

## PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS

### CITY OF LEE'S SUMMIT

**DATE:** October 26, 2016      **TIME:** 6:00 PM      **PLACE:** Council Committee Room

Board Members Present:	Board Members Absent:	Staff Present:	Other Guests:
Hope Davis Paula Belser Tyler Morehead Lawrence Bivins Mindy Aulenbach Marly McMillen Beelman Phyllis Edson, Council Liaison	Nancy Kelley Brian Hutchin Steve Hardin	Tom Lovell Joe Snook Carole Culbertson David Dean Steve Casey Tede Price Devin Wetzel Beth Comer	Brooke Chestnut Tyler Smith Steve Arbo Joe Sherman Russ Pulley

AGENDA TOPIC	DISCUSSION (Findings/Conclusions)	RECOMMENDATIONS/ ACTIONS
<b>Special Presentations</b>	Mr. Arbo gave a presentation on the City of Lee's Summit Bond question on the November 8, 2016 ballot. Mr. Lovell presented Brooke Chestnut and Tyler Smith with the Employee of the Quarter award. Mr. Sherman presented on a new walking program that he and Board member Ms. Kelly had heard about at the NRPA conference.	
<b>Approval of Minutes</b>	Supporting documentation (see pages 1-5).	Ms. Belser moved to approve the minutes and Ms. McMillen Beelman seconded. Minutes approved unanimously.
<b>TREASURER'S REPORT:</b>	Supporting documentation (see pages 6-15). Ms. Aulenbach read the Treasurer's Report. No questions or discussion.	There were no comments. Ms. McMillen Beelman moved to approve the September 2016 Financial Report as read and Mr. Bivins. Report approved unanimously.
<b>Sales Tax</b>	Supporting documentation (see pages 6-15). Ms. Culbertson had no additional comments. No questions or discussion.	
<b>BOARD APPROVAL ITEMS</b>		
<b>Harris Park Connection Phase 2 (SW Main from 5th to 4th Street)</b>	Supporting documentation (see pages 16-21). Mr. Lovell noted the underlining on memos has been reversed as suggest by President Hutchin.  Mr. Casey noted that this is a continuation of the CDBG project. It would complete the connection between downtown and Harris Park. Mr. Casey requested funding and to proceed with this project. We would act as General Contractor on the project. The funding would come out of Park Operations Fund 200. Mr. Morehead asked if it would begin the Spring of 2017. Mr. Casey responded that would be the interchange project scheduled by the highway	Ms. Belser moved to request appropriation of \$64,300.00 to complete 4 <sup>th</sup> Street to 5 <sup>th</sup> Street sidewalk connector in accordance with plans, details and specifications and Mr. Bivins seconded. It passed unanimously.

	department. This project would start in the next 30 to 60 days. Ms. Davis asked if the business owners in this area were aware of the project and if there would be any changes with parking. Mr. Lovell shared that parking will be better organized parallel parking. All of the areas involved in the project that are affected were public streets. Mr. Casey also noted that the project includes installation of Victorian street lighting for the entire length of sidewalk.	
<b>Bocce Ball Courts at Gamber Community Center</b>	Supporting documentation (see pages 22-24). Mr. Lovell and Mr. Casey distributed pictures the board reviewed. Mr. Lovell noted we are excited about this project. Mr. Casey explained that the planters will be removed and those materials repurposed in the building of the Bocce Ball Courts. Ms. Davis asked if the planters will be missed. Mr. Lovell responded that this will serve way more patrons and add more physical activity to our offering. We still have a community garden at Bailey Farm Park. Mr. Morehead requested a timeline. Mr. Casey responded that they anticipate it would be complete in 30 days.	Ms. Davis moved to approve funding not to exceed \$20,750.00 for the construction of the Bocce Courts at Gamber Community Center Ms. McMillen Beelman seconded. It passed unanimously.
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 25-33). There were no comments or discussion.	
<b>Capital Projects Plan Through 2018</b>	Supporting documentation (see pages 34-35). Mr. Casey stated majority of focus is on the renovations of North Lea McKeighan Park, planning for the Bailey Park renovations and Hartman Park renovations. On November 9, 2016 he will reconvene the task force for North Lea McKeighan. To bring them up to speed on the status of the design and review the constructions documents. We are also waiting to request the “ice” project to bid separately for proposal. This will be a separate project but will be coordinated with the general improvements. The majority of the focus is currently on the planning side.	
Hartman Park Renovations	Supporting documentation (see pages 36-37). See comments above. No questions or discussion.	
Practice Field Improvement	Supporting documentation (see pages 38-41). See comments above. No questions or discussion.	
Bailey Park Master Planning	Supporting documentation (see pages 42-47). See comments above. No questions or discussion.	
North Lea McKeighan Park Improvements	Supporting documentation (see pages 48-55). See comments above.	
Park South and Community Center	Supporting documentation (see page 56). No questions or discussion.	

<p>Hartman Katy Trail Connector</p>	<p>Supporting documentation (see pages 57-59). Mr. Morehead requested an update on the Katy Trail. Mr. Casey responded that he had a meeting today with the consultant Vireo. We are putting together a working group from a cross-section of agencies; MoDOT, MDC and Public Works, to develop some alternatives to bring the Katy Trail up to Lee's Summit from Pleasant Hill. Pleasant Hill will be completed by end of the year by the State Parks. Vireo has been working on the Katy Trail project for years. Mr. Lovell noted that from the meeting today several interesting alternatives were found. Not all of the plans will follow the Rock Island. Ms. Davis asked about where in North Lee's Summit the trail would connect besides Paragon and View High. Mr. Lovell noted that Paragon is where they expect the funding to take them. Estimates to actually construct the trail for the length of the original land exceeds funding. Ms. Davis inquired about the Rock Island that runs across Chipman road down to Hartman Park. We do not anticipate the trail under will get that far. The estimates show that it only gets to Paragon Star</p>	
<p><b>Fundraising Update</b></p>	<p>Supporting documentation (see pages 60- 63). Mr. Snook stated there was nothing to add to the report. Mr. Morehead said he was seeing a lot more advertising in the Parks. Mr. Lovell added that the contracted Sponsorship Coordinator Joel Reinoehl has been a great resource for fundraising. He will ask be involving with Nick Salvador to raise funds from local business to support the cost of the fireworks for the Legacy Blast 4<sup>th</sup> of July celebration.</p>	
<p><b>RevUP Update</b></p>	<p>Supporting documentation (See pages 64-65). There were no comments or discussion.</p>	
<p><b>Arts Council Report</b></p>	<p>Supporting documentation (see pages 66-70). Mr. Snook stated that the Mayor had appointed 2 new members to the Arts Council. The Council is now at full force.</p>	
<p><b>Beautification Commission Report</b></p>	<p>Supporting documentation (see pages 71-74). There were no comments or discussion.</p>	
<p><b>Walk in the Parks Program</b></p>	<p>Supporting documentation was not included in original packet. Mr. Snook introduced Mr. Sherman. Mr. Sherman presented a memo which is an idea from a session he and Ms. Kelley attended at NRPA. That involved the formation of groups to walk the Parks of Lee's Summit. There would be a liaison that would coordinate the groups. Second phase would be a quarterly competition when walkers log how long, how often and how many different parks they walk in. Ms. McMillen Beelman commented that they could also be tagged on social media. Mr. Sherman agreed and commented that would be part of tracking by posting a picture of you at the park. To confirm</p>	

DRAFT - TO BE REVIEWED BY DECEMBER 7, 2016

	<p>the distance walked a fit bit or exercise app would be submitted. The incentive would be local businesses or LSPR merchandise or LSPR gift cards. There were several suggestions from the board. Mr. Sherman stated implementation cost would be minimal. Mr. Morehead noted that it was great timing with the article in the paper about the benefits of walking. Mr. Sherman agreed noting that anyone can walk, it takes minimal equipment and we have the Parks. Ms. Davis inquired if this would continue in the winter. Mr. Sherman responded that this was a question in the session. The moderator responded that the participants are willing to walk in the cold. Mr. Morehead asked what is the plan of action and when will it start. Mr. Sherman responded no set date but in a couple of weeks we should have a set timeline together.</p>	
<p><b>Board Meeting Telecast Review</b></p>	<p>Supporting documentation (see pages 75-76). Mr. Morehead read through last month's viewership numbers. Mr. Lovell commented that this was on a trial basis. The cost is \$2,500.00 per year. We are coming up on six months and viewership has been minimal. He asked the board if they would like to; 1) continue on a trial basis; 2) discontinue and ask for public comment during month trial without recording; 3) move it present; 4) discontinue permanently? Ms. Edson commented that she gets feedback that people find it helpful even though they are not commenting. Mr. Morehead agreed that is something we wanted to try and we will continue to monitor and review the data.</p>	
<p><b>LPCC Locker Room Tile Project Update</b></p>	<p>Supporting documentation (see pages 77-85). Mr. Dean explained that the memo contains conversations with the manufacturers of these products. They are close to selecting a grout product. In the next few weeks they will have a direction and plan to do the repairs. Mr. Morehead noted that there are a few Patron Comments regarding this project. Ms. Davis asked about the staff looking at cost estimates and where will that come from. Mr. Lovell explained that the engineering service is doing a review to determine if it's the product or the application. They will give us a full report once that is complete. We have found a product to correct the problem. It is a higher grade product and more expensive. To apply it on floor tile that has been grouted will have to be removed and new tile installed. This will be a costly fix.</p>	

DRAFT - TO BE APPROVED BY BOARD MEMBER 7, 2016



<b>Canterbury Park/Blackwell Road Improvements</b>	Supporting documentation (see pages 86-90). Mr. Casey notified the board that this was essentially completed.	
<b>Fair Labor Standards Act</b>	Supporting documentation (see pages 91-95). Mr. Lovell stated that discussion will be held in the Executive Session due information dealing with salaries and classifications of individual Staff positions.	
<b>VFW Memorial Update</b>	Supporting documentation (see page 96). Mr. Wetzel informed the board that the bricks are in on this project. Ms. Davis asked if it will be ready for the holidays. Mr. Wetzel responded that it is scheduled to be ready on Veteran's Day in November.	
<b>Right of Way Beautification Study</b>	Supporting documentation (see page 97-98). Mr. Casey gave a PowerPoint presentation showing different designs from one consultant Vireo. He explained the different types of typology and the maintenance they would require. He noted that there are some opportunities to do low cost, low maintenance typologies that greatly improve our right of way landscaping.	
<b>Fall Tree Planting</b>	Supporting documentation (see pages 99-100). Mr. Morehead asked if this was delayed due to the warmer weather. Mr. Wetzel agreed and informed the board that they will start digging trees in the next week.	
<b>Summit Park Renovation Report</b>	Supporting documentation (verbal). Mr. Wetzel informed the board that a structural engineer from Hollis + Miller Architects has performed an inspection the shelter and provided on evaluation of structure and options.	
<b>Wi-Fi: Proposal from Time Warner</b>	Supporting documentation (see page 101). Mr. Snook and Andy Holmes have meet with Time Warner a few times. This was motivated by ITS reaching their limits of supporting the Wi-Fi needs at city facilities. We are getting Patron Comments about the access to streaming at the facilities on a weekly basis. We have provided Time Warner with a list of parks and facilities. They reviewed and did not have a problem with those locations. They have answered all of our questions to our satisfaction. We are now at the point of doing reference checks with contacts in Dallas and Southern California. There will be an internal discussion after all of that information is gathered. Then a proposal will be put together in the near future. Ms. Davis asked if there are other parks in the area that have Wi-Fi and where are they located. Mr. Snook stated that assessment hasn't been done. If they do it is probably similar to ours that is through their IT department.	

DRAFT - TO BE REVIEWED December 7, 2016

<b>Security Report</b>	Supporting documentation (see pages 102-109). Mr. Lovell asked if this quarterly report was helpful. The board agreed it was of value.	
<b>New Business</b>		
<b>End of Activity Reports</b>	Supporting documentation (see pages 110-127). There were no comments or discussion.	
<b>Administrative Staff Position Update</b>	Supporting documentation (see pages 128-129). Ms. Culbertson explained this is to support the need for part-time staff to support administration role at recreation operations. The responses we were getting for the part-time position posting were \$12.00 an hour and up. Pat Huskey is staying on till January to continue to give us support a few times a week. Raising the hourly wage will be less than creating a full time position or utilizing full time staff to fill in.	
<b>NRPA Conference Reports</b>	Supporting documentation (see pages 130-149). Mr. Snook informed the board that this was the best educational sessions collectively this year. He also commented that the trade show did not have a lot of new items this year. Mr. Dean agreed.	
<b>PATRON COMMENT REVIEW</b>		
There were no comments or discussion.		
<b>MONTHLY CALENDARS</b>		
Ms. Aulenbach confirmed the next Park Board meeting will be December 7, 2016.		
<b>BOARD ACTION ITEMS</b>		
Training Plan for Board and Staff – In progress		
<b>ROUNDTABLE</b>		
Ms. Aulenbach complimented the staff on a nice retreat. She thanked the staff for all of their extra work. She asked how Bailey Farm Park was going this year. Mr. Snook commented on the success of the Flashlight Friday's and the Haunted Maze attendance numbers have surpassed total attendance for last year. The Movie Nights and Teen Nights have lower attendance so far. Ms. McMillen Beelman attended the Wellness meeting last week and enjoyed Mr. Sherman's presentation. It was a great session and the spreadsheets were very helpful. Mr. Morehead was interviewed by a Boy Scout about being Park Board Vice President. The scout commented on the danger of walking Osage Trails park next to Pryor Road.		
<b>OTHER ITEMS</b>		
<b>MEETING ADJOURNMENT</b>		
Ms. Aulenbach moved the board into closed session Pursuant to Section 610.021 (3) of the Revised Statutes of the State of Missouri pertaining to the hiring, firing, disciplining or promoting of particular employees. Ms. McMillen Beelman seconded. Ms. Culbertson called the roll which was unanimous.		

## Financial Outlook as of October 31, 2016



Fund	Fund Balance @ 10/31/16 (unaudited)
Gamber Community Center	\$ 428,873
Legacy Park Community Center	\$ 1,172,540
Harris Park Community Center	\$ 386,458
Parks and Recreation	\$ 760,838
Summit Waves	\$ 188,748
Cemetery	\$ 1,298,558
Construction	\$ 1,675,586
Park COP	\$ 2,502,826

Fund	MTD 10/31/2016	Prior YTD Actual	Current YTD Actual	Approved FY17 Budget	Percentage of FY17 Budget
<b>Gamber Community Center</b>					
Revenue	\$33,937.00	\$166,709.00	\$170,997.00	\$532,693.00	32.10%
Expenses	\$26,476.00	\$163,685.00	\$135,059.00	\$474,121.00	28.49%
Income (Loss)	\$7,461.00	\$3,024.00	\$35,938.00	\$58,572.00	
<b>Legacy Park Community Center</b>					
Revenue	\$152,401.00	\$603,885.00	\$633,860.00	\$1,973,887.00	32.11%
Expenses	\$130,354.00	\$595,550.00	\$521,853.00	\$1,812,531.00	28.79%
Income (Loss)	\$22,047.00	\$8,335.00	\$112,007.00	\$161,356.00	
<b>Harris Park Community Center</b>					
Revenue	\$51,313.00	\$515,032.00	\$499,739.00	\$1,565,076.00	31.93%
Expenses	\$73,039.00	\$466,088.00	\$482,313.00	\$1,435,321.00	33.60%
Income (Loss)	(\$21,726.00)	\$48,944.00	\$17,426.00	\$129,755.00	
<b>Parks and Recreation</b>					
Revenue	\$28,718.00	\$186,752.00	\$119,918.00	\$3,453,037.00	3.47%
Expenses	\$198,506.00	\$1,136,259.00	\$919,592.00	\$3,259,755.00	28.21%
Income (Loss)	(\$169,788.00)	(\$949,507.00)	(\$799,674.00)	\$193,282.00	
<b>Summit Waves</b>					
Revenue	(\$180.00)	\$317,461.00	\$254,408.00	\$643,545.00	39.53%
Expenses	\$17,374.00	\$304,170.00	\$277,339.00	\$641,684.00	43.22%
Income (Loss)	(\$17,554.00)	\$13,291.00	(\$22,931.00)	\$1,861.00	
<b>Cemetery</b>					
Revenue	\$24,846.00	\$100,709.00	\$85,542.00	\$260,250.00	32.87%
Expenses	\$16,740.00	\$103,747.00	\$73,351.00	\$230,998.00	31.75%
Income (Loss)	\$8,106.00	(\$3,038.00)	\$12,191.00	\$29,252.00	
<b>Construction</b>					
Revenue	\$175,000.00	\$602,262.00	\$699,397.00	\$2,103,000.00	33.26%
Expenses	\$41,009.00	\$179,592.00	\$77,863.00	\$2,925,000.00	2.66%
Income (Loss)	\$133,991.00	\$422,670.00	\$621,534.00	(\$822,000.00)	
<b>Park COP Debt</b>					
Revenue	\$316,541.00	\$1,207,900.00	\$1,269,816.00	\$3,749,865.00	33.86%
Expenses	\$189,583.00	\$658,333.00	\$758,333.00	\$4,746,826.00	15.98%
Income (Loss)	\$126,958.00	\$549,567.00	\$511,483.00	(\$996,961.00)	

**GAMBER COMMUNITY CENTER  
FUND 201  
Financial Report for the Month and Year Ending October 31, 2016**



	Previous Year-to-date October 2015	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance	Approved FY17 Budget
<b>REVENUES</b>						
Activity & Membership Fees	44,376	12,513	49,131	52,932	(3,801)	169,689
User Charges	203	50	352	680	(328)	2,040
Rentals	61,556	21,094	62,770	60,613	2,157	181,840
Interest	1,012	-	31	-	31	-
Other Revenue	1,200	280	378	880	(502)	3,380
Miscellaneous	29	-	2	248	(246)	744
Transfers In from Park COP	58,333	-	58,333	58,333	-	175,000
<b>TOTAL REVENUES</b>	<b>166,709</b>	<b>33,937</b>	<b>170,997</b>	<b>173,686</b>	<b>(2,689)</b>	<b>532,693</b>
<b>EXPENDITURES</b>						
Personnel Services	85,911	19,473	79,819	91,344	(11,525) <sup>2</sup>	274,566
Other Supplies, Services and Charges	39,117	(2,451)	27,734	29,877	(2,143)	103,110
Repairs and Maintenance	11,626	1,482	2,020	4,033	(2,013)	14,900
Utilities	18,244	5,359	15,034	19,590	(4,556)	50,190
Interdepartment Charges	8,787	2,613	10,452	10,452	-	31,355
<b>TOTAL EXPENDITURES</b>	<b>163,685</b>	<b>26,476</b>	<b>135,059</b>	<b>155,296</b>	<b>(20,237)</b>	<b>474,121</b>
<b>NET GAIN / (LOSS)</b>	<b>3,024</b>	<b>7,461</b>	<b>35,938</b>	<b>18,390</b>	<b>17,548</b>	<b>58,572</b>

**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

392,935 <sup>1</sup>  
428,873

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

<sup>2</sup> The variance exists in Part Time Salaries. The budget includes a facility part time custodian. Facility management has shifted this position to a bathroom cleaning contract which will increase professional fees expense.

**LEGACY PARK COMMUNITY CENTER  
FUND 202  
Financial Report for the Month and Year Ending October 31, 2016**

	Previous Year-to-date October 2015	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance	Approved FY17 Budget
<b>REVENUES</b>						
Activity & Membership Fees	552,607	145,532	578,551	560,166	18,385	1,856,520
User Charges	1,123	527	1,071	1,262	(191)	4,192
Rentals	23,102	6,606	27,159	19,175	7,984	67,107
Interest	2,196	-	208	1,000	(792)	400
Other Revenue	485	130	454	327	127	3,146
Contributions	110	-	610	15,000	(14,390)	15,000
Miscellaneous	262	(394)	(1,691)	8	(1,699)	24
Transfers In	24,000	-	27,498	27,498	-	27,498
<b>TOTAL REVENUES</b>	<b>603,885</b>	<b>152,401</b>	<b>633,860</b>	<b>624,436</b>	<b>9,424</b>	<b>1,973,887</b>
<b>EXPENDITURES</b>						
Personnel Services	406,504	85,384	352,529	408,926	(56,397)	1,220,965
Other Supplies, Services and Charges	97,661	8,132	66,673	115,567	(48,894)	235,980
Repairs and Maintenance	19,520	18,272	36,453	40,647	(4,194)	86,742
Utilities	48,350	13,777	47,044	56,764	(9,720)	187,382
Capital Outlay	7,434	-	-	24,000	(24,000)	24,000
Interdepartment Charges	16,081	4,789	19,154	19,154	-	57,462
<b>TOTAL EXPENDITURES</b>	<b>595,550</b>	<b>130,354</b>	<b>521,853</b>	<b>665,058</b>	<b>(143,205)</b>	<b>1,812,531</b>
<b>NET GAIN / (LOSS)</b>	<b>8,335</b>	<b>22,047</b>	<b>112,007</b>	<b>(40,622)</b>	<b>152,629</b>	<b>161,356</b>

<b>BEGINNING FUND BALANCE</b>	1,060,533 <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>1,172,540</u></u>

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

<sup>2</sup> The variance is primarily in membership fees which are performing 4% higher than prior year.

<sup>3</sup> The \$15,000 budget is related to the RevUp sponsorship with a local hospital. The entire \$15,000 amount was budgeted in July. An agreement is currently being executed by the hospital and LSPR staff.

<sup>4</sup> Savings in personnel services is related to the vacancy in the full-time Maintenance Supervisor/Maintenance Specialist position and savings in part-time labor. Additionally, the budgeted workers compensation (\$13,200) has not posted of this report date.

<sup>5</sup> The variance is primarily related to expenditures for Professional Fees and Furniture, Fixtures, and Equipment. Additionally, Insurance Expense for the year has not posted as of this report date. The timing of when these expenses post in the accounting system often differs from the month the expenses were anticipated in the budget.

<sup>6</sup> The capital outlay budget includes watercraft storage (\$5,000) and aquatics paint (\$19,000). The timing of the watercraft storage is based on internal construction staff availability. The bids received for the aquatics paint project were higher than the amount included in the budget. Therefore, the project will not be scheduled this fiscal year.

**HARRIS PARK COMMUNITY CENTER  
FUND 530  
Financial Report for the Month and Year Ending October 31, 2016**

	Previous Year-to-date October 2015	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance	Approved FY17 Budget
<b>REVENUES</b>						
Activity Fees	345,794	34,692	375,538	474,018	(98,480) <sup>2</sup>	1,108,269
User Charges	3,200	-	8,697	13,100	(4,403)	24,700
Rentals	44,328	9,432	38,752	52,254	(13,502) <sup>3</sup>	183,746
Interest	739	-	(63)	-	(63)	-
Other Revenue	671	115	876	2,830	(1,954)	4,560
Contributions	5,790	5,000	36,750	21,000	15,750 <sup>4</sup>	143,675
Miscellaneous	22,601	2,074	16,637	21,721	(5,084)	32,471
Transfers In	91,909	-	22,552	22,552	-	67,655
<b>TOTAL REVENUES</b>	<b>515,032</b>	<b>51,313</b>	<b>499,739</b>	<b>607,475</b>	<b>(107,736)</b>	<b>1,565,076</b>
<b>EXPENDITURES</b>						
Personnel Services	288,424	33,824	275,879	286,905	(11,026) <sup>5</sup>	736,845
Other Supplies, Services and Charges	148,793	28,075	161,988	210,747	(48,759) <sup>6</sup>	567,133
Repairs and Maintenance	10,186	-	4,416	6,772	(2,356)	18,715
Utilities	12,533	9,317	29,241	29,051	190	73,256
Capital Outlay	-	-	-	4,000	(4,000)	14,000
Depreciation	15,134	3,783	15,132	15,132	-	45,396
Transfers Out	-	-	3,498	3,498	-	3,498
Interdepartment Charges	6,152	1,823	7,291	7,291	-	21,874
<b>TOTAL EXPENDITURES</b>	<b>466,088</b>	<b>73,039</b>	<b>482,313</b>	<b>548,264</b>	<b>(65,951)</b>	<b>1,435,321</b>
<b>NET GAIN / (LOSS)</b>	<b>48,944</b>	<b>(21,726)</b>	<b>17,426</b>	<b>59,211</b>	<b>(41,785)</b>	<b>129,755</b>

**BEGINNING FUND BALANCE**

369,032<sup>1</sup>

**ENDING FUND BALANCE**

386,458

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

<sup>2</sup> The variance is primarily related to activity fees for Camp Summit being incorrectly budgeted as two weekly payments in the month of August as opposed to one payment, gate receipts from amphitheater concerts coming in lower than anticipated in the budget, Fall softball and kickball being moved back later in the year, youth futsal not holding the 3rd & 4th grade division, low girls basketball signs-up numbers, and trapshooting & tennis classes that did not meet minimum attendance. In addition, the timing of when revenue is budgeted often differs from when the revenue posts in the financial system.

<sup>3</sup> The variance in rentals is primarily related to Entire Gym Floor Rentals, Room AB rentals, and lower than anticipated Athletics rentals.

<sup>4</sup> The variance is related to the timing of when sponsorship revenues are received compared to when they are budgeted in the system (budgeted in October and April). Proceeds from several unbudgeted sponsorships are expected to continue to push up the Contribution number in the coming months.

<sup>5</sup> The variance is related to worker's compensation not being posted as of this report date and savings from full time personnel's actual health insurance costs which is budgeted at a blended rate.

<sup>6</sup> The variance is primarily related to variances in Professional Fees (\$4,000), Insurance Expense (\$15,000), and Rental/Lease Expense (\$16,000). The lower Professional Fees correlates to lower revenue from activity fees. The lower Rental/Lease correlates to lower revenue from facility rentals. Insurance Expense for the year has not posted as of this report date.



**PARKS & RECREATION  
FUND 200  
Financial Report for the Month and Year Ending October 31, 2016**

	Previous Year-to-date October 2015	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance		Approved FY17 Budget
<b>REVENUES</b>							
Taxes	55	-	-	-	-		3,189,191
Fines & Forfeitures	5,159	1,104	5,268	6,750	(1,482)		20,250
Interest	5,444	4	(1,965)	1,667	(3,632)		5,000
Other Revenue	3,140	185	964	833	131		2,500
Contributions	12,050	18,135	44,148	29,634	14,514	<sup>2</sup>	88,903
Miscellaneous	62,566	9,290	43,802	21,363	22,439	<sup>3</sup>	64,091
Transfers In	98,338	-	27,701	27,701	-		83,102
<b>TOTAL REVENUES</b>	<b>186,752</b>	<b>28,718</b>	<b>119,918</b>	<b>87,948</b>	<b>31,970</b>		<b>3,453,037</b>
<b>EXPENDITURES</b>							
Personnel Services	647,566	128,592	530,083	603,831	(73,748)	<sup>4</sup>	1,794,952
Other Supplies, Services and Charges	307,751	39,751	261,513	284,818	(23,305)	<sup>5</sup>	854,455
Repairs and Maintenance	81,861	15,608	57,218	115,675	(58,457)	<sup>6</sup>	347,026
Utilities	25,199	4,919	42,320	31,917	10,403	<sup>7</sup>	95,750
Fuel & Lubricants	12,331	4,210	6,754	11,776	(5,022)		35,327
Capital Outlay	-	-	-	26,517	(26,517)	<sup>8</sup>	81,350
Interdepartment Charges	52,122	14,524	58,094	58,094	-		174,281
Transfer to ITS	50,216	1,098	4,394	4,394	-		13,182
Reimbursement - Interfund	(40,787)	(10,196)	(40,784)	(40,784)	-		(136,568)
<b>TOTAL EXPENDITURES</b>	<b>1,136,259</b>	<b>198,506</b>	<b>919,592</b>	<b>1,096,238</b>	<b>(176,646)</b>		<b>3,259,755</b>
<b>NET GAIN / (LOSS)</b>	<b>(949,507)</b>	<b>(169,788)</b>	<b>(799,674)</b>	<b>(1,008,290)</b>	<b>208,616</b>		<b>193,282</b>

**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

1,560,512 <sup>1</sup>  
760,838

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

<sup>2</sup> The variance in Contributions is related to proceeds from R7 usage fees and tournaments from the YSAs. The budgeted revenue is spread evenly by month, revenue is posted as it is collected, resulting in a timing difference.

<sup>3</sup> The variance in Miscellaneous revenue is related to reimbursement for the CDBG project. The project was done internally with park operations staff, related pcard charges were reimbursed accordingly through the refund and reimbursement account.

<sup>4</sup> The variance in Personnel Services is related to savings in full time and part time salaries in both the administration and park operations programs. Additionally, Workers Compensation expense of \$18,000 has not been posted as of this report date.

<sup>5</sup> The variance primarily exists in Asphalt, Jackson Co Collection Fees, and Chemical Supplies. Additionally, Insurance Expense for the year has not posted as of this report date. The timing of when expenditures are reported in the accounting system often differs from the month the expenditures were budgeted.

<sup>6</sup> The majority of the variance is in Maintenance Grounds. The timing of when expenditures are reported in the accounting system often differs from the month the expenditures were budgeted. The Maintenance Grounds budget includes items such as replacement tennis nets, tree replacement, trash barrels, dog park overseeding, dugout covers, trail distance marker replacement, and shrub replacement. These items are purchased/installed based on staff availability and weather.

<sup>7</sup> The variance is related to water/sewer charges. Water charges were spread evenly throughout the year in the budget. Actual water usage is much higher during the warmer months, especially when the splashpad at Miller J. Fields is operational, with corresponding charges being higher during these months.

<sup>8</sup> The variance is related to capital project budgets being spread evenly by month for the fiscal year. The timing of the expenditure posting often differs from budget and is dependent on staff resource availability. The majority of the capital projects are anticipated to be completed in Spring 2017.

**SUMMIT WAVES  
FUND 203  
Financial Report for the Month and Year Ending October 31, 2016**

	Previous Year-to-date October 2015	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance	Approved FY17 Budget
<b>REVENUES</b>						
Activity Fees	248,434	(25)	202,963	218,376	(15,413) <sup>2</sup>	529,667
User Charges	57,603	-	46,485	56,684	(10,199) <sup>3</sup>	87,748
Rentals	10,512	(155)	4,426	12,095	(7,669)	24,398
Interest	594	-	533	167	366	500
Miscellaneous	318	-	1	90	(89)	1,232
<b>TOTAL REVENUES</b>	<b>317,461</b>	<b>(180)</b>	<b>254,408</b>	<b>287,412</b>	<b>(33,004)</b>	<b>643,545</b>
<b>EXPENDITURES</b>						
Personnel Services	160,473	5,904	155,701	162,528	(6,827)	321,879
Other Supplies, Services and Charges	70,599	2,725	47,021	48,898	(1,877)	142,588
Repairs and Maintenance	19,701	5,451	13,403	5,250	8,153	50,313
Utilities	40,307	1,208	46,886	45,800	1,086	70,890
Interdepartment Charges	7,105	2,086	8,343	8,343	-	25,029
Capital Outlay	-	-	-	-	-	25,000
Transfers Out (To 200)	5,985	-	5,985	5,985	-	5,985
<b>TOTAL EXPENDITURES</b>	<b>304,170</b>	<b>17,374</b>	<b>277,339</b>	<b>276,804</b>	<b>535</b>	<b>641,684</b>
<b>NET GAIN / (LOSS)</b>	<b>13,291</b>	<b>(17,554)</b>	<b>(22,931)</b>	<b>10,608</b>	<b>(33,539)</b>	<b>1,861</b>

**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

211,679<sup>1</sup>  
188,748

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

<sup>2</sup> A majority of the variance is in Gate Receipts. Summit Waves management attributes the variance to inclement weather in July and early August and lower than expected attendance when R-7 was back in session.

<sup>3</sup> The User Charges variance is specifically related to lower than expected concession sales. Concession sales are directly correlated to attendance. (See note #2)

**Note: Construction settlement funds of \$142,050 are held in an account on the balance sheet. When any related repairs are made, funds will be transferred from that account to the expenditure account to reimburse costs.**

**CEMETERY TRUST  
FUND 204  
Financial Report for the Month and Year Ending October 31, 2016**

	Previous Year-to-date October 2015	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance	Approved FY17 Budget
<b>REVENUES</b>						
Services	29,376	13,903	38,216	31,083	7,133	93,250
Sale of Personal Property	67,806	10,943	47,080	53,333	(6,253)	160,000
Interest	3,514	-	246	2,333	(2,087)	7,000
Miscellaneous	13	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>100,709</b>	<b>24,846</b>	<b>85,542</b>	<b>86,749</b>	<b>(1,207)</b>	<b>260,250</b>
<b>EXPENDITURES</b>						
Personnel Services	26,738	4,427	19,633	21,500	(1,867)	64,758
Other Supplies, Services and Charges	44,511	8,146	39,059	36,364	2,695	109,092
Repairs and Maintenance	2,996	675	1,070	4,877	(3,807)	14,630
Utilities	958	243	1,089	1,450	(361)	4,350
Fuel & Lubricants	364	165	165	400	(235)	1,200
Interdepartment Charges	4,672	1,331	5,323	5,323	-	15,968
Transfers Out (To 026)	23,508	1,753	7,012	7,012	-	21,000
<b>TOTAL EXPENDITURES</b>	<b>103,747</b>	<b>16,740</b>	<b>73,351</b>	<b>76,926</b>	<b>(3,575)</b>	<b>230,998</b>
<b>NET GAIN / (LOSS)</b>	<b>(3,038)</b>	<b>8,106</b>	<b>12,191</b>	<b>9,823</b>	<b>2,368</b>	<b>29,252</b>

<b>BEGINNING FUND BALANCE</b>	1,286,367 <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>1,298,558</u></u>

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

**CONSTRUCTION FUND  
FUND 327  
Financial Report for the Month and Year Ending October 31, 2016**

	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance	Approved FY17 Budget
<b>REVENUES</b>					
Interest		(603)	1,000	(1,603)	3,000
Contributions				-	-
Miscellaneous				-	-
Transfers from Fund 200				-	-
Transfers from Fund 410	175,000	700,000	700,000	-	2,100,000
<b>TOTAL REVENUES</b>	<b>175,000</b>	<b>699,397</b>	<b>701,000</b>	<b>(1,603)</b>	<b>2,103,000</b>
<b>EXPENDITURES</b>					
Additions to Const in Progress	41,009	77,863	700,000	(622,137)	2,925,000
<b>TOTAL EXPENDITURES</b>	<b>41,009</b>	<b>77,863</b>	<b>700,000</b>	<b>(622,137)</b>	<b>2,925,000</b>

<b>BEGINNING FUND BALANCE</b>	<u>1,054,052</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>1,675,586</u></u>

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

<sup>2</sup> Funding for proposed projects in the FY17 budget include:

	Approved - FY17 Budget
SW Community Center (\$100,000 planning; total project estimate \$6,850,000)	\$ 250,000
Bailey Park (\$25,000 planning; total project estimate \$2,625,000)	725,000
Lea McKeighan North (total project estimate \$2,600,000)	1,400,000
Hartman Park Improvements (\$50,000 planning; total project estimate \$400,000)	350,000
Practice Space Improvements (total project estimate \$300,000)	200,000
<b>Total</b>	<b><u>\$ 2,925,000</u></b>

**Note:** FY2017 expenditures may include costs incurred for projects that have carried over from the prior year budget. See Projects Review report.

**PARKS COP DEBT  
FUND 410  
Financial Report for the Month and Year Ending October 31, 2016**

	Month-to-Date October 2016	Year-to-Date October 2016	Year-to-Date Budget	Year-to-Date Variance		Approved FY17 Budget
<b>REVENUES</b>						
Taxes	329,021	1,339,363	1,356,829	(17,466)	<sup>2</sup>	3,922,462
EATS	(12,480)	(67,501)	(59,200)	(8,301)	<sup>2</sup>	(177,597)
Interest	-	(2,046)	5,000	(7,046)	<sup>3</sup>	5,000
<b>TOTAL REVENUES</b>	<b>316,541</b>	<b>1,269,816</b>	<b>1,302,629</b>	<b>(32,813)</b>		<b>3,749,865</b>
<b>EXPENDITURES</b>						
Debt Service	-	-	-	-		2,471,826
Transfers Out-Gamber Center	14,583	58,333	58,333	-		175,000
Transfers Out-Construction Fund	175,000	700,000	700,000	-		2,100,000
<b>TOTAL EXPENDITURES</b>	<b>189,583</b>	<b>758,333</b>	<b>758,333</b>	<b>-</b>		<b>4,746,826</b>
<b>NET GAIN / (LOSS)</b>	<b>126,958</b>	<b>511,482</b>	<b>544,296</b>	<b>(32,813)</b>		<b>(996,961)</b>

<b>BEGINNING FUND BALANCE</b>	1,991,344 <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>2,502,826</u></u>

<sup>1</sup> Beginning Fund Balance is unaudited and subject to change.

<sup>2</sup> See separate Sales Tax Report included in this packet.

# MEMORANDUM



**Date:** December 7, 2016

**To:** J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation

**From:** Carole Culbertson  
Superintendent of Administrative Services

**Re:** Sales Tax Update – November 2016

November sales tax proceeds total \$223,450 which is 83.2% of the monthly projection. Year-over-year actual receipts totaled \$53,632 more than receipts through November 2015. The budget spread for FY17 is based on the monthly receipts for the previous year. Monthly receipts are impacted by the timing of remittance to the State of Missouri. There are times our proceeds do not include all of the top 15 business and are received the following month. For the month of November, 4 of the top 15 were not included in the receipts.

The economic activity tax (EATS) reimbursement data for the month of November is not available at reporting date.

	Budget	Actual	Amount Difference	% Difference
<b>Cumulative Balance Through FY 2016</b>	<b>55,539,074</b>	<b>56,880,178</b>	<b>1,341,104</b>	<b>2.41%</b>
<b>FY 2017</b>				
YTD Balance Forward - Sales Tax	1,356,829	1,339,363	(17,466)	-1.29%
YTD Balance Forward - EATS	(59,200)	(67,501)	(8,301)	14.02%
Sales Tax Receipts - November 2016	268,708	223,450	(45,258)	-16.84%
EATS - November 2016	(14,800)	-	14,800	-100.00%
<b>YTD Balance - Sales Tax</b>	<b>1,625,537</b>	<b>1,562,813</b>	<b>(62,724)</b>	<b>-3.86%</b>
<b>YTD Balance - EATS</b>	<b>(74,000)</b>	<b>(67,501)</b>	<b>6,499</b>	<b>-8.78%</b>
<b>LIFE-TO-DATE DATA BY SALES TAX</b>				
<b>Cumulative Net Proceeds - 1/4 cent Sales Tax</b>	<b>24,875,164</b>	<b>25,429,880</b>	<b>554,716</b>	<b>2.23%</b>
<b>Cumulative Net Proceeds - 3/8 cent Sales Tax</b>	<b>32,215,447</b>	<b>32,945,610</b>	<b>730,163</b>	<b>2.27%</b>

This sales tax update report represents the sales tax proceeds received from the voter approved 3/8 cent sales tax (1998 – 2008) and the approval for the continuation of a 1/4 cent sales tax for another 10 years (2008 – 2018). The 1/4 cent sales tax, which was to expire in March 2018, was extended for another 15 years by the voters on August 2, 2016.



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## Memorandum

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**Date:** November 3, 2016

**To:** J. Thomas Lovell, Jr. CPRP  
Administrator of Parks & Recreation

**From:** David S. Dean  
Superintendent of Recreation Services II

**Re:** Summit Waves media blasting bid recommendation

**CC:** Joe Snook, CPRP  
Assistant Administrator of Parks & Recreation

In the FY17 Summit Waves budget staff requested \$18,723 for the media blasting of the lap pool. During the spring de-winterization and season prep process it was noted by staff that the slide plunge pool and action river were both in need of media blasting prior to the 2017. Each body of water has estimated 5-7 coats of white paint and 4-5 coats of brown paint. Many areas have begun to peel (pictures on attachment A), and the only way to address this issue is through the removal of all the paint. Additionally, the action river has several cracks that need to be addressed, and by removing the paint, staff will be able to better identify the areas of concern and address them prior to the recoating process.

Bids for media blasting of the activity pool were opened on November 1, 2016, with bids ranging from \$74,483.25 - \$154,449. 61 firms were notified of the bid, 29 firms accessed the bid and 7 responded to the bid via Public Purchase. Two of the firms that submitted bids were deemed unresponsive for not completing required portions of the bid document. Based on staff's review of the bids (bid tab can be found on attachment B) and the positive reference checks, I recommend that LSPR accept bid #2017-049 from A1A Sandblasting in an amount not to exceed \$74,483.25 for the media blasting of the Summit Waves lap pool, slide plunge pool and action river. The \$56,642.50 needed to cover the cost of the action river sandblasting will come from a transfer from the \$142,000 settlement fund that was setup to address repairs to the action river as issues arise. The project will be scheduled with the vendor with a completion date of no later than April 1, 2017.

If you have questions or need additional information please let me know.

**Recommended Motion:**

I move to approve the contract for Summit Waves media blasting services with A1A Sandblasting in an amount not to exceed \$74,483.25.





**UNOFFICIAL BID EVALUATION  
Attachment B**

This is the unofficial bid tabulation and only reflects the reading of the bids and not the evaluation process of bids received.

BID NUMBER: 2017-049		BIDDER			BIDDER			BIDDER			BIDDER			BIDDER			BIDDER					
PROJECT: MEDIA BLASTING OF THE ACTION RIVER, SLIDE PLUNGE POOL & LAP POOL AT THE SUMMIT WAVES AQUATIC CENTER OPEN: November 1st, 2016 at 11:00am OPENED BY: Tarah Daugherty		A1A Sandblasting (Iowa) Cedar Rapids, IA			Dayco Painting, Inc. Grandview, MO <b>*NON-RESPONSIVE*</b>			Genesis Construction Services Blue Springs, MO			Long Blasting Painting Holt, MO <b>*NON-RESPONSIVE*</b>			Mid-America Pool Renovation, Inc. Grandview, MO <b>*Alternate Bid Submitted*</b>			MVP Painting Grandview, MO			PCI Coatings Lenexa, KS		
Item No. & Description	Estimated Quantity	Unit Price (Sq. Ft)	Total Price	No. of Days to Complete (Weather Permitting)	Unit Price (Sq. Ft)	Total Price	No. of Days to Complete (Weather Permitting)	Unit Price (Sq. Ft)	Total Price	No. of Days to Complete (Weather Permitting)	Unit Price (Sq. Ft)	Total Price	No. of Days to Complete (Weather Permitting)	Unit Price (Sq. Ft)	Total Price	No. of Days to Complete (Weather Permitting)	Unit Price (Sq. Ft)	Total Price	No. of Days to Complete (Weather Permitting)			
4.1 Action River Media Blast	22,657 Sq. Ft	\$2.50	\$56,642.50	15-30 Days	\$3.50	\$79,299.00		\$5.08	\$114,987.00	6 wks	\$2.61	\$59,143.00	29	\$4.82	\$109,260.00	12 Days	\$3.92	\$88,815.00	32	\$3.80	\$86,179.00	16
4.2 Slide Plunge Pool Media Blast	2,315 Sq. Ft	\$2.50	\$5,787.50	2-5 Days	\$3.50	\$8,102.00		\$5.20	\$12,040.00	2 wks	\$2.85	\$6,595.00	3	\$4.82	\$11,158	3 Days	\$4.90	\$11,343.00	5	\$4.99	\$11,572.00	5
4.3 Lap Pool Media Blast	5,357 Sq. Ft	\$2.25	\$12,053.25	4-7 Days	\$3.50	\$18,749.00		\$5.12	\$27,422.00	4 wks	\$3.51	\$18,821.00	7	\$4.82	\$25,821.00	4 Days	\$4.57	\$24,481.00	10	\$4.72	\$25,384.00	10
<b>GRAND TOTAL</b>		\$74,483.25		45 Days	\$106,150.00			\$154,449.00			\$84,559.00 Tarah manually calculated based on his Total Price Bid			\$146,200.00	(Attachment)	\$124,639.00	47	\$123,135.00				
4.4 Cost for additional media blastings		\$2.50/Sq. Ft			\$3.50/Sq. Ft			\$5.08/Sq. Ft						Bidder has crossed out additional media blasting & notated "Repair of Surface" \$5.80/Sq. Ft (Total Unknown)			\$4.40/Sq. Ft			\$5.00/Sq. Ft		
4.5 State hours and days of operation:		Mon-Fri 7-5 Our Company works 5-7 days depending upon the need			7am to 3:30PM			7am to 3:30PM Mon-Fri			Mon-Fri 8AM to 5PM			Mon-Sat 8am-5pm			7AM-3:30PM			7am to 3:30PM Mon-Fri		
4.6 Bidder is able to meet the deadline date for completion of 4.1-4.3 in accordance to Section 3.0 Specification by April 1st, 2017.		Yes			Yes			Yes			Yes			Yes			Yes			Yes		
4.7 City standard payment terms are Net 30 after receipt of invoice. State any discounts offered		2%-15 Days												None								
4.8 Registered with Public Purchase		Yes			Yes			Yes			Yes			Yes			Yes			Yes		
4.9 Please list name, position, phone number and email address for the Project Manager to be responsible for said project:		Michael D. Marjama Owner/Operator 319-450-4510 iowablaster@yahoo.com						Mark Marmon, Coatings Director 229-5900 mmarmon@genesiseniro.com			Wayne Long/Owner 816-835-9920 Wayne@longblastingpainting.com			Mike Miller, PM			Dustin Walters, PM 816-985-1826 dustin@mvppainting.net			Chris Coffman Project Manager 816-564-1167 chris.coffman@pcg.com		
<b>Comments:</b>					<b>*NON-RESPONSIVE*</b> Did NOT complete all spaces of Section 4.0 Pricing			His Total Price is Off based on his unit pricing but bid doc says "unit prices shall prevail"			<b>*NON-RESPONSIVE*</b> Didn't Complete Pg 1 of the bid document or complete all spaces in Pricing Section.  His Total Price is Off based off of his unit pricing. Tarah calculated Grand Ttl but this is likely wrong based on his unit pricing being off. Bid doc says "unit prices shall prevail"			<b>**Alternate Process Bid as per Attachment**</b> Bidder has noted Paint removal by Hydro-Blasting (no media used). Additional Details submitted with bid. Bidder has indicated that in order to meet scheduling deadline, all pricing bid is contingent on immediate start, His Total Price is Off based off of his unit pricing. His Total Price is Off based on his unit pricing. Bid Doc says "unit prices shall prevail"								

# MEMORANDUM



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**Date:** 11/7/2016  
**To:** Joe Snook, Assistant Administrator of Parks & Recreation  
**From:** Ryan Gibson, Harris Park Community Center Manager  
**Cc:** David Dean/Tede Price, Superintendents of Recreation, Jodi Bell, LPCC Manager II  
**Re:** LSPR Passport Pass

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Staff has seen an increase in interest from patrons with memberships to Legacy Park Community Center (LPCC) and Gamber Community Center (GCC) in being able to have access through their membership to Harris Park Community Center (HPCC) to utilize the gym for pickle ball, basketball and other activities. Staff discussed the idea of adding HPCC as an option to the LSPR passport membership as well as adding a monthly membership to HPCC. Staff believes HPCC is an ideal location to add pickle ball options, additional basketball court space as well as expand group fitness classes and the potential to add programming such as walking groups/clubs.

Currently HPCC operates with a limited amount of ball time/open gym time and a significant amount of time dedicated to league reservations, club team rentals and Camp Summit. Staff believes that expanding the day time operating hours of HPCC and implementing a new HPCC monthly membership pass as well as adding HPCC to the LSPR passport membership will allow HPCC to expand a number of different programs that are already in place at LSPR. HPCC would be able to host pickle ball, open gym basketball and volleyball, have ample amount of space to expand group fitness classes that require minimal use of equipment, such as yoga, pilates, insanity, boot camp, etc. and could open the door for new walking/running programs during the winter months. HPCC can also be added as a building to cater to the Silver Sneaker and Prime members.

Staff held listening sessions to discuss potential changes to the LSPR passport membership (adding HPCC), and the addition of a standalone HPCC membership. Staff received positive feedback from the patrons in regards to the direction staff was going with the new hours of operation at HPCC as well as the structure of the LSPR passport and the HPCC membership.

*Attachment A* provides a breakdown of the current and proposed hours of operation, fees/memberships and staffing for HPCC.

*Attachment B* provides detail regarding additional revenue and expenses pertaining to the expansion of operations at HPCC.

- Additional revenue would be collected from user fees from open gym, HPCC memberships/passport and Silver Sneakers/Prime.
- The areas which expense would be affected initially would be janitorial supplies. If it was deemed necessary to provide part time staff at the front desk, additional expenses would be incurred at an estimated cost of \$3,950.40. (6 hrs x 2days x \$8.23/hour x 40wks)

- Utilities will not be affected significantly since utilization of utilities is currently occurring with staff being located in the building.

**Concerns:**

- Front Desk Coverage – In order to minimize additional expenses, full time staff located at HPCC will provide coverage to patrons checking in and set up of court space as needed. Communication of schedules and work priorities will need to occur on a daily/weekly time frame between staff to ensure coverage of the facility during the week. Additionally, staff will need to be mindful of the new FSLA regulations and staff schedules.
- Availability of the facility – HPCC is unique to the fact Camp Summit utilizes the space from the end of May to mid August which minimizes the availability of the space to patrons to evenings and weekends (weekend availability varies) only during this time. Staff will also have to make sure communication is consistent regarding space and gym availability to open gym, passport and silver sneaker members. Taking in to account 12 weeks for Camp Summit, 2 weeks per year for the Kids Closet Consignment store and 1 week for floor resurfacing, there is a minimum of 15 weeks per year the facility will be unavailable to patrons.

Based on the information provided and the positive response from the listening sessions, staff recommends implementing the addition of HPCC into the passport pass beginning January 1, 2017. This will allow staff time to market the “new” passport membership, train new and current staff on membership options and communicate this new option to current passport and Silver Sneakers/Prime members. Staff will observe and track usage through the first three months (January – March) and make adjustments.

Staff will work with the LSPR Marketing Coordinator to promote the new membership options and operating hours to the Lee’s Summit and surrounding communities through email blasts, social media posts, updates to facility websites pages and to the LSPR website, flyers posted at facilities, postcards distributed to facilities and local businesses and advertising in the Spring 2017 LS Illustrated. Staff will work in conjunction with the building managers of HPCC, LPCC and GCC to review the current membership forms and update the forms to represent the new passport and the HPCC membership options. This will be completed by December 16, 2016.

**Recommended Motion:**

I move to approve the changes as outlined in the memo above to add Harris Park Community Center to the LSPR Passport option and to add a Harris Park Community Center membership option.

## Attachment A

### Current

**Hours of Operation** Mon-Fri: 3-5pm Ball Time  
May – Aug: 6-9pm Open Gym  
Saturday & Sunday – Varies based on leagues/rentals  
-Nov – April: Average 5hrs/wknd of Open Gym  
-May – Oct: Average 10hrs/wknd of Open Gym

**Fees/Memberships** Ball Time: \$3.00/Resident; \$4.00/Non-Resident  
Open Gym: \$4.00/Resident; \$5.00/Non-Resident  
No Membership options  
No Silver Sneakers or Prime

**Staffing** Mon-Fri: 1 Service Rep; 3-7:00pm  
Mon-Fri: 1 Site Supervisor; 7:00pm-completion of events  
Sat & Sun: 1 Site Supervisor, 1 Service Rep  
-Weekend schedule is a split shift, time varies based on coverage needs

### Proposed

Mon-Fri: 9am-5pm Open Gym (Sept-April)  
Saturday & Sunday – Varies based on leagues/rentals  
-Nov – April: Average 5hrs/wknd of Open Gym  
-May – Oct: Average of 10hrs/wknd of Open Gym

<sup>1</sup>*Open Gym*: \$4.00/Resident; \$5.00/Non-Resident

<sup>2</sup>*HPCC Flex Membership*: \$12.00/Month  
\$25.00/Service Fee

*Passport* – No additional fee for patron.

-Current split is 62.50% LPCC, 37.5% GCC

-Proposed split: 57.5% LPCC, 37.5% GCC, 5% HPCC

-Annual Passport Examples: \$240 (\$20/month)

LPCC-\$120, GCC-\$90, HPCC-\$30

<sup>3</sup>*Silver Sneaker & Prime*: No additional fees

Mon-Fri: 1 Service Rep; 3-7:00pm  
Mon-Fri: 1 Site Supervisor; 7:00pm-completion of events  
Sat & Sun: 1 Site Supervisor, 1 Service Rep  
-Weekend schedule is a split shift, time varies based on coverage needs

<sup>1</sup> In order to minimize the price point, the ball time fee is removed and the open gym fee becomes a single visit price point. This is also justified with the additional hours of operation available.

<sup>2</sup> Good only for access to HPCC.

<sup>3</sup> HPCC is an available location or Silver Sneakers & Prime but patron must be enrolled as a LPCC Silver Sneaker or Prime member.



**Current Budget (FY16 Projections)**

<b>Revenue</b>	
Gate Reciepts (Ball Time & Open Gym)	\$6,886.00
Facility Rentals	\$111,349.00
Misc Rev	\$27,115.00
Contributions-Sponsors	\$32,000.00
<b>Total</b>	<b>\$177,350.00</b>
<b>Expenses</b>	
Indirect Expense	\$174,896.00
Direct Expense	\$297,647.00
<b>Total</b>	<b>\$472,543.00</b>
<b>NET</b>	<b>-\$295,193.00</b>

**Proposed Budget**

<b>Revenue</b>	
Gate Reciepts (Single Visit)	\$6,886.00
Membership Fees	\$7,836.00
Facility Rentals	\$113,489.00
Misc Rev	\$27,115.00
Contributions-Sponsors	\$32,000.00
<b>Total</b>	<b>\$187,326.00</b>
<b>Expenses</b>	
Indirect Expense	\$174,896.00
Janitorial Supplies	\$326.10
Direct Expense	\$297,647.00
<b>Total</b>	<b>\$472,869.10</b>
<b>NET</b>	<b>-\$285,543.10</b>

**Revenue Detail**

<b>Passport</b> <i>(\$46,320 (current pp rev.) x 0.05% )</i>	\$2,316.00
<b>Silver Sneakers &amp; Prime</b> <i>(10 visits per month x \$3/visit x 9months)</i>	\$270.00
<u>HPCC Flex Membership Options</u> <b>HPCC Monthly Membership</b> <i>(30 members x \$25.00 Service Fee + 30 members x \$12.50/month x 12 months)</i>	\$5,250.00
<b>Flex Membership</b> <i>(Member would pay \$25.00 service fee and \$12.50 per month fee, but their membership would expire in the system on May 1 - the participant may sign back up for the membership, and if done so by September 1 the \$25.00 service fee will be waived)</i>	

**Expense Detail**

<b>Janitorial Supplies</b> <i>(\$6,522 (current supply budget) x 0.05%)</i>	\$326.10
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**TO:** J. Thomas Lovell, Jr., CPRP  
 Administrator of Parks and Recreation

**DATE:** December 7, 2016

**FROM:** Joe Snook, Assistant Administrator of Parks and Recreation  
 Carole Culbertson, Superintendent of Administration  
 David Dean, Superintendent of Recreation Services  
 Steve Casey, Superintendent of Park Development and Construction  
 Devin Wetzel, Superintendent of Park Operations  
 Tede Price, Superintendent of Recreation Services



**SUBJECT:** FY17 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget <sup>1</sup>	Exp to Date	Variance <sup>2</sup>	Status	Estimated Completion <sup>3</sup>
<b>Gamber Center Fund (201)</b>					
None	-	-	-		
<b>Legacy Park Community Center Fund (202)</b>					
Paint ceiling in the Aquatics Area	19,000	-	19,000	Move to FY18	
Storage for Watercraft	5,000	-	5,000	Design in progress	Apr-17
	24,000	-	24,000		
<b>Harris Park Community Center Fund (530)</b>					
Ice Machine Replacement	4,000	-	4,000	On hold	N/A
Carpet Replacement	10,000	-	10,000	Reviewing samples	Jan-17
	14,000	-	14,000		
<b>Parks and Recreation Fund (200)</b>					
<b>Operations</b>					
Asphalt Maintenance	64,316	-	64,316		Jun-17
Shelter replacement at Wadsworth Park	17,000	-	17,000	On hold	Feb-17
Bike racks in various parks	7,750	-	7,750	Reviewing options	Feb-17
	-	-	-		
<b>Legacy Park</b>					
Asphalt maintenance	123,600	39,726	83,874		Jun-17
Dyke Park PIP surface repair	10,500	-	10,500	Reviewing options	Mar-17
Drinking fountain replacements	5,620	-	5,620	Reviewing options	May-17
Shelter additions at Softball Venue	29,300	-	29,300	Reviewing options	Mar-17
Shelter additions at Baseball Venue	14,500	-	14,500	Reviewing options	Mar-17
Additional stacking rock on the shore at Legacy Lake	11,000	-	11,000	On Hold	Jun-17
<b>Administration</b>					
Upgrade to City's financial software - Lawson	13,182	-	13,182		Mar-17
	296,768	39,726	257,042		
<b>Summit Waves Fund (203)</b>					
Repainting the yellow tube slide	25,000	-	25,000	Reviewing paint options	May-17
	25,000	-	25,000		
<b>Cemetery Fund (204)</b>					
None	-	-	-		
<b>Capital Projects Fund (327)</b>					
SW Community Center (\$100,000 planning, total project estimate \$6,850,000)	250,000	-	250,000	On Hold	Jan-18
Bailey Park (\$25,000 planning; total project estimate \$2,625,000)	725,000	7,258	717,742	Master Planning in progress	Jan-17
Lea McKeighan North (total project estimate \$4,400,000)	1,600,000	34,917	1,565,083	Design in progress	Jan-18
Hartman Park Improvements (total project estimate \$400,000)	385,000	-	385,000	Design in progress	Jan-17
South Lee's Summit Trailhead Study (\$15,000 planning budget)	15,000	-	15,000	Finalizing scope of study	Dec-16
Practice Space Improvements (total project estimate \$300,000)	200,000	-	200,000	Design in progress	Oct-17
Legacy Park Trail Connector	50,000	37,005	12,995	Project Complete	Nov-16
	-	-	-		
	3,225,000	79,180	3,145,820		
<b>TOTAL</b>	<b>3,584,768</b>	<b>118,906</b>	<b>3,465,862</b>		

<sup>1</sup> Budget amount established per Board Approval

<sup>2</sup> Variance is the difference between the budget and the year-to-date expenditures.

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

The Services Review is based on the current Fiscal Year (July 2016-June 2017). "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.

	Run Time	Target Goals - This Year (participants) 2016-2017	Results to Date (for programs/events starting July 2016)
<b>Fund 201 - Gamber Center</b>			
<b>Memberships</b>			
<u>Resident Total</u>	July 16 - June 17	402	394
Active Flex		182	207
Annual		220	188
<u>Non-Resident Total</u>		33	18
Active Flex		21	12
Annual		12	6
<u>Silver Sneakers Total</u>		960	717
<u>Single Visit</u>	July 16 - June 17	564	164
Discount		360	148
Regular		60	16
<b>Facility Rentals</b>			
Event Packages	July 16 - June 17	25	8
Gamber Package	July 16 - June 17	104	31
Outdoor Rentals	July 16 - June 17	6	1
Ballroom	July 16 - June 17	522	225
Class/Craftrooms	July 16 - June 17	987	436
Aerobics Room	July 16 - June 17	161	118
<b>Programming</b>			
Bingo	July 16 - June 17	1500	831
Lunch with Us	July 16 - June 17	480	294

### ANNUAL PASSPORTS

<b>(LPCC/Gamber Center)</b>			
<u>Resident</u>		238	198
Annual	July 16 - June 17	96	62
Flex	July 16 - June 17	142	136
<u>Non-Resident</u>		10	26
Annual	July 16 - June 17	9	12
Flex	July 16 - June 17	1	17

### Fund 202 - Legacy Park Community Center

<b>Memberships</b>			
<u>Resident</u>			
Annual	July 16 - June 17	1,534	1,665
Flex	July 16 - June 17	4,249	4,171
<u>Non-Resident</u>			
Annual	July 16 - June 17	303	342
Flex	July 16 - June 17	794	848
<u>Single Visit - Resident</u>			
413/week x 52 weeks	July 16 - June 17	21,489	5,900

	Run Time	Target Goals - This Year (participants)	Results to Date (for programs/events)
<u>Single Visit -- Non-Resident</u>			
111/week x 52 weeks	July 16 - June 17	5,821	2,023
<u>Silversneakers</u>			
1145 visits/mo x 12 months	July 16 - June 17	13,747	6,081
<u>Prime</u>			
18 visits per month	July 16 - June 17	225	48
<u>Silver and Fit</u>			
not in budget	July 16 - June 17	0	59
<u>90 Day Memberships</u>			
Resident	July 16 - June 17	9	2
Nonresident	July 16 - June 17	3	0
<b>Facility Rentals</b>			
<u>Birthday Party Packages</u>			
Resident			
Package A	July 16 - June 17	254	109
Package B	July 16 - June 17	26	31
Non-Resident			
Package A	July 16 - June 17	99	39
Package B	July 16 - June 17	13	7
<u>Community Rooms</u>			
Resident	July 16 - June 17	6	0
Non-Resident	July 16 - June 17		
<u>Court Rentals</u>			
Resident	July 16 - June 17	6	4
Non-Resident	July 16 - June 17		6
Lock-ins	July 16 - June 17	3	0
Pool	July 16 - June 17	6	0
<u>Watercraft Rentals</u>			
Single	July 16 - June 17	186	64
Half fleet	July 16 - June 17	2	0
Full fleet	July 16 - June 17	2	0
<u>Child Care</u>			
Drop In	July 16 - June 17	2102	733
Pass Card - Member	July 16 - June 17	309	957
Pass Card - Non-member	July 16 - June 17	35	195
Water and Land Aerobic Programming	July 16 - June 17	72000	8070 (8.12.16)
Large Group Fitness (LPCC and LPA)	July 16 - June 17	0	86 (8.15.16)
<b>Provide Miscellaneous Fitness</b>			
Personal Training	July 16 - June 17	858	179 (8.15.16)
Circuit Training	July 16 - June 17	96	8
Massage Therapy	July 16 - June 17	257	64
SUP Classes	July 16 - June 17	233	
RevUP	July 16 - June 17	265	48
RevUP Reload	July 16 - June 17	105	25
Healthy Eating Every Day (HEED)	July 16 - June 17	8	1
<b>Swim Lessons</b>			
Swim Lessons	July 16 - June 17	752 Participants	364 participants

Run Time	Target Goals - This Year (participants)	Results to Date (for programs/events)
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**Fund 530 - Harris Park Community Center**

**Camp Summit**

Camp Summit Enrollment	July 16 - June 17	0	0
Camp Summit Enrollment	May 17 - June 17	720 Enrollments	
Weekly Attendance	July 16 - August 16	410 Wkly Average	440 Wkly Average
Weekly Attendance	May 17 - June 17	410 Wkly Average	

**Offer School Break Camps**

School Break Camp Enrollment	Oct 16-April 17	100 Enrollments	48 Enrollments
School Break Days	Oct 16-April 17	520 Participants	93 participants

**Recreation Center Operations**

Gym Rentals	July 16 - June 17	247 Rentals	46
Classroom Rentals	July 16 - June 17	198 rentals	135
Entire Facility Rentals	July 16 - June 17	48 Rentals	5
Week Long Rentals	July 16 - June 17	2 Rentals	1
Open Gym	July 16 - June 17	1736 Participants	396

**ATHLETICS**

**Adult Leagues**

**Softball -- Coed, Men's, Women's**

• Fall	Aug 16 - Oct 16	22 teams	28 teams
• Spring	Mar 17 - Apr 17	38 teams	
• Summer	May 17 - Aug 17	42 teams	

**Basketball -- Men's**

• Fall	Aug 16 - Oct 16	12 teams	11 teams
• Winter	Oct 16 - Dec 16	12 teams	22 teams
• Spring	Feb 17 - May 17	10 teams	
• Summer	June 16 - July 16	10 teams	

**Volleyball -- Coed, Women's**

• Fall	Nov 16 - Dec 16	46 teams	34 teams
• Winter	Feb 17- April 17	50 teams	6 teams
• Spring	April 17 -June 17	44 teams	
• Summer I and II	June 17 - July 17	44 teams	
• Outdoor	June 17 - Aug 17	8 teams	

**Kickball**

• Fall	Aug 16 - Oct 16	8 teams	8 teams
• Spring	Apr 17 - May 17	10 teams	
• Summer	June 16- July 16	14 teams	

**Adult Instructional-Athletics**

**Golf**

• Adult Beginning	July 16 - June 17	28 participants	0
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**Tennis**

• Outdoor Adult Beginning	July 16 - June 17	20 participants	0
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**Youth Instructional-Athletics**

	<b>Run Time</b>	<b>Target Goals - This Year (participants)</b>	<b>Results to Date (for programs/events)</b>
<b>Golf</b>			
• Youth Beginner	July 16 - June 17	28 participants	11 participants

<b>Tennis</b>			
• Rookies (Quikstart)	July 16 - June 17	50 participants	7 participants
• Youth Beginner	July 16 - June 17	75 participants	25 participants
• Youth Advanced	July 16 - June 17	15 participants	2 participants

### **Youth Leagues**

<b>Indoor Soccer</b>			
• Fall	Sept 16- Nov 16	70	52 participants
• Spring	Feb 17 - May 17	70	
<b>Girl's Basketball</b>	Nov 17 - Feb 17	276	289 participants
<b>Spring Youth Volleyball</b>	Apr 17 - June 17	210	
<b>Fall Youth Volleyball</b>	Sept 16- Nov 16	245	253 participants
<b>Summer Youth Volleyball</b>	June 16 - July 17	12	

### **Youth Special Events-Athletics**

<b>Junior Triathlon</b>	July 16	150 Participants	74 Participants
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### **Youth Camps-Athletic**

<b>Baseball Camp</b>	June 17	25 participants	0
<b>Basketball Camp</b>	July 16	25 participants	16 participants
<b>Volleyball Camp</b>	July 16	35 participants	35 participants
<b>Indoor Soccer Camp</b>	June 17	25 participants	0
<b>Lacrosse Camp</b>	July 16	15 participants	Cancelled

### **Tournaments**

<b>Summer Classic Tennis Tournament</b>	June 2017	38 participants	
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## **INSTRUCTIONAL ACTIVITIES**

### **Adult Instructional**

<b>Line Dance Fund 201</b>	July 16 - June 17 (Year-to-date count)	570	303 participants
<b>Ballroom, Swing, Latin Fund 201</b>	July 16 - June 17 (Year-to-date count)	60	52 participants
<b>Photography Fund 201</b>			
• Photography Classes	July 16 - June 17 (Year-to-date count)	15	12
<b>Knitting Fund 201</b>	July 16 - June 17 (Year-to-date count)	5	14
<b>Dulcimer Fund 201</b>	July 16 - June 17 (Year-to-date count)	24	23

### **Dog Classes**

<b>Puppy Madness (Puppy Obedience)</b>	July 16 - June 17 (Year-to-date count)	12	0
<b>Family Manners (Dog Obedience)</b>	July 16 - June 17 (Year-to-date count)	10	0

### **CPR and First Aid**



	Run Time	Target Goals - This Year (participants)	Results to Date (for programs/events)
Heartsaver CPR	July 16 - June 17 (Year-to-date count)	65	18
First Aid and CPR Combo	July 16 - June 17 (Year-to-date count)	50	2
Healthcare Provider CPR	July 16 - June 17 (Year-to-date count)	40	15
CPR for Family and Friends	July 16 - June 17 (Year-to-date count)	15	5

### Youth Instructional

#### Itty-Bitty Sports

• Flag Football	Sept 16 - Oct 16	53 participants	29 participants
• Basketball	Jan 17 - Feb 17	100 participants	20
• Outside Soccer	April 17 - May 17	130 participants	0
• T-Ball	June 17- July 17	140 participants	0

#### Itty-Bitty Instructional Programs

• Itty Bitty PE	July 16 - June 17 (Year-to-date count)	40 participants	6 participant
• Itty Bitty Dancers	July 16 - June 17 (Year-to-date count)	42 Participants	24 participants
• Cheerleading	July 16 - June 17 (Year-to-date count)	0 Participants	0 Participants
• Indoor Soccer	July 16 - June 17 (Year-to-date count)	30 participants	13 participants
• Itty Bitty Tumblers	July 16 - June 17 (Year-to-date count)	66 Participants	27 Participants

#### Parties

Pint Size Parties	Sept 16 - April 17	75 Participants	36 participants
Pint Size Playtime	Sept 16 - April 17	80 Participants	46 participants

#### Pee Wee Sports

• Flag Football	July 16 - June 17 (Year-to-date count)	33 participants	13 Participants
• Basketball	July 16 - June 17 (Year-to-date count)	50 participants	21 Participants
• Tumblers	July 16 - June 17 (Year-to-date count)	28 Participants	6 Participants

#### Animal Wonders

• Workshop	July 16 - June 17 (Year-to-date count)	20	24
• Camps	July 16 - June 17 (Year-to-date count)	30	45

#### First Aid

Kids First Aid	July 16 - June 17 (Year-to-date count)	25	13
Babysitter Boot Camp	July 16 - June 17 (Year-to-date count)	141	35
Skateboarding	July 16 - June 17 (Year-to-date count)	0 Participants	0 Participants

### Gymnastics

• Girls Gymnastics	July 16 - June 17 (Year-to-date count)	11	10
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	Run Time	Target Goals - This Year (participants)	Results to Date (for programs/events)
• Tumbling	July 16 - June 17 (Year-to-date count)	14	9

### GCC Youth Instructional Fund 201

Mad Science Camps	July 16 - June 17 (Year-to-date count)	0	1
Mad Science Classes	July 16 - June 17 (Year-to-date count)	5	33
Play-Well TEKnology Camps	July 16 - June 17 (Year-to-date count)	42	32 participants
Youth Tech Camps	July 16 - June 17 (Year-to-date count)	27	22 participants
Youth Tech Classes	July 16 - June 17 (Year-to-date count)	10	0

### Art Classes Fund 201

Young Rembrandts Classes	July 16 - June 17 (Year-to-date count)	10	8
Young Rembrandts Camps	July 16 - June 17 (Year-to-date count)	10	10
GOT Art/Summit Art Classes	July 16 - June 17 (Year-to-date count)	8	26
GOT Art/Summit Art Camps	July 16 - June 17 (Year-to-date count)	0	15

### Acting

Shakespeare Camp	1-Jul	6	10
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### All Ages- Instructional

#### Horsemanship Classes

• Horseback Beginner	July 16 - June 17 (Year-to-date count)	21	7
• Beginner Rider I	July 16 - June 17 (Year-to-date count)	14	6
• Beginner Rider II	July 16 - June 17 (Year-to-date count)	14	0
• Texas Tots	July 16 - June 17 (Year-to-date count)	12	2

### Special Event Programming for Families

Father/Daughter Dance Fund 201	Feb 2017	550 participants	173 participants
Night Flight	June 2017	450 participants	
Tour de Lakes	June 2017	875 participants	
Spring Spin	April 2017	125 participants	
Trick a Bike	Oct. 2016	100 participants	49 participants

### Festivals

Legacy Blast	July 3, 2017	18000-19000	
Jamaican Jam	July 18, 2016	2500-3000	3,200
Blues and Jazz Fest	August 7, 2016	2000-2500	2,050
Folk Festival	June 2017	1500-2000	

Run Time	Target Goals - This Year (participants)	Results to Date (for programs/events)
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**Fund 200 - Parks and Recreation**

**Administration**

Provide departmental Annual Report	Sept 2016		
Coordinate, edit and produce Lee's Summit Illustrated.	FY17		
Publish bi-annual Visionary Task Force Newsletter (Legacy for Tomorrow)	Aug 16 & July 17		

**Park Operations**

Two annual inventories performed	Bi-annually		
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually		

**Legacy Park Operations**

Maintain user group agreements	FY17		
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**City Grounds Maintenance**

Downtown holiday lighting	Nov 16 - Jan 17		
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**Fund 203 - Aquatics**

**Summit Waves**

Swim team	June 17 - July 17	72 Participants	
Group Swim Lessons	<b>July 16 - Aug 16</b>	<b>400 Participants</b>	<b>420 participants</b>
Group Swim Lessons	May 17 - June 17	400 Participants	
Private swim parties	<b>July 16 - Aug 16</b>	<b>12 parties</b>	<b>15 parties</b>
Private swim parties	May 17 - June 17	8 Parties	
Private swim lessons	<b>July 16 - Aug 16</b>	<b>4 participants</b>	<b>2 participant</b>
Private swim lessons	May 17 - June 17	2 participants	
Junior Guard clinics	<b>July 16 - Aug 16</b>	<b>2 participants</b>	<b>15 participants</b>
Junior Guard clinics	May 17 - June 17	12 participants	
Public swim - Regular	<b>July 16 - Aug 16</b>	<b>3,970 participants</b>	<b>3,569 participants</b>
Public swim - Regular	May 17 - June 17	3,356 participants	
Public swim - Discount	<b>July 16 - Aug 16</b>	<b>16,349 participants</b>	<b>19,740 participants</b>
Public swim - Discount	May 17 - June 17	13,608 participants	
Kids Play - Regular	<b>July 16 - Aug 16</b>	<b>50 participants</b>	<b>58 participants</b>
Kids Play - Regular	May 17 - June 17	203 participants	
Kids Play - Discount	<b>July 16 - Aug 16</b>	<b>600 participants</b>	<b>492 participants</b>
Kids Play - Discount	May 17 - June 17	786 participants	
Twilight - Regular	<b>July 16 - Aug 16</b>	<b>187 participants</b>	<b>91 participants</b>
Twilight - Regular	May 17 - June 17	144 participants	
Twilight - Discount	<b>July 16 - Aug 16</b>	<b>1,683 participants</b>	<b>1,929 participants</b>
Twilight - Discount	May 17 - June 17	1,126 participants	
Season Pass Sales	<b>July 16 - Aug 16</b>	<b>21 passes</b>	<b>9 passes</b>
Season Pass Sales	May 17 - June 17	1,201 passes	
<b>Group Promotions</b>			
Teen Nights (1)	<b>July 16 - Aug 16</b>	<b>345 per event</b>	<b>320 per event</b>
Teen Nights (2)	May 17 - June 17	350 per event	
Family Fun Nights (4)	<b>July 16 - Aug 16</b>	<b>240 per event</b>	<b>275 per event</b>
Family Fun Nights (1)	May 17 - June 17	240 per event	
Dive In Movie (1)	<b>July 16 - Aug 16</b>	<b>308 per event</b>	<b>188 per event</b>
Dive in Movie (1)	May 17 - June 17	308 Per Event	

	<b>Run Time</b>	<b>Target Goals - This Year (participants)</b>	<b>Results to Date (for programs/events)</b>
<b>Birthday Party Packages</b>	<b>July 16 - Aug 16</b>	<b>16 packages</b>	<b>44 packages</b>
<b>Birthday Party Packages</b>	May 17 - June 17	32 packages	
<b>Cabana Rentals</b>	<b>July 16 - Aug 16</b>	<b>32 packages</b>	<b>35 packages</b>
<b>Cabana Rentals</b>	May 17 - June 17	32 packages	

# MEMORANDUM



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Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Casey, ASLA, PLA  
Superintendent of Park Planning and Construction  
Re: CIP Capital Project Update

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LSPR staff has been reviewing the project priorities for the balance remaining on the Parks sales tax that carries through FY 2018. Refinancing of the debt balance has allowed for an advance of approximately \$3,800,000 available through FY 2018 with approximately \$2,800,000 available during FY 2016-17. Additional funding could be utilized through fund balances if project priorities or opportunities arise. The voter approved park sales tax extension on August 2, 2016 will also permit staff to advance project priorities.

