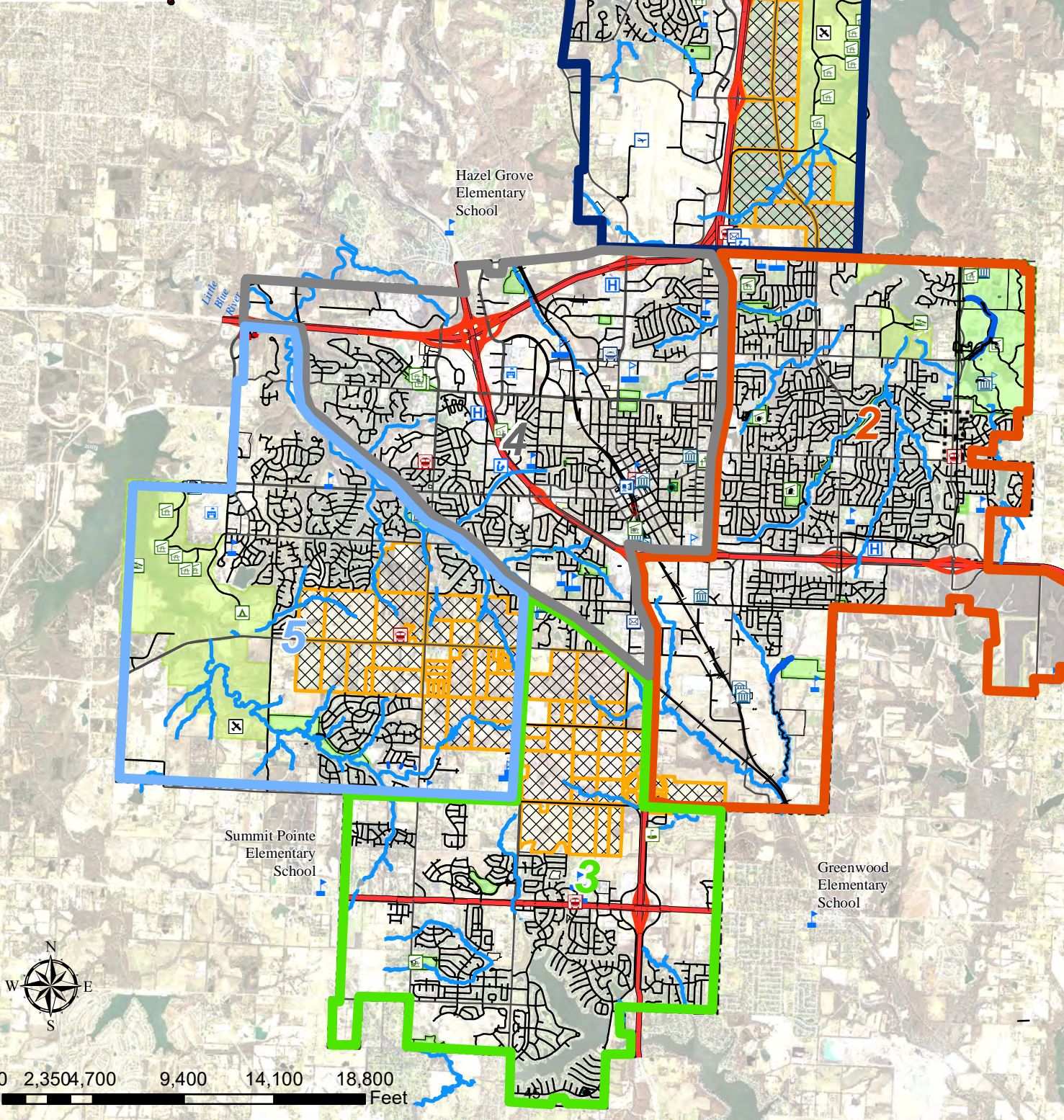
2. East Service Area
3. South Service Area
4. Downtown Service Area
5. West Service Area

The following “Park Impact Fee Service Area Map” shall govern the boundaries of the service areas.

Park Impact Fee Service Area Map

Area Summary

ID	Area	Total Sq Miles	PRI Sq Miles
1	North/Airport	15.38	1.69 (11.0%)
2	Legacy Park/East	14.62	0.21 (1.4%)
3	PRI/South	11.32	1.98 (17.5%)
4	Downtown	11.46	0 (0.0%)
5	PRI/West	12.86	2.85 (22.2%)



- B. Implementation. The park impact fee funds shall be collected, appropriated, and expended within the designated service areas, to ensure that park and recreation facilities bear a reasonable relationship to park and recreation facilities demand generated by new development within each service area. Funds generated within each service area shall only be spent on the construction of new park and recreation facilities and improvements within the same service area. If the property from which the park impact fee funds are received is located within more than one service area, the funds shall be deposited into the subaccount according to the requirements of Section 19-303.

Section 19-310. Administration

- A. The Impact Fee Administrator shall perform all duties imposed by this Article unless otherwise provided herein.
- B. The Impact Fee Administrator shall have the authority to prepare recommended administrative guidelines that are necessary to effectuate and carry out the intent and purposes of this Article. No administrative guidelines shall take effect until adopted by resolution by the Parks Board.

Section 19-311. Appeals

- A. Appeal to City Manager.
1. An applicant for a building permit (hereinafter "appellant") may appeal the assessment of the park impact fees to the City Manager by filing a notice of appeal with the City Manager within thirty (30) days following the assessment of the park impact fee by the Impact Fee Administrator. If an appellant fails to appeal the assessment of the park impact fee within thirty (30) days as set forth in this subsection, the assessment of the park impact fee shall be final and no appeal shall be heard. If the appellant pays the park impact fee without protest, the appellant waives the right to appeal the assessment of the park impact fee.
 2. If the park impact fee is due and payable under the terms of this Article, and an appellant desires to process a building permit application during the appeal process, the appellant is required to pay the park impact fee under protest. If the license park impact fee paid under protest, an appeal from a final decision of the Impact Fee Administrator shall not delay processing of the building permit and shall not delay any other permit, license or approval issued by the City.

3. An appellant may appeal to the City Manager the following decisions:
 - a. The applicability of the park impact fee to the application;
 - b. Calculation of the park impact fee; or
 - c. Any credit determination pursuant to this Article.
4. Burden of proof. The burden of proof shall be on the appellant to demonstrate by clear and convincing evidence that the basis of the appeal and the requested relief should be granted.

B. Appeal to Parks Board.

1. An appeal under this subsection may be heard only if the appellant has received a final decision from the City Manager pursuant to part A of this Section.
2. If park impact fees are due and payable under the terms of this Article and an appellant desires to process a building permit application after appeal is taken from the final decision of the City Manager, the applicant is required to pay the park impact fees under protest. If the park impact fee is paid under protest, an appeal from a final decision of the City Manager shall not delay processing of the building permit and shall not delay any other permit, license or approval issued by the City.
3. An appellant may appeal the final decision of the City Manager by filing a Notice of Appeal with the City Clerk within fifteen (15) days following issuance of the final written decision of the City Manager. If an appellant fails to appeal the final decision of the City Manager within fifteen (15) days as set forth in this subsection, the assessment of the park impact fee shall be final and no appeal shall be heard.
4. An appellant may appeal the following decisions of the City Manager to the Parks Board:
 - a. The applicability of the park impact fee to the application;
 - b. Calculation of the park impact fee; or
 - c. Any credit determination pursuant to this Article.
5. Burden of proof. The burden of proof shall be on the appellant to demonstrate by clear and convincing evidence that the basis of the appeal and the requested relief should be granted.

6. Within thirty (30) days after the Board's final decision, the party that submitted the Notice of Appeal shall receive written notice of the decision.
- C. Calculation of days. The number of days specified in this Section shall include weekend days and holidays. The last day of the period shall be included in the computation, unless it is a Saturday, Sunday or a legal holiday, and if it is, the period runs until the end of the next day which is not a Saturday, Sunday or a legal holiday. A half-holiday shall be considered as other days and not as a holiday. "Legal holiday" includes any day designated as a holiday by the Congress of the United States, Missouri legislature or the Council.

Section 19-311. Annual Review

- A. The park impact fees shall be reviewed on an annual basis by the Impact Fee Administrator. The Impact Fee Administrator shall deliver a report to the Parks Board by the deadline specified in Section 19-308.C, and such report shall include the information required in Section 19-308.C along with any recommendations for amendments to this Article.
- B. The Parks Board shall review the annual report and may make recommendations to the City Council regarding proposed amendments to this Article and adjustments to the residential and non-residential rates which are used to calculate park impact fees as set forth in the City's Schedule of Fees and Charges.

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: October 25, 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
Jodi Jordan, Superintendent of Recreation Services



SUBJECT: FY24 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 & Patio renovations	46,000	23,248	22,752	Behind Schedule	On Budget	Feb-24
HVAC controls replacement	33,875		33,875	Behind Schedule	On Budget	Dec-23
	79,875	23,248	56,627			
Lovell Community Center Fund (202)						
Upholstrey Replacement	14,694	15,126	(432)	On Schedule	Over Budget	Nov-23
Upper Arm Ergometer	6,995	7,226	(231)	Completed	Over Budget	Oct-23
Floor machine	14,950	14,995	(45)	Completed	Over Budget	Sep-23
Track Replacement	75,120	76,930	(1,810)	Behind Schedule	Over Budget	Apr-24
	111,759	114,276	(2,517)			
Longview Community Center Fund (205)						
Upholstrey Replacement	15,632	3,384	12,248	On Schedule	Under Budget	Oct-23
Upper Arm Ergometer	6,995	7,226	(231)	Completed	Over Budget	Oct-23
	22,627	10,610	12,017			
Harris Park Community Center Fund (530)						
HVAC controls replacement	15,874		15,874	Behind Schedule	On Budget	Dec-23
Gymnasium floor repair	15,440	7,500	7,940	Completed	Under Budget	Aug-23
Exterior wood staining	12,335	12,335	-	Completed	On Budget	Aug-23
	43,649	19,835	23,814			
Parks and Recreation Fund (200)						
Operations						
Concrete Mega Mixer Bucket	7,007	7,007	-	Completed	On Budget	Aug-23
Retaining Walls for Hartman Park	28,755	28,755	-	Completed	On Budget	Sep-23
Aera-Vator	8,019	8,019	-	Completed	On Budget	Aug-23
Shade Tarps and LMN	11,600		11,600	On Schedule	On Budget	Dec-23
Hartman Park Fence Painting	33,700		33,700	Completed	On Budget	Oct-23
Consulting for Lake Dredging	20,000	5,922	14,078	On Schedule	On Budget	Dec-23
Asphalt (FY24)	240,000	98,800	141,200	On Schedule	On Budget	Jun-24
Arborwalk Bridge ⁴	20,000	21,041	(1,041)	Completed	Over Budget	Jul-23
Legacy Park						
Wayfinding Signage ⁴	100,000	33,565	66,435	Completed	Under Budget	Oct-23
Asphalt (FY24)	247,000	121,045	125,955	On Schedule	On Budget	Jun-24
	716,081	324,153	391,928			
Summit Waves Fund (203)						
Slide Timer	14,907		14,907	On Schedule	On Budget	May-24
Outdoor Speaker	13,367		13,367	On Schedule	On Budget	May-24
	28,274	-	28,274			
Cemetery Fund (204)						
	-	-	-			
Capital Projects Fund (327)						
Arts in the Park	10,000		10,000	On Schedule	On Budget	Jun-24
Eagle Creek/Park West	1,050,000		1,050,000	On Schedule	On Budget	Jan-25
Pickleball Complex	1,000,000		1,000,000	On Schedule	On Budget	Sep-24
Fieldhouse	4,000,000		4,000,000	On Schedule	On Budget	Dec-25
Lower Banner Park	250,000	172,455	77,545	On Schedule	On Budget	Dec-23
Williams Grant Park	250,000		250,000	On Schedule	On Budget	Jun-24
Neighborhood Park Improvements	185,000		185,000	On Schedule	On Budget	Jun-24
Plesant Lea Park Improvements	670,000	599,721	70,279	Completed	Under Budget	Aug-23
Turf for Playgrounds	350,000		350,000	On Schedule	On Budget	Apr-28
	7,765,000	772,176	6,992,824			
TOTAL	8,767,265	1,226,952	7,502,966			

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 FY23

The Services Review is based on the current Fiscal Year (July 2023-June 2024). "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) 2023-2024	Results to Date (for programs/events starting July 2023)
Fund 201 - Gamber Community Center		Run Time	
Memberships			
Resident Total			
Active Flex	July 23 - June 24	93	57
Annual	July 23 - June 24	39	53
Non-Resident Total			
Active Flex	July 23 - June 24	5	4
Annual	July 23 - June 24	3	6
Single Visit			
Discount	July 23 - June 24	120	23
Regular	July 23 - June 24	24	7
(All Inclusive Membership - GCC)			
Resident			
Annual	July 23 - June 24	39	69
Flex	July 23 - June 24	60	64
Non-Resident			
Annual	July 23 - June 24	2	6
Flex	July 23 - June 24	5	10
(Insurance Based Memberships)			
Silver Sneakers Total	July 23 - June 24	6,400	3,085
Renew Active	July 23 - June 24	2,000	2,777
Facility Rentals			
Event Packages	July 23 - June 24	5 Packages	2
Gamber Package	July 23 - June 24	18 Packages	12
Ballroom All	July 23 - June 24	205 hours	36.25
Ballroom A	July 23 - June 24	430 hours	130.75
Ballroom B	July 23 - June 24	255 hours	103.75
Classroom	July 23 - June 24	470 hours	178.25
Aerobics Room	July 23 - June 24	56 hours	0
Programming			
GCC Paid Group Fitness	July 23 - June 24		
Bingo	July 23 - June 24	1160	683
Line Dance	July 23 - June 24	760	217
Art Classes	July 23 - June 24	96	34
Ballroom, Swing, Latin Dance	July 23 - June 24	71	18
Youth Tech	July 23 - June 24	41	2
	July 23 - June 24		
Special Event Programming			
Mistletoe Madness	July 23 - June 24	30 Booths	40
Thanksgiving Day Luncheon	July 23 - June 24	100	112
Holiday Luncheon	July 23 - June 24	100	22
Father Daughter Dance	July 23 - June 24	150/Night - 4 Nights	
Fund 202 - J. Thomas Lovell Jr. Community Center at Legacy Park			
Memberships			
Resident			
Annual	July 23 - June 24	1,074	1,106

		Target Goals - This Year (participants) 2023-2024	Results to Date (for programs/events starting July 2023)
Run Time			
Flex	July 23 - June 24	3,393	2,003
<u>Non-Resident</u>			
Annual	July 23 - June 24	153	393
Flex	July 23 - June 24	725	572
<u>Single Visit - Resident</u>	July 23 - June 24	21,003	4,891
<u>Single Visit -- Non-Resident</u>	July 23 - June 24	6,998	2,342
<u>Silversneakers</u>	July 23 - June 24	16,405	8,616
<u>Prime</u>	July 23 - June 24	139	41
<u>Renew Active</u>	July 23 - June 24	2,914	11,741
<u>Active and Fit</u>	July 23 - June 24	0	235
<u>Silver and Fit</u>	July 23 - June 24	101	134
<u>90 Day Memberships</u>			
Resident	July 23 - June 24	12	11
Nonresident	July 23 - June 24	3	3
Facility Rentals			
<u>Birthday Party Packages</u>			
Resident	July 23 - June 24	223	154
Non-Resident	July 23 - June 24	142	111
<u>Room Rentals</u>			
Resident	July 23 - June 24	2	0
Non-Resident	July 23 - June 24	2	0
<u>Court Rentals</u>			
Resident	July 23 - June 24	4	0
Non-Resident	July 23 - June 24	0	0
Lock-ins	July 23 - June 24	3	0
Pool	July 23 - June 24	0	0
<u>Paid Park Amenities</u>			
Resident			
Canoe	July 23 - June 24	406	63
Paddleboard	July 23 - June 24	406	237
Kayak	July 23 - June 24	406	95
Non-Resident			
Canoe	July 23 - June 24	178	68
Paddleboard	July 23 - June 24	178	170
Kayak	July 23 - June 24	178	91
<u>Free Park Amenities- Bikes</u>	July 23 - June 24	0	380
<u>Child Care</u>			
Drop In	July 23 - June 24	415	157
Pass Card - Member	July 23 - June 24	39	13
Pass Card - Non-member	July 23 - June 24	1	1
Water and Land Aerobic Programming	July 23 - June 24	34,000	16,924
Provide Miscellaneous Fitness			
Personal Training	July 23 - June 24	100	310
LCC Paid Group Fitness Classes	July 23 - June 24	150	0
LCC Paid Group Fitness Programs	July 23 - June 24	56	0
LPA Paid Group Fitness Events	July 23 - June 24	65	28
Massage Therapy	July 23 - June 24	154	141
RevUP	July 23 - June 24	54	9
RevUP Reload	July 23 - June 24	135	65
Walking Book Club	July 23 - June 24	NA	64
Swim Lessons			
Swim Lessons	July 23 - June 24	485	169

		Target Goals - This Year (participants) 2023-2024	Results to Date (for programs/events starting July 2023)
Run Time			
Private Swim Lessons	July 23 - June 24	148	1

Fund 530 - Harris Park Community Center

Camp Summit			
Camp Summit Enrollment	Summer 2023	750 Enrolled	601 Enrolled
Camp Summit Enrollment	Summer 2024	600 Enrolled	
Weekly Attendance	Summer 2023	440 Avg/Week	366 Avg/Week
Weekly Attendance	Summer 2024	350/Avg/Week	

Offer School Break Camps			
School Break Camp Enrollment	Sept 1 - April 5	100	32 (through 11.27)
School Break Days	Oct 20 - April 5	Avg of 30/Day	13/Day

Recreation Center Operations			
Gym Rentals	July 23 - June 24	337	149 (Through 11.17.23)
Classroom Rentals	July 23 - June 24	106	20 (Through 11.27)
Entire Facility Rentals	July 23 - June 24	18	1 (Through 10.17.23)
Week Long Rentals	July 23 - June 24	2	1 (Through 11.27.23)
Open Gym	July 23 - June 24	285	133 (Through 11.27.23)

Summit Ice/Lea Mck North			
Public Skate	23-24	13500	691 (through 11.27)
Pond Hockey	23-24	500	71 (through 11.27)
Skate with Santa (2)	23-24	100 Participants	
Skate with Sanata (3)	24-25	150 Participants	
Birthday Party Packages	23-24	\$16,500	\$1,200 (through 11.27)
Birthday Party Packages	24-25	\$16,500	
Shelter Rentals	23	100	64 (through 11.27)
Shelter Rentals	24	100	

ATHLETICS			
Hartman Fields	July 23 - June 24	511	95 (Through 11.27.23)
Adult Leagues			
Softball -- Coed, Men's, Women's			
• Fall	Sept 23 - Oct 23	13	8 Teams
• Spring	Mar 24 - May 24	14	
• Summer	June 24 - Aug 24	19	
Basketball -- Men's			
• Fall	Aug 23 - Oct 23	20	21
• Winter	Nov 23 - Feb 24		
• Spring	Mar 24 - June 24		
• Summer	July 23 - Aug 23	18	17
Volleyball -- Coed, Women's			
• Fall	Oct 23 - Dec 23	32	36
• Winter	Jan 24 - Mar 24		
• Spring	April 24 - June 24		
• Summer	July 23 - Sept. 23	28	36
Adult Instructional-Athletics			
Golf			
• Adult Beginning	July 23 - June 24 (Year-to-date count)	25	0
Tennis			
• Outdoor Adult Beginning	July 23 - June 24 (Year-to-date count)	12	7 (through 10.12)

Youth Instructional-Athletics

		Target Goals - This Year (participants) 2023-2024	Results to Date (for programs/events starting July 2023)
Run Time			
Golf			
• Youth Beginner	July 21 - June 22	25	2 (through 10.12)
Tennis			
• Rookies (Mighty Stars)	Year-to-date count	20	21 (through 10.12)
• Youth Beginner	Year-to-date count	55	36 (through 10.12)
• Middle/High School	Year-to-date count	45	22 (through 10.12)
Indoor Tennis Lessons	Year-to-date count		7 (through 10.12)
Youth Leagues			
Girl's Basketball	Nov 22 - Feb 23	415 Participants	485 Participants
Spring Youth Volleyball	March 23 - May 23	250 Participants	
Fall Youth Volleyball	Sept 22 - Nov 22	200 Participants	250 Participants
Summer Youth Volleyball	July 22 - Aug 22	10 Teams	8 teams
Winter Youth Volleyball	Jan 23 - Feb 23	10 Teams	

Youth Camps-Athletic			
Baseball Camp	July 22	15	7
Basketball Camp	July 22	15	15
Volleyball Camp	July 22	30	15
Indoor Soccer Camp	June 23	15	

Tournaments			
Summer Classic Tennis Tournament	June 2-3	50	71 Participants
eSports Leagues/Tournaments	Year-to-date count	60	82 (through 11.27)

INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
First Aid/CPR			
CPR/AED	July 23 - June 24 (Year-to-date count)	0	4 (through 10.12)
CPR for Family and Friends	July 23 - June 24 (Year-to-date count)	0	2 (through 11.27)

