

# APRIL 2018

## *Park Board Meeting Packet*



*LSPR's first Pop-Up Party was held at Charles David Hartman Memorial Park*



*3rd graders from the Lee's Summit R-7 school district helped plant trees at multiple parks.*



*Kevin Brackman is recognized as Employee of the Quarter*



*Michael Cox is recognized as Employee of the Year*



### **MISSION**

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

# PARKS AND RECREATION BOARD MEETING DISCUSSION POINTS

## CITY OF LEE'S SUMMIT

<b>DATE:</b>	March 28, 2018	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Strother Conference Room
<b>Board Members Present:</b>		<b>Board Members Absent:</b>		<b>Staff Present:</b>	
Lawrence Bivins		Mindy Aulenbach		Joe Snook	
Hope Davis		Brian Hutchin		Carole Culbertson	
Steve Hardin		Rob Binney, Council Liaison		David Dean	
Nancy Kelley				Steve Casey	
Marly McMillen Beelman				Tede Price	
Tyler Morehead				Devin Blazek	
Samantha Shepard					
<b>SPECIAL GUESTS</b>					
<b>William Brown – Paragon Star Update</b>		Mr. Brown provided the Board an update on the Paragon Star project.			
<b>2017 Summit Waves Report</b>		Devin Blazek, Aquatics Manager, gave a presentation to the Board on the 2017 Summit Waves end of activity report.			
<b>AGENDA TOPIC</b>		<b>DISCUSSION (Findings/Conclusions)</b>		<b>RECOMMENDATIONS/ ACTIONS</b>	
<b>Approval of Minutes for the January 24, 2018 meeting</b>		Supporting documentation (see pages 1-4). No questions or discussion.		Ms. Kelley moved to approve the January 24, 2018 meeting minutes, Mr. Bivins seconded. Minutes were approved unanimously.	
<b>TREASURER’S REPORT for January 2018 and February 2018</b>		Supporting documentation (see pages 5-22). Ms. Davis read the Treasurer’s Report for the January and February 2018 financial statements. No questions or discussion.		There were no comments or discussion. Mr. Bivins moved to approve the January 2018 and February 2018 Financial Reports as read. Ms. McMillen-Beelman seconded. The Treasurer’s Reports were approved unanimously.	
<b>Sales Tax Report for February 2018 &amp; March 2018</b>		Supporting documentation (see pages 23-24). No questions or discussion.			
<b>BOARD APPROVAL ITEMS</b>					
<b>Part-Time Pay Analysis</b>		Supporting documentation (see pages 25-30). Mr. Dean noted the analysis to review certain positions compared to the market began last fall. The analysis process used was similar to the one performed last year for several Aquatics positions. No questions or discussion.		Ms. McMillen-Beelman moved to approve the Part-Time Pay Schedule as presented. Mr. Hardin seconded. The motion was approved unanimously.	
<b>Youth Sports Agreements</b>		Supporting documentation (see pages 31-89). Mr. Snook noted the agreement renewal process generally begins in late fall of each year by meeting with each of the association president. Changes from the prior year agreements include the 1) requirement to provide concussion and CTE (Chronic Traumatic Encephalopathy) information to the participants, 2) the disqualifying criteria related to background checks, and 3) the timing of a couple of the agreements to better fit the association’s season. Regarding the background check criteria, the change in the agreement provides more stringent disqualifying criteria. The term of these agreements have been historically based on a calendar year. Mr. Snook offered to each association a change in the term of the agreement to better fit their busy season. Lee’s Summit Football Association (LSFA) and Lee’s Summit Soccer Association (LSSA) asked to change the agreement end date to May 31 <sup>st</sup> . Therefore, the agreement for LSFA and LSSA extends to May 31, 2019. Lee’s Summit Baseball Association (LSBA) and Lee’s Summit Girls Softball Association (LSGSA) will remain on a calendar year and ends December 31, 2018. Mr. Snook further discussed a significant change to the agreements with LSSA. After meeting with the LSSA Executive Board, a Memorandum of Understanding (MOU) was added to the agreement regarding the financial separation of the recreational and competitive activities. He added that if all of the criteria addressed in the MOU were met, the agreement with LSSA would extend to May 31, 2019; if all of the criteria in the MOU are		Ms. Kelley moved to approve the agreements for Lee’s Summit Baseball Association, Lee’s Summit Football Association, Lee’s Summit Girls Softball Association and Lee’s Summit Soccer Association’s recreational and competitive agreements, as presented. Mr. Bivins seconded. The motion was approved unanimously.	

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	<p>not met, the agreements with LSSA would end June 30th. Mr. Snook stated he is fully confident LSSA will meet all of the criteria as addressed in the MOU. Regarding the payment of participant fees to LSPR, there will be some changes to the timing of payment for LSFA and LSSA. Historically, the payment has been due in December. With the change to the agreement term for these organizations, the participant fee from LSSA will be due in December for this year and will then change to May in 2019 and thereafter. The participant fee from LSFA will be due next May and each May thereafter. Mr. Snook noted that each agreement has been signed by the respective president of the association. He will obtain Mr. Hutchin signature to fully execute the agreements. The next Youth Sports Association meeting is scheduled for April 17, 2018. No further discussion or questions.</p>	
<b>Projects and Services Review</b>	Supporting documentation (see pages 90 – 97). No questions or discussion.	
<b>Capital Projects Plan Through 2018</b>	<p>Supporting documentation (see pages 98-103). Mr. Casey noted Lea McKeighan North (pages 100-103) is approximately 85% complete with April 9<sup>th</sup> as the substantial completion date. Weather has been a factor and April 19<sup>th</sup> is Gunter's estimated date for substantial completion. Gunter Construction is currently adding additional crews, especially framing crews, to move the project forward. Weather days are being considered. Mr. Morehead asked if the project would be completed before the end of the school year. Mr. Casey commented the facility is anticipated to be open early to mid-May in time for the summer season. Mr. Snook added that LSPR is performing some of the improvements in-house such as landscaping and that the dates provided are for the general contractor to be complete. LSPR staff has performed as much in-house work as possible while the general contractor is on site but will have additional work to perform once Gunter Construction is finished. It is anticipated the park will be open well before Memorial weekend. Mr. Snook further discussed the project noting the playground is incredible and the ice rink is a half sheet of ice. He suggested the Park Board take a tour of the park prior to the April meeting.</p>	
<b>Fundraising Update</b>	Supporting documentation (see pages 104-106). Mr. Dean mentioned LSPR has received additional payments since the time of the report. The sponsorship contractor pursuing sponsorships for the Amphitheater and has noted some interest. The contractor is also working to secure a new three year agreement with an existing sponsor, Equity Bank.	
<b>RevUP Update</b>	Supporting documentation (see pages 107 – 109). Mr. Dean mentioned the program is going very well. This year, the City is getting more participants interested in the program. LSPR has hired a new Recreation Supervisor who will have responsibility for the RevUp program along with other responsibilities. He is from Columbia, Missouri, a graduated from Missouri Western in St. Joseph, Missouri and is currently working at the University of Indiana. He has a great background and we are looking forward to have him on board.	
<b>Beautification Commission Report</b>	Supporting documentation (see pages 110-113). No questions or discussion.	
<b>Wi-Fi Proposal from Time Warner (Charter Communications) Update</b>	<p>Supporting documentation (see 114-115). Mr. Snook stated that all of the installation in Phase One (all parks except Legacy Park) have been completed and everything is working great. However, there are two pending issues. First, per the agreement, Charter Communications is to provide high resolution signage to assist patrons through the process. The signage has not been received. Secondly, the agreement states one hour of free use and at this time it is set up for 30 minutes. Staff is working with Charter Communications to get resolution. Once these issues are resolved, the service will be communicated to the community. The next phase will include Wi-Fi at Legacy Park; the sports venues, the Legacy Park Community Center and the Legacy Park Amphitheater. Charter Communications has performed a site inspection at Legacy Park Community Center. We hope to have a timeline for Phase Two within the next couple of months. No questions or further discussion.</p>	
<b>Capital Improvement Plan Review</b>	Supporting documentation (see pages 116-133). Mr. Casey noted the plan was presented to the Board initially in January. The Capital Improvement Plan (CIP) is a planning document that runs concurrent with the City of Lee's Summit Capital Improvement Program. The five-year plan includes facilities, parks, existing park renovations and trails. The plan as presented will move forward in the budget process but provides flexibility for change from year-to-year. Mr. Casey further noted the big projects included in the plan. He stated the Trailhead at Hartman Park will be moving forward quickly with funding	



	from the Public Works transportation sales tax. LSPR staff will be managing the project using the funds provided by Public Works and will be making restroom improvements at the park. A Memorandum of Understanding is being drafted between LSPR and Public Works to perform the work. Ms. Davis questioned the number of trailheads along the trail and whether parking could become an issue at Hartman Park. Mr. Snook stated there are 300 parking spaces at Hartman Park and with the softball programs running in the evenings he did not anticipate parking to be an issue. Mr. Snook reminded the Board that the CIP document is our best guess at prioritizing upcoming projects; if there are any concerns or changes needed to let him know soon. No further questions or discussion.	
<b>NEW BUSINESS</b>		
<b>LPCC Listening Sessions</b>	Supporting documentation (see pages 134-138). Mr. Dean had no additional information to add to the report. No questions or discussion.	
<b>MPRA Write-ups</b>	Supporting documentation (see pages 139-151). Mr. Snook stated the educational sessions at this year's conference were collectively some of the best sessions he has attended at a state conference. No questions or further discussion.	
<b>Ageless Grace Certification</b>	Supporting documentation (see page 152). Ms. Price stated the idea was obtained from Ms. Kelley and Ms. Davis after attending a session at the NRPA conference. A request was made for staff to conduct research on the program. Staff conducted the research and found no trainers in the Kansas City area. The person who conducted the session at the NRPA conference has been scheduled to teach a certification course at the Gamber Community Center on September 18 <sup>th</sup> and 19 <sup>th</sup> . The department plans to market the training session to other parks and recreation department, senior living facilities, insurance companies, etc. to cover the department's cost of the training. LSPR will identify 1-2 staff members to attend the training for certification to allow the department to have a trainer on staff. The on staff trainer will then be able to provide training for certification to our department as well as others through programming. The training materials have been ordered. Ms. Kelley stated her appreciation of staff's follow up and noted it is a program that is not just for seniors but for all ages. Ms. Price stated the research indicated the program is also beneficial for those within the autism spectrum. Mr. Snook commented that by bringing the trainer to LSPR versus sending staff to another location for training, other groups in the area would benefit. The training certification requires annual renewal.	
<b>Legacy Park Amphitheater 2018 Season</b>	Supporting documentation (see pages 153 -154). Ms. Price stated the schedule has been finalized with fourteen cultural arts events; ten of which are free events. The schedule includes four kids' cultural arts events in partnership with Mid-Continent Library (MCL) as part of their outreach. Mr. Snook stated MCL is providing the funding and LSPR is providing the facility with shared marketing of the events. The concession operations will help offset any costs incurred by LSPR. Mr. Snook further commented the partnership with MCL is very important and has potential for the future. Ms. Price provided a description for other events in the schedule. Mr. Snook further commented that in the past, a majority of the events at the facility have been music. This year, he encouraged staff to provide a variety of performers at the venue. Several fitness activities are also planned for the facility.	
<b>End of Activity Reports</b>	Supporting documentation (see pages 155-193). No questions or discussion.	
<b>PATRON COMMENT REVIEW</b>		
Supporting documentation (see pages 194-205). No questions or discussion.		
<b>MONTHLY CALENDARS</b>		
Supporting documentation (see pages 206-207) No questions or discussion. Mr. Snook mentioned the upcoming quarterly breakfast and YSA meeting in April.		
<b>ROUNDTABLE</b>		
Before going into roundtable, Mr. Morehead thanked the representatives from the Lee's Summit Soccer Association for attending the meeting and looks forward to a good working relationship in the future. Ms. Kelley asked if the Beautification Commission was involved in the cleanup for the Big Bash event in downtown Lee's Summit. Mr. Snook stated the Commission was not involved as a group but possibly as individuals. Mr. Morehead asked if there is any consideration being given to honor the contributions made by Mr. Gene Gamber and that other boards and organizations would want to participate. Mr. Snook stated Mr. Gamber will be honored at the upcoming Volunteer Gala in April. Consideration would certainly be given to participate in other ways to honor his contribution to the community.		
<b>OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD</b>		
Mr. Snook noted the Budget Committee will be meeting Monday, April 9 <sup>th</sup> to review the FY19 budget; the full board is welcome to attend. Also, a reception for outgoing Mayor Rhoads is being held at the Gamber Community Center on Thursday, March 29 <sup>th</sup> . As already mentioned the Employee Breakfast will be held at the Gamber Community Center on April 11 <sup>th</sup> and will recognize the Employee of the Quarter as well as the Employee of the		

Year. Mr. Snook noted he will be scheduling one-on-one meeting with each Board member. He notified the Board of the passing of Foster Paulette, retired Superintendent of Park Planning and reminded them of the vast contribution Mr. Paulette made during his employment with LSPR. In continued celebration of LSPR's 50<sup>th</sup> year, the next Pop Up party is planned at Miller J Fields Park in late May.

**MEETING ADJOURNMENT**

Mr. Hardin moved to go into closed session pursuant to Section 610.021 (2) of the Revised Statutes of the State of Missouri pertaining to the leasing, purchase or sale of real estate. Ms. Kelley seconded. Ms. Culbertson conducted roll call.

DRAFT: To Be Approved on April 25, 2018

# Financial Outlook as of March 31, 2018



Fund	Fund Balance @ 3/31/18 (unaudited)
Gamber Community Center	\$ 479,132
Legacy Park Community Center	\$ 1,514,071
Harris Park Community Center	\$ 327,584
Parks and Recreation	\$ 3,478,653
Summit Waves	\$ 115,576
Cemetery	\$ 1,321,688
Construction	\$ 292,988
Park COP	\$ 2,401,135

Fund	MTD 3/31/18	Prior YTD Actual	Current YTD Actual	Approved FY18 Budget	Percentage of FY18 Budget
<b>Gamber Community Center</b>					
Revenue	\$ 24,058	\$ 408,657	\$ 375,955	\$ 536,022	70.14%
Expenses	\$ 37,008	\$ 358,454	\$ 324,802	\$ 492,864	65.90%
Income (Loss)	\$ (12,950)	\$ 50,203	\$ 51,153	\$ 43,158	
<b>Legacy Park Community Center</b>					
Revenue	\$ 180,779	\$ 1,574,908	\$ 1,620,422	\$ 2,069,388	78.30%
Expenses	\$ 164,314	\$ 1,327,992	\$ 1,444,621	\$ 1,928,493	74.91%
Income (Loss)	\$ 16,465	\$ 246,916	\$ 175,801	\$ 140,895	
<b>Harris Park Community Center</b>					
Revenue	\$ 77,452	\$ 805,518	\$ 781,858	\$ 1,670,914	46.79%
Expenses	\$ 70,068	\$ 850,733	\$ 901,202	\$ 1,507,413	59.78%
Income (Loss)	\$ 7,384	\$ (45,215)	\$ (119,344)	\$ 163,501	
<b>Parks and Recreation</b>					
Revenue	\$ 117,776	\$ 3,513,809	\$ 3,566,298	\$ 3,455,964	103.19%
Expenses	\$ 259,747	\$ 2,190,688	\$ 2,452,919	\$ 3,340,025	73.44%
Income (Loss)	\$ (141,971)	\$ 1,323,121	\$ 1,113,379	\$ 115,939	
<b>Summit Waves</b>					
Revenue	\$ 36,561	\$ 278,715	\$ 339,050	\$ 653,383	51.89%
Expenses	\$ 14,740	\$ 490,175	\$ 350,027	\$ 638,386	54.83%
Income (Loss)	\$ 21,821	\$ (211,460)	\$ (10,977)	\$ 14,997	
<b>Cemetery</b>					
Revenue	\$ 7,000	\$ 172,046	\$ 145,094	\$ 264,370	54.88%
Expenses	\$ 12,562	\$ 147,523	\$ 132,322	\$ 225,597	58.65%
Income (Loss)	\$ (5,562)	\$ 24,523	\$ 12,772	\$ 38,773	
<b>Construction</b>					
Revenue	\$ 160,417	\$ 1,573,471	\$ 1,447,032	\$ 1,937,000	74.70%
Expenses	\$ 665,238	\$ 374,805	\$ 3,823,564	\$ 4,700,000	81.35%
Income (Loss)	\$ (504,821)	\$ 1,198,666	\$ (2,376,532)	\$ (2,763,000)	
<b>Park COP Debt</b>					
Revenue	\$ 426,891	\$ 2,760,518	\$ 3,019,363	\$ 3,772,442	80.04%
Expenses	\$ 175,000	\$ 1,724,774	\$ 1,575,000	\$ 4,645,405	33.90%
Income (Loss)	\$ 251,891	\$ 1,035,744	\$ 1,444,363	\$ (872,963)	

**GAMBER COMMUNITY CENTER  
FUND 201  
Financial Report for the Month and Year Ending March 31, 2018**

	Previous Year-to-date March 2017	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
<b>REVENUES</b>						
Activity & Membership Fees	133,181	12,417	130,491	132,510	(2,019)	184,286
User Charges	658	42	405	600	(195)	825
Rentals	139,443	11,536	108,740	125,716	(16,976)	170,171
Interest	570	-	1,939	1,350	589	1,800
Other Revenue	3,509	63	2,797	3,400	(603)	3,940
Miscellaneous	46	-	333	-	333	-
Transfers In from Park COP	131,250	-	131,250	131,250	-	175,000
<b>TOTAL REVENUES</b>	<b>408,657</b>	<b>24,058</b>	<b>375,955</b>	<b>394,826</b>	<b>(18,871)</b>	<b>536,022</b>
<b>EXPENDITURES</b>						
Personnel Services	196,358	22,158	178,661	204,065	(25,404)	270,056
Other Supplies, Services and Charges	87,295	9,865	72,661	83,316	(10,655)	108,033
Repairs and Maintenance	8,801	1,207	19,213	27,544	(8,331)	32,344
Utilities	29,037	3,778	32,006	37,879	(5,873)	49,040
Capital Outlay	13,446	-	-	-	-	-
Interdepartment Charges	23,517	-	22,261	25,043	(2,782)	33,391
<b>TOTAL EXPENDITURES</b>	<b>358,454</b>	<b>37,008</b>	<b>324,802</b>	<b>377,847</b>	<b>(53,045)</b>	<b>492,864</b>
<b>NET GAIN / (LOSS)</b>	<b>50,203</b>	<b>(12,950)</b>	<b>51,153</b>	<b>16,979</b>	<b>34,174</b>	<b>43,158</b>

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

427,979 <sup>1</sup>  
479,132

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> Rental revenue from event packages, Gamber Community Center packages, and classroom space is lower than anticipated in the budget through February.

<sup>3</sup> Vacancies in the part-time Recreation Supervisor and Assistant Administrator positions have led to favorable variances in Personnel Services.

<sup>4</sup> The variance is primarily related to Furniture, Fixtures and Office Equipment. The FFE budget includes new umbrellas and outdoor trash receptacles that have not been ordered at the time of this report. Additionally, facility advertising is performing under budget due to a greater focus on digital fitness advertising than anticipated in the budget.

**LEGACY PARK COMMUNITY CENTER  
FUND 202  
Financial Report for the Month and Year Ending March 31, 2018**

	Previous Year-to-date March 2017	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
<b>REVENUES</b>						
Activity & Membership Fees	1,493,624	165,948	1,478,022	1,462,283	15,739 <sup>2</sup>	1,919,610
User Charges	1,703	69	2,053	2,132	(79)	2,787
Rentals	66,150	10,099	62,803	58,502	4,301	71,862
Interest	1,530	-	5,929	3,000	2,929	4,000
Other Revenue	1,201	910	7,061	2,838	4,223	4,586
Contributions	8,110	3,750	11,250	7,500	3,750	15,000
Miscellaneous	(908)	3	1,785	18	1,767	24
Transfers In	3,498	-	51,519	51,519	-	51,519
<b>TOTAL REVENUES</b>	<b>1,574,908</b>	<b>180,779</b>	<b>1,620,422</b>	<b>1,587,792</b>	<b>32,630</b>	<b>2,069,388</b>
<b>EXPENDITURES</b>						
Personnel Services	872,831	112,759	894,116	922,013	(27,897) <sup>3</sup>	1,211,088
Other Supplies, Services and Charges	160,910	20,288	174,444	170,365	4,079	202,492
Repairs and Maintenance	79,692	12,298	76,163	84,891	(8,728)	101,747
Utilities	119,206	13,971	119,414	119,713	(299)	183,772
Capital Outlay	52,257	4,998	139,620	168,098	(28,478) <sup>4</sup>	168,098
Interdepartment Charges	43,096	-	40,864	45,972	(5,108)	61,296
<b>TOTAL EXPENDITURES</b>	<b>1,327,992</b>	<b>164,314</b>	<b>1,444,621</b>	<b>1,511,052</b>	<b>(66,431)</b>	<b>1,928,493</b>
<b>NET GAIN / (LOSS)</b>	<b>246,916</b>	<b>16,465</b>	<b>175,801</b>	<b>76,740</b>	<b>99,061</b>	<b>140,895</b>

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

1,338,270<sup>1</sup>

1,514,071

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> Membership Fees are performing 2% higher than budget and slightly below the prior year.

