

AUGUST 2018

Park Board Meeting Packet



LSPR approves a contract to purchase and renovate Longview Recreation Center from Metropolitan Community College



Journeyman & Petty Theft rocked the amphitheater August 10 with the most attended ticketed event this season.



Illusionist Andy Gross wowed the stage July 28 at LPA



The free Blues Fest, August 3, had three spectacular bands perform at the Amphitheater.



MISSION

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



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	July 25, 2018	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	
				Other Guests:	
Tyler Morehead		Samantha Shepard		Joe Snook	
Mindy Aulenbach		Marly McMillen-Beelman		Carole Culbertson	
Lawrence Bivins				David Dean	
Nancy Kelley				Steve Casey	
Casey Crawford				Brooke Chestnut	
				Jackie McCormick Heanue	
				Tede Price	
				Jodi Jordan	
AGENDA TOPIC		DISCUSSION (Findings/Conclusions)			RECOMMENDATIONS/ ACTIONS
Presentation of Employee of the Quarter		Mr. Snook presented Jodi Jordan, Legacy Park Community Center Manager II, with the Lee’s Summit Parks and Recreation Employee of the Quarter Award. Jodi was accompanied by her husband, Duane and son, Micha.			
Presentation of Proposed Streets of West Pryor Development		Matt Pennington, Drake Development, appeared before the Board to present a proposal for development of 68 acres for mixed use lying generally to the north of Lowenstein Park. Mr. Pennington and Mr. Snook addressed the proposed use of a portion of park property for the development, which is on the agenda for further discussion in Closed Session. Mr. Pennington indicated that his anticipation was for the Planning Commission to consider the proposed project on September 25, 2018.			
Approval of Minutes for the June 27, 2018 Meeting		Supporting documentation (see pages 1-4). No questions or discussion.			Ms. Kelley moved to approve the June 27, 2018 meeting minutes, Ms. Aulenbach seconded. Minutes were approved unanimously.
TREASURER’S REPORT for June 2018		Supporting documentation (see pages 5-13). Mr. Bivins read the Treasurer’s Report for the June 2018 financial statements. No questions or discussion.			There were no comments or discussion. Ms. Aulenbach moved to approve the June 2018 Financial Reports as read. Mr. Crawford seconded. The Treasurer’s Report was approved unanimously.
Sales Tax Report for July 2018		Supporting documentation (see page 14). Ms. Culbertson had no additional information to report. No further questions or discussion.			
BOARD APPROVAL ITEMS					
Organizational Changes		Supporting documentation (see pages 15-32). Mr. Snook reminded the Board that the department is slowly working through a variety of organizational structure changes. Changes being proposed for immediate implementation and include: -Promotion of Dana Thurber from Administrative Services Assistant to Administrative Services Coordinator. This modification to position was proposed in order to better reflect the duties that Ms. Thurber has assumed recently, particularly with respect to support to the Park Board and various human resources support functions. In reviewing the responsibilities of Ms. Thurber’s position, it was determined that a majority of the positions within the City that performed similar functions were at a higher pay grade The job description of Administrative Services Coordinator was drafted to accurately reflect the work being performed and expected as well as minimum requirements. -Promotion of Andy Carr from Legacy Park Supervisor II to Park Operations Manager. Similar to the previously discussed position, Mr. Carr has taken on additional tasks and responsibilities in his role and is additionally being assigned additional responsibilities related to patron and public interfacing and cemetery operations. The newly created position of Park Operations Manager includes all of these responsibilities and is a better title for the roles that Mr.			Ms. Aulenbach moved to approve the creation of the Administrative Services Coordinator position for placement in Pay Grade 11 of the Lee’s Summit Parks and Recreation Pay Plan, to replace the Administrative Services Assistant position currently in Pay Grade 10. Seconded by Ms. Kelley. The motion was approved unanimously. Ms. Aulenbach moved to approve the creation of the Park Operations Manager position for placement in Pay Grade 14 of the Lee’s Summit Parks and Recreation Pay Plan, to replace the Legacy Park Supervisor II position currently in Pay Grade

	<p>Carr is filling, as his responsibilities stretch beyond Legacy Park and its' operations.</p> <p>-Promotion of Jodi Jordan from Legacy Park Community Center Manager II to Assistant Superintendent of Recreation Services. The Assistant Superintendent of Recreation Services was a position that was previously in the Parks Pay Plan but was abandoned several years ago. Due to organizational and structure changes pending, including the potential Longview acquisition, a title change and re-alignment of duties was appropriate for Ms. Jordan's position. Additionally, although the new position is within the same pay range as Ms. Jordan's current position, given the additional duties being taken on, an in-range adjustment will be applied to her salary.</p>	<p>13. Seconded by Mr. Bivins. The motion was approved unanimously.</p> <p>Ms. Kelley moved to approve the retitling of the Legacy Park Community Center Manager II position to the Assistant Superintendent of Recreation Services position with placement to remain in Pay Grade 16 of the Lee's Summit Parks and Recreation Pay Plan. Seconded by Ms. Aulenbach. The motion was approved unanimously.</p>
<p>Metropolitan Community College</p>	<p>Supporting documentation (see pages 33-111). Mr. Snook identified there are three items before the Park Board for review regarding the proposed Longview Recreation Center, two of which require Board action: the Real Estate Agreement and Use and Operations Agreement, with the Declaration of Covenants being provided for information purposes to give the Board an idea of the restrictions on the property's future use moving forward.</p> <p>Mr. Snook reminded the Board that the Real Estate Agreement contemplated the purchase of the Longview Recreation Center by LSPR for a total price of \$4.1 million, with the purchase including the building, ½ of the parking lot and a stretch of vacant property near the road to the north and west of the facility.</p> <p>Mr. Snook presented highlights of the Use and Operations Agreement, which contemplates the continued long term use of portions of the facility by the athletics teams which are housed at Longview Community College, as well as continued physical education classes for the college. Also, LSPR is providing additional concessions including dedicated space for coaches offices, discounted memberships for employees and students of MCC-Longview, and cooperation regarding programming at the facility.</p> <p>Mr. Crawford inquired about the opportunity for Longview to add additional athletics activities to the Use and Operations Agreement. Mr. Snook reported that the Agreement calls for LSPR and MCC to have discussions regarding proposed additional athletics, but LSPR will have the final say regarding expanded use of the facility. Mr. Crawford followed up by inquiring whether the athletics events hosted at the facility were done so on a fee basis for MCC, and whether LSPR would get a cut of that. Ms. McCormick Heanue responded that the only opportunity for gate fees to be charged under the Agreement were for non-profit purposes that do not benefit MCC directly.</p> <p>Mr. Crawford inquired whether there was anything that LSPR staff wanted that did not get addressed in the Agreements. Mr. Snook responded there were significant sticking points with respect to the use and operations agreement until the last minute, and the Executive Board was briefed on those items. The Executive Board gave direction that LSPR staff was not to move from their position, which was presented as a final offer to MCC. Ultimately all outstanding items were addressed to staff's satisfaction. Mr. Morehead reiterated that LSPR was prepared to walk away and that MCC came back with good concessions.</p> <p>Mr. Snook reminded the Board that the City Council would still need to authorize final approval of the Agreements because they are intergovernmental in nature, and would further have to approve the inter-fund loan from the general fund to the Parks Department for the property acquisition. The timeline for approvals by the City Council include consideration by the Finance and Budget Committee on August 6, 2018 with consideration by the full City Council on August 9, 2018.</p>	<p>Ms. Kelley made a motion to direct the Administrator of Parks and Recreation to seek an inter-fund loan through the City of Lee's Summit, Missouri for the purpose of financing the acquisition of the Longview Recreation Center in the total amount of \$4,100,000.00. Seconded by Mr. Bivins. The motion was approved unanimously.</p> <p>Ms. Kelley made a motion to approve the Real Estate Purchase Agreement by and between Lee's Summit Parks and Recreation and the Junior College District of Kansas City for the acquisition of the Longview Recreation Center by Lee's Summit Parks and Recreation for the total purchase price of \$4,100,000.00 and subject to the terms and conditions outlined in the Agreement, substantially in the form as presented and subject to non-material modification, and to authorize the Administrator of Parks and Recreation to execute it and all related documents necessary to effectuate the transaction by and on behalf of Lee's Summit Parks and Recreation. Seconded by Ms. Aulenbach. The motion was approved unanimously.</p> <p>Mr. Crawford made a motion to approve the Longview Community Center Use and Operations Agreement by and between Lee's Summit Parks and Recreation and the Junior College District of Kansas City, substantially in the form as presented and subject to non-material modification, and to authorize the Administrator of Parks and Recreation to execute the same by and on behalf of Lee's Summit Parks and Recreation. Seconded by Ms.</p>

		Kelley. The motion was approved unanimously.
Legacy Park Community Center Rate Increase	<p>Supporting documentation (see pages 112-115). Mr. Snook explained to the Board that it had been discussed over the past several months that if the Longview purchase were to come to fruition, it would be necessary to re-evaluate membership rates for facilities. He reminded the Board that memberships had not seen a rate increase since 2009. Staff has prepared and proposed a rate structure that would eliminate the Passport membership option and would instead create a membership that would be valid for all facilities for an annual cost of \$209 (resident rate). The current rate for a similar membership is \$190 per year. Mr. Snook indicated that Gamber Community Center and Harris Park Community Center would continue to offer memberships for those facilities only at lower rates. The proposal is for the implementation and communication regarding new rates to roll out on August 1, with an effective date of October 1, 2018. Announcements will be conducted through a variety of methods, including direct mail letters to nearly 5000 households, monthly bulletins, direct e-mail and webpage presence. Further, follow up calls will be made to any households who have non-delivered letters.</p> <p>Mr. Johnson inquired regarding reimbursed visits for older adults. Mr. Snook advised the Board there are currently three (3) programs which LSPR participates that reimbursements are eligible: Silver Sneakers, Silver and Fit and Optimum. Under these arrangements, insurance companies pay LSPR for the cost of eligible participant's memberships at a rate of \$30 per month or \$3 per visit. These amenities will also be available at Longview.</p> <p>Ms. Kelley inquired whether an individual on a membership at Legacy under Silver Sneakers would be able to use the Longview facility. Mr. Snook reported that all indications are the insurance companies are willing to offer the same opportunity at the Longview facility, however if this was not the case, technically a membership under one of these programs would only be good at a partnering facility. However, there is no expectation these programs will not support the new facility.</p> <p>Mr. Morehead inquired whether Silver Sneakers was a program for adults age 65 and older. Mr. Snook confirmed it is and ties with Medicare eligibility.</p>	Mr. Bivins moved to eliminate the passport membership option and replace it with the all-inclusive membership rates as presented in the memo dated July 6, 2018. Seconded by Ms. Aulenbach. The motion was approved unanimously.
Projects and Services Review	Supporting documentation (see pages 116-131). Mr. Snook reminded the Board that the items up to page 123 are from the prior fiscal year, and the remaining items are reflective of the new fiscal year. No questions or discussion.	
Capital Projects Plan Through 2019	<p>Supporting documentation (see pages 132-141). Mr. Casey presented a brief update on the Capital Projects for 2019, which include the Hartman Park Trailhead, Howard Park Improvements, Summit Park Improvements, and Legacy Park Wayfinding. Mr. Casey indicated that all projects are in the design phase.</p> <p>Mr. Morehead inquired the status of the Hartman Trailhead. Mr. Casey reported that staff is working with the consultant on design and the transportation sales tax funds are being used to implement the project. Mr. Casey anticipated initial plans would be forthcoming shortly.</p> <p>Mr. Morehead inquired whether the restroom at the Hartman Trailhead would be the first 24/7 restroom for the parks system. Mr. Casey indicated upgrades will be needed in order to winterize the restrooms. Mr. Snook also reported that winterization was taking place for restrooms at Miller J. Fields and Lea McKeighan South in order to provide year round full time use facilities in parks.</p>	
Fundraising Update	Supporting documentation (see pages 142-144). Mr. Dean indicated there is no new information to report regarding fundraising at this time. No questions or discussion.	
RevUp Update	Supporting documentation (see pages 145-147). Mr. Dean reported the year-end numbers for the RevUp program were very good, and stated that he is hopeful the momentum for the program will continue. Mr. Snook noted that	

	with the addition of the Longview Community Center, the RevUp program will expand. No questions or discussion.	
Beautification Commission Report	Supporting documentation (see pages 148-151). No report, questions or discussion.	
Wi-Fi Proposal from Time Warner (Charter Communications) Update	<p>Supporting documentation (see pages 152-153). Mr. Snook stated the Legacy Park Community Center infrastructure installation is complete, and the service provider is now working on adding infrastructure to the Legacy Park Amphitheater and athletic fields.</p> <p>Ms. Kelley asked to confirm the amount of time available is 60 minutes. Mr. Snook indicated that users are eligible to receive 60 free minutes of use every 24 hours in the facilities with service. No further questions or discussion.</p>	
NEW BUSINESS		
2nd Quarter 2018 Security Report	<p>Supporting documentation (see pages 154-156 and handout.) Mr. Snook advised the Board that an incorrect memorandum was incorporated into the Packet and provided a copy of the correct memorandum.</p> <p>Mr. Bivins inquired whether there were shots fired at the last incident at Summit Waves. Mr. Snook reported the incident involving reported shots fired was at a private rental event at Summit Waves, not the LSPR sponsored Teen Night.</p> <p>Ms. Chestnut reported to the Board that 86% of the contacts at the parks regarding security were related to the routine park checks conducted by the Lee's Summit Police Department and the community policing initiatives that Lee's Summit Police engage in are very beneficial to the parks. Mr. Snook reiterated that LSPR is grateful for the partnership with Lee's Summit Police and is grateful to Chief Forbes for his support. No further questions or discussion.</p>	
Lea McKeighan End of Project Report	<p>Supporting documentation (see pages 157-159). Mr. Casey reported the Lea McKeighan North project came in under budget, but behind scheduled slightly. There are still punch list items being completed, but nothing of significance. Mr. Snook reiterated the project came in under budget by approximately \$200,000-\$225,000 and congratulated Mr. Casey on a job well done.</p> <p>Mr. Morehead asked if there was enough money from the savings to construct a bridge over Chipman Road to connect the North and South portions of the park. Mr. Snook replied there does not at this time appear to be a significant amount of crossover use, and at this point, parking has not been an issue, however it will be important to assess parking after the ice rink opens.</p> <p>Mr. Crawford inquired whether there has ever been any discussion of incorporating food trucks and other amenities to the facility during outdoor volleyball leagues the way some other entities like Shawnee and South Kansas City provide. Mr. Snook replied the LSPR outdoor volleyball leagues are generally low producers, and because they don't allow alcohol, are not similar to the other programs mentioned. He stated the park sees a high volume of walk in play, and it is important to ensure access to the facility for those needs as well. No further questions or discussion.</p>	
Legacy Park Single Track/Urban Trail Builders	<p>Supporting documentation (see pages 160-161.) Mr. Casey reported that staff had discussions in the past about creating a beginners course at Legacy which would result in low environmental impact. Essentially the construction would involve mowing out an area for mountain biking, and this would be a unique and creative use of the undeveloped areas of the park. The Urban Trail Builders group that Jackson County has partnered with has been a good partner, and they propose building and maintaining the trail at little or no cost to LSPR. The only cost would be signage.</p> <p>Mr. Morehead inquired how long the trail would be. Mr. Snook replied the length would be 5-6 miles.</p> <p>Mr. Snook provided more information about Urban Trail Builders, indicating that Kansas City Parks and Jackson County Parks have partnered with the volunteer driven group. He also mentioned that an off road trail was identified in the 2016 strategic plan. The minimum length for Urban Trail Builders to participate is 5 miles. Mr. Snook reported that he believed it was important to focus on the trail being of "beginner" quality in order to engage youth and families in mountain biking, as there is a lack of entry level trails in the area.</p>	



	Mr. Snook also stated that off road running is the fastest growing segment of running in recreation, and this trail could accommodate that activity.	
End of Activity Reports	Supporting documentation (see pages 162-188). No report. No questions or discussion.	
PATRON COMMENT REVIEW		
Supporting documentation (see pages 189-196). Mr. Bivins asked what the patron comment from Tim Nord was referring to with the term “bank.” Mr. Snook replied that the “bank” is a feature at the skate park. Ms. Kelley inquired why the features were not put in if LSPR committed to installing them. Mr. Snook replied that improvements were made to the skate park, but the patron is not pleased with the type of improvements. Mr. Snook also reminded the Board that LSPR retained the services of a professional consultant who was one of the top X Games professionals in the world, who happens to live in Lee’s Summit.		
MONTHLY CALENDARS		
Supporting documentation (see pages 197-198). Mr. Snook reminded the Board that Illusionist Andy Gross was going to perform at the Legacy Park Amphitheater on Saturday, and weather was a concern, but staff is hopeful that a cancellation would not need to happen. No discussion or questions.		
STAFF ROUNDTABLE		
Mr. Snook reported to the Board that staff has been researching the possibility of electronic packets for the Board. He stated that electronic packet systems were tested by the Board several years ago with mixed results. LSPR Staff is interested in whether the Board would be interested in pursuing the option again. Mr. Morehead suggested that Mr. Snook send an e-mail to the Board and get an informal vote to decide whether to pursue. Mr. Johnson commented that the City Council is on an electronic packet system and that about half of the Council still prints a portion of their packet for use.		
Mr. Snook advised the Board that he is working on putting together a Special Meeting for August in order to approve needed budget amendments for the renovations and operations of the Longview Community Center.		
Mr. Snook presented the Board with a copy of his annual expense report.		
Mr. Snook reminded the Board of the reception for prior Board members, which will be held on Tuesday August 7, 2018 at Whistle Stop beginning at 7pm.		
Mr. Snook reported to the Board that there is an effort to regenerate the Legacy for Parks Foundation, and the committee is planning to re-convene in the near future to establish next steps.		
BOARD ROUNDTABLE		
Mr. Morehead reported to the Board that he prepared proposed committee assignments and presented them to the Board. He requested that any concerns be communicated to himself or Ms. Aulenbach.		
Mr. Crawford reported there was a fairly substantial fight at the basketball league at Harris Park last week, which trickled over into the parking lot. He believed the referees were handling the incident.		
Mr. Bivins reminded the Board that his retirement reception is being held at YaYa’s Bistro on Friday from 2-5pm. He also mentioned that he recently traveled to St. Louis and attended a Jazz Concert at Chesterfield Amphitheater, which is a beautiful theater, but that ours is just as comfortable and just as pretty. He mentioned we are still new to the amphitheater business, and would like LSPR Staff to consider incorporating Jazz artists to the slate of performers, as Jazz seems to be all the craze now and draws a wide audience.		
Ms. Aulenbach mentioned she attended the Velie Park Pop up Party and it was very nice, congratulating Tede on a job well done.		
Mr. Johnson mentioned he appreciated the access to equipment and resources at Gamber Community Center to participate in physical therapy. He indicated he is able to access about 2/3 of the equipment he needs for all of his physical therapy needs, and it is a great place for people to be able to do those things.		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
None.		
MEETING ADJOURNMENT		
Mr. Bivins 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. McCormick Heanue conducted roll call.		



LEE'S SUMMIT PARKS AND RECREATION BOARD SPECIAL MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	August 15, 2018	TIME:	5:30 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	
Tyler Morehead		Mindy Aulenbach		Joe Snook	
Lawrence Bivins				Carole Culbertson	
Nancy Kelley				David Dean	
Casey Crawford				Steve Casey	
Jim Huser				Jackie McCormick Heanue	
Samantha Shepard					
Marly McMillen-Bellman					
AGENDA TOPIC	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Preliminary Items	Mr. Snook presented the Board with a copy of the article in the Lee’s Summit Journal regarding the Longview Recreation Center acquisition. Mr. Snook presented a memorandum that contains the proposed dates for Park Board meetings and events for the remainder of the year. In the event that there are conflicts, Mr. Snook requested that he be advised as soon as possible. First meet and greet for Longview membership was held at Gamber Community Center last night. Very well attended – approximately 100 people. Majority of comments were very positive and people are generally very excited. One more meet and greet from 8:30-10:30am on Saturday. Signed up 50-60 bridge memberships.				
BOARD APPROVAL ITEMS					
Proposed Renovation Expenditures for Longview Community Center	Mr. Snook presented the renovation budget proposal for Longview Community Center. A summary of the renovation items was included in the packet. Mr. Snook indicated that there is a contingency built in on the renovations; FFE is fairly solid. Request for \$1.65 million for renovations and FFE. These funds will come from three different park fund sources. Mr. Johnson asked whether the \$800,000 was coming before the Finance and Budget Committee of the City Council. Mr. Snook indicated that all funds are coming from Parks sources and nothing needs to come before Council for approval at this stage. Mr. Crawford sought clarification on the total amount. Mr. Snook identified the total budget of \$1.65 million, which includes a contingency of 7% of renovation costs and 3% of FFE. Mr. Crawford inquired how were these renovations identified and who identified them. Mr. Snook explained that LSPR Staff members did an inspection and analysis and also sought services from an aquatics consultant to get additional expertise. Mr. Crawford asked whether the proposed renovations are to bring the facility up to LSPR standards, were they items that were in complete disrepair? Mr. Snook explained not all in complete disrepair; upgrades and updates to front entry and bathrooms, etc. and include items that don’t “need” to be replaced, but will bring to caliber of our other facilities. Some things need to be repaired and some things need to be brought up to aesthetically appropriate. Aquatics area does have some issues that need attention from a safety standpoint. Mr. Morehead pointed out that there was also a list provided of items that were improved by MCC recently, including roof repairs, pool liner, but there were several items that were still in need of attention. Ms. McMillen-Beelman stated that in user comments we get a lot of positive comments on look of the building and cleanliness of our facilities and it				Ms. Shepard made a motion to approve. Ms. Kelley seconded. The motion passed unanimously.