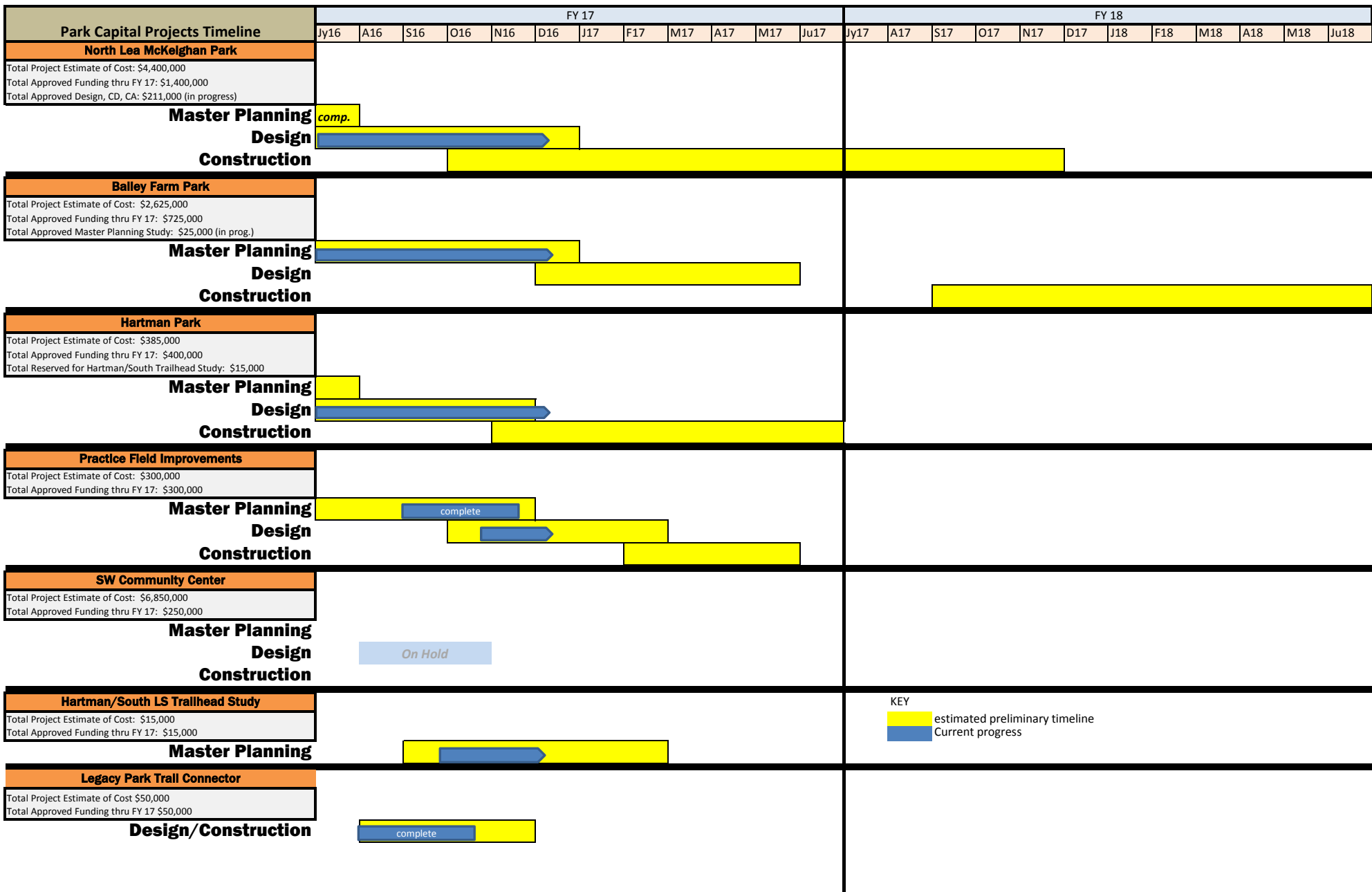
Staff has outlined several projects based on commitments made in the 2005 Legacy for Tomorrow and Beyond park sales tax initiative along with opportunities to address immediate need for park improvements and to address practice field space for the youth sports associations.



The following is a list of project already in progress as of November 2016:

- Hartman Park Renovations
- South LS Trailhead Study
- Practice Field Improvements-Legacy Park, Summit Park
- Bailey Park Master Planning
- North Lea McKeighan Park Renovation
- Park South and Community Center (Kensington Property)
- Legacy Park Trail Connector (completed 10/15/16)

Based on pre design estimates of all the projects, the current funding available will not allow for completion of all the projects within the current sales tax period listed above however some variation of planning, design, and phased construction of most of these projects can be accomplished. Attached is an estimated project timeline and funding allocation for these projects approved by the Board.

Staff will continue to make regular monthly updates to the Parks and Recreation board on progress of each of the projects.



KEY  
 estimated preliminary timeline  
 Current progress

# MEMORANDUM



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Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Casey, ASLA, PLA  
Superintendent of Park Planning and Construction  
Re: Hartman Park Renovations

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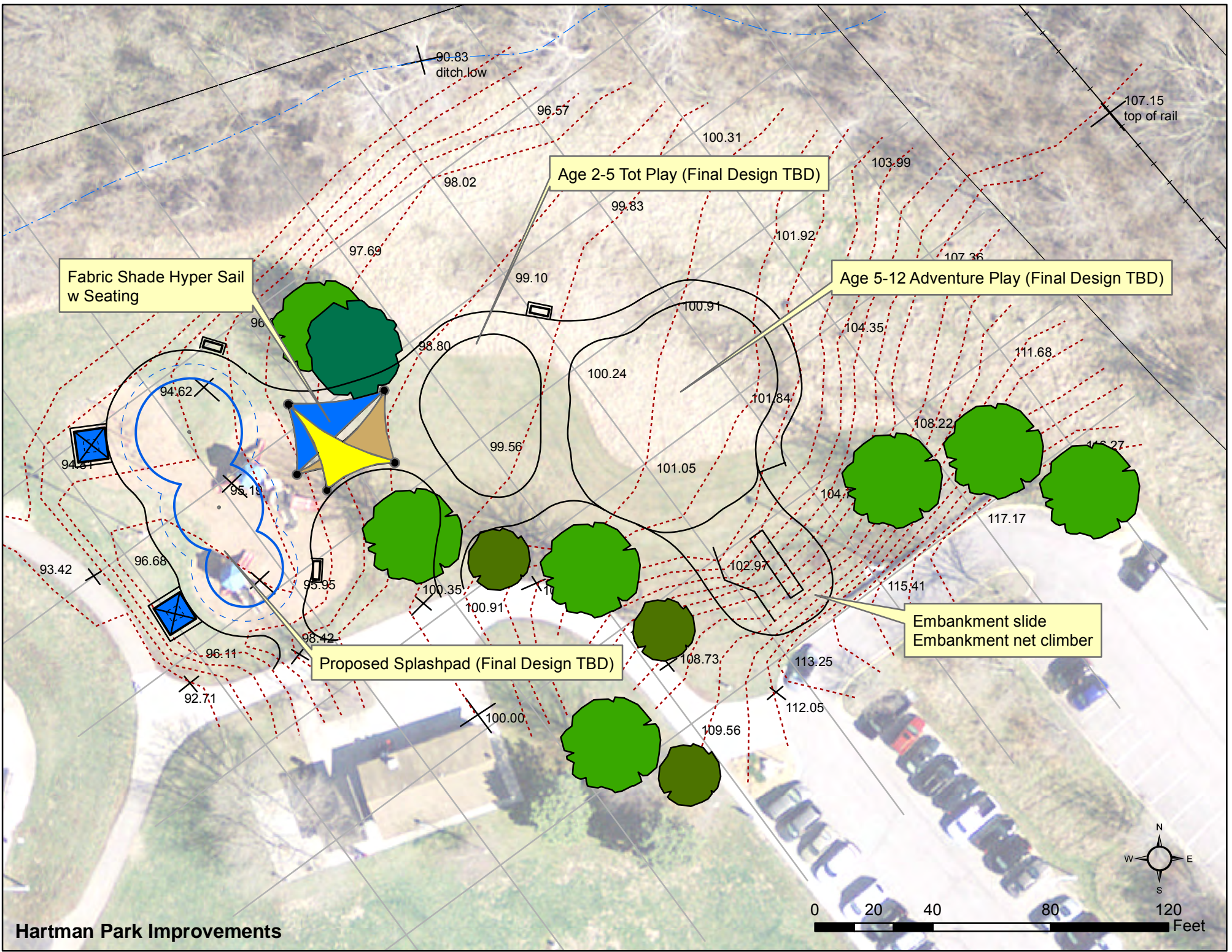
Staff continues to progress on finalizing a design for renovations to Hartman Park including replacement of playground equipment and installation of a new splashpad. Staff is working with playground and splashpad vendors to finalize equipment selection and preparing budget figures. Our crews will begin tearing out existing equipment later this fall in preparation for site work and additional utilities.

The budget approved for Hartman Park improvements is \$400,000 of which \$15,000 is reserved to complete the Hartman/South Lee's Summit Trailhead study.

We will keep the Board updated on the progress of this project.

*(Portions not underlined denote progress since previous month's report)*







# MEMORANDUM



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Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Casey, ASLA, PLA  
Superintendent of Park Planning and Construction  
Re: Practice Field Site Improvements

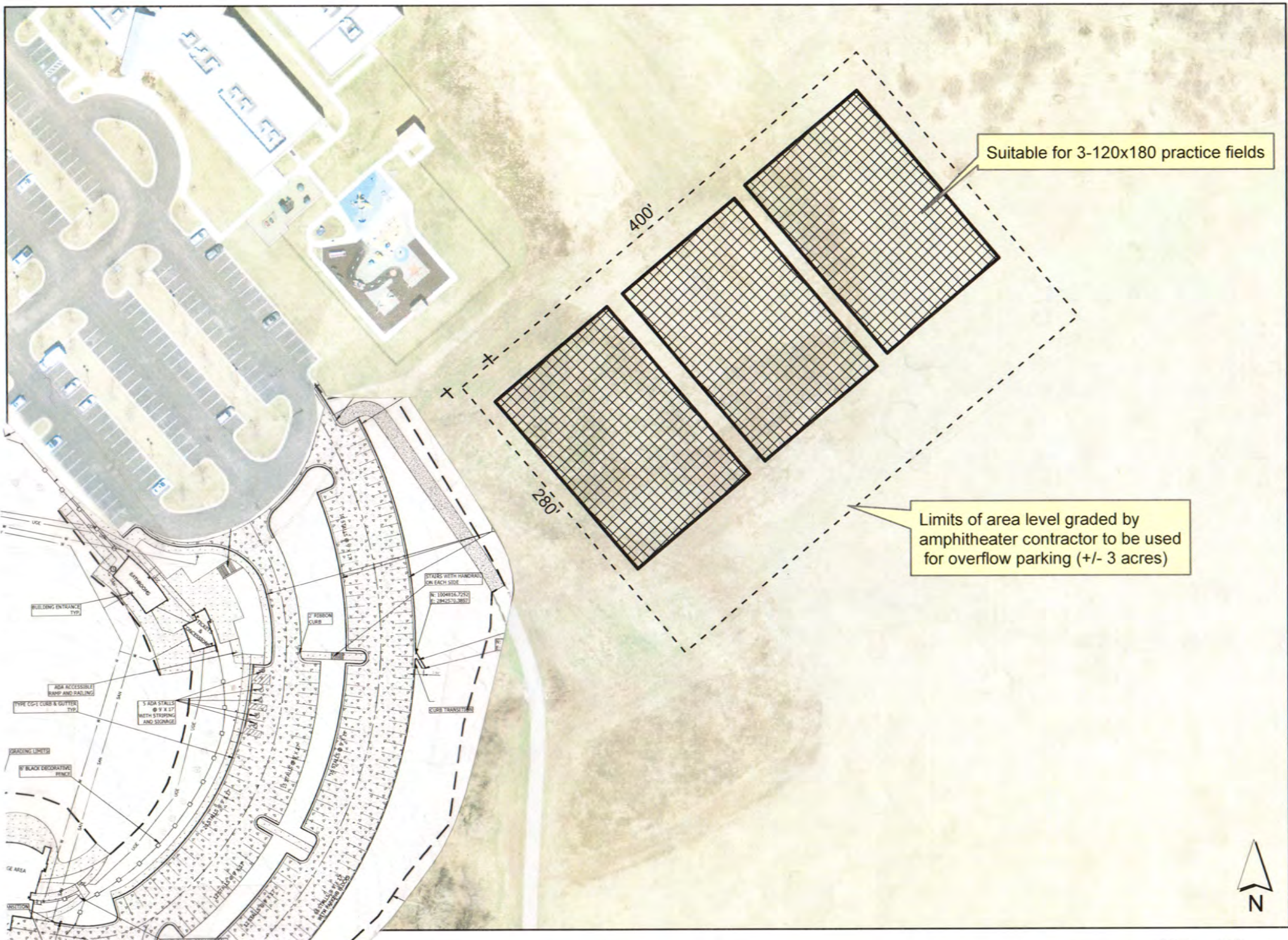
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We continue to coordinate our efforts with the Youth Sports Associations and Lee's Summit R-7 school district in use and scheduling of practice field sites throughout Lees Summit. In the meantime, we are in the initial planning and design for improvements at Legacy and Summit Park for additional baseball and softball practice areas. We have also opened up the area east of the new amphitheater for open practice field use by soccer and football associations.

We currently have budgeted approximately \$300,000 for site development to improve park area for practice sites. We are preparing site plans and cost estimates for improvements at Summit Park to include one new additional infield with backstop and 2-4 batting/pitching tunnels. We are also planning additional skinned infields and batting/pitching tunnels at Legacy Park north of the existing football venue.

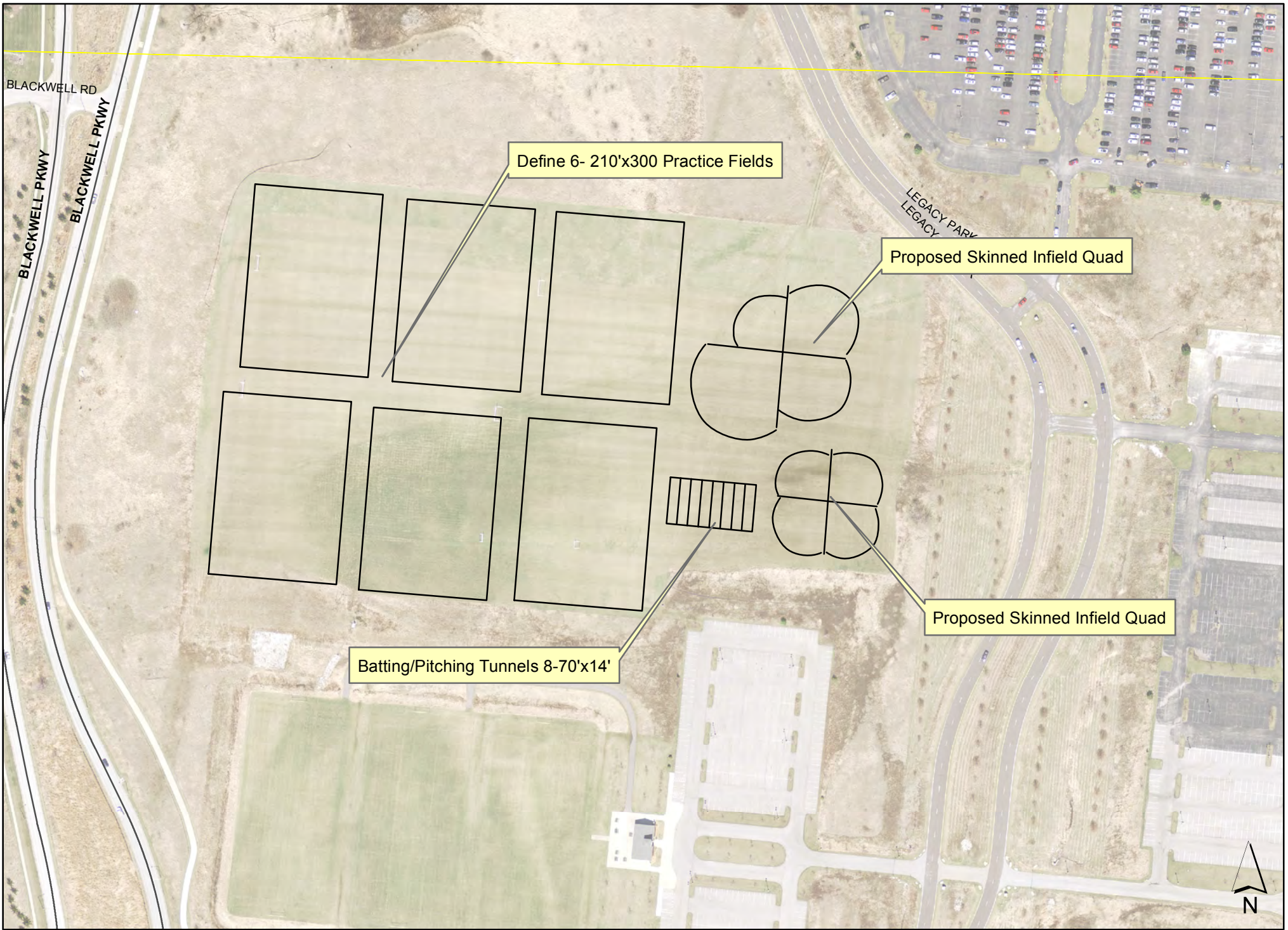
We will keep the Board updated on the progress of this project.

*(Portions not underlined denote progress since previous month's report)*



LP Amphitheater  
Overflow Parking/Practice Field Sites





BLACKWELL RD  
BLACKWELL PKWY

Define 6- 210'x300 Practice Fields

Proposed Skinned Infield Quad

Proposed Skinned Infield Quad

Batting/Pitching Tunnels 8-70'x14'

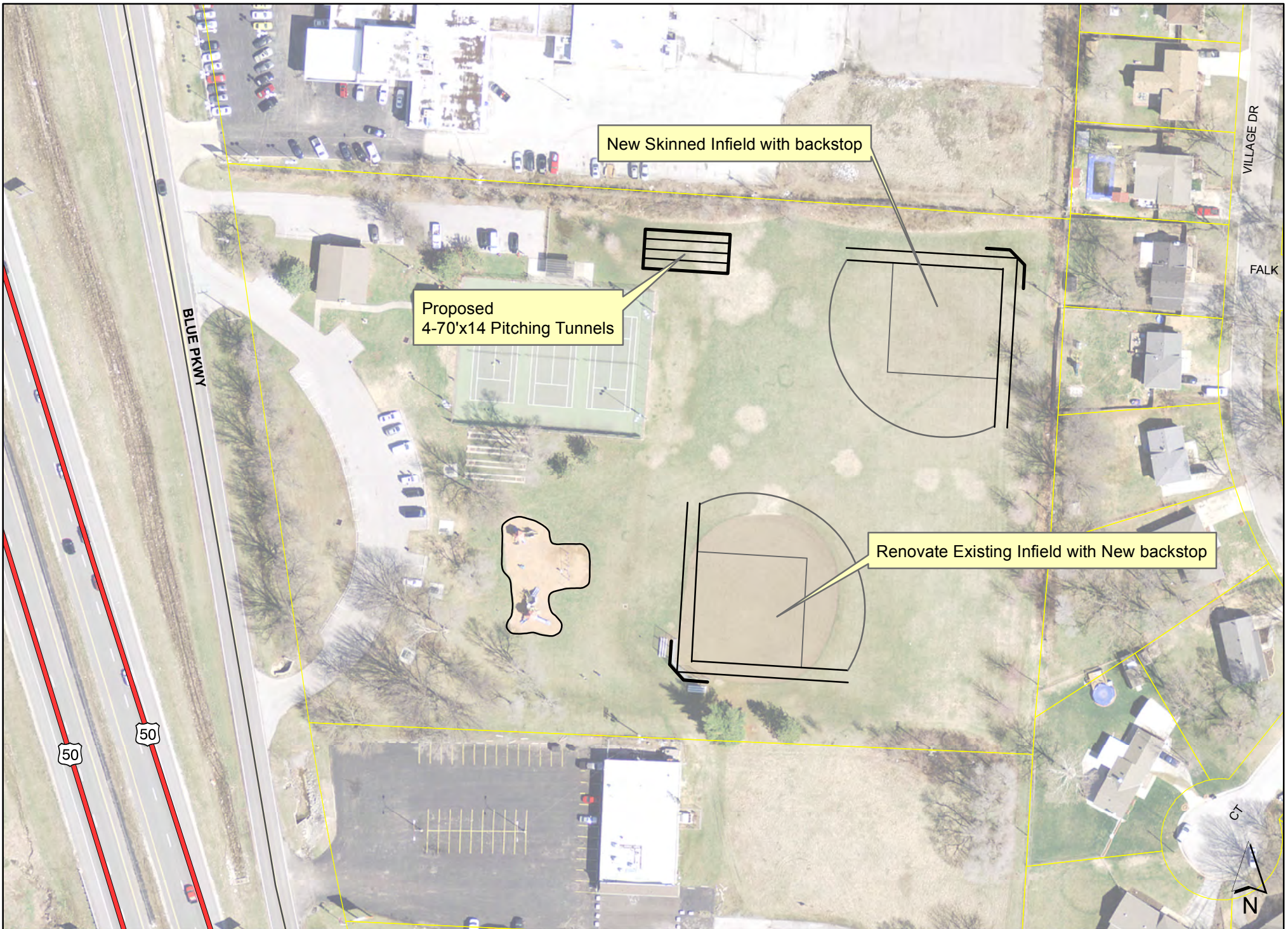
LEGACY PARK  
LEGACY

0 100 200 400 600 Feet



Legacy Park North Football Practice Site Complex Expansion





New Skinned Infield with backstop

Proposed  
4-70'x14 Pitching Tunnels

Renovate Existing Infield with New backstop

BLUE PKWY

VILLAGE DR

FALK

50

50

CT

N

0 50 100 200 300 Feet

Summit Park  
Proposed Skinned Infield Practice Baseball Complex

## MEMORANDUM



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Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Casey, ASLA, PLA  
Superintendent of Park Planning and Construction  
Re: Bailey Park Master Planning

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Staff is working closely with our design consultant, BBN Architects on master planning for Bailey Farm Park. From feedback provided at a design workshop on July 19<sup>th</sup>, our consultants are well underway with planning for the new park including outdoor interpretive areas, demonstration gardens, outdoor event space along with activity areas consistent with our fall festival programming.

Along with this we are working with the design team on a small scale interpretive building with indoor meeting space, display areas, restrooms, and small kitchen to serve indoor and outdoor functions. A hay barn is also being proposed that would fit the design character of the site and serve for storage in the park.

Significant progress has been made over the last couple of weeks in the design development process for both the park overall and the interpretive center. Attached are concept drawings for the building and park space. We will continue to work towards a final master plan concept and review with the board in the near future.

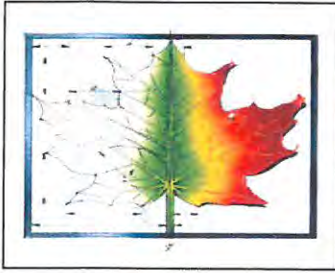
*(Portions of this report not underlined represent progress since last report)*

Item	Item Cost
<b>SITE PREPERATION</b>	
Mobilization, Testing & Survey	\$ 40,000
Erosion Control / Tree Protection	\$ 20,000
Existing Site Features Removal	\$ 5,000
Existing Community Garden Fence Removal	\$ 2,640
Earth Moved (On-Site)	\$ 200,000.00
Pond Dredging/Underbrush Removal	\$ 10,000.00
<b>UTILITIES</b>	
Storm Drainage	\$ 70,000
Sanitary Sewer	\$ -
Electrical	\$ 75,000
Parking Lot Lighting	\$ 35,000
Water	\$ 30,000
<b>PAVING</b>	
Perimeter Path (Typ. Limestone Screenings 10' width)	\$ 87,000
Pedestrian Concrete Pavement	\$ 25,080
Event Space Cobbled Pavers	\$ 72,800
Curbed Parking Lot	\$ 112,778
<b>PARK FEATURES</b>	
Demonstration Gardens	\$ 105,000
Outdoor Classroom & Wetland Restoration	\$ 50,000
Orchard	\$ 12,000
Incubator Spaces	\$ 115,500
Outdoor Interpretive Signs	\$ 36,000
Deer Fencing	\$ 18,000
Hedge Row and General Tree Plantings	\$ 47,200
Turf	\$ 49,885
<b>STRUCTURES</b>	
Interpretive Center (see attachment for detail)	\$ 832,200
Hay Barn	\$ 606,074
Small Shelters at Practice Fields	\$ 140,000
Wood Bridge	\$ 15,000
Windmill	\$ 25,000
Themed Playscape	\$ 300,000
<b>Subtotal</b>	<b>\$ 3,137,156</b>

Item	Item Cost
General Conditions, Insurance, Bonds, Permits, OH&P	\$ 658,802.86
Subtotal	\$ 3,795,959
Contingency	\$ 759,191.87
<b>Master Plan Construction Total</b>	<b>\$ 4,555,151</b>

Disclaimer: This opinion of probable construction costs is made on the basis of the Architect's experience and qualifications and represents the best judgement as an experienced and qualified professional generally familiar with the industry. However, since the Architect has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, the Architect cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this opinion of probable construction costs.





**BBN ARCHITECTS, INC.**  
**OPINION OF PROBABLE CONSTRUCTION COSTS**  
**DATE: November 2, 2016**  
**PROJECT: Bailey Farm Park- Interpretive Center**  
**LOCATION: Lee Summitt, Missouri**

			<b>Total</b>
<b>Subtotal From Estimate</b>			832,023
Sales Tax	0.00%		0
PT&I	0.00%		0
Sub Bond	0.00%		0
	<b>Subtotal</b>		<u>832,023</u>
Insurance	0.50%		4,160
General Conditions	10.00%		83,202
Permits and Fees Allow.	0.37%		3,078
	<b>Subtotal</b>		<u>922,464</u>
Overhead and Profit	8.00%		73,797
	<b>Subtotal</b>		<u>996,261</u>
Performance and Payment Bond	1.00%		9,963
	<b>Subtotal</b>		<u>1,006,223</u>
Contingency- Design	20.00%		201,245
	<b>Subtotal</b>		<u>1,207,468</u>
Contingency- Inflation	0.00%		0
	<b>Subtotal</b>		<u>1,207,468</u>
Design and Engineering Fees	0.00%		0
	<b>Subtotal</b>		<u>1,207,468</u>
Remodel Tax	0.00%		0
<b>Total Project Budget</b>			<b>1,207,468</b>
			<b>\$288.21</b>
			<b>/SF</b>

**EXCLUSIONS**

Design/ Engineering Fees	Kitchen and Serving Equipment
F.F.& E Package	Landscaping
Mobile Displays	Site Utilities
Intrepetrative Signs on Balcony	Kitchen Exhaust Hoods
Sales Tax	

**BID ALTERNATES**

**QUALIFICATIONS**

**DISCLAIMER**

This opinion of probable construction cost is made on the basis of the Architect's experience and qualifications and represents the best judgment as an experienced and qualified professional generally familiar with the industry. However, since the Architect has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, the Architect cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this opinion of probable construction costs.



			UP	Sub	Total	
<b>Division 2 Sitework:</b>						
Earthwork Package						
	Grading Allowance/ Compaction	5,000 sf	2.10	\$10,500.00	\$10,500	
	Basement X- Existing	770 cy	0.00	\$0.00	\$0	
	Wall Backfill	185 cy	21.00	\$3,885.00	\$3,885	
	Haul Off- Existing	585 cy	0.00	\$0.00	\$0	\$14,385
	Site Demo/ Clearing	5,000 sf	0.53	\$2,625.00	\$2,625	
	Remove Basement Slab	1,578 sf	2.10	\$3,313.80	\$3,314	
	Remove Basement Wall and Footing	100 lf	105.00	\$10,500.00	\$10,500	\$16,439
	Site Concrete					
	Grilling Patio	504 sf	5.25	\$2,646.00	\$2,646	\$2,646
	Outdoor Grilling Seat Wall					
	CMU	93 ea	17.85	\$1,656.48	\$1,656	
	Stone Cladding	160 sf	26.25	\$4,200.00	\$4,200	
	Stone Cap	32 lf	115.50	\$3,696.00	\$3,696	
	Footing	32 lf	47.25	\$1,512.00	\$1,512	\$11,064
	Landscape Allowance- Excluded	1 ls	0.00	\$0.00	\$0	\$0
	Utility Allowances- Excluded	1 ls	0.00	\$0.00	\$0	\$0
<b>Division 3 Concrete:</b>						
	Slab- Basement	1,578 sf	6.30	\$9,941.40	\$9,941	
	Slab- First Level	910 sf	6.30	\$5,733.00	\$5,733	
	Terrace Columns Footings	8 ea	630.00	\$5,040.00	\$5,040	
	Terrace Slab on Metal Deck	338 sf	8.40	\$2,839.20	\$2,839	
	Slab on Metal Deck First Level	1,650 sf	4.20	\$6,930.00	\$6,930	
	Underslab Insulation	700 sf	2.36	\$1,653.75	\$1,654	
	Grade Beam/ Stem Wall	175 lf	89.25	\$15,618.75	\$15,619	
	Patio Column Footing	2 ea	682.50	\$1,365.00	\$1,365	
	Basement Wall	100 lf	157.50	\$15,750.00	\$15,750	
	Basement Footing	100 lf	52.50	\$5,250.00	\$5,250	
	Pan Fill Stair	1 flt	1155.00	\$1,155.00	\$1,155	
	Soil Treatment	2,488 sf	0.16	\$391.86	\$392	\$71,668
<b>Division 4 Masonry:</b>						
	Cladding on Patio Column	320 sf	26.25	\$8,400.00	\$8,400	
	Terrace Column Cladding	640 sf	26.25	\$16,800.00	\$16,800	\$25,200
<b>Division 5 Metals</b>						
	Misc. Metals	4,190 sf	1.58	\$6,598.46	\$6,598	
	Patio Columns	2 ea	1050.00	\$2,100.00	\$2,100	
	Terrace Columns	8 ea	1050.00	\$8,400.00	\$8,400	
	Terrace Handrail	76 lf	210.00	\$15,960.00	\$15,960	
	Stair Railings	1 flt	8400.00	\$8,400.00	\$8,400	
	Terrrace Structure	338 sf	19.95	\$6,743.10	\$6,743	
	First Level Structure	1,650 sf	19.95	\$32,917.50	\$32,918	\$81,119
<b>Division 6 Woods:</b>						
<b>Rough Carpentry</b>						
	Framing Installation- Roof	3,194 sf	6.83	\$21,799.05	\$21,799	
	Blocking/ Misc. Framing	4,190 sf	0.32	\$1,319.69	\$1,320	
	Roof Plywood	3,673 sf	0.68	\$2,506.89	\$2,507	
	Roof Trusses- Open Trusses	3,194 sf	3.26	\$10,396.47	\$10,396	\$36,022

**Exterior Trim Package**

Exterior Siding and Trim	1,850	sf	10.50	\$19,425.00	\$19,425	
Fascia Trim	150	lf	8.40	\$1,260.00	\$1,260	
Rake Trim	96	lf	8.40	\$806.40	\$806	
Soffit	738	sf	3.68	\$2,712.15	\$2,712	\$24,204

**Finish Carpentry**

Kitchen Cabinets and Tops	49	lf	283.50	\$13,891.50	\$13,892	
Kitchen Island	7	lf	341.25	\$2,388.75	\$2,389	
Pantry Cabinets	60	lf	194.25	\$11,655.00	\$11,655	
Coat Racks	16	lf	47.25	\$756.00	\$756	
Service Cabinets	32	lf	283.50	\$9,072.00	\$9,072	\$37,763

**Division 7 Thermal and Moisture Protection**

Caulking	4,190	sf	0.11	\$439.90	\$440	\$440
Balcony Waterproofing	557	sf	8.40	\$4,678.80	\$4,679	\$4,679
Ridge Vent	75	lf	8.40	\$630.00	\$630	
Asphalt Shingle Roofing	37	sq	241.50	\$8,870.54	\$8,871	
Gutters and Downs	300	lf	7.35	\$2,205.00	\$2,205	
Drip Edge	246	lf	2.10	\$516.60	\$517	\$12,222
Attic Insulation	3,833	sf	1.05	\$4,024.44	\$4,024	\$4,024
Basement Wall Waterproofing	1,000	sf	3.68	\$3,675.00	\$3,675	
Basement Wall Drain Tile	100	lf	9.45	\$945.00	\$945	\$4,620

**Division 8 Doors and Windows**

Exterior Windows						
Upper Level Windows	680	sf	31.50	\$21,420.00	\$21,420	
Lower Level Windows	85	sf	31.50	\$2,677.50	\$2,678	\$24,098
Storefront	496	sf	31.50	\$15,624.00	\$15,624	
Storefront Doors	4	ea	2625.00	\$10,500.00	\$10,500	\$26,124
Exterior HM Doors	1	ea	945.00	\$945.00	\$945	
Interior Swing Doors	10	ea	840.00	\$8,400.00	\$8,400	\$9,345
Finish Hardware	11	sets	525.00	\$5,775.00	\$5,775	\$5,775
Overhead Door @ Lower Level	1	ls	4200.00	\$4,200.00	\$4,200	\$4,200

**Division 9 Finishes:****Exterior Walls**

Exterior Walls- Basement Level	75	lf				
Exterior Walls- First Level	210	lf				
Framing	2,850	sf	3.68	\$10,473.75	\$10,474	
Sheathing	1,850	sf	1.58	\$2,913.75	\$2,914	
Air Barrier	1,850	sf	2.10	\$3,885.00	\$3,885	
Insulation	1,850	sf	0.79	\$1,456.88	\$1,457	
Drywall	1,850	sf	1.31	\$2,428.13	\$2,428	
Siding and Trim- In Rcarp	1,850	sf	0.00	\$0.00	\$0	
Exterior Column Framing and Backup	960	sf	8.40	\$8,064.00	\$8,064	\$29,222



<b>Interior Walls- Basement</b>		<b>136</b>	lf	<b>84.00</b>	\$11,424.00	\$11,424	
<b>Interior Walls- First Level</b>		<b>135</b>	lf	<b>84.00</b>	\$11,340.00	\$11,340	\$22,764
<b>Public Walls</b>							
	Paint	<b>5,480</b>	sf	<b>0.79</b>	\$4,315.50	\$4,316	
	FRP	<b>1,200</b>	sf	<b>3.68</b>	\$4,410.00	\$4,410	
	Tile	<b>1,720</b>	sf	<b>8.40</b>	\$14,448.00	\$14,448	\$23,174
<b>Public Floors</b>							
	Carpet	<b>236</b>	sf	<b>5.25</b>	\$1,239.00	\$1,239	
	Tile	<b>434</b>	sf	<b>8.40</b>	\$3,645.60	\$3,646	
	LVT	<b>1,542</b>	sf	<b>5.78</b>	\$8,905.05	\$8,905	
	Epoxy	<b>449</b>	sf	<b>10.50</b>	\$4,714.50	\$4,715	
	Sealed	<b>654</b>	sf	<b>1.31</b>	\$858.38	\$858	\$19,363
<b>Public Base</b>							
	Vinyl	<b>507</b>	lf	<b>3.15</b>	\$1,597.05	\$1,597	
	Epoxy	<b>120</b>	lf	<b>10.50</b>	\$1,260.00	\$1,260	
	Tile	<b>213</b>	lf	<b>8.40</b>	\$1,789.20	\$1,789	\$4,646
<b>Public Ceilings</b>							
	Sheetrock/ Painted	<b>1,726</b>	sf	<b>2.63</b>	\$4,530.75	\$4,531	
	Acoustical	<b>1,598</b>	sf	<b>3.68</b>	\$5,872.65	\$5,873	\$10,403
<b>Division 10 Specialties</b>							
	Fire Extinguishers	<b>4</b>	ea	<b>157.50</b>	\$630.00	\$630	
	Toilet Accessories	<b>4</b>	ea	<b>682.50</b>	\$2,730.00	\$2,730	
	Interior Door Signs	<b>11</b>	ea	<b>36.75</b>	\$404.25	\$404	
	Building Signage	<b>1</b>	ls	<b>1050.00</b>	\$1,050.00	\$1,050	\$4,814
<b>Division 11 Equipment</b>							
	Commercial Kitchen Equipment- By Owner	<b>1</b>	ls	<b>0.00</b>	\$0.00	\$0	\$0
	Serving Equipment- By Owner	<b>1</b>	ls	<b>0.00</b>	\$0.00	\$0	\$0
<b>Division 12 Furnishings</b>							
<b>By Owner</b>							
<b>Division 13 Special Construction</b>							
	Mobile Displays- By Owner	<b>11</b>	ea				
	Balcony Interpretive Signs- By Owner	<b>6</b>	ea				
<b>Division 14 Conveying Equipment</b>							
	Dumbwaiter	<b>1</b>	ea	<b>36750.00</b>	\$36,750.00	\$36,750	\$36,750
<b>Division 15 Mechanical</b>							
<b>Plumbing</b>							
	Fixtures	<b>12</b>	ea	<b>2625.00</b>	\$31,500.00	\$31,500	
	Water Heaters	<b>1</b>	ls	<b>5250.00</b>	\$5,250.00	\$5,250	
	Commercial Kitchen Plumbing	<b>1</b>	ls	<b>5250.00</b>	\$5,250.00	\$5,250	
	Serving Plumbing	<b>1</b>	ls	<b>3150.00</b>	\$3,150.00	\$3,150	\$45,150
<b>HVAC</b>							
	Area	<b>3,911</b>	sf	<b>29.40</b>	\$114,983.40	\$114,983	
	Kitchen Exhaust Hood- Excluded	<b>1</b>	ls	<b>0.00</b>	\$0.00	\$0	\$114,983
<b>Fire Protection</b>							

Area	<b>3,911</b> sf	<b>3.68</b>	\$14,372.93	\$14,373	\$14,373
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**Division 16 Electrical**

Area	<b>3,911</b> sf	<b>23.10</b>	\$90,344.10	\$90,344	\$90,344
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			\$832,023	\$832,023	\$832,023
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**PRACTICE FIELDS:**  
 - Turf improvements and modest grading required  
 - Shelter structures



**FALL FESTIVAL SPACE:**  
 - Open area available for current seasonal programming.



**OUTDOOR CLASSROOM:**  
 - Informal seating under existing canopy around improved pond/wetland



**CIRCULATION:**  
 - Expanded parking lot: +/- 100 spaces  
 - Pedestrian Trail: Limestone screenings  
 - Improved Pedestrian Bridge



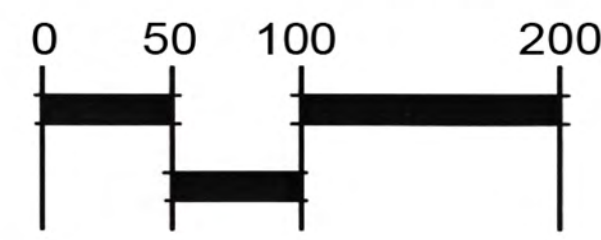
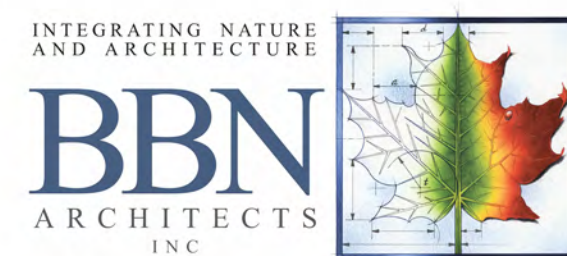
**HEDGE ROW:**  
 - Osage Orange or Cottonwood



**INCUBATOR SPACE:**  
 - Could be used to demonstrate past, present, and future farming techniques.  
 - Plots could be leased, (similar to community gardens).  
 - Opportunity for vineyard



# SYLVIA BAILEY PARK - MASTER PLAN







**EVENT SPACE:**

- Used for outside gatherings and demonstrations
- Cobble pavers
- Potential for event tents
- 150 person capacity



**ORCHARD:**

- Relatively small scale to avoid maintenance burden



**COMMUNITY GARDENS:**

- Expansions of existing facility



**INTERPRETIVE SIGNAGE:**

- Signs at key program areas identifying their relationship and importance to agrarian themes and the "farm to table" concept



**WINDMILL:**

- Wayfinding element and entry feature, preferably an active source for irrigation well water
- Additional attachments to serve as weather station



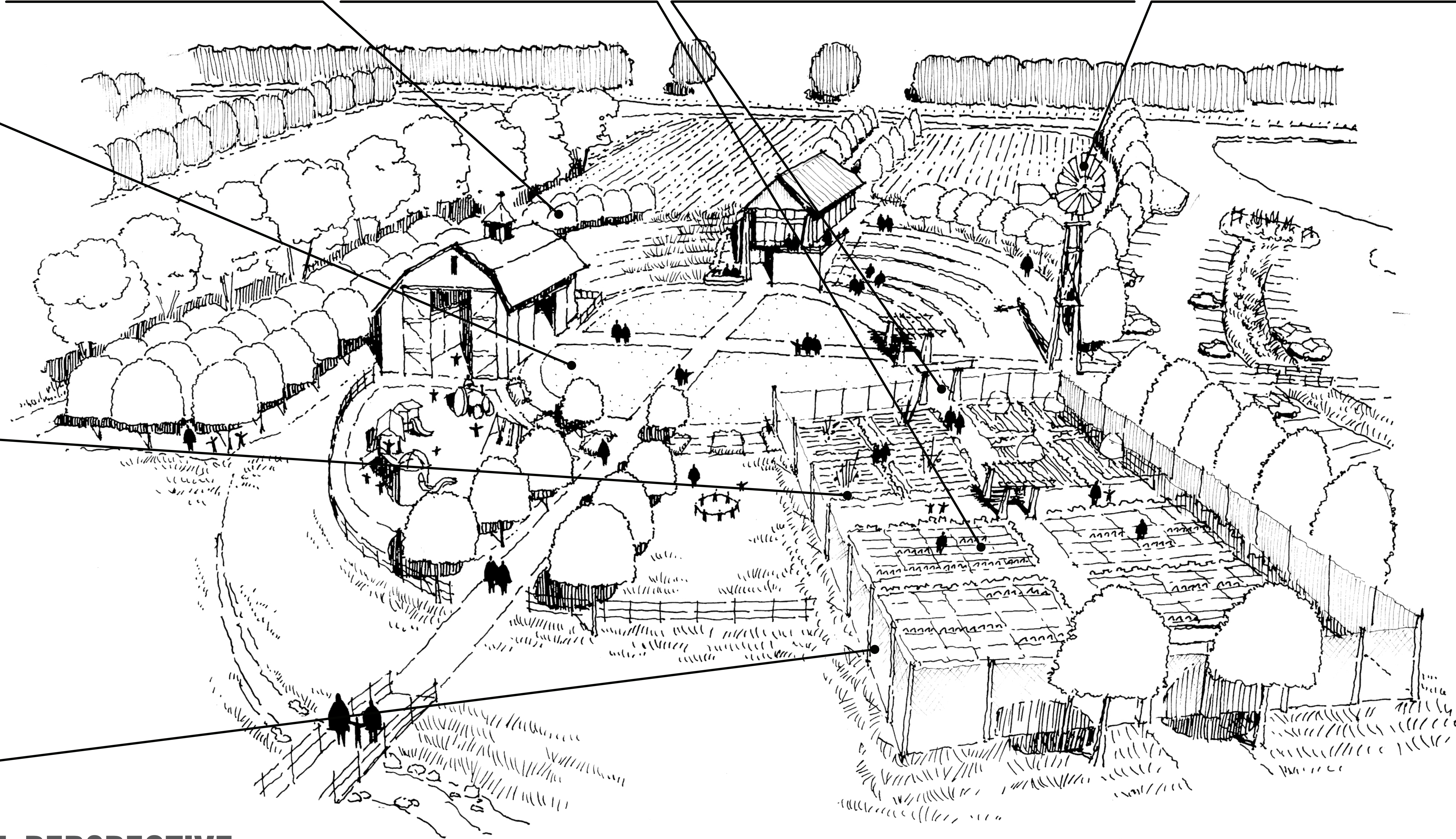
**DEMONSTRATION GARDENS:**

- Combination of permanent and temporary
- Varying themes to support overall theme



**WILDLIFE FENCING:**

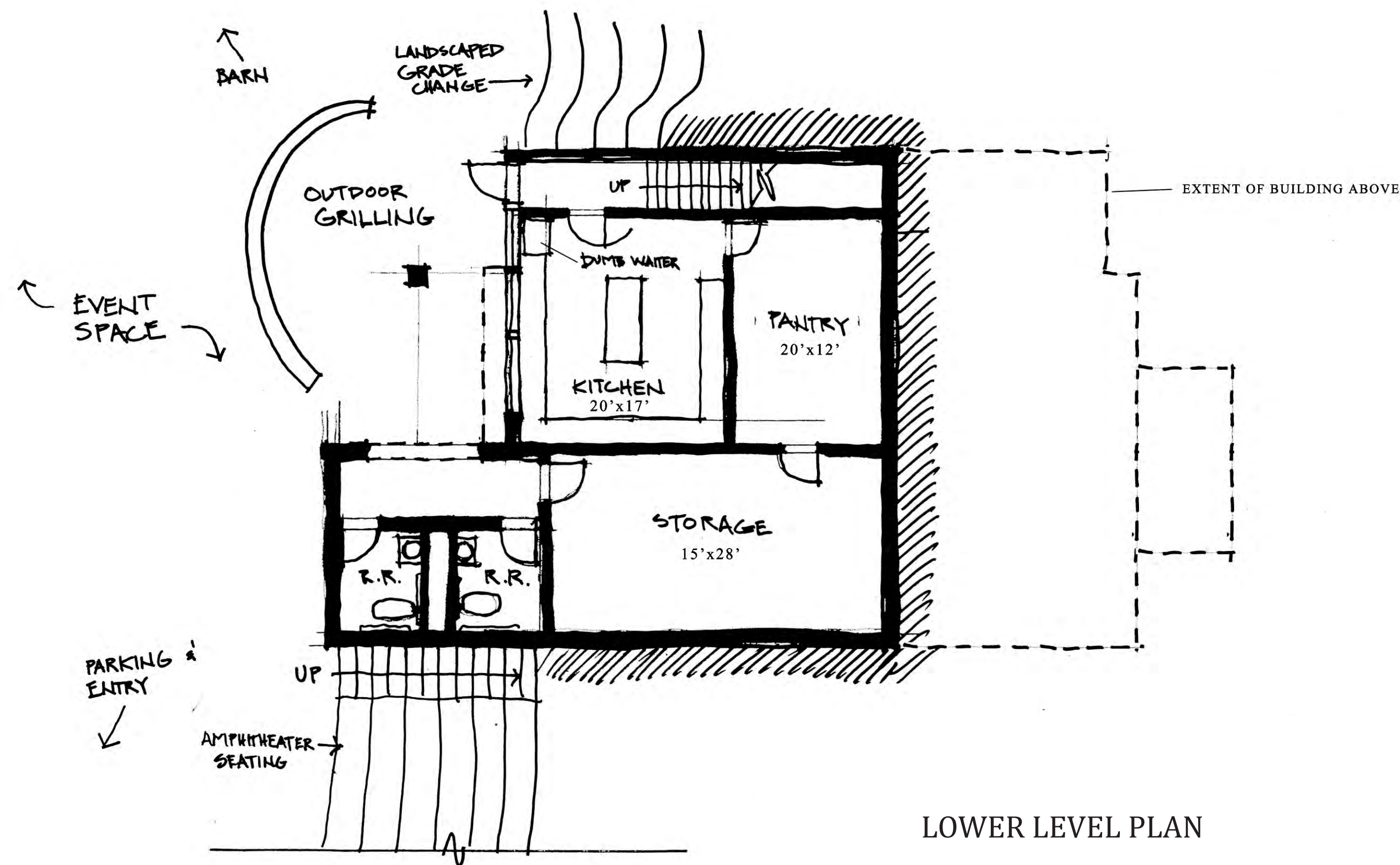
- More transparent means of restricting access to garden areas
- Replaces existing chain link fence



# SYLVIA BAILEY PARK - AERIAL PERSPECTIVE

AERIAL PERSPECTIVE FROM WEST

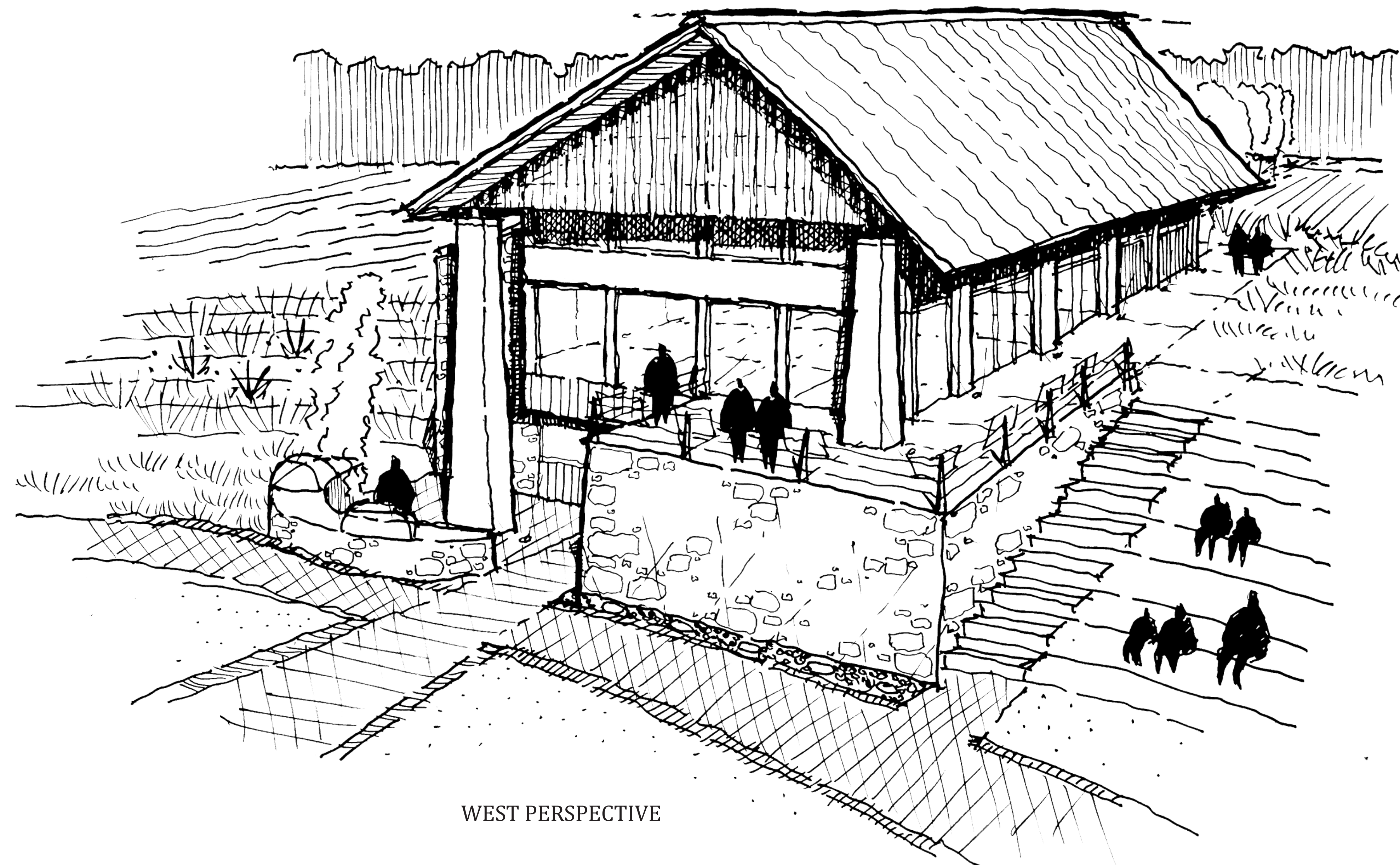
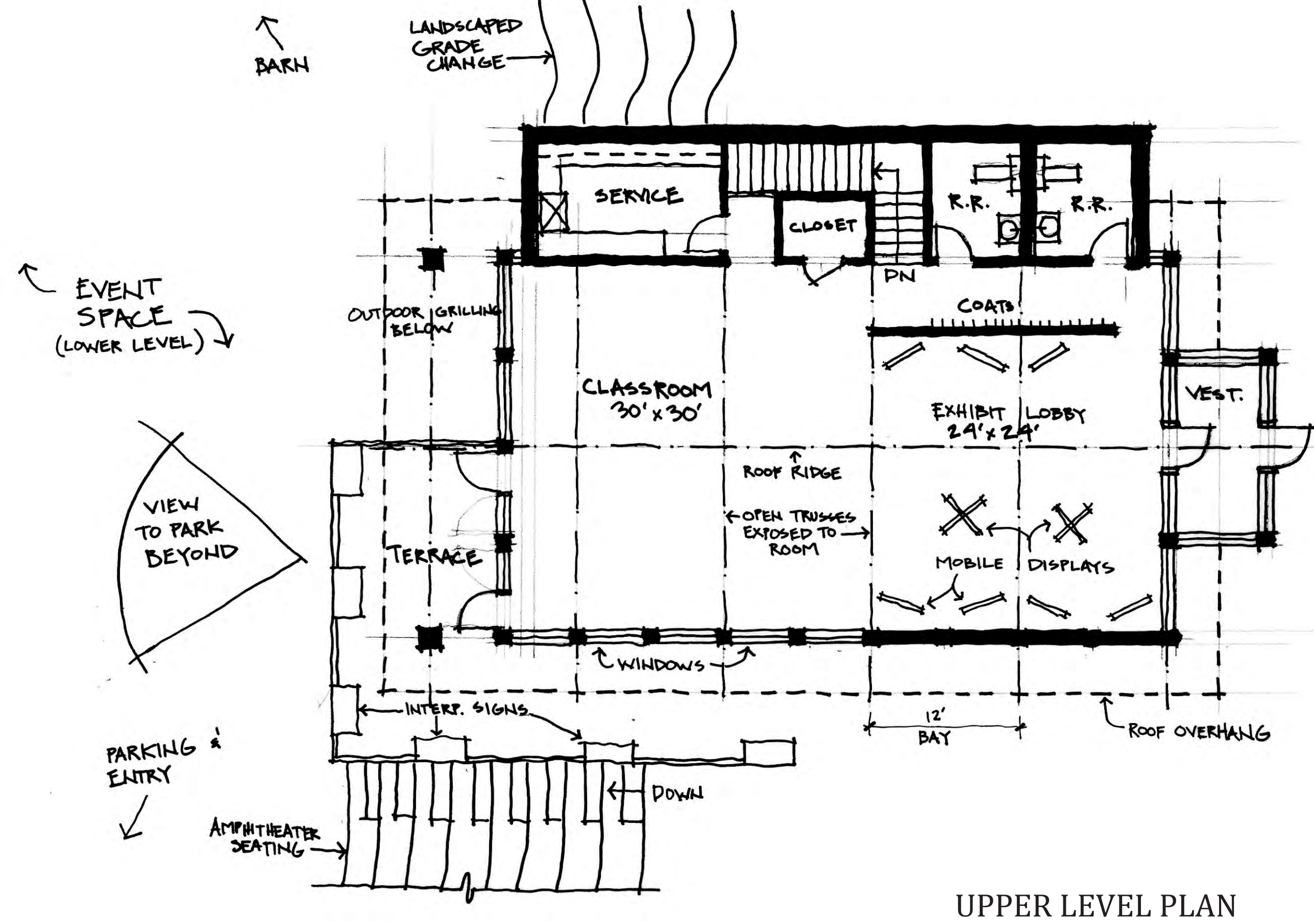




INTERPRETIVE DISPLAYS



INTERIOR CHARACTER



# SYLVIA BAILEY PARK - INTERPRETIVE CENTER



# MEMORANDUM



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Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Casey, ASLA, PLA  
Superintendent of Park Planning and Construction  
Re: North Lea McKeighan Renovations

---

We are proceeding with design and construction documents with our design team headed up by BBN Architects. Staff has had a chance to review preliminary design package and we are working on several adjustments in the site plan at the present time. We are also working with a local ice rink operator/contractor to determine the scope, size, and specifics of the ice rink.

We reconvened the project task force on Wednesday November 9<sup>th</sup> at the Harris Park Community Center to review the final designs and preliminary cost estimates for the park.

Staff has already begun demolition of the park which includes removal of the concession building, ball field fencing, parking lot, field lighting, and selective tree removal.

We will keep the Board updated on the progress of this project.

*(Portions not denote progress since previous month's report)*



## Conceptual Plan Construction Cost Estimate

Item	Qty.	Unit	Unit Cost	Item Total
<b>DEMOLITION (BY OTHERS)</b>				
<b>SITE PREPERATION</b>				
Bonds and Permits	1	LS	\$ 35,000	\$ 35,000
Mobilization & Survey	1	LS	\$ 55,000	\$ 55,000
Erosion Control / Tree Protection	1	LS	\$ 13,000.00	\$ 13,000
Earth Moved (On-Site)	1	LS	\$ 130,000.00	\$ 130,000
<b>UTILITIES</b>				
Connect to Existing Sanitary Manhole	1	EA	\$ 1,000.00	\$ 1,000
8" Sanitary Sewer Main	710	LF	\$ 60.00	\$ 42,600
Sanitary Sewer Manhole	3	EA	\$ 4,000.00	\$ 12,000
4" Sanitary Sewer Service	370	LF	\$ 50.00	\$ 18,500
Connect to Existing Water Main	1	EA	\$ 1,000.00	\$ 1,000
Water Service	1070	LF	\$ 40.00	\$ 42,800
Storm Sewer Pipe	530	LF	\$ 75.00	\$ 39,750
Bioretention Underdrain	500	LF	\$ 40.00	\$ 20,000
Yard Inlet	3	EA	\$ 2,000.00	\$ 6,000
End Section	2	EA	\$ 1,000.00	\$ 2,000
Electrical	1	LS	\$ 60,000.00	\$ 60,000
Parking Lot Lighting	1	LS	\$ 37,275.00	\$ 37,275
<b>PAVING/PARKING</b>				
Asphalt Path (10' width)	1587	SY	\$ 32.00	\$ 50,784
Pedestrian Concrete Pavement	22946	SF	\$ 8.00	\$ 183,568
Parking Lot Pavement- Drive Aisle	2567	SY	\$ 28.00	\$ 71,876
Parking Lot Pavement- Stalls	4250	SY	\$ 22.00	\$ 93,500
Wheel Stops and Striping	185	STALL	\$ 120.00	\$ 22,200
Limestone Boulders	22	EA	\$ 350.00	\$ 7,700
Concrete Curb	207	LF	\$ 25.00	\$ 5,175
<b>SITE AMMENITIES</b>				
Ornamental Fencing	380	LF	\$ 65.00	\$ 24,700
Ornamental Gates	4	EA	\$ 800.00	\$ 3,200
Fire Rings	4	EA	\$ 5,000.00	\$ 20,000
Park Furnishings	1	LS	\$ 15,000.00	\$ 15,000
Terrace Furnishings	1	LS	\$ 8,000.00	\$ 8,000
<b>PLANTINGS</b>				
Plantings (Plugs @ 12" o.c. avg)	15252	SF	\$ 6.00	\$ 91,512
Tree Plantings	60	EA	\$ 600.00	\$ 36,000
Turf (seed and sod)	1	LS	\$ 22,000.00	\$ 22,000
<b>STRUCTURES</b>				
Ice Rink Mech Enclosure	1	LS	\$ 70,000	\$ 70,000
Zamboni Garage	1	LS	\$ 100,000	\$ 100,000
Concessions Building	1	LS	\$ 570,000	\$ 570,000
Bioswale Bridges	3	EA	\$ 5,000	\$ 15,000
Trellis Structures	1200	SF	\$ 80	\$ 96,000

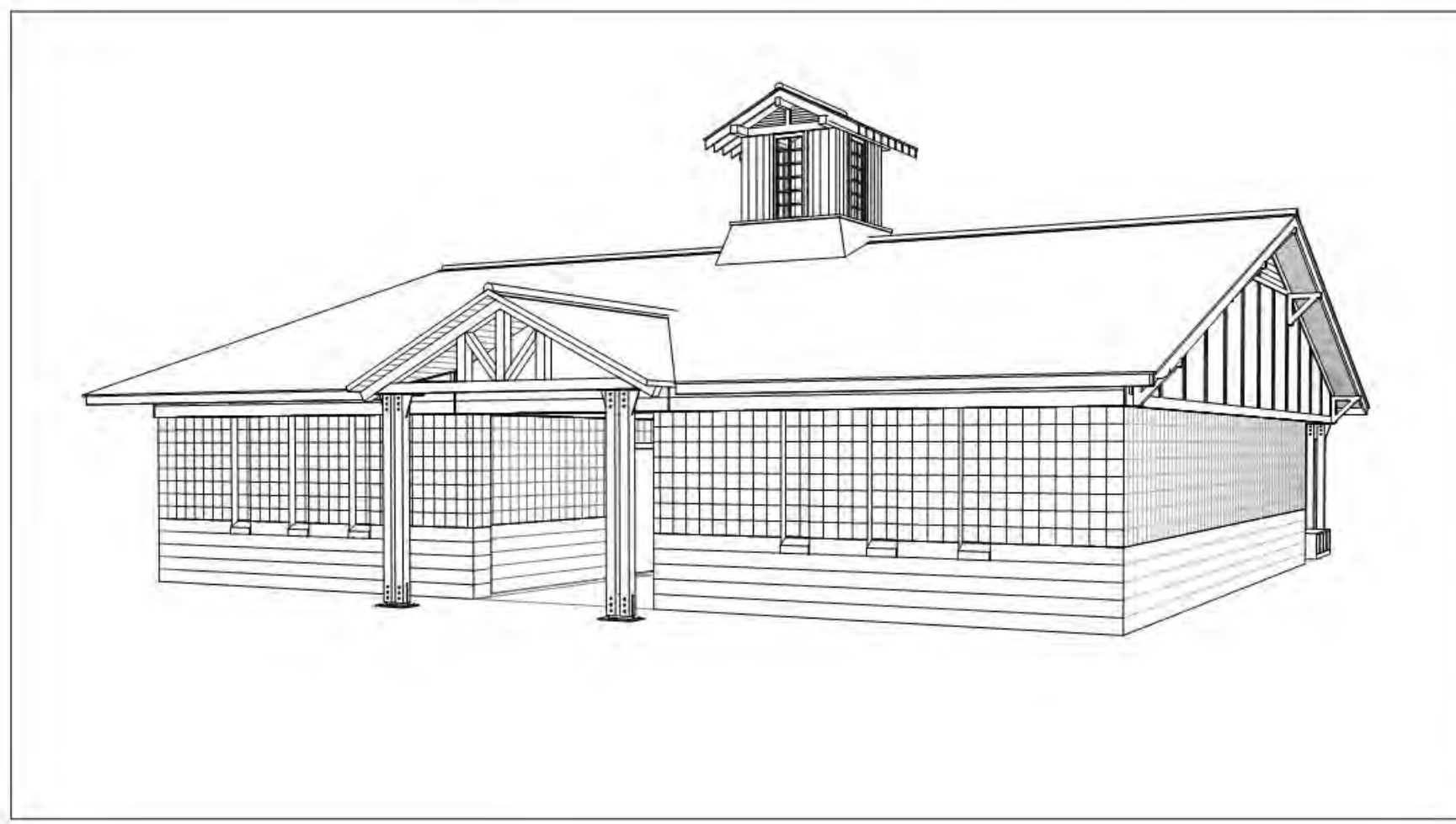
BBN Architects, Inc.