Youth Instructional			
Itty-Bitty Sports			
• Flag Football	July 23 - June 24 (Year-to-date count)	55	66 (through 10.12)
• Basketball	July 23 - June 24 (Year-to-date count)	80	39 (through 11.27)
• Outside Soccer	July 23 - June 24 (Year-to-date count)	80	49 (through 8.9)
• T-Ball	July 23 - June 24 (Year-to-date count)	100	44 (through 7.20)
Itty-Bitty Instructional Programs			
• Itty Bitty PE	July 23 - June 24 (Year-to-date count)	20	10 (through 10.12)
Indoor T-Ball	July 23 - June 24 (Year-to-date count)	20	10 (through 10.12)
Instructional Basketball	July 23 - June 24 (Year-to-date count)	30	10 (through 10.12)
• Indoor Soccer	July 23 - June 24 (Year-to-date count)	30	10 (through 11.27)

Pee Wee Sports	
-----------------------	--

		Target Goals - This Year (participants) 2023-2024	Results to Date (for programs/events starting July 2023)
Run Time			
• Flag Football	July 23 - June 24 (Year-to-date count)	45	52 (through 10.12)
• Basketball	July 23 - June 24 (Year-to-date count)	80	36 (through 11.27)
• Soccer	July 23 - June 24 (Year-to-date count)	40	32 (through 8.9)
• T-Ball	July 23 - June 24 (Year-to-date count)	10	15 (through 8.9)
Indoor T-Ball	July 23 - June 24 (Year-to-date count)	20	9 (through 10.12)
Indoor Soccer	July 23 - June 24 (Year-to-date count)	20	9 (through 10.12)
Pee Wee PE	July 23 - June 24 (Year-to-date count)	20	
Instructional Basketball	July 23 - June 24 (Year-to-date count)	20	12 (through 10.12)
Kids Night Out	July 23 - June 24 (Year-to-date count)	30	8 (through 11.27)
Taekwondo	July 23 - June 24 (Year-to-date count)	18	3 (through 9.19)
Skateboarding 101	July 23 - June 24 (Year-to-date count)	60	8 (through 10.12)
Astrology	July 23 - June 24 (Year-to-date count)	40	
Intramural Spikeball	July 23 - June 24 (Year-to-date count)	12	
Intramural Ultimate Frisby	July 23 - June 24 (Year-to-date count)	20	
Intramural Basketball	July 23 - June 24 (Year-to-date count)	6	
All Ages- Instructional			
Learn to Play D&D	July 23 - June 24 (Year-to-date count)	50	2 (through 10.12)
Special Event Programming for Families			
Night Flight	Jun-24	300	
Tour de Lakes	Jun-24	900	
Festivals			
Jamaican Jam	7/14	900	1,054
Queens of Country	28-Jul	870	201
Phul Collins Experience	4-Aug	225	352
Hotel California	18-Aug	1050	1,143
Journey	16-Sep	870	779
Celebration of the Arts	May	100	canceled
Blues Fest	June	500	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			
Two annual inventories performed	Bi-annually		
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually		

	Run Time	Target Goals - This Year (participants) 2023-2024	Results to Date (for programs/events starting July 2023)
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	July 23-August 23	367	331
Group Swim Lessons	May 24- June 24	235	
Public swim - Regular	July 23-August 23	20,810	20,110
Public swim - Regular	May 24- June 24	14600	
Public swim - Discount	July 23-August 23	19,880	17,812
Public swim - Discount	May 24- June 24	14000	
Twilight - Regular	July 23-August 23	610	315
Twilight - Regular	May 24- June 24	510	
Twilight - Discount	July 23-August 23	500	336
Twilight - Discount	May 24- June 24	430	
Season Pass Sales	July 23-August 23	52	24
Season Pass Sales	May 24- June 24	2,010	
<u>Special Events</u>			
Family Fun Nights 1	July 23-August 23	1,275	716
Family Fun Nights 2 & 3	May 24- June 24	900	
Dive in Movie 1	July 23-August 23	400	148
Dive in Movie 2	May 24- June 24	500	
Pooch	Aug-23	120	
River Walking	July 23-August 23	0	353
River Walking	May 24- June 24	0	
Tai Chi	July 23-August 23	10	11
Tai Chi	May 24- June 24	20	
Moonlight Yoga	July 23-August 23	30	14
Moonlight Yoga	May 24- June 24	8	
Glow Zumba	July 23-August 23	15	
Glow Zumba	May 24- June 24	8	
Sunset Yoga	July 23-August 23	15	12
Sunset Yoga	May 24- June 24	8	
<u>Parties and rentals</u>			
Birthday Party Packages	July 23-August 23	52	96
Birthday Party Packages	May 24- June 24	75	
Cabana Rentals	July 23-August 23	55	65
Cabana Rentals	May 24- June 24	73	
Lap Pool Rentals	July 23-August 23	25	37
Lap Pool Rentals	May 24- June 24	25	

Fund 205 - Longview Community Center

As of 11/27/23

Memberships			
<u>Resident</u>			
Annual	July 23 - June 24	1,198	327
Flex	July 23 - June 24	1,406	1,114
<u>Non-Resident</u>			
Annual	July 23 - June 24	200	56
Flex	July 23 - June 24	318	298
<u>90 Day Memberships</u>			
Resident	July 23 - June 24	74	9
Nonresident	July 23 - June 24	15	6

		Target Goals - This Year (participants) 2023-2024	Results to Date (for programs/events starting July 2023)
	Run Time		
<i>Single Visit - Resident</i>	July 23 - June 24	8,980	2,880
<i>Single Visit -- Non-Resident</i>	July 23 - June 24	3,555	1,254
<i>Silversneakers visits</i>	July 23 - June 24	6,820	5,964
<i>Prime visits</i>	July 23 - June 24	220	101
<i>Active and Fit visits</i>	July 23 - June 24	250	261
<i>Silver and Fit visits</i>	July 23 - June 24	250	146
<i>Renew active visits</i>	July 23 - June 24	9,451	6,504
<i>MCC Athletes Pass</i>	July 23 - June 24	NA	7
<i>MCC PE Pass</i>	July 23 - June 24	NA	14
<i>MCC Non resident memberships Pass</i>	July 23 - June 24	1000 max	23
Facility Rentals			
<u>Lap lane rentals (hours)</u>			
Resident	July 23 - June 24	6400	1,403
Non-Resident	July 23 - June 24	60	0.5
<u>Room Rentals</u>			
Resident	July 23 - June 24	106	222.5
Non-Resident	July 23 - June 24	461	4
<u>Court Rentals</u>			
Resident	July 23 - June 24	78	12
Non-Resident	July 23 - June 24	6	0
Lock-ins	July 23 - June 24	1	0
Full Pool rental	July 23 - June 24	1	1
Water and Land Aerobic Programming	July 23 - June 24	24,000	10,289
Provide Miscellaneous Fitness			
Personal Training	July 23 - June 24	100	448
LVCC Paid Group Exercise Classes	July 23 - June 24		0
LVCC Paid Fitness Programs (6 weeks)	July 23 - June 24	32	12
Massage Therapy	July 23 - June 24	79	45
RevUP	July 23 - June 24	33	2
RevUP Reload	July 23 - June 24	35	8
Dietitian Programs	July 23 - June 24	NA	31
Swim Lessons			
Swim Lessons	July 23 - June 24	453	203
Private Swim Lessons	July 23 - June 24	129	1

MEMORANDUM



Date: December 6, 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: Lower Banner Park Renovations Project
601 NE Park

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.

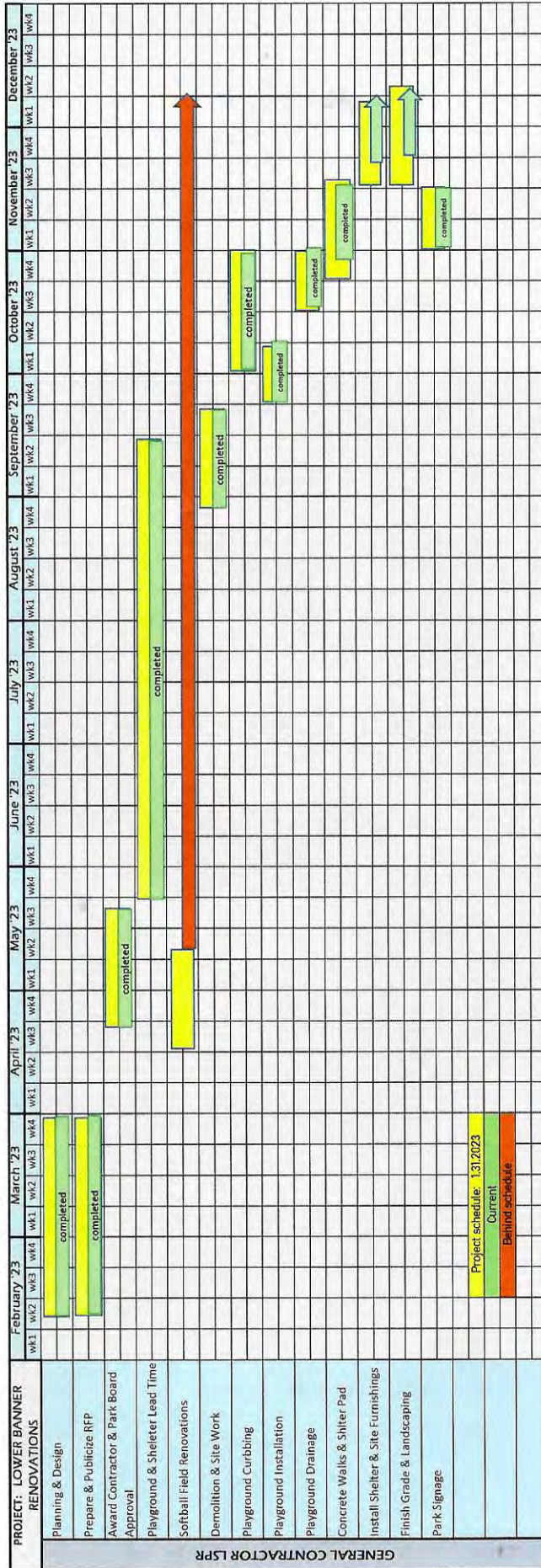
At the time of this report, LSPR crews have completed the forming and pouring of concrete for the walks, curbing, and shelter pad and the crew has begun the process of installing the shelter. The construction crew has also begun cutting in and laying gravel for the new park trail and beginning work for the renovation of the softball fields.

A projected timeline of the project (Attachment 'A') and itemized cost sheet (Attachment 'B') have been attached to this memo.

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)

TIMELINE



COST SHEET

Project Name: Lower Banner Park Improvements

28-Nov-23

AU:32784750444

Act #: 94732784

Item	Park Board approved CIP budget FY 2023 of	Commitments to date	Notes
Pre Construction/ Site Preparation			
Mobilization/Equipment Rental	\$ 5,000.00	\$ -	
Demolition/Clearing/Tree Removal	\$ 20,000.00	\$ 90.00	additional clearing for trail connector to Upper Banner
Erosion Control/Tree Protection	\$ 2,500.00	\$ -	trail construction and stream protection
Earthwork/Grading/Infield replacement	\$ 15,000.00	\$ -	ag lime
Hardware/Miscellaneous	\$ 2,500.00	\$ 506.95	lumber, screws, restroom, etc.
Storm Drainage	\$ 1,500.00	\$ -	
Electrical	\$ -	\$ -	
		\$ -	
		\$ -	
		\$ -	
Paving			
Concrete Walks, Curbs, Footings	\$ 20,000.00	\$ 14,352.41	
Asphalt-New Trail Construction	\$ -	\$ -	\$75,000 in FY 24 asphalt budget for new trail construction
Soft trail and low water x-ing to Upper Banner	\$ 10,000.00	\$ -	
Park Shelter/Shade Structure	\$ 14,175.00	\$ 14,175.00	materials only; install by LSPR
Play equipment and installation	\$ 93,431.00	\$ 93,431.00	design to budget
Play Surface Materials and installation-Synthetic Turf	\$ 47,499.38	\$ 42,792.72	Include in playground unitary surface replacement program
Site furnishings	\$ 7,500.00	\$ 6,756.64	
Landscaping	\$ 10,000.00	\$ -	
Seeding	\$ -	\$ -	
Park Lighting	\$ -	\$ 350.40	
		\$ -	
		\$ -	
Subtotal	\$ 249,105.38	\$ 172,455.12	
Total Approved CIP Budget	\$ 250,000.00		

MEMORANDUM



Date: December 6, 2023

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Steve Thomas
Assistant Superintendent of Park Construction

CC: Steve Casey
Superintendent of Park Planning and Construction

Re: Legacy Wayfinding End of Project Report

END OF PROJECT REPORT Legacy Wayfinding Project

Project Scope

For several years Lee's Summit Parks and Recreation (LSPR) has explored the idea of providing Wayfinding signage at Legacy Park to assist patrons navigate their way to the various venues located within the park.

In FY21 the Park Board approved Capital Expansion funding for this project in the amount of \$100,000. Due to the COVID Pandemic and budget concerns, the project was put on hold. The project was re-evaluated in FY22 during the budget process and was included as a capital project.

In the Summer/Fall of 2021, staff sent out an Invitation For Bid (IFB) for the Legacy Park Wayfinding project. Star Signs was the low bid with a bid of \$103,590 (\$3,590 over the budget amount). In September of 2021 staff recommended approval of the bid and Park Board approved. Staff began working with Star Signs on final details and design of the signs. During this time staff applied for a Sign Permit with the City of Lee's Summit. The city delayed the process several months to revise the City's sign ordinance to account for the directional signage. Due to the extended permitting delay and inflationary costs to goods and services Star Signs would not honor their original bid and requested to re-bid the project.

In FY23 staff began pursuing other avenues and sources by reaching out to different stone contractors/masons and sign companies to complete the project at the Park Board approved budgeted amount. Staff was successful in finding a stone contractor and sign company able to produce the approved design and began the process.

In the summer of FY24 work commenced on the project.



Project Schedule

In the summer 2023 Parks crews began preparations for the installation of the wayfinding signage. Once all site locations and utility services had been notified and approved our crews began installing the footings. Parks crew graded, formed, and poured the footings and concrete bases for each of the monument signs. Shortly after the footings were completed the stone contractor (Wildscapes INC.) installed the stone and top caps for each monument. During this period the wayfinding signage had been produced by Freestyle Graphics and picked up by our crew. Parks crew then installed all of the signage. Once all of the signage had been installed, our crew finished the final grading and seeding around each monument and the project was completed. A photograph of a completed sign has been included in this memo (Attachment 'B').

Budget and Expense Summary

With a Park Board budget of \$100,000 for the Legacy Wayfinding project, the actual expenses for the Wayfinding project was \$33,564.78, representing a savings of \$66,435.22 (66%). The final cost tracking form is included in this memo (Attachment 'A').

Project Evaluation

While LSPR experienced extended delays (COVID and permitting issues, etc.) LSPR has provided patrons visiting Legacy Park high quality, aesthetic Wayfinding Signage to locate the different venues. With a budget savings of 66% and distinguished signage this project was an enormous success.

ATTACHMENT 'A'

Project Name: Legacy wayfinding

27-Nov-23

		Park Board approved project budget \$100,000		Commitments to date	Notes
Item					
Pre Construction/ Site Preparation	Block and Stone Install	\$ 68,000.00	\$ 17,775.00	Wildscapes INC.	
	Signage	\$ 9,500.00	\$ 8,227.50	Free Style Graphics	
	Lumber	\$ 4,000.00	\$ 4,103.36	posts	
	Concrete	\$ 6,500.00	\$ 1,848.85	footings & pads	
	Contingencies	\$ 7,500.00	\$ 1,610.07		
	Subtotal	\$ 95,500.00	\$ 33,564.78		
	Total Approved Budget	\$ 100,000.00			

ATTACHMENT 'B'



NRPA 2023
National Conference Summary
Steve Thomas

Tuesday, October 10

9:00 AM – 10:30 AM

General Session – Keynote speaker Verna Myers. Ms. Myers discussed the power and importance of equity and inclusion as well embracing diversity with in our Parks departments as well as our personal lives.

10:30 AM – 5 PM

Exhibit Hall – attended the trade show in the Exhibit Hall and observed and visited numerous booths showcasing their products.

Wednesday, October 11

9:00 AM – 10:30 AM

General Session – listened to Keynote speaker Katrina Adams share her journey from playing tennis as a young girl in Chicago to becoming a professional tennis player. Once her tennis career ended, Ms. Adams began a career in leadership and speaking about diversity and equality in tennis and life.

10:30 AM – 1:00 PM

Exhibit Hall – attended the trade show and visited booths I was not able to reach on Tuesday.

1:00 PM – 2:00 PM

Removing Invisible Barriers: Designing Play Spaces for True Inclusion – The presenters discussed the importance of providing access and play features for both mentally and physically disable children.

2:30 PM – 3:30 PM

Aging Unbound: Innovative Strategies through Parks and Recreation – Presenters discussed how the population is aging and the need to implement new strategies to engage the older adults to our parks and facilities.

4:00 PM – 5:00 PM

Linking Wellness to the Outdoors – Air Force Outdoor Recreation – The Air Force Outdoor Recreation has developed new programs in efforts to think beyond traditional outdoor programs.

5:30 PM – 6:30 PM

Best of the Best Ceremony – Lee's Summit Parks and Recreation was recognized for reaccreditation.

Thursday, October 12

9:00 AM – 10:00 AM

Stories from the Field: How Green Space Engagement Built Community Relationships, Identity and Power – The presenters discussed about their experience of a work case study the performed in Chattanooga, Tennessee called Park Listeners.

10:30 AM – 11:30 PM

Living Life Off Pavement – We learned about the various types of adaptive recreation equipment that allow people with disabilities the opportunity to explore life off pavement.

12:30 PM – 1:30 PM

The Esports Blueprint: How to Propose, Build and Execute an Esports Center – A team from Carrollton, Texas shared how they budgeted and executed a dedicated esports space in one of their facilities.

2:00 PM – 3:00 PM

Transforming a Shopping Center into a Urban Park and Recreation Center – A group from Dallas, Texas shared how they transformed a high-crime shopping center into an urban park and recreation center that will become the hub of a neighborhood that currently has no public amenities.

3:00 PM

The end of the Conference

NRPA 2023
National Conference Summary
Joe Snook

Sunday, October 8

Travel day to Dallas and attended the CAPRA Board dinner.

Monday, October 9

11:00 AM – 5:00 PM

Attended the CAPRA Commission Board annual meeting and sub-committee meetings.

5:00 PM – 7:00 PM

NRPA “Welcome To Texas” Reception

Tuesday, October 10

9:00 AM – 10:30 AM

General Session

Key note speaker, Verna Myers discussed DEI and the importance of breaking down barriers in parks and recreation.

10:30 AM – 4:30 PM

Exhibit Hall

1:00 PM – 2:00 PM

Inspiring Innovation in Your Organization

The presenter discussed innovation and it starts with leadership, includes inclusive practices, and adopts new frameworks and tools. Trust is also critical to develop innovative organizations.

2:30 PM – 3:30 PM

Where Have All My Summer Staff Gone? A Study of Gen Z's Summer Job Hunt Experiences and Priorities

The presenters discussed the findings from a study that included over 570 undergraduate and graduate students and their priorities when making decisions about summer employment. Recruitment and retention strategies were also discussed.

6:00 pm – 8:00 pm

NRPA opening reception

Wednesday, October 11

9:00 AM – 10:30 AM

General Session #2

The Gold Medal awards were presented. Katrina Adams, former Chairman and President of the USTA discussed diversity in sports and youth sports. Finally, a panel discussion on inclusive youth sports was conducted. The panel consisted of Caelan Dobbs, Jason Sacks, Kari Miller, and Lily Sunarjardi. The panel was moderated by AP Diaz.

10:30 AM – 3:00 PM

Exhibit Hall

1:00 PM – 2:00 PM

Rethinking Your Approach to Win the War for Talent Through Collaborative Human Resources and Marketing Strategies

The presenters discussed the importance of HR and marketing staff collaborating to create a successful recruiting and retention strategy. Creative ideas were shared that went beyond the traditional approach to recruit and retain employees.

2:30 PM – 3:30 PM

Handling Challenging Conversations with a Polarized Public

Presenters from the National Conflict Resolution Center discussed best practices for managing upset patrons. Topics included delivering information they may not want to hear and responding respectfully.

4:00 PM – 5:00 PM

Designing Events for Sponsorship Success

The presenter discussed the value sponsors place on events and gave examples of how to redesign sponsorship opportunities to best attract sponsors. Intentional design of the event layout, schedule and activities was discussed.

5:30 PM – 6:30 PM

Best of the Best Ceremony

Attended this event to represent LSPR during our recognition for successful reaccreditation.

Thursday, October 12

9:00 AM – 10:00 AM

Health Associated Economic Impact of Parks: Research, Tools and Case Building

Presenters from the Urban Institute and NRPA discussed the economic implications of parks on the health of a community. The information presented was intended to position parks as a health care provider in the community.

10:30 AM – 11:30 AM

Enhance Your Communication - Start a Podcast Today!

Teams from three separate podcasts discussed the “ins and outs” of starting a podcast. The three teams all had podcasts focused on the parks and recreation profession. Topics included starting a podcast, equipment needed, who to interview, scripts, advertising and marketing.