<sup>3</sup> Vacancies in the Assistant Administrator and RevUp Coordinator positions have led to a favorable variance in Personnel Services.

<sup>4</sup> The variance in Capital Outlay is related to the aquatics ceiling painting project expenses coming in \$19,200 less than anticipated in the budget and replacement strength fitness equipment coming in \$8,000 less than originally anticipated in the budget. In addition, \$5,000 in budgeted gym cameras have not been purchased at this time.



**HARRIS PARK COMMUNITY CENTER  
FUND 530  
Financial Report for the Month and Year Ending March 31, 2018**

	Previous Year-to-date March 2017	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
<b>REVENUES</b>						
Activity Fees	496,949	38,769	520,776	633,608	(112,832)	<sup>2</sup> 1,198,377
User Charges	8,697	-	10,827	26,897	(16,070)	<sup>3</sup> 38,845
Rentals	111,199	22,070	113,060	123,172	(10,112)	<sup>4</sup> 163,557
Interest	167	-	1,385	375	1,010	500
Other Revenue	1,940	-	686	1,825	(1,139)	2,675
Contributions	88,925	15,600	112,275	144,675	(32,400)	<sup>5</sup> 244,150
Miscellaneous	20,122	1,013	22,849	16,571	6,278	22,810
Transfers In	77,519	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>805,518</b>	<b>77,452</b>	<b>781,858</b>	<b>947,123</b>	<b>(165,265)</b>	<b>1,670,914</b>
<b>EXPENDITURES</b>						
Personnel Services	499,401	37,249	448,480	507,581	(59,101)	<sup>6</sup> 767,311
Other Supplies, Services and Charges	266,238	25,472	346,960	354,932	(7,972)	616,184
Repairs and Maintenance	12,543	531	34,247	10,450	23,797	<sup>7</sup> 15,200
Utilities	52,648	4,736	51,350	51,560	(210)	68,230
Capital Outlay	-	-	-	12,000	(12,000)	<sup>8</sup> 12,000
Depreciation	39,061	2,223	26,632	34,047	(7,415)	45,396
Transfers Out	3,498	-	3,519	3,519	-	3,519
Interdepartment Charges	16,405	2,080	16,646	18,727	(2,081)	24,969
<b>TOTAL EXPENDITURES</b>	<b>850,733</b>	<b>70,068</b>	<b>901,202</b>	<b>958,769</b>	<b>(57,567)</b>	<b>1,507,413</b>
<b>NET GAIN / (LOSS)</b>	<b>(45,215)</b>	<b>7,384</b>	<b>(119,344)</b>	<b>(11,646)</b>	<b>(107,698)</b>	<b>163,501</b>

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

446,928 <sup>1</sup>  
327,584

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> A majority of the variance is related to Amphitheater Gate Receipts (\$74,000). Revenue from Amphitheater ticket sales was less than projected due to lower than anticipated attendance and the cancellation of an August concert. Additionally, Athletics revenue is below budget. Indoor soccer, volleyball, tennis, and golf lessons are performing lower than anticipated in the budget.

<sup>3</sup> Revenue from Amphitheater concessions was less than anticipated in the budget due to lower than anticipated attendance and the cancellation of a concert in August.

<sup>4</sup> The variance in facility rentals is related to fewer Athletics programs held at Harris Park Community Center than originally budgeted.

<sup>5</sup> The variance in contributions is related to sponsorships for the Amphitheater coming in \$34,350 less than anticipated in the budget during the summer 2017 season. The decrease is partially offset by the recreation banner sponsorship program running ahead of budget by \$4,000.

<sup>6</sup> A vacancy in the Assistant Administrator position is creating a favorable variance in Personnel Services.

<sup>7</sup> The variance in Repairs and Maintenance is primarily related to unbudgeted HVAC repairs at Harris Park Community Center.

<sup>8</sup> The variance in Capital Outlay is related to a cubby cover project at Harris Park Community Center (\$12,000). The cubby cover project is scheduled for completion in mid-April.

**PARKS & RECREATION  
FUND 200  
Financial Report for the Month and Year Ending March 31, 2018**

	Previous Year-to-date March 2017	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
<b>REVENUES</b>							
Taxes	3,252,412	109,770	3,370,272	3,199,622	170,650	<sup>2</sup>	3,216,199
Fines & Forfeitures	13,465	1,912	15,647	15,128	519		20,170
Interest	351	17	7,067	3,750	3,317		5,000
Other Revenue	9,805	1,009	3,090	4,300	(1,210)		2,500
Contributions	75,969	-	61,148	61,254	(106)		80,754
Miscellaneous	71,201	5,068	46,375	30,919	15,456	<sup>3</sup>	47,742
Transfers In	90,606	-	62,699	62,699	-		83,599
<b>TOTAL REVENUES</b>	<b>3,513,809</b>	<b>117,776</b>	<b>3,566,298</b>	<b>3,377,672</b>	<b>188,626</b>		<b>3,455,964</b>
<b>EXPENDITURES</b>							
Personnel Services	1,356,935	166,300	1,380,485	1,384,004	(3,519)		1,839,188
Other Supplies, Services and Charges	553,263	37,597	644,032	728,159	(84,127)	<sup>4</sup>	895,903
Repairs and Maintenance	153,795	30,189	214,203	281,307	(67,104)	<sup>5</sup>	353,566
Utilities	62,968	3,929	63,744	72,739	(8,995)		96,985
Fuel & Lubricants	25,215	8,041	22,482	25,333	(2,851)		33,777
Capital Outlay	-	9,142	87,038	63,027	24,011	<sup>6</sup>	63,027
Interdepartment Charges	130,712	15,703	141,324	141,324	-		188,431
Transfer to ITS	13,182	-	-	-	-		-
Reimbursement - Interfund	(105,382)	(11,154)	(100,389)	(100,389)	-		(130,852)
<b>TOTAL EXPENDITURES</b>	<b>2,190,688</b>	<b>259,747</b>	<b>2,452,919</b>	<b>2,595,504</b>	<b>(142,585)</b>		<b>3,340,025</b>
<b>NET GAIN / (LOSS)</b>	<b>1,323,121</b>	<b>(141,971)</b>	<b>1,113,379</b>	<b>782,168</b>	<b>331,211</b>		<b>115,939</b>

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

2,365,273 <sup>1</sup>  
3,478,653

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> Jackson County and Cass County property tax proceeds are \$114,000 ahead of budget and Replacement Tax proceeds are \$52,000 ahead of budget through March.

<sup>3</sup> The variance is primarily related to a reimbursement from TriCounty Water that was not anticipated in the budget. The reimbursement represents a settlement for trees and shrubs which were removed in Happy Tails Park and Sylvia Bailey Park to put in a water line.

<sup>4</sup> A majority of the variance is related to Asphalt (\$56,000), Other Construction Materials (\$13,000), Chemical Supplies (\$6,000) and Janitorial Supplies (\$3,000). Several items in the Other Supplies, Services, and Charges category are purchased/installed based on staff availability and weather which can cause a timing difference from the month the expenditure was anticipated in the budget.

<sup>5</sup> The budget includes concession stand painting (\$13,000) and concession stand HVAC repairs (\$16,500) anticipated in September. These projects have been rescheduled to spring 2018. The Maintenance and Repair budget contains mulch purchases and tree replacements that have not posted at the time of this report. Several items in the Maintenance and Repair category are purchased/installed based on staff availability and weather which can cause a timing difference from the month the expenditure was anticipated in the budget.

<sup>6</sup> The variance in Capital is related to the 4th and 5th street connector project, downtown musical play equipment, and baseball/softball shelter additions approved for purchase in FY18 after the FY18 budget was adopted.

**SUMMIT WAVES  
FUND 203  
Financial Report for the Month and Year Ending March 31, 2018**

	Previous Year-to-date March 2017	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY18 Budget
<b>REVENUES</b>						
Activity Fees	225,513	36,406	273,285	224,379	48,906	<sup>2</sup> 518,675
User Charges	46,485	-	53,858	65,421	(11,563)	<sup>3</sup> 106,532
Rentals	5,931	155	10,249	13,685	(3,436)	25,639
Interest	720	-	802	900	(98)	1,200
Miscellaneous	81	-	1,003	185	818	1,287
Cash Over(Short)	(15)	-	(147)	10	(157)	50
<b>TOTAL REVENUES</b>	<b>278,715</b>	<b>36,561</b>	<b>339,050</b>	<b>304,580</b>	<b>34,470</b>	<b>653,383</b>
<b>EXPENDITURES</b>						
Personnel Services	200,898	7,382	193,819	215,626	(21,807)	<sup>4</sup> 349,698
Other Supplies, Services and Charges	74,972	1,736	72,208	75,770	(3,562)	141,454
Repairs and Maintenance	41,292	3,979	15,925	17,100	(1,175)	34,840
Utilities	51,729	1,643	44,584	51,050	(6,466)	76,650
Interdepartment Charges	18,772	-	17,506	19,694	(2,188)	26,259
Capital Outlay	96,527	-	-	3,500	(3,500)	3,500
Transfers Out (To 200)	5,985	-	5,985	5,985	-	5,985
<b>TOTAL EXPENDITURES</b>	<b>490,175</b>	<b>14,740</b>	<b>350,027</b>	<b>388,725</b>	<b>(38,698)</b>	<b>638,386</b>
<b>NET GAIN / (LOSS)</b>	<b>(211,460)</b>	<b>21,821</b>	<b>(10,977)</b>	<b>(84,145)</b>	<b>73,168</b>	<b>14,997</b>

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

126,553 <sup>1</sup>  
115,576

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> The majority of the variance is related to higher non-resident gate receipts (\$31,500) and teen night attendance (\$4,800) than anticipated in the budget. Aquatics management attributes the increase in daily non-resident visits to the closing of a neighboring aquatic facility.

<sup>3</sup> Revenue from the concession operation was lower than anticipated in the budget for the summer 2017 season. Aquatics management projected that higher prices for select concession items would have a greater impact than what was actually experienced.

<sup>4</sup> The variance in personnel services is primarily related to lower part-time salary expenditures compared to budget. The budget assumes maximum staffing levels while actual staffing levels vary based on facility attendance.

**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 March 31, 2018**

	Previous Year-to-date March 2017	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
<b>REVENUES</b>							
Services	109,825	4,500	80,344	120,577	(40,233)	<sup>2</sup>	160,770
Sale of Personal Property	62,500	2,500	59,000	70,875	(11,875)	<sup>3</sup>	94,500
Interest	1,678	-	5,750	6,825	(1,075)		9,100
Miscellaneous	(1,957)	-	-	-	-		-
<b>TOTAL REVENUES</b>	<b>172,046</b>	<b>7,000</b>	<b>145,094</b>	<b>198,277</b>	<b>(53,183)</b>		<b>264,370</b>
<b>EXPENDITURES</b>							
Personnel Services	49,152	5,099	44,422	45,269	(847)		58,259
Other Supplies, Services and Charges	61,753	3,748	54,181	82,217	(28,036)	<sup>4</sup>	112,062
Repairs and Maintenance	5,708	74	5,777	9,315	(3,538)		12,420
Utilities	2,633	329	2,674	3,263	(589)		4,350
Fuel & Lubricants	525	204	398	900	(502)		1,200
Interdepartment Charges	11,976	1,399	11,198	12,598	(1,400)		16,798
Transfers Out (To 026)	15,776	1,709	13,672	15,381	(1,709)		20,508
<b>TOTAL EXPENDITURES</b>	<b>147,523</b>	<b>12,562</b>	<b>132,322</b>	<b>168,943</b>	<b>(36,621)</b>		<b>225,597</b>
<b>NET GAIN / (LOSS)</b>	<b>24,523</b>	<b>(5,562)</b>	<b>12,772</b>	<b>29,334</b>	<b>(16,562)</b>		<b>38,773</b>

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

1,308,916 <sup>1</sup>  
1,321,688

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> The variance is related to revenue from Monument Sales and Grave Openings being lower than anticipated in the budget. These services are budgeted evenly by month throughout the fiscal year whereas the actual revenue timing may vary.

<sup>3</sup> The variance is related to the revenue from the sale of grave plots which is running lower than anticipated in the original budget.

<sup>4</sup> The variance is related to Professional Fees and Other Construction Materials expenses which have a direct correlation to grave openings and monument sales.

**CONSTRUCTION FUND  
FUND 327  
Financial Report for the Month and Year Ending March 31, 2018**

	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
<b>REVENUES</b>						
Interest	-	3,282	8,000	(4,718)		12,000
Contributions	-	-	-	-		-
Miscellaneous	-	-	-	-		-
Transfers from Fund 200	-	-	-	-		-
Transfers from Fund 410	160,417	1,443,750	1,443,750	-	<sup>2</sup>	1,925,000
<b>TOTAL REVENUES</b>	<b>160,417</b>	<b>1,447,032</b>	<b>1,451,750</b>	<b>(4,718)</b>		<b>1,937,000</b>
<b>EXPENDITURES</b>						
Additions to Const in Progress	665,238	3,823,564	3,525,000	298,564	<sup>2</sup>	4,700,000
<b>TOTAL EXPENDITURES</b>	<b>665,238</b>	<b>3,823,564</b>	<b>3,525,000</b>	<b>298,564</b>		<b>4,700,000</b>

<b>BEGINNING FUND BALANCE</b>	2,669,520 <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>292,988</u></u>

<sup>1</sup> **Beginning Fund Balance** is final as the year end audit is complete.

<sup>2</sup> 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
<b>Total</b>	<u><u>\$ 4,700,000</u></u>

**Note:** Projects budgeted in FY17 which were to be completed during FY18 include Hartman Park Improvements and Howard Park Splashpad. A master plan of Howard Park has been completed at this time.



**PARKS COP DEBT  
FUND 410  
Financial Report for the Month and Year Ending March 31, 2018**

	Month-to-Date March 2018	Year-to-Date March 2018	Year-to-Date Budget	Year-to-Date Variance		Approved FY18 Budget
<b>REVENUES</b>						
Taxes	443,959	3,121,338	3,002,000	119,338	<sup>2</sup>	3,924,442
EATS	(17,068)	(117,672)	(165,900)	48,228	<sup>2</sup>	(157,000)
Interest	-	15,697	3,750	11,947	<sup>3</sup>	5,000
<b>TOTAL REVENUES</b>	<b>426,891</b>	<b>3,019,363</b>	<b>2,839,850</b>	<b>179,513</b>		<b>3,772,442</b>
<b>EXPENDITURES</b>						
Debt Service			-	-		2,545,405
Transfers Out-Gamber Center	14,583	131,250	131,250	-		175,000
Transfers Out-Construction Fund	160,417	1,443,750	1,443,750	-		1,925,000
<b>TOTAL EXPENDITURES</b>	<b>175,000</b>	<b>1,575,000</b>	<b>1,575,000</b>	<b>-</b>		<b>4,645,405</b>
<b>NET GAIN / (LOSS)</b>	<b>251,891</b>	<b>1,444,363</b>	<b>1,264,850</b>	<b>179,513</b>		<b>(872,963)</b>

<b>BEGINNING FUND BALANCE</b>	956,772 <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>2,401,135</u></u>

<sup>1</sup> **Beginning Fund Balance** is final as the year end audit is complete.

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

<sup>3</sup> The variance in Interest is related to the amount of available cash for investment and a conservative budget. Interest on Investments with the offsetting Mark-to-Market adjustment is budgeted low due to the uncertainty of cash balances available for investment based on the timing of expenditures.

# MEMORANDUM



**Date:** April 25, 2018

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

**From:** Carole Culbertson  
Superintendent II - Administration

**Re:** Sales Tax Update – April 2018

April sales tax proceeds total \$310,563 which is 98.28% of the monthly projection. Year-over-year actual receipts totaled \$203,155 more than receipts through April 2017. The budget spread for FY18 is based on the monthly receipts for the previous year.

No additional information has been received to explain the variance to the monthly projection noted above. Information such as the number of top fifteen businesses included in the monthly remittance available to the Finance Department usually provides some insight.

	Budget	Actual	Amount Difference	% Difference
<b>Cumulative Balance Through FY 2017</b>	<b>59,247,536</b>	<b>60,522,095</b>	<b>1,274,559</b>	<b>2.15%</b>
<b>FY 2018</b>				
YTD Balance Forward - Sales Tax	3,002,000	3,121,337	119,337	3.98%
YTD Balance Forward - EATS	(117,750)	(117,672)	78	-0.07%
Sales Tax Receipts - April 2018	316,000	310,563	(5,437)	-1.72%
EATS -April 2018	(13,083)	-	13,083	-100.00%
<b>YTD Balance - Sales Tax</b>	<b>3,318,000</b>	<b>3,431,900</b>	<b>113,900</b>	<b>3.43%</b>
<b>YTD Balance - EATS</b>	<b>(130,833)</b>	<b>(117,672)</b>	<b>13,161</b>	<b>-10.06%</b>
<b>LIFE-TO-DATE DATA BY SALES TAX</b>				
<b>Cumulative Net Proceeds - 1/4 cent Sales Tax</b>	<b>30,219,256</b>	<b>30,890,713</b>	<b>671,457</b>	<b>2.22%</b>
<b>Cumulative Net Proceeds - 3/8 cent Sales Tax</b>	<b>32,215,447</b>	<b>32,945,610</b>	<b>730,163</b>	<b>2.27%</b>

This sales tax update report represents the sales tax proceeds received from the voter approved 3/8 cent sales tax (1998 – 2008) and the approval for the continuation of a ¼ cent sales tax for another 10 years (2008 – 2018). The ¼ cent sales tax, which was to expire in March 2018, was extended for another 15 years by the voters on August 2, 2016.

# MEMORANDUM



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**Date:** April 18, 2018

**To:** Joseph Snook, CPRP  
Administrator of Parks and Recreation

**From:** Brooke Chestnut, CPSI, MW 5124-AU  
Maintenance Supervisor of Park Operations

**CC:**

**Re:** Park Seasonal Employee Pay

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The parks department currently hires seasonal employees at a rate of \$8.50 with one position of site supervisor for Legacy Park paying \$10.00 per hour, neither of which are provided benefits. As of April 5<sup>th</sup>, 2018 no applicants have accepted a position with the parks department. Five applicants have been called and all applicants have denied the position based on the pay.

After doing research (see attached), it has been discovered that the surrounding communities are hiring their seasonal employees at a higher pay. With the current amount remaining in this fiscal years budget, and the amount already approved for fiscal year 2019, the Parks department could hire 5 employees for 4 months, at a rate of \$10.00 per hour. For the past 4 years, we have not had 5 employees stay the full 4 month duration; however this is budgeted for each of those years.

Employees must be at least 18 years of age and because of this, the Parks Department typically hires college aged seasonal employees. This limits the amount of time they actually stay to work for us and accounts for the gap between actual hours worked and what has been budgeted. With this gap in actuals versus the budget, the cost of raising the seasonal pay can be covered.

The current concern is that we will be unable to hire the sufficient number of seasonal employees needed to complete our necessary summer tasks. Staff will be spread too thin during the more demanding summer season without the necessary seasonal support. Because of this, staff recommends raising the seasonal employee pay to \$9.50 and the site supervisor pay to \$11.00. This would put the Parks Department at a level which would be more competitive with the surrounding communities and would allow for the necessary hiring of seasonal employees.

**Recommended Motion:**

I move to approve the part time pay schedule as presented.