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	<p>matters and makes a difference.</p> <p>Mr. Bivins inquired how comfortable Mr. Snook and LSPR staff was with the proposal and the funds. Mr. Snook indicated that he feels strongly that we will be able to accomplish our goals with the \$1.65 million, with the caveat that we never know exactly what you are getting into and surprises occur. From an FFE standpoint, the budget has been minimized but has not been cut short. Generally feel very comfortable.</p> <p>Ms. Kelley asked whether the parking lot renovations were only to our portion or the whole lot. Mr. Snook explained that the whole lot will be renovated; the two entities will share the costs 50/50; the amount contained in the budget is for LSPR's portion only.</p> <p>Mr. Crawford inquired whether MCC's use would expedite the need to refinish the floors, and whether they would participate in renovations to facilities as needed. Mr. Snook responded that the financial burden is on LSPR, and that the floors will be refinished annually pursuant to our standards, this would occur regardless of whether MCC was utilizing the facility for athletics. Further, MCC's use of the facility will be minimal and will not largely impact the schedule.</p> <p>Mr. Huser inquired whether there is an option for MCC to bring baseball back on. Mr. Snook explained that the Agreement allows for the three sports that are currently at MCC-Longview. In the event that they wish to propose additional uses, discussions would take place but there would be no obligation on LSPR to accept the further uses and they could be negotiated.</p> <p>Ms. Kelley asked how many PE classes were allowed. Mr. Snook replied that there is a cap on the number of PE students to 150 per semester. The use will be limited to facility membership use, workout, lifetime fitness type uses.</p> <p>Mr. Crawford asked whether there were any opportunities for savings or whether this was a minimum spend. Mr. Snook indicated there may be areas for savings in the areas of IT; Ms. Culbertson explained that there are possible opportunities to lease fiber which could result in cost savings. Additional areas of savings that Mr. Snook identified include furniture, if Longview leaves good quality furniture. Savings will not likely be significant but we do not anticipate going over either. That is the reason for the contingency included.</p> <p>Mr. Crawford inquired whether there were disclosures by MCC that identify any defects in the facility. Mr. Snook replied that there were no disclosures; there was an appraisal but no inspection by an outside party. Ms. McCormick Heanue indicated that the purchase is "as is." Mr. Crawford mentioned that there could be issues from a structural or mold standpoint that could dramatically affect budget. Mr. Snook responded that during the multiple staff inspections and visits nothing stood out.</p>	
Proposed FY19 Operating Budget	<p>Mr. Snook reported to the Board that in preparing the Budget, he asked staff to be conservative in membership estimates. Break-even is approximately 4,200 memberships. Projecting 3,900 for the first year, but this will not occur before the doors open. He reminded the Board that it took 18-24 months for Legacy to be fully financially self-sufficient. Benefit of this time around is that our membership structure is already stable and shouldn't need modification. The plan is to grow and expand staff and programming as membership grows, being conscientious of amenities and programs at the outset to minimize expenses. Looking at an approximate loss of \$150,000 for this fiscal year. The current proposal is to have fund balance from Legacy to offset shortfall from Longview.</p> <p>Positions are outlined in the Budget. Supplemental packet contains pay plan and organizational chart to establish where new positions will be.</p> <p>Jodi will move over from Legacy, and Mike Hedrick will be promoted to the Legacy Park Community Center Manager, vacating his current Assistant Manager position. Some other people will also move from Legacy to Longview. No further questions or discussion.</p>	<p>Ms. McMillen-Beelman made a motion to approve. Mr. Bivins seconded. The motion passed unanimously.</p>

	<p>Mr. Morehead asked about demographics and asked whether we inquired what the likelihood of going to the facility was. Mr. Snook said that we did not do a detailed analysis, but we expect approximately 10% loss of members at Legacy going to Longview. This loss will not hurt Legacy tremendously and would not put us in a negative position. The hope is that the projections will be exceeded soon, as they are conservative. After the initial meet and greet and discussions with people in the community, there is cautious optimism.</p> <p>Mr. Morehead stated that of the approximate 100 people that attended the first meet and greet, it is encouraging that approximately 60% of them signed up immediately.</p> <p>Mr. Snook reported that he is confident the operational budget is where it should be. He did note that lane rentals will be significant; resident rate is proposed for \$18 per hour, and we will be on the low end of the market, but the private teams have been paying \$10 per hour at Longview to date. These rentals could produce a significant source of revenue.</p> <p>Mr. Morehead inquired what the plan was to get the word out. Mr. Snook indicated there is a marketing plan in place that is intended for a September roll out.</p> <p>Mr. Bivins mentioned that it would be a good idea to run advertising on the City cable channel to provide updates on the renovations. Mr. Snook took the suggestion and indicated that there will be landing pages on the website and that before and after photos and status updates are going to be provided. Staff will make sure these updates are added to the government channel at all.</p> <p>Mr. Crawford asked whether LSPR has considered the use of basketball courts for private tournaments as an additional source of revenue, noting that in Kansas a significant source of revenue for schools is through private tournaments. Mr. Snook stated that basketball rentals have never been considered because there is not adequate space at Harris Park; however there are significant volleyball rentals at Harris Park. LSPR avoids tournaments at Legacy because of the logistics of preventing participants from utilizing other areas of the facility and affecting members' use of the facility. Once staff has a feel for how the use of Longview could be impacted, other options could be considered. Mr. Snook did state the first priority is providing members access to the facility without being diminished or impacted negatively by other uses.</p> <p>Mr. Crawford suggested that usage patterns be reviewed carefully because there are a lot of private teams that are looking for space.</p> <p>Ms. McMillen-Beelman inquired whether the same usage reports that are provided for other facilities will be provided for Longview.</p> <p>Mr. Huser asked whether LSPR caps memberships. Mr. Snook indicated that we have not to date found the need, but should it arise, LSPR would cap the memberships for non-residents over residents. Have some methods of addressing that for other issues as the needs arise in programming, i.e. camp.</p> <p>No further questions or discussion.</p>	
Proposed Organizational Changes for Longview Community Center	<p>Mr. Snook presented the proposal indicating the positions that need to be created or added to staff the facility.</p> <p>Mr. Huser inquired whether adding an entire facility would only result in adding six (6) staff members. Mr. Snook confirmed this is correct. Mr. Snook stated this does not include part time staff, which will be added at a later date but which are factored into the operational budget.</p> <p>Mr. Huser asked where security is factored in as a line item, for example the police officers that are watching kids play basketball. Mr. Snook indicated that those are contracted services which are included in professional fees. Mr. Snook reiterated that police presence is not constant but they are periodic to enforce safety and security. When participation levels increase, we anticipate the need to add a security presence. No further questions or discussion.</p>	<p>Mr. Bivins made a motion to approve. Ms. Kelley seconded. The motion passed unanimously.</p>



NEW BUSINESS		
	No new business.	
ROUNDTABLE		
End of Summer Luncheon August 28, 2018 from 11:30am-1:30pm at Hartman Park. Hamburgers, Hot Dogs, and yard games will be provided as a thank you to staff for a job well done this summer.		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
None.		
MEETING ADJOURNMENT		
Meeting adjourned at 6:11pm.		

Financial Outlook as of July 31, 2018



Fund	Fund Balance @ 7/31/18 (unaudited)
Gamber Community Center	\$ 478,269
Legacy Park Community Center	\$ 1,535,044
Harris Park Community Center	\$ 541,617
Parks and Recreation	\$ 2,112,936
Summit Waves	\$ 301,666
Cemetery	\$ 1,302,917
Construction	\$ 484,429
Park COP	\$ 639,350

Fund	MTD 7/31/18	Prior YTD Actual	Current YTD Actual	Approved FY19 Budget	Percentage of FY19 Budget
Gamber Community Center					
Revenue	\$ 36,318	\$ 47,689	\$ 36,318	\$ 489,796	7.41%
Expenses	\$ 26,661	\$ 40,863	\$ 26,661	\$ 449,193	5.94%
Income (Loss)	\$ 9,657	\$ 6,826	\$ 9,657	\$ 40,603	
Legacy Park Community Center					
Revenue	\$ 190,216	\$ 219,435	\$ 189,860	\$ 2,107,285	9.01%
Expenses	\$ 146,034	\$ 215,042	\$ 146,034	\$ 1,938,419	7.53%
Income (Loss)	\$ 44,182	\$ 4,393	\$ 43,826	\$ 168,866	
Harris Park Community Center					
Revenue	\$ 281,143	\$ 281,477	\$ 281,143	\$ 1,589,963	17.68%
Expenses	\$ 168,225	\$ 230,862	\$ 168,225	\$ 1,417,693	11.87%
Income (Loss)	\$ 112,918	\$ 50,615	\$ 112,918	\$ 172,270	
Parks and Recreation					
Revenue	\$ 68,416	\$ 93,949	\$ 68,416	\$ 3,615,661	1.89%
Expenses	\$ 236,238	\$ 371,660	\$ 236,238	\$ 3,489,078	6.77%
Income (Loss)	\$ (167,822)	\$ (277,711)	\$ (167,822)	\$ 126,583	
Summit Waves					
Revenue	\$ 181,076	\$ 232,911	\$ 181,076	\$ 653,284	27.72%
Expenses	\$ 104,214	\$ 143,150	\$ 104,214	\$ 627,931	16.60%
Income (Loss)	\$ 76,862	\$ 89,761	\$ 76,862	\$ 25,353	
Cemetery					
Revenue	\$ 7,503	\$ 20,870	\$ 7,503	\$ 204,688	3.67%
Expenses	\$ 8,446	\$ 20,272	\$ 8,446	\$ 204,363	4.13%
Income (Loss)	\$ (943)	\$ 598	\$ (943)	\$ 325	
Construction					
Revenue	\$ -	\$ 161,417	\$ -	\$ 3,352,500	0.00%
Expenses	\$ 716	\$ 391,667	\$ 716	\$ 2,835,000	0.03%
Income (Loss)	\$ (716)	\$ (230,250)	\$ (716)	\$ 517,500	
Park COP Debt					
Revenue	\$ 426,846	\$ 391,200	\$ 426,846	\$ 3,919,125	10.89%
Expenses	\$ -	\$ 175,000	\$ -	\$ 3,275,000	0.00%
Income (Loss)	\$ 426,846	\$ 216,200	\$ 426,846	\$ 644,125	

**GAMBER COMMUNITY CENTER
FUND 201
Financial Report for the Month and Year Ending July 2018**

	Previous Year-to-date July 2017	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY19 Budget
REVENUES						
Activity & Membership Fees	15,521	11,871	11,871	12,708	(837)	167,778
User Charges	66	1,027	1,027	49	978	585
Rentals	16,967	8,792	8,792	13,148	(4,356)	140,933
Interest	483			150	(150)	1,800
Other Revenue	69	45	45	10	35	3,580
Contributions				-	-	120
Miscellaneous				-	-	
Transfers In from Park COP	14,583	14,583	14,583	14,583	-	175,000
TOTAL REVENUES	47,689	36,318	36,318	40,648	(4,330)	489,796
EXPENDITURES						
Personnel Services	23,745	16,853	16,853	21,128	(4,275)	255,934
Other Supplies, Services and Charges	11,910	4,861	4,861	10,881	(6,020)	77,576
Repairs and Maintenance	1,913	149	149	1,371	(1,222)	12,905
Utilities	512	2,465	2,465	4,690	(2,225)	44,640
Capital Outlay	-	-	-	30,143	(30,143)	30,143
Interdepartment Charges	2,783	2,333	2,333	2,333	-	27,995
TOTAL EXPENDITURES	40,863	26,661	26,661	70,546	(43,885)	449,193
NET GAIN / (LOSS)	6,826	9,657	9,657	(29,898)	39,555	40,603

BEGINNING FUND BALANCE
ENDING FUND BALANCE

468,612 ¹

478,269

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

² The FY19 budget includes projector replacement and interior painting that has not been completed.

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

	Previous Year-to-date July 2017	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY19 Budget
REVENUES						
Activity & Membership Fees	163,067	156,287	156,287	163,816	(7,529)	1,970,026
User Charges	600	356	356	616	(260)	2,993
Rentals	2,702	4,622	4,622	6,855	(2,233)	84,637
Interest	1,489			333	(333)	4,000
Other Revenue	58	1,432	1,076	52	1,024	3,110
Contributions				3,750	(3,750)	15,000
Miscellaneous					-	-
Transfers In	51,519	27,519	27,519	27,519	-	27,519
TOTAL REVENUES	219,435	190,216	189,860	202,941	(13,081)	2,107,285
EXPENDITURES						
Personnel Services	154,575	99,582	99,582	110,187	(10,605)	² 1,259,952
Other Supplies, Services and Charges	54,313	30,398	30,398	53,875	(23,477)	³ 243,775
Repairs and Maintenance	2,138	9,127	9,127	9,116	11	145,744
Utilities	(1,092)	2,659	2,659	16,940	(14,281)	⁴ 184,395
Capital Outlay		-	-	26,336	(26,336)	⁵ 53,336
Interdepartment Charges	5,108	4,268	4,268	4,268	-	51,217
TOTAL EXPENDITURES	215,042	146,034	146,034	220,722	(74,688)	1,938,419
NET GAIN / (LOSS)	4,393	44,182	43,826	(17,781)	61,607	168,866

BEGINNING FUND BALANCE
ENDING FUND BALANCE

1,491,218 ¹
1,535,044

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

² Variance in Personnel Services is related to payroll accruals and Worker's Compensation expense that has not been posted at this time.

³ A majority of the variances is related to Professional Fee expense, Bankcard Fees and Recreation Supplies.

⁴ The variance is due to Electrical expense for the month not being posted at this time.

⁵ The budget for July includes anticipated eyebrow replacement on the exterior of the facility and ADA Ramps.

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

	Previous Year-to-date July 2017	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY19 Budget
REVENUES						
Activity Fees	250,591	244,184	244,184	336,625	(92,441)	² 1,160,952
User Charges	2,895	4,500	4,500	8,625	(4,125)	30,065
Rentals	5,712	4,623	4,623	12,286	(7,663)	163,186
Interest	338			42	(42)	500
Other Revenue	307	1,099	1,099	450	649	950
Contributions	7,925	13,445	13,445	18,250	(4,805)	208,000
Miscellaneous	13,709	13,292	13,292	13,130	162	26,310
TOTAL REVENUES	281,477	281,143	281,143	389,408	(108,265)	1,589,963
EXPENDITURES						
Personnel Services	144,041	112,615	112,615	136,841	(24,226)	³ 700,979
Other Supplies, Services and Charges	81,897	49,251	49,251	137,639	(88,388)	⁴ 595,912
Repairs and Maintenance	200	679	679	4,531	(3,852)	27,405
Utilities	(876)	551	551	7,199	(6,648)	70,563
Capital Outlay		-	-	-	-	-
Depreciation	(4,431)	-	-	3,783	(3,783)	45,396
Transfers Out	3,519	3,519	3,519	3,519	-	3,519
Interdepartment Charges	2,081	1,610	1,610	1,610	-	19,315
TOTAL EXPENDITURES	230,862	168,225	168,225	291,339	(123,114)	1,417,693
NET GAIN / (LOSS)	50,615	112,918	112,918	98,069	14,849	172,270

BEGINNING FUND BALANCE

428,699 ¹

ENDING FUND BALANCE

541,617

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

² Significant variances exist in Activity Fees for the Camp Summit (\$53,000), Instructional Adult (\$22,000), Athletics (\$3,000) programs, Instructional Youth (\$4,000) and Gate Receipts at Amphitheater (\$10,000). A majority of the variance in Camp Summit is due to the timing of the weekly fee due on Tuesday. There were five weekly fees included in the budget but the actual would have only included four weeks. Instruction Adult programs running below budget include Softball leagues and Kickball leagues. These programs start in September and had no enrollments taken in July. Athletic programs running below budget include the Men's Basketball programs. This program starts in September and had no enrollments taken in July. Youth Instruction programs running below budget include Animal Wonders Camp (due to cancellation), and lower enrollment than anticipated in the budget for Play Well Technologies and Young Rembrandts classes. Revenue from Gate Receipts at the Legacy Park Amphitheater for the 2018 summer season was lower than anticipated in the original budget.

³ A majority of the variance in Personnel Services is related to the Camp Summit Program. The budget assumes maximum staffing levels while actual staffing levels vary based on average attendance/trips.

⁴ Significant variances exist in Professional Fees (\$42,000), Trips and Tours (\$37,000), Bankcard Fees (\$2,800), Concessions Supplies (\$2,500), and Recreational Supplies (\$4,800). Professional Fees include acts for the Legacy Park Amphitheater (\$31,000) along with Professional Fees related to contractors for other programs. Trips and Tours are related to the Camp Summit program. The Bankcard Fees for July have not been posted at this time. Concession Supplies are below budget due to the reduced revenue from concessions at the Legacy Park Amphitheater.

**PARKS & RECREATION
FUND 200
Financial Report for the Month and Year Ending July 2018**

	Previous Year-to-date July 2017	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Taxes	-	-	-	208	(208)		3,378,200
Fines & Forfeitures	1,204	871	871	1,417	(546)		17,000
Interest	2,804	-	-	417	(417)		5,000
Other Revenue	24,891	143	143	292	(149)		3,500
Contributions		-	-	513	(513)		83,200
Miscellaneous	250	4,816	4,816	4,215	601		43,659
Transfers In	64,800	62,586	62,586	62,586	-		85,102
TOTAL REVENUES	93,949	68,416	68,416	69,648	(1,232)		3,615,661
EXPENDITURES							
Personnel Services	221,308	122,150	122,150	161,897	(39,747)	²	1,897,890
Other Supplies, Services and Charges	124,556	83,906	83,906	104,518	(20,612)	³	916,774
Repairs and Maintenance	14,110	14,068	14,068	29,091	(15,023)	⁴	349,499
Utilities	3,712	9,962	9,962	12,542	(2,580)		120,505
Fuel & Lubricants	3,021	-	-	2,815	(2,815)		33,777
Capital Outlay	404	3,406	3,406	2,333	1,073		137,677
Interdepartment Charges	15,703	15,484	15,484	15,484	-		185,811
Reimbursement - Interfund	(11,154)	(12,738)	(12,738)	(12,738)	-		(152,855)
TOTAL EXPENDITURES	371,660	236,238	236,238	315,942	(79,704)		3,489,078
NET GAIN / (LOSS)	(277,711)	(167,822)	(167,822)	(246,294)	78,472		126,583

BEGINNING FUND BALANCE

2,280,758 ¹

ENDING FUND BALANCE

2,112,936

¹ Beginning Fund Balance is unaudited and subject to change.

² The variance is related to vacancies in full-time positions within the Administration and Parks Services programs, and vacancies in part-time positions in Park Services.

³ Variances in several line items are due to the timing of when these expenditures post in the accounting system versus when the expenses were anticipated in the budget.

⁴ The budget for Repair and Maintenance for Buildings includes concession stand painting to be completed in July. There were no expenditures to date.

**SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending July 2018**

	Previous Year-to-date July 2017	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY19 Budget
REVENUES						
Activity Fees	183,467	136,281	136,281	161,120	(24,839) ²	525,018
User Charges	40,327	35,499	35,499	44,180	(8,681)	103,444
Rentals	9,011	8,237	8,237	5,800	2,437	22,239
Interest	155	-	-	100	(100)	1,200
Miscellaneous	1	1,002	1,002	99	903	1,383
Cash Over(Short)	(50)	57	57	-	57	-
TOTAL REVENUES	232,911	181,076	181,076	211,299	(30,223)	653,284
EXPENDITURES						
Personnel Services	89,987	73,591	73,591	89,521	(15,930) ³	337,826
Other Supplies, Services and Charges	40,271	16,639	16,639	28,289	(11,650) ⁴	135,662
Repairs and Maintenance	193	633	633	3,317	(2,684)	34,477
Utilities	4,526	5,476	5,476	8,500	(3,024)	66,050
Interdepartment Charges	2,188	1,890	1,890	1,890	-	22,675
Capital Outlay	-	-	-	-	-	25,256
Transfers Out (To 200)	5,985	5,985	5,985	5,985	-	5,985
TOTAL EXPENDITURES	143,150	104,214	104,214	137,502	(33,288)	627,931
NET GAIN / (LOSS)	89,761	76,862	76,862	73,797	3,065	25,353

BEGINNING FUND BALANCE
ENDING FUND BALANCE

224,804 ¹

301,666

¹ Beginning Fund Balance is unaudited and subject to change.

² The majority of the variance is related to reduced revenue in gate receipts for the month of July.

³ 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.

⁴ Variances in Chemical Supplies (\$2,618), Uniforms (\$1,366), Concession Supplies (\$4,207), Pro Shop Supplies (\$789) and Professional Fees (\$2,860). The timing of when the expenditures are posted for this seasonal facility may vary from the month anticipated in the budget.

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 July 2018**

	Previous Year-to-date July 2017	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance	Approved FY19 Budget
REVENUES						
Services	10,399	7,503	7,503	12,882	(5,379)	154,588
Sale of Property	9,000	-	-	3,417	(3,417)	41,000
Interest	1,471	-	-	758	(758)	9,100
Other Revenue	-	-	-	-	-	-
TOTAL REVENUES	20,870	7,503	7,503	17,057	(9,554)	204,688
EXPENDITURES						
Personnel Services	8,610	2,711	2,711	4,662	(1,951)	57,092
Other Supplies, Services and Charges	8,365	3,178	3,178	10,199	(7,021)	103,179
Repairs and Maintenance	146	-	-	1,254	(1,254)	9,120
Utilities	(4)	72	72	329	(257)	3,950
Fuel & Lubricants	46	-	-	100	(100)	1,200
Interdepartment Charges	1,400	937	937	937	-	11,244
Transfers Out (To 026)	1,709	1,548	1,548	1,548	-	18,578
TOTAL EXPENDITURES	20,272	8,446	8,446	19,029	(10,583)	204,363
NET GAIN / (LOSS)	598	(943)	(943)	(1,972)	1,029	325

BEGINNING FUND BALANCE	<u>1,303,860</u> ¹
ENDING FUND BALANCE	<u><u>1,302,917</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.

**CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending July 2018**

	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Interest	-	-	208	(208)		2,500
Contributions	-	-		-		-
Miscellaneous	-	-		-	2, 3	250,000
Transfers from Fund 200	-	-		-		-
Transfers from Fund 410	-	-	258,333	(258,333)	2	3,100,000
TOTAL REVENUES	-	-	258,541	(258,541)		3,352,500
EXPENDITURES						
Additions to Const in Progress	716	716	236,250	(235,534)	2, 3	2,835,000
TOTAL EXPENDITURES	716	716	236,250	(235,534)		2,835,000

BEGINNING FUND BALANCE	<u>485,145</u> ¹
ENDING FUND BALANCE	<u><u>484,429</u></u>

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

² Funding for proposed projects in the FY19 budget include:

	Approved - FY19 Budget
Arts in Parks	10,000
Harris Park Restrooms	110,000
Hartman Park Trailhead	250,000
Howard Park Removation	700,000
Langsford/Ruiz Trail Extension	100,000
LSPR Greenway Master Plan Update	20,000
Summit Park Renovations (total project estimate \$1,600,000)	1,225,000
Wave Pool at Summit Waves (total project estimate \$5,000,000)	420,000
Total	<u>\$ 2,835,000</u>

³ When the FY19 budget was proposed and approved by the Board, funding for the Hartman Park Trailhead project was going to be transferred into the Park Construction fund. Now, the project costs will be charged directly to a Public Works Activity number.

**PARKS COP DEBT
FUND 410
Financial Report for the Month and Year Ending July 2018**

	Month-to-Date July 2018	Year-to-Date July 2018	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Taxes	426,846	426,846	337,396	89,450	²	4,095,942
EATS	-	-	(18,894)	18,894	²	(184,317)
Interest	-	-	625	(625)		7,500
TOTAL REVENUES	426,846	426,846	319,127	107,719		3,919,125
EXPENDITURES						
Debt Service	-	-	-	-		-
Transfers Out-Gamber Center	-	-	14,583	(14,583)		175,000
Transfers Out-Construction Fund	-	-	258,333	(258,333)		3,100,000
TOTAL EXPENDITURES	-	-	272,916	(272,916)		3,275,000
NET GAIN / (LOSS)	426,846	426,846	46,211	380,635		644,125

BEGINNING FUND BALANCE	<u>212,504</u> ¹
ENDING FUND BALANCE	<u><u>639,350</u></u>

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

² See separate Sales Tax Report included in this packet.

MEMORANDUM



Date: August 22, 2018

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

From: Carole Culbertson
Superintendent II - Administration

Re: Sales Tax Update – August 2018

August sales tax proceeds total \$272,822 which is 3.86% over the monthly projection. Year-over-year actual receipts totaled \$39,827 more than receipts through August 2017. The budget spread for FY19 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
Cumulative Balance Through FY 2018	63,040,536	64,429,459	1,388,923	2.20%
FY 2019				
YTD Balance Forward - Sales Tax	405,968	426,846	20,879	5.14%
YTD Balance Forward - EATS	(15,360)	(16,607)	(1,247)	8.12%
Sales Tax Receipts - August 2018	262,681	272,822	10,141	3.86%
EATS -August 2018	(15,360)	(6,968)	8,392	-54.64%
YTD Balance - Sales Tax	668,648	699,668	31,020	4.64%
YTD Balance - EATS	(30,720)	(23,574)	7,146	-23.26%
LIFE-TO-DATE DATA BY SALES TAX				
Cumulative Net Proceeds - 1/4 cent Sales Tax	31,463,018	32,159,943	696,925	2.22%
Cumulative Net Proceeds - 3/8 cent Sales Tax	32,215,447	32,945,610	730,163	2.27%

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

Memorandum

Date: August 13, 2018

To: David S. Dean- Superintendent of Recreation Services II

From: Jodi Jordan, CPRP – Assistant Superintendent of Recreation Services

Re: Great Beginning Event Dates School year 2018-2019 dates

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

The Memorandum of Understanding with the R7 School District requires them to provide a list of programs and events to LSPR each school year. The district is requesting approval from LSPR to have the following special events and programs for The Great Beginnings Early Childhood Program from August 2018- May 2019. These events may cause additional traffic into the park. A list of all events can be found on Attachment A.

After reviewing the 2018-2019 event schedule, staff does not feel these events will cause any issues with parking or the need for additional staffing to accommodate our patrons at the Legacy Park Community Center.

Proposed Motion: I move that we approve the special events and programs for the Great Beginnings Early Childhood Program for the 2018-2019 school year as outlined on Attachment A.

