# **FEBRUARY 2019** Park Board Meeting Packet



Father/ Daughter "Sweetheart" Dance was hosted four nights at Gamber Community Center



LSPR will be hosting the Stanley Cup Feb.26 and 27 at Summit Ice



Summit Ice hosted the first "Valentine's Day Skate" on Feb. 14



LSPR hosted the first "Gamber Glow: After Hours Glow Zumba" on Feb. 10





## MISSION

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

LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES							
			CITY OF LEE'S S				
<b>DATE:</b> January 23,	ATE: January 23, 2019 TIME: 6:00 PM PLACE: Strother Conference Room				om		
<b>Board Members Present:</b> Tyler Morehead, President Mindy Aulenbach, Vice Pres	r Morehead, President Marly McMillen-Beelman Joe Snook					Other Guests: Bob Johnson, Council Liaison	
Lawrence Bivins, Treasurer	lacin	Sumantia	lepulu	David Dea			
Jim Huser				Steve Cas			
Nick Walker Nancy Kelley				Tede Price	e Cormick Heanue		
Casey Crawford				Steve Tho			
				Mike Hed			
AGENDA ITEM			(Findin	SCUSSION gs/Conclusion		RECOMMENDATIONS ACTIONS	
Employee of the Quarter Presentation		Ir. Snook prese 018 to Steve T	· ·	of the Quarter re	ecognition for 4 <sup>th</sup> Quarter	No board action.	
Legacy Park Community Center End of Activity Report	Ce pa pa th cle re ag ha re pr ne ne ww M m co M Le of Si Si M pa He hc di M ou to he M	enter. Items of ast three years e recent engag eaning of lock commendation greement with ave been disco commended re- rovide cross tra- eeds related to egative comme ere addressed Ir. Crawford as assage therapy ontracting with Ir. Johnson ask egacy are Silve 1,904 membe ilver Sneakers. Ir. Bivins inqui atrons, noting i e also noted th ow it was being fficult industry Ir. Snook noted at massage the othe challenges elp incentivize (s. Aulenbach coept an offer v	note included consist and total FY 2018 net gement of Town & Co- er rooms and restroon to incorporate use of Town & Country. He ntinued and repairing eplacement of the loc aining to maintenance the locker rooms. Me ents related to staff ar with staff through tra- sked whether staff ha v services in the com- LSPR to provide the erd whether there is a er Sneakers members rs who are enrolled i ined how staff plans to t is important to com- e negative comments g addressed. Finally, y. d staff is looking at the rapy services and mo s we have faced in co- additional individual ho with Longview Comm	stency in month et revenue of \$1 ountry Janitoria ms at the facilito of the Kaivac cl- e advised the Be g damaged lock eters in FY20. I e staff to accom r. Hedrick addr nd indicated ma ining and coacl d inquired with munity to see if e same services a ratio of how m a. Mr. Hedrick r n a Medicare in the noted the m ne option of mo oving towards a outracting recen ls to work with has approached munity Center f were returned.	businesses providing they were interested in hany of the members at eported the facility has a t isurance program similar t planned improvements to patrons what is happenin f are concerning and inqui assage therapy business is ving away from contractir n employee relationship di tly. We are hopeful this w us as massage therapists.	the ed e a rent lity to ified otal o the g. red a up gue ill to	

Approval of Minutes for the December 5, 2018 Board Meeting	Supporting documentation (see pages 1-7.) No questions or discussion.	Mr. Bivins moved to approve the December 5, 2018 meeting minutes; Ms. Aulenbach seconded. Minutes of the December 5, 2018 Board Meeting were approved unanimously.			
Treasurer's Report for November and December 2018	Supporting documentation (see pages 8-27.) Mr. Bivins read the Treasurer's Report for the November and December 2018 financial statements. No questions or discussion.	Ms. Aulenbach moved to approve the November 2018 Treasurer's Report as read; Ms. Kelley seconded. November 2018 Treasurer's Report was approved unanimously. Ms. Aulenbach moved to approve the December 2018 Treasurer's Report as read; Ms. Kelley seconded. December 2018 Treasurer's Report was approved unanimously.			
Sales Tax Report for December 2018 and January 2019	Supporting documentation (see pages 28-31.) No questions or discussion.	No Board action.			
BOARD APPROVAL ITEMS		L			
Proposal from Quality Custom Construction for Hartman Park Trailhead Construction	Supporting documentation (see pages 32-34.) Mr. Casey advised the Board the item was a motion to approve a scope of work for the Hartman Trailhead project using the City's on-call contract for concrete services. The total amount of the proposal is \$84,616.90. Mr. Crawford asked what the total project budget was for the project. Mr. Casey reported the total project budget was \$250,000. Mr. Crawford asked whether this proposal was within the scope of the budget. Mr. Casey responded the proposal includes demolition of existing parking lot and sidewalk, drainage work and all concrete work and all of the work is within budget.	Ms. Kelley moved to approve the proposal in the amount of \$84,616.90 with Quality Custom Construction for construction services for the Hartman Park Trailhead project; seconded by Mr. Crawford. Motion was approved unanimously.			
NPP.gov Contract with Vortex International for Splashpad Equipment and Installation for Howard Park	<ul> <li>Supporting documentation (see pages 35-55.) Mr. Casey reported this proposal is using the same contract and vendor as the Miller J. Fields Splashpad project.</li> <li>Mr. Crawford inquired whether the expenditure was within the budget of the project. Mr. Casey confirmed the expenditures were within the project budget.</li> <li>Mr. Bivins suggested noting in the packet whether an item being presented is within the budget for a given project. Mr. Casey noted budgets are tracked on projects as they move through the process and he will ensure budget updates are included in future board packets. Mr. Bivins reiterated he would like to see a brief note regarding the budget and how the project fits within the budget in future packets.</li> <li>Mr. Crawford noted he agrees with Mr. Bivins suggestion and requested a line item be included in packets identifying whether the item is budgeted and whether it is above or below budget.</li> <li>Mr. Snook replied staff would work to incorporate this information in future packets.</li> </ul>	Mr. Bivins made a motion to approve the participation in and use of the cooperative contract through NPP.gov for the Howard Park Splashpad project and authorize the Administrator of Parks and Recreation to execute any and all documents necessary to engage said services; seconded by Mr. Crawford. Motion was approved unanimously.			
Lee's Summit Baseball Association Youth Sports Agreement	Mr. Bivins moved to approve the Agreement with Lee's Summit Baseball Association as presented; seconded by Ms. Aulenbach. Motion				

	Ms. Kelley noted the location of T-Ball activity has changed, and Mr. Snook noted the location of activities and events are operational decisions and not related to the Agreement itself. Mr. Bivins commented on the Youth Sports Association Committee and reminded Mr. Huser and Mr. Crawford they are members of the Committee and Mr. Snook provides good information at the meetings.	was approved unanimously.
OLD BUSINESS		I
Projects and Services Review	Supporting documentation (see pages 79-77.) No questions or discussion.	
Capital Projects Plan Through 2019	<ul> <li>Supporting documentation (see pages 78-87.) Mr. Casey indicated the work at Hartman was hampered by both the weather and the finishing touches on the Longview Community Center. He noted there would be some improvements to the restrooms, and reminded the Board LSPR is serving as the General Contractor for the project. He noted the anticipated completion is mid-March, pending weather.</li> <li>With regard to the Howard and Summit Park projects, Mr. Casey noted they will both be bid out for construction, and anticipates bringing forward contracts to the Board for consideration at the March 2019 meeting.</li> <li>Mr. Dean reported on the status of the Summit Waves Wave Pool project and indicated the meeting with the consultants last week provided concepts to LSPR staff. A follow-up staff meeting took place yesterday which resulted in additional questions to be forwarded to the consultants to narrow down the design concepts.</li> </ul>	
Fundraising Update	Supporting documentation (see pages 88-90.) No questions or discussion.	
Beautification Commission Report	Supporting documentation (see pages 91-95.) No questions or discussion.	
Wi-Fi in Parks Installation Update	Supporting documentation (see pages 96-97.) Ms. Culbertson reported there was a node which needed to be reinstalled for the sports venues at Legacy, which is expected to be complete within the next 4 weeks. There has also been intermittent connectivity issues at Legacy which are being addressed. There has been a request for the addition of services to Longview and it has been added to the Agreement. No questions or discussion.	
NEW BUSINESS		
4 <sup>th</sup> Quarter Security Report	Supporting documentation (see pages 98-100.) Mr. Huser noted the comment regarding 'continuing' to use LSPD, and asked whether we paid for the service. Mr. Snook indicated there is no payment issued to LSPD, the relationship between LSPR and LSPD has been very positive and they are happy to provide those services.	
End of Activity Reports	Supporting documentation (see pages 101-215.) No questions or discussion.	
PATRON COMMENT REVIE	 ?W	

### PATRON COMMENT REVIEW

Supporting documentation (see pages 216-227.) Mr. Snook noted the process of gathering and sharing patron comments is important and he believes patrons are often pleasantly surprised to learn their comments and information are shared with the Administrator and the Park Board. He also noted all of the information we receive, both positive and negative, is valuable.