City	Part time seasonal pay
Kansas City Mo	\$10.00
Blue Springs	\$10.00-\$10.50
Liberty	\$8.50- \$10.25
Raytown	\$9.00 -\$11.00
Grandview	\$11.00
Independence	\$10.37
Lee's Summit	\$8.50

Current Budget would allow for 5 employees for 4 monthes at a rate of \$10.00 per hour, with a buffer remaining

Internal Comparison	Pay
Legacy Park Site Supervisor	\$11.00
Summit Waves Service Rep	\$9.00
Facility Custodians	\$8.50

## MEMORANDUM



---

**Date:** April 25, 2018

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

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

**CC:**

**Re:** KCPL Easement at Lea McKeighan

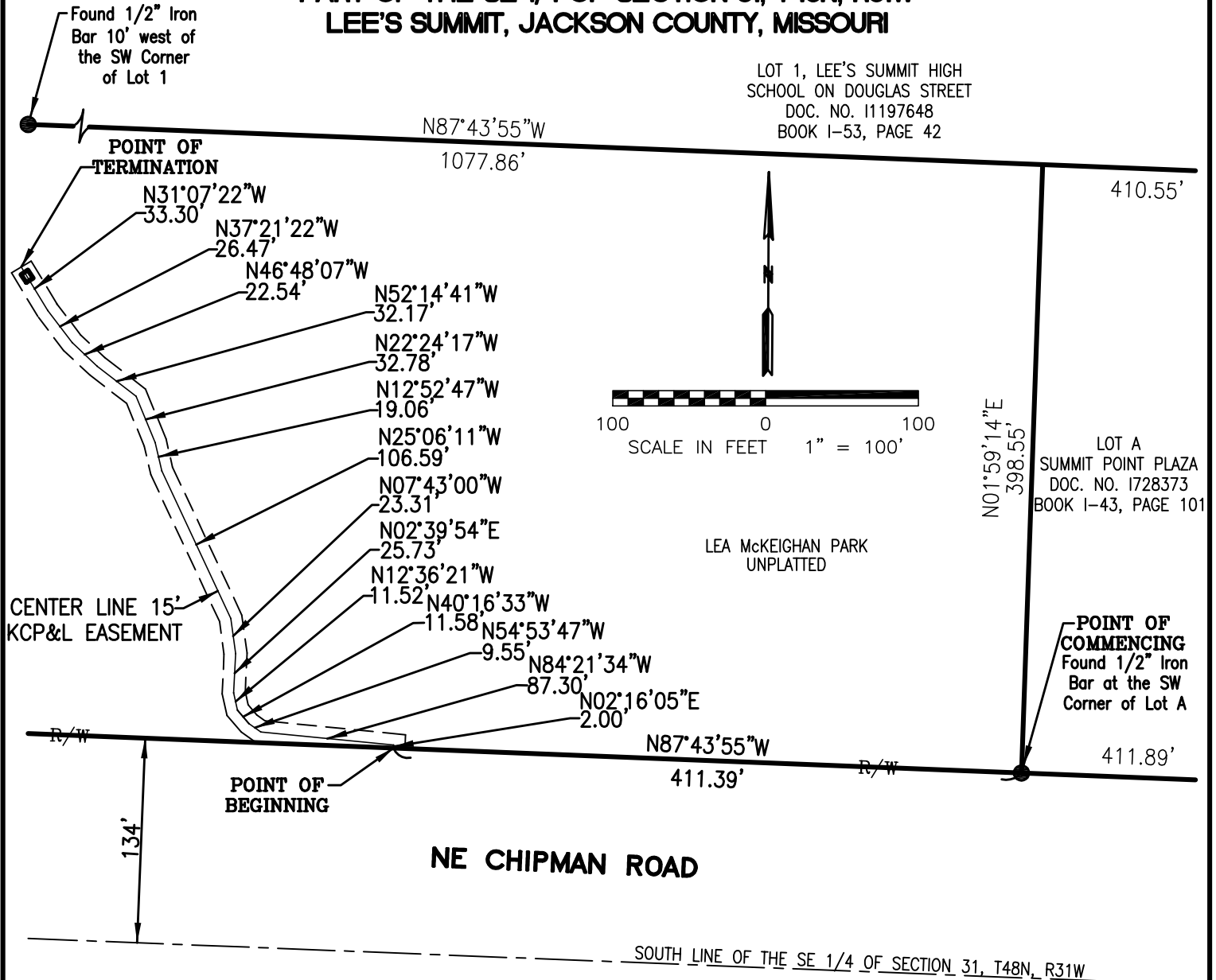
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For service in new construction involving underground electrical service, KCPL requires that a 10 foot wide easement be granted to the service provider. The exhibits attached represent the service easement through the park that serves both the ice rink and concession building separately.

**MOTION: I move to approve a KCPL easement through North Lea McKeighan Park as depicted in the survey documents.**



**KCP&L EASEMENT**  
**LEA McKEIGHAN PARK PROPERTY**  
**PART OF THE SE 1/4 OF SECTION 31, T48N, R31W**  
**LEE'S SUMMIT, JACKSON COUNTY, MISSOURI**



**PREPARED FOR:**

Kansas City Power & Light Co.  
1200 Main Street  
Kansas City, MO 64105

**NOTES:**

1. NO TITLE REPORT WAS PROVIDED BY THE CLIENT. PHOENIX ENGINEERING & SURVEYING, LLC ASSUMES NO RESPONSIBILITY FOR BOUNDARY OR EASEMENTS NOT SHOWN.
2. ALL BOUNDARY DIMENSIONS SHOWN ARE PER PLAT BY OTHERS AND HAVE NOT BEEN FIELD VERIFIED.
3. THIS DRAWING DOES NOT CONSTITUTE A BOUNDARY SURVEY AND IS SUBJECT TO ANY INACCURACIES A SUBSEQUENT BOUNDARY SURVEY MAY REVEAL.

STATE OF MISSOURI  
LS-2184  
WESLEY SCROGHAM  
REGISTERED LAND SURVEYOR  
04/05/18  
BY: WESLEY SCROGHAM, LS-2184  
AS AGENT OF PHOENIX ENGINEERING & SURVEYING, LLC



**PHOENIX ENGINEERING  
& SURVEYING, LLC**

Civil Engineers • Planners • Surveyors  
3855 S. Northern Blvd, Independence MO 64052  
Phone: (816) 743-9000

DATE	DRAWN:	CHECKED:	PROJECT NO.	SCALE:
04/05/18	WES	DAT	17048	1"=100'



April 5, 2018

**KCP&L EASEMENT**  
LEA McKEIGHAN PARK  
LEE'S SUMMIT, JACKSON COUNTY, MISSOURI

PROJECT NO: 17048  
Prepared by: Wes  
Doc. Path & Name: S:\Projects\17048\docs\KCPL Esmt Legal.doc

FILE: **M4831-31**

EASEMENT DESCRIPTION

A tract of land 15.00 feet wide, lying 7.50 feet in width on each side of a centerline over part of the Lea McKeighan Park Property in the Southeast Quarter of Section 31, Township 48 North, Range 31 West of the 5<sup>th</sup> P.M., Lee's Summit, Jackson County, Missouri described as follows: COMMENCING at the Southwest corner of Lot A, "Summit Point Plaza", a subdivision of record in said Southeast Quarter, being on the North right of way line of NE Chipman Road; THENCE North 87 degrees 43 minutes 55 seconds West, on said North right of way line, 411.39 feet to the POINT OF BEGINNING of said centerline; THENCE North 02 degrees 16 minutes 05 seconds East on said centerline, 2.00 feet; THENCE North 84 degrees 21 minutes 34 seconds West on said centerline, 87.30 feet; THENCE North 54 degrees 53 minutes 47 seconds West on said centerline, 9.55 feet; THENCE North 40 degrees 16 minutes 33 seconds West on said centerline, 11.58 feet; THENCE North 12 degrees 36 minutes 21 seconds West on said centerline, 11.52 feet; THENCE North 02 degrees 39 minutes 54 seconds East on said centerline, 25.73 feet; THENCE North 07 degrees 43 minutes 00 seconds West on said centerline, 23.31 feet; THENCE North 25 degrees 06 minutes 11 seconds West on said centerline, 106.59 feet; THENCE North 12 degrees 52 minutes 47 seconds West on said centerline, 19.06 feet; THENCE North 22 degrees 24 minutes 17 seconds West on said centerline, 32.78 feet; THENCE North 52 degrees 14 minutes 41 seconds West on said centerline, 32.17 feet; THENCE North 46 degrees 48 minutes 07 seconds West on said centerline, 22.54 feet; THENCE North 37 degrees 21 minutes 22 seconds West on said centerline, 26.47 feet; THENCE North 31 degrees 07 minutes 22 seconds West on said centerline, 33.30 feet to the POINT OF TERMINATION, the side perimeter lines of the 15.00 feet wide tract shall lengthen or shorten to begin on the grantor's property line to avoid any gap. All bearings herein are referenced to the recorded plat of "Lee's Summit High School On Douglas Street".

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

**DATE:** April 25, 2018

**FROM:** Carole Culbertson, Superintendent of Administration  
David Dean, Superintendent of Recreation Services  
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 <sup>1</sup>	Exp to Date	Variance <sup>2</sup>	Status	Estimated Completion <sup>3</sup>
<b>Gamber Center Fund (201)</b>					
Conversion of ballroom lights to LEDs	16,544	-	16,544	In Progress	May-18
	16,544	-	16,544		
<b>Legacy Park Community Center Fund (202)</b>					
Paint ceiling in the Aquatics Area	70,000	50,781	19,219	Complete	Sep-17
Gym Cameras	4,998	3,195	1,803	Complete	Dec-17
Replace Strength Equipment	80,000	73,743	6,257	Complete	Dec-17
	154,998	127,719	27,279		
<b>Harris Park Community Center Fund (530)</b>					
HPCC cubby refinishing	12,000		12,000	In Progress	Apr-18
	12,000	-	12,000		
<b>Parks and Recreation Fund (200)</b>					
<b>Operations</b>					
Asphalt	22,816		22,816	Reviewing options	May-18
Hot Pressure Washer	4,148	3,482	666	Complete	Sep-17
Dump Trailer	9,820	9,537	283	Complete	Nov-17
Drinking Fountain Replacement	5,400		5,400	Reviewing options	Mar-18
Tree Replacement	7,750		7,750	Ongoing/as needed	Jun-18
Trash Barrel Replacement	5,100		5,100	Complete	Apr-18
<b>Legacy Park</b>					
Asphalt	181,000	113,571	67,429	In Progress	Jun-18
Baseball Shelter Shade Additions	34,500		34,500	Complete	Mar-18
72" Aerator	4,559	4,400	159	Complete	Sep-17
Drinking fountain replacements	5,400		5,400	Reviewing options	May-18
Replacement HVAC Units	22,104		22,104	In Progress	Jun-18
Fencing Replacement	11,500	8,500	3,000	complete	Mar-18
Fence Safety Capping	10,000	9,596	404	Complete	Mar-18
Dugout Replacement	3,800	3,800	-	Complete	Mar-18
	327,897	152,886	175,011		
<b>Summit Waves Fund (203)</b>					
Merry Chef Oven	3,500	3,797	(297)	Complete	May-18
	3,500	3,797	(297)		
<b>Cemetery Fund (204)</b>					
None	-	-	-		
	-	-	-		
<b>Capital Projects Fund (327)</b>					
Hartman Park Improvements (total project estimate \$185,000)	185,000	172,856	12,144	Complete	Oct-17
Howard Park Splashpad (total project budget of \$200,000)	200,000		200,000	Moved to FY19 budget	Jun-18
Lea McKeighan North (total project estimate \$5,000,000)	5,000,000	4,016,238	983,762	In Progress	May-18
	5,385,000	4,189,094	1,195,906		
<b>TOTAL</b>	<b>5,899,939</b>	<b>4,473,496</b>	<b>1,426,443</b>		

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

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

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

The Services Review is based on the current Fiscal Year (July 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)
<b>Fund 201 - Gamber Center</b>			
<b>Memberships</b>			
<b><u>Resident Total</u></b>	July 17 - June 18	<b>414</b>	<b>366</b>
Active Flex		189	198
Annual		225	168
<b><u>Non-Resident Total</u></b>		<b>26</b>	<b>21</b>
Active Flex		13	17
Annual		13	4
<b><u>Silver Sneakers Total</u></b>	July 17 - June 18	<b>10,080</b>	<b>8,966</b>
<b><u>Single Visit</u></b>	July 17 - June 18	<b>420</b>	<b>303</b>
Discount		360	255
Regular		60	82
<b>Facility Rentals</b>			
Event Packages	July 17 - June 18	<b>28</b>	18
Gamber Package	July 17 - June 18	<b>81</b>	72
Outdoor Rentals	July 17 - June 18	<b>6</b>	4
Ballroom	July 17 - June 18	<b>537</b>	476
Class/Craftrooms	July 17 - June 18	<b>1223</b>	766
Aerobics Room	July 17 - June 18	<b>263</b>	238
<b>Programming</b>			
Bingo	July 17 - June 18	<b>2080</b>	1628
Lunch with Us	July 17 - June 18	<b>520</b>	380

## **ANNUAL PASSPORTS**

<b>(LPCC/Gamber Center/HPCC)</b>			
<b><u>Resident</u></b>			
Annual	July 17 - June 18	45	117
Flex	July 17 - June 18	76	222
<b><u>Non-Resident</u></b>			
Annual	July 17 - June 18	6	15
Flex	July 17 - June 18	9	14

## **Fund 202 - Legacy Park Community Center**

<b>Memberships</b>			
<b><u>Resident</u></b>			
Annual	July 17 - June 18	1,652	1,686
Flex	July 17 - June 18	4,411	4,232
<b><u>Non-Resident</u></b>			
Annual	July 17 - June 18	329	364
Flex	July 17 - June 18	875	913
<b><u>Single Visit - Resident</u></b>	July 17 - June 18	22,941	17,608
<b><u>Single Visit -- Non-Resident</u></b>	July 17 - June 18	6,192	5,757
<b><u>Silversneakers</u></b>	July 17 - June 18	16,956	20,189
<b><u>Prime</u></b>	July 17 - June 18	185	257
<b><u>Silver and Fit</u></b>	July 17 - June 18	120	345
<b><u>90 Day Memberships</u></b>			
Resident	July 17 - June 18	9	6
Nonresident	July 17 - June 18	3	1

## **Facility Rentals**

	Run Time	Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
<b><u>Birthday Party Packages</u></b>			
Resident			
Package A	July 17 - June 18	281	206
Package B	July 17 - June 18	41	32
Non-Resident			
Package A	July 17 - June 18	112	106
Package B	July 17 - June 18	19	17
<b><u>Community Rooms</u></b>			
Resident	July 17 - June 18	16	5
Non-Resident	July 17 - June 18		0
<b><u>Court Rentals</u></b>			
Resident	July 17 - June 18	11	12
Non-Resident	July 17 - June 18		8
Lock-ins	July 17 - June 18	3	1
Pool	July 17 - June 18	2	2
<b><u>Free Park Amenities</u></b>			
SUP	July 17 - June 18	0	2393
Canoe	July 17 - June 18	0	896
Bikes	July 17 - June 18	0	1054
<b><u>Child Care</u></b>			
Drop In	July 17 - June 18	2207	1,746
Pass Card - Member	July 17 - June 18	175	171
Pass Card - Non-member	July 17 - June 18	73	6
Water and Land Aerobic Programming	July 17 - June 18	71000	52980 (04.13.18)
<b>Provide Miscellaneous Fitness</b>			
Personal Training	July 17 - June 18	1246	1213 (04.16.18)
LPCC Paid Group Fitness	July 17 - June 18	300	153 (04.16.18)
GCC Paid Group Fitness	July 17 - June 18	30	1
LPA Paid Group Fitness	July 17 - June 18	300	461 (04.16.18)
Massage Therapy	July 17 - June 18	186	343 (04.17.18)
RevUP	July 17 - June 18	150	176
RevUP Reload	July 17 - June 18	100	97
Healthy Eating Every Day (HEED)	July 17 - June 18	8	0
<b>Swim Lessons</b>			
Swim Lessons	July 17 - June 18	752 Participants	636 participants
<b><u>Fund 530 - Harris Park Community Center</u></b>			
<b>Camp Summit</b>			
Camp Summit Enrollment	Summer 2017	750 Enrollments	750 Enrollments
Camp Summit Enrollment	Summer 2018	750 Enrollments	644 Enrollments (4.16.2018)
Weekly Attendance	Summer 2017	420 Wkly Average	451 Wkly Average
Weekly Attendance	Summer 2018	420 Wkly Average	
<b>Offer School Break Camps</b>			
School Break Camp Enrollment	Oct 17-April 18	100 Enrollments	128 enrollments
School Break Days	Oct 17-April 18	520 Participants	608 participants (20 days held)



		Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
<b>Recreation Center Operations</b>		<b>Run Time</b>	
Gym Rentals	July 17 - June 18	200 Rentals	246 Rentals
Classroom Rentals	July 17 - June 18	250 rentals	194
Entire Facility Rentals	July 17 - June 18	40 Rentals	2 Rental
Week Long Rentals	July 17 - June 18	2 Rentals	1 Rental
Open Gym	July 17 - June 18	1750 Participants	1164 participants
<b>ATHLETICS</b>			
<b>Adult Leagues</b>			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Aug 17 - Oct 17	42 teams	40 teams
• Spring	Mar 18 - Apr 18	54 teams	42 teams
• Summer	May 17 - Aug 17	59 teams	60 teams
<i>Basketball -- Men's</i>			
• Fall	Aug 17 - Oct 17	12 teams	18 teams
• Winter	Feb 18 - May 18	12 teams	25 teams
• Spring	May 18 - July 18	12 teams	1 team (4.17.18)
• Summer	July 17-Nov 17	12 teams	13 teams
<i>Volleyball -- Coed, Women's</i>			
• Fall	Nov 17 - Dec 17	56 teams	40 teams
• Winter	Feb 18- April 18	56 teams	43 teams
• Spring	April 18 -June 18	56 teams	23 teams (4.17.18)
• 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	5 teams
• Spring	Apr 18 - May 18	14 teams	9 teams
• Summer	June 17- July 17	14 teams	8 teams
<b>Adult Instructional-Athletics</b>			
<i>Golf</i>			
• Adult Beginning	July 17 - June 18	15 participants	8 participants
<i>Tennis</i>			
• Outdoor Adult Beginning	July 17 - June 18	10 participants	0 participants
<b>Youth Instructional-Athletics</b>			
<i>Golf</i>			
• Youth Beginner	July 17 - June 18	30 participants	23 participants
<i>Tennis</i>			
• Rookies (Quikstart)	July 17 - June 18	30 participants	30 participants
• Youth Beginner	July 17 - June 18	65 participants	36 participants
Right Sized	July 17 - June 18	10 participants	15 participants
<b>Youth Leagues</b>			
<i>Indoor Soccer</i>			
• Fall	Sept 17- Nov 17	70	41 participants
• Spring	Feb 18 - May 18	70	37 participants
Girl's Basketball	Nov 18 - Feb 18	290	286 participants
Spring Youth Volleyball	Apr 18 - June 18	215	279 participants
Fall Youth Volleyball	Sept 17- Nov 17	220	259 participants
Summer Youth Volleyball	June 17 - July 18	12 teams	0 teams

		Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
<b>Run Time</b>			
<b>Youth Special Events-Athletics</b>			
Junior Triathlon	July 17	70 Participants	125 participants
<b>Youth Camps-Athletic</b>			
Baseball Camp	June 18	15 participants	3 participants
Basketball Camp	July 17	15 participants	19 participants
Volleyball Camp	July 17	45 participants	40 participants
Indoor Soccer Camp	June 18	15 participants	2 participants
<b>Tournaments</b>			
Summer Classic Tennis Tournament	June 2018	35 participants	0 participants
<b>INSTRUCTIONAL ACTIVITIES</b>			
<b>Adult Instructional</b>			
Line Dance Fund 201	July 17 - June 18 (Year-to-date count)	570	312
Ballroom, Swing, Latin Fund 201	July 17 - June 18 (Year-to-date count)	80	146
<i>Photography Fund 201</i>			
• Photography Classes	July 17 - June 18 (Year-to-date count)	34	25
Knitting Fund 201	July 17 - June 18 (Year-to-date count)	20	26
Dulcimer Fund 201	July 17 - June 18 (Year-to-date count)	24	12
iPhone Training Fund 201	July 17 - June 18 (Year-to-date count)	32	5
<b>Dog Classes</b>			
Sit Means Sit Dog Training	July 17 - June 18 (Year-to-date count)	20	0 participants
	July 17 - June 18 (Year-to-date count)	0	
<b>First Aid/CPR</b>			
Heartsaver CPR	July 17 - June 18 (Year-to-date count)	61	64 participants
First Aid	July 17 - June 18 (Year-to-date count)	54	45 participants
Healthcare Provider CPR	July 17 - June 18 (Year-to-date count)	40	450 participants
CPR for Family and Friends	July 17 - June 18 (Year-to-date count)	79	69 participants

