

SEPTEMBER 2017

Park Board Meeting Packet



Pooch Paddle 2017 at Summit Waves



Last Moonlight Yoga for 2017 at Legacy Park Amphitheater



Corn Maze at Sylvia Bailey Park



Renovations Underway at Lea McKeighan North Park



Lee's Summit
P**RKS**
& RECREATION
"Every Age, Every Season"

MISSION

Serving the needs of our citizens through activities and parks that are representative of the best practices of our profession and offering better quality of life.

PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS

CITY OF LEE'S SUMMIT

DATE:	August 23, 2017	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	
Mindy Aulenbach		Hope Davis		Joe Snook	
Lawrence Bivins		Steve Hardin		Carole Culbertson	
Brian Hutchin				David Dean	
Nancy Kelley				Steve Casey	
Marly McMillen Beelman				Robert Sanchez	
Tyler Morehead				Tede Price	
Samantha Shepard				Beth Comer	
Rob Binney, Council Liaison					
AGENDA TOPIC	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Special Guests	Mr. Hutchin welcomed the new Park Board Member Samantha Shepard.				
Approval of Minutes	Supporting documentation (see pages 1-5).				Mr. Bivins moved to approve the July 26, 2017 minutes Ms. Kelley seconded. Minutes approved unanimously.
TREASURER’S REPORT:	Supporting documentation (see pages 6-14). Ms. Aulenbach read the Treasurer’s Report. No questions or discussion.				There were no comments. Mr. Morehead moved to approve the July 2017 Financial Report as read. Ms. McMillen Beelman seconded. Report approved unanimously.
Sales Tax Report June 2017	Supporting documentation (see page 15). Ms. Culbertson said there was nothing to add. There were no questions or discussion.				
BOARD APPROVAL ITEMS					
Musco Lighting Proposal for Lea McKeighan North Skate Park	Supporting documentation (see pages 16-22). Mr. Snook said that there has been requests for lighting for a longtime in the skate park. We worked with the consultants to decide to go with the 30 foot lights instead of the 40 foot lights reducing the original quote of \$60,000 to the proposal amount \$43,500. Mr. Snook explained that adding lighting extend usage notably during fall and winter when it is dark earlier. Ms. Kelley asked if only the skate park would have lighting. Mr. Snook responded no all the features will have lighting and it has been accounted for in the construction budget.				Ms. Kelley moved to approve the quote from Musco Lighting in the amount of \$43,500 for skate park lighting at North Lea McKeighan Park. Mr. Bivins seconded. The motion passed unanimously.
R7 Early Childhood School Year 2018 Special Event Dates	Supporting documentation (see pages 23-24). Mr. Snook said that this is a requirement every year that we received this calendar to confirm there are no conflicts. This has been reviewed and approved by staff.				Ms. McMillen Beelman moved to approve the special events and programs for the Great Beginnings Early Childhood Program for the 2017-2018 school year as outlined on Attachment A. Ms. Aulenbach seconded. The motion passed unanimously.

OLD BUSINESS		
Projects and Services Review Fiscal Year 2018	Supporting documentation (see pages 25-32). No questions or discussion.	
Capital Projects Plan Through 2018	Supporting documentation (see pages 33-34). See notes by project.	
Hartman Park Renovations	Supporting documentation (see pages 35-45). Mr. Casey updated the board that we have two installation crews out this week coordinating with our crew on the playground. The rain delayed this project but we are looking at 2 to 3 weeks to completion. Once the playground is installed there are a few additional improvements around the playground to complete this project.	
Practice Field Improvements	Supporting documentation (see pages 46-49). Mr. Casey informed the board that the batting cages and infield skins on the fields closest to football were complete. This fall we will start on the second t-ball field for Girls Softball.	
North Lea McKeighan Park Improvements	Supporting documentation (see pages 50-68). Mr. Casey notified the board that we gave our general contractor Gunter Construction a notice to proceed on Monday. The next step is for Gunter to start erosion control, secure the site. Staff will install signs to direct patrons to additional parking at South Lea McKeighan Park or Chipman Commons.	
Howard Park Renovations	Supporting documentation (see pages 69-70). Mr. Casey notified the board that we are planning a small steering committee, charrette, and open house on-site. The open house will be at the park and open to the public to get more public involvement in the planning. These meetings are for the Howard and Summit Park master planning.	
Summit Park Renovations	Supporting documentation (see pages 71-73). See notes above.	
Fundraising Update	Supporting documentation (see pages 74-77). Mr. Dean noted that we have no new leads but that we expect payment from our new sponsor by end of week. Mr. Binney requested an update of the program. Mr. Snook reviewed the background, sponsor benefits and the meaning of the report in the packet for the program.	
RevUP Update	Supporting documentation (see pages 78-80). No questions or discussion.	
Beautification Commission Report	Supporting documentation (see pages 81-84). Mr. Sanchez informed the board there were no major expenditures this month. The Landscape Contest Awards last month was well attended. The Mayor signed the Monarch Pledge for Mary Nemechek's grant. There is a tree planting subcommittee planned. Mr. Snook noted that we will bring the final tree planting plan before the board for approval, then it will go to the City Council for approval all the steps to meet the ordinance will be followed and the board kept informed. Mr. Binney inquired about the suggestion of trees. Mr. Sanchez responded there is no funding at this point.	
Right of Way Beautification Study	Supporting documentation (see pages 85-86). Mr. Sanchez notified the board Kim Fritchie and Andy Carr will be doing a community presentation this Friday at the Governmental Relations Committee Meeting. Also, the designated right of way areas have been sprayed by the contractor, we will review them this week, a second spraying is scheduled in few weeks and the seeding will be done this fall.	
Wi-Fi Proposal from Time Warner (Charter Communications) Update	Supporting documentation (see page 87). Mr. Snook reviewed the memo and notified the board that representatives from Charter will be here early next week to inventory the installation sites, after which they will send us the installation timeline.	
Search Firm RFP Update	Supporting documentation (see page 88). Ms. Culbertson informed the board that there were four RFP responses. References checks were done on three, the information was received and sent to the committee. The committee needs to meet to decide which firms to interview based on this information. Mr. Hutchin responded that we will meet this week to review and bring a decision back to the board.	

New Business		
End of Project Report	Supporting documentation (see pages 89-90). The project this month was the Harris Park connector. Mr. Snook informed the board that it was a good project that has received a lot of positive feedback. Once the 50 HWY bridge construction is completed it will have a pedestrian walkway which will connect the south greenway trail to the Harris Park Connector. This will greatly extend the trail and keep users safely out of traffic.	
End of Activity Reports	Supporting documentation (see pages 91-120). Mr. Binney inquired about the number of participants at the Fishing Derby. Ms. Price explained the process we use to get to the final number.	
PATRON COMMENT REVIEW		
Mr. Snook reviewed the Facebook report that is new this month and will be included going forward if the board finds it helpful. Ms. Shepard inquired about the process and follow-up being done on these comments. Mr. Snook reviewed our current process for responding to posts. The board discussed options and agreed Facebook posts should be included in the packet going forward. Mr. Bivins asked about Page # 126 the Facebook review from Saje Cox and who enforces the dress policy. Mr. Dean responded that management enforces the policy, when a patron's attire is inappropriate they are given the option of putting on a cover up. In this case the patron had shorts and refused to wear them. Mr. Dean noted that it is only in extreme cases that a patron would be asked to leave.		
MONTHLY CALENDARS		
Ms. Aulenbach inquired about an event at Legacy Park Amphitheater September 16th. Ms. Price responded that it was a rental and not a LSPR sponsored event. Mr. Morehead inquired about the number of patrons at amphitheater events that stay in the parking lot and if there is a plan to handle this situation. Ms. Price reported that the number has been pretty consistent running from 10 to 16 at both ticketed and free events. Mr. Snook added that we are planning more banners and/or screens on the fences and taller plantings around the facility to encourage attendees inside the facility during events. Mr. Snook noted that the September board meeting was moved up a week to the 20th.		
ROUNDTABLE		
Ms. Aulenbach end of summer has come quickly and the amphitheater has been a learning experience. It was all good because of the wonderful staff. We are looking forward to fall the corn mazes and all the wonderful events at Baily Park.		
Mr. Bivins thanked staff for their hard work. He noted that having been on many boards he really enjoys it and from a fiscal standpoint this board is very sound. He also complimented staff on always preparing a clear, detailed packet every month and staff is always prepared.		
Mr. Hutchin appointed Ms. Shepard to the budget committee.		
Ms. Kelley asked about the memorial this Thursday at Gamber Community Center for Pat Shepard's son.		
Ms. McMillen Beelman passed on feedback from patrons regarding the Sponsor signs at Upper Banner. They are hung on the long side of the tennis court fences and it makes it difficult to see the ball when playing and especially serving.		
Mr. Morehead encouraged staff, there are a ton of projects going on stick with it you are doing great.		
Ms. Shepard communicated that she has three children that love the parks, especially with a slide and thanked staff for all they do for the community.		
Mr. Binney commented he was invited to a Facebook group from one of the members of a Monsters of Mock band. There were a lot of posts, people were excited for the event. He also asked the board if there was anything they would like communicated to the City Council. There was nothing at this time.		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
Mr. Snook noted that the annual End of Summer Luncheon will be on September 19th at Gamber Community Center		
Mr. Snook reported to the board that all staff and board one on one's had been completed.		
Mr. Snook extended the invitation to the Mayor's State of the City event to be held on September 14th. Board members confirmed they had received an email invitation today from Jim Pryor with the details.		
Mr. Snook asked the board to decide on a date for the board retreat, which will be held at the Missouri Innovation Campus. Mr. Hutchin requested that Mr. Snook resend dates to the board to finalize the date.		
Mr. Snook reported the numbers for the watercraft and bicycle rentals which total 4,367 for May through August. The response has been incredible and this is a great amenity we are able to offer the community. Ms. Kelley asked about the plan for the rentals during winter. Mr. Dean responded that he and Jodi Bell have discussed November 1st to close water rentals depending on weather. As for storing rental equipment, Mr. Dean noted that canoes and bicycles do not have to be stored inside. Mr. Snook commented that bicycles could be used all year round weather permitting.		
Mr. Snook communicated that Joel Nichols from the KSHB morning show interviewed Jenny Brennan at Sunrise Yoga at Legacy Park Amphitheater.		
MEETING ADJOURNMENT		
Mr. Bivins moved the board into closed session pursuant to 610.021. Pursuant to the revised statute (2) Leasing, purchase or sale of real estate Ms. Kelley seconded. Ms. Comer called the roll; Mindy Aulenbach, Lawrence Bivins, Brian Hutchin, Nancy Kelley, Marly McMillen Beelman, Tyler Morehead and Samantha Shepard were present.		

Financial Outlook as of August 31, 2017



Fund	Fund Balance @ 8/31/17 (unaudited)
Gamber Community Center	\$ 454,023
Legacy Park Community Center	\$ 1,429,721
Harris Park Community Center	\$ 484,150
Parks and Recreation	\$ 1,935,804
Summit Waves	\$ 226,843
Cemetery	\$ 1,341,731
Construction	\$ 876,138
Park COP	\$ 3,344,274

Fund	MTD 8/31/2017	Prior YTD Actual	Current YTD Actual	Approved FY18 Budget	Percentage of FY18 Budget
Gamber Community Center					
Revenue	\$ 39,858	\$ 82,746	\$ 87,547	\$ 536,022	16.33%
Expenses	\$ 36,288	\$ 83,396	\$ 63,566	\$ 492,864	12.90%
Income (Loss)	\$ 3,570	\$ (650)	\$ 23,981	\$ 43,158	
Legacy Park Community Center					
Revenue	\$ 153,500	\$ 311,170	\$ 369,417	\$ 2,069,388	17.85%
Expenses	\$ 149,287	\$ 351,259	\$ 282,805	\$ 1,928,493	14.66%
Income (Loss)	\$ 4,213	\$ (40,089)	\$ 86,612	\$ 140,895	
Harris Park Community Center					
Revenue	\$ 114,759	\$ 451,724	\$ 396,237	\$ 1,670,914	23.71%
Expenses	\$ 217,536	\$ 390,168	\$ 385,767	\$ 1,507,413	25.59%
Income (Loss)	\$ (102,777)	\$ 61,556	\$ 10,470	\$ 163,501	
Parks and Recreation					
Revenue	\$ 9,877	\$ 107,081	\$ 44,283	\$ 3,455,964	1.28%
Expenses	\$ 283,408	\$ 666,598	\$ 494,218	\$ 3,306,343	14.95%
Income (Loss)	\$ (273,531)	\$ (559,517)	\$ (449,935)	\$ 149,621	
Summit Waves					
Revenue	\$ 55,374	\$ 247,761	\$ 288,286	\$ 653,383	44.12%
Expenses	\$ 121,795	\$ 260,400	\$ 192,205	\$ 638,386	30.11%
Income (Loss)	\$ (66,421)	\$ (12,639)	\$ 96,081	\$ 14,997	
Cemetery					
Revenue	\$ 20,909	\$ 52,754	\$ 41,779	\$ 264,370	15.80%
Expenses	\$ 17,557	\$ 45,580	\$ 28,706	\$ 225,597	12.72%
Income (Loss)	\$ 3,352	\$ 7,174	\$ 13,073	\$ 38,773	
Construction					
Revenue	\$ 320,833	\$ 351,401	\$ 321,476	\$ 1,937,000	16.60%
Expenses	\$ 14,858	\$ 4,018	\$ 14,858	\$ 4,700,000	0.32%
Income (Loss)	\$ 305,975	\$ 347,383	\$ 306,618	\$ (2,763,000)	
Park COP Debt					
Revenue	\$ 250,000	\$ 551,409	\$ 637,502	\$ 3,772,442	16.90%
Expenses	\$ 175,000	\$ 379,167	\$ 350,000	\$ 4,645,405	7.53%
Income (Loss)	\$ 75,000	\$ 172,242	\$ 287,502	\$ (872,963)	

**GAMBER COMMUNITY CENTER
FUND 201
Financial Report for the Month and Year Ending August 31, 2017**



	Previous Year-to-date August 2016	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
REVENUES						
Activity & Membership Fees	24,384	13,797	29,318	26,788	2,530	184,286
User Charges	266	54	120	100	20	825
Rentals	28,134	11,412	28,378	29,593	(1,215)	170,171
Interest	701	-	483	300	183	1,800
Other Revenue	93	3	67	-	67	3,940
Miscellaneous	1	9	14	-	14	-
Transfers In from Park COP	29,167	14,583	29,167	29,167	-	175,000
TOTAL REVENUES	82,746	39,858	87,547	85,948	1,599	536,022
EXPENDITURES						
Personnel Services	45,770	20,651	39,650	45,994	(6,344)	270,056
Other Supplies, Services and Charges	23,556	6,381	9,801	38,892	(29,091) ²	108,033
Repairs and Maintenance	498	1,881	2,174	20,744	(18,570) ³	32,344
Utilities	8,346	4,593	6,376	12,847	(6,471)	49,040
Capital Outlay	-	-	-	-	-	-
Interdepartment Charges	5,226	2,782	5,565	5,565	-	33,391
TOTAL EXPENDITURES	83,396	36,288	63,566	124,042	(60,476)	492,864
NET GAIN / (LOSS)	(650)	3,570	23,981	(38,094)	62,075	43,158

BEGINNING FUND BALANCE
ENDING FUND BALANCE

430,042 ¹
454,023

¹ Beginning Fund Balance is unaudited and subject to change.

² The variance is primarily related to fixtures and office equipment (FF&E), professional fees and insurance expense. The FF&E budget includes new umbrellas (\$5,340), outdoor trash receptacles (\$2,988) and screen (\$2,338) that have not yet been purchased. Additionally, the insurance expense for the entire fiscal year (\$7,979) was budgeted in July when it usually posts; however, the expenditure has not been posted at the time of this report. Also, the timing of when professional fees (\$6,670) are paid for maintenance and programming contracts may differ from the month the expense was anticipated in the budget.

³ The variance is primarily related to maintenance and repair - buildings. The budget includes \$16,544 for the conversion of the ballroom lights to LED. The lights for the project are being requested to confirm they are acceptable for the KCPL rebate program. There is no anticipated purchase or installation date at the time of this report.

**LEGACY PARK COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending August 31, 2017**

	Previous Year-to-date August 2016	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
REVENUES						
Activity & Membership Fees	292,684	149,921	312,989	300,168	12,821	² 1,919,610
User Charges	520	69	669	587	82	2,787
Rentals	13,086	3,505	6,207	11,825	(5,618)	71,862
Interest	1,838		1,489	667	822	4,000
Other Revenue	222	(30)	20	220	(200)	4,586
Contributions	610	-	-	-	-	15,000
Miscellaneous	(1,288)	35	43	4	39	24
Transfers In	3,498		48,000	48,000	-	51,519
TOTAL REVENUES	311,170	153,500	369,417	361,471	7,946	2,069,388
EXPENDITURES						
Personnel Services	242,000	97,944	193,570	238,294	(44,724)	³ 1,211,088
Other Supplies, Services and Charges	71,446	15,414	45,819	78,390	(32,571)	⁴ 202,492
Repairs and Maintenance	7,353	13,156	14,418	35,007	(20,589)	⁵ 101,747
Utilities	20,883	17,665	18,782	30,214	(11,432)	⁶ 183,772
Capital Outlay	-	-	-	74,998	(74,998)	⁷ 168,098
Interdepartment Charges	9,577	5,108	10,216	10,216	-	61,296
TOTAL EXPENDITURES	351,259	149,287	282,805	467,119	(184,314)	1,928,493
NET GAIN / (LOSS)	(40,089)	4,213	86,612	(105,648)	192,260	140,895

BEGINNING FUND BALANCE
ENDING FUND BALANCE

1,343,109 ¹

1,429,721

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

² The variance is primarily in membership fees which are performing 6% higher than budget and 8% higher than the prior year.

³ The variance in personnel services is primarily related to Worker's Compensation Expense (\$40,490). The budgeted assumed Worker's Compensation expense for the entire fiscal year would be posted in July, consistent with previous years; however, the entry has not posting in the accounting system as of this report date. Additionally, the payroll accrual for August has not posted in the accounting system at the time of this report.

⁴ The variance is primarily related to Insurance Expense (\$20,571), Rental and Lease Expense (\$2,598) and Recreational Supplies (\$2,663). The Insurance Expense for the entire fiscal year was budgeted in July when it usually posts; however, the expenditure has not been posted at the time of this report. The timing of when Rental and Lease Expense and Recreational Supplies are paid may differ from the month the expense was anticipated in the budget.

⁵ The variance is primarily related to Maintenance and Repair-Buildings (\$8,777) and Maintenance and Repair-Other (\$4,583). The handicap ramps project (\$7,080), budgeted in July, is currently in process. The budget for FY18 includes a shower valve replacement (\$4,000) which was completed in FY17. Additionally, small plumbing and painting projects have been pushed back due to the extended Aquatics project. The timing of when these expenditures post in the accounting system often differs from the month the expenses were anticipated in the budget.

⁶ The variance in Utilities is primarily related to electricity. The invoice for August electricity usage has not posted in the accounting system at the time of this report. Additionally, the installation of energy efficient lighting in the gymnasium created savings not included in the budget.

⁷ The variance in Capital Outlay is related to aquatics ceiling paint (\$70,000) and gym cameras (\$4,998). These items were budgeted in August but no expenditures to date. The aquatics ceiling project should be completed by 9/11/17.

HARRIS PARK COMMUNITY CENTER
FUND 530
Financial Report for the Month and Year Ending August 31, 2017

	Previous Year-to-date August 2016	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
REVENUES						
Activity Fees	316,349	73,305	323,895	414,540	(90,645)	² 1,198,377
User Charges	8,697	6,659	9,554	19,985	(10,431)	³ 38,845
Rentals	23,055	12,018	17,733	35,033	(17,300)	⁴ 163,557
Interest	555	-	338	83	255	500
Other Revenue	751	91	397	1,300	(903)	2,675
Contributions	11,000	21,000	28,925	48,600	(19,675)	⁵ 244,150
Miscellaneous	13,798	1,686	15,395	10,675	4,720	22,810
Transfers In	77,519	-	-	-	-	-
TOTAL REVENUES	451,724	114,759	396,237	530,216	(133,979)	1,670,914
EXPENDITURES						
Personnel Services	245,663	94,352	201,148	226,988	(25,840)	⁶ 767,311
Other Supplies, Services and Charges	118,606	105,144	158,491	183,926	(25,435)	⁷ 616,184
Repairs and Maintenance	2,660	5,603	5,803	6,100	(297)	15,200
Utilities	16,095	6,837	7,191	14,730	(7,539)	68,230
Capital Outlay	-	-	5,453	-	5,453	12,000
Depreciation	8,680	7,566	7,566	7,566	-	45,396
Transfers Out	3,498	3,519	3,519	3,519	-	3,519
Interdepartment Charges	3,646	2,081	4,162	4,162	-	24,969
TOTAL EXPENDITURES	390,168	217,536	385,767	439,425	(53,658)	1,507,413
NET GAIN / (LOSS)	61,556	(102,777)	10,470	90,791	(80,321)	163,501

BEGINNING FUND BALANCE

473,680 ¹

ENDING FUND BALANCE

484,150

¹ Beginning Fund Balance is unaudited and subject to change.

² A majority of the variance is related Gate Receipts at the Amphitheater (\$57,813), the Instructional Adult programs (\$11,904) and the Athletic programs (\$12,736). Revenue from ticket sales for events at the Legacy Park Amphitheater has been less than projected due to lower than anticipated attendance and the cancellation of an August concert. Instructional Adult revenue from Softball and kickball leagues is behind budget due to inclement weather. For the Athletic program, the timing of revenue for the Volleyball program is later than anticipated in the budget due to an odd number of teams participating in the July/August session. Participants usually enroll for the next session upon completion of a session.

³ The variance is related to concessions at the Legacy Park Amphitheater being less than projected in the budget. This is due to lower than anticipated attendance and the cancellation of a concert in August.

⁴ The variance is related to facility rentals in recreation programs at Harris Park Community Center (\$14,700) being lower than anticipated. Facility rentals were spread equally over the fiscal year and not aligned with the start of the volleyball league's season. Also, the rental of the entire facility (\$7,000) budgeted in August will not post until September. Additionally, the Hartman Park facility rentals are lower than anticipated in the budget by \$2,500 due to inclement weather delaying the fall softball and kickball leagues' seasons.

⁵ The variance in Contributions is related to Legacy Park Amphitheater sponsorships (\$27,600) anticipated in the budget that were not received this season. The Recreation banner sponsorship program is running ahead of budget by \$6,000.

⁶ The variance is primarily related to Worker's Compensation expense (\$16,170) and full time salaries (\$13,003). The budget assumed Worker's Compensation expense for the entire fiscal year would be posted in July, consistent with previous years; however, the entry has not been posted in the accounting system as of this report date. Also, the vacancy of the Assistant Administrator has reduced personnel costs that were anticipated in the budget and allocated to various programs. Additionally, the payroll accruals for August are not posted in the accounting system at the time of this report.

⁷ The variance is primarily related to Trips and Tours expense for Camp Summit (\$18,598) and Insurance Expense (\$10,082). The variance in Trips and Tours is a timing difference of when the expenditures post in the system compared to the anticipated month in the budget. The Insurance Expense for the entire fiscal year is usually posted in July, however, the expenditure has not posted at the time of this report.

**PARKS & RECREATION
FUND 200
Financial Report for the Month and Year Ending August 31, 2017**

	Previous Year-to-date August 2016	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
REVENUES							
Taxes		-	-	-	-		3,216,199
Fines & Forfeitures	2,944	1,190	2,394	3,362	(968)		20,170
Interest	3,687	9	2,813	833	1,980		5,000
Other Revenue	560	420	670	580	90		2,500
Contributions	12,653	-	100	13,914	(13,814)	²	80,754
Miscellaneous	8,901	3,000	27,791	16,383	11,408	³	47,742
Transfers In	78,336	5,258	10,515	10,515	-		83,599
TOTAL REVENUES	107,081	9,877	44,283	45,587	(1,304)		3,455,964
EXPENDITURES							
Personnel Services	352,208	138,680	281,100	361,711	(80,611)	⁴	1,811,880
Other Supplies, Services and Charges	230,727	69,104	110,291	215,048	(104,757)	⁵	895,903
Repairs and Maintenance	31,736	40,578	52,797	55,609	(2,812)		353,566
Utilities	24,787	16,424	25,624	16,164	9,460		96,985
Fuel & Lubricants	5,304	35	1,020	5,629	(4,609)		33,777
Capital Outlay	-	13,790	13,790	28,527	(14,737)	⁶	63,027
Interdepartment Charges	29,047	15,702	31,405	31,405	-		188,431
Transfer to ITS	13,182	-	-	-	-		-
Reimbursement - Interfund	(20,393)	(10,905)	(21,809)	(21,809)	-		(137,226)
TOTAL EXPENDITURES	666,598	283,408	494,218	692,284	(198,066)		3,306,343
NET GAIN / (LOSS)	(559,517)	(273,531)	(449,935)	(646,697)	196,762		149,621

BEGINNING FUND BALANCE
ENDING FUND BALANCE

2,385,739 ¹
1,935,804

¹ Beginning Fund Balance is unaudited and subject to change.

² Contributions include user fees and banner permits for Legacy Park. The variance is due to the budget being spread evenly by month while the actual receipt of these fees may be differ.

³ Miscellaneous revenue includes revenue received from shelter rentals and refunds and reimbursements. The variance is primarily related to a reimbursement from TriCounty Water (\$19,832) that was not anticipated in the budget. The reimbursement represents a settlement for trees and shrubs which that were removed in Happy Tails and Bailey Parks to put in a water line. Revenue from shelter rentals are approximately \$4,000 less than anticipated in the budget. Also, the budget includes \$3,000 for reimbursement of construction costs at Legacy Park that has not been received at the time of this report.

⁴ The variance in personnel services is primarily related to worker's compensation (\$62,084) and Salaries (\$22,000). The budget assumed Worker's Compensation expense for the entire fiscal year would be posted in July, consistent with previous years. However, the entry has not been posted in the accounting system at the time of this report. The variance in Salaries is related to anticipated salaries in the budget for the Administrator position and the merit pool. Additionally, the payroll accruals have not been posted at the time of this report.

⁵ Includes significant variances in Insurance expense (\$75,278) and Asphalt (\$36,798). The budget assumed Insurance expense for the entire fiscal year would be posted in July, consistent with previous years. However, the expenditure has not been posted in the accounting system as of this report date. Additionally, Asphalt is purchased/installed based on staff availability and weather which can cause a timing difference between the month it was originally budgeted. These are offset by an unfavorable variance in Professional Fees for unanticipated lighting repairs at Legacy Park fields and the Joseph A. Dyke Playground.

⁶ The variance is related to the fence caps for Legacy Park (\$10,000) budgeted for July that have not been purchased. Additionally, the budget includes an aerator (\$4,559) anticipated in July.

SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending August 31, 2017

	Previous Year-to-date August 2016	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
REVENUES							
Activity Fees	195,418	43,216	226,683	187,874	38,809	²	518,675
User Charges	45,062	12,177	52,504	64,502	(11,998)	³	106,532
Rentals	6,612	33	9,044	10,535	(1,491)		25,639
Interest	685	-	155	200	(45)		1,200
Miscellaneous	3	-	1	80	(79)		1,287
Cash Over(Short)	(19)	(52)	(101)	10	(111)		50
TOTAL REVENUES	247,761	55,374	288,286	263,201	25,085		653,383
EXPENDITURES							
Personnel Services	156,318	91,163	126,207	160,262	(34,055)	⁴	349,698
Other Supplies, Services and Charges	57,825	17,474	38,467	57,358	(18,891)	⁵	141,454
Repairs and Maintenance	6,948	506	642	7,300	(6,658)		34,840
Utilities	29,152	12,652	20,904	29,300	(8,396)		76,650
Interdepartment Charges	4,172	-	-	4,376	(4,376)		26,259
Capital Outlay	-	-	-	-	-		3,500
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	260,400	121,795	192,205	264,581	(72,376)		638,386
NET GAIN / (LOSS)	(12,639)	(66,421)	96,081	(1,380)	97,461		14,997

BEGINNING FUND BALANCE
ENDING FUND BALANCE

130,762 ¹
226,843

¹ Beginning Fund Balance is unaudited and subject to change.

² The majority of the variance is related to higher non-resident gate receipts (\$31,300) and teen night attendance (\$4,832) than anticipated in the budget. Management attributes the increase in daily non-resident visits to the closing of a neighboring aquatic facility.

³ The variance is related to revenue from concessions performing lower than anticipated in the original budget. In the original budget, Aquatics management projected that higher prices for select concession items would have a great impact than was experienced.

⁴ The variance is primarily related to Part-time Salaries (\$20,546) and Workers Compensation expense (\$10,797). In the budget, the facility assumes maximum staffing levels; however, the actual staffing level varies based on attendance at the facility. Also, the August payroll accruals have not posted at the time of this report. Additionally, the budget assumed Worker's Compensation expense for the entire fiscal year would be posted in July, consistent with previous years; however, the entry has not posted in the accounting system as of this report date.

⁵ The variance is primarily related to Insurance expense (\$14,026). The budget assumed Insurance expense for the entire fiscal year would be posted in July, consistent with previous years. This expenditure has not posted in the accounting system at the time of this report.

Note: Construction settlement funds of \$13,180 are being held in an account on the balance sheet. As related repairs are identified, the funds are transferred from that account to reimburse repair costs.

**CEMETERY TRUST
FUND 204**
Financial Report for the Month and Year Ending August 31, 2017

	Previous Year-to-date August 2016	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
REVENUES						
Services	33,361	10,409	20,808	26,795	(5,987)	160,770
Sale of Personal Property	17,000	10,500	19,500	15,750	3,750	94,500
Interest	2,243	-	1,471	1,517	(46)	9,100
Miscellaneous	150	-	-	-	-	-
TOTAL REVENUES	52,754	20,909	41,779	44,062	(2,283)	264,370
EXPENDITURES						
Personnel Services	15,536	6,224	8,230	13,019	(4,789)	58,259
Other Supplies, Services and Charges	22,528	7,534	13,486	20,804	(7,318)	112,062
Repairs and Maintenance	639	285	285	2,070	(1,785)	12,420
Utilities	544	405	487	725	(238)	4,350
Fuel & Lubricants	166	-	-	200	(200)	1,200
Interdepartment Charges	2,661	1,400	2,800	2,800	-	16,798
Transfers Out (To 026)	3,506	1,709	3,418	3,418	-	20,508
TOTAL EXPENDITURES	45,580	17,557	28,706	43,036	(14,330)	225,597
NET GAIN / (LOSS)	7,174	3,352	13,073	1,026	12,047	38,773

BEGINNING FUND BALANCE
ENDING FUND BALANCE

1,328,658 ¹
1,341,731

¹ Beginning Fund Balance is unaudited and subject to change.

**CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending August 31, 2017**

	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
REVENUES						
Interest	-	643	2,000	(1,357)		12,000
Contributions	-	-	-	-		-
Miscellaneous	-	-	-	-		-
Transfers from Fund 200	-	-	-	-		-
Transfers from Fund 410	320,833	320,833	320,833	-	²	1,925,000
TOTAL REVENUES	320,833	321,476	322,833	(1,357)		1,937,000
EXPENDITURES						
Additions to Const in Progress	14,858	14,858	783,333	(768,475)	²	4,700,000
TOTAL EXPENDITURES	14,858	14,858	783,333	(768,475)		4,700,000

BEGINNING FUND BALANCE	569,520 ¹
ENDING FUND BALANCE	<u>876,138</u>

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

² Funding for proposed projects in the FY18 budget include:

	Approved - FY18 Budget
Completion of Lea McKeighan North Improvements (total project estimate \$5,000,000)	\$ 4,700,000
Total	<u>\$ 4,700,000</u>

Note: Projects budgeted in FY17 which are to be completed during FY18 include Hartman Park Improvements and Howard Park Splashpad.

**PARKS COP DEBT
 FUND 410
 Financial Report for the Month and Year Ending August 31, 2017**

	Month-to-Date August 2017	Year-to-Date August 2017	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
REVENUES						
Taxes	259,221	659,841	592,500	67,341	²	3,924,442
EATS	(9,221)	(26,106)	(36,867)	10,761	²	(157,000)
Interest	-	3,767	833	2,934		5,000
TOTAL REVENUES	250,000	637,502	556,466	81,036		3,772,442
EXPENDITURES						
Debt Service			-	-		2,545,405
Transfers Out-Gamber Center	14,584	29,167	29,167	-		175,000
Transfers Out-Construction Fund	160,417	320,833	320,833	-		1,925,000
TOTAL EXPENDITURES	175,000	350,000	350,000	-		4,645,405
NET GAIN / (LOSS)	75,000	287,502	206,466	81,036		(872,963)

BEGINNING FUND BALANCE	3,056,772 ¹
ENDING FUND BALANCE	<u><u>3,344,274</u></u>

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

² See separate Sales Tax Report included in this packet.

MEMORANDUM

Date: September 20, 2017

To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent of Administrative Services

Re: Sales Tax Update – September 2017

September sales tax proceeds total \$427,625 which is 98.4% of the monthly projection. Year-over-year actual receipts totaled \$77,124 more than receipts through September 2016. The budget spread for FY18 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 fifteen businesses and are received the following month.

For the month of September, two of the top fifteen businesses were not included in the receipts. Also, the receipts in September included August receipts for seven of the top fifteen businesses.

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

	Budget	Actual	Amount Difference	% Difference
Cumulative Balance Through FY 2017	59,247,536	60,522,095	1,274,559	2.15%
FY 2018				
YTD Balance Forward - Sales Tax	592,500	659,841	67,341	11.37%
YTD Balance Forward - EATS	(36,866)	(26,106)	10,760	-29.19%
Sales Tax Receipts - August 2017	434,500	427,625	(6,875)	-1.58%
EATS - August 2017	(18,433)	-	18,433	-100.00%
YTD Balance - Sales Tax	1,027,000	1,087,466	60,466	5.89%
YTD Balance - EATS	(55,299)	(26,106)	29,193	-52.79%
LIFE-TO-DATE DATA BY SALES TAX				
Cumulative Net Proceeds - 1/4 cent Sales Tax	28,003,790	28,637,845	634,055	2.26%
Cumulative Net Proceeds - 3/8 cent Sales Tax	32,215,447	32,945,610	730,163	2.27%

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.

MEMORANDUM



Date: April 7, 2017
To: Joe Snook, Interim Administrator of Parks & Recreation
From: David Dean, Superintendent of Recreation II
Re: Policy approvals for accreditation

As part of LSPR's accreditation process, there will be new and existing policies that will require Park Board review and approval. As you noted at a prior Park Board meeting, staff would make every effort to break up the review/approval process of those policies, so as to not overwhelm the board with a lot of information at one time.

At the September meeting, staff is requesting the Board to approve the following policies;

- 1) Park Rules (existing policy) – attachment A
- 2) Policy and Procedure for Contact with Media (new policy) – attachment B
- 3) Leadership Succession Procedures (new policies) – attachment C

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

Recommended Motion:

I move to approve policy number 600.01 Park Rules, policy number 400.05.01 Policy and Procedure for Contact with Media, and policy numbers 700.01 Succession Planning-Administrator and 700.02 Succession Planning-Superintendents.

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

LSPR POLICIES AND PROCEDURES MANUAL

SECTION THREE: OPERATIONS

SECTION:	600 – PARKS	DATE:	6/1/2000
POLICY:	PARK RULES <u>City Ordinances related to Parks</u>	NUMBER	600.01
LAST REVISION Review:		<u>April 2012</u> <u>August 2017</u>	

The following activities are **NOT** allowed in the parks.

1. Damage of park property. City Ordinance Chp. 17-85
2. Use of parks from 11:00pm until 7:00am. City Ordinance Chp. 19 Art III
3. Court play over one hour when others are waiting.
4. Alcoholic beverages (without permit). City Ordinance Chp. 19 Art III
5. Motorized vehicles on park grounds. City Ordinance Chp. 19 Art III
6. Skate, bicycles or skateboards on sidewalk or court areas. Chp. 29-11, except where otherwise noted.
7. Littering. Chp. 17-89

~~Yield playing areas to all Lee's Summit Parks and Recreation sanctioned activities.~~

~~These are your parks. Please enjoy and care for them so others may also.~~

LEE'S SUMMIT
PARKS AND RECREATION

LSPR POLICIES AND PROCEDURES MANUAL

SECTION THREE: OPERATIONS

SECTION:	400 – ADMINISTRATIVE SERVICES	DATE:	08/01/17
SUB-SECTION	POLICIES AND PROCEDURES	NUMBER	400.05
POLICY:	POLICY AND PROCEDURE FOR CONTACT WITH MEDIA	NUMBER	400.05.01
LAST REVIEWED:		August 2017 (Subject to approval)	

Purpose

1. To provide useful and accurate information in a timely and professional manner regarding Department information, events, issues, and services.
2. To provide an effective process to maximize message delivery, consistency, and accuracy.
3. To establish a procedure for responding to media inquiries.

Scope

All Lee's Summit Parks and Recreation staff.

Procedure

The following procedures and standards will be used by all LSPR divisions (Administration, Park Operations, Park Construction, and Recreation Services) as applicable to media relations.

1. **Spokesperson:** A spokesperson(s) will be designated for response to each inquiry. For general LSPR inquiries, the spokesperson will be the Administrator of Parks and Recreation and/or designee. The Marketing Coordinator will be available to sit in on these interviews—taking notes as well as any follow-up information, such as brochures, documents, or supporting material that is public information.
2. **Primary LSPR Contact:** The Marketing Coordinator will receive all media requests and follow-up with the appropriate staff person(s). If an employee receives a media request, whether by phone, writing, or in-person, the employee must immediately refer the matter to the Administrator of Parks and Recreation and Marketing Coordinator.
3. **Media Requests Involving Sensitive or Controversial Issues:** When the Marketing Coordinator receives a media-request involving sensitive or controversial issues, they will immediately bring the matter to the attention of the Administrator of Parks and Recreation. The Administrator of Parks and Recreation will consult with the Marketing Coordinator and other resources as necessary in deciding the appropriate response and actions to be taken by staff based on the issue.
 - a. Employees should not speak to reporters about controversial or sensitive issues unless approved by the Administrator of Parks and Recreation. If an employee is contacted by a reporter or editor, they should immediately contact their supervisor and Marketing Coordinator to inform the Administrator of Parks and Recreation. The Marketing Coordinator will find out what information is needed by the

reporter or editor and immediately consult with the Administrator of Parks and Recreation to develop the appropriate response.