Mr. Crawford asked whether an FY2020 calendar of events is available for the Amphitheater yet. Mr. Snook reported staff is working on the calendar.

### MONTHLY CALENDARS

Supporting documentation (see pages 228-229.) Mr. Snook reminded the Board of the Community of Character Breakfast is going to be held tomorrow morning at John Knox Village Pavilion. Mr. Crawford noted he has RSVP'd for the breakfast but has also been advised he has a seat at his firm's table and someone else can use his spot.

Mr. Snook noted the February Park Board Meeting is scheduled for the same week as the MPRA Conference, which he will be attending. It is possible there will be no Board Approval items to consider and, if this is the case, the meeting may be cancelled. Staff will keep the Board up to date regarding the potential cancellation of the meeting.

### STAFF ROUNDTABLE

No items.

### **BOARD ROUNDTABLE**

Mr. Crawford stated he had been thinking about ways to get the community more involved with the Amphitheater, believing the facility is underutilized. He inquired whether LSPR has ever considered having a "Battle of the Bands" for bands and musicians in and around the Lee's Summit community, offering the use of the facility for home grown talent to tap into patrons which may not otherwise be exposed to the facility. He mentioned the largest record label in the area is located in Lee's Summit, and wondered whether any partnerships or opportunities with Strange Music or other sources had been considered. Mr. Snook agreed the facility is underutilized and noted staff is open to any and all suggestions. He reported every season is kicked off with a community event called "Celebration of the Arts" that gives community groups the opportunity to utilize and participate at the facility. Mr. Casey noted more general bands may draw a more mainstream clientele. Mr. Crawford noted the facility is phenomenal, and asked how we get the facility better exposure. Mr. Snook reminded the Board of the financial component of the facility, and noted the losses sustained with the combination of offerings in years' past. He indicated the survey responses have revealed our patrons want tribute bands with ticket prices around \$10 each. He reported LSPR staff is looking at ramping up the acts some this year to see if it generates excitement, with the potential of a \$50,000.00 act being included, but noted \$10-\$15 per ticket seems to be the sweet spot for ticket sales. Mr. Crawford suggested staff consider involving local bands as a way to engage individuals who are not otherwise being exposed to the facility and has the added benefit of helping give local artists exposure. Mr. Snook noted other ideas, like a Blues and Brews event, car or motorcycle shows, and the like, to get other groups of people exposed to the facility. Mr. Crawford stated he would be happy to take the lead on preparing a presentation containing suggestions for the facility. Mr. Snook reported staff would take any suggestions and do research to determine whether the proposals are viable. Ms. Price noted the Mid Continent Public Library is planning for an event this season which is intended to highlight bands which are up and coming in the area. Mr. Crawford asked what the time period was for the event, and suggested the local bands be pushed as much as possible. He stated if this type of event is already planned, it would be great to put additional local talent into it. Mr. Walker asked how we advertise our events at the Amphitheater, and noted direct mail pieces often fall through the cracks. He also asked whether LSPR has a Twitter handle, and suggested it would be valuable to have and utilize. Mr. Snook reported he believed LSPR does have a Twitter handle but is not sure how much it is used. Mr. Walker feels the demographic we are looking for will be exposed to information on Twitter more than other sources. Mr. Snook stated he would follow up with Collin McCage, the Marketing Coordinator, to address the status of the Twitter handle.

Mr. Bivins noted Mr. Crawford's suggestions do not fall on deaf ears, but LSPR has been so busy with other initiatives. He noted it is important to identify and take things in order of priority and to allow staff to do their work as part of the efficient operation of the organization. Mr. Bivins noted Juilan Vaughn, who is a Rock/Jazz/Adult Lounge artist who is local and would be a great source of up and coming local talent to consider. Mr. Bivins also mentioned the Chesterfield Jazz event he attended last year which was a huge success. He finally noted staff's efforts in the past to get bigger talents to the Amphitheater.

Ms. Aulenbach applauded the efforts of everyone who assisted in bringing the Longview Community Center online, and has received a number of positive comments regarding the facility. She also noted the positive comments coming from the ice rink so far. Mr. Snook noted the contractor, KC Ice, has reported the facility has exceeded their pro forma expectations and they have not had as much success at the other facilities they operate. Mr. Snook also noted membership at Longview is currently sitting at approximately 1,650.

Ms. Kelley also commented on the Longview Facility and stated she has moved her membership and is now exercising at the facility. She also noted it is starting to get busier.

Mr. Johnson mentioned the 2013 bond issue which included the Amphitheater and a venue in Downtown Lee's Summit. He commented the concept for the Downtown facility has continued to grow and is concerned it may negatively impact the Amphitheater. He suggested if the Board wants to discuss further or provide input, they could contact him privately. Mr. Morehead thanked Mr. Johnson for providing the information. Mr. Crawford asked what the proposed construction date was for the downtown facility. Mr. Johnson reported the project is still in the beginning planning stages but expects an Agreement to take place sometime in 2019, and the City has already purchased one parcel of property for the project. Mr. Crawford asked whether the people spearheading the project are aware of the existence of the Amphitheater. Mr. Huser noted the projects were packaged together originally, and the project downtown has been stalled for 6 years. Mr. Snook confirmed the original concept was for a 500-700 person boutique facility in downtown, with the Amphitheater being the larger facility.

Mr. Morehead gave kudos to staff for a great 2018 and noted there were a lot of exciting opportunities for 2019.

### OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Mr. Snook reminded the Board of the Committee Assignments which are listed at the bottom of the Agenda, and noted the Budget Committee would be ramping up in February.

Mr. Snook advised the Board on February 26, 2019 the Stanley Cup will be coming to Lee's Summit. There will be a special viewing for the Park Board, LSPR Staff, and the City Council, and additional information will be forthcoming to the Board as the schedule is finalized.

Mr. Snook mentioned Dana Thurber will be reaching out to members of the Board in the upcoming weeks to schedule one-on-one breakfast or lunch appointments.

Mr. Snook reported a comprehensive pickleball schedule has been prepared which identifies when pickleball will be available at each facility throughout the organization. The goal was to be as all-encompassing and inclusive as possible while still serving other patrons.

Mr. Snook advised LSPR Staff re-visited the question of a thirty (30) day facility pass. The results of the review was we have refunds available, and purchasing the ninety (90) day pass then requesting a refund for the remaining amount due will be offered instead of another pass being created.

Mr. Snook noted LSPR Staff had a follow up discussion regarding patrons paying to observe, and reported the result was to stay the course at this point, and continue to charge for visitors who are merely observing and not participating.

Mr. Crawford asked whether LSPR is involved in the PRI property discussions, noting people are concerned with the potential over commercialization and lack of green space. Mr. Snook assured the Board LSPR would be involved in those discussions, and reported the goal of LSPR is to have a park within a 10-minute walk of every residence, and in order to achieve this objective it will be necessary to incorporate parks facilities in these areas as well, with the hope of being able to reasonably acquire space in those areas. He also noted the City Manager is very supportive of LSPR's participation in the process.