	Run Time	Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
<b>Youth Instructional</b>			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 17 - Oct 17	40 participants	34 participants
• Basketball	Jan 18 - Feb 18	100 participants	51 participants
• Outside Soccer	April 18 - May 18	130 participants	60 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	3 participants
• Itty Bitty Dancers	July 17 - June 18 (Year-to-date count)	42 Participants	47 participants
Indoor T-Ball	July 17 - June 18 (Year-to-date count)	20 participants	31 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	10 participants
• Itty Bitty Tumblers	July 17 - June 18 (Year-to-date count)	70 Participants	47 participants
<i>Parties</i>			
Pint Size Parties	Sept 17 - April 18	50 Participants	0 participants
Pint Size Playtime	Sept 17 - April 18	60 Participants	142 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	90 participants
• Tumblers	July 17 - June 18 (Year-to-date count)	16 Participants	10 participants
<i>Animal Wonders</i>			
• Workshop	July 17 - June 18 (Year-to-date count)	20 participants	11 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 participants	56 participants
Babysitter Boot Camp	July 17 - June 18 (Year-to-date count)	236 participants	1148 participants
Skateboarding	July 17 - June 18 (Year-to-date count)	10 Participants	0 participants
<b>Gymnastics</b>			
• Girls Gymnastics	July 17 - June 18 (Year-to-date count)	22	17 participants
• Tumbling	July 17 - June 18 (Year-to-date count)	16	0 participants
<b>GCC Youth Instructional Fund 201</b>			
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	30
Play-Well TEKnology Camps	July 17 - June 18 (Year-to-date count)	62	58
Youth Tech Camps	July 17 - June 18 (Year-to-date count)	45	20
Youth Tech Classes	July 17 - June 18 (Year-to-date count)	0	0 25

		Target Goals - This Year (participants) 2017-2018	Results to Date (for programs/events starting July 2017)
Run Time			
<b>Art Classes Fund 201</b>			
Young Rembrandts Classes	July 17 - June 18 (Year-to-date count)	18	3
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
<b>Acting</b>			
Shakespeare Camp	1-Jul	6	0
<b>All Ages- Instructional</b>			
<b>Horsemanship Classes</b>			
• Beginner Rider I	July 17 - June 18 (Year-to-date count)	14	8 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	1 participants
• Texas Tots II	July 17 - June 18 (Year-to-date count)	5	1 participants
<b>Special Event Programming for Families</b>			
Father/Daughter Dance Fund 201	Feb 2018	550 participants	566
Night Flight	June 2018	350 participants	
Tour de Lakes	June 2018	875 participants	
Trick a Bike	Oct. 2017	100 participants	29 participants
<b>Festivals</b>			
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	
<b>Fund 200 - Parks and Recreation</b>			
<b>Administration</b>			
Provide departmental Annual Report	Sept 2017	Feb-17	Submitted for Board Approval
Coordinate, edit and produce Lee's Summit Illustrated.	FY18	Spring, Summer, Fall publications	In Progress (Spring Edition)
Publish bi-annual Visionary Task Force Newsletter (Legacy for Tomorrow)	Aug 17 & July 18	Aug-17	In Progress
<b>Park Operations</b>			
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, Spring In Progress
<b>Legacy Park Operations</b>			
Maintain user group agreements	FY18	Mar-17	In Progress
<b>City Grounds Maintenance</b>			
Downtown holiday lighting	Nov 17 - Jan 18	Nov 17 - Jan 18	Installation Completed

		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	20 participants
Group Swim Lessons	July 17 - Aug 17	400 Participants	431 participants
Group Swim Lessons	May 18 - June 18	400 Participants	61 participants
Private swim parties	July 17 - Aug 17	5 parties	10 parties
Private swim parties	May 18 - June 18	13 Parties	1 party
Junior Guard clinics	July 17 - Aug 17	15 participants	13 participants
Junior Guard clinics	May 18 - June 18	15 participants	1 participant
Public swim - Regular	July 17 - Aug 17	3,750 participants	6,911 participants
Public swim - Regular	May 18 - June 18	2,250 participants	0 participants
Public swim - Discount	July 17 - Aug 17	18,500 participants	18,639 participants
Public swim - Discount	May 18 - June 18	15,000 participants	0 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	0 participants
Twilight - Discount	July 17 - Aug 17	1,900 participants	1,541 participants
Twilight - Discount	May 18 - June 18	1,360 participants	0 participants
Season Pass Sales	July 17 - Aug 17	20 passes	44 passes
Season Pass Sales	May 18 - June 18	1,127 passes	216 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	0 participants
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	0 participants
Birthday Party Packages	July 17 - Aug 17	30 packages	53 packages
Birthday Party Packages	May 18 - June 18	27 packages	2 packages
Cabana Rentals	July 17 - Aug 17	37 packages	39 packages
Cabana Rentals	May 18 - June 18	24 packages	2 packages



# MEMORANDUM



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**Date:** April 25, 2018  
**To:** Joe Snook, CPRP  
Administrator of Parks and Recreation  
**From:** Steve Casey, PLA, ASLA  
Superintendent of Park Planning and Construction  
**CC:**  
**Re:** CIP Project Update

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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)

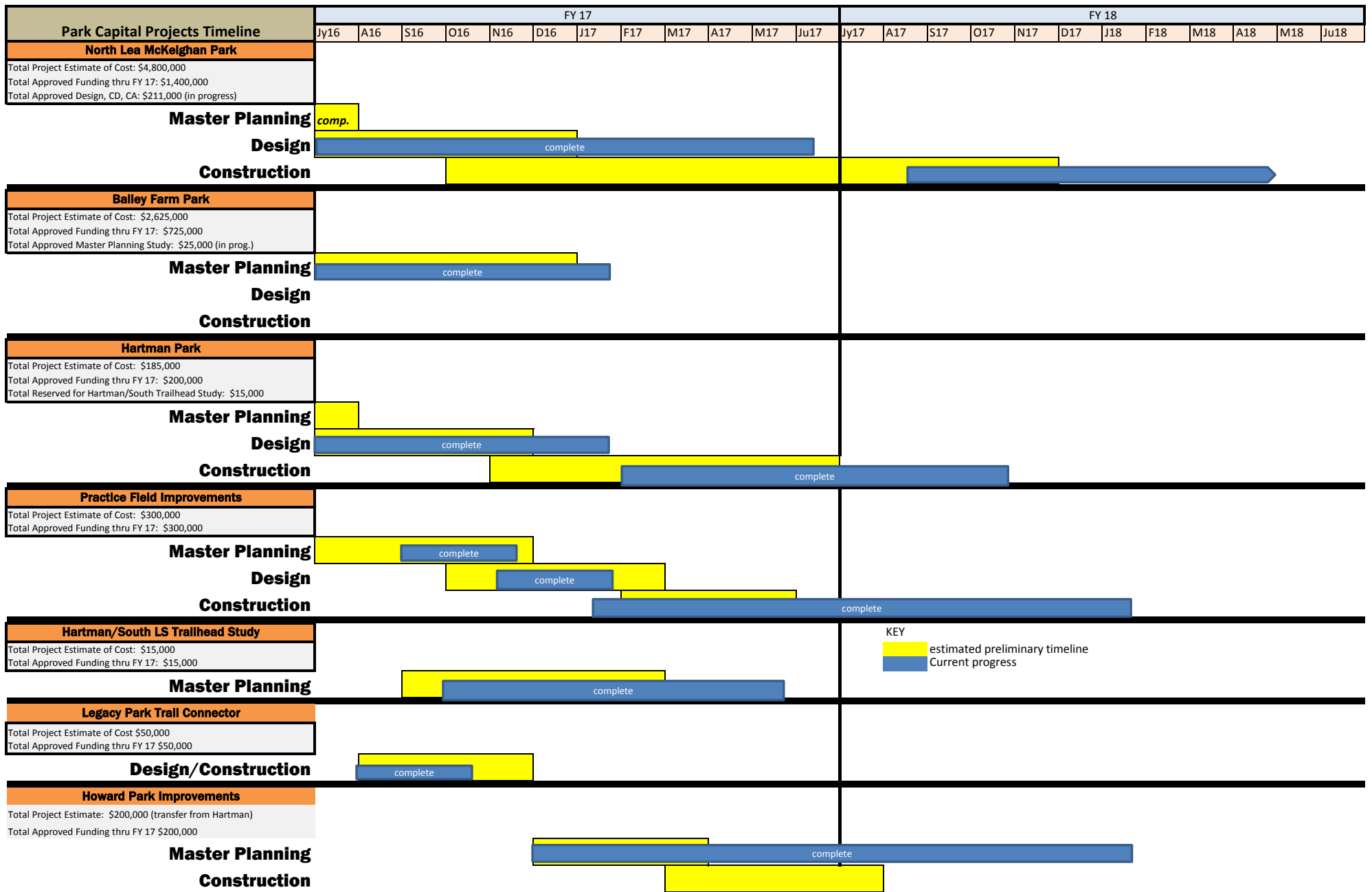
Additional funding will come from both current sales tax proceeds and projected expenditures in future fiscal years pertaining to the deferred projects that carry through April 2018 and advancement of sales tax proceeds approved in August 2016 earmarked for ice rink construction and splashpad construction. 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 January 2018:

- Howard Park Master Planning (\$200,000 in budget for park improvements)
- Summit Park Master Planning (\$600,000 in budget for park improvements)
- Practice Field Improvements-Legacy Park (\$210,000 in construction as of Jan 2018)
- North Lea McKeighan Park Renovation (scheduled completion May 2018)

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

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



## MEMORANDUM



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**Date:** April 25, 2018  
**To:** Joe Snook, CPRP  
Administrator of Parks and Recreation  
**From:** Steve Casey, PLA, ASLA  
Superintendent of Park Planning and Construction  
**CC:**  
**Re:** North Lea McKeighan Park Redevelopment

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At the July, 2017 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, approximately 90-95% of the construction is complete. The general contractor is wrapping up mechanical, electrical, and plumbing along with casework and painting of the buildings and shelters. The surface course has been applied to the parking lot and it is striped and marked. Subcontractors are completing finish grading in preparation of seeding, sodding, and landscaping.

LSPR is finishing up installation of playground equipment with our subcontractors and coordinating with KC Ice on the final set up of the rink including marking the rink floor and installing nets for pickleball during the summer months. Staff is also in the process of getting all of the trees and shrubs installed in the park in preparation for the park opening.

On April 9<sup>th</sup>, Gunter Construction was notified per Article 4.03 of the contract that they were beyond the allotted contract days and would be assessed Liquidated Damages in the amount of \$500 per day beyond the contract completion date.

We will continue to keep the Parks Board updated on construction progress.

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



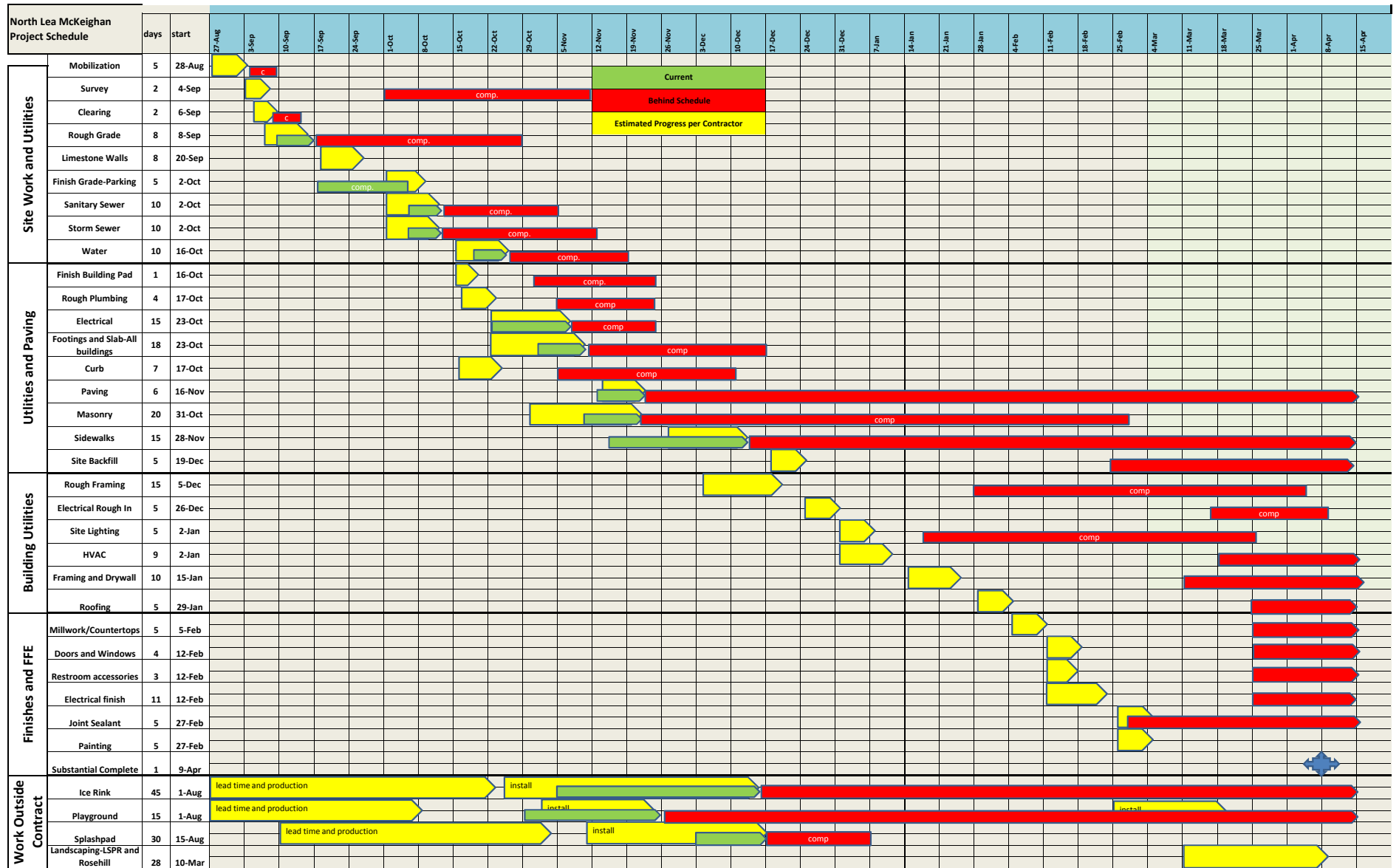


# A McKEIGHAN PARK NORTH - SITE PLAN



18-Apr-18

M:\PARKS\Board Packet\2 - Capital Projects\North Lea McKeighan Park Renovations\3-North Lea McKeighan Expense Tracking



# MEMORANDUM



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**Date:** April 18, 2018  
**To:** Joe Snook  
Administrator of Parks and Recreation  
**From:** David Dean  
Superintendent of Recreation Services II  
**Re:** Fundraising Update – April 2018

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Collections for FY18 are in progress, with one payment due in the month of April. Our sponsorship coordinator conducted face-to-face meetings with potential sponsors for the Legacy Park Amphitheater and is in the process of developing material for the Lea McKeighan North sponsorship program.

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.

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



**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 Pearl <sup>3</sup> , 3/10/16	\$ 6,000.00					\$ 6,000.00
Adams Toyota <sup>5</sup> , 5/11/16	\$ 2,500.00	\$ 2,500.00				\$ 5,000.00
Adams Toyota <sup>5</sup> , 4/27/17		\$ 5,000.00				\$ 5,000.00
Legacy Woods <sup>5</sup> , 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 Chopper <sup>5</sup> , 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 Flooding, 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
<b>Total</b>	<b>\$ 48,500.00</b>	<b>\$ 105,500.00</b>	<b>\$ 147,750.00</b>	<b>\$ 112,500.00</b>	<b>\$ 47,250.00</b>	<b>\$ 461,500.00</b>

Expenses	FY16	FY17	FY18	FY19		Total
<b>Equity Bank</b>						
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor <sup>1</sup>	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00			\$ 10,850.00
<b>Instant Auto</b>						
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor <sup>1</sup>	\$ 1,950.00	\$ 3,575.00	\$ 3,250.00	\$ 1,625.00		\$ 10,400.00
<b>Adams Toyota</b>						
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 390.00			\$ 2,600.00
Contractor <sup>1</sup>	\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00		\$ 12,000.00
<b>Blue Pearl<sup>2</sup></b>						
Contractor <sup>1</sup>	\$ 1,800.00					\$ 1,800.00
<b>Adams Toyota<sup>5</sup></b>						
Banner (1*\$65)	\$ 65.00					\$ 65.00
Contractor <sup>1</sup>	\$ 750.00	\$ 750.00				\$ 1,500.00
<b>Adams Toyota<sup>5</sup></b>						
Banner (1*\$65)		\$ 65.00				\$ 65.00
Contractor <sup>1</sup>		\$ 1,500.00				\$ 1,500.00
<b>Legacy Woods<sup>5</sup></b>						
Banner (1*\$65)	\$ 65.00					\$ 65.00
Contractor <sup>1</sup>	\$ 1,200.00	\$ 300.00				\$ 1,500.00
<b>American Family</b>						
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor <sup>1</sup>	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00		\$ 11,750.00
<b>Price Chopper<sup>5</sup></b>						
Banner (1*\$65)	\$ 65.00					\$ 65.00
Contractor <sup>1</sup>	\$ 1,500.00					\$ 1,500.00
<b>Royal Door</b>						
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 390.00	\$ 325.00		\$ 2,600.00
Contractor <sup>1</sup>		\$ 4,125.00	\$ 4,125.00	\$ 3,750.00		\$ 12,000.00
<b>Jungmeyer &amp; Suresh</b>						
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor <sup>1</sup>		\$ 4,500.00	\$ 3,937.50	\$ 3,750.00		\$ 12,187.50
<b>Kline Van &amp; Speciality Rental</b>						
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor <sup>1</sup>		\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50	\$ 12,937.50
<b>St. Luke's</b>						
Banners (29*\$65) <sup>4</sup>			\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 2,535.00
Contractor <sup>1</sup>			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00	\$ 10,800.00
<b>Harmon Flooring</b>						
Banners (29*\$65) <sup>4</sup>			\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 2,535.00
Contractor <sup>1</sup>			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
<b>Heartland Heating &amp; Cooling</b>						
Banners (29*\$65) <sup>4</sup>			\$ 1,115.60	\$ 325.00	\$ 325.00	\$ 1,765.60
Contractor <sup>1</sup>			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
<b>Total</b>	<b>\$ 22,285.00</b>	<b>\$ 37,895.00</b>	<b>\$ 46,653.10</b>	<b>\$ 30,075.00</b>	<b>\$ 12,787.50</b>	<b>\$ 149,695.60</b>

	FY16	FY17	FY18	FY19	FY20	Total
<b>Net</b>	<b>\$ 26,215.00</b>	<b>\$ 67,605.00</b>	<b>\$ 101,096.90</b>	<b>\$ 82,425.00</b>	<b>\$ 34,462.50</b>	<b>\$ 311,804.40</b>

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

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

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

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

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



	Type	FY16		FY17		FY18		FY19		FY20	
		Commitment	Collected	Commitment	Collected	Commitment	Collected	Commitment	Collected	Commitment	Collected
Adams Toyota	Banner Program	7500	7500	15000	15000	15000	11250	7500			
Blue Pearl	Dog Park	6000	6000								
Equity Bank	Banner Program	12000	12000	14000	14000	15000	15000				
Instant Auto	Banner Program	6500	6500	13000	13000	13000	9750	6500			
American Family	Banner Program	5000	5000	15000	15000	15000	10000	10000			
Adams Toyota '16	Sounds & Cinema	2500	2500	2500	2500						
Adams Toyota '17	Sounds & Cinema			5000	5000						
Legacy Woods	Sounds & Cinema	4000	4000	1000	1000						
Price Chopper	Sounds & Cinema	5000	5000								
Royal Door	Banner Program			13750	13750	16250	12500	15000			
Jungmeyer & suresh	Banner Program			15000	15000	15000	11250	15000			
Kline Van & Speciality Re	Banner Program			11250	11250	15000	11250	15000		3750	
St. Luke's	Banner Program					13500	13500	13500		13500	
Harmon Flooring	Banner Program					15000	11250	15000		15000	
Heartland HVAC	Banner Program					15000	11250	15000		15000	

48500	48500	105500	105500	147750	117000	112500	0	47250	0
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Total Committed	461500
Total Collected	271000

# MEMORANDUM



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**Date:** 04.09.2018  
**To:** Jodi Bell, Legacy Park Community Center Manager II  
**From:** Jenny Brennan, Recreation Supervisor I  
**Re:** Park Board Report

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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 THRU APRIL 9, 2018.*

- Total of FY18 Sessions

176 RevUp Participants  
97 ReLoad Participants

- FY18 Year To Date

Revenue<sup>1</sup> = \$34,499.59  
Expenses= \$31,537.00  
Net = \$2,962.59<sup>2</sup>

- Notable opportunities

**City of Lee's Summit RevUp** – Staff and Nanci White in HR decided to offer another 6 week RevUp program to City of Lee's Summit employees at a discounted rate. The COLS will pay 50% (\$49.50) and the employee will contribute 50% (\$49.50) of the total cost of \$99.00. The sessions began April 2<sup>nd</sup>, 2018 with 13 participants.