- b. Sensitive and controversial issues of interest to the media may be best assessed by asking the following:
 - i. Is the issue a threat—existing or potential—to life, health or property?
 - ii. Could the issue likely be interpreted to negatively affect public confidence in or the opinion of Lee's Summit Parks & Recreation?
 - iii. Are there legal ramifications—existing or potential—raised by the issue?
 - iv. Has more than one member of the media inquired about the same issue?
 - v. Has someone or some group threatened to go to the media about the issue?
 - vi. Is there unusual or inappropriate interest by a person or group of people about a seemingly routine issue?
4. **Routine Media Requests:** Contact the Marketing Coordinator or the appropriate communications staff to answer these questions or to set up an appropriate interview with the Administrator Parks and Recreation and/or designee.
5. **Public Records Requests:** Requests for public records are covered by Missouri's Sunshine Law. Such requests are to be directed to the City Clerk, who serves as the City's Custodian of Records. Any questions concerning the applicability of the Sunshine Law should be directed to the City's Law Department.
6. **Press Releases:** Prepared and issued by the Marketing Coordinator as newsworthy information occurs. A department designee can write a release and forward to the Marketing Coordinator to release to media. All press releases will be e-mailed to local media (print and broadcast). When appropriate, the information in the press release is emailed to staff and the article content is posted online to the LSPR website.
7. **News Briefs:** Conducted to educate the news media about potentially controversial issues and provide reporters an opportunity to ask in-depth questions. In most briefings, LSPR provides extensive background materials, fact sheets, and explanatory materials.
8. **News Conference:** Held at the direction of the Administrator of Parks and Recreation and/or designees to announce or respond to an issue of significance or controversy pertaining to facts, information, rules, and emergency or crisis situation or the established policy/rules of LSPR. Advantages of conducting a news conference:
 - a. Allows LSPR to effectively respond at one sitting rather than responding individually to many media contacts
 - b. Enables LSPR to address issues personally and conveys willingness to openly discuss an issue
 - c. A news conference may be called when:
 - i. Emergency situations exist
 - ii. The issue to be announced is best conveyed at a news conference
 - iii. A major announcement with tremendous impact on LSPR is conveyed
 - iv. The issue is likely to produce controversy
 - d. News conferences should be planned in advance and coordinated by the Administrator of Parks and Recreation and Marketing Coordinator in a location or site best suited for the news conference.
 - e. A spokesperson for the news conference is selected by the Administrator of Parks and Recreation if appropriate.

- f Additional staff may be required to attend to provide background information and more details.

- 9. **IX. Emergency Media Relations:** In the event of a disaster, emergency, or any event requiring the activation of the City's Emergency Operations Center, media efforts will be handled in accordance with the City's Emergency Operations Plan. Other members of the Communications staff may be required to help with communications efforts, such as posting information on the website, social media, and the government access channel, etc.

LSPR POLICIES AND PROCEDURES MANUAL

SECTION TWO: PERSONNEL/GENERAL ADMINISTRATION

SECTION:	700 - SEPARATION	DATE:	7/1/01
POLICY:	ADMINISTRATOR SUCCESSION PLANNING	NUMBER	700.01
LAST REVISION:		November 2016	

The purpose of the succession plan is to plan for the orderly succession of executive leadership made necessary by emergency conditions, retirement or normal job change.

The plan will provide staff the assurance that if something happens, the Board will find a match that will fit the citizen's needs, internal staffing needs, and the organizational culture. It builds confidence throughout the department and reduces uncertainty.

Included in the plan are general board guidelines for interim leadership, the selection process, desired qualifications, and other information.

The updated succession plan is attached.

ADMINISTRATIVE SUCCESSION PLAN

10/11/16

The purpose of the succession plan is to prepare for the orderly succession of administrative leadership made necessary by emergency conditions, retirement or normal job change.

The plan will provide staff the assurance that if there is a leadership change, the board will find a match that will fit our citizen needs, internal staffing needs, and the organizational culture. It will maintain confidence throughout the organization and will reduce uncertainty.

Included in the plan are general Board guidelines for interim leadership (Attachment A), the selection process, desired qualifications, and other information.

Interim Leadership and Transition Activities

Emergency Conditions

In the event of illness, termination, or other emergency conditions, the Board will follow these guidelines:

1. The Board will appoint an interim Administrator from the existing management team.
2. Begin the selection process immediately.

Retirement

In the event of retirement by the Administrator, the Board expects as long a notice period as is possible to allow for a smooth transition. During this transition, the Board should:

1. If necessary, appoint an interim Administrator from the existing management team.
2. Begin the selection process before the Administrator leaves employment.

Three (3) months should be ample time to conduct the process.

Job Change

In the event of job change by the Administrator, the Board would request a four (4) week notice to allow for a smooth transition. During this transition, the Board should:

1. Appoint an interim Administrator from the existing management team.
2. Begin the selection process before the Administrator leaves employment.

Selection Process

The selection process should include the following steps:

1. The Board will appoint a search committee to monitor the process and recommend final candidates to the full board. This committee should include Board Members and can include a school administrator, Chamber of Commerce representative, City Council representative, Public Works Director and Police Chief.
2. The Board will decide whether the search committee will conduct a full search or use an outside consulting firm. If the Board hires an outside firm, the Board should determine the outside firm's responsibilities and cost, and specify details in a signed, written contract. A firm should be used that is familiar with Park and Recreation needs and philosophy and references of like assignments should be checked. (Attachment B).
3. A time line for the various activities should be developed by the search committee and/or consulting firm if applicable.
4. The search committee, with the assistance of the Administrator or interim Administrator and management team, will update the existing job

description for the Administrator, organizational chart, and other information, and provide it to the search committee and/or consulting firm.

5. Advertising for the Administrator position should appear in local, regional and national industry trade publications.
6. Interview questions shall be developed in advance by the committee and/or consulting firm if applicable. (There are many questions that are prohibited. The committee should be aware of these. The Law department or consulting firm will be able to provide guidelines for this part of the process)
7. All resumes will be reviewed for basic qualities and experience. A minimum of three candidates should be interviewed. The search committee and/or consulting firm will present the top two or three candidates to the board for further interviews. If the board doesn't accept one of these candidates, the search committee or consulting firm will present the next best candidate.
8. Verification of candidate credentials and employability shall include, but should not be limited to, educational transcripts, reference checks, legal background checks, credit bureau reports, medical assessment as allowed by law, including pre-employment drug testing.
9. The search committee shall recommend a compensation package to the Board for approval.
10. Notification of the selection of the new Administrator will be provided to Local, State and National organizations.

Administrator Profile

The Board will develop a profile of the type of candidate they would like to retain and the minimal qualifications they will require. Recommended qualifications include:

1. BS or BA in Parks and Recreation Administration or related field from an accredited university or college.
2. Masters in Parks and Recreation Administration, Public Administration or Business Administration is preferred.
3. Fifteen years of progressive administrative experience (Parks and Recreation Management, Park development, Maintenance Operations, Recreation Management, Facility Management, Information Technology (RecTrac) in a Park and Recreation Department or organization that is similar in size (personnel [50 Full time, 400 Part time], City of [100,000], budget in excess of 8 million, [] fee base of over 65% and facilities and scope (programs) similar to our existing mix.
4. Show evidence of continuous training and educational development such as the Oglebay Professional Development Schools (Director School, Revenue Management school, Maintenance Management School, Supervisory School).
5. Be a certified Park and Recreation Professional, CPRP
6. Have experience in a successful Park and Recreation department accreditation process.
7. Other areas for the Board to develop criteria for include:

- a. communication (written/oral)
 - b. board/management relations
 - c. human resource administration
 - d. budgeting and finance
 - e. leadership
 - f. facility management
 - g. citizen engagement
 - h. planning skills (strategic and tactical)
 - i. personality characteristics (approachable, diplomatic, innovative, visionary)
 - j. time management
8. Involvement in State/National Association activities

Members of the current management team should be encouraged to apply if they are interested and qualified.

Attachment A **Guidelines for Selection Process for Administrator**

Responsibility	Responsible Party
1. Determine that a Vacancy exists	President
2. Convene a board meeting. The Board will: <ul style="list-style-type: none"> • Properly notice the meeting (24 hour notice required and posted with City Clerk) • Vote to ratify the appointment of the Interim Administrator • Appoint an Executive Committee made up of the President, Vice President, Treasure and past President as advisor to the Interim Administrator and Board • Meet with the Interim Administrator and other key Superintendents to confirm the course of action for managing the department • Determine content and approach to communicate the situation to staff, as appropriate • Determine content and approach to communicate the situation to citizens • Determine appropriate compensation for the Interim President 	President
3. Appoint an Interim Administrator after consultation with staff and Board, as appropriate.	President
4. Contact and name the Interim Administrator	President
5. Contact the following as soon as possible and inform them of the vacancy: <ul style="list-style-type: none"> • Remaining Board of Directors • Management Team Members and City Manager Note: this step may be moved up to step 2 if an Interim Administrator is not named immediately.	President
6. Direct the Interim Administrator to execute the following procedures: <ul style="list-style-type: none"> • Secure records (passwords, etc) • Change locks if necessary • Notify interested parties in (Attachment C) 	President
7. Disseminate information to staff to explain the situation and the anticipated actions. Describe how management and staff are allowed to relate the situation to citizens, media other staff, vendors, etc. Maintain regular communication with the President throughout the period of time serving as Interim Administrator.	Interim Administrator
8. The President will meet on a periodic basis with the Interim Administrator to provide ongoing guidance and support until a new Administrator is appointed.	President

Attachment B

Example of Executive Search Proposal / Letter of Agreement

<Date>

Subject: Director of Parks and Recreation Search Proposal

Dear <Name of Hiring Authority>;

Thank you for the opportunity to prepare a statement of qualifications and proposal for recruitment services to fill the position of Director of Parks and Recreation. The [REDACTED] is a management consulting service for cities, counties, and other nonprofit organizations and specializes in recruitment of key executive level positions. [REDACTED] has over 30 years of experience working in the public and nonprofit sectors and has been a consultant since November 2005.

References

[REDACTED] suggests at least five (5) different search process related references for executive search processes of city manager / administrator and/or department directors conducted during the last three (3) years; the year each search was conducted; contact information for reference checks; and, whether the person is still employed after being placed.

Project Scope/Terms/Methodology

- Work with the Park Board President and Park Board to develop a candidate and community recruitment profile, including input from staff, elected officials and community leadership (if desired);
- Prepare detailed timeline for placement of a professional announcement in various newsletter ads and websites; recruitment to be advertised nationally to reach prospective candidates around the country that may have ties to the Midwest, but focus would be regional (National Recreation and Park Association (NRPA) website; ICMA newsletter & website; other professional association email lists, etc.);
- Advertise on MO, KS, IA, IL, & TX state parks association websites, along with Missouri, Kansas & Iowa municipal league web sites; distribute ad to various regional universities with public admin. and/or recreation related degrees for distribution to alumni along with other parks related email lists around the KC Area and throughout MO;
- [REDACTED] will personally recruit and pursue qualified candidates based on their fit with the final recruitment profile;
- Consultant will review and list all applications acquired into an Excel spreadsheet matrix depicting each candidate's experience and expertise and how it compares to the recruitment profile;
- Consultant will conduct a short telephone interview with the top 10 to 15 candidates, listing those candidates to those most qualified for review by the Park Board; summarize

strengths & concerns based on candidates' current situation, experience, expertise and organizational fit with candidate profile; (a complete packet of all applications will be provided to the Park Board for review). Consultant will facilitate & assist the Park Board in narrowing candidates for interviews of the top three or four candidates;

- Consultant will assist in setting up and providing support for interviews by community or staff assessment panels, if requested (*please see additional expenses section*);
- Consultant to prepare pre-interview questions for finalists to answer in writing prior to interviews. This provides the Park Board an opportunity to know each final candidate's management philosophy and track record in dealing with various issues so that interview questions can be focused on these identified key areas;
- Consultant will conduct and document reference checks (including non-listed, when appropriate)
- Consultant to arrange full background checks prior to interviews on final candidates in the following areas: Criminal, civil, credit, driving record, verification of educational attainment and past employment. The [REDACTED] uses Validity Screening Solutions to conduct all background checks. (*Consultant recommends the City conduct a pre-employment drug screening once an employment offer is made.*)
- Consultant to prepare "draft" interview questions for review and modification by the Park Board
- The Consultant will assist in negotiations with the preferred candidate, if requested.

Timeline (*Usually a 120 day process following selection of Search Consultant -- depending notice requirement by selected final candidate*)

- | | |
|--|----------------------------|
| • Preparation and approval of Executive Search Services RFP
Selection) | Day 1 (Consultant |
| • RFP submitted to prospective consultants by Parks Department
Selection) | Day 10 (Consultant |
| • Proposals from Consultants Submitted to Park Board for review
Selection) | Day 25 (Consultant |
| • Selection following interviews and / or review of proposals.....
Selection) | Day 30 (Consultant |
| • Selected Consultant meets w/Park Board; key staff & key community leaders
Process)
to identify key issues, priorities, and desired characteristics for recruitment profile | Day 1 (<i>of Search</i> |
| • Consultant prepares the position & community profile | 2 weeks |
| • Begin placement of ads on websites | Day 14 (<i>of Search</i> |
| <i>(National Recreation & Park Assoc. \$199; MO Park & Recreation Assoc. \$25; ICMA Newsletter & website \$250; MML No Cost; KS League \$65; Iowa League \$65; also advertise in Iowa, Texas, Kansas & Illinois State Park Association websites; advertise with various university alumni and other public management email lists, etc.)</i> | |
| • Begin distribution of profile | Day 21 (<i>of Search</i> |
| • Extensive personal recruitment of candidates | Day 14 – Day 55 |
| (41 days) | |
| • Deadline for applications | Day 55 (41 days post |
| ad posting) | |
| • Meet with Park Board to narrow candidates for interviews..... | Day 65 |
| • Final background & reference checks | (2+ weeks) |
| • Park Board Interviews; selection of top candidate; final negotiations by Board President
Process)
<i>(Timing of interviews dependent upon schedules of Park Board members / Consultant)</i> | Day 90 (<i>of Search</i> |
| • Proposed starting date for new Parks Director | Day 120 (<i>of Search</i> |
| Process) | |

(30 day notice is standard for most professionals with a contract if external candidate is selected)

Note: The proposed timeline is intended to be a draft and will likely change slightly based on various circumstances beyond the control of either the Park Board or the Consultant.

Fee Schedule (Compensation & Additional Expenses)

- Fees typically range from \$12,000 to \$24,000, plus expenses.

Consultant Signature

Date

Park Board President Signature

Date

Attachment C

Kansas City Star

Lee's Summit Journal

City Council

National Recreation & Parks

Missouri Parks and Recreation

Kansas Recreation and Parks

Facebook

Attachment D



Position Title: **ADMINISTRATOR OF PARKS AND RECREATION**

Division: Administration

Department: Parks and Recreation

Immediate Supervisor: Lee's Summit Parks and Recreation Board

Date: November 2005

FLSA Status: Exempt

Job Summary:

Plans and directs the administration of the Parks and Recreation system. Serves as Technical Advisor to the Parks and Recreation Board and incorporates Board policy into the system operations.

Job Scope:

1. Directly supervises up to seven professional staff and indirectly supervises through subordinates up to 300 seasonal, contractual, and volunteer employees. Reviews and determines selection, placement, promotion, termination, training, development, safety, appraisals and discipline of departmental personnel. Responsible for the preparation, administration, and monitoring of the department budget strategic plans, capital projects and recreation services.

Essential Duties and Responsibilities:

1. Directs the department's overall recruitment, selection, supervision, appraisal, and training program. Makes decisions on department employees' status including hiring, firing, disciplines and advancements.
2. Assists and advises the Board on the formulation of policies; executes and interprets the policies through procedures and regulations.
3. Directs and monitors the various fund budgets through accurate records of expenditures and revenues.
4. Maintains a current comprehensive plan for the maintenance and development of the Parks and Recreation system.
5. Maintains and enhances inter/intra governmental efficiency and effectiveness.
6. Reports the activities of the department to the Board in written and oral reports.
7. Represents the Board through active involvement in civic organizations and activities.
8. Directs department programs to seek financial assistance from local, state, and federal funding sources as well as private and non-profit sources.
9. Negotiates and executes agreements with all profit and non-profit organizations.
10. Analyzes past, present, and future financial conditions and forecasting.
11. Assures that parks and recreation services are provided in a safe manner to the public.
12. Member of the Management Team.
13. Creates seamless relationship between City Council and Parks and Recreation department.
14. Performs all other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

Peripheral Duties:

1. May participate with various employee committees, as needed.

Minimum Qualifications:

2. Bachelor of Science in Parks and Recreation Administration or related field required. Master's degree preferred.
3. Five to seven years' experience at a director's level required.
4. Certified Parks and Recreation Professional required.

Necessary Knowledge, Skills, and Abilities:

1. Extensive knowledge of Parks and Recreation philosophy, methods, techniques of Parks and Recreation methods, administration, accounting, and budgeting.
2. Ability to establish good working relationships with the public, subordinates and other city departments and elected officials.
3. Skills in personnel selection, supervision, appraisal, counseling, discipline, communication and organizational leadership.
4. Skills in using a computer and general office equipment.

Physical Demands:

The physical activity of this position:

- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity. Ability to make rational decisions through sound logic and deductive processes.
- Repetitive motion. Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking. Expressing or exchanging ideas by means of the spoken word including conveying detailed or important spoken instructions accurately and concisely.

The physical requirements of this position:

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time with occasional walking and standing required.

The visual acuity requirements including color, depth perception, and field vision:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The conditions the worker will be subject to in this position:

The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from internal temperature fluctuations

LSPR POLICIES AND PROCEDURES MANUAL

SECTION TWO: PERSONNEL/GENERAL ADMINISTRATION

SECTION:	700 - SEPARATION	DATE:	1/20/09
POLICY:	SUPERINTENDENT SUCCESSION PLANNING	NUMBER	700.02
LAST REVISION:		July 2017	

The purpose of the succession plan is to plan for the orderly succession of leadership made necessary by emergency conditions, retirement or normal job change.

Included in the plan are general guidelines for interim leadership, the selection process, desired qualifications, and other information.

Interim Leadership and Transition Activities

Emergency Conditions

In the event of illness, termination, or other emergency condition, the Administrator will:

1. Appoint an interim Superintendent from the existing management team.
2. Begin the selection process immediately.

Retirement or Normal Job Change

In the event of retirement or job change the department expects as long a notice period as is possible to allow for a smooth transition. During this transition, the Administrator should:

1. If necessary, appoint an interim Superintendent from the existing management team.
2. Begin the selection process before the Superintendent leaves employment.

Internal Leadership Development

Every effort should be made to develop the management skills of the Superintendents, Assistant Superintendents and Managers. A plan for internal and external training and experience for each management team member should be developed by the Administrator and updated annually with the individual.

- **Internal Training**

When possible, more training of management staff should be done in all departmental operations.

- **External Training**

Time off and financial support should be provided to management staff in pursuing college education and national professional schools and programs.

- **Experience**

Management team members shall be given an opportunity to act in behalf of the Administrator in his/her absence.

MEMORANDUM



Date: September 13, 2017

To: Lee's Summit Parks and Recreation Board

From: Joe Snook, CPRP
Interim Administrator

CC:

Re: Budget Adjustment - Personnel

The Parks and Recreation Board approved the FY18 budget in May 2017. At the time of approval staff provided an update on the City's Compensation Study stating the study was still in progress and a projected date for the final report had not been identified. The Board was advised that the proposed FY18 budget did not include salary adjustments however a request to adjust the budget would be made once the compensation study was completed. Staff also stated that an implementation plan and the associated cost would be presented at the appropriate time but it was anticipated that a request of \$115,000 - \$120,000 could be expected.

At this time the consultant continues to work on the compensation study and has been asked to include more details prior to issuing a final report. A revised completion date for the study has not been established. Currently, City staff has presented an ordinance to City Council requesting a budget amendment to provide all non-represented employees with a 2% cost of living increase. The ordinance was first read on Thursday, September 7 and passed with a vote of 8-0. The second reading is scheduled for Thursday, September 21. It is my understanding City staff will present a second budget amendment once the final report is completed and an implementation plan is established.

I asked LSPR administrative staff to prepare a summary showing the impact a 2% cost of living increase would have on each fund. The summary is provided in Table #1. I also included the FY18 projected net revenues and projected fund balance for each fund in Table 2. In summary, the projected total annual increase for the 2% cost of living adjustment (including benefits) is \$43,928. Table 2 indicates the increase can be absorbed by each fund without significantly impacting the projected net revenues or the projected fund balance.

Staff will continue to work with the City's compensation study consultant as needed. Once the study is completed, staff will present an implementation plan and projected costs to be

considered by the Board. I anticipate the cost of the implementation plan, including the requested 2% cost of living adjustment, will be similar to the projection mentioned in May.

Table 1 – Impact on Funds

200-Parks	\$27,308
201-GCC	\$1,861
202-LPCC	\$8,060
203-SW	\$1,116
204-Cemetery	\$879
530-Recreation	\$4,704
<i>Totals</i>	<i>\$43,928</i>

Table 2 – FY18 Projected Net Revenues and Fund Balance

	FY18 Projected	
Fund	Net Revenues	Fund Balance
200 - Parks	\$ 149,622	\$ 1,935,952
201 - GCC	\$ 43,158	\$ 498,602
202 - LPCC	\$ 140,895	\$ 1,386,806
203 - SW	\$ 14,997	\$ 137,751
204 - Cemetery	\$ 38,773	\$ 1,352,346
530 - Recreation	\$ 118,102	\$ 645,658

Based on the minimal impact to the current budget and to be consistent with the City's direction, it is staff's recommendation the Board approve a 2% cost of living increase for all full-time employees to be effective on a date consistent with the City's date of implementation.

Proposed Motion:

I move to approve a 2% cost of living increase for all full-time staff to be effective on a date consistent with the City's date of implementation.

MEMORANDUM



Date: September 20, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: Steve Casey, ASLA, PLA
Superintendent of Park Planning and Construction
Re: Change Order with AB Creative for Hartman Park

Staff is recommending a unitary synthetic grass surface on the slope near the embankment slide and hill net climber for maintenance and appearance purposes. This will add additional cost to the project and additional time to complete the work but will add to the play value and improve the maintenance of the playground long term. Some additional costs were also incurred with the playground contractor encountering rock for footing excavation of the embankment slide.

Even with the change order, staff anticipates being able to deliver the project within the budget allowance of \$185,000. We are anticipating a mid October completion schedule for the playground and site work.

MOTION: I move to approve the contract change in the amount from \$92,217.00 to \$106,617.60 for an increase of \$14,400.60 for improvements to Hartman Park Playground.

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

.



Playground Grass by ForeverLawn is lush, beautiful synthetic grass that is safe to play on, soft to fall on, and cost effective.

PLAYGROUND GRASS EXTREME

Components	Specifications
Yarn Type	Dual Primaries: Polyethylene XP slit film straight and curled
Yarn Color	Field/lime green
Yarn Count	8,040/1
Tufting Construction	Dual primaries, same row
Blade Height	1-1/4"
Tufting Gauge	3/8"
Face Weight	50 ounces
Total Product Weight	115 ounces
Backing	Primary: 18 pic reinforced tricomponent Secondary: 50 oz. BioCel™ Polyurethane with 6 oz. nonwoven
Seaming	Micromechanical bonding
Infill	Optional
Antimicrobial Protection	No
Antistatic Technology	No

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FEATURING



ForeverLawn announces XStatic™, a proprietary, patent-pending antistatic technology, available now in Playground Grass Ultra.

COMPONENTS	Playground Grass EXTREME	Playground Grass DISCOVERY	Playground Grass ACADEMY	Playground Grass ULTRA
YARN TYPE	<ul style="list-style-type: none"> Dual primaries: Polyethylene XP slit film straight and curled 	<ul style="list-style-type: none"> Primary: Polyethylene XP slit film Secondary: Heat set textured nylon monofilament 	<ul style="list-style-type: none"> Primary: Polyethylene XP slit film Secondary: Heat set textured nylon monofilament 	<ul style="list-style-type: none"> Primary: Polyethylene XP slit film Secondary: Heat set textured nylon monofilament
YARN COLOR	<ul style="list-style-type: none"> Field/lime green 	<ul style="list-style-type: none"> Primary: Field green Secondary: Turf green 	<ul style="list-style-type: none"> Primary: Field green Secondary: Turf green/tan blend 	<ul style="list-style-type: none"> Primary: Olive green Secondary: Turf green/tan blend
YARN COUNT	<ul style="list-style-type: none"> 8,040/1 	<ul style="list-style-type: none"> Primary: 8,040/1 Secondary: 4,200/8 	<ul style="list-style-type: none"> Primary: 8,040/1 Secondary: 5,040/2 	<ul style="list-style-type: none"> Primary: 8,040/1 Secondary: 4,200/8
TUFTING CONSTRUCTION	<ul style="list-style-type: none"> Dual primaries, same row 	<ul style="list-style-type: none"> Dual yarn, alternating rows 	<ul style="list-style-type: none"> Dual yarn, same row 	<ul style="list-style-type: none"> Dual yarn, same row
BLADE HEIGHT	<ul style="list-style-type: none"> 1-1/4" 	<ul style="list-style-type: none"> 1" 	<ul style="list-style-type: none"> 1-7/8" 	<ul style="list-style-type: none"> 1-5/8"
TUFTING GAUGE	<ul style="list-style-type: none"> 3/8" 	<ul style="list-style-type: none"> 3/16" 	<ul style="list-style-type: none"> 3/8" 	<ul style="list-style-type: none"> 3/8"
FACE WEIGHT	<ul style="list-style-type: none"> 50 ounces 	<ul style="list-style-type: none"> 58 ounces 	<ul style="list-style-type: none"> 48 ounces 	<ul style="list-style-type: none"> 48 ounces
TOTAL PRODUCT WEIGHT	<ul style="list-style-type: none"> 115 ounces 	<ul style="list-style-type: none"> 123 ounces 	<ul style="list-style-type: none"> 113 ounces 	<ul style="list-style-type: none"> 113 ounces
BACKING	<ul style="list-style-type: none"> 3-layer backing with geotex laminate 	<ul style="list-style-type: none"> 3-layer backing with geotex laminate 	<ul style="list-style-type: none"> 3-layer backing with geotex laminate 	<ul style="list-style-type: none"> 3-layer backing with geotex laminate
ANTISTATIC TECHNOLOGY	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> XStatic™ proprietary, patent-pending antistatic technology
ANTIMICROBIAL PROTECTION	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> AlphaSan®
SEAMING	<ul style="list-style-type: none"> Micromechanical bonding 	<ul style="list-style-type: none"> Micromechanical bonding 	<ul style="list-style-type: none"> Micromechanical bonding 	<ul style="list-style-type: none"> Micromechanical bonding
INFILL	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> 0.75 pounds of rubber 	<ul style="list-style-type: none"> 0.75 pounds of rubber



YELLOW

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ORANGE

RED

BLACK

ROYAL BLUE

NAVY BLUE

WHITE



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Order Confirmation

Date	Job No.	Customer PO #
9/6/2017	17067-C...	

Name / Address
City of Lee's Summit Steve Casey 220 SE Green Street Lee's Summit, MO 64063 Steve Casey 816/969-1507

Project 17067 Hartman Park
Ship To Parks & Recreation 220 SE Green Street Lee's Summit, MO 64063 Steve Casey 816/969-1507

Thank you for this opportunity and we look forward to working with you!

Rep	Terms
Tim	Net 30

Qty.	Description	Unit Price	Total
1	Terranos Combi as per dwg USP 023370 (Including Med Flubber Cube, Space Cell, HOH Ladder, Harp Net, Balancing Cable, Net Helix, 9x Railing Ropes, 4x Triangular Nets)	51,005.00	51,005.00
1	Double Cloud 9	14,011.00	14,011.00
1	Champigon.40, Champigon.60 & Champignon.80	1,184.00	1,184.00
-1	Greenbush Discount per contract #ESC-PLAYGROUND2016RFP	5,533.00	-5,533.00
1	560-2571 Comet II	1,632.00	1,632.00
1	Nucleus Embankment Slide	7,338.00	7,338.00
-1	Greenbush Discount per contract #ESC-PLAYGROUND2016RFP	660.00	-660.00
1	Shipping for above equipment	2,870.00	2,870.00
1	Installation for above equipment	18,145.00	18,145.00
1	Bond Cost	2,225.00	2,225.00
1	Additional Foundation/Footings for Slide	1,700.00	1,700.00
1	ForeverLawn Playground Grass Extreme - Hartman Park Hillside Area Turnkey, delivered and installed for 840 s.f. area. Includes Prevailing Wage, 3-4" stone base, perimeter boards, installation of Playground Grass Extreme, 1" Fall Attenuation safety pad, 4" DuPont Ground Grid supplies - seam tape, glue, etc. If an on site dumpster is not available for trash and scraps from this project, dumpster(s) can be provided for an additional cost. Please advise at least two weeks prior to installation work beginning if supply of a dumpster(s) is necessary.	13,171.00	13,171.00
-1	Greenbush Discount per contract #ESC-PLAYGROUND2016RFP	470.40	-470.40

PAYMENT TERMS: Net 30 days with approved credit and/or tax-supported government agencies.

Total \$106,617.60

Signature

Date

To Accept this Quote/Order, please sign and date here to acknowledge your receipt and acceptance of the Terms & Special Conditions that apply to this Quote/Order. After signature, this form becomes a contract for purchase of item(s) mentioned above.

MEMORANDUM



Date: September 14, 2017
To: Parks and Recreation Board
From: Carole Culbertson
Superintendent of Administration
CC: Joe Snook
Interim Administrator
Re: Executive Search for the Administrator of Lee's Summit Parks and Recreation

After a review of the scope of services to be included in the Request for Proposal (RFP) at the June Park Board meeting, the RFP for a firm to perform an executive search for the Administrator position was advertised on Friday, June 30, 2017. The RFP was advertised through publicpurchase.com, which notified 101 companies who have signed up to use public purchase in the past, and was posted as a bid opportunity on the City of Lee's Summit website. The advertisement information was also sent to a firm previously used by Lenexa Parks and Recreation, Strategic Government Resources in Keller, Texas, Springsted Incorporated, the firm currently conducting the Compensation Study for the City of Lee's Summit and to the list of service providers identified for the Compensation Study firm RFP process. The RFP for the Executive Search for the Administrator position closed on Friday, July 21st at 2:00 pm.

There were four RFP submittals received including GovHR USA, LLC; Springsted Waters; Strategic Government Resources and Sunshine Enterprise USA. Information was provided to the committee (Mr. Hutchin, Mr. Morehead and Ms. Aulenbach) on July 24, 2017 including a copy of the original RFP document, a copy of each submittal, a summary of pertinent information from the submittals based on my review and the proposal score sheet to be used to determine which firms to interview. Reference calls were made and a summary of the responses was sent out to the committee by email on Friday, August 11, 2017.

A closed session via conference call was held on Friday, September 8, 2017 at 9:00 am in the Strother Conference Room. The committee discussed the RFP responses, the reference check information and voted to forego the interview process and proceed with GovHR USA LLC. A service agreement has being drafted for legal review based on the scope of services included in the original RFP document for a fee of \$23,000.

Proposed Motion:

I move to approve an agreement with GovHR USA LLC to conduct an executive search for the Administrator position in the amount of \$23,000.

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

TO: Joe Snook, CPRP
Interim Administrator of Parks and Recreation

DATE: September 20, 2017

FROM: Carole Culbertson, Superintendent of Administration
David Dean, Superintendent of Recreation Services
Robert Sanchez, Superintendent of Parks Operations
Steve Casey, Superintendent of Park Development and Construction
Tede Price, Superintendent of Recreation Services



SUBJECT: FY18 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget ¹	Exp to Date	Variance ²	Status	Estimated Completion ³
Gamber Center Fund (201)					
Conversion of ballroom lights to LEDs	16,544	-	16,544		17-Dec
	16,544	-	16,544		
Legacy Park Community Center Fund (202)					
Paint ceiling in the Aquatics Area	70,000	-	70,000	Complete	Sep-17
Gym Cameras	4,998	-	4,998	In Progress	Sep-17
Replace Strength Equipment	80,000		80,000	Submitted for approval	Nov-17
	154,998	-	154,998		
Harris Park Community Center Fund (530)					
HPCC cubby refinishing	12,000		12,000		Nov-17
	12,000	-	12,000		
Parks and Recreation Fund (200)					
Operations					
Asphalt	22,816		22,816	Reviewing options	Nov-17
Hot Pressure Washer	4,148	-	4,148	Completed	Sep-17
Dump Trailer	9,820		9,820	Ordered	Sep-17
Drinking Fountain Replacement	5,400		5,400	Reviewing options	Mar-18
Tree Replacement	7,750		7,750	Reviewing options	Apr-18
Trash Barrel Replacement	5,100		5,100	Reviewing options	Apr-18
Legacy Park					
Asphalt	181,000		181,000	In Progress	Nov-17
Baseball Shelter Shade Additions	34,500		34,500	Ordered	Mar-18
72" Aerator	4,559		4,559	Completed	Sep-17
Drinking fountain replacements	5,400		5,400	Reviewing options	Mar-18
Replacement HVAC Units	22,104		22,104	Reviewing options	Oct-17
Fencing Replacement	11,500		11,500	Reviewing options	Mar-08
Fence Safety Capping	10,000		10,000	Reviewing options	Mar-18
Dugout Replacement	3,800		3,800	Reviewing options	Mar-18
	327,897	-	327,897		
Summit Waves Fund (203)					
Merry Chef Oven	3,500	-	3,500		May-18
	3,500	-	3,500		
Cemetery Fund (204)					
None	-	-	-		
	-	-	-		
Capital Projects Fund (327)					
Hartman Park Improvements (total project estimate \$185,000)	185,000	132,399	52,601	In Progress	Oct-17
Howard Park Splashpad (total project budget of \$200,000)	200,000		200,000	Design in progress	Jun-18
Lea McKeighan North (total project estimate \$5,000,000)	5,000,000	554,768	4,445,232	In Progress	Jan-18
	5,385,000	687,167	4,697,833		
TOTAL	5,899,939	687,167	5,212,772		

¹ Budget amount established per Board Approval

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

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

The Services Review is based on the current Fiscal Year (July 2017-June 2018). "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) 2017-2018	Results to Date (for programs/events starting July 2017)
Fund 201 - Gamber Center			
Memberships			
<u>Resident Total</u>	July 17 - June 18	414	413
Active Flex		189	222
Annual		225	191
<u>Non-Resident Total</u>		26	23
Active Flex		13	17
Annual		13	6
<u>Silver Sneakers Total</u>	July 17 - June 18	10,080	2052
<u>Single Visit</u>	July 17 - June 18	420	100
Discount		360	77
Regular		60	23
Facility Rentals			
Event Packages	July 17 - June 18	28	6
Gamber Package	July 17 - June 18	81	15
Outdoor Rentals	July 17 - June 18	6	3
Ballroom	July 17 - June 18	537	75
Class/Craftrooms	July 17 - June 18	1223	101
Aerobics Room	July 17 - June 18	263	36
Programming			
Bingo	July 17 - June 18	2080	435
Lunch with Us	July 17 - June 18	520	13

ANNUAL PASSPORTS

(LPCC/Gamber Center/HPCC)			
<u>Resident</u>			306
Annual	July 17 - June 18	45	101
Flex	July 17 - June 18	76	205
<u>Non-Resident</u>			37
Annual	July 17 - June 18	6	13
Flex	July 17 - June 18	9	24

Fund 202 - Legacy Park Community Center

Memberships			
<u>Resident</u>			
Annual	July 17 - June 18	1,652	1,812
Flex	July 17 - June 18	4,411	4,408
<u>Non-Resident</u>			
Annual	July 17 - June 18	329	384
Flex	July 17 - June 18	875	300
<u>Single Visit - Resident</u>	July 17 - June 18	22,941	2,790
<u>Single Visit -- Non-Resident</u>	July 17 - June 18	6,192	870
<u>Silversneakers</u>	July 17 - June 18	16,956	3,852
<u>Prime</u>	July 17 - June 18	185	54
<u>Silver and Fit</u>			
not in budget	July 17 - June 18	120	55
<u>90 Day Memberships</u>			
Resident	July 17 - June 18	9	5
Nonresident	July 17 - June 18	3	1

	Run Time	Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
Facility Rentals			
<u>Birthday Party Packages</u>			
Resident			
Package A	July 17 - June 18	281	25
Package B	July 17 - June 18	41	5
Non-Resident			
Package A	July 17 - June 18	112	11
Package B	July 17 - June 18	19	3
<u>Community Rooms</u>			
Resident	July 17 - June 18	16	
Non-Resident	July 17 - June 18		
<u>Court Rentals</u>			
Resident	July 17 - June 18	11	3
Non-Resident	July 17 - June 18		0
Lock-ins	July 17 - June 18	3	
Pool	July 17 - June 18	2	
<u>Free Park Amenities</u>			
SUP	July 17 - June 18	0	1792
Canoe	July 17 - June 18	0	658
Bikes	July 17 - June 18	0	532
<u>Child Care</u>			
Drop In	July 17 - June 18	2207	398
Pass Card - Member	July 17 - June 18	175	39
Pass Card - Non-member	July 17 - June 18	73	1
Water and Land Aerobic Programming	July 17 - June 18	71000	12493 (09.10.17)
Provide Miscellaneous Fitness			
Personal Training	July 17 - June 18	1246	226 (09.10.17)
LPCC Paid Group Fitness	July 17 - June 18	300	61 (09.10.17)
GCC Paid Group Fitness	July 17 - June 18	30	0
LPA Paid Group Fitness	July 17 - June 18	300	393 (09.10.17)
Massage Therapy	July 17 - June 18	186	62 (09.10.17)
RevUP	July 17 - June 18	200	35
RevUP Reload	July 17 - June 18	100	10
Healthy Eating Every Day (HEED)	July 17 - June 18	8	
Swim Lessons			
Swim Lessons	July 17 - June 18	752 Participants	285 participants
<i>Fund 530 - Harris Park Community Center</i>			
Camp Summit			
Camp Summit Enrollment	Summer 2017	750 Enrollments	750 Enrollments
Camp Summit Enrollment	Summer 2018	750 Enrollments	
Weekly Attendance	Summer 2017	420 Wkly Average	451 Wkly Average
Weekly Attendance	Summer 2018	420 Wkly Average	
Offer School Break Camps			
School Break Camp Enrollment	Oct 17-April 18	100 Enrollments	18 enrollments (9.11.2017)
School Break Days	Oct 17-April 18	520 Participants	0 participants (none held yet)

		Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
Recreation Center Operations		Run Time	
Gym Rentals	July 17 - June 18	200 Rentals	54 Rentals
Classroom Rentals	July 17 - June 18	250 rentals	59 Rentals
Entire Facility Rentals	July 17 - June 18	40 Rentals	1 Rental
Week Long Rentals	July 17 - June 18	2 Rentals	1 Rental
Open Gym	July 17 - June 18	1750 Participants	41 Participants
ATHLETICS			
Adult Leagues			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Aug 17 - Oct 17	42 teams	38 teams
• Spring	Mar 18 - Apr 18	54 teams	0 teams
• Summer	May 17 - Aug 17	59 teams	60 teams
<i>Basketball -- Men's</i>			
• Fall	Aug 17 - Oct 17	12 teams	13 teams
• Winter	Oct 17 - Dec 17	12 teams	
• Spring	Feb 18 - May 18	12 teams	
• Summer	July 18-September 18	12 teams	
<i>Volleyball -- Coed, Women's</i>			
• Fall	Nov 17 - Dec 17	56 teams	16 teams (9.11.17)
• Winter	Feb 18- April 18	56 teams	0 teams
• Spring	April 18 -June 18	56 teams	0 teams
• Summer I and II	June 18 - July 18	56 teams	0 teams
• Outdoor	June 18 - Aug 18	8 teams	
<i>Kickball</i>			
• Fall	Aug 17 - Oct 17	6 teams	4 teams
• Spring	Apr 18 - May 18	14 teams	0 teams
• Summer	June 17- July 17	14 teams	8 teams
Adult Instructional-Athletics			
<i>Golf</i>			
• Adult Beginning	July 17 - June 18	15 participants	4 participants
<i>Tennis</i>			
• Outdoor Adult Beginning	July 17 - June 18	10 participants	0 participants
Youth Instructional-Athletics			
<i>Golf</i>			
• Youth Beginner	July 17 - June 18	30 participants	10 participants
<i>Tennis</i>			
• Rookies (Quikstart)	July 17 - June 18	30 participants	15 participants
• Youth Beginner	July 17 - June 18	65 participants	26 participants
Right Sized	July 17 - June 18	10 participants	11 participants
Youth Leagues			
<i>Indoor Soccer</i>			
• Fall	Sept 17- Nov 17	70	42 participants
• Spring	Feb 18 - May 18	70	0 participants
Girl's Basketball	Nov 18 - Feb 18	290	8 participants
Spring Youth Volleyball	Apr 18 - June 18	215	0 participants
Fall Youth Volleyball	Sept 17- Nov 17	220	259 participants
Summer Youth Volleyball	June 17 - July 18	12 teams	3 teams

		Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
Run Time			
Youth Special Events-Athletics			
Junior Triathlon	July 17	70 Participants	125 participants
Youth Camps-Athletic			
Baseball Camp	June 18	15 participants	0 participants
Basketball Camp	July 17	15 participants	21 participants
Volleyball Camp	July 17	45 participants	43 participants
Indoor Soccer Camp	June 18	15 participants	0 participants
Tournaments			
Summer Classic Tennis Tournament	June 2018	35 participants	0 participants
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
Line Dance Fund 201	July 17 - June 18 (Year-to-date count)	570	114
Ballroom, Swing, Latin Fund 201	July 17 - June 18 (Year-to-date count)	80	45
<i>Photography Fund 201</i>			
• Photography Classes	July 17 - June 18 (Year-to-date count)	34	2
Knitting Fund 201	July 17 - June 18 (Year-to-date count)	20	9
Dulcimer Fund 201	July 17 - June 18 (Year-to-date count)	24	8
iPhone Training Fund 201	July 17 - June 18 (Year-to-date count)	32	10
<i>Dog Classes</i>			
Sit Means Sit Dog Training	July 17 - June 18 (Year-to-date count)	20	2 participants
	July 17 - June 18 (Year-to-date count)	0	
<i>CPR and First Aid</i>			
Heartsaver CPR	July 17 - June 18 (Year-to-date count)	61	42 participants
First Aid	July 17 - June 18 (Year-to-date count)	54	1 participant
Healthcare Provider CPR	July 17 - June 18 (Year-to-date count)	40	12 participants
CPR for Family and Friends	July 17 - June 18 (Year-to-date count)	79	43 participants

	Run Time	Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
Youth Instructional			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 17 - Oct 17	40 participants	37 participants
• Basketball	Jan 18 - Feb 18	100 participants	0 participants
• Outside Soccer	April 18 - May 18	130 participants	0 participants
• T-Ball	June 18- July 18	145 participants	0 participants
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 17 - June 18 (Year-to-date count)	15 participants	2 participants
• Itty Bitty Dancers	July 17 - June 18 (Year-to-date count)	42 Participants	9 participants
Indoor T-Ball	July 17 - June 18 (Year-to-date count)	20 participants	5 participants
Indoor Recess	July 17 - June 18 (Year-to-date count)	15 participants	0 participants
• Indoor Soccer	July 17 - June 18 (Year-to-date count)	25 participants	6 participants
• Itty Bitty Tumblers	July 17 - June 18 (Year-to-date count)	70 Participants	10 participants
<i>Parties</i>			
Pint Size Parties	Sept 17 - April 18	50 Participants	6 participants
Pint Size Playtime	Sept 17 - April 18	60 Participants	40 participants
<i>Pee Wee Sports</i>			
• Flag Football	July 17 - June 18 (Year-to-date count)	20 participants	22 participants
• Basketball	July 17 - June 18 (Year-to-date count)	50 participants	0 participants
• Tumblers	July 17 - June 18 (Year-to-date count)	16 Participants	1 participants
<i>Animal Wonders</i>			
• Workshop	July 17 - June 18 (Year-to-date count)	20 participants	2 participants
• Camps	July 17 - June 18 (Year-to-date count)	30 participants	33 participants
<i>First Aid</i>			
Kids First Aid	July 17 - June 18 (Year-to-date count)	25	20 participants
Babysitter Boot Camp	July 17 - June 18 (Year-to-date count)	236	17 participants
Skateboarding	July 17 - June 18 (Year-to-date count)	10 Participants	0 participants
Gymnastics			
• Girls Gymnastics	July 17 - June 18 (Year-to-date count)	22	2 participants
• Tumbling	July 17 - June 18 (Year-to-date count)	16	1 participants
GCC Youth Instructional Fund 201			
Mad Science Camps	July 17 - June 18 (Year-to-date count)	0	0
Mad Science Classes	July 17 - June 18 (Year-to-date count)	50	9
Play-Well TEKnology Camps	July 17 - June 18 (Year-to-date count)	62	23
Youth Tech Camps	July 17 - June 18 (Year-to-date count)	45	16
Youth Tech Classes	July 17 - June 18 (Year-to-date count)	0	0

		Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
Run Time			
Art Classes Fund 201			
Young Rembrandts Classes	July 17 - June 18 (Year-to-date count)	18	5
Young Rembrandts Camps	July 17 - June 18 (Year-to-date count)	15	0
GOT Art/Summit Art Classes	July 17 - June 18 (Year-to-date count)	12	0
GOT Art/Summit Art Camps	July 17 - June 18 (Year-to-date count)	4	0
Acting			
Shakespeare Camp	1-Jul	6	0
All Ages- Instructional			
Horsemanship Classes			
• Beginner Rider I	July 17 - June 18 (Year-to-date count)	14	0 participants
• Beginner Rider II	July 17 - June 18 (Year-to-date count)	14	0 participants
• Texas Tots	July 17 - June 18 (Year-to-date count)	12	0 participants
• Texas Tots II	July 17 - June 18 (Year-to-date count)	5	1 participants
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2018	550 participants	14
Night Flight	June 2018	350 participants	
Tour de Lakes	June 2018	875 participants	
Trick a Bike	Oct. 2017	100 participants	
Festivals			
Legacy Blast	July 3, 2018	18000-19000	
Jamaican Jam	July 21, 2017	2500-3000	895
Blues and Jazz Fest	August 4, 2017	2000-2500	1,077
Folk Festival	June 2018	1000-1500	
Fund 200 - Parks and Recreation			
Administration			
Provide departmental Annual Report	Sept 2017	Feb-17	
Coordinate, edit and produce Lee's Summit Illustrated.	FY18	Spring, Summer, Fall publications	
Publish bi-annual Visionary Task Force Newsletter (Legacy for Tomorrow)	Aug 17 & July 18	Aug-17	In Progress
Park Operations			
Two annual inventories performed	Bi-annually	Nov and Feb	Scheduled
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually	Aug 17 and May 18	Aug-17 Completed
Legacy Park Operations			
Maintain user group agreements	FY18	Mar-17	Scheduled
City Grounds Maintenance			
Downtown holiday lighting	Nov 17 - Jan 18	Nov 17 - Jan 18	Scheduled

		Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
Fund 203 - Aquatics			
Summit Waves			
Swim team	June 18 - July 18	72 Participants	
Group Swim Lessons	July 17 - Aug 17	400 Participants	431 participants
Group Swim Lessons	May 18 - June 18	400 Participants	
Private swim parties	July 17 - Aug 17	5 parties	10 parties
Private swim parties	May 18 - June 18	13 Parties	
Junior Guard clinics	July 17 - Aug 17	15 participants	13 participants
Junior Guard clinics	May 18 - June 18	15 participants	
Public swim - Regular	July 17 - Aug 17	3,750 participants	6,911 participants
Public swim - Regular	May 18 - June 18	2,250 participants	
Public swim - Discount	July 17 - Aug 17	18,500 participants	18,639 participants
Public swim - Discount	May 18 - June 18	15,000 participants	
Kids Play - Regular	July 17 - Aug 17	120 participants	80 participants
Kids Play - Regular	May 18 - June 18	100 participants	
Kids Play - Discount	July 17 - Aug 17	380 participants	375 participants
Kids Play - Discount	May 18 - June 18	300 participants	
Twilight - Regular	July 17 - Aug 17	110 participants	222 participants
Twilight - Regular	May 18 - June 18	80 participants	
Twilight - Discount	July 17 - Aug 17	1,900 participants	1,541 participants
Twilight - Discount	May 18 - June 18	1,360 participants	
Season Pass Sales	July 17 - Aug 17	20 passes	44 passes
Season Pass Sales	May 18 - June 18	1,127 passes	
<u>Group Promotions</u>			
Teen Nights (2)	July 17 - Aug 17	620 per event	795 per event
Teen Nights (1)	May 18 - June 18	390 per event	
Family Fun Nights (2)	July 17 - Aug 17	425 per event	489 per event
Family Fun Nights (1)	May 18 - June 18	280 per event	
Birthday Party Packages	July 17 - Aug 17	30 packages	53 packages
Birthday Party Packages	May 18 - June 18	27 packages	
Cabana Rentals	July 17 - Aug 17	37 packages	39 packages
Cabana Rentals	May 18 - June 18	24 packages	

MEMORANDUM



Date: September 20, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: Steve Casey, ASLA, PLA
Superintendent of Park Planning and Construction
Re: CIP Capital Project Update

Staff has been reviewing funding currently approved in the FY 17 budget and looking at reallocation of funds and deferment of projects in order to fully fund the North Lea McKeighan project. At this time, the architects estimate puts the probable construction cost at approximately \$5,000,000. The current approved funding for Lea McKeighan is \$1,600,000 leaving a shortfall in the budget of approximately \$3,400,000. The projects that are recommended for deferral approved in the FY 17 budget are as follows:

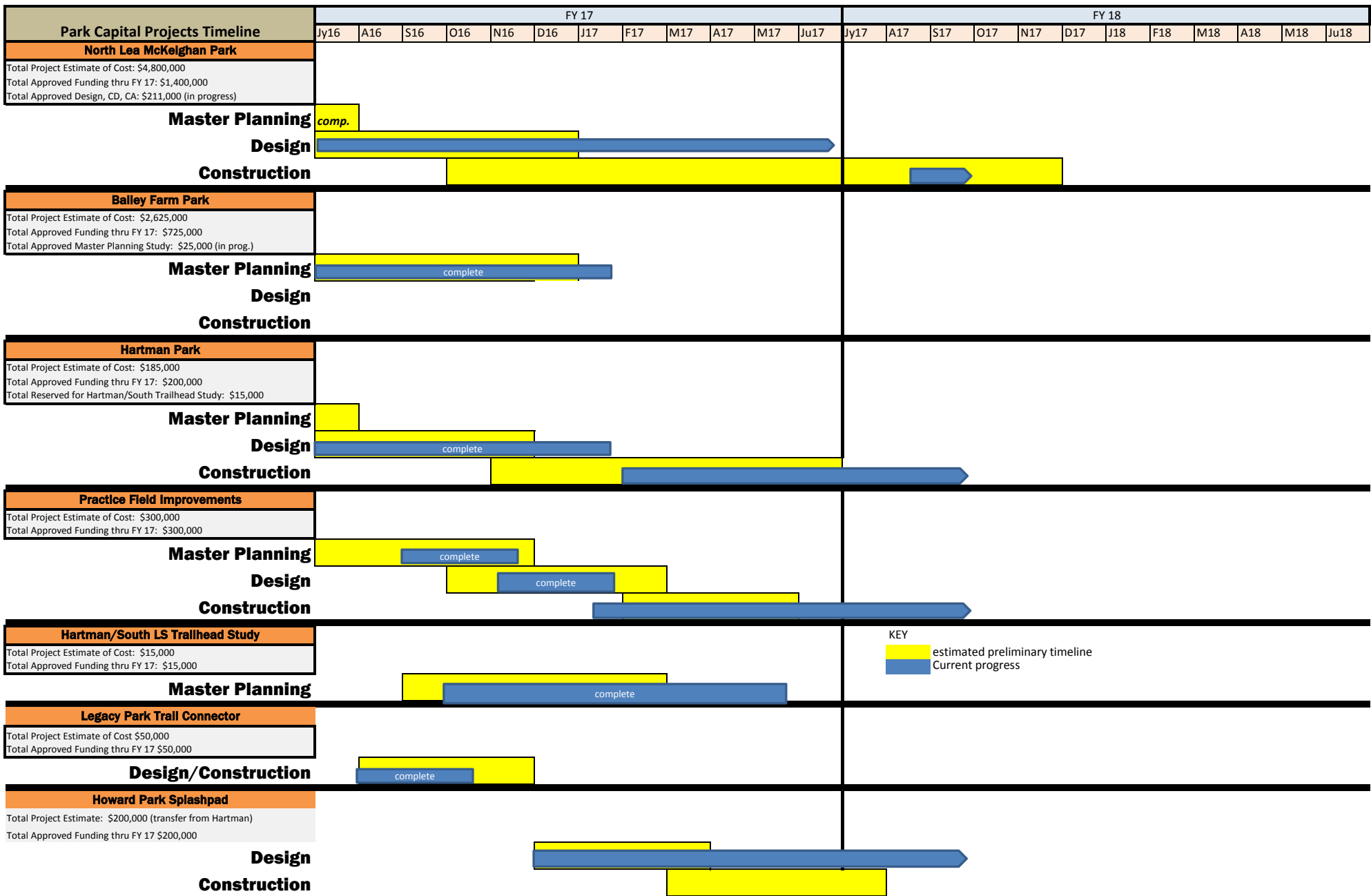
- SW Community Center \$350,000
- Park West/Eagle Creek \$200,000
- Bailey Farm Park \$750,000 (less \$25,000 for completed Master Plan Study)

Additional funding will come from both current sales tax proceeds and projected expenditures in future fiscal years pertaining to the deferred projects that carry through April 2018 and advancement of sales tax proceeds approved in August 2016 earmarked for ice rink construction and splashpad construction. Staff is currently finalizing the Parks CIP plan for the city budget approval process. This document will be included in the FY 2018 Parks and Recreation Budget approval.

The following is a list of projects already in progress as of September 2017:

- Hartman Park Renovations (\$185,000)
- Howard Park Renovations (\$200,000)
- South LS Trailhead Study (completed 5/1/17)
- Practice Field Improvements-Legacy Park (\$210,000)
- Bailey Park Master Planning (completed 2/15/17)
- North Lea McKeighan Park Renovation (under construction)
- Park South and Community Center (To be deferred)
- Legacy Park Trail Connector (completed 10/15/16)

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



MEMORANDUM

Date: September 20, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: Steve Casey, ASLA, PLA
Superintendent of Park Planning and Construction
Re: Hartman Park Renovations

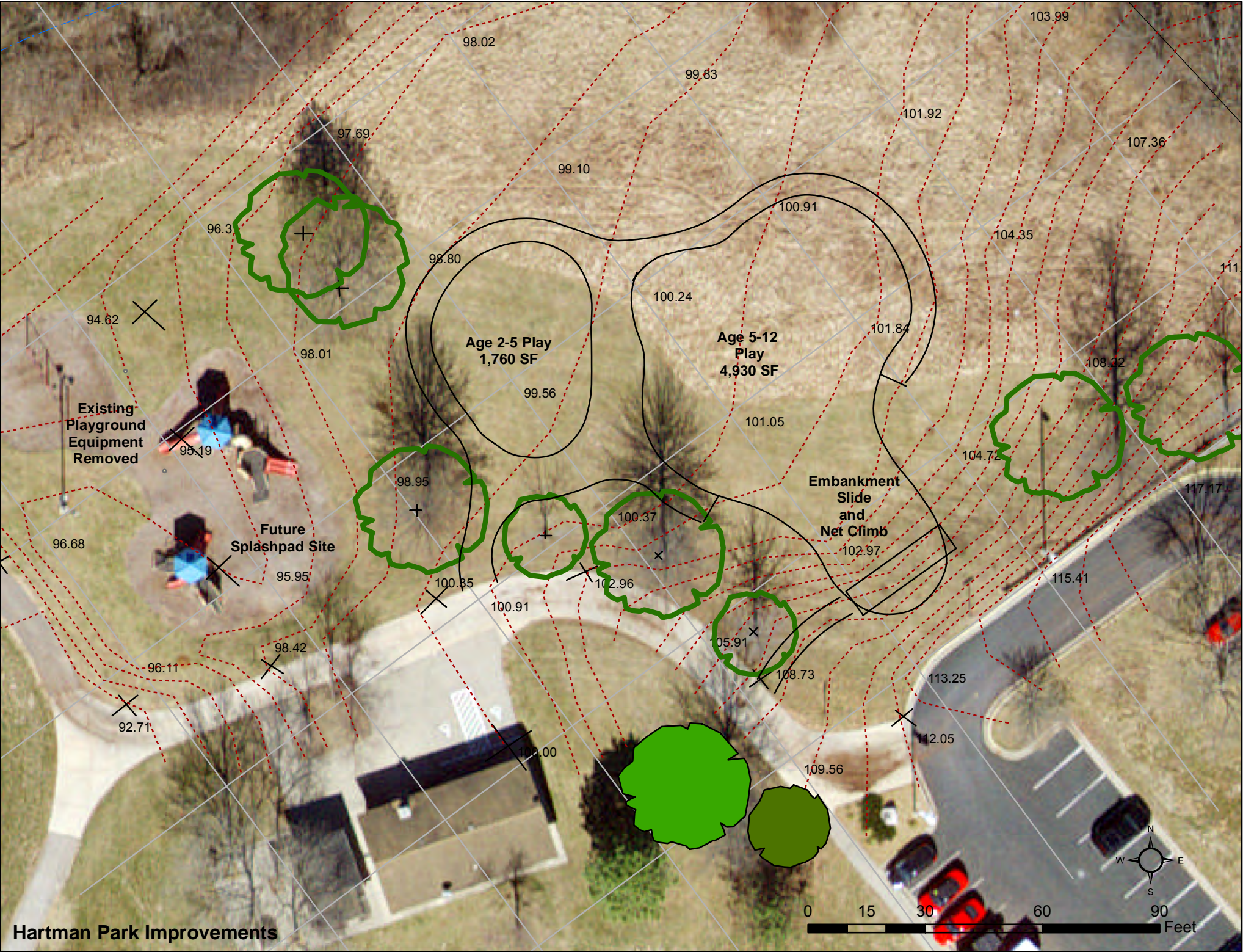
The project budget for Hartman Park improvements has been reduced from \$400,000 to \$200,000 with the decision to relocate the splashpad development to Howard Park. Consequently, the remaining funds will be used for playground upgrades per the site plan attached. A splashpad at Hartman Park remains in the future development plans for the park in the next 2-3 years.

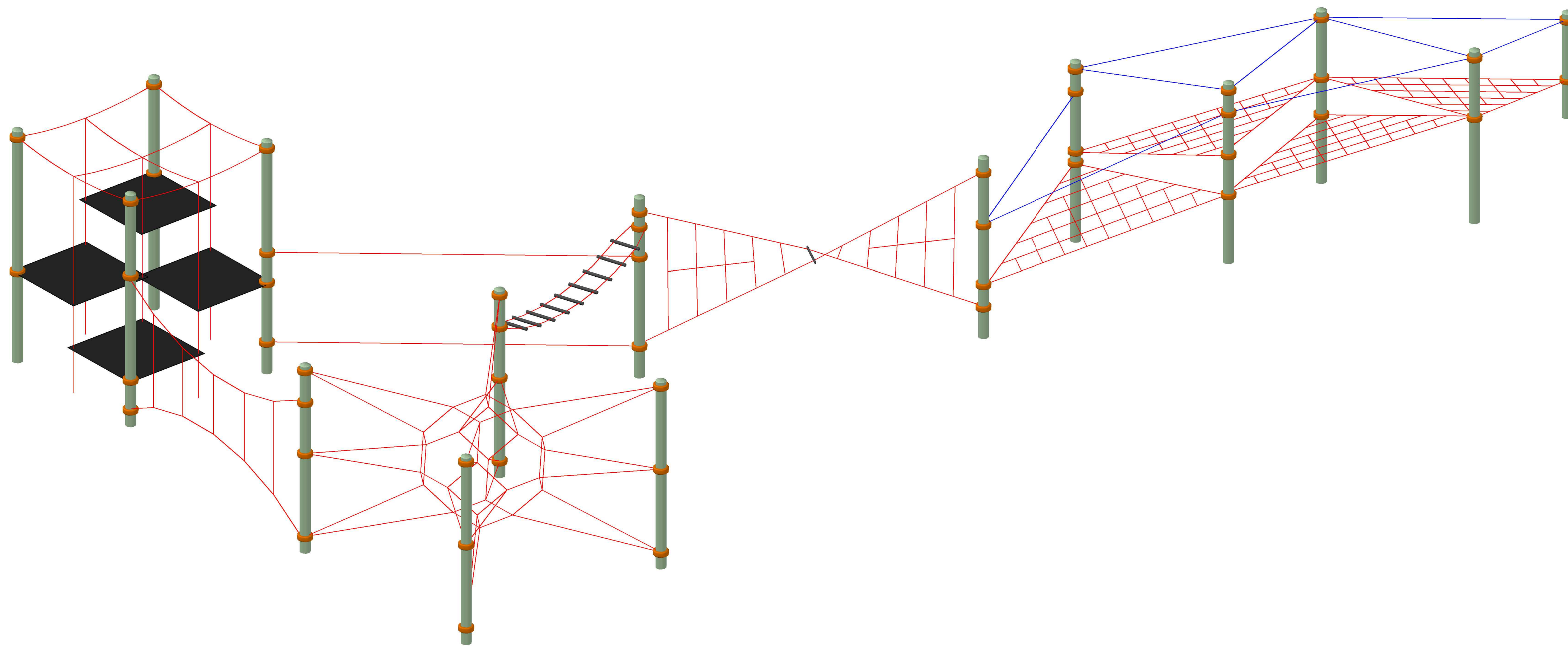
At the time of this report, crews have been making solid progress on the installation of the equipment with a few items on hold until the final completion of the surfacing and sidewalks around the perimeter of the playground. Staff is also considering a unitary synthetic grass surface on the slope near the embankment slide and hill net climber for maintenance and appearance purposes. This may add some additional time to complete the work but will add to the play value and improve the maintenance of the playground long term. We are anticipating a mid October completion schedule for the playground and site work.

We will continue to keep the Board advised on the project.

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

.





ASTM/CSA

CombiNation
Hartman Park, MO.

USP.0233700

(-) -----

ASTM (sq.ft) 2695

(-) 7'-4"

ASTM (-") 475

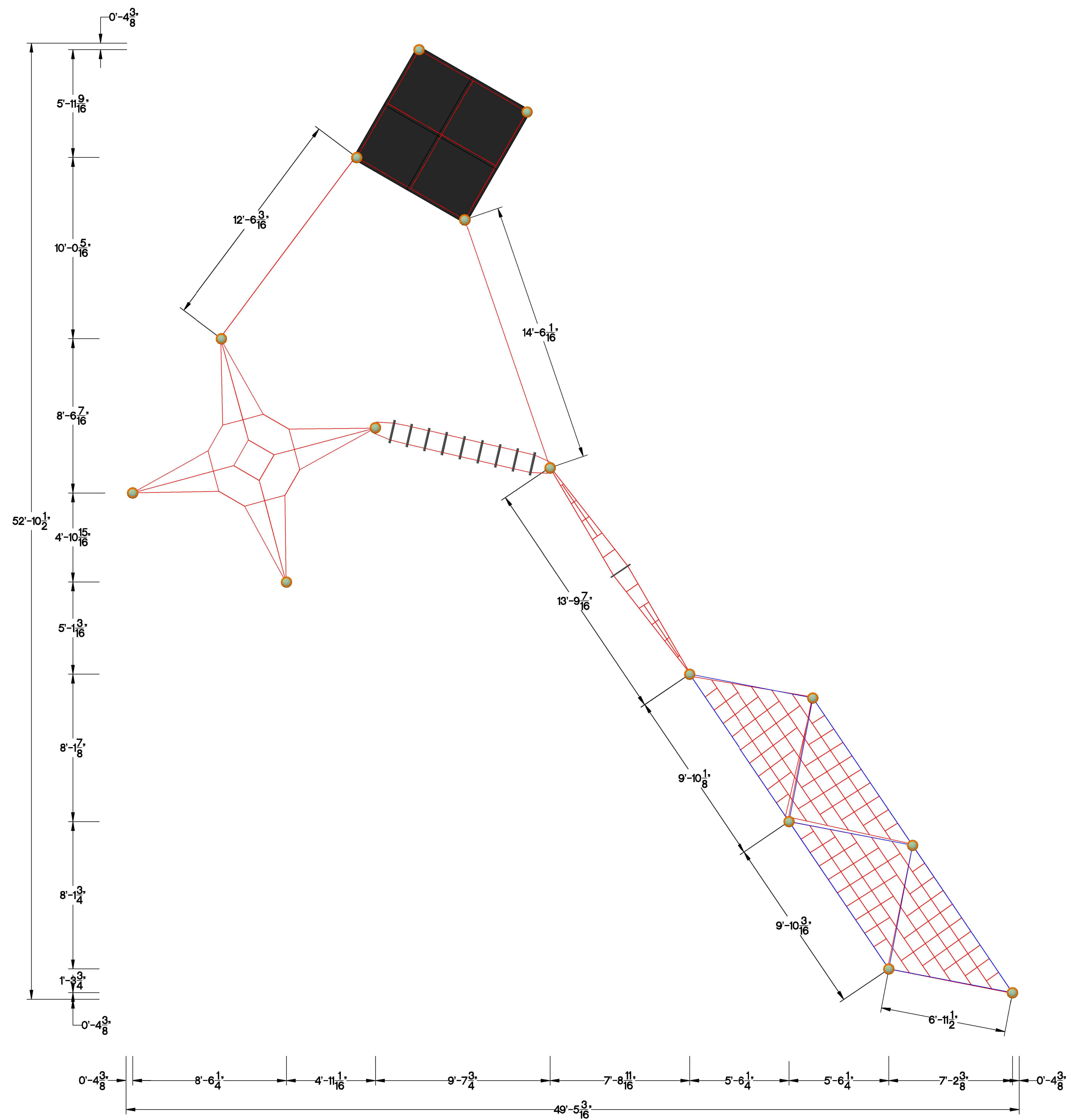
01.24.2017

→ 02.06.2017
02.22.2017

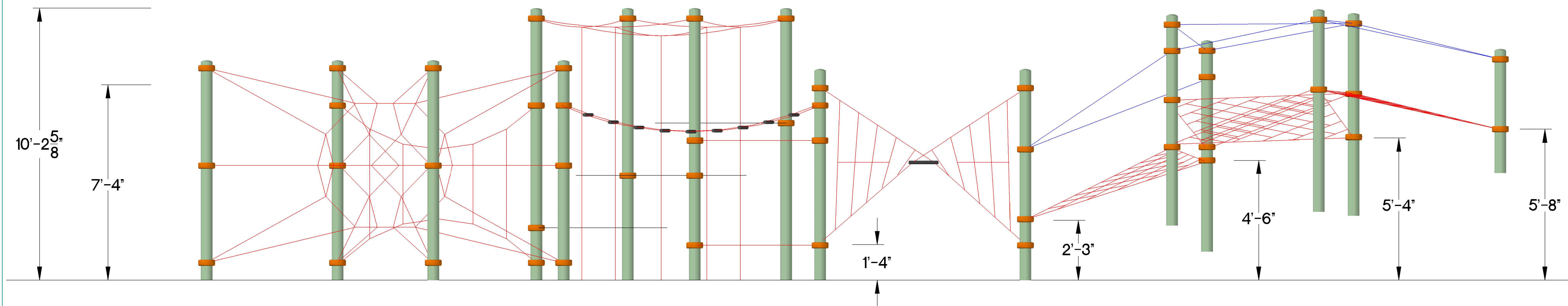
L.VARDANIAN

ANSI B
11" x 17"

— / —



ASTM/CSA
CombiNation Hartman Park, MO.
Nº USP.0233701
('-) -----
ASTM (sq.ft) 2695
('-) 7'-4"
ASTM ('-") 475
Anno 01.24.2017
→ 02.06.2017 02.22.2017 -----
L.VARDANIAN
ANSI B 11" x 17"
N.T.S.



ASTM/CSA

CombiNation
Hartman Park, MO.

№ USP.0233703

('-) -----

ASTM (sq.ft) 2695

('-) 7'-4"

ASTM ('-") 475

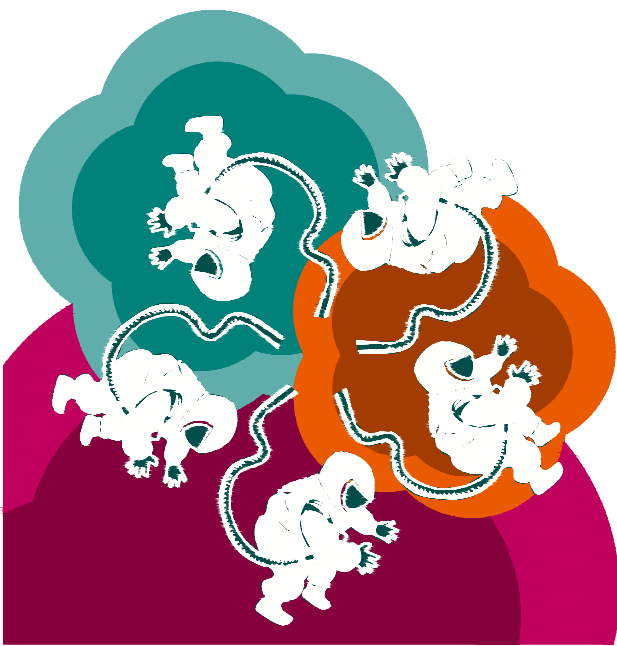
Anno 01.24.2017

→ 02.06.2017
02.22.2017

L.VARDANIAN

ANSI B
11" x 17"

N.T.S.



Berliner
Play equipment for life



ASTM/CSA

CombiNation
Hartman Park, MO.

Nº USP.02337SP

('-) -----

ASTM (sq.ft) 2695

('-) 7'-4"

ASTM ('-") 475

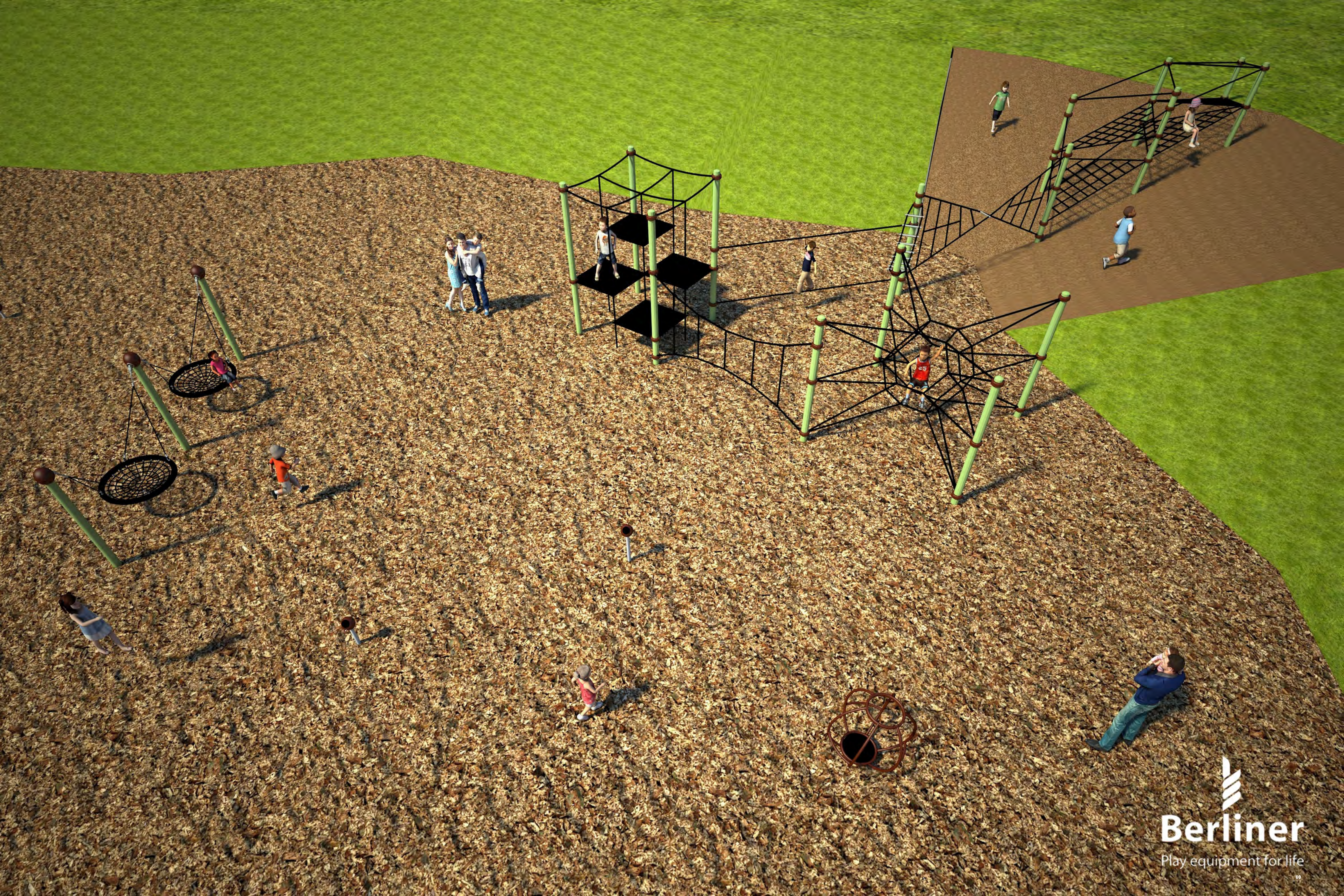
Anno 01.24.2017

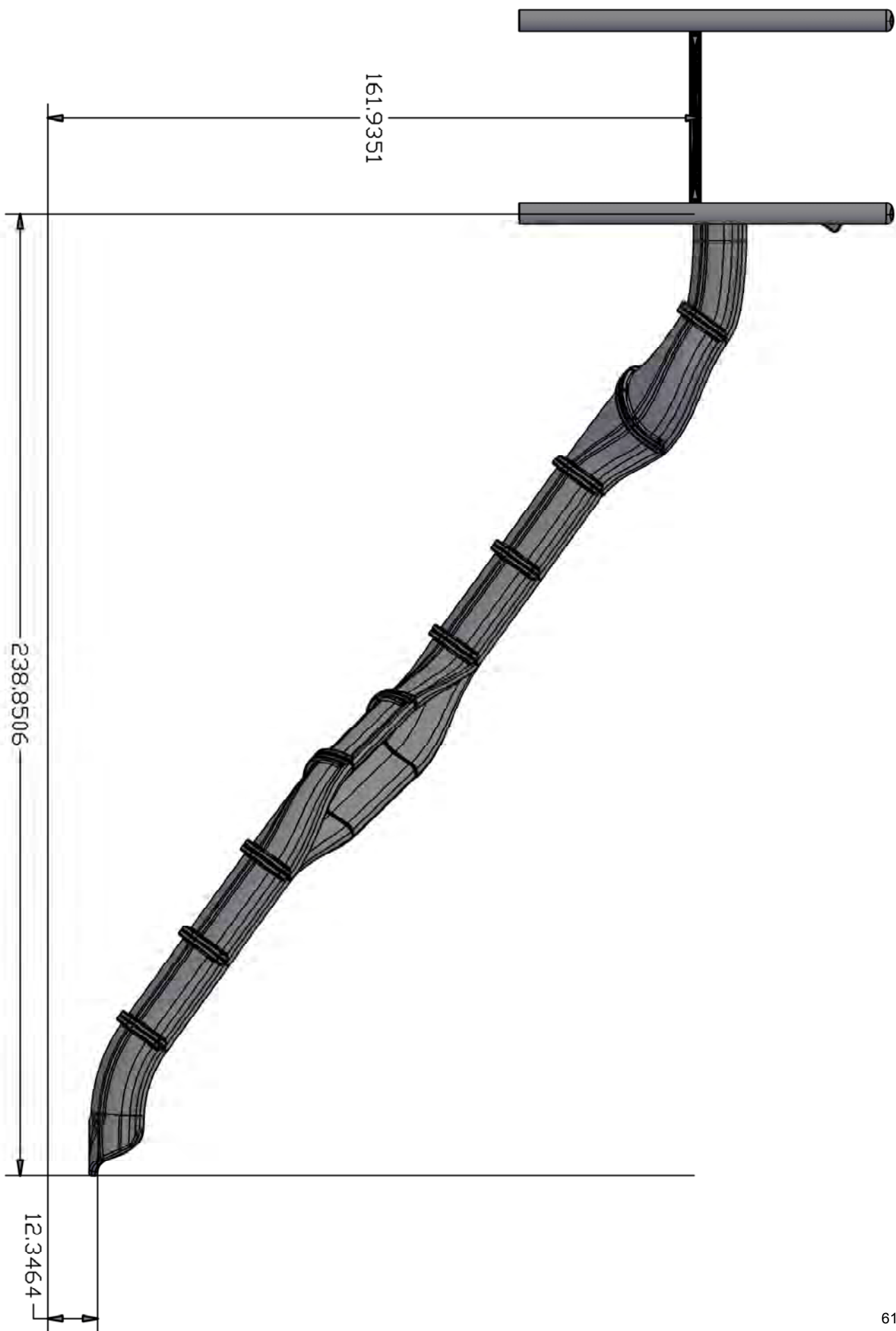
→ 02.06.2017
02.22.2017

L.VARDANIAN

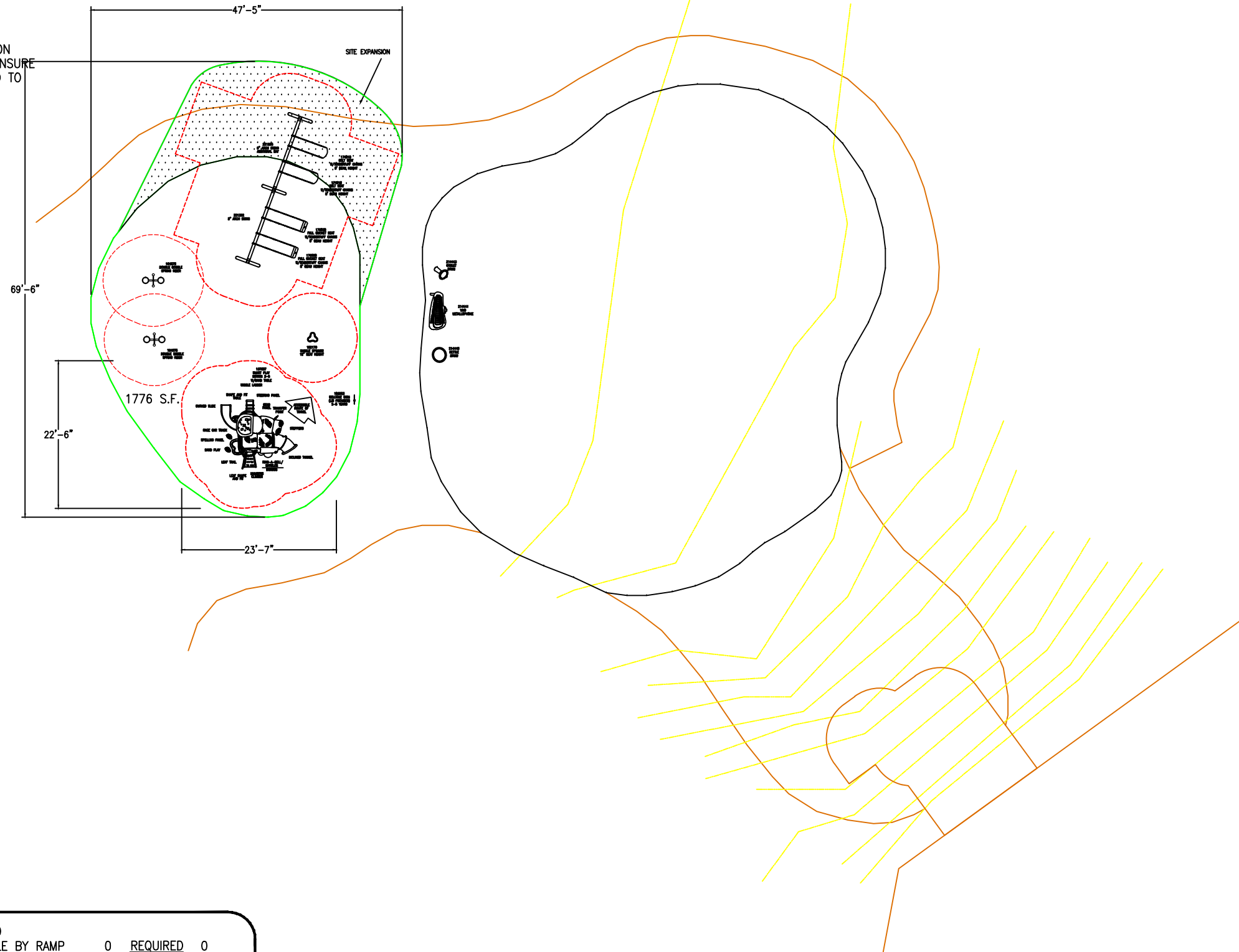
ANSI B
11" x 17"

N.T.S.