2018 - 2019 GBEEC Calendar
No School on Fridays

Date	Students affected	Activity	Attendance / Length
Aug 14 - Tues.	GBEEC location	Meet Your Teacher (10:00-4:00 new family appt.; 4:00-6:00 p.m. returners)	100 over 8 hours
Aug 20 - Mon	ALL	First Day of School	
Sept. 10 - Mon	ALL	Positive Discipline Strategies for Young Children 6:30-7:30 - Great Beginnings	30
Sept 24 - Oct. 22 (Mon. night series)	ALL	Love and Logic Parenting Class - Great Beginnings 6:30-8:00 p.m.	20
Oct. 17-18 Wed/Thur	ALL	NO SCHOOL - Parent/Teacher Conferences Meet at scheduled time at school location	150 over two 8 hour days
Oct 31 - Wed.	ALL	Halloween Parade Information for school events will come closer to the date	50 twice 10:30/2:30
Nov 13 - Tues	ALL	Game Night at Great Beginnings	50 over 2 hours
Nov 19 - Mon	ALL	Special Friends Day	50 over 2 hours
Feb 14 - Thur	ALL	Playdough with Pals	50 over two hours
March 14 - Thurs	ALL	STEAM Night	50 over two hours
April 24 - 25 Wed/Thurs.	ALL	NO SCHOOL – Parent/Teacher Spring Conferences Meet at scheduled time at school location.	125 over two 8 hour days
May 17 - Wed.	ALL	Last Day (days missed will be made up after this date)	

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: August 22, 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
Jackie McCormick-Heanue, Superintendent of Legal Services & Human Resources
Brooke Chestnut, Superintendent of Park Operations



SUBJECT: FY19 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget ¹	Exp to Date	Variance ²	Status	Estimated Completion ³
Gamber Community Center Fund (201)					
Interior Painting	11,200		11,200		April
AV upgrade	18,943	-	18,943		March
	18,943	-	18,943		
Legacy Park Community Center Fund (202)					
Lobby video surveillance camera replacement	5,055		5,055	Scheduled for August 9	August
Lobby/pool patio glulam replacement	80,040		80,040	Material have been ordered	October
Replace Cardio Equipment	27,000		27,000	Staff is getting pricing from vendors	December
ADA ramp replacement	6,295	6,295	-	Complete	July
	118,390	-	112,095		
Harris Park Community Center Fund (530)					
<i>none</i>			-		
	-	-	-		
Parks and Recreation Fund (200)					
Operations					
Asphalt	80,000		80,000		September
Drinking Fountain Replacement	5,400		5,400		March
Tree Replacement	4,500		4,500		October
Trash Barrel Replacement	5,600		5,600		April
Legacy Park					
Asphalt	100,000		100,000		August
Baseball Shelter Shade Additions	18,000		18,000		August
Drinking fountain replacements	3,000		3,000		March
Fencing Replacement	10,000		10,000		January
Fence Safety Capping	10,000		10,000	Purchased by LSBA , need reimbursed	
Outdoor electrical receptacles for football	13,980		13,980		September
Dugout Replacement	10,700		10,700		March
	261,180	-	261,180		
Summit Waves Fund (203)					
VGBA grates	24,506		24,506	Bid was advertised on Aug. 13	May-19
	24,506	-	24,506		
Cemetery Fund (204)					
None	-	-	-		
	-	-	-		
Capital Projects Fund (327)					
North Lea McKeighan Park Renovations	5,000,000	4,496,101	503,899	Awaiting completion of ice rink	Nov-18
Summit Park Renovations	1,600,000		1,600,000	in Design Development	Jun-19
Howard Park Renovations	900,000		900,000	in Design Development	Jun-19
Hartman Park Trailhead (project managed with PW funding)	250,000		250,000	in Design Development	Feb-19
Legacy Wayfinding	8,000		8,000	in Design Development	Oct-18
			-		
	7,758,000	4,496,101	3,261,899		
TOTAL	8,181,019	4,496,101	3,678,623		

¹ Budget amount established per Board Approval

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

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

The Services Review is based on the current Fiscal Year (July 2018-June 2019). "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) 2018-2019	Results to Date (for programs/events starting July 2018)
Fund 201 - Gamber Community Center			
Memberships			
<u>Resident Total</u>	July 18 - June 19	432	329
Active Flex		190	176
Annual		242	153
<u>Non-Resident Total</u>		32	21
Active Flex		13	17
Annual		19	4
<u>Silver Sneakers Total</u>	July 18 - June 19	12,950	964
<u>Single Visit</u>	July 18 - June 19	358	24
Discount		298	21
Regular		60	3
Facility Rentals			
Event Packages	July 18 - June 19	17	1
Gamber Package	July 18 - June 19	78	4
Outdoor Rentals	July 18 - June 19	6	1
Ballroom	July 18 - June 19	463	40
Class/Craftrooms	July 18 - June 19	941	78
Aerobics Room	July 18 - June 19	219	18
Programming			
Bingo	July 18 - June 19	2193	253
Lunch with Us	July 18 - June 19	480	10
Line Dance	July 18 - June 19	577	69

ANNUAL PASSPORTS

(LPCC/Gamber Center/HPCC)			
<u>Resident</u>			
Annual	July 18 - June 19	147	122
Flex	July 18 - June 19	155	199
<u>Non-Resident</u>			
Annual	July 18 - June 19	18	12
Flex	July 18 - June 19	9	21

Fund 202 - Legacy Park Community Center

Memberships			
<u>Resident</u>			
Annual	July 18 - June 19	1,983	1,672
Flex	July 18 - June 19	4,362	4,122
<u>Non-Resident</u>			
Annual	July 18 - June 19	329	388
Flex	July 18 - June 19	871	899
<u>Single Visit - Resident</u>	July 18 - June 19	23,060	2,523
<u>Single Visit -- Non-Resident</u>	July 18 - June 19	6,359	736
<u>Silversneakers</u>	July 18 - June 19	17,623	3,070
<u>Prime</u>	July 18 - June 19	1,200	43
<u>Silver and Fit</u>	July 18 - June 19	140	41
<u>90 Day Memberships</u>			
Resident	July 18 - June 19	9	7
Nonresident	July 18 - June 19	3	0

Facility Rentals

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
<u>Birthday Party Packages</u>			
Resident			
Package A	July 18 - June 19	352	25
Package B	July 18 - June 19	50	6
Non-Resident	July 18 - June 19		
Package A	July 18 - June 19	120	15
Package B	July 18 - June 19	19	1
<u>Community Rooms</u>			
Resident	July 18 - June 19	16	0
Non-Resident	July 18 - June 19		0
<u>Court Rentals</u>			
Resident	July 18 - June 19	11	2
Non-Resident	July 18 - June 19	0	0
Lock-ins	July 18 - June 19	3	0
Pool	July 18 - June 19	2	0
<u>Free Park Amenities</u>			
SUP	July 18 - June 19	3626	1403
Canoe	July 18 - June 19	1311	388
Bikes	July 18 - June 19	1602	152
<u>Child Care</u>			
Drop In	July 18 - June 19	2622	225
Pass Card - Member	July 18 - June 19	216	21
Pass Card - Non-member	July 18 - June 19	13	0
Water and Land Aerobic Programming	July 18 - June 19	69000	7047 (8.7.18)
Provide Miscellaneous Fitness			
Personal Training	July 18 - June 19	1600	293 (8.13.18)
LPCC Paid Group Fitness	July 18 - June 19	300	57 (8.14.18)
GCC Paid Group Fitness	July 18 - June 19	30	0
LPA Paid Group Fitness	July 18 - June 19	500	131 (8.14.18)
Massage Therapy	July 18 - June 19	200	12 (8.13.18)
RevUP	July 18 - June 19	160	10
RevUP Reload	July 18 - June 19	175	25
Healthy Eating Every Day (H.E.E.D)	July 18 - June 19	0	0
Swim Lessons			
Swim Lessons	July 18 - June 19	824 Participants	232 Participants
<u>Fund 530 - Harris Park Community Center</u>			
Camp Summit			
Camp Summit Enrollment	Summer 2018	750 Enrollments	756 Enrolled
Camp Summit Enrollment	Summer 2019	750 Enrollments	
Weekly Attendance	Summer 2018	450 Wkly Average	441 Weekly (11 weeks)
Weekly Attendance	Summer 2019	450 Wkly Average	
Offer School Break Camps			
School Break Camp Enrollment	Sept 18-April 19	130 Enrollments	
School Break Days	Oct 12-April 19	660 Participants	

		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Recreation Center Operations		Run Time	
Gym Rentals	July 18 - June 19	200 Rentals	10 Rentals
Classroom Rentals	July 18 - June 19	250 rentals	16 Rentals
Entire Facility Rentals	July 18 - June 19	20 Rentals	0 Rentals
Week Long Rentals	July 18 - June 19	2 Rentals	0 Rentals
Open Gym	July 18 - June 19	1800 Participants	188 Participants
ATHLETICS			
Adult Leagues			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Sept 18 - Oct 18	46 teams	1 team (8.13.18)
• Spring	Mar 18 - Apr 18	63 teams	
• Summer	June 19 - Aug 19	65 teams	
<i>Basketball -- Men's</i>			
• Fall	Nov 18 - Feb 18	20 teams	
• Winter	Feb 19 - May 19	18 teams	
• Spring	May 19 - July 19	14 teams	
• Summer	July 18-Nov 18	14 teams	2 teams (8.13.18)
<i>Volleyball -- Coed, Women's</i>			
• Fall	Nov 18 - Jan 19	35 teams	
• Winter	Feb 18- April 18	35 teams	
• Spring	April 19 -June 19	35 teams	
• Summer I and II	July 18-Oct 18	70 teams	32 teams (Sum. I)
<i>Kickball</i>			
• Fall	Sept 18 - Nov 18	13 teams	0 teams (8.13.18)
• Spring	Apr 19 - May 19	10 teams	
• Summer	June 19- Aug 19	12 teams	
Adult Instructional-Athletics			
<i>Golf</i>			
• Adult Beginning	July 18 - June 19	15 participants	2
<i>Tennis</i>			
• Outdoor Adult Beginning	July 18 - June 19	10 participants	0
Youth Instructional-Athletics			
<i>Golf</i>			
• Youth Beginner	July 18 - June 19	30 participants	4
<i>Tennis</i>			
• Rookies (Quikstart)	July 18 - June 19	30 participants	9
• Youth Beginner	July 18 - June 19	65 participants	14
Right Sized	July 18 - June 19	10 participants	0
Youth Leagues			
Girl's Basketball	Nov 18 - Feb 19	330	12
Spring Youth Volleyball	March 19 - May 19	250	0
Fall Youth Volleyball	Sept 18- Nov 18	280	155
Summer Youth Volleyball	June 19 - July 19	10 teams	0

		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Run Time			
Youth Special Events-Athletics			
Junior Triathlon	Jul-18	70 Participants	74 participants
Youth Camps-Athletic			
Baseball Camp	Jun-19	15 participants	0
Basketball Camp	July 18	15 participants	22
Volleyball Camp	July 18	35 participants	42
Indoor Soccer Camp	June 19	15 participants	0
Tournaments			
Summer Classic Tennis Tournament	19-Jun	35 participants	
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
Ballroom, Swing, Latin Fund 201	July 18 - June 19 (Year-to-date count)	170	15
Photography Fund 201			
• Photography Classes	July 18 - June 19 (Year-to-date count)	47	3
Knitting Fund 201	July 18 - June 19 (Year-to-date count)	28	9
Dulcimer Fund 201	July 18 - June 19 (Year-to-date count)	24	
Dog Classes			
Sit Means Sit Dog Training	July 18 - June 19 (Year-to-date count)	15	0
First Aid/CPR			
Heartsaver CPR	July 18 - June 19 (Year-to-date count)	50	2 participants (8.13.18)
First Aid	July 18 - June 19 (Year-to-date count)	40	0 participants (8.13.18)
Healthcare Provider CPR	July 18 - June 19 (Year-to-date count)	40	3 participants (8.13.18)
CPR for Family and Friends	July 18 - June 19 (Year-to-date count)	50	3 participants (8.13.18)

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Youth Instructional			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 18 - Oct 18	60 participants	20
• Basketball	Jan 19 - Feb 19	75 participants	6
• Outside Soccer	April 19 - May 19	130 participants	0
• T-Ball	June 19- July 19	145 participants	0
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 18 - June 19 (Year-to-date count)	15 participants	2
• Itty Bitty Dancers	July 18 - June 19 (Year-to-date count)	56 Participants	16
Indoor T-Ball	July 18 - June 19 (Year-to-date count)	20 participants	4
Indoor Recess	July 18 - June 19 (Year-to-date count)	15 participants	3
• Indoor Soccer	July 18 - June 19 (Year-to-date count)	25 participants	4
• Itty Bitty Tumblers	July 18 - June 19 (Year-to-date count)	88 Participants	22
<i>Parties</i>			
Pint Size Parties	Sept 18 - April 19	34 Participants	0
Pint Size Playtime	Sept 18 - April 19	120 Participants	8
<i>Pee Wee Sports</i>			
• Flag Football	July 18 - June 19 (Year-to-date count)	25participants	10
• Basketball	July 18 - June 19 (Year-to-date count)	75 participants	6
• Tumblers	July 18 - June 19 (Year-to-date count)	18 Participants	1
<i>Animal Wonders</i>			
• Workshop	July 18 - June 19 (Year-to-date count)	15 participants	0 participants (8.13.18)
• Camps	July 18 - June 19 (Year-to-date count)	45 participants	13 participants (8.13.18)
<i>First Aid</i>			
Kids First Aid	July 18 - June 19 (Year-to-date count)	25 participants	0 participants (8.13.18)
Babysitter Boot Camp	July 18 - June 19 (Year-to-date count)	250 participants	3 participants (8.13.18)
Skateboarding	July 18 - June 19 (Year-to-date count)	10 Participants	0
Gymnastics			
• Gym Warrior	July 18 - June 19 (Year-to-date count)	25	Program Cancelled. Looking for replacement.
GCC Youth Instructional Fund 201			
Mad Science Camps	July 18 - June 19 (Year-to-date count)	10	0
Mad Science Classes	July 18 - June 19 (Year-to-date count)	60	27
Play-Well TEKnology Camps	July 18 - June 19 (Year-to-date count)	76	11
Youth Tech Camps	July 18 - June 19 (Year-to-date count)	47	15
Art Classes Fund 201			

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Young Rembrandts Classes	July 18 - June 19 (Year-to-date count)	25	1
Young Rembrandts Camps	July 18 - June 19 (Year-to-date count)	15	10
GOT Art/Summit Art Classes	July 18 - June 19 (Year-to-date count)	16	Program Cancelled. Looking for replacement.

Acting

Shakespeare Camp	18-Jul	6	Program did not make.
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All Ages- Instructional

Horsemanship Classes

• Beginning Horsemanship	July 18 - June 19 (Year-to-date count)	12	4 participants (8.13.18)
• Beginner Rider I	July 18 - June 19 (Year-to-date count)	6	4 participant (8.13.18)
• Beginner Rider II	July 18 - June 19 (Year-to-date count)	4	0 participants
• Texas Tots	July 18 - June 19 (Year-to-date count)	6	0 participants
• Texas Tots II	July 18 - June 19 (Year-to-date count)	4	0 participants

Special Event Programming for Families

Father/Daughter Dance Fund 201	Feb 2018	585 participants	19
Night Flight	June 2019	300 participants	
Tour de Lakes	June 2019	900 participants	
Trick a Bike	Oct. 2018	100 participants	

Festivals

Legacy Blast	July 3, 2018	18000-19000	21,120
Jamaican Jam	July 20, 2018	1000-1500	995
Blues and Jazz Fest	August 3, 2018	1000-1500	1,037
Folk Festival	June 2018	500-1000	

Fund 200 - Parks and Recreation

Administration

Provide departmental Annual Report	Sept 2018	Feb-19	
Coordinate, edit and produce Lee's Summit Illustrated.	FY19	Spring, Summer, Fall publications	Fall 2019 has been delivered

Park Operations

Two annual inventories performed	Bi-annually	Nov and Feb	
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually	Aug 18 and May 19	

Legacy Park Operations

Maintain user group agreements	FY19	Mar-19	
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City Grounds Maintenance

Maintain Public Works MOU areas	FY 19	FY 19	
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		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Fund 203 - Aquatics		Run Time	
Summit Waves			
Swim team	June 18 - July 18	72 Participants	
Group Swim Lessons	July 18 - Aug 18	400 Participants	410 participants
Group Swim Lessons	May 19 - June 19	400 Participants	
Private swim parties	July 18 - Aug 18	12 parties	12 parties
Private swim parties	May 19 - June 19	4 Parties	
Junior Guard clinics	July 18 - Aug 18	14 participants	7 participants
Junior Guard clinics	May 19 - June 19	15 participants	
Public swim - Regular	July 18 - Aug 18	6,225 participants	4,816 participants
Public swim - Regular	May 19 - June 19	2,700 participants	
Public swim - Discount	July 18 - Aug 18	15,900 participants	14,211 participants
Public swim - Discount	May 19 - June 19	15,000 participants	
Twilight - Regular	July 18 - Aug 18	1170 participants	1,398 participants
Twilight - Regular	May 19 - June 19	1110 participants	
Twilight - Discount	July 18 - Aug 18	1,650 participants	708 participants
Twilight - Discount	May 19 - June 19	1,260 participants	
Season Pass Sales	July 18 - Aug 18	40 passes	13 passes
Season Pass Sales	May 19 - June 19	1,109 passes	
<u>Group Promotions</u>			
Teen Nights (2)	July 18 - Aug 18	620 per event	cancelled
Teen Nights (1)	May 19 - June 19	390 per event	
Family Fun Nights (2)	July 18 - Aug 18	425 per event	185 per events
Family Fun Nights (1)	May 19 - June 19	280 per event	
Birthday Party Packages	July 18 - Aug 18	30 packages	31 packages
Birthday Party Packages	May 19 - June 19	27 packages	
Cabana Rentals	July 18 - Aug 18	37 packages	35 packages
Cabana Rentals	May 19 - June 19	24 packages	

MEMORANDUM



Date: August 22, 2018

To: Joe Snook, CPRP
Administrator of Parks and Recreation

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

CC:

Re: Hartman Park Trailhead Project

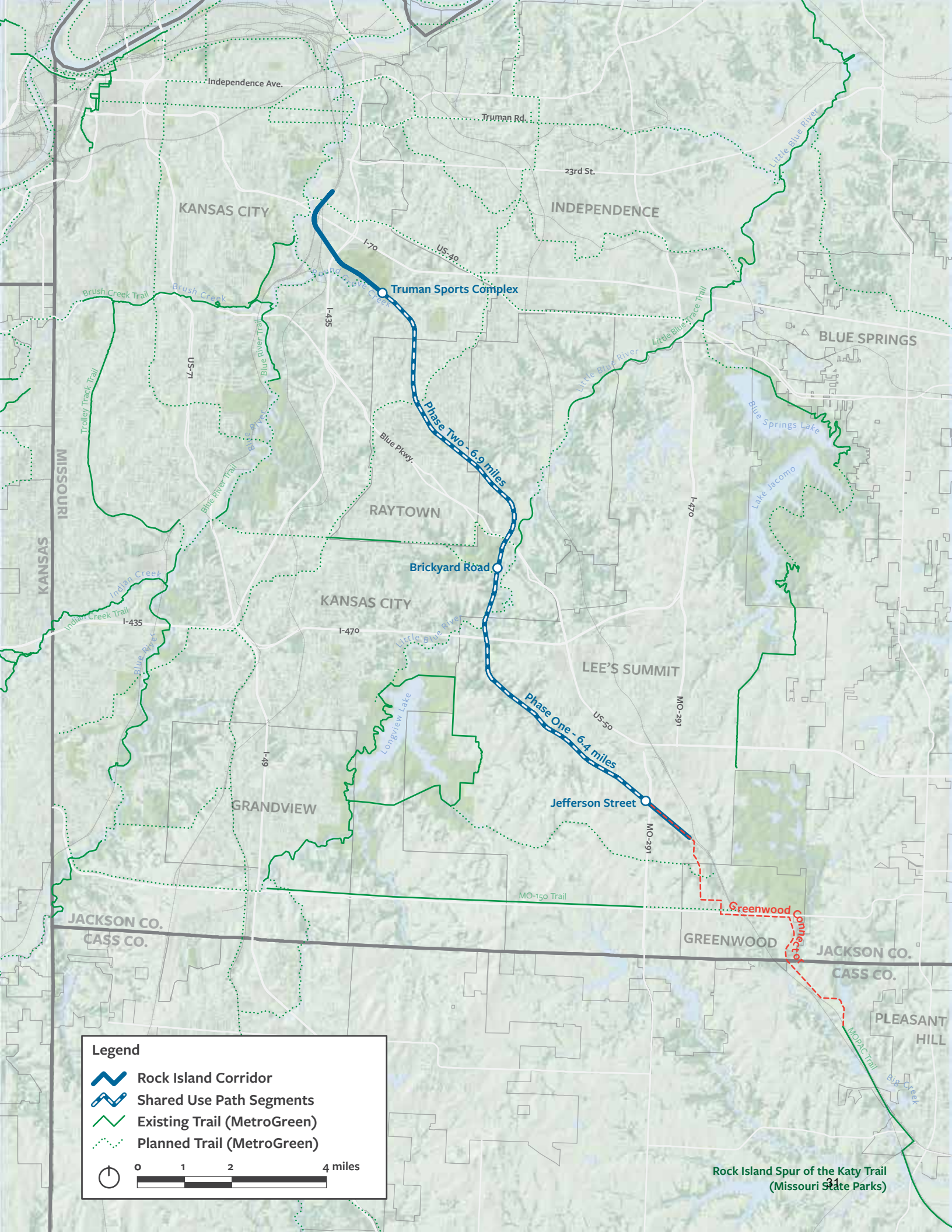
In the Transportation Sales Tax Renewal by the Public Works Department, funding was reserved in the amount of \$250,000 for the implementation of a trailhead along the Rock Island Trail corridor which is currently under construction and scheduled for completion in August. The desired location for this trailhead is at Hartman Park because of its close proximity to the trail and the convenience of parking and restroom facilities.

Public Works has indicated that they would like for Parks and Recreation to manage the project and utilize these funds through the CIP which was approved by the Parks and Recreation Board during the budget approval in April and by the City Council at the June 7, 2018 meeting.





Staff has been reviewing preliminary layout and providing feedback to the consulting firm, Vireo Architects, with the goal to move ahead with a single refined concept for the trailhead and to bring the design forward to public review and input sometime in early to mid September

Trailhead amenities could include the following: designated bicycle drop off area, hardscape plaza space, signage, shade areas, bicycle maintenance station, ADA accessible trail connector, and landscaping. The Parks Department would act as the general contractor on the work with the first phase to include the actual trail link to the Rock Island trail.

Staff will keep the Board updated of this project.



Legend

-  Rock Island Corridor
-  Shared Use Path Segments
-  Existing Trail (MetroGreen)
-  Planned Trail (MetroGreen)



0 1 2 4 miles

Rock Island Spur of the Katy Trail
(Missouri State Parks)

MEMORANDUM



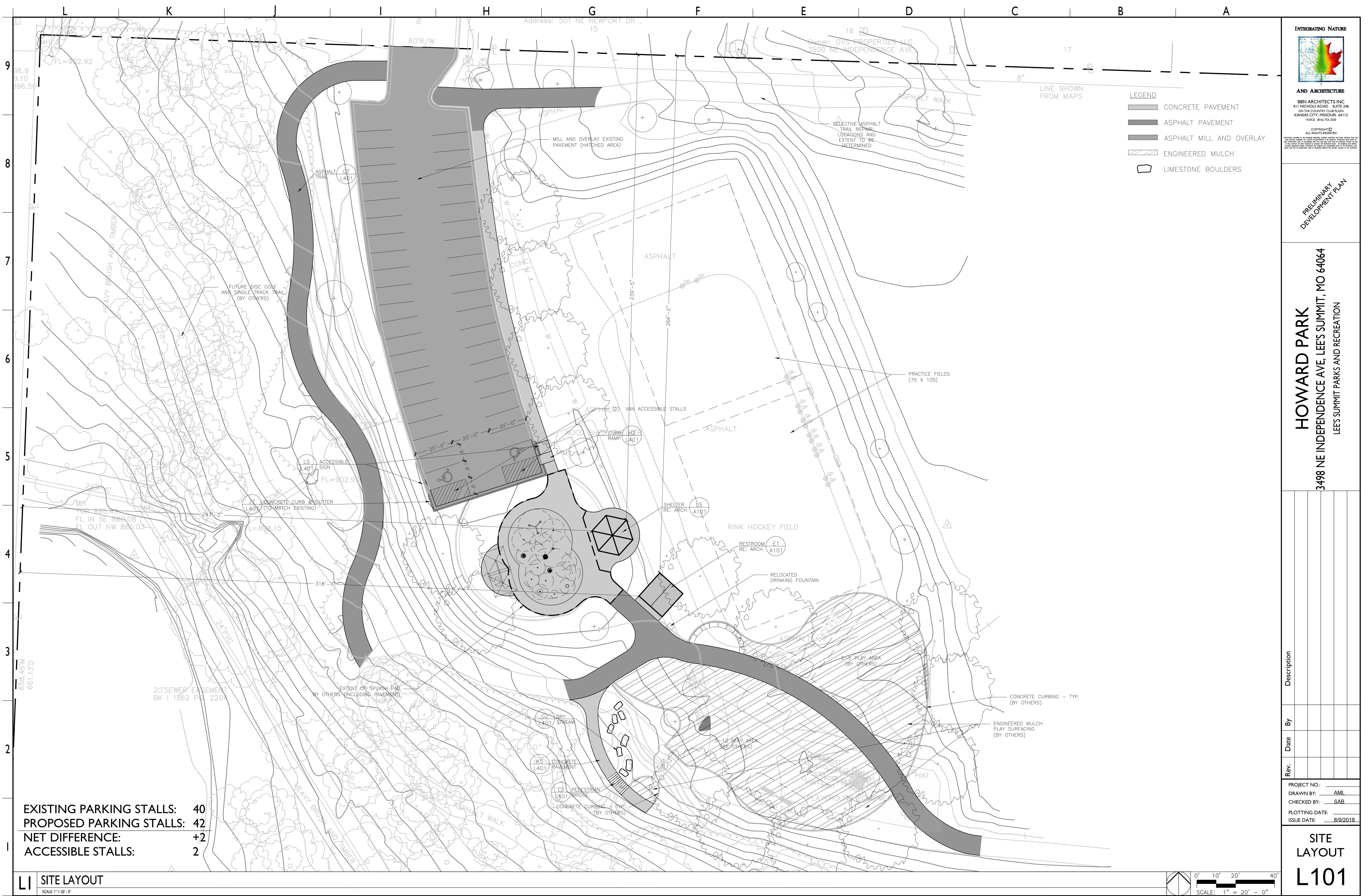
Date: August 22, 2018
To: Joe Snook, CPRP
Administrator of Parks and Recreation
From: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction
CC:
Re: Howard Park Design Services- BBN Architects

With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the redevelopment of Howard Park and project funding in the amount of approximately \$900,000.

At the time of this report, staff is currently working with BBN Architects in preparing the Final Development Plan and construction documents for city staff review and construction bidding. Staff is preparing an RFP for the design of the playground which should be posted by the end of August.