Dom Thomas, Recreation Supervisor began April 9, 2018. Dom is the new supervisor of RevUp and will be shadowing Jenny the remaining 5 weeks of the current session.

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

<sup>1</sup> Revenue does not include the \$11,250.00 in sponsorships from Lee's Summit Medical Center.

<sup>2</sup>There were 3 pay periods in March which resulted in a lower net.

### FY Participation

RevUp	Budget	Actuals
FY16	150	163
FY17	157	179
FY18	150	176
ReLoad	Budget	Actuals
FY16	182	87
FY17	154	86
FY18	100	97

### 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	19	2	4	6	-	-	-
August	15	10	7	8	9	2	-	-	-
September	12	6	12	0	6	7	-	-	-
October	16	6	3	12	7	5	-	-	-
November	2	11	21	3	7	8	14	-	-
December	2	2	0	4	7	5	-	-	-
January	32	32	63	16	11	1	-	-	-
February	15	48	24	5	5	27	-	-	-
March	29	13	-	14	4	-	-	-	-
April	8	4	27	3	8	36	-	-	-
May	5	10	-	15	8	-	-	-	-
June	3	6	-	5	10	-	-	16	-
Total	149	163	176	87	86	97	14	16	-

## Current Participant Visit Log

Participant		Weeks 1-4			Week 5-8			Weeks 9-12			Total Visits	
REV UP 6 WEEKS		LPCC	GCC		LPCC	GCC		LPCC	GCC		LPCC	GCC
1		1	0		0	0		N/A	N/A		1	
2		2	0		0	0		N/A	N/A		2	
3		3	0		0	0		N/A	N/A		3	
4		6	0		0	0		N/A	N/A		6	
5		1	0		0	0		N/A	N/A		1	
6		1	0		0	0		N/A	N/A		1	
7		1	0		0	0		N/A	N/A		1	
8		1	0		0	0		N/A	N/A		1	
9		0	0		0	0		N/A	N/A		0	
10		3	0		0	0		N/A	N/A		3	
11		2	0		0	0		N/A	N/A		2	
12		1	0		0	0		N/A	N/A		1	
13		4	0		0	0		N/A	N/A		4	
14		6	0		0	0		N/A	N/A		6	
15		1	0		0	0		N/A	N/A		1	
16		2	0		0	0		N/A	N/A		2	
17		6	0		0	0		N/A	N/A		6	
18		2	0		0	0		N/A	N/A		2	
19		2	0		0	0		N/A	N/A		2	
20		2	0		0	0		N/A	N/A		2	
21		2	0		0	0		N/A	N/A		2	
22		2	0		0	0		N/A	N/A		2	
23		2	0		0	0		N/A	N/A		2	
24		2	0		0	0		N/A	N/A		2	
25		2	0		0	0		N/A	N/A		2	
26		2	0		0	0		N/A	N/A		2	
27		0	0		0	0		N/A	N/A		0	
TOTAL		59	0		0	0		0	0		59	0

# MEMORANDUM



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Date: April 9, 2018

To: Joe Snook, CPRP  
Administrator of Parks and Recreation

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

Re: Beautification Commission April updates

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

Highlights for this month include:

- Budget review
- Sweep the Summit will be held April 28<sup>th</sup>
- Landscape Contest June 30<sup>th</sup> - July 1<sup>st</sup>
- Arbor Day April 20<sup>th</sup> 2pm at Prairie View Elem.
- Adopt A Spots



Thursday, April 5, 2018  
Yellowstone, Gamber Community Center  
4 SE Independence Ave, Lee Summit  
6:00 PM

1. Call to Order
2. Approval of March Minutes
3. Budget Review
4. Tree Board Activities
  - City tree ordinance
5. Other Business
  - Date for planting a tree at Prairie View April 6<sup>th</sup>
  - Sweep the Summit April 28<sup>th</sup> 9am – 11am (Hartman, Howard, Legacy)
    - Andy pick up snacks and water, trash bags, gloves
  - St Anne's Episcopal Church
    - Adopt A Spot
  - Landscape contest June 30<sup>th</sup>- July 1<sup>st</sup>
  - Monarch Pledge Activities (4<sup>th</sup> street flower bed)
6. Announcements
7. Adjourn

**Beautification Commission**  
**Financial Report as of March 31, 2018**

<b>Expenditures</b>	<b>FY18 Budget</b>	<b>YTD Actual</b>	<b>Remaining</b>
<b>Personal Services</b>			
Personal Services - Staff Support	26,556	19,842	6,714
<b>Total Personal Services</b>	<b>26,556</b>	<b>19,842</b>	<b>6,714</b>
<b>Other</b>			
Advertising	900	-	900
Printing Expense	350	-	350
Professional Fees	18,000	13,107	4,893
Travel & Meeting	500	48	452
Public Relations	800	21	779
Maintenance & Repairs - Grounds	10,000	3,667	6,333
<b>Total Other</b>	<b>30,550</b>	<b>16,844</b>	<b>13,706</b>
<b>Total Expenditures</b>	<b>57,106<sup>1</sup></b>	<b>36,686</b>	<b>20,420</b>

**Other - Detail**

**Printing Expense**

-

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\$ -

**Professional Fees Expense**

Rosehill Gardens Inc      \$ 12,932

Free Style Graphics      \$ 175

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\$ 13,107.29

**Travel & Meeting Expense**

Hy-Vee      \$ 47.94

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\$ 47.94

**Public Relations Expense**

Carol Rothwell - Landscape Contest Reception      \$ 21.13

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\$ 21.13

**Maintenance & Repairs - Grounds**

Grass Pad      \$ 140

Rosehill Gardens Inc      \$ 3,528

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\$ 3,667.27

**Footnotes:**

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

## Beautification Commission Minutes

March 6, 2018

- Meeting was called to order at 6:05 by chairman Kim Fritchie. Members present: Carol Rothwell, Donna Nuccio, Lila Raymond, Sarah DeBray, Randy Cain, Sue Forbes and Charlotte Lea. Lee's Summit resident Mr. Coy was also present.
- February minutes were approved as submitted.
- Budget was reviewed and accepted.
- Tree Board Activity: Carol announced a workshop on Trim Grants to be held on Tuesday, March 27. This grant would allow the city to do a tree inventory.
- Other business:
  - Murals:** Randy is on the agenda with the Arts Council the week of March 12 to discuss our Commission's role in support of this concept. Randy will report at April Meeting.
  - Planting:** Scheduled for Sunday, March 18 at 1:00 p.m. Rosehill will provide planting materials. We will plant the downtown pots and cleanup our Adopt a Spot.
  - School tree planting:** Donna announced the planting will be at Prairie View Elementary on April 6 from 2 to 3 in the afternoon.
  - St. Anne's Episcopal Church:** Andy met with Tall Grass Landscapes to advise on clean up. Tall Grass will recommend some native plants to add to spot.
  - Landscape Contest:** Plans are underway for printing posters. Discussed changing categories to Before and After, Patio/Container, Front and Back Yards and Native Flowers, Butterflies and Water Gardens. Prizes changing to gift cards from Lawn and Garden shops in amounts of \$100, \$75 and \$50 for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes.
  - Monarch Pledge:** Tabled for later discussion.

Meeting adjourned at 7:04

Post meeting there was discussion on upcoming Sweep the Summit. Lee's Summit North and Lee's Summit West have been contacted, waiting to hear from Lee's Summit High School. The commission will provide gloves, bags and snacks.



# MEMORANDUM



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**Date:** April 19, 2018  
**To:** Joe Snook  
Administrator  
**From:** Carole Culbertson  
Superintendent of Administration II  
**Re:** Wi-Fi in Parks – Charter Communications Update

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During the December Park Board meeting, Mr. Snook updated the Park Board indicating that the Charter representative informed LSPR staff that Legacy Park would not be scheduled for Charter network infrastructure installation as originally planned. The infrastructure installation date for Legacy Park (and by extension free WiFi for all locations within Legacy Park including the youth sports venues, Legacy Park Community Center, the Joseph A. Dyke Playground, and Legacy Park Amphitheater) are to be scheduled sometime in 2018. Staff is continuing to follow-up with the Charter representative for a more exact installation timeframe.

Charter network infrastructure has been installed in Harris Park Community Center, Gamber Community Center, Summit Waves, Lea McKeighan North & South, Miller J. Fields Park, Lowenstein and Happy Tails Park. The access points in Harris Park Community Center, Lea McKeighan North & South, Miller J. Fields, Lowenstein, and Happy Tails Park have been fully activated. Staff tested the free WiFi at a few locations and experienced adequate coverage; however, the free access option is currently limited to 30 minutes as opposed to the 60 minutes outlined in the agreement. Staff is currently working with the Charter representative to address this difference and to develop signage and social media posts to communicate WiFi accessibility in the parks and facilities.

Since the last report, the access points in Gamber Community Center and Summit Waves have been fully activated and tested. Lea McKeighan North remains to be tested after the construction is complete.

A summarized listing of progress to-date is referenced in Attachment A.

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

## Attachment A

Charter WiFi Project						Last Updated: 4/12/18	
Facility/Park	Listed in Contract for Consideration?	Site Walk	Design Plan Received	Network Infrastructure Installation	WiFi Equipment Installation	Troubleshooting Signage Placed?	Tested by LSPR Staff
Legacy Park Community Center	Yes	Complete	Yes	Moved to 2018	Moved to 2018	Moved to 2018	Moved to 2018
Legacy Park Amphitheater	Yes	Complete	Yes	Moved to 2018	Moved to 2018	Moved to 2018	Moved to 2018
Harris Park Community Center	Yes	Complete	Yes	Yes	Yes	No	Tested
Gamber Community Center	Yes	Complete	Yes	Yes	Yes	No	Tested
Summit Waves	Yes	Complete	Yes	Yes	Yes	No	Tested
Joseph A. Dyke Playground	(Included w/ Youth Sports)	Complete	No	Moved to 2018	Moved to 2018	Moved to 2018	Moved to 2018
Legacy Park Youth Sports Venues	Yes	Complete	No	Moved to 2018	Moved to 2018	Moved to 2018	Moved to 2018
Lea McKeighan South Park	Yes	Complete	Yes	Yes	Yes	No	Tested
Lea McKeighan North Park	Yes	Complete	Yes	Complete	Yes	No	Ready to Test
Miller J. Fields Park	Yes	Complete	Yes	Complete	Yes	No	Tested
Lowenstein Park	Yes	Complete	Yes	Yes	Yes	No	Tested
Happy Tails Park	Yes	Complete	Yes	Complete	Yes	No	Tested
Hartman Park Sports Complex	Yes	No - Future Possibility	No	No	No	No	No
Harris Park	Yes	No - Future Possibility	No	No	No	No	No
Arborwalk Park	Yes	No - Future Possibility	No	No	No	No	No
Sylvia Bailey Park	Yes	No - Future Possibility	No	No	No	No	No
Upper Banner Park	Yes	No - Future Possibility	No	No	No	No	No
Lower Banner Park	Yes	No - Future Possibility	No	No	No	No	No
Canterbury Park	Yes	No - Future Possibility	No	No	No	No	No
Deer Valley Park	Yes	No - Future Possibility	No	No	No	No	No
Dogwood Park	Yes	No - Future Possibility	No	No	No	No	No
Eagle Creek Park	Yes	No - Future Possibility	No	No	No	No	No
Howard Park	Yes	No - Future Possibility	No	No	No	No	No
William B. Howard Station Park	Yes	No - Future Possibility	No	No	No	No	No
McKee Park	Yes	No - Future Possibility	No	No	No	No	No
Osage Trails Park	Yes	No - Future Possibility	No	No	No	No	No
Pleasant Lea Park	Yes	No - Future Possibility	No	No	No	No	No
Pottberg Memorial Park	Yes	No - Future Possibility	No	No	No	No	No
South Lea Park	Yes	No - Future Possibility	No	No	No	No	No
Summit Park	Yes	No - Future Possibility	No	No	No	No	No
Wadsworth Park	Yes	No - Future Possibility	No	No	No	No	No
Williams-Grant Park	Yes	No - Future Possibility	No	No	No	No	No
Winterset Nature Area Park	Yes	No - Future Possibility	No	No	No	No	No
Woods Playground	Yes	No - Future Possibility	No	No	No	No	No

# MEMORANDUM



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**Date:** April 18, 2018

**To:** Joseph Snook, CPRP  
Administrator of Parks and Recreation

**From:** Brooke Chestnut, CPSI, MW 5124-AU  
Maintenance Supervisor of Park Operations

**CC:**

**Re:** Security Report 1<sup>st</sup> Quarter of 2018

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Attached are the police activity reports for the 1<sup>st</sup> quarter of 2018 listing activity by the police department for each park. There were a total of 391 reports of activity during the 1<sup>st</sup> quarter.

## **1<sup>st</sup> Quarter Security Summary:**

During the 1<sup>st</sup> quarter, the majority of activity occurred at Hartman Park (74), Legacy Park (66) and Lowenstein Park (47). These three parks accounted for 187 of the total 391 incidents.

Of the 391 incidents of the 1<sup>st</sup> quarter, 291 consisted of park checks, 36 vehicle checks, and 3 building checks. These incidents accounted for 84% of the total.

Specific items of note include the “kidnapping” at Howard Park. This was a misunderstanding and the result of an older sibling attempting to scare a younger sibling. There was not actually a kidnapping, according to Major Childs with the Lee’s Summit Police Department.

The second noteworthy incident is the report of shots fired at Lower Banner Park. According to Major Childs, this has been a reoccurring report for that area for some time. Each time they call they dispatch multiple officers but have yet to locate the person responsible. He also stated that for reference, from January 1<sup>st</sup> until April 17<sup>th</sup>, there have been 51 reports of gunfire city wide.

## **Summary and Comparison:**

Attached is a summary of the 1<sup>st</sup> quarter reports provided by the Police department. Also attached is a comparison of overall incidents from prior years, broken down by quarter.

Staff will continue to monitor police activity within the parks. At this time staff continues to recommend that the police department continue to provide security within our park system.

# ANNUAL

Year	1st Quarter Incidents	2nd Quarter Incidents	3rd Quarter Incidents	4th Quarter Incidents	6 Month Summary	9 Month Summary	YTD Summary
2005	82	171	148	89	253	401	490
2006	96	159	164	132	255	419	551
2007	149	232	261	184	381	642	826
2008	142	334	316	266	476	792	1,058
2009	390	917	1,259	1,016	1,307	2,566	3,582
2010	503	669	677	711	1,172	1,849	2,560
2011	458	779	953	1,011	1,237	2,190	3,201
2012	681	801	654	823	1,482	2,136	2,959
2013	792	1,023	1,094	837	1,815	2,909	3,746
2014	821	891	837	481	1,712	2,549	3,030
2015	504	573	301	446	1,077	1,378	1,824
2016	463	561	560	337	1,024	1,584	1,921
2017	288	655	617	416	943	1,560	1,976
2018	391						

1ST QUARTER 2018	BANNER PARK LOWER	BANNER PARK UPPER	DEER VALLEY PARK	DOGWOOD (Dog Park)	GAMBER CENTER	HAPPY TAILS PARK	HARRIS PARK	HARRIS PARK	HARRIS PARK COMMUNITY CENTER	HARTMAN PARK	HOWARD PARK	LEA MCKEIGHAN NORTH	LEA MCKEIGHAN NORTH	LEA MCKEIGHAN SOUTH	LEGACY PARK	LEGACY PARK BASEBALL VENUE	LEGACY PARK COMMUNITY CENTER	LEGACY PARK SOCCER VENUE	LOWENSTEIN PARK	LOWENSTEIN PARK	MILLER J FIELDS	PLEASANT LEA PARK	POTTBERG PARK	SOUTH LEA PARK	SUMMIT PARK	VELIE PARK	(blank)	Grand Total
Abandoned Vehicle											1							1										1
Animal Cruelty/Abuse																	1											1
Assault Armed																								1				1
Assist Fire Department/Ambulance									1					2											1			3
Assist Other Agency															1													1
Building Check															1		2											3
Car Stop								1					1							2								4
Check The Welfare														2					1									3
Crash Private Property Only							2																					2
Directed Patrol															2													2
Disperse Group												1		1														2
Disturbance																				1								1
Entered In Error				1										1														2
Illegally Parked Vehicles/Detail												1																1
Kidnapping											1																	1
Lockout						1																						1
Order Of Protection Violation									1																			1
Park Check	3	9	3			7	26			68	3	6		16	61	1	10	1	35		27	5	6	1	1	1		290
Possession Of Controlled Substance		1	1										1													1		4
Property Damage/Vandalism											1		2				1											4
Recovered Property					1								1				1		1									4
Residence Check																	1											1
Shots Fired	2																											2
Stealing				1		1									1		5											8
Stolen Auto																	1											1
Suspicious Car & Occupant							1																					1
Suspicious Person			1							3	1			2			1					1						9
Vehicle Check		2				1	3			3	3	1		9			1		10		1		2					36
Weapon Offense														1														1
(blank)																												
Grand Total	5	12	5	2	1	10	32	1	2	74	10	9	1	38	66	1	23	2	47	2	29	6	8	2	1	2		391

**End of Activity Report**  
**Play-Well TEKnologies Classes**  
March 2017 through February 2018  
Completed by: Jacob Johnson

**Executive Summary**

**Brief Program Description:**

Play-Well TEKnologies classes are an ongoing program offered through LSPR. There are three types of classes: 3 day camps, 4 day camps and 5 day camps. Each camp is held for three hours in the morning or in the afternoon. Classes are held at Gamber Community Center.

**Participant numbers:**

2017  
2016

**Participants:**

88  
93

**Total Revenue:**

2017  
2016

**Budget**

\$ 7,828.00  
\$10,445.00

**Actual**

\$10,934.00  
\$12,163.00

**Total Expense:**

2017  
2016

**Budget-**

\$5,482.00  
\$7,971.00

**Actual**

\$11,629.40<sup>1</sup>  
\$11,642.36

**Net:**

2017  
2016

**Budget**

\$2,346.00  
\$2,474.00

**Actual**

\$ (695.40)  
\$ 520.64

**Recommendations:**

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

**Recommendation:** Staff believes that we should continue to hold the Lego camps. This program is one of our more popular programs that is held year round.

**Comment:** The online registration question rated below a 4.0 at a score of 3.94. There were also 3 negative comments about the online registration procedure.

**Recommendation:** Staff will pass the comments along to Admin. The comments were regarding registration procedure online and how the enrollment system wasn't user friendly and unclear. Staff will look into possible changes that can alleviate the issues indicated in these comments.

**Comment:** There were 5 comments about the price of the program.

**Recommendation:** Staff has received similar comments on the previous end of activity report and compared to other programs in the area. LSPR's price for the programs is still competitive with other programs in the area. Staff does not recommend making any changes at this time.

**Comment:** There were 2 positive comments about the instructor.

**Recommendation:** Staff appreciates these comments and will pass them along to the instructor and director of the program.

**Comment:** This program lost money once indirect expenses were calculated into the revenue amount.

**Recommendation:** In the previous report, the program included two camps from December that were not originally budgeted for. These camps were included because it was the first report for the activity. In addition, the program has switched to a different fund, which has altered the indirect expenses for the program.

## **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:**

Play-Well TEKnologies courses cover a multitude of topics ranging from Star Wars to construction vehicles. The participants, who range from age 5-12, gain valuable knowledge of science, math and architectural design through the manipulation of connectable block and motorized contraptions. The program is offered in three types of settings: a 3 day camp, 4 day camp or 5 day camp that meets for 3 hours a day.

### **Benefits of Programs**

- Personal Advancement
- Social Interaction
- Hand-eye Coordination
- Knowledge of scientific principles
- Acquisition of math and science skills

### **Service Hours:**

The approximate number of service hours provided by this activity is 1056 hours.

