

NOVEMBER 2018

Park Board Meeting Packet



Summit Ice's inaugural season has begun!



LSPR's Veteran's Day lunch was held at Gamber Community Center.



The 8th annual Mistletoe Madness was held at Gamber Nov. 2 & 3.



We hosted our largest Thanksgiving lunch at Gamber. 160 patrons attended!



MISSION

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



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES – BOARD RETREAT – BUSINESS ITEMS

CITY OF LEE'S SUMMIT, MISSOURI

| | | | | | | |
|---|------------------|--|------------|-------------------------|--|---|
| DATE: | October 19, 2018 | TIME: | 12:00 P.M. | PLACE: | Lee’s Summit Water Utilities Conference Room | |
| Board Members Present: | | Board Members Absent: | | Staff Present: | | Other Guests: |
| Tyler Morehead, President | | Casey Crawford | | Joe Snook | | |
| Mindy Aulenbach, Vice President | | Jim Huser | | Jackie McCormick Heanue | | |
| Lawrence Bivins, Treasurer | | Samantha Shepard | | | | |
| Nancy Kelley | | | | | | |
| Nick Walker | | | | | | |
| Marly McMillen-Beelman (arrived at 12:12 p.m.) | | | | | | |
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| | | | | | | |
| | | DISCUSSION (Findings/Conclusions) | | | | RECOMMENDATIONS/ ACTIONS |
| AGENDA TOPIC | | | | | | |
| Award of Bid No. 2019-PR-009 Longview Community Center Flooring | | <p>Ms. McCormick Heanue presented the Board with the results of the flooring bid for Longview Community Center, reporting a total of three (3) bids were received. After reviewing the bids, Staff recommended award to JE Concepts d/b/a Flooring and More based upon price and ability to complete the project according to the projected schedule.</p> <p>Mr. Morehead asked whether there were prior issues with the vendor selected, and Mr. Snook responded the issues which occurred with the Legacy Park Community Center project were related to a product and manufacturer, not the vendor, and further indicated the vendor was very cooperative in remedying the matter.</p> <p>Ms. Kelley asked whether the flooring was the gym floor, and Mr. Snook explained this bid was for tile and carpeting throughout the facility.</p> <p>Mr. Snook reported to the Board the vendor did propose some alternate products as options for cost savings to LSPR which staff would review, however all of the specified products could be obtained and would be provided at the bid price if desired.</p> <p>Mr. Walker noted the cost difference on labor and expressed concerns over how broad the amounts are amongst bids.</p> <p>Mr. Morehead asked to confirm the bid included a two week installation window, and Mr. Snook reported it promised installation within two weeks of the product being delivered.</p> <p>Mr. Bivins asked whether there were any anticipated problems with availability of product, and Mr. Snook indicated the vendor does not foresee any issues.</p> | | | | <p>Mr. Bivins made a motion to approve the award of Bid No. 2019-PR-009 for flooring installation at Longview Community Center to JE Concepts d/b/a Flooring and More and authorize the Parks Administrator to enter into an Agreement for the same in an amount not to exceed \$97,016.00 by and on behalf of the Park Board. Seconded by Ms. Kelley. Motion passed unanimously.</p> |
| | | | | | | |
| MEETING ADJOURNMENT | | | | | | |
| There being no other business for the Board to consider or discuss, the business portion of the meeting concluded at 12:26 p.m. and the Board continued with the items on its’ agenda for the Annual Retreat. | | | | | | |



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

| | | | | | |
|---|---|------------------------------|---------|-------------------------|---|
| DATE: | October 24, 2018 | TIME: | 6:00 PM | PLACE: | Strother Conference Room |
| Board Members Present: | | Board Members Absent: | | Staff Present: | |
| Tyler Morehead, President | | Nancy Kelley | | Joe Snook | |
| Mindy Aulenbach, Vice President | | Casey Crawford | | Carole Culbertson | |
| Lawrence Bivins, Treasurer | | | | David Dean | |
| Marly McMillen | | | | Steve Casey | |
| Jim Huser | | | | Tede Price | |
| Nick Walker | | | | Jackie McCormick Heanue | |
| Samantha Shepard (6:31pm) | | | | Ryan Gibson | |
| | | | | | |
| AGENDA TOPIC | DISCUSSION (Findings/Conclusions) | | | | RECOMMENDATIONS/ ACTIONS |
| | <p>Mr. Ryan Gibson gave a presentation summarizing Camp Summit 2018. The theme of camp for 2018 was “Go for the Gold” to tie in to both the 50th Anniversary of LSPR, the Winter Olympics and the LSPR Gold Medal. Enrollment for 2018 was a record high of 756, with a second highest average weekly attendance of 441. Net revenues for 2018 were \$278,515.44.</p> <p>Mr. Johnson asked whether Ryan had heard of Moon Marble. Ryan indicated it is on the master list of field trips and is common for school break camps as they accommodate smaller groups.</p> <p>Mr. Snook asked about the campers favorite activities, and Ryan explained Cat and Mouse game and indicated it was the camper’s favorite game this year. No further questions or discussion.</p> | | | | |
| Approval of Minutes for the September 19, 2018 Meeting | Supporting documentation (see pages 1-5.) No questions or discussion. | | | | Mr. Bivins moved to approve the September 19, 2018 meeting minutes, Ms. Aulenbach seconded. Minutes were approved unanimously. |
| Treasurer’s Report for September 2018 | <p>Supporting documentation (see pages 6-15). Mr. Bivins read the Treasurer’s Report for the September 2018 financial statements.</p> <p>Mr. Huser asked about the expenditures in Fund 410, because the COP Financial Report is not the same. Mr. Snook explained that the Treasurer’s Report is a summary of the expenditures of each fund. No further questions or discussion.</p> | | | | Ms. Aulenbach moved to approve the September 2018 Treasurer’s Report as read, Ms. McMillen seconded. Treasurer’s Report was approved unanimously. |
| Sales Tax Report for October 2018 | <p>Supporting documentation (see pages 16-17.)</p> <p>Mr. Huser asked if we were ahead \$484,000.00, being two months in arrears? Carole indicated that updated information would be provided by Finance once the audit is complete. Mr. Huser asked for clarification on the footnote which indicates that we are two months behind. Ms. Culbertson indicated the report is information received from the Finance Department and she would follow up to get additional information if possible. Mr. Huser stated it appeared we collected a significant amount more than we budgeted. Mr. Snook asked whether EATs was included, and Ms. Culbertson reported EATs is usually behind. Mr. Snook reported we project approximately \$3.5 million annually, so the number is probably fairly accurate as a year to date based on inception of the tax (April).</p> <p>Mr. Johnson indicated sometimes it depends on whether a vendor is a monthly or quarterly filer. It may take additional time for sales tax to book based on the report from the Department of Revenue. No further questions or discussion.</p> | | | | |
| BOARD APPROVAL ITEMS | | | | | |
| Memorandum of Understanding with Inspired Homes – Arborwalk Park | Supporting documentation (see pages 18-22). Mr. Casey explained the developer of Arborwalk approached LSPR about accepting a tract of land as part of the redevelopment process. From a strategic standpoint, the parcel serves value to LSPR because it will allow the closure of a dead end loop at the current park. | | | | Ms. McMillen moved ; Ms. Aulenbach seconded. Motion was approved unanimously. |

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| | <p>LSPR and the developer have agreed to share in the cost of installing the trail on a portion of the property which will constitute the sidewalk required to be installed by Inspired Homes as part of the development.</p> <p>No questions or discussion.</p> | |
| Summit Waves Design Contract – Kimley Horn | <p>Supporting documentation (see pages 23-40.) Mr. Casey advised the Board staff finalized the negotiation of services for the Summit Waves Wave Pool project. The scope, containing tasks and progress phases of the design of the facility is incorporated in the Agreement.</p> <p>Mr. Morehead asked whether a new proposal would be presented to the Board for each task. Mr. Casey reported the Agreement was comprehensive for all tasks related to the design of the project. No further questions or discussion.</p> | <p>Ms. McMillen moved; Ms. Aulenbach seconded. Approved unanimously.</p> |
| Budget Amendment – Fiscal Year 2018 | <p>Supporting documentation (see pages 41.) Ms. Culbertson reported on the City's annual closeout process and explained that the amendment is to account for expenditures over the budgeted funds for Fund 202 for Fiscal Year 2018. No further questions or discussion.</p> | <p>Mr. Bivins moved to approve additional expenditures; seconded by Ms. McMillen. Approved unanimously.</p> <p>Mr. Bivins moved to authorize the amendment of FY2018 budget by increasing expenditures of Fund 202 in the amount of \$ 16,895.00; seconded by Ms. Aulenbach. Approved unanimously.</p> |
| OLD BUSINESS | | |
| Projects and Services Review | Supporting documentation (see pages 42-49). No questions or discussion. | |
| Capital Projects Plan Through 2019 | <p>Supporting documentation (see pages 50-66.)</p> <p>Mr. Casey highlighted the Hartman Park Trailhead project and indicated design documents are in the final phase, with anticipated construction in November, which will track with the County's progress on the project. He reminded the Board of LSPR's service as the General Contractor on the project. Mr. Snook indicated he had been in communication with the three Rotary Clubs in Lee's Summit regarding the groups taking on the expenses for the trailhead shelter at an approximate total investment of \$30,000.00. The clubs are in the process of confirming that their grant process will accommodate the project. Mr. Morehead inquired whether the investment would be \$30,000.00 per club or total, and Mr. Snook indicated it would be a total amount.</p> <p>Mr. Casey briefly updated the Board on the Summit Park and Howard Park improvements, indicating LSPR is currently involved in the development process with the City, and final construction documents will be completed after that time. He indicated staff is still in the process of identifying what work would be done in house and what would be contracted. Anticipated completion date of Summer 2019.</p> <p>Mr. Casey stated the Legacy Wayfinding project is being brought forward for consideration on moving forward on this project in general. The costs provided for doing everything on the plan was higher than staff anticipated. The planning part of the project is complete at this time, and there is no request for funding at this time. Mr. Snook reported this would likely come forward as part of the budget planning process for the next fiscal year. Mr. Morehead stated there is definitely a need for additional signage, and asked whether there have been requests for elevated signage for the fields. Mr. Casey reported there was not much investigation into the venues themselves; the focus was on Blackwell Parkway and the entry ways into the parks. Secondary was working with associations to address field signage once inside the venues. Mr. Bivins asked where Confluence was out of, and Mr. Casey reported they office out of the Kansas City Riverfront area.</p> <p>Mr. Snook offered to meet Park Board members at the Longview Community Center for a tour, reminding the Board there is a lot of work going on and a lot of progress being made. Ms. Aulenbach asked what the appropriate response is to inquiries regarding timeline. Mr. Snook indicated it was likely going to be early December before the facility is ready to open, stating staff is awaiting some timelines for the installation of materials and products from vendors, and the</p> | |

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| | phasing of projects has to be carefully timed. Ms. McMillen asked whether any thought had been given to a soft opening in December with a more formal opening later, because December isn't high volume for fitness facilities. Mr. Snook reported staff would like to get to the point of having a firm date before making a statement about opening. He further stated sales would be good during the holidays for gifts, and there have been numerous inquiries about memberships and the opening date. Ms. Shepard asked whether sales of memberships could be done now. Mr. Snook reported it was possible, but they would not be active until the facility is open, and further stated he was reluctant to sell memberships when there is no firm opening date, and would rather sell a membership when it is known that the service will be available. Finally, he indicated memberships are technically for sale now, and memberships are available for any LSPR facility until the Longview Community Center opens. Rubber flooring will be installed next week, followed by fitness equipment. The lobby will be the largest outstanding item. No further discussion or questions. | |
| Fundraising Update | Supporting documentation (see pages 67-69.) Mr. Dean reported another business, Integrity Roofing, has signed an Agreement as a sponsor. The sponsorship coordinator is still pursuing other opportunities. No discussion or questions. | |
| Beautification Commission Report | Supporting documentation (see pages 70-73.) No discussion or questions. | |
| Wi-Fi in Parks Installation Update | Supporting documentation (see pages 74-75.) Mr. Morehead noted he had received a comment from a patron thanking LSPR for providing this amenity. Ms. Culbertson reported she has requested an addendum from Charter to include the Longview Community Center, and further reported the Legacy Park and Amphitheater improvements are almost complete. Mr. Snook also reported until Charter has the opportunity to incorporate the service, staff has budgeted funds to provide free WiFi to patrons at Longview Community Center. | |
| NEW BUSINESS | | |
| End of Activity Reports | Supporting documentation (see pages 76-124). No discussion or questions. | |
| 2018 NRPA Annual Conference Reports | Supporting documentation (see pages 125-135). Mr. Snook told new Board members that any time a staff member attends a conference or training, he or she is asked to provide a summary report of the activities they participate in to give the Board an idea of the activity. No discussion or questions. | |
| 2018 Leadership Development Institute Reports | Supporting documentation (see pages 136-146). Mr. Snook stated this is a program through the State professional organization, which new staff members are typically sent to attend. No discussion or questions. | |
| 2018 3rd Quarter Security Report | Supporting documentation (see pages 147-149). Mr. Snook mentioned the incident reported involving rape. In this instance, a young lady met an ex-boyfriend at the park, and contacted police, with the resulting incident being reported as a rape incident. Mr. Huser asked whether each time a police officer drives through a park it constitutes an incident. Mr. Snook stated the total number is a summary of all contacts, including routine park checks. Mr. Huser suggested the use of the word "incident" has a negative connotation and is concerning. Mr. Snook stated staff would work to find a better word to use for future reports. Ms. McMillen asked whether additional lines could be included in the report to make it easier to read the report. | |
| PATRON COMMENT REVIEW | | |
| Supporting documentation (see pages 150-155). Mr. Huser asked what happened with the incident involving Kelsey Black at Legacy Park. Mr. Hedrick contacted the patron and apologized and indicated he was going to be following up with staff and encouraged Ms. Black to give the childcare another try. | | |
| MONTHLY CALENDARS | | |
| Supporting documentation (see pages 156-165.) The monthly calendars were reviewed. Mr. Morehead reminded the Board of the combined November/December Board meeting. | | |
| STAFF ROUNDTABLE | | |
| Mr. Snook reminded the Board of the Summit Ice ribbon cutting on Friday at 5:30pm, and requested anyone who is able to please attend. He also invited the Board to the facility at 8pm on Thursday to pre-skate on the ice to rough the ice so that it could be polished for the event. | | |
| BOARD ROUNDTABLE | | |
| Ms. McMillen asked whether there is still a monthly membership plan. Mr. Snook indicated there is a Flex Plan, which is paid monthly. Ms. McMillen stated a patron advised her she went to try to sign up for a month to month plan and was told she could not. Mr. Snook explained effectively the Flex Plan is month to month but does include a one time setup payment. | | |
| Mr. Huser indicated his wife was happy to receive a call from LSPR staff to remind them their memberships were coming due. | | |

Mr. Bivins expressed his thanks for allowing him to participate in the conference this year. He reported the presentation on opening a new facility was very beneficial and the speed sessions were very good.

Ms. Aulenbach complimented the amount of work that gets done by LSPR staff and stated she is constantly impressed with everything that gets done.

Ms. Shepard stated she has received a significant number of inquiries about the Trailhead, and realizes there is a lot of excitement about the project right now and suggested that LSPR should be over communicative about where you can go and how far you can go once you get on or off the trailhead. Mr. Snook stated there is a link to the Rock Island Railroad Authority that inquiries should be forwarded to for additional information regarding the trail itself, and questions regarding Hartman and the trailhead can be provided by LSPR. Mr. Morehead asked whether there would be a kiosk with information about the trail, and staff indicated there would be.

Mr. Walker stated he was happy to be on the Board and looks forward to participating on the Board.

Mr. Johnson asked how many splash pads were planned in the 15 year plan. Mr. Snook reported there would be a total of 4, with the two in existence, one planned for Howard Park and one which was originally planned for Hartman but which will be reassigned in light of the Trailhead. Mr. Johnson also noted there is a tenth field at the Softball complex.

Mr. Morehead thanked staff for preparing the Board Retreat, and thanked the Board for coming to meetings prepared to ask the right questions after doing homework.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Mr. Snook reminded the Board about the work being done on the new logo. He shared all of the Parks Department logos since 1968 and stated the back cover of the next Illustrated would include the new logo and the history of LSPR's logos. He reported he was presenting the two logos that staff had narrowed down. He requested feedback on the two options presented and stated he was hopeful to get resolution on the logo for inclusion in the next Illustrated. The Board expressed its opinion regarding the logo.

MEETING ADJOURNMENT

Ms. Aulenbach 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. McMillen seconded. Ms. McCormick Heanue conducted roll call and the Regular Meeting of the Park Board was adjourned.



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES – SPECIAL SESSION

CITY OF LEE'S SUMMIT, MISSOURI

| | | | | | |
|--------------|-------------------|--------------|-----------|---------------|--------------------------|
| DATE: | November 13, 2018 | TIME: | 5:30 P.M. | PLACE: | Strother Conference Room |
|--------------|-------------------|--------------|-----------|---------------|--------------------------|

| Board Members Present: | Board Members Absent: | Staff Present: | Other Guests: |
|--|------------------------------|-------------------------|----------------------|
| Tyler Morehead, President | Casey Crawford | Joe Snook | |
| Mindy Aulenbach, Vice President | | Jackie McCormick Heanue | |
| Lawrence Bivins, Treasurer | | | |
| Nancy Kelley | | | |
| Nick Walker | | | |
| Jim Huser | | | |
| Samantha Shepard | | | |
| Marly McMillen-Beelman (arrived at 5:46 p.m.) | | | |

| AGENDA TOPIC | DISCUSSION (Findings/Conclusions) | RECOMMENDATIONS/ ACTIONS |
|---|--|-------------------------------------|
| Presentation: Proposed Compensation Plan for Lee's Summit Parks and Recreation | <p>Mr. Snook presented LSPR's proposed Compensation and Classification Plan for all full time LSPR staff, which was prepared based upon an analysis of current job descriptions, comparator market data, and prior compensation study data. Mr. Snook also presented an implementation scenario, including costs, based upon the City of Lee's Summit's three-step implementation scenario for pay adjustments. Mr. Snook advised there are sufficient funds budgeted for the remainder of FY2019 from a combination of already allocated wage adjustments and savings from anticipated but unrealized medical insurance premium increases. He also advised LSPR staff is working on preparing recommendations for funding moving into future fiscal years.</p> <p>Mr. Snook also presented general information regarding the State of Missouri minimum wage increase which is set to go into effect on January 1, 2018 and some tentative impacts which will affect LSPR's part time staff moving forward.</p> <p>The Board generally discussed the proposed full time compensation plan and made inquiries regarding the comparators used, the placement of positions within ranges, specific position placement, and options for funding the increases in future years.</p> <p>The Board expressed general support for the plan and supported moving forward with discussing the proposed compensation and implementation plans with employees beginning on Wednesday November 14, 2018 as well as bringing the proposal forward for the adoption at the December 5, 2018 Park Board Meeting.</p> | No formal action taken. |

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| MEETING ADJOURNMENT |
| There being no other business for the Board to consider or discuss, the meeting was adjourned. |

Financial Outlook as of October 31, 2018



| Fund | Fund Balance @ 10/31/18 (unaudited) |
|------------------------------|---|
| Gamber Community Center | \$ 484,484 |
| Legacy Park Community Center | \$ 1,508,018 |
| Harris Park Community Center | \$ 369,012 |
| Parks and Recreation | \$ 1,263,770 |
| Summit Waves | \$ 207,336 |
| Cemetery | \$ 1,287,268 |
| Construction | \$ (3,355,344) |
| Park COP | \$ 1,013,205 |

| Fund | MTD 10/31/18 | Prior YTD Actual | Current YTD Actual | Approved FY19 Budget | Percentage of FY19 Budget |
|-------------------------------------|--------------|---------------------|-----------------------|-------------------------|------------------------------|
| Gamber Community Center | | | | | |
| Revenue | \$ 31,689 | \$ 165,893 | \$ 160,031 | \$ 489,796 | 32.67% |
| Expenses | \$ 48,798 | \$ 145,663 | \$ 143,620 | \$ 449,193 | 31.97% |
| Income (Loss) | \$ (17,109) | \$ 20,230 | \$ 16,411 | \$ 40,603 | |
| Legacy Park Community Center | | | | | |
| Revenue | \$ 167,281 | \$ 693,196 | \$ 666,228 | \$ 2,107,285 | 31.62% |
| Expenses | \$ 200,273 | \$ 640,034 | \$ 645,850 | \$ 1,938,419 | 33.32% |
| Income (Loss) | \$ (32,992) | \$ 53,162 | \$ 20,378 | \$ 168,866 | |
| Harris Park Community Center | | | | | |
| Revenue | \$ 77,872 | \$ 520,407 | \$ 547,136 | \$ 1,589,963 | 34.41% |
| Expenses | \$ 100,599 | \$ 583,007 | \$ 604,996 | \$ 1,417,693 | 42.67% |
| Income (Loss) | \$ (22,727) | \$ (62,600) | \$ (57,860) | \$ 172,270 | |
| Parks and Recreation | | | | | |
| Revenue | \$ 10,443 | \$ 132,552 | \$ 122,417 | \$ 3,615,661 | 3.39% |
| Expenses | \$ 368,226 | \$ 1,308,571 | \$ 1,180,483 | \$ 3,489,078 | 33.83% |
| Income (Loss) | \$ (357,783) | \$ (1,176,019) | \$ (1,058,066) | \$ 126,583 | |
| Summit Waves | | | | | |
| Revenue | \$ 333 | \$ 299,677 | \$ 272,773 | \$ 653,284 | 41.75% |
| Expenses | \$ 41,274 | \$ 286,758 | \$ 287,617 | \$ 627,931 | 45.80% |
| Income (Loss) | \$ (40,941) | \$ 12,919 | \$ (14,844) | \$ 25,353 | |
| Cemetery | | | | | |
| Revenue | \$ 5,026 | \$ 91,599 | \$ 28,512 | \$ 204,688 | 13.93% |
| Expenses | \$ 16,515 | \$ 69,979 | \$ 45,198 | \$ 204,363 | 22.12% |
| Income (Loss) | \$ (11,489) | \$ 21,620 | \$ (16,686) | \$ 325 | |
| Construction | | | | | |
| Revenue | \$ - | \$ 643,724 | \$ 1,033,349 | \$ 3,352,500 | 30.82% |
| Expenses | \$ 225,149 | \$ 859,026 | \$ 4,473,838 | \$ 2,835,000 | 157.81% |
| Income (Loss) | \$ (225,149) | \$ (215,302) | \$ (3,440,489) | \$ 517,500 | |
| Park COP Debt | | | | | |
| Revenue | \$ 306,217 | \$ 1,356,536 | \$ 1,458,271 | \$ 3,919,125 | 37.21% |
| Expenses | \$ 272,917 | \$ 700,000 | \$ 1,091,667 | \$ 3,275,000 | 33.33% |
| Income (Loss) | \$ 33,300 | \$ 656,536 | \$ 366,604 | \$ 644,125 | |

GAMBER COMMUNITY CENTER
FUND 201

Financial Report for the Month and Year Ending October 31, 2018

| | Previous Year-to-date October 2017 | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | Approved FY19 Budget |
|--------------------------------------|--|-------------------------------|------------------------------|------------------------|--------------------------|-------------------------|
| REVENUES | | | | | | |
| Activity & Membership Fees | 56,434 | 10,667 | 47,353 | 50,627 | (3,274) | 167,778 |
| User Charges | 200 | 47 | 1,115 | 196 | 919 | 585 |
| Rentals | 48,382 | 19,702 | 50,418 | 46,666 | 3,752 | 140,933 |
| Interest | 1,759 | - | 1,313 | 600 | 713 | 1,800 |
| Other Revenue | 771 | 1,273 | 1,500 | 1,191 | 309 | 3,580 |
| Contributions | - | - | - | - | - | 120 |
| Miscellaneous | 14 | - | - | - | - | |
| Transfers In from Park COP | 58,333 | - | 58,332 | 58,332 | - | 175,000 |
| TOTAL REVENUES | 165,893 | 31,689 | 160,031 | 157,612 | 2,419 | 489,796 |
| EXPENDITURES | | | | | | |
| Personnel Services | 84,264 | 18,505 | 70,487 | 87,175 | (16,688) | 255,934 |
| Other Supplies, Services and Charges | 33,859 | 8,187 | 30,123 | 23,332 | 6,791 | 77,576 |
| Repairs and Maintenance | 2,554 | 5,572 | 9,657 | 3,734 | 5,923 | 12,905 |
| Utilities | 13,856 | 5,423 | 15,243 | 18,155 | (2,912) | 44,640 |
| Capital Outlay | - | 11,108 | 11,108 | 30,143 | (19,035) | 30,143 |
| Interdepartment Charges | 11,130 | 3 | 7,002 | 9,332 | (2,330) | 27,995 |
| TOTAL EXPENDITURES | 145,663 | 48,798 | 143,620 | 171,871 | (28,251) | 449,193 |
| NET GAIN / (LOSS) | 20,230 | (17,109) | 16,411 | (14,259) | 30,670 | 40,603 |

BEGINNING FUND BALANCE

468,073 ¹

ENDING FUND BALANCE

484,484

¹ Beginning Fund Balance is unaudited and subject to change.

² The majority of the variance is related to part-time staff being lower than budget due to vacancies and payroll accruals not being posted. Also the budget approved by the Park Board included a 2% increase for full-time staff that has not gone into effect at this time.

³ The FY19 budget through October includes interior painting that has not been completed.

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

| | Previous Year-to-date October 2017 | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | Approved FY19 Budget |
|--------------------------------------|--|-------------------------------|------------------------------|------------------------|--------------------------|-------------------------|
| REVENUES | | | | | | |
| Activity & Membership Fees | 609,617 | 155,104 | 608,098 | 613,509 | (5,411) | 1,970,026 |
| User Charges | 1,268 | 247 | 1,033 | 1,297 | (264) | 2,993 |
| Rentals | 22,648 | 7,886 | 22,793 | 30,230 | (7,437) | 84,637 |
| Interest | 5,454 | - | 4,610 | 1,332 | 3,278 | 4,000 |
| Other Revenue | 310 | 230 | 1,690 | 388 | 1,302 | 3,110 |
| Contributions | - | 3,750 | 3,750 | 7,500 | (3,750) | 15,000 |
| Miscellaneous | 2,380 | 64 | 254 | | 254 | - |
| Transfers In | 51,519 | - | 24,000 | 24,000 | - | 27,519 |
| TOTAL REVENUES | 693,196 | 167,281 | 666,228 | 678,256 | (12,028) | 2,107,285 |
| EXPENDITURES | | | | | | |
| Personnel Services | 438,986 | 136,173 | 422,755 | 420,425 | 2,330 | 1,259,952 |
| Other Supplies, Services and Charges | 96,449 | 20,099 | 98,214 | 106,911 | (8,697) | 243,775 |
| Repairs and Maintenance | 40,373 | 6,956 | 35,960 | 97,313 | (61,353) | 145,744 |
| Utilities | 43,794 | 13,217 | 49,377 | 61,695 | (12,318) | 184,395 |
| Capital Outlay | - | 19,560 | 22,472 | 26,336 | (3,864) | 53,336 |
| Interdepartment Charges | 20,432 | 4,268 | 17,072 | 17,072 | - | 51,217 |
| TOTAL EXPENDITURES | 640,034 | 200,273 | 645,850 | 729,752 | (83,902) | 1,938,419 |
| NET GAIN / (LOSS) | 53,162 | (32,992) | 20,378 | (51,496) | 71,874 | 168,866 |

BEGINNING FUND BALANCE
ENDING FUND BALANCE

1,487,640 ¹
1,508,018 ⁴

¹ Beginning Fund Balance is unaudited and subject to change.

² The Glulam project was not completed in September/October as anticipated in the budget.

³ A majority of the variance in Utilities is related to Electricity. The billing for the month of October was posted in November.

⁴ A transfer of \$200,000 from LPCC fund balance was approved by the Park Board on August 15, 2018. The transfer has not been recorded at the time of this report.

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

| | Previous Year-to-date October 2017 | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | Approved FY19 Budget |
|--------------------------------------|--|-------------------------------|------------------------------|------------------------|--------------------------|-------------------------|
| REVENUES | | | | | | |
| Activity Fees | 395,276 | 51,365 | 401,407 | 451,526 | (50,119) ² | 1,160,952 |
| User Charges | 10,827 | - | 11,345 | 20,815 | (9,470) | 30,065 |
| Rentals | 39,408 | 9,973 | 43,423 | 65,250 | (21,827) ³ | 163,186 |
| Interest | 1,136 | - | 1,403 | 168 | 1,235 | 500 |
| Other Revenue | 686 | - | 1,495 | 750 | 745 | 950 |
| Contributions | 54,675 | 15,501 | 70,696 | 57,500 | 13,196 ⁴ | 208,000 |
| Miscellaneous | 18,399 | 1,033 | 17,367 | 16,582 | 785 | 26,310 |
| TOTAL REVENUES | 520,407 | 77,872 | 547,136 | 612,591 | (65,455) | 1,589,963 |
| EXPENDITURES | | | | | | |
| Personnel Services | 287,181 | 49,654 | 286,116 | 280,151 | 5,965 | 700,979 |
| Other Supplies, Services and Charges | 247,823 | 32,744 | 259,654 | 259,716 | (62) | 595,912 |
| Repairs and Maintenance | 13,249 | 7,210 | 16,769 | 14,293 | 2,476 | 27,405 |
| Utilities | 22,912 | 9,381 | 32,498 | 27,296 | 5,202 | 70,563 |
| Capital Outlay | - | - | - | - | - | - |
| Depreciation | 15,516 | (2,048) | 9,301 | 15,132 | (5,831) | 45,396 |
| Transfers Out | 3,519 | - | 3,519 | 3,519 | - | 3,519 |
| Interdepartment Charges | 8,323 | 1,610 | 6,440 | 6,440 | - | 19,315 |
| TOTAL EXPENDITURES | 583,007 | 100,599 | 604,996 | 591,415 | 13,581 | 1,417,693 |
| NET GAIN / (LOSS) | (62,600) | (22,727) | (57,860) | 21,176 | (79,036) | 172,270 |

BEGINNING FUND BALANCE
ENDING FUND BALANCE

426,872 ¹
369,012

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

² Variances exist in Activity Fees for Camp Summit (\$18,385), Instructional Adult (\$14,356), Athletics (\$9,652), Instructional Youth (\$3,400), and Gate Receipts at Amphitheater (\$4,400). The variance in Camp Summit is due to a difference in the budgeted weekly attendees vs the actual number of weekly attendees. Instruction Adult programs running below budget include Softball leagues and Kickball leagues (budgeted 13 teams vs 4 teams enrolled through October). Athletic programs running below budget include the Men's Basketball programs, Adult Flag Football and Youth Basketball. The Men's Basketball league starts mid-December with enrollments through October running behind budget through October. Adult Flag Football cancelled due to low enrollment. The Youth Basketball 3-8 grade levels that begins in November had lower enrollments through October. Youth Instructional programs running below budget include Animal Wonders Camp (due to cancellation), and lower enrollment than anticipated for Play Well Technologies and Young Rembrandts classes. In addition, 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 budgeted rental revenue for this fund is in the Harris Park Community Center (HPCC) and Instructional Adult programs. The variance in rental revenue for the HPCC facility of \$20,283 is related to less revenue from the Southern Elite court rentals, and less fall baseball and football practices.

⁴ The variance is due to higher sponsor/private donations than anticipated in the budget.

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

| | Previous Year-to-date October 2017 | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | Approved FY19 Budget |
|--------------------------------------|--|-------------------------------|------------------------------|------------------------|--------------------------|-------------------------|
| REVENUES | | | | | | |
| Taxes | - | - | - | 832 | (832) | 3,378,200 |
| Fines & Forfeitures | 4,530 | 1,118 | 4,086 | 5,668 | (1,582) | 17,000 |
| Interest | 10,152 | 23 | 19,936 | 1,668 | 18,268 | 5,000 |
| Other Revenue | 1,066 | 732 | 1,439 | 1,168 | 271 | 3,500 |
| Contributions | 13,280 | 7,987 | 17,607 | 21,287 | (3,680) | 83,200 |
| Miscellaneous | 33,597 | 583 | 10,622 | 10,875 | (253) | 43,659 |
| Transfers In | 69,927 | | 68,727 | 68,727 | - | 85,102 |
| TOTAL REVENUES | 132,552 | 10,443 | 122,417 | 110,225 | 12,192 | 3,615,661 |
| EXPENDITURES | | | | | | |
| Personnel Services | 664,080 | 246,671 | 623,491 | 635,426 | (11,935) | 1,897,890 |
| Other Supplies, Services and Charges | 441,010 | 60,224 | 352,031 | 389,704 | (37,673) | 916,774 |
| Repairs and Maintenance | 111,520 | 37,251 | 101,150 | 123,238 | (22,088) | 349,499 |
| Utilities | 43,349 | 9,166 | 61,593 | 45,168 | 16,425 | 120,505 |
| Fuel & Lubricants | 11,837 | 2,236 | 3,760 | 11,260 | (7,500) | 33,777 |
| Capital Outlay | 18,582 | 9,932 | 27,474 | 119,009 | (91,535) | 137,677 |
| Interdepartment Charges | 62,810 | 15,484 | 61,936 | 61,936 | - | 185,811 |
| Reimbursement - Interfund | (44,617) | (12,738) | (50,952) | (50,952) | - | (152,855) |
| TOTAL EXPENDITURES | 1,308,571 | 368,226 | 1,180,483 | 1,334,789 | (154,306) | 3,489,078 |
| NET GAIN / (LOSS) | (1,176,019) | (357,783) | (1,058,066) | (1,224,564) | 166,498 | 126,583 |

BEGINNING FUND BALANCE
ENDING FUND BALANCE

2,321,836¹
1,263,770⁸

¹ Beginning Fund Balance is unaudited and subject to change.

² A majority of the variance is related to the mark-to-market adjustment for the first quarter of FY19. The reversal of the 6/30/18 adjustment of \$31,000 (income) and the booking of the 9/30/18 adjustment of \$20,000 resulted in a net income related to mark to market of \$11,000. Also, the interest earned through October was \$8,600 compared to \$2,000 budgeted through October.

³ 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.

⁴ A majority of the variance is in Professional Fees (\$22,000) and Asphalt (\$27,000). The timing of when these expenditures post in the accounting system may differ from when they were anticipated in the budget. In addition, the Insurance Expense for the entire year has been posted while the budget is spread by month.

⁵ The budget for Repair and Maintenance - Buildings includes \$30,000 for concession stand painting in August which has not been completed.

⁶ The variance in Utilities is due to Water related to the splashpad at Lea McKeighan North and Miller J Fields parks and higher usage at Lea McKeighan South related to the pond.

⁷ Capital Outlay- The majority of work budgeted for the period includes a Morton Storage Building at PCOC, outdoor electrical receptacles at Legacy football fields. There were no expenditures for these projects through October.

⁸ A transfer of \$650,000 from Parks & Recreation fund balance was approved by the Park Board on August 15, 2018. The transfer has not been recorded at the time of this report.

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

| | Previous Year-to-date October 2017 | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | Approved FY19 Budget |
|--------------------------------------|--|-------------------------------|------------------------------|------------------------|--------------------------|-------------------------|
| REVENUES | | | | | | |
| Activity Fees | 236,784 | 300 | 204,788 | 206,474 | (1,686) | 525,018 |
| User Charges | 53,858 | - | 57,571 | 59,442 | (1,871) | 103,444 |
| Rentals | 8,793 | - | 8,845 | 9,395 | (550) | 22,239 |
| Interest | 386 | - | 407 | 400 | 7 | 1,200 |
| Miscellaneous | 3 | 33 | 1,143 | 214 | 929 | 1,383 |
| Cash Over(Short) | (147) | - | 19 | 10 | 9 | - |
| TOTAL REVENUES | 299,677 | 333 | 272,773 | 275,935 | (3,162) | 653,284 |
| EXPENDITURES | | | | | | |
| Personnel Services | 162,757 | 19,527 | 173,129 | 162,478 | 10,651 ² | 337,826 |
| Other Supplies, Services and Charges | 62,997 | 5,981 | 56,786 | 46,200 | 10,586 ³ | 135,662 |
| Repairs and Maintenance | 9,356 | 8,627 | 11,586 | 7,097 | 4,489 | 34,477 |
| Utilities | 36,910 | 5,247 | 33,004 | 39,000 | (5,996) | 66,050 |
| Interdepartment Charges | 8,753 | 1,892 | 5,672 | 7,560 | (1,888) | 22,675 |
| Capital Outlay | - | - | 1,455 | - | 1,455 | 25,256 |
| Transfers Out (To 200) | 5,985 | - | 5,985 | 5,985 | - | 5,985 |
| TOTAL EXPENDITURES | 286,758 | 41,274 | 287,617 | 268,320 | 19,297 | 627,931 |
| NET GAIN / (LOSS) | 12,919 | (40,941) | (14,844) | 7,615 | (22,459) | 25,353 |

BEGINNING FUND BALANCE
ENDING FUND BALANCE

222,180¹

207,336

¹ Beginning Fund Balance is unaudited and subject to change.

² A majority of the variance in Personnel Services is due to Worker's Compensation for the entire year being posted while the budget is spread by month.

³ The variance is mostly related to Insurance expense being posted for the entire year while the budget is spread by month.