A tentative timetable for the project would be to complete the design of the park in 5-6 months and potentially start construction in late winter or early spring including completion of the splashpad which could open in the spring of 2019. The entire renovation project could be completed by late summer or early fall of 2019.

We will continue to give the board monthly updates on the progress of this project.



INTEGRATING NATURE
AND ARCHITECTURE

BBN ARCHITECTS INC
411 NICHOLS ROAD, SUITE 246
ON THE COUNTRY CLUB PLAZA
KANSAS CITY, MISSOURI 64112
VOICE: (816) 733-3350

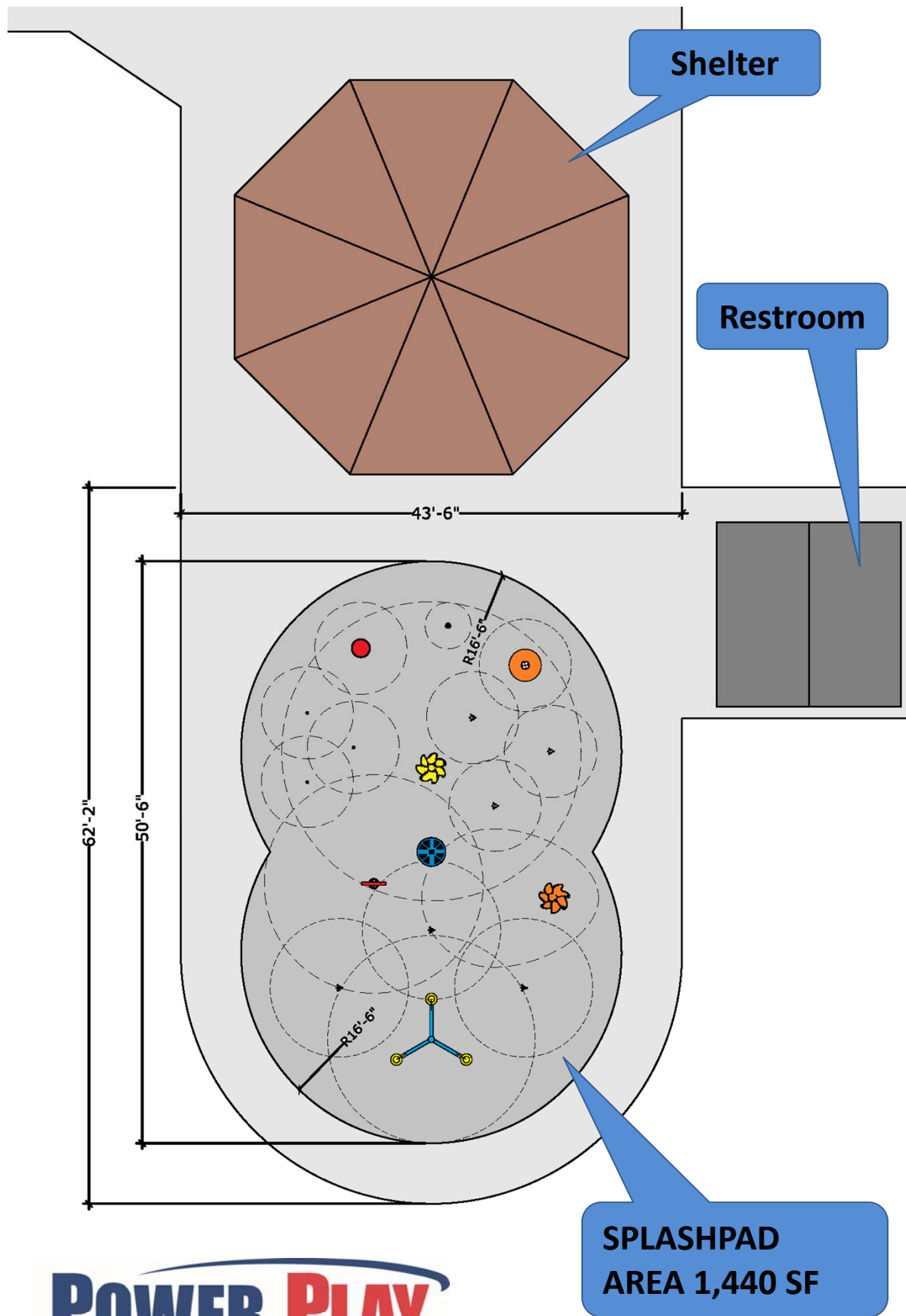
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PRELIMINARY
DEVELOPMENT PLAN

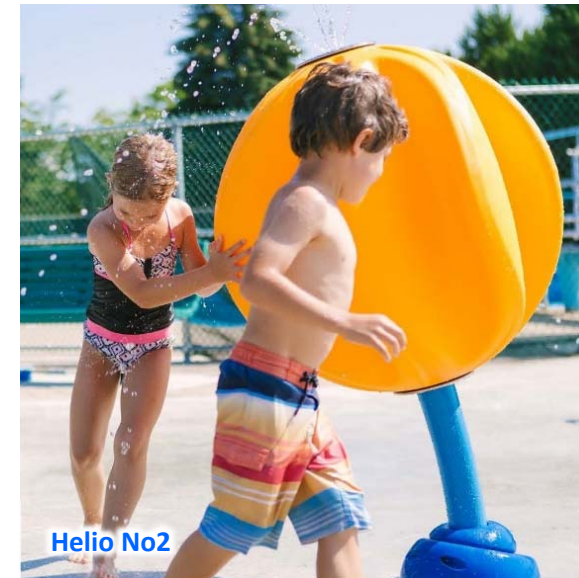
HOWARD PARK
3498 NE INDEPENDENCE AVE, LEE'S SUMMIT, MO 64064
LEE'S SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description

HOWARD PARK SPLASHPAD



Bucket Trio



Helio No2



(3) Fountain Spray No1



Bamboo Ring



Waterbug No1



Helio No3



Aqualien Flower No1



(3) Jet Stream No2



Water Jelly No1



(3) Geyser

POWER PLAY

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June 24, 2018

MEMORANDUM



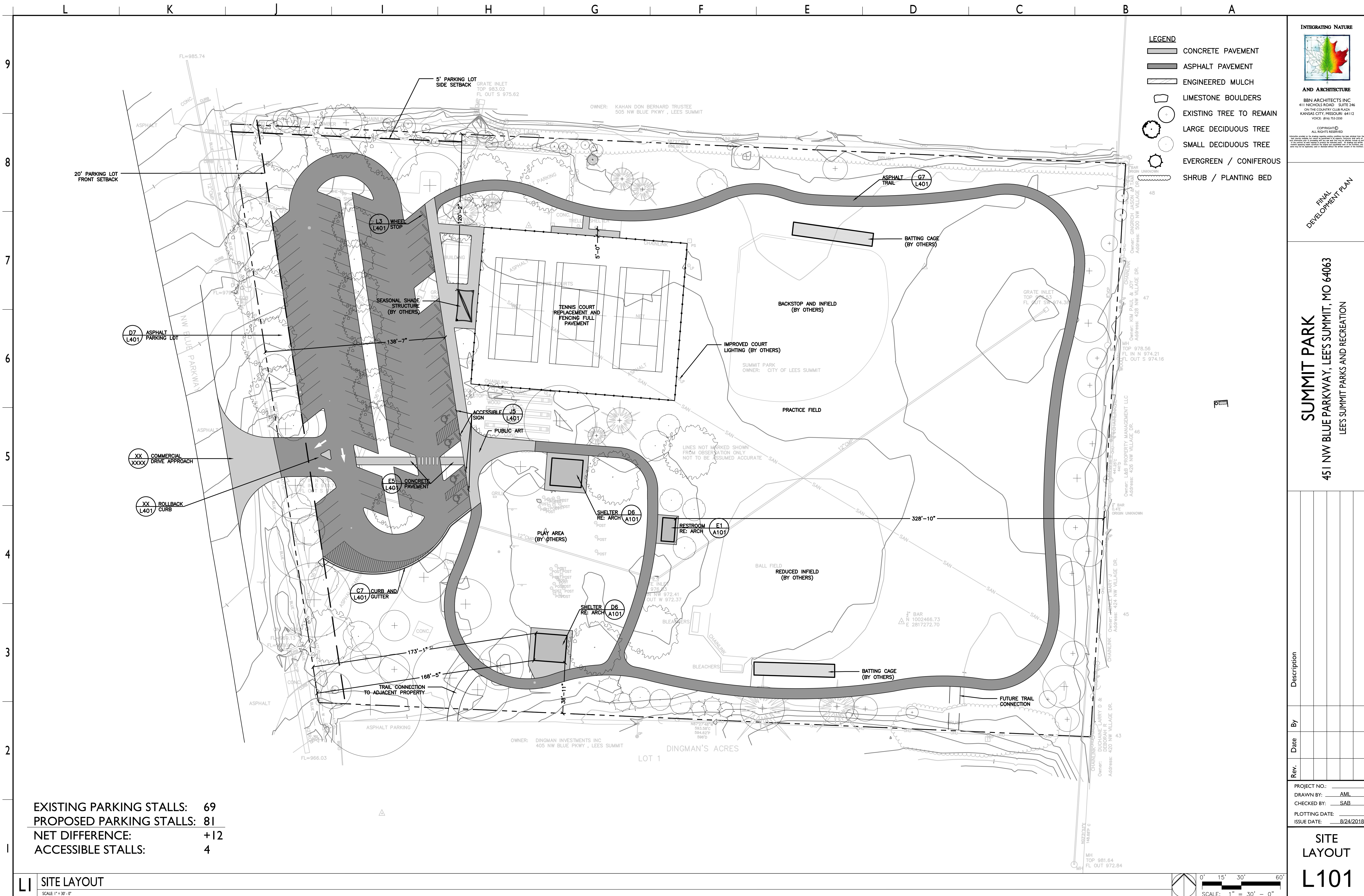
Date: August 22, 2018
To: Joe Snook, CPRP
Administrator of Parks and Recreation
From: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction
CC:
Re: Summit Park Renovations

With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the redevelopment of Summit Park and project funding in the amount of approximately \$1,600,000.

At the January meeting, the Parks Board approved the master plan for improvements to the park. At the current time, staff is working with BBN architects on the final design and engineering plans for bidding the project and to go through the city's approval process with a Final Development Plan (FDP).

A tentative timetable for the project would be to complete the design of the park in 5-6 months and potentially start construction in late winter or early spring 2019. The entire renovation project could be completed by late summer or early fall of 2019.

We will continue to keep the board updated on design progress and schedule for this project.



MEMORANDUM



Date: August 22, 2018

To: Joe Snook, CPRP
Administrator of Parks and Recreation

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

CC:

Re: Legacy Park Wayfinding

Staff is working with Confluence Architects on a wayfinding study to assist visitors to Legacy Park in directing them to the proper venues and facilities within the park. Staff has been working on a study internally for several years and felt it was time to get a fresh perspective on wayfinding. With the high volume of traffic during peak sports seasons, the numerous activities and sites within the park, and the feedback we hear from visitors, staff feels this is an important project.

Attached are preliminary locations and identifications for signage. Careful consideration is being given to design speed and visibility of these signs for motorists traveling into and throughout the park. At the time of this report, staff is in the process of reviewing layouts and color schemes for signage.

We will continue to update the board on progress and we hope to have something to share with the board in the next couple of months along with a strategy for implementation.



SIGNAGE TEXT

1A

SIGN 1-A
(BLACKWELL ROAD - NORTH BOUND)

SHELTER 1

SHELTER 2

DISC GOLF

LEGACY LOOP TRAILHEAD

PARK OPERATIONS

1B

SIGN 1-B
(BLACKWELL ROAD - SOUTH BOUND)

SHELTER 1

SHELTER 2

DISC GOLF

LEGACY LOOP TRAILHEAD

SPORTS VENUES

PARK OPERATIONS

2A

SIGN 2-A
(BLACKWELL ROAD - NORTH BOUND)

SOCCER 1-12

BASEBALL 1-16

FOOTBALL 1-3

PRACTICE FIELDS 1-16

DISC GOLF

2B

SIGN 2-B
(BLACKWELL ROAD - SOUTH BOUND)

SOCCER 1-12

BASEBALL 1-16

FOOTBALL 1-3

PRACTICE FIELDS 1-16

COMMUNITY CENTER

3A

SIGN 3-A
(BLACKWELL ROAD - NORTH BOUND)

SOFTBALL 1-8

JOSEPH A. DYKE PLAYGROUND

LEGACY LOOP TRAILHEAD

GREAT BEGINNINGS
EARLY EDUCATION CENTER

COMMUNITY CENTER

AMPHITHEATER

3B

SIGN 3-B
(BLACKWELL ROAD - SOUTH BOUND)

SOFTBALL 1-8

JOSEPH A. DYKE PLAYGROUND

LEGACY LOOP TRAILHEAD

GREAT BEGINNINGS
EARLY EDUCATION CENTER

COMMUNITY CENTER

AMPHITHEATER

4A

SIGN 4-A
(NE LEGACY PARK DRIVE - EAST BOUND)

COMMUNITY CENTER

GREAT BEGINNINGS
EARLY EDUCATION CENTER

LAKE ACCESS

AMPHITHEATER

LAKE LOOP TRAILHEAD

SPORTS VENUES

4B

SIGN 4-B
(NE LEGACY PARK DRIVE - WEST BOUND)

COMMUNITY CENTER

GREAT BEGINNINGS
EARLY EDUCATION CENTER

LAKE ACCESS

AMPHITHEATER

LAKE LOOP TRAILHEAD

5

SIGN 5
(NE LEGACY PARK DRIVE - SOUTH BOUND)

SOCCER
1-12

PRACTICE FIELDS

BASEBALL VENUE

SOFTBALL VENUE

FOOTBALL VENUE

6

SIGN 6
(NE LEGACY PARK DRIVE - SOUTH BOUND)

BASEBALL
1-12

PRACTICE FIELDS
1-8

PRACTICE FIELDS
9-16

7A

SIGN 7-A
(NE LEGACY PARK DRIVE - SOUTH BOUND)

FOOTBALL
1-3

BASEBALL
13-16

PRACTICE FIELDS
1-8

PRACTICE FIELDS
9-16

7B

SIGN 7-B
(NE LEGACY PARK DRIVE - NORTH BOUND)

FOOTBALL
1-3

BASEBALL
13-16

PRACTICE FIELDS
1-8

PRACTICE FIELDS
9-16

7C

SIGN 7-C
(NE LEGACY PARK DRIVE - SOUTH BOUND)

SOFTBALL
1-8

JOSEPH A. DYKE
PLAYGROUND

SHELTER 3

LEGACY LOOP TRAILHEAD

8

SIGN 8
(NE LEGACY PARK DRIVE - NORTH BOUND)

SOFTBALL
1-8

JOSEPH A. DYKE
PLAYGROUND

SHELTER 3

LEGACY LOOP TRAILHEAD

9

SIGN 9
(BLUESTEM DRIVE - SOUTH EAST BOUND)

AMPHITHEATER

LAKE ACCESS

LAKE LOOP TRAILHEAD

10A

SIGN 10-A
(NORTH END OF PARK)

LEGACY LOOP TRAILHEAD
6.5 mi

10B

SIGN 10-B
(MIDDLE OF PARK)

LEGACY LOOP TRAILHEAD
6.5 mi

10C

SIGN 10-C
(SOUTH END OF PARK)

LAKE LOOP TRAILHEAD
6.5 mi

MEMORANDUM



Date: August 22, 2018

To: Joe Snook, CPRP
Administrator of Parks and Recreation

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

CC:

Re: Summit Waves Expansion- Wave Pool Project

With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the expansion to Summit Waves and wave pool project with funding in the amount of approximately \$5,000,000.

At the time of this report, staff has prepared and posted a Request for Qualifications (RFQ) to go out to aquatics design firms specializing in large scale pool projects. Selection of a qualified firm(s) will be the first step in the project and to begin the planning and design of the pool improvements. Proposals are due August 30th. An evaluation committee made up of LSPR staff will review responses and conduct interviews with shortlisted firms if necessary.

While the program is yet to be finalized, improvements may consist of a dedicated wave pool connected to the existing Summit Waves facility, additional elevated slides, additional restrooms, and shade.

We will continue to keep the Board updated on this project.

MEMORANDUM



Date: August 15, 2018
To: Joe Snook
Administrator of Parks and Recreation
From: David Dean
Superintendent of Recreation Services II
Re: Fundraising Update – August 2018

Collections for FY19 are in progress, with one August payment outstanding at the time of this report. Our sponsorship coordinator secured a new banner sponsor in the amount of \$15,000 per year, with a three year commitment.

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	FY21	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 ¹ , 3/10/16	\$ 6,000.00						\$ 6,000.00
Adams Toyota ² , 5/11/16	\$ 2,500.00	\$ 2,500.00					\$ 5,000.00
Adams Toyota ³ , 4/27/17		\$ 5,000.00					\$ 5,000.00
Adams Toyota ³ , 5/27/18			\$ 1,000.00	\$ 2,000.00			\$ 3,000.00
Legacy Woods ⁴ , 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 ⁵ , 5/25/16	\$ 5,000.00						\$ 5,000.00
Royal Door, 7/22/16		\$13,750	\$16,250.00				\$ 30,000.00
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 Flooring, 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
Lee's Summit Academy ⁵ , 5/11/18			\$1,500.00	\$1,500.00			\$ 3,000.00
Foundation Guy				\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Total	\$ 48,500.00	\$ 105,500.00	\$ 150,250.00	\$ 116,000.00	\$ 62,250.00	\$ 15,000.00	\$ 452,500.00

Expenses	FY16	FY17	FY18	FY19			Total
Equity Bank							
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor ¹	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00				\$ 10,850.00
Instant Auto							
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor ¹	\$ 1,950.00	\$ 3,575.00	\$ 3,250.00	\$ 1,625.00			\$ 10,400.00
Adams Toyota							
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 390.00				\$ 2,600.00
Contractor ¹	\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00			\$ 12,000.00
Blue Pearl²							
Contractor ¹	\$ 1,800.00						\$ 1,800.00
Adams Toyota³							
Banner (1*\$65)	\$ 65.00						\$ 65.00
Contractor ¹	\$ 750.00	\$ 750.00	\$ 300.00	\$ 600.00			\$ 2,400.00
Adams Toyota³							
Banner (1*\$65)		\$ 65.00					\$ 65.00
Contractor ¹		\$ 1,500.00					\$ 1,500.00

American Family							
Banners (29*\$65) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor ¹	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00			\$ 11,750.00
Price Chopper⁵							
Banner (1*\$65)	\$ 65.00						\$ 65.00
Contractor ¹	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00			\$ 4,500.00
Royal Door							
Banners (29*\$65) ⁴		\$ 1,885.00	\$ 390.00	\$ 325.00			\$ 2,600.00
Contractor ¹		\$ 4,125.00	\$ 4,125.00	\$ -			\$ 8,250.00
Jungmeyer & Suresh							
Banners (29*\$65) ⁴		\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ¹		\$ 4,500.00	\$ 3,937.50	\$ 3,750.00			\$ 12,187.50
Kline Van & Speciality Rental							
Banners (29*\$65) ⁴		\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ¹		\$ 3,375.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50		\$ 11,812.50
St. Luke's							
Banners (29*\$65) ⁴			\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor ¹			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00		\$ 10,800.00
Harmon Flooring							
Banners (29*\$65) ⁴			\$ 1,885.00	\$ 325.00	\$ 325.00		\$ 2,535.00
Contractor ¹			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Heartland Heating & Cooling							
Banners (29*\$65) ⁴			\$ 1,115.60	\$ 325.00	\$ 325.00		\$ 1,765.60
Contractor ¹			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Lee's Summit Academy⁵							
Banner (2*\$65)			\$ 130.00				\$ 130.00
Contractor ¹			\$ 450.00	\$ 450.00			\$ 900.00
Foundation Guy							
Banners (29*\$65) ⁴				\$ 1,115.60	\$ 325.00	\$ 325.00	\$ 1,440.60
Contractor ¹				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 8,250.00
Total	\$ 21,020.00	\$ 36,470.00	\$ 49,033.10	\$ 34,490.60	\$ 16,862.50	\$ 4,075.00	\$ 157,876.20

	FY16	FY17	FY18	FY19	FY20		Total
Net	\$ 27,480.00	\$ 69,030.00	\$ 101,216.90	\$ 81,509.40	\$ 45,387.50	\$ 10,925.00	\$ 294,623.80

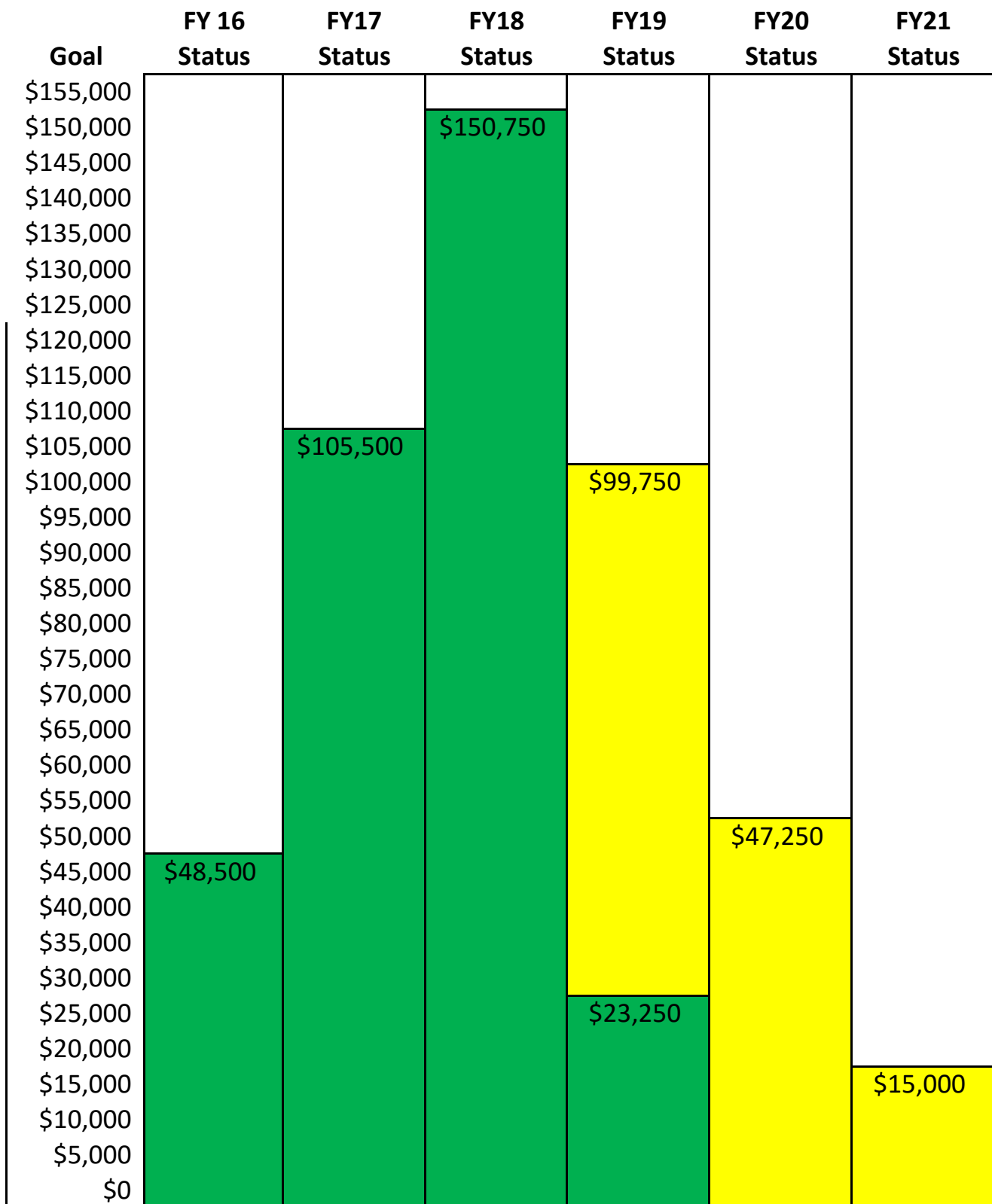
¹ Sponsorship Contractor receives 30% year 1, 25% subsequent years

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

³ One year contract for sponsorship of dog parks only

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

⁵ Legacy Park Amphitheater sponsorship.



	Commitments
	Collected

MEMORANDUM



Date: 8.8.2018
To: Jodi Jordan, Legacy Park Community Center Manager II
From: Dom Thomas, Recreation Supervisor
Re: Park Board Report

The following numbers show the enrollment of the first round of RevUp for FY19. This memo also includes the planned involvement for City of Lee's Summit employees in regards to RevUp in FY19. Attachment A contains tables displaying the participation numbers of RevUp members month by month, and current participant visits to both LPCC and GCC.

SIGNIFICANT ACCOMPLISHMENTS THRU August 8, 2018.

- Total of FY19 Sessions

10 RevUp Participants
25 ReLoad Participants

- FY19 Year To Date

Revenue= \$1,841
Expenses = \$1,474
Net = \$367

- Notable opportunities

City of Lee's Summit RevUp – The City of Lee's Summit has agreed to fund city employees for the FY19. RevUp schedules have been made for the next 12 months and Nanci White with Human Resources has agreed to provide city employees with RevUp launch Dates. The next RevUp session will launch on August 20, 2018.