2017	*1056 hours
2016	954 hours

\*2017 had an increase in number of service hours while having fewer participants due to more enrollments in the week long sessions. In the previous year there were more session with fewer than 5 days.

### **Volunteer Hours:**

There are no volunteer hours associated with this program.

### **Refunds:**

Total Refunds: 4 (\$522.50)

Refunds due to dissatisfaction: 2

Reasons for refund: 1 was due to low enrollment, 1 participant did not want to be in the program.

### **Fee Charged:**

<b>3 Day Camp</b>	<b>\$98/\$108</b>
<b>4 Day Camp</b>	<b>\$130/\$140</b>
<b>5 Day Camp</b>	<b>\$165/\$180</b>

### **Program Timeline:**

Jan:	Advertise in Gamber Gab and social media, distribute survey
Feb:	Advertise in Gamber Gab and social media, distribute survey
Mar:	Advertise in Gamber Gab, social media and new Illustrated, distribute surveys
April:	Advertise in Gamber Gab and social media, distribute survey
May:	Advertise in Gamber Gab and social media, distribute survey

June: Advertise in Gamber Gab and social media, distribute survey  
July: Advertise in Gamber Gab, social media and new Illustrated, distribute surveys  
Aug: Advertise in Gamber Gab and social media, distribute survey  
Sept: Advertise in Gamber Gab and social media, distribute survey  
Oct.: Advertise in Gamber Gab and social media, distribute survey  
Nov.: Advertise in Gamber Gab, social media and new Illustrated, distribute surveys  
Dec.: Advertise in Gamber Gab and social media, distribute survey

**Marketing:**

All marketing for these classes takes place in the Illustrated, Gamber Gab, the LSPR website, Facebook, and eBlast.

**Evaluation/assessment:**

All Play-Well TEKnologies programs are evaluated at the end of each session by participant surveys and an End of Activity Report. This evaluation is to provide us information on how we can improve the class and any features that are involved. There were 72 surveys distributed based on the number of unique households; 26 surveys were returned and completed. This is a 36% return rate for the surveys. Please see attached Survey Summary for results.

<b><u>Collection Method</u></b>	<b><u>Amount</u></b>
Email	26
Mail/Person	0
Phone	0



## “Play-Well TEKnologies 2017” Survey Results

**# of Surveys Distributed:** Email: 72 Via Mail: 0 Via Phone: 0 **# of Surveys Returned: 26; 36 % of Returns**

Participant: Parent/Guardian 26 Coach/Asst.Coach/Volunteer \_\_\_\_\_

LS Illustrated 5 Website/Facebook/Twitter 5 Email Blast 8 Flyer Postcard 0 Newspaper

LS Cable Channel 0 Acquaintance 2 Previous Participant 6 Other

Comments (Other): school carnival, From School, Lego Fest last year (2016) in KC

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

12 I don’t know what that is 5 Yes 8 No

### 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?	17	0	0	0	3	6	4.66
If you registered online, please rate the ease of registration?	9	2	0	1	8	6	3.94
Please rate the amount of time taken to register	0	2	0	3	12	9	4.00
Please rate the overall registration procedure	0	2	0	3	12	9	4.00

Comments:

- Registering online was not a user-friendly experience. Too many steps, and then once I was finally at the Gamber Community Center's site, it would not let me register. After multiple attempts I decided to call.
- When registering, the first page wanted info, along with if I wanted emails, etc. when I entered my age, it would not let me go any further because it kept telling me I was too old for the class. Tried to update. Would not let me update that info. I called and whoever answered the phone, same thing for her. Finally made a fake account to get him registered. Children's info should have been on second page, not the first.
- It asks for name, address and age FIRST. I assume that is the person paying and the next page will be for the child. NO, then it just keeps telling me I am too old for the class. Needs to be made more clear which page is for which person, parent/child.

### Regarding the value...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	6	13	7	4.03
Was the content of the activity appropriate for the fee?	0	0	2	6	8	10	4.00

Comments:

- Very expensive, and we had to provide our own snacks, the kids didn't get to bring anything home. Lots of money and nothing to take home
- The price feels a bit high. I understand the Legos cost a bunch but for three hours the cost is a bit much.
- It is REALLY expensive for the content and time. If my kids didn't love it so much and I wasn't desperate for child care that week, I don't think we would have done it.
- Compared to other 4 day, 3 hour/day camps, the price of the Lego Batman camp was on the high side.
- My daughter has him in some all day camps for a week and they ran 65.00-90.00 for the week and include snacks and lunch. Not really sure where the Batman-Legolas part comes in except for it to be their assignment for the day. HE LOVED IT!
- Joe did a great job communicating the content of the class with parents.
- My grandson loved both of the Lego classes he has taken. He is Lego crazy!

### Regarding the program sessions...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	2	11	13	4.42
Please rate the friendliness of activity staff	0	0	0	3	10	13	4.38
Please rate the ability to recognize activity staff	0	0	0	0	12	14	4.54
Please rate the amount of staff available during the activity	0	0	0	2	13	11	4.35
Please rate the condition and suitability of the facility used.	0	0	0	0	8	18	4.69
Please rate the perceived safety of program.	0	0	0	0	11	15	4.57

Comments:

- Mr. Joe is great and the kids all seem to listen well and get along with him.

<b>Overall Summary...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
Were the participant's overall needs met?	0	0	0	2	10	14	4.46
What is the likelihood of your recommendation of this activity to others?	0	0	1	2	8	13	4.03
Please rate the participant's overall enjoyment level	0	0	0	2	9	15	4.50
What is your overall rating of the activity?	0	0	0	2	9	15	4.50
What is your overall rating of Lee's Summit Parks & Recreation?	1	0	0	1	10	14	4.34

Comments:

- Overall the content was too similar to the Christmas camp. Next year, I expect if we do the expert or masters class it would be more of a challenge. Overall, my son really enjoyed both camps this year.
- We LOVE LS Parks & Rec. Love the varied sports and activity options for so many age groups and interest areas. Feel very grateful to have such great options in our community.
- My child thoroughly enjoyed the Lego Batman camp. It was something new and different offered by LSPR, which was nice to see. We will consider signing up for other Lego camps if they are offered in the future.

# **End of Activity Report Father Daughter Dance 2018**

**Report Completed by: Pat Shepard**

## **Executive Summary**

### **Program Description:**

The Father Daughter Dance was a three hour event held at the Gamber Community Center on Friday, January 26, 2018, Saturday, January 27, 2018, Friday, February 2, 2018 and Saturday, February 3, 2018 from 6:00pm-9:00pm.

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

### **Participant number:**

2018: 566 (261 males; 305 females)

2017: 544 (255 males; 289 females)

2016: 551 (250 males; 300 females)

<b><u>Total Revenue</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$13,880.00	\$14,984.00
2017	\$13,000.00	\$14,233.00
2016	\$13,000.00	\$13,892.00
<b><u>Total Expenses</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$10,750.67	\$12,327.96*
2017	\$10,927.49	\$10,743.16
2016	\$11,918.56	\$12,529.94
<b><u>Net</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$3,129.33	\$2,656.04
2017	\$2,072.51	\$3,489.84
2016	\$1,081.44	\$1,362.06

\*Budgeted and Actual expense includes both direct and indirect expenses. Indirect expense for this activity: \$2,150.67.

## **Recommendations:**

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

**Recommendation:** Staff recommends continuing to offer this program. It is a great opportunity for additional bonding between daughters, fathers and grandfathers. All areas rated 4.08 or above on the Likert scale (with 5.0 being the highest rating).

**Comment:** Net revenue was below budgeted revenue even though attendance has increase.

**Recommendation:** There were several factors that affected the net revenue: 1.) The DJ expenses were \$1,500 but only \$1,000 was included in the FY18 Budget. 2.) The meal was \$10.00 per person but only \$9.00 was budgeted for this expense and 3.) Indirect expenses were approximately \$2,150.67.

**Comment:** There were a total of three (3) positive comments concerning DJ services and two (2) negative comments.

**Recommendation:** Staff will share these comments with the provider before next year's event.

**Comment:** There were four (4) positive comments and four (4) negative comments that were in reference to the food.

**Recommendation:** Based on past comments, staff tried a new caterer this year and felt they did an excellent job. One of the additions this year was that the caterer cleared the tables after dinner.

**Comment:** All 4 events were sold out again this year.

**Recommendation:** Staff recommends the continuation of an open enrollment period for LS residents from July 1<sup>st</sup> to Dec. 31<sup>st</sup> each year at the Early Bird rate of \$25 per person. Beginning January 1<sup>st</sup>, enrollment would be open to anyone at the regular rate of \$28 per person. This would be advertised in the July Illustrated and communicated via all methods of Social Media as well.

**Comment:** There were seven (7) positive comments concerning the staff.

**Recommendation:** Friendliness of the staff received a 4.75 rating on the Likert scale, which was one of the highest rating for any category of the survey. Staff worked very hard throughout the registration process and the event to make sure all participants had a great experience.

**Comment:** There were six (6) negative comments about the online registration process.

**Recommendation:** Staff is reviewing the online registration with the software provider to find a solution to the problems our patron encounter.

## **Extensive Staff Report:**

### **Purpose of Report:**

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

### **Program Description:**

The Father Daughter Dance was a three hour event held at the Gamber Community Center on Friday, January 26, Saturday, January 27, Friday, February 2 and Saturday, February 43, 2018 from 6:00pm-9:00pm. This year's dance theme was "Glam Up the Night". The dance was open to female participants ages 3-12 and their fathers, stepfathers and grandfathers. A buffet dinner was served from 6:15pm-7:15pm and the dance was from 7:00pm-9:00pm. Participants dressed in their evening best and danced the night away. A 5x7 photo was taken of each couple or group, printed on-site and handed out at the end of the dance. As each girl left, she received a Jewelry Box and a long-stem rose.

Highlights included fathers giving their daughters corsages, fathers slow dancing with their daughters, fathers escorting more than one daughter and even a few grandfathers.

### **Benefits of Program:**

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

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

2018: 1,698 hours

2017: 1,632 hours

2016: 1,650 hours

Average amount of service hours over past 3 years: 1,650 hours

### **Volunteer Hours:**

Total number of volunteers: 17

Total number of hours: 75

Based on national volunteer wage of \$23.56 x 75 hours = **\$1,767.00**

## **Refunds:**

Total Refunds: 20 (\$530.00)

Due to Dissatisfaction: 0

Seven refunds were due to illness and thirteen were participants who could not attend because of schedule conflicts. We were able to fill these spots from the wait list.

## **Fees Charged:**

<b><u>Fiscal Year</u></b>	<b><u>Amount</u></b>
2018	\$25.00/participant (early bird) \$28/ participant regular fee
2017	\$25.00/participant (early bird) \$28/ participant regular fee
2016	\$25.00/participant (early bird) \$28/ participant regular fee

## **Program Timeline:**

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

## **Marketing:**

The Father Daughter Dance was primarily marketed in the LSPR Illustrated, LSPR website, multiple eBlasts, Facebook and event posters within LSPR facilities.

## **Evaluation/assessment:**

Out of 284 surveys distributed to the fathers/stepfathers/grandfathers for the Father Daughter Dance, 86 surveys were completed and returned. This is a 30.3% return rate for the surveys. Please see attached Survey Summary for results.

# LS Parks & Recreation "Father Daughter Dance 2018" Survey

# of Surveys Distributed: Email:284 Via Mail:0 # of Surveys Returned:86 30.3 % of Returns

Participant: \_Parent/Guardian:86 Coach/Asst.Coach/Volunteer 0

LS Illustrated16 Website/Facebook/Twitter 12 Email Blast 10 Flyer Postcard \_Newspaper 2  
LS Cable Channel Acquaintance 14 Previous Participant 39 Other Daughter's Friend. Daughter's Coach.

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?	47	0	0	1	7	30	4.76
If you registered on-line, please rate the ease of registration	11	4	2	9	24	31	4.08
Please rate the amount of time taken to register	0	2	1	11	31	41	4.25
Please rate the overall registration procedure	0	1	1	11	28	45	4.27

## Comments:

No follow up, did not know about the event until it was almost too late

Web site was being finicky, so gave up on that to register on the phone. The phone registration was fine.  
hard to find the event online.

I couldn't get it to work online so I had to call and do it on the phone.

I tried to register online but the system gave me a circular error that forced me to call and register over the phone.

The magazine didn't specify that sign up didn't begin until after the 1st of the year, which caused quite a bit of wasted time and frustration.

Evidently we weren't in the system as Lee's Summit residents even though we have a Lee's Summit address. I tried online first, but had to call. The lady who helped me was so incredibly nice.

Wish you still had a mother son dance my son and wife would love to go.

Initially I was registered and my daughters were on the waiting list. I called and the individual I spoke with was very helpful and got all three of us in.

I registered early on - Sept of the year prior - and had a hard time finding where to go to register. I had to call and be walked through where to find registration.

I tried to register online and they payment option would not show up, so my registration never went through. I called and the receptionist was extremely helpful and registered me right away. In the future, I would prefer to register online.

Website not as user friendly as others I've seen.

The daddy daughter dance is one night of memories and plenty of fun!

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	6	23	57	4.64
Was the content of the activity appropriate for the fee?	0	0	0	7	29	50	4.50
Were the party favors and rose appropriate for the fee?	0	0	0	3	23	60	4.66
Was the "couples photo" appropriate for the fee?	2	0	0	4	19	63	4.68

## Comments:

Lower fee for the kids or for families with a second child would be nice.

The jewelry box was ok but maybe spend more on the DJ and entertainment. The DJ in 2017 was more engaging.

Thank you for NOT serving spaghetti this year!!! For what we pay per person, spaghetti is both messy for little girls in fancy dresses and not the sort of meal the dads hope for. Great choice this year

They had an amazing time.

I thought overall the time was good and possibly could even be cut down a bit. It would be good to have the event last two hours instead of three.

Maybe a craft or one more activity would be fun other than dancing.

Quality was not as good as last year.

Love the photo!

Excellent... and Thank-You !!!

fantastic value.

Rave reviews on the food!

Food was mediocre-would recommend dessert/dance in future. Would have liked more slow songs.

The food was just ok. In the last years the food has been wonderful. Was there a change?

DJ was excellent. Food was very good. We loved the pictures. Such a great night.

<b>Regarding the program sessions...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
Please rate the competence of activity staff	0	0	0	2	22	62	4.70
Please rate the friendliness of activity staff	0	0	0	1	19	65	4.75
Please rate the ability to recognize activity staff	1	0	1	10	22	53	4.47
Please rate the amount of staff available during the activity	1	0	0	3	26	55	4.61
Please rate the condition and suitability of the facility.	0	0	0	2	15	69	4.77
Please rate the perceived safety of program.	2	0	0	1	18	63	4.75

Comments:

The amount of time it took to get dinner was a bit much. I had a 3 year old with me. We were the last table to be called. Forcing everyone to sit at their tables and wait... With nothing to do for 20 minutes is very hard on a 3 year old who came to the dance to dance. It seems like last year the girls were able to go dance while they waited. Additionally, the slower, quiet music that was played until after dinner was more like a wedding reception than a daddy daughter dance.

Called prior to event to see where the food was coming from and was unable to get an answer which shocked me. My daughter has severe food allergies and I would have expected the person to at least been able to tell us who the catering company was so we could have inquired with them. Unfortunately, we had to bring our own food for her since we didn't get an answer. I'm sure I'm not the only parent that has brought their child with severe food allergies and asked this question.

The staff was very attentive! My daughter accidentally touched her hand against the hot metal container of green beans in the serving line and although she wasn't hurt at all, one of the staff members came all of the way to our table to make sure she was ok. Above and beyond!

My daughter was very overstimulated by the lights and how loud the music was, so we ate dinner in the foyer by the drinks. One of the staff members actually went in and got us the cloth napkins with the necklace's that were wrapped around them. That was very very nice.

Hard to rate these questions as very little interaction with them - which is some ways is a good thing as it means things are running smoothly.

The amount of people allowed to attend have exceeded the size of the venue. Room is too small to dance & move around, room to hot for the amount of people in attendance. Absolutely needs a bigger space for dancing OR allow less participants per night!

DJ was awesome. Staff was friendly and helpful. Food was great.

<b>Overall Summary...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
Were the participant's overall needs met?	0	0	0	2	23	61	4.69
What is the likelihood of your recommendation of this activity to others?	0	0	0	4	13	68	4.75
Please rate the participant's overall enjoyment level	0	0	0	3	13	70	4.81
What is your overall rating of the activity?	0	0	0	2	20	64	4.69
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	2	25	59	4.66

Comments:

I wish you would change the age requirement to "up to 8th grade" for the older girls. Perhaps hold the dance according to age range? (Although the little girls LOVED dancing with the big girls.) 13 year old girls still love to dance with their dads.

Thank you for putting on such a wonderful event. My daughter & I look forward to this day every year. Not sure if you changed caterers from previous years but I did notice a decline in quality of the food. Roast beef was very dry; green beans bland. Not a huge deal and wouldn't stop me from coming back, but the food has been much better in past years. Thanks again - it was a wonderful night.

My only recommendation would be to reduce the volume of the DJ. It was overpowering at times for the space

The only complaint was that there were "good" chicken strips that were all taken by the time our table was called...my daughter was served the soggy backup chicken & I had to promise her Chick-fil-a after we left. Knowing in advance via registration how many people will be there, running out of food should never be an option. Otherwise, overall another successful event! Thank you!

The DJ this year wasn't as good at getting the crowd involved...this year it had more of a "dance at a senior citizen retirement facility" feel

The event is for ages range 3-12. You should try to think about the needs of dads with younger daughters. You can't wait to start the dance party until 7:30. The event started at 6. The fun dance music should've started at 6:00. Not everyone wants to eat. The girls and dads should be able to dance starting at 6:00, so that if you have a tired 3 year old or 5 year old, you can leave at 8:00. The music and fun dancing didn't start until 7:30. My girls were exhausted by 8:00. They were bored the first 90 minutes of the evening. Very disappointing.

LSPR staff are outstanding. Big thanks to Pat Shepard making this a night to remember. Job well done!

This was our second time at the father daughter dance. My children had a blast and love their little box. It looks like this will be an annual event for us, next year Grandpa wants to come with us and we have a few friends that want to come as well

Excellent event! Everything from the registration, staff presence, facility and the DJ were just great. This is my second year attending with my two granddaughters and next year I look forward to bringing three.

I've been coming to the dance for 5-6yrs. It would be nice if the DJ mixed up his routine and songs.

Suggest allowing people to register as a group and assigning groups to a specific table. There are enough people that save seats for others that it is nearly impossible for anyone not arriving early to find 3 or more seats together.



My daughter is 3 1/2 years old and she loved every minute. It was a very special evening, and I am grateful for all of the hard work and thoughtfulness that went into this event. As a father, I was thrilled to have such a special evening with my daughter, and as a citizen of Lee's Summit, I really enjoyed an event to connect with other members of the community.

Food was poor. Very disappointed it has been much better in the past years.

Husband and kids said this was the best dad dot event yet. They had a blast. We love LSPR and appreciate staff, management and board (shout out to Lawrence Bivens and Sam Shepard:))

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

19 I don't know what that is   30 Yes   37 No

**End of Activity Report**  
**Itty Bitty/Pee Wee Basketball**  
**2018**  
Report Complete By: Jacob Johnson

**Executive Summary**

**Brief Program Description**

Itty Bitty/Pee Wee Basketball is a six week skill development co-ed program. The participants rotate through a series of stations to work on specific skills including dribbling, passing, shooting and rebounding. The programs utilize parent volunteers as “station leaders” to run the stations and scrimmages.

**Participation Numbers**

2018: 141 (IB=51, PW=90)

2017: 134 (IB=78, PW=56)

2016: 109 (IB=59, PW=50)

**Total Revenue:**

<b><u>Year</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$4,560.00	\$5,514.00
2017	\$5,700.00	\$5,231.00
2016	\$5,700.00	\$4,298.00

**Total Expense:**

<b><u>Year</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$1,473.62 <sup>1</sup>	\$ 900.05 <sup>1</sup>
2017	\$1,545.81	\$1,442.41
2016	\$1,307.20	\$ 703.11

**Net:**

<b><u>Year</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$3,086.38	\$4,613.95
2017	\$4,154.19	\$3,788.59
2016	\$4,392.80	\$3,594.89

<sup>1</sup> Total budgeted and actual expenses include both direct and indirect expenses. Indirect expenses for this activity: \$306.62

## Recommendations

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

**Recommendation:** Staff recommends that we continue to offer this program as it is a good revenue producer for the department and a great program for the community of Lee's Summit.