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 October 31, 2018**

| | Previous Year-to-date October 2017 | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | | Approved FY19 Budget |
|--------------------------------------|--|-------------------------------|------------------------------|------------------------|--------------------------|--------------|-------------------------|
| REVENUES | | | | | | | |
| Services | 45,259 | 5,026 | 25,195 | 51,528 | (26,333) | ² | 154,588 |
| Sale of Property | 41,000 | - | - | 13,668 | (13,668) | ³ | 41,000 |
| Interest | 5,314 | - | 3,294 | 3,032 | 262 | | 9,100 |
| Other Revenue | 26 | - | 23 | - | 23 | | - |
| TOTAL REVENUES | 91,599 | 5,026 | 28,512 | 68,228 | (39,716) | | 204,688 |
| EXPENDITURES | | | | | | | |
| Personnel Services | 22,037 | 7,543 | 14,889 | 18,762 | (3,873) | | 57,092 |
| Other Supplies, Services and Charges | 32,676 | 8,692 | 21,866 | 40,556 | (18,690) | ⁴ | 103,179 |
| Repairs and Maintenance | 1,559 | - | 236 | 2,366 | (2,130) | | 9,120 |
| Utilities | 1,078 | 225 | 697 | 1,316 | (619) | | 3,950 |
| Fuel & Lubricants | 194 | 51 | 51 | 400 | (349) | | 1,200 |
| Interdepartment Charges | 5,599 | 3 | 2,814 | 3,748 | (934) | | 11,244 |
| Transfers Out (To 026) | 6,836 | 1 | 4,645 | 6,192 | (1,547) | | 18,578 |
| TOTAL EXPENDITURES | 69,979 | 16,515 | 45,198 | 73,340 | (28,142) | | 204,363 |
| NET GAIN / (LOSS) | 21,620 | (11,489) | (16,686) | (5,112) | (11,574) | | 325 |

| | |
|-------------------------------|-------------------------------|
| BEGINNING FUND BALANCE | <u>1,303,954</u> ¹ |
| ENDING FUND BALANCE | <u><u>1,287,268</u></u> |

¹ Beginning Fund Balance is unaudited and subject to change.

² The variance is due to lower monument sales and grave openings than anticipated in the budget.

³ The variance is related to no sale of graves during the period as was anticipated in the budget.

⁴ A majority of the variance is related to Professional Fee expense and Other Construction Materials. Both of these line items have a direct correlation to the lower revenue for monument sales and grave openings.

**CONSTRUCTION FUND
FUND 327**

Financial Report for the Month and Year Ending October 31, 2018

| | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | | Approved FY19 Budget |
|--------------------------------|-------------------------------|------------------------------|------------------------|--------------------------|---------|-------------------------|
| REVENUES | | | | | | |
| Interest | - | 16 | 2,500 | (2,484) | | 2,500 |
| Transfer from Public Works | - | - | 83,333 | (83,333) | 2, 3 | 250,000 |
| Transfers from Fund 410 | - | 1,033,333 | 1,033,333 | - | 2 | 3,100,000 |
| TOTAL REVENUES | - | 1,033,349 | 1,119,167 | (85,817) | | 3,352,500 |
| EXPENDITURES | | | | | | |
| Additions to Const in Progress | 225,149 | 4,473,838 | 945,000 | 3,528,838 | 2, 3, 4 | 2,835,000 |
| TOTAL EXPENDITURES | 225,149 | 4,473,838 | 945,000 | 3,528,838 | | 2,835,000 |

| | |
|-------------------------------|----------------------------|
| BEGINNING FUND BALANCE | <u>85,145</u> ¹ |
| ENDING FUND BALANCE | <u><u>(3,355,344)</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 (see footnote 3) | 250,000 |
| Howard Park Renovation | 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 funded by a transfer from Public Works into the Park Construction fund. Now, the project costs are being charged directly to a Public Works Activity number.

⁴ The expenditures include \$4,115,375 related to the purchase and renovation of the Longview Community Center which was not anticipated in the original budget. The project is funded by an interfund loan of \$4,100,000 for the purchase of the building and a \$1,650,000 renovation budget funded by sales tax proceeds and fund balance reserves from Funds 200 and 202.

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

| | Month-to-Date October 2018 | Year-to-Date October 2018 | Year-to-Date Budget | Year-to-Date Variance | | Approved FY19 Budget |
|---------------------------------|-------------------------------|------------------------------|------------------------|--------------------------|--------------|-------------------------|
| REVENUES | | | | | | |
| Taxes | 306,217 | 1,455,700 | 1,349,584 | 106,116 | ² | 4,095,942 |
| EATS | - | (46,461) | (75,576) | 29,115 | ² | (184,317) |
| Interest | - | 49,032 | 2,500 | 46,532 | ³ | 7,500 |
| TOTAL REVENUES | 306,217 | 1,458,271 | 1,276,508 | 181,763 | | 3,919,125 |
| EXPENDITURES | | | | | | |
| Transfers Out-General Fund-Loan | - | - | - | - | | - |
| Transfers Out-Gamber Center | 14,583 | 58,333 | 58,333 | - | | 175,000 |
| Transfers Out-Construction Fund | 258,333 | 1,033,333 | 1,033,333 | - | | 3,100,000 |
| TOTAL EXPENDITURES | 272,917 | 1,091,667 | 1,091,667 | - | | 3,275,000 |
| NET GAIN / (LOSS) | 33,300 | 366,604 | 184,841 | 181,763 | | 644,125 |

| | |
|-------------------------------|-------------------------------|
| BEGINNING FUND BALANCE | 646,600 ¹ |
| ENDING FUND BALANCE | 1,013,205 ⁴ |

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

² See separate Sales Tax Report included in this packet.

³ A majority of the variance is related to the mark-to-market adjustment for the first quarter of FY19. The reversal of the 6/30/18 adjustment of \$54,775 (income) and the booking of the 9/30/18 adjustment of \$7,173 resulted in a net income related to mark to market of \$47,602.

⁴ An additional transfer of \$800,000 from the Parks COP fund balance was approved by the Park Board on August 15, 2018. The transfer has not been recorded at the time of this report.

MEMORANDUM



Date: December 5, 2018

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

From: Carole Culbertson
Superintendent II - Administration

Re: Sales Tax Update – November 2018

November sales tax proceeds total \$248,919 which is 4.68% over the monthly projection. Year-over-year actual receipts totaled \$70,769 more than the receipts through November 2017. For the month of November, 7 of the top 15 were included in the wire along with 2 of the top 15 from prior months. The EATs data for the months of October and November and a portion of September is not available at the time of this report.

Note: The economic activity tax (EATs) reimbursement is calculated on the monthly gross sales tax receipts for each location. The finance department has until the 10th of the following month to make the EATs payment. The payment amount by location is available to LSPR staff once the payment has been made and posted to the general ledger by the finance department.

| | Budget | Actual | Amount Difference \$ |
|---|-------------------|-------------------|-------------------------|
| Cumulative Balance Through FY 2018 | 63,040,536 | 64,445,498 | 1,404,962 |
| FY 2019 | | | |
| YTD Balance Forward - Sales Tax | 1,401,705 | 1,455,700 | 53,995 |
| YTD Balance Forward - EATs | (61,439) | (46,461) | 14,978 |
| Sales Tax Receipts - November 2018 | 237,798 | 248,919 | 11,121 |
| EATs -November 2018 | (15,360) | - | 15,360 |
| YTD Balance - Sales Tax | 1,639,503 | 1,704,619 | 65,116 |
| YTD Balance - EATs | (76,799) | (46,461) | 30,338 |
| LIFE-TO-DATE DATA BY SALES TAX | | | |
| Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) ** | 1,944,620 | 2,047,408 | 102,788 |
| Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/08 through 3/31/18) | 30,963,365 | 31,100,648 | 137,283 |
| Cumulative Net Proceeds-3/8 cent Sales Tax (4/1/98 through 3/31/08) | 32,768,255 | 32,955,600 | 187,345 |

** The 4/1/18 beginning date for the renewed ¼ cent sales tax represents the beginning date of a new reporting period. The reporting period is based on the time of collection of sales tax at the individual business. The information provided in this report is based on the time the collected sales tax proceeds are received by the City of Lee's Summit Finance Department. There is a two month delay between the end of the reporting period and the month the sales tax proceeds are received/recorded. Therefore, the new ¼ cent sales tax includes revenue received beginning in June 2018.

Additional information

During the annual budget development process, the City of Lee's Summit Administration department develops the budget for gross sales tax revenue and economic activity taxes (EATs) for the new fiscal year. The actuals receipts from the prior months are used as a baseline estimate with adjustments made for any large changes in the business mix (ie. new stores opening, etc).

Gross Sales Tax - The City of Lee's Summit Finance department receives payment from the State of Missouri around the 10th of each month. The actual proceeds received for the month are based on the timing of sales tax remittance from the businesses and the timely processing by the State of Missouri. Detailed information by remitter is received by the Finance department and the top 15 remitters are tracked on a monthly basis. Information on the number of top fifteen remitters included in the monthly receipts provides some insight into the variance between actual and budget. The Finance department can share the number of top fifteen businesses included in the monthly receipts but cannot provide any further detail to LSPR staff. Further, the budget is spread by month based on the prior year actual monthly receipts. Therefore, the variance between actual and budget for the month and year-to-date can also be impacted by the budget spread by month for the current year.

Economic Activity Tax (EATS) - The budget for EATs is developed by the City of Lee's Summit Administration department along with the budget for gross sales tax revenues. The Finance department has until the 10th of the following month to make the EATs payments based on the sales tax received for the month for that location.

MEMORANDUM



Date: November 28, 2018

To: Joe Snook
Administrator of Parks and Recreation

From: Jackie McCormick Heanue
Superintendent of Legal Services and Human Resources

Re: LSPR Compensation and Classification Plan

Background Information

At a Special Park Board Meeting held Tuesday, November 13, 2018, LSPR staff presented the results of its' compensation and classification market research, as well as a proposed plan for implementation. The structures were created using a combination of the Springsted data prepared and provided to LSPR in early 2018 as well as new data analyzed from five (5) comparator entities selected based upon their status as a gold medal agency, a CAPRA accredited agency, or their administrative organization structure. A comprehensive review of all job descriptions was undertaken to ensure their accuracy, and those job descriptions were then compared to the job descriptions of comparator entities to ensure accurate matches were being assigned. From that point, pay data for each position was compiled and analyzed. Pay ranges and structures were created based upon the general methodology being proposed by the City of Lee's Summit, in accordance with the Charter's requirement that the Park Board emulate City policies and procedures with regard to personnel matters.

The Board expressed general support for the structure and plan and inquired as to certain positions, suggesting that a second look be given to verify the data and placement of positions. Staff undertook this effort and made one (1) adjustment to a job title – the Administration Manager position, which has been re-titled to Administration Supervisor. Staff believes this adjustment better identifies the responsibilities and expectations associated with that position.

Based upon the Board's discussion and support for the structure and plan for implementation, staff finalized the new LSPR Compensation and Classification Plan into four (4) families, with broad pay bands set within each family. Additionally, staff finalized the identification of funding mechanisms for implementation of the plan under the same general structure as the City's proposed implementation, which sets forth that pay adjustments will occur in three steps, to be taken in order, simultaneously: 1) apply a 5% cost of living adjustment to all employees; 2) increase the salaries of employees who are not yet at the new minimum of the position range up to the minimum; and 3) apply a longevity pay increase of \$100 per year for each year of employment for all employees with a minimum of one year of service. The calculated cost, including increased expense for benefit-related items, for the remainder of FY2019 is \$122,999.40. For FY2020, the total increase over salaries budgeted in FY2019 is \$266,498.71. The breakdown of annual increased cost per fund is shown below:

| | |
|------------------------------------|---------------------|
| Fund 200 (General Administration): | \$120,270.73 |
| Fund 201 (Gamber Center): | \$ 7,617.00 |
| Fund 202 (Legacy Park Comm. Ctr): | \$ 62,727.21 |
| Fund 203 (Summit Waves): | \$ 5,844.12 |
| Fund 204 (Cemetery): | \$ 2,536.51 |
| Fund 205 (Longview Comm. Ctr): | \$ 36,299.57 |
| Fund 530 (Harris Park): | <u>\$ 31,203.58</u> |

\$ 266,498.71

Staff Recommendation

Staff recommends adoption of the LSPR Compensation and Classification Plan and implementation of the plan by incorporating the following steps in order: 1) apply a 5% cost of living adjustment to all employees; 2) increase the salaries of employees who are not yet at the new minimum of the position range up to the minimum; and 3) apply a longevity pay increase of \$100 per year for each year of employment for all employees with a minimum of one year of service.

Proposed Motion

I move to adopt the LSPR Compensation and Classification Plan as presented and further direct the Administrator of Parks and Recreation to implement the plan by incorporating the following steps, in order, with an effective date of January 26, 2019: 1) apply a 5% cost of living adjustment to all employees; 2) increase the salaries of employees who are not yet at the new minimum of the position range up to the minimum; and 3) apply a longevity pay increase of \$100 per year for each year of employment for all employees with a minimum of one year of service, with the salary increases to be offset through savings identified by Staff and to be formally identified and incorporated in a future FY2019 budget amendment.

Attachments

- LSPR Compensation and Classification Plan



Lee's Summit Parks and Recreation
Pay and Classification Plan - Effective January 26, 2019

| Management/Career Professionals (MCP) | Minimum | Midpoint | Maximum |
|--|-------------|-------------|--------------|
| MCP-1 Administration Supervisor Legacy Park Community Center Assistant Manager | \$43,513.28 | \$54,391.60 | \$65,269.92 |
| MCP-2 Harris Park Community Center Manager Gamber Community Center Manager Legacy Park Community Center Manager Aquatics Manager Park Operations Manager Assistant Superintendent of Park Construction | \$52,505.50 | \$65,631.88 | \$78,758.26 |
| MCP-3 Assistant Superintendent of Recreation | \$57,071.20 | \$71,339.00 | \$85,606.80 |
| MCP-4 Superintendent of Park Planning & Construction Superintendent of Park Operations Superintendent of Recreation Superintendent of Legal Services & Human Resources | \$64,917.60 | \$81,147.00 | \$97,376.40 |
| MCP-5 Superintendent of Recreation II Superintendent of Administration II | \$67,395.18 | \$84,243.97 | \$101,092.77 |

| Recreation | Minimum | Midpoint | Maximum |
|---|-------------|-------------|-------------|
| REC-1 Recreation Supervisor I Aquatics Supervisor | \$35,555.13 | \$44,443.91 | \$53,332.69 |
| REC-2 Recreation Supervisor II | \$39,593.83 | \$49,492.29 | \$59,390.75 |
| REC-3 Recreation Supervisor III | \$43,632.53 | \$54,540.67 | \$65,448.80 |

| Administrative Support | | Minimum | Midpoint | Maximum |
|------------------------|-------------------------------------|-------------|-------------|-------------|
| AS-1 | Service Representative | \$31,922.82 | \$39,903.53 | \$47,884.23 |
| AS-2 | Administrative Services Coordinator | \$34,519.77 | \$43,149.71 | \$51,779.66 |
| AS-3 | Marketing Coordinator | \$38,649.95 | \$48,312.44 | \$57,974.93 |

| Facilities and Operations | | Minimum | Midpoint | Maximum |
|---------------------------|--|-------------|-------------|-------------|
| FO-1 | Park Specialist Facility Maintenance Specialist | \$31,922.82 | \$39,903.53 | \$47,884.23 |
| FO-2 | Skilled Park Specialist | \$34,854.00 | \$43,567.50 | \$52,281.00 |
| FO-3 | Senior Park Specialist | \$37,000.09 | \$46,250.11 | \$55,550.13 |
| FO-4 | Master Park Specialist | \$39,146.18 | \$48,932.73 | \$58,719.27 |
| FO-5 | Facility Maintenance Supervisor Park Maintenance Supervisor | \$43,001.80 | \$53,752.25 | \$64,502.70 |

MEMORANDUM



Date: November 28, 2018

To: Joe Snook
Administrator of Parks and Recreation

From: Jackie McCormick Heanue
Superintendent of Legal Services and Human Resources

Re: Minimum Wage Increase and Adjustments for LSPR Part Time Pay Plan

Background Information

At a Special Park Board Meeting held Tuesday, November 13, 2018, LSPR staff advised the Board that, as a result of the passage of the Missouri minimum wage increase ballot initiative during the 2018 General Election, Staff was beginning the process of identifying potential impact and proposed modifications to the part time pay plan. Under the initiative, the minimum wage is set to increase incrementally each year for a period of five (5) years, beginning January 1, 2019, when the rate will go from \$7.85 to \$.8.60. Ultimately, the minimum wage will increase to \$12.00 per hour, effective January 1, 2023.

Although the ballot language legally exempts local governments from the minimum wage increases, LSPR's ability to compete for qualified applicants for critical part time positions will be significantly impacted if adjustments are not made to pay rates. Additionally, the result of minimum wage will further result in the compression of wages in several part time positions which are paid higher than the current minimum wage.

Staff began the process of analyzing the pay for each part time position within the organization and identified two areas in which to propose modifications: 1) positions whose current pay rate is less than the proposed \$8.60 minimum wage; and 2) positions which will be significantly impacted by the increase in minimum wage and make recruitment for the position more difficult.

The outcome of the process resulted in a total estimated increased cost of \$48,231.01 for the remainder of FY2019, based upon the number of hours projected to be needed and scheduled for the remainder of the year. This expense is allocated among the funds as follows:

| | |
|--|--------------------|
| Fund 201 – Gamber Community Center: | \$ 3,600.30 |
| Fund 202 – Legacy Park Community Center: | \$13,229.78 |
| Fund 203 – Summit Waves: | \$ 5,980.70 |
| Fund 205 – Longview Community Center: | \$11,662.15 |
| Fund 530 – Harris Park Community Center: | <u>\$13,758.09</u> |
| | \$48,231.01 |

Because the minimum wage increases are set to take effect on January 1 of each successive year, Staff intends to prepare recommendations in each forthcoming fiscal year budget to accommodate the increases moving forward, however, in order to address the remainder of FY2019, it is necessary for the Part Time Pay Plan to be amended and funds be allocated for the increased cost. Staff has identified savings from currently budgeted funds in FY2019 to accommodate the increases needed to bring employees' pay to the proposed rates, and further identification of funding mechanisms will be identified as future budgets are prepared.

Staff Recommendation

Staff recommends adoption of the amended LSPR Part Time Pay Plan.

Proposed Motion

I move to adopt the LSPR Part Time Pay Plan as presented and further direct the Administrator of Parks and Recreation to implement the plan by adjusting the rate of pay for employees whose salaries fall below the new pay rates to be effective the pay period that includes January 1, 2019, with the increased costs to be offset through savings identified by Staff and to be formally identified and incorporated in a future FY2019 budget amendment.

Attachments

- LSPR Part Time Pay Plan



Lee's Summit Parks and Recreation Part-Time Pay Plan
Effective January 1, 2019

| DIVISION | POSITION | FY19 Request Current | FY19 Request 1/1/2019 to 6/30/2019 |
|--|---|-------------------------|--|
| ADMINISTRATION | | | |
| | Administrative Services Assistant | \$10 - \$12.50 | \$10 - \$12.50 |
| | Service Representative | \$7.85 | \$8.60 |
| PARKS | | | |
| | Park Specialist - Seasonal | \$9.50 | \$9.50 |
| | Park Operations - Site Supervisor | \$11.00 | \$11.00 |
| GAMBER CENTER | | | |
| | Recreation Supervisor | \$12.75 | \$12.75 |
| | Dance Instructor | \$15.00 | \$15.00 |
| | Facility Supervisors | \$8.50 | \$9.50 |
| | Facility Supervisors-after hours | \$10.00 | \$10.00 |
| | Service Representatives | \$7.85 | \$8.60 |
| | Custodians | \$8.50 | \$8.60 |
| | Fitness Instructors (Land) | \$22.00 | \$22.00 |
| LEGACY PARK COMMUNITY CENTER (LPCC) | | | |
| | Service Representative | \$8.50 | \$9.00 |
| | Facility Supervisors | \$11.00 | \$11.00 |
| | Custodian | \$8.50 | \$8.60 |
| | Gym/Weight Room Attendant | \$7.85 | \$8.60 |
| | Floor Trainers-Weight Room | \$10.00 | \$10.00 |
| | Child Care Attendant | \$7.85 | \$8.60 |
| | Lifeguard | \$8.25 | \$8.75 |
| | Head Lifeguard | \$10.25 | \$10.50 |
| | Swim Instructors I | \$8.25 | \$8.75 |
| | Swim Instructors II | \$8.50 | \$8.85 |
| | Private Swim Lesson Instructor (non-cert/cert) | \$8.25 - \$8.50 | \$8.60 |
| | Swim Lesson Coordinator | \$13.50 | \$13.50 |
| | Fitness Instructors (Land) | \$15.00 - \$23.00 | \$15.00 - \$23.00 |
| | Fitness Instructors (Water) | \$15.00 - \$23.00 | \$15.00 - \$23.00 |
| | Personal Trainers | \$25.00 | \$25.00 |
| | HEED Instructor | \$10.00 | \$10.00 |
| | RevUp Exercise Specialist | \$25.00 | \$25.00 |
| LONGVIEW COMMUNITY CENTER (LVCC) | | | |
| | Service Representative | \$8.50 | \$9.00 |
| | Facility Supervisors | \$11.00 | \$11.00 |
| | Custodian | \$8.50 | \$8.60 |
| | Gym/Weight Room Attendant | \$7.85 | \$8.60 |
| | Floor Trainers-Weight Room | \$10.00 | \$10.00 |
| | Child Care Attendant | \$7.85 | \$8.60 |
| | Lifeguard | \$8.25 | \$8.75 |
| | Head Lifeguard | \$10.25 | \$10.50 |
| | Swim Instructors I | \$8.25 | \$8.75 |
| | Swim Instructors II | \$8.50 | \$8.85 |
| | Private Swim Lesson Instructor (non-cert/cert) | \$8.25 - \$8.50 | \$8.60 |
| | Swim Lesson Coordinator | \$13.50 | \$13.50 |
| | Fitness Instructors (Land) | \$15.00 - \$23.00 | \$15.00 - \$23.00 |
| | Fitness Instructors (Water) | \$15.00 - \$23.00 | \$15.00 - \$23.00 |
| | Personal Trainers | \$25.00 | \$25.00 |
| | HEED Instructor | \$10.00 | \$10.00 |
| | RevUp Exercise Specialist | \$25.00 | \$25.00 |
| SUMMIT WAVES | | | |
| | Welcome Desk/Food & Beverage Manager | \$10.25 | \$10.25 |
| | Assistant Facility Manager | \$13.50 | \$13.50 |
| | Head Lifeguard | \$10.25 | \$10.50 |
| | Lifeguard | \$8.25 | \$8.75 |
| | Service Representative | \$9.00 | \$9.00 |
| | Concession Attendant | \$7.85 | \$8.60 |
| | Deck Attendant | \$7.85 | \$8.60 |
| | Swim Lesson Coordinator | \$13.50 | \$13.50 |
| | Swim Instructors I (AM/PM) | \$8.25 | \$8.75 |
| | Swim Instructors II (AM/PM) | \$8.50 | \$8.85 |
| | Private Swim Lesson Instructor (non-cert/cert) | \$8.25 - \$8.50 | \$8.60 |
| | Swim Team Coach | \$2,400/Season | \$2,400/Season |
| | Assistant Swim Team Coach | \$800/Season | \$800/Season |

Note: The highlighted positions/hourly rates denote the proposed changes to the Part-time Pay Plan.



**Lee's Summit Parks and Recreation Part-Time Pay Plan
Effective January 1, 2019**

| DIVISION | POSITION | FY19 Request Current | FY19 Request 1/1/2019 to 6/30/2019 |
|--|---|-------------------------|--|
| CAMP SUMMIT | | | |
| | Camp Director | \$12.00 | \$12.00 |
| | Camp Manager | \$11.00 | \$11.00 |
| | Camp Nurse | \$20.00 | \$20.00 |
| | Assistant Camp Manager | \$9.50 | \$9.50 |
| | Camp Service Representative | \$8.50 | \$8.60 |
| | Counselor (camp, support & school break) | \$7.85 | \$8.60 |
| HARRIS PARK COMMUNITY CENTER | | | |
| | Facility Supervisor | \$8.50 | \$9.50 |
| | Service Representative | \$7.85 | \$8.60 |
| | Custodians | \$8.50 | \$8.60 |
| INSTRUCTIONAL (YOUTH AND ADULT) | | | |
| | Itty Bitty/Pee Wee Site Supervisor | \$8.00 | \$8.60 |
| | Hartman Park Site Supervisor | \$10.00 | \$10.00 |
| | Instructors | \$10.00 | \$10.00 |
| | Kickball Referee | \$18.00 | \$18.00 |
| | Bubble Soccer Referee | \$10.00 | \$10.00 |
| | Adult Flag Football Referee | \$15.00 | \$15.00 |
| | Concession Attendant | \$7.85 | \$8.60 |
| ATHLETICS | | | |
| | Basketball Referee I | \$13.00 | \$13.00 |
| | Basketball Referee II | \$15.00 | \$15.00 |
| | Basketball Referee III | \$18.00 | \$18.00 |
| | Basketball Referee IV | \$20.00 | \$20.00 |
| | Soccer Referee I | \$10.00 | \$10.00 |
| | Soccer Referee II | \$12.00 | \$12.00 |
| | Soccer Referee III | \$15.00 | \$15.00 |
| | Soccer Referee IV | \$16.00 | \$16.00 |
| | Dodgeball Official | \$8.00 | \$8.60 |
| | Kickball Official | \$18.00 | \$18.00 |
| | Volleyball Official I | \$15.00 | \$15.00 |
| | Volleyball Official II | \$16.00 | \$16.00 |
| | Itty Bitty Instructor | \$8.75 | \$8.75 |
| | Scorekeeper | \$7.85 | \$8.60 |
| | Youth Instructor | \$20.00 | \$20.00 |
| FESTIVALS | | | |
| | Event Staff | \$8.00 | \$8.60 |
| BAILEY FARM | | | |
| | Service Representative | \$7.85 | \$8.60 |
| | Event Staff | \$8.00 | \$8.60 |
| | Facility Supervisor | \$8.50 | \$8.60 |
| AMPHITHEATER | | | |
| | Event Staff | \$8.00 | \$8.60 |
| | Concession Attendant | \$8.00 | \$8.60 |
| | Gate Attendant | \$8.00 | \$8.60 |
| | Parking Attendant | \$8.00 | \$8.60 |
| | Site Supervisor | \$10.00 | \$10.00 |

Note: The highlighted positions/hourly rates denote the proposed changes to the Part-time Pay Plan.

MEMORANDUM



Date: November 29, 2018

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPSI, MW 5124-AU
Superintendent of Park Operations

CC:

Re: Proposed Changes to the LSGSA Agreement

Staff met with the President of the Girls Softball Association and after discussion the only proposed changes are as follows:

Change of Dates:

Change the date to reflect the appropriate calendar year.

Change of the dates Miller J Fields will be unavailable for play.

Proposed Motion: I move we approve the agreement for the Lee's Summit Girls Softball Association as presented.

**AGREEMENT BETWEEN
THE LEE'S SUMMIT PARKS AND RECREATION BOARD
AND
LEE'S SUMMIT GIRLS SOFTBALL ASSOCIATION**

This agreement is by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City (hereinafter referred to as "City"), by and through the Lee's Summit, Missouri Parks and Recreation Board (hereinafter termed "Board") and the Lee's Summit Girls Softball Association (hereinafter termed "Association"). The Association, having been determined by the Board to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated to be the "primary provider" of recreational girls softball in Lee's Summit. Further, the Association is hereby given exclusive use of Legacy Park game and practice softball fields and the practice fields at Pleasant Lea Park, Lower Banner Park and Miller J. Fields (except dates listed below) from January 1, 2018 through December 31, 2018, for the purpose of conducting various softball activities on a regularly scheduled basis in accordance with the schedule and sites appended hereto and made a part thereof. The Board reserves the right to schedule Board activities during the agreement period so long as an officer of the Association is notified in advance. The Board may delegate responsibilities associated with this Agreement to Lee's Summit Parks and Recreation Staff for completion, including, but not limited to those items identified herein.

In consideration of the use of said playing fields and the necessary surrounding areas, the parties agree as follows:

1. 501(c)(3) Status: The Association shall maintain its 501(c)(3) status throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status.
2. Association shall assemble and provide the Lee's Summit Parks and Recreation Staff copies of the scheduling of all practice sessions on Board property and games no later than one week before each season begins.
3. Association will not take any action which would jeopardize the City's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.
4. Association shall control the behavior of participants and spectators during events.
 - The Association will eject unruly or dangerous participants, coaches, parents or spectators from the premises during the events. Any Association officer or representative can exercise this authority. The Association may contact the Police Department for assistance, if necessary
5. Association shall allow vehicles in Legacy Park to park in designated parking areas only, unless otherwise authorized by the Board.
6. Association shall keep assigned Legacy Park areas and practice areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.
7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the Lee's Summit Parks and Recreation Staff.

8. Association shall schedule practices, games and events in a manner to avoid **exceeding the capacity of the parking lot, fields and restrooms.**
9. As Board facilities reach capacity it will be the Associations responsibility to insure those capacities are not exceeded.
 - It is the Board's intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) be addressed before non-residents. Lee's Summit residents will have priority placement over non-residents for all registrations received on or before the registration deadline.
 - The Association shall determine what the capacities of Board game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with the Lee's Summit Parks and Recreation Staff prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.
10. The Board, through Lee's Summit Parks and Recreation Staff, may schedule activities of the R-7 School District and school's from other areas at Legacy Park or other board facilities.
 - The Association will advise the Lee's Summit Parks and Recreation Staff of field availability for activities.
 - The schools will be charged a fee for practices and games at Legacy Park.
 - The Board will transfer a portion of the fees charged to LSGSA.
11. The Board, through Lee's Summit Parks and Recreation Staff, must approve all activities other than youth softball and training opportunities associated with the program at park facilities.
12. Association shall provide the Board \$3.00 for each participant in Association sponsored leagues and any other leagues to support capital improvements and maintenance activities at Legacy Park. If the Association has more than one season, the fee will be based on the season with the most participants. The fee is due by December 31, 2018.
13. The Association shall seek through Lee's Summit Parks and Recreation Staff, approval for all tournaments to be held pursuant to this agreement, and shall include the through Lee's Summit Parks and Recreation Staff, in all discussions and agreements for tournaments sponsored by the Association, co-sponsored with outside groups or sponsored by outside groups.
14. All tournaments, leagues or other events sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and the Lee's Summit Parks and Recreation Staff in advance and will require a Field Use Permit from Lee's Summit Parks and Recreation Staff.
 - No other group may be allowed to use any of the softball fields pursuant to this agreement in Associations place
 - All such activity must be approved by the Lee's Summit Parks and Recreation Staff and the Field Use Permit will be completed by the Association.
 - The Board requires a \$20.00 per team fee for sports that require at least 4 players per

team on the field. A \$15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to the Board must be paid by the Association to the Board within thirty days after the last activity is completed. A \$3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not paid or received.

- The Association will send an email notification to the Lee's Summit Parks and Recreation Staff within 2 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. The Board will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.
15. Vendors that request to set up areas to sell food and/or merchandise, or to advertise on Board property must be approved by the Association and obtain a Vendor Permit from the Lee's Summit Parks and Recreation Staff. Tournament sponsors are required to obtain a vendor permit to sell food and/or merchandise, however vendors for Association sponsored team pictures are excluded from this requirement.
 16. Association shall pay for/provide for the cleanup of restrooms, storage areas and concession for those days the facility is in use by the Association or by activities sponsored by the Association.
 - The Association shall keep these areas neat, orderly and clean.
 - The Association shall provide those supplies required to operate the restrooms.
 - The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use of Legacy Park. This Includes parking lots, dugouts, fields and spectator areas, etc.
 17. Association shall not change or alter park property in any way unless written consent has been granted by the Board.
 18. Association shall pay the cost of replacement or repair of any park property damaged through the negligence of or actions of the Association, its agents, invitees, guests, employees or participants in such Association or Association approved program or activity. The Association shall not be responsible for damage to park property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.
 19. In an effort to increase the safety of those participating in the Association's programs, the Board is requiring programs under Association's direction which use Board facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:
 - A. Perform background checks on all Association volunteers and staff 18 years and older.
 1. Background checks shall be valid for 365 days from date of the background check.
 2. The volunteers and staff who volunteer or work for other Youth Sports Associations that

- have written agreements with the Board or that volunteer or work for the Board will not be required to undergo more than one background check during the 365 days the background check is valid.
3. Work with the Board and other Associations to provide information on who has completed background checks.
- B. Use the vendor selected by the Board to perform the background checks. Associations may use other vendors if the background checks meet or exceed the specifications listed in Section E and use the disqualifiers based on the offenses listed in Section F. A letter of confirmation from the association and outside vendor will be required that confirms their agreement to follow the required procedures.
 - C. Provide a link on Association websites for online application for background checks.
 - D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.
 - E. The background checks will include the following:
 1. National Criminal Data Base Search.
 2. 50 State Sex Offender Registry Search.
 3. Local Criminal Record, search county of current residence or longest and most current residency.
 4. Social Security Number verification.
 5. Address Trace.
 - F. Volunteers and staff will be ineligible to volunteer or work for the Association if found guilty of the following crimes:
 - All sex offenses regardless of the amount of time since the offense.
 - All felony violence regardless of the amount of time since the offense.
 - All felony offenses other than sex or violence related within past 10 years
 - All misdemeanor violence offenses within the past 7 years including but not limited to assault.
 - All misdemeanor drug offenses in past 5 years or multiple offenses in past 10 years including but not limited to:
 - Possession of up to 35 grams marijuana/synthetic cannabinoid
 - Unlawful use of drug paraphernalia
 - Possession of a imitation controlled substance
 - Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
 - Intentionally induce symptoms by use of solvents or posses solvents 1st offense
 - Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to:
 - Unlawful transaction with child
 - Endangering the welfare of a child, 2nd degree
 - Assist in child abduction or parental kidnapping
 - Obtain/transfer/use identification for purpose of providing false identification to persons under 21
 - Supplying liquor to a minor

- Harassment by a person 21 years or older against a person 17 years or younger
- G. Distribute or provide access to the State of Vermont Agency of Human Services, Department for Children & Families program titled “STEP UP: Protect Children From Sexual Abuse” to parents and guardians of participants in Association programs and encourage participation in the training program. Refer to the program as “Require Training for Parents/Guardians to Protect Children From Sexual Abuse”.
- H. The president of the Association will serve on the “Background Check Review Committee” with other Youth Sports Association presidents and a representative from the Board. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. The process for appeals is as follows:
1. Applicant receives written notice of disqualification
 2. Applicant has the option to submit a written appeal to the Association president within seven (7) days
 3. Association president requests additional information on the applicants record from the background check vendor and forwards the written appeal information to all committee members.
 4. All committee members will be required to review the appeal and vote on the appeal within seven (7) days of receipt of additional information from the background check vendor.
 5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
 6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
 7. There will be no further appeal options.
20. The Board understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, the Board feels strongly that is in the best interest of the Association’s program and the youth it serves to attempt to provide the coaches with the basic skills necessary to coach softball and work with children. In order to provide a basic understanding of coaching softball and working with youth the Association shall provide a minimum training of two hours per year to all coaches and or managers.
- The Association shall provide a written description of the training that has been provided and a list of coaches and or managers that have met this condition.
 - Organizational meetings do not count as training for development of coaching skills and working with youth.
 - The training will be conducted by an Association approved trainer (high school, college or professional coaches are recommended for this activity).
 - Currently licensed or certified coaches are exempt from this training requirement.
 - The Board will provide a Board site for training at no cost to the Association.
21. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, the Board requires the Association to distribute

or provide access to the Centers for Disease Control and Prevention program titled “Heads Up” and to encourage participation in the training program available at the following link: <https://www.cdc.gov/headsup/index.html>. The Association shall also distribute or provide access to Boston University Research: CTE Center information on Chronic Traumatic Encephalopathy (CTE) titled “Frequently Asked Questions about CTE” available at the following link: <https://www.bu.edu/cte/about/frequently-asked-questions/>

22. Participant surveys are an important method to measure the results of a program and the performance of the facilities. The Board, through coordination by Lee’s Summit Parks and Recreation Staff, will conduct one participant survey per year of Association activities at Board facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and Lee’s Summit Parks and Recreation Staff.
 - The Association will provide to the Board a data-base of e-mail and/or mailing addresses of all participants.
 - Surveys will be paid for, prepared, mailed and results compiled by the Board and Lee’s Summit Parks and Recreation Staff.
23. The Association shall assume the responsibility of maintaining control of their own program and take all necessary steps to prevent the violation of a City Ordinance or any act or action that might be detrimental to the Board.
24. The Association shall provide insurance coverage for theft, loss, damage, etc. to Association property stored in or on Board property.
25. The Association shall indemnify, release, defend, become responsible for and forever hold harmless the Board and the City of Lee’s Summit, their respective officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney’s fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of or resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of the Board’s playing fields and facilities from January 1, 2019 to December 31, 2019 as herein set forth and provide the Board a certificate of insurance indicating coverage naming the City of Lee’s Summit, Missouri as additional insured. This coverage must provide a general aggregate liability of \$2,000,000 to cover all operations included herein.
26. The Association shall provide the Board, in advance of use of said parks, with a copy of the most recent year end financial statements (detailed balance sheet and income statement) and the most recent 990 filing.
 - The association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.
 - The Association is also encouraged to have their financial affairs audited.