12:30 PM - 1:30 PM

Shout It From the Rooftops: Recognizing Success and Celebrating It

The presenters discussed the importance of recognition for volunteers, the community, and staff. Specific recognition ideas were presented, as well as, recognition “gone wrong”.

2:00 PM – 3:00 PM

Partnering with the Business Sector: Trends in Parks and Recreation

This was panel discussion with representation from NRPA, the Toro Company and an Architectural firm from Dallas. The participants were part of the NRPA Business Council and they discussed three trends: 1) Sustainability, 2) Funding, and 3) DEI.

4:00 PM – 9:30 PM

Returned to Kansas City

David Dean
Superintendent of Recreation Services II
NRPA Conference 2023
Dallas
October 10 – 12

Monday, October 9

3:30pm – 7:30pm Travel to Dallas

Tuesday, October 10

Opening General Session

9:00am – 10:30am

The opening general session included key note speaker Verna Myers, inclusion strategist, cultural innovator, thought leader and social innovator. The session also included presentation of the 2023 Gold Medal Awards.

Exhibit Hall

10:30am – 1:00pm

Attended the exhibit hall to view products and services provided by vendors.

“Can I Speak to Your Manager?” How to Deal with a “Karen”

1:00pm – 2:00pm

This session discussed how to deal with difficult patrons. Participants shared the best “Karen” stories and how they handled them. Participants learned tips and tricks to help ease the process when faced with someone who is irate, irrational or just plain rude.

Where Have All My Summer Staff Gone? A Study of Gen Z’ Summer Job Hunt Experiences and Priorities

2:30pm – 3:30pm

This session discussed how many park and recreation agencies across the country are experiencing challenges recruiting and hiring part-time and seasonal staff. Professors from Illinois State University along with undergraduate and graduate students conducted a study to examine the students summer work study plans, priorities, recruitment preferences, and overall experiences.

Exhibit Hall

3:30am – 4:30pm

Attended the exhibit hall to view products and services provided by vendors.

NRPA’s Opening Reception

6:00pm – 8:00pm

Wednesday, October 11

Exhibit Hall

10:30am – 2:30pm

Attended the exhibit hall to view products and services provided by vendors.

Bingo, Bathrooming and Boredom: The Bad B Words of Senior Centers

1:00pm – 2:00pm

This session focused on the design of buildings and outdoor spaces, and the words used to describe aging. The presenters discussed why design matters in creating a vibrant hub for older adults to gather and the “good words” of senior centers and programs.

Handling Challenging Conversations with a Polarized Public

2:30pm – 3:30pm

This session addressed how employees of a Parks and Recreation department, there is often an expectation to “keep the peace”, even in the midst of dealing with difficult personalities. They discussed how it is easy to fall back on policy but oftentimes we see that an immediate explanation of the policy by staff leads to escalation rather than resolution.

The Secret Language of Older Adults: Marketing to the 55+ Population

4:00pm – 5:00pm

The 55+ population continues to be one of the most overlooked, undervalued markets. The presenter discussed some of the pitfalls of relying on contemporary “digital” marketing to attract the 55+ members to your fitness facilities.

Best of the Best Ceremony & Reception

5:30pm – 6:30pm

Attended the Best of the Best Ceremony and received the certificate of re-accreditation.

Thursday, October 12

Before, During and After Your Recreation Center Opens

9:00am – 10:00am

This session used recent, first-hand testimony and benchmarking data from facilities around the country to provide a behind-the-scenes look at strategies and processes to set up your facility for success. The presenters provided ideas for attendees to gain a better understanding of the necessary preparation before, during and after your facility opens.

From Pickleball to Line Dance-Keeping Retirees Active and Engaged

10:30am – 11:30am

The presenters from the Chicago Park District discussed their most popular and expansive programs for retirees. They provided information on low cost programs that offers highly communal, social and physical benefits.

The Esports Blueprint: How to Propose, Build and Execute and Esports Center

12:30pm – 1:30pm

This session covered how staff with Carrollton, Texas went about proposing and esports facility to all levels of city management, and their budgeting for construction and executing a dedicated esports space.

The Keys to Facilitating Good Relationships Between Recreation and Maintenance

2:00pm – 3:00pm

This session discussed the perceived or real barriers between Recreation and Maintenance staff.

The presenters discussed how in order to build relationships with your co-workers, you must first identify the barriers through observation, conversation, building trust and follow-up.

Travel to Kansas City

3:30pm – 8:00pm

**End of Activity Report
Gamber Community Center
2023
Megan Crews**

Executive Summary

Brief Description:

The Gamber Community Center (GCC) is a 19,000 square foot facility offering a multitude of fitness and community related activities geared to meet the needs of the residents of Lee's Summit and surrounding communities. Activities include fitness classes, bridge, bingo, instructional classes and rentals. Normal operating hours were Monday through Thursday 6:00am until 8:00pm, Friday 6:00am until 5:00pm, Saturday 7:00am until 2:00pm and Sunday closed. In FY23, the GCC was open 311 full days, 5 shortened holidays and 2 holiday closures.

Participant Numbers:

FY23: 53,717
FY22: 40,425
FY21: 21,548¹

Total Revenue:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
FY23:	\$409,162	\$471,545
FY22:	\$370,353	\$389,715
FY21:	\$269,615	\$309,467

Total Expenses:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
FY23:	\$462,244	\$488,107
FY22:	\$380,394	\$380,912
FY21:	\$326,410	\$312,228

Net:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
FY23:	(\$53,082)	(\$16,562)
FY22:	(\$10,041)	\$ 8,803
FY21:	(\$56,795)	(\$2,761)

<u>Revenue by section</u>	<u>FY23 Budget</u>	<u>FY23 Actual</u>
Activity Fees	\$ 39,321	\$ 59,854
Gate Receipts	\$ 882	\$ 1,136
Memberships	\$ 79,738	\$ 92,084
Facility Rentals	\$ 100,895	\$134,260
Concessions	\$ 646	\$ 970
Park Sales Tax	\$ 175,000	\$ 175,000

¹ GCC averaged 414 patron visits per week for FY21 which is lower than pre-COVID participation. The mask mandate and social distancing was a significant contributor to lower patron visits.

Recommendations:

Staff received numerous comments/feedbacks during the last fiscal year. Changes are made to the rules, regulations, and procedures based on patron/staff comments. After closely reviewing the patron survey, taking into consideration the budget expectations, and reviewing other operational concerns, staff submits the following list of recommendations:

Comment: Multiple comments were received regarding GCC's current hours of operation. **Recommendation:** At this time staff does not recommend additional operating hours at GCC based on current weekend foot traffic. Additionally, Longview and Lovell Community Centers offer Sunday hours which all memberships, with the exception of the GCC Only membership, have access to.

Comment: Multiple comments and a rating below a 4.0 (3.97) was received regarding the space available for group fitness participants.

Recommendation: Due to fire code allowing additional participants in the space is not an option. Based on the approved budget, GCC offers 21 classes each week. Staff monitors attendance at these classes and makes changes to the schedule to best accommodate class variety and demand. Patrons also have the option of attending a variety of group fitness classes at other community centers with LSPR. Staff does not recommend any changes at this time.

Comment: Group Fitness classes and space availability continues to be highly requested for GCC.

Recommendation: GCC currently offers 21 group fitness classes Monday – Saturday. Beginning in January 2024 classes offered will increase to 23 classes. As additional phases of repurposing are explored for GCC feedback from the survey will be utilized to guide options to review.

Comment: The surveys highlighted negative interactions with welcome desk staff.

Recommendation: GCC management takes these comments seriously and has spoken with staff members and shared the comments. Management will use these comments to expand on staff development and coaching. Staff members also routinely attend training sessions and staff meetings with an emphasis on LSPR culture.

Comment: Multiple comments were received regarding the online reservation system for group fitness classes.

Recommendation: Beginning in January of 2023, LSPR, implemented an online reservation system for group fitness classes, allowing members to view and register for classes from their phone, computer and/or mobile device. The technology team has been monitoring the system closely working with Community Center managers to ensure the best process possible is being utilized. Comments from Community Center surveys will be shared with the technology team to continue improvements and adjustments as determined necessary.

Comment: Multiple in-person requests and survey comments were made for an additional NuStep based on high usage and number of pieces available.

Recommendation: GCC currently has three NuSteps with the third one purchased based on survey feedback in 2019. The NuStep is used frequently and all three are often in use at the same time. Staff is evaluating the budgetary impact and the option to reduce the number of Ellipticals, by one, allowing for the additional space for a fourth NuStep.

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.

Full Program Description:

The Gamber Community Center (GCC) is a 19,000 square foot facility that offers a multitude of fitness and community related activities geared to meet the needs of the residents of Lee's Summit and surrounding communities. The facility includes an aerobics room, strength training and cardiovascular areas, ballroom available for private rentals, free internet access and a Wii, billiards room with 3 tables, 2 ping pong tables, Bistro and catering kitchen, 3 classrooms, outdoor walking path with 9 workout stations and an outdoor courtyard with a Gazebo and 2 outdoor Bocce Ball courts. Activities include fitness classes, bridge, bingo, instructional classes and rentals. The facility opened for operations on June 30th, 2008.

Program Benefits:

The Gamber Community Center offers many benefits to the residents of Lee's Summit including the wellness components of fitness and socialization. Patrons determine what benefits are desirable to them and participate in those activities. The GCC is an intergenerational facility and offers many programs geared towards increasing family togetherness and core family values.

Service Hours:

FY23: 107,434 (average of 2 hrs. per visit x 53,717 visits)

FY22: 80,850 (average of 2 hrs. per visit x 40,425 visits)

FY21: 43,096 (average of 2 hrs. per visit x 21,548 visits)

Volunteer Hours:

Volunteers: 2 Volunteers – Bingo: 2 hours per week/Administrative tasks: 3 hours bi-weekly.

Based on national volunteer wage of \$31.80 x 166 volunteer hours = \$5,278.80

Volunteer Opportunities at GCC consist of – Welcome desk volunteers, Father Daughter Dance, Bingo, landscape maintenance, and special event set up.

Refunds

Total issued: 223

Rental Deposits - 190

Refunds due to dissatisfaction: 1 Membership – No Secure WIFI (WIFI is all public access)

Reasons for Refunds:

- Rentals – Medical – 4, Time Adjustments – 4, Cancelled Event – 16 (Business meetings cancelled, reason unknown, chose another facility and cancelled with plans to reschedule)
- Membership – No longer needed membership – 3, Switch to insurance-based membership – 2, Moved – 4.

Fees Charged:**Admission Fees- single visits**

	<u>Regular Rates</u>	<u>Discounted Rates</u>
Fitness	\$8.00	\$6.00

Membership Fees

	<u>Regular Rates</u>	<u>Discounted Rates</u>
Gamber Annual	\$185/\$197	\$150/\$162
Gamber Flex	\$15.42/\$16.42	\$12.50/\$13.50

	<u>Regular Rates</u>	<u>Discounted Rates</u>
LSPR Annual	\$245/\$257	\$209/\$221
LSPR Flex	\$20.42/\$21.42	\$17.42/\$18.42
90 Day Membership	\$144	\$120

Facility Rentals

	<u>Regular Rates</u>	<u>Discounted Rates</u>
Ballroom Area A	\$70.00	\$55.00
Ballroom Area B	\$55.00	\$45.00
Entire Ballroom	\$121.00	\$100.00
Kitchen	\$65.00	\$50.00

Gamber Package (Ballroom and kitchen for 4 hours)	\$605.00	\$500.00
---	----------	----------

Event Package (Ballroom, Bistro, Great Hall and kitchen for 12 hours)	\$1750.00	\$1,600.00
Classrooms	\$45.00	\$30.00

Damage Deposit, \$100.00 for all rentals
Alcohol Service Fee, \$175.00
Table Linens, \$5.00 per table for white, \$7.00 for colors
Napkins, \$0.25 each
Security, \$61.23 per hour

Other Revenue

Preferred vendor	\$100.00 per year
One time vendor	\$50.00 per event

Marketing:

Staff markets GCC through the traditional means of using the Illustrated, cross marketing internally, DYK TV, e-mail blast and LSPR Website and Facebook.

Evaluation/assessment:

Evaluations were sent to 698 unique members including GCC Only Members, All LSPR Members and Insurance Based Memberships. 158 surveys were returned for an overall return rate of 22% total for all members.

Survey Summary:

Rated above 4.5 on Likert scale

Parking Lot

Lobby/Hallway Area

Rated above 4.0 on Likert scale

Bistro

Billiards Room

Men's Restrooms

Weight Room

Cardio Room

Bocce Courts & Gazebo

Unisex Restrooms

Women's Restrooms

Outside Walking Path

Outside Exercise Equipment

Staff Knowledge

Rules, Regulations and Policies

Current Hours of Operation

General Cleanliness of Facility

Quality of Instructional Classes

Value of Membership

Membership Options

Staff Friendliness

General Safety of the Facility

Quality of Aerobics Classes

Overall GCC Rating

Overall Rating of LSPR

2023 “Gamber Community Center” Survey for LS Parks & Recreation

Which type of fitness membership do you currently have?

GCC Only Annual 15 GCC Only Monthly Flex 6
 LSPR Annual 22 LSPR Flex 4
 90Day 1 Insurance Based Membership 110

Are you currently a Resident 148 Non-Resident 10

Please rate your overall satisfaction with the facility...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Parking Lot	1	0	1	5	63	88	4.52
Lobby/Hallway Area	0	0	0	5	51	101	4.61
Bistro	98	2	2	10	16	21	4.02
Billiards Room	112	0	1	5	49	17	4.24
Weight Room	62	2	1	15	48	28	4.05
Cardio Room	38	2	2	15	47	49	4.21
Aerobics Studio	48	2	8	19	39	38	3.97
Bocce Courts & Gazebo	120	2	0	2	16	10	4.07
Unisex Restrooms	73	0	0	6	32	32	4.37
Men's Restroom	90	0	0	0	23	21	4.48
Women's Restroom	33	0	1	7	56	55	4.39
Outside Walking Path	63	0	2	5	45	35	4.30
Outside Exercise Equipment	89	2	2	9	26	20	4.02

Comments: If you rated any area Fair or below please tell us why.

- Not big enough exercise classes room.
- Need to enlarge the exercise room or utilize the bigger meeting rooms for classes. It's ridiculous that people have to be turned away from classes when a huge meeting room is right across the hall and is seldom used. I have to stay up until midnight in order to sign up for classes so I can get a spot because the exercise room is too small. You need to accommodate your patrons.
- Aerobics room seems to be challenged during summer months.
- The Women's restroom feels like a sauna in there.
- Need a larger Aerobics Room. Too many classes are wait-listed because there isn't enough room.
- Weight room crowded; insufficient machine directions.
- Facility is great.
- Employees are very helpful!
- The room is too small. The floor area at the front appears to be collapsing. There are not enough large exercise balls causing people to be forced to use balls that are too small. When more large balls were requested, the response was that Gamber has its allotted number. This may be true, however most of the smaller balls sit in the closet unused. Using an inappropriate sized ball can put unnecessary stress on joints. In other words, size does matter!
- The aerobics room is too small. Something is wrong with the floor, it has a speed bump that is dangerous for people working out there. Terrible music system, instructors bring their own speakers.
- Cardio equipment is dirty. The whole machine needs to be cleaned. Therefore, I use equipment at other facilities.
- The sound system in the exercise room is just awful. Many times, it doesn't work properly and sound quality is sub-par. The floor at the front by the mirrors is uneven and a tripping hazard.
- The facility always seems to be very cold and a waste of energy to keep it at 70 degrees all the time winter or summer.
- Unisex bathroom, men don't aim so well sometimes.
- Pool tables are filthy and not level.
- N/A ratings are due to not having used any of those areas.

- Equipment isn't always maintained. Several ellipticals have TV not working for over a year.
- 3 Nu-Step machines aren't enough for the senior citizen's needs. Should be at least 6 Nu-Step machines. I see several exercise equipment that sits unused but not Nu-Step!
- Need more room and more equipment in weight room. Only big enough for 2 people at a time.
- More silver sneakers classes. Enlarge the room for classes. Offer classes for individuals with disabilities.
- Inferior cardio equipment. Also, very limited weightlifting equipment.
- I'm struggling to find a yoga class for Friday since our former instructor left us, the class was Friday at 11. Signed up for a class at Legacy last Friday and got out there and found out the class was canceled. Since Legacy is a lot farther to drive than Gamber it was very inconvenient.
- Didn't use them.
- The women's restroom is often too hot for me, and I start feeling sick in the time it takes to use the restroom.
- The aerobics room is too small. You cannot comfortably fit the maximum amount of people in the room.
- The aerobics room is too small. The class times are limited, sessions are so packed it is hard to be able to stretch out. The weight room is too small and doesn't has enough equipment.
- Cardio room - After jacking up the prices and forcing us to have to go from purchasing all access to just Gamber you would think that for the price you could at least have fully functional cardio equipment and TVs. I have personally reported the center tread mill 4 times to the staff at Gamber that the belt is slipping, and the tread mill is dangerous, but only one tried to do anything about it by placing a sign on it. Two days later the sign was gone but the machine was not fixed and the motor or belt slips to this day. Someone is going to get hurt and the Gamber staff will be responsible. Most of the TVs don't work, you either can't change the channel or the sound only works on one side, or they don't work at all. You jacked up the prices for substandard services. The weight room machines are just as dangerous, but not because they don't work, but are poorly designed.
- Need a larger room.
- Cardio room sometimes gets too warm to exercise. Fans probably need to be running on high temperature days.
- I do Silver Sneakers at the Gamber Center. The room is too small.
- Gamber: Need fans available in Wt. room. What's with the tv... can't change channels. Ac in building goes in and out recently. I hope you gave a discount to folks who rented the facility and it was hot as heck. Need to open on Sunday afternoon and till 6pm Friday. Book/magazine has facility open till 6pm!
- Aerobic room is too small.
- The bistro is unused. It should be staffed and sell items to patrons as needed. It is wasted now. I didn't know there is an outside bocce court. Outdoor equipment needs instructions in how to use them.
- Cleaning of equipment and Continual computer website problems.
- Would love for regular yoga and aerobic classes to be offered in addition to the elderly classes.
- Fair equals average to me.
- The women's restroom smells like a sewer backing up.
- Larger aerobics room needed. Too crowded during class.
- The cardio room is small.
- Aerobics room gets very warm when group sessions are taking place.
- I've never been there when the Bistro is open...
- Would like bigger area for weight room for stretching and floor work. Aerobics room needs better AC circulation.
- Rooms too small for exercise.

Please rate the service of the facility...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Value of your membership	1	2	3	12	53	85	4.39
Membership Options	6	1	2	9	67	69	4.36
Staff Friendliness	1	1	4	11	51	87	4.42
Staff Knowledge	2	2	2	19	59	70	4.27
General Safety of the Facility	0	0	2	6	62	86	4.49
Rules, Regulations and Policies	5	3	3	8	71	65	4.28
Current Hours of Operation	3	1	5	20	68	59	4.17

General Cleanliness of the Facility	1	0	0	9	61	87	4.50
Quality of Aerobics Classes	57	2	1	7	42	47	4.32
Quality of Instructional Classes	63	1	0	5	41	45	4.40

Comments: If you rated any area Fair or below please tell us why.

- Unfriendly older male front desk staff when signing up.
- Aerobic room could be bigger for some classes. Aerobic room could be cleaner. A lot of dust on the floor.
- I wish it was open on Sunday PM.
- As stated previously, the extreme increase in the annual fees this year are not in alignment with the quality of the services provided. The cardio room, which is obviously popular, is worn out and not benefitting from the extreme increases in fees. We were forced to drop the all access annual membership and just use Gamber, but maybe because we are non-residents of Lee's Summit that is your plan, to force us out.
- Front desk staff very good. Poor service for problems with on line registration from staff. Never returned emails or messages.
- It doesn't seem like the staff has a lot of knowledge of the change for signing up. Also, I called to make a reservation for a friend to come try out Silver Sneakers. The person who answered the phone didn't know if guest could come. Then she said my friend couldn't be put on the list. She would have to show up and see if there was room for her. That makes no sense. If a person is driving from far away there should be a way to reserve them a spot.
- Just wish it was open more hours!
- Young Lady who cleans Gamber is better than previous ones! Older white guys on desk in Saturday morning are not very friendly.
- Required sign-up for classes is not handy for many elderly people without smart phones.
- Website poor not user friendly.
- Need regular classes for younger people - not just the elderly.
- How to get into classes weekly.
- Almost impossible to be fairly included.
- Planet Fitness is so much cheaper.... it fits the family budget.
- Would like the Center to be open on Sundays. Floors need to be swept more often. There's a lot of dirt and hair on floors.
- Rooms are too small for exercise.
- Use of the electronic registration. During commencement of process, staff working on site were unable to provide much assistance due to limited familiarity. Even after several months there seem to be issues that come about for no specific reason. Personally, after successfully registering for multiple months I started getting an error each time indicating phone number issue, I had to re-enter each time. After multiple weeks it just cleared up.
- Very upset about children, especially preschool & girl who wins 6 & 7 games each week being allowed to play Bingo in summer & whenever school is out. This is supposed to be FOR seniors. Need later & more afternoon Silver Sneaker classes.
- Sometimes the Aerobics room looks like it hasn't been swept or cleaned.
- The new phone app for enrolling in classes is difficult for me to use and I have missed classes because I cannot get enrolled and tried several times to get help and can never get hold of the person who is supposed to help. I gave up trying. Sad since I need the exercise classes.
- Saturday hours should stop at 4, not 2, and Sunday should be open till 2.
- No Sundays.
- Aerobic room too small. Manager hardly there and is not friendly or helpful. Other facilities are much better with managers.
- Some Rooms are not used and seems that full potential is not realized as far as exercise space.
- The facility always seems to be very cold and a waste of energy to keep it at 70 degrees all the time winter or summer.
- The tile floors in the card playing areas are dirty.
- Short hours on Saturday. Not too fond of that.
- I recommend considering keeping the facility open longer on Saturday. A 2:00 closure is too earlier.