- **Current RevUp session-** We are in our 5th week of our current RevUp session with a total of 35 participants. Our next session begins August 20, 2018 with 5 pre-enrolled already.

FY19 Participation

RevUp	Budget	Actuals
FY17	157	179
FY18	150	189
FY19	235	10
ReLoad	Budget	Actuals
FY17	154	86
FY18	100	155
FY19	112	25

FY19 Participation by Month

	FY17 RevUp	FY18 RevUp	FY19 RevUp	FY17 ReLoad	FY18 ReLoad	FY19 ReLoad	FY17 Pilots	FY18 Pilots	FY19 Pilots
July	15	19	10	4	6	25	-	-	-
August	10	7	-	9	2	-	-	-	-
September	6	12	-	6	7	-	-	-	-
October	6	3	-	7	5	-	-	-	-
November	11	21	-	7	8	-	-	-	-
December	2	0	-	7	5	-	-	-	-
January	32	63	-	11	1	-	-	-	-
February	48	24	-	5	27	-	-	-	-
March	13	-	-	4	-	-	-	-	-
April	4	27	-	8	36	-	-	-	-
May	10	13	-	8	34	-	-	-	-
June	6	-	-	10	-	-	16	-	-
Total	163	189	10	86	131	25	16	-	-

Facility Visit Log (July 9th through August 8th)

Participant		Weeks 1-4			Week 5-8			Weeks 9-12			Total Visits	
<i>REV UP 6 WEEKS</i>		LPCC	GCC		LPCC	GCC		LPCC	GCC		LPCC	GCC
1		5	0		0	0		NA	0		5	0
2		6	0		1	0		NA	0		7	0
3		11	1		2	0		NA	0		13	1
4		14	0		2	0		NA	0		16	0
5		9	0		1	0		NA	0		10	0
6		9	0		1	0		NA	0		10	0
7		0	0		0	0		NA	0		0	0
8		17	0		2	0		NA	0		19	0
9		4	0		0	0		NA	0		4	0
10		12	0		1	0		NA	0		13	0
TOTAL		87	1		10	0		0	0		97	1

MEMORANDUM



Date: August 13, 2018

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Andy Carr, AFO, PCA
Park Operations Manager

Re: Beautification Commission August updates

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
- Landscape Contest Awards August 7th
- Right of Way
- Local Grocers to use more recyclable products



Tuesday, August 7, 2018
Gamber Community Center
4 SE Independence Ave, Lee Summit
5:30 PM

1. Call to Order
2. Approval of July Minutes
3. Budget Review
4. Tree Board Activities
 - Tree ordinance
5. Other Business
 - Landscape Awards August 7
 - Right of Way progress
 - Local Grocers to use more recyclable products
6. Announcements
7. Adjourn

Beautification Commission
Financial Report as of July 31, 2018

Expenditures	FY19 Budget	YTD Actual	Remaining
Personal Services			
Personal Services - Staff Support	\$ 29,737	\$ 1,962	\$ 27,775
Total Personal Services	29,737	1,962	27,775
Other			
Advertising	900	9	891
Printing Expense	350	-	350
Professional Fees	18,000	850	17,150
Travel & Meeting	500	-	500
Public Relations	800	-	800
Maintenance & Repairs - Grounds	10,000	-	10,000
Total Other	30,550	859	29,691
Total Expenditures	\$ 60,287¹	\$ 2,821	\$ 57,466

Other - Detail

Advertising Expense

Facebook post-Landscape Contest	9
	\$ 9

Printing Expense

\$ -
\$ -

Professional Fees Expense

Tallgrass Landscape Solutions	\$ 850
	\$ 850

Travel & Meeting Expense

\$ -

Public Relations Expense

\$ -

Maintenance & Repairs - Grounds

\$ -

Footnotes:

¹ Per the FY19 budget, expenditures up to a maximum of \$60,287 will be funded through a transfer from the General Fund.

Lee's Summit Beautification Commission Minutes
Gamber Center
Monday, July 9, 2018

Members present Andy Carr, Kim Fritchie, Sarah DeBray, Randy Cain, Carol Rothwell, Brue Holiman, Sue Forbes, Lila Raymond, Charlotte Lea, Donna Nuccio. Mr. Coy was a visitor.

Meeting was called to order by Kim Fritchie at 6:02pm. June's meeting minutes were approved as read. Bruce moved to approve, Donna seconded the motion.

Budget Review

The budget was reviewed and discussed. Additional items not reflected within the financial report include:

- 1) A few plants were damaged by the storm and replaced
- 2) Tall Grass and St Anne's bill

Budget was accepted as presented.

Tree Board Activities

No update on Trim Grant. Andy will check on the status of the Tree Ordinance as submitted to the City's legal department.

Other Business

- Landscape Contest: Twenty entries were received; members will brainstorm ideas to update judging criteria. Members discussed dividing front and back yard categories for next year to better distribute the entries in each category. Andy will order signs for winners. Pending completion of the awards video presentation by Colin, the following tentative dates were set to present awards: 1st: 8/7 at 7pm 2nd: 8/13 at 7pm
- 470 & Lakewood: There is currently no money to landscape the Lakewood exit monument. Discussion was raised to consider adding up to \$5,000 to help landscape the area. Andy will get clarification and additional information on the 470 & Lakewood and 470 & View High monument landscaping plans.
- Right of Way Project: Colin wrote an article for the LS Journal. MoDot is willing to provide spray to kill weeds in right of way areas. Bruce moved to spend up to \$1,000 of the budget to spray in the right of way treated areas. Randy seconded the motion. Motion passed. The Missouri Dept. of Conservation would like to get additional grant money to add pollinators.
- Adopt a Spot: Kim, Sarah and Sue planted flowers on June 13th.
July Schedule: 7/1 – 7/14 Lila; 7/15 – 7/18 Bruce

St. Anne's

The Adopt A Spot at St. Anne's has been cleared of extra plants and is ready for new natives to be planted to create a butterfly habitat. The tentative planting date will be in September after the weather cools.

Discussion

Charlotte brought examples of Post Cards of which could be used as a possible fundraising project featuring LS sights.

Donnie Rodgers contacted Kim to get our thoughts on purchasing large Christmas ornaments to add to the large planters at Christmas. Follow up questions will be raised with Donnie.

Sue recommended hosting a Garden Tour as a fundraiser. Discussion will be raised at the Landscape Awards in August with 2018 participants to gauge interest.

Meeting adjourned at 6:57.

Note

Our next meeting will be at Gamber Center at 5:30pm on 8/7 if Landscape Awards are presented that evening.

MEMORANDUM



Date: August 22, 2018
To: Joe Snook
Administrator
From: Carole Culbertson
Superintendent of Administration II
Re: Wi-Fi in Parks – Charter Communications Update

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 these locations have been fully activated. The free access is currently 60 minutes as outlined in the agreement. Staff has received a high resolution Spectrum logo to develop signage and social media posts to communicate WiFi accessibility in the parks and facilities.

The installation of WiFi at Legacy Park Community Center is complete while the installation at the Legacy Park Amphitheater and the sports venues at Legacy Park is still in process.

The Legacy Park Amphitheater installation should be complete by the week ending August 17, 2018 and the installation at the sports venues at Legacy Park completed within the next two weeks. Activation at these locations is still a month away.

The free access signage has been developed, approved internally and sent to the Spectrum representative for review. Signage will be placed at the appropriate facilities and parks within the next couple of weeks along with a communication on our social media outlets. 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: 8/15/18	
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	Complete	Complete	No	No
Legacy Park Amphitheater	Yes	Complete	Yes	August 2018	August 2018	No	No
Harris Park Community Center	Yes	Complete	Yes	Complete	Complete	No	Tested
Gamber Community Center	Yes	Complete	Yes	Complete	Complete	No	Tested
Summit Waves	Yes	Complete	Yes	Complete	Complete	No	Tested
Joseph A. Dyke Playground	(Included w/ Youth Sports)	Complete	Yes	Aug 2018-Sept 2018	Aug 2018-Sept 2018	No	No
Legacy Park Youth Sports Venues	Yes	Complete	Yes	Aug 2018-Sept 2018	Aug 2018-Sept 2018	No	No
Lea McKeighan South Park	Yes	Complete	Yes	Complete	Complete	No	Tested
Lea McKeighan North Park	Yes	Complete	Yes	Complete	Complete	No	Tested
Miller J. Fields Park	Yes	Complete	Yes	Complete	Complete	No	Tested
Lowenstein Park	Yes	Complete	Yes	Complete	Complete	No	Tested
Happy Tails Park	Yes	Complete	Yes	Complete	Complete	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

End of Activity Report
SPRING YOUTH VOLLEYBALL
March to May 2018
Report Completed By: Jacob Johnson

Executive Summary

Brief Description:

The Spring Youth Volleyball program is an activity for grades 4 to 8 of Lee's Summit and R-7 School District to participate in an organized recreational activity.

Participant Numbers:

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2018	278	28
2017	234	24
2016	230	23

Total Revenue:

	<u>Budget</u>	<u>Season</u>
2018	\$18,275.00	\$25,467.00
2017	\$18,330.00	\$20,702.00
2016	\$25,500.00	\$20,470.00

Total Expense:

	<u>Budget</u>	<u>Season</u>
2018	\$14,114.87 ¹	\$14,926.25 ¹
2017	\$14,965.47	\$14,203.02
2016	\$14,754.56	\$14,154.10

Net:

	<u>Budget</u>	<u>Season</u>
2017	\$ 4,160.13	\$10,540.75
2016	\$10,745.44	\$ 6,315.84
2015	\$10,761.11	\$ 7,137.94

Recommendations:

¹ Total budget and season expense includes both direct and indirect expenses. Indirect expense for this activity: \$4,912.47

Comment: Should we continue to offer this program?

Recommendation: Staff recommends that we continue to offer the Spring Youth Volleyball league.

Comment: There were five (5) comments regarding the competition level of the league. These included team placement and the lack of an end of season tournament.

Recommendation: Based on the current way teams are formed, staff is unable to know the parity of each grade division. This in turn creates a discrepancy of competition level depending on how teams develop throughout the season. Currently the league does not have an end of season tournament. Staff will look at what other leagues and Parks and Recreation Departments have in place by July 16th. Staff does not recommend making any changes to the team formations at this time.

Comment: There were nine (9) comments regarding the officials during the spring season.

Recommendation: The overall rating of the officials was a 4.01 on the end of program survey. Coaches rate the officials after every game during the season. The officials rated a 4.18 on the coach evaluations throughout the season. Staff has reviewed these comments and will discuss these issues with the referees prior to the fall season. As always, there will be some disagreements between parents/coaches and officials due to the nature of judgement calls during athletic games. Staff will also sit down with the officiating staff during the yearly evaluation process to determine necessary developmental changes to improve the league going forward.

Comment: There were multiple negative comments made by parents and coaches at the facility about participation trophies.

Recommendation: Currently staff provides trophies for 1st and 2nd place and participation medals for all other participants. Staff has reviewed comments from previous seasons and recommends doing 1st, 2nd and 3rd place trophies and stop providing participation awards. This will decrease the cost of the awards by forgoing participation awards. During the spring volleyball season staff gave out approximately 206 participation trophies. The recommendation to forgo participation medals and add 3rd Place trophies will save approximately \$183.50. Matrix reflecting cost savings below:

<u>2018</u> (Currently)	<u>2019</u> (Proposed)
1 st & 2 nd Place Trophies: 78 (total trophies) x \$8.50/trophies = <u>\$663.00</u>	1 st & 2 nd Place Trophies: 78 (total trophies) x \$8.50/trophies = <u>\$663.00</u>
Participation Awards (medals): 206(total trophies) x \$2.50/medal = <u>\$515.00</u>	3 rd Place Trophies: 39 (total trophies) x \$8.50= <u>\$331.50</u>
Total Cost: <u>\$1,178.00</u>	Total Cost: <u>\$994.50</u>

Comment: There were three (3) comments regarding the officials and keeping score throughout the game.

Recommendation: Each referee currently keeps time, tracks score, and officiates the games with the help of volunteer line judges. The scorekeeping responsibilities are one of the areas that will be addressed in the referee meeting prior to the next season. Staff will continue to monitor for comments regarding scorekeeping, but does not recommend any changes at this time.

Comment: There were three (3) comments regarding participants/their parents not liking the certain coaches.

Recommendation: Each coach must be NYSCA certified. It is stated that the league is coached by volunteers, and staff works with the coaches as much as possible to ensure they have the necessary tools to be successful in a coaching position (practice plan handouts/practice equipment/review of rules). Staff does not recommend any changes at this time.

Comment: There were two (2) negative comments made by the same patron regarding Mrs. Slavens as a coach.

Recommendation: Staff did not hear any comments about Mrs. Slavens prior to sending out the surveys at the end of the season. Mrs. Slavens has coached over the past few seasons and staff has not received any complaints until the current survey was sent out. It is stated in the activity information that the league utilizes volunteer coaches. There were no comments made by other patrons who had a child on Mrs. Slavens team. Staff will continue to monitor for comments if Mrs. Slavens volunteers to coach again in the future, but does not recommend any action at this time.

Extensive Staff Report

Purpose of Report:

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

Program Description:

The Spring Youth Volleyball program is an activity for 4th through 8th grade girls and boys of the Lee's Summit and R-7 School District to participate in an organized recreational activity. Practices are held at various R-7 Elementaries during March through May and games are played at Harris Park Community Center. Teams are coached by volunteers and practice twice a week and play one game a week for eight weeks.

Program Benefits:

The benefits of the Youth Volleyball program are that it is a great physical activity for the players. It fights obesity and helps players lead healthier lives. It helps players learn character building values such as teamwork, dedication and discipline. The program

helps develop socialization skills, skill development, leadership skills and sportsmanship for the participants.

Service Hours:

The approximate number of service hours provided by this activity is 6,672 (278 players x 3 hour/week x 8 weeks).

2018 6,672

2017 5,616

2016 5,520

Volunteer Hours:

The total volunteer hours for the league were 840

Number of (35) coaches x 3 practices/games x 8 weeks

Based on \$24.14 average hourly rate/value for the volunteers, the value back to the Department was \$20,277.6

Refunds:

Refunds: 0

Refunds Due to Dissatisfaction: 0

Fee Charged:

2018 \$78.00/\$86.00/\$93.00

2017 \$78.00/\$86.00/\$93.00

2016 \$78.00/\$86.00/\$93.00

Program Timeline:

January:	Budget Publicity of Spring League through the Department Marketing Plan to include flyers, emails to previous participants, Web and email blasts Registrations for spring
February:	Recruitment of personnel Scheduling of league Coaches' Meeting NYSCA Clinics Order T-Shirts
March:	League begins play Observation Order Awards
April:	Observation
May:	Observation Evaluation of league Collect Equipment
June:	EOA Report

Marketing:

The Youth Volleyball activity is marketed through the LS Illustrated, flyers at Park and Recreation facilities, emails sent to previous participants, email blasts and department social media outlets.

Evaluation/Assessment:

The program is evaluated at the conclusion of the league by the parents of the players. A total of 266 evaluations were distributed to unique households. A total of 69 evaluations (25%) were returned. Attached are the results of the survey.

LS Parks & Recreation "Spring Youth Volleyball 18" Survey

of Surveys Distributed: Email: 266 Via Mail: _____ # of Surveys Returned: 69 25% of Returns

Participant: 1 Parent/Guardian 58 Coach/Asst.Coach/Volunteer 12

LS Illustrated 12 Website/Facebook/Twitter 7 Email Blast 3 Flyer _____ Postcard 0 Newspaper _____

LS Cable Channel _____ Acquaintance 6 Previous Participant 42 Other 1

Comments (Other): School, LSPR website

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	0	4	16	4.80
If you registered on-line, please rate the ease of registration	9	2	2	7	23	20	4.08
Please rate the amount of time taken to register	0	2	2	5	31	28	4.19
Please rate the overall registration procedure	0	1	1	7	28	30	4.33

Comments:

- For some reason I can never seem to be able to register online. I tried 5 different times. By the time I called the registration was closed. The director made an exception. However, I have had this problem the last few times I have tried to register my family for an activity. It is irritating.
- Should be allowed to comment on what team you would like to remain with or be a part of
- Excellent process!

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	14	28	26	4.17
Was the content of the activity appropriate for the fee?	0	0	0	9	31	28	4.27
If a uniform was provided, was it appropriate for the fee?	1	0	1	12	25	28	4.21
If awards were given, were they appropriate for the fee?	12	0	0	8	22	26	4.32

Comments:

- Would have liked for the competition to be divided a little more evenly. Unfair competition isn't fun for either team.
- It would be nice to be able to play all teams
- Excellent trophies!!
- Jersey armpit seam failed after 6 wear/wash cycles.

Regarding the program sessions...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	5	1	2	8	25	27	4.19
Please rate the friendliness of activity staff	7	1	1	8	25	26	4.21
Please rate the ability to recognize activity staff	3	0	0	8	31	25	4.26
Please rate the amount of staff available during the activity	4	1	0	10	30	22	4.14
Please rate the VOLUNTEER coaches if applicable	3	1	0	3	19	42	4.55
Please rate the officials if applicable	0	2	5	7	31	24	4.01
Were the rules, regulations and policies appropriate for the activity	0	1	1	6	29	31	4.35
Please rate the condition and suitability of the facility/fields used.	0	0	2	2	23	41	4.51
Please rate the condition and suitability of the equipment used.	0	0	0	2	24	42	4.58
Please rate the perceived safety of program.	1	0	0	2	24	41	4.58

Comments:

- I do not understand how you can place teams when they didn't all play each other. This doesn't seem like a fair policy.
- One official missed recording points towards the end of one of our games, we would have lost the game anyway but it was concerning knowing that it might happen at a more critical time.
- I don't think 4th grade teams should be playing 6th grade teams. Seems unfair.
- Initially I was not on the coaches email blasts. I do think that coaches and volunteer coaches should wear the same color jerseys as the kids.
- So thankful to have such a wonderful coach with such a positive, encouraging attitude!
- One particular ref took an extra-long time when she called for "captains". Any chosen "captain" would completely miss warming up because of it. She also took far too long talking after she blew her whistle, I understand officials need to explain things but since the clock is running it should be in a timely manner. In a close game it can mean the difference between a win or loss. Said ref also disagreed with line judges and made bad calls and too often got confused with the points she was giving.
- Should do regular volleyball rules.

- Refs were grumpy. One lady in particular always frowned. Didn't ever see anyone else. Since this is very developmental you might look at friendly refs. Our coaches were fantastic!
- Officials need more training and more consistency Scores were not accurately recorded, calls were not consistent
- The gyms that we practiced in were shorter than the actual court that we played on. Not good when you're trying to learn how to serve. Mainly for the 7th and 8th graders.
- Shelley Slavens was not a good coach by any means, there was no team camaraderie built nor team accountability. She often left apparently underperforming members on the court much longer than girls that were vested in the outcome of the game. Out of 24 games, we won 2 - that should speak for itself. However, other parents shared she is the worst coach with the worst record in the rec league. I really wish I would have known that beforehand, I would have pulled my daughter. It was deflating experience every single Saturday!!!
- After 5 serves in a row, the teams are made to give the ball to the other team. I agree that you need to allow someone else to serve but the ball should stay with the same team. The team that was serving shouldn't be "punished" by having to give the other team the ball to serve. In all other leagues my children have played in, after 5 serves the team rotated and another teammate served. It stayed on the same side but a different person served. With the facility, there isn't quite enough seating. People often had to stand or sit on the floor.

Overall Summary...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	1	0	7	27	33	4.27
What is the likelihood of your recommendation of this activity to others?	0	1	1	5	23	38	4.34
Please rate the participant's overall enjoyment level	0	1	0	3	27	37	4.39
What is your overall rating of the activity?	0	0	1	3	29	35	4.36
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	4	30	34	4.37

Comments:

- The official at times seemed distracted and harsh to the parents volunteering for the line guard. Otherwise our coach was amazing and we plan on signing up again.
- The ladies restrooms always seemed to need attention at Harris Park—one time the sewer drain was flooding when the toilets were flushing.
- This was our 4th season with youth rec volleyball. We have been very pleased with all aspects. The only complaints I ever heard from spectators, was from other team's parents who felt the teams were unfairly matched for skill level. But I think that always happens when kids begin a new sport. We were grateful to have been able to hold our team members together for consistency sake. Our coaches were outstanding!!
- Should set up chairs for volleyball games EVERY time. Was very sporadic.
- It is so nice that this program is so welcoming to children of all skill levels. It would be awesome to see the rec center have its own program for the more experienced players, (a separate, more competitive program).
- I would really like to see youth volleyball start in the 3rd grade.
- Has always been a fun experience!
- We had a group of 5 girls come from Raymore to participate in the LSPR. We heard it was more competitive. Unfortunately it was not because LS does 4th and 5th and Raymore does 5th and 6th. We tried it anyways. Also the girls were very disappointed that there was no tournament. So we never even ended up being able to compete against the top two teams at any time to compete for 1st. We also had a ton of problems with several games with one particular ref not paying attention and not being clear on her calls. We did however have wonderful coaches who did an amazing job with the girls! We did also enjoy the facility at Harris Park. It was a nice set up.
- Rebecca, the ref was terrible. Her knowledge of the game, ability to keep up and score appropriately was horrible. Other than her, great experience!!
- I would love another program in between competitive and recreation. Sometimes it gets boring for those who are advanced but can't afford competitive team
- We were disappointed that our team did not get to play all of the teams. It would be nice if a tournament could be played based on the season records.
- Would have preferred practice be closer to the assigned school, especially since majority of the participants were from the same school. We would have preferred 2 day practices instead of one long practice.
- My only suggestion would be in leagues where there are a lot of teams (i.e., 4th/5th grade division), I would suggest doing a "mini-tournament" the last 2 weeks where team are playing more comparable teams. There was a clear separation among the top 6 teams compared to the bottom 7 teams. And this was obvious 2-3 weeks into the season.
- We have been so pleased with our experience at LS Parks and Rec, I truly hate that there was such an unfortunate shadow cast over this season. This is such a great program for our city, and I do hope these issues are handled. I'm happy to discuss anything further if you have any questions.
- I will never recommend Mrs. Slavens team to anyone for anything, in fact I will do the opposite. I will let them know that if that's the coach you receive request a switch IMMEDIATELY!!!!
- My biggest problem is you get the beginner with experienced players and it makes it hard to get everyone to come together.

**End of Activity Report
Youth Tennis Tournament
June 22-23, 2018
Report Completed By: Heath Harris**

Executive Summary

Brief Description:

The annual Youth Tennis Tournament is an activity to provide an opportunity for participation in a controlled, competitive environment and provides a good physical activity for Lee's Summit residents and the surrounding area.

Participant Numbers:

<u>Year</u>	<u>Participants</u>
2018	55
2017	0
2016	0

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2018	\$ 420.00	\$2,098.25
2017	\$ 600.00	\$ 0.00
2016	\$ 600.00	\$ 0.00

<u>Total expense:</u>	<u>Budget</u>	<u>Actual</u>
2018	\$1,283.26 ¹	\$1,421.22 ¹
2017	\$ 900.00	\$ 0.00
2016	\$ 900.00	\$ 0.00

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2018	\$(863.26)	\$ 667.03
2017	\$(300.00)	\$ 0.00
2016	\$(300.00)	\$ 0.00

Recommendations:

Comment: Should we continue to offer this program?

Recommendation: Staff recommends that we continue to offer the USTA sanctioned tennis tournament. Offering a USTA sanctioned tennis tournament gives participants an opportunity to enjoy the game of tennis in Lee's Summit and allows participants to earn player points through USTA which improves their player ratings.

Comment: There was an error when creating the draws that moved all but 5 participants to the alternate list.

Recommendation: When staff was creating the draws on the USTA website staff only had one age group selected instead of having all age groups selected when the verify participants button was selected. This moved all the participants in the age groups that were not selected to the alternate list and sent an email to the participants saying they did not make it into the tournament. Staff realized shortly after and sent an email to all the participants only minutes after the error was made to inform the participants they had made the tournament.

Comment: The rating for the condition and suitability of the facility/fields used was below a 4.00 (3.85). There were also two comments referencing the cracks on the tennis courts.

Recommendation: The youth tennis tournament was held at Lee's Summit North High School's tennis courts. Since the youth tennis tournament in June, all tennis courts in the LSR-7 school district have been resurfaced. Poor court conditions should not be an issue during this program next year.

Comment: A comment was made about playing four matches in one day when the USTA regulations recommend only three matches per day.

Recommendation: When staff was counting the number of draws each participant had played throughout the day a match from the main draw bracket was overlooked by staff. Staff counted the match as a Friday match instead of a Saturday match. Moving forward staff will monitor the draws more carefully and expand the tournament from two days to three days if needed to comply with USTA regulations.

Comment: There were multiple positive comments regarding the tournament director and the tournament itself.

Recommendation: Staff is appreciative of these comments and will share them with the tournament director Mark Bruflat. Mark was a tremendous help in organizing this tournament and getting the word out to the local schools and private clubs about the tournament.

Comment: There were two comments regarding not having scorecards on the courts.

Recommendation: Staff will reach out to the USTA to see if a scorecard template is available for staff to provide to participants during tournament play. Staff will supply scorecards for participants in future tournaments.