- The Board reserves the right to conduct an internal audit, at Board expense and with a 30 day notice, to conduct an internal audit of the Association's financial records at any time.
27. The Association shall permit an authorized representative of the Board, with a 30 day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.
 28. The Board hereby designates that Lee's Summit Parks and Recreation Staff shall receive and schedule requests for practice field and game field space from others including all school requests.
 29. The Association shall pay for/provide for preparation of fields for the Association's and its users' games. This includes all grooming, dragging and lining of fields. Materials used to line fields must not be harmful to the turf or patrons.
 30. Association shall pay and be liable for the Association's and its users' usage of all utilities at Legacy Park.
 31. Association shall not place banners, signs or advertisement at Board facilities unless one of the following conditions are met.
 1. Obtain a Legacy Banner permit for event banners from the Board
 2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

The intent of this policy is to allow Youth Sports Associations (YSA's) that have written agreements with Lee's Summit Parks and Recreation (LSPR) to display advertising banners at Legacy Park. The associations will be allowed to solicit sponsors for banners for the purpose of field viewing. This policy does not take the place of our existing Legacy Banner Permit (attached) for tournaments or other short term events.

YSA's may place banners at Legacy Park under the following conditions:

- Banners must be sponsored by the Association.
- Banner design and content must be approved by LSPR.
- LSPR will determine the number of banners that can be displayed.
- Banner size will be no larger than 4' x 8'
- Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
- Banner installation guidelines if installed on chain link fence:
 1. Top of banner equidistance from top of fence
 2. Spaced evenly between fence posts
 3. Bottom of banners equidistance from bottom of fence.
- Banners may be placed on chain link fence locations or other locations approved by LSPR.
- Banner must allow wind to pass thru banner (slits or mesh material).
- Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
- Banners may only be displayed during time period approved by LSPR.
- Banners for tobacco products or alcohol will not be approved.

- Banner images and messages must be in good taste and not offensive as determined by LSPR.
 - Banner Fees:
\$2.00/ banner/day displayed or \$20.00/banner/ month or \$50.00/banner/year
3. The Association shall provide to the Board a written accounting of the monetary amounts paid for or the monetary value of such advertising.
 4. In addition to the provisions set forth herein, the Board shall be entitled to deny any advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.
 5. The Association will provide the Board with a list of existing Association sponsors to be placed on a “no call” list to be shared with the Board’s sponsorship contractor. The existing sponsors to be included on the “no call” list shall meet the following criteria:
 - a. Is a current Association sponsor
 - b. Has provided a minimum of 2 years continual sponsorship to the Association including the current year
 - c. Has exceeded a minimum threshold of \$1,500 per year
- Team and Association banners that do not include advertising beyond the name and/or logo of the team sponsors are excluded. Team banners include the name of the team and are displayed adjacent to the team bench for the duration of the game.
32. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay the Board a \$20.00 per team fee if a parking fee or gate fee is charged. Fees due to the Board must be paid by the Association to the Board within thirty days after the last activity is completed.
 - A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. The Lee’s Summit Parks and Recreation Staff will provide the sign.
 - The Association can exempt one Association event per year from the parking fee.
 33. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contractor must be approved by the Board prior to the start of the season.
 34. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow sales by others only by obtaining Board approval.
 35. The environmental impact of Association activities should be considered and addressed when possible. The Board encourages and will assist Association efforts to research and implement recycling activities.
 36. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users.
 37. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and/or infields at practice and game fields. The Association will be responsible to

repair damage caused by such use. Lee's Summit Parks and Recreation Staff will specify the types of repairs that need to be completed. If field damage becomes excessive due to the Association's or its users' use during unfavorable field conditions, the Board will take over this responsibility, at the expenses of the Association.

38. The Association shall provide trash dumpsters and trash can liners at Legacy Park.

39. The Association shall pay for/provide for the mowing services at Legacy Park for Association ball fields and other turf areas. Such mowing shall include:

- Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be mowed and trimmed at least once every two weeks while growing and not allowed to exceed 6" in height. If height of vegetation exceeds 8" the Board will have the areas mowed and trimmed by a contractor and invoice the Association for cost incurred.
- Category II mowing: All athletic field surfaces, 10 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 1/2" and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed once every two weeks. If height of vegetation exceeds 8" the Board will have the areas mowed and trimmed and invoice the Association for cost incurred.
- Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
- All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
- All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
- The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, and etc. every 2 weeks while actively growing and not exceed 6" in height. Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" the Board will have the areas trimmed by a contractor and invoice the Association for cost incurred.
- Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" the Board will have the areas trimmed by a contractor and invoice the association for cost incurred.
- The Association shall be responsible and liable for damage to Board property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to inflict damage to the bark of trees. The Board will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.

40. All equipment used by the Association to perform services shall be operated in a safe manner consistent with the manufactures' recommendations. The equipment shall be operated at a speed that poses no danger to the public and achieves the desired appearance. Reasonable care shall be taken when working in the vicinity of people, vehicles, buildings and property inside the fence, a minimum of ten feet outside the fence and parking lot, parking lot islands and medians, and turf areas between the parking lot and restroom/concession building. Field areas will be maintained at 2.5"-3.5". All other areas will be maintained at 3"-4". No more than 1/3 of blade length will be removed per mowing. Attached map shows areas to be mowed. Mowing height and frequency

will be monitored by the Board.

41. Basic seeding, fertilizing and pesticides will be provided by the Board, see the attached Annual Turf Maintenance Calendar. The Association will be responsible for material costs for increased levels of maintenance.
42. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e., bases, balls, bats, field chalk/paint, etc.
43. The Association and the Board hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior consent of the other party to the Agreement.
44. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.
45. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. The Board does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that the Board and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents or participants.
46. The Association shall start no inning of a ball game after 10:45 p.m. nor allow a game to overrun the 11:00 p.m. curfew which has been established by City Ordinance in all Parks.
47. Association shall be responsible for turning of field lights on/off for Association activities and other users.
48. Association shall not schedule practices at Miller J. Fields on the following dates:
 - April 6,13,20,27
 - May 4, 11
 - June 8,15,22,29
 - July 6,13
 - September 7,14,21,28
 - October 5,12
49. The Association is hereby given use of the softball venue practice area at Legacy Park that includes one (2) T-ball field and two (2) batting tunnels for the purpose of conducting various softball activities on a regularly scheduled basis. The Board reserves the right to schedule Board sponsored activities during the agreement period so long as an officer of the Association is notified of each activity.
 1. Allow only association members use of the practice area.
50. The Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of it's fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to park facilities. Capital investments will be determined by mutual agreement between the board and the association.

51. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.
52. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff a copy of Executive Board minutes for each meeting held during the term of this agreement.
53. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, a copy of the Association's organizational chart including names and position titles.
54. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff a written list of Association Board members who are paid staff, represent an organization(s), a leasee or renter, a contractor or someone who otherwise would benefit financially from the use of Board facilities.
55. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.

Lee's Summit Parks and Recreation
Attn: Administrator
220 SE Green Street
Lee's Summit, MO 64063

Lee's Summit Girls Softball Association
P.O. Box 2435
Lee's Summit, MO 64063

56. In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both the Board and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.
57. It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.
58. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or affect.
59. Nothing in this Agreement shall be construed to create an employment relationship between the Board, the City of Lee's Summit, and the members, employees or agents of the Association.

In consideration of said funds and services, the Board agrees to provide the following:

1. Maintenance of all utilities.
2. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:

- a. Seed, sod, fertilizer and pest control
 - b. Irrigation
 - c. Aeration
3. Maintenance and repair of restroom/concession building and fixtures except for those items owned by the Association.
4. Maintenance, repair and replacement of fencing, trees, shrubs, athletic field lighting and walkways.
5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.
6. Park staff will perform any activity due to non-performance by the Association, and this will be charged at \$25.00 per hour to the Association.

Board Sponsored Tournaments

1. The Board will reimburse the Association for agreed upon costs the Association incurs due to Board sponsored tournaments at Legacy Park using areas that have been provided to the Association through this agreement. Costs include but are not limited to utilities, mowing, field set up, trash pick-up and restroom cleaning.

If the Association fails to perform any obligation imposed upon Association hereby, Board may terminate this agreement by delivering not less than ten (10) days written notice of termination to the Association.

This agreement shall be effective the 1st day of January, 2018 and the first use of the playing fields in the parks herein identified shall be January 1, 2018 and this agreement shall terminate on the 31st day of December, 2018.

IN WITNESS WHEREOF, the parties below have hereunto executed this agreement on the day and year written below.

Agreement acknowledged this _____ day of _____, 2018.

Bob Johnson, President
Lee's Summit Girls Softball Association

Brian Hutchin, President
Lee's Summit Parks and Recreation Board

Joe Snook, CPRP, Administrator
Lee's Summit Parks and Recreation

MEMORANDUM



Date: November 30, 2018

To: Joe Snook
Administrator of Parks and Recreation

From: Jackie McCormick Heanue
Superintendent of Legal Services and Human Resources

Re: Streets of West Pryor Memorandum of Understanding

Background

Over the past several months, Staff has been providing periodic updates to the Park Board regarding the progress of negotiations with representatives of the proposed Streets of West Pryor development as it relates to the developer's use of a portion of Lowenstein Park property. The Developer has requested an easement through the park for sanitary sewer and for the construction of a water feature to be incorporated into the overall development design.

During the negotiation process LSPR staff met with key HOA leadership from the neighboring sub-divisions on two separate occasions. The purpose of the meetings was to seek input and identify concerns regarding the possible park improvements. Working with the Developer, staff was able to address their concerns. Following the meetings with HOA leadership, staff also conducted an open house to seek community input. The feedback staff received from the open house was positive.

After receiving support from the Park Board based on the negotiated terms and conditions associated with the use, Staff prepared a Memorandum of Understanding between LSPR and Streets of West Pryor, LLC to formalize the same. If approved, the Memorandum of Understanding will also be incorporated into the overall Development Agreement between the City of Lee's Summit and the Developer. The Developer's proposal is currently scheduled for the City Council's consideration December 13, 2018.

Key components of the Memorandum of Understanding include:

- Financial contribution by Developer to LSPR of \$115,000.00 to be used at LSPR's discretion for improvements to Lowenstein Park
- Improvements to and installation of additional parking, including parking lot lighting, to be undertaken by the Developer, at the Developer's cost
- Removal of an existing park shelter to accommodate new parking, to be undertaken at Developer's cost
- Installation of 20 new trees in the park by Developer, at the Developer's cost, and in locations to be identified by LSPR
- Construction of a pond/water feature which will exist partially on Lowenstein Park land
- Installation of new park benches near the pond/water feature, by the Developer and at the Developer's cost
- Goose Mitigation measures to be provided by Developer, at Developer's cost
- Realignment and reconstruction of existing park trails as a result of modifications referenced above, to be completed by the Developer, at the Developer's cost, as well as the construction of

multi-use trails within the Streets of West Pryor Development to achieve connectivity to Lowenstein Park, all in accordance with the requirements and standards established by LSPR

- Requirement that a separate Maintenance Agreement be established for the ongoing maintenance and liability associated with the pond/water feature which traverses public and private property
- Requirement that Developer comply with all laws, codes, and regulations applicable to design, construction, infrastructure, prevailing wage, and discrimination
- Liability protection for LSPR from Developer, as well as insurance standards for Developer to comply, related to activities to be undertaken by Developer

Staff Recommendation

Staff recommends approval of the Memorandum of Understanding by and between Lee's Summit Parks and Recreation and Streets of West Pryor, LLC.

Proposed Motion

I move to approve the Memorandum of Understanding by and between Lee's Summit Parks and Recreation and the Streets of West Pryor, LLC and authorize the Administrator of Parks and Recreation to execute the same by and on behalf of Lee's Summit Parks and Recreation.



THIS MEMORANDUM OF UNDERSTANDING (hereinafter "MOU") is made and entered into on _____, 2018, by and between the City of Lee's Summit, Missouri, by and through the Lee's Summit Parks & Recreation Board, 220 SE Green Street, Lee's Summit, MO 64063, (hereinafter "LSPR,") and Streets of West Pryor, LLC, 12701 Metcalf Avenue, Ste. 100, Overland Park, Kansas 66213 (hereafter "Developer.") WITNESSETH:

WHEREAS, pursuant to the Charter of the City of Lee's Summit, Missouri, LSPR is empowered with the control of the supervision, improvement, care and custody of parks and recreation activities in the City of Lee's Summit, Missouri, and further is empowered with the authority to acquire, dispose of or otherwise manage properties for parks and recreation purposes; and,

WHEREAS, LSPR owns, manages, and operates Lowenstein Park, a 18 acre improved park located at the intersection of NW Chipman Road and NW Pryor Road, and more specifically at 1901 NW Lowenstein Drive in Lee's Summit, Missouri; and,

WHEREAS, Developer has proposed a comprehensive development plan for a large section of land along NW Pryor Road immediately adjacent to the north of Lowenstein Park, and has proposed to LSPR incorporating a portion of the park property into its' mixed-use plan, enhancing the overall development and providing additional amenities and improvements to the park, with a detailed description and scope of said improvements contemplated for the area being attached hereto as Exhibit A; and,

WHEREAS, Developer has further requested access in the form of various easements across, through, and over Lowenstein Park for the purpose of providing infrastructure improvements to the area to be developed, and has offered to provide compensation to LSPR in exchange for the same; and,

WHEREAS, LSPR and Developer have negotiated terms and conditions related to the above-listed items and have reduced those terms and conditions to writing herein, and LSPR and Developer desire to enter into this MOU to formally acknowledge and agree to the same and further desire for this MOU to be incorporated into any future development agreement by and between Developer and the City of Lee's Summit, Missouri.

NOW, THEREFORE, in consideration of the mutual benefits and provisions set forth herein, LSPR and Developer do hereby agree as follows:

A. DEVELOPER RESPONSIBILITIES. In exchange for the consideration as outlined herein, Developer hereby agrees to the following:

- 1. Construction of Additional Parking.** Developer shall construct new/additional parking to connect the two existing parking lots at Lowenstein Park, which shall consist of approximately 50 new spaces. Design and construction of the new parking shall comply with the City of Lee's Summit, Missouri's Unified Development Ordinance and Design and Construction Manual. Further, the design of the parking configuration shall include the modification of existing entry points in compliance with the direction and requirements imposed by the City Traffic Engineer and shall coordinate with the development of ingress and egress on the north side of Lowenstein Drive. Developer

shall ensure that the schedule for the incorporation of the additional parking shall be phased in such a manner to allow for uninterrupted access to Lowenstein Park at all times. Developer shall be responsible for all costs associated with this section, including, but not limited to: design, planning, permitting, and necessary approvals.

2. **Parking Lot Lighting.** Developer shall install LED parking lot lighting to all parking lot areas of Lowenstein Park. Parking lot lighting shall comply with applicable provisions of the City of Lee's Summit, Missouri's Unified Development Ordinance and Design and Construction Manual and shall be substantially similar and equivalent to the lighting in existence at Lea McKeighan Park and Miller J. Fields Park. The Administrator of Parks and Recreation shall have the authority to approve any lighting selected by the Developer prior to installation. Developer shall be responsible for all costs associated with this section, including, but not limited to: design, planning, permitting, and necessary approvals.
3. **Improvements to Existing Parking.** Developer shall provide crack fill, seal and restriping services to all existing parking areas of Lowenstein Park. Developer shall be responsible for all costs associated with this section, including, but not limited to: design, planning, permitting, and necessary approvals.
4. **Removal of Park Shelter.** The installation of additional parking as required in subsection A.1., above, will require the removal of an existing Park Shelter. Developer shall be responsible for the demolition and removal of the structure as well as the structure's foundation. Developer shall be responsible for all costs associated with this section, including, but not limited to: design, planning, permitting, and necessary approvals.
5. **Removal and Relocation of Park Trail.** The installation of additional parking as required in subsection A.1., above, will require the removal and realignment of an existing section of park trail. Developer shall be responsible for the demolition and removal of that area of park trail which LSPR representatives specifically identify. Further, Developer shall realign and reinstall the trail in order to reconnect the same, at its' sole expense, including all applicable planning and permitting costs. Said reconstruction shall be in compliance with the standards and requirements which may be set forth by LSPR from time to time with regard to trail development, and the design of the realignment shall be subject to approval by the Administrator of Parks and Recreation.
6. **Construction of Restrooms.** Developer shall construct a restroom facility in a location to be determined by LSPR which provides convenient access to parking, shelters, trails and utilities. Restrooms will be constructed in a manner that is substantially similar and equivalent to the restroom facilities in existence at Lea McKeighan Park and Miller J. Fields Park and shall have water, sewer, and electrical service, and shall further be equipped with sufficient heating and ventilating to be fully functional year round. Prior to construction, Developer shall submit its' proposed design and construction plan for the restrooms on the site identified by LSPR to the Administrator of Parks and Recreation. The Administrator of Parks and Recreation shall have the authority to approve or reject any such plan. Developer shall be responsible for all costs associated with this section, including, but not limited to: design, planning, permitting, and necessary approvals.

7. **Design and Construction of Pond.** Developer agrees to, at its' sole cost and expense, design and construct a pond/water feature area located on LSPR property, in the area as identified by LSPR which will include and/or be subject to the following minimum requirements:
- a. Maximum slope on the western slope of the dam will be 1 foot vertical to 5 feet horizontal.
 - b. Developer shall provide a geotechnical investigation to ensure that the pond can be constructed as represented by the Streets of West Pryor Preliminary Development Plan.
 - c. Developer shall review plans for pond overflow structure with LSPR staff, which shall occur in concurrence with the design and engineering of the overall development project.
 - d. Developer shall install 10 foot wide walking trails, consisting of 4-inch thick non-reinforced concrete on a bed of 4-inches of crushed stone, along the bank of the water feature and shall connect to the existing park trail system in a manner as designated by LSPR.
 - e. Developer shall install at the wet perimeter of the pond/water feature a stone fortified edging to enhance appearance and protect against erosion of bank areas.
 - f. Developer shall install guard rails as necessary and defined by the 2012 International Building Code, as well as any applicable City of Lee's Summit, Missouri code requirements. Said guard rails shall consist of decorative metal and the design and consistency of the same shall be submitted to the Administrator of Parks and Recreation for consideration and approval.
 - g. Developer shall install a minimum of three (3) Victor Stanley seating benches installed on brick paver bases and installed strategically around the perimeter of the pond/water feature area on the water side of the walking trail referenced in subsection A.7.d, above. Said benches shall be of the same style and quality used by LSPR in other areas of Lowenstein Park,
 - h. Developer shall install decorative limestone stacking rock on the western slope of the dam consistent with designs to be mutually agreed upon by Developer and LSPR prior to Developer's submittal of the Final Development Plan for the Streets of West Pryor project.
 - i. Developer shall install twenty (20) upper story 3-inch caliper deciduous trees in areas of the park as determined and identified by LSPR.
 - j. Developer and LSPR shall enter into a separate Maintenance Agreement for purposes of outlining ongoing obligations with regard to repair, maintenance, and liability of the pond/water feature which will exist on both Developer and LSPR property.
8. **Contribution for Additional Park Improvements.** As further consideration for the contributions from LSPR in providing continuity to the overall mixed-use development

plan, and in order to enhance the public offerings available, Developer shall contribute the total sum of ONE HUNDRED FIFTEEN THOUSAND AND NO/100 DOLLARS (\$115,000.00) to LSPR, which shall be utilized for additional improvements to Lowenstein Park, said improvements and the installation or implementation of the same to be determined at LSPR's sole discretion.

9. **Implementation of Wildlife Management Protocol.** Developer agrees to establish and implement a comprehensive Wildlife Management Plan for the Streets of West Pryor Development, including specifically that portion which is Lowenstein Park, which incorporates the following minimum phased components:
 - a. **Phase One - Blue Water Dye:** Developer agrees to utilize and maintain use of blue pond dye to deter geese and other wildlife from landing on the pond referenced in subsection A.7, above. This treatment shall be at the expense of Developer and shall occur as often as reasonable and necessary to deter goose activity on the pond and surrounding areas.
 - b. **Phase Two - Grass and Plant Management:** Developer shall, in the design and construction of the pond referenced in subsection A.7., above, as well as in the maintenance thereof, make appropriate landscape choices and modifications as are reasonable and necessary to discourage goose activity. This shall include, but not be limited to planting more bushes and plants in the area and planting less palatable or preferred plants and grass species so as to make the area less inviting to geese.
 - c. **Phase Three - Liquid Goose Repellent:** In the event that the conditions outlined in Phase One and Phase Two, above, do not, in the opinion of LSPR, effectively deter geese in the area, Developer agrees to treat grasses and plants surrounding the pond as often as necessary and practical with a liquid goose repellent, consisting of a non-toxic biodegradable food ingredient called Methyl Anthranilate. This treatment shall be at the expense of Developer and shall occur as often as reasonable and necessary to deter goose activity.
 - d. **Phase Four - Geese Police:** In the event that the conditions outlined in Phases One, Two and Three, above, do not, in the opinion of LSPR, effectively deter geese in the area, Developer agrees to, at its sole cost and expense, engage the services of "Geese Police" which are handlers specially trained to work with and use highly trained Border Collies and special techniques to deter geese from being in a given area.
 - e. **Additional Measures Not Contemplated Herein:** In the event that none of the above phases, in the opinion of LSPR, adequately address goose activity, Developer agrees to work with LSPR in good faith to identify alternative remedies, at Developer's cost.
10. **Development of Private Multi-Use Trails.** Developer commits to the construction of various private, multi-use trails throughout the Streets of West Pryor development in mutually agreeable locations and in compliance with applicable provisions of the City of Lee's Summit, Missouri's Unified Development Ordinance and Design and Construction Manual, in such a manner that the trails provide connectivity to Lowenstein Park.

11. **Cooperation in Road Improvements.** The City of Lee's Summit, Missouri's Development Center has preliminarily identified additional improvements that must be made to Lowenstein Drive and Black Twig as a result of the proposed Streets of West Pryor Development. Developer agrees to assume the full cost for any such improvements, as well as any impacts to Lowenstein Park which may occur as a result of said road improvements, including, but not limited to the cost of relocating existing park trails, and specifically the construction, reconstruction, or relocation of any trail to ensure the continuance of a pedestrian connection from the park trail to Summerfield Drive. Improvements shall be completed by Developer with the prior express, written authorization by the Administrator of Parks and Recreation.

B. LSPR RESPONSIBILITIES. LSPR agrees to the following:

1. **Grant of Sewer Easement.** LSPR agrees to grant Developer an easement for the extension of a sanitary sewer main across a portion of Lowenstein Park, to be drafted and identified as a separate document upon final determination of the location, alignment and depth of the sewer main to be installed. Developer shall be responsible to return any portion of the easement area to like or better conditions upon completion of the construction of the sewer line, and shall further repair or replace any utilities, site amenities, trails or other improvements that may be damaged during construction. Developer will pay all costs associated with design, planning, permitting, approvals, installation, and construction of the sewer line.
2. **Grant Permission to Construct Pond/Water Feature Area on LSPR Property.** LSPR agrees to grant Developer the right, via License, Easement, or other means, permission to construct a portion of a pond/water feature on a portion of Lowenstein Park property, more particularly identified on the attached "Exhibit A," and subject to the conditions as set forth herein, as well as any applicable codes, laws or other regulations. The portion of said pond/water feature area which exists on LSPR property shall remain the property of LSPR, while the portion of said pond/water feature area which exists on Developer's property shall remain the property of Developer. Developer and LSPR shall enter into a separate Maintenance Agreement for purposes of outlining ongoing obligations with regard to repair, maintenance, and liability of the pond/water feature which will exist on both Developer and LSPR property. No right of ownership shall transfer from LSPR to Developer.
3. **Cooperation in Road Improvements.** The City of Lee's Summit, Missouri's Development Center has preliminarily identified additional improvements that must be made to Lowenstein Drive and Black Twig as a result of the proposed Streets of West Pryor Development. LSPR agrees to cooperate with Developer and the City of Lee's Summit to identify and accommodate any needed road or infrastructure improvements. Any work which shall occur on LSPR property as a result of the needed road improvements shall be subject to review and approval by the Administrator of Parks and Recreation, said approval shall not be unreasonably withheld.

C. GENERAL PROVISIONS.

1. **Cooperation.** Each of the undersigned parties shall designate in writing a representative responsible for the cooperative performance of this Memorandum, including such person's name, address telephone numbers. During the period of time

which Developer is performing work on LSPR property, the designated representatives of the parties will meet in person or by telephone at least once each quarter to discuss the status of the project and the requirements of this Memorandum to the extent necessary, and make recommendations for improvements or modifications, if necessary. Once the construction and modification phase of the project is complete, representatives of the parties shall meet in person or by telephone at least once every six months for the same purposes with regard to ongoing maintenance of the property. In addition, any one of the three representatives can call a meeting of all three representatives by notifying the other two representatives in writing and giving at least five (5) business days' notice of such meeting.

2. **Compliance with this Memorandum.** In the event that LSPR determines that this Memorandum has been materially breached, LSPR shall provide written notice specifying the alleged breach or non-compliance the Developer representative referenced in subsection C.1., above. The written notice of alleged breach or non-compliance shall, to the extent possible, state the name, address and telephone number of the complaining party, the specific nature of the event or activity claimed to have been a breach, the dates and times each such activity or event occurred, the nature and extent of any action or response taken by the complainant or by LSPR, and the remedy requested by LSPR. Following receipt of such written notice specifying an alleged breach or non-compliance, Developer shall have ten (10) business days to submit a written response to the LSPR's notice. Following its receipt of the response, LSPR may request a meeting of the designated representatives of Developer for the purpose of discussing the alleged breach and the response. If a resolution or agreement as to a course of action is not reached between the parties following that meeting, LSPR reserves the right to take any actions at law or equity to enforce the provisions of this MOU.
3. **Term and Termination.** This MOU shall be in effect from _____, 20____, and shall automatically renew for successive one (1) year periods for so long as Developer continues its' use of LSPR property pursuant to the grant of authorization to be provided as outlined in subsection B.2, above, or until terminated by LSPR for breach of this MOU, subject to any rights available to LSPR at law or equity.
4. **Notice.** Unless otherwise directed in writing, any and all notices, reports, and payments arising out of this MOU shall be sent via Regular U.S. Mail, first class, postage prepaid, to the following:

If to LSPR:

Lee's Summit Parks and Recreation
Attn: Joseph D. Snook, Administrator
220 SE Green Street
Lee's Summit, Missouri 64063

If to Developer: _____

5. **Insurance and Indemnification.**

- a. **General Indemnification.** The Developer shall, during the period of time that any of the activities referenced herein are being undertaken by Developer and for a period of one (1) year thereafter, indemnify, release, defend, be responsible for and forever hold harmless LSPR, its officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities of any character and from any cause whatsoever, brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of or resulting from any act, error, or omission of the Developer or its officers, agents, employees, or subcontractors, to the extent such loss or injury arises out of or is related to the performance of this MOU; provided, however, that the Developer need not save harmless LSPR from claims, demands, losses and expenses arising out or to the extent caused by the sole negligence of LSPR, its employees or agents. This indemnification obligation shall survive the termination or expiration of this MOU.
- i. **No Limitations or Waiver.** The indemnity required hereunder shall not be limited by reason of the specification of any particular insurance coverage in this MOU, or by a limitation of the amount or type of damages or compensation payable by or for the Developer under Workers' Compensation, disability or other employee benefit acts, acceptance of insurance certificates required under this MOU, or the terms, applicability or limitation of any insurance held by the Developer. LSPR does not, and shall not, waive any rights against the Developer which it may have by reason of this indemnification, because of the acceptance by LSPR, or the deposit with LSPR by the Developer, of any of the insurance policies described in this MOU. In addition, the parties agree that this indemnification by the Developer shall not be limited by reason of whether or not such insurance policies shall have been determined to be applicable to any such damages or claims for damages.
- ii. **Notification of Claims.** With respect to any claims which are subject to indemnity hereunder, the Developer shall immediately notify LSPR of any and all claims filed against the Developer or the Developer and LSPR jointly, and shall provide LSPR with a copy of the same.
- iii. **Use of Independent Contractors.** The fact that the Developer carries out any activities under this MOU through independent contractors shall not constitute an avoidance of, or defense to, the Developer's duty of defense and indemnification under this section.
- b. **Insurance.**
- i. **General Provisions.** Prior to commencing any work contemplated under this MOU, the Developer shall file with LSPR evidence of liability insurance that is consistent with the requirements and in the amounts set forth below.

ii. Limits and Coverage. Bodily Injury and Property Damage, Commercial General Liability Coverage – Occurrence Form:

- (a) Commercial General Liability: Minimum \$2,000,000 each occurrence limit for bodily injury and property damage; \$2,000,000 policy aggregate; \$2,000,000 products and completed operations aggregate.
- (b) Automobile Liability: Minimum \$2,000,000 combined single limit for bodily injury and property damage; applicable to owned, non-owned and hired automobiles.
- (c) Workers' Compensation: As required by state statute; if exempt, must submit letter stating the exemption; employer's liability \$1,000,000 each occurrence.
- (d) Umbrella/Excess Liability: An umbrella or excess liability policy in the minimum amount of \$2,000,000 each occurrence and aggregate; at least as broad as the underlying general liability, automobile liability and employer's liability.

The following endorsements shall attach to the policy:

- (a) The policy shall cover personal injury as well as bodily injury.
- (b) The policy shall cover blanket contractual liability subject to the standard universal exclusions of contractual liability included in the carrier's standard endorsement as to bodily injuries, personal injuries and property damage.
- (c) Broad form property damage liability shall be afforded.
- (d) The City shall be listed as an additional insured.
- (e) Standard form of cross-liability shall be afforded.
- (f) The policy shall not be cancelled, or materially modified so as to be out of compliance with the requirements of this section, or not renewed without thirty (30) days advance written notice of such event being given to the City.

The limits of liability for each policy coverage amount stated above shall be automatically adjusted upward as necessary to remain at all times not less than the maximum amount of liability set forth in Chapter 537.610 RSMo. applicable to political subdivisions pursuant to 537.600; provided that nothing herein or in any such policy shall be deemed to waive the City's sovereign immunity.

iii. Use of Contractors and Subcontractors. The Developer shall not permit any contractor or subcontractor to commence or continue work until they shall have obtained or caused to be obtained all insurance required under this Section and the City of Lee's Summit, Missouri's Design and Construction Manual. Said insurance shall be maintained in full force and effect until the completion of construction of the improvements.

iv. Workers' Compensation. The Developer shall ensure that all contractors or subcontractors performing work for the Developer obtain and maintain Workers' Compensation Insurance for all employees, and in case any work is sublet, the Developer shall require any subcontractors to provide Workers' Compensation insurance for all subcontractor's employees, in compliance with State laws, and

to fully protect LSPR from any and all claims arising out of occurrences during construction of the Improvements. The Developer agrees to hold harmless, indemnify and reimburse LSPR for any damage, loss, costs, payments or expenses of any kind (including LSPR's reasonable attorney's fees) incurred or sustained by LSPR as a result of the failure of either the Developer or any contractor or subcontractor of the Developer to obtain and maintain such insurance. The Developer further waives its rights to subrogation with respect to any claim against LSPR for injury arising out of performance under this MOU. The Developer shall provide LSPR with a certificate of insurance indicating Workers' Compensation coverage prior to commencing construction of the Improvements.

6. **Prevailing Wage.** Developer shall be responsible for ensuring compliance with applicable prevailing wage laws as a result of all work and services being completed on property owned by LSPR and for the benefit of LSPR in accordance with this MOU.
7. **Amendment.** Any amendment to this MOU shall be valid only if in writing and signed by both parties.
8. **Assignment.** Neither party shall transfer, assign, or modify any of the rights or obligations of this MOU without the prior written consent of the other party.
9. **Anti-Discrimination.** Developer shall not, in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, gender, sexual orientation, national origin or religious creed.
10. **Governing Law.** All contractual agreements, including this MOU, shall be subject to, governed by and construed according to the laws of the State of Missouri. Any lawsuit arising from or relating to this MOU shall only be filed in the Circuit Court of Jackson County, Missouri.
11. **Entire Agreement.** The parties declare and represent that no promise, inducement, or agreement not expressed herein have been made and that this MOU constitutes the entire agreement of the parties and shall supersede any prior or contemporaneous agreements or negotiations, whether written or oral, between the parties, regarding the subject matter contained herein.

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IN WITNESS WHEREOF, the parties have hereunto executed this MOU as of the date first written above.

LSPR

Joseph D. Snook, Administrator
Lee's Summit Parks & Recreation Department

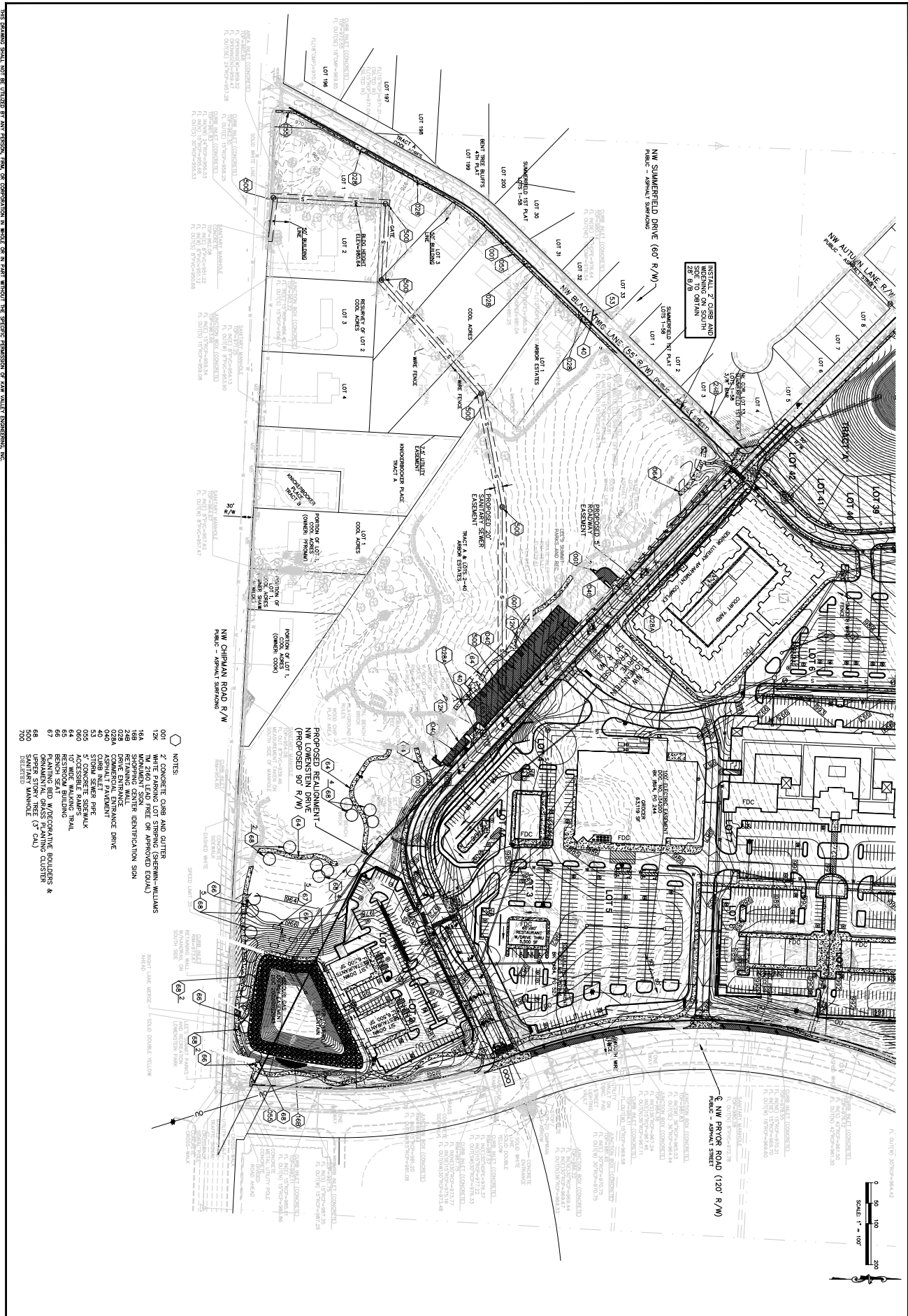
Approved as to Form
Superintendent of Legal Services and Human Resources

DEVELOPER:

By: _____

Title: _____

Attest



STREETS OF WEST PRYOR
NWQ NW PRYOR ROAD & NW LOWENSTEIN DRIVE
LEE'S SUMMIT, MISSOURI

PRELIMINARY DEVELOPMENT PLAN
LOWENSTEIN PARK & NW BLACK TWIG LANE - SUPPLEMENT NO. 1



ENGINEERING, INC., IS AUTHORIZED TO OFFER ENGINEERING
MISSOURI STATE CERTIFICATE OF AUTHORITY # 000842.
1/18

LEON D. OSBOURNE
ENGINEER
MO # 021726



| | | | | | | |
|-----|----------|----------------|-----|-----|-----|-----|
| 1 | 11-29-18 | Deleted Lights | | | | |
| 0 | 11-02-18 | INITIAL ISSUE | LDO | JT | 5 | 1WH |
| REV | DATE | DESCRIPTION | DSN | DWN | CHK | |

MEMORANDUM



Date: November 28, 2018

To: Joe Snook
Administrator of Parks and Recreation

From: Jackie McCormick Heanue
Superintendent of Legal Services and Human Resources

Re: Memorandum of Understanding with Urban Trail Co., Inc. for the Design, Construction Maintenance and Operation of Single Track Multi Use Trail at Legacy Park

Background Information

The development of a single track, multi-use trail as an amenity was identified as a goal of the Lee's Summit Parks and Recreation Revised Strategic Plan, 2016. In response to this objective, LSPR Staff contacted Urban Trail Co., Inc., a local not-for-profit entity which exists for the purpose of building and maintaining trails in the Kansas City region. UTC has been a strategic partner in the development of trails for the Kansas City, Missouri Parks and Recreation Department as well as Jackson County, Missouri Parks and Recreation for several years.