## Conceptual Plan Construction Cost Estimate

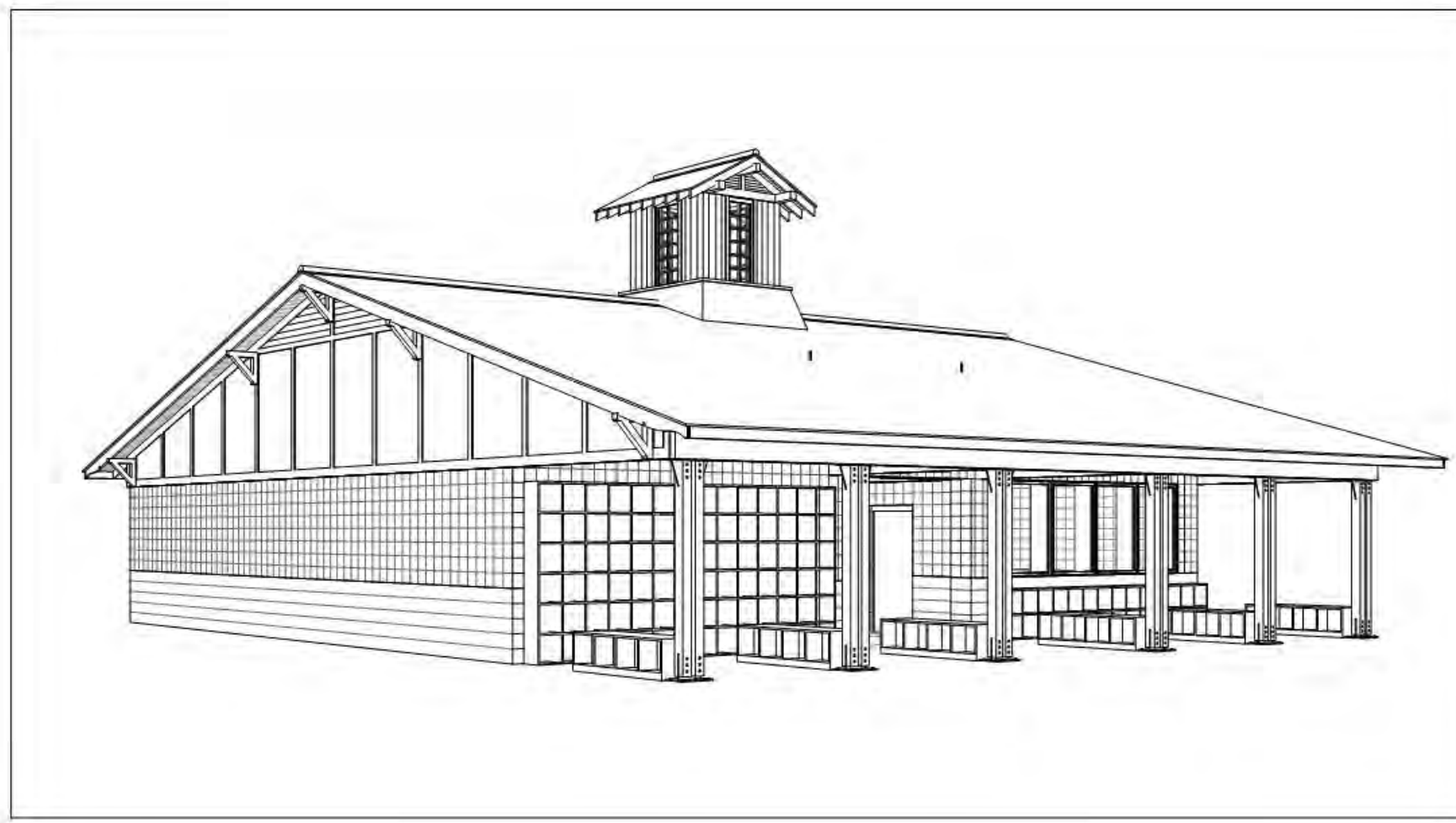
Item	Qty.	Unit	Unit Cost	Item Total
Trash Enclosure	1	EA	\$ 25,000	\$ 25,000
Picnic Shelter	1	EA	\$ 55,000	\$ 55,000
Small Restroom (1sink, 1 toilet for ea M/W)	1	LS	\$ 100,000.00	\$ 100,000
Subtotal				\$ 2,202,140
General Conditions / OH&P			12%	\$ 264,256.80
Contingency			15%	\$ 330,321.00
<b>General Contract Construction Total</b>				<b>\$ 2,796,718</b>
RFP DESIGN ELEMENTS				
Ice Rink Allowance*	1	LS	\$ 800,000	\$ 800,000
Tot Playground	1	LS	\$ 120,000.00	\$ 120,000
Pump Track (Sidewinder Mason Series)	1	LS	\$ 120,420.00	\$ 120,420
Nature Play	1	LS	\$ 100,000.00	\$ 100,000
Skate Features	1	LS	\$ 100,000.00	\$ 100,000
Slack Line Area	1	LS	\$ 5,000.00	\$ 5,000
Subtotal				\$ 1,245,420
General Conditions / OH&P			12%	\$ 149,450.40
Contingency			20%	\$ 249,084.00
<b>RFP Construction Total</b>				<b>\$ 1,643,954</b>
<b>Combined Construction Total</b>				<b>\$ 4,440,672</b>



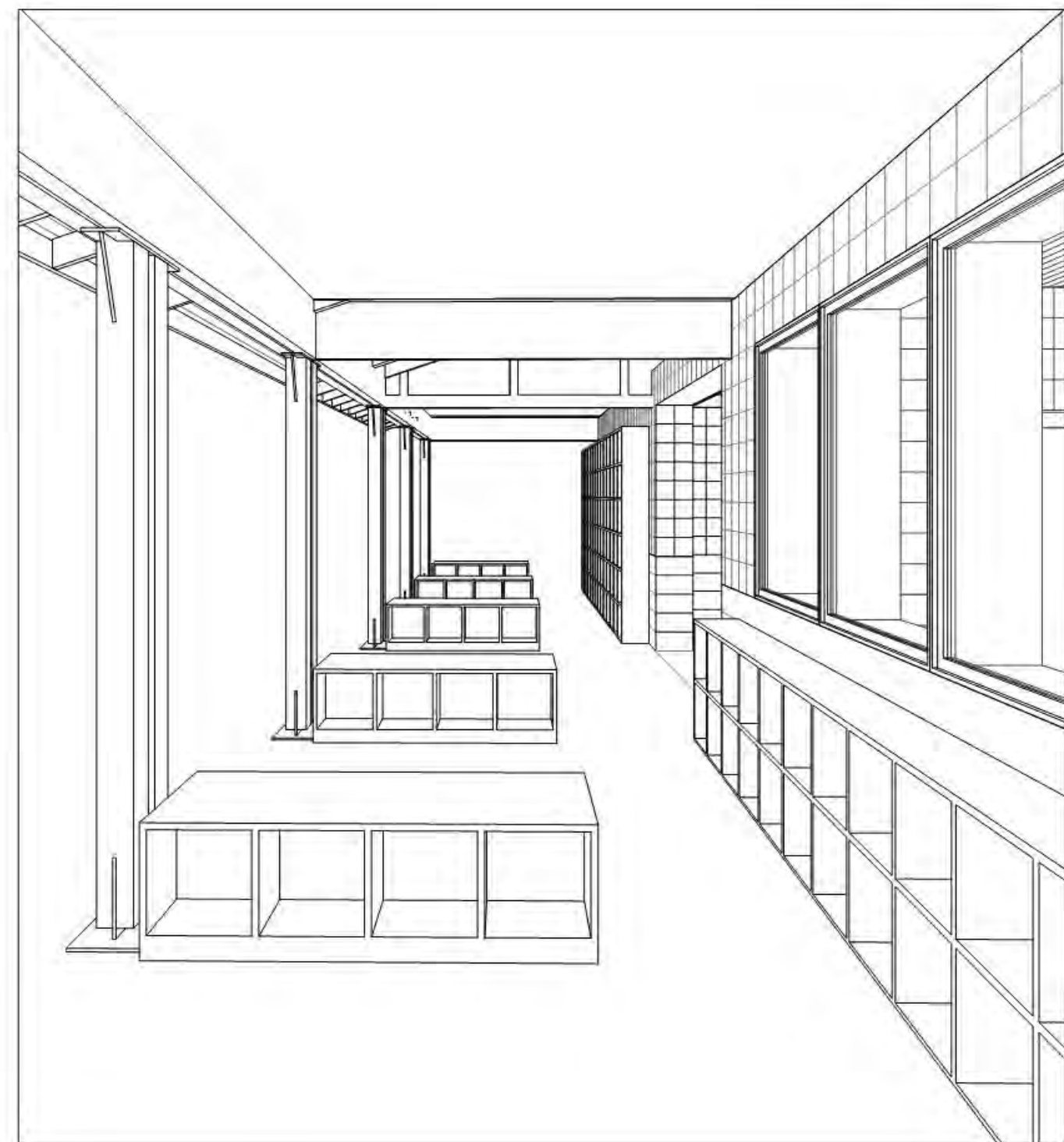
L K J I H G F E D C B A



17 A101 CONCESSIONS BUILDING ENTRY PERSPECTIVE



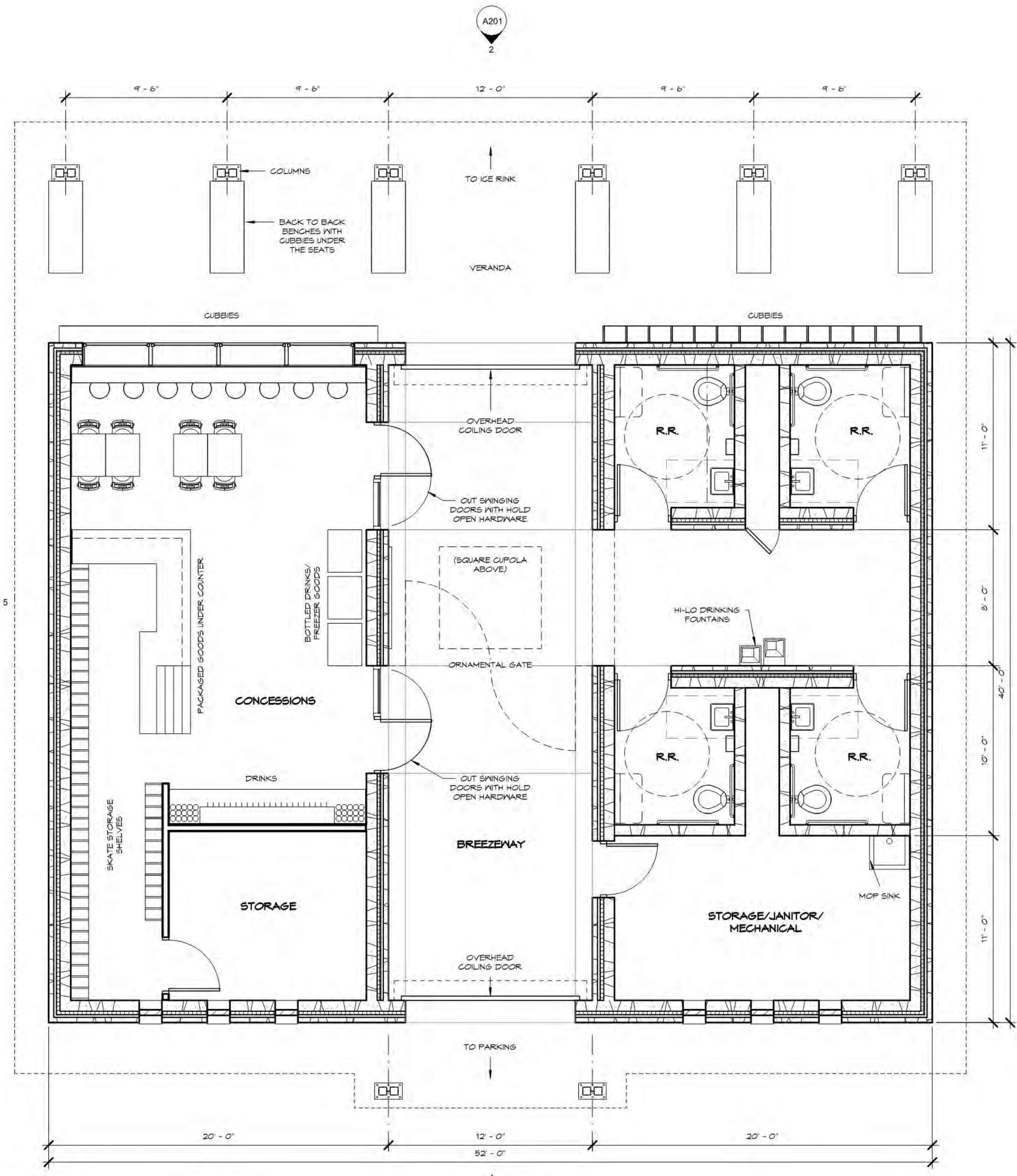
15 A101 NORTH EAST CORNER PERSPECTIVE



L1 A101 VERANDA

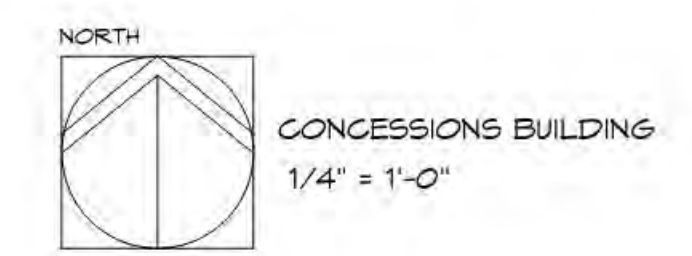


11 A101 BREEZEWAY PERSPECTIVE



A201 5

A201 6



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PRELIMINARY DESIGN

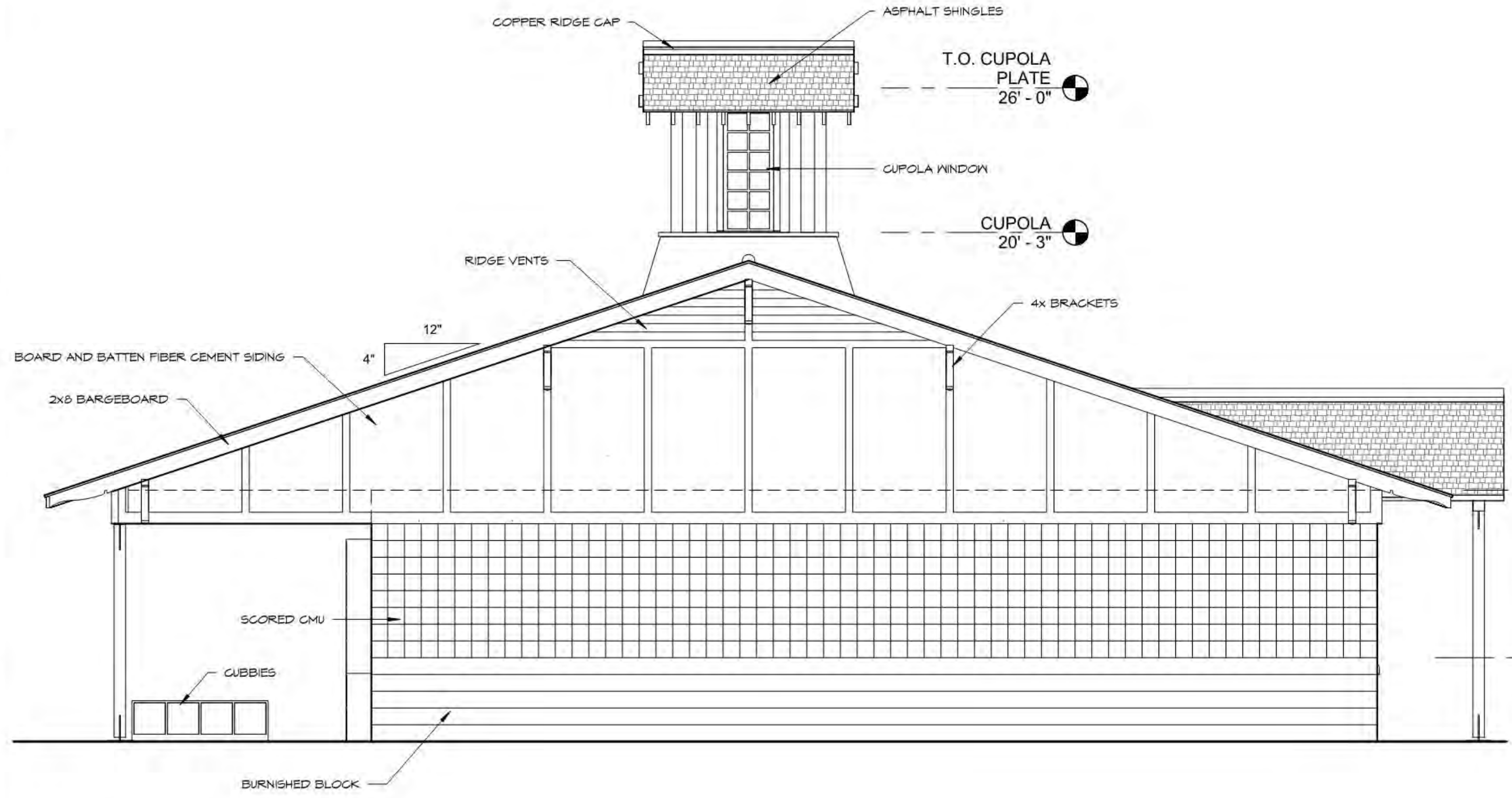
LEA MCKEIGHAN PARK NORTH  
120 NE CHIPMAN ROAD, LEES SUMMIT, MO 64063  
LEES SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description

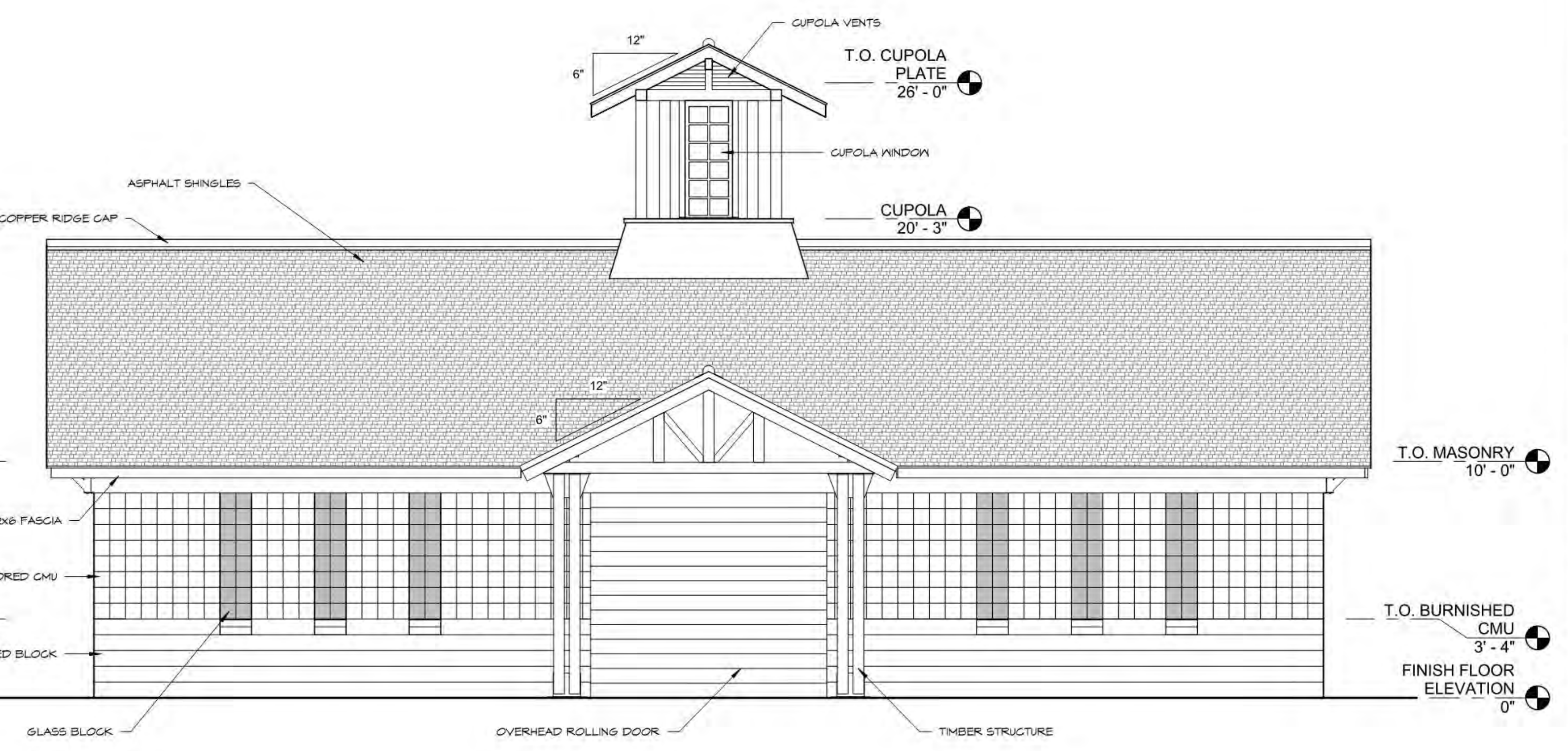
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DRAWN BY: AJD  
CHECKED BY: SAB  
PLOTTING DATE: \_\_\_\_\_  
ISSUE DATE: 08/19/16

CONCESSIONS BUILDING  
A101

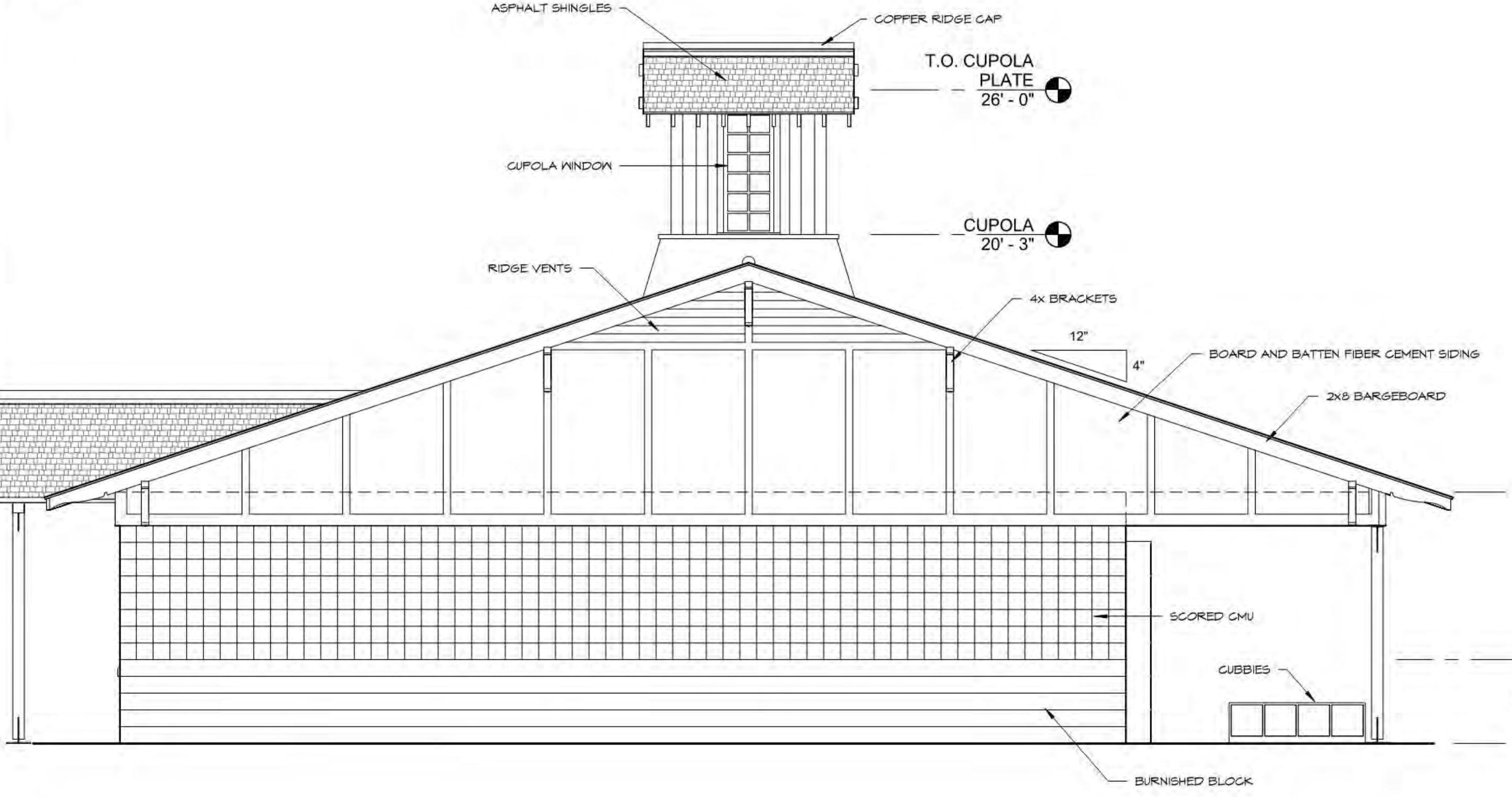




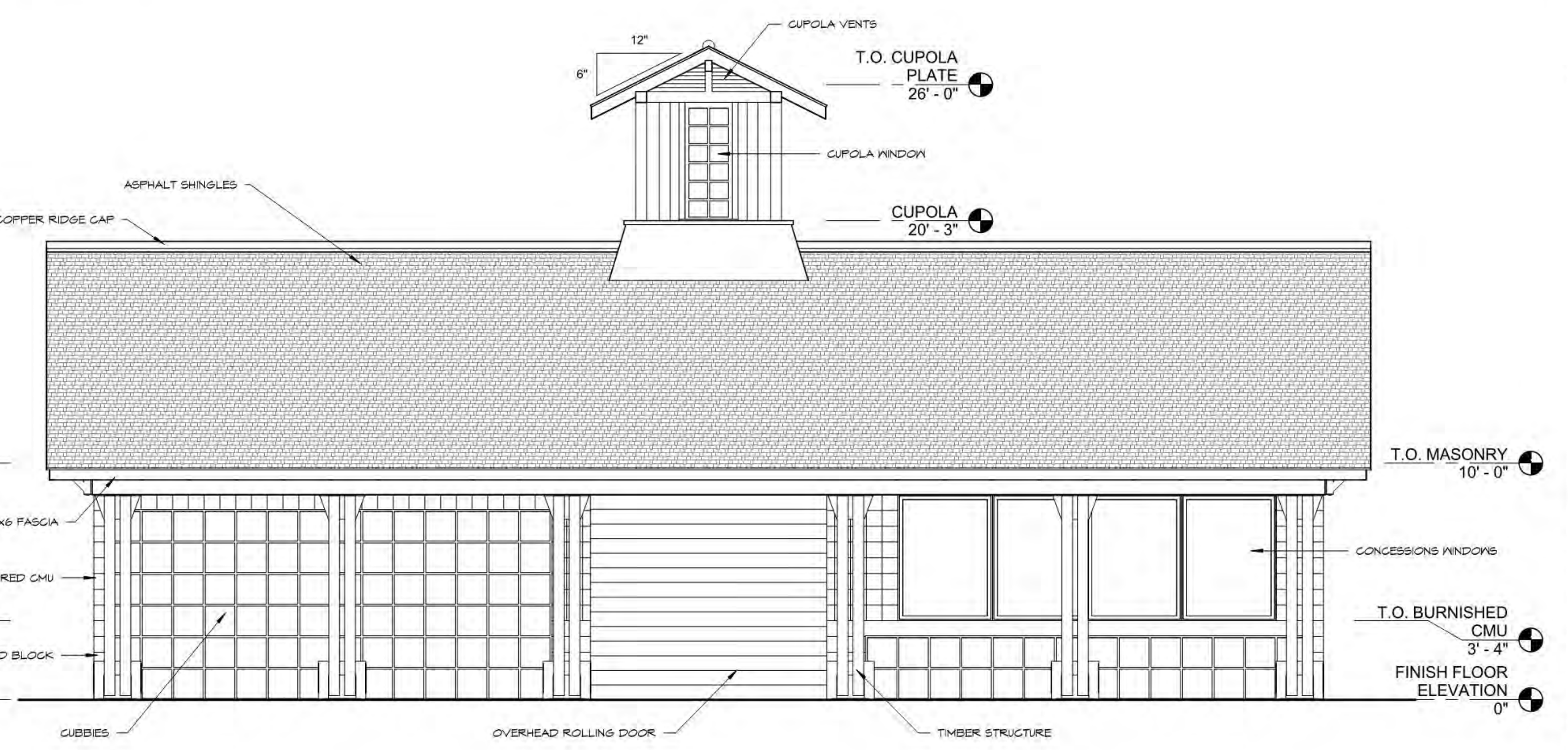
5 WEST ELEVATION  
A201 1/4" = 1'-0"



1 SOUTH ELEVATION  
A201 1/4" = 1'-0"



6 EAST ELEVATION  
A201 1/4" = 1'-0"



2 NORTH ELEVATION  
A201 1/4" = 1'-0"

Rev.	Date	By	Description

PROJECT NO.:  
DRAWN BY: AJD  
CHECKED BY: SAB  
PLOTTING DATE:  
ISSUE DATE: 08/19/16

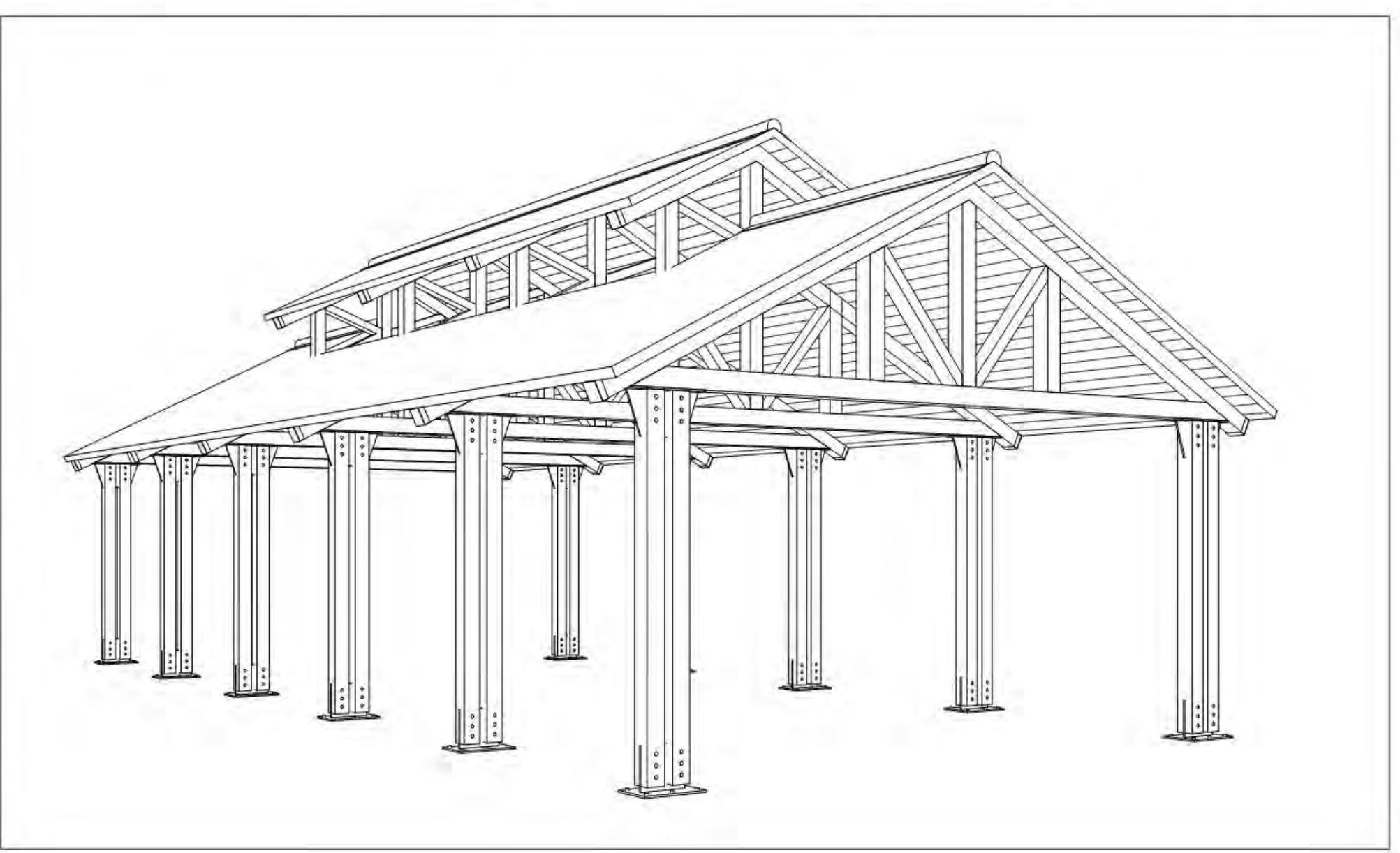
ELEVATIONS

A201

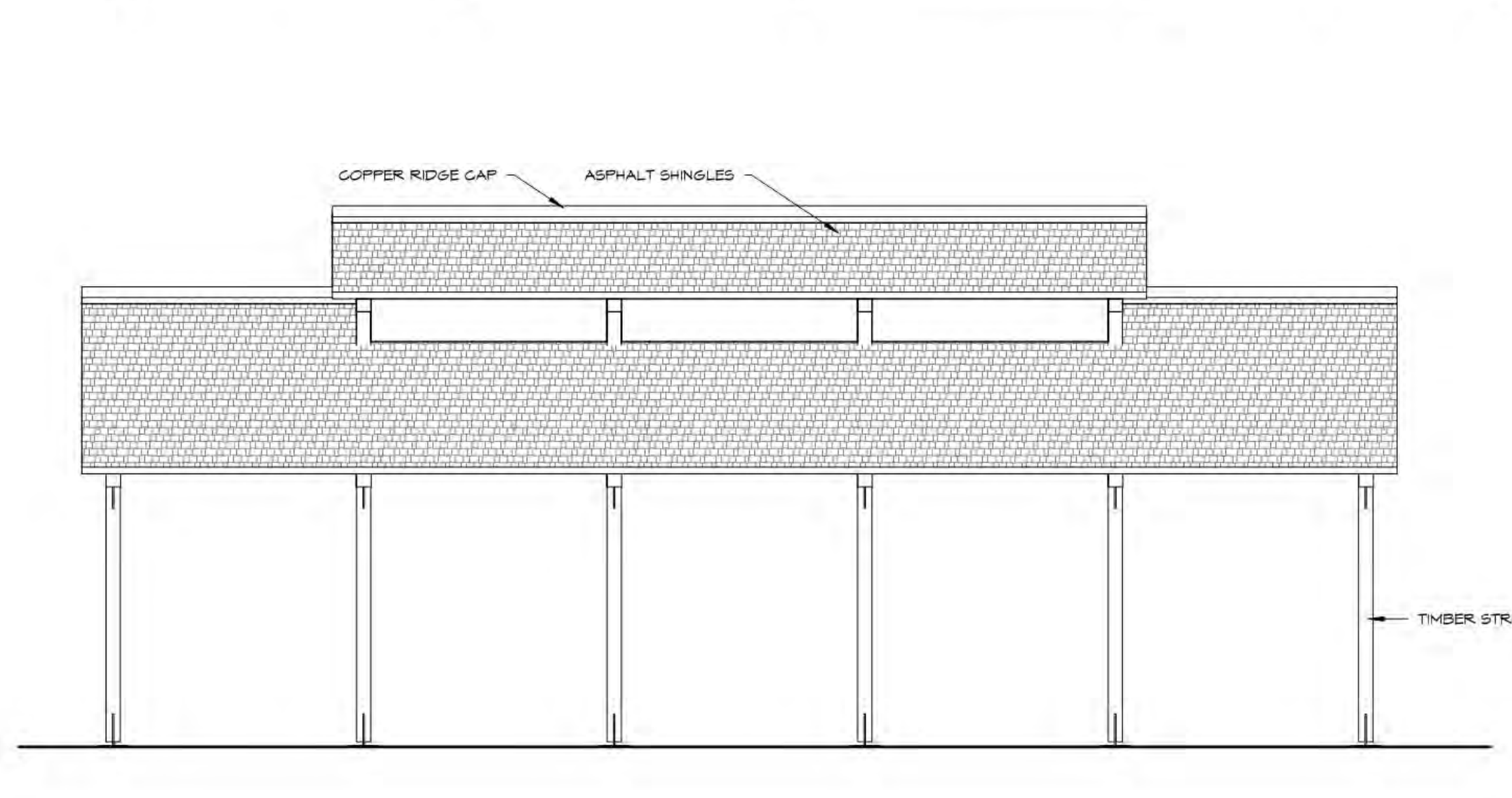


L K J I H G F E D C B A

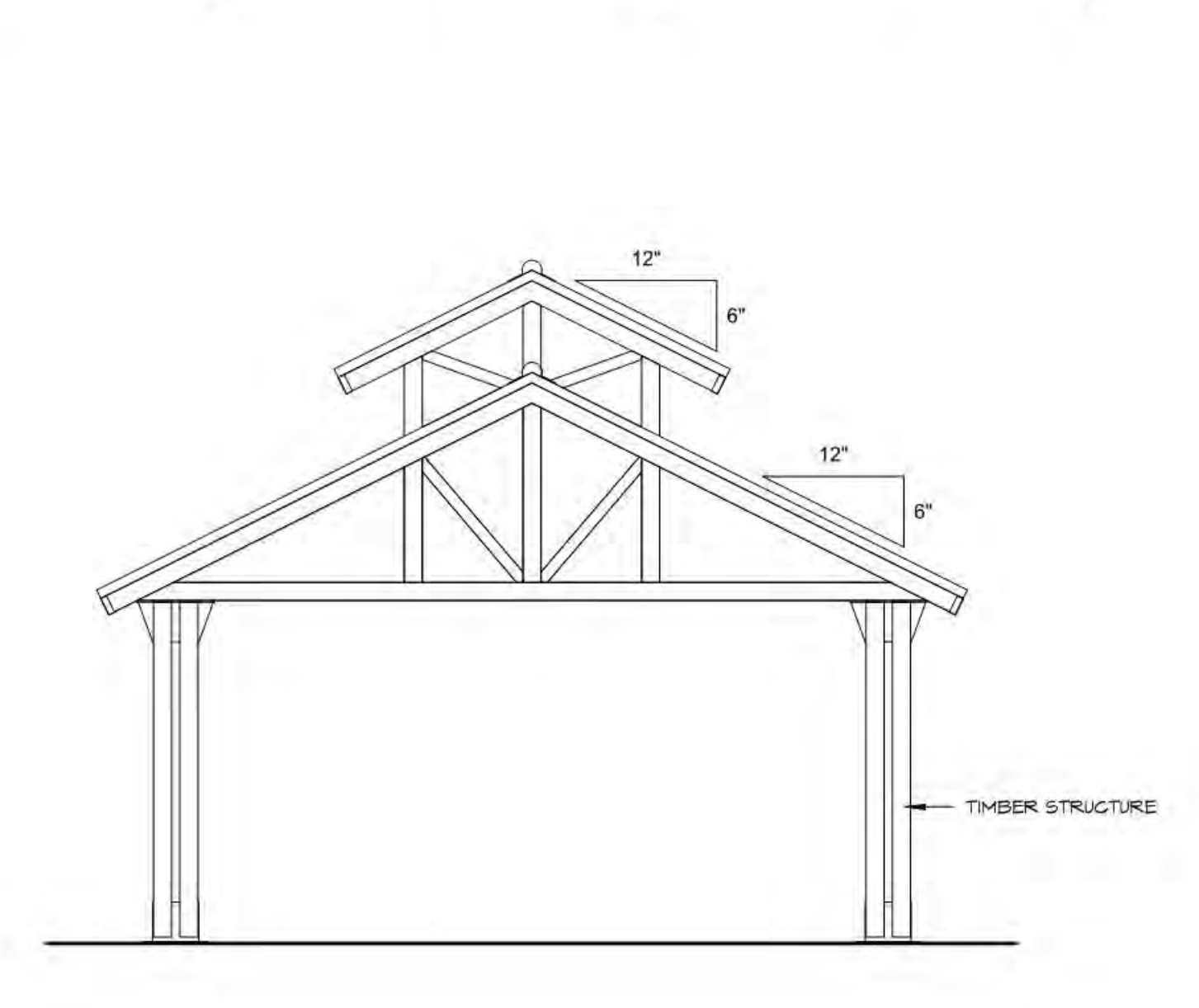
9  
8  
7  
6  
5  
4  
3  
2  
1



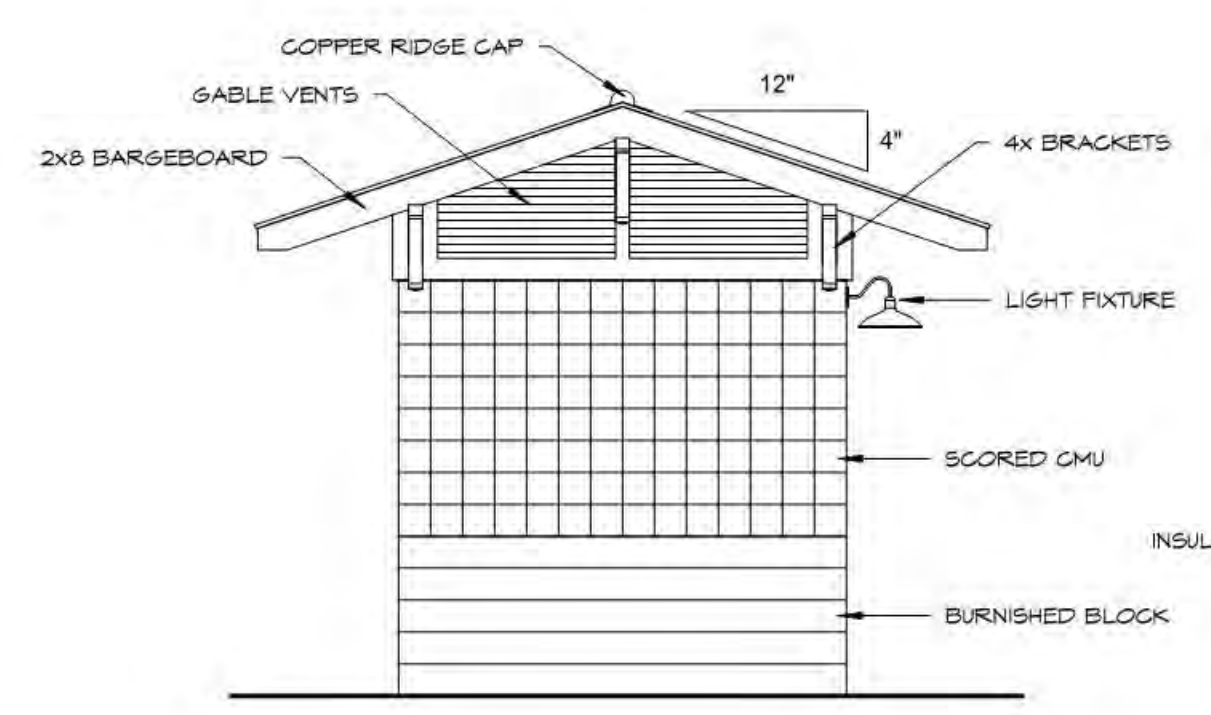
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A202  
3D View 1



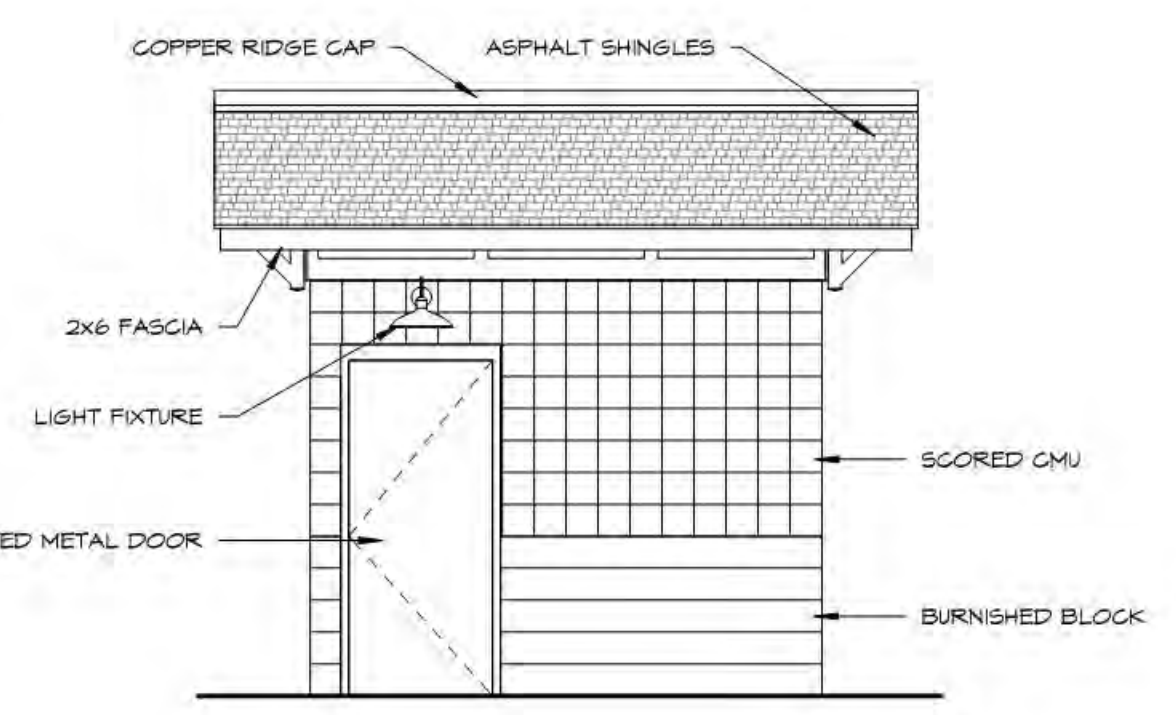
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A202  
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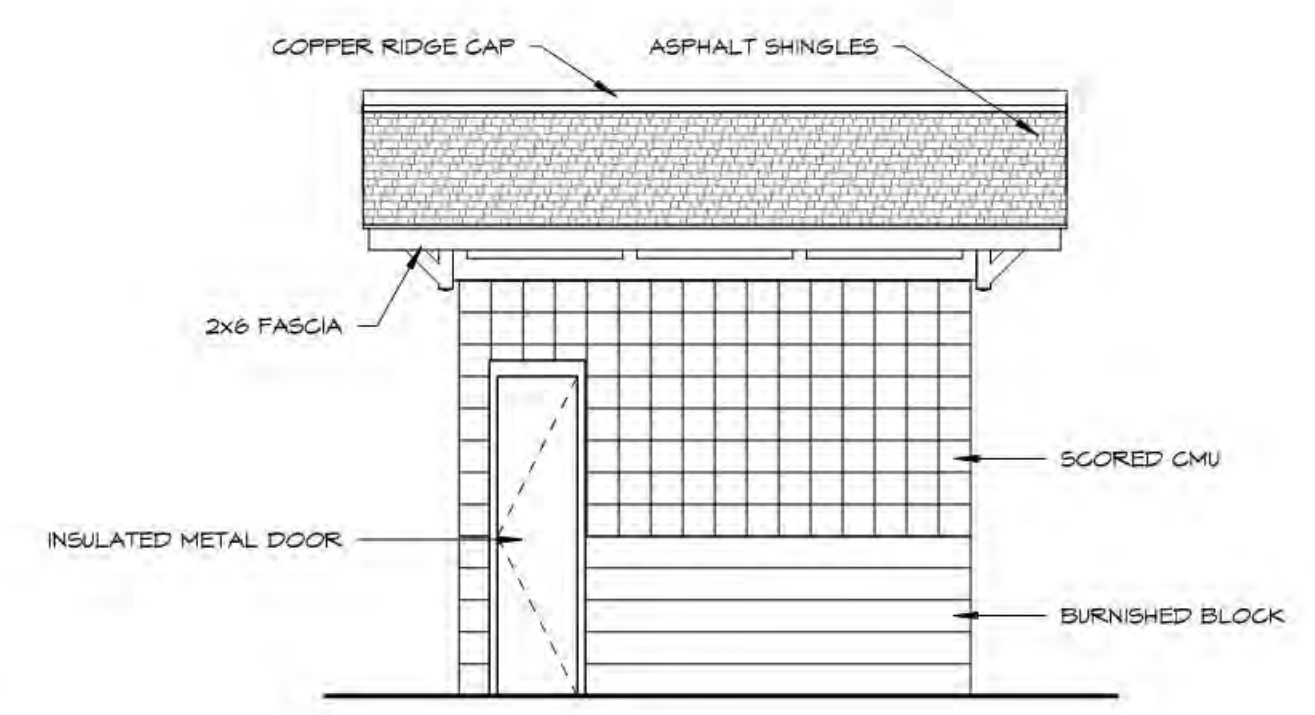
2  
A202  
SHELTER - SOUTH ELEVATION  
1/4" = 1'-0"



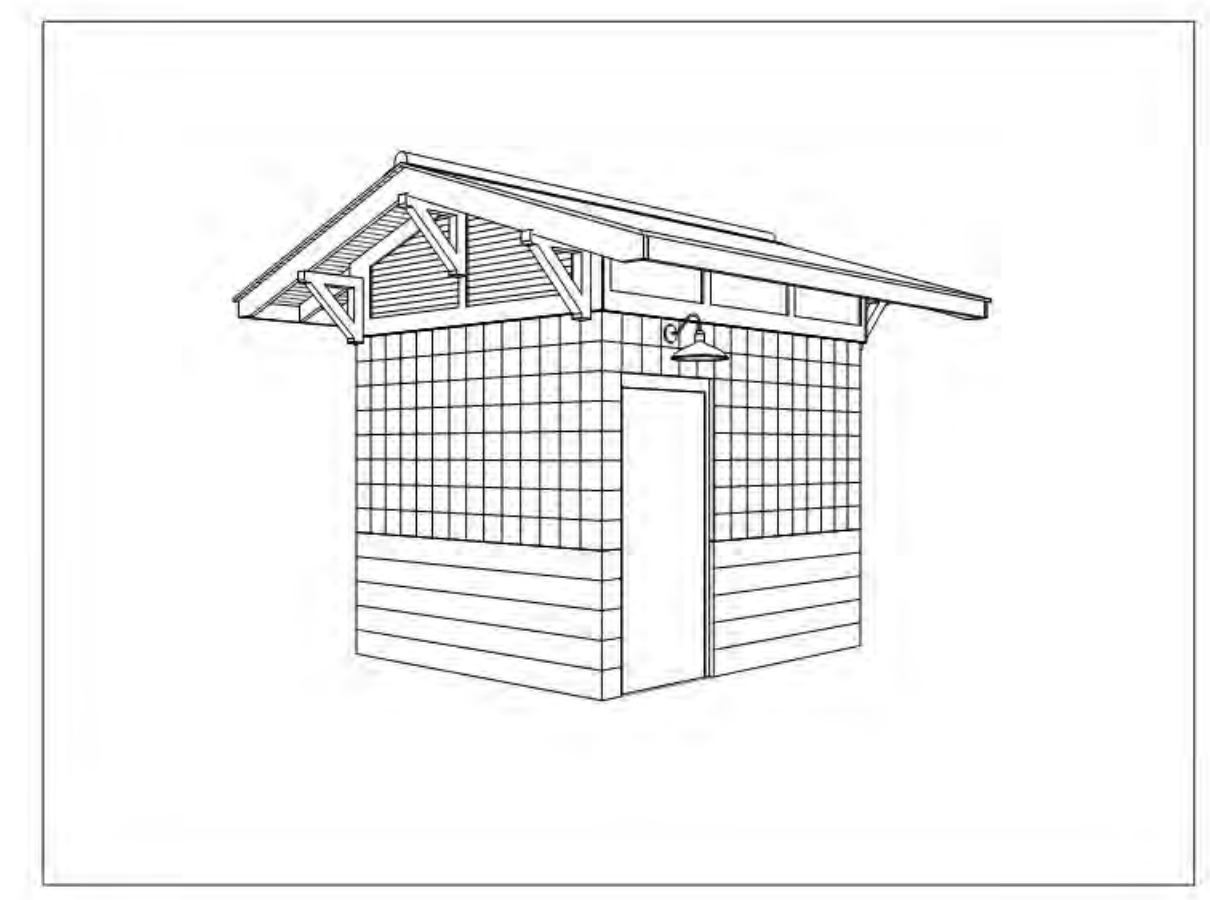
J4  
A202  
RESTROOM EAST ELEVATION  
1/4" = 1'-0"



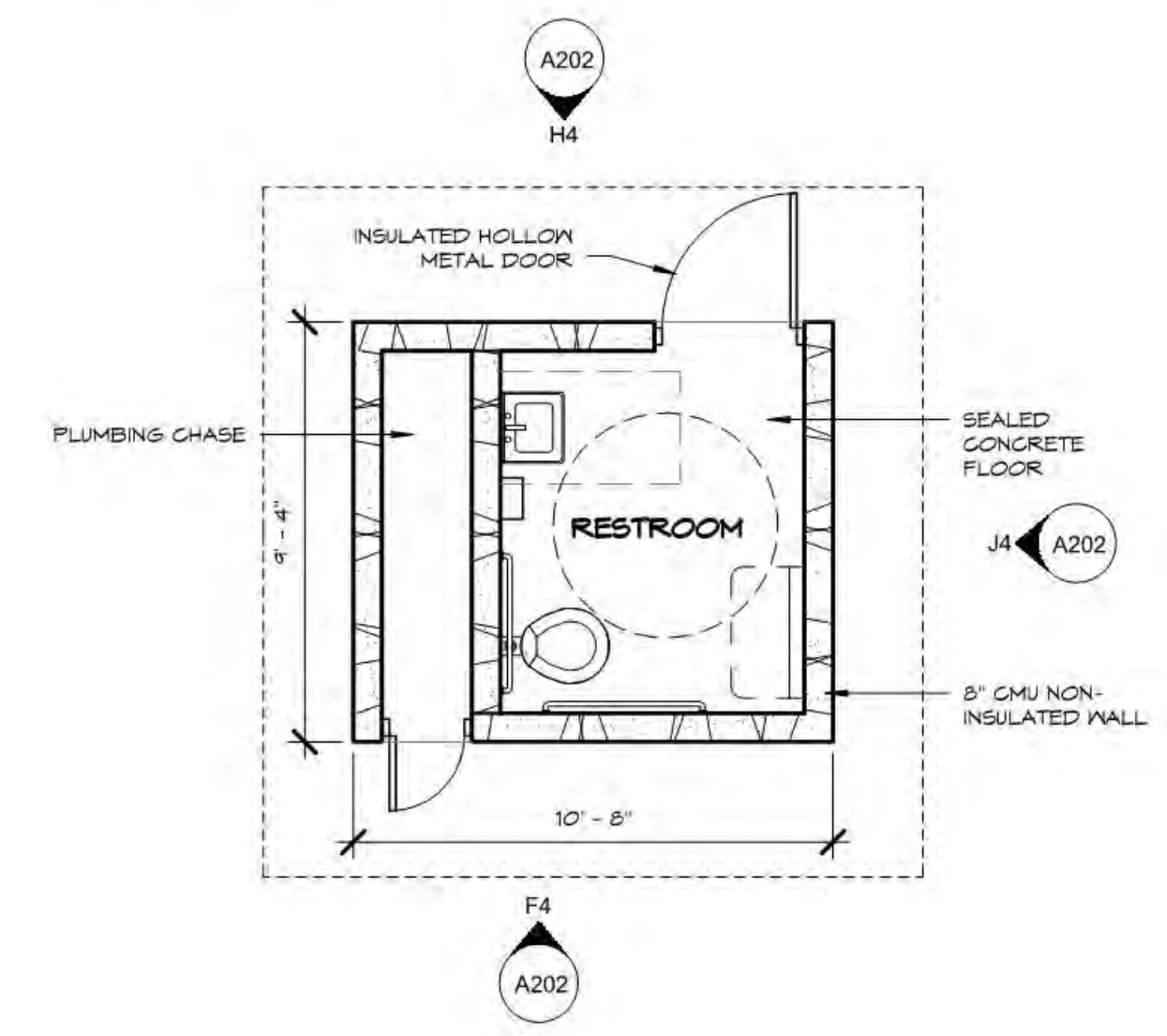
H4  
A202  
RESTROOM NORTH ELEVATION  
1/4" = 1'-0"



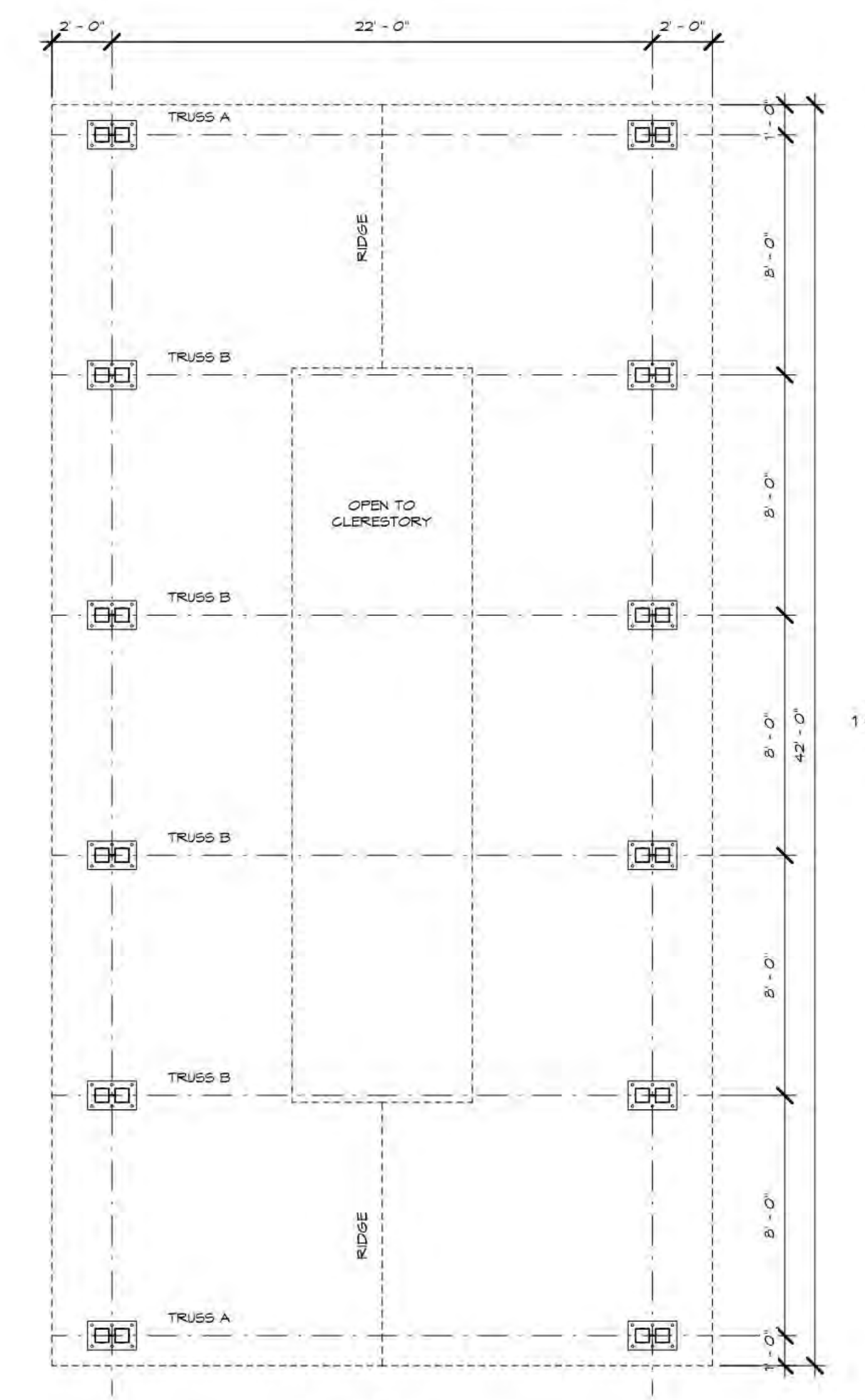
F4  
A202  
RESTROOM SOUTH ELEVATION  
1/4" = 1'-0"



9  
A202  
RESTROOM PERSPECTIVE



NORTH  
RESTROOM PLAN  
1/4" = 1'-0"



NORTH  
PICNIC SHELTER  
1/4" = 1'-0"

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DESIGN

LEA MCKEIGHAN PARK NORTH  
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LEES SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description

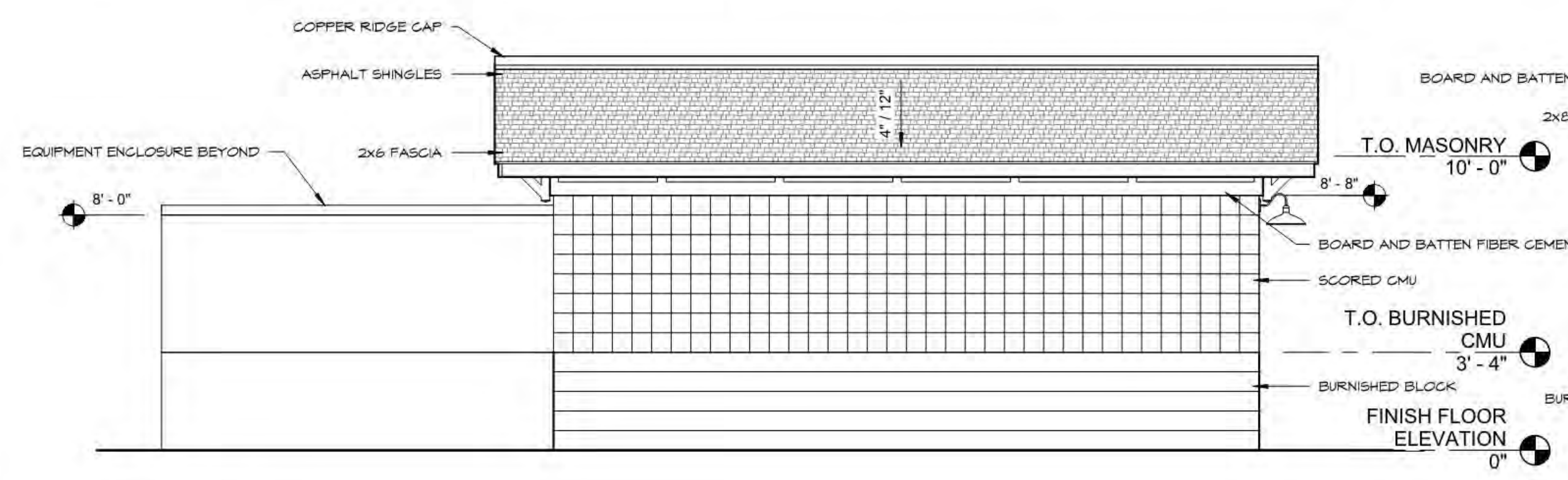
PROJECT NO.:  
DRAWN BY: AJD  
CHECKED BY: SAB  
PLOTTING DATE:  
ISSUE DATE: 08/19/16