- Unhappy to sign up online for weekly classes. VERY unhandy. At times doesn't work properly. It was so much easier to sign up using appointment book at desk.
- More Hours of operation.
- Staff don't always have the answers regarding other LSPR policies.
- More classes.
- I have asked questions about the equipment that an attendant could not answer.
- Saturday and Sunday hours of operation are insufficient. They should match Lovell and the college.
- I'd like for there to be more Silver sneakers classes.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg.
Overall rating of Gamber Community Center	0	0	2	11	66	79	4.41
Overall rating of Lee's Summit Parks and Recreation	7	0	1	5	67	75	4.46

Additional Comments:

- I am more familiar with Longview, where I use the exercise equipment.
- Enjoyed the classes before the phone app.
- Most tv monitors are broke on machines.
- The facility always seems to be very cold and a waste of energy to keep it at 70 degrees all the time winter or summer.
- Nice staff.
- We enjoy using the facility.
- This facility was to be a senior center. Seniors have to go to other cities to enjoy senior activities.
- The people that worked there are very nice & anxious to help in any way they can.
- I have been a member of Gamber for several years since retiring.
- My only complaint with this facility is the poor cable tv equipment and the constant problems with its use. Particularly the turning on and the volume and channel changing functions.
- Very satisfied with the Legacy, Longview, and Gamber centers.
- Ty & Gloria are fabulous instructors. Everyone benefits from their knowledge & encouragement.
- If anything is needing done, it is having television. Screens consistently working including volume control and especially channel changing.
- Bad PR on that swim fiasco last year at the water park/pool... should have been handled a lot differently. Lee's Summit made national headlines in a very negative way. Diversity training obviously needed at Parks and Rec.
- It is a beautiful facility and lovely for catered events or just relaxing in the lounge area.
- Steve that works the front desk Monday thru Wednesday is a valued asset to your organization. He is extremely helpful & detail oriented. He deserves a raise.
- I think Gamber Center is a very nice facility. The staff members are friendly, and the cardio and weight room are simple to use and never crowded when I am there. Great facility geared to senior adults like me.
- The NuStep machines at the Gamber Center seem to be in constant use. An additional machine would be put to use.
- Pls ensure staff are adequately trained to run your reception area, computer glitches corrected, that registration changes for classes are clearly communicated. Thank you.

1. How did you hear about the facility? (Please check all that apply):

17 LS Illustrated 12 Website 3 Facebook/ Twitter 1 Flyer 32 Acquaintance 57 Prev. Participant 42 Other

2. What would you like to see us add to the facility?

- Entertainment during daytime hours, bring movies etc. You have the equipment, need to investigate. Raytown activities for seniors there are no senior activities in Lee's Summit
- Possibly a leg press machine.
- Pool.
- More responsive to equipment requests; insufficient large balls for some classes when requested. How was a no purchase determined, they never showed up?
- A swimming pool & board game day.
- Larger aerobics room.
- Larger weight room.
- Larger room for group fitness classes.
- More recumbent cross trainer machines. It is difficult to find one available for use.
- Enlarge the aerobics area. It appears to be the only part of the facility that is in use on a day to day basis. Over the past year I shifted to some classes at Lovell simply because the classes at Gamber are too crowded.
- Bigger aerobics room.
- Use ballroom for big classes when not rented.
- Decent sound system. Repurposing of space to accommodate larger or more classes.
- The facility always seems to be very cold and a waste of energy to keep it at 70 degrees all the time winter or summer.
- More tv trays in the card playing room to set our drinks on.
- Keep some 4lbs in the weight room. They always end up in the group exercise room which is not fair to us using 4 lbs. or less. Some of us can only use up to 4 because of different surgeries.
- Travel
- I love the Silver Sneakers Yoga class but would like to see a larger area that would accommodate more participants. The class has limited availability due to the size of the room & popularity of the class.
- senior center.
- Again, there isn't enough Nu-Step machines for the number of seniors that need these machines. To many other machines set idle while Nu-Step machine are being used.
- Increase size of weight room.
- Senior meals, speakers, more bridge options
- Weekend classes.
- Afternoon classes for yoga and Silver Sneakers basics. I work mornings and cannot take advantage of the morning classes that worked so well for me.
- Weightlifting machines like the ones at the college. Also, update and/or replace treadmills.
- We need a larger area for Silver sneakers. We are tightly fitted in the room and fight to get regular sign up spots.
- More chair yoga classes at Gamber.
- Use of banquet room for exercise when not scheduled.
- More space in cardio room. It's too small.
- Indoor track.
- A high-level silver sneaker class in Sept on Thursday. Tammy is leaving, so there won't be a class in morning or early afternoon. Also, the electronic class registration still has a lot of issues!
- A beginner's class that took time out for newbies rather than saying to just adapt.
- Better/easier way to sign in for classes.
- Fully functioning Treadmills and TVs along with better quality weight machines - a circuit room would be far greater value.
- Possibly update equipment that is showing age / noise. Also getting an additional new step machine. Wouldn't have to be in cardio room, etc.
- Perhaps something similar to the Bingo activity, you currently have.
- Nothing, the weight room and the aerobics room are already overcrowded.
- One person that works there has been very rude a few times too many. He has many people turn away.
- Open Gamber Sunday Noon-5pm. I belong to all facilities but primarily go to Gamber.

- This facility was supposed to be a "Senior Center" but that is not what it is. It is a lovely community center. But where does Lee's Summit have Senior programs like luncheons, card tournaments, dances and organized senior trips. There is bingo there I think but it does cost money to play and can people come in just to play bingo or do they have to be a gym member? Just in general there needs to be more free programs for seniors.
- User friendly website where staff has better instructions on the system.
- More classes.
- Many seniors come with walking disabilities. Need to add at least 2 more NuStep's as they are always busy. Several people, like me are only able to use that equipment.
- The registration for classes is horrible. Plus, you can't cancel online if can't make it. Need more classes or bigger space as classes fill up quickly.
- Sign-up sheet for all classes daily
- more classes later in the evening time.
- Better air movement in cardio room.
- Fair signup for those not in the knows of how to get signed up using the secret ways some have of getting a spot in a class
- 4:30pm Zumba on Thursdays and 1:30pm Zumba on Fridays.
- Better rates for residents.
- Bigger aerobics/weight room.

3. Which of our amenities have you used?

23 Billiards room

27 Card playing area

8 Patio/Gazebo area

55 Outdoor walking Path

24 Puzzle or library areas

28 Coffee/Tea Area

1 Ping pong tables

2 Bocce Courts

21 Outdoor Fitness Equipment

Comments:

- Never saw ping pong tables.
- Can the vents be cleaned out? I am allergic to mold and being in the card playing area always sets off my allergies.
- Clean and organized.
- did not use any of the above listed areas.
- None.
- Only aerobics room.
- I simply like the homey ambience of Gamber.
- Helpful in getting me back into the groove.
- I enjoy all the landscaping along the outdoor walking path!
- I play your piano. It needs to be tuned.
- Maybe a brochure that tells about the different areas available would be useful or someone to give a tour and orientation to usage of specific areas.
- Not available at Gamber.
- IDK there were ping pong tables!?!?! WHERE?? needs signs.
- N/A

4. Are you a Friend of the Parks (FOP)? 36 YES 89 NO 27 I don't know what this is

**End of Activity Report
Harris Park Community Center
2023
Completed By: Paul Arndorfer**

Executive Summary

Brief Program Description:

The Harris Park Community Center is a recreational facility for the community of Lee's Summit. It promotes a clean, bright and cheerful atmosphere for all ages. The HPCC houses a variety of programs including athletic leagues, Camp Summit, pre-school classes, youth/adult instructional programs, pickleball, facility rentals and open gym time. This report will focus on open gym, memberships and rentals.

Participant Numbers:

	<u>Total:</u>
FY23	163,897
FY22	159,234
FY21	164,522

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
FY23	\$259,702	\$304,906
FY22	\$214,276	\$293,894
FY21	\$260,963	\$315,983 ¹

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
FY23	\$306,840 ²	\$303,905 ²
FY22	\$275,082 ²	\$283,316 ²
FY21	\$318,492	\$296,194

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
FY23	(\$47,138)	\$1,001 ³
FY22	(\$60,806)	\$10,578
FY21 ¹	(\$57,529)	\$19,789

¹ FY21 includes \$238,525.00 in sponsorship revenues, the highest totals the fund has ever received. This is due in part to a sponsor paying their entire three-year sponsorship fee up-front in the amount of \$38,400.00.

² Previous End of Activity reports were inclusive of indirect expenses. To be consistent with other community center End of Activity reports which do not include indirect expenses, indirect expenses were not included in the HPCC report beginning in FY22.

³ FY22 did not have Capitol Improvement projects where FY23 had \$12,948.77 in CIP.

Recommendations:

Comment: In FY23 HPCC had a net revenue of \$1,001 compared to \$10,578 in FY22.

Recommendation: The difference is due to \$12,948.77 in Capitol Improvement Projects in FY23, compared to \$0.00 in FY22.

Comment: Staff received multiple positive comments regarding the staff and how courteous and helpful they are.

Recommendation: Staff appreciates these comments and will share them with staff at the next staff meeting.

Comment: Staff recommends being closed for three weeks after Camp Summit ends.

Recommendation: Currently, HPCC is closed for two weeks at the end of Camp Summit. It would be beneficial to be closed a third week during the daytime hours, but having Southern Elite VB practices and LSPR leagues run in the evenings. This would allow additional time for repairs and cosmetic work on the building to be completed by staff that they need.

Comment: Staff recommends the purchase of new banquet tables for HPCC as there have been comments verbally to staff as to how beat up the current tables are.

Recommendation: Event Stable has Titan Pro Plastic Folding Tables (6"x30") for \$99.49 each. Staff recommends the purchase of 30 tables at a cost of \$2,984.70 as soon as possible to replace the old tables.

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 Harris Park Community Center is a recreational facility for the community of Lee's Summit. It promotes a clean, bright, and cheerful atmosphere for all ages. The HPCC houses a variety of programs including athletic leagues, Camp Summit, pre-school classes, youth/adult instructional programs, facility rentals and open gym time.

Benefits of program:

The HPCC offers many benefits to the residents of Lee's Summit including physical, mental, emotional and social components. Patrons determine what benefits are desirable to them and participate in those activities.

Service Hours:

	<u>Total:</u>
FY23	327,794
FY22	318,468
FY21:	323,555

The number of service hours includes numbers from all other activities: Camp Summit, adult & youth activities and instructional programs x (2 hours = average stay per person).

Volunteer Hours:

There were no volunteers for this program.

Refunds:

Total issued: 0

Fees Charged:

Open Gym	\$4 per person resident/ \$5 non-resident
Full court rental	\$72 per hour resident/ \$90 non-resident
Half court rental	\$40 per hour resident/ \$50 non-resident
Half gym floor	\$88 per hour resident/ \$110 non-resident
Entire gym floor	\$176 per hour resident/ \$220 non-resident
One day rental	\$1,200 resident/ \$1,500 non-resident
Two day rental	\$2,000 resident/ \$2,500 non-resident
Full Week Rental	\$7,000 resident/ \$7,500 non-resident
One Room	\$60/hour resident/ \$70/hour non-resident
Two Rooms	\$80/hour resident / \$95/hour non-resident

Marketing:

Harris Park Community Center was marketed a variety of ways. The Illustrated advertised the facility with all the available activities and operating hours. Additionally, information about the community center was posted on the LSPR website, social media outlets and sent out in email blasts. Staff has found one of the best forms of marketing is word-of-mouth from patrons who come to HPCC for an event and then inform family/friends of the space.

Evaluation/Assessment:

Evaluations have and will continue to be given out for future leagues, programs and any other recreational events being conducted at HPCC. Those surveys, however, are used by the supervisor running the program and not directly attributed to the facility. Comments received by program supervisors about the HPCC are forwarded to the HPCC manager for review and any issues are addressed. Out of 52 surveys distributed for HPCC unique rentals for FY23, 19 surveys (36%) were completed and returned.

LS Parks & Recreation “HPCC, 2023” Survey

of Surveys Distributed: 52

of Surveys Returned: 19

36% of Returns

LS Illustrated 5% Website/Facebook/Twitter 22% Acquaintance 39% Other 34%

Area Rented:

- 2 – ½ Court
- 3 – Full Court
- 9 – Room A or B
- 4 – Room A & B
- 6 – Kitchenette included in rental
- 1 – Entire Facility

Comments (Other):

Regarding registration...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the reservation process	0	0	0	3	6	6	4.65
Please rate the amount of time taken to process the reservation	0	0	0	2	10	7	4.49
Please rate the cost of the rental packages	0	0	1	5	8	5	4.30
How informative was the supplemental materials	3	0	1	4	5	6	4.41

Comments:

- Staff was very helpful in booking.
- Wish I could book a room online, like the shelter rentals are set up for.
- Booking was simple.

Regarding the overall operations...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Staff Competence	1	0	0	1	9	8	4.75
Amount of staff available	0	0	0	1	10	8	4.65
Condition and suitability of the area rented	0	0	0	3	9	7	4.56
Please rate overall HPCC rental space	0	0	0	1	9	7	4.56

Comments:

- This was a great place to hold a baby shower.
- Staff was very friendly and helped us carry our things in for our party.
- Front desk staff are nice/friendly
- Great space!!
- Thank you for everything in making our party great!!
- Everything was very good, if anything, you could use new tables.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Overall Rating of HPCC	0	0	0	3	11	5	4.55
Likelihood of renting from HPCC in the future	0	0	1	2	9	7	4.35
Likelihood of recommending HPCC to others	0	0	1	2	9	7	4.35
Please rate overall Lee’s Summit Parks and Recreation	0	0	0	1	12	6	4.68

Comments:

- Our Birthday party went well, we will definitely rent again.
- Easy process, our event was great.
- Thanks, this was a good place for a baby shower.
- Have had two events here and they both ran great.

**End of Activity Report
Outdoor Summer Swim Lessons
June – August 2023
Grace Carson**

Executive Summary

Brief Program Description:

The outdoor summer swim lesson program is designed to provide participants ages 6 months – 14 years instruction in a variety of aquatic skills. The program consists of 5 sessions during the week at 8:30am and 9:30am as well as 7:15pm. There is also a Saturday session offered at 9:00am and 10:00am. To supplement the individual needs of the community private lessons are also offered at the indoor facilities.

Participant numbers:

	2021		2022 ¹		2023	
	AM	PM	AM	PM	AM	PM
Session 1	90	54	132	84	164	52
Session 2	95	53	118	71	93	62
Session 3	98	65	87	64	89	44
Session 4	81	61	87	67	79	33
Session 5	0 ²	0	83	49	54	32
Saturday	101	N/A	144	N/A	99	N/A
Sub Total	465	233	651	335	578	223

Total Revenue:

	Budget	Actual
2023:	\$52,969.00 ³	\$40,291.65 ⁴
2022:	\$41,360.00	\$72,333 ⁵
2021:	\$41,219.00	\$32,233.45

Total Expense:

	Budget	Actual
2023:	\$45,058.19 ⁶	\$30,453.92 ^{7, 8}
2022:	\$36,181.80	\$31,000.15 ^{9, 10}
2021:	\$27,818.77	\$17,570.51 ^{11, 12}

Net:

	Budget	Actual
2023:	\$7,910.81	\$9,837.73
2022:	\$23,819.00	\$41,332.85
2021:	\$13,400.23	\$14,662.94

Recommendations:

¹ Second level 0 and level 1 class added to each session allowing for more enrollment

² Unable to offer 5th session of swimming lessons due to staffing issues and set up of the summer calendar for sessions 1-4 with the way the July 4th holiday fell.

³ Prices of lessons have not increased since 2020. 10 additional classes have been added with the addition of the wave pool. Budgeted for lesson sales in March of 2023, enrollment did not begin until April.

⁴ Actual revenue is under budget due to drop in enrollment and reducing class sizes for 4th and 5th sessions.

⁵ Increase in enrollment with addition of 5th weekday session as well as second level 0 and level 1 class added to each session

⁶ Budgeted expenses before indirect expenses added are \$43,117.72

⁷ Actual expenses significantly under budget due to staffing shortages and the reduction of class sizes = \$28,513.45

⁸ Budget and Actual Expenses include indirect expenses of \$1,940.47

⁹ Overtime expenses added up to \$2,282.44

¹⁰ Actual and budgeted expenses include indirect expenses of \$10,647.30, increase in expenses due to minimum wage increase for part time staff as well as increased number of swim instructors for each session

¹¹ Actual and budgeted expenses include indirect expenses of \$7,928.77, increase in expenses due to salary increase for lifeguards and swim instructors.

¹² 5th session and 6:15pm lessons were not held in 2021 per the 2019 End of Activity Report

Comment: There were 12 positive comments regarding the swim instructors.

Recommendation: Parents gave positive comments about the instructors and their patience with the kids in the classes as well as the friendliness of the LSPR staff. Staff will be recognized in an attempt to continue the momentum.

Comment: There were 9 comments about the lack of swim instructors

Recommendation: Staff are aware of the lack of swim instructors. Beginning in July, the decision was made to reduce class sizes from 12 participants to six. This was done to address parent complaints and concerns. A recruitment and retention team was created prior to summer to come up with ideas to recruit more staff and how to retain them, this is still ongoing. Staff also began using incentives to show gratitude towards part time employees in hopes to retain staff as well. Staff continues to work on recruitment and retention.

Comment: There were only 35 surveys returned this season compared to 160 returned in 2022.

Recommendation: Staff is going to look into a better way to distribute surveys for Summit Waves Group Lessons. With most weekday morning lessons being Camp Summit enrollment and many parents not returning the paper surveys after the last day, staff believes with the upgrades made to RecTrac sending out the surveys via email may capture more data and feedback.

Comment: Should Summit Waves continue the summer swimming lesson program?

Recommendation: Yes, staff recommends continuing the summer swimming lesson program as it is highly valued by the patrons and the community. Staff believes that the program will continue to grow in the future as staffing shortages are addressed and solutions are made.

Comment: Summit Waves Group Lessons lost a net of \$10,816.17 compared to positive net of \$41,332.85 in 2022 and \$14,662.94 in 2021.

Recommendation: Actual net prior to adding indirect expenses is \$11,778.20. Adding indirect expenses has created a loss for the program.

Comment: A price increase for group lessons should be taken into consideration for the 2024 season.

Recommendation: While expenses increase, the price of group lessons have not increased since 2020. A price increase should be taken into consideration for the 2024 season. Staff will do research to determine what the increase should be.

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.

Full Program Description:

The 2023 summer swim lesson program consisted of five, 8-day sessions at 8:30am and 9:30am weekday mornings and 7:15pm weekday evenings, and one 8-week sessions on Saturdays at 9:00am and 10:00am.

The Saturday session began June 10 for both levels 1-6 and parent/tot and ending on July 22 for parent/tot and August 5 for levels 1-6.

The first weekday session began June 5 for levels 1-6 and began June 6 for the parent/tot class with levels 1-6 ending on June 14 and parent/tot ending on June 13. The second weekday session began June 19 for levels 1-6 and began June 20 for the parent/tot class with levels 1-6 ending on June 28 and parent/tot ending on June 27.

The third weekday session began July 5 for all levels with levels 1-6 ending on July 14 and parent/tot ending on July 12. The fourth weekday session began July 17 for levels 1-6 and began July 18 for the parent/tot class with levels 1-6 ending on July 28 and parent/tot ending on July 27. The fifth weekday session began July 31 for levels 1-6 and August 2 for the parent/tot class with levels 1-6 ending on August 9 and parent/tot ending on August 8.

The American Red Cross Learn to Swim program provides instruction for basic to advanced levels of aquatic skills for toddlers and above. The swim lesson instructors' range in age from high school age to adult depending on availability.

Program Benefits:

The benefits of the Learn to Swim program are that the participants learn the basic to advance skills of swimming such as floating on your back and stomach, the cross stroke, back stroke, breast stroke and diving. Also, the participants interact with other participants, have fun and participate in a physical activity.

Service Hours:

Summer 2023:	4,806 ¹³
Summer 2022:	5,664 ¹⁴
Summer 2021:	4,188

Volunteer Hours:

There were no volunteers for swim lessons.

Refunds:

¹³ Fourth and fifth session class sizes were reduced to 6 participants due to lack of staffing

¹⁴ 5th session of group lessons added as well as additional level 0 and level 1 classes

Total: 34 - \$1,782.05

- 12 due to scheduling conflicts
- 9 due to unknown reason given
- 6 due to satisfaction guarantee
- 4 due to moving
- 2 due to medical reasons
- 1 due to Wave Pool chemical spill

Fee Charged:

	Early Bird Rate	Regular Rate
Parent Tot	\$35.00	\$39.00
Group	\$45.00	\$50.00
Private	N/A	N/A

Program Timeline:

January: Program content is included in the Spring/Summer Illustrated.