UTC expressed interest in partnering with LSPR for the development of a multi-use trail in the LSPR system. After discussions, it was determined that the terrain and space at Legacy Park provided an opportunity for a "beginner" level trail to be constructed.

LSPR Staff and UTC worked to draft a Memorandum of Understanding to identify the terms and conditions related to the design, construction, and ongoing maintenance of the multi-use trail. Key components of the MOU include:

- Responsibilities of LSPR:
 - Provide a right of access to the areas of Legacy Park where the trail will be constructed
 - Review, modify, if necessary, and approve plans related to the construction and development of the trail
 - Provide signage for trail and associated amenities
 - Participate in periodic inspections of trails and identify maintenance needs (not less than once per year)
- Responsibilities of UTC:
 - At its' sole cost and expense, design and construct, with approval by LSPR, single track multi-use trail on Legacy Park property in areas designated by LSPR
 - At its's sole cost and expense, provide capital maintenance of trail, including clearing obstructions, seasonal trimming of overgrowth, and other infrastructure related repairs
 - Ensure compliance with applicable State, Federal and Local laws regarding construction and employment of workers/use of volunteers in construction and maintenance efforts

- Provide adequate insurance coverage to protect LSPR from losses occasioned by the acts of UTC or its' agents or representatives
- Provide periodic reports to LSPR summarizing maintenance activities related to the trail

Staff Recommendation

Staff recommends entering into the Memorandum of Understanding with Urban Trail Co., Inc. with the intention of beginning construction on the multi-use trail during the Fall/Winter 2018-2019 season.

Proposed Motion

I move to approve the Memorandum of Understanding by and between Lee's Summit Parks and Recreation and Urban Trail Co., Inc. for the Design, Construction, Maintenance and Operation of a Single Track Multi Use Trail at Legacy Park and to authorize the Administrator of Parks and Recreation to execute the same by and on behalf of the Park Board.

Attachments

- Memorandum of Understanding



MEMORANDUM OF UNDERSTANDING FOR DESIGN, CONSTRUCTION, MAINTENANCE and OPERATION OF SINGLE TRACK MULTI-USE TRAIL AT LEGACY PARK

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this ____ day of _____, 2018, by and between THE CITY OF LEE'S SUMMIT, MISSOURI, a Missouri Constitutional Charter City, BY AND THROUGH THE LEE'S SUMMIT PARKS AND RECREATION BOARD (hereinafter "**LSPR**") and the Urban Trail Co. (hereinafter "**UTC**"), a Missouri not-for-profit corporation. WITNESSETH:

WHEREAS, pursuant to Article 8 the Charter of the City of Lee's Summit, Missouri, LSPR has under its' control various park lands located within the corporate limits of the City of Lee's Summit, including park lands known as Legacy Park; and,

WHEREAS, UTC is a Missouri not-for-profit corporation organized and existing for the purpose of _designing, constructing, and maintaining natural surface single track multi-use trail systems; and,

WHEREAS, LSPR has identified a certain portion of Legacy Park that would be appropriate for the inclusion of a single track multi-use trail, said area being further described in **Attachment A**, attached hereto and incorporated herein by reference (hereinafter "**the Premises**"); and

WHEREAS, LSPR and UTC wish to work together for mutual public benefit for the design, construction, maintenance and operation of a single track multi-use trail and related amenities (hereinafter "**the Improvements**") at the Premises described herein; and

WHEREAS, LSPR and UTC desire to enter into an Agreement in the form of the following Memorandum of Understanding (hereinafter "MOU") which outlines the various mutual understandings, promises, terms and conditions associated with the Improvements.

NOW, THEREFORE, in consideration of the mutual covenants of the parties contained herein, the parties hereto do mutually agree as follows:

Section 1. Rights of Access. UTC shall be authorized to enter onto and perform the following activities on the Premises:

- A. UTC shall, at its sole expense, design and construct a high-quality single track multi-use trail on the Premises for recreational use by the public, which design and construction shall conform to the conditions set forth in **Attachment B**, attached hereto and incorporated herein by reference. Prior to construction of any improvements on the Premises, UTC shall submit a written layout of the single track trail, including engineering drawings for any infrastructure such as bridges, decks, or fencing, to the Administrator of Parks and Recreation for approval. The Improvements shall not proceed until plans have been approved in writing by the Administrator of Parks and Recreation.
- B. After approval of plans and design by the Administrator, UTC shall obtain the Administrator's written approval for any modifications to plans or the Premises for any trail modification greater than 100 feet in length or trail paths which deviate more than 25 feet from the centerline of the planned or constructed trail course.
- C. Following completion of the Improvements, UTC shall be solely responsible for the capital maintenance thereof, including, but not limited to: clearing obstructions such as downed trees and limbs, seasonal trimming of overgrowth, and trail and infrastructure repairs and replacement as needed to keep all facilities in a good and safe condition. Inspection shall be conducted as requested by LSPR, no less than annually, by representatives of both parties, and maintenance will be conducted as needed.

- D. LSPR reserves the right to access any portion of the Premises and address any issue related to the Improvements that requires immediate attention, in the sole discretion of LSPR, without advance notification to UTC.
- E. UTC shall ensure that all volunteers, employees and/or contractors utilized to fulfill any of UTC's obligations hereunder shall also comply with the terms of this Memorandum, the conditions set forth in **Attachment B**, and all City, State, and Federal laws as may be applicable related to the employment and payment of prevailing wages of contractors for construction work on LSPR property.
- F. Both LSPR and UTC shall have the right to cancel, postpone, or terminate any scheduled user program or activity on the Premises in the event of inclement weather or other conditions in which the scheduled activity is reasonably likely to damage the trails or improvements.
- G. UTC shall be permitted to conduct programs and special events at the Premises. During program activities, Premises shall be open to the public for general use. UTC shall apply for and receive a *Special Use Permit* from LSPR for any event requesting exclusive use for any portion of the Premises. UTC shall follow the guidelines set forth by LSPR for each special event. UTC shall be permitted to host an annual fundraising event, at a mutually agreed location on the Premises. UTC shall apply for and receive a *Special Use Permit* for the special fundraising event and LSPR acknowledges by this Memorandum that it will waive any special use fee for this sole event.
- H. UTC may secure sponsors for special events at Premises. Sponsors shall be required to comply with all vendor permit requirements as may be imposed by LSPR from time to time, including the payment of applicable fees, and, upon proof of the same, permitted to display appropriate advertising at Premises during special events. All advertising shall be removed at conclusion of each special event. UTC shall not display any other advertising on the Premises.
- I. LSPR shall notify UTC at least fourteen (14) days in advance of any events for which a permit is issued by LSPR to any third party for the use of the trails or improvements upon the Premises. LSPR shall follow generally accepted UTC guidelines and trail closure notifications for said scheduled activities in the event of inclement weather or other conditions in which the scheduled activity is reasonably likely to damage the trails or improvements.

Section 2. Title. Title to the Premises shall at all times remain with the City of Lee's Summit, Missouri, for LSPR, as dictated by Section 8.2(b) of the Charter of the City of Lee's Summit, Missouri. This Agreement conveys no property rights, grants no exclusive license, and in no way restricts the general public's privilege of using the Premises.

Section 3. Term. Unless terminated by either party in conformity with the termination provisions contained herein, the term of this Agreement shall be for a period of ten (10) years. Additional trail/amenity expansion opportunities, beyond those contemplated herein shall be governed by a separate written memorandum containing provisions specific to the proposed project.

Section 4. Modification and Termination.

- A. This Agreement may be extended, modified or amended by the express written consent of both parties. Verbal representations and extra-contractual writings shall not be construed or relied upon as modifications, amendments or waivers of any term of this Agreement.
- B. This Agreement may be terminated with a 90-day written notice by either party. In the event UTC terminates this Agreement, UTC agrees to remove any elevated structures, such as bridges, decks, or fencing, made upon the Premises, unless such removal requirement is waived in writing by LSPR.

Section 5. Insurance. UTC shall procure and maintain in effect throughout the duration of this Agreement general liability insurance with limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate (both general and products-completed operations), written on an “occurrence” basis, for any claims, damages liability, losses, costs and expenses, court costs and reasonable attorney fees incurred by LSPR for enforcement of this section and for any accidents, injuries, including death, damage to property, or other claims arising as a result of or in connection with the performance by UTC and its volunteers, employees, agents or subcontractors, under this Agreement. LSPR, the City of Lee’s Summit, and their elected and appointed officials, officers, employees, and agents shall be named as additional insureds under such policy. UTC shall also carry an umbrella/excess coverage policy with minimum coverage limits of \$1,000,000. The policies shall be written or endorsed to include the following provisions:

- a. Severability of Interests Coverage applying to Additional Insureds
- b. Insured Contractual Liability
- c. Per Project Aggregate Liability Limit or, where not available, an aggregate limit of \$2,000,000.
- d. Additional Insured Endorsement, ISO form CG20 10, current edition, or its equivalent, naming the City of Lee’s Summit, Missouri as additional insured.

The policies listed above may not be canceled until after thirty (30) days written notice of cancellation to LSPR, ten (10) days in the event of nonpayment of premium. Upon signing of this Agreement, Contractor shall provide to LSPR a certificate of insurance showing all required endorsements and additional insureds.

All insurance coverage must be written by companies that have an A.M. Best’s rating of “B+V” or better, and are licensed or approved by the State of Missouri to do business in Missouri.

All policies required under this Agreement shall be primary, non-contributory insurance, and any insurance policy maintained by LSPR is considered excess insurance.

Regardless of any approval by LSPR, it is the responsibility of UTC to see the required insurance coverage is in force at all times; its failure to do so will not relieve it of any contractual obligation or responsibility. In the event of UTC’s failure to assure the required insurance in effect, LSPR may order UTC to immediately stop all activities.

Section 7. Reports. UTC shall provide a written report to LSPR upon request summarizing activities on the Premises including maintenance activities performed, programs/events offered, public participation at programs and events, volunteer hours served, and any future anticipated programs or projects for the coming year. These reports may be submitted to LSPR via email to an agreed upon address.

Section 8. Notices. All notices required by this Agreement shall be in writing sent by regular U.S. mail, postage prepaid, commercial overnight courier, electronically, or facsimile to the following. All notices mailed by regular U.S. mail are effective three (3) days after mailing.

Lee’s Summit Parks and Recreation

Attn: Administrator of Parks and Recreation
220 SE Green Street
Lee’s Summit, Missouri 64063
(816) 969.1500 Fax (816) 969.1515

Urban Trail Co.

Attn: Brian Prosser, UTC President
1221 W. 103rd Street
Box 158
Kansas City, MO 64114

Section 9. Assignment or Subcontracting. UTC shall not subcontract, assign or transfer any part or all of UTC's obligations under this Agreement without LSPR's prior written approval. If UTC shall subcontract, assign, or transfer any part of UTC's interests or obligations under this Agreement without the prior written approval of LSPR, it shall constitute a material breach of this Agreement.

Section 10. Independent Contractor. UTC is an independent contractor with respect to all services performed under this Agreement. UTC accepts full and exclusive liability for the payment of any and all premiums, contributions or taxes for workers' compensation, Social Security, unemployment benefits, or other employee benefits now or hereinafter imposed under any state or federal law which are measured by the wages, salaries or other remuneration paid to persons employed by UTC on work performed under the terms of this Agreement. UTC shall defend, indemnify and save harmless LSPR from any claims or liability for such contributions or taxes. Nothing contained in this Agreement or any act of LSPR or UTC, shall be deemed or construed to create any third-party beneficiary or principal and agent relationship with LSPR. UTC is not LSPR's agent and UTC has no authority to take any action or execute any documents on behalf of LSPR.

Section 11. Financial Responsibility.

- A. UTC shall be solely responsible for all costs associated with design, construction, maintenance, repair, and replacement of the trail and related improvements to the Premises during the term of this Agreement and any extensions thereof.
- B. LSPR shall be responsible for the procurement, installation and maintenance of LSPR approved signage for the trail/amenities.
- C. UTC, LSPR, and other organizations with interest in mutual areas of the Premises, if any, shall cooperate with respect to future infrastructure improvements to the area including planning, design, and fundraising for said additional improvements.

Section 12. Governing Law. This Agreement shall be construed and governed in accordance with the laws of the State of Missouri. Any action in regard to the Agreement or arising out of its terms and conditions must be instituted and litigated in the courts of the State of Missouri within Jackson County, Missouri, and in no other. The parties submit to the jurisdiction of the courts of the State of Missouri and waive venue.

Section 13. Compliance with Laws. UTC shall comply with all federal, state and local laws, ordinances and regulations, including Missouri Prevailing Wage laws, applicable to the Improvements. UTC shall secure all occupational and professional licenses and permits from public or private sources necessary for the fulfillment of obligations under this Agreement. All references to "Code" shall mean the City of Lee's Summit's Code of Ordinances, including any amendments thereto or recodification thereof.

Section 14. Waiver. Waiver of any provisions of this Agreement or any breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, or of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights.

Section 15. Rights and Remedies Cumulative and Not Exclusive. All rights and remedies granted to LSPR herein and any other rights and remedies which LSPR may have at law and in equity are hereby declared to be cumulative and not exclusive, and the fact that LSPR may have exercised any remedy without terminating this Agreement shall not impair LSPR's rights thereafter to terminate or to exercise any other remedy herein granted or to which LSPR may be otherwise entitled.

Section 16. Merger. This Agreement, including any referenced Attachments, constitutes the entire agreement between LSPR and UTC with respect to this subject matter, and supersedes all prior



agreements between LSPR and UTC, including Agreements entered into when UTC was known as the Earth Riders Trail Association, with respect to this subject matter, and any such prior agreement shall be void and of no further force or effect as of the date of this Agreement.

Section 17. Severability of Provisions. Except as specifically provided herein, all of the provisions of this Agreement shall be severable. In the event that any provision of this Agreement is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this Agreement shall be valid unless the court finds the valid provisions of this Agreement are so essentially and inseparably connected with and so dependent upon the invalid provision(s) that it cannot be presumed that the parties to this Agreement could have included the valid provisions without the invalid provision(s); or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the parties.

Section 18. Representations and Warranties. LSPR and UTC each certify that it has the power and authority to execute and deliver this Agreement and to perform this Agreement in accordance with its terms.

IN WITNESS WHEREOF, the parties, by their authorized representatives, have caused this Agreement to be executed as of the date first written above.

URBAN TRAIL CO.

Brian Prosser, President

Date: _____

ATTEST:

LEE'S SUMMIT PARKS AND RECREATION

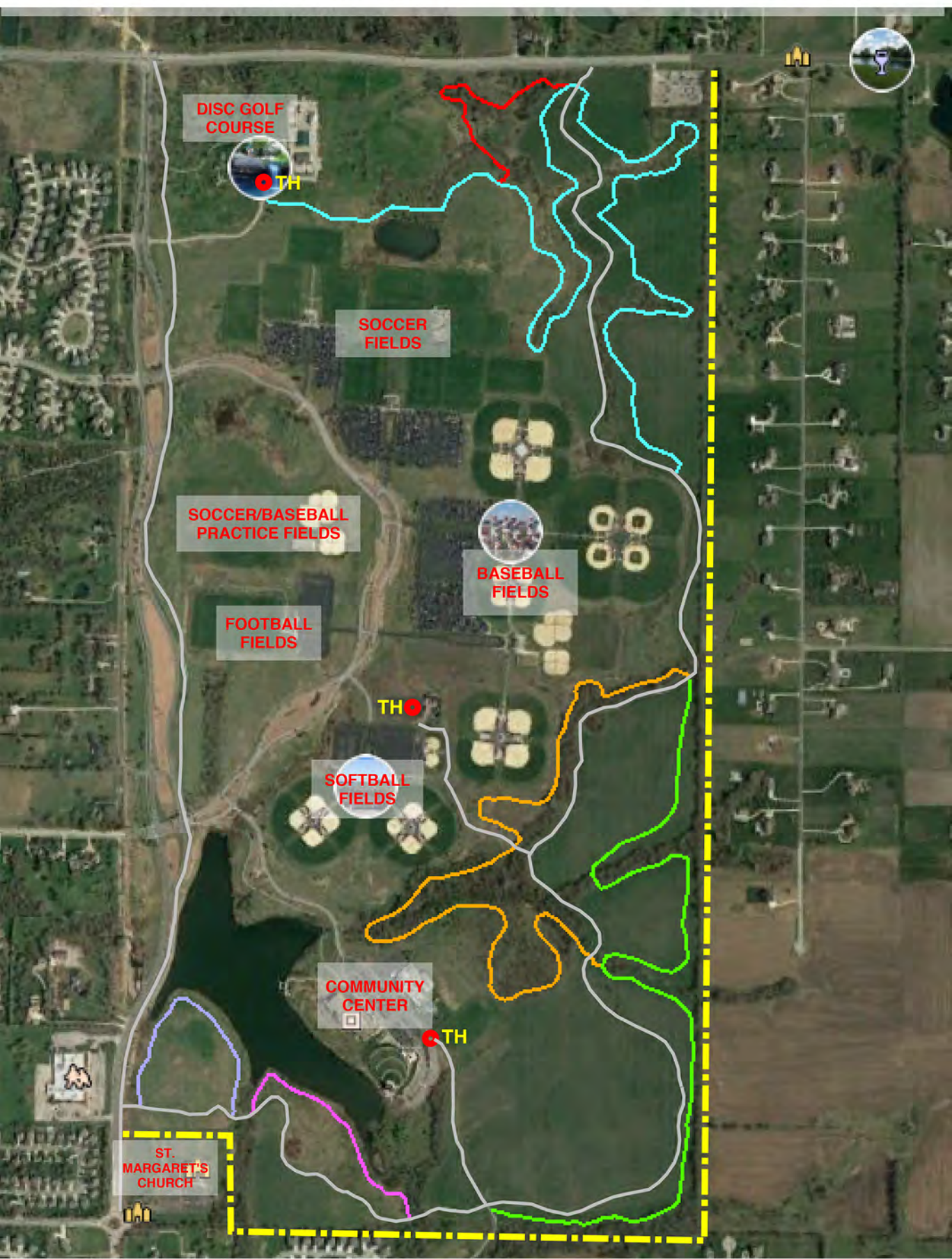
Joe Snook, Administrator of Parks and Recreation

Date: _____

Approved as to Form:

Jackie McCormick Heanue
Superintendent of Legal Services and Human Resources

LEGACY PARK SINGLETRACK



LEGEND

- | | | |
|---------------------|---------------------|----------------------|
| SEGMENT 1A, 0.35 MI | SEGMENT 2, 2.1 MI | EXISTING PAVED TRAIL |
| SEGMENT 1B, 0.35 MI | SEGMENT 2A, 0.35 MI | PROPOSED TRAILHEAD |
| SEGMENT 1C, 1.35 MI | SEGMENT 3, 1.35 MI | |

TOTAL 5.85 MILES
(SINGLETRACK)

ATTACHMENT B

SCOPE OF DUTIES AND SERVICES TO BE PROVIDED BY UTC

1. **Design/Work Plan.** Provide a design and plan of the Improvements to LSPR to the attention of the Administrator of Parks and Recreation for single track multi-use trail on the Premises, for the Administrator's approval. The design and plan of the Improvements shall:
 - a. Show all infrastructure components for construction of non-natural materials such as bridges, decking, and fencing.
 - b. Comply with the International Mountain Bike Association and U.S. Forest Service design standards for non-natural material improvements, such as bridges, decking, or fencing infrastructure, comply with applicable local construction codes.
 - c. Minimize impact on designated areas to the extent feasible.
 - d. Utilize best management practices to control storm water flow and prevent erosion, including full-bench-cut construction for hillsides.
 - e. Utilize best management practices for grade dips and other diversion structures, crib walls and rolling crown switchbacks, bridges, culverts, guide structures, installation of signs, armoring and/or hardening of creek crossing approaches and other soft or sensitive areas, restoration of retired trails, turnpikes, and rock causeways.
 - f. Keep trail-tread grades below ½ of the prevailing side-hill grade.
 - g. Incorporate grade reversals for drainage and trail variation as appropriate.
 - h. Incorporate interesting points along the route.
 - i. Provide a Missouri, professional, engineer signed and sealed drawing for any elevated structural components.
 - j. For any projects proposed to utilize a combination of paid prevailing wage contractors and volunteer labor, provide a list of all volunteer workman proposed to be engaged in the construction of all improvements and the specific tasks they will perform. Any volunteer work shall be documented in accordance with the Missouri Prevailing Wage law, sections 290.210 et seq., RSMo.
 - k. For construction services to be performed by paid contractors or employees, provide a list of all workers and the specific tasks they perform. All paid contractors shall be compensated per Missouri Prevailing Wage laws and any other applicable Federal, State or local law.
 - l. Provide an estimated anticipated schedule for all construction activities including when work will commence, when work will take place on Premises, and anticipated completion date(s).
2. **Construction.**
 - a. Through the use of paid contractors and/or UTC's volunteers, UTC will clear and construct the trail and related improvements in conformity with the design as approved by LSPR. Soil that is removed and brush, limbs, extra materials or other debris associated with said construction may be left on the site, spread evenly consistent with UTC's practice to maintain a natural appearance of the areas.

- b. UTC will provide all labor, tools, and materials necessary for the construction of the trails and related improvements, temporary signage and safety features, except as otherwise stated in this Agreement.
- c. UTC will not utilize herbicides or other chemicals without prior written approval from the Administrator of Parks and Recreation. Use and storage of explosives shall not be allowed.
- d. UTC will train, supervise and ensure, and shall be solely responsible for the contractors, employees and/or volunteers utilized and their safety. UTC will comply with all federal, state and local safety requirements in connection with the performance of the Agreement, including the provisions of the Federal Occupational Safety and Health Act of 1970 ("OSHA") and to the rules and regulations promulgated pursuant to this Act. All work conducted by and for UTC shall be entirely at UTC's own risk.
- e. In the event excavation is conducted in connection with the Improvements, UTC assumes the risk associated therewith, and will take all reasonable and necessary safety precautions, including but not limited to installation of protective coverings on or fencing around open and unattended excavations. Coverings shall be sufficient to sustain the weight of any persons and/or objects placed upon them, fixed to the ground so they cannot be moved, have no opening(s) or protuberance(s) of sufficient size to cause a fall and/or injury, and be accompanied by advance warning devices as necessary. Fencing around open excavations shall be installed such that it surrounds the entire area under excavation so as to prevent entry by any persons, be a minimum of 42" in height and be constructed in such a manner that it is adequately secured and will remain upright at all times under normal site conditions. All protective coverings and/or fences on excavations shall be inspected at least daily to assure integrity. Protective coverings and/or fences in heavily trafficked areas shall be inspected more often as necessary. All excavations shall be restored to the level of the adjacent surfaces as soon as practicable. No excavations may be made in, upon, under, through or adjoining any area other than the Premises identified in Attachment A.
- f. UTC shall be responsible for and in charge of the site and the installation of the Improvements thereon from the time work on the site commences until final approval by LSPR. If installation requires, UTC shall notify all utilities, municipal departments, adjacent property management, and others affected by their operations and shall properly coordinate and expedite their work in such a manner as to cause the least amount of conflict and interference between their operation and those of any other contractor or agency. Notification shall be made sufficiently ahead of time to provide proper rerouting of traffic and erecting of signs before the work is to begin. Any and all damages or claims resulting from the improper or insufficient notification of the affected utility agency and others shall be the responsibility of UTC.

3. Inspection of Installation and Materials.

- a. During installation of the Improvements, LSPR shall have the right to inspect the progress of the Improvements to determine whether or not they are being installed in accordance with LSPR approved plans. If, at any time during the progress of such installation, it is determined that the Improvements are not being installed in accordance with LSPR approved plans, upon receipt of written notice thereof from LSPR, UTC shall make such alterations as may be required to cause such improvements to conform to the specifications.
- b. All material of whatever nature, required in the performance of the Improvements embraced in this Agreement, shall be furnished by UTC and shall be subject to the inspection and/or test by

LSPR or its authorized representative before being placed in the Improvements. All rejected or unsuitable materials shall be removed at once from the Premises.

- c. As soon as practical after completion, the Improvements will be examined thoroughly by LSPR. UTC will be notified when the examination is to be made so that a representative may be present. If the inspection reveals any defective or unsatisfactory work, it shall be remedied by UTC as LSPR may require before final acceptance. The cost of all such repairs and replacements shall be borne by UTC.

4. Maintenance.

Following completion of construction, UTC shall maintain the trail and other improvements, including removing limbs, and other obstructions from the trail and related improved areas, trimming overgrowth, and repairing the trail and course and repairing and replacing other infrastructure as needed for the continuous and safe enjoyment of patrons.

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: December 5, 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 | Work Complete-Payment Pending | October |
| | 18,943 | - | 18,943 | | |
| Legacy Park Community Center Fund (202) | | | | | |
| Lobby video surveillance camera replacement | 5,055 | 5,055 | - | Complete | August |
| Lobby/pool patio glulam replacement | 80,040 | | 80,040 | Work starting Oct. 15 | November |
| Replace Cardio Equipment | 27,000 | 19,560 | 7,440 | Complete | October |
| ADA ramp replacement | 6,295 | 6,295 | - | Complete | July |
| | 118,390 | 24,615 | 87,480 | | |
| Harris Park Community Center Fund (530) | | | | | |
| none | | | - | | |
| | - | - | - | | |
| Parks and Recreation Fund (200) | | | | | |
| Operations | | | | | |
| Asphalt | 80,000 | 8,066 | 71,934 | In process | November |
| Drinking Fountain Replacement | 5,400 | | 5,400 | | March |
| Tree Replacement | 4,500 | | 4,500 | In process | November |
| Trash Barrel Replacement | 5,600 | | 5,600 | | April |
| Legacy Park | | | | | |
| Asphalt | 100,000 | 71,211 | 28,789 | Complete | September |
| Baseball Shelter Shade Additions | 18,000 | 15,586 | 2,414 | Complete | 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 | November |
| Outdoor electrical receptacles for football | 13,980 | | 13,980 | waiting to hear back from LSFA | November |
| Dugout Replacement | 10,700 | | 10,700 | | March |
| | 261,180 | 94,863 | 166,317 | | |
| Summit Waves Fund (203) | | | | | |
| VGBA grates | 24,506 | | 24,506 | Bid closed 9.12.18. Staff evaluating. | May |
| | 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 | November |
| Summit Park Renovations | 1,600,000 | | 1,600,000 | in Design Development | June |
| Howard Park Renovations | 900,000 | | 900,000 | in Design Development | June |
| Hartman Park Trailhead (project managed with PW funding) | 250,000 | | 250,000 | in Design Development | February |
| Legacy Wayfinding | 8,000 | | 8,000 | in Design Development | December |
| | | | - | | |
| | 7,758,000 | 4,496,101 | 3,261,899 | | |
| TOTAL | 8,181,019 | 4,615,579 | 3,559,145 | | |

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 | 291 |
| Active Flex | | 190 | 163 |
| Annual | | 242 | 128 |
| <u>Non-Resident Total</u> | | 32 | 23 |
| Active Flex | | 13 | 16 |
| Annual | | 19 | 7 |
| <u>Silver Sneakers Total</u> | July 18 - June 19 | 12,950 | 4,211 |
| <u>Single Visit</u> | July 18 - June 19 | 358 | 111 |
| Discount | | 298 | 82 |
| Regular | | 60 | 29 |
| Facility Rentals | | | |
| Event Packages | July 18 - June 19 | 17 | 8 |
| Gamber Package | July 18 - June 19 | 78 | 35 |
| Outdoor Rentals | July 18 - June 19 | 6 | 3 |
| Ballroom | July 18 - June 19 | 463 | 312 |
| Class/Craftrooms | July 18 - June 19 | 941 | 380 |
| Aerobics Room | July 18 - June 19 | 219 | 100 |
| Programming | | | |
| Bingo | July 18 - June 19 | 2193 | 840 |
| Lunch with Us | July 18 - June 19 | 480 | 333 |
| Line Dance | July 18 - June 19 | 577 | 201 |
| <u>GCC All Inclusive</u> | | | |
| (LPCC/Gamber Center/HPCC/LVCC) | | | |
| <u>Resident</u> | | | 84 |
| Annual | July 18 - June 19 | 147 | 10 |
| Flex | July 18 - June 19 | 155 | 74 |
| <u>Non-Resident</u> | | | 6 |
| Annual | July 18 - June 19 | 18 | 0 |
| Flex | July 18 - June 19 | 9 | 6 |
| Fund 202 - Legacy Park Community Center | | | |
| Memberships | | | |
| <u>Resident</u> | | | |
| Annual | July 18 - June 19 | 1,983 | 1,694 |
| Flex | July 18 - June 19 | 4,362 | 3,797 |
| <u>Non-Resident</u> | | | |
| Annual | July 18 - June 19 | 329 | 425 |
| Flex | July 18 - June 19 | 871 | 853 |
| <u>Single Visit - Resident</u> | July 18 - June 19 | 23,060 | 6,216 |
| <u>Single Visit -- Non-Resident</u> | July 18 - June 19 | 6,359 | 1,935 |
| <u>Silversneakers</u> | July 18 - June 19 | 17,623 | 11,191 |
| <u>Prime</u> | July 18 - June 19 | 1,200 | 146 |
| <u>Silver and Fit</u> | July 18 - June 19 | 140 | 179 |
| <u>90 Day Memberships</u> | | | |
| Resident | July 18 - June 19 | 9 | 3 |
| Nonresident | July 18 - June 19 | 3 | 1 |
| Facility Rentals | | | |

| | | Target Goals - This Year (participants) 2018-2019 | Results to Date (for programs/events starting July 2018) |
|---|-------------------|--|--|
| Run Time | | | |
| <u>Birthday Party Packages</u> | | | |
| Resident | | | |
| Package A | July 18 - June 19 | 352 | 96 |
| Package B | July 18 - June 19 | 50 | 14 |
| Non-Resident | | | |
| Package A | July 18 - June 19 | 120 | 59 |
| Package B | July 18 - June 19 | 19 | 1 |
| <u>Community Rooms</u> | | | |
| Resident | July 18 - June 19 | 16 | 2 |
| Non-Resident | July 18 - June 19 | | 0 |
| <u>Court Rentals</u> | | | |
| Resident | July 18 - June 19 | 11 | 3 |
| Non-Resident | July 18 - June 19 | 0 | 8 |
| 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 | 2,165 |
| Canoe | July 18 - June 19 | 1311 | 587 |
| Bikes | July 18 - June 19 | 1602 | 667 |
| <u>Child Care</u> | | | |
| Drop In | July 18 - June 19 | 2622 | 870 |
| Pass Card - Member | July 18 - June 19 | 216 | 89 |
| Pass Card - Non-member | July 18 - June 19 | 13 | 6 |
| Water and Land Aerobic Programming | July 18 - June 19 | 69000 | 26337(11.20.18) |
| Provide Miscellaneous Fitness | | | |
| Personal Training | July 18 - June 19 | 1600 | 963 (11.27.18) |
| LPCC Paid Group Fitness | July 18 - June 19 | 300 | 82 (11.27.18) |
| GCC Paid Group Fitness | July 18 - June 19 | 30 | 0 |
| LPA Paid Group Fitness | July 18 - June 19 | 500 | 227 (11.27.18) |
| Massage Therapy | July 18 - June 19 | 200 | 21 (11.27.18) |
| RevUP | July 18 - June 19 | 160 | 19 |
| RevUP Reload | July 18 - June 19 | 175 | 51 |
| Healthy Eating Every Day (H.E.E.D) | July 18 - June 19 | 0 | 0 |
| Swim Lessons | | | |
| Swim Lessons | July 18 - June 19 | 824 Participants | 327 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 | 62 Enrolled (11.26.2018) |
| School Break Days | Oct 12-April 19 | 660 Participants | 4 Days Held / 118 Participants |

| | | Target Goals - This Year (participants) 2018-2019 | Results to Date (for programs/events starting July 2018) |
|---|--------------------|--|--|
| Recreation Center Operations | | | |
| Gym Rentals | July 18 - June 19 | 200 Rentals | 88 Rentals |
| Classroom Rentals | July 18 - June 19 | 250 rentals | 62 Rentals |
| Entire Facility Rentals | July 18 - June 19 | 20 Rentals | 2 Rentals |
| Week Long Rentals | July 18 - June 19 | 2 Rentals | 1 Rentals |
| Open Gym | July 18 - June 19 | 1800 Participants | 512 Participants |
| ATHLETICS | | | |
| Adult Leagues | | | |
| <i>Softball -- Coed, Men's, Women's</i> | | | |
| • Fall | Sept 18 - Oct 18 | 46 teams | 14 teams |
| • Spring | Mar 19 - Apr 19 | 63 teams | |
| • Summer | June 19 - Aug 19 | 65 teams | |
| <i>Basketball -- Men's</i> | | | |
| • Fall | Jan 18 - Mar 19 | 20 teams | 4 teams (11.26.18) |
| • Winter | April 19 - June 19 | 18 teams | |
| • Spring | June 19 - Aug 19 | 14 teams | |
| • Summer | Sept18-Nov 18 | 14 teams | 13 teams |
| <i>Volleyball -- Coed, Women's</i> | | | |
| • Fall | Jan 19-Mar 19 | 35 teams | |
| • Winter | Mar 19-May 19 | 35 teams | |
| • Spring | June 19-Aug 19 | 35 teams | |
| • Summer I and II | July 18-Jan18 | 70 teams | 32 teams (Sum. I) 24 (Sum. II) 10.12.18 |
| <i>Kickball</i> | | | |
| • Fall | Sept 18 - Nov 18 | 13 teams | 4 teams |
| • 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 | 8 |
| 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 | 15 |
| • Youth Beginner | July 18 - June 19 | 65 participants | 20 |
| Right Sized | July 18 - June 19 | 10 participants | 6 |
| Youth Leagues | | | |
| Girl's Basketball | Nov 18 - Feb 19 | 330 | 178 |
| Spring Youth Volleyball | March 19 - May 19 | 250 | 0 |
| Fall Youth Volleyball | Sept 18- Nov 18 | 280 | 298 |
| 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) |
|---------------------------------------|--|--|--|
| 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 | 51 |
| Photography Fund 201 | | | |
| • Photography Classes | July 18 - June 19 (Year-to-date count) | 47 | 4 |
| Knitting Fund 201 | July 18 - June 19 (Year-to-date count) | 28 | 18 |
| 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 | 12 participants (11.26.18) |
| First Aid | July 18 - June 19 (Year-to-date count) | 40 | 5 participants (11.26.18) |
| Healthcare Provider CPR | July 18 - June 19 (Year-to-date count) | 40 | 12 participants (11.26.18) |
| CPR for Family and Friends | July 18 - June 19 (Year-to-date count) | 50 | 19 participants (11.26.18) |

| | | Target Goals - This Year (participants) 2018-2019 | Results to Date (for programs/events starting July 2018) |
|--|--|--|--|
| Run Time | | | |
| Youth Instructional | | | |
| <i>Itty-Bitty Sports</i> | | | |
| • Flag Football | Sept 18 - Oct 18 | 60 participants | 35 |
| • Basketball | Jan 19 - Feb 19 | 75 participants | 11 |
| • 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 | 7 |
| • Itty Bitty Dancers | July 18 - June 19 (Year-to-date count) | 56 Participants | 20 |
| Indoor T-Ball | July 18 - June 19 (Year-to-date count) | 20 participants | 9 |
| 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 | 14 |
| • Itty Bitty Tumblers | July 18 - June 19 (Year-to-date count) | 88 Participants | 26 |
| <i>Parties</i> | | | |
| Pint Size Parties | Sept 18 - April 19 | 34 Participants | 9 |
| Pint Size Playtime | Sept 18 - April 19 | 120 Participants | 37 |
| <i>Pee Wee Sports</i> | | | |
| • Flag Football | July 18 - June 19 (Year-to-date count) | 25participants | 20 |
| • Basketball | July 18 - June 19 (Year-to-date count) | 75 participants | 14 |
| • Tumblers | July 18 - June 19 (Year-to-date count) | 18 Participants | 4 |
| <i>Animal Wonders</i> | | | |
| • Workshop | July 18 - June 19 (Year-to-date count) | 15 participants | 5 participant (11.26.18) |
| • Camps | July 18 - June 19 (Year-to-date count) | 45 participants | 13 participants (11.26.18) |
| <i>First Aid</i> | | | |
| Kids First Aid | July 18 - June 19 (Year-to-date count) | 25 participants | 5 participants (11.26.18) |
| Babysitter Boot Camp | July 18 - June 19 (Year-to-date count) | 250 participants | 58 participants (11.26.18) |
| 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 | 50 |
| 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 | | | |

| | | Target Goals - This Year (participants) 2018-2019 | Results to Date (for programs/events starting July 2018) |
|---|--|--|--|
| Run Time | | | |
| Young Rembrandts Classes | July 18 - June 19 (Year-to-date count) | 25 | 4 |
| 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. |
| All Ages- Instructional | | | |
| Horsemanship Classes | | | |
| • Beginning Horsemanship | July 18 - June 19 (Year-to-date count) | 12 | 12 participants (10.12.18) |
| • Beginner Rider I | July 18 - June 19 (Year-to-date count) | 6 | 6 participant (10.12.18) |
| • Beginner Rider II | July 18 - June 19 (Year-to-date count) | 4 | 2 participants (10.12.18) |
| • Texas Tots | July 18 - June 19 (Year-to-date count) | 6 | 6 participants (10.12.18) |
| • 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 | 120 |
| Night Flight | June 2019 | 300 participants | |
| Tour de Lakes | June 2019 | 900 participants | |
| Trick a Bike | Oct. 2018 | 100 participants | cancelled |
| 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 2019 | 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 | |
| City Grounds Maintenance | | | |
| Maintain Public Works MOU areas | FY 19 | FY 19 | |

| | | 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 | 5,408 participants |
| Public swim - Regular | May 19 - June 19 | 2,700 participants | |
| Public swim - Discount | July 18 - Aug 18 | 15,900 participants | 16,560 participants |
| Public swim - Discount | May 19 - June 19 | 15,000 participants | |
| Twilight - Regular | July 18 - Aug 18 | 170 participants | 173 participants |
| Twilight - Regular | May 19 - June 19 | 1110 participants | |
| Twilight - Discount | July 18 - Aug 18 | 1,650 participants | 1,470 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 | 302 participants |
| Family Fun Nights (1) | May 19 - June 19 | 280 per event | |
| Birthday Party Packages | July 18 - Aug 18 | 30 packages | 48 packages |
| Birthday Party Packages | May 19 - June 19 | 27 packages | |
| Cabana Rentals | July 18 - Aug 18 | 37 packages | 39 packages |
| Cabana Rentals | May 19 - June 19 | 24 packages | |

MEMORANDUM



Date: December 5, 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

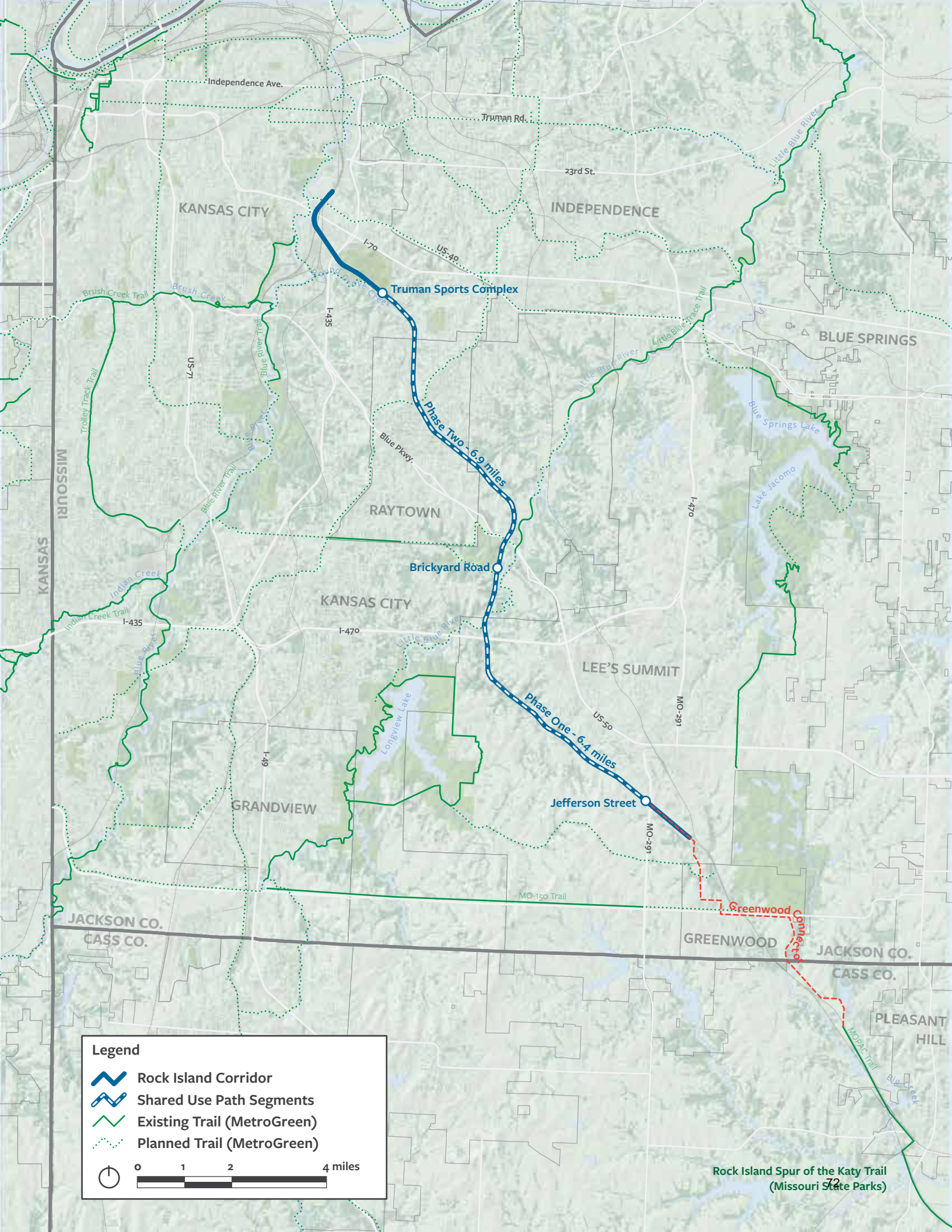
In the Transportation Sales Tax Renewal by the Public Works Department, funding was reserved in the amount of \$250,000 for the implementation of a trailhead along the Rock Island Trail corridor which is currently under construction and scheduled for completion in August. The desired location for this 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.