PICNIC SHELTER AND  
RESTROOM  
BUILDING

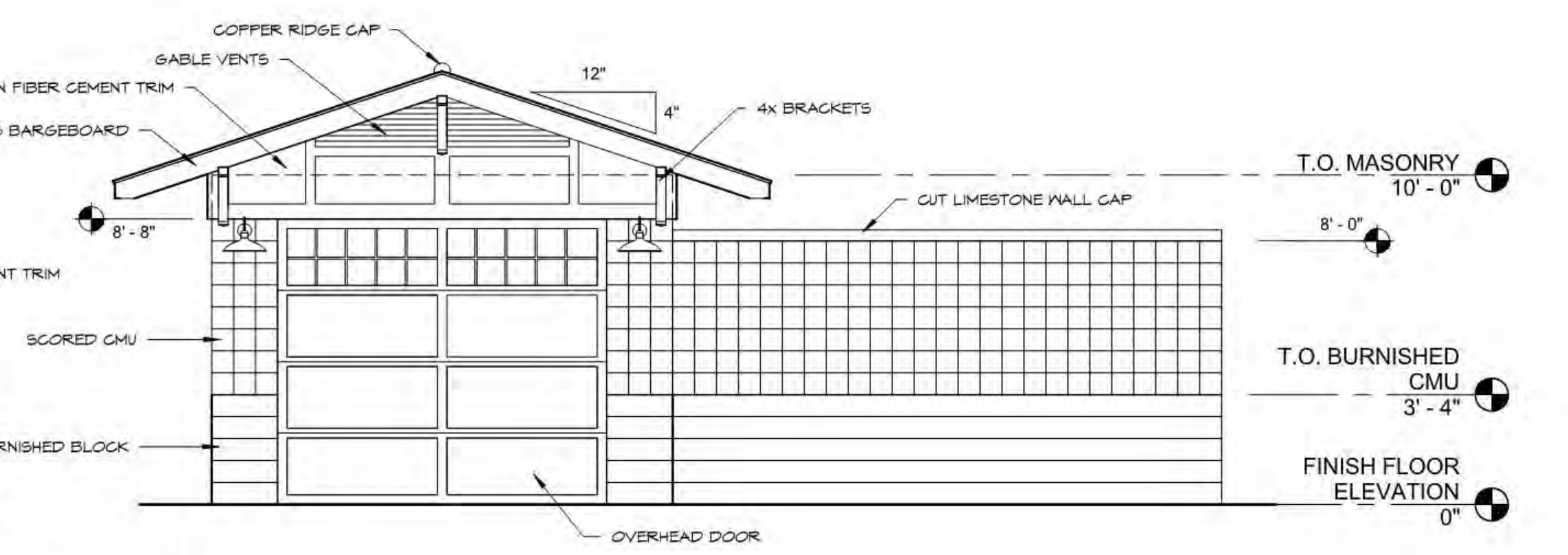
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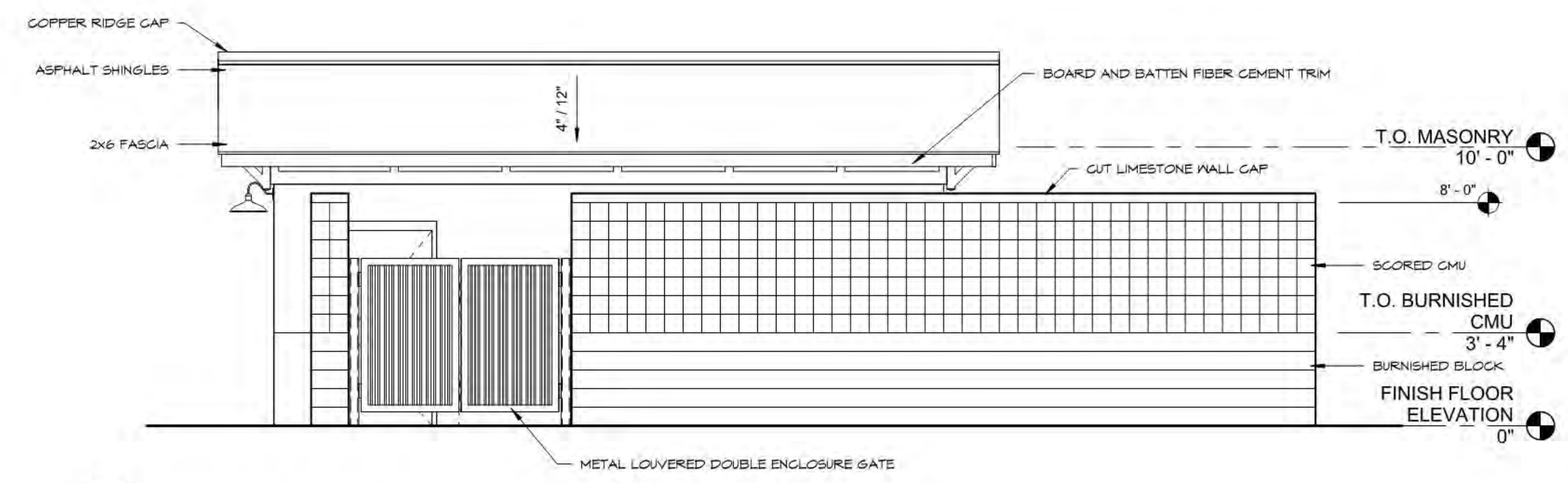
L K J I H G F E D C B A



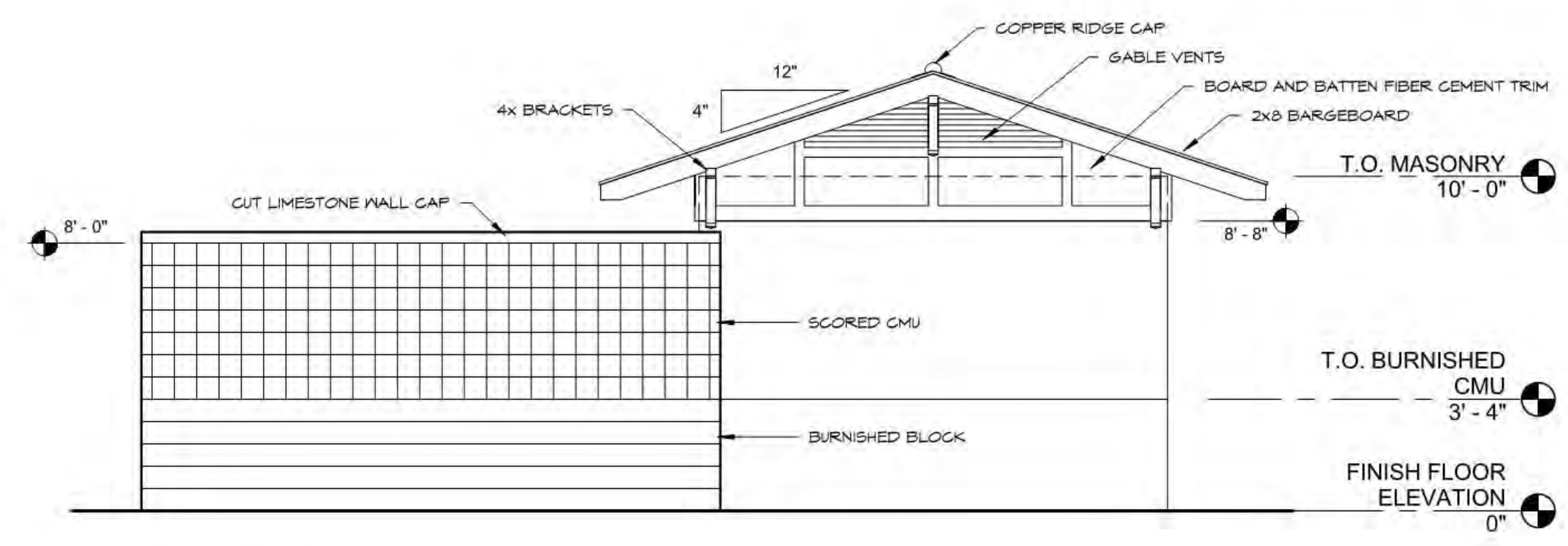
J8  
A203  
GARAGE SOUTH ELEVATION  
1/4" = 1'-0"



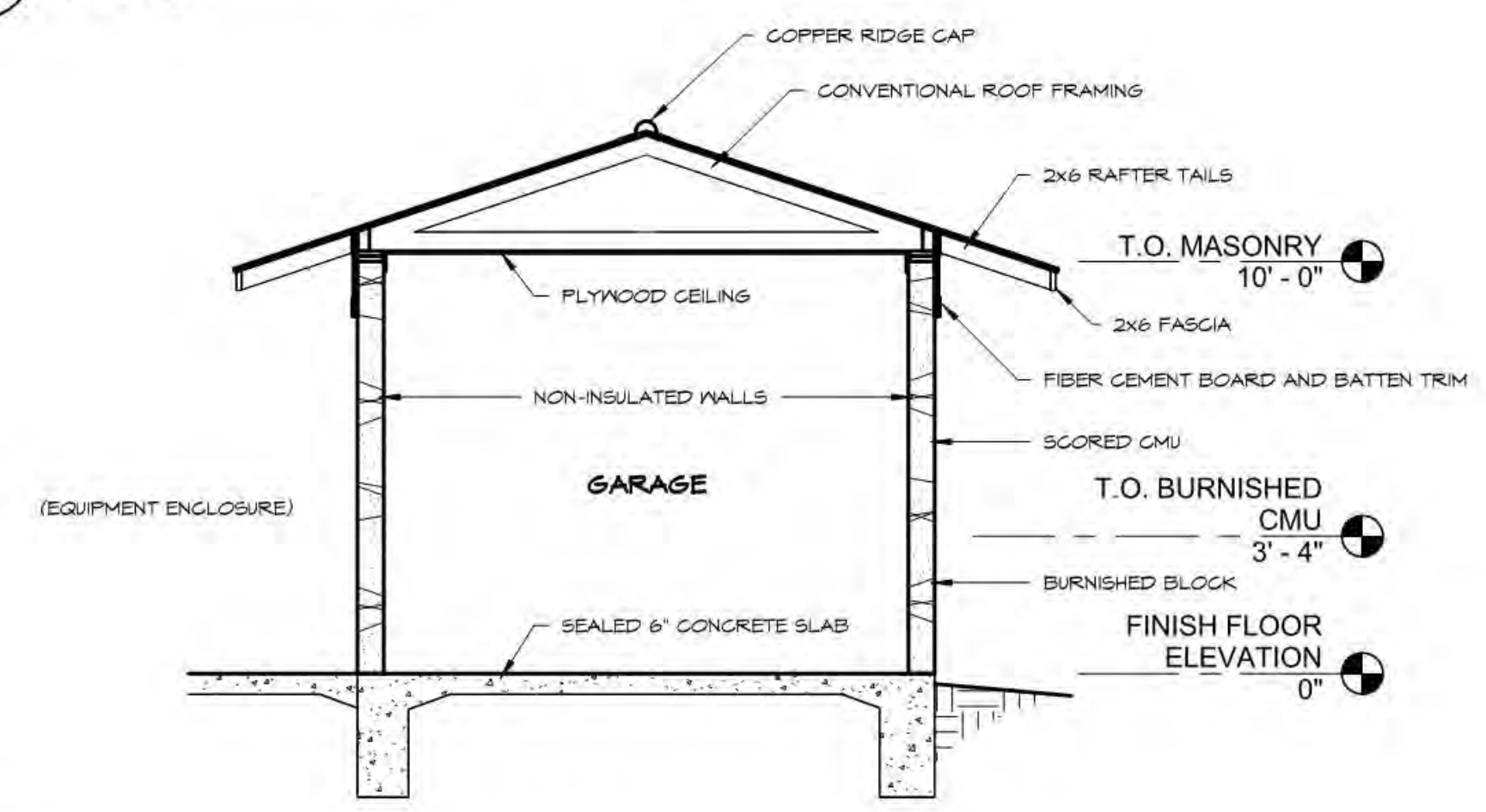
E8  
A203  
GARAGE EAST ELEVATION  
1/4" = 1'-0"



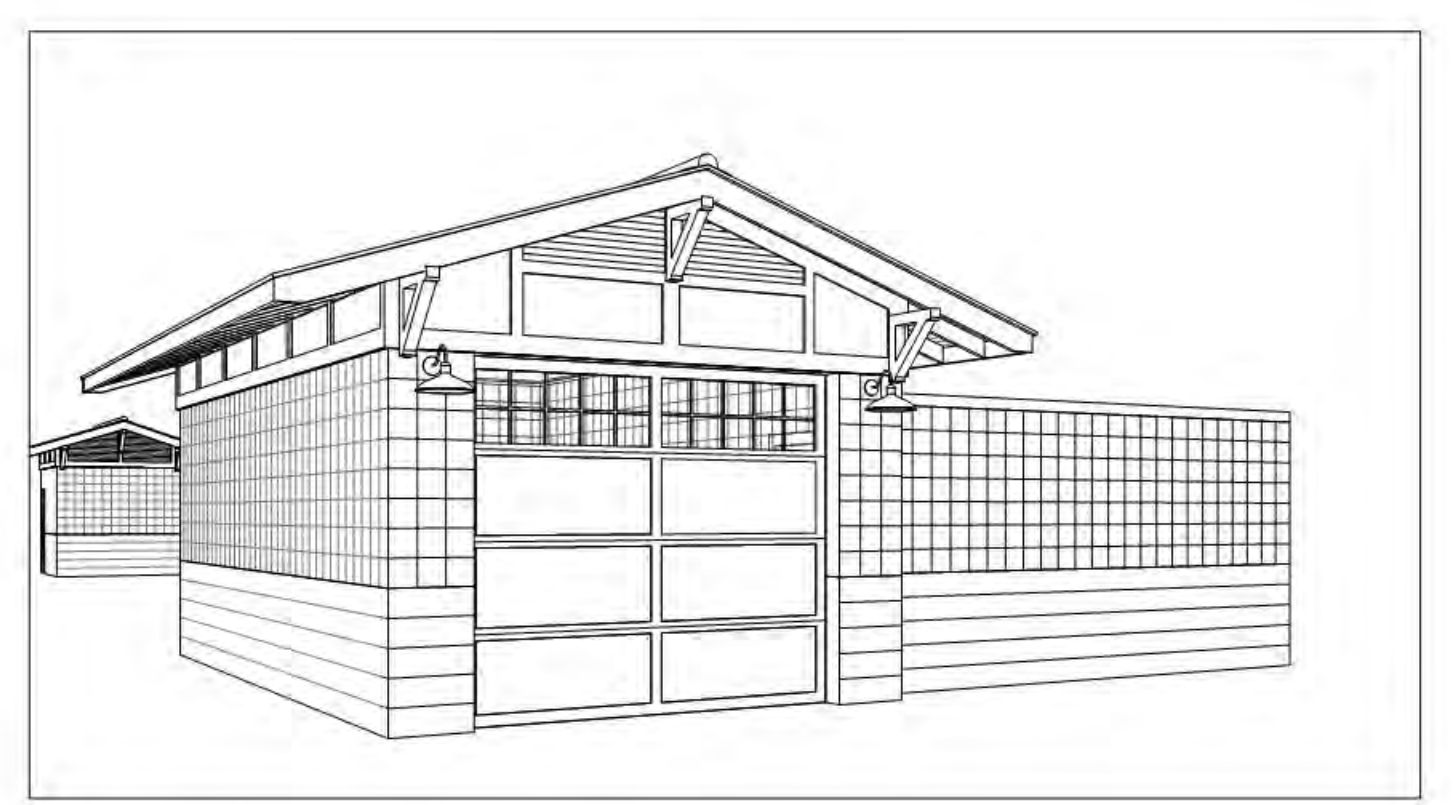
J6  
A203  
GARAGE NORTH ELEVATION  
1/4" = 1'-0"



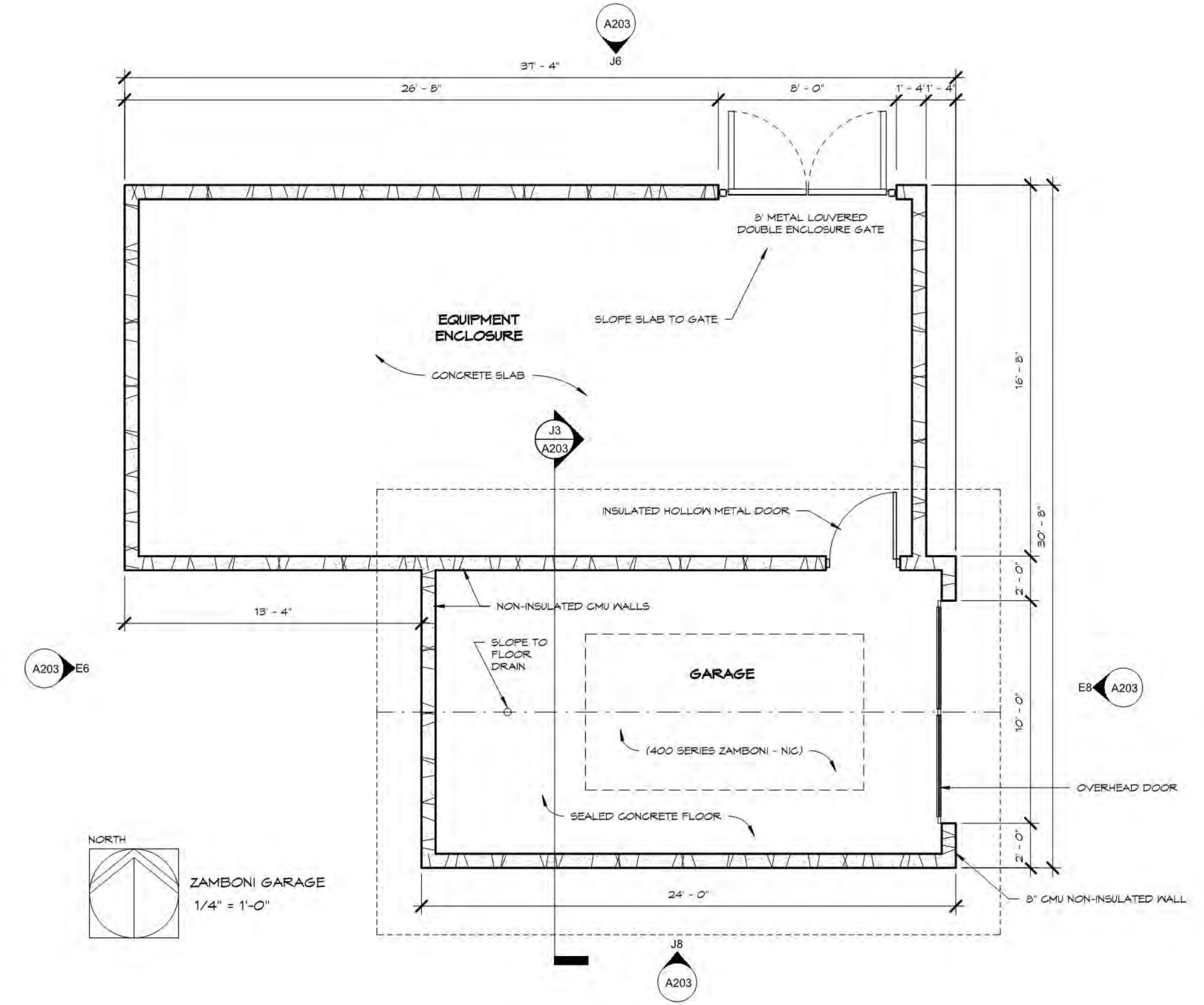
E6  
A203  
GARAGE WEST ELEVATION  
1/4" = 1'-0"



J3  
A203  
GARAGE SECTION  
1/4" = 1'-0"



J1  
A203  
GARAGE PERSPECTIVE



NORTH  
ZAMBONI GARAGE  
1/4" = 1'-0"

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LEA MCKEIGHAN PARK NORTH  
120 NE CHIPMAN ROAD, LEES SUMMIT, MO 64063  
LEES SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description

PROJECT NO:  
DRAWN BY: AID  
CHECKED BY: SAB  
PLOT DATE:  
ISSUE DATE: 08/19/16

ZAMBONI  
GARAGE  
A203



NE DOUGLAS ST.

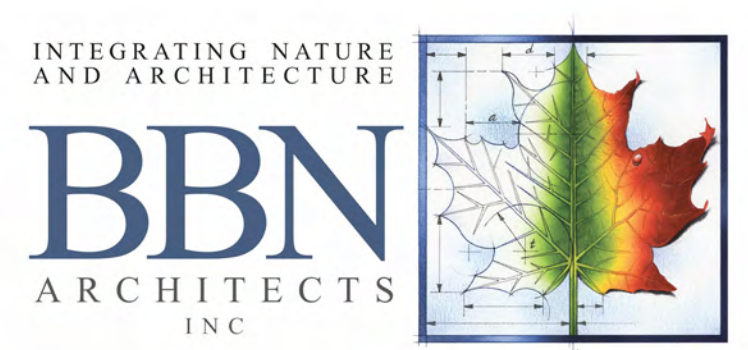
LEE'S SUMMIT NORTH HIGH SCHOOL  
SCHOOL DISTRICT NO. 7



NEW BEGINNINGS CHURCH OF THE NAZARENE

E CHIPMAN RD.

# LEA McKEIGHAN PARK NORTH - SITE PLAN









# MEMORANDUM



---

Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Casey, ASLA, PLA  
Superintendent of Park Planning and Construction  
Re: Park South and Community Center

---

Progress on the potential community center and park development on the existing Kensington property is currently on hold pending further information from the developer.

We will keep the Board updated on the progress of this project.

*(Portions not underlined denote progress since previous month's report)*

# MEMORANDUM



---

Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Casey, ASLA, PLA  
Superintendent of Park Planning and Construction  
Re: Hartman/South Lees Summit and Katy Trail Connector Planning

---

Staff has begun the initial planning study with Vireo, Inc. to review route alternatives to connect the Katy Trail at Pleasant Hill to the southern tip of Lee's Summit. The Parks Board approved the scope of services for the consultant team at the September 2016 meeting.

While Jackson County and the Rock Island Rail Authority are working on a plan to provide trail along the inactive Rock Island Railroad line from near the Truman Sports Complex to the southern end of Lee's Summit, a gap remains through portions of Greenwood, Lee's Summit, and unincorporated Jackson and Cass County to connect to the north side of Pleasant Hill. Our consultants will review the "gap" with analysis of existing conditions and review several alignment alternatives that look at on-road and off-road possibilities.

At the time of this report, a charrette planning session is scheduled for December 2<sup>nd</sup> with parks and city staff along with the design consultant to study route options for the gap and determine most feasible solutions from an engineering, safety, and cost standpoint with emphasis on short term on road options. We will update the board on our progress at the December meeting.

(Portions of this report not underlined denote progress since the previous meeting)







# MEMORANDUM



---

Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Thomas  
Assistant Superintendent of Park Construction  
Re: Gamber Center Bocce Ball Courts

---

At last month's board meeting, board approved the commencement of constructing 2 bocce ball courts adjacent to the back patio of the Gamber Community Center. The approved budget for this project is \$20,750.

Our crews began the demolition of the site by removing the garden planters, shrubbery and mulch, and concrete within the proposed site of the courts. Once cleared our crews started to prep the grounds for the courts. We have installed the base row of timber and begun the base rock fill for the courts. Our crews have also poured a large portion of the new sidewalk which will wrap around the perimeter of the courts.

We will continue to fully update the board on the progress of the courts.

*(Portions not underlined denote progress since previous month's report)*

## Bocce Ball Courts @ Gamber Center

Date: 12-Oct-16

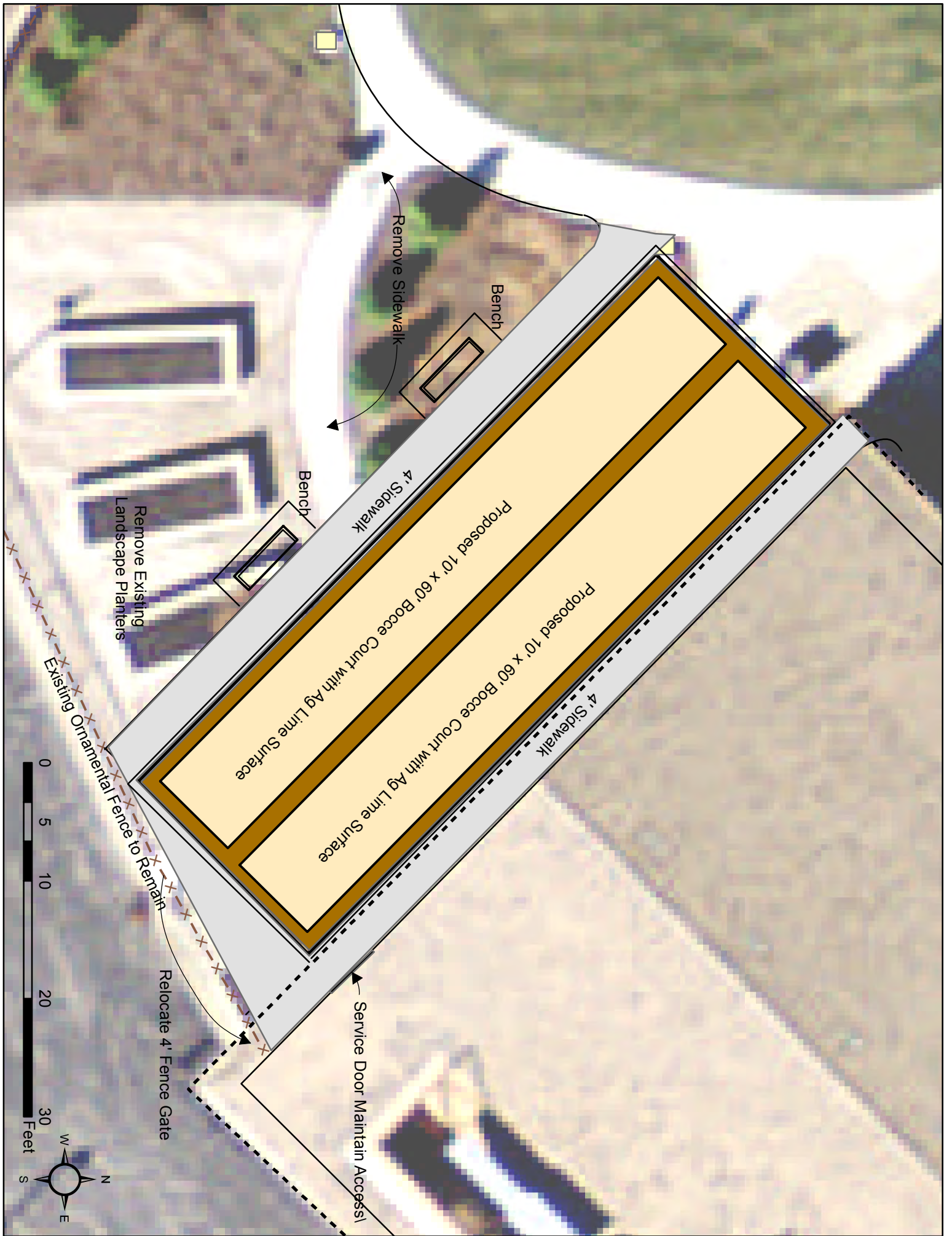
Author: Steve Thomas

### Estimates:

1	Excavation/Demo		\$2,000.00
2**	Lumber [6x6]		\$3,500.00
3	Rebar & Drain Tile		\$700.00
4	Base rock/playing surface		\$1,000.00
5	Brick pavers, [ribbon]	500	\$800.00
6	Concrete [walkways]	30/yds	\$3,000.00
7*	Camera		\$1,400.00
8*	Lighting [wiring & fixtures]		\$5,350.00
9	Equipment [rentals]		\$2,000.00
10	Contingencies		\$1,000.00
Total:			\$20,750.00

### Notes:

- 1 \* indicates these are optional items
- 2 \*\* existing timber can be repurposed and reduce costs by \$2,000.00
- 3 2 courts, each courts dimension is apprx. 8'x60'
- 4 Lighting bid by RF Fisher
- 5 all work performed is by LSPR construction crew







# MEMORANDUM



---

Date: December 7, 2016  
To: J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
From: Steve Thomas  
Assistant Superintendent of Park Construction  
Re: 4<sup>th</sup> to 5<sup>th</sup> Street Connector Sidewalk

---

Board approved the motion to complete the 4<sup>th</sup> Street to 5<sup>th</sup> Street sidewalk connector for the budgeted amount of \$64,300 in the October board meeting. Staff has begun to identify the property owners adjacent to the project location in order to inform them of the upcoming connector project.

Staff is planning to begin this project within the next month. We are aware that we are entering into the winter season and could be facing adverse weather conditions affecting our crews for the scope of work which this project incurs.

Staff will continue to fully inform the board of all progress made on this project.



## 4th Street to 5th Street Connector

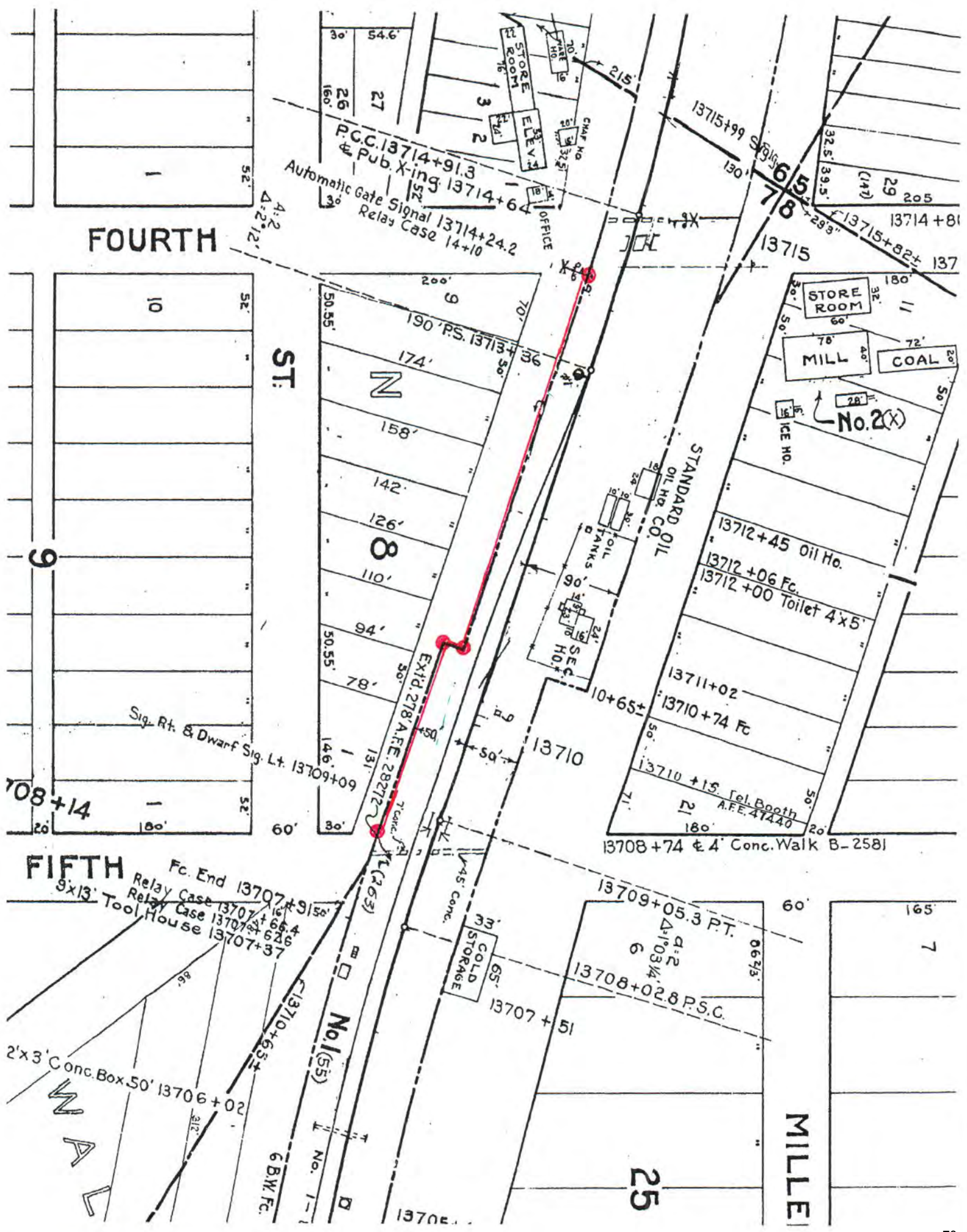
Date: 9/30/2016  
Author: Steve Thomas

### Option #1

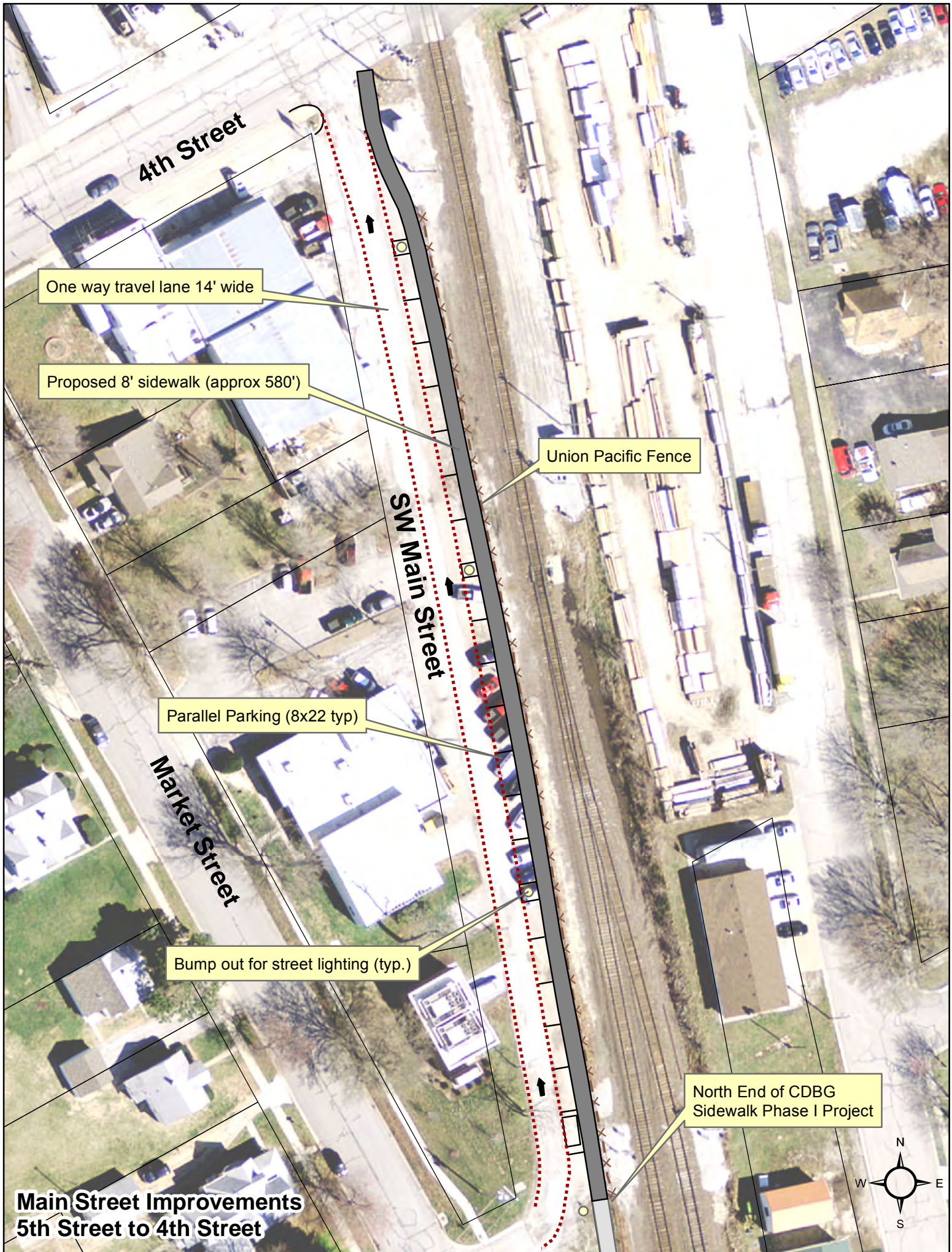
LSPR construction crew performing the work:

concrete: 130 yds	\$110/yd	\$14,300.00
engineering & survey		\$3,000.00
pavers		\$2,500.00
electrical		\$5,000.00
equipment		\$5,000.00
light poles	[7]	\$17,500.00
archway		\$5,000.00
contingencies		\$5,000.00
rock [backfill & landscaping]		\$3,000.00
stanchion: 525'		<u>\$4,000.00</u>
	<b>TOTAL:</b>	<b>\$64,300.00</b>

### Option #2







4th Street

One way travel lane 14' wide

Proposed 8' sidewalk (approx 580')

Union Pacific Fence

SW Main Street

Parallel Parking (8x22 typ)

Market Street

Bump out for street lighting (typ.)

North End of CDBG Sidewalk Phase I Project



**Main Street Improvements  
5th Street to 4th Street**



# MEMORANDUM



---

**Date:** November 18, 2016  
**To:** J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
**From:** Joe Snook, CPRP  
Assistant Administrator of Parks and Recreation  
**Re:** Fundraising Update – October

---

Staff continues to receive sponsorship payments for existing agreements. I have included a summary of the current sponsors and the financial impact of their investments over the life of the agreements. The summary is included as Attachment A. We will continue to update the Park Board monthly on the progress and status of the sponsorship program.

Attachment B is the graph which outlines the sponsorship goal per the FY17 budget and our current status. Included on the graph are the results of FY16. The green indicates money collected and the yellow indicates money committed but not yet collected.

Banners were taken down at the Legacy Park sports venues and stored for the winter. Staff also met with our sponsorship coordinator the week of November 21 to discuss sponsorship options for the amphitheater and Legacy Blast.

If you have any questions please let me know.

Information which is not underlined indicates new activity since the previous monthly report.

**Revenue**

<b>Sponsor, Date of Contract</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Total</b>
<b>Equity Bank, 9/22/15</b>	\$ 12,000.00	\$ 14,000.00	\$ 15,000.00		\$ 41,000.00
<b>Instant Auto, 2/29/16</b>	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00		\$ 39,000.00
<b>Adams Toyota, 2/29/16</b>	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ 45,000.00
<b>Blue Pearl<sup>3</sup>, 3/10/16</b>	\$ 6,000.00				\$ 6,000.00
<b>Adams Toyota<sup>5</sup>, 5/11/16</b>	\$ 5,000.00				\$ 5,000.00
<b>Legacy Woods<sup>5</sup>, 5/11/16</b>	\$ 5,000.00				\$ 5,000.00
<b>American Family, 5/16/16</b>	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ 45,000.00
<b>Price Chopper<sup>5</sup>, 5/25/16</b>	\$ 5,000.00				\$ 5,000.00
<b>Royal Door, 7/22/16</b>		\$15,000	\$15,000.00	\$15,000.00	\$ 45,000.00
<b>Jungmeyer &amp; Suresh, 8/25/16</b>		\$15,000	\$15,000.00	\$15,000.00	\$ 45,000.00
<b>Kline Van &amp; Spec., 9/30/16</b>		\$15,000	\$15,000.00	\$15,000.00	\$ 45,000.00
<b>Total</b>	<b>\$ 76,000.00</b>	<b>\$ 102,000.00</b>	<b>\$ 103,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 326,000.00</b>

<b>Expenses</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Total</b>
<b>Equity Bank</b>					
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor <sup>1</sup>	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00		\$ 10,850.00
<b>Instant Auto</b>					
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor <sup>1</sup>	\$ 3,900.00	\$ 3,250.00	\$ 3,250.00		\$ 10,400.00
<b>Adams Toyota</b>					
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor <sup>1</sup>	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
<b>Blue Pearl<sup>2</sup></b>					
Contractor <sup>1</sup>	\$ 1,800.00	\$ -	\$ -		\$ 1,800.00
<b>Adams Toyota<sup>5</sup></b>					
Banner (1*\$65)	\$ 65.00				\$ 65.00
Contractor <sup>1</sup>	\$ 1,500.00				\$ 1,500.00
<b>Legacy Woods<sup>5</sup></b>					
Banner (1*\$65)	\$ 65.00				\$ 65.00
Contractor <sup>1</sup>	\$ 1,500.00				\$ 1,500.00
<b>American Family</b>					
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor <sup>1</sup>	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
<b>Price Chopper<sup>5</sup></b>					
Banner (1*\$65)	\$ 65.00				\$ 65.00
Contractor <sup>1</sup>	\$ 1,500.00				\$ 1,500.00
<b>Royal Door</b>					
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 2,535.00
Contractor <sup>1</sup>		\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
<b>Jungmeyer &amp; Suresh</b>					
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 2,535.00
Contractor <sup>1</sup>		\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00

<b>Kline Van &amp; Speciality Rental</b>					
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 2,535.00
Contractor <sup>1</sup>		\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
<b>Total</b>	<b>\$ 30,535.00</b>	<b>\$ 34,705.00</b>	<b>\$ 28,025.00</b>	<b>\$ 12,225.00</b>	<b>\$ 105,490.00</b>

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Total</b>
<b>Net</b>	<b>\$ 45,465.00</b>	<b>\$ 67,295.00</b>	<b>\$ 74,975.00</b>	<b>\$ 32,775.00</b>	<b>\$ 220,510.00</b>

<sup>1</sup> Sponsorship Contractor receives 30% year 1, 25% subsequent years

<sup>2</sup> Blue Pearl to pay for all banners and signage at venues

<sup>3</sup> One year contract for sponsorship of dog parks only

<sup>4</sup> Payment of 29 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year

<sup>5</sup> Legacy Park Amphitheater sponsorship.



Goal	FY 16 Status	FY17 Status	
\$106,500	Goal	Goal	
\$100,000			
\$95,000			
\$90,000		\$93,000	
\$85,000			
\$80,000			
\$75,000		\$76,000	
\$70,000	\$48,500	\$93,000	
\$65,000			
\$60,000			
\$55,000			
\$50,000			
\$45,000			
\$40,000			
\$35,000			\$35,000
\$30,000			
\$25,000			
\$20,000			
\$15,000			
\$10,000			
\$5,000			
\$0			

	Commitments
	Collected

# MEMORANDUM



**Date:** 11.15.2016  
**To:** Jodi Bell, Legacy Park Community Center Manager II  
**From:** Joe Sherman, Recreation Supervisor of RevUp  
**Cc:** David Dean, Superintendent of Recreation II  
**Re:** Park Board Report

The following is a summary of accomplishments for RevUP. Attachment A contains tables comparing participation numbers over the last three fiscal years, a breakdown of participation by month, and current participant visits to both LPCC and GCC.

## *SIGNIFICANT ACCOMPLISHMENTS FOR THE MONTH OF November*

- Total of FY17 Sessions
  - 56 RevUp Participants
  - 25 ReLoad Participants
- FY 17 Year To Date
  - Revenue= \$16,227.50<sup>1</sup>
  - Expenses= \$29,715.00
  - Net= (\$13,487.50)
- Notable opportunities
  - Lee's Summit Medical Center Sponsorship**  
Staff attended an operations meeting on 11/17 to discuss the intradepartmental challenge and December social media health topics.
  - Community Health Initiative**  
Staff held planning meetings on 10/20 and 11/10 to review the health accessibility tool and to develop an agenda for the 12/8 Roundtable. Staff will present the community health program to the Lee's Summit Health Education Advisory Board on 12/15. A sample of the monthly material can be found in attachment B.
  - COLS Wellness**  
Staff is working with Human Resources to establish dates for the 2017 COLS RevUp and Reload programs.
  - LSPR Walking Group**  
Staff met with a potential walking liaison the week of 11/14. The walking club is being advertised on social media and at LSPR facilities, with a start date of 11/28 at Lowenstein Park.

(Portions of this report NOT underlined denote progress since the previous month's report)

### FY Participation

RevUp	Budget	Actuals
FY15	300	168
FY16	150	163
FY17	157	56
ReLoad	Budget	Actuals
FY15	100	73
FY16	182	87
FY17	154	25

### FY Participation by Month

	FY15 RevUp	FY16 RevUp	FY17 RevUp	FY15 ReLoad	FY16 ReLoad	FY17 ReLoad	FY15 Pilots	FY16 Pilots	FY17 Pilots
July	9	10	15	6	2	2	26	-	-
August	0	15	10	2	8	9	-	-	-
September	24	12	6	7	0	3	-	-	-
October	0	16	6	10	12	7	-	-	-
November	0	2	19	3	3	4	-	14	-
December	0	2		1	4		20	-	-
January	22	32		17	16		-	-	-
February	-	15		3	5		-	-	-
March	11	29		1	14		43	-	-
April	-	8		14	3		-	-	-
May	13	5		5	15		-	-	-
June	-	3		4	5		-	-	-
<b>Total</b>	<b>79</b>	<b>149</b>	<b>56</b>	<b>73</b>	<b>87</b>	<b>25</b>	<b>89</b>	<b>14</b>	<b>0</b>

### Current Participant Visit Log

Session Dates	Participant	Weeks 1-4		Week 5-8		Weeks 9-12		Total Visits	
		LPCC	GCC	LPCC	GCC	LPCC	GCC	LPCC	GCC
10/3-12/26	1	3	0	4	0	0	0	7	0
	2	3	0	6	0	0	0	9	0
	3	2	0	3	0	0	0	5	0
11/7-12/18 <sup>1</sup>	4	2	0	0	0	0	0	2	0
	5	1	1	0	0	0	0	1	1
	6	1	1	0	0	0	0	1	1
	7	4	0	0	0	0	0	4	0
	8	1	0	0	0	0	0	1	0
	9	0	0	0	0	0	0	0	0
	10	3	0	0	0	0	0	3	0
	11	0	1	0	0	0	0	0	1
	12	2	1	0	0	0	0	2	1
	13	3	1	0	0	0	0	3	1
	14	2	0	0	0	0	0	2	0
	15	1	0	0	0	0	0	1	0
11/14-12/5	16	1	0	0	0	0	0	1	0
	17	1	0	0	0	0	0	1	0
	18	1	0	0	0	0	0	1	0
	19	1	0	0	0	0	0	1	0
	20	2	0	0	0	0	0	2	0
	<b>Total</b>	<b>34</b>	<b>5</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>5</b>

<sup>1</sup>Denotes 6 week session of RevUp

## Find Your Inner Athlete

# Strong March

### MARCH FITNESS CHALLENGE:

Try 2 new activities each week from the activity list below. The calories burned are per 30 minutes!

Looking for a bigger challenge?  
Try a new activity each day!

### MARCH NUTRITION CHALLENGE:

Try to keep processed sugars to a minimum! Limit your soda, energy drinks, and processed foods as much as possible including artificial sweeteners, as well.

## The Evolution of Human Movement

### Prehistoric Humans

Our distant ancestors needed to hunt and gather to survive. They were constantly active throughout their waking hours.

### Early Civilization

Once our ancestors began to settle in one place, farming became the main source of food for them. Without moving by farming they would have starved.

### 1800s-1960s

As the world became increasingly industrialized, individuals began working in large factories to keep up with the demands for goods and products. Individuals were moving for the majority of their day trying to earn a living.

### Calories Burned During Activities

Activity	130lbs	160lbs	190lbs	220lbs
Aerobic Dance (light)	151	172	193	216
Step Aerobics	192	218	244	273
Badminton	198	225	252	282
Basketball	290	330	370	414
Bicycling, 10mph	165	188	211	236
Billiards	60	68	76	85
Bowling	72	82	92	103
Canoeing	178	202	226	253
Chopping Wood	194	220	246	276
Cooking	88	100	112	125
Cross Country Skiing	436	495	554	621
Dancing (moderate)	132	150	168	188
Dancing (slow)	72	82	92	103
Fishing	97	110	123	138
Frisbee	101	115	129	144
Gardening	119	135	151	169
Golfing (walking)	132	150	168	188
Golfing (with cart)	92	105	118	132
Handball	304	345	386	433
Hiking, no load	204	232	260	291
Hiking, 20lb load	264	300	336	376
Hunting	158	180	202	226
Jogging, 6mph	304	345	386	433
Laundry	70	79	88	99
Mowing	141	160	179	201
Ping Pong	119	135	151	169
Playing Catch	88	100	112	125
Playing an Instrument	106	120	134	151
Raquetball	271	308	345	386
Rock Climbing	361	410	459	514
Rowing Machine	238	270	302	339
Running, 8mph	403	458	513	575
Skipping rope	377	428	479	537
Snow Skiing	172	195	218	245
Soccer	257	292	327	366
Stair climber	211	240	269	301
Swimming	158	180	202	226
Tennis (singles)	211	240	269	301
Tennis (doubles)	145	165	185	207
Volleyball	158	180	202	226
Walking, 3mph	106	120	134	151
Walking, 4mph	132	150	168	188
Weight Training	251	285	319	358
Yard Work	132	150	168	188

### Present Day

With our reliance on cars and the rapid increase in sedentary jobs, Americans move less than any other country in the world.

### Did you Know....

- Moving for 30 minutes more per day for one year can help you burn up to 70,000 calories—roughly the amount of 20lbs!
  - We are all athletes. Being an athlete doesn't just mean you play sports; it means you are moving your body everyday like it was made to do!
  - Being physically active doesn't have to be boring; check out the chart to the left for new activities you didn't know were exercise.
  - Finding an activity you love to do will make you 100% more likely to stick with it
- Engaging in these physical activities with your family members will help hold you accountable and focused

### Dangers of Excess Dietary Sugar

- Speeds up the aging process
- Increases cholesterol
- Hormone imbalances
- Suppresses the immune system
- Tooth decay
- Increases risk for diabetes and heart disease
- Premature osteoporosis
- Premature arthritis
- Contributes to cataract formation
- Contributes to cancerous cell growth
- Can lead to kidney stones
- Causes food allergies
- Contributes to formation of obesity
- Contributes to eczema
- Contributes to hyperactivity in kids
- Prematurely weakened eyesight
- Fatty liver disease
- Kidney disease
- Increased risk of Alzheimer's
- Appendicitis

### What's up with Diet Sodas?

- Consuming as little as one diet soda per day can be connected to a higher likelihood of heart disease, stroke, diabetes, metabolic syndrome and high blood pressure.
- Aspartame, the typical sweetener in these drinks, tricks your body into thinking it has consumed sugar. Similar to the Blood Sugar Roller Coaster below, this sets off a chain of unwanted events.
- The combination of caffeine and aspartame creates an addiction on these substances that keeps you coming back for more.
- Since there are no calories in these, your body is left feeling depleted and often times more hungry than before. More than likely you will look to less nutritious options to fill this void!



### 60 Names for Sugar

Agave Nectar	Coconut Sugar
Golden Sugar	Oat Syrup
Barbados Sugar	Corn Sweetener
Golden Syrup	Panela
Barley Malt	Corn Syrup
Grape Sugar	Confectioner Sugar
Beet Sugar	Corn Syrup Solids
High Fructose Corn Syrup	Panocha
Blackstrap Molasses	Crystal Line Fructose
Honey	Rice Bran Syrup
Brown Rice Syrup	Date Sugar
Invert Sugar	Rice Syrup
Brown Sugar	Demara Sugar
Icing Sugar	Sorghum
Buttered Sugar	Dextran
Lactose	Sorghum Syrup
Buttered Syrup	Diastatic Malt
Malt Syrup	Sucrose
Cane Juice Crystals	Diatase
Maltodextrin	Sugar
Cane Juice	Ethyl Maltol
Maltose	Syrup
Cane Sugar	Evaporated Cane Juice
Maple Syrup	Treacle
Caramel	Fructose
Molasses Syrup	Tapioca Syrup
Carob Syrup	Fruit Juice Concentrat
Muscovado Syrup	Turbinado Sugar
Caster Sugar	Galactose
Organic Raw Sugar	Yellow Sugar



# MEMORANDUM



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**Date:** November 30, 2016

**To:** J. Thomas Lovell, CPRP,  
Administrator of Parks & Recreation

**From:** Tede Price, Superintendent of Recreation

**Re:** Arts Council December updates

---

- Attached you will find the monthly financial statement for the Lee's Summit Arts Council (LSAC). The November meeting minutes are attached. The December meeting agenda is not included this month as the agenda has not been finalized.

Highlights for this month include:

- Presentation by Downtown Main Street on the downtown outdoor performance space

**Arts Council**  
**Financial Report for Month Ending October 31, 2016**

	October	YTD Actual	YTD Budget	Variance	FY17 Budget
<b>Revenues</b>					
Transfer from General Fund	3,750	21,530	22,454	(774)	67,626
<b>Total Revenues</b>	<b>3,750</b>	<b>21,530</b>	<b>22,454</b>	<b>(774)</b>	<b>67,626</b>
<b>Expenditures</b>					
Personal Services - Staff Support	3,098	16,702	17,470	(768)	52,567
Commodities					
Recreational Supplies	63	160	876	(716)	1,752
Contractual Services					
Organizational Dues	-	-	150		150
Insurance Expense	-	-	158	(158)	475
Postage Expense	-	-	90	(90)	180
Printing Expense	89	168	376	(208)	752
Travel & Meeting	-	-	-	-	1,750
Miscellaneous Expense	500	4,500	3,333	1,167	10,000
<b>Total Expenditures</b>	<b>3,750</b>	<b>21,530</b>	<b>22,454</b>	<b>(774)</b>	<b>67,626</b>

**Note: The actual expenditures reflected through October 31, 2016 include only the amounts posted in the financial system at the time of reporting.**



**Lee's Summit Arts Council**  
**Tuesday, Nov. 8, 2016**  
**6:30 p.m. – 8:00 p.m.**  
**Howard A Conference Room**  
**220 SE Green Street**

## **MINUTES**

*Mission:*

*The Lee's Summit Arts Council cultivates and advocates a broad and inclusive vision of cultural arts as an essential component of a vibrant Lee's Summit*

**Call to Order** – the meeting was called to order at 6:35pm

### **Guests to address the council**

Donnie Rogers and Jason Norbury of Downtown Lee's Summit Main Street Inc., made a presentation regarding an outdoor performance space in downtown Lee's Summit to be located on Green Street between Second and Third streets. The presented several proposals and renderings for our review.

### **Attendance:**

**Arts Council Members:** Bob Jones, Gary Fruits, Carla Gibson, John Schuler, Jane Bollin, Hopper Thomas and Jonathon Kitchin.

**City Council Liaison:** Craig Faith – Absent.

**Staff:** Tede Price

**Absent:** Mellissa Garris, Jeanine Akins and Syrtiller Kabat, Nick Parker, Kathy Salek

### **Approve Oct. Meeting Minutes** (pages 1-2)

- October minutes were presented for approval
- Jane Bollin made the motion
- Carla Gibson seconded the motion
- Motion approved unanimously

### **Subcommittee Minutes**

- Special committee- verbal update on full time job description. The committee will continue working on it and report back to the full council in February

### **Treasurer's Report (Oct.)** (page 3)

- October Treasurer's Report was present for approval
- Gary Fruits made the motion
- John Schuler seconded the motion
- Motion approved unanimously

### **City Council Liaison Monthly Update-** (Craig Faith)

- No update was given

### **Group Monthly Reports & Article Overviews** (page 4-5)

***For review***

- No additional comments

### **Council Action Items**

- LSN and LSW music parents mini-grant request approved unanimously on a motion of Gary Fruits and a second of Carla Gibson.

### **Old Business**

- Annual Grant and Mini-grant report (Tede Price)
- Annual Work Plan report (Tede Price)
- Web Site and Facebook activity report (Tede Price)

**New Business**

- Social Media – referred back to committee.
- Ticketing Idea – Postponed at this time.
- Review Power Point- deferred to a later date

**Open Council Discussion**

- The council discussed a number of items relating to raising the level of awareness of the council activities and other entities related to the council. Gary Fruits proposed a Cultural Arts Month for the spring of 2017, including a mayoral proclamation.

**Important Date Reminders:**

- Next Budget Committee meeting – no need to meet
- Next Cultural Arts Committee meeting – no need to meet NOTE: new member added to this committee – Jonathon Kitchin
- Next Communications Committee meeting – no need to meet NOTE: new member added to this committee – Hopper Thomas.
- Events Up-date – Gary Fruits reminded the council of the next Symphony concert on December 3, 2016 – start times of 4:00pm and 7:00pm.

**Adjourn-** The meeting was adjourned at approximately 8:05pm Gary Fruits motioned, Carla Gibson seconded the motion



# MEMORANDUM



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**Date:** November 9, 2016

**To:** J. Thomas Lovell, CPRP,  
Administrator of Parks & Recreation

**From:** Andy Carr, Legacy Park Supervisor

**Re:** Beautification Commission November updates

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Attached you will find the November meeting agenda and monthly financial statement for the Lee's Summit Beautification Commission.

Highlights for this month include:

- Budget updates
- Discussion of Upcoming events
  - Strategic Plan
  - Flag Pole at Beautification adopt spot
  - Downtown planters change out pots for Christmas
  - Right of Way Meeting Presentation
    - What over and underpasses to enhance
    - Which over and underpasses to do first



Tuesday, November 1, 2016  
Strother Conference Room  
220 SE Green Street, Lee Summit  
6:00 PM

1. Call to Order
2. Approval of October Minutes
3. Budget Review
4. Tree Board Activities
5. ROW Beautification Study
  - Power Point
6. Other Business
  - Strategic plan November meeting
7. Announcements
8. Adjourn

**Beautification Commission  
Financial Report as of October 31, 2016**

<b>Expenditures</b>	<b>FY17 Budget</b>	<b>YTD Actual</b>	<b>Remaining</b>
<b>Personal Services</b>			
Personal Services - Staff Support	26,014	8,188	17,826
<b>Total Personal Services</b>	<b>26,014</b>	<b>8,188</b>	<b>17,826</b>
<b>Other</b>			
Advertising	900	-	900
Printing Expense	350	175	175
Professional Fees	15,000	10,950	4,050
Travel & Meeting	500	-	500
Public Relations	800	-	800
Maintenance & Repairs - Grounds	12,500	134	12,366
<b>Total Other</b>	<b>30,050</b>	<b>11,259</b>	<b>18,791</b>
<b>Total Expenditures</b>	<b>56,064</b> <sup>1</sup>	<b>19,447</b>	<b>36,617</b>

**Other - Detail**

**Printing Expense**

Freestyle Graphics

175  
\$ 175.00

**Professional Fees Expense**

Rosehill Gardens  
Vireo

1,339  
9,611  
\$ 10,950.10

**Travel & Meeting Expense**

\$ -

**Public Relations Expense**

\$ -

**Maintenance & Repairs - Grounds**

Springtime Garden Center

\$ 133.78  
\$ 133.78

**Footnotes:**

<sup>1</sup> Per the FY17 budget, expenditures up to a maximum of \$56,064 will be funded through a transfer from the General Fund.

Lee's Summit Beautification Commission Minutes  
Tuesday, October 4, 2016 6:00 p.m.  
Strother Conference Room, 220 SE Green Street  
Lee's Summit, MO

The meeting started with a guest speaker, Steve Arbo. He spoke to us about a no-tax increase public safety improvement question coming up on November 8, 2016. This issue consists of 3 parts, a radio system digital upgrade which will replace the old analog one that LS now uses. The new system would increase system reliability, reduce outages and provide higher connection speeds.

The second part consists of a new building to replace Fire Station #3 due to the lack of space in the current fire house and the location not allowing for expansion.

The third improvement is includes funding to replace 85 self-contained breathing apparatus and other fire equipment.

The meeting was **called to order** at 6:19 p.m. by Kim Fritchie. Those in attendance: Kim Fritchie, Andy Carr, Steve Arbo, Debbie Johnson, Charlotte Lea, Sarah DeBray, Bruce Holiman, Randy Cain and Laura Dawson. The **minutes** sent were approved after a motion by Bruce, seconded by Sarah. We discussed the Sept. 30, 2016 **financial report**. New items included the signage from the Landscape Contest, watering for the downtown containers and ROW expenses with Vireo.

**Tree Board Activities** - Carol's article about storm drain stenciling and problems with refuse and leaves down our storm drains was submitted the local papers.

**ROW Beautification Study** - The next meeting will be October 20, 2016 from 2-5 p.m. Invitations will be sent out by Vireo. This information will be useful at a future city council meeting to persuade the bonuses to our city of beautifying the existing and future gateways into our city as O'Fallon and Chesterfield MO have successfully done.

**Other Business** - Downtown Planter update - Donnie Rodgers with Downtown Main St will purchase the planters. Randy will email him for unloading and arrival date information. We would like to place these planters in March or April 2017.

**Strategic Plan** will be finished at the November 1, 2016 meeting. We will have a short regular meeting and finish the new plan after. The November meeting will run long.

A **motion** was made by Kim, seconded by Bruce that the Beautification Commission, pending approval and in compliance with the Parks Department, set aside \$1000.00 for landscaping at the existing gateway monument at 470 & View High. Andy will give the information to Devin and contact us by email. Motion passed.

**Arboretum Highlights** - Kim showed us some awesome pictures of the Overland Park Arboretum trip.

There being no further business, the meeting was adjourned at 7:02 p.m.

Respectfully submitted,

Laura Dawson, Recording Secretary

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## Memorandum

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Date: November 15, 2016

To: J. Thomas Lovell, Jr. CPRP  
Administrator of Parks & Recreation

From: David S. Dean  
Superintendent of Recreation Services II

Re: Park Board television/online video viewership

CC: Joe Snook, CPRP  
Assistant Administrator of Parks & Recreation

At the March 2016 Park Board meeting, the board discussed the request from City Council for the Board to consider televising their monthly meetings. Staff provided the following information to assist the Park Board in their decision making process:

- comments from the chair of the charter commission pertaining to a similar request
- the list of other City boards and commissions that are broadcast live on LSTV, rebroadcast on LSTV, video streamed live on the City website and on Video On-Demand (website only option)
- statistical data of how often the other boards and commissions meetings are viewed
- a summary of what other Kansas City Metro Parks and Recreation Departments and Parks and Recreation Departments around the country do pertaining to recording of their meetings (attachment A).

The May 25, 2016 Park Board meeting was the first meeting televised and streamed live on the internet. During the live television feed, viewers are asked to email LSPR if they were watching the meeting live. Through the week of November 14, only one email has been received from a viewer watching it live on LSTV. From October 27 through November 15, no patrons watched the meeting live on the internet, and there were 13 On Demand playbacks of the October televised meeting. A complete snapshot of the meeting viewership can be found on the viewership tracker (attachment B).

If you have questions or need additional information please let me know.

*(Portions of this report NOT underlined denote progress since previous month's report)*



Department	Advisory Board	Administrative Board	Televised	Video Record	Audio Record	N/A	Notes
<b>KC Metro</b>							
Lee's Summit		x			x	x	Meetings are audio recorded and used for developing the minutes that are posted online.
Blue Springs	x					x	Hand written minutes are taken and posted to the website
Belton		x				x	Hand written minutes are taken, but not posted to website
Raytown						x	Park board declined invitation from council for their meetings to be televised.
Kansas City		x	x	x			Meetings that are televised are not live, and this practice as been temporarily suspended until better equipment can be purchased. All meetings are still video recorded at uploaded to YouTube and placed on the website
Grandview	x					x	Hand written minutes are taken.
Harrisonville		x				x	Hand written notes are taken and posted to the website
Lenexa	x				x		Meetings are audio recorded and used for developing the abbreviated minutes that are posted online.
Leawood	x				x		Meetings are audio recorded only. If an individual requests a copy of the recording it will be provided to them.
Overland Park	x				x		Meetings are audio record and used for developing the minutes that are posted online. Patrons can call and request a copy of the audio recording.
Olathe	x						Hand written minutes are taken and nothing is posted online
Independence	x					x	Agendas and minutes are posted to the website. Only hand written minutes are taken during the meeting.
<b>Other</b>							
Bismark, ND		x	x	x			
Smyrna, GA		x				x	Only city council meetings are televised
Owatonna, MN	x					x	Park board meetings are not recorded (video or audio)
Austin, TX	x		x	x			Aired live and streamed online
Erie, CO	x		x	x	x		Televised the meetings live and then upload the recorded version to their website
City of Raleigh, NC	x			x			Video & live streaming are done for meetings with high profile or big issues. Post agenda and minutes to their website.
<b>Gold Medal Finalists</b>							
Des Moines, IA			x	x			
Loveland, CO						x	Only televise City Council and Planning Commission
Plano, TX						x	Only televise City Council and Planning Commission



<b>Parks &amp; Recreation Board</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>December</b>	<b>Year-to-Date</b>	<b>Live Online Avg.</b>	<b>Benchmarks (25% of City Council meeting avg. views)</b>
Live online	0	0	0	2	0	0		2	0.33	4
									<b>Online On-Demand Avg.</b>	
On Demand	31	22	15	5	4	13		90	12	20
									<b>Live Television Avg.</b>	
Live television	0	0	1	0	0	0		1	0.17	
<b>Two year breakdown of Live Online vs. On-Demand Playback</b>										
	<b>Live Online Views</b>	<b>Monthly Avg.</b>	<b>Meeting Avg.</b>	<b>On-Demand (video playback)</b>	<b>Monthly Avg.</b>	<b>Meeting Avg.</b>				
City Council	1,141	48	16	5,590	233	78				
Community & Economic Development Committee	57	2	2	450	19	20				
Council Communications	0	0	0	50	2	13				
Environment & Natural Resources Committee	230	10	14	457	19	29				
Finance & Budget Committee	116	5	5	1,500	63	63				
Legislative Intergovernmental Committee	0	0	0	0	0	0				
Parks & Recreation*	2	0.5	0.5	73	18	18				
Public Works Committee	58	2	2	280	12	12				
Planning Commission	0	0	0	400	17	9				
Rules Committee	0	0	0	200	8	18				
Tax Increment Financing Commission	0	0	0	270	11	39				
*Parks and Recreation data is for only 3 months.										



# MEMORANDUM

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**Date:** November 17, 2016

**To:** Jodi Bell, Legacy Park Community Center Manager II

**From:** Jeff Lavenau, Legacy Park Community Center Maintenance Supervisor

**Cc:** David Dean, Superintendent of Recreation II

**Re:** Locker rooms tile replacement project update

---

At the April Park Board meeting, the board approved the locker room tile replacement project for the Legacy Park Community Center. Following the April meeting, Procurement Department staff received the required documents needed to move forward with routing of signatures the week of June 13, 2016. A preconstruction meeting was held the week of June 20, 2016. The project began in the Men's Locker Room on July 6, 2016 and was completed on July 31, 2016. Construction on the family locker room started on August 1, 2016. The updated project timeline may be found on Attachment A and photos of LPCC current tile flooring may be found on Attachment B.

On August 14, 2016, LSPR staff and the contractor completed the tile project in the Family Locker Room and it was reopened on August 15. Photos of the completed locker rooms can be found on Attachment C.

On August 15, 2016 the Women's Locker Room was closed and LSPR staff removed the plumbing, soap and paper dispensers as scheduled per the timeline, while the contractor completed removal of the benches and old tile, cleaned the substrate and started installing the new floor tile, and wall tile. Photos of the current progress of the women's locker room can be found on Attachment D.

While work was progressing in the women's locker room, staff started seeing issues with the grout in the completed locker rooms. Staff experienced difficulty removing the dirt from the high traffic areas. Upon inspection staff found the grout was staining. Photos of the current grout condition can be found on Attachment E.

Staff placed the women's locker room project on hold until the grout concerns have been addressed. A third party consultant with Hollis & Miller was brought in to inspect the work. Hollis & Miller provided a report to LSPR, which can be found in attachment F. LSPR, Hollis & Miller, the Mapei grout representative, the Dal Tile representative and the owner of Flooring & More met on September 15, to review the concerns and come up with a solution to address the grout stains.

The owner of Flooring & More met with LSPR staff on September 28 and presented three 1'x1' samples of the existing tile, each grouted with different epoxy grout products: Kerapoxy CQ, TEC AccuColor EFX, and Spectralock. The owner of Flooring & More indicated these products scaled up in cost as well as quality in that order.



LSPR staff determined that in order to select a product from this assortment, Flooring & More needed to remove three sections of tile in the Men's Locker Room, which then would be re-tiled and grouted with each of the prospective products so they may be tested under actual use and cleaning procedures. The contractor returned on September 30 and completed the installation of these samples, which can be seen in Attachment G. The area was blocked off for 7 days in order to guarantee full curing time of all three products per their manufacturers' instructions.

On October 7, this area was reopened for patron use and regular cleaning. By October 13 the samples had consistently responded well to cleaning, although Kerapoxy CQ shows some flaws reminiscent of those in the original Kerapoxy product which have trapped dirt and greatly hindered maintenance. The TEC and Spectralock installations appear free of these imperfections. In an attempt to accelerate a determination LSPR staff soiled each of the grout samples with dirt and sediment, and then followed standard cleaning procedures to assess ease of cleaning and any resultant staining. Documentation of this test may be seen in Attachments H and I. Each sample successfully resisted staining and appears to have been cleaned completely, while the surrounding grout did not clean as well. Based on the sub-par performance from Kerapoxy CQ however, staff recommends pursuing a higher quality and darker colored grout product from another of the test manufacturers to complete and re-open the Women's Locker Room as soon as possible.

Furthermore, based on the continued poor performance of the Kerapoxy grout product in the Family Changing Room and Men's Locker Room, staff recommends the complete replacement of tile and grout in both of these spaces in favor of the same higher quality and darker colored grout product used to complete the Women's Locker Room. Staff has requested cost estimates and projected timelines from Flooring & More for this work.

Chemical testing of the installed Kerapoxy has been performed by Mapei (the original grout manufacturer), and they report no irregularities in the results that would indicate a faulty product. Hollis & Miller is currently searching for an independent lab to perform similar testing for comparison with Mapei's findings. In the interim, LSPR staff is discussing the above proposed options with Flooring & More to complete work in the Women's Locker Room.

After considering the grout alternatives which have been tested with trial installations in the Men's Locker Room and consulting with Hollis & Miller, staff has chosen a new epoxy grout in a darker color for completion of the Women's Locker Room floors. Work has been begun by the contractor, and a sample of the newly installed grout may be seen in Attachment J. The installation, followed by a full curing time of the product, is projected to be complete December 15, 2016.