April: Registration begins. Select and train staff. Publish ads in E-blasts and begin online marketing.

May: Continue with online marketing.

June: Begin and end first weekday session and begin and end second weekday session. Distribute and collect patron surveys. Continue with online marketing.

July: Begin and end third weekday session and begin and end fourth weekday session. Distribute and collect patron surveys.

August: Begin and end fifth weekday session and weekend session. Distribute and collect patron surveys.

September: Gather and analyze survey data. Develop end of activity report.

Marketing:

The swim lesson program was marketed in different ways. The program was listed in the spring and summer editions of the LS Illustrated. Flyers were displayed at the Lovell and Longview Community Centers, Harris Park Community Center, Summit Waves, and City Hall. In addition, information was listed on the LSPR website, Did You Know TV, Facebook, and e-blasts were sent out.

Evaluation/assessment:

Out of 232 unique households given/sent a survey, 35 completed and returned a survey (15.08% return rate). Please see attached survey results.

<u>Collection Method</u>	<u>Amount</u>
Online:	0
Mail/Person:	35
Phone:	0

Summer 2023 Swim Lessons Survey Results (Outdoor)

of Surveys Distributed Email: 0

In Person:

of Surveys Returned: 35

How did you hear about the program?

LS Illustrated – 1 Website/Facebook/Twitter – 14 Email Blast – 1 Flyer - 0 Postcard – 0

Newspaper AD/Press Release – 0 LS Cable Access Channel – 0 Acquaintance – 4

Previous Participant – 15 Other – 0

Comments (Other):

Regarding the registration process...	0	1	2	3	4	5	Average
If you registered by phone or in person, how helpful was the person who assisted you?	20	0	0	0	3	7	4.70
If you registered on-line, how easy was the process?	2	0	1	4	7	19	4.42
Please rate the amount of time taken to register	0	0	1	5	10	17	4.30
Please rate the overall registration procedure	0	0	0	3	10	18	4.21

Regarding the Value...	0	1	2	3	4	5	Average
Was the length of the activity appropriate for the fee?	0	0	0	1	8	24	4.70
Was the content of the activity appropriate for the fee?	0	1	1	4	8	19	4.30

- Too many kids for one instructor
- 10 days is needed for price.
- Great Class
- Teachers need help teaching the classes.
- Need more structure on the lessons.
- No instruction told to practice bubbles and back floats. Never showed us what to do.
- Hardly swam at all. The instructors were not sure what to do, they just talked to each other

Regarding the program sessions...	0	1	2	3	4	5	Average
-----------------------------------	---	---	---	---	---	---	---------

Please rate the competence of activity staff	0	1	0	4	12	16	4.27
Please rate the friendliness of activity staff	0	0	1	2	8	22	4.55
Please rate the ability to recognize activity staff	0	0	0	1	9	22	4.52
Please rate the amount of staff available during the activity	0	0	2	1	8	22	4.52
Were the rules, regulations and policies appropriate for this activity.	0	0	0	2	7	24	4.67
Please rate the condition and suitability of the facility used.	0	0	0	1	5	27	4.79
Please rate the condition and suitability of equipment used.	0	0	1	0	5	27	4.76
Please rate the perceived safety of program	0	0	0	1	6	26	4.76

- Teachers did the best they could, need more staff for the children.
- Great teachers at first, but too many subs.
- I think needs more teaching, the kids are not advancing.
- The teachers spend too much time talking. No instructions were given to the children. It is just play time for the kids.
- Fans would be nice when the air is not moving.
- Most sessions had a lot of sitting, and teachers did not know what to do. The teachers just talked to each other.
- Staff needs to speak louder, communication needs to be better about rain outs.
- 3 Older kids it was fine. No direction with our 2-year-old.
- Enjoyed the lessons.
- Kids needs firmness.
- Great Class

Overall Summary...	0	1	2	3	4	5	Average
---------------------------	----------	----------	----------	----------	----------	----------	----------------

Were the participant's overall needs met?	0	1	0	4	5	23	4.48
What is the likelihood of your recommendation of this activity to others?	0	1	1	4	4	23	4.42
Please rate the participant's overall enjoyment level	0	0	1	1	6	25	4.67
What is your overall rating of the activity?	0	1	1	4	2	25	4.48
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	4	5	24	4.60

- My daughter had swim lessons, great teacher, taught them well.
- Called the rainout line, no message, showed up and had no lessons.
- Very pleased with the program.
- Overall, the classes were good.
- I think the camp kids need to be separated for the other kids. They are rude to the instructors.
- Thank you so much we will be back.
- Staff were great, but we need 2 instructors.
- Tried to switch the time we had to do it the first lesson. Sarah was great, she worked on in between skills. The classes were amazing for my older child.
- Love that lessons are during Camp Summit.
- A working rainout system needs to be brought into play.

**End of Activity Report
Summer Girls Youth Volleyball
June – August 2023
Paul Arndorfer**

Executive Summary

Brief Description

The Summer Girls Youth Volleyball League is an activity for the youth of Lee's Summit and surrounding areas in 4th – 8th grade designed to encourage participation in an organized recreational activity.

Participant Numbers:

2022 was the first year an End of Activity Report was completed for Summer Girls Youth Volleyball.

Year	Participants	Teams
2023:	81	8
2022:	97	9

Total Revenue:	Budget	Actual
2023:	\$3,000.00	\$2,800.00
2022:	\$3,000.00	\$2,700.00

Total Expense:	Budget	Actual
2023:	\$1,050.00 ¹	\$1,224.80 ¹
2022:	\$1,482.99	\$1,769.00

Net:	Budget	Actual
2023:	\$1,950.00	\$ 1,575.20
2022:	\$1,517.01	\$ 931.00

¹ Budget and Actual Expenses include both Direct and Indirect Expenses. Indirect Expenses = \$324.80

Recommendations

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

Recommendation: Staff recommends continuing to offer the Girls Summer Volleyball League.

Comment: There were two negative comments regarding the cleanliness of the gym floor.

Recommendation: Custodial staff set the gym for volleyball games on Friday evenings. Due to Camp Summit, the gym floor does see more tracked in dirt and trash during the summer months. Staff will discuss with custodial staff proper floor cleanliness to avoid any problems moving forward.

Comment: There were two comments about the scoring for the 7/8th grade division.

Recommendation: The 7/8th grade division plays games to 21 instead of 25. The reason for the scoring difference is that the older girls have developed more skills and tend to have longer volleys than the younger girls and therefore the games would be more likely to go over the allotted amount of time. Staff recommends no change be made to scoring.

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 Summer Volleyball League is an activity for the youth of Lee's Summit and surroundings areas in 4th – 8th grade designed to encourage participation in an organized recreational activity. There were no practices held for this league. Games were held at Harris Park Community Center.

Program Benefits:

There are multiple benefits of the Girls Summer Volleyball League. It is a great physical activity that enables skill development to continue for the players. It helps players learn character building values such as teamwork, dedication and discipline.

Service Hours:

81 players x 1 hour/week x 8 weeks = 648.

2023: 648 hours

2022: 776 hours

Volunteer Hours:

The total Volunteer Hours for the Girls Summer Volleyball League were 64 (8 Coaches x1 hour/week x8 weeks).

2023: 64 hours

2022: 72 hours

Refunds:

Total Refunds: 0

Fees Charged:

2023: \$350/Team

2022: \$300/Team

Program Timeline:

May:	Publicity of the League Registration for the League Recruitment of Personnel
June:	League Begins Observation
July:	Observation
August:	Observation Awards Evaluation of League
October:	End of Activity Report

Marketing:

The Girls Summer Volleyball League was marketed through the LSPR Website, email blasts, emails to coaches of the Spring League, flyers at all LSPR facilities and Facebook posts and DYK TV.

Evaluation/Assessment:

The program is evaluated at the conclusion of the league by the parents of the participants or the participants. Out of 81 unique households given/sent a survey, 24 completed and returned a survey (29% return rate). Attached are the results of the survey.

“Girls Summer Volleyball 2023” Survey Results

of Surveys Distributed: Email: 81 In Person: **# of Surveys Returned: 24 29% of Returns**

Participant: 97 Parent/Guardian 0 Coach/Asst.Coach/Volunteer 1

LS Illustrated 11 Website/Facebook/Twitter 0 Email Blast 0 Flyer 0 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 2 Previous Participant 54 Other

Comments (Other):

- LS Illustrated

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?	16	0	0	0	3	5	4.60
If you registered online, please rate the ease of registration	16	0	0	0	3	5	4.60
Please rate the amount of time taken to register	16	0	0	7	3	5	4.60
Please rate the overall registration procedure	16	0	0	2	3	5	4.60

Comments:

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	0	7	17	4.55
Was the content of the activity appropriate for the fee?	0	0	0	1	8	16	4.52
If a uniform was provided, was it appropriate for the fee?	0	0	0	0	0	0	N/A
If awards were given, were they appropriate for the fee?	18	0	0	0	4	2	4.25

Comments:

- Medals for first place but not 2nd or 3rd?

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	7	17	4.55
Please rate the friendliness of activity staff	0	0	0	0	7	17	4.55
Please rate the ability to recognize activity staff	0	0	0	0	7	17	4.55
Please rate the amount of staff available during the activity	0	0	0	4	6	14	4.41
Please rate the officials if applicable	0	0	0	2	8	14	4.44
Were the rules, regulations and policies appropriate for the activity?	0	0	1	2	14	7	4.26
Please rate the condition and suitability of the facility/fields used.	0	0	0	4	13	7	4.13
Please rate the condition and suitability of the equipment used.	0	0	0	0	19	5	4.20
Please rate the perceived safety of program.	0	0	0	0	14	10	4.42

Comments:

- Why do the 7/8th grade girls only play to 21 instead of 25?
- Floor seemed slick.
- Wish there was more seating.
- The floors were dirty sometimes.
- Seems ridiculous that the older girls don't play games to 25.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	0	15	9	4.36
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	16	8	4.33
Please rate the participant's overall enjoyment level	0	0	0	0	10	14	4.58
What is your overall rating of the activity?	0	0	0	2	15	7	4.29
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	12	12	4.50

Comments:

- Good league to continue to work on volleyball skills in the summer.
- Thank you for having the Summer Session.

**End of Activity Report
Adult Dance Classes
FY23
Megan Crews**

Executive Summary

Brief Description:

Ballroom and Latin Dance classes are six weeks in duration and are taught by Robert Conrad. The classes are held on Sunday at Longview Community Center.

Classes not held in FY21 due to COVID19.

Participant numbers:

FY23: 58

FY22: 54

FY20: 125

Total Revenue:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
FY23:	\$1,447.84	\$1,641.00
FY22:	\$1,605.15	\$1,519.00
FY20:	\$2,655.00	\$3,841.00

Total Expense:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
FY23:	\$1,582.86 ¹	\$1,364.01 ¹
FY22:	\$1,801.42	\$1,846.42
FY20:	\$1,727.61	\$3,020.61

Net:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
FY23:	(\$135.02)	\$276.99
FY22:	(\$196.27)	(\$327.42)
FY20:	\$927.39	\$ 820.39

Recommendations:

Comment: Should LSPR continue to hold this program?

Recommendation: Staff recommends LSPR continue to offer the program as it's an excellent source of exercise and patrons express that it is a reasonably priced class compared to others in the area.

Comment: There were varying comments during registration or in person regarding the instructor.

Recommendation: Staff appreciates the feedback and has shared them with the instructor.

Comment: The overall enjoyment level for the participant received the lowest rating at 4.14 in the attached survey.

Recommendation: Survey comments were minimal and did not provide support for the lower rating. Staff will continue to monitor the program and coordinate with the instructor to ensure program aspects meet the expectation of participants.

¹ Actual Expense includes both direct and indirect expenses. Indirect expenses for this activity: \$517.86

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.

Full Program Description:

Ballroom and Latin Dance classes are six weeks in duration and are taught by Robert Conrad. Dance is both a healthy and enjoyable activity. Dance exercises the mind and body in an ever-changing interplay of steps and rhythm. Progress from basic to advance in the wide varieties of Ballroom and Latin American dance. Both couples and individuals are welcome to the dance floor.

Benefits of Program:

The benefits of ballroom dancing are social interaction among participants, learning of new dance steps, aerobic exercise and the ability to apply what is learned to other social occasions.

Service hours:

FY23: 522 hours
FY22: 486 hours
FY20: 1125 hours

Volunteer Hours:

There were no volunteer hours available for these activities.

Refunds:

Total Refunds: 0
Other reasons:

Fee Charged:

Ballroom & Latin Dance:	\$27.00/\$30.00	July22 – Dec22
	\$30.00/\$33.00	Jan23 – June23 ²

Program Timeline:

- January: Program for Spring Illustrated. Send out surveys
- February: Enter Spring program information into RecTrac
- April: Program for Fall Illustrated. Send out surveys
- May: Enter Fall program information into RecTrac
- July: Send out surveys
- August: Program for Winter Illustrated. Send out surveys
- September: Enter Winter program information into RecTrac.
- October: Compile survey information for End of Activity Report and End of Activity Report completed

Marketing:

Dance Classes are advertised in the Lee's Summit Illustrated, DYK, Flyers, website and eBlast. The instructor, Robert Conrad, also helped promote the program.

Evaluation/assessment:

Of the 34 surveys that were distributed to unique households, 7 surveys were completed and returned. This is a 20% return rate for the surveys. Please see attached Survey Summary for results.

² The FY22 EOA approved the recommendation to increase the fee by \$3 per participant, bringing the program to 100% cost recovery in FY23.

Adult Dance FY23 Survey

of Surveys Distributed: Phone: 34 7 # of Surveys Returned: 20% of Returns

Participant:

How did you hear about the program?

Website 3 Acquaintance 2

Previous Participant 1

Other 1

Comments (Other): Email

Are you a LSPR “Friend of the Parks”: Yes 2 No 2 I don’t know what this is 3

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?	2	0	0	0	2	5	4.60
If you registered on-line, please rate the ease of registration	5	0	0	0	1	1	4.50
Please rate the amount of time taken to register	0	0	0	0	2	5	4.71
Please rate the overall registration procedure	0	0	0	1	1	5	4.57

Comments:

- Classes are hard to find online.
- Registered after class at Longview.

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	1	2	4	4.43
Was the content of the activity appropriate for the fee?	0	0	0	1	2	4	4.43

Comments:

- Ideal price for a six-week class.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	3	4	4.57
Please rate the friendliness of activity staff	0	0	0	0	1	6	4.86
Please rate the ability to recognize activity staff	0	0	0	0	3	4	4.57
Please rate the amount of staff available during the activity	0	0	0	0	1	6	4.86
Please rate the condition and suitability of the equipment used.	0	0	0	0	3	4	4.57
Please rate the perceived safety of program.	0	0	0	0	2	5	4.71

Comments:

- Lots of class time spent talking.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	3	4	4.57
Please rate the participant’s overall enjoyment level	0	0	0	2	2	3	4.14
What is your overall rating of the activity?	0	0		1	2	4	4.43
What is your overall rating of Lee’s Summit Parks & Recreation?	0	0	0	0	2	6	4.75

Comments:

- Staff is great.

**End of Activity Report
Outdoor Paid Group Fitness 2023
Completed by: Erin Keeney & Nate Thomas**

Executive Summary

Brief Description:

All outdoor paid group fitness programs are offered through LSPR. These programs include Aqua Glow Zumba, Glow Zumba, Moonlight Yoga, Outdoor Bootcamp, Outdoor TRX, Sunrise Yoga, Sunset Yoga, and Tai Chi. Moonlight Yoga and Sunrise Yoga took place at Legacy Park Amphitheater for a total of three classes. Outdoor Bootcamp and Outdoor TRX took place at Lowenstein Park for a total of three 6-week classes. Aqua Glow Zumba, Moonlight Yoga, and Sunset Yoga took place at Summit Waves for a total of three classes. Tai-Chi took place at Summit Waves for a total of two 4-week classes. All outdoor paid group fitness programs had a duration of 60 minutes. In the 2023 outdoor fitness season, LSPR offered Tai Chi, Outdoor TRX, and Summit Waves fitness events for the first time.

Participant Numbers

	Total
2023	143 ¹
2022	206
2021	246

Total Revenue

	Budget	Actual
2023	\$6,721.15 ²	\$2,977.00
2022	\$3,123.50	\$3,139.00
2021	\$5,440.00	\$2,013.00

Total Expenses

	Budget	Actual
2023 ^{3,4}	\$2,863.68	\$2,302.36
2022	\$2,725.49	\$2,115.41
2021	\$2,280.87	\$2,049.79

Net

	Budget	Actual
2023	\$3,857.47	\$674.64
2022	\$398.01	\$1,023.59
2021	\$3,159.13	(\$36.79)

Cost Break Down

Per participant: \$674.64 divided by 143 participants = \$4.72

2023: \$4.72
2022: \$4.97
2021: \$8.33

¹There were 5 classes/programs canceled due to inclement weather or did not meet the minimum number of participants.

²LVCC's FY22 budget had indoor and outdoor paid fitness revenue grouped into one-line item making the budget revenue inaccurate.

³Budget direct expenses totaled to \$1,949.81. Budget indirect expenses totaled \$913.87. Indirect expenses included both LVCC and LCC.

⁴Actual direct expenses totaled to \$1,388.49. Actual indirect expenses totaled to \$913.87. Indirect expenses included both LVCC and LCC.

Comment: Should LSPR continue to offer paid fitness events at Summit Waves?

Recommendation: This was the first summer LSPR offered paid fitness events at Summit Waves. Aqua Glow Zumba was a huge success and staff recommends offering multiple Aqua Glow Zumba's next summer. Staff do not recommend continuing Moonlight and Sunset Yoga at Summit Waves. Staff learned the park's surrounding area is too loud for Yoga events. Staff do not recommend continuing Summit Waves Tai-Chi as the environment is not suitable for the practice.

Comment: Staff started including indirect expenses to calculate the minimum number of participants which has impacted the total number of participants.

Recommendation: In years previous, staff only included direct expenses when calculating the minimum number of participants. Staff learned this had a big impact on the total net. For example, the expenses for Outdoor Bootcamp increased by 68% (\$287.19) when including indirect expenses. This affected Outdoor Bootcamp's minimum number of participants to increase by five people. With the minimums increasing, staff saw more events/programs getting canceled for not having enough sign-ups. Even though this had an impact on total participation numbers, staff recommends continuing to include both direct and indirect expenses when calculating the minimum to be more financially responsible.

Comment: In the survey results, zero participants learned about the events/programs from a postcard.

Recommendation: On average, each event/program had 50-100 postcards printed. Staff recommends reducing the number of postcards printed next year to be more cost-efficient.

Comment: Outdoor TRX was canceled two out of three times this summer due to not meeting the minimum number of participants.

Recommendation: Staff does not recommend offering Outdoor TRX next summer. This outdoor program only had three people participate this summer. Staff believes the community does not have an interest in this program.

Comment: Should LSPR continue to offer paid outdoor group fitness programs?

Recommendation: Paid outdoor group fitness programs offer specialized instruction outside of regular free programming. Staff recommends continuing to offer these programs and adding new programs like Yoga in The Parks.

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

Outdoor Paid Group Fitness covers a multitude of classes including Aqua Glow Zumba, Glow Zumba, Moonlight Yoga, Outdoor Bootcamp, Outdoor TRX, Sunrise Yoga, Sunset Yoga, and Tai Chi. The participants, who range from age 10 and up, gain valuable skills from a 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 = 143

The approximate number of service hours provided by this activity was 291 hours

These hours were accumulated by the following contact hours formula:

- Aqua Glow Zumba = 36 participants x 1 HR x 1 sessions = 36 hours
- Moonlight Yoga = 46 participants x 1 HR x 1 sessions = 46 hours
- Outdoor Bootcamp = 20 participants x 1 HR x 6 sessions = 120 hours
- Outdoor TRX = 3 participants x 1 HR x 6 sessions = 18 hours
- Sunrise Yoga = 16 participants x 1 HR x 1 sessions = 16 hours
- Sunset Yoga = 11 participants x 1 HR x 1 sessions = 11 hours
- Tai Chi = 11 participants x 1 HR x 4 sessions = 44 hours

Total Service Hour= 291

Volunteer Hours

There are no volunteer hours associated with this program.

Refunds

Total Refunds: \$688.00¹

Satisfaction guaranteed: \$0.00

Fees Charged

2023

- \$9 Advance Registration for Glow Zumba, Moonlight Yoga, Sunrise Yoga, Sunset Yoga
- \$12 At-The-Door Registration for Glow Zumba, Moonlight Yoga, Sunrise Yoga, Sunset Yoga
- \$12 Advance Registration for Aqua Glow Zumba
- \$15 At-The-Door Registration for Aqua Glow Zumba
- \$40 Registration for Tai-Chi
- \$44 Late-Registration for Tai-Chi
- \$60 Registration for Outdoor Bootcamp and Outdoor TRX
- \$66 Late-Registration for Outdoor Bootcamp and Outdoor TRX

2022

- \$9 Advance Registration for Glow Zumba, Moonlight Yoga, Sunrise Yoga, Sunset Yoga
- \$12 At-The-Door Registration for Glow Zumba, Moonlight Yoga, Sunrise Yoga, Sunset Yoga
- \$60 Registration for Outdoor Bootcamp
- \$66 Late-Registration for Outdoor Bootcamp

2021

- \$8 Advance Registration for Glow Zumba, Moonlight Yoga, Sunrise Yoga, Sunset Yoga
- \$11 At-The-Door Registration for Glow Zumba, Moonlight Yoga, Sunrise Yoga, Sunset Yoga
- \$10 Registration for Lowenstein Park Fitness Classes

¹Five classes/programs were canceled due to not meeting the minimum number of participants. One session of Tai-Chi was canceled due to inclement weather.