### MEETING ADJOURNMENT

Mr. Crawford made a motion to go into Closed Session pursuant to Section 610.021 (2) of the Revised Statutes of the State of Missouri pertaining to leasing, purchase, or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor, and pursuant to Section 610.021(13) of the Revised Statutes of the State of Missouri pertaining to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment; seconded by Ms. Aulenbach. Ms. McCormick Heanue conducted roll call and the Regular Meeting of the Park Board was adjourned.

### Financial Outlook as of January 31, 2019



Fund	Fund Balance @ 1/31/19 (unaudited)				
Gamber Community Center	\$ 503,13				
Legacy Park Community Center	\$	1,562,142			
Longview Community Center	\$	79,348			
Harris Park Community Center	\$	276,624			
Parks and Recreation	\$	517,609			
Summit Waves	\$	166,150			
Cemetery	\$	1,299,709			
Construction	\$	(3,616,758)			
Park COP	\$	1,204,998			

			Prior YTD	Current YTD	Approved	Percentage of
Fund	м	TD 1/31/19	Actual	Actual	Y19 Budget	FY19 Budget
Gamber Community Center						
Revenue	\$	47,555	\$ 293,756	\$ 285,585	\$ 489,796	58.31%
Expenses	\$	30,635	\$ 255,113	\$ 250,528	\$ 449,193	55.77%
Income (Loss)	\$	16,920	\$ 38,643	\$ 35,057	\$ 40,603	
Legacy Park Community Center						
Revenue	\$	213,998	\$ 1,256,217	\$ 1,233,943	\$ 2,107,285	58.56%
Expenses	\$	127,697	\$ 1,164,370	\$ 1,159,441	\$ 1,938,419	59.81%
Income (Loss)	\$	86,301	\$ 91,847	\$ 74,502	\$ 168,866	
Longview Community Center						
Revenue	\$	105,368	\$ -	\$ 247,156	\$ 824,019	29.99%
Expenses		85,028	\$ -	\$	\$ 971,479	17.27%
Income (Loss)		20,340	\$ -	\$	\$ (147,460)	
Harris Park Community Center						
Revenue	\$	50,428	\$ 643,564	\$ 664,590	\$ 1,589,963	41.80%
Expenses	\$	76,943	\$ 773,271	\$ 814,838	\$ 1,417,693	57.48%
Income (Loss)	\$	(26,515)	\$ (129,707)	(150,248)	\$ 172,270	
Parks and Recreation						
Revenue	\$	12,008	\$ 3,190,456	\$ 182,674	\$ 3,615,661	5.05%
Expenses		294,260	\$ 2,027,245	\$ 1,986,901	\$ 3,489,078	56.95%
Income (Loss)	\$	(282,252)	\$ 1,163,211	\$ (1,804,227)	\$ 126,583	
Summit Waves						
Revenue	\$	-	\$ 301,264	\$ 275,335	\$ 653,284	42.15%
Expenses		10,642	\$ 325,488	\$ 331,365	\$ 627,931	52.77%
Income (Loss)		(10,642)	\$ (24,224)	(56,030)	25,353	
Cemetery						
Revenue	\$	20,500	\$ 128,370	\$ 71,618	\$ 204,688	34.99%
Expenses		7,506	\$ 114,406	\$	\$ 204,363	37.12%
Income (Loss)		12,994	\$ 13,964	\$ (4,245)	\$ 325	
Construction						
Revenue		-	\$ 964,557	\$ 1,808,333	3,352,500	53.94%
Expenses		181,750	\$ 2,290,130	5,510,717	2,835,000	194.38%
Income (Loss)	\$	(181,750)	\$ (1,325,573)	\$ (3,702,384)	\$ 517,500	
Park COP Debt						
Revenue	\$	363,914	\$ 2,046,276	\$ 2,468,814	\$ 3,919,125	62.99%
Expenses		272,916	\$ 1,050,000	1,910,416	3,275,000	58.33%
Income (Loss)	\$	90,998	\$ 996,276	\$ 558,398	\$ 644,125	



### GAMBER COMMUNITY CENTER FUND 201 Financial Report for the Month and Year Ending January 31, 2019

	Previous Year-to-date January 2018	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity & Membership Fees	106,004	18,449	96,265	104,842	(8,577)		167,778
User Charges	335	16	1,183	341	842		585
Rentals	81,291	14,460	76,936	79,179	(2,243)		140,933
Interest	1,425	-	5,589	1,050	4,539		1,800
Other Revenue	2,599	44	3,520	2,680	840		3,580
Contributions	-	-	-	70	(70)		120
Miscellaneous	19	3	9	-	9		
Transfers In from Park COP	102,083	14,583	102,083	102,083	-		175,000
TOTAL REVENUES	293,756	47,555	285,585	290,245	(4,660)		489,796
EXPENDITURES							
Personnel Services	141,830	16,910	132,228	146,868	(14,640)	2	255,934
Other Supplies, Services and Charges	52,175	4,033	43,012	43,185	(173)		77,576
Repairs and Maintenance	17,887	2,294	13,919	7,349	6,570		12,905
Utilities	23,743	5,673	27,071	28,250	(1,179)		44,640
Capital Outlay	-	(608)	17,968	30,143	(12,175)	3	30,143
Interdepartment Charges	19,478	2,333	16,330	16,330	-		27,995
TOTAL EXPENDITURES	255,113	30,635	250,528	272,125	(21,597)		449,193
NET GAIN / (LOSS)	38,643	16,920	35,057	18,120	16,937		40,603

### BEGINNING FUND BALANCE ENDING FUND BALANCE

468,073 503,130

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

<sup>2</sup> A majority of the variance is related to part-time staff being lower than budget due to vacancies.

<sup>3</sup> The FY19 budget includes interior painting that has not been completed.



### LEGACY PARK COMMUNITY CENTER FUND 202 Financial Report for the Month and Year Ending January 31, 2019

	Previous Year-to-date January 2018	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity & Membership Fees	1,144,323	203,234	1,132,331	1,150,807	(18,476)	2	1,970,026
User Charges	1,888	415	2,029	1,379	650		2,993
Rentals	44,878	9,871	44,738	54,522	(9,784)		84,637
Interest	4,365	-	17,042	2,333	14,709	3	4,000
Other Revenue	1,744	478	2,784	868	1,916		3,110
Contributions	7,500	-	7,500	11,250	(3,750)		15,000
Transfers In	51,519	-	27,519	27,519	-		27,519
TOTAL REVENUES	1,256,217	213,998	1,233,943	1,248,678	(14,735)		2,107,285
EXPENDITURES							
Personnel Services	709,358	82,955	734,019	707,141	26,878	4	1,259,952
Other Supplies, Services and Charges	146,907	13,488	134,408	168,589	(34,181)	5	243,775
Repairs and Maintenance	58,295	8,055	142,244	113,621	28,623	6	145,744
Utilities	89,359	18,931	96,421	105,543	(9,122)		184,395
Capital Outlay	124,695	-	22,472	53,336	(30,864)	7	53,336
Interdepartment Charges	35,756	4,268	29,877	29,877	-		51,217
TOTAL EXPENDITURES	1,164,370	127,697	1,159,441	1,178,107	(18,666)		1,938,419
NET GAIN / (LOSS)	91,847	86,301	74,502	70,571	3,931		168,866

BEGINNING FUND BALANCE	<b>1,487,640</b> <sup>1</sup>
ENDING FUND BALANCE	<b>1,562,142</b> <sup>8</sup>

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

<sup>2</sup> Revenue from Memberships is running lower than anticipated in the budget while revenue from activities and daily visits is higher through January.

<sup>3</sup> A majority of the variance is related to the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled \$14,578 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The mark-to-market adjustment for the quarter ending December 31st is \$8,968 (expense). The interest earned through December was \$11,432.

<sup>4</sup> A majority of the variance is in health and dental insurance expense (the budget uses a blended rate for individual/family) and Workers Compensation. Workers Compensation for the entire year has been posted while the budget is spread by month.