To address the appearance of the grout in the Family Changing and Men's Locker Rooms, the grout manufacturer has recommended a staining product to darken the existing installation. Hollis & Miller and LSPR staff have questions and concerns regarding this course of action which have been submitted to the contractor and grout manufacturer, and a response is pending at this time.



Staff released a letter to all LPCC patrons which explains the delay and difficulties which have arisen during this project, and offers a sincere apology. The letter also assures patrons that further updates to the project status will be made available in the future, and includes contact information where questions and comments may be directed. (Attachment K) Responses have already begun, which have shown generally positive feedback and appreciation from LPCC patrons for the communication. A sampling of the correspondence to date may be seen in Attachment L.

Staff will provide an update on the project at the December meeting.

*(Underlined portions denote content prior to this month's report)*

# LPCC Locker room Tile Timeline (11.28.16) Attachment A

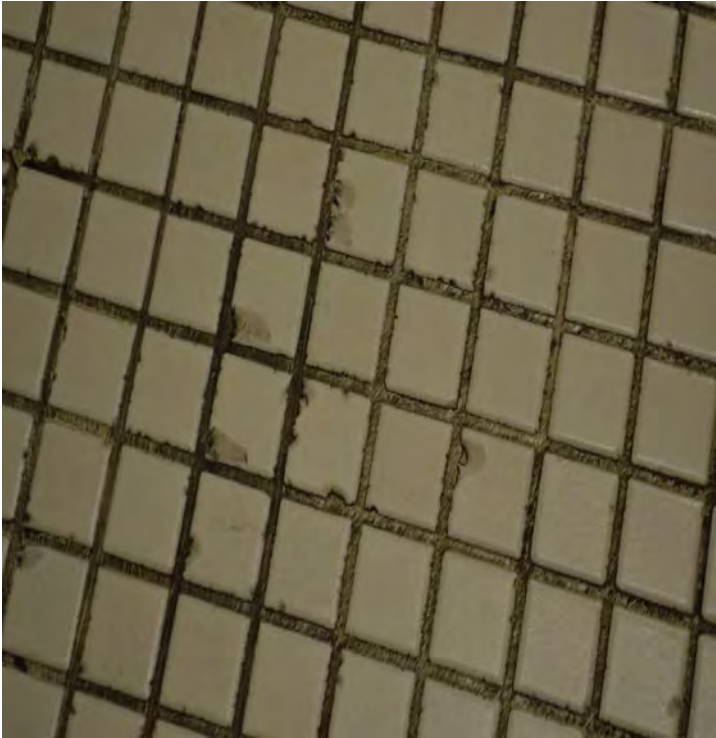
		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18	Wk 19	Wk 20	Wk 21	Wk 22	Wk 23	
		6-Jul	13-Jul	20-Jul	27-Jul	3-Aug	10-Aug	17-Aug	24-Aug	31-Aug	7-Sep	14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	26-Oct	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	
Projected Time	Men's Locker Room <sup>1</sup>	Men's Locker Room <sup>1</sup>		Family Locker Rm <sup>1</sup>		Women's Locker Room																			
	Actual Time <sup>2</sup>	Complete		Complete		In Progress		In Progress																	

<sup>1</sup>Note: The Men's and Family Locker Rooms show as "Complete", but a new timeline for repairs will be developed once a repair method has been agreed to.

<sup>2</sup>Red arrow (  ) indicates time spent behind schedule.



Attachment B – Before Pictures of Locker Room



## Attachment C – Completed Locker Rooms

### Men's Locker Room Completion



### Family Locker Room Completion



Attachment D- Women's Locker Room



Attachment E – Current grout conditions





**SITE OBSERVATION REPORT**

NO. 001

T0: John Brown / Hollis + Miller  
David Dean / City of Lee's Summit

PROJECT NO.

DATE: 09/06/2016  
TIME: 5:45 a.m.  
WEATHER: Dark & 70 deg F

PROJECT OWNER: City of Lee's Summit

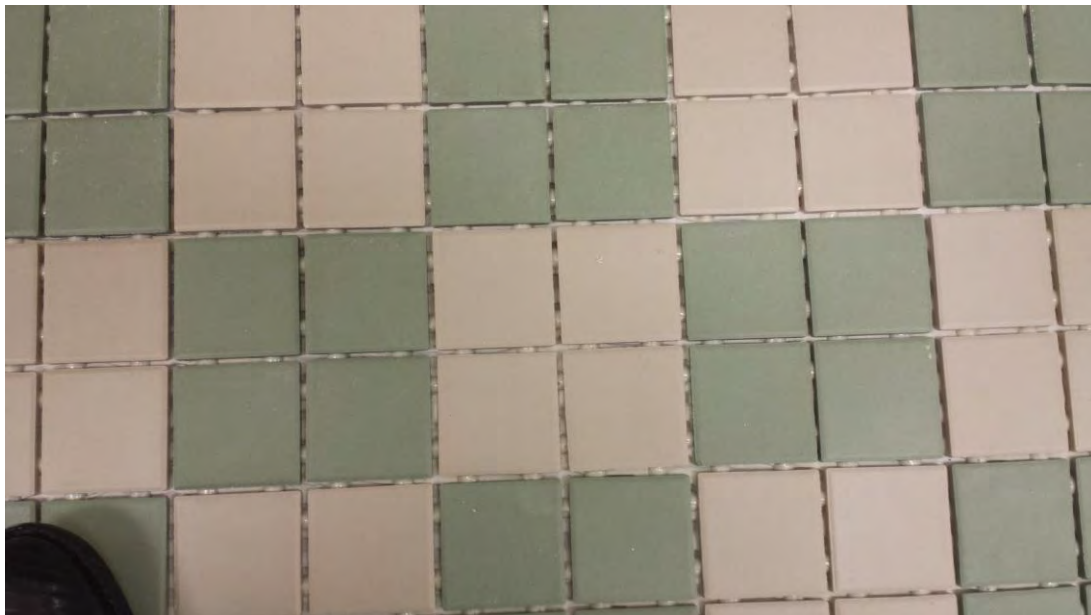
PROJECT NAME: Legacy Park  
Tile Grout Observations

BY: Kevin Patterson

ATTENDEES		
Kevin Patterson / H+M	David Dean / City of Lee's Summit	

**GENERAL OBSERVATIONS**

1. Women's Locker Room: Tile has been set in mortar, but not grouted. There were a few areas observed where the mortar had not been removed from the tile joint leaving very little room for grouting. A small number of areas were observed where tile lippage occurs.



<p>2. Men's Locker Room: Tile has been laid and grouted. There are numerous areas where the grout has had air bubbles that have either outgassed and left voids remaining in the grout, or too much water had been used to wipe the grout off too early in the curing process and caused the voids. Grout in some areas is very low and not up to the edge of the tile in the joint, again probably caused by cleaning the tile too early. This has led to significant staining and allows for dirt accumulation. Other grout joint areas in traffic areas appear to be stained/discolored, while grout in non-traffic areas (adjacent to the wall) appear to have a consistent color. (Refer pictures under Appendix A.)</p>
<p>3. Family Locker Area: This area has similar issues with the grouting as the Men's Locker Room. As I understand, some grout areas with imperfections have been repaired (more grout added) yet still continue to discolor and are difficult to clean. (Refer to pictures under item 2 and Appendix A for similar conditions.)</p>
<p>4. It appears that Kerapoxy Grout by Mapei may have been the grout used.</p>



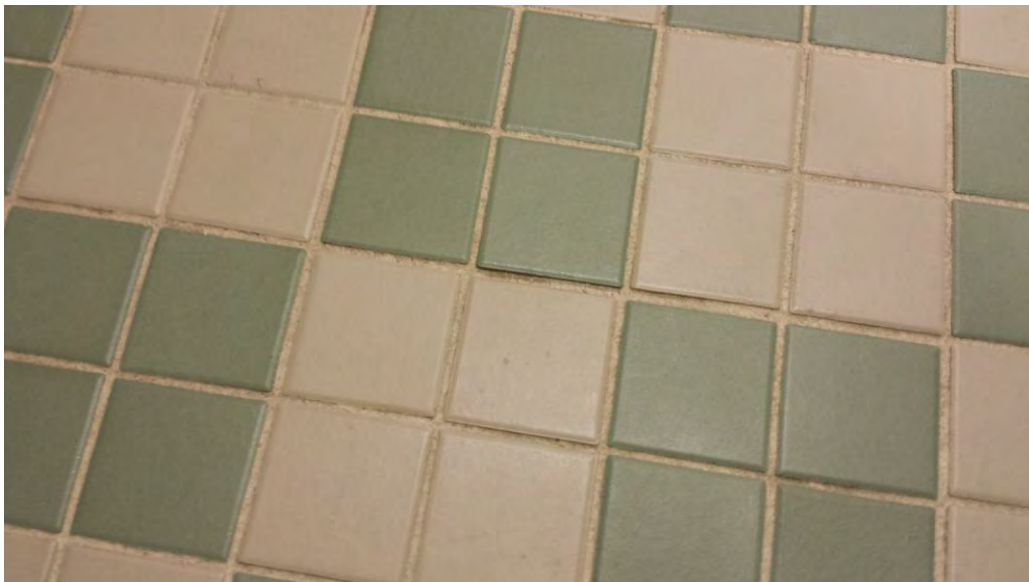
RECOMMENDATIONS	RESPONSIBILITY	COMPLETION DATE
1. Voids in Grout: Trade Contractor along with Owner shall identify areas to be repaired. Additional grout shall be forced into voids filling to cushioned tile edge.		
2. Low Grouted Areas: Trade Contractor along with Owner shall identify areas to be repaired. Additional grout shall be placed filling joint up to cushioned tile edge.		
3. Discolored/Stained Grout Areas: Trade Contractor to clean areas to Owner's satisfaction or mechanically remove and replace grout.		
4.		

**Additional Notes:** Some epoxy grout is more stain resistant than others. Those with more stain resistance usually contain Teflon and/or ceramic-coated aggregate. I would recommend the grout manufacturer verify that epoxy grout was indeed used for the installation. Possibly change the grout from Kerapoxy to Kerapoxy CQ for added stain resistance.

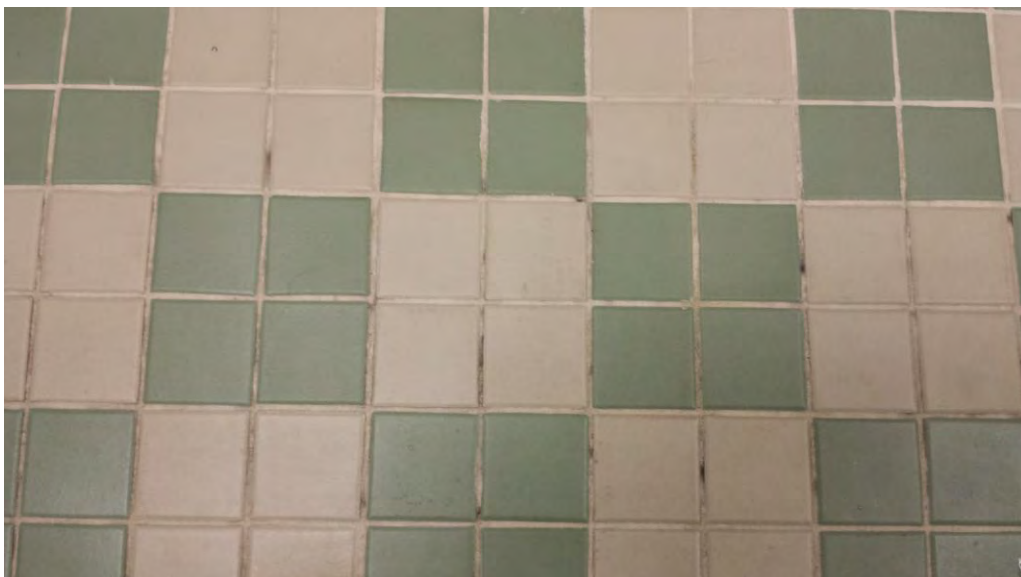
End of Site Report

pc:

Appendix A:



(Photo A1)

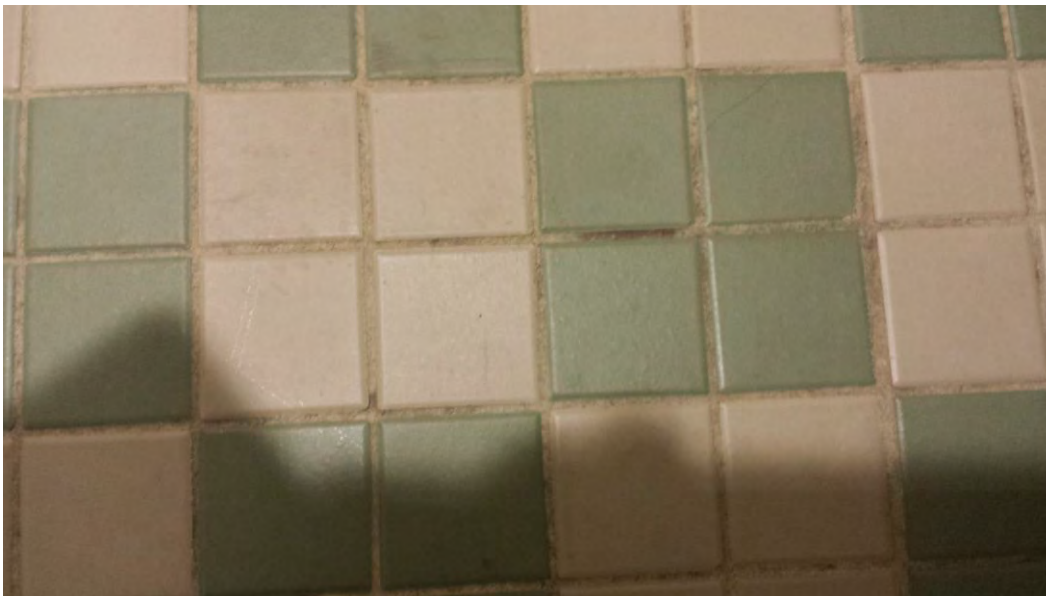


(Photo A2)





(Photo A3)



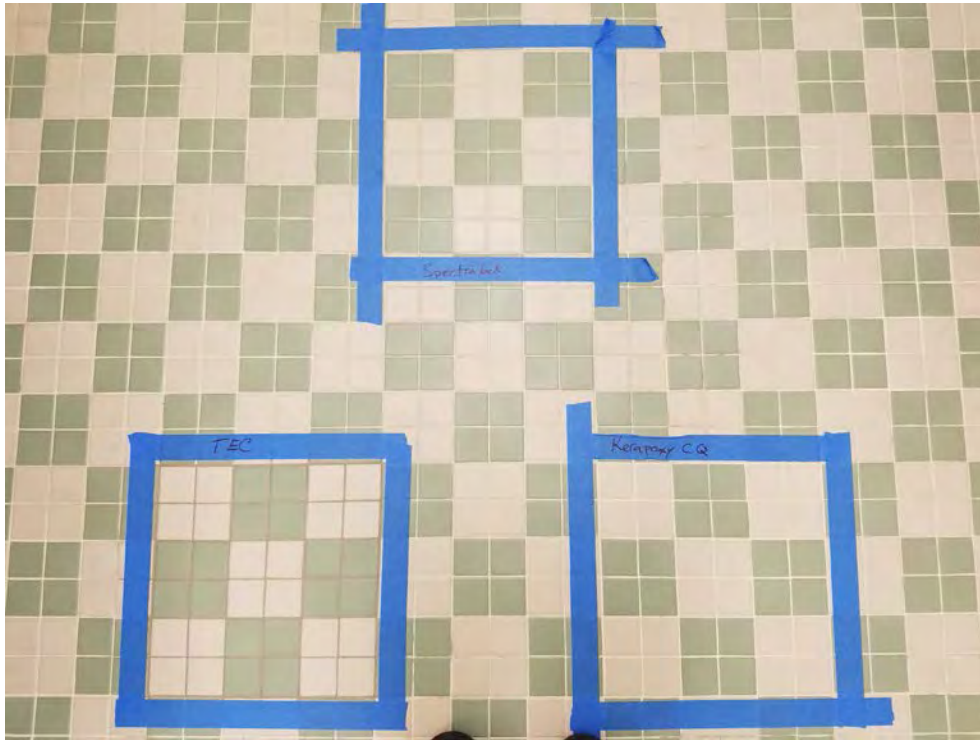
(Photo A4)

Attachment G – Test Grout Samples





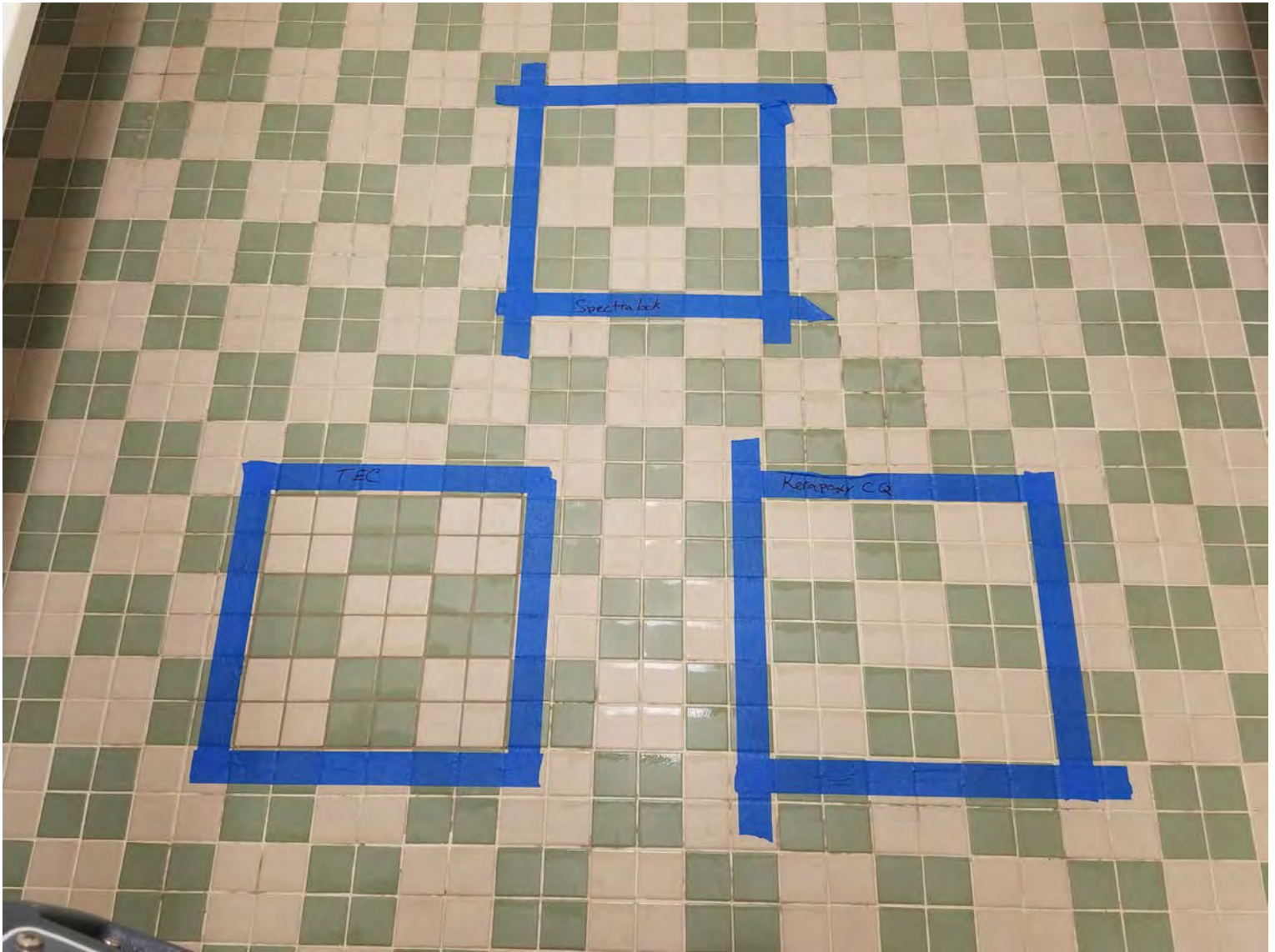
## Attachment H



Before Soiling Test



Attachment I



After Cleaning



Attachment J  
First look at Women's Locker Room grout



November 17, 2016

Patron Name  
Patron Address  
City State Zip

Lee's Summit Parks  
& Recreation Board

Brian Hutchin  
*President*

Tyler Morehead  
*Vice President*

Mindy Aulenbach  
*Treasurer*

Paula Belser

Lawrence Bivins

Hope Davis

Steve Hardin

Nancy Kelley

Marly McMullen

J. Thomas Lovell, Jr., CPRP  
*Administrator*

220 SE Green Street  
Lee's Summit, MO 64063

Phone: 816.969.1500  
Fax: 816.969.1515

lspr@cityofs.net  
www.lspark.net



Member, National Recreation  
& Park Association

Member, Missouri Park  
& Recreation Association



**LEE'S SUMMIT**  
MISSOURI

Dear Patron,

Due to the long term inferior performance of the tile in our Family Changing Room and the Men and Women's Locker Rooms, we began a tile replacement program. Unfortunately, the performance of the new tile did not meet our expectations. The project was stopped to assess the situation and correct it. We now have a plan to correct situation.

What we planned to be a one and half month project, with the expected inconvenience of such an endeavor, has taken three months with an uncertain time frame left to complete our work.

Lee's Summit Parks and Recreation would like to extend our sincere apologies for the inconvenience this has caused our patrons. We appreciate your understanding and patience during this time.

Updates to the construction schedule will be made available once they have been confirmed with our contractor. If you have any questions, please do not hesitate to contact me directly at 816.969.1555 or [jbelle@cityofs.net](mailto:jbelle@cityofs.net).

Thank you for your continued patience.

Sincerely,

Jodi Bell  
LPCC Manager  
901 NE Bluestem Drive  
Lees Summit, MO 64086





# MEMORANDUM



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**Date:** November 18, 2016  
**To:** J. Thomas Lovell, Jr., CPRP  
Administrator of Parks and Recreation  
**From:** Joe Snook, CPRP  
Assistant Administrator of Parks and Recreation  
**Re:** Fair Labor Standards Act – November Update

---

In October staff presented, to the Park Board, recommended departmental changes to address the new federal regulations pertaining to the Fair Labor Standards Act. The departmental changes were implemented on Saturday, November 19. Manager level positions (grade 15) and above maintained their exempt status. Exempt positions below grade 15 were reclassified as non-exempt and are now eligible for overtime compensation after 8 hours each day or 40 hours each week.

Leadership staff conducted training and provided a FAQ document on Tuesday, November 15 for all staff who was affected by the change. Those staff also received an acknowledgment letter stating the change in their status and verifying all of their questions have been answered. Each employee signed and returned the acknowledgment letter to their supervisor prior to Saturday, November 19.

It is anticipated there will be a transition period for all staff to adjust to the changes. Managers have created work schedules for each non-exempt employee and will be monitoring their work loads and hours to maintain a 40 hour work week. Modifications will be made as needed.

Leadership staff will continue to monitor the transition and keep you updated on any issues.

# MEMORANDUM



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**Date:** November 30, 2016  
**To:** J. Thomas Lovell Jr., CPRP, Administrator of Parks and Recreation  
**From:** Devin Wetzel, CPSI, Superintendent of Park Operations  
**Re:** VFW Post 5789 Veterans Memorial expansion request

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The expansion of the All Veterans Memorial at Howard Station Park has been completed by contract services funded through the Lee's Summit VFW Post 5789. Completion of the project was on schedule on time for the annual Veterans Day Event hosted by the local VFW Chapter.



# MEMORANDUM

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**Date:** November 29, 2016  
**To:** J. Thomas Lovell Jr., CPRP, Administrator of Parks and Recreation  
**From:** Devin Wetzel, CPSI, Superintendent of Park Operations  
**Re:** Citywide ROW Beautification Study

---

In FY16, the Beautification Commission and Parks staff approved \$15,000.00 in Beautification funding for the Citywide Rights of Way Beautification Study. The study is designed to be a comprehensive overview of citywide, high visibility transportation nodes where various types of landscape improvements can be made for a low maintenance outcome.

The study consists of three meetings with stakeholders including Beautification Commission members, LSPR staff, City staff, MoDot, along with staff from the Missouri Department of Conservation.

Three meetings took place on August 11<sup>th</sup>, September 8<sup>th</sup>, and most recently on October 20<sup>th</sup>. During the Park Board meeting on October 26<sup>th</sup>, staff presented a summary of the study with images and concepts for implementation. Staff has also received an Executive Summary Report from Vireo that staff is in the process of reviewing. Staff will share this report with the Board upon completion of the report.

# MEMORANDUM

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**Date:** November 29, 2016  
**To:** J. Thomas Lovell Jr., CPRP, Administrator of Parks and Recreation  
**From:** Devin Wetzel, CPSI, Superintendent of Park Operations  
**Re:** Neighborhood Parks Tree Plantings

---

Staff is in the process of creating a tree planting and replacement schedule within the neighborhood parks. The intent is to increase the success rate of the new plantings while reducing installation and maintenance costs during the first two years of the trees. Each fall staff selects four or five parks that are within close proximity to each other that are in need of tree replacements or additions. By planting multiple trees within a small number of selected parks the time required for the watering and planting of the trees is significantly reduced. Tree plantings and replacements will still be necessary at parks not in this schedule on an "as needed" basis but the overall intention is to plant trees with maintenance needs in consideration.

Parks staff will be planning a total of 30 trees in four parks including Harris Park, Williams Grant Park, Lea McKeighan South and Dogwood Dog Park. Each of these parks is within a limited distance of one another allowing staff to water all of the trees efficiently during the establishment time. It is often necessary to water the trees on a weekly basis during periods of drought and excessive heat during the first two years after a tree is planted.

Due to the warm temperatures this fall, the digging of the trees from the farm has been delayed through the end of November. The trees are in the process of being dug from the farm and the planting date has been set for the week of December 5<sup>th</sup>. Upon completion of the plantings staff will provide a summary with images for the Board.



# MEMORANDUM



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**Date:** November 29, 2016  
**To:** J. Thomas Lovell Jr., CPRP, Administrator of Parks and Recreation  
**From:** Devin Wetzel, CPSI, Superintendent of Park Operations  
**Re:** Summit Park Shelter Improvements

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During a routine inspection of the shelter at Summit Park in late September, staff observed excessive settling and cracking within the concrete flooring within the shelter. Staff made the decision to close of the shelter from future rentals and contacted city contract services Hollis and Miller Architects for a structural analysis of the shelter. The source of the settling is due to deterioration of a steel support beam located underneath the concrete floor slab.

The complete report from Hollis and Miller has been attached for review showing images and descriptions of the structure. Since the time of the report the contract with Hollis and Miller has expired requiring staff to continue this project with SFS Architecture Inc under City contract services.

At this time SFS Architecture Inc is in the process of reviewing the report with the intention of providing staff an additional report that will provide staff information to determine the best options for the Summit Shelter moving forward. Staff will keep the board up to date on the progress of the findings and will seek direction moving forward when expected costs and options are available.

# Structural Observation Of Summit Park

451 NW Blue Parkway  
Lee's Summit, MO 64063



By  
Hollis and Miller Architects

October 12, 2016



### Scope

The structural engineering department of Hollis and Miller Architects was requested by Devin Wetzel of the Lee's Summit Parks and Recreation Department to perform a structural observation of Summit Park in Lee's Summit, MO. The scope is as follows:

1. Perform a site visit and visual observation of the park shelter. This is a visual observation only of the wood shelter above (no use of ladders or elevating equipment to gain closer view), visual observation of basement area both around the exterior and inside the basement.
2. Provide a written report describing the current condition of the structure as well as a written description of possible repair options in order to return the structure to a habitable condition. The intent is that with this description of work, the parks and recreation department could have a contractor give a preliminary estimate of cost to do the work, but not to the extent of providing a hard bid. In order to provide a hard bid, we would need to provide fully designed construction documents which are excluded from this scope of work.

### Observations

Jason Bahr, P.E. with Hollis and Miller Architects went to the site on September 16, 2016 and met with Devin Wetzel and Steve Thomas of Lee's Summit Parks and Recreation. A walk around visual was made of the existing wood glulam structure and exposed foundation walls from the exterior, as well as an interior of the basement foundation and steel / concrete floor structure.

The total foot print of the structure is 42'-4" x 36'-5" with a 9'-0" eave height and 4 to 12 roof pitch per original drawings dated 11/17/1954. The above grade structure is made of four glulam wood bents (posts and beam rafters are continuous and integral to each other) spaced approximately 13'-9" apart. The roof deck between each of these bents is a tongue and groove decking and looks to be approximately 4" thick. The wood super structure sits on a structural concrete slab which is supported by steel floor joists and beams with a stone/rubble foundation walls.

The current condition of the majority of the wood structure appears to be in good condition, meaning that there are no visible areas of major wood rot or deterioration. The painted finish is needing to be removed and reapplied. The only apparent wood deterioration is at the base of the posts where they sit directly onto steel bearing base plates (see Fig. 1). Most of the wood post bases are rotted anywhere from 2in to 6in. Each glulam post base is secured to the foundation with approximately 12in wide x 30in tall x 1/4in thick side plates with (6) through bolts. These through bolts are currently providing the bearing as well as hold down of the structure. The side plates are welded to steel base plates with 4 anchors into the concrete slab at each post. The condition of the steel connection plates varies but can be generally described as not good with structural deficiencies. These deficiencies are the fact that the embedded anchors do not extend high enough to fully anchor the nuts or are completely missing (see Fig. 2).



Fig. 1



Fig. 2

The structural roof decking is exposed to view from below. There are signs of water infiltration but no indication of visible wood rot. It cannot be said for certain that there are no areas of wood rot in the roof deck. It generally appears to be in good condition.

The stone foundation that is exposed above grade and visible from the inside of the basement area appears to be in generally good condition. There are no areas that appear to be visibly out of plumb or excessively settled. Most of the mortar between stones appears to be intact and in a maintainable condition.

The existing concrete floor deck spans between open web steel joists at 24in on center. The steel joists span approximately 13ft from exterior stone foundation to 12in deep steel beams and also between the two steel beams. The two interior steel beams span from foundation wall to foundation wall with a steel support post supporting the mid span of the beams. The south steel beam is completely rusted away and has collapsed allowing the concrete deck, steel joists and remnant of the steel beam to rest on the top of the steel post (see Fig. 3).





**Fig. 3**

This has created a substantial deflection in the concrete floor deck above with large cracks (see Fig. 4). The concrete floor deck is not safe for occupancy and is currently barricaded off to the public. The cause for the beam corrosion and deterioration of the steel beams is most likely water infiltration into the floor steel substructure through cracks in the concrete floor slab.



**Fig. 4**

This report will attempt to outline two options for improving this structure such that it is sufficient to be occupied again.

Option A:

The concrete floor deck and steel support from below (steel beams and open web steel joists) must be completely removed and reconstructed. This would require temporarily supporting the 8 glulam posts and super structure above while removing completely the concrete deck, open web steel joists, and two steel support beams. It is possible that the north steel beam and single row of open web steel joists could be preserved and re-used. This would depend on how easily it would be to remove the concrete deck above without damaging the joists. The lower rotted 2in to 6in of the posts need to be removed and repaired using a wood repair material. The steel side lap connecting plates along with the bottom bearing plates need to be refabricated and installed. It might be possible to install new steel bearing plate “pedestals” that bear directly on the foundation and could be installed after removing the existing concrete floor deck locally at each post and before reinstalling the new concrete deck. This might allow a “one by one” approach of shoring up and re-supporting each glulam post. This option would require approval/expertise from the contractor performing this work.



The new structural slab could be a 2-1/2in total thickness concrete slab on 9/16in thick steel conform deck with new 10in deep open web steel joists at 3ft on center (this is a longer spacing than the existing structure, yet should save cost on steel while the concrete deck can still easily span 3ft between joists).

It should be mentioned that the most southern glulam bent is corbeled into the existing stone fireplace/chimney. If the existing glulam structure would need to be raised vertically in order for the concrete floor deck to be installed, care would be needed to “detach” the glulam bent from the stone chimney. Per the original drawings and as can be seen visually, the stone is corbeled out to support a high partition wall.

A possible construction scenario could be the steps shown below:

1. Temporarily support existing glulam wood structure (4 bents). Vertical lifting may be required to provide adequate access for removal of existing slab and install of new slab. There are end walls on the northern and southern bents that may require securing to the glulam above as they are currently supported by endwall posts on the north end and stone chimney on the south end (See Fig. 5).
2. Remove existing wood railing, end posts at north end wall and stone corbeling at south end wall.
3. Remove existing concrete deck, open web steel joists, steel beams. Remove existing steel posts.
4. Remove existing steel glulam post base plates and install new ones. In this process, removal and repair of glulam post bases would be required (bottom 2in to 6in).
5. Install new steel posts, beams, open web steel joists, and pour new concrete deck. Install new anchor rods for glulam posts bases (before pouring concrete deck).
6. Grout below new glulam post bases.
7. Install new wood railing and end wall supports (wood posts at North end, stone corbeling at South end).
8. Remove temporary support to existing structure.
9. Refinish existing glulam structure as required/desired by owner.



Fig. 5

Option B:

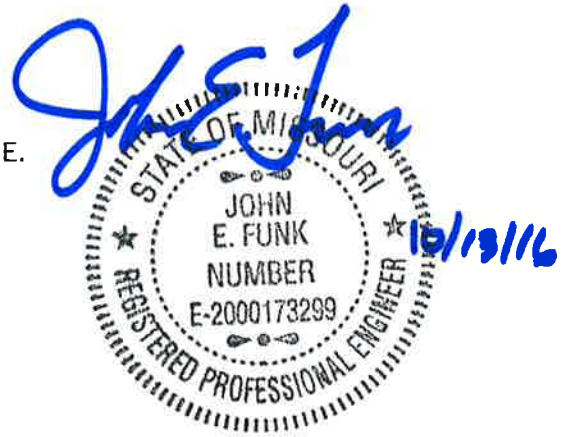
This option is to simply demolish existing wood glulam structure if it is not feasible to shore and reuse existing framing, either due to budget or contractor means and methods required to do so. The same demolition and rebuild of concrete deck and steel structure below would be required as described in Option A.

There could be other repairs and improvements required to bring the concrete deck, railing and approach ramp up to current code requirements, which may be necessary in order to obtain a construction permit. An ADA accessibility study has not been done to determine what, if any improvements would be required.



Jason Bahr

John Funk, P.E.





# MEMORANDUM

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**Date:** November 30, 2016  
**To:** Joe Snook  
Assistant Administrator  
**From:** Andy Holmes  
Strategic Communications and Administration Manager  
**CC:** Carole Culbertson  
Superintendent of Administration  
**Re:** Wi-Fi in Parks – Proposal from Time Warner Cable Enterprises

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The ITS department and LSPR have both received several patron comments for the past few years related to the lack of free Wi-Fi around town; specifically seeking free Wi-Fi in Harris Park Community Center and Summit Waves. Currently, Legacy Park Community Center and Gamber Community Center offer city-sponsored Wi-Fi available to patrons for one-hour a day. There is also city-sponsored Wi-Fi at various city-owned facilities such as the animal control building, city hall, police station, airport, and several fire stations. The cost of the city-sponsored Wi-Fi is allocated to all city departments through the shared ITS overhead budget and the range and bandwidth of the Wi-Fi signal is completely reliant upon the city's network infrastructure. A complete listing of city-sponsored Wi-Fi across the city can be found on **Attachment A**. In addition to city-sponsored Wi-Fi, The Downtown LS Main Street organization, LS Chamber of Commerce, LS Economic Development Council, and Time Warner Cable have all partnered up to "light-up" downtown Lee's Summit with free Wi-Fi covering SE Jefferson Street to SE Green Street and SE 2<sup>nd</sup> Street to SE 5<sup>th</sup> street; offering patrons access to up to 2 hours of free internet per day. Other high-traffic areas such as the Country Club Plaza in Kansas City, MO have partnered up with TWC to provide free public Wi-Fi.

Installing/configuring/maintaining/supporting a free patron Wi-Fi network at Harris Park Community Center will cost several thousand dollars and involve quite a bit of ITS time. Furthermore, expanding the free patron Wi-Fi network to HPCC and/or SW would further tax the city's network resources.

The city's ITS department was recently approached by Time Warner Cable inquiring about ways to expand their "TWC WiFi Hot-Spots." TWC is specifically looking for popular places around town to place their Wi-Fi equipment in to provide an expanded range of Wi-Fi service for their current customer base and to attract new customers. This could be a potential solution to the lack of free patron Wi-Fi at HPCC; and would likely involve adding free Wi-Fi to Summit Waves and other popular designations such as the Legacy Park sports fields, the Miller J. Fields Splashpad, Lea McKeighan Park, as well as future facilities constructed by LSPR. Staff met with two representatives from Time Warner Cable at Harris Park Community Center on September 2<sup>nd</sup> to discuss details related to the setup/configuration/support of the TWC product. The lead TWC rep provided a sample agreement for our reference. After further discussions with the TWC contact on October 26<sup>th</sup> regarding contract language, further revisions were made to the contract. (See **Attachment B**)

There are concerns in the contract, including TWC wanting exclusivity as the only 3<sup>rd</sup> party Wi-Fi provider in our parks and facilities, TWC requesting a license to use LSPR names, trademarks, and logos for advertising/marketing/promotion, and special concerns related to TWC equipment not being interfered with by LSPR. There may also be LSPR expenses involved in running electricity to power the TWC Wi-Fi equipment.

## Background

Time Warner (and other cable partners nationwide... Comcast, Charter, Uverse, etc.) have joined forces to compete with other competing fiber companies. (Google Fiber in our area) The conglomerate has introduced a 5 year agreement that could potentially introduce extremely fast (50mbps download, 5mbps upload) WiFi internet to HPCC and our other busy parks and recreation facilities in Lee's Summit. The deal is existing cable customers get 24 hours per day of free high-speed WiFi by logging into their cable conglomerate account via their mobile device(s). Those without cable get 1 hour per day of free high-speed WiFi with the opportunity to get additional WiFi time by paying an extra fee. (resets at midnight each night)

Their motive: To compete with Google Fiber; they can't compete with Google's speed, so essentially they are competing by offering their customers the ability to take their home internet with them to popular destinations.

Their secondary motive: To generate revenue on the "free internet for 1 hour" arrangement for non-cable customers and to increase their cable subscription customer base.

## Opportunities

- We have an opportunity to get high-speed WiFi in our busy parks and facilities at virtually no cost to LSPR, adding a value of tens of thousands (possibly hundreds of thousands) of dollars' worth of network infrastructure, support, and maintenance to our parks and facilities.
- To completely eliminate ITS involvement in the public-facing WiFi network management.
- To drastically improve the patron-facing WiFi connection speed available at our facilities. We currently have a 10/1 connection shared between all city facilities. This currently includes GCC and LPCC, but not SW or HPCC. Time Warner & partners are offering a 50/5 connection for EACH park or facility.

## Concerns

- Patrons who are cable customers may not know their individual cable company account user/password and will likely ask LSPR staff for support.
- It's reasonable to assume patrons are going to view LSPR, as opposed to the cable company, as the one charging them for internet past the 1-hour mark. This could lead to patrons incorrectly assuming LSPR is charging them for internet.
- Other than the large infrastructure investment, there doesn't really seem to be anything concrete holding the cable partnership to the 5 year contract. We're essentially setting a standard by allowing the cable companies to provide WiFi. It's possible we run into a situation where patrons expect and grow to depend on WiFi at our parks/facilities and will look to LSPR as the provider of the WiFi as opposed to the cable conglomerate. If this happens, and the cable companies go out of business and/or cut support, LSPR may be pressured by patron demand to find a solution for WiFi very quickly to avoid recourse from patrons.
- Cable company support is notoriously bad in the residential marketplace and has historically garnered much frustration. If the WiFi goes down (for whatever reason) patrons may blame us as opposed to the cable company. It's reasonable to assume paid customers will take priority over non-paid customers, potentially leaving us last on the list if/when the free patron WiFi goes down.



## November Progress:

Upon request, Time Warner Cable provided the names of two municipality Information Technology directors in Texas who have an agreement with Time Warner Cable similar to what is being proposed to LSPR. (Dennis John of Arlington, TX and Joe Heflin of Grand Prairie, TX) The conversations with these two directors went well and were very insightful. Both directors mentioned they would gladly enter into another agreement with TWC if given opportunity. In fact, Mr. John with Arlington, TX mentioned he *desperately* wants Time Warner Cable's free Wifi in more of their parks and community facilities due to not having the budget to build the infrastructure necessary to provide free WiFi. Mr. Heflin with Grand Prairie, TX mentioned they have had mixed reviews from patrons with regard to patrons who were frustrated after their "free hour" had expired, but that patrons were overall quite pleased with the service. Both directors mentioned small hiccups during the first week of implementation, but virtually no technical issues after installation and overall very reliable and clear service.

A list of all LSPR parks/facilities was sent to the TWC contact on November 1<sup>st</sup>. We are currently awaiting more information on which LSPR parks/facilities would be considered viable candidates for the free patron WiFi. Staff is continuing to follow up.

## Recommendation

- 1.) To proceed with continuing discussions with Time Warner Cable Enterprises, focusing on details such as the time frame for implementation, which facilities/parks WiFi equipment would be installed in, and the possibility of amending the proposed contract to not require LSPR advertising/marketing/promotional licenses.
- 2.) To research whether this opportunity being presented by Time Warner Cable needs to be bid out to other potential WiFi providers. (Google Fiber)
- 3.) Following the outcome of Recommendation 1 staff will submit a proposed contract for legal review.

Information which is not underlined indicates new activity since the previous monthly report.



A listing of city-sponsored Wi-Fi points throughout Lee's Summit



## **Authorization to Install and Maintain Communications Equipment (“Agreement”)**

\_\_\_\_\_ or its authorized agent hereby grants permission to Time Warner Cable Enterprises LLC (“TWC”) to attach, install, maintain, operate, upgrade and remove the equipment, cables and devices, and any successor technology thereto, as further described in **Exhibit A** (collectively, the “**Equipment**”), to and at the properties described in **Exhibit B** (each a “**Property**” and collectively the “**Properties**”).

Company represents, warrants and covenants to TWC that Company: (a) has the full power and authority to negotiate, execute, deliver and perform this Agreement; and (b) has obtained any and all requisite approvals from the owner of the Properties (if any Property is not owned by Company) (the “**Owner**”) to enter into this Agreement and to grant certain rights to TWC as more specifically set forth herein including, without limitation, the right to install the Equipment to and at the Properties.

The Equipment will be operated by TWC, at no cost to Company or the Owner except for ~~electricity power~~ costs associated with powering the equipment necessary to provide the free patron WiFi. The Equipment includes hardware that will allow TWC to provide WiFi and/or wireless (cellular or any other type) service (collectively, the “Service”) at and from the Properties for the convenience of TWC’s customers and for the benefit to Company and/or the Owner of attracting foot traffic commerce within the supported Service community in which the Properties are located (the “**Community**”). Company hereby grants TWC, its successors and assigns, and its authorized agents and contractors, access to the interior and exterior of the Properties (including building rooftop(s)) for the purpose of installation, maintenance, repair, upgrade, disconnection, replacement and/or removal of the Equipment, and Company agrees to provide access to an existing standard power source for operation of the Equipment. TWC will be the exclusive free patron WiFi Service provider for the Property and, accordingly, Company will not permit any third party to attach Service-related equipment to, or install Service-related equipment within, or operate a Service from or upon, the Property. Company grants TWC the right to advertise, market and otherwise promote the Properties as being a TWC Service access point in any and all forms of media now known or hereafter developed, in TWC’s sole discretion, and Company grants TWC a license to use the names, trademarks and logos of Company and/or the Properties in connection with such advertising, marketing and promotion of the free patron WiFi.

All Equipment will remain the property of TWC, and TWC assumes the risk of loss, unless damage to or loss of the Equipment is due to the negligent or willful acts of Company or the Owner. The Equipment may not be relocated, removed, disturbed, tapped or interfered with by Company or the Owner without written prior notice. TWC will be responsible for any damages directly caused by, and will defend, indemnify and hold harmless Company from any third-party claim(s) brought against Company that arise from: (a) TWC’s installation, operation, maintenance, repair or removal of the Equipment (except for claims caused by the negligence or intentional misconduct of Company or the Owner, or resulting from any pre-existing conditions at the Properties); or (b) bodily injury or damage to tangible property caused by TWC’s gross negligence or willful misconduct. TWC WILL NOT BE LIABLE UNDER THIS AGREEMENT FOR ANY CLAIMS OR DAMAGES OTHER THAN THOSE DESCRIBED IN THE IMMEDIATELY PRECEDING SENTENCE. NEITHER PARTY WILL BE LIABLE TO THE OTHER OR TO ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING UNDER THIS AGREEMENT. TWC agrees to maintain public liability insurance coverage of not less than: Two Million Dollars (\$2,000,000.00) for personal injury and not less than Two Million Dollars (\$2,000,000.00) for property damage resulting from any one accident.

The term of this Agreement will commence as of the date of later signature below and remain in effect for a period of five years, unless terminated earlier by either party on 30 days prior written notice for the other's uncured material breach (each party shall have such 30 day period to attempt to cure any such material breach) or by TWC at any time upon not less than 60 days prior written notice to Company. Thereafter, this Agreement will automatically renew for successive one year terms until terminated by either party on 60 days prior written notice to the other (such notice may be given at any time during a renewal term). TWC shall remove all equipment within 30 days of the termination of this Agreement.

[Signature page follows]



*Each person signing below represents that he/she is a duly authorized representative of the party for which he/she is signing and has the full power and authority to enter into this Agreement on behalf of such party.*

**COMPANY:**

**Time Warner Cable Enterprises, LLC**

By: Charter Communications, Inc., its Manager

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Exhibit A**  
**The Equipment**



**Exhibit B**  
**The Properties**

Property Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**End of Activity Report**  
**Line Dancing 2016**  
 October 1, 2015 – September 30, 2016  
 Completed by: Jacob Johnson

**Executive Summary**

**Brief Program Description:**

Line dancing is an on-going program that is offered at the Gamber Community Center that targets the 50+ population. Line Dancing is held weekly. Classes are held every Thursday 1-2pm throughout the year. Overall there were 48 class offerings. Preregistration is not required.

**Participant Numbers:**

**Participants**

2016	579 (Average of 12 participants per class)
2015	478 (Average of 11 participants per class)
2014	945 (Average of 14 participants per class)

**Revenue:**

**Budget**

**Actual Revenue**

2016	\$ 3,000.00	\$ 2,890.00
2015	\$4,250.00	\$ 2,390.00
2014	\$ 3,500.00	\$ 4,730.00

**Expenses:**

**Budget**

**Actual Expense**

2016	\$ 1,800.00	\$2,622.21 <sup>1</sup>
2015	\$3,052.36 <sup>2</sup>	\$ 2,138.36 <sup>2</sup>
2014	\$ 3,369.17	\$ 4,553.19

**Net:**

**Budget**

**Net**

2016	\$1,200.00	\$267.79
2015	\$1,197.64	\$251.64
2014	\$130.83	\$176.81

**Comment/Recommendation:**

**Comment:** Should we continue to offer this class?

**Recommendation:** Staff feels this class is a good offering for the community and recommends that the activity continue.

**Comment:** Registrations were up 101 patrons from 2015's total of 478 patrons.

**Recommendation:** Within the past 6 weeks, the average number of participants has averaged 20.5 per class. Staff increased marketing efforts in late July/early August in an attempt to increase overall participation.

**Comment:** There were (6) six positive comments about the activity.

**Recommendation:** Staff is appreciative of these comments and will inform our Line Dancing instructor of the positive comments.



## **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:**

Line dancing is an on-going program that is offered at the Gamber Community Center that targets the 50+ population. Line Dancing is held weekly. Classes are held Thursdays 1-2pm. Preregistration is not required. The instructor is a licensed professional with years of experience.

### **Benefits of Program:**

- Physical exercise
- Increased balance
- Strengthening of the cardiovascular system for participants
- Social interaction with fellow participants
- Work on cognitive skills through learning, remembering and performing the dances
- Meets a recreational need in the community

### **Service Hours:**

The approximate number of service hours provided by this activity is 579 hours (579 participants x 1 hour sessions).

2016	579hours
2015	478 hours
2014	945 hours

### **Volunteer Hours:**

There are no volunteer hours to account for with this program.

### **Refunds:**

Total refunds: 0

Refunds due to dissatisfaction: 0

Reason for refund: N/A

### **Fee Charged:**

2016	\$5 per person/per session
2015	\$5 per person/per session
2014	\$5 per person/per session

### **Program Timeline:**

July: Advertise via Gamber Gab and website, new Illustrated  
Aug: Advertise via Gamber Gab, flyers, and website  
Sept: Advertise via Gamber Gab, flyers, and website, distribute surveys  
Oct.: Advertise via Gamber Gab and website, distribute surveys  
Oct.: Complete EOA report  
Nov.: Advertise via Gamber Gab, flyers, and website, new Illustrated  
Dec.: Advertise via Gamber Gab, flyers, and website  
Jan.: Advertise via Gamber Gab, flyers, and website  
Feb.: Advertise via Gamber Gab, flyers, and website  
March: Advertise via Gamber Gab, flyers, and website, new Illustrated

April: Advertise in Gamber Gab  
May: Advertise in Gamber Gab  
June: Advertise in Gamber Gab

**Marketing:**

All marketing for Line Dancing is done through the Illustrated, website, Flyers, and Gamber Gab

**Evaluation/assessment:**

The line dancing class is evaluated at the end of each year by participant surveys and an End of Activity Report is completed once per year. This evaluation is to provide us information on how we can improve the class and any features that are involved.

Number of surveys distributed:	25*
Number returned:	15
Percentage returned:	60%

\*Beginning in 2013, Line Dancing registration was done through the RecTrac Point of Sale Module. This change in registration was done to make registration for patrons easier. As a result of this change, individual participants are no longer being tracked. Surveys were distributed at various times and patrons were asked to complete only one.

<b><u>Collection Method</u></b>	<b><u>Amount</u></b>
Online	0
Mail/In-person	25
Phone	0



## “Line Dancing 2016” Survey Results

**# of Surveys Distributed:** Email: 0 Via Mail: 25 **# of Surveys Returned: 15** **60% of Returns**

Participant: 15 Parent/Guardian \_\_\_\_\_ Coach/Asst.Coach/Volunteer \_\_\_\_\_

LS Illustrated 5 Website/Facebook/Twitter 0 Email Blast 0 Flyer Postcard 0 Newspaper

LS Cable Channel 0 Acquaintance 6 Previous Participant 4 Other

Comments (Other):

**Are you an LSPR “Friend of the Parks” FOP?**

Yes 3 No 10 I don’t know what that is 1

<b>Regarding the registration process...</b>	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?	3	0	0	0	1	10	4.91
Please rate the amount of time taken to register	2	0	0	0	3	10	4.77
Please rate the overall registration procedure	2	0	0	0	3	9	4.75
Comments: Was quick and receptionist was great! Ginger is super!!							

<b>Regarding the value...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	0	2	12	4.86
Was the content of the activity appropriate for the fee?	0	0	0	0	1	13	4.93
Comments: Other locations are less. Great class, great instructor							

<b>Regarding the program sessions...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	0	15	5.00
Please rate the friendliness of activity staff	0	0	0	0	0	15	5.00
Please rate the ability to recognize activity staff	0	0	0	0	0	15	5.00
Please rate the amount of staff available during the activity	0	0	0	0	0	15	5.00
Please rate the condition and suitability of the facility used.	0	0	0	1	0	14	4.87
Please rate the perceived safety of program.	1	0	0	0	0	14	5.00
Comments: Love the line dancing class-Karen is Great! Great dance instructor. Thank you for giving this class. Great Teacher.							

<b>Overall Summary...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant’s overall needs met?	0	0	0	0	2	13	4.86
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	0	15	5.00
Please rate the participant’s overall enjoyment level	0	0	0	0	1	14	4.93
What is your overall rating of the activity?	0	0	0	0	1	14	4.93
What is your overall rating of Lee’s Summit Parks & Recreation?	0	0	0	1	1	13	4.80
Comments: I would recommend this class to anyone. Love line dance-love Karen H., love Gamber							

**End of Activity Report  
Gamber Community Center  
2016  
Report completed by: Pat Shepard**

**Executive Summary**

**Brief 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. Activities include fitness classes, bridge, bingo, instructional classes and rentals. Normal operating hours are Monday through Thursday 6:00am until 9:00pm, Friday 6:00am until 6:00pm, Saturday 7:00am until 4:00pm and Sunday 12:00pm until 6:00pm. In FY16, the GCC was open 358 full days, 6 shortened holidays and was closed for 2 holidays. The facility does offer after hour events for private groups.

**Participant Numbers:**

FY16: 78,660  
FY15: 78,172  
FY14: 66,953

**Total Revenue:**

<b><u>Fiscal Year</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	\$521,172 <sup>1</sup>	\$533,613 <sup>1</sup>
FY15	\$505,411 <sup>1</sup>	\$514,322 <sup>1</sup>
FY14	\$462,871 <sup>1</sup>	\$447,746 <sup>1</sup>

**Total Expenses:**

<b><u>Fiscal Year</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	\$458,724	\$462,314
FY15	\$508,761	\$491,348
FY14	\$424,699	\$425,766

**Net:**

<b><u>Fiscal Year</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	\$62,448	\$71,299
FY15	(\$3,350)	\$22,974
FY14	\$38,172	\$21,980

**Revenue by section**

	<b><u>FY16 Budget</u></b>	<b><u>FY16 Actual</u></b>
Activity Fees/Memberships	\$165,322	\$178,471
Facility Rentals	\$174,880	\$172,428
Concessions	\$1,740	\$1,017
Interest	-	\$2,893
Other	\$3,480	\$3,699
Misc.	\$750	\$105
Transfer from Park Sales Tax	\$175,000.00	\$175,000.00

<sup>1</sup>Includes \$175,000 subsidy from the parks sales tax.



## **Recommendations:**

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

### **Overall Facility Satisfaction**

**Comment:** The Bistro rated 3.81 and there were 6 comments about the Bistro area. One patron wanted a coke machine. Another patron was uncertain of the Bistro hours and 4 wanted a better selection.

**Recommendation:** As part of the healthier choices in vending, LSPR eliminated chips, candy and soda from its facilities three years ago. We offer bottled water, juice, Powerade and some non-perishable snacks. This has proven to be popular when there are youth camps/classes and with the daily card players. The Bistro is open during normal business hours. A sign has always been posted in front of the food display that says: "To make a purchase please see the staff at the front desk." No changes are recommended at this time.

**Comment:** There were 4 comments about the TVs not working in the Cardio room.

**Recommendation:** Each piece of cardio equipment has its own personal viewing screen. Since the requirement that each piece have a DTA box for the digital signal conversion, there have been problems with the TVs. The main issue is that patrons start pushing buttons and changing settings. Staff has been trained on how to correct the issues and patrons are encouraged to contact the front desk for assistance.

### **Service of the Facility**

**Comment:** There were 8 positive comments made about the facility staff.

**Recommendation:** LSPR always appreciates positive comments about its employees.

**Comment:** There were 4 negative comments made about the unfriendliness of staff.

**Recommendation:** All staff is observed on a daily basis to ensure they are offering excellent patron service. As new procedures are implemented, staff is made aware of the changes. Staff members also attend monthly training sessions which emphasize the LSPR culture. Management will develop new training as indicated to ensure the best patron service.

### **Operations**

**Comment:** There were 4 comments about the need for longer hours.

**Recommendation:** Based on previous survey comments, starting Nov. 1, 2014 GCC added 1 hour to the Friday closing time, 2 hours to the Sunday closing time and 2 hours to the Saturday opening time. Patrons also have the option of purchasing an LS Passport which enables them to access all areas of LPCC at an additional cost of \$7.50 per month. Staff does not recommend any changes at this time but will monitor requests for future changes.

**Comment:** There were 6 requests for more Silver Sneakers classes or a larger room.

**Recommendation:** GCC offers 6 Silver Sneakers classes and 19 other classes. LPCC offers 4 Silver Sneakers classes. All Silver Sneakers members can visit either facility at no out of pocket cost. Cost is covered by their insurance carrier. Silver Sneakers members may also participate in all other facility classes free of charge. Staff does not recommend any additional Silver Sneakers classes at this time.

**Comment:** There were 4 requests for Tai Chi, 4 requests for weight training classes, 2 requests for evening classes other than Zumba and 1 request for a better variety of classes.

**Recommendation:** Based on the approved budget and the current number of fitness members, staff can and does offer 26 classes each week. Staff constantly monitors attendance at these classes and makes changes to the schedule to best accommodate patron requests. Based on these requests, staff is looking for a new Tai Chi instructor and instructors to teach evening classes. Patrons also have the option of purchasing an LS Passport for an additional cost of \$7.50 per month which enables them to access fitness classes at LPCC.

**Comment:** There were 10 positive comments about the facility.

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



## **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. Activities include fitness classes, bridge, bingo, instructional classes and rentals. The facility opened for operations on June 30<sup>th</sup>, 2008. Normal operating hours are Monday through Thursday 6:00am until 9:00pm, Friday 6:00am until 6:00pm, Saturday 7:00am until 4:00pm and Sunday 12:00pm until 6:00pm. In FY15, the GCC was open 358 full days, 6 shortened holidays and was closed for 2 holidays. The facility does offer after hour events for private groups.

### **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:**

FY16: 157,320 (average of 2 hrs. per visit x 78,660 visits)  
FY15: 156,344 (average of 2 hrs. per visit x 78,172 visits)  
FY14: 133,906 (average of 2 hrs. per visit x 66,953 visits)

### **Volunteer Hours:**

Volunteers: 910 hours (5 volunteers x 3.5 hours x 52 weeks )  
Based on national volunteer wage of \$23.56 x 3.5 hours x 52 weeks x 5 volunteers = \$21,439.60

### **Refunds**

Total issued: 106

Refunds due to dissatisfaction: 1

Reasons for Refunds: 102 cancelled fitness memberships ( 32 did not use facility enough, 47 moved, 9 for health reasons, 6 converted to Silver Sneakers, 4 switched to LPCC; 2 were disappointed that Tai Chi was cancelled; 1 went back to school; 1 due to no child care here); 3 rentals were cancelled.

### **Fees Charged:**

<b><u>Activity Fees</u></b>	<b><u>Regular Rates</u></b>	<b><u>Discounted Rates</u></b>
Personal Training		
1 session	\$48.00	\$40.00
Couples 1 session	\$78.00	\$65.00
5 sessions	\$230.00	\$190.00
Couples 5 session	\$375.00	\$310.00
10 sessions	\$440.00	\$350.00
Couples 10 sessions	\$680.00	\$580.00

<b>Admission Fees- single visits</b>	<u>Regular Rates</u>	<u>Discounted Rates</u>
Fitness	\$6.25	\$5.00

<b>Membership Fees</b>	<u>Regular Rates</u>	<u>Discounted Rates</u>
Gamber Annual	\$185.00	\$150.00
Gamber Flex	\$15.42	\$12.50

	<u>Regular Rates</u>	<u>Discounted Rates</u>
LSPassport Annual	\$300.00	\$240.00
LSPassport Flex	\$25.00	\$20.00
90 Day Membership	\$118.00	\$95.00

<b>Facility Rentals</b>	<u>Regular Rates</u>	<u>Discounted Rates</u>
Ballroom Area A	\$65.00	\$50.00
Ballroom Area B	\$50.00	\$40.00
Entire Ballroom	\$111.00	\$90.00
Kitchen	\$65.00	\$50.00
Gamber Package (Ballroom and kitchen for 4 hours)	\$555.00	\$450.00
Event Package (Ballroom, Bistro, Great Hall and kitchen for 12 hours)	\$1600.00	\$1,350.00
Aerobics Room, classrooms,	\$40.00	\$25.00

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, \$43.00 per hour

**Other Revenue**

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

**Marketing:**

Staff has been marketing the GCC through the traditional means of using the Illustrated, cross marketing internally, use of the community access cable channel, the Gamber Gab (monthly newsletter), e-mail blast and Mini-Expo events held monthly at GCC. The facility is also marketed on the *Perfect Wedding Guide* website. Staff and volunteers also offer tours of the facility during normal business hours.

Other promotional activities included ads in the Lee's Summit Journal, the Lee's Summit Tribune, the Kansas City Star Neighborhood News, Independence Examiner, Lee's Summit Chamber Directory and various bridal publications. Ads were run for specific promotion of new activities, group exercise classes, Mistletoe Madness, Father/Daughter Dances and facility rentals. Staff took advantage of special inserts/promotional pricing that the individual newspapers offered.



The question was asked of our patrons, how did you hear about the GCC? The responses are listed below:

Acquaintance: 66  
Illustrated: 47  
Other: 48  
Previous Participant: 40  
Flyer: 9  
Website: 14  
Facebook/Twitter: 2  
TV: 4

The question was asked of our patrons, have you told others about your experience at the GCC. The responses are listed below:

Yes: 189      No: 7

**Evaluation/assessment :**

Evaluations were sent to 1071 unique households (632 were emailed through Survey Monkey and 439 were mailed) during the month of July 2016; 224 surveys were returned for an overall return rate of 20.9%. We asked patrons to return the surveys with any positive or negative comments about their experience at the GCC.

Included below are some of the major trends that surfaced and a selection of positive/negative comments. For your reference, a blank copy of the survey can be found as Attachment A. For a complete record of the survey comments, please see Attachment B.

**Survey Summary:**

Rated above 4.5 on Likert scale

Parking Lot  
Lobby/Hallway Area  
Billiards Room  
Outdoor Area & Gazebo  
Men's & Women's Restrooms  
Value of Membership  
Staff Friendliness  
Staff Knowledge  
General Safety of Facility  
General Cleanliness of Facility  
Quality of Instructional Classes  
Overall rating of Gamber Center  
Overall rating of LSPR

Rated above 4.0 on Likert scale

Bistro  
Unisex Restrooms  
Ballroom  
Aerobics Studio  
Cardio Room

Weight Room  
Small classrooms  
Outside Walking Path  
Outside Exercise Equipment  
Membership Options  
Rules, Regulations and Policies  
Current Hours of Operation  
Quality of Aerobics Classes

Note: The Bistro rated 3.81

The following is a summary of the most frequently made positive and negative comments.

Positive

Great instructors  
Friendly staff  
Enjoys the facility  
No changes needed  
Cleanliness of facility

Negative

Need better weight equipment  
Need more fitness classes  
Staff not friendly

The following is a list of comments received along with the frequency of the comments when patrons were asked the question, "What would you like to see us add to the facility?" There were 64 suggestions.

Swimming pool 5  
More Nu Steps 4  
More Silver Sneakers classes 4  
Different weight equipment 4  
Tai Chi 4  
Weight training classes 4

7 items had two mentions: rowing machine, more leg equipment, more pool tables, more evening classes, bus trips, part-time trainer available, better variety of fitness classes

25 items had one mention: evening Silver Sneakers class, evening Yoga after 7pm, evening classes but not Zumba, more cardio machines, circuit equipment, larger weight room, Shuffleboard, larger aerobics room, coffee on Saturday, new manager, additional billiard area, crafts, hot tub, whirlpool, lunches, breakfast, hot food, marked off area to walk inside, more disabled parking, nutrition classes, more variety of snacks, coke machine, more use of piano, chalkboard for billiards room

The following is a list of comments received along with the frequency of the comments when patrons were asked the question, "What type of incentive would motivate you to purchase an annual membership?" There were 61 comments made.

Already have one 35  
Discount on membership/lower rates 11  
Have membership somewhere else 5  
More/better fitness classes 3



7 items had 1 comment: daycare, cheaper art classes, Dr. recommendation, gun point, Tai Chi, 92 years old, Dance lessons

## 2016 “Gamber Community Center” Survey for LS Parks & Recreation

Dear Patron,

Your satisfaction is extremely important to us so we ask that you take a few minutes to complete this brief survey. Each survey is carefully evaluated, and recommendations are made so that we can better serve you and your family. By sharing your opinion you will help us provide the highest quality of service for you and your family. Thank you!

Sincerely,



J. Thomas Lovell, Jr., CPRP ♦ LSPR Administrator ♦♦♦ (816) 969-1500 ♦ [lspr@cityofls.net](mailto:lspr@cityofls.net)

**Which type of fitness membership do you currently have?** 53 GC Annual    19 GC Monthly Flex  
30 LS Passport    57 Silver Sneakers    1 90 Day  
**Are you currently a** 161 Resident    17 Non-Resident

Please rate your overall satisfaction with the facility...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Parking Lot	1	0	1	11	61	134	4.88
Lobby/Hallway Area	1	0	1	4	47	154	4.69
Bistro	98	3	9	12	40	30	3.81
Billiards Room	114	0	0	2	34	42	4.51
Aerobics Studio	59	0	2	12	49	71	4.40
Cardio Room	46	0	2	13	59	73	4.37
Weight Room	59	2	2	11	54	71	4.34
Outdoor Area & Gazebo	71	0	0	4	46	69	4.55
Unisex Restrooms	87	4	4	7	39	44	4.13
Men’s Restroom	107	0	1	3	24	45	4.53
Women’s Restroom	34	0	1	4	48	105	4.62
Small Classrooms	109	1	0	5	30	41	4.43
Ballroom	102	0	0	4	37	44	4.47
Outside Walking Path	75	1	1	8	37	65	4.46
Outside Exercise Equipment	102	0	2	16	29	35	4.16

**Comments: If you rated any area 3 or below please tell us why.**

Need more & quieter fans in aerobics room. Tuesdays---should not schedule seminars when having bingo on the other side of the wall.  
 Need more van accessible handicap parking. I do not use most of these facilities but know that the building is comfortable and clean.  
 Not enough close parking for handicap. Beautiful facility. Bridge players need the room on the southeast corner with storage so we don't have to walk so far. I do not like using unisex bathrooms. Very nice facility. Billiard tables could use some work; tables need to be recovered. Men leave commode seats left up-urine all over. Small size aerobics room but respectfully don't know what you can do to allow more participants. Need more parking space when having functions during Silver Sneakers, can't get parking.  
 Bistro-hard to access-self service vending machines better. Unisex restrooms need more cleaning. Need more disabled parking.  
 Need more instructions in the weight room. Very limited selection in bistro. Need bigger cardio room. Beautiful building but seems to be underutilized; Legacy is so busy. Add Gamber to Legacy membership so people can utilize Gamber more. Market mtg rooms to public for mtgs, wedding, etc. --Had surgery 1/1/2 weeks ago and now in skilled nursing home for 6-8 weeks more. Aerobics area is not big enough for the volume of people who are interested in the classes. Poor choice of equipment provided in weight room. Cardio room needs a rowing machine. It gets hot in the exercise room while operating the elliptical. Parking lot terribly designed. Cramped drives and spaces hard to negotiate. About as bad as Summit Woods! Same architect? Your exercise class room is very small, I quit coming to classes because I felt very confined. Silver Sneakers classes are limited and over crowded. It is impossible to get in one without some manipulation. You miss out on the traffic there when members go other places. Weight room lacks leg machines and a complete body circuit . It is not a well rounded set of machines .  
 I do not understand the purpose of the "Bistro" assuming that what is referred to is the self-service snack bar area.  
 The temperature in the cardio room is way too warm. Most cardio rooms have temperature way cooler. I could do a much longer work out if it was cooler. Need a larger aerobics studio to handle more people. Aerobic studio--several classes are crowded, space is lost due to steppers, weights, chair, etc taking up wall space for classes that use the wall.  
 Need a larger aerobics room and more classes like restorative yoga, meditation, etc. Would be nice to have a microwave available when we play cards. The parking lot is a bit choppy in access. Weight room -- I don't care so much for the type of machines in there. Cardio room could use better air flow.