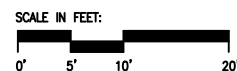
NOTE:
SITE EXPANSION MAY BE REQUIRED.
PLEASE VERIFY ALL SITE INFORMATION
PRIOR TO ANY CONSTRUCTION, TO INSURE
THAT ADEQUATE SPACE IS PROVIDED TO
ACCOMMODATE SAFETY-ZONES.



2-5 EQUIPMENT

Free-standing Play
12-5 years old

TOTAL ELEVATED PLAY COMPONENTS	10		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	10	REQUIRED	5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	10	REQUIRED	3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	6	REQUIRED	6



Hartman Park

Lee's Summit, MO.

ATHCO, LLC.

Glenda Schmidt

SYSTEM TYPE:
PlayBooster

DRAWING #:
92144-1-7



IT IS THE MANUFACTURERS OPINION AND
INTENT THAT THE USE AND LAYOUT OF
THESE COMPONENTS CONFORM WITH THE
AMERICAN SOCIETY FOR TESTING AND
MATERIALS (ASTM) STANDARD ASTM F1487

THIS PLAY AREA & PLAY EQUIPMENT IS
DESIGNED FOR AGES 2-5 YEARS
UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT
THIS PLAY AREA DOES CONFORM TO
THE A.D.A. ACCESSIBILITY STANDARDS,
ASSUMING AN ACCESSIBLE PROTECTIVE
SURFACING IS PROVIDED, AS INDICATED, OR
WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON
INFORMATION AVAILABLE TO US. PRIOR TO
CONSTRUCTION, DETAILED SITE INFORMATION
INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING
UTILITIES, SOIL CONDITIONS, AND DRAINAGE
SOLUTIONS SHOULD BE OBTAINED, EVALUATED, &
UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL
DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND
LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT,
AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES
SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT
HAS A CRITICAL HEIGHT VALUE TO MEET THE
MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF.
ASTM F1487 STANDARD CONSUMER SAFETY
PERFORMANCE SPECIFICATION FOR PLAYGROUND
EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT
REVISION). THE SUBSURFACE MUST BE WELL
DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY
IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER
FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

DESIGNED BY:
SG

COPYRIGHT: 3/30/17
LANDSCAPE STRUCTURES, INC.
601 7th STREET SOUTH - P.O. BOX 198
DELANO, MINNESOTA 55328
PH: 1-800-328-0035 FAX: 1-763-972-6091

11/2/16	92144-1-3	MJO
10/27/16	92144-1-2	MJO
3/1/17	92144-1-6	SG
Date	Previous Drawing #	Initials







MEMORANDUM



Date: September 20, 2017

To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
Steve Casey, ASLA, PLA
Superintendent of Park Planning and Construction

From: Steve Thomas
Assistant Superintendent of Park Construction

Re: Girls Softball T-Ball Field

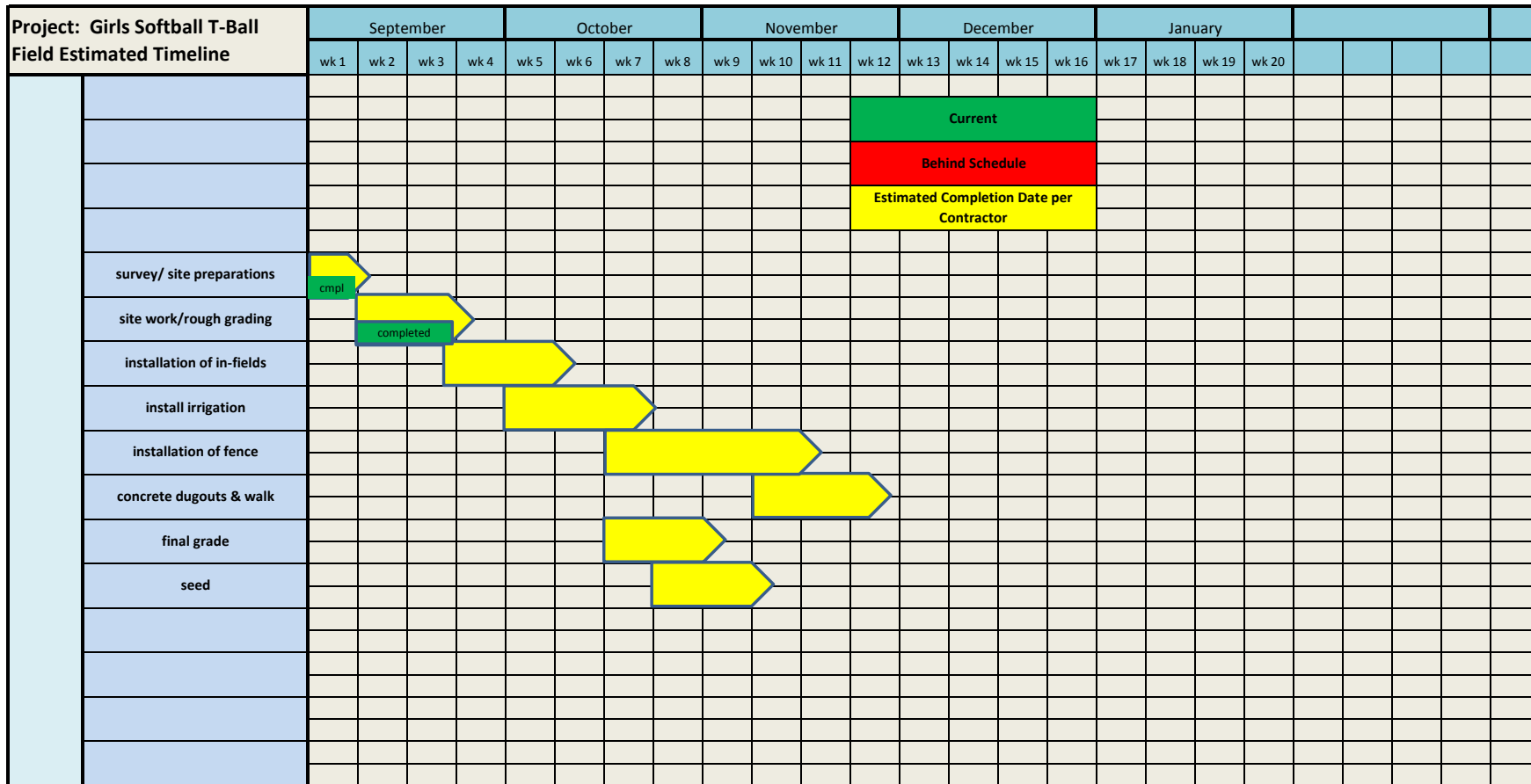
Site work has begun on the new girls' softball t-ball field at Legacy Park. Crews began by locating and staking the infield and outfield boundaries as well as the perimeter of the fence. Once located, we began to remove the existing turf for the new infield. We have installed the new infield playing surface and are preparing to install the irrigation lines for the field.

We anticipate having the field completed this year, ready for play in Spring 2018.

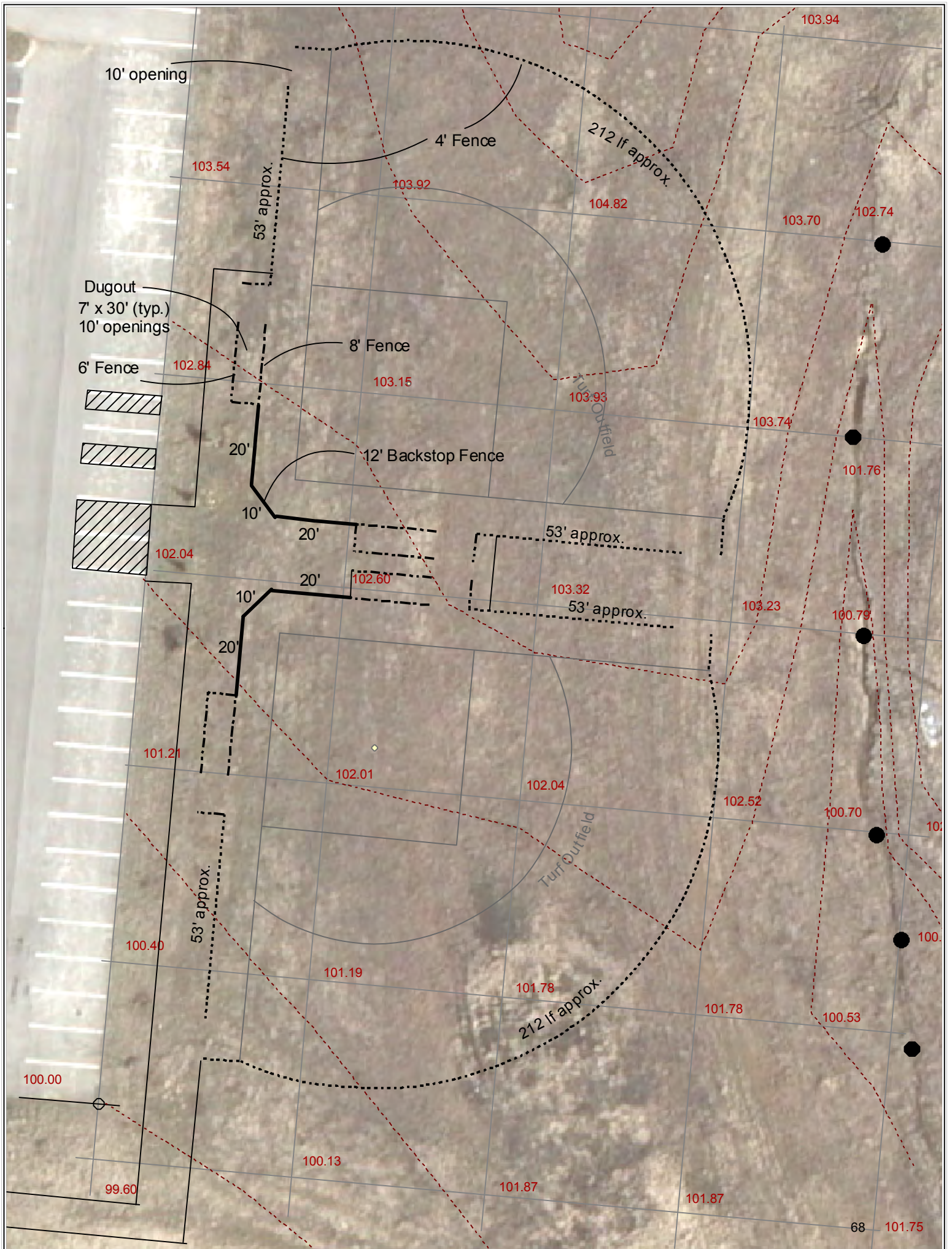
We will keep the Board updated on the progress of this project.

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

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Revised: 9.8.2017



Girls Softball T-Ball Field @ Legacy Park



MEMORANDUM



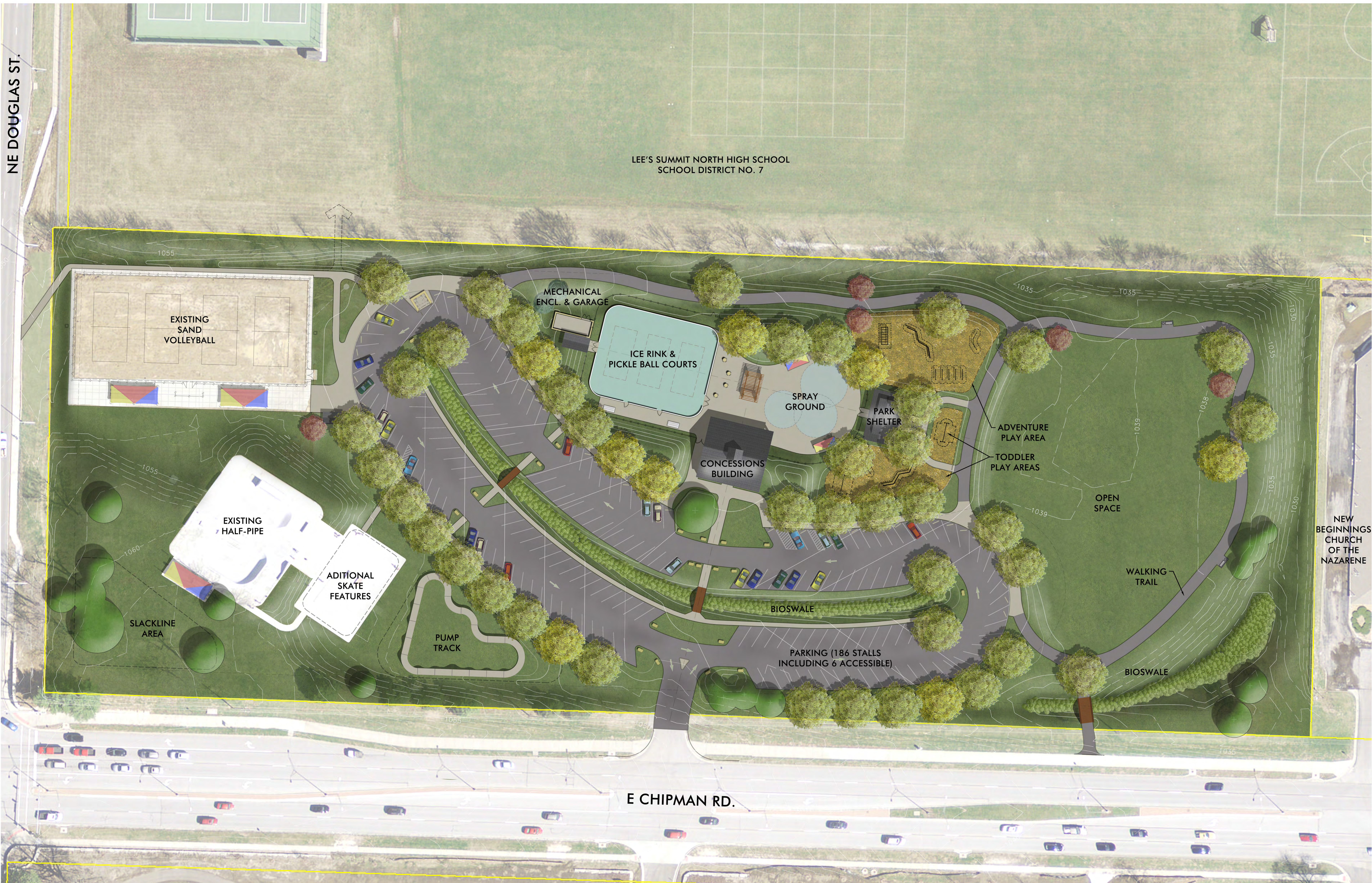
Date: September 20, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: Steve Casey, ASLA, PLA
Superintendent of Park Planning and Construction
Re: North Lea McKeighan Renovations

At the July Park Board meeting, the Board approved contracts to proceed with the renovations to North Lea McKeighan Park. The Board approved contracts with Gunter Construction, KC Ice, Vortex, AB Creative, and Athco for a majority of the work to be completed. At the August meeting, the Board approved a lighting proposal from Musco lighting for the skate park.

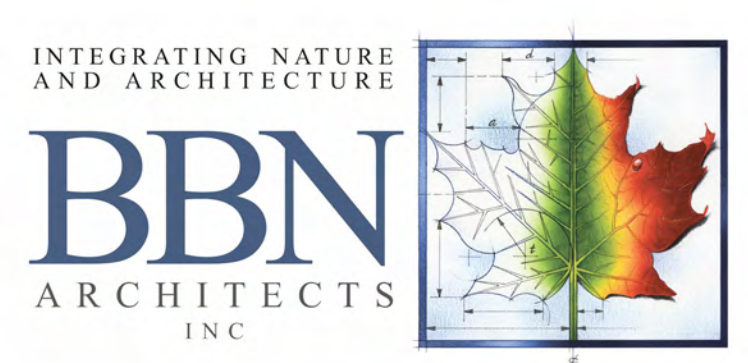
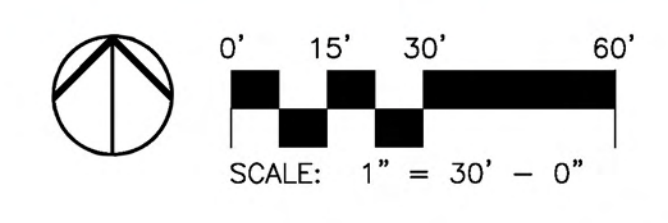
At the time of this report, Gunter Construction has begun mobilization to the site and begun erosion control and rough grading operations. Over the next couple of weeks, utility work will commence including sewer, water, storm sewer, and electrical. Weather conditions have been favorable and staff tracks work progress via daily work logs. Staff and consultant will hold biweekly construction progress meetings with the contractor and subcontractors starting Wednesday September 13. We will continue to keep the Board updated on progress.

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

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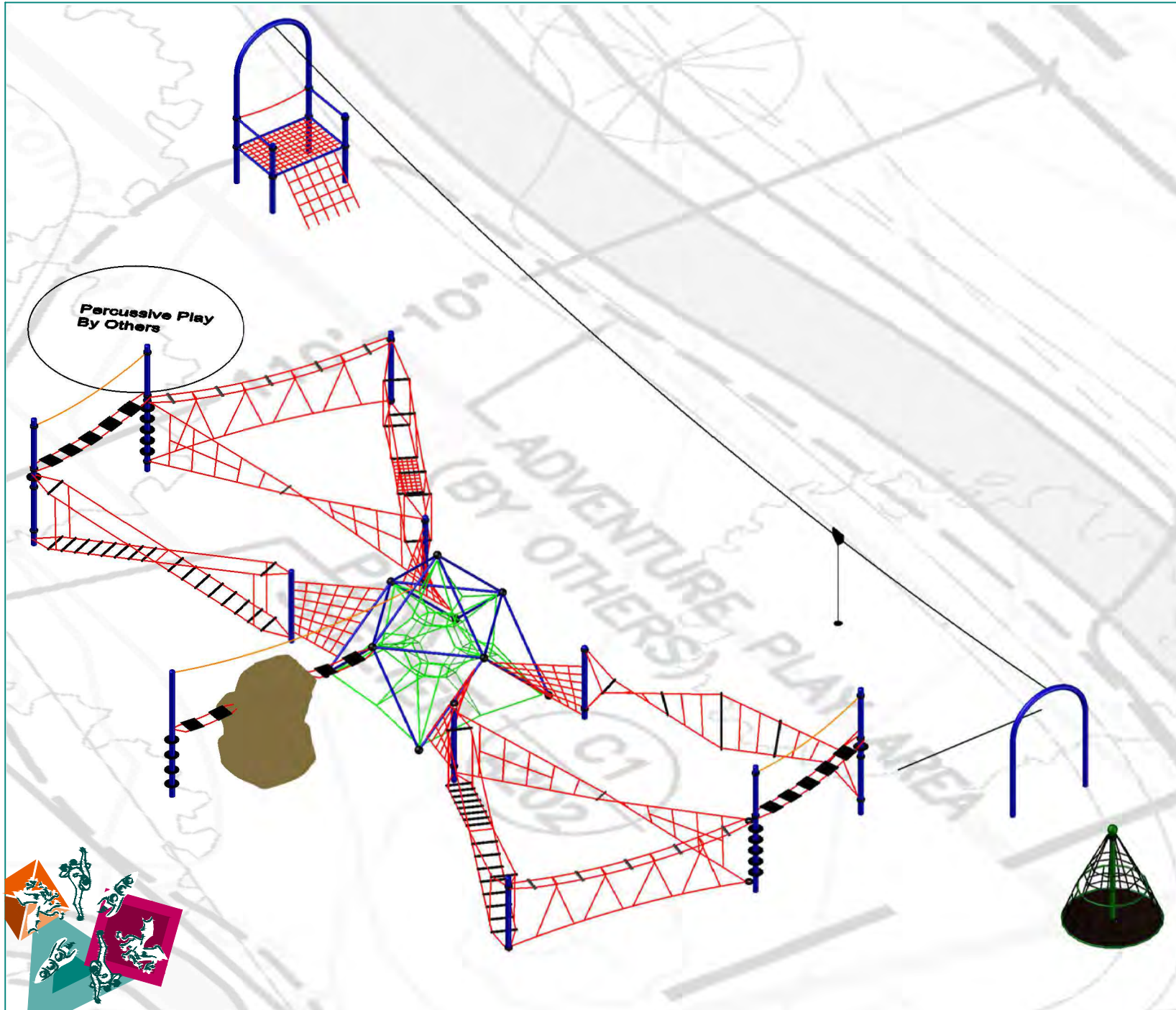


LEA McKEIGHAN PARK NORTH - SITE PLAN





LEA MCKEIGHAN PARK NORTH
LEE'S SUMMIT, MISSOURI



	Combination Lea McKeigan N., MO
	USP.04032
	('-') 00-00 x 00-00 x 00-00
	ASTM/CSA (ft²) 5774
	('-') 6'-0"
	ASTM/CSA (ft) 616
	01.31.2017
	02.06.2017 02.24.2017 ---
	M.Ethridge
	ANSI A 8.5" x 11"



Combination

Lea McKeigan N., MO



USP.04032



(¹-") 00-00 x 00-00 x 00-00

ASTM/CSA (ft²) 5774

(1'-0") 6'-0"



ASTM/CSA (ft) 616



01.31.2017

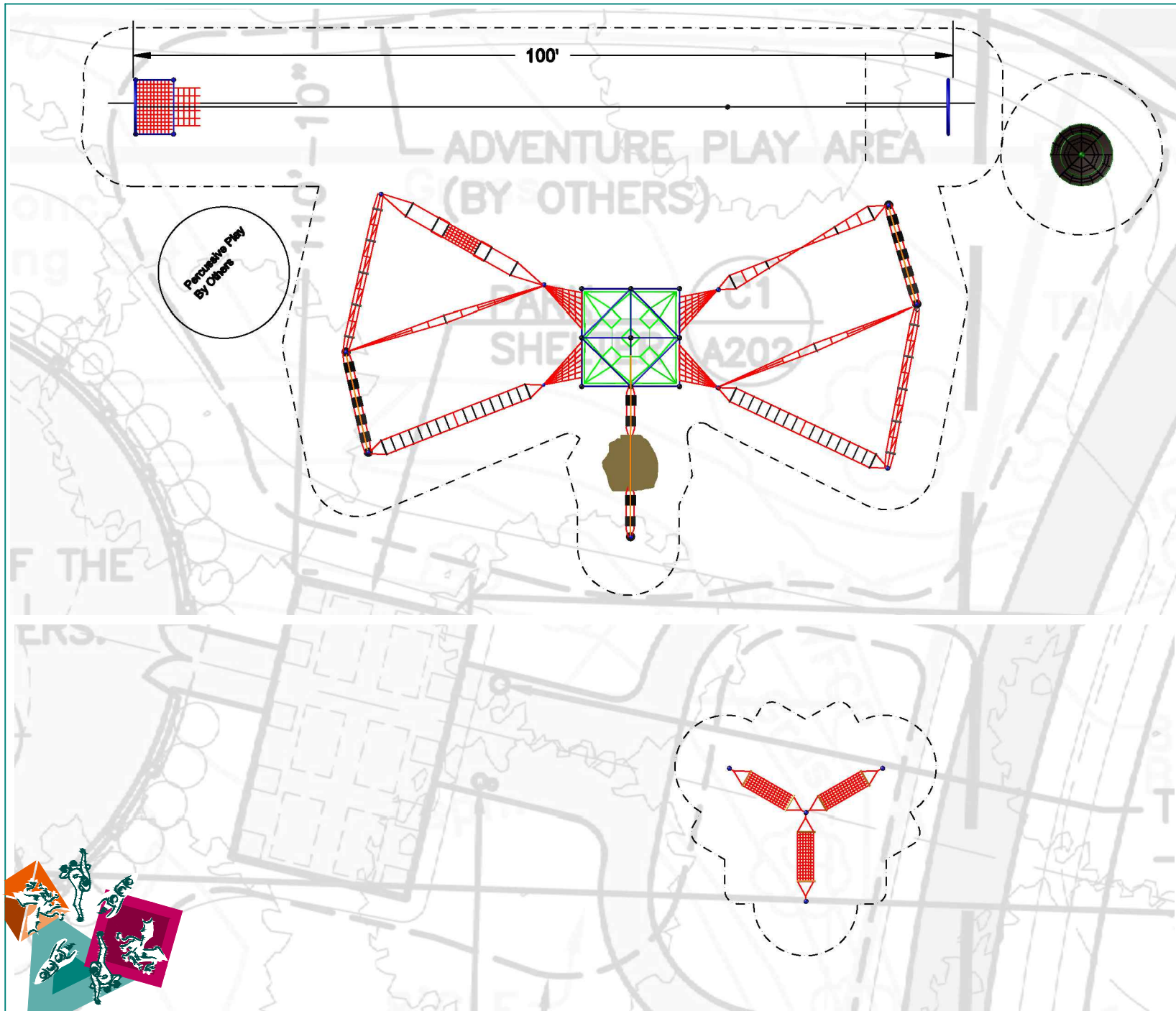


02.06.2017

02.24.2017

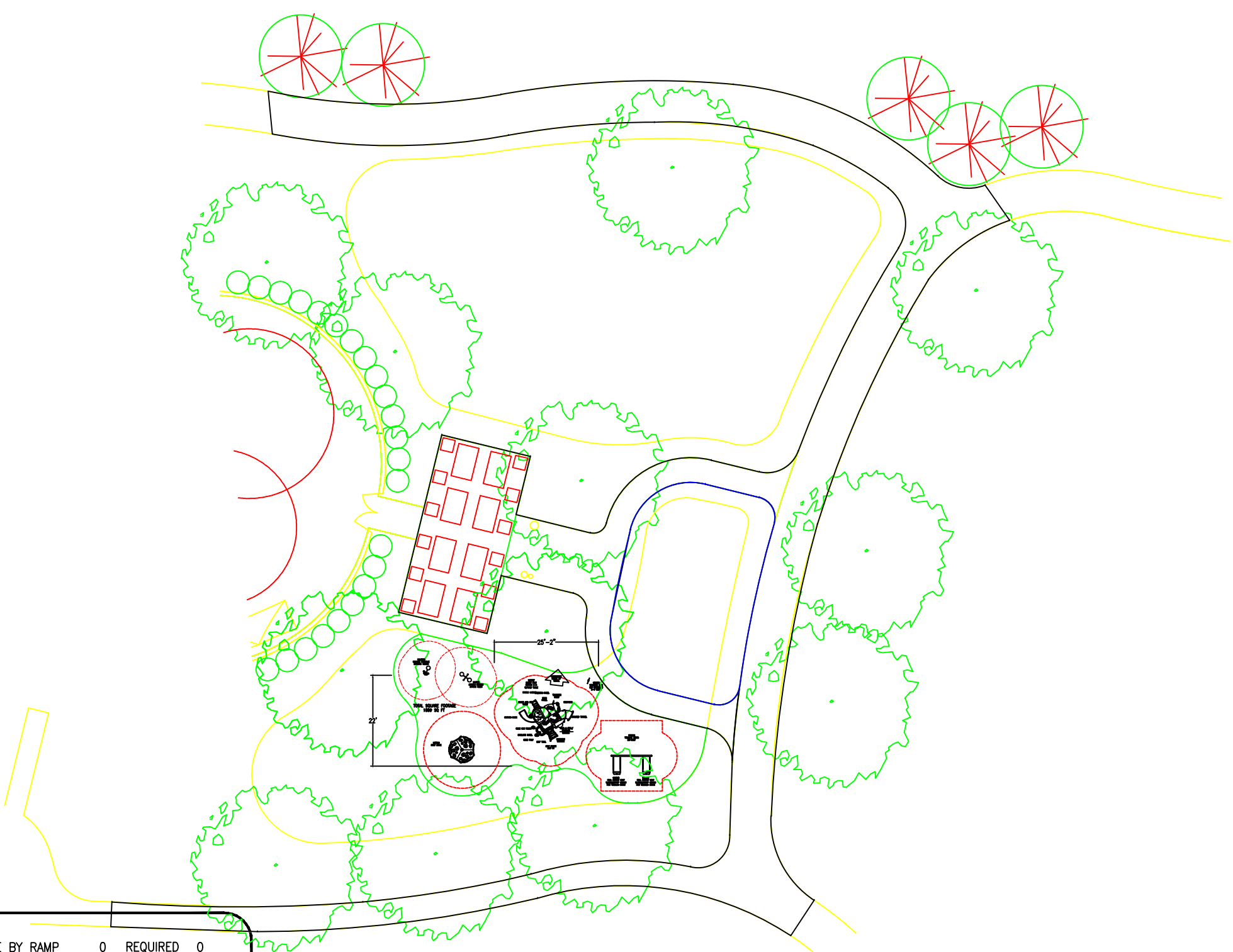
M.Ethridge

ANSI A
8.5" x 11"
$$1/8" = 1'$$



	ASTM/CSA
	Combination Lea McKeigan N., MO
	USP.04032
	(") 00-00 x 00-00 x 00-00
	ASTM/CSA (ft²) 5774
	(") 6'-0"
	ASTM/CSA (ft) 616
	01.31.2017
	02.06.2017 02.24.2017 -----
	M.Ethridge
	ANSI A 8.5" x 11"
	1/8"=1'

***NOTE:** PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATIONS OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.



2-5 AREA

TOTAL ELEVATED PLAY COMPONENTS	10		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	10	REQUIRED	5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	8	REQUIRED	3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	6	REQUIRED	6



N. Lea-McKeighan Park
Lee's Summit, MO

Athco, LLC
Matt Cline

SYSTEM TYPE:
FreeStanding
DRAWING #:
100851-2-4



landscape
structures



The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 2-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

ACCESSIBLE/PROTECTIVE
LOOSE FILL MATERIAL
(ENGINEERED WOOD FIBER SUGGESTED)

DESIGNED BY:
SG

COPYRIGHT: 4/20/17
LANDSCAPE STRUCTURES, INC.
601 7th STREET SOUTH - P.O. BOX 198
DELANO, MINNESOTA 55328
PH: 1-800-328-0035 FAX: 1-763-972-6091

3/1/17	100851-2-3	SG
2/1/17	100851-2-2	SG
1/26/17	100851-2-1	SG
Date	Previous Drawing #	Initials

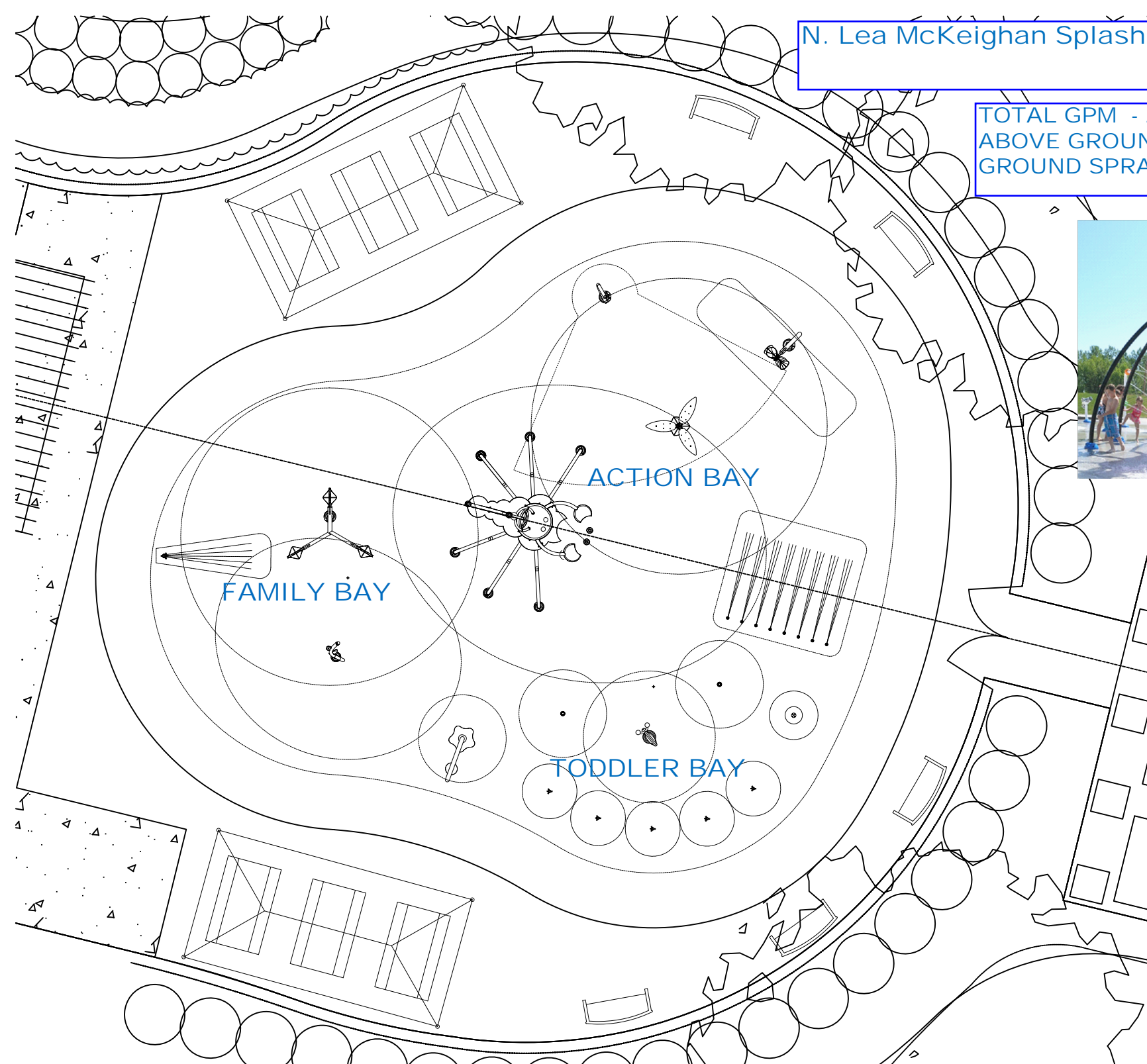
NORTH McKEIGHAN PARK SPLASHPAD - SCORPION OPTION

2/22/2017

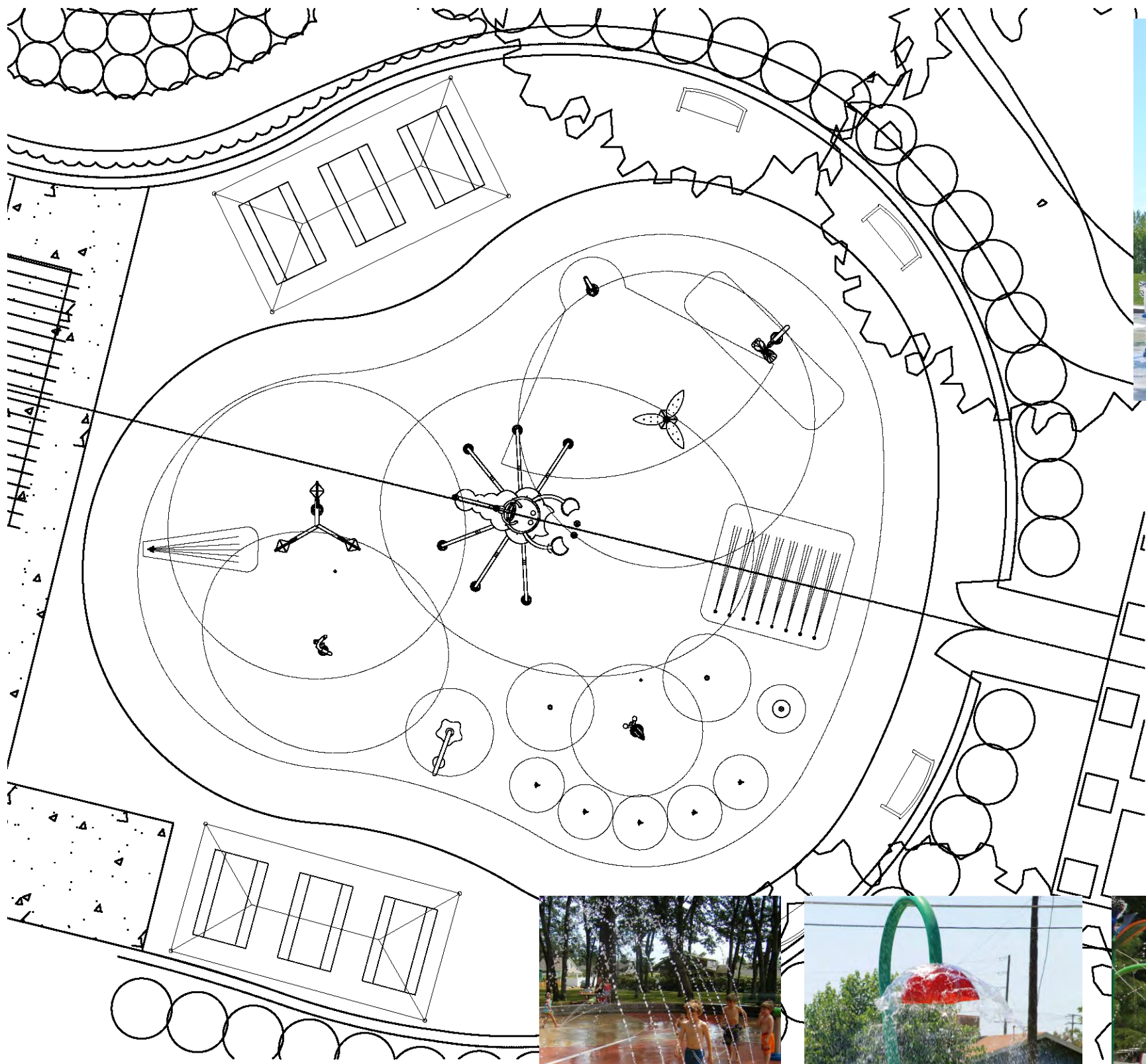
DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
Splashpad Water Features & Activator (W&A)	1	LS	115,965.00	115,965.00
Splashpad Water Distribution System (WDS)	1	LS	36,435.00	36,435.00
Splashpad Install	1	LS	70,000.00	70,000.00
Splashpad Concrete	3890	SF	6.50	25,285.00
Splashpad Concrete Integral Color (omaha tan or similar)	3890	SF	1.50	5,835.00
SUB-TOTAL				253,520.00
NPP DISCOUNT (5% W&A)				(5,798.25)
NPP DISCOUNT (1% WDS)				(364.35)
NPP DISCOUNT (1% INSTALL)				(1,011.20)
SUB-TOTAL				246,346.20
FREIGHT ESTIMATE				3,000.00
TOTAL				\$ 249,346.20