<sup>5</sup> Variances in Insurance Expense, Professional Fees, Recreational Supplies, Janitorial Supplies, and Miscellaneous Expense.

<sup>6</sup> The budget includes \$60,000 for glulam replacement. The glulam work was completed along with the replacement of the eyebrow wood trellis structure by the same contractor and charged to Repair and Maintenance-Building. The eyebrow replacement project was budgeted at \$20,000 in the capital account (8000). A total of \$16,455 was saved on the total work performed.

<sup>7</sup> The FY19 budget includes ADA ramp replacement (\$6,300), Cardio equipment replacement (\$27,000) and eyebrow wood trellis structure replacement (\$20,000). The eyebrow replacement project was coded to Repair and Maintenance - Buildings along with the Glulam project. Approximately \$20,000 of cardio equipment has been replaced along with \$3,000 for VGB grate replacement.

<sup>8</sup> 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.



### LONGVIEW COMMUNITY CENTER FUND 205 Financial Report for the Month and Year Ending January 31, 2019

	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Activity & Membership Fees	93,712	234,666	-	234,666	2	687,853
User Charges	(204)	(117)	-	(117)		1,920
Rentals	12,069	12,737	-	12,737		129,190
Interest	-	5	-	5		-
Other Revenue	-	-	-	-		1,032
Contributions	-	-	-	-		4,000
Miscellaneous	(209)	(135)	-	(135)		24
TOTAL REVENUES	105,368	247,156	-	247,156		824,019
EXPENDITURES						
Personnel Services	61,212	115,095	-	115,095		612,274
Other Supplies, Services and Charges	4,469	15,578	-	15,578		120,748
Repairs and Maintenance	519	1,731	-	1,731		37,970
Utilities	18,828	35,404	-	35,404		149,715
Interdepartment Charges	-	-	-	-		50,772
TOTAL EXPENDITURES	85,028	167,808	-	167,808	$\vee$	971,479
NET GAIN / (LOSS)	20,340	79,348	-	79,348		(147,460)

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

-	1
79,348	

<sup>1</sup> Beginning Fund Balance is zero. This fund was created for the new Longview Community Center.

<sup>2</sup> The budget for the new fund has not been spread by month at this time.



### HARRIS PARK COMMUNITY CENTER FUND 530 Financial Report for the Month and Year Ending January 31, 2019

	Previous Year-to-date January 2018	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity Fees	451,638	19,740	455,345	522,082	(66,737)	2	1,160,952
User Charges	10,827	-	11,347	20,815	(9,468)		30,065
Rentals	74,149	12,764	68,079	97,801	(29,722)	3	163,186
Interest	1,222	-	3,894	292	3,602		500
Other Revenue	686	-	1,495	750	745		950
Contributions	85,425	17,750	106,696	95,750	10,946	4	208,000
Miscellaneous	19,617	174	17,734	18,475	(741)		26,310
TOTAL REVENUES	643,564	50,428	664,590	755,965	(91,375)		1,589,963
EXPENDITURES							
Personnel Services	386,393	27,229	382,415	381,699	716		700,979
Other Supplies, Services and Charges	305,147	23,980	321,273	318,485	2,788		595,912
Repairs and Maintenance	22,381	2,170	25,582	18,193	7,389		27,405
Utilities	41,265	21,954	70,782	43,493	27,289	5	70,563
Capital Outlay	-	-	-	-	-		-
Depreciation	22,186	1,646	15,597	26,481	(10,884)	6	45,396
Transfers Out	3,519	-	3,519	3,519	-		3,519
Interdepartment Charges	14,566	1,610	11,267	11,267	-		19,315
TOTAL EXPENDITURES	773,271	76,943	814,838	776,656	38,182		1,417,693
NET GAIN / (LOSS)	(129,707)	(26,515)	(150,248)	(20,691)	(129,557)		172,270

BEGINNING FUND BALANCE	<b>426,872</b> <sup>1</sup>
ENDING FUND BALANCE	276,624

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

<sup>2</sup> Significant variances exist in Activity Fees for Camp Summit (\$22,000), Instructional Adult and Youth (\$19,000), Athletics (\$19,000), and Bailey Park (\$11,000). Gate receipts from Legacy Park Amphitheater and Harris Park Community Center (HPCC) were slightly ahead of budget. 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, Heartsaver CPR/AED, First Aid and BLS for the Healthcare Provider. Athletic programs running below budget include Basketball programs, Adult Flag Football and Youth Basketball. Adult Flag Football was cancelled due to low enrollment. 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.

<sup>3</sup> A majority of the budgeted rental revenue for this fund is in the Harris Park Community Center (HPCC) and Instructional Adult programs. The variance of \$31,300 in rental revenue for the HPCC facility is related to less revenue from the Southern Elite court rentals, less classroom rentals and less fall baseball and football practices.

<sup>4</sup> A favorable variance of \$7,000 is from our sponsorship contractor securing more than anticipated sponsorships through January and \$4,000 from participation in the Tour De Lakes event.

<sup>5</sup> The variance in Utilities is related to electricity at Lea McKeighan North (\$21,000) and higher water usage at Hartman Park (\$9,000). Based on the operating agreement with KClce, the electricity for the ice rink and concession building are to be billed to KClce.

<sup>6</sup> The depreciation expense of \$45,396 included in the budget is higher than the depreciation for assets in service during FY19.



### PARKS & RECREATION FUND 200 Financial Report for the Month and Year Ending January 31, 2019

	Previous Year-to-date January 2018	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Taxes	2,989,500	1,624	5,574	3,346,202	(3,340,628)	2	3,378,200
Fines & Forfeitures	10,159	1,908	8,267	9,917	(1,650)		17,000
Interest	13,128	25	38,670	2,917	35,753	3	5,000
Other Revenue	1,901	2,003	4,856	2,042	2,814		3,500
Contributions	61,148	-	34,105	27,020	7,085		83,200
Miscellaneous	39,566	6,448	17,274	18,454	(1,180)		43,659
Transfers In	75,054	-	73,928	74,867	(939)		85,102
TOTAL REVENUES	3,190,456	12,008	182,674	3,481,419	(3,298,745)		3,615,661
EXPENDITURES							
Personnel Services	1,102,651	128,667	1,081,036	1,073,281	7,755		1,897,890
Other Supplies, Services and Charges	574,068	37,859	527,557	565,358	(37,801)	4	916,774
Repairs and Maintenance	185,014	87,898	209,160	220,804	(11,644)	5	349,499
Utilities	55,550	6,343	78,879	67,795	11,084	6	120,505
Fuel & Lubricants	19,417	6,052	18,877	19,703	(826)		33,777
Capital Outlay	58,707	24,693	52,167	126,010	(73,843)	7	137,677
Interdepartment Charges	109,918	15,485	108,390	108,390	-		185,811
Reimbursement - Interfund	(78,080)	(12,737)	(89,165)	(89,165)	-		(152,855)
TOTAL EXPENDITURES	2,027,245	294,260	1,986,901	2,092,176	(105,275)		3,489,078
NET GAIN / (LOSS)	1,163,211	(282,252)	(1,804,227)	1,389,243	(3,193,470)		126,583

BEGINNING FUND BALANCE	<b>2,321,836</b> <sup>1</sup>
ENDING FUND BALANCE	<u>517,609</u> <sup>8</sup>

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

<sup>2</sup> The variance in Taxes is related to Property Taxes and Replacement Taxes from Jackson and Cass County and Replacement Tax that have not been posted at the time of this report. The receipts are usually posted by January month end and therefore budgeted as received in January.

<sup>3</sup> A majority of the variance is related to the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled \$31,695 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The mark-to-market adjustment for the quarter ending December 31st is \$7,052 (expense). The interest earned through December was \$14,027.

<sup>4</sup> Significant variances (favorable and unfavorable) identified in Insurance Expense, Professional Fees, and Asphalt. 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.

<sup>5</sup> Several Repair and Maintenance items anticipated through January including linden removal, placement of kiddy cushion mulch, fertilizer, grass and native seed, shade structures, drinking fountain and trashcan replacement were not completed in the fall. The budget also includes \$30,000 for concession stand painting in August which has only been partially completed.