The toilets in the unisex bathrooms often are not clean. The room temperature in cardio and weight rooms is too warm. The tv's on most elliptical machines are usually out of order for days. Outside Walking Path -- good idea, but chased off by a mean dog in the duplexes -- so I don't dare walk the outdoor path again. Not sure where Bistro is but if it is the 'snack bar' then the selections are extremely limited. Rated the outdoor exercise equipment is just 'poor' because i have never seen it and the same with the small classrooms as I have no idea what they are used for or if ever used. Would like to see more weights like Legacy has. I didn't even know about a Silvers Sneakers membership? Bistro is never operating when I am there. Shower curtains are not properly installed. They need to be recessed into the showers to prevent water leaking on the bathroom floors. It would be so much better if there was a space where you could shower and take your time. If I use the shower area I feel like I have to hurry so as not to block the facilities. This could just be my perception and I do like the privacy. I'll try it again. Also I had a very difficult time with the TV operations on equipment. A poster showing clearly how to navigate would be awesome.

Please rate the service of the facility...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Value of your membership	4	0	1	14	56	132	4.57
Membership Options	10	1	1	14	71	103	4.44
Staff Friendliness	1	2	2	8	39	159	4.67
Staff Knowledge	5	1	1	13	64	124	4.52
General Safety of the Facility	2	0	1	3	62	140	4.66
Rules, Regulations and Policies	7	0	1	3	62	140	4.49
Current Hours of Operation	3	2	2	14	77	114	4.43
General Cleanliness of the Facility	1	0	0	6	47	155	4.72
Quality of Aerobics Classes	74	1	1	9	40	74	4.48
Quality of Instructional Classes	81	0	0	6	39	68	4.55

**Comments: If you rated any area 3 or below please tell us why.**

The staff is so wonderful! It does seem slow to process a one-time payment when my membership ran out. This has made me late to class, but I just can't pay the full membership at this time! I think Greenwood residents who pay R7 school taxes should be able to join the Gamber Center or Legacy at a discounted rate. They also shop in Lee's Summit and pay sales tax. Would be nice if weight room equipment shows what each piece is for. Personally I think your staff deserves more holiday time off! Staff at the front desk too slow. Need to be able to make change for \$10 or \$5 to play bingo or buy snacks (at front desk) and should not be given a hard time if you do not have exact money for bingo. Lower one time visit fee for Legacy Park. Keep tv monitors working. Rug is dangerous for handicap. Not enough Silver Sneaker classes, always a waiting list. Excellent resource for the community. My group only plays bridge twice a week and need to be close to restrooms (not unisex), beverage and cabinet for bridge equipment. Now we are forced to walk to the other end to retrieve it. Like the room on the southeast corner. It's the most convenient as we have some players who can't walk well and I do not believe in unisex bathrooms. Thermostats are blocked off so sometimes we need to change them and cannot. I would like to see it open about an hour later but otherwise I really like the facility and services. There are several staff members who are not friendly- in fact can be quite surly. It seems the nice ones leave and the surly are always there. Aerobics room needs more fans unisex needs cleaning more then once a day! Tuesdays need supply monitoring at least 2x a day. Could be more courteous. Enjoy my time there very much. I thoroughly enjoy aerobics and yoga classes. Instructors are knowledgeable, helpful and friendly. Gamber Center staff is also. Took class to learn to use weight machines, etc. Thought instructor could have been more encouraging. The people who "man" the front deck are personable, helpful and kind. The manager, as well, is helpful and will listen to concerns & suggestions. I am only there for our Dulcimer group to practice since we had our beginning there in October 30, 2008. I am now 91 yrs old. Value of membership- have to limit what classes to attend. Aerobics area too hot-if a class follows Vicki's yoga I can't attend. We only walk and use free options. The only thing is some of the people that come to class talk to each other aloud while we are having class. Gloria is a very good trainer & teacher she is the only one that has control of her class. Would like to see longer hours of operation, particularly on Fridays when it closes as early as 6pm. Need of more senior activities. Really enjoy Zumba. It was fine till you opened it up to everyone so there were kids taking up the equipment instead of the 50 year olds & above! We all paid for a 50+ establishment. You took it away from us instead of promoting it better! My only complaint is that some of exercise class fill up and wonder if we could schedule 2nds of those classes each week. I would rather exercise at legacy where there is more space and I don't feel sort of claustrophobic. I have no use for the woman, Pat, who manages the Gamber Center. She is blunt and abrasive, and has no concept of how to handle situations so that she gets what she wants without ruffling up other people. Also, I think she harbors some personal prejudices. I used to be heavily overweight, and I just couldn't do anything to please her. I had gastric bypass surgery in 2011 and lost over 100 pounds. Since then, she's still blunt and abrasive, but she's not overtly hassling me anymore. Go figure. Still, I avoid her, to the extent that that is possible. I have a dual membership at the Gamer Center and Legacy Park. I live 1/2 mile from the Gamber Center, but I mostly go to Legacy Park, and she is part of the reason. But not the whole reason. I go to Legacy Park to swim and walk the trail with my dog. I currently only take Christa's Zumba class and she is an excellent instructor. Instructor allows participants to talk through class and does not direct placement of chairs so some rows have 4 and others might have 6 or 7. Too crowded for safety. The person giving instructions on the machines really wasn't that knowledgeable. The weekend hours are terrible! Especially Friday night. Most working people can't get there and get a work out in before they close. They open so late on Sunday and close early my son usually has activities Sat. and Sunday the hours you are open. If you were open later on Sat, and earlier and later on Sunday it would be much better for my schedule.

Legacy and Gamber should offer United Healthcare for Silver Sneakers. Right now can only go to aY facility. They said you are rejecting accepting them. Most of your staff is very accommodating. One lady, however, is not friendly and offers no helpful information. It seems one has to drag every bit of information out of her. She acts like she is doing one a favor by taking your money and answering questions. She never says "thank you". I always have to say it to her. There is one lady who I must say is very friendly and very helpful. I do not know her name, sorry to say, but she has dark curly hair...such a nice person! Wish Gamber opened at 5:00 am. A lot of random, annoying, distracting chatting in yoga classes and another class. But people seemed to enjoy themselves. Guess I was just used to another way. Too many petty rules such as not being able to walk from card playing directly to the drink counter but have to go around the long way. It would be nice to have a coke machine. Would like to work out Sunday morning but cannot do so because of church there. My whole day is disrupted if I go later so I don't go on Sundays normally. Would like to see a pilates class (beginner) also. The classes are good but I would love to see more regular fitness classes in the late afternoon (3:00-4:00) for those of us who can't make it in the morning. I have changed my membership to Legacy. More classes offered at Legacy but miss the "small town" feeling. Need yoga in evenings not just am for working people. Starting 7 pm or after. I've asked many questions about fitness classes etc....and the staff rarely has answers. But they are extremely nice and do provide contact info etc...to get answers. I am planning to start taking classes very soon. Size of the rooms may be a concern but I know I can go to Legacy if I am not happy at Gamber.

### Overall Summary...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Agv
Overall rating of Gamber Center	2	0	3	3	74	128	4.6
Overall rating of Lee's Summit Parks and Recreation	13	0	0	5	72	110	4.56

### Additional Comments:

The Gamber Center is quaint. I like that I can walk in quickly for aerobics class. I once attended a retirement seminar there & classroom felt small. I'm so grateful for this facility & what it provides for us. I get annoyed by the man at the front desk every time I go to Gamber Center. Very slow and always computer problems, cannot make change, cannot help when on the phone, cannot multi task. Everyone is very helpful and gracious. Love going to Gamber and keeping us all moving and being able to mow-edge and do our own yard work, couldn't do it without yoga. Very friendly staff. I joined for the zumba classes, I would love it if we offered more throughout the week in the evenings. I enjoy the artist showings very much. Beyond attending some classes in the aerobics room in the evenings, I primarily attend legacy. Why don't you have uncluttered hallways instead of large furniture-piano (not used) People with wheel chairs cannot get through. Same with bridge playing room too small for older people with walkers, etc. Never see any changes. I really don't feel these surveys do any good! L.S. parks & rec offers a lot! Use Gamber almost exclusively to play billiards with a few of my friends. I like all that you have done around city-but don't rest on your laurels-keep up the good work. In the weight room, I'd like at least one of the TV's to be kept on a sports channel. Sometimes they're both on the same channel showing a soap show or a talk show. I prefer sports, and I'd guess that most do. Other than that small item, the Gamber facility is great and I don't have any complaints! Thanks for providing a great place for Lee's Summit seniors! Would love to see aerobic classes on the weekend. I am sure it offers different people different things. I no longer go there so I am not sure what all it offers. I would come if there was a certified Tia Chi instructor there. I love the Gamber Center. It is run very well and is very relaxing to visit. Staff knowledge and friendly. I like to come to classes and meet peoples they nice and friendly. We are very blessed to have these great facilities in our community. Lee's Summit parks and recreation have been super ever since we moved here in 1979. Keep up the outstanding work! If the staff was friendlier it would be wonderful. I think bingo would be more enjoyable if the winning cards were checked. Been going for 4 months never won one time...same people "win" all the time? It would be nice to have other scheduled activities such as croquet, board games, so people would know there would be other people to socialize with and get to know at Gamber. Delighted with Gamber Center. Retired MCKC Longview Campus employee and receive free rec center privileges. Prefer GC over my free option. Very happy here. Love the warmth and friendliness of the staff. I'm a believer that you get what you put into anything you do and the staff is always reaching out with a smile and general warm attitude. LOVE Reggie at the front desk. Exercise rooms are small, even aerobics studio. Weight machines are way too complicated. It would be nice to have mirrors to the floor in the aerobics room. Do you ever offer free bridge classes? I don't use the parks enough to rate them. We really need additional nustep cardio machines. I wish you would offer Tai Chi classes plus a class dealing with Parkinsons (BIG therapy). I also wish you had more chair yoga and silver sneakers since some of the current classes are always full (although frequently people are no-shows.) Legacy has too many kids running free without supervision. Otherwise all is good. I like the location of Gamber but small workout areas. Great Park & Recreation Department.

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

47 LS Illustrated 14 Website 2 Facebook/ Twitter 9 Flyer 4 LS Cable 66 Acquaintance 40 Prev. Participant 48Other

### 2. Have you told others about your experience at the Gamber Center?

189 YES 7NO



### 3. What type of incentive would motivate you to purchase an annual fitness membership?

As soon as I found out, I did purchase a membership. I think more advertisement or a mail to residents might help. Continued exercise after knee replacement surgery. I am an annual member through Silver Sneakers. Being able to cancel and get a refund was an incentive. Cheaper art classes. More monthly income. Current member. Already purchased annual membership. I have a life time at 24hr fitness. I would not do this I'm on a set monthly income. Work out area needs to be bigger with more equipment. Nothing I do my fitness elsewhere. Price. Have one. Have one. Have one. Dr. recommendation. Different type weight machines more "senior friendly" similar to those at John Knox Village fitness center. Zumba for Silver Sneakers. I am pleased with the service and will purchase a new annual membership next year. Silver Sneakers. Already have one. Already have one, but will I keep it? Won't be able to if temperature & hours for working people aren't addressed. None...I belong to another fitness club. Happy with Silver Sneakers Membership. I am very disabled so cannot participate in many activities. Can't afford it now (unless that is what I have?). Already have one. Gun point. Already have membership. Better variety of classes. I already do. Combine Gamber with Legacy membership. Better health. Do now. Already have one. Got one. Reasonable prices. Convenience of facility and cleanliness of facility. I think I already have one, don't I? I already have one. Available Silver Sneaker classes; over crowded now. Tai Chi class offered by certified teacher. Annual membership does not fit my needs. I already have one but won't renew unless the weekend hours increase. Already have annual membership. If Silver Sneakers went by-by. Already have it but still think one price should cover both LP and Gamber. Would like more informational meetings like the cardio one offered. Would be nice to have some support groups offered and more medical classes. Also would love to have a meditation class and more gentle stretch class that aren't chair classes. Dance lessons...and lunch served after bingo. Also Yoga classes. Better fitness classes and more offered when I am able to make them. Also, living in Greenwood, I have the non-resident fees, so receiving the lower resident fees. None, I am a silver sneaker. Already do. 1/2 PRICE FOR SPOUSE OF Silver Sneaker member. Trial personal training visits; more exercise class options. Day Care. Half-year membership. If there were substantial savings vs. going monthly - okay. I already have an annual membership now for two years. I have one. Already have one. Wanting to stay healthy with exercise. Convenience, value for the dollar, and small, quieter environment. I have one. Already have one. At age 92, I don't look that far ahead. I already do. I don't know what type of membership I have. It is withdrawn from my checking account monthly,

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

It's perfect as is. A larger workout room with a rowing machine & some windows to look out like @ Legacy when using elliptical. I would like to see a quarterly bus trip. 1 day, inexpensive as possible. More classes. Shuffleboard. It's a great place as is. Silver sneaker classes get crowded, maybe more classes or larger space. More classes in the evenings Tues-Thurs & Fri move classes on Sat. Pool. Coffee on Saturday. More aerobics classes. Additional billiard area. New manager. Can't think of anything. Lunches, crafts. Chalkboards for each pool table to keep score or easy-erase boards (pen type) mounted on wall. A real weight room-not that cable stuff, and all the other things I've addressed. Swimming pool or whirlpool. Can't think of anything. Hot tub. A "marked off" area where you can walk inside. Breakfast, I enjoyed that. More exercise equipment. More disabled parking. Hot food. More weight training classes and kick boxing. A leg-lift weight machine (from seated position, lifting weights with lower leg). More readily accessible weight room trainer. Maybe some evening SS classes. Rowing machine in cardio room. Circuit equipment in weight room. More Aerobic classes and "weight loss classes". More nu steps in the exercise room and take out a few of the elliptical machines. We never see more than 3 of the elliptical machines being used at the same time, and people are always waiting for a nu step machine. Add at least one more Nu Step machine. Very popular and long wait times to use. Nutritional support and class on healthier choices and recipe instruction/demonstrated....not just give us a handout. Bus tours [day trips]. Tai Chi class. A variety of different classes. Tai Chi classes. Maybe add a broader range of snack foods. More senior fitness classes. A well rounded circuit set of machines .Pool. More pool tables. Tai Chi class. A part-time trainer (could be shared with Legacy) to guide fitness users in reaching their fitness goals. More weight or lift classes. More Silver Sneakers classes. More classes offered. Another pool room or a bigger room. Would love to see a coffee, tea, cold drink, bottled water purchase option at bistro; coke machine. Different weight equipment that is more intuitive. Different weight training equipment. More use of piano...too bad an instrument that cost the taxpayers thousands of dollars sits silent most of the time. Swimming pool. More classes at later times for those of us who work and maybe more on weekends a bit later in morning. I have to get up early every day and I like to relax Saturday mornings. Later afternoon fitness classes. Indoor Pool. More classes. Maybe more weight machines geared for legs. Classes in the evenings besides Zumba. Need some other type classes offered after 5. Do better with the TV's on the equipment. Never could get a station to work. Evening yoga after 7 pm. More nustep cardio machines. More of the bikes that move arms and legs both. They're usually busy so I don't come any more. More classes in the evenings for working people. More cardio equipment & keep the TV's working!

### 5. How would you prefer to be contacted about programs (please mark all that apply):

41On-site 132Email 41Mail 10 Phone 5Other

**6. Which of our amenities have you used?**

28 Billiards room 30 Card playing area 29 Patio/Gazebo area 11 Wii  
50 Outdoor walking Path 14 Puzzle or library areas 56 Coffee/tea area 3 Ping pong tables

Comments:

Bingo. Only cardio and weight room. Visit at least twice a week. Better coffee would be nice. Exercise room and classes.  
Fitness room. Have been in meeting rooms and attended Zumba in aerobics room. Exercise room. Line dance class.  
Bingo and cardio. Cardio, exercise and weight room. I mostly do the exercise stuff. Have just barely begun taking a Silver Sneakers class so have no familiarity with most of the Center. Primarily weight room, yoga & classes room, cardio room.  
Also used the exercise and aerobic room weekly. I come at night to work out after work. I only use the cardio room. I use the workout room. I didn't know about some of these.

6

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**7. Do you pick up your monthly copy of the Gamber Gab?**

44 YES 159 NO

**8. Are you a Friend of the Parks (FOP)?** 40 YES 97 NO 60 I don't know what this is  
(It's free to become a FOP; just ask us on your next visit)

**9. Have you visited the "In the Know & On the Go" mini expos on the first Tuesday of each month?**

16 YES 172 NO

Comments about the value of these events:

Very nice facility. Beautiful building. At 79 yrs old, these are very important in my overall health and wellness and I do appreciate all you do to provide us those services thank you. I work still. Love the billiards. The bands are great. You have very good people representing your center. Didn't know about it, front desk could improve on offering to guide you to where some of this information is....I'm not a regular visitor and their not helpful in doing this and aiding to enlighten what's offered. I am new to the Gamber Center, so I am unaware of some of some of these programs. How do you find out about the mini expos times? I haven't seen the Gamber Gab and am unaware of it and FOP and In the Know. Interesting and Informatve. Would like to have more instructional classes using the weight rooms. Gloria does a great job but is not available very often and I can't afford personalized instruction. Just someone to set up classes that I could attend to get the most out of equipment. Pretty good. Informative.

Thank you for your time! We appreciate your feedback!  
Please complete this survey by July 22nd , 2016



**End of Activity Report**  
**Ballroom Dance Classes**  
September 21, 2015 – September 21, 2016  
Reported Completed by: Jacob Johnson

**Executive Summary**

**Brief Description:**

Dance classes are between four and six weeks in duration and are taught by Robert Conrad. The classes are held on Sunday, Tuesday, and Thursday evenings at the Gamber Community Center.

**Participant numbers:**

2013: 134  
2015: 137  
2014: 154

**Total Revenue:**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2016	\$1,880.00	\$4,024.20
2015	\$2,016.00	\$3,213.00
2014	\$2,016.00	\$3,867.00

**Total Expense:**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2016	\$1,080.00	\$4,666.72 <sup>1</sup>
2015	\$1,878.53 <sup>2</sup>	\$3,318.53 <sup>2</sup>
2014	\$2,425.80	\$4,627.80

**Net:**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2016	\$800.00	\$ (642.52)
2015	\$137.47	\$ (105.53)
2014	\$ (409.00)	\$ (760.80)

**Recommendations:**

**Comment:** Should we continue to hold this program?

**Recommendation:** Staff feels the dance classes are a good offering for our patrons. It's an excellent source of exercise.

**Comment:** This activity lost money when indirect expenses were included.

**Recommendation:** Based upon last year's recommendation the fees were increased by \$3 in an attempt to offset indirect expenses. Staff has no further recommendations at this time.

**Comment:** Actual Revenues exceeded Budgeted Revenues by \$2144.20. Actual Expenses exceeded Budgeted Expenses by \$2022.00 without the inclusion of Indirect Expenses.

**Recommendation:** There were a total of 12 classes that met the minimum enrollment during the period of the report. This increased the number of hours the instructor worked resulting in a higher actual expense. In addition, the increased minimum and price resulted in a higher actual revenue.

**Comment:** There were (3) positive comments about the instructor.

**Recommendation:** Staff appreciates these comments and has shared them with the instructor.

**Comment:** There was (1) comment about the instructor talking too much and wasting class time.  
**Recommendation:** Staff has shared these concerns with the instructor.



## **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:**

Dance classes are between four and six weeks in duration and are taught by Robert Conrad. Dances taught were Ballroom & Latin Dance, Waltz & Night Club Two-Step, Beginning Ballroom, Fox Trot and Cha-Cha, Country Western, East & West Coast Swing. The classes run on Sunday, Monday, Tuesday, and Thursday evenings at the Gamber Center.

### **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:**

2016: 1,206 hours

2015: 1,233 hours

2014: 1,386 hours

### **Volunteer Hours:**

There were no volunteer hours available for these activities.

### **Refunds:**

Total Refunds: 14 (\$394.00)

Due to Dissatisfaction: 0

Other reasons: (8) Class did not make minimums,  
(6) Due to a scheduling conflict

### **Fee Charged:**

#### **2016:**

Ballroom & Latin Dance: \$27.00/\$30.00

Beginning Ballroom: \$27.00/\$30.00

Swing Dancing: \$27.00/\$30.00

#### **2015:**

Ballroom & Latin Dance: \$24.00/\$27.00

Beginning Ballroom: \$24.00/\$27.00

Swing Dancing: \$24.00/\$27.00

### **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. 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, Gamber Gab, and eBlast. Also Robert the instructor promoted classes.

**Evaluation/assessment:**

Of the 30 surveys that were distributed, 22 surveys were completed and returned. This is a 73% return rate for the surveys. The number of surveys distributed was based on the number of unique households that had enrolled in the program. Please see attached Survey Summary for results.



## LS Parks & Recreation "Adult Dance, 2016" Survey

**# of Surveys Distributed:** Email: 30 Via Mail: 0 **# of Surveys Returned:** 22 73 % of Returns

Participant: 21 Parent/Guardian 1 Coach/Asst.Coach/Volunteer 0

LS Illustrated 15 Website/Facebook/Twitter 0 Email Blast 0 Flyer 0 Postcard \_\_\_\_\_ Newspaper \_\_\_\_\_

LS Cable Channel 0 Acquaintance 2 Previous Participant 2 Other \_\_\_\_\_

Comments (Other):

Are you a LSPR "Friend of the Parks?": Yes 3 No 15 I don't know what this is 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?	2	0	0	0	1	18	4.94
If you registered on-line, please rate the ease of registration	5	2	1	0	0	13	4.31
Please rate the amount of time taken to register	1	1	1	1	1	17	4.52
Please rate the overall registration procedure	1	1	1	0	2	17	4.57
Comments: There was a software update and it was a bit confusing. Computer Problems							

### 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	2	20	4.91
Was the content of the activity appropriate for the fee?	0	0	0	1	2	19	4.82
Comments: It is the best deal on dance lessons in the city. 6 weeks was a little long, especially since it was just to learn one type of dance.							

### Regarding the program sessions...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	1	1	20	4.86
Please rate the friendliness of activity staff	0	0	0	0	0	22	5.00
Please rate the ability to recognize activity staff	0	0	0	0	0	22	5.00
Please rate the amount of staff available during the activity	0	0	0	0	0	22	5.00
Please rate the condition and suitability of the facility/fields used.	0	0	0	1	0	14	4.87
Please rate the condition and suitability of the equipment used.	2	0	0	1	1	18	4.85
Please rate the perceived safety of program.	3	0	0	0	1	18	4.95
Comments: Room was hot. Floor was not very slick for a dance class and made it difficult to do dance turns.							

### Overall Summary...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	1	0	21	4.91
What is the likelihood of your recommendation of this activity to others?	0	0	0	1	0	21	4.91
Please rate the participant's overall enjoyment level	0	0	0	0	1	21	4.95
What is your overall rating of the activity?	0	0	0	1	0	21	4.91
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	1	21	4.95
Comments: We love the dance lessons. The instructor is wonderful. Robert is a nice teacher!							

The instructor was very friendly and nice, but he was very long-winded. He'd tell the same stories each class and often spent the first 15-20 min just telling random stories. Also, he was not very good at instructing. We are all novices and he's rambling off things about counts and steps and positions very quickly. We learned more by watching him. And we only learned one type of swing and handful of moves. That's not a lot of content for 6 weeks. We just reiterated that every class which got boring. And he needs an iPod or something with music ready to go. He constantly spent 2-3 minutes changing CDs to another song. He was a SUPER nice guy and very encouraging as a teach so I feel bad criticizing the class, but I think it could be improved.

**End of Activity Report  
Indoor Summer Swim Lessons  
May – August 2016  
Report Prepared by: Devin Blazek**

**Executive Summary**

**Brief Description:**

The indoor 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 at 5:00 pm and 6:00 pm at Legacy Park Community Center. To supplement the individual needs of the community private lessons are also offered.

**Participant Numbers LPCC:**

	2014	2015	2016
Session 1	79	87	83
Session 2	77	84	85
Session 3	48	76	63
Session 4	73	70	55
Session 5	71	37 <sup>1</sup>	42
<b>Sub Total</b>	<b>348</b>	<b>354</b>	<b>328<sup>2</sup></b>
Private	60	89	69

<b><u>Total Revenue:</u></b>	<b>Budget</b>	<b>Actual</b>
2016	\$19,644.00	\$19,359.00 <sup>3</sup>
2015	\$11,550.00 <sup>4</sup>	\$23,529.00
2014	\$11,850.00 <sup>5</sup>	\$21,942.00

<b><u>Total Expense:</u></b>	<b>Budget</b>	<b>Actual</b>
2016	\$10,434.65 <sup>6</sup>	\$9,110.92 <sup>6</sup>
2015	\$10,824.00	\$13,219.00 <sup>7,8</sup>
2014	\$13,145.99 <sup>9</sup>	\$10,797.00 <sup>9</sup>

<b><u>Net:</u></b>	<b>Budget</b>	<b>Actual</b>
2016	\$9,209.35	\$10,248.08
2015	\$726.00	\$10,310.00
2014	(\$1,295.99)	\$11,145.00

<sup>1</sup> The first several weeks of the summer were cold and rainy, which drove participants indoors. Those participants then went outside during the later part of the summer, thus offsetting participation numbers.

<sup>2</sup> Drop in attendance primarily due to an adjustment in class sizes for indoor classes. See Spring 2015 End of Activity report. These changes purposed in this report went in to effect in the Fall of 2015.

<sup>3</sup> Drop in revenue primarily due to lower attendance.

<sup>4</sup> 2015 budget was developed based off 2014 budgeted revenue and expenses rather than 2014 actual revenue. 2016 budget will be adjusted based on prior years' actual revenue.

<sup>5</sup> Revenue was budgeted incorrectly.

<sup>6</sup> Drop in expenses due to lowered class sizes, resulting in less staff needed. Actual and budgeted expenses include indirect expenses of \$2054.12.

<sup>7</sup> Actual and budgeted expenses include indirect expense of \$2,046.28

<sup>8</sup> In 2014, Swim Lesson Coordinator hours were budgeted to be split between LPCC and SW, but were not allocated properly on each individual timesheet throughout the summer. Therefore, LPCC had zero hours allocated for Swim Lesson Coordinator on actual expenses. As a result, when creating the 2015 Budget, staff estimated the budget based off the actual expenses from the previous year, but then properly allocated Swim Lesson Coordinator's hours between the two facilities throughout the summer. This resulted in expenses going over budget in 2015. Staff will keep this in mind when creating the 2016 budget.

<sup>9</sup> Actual and Budgeted expenses include indirect expenses of \$2,541.99



## Recommendations

**Comment:** There were seven comments stating that there are too many participants per instructor and the resulting lack of one-on-one time.

**Recommendation:** Staff receives this comment every season. "Please rate the amount of staff available during the activity" rated 4.51. The acceptable ratio according to the American Red Cross is 1:5 and LSPR maintained that to the best of their ability. Rare occasions occurred where class sizes reached 1:6 or 1:7, but these situations were rare and were solved by having one 'assistant instructor' assist with two classes.

**Comment:** There were six comments regarding difficulty in registering online.

**Recommendation:** These comments are primarily due to difficulty in applying a members discount to classes that are signed up for online. Currently this feature is unavailable for those that create their own account online prior to registering. Patrons are encouraged to come to any Community Center or call in and staff will assist them in the process.

**Comment:** There were five comments regarding the length or class and number of classes per session.

**Recommendation:** Currently, lessons for levels 1-4 are 45 minutes in length and are comprised of 8 lessons per session. Parent-tot sessions are 6 lessons in length with each lesson lasting 30 minutes. The length of each lesson is recommended by the American Red Cross. LSPR has made it the practice to offer 8 lessons per session so that makeup days are available should classes need to be cancelled for any reason. This session length is also consistent with the length for outdoor lessons. Staff recommends no changes.

**Comment:** There were four comments regarding instructors not remaining consistent throughout the course of a session.

**Recommendation:** Due to class sizes, there are times when multiple instructors are needed to teach one individual class. When this is the case, American Red Cross recommends the use of an associate instructor in addition to the lead instructor. The associate instructor is there only to support the lead instructor in the education portion of the class, but does not take part in the evaluation of each student. Due to the availability of each individual employee, the associate instructor for each level may switch throughout the course of a session. However, the lead instructor is consistent throughout the session. Staff recommends no changes.

**Comment:** There were 2 comments regarding the safety of the program.

**Recommendation:** LSPR assigns one lifeguard to each body of water in use during swim lessons. This is consistent with the recommendation from American Red Cross. Instructors also remind students that they are to keep one hand on the wall or steps at all times (when not working one-on-one with an instructor). Disobedient students are sat out of class and their parents are consulted following the class. Staff recommends no changes.

**Comment:** There were 23 positive comments regarding the instructors.

**Recommendation:** Staff appreciates all positive feedback and these comments will be shared with the Swim Instructor staff.

**Comment:** Should Legacy Park Community Center 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.

## 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 summer swim lesson program consists of five, 8 day sessions at 5:00 pm and 6:00 pm weekday evenings. The first weekday session began 6/6 for levels 1-4 and began 6/7 for the parent/tot class with levels 1-4 ending on 6/15 and parent/tot ending on 6/14. The second weekday session began 6/20 for levels 1-4 and began 6/21 for the parent/tot class with levels 1-4 ending on 6/29 and parent/tot ending on 6/28. The third weekday session began 7/5 for all levels with levels 1-4 ending on 7/14 and parent/tot ending on 7/12. The fourth weekday session began 7/18 for levels 1-4 and began 7/19 for the parent/tot class with levels 1-4 ending on 7/27 and parent/tot ending on 7/26. The fifth weekday session began 8/1 for levels 1-4 and began 8/2 for the parent/tot class with levels 1-4 ending on 8/10 and parent/tot ending on 8/9. To supplement the individual needs of the community private lessons are also offered. 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.

### **Benefits of Program:**

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 have interaction with other participants, have fun and participate in a physical activity.

### **Service Hours:**

Summer 2016:	1,686
Summer 2015:	1,827
Summer 2014:	1,788

### **Volunteer Hours**

There were no volunteer hours for summer swim lessons.

### **Refunds:**

Total LPCC: 17 (\$649.38)

9 due to classes being cancelled for not meeting minimums, 3 due to schedule conflicts, and 4 due to members being charged non-member rate, 1 satisfaction guarantee. Satisfaction guarantee was due to parent feeling that child was not progressing. Parent opted to cancel and transfer funds for the child to take private lessons.

### **Fee Charged:<sup>10</sup>**

	Early Bird Price (member/non member)	Price
Parent Tot	\$28.00/\$35.00	\$32.00/\$39.00
Group	\$36.00/\$45.00	\$41.00/\$50.00
Private	N/A	\$75.00

<sup>10</sup> Fees have been consistent since May, 2011.



**Program Timeline:**

December: Program content is included in the Spring Illustrated

March: Registration begins

April: Select and train staff

May: Assign teaching schedules and continue with training.

June: Begin and end first weekday session and begin and end second weekday session. Distribute and collect patron surveys.

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. End 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 seven different ways. The program was listed in the spring and summer editions of the LS Illustrated. Flyers were displayed at the Legacy Park Community Center, Harris Park Community Center, and City Hall. In addition, information was listed on the LSPR website, press releases, Facebook, Twitter and e-blasts were sent out.

**Evaluation/assessment:**

Out of 221 unique households given/sent a survey, 121 completed and returned a survey (55% return rate). Please see attached survey results.

**Collection Method:**

Online: 0

Mail/Person: 126

Phone: 0

# LS Parks & Recreation Summer Indoor Swim Lessons 2015 Survey Results

# of Surveys Distributed 221      # of Surveys Returned 121      % of Returns 55

Were you a (please circle all that apply): Participant: 0      Coach 0      Parent 126

How did you hear about the program (please circle all that apply):

LS Illustrated: 1114 Website: 36 Flyers: 0 TV: 0 Acquaintances: 8 Prev. Participants: 39 Other: 0

## Regarding the registration process...

		Very Poor	Poor	Fair	Good	Very Good
If you registered by phone or in person, how helpful was the person you spoke with?	4.64	0	0	5	14	47
If you registered on-line, how easy was the process?	4.38	2	2	3	24	40
How would you rate the amount of time taken for registration?	4.41	0	2	12	37	62
Opinion of registration procedure?	4.43	0	2	9	38	60

Comments regarding the registration process: Overcharged me \$5 for one of my kids swim classes. Lessons seem buried online. A link from Legacy's page would be helpful. Had to wait for call due to our son being older than most in group. Person who called back was very helpful. I registered after site had system changes. Was slow for everyone. The staff didn't know about the programs and I had to wait for the supervisor. Quick and easy (by phone). Good. Front desk was very helpful. Some of the information wasn't clear on what activities were available. Seamless. Have had problems with online registration for other course rejecting a valid/active credit card still attempting to charge the card. The magazine advertized \$5.00 off early registration but the website was not programmed for that. Had to call. Unable to register online, called and the person said it was easier to do via phone, then she registered the wrong kid for the wrong class (registered multiple kids for family) -- had to call for correction. I wasn't sure 1st day if parents needed to be in a swimsuit or not. Tried to online and it didn't work. Had to call. Constantly have issues with online registration, and when I called the person was too focused on being overly cheery then listening to what I was asking for. Ashlyn has been awesome! It was easy and the lady was nice and very helpful. It was not clear what days the lessons were on. Quick and the person on the phone was very helpful. It was very easy. Online registration was much easier than a few years ago. The schedule in LS Illustrated vs. online registration was not consistent and clear. Very helpful and efficient.

## Regarding the value...

		Very Poor	Poor	Fair	Good	Very Good
Was the length of the program appropriate for the program fee?	4.40	1	0	11	46	63
Was the content of the program appropriate for the program fee?	4.43	0	1	7	52	60

Comments regarding the value: I wish the lessons were for 2 weeks and smaller class sizes for more individual attention. Content is ok but the length of activity should be more. Say instead of 45 minutes it should be one hour. Loved the lessons and the price was good, just wish the course was 2 full weeks/10 days. Regardless we will be back next year! Too much time spent keeping smaller ones in control staying by the wall while assisting others - see below for solution. Maybe go an hour or an extra day or two. Kids have very little time with an instructor. Most of the time they sit and do nothing. It seems private lessons are a better value. Should be at least 60 minutes. I would say 10 days vs. 8 is more reasonable for price and for the parent/toddler sessions, more sessions should be included for price or decrease price since parents do all the work and only 1 instructor. Mix up activities more; build as work goes on? At first I thought it was too advanced for level 2 but it was okay. More kids than I expected = more waiting. Could be an hour. My children had developed a lot of swim skills over the last 4 weeks. Would help to limit the # of different instructors; having 4 different ones was excessive. The cost is high. Loved the songs, games and activities. Sometimes I think the activities during the lesson could be varied. Instructors, particularly for parent-taught were not engaged or terribly enthusiastic.



<b>Regarding the program sessions...</b>		<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>
Please rate the competence of program staff.	4.59	0	0	4	42	75
Please rate the friendliness of program staff.	4.72	0	1	2	27	91
Please rate the ability to recognize program staff.	4.70	0	0	3	30	88
Do you feel the appropriate amount of coaches/staff were available?	4.58	1	0	5	35	77
Were the rules, regulations and policies for the program appropriate?	4.71	0	0	2	31	87
Please rate the condition and suitability of the facility/fields used.	4.68	0	0	4	31	86
Please rate the condition and suitability of the equipment used.	4.68	0	0	1	36	82
Please rate the safety of program.	4.66	0	0	2	36	79

Comments regarding the program content: The teachers were very patient and understanding of my son's fears and anxiety in the water. They understand he wanted a certain teacher and they were ok about that :) Kids were happy, and the instructors friendly. Will continue the program for sure! Couldn't help but notice that the instructors for the group next to my kids are a lot friendlier to their kids. While I think they are competent in skills, their approach to the kids could be friendlier. Staff is very good and patient with the kids! Class sizes perhaps a bit too large (8-10-kids). The staff is amazing with the kids! Especially the gentlemen teaching the level 2 class. They did a great job keeping my son focused but also having fun as well. Great job teaching and encouraging my children to be excited about learning to swim! The teachers took extra time to work with my daughter and after lessons. I was impressed. Good, kids enjoyed and eager to join next program. 2 instructors for 10 kids is a little bit thin. 3/4 of the student's time is spent waiting for individual lesson from instructor. Could be better if there were a few less kids in the class. It seems to take a long time to wait for the next turn. More staff per individual (4 swimmers to staff). More control of swimmers while training other would improve (staff subs need to be more helpful). More staff needed so kids get more instructor time. Most times kids are watching other kids doing nothing. Very hot in building. Started 1st thing with bob and my child scared to put face/head in the water after that; maybe work that in later-- could be more directives with behavior expectations/corrections. Bottom of the pool looks dirty and the water looks green. The teacher Connor was particularly helpful and patient. He also had good communication skills with parents. Devon and Austin were great! I felt bad for them with the helicopter parents they had to deal with. I wish there were fewer kids or more instructors so the kids were able to practice the moves more than 1-2x. Safety: one of the kids fell in the water and was under. Neither instructor saw her or the lifeguard. It was very scary. A spunky 2 year old in the class slipped into the pool a few times while instructor back was turned- not instructors fault - 2 year old probably shouldn't have been in the class. A ration of 1:4 would be ideal. For 45 min class, a 2 year old in this class wouldn't sit still. She jumped or fell into the pool. Staff was with students and didn't see until a mom yelled over. The first instructor was excellent--gave daily verbal comments. Amazing instructors. My daughter said this is her favorite thing. We recommended this program to friends. We had three different instructors throughout the session. 1st instructor was very personable and talked with parents after each session to give progress. Always had to ask staff their name. It would be nice if they would introduce themselves when they call for their class or when they circle up on the deck at the beginning of class. 7 kids per one teacher is not adequate. Need at least 2 teachers for safety.

<b>Overall Summary...</b>		<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>
Were the participant's needs met?	4.51	0	1	8	40	72
What is the likelihood of your recommendation of this program to others?	4.64	0	1	6	28	86
Your overall enjoyment level?	4.75	0	0	2	26	92
Your overall rating of the activity/program?	4.62	0	0	6	34	81
Your overall rating of the Lee's Summit parks and recreation system?	4.65	0	0	3	36	82

Comments: I wish the teachers were able to sit kids who aren't listening and following the rules out because it takes away from the kids who are listening. They handled the ornery kids good though. Amazes me some parents won't make their kids listen! Connor is fantastic -- Lilly loved him! Bailey did a great job! Teachers didn't care if the students were actually doing the activity they taught. They were busy watching the clock most of the time. Just wish they would "show" the kids more. We have tried many places for swim lessons, but this place is the nicest in facilities, personnel, and lessons. Thanks! Great job and plan to continue enrolling the kids. Only thing needed is diving board to include for swimming lessons. My girls had a blast! Great program! My daughter and I really enjoyed the program. The instructors were well prepared and organized. They were also very patient. Love indoor

pool! It is a very good facility for the kids especially during summer vacation. Level 2 instructors were fun to watch! It was unclear if the kids could "play"/swim from 5:45 -6 sh. Some kids did but we were unsure if that was allowed, tolerated, or discouraged. Thanks! He loved it! Pool water should be warmer. Our son had a much more enjoyable experience this year due to a smaller class size= more time with instructors. The young gentleman and young lady training Eden are very well suited for working with children. They both had an extremely rare kindness about them. It was a pleasure to watch. This was a wonderful class and our daughter really enjoyed it. Our daughter learned a lot!! We will sign up for 2 sessions next summer. I would tell people about the 2 year old who wouldn't sit still and could have drowned. (On back more detail) "Grab her!" The girl was flailing underwater for 5 seconds and could've drowned. This was a 3 foot area. If they don't sit still, the parents should be asked to not continue that child for the child's safety and the protection of staff helping the older ones. It was a scary moment that many people saw from afar. The 2 year old was doing this class with her older sister. The instructors were both with kids -- how can they do their job and watch a 2 year old who isn't sitting still all the time? Parents needed to be more involved with that child!! This was not the instructor's fault. Devon and Austin were fabulous and handled the situation well and quickly. The swim lesson had added safety and value to my children's water activities. The staff was very helpful at progressing them through the skills. We love Lee's Summit Parks and Rec! Our son learned a lot. Great program and staff. Only concern was the # of different instructors and limited continuity. Just wish we had one instructor for the lessons. They kept switching out, so she had 3 different instructors. The cost of activities is too high. This has been a great experience and we plan on coming back! Not sure of her name, but the blonde instructor who subbed/assisted was great. Very friendly and engaged with the kids. Fantastic Parks and Rec in Lee's Summit. Accomplished most, if not all, goals. Age 4.5 a contributing factor!



**End of Activity Report  
Outdoor Summer Swim Lessons  
May – August 2016  
Report Prepared by: Devin Blazek**

**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 6:15pm and 7:15pm. There is also a Saturday session offered at 8:00am and 9:00am. To supplement the individual needs of the community private lessons are also offered.

**Participant numbers:**

	2014		2015		2016	
	AM	PM	AM	PM	AM	PM
Session 1	104	55	88	37	114	63
Session 2	136	95	135	75	140	100
Session 3	108	85	116	81	84 <sup>1</sup>	66 <sup>1</sup>
Session 4	119	117	108	98	90 <sup>1</sup>	49 <sup>1</sup>
Session 5	102	92	104	79	83 <sup>1</sup>	37 <sup>1</sup>
Saturday 1	60	N/A	60	N/A	73	N/A
Saturday 2	N/A	N/A	70	N/A	NA	NA
<b>Sub Total</b>	<b>629</b>	<b>444</b>	<b>681</b>	<b>370</b>	<b>584</b>	<b>315</b>
Private Lessons	9		3		0	

<b><u>Total Revenue:</u></b>	<b>Budget</b>	<b>Actual</b>
2016	\$45,080.00	\$42,128.45
2015	\$42,067.50	\$45,457.60
2014	\$45,135.00	\$48,333.00

<b><u>Total Expense:</u></b>	<b>Budget</b>	<b>Actual</b>
2016	\$35,636.90 <sup>1</sup>	\$28,952.10 <sup>2</sup>
2015	\$34,469.50 <sup>3</sup>	\$31,017.06 <sup>2</sup>
2014	\$34,250.80 <sup>4</sup>	\$36,589.71 <sup>3</sup>

<b><u>Net:</u></b>	<b>Budget</b>	<b>Actual</b>
2016	\$9,443.10	\$13,176.35
2015	\$7,598.00	\$14,440.54
2014	\$10,884.20	\$11,743.29

<sup>1</sup> Starting in session 3, cool and rainy conditions became more frequent, leading to a lower attendance for swim lessons.

<sup>2</sup> Actual and budgeted expenses include indirect expenses of \$11,987.22

<sup>3</sup> Actual and budgeted expenses include indirect expenses of \$11,485.30

<sup>4</sup> Actual and budgeted expenses include indirect expenses of \$11,169.21

## Recommendations:

**Comment:** Five comments were received regarding the length of class time or number of classes per session.

**Recommendation:** The Red Cross standard for swim lessons levels 1-6 is 45 minutes due to studies on attention span and maximum learning. Staff does not recommend a change to the length of the swim lessons. By having eight classes per session, this allows for the possibility of a makeup due to weather.

**Comment:** There were 20 comments stating there are too many participants per instructor.

**Recommendation:** Staff receives this comment every season. "Please rate the amount of staff available during the activity" rated 4.44. The acceptable ratio according to the American Red Cross is 1:6 or 1:10, depending on the level<sup>5</sup>, and LSPR makes every effort to adhere to this. Very rarely (usually in the event of staff illness or other unforeseen circumstances) do we divert from this standard. Staff does not recommend any changes to the participant/instructor ratio.

**Comment:** There were 11 comments about difficulty in the online registration process.

**Recommendation:** Most of the difficulty in the registration process comes from patrons having to create a new account or having to add someone to an existing account. Staff is well trained on this process and is available to assist any patron if needed. This comment will be shared with administrative staff as an ongoing effort to improve the accessibility of online registrations. This will be done by 11/1/16.

**Comment:** There were 24 positive comments about staff.

**Recommendation:** Staff appreciates positive feedback and these comments will be shared with the Swim Lesson Instructor staff.

**Comment:** Of the six sessions of Jr. Guard sessions offered in the 2016 season, only 2 made their minimum count. Of the 2 that made their minimum count, both were under half of the recommended class maximum (class maximum is 12). Of the past 4 seasons, at least half of all Jr. Guard classes offered have been cancelled. The average attendance for those classes that made was 4-5.<sup>6</sup>

**Recommendation:** Staff recommends reducing the number of Jr. Guard sessions from six per summer to one per summer, to be scheduled in conjunction with the second session of swim lessons.

**Comment:** Zero people registered for private swim lessons at Summit Waves in 2016<sup>7</sup>

**Recommendation:** Due to the limited availability of uninterrupted free swim space at Summit Waves, staff does not recommend using this as a venue for Private Swim Lessons. Staff recommends discontinuing this option and only offering Private Swim Lessons at Legacy Park Community Center.

**Comment:** In January of 2016, American Red Cross updated their recommendations for student: instructor ratios to change levels 1-3 from a recommended ratio of 10:1 to 6:1<sup>5</sup>.

**Recommendation:** LSPR recommends modifying current student: instructor ratios to the American Red Cross recommended levels. It is estimated this will result in an additional \$915.00 in personnel expenses.

<sup>5</sup> Attachment 1

<sup>6</sup> Attachment 2a

<sup>7</sup> Attachment 2b



**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.

## 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 summer swim lesson program consists of five, 8 day sessions at 8:30am and 9:30am weekday mornings, 6:15pm and 7:15pm weekday evenings, and one 8 week sessions on Saturdays at 9am and 10am. The first weekday session began 6/6 for levels 1-6 and began 6/7 for the parent/tot class with levels 1-6 ending on 6/15 and parent/tot ending on 6/14. The second weekday session began 6/20 for levels 1-6 and began 6/21 for the parent/tot class with levels 1-6 ending on 6/29 and parent/tot ending on 6/28. The third weekday session began 7/5 for all levels with levels 1-6 ending on 7/14 and parent/tot ending on 7/12. The fourth weekday session began 7/18 for levels 1-6 and began 7/19 for the parent/tot class with levels 1-6 ending on 7/27 and parent/tot ending on 7/26. The fifth weekday session began 8/1 for levels 1-6 and began 8/2 for the parent/tot class with levels 1-6 ending on 8/10 and parent/tot ending on 8/9. To supplement the individual needs of the community private lessons are also offered. 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 have interaction with other participants, have fun and participate in a physical activity.

### Service Hours:

Summer 2015	5,148
Summer 2014:	6,435
Summer 2013:	5,838

### Volunteer Hours:

There were no volunteers for swim lessons.

### Refunds:

Total SW: 53 (\$1,680.05)

31 due to one lesson being rained out, 8 due to satisfaction guarantee, 6 due to schedule conflicts , 4 due to medical reasons, 3 due to section not meeting minimum, and 1 due to early bird being charged non-early bird rate. 3 satisfaction guarantees due to large class sizes, 2 due to child passing that level in a previous section, 2 due to the water being too cold, 1 due to the child not wishing to participate any more.

### Fee Charged:

Early Bird Price	Price
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(member/non member)

Parent Tot	\$35.00	\$39.00
Group	\$45.00	\$50.00
Private	N/A	\$75.00

**Program Timeline:**

December: Program content is included in the Spring Illustrated.

March: Registration begins.

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

May: Begin weekend session. 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. Continue with online marketing

August: Begin and end fifth weekday session. End 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 seven different ways. The program was listed in the spring and summer editions of the LS Illustrated. Flyers were displayed at the Legacy Park Community Center, Harris Park Community Center, Summit Waves, and City Hall. In addition, information was listed on the LSPR website, press releases, Facebook, Twitter and e-blasts were sent out.

**Evaluation/assessment:**

Out of 531 unique households given/sent a survey, 221 completed and returned a survey (41.6% return rate). Please see attached survey results.

<b><u>Collection Method</u></b>	<b><u>Amount</u></b>
Online:	0
Mail/Person:	221
Phone:	0

# LS Parks & Recreation Summer Outdoor Swim Lessons 2016 Survey Results

# of Surveys Distributed 531      # of Surveys Returned 221      % of Returns 41.6

Were you a (please circle all that apply): Participant: 0      Coach 0      Parent 221

How did you hear about the program (please circle all that apply):

LS Illustrated: 204 Website: 38 Flyers: 0 TV: 0 Acquaintances: 15 Prev. Participants: 68 Other: 0

Regarding the registration process...	Very Poor	Poor	Fair	Good	Very Good	
If you registered by phone or in person, how helpful was the person you spoke with?	4.57	0	2	4	29	65
If you registered on-line, how easy was the process?	4.17	7	5	16	56	79
How would you rate the amount of time taken for registration?	4.32	4	6	19	80	113
Opinion of registration procedure?	4.32	3	8	19	76	115
<p>Comments regarding the registration process: Does not affect my rating, but had issues with getting logged in on the website, so had to phone register. Tried to create a new account, but said one already created and phone assistant could not help. She was helpful on the phone registration though. Would like an easier way to reschedule/change date. Was hard to find who to contact about this. Be more specific what will be covered in each level of swim lessons on the website. I forgot to say what date we wanted to sign up for, I was thinking about penguins vs. seals or whatever - so when I looked at our sheet later, we were signed up for a date down in future rather than the next session. So we were able to transfer and they were really accommodating. They put my son in the wrong class. I circled the correct classes. Very quick and easy! Not very user friendly. Accidentally got the wrong time slot. Emailed the coordinator and was corrected easily. Great customer service. Registration was easy. Getting into the website was more challenging. Super easy online registration. Very difficult to navigate site. Thank you for allowing Suzie in Level 1. It should be online the prior classes taken, but wasn't able to get that info. Age restriction made the online registration a challenge for one child. Tried to register online, would not work, and so had to call in. Child put in wrong class. Maybe add # on the wait list and add info for if they have to miss a class. My daughter in law registered so cannot comment. It was great. I had an issue registering and had to call. The class was set up wrong. By the time it was fixed, the class I wanted was full. I had to call, but the person was very helpful. Online was very easy to register. Needed to change sessions after registering online- staff very helpful! Did in person at Legacy Park. Determining which session is not easy- they all run together visually. The exit tickets make registration for the following year super easy. I did not register them- my daughter did. Website wouldn't let me sign up. Tried several times over a few days. I didn't realize there was a 2 day cut-off and she still got the boys in after I left her a message, on the 4th of July! So thankful. I needed to switch from indoor to outdoor, it was very easy. Put in wrong class. Had to register my kids separately. The system did not want to take more than one at a time. Adding to the cart was a little confusing. I tried and tried to register online but my cart would always be empty at check out. After several tries, I called and had no problem with that. Age restriction online should be changed to degree of ability. Online wouldn't work-error message. 1 hour total. It wouldn't let me register my daughter due to "age" restrictions set on the site. Had trouble enrolling new child, would only let me do previous swimmer from past years. Sometimes hard to distinguish between all that is offered. Good. It's a little too long and not self-intuitive enough. Contact them by phone. Took them a long time to get back to me. Registering online was simple - I just didn't know what level was appropriate so I registered her in a lower level than she should have been in. I don't like the computer, so to come in and register in person is awesome and personable. Needed help with the age verification. I attempted to register online but it was giving error messages. Maybe making the online process more user friendly. Thanks. Online was frustrating. Once I connected with Ashlyn she was very helpful. Ashley Black was awesome with all my questions when I had them. Was helpful to get our almost 4 year old in a class with older siblings. Lady was super helpful. Website was down.</p>						

Regarding the value...		Very Poor	Poor	Fair	Good	Very Good
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Was the length of the program appropriate for the program fee?	4.40	0	4	15	99	116
Was the content of the program appropriate for the program fee?	4.32	3	0	27	92	112

Comments regarding the value: Much better than in past. I could see actual instruction and improvement in skills. Instructor did not just say they did well if doing wrong. It was corrected. Maybe I just needed to move my son up a level but I was hoping he would learn more things like back float, taking breaths while swimming, etc. The first few days of lessons were a big repetitive. This is our 4th year of swim lessons with LSPR and I have been very happy with the level of instruction at each level we have received -- and fees very affordable for this. I'd rather them concentrate on swimming and not diving. My kids know how to get in the water :) I feel as if the teachers are going through the motions to complete what Red Cross says they have to, without constant feedback and "coaching" to correct the kids' motions. Several instructors cycled through class-- one would have been better. Value was the appeal vs. others. Would not have level 1 learn back stroke when they don't know basics yet. Would like to see a smaller teacher/child ratio. Wish it would last longer (10 days). Instructors were fabulous with my daughter -- excellent teaching abilities and patience. When my child sits on the edge for 70-80% of the class, it is a complete waste of time, just leaves idle time for the kids to cause trouble. Very happy with the progress the kids are making. It's not quite an hour of swim time and at \$9.65 an hour - it's about \$5.10 worth of that time. \$5.10 x 8 = \$40.80 and if your kids are in 3,4,5,6 instruction is better. And perhaps worth the value. But in 1, 2 - the groups are so large I think the price should be about \$10.00 less. Would like it for 9 days instead of 8. Would like to see smaller class sizes/teacher ratio. I was often frustrated that it would take ten or fifteen minutes into the lesson before swimming happened. Better tools to assist parents when enrolling for next swim level. When they made mistakes more time should have been taken to show right way. The toddler and parent class would have been better if it would have lasted the length of the other classes. My daughter learned so much and grew each class its good, a 5 may imply that it can't be even better! Both of my children made huge improvements. We will be back! Need to move through each skill quicker, could probably learn a little more during class. Okay. The instructors were very knowledgeable and attentive. One swim instructor was very good. However, there were way too many kids per instructor. The last few days there were 6-8 kids per instructor. At level 2 there was a student that had to be supervised all the time by the trainer. This took away from other students.

Regarding the program sessions...		Very Poor	Poor	Fair	Good	Very Good
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Please rate the competence of program staff.	4.51	1	2	12	80	140
Please rate the friendliness of program staff.	4.68	1	0	8	56	170
Please rate the ability to recognize program staff.	4.74	0	1	7	45	184
Do you feel the appropriate amount of coaches/staff were available?	4.54	1	4	17	59	156
Were the rules, regulations and policies for the program appropriate?	4.72	0	0	0	66	170
Please rate the condition and suitability of the facility/fields used.	4.72	0	1	6	52	178
Please rate the condition and suitability of the equipment used.	4.73	0	0	3	57	173
Please rate the safety of program.	4.68	0	3	5	57	172

Comments regarding the program content: Disappointed that some instructors did not have the look of a swim instructor/lifeguard. Had such a big class, I'm sure it was difficult to know how to staff it --> level 2, love all the instructors! Participants in levels 2, 3, and 4. Excellent --> my children had Chloe and Leanna and Bailey for the instructors, and they were all FANTASTIC with the levels that they were teaching and age of child, and also for how they checked in with parents at the end of class several of the days. EXCELLENT JOB. Probably hard to have enough guards and assistants to keep the little ones busy - I do know you have to "make" some of them do the stuff they are not comfortable with- they would love to sit on the side and not be noticed :) I liked that the teachers/guards had great attitudes and very "you can do it's". And they made the kids do it even if they aren't sure they could. Because they can do it! Sometimes you have to make them do it! :) I wish a little more one on one instruction could be given to individual child's needs. The unruly children had to be given more attention than those who wanted to be learning. Pool was too cold for my 6 month old. Other than that, everything was good. Kids who aren't with instructor should be on the wall. A few more umbrellas around the pool deck would be nice. Seemed to be different instructor each day, so don't feel much was learned. Unruly children in the class distracted from instruction. The days an additional instructor was present went better. Suggest greater flexibility with instructor staffing to accommodate age related behavior and safety issues. Lesson ratio of participants to teachers. Wish we had the same teacher every week but know it depends on staffing. In Dolphins, safety was not covered prior to having kids swim in the deep end. I had to ask her to cover it. Strokes were not taught well. Form was not taught. One day my child "swam" along the wall from deep to shallow end by holding onto the wall. No one watched him.



It was scary to watch. He tried to exit in the deep end and some Title 19 kid kicked him and prevented him from exiting. I have also seen the instructors tell the child not to get in the water and he jumps in. The instructor should be able to sit the dumb ass down if he can't follow simple directions. My son got a lot out of it because he's at the pool all the time- but some of those 1's. Too many children to teacher ratio. On average, 14-18 kids per 2 lifeguard instructors meant very little teaching time. At the beginning the instructors seemed nervous. Always friendly though. There were so many bugs in the pool in the morning that the level 1 kids wouldn't go in. Also, my level 3 kids only had 2 instructors for a lot of kids. I felt they needed 1 more adult. Pools were dirty-- dead mice and birds a lot. The guy who was in "charge" was excellent. The rest of the teachers were a bit shy and didn't have as great of interaction with kids. There needs to be a counselor present to monitor Camp Summit kids that have no adult present to re-direct them. We had 3 kiddos that were repeatedly ignoring the instructors and in the pool instead of on the steps. Lifeguard never whistled at these kids and teacher had back turned while working with other students. It took other parents intervening to keep these 3 safe and on task. Seems like a major safety issue and super annoying when I wanted to be watching my own kiddos. Actually, I wish the classes were a little bit smaller so each kid could practice longer. I really hoped my 4 year old would learn to swim completely. But was great for 6 year old. Level 2- No feedback from instructors other than assessment sheet at midterm. What to work on etc. Level 3/4 got regular feedback. I was very impressed with the teachers in level 2 and 3! Seems classes are very large making direction challenging-- way too much talking not enough activity and demonstration -- in general not just with this session. For level one they need to be stricter with the kids sitting on the second step and not going under water, needs a 3 person watching them at all times. Very dangerous when no one is watching. Staff didn't communicate outside of the coordinator. Kicking in the water to let them better learn to float on their own. Some instructors seemed lost and like they were unsure of the level one activities. The main two were awesome. Too many kids for the # of instructors in the level 1. Too many distractions in the big pool-- better when they moved to lazy river area. My child loved the classes. It isn't that I think the staff is incompetent, the lesson just didn't always seem focused and it seemed at times they did a lot more sitting around than swimming. Suggestion- offer makeup session inside during what would normally be open swim hours. Classes seemed a little smaller this session and they had some weather issues because Mother Nature! The attitudes are great here and very positive teachers. Rules to notify parents if child is not focused, horse playing will be sidelined or removed from class for repeated offenses. Most instructors stayed on topic but a few chatted more than taught. Staff were poorly trained for the age group they were assigned. Too much lag time between activities. Not enough instructors. More time planning skills to be worked on when taking L2 kids to deep pool. They spend a lot of time just sitting on the edge. Only 1 suggestion: Encourage all swim teachers to talk to all parents on what their child can improve on. We had 1 conversation during the 1st report card-- we had to ask. Many of the instructors acted very unprofessional and did a lot of teasing and joking amongst themselves. However, kudos to Christen who won the trust of my kids early and made them feel safe and enjoy their lessons. They didn't trust anyone else! Thank you Christen! Large class size. My child had about 4 turns with staff the whole hour. There was a couple times where staff was playing pretty rough around the pool after classes. They were trying to pull each other in the water. Not the best influence for the kids. Overall very good staff. Very nice. While I know the instructors are young, some still struggle with how to teach kids. Very friendly though. More enforcement to keep kids seated, when not their turn :) Much improvement over last year and the year prior as far as staff involvement in level 4/5/6. Swim instruction and rule/safety enforcement overall in the pool. Sometimes there was only 1 life guard present. The night manager (this girl only worked once) didn't know how to unlock gate on equipment. The staff floats for deep end have holes all over them. And make me go talk to entrance employee to inquire about key. The morning/and some evening orange shirt manager is amazing! She is professional and knowledgeable about numerous aspects of the facility. Concerns on holding child's legs to help with diving. A few nights the group of 8 only had one teacher which wasn't enough in my opinion. The only thing I saw is that from level 3-4 is a big jump. You're in 1/3 of the pool and therefore level 4 you're swimming the length of the pool for the entire class, my kid didn't want to move up because of that. Your staff always impresses us with how well they work with the kids. Better if we had same teacher throughout the lesson. Liked the teacher last two nights the best. Everyone was so patient and kind to the kids. I couldn't be happier with it. My kids loved it and improved so much. Chloe and Justin were awesome! Miss Chloe and Miss Leanna were awesome! Level 2 - One instructor was great. The others didn't appear as competent. Classes too large. Too many kids for the instructors!!! Level 1 class teachers got Rave reviews from my kids. They commented every night that they loved their teachers. Leanna and Cameron were excellent instructors. My girls really enjoyed their classes. Concerning the rules, my son started on the third day and I don't know if the rules were stipulated at the beginning. There should be rules said out to everyone.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good
Were the participant's needs met?	4.38	1	2	24	89	120
What is the likelihood of your recommendation of this program to others?	4.54	2	1	18	61	153
Your overall enjoyment level?	4.59	0	2	12	67	155
Your overall rating of the activity/program?	4.47	1	2	17	82	134
Your overall rating of the Lee's Summit parks and recreation system?	4.61	0	0	7	78	150

Comments: Would be nice to set a list up-front of the skills they will be working on in that level and what will be expected of them by the end of lessons. Lifelong resident of LS and enjoy bringing my children to activities I also participate. Excellent program with LSPR. Highly recommend these swimming lessons -- and they have provided me, as a parent, with instruction on how to incorporate what the kids are learning in class with our swimming when we come to the pool as a family. This has been one of the more helpful things for our family so that we can provide and continue what was taught in class-- Thank you!! The site coordinator does a phenomenal job of communicating and overseeing the classes. The instructors did great! Some staff was better than others at "engaging" the children to pay attention, participate and learn. Overall, a wonderful session! :) In beginning, instructors told kids what to do but did not physically demonstrate- I feel like they need to actually demonstrate. By the end of lessons they were doing that though. Ashlyn was awesome. Staff was very patient! Overall, fantastic experience! Thank you! We had a great time! Will be back next year. He would have liked to do more swimming and less sitting around waiting his turn. Great staff! I am very disappointed in the level 2. Seems like we got all the new, inexperienced staff. Kaylee should not be teaching until she receives more training. She barely speaks and is definitely not teaching the kids anything. Level 4 teachers was good, but I would like to see more teaching of the strokes, practicing good form and technique rather than instructing laps over and over. Overall, very disappointed for the cost and time. We'll be looking elsewhere for future lessons. A lot of knowledge crammed into 45 minutes. Doesn't sometimes seem long enough. Maybe limit total number of children so not so many at all levels. My daughter's class kept being moved different places because of space. Our class size was way too big. The teachers had a hard time controlling some of the kids. One day I timed how long my child sat on the side of the pool during the 45 minute class -- it was 23 minutes. That is way too long. She was bored, cold, and not learning how to swim. Our class size was way too big. The teachers were very nice and good at teaching swimming, but a lot of swim lesson class time was wasted because they had some wild kids that didn't want to obey and they should have made them sit out for a few minutes to compose themselves but they didn't and the whole class suffered because those kids were out of control. I really like doing swim lessons through you guys, but I was disappointed this time. I don't feel like my child progressed a whole lot. Again, the teachers were great, but the class sizes were way too big. If the classes have to be that big maybe have one teacher work with 5 kids at a time while the other 2 work with the other 10 kids on something else rather than 3 teachers working with 3 kids at a time while the other 12 sit on the size of the pool for a long time. Thank you! Someone needs to stay and watch some of Camp Summit kids -- some have some behavioral issues that cause distractions for other children. On day 1, instructors need to state Pool Safety Rules, and then quiz the kids on the remaining days...not quiz from beginning. Cameron was a great instructor -- my kids loved him! Would like to see more one on one attention or maybe class offered. Overall program is great! Thank you! Suggestion: last day diving board- have kids go 2x so they become more comfortable. The teachers were great! We love LSPR! Still the best swim lessons in the area! Thank you! Tessa was excellent-- her communication was excellent to me as the parent. Might suggest another staff member to watch those not getting hands on training. At least for the smaller kids. Instructors spoke a lot with each other while the kids sat around. With a better plan ahead, the time could have been used more fully. Jr. Lifeguard training - very pleased with activity and staff. Some of the instructors were great, but some were not friendly or patient. Some of them would play around and splash water at each other while the kids just sit there. I was a little nervous for some kids in the deep end. The lifeguard a lot of the time was looking elsewhere or talking to someone. I didn't feel there were enough eyes on the kids. Again, the staff was friendly and knowledgeable and my child learned and enjoyed swimming! Facility was great, but as someone who is paying for a 45 minute lesson, I think it could be much more intentional and focused. The teachers are instructors are great. Some encouraged my youngest to keep going. I appreciate that. I like the balance of the teachers having to be positive, yet "tough" enough to get the kids to do the things they don't think they can do -- but they can! Lots of patience here! Appreciate staff's willingness to accommodate for some special needs! Had a separate program for kids who are scared. Sitting 15 minutes while the teacher tries to convince one child to bob is ridiculous. I feel that for the level 1 swimmers, they need more instructors per swimmers. The kids are very young to be expected to sit so long between activities. The only thing that frustrated me is one little girl had to go potty every day and the lifeguard took her while the others in that group had to wait. I think the parent should take care of that and not take time away from the other kids. The instructor seemed shy like she didn't want to or was afraid to talk to parents. Christen rocks! We saw

a lot of growth in our child and appreciate Daisy's work with our son. Trent was awesome! Daisy was great! Liked that they gave feedback each night. Saw big improvement with staff correcting or calling out bad behavior. Liked that and liked the smaller class size. Daisy was awesome! Sydney was a very unfriendly teacher. She did not work well with my kid. She said my daughter was a tattleteller and at the end of class she high fived all the kids but mine. I was so happy when Daisy returned. You have done an amazing job meeting our needs, especially accommodating our son. I truly appreciate it! Thank you! :) I was told that my child was too young for the level and needed to be bumped down after already completing the previous level and passing. My son loved the lessons! Thank you all! We have been coming to Summit Waves for swimming lessons for four years. My kids love it. Thanks! Would have been nice to get a little more instruction per person. A lot of sitting and waiting. Level 3 had too many kids! Smaller classes would help kids do more. But we learned a great deal! Very well organized. We wish level 5 & 6 were offered in the fall at Legacy Park. I liked this program better than Longview :) our kids loved their swim classes! Thank you for providing a fun, safe place for them to learn. Again, my child loved the class. I was under the impression when we signed up there would be 4-5 kids per instructor.... There were too many kids for much instruction to actually happen. We will be signing up again for swim lessons and renewing our Summit Waves passes as well. We loved Camp Summit also this summer. Too many kids per instructor. Two of the kids were disruptive taking time away from the others. I loved that they asked for my input on how hard to push the boys. They were awesome!



**Attachment 1: Recommended class sizes (American Red Cross)**

2009 Version

“For all levels, a ratio of 1 instructor for every 10 participants is recommended.”

2016 Version

“Parent and Child Aquatics: 1 instructor for every 10 parent and child pairs.

Preschool Aquatics Levels 1 through 3, Learn-to-Swim Levels 1 through 3, Adult Swim—Learning the Basics: no less than 1 instructor for every 6 participants.

Learn-to-Swim Levels 4 through 6, Adult Swim—Improving Skills and Swimming Strokes, Adult Swim—Swimming for Fitness: no less than 1 instructor for every 10 participants.”

**Attachment 2a: Jr. Guard participation history**

Year	# of classes offered	# of classes cancelled	Avg. attendance of classes made
2016	6	4	4.5
2015	6	4	5.5
2014	6	4	6
2013	6	3	4.67

**Attachment 2b: Private Swim Lesson participation history - SW vs LPCC**

Year <sup>8</sup>	SW	LPCC
2016	0	69
2015	3	98
2014	9	59
2013	15	183
2012	6	113

<sup>8</sup> Based on Memorial Day – Labor Day

**End of Activity Report  
Camp Summit  
2016  
Ryan Gibson**

**Executive Summary**

**Brief Program Description:**

Camp Summit was a 12 week day camp for children ages 5 through 11. The 2016 summer equaled a total 58 days in 12 weeks. The program is located at the Harris Park Community Center and operates from 6:30 a.m. - 6:00 p.m, Monday through Friday. Camp began on Tuesday, May 24, 2016 and completed on Friday, August 12, 2016. Camp Summit activities included swimming, two weekly field trips, arts and craft projects, guest speakers, group games, sports and music.

**Participant Numbers:**

Camp Summit had 746 children enrolled. Enrollment of 720 was the maximum set at the start of registration. However, due to the number of online enrollment forms that had been submitted, but did not yet have the enrollment fee paid, staff reached out to each person who had submitted an online enrollment form, and offered them the opportunity to still enroll for camp. Therefore, enrollment was extended to 746 campers. The weekly average attendance of campers was 440.