ADD ALTERNATES	QTY	UNIT	UNIT COST	TOTAL
Concrete around Splashpad	2335	SF	5.00	11,675.00
24'x12' Hip Shade	2	EA	3675	7,350.00
Installation - 24'x12' Hip Shade	2	EA	2000	4,000.00

TOTAL GPM - 215
ABOVE GROUND FEATURES - 9
GROUND SPRAY FEATURES - 16



NORTH LEA McKEIGHAN SPLASHPAD – SCORPION



Scorpion



Scorpion



Loop Cannon No1



Flower No9



Flower No8



Bloom No1



Water Tunnel No1



Flower No1



Seaweed No3



(5) Jet Stream



Snail No4

ADD ALTERNATE
24'x12' Hip Shade
(Typ. 2)

ADD ALTERNATE
concrete perimeter
2,335 SF

splashpad area
3,890 SF

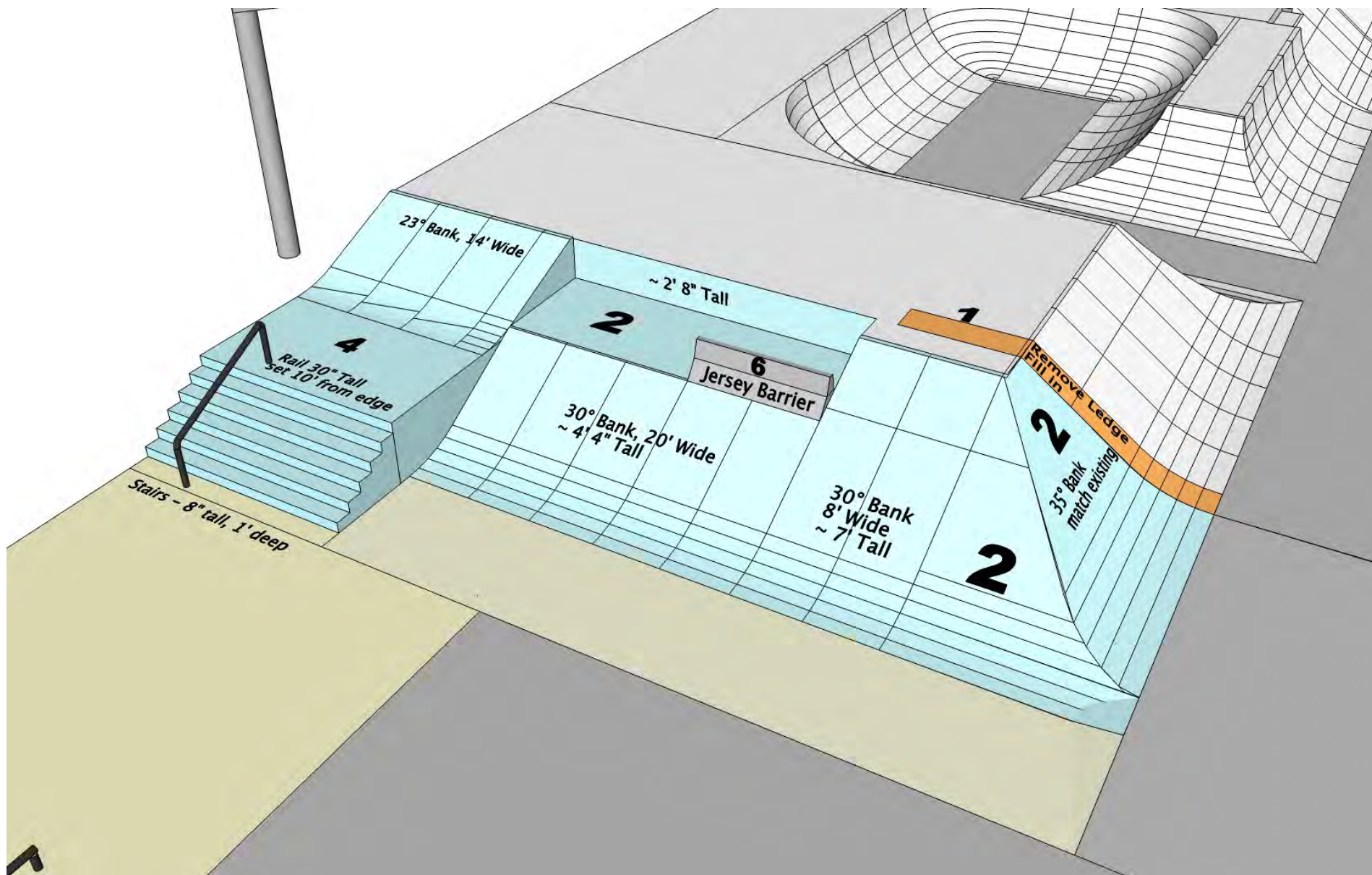
Feedback from Lea McKeighan locals:

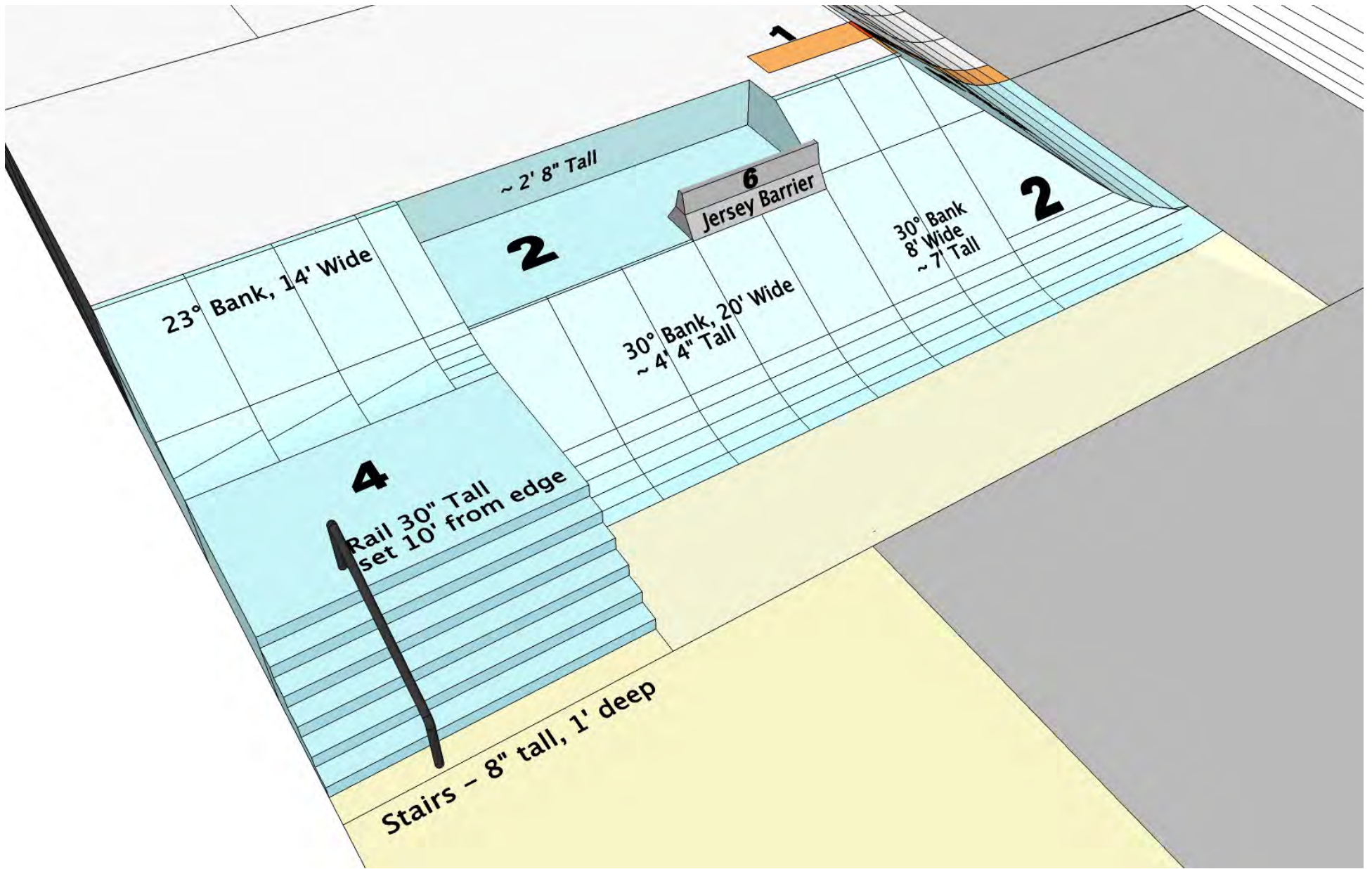
- Lights for the skatepark are the top request and the consensus is that 2 poles with 2 lights each would be more than adequate.
- Many have also requested that the mini ramp at Howard Park (previously set up at Banner Park) be relocated to Lea McKeighan. Locals say it rarely gets used at Howard, but it would be popular here.
- The concrete bank paved over the grass slope a few years back is well constructed. The consensus is that whoever does the main park renovation could add the features in the design that are listed below. That should lead to cost efficiencies and perhaps allow for additional pieces to be added in the lower area if funds are still available in the budget. This design connects the upper and lower areas, using the sloped space between to create better access to features in the lower paved area.

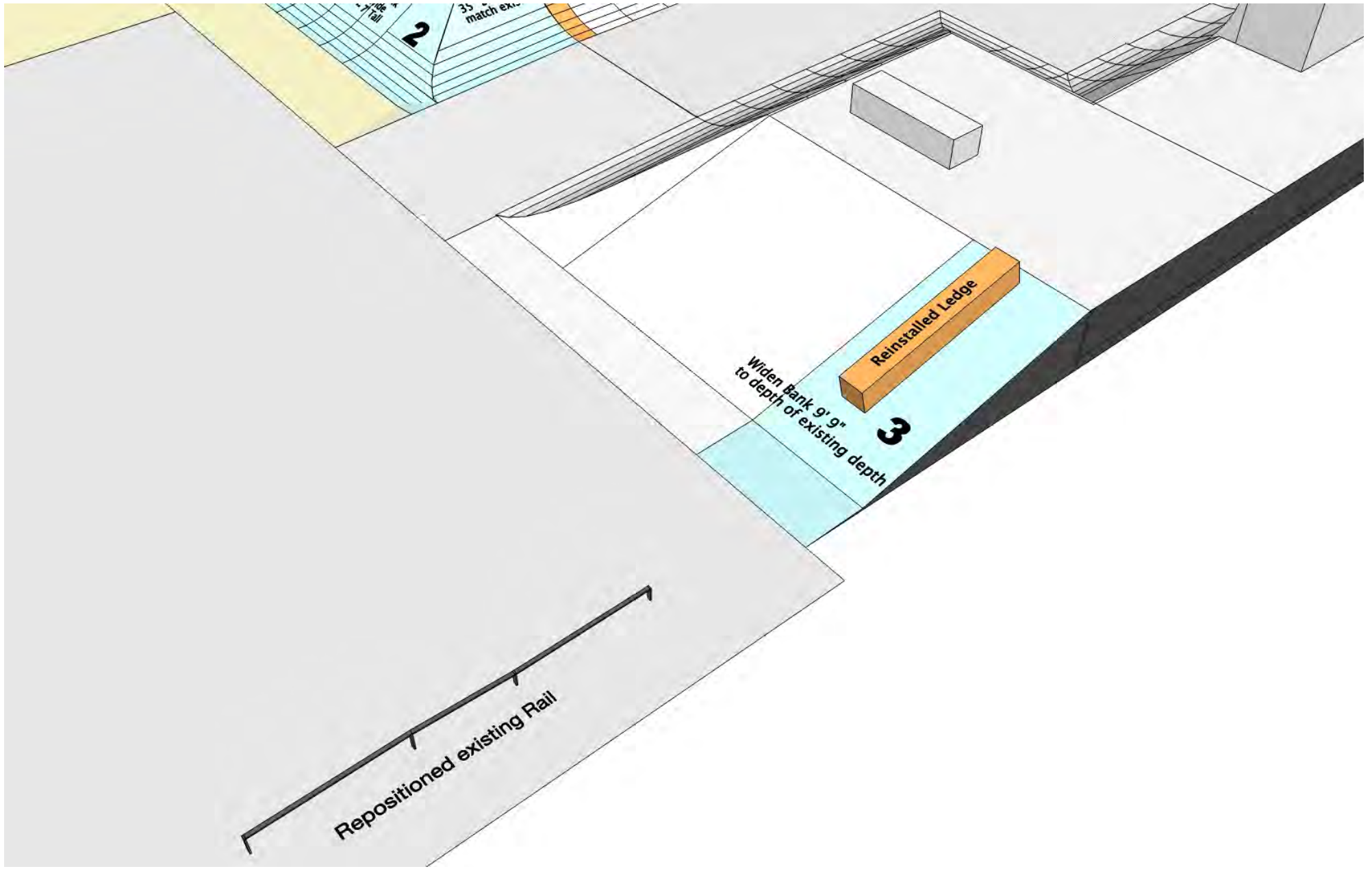
Proposed Lea McKeighan Park Upgrades (numbered in the design)

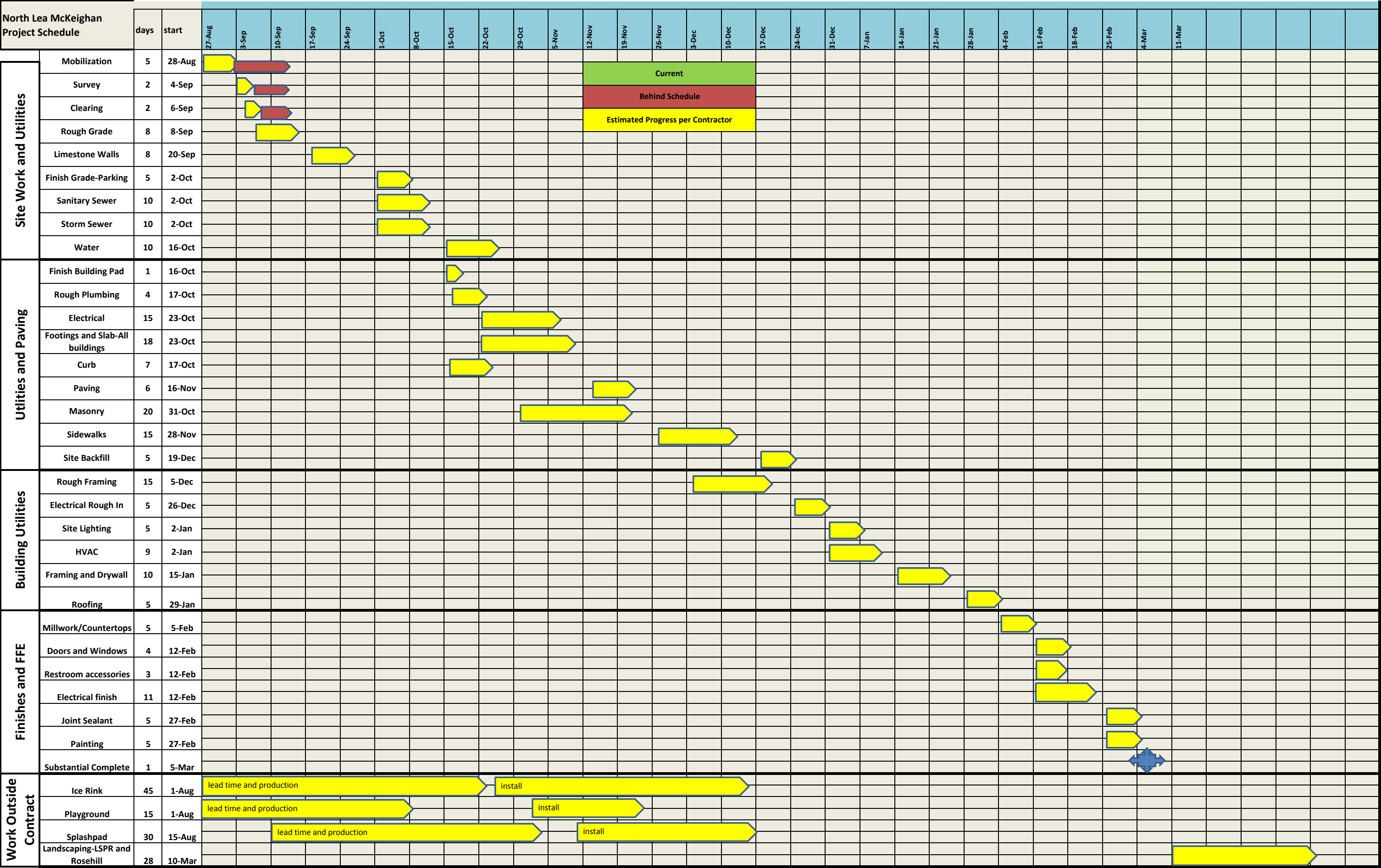
- 1) Remove ledge to improve the flow of the park and make it safer. Possibly salvage two portions of the ledge to be reinstalled in other locations.
- 2) Widen landing to create a bank hip and euro gap into shorter bank, which will serve as a run up to repositioned existing features.
- 3) Widen existing bank and re-position ledge - a cost effective addition that increases the usable space in the lower paved area. Some of the fence near the Northwest corner of the park should be removed from a safety standpoint. It gets run into frequently when people roll off the end of the manual pad.
- 4) Bank and stair set with rail. These features only make sense if item number 2 is built to connect to it. Would probably require gravel and some fill, but the stairset was designed at only 4' tall to keep material requirements at a minimum.
- 5) Reposition shorter ledge. One potential relocation spot is depicted in the design, or it could be placed next to the 9' tall quarter pipe or on the lower flat area.
- 6) Add a Jersey barrier to the top of the new bank.











MEMORANDUM



Date: September 20, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: Steve Casey, ASLA, PLA
Superintendent of Park Planning and Construction
Re: Howard Park Master Planning

At the time of this report, staff and consultants are formulating a schedule and assembling a stakeholder list of individuals and groups that can assist with the planning process. Staff met with the city's development review committee to discuss the project and address any critical issues related to infrastructure or traffic issues. The notes from that meeting are attached.

The project team will be generating ideas for future park improvements with a series of charrettes or brainstorming sessions to assist the consultant in finalizing a master plan with associated cost. Staff will be looking to kickoff this process early this fall and will keep the Board advised as to upcoming meeting and work sessions.

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

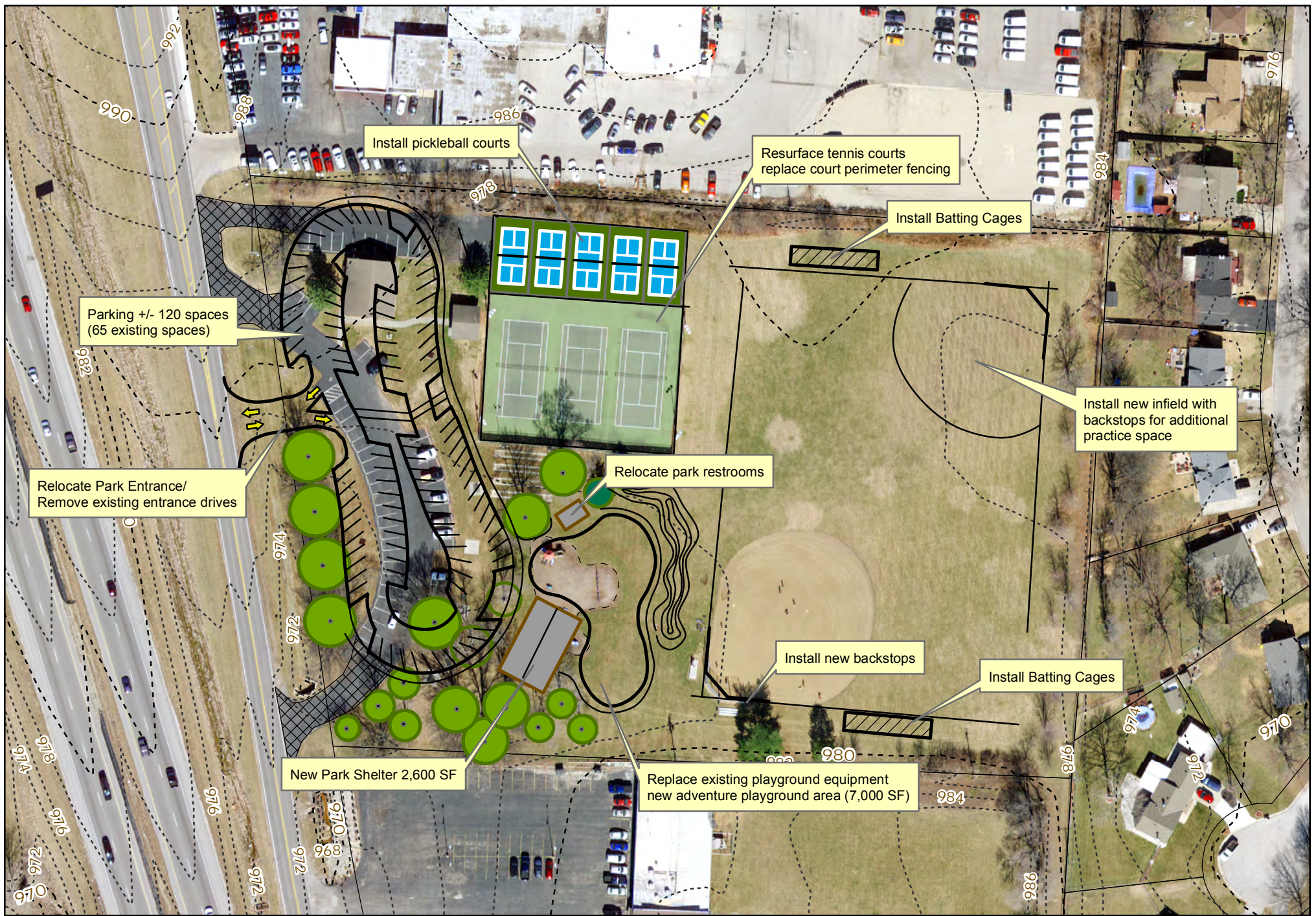
MEMORANDUM

Date: September 20, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction
Re: Summit Park Master Planning

At the time of this report, staff and consultants are formulating a schedule and assembling a stakeholder list of individuals and groups that can assist with the planning process. Staff met with the city's development review committee to discuss the project and address any critical issues related to infrastructure or traffic issues. The notes from that meeting are attached.

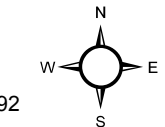
The project team will be generating ideas for future park improvements with a series of charrettes or brainstorming sessions to assist the consultant in finalizing a master plan with associated cost. Staff will be looking to kickoff this process early this fall and will keep the Board advised as to upcoming meeting and work sessions.

(Portions of this report not underlined represent new information from the previous update)



Summit Park
Master Plan of Improvements
March 2017

0 50 100 200 300 Feet



MEMORANDUM



Date: September 5, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: David Dean
Superintendent of Recreation Services II
Re: Fundraising Update – September 2017

Collections for FY18 are in progress, with four payments due in the month of September. Our fundraising coordinator recently secured two \$15,000 banner sponsors, bringing our total to 10¹. 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 reflects the sponsorship commitments from FY16 through FY20 based on existing contracts. The amount collected YTD is also included.

At the August Park Board meeting staff was requested to look at relocating the banners on the Upper Banner tennis courts from the sides to the ends. Staff worked with our fundraising coordinator and the banners at both Upper Banner and Summit Park tennis courts were relocated to the ends (pictures on attachment C).

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

¹Maximum capacity of banner sponsors has been set at 14.

Revenue

Sponsor, Date of Contract	FY16	FY17	FY18	FY19	FY20	Total
Equity Bank, 9/22/15	\$ 12,000.00	\$ 14,000.00	\$ 15,000.00			\$ 41,000.00
Instant Auto, 2/29/16	\$ 6,500.00	\$ 13,000.00	\$ 13,000.00	\$ 6,500.00		\$ 39,000.00
Adams Toyota, 2/29/16	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00		\$ 45,000.00
Blue Pearl³, 3/10/16	\$ 6,000.00					\$ 6,000.00
Adams Toyota⁵, 5/11/16	\$ 2,500.00	\$ 2,500.00				\$ 5,000.00
Adams Toyota⁵, 4/27/17		\$ 5,000.00				\$ 5,000.00
Legacy Woods⁵, 5/11/16	\$ 4,000.00	\$ 1,000.00				\$ 5,000.00
American Family, 5/16/16	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00		\$ 45,000.00
Price Chopper⁵, 5/25/16	\$ 5,000.00					\$ 5,000.00
Royal Door, 7/22/16		\$13,750	\$16,250.00	\$15,000.00		\$ 45,000.00
Jungmeyer & Suresh, 8/25/16		\$15,000	\$15,000.00	\$15,000.00		\$ 45,000.00
Kline Van & Spec., 9/30/16		\$11,250	\$15,000.00	\$15,000.00	\$3,750.00	\$ 45,000.00
St. Luke's, 6/30/17			\$13,500.00	\$13,500.00	\$13,500.00	\$ 40,500.00
Harmon Flooing, 8/30/17			\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Heartland Heating & Cooling, 8/31/17			\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Total	\$ 48,500.00	\$ 105,500.00	\$ 147,750.00	\$ 112,500.00	\$ 47,250.00	\$ 461,500.00

Expenses	FY16	FY17	FY18	FY19	Total
Equity Bank					
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor ¹	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00		\$ 10,850.00
Instant Auto					
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor ¹	\$ 1,950.00	\$ 3,575.00	\$ 3,250.00	\$ 1,625.00	\$ 10,400.00
Adams Toyota					
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 390.00		\$ 2,600.00
Contractor ¹	\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 12,000.00
Blue Pearl²					
Contractor ¹	\$ 1,800.00				\$ 1,800.00
Adams Toyota⁵					
Banner (1*\$65)	\$ 65.00				\$ 65.00
Contractor ¹	\$ 750.00	\$ 750.00			\$ 1,500.00
Adams Toyota⁵					
Banner (1*\$65)		\$ 65.00			\$ 65.00
Contractor ¹		\$ 1,500.00			\$ 1,500.00
Legacy Woods⁵					
Banner (1*\$65)	\$ 65.00				\$ 65.00
Contractor ¹	\$ 1,200.00	\$ 300.00			\$ 1,500.00
American Family					
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor ¹	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00	\$ 11,750.00
Price Chopper⁵					
Banner (1*\$65)	\$ 65.00				\$ 65.00
Contractor ¹	\$ 1,500.00				\$ 1,500.00
Royal Door					
Banners (29*\$65) ⁴		\$ 1,885.00	\$ 390.00	\$ 325.00	\$ 2,600.00
Contractor ¹		\$ 4,125.00	\$ 4,125.00	\$ 3,750.00	\$ 12,000.00
Jungmeyer & Suresh					
Banners (29*\$65) ⁴		\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 2,535.00
Contractor ¹		\$ 4,500.00	\$ 3,937.50	\$ 3,750.00	\$ 12,187.50
Kline Van & Speciality Rental					
Banners (29*\$65) ⁴		\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 2,535.00

Contractor ¹		\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50	\$ 12,937.50
St. Luke's						
Banners (29*\$65) ⁴			\$ 2,080.00	\$ 325.00	\$ 325.00	\$ 2,730.00
Contractor ¹			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00	\$ 10,800.00
Harmon Flooring						
Banners (29*\$65) ⁴			\$ 2,080.00	\$ 325.00	\$ 325.00	\$ 2,730.00
Contractor ¹			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
Heartland Heating & Cooling						
Banners (29*\$65) ⁴			\$ 2,080.00	\$ 325.00	\$ 325.00	\$ 2,730.00
Contractor ¹			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
Total	\$ 22,285.00	\$ 37,895.00	\$ 48,007.50	\$ 30,075.00	\$ 12,787.50	\$ 151,050.00

	FY16	FY17	FY18	FY19	FY20	Total
Net	\$ 26,215.00	\$ 67,605.00	\$ 99,742.50	\$ 82,425.00	\$ 34,462.50	\$ 310,450.00

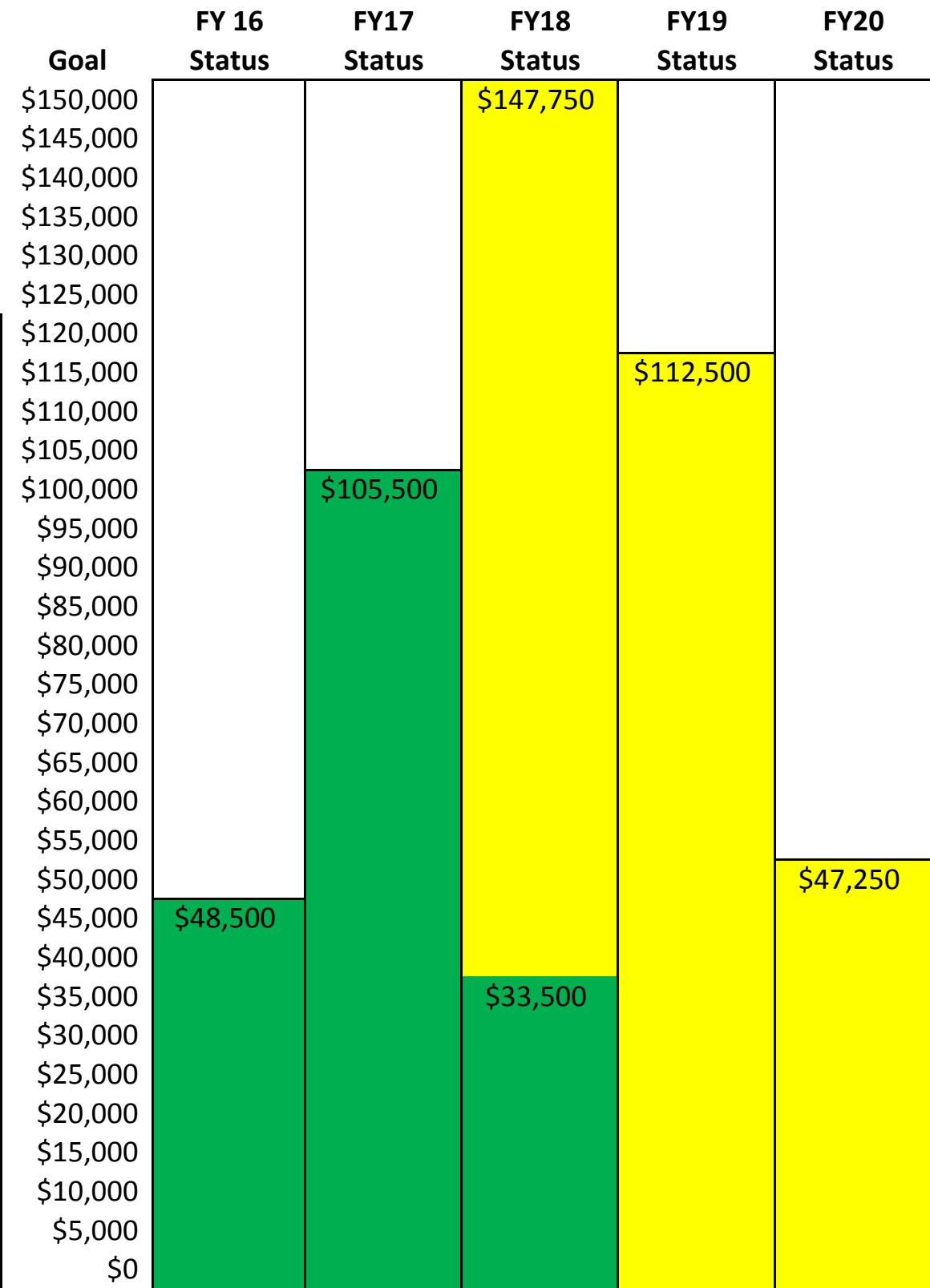
¹ Sponsorship Contractor receives 30% year 1, 25% subsequent years

² Blue Pearl to pay for all banners and signage at venues

³ One year contract for sponsorship of dog parks only

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

⁵ Legacy Park Amphitheater sponsorship.



	Commitments
	Collected

Summit Park: banners in new position



Upper Banner Park: banners in new position



MEMORANDUM



Date: 9.6.2017
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 September.

- Total of FY18 Sessions
35 RevUp Participants
9 ReLoad Participants
- FY 18 Year To Date
Revenue= \$8,080.00
Expenses= \$9,776.00
Net= (\$1,696.00)
- Notable opportunities
Lee's Summit Medical Center Sponsorship
10 LSMC employees are in week 4 of ReLoad. Staff continues posting weekly "Wellness Wednesday" posts and holding operations meetings every 3rd Thursday of the month.

Community Health Initiative
The Community Health Workshop is scheduled for Tuesday, October 24 at Gamber Community Center. Staff is finalizing speakers and continuing marketing efforts. Currently, there are 6 individuals enrolled to attend. Additionally, staff reached out to 11 additional communities to complete the beta test of the community health assessment tool.

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

FY Participation

RevUp	Budget	Actuals
FY16	150	163
FY17	157	179
FY18	150	35
ReLoad	Budget	Actuals
FY16	182	87
FY17	154	86
FY18	100	9

FY Participation by Month

	FY16 RevUp	FY17 RevUp	FY18 RevUp	FY16 ReLoad	FY17 ReLoad	FY18 ReLoad	FY16 Pilots	FY17 Pilots	FY18 Pilots
July	10	15	9	2	4	3	-	-	-
August	15	10	14	8	9	3	-	-	-
September	12	6	12	0	6	3	-	-	-
October	16	6	-	12	7	-	-	-	-
November	2	11	-	3	7	-	14	-	-
December	2	2	-	4	7	-	-	-	-
January	32	32	-	16	11	-	-	-	-
February	15	48	-	5	5	-	-	-	-
March	29	13	-	14	4	-	-	-	-
April	8	4	-	3	8	-	-	-	-
May	5	10	-	15	8	-	-	-	-
June	3	6	-	5	10	-	-	16	-
Total	149	163	35	87	86	9	14	16	-

Current Participant Visit Log

Dates	Participant	Weeks 1-4		Week 5-8		Weeks 9-12		Total Visits	
7/10-10/1	1	5	0	0	0	0	0	5	0
	2	6	0	0	0	0	0	6	0
8/21-11/12	3	2	0	0	0	0	0	2	0
	4	1	0	0	0	0	0	1	0
	5	1	0	0	0	0	0	1	0
	6	1	0	0	0	0	0	1	0
9/11-10/22 ¹	7	0	0	0	0	0	0	0	0
	8	0	0	0	0	0	0	0	0
	9	0	0	0	0	0	0	0	0
	10	0	0	0	0	0	0	0	0
	11	0	0	0	0	0	0	0	0
	12	0	0	0	0	0	0	0	0
	13	0	0	0	0	0	0	0	0
	14	0	0	0	0	0	0	0	0
	15	0	0	0	0	0	0	0	0
	16	0	0	0	0	0	0	0	0
	17	0	0	0	0	0	0	0	0
	18	0	0	0	0	0	0	0	0
		16	0	0	0	0	0	16	0

¹Denotes 6 week session of RevUp

MEMORANDUM



Date: September 6, 2017, 2017

To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation

From: Andy Carr, AFO, PCA
Legacy Park Supervisor II

CC: Robert Sanchez, CPRP, CPSI, CPO, PCA
Superintendent of Park Operations

Re: Beautification Commission September updates

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

Highlights for this month include:

- Budget review
- 2 Large pots for the Historical Museum
- ROW
 - Presentation at Gamber Community Center on Oct 10th at 7pm - open to public
- Tree plan for the City of Lee's Summit



Tuesday, September 5, 2017
Strother Conference Room
220 SE Green Street, Lee Summit
6:00 PM

1. Call to Order
2. Approval of August Minutes
3. Budget Review
4. Tree Board Activities
 - Tree ordinances
5. Other Business
 - Historical museum pots
 - ROW Update
 - Presentation dates Oct 10th Gamber at 7pm
 - Landscaping of the 4th and Main St. flower beds by railroad tracks
 - New Members
6. Announcements
7. Adjourn

**Beautification Commission
Financial Report as of August 31, 2017**

Expenditures	FY18 Budget	YTD Actual	Remaining
Personal Services			
Personal Services - Staff Support	26,556	4,447	22,109
Total Personal Services	26,556	4,447	22,109
Other			
Advertising	900	-	900
Printing Expense	350	-	350
Professional Fees	18,000	1,504	16,496
Travel & Meeting	500	-	500
Public Relations	800	-	800
Maintenance & Repairs - Grounds	10,000	3,528	6,472
Total Other	30,550	5,032	25,518
Total Expenditures	57,106¹	9,479	47,627
Other - Detail			
Printing Expense			
		\$ -	
Professional Fees Expense			
Rosehill Gardens Inc		\$ 1,329	
Free Style Graphics		\$ 175	
		\$ 1,503.92	
Travel & Meeting Expense			
		\$ -	
Public Relations Expense			
		\$ -	
Maintenance & Repairs - Grounds			
Rosehill Gardens Inc		\$ 3,528	
		\$ 3,527.62	

Footnotes:

¹ Per the FY18 budget, expenditures up to a maximum of \$57,106 will be funded through a transfer from the General Fund.