<sup>6</sup> 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.

<sup>7</sup> Capital Outlay- The majority of work budgeted for the period includes a Morton Storage Building at PCOC, outdoor electrical receptacles at Legacy football fields and Restroom Heat at Lea McKeighan and Miller J Fields Parks. A majority of the variance is the Morton storage building (\$85,765) which was anticipated to be complete in September.

<sup>8</sup> 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. Note: The ending fund balance is impacted by the approximately \$3.3 million dollars in tax revenue that has not been posted at the time of this report.



### SUMMIT WAVES

FUND 203

### Financial Report for the Month and Year Ending January 31, 2019

	Previous Year-to-date January 2018	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity Fees	236,779	-	204,788	206,474	(1,686)		525,018
User Charges	53,858	-	57,571	59,442	(1,871)		103,444
Rentals	10,094	-	8,845	9,395	(550)		22,239
Interest	677	-	2,969	700	2,269		1,200
Miscellaneous	(144)	-	1,162	224	938		1,383
TOTAL REVENUES	301,264	-	275,335	276,235	(900)		653,284
EXPENDITURES							
Personnel Services	181,443	5,380	194,451	185,485	8,966	2	337,826
Other Supplies, Services and Charges	70,187	762	61,872	52,685	9,187		135,662
Repairs and Maintenance	11,174	214	16,150	7,097	9,053		34,477
Utilities	41,381	2,396	38,225	40,950	(2,725)		66,050
Interdepartment Charges	15,318	1,890	13,227	13,227	-		22,675
Capital Outlay	-	-	1,455	24,506	(23,051)	3	25,256
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	325,488	10,642	331,365	329,935	1,430		627,931
NET GAIN / (LOSS)	(24,224)	(10,642)	(56,030)	(53,700)	(2,330)		25,353

BEGINNING FUND BALANCE	<b>222,180</b> <sup>1</sup>
ENDING FUND BALANCE	166,150

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

<sup>2</sup> A majority of the variance is related to Part-time Salaries and Workers Compensation. Workers Compensation for the entire year has been posted while the budget is spread by month.

<sup>3</sup> The FY19 budget includes VGB grate replacement for \$24,000 that has not been completed.

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 January 31, 2019

	Previous Year-to-date January 2018	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Services	67,570	5,500	39,931	90,176	(50,245)	2	154,588
Sale of Property	56,500	15,000	17,000	23,917	(6,917)		41,000
Interest	4,300	-	14,687	5,308	9,379		9,100
TOTAL REVENUES	128,370	20,500	71,618	119,401	(47,783)		204,688
EXPENDITURES							
Personnel Services	35,849	1,976	22,724	32,459	(9,735)		57,092
Other Supplies, Services and Charges	48,947	170	29,442	59,714	(30,272)	3	103,179
Repairs and Maintenance	5,474	2,509	4,548	3,979	569		9,120
Utilities	2,028	359	1,580	2,304	(724)		3,950
Fuel & Lubricants	346	-	166	700	(534)		1,200
Interdepartment Charges	9,799	944	6,566	6,559	7		11,244
Transfers Out (To 026)	11,963	1,548	10,837	10,837	-		18,578
TOTAL EXPENDITURES	114,406	7,506	75,863	116,552	(40,689)		204,363
NET GAIN / (LOSS)	13,964	12,994	(4,245)	2,849	(7,094)		325

BEGINNING FUND BALANCE	<b>1,303,954</b> <sup>1</sup>
ENDING FUND BALANCE	1,299,709

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

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

<sup>3</sup> 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 January 31, 2019

	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Interest	-	481	1,458	(977)		2,500
Transfer from Public Works	-	-	145,833	(145,833)	2, 3	250,000
Transfers from Fund 410	-	1,808,333	1,808,333	-	2	3,100,000
TOTAL REVENUES	-	1,808,814	1,955,625	(146,810)		3,352,500
EXPENDITURES						
Additions to Const in Progress	181,750	5,510,717	1,653,750	3,856,967	2, 3, 4	2,835,000
TOTAL EXPENDITURES	181,750	5,510,717	1,653,750	3,856,967		2,835,000

### BEGINNING FUND BALANCE ENDING FUND BALANCE

85,145 <sup>1</sup> (3,616,758)

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

<sup>2</sup> 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	\$ 2,835,000

<sup>3</sup> 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.

<sup>4</sup> The expenditures include \$5,092,773 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 January 31, 2019

	Month-to-Date January 2019	Year-to-Date January 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Taxes	363,914	2,488,378	2,361,771	126,607	2	4,095,942
EATS	-	(80,879)	(132,259)	51,380	2	(184,317)
Interest	-	61,315	4,375	56,940	3	7,500
TOTAL REVENUES	363,914	2,468,814	2,233,887	234,927		3,919,125
EXPENDITURES						
Transfers Out-General Fund-Loan				-		
Transfers Out-Gamber Center	14,583	102,083	102,083	-		175,000
Transfers Out-Construction Fund	258,333	1,808,333	1,808,333	-		3,100,000
TOTAL EXPENDITURES	272,916	1,910,416	1,910,416	-		3,275,000
NET GAIN / (LOSS)	90,998	558,398	323,471	234,927		644,125

BEGINNING FUND BALANCE	<b>646,600</b> <sup>1</sup>
ENDING FUND BALANCE	<b>1,204,998</b> <sup>4</sup>

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

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

<sup>3</sup> A majority of the variance is related to the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled \$54,775 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. At the time of reporting, the mark-to-market adjustment for the quarter ending December 31st has not been recorded. The interest earned through December was \$6,540.

<sup>4</sup> 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:	February 20, 2019
То:	Joe Snook, CPRP Interim Administrator of Parks and Recreation
From:	Carole Culbertson Superintendent II - Administration
Re:	Sales Tax Update – February 2019

February sales tax proceeds total \$275,295, which is 94.7% of the monthly projection. Year-overyear actual receipts totaled \$86,295 more than the receipts through February 2018. For the month of February, all of the top 15 remitters were included along with two from January. The EATs data for the months of February, January and a portion of November and December 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 10<sup>th</sup> 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	2,396,029	2,488,378	92,349
YTD Balance Forward - EATs	(107,519)	(80,879)	26,640
Sales Tax Receipts - February 2019	290,613	275,295	(15,318)
EATs -February 2019	(15,360)	-	15,360
YTD Balance - Sales Tax	2,686,642	2,763,673	77,031
YTD Balance - EATs	(122,878)	(80,879)	41,999
LIFE-TO-DATE DATA BY SALES TAX			
(4/1/18 through 3/31/33) **	2,945,680	3,072,045	126,365
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.

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 10<sup>th</sup> 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  $10^{\text{th}}$  of the following month to make the EATs payments based on the sales tax received for the month for that location.

### MEMORANDUM



Date:	February 12, 2019
То:	Joe Snook, Administrator of Parks and Recreation
From:	Steve Casey, Superintendent of Park Planning and Construction
Re:	Approval of Assignment of Project – Summit Park Site Grading and Preparation
	City Contract No. 2015-094/3R

### **Background**

LSPR has the opportunity to participate in contracts that the City of Lee's Summit has bid or otherwise requested responses, which increases the efficiency of operations, often reducing the number of bids needing to be completed for projects and services by LSPR staff.

LSPR has executed a Memorandum of Participation and Use authorizing the Parks Department use of City Agreement No. 2015-094/3R with Advanced Trenching, Inc. for the provision of various site preparation services.

The renovations planned for Summit Park require substantial site preparation and demolition services. LSPR staff obtained a quote for services from Advanced Trenching, Inc. under the above-mentioned contract terms. The total quote for services related to the Summit Park project are \$119,333.46 as shown on the quote attached to this Memorandum. As shown below in the Budget Impact section, the total projected expense for demolition for the project was \$120,000.00.