Program Timeline

- March: Establish programs, dates and times, confirm instructors, enter into Rectrac, marketing meeting, start creating poster and postcards.
- April: Finalize posters & postcards and create Facebook events. Start promoting on Facebook, website, postcards, posters, Eblasts, 5-things, advertisements running at 5 facilities on Did You Know TVs.
- May: Advertise on Facebook, website, postcards, posters, advertisements running at 5 facilities on Did You Know TVs and in Late Summer/Early Fall Illustrated. Host the first outdoor paid fitness event. Email surveys to participants a week after each event.
- June: Advertise on Facebook, website, postcards, posters, Eblasts, 5-things, advertisements running at 5 facilities on Did You Know TVs. Continue to host outdoor paid fitness events. Email surveys to participants a week after each event.
- July: Advertise on Facebook, website, postcards, posters, Eblasts, 5-things, advertisements running at 5 facilities on Did You Know TVs. Continue to host outdoor paid fitness events. Email surveys to participants a week after each event.
- August: Advertise on Facebook, website, postcards, posters, Eblasts, 5-things, advertisements running at 5 facilities on Did You Know TVs. Continue to host outdoor paid fitness events. Email surveys to participants a week after each event.
- September: Advertise on Facebook, website, postcards, posters, Eblasts, 5-things, advertisements running at 5 facilities on Did You Know TVs. Continue to host outdoor paid fitness events. Email surveys to participants a week after each event.
- October: Finish up last outdoor paid fitness events. Email surveys to participants a week after each event. Begin preparing End of Activity Report.
- November: Submit End of Activity Report.

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, publish events on LSPR calendars, and have advertisements running at 5 facilities on Did You Know TVs.

Evaluation/Assessment

All outdoor 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 to be addressed. Surveys were distributed to 94 unique households; 22 surveys were returned for a 23.4% return rate. Please see the attached survey summary for results.

2023 Outdoor Paid Group Fitness Survey Results

Of Surveys Distributed: Email: 94 Via Mail: 0 Via Phone: 0

of Surveys Returned: 22; 23.4% of returns

Participant: 21 Parent/Guardian: 2

LS Illustrated 2 Social Media 8 Facility Newsletter 0 Postcard 0 Banner/Sign 2 Email 2 Newspaper 0
Website 5 Flyer/Poster 2 LSTV 0 Friend or Family 3 Previous Participant 5

Are you an LSPR “Friend of the Parks” FOP? I don’t know what that is: 2 Yes: 8 No: 12

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?	15	0	0	0	2	5	4.71
Please rate the amount of time taken to register.	2	0	0	1	7	11	4.53
Please rate the overall registration procedure.	1	0	0	2	8	10	4.40

Comments:

- The website could be more user-friendly.
- Finding where to register for the event is challenging. I do Moonlight Yoga and every time I have to hunt for the schedule and where to register.

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	3	8	11	4.36
Was the content of the activity appropriate for the fee?	0	0	0	3	6	13	4.45

Comments:

- Trying to figure out why a community center member has to pay for a community center class just because it is outdoors.
- No small kids should be allowed in my opinion.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff.	0	0	0	0	6	16	4.73
Please rate the friendliness of activity staff.	0	0	0	0	6	16	4.73
Please rate the ability to recognize activity staff.	0	0	0	0	6	16	4.73
Please rate the amount of staff available during the activity.	0	0	0	0	6	16	4.73
Please rate the condition and suitability of the facility used.	0	0	0	2	5	15	4.71
Please rate the perceived safety of program.	1	0	0	1	4	16	4.71

Comments:

- I think it would be nice to have more glow at Glow Zumba. Maybe some kind of string lighting on the fence and not so many street lights to deter the glow effect.
- Turn off spotlights. I was without glasses and the bright lights were not great.
- Pool needs to be cleaned.
- Lori Davis is the best instructor! She is knowledgeable, friendly, personable, and encouraging.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant’s overall needs met?	0	0	0	0	7	15	4.68
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	7	15	4.68
Please rate the participant’s overall enjoyment level.	0	0	0	0	6	16	4.73
What is your overall rating of the activity?	0	0	0	0	5	16	4.76
What is your overall rating of Lee’s Summit Parks & Recreation?	0	0	0	0	10	12	4.55

Comments:

- Lori was excellent! She pushed and encouraged when I needed a kick while being patient, competent and aware of safety. Excellent experience, will consider for the future when scheduling allows.

End of Activity Report
Summer Softball 2023
June – September, 2023
Completed By: Paul Arndorfer

Executive Summary

Brief Description:

The Summer Adult (18 years and older) Softball program provides the opportunity for participation in a competitive/recreational softball league for Lee's Summit residents and the surrounding area. Divisions were held in both Coed and Men's. Leagues were held at Hartman Park from June through September.

Participant numbers:

<u>Year</u>	<u>Teams</u>	<u>Participants</u>
2023	16	164
2022	22	226
2021	31	329

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2023	\$21,600.00	\$14,400.00
2022	\$20,800.00	\$18,700.00
2021	\$20,800.00	\$22,400.00

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
2023	\$11,384.84 ¹	\$9,219.34 ¹
2022	\$13,126.37	\$11,522.20
2021	\$13,043.06	\$14,267.62

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2023	\$10,215.16	\$5,180.66
2022	\$7,673.63	\$7,177.80
2021	\$7,756.94	\$8,132.38

¹ Budgeted and Actual Expense includes both direct and indirect expenses. Indirect expenses for this activity: \$2,444.84.

Recommendations:

Comment: Should LSPR continue this program?

Recommendation: Staff recommends LSPR continue to offer this program as it is a good revenue producer for the department and a great offering for the patrons.

Comment: There were two positive comments about the umpires.

Recommendation: Staff appreciates the positive feedback, and will share it with the umpire assigner and ask for the same umpires to be scheduled for LSPR league play moving forward.

Comment: There were two positive comments on the fields at Hartman Park.

Recommendation: Staff appreciates the comments and will share them with the Park Operations staff and the part time staff that assists with field maintenance.

Comment: From 2021 – 2023 there has been a significant decline in participating teams and participants in the last 3 years.

Recommendation: The sport of softball has had declining participation numbers across the country. In 2000 there were 31 million people participating in softball, in 2021, that number had decreased to just 6.01 million participants.

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 Summer Adult (18 years and older) Softball program provides an opportunity for participation in a competitive/recreational softball league for Lee's Summit residents and the surrounding area. Divisions were held in Coed and Men's. Leagues were held at Hartman Park from June through September.

Benefits of the Program:

The benefits of the Adult Summer Softball program are physical activity and socialization among the participants. The leagues promoted team work, fun, skill development and sportsmanship.

Service hours: [164 participants x 2 (60 min.) x 10 weeks]

2023: 3,280 hours

2022: 4,520 hours

2021: 6,420 hours

Volunteer Hours:

There were no volunteer hours for this league.

Refunds:

Total Refunds: There we no refunds for this league.

Fee Charged:

2023	\$450 Single Headers/\$900 Double Headers
2022	\$450 Single Headers/\$850 Double Headers
2021	\$400 Single Headers/\$800 Double Headers

Program Timeline:

April:	Marketing of summer leagues through Department Marketing Plan Begin taking registration
May:	Continue Marketing Registrations for summer Scheduling of league
June:	League begins
August:	Observation
September:	Observation League play ends Order T-shirts Hand out program evaluations
October:	End of Activity Report

Marketing:

Posters were distributed to Lovell, Harris Park, Gamber and Longview Community Centers, Hartman Park and the administrative offices. Email blast were sent to team captains from previous seasons. Leagues were advertised on the LSPR website, the Lee's Summit Illustrated, social media and DYK TV.

Evaluation/assessment:

The league is evaluated at the conclusion by the participants of the league. A total of 164 evaluations were distributed to unique participants with 48 evaluations returned (29%).

LS Parks & Recreation "Adult Softball League, Summer 2023" Survey

of Surveys Distributed: Email: 0 In Person: 164 # of Surveys Returned: 48 29% of Returns

Participant: 48 Parent/Guardian _____ Coach/Asst. Coach/Volunteer 9

LS Illustrated 2 Website/Facebook/Twitter 0 Email Blast 4 Flyer 0 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 0 Previous Participant 16 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?	26	0	0	3	11	8	4.23
If you registered on-line, please rate the ease of registration	29	0	0	3	7	9	4.31
Please rate the amount of time taken to register	26	0	0	2	11	9	4.32
Please rate the overall registration procedure	26	0	0	2	12	8	4.27

Comments:

- I called in to Paul.
- I am never able to register online, and always wind up calling in.

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	3	19	26	4.43
Was the content of the activity appropriate for the fee?	0	0	0	0	21	27	4.50
If awards were given, were they appropriate for the fee?	43	0	0	0	3	2	4.40

Comments:

- Discounts should be given to the winning teams.
- We like getting t shirts for winning.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	2	21	24	4.29
Please rate the friendliness of activity staff	0	0	0	4	23	21	4.37
Please rate the ability to recognize activity staff	0	0	0	1	15	32	4.51
Please rate the amount of staff available during the activity	0	0	1	10	22	15	4.13
Please rate the officials	0	0	0	10	25	13	4.17
Were the rules, regulations and policies appropriate for the activity?	0	0	0	6	19	23	4.38
Please rate the condition and suitability of the facility/fields used.	0	0	0	0	16	32	4.59
Please rate the condition and suitability of the equipment used.	0	0	0	0	25	23	4.34
Please rate the perceived safety of program.	0	0	0	3	20	25	4.38

Comments:

- Overall, the umpires were good this year.
- Fields look great every week.
- Thought the umpires were better than they were last year.
- Fields were in good shape.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	4	16	28	4.45
What is the likelihood of your recommendation of this activity to others?	0	0	0	5	20	23	4.34
Please rate the participant's overall enjoyment level	0	0	0	10	15	23	4.29
What is your overall rating of the activity?	0	0	0	10	17	19	4.28
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	2	17	29	4.55

Comments:

- Leagues need to be split up more by skill level.
- By the end of the season guys start to lose interest.

**End of Activity Report
Night Flight
June 9th, 2023
Report Completed by: Nathaniel Thomas**

Executive Summary

Program Description:

The 42nd Annual Night Flight 5K Run was held on Friday, June 9th at 9PM. The route began and ended at the Legacy Park Amphitheater. The course featured a scenic route around Legacy Lake and through Legacy Park. Participants were allowed to enjoy yard games such as baggos and washers in the venue after the race. Participants also enjoyed an ice cream sundae station, fruit, and Uncrutsables provided post-race. The event is co-sponsored by Lee's Summit Medical Center and Lee's Summit Parks and Recreation.

Participant numbers:

2023: 270

- 184 Pre-registered through www.RunSignup.com
- 86 Pre-registered through LSPR (Rec Trac)
- 35 Runner were youth runners (13 and under)

2022: 287

- 214 Pre-registered through www.RunSignup.com
- 73 Pre-registered through LSPR (Rec Trac)
- 24 Runners were youth runners (13 and under)

2021: 84

- 10 Pre-registered through www.RunSignup.com
- 74 Pre-registered through LSPR (Rec Trac)
- 18 Runners were youth runners (13 and under)

2020: 0

- Event Canceled due to COVID19 pandemic

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
FY23	\$6,500.00	\$6,985.00
FY22	\$8,625.00	\$8,117.15
FY21	\$6,500.00	\$2,115.00
<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
FY23	\$8,694.96 ¹	\$8,142.86 ¹
FY22	\$8,381.43	\$8,207.36
FY21	\$8,877.62	\$8,382.29
<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
FY23	-\$2,194.96 ¹	-\$1,157.86 ¹
FY22	\$2,924.83	\$90.21
FY21	\$2,277.62	\$6,267.29

¹ Budgeted & Actual Expenses and Net include indirect cost (\$3,819.46). Indirect expenses charged back to the event include one Superintendent of Recreation, one Superintendent of Parks, four exempt staff and four park operations staff time. Additional indirect expenses not charged back to the event include administrative support (\$780).

Recommendations:

Comment: Packet Pickup information was found on the Lee's Summit Parks and Recreation Page, but not on RunSignUp.

Recommendation: In the future, staff will include packet pickup time and dates on the RunSignUp page, the Facebook event page, and send out an email a week before the race with packet pickup dates, times, and locations. Additionally, staff will look into seeing if RunSignUp's verification email can be customized to include information when people register.

Comment: Participants wanting finisher medals was mentioned 5 times.

Recommendation: Based on feedback from participants, staff are considering switching to a participation-based medal system. Based off of this year's pricings, medals costing \$5.50 a piece for approximately 300 runners would cost \$1,650. This year we spent \$1,370.00 for timing services and would have spent \$473.00 for the 86 medals we currently assign (our actual shows a lower cost thanks to savings from repurposing medals from last year) for a grand total of \$1,843.00. This shows that it would have been \$197.00 to eliminate the timing services and do participation medals. Although, there is still the consideration that our timing services DJ's the event for us. Staff may survey participants again to get feedback about such a change. Additionally, there is the option of increasing the budget to allow for the additional \$1204.50 to keep timing services and adding finisher medals. Based on the research gathered in Appendix B, Staff recommends continuing with our current system of using timing services and medals for top three finishers in each age group. This decision is dependent on whether or not we receive donations or funding to allow for additional participation medals.

Comment: The event lost money.

Recommendation: This event utilized 5 full time staff as well as 17 volunteers from LSMC committee to plan and organize the event. Staff recommends putting more emphasis on securing sponsors/donors for next year. Staff recommends increasing the registration fee for the race to \$30 for adult early registration, \$25 for youth early registration, \$35 for adult late registration, and \$30 for youth late registration.

Comment: Should we continue to offer this program?

Recommendation: Staff realizes there are many runs offered. However, this is unique in that it is the only one in Lee's Summit that is held at night. The 2023 run was a success in terms of numbers of participants. With better marketing and sponsorships, the event has potential to become rather large.

Comment: Information packet was rated a weighted average of 3.77.

Recommendation: Staff recommends increasing the availability of the information found in the packet, such as including map and race information in a graphic on both the Runsignup race page, as well as on our WebTrac page for the event. Staff also recommends increasing visibility of packet pickup information on both signup pages, and making Facebook posts on the week of the race reiterating the time and location of both packet pickups.

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 in Appendix A.

Benefits of Program:

- Partnership with Lee's Summit Medical Center
- Provide opportunities for partnerships with community organizations through volunteering, sponsorships, and donation opportunities
- Opportunity to establish goodwill in giving to the community by establishing an annual benefactor or benefactors
- Meets a recreational need in the community for participants
- Supports Lee's Summit Parks and Recreation
- Encourages physical exercise such as running and walking
- Familiarization and exposure to the Legacy Park Amphitheater
- Socialization with fellow runners
- Provides a sense of community
- Family event

Service hours: (1-hour x # of participants)

2023: 51 hours
2022: 76 hours
2021: 84 hours

Volunteer Hours:

Total number of volunteers: 17
Total number of hours: 3(17 LSMC)
Based on the national volunteer wage of \$31.80 x 51 hours = \$1,621.80

Refunds:

Total Refunds: 0
Due to Dissatisfaction: 0
Dissatisfaction reasons: N/A

Fee Charged:

\$25.00 for ages 14 and up, through May 25th
\$20.00 for ages 13 and under, through May 25th
\$30.00 for ages 14 and up, after May 25th
\$25.00 for ages 13 and under, after May 25th

Distribution of Proceeds:

Though this event is generally held, in part, to serve as a fundraiser, because the event experienced a net loss this year, there was no distribution of proceeds. See Appendix A for a detailed expense report.

Program Timeline:

November

- Select date for event

February

- Meet with possible partners to start planning
- Determine packet pick up locations
- Meet with marketing coordinator to prepare all marketing
- Contact the city of Lee's Summit's Dept. of Planning and Development to request a Special Event Permit Application
- Work on securing food donations from Hy-Vee/Price Chopper

March

- Order postcards
- Activate on-line registration (Rec Trac/Run Signup)
- Secure Finish Line Services & complete contract
- Submit work order to marketing coordinator for town banners
- Review design of town banners
- Order banners
- Send email blast to past participants
- Receive town banners
- Review t-shirt mock up with marketing coordinator

April

- Order 100 posters
- Order Medals and Glow Sticks
- Meet with Finish line services to discuss details
- Confirm w/ Recreation staff assigned to work event
- Hang banners

May

- Take banners down
- Hang banners
- Work order to Park Operations for stage, trash cans, and staff requirements
- Order shirts

June

- Prepare a script for race day to begin the event
- Pick up shirts
- Prepare Race packets
- Database to finish line service provider
- Packet Pickup
- Purchase refreshments for event
- Mark Course
- Packet Pickup

Marketing:

- Facebook Posts began on 3/20/23
- Part of 5-thing E-Blast 3/20/23
- Part of 5-thing E-Blast 3/27/23
- Mailchimp starting 5/1/23
- Part of 5-thing E-Blast 5/1/23
- Banners Hung 5/12/23
- Part of 5-thing E-Blast 5/15/23
- Part of 5-thing E-Blast 5/22/23
- Part of 5-thing E-Blast 5/29/23

Evaluation/assessment:

Out of 213 surveys sent to unique household participants, 57 completed and returned a survey (27% return rate). Please see attached results.

LS Parks & Recreation "Night Flight 2023" Survey

of Surveys Distributed: Email: 197 Via Mail: 0 **# of Surveys Returned:** 51 - 25.9% of Returns

Participant: 46 Parent/Guardian 5 Volunteer 0

LS Illustrated 4 Website/Facebook/Twitter 5 Flyer 4

LS Cable Channel 0 Acquaintance 6 Previous Participant 26 Other 7

Comments (Other):

- Google (2)
- Banners (5)
- Poster (1)

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?	36	0	0	0	5	4	4.44
If you registered on-line, please rate the ease of registration	1	0	0	6	19	23	4.35
Please rate the amount of time taken to register	0	0	0	7	18	24	4.35
Please rate the overall registration procedure.	0	0	0	7	19	23	4.33
If you received a manual or information packet,	19	0	2	9	13	6	3.77

Comments:

- The site just wasn't accepting auto fill very easily which makes you have to retype things a few times
- Never give white shirts again they sweat stain bad from running
- Well done!
- If you could include elevation in the map, that would be extremely helpful. Lots of hills, and it would help people prepare in the future.
- I always appreciate the LS Hospital plastic bag. It is a good size to pack some items when I travel! I don't need "goodies" in the swag bag.
- The course route needed to be posted on-line before receiving the packet at pick up.

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	24	19	4.27
Was the content of the activity appropriate for the fee?	0	0	0	8	22	19	4.22
If a shirt was provided, was it appropriate for the fee?	1	0	1	6	16	24	4.34
If awards were given, were they appropriate for the fee?	7	1	3	4	16	117	4.10

Comments:

- Would gladly have paid a few bucks more to add a finisher medal.
- Give medals to everyone like every other race does now.
- I know there are a select few who keep every shirt, but for the most part they just end up in goodwill. A lot of East coast races let you opt in for the shirts instead of it being automatic which reduces waste and price and is honestly great.
- I felt like there could have been an award ceremony for top 3 males and top 3 females overall.
- Good stuff.
- Fair price. I'd pay more, if it would help the advertising budget. More people = more enjoyment. I tried to help recruit, but I could only assemble a group of 10.
- Provide finishers medals as other runs do
- At my age, 81, there is no incentive to do this run again. At least last year it was 70 and above which is what I expected instead of 65 and above.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	2	23	32	4.53
Please rate the friendliness of activity staff	0	0	0	0	11	38	4.78

Please rate the ability to recognize activity staff	0	0	1	6	16	25	4.35
Please rate the amount of staff available during the activity	0	0	0	3	18	28	4.51
Please rate the condition and suitability of the facility/fields used.	0	0	0	2	19	28	4.53
Please rate the course	0	0	0	1	17	31	4.61
Please rate the perceived safety of program.	0	0	1	3	13	31	4.54

Comments:

- Very hilly, when could've taken an easier/flatter course in other direction. This was a family event, and for the venue, small children all different types of experience, it should've been more neutral. It was challenging, even for a runner as myself
- Again, no white shirts
- Great race. Great racers. Great race coordinators. Great God in heaven!
- Lots of hills
- The staff was great, helpful, and extremely friendly. A lot of smiling faces that made us feel welcome. Great place for the packet pick-up too. The staff there was amazing as well. One suggestion would be a countdown timer to let the people know how much time before the race starts would be a very easy and helpful addition. I was like, "It's starting? Oh crap, it's starting!"
- A little confusion at end of race in that to get water had to leave the finish area and go to amphitheater concessions. Perhaps finisher awards also needed to be in amphitheater. The line was kind of long at award table but the staff was very efficient. But I wanted water before I wanted to know my placement or finish time.
- The water station ran out of water for some of our family. Fortunately, it was not a hot night.
- I feel like the trail at the beginning of the race was too narrow for the amount of people running. And the tall grass on either side of the trail made it difficult to pass anyone. It was very congested for about the first mile. After that it was much less congested and great.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	1	2	22	24	4.41
What is the likelihood of your recommendation of this activity to others?	0	1	0	2	16	30	4.51
Please rate the participant's overall enjoyment level	0	0	0	2	17	30	4.57
What is your overall rating of the activity?	0	0	0	2	17	30	4.57
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	23	26	4.53

Comments:

- My time did not register on the website. I crossed the start and finish line but the time did not register.
- Great race! Can't wait until next year. Hope you have more in the interim.
- Disappointed that there were no spoons to eat the ice cream.
- An excellent event, well organized and executed! I would love to do this annually!
- The drive in could have definitely been labeled and directed better but the people working were awesome. The system also didn't register my age group so I almost left without getting the update that I actually come second, not 6th like they thought. It's only because I went back to check my time that they found out it had updated too late. The staff were super nice about it though!
- Love this event. One of my faves!
- Night flight is one of my favorites of the year. I've done it numerous times, and will happily continue to do so. A "Morning Flight" would be great as well, and give more people a chance to run the course.
- Thank you for the iPad timing at each mile in large numbers! Those of us who do not wear watches etc. appreciated knowing how we were doing.
- My husband came in last place, but a staff member on a bicycle accompanied him in and he was able to finish. Thanks for your patience.
- I wish all participants received a medal (even if it resulted in a slightly higher registration fee). I also wish race photos were published somewhere. Otherwise everything was great and the after-race snacks were perfect.
- It was a fun evening, staff were professional, evening 5k was interesting.