Lee's Summit Beautification Commission Minutes

Tuesday, August 1, 2017

Strother Conference Room - City Hall

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

6:12 pm

Kim Fritchie read Laura Dawson's resignation from the Commission, which is effective immediately. Laura is resigning due to her recent move from

Lee's Summit. The commission appreciates her many contributions and will miss her.

Call to Order

The meeting was called to order at **6:12 pm** by Kim Fritchie, with Lila Raymond, Sara DeBray, Tanya Forbes and Charlotte Lea present. A motion was made by Lila Raymond to accept the minutes of the last meeting and seconded by Sara DeBray. Visitors present were Dale Coy and Joe Snook.

Budget Review

Andy mentioned the new budget was in place for the new fiscal year. He also reported that Rosehill is watering flower pots downtown on Third Street and Douglas and have put in new plantings in bed on Third Street and West Main by railroad tracks. New pots have been ordered for the Lee's Summit Museum through Rosehill also. We will be keeping the museum staff posted on when they will arrive.

Tree Board Activities

Robert Sanchez had a slide presentation on tree ordinances from our city by-laws. He also had copies of two other city tree ordinances that he passed around for us to look at. It was brought to our attention by Dale Coy at our last meeting, as to who replaces trees that have died in our ROW's in Lee's Summit. The ordinances that were pointed out will be studied by a sub committee consisting of Kim Fritchie, Carol Rothwell, Andy Carr and Robert Sanchez. They will be determining what BC responsibilities are to the community. If the Beautification Commission is responsible for replacing trees, funds will need to be added to the budget.

Landscape Awards Presentation

The awards will be given out at the Gamber Center at **7 PM** on **Tuesday, August 8, 2017**.

Letters have been mailed to the mayor, city council and the park board. Kim will make introductions. Carol will present the awards, followed by park board members and the mayor shaking the winners hands. A slide presentation will follow showing the beautiful landscapes of our winners. Andy is in charge of getting refreshments, Carol will bring a punch, Lila and Charlotte will man the table. Sponsors will be thanked for the gift card prizes and a drawing will take place with the winner receiving a grill from Westlake West.

A presentation of the Monarch Pledge will be presented to Mayor Rhoads to sign for the Mary Nemechek's grant. A picture of our committee will be taken with the Mayor and will be publicized to encourage attendance at the ROW presentation on October 10.

ROW Update

Andy reported that MoDot has mowed the designated areas with only 10 acres left. Spraying is almost finished also. This is the preparation needed before the wildflower planting is done.

Our ROW presentation to the community will be held at the Gamber Center on Tuesday, October 10 at 7 PM.

Our next meeting is scheduled at the Gamber Center for 6 PM Tuesday, October 10 right before the ROW presentation.

Kim ended the meeting asking each of us to take on a job during this next year to help balance out the responsibilities on the Commission.

The meeting was adjourned at 7:10 PM.

Respectfully submitted,

Charlotte Lea

Recording Secretary

MEMORANDUM



Date: September 5, 2017

To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation

From: Andy Carr, AFO, PCA
Legacy Park Supervisor II

CC: Robert Sanchez, CPRP, CPSI, CPO, PCA
Superintendent of Park Operations

Re: ROW

Habitat Architects completed the final chemical application to the sites on September 1, 2017. This application was to spot spray areas that were missed from the first application. The next step will be for them to seed the sites in December.

Habitat Architects have finished the first round of spraying on the Right of Ways. The next step will be to monitor the site and see what areas will have to be sprayed again, to make sure the sites have no living vegetation on them. This application will be performed in September.

MODOT has started mowing out the native areas on July 13, 2017. As soon as they are completed with the mowing, Habitat Architects are scheduled to begin the first chemical application to the sites. The spraying process may take a full week to complete, as weather allows. You will start to notice the areas dying off over the next couple of months.

Staff has met with MODOT on site to go over the areas that will be planted in natives. Some locations have change due to soil type being to rocky or the slope of the location was too steep. The areas that were agreed to are attached to this document. MODOT is looking for the Grow Together paperwork before any applications are made to the sites. Beautification and staff meet to come up with an educational power point to present to organization around Lee's Summit to info citizen on the benefits of native habitats.

Staff has received an agreement from Mary Nemecek of the Kansas City Audubon Society that is attached. Mary will take care of the payment for the contractor to perform the work needed to be done.

Staff met with Mary Nemecek from Kansas City Audubon Society, MDC and MODOT on March 2, 2017. The grant is for \$20,000 to do 40 acres of pollinator habitat along road sides. During the meeting we discussed the areas of interest for the pollinator planting.. It was

determined that a contractor will do two applications of roundup on the sites in June, late August and do the planting of the seed in December. MoDot will provide the chemical for the sites and MDC is looking into getting a broadcast seeder to use for planting. All of the contractor's work will be paid through the grant. Attached is a map of the areas we intend to do.

Working with Vireo on this project as well, they recommended on adding trees to the 470-350 interchange and also 291 north from 50hwy to Colbern road. Vireo estimated \$60,000 - \$80,000 to have trees planted at 470-350 interchange. These trees would have a range in size from one to three inch caliper. This would give you 200 trees to be planted on four and half acres. It would cost \$450 to buy a tree and have it installed by a contractor. Vireo also recommended 291 north from 50 highway to Colbern road to have 420 trees with 50 feet apart from center of tree. This would cost \$200,000 - \$250,000 with a contractor doing the installation of the trees. They would all be two-three inch caliper trees and be an assortment of cultivar.

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

MEMORANDUM

Date: September 13, 2017

To: Joe Snook
Interim Administrator

From: Andy Holmes
Strategic Communications and Administration Manager

CC: Carole Culbertson
Superintendent of Administration

Re: Wi-Fi in Parks – Charter Communications Update

During the August 23, 2017 Park Board meeting, Mr. Snook updated the Park Board indicating Charter Communications would be onsite toward the end of August to conduct a design study on select installation sites and to propose an installation timeline shortly after.

On August 29th, staff met with Chris Leese, Eli Dixon, and Jason Bryan of the Charter Communications design team and escorted the design team to fifteen different LSPR parks and facilities. A Wi-Fi design study was performed on the following facilities:

Legacy Park Community Center
Legacy Park Amphitheater
Legacy Park Softball Venue
Legacy Park Baseball Venue
Legacy Park Football Venue
Legacy Park Soccer Venue
Joseph A. Dyke Playground
Summit Waves
Gamber Community Center
Harris Park Community Center
Lowenstein Park
Happy Tails Park
Miller J. Fields Park
Lea McKeighan South Park
Lea McKeighan North Park

In each location visited the Charter design team was able to locate existing network infrastructure, gather signal distance data, identify obstacles that would likely interfere with the Wi-Fi signal after installation, and successfully capture images of various structures that could potentially be used to attach equipment. At the conclusion of the survey, the design team compiled a list of questions for

LSPR related to the installation parameters of signal equipment and network infrastructure within the parks and facilities surveyed.

Staff provided a response to the Charter design team's questions on September 5th indicating LSPR was open to the possibility of granting permission to Charter to utilize existing structures such as light poles, network racks, and awnings pending there were no safety issues created, no substantial maintenance issues created, and no significant damage to LSPR property as a result of the installation. Staff indicated in the response to Charter that further installation details including descriptions and renderings of the proposed installation would be required before permission is granted. The design team is currently working on a report detailing a proposed plan with an installation deadline of December 22, 2017.

At this time, there are no concerns that would lead to project-impediment to report. The fifteen parks/facilities listed in this report are currently the only LSPR properties that have had a design study conducted. None of the other properties listed in Exhibit B of the agreement, including Hartman Sports Complex, have had an on-site design study scheduled. Updates will be provided by staff as the design team reports progress.

MEMORANDUM



Date: September 14, 2017
To: Parks and Recreation Board
From: Carole Culbertson
Superintendent of Administration
CC: Joe Snook
Interim Administrator
Re: Executive Search for the Administrator of Lee's Summit Parks and Recreation

After a review of the scope of services to be included in the Request for Proposal (RFP) at the June Park Board meeting, the RFP for a firm to perform an executive search for the Administrator position was advertised on Friday, June 30, 2017. The RFP was advertised through publicpurchase.com, which notified 101 companies who have signed up to use public purchase in the past, and was posted as a bid opportunity on the City of Lee's Summit website. The advertisement information was also sent to a firm previously used by Lenexa Parks and Recreation, Strategic Government Resources in Keller, Texas, Springsted Incorporated, the firm currently conducting the Compensation Study for the City of Lee's Summit and to the list of service providers identified for the Compensation Study firm RFP process. The RFP for the Executive Search for the Administrator position closed on Friday, July 21st at 2:00 pm.

There were four RFP submittals received including GovHR USA, LLC; Springsted Waters; Strategic Government Resources and Sunshine Enterprise USA. Information was provided to the committee (Mr. Hutchin, Mr. Morehead and Ms. Aulenbach) on July 24, 2017 including a copy of the original RFP document, a copy of each submittal, a summary of pertinent information from the submittals based on my review and the proposal score sheet to be used to determine which firms to interview. Reference calls were made and a summary of the responses was sent out to the committee by email on Friday, August 11, 2017.

A closed session via conference call was held on Friday, September 8, 2017 at 9:00 am in the Strother Conference Room. The committee discussed the RFP responses, the reference check information and voted to forego the interview process and proceed with GovHR USA LLC. A service agreement has being drafted for legal review based on the scope of services included in the original RFP document for a fee of \$23,000.

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

End of Activity Report Legacy Blast 2017

Report Completed by: Jodi Bell

Executive Summary:

Program Description:

The City of Lee's Summit and Lee's Summit Parks and Recreation teamed up to offer fireworks free of charge to the public on Monday, July 3 at Legacy Park. The park gates opened at 6:00pm. Patrons at the Softball venue had entertainers and an inflatable from 6:00pm-9:00pm with LSGSA offering concessions. A vendor sold light up toys. KCMO 94.9 also set up a tent and gave away free concert tickets and promotional items. At the Soccer venue there were entertainers and an inflatable from 6:00pm-9:00pm and concession operations were provided by LSSA. At the Baseball venue there were entertainers and inflatable's from 6:00pm-9:00pm and the Kiwanis Club served drinks, brats, hot dogs, burgers, nachos and caramel apples. A second vendor, Hawaii Ice sold shaved ice. At the Football venue there were entertainers and an inflatable from 6:00pm-9:00pm and concession operations were provided by LSFA. The fireworks began at 9:45pm and lasted until 10:06pm and were simulcast by KCMO to a variety of patriotic songs. Staff was able to play the simulcast of the fireworks music on portable sound systems at all four venues. Legacy Park Community Center parking lot was open to a list of approved dignitaries, LSPD and LSFD families. No food vendors or entertainment was provided in this venue.

Participant number:¹

2017: 22,276 participants

2016: 18,940 Participants

2015: 18,530 Participants

Softball	502 x 4= 2,008
Football	297 x 4= 1,188
Baseball	1036 x 4= 4,144
Soccer	739 x 4= 2,956
Practice field	60 x 4=240
Disc Golf	77 x 4=308
LPCC	63 x 4=252
Church	320x 4= 1,280
<u>Elem School</u>	<u>255 x 4= 1,020</u>
Sub Total	13,396
Trails/ Blackwell / Grass	371
<u>Surrounding neighborhoods</u>	<u>8,500</u>
Total	22, 267 ¹

¹ Estimated attendance based on the park capacity for designated parking areas times four people per car and surrounding neighborhoods. (A breakdown of attendance history for Legacy Blast can be found on Attachment A)

Service hours: (number of participants x 2.5 hours)

2017: 55,667 hours

2016: 47,350 hours

2015: 46,325 hours

Refunds:

No refunds were issued. This was a free event.

Fee Charged: None

Total Revenue:	Budget	Actual
2017:	\$24,000.00	\$24,750.00
2016:	\$24,000.00	\$25,250.00
2015:	\$24,000.00	\$24,950.00

Total Expense:	Budget	Actual
2017:	\$24,918.00	\$39,432.49 ¹
2016:	\$24,918.00	\$38,400.29
2015:	\$24,918.00	\$37,858.90

Net:	Budget	Actual
2017:	(\$918.00)	(\$14,682.49)
2016:	(\$918.00)	(\$13,150.29)
2015:	(\$918.00)	(\$12,908.90)

Direct Costs:

Fireworks:	\$19,000.00 ²
Entertainment (inflatable's, stilt walkers, face painters):	\$ 4,535.00 ²
Food for LSPR staff:	\$ 330.00
LSPR part time staff costs:	\$ 262.00
Supplies	\$ 97.63
Banners	\$ 192.00
Barricades	<u>\$ 1,398.00</u>
Direct Cost Total:	\$25,814.63

Indirect Costs:

LSPR Staff:	\$ 7,040.83 ³
Administrative Staff:	\$ 985.28
Park Operations Staff:	\$ 4,335.17
Recreation Staff:	\$ 1,720.38
Police Department:	\$ 6,184.84
Fire Department:	<u>\$ 392.19</u>
Indirect Cost Totals	\$13,617.86

¹These figures include direct expenses in the amount of \$25,814.63 and indirect expenses in the amount of \$13,617.86 which is not used in the budget projection.

²The City of Lee's Summit paid for fireworks, and entertainment in the amount of \$23,535.

³This figure includes the staffing costs for LSPR which is not used in budget process.

Recommendations:

Comment: Use of hand held radios proved to be effective this year.

Recommendation: Staff recommends using all 16 radios (10 Special event radios and 6 LPCC radios).

Comment: Patrons were disappointed in concession offerings this year.

Recommendation: Staff would like to discuss adding more food vendor / food trucks to better the experience for the patrons in Softball, Soccer and Football venues. This would also bring in more revenue for the event. In the past the vendors did not want to share their site with other vendors because they are afraid of losing sales. Staff recommends adding more food vendor / food trucks. Staff will discuss this with the YSA's who operate their concession stands and our vendors by February 2017.

Comment: Need to increase the marketing of the closure of the trails prior to the event.

Recommendation: The trail enters the blast site from both sides, and patrons are at risk if they are utilizing the trail. To keep patrons safe, one LSPR staff member is placed on either side of the Legacy Loop to block patrons. LSPR added an additional staff member to oversee the Legacy Woods neighborhood access points. Staff used vehicles and sandwich boards to block off the trail for all three trail locations. Staff also announced the trail closure on facebook prior to the event. Staff recommends announcing the closure of the trails in the marketing materials, adding one more person or sign at LPCC/ LPA trail head and continue placing larger signage at the trail heads for advance notification.

Comment: Many patrons enjoyed the patriotic music.

Recommendation: The soundtrack is chosen by LSPR staff and is changed every other year. Staff recommends updating the sound track for the 2019 event.

Comment: The portable message boards provided by Public Works helps provide information to the public.

Recommendation: Staff will continue to request the use of the message boards from Public Works and put rules and radio station information on the signage.

Comment: Gates closed at 8:50pm due to the high volume of traffic.

Recommendation: In 2016, LSPD didn't turn cars away until 9:20pm. Staff planned to close gates at 9:30pm this year, but due to high volume of traffic gates were closed at 8:50pm. Staff recommends closing the gates when they are full but not advertising to the public the closing time. All gates should close by 9:30pm regardless if the venues are full or not.

Comment: Patrons were in the venue parking lots prior to 6:00pm.

Recommendation: In the past the barricades have not been placed until after the staff briefing. Staff recommends having all barricades in place prior to 5:30pm briefing to guide patrons who may enter the park prior to 6:00pm.

Comment: More special event staff is needed for this event.

Recommendation: 5 additional staff are needed to help monitor bounce houses, parking lots and help keep patrons off the fields. Staff recommends assigning the special event team to work Legacy Blast at the beginning of the season at an additional cost of \$170.

Comment: Staff used Creative Carnivals to book face painters, balloon artists, stilt walkers and inflatable's.

Recommendation: This was the 6th year using Creative Carnivals. All entertainers were on time and very professional. Delivery and pick up of the inflatable's was quick and timely. The lines continue to grow for the face painters and balloon artist. There were very long lines even with the staff putting an age restriction on the free activities for face painting and balloons to children up to age 12. Staff recommends doubling the number of entertainers at each venue and switching out the bounce house for slides and obstacle courses to accommodate the crowds. This entertainment package would cost \$9,155 (attachment B) which is a \$4,620 increase. A request for additional funding from the city will be made in October 2018 with a confirmation deadline set for February 23, 2018.

Comment: A personal invitation was sent to the approved 2017 dignitary list to view the show at the Legacy Park Community Center or to join the public at one of the four venues.

Recommendation: Approximately 200 people (63 cars) viewed the show from LPCC. A parking pass was provided to access the community center. Staff is placed at the Community Center to help direct VIP's to the restrooms and approved areas of viewing. Staff will also need to clear the R7 Early Childhood Center playground at approximately 9:00pm prior to the fireworks show. Staff recommends inviting these groups to LPCC each year.

Comment: 60 cars were parked on the practice field site on the north side of the park.

Recommendation: Although these cars were directed to park on the practice field site by LSPD, staff recommends placing additional barricades at the entrances to the practice field site to keep patrons off the fields. The additional barricades will cost \$75.00.

Comment: Staff had numerous issues with patrons setting up their chairs and tents in the parking spots.

Recommendation: Staff recommends adding signage placed at the entrance of each venue informing "Parking spots are reserved for vehicles only. Please place your chairs in the open grass." In addition to the signage staff recommends training staff on how to communicate and enforce this rule and placing this information on the FAQ sheet shared with patrons prior to the event.

Comment: Additional staff training needed for full time staff prior to the event.

Recommendation: Many of the full time staff are new to the department. The staff would benefit from receiving additional training on the duties and expectations of the event. Staff recommends holding this training for full time staff the week leading up to the event.

Comment: Choose a date for Legacy Blast 2018.

Recommendation: Having the event prior to the 4th of July has resulted in the largest turnouts in the history of the event. Personnel from LSPD and LSFD are stretched to support the community on July 4th. Moving Legacy Blast to July 3rd reduces the personnel demands on the holiday and allows for full police support on July 4th throughout our community. Staff recommends hosting Legacy Blast 2018 on Tuesday, July 3, 2018 with a rain out date of Thursday, July 5.

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.

Benefits of Program:

- Socialization among the citizens of Lee's Summit and surrounding communities.
- Enjoyment of the outdoors.
- Participant awareness of Legacy Park and the goodwill generated for the city by this free event.
- Enhanced feeling of patriotism through celebration of this national holiday.

Program Timeline:

- **September:** Date confirmed with the City for the 2018 event.
- **January:** Special event permit sent to planning and development.
- **February:** Notify Fire Chief, Police Chief, Public Works and the City Manager of the dates and times for Legacy Blast. Finalize commitment from the Radio Station.
- **March:** Confirm LSPD and LSFD involvement and coordination of the fireworks with music.
- **April:** Meet with the LSPD Police Sergeant to coordinate traffic control, barricades, signage and police command posts. Submit work orders for banners and all signage.
- **May:** Work order submitted for the shoot site to be mowed. Request Pumper/Rescue truck from LSFD. Contact Youth Sports Associations about concessions, food vendors and entertainment contacts.
- **June:** Invitation letter sent to all special guests, media, senior city staff, park board, park committees, and city council members. Letters sent to all entertainers with assignments and parking permits sent out. Letter sent to Blackwell and Scruggs residents. All signage printed including no alcohol, no grills and no firework signs. Work order for trash cans submitted. Begin scheduling staff for the event.
- **July:** Host a successful event and have the EAR completed and ready for review.
- **August:** EAR submitted for Park Board review. Request memo sent to City administration and City Council for approval of date and funding for following year's event (Attachment C and D).

Marketing:

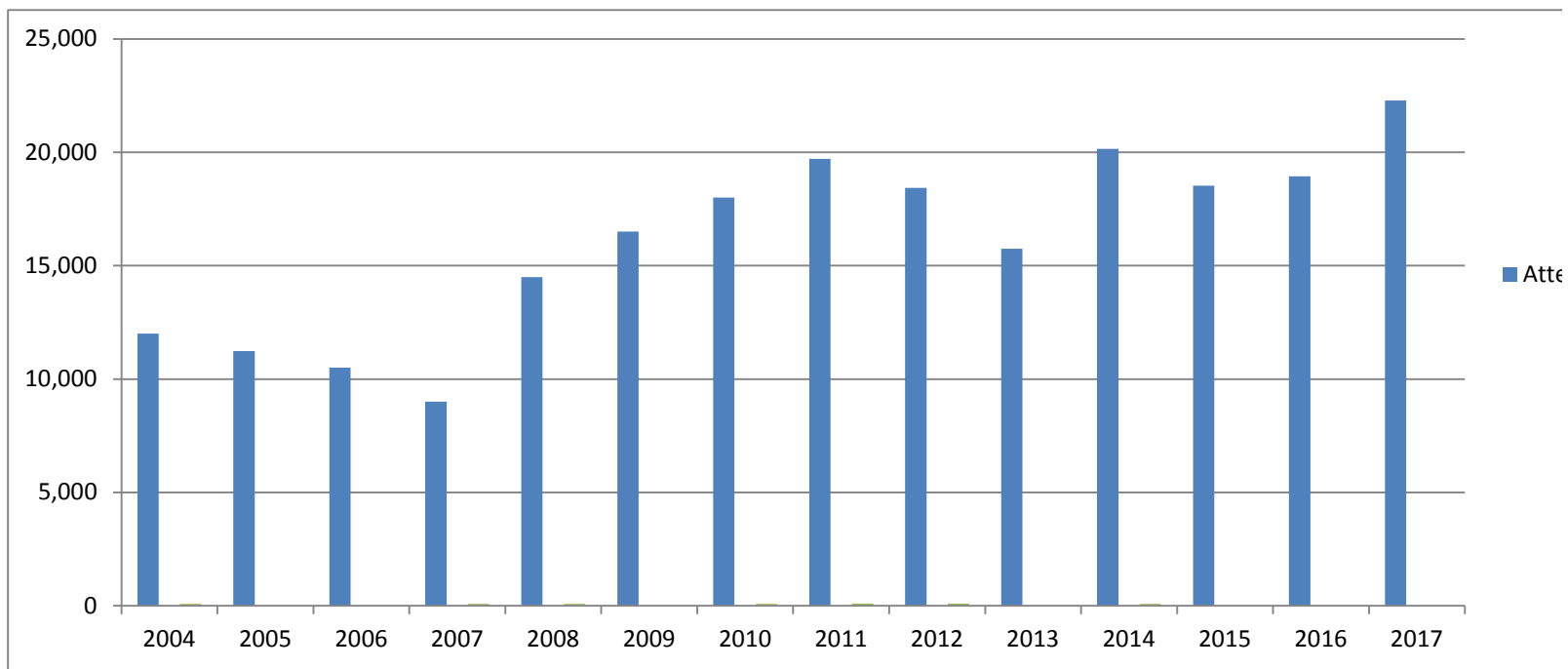
1. City Newsletter sent to all residents in Lee's Summit: 5/25
2. Eblasts:
 - a. Youth (6,984 HH's): 6/27, 7/2
 - b. Adults (10,578 HH's): 6/26
3. 135 Weekly Reader Subscribers on 6/6, 6/13, 6/20, 6/27
4. Commercial on Government Access Channel on June 9 – July 4.
5. Added to summeroffun.net webpage: 6/10
6. Posters distributed to Park and Recreation facilities 6/16
7. Press Releases to Media: 6/25;
8. "Event" on LSPR Home Page 6/25.
9. City Employee E-Newsletter: 6/27, 7/3
10. LSPR Facebook and Twitter page on 6/28, 6/30, 7/1, 7/2, 7/3
11. LPCC Facebook: 6/25, 6/26, 6/30, 7/3
12. Summit Waves Facebook: 7/2
13. Event created on LSPR FB: 6/30

Evaluation/assessment:

Comments received from patrons on our website and social media are attached to this report
Comments at the conclusion of the event were very positive regarding the fireworks display and patriotic music. All traffic was out of the venues in approximately 50-60 minutes.

Comments from Social Media:

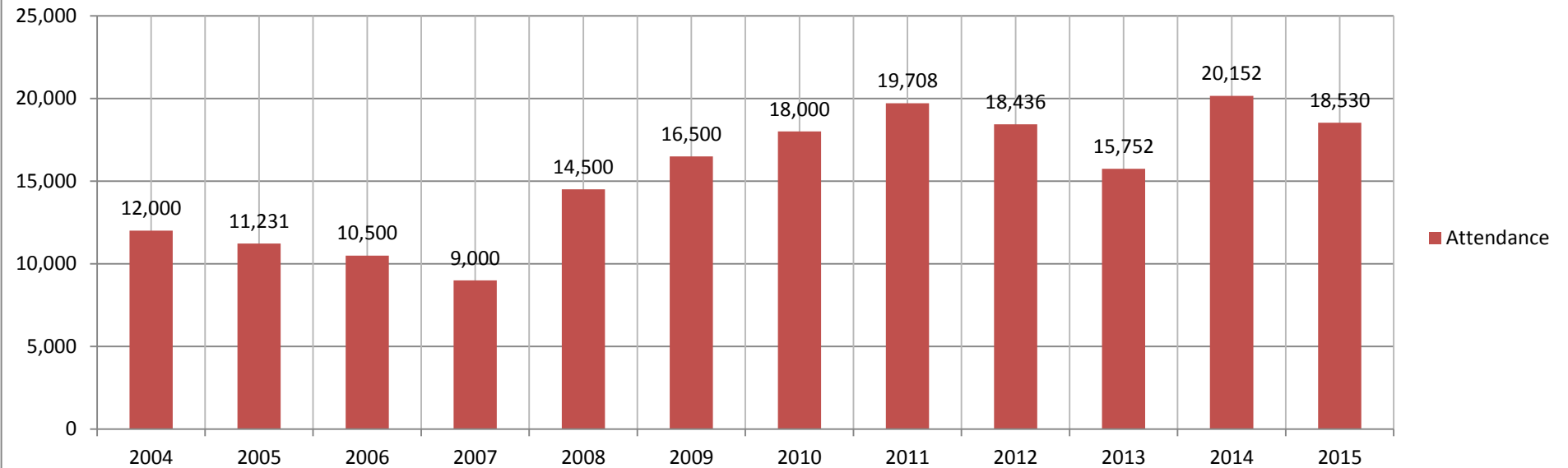
- Colleen Riegel: We were disappointed that no one is selling funnel cakes this year.
- Ashley Holland: Having vendors that aren't cash only would be nice also.



	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Attendance	12,000	11,231	10,500	9,000	14,500	16,500	18,000	19,708	18,436	15,752	20,152	18,530	18,940
Date	Sun 7/4	M 7/4	T 7/4	W 7/4	F 7/4	Sat 7/4	F 7/2	F 7/1	T 7/2	W 7/3	Th 7/3	Th 7/2	F 7/1
Temp	88	85 and rainy	89 and rainy	91	80	82 rainy	89	98	102	87 and Stormy	82	76 cloudy/ storms in area	85 few sprinkles

Legacy Blast Attendance

Attachment A



	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Date	Sun 7/4	M 7/4	T 7/4	W 7/4	F 7/4	Sat 7/4	F 7/2	F 7/1	T 7/2	W 7/3	Th 7/3	Th 7/2	

Attachment B



A Kansas Amusement Ride Act Compliant Company
 11121 W. 87th Terrace, Overland Park, Kansas, 66214
 Phone: 913-642-0900 Fax: 1-888-310-0031
 www.CarnivalLady.com

Proposal

We accept payment by cash, check, ACH transfer or credit card.

If you choose to pay by credit card, a convenience fee will be added.
 You must request a link to be sent to you for an ACH transfer or credit card payment.

Legacy Blast

Ref #: 070318PKG

Customer and Contact Name:

City of Lees Summit [2017 Jodi Bell]
 220 SE Green St
 Lees Summit, Missouri 64063

Contact Phone: 816-969-1555 W

Contact Alt Phone: 816-536-0166 C

Customer Phone: 816-969-1555 BS

Email: jodi.bell@cityofls.net

Event Location:

Legacy Park

901 NE Bluestem Dr.
 Lee's Summit, Missouri
 United States

Event Date(s):

Tuesday, July 3rd, 2018 6:00PM to
 Tuesday, July 3rd, 2018 9:00PM

Number of Guests: **Surface:** Grass

Billing Summary:

Sub-Total:	\$9,155.00
Total:	\$9,155.00
Balance Remaining:	\$ 9,155.00
Balance Due By:	07/03/2018

Event Notes: *Distribution of equipment and entertainers:

Football Venue: 1 36' Obstacle Course, 2 Face Painters, 2 Balloon Artists, 2 Entertainer Line Attendants
 Softball Venue: 1 15' Double Slide, 3 Face Painters, 2 Balloon Artists, 1 Stilt Walker, 2 Entertainer Line Attendants
 Baseball Venue: 1 36' Obstacle Course and 1 15' Double Slide, 3 Face Painters, 3 Balloon Artists, 2 Entertainer Line Attendants
 Soccer Venue: 1 36' Obstacle Course, 2 Face Painters, 2 Balloon Artists, 2 Entertainer Line Attendants
 *All entertainers: 6:00-9:00pm

*Rain date is July 5th.

*Carefully read all equipment instructions for important electrical, set up and safety requirements. It is imperative that you consult CC&E to confirm wattage sufficiency of customer-provided generators.

*CC&E provides the extension cords to run our equipment. Equipment MUST BE set up within 100 ft. of power source.

*Customer acknowledges and accepts the services described, and authorizes payment for this contract.

*Delivery included

*Equipment attendants to be provided by customer.

*For the safety of all participants enjoying your event, adult supervision of equipment is required.

*Inflate rides 5 minutes prior to event and switch them off at event's end.

Services/Equipment Rented

All Age Inflatable Rides

- [2] 15' Double Slide \$450.00
- [3] 36' Obstacle Course \$675.00
- Wind Speed Estimation Sheet

Site Setup

- [8] Entertainer Tents \$800.00
 2 at each venue

Entertainers

- [9] Balloon Artists \$3,105.00
- [10] Face Painters \$3,150.00
- Stilt Walker \$375.00
- [8] Uniformed Adult Attendants \$600.00
 2 entertainer line attendants at each venue

MEMORANDUM



Date: September 13, 2017

To: David Dean, Superintendent of Recreation Services II

From: Jodi Bell, Community Center Manager II

CC: Joe Snook, Interim Administrator of Parks and Recreation

Re: Legacy Blast 2018

In 2018, Independence Day will be observed on Wednesday, July 4. This date will also be designated as a full time staff holiday. Because of this designation, staff is requesting approval to host Legacy Blast 2018 on Tuesday, July 3 with Thursday, July 5 as the make-up date in the event of inclement weather. Over the past 8 years Legacy Blast has been held prior to the July 4 holiday in order to reduce the demand on our city emergency services (LSPD & LSFD) on July 4. Hosting this event on a non-city observed holiday reduces the amount of holiday pay each participating department is required to pay. The City saves approximately \$15,462.10 on overtime and holiday pay by not holding the event on a city observed holiday. In addition to the cost savings, many other fireworks shows are scheduled Wednesday, July 4. Hosting Legacy Blast on Tuesday July 3, 2018, will allow residents of the community to view our show and others. Attachment A is a breakdown of attendance of the past 14 years.

This event is held at Legacy Park with the fireworks launch site and command post located at Legacy Park Community Center. The four youth sports venues are open to the public 6:00pm – 11:00pm.

Planned activities for this event include:

- Family entertainment at each venue (baseball, softball, football and soccer) which includes inflatable moonwalks, balloon artists and face painters from 6:00pm – 9:00pm.
- Concessions will be available at each venue from 6:00pm – 9:00pm.
- Patriotic music will be simulcast by KCMO, 94.9 who will have at least two vehicles on site.
- Fireworks display sponsored by the City of Lee's Summit will be from 9:40pm – 10:00pm.

The estimated cost of the event in 2018 will be \$29,695. A breakdown of the requested funds is provided below:

- \$19,000 for fireworks
- \$9,155 for the entertainment at the venues –based on EAR recommendation
- \$1,473 for barricades
- \$67 for banners

I have included a complete financial breakdown of the 2017 event on Attachment B.

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

Legacy Blast Budget 2013

Expenses			
Item	Cost	Code	Notes
Barricades	\$1,109	7276	Per Gary Welty- should have been coded to 7207
PT Staff		7001	
Staff Refreshments		7207	
Banners	\$60	7207	updated then ordered new
Entertainment	\$4,535	7207	5 balloon artist, 6 face painters, 1 stilt walker, 5 moonwalks
Fireworks	\$19,000	7207	due 7/15/13
Total Expenses	\$24,704		
Revenue			
Item	Cost	Code	Notes
Transfer from General Fund	\$24,000	5101	payment from COLS
Kiwanis Concession Fee	\$150	4442	non profit discount 50%
Coaches Concession Fee	\$200	4442	snack vendor fee

2017 Legacy Blast Budget Sheet

Revenue		
Item	Cost	Notes
Transfer from General Fund FY16	\$24,000.00	Payment from COLS
Vendor Concession Fee	\$150.00	Kiwanis
Vendor Concession Fee	\$200.00	Hawaii Shaved ice
Vendor Concession Fee	\$400.00	Light up vendor
Total Revenue	\$24,750.00	
Direct Expenses		
Item	Cost	Notes
Barricades	\$1,398.00	
LSPR Part Time Staff	\$262.00	
LPSR Staff Refreshments	\$330.00	\$330 food 97.63 supplies
Supplies	\$97.63	batteries
Banners	\$192.00	4 new banners
Entertainment	\$4,535.00	
Fireworks	\$19,000.00	
Total Direct Expenses	\$25,814.63	
Indirect Expenses		
Item	Cost	Notes
LSPD	\$6,184.84	
LSFD	\$338.51	
LSPR Park Operations	\$4,335.17	
LSPR Admin	\$985.28	
LSPR Recreation Staff	\$1,720.38	
Total Indirect Expense	\$13,564.18	

Total Revenue	\$24,750.00
Total Expense	\$39,378.81
Net	(\$14,628.81)

End of Activity Report
Tour de Lakes
June 24, 2017
Report Completed by: Tede Price

Executive Summary

Brief Program Description:

16th annual Tour de Lakes bike ride was held on June 24. The ride, which honors the memory of Tom Logan, a long-time Lee's Summit resident and avid bike rider, includes four courses that encompass five area lakes throughout Grandview, Kansas City, Lee's Summit, and Blue Springs. The ride begins at the Longview Recreation Center located at View High and Third Street in Lee's Summit — near New Longview. There is a short, 10-mile ride that encircles Longview Lake. A slightly longer 32-mile ride that includes Longview Lake and Raintree Lake. A 46 mile route that includes Longview, Raintree and Lakewood. The longest course is 63 miles and tours Longview Lake, Raintree Lake, Lakewood, Blue Springs Lake, and Lake Jacomo.

Participant numbers:

- 2017: 779
 - 310 (40%) riders pre-registered through www.active.com
 - 275 (36%) riders pre-registered through LSPR (Rec Trac)
 - 194 (25%) riders registered at packet pick up the day before or on-site the morning of the ride
- 2016: 818
 - 294 (35%) riders pre-registered through www.active.com
 - 307 (37%) riders pre-registered through LSPR (Rec Trac)
 - 217 (26%) riders registered at packet pick up the day before or on-site the morning of the ride
- 2015: 716
 - 239 (33%) riders pre-registered through www.active.com
 - 309 (43%) riders pre-registered through LSPR (Rec Trac)
 - 168 (23%) riders registered at packet pick up the day before or on-site the morning of the ride

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
FY 2017	\$28,550.00	\$25,410.00
FY 2016	\$27,450.00	\$27,580.00
FY 2015	\$27,850.00	\$23,855.00

<u>Total Expenses:</u>	<u>Budget</u>	<u>Actual</u>
FY 2017	\$25,639.66 ¹	\$22,635.82 ¹
FY 2016	\$24,370.40	\$24,657.93
FY 2015	\$25,703.75	\$24,181.78

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
FY 2017	\$2,910.34	\$2,774.18
FY 2016	\$(2,937.93)	\$2,922.07
FY 2015	\$2,146.25	\$(-326.78)

¹Budgeted and Actual expenses include indirect expenses. Indirect expenses charged back to the event include two recreational programmers, the superintendent of special events and parks staff time (\$7,514.66). Additional indirect expenses not charged back to the event include the assistant administrator and administrative support (\$4,801.90).

Benefactors:

A total of \$2,774.18 was distributed in proceeds for Tour de Lakes 2017 to the Legacy for Parks Foundation.

Benefactor

The Legacy For Parks Foundation

Proceeds

\$2,774.18

¹Budgeted and Actual expenses include indirect expenses. Indirect expenses charged back to the event include two recreational programmers, the superintendent of special events and parks staff time (\$7,514.66). Additional indirect expenses not charged back to the event include the assistant administrator and administrative support (\$4,801.90). This allowed for a total of \$3,435.18 to be distributed to the Legacy for Parks Foundation.

Recommendations:

Comment: There were 13 comments regarding online registration, comments mentioned it being confusing, or not working at all, and having to use Active.com instead LSPR.

Recommendation: Staff will continue to use both Rectrac and Active.com. Active.com is available to assist non-residents and those without a household ID, with the ease of registration without having to obtain a household ID first. However, an additional fee is required from the registrant to use this alternative service. Rectrac is available to residents and non-residents who frequently use LSPR services and have previously obtained a household ID. Participants must have a household ID prior to registering online, but can register over the phone by calling any of our facilities.

Comment: Need more details online about the ride. More details on the maps.

Recommendation: There were several reroutes this year because of construction and staff waited until a confirmed timeline was established for the construction projects before placing the routes online because of the reroutes. Staff will monitor any construction and reroutes for next year and make the maps and routes available online by May 1.

Comment: Presence of the Lee's Summit Police was excellent. (5 comments)

Recommendation: Staff meets with LSPD prior to the event and planned officers to be at all major intersections along the route. Staff and LSPD discussed reroutes and additional assistance. Staff will continue to coordinate with LSPD for next year and have suggested coverage times for each intersection.

Comment: Need more signage on the roads to help guide riders. Not enough arrows on the route.

Recommendation: Volunteers mark the course and a staff person rides the course the week of and does additional markings. Staff will continue to monitor the course after it is initially marked and add markings when necessary. Ride in progress signs were placed along the route. Because of the route changes due to construction, staff realizes this was a more difficult year for riders.

Comment: There was a lot of construction along the routes this year.

Recommendation: Two of the routes had to be changed because of anticipated construction. However, the day of the ride there were two additional spots along the routes that were under construction. Staff was not aware of either and LSPD was only aware of one. Staff recommends any route changes will be discussed with the Public Works Dept. prior to the event to avoid any last minute construction issues in the future.

Comment: The sound system at the start was not good, very hard to hear the speaker.

Recommendation: Staff recommends using speakers from the movie screen next year. Staff also recommends spreading the speakers out instead of placing them on the stage so the sound projects evenly throughout the crowd.

Comment: Overall, this is one of the best and most organized rides

Recommendation: Staff and the volunteer committee meets several times throughout the year to continue to find ways to improve this event. Staff recommends to 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 sessions. Recommendations for improvements are developed from this review.