### **Budget Impact**

The total approved budget for the Summit Park Renovation project is \$1,600,000.00, as approved by the Park Board through the CIP Project Plan in the FY2019 Budget. Following is a summary of key components of the project budget:

Pre-Construction/Site Preparation	\$392,603.00
*Demolition Portion: \$120,000.00	
Site Utilities	\$240,000.00
Paving	\$215,000.00
Park Features and Structures	\$700,000.00
Contingencies	<u>\$ 50,000.00</u>
Total Project Budget	\$1,597,603.00

This quote for services is within the project's estimated budget expenditures.

### Proposed Motion

I move to approve the use of Agreement No. 2015-094/3R to engage the services of Advanced Trenching, Inc. for demolition work at Summit Park pursuant to the quote for services dated February 4, 2019 and authorize the Administrator of Parks and Recreation to execute any documents necessary for the same.

### **BID PROPOSAL**

Advanced Trenching, Inc. 312 S. Monroe St. Raymore, Mo. 64083 Ph: 816.322.8282 Fx: 816.322.8280 Date: February 4, 2019

Sheet No. 1 of 2

Proposal Submitted To: City of Lee's Summit

Work To Be Performed At: Summit Park.

This portion of the bid includes demolition of all asphalt, concrete, fencing, buildings and horseshoe pit and disposal of all materials, silt fence, inlet siltation and sewer removal.

The following are the machines needed:

Trackhoe $300 = 100 \text{ hrs} @ \$201.73 \text{ per hr.}$	\$ 20,173.00 7,484.40
Trackloader $963 = 40 \text{ hrs } @ \$187.11 \text{ per hr.}$	17,662.40
Skidsteer TL12 =140 hrs @ \$126.16 per hr.	8,066.40
Mini Hoe = 60 hrs @ $$134.44$ per hr.	3,520.00
Hydraulic Hammer = $40 \text{ hrs} @ \$88.00 \text{ per hr.}$	15,529.20
End Dump = 120 hrs @ $$129.41$ per hr.	13,044.00
Tri Axles = 120 hrs @ $$108.70$ per hr.	9,950.40
Labor = $180 \text{ hrs } @ $55.28 \text{ per hr.}$	1,400.00
Rental man lift	7,764.00
Supervisor = $100 \text{ hrs } @ \$77.64$	414.10
Mobilization of Trackhoe	181.17
Mobilization of Hammer	155.29
Mobilization of Skidsteer	155.29
Mobilization of Mini Hoe	258.81
Mobilization of 963 Loader	2500.00
Silt Fence 417 ft @ 6.00/ft	7575.00
Dump Fees/Asphalt	2750.00
Dump Fees/Concrete	750.00
Dump Fees/Wood & Debris	750.00
Includes removal of ten trees and stumps	

### TOTAL

\$ 119,333.46

No rock excavation is included: if encountered additional price per yard to be negotiated at \$135.00 per cubic yard.

### **GRAND TOTAL**

All material is guaranteed to be as specified, and the above work to be performed in accordance with drawings and specifications submitted, and completed in a substantial workmanlike manner, for the sum of \$119333.46 with payments to be made accordingly as follows: payments every ten days with final payment due upon completion of work.

Any alteration or deviation from above specifications involving extra costs, will be executed on upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary Public Liability insurance on above work to be taken out by KEN BILLUPS INSURANCE

Respectfully Submitted: Earl E. Wilson Jr. Per: Advanced Trenching, Inc

Note: This proposal may be withdrawn by us, if not accepted within thirty (30) days.

NOTICE TO OWNER: Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing or a mechanic's lien on the property, which is subject of this contract pursuant to Chapter 429, RSMo. To avoid this result, you may ask the contractor for "Lien Waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor or material twice.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined.

A11		
Signature:		
Signature.		

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

Signature:

Date:

### **M** E M O R A N D U M



Date:	February 12, 2019
То:	Joe Snook, Administrator of Parks and Recreation
From:	Steve Casey, Superintendent of Park Planning and Construction
Re:	Approval of Assignment of Project – Howard Park Site Grading and Preparation
	City Contract No. 2015-094/3R

### **Background**

LSPR has the opportunity to participate in contracts that the City of Lee's Summit has bid or otherwise requested responses, which increases the efficiency of operations, often reducing the number of bids needing to be completed for projects and services by LSPR staff.

LSPR has executed a Memorandum of Participation and Use authorizing the Parks Department use of City Agreement No. 2015-094/3R with Advanced Trenching, Inc. for the provision of various site preparation services. A copy of this Agreement was incorporated in the previous packet item related to Summit Park, for reference.

The renovations planned for Howard Park require substantial site preparation and demolition services. LSPR staff obtained a quote for services from Advanced Trenching, Inc. under the above-mentioned contract terms. The total quote for services related to the Summit Park project are \$53,195.37 as shown on the quote attached to this Memorandum. As shown below in the Budget Impact section, the total projected expense for demolition for the project was \$55,000.00.

### **Budget Impact**

The total approved budget for the Howard Park Renovation project is \$900,000.00, as approved by the Park Board through the CIP Project Plan in the FY2018 and FY2019 Budget. Following is a summary of key components of the project budget:

Pre-Construction/Site Preparation	\$229,683.00
*Demolition Portion: \$55,000.00	
Site Utilities	\$105,000.00
Paving	\$105,000.00
Park Features and Structures	\$425,000.00
Contingencies	<u>\$ 30,000.00</u>
Total Project Budget	\$894,683.00

This quote for services is within the project's estimated budget expenditures.

### **Proposed Motion**

I move to approve the use of Agreement No. 2015-094/3R to engage the services of Advanced Trenching, Inc. for demolition work at Howard Park pursuant to the quote for services dated February 4, 2019 and authorize the Administrator of Parks and Recreation to execute any documents necessary for the same.

### **BID PROPOSAL**

Advanced Trenching, Inc. 312 S. Monroe St. Raymore, Mo. 64083 Ph: 816.322.8282 Fx: 816.322.8280 Date: February 4, 2019

Sheet No. 1 of 2

Proposal Submitted To: Lee's Summit Parks and Recreation

Work To Be Performed At: Howard Park

This bid includes the following items:

Removal of asphalt, base rock, concrete; install silt fence, import of dirt and installation, labor, equipment, and materials.

Does not include any rock excavation

Mobilization	\$1009.37
End Dumps	15,135.00
Track Hoe 300	12,103.80
Labor	4,975.20
Superintendent	3,105.60
Skid Steer TL12	5,046.40
Hydraulic Hammer	3,520.00
Dump Fee's Concrete	400.00
Dump Fee's Asphalt	5,100.00
Saw Cuts	400.00
Silt Fence 400ft @ \$6.00per foot	2,400.00

Total Amount:

. . . ...

\$53,195.37

All material is guaranteed to be as specified, and the above work to be performed in accordance with drawings and specifications submitted, and completed in a substantial workmanlike manner, for the sum of \$53,195.37 with payments to be made accordingly as follows: payments every ten days with final payment due upon completion of work

Any alteration or deviation from above specifications involving extra costs, will be executed on upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary Public Liability insurance on above work to be taken out by KEN BILLUPS INSURANCE

Respectfully Submitted: Earl E. Wilson Jr. Per: Advanced Trenching, Inc

Note: This proposal may be withdrawn by us, if not accepted within thirty (30) days.

NOTICE TO OWNER: Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing or a mechanic's lien on the property, which is subject of this contract pursuant to Chapter 429, RSMo. To avoid this result, you may ask the contractor for "Lien Waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor or material twice.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined.

Signature: \_\_\_\_\_

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

Signature:\_\_\_\_\_

Date:

### **M** E M O R A N D U M



Date:	February 12, 2019
То:	Joe Snook, Administrator of Parks and Recreation
From:	Jackie McCormick Heanue, Superintendent of Legal Services and Human Resources
Re:	Park Board Approval Item Award of Bid No. 2019-014 – Concrete, Flatwork, Curb Installation and Street Repair
	Quality Custom Concepts, Inc.

### **Background**

LSPR has the opportunity to participate in contracts that the City of Lee's Summit has bid or otherwise requested responses, which increases the efficiency of operations, often reducing the number of bids needing to be completed for projects and services by LSPR staff. One contract LSPR regularly participates in is the yearly, on call contract for the provision of concrete and flatwork services.