Appendix A

Night Flight Revenue 2023 Revenue and Expenses			
	Actual FY23	Budgeted FY23	Actual FY22
Revenue			
Rec Trac	\$2,215.00	\$6,000.00	\$1,690.00
Run Sign UP	\$4,770.00		\$6,427.15
Revenue	\$6,985.00	\$6,500.00	\$8,117.15
Expenses			
T-Shirts	\$1,735.95	\$1,787.50	\$2,094.00
Banners & advertising (posters, postcards)	\$199.00	\$838.00	\$781.00
Glow Sticks for bags and glow bracelets	\$363.06	\$300.00	\$351.93
Misc supplies (paper bags)& safety pins spray paint	\$0.00	\$650.00	\$511.67
Food and Beverage	\$267.89	\$150.00	\$152.25
Timing Services	\$1,370.00	\$900.00	\$1,336.00
Awards (medals and trophies)	\$387.50	\$250.00	\$299.25
Expenses	\$4,323.40	\$4,875.50	\$5,526.10
Net Income	\$2,661.60		\$2,591.05
Estimated Indirect Expenses			
LSPR staff			
Full time staff (7 hours)	\$1,470.19		\$590.50
LSPR Race Director (80 hours)	\$1,536.80		\$1,368.00
Parks staff (6 hours)	\$812.47		\$467.76
Indirect Expenses	\$3,819.46	\$0.00	\$2,426.26
Total Net Income including indirect expenses	-\$1,157.86		\$164.79
Indirect Expenses not being charged back			
Administrative Staff (12hrs*\$65 per hour)	\$780.00		\$780.00

Appendix B

Race	Race Date	City	Cost	Shirt Included	Timing Services	Participation Medals
Race for the Future	14-Oct	LS	\$30	Yes	Yes (Bodies)	Yes (Ribbon)
Spooky Sprint KC	28-Oct	LS	\$40-45	Yes	Yes (Bodies)	Yes (Medal)
Candy Cane Course	16-Dec	LS,KC,NKC	\$15 (Youth)-\$45 (adult)	Yes	Yes (Bodies)	NO (T3, AG) Kids get participation ribbons
KC Turkey Trot	23-Nov	KC	\$60 (\$38 early)	Yes	Yes (RaceJoy)	NO (T3, AG) Kids get "finisher award"
Cliff Hanger Run	28-Oct	KC	\$35-\$40	Yes	Yes	Yes (Medal)
Oktoberfest 5K	1-Oct	KC	\$23-39	Yes (\$5 extra)	Yes (\$5 extra)	NO (T3, AG)
Parkville Turkey Trot	23-Nov	Parkville	\$30-\$40	Yes	Yes	NO (T3, AG)
Night Flight	9-Jun	LS	\$20-\$30	Yes	Yes (Bodies)	Yes (T3,AG)

T3 = Top Three

AG = Age Groups

T3,AG = Top Three finishers in each age group get a medal (current NF format)

OCTOBER 2023 COMMENT REPORT

Attached are 38 patron comments with staff responses that were either submitted verbally, in writing or via email. Of these comments, 27 were making requests, 2 informational, 6 complaints and 3 compliments.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	GCC	Requests	10/13/23	David Dean	Ryan Gibson	Don Nelson	Don called to speak about the temperature of the billiards room at the Gamber Community Center. Don stated that the room gets "terribly cold" and it makes it so that the senior citizens that play billiards can't because they are cold. He stated it is a great facility and that previously some of the players fought over the temperature so the dial was removed, and he wishes the dial had not been put back on, as the temperature is never the same. He stated that he believes it needs to be looked at, and was told Ryan could assist in making that happen.	I listened to Don, and told him I was aware of the situation in the billiards room and that staff was monitoring it. I told Don that Gamber CC was approved in the budget to get a new controls system, which has been ordered and our HVAC contractor was working to get the parts so they could do the installation. I told him staff are hopeful the new controls will allow staff to better control the temperatures of the room, but at the moment the unit appears to be working correctly, and will in fact blow cold air when the controls call for AC when the temperature warms up in the room. I told Don I would confirm with Gamber CC manager Megan Crews that the unit was working properly and that staff would continue to keep an eye on things and address issues as necessary. RG
2	LVCC	Requests	10/13/23	Jodi Jordan	Heath Harris	Jacalyn McLeod	I would like you to raise the pool temp to 81 or 82 degrees. Hovering around 80 makes it difficult to get in the water. The other old ladies agree.	Staff sent the following email to Mrs. McLeod: Staff at the Longview Community Center has received your comment card requesting the water temperature in the pool to increase to 81 or 82 degrees. I appreciate you reaching out to me regarding this issue. The lap pool at the Longview Community Center is utilized by many different user groups. The different user groups have their preference of what the ideal water temperature should be. In an attempt to compromise the preferred needs of all user groups the boiler for the lap pool is set at 81 degrees. Based off the temperature outside this temperature can change +/- 2 degrees. Currently, the DH unit which heats and cools the air temperature in the aquatics area is down and being repaired. With the DH unit currently being repaired and the dropping temperatures outside staff has increased the temperature on the boiler to 82 degrees until the DH unit is back working properly. Mrs. McLeod, if you have any further questions or wish to speak about this issue further please feel free to reach out via email at hharris@cityofls.net or phone at 816-969-1525. HH Update: Patrons response via email: Thank you for your response. Sounds like my problem has mechanical or weather-related origins and is being dealt with. I appreciate the heads-up.
3	LVCC	Requests	10/22/23	Heath Harris	Eric Schooley	Bruno Miranda	Door hook on back of upstairs bathroom.	Staff will install a hook for patrons to hang their belongings while using the restroom. ES
4	LVCC	Complaint	10/17/23	Jodi Jordan	Heath Harris	Bill Heydon	Pretty much every time I go to work out I can't finish because of someone sitting on a machine and not working out but talking on the phone or texting. This can last anywhere from a half an hour or longer. Many other members have mentioned the same thing sometimes they take 10 minutes between reps. When I politely ask if they're almost done they still just sit there or stand there. I really don't want to be rude but I haven't been able to get my entire workout in more than once a week. I find it rude and inconsiderate. The man today just sat there for 30 minutes and never lifted, just talking and never doing anything.	Staff reached out to Mr. Heydon and left a voicemail. Staff understands his frustration and mentioned this is an issue many gyms are facing. Staff shared with Mr. Heydon there are flyers posted throughout the fitness area at Longview promoting gym etiquette, which includes not being on your phone while using equipment. Staff did encourage Mr. Heydon to ask for staff assistance if he does speak to a patron and they continue to sit on the equipment using their phone. Staff also mentioned gym etiquette postcards were available at the welcome desk last winter and that staff can make these available again. HH
5	LCC	Requests	10/18/23	Rachel Smith	Melissa Pfannenstiel	Christian Goodman	The sign regarding "it would be illegal to bring work home with you" should be removed. It brings up concerns for parents and hiring managers that are self-inflicted - risk not worth reward.	MP called the patron for clarification on the suggestion. Patron explained that he feels the sign promoting hiring could subconsciously make parents worry that their children may be harmed by bringing them to daycare at LCC. MP assured patron that safety is extremely important to LSPR, and the poster was in no way intended to give the message he relayed. Patron will continue to visit LCC daily and is very satisfied with the level of service there. MP thanked him for the feedback.
6	LCC	Requests	10/6/23	Jodi Jordan	Rachel Smith	6 comments	Shade the windows and door in the gym. There's too much glare on the courts.	The glare on the pickleball courts has been on ongoing complaint for many years. In 2014 staff had the windows tinted and this did not remedy the problem. The glare comes from the multiple types of light sources such as the light fixtures, windows and emergency exit doors and shines off the finish on the floor. The gymnasium is a multiuse space and the finish on the floor cannot be changed to eliminate the glare.
7	LCC	Requests	9/19/23	Jodi Jordan	Rachel Smith	Barry Wells	"Sir, Sir, could you come back and scan your card again? The computer didn't read it." I hear this once every week or two. I scan my card, hear a beep and see a light flash, but the computer didn't read my card? I understand the computer will beep if the read is successful and make a different sound if unsuccessful, but one cannot hear that if you are on the front of the counter. How about a speaker on the customer side so we can hear it? Thanks.	Left message for patron: Thank you for your comment card. We have installed speakers at the front scanning station facing out. If you continue to have issues with the scanner, or would like to speak to me directly, please call at 816-969-1555. Thank you. RIS
8	LCC	Requests	9/20/23	Jodi Jordan	Rachel Smith	Cheryl Pittenger	I was wondering if you could put a few signs up in the locker room to keep people from wearing street shoes in the shower area when they change. Their shoes can make a muddy mess. Thanks.	Thank you for your comment card. We appreciate your feedback and suggestions to continue improving our service to our patrons. Many of our patrons wear shoes in the shower for various reasons. Staff check locker rooms on a regular basis, if there is a mess we missed please bring it to staff attention so we may get it cleaned up. Again, thank you for communicating this with staff through the comment card. No response from patron. RIS
9	LCC	Requests	9/22/23	Jodi Jordan	Rachel Smith	Vonda Williams	Fees raised \$100 for a year membership!!! At the very least you could use that extra money to buy regulation balls instead of \$1.99 crappy china balls. We have to buy our own balls because the ones you give us are crappy, cheap, china balls. HPCC has the good balls - why don't we?	Lee's Summit Parks and Recreation (LSPR) is committed to providing the lowest cost per member while providing outstanding programs, facilities and equipment. The membership rates were increased in order for us to keep up with the increasing costs, maintain staff, and improve facilities. Staff has had a previous conversation with this patron regarding the balls purchased for play. All shareable equipment such as basketballs, racquetballs, racquets, pickleballs and paddles are generic in nature. There are many varieties of balls to choose from on the pickleballcentral.com website. Staff decided to purchase Hybrid balls (indoor/outdoor) in order to remain cost effective. If there are patrons who want to use different balls, they may bring their own. RIS
10	LCC	Requests		Jodi Jordan	Rachel Smith	Paul Belmore	Please have balance beam scale to weigh ourselves instead of the very inaccurate electronic ones. Thanks. Joe Snook	Thank you for your comment card. Staff investigated various scales on the market. It was decided to make available a dial scale we had reserved for PT/RevUp use only. Making this scale available for patrons will give them an option of a more reliable scale. This scale is also easy to reset if it becomes inaccurate. RIS
11	LCC	Requests	10/6/23	Jodi Jordan	Rachel Smith	Jayshree Turner	Please, we really need a net screen for each court to prevent the balls from going onto other courts. Thank you, Jay	Thank you for your comment card. Staff recommends using rolled cardboard between courts for this purpose. RIS
12	LVCC	Requests	9/1/23	Jodi Jordan	Heath Harris	Numerous	Staff has received 19 comment cards regarding the lack of dumbbells available for group exercise classes. Specific requests have been for more 5lb, 8lb and 10lb dumbbells.	Staff has monitored the dumbbell usage over the last month and have noticed several classes are utilizing 3 sets of dumbbells per patron. With classes reaching class maximums at 30 to 40 participants, there are 90 to 120 sets of dumbbells being used for one class. Longview Community Center currently has 13 sets of 5lb dumbbells, 19 sets of 8lb dumbbells and 18 sets of 10lb dumbbells. To help address this issue staff has ordered 11 additional sets of 5lb dumbbells, 8 sets of 8lb dumbbells and 2 sets of 10lb dumbbells. In addition to purchasing the additional dumbbells, staff has communicated to the instructors to monitor their class enrollments to ensure classes are staying within the maximums set for their classes. HH
13	LCC	Compliment	9/10/23	Jodi Jordan	Rachel Smith	Mary Bonock	Kaycee's dedication to her job is to be commended! She works at keeping chemicals in balance so pool can stay open. She is challenged with staffing. When things aren't working, she tries her best to understand and fix the issue - like the hot tub recently.	Thank you for the positive comment card. We love to hear great things about our staff. This will be shared with staff and Kaycee will be recognized at the next staff meeting. RIS

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
14	LCC	Requests	8/1/23	Rachel Smith	Nate Thomas	6 comments	I think it's been long enough to have our video back in the classroom. You did raise membership fees.	Thank you for your comment. The projector ceased working over the weekend and was removed to be diagnosed on the following Tuesday when the Recreation Supervisor had returned. After removing and running a series of tests on the projector, it had been determined to not be a simple burned out lamp and that the entire unit needed replaced. A new and improved projector was then ordered and installed/setup when it arrived on August 9 th . NT
15	LCC	Compliment	9/7/23	Jodi Jordan	Rachel Smith	Unknown	Nate does a great job. He is always willing to help. He is good support for instructors.	Thank you for the positive comment card. We love to hear great things about our staff. This will be shared with staff and Nate will be recognized at the next staff meeting. RIS
16	LCC	Requests	8/7/23	Rachel Smith	Nate Thomas	2 comments	The bins that the pool noodles are stored in need to be repaired, not with duct tape. Connections need to be glued, super glued, or gorilla glued. Old ladies cannot push broken bins very easily. Please repair them.	Thank you for your comment. Staff have ordered a new storage rack and will get it into service as soon as possible. Additionally, we are asking patrons and instructors to retrieve their equipment from the bins on their way to the pool instead of bringing the entire bins out to reduce the wear-and-tear on storage equipment. NT
17	LCC	Requests	10/26/23	Jodi Jordan	Rachel Smith	Rick Carter	Please have the trees trimmed such that they do not block the view in the cardio room that overlooks the lake.	Staff placed funds in the FY24 budget to have trees removed and trimmed at Lovell Community Center, in front of the cardio room window and in front of the building. A contractor has been given approval to start this project. Staff spoke to Mr. Carter and provided him an update, he was happy to hear we were already working on it and to get his view of the lake back.
18	LVCC	Requests	10/26/23	Heath Harris	Janine Gosh	Janine & David Gosh	The fan in the synergy room does not rotate. Can this be fixed?	Staff switched the fan with another fan in the facility that does rotate. Staff called the patron and let them know. They were appreciative of the call and the solution to the problem. ES
19	LVCC	Requests	10/26/23	Joe Snook	Jodi Jordan	Mary Duryea	I love the curb-less roads, much less water pooling on this rainy day, I am requesting Electric Vehicle plug ins please! This will encourage others to buy E Vehicles.	Thank you for your suggestion regarding Electric Vehicle Plug ins. This is the first request the department has received. At this time there is no funding available to install these in our parks or facilities. If you are aware of any funding opportunities please let LSPR know and we will seek out additional information. Response emailed to Patron on 10.31.23-JJ
20	LVCC	Requests	10/30/23	Jodi Jordan	Heath Harris	Jennifer B	TRX is gone: need at least 1 more. How about recycle bins for plastic?	The TRX was moved to another location on the Synergy machine in the fitness area by a patron. Staff moved the TRX band back to original location. Longview Community Center currently has recycle bins in the administrative areas of the facility. To minimize plastic usage in the facility, in 2020 staff installed bottle fillers at each water fountain location at Longview Community Center. Staff does not recommend adding recycle bins at this time. HH
21	LCC	Compliment	11/6/23	Rachel Smith	Grant Campbell	Michael Gasho	Hello, I would like to recommend Weight Room Attendant Olivia, be considered for a merit pay raise or bonus. She works Sunday & Wednesday at J. Thomas Lovell Jr. Community Center at Legacy Park. She should be recognized for her dedicated hard work, and very friendly happy smile. She makes this Veteran feel very welcome every time I come to exercise and workout, the weight room is always very clean and organized. Thank you	Thank you for recognizing the hard work displayed from Olivia. We will be recognizing her for this at our next staff meeting. We appreciate hearing how engaged our staff is. GC
22	LCC	Requests	10/28/23	Rachel Smith	Nate Thomas	Caysie Turner	Stretching Station. Feel free to call if you need examples.	Staff reached out to Caysie and discussed the kinds of stretch stations she wanted to see installed at Lovell Community Center. After understanding her request staff informed her that this is the first request the facility has received for a stretch station. It is staff's opinion that the stretch station would take up too much space to add at Lovell Community Center without removing existing equipment. Currently the functional fitness station can be utilized for a similar purpose. A stretch station cost \$2,000-\$3,000 depending on brand. Staff will continue to monitor future requests and if needed place future funds in the budget pending approval. NT
23	LCC	Requests	11/18/23	Jodi Jordan	Rachel Smith	Ahmed Abdalla	No naked guys in the men's shower area in front of kids.	The Family locker rooms are available for use for any patrons wanting more privacy than the other locker rooms allow. Patron responded that men should not be allowed to be naked in the Men's lock room shower. I confirmed that it is allowed and reiterated the option to use the Family locker rooms. Patron said ok and that he would direct his son to use those instead. RIS
24	LCC	Requests	11/19/23	Jodi Jordan	Rachel Smith	Kim Hawley	We would be so grateful to have towels available here! Please notify us if this happens.	Thank you for the comment card. We appreciate feedback from our patrons. Towel service is not a service we provide at this time as we try to minimize costs in order to keep membership prices as low as possible. I hope it will be helpful to have a towel available on those days it might be left behind. Starting this week, LSPR towels are for sale in our pro shop for \$15. Again, thank you for your feedback and LSPR membership. RIS Have not received a response from the patron as of 11.21.23.
25	LCC	Requests	11/3/23	Jodi Jordan	Rachel Smith	Marvale Pulluaim	Fees raised \$100 for a year membership!!! At the very least you could use that extra money to buy regulation balls instead of \$1.99 crappy china balls. We have to buy our own balls because the ones you give us are crappy, cheap, china balls. HPCC has the	Staff called and spoke with the patron. He said the single visit, non-resident rates are too high for just coming in to play basketball. Staff told him that facility staff are unable to monitor what areas are being used once patrons pass the front desk, which is why we have a single visit rate. Staff thanked him for the comment and noted that it would be recorded. RIS
26	LCC	Requests	11/15/23	Rachel Smith	Erin Keeney	Susan Schreiber	Once again, if the SYNRGY is going to be reserved for a personal trainer, can the sign be put up at least 15 minutes in advance rather than at the start? This changes my workout- a paying member! I don't think this is asking much.	Staff has informed the Personal Trainers to display the reserved equipment sign on the SYNRGY equipment at least 15 minutes before their personal training sessions moving forward. If the Personal Trainer is not at the facility more than 15 minutes before the session, they are advised to call the front desk to have staff on-site put up the reservation sign for them. EK
27	LVCC	Requests	11/17/23	Heath Harris	Eric Schooley	Kathie Bynum & Cherie Brown	Two comment cards were received requesting an additional clock on the west wall of the gym.	Staff has ordered a clock for the west wall of the gym. ES
28	LCC	Requests	11/2/23	Jodi Jordan	Rachel Smith	Nicole Kelly	A stair master in the cardio room in replacement for one of the ellipticals would be awesome!	Thank you for sharing your request. Currently, there is not space for a stair master in the cardio room at Lovell Community Center due to the lower ceiling height and limited access to electric outlets. Staff will pass along this request to the Longview Community Center manager to see if they may be able to accommodate the addition at that location. RIS
29	LCC	Complaint	11/20/23	Jodi Jordan	Rachel Smith	Virginia G	Women's Shower- hair on floor, in drains, everywhere – awful cleaning	Staff addressed this complaint immediately by checking the women's showers and cleaning as needed. One shower stall was particularly messy. Staff believe it had been used recently and was not left overnight. RIS

Lee's Summit Parks & Recreation
220 SE Green St
Lee's Summit, MO 64063
Joe Snook, Administrator

Dear Mr. Snook,

Thank you for the job you and your staff do everyday to keep our parks and facilities in top notch condition. I know it is a group effort with great leadership.