Program Description:

The 16th annual Tour de Lakes bike ride was held on June 24 this year. The ride, which honors the memory of Tom Logan, a long-time Lee's Summit resident and avid bike rider, includes four courses that encompass five area lakes throughout Grandview, Kansas City, Lee's Summit, and Blue Springs. The ride begins at the Longview Recreation Center located at View High and Third Street in Lee's Summit — near New Longview. There is a short, 10-mile ride that encircles Longview Lake. A slightly longer 32-mile ride that includes Longview Lake and Raintree Lake. A 46 mile route that includes Longview, Raintree and Lakewood. The longest course is 63 miles and tours Longview Lake, Raintree Lake, Lakewood, Blue Springs Lake, and Lake Jacomo.

Benefits of Program:

- Opportunity for partnerships with community organizations through volunteering and sponsorships
- Opportunity to establish goodwill through giving to the community by establishing an annual benefactor or benefactors
- Meets a recreational need in the community for participant
- Support of worthy cause
- Physical exercise
- Familiarization with geography of lakes throughout the Lee's Summit area and surrounding community
- Socialization with fellow bike riders
- Encourage biking as an alternative transportation method
- Exposure to LSPR Greenway
- Expose Lee's Summit to the metro area residents

Service hours:

2017: 5,453 (1day x 7 hours x 779 participants)

2016: 5,726 (1day x 7 hours x 818 participants)

2015: 5,012 (1day x 7 hours x 716 participants)

Volunteer hours:

Total number of volunteers: 96

Total number of hours/volunteer: 384 (4 hours average)

Based on national volunteer wage of \$24.14/hour x 384 hours = \$9,269.76

Refunds:

Total refunds:0

Due to dissatisfaction:0

Fee Charged:

\$25.00 for ages 14 and up

\$20.00 for ages 13 and under

\$30.00 for ages 14 and up, the day of the ride

Program Timeline:

- July collect surveys results and complete EOA
- November have initial next year planning meeting
- January begin finalizing logo and art work for event
- Feb. market event in Illustrated and all other marketing areas
- March begin accepting registrations and continue marketing
- April secure sponsors and begin recruiting volunteers
- May finalize all planning of event, order awards, banners, posters
- June host event

Marketing:

- Cover and p.7 of Spring Illustrated Sent to 38,000+ households (mailed 3/ 31)
- Save the date postcards Mailed & emailed out (5/10)
- Posted on www.lsparks.net and WebTrac (4/3)
- Facebook (TDL page 5/1,23, 6/16,22; LSPR page 6/23)
- Facebook cover photo (1/30)
- FB event (5/23)
- E-Blasts (weekly, Mondays from 5/8 to 6/19)
- Banners: eight banners were placed throughout Lee's Summit at key intersections (6/9)
- 11x17 full color posters 100 printed and distributed throughout Lee's Summit (4/13)
- Registration Brochures at all LSPR Facilities
- Ad Preshow at Night Flight (6/9)
- Posted on websites
 - www.eventful.com
 - www.kccalendar.com
 - www.bikekc.com

- Spin
- KC Metro Bike Club
- Missouri Bike Federation
- Bike America
- KCMBC
- Earth Riders
- Liveable Streets
- Lawrence Bike Club
- Bike/Walk KC

Evaluation/assessment:

Out of 596 surveys sent to participants, 233 completed and returned a survey (39% return rate). Please see attached results.

Appendix A

TDL 17 Revenue and Expenses				
		2017 actual	2017 budgeted	2016 actual
Revenue				
Rec Trac @ \$20, \$25, or \$30		12,215.00	16,250	13,865.00
Active.com @ \$20 or \$25		7,735	7,500	7,335
Sponsorships (\$500 billy goat straight to LFPP)		3500	3,500	3500
donation				
Jerseys		1960	1,300	2880
	Revenue Total	25,410.00	28,550.00	27,580.00
Expenses				
Longview Rec Center Parking Lot Facility Use Fee		320	320	320
Misc. Supplies(paint/jerseys/coolers)*		2092.47	1800	3420.93
T-Shirts		4893	4950	5739.6
Wristbands		0	125	124.24
Porta Potties 18regular and 1 accesible		1220	1099	1085
Printing/advertising(2500 postcards)		781	1000	147.36
Banners& signs		0	1000	285
street sweeper		661	0	0
Food and Beverage		169	300	203.63
Tent rental		346	325	325
Water bottles		0	750	0
LSPD (8 officers)**		1663.69	1956	1200
band		0	0.00	0
grilled luncheon meal(800x\$4.75)		2,975.00	3,500.00	3,800.00
benefactor			1,000.00	
	Expense Total	15121.16	18125	16650.76
Net w/out indirect expenses		10,288.84	10,425.00	10,929.24
Indirect Expenses				
Tede Price		5232	5,232.00	5232
FT staff assigned		983.88	775	516.08
Interns		80	80	80
Parks Staff		1218.78	2100	2179.09
Total estimated indirect expenses		7514.66	8,187.00	8007.17
Total net with indirect expenses		2,774.18	2,238.00	2,922.07
Estimated Indirect Expenses not charged				
Joe Snook (45 hours)		3325.5	3170.25	3170.25
Administrative Staff (15 hours)		975	975	975
Dan Cogan (20 hours)		501.4	501.4	501.4
Total estimated indirect expenses not charged		4801.9	4,646.65	4646.65

LS Parks & Recreation "Tour De Lakes 2017" Survey

of Surveys Distributed: Email: 596 Via Mail: 0 # of Surveys Returned: 232 39% of Returns

Participant: 232 Parent/Guardian 1 Coach/Asst. Coach/Volunteer 0

LS Illustrated 11 Website/Facebook/Twitter 27 Email Blast 10 Flyer 12 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 38 Previous Participant 139 Other

Comments (Other):

- I found it on the Missouri bicycle events calendar
- E-Mail from a bike group
- Facebook (4)
- active.com (3)
- Friends(2)
- Email from local events(4)
- Saw banners around town (2)
- Air Force Cycling Team
- Roadside poster in Lee's Summit.
- DIANE IS A LONG TIME FRIEND
- Saw ads at Legacy Park and local bike shops
- Prior rider
- New Cycling team
- Company sponsors the event (Legacy Touch)
- A group that I ride with From Lawrence KS

Regarding the registration process...		Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	144	0	0	3	16	52	4.6
If you registered on-line, please rate the ease of registration	44	4	3	16	68	92	4.3
Please rate the amount of time taken to register	2	3	3	17	92	114	4.3
Please rate the overall registration procedure.	2	1	6	17	84	100	4.3
If you received a manual or information packet,	73	0	2	13	88	53	4.2

Comments:

- The required wristband was buried in the packet with other info, and was not highlighted for this first-timer so I was fortunate to stumble across it and get it put on. I picked up my packet the day before.
- I don't like using Active.com to register as a non LS resident because I've used them before on other activities but it is easy and quick.
- I did not like having to register with Active.com in order to sign up for the ride.
- I tried to register on line several times but gave up since I could not get past the sign-in user id & psw since I was in your system from a past event. Email came with userid eventually.
- Too confusing to register. Had to join the park association, got stuck in a loop. Finally registered.
- I registered at City Hall
- On the main page of the website I would like to see more information about what to expect. I participated 4 years ago and only did 10 miles. This year I did 33 and didn't know how many miles to plan have enough water for. Also add that the pavement is marked with green arrows. Just had to figure that out for ourself.
- I would have registered on line but the site did not work well for me.
- The Lee's Summit website is not user friendly on any level. I've never could get it to cooperate. I apparently had previously had a user name/PW and identifying it/changing it was painful. Not sure why we needed to go through them anyway. Others in my office (non LS residents) had no problems (didn't have to go through LS site), although it could have been a lot quicker, easier process for them as well.
- I really did not to sign up with Active.com to register, but could not register without doing so.

- Description of course was not thorough nor conducive to people from out of town
- The start--I didn't find it anywhere in the packet. However I was able to find it online.
- Once registered online I received no follow up information and I found it very difficult to go online and find addition information like what time the ride was to start.
- OUTSTANDING
- I registered same day
- I tried to register online but gave up as I tried to manually enter my birthday and it would allow me to, seemed my only option was to scroll back to 1970! I'm old, my time is better spent calling in my info. Could also just have been user error! ??
- I have to have a LS parks and rec account. It makes it somewhat annoying to register
- Web registration is a little "clunky" to navigate. Could simplify for easier use.
- Always an enjoyable ride.
- Tried to register using the LS Parks website as a resident but found this was difficult so registered using the active.com site. Active.com ws easy and straightforward.
- Didn't use it. Followed the arrows
- Tour de Lakes is the most affordable registration fee of all the group rides I've participated in, and the shirt and goodie bag are the best of all as well.
- Each year the things in the packet get less and less.
- loved the socks!
- I would have liked to have received a confirmation of my (mailed in) registration, perhaps with some key information like when and where to pick up packets, etc. I did get a notice that some of the routes had changed, but that was the only indication that anyone had even received my registration.
- The registration system wouldn't take my credit card, and was confusing to manage. I had to eventually call in and do my registration over the phone, and they were very helpful.
- As a first time ever bike ride participant, the volunteers were very helpful and answered all of my questions.
- Felt like there was not a lot of communication on the event. Went into Saturday morning feeling a little confused on if I could actually pick up the packet that day and also how the start would happen with the different mileages available.
- Having to create a city of Lee's Summit account was silly. Obviously this was to avoid fees from a third party, but if you didn't put in a birthdate it assumed you were 0 years old and wouldn't let you buy the adult ticket.
- Always love the socks!

Regarding the value...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	1	0	1	9	50	172	4.6
Was the content of the activity appropriate for the fee?	1	0	0	8	49	173	4.7
If a uniform was provided, was it appropriate for the fee?	127	0	0	9	31	59	4.5
If awards were given, were they appropriate for the fee?	206	0	0	2	5	10	4.4

Comments:

- The SAGs were awesome. Great food, great staffing. Very enjoyable.
- The SAGs and the lunch were fantastic
- Nice goody bag and shirt.
- OUTSTANDING
- Good SWAG for the event/price
- Well executed event. Very good Police and SAG support!
- Shirt design... PERFECT. Shirt color - No bad, but purplish blue doesn't suit most guys.

Regarding the program sessions...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	6	0	0	5	62	159	4.6
Please rate the friendliness of activity staff	3	0	0	3	46	179	4.7
Please rate the ability to recognize activity staff	7	1	0	17	62	144	4.5
Please rate the amount of staff available during the activity	6	2	1	13	68	141	4.5
Please rate the Volunteers, if applicable.	154	1	0	2	21	47	4.5
Please rate the Officials, if applicable.	182	0	0	3	13	25	4.5
Were the rules, regulations and policies appropriate for the activity?	67	0	0	5	52	102	4.6
Please rate the condition and suitability of the facility/fields used.	52	0	2	11	67	95	4.4
Please rate the condition and suitability of the equipment used.	147	1	0	1	30	45	4.5
Please rate the perceived safety of program.	10	0	3	19	85	109	4.3

Comments:

- Really nice job by LS police officers to help us through some of the busier intersections.
- I was very impressed that the police were helping us cross the street. You don't get that level of service every day!
- The sag driver parked right in the bike lane. Did not need to be there since not picking anyone up. Hazard to the riders.
- Some cars were not very respectful or safe around bicycle riders
- This was a tough year with all the construction but felt the route and the roads chosen were a good choice. Good job
- OUTSTANDING
- I saw some people not wearing helmets, I feel like they should not have been able to ride. Even with the late change due to construction, there was still some construction on the 63 mile course at woods chapel and lakewood parkway that resulted in riders having to stop for 5-10 minutes and wait.
- I was very disappointed in the riders using headphones and talking on their phones while riding. One rider couldn't hear me passing and she hit me kicking me over.
- police presence was highly appreciated!
- Having never done a "road" bike ride, I felt the route was very safe.
- Road cycling can always be dangerous. The Organizers did a great job of making the ride as safe as possible. The Police support at busy intersections was great.
- The turn for the longer routes separating from the 32 should have had staff.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	2	5	65	159	4.6
What is the likelihood of your recommendation of this activity to others?	0	1	1	1	44	184	4.7
Please rate the participant's overall enjoyment level	0	2	0	3	40	185	4.7
What is your overall rating of the activity?	0	0	1	3	46	180	4.7
What is your overall rating of Lee's Summit Parks & Recreation?	5	0	1	6	70	148	4.6

Comments:

- Lee's Summit has awesome parks. We are so blessed the city/county set aside land for enjoyment, not homes. The tour de lakes was great, and very well organized. I have no complaints as a first-timer and look forward to riding again next year.
- This was my 6th year and the ride keeps getting better. Thanks for having it.
- Very enjoyable ride and I would do it again next year.
- I did not see any sanitary gloves being used to serve rest stop food. Room for improvement.
- Some bumps in road.
- I feel that our Parks and Rec department is the absolute finest in the region.
- Had a great time at TDL. All of the volunteers were great. Friendly and helpful. Especially the bike mechanic in the park by Lake Jacomo!
- The course marking were poor at best
- Several of us did the 63 mile course because we didn't know where the turnoff for the 46 was. Need more signage and volunteers for this. This issue was brought up at the registration table and was dismissed by the staff Also, the person at start could not be heard. The start was a surprise
- The only thing I would change is the water provided. Rolling into a SAG stop and having iced water is amazing. This was not a hot day so what was provided worked but on a hot day it would not be OK. I would be happy to pay more for the registration just to have ice water available. The Biking KC is able to pull this off, maybe you should speak with them. Overall, Great ride, great people helping, great food, a great time was had. Thank you
- OUTSTANDING
- Thanks for a great ride! Great value, you really could charge more in my opinion...lived the T-shirt and sox too!
- Thanks for another great year!
- Had a great time and enjoyed the ride. The "I Survived Billy Goat Hill" stickers at the top of the climb was a nice surprise. Looking forward to next year's ride.
- The police escort on Ward road at the 150 highway intersection did not indicate whether we were allowed through the light or not. We also encountered a 25 minute standing delay on Lakewood Way due to construction and one-lane traffic (which was during part of the ride that was re-routed due to construction). Finally, one swooping turn on Liggett Cove road had dangerous loose gravel at the bottom which could have been cleared or marked for safety. None of these turned out to be a serious issue for myself or nearby riders that I saw, but detracted from the overall experience.

- While the socks were a nice touch, perhaps something other than mens sizes for them? The shirt, as always, was nice.
- I am planning on doing this again next year, but maybe a longer distance.

**End of Activity Report
Young Rembrandts**
August 2016 – July 2017
Completed by: Jacob Johnson

Executive Summary

Brief Description:

LSPR offers youth instructional programs in partnership with Sarah Hirtzel and Young Rembrandts. There are currently 7 different class categories: one day, three day, four day, five day, four week, five week and six week programs. The number of categories has increased from last year in an attempt to offer a wider variety of options for patrons. The age groups of the participants for each class vary depending on the specific class offered but include age groups ranging from 3-5, 4-6, 6-12, 6-13 and 7-13.

Participant numbers:

2017: 31

2016: 18

Total Revenue:

2017

2016

Budget

\$2,334.00

N/A¹

Actual

\$2,264.00

\$1,719.00

Total Expenses:

2017

2016

Budget

\$2400.02²

N/A¹

Actual

\$2103.28³

\$1,775.22

Net:

2017

2016

Budget

\$-66.02

N/A¹

Actual²

\$160.72

\$-56.22

Recommendations:

Comment: Should we continue to hold this program?

Recommendation: Staff recommends we continue to offer these programs.

Comment: There were (2) two positive comments about the Young Rembrandts instructor.

Recommendation: Staff has shared these comments with the director of Young Rembrandts and the instructor.

Comment: There was (1) one comment about LSPR offering classes on “no school days” and posting the information on the school district’s website.

Recommendation: All youth activities are either scheduled on “no school days” or during the evening during the school year. Staff has been preparing digital flyers to submit to the Lee’s Summit School District’s activity board. These flyers must be approved by the LSR7 Superintendent.

Comment: There were (2) two negative comments about the content & description of the Anime & Manga class offered by Young Rembrandts.

Recommendation: Staff has shared these concerns with our contact at Young Rembrandts and they are looking at the curriculum and description of that particular program. Staff will not be offering the Anime & Manga class and will elect to go with other themed classes instead until changes have been made by Young Rembrandts.

¹ Young Rembrandts was not budgeted in FY16. GCC began offering classes in January of 2016.

² Budget Expense and Budget Net include both direct and indirect expenses. Budgeted Indirect expense for these activities: \$762.02.

³ Actual Expense and Actual Net include both direct and indirect expenses. Actual Indirect expense for these activities: \$693.28.

Comment: There were (3) positive comments about the facility/program staff.

Recommendation: The Recreation Supervisor will share these comments with staff as well as our contact at Young Rembrandts.

Comment: There were (2) comments about the length of the program.

Recommendation: Staff will share these comments with our contact at Young Rembrandts, however the overall length of each program is determined by Young Rembrandts.

Comment: There was (1) negative comment about not being notified that a program was cancelled.

Recommendation: Staff makes every attempt to contact the patrons of our programs based on the phone number and email that are on file in RecTrac. There have been incidents where communication has been sent but patrons do not respond or fail to check their voicemail and email. There are other incidents where a patron has enrolled online and only provides one form of contact. Admin has corrected the issue of only providing one form of contact when enrolling online.

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:

Young Rembrandts programs teach drawing in a unique and encouraging way that ensures success for every child. Each class combines drawing techniques and cartooning skills through exploring different themes. Students learn how to personify ordinary animals and seasonal objects, transforming them into fully realized cartoons using mediums such as markers and colored pencils. Young Rembrandt classes offer a fun experience while building each child's skills and self confidence.

Benefits of Program:

The benefits of LSPR Young Rembrandt classes are the learning of age appropriate skills and techniques of art, developing social and motor skills, promoting creativity and imagination, developing concentration, learning art terminology, and simply having fun.

Service Hours:

FY17: 204 hours [4 participants x 2 hours x 5 sessions]+[8 participants x 7 hours x 1 sessions]+[6 participants x 2 hours x 3 sessions]+[3 participants x 1 hours x 4 sessions]+[10 participants x 2 hours x 3 sessions]

FY16: 110 hours

Volunteer Hours:

No volunteers were utilized for these programs.

Refunds:

Total Refunds: 9 (\$780.00)

Due to Dissatisfaction: 0

Activity Canceled: 8

Schedule Conflict: 1

Fees Charged:

	<u>FY17</u>	<u>FY16</u>
4-week sessions	\$57/63	\$58/65
5-week sessions	\$70/77	N/A
6-week sessions	\$76/84	\$87/95
5-Day camps	\$157/170	\$200/220
4-Day camps	\$135/145	\$150/165
3-Day camps	\$78/86 & \$70/77	\$85/93
1-Day camps	\$65/72	N/a

LSPR and Young Rembrandts decided to lower the fees of the programs last year in an attempt to increase enrollment numbers. This has resulted in an increase in the overall enrollment of the classes as well as the program producing a net gain.

Program Timeline:

- January: Enter Spring program information into RecTrac
- February: Advertise via Eblasts, Flyers, Social Media, LS Illustrated
- March: Advertise via Eblasts, Flyers, Social Media, LS Illustrated
- April: Advertise via Eblasts, Flyers, Social Media, LS Illustrated
- May: Program for Late Summer Illustrated, Enter Late Summer/Fall program information into RecTrac
- June: Advertise via Eblasts, Flyers, Social Media, LS Illustrated
- July: Advertise via Eblasts, Flyers, Social Media, LS Illustrated
- August: Program for Winter Illustrated, Compile survey information for End of Activity Report, End of Activity Report completed and submitted for Park Board Review.

Marketing:

The programs were marketed in the LSPR Illustrated, Gamber Gab, LSPR website, and multiple eBlast. Staff will be marketing via the LSR7 website pending flyer approval for the year.

Evaluation/Assessment:

Out of 28 surveys distributed based off of unique households, 16 surveys were completed and returned. This is a 57% return rate for the surveys. Please see attached Survey Summary for results.

LS Parks & Recreation "Young Rembrandts, 2017" Surveys

of Surveys Distributed: Email: 28 Via Mail: **# of Surveys Returned:** 16 **57% of Returns**

Participant: 1 Parent/Guardian 15 Coach/Asst. Coach/Volunteer

LS Illustrated 9 Website/Facebook/Twitter 3 Email Blast 5 Flyer 1 Postcard Newspaper

LS Cable Channel Acquaintance Previous Participant 1 Other

Comments (Other):

Friends of the Park (FOP): Yes 5 No 9 I don't know what this is 2

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?	9	0	0	0	1	5	4.83
Please rate the amount of time taken to register	2	0	0	1	3	11	4.66
Please rate the overall registration procedure	1	0	0	0	4	11	4.73
If you registered online, please rate the ease of registration	3	0	0	0	3	10	4.76
Comments: The gentleman that I spoke with on the phone was very helpful!							

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	6	8	4.46
Was the content of the activity appropriate for the fee?	0	0	0	2	3	11	4.56
Comments: We would have liked for the camp to be 1 hour longer each day. My son really enjoyed the class. I would have liked the class to be one hour longer per day.							

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	9	4.72
Please rate the friendliness of activity staff	0	0	0	0	0	10	5.00
Please rate the ability to recognize activity staff	0	0	0	0	1	15	4.93
Please rate the amount of staff available during the activity	1	0	0	0	3	12	4.80
Please rate the condition and suitability of the facility/fields used.	0	0	0	0	2	14	4.87
Please rate the condition and suitability of the equipment used.	0	0	0	0	3	7	4.70

Comments:

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	2	0	2	12	4.50
What is the likelihood of your recommendation of this activity to others?	0	0	2	0	3	11	4.43
Please rate the participant's overall enjoyment level	0	0	0	0	2	14	4.87
What is your overall rating of the activity?	0	0	2	0	1	13	4.56
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	3	13	4.81

Comments: Disappointed in the content of the program. Advertised as an Anime and Manga class but my daughter felt that the material they covered was not in fact Manga. Would be nice if Parks and Rec would provide activities to school district website on "no school days". patron mentioned her younger daughter was enrolled in a class and didn't know till they arrived that it had been cancelled. patron felt the communication was not good. My granddaughter had a lot of fun in the class with the other kids. However the title of the class Anime & Manga workshop was not at all what they did. I understand that there are copyrights but was disappointed in what they actually did during the session. The facility was very nice. My son enjoyed the class and liked the instructor. We were met at the door by staff that directed us to the classroom. Parks and Rec staff was very friendly and helpful enrolling my child in this class. My child had a great time in the class and asked to go back again!

End of Activity Report
Youth Tech Computer Classes
September 2016– August 2017
Completed by: Jacob Johnson

Executive Summary

Brief Description:

LSPR offers instructional youth computer classes in partnership with Youth Tech Inc. There are six different classes offered for children 9-17 years old. All programs hold several sessions and vary in length. The purpose of these youth computer programs is to give participants the tools needed to explore the computer world in new and innovative ways.

Participant number:

2017: 39

2016: 57

2015: 68

Total Revenue:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2017	\$5,560.00	\$5,412.00
2016	\$7,885.00	\$8,821.50
2015	\$6,690.00	\$10,168.00

Total Expenses:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2017	\$3,829.00	\$5,384.00 ¹
2016	\$4,081.00	\$7,259.60 ²
2015	\$6,742.78	\$11,761.28

Net:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2017	\$1,731.00	\$27.30
2016	\$3,804.00	\$1,561.90
2015	\$(52.78)	\$(1,593.28)

Recommendations:

Comment: Should we continue to hold these programs?

Recommendation: Staff recommends we continue to offer these classes.

Comment: There was (1) comment about the length of the classes.

Recommendation: Staff has shared this comment with Kevin Suhr, the owner of Youth Tech. There are now plans to adjust the length of the program but Kevin will take these under consideration in the future.

Comment: There was (1) comment concerning the fee of the classes and asking to include the software used in class.

Recommendation: Staff has shared this comment with Kevin Suhr. At this time there are no plans to include the software because it would increase the price of the programs.

Comment: There was (1) positive comment about the program.

Recommendation: Staff has shared this comment with Kevin Suhr, the owner of Youth Tech.

Comment: When indirect expenses are included the program is showing a net gain of \$27.30.

Recommendation: Staff believes that the overall net for the class is not accurately portrayed due to taking on the entire indirect cost for the facility. Staff recommends that we look at how indirect costs are calculated for Youth and Adult enrichment programs such as Youth Tech.

¹ Actual Expense includes both direct and indirect expenses. Indirect expenses for this activity: \$1,709.70

² Budgeted and Actual Expense includes both direct and indirect expenses. Indirect expenses for this activity: \$2434.10

Comment: The overall enrollment for the program has decreased.

Recommendation: LSPR had 6 different programs this summer that met enrollment, however there were no computer classes schedule in the Fall, Winter or Spring. Kevin Suhr did not provide classes during these seasons and elected to only provide the computer programs during the Summer.

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:

LSPR offers instructional youth computer classes in partnership with Youth Tech Inc. There were six different classes offered for children 9-17 years old:

- Robotics
- iVideo Game Design
- Animation
- Movie Makers
- Video Game Design
- iCode

The purpose of these youth computer programs is to give participants the tools needed to explore the computer world in new and innovative ways. Classes are held at the Gamber Community Center, located at 4 SE Independence Avenue, LSMO. All classes are contracted through Kevin Suhr who is the owner of Youth Tech Inc. All programs meet for several sessions and vary in length.

Benefits of Program:

The benefits of LSPR youth computer programs are the learning of age appropriate skills and techniques of computer design, enhancing social skills among peers, promoting creativity and imagination, developing concentration, learning computer technology terminology and simply having fun. There was no specific assessment done of their skill development but there was an improvement observed in most participants by the end of the programs.

Service hours:

2017: 392 hours
2016: 630 hours
2015: 874 hours

Volunteer Hours:

There were no volunteer hours for these programs.

Refunds:

Total Refunds: 0 (\$0.00)
Due to Dissatisfaction: 0
Dissatisfaction reasons: N/A

Fees Charged

<u>Program</u>	<u>Amount</u>
iVideo Game Design	\$105.00/\$115.00
Robotics	\$150.00/\$165.00
Animation	\$150.00/\$165.00
Movie Makers	\$150.00/\$165.00
Video Game Design	\$170.00/\$187.00
iCode	\$105.00/\$111.00

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:

LSPR youth computer programs were primarily marketed in the LSPR Illustrated, LSPR website, LSPR flyers, multiple eBlasts and on the LSR7 website.

Evaluation/assessment:

Out of 33 surveys distributed to the parents/guardians of youth computer program participants, 19 surveys were completed and returned. This is a 51% return rate for the surveys. The number of surveys distributed was based on the number of unique households that had enrolled. Please see attached Survey Summary for results.

LS Parks & Recreation "Youth Tech Computer Classes, 2017" Survey

of Surveys Distributed: Email: 33 Via Mail: 0 # of Surveys Returned: 17 51 % of Returns

Participant 0 Parent/Guardian 17 Coach/Asst.Coach/Volunteer _____

LS Illustrated 9 Website/Facebook/Twitter 6 Email Blast 2 Flyer 0 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 0 Previous Participant 0 Other 0

Comments (Other): Assistant Principle Lone Jack Elementary

Are you a LSPR "Friend of the Parks": Yes 8 No 5 I don't know what this is 4

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?	12	0	0	0	2	3	4.60
If you registered on-line, please rate the ease of registration	2	0	0	0	1	12	4.90
Please rate the amount of time taken to register	0	0	0	2	2	13	4.65
Please rate the overall registration procedure	0	0	0	0	4	13	4.76
Comments:							

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	3	4	10	4.41
Was the content of the activity appropriate for the fee?	0	0	1	2	3	11	4.41
Comments: Maybe a little longer? Two hours seemed short so maybe 3 hours x 3 days? Cost should have included the computer program used in the class.							

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	3	14	4.65
Please rate the friendliness of activity staff	0	0	0	0	3	14	4.65
Please rate the ability to recognize activity staff	0	0	0	0	4	12	4.47
Please rate the amount of staff available during the activity	0	0	0	1	3	13	4.71
Please rate the condition and suitability of the facility/fields used.	0	0	0	2	2	13	4.65
Please rate the perceived safety of program.	0	0	0	0	5	12	4.71
Comments: Facility smelled like mildew.							

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	0	4	13	4.76
What is the likelihood of your recommendation of this activity to others?	0	0	0	2	2	13	4.65
Please rate the participant's overall enjoyment level	0	0	0	1	1	15	4.82
What is your overall rating of the activity?	0	0	0	2	1	14	4.71
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	1	2	14	4.76
Comments: My son really enjoyed this camp!!							

End of Activity Report
Itty Bitty Dancers
2017
Completed by: Heath Harris

Executive Summary

Brief Description:

Itty Bitty Dancers is a class for patrons 3 to 4 years old. The participants learn skills and movements related to the particular type of discipline, flexibility and strength of dance.

Participant numbers:

2017: 49

2016: 52

2015: 75

Total Revenue:

	<u>Budget</u>	<u>Actual</u>
2017	\$1,849.50	\$2,219.25
2016	\$2,025.00	\$2,356.00
2015 ²	\$2,110.00	\$3,455.00

Total Expenses:

	<u>Budget</u>	<u>Actual</u>
2017	\$ 609.25 ¹	\$ 619.25 ¹
2016	\$1,019.83	\$ 650.56
2015 ²	\$ 979.12	\$ 679.12

Net:

	<u>Budget</u>	<u>Actual</u>
2017	\$1,240.25	\$1,600.00
2016	\$1,005.17	\$1,705.44
2015 ²	\$1,130.88	\$2,775.88

Recommendations:

Comment: Should we continue to hold Itty Bitty Dancers?

Recommendation: Staff recommends we continue to offer Itty Bitty Dancers in 2017-2018, with a review of the curriculum and staffing. The curriculum is structured for participants who have never participated in a dance program before. Staff will review and alter the current curriculum to have basic instruction but allow for instructors to expand or decrease the level of instruction when necessary.

Comment: There were (4) positive comments about the instructors and program.

Recommendation: LSPR staff appreciates the positive comments and will share them with the instructors.

¹ Budgeted and Actual Expense include indirect expenses totaling \$299.25

² Prior to 2015 Itty Bitty Dancers was included in the Itty Bitty Indoor Sports end of activity report.

Comment: Was the content of the activity appropriate for the fee was below a 4.00 (3.88) and (2) negative comments regarding the content of the program.

Recommendation: Staff will review the lesson plans with the instructors and make adjustments to the lesson plans as necessary.

Extensive Staff Report

Purpose of Report:

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

Program Description:

Itty Bitty Dancers is a four week skill development program with sessions held throughout the year. Classes are programmed out of Harris Park Community Center, 110 SW Blue Parkway. The participants learn skills and movements related to the particular type of discipline, flexibility and strength of dance.

Benefits of Program:

The benefits of Itty Bitty Dancers is to learn basic skills of the particular type of discipline, developing social and motor skills, good physical activity and fitness, promotion of teamwork, and simply having fun. There was no specific assessment done of their skill development but there was improvement observed in most participants from week one to week four.

Service Hours: [# of participants x .75 (45 min.) x 4 weeks]

2017: 147 hours

2016: 156 hours

2015: 225 hours

Volunteer Hours:

There were no volunteer hours available for this activity.

Refunds:

Total Refunds: 6 (\$270.00)

Reasons:

Dissatisfaction: 2: Patron thought the activities during class were too advanced for the age group.

Classes Cancelled: 4: due to low enrollments

Fees Charged:

	<u>Amount</u>
2017	\$45.00/\$49.00
2016	\$45.00/\$49.00
2015	\$45.00/\$49.00

Program Timeline:

- August: Program for Winter Illustrated, compile survey information for End of Activity Report, End of Activity Report completed
- September: Enter Winter program information into RecTrac,
- January: Program for Spring Illustrated,
- February: Enter Spring program information into RecTrac
- April: Program for Fall Illustrated
- May: Enter Fall program information into RecTrac

Marketing:

This program was marketed in the LSPR Illustrated, LSPR website and multiple eBlast.

Evaluation/Assessment:

Surveys were distributed for Itty Bitty Dancers. A summary of the distribution and return rate for each program is listed below.

<u>Program</u>	<u>Surveys Distributed</u>	<u>Returned</u>	<u>Return Rate</u>
Itty Bitty Dancers	45	16	36%

“Youth Dance 2016-2017” Survey Results

of Surveys Distributed: Email: 45 Via Mail: _____ **# of Surveys Returned: 16 36% of Returns**

Participant: 1 Parent/Guardian 15 Coach/Asst.Coach/Volunteer _____

LS Illustrated 10 Website/Facebook/Twitter 5 Email Blast 1 Flyer Postcard 0 Newspaper

LS Cable Channel 0 Acquaintance 0 Previous Participant 0 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?	0	0	0	0	0	6	5.00
Please rate the amount of time taken to register	2	0	0	1	5	8	4.86
Please rate the overall registration procedure	1	0	0	1	5	9	4.87
Comments:							
<ul style="list-style-type: none"> Registered online. Website is outdated. 							

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	1	4	3	8	4.13
Was the content of the activity appropriate for the fee?	0	0	2	3	6	5	3.88
Comments:							
<ul style="list-style-type: none"> Expected more out of the program. We have taken other itty bitty activities and this one didn't compare to the others. The teacher did not seem to have a good grasp on the age level she was instructing. Pacing was slow and information was a bit over their heads. 							

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	1	4	4	7	4.06
Please rate the friendliness of activity staff	0	0	0	3	3	10	4.44
Please rate the ability to recognize activity staff	0	0	0	3	5	8	4.31
Please rate the amount of staff available during the activity	0	0	0	3	7	6	4.19
Please rate the condition and suitability of the facility used.	0	0	0	1	4	11	4.63
Please rate the perceived safety of program.	0	0	0	1	4	11	4.63
Comments:							
<ul style="list-style-type: none"> Samantha was awesome. Anna needs some work on her instructing abilities. Ms. Maddy was great with the kids! She took the time to help each student individually. We had our daughter enrolled in 2016 and again in 2017. The teacher this year (2017) Ms. Maddison was much better working with the kids, teaching to their level, giving feedback, etc. Last year, we did the same 5 things every single week for 4 weeks with no further instructions or feedback. 							

Are you an LSPR “Friend of the Parks” FOB?

4 I don't know what that is 6 Yes 6 No

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	4	6	6	4.13
What is the likelihood of your recommendation of this activity to others?	0	0	1	3	6	6	4.06
Please rate the participant's overall enjoyment level	0	0	0	3	6	7	4.25
What is your overall rating of the activity?	0	0	0	4	6	6	4.13
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	4	12	4.75
Comments:							
<ul style="list-style-type: none"> We love the 3 and 4 year old programs! 							

End of Activity Report
Youth Gymnastics
Aug 1, 2016 – July 31, 2017
Completed by: Jordan N. Foster

Executive Summary

Brief Description:

LSPR offers youth gymnastics programs in partnership with Xtreme Gymnastics & Trampoline. Each program is an eight week skill development program with sessions held throughout the year. The programs are 50 minutes in length and held on various weekday evenings. The participants learn skills and movements related to the particular type of discipline, flexibility and strength of gymnastics and tumbling.

Participant numbers:

2017: 59
2016: 51
2015: 52

Total Revenue:

	<u>Budget</u>	<u>Actual</u>
2017	\$3,150.00	\$5,784.00
2016	\$2,520.00	\$5,521.00
2015	\$6,000.00	\$5,641.50

Total Expenses:

	<u>Budget</u>	<u>Actual</u>
2017	\$4,792.86 ¹	\$5,754.45 ¹
2016	\$4,312.67	\$5,715.37
2015	\$7,760.67	\$6,153.67

Net:

	<u>Budget</u>	<u>Actual</u>
2017	\$ (1,642.86)	\$29.55
2016	\$ (1,792.67)	\$ (194.37)
2015	\$ (760.67)	\$ (512.17)

Recommendations:

Comment: Should we continue to hold this program?

Recommendation: Staff recommends continuing this program.

Comment: There were (4) positive comments regarding the staff and facility at Xtreme Gymnastics.

Recommendation: LSPR staff contracts with Xtreme Gymnastics and staffing is monitored through Xtreme Gymnastics. LSPR will share those comments with staff at Xtreme Gymnastics.

Comment: There were (2) comments regarding the cost of the program.

Recommendation: LSPR will share those comments with staff at Xtreme Gymnastics.

Comment: Youth Gymnastics made money for the first time in 3 years.

Recommendation: Youth Gymnastics consistently serves 50+ participants each year. A significant portion of the expense for the program is indirect expenses, most of which is dedicated to full time staff salary. Staff recommends continuing to work with LSPR marketing coordinator to expand on the marketing for Girls Gymnastics and continue to offer girl's gymnastics and make it profitable every year.

¹ Budget and Actual expense includes both direct and indirect expenses. Indirect expense for this activity: \$1,294.86.

Extensive Staff Report

Purpose of Report:

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

Program Description:

Youth gymnastics encompasses two programs for children six to twelve years old: Girls Gymnastics and Tumbling. Each program is an eight week skill development program with sessions held throughout the year. The programs are 50 minutes in length, held on various weekday evenings. The participants learn skills and movements related to the particular type of discipline, flexibility and strength of gymnastics and tumbling.

Classes are programmed out of the Xtreme Gymnastics & Trampoline facility, located at 725 NW Commerce Drive, LSMO.

Program Benefits:

The benefits of the youth gymnastics programs are the learning of basic skills of the particular type of discipline, developing social/motor skills, coordination and concentration, good physical activity and fitness, promotion of teamwork and simply having fun. There is no specific assessment done of their skill development but there is improvement observed in most participants from week one to week eight.

Service Hours: [# of participants x .83 (50 min.) x 8 weeks]

2017: 391.76 hours

2016: 338.64 hours

2015: 345.28 hours

Volunteer Hours:

There were no volunteer hours available for this activity.

Refunds:

Total Refunds: 0

Other reasons: 0

Dissatisfaction: 0

Fees Charged:

	<u>Amount</u>
2017	\$100.00/\$110.00
2016	\$100.00/\$110.00
2015	\$100.00/\$110.00

Program Timeline:

- August: End of Activity Report completed
- September: End of Activity Report submitted for Park Board Review, Program for Winter Illustrated,
- November: Enter Winter program information into RecTrac,
- December: Program for Spring Illustrated
- February: Enter Spring program information into RecTrac
- April: Program for Fall Illustrated
- May: Enter Fall program information into RecTrac
- July: Compile survey information for End of Activity Report

Marketing:

This program was marketed in the LSPR Illustrated, LSPR website and multiple eBlast.

Evaluation/Assessment:

Out of 59 surveys distributed for Youth Gymnastics representing 59 unique households, 27 surveys were completed and returned. This is a 45% return rate for the surveys. Please see attached Survey Summary for results.

LS Parks & Recreation "Youth Gymnastics 2017" Survey

of Surveys Distributed: Email: 59 Via Mail: _____ # of Surveys Returned: 27 45 % of Returns

Participant: 13 Parent/Guardian 14 Coach/Asst.Coach/Volunteer 0

LS Illustrated 23 Website/Facebook/Twitter 2 Email Blast 1 Flyer _____ Postcard _____ Newspaper _____

LS Cable Channel _____ Acquaintance _____ Previous Participant 1 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?	11	0	0	0	5	11	4.6
If you registered on-line, please rate the ease of registration	24	0	0	0	3	10	4.75
Please rate the amount of time taken to register	0	0	0	2	5	20	4.64
Please rate the overall registration procedure	0	0	1	1	8	17	4.48

Comments:

- I couldn't register for the LSPR Program online because I couldn't find the form so I ended up calling their office.