The City's agreement for concrete and flatwork services with Quality Custom Construction, Inc. expired on December 31, 2018. The City solicited bid responses for the services in October, 2018. The bid solicitation was publicly advertised, and was sent directly to 4 potential vendors. Additionally, a total of 294 vendors were notified using the City's public purchase system of the solicitation and the opportunity to respond, and only received one bid as of the closing date. The bid was from the incumbent service provider, Quality Custom Construction, Inc.

LSPR staff has extensive experience with Quality Custom Construction, Inc., and has been satisfied with the level of service and quality of work provided.

While typically the use of City Agreements of this type can be done via an informal Memorandum of Participation, because this Agreement has not yet been finalized by the City, it is necessary for the Park Board to take initial action in order to allow for its' use for upcoming projects. The Park Board has authority, pursuant to City Charter Section 8.2(a), over all decision making in connection with the governance of parks and recreation activities and, in so doing, emulates City of Lee's Summit policies and procedures related to procurement. The Park Board can, therefore, independently approve the award of this bid which will formally authorize LSPR to utilize and receive the benefits of the Agreement without the need to wait for City Council action.

### **Budget Impact**

At this time, there is no immediate budget impact as a result of approval of this award.

The nature of the proposed Agreement is to guarantee the provision of services on an as-needed basis, meaning the rates for service within the Agreement are guaranteed for any work ordered by LSPR on any project which might arise during the term of the Agreement.

The purchasing thresholds that govern all projects would still apply to the use of this Agreement for any particular need. This means any proposed project utilizing the services under the Agreement with a spend estimate in excess of \$50,000.00 would require Park Board approval, and projects with a spend estimate under \$50,000.00 would be under the authority of the Administrator of Parks and Recreation.

### Proposed Motion

I move to approve the award of City of Lee's Summit Bid No. 2019-014 on behalf of LSPR to Quality Custom Construction, Inc. and authorize the Administrator of Parks and Recreation to execute the same by and on behalf of Lee's Summit Parks and Recreation.



THIS CONTRACT, made this \_\_\_\_\_ day of \_\_\_\_\_\_ 20\_\_\_, is herein called Yearly Contract for concrete flat work, curb installation or street repair as a Yearly Contract between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City, (hereinafter "City") and Quality Custom Construction, Inc., (hereinafter "Supplier").

WHEREAS, City has caused to be prepared an Invitation for Bid, General Terms and Conditions, Special Conditions and/or Specifications for a Term and Supply Contract and any special bid clauses/addenda listed under Special Attachments below (hereinafter "Contract Documents"), said contract documents setting forth such equipment, supplies, labor and/or services to be furnished as therein fully described; and

WHEREAS, Supplier did on the 5<sup>th</sup> day of October, 2018, file with City their Bid to furnish such equipment, supplies, labor and/or services, as specified; and

WHEREAS, the aforementioned documents adequately and clearly describe the terms and conditions upon which the Supplier is to furnish such equipment, supplies, labor and/or services as specified, IT IS AGREED,

- 1. The City of Lee's Summit, Missouri, acting through its Procurement and Contract Services Manager does hereby accept, with modifications, if any, the Bid of Supplier.
- 2. That a copy of the Supplier's signed Bid is attached. The Supplier's Bid and the City's Contract Documents become the agreement and contract between the parties hereto; that both parties hereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and that the compensation to be paid the Supplier is as set forth in the Supplier's Bid. In the event of a conflict between the Supplier's Bid and the City's Contract Documents, the City's Contract Documents, the City's Contract Documents shall control. Items not awarded, if any, have been deleted.
- 3. Services shall only be provided after receipt of a written request or order from the City after the Department Head for the Department requesting the services, or his/her designee, has determined that budgeted funds are available to cover the cost of the services.
- 4. That this Contract shall be effective on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_2019, Bid No. 2019-014, Contract period from January 1, 2019 to December 31, 2019. The City may, at its option, renew the Contract for four (4) additional one-year contract periods by giving written notice to the supplier. Any increase in cost at the beginning of each renewal period will be limited to that allowed per Bid # 2019-014; section 2.2; Renewal Option. All pricing identified on the pricing page shall be in effect for the stated contractual period.
- 5. No financial obligation shall accrue against the City until Supplier makes delivery pursuant to order of the City Manager.
- 6. This Contract may be terminated by either party upon sixty (60) days prior notice in writing to the other party. The City may terminate this contract immediately, under breach of contract, if the Supplier fails to perform in accordance with the terms and conditions as referenced to and incorporated above. In the event of any termination of contract by the Supplier, the City may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Supplier will be liable for all costs in excess of the established contract pricing.

Bid Number: Specifications: General Conditions: Special Attachment		Dated: Dated:	10.05. 10.05.		Pages Pages Pages	01 08 20	through through through	26 09 24
Stephen A. Arbo, City	Manager	Date		Compa	iny Name			
ATTESTED:				Compa	iny Authorize	ed Signat	ure	
Office of the City Clear READ AND APPROVE				Title			Date	
				Туре о	r Print the N	ame of A	uthorized Pers	son
Joe Snook, Administr APPROVED AS TO FO		& Recreatio	n	APPRO	VED AS TO F	ORM:		
Office of the City Atto	orney				McCormick H		vices & Humai	n Resources/Staff Attorne

ITEM	DESCRIPTION	UNIT PRICE
	SECTION 1: Concrete Curb Edging- New 12" H x 6" W	
4.1	Concrete Curb Edging- New 12" H x 6" W	\$13.03
4.2	Concrete Curb Edging- New 12" H x 6" W	\$13.03
4.3	Concrete Curb Edging- New 12" H x 6" W	\$11.59
4.4	Concrete Curb Edging- New 12" H x 6" W	\$10.91
4.5	Concrete Curb Edging- New 12" H x 6" W	\$10.61
4.6	Concrete Curb Edging- New 12" H x 6" W	\$10.14
	SECTION 2: Concrete Curb Edging- Replacement 12"Hx6"W	
4.7	Concrete Curb Edging- Replacement 12"Hx6"W	\$23.39
4.8	Concrete Curb Edging- Replacement 12"Hx6"W	\$20.32
4.9	Concrete Curb Edging- Replacement 12"Hx6"W	\$17.64
4.10	Concrete Curb Edging- Replacement 12"Hx6"W	\$17.02
4.11	Concrete Curb Edging- Replacement 12"Hx6"W	\$16.50
4.12	Concrete Curb Edging- Replacement 12"Hx6"W	\$16.30
	SECTION 3: Concrete Curb Edging- New 6"x12"wide	
4.13	Concrete Curb Edging- New 6"x12"wide	\$11.39
4.14	Concrete Curb Edging- New 6"x12"wide	\$10.91
4.15	Concrete Curb Edging- New 6"x12"wide	\$10.28
4.16	Concrete Curb Edging- New 6"x12"wide	\$10.08
4.17	Concrete Curb Edging- New 6"x12"wide	\$9.77
4.18	Concrete Curb Edging- New 6"x12"wide	\$9.77
	SECTION 4: Concrete Curb Edging- Replace 6"x12"wide	
4.19	Concrete Curb Edging- Replace 6"x12"wide	\$22.61
4.20	Concrete Curb Edging- Replace 6"x12"wide	\$21.40
4.21	Concrete Curb Edging- Replace 6"x12"wide	\$20.24
4.22	Concrete Curb Edging- Replace 6"x12"wide	\$20.03
4.23	Concrete Curb Edging- Replace 6"x12"wide	\$19.61
4.24	Concrete Curb Edging- Replace 6"x12"wide	\$19.09
	SECTION 5: CG-1 Curbing – New	
4.25	CG-1 Curbing - New	\$26.99
4.26	CG-1 Curbing - New	\$21.96
4.27	CG-1 Curbing - New	\$18.98
4.28	CG-1 Curbing - New	\$18.45
4.29	CG-1 Curbing - New	\$17.64
4.30	CG-1 Curbing - New	\$15.83
	SECTION 6: CG-1 Replacement	
4.31	CG-1 Replacement	\$34.29
4.32	CG-1 Replacement	\$32.56
4.33	CG-1 Replacement	\$30.70
4.34	CG-1 Replacement	\$27.27
4.35	CG-1 Replacement	\$26.32
4.36	CG-1 Replacement	\$24.33
	SECTION 7: CG-2 Curbing – New	
4.37	CG-2 Curbing - New	\$26.85
4.38	CG-2 Curbing - New	\$19.56
4.39	CG-2 Curbing - New	\$18.93
4.40	CG-2 Curbing - New	\$16.99
4.41	CG-2 Curbing - New	\$16.84
4.42	CG-2 Curbing - New	\$16.36
	SECTION 8: CG-2 Replacement	