I have had the opportunity to use many of the park facilities in Lee's Summit. I have spent many hours at Legacy Park watching my three grandchildren participate in various sports. I have also travelled around the metropolitan area in both Missouri and Kansas experiencing their parks. We have some of the best parks in the area.

I am writing about the signage at Legacy Park. I have witnessed many people lost and ending up at the wrong area resulting in missed games. I have helped numerous people find their way. It is difficult for elderly people to maneuver getting around. The cut-out signage does fit in with the landscape but doesn't help much when looking for a particular sport. The fields could be better identified as well. If you are not familiar with the park it is very difficult to find the sport you are looking for as well as the correct field.

This is just my observation. Larger signs for a particular sport and better field identification would be greatly appreciated.

As a side note... I love the newsletter that is sent out.

Sincerely,

Marion Baker

Marion Baker
4136 NE Georgian Drive
Lee's Summit, MO 64064



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

**Lawrence Bivins
President**

**James Huser
Vice President**

**Samantha Shepard
Treasurer**

Casey Crawford

Jon Ellis

Wesley Fields

Tyler Morehead

Mindy Aulenbach

Kathy Campbell

**Joe Snook, CPRP
Administrator**

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

**Phone: 816.969.1500
Fax: 816.969.1515**

**lspr@cityofls.net
www.lsparks.net**



**Member, National Recreation
& Park Association**

**Member, Missouri Park
& Recreation Association**

November 1, 2023

Marion Baker
4136 NE Georgian Drive
Lee's Summit, MO 64064

Dear Ms. Baker,

Thank you for the letter and comments concerning your observations of the signage at the Legacy Park sports venues, as well as, your kind comments regarding our parks system and newsletter. We always welcome suggestions to help LSPR provide better service and experiences for our patrons and we love hearing when we get things right.

Currently LSPR is completing a signage project in Legacy Park which includes monument directional signage on Blackwell Road. This was a request from the youth sports associations to assist patrons with locating the sports venues prior to entering the park. In addition to the sports venues the directional signage identifies other key facilities and amenities in the park.

To address your comment regarding field signage at each sports venue, LSPR worked with the youth sports associations to help address this concern. I know field signage is located at the soccer, baseball, and softball venues. Based on your comments perhaps the signage is not easy to locate.

I will ask staff to assess the current field signage and LSPR will review our findings with the youth sports associations for comments. If necessary we will make the appropriate adjustments to better communicate field locations.

Again, I appreciate your comments and hope my responses addressed your suggestions. If you would like to discuss this further please feel free to contact me at (816) 969-1504.

Sincerely,

Joe Snook, Administrator
Lee's Summit Parks and Recreation

From: Donna La Pietra
Sent: Saturday, November 11, 2023 1:56 PM
Subject: Pickleball - Open Play vs Reservations

Hi Heath,

I did not receive your email about information meetings on the above, but a friend forwarded it to me. Attached are my thoughts that LSPR may or may not be aware of. Just wanted to share my thoughts in advance for LSPR leadership to consider.

Thank you for holding information meetings in advance of any decisions.

Sincerely,
Donna LaPietra

Hello Donna,

I would like to thank you for providing feedback regarding the upcoming pickleball listening sessions. The invitation list for these listening sessions was created from the Pickleball Database developed by Lee's Summit Parks and Recreation staff. The names and information for this database was collected over a week at each facility in January 2023. If you would like to be added to the Pickleball Database please contact Heath Harris at hharris@cityofls.net and he would be happy to add you.

The upcoming listening sessions are intended to receive feedback from the community on different methods to provide court access for pickleball. Through research and observation, reservation processes have become more popular for pickleball and are used for other programs and amenities within the LSPR system. LSPR regularly gathers community feedback for all types of parks and recreation issues including master plans, pricing and fee structures, park development, operational issues, etc. and we pride ourselves on our extensive outreach efforts. The scheduled pickleball listening sessions will help LSPR determine if the current process is effective and welcoming for all who wish to play pickleball.

In addition, LSPR received your photos and comments regarding the number of pickleball nets available at the Longview Community Center on Sunday, November 12th. The decision made by the on-duty supervisor was correct, as it supports the current gym and pickleball schedule which designates the East side of the gym for pickleball from 10:00 am to 2:00 pm. The West side of the gym during this time is designated for basketball. Typically, during the weekday mornings while school is in session more than 3 nets are available at Longview. Pickleball times are more limited to accommodate basketball and other gym activities on nights and weekends. Staff reviews the gymnasium schedule every month based on gym usage and adjusts when necessary. Also, LSPR offers pickleball at two other facilities, Harris Park and Lovell Community Centers. The following link provides the current pickleball schedule.

[LSPR Weekly Pickleball Schedule \(cityofls.net\)](#)

If you have any questions or would like to speak about this further you may call my office at 816-969-1504 or email jsnook@cityofls.net.

Thank you,
Joe Snook

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

From: Donna La Pietra
Sent: Wednesday, November 15, 2023 2:07 PM
To: Joe Snook
Subject: Re: Pickleball - Open Play vs Reservations

Hi Joe,

Thanks for responding to my concerns.

I am fortunate to be able to play by reservation at private places on a regular basis. I'm also aware that it's not the case for so many, and just wanted LSPR to have some awareness of that. At Longview, in particular, open play on weekdays is largely retirees and seniors (of all skill levels) ... including some unable to play on a fixed schedule for the reasons I described.

Hats off and big thanks to you and all the LSPR staff for our fabulous parks & recreation system. May it continue to flourish and be accessible to all.

Best wishes,
Donna

Sent: Thursday, November 16, 2023 1:34 PM
To: LSPRregister
Subject: Contact Parks online form from CityofLS.net

The Contact Parks online form from the cityofls.net website was submitted.

Name: Ken Beach

Message: Played disc golf yesterday, Wednesday 11/15, at Howard Park and found that the baskets for holes 4 and 5 had been removed and i assume stolen.

From: Brooke Chestnut
Sent: Friday, November 17, 2023 11:54 AM

Subject: Howard Disc Golf

Mr. Beach,
I received your comment that baskets for hole 4 and 5 at the Howard Park Disc Golf Course are missing. Thank you very much for bringing this to our attention, as you were correct we did not remove them. I have filed a police report and ordered replacements. I apologize for the inconvenience while we await their arrival. Should you have any further questions please contact me directly.
Sincerely,

Brooke Chestnut, CPRP, CPSI, MW5124 AU | Superintendent of Park Operations

From: Patrick Burmester
Sent: Thursday, November 16, 2023 1:44 PM
To: Steve Casey
Subject: Howard Park Disc Golf Course

Hi Steve,

My name is Patrick Burmester, and I live in the Savannah Ridge neighborhood of Lee's Summit. As an avid disc golfer who lives only a few minutes away, I was excited to see a unique and challenging course installed at Howard Park a few years ago. However, over the last year or so, I've noticed there's been very minimal upkeep--especially on the other side of the creek.

I've stopped by hoping to get in a quick round, only to be disappointed that most of the course is currently unplayable and has been for several months. The baskets haven't moved pin locations since they were first moved back to the long positions (which was a great addition) two years ago, the rough is terribly overgrown to the point where it's impossible to play without a spotter, and the grass in the fairways have been 2-feet tall for what seems like forever.

Rather than continue to bash the course, instead I'd like to let you know my friends and I, in addition to countless others in the KC disc golf community, would love to be able to play this potentially great course. It's well known in the KC disc golf community as one of the best, most challenging nine-hole courses in the entire KC metro. Currently we aren't able to do that, but we hope that you, along with the rest of the LS Parks Dept., is able to help bring this course back to life with ongoing care and maintenance.

If you'd like to reach out to the KC disc golf community and organize workdays where several disc golfers will be willing to assist, please post in the Kansas City Disc Golf Facebook group. We'd love to be able to show the Parks Dept. that the maintenance is well worth the time and resources.

Thanks,
Patrick Burmester

From: Brooke Chestnut
Sent: Friday, November 17, 2023 12:10 PM
Subject: Howard Disc Golf

Mr. Burmester,

I was forwarded your inquiry from Steve Casey as to the disc golf course at Howard Park. I walked the course this morning and found it to be in order, the fairways are mowed and it is playable. While we do not mow the areas off the fairway and all of the underbrush, we do work diligently with our contractor on keeping the play area mowed. This past growing season we shifted to a longer duration between mowing but discovered that some areas such as the disc golf area will need to be mowed on the original weekly schedule. The areas are also scheduled to be brush hogged in the coming week, which is part of our routine schedule. Unfortunately while out walking this morning I confirmed that two of the baskets are indeed missing. I have filed a police report and ordered replacements. We will get them installed as soon as possible and I apologize for the inconvenience of their absence. In regards to

the moving of the baskets, I have contacted our Parks Maintenance Manager and will make sure the baskets are moved on a regular schedule.

I appreciate your willingness to assist with the course. LSPR is always willing to work with volunteers and would welcome any assistance. Would there be a time you would be available to meet to discuss opportunities moving forward? If you have any further questions or concerns please feel free to contact me directly. Thank you for being an avid user of our parks.

Sincerely,

Brooke Chestnut, CPRP, CPSI, MW5124 AU | Superintendent of Park Operations

Sent: Wednesday, November 15, 2023 8:40 PM
Subject: Contact Parks online form from CityofLS.net

The Contact Parks online form from the cityofls.net website was submitted.

Name: Grant Christianson

Message: I'm contacting you regarding the maintenance, or lack there of, on the disc golf course at Howard Park. It looks like it's been basically abandoned. There are a couple baskets missing, the baskets haven't been moved in years, it hasn't been mowed, and most of the bridges to cross the stream are gone. This is really disappointing as that's a fun course to play when it's in good shape. Please put a little time and effort into getting it back into playing shape. There are many in the disc golf community that would be willing to help, myself included.

Sent: Friday, November 17, 2023 2:27 PM
Subject: Howard Disc Golf

Mr. Christianson,

Thank you for contacting Lee's Summit Parks and Recreation and sharing your concerns about the Howard Disc Golf Course. I walked the course this morning and found it to be in order, the fairways are mowed, the bridges and crossovers placed by LSPR are all intact. While we do not mow the areas off the fairway and all of the underbrush, we do work diligently with our contractor on keeping the play area mowed. This past growing season we shifted to a longer duration between mowing but discovered that some areas such as the disc golf area will need to be mowed on the original weekly schedule. Unfortunately while out walking this morning I confirmed that two of the baskets are indeed missing. I have filed a police report and ordered replacements. We will get them installed as soon as possible and I apologize for the inconvenience of their absence. In regards to the moving of the baskets, I have contacted our Parks Maintenance Manager and will make sure the baskets are moved on a regular schedule. I would love to discuss with you volunteer opportunities to assist with the course. LSPR are important to our organization and any assistance you provide would be very much appreciated. Thank you for your time and your commitment to our parks.

Sincerely,

Brooke Chestnut, CPRP, CPSI, MW5124 AU | Superintendent of Park Operations

September 2023

Mary Ann Mathis spoke with the Gamber Community Center Manager regarding the cardio equipment at Gamber Community Center. The concerns and statements she shared are as follows:

- Concerned GCC is treated as a second class citizen in comparison to the other community centers which have nice new equipment and receive new equipment on the regular.
- She was prepared to take her concerns to City Council.
- She used the example of GCC's NuSteps, explaining the equipment is always in use and the only pieces of equipment with a 30 minutes time restriction. One NuStep has a tear in the seat which is unappealing and has scratched her leg previously.
- Mary worked with the federal government for many years and understands the bureaucracy of working in government and feels light needs to be shed on the lack of care for GCC cardio equipment.

After listening to Mary Ann's concern staff shared the following information with Mary.

- GCC operates separate of the other community centers but utilize the same evaluation and budgeting process. Each fiscal year items including cardio equipment is evaluated based on usage, community need and wear and tear. Staff is aware the Nusteps are a high use piece and the tear in the seat.
- Staff shared the challenge faced when efforts have been made to replace the seat. NuStep is no longer producing the specific type of equipment and a replacement seat is not provided through NuStep. Push Pedal Pull, equipment maintenance contract, nor Samantha Seating, upholstery contractor are able to refinish or replace the specific seat due to the structure of the seat.
 - o At the time staff was exploring seat cover options and since have placed a seat cover over the NuStep to reduce additional tearing in the upholstery.
- Staff explained the patron comment process and inquired if she had received the annual survey for GCC. In addition, staff showed Mary where the comment card box was located. She declined in the moment but was anxious to see future plans.
- Staff ensured her plans were in review and based on the survey feedback recommendations would be made for future budgeting purposes.

The conversation was concluded and Mary Ann was appreciative of staff listening and reassuring her they were aware of the issues. MC

From: Tony Highfill
Sent: Saturday, October 28, 2023 11:32 AM
To: Park Board
Subject: Possible Golf Driving Range in Lee's Summit

Ladies and Gentlemen,

Let me introduce myself, I'm Tony Highfill a PGA Professional. I would love to discuss with someone in your group about the possibility of creating a driving range in the Legacy Park area.

My idea of a driving range at Legacy Park is due to the fact that Lee's Summit has only one driving range and it is at Fred Arbanas at Longview.

With the number of people in Lee's Summit (and growing) there is a need for more facilities for people to practice and have fun.

My thought is that the city already has the property so the creation would be less expensive. Legacy would be a good area because pedants and grandparents are already in the area with youth activities. Plus it is on the other side of the city from Longview.

If you would like to discuss further, please don't hesitate to contact me.
Thank you for your time.

Sincerely,

Tony Highfill
PGA Golf Professional

From: Joe Snook
Sent: Friday, November 3, 2023 4:26 PM
To: 'Tony Highfill'
Cc: Park Board
Subject: RE: Possible Golf Driving Range in Lee's Summit

Tony,

Thank you for your email and I apologize for my delayed response. Golf has seen a resurgence since COVID and additional facilities to serve that activity may make sense. At this time I am aware of two commercial developments that have proposed driving range amenities within their proposed Lee's Summit developments and the City Council did approve renovations to an existing driving range facility in the northern portion of our community on Highway 40. At this time it appears the private sector will be addressing that need.

Regarding Legacy Park, LSPR receives periodic suggestions for additional large amenities at that location. Although the park is 705 acres, Legacy Park was designed to maintain 70%-75% of the park as natural habitat for the benefit our community and wildlife. The current amenities at the park were included in the Legacy Park masterplan and constitute the full buildout of the park. At this time LSPR has no plans to add additional facilities or structures to that park.

Again, I appreciate your comments and look forward to the continued resurgence of golf.

Sincerely,

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

From: Wendy White
Sent: Sunday, October 22, 2023 10:27 AM
To: Heath Harris; Grace Carson
Subject: Longview pool

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 feel like a broken record when I have to email and ask that Longview pool get cleaned. I'm pretty sure it never happened after the last time I emailed because I still see the same scrunchie, the same dead spider, and the same wad of unknown substance at the bottom when I'm swimming. I guess I'm not understanding the difficulty in keeping this pool cleaner. Parks and recreation raised all of our rates this year and I'm not seeing a whole lot of improvement. I'm really not a chronic complainer I'm just asking that the pool be kept cleaner. I often swim for at least an hour, And I have yet to see a lifeguard come and do any chemical testing. The front desk tells me they're supposed to do this hourly.

Thank you.

Wendy

On Mon, Oct 23, 2023, 3:09 PM Heath Harris wrote:

Wendy,

Thank you for bringing this to our attention. I do know we have staff tasked with keeping the pool area clean on a nightly basis as a part of their closing duties and also through out the day when staff is available. Currently, our pool vacuum is out for repair. This prevents us from being able to vacuum the deeper parts of the pool. Staff has been in the pool the last couple of weeks with the hand vacuum hitting the spots they can reach. Supervisors will express the importance of taking their time with cleaning task to insure we provide a clean, welcoming facility for our patrons.

In regards to the chemicals being checked in the pool, those are checked every two hours. I apologize our front desk staff gave you incorrect information.

From: Wendy White
Sent: Monday, October 23, 2023 8:01 PM
To: Heath Harris
Subject: Re: Longview pool

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 appreciate you responding but after tonight if there was another place I could go to swim I would be so done with Longview. The fiasco that happened tonight? Who is the Einstein with a brilliant idea to let

the boy scouts come in during aqua aerobics, lap swim, and swim team... seriously? Lifeguard didn't even know they were coming she was doing her best to control a group of unruly boys who chaperones would do nothing about their behavior. They took over a lap lane In addition to the loud music that I have to put up with lap swimming with that water aerobics class. I'm pissed .If you're going to let these groups come in and do this then you need to have a separate time for adult lap swim only for at least an hour an evening This is ridiculous. Do every single one of those boy scouts pay a monthly fee to swim No I think not but I do and the lap swimmers do pay for it. You can send the boy scouts over to legacy where nobody cares about swimming laps. The evening is the only time us adults have for our lap swim exercise. Can you give us some damned respect!

From: Heath Harris

Sent: Tuesday, October 24, 2023 4:07 PM

To: Wendy White

Subject: RE: Longview pool

Wendy,

As a community center we strive to serve all ages and user groups of Lee's Summit, in fact our goal is to serve every age in every season. During the time of your visit, Longview Community Center was utilizing 3 lanes for aqua fit, 3 lanes for swim team rentals and 2 lanes plus the diving well for members and single visit users. The Boy Scout troop purchased \$189.00 in single visit passes to utilize the pool to perform swim tests to earn badges for their troop. After reviewing video from last night, staff will contact the Boy Scout troop to address their lack of pool etiquette and make it clear they are to be respectful of other patrons utilizing the pool area and that further issues will not be tolerated. I do apologize for the issues that occurred last night. Additional coaching will also take place with the staff members who failed to recognize the behavior issues with the group. In the future, if you witness any behavior you deem is inappropriate or is a safety concern we ask that you bring this to the onsite staff members right away. Staff will address these concerns immediately.

The evenings are a very popular time in the pool. It is a time when working adults have time to swim, but is the only time kids who attend school have time to swim as well. As a facility we want to make sure our members have lap lane usage during the peak hours, that is why we keep at least two lanes open for lap swimming, including open water swimming, during Aqua Fit classes and when the swim teams are here. Single Visit pass members are expected to share the lap lanes with the other patrons.

If the Longview Community Center is not meeting your needs I sincerely apologize, but I hope you give us a chance to correct the concerns you experienced last night. Additionally I will share your feedback with my supervisor, our Administrator and include your email and my response in the patron comments we submit to the Parks Board. If you wish to discuss this further I would be more than happy to meet with you in person.

Respectfully,

Heath Harris

Name: Nicolette Saddler

Message: We noticed the design was posted for William's Grant Park. As a member of this neighborhood since 2001, I am very excited to see the new upgrades. The Astroturf and shelter will be a great addition. We love the addition of the swing which is all accessible. However, we noticed there is only one regular swing and no baby swing. As a family with 2 children under 4 and hoping to expand soon, will be very disappointed if there is no baby swing. Also, my boys like to swing together which will not be possible with the new design. Also, anybody with twins could not swing both babies or children. The neighborhood has lots of families with young children. Thus, it would be very beneficial to have a baby swing or two, and at least two regular swings. We love the set there now. If you would like pictures of how much we have used these swings over the years, please let me know. We have done our monthly pictures of our boys at this park.

Thank you for your time,
Nicolette and Chris Saddler

Nicolette-

Thank you for your comment and suggestion. The new playground layout includes an "expression swing" which is extremely popular and includes an opportunity for parent and child to interact face to face on the swing (see attached). The other bay has a standard saddle swing but we can certainly look at replacing this with a tot bucket swing. There is also a saucer swing on the opposite end of the playground which gives an opportunity for more than 1-2 children to swing at the same time. We attempt to be inclusive with the selection of all new playground equipment in parks and we recognize that swings are one of the most popular attractions. We also have to give thorough consideration to available space, context, and budget. Thank you for your suggestions and as mentioned we will look into making this substitution. We hope you enjoy the new improvements to the park coming soon.

Regards,
Steve Casey



2023 DECEMBER

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01	02
03	04	05 City Council Meeting - 6:00pm	06 Park Board Meeting - Strother Conference Room - 6:00pm	07	08	09
10	11	12 City Council Meeting - 6:00pm	13	14	15	16 Longview Community Center 5 year Anniversary Party 8am- 5pm
17	18	19 City Council Meeting - 6:00pm	20	21 GCC Holiday lunch with Us-12:00pm	22	23
24 Christmas	25	26	27	28	29	30
31	01	02	03	04	05	06

2024 JANUARY

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 New Year's Day	02	03	04	05	06 Lovell Community Center 20 year Anniversary Party 11am-
07	08	09 City Council Meeting - 6:00pm	10 Community and Economic Development Committee City Council Chambers 5:00pm	11	12	13
14	15 Martin Luther King Day	16 City Council Meeting - 6:00pm Joint Park Board/City Council Meeting	17	18	19	20
21	22	23 City Council Meeting - 6:00pm	24 Park Board Meeting - Strother Conference Room - 6:00pm	25 Mayor's Character Breakfast-The Pavilion at JKV 7:00am	26 Father/Daughter Dance	27 Father/Daughter Dance
28	29	30	31	01	02	03
04	05	06	07	08	09	10