At the time of this report, LSPR staff is coordinating with trail planning consultant, Vireo, to complete 100% construction drawings for the project and begin construction in early to mid December. LSPR will act as the general contractor for the project and is working to prioritize the scope of work to fit within the project budget.

Staff will keep the Board updated of this project

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



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)

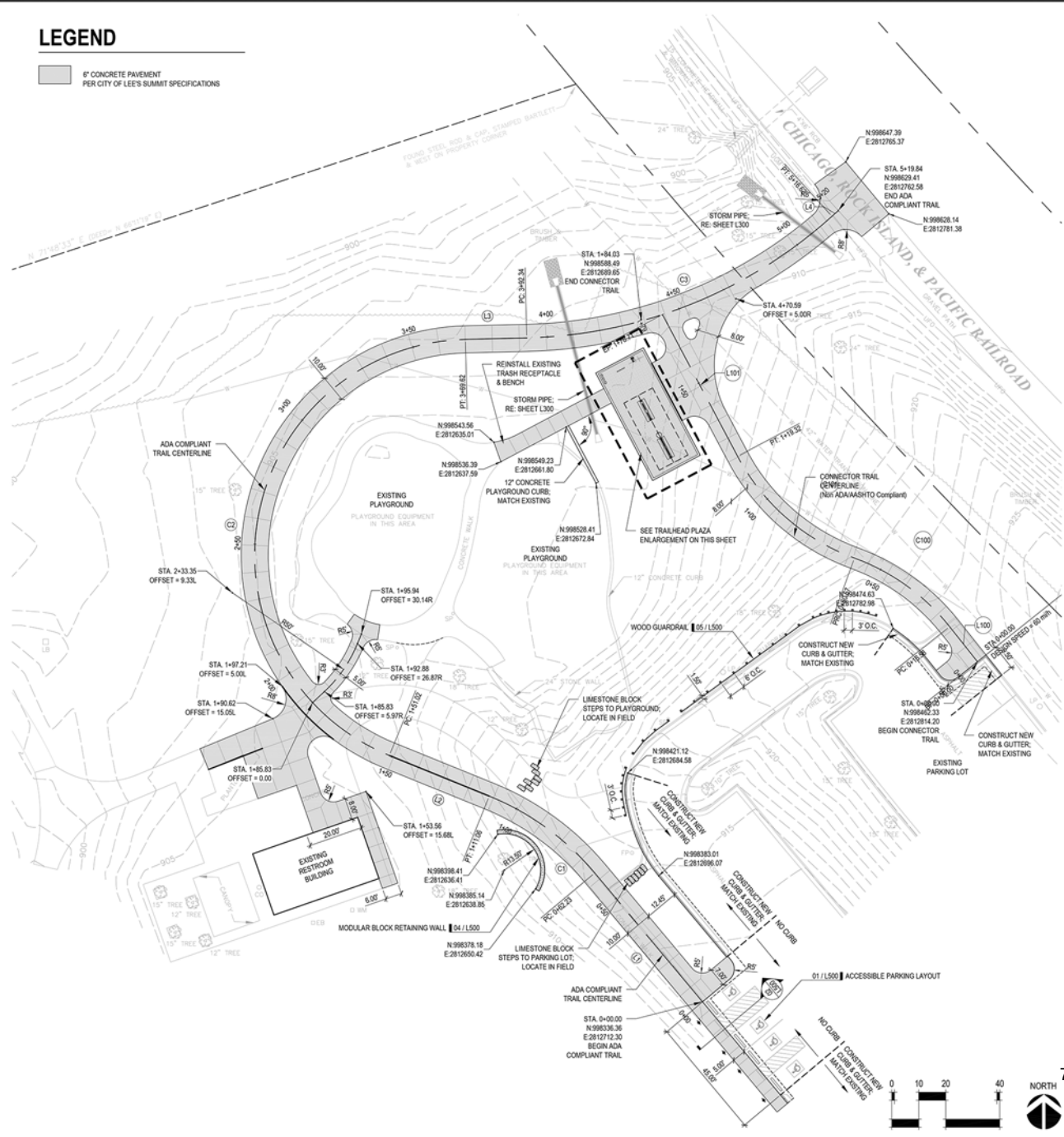
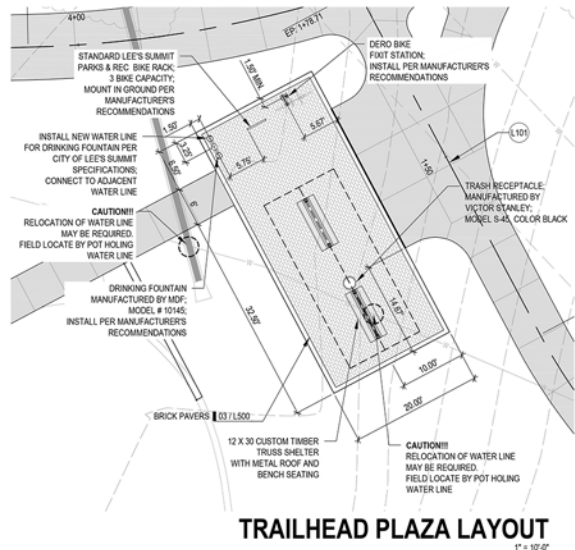
1. SITE LAYOUT DATA, INCLUDING COORDINATE POINTS, IS BASED ON A SURVEY PROVIDED BY ANDERSON SURVEY COMPANY (2016). REFER TO SURVEY FOR HORIZONTAL LAYOUT CONTROL POINTS. REPORT ANY DISCREPANCIES BETWEEN PLANS AND FIELD CONDITIONS TO OWNERS REPRESENTATIVE IMMEDIATELY.
2. ALL CURBS ARE TO BE CONSTRUCTED TO GRADE AS REQUIRED.
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONTROL, ON SITE AND DOWNSTREAM EROSION AND SLIDING DURING ALL PHASES OF CONSTRUCTION. EROSION CONTROL SYSTEMS AND PROCEDURES SHALL BE IN PLACE PRIOR TO ANY BARTON OPERATIONS.
4. THE LOCATIONS OF EXISTING UTILITIES AS SHOWN ARE APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES.
5. SAWCUT EXISTING PAVEMENT FULL DEPTH WHERE IT MEETS NEW PAVEMENT.
6. ASPHALT PATCHING ASSOCIATED WITH NEW CURB CONSTRUCTION SHALL BE SUBSIDIARY TO CURB INSTALLATION.
7. CONSTRUCTION STAKING SHALL BE PROVIDED BY THE CONTRACTOR.
8. UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE TO THE FOLLOWING: EDGE OF PAVEMENT, FACE OF WALL, AND EDGE OF CURB.
9. ALL EDGES OF PAVEMENTS ARE TO BE STRAIGHT (OR OF CONSISTENT RADII IN THE CASE OF CURVES) AS SHOWN HEREIN. NO UNSPECIFIED TANGENTS OR SKINS WILL BE APPROVED.
10. ALL CONSTRUCTION LAYOUT STAKING IS TO BE PERFORMED BY A LAND SURVEYOR OR PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF CALIFORNIA. ALL CONSTRUCTION LAYOUT STAKING, UPON WRITTEN REQUEST FROM CONTRACTOR, ELECTRONIC DATA COMPRISING THESE SITE DEVELOPMENT DRAWINGS WILL BE FURNISHED TO THE LAND SURVEYOR OR PROFESSIONAL ENGINEER EMPLOYED TO PERFORM THE CONSTRUCTION STAKING.
11. IN ORDER TO MAINTAIN THE INTEGRITY OF HORIZONTAL AND VERTICAL CONTROL, FOR THE SITE, THE SURVEYOR OR PROFESSIONAL ENGINEER EMPLOYED BY THE CONTRACTOR TO PERFORM CONSTRUCTION LAYOUT STAKING SHALL SET AND PROTECT ADDITIONAL TRAVERSE POINTS OUTSIDE THE AREA OF CONSTRUCTION ACTIVITY.

 6" CONCRETE PAVEMENT
PER CITY OF LEE'S SUMMIT SPECIFICATIONS

| ALIGNMENT LINE DATA | | | | |
|---------------------|--------|------------------|-------------------------|-------------------------|
| LINE # | LENGTH | BEARING | START POINT | END POINT |
| L1 | 62.23 | N39° 55' 59.71"W | (2812712.30, 999336.36) | (2812672.35, 999394.06) |
| L2 | 39.95 | N67° 54' 41.73"W | (2812633.38, 998415.52) | (2812596.26, 998427.58) |
| L3 | 22.72 | N88° 39' 00.37"E | (2812624.46, 999581.65) | (2812647.17, 999582.22) |
| L4 | 3.22 | N47° 57' 37.34"E | (2812760.23, 999627.20) | (2812762.63, 999629.36) |

| ALIGNMENT CURVE DATA | | | | |
|----------------------|--------|--------|--------|---------|
| CURVE # | DELTA | RADIUS | LENGTH | TANGENT |
| C1 | 27.96 | 100.00 | 48.83 | 24.91 |
| C2 | 156.56 | 80.00 | 218.00 | 365.66 |
| C3 | 40.69 | 175.00 | 124.28 | 64.89 |

| ALIGNMENT LINE DATA | | | | |
|---------------------|--------|------------------|-------------------------|-------------------------|
| LINE # | LENGTH | BEARING | START POINT | END POINT |
| L100 | 16.58 | N38° 33' 28.66"W | (2812814.20, 998462.33) | (2812803.88, 998475.30) |
| L101 | 59.39 | N27° 56' 21.03"W | (2812725.29, 998538.37) | (2812697.46, 998590.84) |

HARTMAN PARK
TRAILHEAD

700 SW Pryor Road
Lee's Summit, MO 64081

vireo

LAC# MO-2002023826 KS-59

929 Walnut Street, Suite 700 1111 N. 13th Street, Suite 116
Kansas City, Missouri 64106 Omaha, Nebraska 68102
P 816-756-5690 P 402-553-5486

www.BelVireo.com

100% CONSTRUCTION DOCUMENTS

[illegible]

November 15, 2018 P18047.1
 Date Project Number
 AS CP
 Drawn By Checked By
 L200 Site Layout Plan
 File Name

Site Layout Plan

MEMORANDUM



Date: December 5, 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 Renovation

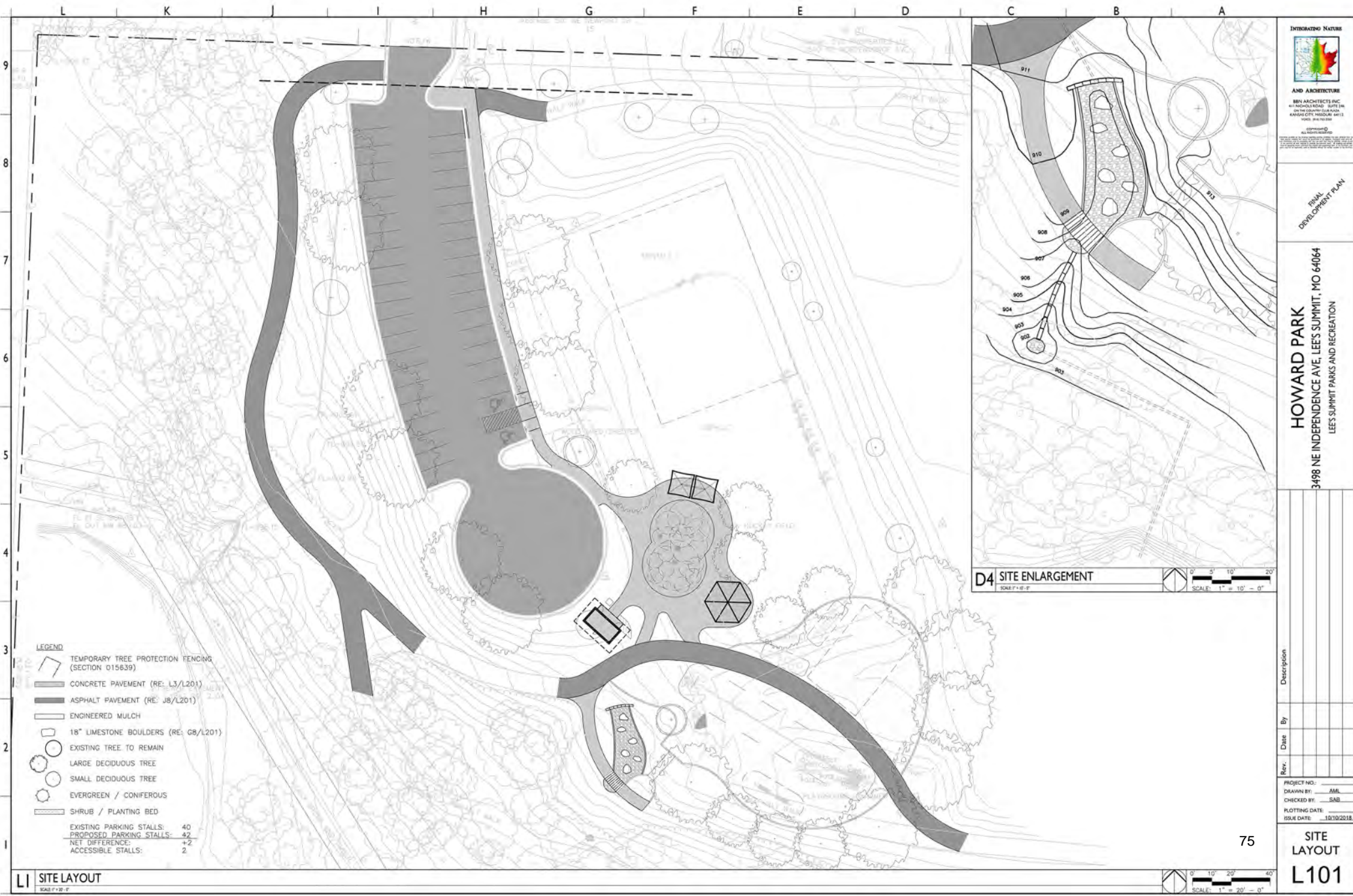
With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the redevelopment of Howard Park and project funding in the amount of approximately \$900,000.

Staff has reviewed numerous playground proposals from several playground manufacturers and is selecting equipment for the future playground. Staff is also working with the design consultant, BBN Architects, in responding to city staff comments pertaining to the Final Development Plan.

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.

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



INTEGRATING NATURE
AND ARCHITECTURE

BEV ARCHITECTS INC.
4000 N. 10TH AVE. SUITE 100
KANSAS CITY, MISSOURI 64113
816.452.1000
www.bevarchitects.com

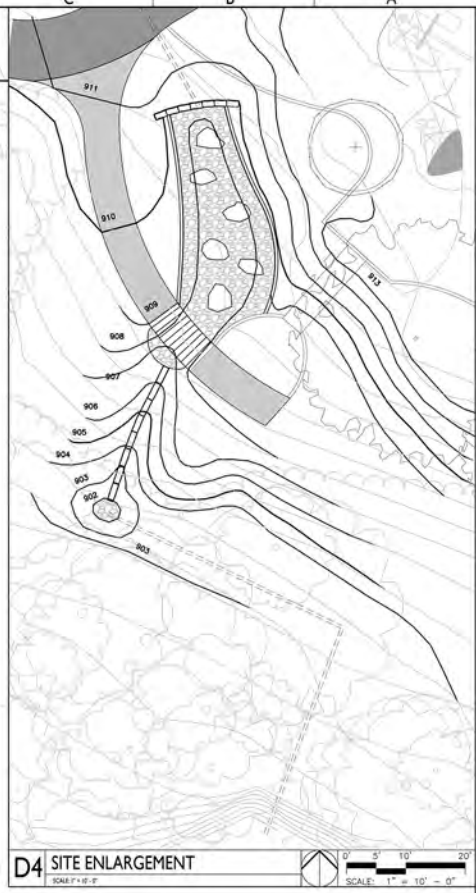
FINAL
DEVELOPMENT PLAN

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

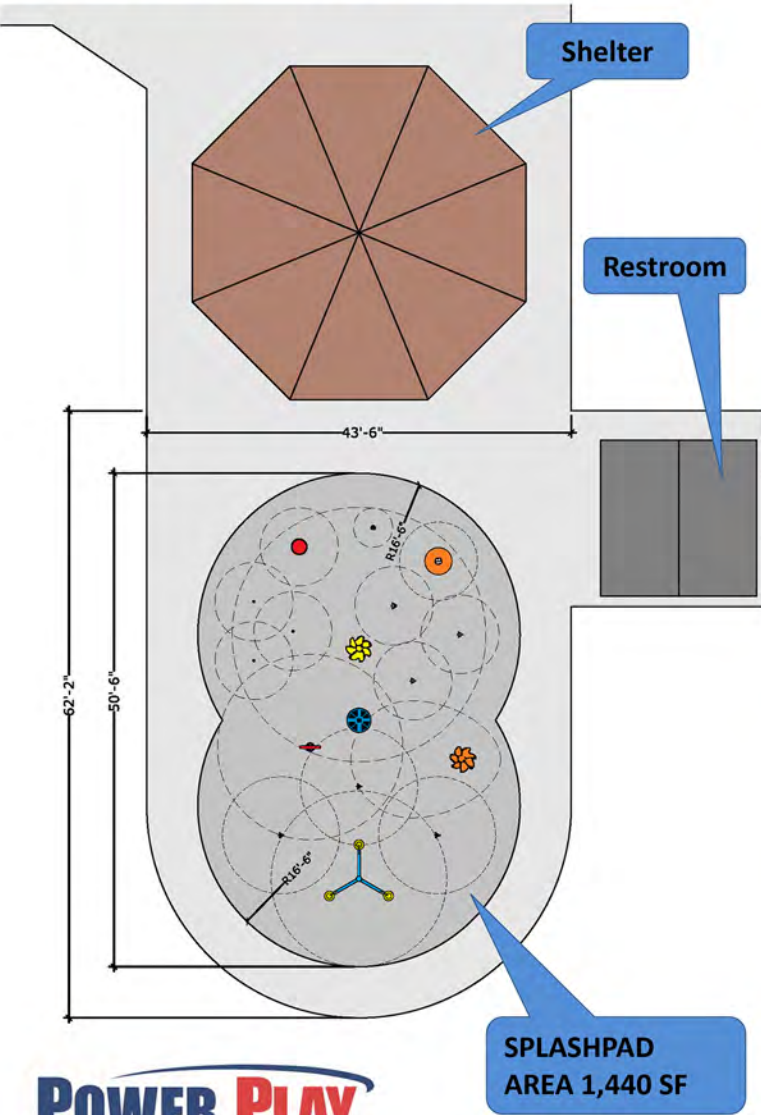
Rev. Date By Description

PROJECT NO.:
DRAWN BY: AM
CHECKED BY: SAB
PLOT DATE:
ISSUE DATE: 10/10/2018

SITE
LAYOUT
L101



HOWARD PARK SPLASHPAD



POWER PLAY

Discover. Explore. Play.
www.power-play.net



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

MEMORANDUM



Date: December 5, 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 2018 meeting, the Parks Board approved the master plan for improvements to the park. Staff has reviewed numerous playground proposals from several playground manufacturers and is selecting equipment for the future playground. Staff is also working with the design consultant, BBN Architects, in responding to city staff comments pertaining to the Final Development Plan.

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.

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

MEMORANDUM



Date: December 5, 2018

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

From: Steve Thomas
Assistant Superintendent of Park Construction

Re: Longview Community Center

The Longview Community Center remodeling project has made significant progress in the last month. Painting has been completed in the Gymnasium, Natatorium, Fitness area, all of the offices and the lobby. Hardwood floors have been sanded, stained and refinished in the Gymnasium and the Aerobics room. A fireplace has been installed in the lobby with the quartz hearth.

Currently, carpet is being installed in all of the offices, conference room, child care room, and hallways. Floor and wall tile is being installed in the men's and women's restrooms. Ceiling tile is being installed throughout the offices and first floor.

Our crews have been working on the exterior of the building with the removal of old fencing and storage buildings. We have also begun to renovate the flower beds and the entrance circle to the main entrance on the South side of the building.

See attachment 'A' for a synopsis of the current project budget and attachment 'B' for the revised project timeline. Attachment 'C' includes updated photographs of the projects progress.

Staff will keep the board updated on the progress of this project.

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

Project Name: LVCC Renovations

(Attachment 'A')

29-Nov-18

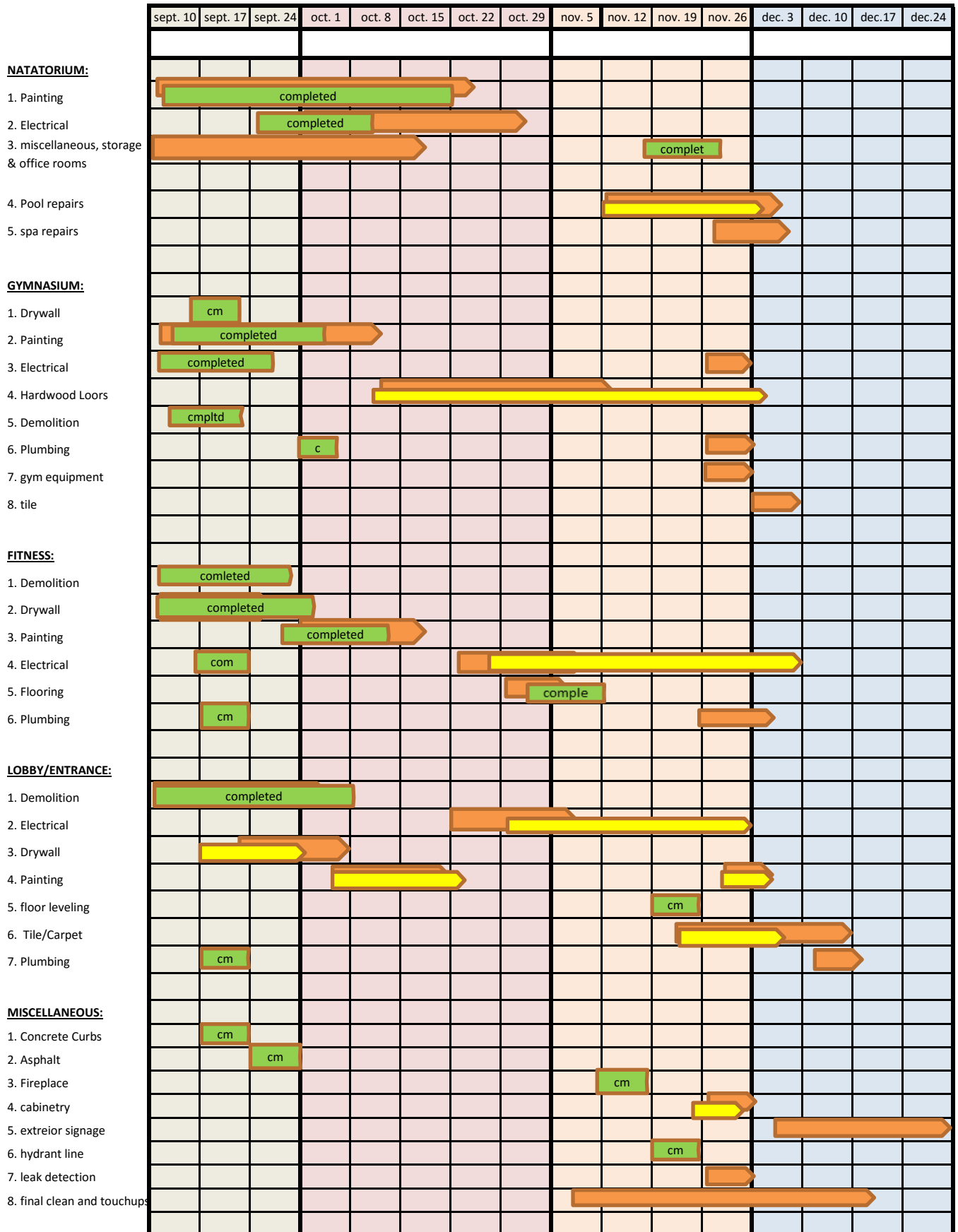
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| Item | | Park Board approved project budget \$1,111,218 | Actual to Date | Estimate to Completion | Variance (Over)/Under Approved Budget | Notes |
|--------|--|---|-----------------|---------------------------|---|---|
| | | | | | | |
| | Architect/Design | \$ 10,825.00 | \$ 10,825.00 | | \$ - | |
| | Demolition | \$ 44,865.00 | \$ 29,865.00 | | \$ 15,000.00 | Complete |
| | Painting & Drywall | \$ 199,753.00 | \$ 199,753.00 | | \$ - | |
| | Flooring - Gymnasium | \$ 31,500.00 | \$ 31,500.00 | | \$ - | |
| | Gymnasium miscellaneous | \$ 28,000.00 | \$ 24,815.00 | | \$ 3,185.00 | |
| | Electrical | \$ 104,634.00 | \$ 104,634.00 | \$ 23,863.63 | \$ (23,863.63) | \$23863.63 light fixtures |
| | Plumbing | \$ 19,500.00 | \$ 8,560.00 | \$ 10,940.00 | \$ - | |
| | Flooring - Fitness | \$ 72,000.00 | \$ 83,138.28 | | \$ (11,138.28) | unable to accept low bid, only other bid was \$11k over budget. Complete |
| | Flooring - Lobby & Restrooms | \$ 112,161.00 | \$ 97,016.00 | \$ 17,000.00 | \$ (1,855.00) | |
| | Cabinetry & Front Desk | \$ 38,000.00 | \$ 3,156.00 | \$ 15,000.00 | \$ 19,844.00 | |
| | Miscellaneous - coaches office | \$ 10,000.00 | \$ 12,117.72 | | \$ (2,117.72) | Includes: childcare, aerobics, kitchen |
| | Miscellaneous - pool office, pool storage, diving boards | \$ 10,000.00 | \$ 8,371.99 | | \$ 1,628.01 | \$1,470 for diving board hardware was not included in budget |
| | Trash Enclosure | \$ 25,000.00 | \$ - | \$ 10,000.00 | \$ 15,000.00 | |
| | Landscaping | \$ 8,000.00 | \$ - | | \$ 8,000.00 | |
| | Signage & Monument | \$ 25,000.00 | \$ - | | \$ 25,000.00 | |
| | Concrete | \$ 9,300.00 | \$ 5,886.32 | | \$ 3,413.68 | Complete |
| | Asphalt | \$ 138,307.00 | \$ 138,307.00 | | \$ - | |
| | | | \$ - | | \$ - | |
| | IT Infrastructure | \$ 146,225.00 | \$ 58,970.45 | \$ 17,221.00 | \$ 70,033.55 | CDC-Est still includes some contingencies. Also includes HVAC \$8K not in original ITS estimate and installation of loaner copier. Confident \$70K available for other construction/FFE priorities. |
| | | | \$ - | | \$ - | |
| | Contingencies | \$ 78,148.00 | \$ 35,152.59 | \$ 14,997.02 | \$ 27,998.39 | \$2,990 for gym/lobby roof leak detection, \$1,975 for elevator main. Fireplace, 2495. Gas meter \$4,683. F/P quartz \$2,380. Cubbies \$3,685. CDC includes closing costs and environmental not included in \$4.1 mil Interfund loan. |
| | | | | | \$ - | |
| | Construction Subtotal | \$ 1,111,218.00 | \$ 852,068.35 | \$ 109,021.65 | \$ 150,128.00 | |
| | | | | | \$ - | |
| Item | Fitness Equipment | \$ 302,897.00 | \$ 296,041.37 | \$ 4,885.41 | \$ 1,970.22 | exercise bands, foam rollers, step risers, steps, bilio box set, resistance tubes, measuring tape, aqua equip., fitness mics, massage room shades, etc. |
| | Lobby, Offices, Front Patio-furniture | \$ 71,223.00 | \$ 54,509.71 | \$ 13,109.17 | \$ 3,604.12 | magnet wall, book shelves, literature rack, coffee grinder, TV's & mounts, microwave, plants, bulletin boards, office start-up supplies, etc. CDC- \$1,440 for 4 additional Rectrac licenses, \$125 est net motion for Jodi's laptop, \$875 est for ID Printer and \$928 est for B&W printer. Additional est of \$1,250 for three scanners, additional cash drawer and battery backup for front desk. |
| | Gymnasium | \$ 8,742.00 | \$ 3,422.28 | \$ - | \$ 5,319.72 | \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. |
| | Natatorium | \$ 50,099.00 | \$ 42,028.43 | \$ 5,400.00 | \$ 2,670.57 | |
| | Childcare | \$ 9,038.00 | \$ 7,033.63 | \$ 1,632.13 | \$ 372.24 | TV's, mounts, dvd, radio, toys, gaming system and rocking chair left to purchase |
| | Security system | \$ 32,000.00 | \$ 38,835.00 | \$ - | \$ (6,835.00) | Existing equipment was locked out and access couldn't be gained so new panel and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. |
| | General facility-LR's, janitorial, miscellaneous | \$ 49,090.00 | \$ 38,303.79 | \$ 8,035.00 | \$ 2,751.21 | PT wall, shades, interior facility signage (\$4,000), outdoor equip., tools, tool cabinet, shelving, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floor pad & batteries not in budget |
| | Contingencies | \$ 15,693.00 | \$ 6,839.00 | | \$ 8,854.00 | Lap pool caulking project (\$6,189) |
| | | | | | \$ - | |
| | FFE Subtotal | \$ 538,782.00 | \$ 487,013.21 | \$ 33,061.71 | \$ 18,707.08 | |
| | | | | | \$ - | |
| | Adjusted Project Sub Total | \$ 1,650,000.00 | \$ 1,339,081.56 | \$ 142,083.36 | \$ 168,835.08 | |
| Budget | Total Park Board Approved Budget | | | | | |
| | | | | | | |
| | Under/Over Budget w Actuals to Date | | | | | |
| | | | | | | |
| | | | | | | |
| | Extras/Change Orders: | Accepted | Proposed | | | |
| | concrete - sidewalks | | \$ 10,853.02 | | | |
| | xtra cleaning in the gymnasium | \$ 3,200.00 | | | | |
| | water line to hydrant | \$ 15,100.00 | | | | |
| | 8" asphalt removal & replacement (island) | | \$ 27,935.00 | | | |
| | asphalt north horseshoe drive | | \$ 14,098.00 | | | |
| | asphalt trash truck access | | \$ 19,473.00 | | | |

TIMELINE for LONGVIEW COMMUNITY CENTER, (Attachment 'B')



LONGVIEW RENOVATION PHOTOS

(Attachment 'C')



ABOVE: Finished hardwood floors in the Gymnasium



ABOVE: Fitness area



ABOVE: Carpet being installed in the Aerobics room



ABOVE: Floor and wall tile being installed in the men's restroom

MEMORANDUM



Date: November 28, 2018

To: Joe Snook
Administrator of Parks and Recreation

From: David Dean
Superintendent of Recreation Services II

Re: Fundraising Update – December 2018

Collections for FY19 are in progress, will all November payments collected and five payments due in December. Our sponsorship coordinator is negotiating with a potential sponsor for Happy Tails Dog Park. I will provide further updates to the board at the meeting.