Below is the number of participants enrolled in the program over the last three years:

	<u>Enrolled</u>	<u>Average Weekly Attendance</u>
2016	746 participants	440 participants
2015	721 participants	421 participants
2014	715 participants	409 participants

<b><u>Total Revenue:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2016	\$698,248.00	\$721,737.50
2015	\$666,089.00	\$667,445.60
2014	\$687,000.00	\$633,460.00

<b><u>Total Expense:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2016	\$515,984.49 <sup>1</sup>	\$400,239.34 <sup>1</sup>
2015	\$415,162.77	\$362,739.34
2014	\$407,771.56	\$353,374.94

<b><u>Net:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2016	\$182,263.51	\$321,498.16
2015	\$250,926.23	\$304,706.26
2014	\$279,228.44	\$280,085.06

<sup>1</sup> Total budget and actual expenses includes both direct and indirect expenses. Indirect expense for Camp Summit: \$58,684.14

**Cost Break Downs:** Several areas are broken down to show cost per participant, per day, per hour, etc. They are listed as follows:

**Cost per participant per day:** \$400,239.34 (total season expenses) divided by 58 days, divided by 440 participants = **\$19.42** cost per participant per day

**2016: \$15.68**

**2015: \$14.58**

**2014: \$15.70**

**Cost per day:** \$400,239.34 divided by 58 (number of days in season) = **\$6,900.00** cost per day

**2016: \$6,900.00**

**2015: \$6,148.12**

**2014: \$6,424.99**

**Cost per hour:** \$6,900.00 divided by 11.5 (number of hours open per day) = **\$600.00** cost per hour

**2016: \$600.00**

**2015: \$558.92**

**2014: \$558.69**

Cost per participant per day for:

**Crafts: \$1,022.92** (total season expenses for crafts) divided by 58 days, divided by 440 participants = **\$.04** (Counselors were encouraged to use recycled or repurpose items as often as possible)

**2016: \$.04**

**2015: \$.04**

**2014: \$.04**

**Snacks: \$7,112.52** (total season expenses for snacks) divided by 58 days, divided by 440 participants = **\$.27**

**2016: \$.27**

**2015: \$.17**

**2014: \$.26**

**Trips: \$134,495.76** (total season expenses for trips including transportation costs, guest speakers, inflatable) divided by 58 days, divided by 440 participants = **\$5.27**

**2016: \$5.27<sup>2</sup>**

**2015: \$3.49**

**2014: \$2.94**

<sup>2</sup> Trips increased in 2016 due to the additional number of campers enrolled per week, which in turn increased the number of busses needed (transportation cost) and increased the admission fees paid for trips. Staff worked to expand the businesses that were used for field trips to try and come up with new places for campers to go to address comments from the 2015 Camp Summit survey that older campers were getting tired of going to the same places for field trips each year.



### **Evaluation/assessment:**

620 Camp Summit Surveys were emailed out, representing 620 unique households for 746 participants. 140 surveys were returned equaling a 22% return rate.

**Comment:** Staff received multiple comments regarding registration and camp fees.

**Recommendation:** At this time staff does not recommend any changes to the enrollment or weekly fees and the structure of fees.

**Comment:** Staff received negative comments regarding online payment and the difficulty patrons had signing their campers up online. There were also comments that there should be a way for the enrollment fee to be paid online.

**Recommendation:** Staff will share the comments regarding the website with administrative staff. It was also noted in the 2015 Camp Summit end of activity report that staff would work with the admin department to come up with a way for the enrollment fee to be paid online. That issue was not resolved last year, so staff will work with the admin department this year to see if there is a viable option for online payment for the enrollment fee. This will be completed by January 15, 2017.

**Comment:** Staff received multiple comments that were critical of the types of activities offered at Camp.

**Recommendation:** Over the years staff has worked with counselors to train and teach them new games and activities to do with the campers. Staff does not allow campers to bring outside toys or electronics to camp, and encourages the campers to be active and be involved in the games that are played. However, many campers do not like to participate in those games and so their options become limited to chalk/reading/string bracelets/ etc. Rainbow looms are a popular activity for campers but was banned from Camp this summer because of the mess they cause and due to the issues between campers that occurred last summer.

**Comment:** Staff received multiple comments regarding field trips taken by Camp Summit. Four comments were positive and the rest suggested additional trips, types of trips and activities, or case by case situations.

**Recommendation:** Staff works each year to incorporate new field trips and experiences for campers. The size of Camp Summit provides a challenge to coordinate trips and busses and not over extend the allotted amount budgeted per camp. Staff will continue to find new places for the campers to attend for field trips.

**Comment:** There were multiple positive comments regarding staff for the 2016 summer.

**Recommendation:** Staff will share those comments with staff and utilize them for training for the 2017 summer.

**Comment:** Staff received multiple constructive comments regarding staff pertaining to situations of yelling, attentiveness to bullying situations, attitude, and engagement.

**Recommendation:** Staff is continuously working to revamp and adjust staff training to accommodate all aspects of working with children. Staff will use this feedback when planning for the 2017 training schedule and will provide additional training on working with children, bullying and patron service.

**Comment:** In the Managers meeting at the end of Camp, it was suggested a part-time nurse on site would be beneficial during the middle portion of the day, to help assist the campers that need to be in the first aid room.

**Recommendation:** Staff recommends hiring a part-time nurse to work each day of Camp from 9:00AM – 4:00PM (this is the time frame in which campers need the most attention from injury or illness). Staff will look into the following options for employment of the nurse:

*Option 1)* Work with a local college nursing program to see if Junior or Senior level nursing students need volunteer hours or clinical hours, and LSPR would partner with that college to have them send their nursing students to Camp Summit to work in the first aid room and work towards the necessary number of hours they need.

Option 2) Pay the nurse an hourly wage of \$20.00<sup>3</sup> per hour. The nurse would be assigned a shift from 9:00am-4:00pm for the 56 days<sup>4</sup> that Camp is in session in 2017. The total additional part time expense equates to \$7,840.00 (\$20.00 per hour 56 days x 7 hours per day).

**Comment:** There were three comments in the Camp Counselor end of the year survey that requested restrooms at Harris Park. The Camp Director has been an advocate for a restroom or comfort station being placed at the park for many years as well. The amount of time it takes to shuttle campers from the north end of the park up to the bathrooms outside of Summit Waves, or inside of Harris Park Community Center is substantial and it removes counselor(s) from the main are of play of the campers.

**Recommendation:** Staff recommends having discussions with the Parks Operations staff to determine how much it would cost to put in a comfort station at Harris Park, much like what is currently used at Lowenstein Park. A cost analysis will be completed by November 30, 2016.

**Did you attend all 12 weeks of Camp Summit?** Yes- 17.4% No- 82.6%

**If No, Why?** Vacation 59% Other Camps 17% Financial 11% Summer School 9%  
Injury/Illness 4%

We had soccer camps

My child got bored after the first 5 or so weeks, so he stayed home

Our son hurt his leg pretty bad and couldn't do much so we stopped coming

We were out of state on multiple occasions for a week at a time

Visiting grandparents from out-of-town

VBS

Injury

Vacation

We only missed 1 week when grandparents were in town and watched them

We went out of the country for the first 2 weeks of camp

One child attended all weeks, the other had baseball camp one week

Didn't need help all summer.

Child did not have fun

<sup>3</sup> No Camp programs in the area currently have a nurse on staff. In researching price points per hour, staff spoke with the Lee's Summit R-7 School District and determined that an entry level school nurse would make approximately \$26.35 per hour. LSR-7 was the only area entity that has a nurse on staff that would be comparable to what Camp Summit is trying to accomplish in having an on-site nurse.

<sup>4</sup> At the time of EOA Report completion, LSR-7 has not yet released their 2017-2018 schedule so it is undetermined exactly how many days of Camp there will be in 2017. The 56 days used to complete the cost analysis for the nurse position was based off the average number of days of Camp over the last 5 years.

## **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:**

Camp employed 78 individuals ranging from high school students to adults. Employee education breakdown is as follows: 5 employees were degreed individuals; 61 had at least one year of college; 12 were recent HS graduates entering their 1<sup>st</sup> year of college; and 35 had at least one year of camp work experience, 43 were new employees.

### **Benefits:**

Camp Summit has many benefits including physical fitness, social interaction among themselves, camp counselors and adults; exposure to Kansas City metro attractions, learning new games and improving their motor skills, creativity and outdoor physical activities, educational opportunities and promotes teamwork.

### **Service Hours:**

The exact number of service hours is difficult to determine in that each child's stay at Camp Summit varied from day to day. On average, a child was at Camp for 9 hours a day. This would tabulate to 229,680 service hours for the 2016 summer (58 days x 9 hours x 440 participants).

2016: 229,680

2015: 223,551

2014: 202,455

### **Volunteer Hours:**

There were 21 parent volunteers this summer for field trips (21 parent volunteers x 5 hours (average time spent on field trip) =105 hours. Based on the national volunteer wage of \$23.56 x 5 hours x 21 volunteers = \$2,473.80 savings for the department

2016: 105 hours

2015: 90 hours

2014: 76 hours

### **Refunds:**

Total refunds: 16 (\$1,920.00)

Reason Overview:

- Schedule Conflict
- Worlds of Fun (tickets were transferred to other campers)
- Medical
- Satisfaction Guarantee: (2)
  - 1- Did not think counselors did enough to help child get accustomed to "Camp lifestyle"
  - 1- Did not have a good time at Camp

### **Fees:**

2016: \$90 onetime enrollment fee/\$120 per week

2015: \$90 onetime enrollment fee/\$120 per week

2014: \$90 onetime enrollment fee/\$120 per week



**Program Timeline:**

December: Send out letters to returning staff

January: Start advertising for employment opportunities and develop theme

March: Start interviewing for all positions and begin taking enrollments

April: Have 95% of positions filled and order camp shirts

May: Have all staff employment paperwork complete and provide staff training sessions & parent's information nights

June: Camp starts, have weekly meetings with managers and other staff

July: Complete mid-season staff evaluations

August: Send out Camp Summit surveys

September: Compile survey results and complete end of activity report.

October: End of activity report submitted for Park Board review and begin planning for next summer.

**Marketing:**

Enrollment form email blast was sent to all previous campers in mid-March. Information was also placed on CampSummit.net, LS Journal, R-7 News and in iFamily. Several email blasts were sent out to RecTrac members within Camp's age range. CampSummit.net was used as a direct marketing tool prior to camp starting and through the duration of camp.

## “Camp Summit 2016” Survey Results

**# of Surveys Distributed:** Email: 620 Via Mail: 0 **# of Surveys Returned:** 140 **22 % of Returns**

Participant: N/A

Parent/Guardian 100%

LS Illustrated 14.5% Website/Facebook/Twitter 9.5% Acquaintance 19.2% Previous Participant 56.8%

Comments (Other):

Our neighbor

The owner of the company I work for told me about it, said his kids had gone there

Found it online

We've gone there for 3 years now

I went there as a kid! So glad it is still around!

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please Rate the Staff who assisted you when you enrolled	11	0	5	15	62	70	4.59
Please Rate the amount of time enrolling took	0	0	4	15	51	73	4.51
If you paid weekly fees in person, how helpful were the staff who assisted you?	51	0	3	5	35	46	4.56
If you paid weekly fees over the phone, how helpful were the staff who assisted you?	90	0	0	3	25	22	4.87
If you paid weekly fees online, how was the process?	19	8	11	23	36	43	4.33
How beneficial was Parents Information Night?	40	0	6	21	43	30	4.20
Please rate the overall registration procedure	0	0	0	16	55	69	4.50
Comments:							

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the program appropriate for the enrollment and weekly fee?	8	0	5	16	45	66	4.58
Were the t-shirts provided appropriate for the enrollment fee??	0	2	4	12	55	67	4.52
Were the planned activities appropriate for the weekly fee?	0	0	6	15	62	57	4.55
Were the field trips appropriate for the weekly fee?	0	0	3	11	48	78	4.64
Comments:							

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of program staff	0	0	7	18	47	68	4.44
Please rate the friendliness of Camp Summit	0	3	5	12	69	51	4.50
Please rate the ability to recognize Camp Summit staff	0	0	0	8	22	110	4.76
Please rate the amount of staff available during Camp Summit	0	0	8	16	30	86	4.64
Were the rules and policies appropriate for Camp Summit	0	0	6	9	41	84	4.61
Was the discipline Policy appropriate for Camp Summit?	26	0	4	14	48	48	4.53
Please rate the condition and suitability of Harris Park Community Center	0	0	3	5	77	55	4.55
Please rate the condition and suitability of equipment used	20	0	0	6	52	62	4.69
Please rate the perceived safety of program.	0	0	6	16	34	84	4.64
Comments:							

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	5	21	42	72	4.61
What is the likelihood of your recommendation of this activity to others?	0	3	6	19	42	61	4.50
Please rate the participant's overall enjoyment level	0	0	9	25	39	67	4.55
What is your overall rating of the activity?	0	0	6	22	46	66	4.61
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	10	34	96	4.72
Comments:							

## Administration and Registration

1	It's nice that you only pay for weeks that you need and it isn't all up front payment for months at a time.
2	Need to have a way to have partial payments for kids that only need to come for a few days instead of the whole 5 days that you have to pay for no matter what.
3	Multi camper discounts would help out a lot.
4	I have a feeling that the camp makes a lot of money so there should be a way to discount it for those that are not going every day of the week.
5	I would pay more for the campers to attend better field trips.
6	We were charged late fees for the first week but nobody explained to us how or when we were supposed to make the payments.
7	There should not be a fee to enroll and then weekly fees. I understand paying for each week but don't think there needs to be a fee to be a part of the camp. Registration should be free.



## Online Payments

1	Online registration is a pain and never seems to work. On top of that, it is hard to get anyone that knows how to fix the problem. I had to talk with multiple people to get my account correct in your system before it would allow me to do anything online.
2	Tried the first few weeks to pay online but it would never work so I just paid in person.
3	Your website to pay online makes no sense and is confusing.
4	Need to be able to pay the enrollment fees online when you register.
5	Online system never worked for my 9 year old, had to pay in person for her. Worked fine for my 6 year old son to pay for his weeks online. That was frustrating.
6	Wish it was easier to figure out online payment. I ended up calling and talking with the director and he walked me through it so I was able to pay online, but would have never figured it out without help.
7	No need for the pop up box that asks how did you hear about us everytime you sign up.
8	online doesn't work well on a smartphone/mobile - I kept going in circles with the log in
9	I was told that there was an upgrade to the system and that caused some issues at the start. It took a while to get fixed but once it was corrected there were no issues

## Activites

1	If they are doing things alone and not bothering anyone, like playing with a toy it should not be a problem and they should be allowed to do it.
2	Saw no issues with the activities, my kids loved it
3	I wish that there more activities planned in the afternoon for the 5-year olds, instead of sitting cramped up in a dark room together with the 6's with a movie on waiting for pickup
4	My child had a great time all through the day until movie and closing time. He would get very bored and wanted to play basketball or some sport but his age group just had to sit there
5	If there was not a field trip for the day, my child would be bored at the facility
6	This year the planned activites were lacking, there seemed to be more unstructured time
7	Need to let them have rainbow looms
8	Would be nice to change up the field trips a bit more. My kids have gone 3 years in a row and are growing tired of the same places. More variety.
9	I don't really like the long distances traveled. ie) Deanna Rose, KC sporting, etc
10	My child does not like to play sports games all day long so it would be good if there were other options for the campers besides just playing a sport at the park or sitting there coloring
11	Swimming was really the only thing my child liked to do at the camp

## Field Trips

1	Less parks, go to more places
2	I just think adding new field trips would be a plus. My daughter gets bored with going on the same field trips each summer.
3	Wish there were new places to visit. My children complained of not wanting to revisit the same places as they did last year.
4	The kids enjoyed all of the field trips this year.
5	My kids loved all of the trips. So amazing they got to experience so much this summer instead of just being stuck indoors. They were both sad when they realized the summer was done.
6	Personally, I like the field trips and think there is a good mix. My son thought they were boring.
7	My daughter looks forward to the field trips. She loves and is gitty on those days. There was a good balance of interesting activities from across the Metro.
8	Loved the field trips!!! Great value
9	Some of the activities were nice but many times my daughter complained that there wasn't even time to participate. What am I paying so much money for if she cannot enjoy the field trips.
10	I could see some benefit in taking the campers on educational field trips
11	Loved all the field trips! Kids really enjoyed their summer.
13	There was an issue with the 7/8 field trip calendar that had the wrong time for arrival back at the community center. That can't happen as parents use that to plan for events in the afternoon
15	Can't believe you take all of those kids to worlds of fun!! My child had a great time though so glad that you do it.



## General Comments

1	<p>This is the second year participating in Camp Summit and my kids love it. Granted there are a lot of kids and I was skeptical sending my 5 year old for the first time, but he absolutely loved the camp and the camp counselors took good care of my 9 year old and my 5 year old. My only complaint is that this is the second year my son has had to deal with a racial issue from another camper only to have the issue minimized to "no adult witnessed it so there really isn't anything we can do." I understand staff members and/or counselors are not going to catch every incident, but it is well beyond time to start introducing the topic of diversity tolerance, especially during the parent meeting. Camp Summit has gotten more diverse in the past two years my child(ren) have participated and it is a good idea to inform parents that if they are diversity intolerant, Camp Summit might not be the place for them. I have not let the two incidents dissuade me from sending my children back to Camp Summit, but I truly hope that you all will consider having the diversity talk as uncomfortable as it may be.</p>
2	<p>Taking into account the number of hours the campers spend there and how well things seem to be ran, it's a great camp!</p>
3	<p>I was so impressed with the caliber of the program. I liked the wholesomeness of the activities -- that kids were doing crafts (both classics like embroidery floss bracelets and new things like rainbow loom). I often saw children playing cards too. Lots of activity and fun field trips. I like that my child was not parked in front of a TV. Staff were super friendly and professional. Accommodations were made for my vegetarian child -- always willing to carry along a sandwich from home for field trips. I would suggest, though, that children not be allowed to sit on the sidewalk right in front of the gate in the mornings. It's so hectic with parents coming and going...and then to have the entrance blocked and have to step over kids...was a little irritating.</p>
4	<p>Awesome time!!!!</p>
5	<p>Great fun, we plan to come back!</p>
6	<p>My son had a blast!!! Last year, my son attended a different camp and was really bored. This year was different. We loved all the activities!!!</p>
7	<p>I wish the program would go all the way until school starts.</p>
8	<p>Should provide lunch for the campers.</p>
9	<p>OUTSTANDING!!!</p>
10	<p>Can't think of one complaint, truly a great program and a great experience for my camper.</p>
11	<p>I understand you probably get a ton of things in lost and found but I feel it's too soon to donate them at the end of the week. That doesn't give much time to find your things especially when you are not there every week.</p>
12	<p>Probably need to cap how many kids are there each day, seems like it can get a bit cramped. But overall the camp is great and we will send our kids again next year.</p>
13	<p>This is a great program and we are so excited we found it!</p>

## General Comments

14	Need to find a way to better incorporate new campers. My child is shy and didn't like camp because there were so many kids and she never felt like she could get involved.
15	Thank you for a great summer!
16	Wonderful program. We will do it again next year!
17	Great summer camp for kids! Thank you!
18	This was the best thing for us to find. No hesitation next year about what we will be doing.
19	This is a good program that I wish we would have known about sooner. Our child will be 11 next summer and we will send him back, but wish we would have known about this for all of the previous years before this one.
20	Front desk staff was SO nice and helpful! Might be good to have more of them scheduled on busy days so the lines are not as long.
21	I will highly recommend this program to others!!
22	Super job. Very strategically organized
23	Have had my kids at Camp Summit for a long time, sad this is the last year. Thank you for everything!
24	I went here as a kid, now my son is here and it is such a great program and environment for kids in the summer! A gem for Lee's Summit, MO.
25	Thanks!!
26	My kids had a great time this year. We will be back next year!
27	Both of my kids had so much fun, they were sad to leave at the end of the day!
28	Less campers would be better, or need a bigger facility
29	Wish it went past age 11! Please consider this
30	Thank you, thank you, thank you for a great summer.

## Parents Information Night

1	Great information at the parents night. It answered all of my questions before I even had to ask any of them
2	I read through the parents info packet prior to the parents night, and it was all the same information as in the packet. Good presentation and well done, but I already knew it all from reading it
3	Parent's night was not that helpful
4	Think the parent's night could be cut down and not as long.



## Staff

1	Myself and my children ABSOLUTELY love the staff and counselors, everyone is so helpful and the COUNSELORS and absolute rocks stars to do what they do all summer long, my kids love this camp and look forward to it EVERY year!
2	Front table staff were always so nice and helpful.
3	On two occasions I felt that the counselors were not kind to the campers and even to some extent parents.
4	The staff do such a good job. Amazing really for how many kids are crammed into that place
5	The 5/6 year old counselors during pick up time could be pretty short with the campers. They would yell and be easily irritated.
6	Congratualtions to Ryan on running such a great camp, with a ton of kids and staff. Very well done.
7	Don't like that the counselors change each week
8	Counselors are wonderful
9	Each and every staff member, from the front desk to the counselors were so great. Everyone seemd to be friendly and care so much for each of the campers. What a great experience for my kids each day to be able to be around the counselors that truly cared!
10	Loved the managers David and Taylor!! Thank you!
11	We don't feel that the staff was attentive to the children's well being. They should have been more in tune with the children's problems, for example, if a child is playing alone they should have gotten them involved with a group of children. Supervision was also lacking, there were a few instances that "accidents" occurred that should have never happened. When discussing this with staff, it was kind of blow off.
12	My husband and I appreciate that staff was willing to go and find the answer to questions we had if they didn't know the answer themselves as opposed to blowing us off.
13	You staff needs to pay better attnetion during the pick up time. It's too hectic
14	Staff was great! Thanks to all of the 5 counselors for helping make this summer a great one for my son.
15	Staff needs to watch how the yell at campers. They need to realize they are just kids.
16	Need to take a look at who you hire and make sure you hire staff that wants to be there
17	My daughter was in the 9's and she said the counselors played favorites and some kids got away with stuff and others did not
18	Really loved Megan and Allison. They were so helpful everyday and were always able to answer my questions.

## Staff

19	<p>Staff extremely rude on multiple occasions when picking up. Very chaotic. Girl who hands out the daily report and takes the card was consistently rude and not helpful in locating my child and did not appear to even know who he was. Belongings were lost on a weekly basis even when labeled and apparently donated before a person has a chance to look in the lost and found. My son also had a small #2 accident in his pants that went unnoticed due to being told no when asking to use the restroom. Office staff handed out an incident report with another child's personal information listed on it with a note scribbled on the back with my son's cards that were taken away. VERY UNPROFESSIONAL and a breach of privacy. Staff that sit at the table when checking in and out were normally very friendly and kind. My child enjoyed most of his direct counselors for 7's. I recommend evaluating some of the staffing choices people should not work with children when they appear to hate their job. Also controlling the chaos more efficiently. It's not acceptable for staff to not know where my child is at all times. Parents should not need to stand there searching and calling their child's name to locate them.</p>
20	<p>The counselors were great but some may need to work on yelling at the kids a little less next year. Maybe breaking the kids into smaller groups would lessen the need to yell.</p>
21	<p>Camp Director was helpful on many occasions, other counselors not so much (why I had to talk to the director). Need to make sure your staff are aware of all rules and regulations</p>
22	<p>I believe that there are too many children for the number of staff on hand. I don't think the staff is incompetent, but I don't think they can pay the attention that needs to be paid sometimes as there is too much going on to take time out to deal with issues. As for as safety, I was told numerous times that no one stands at the top of the steps to one of the larger slides at the water park and when dealing with younger children, that doesn't seem like the best decision to me.</p>
23	<p>Great summer, thanks to the staff for their hard work.</p>
24	<p>Thank you to Grant, Megan, Sarah, and all of the other 6 year old counselors for a job well done! There were a lot of 6 year old kids each day and they did a great job making sure they were all safe and they had a good time at camp</p>
25	<p>Staff was excellent. Couldn't be happier! My son loved this camp and this was his first experience!</p>
26	<p>It really says something when the kids are so sad that they have to leave at the end of camp, great job by the staff members and thanks to Ryan who helped me with an issue that we had early on at camp.</p>
27	<p>Staff is great. I am impressed with how great all of the staff members are. I can tell they genuinely like kids and have fun at their jobs. They care about the kids. Sadly, from my past observations, not everyone who works with kids loves kids. I love Camp Summit counselors and so do my kids. I hear stories about the fun they had or something funny their counselors did. My kids love Camp Summit.</p>

**End of Activity Report  
Harris Park Community Center  
2016  
Completed By: Ryan Gibson**

**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, adult instructional programs, facility rentals and open gym time. This report will focus on open gym, ball time and rentals.

**Participant Numbers:**

	<b><u>Total:</u></b>
FY16	166,906
FY15	164,610
FY14	163,756

Participant numbers included numbers from all other activities: camp summit, adult & youth activities, instructional programs, rentals as well as open gym.

<b><u>Total Revenue:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	\$177,350	\$203,785
FY15	\$166,829	\$200,216
FY14	\$128,353	\$205,137

<b><u>Total Expense:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16 <sup>1</sup>	\$462,130 <sup>2</sup>	\$345,780 <sup>2</sup>
FY15	\$287,312	\$300,102
FY14	\$267,808	\$274,279

<b><u>Net:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	(\$284,780)	(\$141,995)
FY15	(\$120,488)	(\$99,886)
FY14	(\$139,455)	(\$69,142)

<sup>1</sup> In FY16 \$180,300 was budgeted for evaluation and fixture of the HPCC roof. The actual expense for the evaluation and fixture was \$66,788

<sup>2</sup> Total budget and actual expenses include both direct and indirect expenses. Indirect expense for HPCC: \$39,106.25



**Recommendations:**

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

**Recommendation:** Staff appreciates these comments and will share them with staff during the November 2016 HPCC all-staff meeting.

**Comment:** A request was made to enable patrons to book a room or court rental online instead of having to come into the facility and do the reservation in person.

**Recommendation:** Each Lee’s Summit Parks and Recreation Community Center requires rental parties to reserve the space in person to ensure the rental agreement is completed, a copy of the rental party’s driver’s license is attained, payment is submitted in full (including the damage deposit) and any questions patrons may have are answered. Staff does not recommend making any changes to the rental process.

**Comment:** HPCC lost more money than it has in past years.

**Recommendation:** The FY16 budget included costs for evaluation and repair of the HPCC roof. After all the repairs were done the project came in under budget by \$113,512.00

**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, adult instructional programs, facility rentals and open gym time. This report will focus on open gym, ball time and rentals.

**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:**

	<b><u>Total:</u></b>
FY16	333,182
FY15	329,220
FY14	327,512

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

**Volunteer Hours:**

There were no volunteers for this program

**Refunds:**

Total issued: 7 (\$2,206.00)

Refunds due to dissatisfaction: 0

**Fees Charged:**

Open Gym	\$4 per person resident/ \$5 non-resident
Ball Time	\$3 per person resident/\$4 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

**Marketing:**

Harris Park Community Center was marketed a variety of ways. Press releases with various Lee's Summit Parks and Recreation programs advertised the HPCC. The Illustrated advertised the facility with all the available activities and operating hours. Additionally, information about the community center was posted on the city website, social media outlets and sent out in email blasts.

**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 60 surveys distributed for HPCC unique rentals for FY16, 19 surveys (31%) were completed and returned.

## LS Parks & Recreation “HPCC, 2016” Survey

# of Surveys Distributed: 60

# of Surveys Returned: 19

**31% 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):**

<b>Regarding registration...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
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:**

- It would be nice if instead of having to be in person to rent the facility, it could be done online. I have paid for other activities online so I know LSPR has that capability.
- The person working at the front desk was helpful and informative.
- I thought the price was fair for being a resident of Lee’s Summit.

<b>Regarding the overall operations...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
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:**

- Our attendant was wonderful! She was relaxed and very helpful and even offered to help us carry in stuff from our car.
- The people working at the counter are nice and greeted everyone as they came in.
- The set up was not as we had wanted it to be when we arrived. We are able to get someone to help us arrange it to fit what we needed.
- Great gym and nice baskets for basketball practice.
- Super friendly front desk staff that was helpful all the way through. There were two different people that were working during the course of our rental and both were great to work with.

<b>Overall Summary...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
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:**

- We enjoyed our time at the facility and appreciate the help.
- We had a great time and appreciate how helpful everyone was.
- Excellent courts, great space for our practice.
- We love all that the parks do and this facility was perfect for our rental!
- Thank you to you and your front desk staff.
- Like I mentioned earlier, it would be great to be able to reserve online but other than that everything was great.



**End of Activity Report  
RevUP  
2016  
Joe Sherman**

**Executive Summary**

**Brief Description:**

RevUP is a twelve week community and corporate wellness program focused on encouraging healthy lifestyle changes. RevUP offers the tools needed to identify strengths and weaknesses in participant's health related behaviors and empowers individuals with the knowledge and skills needed to be successful in their health and wellness goals.

**Participant numbers:**

	<b>Total</b>	<b>RevUP</b>	<b>Reload</b>
FY16	250 <sup>1</sup>	187	63
FY15	237 <sup>2</sup>	168	69
FY14	142	87	55

**Total Revenue:**

	<b>Budget</b>	<b>Actual</b>
FY16	\$112,486.00	\$45,177.00
FY15	\$126,000.00	\$48,750.00 <sup>3</sup>
FY14	\$111,250.00	\$47,325.04

**Total Expenses:**

	<b>Budget</b>	<b>Actual</b>
FY16	\$112,375.00	\$71,046.00
FY15	\$123,720.00	\$94,056.00
FY14	\$88,312.00	\$53,267.36

**Net:**

	<b>Budget</b>	<b>Actual</b>
FY16	\$111.00	(\$25,869.00 <sup>4</sup> )
FY15	\$2,280.00	(\$45,306.00)
FY14	\$22,938.00	(\$5,942.32)

**Cost Break Downs:**

Per participant: \$71,046.00 (total expense) divided by 250 participants = \$284.18

FY16: \$284.18  
FY15: \$396.86  
FY14: \$375.12

Blood Work Supplies: \$2,856.25 divided by 250 participants = \$11.43

FY16: \$11.43  
FY15: \$12.05  
FY14: \$19.99

HEED Supplies: \$852.00 divided by 250 participants = \$3.41

FY16: \$3.41  
FY15: \$5.72  
FY14: \$20.97<sup>5</sup>

<sup>1</sup>14 participants were in pilots and paid a reduced fee

<sup>2</sup>76 participants were in pilots and paid a reduced fee

<sup>3</sup>Revenue includes a \$15,000 sponsorship contribution from LSMC

<sup>4</sup>Indirect costs are not figured for RevUp due to being incorporated in the LPCC budget

<sup>5</sup>FY14 had 100 less participants than FY16 raising the per participant price significantly

T-Shirts/Bags: \$1,762.00 divided by 250 participants = \$7.05  
 FY16: \$7.05  
 FY15: \$6.00  
 FY14: \$5.95

Memberships: \$9,322.00 divided by 250 participants = \$37.29  
 FY16: \$37.29  
 FY15: \$35.57  
 FY14: \$17.17

**Results:**

**FY16 = 250 Participants enrolled; 229 complete both pre and post assessments**

	Weight (lbs)	BMI	Body Comp (% FAT)	Resting Heart Rate	Waist (cm)	Total Cholesterol	HDL	TC/HDL Ratio	LDL	Triglycerides	Blood Glucose
<b>TOTAL</b>	-880.5	-145.3	-166.2	-631	-213.4	-1572	500	-60.6	-1022	-932.4	-560
<b>AVERAGE/CLIENT</b>	-9.8	-1.6	-1.8	-7.0	-2.4	-6.9	2.2	-0.3	-4.5	-4.1	-2.5

**Recommendations**

**Comment:** Weekly Coach Calls (4.08) was the lowest rated aspect of the program. 5 negative comments were made. Participants stated the coach calls need to be more detailed and include more information as opposed to just “going through the motions.”

**Recommendation:** The weekly coach call component of the RevUp Program provides an important aspect of making a lifestyle change: accountability. During the coach calls the RevUp Exercise Specialist discusses how workouts performed outside of the training sessions are progressing and give basic nutrition information based off of MyFitnessPal. The coach calls are an integral part of the success of the program. Staff feels that coach calls were not effective due to RevUp Exercise Specialists losing focus on their role in the RevUp program as a point of accountability for the participants. The Exercise Specialists have lost sight of the reason the coach calls are important to individuals making a drastic lifestyle change such as RevUp. Staff will ensure that participants are receiving weekly coach calls by doing random checks with participants during the program and providing additional training and reminders to Exercise Specialists on a regular basis.

**Comment:** There were 43 comments of gratitude toward their RevUP Exercise Specialist.

**Recommendation:** Staff will share those comments with RevUP Exercise Specialists.

**Comment:** The program posted a financial loss of \$25,869.00.

**Recommendation:** 14 participants received a refund of 75% of the program fee due to taking part in the Water Utilities and ITS Pilot (\$3,097.50). Additionally, staff has not received reimbursement from Blue Cross Blue Shield for the COLS participants in FY16 (\$3,172.50). Staff contacted Human Resources, and payment is expected to be received by 10/31/16. To prevent such a large financial loss in the future, RevUp fitness training groups will require a minimum of three individuals in each group to ensure it is profitable. Staff will continue to develop and implement multiple facets of RevUp including 6-week, corporate, youth, and LSR7 staff sessions. These additional programs will prevent the necessity of offering such a large number of pilot programs in the future. Staff will work with LSMC to implement the sponsorship agreement to allow for increased program growth.

**Comment:** Participants suggested adding an after program workout program.

**Recommendations:** The ReLoad program offered to RevUp graduates is a continuation of the first 12 weeks of lifestyle change. This program offers 12 additional weeks of small-group fitness training to participants who feel the continued accountability is beneficial. Staff feels that the ReLoad program is an effective addition to the RevUp program and should continue to be offered. Participants are provided with multiple exercise lists during the program that can be utilized once the program is over.

**Comment:** Should we continue the program?

**Recommendation:** Staff recommends continuing RevUP with the goal of 200 RevUp and 100 ReLoad participants through FY17 by 6/30/17.

## **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:**

RevUp is a twelve week community and corporate wellness program focused on encouraging healthy lifestyle changes through the use of detailed fitness and lipid assessments, small-group personal training sessions, nutrition education sessions, and staff support for accountability. The goal of this program is to meet community individual's specific needs and challenge participants to excel beyond their expectations. RevUP fulfills this by offering the tools needed to identify strengths and weaknesses in an individual's health related behaviors and empower individuals with the knowledge and skills needed to be successful even after the conclusion of the program. It is held at Legacy Park Community Center and offers access to Gamber Community Center for the duration of the program. Sessions are held on a monthly basis and per the needs of corporate accounts.

### **Benefits of the Program:**

The benefits of the RevUp program are to identify strengths and weaknesses in participant's health and wellness related behaviors and empower them with knowledge and skills to successfully achieve their health goals. The emphasis is on developing lifestyle and behavior changes that focus on healthy eating, consistent exercise habits, healthy management of stress, and making positive lifestyle choices that allow success in endeavors to reach personal goals. By developing these habits research indicates the participants are likely to lower their risk for heart disease, obesity, diabetes, high blood pressure, high cholesterol, osteoporosis, cancer, and other illness. Also, individuals who participate in RevUP are expected to experience weight management, improved body composition, increased self confidence and esteem, improved muscular strength, endurance, and flexibility. These participants should also benefit from an improved aerobic capacity, decreased anxiety levels, increased energy levels, decreased risk of injury, and improved productivity. The activities also promote education, social support, team work, fun, and physical activity.

### **RevUP Service Hours:**

Number of participants = 187 RevUP

The approximate number of service hours provided by this activity was 14,212.

These hours were accumulated by the following contact hours:

- Healthy Eating Everyday Classes = 187 Participants x 1 HR x 12 classes = 2,244
- Trainer Appointments = 187 Participants x 1HR x 10 sessions = 1,870
- Coach Calls = 187 Participants x .25 HRS x 12 calls = 561
- Blood Draws = 187 Participants x .5 HRS x 2 sessions = 187
- Assessments = 187 Participants x 1 HR x 2 sessions = 374
- Required Exercise = 187 Participants x 4 HRS x 12 weeks = 8,976

### **RevUP ReLoad Service Hours:**

Number of participants = 63 Reload

The approximate number of service hours provided by this activity was 4,032.

These hours were accumulated by the following contact hours:

- Trainer Appointments = 63 Participants x 1HR x 10 sessions = 630
- Coach Calls = 63 Participants x .25 HRS x 12 calls = 189
- Blood Draws = 63 Participants x .5 HRS x 2 sessions = 63
- Assessments = 63 Participants x 1 HR x 2 sessions = 126
- Required Exercise = 63 Participants x 4 HRS x 12 weeks = 3,024

### **Volunteer Hours:**

No volunteer hours used for the FY16 season.



**Refunds:**

Total refunds: 14 (\$3,097.50)

Refund for Pilot: 14 (\$3,097.50)

**Fee Charged:**

FY16:

- RevUP \$295.00/participant
- ReLoad \$225.00/participant

FY15:

- RevUP \$295.00/participant
- ReLoad \$225.00/participant

FY14:

- RevUP \$295.00/participant
- ReLoad \$225.00/participant

**Program Timeline:**

- July: Prepare marketing and promotion materials for next month's community session, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts, hold kickoffs for corporate sessions as needed. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending, update reports for Park Board.
- August: Prepare marketing and promotion materials for next month's community session, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts, hold kickoffs for corporate sessions as needed. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending, update reports for Park Board.
- September: Prepare marketing and promotion materials for next month's community session, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts, hold kickoffs for corporate sessions as needed. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending, update reports for Park Board.
- October: Prepare marketing and promotion materials for next month's community session, prepare information for and proof Illustrated, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts, hold kickoffs for corporate sessions as needed. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Update reports for Park Board.
- November: Prepare marketing and promotion materials for next month's community session, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts, hold kickoffs for corporate sessions as needed. No new community session for November. Conduct weekly training sessions, nutrition classes and coach calls. Update reports for Park Board.
- December: Prepare marketing and promotion materials for next month's community session, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending. Update reports for Park Board.
- January: Prepare marketing and promotion materials for next month's community session, make contact with 2-5 new businesses. Follow up with existing business contacts, hold kickoffs for corporate sessions as needed. Start community session and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Update reports for Park Board.
- February: Prepare marketing and promotion materials for next month's community session, research potential public/private organizations, make contact with 2-5 new businesses. Follow up

with existing business contacts. Conduct weekly training sessions, nutrition classes and coach calls. Update reports for Park Board.

- March: Prepare marketing and promotion materials for next month's community session, prepare information for and proof Illustrated, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending, update reports for Park Board.
- April: Prepare marketing and promotion materials for next month's community session and church pilot, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending, update reports for Park Board.
- May: Prepare marketing and promotion materials for next month's community session, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending, update reports for Park Board.
- June: Prepare marketing and promotion materials for next month's community session, prepare information for and proof Illustrated, research potential public/private organizations, make contact with 2-5 new businesses. Follow up with existing business contacts. Start community session, hold orientation, and pre assessments. Conduct weekly training sessions, nutrition classes and coach calls. Hold post assessments for sessions ending, update reports for Park Board. Begin preparing End of Activity Report for RevUP.

### **Marketing:**

Advertising for RevUP began in the Summer FY16 Illustrated that was distributed in June. Informational trifold and posters were created and put on display in Legacy Park Community Center, Harris Park Community Center, Gamber Community Center, and at the Parks and Recreation office located inside City Hall. The trifolds were also mailed along with a welcome letter to businesses around Lee's Summit and Kansas City. The posters were hung around businesses downtown Lee's Summit. LSPR e-blasts, LPCC bulletins, and LSPR/LPCC/RevUP Facebook pages were also utilized.

### **Evaluation/assessment**

Out of 187 surveys distributed for RevUp representing 143 unique households/250 participants, 73 surveys were completed and returned. This is a 51% return rate for the surveys.

## “RevUP FY 16” Survey for LS Parks & Recreation

# of Surveys Distributed **143**      # of Surveys Returned **73**      % of Returns **51%**

**How did you hear about the program** (please circle all that apply):

Illustrated 26.6% Flyer 15.6% Friend of Family 24.2% Previous Participant 21.1% Website 12.5%

	Very Poor	Poor	Fair	Good	Very Good	Average
<b>Regarding the registration process . . .</b>						
If you registered in person, how helpful was the person assisting you	0	0	3	12	42	4.68
If you registered online, please rate the ease of registration	1	0	2	6	14	4.39
The amount of time taken to register	0	0	3	20	49	4.64
The overall registration procedure	0	0	3	22	47	4.61

Comments regarding registering for RevUp.

*Registering on-line was user friendly. Info was not clear. The staff was not sure about the mini rev up. Joe was a tremendous help. Not a very user-friendly website, but if it meant paying more, I was willing to let it go. Everyone was very helpful & efficient.*

	Very Poor	Poor	Fair	Good	Very Good	Average
<b>Please rate the value of the RevUP program...</b>						
The length of RevUP was appropriate for the fee	0	2	3	19	49	4.58
The content of the program was appropriate for the fee	0	3	4	15	51	4.56

Comments regarding the value of RevUp.

*I thought there would be some lab work done but this did not take place. Could use more time in developing a post-program routine, that is having an exercise plan in place for after RevUp. Activity length was good. Help plan for post program. It's a lose-lose situation. I was desperate enough to pay \$295 to try to improve my lifestyle, but expected more from the program as a whole; however, to have met my expectations, I'm certain that twice as much money would have been charged. I was the only male in the dietary portion. Lot of things were geared more toward the woman of the house i.e. menu for the week, how to count calories, etc.*

	Very Poor	Poor	Fair	Good	Very Good	Average
<b>Regarding the program. . .</b>						
The competency of the activity staff	0	0	3	14	56	4.73
Legacy Park Community Center membership	0	0	2	20	49	4.66
Weekly Personal Training Sessions	0	2	3	9	59	4.71
Healthy Eating Every Day Nutrition Class	1	2	8	22	33	4.27
Weekly coach calls	3	3	7	24	27	4.08
Exercise sheets handed out by trainer	0	4	7	23	30	4.23
Daily food logs via MyFitnessPal	1	1	5	16	34	4.42
Pre-Post Physical Assessments	0	2	5	25	37	4.41
Pre-Post Lipid Profile	1	1	1	14	15	4.28
Content of Healthy Eating Every Day nutrition sessions	1	1	5	25	29	4.31
Pace of Healthy Eating Every Day nutrition sessions	1	1	6	22	30	4.32
Intensity level of Personal Training Sessions	2	1	1	16	52	4.60
Variation in content of Personal Training Sessions	0	3	1	13	54	4.66

Comments regarding overall satisfaction with RevUp.

*Coach calls/texts didn't offer any encouragement--just a requirement the trainer had to do. Program would be better if the group training sessions were twice a week. Trainers aren't always interested in Rev up training. Jenny Brennan is an excellent trainer! Having different coaches allowed me to see a vast difference in style, intensity, growth and knowledge. I appreciated having the option to change coaches after a session. Joe and my personal trainer were very good at teaching and training. I enjoyed the nutrition classes and the personal training sessions very much. I would like to mention that the space allotted for the Rev-up program is not adequate. It can be very*



*crowded at times and hard to find space to exercise. Please note that everyone did seem to manage that okay but it could be frustrating at times. Exposure to multiple exercise methods and styles was good. The coach calls were text which was my preference but when I responded there was not any further conversation or comment. Same text each week. Stephanie is great. Loved working with Stephanie, our personal trainer. Love Stephanie! She is awesome trainer! I really enjoyed my training sessions. My trainer was helpful and had a variety of workouts throughout the program. I feel that the pre/post assessment shouldn't be counted as a personal training session. Would have like more time to research/plan meals and discuss with others. Would have liked more sessions per week. All of the NAs didn't happen. Would like exercise sheets. Hard to continue to work out on your own. I can't remember what all we did. Unfortunately, I did not take full advantage of everything offered for me. But it did make me more aware of what I need to do. All the staff were friendly and helpful. The driving was my biggest deterrent. I actually stopped coming after a couple of weeks. This was because my trainer was oblivious to my needs. She started off too intense and her expectations were unreasonable for a person like me who hadn't had serious exertion for 20 years. The first session ended with me feeling dizzy and asking that we just stop for the evening. Ironically, the second week's session I was virtually ignored the entire time because the trainer was focused completely on the new-comers that week. To her credit, the trainer was very well-versed in fitness plans and how the machines worked, etc., but kept unintentionally shaming me by saying things like, "You're a man so you can do much more weight than this." The truth is, I was struggling to do very many reps with the lower weights. Your trainer needs to take into account a person's age and fitness background before pushing so hard. I was in such pain after that first week that I couldn't even raise my elbows up to eye-level. It took 8-9 days for me to feel like I was back to normal. I learned a few things that first night, but felt horrible doing it! The nutrition classes were a joke. The director, despite having a Masters Degree in Exercise Science, usually printed things from the Internet, likely found via Google, and likely the same day, that I could have done myself (and in many cases, already had). I value the individual attention of a personal trainer - I just wish it was a more affordable service. For the \$295 cost, I gladly would've traded the nutrition sessions and any other amenities for more time with the trainer during the 12 weeks. The pre- and post-assessments were not administered by the same person in the same way, which altered some of my results and, in my opinion, rendered them an inaccurate measure of my true progress. Our measurements were not taken for the pre-assessment. Love Stephanie!*

	Very Poor	Poor	Fair	Good	Very Good	Average
<b>Regarding Lifestyle Choices. . .</b>						
I have increased my physical activity	0	0	3	14	56	4.73
I have increased my stamina/endurance	0	0	2	20	49	4.66
I have increased my strength	0	2	3	9	59	4.71
I am making better food choices	1	2	8	22	33	4.27
I am making better choices when eating out	3	3	7	24	27	4.08
I am sleeping better	0	4	7	23	30	4.23
I have more self-esteem	1	1	5	16	34	4.42
I feel better about myself	0	2	5	25	37	4.41
I would recommend a friend/family member to RevUp	1	1	1	14	15	4.28
The RevUp program met my needs	1	1	5	25	29	4.31

*Comments regarding changes in lifestyle choices.*

*I had a hard time maintaining my willingness to try to get better:(. Need to offer a diet program and track progress. Rec Center was far enough away that it was hard to try and make it there regularly. May sign up again for mini revup. I was disappointed I didn't lose weight. According to my pre and post there wasn't much of a change there as well. It may have been because of having a different measurer or the fact I just didn't change that much. I felt better at the end but it was slightly disappointing. Best thing I ever did for myself!! I could not be happier with the results of the RevUp program. Got most out of diet class info weight training. I only have myself to blame for most of this. Nevertheless, I wish I received more specific, consultative direction re: both my exercise regimen and nutrition. Also, the program is designed for the stereotypical inactive overweight female - none of which categories I actually fit in. There was a complete lack of accountability. I did care and I tried my best; nevertheless, my job and schedule are very challenging and I really needed someone to push me along. Have seen improvements in all areas.*

**1. What did you like most about the Healthy Eating Everyday classes?**

*Good information, very helpful. Current day topics. Informative. Interesting. Good presenter (Joe). Enjoyed interaction with other class members. Nothing. Picking up something new that I didn't know. N/A. Everything but*

*need refresher and support. I did not attend enough to comment. The information provided assisted me with making better choices. The way they applied to real life eating situations. Meeting other people from other personal training sessions. Simple and realistic . Insight into how to choose what is best to eat and tricks for healthy eating. Group Discussion and the hand-outs were very helpful. The explanation of the food labels. The menu comparison for eating out, and realization of the nutrition content of those menu items. Hearing other people's insights. The quiz. The sessions were ok, but I quit going. Joe made it fun and interesting. The class opened my eyes on correct eating practices. Reading and understanding food labels. The eating out class. Group Discussion and the hand-outs were very helpful. Myfitnesspal, portion sizes and reading food labels . The education on food was helpful and made me rethink my food choices. Emphasis on balance and variety. Learn new foods, options, how to plan eating. Learned what to look for when buying food, so that it is healthy. Only was aware of one class. Lots of tips and information to help with daily meal planning. I liked nothing about the HEED classes. It would've taken me a hour, tops, to do the research and teach myself the material that we spend an hour/week for 12 weeks covering. Holiday info how to eat and plan for the upcoming holidays. I liked nothing about the HEED classes. It would've taken me a hour, tops, to do the research and teach myself the material that we spend an hour/week for 12 weeks covering. My favorite was trip to nutritional store. Handouts given for future reference.*

## **2. What did you like most about the personal training sessions?**

*She tried to tailor the training to my needs. Having to be accountable to another person. And, of course, getting stronger. Variety of exercises. Varied activities. Coach was great. Having it scheduled. Instructor was friendly and kept us honest. I really like the variety of the workout sessions, no session was exactly the same. I also really appreciated the intensity expected. How she pushed me to lift more. The challenge, being pushed, changing workouts, learning new equipment, and weekly accountability. I appreciated when the coach understood my long term goals and changed the workouts to help me accomplish that.... That wasn't the case for all coaches though. The information provided assisted me with making better choices. The trainer and variety. The variety of exercises and the personal interest my trainer, Stephanie, took. Learning more strength training and the variety of workouts. Being in a group. Melissa is a great trainer! Accountability and physical challenge . Pushes you harder then you go yourself. My personal trainer was very good and made sure you did the exercises properly and she did change things up for a variety. The trainers' knowledge and encouragement. Variety. The trainer. She was awesome and worked with my limitations. The pace. Variety and flexibility. Stephanie was wonderful to work with- very encouraging & helpful. Stephanie mixed up the exercises and kept adding more. The classes made me enjoy working out again. The personal attention. Pushing me to lift more weight, core exercise position with weights. Also got lesson on how to use the weight machines. My trainer was very helpful! We always did different exercises each week. Melissa pushed me towards working harder! She is a great trainer for this program. Variety. Learning what my physical needs are, how to improve my strength- how to use various machines. Made me work harder than I do on my own. Length and intensity. Variation. Coach was very knowledgeable, encouraging and able to adapt program for each of us as needed. he gave us a challenge each week. Jill was very focused toward teaching proper technique. I was frequently challenged and pushed past my limits. The group setting and the variety of exercises. Trainer seemed to be genuinely interested in what would work best for me not only nutritionally as well as physically. The trainer provided a challenge with each session, helped to set goals. I am glad we are now doing full body training not just focusing on one body part per week!*

## **3. What aspect of RevUP was most beneficial?**

*I have severe arthritis in my back. The trainer reminded constantly to be aware of my core. I went three weeks with no pain and that's a big deal - I attribute that to the training. Got me back in a routine of physical fitness. Nutrition classes. Working with such a good trainer. Personal training. Exercise. The small group training classes were the most beneficial to me. Fitness pal and food education . Motivation to do more on my own. Accountability, not only for showing up but for myself. I also appreciated the encouragement and pushing that otherwise I would not have had! All of it. Personal training. Getting used to working out on a regular basis. I am working out 5 times a week now. The personal training sessions. It is not a short-term solution/diet. A good reminder that we need to change our lifestyle long term to see the health benefits. Having the membership allowed me to work out at both facilities on my own time. Accountability . Getting back into the habit of working out. Health eating group sessions and the personal training classes. The workouts. The balanced approach. Training. Paying for it motivated me to be there more. The accountability. Working out. Personal trainer. It all was beneficial. A good program, got good information from all aspects . Lifting more weights, strength training. I liked the ability to use GCC and LPCC throughout the program. Being able to take classes was a bonus for me. I didn't lose as much weight as I wanted to, but it was a big step towards improving my health. Intro to all aspects of wellness. Personal training, Stephanie has been a great resource. The personal training. Getting back into the grind of working out. Workout. The program as a whole was just very well thought out. Learning equipment for*

proper usage. Learning proper form for exercises. My only motivation to continue with the program was to avoid "throwing away" \$295 any more than I already had. Personal training. Structured work-out. Workouts. The Training.

#### 4. What would you do to improve RevUP?

*There were not enough sessions with a trainer for me. Once a week wasn't enough. But the sessions were too hard and I was so sore I didn't want to exercise or come. It just wasn't the right program for me. You should give a discount to participants who are already Legacy members vs extending the membership. I felt like the nutrition class was a waste of time. Younger participants. Find a way to make workout spaces available around the city to provide a closer to home experience rather than having everything at one location. If there would be more reduced fee opportunities for City staff I would probably sign up for year round training. An accountability that clients are getting what they need in a session.... before the session is over. This probably needs to be done by someone besides the coach. Area for workouts not with public sharing of equipment or location. Having to wait while others used equipment or location outside of program. Let more people know about it. Include more recipe and meal ideas in the Healthy Eating Every Day classes. The coaches calls could be more consistent/effective. We didn't get the post lipids test. Longer membership to Legacy once RevUp ends. Allow more space for this program. This is a great program but I felt some were very disappointed about the small space area. Lengthen the nutrition classes with more detail on food choices and percentage of carb protein, fiber and fats. Prepare the participant with a go forward exercise routine for post program (provided they aren't continuing with a trainer or the follow up program). Nothing. More training sessions per week. Personalized nutrition counseling. Probably nothing. I just need to make myself workout more. Nothing, it is an excellent program. Cost. I am very motivated, so I got alot outa it. I hadn't been in LPCC since the renovation to the facility. The RevUp room is so nice to have for training sessions, however it can be small for a group of more than 4. Add a piece on developing a post RevUp plan. Include a session on planning a full week with ads, recipes, menus. Extend the membership longer, then cutting it when it ended. Better communication Nutrition class schedule when you sign up. Educate front desk help. No major changes thought of at this time. Lots of reloads from program shows success. Reconsider the decision of whom to place in charge. A 25-year-old with no prior experience in the real world half-assing every single aspect of the program is not a good fit. I can't help but wonder what the "Recreation Supervisor of RevUp" spends 50-60 hours/week doing in the office because it sure as hell isn't any real work. Would not change a thing! More substance to the visit to the medical center, info regarding heart and exercise, handouts.*

#### 5. Have you told others about your experience with RevUP?

**91%** YES                      **9%** NO

#### 6. Are you an LSPR "Friend of the Parks" FOP (please mark all that apply):

**25.4%** I don't know what that is    **40.8%** Yes    **33.8%** No



**End of Activity Report  
Trick A Bike  
October 15, 2016  
Report Completed by: Tede Price**

**Executive Summary**

**Program Description:**

The first Trick A Bike, bike ride designed especially for kids 12 and under was held on Saturday, Oct. 15 at 8AM. The ride route began and ended at the Legacy Park Amphitheater. The riders completed the 4.6 mile Legacy Loop around the park. Inflatables, breakfast and a musical petting zoo was available this year at the end of the ride. The event had one sponsor, Bike Stop, who also provided an on site bike mechanic prior to the start of the race.

**Participant numbers:**

2016: 49\*

- o 22 riders pre-registered through [www.active.com](http://www.active.com)
- o 27 riders pre-registered through LSPR (Rec Trac)
- o 4 riders registered at packet pick up the day before or on-site the morning of the ride

<b><u>Total Revenue:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY17	\$3,700.00	\$1,345.00
<b><u>Total Expense:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY17	\$4,329.03 <sup>1</sup>	\$2,965.98 <sup>1</sup>
<b><u>Net:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY17	\$265.00	\$(1620.98)

<sup>1</sup> Budgeted & actual expenses include indirect cost (\$894.03)  
\*this was the first year for the event, no previous year data is available

**Recommendations:**

**Comment:** The ability to recognize activity staff and amount of staff available during the activity rated below a 4.0.

**Recommendation:** Two LSPR staff worked the event as well as four volunteers. Staff will recruit additional volunteers or have paid staff assigned to this event. Volunteers and staff will be given a neon yellow “Event Staff” shirt, like what is worn at all LPA events to be worn during this event next year.

**Comment:** Were the participant’s overall needs met, likelihood of your recommendations of this activity to others and overall rating of the activity all rated below a 4.0

**Recommendation:** This was the first year for this event and staff heard many verbal positive comments the day of the ride by both participants and spectators. Staff realizes there is always room for improvement and will continue to improve the event for next year.

**Comment:** Enjoyed the inflatables and musical activities for the kids after the event

**Recommendation:** The focus of this event is a bike ride for kids, therefore staff will continue with the inflatables and other activities for participants to enjoy after the ride. Staff will try to secure a sponsor for the inflatables to help cover the expense of renting them.

**Comment:** Place directional signs along the trail/route

**Recommendation:** Each participant was given a map, however, staff will place yard type directional signs along the trail to ensure participants know which way to go. Staff will also position course monitors at all the intersections along the route, to assist riders.

**Comment:** Was the length of the activity appropriate for the fee rated below a 4.0

**Recommendation:** Early registration fee was \$15 and day of was \$20 per child. In addition to the bike ride, participants enjoyed a breakfast, three inflatables, musical petting zoo and yard games. Staff doesn’t recommend any changes at this time.

**Comment:** Were the rules, regulations and policies appropriate for the activity, rated below a 4.0

**Recommendation:** Each participant received a map in their goodie bag. Parents were allowed to ride at no charge with their child and staff also announced the rules prior to the start of the ride. Staff recommends creating the map on one side and the rules of the road on the other and give to each participant in their goodie bag.

## **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 first Trick A Bike, bike ride designed especially for kids 12 and under was held on Saturday, Oct. 15 at 8AM. The ride route began and ended at the Legacy Park Amphitheater. The riders completed the 4.6 mile Legacy Loop around the park. Inflatables, breakfast and a musical petting zoo was available this year at the end of the ride. The event had one sponsor, Bike Stop, who also provided on site bike mechanic prior to the start of the race.

### **Benefits of Program:**

- Provides opportunities for partnerships with community organizations through volunteering, sponsorships, and donation opportunities
- Meets a recreational need in the community for participants
- Physical exercise
- Familiarization and exposure to Legacy Park
- Socialization with fellow riders
- Encourage biking as a family
- Provides a sense of community
- Family event

### **Service hours:**

2016: 147( three hours x 49 participants)

### **Volunteer Hours:**

Total number of volunteers: 3

Total number of hours: 12

Based on the national volunteer wage of \$23.56 x # 12 hours = \$282.72

### **Refunds:**

Total Refunds: 0

Due to Dissatisfaction: 0

Dissatisfaction reasons: N/A

**Fee Charged:**      \$15.00 for ages 12 and under, through October 14  
                                 \$20.00 for ages 12 and under, day of event



## **Program Timeline:**

- Ride, Saturday, October 15, 2016
- Online registration closes at midnight on Wednesday, Oct. 12
- Packet pick- up and late registration Friday, Oct. 14 from 5 to 7 pm
- Early registration ends Friday, Oct. 14
- Packet pick up on day of from 7am to 8am
- October: Compile survey information for End of Activity Report
- November: End of Activity Report completed
- December: End of Activity Report submitted for Park Board review

## **Marketing:**

- Press Release sent 9/7
- FB event created 9/1; boosted 10/3
- FB post with custom picture posted 9/4, 10/1, 10/14; boosted 10/1
- Tweet posted 9/6
- 8 banners hung throughout community; ordered 8/29
- Eventful post 9/2
- Youth eBlasts sent 9/2, 9/8, 9/14, 9/22, 9/29, 10/6
- TDL & Camp eBlasts sent 9/14, 10/7
- 150 Posters hung throughout community, ordered 9/7
- 10 A-frame signs at Pooch Paddle, 9/6
- 2,500 Postcards distributed throughout community, order 9/7
- LSTV, artwork submitted to Nigel 8/29
- Rotating website picture w/ link, posted 9/2

## **Evaluation/assessment:**

Out of 30 surveys sent to unique household participants, 11 completed and returned a survey (36% return rate). Please see attached results.

# LS Parks & Recreation "Trick a Bike 2016" Survey

**# of Surveys Distributed:** Email: 30 Via Mail: 0      **# of Surveys Returned:** 11    36% of Returns

Participant: 4 Parent/Guardian    7 Coach/Asst.Coach/Volunteer 0

LS Illustrated 1 Website/Facebook/Twitter 6 Email Blast 2 Flyer 4 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 0 Previous Participant 0 Other

Comments (Other): Signs around LS (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?	5	0	0	2	0	4	4.2
---	---	---	---	---	---	---	-----

If you registered on-line, please rate the ease of registration	4	0	1	1	1	3	4.3
---	---	---	---	---	---	---	-----

Please rate the amount of time taken to register	1	0	0	3	3	4	4.1
--	---	---	---	---	---	---	-----

Please rate the overall registration procedure.	1	0	0	3	4	3	4
---	---	---	---	---	---	---	---

If you received a manual or information packet,	5	1	2	0	1	1	4
---	---	---	---	---	---	---	---

Comments:

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
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Was the length of the activity appropriate for the fee?	0	1	2	2	2	4	3.6
---	---	---	---	---	---	---	-----

Was the content of the activity appropriate for the fee?	0	1	2	1	2	5	4.4
--	---	---	---	---	---	---	-----

If a uniform was provided, was it appropriate for the fee?	7	1	1	0	0	2	4.2
--	---	---	---	---	---	---	-----

If awards were given, were they appropriate for the fee?	11	0	0	0	0	0	4
--	----	---	---	---	---	---	---

Comments:

- Legacy park people help me register. The person did not have the correct information and there was a lot of assumed information about the event.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
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Please rate the competence of activity staff	0	0	0	2	4	4	4.2
--	---	---	---	---	---	---	-----

Please rate the friendliness of activity staff	0	0	0	2	3	6	4.3
--	---	---	---	---	---	---	-----

Please rate the ability to recognize activity staff	0	0	0	7	2	2	3.5
---	---	---	---	---	---	---	-----

Please rate the amount of staff available during the activity	0	1	1	3	3	3	3.8
---	---	---	---	---	---	---	-----

Please rate the Volunteers, if applicable.	7	0	0	1	2	1	4
--	---	---	---	---	---	---	---

Were the rules, regulations and policies appropriate for the activity?	3	0	1	3	2	2	3.6
--	---	---	---	---	---	---	-----

Please rate the condition and suitability of the facility/fields used.	0	0	0	1	4	6	4.4
--	---	---	---	---	---	---	-----

Please rate the condition and suitability of the equipment used.	6	0	0	2	0	3	4.2
--	---	---	---	---	---	---	-----

Please rate the perceived safety of program.	0	1	0	1	4	5	4
--	---	---	---	---	---	---	---

Comments:

- Only thing I would change is to have less experienced riders start toward the back as this might help with congestion on the hills at the first part of the ride. My daughter and myself enjoyed the ride and the activities after the ride. I do hope you put this ride on again as it's a wonderful way to get kids into cycling.
- The bike course was on a walking trail with no motorized traffic which was good but the trail had multiple intersections and crossings where there were no staff/volunteers to stop traffic. Not good in an event with young children participating.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
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Were the participant's overall needs met?	0	1	2	1	2	5	3.7
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What is the likelihood of your recommendation of this activity to others?	0	1	3	0	2	5	3.6
---	---	---	---	---	---	---	-----

Please rate the participant's overall enjoyment level	0	0	1	2	3	5	4
---	---	---	---	---	---	---	---

What is your overall rating of the activity?	0	0	2	2	2	5	3.9
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What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	1	4	6	4.4
---	---	---	---	---	---	---	-----

Comments:

- This could easily be a great event. There needs to be volunteers at every trail intersection and road crossing. Either that, or it needs to be made clear that parents must accompany each child. Also, route maps should be sent out in an email prior to the event.
- Signage could have been better for the route.
- Actually any signage would be good it was nonexistent.
- It would have been nice to have tables to sit at to eat the breakfast everyone had to sit on the ground.
- We pre-registered three days before the event and got there 15 minutes before the start but you had run out of T-shirts.
- On a positive note, the kids loved it. Especially the inflatables.

**End of Activity Report  
Summer Kickball 2016**  
June 14 – September 16  
Completed By: Jordan N. Foster

**Executive Summary**

**Brief Description:**

The Summer Adult (ages 18 and over) Kickball program is a single header league that provides an opportunity for participation in a competitive recreational kickball league for Lee's Summit residents and the surrounding area. The league was held at Hartman Park from June through August for seven games.

**Participant numbers:**

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2016	121	11
2015	363	33
2014	154	14

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2016	\$2,900.00	\$2,475.00
2015	\$3,150.00	\$7,425.00
2014	\$3,440.00	\$3,150.00

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
2016	\$2,564.25 <sup>1</sup>	\$2,114.25 <sup>1</sup>
2015	\$2,954.25	\$6,040.25
2014	\$2,724.35	\$2,853.80

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2016	\$335.75	\$360.75
2015	\$195.75	\$1,384.75
2014	\$715.65	\$296.20

**Recommendations:**

**Comment:** Should we continue this program?

**Recommendation:** Staff recommends we continue to offer this program as it is a good revenue producer for the department. The league is very popular and is a great offering for the patrons.

**Comment:** There were (3) positive comments about the LSPR umpire Harold Brown.

**Recommendation:** Staff appreciates these comments and will share this information with Harold Brown, as well as work to retain him as an umpire for kickball.

**Comment:** There was a participation drop of 22 teams (66%) from 2015 to 2016.

**Recommendation:** Staff believes that since Hartman Park did not hold a fall kickball league in 2015, all of the teams that were planning on playing kickball in the fall ended up joining the summer league which greatly increased participation numbers from a year ago. Staff contacted the team mangers of the 2015 summer kickball teams that did not sign back up to play this year and the results were: 13 teams replied saying they did not sign back up to play in 2016 because they could not find enough players, players moved or they didn't want to play another season. 6 teams replied saying that they moved their team to a different league that was closer to where they live. 3 teams were no replies.



**Comment:** Staff needs to come up with a plan to grow the Kickball league.

**Recommendation:** Staff will work with the marketing coordinator, Dan Cogan, to develop a marketing plan for FY17. Staff will utilize E-blast Social media and Flyers to grow the Kickball league in FY17, as well as reach out to teams that previously played to let them know that a new session is ready to begin and invite them to sign up.

### **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.

#### **Full Program Description:**

The Summer Adult (ages 18 and over) Kickball program is a single header league that provides an opportunity for participation in a competitive recreational kickball league for Lee's Summit residents and the surrounding area. The league was held at Hartman Park from June through August for seven games. Games were played on Tuesday and Friday nights from 6:30pm-9:30pm.

#### **Benefits of Program:**

The benefits of the Adult Summer Kickball program are physical activity and a socialization outlet for the participants. The program promoted team work, having fun and sportsmanship.

**Service hours:** [121 participants x 1 (60 min.) x 7 weeks]

2016: 847 hours

2015: 2541 hours

2014: 1078 hours

#### **Volunteer Hours:**

There were no volunteer hours for this league.

#### **Refunds:**

Total Refunds: There were no refunds

#### **Fee Charged:**

Each team paid \$225 early registration fee and an additional \$25 for late registration fee. This included a six game round robin schedule and a single elimination tournament.

<b><u>Fiscal Year</u></b>	<b><u>Amount</u></b>
2016	\$225/\$250
2015	\$225/\$250
2014	\$225/\$250

**Program Timeline:**

March: Budget  
April: Market the Summer League through the Department Marketing Plan to include flyers, Illustrated, Web, direct letters and email blasts.  
Order Equipment  
May: Registrations for summer  
Continue marketing  
Recruitment of personnel  
Scheduling of league  
June: League begins play  
Observation  
Order T-shirts  
July: Observation  
August: Evaluation of league  
EOA Report

**Marketing:**

Press releases were sent to all the captains of teams that participated in the league last year. Flyers were available at the Legacy Park Community Center, Harris Park Community Center, Gamber Community Center and the administrative offices. Leagues were advertised in the LS Illustrated, Department website, through social media and email blasts.

**Evaluation/assessment (results):**

The program is evaluated at the conclusion of the league by the participants of the league. A total of 121 surveys were distributed and 31(25%) surveys were returned.