Extensive Staff Report

Purpose of Report:

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

Program Description:

The annual Youth Tennis Tournament is an activity to provide an opportunity for participation in a controlled, competitive environment and provides a good physical activity for Lee's Summit residents and the surrounding area. It was held at Lee's Summit North High School tennis courts the weekend of June 22-23. Divisions held in this year's tournament were: Girls 12 Singles, Girls 14 Singles, Girls 16 Singles, Girls 18 Singles, Boys 12 Singles, Boys 14 Singles and Boys 16 Singles.

Benefits of Program:

The benefits of the Tennis Tournament were that it was a great cardiovascular workout and social outlet for the participants.

Service hours:

Service hours provided by this activity is 237 (79 matches x 2 participants x 1.5 hours).

2018: 237

2017: 0

2016: 0

Volunteer Hours:

There were no volunteer hours for the event.

Refunds:

Total Refunds: 0 (\$0.00)

Refunds Due to Dissatisfaction: 0

Fee Charged:

2018 \$38.13 (includes \$3.13 processing fee from USTA)

2017 \$12.00/\$13.00/\$20.00/\$22.00

2016 \$12.00/\$20.00

Program Timeline:

January: Recruit tennis director for tournament
Met with USTA Rep about holding a youth tournament
Set date for tournament

February: Request court usage from R-7 School District
Submitted tournament for USTA sanctioning
Advertised on USTA website

April: Advertised in LS Illustrated

May: Send information to tennis coaches at local schools
Facebook post on LSPR account
Send information to local Tennis Clubs

June: Order awards for tournament
Schedule restroom delivery for tournament
Create draws for tournament
Observation of tournament
Evaluations to the participants

July: EOA Report

Marketing:

The LSPR youth tennis tournament was advertised on the USTA website, LS Illustrated, department website and on Facebook. Staff also sent information to the local high school tennis coaches and to local tennis clubs.

Evaluation/assessment:

Evaluations were sent out after the tournament. 55 surveys were sent out by email to participants and 14 were returned (27%). Please see the attached survey results for details.

LS Parks & Recreation "Youth Tennis Tournament 2018" Survey

of Surveys Distributed: Email: 55 In Person: 0 # of Surveys Returned: 14 27% of Returns

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

LS Illustrated 0 Website/Facebook/Twitter 0 Email Blast 0 Flyer 0 Postcard 0 Newspaper 0
 LS Cable Channel 0 Acquaintance 0 Previous Participant 0 USTA Website 14 Other 0
 Comments (Other):

Regarding the registration process...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	13	0	0	0	0	1	5.00
If you registered on-line, please rate the ease of registration	0	0	0	0	2	12	4.85
Please rate the amount of time taken to register	0	0	0	0	2	12	4.85
Please rate the overall registration procedure	0	0	1	0	3	10	4.57

Comments:

- There was a hiccup with being told that we were on the sub list, but that was handled well and resolved quickly.
- We received an email that we were bumped out of the tournament. I guess there was an issue when they were doing the draw, so this was an error.

Regarding the value...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	1	1	2	10	4.50
Was the content of the activity appropriate for the fee?	0	0	2	0	2	10	4.42
If awards were given, were they appropriate for the fee?	5	0	0	0	3	6	4.66

Comments:

- Many tournaments give a 1st place consolation medal or small trophy. (Personally I don't know if that's necessary; just sharing.)

Regarding the program sessions...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	1	3	10	4.64
Please rate the friendliness of activity staff	0	0	0	0	1	13	4.92
Please rate the ability to recognize activity staff	1	0	0	1	2	10	4.69
Please rate the amount of staff available during the activity	0	0	0	1	2	11	4.71
Please rate the officials	6	0	0	0	3	5	4.62
Were the rules, regulations and policies appropriate for the activity?	0	0	0	0	4	10	4.71
Please rate the condition and suitability of the facility/fields used.	0	2	0	2	4	6	3.85
Please rate the condition and suitability of the equipment used.	3	0	1	2	2	6	4.18
Please rate the perceived safety of program.	0	0	2	1	1	10	4.35

Comments:

- Rated safety poor because they had my daughter play four matches on one day which is not consistent with USTA regulations. Maybe they allow it if some are back draw. Otherwise very well run.
- I love the idea of Lee's Summit offering more USTA tournaments, and definitely more than just one per year. These are cash cows with very little overhead costs to host. However, all of the R-7 LS school district's tennis courts need to be refinished. It didn't impact play too much, but still needs to be done. I recommend Lee's Summit hosts 3-4 USTA Open junior tournaments per year, one in each of late May, mid-June, mid-July, and early August. The more frequently you host them, the larger participation will grow.
- Some courts had major cracking, some had areas that were softer (due to micro cracking) where ball didn't bounce properly, and there was no scoring equipment.

Overall Summary...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	0	1	13	4.92
What is the likelihood of your recommendation of this activity to others?	0	1	0	0	1	12	4.64
Please rate the participant's overall enjoyment level	0	0	1	0	2	11	4.64
What is your overall rating of the activity?	0	0	1	0	1	12	4.71
What is your overall rating of Lee's Summit Parks & Recreation?	0	1	0	0	1	12	4.64

Comments:

- Staff communicated very well and was extremely courteous.
- Enjoyed finally having an USTA tournament in this area. The communication from the director was very good and tournament went smoothly. Next time scorecards on the courts would be very helpful.
- Extremely well organized; amazing staff/ very friendly and approachable; even had cold water and Gatorade at all times! Even though the traffic on freeway was busy, we would come here again!! Thanks!
- Well organized overall. The TD was the nicest and friendliest I've encountered. Very nice! Although participants/parents signed good sportsmanship forms, one set of parents did not abide by that. I saw the director go over to them, but did not see any change in what they were doing (videotaping at the fence, coaching, and possibly - I heard secondhand - helping their child with line calls).
- Scheduled matches well, put on early if courts open, didn't run behind schedule, very good communication for issues that came up.

**End of Activity Report
Spring Kickball
April 10, 2018 – June 12, 2018
Report Completed By: Heath Harris**

Executive Summary

Brief Program Description:

The Spring Adult (Ages 18 and over) Kickball program is a single header league that provides an opportunity for participation in a competitive/recreational kickball league for Lee's Summit residents and the surrounding area. It was held at Hartman Park from April to June.

Participant Numbers:

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2018	90	9
2017	110	11
2016	130	13

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2018	\$3,150.00	\$2,025.00
2017	\$3,150.00	\$2,475.00
2016	\$3,150.00	\$3,125.00

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
2018	\$2,461.48 ¹	\$1,831.48 ¹
2017	\$2,345.34	\$2,043.34
2016	\$2,561.52	\$2,150.52

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2018	\$ 605.84	\$ 193.52
2017	\$ 804.66	\$ 431.66
2016	\$ 588.48	\$ 974.48

Recommendations:

Comment: Should we continue to hold this program?

Recommendation: Staff recommends that we continue to offer this program. It is a great offering for the patrons.

Comment: There were positive comments about the LSPR umpire Harold Brown.

Recommendation: Staff appreciates these comments and will share this information with Harold Brown.

Comment: The number of teams is decreasing in the kickball leagues.

Recommendation: Staff will work with the Marketing Coordinator to review the current marketing plan for the kickball leagues and see if improvements can be made. Staff will have this completed by August 10, 2018.

Extensive Staff Report

Purpose of Report:

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

Program Description:

The Spring Adult (Ages 18 and over) Kickball program is a single header league that provides an opportunity for participation in a competitive recreational kickball league for Lee's Summit residents and the surrounding area. It was held at Hartman Park from April to June.

Benefits of Program:

The benefits of the Adult Spring Kickball program include a great physical activity and socialization outlet for the participants. It promoted team work, fun and sportsmanship.

Service Hours:

The number of service hours provided by this activity is 630 (90 players x 7 weeks = 630). These hours were accumulated by weekly games.

<u>Year</u>	<u>Service Hours</u>
2018	630 (7 weeks)
2017	770 (7 weeks)
2016	910 (7 weeks)

Volunteer Hours:

There were no volunteer hours for this league.

Refunds:

Refunds: 0

Refunds Due to Dissatisfaction: 0

Fee Charged:

Each team paid \$225 or \$250 if registering after the early bird deadline. That included a 7 game round robin schedule.

2018:	\$225.00/\$250.00
2017:	\$225.00/\$250.00
2016:	\$225.00/\$250.00

Program Timeline:

January:	Market the Spring League through the Department Marketing Plan to include web, facebook and email blasts. Order Equipment
February:	Registrations for spring Recruitment of personnel Scheduling of league
March:	League begins play Order Awards
April:	Observation
May:	Evaluation of league Observation
June:	Observation EOA Report

Marketing:

Press releases were sent to all the captains of teams that participated in the league last year. Flyers were available at the Legacy Park Community Center, Harris Park Community Center and the administrative offices. Leagues were advertised in the LS Illustrated, Department website, Facebook and email blasts.

Evaluation/assessment (results):

The program is evaluated at the conclusion of the league by the participants of the league. A total of 90 surveys were distributed to members of unique households and 22 (25%) surveys were returned.

LS Parks & Recreation "Adult Kickball League, Spring 2018" Survey

of Surveys Distributed: Email: **9** In Person: **81** # of Surveys Returned: **22** 25% of Returns

Participant: 13 Parent/Guardian _____ Coach/Asst.Coach/Volunteer 9

LS Illustrated 0 Website/Facebook/Twitter 0 Email Blast 3 Flyer 0 Postcard 0 Newspaper 0
 LS Cable Channel 0 Acquaintance 10 Previous Participant 9 Other 0

Comments (Other):

- Drive by field.

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	19	0	0	0	0	3	5.00
If you registered on-line, please rate the ease of registration	16	0	0	0	4	3	4.42
Please rate the amount of time taken to register	13	0	0	1	4	4	4.33
Please rate the overall registration procedure	13	0	0	1	5	3	4.22
Comments:							
• I just call in and register. I tried online once and it's a mess.							

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	3	8	11	4.36
Was the content of the activity appropriate for the fee?	0	0	0	4	8	10	4.27
If awards were given, were they appropriate for the fee?	16	0	0	0	3	3	4.50
Comments:							
• Doubleheaders would make it worth the drive from Independence.							
• Can't wait for the shirts!							
• Didn't know what the award was.							

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	4	18	4.81
Please rate the friendliness of activity staff	0	0	0	0	2	20	4.90
Please rate the ability to recognize activity staff	0	0	0	0	2	20	4.90
Please rate the amount of staff available during the activity	0	0	0	1	4	17	4.72
Please rate the officials	0	0	0	0	6	16	4.72
Were the rules, regulations and policies appropriate for the activity?	0	0	0	2	5	15	4.59
Please rate the condition and suitability of the facility/fields used.	0	0	0	0	4	18	4.81
Please rate the condition and suitability of the equipment used.	0	0	0	0	4	18	4.81
Please rate the perceived safety of program.	0	0	0	0	2	20	4.90
Comments:							
• Umpire was good.							
• Who know we would play kickball in 40 degree temperatures one week and 90 degrees the next!							
• Harold is awesome! Where was Jackson this year?							
• Harold is the best. He made every game fun for everyone.							

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	1	3	18	4.77
What is the likelihood of your recommendation of this activity to others?	0	0	0	2	3	17	4.68
Please rate the participant's overall enjoyment level	0	0	0	1	3	18	4.77
What is your overall rating of the activity?	0	0	0	2	4	16	4.63
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	5	17	4.77
Comments:							
• Our team was not very good but we had fun. A lot of players going on vacation over the summer but we will look into coming back in the fall.							
• More teams would be nice. Would love to see the league grow.							

End of Activity Report
Spring Adult Softball
March 18, 2018 – June 3, 2018
Report Completed By: Heath Harris

Executive Summary

Brief Description:

The Spring Adult (Ages 18 and over) Softball program is a double header league that provides an opportunity for participation in a competitive/recreational softball league for Lee's Summit residents and the surrounding area. Divisions were held in Coed and Men. It was held at Hartman Park from March until June for five weeks.

Participant numbers:

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2018:	275	27
2017:	450	45
2016:	450	45

Total Revenue:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2018	\$21,600.00	\$11,259.00
2017	\$21,600.00	\$20,843.00
2016	\$18,200.00	\$19,933.00

Total Expenses:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2018	\$11,495.55 ¹	\$ 7,481.25 ¹
2017	\$12,489.72	\$11,056.72
2016	\$11,623.47	\$10,745.47

Net:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2018	\$10,104.45	\$ 3,777.75
2017	\$ 9,110.28	\$ 9,786.28
2016	\$ 6,576.53	\$ 9,187.53

Recommendations:

Comment: Should we continue to hold this program?

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

Comment: Rating for ease of registration online was below 4.00 (3.83). There were also two negative comments regarding online registration.

Recommendation: Staff has added a new rule to the softball league so returning teams will not be charged the ASA fee multiple times a year. This change was made for summer softball registrations. Before this change teams would attempt to sign up online but it would charge them the extra \$17.00 for the ASA fee. If the team had already paid the fee there was no way around paying the fee online so the team could not enroll without being charged. The team captain would have to call and register over the phone or register at one of our facilities. With this new rule added on RecTrac teams can now register online without being charged the ASA fee if they have paid it already for the calendar year.

Comment: The umpire rating was below 4.00(3.73).

Recommendation: Team captains rate the umpires after each doubleheader during the season. The umpires rated out at 4.41 on those survey results. Staff did send a message to Call the Game in regards to an umpire after receiving multiple complaints from different teams about the umpire's lack of effort during the games. Staff did not ask for the umpire to be exempt from umpiring the league, but wanted to make their supervisor aware of comments staff had received. John Dehan from Call the Game informed staff he would address this issue with the umpire. Since that time staff has not been made aware of anymore issues with the said umpire. Staff recommends no changes at this time.

Comment: There is a large discrepancy in the number of teams from FY17 and FY18.

Recommendation: The number of teams reported on the end of activity report from FY17 was 45 teams. When staff looked back on teamsideline.com there were only 32 teams listed for spring softball in 2017. When staff called previous participants about playing in the spring this year multiple teams expressed their displeasure in the leagues at Hartman from previous years and said they would not be back. Some of the issues staff was made aware of were teams not receiving their t-shirts for winning the leagues, no communication from staff if games were cancelled or moved, no shows by umpires and teams did not play the number of games they were guaranteed. Current rec staff believes with the change in staff who oversees the leagues team registrations will increase each season as the year goes on. Current staff makes sure t-shirt orders are placed and distributed to teams within 2 weeks of winning the league. Staff is also in constant communication with Call the Game to ensure umpires will be present at all scheduled league games and that each team plays the guaranteed number of games advertised for the leagues.

Comment: The field lights at Hartman Park cast a shadow over home plate when a batter is up to bat. This makes it difficult for the pitcher to see home plate.

Recommendation: This is the first time staff has received a comment regarding the lights casting a shadow over home plate. Staff will monitor the lighting on the fields moving forward to see if this issue needs addressed. Staff does not recommend any changes at this time.

Extensive Staff Report

Purpose of Report:

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

Full Program Description:

The Spring Adult (Ages 18 and over) Softball program is a double header league that provides an opportunity for participation in a competitive/recreational softball league for Lee's Summit residents and the surrounding area. Divisions were held in Coed and Men. It was held at Hartman Park from March until June for five weeks.

Benefits of Program:

The benefits of the Adult Spring Softball program were that it was a great physical activity and socialization outlet for the participants. It promoted team work, fun and sportsmanship.

Service Hours: [275 participants x 1 (60 min.) x 10 games]

<u>Year</u>	<u>Service Hours</u>
2018	2,750
2017	4,500
2016	4,500

Volunteer Hours:

There were no volunteer hours for this league.

Refunds:

Total Refunds: 0

Total Amount Refunded: \$0

Refunds Due to Dissatisfaction: 0

Fees Charged:

Each team paid \$400 for a 5 week doubleheader, 10 game schedule. A \$25 late fee was charged to teams that registered after the early bird deadline.

<u>Fiscal Year</u>	<u>Amount</u>	
2018	\$400/\$425 Coed	\$400/\$425 Men's
2017	\$400/\$425 Coed	\$400/\$425 Men's
2016	\$390/\$415 Coed	\$400/\$425 Men's

Program Timeline:

January:	Market the Spring League through the Department Marketing Plan to include web, posters, Facebook, and email blasts. Order Equipment
February:	Registrations for spring Recruitment of personnel Scheduling of league
March:	League begins play Observation
April:	Observation
May:	Evaluation of league. Order Awards
June:	EOA Report

Marketing:

Leagues were advertised in the LS Illustrated, Flyers, Department website, Facebook and email blasts.

Evaluation/assessment (results):

The program is evaluated at the conclusion of the league by the participants of the league. A total of 275 surveys were distributed and 82 (31%) surveys were returned. See attached survey results form.

LS Parks & Recreation "Adult Softball League, Spring 2018" Survey

of Surveys Distributed: Email: In Person: 275 # of Surveys Returned: 82 30% of Returns

Participant: 70 Parent/Guardian _____ Coach/Asst.Coach/Volunteer 12

LS Illustrated 0 Website/Facebook/Twitter 4 Email Blast 2 Flyer 0 Postcard 0 Newspaper 0
 LS Cable Channel 0 Acquaintance 52 Previous Participant 24 Other 0

Comments (Other):

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	75	0	0	0	3	4	4.57
If you registered on-line, please rate the ease of registration	70	0	0	4	6	2	3.83
Please rate the amount of time taken to register	65	0	0	2	10	5	4.17
Please rate the overall registration procedure	65	0	0	1	11	5	4.23
Comments:							
<ul style="list-style-type: none"> The part where we put our phone number on the site was horrible. Even though my team is already registered each year for ASA softball we still have to pay the registration fee for summer and fall. This needs to be fixed and addressed. 							

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	3	13	26	40	4.25
Was the content of the activity appropriate for the fee?	0	0	6	10	28	38	4.19
If awards were given, were they appropriate for the fee?	65	0	0	2	6	9	4.41
Comments:							
<ul style="list-style-type: none"> Split division so rec teams play rec teams and the stacked teams play each other. This is one of the most expensive leagues around. Only 4 teams for spring ball, and had to cancel summer ball...lowering prices might help, better umpires would help, more advertisement might help. 							

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	12	25	45	4.40
Please rate the friendliness of activity staff	0	0	0	9	35	38	4.35
Please rate the ability to recognize activity staff	0	0	1	1	24	56	4.64
Please rate the amount of staff available during the activity	0	0	8	12	40	28	4.29
Please rate the officials	0	8	4	16	28	26	3.73
Were the rules, regulations and policies appropriate for the activity?	0	2	0	8	28	44	4.36
Please rate the condition and suitability of the facility/fields used.	0	0	2	2	26	52	4.56
Please rate the condition and suitability of the equipment used.	1	0	1	0	24	56	4.66
Please rate the perceived safety of program.	2	0	0	0	25	55	4.68
Comments:							
<ul style="list-style-type: none"> Open the concessions stand. The fields always look great for our games on Sundays. Repeated complaints on the same ump, little progress with his ability. Field conditions were too dusty, can't safely read balls. Glad to see that the problem umpire has been asked not to come back. Lighting at home plate needs to be addressed; there is a shadow over the plate when a batter is up. 							

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	6	48	28	4.26
What is the likelihood of your recommendation of this activity to others?	0	0	4	10	36	32	4.17
Please rate the participant's overall enjoyment level	0	0	0	2	44	36	4.41
What is your overall rating of the activity?	0	0	0	1	42	39	4.46
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	2	9	25	46	4.40

Comments:

- Other ASA leagues in the metro are allowing USSSA bats now.
- Fields need to open an hour before the first game. Every time we are the first game the fields are locked until 10 minutes before game time. Doesn't give us time to warm up. It would also be nice if fields were unlocked so we could practice.
- I believe some adult men's softball teams don't belong in this recreational/fun league and need to be playing in a more competitive league somewhere else. This does not make it an enjoyable experience for other teams like ours having fun playing ball with friends. There needs to be some sort of control on who is able to join in the league, not just if you're willing to pay.
- Heath has done an awesome job trying to revitalize the Friday night softball at Hartman Park, but there is a lot he can't do that would make it better. Administration needs to help him out.

End of Activity Report
Indoor Spring Swim Lessons
January – May 2018
Devin Blazek

Executive Summary:

Brief Program Description:

The spring swim lesson program is designed to provide participants ages 6 months – 14 years instruction in a variety of aquatic skills. Each session for the parent/tot class is 3 weeks and Levels 1-4 are 4 weeks in length.

Participant Numbers

2018: 241¹

2017: 261

2016: 263

Total Revenue:	Budget	Actual
2018	\$10,572.00	\$10,021.00
2017	\$10,450.00	\$11,052.00
2016	\$9,000.00	\$11,245.00

Total Expense:	Budget	Actual
2018	\$6,191.55	\$4,248.91 ²
2017	\$5,890.52	\$4,216.68 ³
2016	\$5,852.25	\$4,072.05 ⁴

Net:	Budget	Actual
2018	\$4,380.45	\$5,772.09
2017	\$4,559.48	\$6,835.32
2016	\$3,147.75	\$7,272.95

¹ See comment under recommendations regarding attendance

² Indirect expenses = \$2,099.55

³ Indirect expenses = \$2,092.31; increase since 2016 due to increase in Swim Instructor salary, effective 4/1/17.

⁴ Indirect expenses = \$2,054.12; reduction in expenses associated with lowered staffing costs due to reduction in class sizes from previous years.

Recommendations:

Comment: There were 9 comments regarding the class sizes and lack of one-on-one time with the kids.

Recommendation: The American Red cross standard ratio for class sizes is one instructor per six students, and LSPR makes every effort to adhere to this standard. Prior to 2014, the recommended student to instructor ration was one instructor per 10 students. Due to staffing levels and availability, in rare cases, class ratios were 1:8. Staff recommends continuing to adhere to the Red Cross standard of 1:6 when staffing levels allow and continuing to recruit swim instructor staff.

Comment: There were two comments regarding the water temperature being too cold.

Recommendation: The LPCC pool is used by a variety of patrons and for a variety of purposes. Staff has set the temperature of the pools to 84 degrees to accommodate to all of those users. This includes lap swimmers, who prefer a colder pool (usually around 78 degrees), and swim lessons, which prefer a warmer pool. The temperature is checked every two hours and any significant deviation from the set point is immediately addressed and corrected. There were no recorded deviations in the water temperature for the swim lesson time period.

Comment: There were nine positive comments about the instructors.

Recommendation: Parents gave positive comments about the instructors and the great energy as well as enthusiasm they brought to the swimming lessons. Staff will recognize these instructors and attempt to continue the momentum.

Comment: There was a decrease in attendance between 2017 and 2018

Recommendation: While the specific reason for the drop in attendance is unclear, staff believes future attendance can be boosted by starting classes the second week of January, rather than the first. Staff feels many families were still on vacation for holidays at the start of the first session of classes in 2018 (Jan 2nd). Staff recommends adjusting future schedules to start swim lessons the second week of January.

Comment: Should Legacy Park Community Center continue the spring swimming lesson program?

Recommendation: Yes, staff recommends continuing the spring swimming lesson program as it is highly valued by the patrons and the community.

Extensive Staff Report:**Purpose of Report:**

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

Program Description:

The spring swim lesson program consists of three, four week sessions at 5:00 pm and 6:00 pm Tuesday and Thursday evenings and one eight week session on Saturdays at 8:00am and 9:00am. The weekend session began 1/6 and ended 2/10 for the parent/tot class, and 2/24 for Levels 1-4. The first weekday session began 1/2 and ended 1/18 for the parent/tot class with Levels 1-4 ending 1/25. The second weekday session began 2/6 with parent/tot ending 2/22 and levels 1-4 ending 3/1. The third weekday

session began 3/27 with parent/tot ending 4/12 and levels 1-4 ending 4/19. To supplement the individual needs of the community private lessons are also offered. The American Red Cross Learn to Swim program provides instruction for basic to advanced levels of aquatic skills for toddlers and above. The swim lesson instructors range in age from high school age to adult depending on availability.

Benefits of Program:

The benefits of the Learn to Swim program are that the participants learn the basic to advance skills of swimming such as floating on your back and stomach, the cross stroke, back stroke, breast stroke and diving. Also the participants have interaction with other participants, have fun and participate in a physical activity. Swimming empowers children to be more confident around the water as well as preparing them with safety skills.

Service Hours:

FY18:	1,215
FY17:	1,338
FY16:	1,368

Refunds:

Total: 5 (\$203.50)
 2 Due To Illness
 2 Due to Schedule Conflict
 1 Due to Satisfaction Guarantee
 Satisfaction guarantee was due to high student to instructor ratio.

Fees Charged:

	Early Bird Price (member/non member)	Regular Price (member/non member)
2013-2017:		
Parent Tot	\$35.00	\$39.00
Group	\$36.00/\$45.00	\$41.00/\$50.00
Private	N/A	\$75.00

Program Timeline:

October: Program content is included in the Spring Illustrated
 November: Registration begins
 December: Select and train staff
 January: Begin weekend and first weekday session, end weekday parent/tot
 February: End first weekday session and begin second weekday session. End weekend session.
 March: End all second weekday session lessons. Begin third weekday session.
 April: End all third weekday session lessons. Gather and analyze survey results.