**Comment:** There were multiple positive comments regarding the Site Supervisors or "coaches."

**Recommendation:** Staff is appreciative of the comments from the participants and will share these comments with the Site Supervisors.

**Comment:** The content appropriate for the fee rated below a 4.0 at a score of 3.9.

**Recommendation:** There were multiple comments regarding the amount of parent participation vs the cost of the program, how the program was structured, how much time they spent on certain activities and drills, and the number of "coaches" for the program. It was indicated in multiple locations prior to the program that in order for the program to be successful there needed to be good volunteer participation. The Itty Bitty/Pee Wee Basketball program is volunteer lead - based upon the direction of the Site Supervisor. However, the volunteers are the ones that are to lead the stations and the scrimmages. Each week is set up to spend a certain amount of time at each station or drill, and to transition into a longer scrimmage over the course of the session. Staff does not recommend altering the overall structure of the program and will emphasize the expectations of the station leader's and the curriculum over the course of the session.

**Comment:** The amount of staff available during the activity rated below a 4.0 at a score of 3.9.

**Recommendation:** It was indicated in multiple locations prior to the program that in order for the program to be successful there needed to be good volunteer participation. The Itty Bitty/Pee Wee Basketball program is volunteer lead - based upon the direction of the Site Supervisor. However, the volunteers are the ones that are to lead the stations and the scrimmages. The volunteer station leader meeting is held prior to the beginning of the session. At this meeting, expectations are put forth of what is expected out of our volunteers and the specific skills we will be developing over the course of the program. It is clearly expressed what we will be doing at each station, and what the structure of the program looks like. Staff does not recommend altering the overall structure of the program and will emphasize the expectations of the station leader's and the curriculum over the course of the session.

**Comment:** There were multiple comments regarding the scrimmage portion of the program and how it seemed very unorganized.

**Recommendation:** Over the course of the season, the participants transition into playing a scrimmage after the 3<sup>rd</sup> week. The amount of time allowed for the scrimmage or game increases towards the end of the session. The program relies heavily on volunteer station leaders to help guide the drills and scrimmages, and has a Site Supervisor or coach that monitors each station and gets involved at each area to go over corrections with the participants. Staff will do a more effective job communicating the expectations of how the scrimmages will be conducted to ensure that the program does not appear unorganized.

**Comment:** Overall the comments we received about the curriculum and structure were very poor.

**Recommendation:** Staff will look at our curriculum compared to similar programs in the area. This review will include types of drills, length of the program, whether scrimmages are utilized, and how long scrimmages run. In addition, staff will look at the overall structure of our other itty bitty sports sessions to determine if changes should be made. This review will be done by April 13<sup>th</sup> and a memo will be drafted outlining the recommendations.

## **Extensive Staff Report**

### **Purpose of Report:**

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

### **Benefits of Program:**

Itty Bitty/Pee Wee Basketball is a six week skill development co-ed program. The program ran on Saturdays, January 13<sup>th</sup> through February 17<sup>th</sup>. The Itty Bitty Basketball program is for children three to four years old and the Pee Wee Basketball program is for children five to six years old. These programs are held at Harris Park Community Center located at 110 SW Blue Parkway, Lee's Summit, MO. The Itty Bitty program consists of four sessions, 45 minutes in length, held every top of the hour from 9:00am to 12:00pm. The Pee Wee program consists of three sessions, 45 minutes in length, held every top of the hour from 1:00pm to 4:00pm. The participants are rotated through a series of stations to work on specific skills including dribbling, passing, shooting and rebounding. As the weeks progress, less time is spent at each station and more time is spent in scrimmage situations. The final week, a game is played during the entire time and participation medals are distributed at the end of the sessions. The programs utilize parent volunteers as "station leaders" to run the stations and scrimmages.

### **Benefits of Program:**

The benefits of Itty Bitty/Pee Wee Basketball are the learning of basic skills of basketball, developing social and motor skills, good physical activity, promotion of teamwork, learning good sportsmanship 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 six.

### **Service Hours:**

[# of participants 141 x .75 (45 min) x 6 weeks]

2018: 634.5 hours

2017: 603 hours

2016: 490.5 hours

### **Volunteer Hours:**

Total number of volunteers: 31

Total number of hours/volunteer [1 volunteer x .75 (45 min) x 6 weeks]: 4.5

Based on national volunteer wage of \$24.14/hour x 139.5 hours = **\$3,367.53**

### **Refunds:**

Total Refunds: 1 (\$38.00)

Refunds due to low enrollment: 1 (8am session was cancelled. Did not want to transfer)

### **Fees Charged:**

<b><u>Year</u></b>	<b><u>Amount</u></b>
2018	\$38.00/\$42.00
2017	\$38.00/\$42.00
2016	\$38.00/\$42.00

**Program Timeline:**

- February: Program completion and send out Itty Bitty/Pee Wee Basketball surveys
- March: Compile survey results and complete End of Activity Report
- May: Start planning dates and times for Itty Bitty/Pee Wee Basketball
- July: Finalize dates and times for Itty Bitty/Pee Wee Basketball
- August: Prepare marketing plan for Itty Bitty/Pee Wee program
- September: Contact past employees for Itty Bitty/Pee Wee Basketball Site Supervisor position, put program in LS Illustrated
- October: Announce any openings for Itty Bitty/Pee Wee Basketball Site Supervisor positions
- November: Take inventory of Itty Bitty/Pee Wee Basketball equipment and supplies
- December: Send out programming information mailer, hold Volunteer Station Leader meeting and Site Supervisor training
- January: Program starts, take photos of program

**Marketing:**

This program was marketed in the LS Illustrated, LSPR website, through multiple eBlasts and on LSPR social media sites.

**Evaluation/Assessment:**

125 survey web-links were distributed for Itty Bitty/Pee Wee Basketball, representing 125 unique households. 34 surveys were completed and returned. This is a 27% return rate for the surveys. Please see attached survey summary for results.



Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	1	2	5	14	12	4.00
Please rate the friendliness of activity staff	0	0	1	2	13	18	4.41
Please rate the ability to recognize activity staff	0	0	2	5	13	14	4.08
Please rate the amount of staff available during the activity	0	3	3	5	14	9	3.91
Please rate the condition and suitability of the facility used.	0	0	1	2	18	13	4.26
Please rate the perceived safety of program.	1	0	1	4	15	13	4.21

Comments:

- Coach J is the best! Wish he was available every week. It is nice to have the same coach each time.
- One coach for all the kids was too few. Parents stepped in to help, but in many cases, the parent was mostly the one teaching their child. But maybe my expectations were off on that.
- The activity itself was safe, the actions of the one staff member was unsafe. Throwing the ball from 1/2 court and letting it bounce off for 5/6 year olds to catch is not safe. During scrimmage games it isn't safe to let the kids run around taking the ball from one another, wrestling for it and having a pile of kids fight over it. It looked more like a fumble in football and both teams scrambling & scrapping for the ball than learning the team concept in basketball of working with your team. Kids were stealing it from their own teammates.
- Our coach was great with the kids. I was amazed that by about the third session he had memorized ALL of the kids names!! I can barely get my own kids names right some times.
- There are a ton of parents out helping their kids which is great but the space doesn't accommodate the amount of parents helping and the amount of kids participating....can get a little chaotic.
- Coach J didn't have much interest in the age group and didn't plan appropriate or engaging activities for the age group 3-5. Playing a game with no real foundation lost my 3 year olds interests quickly. Coach Jacob on the other hand did more appropriate activities for the age group and got down to the kids level to talk to them.
- There were two different staff members than ran this program. The first person we were very pleased with. He was engaging and communicated well with the 3-4 year olds. They enjoyed it and were mostly on task. The second person was not so engaging. He was boring and hard to get the kiddos to be interactive and actually have fun.
- No uniforms or easily identifiable clothing was worn so the first session I was not sure where to go or who to talk to.
- The balls were under inflated for a couple weeks and it seemed a little disorganized at times.
- That facility is so loud, at this age group the kids have a hard time hearing the instructions. Not a new parent to LSPR. I have an 18yr old who's played all sports since 5 years old. I just feel this program needs work.
- Facility is great, but was busy with other games and teams, so some of our court got used or absorbed by other teams (makes it a little rough for toddlers to use less than 1/2 of a court.) Staff was amazing, the original Coach seems as though he is MADE to work with kids: patient, fun, and great. Coach the last two weeks was great too, very patient and worked well with kids.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	1	2	5	14	12	4.00
What is the likelihood of your recommendation of this activity to others?	0	0	1	2	13	18	4.38
Please rate the participant's overall enjoyment level	0	0	2	5	13	14	4.08
What is your overall rating of the activity?	0	0	1	2	18	13	4.26
What is your overall rating of Lee's Summit Parks & Recreation?	1	0	1	4	15	13	4.21

Comments:

- I probably won't do it again next year, but would probably just teach my son the fundamentals at home instead.
- Again, the program is good, but the staff members execution of the program was poor. If he had handled some things differently the ratings would be higher. There were two times the original staff member was absent and some one else filled in and it ran better during his absence.
- We had lots of fun. I didn't see much difference in the program from 4 year old to 5 year old. Same skills.
- The kids were 3 and 4 and week 3 they were told to play a basketball game for 40 minutes. This was super frustrating because none of them knew actual dribbling, passing or shooting skills. I would have liked to see the program focus more on skill work and practice instead of a game. However, there was a different coach week 4 and he did work on skill work for 30 minutes and then played a 10 minute game. This was much more effective and appreciated. My child did enjoy the program and he did have fun. We would probably do the program again, I would just caution others that "skills" aren't always the focus.
- Would have loved for any actual coaching and learning to have taken place. I don't believe my child learned anything new (to dribble, to bounce/pass, to throw a ball at the hoop, try to catch a rebound). And I don't believe my child got any better in these skills since there wasn't any teaching/coaching taking place. There was one guy walking around, engaging for a couple minute at a time per station, blowing the whistle and kind of moving the traffic around. This after some running and stretching. They just went from unorganized station to unorganized station with no real direction or oversight and way too many kids at each station for "getting a turn". Hope improvements come some day- like more coaches/staff, more stations (like 2 of each maybe) and then maybe the kids will actually be engaged and learn something and our time and money isn't a waste. I don't even feel like parents were really encouraged to help out- most just sat there and plenty of others were standing around at the stations, a few dads actually trying to help their own kids.
- Itty bitty basketball was disappointing. Too many kids, not enough coaches. I feel that I paid \$36 for the handout listing the skills that were to be taught. If I had not participated and practiced one on one with my son he would have gotten nothing out of it. We will never participate in this program again.
- There were to many children for one staff member. Ultimately, it turned into tackle basketball with the kids that were more aggressive and the less aggressive kids just stood back and watched the madness and wasn't included. Maybe more focus should be on the drills than the game. Having more than one staff member for 20+ kids is highly recommended.
- For 3-4 year olds, I think having someone really fun and energetic to get the kiddos engaged and watching would be beneficial.
- We we're disappointed with the scrimmaging portion of the program. It wasn't run very well and the kids were running around with the basketball instead of being shown when to dribble, pass, shoot, etc.
- Split boys and girls. Start scrimmage sooner



## **APRIL COMMENT REPORT**

**Attached are 16 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 16 comments 9 were positive, 4 were comments making suggestions or requests and 3 were negative.**

## FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR April 2018

### Legacy Park Community Center


**Denise Ondak Hankins** reviewed Legacy Park Community Center — 5★
March 22 at 11:45am · 🌐

Lin was wonderful showing me around and helping me learn the machines. Very funny too. Thanks~

 Like
  Comment
  Share
 

 2









**James Williams** reviewed Legacy Park Community Center — 5★
March 13 · 🌐

A great place to work out . Family friendly with something for everyone to do .

 1

### Hartman Park


**Kelsie Dick** reviewed Hartman Park Sports Complex — 5★
March 24 at 8:27pm · 🌐

I loved everything about it! I think there should be more trails so we can walk on them more.I was there for the 50th at the park.

 Like
  Comment
  Share
 








**From:** [james.springfield19@gmail.com](mailto:james.springfield19@gmail.com) [<mailto:james.springfield19@gmail.com>]  
**Sent:** Tuesday, March 27, 2018 12:24 AM  
**To:** Administration  
**Subject:** Web comment from James Springfield

**\*\*\* This email is from an external source, use caution before clicking on links or opening attachments. \*\*\***

The Contact Us Form from the **cityofls.net** website was submitted to the General department.

**First Name** James  
**Last Name** Springfield

**Address**

**Suite**

**City**

**State**

**Zip**

**Daytime**

**Phone**

**Email Address** [james.springfield19@gmail.com](mailto:james.springfield19@gmail.com)

**Department Selected** General

**Message**

To Whom it may concern, Hello, after experiencing a recent death, and burial, I am very distraught. I spent quite a bit of money on a beautiful coffin and only a few people got to see it. Once. This is quite outlandish, we might as well have buried grandma in a tin can. I do not want other people to experience the same pain I am coping with. I think you will be able to assist me in this endeavor. With one word, I think we can solve this issue. Windows. I know, it sounds so simple, how has no one ever thought of this? But I can assure you, out of all of the cemeteries I have prowled, which is many, none have had windows. I'm talking about putting a window on the ground above the coffin. Cement or clay will be added to the walls to prevent the dirt from caving in and obstructing the view. This will allow for ample and definitive vision of the ornate coffin. I look forward to seeing this project through with you. Thanks. -James Springfield P.S. I'm tinkering around a possible 'open-casket burial with the windows' idea. Thoughts?

**From:** Joe Snook  
**Sent:** Friday, March 30, 2018 4:24 PM  
**To:** [james.springfield19@gmail.com](mailto:james.springfield19@gmail.com)  
**Subject:** Response to Web Comment

James,

First, let me share my condolences on the death of your grandmother. I'm sorry for your loss and hope you and your family find comfort in the coming weeks. Your email to the City on March 27 was shared with the Parks Department because we oversee the management and operations of the Lee's Summit Historical Cemetery. Based on your email I'm assuming the recent burial you mentioned was completed in our cemetery.

I understand the cost associated with burying a loved one can be surprising and there are many decisions that must be made in the process which can cause distress. Your idea of adding a window to view the casket after the burial is unique and, like you, one I've never seen. From my perspective this idea has some limitations including:

- 1) The burial process would require a longer timeframe to accommodate the construction of a support structure for the window
- 2) The potential for damage or vandalism would require replacement of the window
- 3) Maintenance and upkeep of the window would belong to the family and could become problematic and/or expensive
- 4) This is not a "best practice" used in cemetery operations

As for your follow up idea of an "open-casket burial with window" I think the same concerns listed above apply, as well as, the concern of a decomposing body being viewed through the window.

Although your ideas are intriguing, I think the current cemetery practices used across the country to complete a burial without a viewing window are still most appropriate and one the Lee's Summit Historical Cemetery will continue to use.

Thank you for sharing your comments and ideas.

Sincerely,

**Joe Snook, CPRP** | Administrator of Parks & Recreation  
220 SE Green Street | Lee's Summit, MO 64063  
(816) 969.1504 | fax: 816.969.1515 | [www.lsparks.net](http://www.lsparks.net)

Wed. March 21, 2018

Jodi Jordan  
Legacy Park Community Center

JOHN HOOKER  
213 NW Hemlock St  
Lee's Summit MO  
64064

Jodi, RE: LIN HAS "stepped up", AGAIN.

I'm sure you get lots of kudos from Legacy members on "our" Lin Wong. Here's another to add to his file.

Yesterday I had a flat tire in the Legacy parking lot. After some grumbling and quiet expletives I rolled up my sleeves and set about the task of jacking up the car.

After a few uncomfortable minutes - Lin showed up. He had just clocked out, finishing his shift. He saw my plight and said "Let me help you with that." (he did not say "do you need help" - instead he jumped right in!)

He proceeded to knock off the rest of the tire changing in "pit-stop-like-record breaking time" all while offering a couple of tips on tire changing and where I might bring the tire to be fixed - low cost and local.

I had the good sense to offer him \$10  
for his trouble. He was aghast! He  
absolutely refused. He said he was glad  
to do it - that it was simply a Pass-it-  
on-act-of-neighborliness.

What a guy. He's a credit to you  
and your Leeper team.

Gratitfully  
John Hoshen

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	GCC	Complaint	3/22/18	Tede Price	Pat Shepard	Alise Wolf	Patron left a message stating she was told if schools closed because of weather, parks would close too. She received an email from the Dulcimer instructor, Barbara Winston, not to come to Dulcimer class on Tuesday, Feb. 22 <sup>nd</sup> but to come the next week. "When Barbara arrived, we were told there was no room for us. We all paid for that and don't think it's fair. Barbara had to make arrangements to teach somewhere else."	LSPR does not close when the schools are closed and did not notify anyone that classes were cancelled. The Dulcimer instructor did not notify staff of this cancellation or ask for a room to make up the class. This issue has been addressed with the instructor. Staff suggests offering her a partial refund for the class she was not able to complete. 3.24.18 Manager spoke with patron and apologized for the confusion. Patron said she understood and would appreciate a refund for the class that was not held at Gamber Community Center. The amount of the refund will be \$4.17 (\$25/6 weeks). PS
2	HPCC	Information	4/3/18	Tede Price	Ryan Gibson	Patricia Todd	She took the Heart Saver class recently at Harris Park. The instructor was Julie Johnson and she wants to compliment you on how wonderful the class was and how thorough she was. She said that we are so fortunate to be able to have such a great instructor. She wanted to make sure that you knew how much she liked the class.	Staff appreciates Ms. Todd's comments and will share them with the instructor, Julie Johnson, before the next class she holds at Harris Park CC. - RG
3	LPCC	Complaint	3/21/18	Jodi Jordan	Jenny Brennan	Paula Higbee	Can Pam be on time for her 5:30am class? At least 50% of the time we begin at 5:35am.	Staff spoke with Pam regarding the comment and talked to her about finding a solution to arriving and beginning her cycle class on time. Jen
4	LPCC	Complaint	3/19/18	David Dean	Devin Blazek	Brian Keller	Brian came to LPCC last week and wanted to sit in the spa with his daughter. The lifeguard did not allow his daughter in the spa because she was 13, and the rules state you must be 16 to use the spa. Brian stated he disagreed with this rule and didn't understand why his daughter, while being supervised by him, had to be 16.	I spoke to Brian and explained that, while there are documented risks for kids and adolescents using spas and hot tubs, the primary reason for the rule is that LPCC intends for the hot tub to be used only by adults. Children in the spa playing around may make for an unpleasant experience for other patrons in spa. Brian stated that if it is intended for adults, then it should be 18 and older, because a 16 year old is not an adult. I stated that I understood his complaint but that we had not had any negative comments regarding this policy in the past. I stated we would make a note of his comment and it would be received by other staff for consideration. Staff has received no other complaint regarding this policy. Staff recommends no changes. DB
5	LPCC	Information	4/3/18	David Dean	Jodi Jordan	Nathan Doering	Many of the recumbent exercise bikes are missing their foot straps on the pedals. Please fix ASAP.	Staff checked the recumbent bikes and found 3 bikes were missing their foot straps. Staff replaced the straps on one of the bikes, ordered 2 new pedals for the other 2 bikes. Staff placed the order on 4.9.18 for the pedals and foot straps. Staff called for Mr. Doering to let him know the pedals and straps have been ordered. He appreciated the follow-up. JJ
6	LPCC	Information	4/11/18	David Dean	Devin Blazek	Various	Staff received two comments (one positive, and one negative) regarding the temperature of the lap pool at LPCC.	Staff regularly monitors the temperature of each body of water to ensure the safety and comfort of all patrons. Staff sets the temperature for the Lap and Leisure pool at 84 degrees and the Spa at 104 degree, but temperatures can vary +/- 2 degrees based on bather load, ambient air temperature, and various other factors. These temperatures are selected based on the recommendations of several health and aquatic authorities, such as the World Health Organization, the Center for Disease Control, the Mayo Clinic, and the World Waterpark Association. Staff recommends no changes at this time. DB
7	LPCC	Information	3/29/18	Jodi Jordan	Jenny Brennan	Gayle Switzer	There is no need to contact me. I just wanted to say Rob is awesome! I do his Lift class on Wednesday's. He is an excellent instructor with a great sense of humor. He is always fun and it is a good workout.	Rob teaches Lift on Wednesday evenings at 5:30pm. Staff will share the comment with Rob and recognize him at the next staff meeting. Jen
8	LPCC	Information	3/28/18	Jodi Jordan	Jenny Brennan	Alyson Green	I want to let you know Pam's 6:30am class is amazing. Let's keep it going.	Pam teaches a combination cycle and strength class on Wednesday's at 6:30am. Staff will share the comment with Pam and recognize her at the next staff meeting. Jen
9	LPCC	Information	3/28/18	Jodi Jordan	Jenny Brennan	Robert Hastings	Cycle and Pump class – I really like it. It is a great class to get your day started.	Pam teaches Cycle Pump on Wednesday mornings at 6:30am. Staff will share the comment with Pam and recognize her at the next staff meeting. Jen
10	LPCC	Information	4/5/18	Jodi Jordan	Jenny Brennan	Sue Burditt	Annie is a super great teacher! Attentive and fun. Knows her stuff.	Annie teaches Cycle on Tuesday's and Thursday's at 9:30am and Lift on Tuesday's and Thursday's at 10:30am. Staff will share the comment with Annie and recognize her at the next staff meeting. Jen
11	LPCC	Suggestion	2/28/18	Jodi Jordan	Mike Hedrick	Lakin	I am wondering if you would be willing to turn off or remove the television from the childcare room. Part of the reason I bring my daughter here is for the experience to play and not be glued to the television the entire time. Unfortunately it is always on when we come here!	After receiving this comment staff spoke with Lakin and explained that LPCC does not have a policy in place to regulate the amount of time the childcare television is on. LPCC childcare offers free play, toys, blocks, coloring, games, Wii video games, television, and books available for use during their time in childcare. LPCC staff lets children make the decision to participate in activities they are interested in. Staff encourages them to play with others, color, and pursue different activities during their time in childcare. Staff thanked her for her comment and told her that that her comments would be shared with the rest of the management staff. She thanked staff for speaking with her. LPCC management staff has reminded childcare staff to redirect children watching television or playing video games to a different activity after 15 minutes. MH
12	LPCC	Suggestion	4/2/18	Jodi Jordan	Eric Schooley	Joy Conyers	Patron would like to see built in blow dryers and sponge mats in the women's locker room.	Staff called and left a message with Mrs. Conyers. Staff left a phone number that she could return the call and also invited her to ask for staff next time she was at LPCC for a face to face conversation. Staff also explained to her that mats were not something that we would consider because mats tend to lead to the creation of mold. Staff also explained to her that additional built in hairdryers would also not be considered because there are dryers already located in each locker room. ES As of 4-5-18 patron has not returned my call.
13	LPCC	Suggestion	4/4/18	David Dean	Jodi Jordan	2 Patrons	Can you set up the volleyball nets every other week since it is not being used?	Volleyball nets are set up on Wednesdays from 7:30pm-9:30pm. Staff reviewed the past 4 weeks of play and found an average of 19 patrons were utilizing the volleyball nets. Staff will remind the facility supervisors to monitor the courts and to take down the net if it is unutilized for 15 minutes or longer. Staff does not recommend changing the volleyball schedule at this time.
14	Parks	Information	4/5/18	Joe Snook	Brooke Chestnut	Gene Guevel	This may have been reported already.....6 street/security lights in Lowenstein Park stopped functioning this week: the lights by both foot bridges, lights by shelters #1 and #2, and the lights in both parking lots. Suspect related to construction across Lowenstein Road where recent land clearing has taken place.	Thank you so much for contacting Lee's Summit Parks and Recreation in regards to lights not working in Lowenstein Park. I greatly appreciate patrons such as yourself communicating with us when an issue arises. I will make the necessary arrangements to get the issue addressed. Please feel free to contact me directly should you need anything in the future. Please also consider becoming a Friend of the Parks as we would love to have a helpful person such as yourself, assisting with watching over Lowenstein Park.