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 FY21 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 | \$ 15,000.00 | \$15,000.00 | \$ 15,000.00 | \$ 86,000.00 |
| 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 | | | \$ 2,000.00 | \$ 1,000.00 | | | \$ 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 Flooding, 8/30/17 | | | \$15,000.00 | \$15,000.00 | \$15,000.00 | | \$ 45,000.00 |
| Heartland Heating & Cooling, 8/31/17 | | | \$15,000.00 | \$15,000.00 | \$15,000.00 | | \$ 45,000.00 |
| Lee's Summit Academy ⁵ 5/11/18 | | | \$3,000.00 | | | | \$ 3,000.00 |
| Foundation Guy | | | | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$ 45,000.00 |
| Freezing Moo | | | | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$ 45,000.00 |
| Total | \$ 48,500.00 | \$ 105,500.00 | \$ 152,750.00 | \$ 143,500.00 | \$92,250.00 | \$45,000.00 | \$ 587,500.00 |

| Expenses | FY16 | FY17 | FY18 | FY19 | | | Total |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|--------------------|----------------------|
| Equity Bank | | | | | | | |
| Banners (29*\$65) ⁴ | \$ 1,885.00 | \$ 325.00 | \$ 325.00 | \$ 325.00 | \$ 325.00 | \$ 325.00 | \$ 3,510.00 |
| Contractor ¹ | \$ 3,600.00 | \$ 3,500.00 | \$ 3,750.00 | \$ 4,500.00 | \$ 3,750.00 | \$ 3,750.00 | \$ 19,100.00 |
| 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 | \$ 600.00 | \$ 300.00 | | | \$ 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 Flooding | | | | | | | |
| 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 | | | \$ 1,885.00 | \$ 325.00 | \$ 325.00 | | \$ 2,535.00 |
| 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 | | | \$ 900.00 | \$ - | | | \$ 900.00 |
| Foundation Guy | | | | | | | |
| Banners (31*\$65) ⁴ | | | | \$ 2,015.00 | \$ 325.00 | \$ 325.00 | \$ 2,340.00 |
| Contractor ¹ | | | | \$ 4,500.00 | \$ 3,750.00 | \$ 3,750.00 | \$ 8,250.00 |
| Freezing Moo | | | | | | | |
| Banners (31*\$65) ⁴ | | | | \$ 2,015.00 | \$ 325.00 | \$ 325.00 | \$ 2,340.00 |
| Contractor ¹ | | | | \$ 4,500.00 | \$ 3,750.00 | \$ 3,750.00 | \$ 8,250.00 |
| Total | \$ 21,020.00 | \$ 36,470.00 | \$ 50,552.50 | \$ 39,465.00 | \$20,937.50 | \$ 8,150.00 | \$ 168,770.00 |

| | FY16 | FY17 | FY18 | FY19 | FY20 | | Total |
|------------|---------------------|---------------------|----------------------|----------------------|--------------------|--------------------|----------------------|
| Net | \$ 27,480.00 | \$ 69,030.00 | \$ 102,197.50 | \$ 104,035.00 | \$71,312.50 | \$36,850.00 | \$ 418,730.00 |

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

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

³ One year contract for sponsorship of dog parks only

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

⁵ Legacy Park Amphitheater sponsorship.

| Goal | FY 16 Status | FY17 Status | FY18 Status | FY19 Status | FY20 Status | FY21 Status | FY22 Status |
|-----------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| \$155,000 | | | | \$154,750 | | | |
| \$150,000 | | | \$150,750 | | | | |
| \$145,000 | | | | | | | |
| \$140,000 | | | | | | | |
| \$135,000 | | | | | | | |
| \$130,000 | | | | | | | |
| \$125,000 | | | | | | | |
| \$120,000 | | | | | | | |
| \$115,000 | | | | | | | |
| \$110,000 | | | | | \$107,250 | | |
| \$105,000 | | \$105,500 | | | | | |
| \$100,000 | | | | | | | |
| \$95,000 | | | | | | | |
| \$90,000 | | | | | | | |
| \$85,000 | | | | | | | |
| \$80,000 | | | | \$76,500 | | | |
| \$75,000 | | | | | | | |
| \$70,000 | | | | | | | |
| \$65,000 | | | | | | | |
| \$60,000 | | | | | | \$60,000 | |
| \$55,000 | | | | | | | |
| \$50,000 | | | | | | | |
| \$45,000 | \$48,500 | | | | | | |
| \$40,000 | | | | | | | |
| \$35,000 | | | | | | | |
| \$30,000 | | | | | | | |
| \$25,000 | | | | | | | |
| \$20,000 | | | | | | | |
| \$15,000 | | | | | | | |
| \$10,000 | | | | | | | |
| \$5,000 | | | | | | | |
| \$0 | | | | | | | \$3,750 |

| | |
|--|-------------|
| | Commitments |
| | Collected |

MEMORANDUM



Date: November 12, 2018

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Andy Carr, AFO, PCA
Park Operations Manager

Re: Beautification Commission November 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
- Downtown pots for Christmas
- Trim Grant for the Park trees
- 470 Monuments landscaping



Monday, November 12, 2018
Strother Conference Room
220 SE Green Street, Lee Summit
6:00 PM

1. Call to Order
2. Approval of October Minutes
3. Budget Review
4. Tree Board Activities
 - Trim Grant update
5. Other Business
 - Downtown Pots For Christmas
 - Mayor Tree light Nov. 16 Volunteers to turn on lights
 - Monument Landscaping
 - Christmas Dinner location
6. Announcements
7. Adjourn

Lee's Summit
Beautification Commission Minutes
Monday, October 2, 2018

Members present Sarah DeBray, Bruce Holiman, Randy Caine, Andy Carr, Donna Nuccio, Kim Fritchie, Lila Raymond, Carol Rothwell, Brook Chestnut and Charlotte Lea.

Meeting called to order at 6:00pm by Kim Fritchie.

Minutes of October meeting were approved as written. Lila made the motion and Randy seconded it.

Tree Board: Brook Chestnut reported that one MO Conservation Tree Grant was received for \$7,800 to pay for LS Parks to be inventoried and information to be put on data base for one year. Limited funding was the reason given for other grant being denied. It was mentioned that there was no plan in place by the city to replace trees that have died in the Right of Ways.

Other Business: Pollinator Habitat Informational Presentation

Followed our meeting at the Gamber Center that evening at 7 pm
(Lila Raymond and Charlotte Lea set up the refreshment table. Andy Carr bought the refreshments through the parks department.)

Speakers for the event were:

1. Will Gibson, Owner of *Down to Earth Services* and *Green Thumb Garden*, a native nursery
2. Paula Diaz – *Grow Native*

Lakewood Entry sign to Lee's Summit

Agreed to help landscape with \$5,000 from the Beautification Commission budget. Lakewood Garden club and other businesses may be asked to help maintain this site.

St. Ann's Adopt a Spot replanted and looking good.

St Margaret's Knights of Columbus - Bruce was looking into.

Downtown Planters for Christmas

John McClendon talked with Kim and Charlotte about winter plant material needed for the large planters - \$2,500 budgeted. Accepted as presented. Donna and Kim met with Downtown Main Street to partner with businesses and individuals to sponsor a small planter for \$50 each in honor of an individual or a business. Donnie Rodgers will draft a letter to send to businesses. Our committee would then decorate it and put an ornament with sponsoring partner's name on it.

Kim brought in a flag holding pole that could be used to decorate The large planters for Christmas. A motion was passed to purchase these for Downtown planters.

Lila and Charlotte will check out flags and poles at Old Time Pottery.

Announcements: Meeting time will change starting next month to the first Monday of the month in

the Strother Conference Room at City Hall. However, next month we will meet on Monday, November 12th at 6:00 pm because of a conflict. Meeting adjourned at 7:00 pm.

Beautification Commission
Financial Report as of October 31, 2018

| Expenditures | FY19 Budget | YTD Actual | Remaining |
|-----------------------------------|------------------------------|-------------------|------------------|
| Personal Services | | | |
| Personal Services - Staff Support | \$ 29,737 | \$ 8,571 | \$ 21,166 |
| Total Personal Services | 29,737 | 8,571 | 21,166 |
| Other | | | |
| Advertising | 900 | 9 | 891 |
| Printing Expense | 350 | 100 | 250 |
| Professional Fees | 18,000 | 2,961 | 15,039 |
| Travel & Meeting | 500 | 17 | 483 |
| Public Relations | 800 | 300 | 500 |
| Maintenance & Repairs - Grounds | 10,000 | 500 | 9,500 |
| Total Other | 30,550 | 3,887 | 26,663 |
| Total Expenditures | \$ 60,287¹ | \$ 12,458 | \$ 47,829 |

Other - Detail

Advertising Expense

| | |
|---------------------------------|-------------|
| Facebook post-Landscape Contest | 9 |
| | <u>\$ 9</u> |

Printing Expense

| | |
|---------------------|---------------|
| Free Style Graphics | \$ 100 |
| | <u>\$ 100</u> |

Professional Fees Expense

| | |
|-------------------------------|-----------------|
| Tallgrass Landscape Solutions | \$ 850 |
| Downtown Planters | \$ 2,111 |
| | <u>\$ 2,961</u> |

Travel & Meeting Expense

| | |
|--|--------------|
| | \$ 17 |
| | <u>\$ 17</u> |

Public Relations Expense

| | |
|-------------------------------------|---------------|
| Gift Cards-Springtime Garden Center | \$ 125 |
| Gift Cards-Heartland | \$ 100 |
| Gift Cards-Grass Pad | \$ 75 |
| | <u>\$ 300</u> |

Maintenance & Repairs - Grounds

| | |
|-------------------------------|---------------|
| Tallgrass Landscape Solutions | \$ 500 |
| | <u>\$ 500</u> |

Footnotes:

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

MEMORANDUM



Date: December 5, 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.

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 and the access signage has been developed, approved and placed at the appropriate facilities and parks. The communication for our social media outlets has been finalized and the service announcement has been on Facebook for the locations where service is available.

The installation of WiFi at Legacy Park Community Center, Legacy Park Amphitheater and the sports venues at Legacy Park has been completed with activation and testing to begin 12/14/18.

A request was made in September to add the Longview Community Center to the agreement. Staff has reached out to the Charter representative to proceed with the addendum to the agreement and to obtain a timeframe for the installation at the new location. The potential installation of WiFi at the new facility would be in 2019, after the facility is open, but no commitment has been received. The addendum to the agreement for the Longview Community Center location is still with their legal department. 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: 11/27/18 | |
|---------------------------------|---------------------------------------|-------------------------|----------------------|-------------------------------------|-----------------------------|---------------------------------|----------------------|
| 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 | Complete | Complete | No | No |
| Harris Park Community Center | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Gamber Community Center | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Summit Waves | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Joseph A. Dyke Playground | (Included w/ Youth Sports) | Complete | Yes | Complete | Complete | No | No |
| Legacy Park Youth Sports Venues | Yes | Complete | Yes | Complete | Complete | No | No |
| Lea McKeighan South Park | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Lea McKeighan North Park | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Miller J. Fields Park | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Lowenstein Park | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Happy Tails Park | Yes | Complete | Yes | Complete | Complete | Yes | Tested |
| Hartman Park Sports Complex | Yes | No - Future Possibility | No | No | No | No | No |
| Harris Park | Yes | No - Future Possibility | No | No | No | No | No |
| Arborwalk Park | Yes | No - Future Possibility | No | No | No | No | No |
| Sylvia Bailey Park | Yes | No - Future Possibility | No | No | No | No | No |
| Upper Banner Park | Yes | No - Future Possibility | No | No | No | No | No |
| Lower Banner Park | Yes | No - Future Possibility | No | No | No | No | No |
| Canterbury Park | Yes | No - Future Possibility | No | No | No | No | No |
| Deer Valley Park | Yes | No - Future Possibility | No | No | No | No | No |
| Dogwood Park | Yes | No - Future Possibility | No | No | No | No | No |
| Eagle Creek Park | Yes | No - Future Possibility | No | No | No | No | No |
| Howard Park | Yes | No - Future Possibility | No | No | No | No | No |
| William B. Howard Station Park | Yes | No - Future Possibility | No | No | No | No | No |
| McKee Park | Yes | No - Future Possibility | No | No | No | No | No |
| Osage Trails Park | Yes | No - Future Possibility | No | No | No | No | No |
| Pleasant Lea Park | Yes | No - Future Possibility | No | No | No | No | No |
| Pottberg Memorial Park | Yes | No - Future Possibility | No | No | No | No | No |
| South Lea Park | Yes | No - Future Possibility | No | No | No | No | No |
| Summit Park | Yes | No - Future Possibility | No | No | No | No | No |
| Wadsworth Park | Yes | No - Future Possibility | No | No | No | No | No |
| Williams-Grant Park | Yes | No - Future Possibility | No | No | No | No | No |
| Winterset Nature Area Park | Yes | No - Future Possibility | No | No | No | No | No |
| Woods Playground | Yes | No - Future Possibility | No | No | No | No | No |

MEMORANDUM



Date: November 15, 2018

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent of Administration II

CC: David Dean, Superintendent of Recreation II
Steve Casey, Superintendent of Park Planning & Construction
Brooke Chestnut, Superintendent of Park Operations
Jackie McCormick-Heanue, Superintendent of Legal Services and Human Resources
Tede Price, Superintendent of Recreation

Re: Summary of Park Board and Staff Retreats

In preparation for the upcoming FY20 budget process, the annual planning retreats for LSPR staff and the Park Board were held on October 5th and October 19th, respectively.

At the LSPR staff retreat, several one-year and five-year goals were identified. These goals were presented at the Park Board retreat who proposed a few additional one year goals. Participants at the retreats were asked to prioritize goals in both the one-year and five-year categories. The top 10 one-year and five-year goals from each retreat are listed by priority and are included on Attachment A. Goals placing in the top 10 at both the LSPR staff retreat and Park Board retreat are highlighted. A complete list of all goals identified at both retreats is included on Attachment B.

In addition, staff conducted a “Start/Stop Doing” exercise identifying 20 items to “start” doing and 12 items to “stop” doing. Each staff member then voted on their 1st and 2nd priority on each list with the 1st priority carrying a heavier voting weight. A complete list of Start and Stop doing items can be found on Attachment C.

Other agenda items at the retreats included viewing the Gold Medal videos for the 2017 winners and the 2018 Class III Finalists (population 75,001 – 150,000), a quick review of the Mission and Vision Statements and the LSPR Affirmation, a review of the FY2018 financial results, the strategic plan, and projects and a presentation on trends related to Parks and Recreation. The LSPR staff also participated in a work/life balance presentation conducted by Kerri Gray of New Directions.

Attachment A

Top Ten 1 Year Goals (FY20)

| Rating | PARK BOARD | Rating | STAFF |
|--------|---|--------|--------------------------------------|
| 1 | Solar Energy Research | 1 | Implement Comp Study |
| 2 | Landscape Monuments | 2 | Dredge Legacy Lake |
| 3 | Pop Up Park | 3 | * Excavator |
| 4 | Foundation Revamp | 4 | * PT Pay Analysis / Increases |
| 5 | Fitness Court | 5 | Online Group X Signups Software |
| 6 | * Palm Tree Replacement at Summit Waves | 6 | Research Park District Feasibility |
| 7 | Improve YSA Communication | 7 | Part-time Pay Solution |
| 8 | * Outdoor Classroom | 8 | Full-time Employee at GCC |
| 9 | Innovative Programming at LPA | 9 | Part-time Retention / Incentive Plan |
| 10 | * Profitable LPA-tied | 10 | * Text Messages to Patrons |
| 10 | * Teen Program/E Sports Research - tied | | |

Top Ten 5 Year Goals (FY20)

| Rating | PARK BOARD | Rating | STAFF |
|--------|---|--------|---|
| 1 | * Fully Develop Bailey Farm | 1 | * Open Fieldhouse |
| 2 | Successful Park Foundation | 2 | * Splashpad at Legacy |
| 3 | * Open Fieldhouse | 3 | Implement Park District Plan |
| 4 | Solar Power at Parks / Alternate Energy | 4 | * Bridge at Lea McKeighan |
| 5 | Accessible Playground / Equipment | 5 | * Redevelop Pleasant Lea |
| 6 | * Bridge at Lea McKeighan | 6 | Solar Power at Parks / Alternate Energy |
| 7 | * Redevelop Pleasant Lea | 7 | Paperless HR/Reduce Paper Output |
| 8 | Bike Skills Course/Pump Track | 8 | Win Gold Medal |
| 9 | Paperless HR/Reduce Paper Output | 9 | * Safety Town |
| 10 | * Sandblast/Paint LPCC Aquatic Features and Slide Tower | 10 | Additional Marketing Staff |

*Items also identified at the 2017 retreat.

Items in Bold were introduced by the Park Board

Goals placing in the top 10 at both the staff retreat and Board retreat are color coded.

1 YEAR GOALS for FISCAL YEAR 2020

| LSPR BOARD GOALS | | |
|--|-------|----------------|
| 1-YEAR-GOALS | Votes | Weighted Votes |
| Solar Energy Research | 5 | 25 |
| Landscape Monuments | 4 | 18 |
| Pop Up Park | 3 | 14 |
| Foundation Revamp | 4 | 8 |
| Fitness Court | 2 | 6 |
| * Palm Tree Replacement at Summit Waves | 1 | 6 |
| Improve YSA Communication | 2 | 5 |
| * Outdoor Classroom | 2 | 5 |
| Innovative Programming at LPA | 2 | 5 |
| * Profitable LPA | 1 | 4 |
| * Teen Program/ E Sports Research | 1 | 4 |
| Master Plan/Upgrades Lowenstein | 1 | 3 |
| Dredge Legacy Lake | 1 | 1 |
| LED Lighting LPCC Gym / Lobby | 1 | 1 |
| Additional Truck, Plow | 0 | 0 |
| Bicycles at LVCC | 0 | 0 |
| Bobcat Brush Hog | 0 | 0 |
| Connect Sports Venues with Trails | 0 | 0 |
| * Digital Banners | 0 | 0 |
| Dumpster at Hartman | 0 | 0 |
| Electronic / Paperless Waivers | 0 | 0 |
| Eliminate Beautification Commission | 0 | 0 |
| * Excavator | 0 | 0 |
| Explore Nontraditional Sports | 0 | 0 |
| Flower Bed Renovation at LPCC | 0 | 0 |
| Full time Employee at GCC | 0 | 0 |
| Fun Social Media Posts | 0 | 0 |
| GCC Laminar in Bistro | 0 | 0 |
| Implement Comp Study | 0 | 0 |
| In Depth Trends Team | 0 | 0 |
| * Kids Swag | 0 | 0 |
| * Landscaping at LPCC (Trees) | 0 | 0 |
| Lift at Longview | 0 | 0 |
| Liquid Chlorination at Legacy | 0 | 0 |
| * Location for Nature Center | 0 | 0 |
| * LPCC Cycleroom Use Expansion | 0 | 0 |
| Master Plan South/West | 0 | 0 |
| New Carpet at GCC | 0 | 0 |
| New Office Chairs at PCOC | 0 | 0 |
| Online Group X Signups Software | 0 | 0 |
| OPDMD's policy | 0 | 0 |
| Open LVCC | 0 | 0 |
| Parks/Turf Intern | 0 | 0 |
| Part Time Pay Solution | 0 | 0 |
| Part Time Retention / Incentive Plan | 0 | 0 |
| Photography Intern | 0 | 0 |
| * Pottberg Comfort Station | 0 | 0 |
| * PT Pay Analysis / Increases | 0 | 0 |
| Re-Establish Natives in Blackwell Median | 0 | 0 |
| Re-Evaluate Internal Services | 0 | 0 |
| Replace Baseball Fence at Hartman | 0 | 0 |
| Research Park District Feasibility | 0 | 0 |
| * Research Safety Locks for Basketball Goals | 0 | 0 |
| Review Cemetery Operations | 0 | 0 |
| Snapchat Filters for Events | 0 | 0 |
| Special Events Intern | 0 | 0 |
| Stain Shelters at Legacy | 0 | 0 |
| Superintendent of Park Construction | 0 | 0 |
| Swag | 0 | 0 |
| * Text Messages to Patrons | 0 | 0 |
| Trailer | 0 | 0 |
| Updating MOUs | 0 | 0 |
| Ventrax Tree Trimmer | 0 | 0 |
| Walking Trail at PCOC Road | 0 | 0 |
| Watercraft Storage Shed | 0 | 0 |
| WiFi Tablet PCOC/Kiosk | 0 | 0 |
| Youth Sports ERP | 0 | 0 |

* Items also identified at the 2017 retreat.

Items in Bold were introduced by the Park Board

| LSPR STAFF GOALS | | |
|--|-------|----------------|
| 1-YEAR-GOALS | Votes | Weighted Votes |
| Implement Comp Study | 11 | 37 |
| Dredge Legacy Lake | 10 | 25 |
| * Excavator | 4 | 23 |
| * PT Pay Analysis / Increases | 4 | 23 |
| Online Group X Signups Software | 4 | 22 |
| Research Park District Feasibility | 6 | 22 |
| Part-time Pay Solution | 4 | 21 |
| Full-time Employee at GCC | 4 | 20 |
| Part-time Retention / Incentive Plan | 5 | 19 |
| * Text Messages to Patrons | 4 | 19 |
| Additional Truck, Plow | 5 | 18 |
| Electronic / Paperless Waivers | 6 | 17 |
| Bobcat Brush Hog | 4 | 15 |
| * Landscaping at LPCC (Trees) | 3 | 15 |
| * Digital Banners | 3 | 12 |
| Ventrax Tree Trimmer | 4 | 12 |
| * LPCC Cycleroom Use Expansion | 2 | 11 |
| Foundation Revamp | 2 | 10 |
| * Palm Tree Replacement at Summit Waves | 3 | 10 |
| Master Plan South/West | 2 | 9 |
| Watercraft Storage Shed | 2 | 9 |
| Fitness Court | 2 | 8 |
| Lift at Longview | 3 | 8 |
| Solar Energy Research | 4 | 8 |
| Dumpster at Hartman | 2 | 6 |
| New Office Chairs at PCOC | 2 | 6 |
| Photography Intern | 3 | 6 |
| * Pottberg Comfort Station | 1 | 6 |
| Flower Bed Renovation at LPCC | 1 | 5 |
| Superintendent of Park Construction | 1 | 5 |
| Swag | 2 | 5 |
| Updating MOUs | 2 | 5 |
| * Kids Swag | 2 | 4 |
| LED Lighting LPCC Gym / Lobby | 1 | 4 |
| * Profitable LPA | 1 | 4 |
| GCC Laminar in Bistro | 1 | 3 |
| Re-Evaluate Internal Services | 1 | 3 |
| Replace Baseball Fence at Hartman | 1 | 3 |
| * Research Safety Locks for Basketball Goals | 1 | 3 |
| Review Cemetery Operations | 1 | 3 |
| Bicycles at LVCC | 1 | 2 |
| Connect Sports Venues with Trails | 2 | 2 |
| In-Depth Trends Team | 1 | 2 |
| Liquid Chlorination at Legacy | 1 | 2 |
| * Outdoor Classroom | 1 | 2 |
| Youth Sports ERP | 1 | 2 |
| * Location for Nature Center | 1 | 1 |
| Re-Establish Natives in Blackwell Median | 1 | 1 |
| Special Events Intern | 1 | 1 |
| * Teen Program/ E Sports Research | 1 | 1 |
| Walking Trail at PCOC Road | 1 | 1 |
| Eliminate Beautification Commission | 0 | 0 |
| Explore Nontraditional Sports | 0 | 0 |
| Fun Social Media Posts | 0 | 0 |
| Improve YSA Communication | 0 | 0 |
| Master Plan/Upgrades at Lowenstein Park | 0 | 0 |
| New Carpet at GCC | 0 | 0 |
| OPDMD's policy | 0 | 0 |
| Open LVCC | 0 | 0 |
| Parks/Turf Intern | 0 | 0 |
| Snapchat Filters for Events | 0 | 0 |
| Stain Shelters at Legacy | 0 | 0 |
| Trailer | 0 | 0 |
| WiFi Tablet PCOC/Kiosk | 0 | 0 |

5 YEAR GOALS for FISCAL YEAR 2020

| LSPR BOARD GOALS | | |
|---|-------|----------------|
| 5-YEAR GOALS | Votes | Weighted Votes |
| * Fully Develop Bailey Farm | 4 | 19 |
| Successful Park Foundation | 2 | 11 |
| * Open Fieldhouse | 2 | 10 |
| Solar Power at Parks / Alternate Energy | 2 | 10 |
| Accessible Playground / Equipment | 1 | 6 |
| * Bridge at Lea McKeighan | 1 | 6 |
| * Redevelop Pleasant Lea | 1 | 6 |
| Bike Skills Course/Pump Track | 1 | 5 |
| Paperless HR/Reduce Paper Output | 1 | 4 |
| * Sandblast/Paint LPCC Aquatic Features and Slide Tower | 1 | 4 |
| Fully Accessible Baseball Field | 0 | 0 |
| 100 person Shelter | 0 | 0 |
| 2 More Slides at Summit Waves | 0 | 0 |
| Adaptive Reuse of RRP (Landfill) | 0 | 0 |
| Additional Marketing Staff | 0 | 0 |
| Arboretum | 0 | 0 |
| * Birthday Party Room at Legacy | 0 | 0 |
| Blue Way Development | 0 | 0 |
| Contract SW Open / Closing Maintenance | 0 | 0 |
| Decrease Reliance on R7 Facilities / Increase LSPR Facilities | 0 | 0 |
| Digital Banners | 0 | 0 |
| * Hire More Staff | 0 | 0 |
| Implement Park District Plan | 0 | 0 |
| Irrigation Upgrades at Legacy | 0 | 0 |
| Key System / Make Own Keys | 0 | 0 |
| Lighted Pickleball/Tennis Courts at Banner | 0 | 0 |
| * Lobby Furniture at Gamber | 0 | 0 |
| LPA Green Room | 0 | 0 |
| More National Recognition | 0 | 0 |
| New Barbells and Racks at Legacy | 0 | 0 |
| * New Roof at Legacy | 0 | 0 |
| * NFL Play 60 Park | 0 | 0 |
| Replace all Gamber Fitness Equipment | 0 | 0 |
| Replace Cardio Equipment at Legacy | 0 | 0 |
| * Resurface LPCC Track | 0 | 0 |
| * Safety Town | 0 | 0 |
| * Secure Land for Future Park Development | 0 | 0 |
| * Splashpad at Legacy | 0 | 0 |
| SW Energy Efficiency Implementation | 0 | 0 |
| Win Gold Medal | 0 | 0 |

| LSPR STAFF GOALS | | |
|---|-------|----------------|
| 5-YEAR GOALS | Votes | Weighted Votes |
| * Open Fieldhouse | 9 | 49 |
| * Splashpad at Legacy | 8 | 39 |
| Implement Park District Plan | 7 | 37 |
| * Bridge at Lea McKeighan | 6 | 27 |
| * Redevelop Pleasant Lea | 5 | 20 |
| Solar Power at Parks / Alternate Energy | 5 | 20 |
| Paperless HR/Reduce Paper Output | 4 | 18 |
| Win Gold Medal | 4 | 18 |
| * Safety Town | 4 | 16 |
| Additional Marketing Staff | 3 | 14 |
| Arboretum | 3 | 13 |
| * Hire More Staff | 3 | 13 |
| * Fully Develop Bailey Farm | 3 | 12 |
| * Secure Land for Future Park Development | 3 | 12 |
| Irrigation Upgrades at Legacy | 2 | 11 |
| 2 More Slides at Summit Waves | 2 | 10 |
| Adaptive Reuse of RRP (Landfill) | 2 | 10 |
| * Resurface LPCC Track | 3 | 10 |
| Lighted Pickleball/Tennis Courts at Banner | 2 | 8 |
| More National Recognition | 2 | 8 |
| LPA Green Room | 2 | 6 |
| * NFL Play 60 Park | 1 | 6 |
| 100-person Shelter | 1 | 5 |
| Replace all Gamber Fitness Equipment | 1 | 5 |
| Replace Cardio Equipment at Legacy | 1 | 5 |
| SW Energy Efficiency Implementation | 1 | 5 |
| * Birthday Party Room at Legacy | 1 | 4 |
| * Lobby Furniture at Gamber | 1 | 4 |
| Contract SW Open / Closing Maintenance | 1 | 3 |
| Digital Banners | 1 | 3 |
| * Sandblast/Paint LPCC Aquatic Features and Slide Tower | 1 | 3 |
| Accessible Playground / Equipment | 0 | 0 |
| Bike Skills Course/Pump Track | 0 | 0 |
| Blue Way Development | 0 | 0 |
| Decrease Reliance on R7 Facilities / Increase LSPR Facilities | 0 | 0 |
| Fully Accessible Baseball Field | 0 | 0 |
| Key System / Make Own Keys | 0 | 0 |
| New Barbells and Racks at Legacy | 0 | 0 |
| * New Roof at Legacy | 0 | 0 |
| Successful Park Foundation | 0 | 0 |

* Items also identified at the 2017 retreat.

Items in Bold were introduced by the Park Board

Attachment C

START DOING FOR FISCAL YEAR 2020

| <u>LSPR STAFF GOALS</u> | | |
|---------------------------------------|--------------|-----------------------|
| START DOING: | Votes | Weighted Votes |
| Memberships for Staff at no Cost | 9 | 15 |
| Solar Energy Initiatives | 6 | 9 |
| Contract LPA Operations | 4 | 8 |
| Renting LMN Shelter In-House | 1 | 2 |
| Replace Practice In Fields | 1 | 2 |
| Youth Engagement in Planning | 1 | 2 |
| Regional Trail Coalition | 1 | 2 |
| LSPR Job Fairs | 2 | 2 |
| * Art in the Parks | 2 | 2 |
| Explore Grant Options | 2 | 2 |
| Expand Group Fitness to Outdoor Parks | 1 | 1 |
| Soft Surface Trails | 1 | 1 |
| Allow Instructors to use Childcare | 0 | 0 |
| Botanical / Rose / Destination Site | 0 | 0 |
| Biodegrading Dog Waste | 0 | 0 |
| Secure Charging Stations in the Parks | 0 | 0 |
| Expand Use of PT Special Event Staff | 0 | 0 |
| Park Prescriptions Program | 0 | 0 |
| Pump Tracks | 0 | 0 |
| Pickleball Instructional Programming | 0 | 0 |

STOP DOING FOR FISCAL YEAR 2020

| <u>LSPR STAFF GOALS</u> | | |
|---|--------------|-----------------------|
| STOP DOING: | Votes | Weighted Votes |
| * Marginal Recreation Programs | 4 | 6 |
| Free Admission at Gamber | 3 | 4 |
| * Listening Sessions | 2 | 3 |
| * Summit Waves Open After School Starts | 3 | 3 |
| EOAs for Sevice Programs | 2 | 3 |
| Change Fees | 1 | 2 |
| Charging for Lifeguard Certification Fees | 1 | 2 |
| Plowing Great Beginnings | 1 | 2 |
| Beautification Commission | 1 | 1 |
| 90 Day Pass (Price too high) | 0 | 0 |
| Adult Kickball | 0 | 0 |
| Closing Splashpads at Labor Day | 0 | 0 |

***Items also identified at the 2017 Retreat**

Memorandum

Date: November 26, 2018

To: Joe Snook, CPRP
Administrator of Parks & Recreation

From: David S. Dean
Superintendent of Recreation Services II

Re: Summit Waves Wave Pool project update

At the October Park Board meeting, the Board approved a motion for staff to enter into an agreement with Kimley-Horn for the Summit Waves wave pool design. Since the October meeting, the agreement was finalized and several staff members made a trip to Houston and Dallas, Texas to see several public and private wave pools (pictures on Attachment A). Additionally, soil borings at Harris Park have been completed and the electrical engineer completed his site analysis and is developing his report and budget estimations for Kimley-Horn.

The next step in the process will include a two day design workshop with key staff and representatives from Kimley-Horn, Counsilman-Hunsaker and other members of the consultant team. A project timeline is included on Attachment B.

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

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



North Richland Heights, Dallas TX



Typhoon Texas, Houston TX



Pirates Cove, Baytown TX

| | 2018 | | | 2019 | | | | | | | | | | | | 2020 | | | | |
|-----------------------------|------|-----|-----|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|------|-----|-----|-----|-----|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
| Construction Documents | | | | | | | | | | | | | | | | | | | | |
| Ongoing City Reviews | | | | | | | | | | | | | | | | | | | | |
| Bid Advertisement | | | | | | | | | | | | | | | | | | | | |
| Bid Review/Contract Award | | | | | | | | | | | | | | | | | | | | |
| Construction Phase | | | | | | | | | | | | | | | | | | | | |
| Punch List/Project Closeout | | | | | | | | | | | | | | | | | | | | |

| |
|----------------------|
| Current |
| Estimated Completion |
| Behind Schedule |

MEMORANDUM



Date: November 28, 2018

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPSI, MW 5124-AU
Superintendent of Park Operations

CC:

Re: Lighting along trails

Lee's Summit Parks and Recreation does not currently light trails with in Legacy Park or the neighborhood parks system. This practice is in line with most other communities in the metropolitan area of Kansas City. During a recent trip to the National Recreation and Parks Association national conference, LSPR Administrator Joe Snook spoke with several communities from around the United States and was unable to find a city that provides trail lighting.

Johnson County Parks and Recreation and the City of Lenexa Parks and Recreation Department both contain trails that are lit by secondary sources. These trails run along road ways that are lit or close to facilities that are lit, for example, community centers, businesses etc.

The city of Kansas City Missouri does have multiple trails that are lit (see attachment A). The cost of the trail lights are funded through the Public Improvements Advisory Committee (PIAC). Residents appeal to the PIAC for a variety of different community improvement projects, trail lighting being one possibility. If the request is approved, trail lighting is added to the park. According to Devin Wetzel, Superintendent of Parks for the city of Kansas City, the cost is approximately \$13,000 to \$15,000 per pole. According to Mr. Wetzel, the cost for solar power was "substantially higher".

In 2016, Lee's Summit Parks and Recreation staff investigated the possibility of installing 12 solar lights along the walk way from baseball concession to fields 13-16. (see attachment B)which is approximately 415 feet. A quote was obtained at that time from MC Power for \$118,000. This amount was deemed cost prohibitive at that time.

Based on research and staff's discussion with other metropolitan parks departments, the following has been determined:

Benefits to Lighting Trails:

- Enable night time/ evening use of trails
- Increase the perceived safety of our trails

Liabilities to Lighting the Trails:

- Safety is perceived to be better, Kansas City Parks and Recreation still has safety issues on lit trails. In addition, perceived safety could lead to patrons "letting their guard down".
- Cost of installing and maintaining the lights is expensive.
- Possibility of increased liability. (Trips and falls, guarantee of personal safety etc.)
- Are we promoting the use of parks at night? Would adding lights to the trails increase incidents in the parks where we aren't currently experiencing issues?
- This could set a standard for all parks, which may not be desired.

Based on the findings of staff both through discussion with other agencies and from past quotes, it is not recommended that we move forward with lighting our trails. It is costly and not a practice undertaken by most other departments within our metropolitan area. There are several miles of multi-use trails, located along roadways, in Lee's Summit which are lit for evening activities.



© 2016 Google

Google earth

Imagery Date: 3/27/2016 38°55'39.34" N - 94°18'31.67" W elev 968 ft eye alt 1527 ft

MEMORANDUM



Date: November 28, 2018

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPSI, MW 5124-AU
Superintendent of Park Operations

CC:

Re: A Comparison of Natural and Synthetic Turf

The following report is a comparison of synthetic and natural turf. Research was completed by staff through discussions with area users, university studies and industry sources. Both types of turf were evaluated to determine the applicability and possible benefits for future consideration within appropriate park areas.

Maintenance

Synthetic turf fields require personnel and equipment for dragging, infill additions, redistribution, cleaning, and carpet repair. Specialized equipment includes a sweeper, groomer, field magnet and roller.

Natural grass fields require personnel and equipment for mowing, watering, fertilizing, and pesticide application. Specialized equipment includes a mower, fertilizer applicator, aerator, sprayer and vacuum.

Both types of fields require a line painter, cart for towing equipment and a top dresser. Both also require irrigation and perhaps boom spraying. In the case of synthetic turf these are for cooling as opposed to grass growth.

Local associations should be alerted to the need to retrain grounds staff in activities they will be required to maintain synthetic turf. Some maintenance tasks may require specialized equipment and skills that could be outsourced. Improper maintenance can have significant effects in the quality of the fields. Overland Park operations staff indicates that the fields on the new soccer complex are groomed with a special grooming brush approximately once a week when the fields are being used. A Shawnee Mission North football/soccer field installed in 2006 had to be reworked prior to its replacement date, – due to improper maintenance – the field turf “laid down” making the turf ineffective for play.

Aside from maintenance cost referred above, several other issues related to maintenance should be considered when evaluating suitability of synthetic turf. Frequently, an organization has other natural turf areas requiring equipment and personnel. As such, the equipment and personnel necessary for proper synthetic field maintenance does not necessarily replace that needed for natural field maintenance, resulting in the potential need to double the amount of equipment and possibly increasing personnel costs.

Performance, Wear and Durability

Wear and durability information should be obtained and compared. With regular maintenance, synthetic turf fields are designed to last up to 10 years, according to manufacturers. Feedback from organizations surveyed, felt that optimal replacement time is 8 years. Properly installed and maintained natural grass fields remain viable for about 15 years.

The performance as it relates to the participant of synthetic turf varies but this area tends to be one of the most positive aspects of synthetic turf. Overland Park officials indicate the users have been very pleased with the surface.

One principal advantage of synthetic turf over natural grass is the ability to play in wet conditions and reducing rain-out and rescheduling issues. This is particularly important for a large complex like Overland Park which actively promotes the facility as a destination tournament venue.

Officials at Northwest Missouri State also have been very pleased with the football/soccer fields and found them to be very durable. They indicate that use is not restricted and students can almost constantly be found playing “pick-up game” activities during daylight hours. Still, performance failures have occurred, as indicated by the Shawnee Mission experience mentioned previously.

Some participants and operations professionals prefer natural grass. Blue Valley School district operations personnel mention the need for duplicate sets of equipment for maintaining both natural grass and synthetic surfaces. They would prefer to maintain strictly natural turf.