Marketing:

The swim lesson program was marketed in several different ways. The program was listed in the Spring edition of the LS Illustrated. In addition, information was listed on the LSPR website, Facebook, LPCC monthly newsletter, and e-blasts were sent out.

Evaluation/assessment:

Out of 154 unique households given/sent a survey, 53 completed and returned a survey (34% return rate). Please see attached survey results

LS Parks & Recreation LPCC "Spring Swim Lessons 2018" Survey

of Surveys Distributed: Email:0 Via Mail:0 In Person 154 # of Surveys Returned: 53 34 % of Returns

Participant: 0 Parent/Guardian 53

LS Illustrated 45 Website/Facebook/Twitter 22 Email Blast 9 Flyer 0 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 2 Previous Participant 34 Other 0

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
If you registered by phone or in person, how helpful was the person who assisted you?	34	0	0	1	7	11	4.53
If you registered on-line, please rate the ease of registration	9	1	0	4	16	23	4.36
Please rate the amount of time taken to register	2	0	0	5	21	25	4.39
Please rate the overall registration procedure	3	0	1	2	20	27	4.46

Comments: Online registration is frustrating; had to do it in person. It was hard to figure out what the names vs. the levels were - seals are 3 and so on. Need more sessions. Not very mobile friendly. I was on vacation when registering so had to do it on my phone. Confusing what levels are which. Need to label "Level 3 - in the guide along w/seals". Email reminding of time/dates would be nice - hard to find after register. Easy to register online, saved time. Convenient. Smooth. Adding filters to the results in the website registration will help. Like age filters or price range or dates range.

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Was the length of the activity appropriate for the fee?	0	0	0	2	21	30	4.53
Was the content of the activity appropriate for the fee?	0	0	1	6	23	23	4.28

Comments: Too many kids and too few teachers; will be looking for other options. 2 lessons ended 10 min early (@ 5:35). I would note it an excellent value. My son learned basic techniques and become more comfortable in the water. Great value - felt like it was worth the money. Great Value. More variety. More time in water. I felt my son didn't get as much individual attention for his age group (level 3). It is great the teachers to students ratio.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Please rate the competence of activity staff	0	0	0	0	20	33	4.6
Please rate the friendliness of activity staff	0	0	0	0	13	40	4.7
Please rate the ability to recognize activity staff	0	0	0	0	9	44	4.8
Please rate the amount of staff available during the activity	1	1	1	0	12	38	4.5
Please rate the condition and suitability of the facility/fields used.	0	0	0	1	11	41	4.7
Please rate the condition and suitability of the equipment used.	1	0	0	0	11	41	4.7
Please rate the perceived safety of program.	3	1	0	2	7	40	4.7

Comments: 8 kids in Level 2, 1 instructor & no lifeguard. Is that even legal? Instructor Morgan did an excellent job in the difficult circumstances. Maybe instead of asking the child if they want to try a skill or activity the instructor could say "your turn". Might help with more ... kids. The last session there were 8 kids and 1 instructor while he was spending time with one on one with everyone else was getting restless and playing. There was no group activity & there was one instructor standing talking to lifeguard & other instructors. Participants want a long time to get individual instructor attention because of class size. Staff was AMAZING! Kids loved their teachers. There was an inconsistent number of participants so I think that affected the number of available staff. It seemed like there should always be 2 lifeguards teaching a class with 7 kids. There was a lot of waiting for turns, not sure how much could be accomplished. But the teacher tried her best and was great. I just wish that for the kids participation and safety, that there could've always been 2 teachers at this age. Only one coach teaches 6 kids, which is not safe. Water too cold in winter to enroll my 1.5 year old baby. Great facility, Mikayla was a great instructor. My son felt very comfortable with her. She was very competent and patient with students. Morgan did an excellent job as an instructor. All facilities and equipment were outstanding. The first week, the staff wasn't loud enough to hear instructions. They improved over time. Coach Cece is awesome! Instructor with curly hair was great. Lots of energy and patience.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Were the participant's overall needs met?	2	0	0	6	18	27	4.4
What is the likelihood of your recommendation of this activity to others?	0	0	1	5	17	30	4.4
Please rate the participant's overall enjoyment level	0	0	0	7	14	32	4.4
What is your overall rating of the activity?	0	0	0	2	20	31	4.5
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	1	18	34	4.6

Comments: The water temperature could be a little warmer for the kids. I can only do lessons on weekends but I have to keep checking because next session seems to only have Tues. & Thurs. classes. You should offer Sat. classes each time frame. Even if it's only one session. Smaller class size to be able to get more practice time instead of waiting a long time between turns. The staff took the time to do one on one lessons with my son and there was huge improvement in his confidence. Thanks! I truly don't understand the price of bringing my kids to come play in the pool (not lessons), and also a membership for them is the same price as an adult, yet they only get access to the pool. It was an okay experience, my son didn't like/was scared of some of the skills so he ended up sitting out a lot - which was his choice but a replacement activity to try instead would be nice for gaining experience. Looking forward to the next level of lessons. Thank you for a great program. Overall, great. Just wish they would push more not to touch bottom of pool. Excellent all around value and instruction. My son loves his swim lessons and will continue. Would recommend to a friend. Have issues with other LSPR activities. The swimming was great though. We love the swim lessons here just would like the next level here past level 4. Some option to push them hard ready for swim team. Otherwise great. Have always enjoyed any activity by LSPR and this was no exception. Miles teachers were patient with him when he was shy the 1st lesson and Cecilia was an excellent instructor for Matthew. She was great.

End of Activity Report Legacy Blast 2018

Report Completed by: Michael Hedrick

Executive Summary:

Program Description:

The City of Lee's Summit and Lee's Summit Parks and Recreation teamed up to offer fireworks free of charge to the public on Tuesday, July 3 at Legacy Park. The park gates opened at 5:00pm. Entertainment at the Softball venue included 3 face painters, 2 balloon artists, 1 tattoo artist, and a 36' inflatable obstacle course from 6:00pm-9:00pm. The Lee's Summit Girls Softball Association offered concessions and a vendor sold light up toys. KC Kona Ice sold shaved ice at Joseph Dyke memorial playground. KCMO 94.9 also set up a tent and gave away free concert tickets and promotional items. At the Soccer venue entertainment included 2 face painters, 2 balloon artists, 1 tattoo artist, a 15' inflatable double slide from 6:00pm-9:00pm. Vendors included KC Poppers which sold popcorn and Snowie Ice which sold shaved ice. At the Baseball North venue entertainment included 1 face painter, 2 balloon artists, 1 tattoo artist, and a 36' inflatable obstacle course from 6:00pm-9:00pm. The Kiwanis Club sold concession and a vendor sold light up toys. At the Baseball South venue entertainment included 2 face painters, 1 balloon artist, 1 tattoo artist, and a 36' inflatable obstacle course from 6:00pm- 9:00pm. Hawaii Ice sold shaved ice and KC Poppers sold popcorn. At the Football venue entertainment included 1 face painter, 2 balloon artists, 1 tattoo artist, and a 15' inflatable double slide from 6:00pm-9:00pm. LA Cuisine sold concession items and KC Kona Ice sold shaved ice. The fireworks began at 9:45pm and lasted until 10:06pm. Music was simulcasted by KCMO to a variety of patriotic songs. Staff was able to play the simulcast music on portable sound systems at all five venues. Legacy Park Community Center parking lot was open to a list of approved attendees, LSPD and LSFD families. No food vendors or entertainment was provided in this venue.

Participant number:¹

2018: 21,120 Participants

2017: 22,276 Participants

2016: 18,940 Participants

Softball	497 x 4= 1,988
Football	288 x 4= 1,152
Baseball	932 x 4= 3,728
Soccer	633 x 4= 2,532
Disc Golf	52 x 4=208
LPCC	83 x 4=332
Church	320x 4= 1,280
Elem School	255 x 4= 1,020
Sub Total	12,240
Trails/ Blackwell / Grass	380
<u>Surrounding neighborhoods</u>	<u>8,500</u>
Total	21, 120 ¹

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

Service hours: (number of participants x 2.5 hours)

2018: 52,800 hours

2017: 55,667 hours

2016: 47,350 hours

Refunds:

No refunds were issued. This was a free event.

Fee Charged: None

Total Revenue:	Budget	Actual
2018:	\$29,000.00	\$31,050.00
2017:	\$24,000.00	\$24,750.00
2016:	\$24,000.00	\$25,250.00

Total Expense:	Budget	Actual
2018:	\$30,917.00	\$48,110.58 ¹
2017:	\$24,918.00	\$39,432.49
2016:	\$24,918.00	\$38,400.29

Net:	Budget	Actual
2018	(\$1,917.00)	(\$17,060.58)
2017:	(\$918.00)	(\$14,682.49)
2016:	(\$918.00)	(\$13,150.29)

Direct Costs:

Fireworks:	\$19,000.00 ²
Entertainment (inflatable's, stilt walkers, face painters):	\$ 9,277.50 ²
Food for LSPR staff:	\$ 378.00
LSPR part time staff costs:	\$ 612.00
Supplies	\$ 206.28
Banners	\$ 45.00
Barricades	<u>\$ 1,398.00</u>
Direct Cost Total:	\$30,916.78

Indirect Costs:

LSPR Staff:	\$ 10,982.36 ³
Administrative Staff:	\$ 1,673.07
Park Operations Staff:	\$ 6,776.03
Recreation Staff:	\$ 2,533.26
Police Department:	\$ 5,740.85
Fire Department:	<u>\$ 470.59</u>
Indirect Cost Totals	\$17,193.80

¹These figures include direct expenses in the amount of \$30,916.78 and indirect expenses in the amount of \$17,193.80 which is not used in the budget projection.

²The City of Lee's Summit paid for fireworks, and entertainment in the amount of \$24,000. The additional entertainment cost of \$4,277.50 was covered by LSPR as part of the 50th Anniversary celebration.

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

Recommendations:

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

Recommendation: Staff had trouble communicating with each other between venues. The radios had a lot of static and communication between staff was not easy. Some staff members eventually just started communicating via cell phones. Staff recommends researching and utilizing other communication options for this event in the future. This research and recommendation will be completed by 11.30.18.

Comment: Patrons were disappointed in concession offerings at softball and soccer.

Recommendation: Staff would like to discuss adding more food vendor / food trucks to better the experience for the patrons in the Softball and Soccer venues. This would also bring in more revenue for the event. In the past vendors did not want to share their site with other vendors because they are afraid of losing sales. Staff recommends adding more food vendor / food trucks and not utilizing YSA concessions for Legacy Blast in the future. Staff will discuss this with the YSA's who operate their concession stands and our vendors by February 2019.

Comment: Need to increase the size of the signage at the tee ball fields.

Recommendation: Staff utilizes 8.5"x11" signs that state "no entrance beyond this point," and the signage is placed along fence lines and field entrances to keep patrons off the playing fields. Staff recommends printing new signs that are 11"x17".

Comment: Many patrons enjoyed the patriotic music.

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

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

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

Comment: Gates closed at 9:15pm due to the high volume of traffic.

Recommendation: In 2018 due to high volume of traffic, gates were closed at 8:50pm. Staff recommends updating marketing material to include the statement, "venues will be closed when parking has reached maximum capacity," and not advertising a specific closing time to the public. All gates should close by 9:30pm regardless if the venues are full or not.

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

Recommendation: 8 additional staff is needed to help monitor inflatables, parking lots and keep patrons off the fields. Staff recommends assigning the special event team to work Legacy Blast at the beginning of the season at an additional cost of \$288 (8 staff @ \$8 per hour x 4.5 hours).

Comment: Staff used Creative Carnivals to book face painters, balloon artists, tattoo artists and inflatables.

Recommendation: This was the 7th year using Creative Carnivals. All entertainers were on time and very professional. Staff miscommunicated a start time of 5:00pm when the contract stated entertainers started at 6:00pm. Delivery of the inflatables was late do to an automobile malfunction and pick up of the inflatables was quick and timely. Creative Carnival issued LSPR a credit on the invoice for the inflatable in the Softball venue being set up late. The lines continue to grow for the face painters and balloon artist. Adding the tattoo artists was a big success. There were long lines even with increasing the number of face painters and staff putting an age restriction on the free activities for face painting, balloon, and tattoo artists to children up to age 12. Staff recommends using 4 basic face painting designs options, 4 basic balloon design options, and 4 basic tattoo options for children to select.

Comment: A personal invitation was sent to the approved 2018 VIP list to view the show at the Legacy Park Community Center or to join the public at one of the four venues.

Recommendation: Approximately 330 people (83 cars) viewed the show from LPCC. A parking pass was provided to access the community center parking lot. Staff is placed at the Community Center to help direct VIP's to the restrooms and approved areas of viewing. Staff will also need to clear the R7 Early Childhood Center playground at approximately 9:00pm prior to the fireworks show. Staff recommends inviting these groups to LPCC each year.

Comment: Patrons were entering the police command center without authorization to utilize the restroom facility at LPCC.

Recommendation: In the past LSPR staff would host a pre-Legacy Blast meeting in the group exercise room and the police command center would be set up in the cycle room. Staff recommends utilizing the group exercise room to host the staff meeting and then set up the group exercise room as the police command center. That will leave the cycle room entrance available for patrons to access the restrooms at LPCC.

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

Recommendation: This is an issue that occurs each year and creates challenges for staff when trying to maximize all the available parking spots in each venue. Staff recommends adding signage placed at the entrance of each venue and adding a statement to the portable message boards informing patrons, "Parking spots are reserved for vehicles only." Having additional signage and additional staff training will give staff confidence to enforce the rule. If this issue continues to be a problem, management staff may consider additional parking lot staff for this event.

Comment: Additional staff training and communication is needed for full-time staff prior to the event.

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

Comment: Choose a date for Legacy Blast 2019.

Recommendation: Having the event prior to the 4th of July has resulted in the largest turnouts. Personnel from LSPD and LSFD are stretched to support the community on July 4th. Moving Legacy Blast to July 3rd reduces the personnel demands on the holiday and allows for full police support on July 4th throughout our community. Staff recommends hosting Legacy Blast 2019 on Wednesday, July 3, 2019 with a rain out date of Friday, July 5.

Extensive Staff Report:

Purpose of Report:

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

Benefits of Program:

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

Program Timeline:

- **September:** Date confirmed with the City for the 2019 event.
- **January:** Special event permit sent to planning and development.
- **February:** Notify Fire Chief, Police Chief, Public Works and the City Manager of the dates and times for Legacy Blast. Finalize commitment from the Radio Station.
- **March:** Confirm LSPD and LSFD involvement and coordination of the fireworks with music.
- **April:** Meet with the LSPD Police Sergeant to coordinate traffic control, barricades, signage and police command posts. Submit work orders for banners and all signage.
- **May:** Work order submitted for the shoot site to be mowed. Request Pumper/Rescue truck from LSFD. Contact Youth Sports Associations about concessions, food vendors and entertainment contacts.
- **June:** Invitation letter sent to all special guests, media, senior city staff, park board, park committees, and city council members. Letters sent to all entertainers with assignments and parking permits sent out. Letter sent to Blackwell and Scruggs residents. All signage printed including no alcohol, no grills and no firework signs. Work order for trash cans submitted. Begin scheduling staff for the event.
- **July:** Host a successful event and have the EAR completed and ready for review.
- **August:** EAR submitted for Park Board review. Request memo sent to City administration and City Council for approval of date and funding for following year's event (Attachment B and C).

Marketing:

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

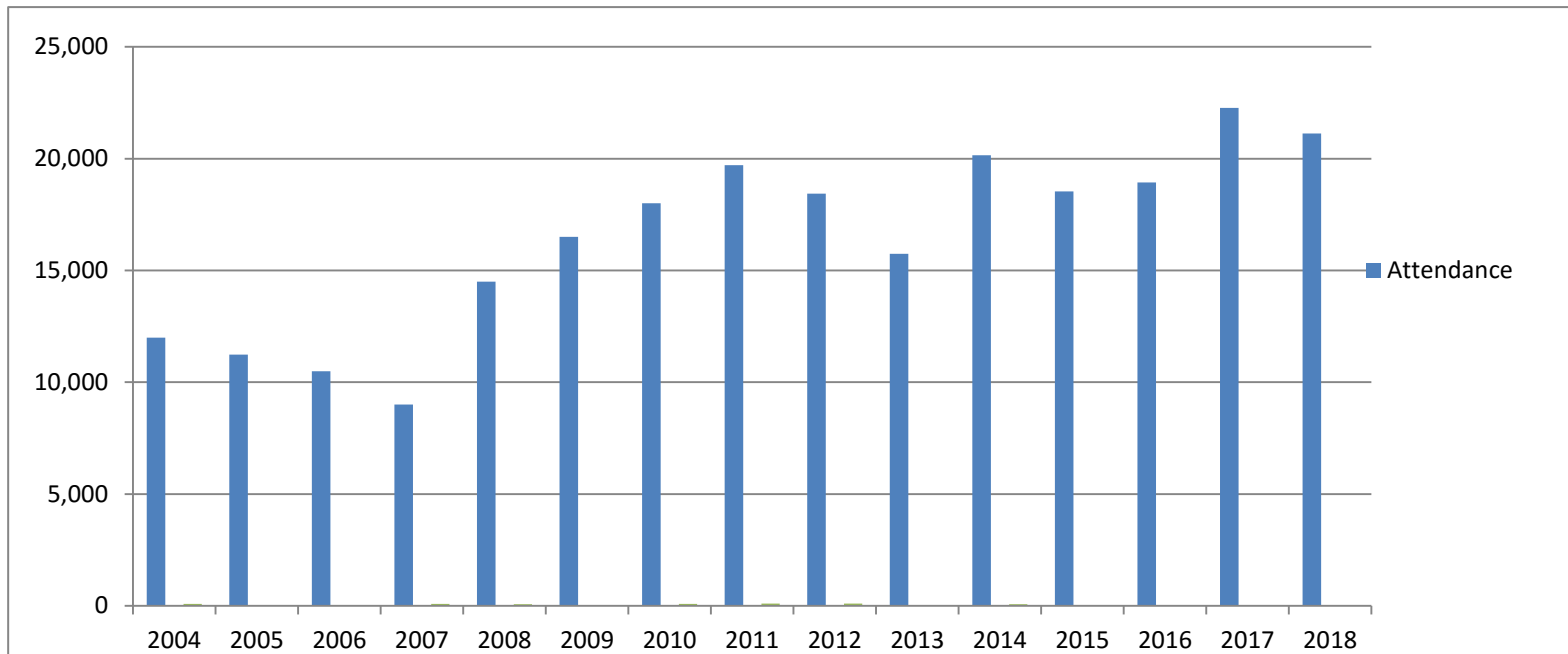
Evaluation/assessment:

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

Comments from Social Media:

- Staff searched all forms of social media and there were no negative comments related to Legacy Blast.

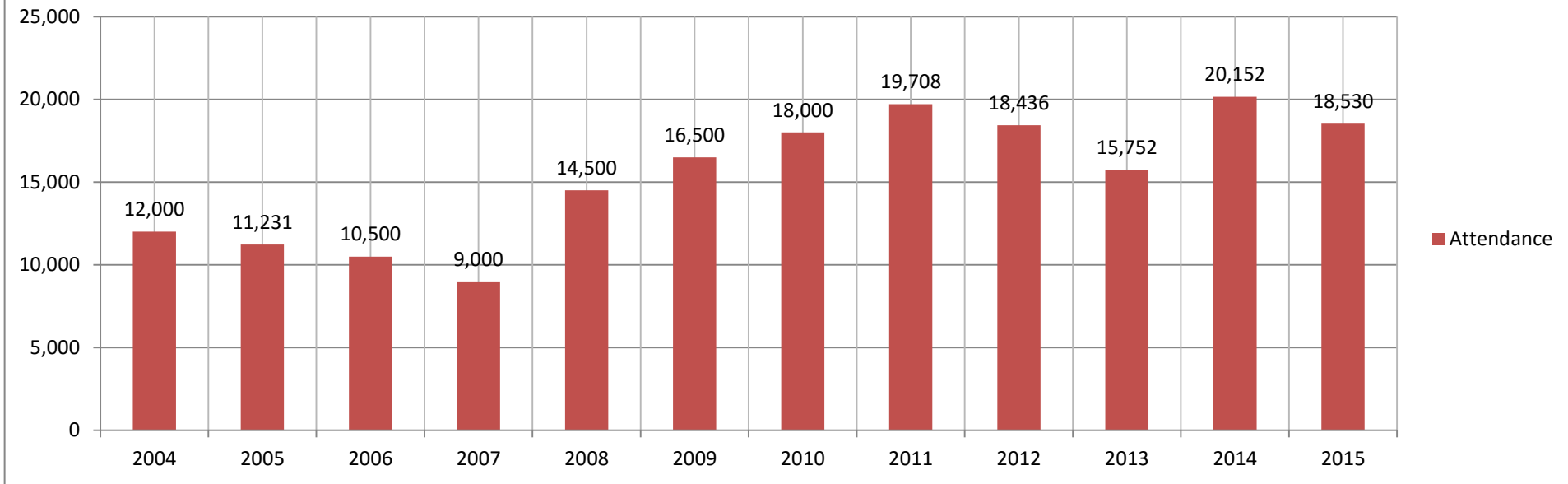
Legacy Blast Attendance numbers



	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Attendance	12,000	11,231	10,500	9,000	14,500	16,500	18,000	19,708	18,436	15,752	20,152	18,530	18,940	22,276	21,120
Date	Sun 7/4	M 7/4	T 7/4	W 7/4	F 7/4	Sat 7/4	F 7/2	F 7/1	T 7/2	W 7/3	Th 7/3	Th 7/2	F 7/1	M 7/3	T 7/3
Temp	88	85 and rainy	89 and rainy	91	80	82 rainy	89	98	102	87 and Stormy	82	76 cloudy/ storms in area	85 few sprinkle s	92 partly sunny	94 sunny

Legacy Blast Attendance

Attachment A



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

MEMORANDUM



Date: August 17, 2018
To: David Dean, Superintendent of Recreation Services II
From: Jodi Bell, Community Center Manager II
CC: Joe Snook, Administrator of Parks and Recreation
Re: Legacy Blast 2019

In 2019, Independence Day will be observed on Thursday, July 4. This date will also be designated as a full-time staff holiday. Because of this designation, staff is requesting approval to host Legacy Blast 2019 on Wednesday, July 3 with Friday, July 5 as the make-up date in the event of inclement weather. Over the past 9 years Legacy Blast has been held prior to the July 4 holiday in order to reduce the demand on our city emergency services (LSPD & LSFD) on July 4. Hosting this event on a non-city observed holiday reduces the amount of holiday pay each participating department is required to pay. The City saves approximately \$11,184 on overtime and holiday pay by not holding the event on a city observed holiday. In addition to the cost savings, many other fireworks shows are scheduled Thursday, July 4. Hosting Legacy Blast on Wednesday, July 3, will allow residents of the community to view our show and others. Attachment A is a breakdown of attendance of the past 15 years.

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

Planned activities for this event include:

- Family entertainment at each venue (baseball, softball, football and soccer) which includes inflatable obstacle courses, slides, balloon artists and tattoo artists from 6:00pm – 9:00pm.
- Concessions will be available at each venue from 6:00pm – 9:00pm.
- Patriotic music will be simulcast by KCMO, 94.9 who will have at least two vehicles on site.
- Fireworks display sponsored by the City of Lee's Summit will begin approximately 9:45pm and last an estimated 21 minutes.

The estimated cost of the event in 2019 will be \$29,780. A breakdown of the requested funds is provided below:

- \$19,000 for fireworks
- \$9,315 for the entertainment at the venues
- \$1,398 for barricades
- \$67 for banners

I have included a complete financial breakdown of the 2018 event on Attachment C.