~ MARCH 2018 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 MPRA Annual Conference 2/27/18 - 3/2/18 MPRA Banquet 6:15pm City Council	2 School Break Camp	3
4	5	6 7:00pm Beautification Commission	7	8 6:15pm City Council	9 10:00 am KCMPRDA meeting	10
11	12	13	14	15 6:00pm HPCC Staff 6:15pm City Council	16	17
18 8:00pm LPCC Staff Meeting	19 5:30pm GCC Staff Meeting	20	21	22	23	24
	Spring Break Camp					
25	26	27	28 6:00pm Park Board meeting (Strother Conference Room)	29	30 School Break Camp	31

~ APRIL 2018 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 7:00pm Beautification Commission	4	5 6:15pm City Council	6	7
8	9	10	11 7:30am GCC Employee Quarterly Breakfast	12 6:15pm City Council	13	14
15	16	17 6:30pm GCC YSA - Dinner Meeting	18	19 6:00pm HPCC Staff 6:15pm City Council	20	21
22 8:00pm LPCC Staff Meeting	23	24	25 6:00pm Park Board meeting (Strother Conference Room)	26 6:00pm GCC Volunteer Gala	27	28
29	30					



~ MAY ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 7:00pm Beautification Commission	2	3 6:15pm City Council	4	5 8:00am Summer Pickleball Tournament
6	7	8	9	10 6:15pm City Council	11 10:00 am KCMPRDA meeting	12 8am Croquet Tourn. 10:00am Fishing Derby 8:00am Seasonal Staff Training
13	14	15	16	17 6:00pm HPCC Staff 6:15pm City Council	18 6:00pm Celebration of Arts (LPA)	19
20 8:00pm LPCC Staff Meeting	21	22	23 6:00pm Park Board meeting (Strother Conference Room)	24	25	26 SW Opens for Season
27	28 Memorial Day City Offices Closed	29	30	31		

~ JUNE ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 6:00pm Beautification Commission 10am <b>Aladin and the Magic Lamp</b> - LPA	6	7 6:15pm City Council	8 9:00pm Night Flight - LPA	9
10	11 8:30pm SW Teen Night	12	13	14 2:00pm Exotics R Us- kids culture arts event 6:15pm City Council	15 7:00pm Flashback to Folk - LPA	16
17	18 8:30pm SW Family Night	19	20	21 6:00pm HPCC Staff 6:15pm City Council	22 Tennis Tournament- LSNHS	23 7:00am Tour de Lakes Tennis Tournament- LSNHS
24 8:00pm LPCC Staff Meeting Tennis Tournament - LSNHS	25 8:30pm SW Teen Night	26	27 6:00pm Park Board meeting (Strother Conference Room)	28	29	30 7:00pm The Landsharks - LPA



# Catalyst

THE BUSINESS MAGAZINE 2ND QTR 2018

## CELEBRATING 50 YEARS

Chamber's tradition of  
leadership and progress  
since 1968 • page 26

### COMMUNITY FOCUSED

How "The Old Reliable" has  
stood the test of time

### HIRING THE RIGHT PERSON

Tips for finding the right  
fit for your company



## Time to Celebrate

April has arrived and we at the Chamber are excited to celebrate the 50-year anniversary of our organization. The Chamber was incorporated on April 18, 1968, and has progressed quite a bit over the years. Think back to what was going on in our country at that time. The cost of a gallon of gas was 34 cents, The Beatles released "Hey Jude" and General Motors held 50 percent of the automobile market. A lot has changed over the years, with plenty of triumphs and tribulations along the way.



Lee's Summit as a whole has grown tremendously over the past 50 years. Not only has the population increased, but construction projects and developments have put our city on the map as a major metropolitan suburb. Historic projects like Amtrak, I-470, and the revitalization of the downtown core paved the way for entrepreneurship and business to flourish. Read more about the history of our community and specifically, the Chamber, on page 26.

As our community continues to evolve, so does its leadership. I want to extend a special thank you to all who voted and participated in the municipal election on April 3. Your voice is what helps us determine the future of our city in electing new leaders. To the newly elected officials, I congratulate you, and hope you'll use the Chamber and its resources to guide Lee's Summit forward.

While our new leaders step up to the plate, it is important not to forget the dedication and talent of those who have led us to this point, as they are the ones who deserve to be celebrated. In this issue, we celebrate Gene Gamber, whose tenacity, influence and consideration has inspired so much positivity and progress in our community.

I hope you'll join me in celebrating our history and all of the people who have forged the path to where we are today. To our members, community leaders, past chairs, and everyone who has worked hard for the Chamber and our community, THANK YOU. Thank you for your commitment and vision as we look forward to what's next in Lee's Summit.

*Yours Truly,*

**Rosalie Newkirk, HSMC Orizon LLC**  
*2018 Chair of the Board*

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# Catalyst

THE BUSINESS MAGAZINE 2ND QTR 2018

### PUBLISHER

Lee's Summit Chamber of Commerce

### CHAMBER PRESIDENT

Tim Arbeiter, CECD

### ADVERTISING MANAGER

Heather Thompson

### GRAPHIC DESIGNER

Sami Dupuis

### EDITORIAL STAFF

Stephanie Kusek  
Heather Thompson

### CONTRIBUTING WRITERS

John Beaudoin,  
Liesl Hays, Rick McDowell,  
Jim McKenna

### ADVERTISING

For advertising information,  
contact Heather Thompson at  
[hthompson@lschamber.com](mailto:hthompson@lschamber.com) or  
816.524.2424

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## LEE'S SUMMIT CHAMBER

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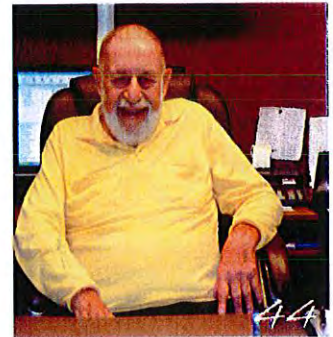
John Beaudoin is a media professional with more than two decades of experience in print, broadcast, radio, online and public relations/marketing experience.



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Lea McKeighan Park

# JOE SNOOK

LEE'S SUMMIT PARKS &  
RECREATION ADMINISTRATOR

APPOINTED JANUARY 27, 2018







## How did you get started in Parks and Recreation more than 16 years ago?

My first job in municipal Parks & Recreation started right here in Lee's Summit. In 2000 I lived in St. Louis and was looking for a career change. I applied for an entry-level Recreation Supervisor position with Lee's Summit. The Superintendent of Recreation interviewed me and said I was overqualified for the position, but informed me she was leaving and asked if I was comfortable having my name and résumé shared with Tom Lovell. Three months later, I was hired as the Superintendent of Recreation Services. The rest, I guess you can say, is history.

**Describe yourself in one word:** Driven

## What has surprised you most about this industry?

There are so many things I could mention. First, I would mention the collaborative nature of our profession. My peers from the region, state, and nation are always quick to share information, successes and failures. Second, the diversity of services delivered by Parks and Recreation agencies throughout the country. For example, agencies provide (not an all-inclusive list):

- parks
- community centers
- trails
- aquatic centers
- cemeteries
- dog parks
- ice rinks
- greenways
- blueways
- lakes
- beaches
- cultural arts
- fitness
- lifetime skills like CPR
- first aid
- swim lessons

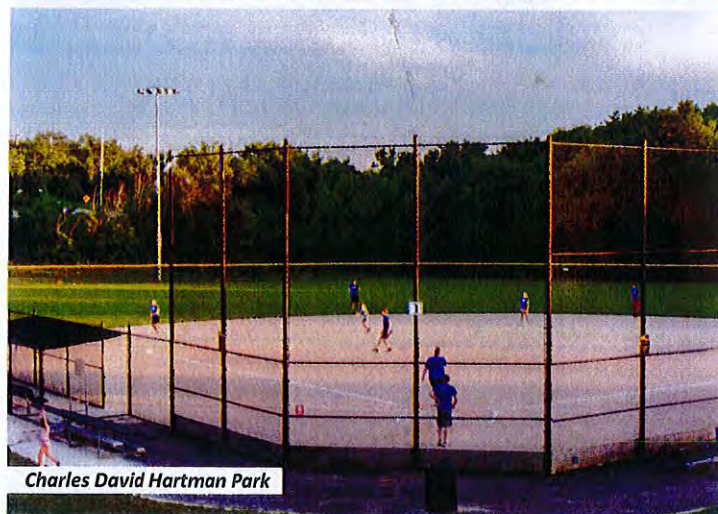
Finally, I would say the impact Parks and Recreation has on a community. One standard often mentioned in the "Best Places to Live" rankings is recreational and leisure opportunities provided in a community. The organizations creating these rankings understand that parks and recreation services are critical to the quality of life experienced by its residents.

## What do you feel are the top benefits our community gains from LSPR?

Great question! Quite honestly, the benefits are endless. We have identified over 600 benefits LSPR provides to our community, including: increased property values for homes located in close proximity to parks and trails; health benefits provided by our community centers, fitness programs, and parks; economic activity provided by cultural arts and sports events; over 300 part-time and season employment opportunities for our community with many of those for our youth seeking their first job; and construction projects that benefit local business such as architects, contractors, and skilled laborers. LSPR preserves green space, helps mitigate storm water issues, provides habitats for wildlife, and water proofs over 1,800 youth each year. I could continue, but the point being, parks and recreation provides many benefits most people don't consider.



Splashpad at Miller J. Fields



Charles David Hartman Park

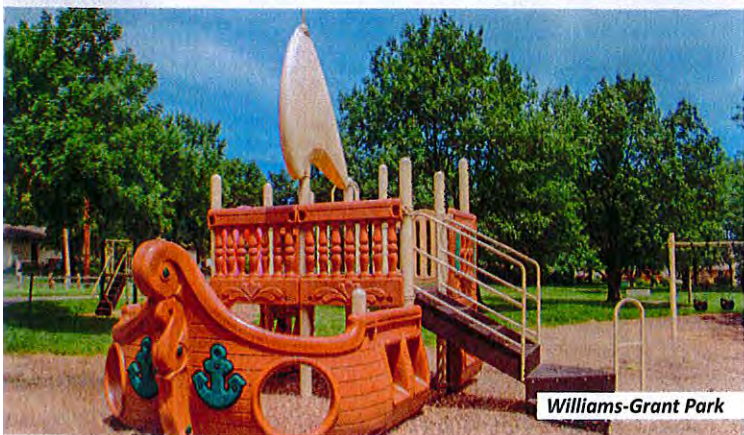


Winterset Nature Area





Legacy Lake



Williams-Grant Park

### **What's the one thing you wish people knew about LSPR?**

We are fiscally responsible and for every \$1 entrusted to LSPR through the sales tax, we provide a return of \$1.25 back to our community. I would also share that each and every employee at LSPR is dedicated to providing the best parks, facilities, programs, and special events possible. Our staff is passionate about serving our community.

### **As the new Administrator, what is your vision for the next five years?**

Over the next five years we will be working diligently to implement many of the projects that were approved by our voters with the August 2016, ¼-cent sales tax extension. High on the list of projects are a field house, another community center, trails, neighborhood park renovations, and a wave pool at Summit Waves. Of course, the list could change as new opportunities become available. With each project, LSPR will continue to engage our community and celebrate our successes along the way. We will further reinforce our position as a leader in our community by adjusting to the changing needs of our community. Finally, LSPR will maintain our national accreditation and work toward winning a second gold medal from the National Recreation and Parks Association.

### **Are there any new projects that will be completed in 2018?**

Lea McKeighan North Park will be completed in 2018 and we are very excited to open the park. Amenities will include a splash pad, outdoor ice rink, adventure playground, paved trails and support structures including concessions, restrooms and a shelter. Additional projects scheduled for 2018 include: a trailhead at Hartman Park, which will provide access to the Rock Island trail currently under construction by the Rock Island Railroad Authority and Jackson County; completed designs for park renovations at Summit Park and Howard Park; updates to the Greenway Master Plan; and a trail extension connecting Miller J. Fields Park to Langsford Park.

### **With it being the 50<sup>th</sup> Anniversary for LSPR, what do you feel have been its biggest milestones and accomplishments?**

The growth of LSPR has been incredible. In 1968, LSPR was a very small department with a few employees and parks; and now, we manage over 1,300 acres of park land, three community centers, an outdoor aquatics park, an amphitheater, hundreds of programs, special events, and athletic programs – it's amazing. In addition, LSPR has invested over \$60 million in capital improvements thanks in part to voter approved sales taxes since 1998.

Next, I would highlight the implementation of the Greenway and, in partnership with the Public Works Department, construction of over 72 miles of multi-use trails throughout Lee's Summit. A major milestone was accomplished in 2016 with over a million people visiting one of LSPR's parks, facilities, programs, or special events. I would also highlight winning the Gold Medal in 2010, which was validation from our peers nationally that Lee's Summit has a premier parks and recreation system and one we should all be proud of.

Finally, I would share that LSPR has been an accredited agency since 2003, which requires a reaccreditation process every five years. Accreditation signifies that LSPR implements the best practices of our profession, engages in continual improvement, provides high quality services and experiences, and maintains excellence in operations and service.

### **How do you feel people's viewpoint or expectation of LSPR has changed over the years?**

Our community has come to expect the best from LSPR including high quality programs, parks and facilities that are well maintained, affordable, accessible, and fun. I think our community understands that LSPR is more than mowing grass and hiring referees. We provide services and experiences that contribute significantly to the quality of life enjoyed by our



residents, and that is validated through the high rating we receive on our surveys as well as the strong voter support with the 2016 sales tax election (79 percent approval).

### In what ways does LSPR collaborate with other organizations in Lee's Summit?

Partnering with organizations and businesses is critical to our success and allows us to extend our reach and services while maximizing the financial resources provided to us by our community. A great example of collaboration is our annual agreements with the four Youth Sports Associations (YSAs) that use Legacy Park for their programs. Our community provided the funding for the construction of each sports complex and the YSAs manage their respective programs serving over 9,000 youth annually.

LSPR also partnered with the R-7 School District to provide land and shared-use infrastructure for the Great Beginnings Early Education Center at Legacy Park. This partnership saved both LSR-7 and LSPR money that was then reinvested back into our respective organizations. A third example is LSPR's partnership with the City's Water Utilities Department which allowed us to construct and open one of our most popular parks, Happy Tails (dog) Park. LSPR has also partnered with the Public Works Department to implement the Greenway Master Plan.

Finally, and most importantly, LSPR collaborates with our community through surveys, workshops, focus groups, design and operational charrettes, task forces, manager listening sessions, comment forms, and social media to determine the needs, services, and expectations of our community.



Dogwood Park

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### Tell us about your family.

I have two sons: Jarod, a 20 year-old sophomore at Colorado State University, majoring in chemistry, and Jay, a 17 year-old, junior at Lee's Summit High School. I also have two dogs, BK and Benny.

### What was your first job?

I worked at Burger King in my hometown of Great Bend, KS. I was 15 and made \$2.85/hr.

### What do you enjoy doing in your downtime?

I enjoy riding my bicycles (I have three), lifting weights, reading, and going to the movies.

### What would you be doing if money were no object?

Name the adventure and I'd be in!

### Favorite outdoor activity?

Riding my bicycles, but actually anything outdoors is cool (kayaking, hiking, SUP, climbing mountains, disk golf, pickleball).

### Morning or evening person?

I like to get up early, workout and own the day!

### Coffee or cocktails?

I hate coffee and really don't drink cocktails. A glass of wine with dinner works for me.

### What's your favorite thing about Lee's Summit?

Besides the parks? Actually that's an easy question. The people! I have met so many wonderful people who care about Lee's Summit and care about each other – it's amazing. Our citizens are generous, engaged, thoughtful, and truly have a heart for service. Lee's Summit is a special place, and I'm proud to call it home.

## UPCOMING LSPR EVENTS

### CELEBRATION OF THE ARTS

May 18 – Legacy Park Amphitheater

### FLASHBACK TO FOLK

(The Papas and The Mamas, Soundtrack to the 60s)  
 June 15 – Legacy Park Amphitheater

### LEGACY BLAST

July 3 – Legacy Park

### JAMAICAN JAM

July 20 – Legacy Park Amphitheater

## **Lee's Summit Parks and Rec receives Tree City USA award for 14th time**

April 10, 2018 12:30 PM LS Journal

Lee's Summit recently was chosen as a 2017 Tree City USA recipient by the Arbor Day Foundation in recognition of Lee's Summit Parks and Recreation's commitment to effective urban forest management.

"Tree City USA communities see the impact an urban forest has in a community first hand," Arbor Day Foundation President Dan Lambé said in a release. "Additionally, recognition brings residents together and creates a sense of community pride."

Lee's Summit met the four criteria required for Tree City USA designation: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita, and an Arbor Day observance and proclamation.

"We are pleased to be named a Tree City USA for the 14th year," Lee's Summit Parks and Recreation Administrator Joe Snook, said in a release from the city. "This is a collaborative effort between LSPR, the Beautification Commission and the City of Lee's Summit. Trees help contribute to our quality of life by positively impacting air quality, water resources, personal health and well-being, and energy use. We thank the Arbor Day Foundation for this recognition and we look forward to continuing our efforts to improve Lee's Summit's urban forest."