One issue related to performance and comfort for participants is synthetic surfaces are much hotter than natural turf. Clemson University reported the follow comparative information of one analysis taken one sunny day:

| | |
|----------------------------|-------------|
| Air Temperature | 96 degrees |
| Water Temperature | 94 degrees |
| Bermuda grass Temperature | 104 degrees |
| Sand Temperature | 132 degrees |
| Asphalt Temperature | 136 degrees |
| Synthetic Turf Temperature | 165 degrees |

High summer temperatures combined with synthetic turf can cause discomfort issues and safety concern for conditions related to dehydrations and heat exhaustion.

Sanitation

Soils in grass fields contain bacteria which decompose body fluids, algae, and dog, goose, and other droppings. These do not decompose on synthetic turf. Proper maintenance of synthetic turf requires the fields be sanitized to remove body fluids and droppings. Manufacturers market sanitizing products for this purpose. According to Synthetic Turf Sport Fields: A Construction and Maintenance Manual, published by the American Sports Builders Association in 2006, some synthetic turf owners disinfect their fields as often as twice a month, with more frequent cleanings for sideline areas, where contaminants concentrate.

Sports Injuries

The evidence of frequency of injuries for natural grass versus synthetic surfaces is inconclusive. Several studies reported no differences in the incidence, severity, nature, or cause of injuries in soccer teams who played on grass versus new-generation synthetic turf. However, injuries may depend on the type of sport being played. A five-year study of football injuries among high school teams showed there were about 10 percent more injuries when games were played on synthetic turf than games played on natural grass surfaces. Conversely, the risk of serious head and knee injuries were greater on natural grass fields.

Hazardous Materials

Hazardous materials associated with natural grass fields include pesticides and fertilizers, unless the grass is being grown organically. Hazardous materials associated with synthetic turf include ingredients in the polyethylene/polypropylene blades, the crumb rubber infill, and ingredients in maintenance products like disinfectants, anti-static cling treatments, and solvents for seam repair. Recycled crumb rubber contains a number of chemicals that are known or suspected to cause adverse health effects. The most common types of synthetic rubber used in tires are composed of ethylene-propylene and styrene-butadiene combined with vulcanizing agents, fillers, plasticizers, and antioxidants in different quantities, depending on the manufacture. Tire rubber contains metals (zinc, selenium, lead, and cadmium), phthalates, polyaromatic hydrocarbons (PAHs), and volatile organic compounds (VOCs). One company produces "Ecofill" infill, asserting that it contains fewer toxins.

Organizations should ask for a Material Safety Data Sheet (MSDS) on each turf component and anticipated maintenance product. If any are of unknown composition or have no available MSDS, that should raise a serious warning. An MSDS will give some information on health hazards of the product. An MSDS is written by a product's manufacturer and should contain a list of hazardous ingredients and may contain the percent of each ingredient in the product. Ingredients may be missing if they are considered a trade secret.

Despite the numerous chemical materials related to synthetic turf, the Consumer Product Safety Commission conducted various studies, particularly on rubberized compounds and lead. In 2008 the Commission indicated that synthetic surfaces manufactured today are safe to install and play on.

Environmental Health

It was noted above that disposal of synthetic surfaces at the end of their useful life has a significant cost – the reason being to properly protect the environment from potential toxic compounds. Crumb rubber can move around on the field and it sticks to the skin, shoes, and clothing. It can end up inside schools, vehicles, and homes and in the land and water around the field. Some metals in the rubber could leach into water. Synthetic turf creates environmental hot spots, while natural grass field supports birds, animals, and insects. It generates oxygen, reduces greenhouse gases, and filters and purifies rainwater. Synthetic turf does not.

It is also important to note in the specific location and design of Legacy Park, that all water runoff from the fields travels to Legacy Lake to be reused as irrigation for the fields. The synthetic turf fields would increase water runoff to the lake and could carry more pollutants such as the crumbled rubber. The natural grass filters the water and reduces ground water runoff.

Costs of Comparator Projects

Blue Springs

The Blue Springs School District, in 2017-2018 replaced their Baseball, softball, football and soccer fields with synthetic turf. The costs were as follows:

\$50,000- \$80,000 per field in compaction studies and repairs
\$500,000- \$750,000 per field for full installation of synthetic turf
\$25,000 (approximate) per field in yearly maintenance
Replacement Schedule- 8-10 years

Blue Springs also noted that daily maintenance of the fields would be necessary when the fields are in play to brush the rubber back into place and to stand up the turf fibers.

Overland Park Soccer Complex

Facilities – 12 full size soccer fields, field house with staff offices, concession, restrooms

Cost: \$36.0 million

Synthetic Turf Manufacturer – Tiger turf, installed by AstroTurf

Opening Date: September 1, 2009

Brad Delay maintains the facility with a staff of one. He indicated the surface has performed pretty much as expected. He noted the particular advantage of being able to maintain scheduled activities in inclement conditions. He noted the expected life of the surface for them was 8-10 years – the biggest wear factor being UV exposure. He indicated that maintenance was more extensive than was indicated by the manufacturer to bring it to a level suitable for them. He noted it took almost an entire work week to turn around the field from a weekend of competition. All in all he felt the surface and the complex were successful and the people and officials were pleased.

Replacement- 2018

The life of their fields proved to be 8 years. The costs incurred to replace the fields were as follows:

\$400,000 per field, for a total cost of \$4.3 million for 12 fields

Yearly Maintenance: \$15,000 in rubber, plus equipment rentals = approximately \$30,000 per field

Overland park agreed that daily maintenance was necessary when fields were in play and that it takes approximately 1 man hour to groom each field.

Lee's Summit R-7 High School Stadiums

Facilities – 1 football/soccer field each at Lee's Summit High, Lee's Summit North and Lee's Summit West high schools.

Cost: \$2.8 million

Synthetic Turf Manufacturer – Tiger Turf, installed by AstroTurf

Opening Date: August, 2010

Replacement- planned for 2019. The school district did not have a replacement cost as of yet as they are just beginning the bid process.

Summary

Natural Grass

Pros

- Less cost in both the short term and long term
- Fewer environmental concerns
- Damage repair is quicker and easier
- Many users prefer grass
- Uses equipment already used for other areas
- No concerns regarding possible health issues
- Minimal heat issues

Cons

- Not tolerant of wet conditions
- Does not tolerate heavy use well
- Requires skilled turf managers to keep a high level of quality

Synthetic Turf

Pros

- Very tolerant of inclement weather
- Fewer rain outs and rescheduling – important if a destination facility with users coming from long distances
- Will handle heavy use
- Once properly constructed will maintain a high level of surface with relatively less skilled maintenance
- A “true” surface for sports like soccer and baseball

Cons

- Higher upfront cost
- Higher long term cost when capital and maintenance costs are combined
- Disposal requires environmental protection and cost
- A perception of greater injury risk by some
- Not proven, but some have concerns about toxic effects of playing on the surfaces
- Surfaces temperature make play in hot weather uncomfortable and, at times, prohibitive

Conclusion

Based on the research performed by staff and the feedback from area users, it is staff's recommendation that Lee's Summit Parks and Recreation continue to use natural turf. The benefits of Synthetic turf do not outweigh the additional costs and negative impacts of synthetic turf.

End of Activity Report
Summer Adult Outdoor Volleyball
June-August, 2018
Report Completed By: Heath Harris

Executive Summary

Brief Description:

The Summer Adult (Ages 18 and over) Outdoor Volleyball program is an activity to provide an opportunity for participation in a competitive recreational volleyball league for Lee's Summit residents and surrounding area.

Participant Numbers:

| <u>Year</u> | <u>Participants</u> | <u>Teams</u> |
|-------------|---------------------|----------------|
| 2018 | 24 | 4 |
| 2017 | 0 | 0 ² |
| 2016 | 68 | 8 |

Total Revenue:

| | <u>Budget</u> | <u>Actual</u> |
|------|----------------------|----------------------|
| 2018 | \$1,400.00 | \$ 574.00 |
| 2017 | \$1,400.00 | \$ 0.00 |
| 2016 | \$1,120.00 | \$1,120.00 |

Total Expense:

| | <u>Budget</u> | <u>Actual</u> |
|------|------------------------|------------------------|
| 2018 | \$ 894.75 ¹ | \$ 489.75 ¹ |
| 2017 | \$ 747.00 | \$ 0.00 |
| 2016 | \$ 966.59 | \$ 729.56 |

Net:

| | <u>Budget</u> | <u>Actual</u> |
|------|----------------------|----------------------|
| 2018 | \$ 153.41 | \$ 84.25 |
| 2017 | \$ 653.00 | \$ 0.00 |
| 2016 | \$ 153.41 | \$390.44 |

¹ Total budgeted and actual expenses include both direct and indirect expenses. Indirect expense for this activity: \$284.59

² No Summer Outdoor Volleyball leagues were offered due to the construction of Lea McKeighan North.

Recommendations:

Comment: Should we continue to offer this program?

Recommendation: With KCIce operating Summit Ice and Lea McKeighan North, the adult outdoor volleyball leagues will be ran by KCIce starting fall of 2018.

Comment: No Leagues were offered in summer 2017.

Recommendation: Due to construction of Lea McKeighan North Park in 2017 no outdoor volleyball leagues were offered.

Comment: Two positive comments were made about the renovations at Lea McKeighan North.

Recommendation: Staff appreciates the positive feedback regarding the renovations of Lea McKeighan North.

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Extensive Staff Report

Purpose of Report

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

Program Description:

The Summer Adult (Ages 18 and over) Outdoor Volleyball program is an activity to provide an opportunity for participation in a competitive recreational volleyball league for Lee's Summit residents and surrounding area. The level of competition varies between recreational and intermediate play. Divisions were held in Coed Recreational at the Lea McKeighan Sand Volleyball courts from June through August.

Program Benefits:

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

Service Hours:

Service hours provided by this activity is 192 (24 players x 1 game x 8 weeks = 192).
These hours were accumulated by weekly games.

2018 192

2017 0

2016 544

Volunteer Hours:

There were no volunteer hours for the league.

Refunds:

Total Refunds: 1 (\$126.00)

A team registered for the league and then had to drop out before schedules were made due to multiple team members moving out of town. Team requested refund after the registration deadline, so team was refunded 90% of their team fees in accordance with the LSPR refund policy.

Refunds Due to Dissatisfaction: 0

Fee Charged:

2018 \$140.00/\$154.00

2017 \$140.00/\$154.00

2016 \$140.00/\$154.00

Program Timeline:

January: Budget

April: Publicity of summer league as outlined in the marketing section.

Registrations of summer

Recruitment of summer personnel

May: Scheduling of league

June: League begins play

Observation

July: Observation

August: Evaluation of league

Order awards

September: EOA Report

Marketing:

Press releases were sent to all the captains of teams that participated in the indoor league the previous session. 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, Twitter, flyers and email blasts and on various social media outlets.

Evaluation/assessment (results):

The program is evaluated at the conclusion of the league by the participants. A total of 24 evaluations were distributed and 11 were returned (46%). Please see the attached survey results form for more information.

LS Parks & Recreation "Adult Outdoor Volleyball League, Summer 2018" Survey

of Surveys Distributed: Email: In Person: 24 # of Surveys Returned: 11 46% of Returns

Participant: 9 Parent/Guardian _____ Coach/Asst.Coach/Volunteer 2

LS Illustrated 5 Website/Facebook/Twitter 0 Email Blast 0 Flyer 6 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 5 Previous Participant 1 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? | 7 | 0 | 0 | 0 | 0 | 4 | 5.00 |
| If you registered on-line, please rate the ease of registration | 7 | 0 | 0 | 0 | 2 | 2 | 4.50 |
| Please rate the amount of time taken to register | 5 | 0 | 0 | 0 | 3 | 3 | 4.50 |
| Please rate the overall registration procedure | 5 | 0 | 0 | 0 | 3 | 3 | 4.50 |
| Comments: | | | | | | | |

| Regarding the value... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|--|-----|-----------|------|------|------|-----------|---------|
| Was the length of the activity appropriate for the fee? | 0 | 0 | 0 | 0 | 5 | 6 | 4.54 |
| Was the content of the activity appropriate for the fee? | 0 | 0 | 0 | 0 | 5 | 6 | 4.54 |
| If awards were given, were they appropriate for the fee? | 3 | 0 | 0 | 1 | 4 | 3 | 4.25 |
| Comments: | | | | | | | |

- Should offer half off the next season for winning the league.

| Regarding the program sessions... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|--|-----|-----------|------|------|------|-----------|---------|
| Please rate the competence of activity staff | 0 | 0 | 0 | 0 | 3 | 8 | 4.72 |
| Please rate the friendliness of activity staff | 0 | 0 | 0 | 0 | 2 | 9 | 4.81 |
| Please rate the ability to recognize activity staff | 0 | 0 | 0 | 0 | 3 | 8 | 4.72 |
| Please rate the amount of staff available during the activity | 0 | 0 | 0 | 0 | 4 | 7 | 4.63 |
| Please rate the officials | 0 | 0 | 0 | 0 | 4 | 7 | 4.63 |
| Were the rules, regulations and policies appropriate for the activity? | 0 | 0 | 0 | 0 | 5 | 6 | 4.54 |
| Please rate the condition and suitability of the facility/fields used. | 0 | 0 | 0 | 0 | 5 | 6 | 4.54 |
| Please rate the condition and suitability of the equipment used. | 0 | 0 | 0 | 1 | 5 | 5 | 4.36 |
| Please rate the perceived safety of program. | 0 | 0 | 0 | 0 | 3 | 8 | 4.72 |
| Comments: | | | | | | | |

- Love the new park!
- Shelby was great! Outdoor leagues do not use an indoor ball.
- An indoor ball was provided so we used our own sand volleyball. A different ball is used for sand volleyball.

| Overall Summary... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|---|-----|-----------|------|------|------|-----------|---------|
| Were the participant's overall needs met? | 0 | 0 | 0 | 0 | 6 | 5 | 4.45 |
| What is the likelihood of your recommendation of this activity to others? | 0 | 0 | 0 | 0 | 5 | 6 | 4.54 |
| Please rate the participant's overall enjoyment level | 0 | 0 | 0 | 0 | 5 | 6 | 4.54 |
| What is your overall rating of the activity? | 0 | 0 | 0 | 0 | 5 | 6 | 4.54 |
| What is your overall rating of Lee's Summit Parks & Recreation? | 0 | 0 | 0 | 0 | 4 | 7 | 4.63 |
| Comments: | | | | | | | |

- Thank you!
- Great!
- There should be a competitive division and a recreational division. One team was clearly better than the rest of us!
- I love the new park! It was an eye sore before.

End of Activity Report
Itty Bitty/Pee Wee Tumblers
2018
Completed by: Jacob Johnson

Executive Summary

Brief Description:

Itty Bitty/Pee Wee Tumblers is a four week skill development coed program with sessions held throughout the year. The Itty Bitty Tumblers program is for children three to four years old and the Pee Wee Tumblers program is for children five to six years old.

Participant numbers:

2018: 67

2017: 93

2016: 95

Total Revenue:

| | <u>Budget</u> | <u>Actual</u> |
|------|----------------------|----------------------|
| 2018 | \$3,289.00 | \$2,858.00 |
| 2017 | \$4,135.50 | \$4,150.25 |
| 2016 | \$2,295.00 | \$4,237.00 |

Total Expenses:

| | <u>Budget¹</u> | <u>Actual¹</u> |
|------|----------------------------------|----------------------------------|
| 2018 | \$ 978.00 | \$ 818.00 |
| 2017 | \$1,440.38 | \$1,240.38 |
| 2016 | \$1,432.19 | \$1,454.19 |

Net:

| | <u>Budget</u> | <u>Actual</u> |
|------|----------------------|----------------------|
| 2018 | \$2,311.00 | \$2,040.00 |
| 2017 | \$2,695.12 | \$2,909.87 |
| 2016 | \$ 862.81 | \$2,782.81 |

Recommendations:

Comment: Should we continue to hold this program?

Recommendation: Staff recommends that we continue to offer the Itty Bitty and Pee Wee Tumblers program.

Comment: There were 3 positive comments regarding the instructor.

Recommendation: Staff appreciates these comments and will share them with the instructor.

Comment: There was one comment about the class size being too large and the participants receiving more one on one time.

Recommendation: Currently the maximum enrollment for these classes is 8 participants. In FY15 staff lowered the maximum from 10 participants to allow more interaction from the instructor to each participant. Staff does not recommend making any changes at this time.

Comment: The instructor couldn't keep the kids attention at times.

Recommendation: During the program tumbling mats, a balance beam and a mini trampoline are used. Before the instructor allows the participants on the equipment they review safety rules as well as only allowing one participant at a time on the balance beam and trampoline. Staff does not recommend making any changes at this time.

Comment: The program had a decrease in participation compared to last year.

Recommendation: Staff anticipated a decrease in enrollment and budgeted for fewer participants however participation numbers were still below budget. Staff recommends doing additional Facebook marketing and eblasts to increase participation.

¹ Budgeted and Actual expense includes direct and indirect expenses. Indirect budgeted expenses for this activity: \$258.00

Extensive Staff Report

Purpose of Report:

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

Program Description:

Itty Bitty/Pee Wee Tumblers program is 45 minutes in length, held on Saturday mornings. The participants learn skills related to basic gymnastics, dance, flexibility and strength while incorporating tumbling, balance beam, trampoline and floor work activities. During the final week, certificates of completion are handed out. The program instructor can utilize help from parents as needed.

Benefits of Program:

The benefits of Itty Bitty/Pee Wee Tumblers are the learning of basic skills of tumbling, dance, and fitness, developing social and motor skills, good physical activity, promotion of teamwork, learning good sportsmanship and simply having fun. There was no specific assessment done of skill development, but there was improvement observed in most participants from week one to week four.

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

2015: 207

2017: 279

2016: 285

Volunteer Hours:

There were no volunteer hours available for this program.

Refunds:

Total Refunds: 4 (\$180.00)

Class cancelled due to low enrollment: 2

Cancellation Reason: Did not want to participate in following session.

Fees Charged:

| | <u>Amount</u> |
|------|----------------------|
| 2018 | \$45.00/\$49.00 |
| 2017 | \$45.00/\$49.00 |
| 2016 | \$45.00/\$49.00 |

Program Timeline:

- August: Take inventory of program equipment and supplies, purchase equipment and/or supplies if necessary, program for Winter Illustrated.
- September: Fall program starts, take photos of program, and enter winter program information into RecTrac. Submit End of Activity Report for Park Board review
- October: Fall program completion, and send out surveys
- November: Late fall program starts, and take photos of program
- December: Late fall program completion, and send out surveys
- January: Winter program starts, take photos of program, and program for Spring Illustrated
- February: Winter program completion, send out surveys, late winter program starts, take photos of program, and enter Spring program information into RecTrac
- March: Late winter program completion, and send out surveys
- April: Program for Fall Illustrated
- May: Enter Fall program information into RecTrac

Marketing:

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

Evaluation/Assessment:

Out of 58 surveys distributed based on the number of unique households enrolled, 16 surveys were completed and returned. This is a 27% return rate for the surveys. Please see attached Survey Summary for results.

“Itty Bitty/ Pee Wee Tumblers 2018” Survey Results

of Surveys Distributed: Email: 58 Via Mail: _____ **# of Surveys Returned: 16** **27% of Returns**

Participant: ____ Parent/Guardian 16 Coach/Asst.Coach/Volunteer _____

LS Illustrated 4 Website/Facebook/Twitter 8 Email Blast 1 Flyer Postcard 0 Newspaper

LS Cable Channel 0 Acquaintance 2 Previous Participant 1 Other _____

Comments (Other): _____

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

5 I don’t know what that is 2 Yes 9 No

| Regarding the registration process... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|---|-----|-----------|------|------|------|-----------|---------|
| If you registered by phone or in person, how helpful was the person who assisted you? | 4 | 0 | 0 | 2 | 5 | 5 | 4.25 |
| Please rate the amount of time taken to register | 0 | 0 | 0 | 3 | 7 | 6 | 4.18 |
| Please rate the overall registration procedure | 0 | 0 | 0 | 3 | 7 | 6 | 4.18 |

Comments:

- Registered online
- I had to call in and register because I could not get the website to work.
- Thought it was difficult to set up a household on the website when I tried to enroll.

| 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 | 7 | 6 | 4.18 |
| Was the content of the activity appropriate for the fee? | 0 | 0 | 0 | 3 | 6 | 7 | 4.25 |

Comments:

- The certificate was nice, but thought they should get something since the class was \$45, similar to other itty bitty activities that receive medals.
- For 3 and 4 year olds 45 minutes is a long time to keep their attention.

| Regarding the program sessions... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|---|-----|-----------|------|------|------|-----------|---------|
| Please rate the competence of activity staff | 0 | 0 | 0 | 3 | 6 | 7 | 4.25 |
| Please rate the friendliness of activity staff | 0 | 0 | 0 | 2 | 7 | 7 | 4.31 |
| Please rate the ability to recognize activity staff | 0 | 0 | 0 | 2 | 8 | 6 | 4.25 |
| Please rate the amount of staff available during the activity | 0 | 0 | 0 | 3 | 7 | 6 | 4.18 |
| Please rate the condition and suitability of the facility used. | 0 | 0 | 0 | 3 | 6 | 7 | 4.25 |
| Please rate the perceived safety of program. | 0 | 0 | 0 | 3 | 7 | 6 | 4.18 |

Comments:

- Ms. Laura did a great job!
- I feel like each child could have used more one on one time. The class size seemed to be too much.
- Instructor struggled to keep attention throughout class.

| Overall Summary... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|---|-----|-----------|------|------|------|-----------|---------|
| Were the participant’s overall needs met? | 0 | 0 | 0 | 4 | 6 | 6 | 4.12 |
| What is the likelihood of your recommendation of this activity to others? | 0 | 0 | 0 | 3 | 7 | 6 | 4.18 |
| Please rate the participant’s overall enjoyment level | 0 | 0 | 0 | 3 | 5 | 8 | 4.31 |
| What is your overall rating of the activity? | 0 | 0 | 0 | 3 | 7 | 6 | 4.18 |
| What is your overall rating of Lee’s Summit Parks & Recreation? | 0 | 0 | 0 | 3 | 6 | 7 | 4.25 |

Comments:

- The instructor couldn't keep the kids attention at times. A big group of toddlers can be hard to handle.
- Thank you for offering class. Really enjoy the classes for 3-4 year olds!

End of Activity Report
Men's Spring Basketball
May - August 2018
Report Completed By: Heath Harris

Executive Summary

Brief Description:

The Men's Basketball league is a program for men age 18 and older offering competitive and recreational leagues.

Participant Numbers:

| <u>Year</u> | <u>Participants</u> | <u>Teams</u> |
|-------------|---------------------|--------------|
| 2018 | 184 | 23 |
| 2017 | 129 | 15 |
| 2016 | 88 | 10 |

Total Revenue:

| | <u>Budget</u> | <u>Actual</u> |
|------|----------------------|----------------------|
| 2018 | \$5,320.00 | \$8,740.00 |
| 2017 | \$5,120.00 | \$5,850.00 |
| 2016 | \$4,560.00 | \$3,876.00 |

Total Expenses:

| | <u>Budget</u> | <u>Actual</u> |
|------|-------------------------|-------------------------|
| 2018 | \$5,116.31 ¹ | \$7,958.96 ¹ |
| 2017 | \$4,350.00 | \$4,723.44 |
| 2016 | \$4,116.00 | \$3,670.95 |

Net:

| | <u>Budget</u> | <u>Actual</u> |
|------|----------------------|----------------------|
| 2018 | \$203.69 | \$ 781.04 |
| 2017 | \$770.00 | \$1,126.56 |
| 2016 | \$444.00 | \$ 205.05 |

¹ Total budget and actual expense includes both direct and indirect expenses, indirect expenses for this activity: \$2,216.31

Recommendations:

Comment: Should we continue to offer this program?

Recommendation: Staff recommends that we continue to offer this league.

Comment: Expenses were \$3,235.52 higher this season compared to 2017.

Recommendation: With 8 more teams enrolled than in 2017 staff had to utilize a third court, which required an additional scorekeeper and two more officials each night.

Comment: The officials rated under 4.00 (3.79) and there were five comments in regards to the officials.

Recommendation: After each game, staff distributed a referee rating form to the manager of each team and the officials rated out at 4.29. Staff observed the games throughout the season and does not believe the referees do a bad job. Staff also noted that each time a poor referee evaluation form was filled out, almost always – it was filled out by the losing team.

Lee's Summit Parks and Recreation currently has a contract with Call The Game, a sports official vendor. All of their officials are MSHSAA or KSHSSA certified. Staff does not recommend any changes at this time.

Comment: Clock manager was extremely rude.

Recommendation: Comment is referring to a game when a team was repeatedly questioning the score and team fouls for their team. The scorekeeper explained each time the score and team fouls are correct. The scorekeeper was getting upset so the Recreation Supervisor assisted with scorekeeping the remainder of the game. No issues were brought to staffs attention the remainder of the season. Staff recommends no changes be made at this time.

Extensive Staff Report

Purpose of Report:

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

Program Description:

The Men's Basketball league is a program for men age 18 and older offering competitive and recreational leagues. The games are held at the Harris Park Community Center on Wednesday nights from 6:30-10:30pm for 8 weeks. The focus is recreational league play for the community.

Program Benefits:

The benefits of the Men's Basketball program is a great physical activity promoting a good cardiovascular work out. It promotes team work, fun, skill development, socialization and sportsmanship for the participants.

Service Hours:

Service hours for the spring league was 1,472 (184 participants x 8 games = 1,472).

| | |
|------|-------|
| 2018 | 1,472 |
| 2017 | 1,032 |
| 2016 | 704 |

Volunteer Hours:

There were no volunteer hours for this league.

Refunds:

Total Refunds: 1 = \$47.50 (Team was told by staff they would play at 9:30pm games in the regular season and then play whatever time their seed was scheduled to play. Staff failed to inform team the playoffs started and the team did not show up for their 8:30pm game. Team thought they played at 9:30pm.)

Refunds Due to Dissatisfaction: 0

Fee Charged:

| | |
|------|-------------------|
| 2018 | \$380.00/\$418.00 |
| 2017 | \$380.00/\$418.00 |
| 2016 | \$380.00/\$418.00 |

Program Timeline:

| | |
|------------|--|
| February: | Budget Recruitment of spring personnel |
| April: | Registrations of spring |
| May: | League play begins Observation |
| June: | Observation |
| July: | Observation |
| August: | Evaluation of league Order awards League play ends |
| September: | Complete end of activity report |

Marketing:

Emails were sent to previous season's managers. Leagues were advertised in the LS Illustrated and department's website.

Evaluation/assessment (results):

Evaluations were handed out towards the end of the season. 184 surveys were given to participants and 72 were returned (39%). Please see the attached survey results.

LS Parks & Recreation "Men's Basketball League, Spring 2018" Survey

of Surveys Distributed: Email: In Person: 184 # of Surveys Returned: 72 39% of Returns

Participant: 66 Parent/Guardian 0 Coach/Asst.Coach/Volunteer 6

LS Illustrated 6 Website/Facebook/Twitter 6 Email Blast 0 Flyer 0 Postcard 0 Newspaper 1

LS Cable Channel 0 Acquaintance 21

Previous Participant 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? | 12 | 1 | 0 | 7 | 8 | 42 | 4.55 |
| If you registered on-line, please rate the ease of registration | 12 | 2 | 0 | 7 | 9 | 38 | 4.29 |
| Please rate the amount of time taken to register | 9 | 2 | 0 | 8 | 8 | 43 | 4.48 |
| Please rate the overall registration procedure | 7 | 1 | 1 | 8 | 9 | 44 | 4.42 |

Comments:

- I work for LSPR.
- Friend
- on LS parks and rec

| Regarding the value... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|--|-----|-----------|------|------|------|-----------|---------|
| Was the length of the activity appropriate for the fee? | 3 | 1 | 3 | 10 | 14 | 40 | 4.30 |
| Was the content of the activity appropriate for the fee? | 3 | 1 | 2 | 6 | 20 | 39 | 4.38 |
| If awards were given, were they appropriate for the fee? | 12 | 1 | 3 | 7 | 12 | 35 | 4.33 |

Comments:

- Will gladly pay higher fee to get trained refs. No consistency in calls.
- Great!

| Regarding the program sessions... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|--|-----|-----------|------|------|------|-----------|---------|
| Please rate the competence of activity staff | 1 | 1 | 1 | 12 | 15 | 42 | 4.35 |
| Please rate the friendliness of activity staff | 2 | 1 | 3 | 7 | 15 | 44 | 4.40 |
| Please rate the ability to recognize activity staff | 1 | 1 | 1 | 7 | 15 | 47 | 4.49 |
| Please rate the amount of staff available during the activity | 1 | 1 | 2 | 8 | 15 | 45 | 4.42 |
| Please rate the officials | 4 | 5 | 1 | 16 | 15 | 31 | 3.79 |
| Were the rules, regulations and policies appropriate for the activity? | 2 | 1 | 1 | 7 | 15 | 45 | 4.48 |
| Please rate the condition and suitability of the facility/fields used. | 1 | 1 | 1 | 9 | 13 | 46 | 4.46 |
| Please rate the condition and suitability of the equipment used. | 1 | 1 | 1 | 8 | 14 | 46 | 4.47 |
| Please rate the perceived safety of program. | 1 | 1 | 1 | 7 | 15 | 46 | 4.49 |

Comments:

- Pennies smell.
- Like 5 good refs, on bad one (older).
- Refs are hit and miss.
- Bent rims.

| Overall Summary... | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|---|-----|-----------|------|------|------|-----------|---------|
| Were the participant's overall needs met? | 2 | 1 | 2 | 5 | 17 | 42 | 4.58 |
| What is the likelihood of your recommendation of this activity to others? | 1 | 2 | 2 | 7 | 14 | 43 | 4.38 |
| Please rate the participant's overall enjoyment level | 1 | 2 | 2 | 5 | 17 | 42 | 4.53 |
| What is your overall rating of the activity? | 1 | 2 | 2 | 5 | 18 | 41 | 4.38 |
| What is your overall rating of Lee's Summit Parks & Recreation? | 1 | 2 | 2 | 5 | 17 | 42 | 4.40 |

Comments:

- League was ran very well.
- Free beer for the Refs!
- Better Refs.
- Free beer for all refs.
- Refs are what I expect for this level but should refrain from talking to players.
- It was awesome!
- You guys rock socks!
- Clock manager was extremely rude. Refs tried to show up players.

**End of Activity Report
Harris Park Community Center
2018
Completed By: Ryan Gibson**

Executive Summary

Brief Program Description:

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

Participant Numbers:

| | <u>Total:</u> |
|------|----------------------|
| FY18 | 167,944 |
| FY17 | 168,423 |
| FY16 | 166,906 |

Participant numbers included numbers from all other activities: camp summit, adult & youth activities, instructional programs, rentals, fitness classes, pickleball as well as open gym.

| <u>Total Revenue:</u> | <u>Budget</u> | <u>Actual</u> |
|------------------------------|----------------------|------------------------|
| FY18 | \$290,921 | \$275,502 ¹ |
| FY17 | \$197,523 | \$235,175 |
| FY16 | \$177,350 | \$203,785 |

| <u>Total Expense:</u> | <u>Budget</u> | <u>Actual</u> |
|------------------------------|------------------------|------------------------|
| FY18 | \$376,056 ² | \$368,126 ² |
| FY17 | \$363,047 | \$355,713 |
| FY16 | \$462,130 | \$345,780 |

| <u>Net:</u> | <u>Budget</u> | <u>Actual</u> |
|--------------------|----------------------|----------------------|
| FY18 | (\$85,135) | (\$92,264) |
| FY17 | (\$165,524) | (\$120,538) |
| FY16 | (\$284,780) | (\$141,995) |

¹ Increase due to increase in sponsorship/contributions

² Total budget and actual expenses include both direct and indirect expenses. Indirect expenses for HPCC: \$50,694.69

Recommendations:

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

Recommendation: Staff appreciates these comments and will share them with staff during the November 2018 HPCC all-staff meeting.

Comment: Requests were made to enable patrons to book a room or court rental online instead of having to come into the facility and do the reservation in person.

Recommendation: Each Lee's Summit Parks and Recreation Community Center requires rental parties to reserve the space in person to ensure the rental agreement is completed, a copy of the rental party's driver's license is obtained, payment is submitted in full (including the damage deposit) and any questions patrons may have are answered. Staff does not recommend making any changes to the rental process.

Comment: There was one comment that patrons should not have to pay a damage deposit for a rental in the gym.

Recommendation: Every rental at HPCC requires a \$100.00 damage deposit to be paid up-front with the rest of the rental fees. The damage deposit is held until the conclusion of the rental and then refunded assuming no damages 7-10 business days later. It does not matter which portion of the facility is rented, the damage deposit is always collected to ensure that LSPR has the opportunity to collect fees associated with any damage that could occur to the facility, no matter which part of the facility gets damaged. Staff recommends no changes at this time.

Extensive Staff Report

Purpose of Report:

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

Program Description:

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

Benefits of program:

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

Service Hours:

| | <u>Total:</u> |
|-------|----------------------|
| FY18: | 335,888 |
| FY17: | 336,846 |
| FY16 | 333,182 |

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

Volunteer Hours:

There were no volunteers for this program

Refunds:

Total issued: 14 (\$8,106.13)

Refunds due to dissatisfaction: 1 – Room was not set up as they requested

Fees Charged:

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

Marketing:

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

Evaluation/Assessment:

Evaluations have and will continue to be given out for future leagues, programs and any other recreational events being conducted at HPCC. Those surveys, however, are used by the supervisor running the program and not directly attributed to the facility. Comments received by program supervisors about the HPCC are forwarded to the HPCC manager for review and any issues are addressed. Out of 52 surveys distributed for HPCC unique rentals for FY18, 19 surveys (36%) were completed and returned.

LS Parks & Recreation “HPCC, 2018” Survey

of Surveys Distributed: 52

of Surveys Returned: 19

36% of Returns

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

Area Rented:

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

Comments (Other):

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

Comments:

- An online portal to reserve the rooms would be an added benefit.
- Having to come in person to rent is less than ideal.
- Please allow for an online reservation option to avoid having to come into the facility.
- Great cost for two rooms!!
- The person at the front desk was having trouble figuring out how to do the reservation so it took a long time.

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

Comments:

- Love the staff that works there, friendly and helpful.
- The people working at the counter are nice and greeted everyone as they came in.
- It is nice to have the set up done for you when you get there, it makes things easier.
- Beautiful facility.
- The person that worked the front desk was a great help on the day of our rental. She helped us move stuff around helped hold doors, etc.
- When practicing in the gym a damage deposit is not necessary, there isn't going to be anything that breaks or gets damaged that needs to be covered. The deposit is refunded which is good but shouldn't have to be out \$100.00 for a while before the refund comes back when there is nothing that will happen.

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

Comments:

- We enjoyed our time at the facility and appreciate the help.
- We had a great time and appreciate how helpful everyone was.
- Excellent courts, great space for our practice.
- We love all that the parks do and this facility was perfect for our rental!
- Thank you to you and your front desk staff.

End of Activity Report
Youth Tech Computer Classes
September 2017– August 2018
Completed by: Jacob Johnson

Executive Summary

Brief Description:

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

Participant number:

2018: 38

2017: 39

2016: 57

Total Revenue:

| <u>Fiscal Year</u> | <u>Budget</u> | <u>Actual</u> |
|---------------------------|----------------------|----------------------|
| 2018 | \$6,320.00 | \$5,281.00 |
| 2017 | \$5,560.00 | \$5,412.00 |
| 2016 | \$7,885.00 | \$8,821.50 |

Total Expenses:

| <u>Fiscal Year</u> | <u>Budget</u> | <u>Actual</u> |
|---------------------------|----------------------|-------------------------|
| 2018 | \$4,445.00 | \$4,337.27 ¹ |
| 2017 | \$3,829.00 | \$5,384.00 |
| 2016 | \$4,081.00 | \$7,259.60 |

Net:

| <u>Fiscal Year</u> | <u>Budget</u> | <u>Actual</u> |
|---------------------------|----------------------|----------------------|
| 2018 | \$1,875.00 | \$ 943.73 |
| 2017 | \$1,731.00 | \$ 27.30 |
| 2016 | \$3,804.00 | \$1,561.90 |

Recommendations:

Comment: Should we continue to hold these programs?

Recommendation: Staff recommends we continue to offer the Youth Tech Computer classes.

Comment: There was (1) comment about not being able to open their child's projects after the class had concluded.

Recommendation: Staff notified Youth Tech and they were able to send a new copy of the child's project to the parent.

Comment: There was (1) comment about not receiving a reminder email prior to the start of the class.

Recommendation: Staff sends out an email reminder to each participant prior to the start of class based on the primary email for the household.

Comment: There was (4) positive comments about the program.

Recommendation: Staff has shared these comments with Kevin Suhr, the owner of Youth Tech.

Extensive Staff Report

Purpose of Report:

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

Full Program Description:

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

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

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

Benefits of Program:

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

Service hours:

2018: 404 hours

2017: 392 hours

2016: 630 hours

*The number of hours were more in 2018 than 2017 due to an increase in enrollment in programs that were longer in duration.

Volunteer Hours:

There were no volunteer hours for these programs.

Refunds:

Total Refunds: 5 (\$420.00)

Scheduling Conflict: 5

Fees Charged

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

Program Timeline:

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

Marketing:

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

Evaluation/assessment:

Out of 38 surveys distributed to the parents/guardians of youth computer program participants, 10 surveys were completed and returned. This is a 26% return rate for the surveys. The number of surveys distributed was based on the number of unique households that had enrolled. Please see attached Survey Summary for results.