# LS Parks & Recreation "Summer Kickball 16" Survey

**# of Surveys Distributed:** Email: 121 Via Mail: \_\_\_\_\_ **# of Surveys Returned:** 31 **25% of Returns**

Participant: 29 Parent/Guardian 0 Coach/Asst.Coach/Volunteer 4

LS Illustrated 3 Website/Facebook/Twitter 3 Email Blast 1 Flyer \_\_\_\_\_ Postcard 1 Newspaper 1

LS Cable Channel \_\_\_\_\_ Acquaintance 12 Previous Participant 13 Other

Comments (Other):

<b>Regarding the registration process...</b>	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?	11	1	0	2	2	15	4.5
If you registered on-line, please rate the ease of registration	9	0	0	3	1	17	4.66
Please rate the amount of time taken to register	10	0	0	2	2	17	4.70
Please rate the overall registration procedure	11	0	0	1	4	15	4.70
Comments:							

<b>Regarding the value...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	1	15	21	4.54
Was the content of the activity appropriate for the fee?	0	0	0	1	18	18	4.46
Comments:							

<b>Regarding the program sessions...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	7	4	19	4.43
Please rate the friendliness of activity staff	0	0	0	2	8	21	4.41
Please rate the ability to recognize activity staff	0	0	1	2	6	24	4.46
Please rate the amount of staff available during the activity	0	0	1	5	4	22	4.68
Were the rules, regulations and policies appropriate for the activity?	0	0	1	3	3	21	4.68
Please rate the condition and suitability of the facility/fields used.	0	0	0	1	6	24	4.67
Please rate the condition and suitability of the equipment used.	0	1	0	3	4	24	4.62
Please rate the perceived safety of program.	0	0	1	2	2	26	4.67
Comments:							

- We love Harold Brown as Umpire
- Keep Harold around
- The kickballs are really hard
- Harold makes the kickball league at Hartman fun

<b>Overall Summary...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	1	3	7	20	4.48
What is the likelihood of your recommendation of this activity to others?	0	0	1	1	7	22	4.61
Please rate the participant's overall enjoyment level	0	0	0	2	6	23	4.51
What is your overall rating of the activity?	0	0	1	2	4	20	4.51
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	1	3	4	23	4.58
Comments:							

- We love kickball out at Hartman.
- Thank you for offering. We play every year.



**End of Activity Report  
Animal Wonders  
2016**  
Completed by: Jordan N. Foster

**Executive Summary**

**Brief Description:**

LSPR offers youth instructional animal classes and camps in partnership with Animal Wonders. The program falls under four different categories: Animal Wonders Classes for children 2-5 years old and 5-12 years old, Animal Wonders Workshop for 2-12 year olds and Animal Wonders Camp for children 5-11 years old.

**Participant number:**

2016: 59  
2015: 52  
2014: 66

**Total Revenue:**

	<u>Budget</u>	<u>Actual</u>
2016	\$3,700.00	\$4,758.00
2015	\$3,095.00	\$3,972.00
2014	\$3,340.00	\$4,094.00

**Total Expenses:**

	<u>Budget</u>	<u>Actual</u>
2016	\$3,432.25 <sup>1</sup>	\$4,217.32 <sup>1</sup>
2015	\$2,638.11	\$3,761.21
2014	\$3,929.16	\$3,778.57

**Net:**

	<u>Budget</u>	<u>Actual</u>
2016	\$267.75	\$540.68
2015	\$456.79	\$210.79
2014	(\$589.16)	\$315.43

**Recommendations:**

**Comment:** Should we continue to offer this program?

**Recommendation:** Staff recommends we continue to offer this program, as it is a nature based program that allows participants the opportunity to interact closely with animals in a safe and fun environment.

**Comment:** Staff received comments regarding the size of the classroom at Legacy Park Community Center.

**Recommendation:** Due to the repurposing at Legacy Park Community Center classroom space is not available at LPCC. LPCC is the ideal location for Animal Wonders camp due to the abundance of wild life and nature areas for the program. Staff worked with the Animal Wonders instructor to make the best of the situation by using curtains to block the pool room windows and allowing for additional set up time.

**Comment:** Staff received positive multiple comments regarding the instructor, Dan Cowell.

**Recommendation:** Staff appreciates these comments and will share them with the instructor Dan Cowell.

## 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:

LSPR offers youth instructional animal classes and camps in partnership with Animal Wonders. There are four different categories that programs fall under: Animal Wonders Classes for children 2-5 years old and 5-12 years old, Animal Wonders Camp for children 6-9 years old and 10-12 years old. The purpose of Animal Wonders programs is to teach children about all different categories of animals through live examples. Participants learn about and explore animal terminology, classification, behavior and ecosystems through experiments, crafts and nature hikes (during summer camps).

Classes are programmed out of either Harris Park Community Center or Legacy Park Community Center, dependent upon availability:

- Harris Park Community Center, located at 110 SW Blue Parkway
- Legacy Park Community Center, located at 901 NE Bluestem Drive

All programs meet several sessions and vary in length:

1 hour sessions for 4 weeks:

Animal Wonders Classes

3 hour sessions for 5 days:

Animal Wonders Camp

Dan Cowell, the owner of Animal Wonders, is the instructor for all programs.

### Benefits of Program:

The benefits of LSPR Animal Wonders programs are the learning of age appropriate skills and techniques of handling many types of animals, learning animal terminology, enhancing social and motor skills, promoting creativity and imagination, developing concentration and simply having fun. There were no specific assessments done of participant's skill development but improvement was observed in most participants by the end of the programs.

Service hours: [# of participants x (1 hour x 4 days) or (3 hours x 5 days)]

2016 715

2015 703

2014 702

### Volunteer Hours:

There were no volunteer hours for the classes and/or camps

### Refunds:

Total Refunds: 2(\$150.00) Classes or Camps cancelled

Due to Dissatisfaction: 0

### Fees Charged:

	<u>Program</u>	<u>Amount</u>
2016	Classes	\$50.00/\$55.00
	Camp	\$75.00/\$80.00
2015	Classes	\$45.00/\$55.00
	Camp	\$70.00/\$80.00
2014	Classes	\$45.00/\$55.00
	Camp	\$70.00/\$80.00

**Program Timeline:**

January:	Program for Spring Illustrated
February:	Enter Spring program information into RecTrac
April:	Program for Fall Illustrated
May:	Enter Fall program information into RecTrac
August:	Program for Winter Illustrated
September:	Enter Winter program information into RecTrac
October:	Compile survey information for End of Activity Report End of Activity Report completed and submitted for Park Board Review

**Marketing:**

LSPR Animal Wonders programs were primarily marketed in the LSPR Illustrated, LSPR website, multiple press releases, and multiple eBlasts.

**Evaluation/assessment:**

Surveys were distributed to 54 unique households representing 59 participants. 31 surveys were completed and returned. This is a 53% return rate for the surveys. Please see attached Survey Summary for results.



# LS Parks & Recreation "Animal Wonders 2016" Survey

**# of Surveys Distributed:** Email: 59 In Person:      **# of Surveys Returned:** 31      **53% of Returns**

Participant: 3.2%      Parent/Guardian      96.8%

LS Illustrated 25 Website/Facebook/Twitter 1 Email Blast 4 Previous Participant 6  
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?	19	0	0	0	2	7	4.7
If you registered on-line, please rate the ease of registration	4	0	0	3	5	17	4.5
Please rate the amount of time taken to register	0	0	0	3	8	18	4.5
Please rate the overall registration procedure	1	0	0	3	9	16	4.4

Comments:

- It was kind of hard to find the page where I put in what class I wanted. Once I figured that out, it was easy.

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	11	19	4.5
Was the content of the activity appropriate for the fee?	0	0	0	0	9	22	4.7

Comments:

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	28	4.9
Please rate the friendliness of activity staff	1	0	0	0	4	26	4.8
Please rate the ability to recognize activity staff	1	0	0	0	6	24	4.8
Please rate the amount of staff available during the activity	1	0	0	0	11	19	4.6
Were the rules, regulations and policies appropriate for the activity?	1	0	0	0	8	22	4.7
Please rate the condition and suitability of the facility/fields used.	1	0	0	3	8	19	4.5
Please rate the condition and suitability of the equipment used.	3	0	0	0	8	20	4.7
Please rate the perceived safety of program.	1	0	0	1	9	20	4.6

Comments:

- Fantastic program. I do wish it was longer just because my son loves Animal Dan!!!!
- A larger room would have been more appropriate.
- Great class for kids and parents. We looked forward to attending each week. Animal Dan does a GREAT job!

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	0	5	25	4.8
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	4	27	4.8
Please rate the participant's overall enjoyment level	0	0	0	0	5	26	4.7
What is your overall rating of the activity?	0	0	0	0	4	26	4.8
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	7	24	4.7

Comments:

- We love the classes with Dan and the Animal Wonders. My child has taken the class multiple times because she enjoys working so closely with the animals
- My daughter loved Animal Wonders camp! What she loved the most was being up close and personal with the animals, not just talking about them. I think she will remember the experience for a long time.
- My granddaughter absolutely loved Animal Wonders. She learned and enjoyed herself. Couldn't wait to go every day. It was very nice seeing the pictures posted of all the kids. Nice job.
- My son loved Dan and all the animals.

**End of Activity Report  
Summer Softball 2016**  
June 5 – September 11, 2016  
Completed By: Jordan N. Foster

**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 Coed, Women, Men, 40+ Women and 50+ Men. Leagues were held at Hartman Park from May through August.

**Participant numbers:**

<u>Year</u>	<u>Teams</u>	<u>Participant</u>
2016	58	580
2015	56	560
2014	64	640

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2016	\$30,610.00	\$29,661.00
2015	\$28,146.00	\$29,100.00
2014	\$34,210.00	\$31,210.00

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
2016	\$21,178.47 <sup>1</sup>	\$17,165.87 <sup>1</sup>
2015	\$20,383.56	\$16,816.56
2014	\$22,696.43	\$22,277.42

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2016	\$9,431.53	\$12,495.13
2015	\$7,762.44	\$12,283.44
2014	\$11,513.57	\$ 8,932.58

**Recommendations:**

**Comment:** Should we continue this program?

**Recommendation:** Staff recommends we 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 seven (7) negative comments regarding the softballs used in the Men's league.

**Recommendation:** Staff recommends not providing softballs for men's leagues at Hartman Park starting Spring 2017. Staff will raise the coed leagues cost to equal the cost of the men's leagues at Hartman Park. All single header leagues will cost \$405 and double header league will cost \$810. This will not reduce the cost of registration per team.

**Comment:** There were three (3) negative comments regarding umpires

**Recommendation:** On the surveys officials rated at 4.15. Currently teams are given the opportunity to rate an umpires performance after each game, site supervisors are also evaluating the umpires performance on a nightly basis. Any issues that arise from these two forms of evaluation are addressed immediately. Staff does not recommend any changes at this time.

## **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, Women, Men, 40+ Women and 50+ Men. Leagues were held at Hartman Park from May through August.

### **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:** [580 participants x 1 (60 min.) x 10 weeks]

2016: 5,800 hours  
2015: 5,600 hours  
2014: 6,600 hours

### **Volunteer Hours:**

There were no volunteer hours for this league.

### **Refunds:**

Total Refunds: There we no refunds for this league.

### **Fee Charged:**

Coed teams were charged \$385 per team for single header leagues (10 games) and \$770 for doubleheader leagues (20 games). Men and women teams were charged \$405 per team single header leagues (10 games) and \$810 for doubleheader leagues (20 games). All teams were charged an extra \$25 if registered after the early bird deadline.

2016	\$385 Coed	\$405 Men/Women
2015	\$385 Coed	\$405 Men/Women
2014	\$385 Coed	\$405 Men/Women

### **Program Timeline:**

January: Create Budget  
Order Equipment

February: Recruitment of personnel  
Order softballs

March: Market the Summer League through the Department Marketing Plan to include flyers, Web, Illustrated, direct letters and email blasts.

April: Continue marketing  
Registrations for summer  
Scheduling of league

May: League begins summer play

June: Observation  
Order T-Shirts

July: Evaluation of league  
League Play Ends

August: Observation, EOA Report



**Marketing:**

Press releases were sent to all captains of teams that participated in the league last year. Flyers were available at the Legacy Park Community Center, Harris Park Community Center, Gamber Community Center and the administrative offices. Flyers were mailed to previous season's captains. Leagues were advertised in the LS Illustrated, Department website and social media.

**Evaluation/assessment:**

The league is evaluated at the conclusion by the participants of the league. A total of 580 evaluations were distributed with 129 evaluations returned (22%).

# LS Parks & Recreation "Summer Softball 16" Survey

**# of Surveys Distributed:** Email: 580 Via Mail: \_\_\_\_\_ **# of Surveys Returned:** 129 **22% of Returns**

Participant: 103 Parent/Guardian 5 Coach/Asst.Coach/Volunteer 3

LS Illustrated 27 Website/Facebook/Twitter 6 Email Blast 4 Flyer \_\_\_ Postcard \_\_\_ Newspaper \_\_\_\_\_

LS Cable Channel \_\_\_\_\_ Acquaintance 33 Previous Participant 32 Other

Comments (Other):

<b>Regarding the registration process...</b>	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?	45	0	0	1	8	73	4.87
If you registered on-line, how easy was the process?	39	0	0	4	14	71	4.75
Please rate the amount of time taken to register	36	0	2	3	14	72	4.71
Please rate the overall registration procedure	34	1	2	3	19	69	4.66

Comments:

- Not a fan of online registration.

<b>Regarding the value...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	1	2	4	6	28	85	4.52
Was the content of the activity appropriate for the fee?	1	2	3	10	27	84	4.49
If awards were given, were they appropriate for the fee?	16	1	3	12	18	73	4.48

Comments:

- Lots of rainouts
- Suggest a small rate reduction for DH leagues to give incentive for more teams.

<b>Regarding the program sessions...</b>	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	1	0	3	16	27	82	4.46
Please rate the friendliness of activity staff	1	0	2	8	34	84	4.56
Please rate the ability to recognize activity staff	1	0	1	8	30	89	4.61
Please rate the amount of staff available during the activity	2	1	6	10	31	79	4.42
Please rate the officials if applicable	0	3	8	12	32	74	4.41
Were the rules, regulations and policies appropriate for the activity	0	0	2	13	33	81	4.49
Please rate the condition and suitability of the facility/fields used.	0	0	4	13	30	82	4.51
Please rate the condition and suitability of the equipment used.	0	0	1	13	33	82	4.51
Please rate the perceived safety of program.	1	0	1	14	32	81	4.49

Comments:

- Umpiring was inconsistent, Restrooms NEED updating.
- Beer served in concessions would enhance this activity.
- Really wish concessions were open.
- Softballs were used
- Would like new softballs at the beginning of every game
- Too many rain outs
- I wasn't a fan of the softballs
- The umpires could have been a lot better
- I would like to use my own softballs
- Some of the softballs were used
- I would like to use different softballs
- 2<sup>nd</sup> base always have about 2-4 inch gap and will cause injury
- Use leather balls
- Some umpires were really bad, didn't even make calls for balls and strikes

<b>Overall Summary...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
Were the participant's overall needs met?	1	1	1	12	29	85	4.53
What is the likelihood of your recommendation of this activity to others?	1	0	2	12	28	86	4.54
Please rate the participant's overall enjoyment level	1	0	2	11	27	88	4.54
What is your overall rating of the activity?	1	0	3	9	31	85	4.54
What is your overall rating of Lee's Summit Parks & Recreation?	2	0	2	11	28	85	4.55

Comments:

- We really like Jackson!
- Need to serve beer or let us bring it.



**End of Activity Report  
GCC Mini Expos  
FY 2016  
Completed by: Jacob Johnson**

**Executive Summary**

**Brief Description:**

The In the Know, On the Go Mini Expos allow the active adult community an opportunity to visit several vendor booths and learn about products and services available to them. The event is free to the public and is held on the first Tuesday of the month with the exception of July, November and December.

**Vendor Participation:**

FY16: 85 Booths over 10 months

**Total Revenue:**

	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	\$4,400.00	\$4,250.00 <sup>1</sup>

**Total Expenses:**

	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	\$N/A	\$302.39 <sup>2</sup>

**Net:**

	<b><u>Budget</u></b>	<b><u>Actual</u></b>
FY16	\$4,400.00	\$3,947.61

**Recommendations:**

**Comment:** Should we continue to hold these events?

**Recommendation:** Staff is currently looking at different ways that we can market and plan expo events in the future. The attendance and interaction of the mini expos has declined as the year has progressed. If adjustments are made that do not improve the overall attendance and participation of the expos, staff believes that they should be cancelled going forward.

**Comment:** Two (2) negative comments were made concerning the friendliness and helpfulness of facility staff.

**Recommendation:** The Recreation Supervisor in charge of the expos is currently scheduled to come in at 11:00am. A request has been made to adjust their hours so that they are present for the entirety of the Mini Expos.

**Comment:** Survey results indicated a rating of 2.18 regarding the expected attendance and (6) six negative comments concerning the crowds at the expos.

**Recommendation:** Staff recommends that we adjust the marketing efforts in an attempt to draw in bigger crowds. Currently, the expos are marketed through Facebook, Eblasts, the Gamber Gab. The addition of flyers and posters will be added to the marketing efforts and distributed prior to the events. Staff will look at directly marketing at senior living areas such as John Knox Village. Staff also recommends that we allow vendors to sell products on premise similar to the Mistletoe Madness event in an attempt to draw in bigger crowds as well as new vendors. A memo will be submitted by Jan 31<sup>st</sup> requesting this change.

**Comment:** When asked if the booth was worth the fee, survey results indicated a 3.00 rating. In addition, when asked if the day and time were appropriate, survey results indicated a 3.36 rating.

**Recommendation:** Staff recommends that we begin allowing vendors to sell products during the expo events. In addition, staff recommends limiting the number of expos offered throughout the year to 1 per

quarter. If the expos were held only 4 times a year and the booth pricing remained \$50 per booth, each expo event would need to have 22 booths to generate the same amount of revenue. Currently, each expo has a maximum of 10 booths in the Great Hall. The event would need to be held inside the ballroom, or the price of the booth would need to be increased, reducing the number of booths needed at each expo. Staff believes that these adjustments will help boost the participation and interest from those in the community, and also provide vendors with different opportunities concerning scheduling

## **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 In the Know, On the Go Mini Expos allow the active adult community an opportunity to visit several vendor booths and learn about products and services available to them. The event is held at Gamber Community Center. It was held on the first Tuesday of every month with the exception of November and December, which were held on November 17<sup>th</sup> and December 15<sup>th</sup>. The expos were held from 9am to 12pm, and 10am to 2pm for the November and December expos. This event was free to the public. Booth space was \$50.00 for vendors throughout the year. The November and December expos were held in conjunction with Gamber Community Center's Thanksgiving and Holiday Luncheons.

### **Program Benefits:**

This event promotes socialization among the citizens of Lee's Summit and surrounding communities while giving them an opportunity to learn about products and services available to them. It also enhances participant awareness of LSPR programs for the 50+ population.

### **Volunteer Hours:**

No volunteers were utilized for this event.

### **Refunds:**

No refunds were issued to vendors. The event was free to participants.

### **Booth Fees Charged:**

<b><u>Fiscal Year</u></b>	<b><u>Amount</u></b>
FY16	\$50 for booth registration

### **Program Timeline:**

- **January:** Advertise in Gamber Gab, Illustrated, Eblasts
- **February:** Advertise in Gamber Gab, Illustrated, Eblasts
- **March:** Advertise in Gamber Gab, Illustrated, Eblasts
- **April:** Advertise in Gamber Gab, Illustrated, Eblasts
- **May:** Advertise in Gamber Gab, Illustrated, Eblasts
- **June:** Advertise in Gamber Gab, Illustrated, Eblasts
- **July:** Advertise in Gamber Gab, Illustrated, Eblasts
- **August:** Advertise in Gamber Gab, Illustrated, Eblasts, and Facebook
- **September:** Advertise in Gamber Gab, Illustrated, Eblasts, and Facebook
- **October:** Advertise in Gamber Gab, Illustrated, Eblasts, and Facebook
- **November:** Advertise in Gamber Gab, Illustrated, Eblasts, and Facebook
- **December:** Advertise in Gamber Gab, Illustrated, Eblasts

### **Survey Responses:**

The question was asked of our vendors, would you be interested in participating next year? The responses are listed below:

- Unfortunately, no – doesn't appear this is a good venue for us.
- No thank you.
- Probably not.
- Yes if there are more people! I would pay more for more people!
- Possibly during different seasons. The traffic flow just wasn't there. Staff was unhelpful and borderline rude.



- Yes we would.
- Yes.

Vendors were asked, do you have any suggestions or thoughts concerning the Mini Expos? The responses are listed below:

- Very little interest not only for us, but for all vendors.
- Larger location, advertising and more people!
- Please have helpful, pleasant staff that makes their own rounds and checks on vendors.
- We enjoy meeting the clients that come through and are happy with the participation volume. Thank you for having us

**Vendor Evaluation/Assessment:**

Number of surveys distributed: 20  
 Number returned: 11  
 Percentage returned: 55%

<b><u>Collection Method</u></b>	<b><u>Amount</u></b>
Online	20
Mail/In-person	0
Phone	0

# LS Parks & Recreation "Mini Expo, 2016" Survey Results

**# of Surveys Distributed:** Email: 20 Via Mail: 0 **# of Surveys Returned:** 11 55 % of Returns

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

LS Cable Channel 0 Acquaintance 2 Previous Participant 6 Other 2

Comments (Other): We are the sponsors for LSPR

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
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Do you feel the booth was worth the fee?	0	2	4	3	2	0	3.00
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Comments: Fee was reasonable but amount of our time invested not worth the yield. Our product is scientifically proven to help, couldn't even share information. Not enough foot traffic for the fee. It was the same people who really had no interest in visiting with vendors.

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
------------------------	-----	-----------	------	------	------	-----------	---------

Was the attendance what you expected?	0	1	8	1	1	0	2.18
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Was the day and time appropriate?	0	2	1	0	7	1	3.36
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Comments: Not much serious interest in learning about our services. Crowds go less as year went by. Time was convenient for us to be there. Too long of time. Events were always held on the same day at the same time, so you would see the same people every time. The events should be held on different days of the week and at different times in the future.

### Would you be interested in participating next year?

Comments: Unfortunately, no – doesn't appear this is a good venue for us.

No thank you.

Probably not.

Yes if there are more people! I would pay more for more people!

Possibly during different seasons. The traffic flow just wasn't there. Staff was unhelpful and borderline rude.

Yes we would.

Yes.

Yes

We might

Yes

If the event was better attended and better promoted within the community.

### Do you have any suggestions or thoughts concerning the Mini Expos?

Comments: Very little interest not only for us, but for all vendors.

Larger location, advertising and more people!

Please have helpful, pleasant staff that makes their own round and checks on vendors.

We enjoy meeting the clients that come through and are happy with the participation volume. Thank you for having us.

Wish we did have more people come through.

I was disappointed that my office was not notified about mistletoe madness. I attended many of the mini expos and am involved in a couple groups that use the facility weekly. In the future I would like to be notified about special events being held like this one.

**End of Activity Report  
 Summer Adult Indoor Volleyball  
 June – October, 2016  
 Completed By: Ryan Gibson**

**Executive Summary**

**Brief Description:**

The Summer Adult (Ages 18 and over) Indoor Volleyball program is an activity designed to provide an opportunity for participation in a competitive recreational volleyball league for Lee’s Summit residents and the surrounding area.

**Participant Numbers:**

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2016	494	63
2015	469	58
2014	480	61

**Total Revenue:**

	<u>Budget</u>	<u>Actual</u>
2016	\$8,245.00	\$11,520.00
2015	\$7,920.00	\$10,620.00
2014	\$8,352.00	\$10,800.00

**Total Expense:**

	<u>Budget</u>	<u>Actual</u>
2016	\$8,095.06 <sup>1</sup>	\$9,597.41 <sup>1</sup>
2015	\$7,559.31	\$9,254.81
2014	\$9,580.49	\$9,250.49

**Net:**

	<u>Budget</u>	<u>Actual</u>
2016	\$149.94	\$1,922.59
2015	\$360.69	\$1,365.19
2014	(\$1,228.49)	\$1,549.51

<sup>1</sup> Total budget and actual expenses include both direct and indirect expenses. Indirect expense for this league: \$2,369.06



## **Recommendations:**

**Comment:** Should we continue to offer this program?

**Recommendation:** Staff recommends we continue to offer the adult volleyball league to the citizens of Lee's Summit and the surrounding communities.

**Comment:** There were multiple comments, some positive and some negative regarding the officials.

**Recommendation:** Staff appreciates these comments and will share them with the officials.

## **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 (Ages 18 and over) Indoor Volleyball program is an activity to provide an opportunity for participation in a competitive recreational volleyball league for Lee's Summit residents and surrounding area. The level of competition varies between recreational and intermediate play. Divisions were held in Coed and Women. It is held at the Harris Park Community Center from June through October. There are two sessions in the summer; Summer I and Summer II.

### **Program Benefits:**

The benefit of the Adult Volleyball program is that it provides a good physical activity and socialization outlet for the participants. It promoted skill development, team work, fun and sportsmanship.

### **Service Hours:**

Service hours provided by this activity: (494 players x 1 game x 9 weeks = 4446).

2016: 4,446

2015 4,221

2014: 4,320

### **Volunteer Hours:**

There were no volunteer hours available for league play.

**Refunds:**

Total Refunds: 0 (\$0.00)

Refunds Due to Dissatisfaction: 0

**Fee Charged:**

2016	\$180.00/\$198.00
2015	\$180.00/\$198.00
2014	\$180.00/\$198.00

**Program Timeline:**

January:	Budget
April:	Publicity of summer league as outlined in the marketing section. Registrations of summer Recruitment of summer personnel
May:	Scheduling of league
June:	League begins play Order awards Observation
July:	Observation Evaluation of league
August:	Scheduling of 2 <sup>nd</sup> session of league Order awards for 2 <sup>nd</sup> session Observation
September:	Observation
October:	Observation Evaluation of league
November:	EOA Report

**Marketing:**

Flyers were available at the Legacy Park Community Center, Harris Park Community Center, Gamber Community Center and the administrative offices. Calls and emails were made/sent to previous season's captains. Leagues were advertised in the LS Illustrated, on the department website, through social media, flyers and email blasts.

**Evaluation/assessment (results):**

The program is evaluated at the conclusion of the league by league participants. A total of 293 evaluations were distributed and 62 were returned (21%). Please see the attached survey results page for more information.

## “Adult Volleyball, Summer 2016” Survey Results

**# of Surveys Distributed:** Email: 30 In Person: 263 **# of Surveys Returned:** 62 **21% of Returns**

Participant: 62 Parent/Guardian \_\_\_\_\_ Coach/Asst.Coach/Volunteer

LS Illustrated Website/Facebook/Twitter 2.3% Email Blast 2.4% Flyer Postcard Newspaper

LS Cable Channel \_\_\_\_\_ Acquaintance 14.1% Previous Participant 81.2% Other \_\_\_\_\_

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?	5	0	2	0	5	30	4.82
If you registered online, please rate the ease of registration	13	0	0	0	5	29	4.80
Please rate the amount of time taken to register	2	0	0	0	8	32	4.82
Please rate the overall registration procedure	2	0	2	0	7	31	4.76

Comments:

- No problems
- Online is impossible to figure out, can't even find the league to register. Easy to call in payment fee
- Once you figure out the username and password online is fine to use, but getting the username and password to work takes time and had to call to get help
- We always register online!

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	2	21	37	4.55
Was the content of the activity appropriate for the fee?	0	0	0	1	15	40	4.64
If awards were given, were they appropriate for the fee?	0	0	0	1	14	26	4.67

Comments:

- Love the shirts
- League is the perfect amount of time
- Need a tournament at the end of the league
- Instead of shirts the winning team of the league should get a discount if they come back and play in the next session. Great incentive to get teams to stay and sign back up.
- Our team had a great time and will return in the next league.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	2	1	0	1	17	38	4.56
Please rate the friendliness of activity staff	2	0	0	0	12	46	4.78
Please rate the ability to recognize activity staff	1	0	0	1	12	46	4.73
Please rate the amount of staff available during the activity	1	0	0	0	17	43	4.71
Please rate the officials if applicable	0	0	0	0	20	41	4.53
Were the rules, regulations and policies appropriate for the activity?	0	0	1	1	14	45	4.67
Please rate the condition and suitability of the facility/fields used.	0	4	0	1	20	36	4.65
Please rate the condition and suitability of the equipment used.	0	1	1	2	20	36	4.34
Please rate the perceived safety of program.	0	1	0	2	12	45	4.83

Comments:

- Front desk staff is always kind and the refs are nice.
- Coed A league has 1 team that are not very nice, I'm sure you know who they are.
- The first year referees did a good job.
- Need to adjust the rules for teams with only 4 players playing so they can stay in one spot and avoid the rotations
- The ref we had for all of our games is not good, doesn't call anything
- Kristy needs to ref A league – tell her to switch!! ☺
- Our team would pay more to get more qualified refs
- Thank you for keeping the balls newer'ish and having lots of them to practice with!



**Overall Summary...**

	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
Were the participant's overall needs met?	0	0	0	0	14	47	4.76
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	15	46	4.74
Please rate the participant's overall enjoyment level	0	0	0	0	15	46	4.74
What is your overall rating of the activity?	0	0	0	0	15	46	4.74
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	15	45	4.73

## Comments:

- Love the league and will continue to play
- Great work by the LSP and R
- Everything is good just wish we had the tournament at the end as stated above
- Our team had a blast in our first time playing in a league, thank you for putting it together
- Very good league and great competition in the Women's A league! Fun!

## **NOVEMBER COMMENT REPORT**

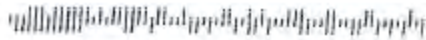
**Attached are 38 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 38 comments 8 were positive, 12 were comments making suggestions or requests and 18 were negative.**

Leah Gragg  
1209 SE 12th Circle  
Lee's Summit Mo 64081  
KANSAS CITY, MO 64108  
17 NOV 2016 PM 8:1



Dana Thurber  
Lee's Summit Parks & Recreation  
220 SE Green Street  
Lee's Summit Mo 64063

-236899



Thank-you so much for the generous LSPR Gift Card that you donated to Sunset Valley Elementary PTA for our raffle event. I know the lucky winner will love this gift and our school is very grateful to have your support. Thanks,  
Leah Gragg



#	Loc	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	Dogwood Park	Information	10/6/16	Call	Devin Wetzel	Diane Wright	The gate into the small puppy area is not closing completely and puppy's got out of the park.	Thank you for contacting LSPR with your observations at Dogwood Dog Park. Our staff was able to address the issue related to the entrance gate the following day of you reporting the issue. I was informed by one of my supervisors that you additionally had an issue with an aggressive dog where at the dog park the other evening as well. The parks department does provide a space for dogs and owners to enjoy without the needs of a leash but as with any other park, if a dog is not under control of the owner or is acting aggressively animal control needs to be contacted to handle the situation. The parks department does not issue violations with city leash ordinances, dog tags, or aggressive behavior. We do have signage that does ask patrons to contact animal control with the number posted at the entrances. Our department does work with a large number of volunteers on a daily basis, but the enforcement of city ordinances in regards of the dog park would be better served with employees from the Animal Control Department. However, I would recommend that you contact animal control directly at 969-1640 in the future if you are to run into a situation with an aggressive dog. I did attempt to reach you by phone twice today but was unable to get a hold of you, if you have any further questions please feel free to contact me directly. Have a great week.
2	Gamber Community Center	Complaint	10/17/16	Tede Price	Pat Shepard	Sharon Davis	Why did they take away the cloth towels to wipe the equipment? Those flimsy paper towels don't do the job.	This change was made on 10-5-16. GCC manager recently attended a Facility Managers' meeting at which a discussion was held about paper vs cloth towels. Some GCC patrons have mentioned their concern about the cloth towels being unsanitary. In an effort to be consistent between facilities, staff checked with LPCC and received the following information from the Assistant Manager: "We have Apriza spray bottles and pull paper towels so they must pull out a towel, spray it themselves and then wipe down the equipment. We used to have cloth towels but felt that could spread more germs by reusing the same towel by different people so we pulled those and only use the pull paper towels that get thrown away once they are used." PS
3	Gamber Community Center	Complaint	10/31/16	Tede Price	Pat Shepard	Anne Emanuele	The drinking fountain in the aerobics room needs to be cleaned around the part where the water comes out. There is a pinkish film around it	Staff inspected all water fountains upon receiving this comment on 10.31.16. All were clean with the exception of the one in the aerobics room. Cleaning of each of water fountain in the facility is part of the regular daily cleaning duties of GCC custodial staff. Each staff member is trained in the importance of sanitation and protection from biological materials such as those that might accumulate on a water fountain. GCC staff have been reminded of the importance of being thorough in this aspect of cleaning GCC. Staff performed a follow-up inspection of facility water fountains on 11.2.16 and found them to be clean. PS
4	Gamber Community Center	Information	11/4/16	Tede Price	Jacob Johnson	Sharon Raasch	Need a new shower head in right side shower. It sprays towards the curtain. I had more water on the floor than in the shower.	Staff asked the custodian to test the shower head to determine what was wrong with the shower head. The shower head was working properly and not malfunctioning. Staff does not recommend replacing the shower heads at this time and will continue to monitor the shower heads to ensure they are working properly.
5	Gamber Community Center	Suggestion	10/31/16	Tede Price	Jacob Johnson	Anne Emanuele	Can we get a Zumba Gold class in the afternoon 4:30 or after.	GCC currently offers 5 Zumba classes throughout the week. Staff contacted Jenny Brennan and learned that the Zumba Gold class is a Zumba class tailored more for a senior population. One of our fitness instructors has recently become certified to teach this class. Jenny Brennan and the instructor have agreed to switch the Fit Fusion class to the Zumba Gold class beginning November 10th.
6	Gamber Community Center	Suggestion	10/24/16	Tede Price and Jenny Brennan	Jacob Johnson	Anita Hill	I would like Zumba Gold at Gamber Center with Ty.	The Gamber Community Center's fitness class schedule has recently undergone changes. Staff will continue to monitor patron comments for suggested classes. This comment has been shared with Jenny Brennan, the Rec Supervisor in charge of the fitness class schedules. JJ

#	Loc	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
7	Harris Park Community Center - Girls Basketball	Complaint	10/18/16	Tede Price; Ryan Gibson; Jordan Foster	Email	Eric Daniels	<p>Good morning,</p> <p>My name is Eric Daniels. I am extremely displeased with the communication in regards to getting signed up to coach and give back to the community for girls basketball. I have attempted to contact Jordan foster over the last 2 months to try to avoid the issue that I am having now with trying to make sure that I will be able to coach. I was informed that i needed to fill out the volunteer coach via online registration, that was done over 2 months ago. I contacted Jordan again and was told I needed to come fill out a background check, that was done over 3 weeks ago. The main reason I am sending this email is to just get signed up to coach. I have my own daughters as well as a hand full of families waiting for me to give them the OK about sign ups. I would really like this to be resolved soon, with sign ups coming to an end in 2 weeks this matter needs to be taken care of. Thanks in advance for you attention to this matter!</p> <p>Respectfully, Eric Daniels</p>	<p>Eric,</p> <p>Thank you for your email. I apologize that you are displeased with the communication in regards to signing up to coach girls basketball. I do remember talking to you on 9/14/16 and getting the background information form to you for completion. Per our conversation after the completion of filling out the background check form, I informed you that if you do not hear anything back from me in 2 weeks you have been approved to coach. I apologize if there was a miscommunication on my part with this information. I received an email for your wife on 10/3/16 asking to make sure that you had been approved to coach and inquiring about girls being on your team. I replied back to your wife and let her know that you had been approved to coach and you should be hearing from me in a couple of weeks with the date and time of the coaches meeting. I then received an email from you asking the same question. I did not respond to your email because I had assumed your wife would pass the information along to you. I apologize for my lack of response as I should not have assumed your wife communicated my response with you. Per our conversation earlier this year, and in the league rules, we do not take requests for coaches – the girls are placed on teams based on the school they attend. A parent can sign their daughter up at any time and their child will be placed on a team based on their school location, and occasionally based upon practice conflicts. If you are communicating with parents from your school the likelihood of their daughters playing for you are very high. However, if you are communicating with parents from other schools they should not expect to be on your team. Your background check has been approved and you are good to coach a team. The coaches meeting will be on Thursday, 10/27/2016 at 6:00pm held at Harris Park Community Center. Please let me know if there is anything else I can help you with, and again I apologize for the displeasure you have felt with communication. Thank you,</p>
8	Historical Cemetery	Compliment	10/27/16	Devin Wetzel	Letter	Mr. & Mrs. Charles Clark	<p>Yesterday my wife and I met with Brooke Chestnut to discuss a variety of issues concerning burial issues headstones, etc. She did a very good job at explaining everything. Shis a very good information lady.</p> <p>Regards, Chuck and Barbara Clark</p>	<p>This was a letter that was received by Devin and passed along to Brooke.</p>
9	Lea McKeighan Park	Complaint	10/16/16	Web	Brooke Chestnut	Linda Dimsdale	<p>The women's bathroom at the Lea Mckeighan park needs a serious cleaning. It is absolutely disgusting. If the women's is that nasty, then I am assuming that the men's is.</p>	<p>Ms Dimsdale,</p> <p>Thank you for bringing the issue of the cleanliness of the bathrooms at Lea McKeighan Park to our attention. We strive to keep our facilities as clean as possible. We greatly appreciate the feedback and have addressed the issue. We cleaned these bathrooms this morning and will strive to ensure they stay clean in the future. Please feel free to contact me directly if you have any questions or additional concerns. Thank you,</p>
10	Lea McKeighan Park	Complaint	10/11/16	Devin Wetzel	Call	Elise Cretel	<p>Elise Cretel called to complain about small flying insects that were biting patrons at Lea McKeighan Park near the playground.</p>	<p>Staff attempted to reach Ms. Cretel on two separate occasions but was unable to reach her. I went to the park and was unable to notice any insects around the planting beds or playground. Additionally I asked a number of patrons with children if they had experienced any issues and they had not had any problems.</p>
11	Legacy Park Community Center	Complaint	10/13/16	Jodi Bell	Jenny Brennan	Diane Harriman	<p>Gloria's Functional Fitness class has some unsafe moves such as the carioca move (quick cross over steps right over left) while working pectoral muscles with a band. Also upright rows while lunging right and left. I saw several knees over the toes because it was too fast. Another thing that is not unsafe, just annoying is when she says down, down, down, up, up, up but stays at a single count. She also does this with a halftime count.</p>	<p>Staff spoke with Gloria regarding her instruction and suggested to not place the carioca movement into her class in the future due to the age of the clientele that frequent the class. Staff also had Gloria demonstrate the upright row with a side lunge and did not see anything unsafe about her demonstration. Staff reminded Gloria her clientele is not as fit as she is and to slow her instruction down and show different levels of exercises to make sure she is accommodating all fitness levels. This is the first complaint staff has received regarding her verbal cures. Since this is not a safety issue, staff does not think this needs to be addressed at this time. Staff will evaluate Gloria's Functional Fitness class to observe first hand her instruction and make recommendations to her after. Jen</p>

#	Loc	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
12	Legacy Park Community Center	Complaint	9/9/16	Jodi Bell	Jenny Brennan	Victoria	On the etiquette section of the FB page, please remind guests that cell phone use in class is emergency only. To use your cell phone is a distraction during class and is a distraction to other participants and a disservice to oneself for not being completely committed to personal fitness. Phones are ok, but constant use is not ok.	Staff has posted an etiquette reminder on facebook, and on the website. Staff will also place a reminder in the next Bulletin issue stating that cell phone use during class is prohibited except for emergencies because it is a distraction to the other participants and the instructor. Staff spoke with the instructors at the September staff meeting and told them to make sure they politely say something to patrons if they see this behavior in class. Jen
13	Legacy Park Community Center	Complaint	8/24/16	Jodi Bell	Jenny Brennan	Multiple Patrons	Staff received 12 comment cards stating it is too hot in the Aerobics and Cycle rooms and requesting additional fans in the rooms.	Staff is currently researching different options for fans for the Aerobics and Cycle rooms. Jen Follow up: Staff held 2 separate listening sessions on May 6, one with members of various formats and one with instructors of various formats. After receiving the feedback from both sessions, staff prepared and submitted a recommendation for approval. Jen Update 08.24.16: Staff recently added 4 wall-mounted oscillating fans to the group exercise room, and 2 wall-mounted oscillating fans to the cycle studio. Jen
14	Legacy Park Community Center	Complaint	10/3/16	Jodi Bell	Jeff Lavenau	Mary Varner	It's taking too long getting the woman's locker room finished. What's up?	<p>The tile has been laid in the women's locker room. Staff is not concerned with the installation of the tile but with the staining of the grout. LSPR is trying to determine if there is an issue with the grout (samples are being tested by a lab), or if the product is unable to perform as it was specified. We are also seeing air pockets and sags in the grout lines. The contractor will be responsible for making the necessary repairs in those areas. Staff is working diligently to resolve these issues as quickly as possible. An update will be provided to patrons as soon as it is available.</p> <p>Mary Varner and the Maintenance Supervisor spoke on the phone 10/11 at 4:09 pm, and she expressed concerns with the amount of time the remodeling of the Women's Locker Room has taken. Staff took the opportunity to listen to her concerns and explained in detail the difficulties that have been encountered with the grout product and what steps are being taken to make sure the project is completed correctly to patron satisfaction and LSPR standards. Upon hearing about the difficulties to date with the original grout product as well as the steps being taken by LSPR to resolve them and ensure that the Women's Locker Room is completed in a lasting and correct way, she was very understanding. She empathized with the issues and was able to see the cause for the delay in completion. Mary thanked LSPR staff for the update. JL</p>
15	Legacy Park Community Center	Complaint	10/4/16	David Dean	Jodi Bell	Yuri Ito	Yesterday around the walking track around 9:00am a gentleman was wearing a "Trump for President 2016" T-shirt. It really bothered by husband and me passing him every lap. I feel everyone is entitled to their opinion just not here! Thank you.	<p>Staff left a voicemail for Ms. Ito on 10/4/16. LSPR only regulates clothing that is not family friendly such as offensive or vulgar graphics and language or clothing that shows too much skin.</p> <p>Follow up: As of 10.12.16 staff has not received a return phone call. Staff left another message on 10.17.16.</p>



#	Loc	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
16	Legacy Park Community Center	Complaint	10/4/16	David Dean	Jodi Bell and Jose Ruiz	Lexi Bohan	<p>1) What is the deal with the locker room maintenance?</p> <p>2) The seated leg press needs some attention. It is not smooth and it grinds while in use.</p>	<p>1) The tile has been laid in the women's locker room. Staff is not concerned with the installation of the tile but with the staining of the grout. LSPR is trying to determine if there is an issue with the grout (samples are being tested by a lab), or if the product is unable to perform as it was specified. We are also seeing air pockets and sags in the grout lines. The contractor will be responsible for making the necessary repairs in those areas. Staff is working diligently to resolve these issues as quickly as possible. An update will be provided to patrons as soon as it is available. JLB</p> <p>2) The leg press machine did not sound normal when checked. Staff lubed the guide rods and linear bearings of the seat. This made a small difference but staff will be calling a service technician on 10/5/16 to come evaluate the condition of the linear bearings. JR</p> <p>The service technician came out on 10/7/16 and agreed the linear bearings did not appear to be operating properly. He explained to staff that it would be tough to find the bearings since the machines do not have anyone who makes parts for them.</p> <p>Update: On 10/17/16 staff called the service technician and was told that his normal bearing company didn't carry the linear bearings that would fit this machine but he is going to continue and look for options. Staff called Lexi and explained the situation with the machine. Staff explained the machine can still be used and extra lubricating steps are being taken to help with the current issue. She said she appreciated the phone call and thanked staff for getting in touch with her.</p>
17	Legacy Park Community Center	Complaint	10/11/16	Jodi Bell	Jose Ruiz	Eileen Koehn	<p>WiFi speed is slow in the cardio room. At the beginning of the year, I could stream video, but not now. I was contacted by someone in IT about a month ago, but have not been contacted again despite being promised a call back. What happened? Why was the speed sufficient for several months and not now? Thank you.</p>	<p>Staff spoke to Eileen on 10/11/16 about her comment and read an email that came from IT regarding possible connectivity issues. She told staff that she is connected and other items on her phone work fine except video. Eileen said another patron was watching Netflix in the cardio room the other day but she couldn't get HBO Now to load like it had done in months prior. Staff told Eileen that her comment would be sent to IT and that she would be contacted by staff when a response was received. JR</p> <p><b>Update:</b> Staff sent another email to ITS on 10/17/16 since there has not been a response from the 10/11/16 correspondence.</p> <p>Update: ITS replied to staff on 10/19 and stated: At this time we are not able to accommodate the bandwidth required by that service. It is designed to consume 3 Mbps, which is allotting almost a third of our capacity to one device. Most streaming services do not require that level of output to function properly. We made adjustments to the network traffic recently to make sure we can provide adequate service across all users of the service. We are looking into changing providers to increase bandwidth. When those changes are made, we will be able to increase the limits on data consumed by individual users. If the patron has further questions ITS is happy to try and answer them. Staff called and spoke to Eileen on 10/20/16 and shared the email that was sent by ITS. Eileen thanked staff for taking the time to follow up with her and was appreciative of the phone call and information. JR</p>
18	Legacy Park Community Center	Complaint	10/14/16	Jodi Bell	Jeff Lavenau	Anonymous	<p>The aerobic room water fountains get very gross &amp; need cleaning but no one seems to do it. It would be great if they would wipe it down every day but even 1 time a week would be better than having to report it as being so dirty.</p>	<p>Cleaning of each water fountain in the facility is part of the regular daily cleaning duties of LPCC custodial staff. Each staff member is trained in the importance of sanitation and protection from biological materials such as those that might accumulate on a water fountain. LPCC staff have been reminded of the importance of being thorough in this aspect of cleaning LPCC. Staff performed a follow-up inspection of facility water fountains on 10.15.16 and found them to be clean.</p>

#	Loc	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
19	Legacy Park Community Center	Complaint	10/18/16	Jodi Bell	Jeff Lavenau	Linda Roadman	The lack of a ladies' locker room has gone from being a minor inconvenience to a major pain. Tonight after water aerobics they were cleaning the ladies' bathroom in the lobby, which was totally wrong when 20 ladies need to use the 4 stalls in the "family" locker room.	<p>The tile has been laid in the women's locker room. Staff is not concerned with the installation of the tile but with the staining of the grout. LSPR is trying to determine if there is an issue with the grout (samples are being tested by a lab), or if the product is unable to perform as it was specified. We are also seeing air pockets and sags in the grout lines. The contractor will be responsible for making the necessary repairs in those areas.</p> <p>Staff is working diligently to resolve these issues as quickly as possible. An update will be provided to patrons as soon as it is available.</p> <p>While this issue persists, LPCC custodial staff has been reminded of the importance of the availability of the Women's Restroom during times following the evening aqua classes. Nightly cleaning procedures have been changed to prevent this inconvenience from occurring again in the future.</p>
20	Legacy Park Community Center	Complaint	10/18/16	Jodi Bell	Jeff Lavenau	Peggee Schwaitz	Trying to be patient with the women's restroom. So tonight when some of us go to the lobby restroom after the aqua class to change because the family room is full—they are cleaning the women's. REALLY, and the lady at the front desk could have cared less.	LPCC custodial staff has been reminded of the importance of the availability of the Women's Restroom during times following the evening aqua classes while the Women's Locker Room is not available. Nightly cleaning procedures have been changed to prevent this inconvenience from occurring again in the future, and appropriate empathy & patron service practices will also be addressed with Front Desk staff.
21	Legacy Park Community Center	Complaint	11/9/16	Jodi Bell	WEB	Sarah Shore	Good morning, I frequently use the track at Legacy late at night, typically 8:45-10 p.m. For the past several months, if no one is playing basketball in the gym, the lights are turned off anywhere from 5-7 minutes before closing even when there are multiple people using the track. It's obviously very dark, but light from the weights area helps. I have "put up with it" because I get that staff wants to leave quickly at the end of the night and I like to walk up to the very last minute. However, last night all of the lights were turned off in the gym and over the track at 9:43 p.m. There was at least one other person on the track with me at the time. I immediately went downstairs and asked staff to turn the lights back on. They apologized, and turned half of them back on which was fine. I'm not sure what the protocol for staff is on this issue, but it could potentially be dangerous to have patrons walking in darkness on the track. Frankly, it also strikes me as rude to turn the lights off when patrons are using the track. I have also noticed that if there are people playing basketball up until 10 p.m., the lights remain on. I just wanted to bring this to someone's attention and ask that protocol be reviewed if necessary. Please know that I think LSPR and its staff is wonderful and I am fully supportive of the Parks system. I have always had great experiences at Legacy and with the staff there, which is why turning lights off on patrons using the track seems outside the norm. Thank you for your consideration, Sarah Shore	<p>Sarah – Thank you for bringing this to my attention. In no way should staff be shutting off lights or closing down the facility until 10pm M-F or 8pm Sat and Sun.</p> <p>I will be addressing this with my staff immediately. Thank you again for letting me know. Please contact me directly if you have any other concerns!</p> <p>Have a great day!</p>
22	Legacy Park Community Center	Complaint	11/7/16	David Dean	Jodi Bell	Multiple Patrons	Don't you think 2.5 months is long enough to decide on a locker room grout? When will the women's locker room be done?	Staff has been testing different types of grout and gathering input from our 3rd party consultant in order to make the best decision for the grout choice. As of 11.10.16 the new grout product has been selected and ordered. Staff met with 5 Aqua Fit participants on 11.11.16 to discuss the status of the locker room project. Staff shared that a letter is forthcoming, apologizing for
23	Legacy Park Community Center	Compliment	5/28/16	Jodi Bell	Jenny Brennan	Lisa Keyser	Carrie did a nice job subbing Lift on Saturday morning.	Carrie usually teaches Piloxing and Knockout but subbed Lift for Rob on May 28. Staff will share the comment with Carrie and recognize her at the next staff meeting. Jen
24	Legacy Park Community Center	Compliment	7/5/16	Jodi Bell	Jenny Brennan	Lisa Keyser	I very much enjoy Debby's 5:30am classes and how she explains what muscles we are using.	Debby teaches Body Blast at 5:30am on Thursday's and Power Yoga at 5:30am on Friday's. Staff will share the comment with Debby and recognize her at the next staff meeting. Jen
25	Legacy Park Community Center	Compliment	9/8/16	Jodi Bell	Jose Ruiz	Jane LaPoint	I want to thank Jose Ruiz for working with Harris Park to allow the Pickleball players to play while Legacy was unavailable.	Staff appreciates the comment and will share it with the park board.
25	Legacy Park Community Center	Compliment	9/8/16	Jodi Bell	Jose Ruiz	Jane LaPoint	I would also like to thank Harris Park for accommodating us. Harris Park courts are superior to Legacy with nets between courts and the glare is far less than at Legacy. We wish these courts were available all the time.	After meeting with the Harris Park Community Center Manager, staff recommends that Harris Park is available for pickleball play throughout the week on a set schedule of every Wednesday and Thursday from 9:30am-1:30pm.
26	Legacy Park Community Center	Compliment	10/19/16	Jodi Bell	Jenny Brennan	Patricia Dunn	I enjoyed Aqua class with Amy today. I have been doing Aqua for about 10 years and still learned something new from her. Her class gave a good workout and a fun time.	Amy Valmassi has been subbing Aqua classes to help the team until a permanent instructor has been secured for the Wednesday morning Aqua classes. Staff will share the comment with Amy and recognize her at the next staff meeting. Jen

#	Loc	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
27	Legacy Park Community Center	Compliment	10/27/16	Jodi Bell	Jenny Brennan	Multiple Patrons	Staff received 3 positive comment cards expressing how pleased the patrons were when Amy subbed Aqua several classes.	Amy does not teach Aqua as a permanent class, but does sub whenever her schedule allows. Staff will share these comments with Amy and recognize her at the next staff meeting. Jen
28	Legacy Park Community Center	Compliment	11/3/16	Jodi Bell	Jenny Brennan	Multiple Patrons	Staff received 3 positive comment cards expressing satisfaction for the LaBlast class taught by Jenn Viola. LaBlast is offered Wednesday's at 11:30am and Thursday's at 12:30pm.	Staff will share the comment with Jenn Viola and recognize her at the next staff meeting. Jen
29	Legacy Park Community Center	Compliment	10/24/16	Jodi Bell	Jenny Brennan	Deb Smith	I loved Steph's HIIT class on Wednesday, October 19th at 5:30am when she subbed for Andrea.	Stephanie normally teaches HIIT on Monday mornings at 8:30am but subs other classes whenever her schedule allows. Staff will share the comment with Stephanie and recognize her at the next staff meeting. Jen
30	Legacy Park Community Center	Suggestion	10/17/16	Web	Joe Snook	Teresa Fewell	I have worked in Lee's Summit over 23 years. Is it possible to receive a discount since I work in Lee's Summit?	Teresa, Thank you for your inquiry regarding a discount. I don't want to make any assumptions but I think you are referring to a membership or single visit at the Legacy Park Community Center. If I'm wrong please correct me. The Legacy Park Community Center operates at 100% cost recovery and does not receive tax dollars to operate the facility. The community center was built with funds from a 1/4 cent sales tax which the residents of Lee's Summit voted for in 1998. The resident discount is to show appreciation to its citizens, who in 1998, 2008 and, most recently in 2015, chose to support the development of their park system by passing the sales tax initiative. Non residents do not pay property taxes to the City of Lee's Summit, vote for the elected officials or tax issues specifically designated for the City of Lee's Summit. Many of our non residents pay school taxes, but the school district is a separate entity and neither the City of Lee's Summit or the Lee's Summit Parks and Recreation department receive any portion of the tax money paid to the R7 School District. In the event that LSPR is unable to meet the financial obligations for our facilities or programs the burden to pay for this would fall on the residents of Lee's Summit, not the surrounding communities. Having said that, I think if you complete a price comparison with similar facilities you will find the non-resident monthly membership rate of \$18.75 to be very reasonable. I hope I have answered your question. If you have additional questions please let me know. Respectfully,
31	Legacy Park Community Center	Suggestion	6/12/14	Jodi Bell	Michael Hedrick	Brenda Downs	The kick plates on the doors going into the locker rooms from the pool are rusting and need to be cleaned please.	Staff looked at the kick plates and found rust on all three. Staff thoroughly cleaned all three kick plates in the aquatics area and removed the rust. Staff will share this comment with the lifeguards and site supervisors as cleaning of these kick plates will be added to the lifeguards' daily closing checklist. MH
32	Legacy Park Community Center	Suggestion	10/15/16	Jodi Bell	Jenny Brennan	Multiple Patrons	Staff received 3 comment cards encouraging the next aqua instructor that will be hired to take Ted's Aqua classes, to teach aqua classes outside of the water the way Ted did.	Staff encourages the instructors to teach their classes the way they feel comfortable teaching with the idea that when an instructor is comfortable teaching their way, they do a better job. LPCC offers 12 Aqua classes per week with various styles of instruction. Some instructors teach in the water, and some of the instructors teach outside of the water on the pool deck. Staff does not recommend dictating to an instructor how to teach their class. Jen
33	Legacy Park Community Center	Suggestion	9/17/16	Jodi Bell	Jenny Brennan	Multiple Patrons	Staff received 3 comment cards requesting fans in the gymnasium for group exercise classes.	Staff does not recommend placing fans in the gymnasium due to the basketball players and the potential of the balls hitting the fans and breaking. There is also a safety concern with the additional cords around the gym, as well as not enough electrical outlets to accommodate adding fans. Jen
34	Legacy Park Community Center	Suggestion	10/27/16	Jodi Bell	Jeff Lavenau	Susan Mosier	Kick pull device on inside of restroom doors so you don't have to touch door.	Each restroom in LPCC provides a trash receptacle immediately next to the exit so that patrons may use paper towels to avoid touching a door if they prefer, and easily dispose of them as they exit. This is the first comment staff has received for this type of device. Staff does not recommend adding such a device at this time.

#	Loc	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
35	Legacy Park Community Center	Suggestion	10/14/16	Jodi Bell	Jeff Lavenau	Howard	You need to put air vents in the family bathroom. Too Steamy!!	While the Family Changing Room is not without ventilation, the greatly increased use while the Women's Locker Room is not available can create excess steam in this area. LPCC staff is keeping the main entry door to the hallway of the Family Changing Room open to mitigate this, since it is a common area, until the reopening of the Women's Locker Room.
36	Legacy Park Community Center	Suggestion	10/24/16	Jodi Bell	Jenny Brennan	Judy Taylor	We need a class devoted to Abs.	Staff added a core strength class to the schedule at 10:30am on Fridays which began on October 21st. Jen
37	Legacy Park Community Center	Suggestion	10/24/16	Jodi Bell	Jenny Brennan	Multiple Patrons	Please have at least one self defense aqua class.	Staff received 2 comment cards requesting a self defense aqua class. Ted taught a 9am aqua kickboxing class which was his own format. Ted resigned in October due to personal reasons. Staff currently does not have an instructor who can teach self defense in the water. Staff will keep this suggestion in mind when interviewing and replacing the class with a permanent instructor. Jen
38	McKee Park	Complaint	10/11/16	Devin Wetzel	Call	Jonas Bradshaw	Mr. Bradshaw who lives near McKee Park called to express his frustration with a dead tree limb that fell and broke his fence in his back yard.	Upon inspection of the area, staff was able to determine that the tree belonged to a resident and not the parks department. No further action was required.



~ November 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> 6:00pm Beautification meeting (Strother)	<b>2</b>	<b>3</b> 6:15pm City Council	<b>4</b> Mistletoe Madness - Gamber Center	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> <b>ELECTION DAY</b> 6:30pm Arts Council meeting (Strother)	<b>9</b> 6:30 Lea McKeighan North Stakeholder Meeting	<b>10</b> 12:00pm Salute to Our Veteran's - GCC 6:15pm City Council	<b>11</b> <b>Veteran's Day</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> 12:00pm to 1:30pm Thanksgiving Feast GCC 6:00pm HPCC Staff Meeting 6:15pm City Council	<b>18</b> 6:30pm Mayor's Tree Lighting at Howard Station Park	<b>19</b>
<b>20</b>	<b>21</b> 5:30pm GCC Staff Meeting	<b>22</b>	<b>23</b>	<b>24</b> City Hall Closed	<b>25</b> City Hall Closed	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

~ December 2016 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b> 8:00pm LPCC Staff Meeting	<b>5</b>	<b>6</b> 6:00pm Beautification meeting (Strother)	<b>7</b> 6:00pm Park Board meeting (Chamber Committee Room)	<b>8</b> 6:15pm City Council	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> 6:30pm YSA dinner meeting (GCC)	<b>13</b> 6:30pm Arts Council meeting (Strother)	<b>14</b>	<b>15</b> 12:00pm Annual Holiday Celebration 6:15pm City Council	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> 6:15pm City Council	<b>23</b> City Hall Closed	<b>24</b>
<b>25</b>	<b>26</b> City Hall Closed	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

~ January 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 City Hall Closed	3	4	5 6:15pm City Council	6	7
8	9	10	11	12 6:15pm City Council	13	14
15 8:00pm LPCC Staff Meeting	16 City Hall Closed 5:30pm GCC Staff Meeting	17	18	19 6:00pm HPCC Staff Meeting 6:15pm City Council	20	21
22	23	24	25	26 6:15pm City Council	27 6:00pm Father Daughter Dance	28 6:00pm Father Daughter Dance
29	30	31				

~ February 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 6:00pm Father Daughter Dance	4 6:00pm Father Daughter Dance
5	6	7	8	9 6:15pm City Council	10	11
12	13	14	15	16 6:15pm City Council	17	18
19	20 City Hall Closed	21	22	23 6:15pm City Council	24	25
26 8:00pm LPCC Staff Meeting	27	28				

## Events This Weekend At Sylvia Bailey Farm Park

Lee's Summit Parks & Recreation invites you to spend your weekends in October with friends and family at Sylvia Bailey Farm Park, located at 1800 SE Ranson Road in Lee's Summit. Explore our 6-acre Corn Maze, climb our sky-scraping Hay Mountain, play in the Corn Box, or maybe even a little Pumpkin Bowling. There's something for everyone to enjoy! Regular hours of operation are Saturdays and Sundays in October from 12-6pm. Admission is \$6/person. Ages 3 and under are admitted free! Be sure to join us for our special events this weekend Thursday, Friday, and Saturday from 7-10pm.

- Teen Night (Thurs, Oct 20)
- Haunted Maze (Fri, Oct 21) — Over 4,300 people have expressed interest on Facebook for this one night alone!! We strongly recommend car-pooling.
- Haunted Maze (Sat, Oct 22)

Admission for special events is \$5. Please park in the Sunset Valley Elementary parking lot. Questions? Follow Lee's Summit Parks & Recreation on Facebook, Twitter, and Instagram, find us at [LSParks.net](http://LSParks.net), or give us a call at 816-969-1500!

# Eerie-sistible events come to old haunts

BY RUSS PULLEY October 28, 2016



The hay mountain at the Haunted Maze at Sylvia Bailey Park in Lee's Summit is a favorite spot for youths to climb and scramble and jump. The event continues today and Saturday.



Costumed spooks visited the hay mountain at Sylvia Bailey Park at the Haunted Maze.



Bre Neff, 11, covers Ronin Crawford, 10, with shelled corn at the Haunted Maze at Sylvia Bailey Park. Bre and Ronin were visiting from Independence.



Lee's Summit is gearing up for a Halloween-filled weekend of special events, with the annual Boos, Barks & Badges parade on Saturday and the second weekend of the Haunted Maze.

The maze opens again tonight and Saturday from 7 to 10 p.m. at Sylvia Bailey Park.

On Oct. 21 and 22, the Haunted Maze had just over 1,100 visitors, said Heath Harris, recreation supervisor for Lee's Summit Parks and Recreation, which organizes the event. He said the department had prepared all week for a large crowd, so the event ran smoothly.

"We had multiple compliments on the park and how it was a great family experience," Harris said. "We were happy with the attendance last weekend and hope for a similar turnout this weekend."

The Boos, Barks & Badges Halloween Parade lines up at 9:30 a.m. Saturday in front of Lee's Summit City Hall at Second and Green streets for a short march to Howard Station Park for the 10:30 a.m. costume contest for children, families and dogs.

Youngsters can trick-or-treat downtown, where merchants will be handing out candy at their shops. Officers from the Lee's Summit Police Department Bomb Squad, Emergency Services Squad, DARE and K-9 Units will have "trunk-or-treat" interactive displays, and the Lee's Summit Fire Department is holding an open house at its downtown headquarters.

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## IF YOU GO

- The Haunted Maze is open tonight and Saturday from 7 to 10 p.m. at Sylvia Baily Park, 1800 S.E. Ranson Road. Admission is \$5.
- The Boos, Barks and Badges Halloween Parade begins at 9:30 a.m. Saturday in front of Lee's Summit City Hall. For details, visit [www.DowntownLS.org/events](http://www.DowntownLS.org/events).

FRIDAY NOVEMBER 4 2016  
LSJOURNAL.COM



### **MISTLETOE MADNESS ARRIVES FRIDAY AND SATURDAY**

Lee's Summit Parks & Recreation is again holding Mistletoe Madness featuring many vendors for gift shopping. Items for sale will include hand-made crafts and toys, candles, scents and jewelry.

The free entry two-day event will be held Friday from 9 a.m. to 6 p.m. and Saturday from 9 a.m. to 4 p.m. at the Gamber Community Center, 4 S.E. Independence Ave. Call 816-969-1580 or go to [LSParks.net](http://LSParks.net) for more information.

Lee's Summit Journal – November 16, 2016

## Santa on his way to downtown

BY RUSS PULLEY

[rpulley@lsjournal.com](mailto:rpulley@lsjournal.com) November 16, 2016



The annual Mayor's Tree Lighting in downtown Lee's Summit always draws a crowd of young and old.

FILE PHOTO BY RUSS PULLEY — [rpulley@lsjournal.com](mailto:rpulley@lsjournal.com)

Kids young and old will have a chance to visit with Santa Friday at the annual Mayor's Tree Lighting.

Santa Claus and Mrs. Claus will arrive by fire truck for the event. Mayor Randy Rhoads and Lee's Summit's Citizens of the Year Nick and Jennie Swearngin will flip the switch, lighting trees at William B. Howard Station Park downtown.

Then visitors can sit on the laps of Santa and Mrs. Claus, tell them their Christmas wishes and pose for pictures.

The ceremony begins at 6:30 p.m. outside the historic train depot on East Main Street. There also will be cookies, cider, live music and carriage rides available. Participating merchants will be open until 8 p.m.

“It is, in my opinion, one of the most fun events this community does,” Rhoads said. “It’s multigenerational: grandparents, parents and kids come out together. It’s just a good kickoff to the holiday season.”

The event kicks off holiday shopping for about 40 downtown merchants and restaurants.

Santa will be visiting on several other occasions downtown:

- 2-4 p.m. Nov. 26 and Dec. 17 at the Historical Society of Lee’s Summit Museum, 220 S.W. Main St.
- 3-5 p.m. Dec. 3 and 10 at Got Art Gallery, 18 S.W. Third St.



# Lights, camera, Santa

BY MAX LONDBERG

[jlondberg@kcstar.com](mailto:jlondberg@kcstar.com) November 23, 2016



Micah Mitchell (left) and Genevieve Menneneye served as elves for Santa and Mrs. Claus. **MAX LONDBERG** — [jlondberg@kcstar.com](mailto:jlondberg@kcstar.com)



Though Santa Claus' arrival in downtown Lee's Summit was a rapturous moment for many of the city's younger folk, two lower profile, quiet individuals stole the show.

Nick and Jennie Swearngin, who were named the Lee's Summit citizens of the year in June, flipped a candy-cane lever Friday in Howard Station Park, sparking thousands of luminous holiday lights draped about the park and on the branches of a towering, ornamented holiday tree.

But the couple's less ostentatious work is what earned them the distinguished title of citizens of the year.

Nick Swearngin, owner of John's Barbershop, and Jennie Swearngin, co-owner of Parker Swearngin, LLP, an accounting and business consulting firm, have worked together to raise about \$127,000 in the past nine years to benefit [Hope House](#), a service providing resources and shelter to domestic violence victims.

Friend Cathy Wight said the Swearngins are sincere and loyal.

"They are people you want to have around," Wight said.

The couple considers the award a nod to far more than their own efforts.

"We don't raise \$127,000 without a great community," Nick Swearngin said. "We feel we share this award with the entire community."

After their daughter's unexpected death last year, however, the couple dissolved the fundraiser.

They're vowing, though, to start something new — a foundation in honor of their late daughter, Jordan Swearngin. A portion of the proceeds from the foundation — which as yet has not been named — will continue going to Hope House.

Mayor Randy Rhoads commended Nick and Jennie Swearngin for their selflessness.

"They are indicative of the charitable, engaged and community-minded people I am extremely pleased to say call Lee's Summit home," he said.

Hundreds of others who call Lee's Summit home spent the evening watching their children sit with Santa, listening to the Lee's Summit Elementary School Cougar Choir, enjoying hot apple cider and cookies provided by the Lee's Summit Community Church and either watching or riding in a horse-drawn carriage.

After sitting in Santa's lap, 3-year-old Ayla Mims got to meet and pet Mac — the Missouri Mavericks mascot — from her grandfather's arms.

Darin Mims earlier said that Ayla was planning to write a letter to Santa that weekend, and she would soon place it in a mailbox made especially for the occasion, near the fireplace in her home.

Jennie Sweargin complimented area organizations for gathering the community with events such as the lighting ceremony, as well as the many others throughout the year.

“It brings the community together,” she said. “There are so many fun things to do for the kids and it’s such a great place to live.”

## Lee's Summit Tribune – November 26, 2016

### Santa Came to Town! Lee's Summit Mayor's Tree Lighting November 18

**November 26, 2016**

*Tribune Photo/Ron Wight*

The Jolly Elf made his way to Downtown Lee's Summit on Friday, November 18 for the Mayor's Tree Lighting.

Mayor Randy Rhoads was joined by Citizens of the Year Nick and Jennie Sweargin to flip the switch on the Mayor's Tree in Howard Station Park around 6:45 p.m. The lights will remain on through the first week in January.



Santa Claus arrived in style atop a firetruck following the tree lighting. Children began to line up for a visit with Santa around 6 p.m. The *Lee's Summit Tribune* provided free coloring books to children. Lee's Summit Community Church provided the free apple cider and cookies that were served before the lighting.

Erin Little, Meteorologist from KMBC 9 News, emceed the event. Attendees were delighted by performances of holiday song favorites from the Lee's Summit Elementary School Cougar Choir before the event.