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	15	12	4.4
Was the content of the activity appropriate for the fee?	0	0	0	0	13	14	4.48

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	1	11	15	4.48
Please rate the friendliness of activity staff	0	0	0	1	12	14	4.44
Please rate the ability to recognize activity staff	0	0	1	0	9	17	4.52
Please rate the amount of staff available during the activity	0	0	0	0	12	15	4.52
Were the rules, regulations and policies appropriate for the activity?	0	0	0	0	12	15	4.52
Please rate the condition and suitability of the facility/fields used.	0	0	1	0	13	13	4.36
Please rate the condition and suitability of the equipment used.	0	0	1	0	9	17	4.52
Please rate the perceived safety of program.	0	0	0	0	13	14	4.48

Comments:

- The staff at Xtreme was very friendly
- The cost of the program was too high
- We loved the facility
- My daughter loved the class
- I thought the cost was a little too high
- I feel that the education taught at Xtreme was good, but definitely feel like they try to shove too many activities/classes all together at one time. I couldn't even see my child during the entire class. Dave's gymnastics factory is definitely better suited for classes to take place and parents have a place to observe. Wish that LS offered classes through Dave's.
- Loved the facility at Xtreme Gymnastics.

Overall Summary...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	0	9	18	4.04
What is the likelihood of your recommendation of this activity to others?	0	0	0	1	9	17	4.18
Please rate the participant's overall enjoyment level	0	0	0	1	7	19	4.04
What is your overall rating of the activity?	0	0	0	1	9	17	4.04
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	9	18	4.33

Comments:

- My Daughter enjoyed the class, but was hoping there would have been trampoline and tumbling (proper form of doing cartwheels, ect.) included in the class. They did a lot on the balance beam and bars from what I could see.

FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR AUGUST AND SEPTEMBER 2017

Legacy Park Community Center



Rebecca Keller Urnise reviewed Legacy Park Community Center —



August 31 at 7:53pm · 🌐

I don't go to the community center but I do walk the trail and people at times do not follow the LS leash law at all times. There are posted signs but I guess they think they don't apply to them.



Like



Comment



Share

Harris Park Community Center



Cathy Harris Sandefur Bettencourt reviewed Harris Park Community Center —



September 11 at 2:18pm · 🌐

Had the pleasure of attending our annual Harris reunion there yesterday.. The facility is beautiful, comfortable and the staff was amazing.



Like



Comment



Share



1

Summit Waves



Adrianna Harrell reviewed Summit Waves —



August 21 at 5:28pm · 🌐

Went here for the first time on 8/20/17 since everyone else was already closed for the year. We saw people with coolers with lunch. We enjoyed the lazy river and the water slides. We will definitely be going back. May even buy season passes.



Like



Comment



Share

Summit Waves



Jeremy Wallen reviewed Summit Waves — 1★

...

August 17 at 1:05pm · 🌐

I surprised my kiddos today with a final fun day at Summit Waves before their school started.. Only to get there after a 20 mile drive to find out it was closed?!?! Employee said they close it during the week when LS students go back to school.. Why does your Website say open 12-7 today?!?!?! Thanks for a day of disappointment! UPDATE YOUR WEBSITE!!!!!! 😡



Like



Comment



Share




1

Lisa Lala Post on the Tribune and Thank you Note



**Lisa Lala** ▸ Lee's Summit Tribune
August 29 at 12:24pm · 🌐


Dear Editor, I'd like to share this letter that I am mailing to the Lee's Summit Parks & Rec today...


"Dear Andy C. and the Lee's Summit Parks Team,
Can I just say: Wow.
It was just 4 days ago (and on a Friday), that I turned in a comment card at Legacy Park Community Center. The card shared that the North portion of the Legacy Loop Trail was getting overgrown. (And although I didn't mention it, it was starting to cause some "close calls" between bikers and oncoming walkers & other bikers at these spots.) Now just 4 days later, it is Tuesday morning, and as I drove by, I saw a whole crew out clearing this area. Then when I returned home, there was a message on my phone from Andy C. thanking me for my input and letting me know you were working on it today. So: Wow. It is such a pleasure to be a part of a city and park system that is organized and responsive. A system that WORKS. A system that is so fast that you can mention something on a Friday and an entire crew can address it on the following Tuesday morning. Thanks everyone. I am proud and grateful to call this little slice of paradise home.
With Appreciation, Lisa Lala"

 59


5 Comments 1 Share 

 Like  Comment  Share Chronological ▾




**Lori Mason** That is awesome! Way to go, Parks & Rec Staff!
Like · Reply ·  2 · August 29 at 2:08pm

**KarenAnn Denson** Martha Dyke
Like · Reply · August 29 at 8:52pm

**Martha Dyke** Way to go,
Like · Reply · August 29 at 10:50pm

**Kim Headley Fritchie** Andy Carr is a great guy, and the entire Parks staff is awesome. I'm glad you recognized their good work!
Like · Reply ·  1 · August 30 at 7:00pm

**Linda Donaldson** Well said!
Like · Reply · August 31 at 9:16am

 Write a comment...    

DEAR ANDY CARR & THE LEE'S SUMMIT PARKS TEAM,

AUG 29, 2017

CAN I JUST SAY: WOW.

IT WAS JUST 4 DAYS AGO (AND ON A FRIDAY), THAT I TURNED IN A COMMENT CARD SHARING THAT THE NORTH PORTION OF THE LEGACY LOOP TRAIL WAS OVERGROWN AND NEEDED TO BE TRIMMED BACK. (AND ALTHOUGH I DIDN'T MENTION IT, IT WAS STARTING TO CAUSE SOME "CLOSE CALLS" BETWEEN BIKERS AND ONCOMING WALKERS, OR OTHER BIKERS AT THESE OVERGROWN PINCH POINTS). NOW JUST 4 DAYS LATER, IT IS TUESDAY MORNING, AND AS I DROVE BY, I SAW A WHOLE CREW WORKING ON IT!

THEN WHEN I RETURNED HOME, THERE WAS A PHONE MESSAGE FROM ANDY THANKING ME FOR MY INPUT AND LETTING ME KNOW YOU WERE WORKING ON IT TODAY. SO: WOW. IT IS SUCH A PLEASURE TO BE PART OF A CITY AND PARK SYSTEM THAT IS ORGANIZED AND RESPONSIVE. A SYSTEM THAT WORKS.

THANK YOU. I AM PROUD AND GRATEFUL TO CALL THIS LITTLE SLICE OF PARADISE HOME.

WITH APPRECIATION,

Lise ————— Lolo
(Lake Lotewana)

SEPTEMBER COMMENT REPORT

Attached are 17 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 17 comments 8 were positive, 5 were comments making suggestions or requests and 4 were negative.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	Canterbury Trail	Complaint	8/21/17	Steve Thomas	Phone Call	Terry Pigue	We received a call today from Terry Pigue lives on Breon Bay. She said they were going to come out and finish the trail but there hasn't been any work on it in 4 weeks. There are large holes on the trail behind her house where bikes or people can fall in.	Last Friday afternoon, August 25th, I met with Terry Pigue at Canterbury Park. Ms. Pigue lives at 413 SE Breon Bay, and her back yard abuts to the walking trail which LSPR had removed and re-laid this past summer. Ms. Pigue had 3 concerns; first, that there are 2 large sink areas behind her property on the south side which need filled, second, there are a few areas along the trail that need a few inches of dirt to make even with her yard, and last, there are a couple of tree roots which need to be removed because of trip hazards. I walked the lot line with Ms. Pigue and I agreed that all of her concerns were appropriate and that LSPR will come out and correct the problems. While talking with Ms. Pigue, a couple of neighbors, Kathy Gross of 405 SE Breon Bay and Mike Herbert of 409 SE Breon Bay, came over to also discuss the trail and their back yards. Ms. Gross and Mr. Herbert asked if Parks would seed the areas of their yards which had some dirt was still present from the work on the trail. I assured them that when our crew comes out to correct the areas behind Ms. Pigue that we would go down and re-seed the areas behind their yards. Ms. Pigue, Ms. Gross and Mr. Herbert were pleased that LSPR would address their concerns and stated that the trail looks so much better. I told them all that LSPR was very pleased that they maintained their yards and assisted in making the trail attractive and appealing for the users. I let them know that the work to be done would be completed this fall when our crew had an opening to go over. All of the discussion was very cordial and pleasant. Steven Thomas
2	Legacy Baseball Complex	Complaint	8/31/17	Robert Sanchez	Email to LSPR Register	Winston DeDiemar	I'm not sure if this is a codes violation or violation of law (state or local). My complaint is regarding the Legacy Park operations at the baseball fields (Lee's Summit Baseball Association, LSBA). I am paying customer who has a child enrolled in the Fall Ball program at LSBA. I also assist with coaching of the team. As part of our dues we are given time to practice at the Legacy baseball fields during the weekday evenings and weekends. We started practicing in early August 2017 and each time we have been out there, all bathrooms have been locked. There is no where else to go other than to get in our vehicles and leave the property in the middle of practice. I have complained to the LSBA Vice President (Danny Lake) and he has ignored our request to leave at least one restroom unlocked. On any given practice night, there are over 400 people on the property (coaches, kids and family members) with no access to restrooms. There are a lot of irate parents who approach the locked restrooms with their kids wondering what is going on. Most people just relieve themselves (mostly children) behind a bush, a tree, in the tall grass, or on the side of a structure at Legacy Park. This is ridiculous as it forces children to expose themselves to strangers standing around. Is there not a law or city ordinance requiring access to restrooms when the general public, or paying customers, over a certain number (say 50 or more people) are accessing a facility in Lee's Summit? I'm sure there is a ratio requirement of restrooms-to people in eating establishments, theaters, etc., but what about sporting facilities? Wouldn't there also be accommodating laws (or ADA laws) for the disabled when they are on the properties? Any help would be appreciated.	Winston: First, let me apologize for the delayed response. I will do my best to address your concerns. Lee's Summit Parks and Recreation has an agreement with Lee's Summit Baseball Association to run the baseball program and manage the complex at Legacy Park. Through the agreement they have the authority on whether to provide access to restrooms during practices. I have discussed your issue with them and they expressed their reasoning for not allowing access was primarily due to recent increased incidents of vandalism in the restrooms. They do not have volunteers available to monitor the buildings during practice times to prevent this from occurring. They are responsible for any damages that might occur to the facilities, including restrooms. Based on conversations with the other youth sports associations, it is my understanding they do not open restroom facilities for practices at Legacy Park. In addition, it is not uncommon for practices to be held at locations throughout Lee's Summit that do not provide restroom facilities. For practices at Legacy Park, there are publicly available restrooms nearby at Legacy Park Community Center, as well as Dyke Playground which is located between the baseball and softball venues. We definitely do not want children relieving themselves in public and suggest that anyone in need takes advantage of the availability of one of these options. LSBA has shared that when they witness someone attempting to relieve themselves in public or it is brought to their attention, they redirect them to an appropriate location and discuss it with their coach. They also stress this point during coaches meetings. To address your questions about ADA and legal requirements, we are not aware of any ADA rules or city ordinances requiring access to restroom facilities for practices. My recommendation is that you inform the association if you witness any coaches or parents allowing children under their supervision to engage in this behavior and/or redirect them to an appropriate location. Please let me know if you have any further questions. Thanks!
3	Legacy Park	Information	8/25/17	Robert Sanchez	Email to LSPR Register	Randy Penland	Throughout Legacy Park there are numerous cedar trees which look like they have arms. Can you tell me what type of cedar or other tree this is? I would like to plant some in my yard. Thanks. Randy	Randy: Please see the link below for information on the Canaertii Eastern Red Cedar. It is a Missouri native that performs well for us at Legacy Park. I would recommend researching the cultural needs of the tree to make sure it will fit your specific site. Good luck with your planting! http://www.missouribotanicalgarden.org/PlantFinder/PlantFinderDetails.aspx?kempercode=c379 Robert
4	Legacy Park Community Center	Compliment	9/6/17	Jodi Bell	Jenny Brennan	Nancy Godfrey	Sarah subbed the 8:30 am class of Restorative Yoga today! It was wonderful! Wish we could have that format every week!	Sarah subbed Pam's Restorative Yoga. Sarah teaches yoga on Mondays and Wednesdays at 10:30 am at LPCC and Wednesdays at 7:00 pm at HPCC. Staff will share the comment with Sarah and recognize her at the next staff meeting. Jen
5	Legacy Park Community Center	Compliment	9/4/17	Jodi Bell	Jenny Brennan	Cathy Eschmann	Enjoyed our "fun instructor" sub today for Zumba!	Nina Johnson is a new instructor who subbed Zumba on Sept. 04, 2017. Nina has a new class at HPCC on Monday evenings at 6:00pm. Staff will share the comment with Nina and recognize her at the next staff meeting. Jen
6	Legacy Park Community Center	Compliment	8/18/17	Jodi Bell	Jenny Brennan	Multiple	Staff received 4 positive comment cards regarding how pleased the patrons were regarding Aubrey's Zumba instruction	Aubrey Craig is currently a sub for Zumba. Until recently, Aubrey was unable to commit to a permanent time slot on our fitness schedule. Staff is currently working with Aubrey to add her to a permanent class for Fall 2017. Staff will share the comment with Aubrey and recognize her at the next staff meeting. Jen
7	Legacy Park Community Center	Compliment	8/18/17	Jodi Bell	Jenny Brennan	Anonymous	Stephanie from Brookside is the perfect sub! Thank you. Please use her as often as possible	Stephanie Marks is currently a sub for LPCC. Until recently, Stephanie was unable to commit to a permanent time slot on our fitness schedule. Staff is working with Stephanie to add her to a permanent class for fall 2017. Staff will share the comment with Stephanie and recognize her at the next staff meeting. Jen
8	Legacy Park Community Center	Compliment	8/18/17	Jodi Bell	Jenny Brennan	Jennifer Rottinghaus	I would like to compliment the facility on the daycare center. I am very particular about who I trust with the care of my children but have never had any hesitations with LPCC. In addition, my children LOVE to come to the "play center". They ask me to bring them here! I've never had such a great experience with a gym daycare and appreciate all the care and effort your staff gives. Thank you.	Staff appreciates the comment and shared the compliment with the childcare staff at the August staff meeting. Jen

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
9	LPCC	Complaint	7/3/17	David Dean	Jodi Bell	Andrew Ross	I am disabled and need an entire lane to swim. Today, I was asked "rudely" to share my lane by a lifeguard. When I told the lifeguard I couldn't she became upset.	I spoke with Andy Ross to get more information on this incident. He stated he is somewhat handicap and it isn't feasible to share his lane because he swims on his back and takes up the entire lane. He stated he was aware of our policy to share lanes but was asking if the swimmer could move lanes as there were other lanes with one swimmer in them. The other swimmer did go to a different lane. He said the lifeguard was new to LPCC and was not aware of his disability. I explained to Mr. Ross that we are happy to make accommodations for his disability as long as they do not negatively affect others. I was pleased to hear there was a solution this time but explained to him there may come a time where he has to share a lane because there is no other space available. I also apologized for his experience. Mr. Ross stated he has been back and has had pleasant interactions with the lifeguards and he feels the issue has been resolved. He stated he loves coming to Legacy Park Community Center as it's the only form of exercise he gets. I explained to him that I serve as the Inclusion Coordinator for the department and if he had any other needs to please let me know. He was very thankful for the call. I also shared this comment with Devin Blazek, Aquatics Manager. JLB
10	LPCC	Compliment	7/31/17	David Dean	Jodi Bell	Bill Rowland	Good job on fixing the Dish Advertising on the 2 TV's and putting it on the correct channel. The track upstairs is very clean. Keep up the good work! Here is a suggestion: A manager should always make themselves available even if they are in a staff meeting if a patron asks for a manager. Thank you.	<p>The 2 TV's had lost signal but did come back on their own shortly after being down. Staff will share the comment about the track cleanliness with the weight room staff during the August all staff meeting.</p> <p>I spoke with Mr. Rowland regarding his comment about the manager's availability for clarification. He stated he has asked to speak with the Manager and he was told I was not available. He wanted to pass along the above compliments and felt it was important for the manager to hear the good along with the bad. I explained to him I was out of the office on Monday, July 31 but there were other supervisors in the facility in which he could speak to in my absence. He was not aware of that and thanked me for sharing this information with him. JLB</p> <p>Follow up: Management has directed the service representatives to get another supervisor if any are available to assist the patron if the manager is not available. JLB</p>
11	LPCC	Compliment	6/14/17	Jodi Bell	Jenny Brennan	Dick Reichman	Sherri did the Functional Fitness class at 9:00am. It was an excellent class, great workout!	Staff will share the positive comment with Sherri and recognize her at the next staff meeting. Jen
12	PARKS	Complaint	8/22/17	Joe Snook	Rob Binney	Mary Matthis	<p>1) Hi, Who is in charge of the park? I attended a soccer game today and the parking spaces are so narrow we could hardly get out of our car without hitting the car parked next to us. I have a small SUV so my vehicle is not large. I went to the new Price Chopper after the game and had plenty of parking space. Who do I complain to? Is there a standard width for parking places in Lee's Summit? Clearly the ones at Legacy are at the minimum. Thanks.</p> <p>2) Thanks for the info. I had a big pickup on one side and a van on the other and I could barely get in my car. I'm old so that may account for part of the problem. Next time I'll park out further so I don't have the problem. Again, thanks for your quick response. I'll do a little research on other places. Seems like grocery stores are a little more generous.</p>	<p>Rob - I am copying the City Manager's Office, but believe they will forward to the Administrator of Parks Department, and perhaps the Public Works Department will also have input on a response.</p> <p>Joe Snook - Ms. Matthis, Thank you for your comment regarding the size of the parking stalls at Legacy Park soccer venue. Your email was shared with me by Mayor Pro Tem Rob Binney. As the Interim Administrator for Lee's Summit Parks and Recreation I would be the appropriate person to share any future concerns, comments, or suggestions regarding LSPR. To address your concern of parking stall size, the City of Lee's Summit's Unified Development Ordinance (UDO) requires head-in parking spaces (non-handicap) to be 9' wide by 19' long (Article 12.120). Please note that development plans for all parks and parking configurations are reviewed by the city to ensure those requirements and all UDO requirements are met. This morning (Tuesday) I asked LSPR staff to randomly check stall width at the soccer venue and we verified the stalls are 9' wide which meets the UDO requirements. Again, I appreciate your comments and welcome any future feedback you may have related to the parks system. I have included my contact information below for your convenience.</p>

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
13	PARKS	Compliment	8/8/17	Steve Casey	Email to LSPR Register	Kevin Eaton	<p>1) We have been told over and over that we are getting lights and new obstacles at the skate park. I see that we have been lied to. If the City wants to turn the skate park into a bad place to be then that is on them. I have promoted the park and kids to wear pads and helmets. We as in us older guys are there everyday teaching kids there is somewhere they can come to when life gets them down. We are a big family and we welcome everyone at the skate park. By doing that it has come to a price. The park is over crowded and people are getting hurt because there is just not enough park to go around. We were promised by Steve Casey we were getting lights and a expansion. The park has been overlooked numerous times for upgrades. You are about to use our tax money to build another nice section of the park but there is a eye sore which is the skate park that needs upgrades and patches. Failing to do so will draw kids away from the park searching for businesses with skateable objects. We bring stuff to the park to give us something new to ride so we don't go elsewhere and destroy peoples businesses. We have people travel through here on a monthly basis who are pro riders and tell is when they leave that we have a nice park with nice attitudes. They say it is refreshing to see people no tagging the park. Having us older men up there as role models is helping keep LS Skate park a nice and safe place to come to. I don't want it to get trashy. I moved here because of the skate park. Please rethink the money being spent and make sure the skate park does not get overlooked. We really need this expansion. Feel free to call or email me. Thanks</p> <p>2) I want to send an apology to Steve Casey and the parks dept. my last email was incorrect. I was told by many people that the skate park was over looked on the final decision for the lea mac restoration. I jumped the gun before contacting Steve to get the true story. I have since contacted Steve and we discussed what was pending for the skate park improvements. We are glad we have him working with us so the skateboarders and bike riders can come to a good solution to improve the ever growing of the skate park. There has been double the amount of kids attending the skate park on a daily basis. I am glad to see the park growing. Again my apologies and we hope to continue our good relationship with Steve and the Parks</p>	Mr. Eaton contacted me on Monday morning August 7th to follow up on his email from August 5th (see below). I had seen his comments prior to him contacting me and I expressed my disappointment that the information being circulated among the local skate park users was inaccurate. I have been in periodic contact with Mr. Eaton over the last several months keeping him informed as to the progress with potential skate park improvements. I indicated to him that there were budget allowances for skate park lighting and additional features to be added during or after the renovation of the park. We have been working over the past several months on a layout with local skate professional, Dennis McCoy and also with Musco lighting to prepare a lighting plan for both the existing and expanded area. This information did not make it into the article printed in the LS Journal outlining some of the park improvements scheduled for North Lea McKeighan. I informed Mr. Eaton that he was welcome to contact me directly for regular updates on the progress of the project-specifically the skate park improvements.
14	PARKS	Information	8/23/17	Robert Sanchez	Email to LSPR Register	Dale Coy	We would like to get a list of "tournaments" at Legacy Park (or elsewhere) that draw numbers out-of-town teams, etc. Is such a list available online?	<p>Dale:</p> <p>That information is not available on our website. We have a list of tournaments and the number of teams that participated is reported to us after each event. There is no identification of local or out of town teams as a part of the list. Please feel free to contact me directly if you have any questions. Thanks!</p>
15	PARKS	Information	8/23/17	Brooke Chestnut	Dana Thurber	Natalie Gaspard	Natalie Gaspard She has a couple of trees down in the park behind her house on Noleen Lane	I contacted the patron and let her know we are in the process of getting these trees taken care of. I also let her know we would inform her of a timeframe once one is established. I thanked her for letting us know about the issue.
16	Summit Waves	Information	8/3/17	Devin Blazek	Email to LSPR Register	Amanda Smothers	Hello! I live in Lee's Summit and I am helping my neighborhood by serving on their pool committee. I have been very impressed by your life guards at Summit Waves! I am curious how the guards are trained? We have three pools at Winterset, and our guards need additional training. I would really appreciate any pool management company or training programs that you could recommend. Thank you for any advice or information that you can provide! Amanda Smothers	Greetings Amanda, Thank you for your compliment of Lee's Summit Parks and Recreation lifeguarding staff. We will be sure to share this with them. Our lifeguard training program is provided by American Red Cross and taught by in-house instructors. American Red Cross designs the curriculum, certifies instructors, and provides regular evaluation of lifeguard performance and overall operational effectiveness for our facilities (at additional cost to the facility). Currently, Lee's Summit Parks and Recreation manages all aquatic facilities in -house and has no affiliation with any kind of third party pool management company. LSPR previously worked with Midwest Pool Management prior to moving to our current in-house management structure. Let me know if you need any further information. Thanks

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
17	Summit Waves	Suggestion	8/21/17	David Dean	Joe Snook	Ryan Nonnemaker	<p>I would like to take a moment to apologize but mostly recognize the actions of your desk staff at the Summit Waves pool last night (Sun 8/20). Blinded by knowledge that I had let summer experiences with my 2-year-old son fly by because of circumstances that required me to spend more time away in Jefferson City than in Lee's Summit, I displayed poor judgement in addressing your desk staff. I was disappointed the baby play area had to be shut down within minutes of our arrival – something not planned by staff and I am truly glad happens before my son plays in that pool. Still, because we had just paid \$14 to get into Summit Waves for that specific reason, I immediately spoke with Lauren (I did not ask for her last name but assume you can find out who was working last night) who informed me that the raincheck policy is only on inclement weather. Though never escalating above a conversation, I still immediately went into what is instinctive in my profession, becoming hostile in tone and argumentative. While a lobbyist might deserve that behavior, this was completely unfair to a responsible teenager, probably receiving minimum wage to simply earn spending money, in a situation that was completely out of her control guided by policy she did not set. Despite that, Lauren remained professional, respectful and empathized with my situation, which deserves tremendous praise and to be noted to her supervisor, which is why I humbly email you today. Undeserving after our conversation, Lauren then went above and beyond to ensure I left happy...even seeking me out in the lazy river that my wife and I decided to play in for a few minutes before leaving. Lauren is a true asset to the Lee's Summit Parks & Recreation Department and I hope the Department takes the time to note her performance yesterday. At the same time, I would ask that you re-examine your raincheck policy this winter. As a person who writes and negotiates with many stakeholders the passage of state law, I completely understand it is impossible to write a policy that covers every situation that will arise at Summit Waves. My wife says I am too conservative over \$14, but it is tough for me as a taxpayer in Lee's Summit for many years that despite my conservatism, has voted to fund a great park system so I could one day enjoy it with my family. Yet when I could finally take advantage of an item my tax dollars help fund, I felt my government was stealing from me simply because of bad timing and the current policy. There might not be a policy that would cover the thousands of scenarios like mine late in the day yesterday, but I encourage your staff to see what might be done for future residents who might run into a similar situation. I believe it would benefit the Department come the next time it asks taxpayers to approve spending our hard earned money to fund new facilities or improvements to our current parks. Again, I commend Lauren for working hard and professionally to ensure I did not leave feeling taken advantage of yesterday.</p> <p>Sincerely, Ryan Ryan Nonnemaker Chief of Staff to Senator Bob Onder Missouri Senate Assistant Majority Floor Leader P 573.751.1282 M 816.213.7926</p>	<p>Hello Ryan, Thank you for the email and your comments regarding Summit Waves. I appreciate your positive feedback regarding Lauren and will share your comments with her supervisor. LSPR works very hard to provide a positive experience for all of our patrons and we always want to better understand situations when a patron's experience may have been less than expected. I've asked David Dean, Superintendent of Recreation Services, to contact you so we can better understand your concerns/comments regarding your experience at Summit Waves. You should expect a phone call from him within the next 24 hours. Sincerely, Joe Snook</p> <p>Happy Tuesday Ryan, I hope you had a wonderful weekend and I appreciate you playing phone tag with me last week. Since Sunday was a washout I hope you and your family were able to make it out to Summit Waves on Saturday! As I told you when we spoke Friday, it is important for us to follow-up with patrons to gain a better perspective of their experiences with LSPR, and it gives us the opportunity to review our procedures to ensure they allow us to offer the best possible experience for our patrons. It was very gratifying to hear your positive comments about Lauren and how she did everything possible to make your experience a positive one, even going as far as to track you down in the action river to give you two complimentary passes. Lauren will be recognized at our next staff meeting and with a Park Buck through our employee recognition process. As I explained, the "complementary passes" are designed to only be used in the event of inclement weather after the facility manager has obtained my consent. These passes are tracked closely which allows us to maintain control and ensure they are given in the appropriate situation. Our mechanism for patrons who are unsatisfied with our services is the 100% satisfaction guaranteed policy. If at any time a patron is unsatisfied with our services staff has the authority to request a refund for that patron, or in your situation at Summit Waves the manager could have given you cash back on site. In the end, it sounds like Lauren was able to turn a negative experience for you into a positive one. Thank you again for sharing your positive comments about Lauren's customer service skills and allowing me to explain how our complimentary pass and 100% satisfaction guaranteed policy works. Have a wonderful week and safe Labor Day weekend. Sincerely, David</p>

~ SEPTEMBER 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labor Day City Hall Closed	5 6:00pm Beautification Commission	6	7 6:15pm City Council	8	9
10 LPCC Floor Refinishing End	11 LPCC Pool will Re-open 5:30pm SW Pooch Paddle	12	13	14 Mayor's State of the City	15 7:00pm LPA William Michael Morgan	16
17 8:00pm LPCC Staff Meeting	18	19 12:00pm GCC End of Summer Lunch	20 6:00pm Park Board meeting (Strother Conference Room)	21 6:15pm City Council	22	23
24	25	26 NRPA Conference New Orleans, LA	27	28	29 7:00pm Bailey Flashlight Friday	30

~ OCTOBER 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 6:00pm Beautification Commission	4	5 6:15pm City Council	6 7:00pm Bailey Flashlight Friday	7 8:00AM LPA Trick-A-Bike
8	9	10	11 7:30am GCC Employee Quarterly Breakfast	12	13 12:00pm Staff Retreat (MIC-Room B 106) 7:00pm Bailey Flashlight Friday	14
15 8:00pm LPCC Staff Meeting	16	17 6:30pm GCC YSA - Dinner Meeting	18	19 6:15pm City Council	20 7:00pm Bailey Haunted Maze	21 7:00pm Bailey Haunted Maze
22	23	24 All Day GCC Health Workshop	25 6:00pm Park Board meeting (Strother Conference Room)	26	27 7:00pm Bailey Haunted Maze	28 7:00pm Bailey Haunted Maze
29	30	31				

~ NOVEMBER 2017 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 6:15pm City Council	3 Mistletoe Madness - GCC	4
5	6	7	8	9 12:00pm GCC Veterans Day Lunch	10 12:00pm Park Board Retreat (MIC - Room B 106)	11
12	13	14	15	16 12:00pm GCC Thanksgiving 6:00pm HPCC Staff 6:15pm City Council	17	18
19	20 5:30pm GCC Staff Meeting	21	22	23 City Holiday - City Offices Closed Thanksgiving Day	24	25
26	27	28	29	30		

~ DECEMBER 2017 ~

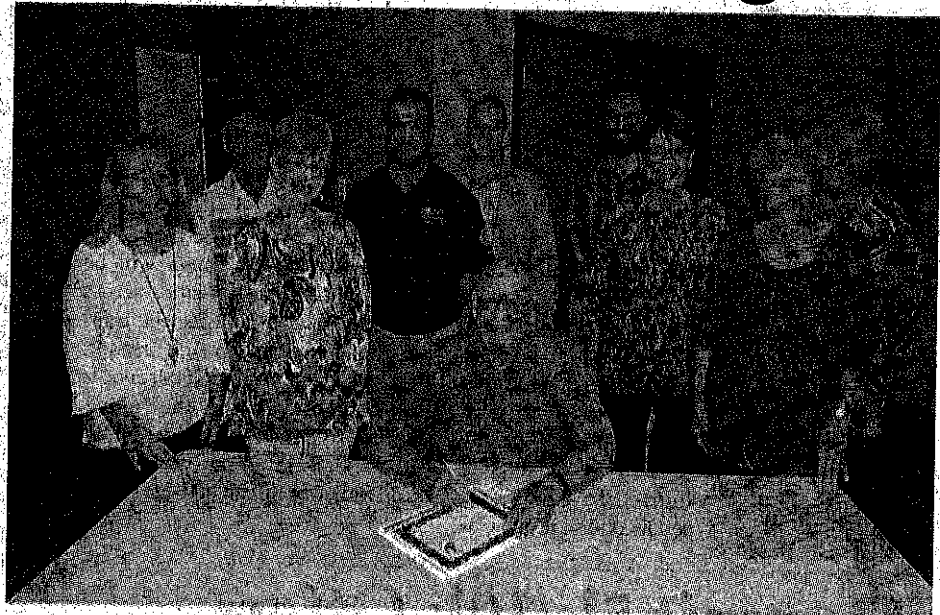
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 6:00pm Park Board meeting (Strother Conference Room)	7 6:15pm City Council	8	9
10	11	12	13	14 12:00pm GCC Christmas Lunch	15	16
17	18	19	20	21 6:15pm City Council	22	23
24	25 City Holiday - City Offices Closed Christmas Day	26	27	28	29	30 31

Mayor's Monarch Pledge

By Kim Fritchie
Chairperson, Lee's Summit
Beautification Commission

Mayor Randy Rhoads of Lee's Summit, signed the Monarch Pledge Tuesday, August 8, at the Lee's Summit Beautification Commission's Annual Landscape Contest Awards at the Gamber Center. A group of more than 40 citizens including contestants in the contest, Lee's Summit Parks and Recreation staff, and Beautification Commission members were on hand to witness the Mayor signing the pledge to commit to providing habitats throughout Lee's Summit for the Monarch butterfly.

As a part of the pledge, the City of Lee's Summit agrees to communicate the efforts to provide habitats for the Monarchs. One such opportunity will be



From left: Kim Fritchie, Randy Cain, Charlotte Lea, Andrew Carr, Joe Snook, Mayor Randy Rhoads, Robert Sanchez, Carol Rothwell, Sue Forbes, and Lila Raymond

presentation on the Right of Way Beautification Initiative that has recently begun in strategic areas in Lee's Summit. The public

is invited to learn about the steps to beautifying Lee's Summit and creating a Monarch habitat at the same time.

A pivotal contributor to this initiative was Mary Nemecek of the Burroughs Audubon Society of Greater Kansas City. She wrote the \$20,000 grant to plant 40 acres of right of way area in Lee's Summit with native wildflowers and milkweed to draw the Monarchs.

To locate more information on the Monarch Pledge, details are provided on the National Wildlife Federation website. Questions regarding this presentation should be directed to Andrew Carr of Lee's Summit Parks and Recreation, 816-969-1533.

LS Journal/
8/18/2017



Sunrise Yoga is scheduled from 5:30-6:30 a.m. Wednesday at Legacy Park Amphitheater.

LEE'S SUMMIT BRIEFS

Watch the sun rise and try some yoga on Aug. 23

SUNRISE YOGA SET AT LEGACY PARK AMPHITHEATER

Sunrise Yoga is scheduled from 5:30-6:30 a.m. Wednesday at Legacy Park Amphitheater.

The class is designed for all skill levels, so even if you've never tried yoga before, this will be the perfect time to give it a chance.

The cost is \$5 per person.

The program is organized by Lee's Summit Parks and Recreation.

For more information, visit LSParks.net or call 816-969-1500 to register.

LEE'S SUMMIT HOSTING PICKLEBALL TOURNAMENT

Lee's Summit Parks and Recreation will host a pickleball tournament starting at 7:45 a.m. Saturday at Upper Banner Park in Lee's Summit on the outdoor pickleball

courts.

Pickleball is one of the fastest growing sports in the U.S. It's a game with similarities to tennis, racquetball and ping pong.

The cost is \$25 per team. Participants may sign up from now until Friday.

For more information, visit LSParks.net or call 816-969-1500 to register.

LEE'S SUMMIT BRIEFS

Mayor signs Monarch Pledge, city beautification presentation set in October

Lee's Summit Mayor Randy Rhoads recently signed the Monarch Pledge at the Lee's Summit Beautification Commission's Annual Landscape Contest Awards at the Gamber Center.

More than 40 citizens, including contestants in the contest, Lee's Summit Parks and Recreation staff and commission members, were on hand to witness the mayor's signing the pledge to commit to providing habitats throughout Lee's Summit for the monarch butterfly.

As a part of the pledge, the city agreed to communicate its efforts to provide habitats for the monarchs. Parks staff and members of the Beautification Commission are scheduled to provide an informative presentation on the Right of Way Beautification Initiative at 7 p.m. Oct. 10 at the Gamber Center. The presentation is open to the public.

Mary Nemecek of the Burroughs Audubon Society of Greater Kansas City was a pivotal contributor

recently begun in strategic areas in Lee's Summit.

Nemecek wrote the \$20,000 grant to plant 40 acres of right-of-way area in the city with native wildflowers and milkweed to draw the monarchs.

For more information on the Monarch Pledge, visit the National Wildlife Federation website. For more information about the upcoming presentation, contact Andrew Carr of Lee's Summit Parks and Recreation at 816-969-1533.

**WILLIAM MICHAEL
MORGAN TO PLAY
LEGACY PARK
AMPHITHEATER SEPT.
15**

An up-and-coming
young country artist, Wil-



**William
Michael
Morgan**

liam Mi-
chael Mor-
gan, is set
to play at
Legacy Park
Amphithe-
ater on
Sept. 15 to
wrap up the
summer
concert
series.

Gates open at 5 p.m.,
and the concert begins at 7
p.m.

Pre-sale tickets are \$20
and are available now at
www.rocktheamp.net or
by calling 816-969-1500.
Tickets may be purchased
at the gate for \$30 the
night of the show.

Food and beverage
vendors will be on site. No
pets or outside food and
beverage are allowed. For
a full list of rules, visit
www.rocktheamp.net.

Legacy Park Amphithe-
ater is located just south
of the Legacy Park Com-
munity Center at 897 N.E.
Bluestem Drive in Lee's
Summit.

For more information, a
list of upcoming events or
information about renting
the facility, visit
www.rocktheamp.net.

Country Artist William Michael Morgan to Play Legacy Park Amphitheater

Wrapping up the summer concerts at Legacy Park Amphitheater is up-and-coming young country artist William Michael Morgan on September 15. Country fans will get their introduction to Morgan with "I Met a Girl," his sweetly romantic debut single. Gates open at 5:00 p.m.; concert begins at 7:00 p.m. Presale tickets are \$20 and are available now at rocktheamp.net or by calling 816-969-1500. Tickets may be purchased at the gate for \$30 the night of the show.



Courtesy williammichaelmorgan.com allowed. For a full list of rules visit www.rocktheamp.net.

Lee's Summit Parks & Recreation is running a special for Labor Day Weekend only offering \$5 off your ticket using the coupon code WMM2017 when purchasing online. This offer is good until Monday, September 4 (Labor Day) at 11:59 p.m.

Legacy Park Amphitheater is located just south of the Legacy Park Community Center (897 NE Bluestem Drive, Lee's Summit, MO 64086). For additional information, a list of upcoming events, or information about renting the facility, visit rocktheamp.net.

Food & beverage vendors will be on-site. No pets or outside food and beverage

Mayor signs Monarch Pledge, city beautification presentation set in October

Lee's Summit Mayor Randy Rhoads recently signed the Monarch Pledge at the Lee's Summit Beautification Commission's Annual Landscape Contest Awards at the Gamber Center.

More than 40 citizens, including contestants in the contest, Lee's Summit Parks and Recreation staff and commission members, were on hand to witness the mayor's signing the pledge to commit to providing habitats throughout Lee's Summit for the monarch butterfly.

As a part of the pledge, the city agreed to communicate its efforts to provide habitats for the monarchs. Parks staff and members of the Beautification Commission are scheduled to provide an informative presentation on the Right of Way Beautification Initiative at 7 p.m. Oct. 10 at the Gamber Center. The presentation is open to the public.

Mary Nemecek of the Burroughs Audubon Society of Greater Kansas City was a pivotal contributor to the initiative that has

recently begun in strategic areas in Lee's Summit.

Nemecek wrote the \$20,000 grant to plant 40 acres of right-of-way area in the city with native wildflowers and milkweed to draw the monarchs.

For more information on the Monarch Pledge, visit the National Wildlife Federation website. For more information about the upcoming presentation, contact Andrew Carr of Lee's Summit Parks and Recreation at 816-969-1533.

CREWS TO CLOSE MISSOURI 291 AT COLBERN ROAD OVERNIGHT

The Missouri Department of Transportation will close north and southbound Missouri 291 at Colbern Road overnight beginning at 8 p.m. on Wednesday until 5 a.m. the following morning.

The closure is for bridge work as part of the Colbern Road Bridge project. Motorists should find alternate routes if necessary. All work is weather permitting.