2018 Legacy Blast Budget Sheet

Revenue		
Item	Cost	Notes
Transfer from General Fund FY16	\$24,000.00	Payment from COLS
50th celebration funds	\$5,000.00	Additional 50th celebration funds
Vendor Concession Fee	\$150.00	Kiwanis
Vendor Concession Fee	\$200.00	Hawaii Shaved ice
Vendor Concession Fee	\$400.00	Light up vendor (2 venues)
Vendor Concession Fee	\$400.00	KCPoppers (2 venues)
Vendor Concession Fee	\$400.00	Kona Ice (2 venues)
Vendor Concessions Fee	\$200.00	Snowie Ice of KC
Vendor Concessions Fee	\$300.00	LA Cuisine
Total Revenue	\$31,050.00	
Direct Expenses		
Item	Cost	Notes
Barricades	\$1,398.00	
LSPR Part Time Staff	\$612.00	
LPSR Staff Refreshments	\$378.00	\$378 (Jersey Mike's)
Supplies	\$206.28	Staff water at venues, dinner supplies and soft drinks
Banners	\$45.00	50th Logo stickers for banners
Entertainment	\$9,277.51	Received \$37.50 credit for being late
Fireworks	\$19,000.00	
Total Direct Expenses	\$30,916.78	
Indirect Expenses		
Item	Cost	Notes
LSPD	\$5,740.85	
LSFD	\$470.59	
LSPR Park Operations	\$6,776.03	
LSPR Admin	\$1,673.07	
LSPR Recreation Staff	\$2,533.26	
Total Indirect Expense	\$17,193.80	
Total Revenue	\$31,050.00	
Total Expense	\$48,110.58	
Net	(\$17,060.58)	

1. City of Lee's Summit covered \$5,000.00 and LSPR covered \$4,277.50 of the entertainment cost.

AUGUST COMMENT REPORT

Attached are 23 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 23 comments 14 were positive, 4 were comments making suggestions, questions or requests and 5 were negative.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	GCC	Compliment	7/26/18	Tede Price	Pat Shepard	Jolene Jeffries	Susan was a wonderful sub today. I really enjoyed her program of just using the body without the extra ball/bands, etc.	Staff is always appreciative of positive comments and has shared this with Susan's supervisor. PS
2	GCC	Compliment	7/17/2018	Tede Price	Pat Shepard	Jolene Jeffries	I had the pleasure of participating in your Silver Sneakers Yoga class lead by Gloria and was very impressed with her techniques and very professional teaching style. I've been attending this type of class at various locations in the area over a period of years and she is the best instructor I've experienced! Kudos to Gloria!!	Gloria is a well-liked instructor at Gamber. This comment will be shared with her and her supervisor, Jenny Brennan.
3	LPA	Complaint	8/3/18	Tede Price	Katie Perkins	Katie Perkins	I come back to my hometown of Lee's Summit to visit my family every summer. And, the last couple of summers, it seems that there is a Legacy Park concert going on while we are in town. With three kids, I am always hopeful that the city would abide by its posted end time of 10:00PM. That never seems to be the case. It is currently 10:15 and the concert is still going. So much for sleep for me and my kids. I don't appreciate the city's lack of respect for the residents within earshot of the Legacy Park concerts. I hope you take this into consideration for future events. Thank you for your time.	Thank you for your comment regarding the concert at Legacy Park Amphitheater on Friday, Aug. 3. I apologize for any inconvenience this event may have caused for you and your family. You stated in your comment, you are "always hopeful that the city would abide by its posted end time of 10pm." And, that the event was still going on at 10:15pm. You are correct this particular event ended shortly after that. Lee's Summit Parks and Recreation desire and efforts are to always be good neighbors to those residence in close proximity to the Legacy Park Amphitheater. Staff takes several steps prior to and during each event to ensure this. The park curfew is 11pm and therefore all of our events must end by 11pm. The event you are referring to actually ended at 10:18pm. Each event we have within our city parks, including any at Legacy Park Amphitheater, are coordinated and communicated with Codes, Police and Fire as well as each event has a special permit detailing the events to all departments. Also, we have a staff person who takes sound readings at different locations prior to an event and once it has started to make sure we are not exceeding the City ordinance. Our readings from August 3, range from levels of 57.6 - 90.6. The city requires the decibels to be no more than 90. The highest reading that particular night was inside the venue and staff asked our sound crew to adjust the level to keep sound level decibels to below 90. I hope my response outlines the steps Lee's Summit Parks and Recreation takes to provide safe family friendly community events for our residence. Thank you for your comments and they will be shared with our park board.
4	LPCC	Complaint	6/29/18	Jodi Jordan	Dom Thomas	Unknown	The AMT timer is not working properly. It's the 4 th machine in from the door across from the stairs.	Staff inspected the AMT and everything appeared to be working fine, but staff still called our fitness equipment repair vendor to check the piece of equipment on 7.2.18. The repair vendor inspected the AMT and didn't find any issues with it. DT
5	LPCC	Complaint	7/27/18	Jodi Jordan	Eric Schooley	Lillith Kaiser	Please have your maintenance crew clean after hours or before hours. They gassed us in the 10am swim class at approximately 10:20am. We yelled at them regarding it and they stopped but not before spraying more and scrubbing before hosing down. I choked and my eyes burned besides tasting it. I had to move to the shallow end and did not enjoy class. One lady was dizzy and had to leave.	Staff used oil based paint to touch up the slide. Staff assumes that was the odor that was smelled. Goo Gone was used to scrub a spot of paint dropped on the concrete and then the concrete was washed down with the hose. Staff will not do any maintenance in the pool area unless absolutely necessary during the aqua fit classes. ES
6	LPCC	Complaint	8/2/18	David Dean	Devin Blazek	Sheldon Jackson	Sheldon came to LPCC for physical therapy on 8.2.18 around 11:00AM. He stated that while in the lap pool, his skin became irritated and started burning. He then sat in the spa where his skin continued to burn.	I spoke with Sheldon on 8.2.2018 regarding his experience. I stated that skin irritation can happen for a variety of reasons, unrelated to pool water. I stated after reviewing chemical logs from 8.2.2018, all chemical levels for the lap pool and Spa were within CDC and Jackson County Health Department recommended safe ranges and there have been no chemicals added to either body of water that day. There have also been no other complaints from today, despite hosting two daycares and several other physical therapy patients. He stated that last week, the spa was shut down because of the chemicals and "whatever they put in there burned him". I assured Sheldon this was not the case, as the spa was shut down last week for a chemical issue but reopened after the issue was corrected. I also told him the spa and lap pool operate on independent systems and if his skin started burning while in the lap pool, it would have nothing to do with what is in the spa. Sheldon stated this had never happened before and "he was going to get to the bottom of it". He thanked me for the call and hung up. DB
7	LPCC	Compliment	7/19/18	Jodi Jordan	Jenny Brennan	Multple	Staff received 4 comment cards complimenting Mark on his Arm's and Ab's class and requesting adding an additional class on Saturday mornings.	Mark currently teaches Arm's and Ab's class Tuesday's and Thursday's at 4:30pm. Currently there are no available time slots on Saturday mornings to fill with an additional Arm's and Ab's class. Staff will keep the suggestion in mind for future programming. Staff always appreciates patron feedback and will share the comments with Mark and recognize him at the next staff meeting. JB
8	LPCC	Compliment	7/17/18	Jodi Jordan	Jenny Brennan	Jane Kloechnner	Mark's Arm's and Ab's class is fantastic on Tuesday's and Thursday's at 4:30pm. I love the pace. He keeps it moving. I love the music!! He gives us good water breaks as needed, and has good communication. Thank you.	Staff always appreciates patron feedback and will share the comment with Mark and recognize him at the next staff meeting. JB
9	LPCC	Compliment	7/2/18	Jodi Jordan	Jenny Brennan	Leslie Rowland	Jan is doing a fantastic job with her Yin Yoga! This is a great replacement for Essentrics! Thank you.	Jan is a new instructor to LSPR and teaches a large variety of Yoga practices. Currently Jan is teaching Yin Yoga on Tuesday mornings at 8am at LPCC. Jan also teaches Yin (Deep flow stretch) at GCC on Tuesday evenings at 5pm. Staff always appreciates patron feedback and will share the comment with Jan and recognize her at the next staff meeting. JB
10	LPCC	Compliment	7/26/18	Jodi Jordan	Jenny Brennan	Nancy Hanson	Katie is a great Yoga instructor. I loved her class.	Katie currently teaches Yoga on Thursday's at 8:30pm, and Saturday's at 10:30am. Staff always appreciates patron feedback and will share the comment with Katie and recognize her at the next staff meeting. JB
11	LPCC	Compliment	7/23/18	Jodi Jordan	Jenny Brennan	Myron	Trenice was absolutely great teaching PIYO.	Trenice has been helping teach the Monday, 8:30am Piyo class until a permanent instructor was secured. Staff always appreciates patron feedback and will share the comment with Trenice and recognize her at the next staff meeting. JB
12	LPCC	Compliment	7/16/18	Jodi Jordan	Dom Thomas	Stephanie Hamilton	Ricky was such a wonderful host and helper with the canoes and paddleboards! He was helpful and so patient!	This comment was shared with Ricky and he was congratulated for his great patron service. Ricky will be recognized on the next staff meeting on 8.19.2018 and given a Park Buck. DT
13	LPCC	Compliment	7/14/18	Jodi Jordan	Mike Hedrick	Kelly Wyman	My fiancée and I came in to see about a possible membership. We met with Katie- who was fantastic! She was incredibly nice, answered all of our questions and checked on some things for us. We wanted to make sure you know how amazing she is. We hope you value her as much as we do!	Katie Frogge is a part- time service representative at Legacy Park Community Center. This comment card was shared with Katie and she will be recognized at the all staff meeting on August 19 th and given a Park Buck. :
14	LPCC	Compliment	7/16/18	Jodi Jordan	Eric Schooley	Unknown	The new paint job in the cardio room looks very nice. Thank you.	Staff is always appreciative of positive comments. Staff thought it would be a good idea to "brighten" the cardio room with a different color scheme. Staff painted the walls different colors using the color scheme that matched other areas (gym, track, and natatorium) of the facility. ES
15	LPCC	Compliment	6/6/18	Jodi Jordan	Dom Thomas	Unknown	I have noticed your employee "Lin" is very helpful instructing me in how to best utilize the equipment. He never minds my questions and he always remembers my name. He is always smiling and very cheerful. Thank you for employing this blessed soul. If you had an employee of the month my vote would be for LIN!	This comment card was shared with Lin and he was recognized at the all staff meeting on June 24 th .

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
16	LPCC	Compliment	7/24/18	Jodi Jordan	Mike Hedrick	Unknown	The staff that signed me up was so friendly and welcoming on my first visit. Stevie is so friendly!	Stevie Myers is a part- time service representative at Legacy Park Community Center. This comment card was shared with Stevie and she will be recognized at the all staff meeting on August 19 th and given a Park Buck. MH
17	LPCC	Suggestion	7/3/18	Jodi Jordan	Dom Thomas	Christine Brison	Thanks so much for giving us a 4 th pickle ball net when we have a large amount of players. It would be great to save waiting time if you could possibly have the 4 th net put together and ready alongside of the basketball courts. Then we could use it right away whenever there aren't many basketball players. Thanks!	Staff will monitor the number of participants each day and will be prepared to set up a 4 th net on those days when needed. Leaving the net up on the side of the gym is a safety concern.
18	LVCC	Compliment	8/15/18	Joe Snook	Shawn Morkert	Shawn Morkert	I wanted to take a quick second to say thank you for obtaining the loan to purchase Longview Rec Center. Over the past few years, I have expressed concern to you all over the lack of facilities west of Jefferson and the tremendous unbalance of budget to the East half of the city. So today, it is also my obligation and privilege to say Thank you. I'm sure this has been years in the making and has taken some of you many many hours and meetings to make this happen. So, thank you for fighting for us and putting in the long hours.	Thank you for the email and kind words. We have invested numerous hours over the past several years to make this purchase a reality and we are very excited to add Longview Community Center to our parks and recreation system. Providing health, fitness, and recreational services on the west side of our community has been a priority for many years. I hope you will be able to take advantage of Longview when we open later this fall.
19	Parks	Complaint	8/9/18	Joe Snook	Brooke Chestnut	Kristen Tock	I am so ashamed and disappointed in this city. What you did to my family today is absolutely disgusting, disrespectful and tasteless. My family and I were at a dog park and were asked to leave because we had not registered our dog with the city. They then told us that by registering and PAYING A FEE is to insure that our dog parks are maintanced properly. This is a bunch of bull shit when I pay taxes to have these parks maintanced. I should not have to pay another fee to use the parks. Why do we not have additional fees for our children to use the parks around the city? I was unaware that we had to register our dog with the city, why couldn't animal control inform us and give us a warning instead of telling us that we had to leave? This is a absolutely tasteless and unnecessary. This has been the last straw for my family. We are so disappointed in this awful city's politics, how they spend our money, how they treat the people of this city, and how they demand more money from us to use the parks. I am so disappointed. You can count on us to NEVER EVER pay a ridiculous fee to use the facilities that we pay for with our taxes. We will be making sure that no else pays this ridiculous fee and recommending everyone to stay away from this city.	Thank you for contacting the Lee's Summit Parks and Recreation Department. From what I understand from your email, an animal control officer stated that your dog needed to be registered with the City of Lee's Summit in order to use the park. This is not a fee for dog park use, nor is it for park maintenance, but a city ordinance which is displayed on the park rules sign as such. It states "All users of the park shall obtain and display a CITY OF LEE'S SUMMIT dog license. Dog license and vaccination tag shall be on a collar or harness. City of Lee's Summit Ordinance # 5.82." This is a city ordinance which is enforced through the animal control department. In regards to specific complaints about your experience with animal control, please contact them directly at 816-969-1640. If there is anything I can further assist you with please conact me directly.
20	Parks	Compliment	8/8/18	Joe Snook	Kathy Matroni-Mobley	Kathy Matroni-Mobley	We spent two hours last Sunday at the Lea McKeighan Splash Park. Our grandsons loved it! The zip line and jungle gym were also huge hits. Lee's Summit has done another wonderful job on this park. You are to be commended for making this a community to be proud of. Thank you! Keep up the good work.	No response requested.
21	Parks	Information	7/24/18	Joe Snook		Shane Coleman	Are atvs used by disabled persons as an opdmd allowed on the freeway and other city trails?	Thank you for your inquiry. First, I would like to apologize for my delayed response. Please know that as the Administrator of Parks and Recreation, I can only respond to your inquiry as it pertains to parks facilities, and am unable to provide you with any information regarding the use of ATV's as an "other power driven mobility device" (OPDMD) on City streets or State or Federal highways. I would recommend you contact the City of Lee's Summit and the State Highway Department for more information regarding those questions. As it relates to the parks, City Ordinance Section 19-82 states "It shall be unlawful for any person to operate motorscooters, motorbikes, motorcycles, or any other self-propelled vehicle within any public park of the City except upon regular driveways or parkways set aside for vehicular traffic or upon areas in such parks or public places designated specifically for motorscooter, motorbike, motorcycle, or self-propelled vehicle use." Although the general rule is that motorized equipment is unlawful in City parks, LSPR is a covered entity for purposes of the ADA, and must make reasonable accommodation with regard to OPDMDs. However, your inquiry simply asks about an "ATV." This is not enough information for LSPR to determine if the OPDMD you listed could be safely accommodated on trails within the park system. If you are able to provide more specific information about the ATV to be used as an OPDMD, we would be happy to provide a more complete response to this inquiry.
22	Parks	Information	7/19/18	Joe Snook	Steve Casey	Deborah Marron	Why is there no parks and recreation presence in the Windemere area. Why isn't there any parks and rec parks or recreation in this area?	Thank you for your question. We are working to improve our parks footprint in the south and west portions of the city. The recent approved park sales tax referendum passed in August of 2016 makes a commitment to expanding the parks system in this area. Just so you are aware you are located 1.5 miles from Arborwalk Park which has a playground, wetland areas, and walking trails. Osage Trails Park is located 2.5 miles from your residence and has a playground, walking trails, open play field space, and a park shelter. I hope this is helpful. Please let me know if you have any further questions.
23	Parks	Suggestion	7/30/18	Joe Snook	Steve Casey	Sarah Dittman	Hi there -- I'm looking for information related to the possibility of improving a potential trailhead to the new Rock Island Trail. I'm HOA secretary for Sterling Hills, which is located at 3rd & Pryor. We have a connection to the trail in our Greenspace, and our residents have shown strong interest in improving the path up to it (especially since the recent paving has made it a little more treacherous). I contacted the Trail Authority, and they said they'd discussed internally the possibility of adding a sidewalk on SW British Lane either on City property or on HOA property. We'd be happy to have a sidewalk leading to the Trail, as well as any other potential improvements (e.g., a small shelter, benches, etc.). If you have any further information/interest, please let me know!	Thank you for your comments regarding possibly of putting in a trailhead at Sterling Hills subdivision linking to the new Rock Island Trail. LSPR is very excited about this new addition to trails in our community and we are confident the Rock Island trail will be very popular. We are currently funded with efforts from our Public Works Department and their transportation sales tax to construct a trailhead at nearby Hartman Park. We feel this is a very good location for ease of access and existing infrastructure (parking, restrooms). It is also centrally located along the current 7 mile segment being constructed. We are working with a consultant to determine any additional amenities we will put in the trailhead such as shelters, benches, bike maintenance, signage, etc. This will be determined once we establish a final alignment for the trail spur. I would encourage you to continue your communication with the Rail Authority to see if they are willing to assist in making a direct connection to your neighborhood as it would be a nice amenity for your residents. Our focus at the current time is making the investment in Hartman Park for public use. We would welcome your input during the planning phase of the Hartman trailhead project. We intend to have 1-2 public review meetings of the plan and your neighbors are welcome to attend.
24								

~ JULY ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 6:00pm Legacy Blast 7:00pm Beautification Commission	4 4th of July City Offices Closed	5 6:00pm HPCC Staff	6 Sunset - Movie in the Park - Chitty Chitty Bang Bang - LPA	7
8	9	10	11 7:30 GCC Quarterly Employee Breakfast	12 6:15pm City Council	13	14
15 8:00pm LPCC Staff Meeting	16 5:30pm GCC Staff Mt 8:30 SW Family Night 6:30pm The Spoon Man-LPA	17 6:30pm GCC YSA - Dinner Meeting	18	19 6:00pm HPCC Staff	20 10:00 am KCMRDA meeting 7:00pm Jamaican Jam - LPA	21
22 7:00am Legacy Jr. Triathlon	23 8:30 SW Teen Night	24	25 6:00pm Park Board meeting (Strother Conference Room)	26 2:00pm Rock the Library/Amp with Mr. Stinky Feet-LPA	27	28 7:00pm Illusionist Andy Gross -LPA
29	30 8:30 SW Family Night	31				

~ AUGUST ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 6:15pm City Council	3 6:30pm Blue Fest - LPA	4
5	6	7 7:00pm Beautification Commission	8	9 6:15pm City Council	10 7:00pm Petty Theft & Journeyman - LPA	11
12	13	14	15	16 6:00pm HPCC Staff 6:15pm City Council	17 Sunset - Movie in the Park - We bought a zoo. LPA	18
19 8:00pm LPCC Staff Meeting	20	21	22 6:00pm Park Board meeting (Strother Conference Room)	23	24	25
26	27	28	29	30	31	

~ SEPTEMBER ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Labor Day City Offices Closed	4 5:30pm SW Pooch Paddle 7:00pm Beautification Commission	5	6 6:15pm City Council	7	8
9	10	11	12	13 6:15pm City Council	14 10:00 am KCMPRDA meeting	15 7:00pm Shooter Jennings with Ben Haggard - LPA
16 8:00pm LPCC Staff Meeting	17 5:30pm GCC Staff Meeting	18	19 6:00pm Park Board meeting (Strother Conference Room)	20 6:00pm HPCC Staff 6:15pm City Council	21	22
23	24	25 NRPA Annual Conference, Indianapolis, IN	26	27	28 7:00pm Flashlight Friday	29 30

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

L.S. Journal
Friday, July 27, 2018

Roadsides are abloom with color thanks to beautification project

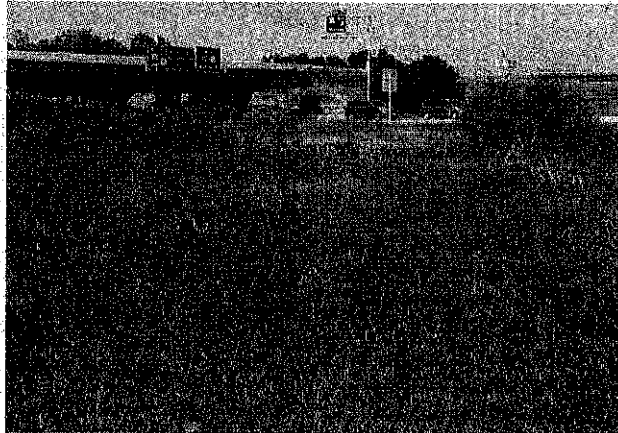
Take a moment to notice the extra flowers and prairie grasses along the roadside around Lee's Summit this summer. They are the fruit of a project involving the Lee's Summit Parks and Recreation, City of Lee's Summit Beautification Commission, Burroughs Audubon Society of Greater Kansas City, Habitat Architects and the Missouri Conservation and Transportation departments.

The project included plantings in December 2017 along 40 acres of roadside habitat. The seeds were supplied by a \$20,000 grant from the Burroughs Audubon Society. Now, Lee's Summit Parks and Recreation administrator Joe Snook says, the flowers are in bloom and are expected to become more developed in subsequent summers.

"Our roadways are full of color. I'm very impressed with the results this year," Snook said in a press release.

The plantings are at:

- Missouri 291 from Langsford to Colbern roads
- Missouri 350/Interstate 470 interchange
- Todd George Road/Missouri 50 on and off ramps
- Blue Parkway/Interstate 470 on and off ramps
- Douglas Street/Interstate 470 on and off ramps
- Colbern Road and Independence Avenue



Submitted photo

The additional flowers and prairie grasses along Lee's Summit roadways this summer are part of a project made possible through a Burroughs Audubon Society grant.

City of Lee's Summit to buy Longview Recreation Center from community college

By David Twiddy

August 14, 2018 08:38 AM

The city of Lee's Summit has agreed to buy the Longview Recreation Center for \$4.1 million in a move designed to provide fitness programs to residents on the west side of town.

City council members voted unanimously Thursday to allow the Lee's Summit Parks and Recreation Board to buy the 60,000-square-foot building at 3801 S.W. Longview Road from the Metropolitan Community College of Kansas City's Longview Campus.

The park board is borrowing the money from the city and will pay it back with interest over the next five years, said parks administrator Joe Snook.

Snook said the city will close the sale Sept. 1 and then begin a \$1.5 million renovation of the 29-year-old center, which will include new exercise equipment and other infrastructure, as well as work on its 10-lane competition pool and dive well. He estimated the center would reopen in early to mid-November.

"We're going to gut the whole thing, aesthetically bring it up to more modern colors and finishes ... it's going to get a complete makeover," he said.

Once the center is open, the parks department hopes to attract residents within a seven- to 10-minute drive to buy individual memberships for \$209 a year. That fee gives members access to facilities at Longview or the city's other three centers: Legacy Park Community Center, Harris Park Community and Gamber Community Center.

Longview had about 800 members when MCC closed the center on Aug. 1, Snook said. He said he will send a letter to those members offering them a way to use exercise facilities at Legacy Park while they wait for Longview to reopen.

He estimated that the neighborhoods surrounding Longview mirror those around Legacy Park, which has 6,500 members and that Longview should be just as busy.

“It’s going to take some time to build up the membership, but I’m confident that we’re going to see similar usage patterns as at Legacy,” he said.

Snook said the city has needed a community center on the west side for some time and has discussed taking over the recreation center for several years, including leasing the facility or serving as a property manager. The idea of an outright purchase bubbled up again earlier this year during discussions he had with former MCC-Longview President Kirk Nooks.

Taking over the center is preferable to building one from scratch, which Snook estimated would cost between \$12 million and \$15 million.

“It doesn’t make sense to invest millions and millions of dollars into a facility when there’s one already there that can serve our community,” he said.

He added that the park board will use Longview to continue supporting MCC academics and athletics, providing facilities for the school’s volleyball, golf and cross-country teams, as well as physical education classes.

MCC Chancellor Kimberly Beatty said in a news release that the improvements will bring more people to the MCC-Longview campus.

“As MCC looks to the future we are optimizing our resources, and this agreement allows us to continue to benefit from this property, but also contributes to our ongoing mission of serving the community and creating opportunities not just for our students but also for the general public, all while providing equitable access,” she said.

In other business, the council voted 8-1 to provide financial incentives for Summit Square II, a 326-unit luxury apartment complex at the corner of N.E. Tudor Road and N.W. Ward Road.

NorthPoint Development has asked the city to sell almost \$48.5 million industrial revenue bonds, which would allow the developer to buy construction materials without paying sales tax. The city would not be responsible for paying off the bonds.

In addition, NorthPoint plans to pay a “payment in lieu of tax” beginning at \$1,135 a unit instead of regular property tax over the project’s first 12 years.

Council member Rob Binney voted against the incentives and said he didn’t think they were necessary. The council will hold a final vote on the incentives at a future meeting.

Council Approves Inter-Fund Loan For Park Board Purchase Of Longview Recreation Center

[staff2](#) August 11, 2018

By Rebekah Ritter

Intern Reporter for the Tribune

Thursday night, Lee's Summit City Council approved a \$4.1 million inter-fund loan to the Park Board for the purchase of the Longview Recreation Center from Kansas City's Metropolitan Community Colleges.



The inter-fund loan will be a five-year loan. According to the Memorandum of Understanding between the City and the Park Board, the board will make payments to the city on an annual basis, on or before the last day of each fiscal year for the next five (5) years, beginning June 30, 2020.

The monies will be paid out of the city's Water and Utilities fund, and the interest accrued on the loan will be put back into that fund.

Currently, the recreation center is being used as a teaching facility for Longview Community College. After the purchase, teachers and students at Longview will no longer gain free entry into the facility, instead they will get a discounted resident rate. Along with that, membership fees into the recreation and community centers will be raised to \$209.00 per year.

Classes will still be taught at the recreation center, and teachers will be given offices in the building. After the purchase, sports teams at Longview will still have practice. During those practices the facility will still be open to the public, but the gymnasium will be closed during games.

At the city council meeting, council member Edson asked about the availability of practice space to swim and dive teams. Joe Snook, Administrator of Lee's Summit Parks and Recreation, stated that there are no school sanctioned swim and dive teams currently using the facility as a practice space, but the private teams will be able to discuss the use of the facility as a practice space after its relaunching.

Snook said renovation of the facility will begin September 1, 2018, and he hopes to reopen it by November 1st.