LS Parks & Recreation "Youth Tech, 2018" Survey

of Surveys Distributed: Email: 38 Via Mail: 0 # of Surveys Returned: 10 26 % of Returns

Participant 0 Parent/Guardian 10 Coach/Asst.Coach/Volunteer _____

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

LS Cable Channel 0 Acquaintance 0 Previous Participant 0 Other 0

Comments (Other): Through our School

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

Regarding the registration process...

| | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|---|-----|-----------|------|------|------|-----------|---------|
| If you registered by phone or in person, how helpful was the person who assisted you? | 3 | 0 | 0 | 0 | 3 | 4 | 4.57 |
| If you registered on-line, please rate the ease of registration | 2 | 0 | 0 | 1 | 3 | 4 | 4.37 |
| Please rate the amount of time taken to register | 0 | 0 | 0 | 0 | 2 | 6 | 4.60 |
| Please rate the overall registration procedure | 0 | 0 | 0 | 1 | 3 | 6 | 4.50 |

Comments:

- I would appreciate a reminder email a day or two before an event I have registered for. :)

Regarding the value...

| | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|--|-----|-----------|------|------|------|-----------|---------|
| Was the length of the activity appropriate for the fee? | 0 | 0 | 0 | 1 | 5 | 4 | 4.30 |
| Was the content of the activity appropriate for the fee? | 0 | 0 | 0 | 1 | 5 | 4 | 4.30 |

Comments:

- The program seemed a little pricey, but my boys LOVED it, so I can't complain!
- I'm still unaware of the games my sons created because I can't get them to open up on our computer so I'm uncertain.

Regarding the program sessions...

| | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|--|-----|-----------|------|------|------|-----------|---------|
| Please rate the competence of activity staff | 0 | 0 | 0 | 0 | 3 | 7 | 4.70 |
| Please rate the friendliness of activity staff | 0 | 0 | 0 | 0 | 2 | 8 | 4.80 |
| Please rate the ability to recognize activity staff | 0 | 0 | 1 | 0 | 3 | 6 | 4.40 |
| Please rate the amount of staff available during the activity | 1 | 0 | 0 | 0 | 4 | 5 | 4.50 |
| Please rate the condition and suitability of the facility/fields used. | 0 | 0 | 0 | 0 | 2 | 8 | 4.80 |
| Please rate the perceived safety of program. | 0 | 0 | 0 | 1 | 3 | 6 | 4.50 |

Comments:

- My son learned a lot from the class and had a blast.

Overall Summary...

| | N/A | Very Poor | Poor | Fair | Good | Very Good | Average |
|---|-----|-----------|------|------|------|-----------|---------|
| Were the participant's overall needs met? | 0 | 0 | 0 | 2 | 3 | 5 | 4.30 |
| What is the likelihood of your recommendation of this activity to others? | 0 | 0 | 0 | 0 | 4 | 6 | 4.60 |
| Please rate the participant's overall enjoyment level | 0 | 0 | 0 | 0 | 3 | 7 | 4.70 |
| What is your overall rating of the activity? | 0 | 0 | 0 | 2 | 3 | 5 | 4.30 |
| What is your overall rating of Lee's Summit Parks & Recreation? | 0 | 0 | 0 | 0 | 3 | 7 | 4.70 |

Comments:

- My son really enjoyed this camp!!
- My son loved the program and will enroll again next summer.
- They left each day with a smile on their face so that's always a positive thing. :) I just wish I could open their games to see what they made.

DECEMBER COMMENT REPORT

Attached are 25 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 25 comments 10 were positive, 13 were comments making suggestions, questions or requests and 2 were negative.

Sent: Tuesday, October 30, 2018 10:30 AM
To: LSPRregister
Subject: Longview Community Center - Pickleball

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

Good morning. I want to inquire about the possibility of Pickleball open play and leagues and the Longview Community Center. I am a Certified Professional Pickleball Coach and I currently have set up leagues at the Hy-Vee Center and Northland Tennis Club as well as smaller league at Banner Park. There is such a great need for indoor pickleball facilities in Eastern Jackson County. Most of us from Eastern Jackson County have to drive to Hilltop or North Kansas City area for indoor play.

I would love to meet with someone to discuss the opportunity to include pickleball training, open play and leagues at the new Community Center.

Thank you for your consideration.

Susan Burton

Susan- Thank you for reaching out to us regarding Pickleball opportunities in Lee's Summit. In addition to our 7 outdoor Pickleball courts at Upper Banner Park (4) and Lea MacKeigan park (3); Lee's Summit Parks and Recreation offers indoor Pickleball (open play) at the Legacy Park Community Center and the Harris Park Community Center year round. LSPR has also made plans to add open play Pickleball to the schedule at the new Longview Community Center. I have provided a schedule of times below:

Legacy Park Community Center (901 NE Bluestem Drive)

- MWF 8am-1pm
- T/TH 8am-3:30pm
- Sunday 1am-1pm
- Every 3rd Sunday 6pm-8pm

Harris Park Community Center (110 SW Blue Parkway)

- Monday-Friday 9am-1pm

Longview Community Center (3801 SW Longview Rd)

- Sunday – Friday 8am-1pm
- Tuesday 4:30pm-7pm

Most of our patrons are interested in open play. We have tried to run indoor tournaments in the past we never had enough interest. Our outdoor tournaments have been better received. We would be interested in looking at Pickleball instruction.

We will not be starting any programming at Longview Community Center until after the facility has been open a few months so that we can get a handle on the operations and usage of the facility.

Please let me know if you are interested in speaking to one of our Recreation Supervisors regarding Pickleball instruction at one of our other locations in the meantime.

Jodi Jordan, CPRP |Assistant Superintendent of Recreation Services

From: do-not-reply@cityofls.net [<mailto:do-not-reply@cityofls.net>]
Sent: Sunday, November 11, 2018 9:00 AM
To: LSPRregister
Subject: Comment from the web - Parks Contact Us Online Form from Brenda

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

The **Parks Contact Us Form** from cityofls.net/parks website was submitted.

| Name | Content |
|------|---------|
|------|---------|

| | |
|------------|--------|
| First Name | Brenda |
|------------|--------|

| | |
|-----------|-------|
| Last Name | Apgar |
|-----------|-------|

| | |
|---------|---|
| Message | Can we please extend the one evening of Pickleball play at the Longview cc?? The whole point of having evening play is so those of us that work have an opportunity to play. With it ending at 7 that is really pointless. It needs to be till 10. You give plenty of opportunity for those who do not have jobs to play at all your facilities during the day. We only get one night and it's basically two hrs during the evening commute home and dinner time. Not cool. |
|---------|---|

From: Jodi Jordan
Sent: Monday, November 19, 2018 5:08 PM
To: Brenda Apgar
Subject: RE: Comment from the web - Parks Contact Us Online Form from Brenda

Brenda

I apologize for the delay in my response regarding the Pickleball hours at the Longview Community Center (LVCC). Our patron comments are very important and help make us better.

Currently the anticipated LVCC schedule is as follows:

- Sunday-Friday 8am-1pm
- Tuesdays 4:30pm – 8pm

The evening hours were chosen to give patrons the option to use Longview Community Center on Tuesday evenings and the Legacy Park Community Center on Wednesday evenings and still be able to accommodate the many users (basketball, volleyball, pickleball and rentals) that utilize the gymnasium in the evenings. All LVCC facility schedules (gym, pool, childcare, etc.) will be continually evaluated as we analyze the usage of the facility, to ensure every user is served to the best of our ability.

We have extended the pickleball hours to 8:00pm on Tuesdays at the Longview Community Center to accommodate patrons after work hours. Thank you for your patience as we ease into the first few months of operations and grow the pickleball program. If you have any additional feedback you may contact me directly at 816.969.1525 or by email jjordan@cityofls.net.

First Name Ashley

Last Name Archer

Daytime Phone

Message

Hello! I just wanted to leave a suggestion for a future addition to any of the wellness centers in town. I recently finished my PhD in Physiology at the University of Kansas Medical Center, and I studied how exercise and heat therapy can prevent the development of type 2 diabetes. For this reason, I suggest in the future an addition of a sauna to one of the facilities. I have heard others at the community center say that they would enjoy a sauna. What they may not know is that research shows that heat therapy helps activate metabolism throughout the body leading to reduced body weight and improved blood sugar, blood pressure, and reduced inflammation! There is also research currently going on that may point to improved cognitive function! The hot tubs that are available can also be used to get these benefits, but like myself, I know many people are much more compliant with a sauna and enjoy the experience more. I just wanted to give my suggestion to the community center and share the amazing health benefits that come with heat therapy (references below :))! Thanks! Kurucz et al. Diabetes 2002, Bruce et al. Diabetes 2003, Chung et al. PNAS 2008, Hooper N. Engl. J. Med. 1999 Brunt et al., J Physiol, 2016, Brunt et al., J Appl Physiol, 2016 <https://www.ncbi.nlm.nih.gov/pubmed/29203714> Ashley

Ms. Archer,

Thank you for your suggestions regarding Sauna use and the benefits of heat therapy. Our patron comments are very important to us and help to make us better. I would like to respond to your suggestion to add saunas to future facilities.

The decision to put a sauna into the current facilities was evaluated thoroughly at the time of design. Lee's Summit Parks and Recreation (LSPR) decided against this for multiple reasons. Although a sauna does provide health benefits there are also many risks associated with the use of saunas.

- Fungal infections can be easily spread in a saunas warm, moist environment.
- Additional supervision by the lifeguards is needed to ensure patrons are not staying in the sauna too long and overheating .
- Saunas are expensive, can be difficult to maintain and require detailed cleaning which also adds to increased staff and supply costs.
- Many users tamper with the controls and misuse the sauna causing malfunctions.
- Vandalism is very common in public saunas as well as inappropriate use.

At this time LSPR does not feel adding a sauna is in the best interest of our current facilities. Again I want to thank you for reaching out, we appreciate your suggestion and the research you provided

If you have any additional comments or concerns please feel free to contact me directly at 816.969.1555.

Yours in health,

Jodi Jordan, CPRP | Assistant Superintendent of Recreation Services

| # | Location | Type | Date | To | From | Patron Name | Patron Comment | Staff Response |
|----|----------|-------------|------------|--------------|---------------|----------------------------------|---|---|
| 1 | GCC | Complaint | 11/10/18 | Tede Price | Pat Shepard | Amber Rechtein | 1.) The group x floor was dirty on Saturday. I cleaned one side of my mat but the side on the floor was dirty. I flipped it to clean that side-then when I flipped it back, the first side was dirty again. 2.) Please clean the baseboards and blinds. 3.) Please keep this room clean, it's winter. Germs! | The floor was thoroughly cleaned Friday afternoon after classes were done due to excess ice melt and dirt being tracked in. This was the 4 th class on Saturday with no cleaning in between classes so there was dirt/ice melt on the floor. Staff cleaned the floor Saturday night and Sunday after church. Staff cleaned and mopped floor, dusted blinds, windows sills and baseboards on Monday 11.12.18. Staff has placed an extra floor mat outside the aerobics room to help catch the debris before entering the room. PS |
| 2 | LPCC | Complaint | NA | Mike Hedrick | Ola Shobowale | NA | Why isn't the water hot in the restrooms??? Upstairs and down stairs? | Staff checked the upstairs restroom, locker rooms and boilers. The hot water issue in the restroom upstairs was fixed on Thursday, 11/15/18. While looking at the boilers, staff noticed an error light was on for low air on one of them. Staff called the city HVAC contractor to look at the boiler and they fixed the issues on Thursday, 11/15/18. OS |
| 3 | LPCC | Compliment | 10/29/18 | David Dean | Jodi Jordan | Tom | The place looks great this morning! | Staff appreciates the feedback and will share this comment with the 10.28.18 closing staff. |
| 4 | LPCC | Compliment | 10/22/18 | Jodi Jordan | Jenny Brennan | 4 Patrons | Staff received 4 positive comment cards regarding Julie Harp's Zumba instruction. | Julie Harp teaches Zumba at 11:30am on Monday mornings. Staff will share the comment with Julie and recognize her at the next staff meeting. JB |
| 5 | LPCC | Compliment | 11/15/18 | Mike Hedrick | Heath Harris | Connie Savvsky | Shelley was watching out for a workout jacket I left. She found it and I so appreciate her caring that much. Very happy today! | Shelley Jones is a part-time service representative at Legacy Park Community Center. This comment card was shared with Shelly and she will be recognized at the all staff meeting on December 2nd. HH |
| 6 | LPCC | Compliment | 10/5/18 | Jodi Jordan | Jenny Brennan | 3 Patrons | Staff received 3 positive comment cards expressing how much the patrons like Julie Harp's Monday, 11:30am Zumba class. | Julie Harp is a new instructor for LSPR and teaches a permanent Zumba class Monday's at 11:30am at LPCC. Staff will share the comment with Julie and recognize her at the next staff meeting. Jen |
| 7 | LPCC | Compliment | 10/16/18 | Jodi Jordan | Dom Thomas | NA | Compliments were received from the 12:30 Silver Sneakers class about Weight Room Attendant Tyler Nelson. They stated that he was on time to set the chairs up for them and extremely friendly. | This comment was shared with Tyler and he will be recognized at the next staff meeting. |
| 8 | LPCC | Compliment | 10/26/18 | Jodi Jordan | Dom Thomas | Abby Elliot | Roger helped us with our canoe/ bike rentals and was extremely kind, patient and helpful in the process. | This comment will be shared with Roger and he will be recognized for his great patron service at the next staff meeting. |
| 9 | LPCC | Compliment | 11/27/2018 | Mike Hedrick | Dom Thomas | Erin Dugan | I have been a RevUP Member since July 2017. Lori has been my trainer the entire time. She is great and I really enjoy the program and have seen awesome results. | This comment card will be shared with Lori and she will be recognized at the next full staff meeting. |
| 10 | LPCC | Compliment | 9/19/18 | Jodi Jordan | Eric Schooley | NA | The flowers look great! You guys do a great job with them. It really makes the front of the building look nice. | Staff appreciates the comment and will share this comment with the Park Operations Division. ES |
| 11 | LPCC | Compliment | 10/29/18 | Mike Hedrick | Ola Shobowale | Kelly Capranica | I have seen such an improvement in the cleanliness in the cardio room and the floor. Thank you! | Staff appreciates the feedback and will share the comment with the custodial and weight room staff and recognize them at the next staff meeting. OS |
| 12 | LPCC | Information | 10/26/18 | Jodi Jordan | Eric Schooley | Anonymous | The handle is broken on locker 109 in men's locker room. | Staff appreciates the comment and repaired the handle. |
| 13 | LPCC | Information | 11/5/18 | Mike Hedrick | Ola Shobowale | Anonymous | Comment: Men's locker room- Handicap stool won't flush unless you hold down the handle. | After receiving this comment staff went to the men's locker room toilet to check on the situation. It was determined the flushing system was having mechanical issues. Staff called the contracted plumber to repair the toilet and he fixed it on Thursday, November 1, 2018. OS |
| 14 | LPCC | Information | 10/15/18 | Mike Hedrick | Ola Shobowale | Linda M Ellis | Pool temperatures are great! But pool room temperatures are too cold! This has been ongoing not just today. | Staff appreciates the comment and acknowledges that there have been issues with the DH unit and air temperature. ACS (HVAC contractor) fixed the system on Friday, 10-26-18. The DH unit is working correctly and Natatorium temperature is currently at 87F, which is the recommended setting. OS |
| 15 | LPCC | Information | 9/21/18 | Jodi Jordan | Eric Schooley | Ardyce | First room in the family locker room the shelf under the mirror is falling off. | Staff reattached the shelf to the wall. ES |
| 16 | LPCC | Suggestion | 10/23/18 | Jodi Jordan | Jenny Brennan | Connie Savvsky & Suzy Wellinhoff | A small group of members would greatly appreciate July (Zumba class) to change times due to the conflict with Trenice's cycle class. They are both incredible instructors and we would love to do both classes. | July teaches Zumba on Wednesday mornings at 9:30am which is the same time Trenice teaches cycle. Currently, there is not an opening on the schedule to be able to move the Zumba class to a different time. Staff will keep the suggestion in mind for future scheduling changes. Staff will share the positive comment with both July and Trenice and recognize both instructors at the next staff meeting. JB |
| 17 | LPCC | Suggestion | 10/5/18 | Jodi Jordan | Eric Schooley | Anonymous | A changing table in one of the rooms in the family bathroom. No place to put the baby while parent changes. | This is the first request staff has received in 15 years. Staff does not recommend adding a changing table. There is a changing table in the common area of the family locker room. There is not adequate room for a 3' wide changing table to be mounted on the wall because the door needs be able to open fully, the paper towel dispenser, and shower hooks are already on the wall. ES |
| 18 | LPCC | Suggestion | 10/25/18 | Jodi Jordan | Mike Hedrick | Donna Round | I would like to see a policy change regarding non-swimmers having to pay \$6.00 to watch inside the pool area. It was so upsetting to my 3 year old granddaughter that she cried. Her grandpa was in the aquatics area with her but she wanted to be able to come to give me a hug. It is not about the money I just want to understand why this policy is necessary. | Lee's Summit Parks and Recreation policy states, "All patrons entering LSPR facilities will be required to register and pay the appropriate fee for each facility and activity being used. After receiving this comment LPCC staff contacted Mrs. Round and informed her that Lee's Summit Parks and Recreation makes patron security a top priority and the checking in process allows staff to identify every person that enters the facility, staff cannot track who uses or don't use the amenities of the facility once they go past the welcome desk, and the fees charged are based on the expense it costs to operate the facility per person, regardless of age ability or usage. The fees cover staff costs, utilities and supplies needed to keep the facility clean and operating. She stated, "There could be another option like a wrist band program to identify members that could allow them access to the pool and not use the amenities. To pay \$6.00 to enter a facility to watch is a little expensive and a wrist band policy could be a simple process. Staff thanked her for her comments and explained the comment card process to her and let her know that her comment would be heard. She thanked staff for calling. Staff does not recommend any changes to the policy at this time. MH |
| 19 | LPCC | Suggestion | 10/22/18 | Jodi Jordan | Jenny Brennan | Sherry Rodger | Would like more Zumba classes from Julie Harp! She is phenomenal! (daytime preferred) | Staff spoke with Sherry regarding her comment card and she indicated her satisfaction regarding Julie and her classes. She said she loves Legacy Park Community Center and the entire staff is great. Staff thanked Sherry for her comments. Julie Harp teaches Zumba at 11:30am on Monday's at LPCC and subs classes regularly. Staff will share the comment with Julie and recognize her at the next staff meeting. JB |
| 20 | LVCC | Information | 11/12/18 | Jodi Jordan | NA | Zach Carroll | When is Longview Rec center going to open? | Renovation of the Longview Community Center is still in progress with several large projects underway. At this time LSPR is not prepared to announce an opening date. LSPR will continue to post progress updates on our webpage and Facebook page. Thank you for your patience as we make improvements to the Longview Community Center. |

| # | Location | Type | Date | To | From | Patron Name | Patron Comment | Staff Response |
|----|------------|------------|----------|------------|------|---------------|---|--|
| 21 | LVCC | Suggestion | 11/12/18 | David Dean | NA | Bruno Miranda | Setting up of Longview fitness equipment. | <p>Thank you for returning my phone call the other day and clarifying your request to be put on the Park Board agenda. We appreciate our patrons comments and many times they help us become better.</p> <p>Your suggestion about the direction the cardio equipment is facing was shared with staff. As I stated during our conversation, based on our 15 years of experience (over 300,000 visits per year) at the Legacy Park Community Center we do not feel there is a need to arrange the cardio equipment at the Longview Community Center as you suggested. Although your concern that women feel intimidated by males that may be looking at them while on the cardio equipment may be legitimate, it is not a concern that has been expressed to us over the years. Anytime we have issues brought to our attention, we address them directly with the patron(s) involved. Also as we discussed, we have limited power opportunities for the treadmills and feel that facing the remaining cardio towards the TV's that we are hanging is an important feature for our patrons.</p> <p>Thank you again for sharing your comments, and if you would like to discuss this further I can be reached at 816.969.1554 or at ddean@cityofls.net.</p> |
| 22 | Summit Ice | Compliment | 11/12/18 | Joe Snook | NA | Ronda Riley | <p>I work at lee's summit North high school and looking out the south side windows from upstairs you can see the skate park.I did't even know we were getting one. what a fantastic idea. it looks like people are using it a lot. thank you so very much for this it is great to make Christmas memories and to get the kids outside. Thank you again for such a great place. Lee's Summit is a great place to raise a family and to use our parks year round. Thank-you!!!!!!!!</p> | <p>Thank you for the wonderful comment. The ice rink has been very popular since we opened on October 26. Summit Ice will be a great winter activity for kids of all ages to enjoy for many years to come. And I agree, it will be a great place for families to make new memories.</p> <p>Hopefully we will see you there soon!</p> |
| 23 | | | | | | | | |
| 24 | | | | | | | | |

| ~ NOVEMBER ~ | | | | | | |
|--------------|-------------------------------------|--|--|--|-------------------------|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 |
| | | | | | Mistletoe Madness - GCC | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | School Break Camp 6:15pm City Council | | 12:00pm GCC Veteran's Day Lunch | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 6:00pm Beautification Commission | 6:15pm City Council | | 12:00pm GCC Thanksgiving Lunch 6:00pm HPCC Staff | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | 5:30pm GCC Staff Meeting | | 12:00pm Thanksgiving Staff Lunch at GCC | City Holiday - City Offices Closed | | |
| | | | | Thanksgiving Day | | |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| ~ DECEMBER ~ | | | | | | |
|------------------------------|--|--|--|------------------------------|--------------------------------|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 8:00pm LPCC Staff Meeting | | 6:15pm City Council | 6:00pm Park Board meeting (Strother Conference Room) | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | 12:00pm GCC Holiday Lunch | | 8:00am Winter Pickleball Tournament |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | 6:15pm City Council | | School Break Camp | | |
| | | | | 6:00pm HPCC Staff Meeting | 12:00pm Staff Holiday Lunch | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | School Break Camp | | | | | |
| | Christmas Holiday City Offices Closed | Christmas Holiday City Offices Closed | | | | |
| 30 | 31 | | | | | |
| 8:00pm LPCC Staff Meeting | School Break Camp | | | | | |

| ~ JANUARY ~ | | | | | | |
|-------------|---|---------------------------|--|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 New Year's Day | 2 School Break Camp | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 7:30am-GCC 3rd Quarter EOQ Breakfast | 10 | 11 | 12 |
| 13 | 14 6:00pm Beautification Comm 6:30pm GCC YSA - Dinner Meeting | 15 6:15pm City Council | 16 | 17 6:00pm HPCC Staff Meeting | 18 | 19 |
| 20 | 21 Martin Luther King | 22 | 23 6:00pm Park Board meeting (Strother Conference Room) | 24 7:00am Mayor's Character Breakfast | 25 6:00pm GCC Father Daughter Dance | 26 6:00pm GCC Father Daughter Dance |
| 27 | 28 | 29 | 30 | 31 | | |

| ~ FEBRUARY ~ | | | | | | |
|--------------|---|-----------------------------------|--|------------------------------------|--|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 6:00pm GCC Father Daughter Dance | 2 6:00pm GCC Father Daughter Dance |
| 3 | 4 | 5 6:15pm City Council | 6 | 7 | 8 | 9 |
| 10 | 11 6:00pm Beautification Commission | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 Presidents Day | 19 6:15pm City Council | 20 | 21 6:00pm HPCC Staff Meeting | 22 | 23 |
| 24 | 25 | 26 MPRA Conference - Banson MO | 27 6:00pm Park Board meeting (Strother Conference Room) | 28 | | |

Mistletoe Madness One-Stop Shopping Event! Nov. 2 and 3, 2018

Lee's Summit Parks & Recreation is hosting Mistletoe Madness once again, your chance to cross names off your gift list in one stop! The two-day event will be held Friday, November 2 from 9 a.m. to 6 p.m. and Saturday, November 3 from 9 a.m. to 4 p.m. at Gamber Community Center in Lee's Summit, MO.



Vendors will include: Snap Jewelry, Pampered Scentsy, Costco, Premier Chef, Tupperware, PartyLite, Designs Jewelry, Sassy Norwex, KCMO Ventures,

Dandelion, Décor & Metalworks, LulaRoe, Crocheted and knitted items, Nelson Crafts & Creations, Elite Laser Etching, WKT Glass Art, Amazing Grace ZB Boutique, A Family Affair, Indeed!, Christmas, Decorations & Gifts, Mary Kay, Signature Creations Studio, Bed Sheets, Willing Workers Longview Christian

Church, Louise's Crafts, Color Street Nails, Xquisite Designs Gift Baskets & Trays, Bella BKC Leather Earrings, Bottles, Tea Towels & Jewelry, Doterra Essential Oils, Gemstone Chokers, Young Living, Essential oils, Gayle Lunning, Book Author, Flu Shots by Grandview Price Chopper, and Porter Chiropactic.

Entry to Mistletoe Madness is FREE. Gamber Community Center is located at 4 SE Independence Avenue just off 2nd Street and 1291 Highway in Lee's Summit. Make sure to include it as one of your stops on November 2 and 3! Call 816-969-1580 for more information.

LS Tribune
Saturday, October 20, 2018

Summit Ice Ribbon Cutting

Join Lee's Summit Parks & Recreation as they celebrate the opening of Summit Ice on October 26 from 5:30 to 6:30 p.m. at Lea McKeighan Park located at 120 NE Chipman Rd. in Lee's Summit.

Summit Ice is a Lee's Summit Parks & Recreation facility that is managed by KClce Management Company. Summit Ice offers skating classes, birthday packages, public skating, pond hockey and so much more.



General Information

Public Skating
Sessions Every Day

Mon-Fri: 2 - 8 p.m.
Fri: 2 - 11 p.m.
Sat: 11 a.m. - 11 p.m.
Sun: 11 a.m. - 8 p.m.

Skate Pass: \$9/\$7 LS Resident
Skate Rental: \$3
Skate Trainer Rental: \$4
Children 3 and Under: FREE
Pond Hockey
Sessions Every Day

Mon-Fri: 2 - 5 p.m.

Sun-Thru: 8 - 9:30 p.m.
(session one)

9:30 - 11 p.m. (session two)

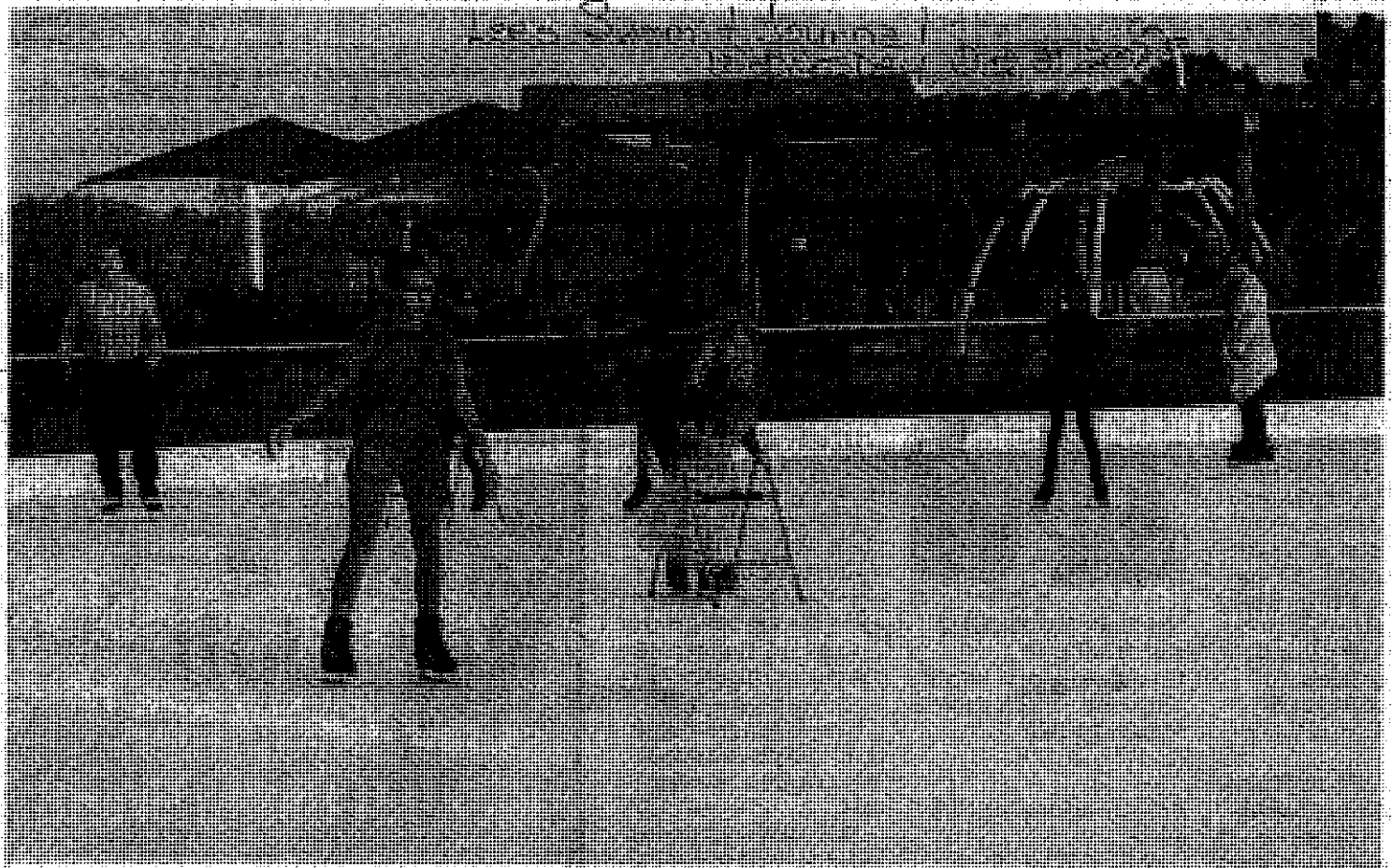
Sat & Sun 8 - 11 a.m.

Skate Pass: \$12/\$10 LS Resident

Skate Rental: \$3
Stick Rental: \$4

Oct 26
5:30
6:30
9:30

LS Tribune, Saturday, October 20, 2018



Skaters took to the ice after the opening ceremony.

JOHN P. PHILLIPS/Staff of The Journal

Skaters enjoy opening of Summit Ice, Lee's Summit's first outdoor ice rink

BY JANICE PHELAN
Special to the Journal

Although temperatures were well above freezing, the Lee's Summit Parks and Recreation Department hosted an opening event for the city's first outdoor ice rink on Oct. 26.

Summit Ice, located in Lea McKeighan Park, is designed to provide a frozen surface even with temperatures in the 50s thanks to seven miles of piping, filled with an industrial antifreeze, under the new rink.

Following an evening ribbon-cutting ceremony, skaters took to the ice to officially open the rink's inaugural season — late October through March. The rink is part of a parks department \$4.7 million renovation project, which also includes a new concession building, splash pad, playground and pickleball courts at Lea



JOHN P. PHILLIPS/Staff of The Journal

Veronica and Ryan McLain helped 5-year-old Jerico McLain circle the rink.

McKeighan. The pickleball courts and ice rink share the same space, with the rink transforming back to a pickleball area next spring.

The 80-by-100-foot ice rink is available for public skating, figure skating, pond hockey, broomball and special events. KCIce, a management compa-

ny, is overseeing the making and grooming of the ice as well as the new Concessions and Skate Shop, a mini convenience store. In addition to sales within the shop, the concessions store wait staff will deliver food, beverages and other requested items to park visitors on the patio and throughout the park.

"Lee's Summit Parks and Recreation is excited to open Summit Ice," said Joe Snook, department administrator. "Our outdoor ice rink is one of only a few in the entire KC metro area, and we look forward to providing this unique amenity and programming to the residents of Lee's Summit and the surrounding community."

For more information about Summit Ice, visit <http://cityofls.net/Parks/Facilities/Summit-Ice>.

L.S. Tribune
Saturday, November 3,
2018

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Vendors will include:

Scentsy, Costco, Premier Designs Jewelry, Sassy Snap Jewelry, Pampered Chef, Tupperware, Partylite, Norwex, KCMO Ventures, Dandelion Décor & Metalworks, LulaRoe, Crocheted and knitted items, Nelson Crafts & Creations, Elite Laser Etching, WKT Glass Art, Amazing Grace ZB Boutique, A Family Affair, Indeed!, Christmas,

Decorations & Gifts, Mary Kay, Signature Creations Studio, Bed Sheets, Willing Workers Longview Christian Church, Louise's Crafts, Color Street Nails, Xquisite Designs Gift Baskets & Trays, Bella BKC Leather Earrings, Bottles, Tea Towels & Jewelry, Doterra Essential Oils, Gemstone Chokers, Young Living Essential oils, Gayle Lunning, Book Author,

Flu Shots by Grandview Price Chopper, and Porter Chiropractic.

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Veronica and Ryan McLain help 5-year-old Jerico McLain circle the rink. Janice Phelan Special to the Journal

Skaters celebrate opening of Lee's Summit's first outdoor ice rink

By Janice Phelan

October 27, 2018 07:07 PM

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For more information about Summit Ice, visit <http://cityofls.net/Parks/Facilities/Summit-Ice>.



Lee's Summit's mayor, city council, parks and recreation department and KCIce representatives cut the ribbon.
Janice Phelan Special to the Journal



Skaters take to the ice after the opening ceremony. Janice Phelan Special to the Journal



The 80-by-100-foot ice rink is available for public skating, figure skating, pond hockey, broomball and special events. Janice Phelan Special to the Journal

Lee's Summit's mayor, city council, parks and recreation department and KCIce representatives cut the ribbon.
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Skaters take to the ice after the opening ceremony. Janice Phelan Special to the Journal

Webster Groves Hires Superintendent



Phil Zamora has been hired as Rink and Facility Superintendent for the Webster Groves Parks & Recreation Department, following the retirement of Dave Garth, who was with the department for 34 years. Phil comes from California, where he was in the rink industry for 20 years, most recently working as General Manager for The Rinks at Lakewood, a 3-sheet ice facility owned by the Anaheim Ducks. Phil also drove the Zamboni for the NHL Ducks games. Welcome to Missouri and Webster Groves, Phil!



Brooke Chestnut has been promoted to LSPR's Superintendent of Park Operations. Brooke has worked for LSPR for three years and served as Park Maintenance Supervisor prior to her promotion. She holds a Bachelor of Science in Wildlife Conservation and Management from Missouri Western State University, is a Certified Playground Safety Inspector, and is a Certified Arborist and Utility Specialist. Brooke is also a graduate of the NRPA Maintenance Management School.



Michael Cox has accepted a new title as LSPR's Skilled Park Operations and Cemetery Specialist. In this role, Michael manages the daily operations of the cemetery and works with the other park specialists on many different projects. These projects include pouring concrete, spraying weeds, helping set up for recreation events, and daily maintenance of parks. Michael has worked for LSPR for approximately two years and looks forward to advancing his career within the organization.



Heath Harris was promoted to Recreation Supervisor I with LSPR. His new job responsibilities include supervising adult athletic leagues and coordinating select youth and adult programs, among other administrative duties. Heath joined the LSPR staff in 2015, following the completion of his Bachelor of Science in Corporate Recreation and Wellness from Northwest Missouri State University.



Jacob Johnson has also been promoted to Recreation Supervisor I. His new job duties within the LSPR organization include managing and coordinating youth and adult instructional programs, sports camps, and sports leagues; overseeing tennis and

golf lessons, coordinating special events, and supervising School Break Camp. Jacob's administrative duties include budgeting, hiring and training personnel, planning, marketing and coordinating services, and developing curriculum and teaching as needed. He initially began his career with LSPR as a part-time staffer in 2016.



Jodi Jordan was promoted to LSPR's Assistant Superintendent of Recreation Services. In this position, Jodi will be responsible for overseeing operations at the newly acquired Longview Community Center set to open later this year. Prior to her promotion, she was the Legacy Park Community Center Manager. Jodi is a member of many LSPR organizational teams and is instrumental in many significant projects. She has worked for LSPR since 2010.



Dana Thurber has been promoted to Administrative Services Coordinator. In this position, she will be responsible for multiple facets of administrative service, including patron services, part-time human resources support, coordinating and maintaining departmental files, and providing support for NRPA and MPRA. Dana has worked for LSPR for 17 years, and previously held the title of Administrative Assistant.



Andy Carr is now LSPR's Park Operations Manager. In this role, Andy will be responsible for the operational management and landscaping of Legacy Park (692 acres). He will also manage Lee's Summit Historical Cemetery. Andy joined LSPR in 2014 and served as Legacy Park Supervisor II before taking on his new role. He holds a Bachelor of Science in Business Management and Horticulture from Northwest Missouri State.

Lee's Summit Parks & Recreation Welcomes, Promotes Employees



Jackie McCormick Heanue has been hired as Superintendent of Legal Services and Human Resources. Jackie will be the first to serve in this newly created

position. She previously worked for LSPR from 2004-2006 as Service Representative in parks administration, while simultaneously obtaining her master's degree from UMKC.



Toni Stock accepted the position of Administration Manager for LSPR. In this position, Toni will be responsible for providing financial support services for the department's daily

operational needs: budgeting and financial reporting, project reporting, payroll coordination, finance and procurement coordination, software administration and training, and internal and external customer service. She will also represent LSPR on the City of Lee's Summit's Safety Committee. Toni is a 30-year resident of Lee's Summit.