4.43	CG-2 Replacement	\$35.76	
4.44	CG-2 Replacement	\$31.57	
4.45	CG-2 Replacement	\$31.04	
4.46	CG-2 Replacement	\$29.47	
4.47	CG-2 Replacement	\$27.48	
4.48	CG-2 Replacement	\$24.28	
	SECTION 9: Concrete Steps – New price based on square footage of stair tread		
4.49	Concrete Steps – New price - sq ft of stair tread	\$73.94	
4.50	Concrete Steps – New price - sg ft of stair tread	\$71.42	
4.51	Concrete Steps – New price - sq ft of stair tread	\$64.19	
4.52	Concrete Steps – New price - sq ft of stair tread	\$58.94	
4.53	Concrete Steps – New price - sq ft of stair tread	\$57.79	
4.54	Concrete Steps – New price - sq ft of stair tread	\$56.64	
4.55	Concrete Steps – New price - sq ft of stair tread	\$53.70	
S	ECTION 10: Concrete Steps – Replacement price based on square footage of stair tread		
4.56	Concrete Steps – Replace price - sq ft of stair tread	\$77.83	
4.57	Concrete Steps – Replace price - sq ft of stair tread	\$75.61	
4.58	Concrete Steps – Replace price - sq ft of stair tread	\$71.59	
4.59	Concrete Steps – Replace price - sq ft of stair tread	\$69.22	
4.60	Concrete Steps – Replace price - sq ft of stair tread	\$67.22	
4.61	Concrete Steps – Replace price - sq ft of stair tread	\$61.04	
4.62	Concrete Steps – Replace price - sq ft of stair tread	\$53.91	
	SECTION 11: Concrete Flat Work-New-Broom Finish-Pour finish and saw cut only	çooloz	
(forming,	reinforcement placement, concrete and all other related materials will be furnished by the City)		
4.63	Concrete Flat Work-New-Broom/Pour finish. Saw cut.	\$6.39	
4.64	Concrete Flat Work-New-Broom/Pour finish. Saw cut.	\$6.14	
4.65	Concrete Flat Work-New-Broom/Pour finish. Saw cut.	\$4.30	
4.66	Concrete Flat Work-New-Broom/Pour finish. Saw cut.	\$2.72	
4.67	Concrete Flat Work-New-Broom/Pour finish. Saw cut.	\$2.31	
4.68	Concrete Flat Work-New-Broom/Pour finish. Saw cut.	\$2.25	
4.69	Concrete Flat Work-New-Broom/Pour finish. Saw cut.	\$2.20	
	SECTION 12: Concrete Flat Work-New-Trowel Finish-Pour finish and saw cut only	<b></b>	
(forming.	reinforcement placement, concrete and all other related materials will be furnished by the City)		
4.70	Concrete Flat Work-New-Trowel/Pour finish. Saw cut.	\$6.92	
4.71	Concrete Flat Work-New-Trowel/Pour finish. Saw cut.	\$6.40	
4.72	Concrete Flat Work-New-Trowel/Pour finish. Saw cut.	\$3.80	
4.72	Concrete Flat Work-New-Trowel/Pour finish. Saw cut.	\$3.00 \$2.20	
4.74	Concrete Flat Work-New-Trowel/Pour finish. Saw cut.	\$1.89	
4.75	Concrete Flat Work-New-Trowel/Pour finish. Saw cut.	\$1.84	
4.76	Concrete Flat Work-New-Trowel/Pour finish. Saw cut.	\$1.47	
	SECTION 13: Ramps	, =	
4.77	ADA Ramp – New (concrete portion only)	\$10.28	
4.78	ADA Ramp – Replacement ( concrete portion only)	\$12.43	
4.79	ADA Detectable Surface – Cast In Place Panels	\$43.45	
4.80	ADA Detectable Surface – Grouted In Place Bricks	\$51.49	
	SECTION 14: Concrete Flat Work-New- broom finish	4" Thick	6" Thick
4.81	Concrete Flat Work-New- broom finish	\$9.65	\$10.73
4.81	Concrete Flat Work-New- broom finish	\$6.83	\$10.73
4.83	Concrete Flat Work-New- broom finish	\$4.91	\$5.15
4.83	Concrete Flat Work-New- broom finish	\$4.91	\$5.15
4.85	Concrete Flat Work-New- broom finish	\$4.71	\$4.95
4.85	Concrete Flat Work-New- broom finish	\$4.60	\$4.75

4.87	Concrete Flat Work-New- broom finish	\$4.10	\$4.20
	SECTION 15: Concrete Flat Work-Replacement- broom finish	4" Thick	6" Thick
4.88	Concrete Flat Work-Replacement- broom	\$9.46	6.199.66
4.89	Concrete Flat Work-Replacement- broom	\$9.34	\$9.43
4.90	Concrete Flat Work-Replacement- broom	\$8.91	\$8.91
4.91	Concrete Flat Work-Replacement- broom	\$7.65	\$7.87
4.92	Concrete Flat Work-Replacement- broom	\$7.13	\$7.44
4.93	Concrete Flat Work-Replacement- broom	\$6.50	\$7.34
4.94	Concrete Flat Work-Replacement- broom	\$5.77	\$6.19
	SECTION 16: Concrete Flat Work-New- Trowel Finish	4" Thick	6" Thick
4.95	Concrete Flat Work-New- Trowel Finish	\$9.65	\$9.86
4.96	Concrete Flat Work-New- Trowel Finish	\$7.88	\$8.29
4.97	Concrete Flat Work-New- Trowel Finish	\$5.14	\$5.67
4.98	Concrete Flat Work-New- Trowel Finish	\$4.62	\$5.14
4.99	Concrete Flat Work-New- Trowel Finish	\$4.19	\$4.72
4.100	Concrete Flat Work-New- Trowel Finish	\$4.17	\$4.63
4.101	Concrete Flat Work-New- Trowel Finish	\$3.98	\$4.42
	SECTION 17: Concrete Flat Work-Replacement-Trowel Finish	4" Thick	6" Thick
4.102	Concrete Flat Work-Replacement-Trowel Finish	\$11.48	\$11.96
4.103	Concrete Flat Work-Replacement-Trowel Finish	\$11.11	\$11.64
4.104	Concrete Flat Work-Replacement-Trowel Finish	\$7.96	\$8.29
4.105	Concrete Flat Work-Replacement-Trowel Finish	\$7.54	\$7.55
4.106	Concrete Flat Work-Replacement-Trowel Finish	\$5.35	\$5.57
4.107	Concrete Flat Work-Replacement-Trowel Finish	\$5.30	\$5.51
4.108	Concrete Flat Work-Replacement-Trowel Finish	\$5.14	\$5.35
	SECTION 18: Concrete Street Repairs		
4.109	10" Thick Concrete Patch	\$16.98	\$16.98
4.110	10" Thick Concrete Patch	\$15.94	\$15.94
4.111	10" Thick Concrete Patch	\$14.74	\$14.74
4.112	10" Thick Concrete Patch	\$12.87	\$12.87
	SECTION 19: Concrete Flat Work-New Broom/Pour Finish	8" Saw Cut	10" Saw Cut
4.113	Concrete Flat Work-New- broom finish	\$11.60	\$11.57
4.114	Concrete Flat Work-New- broom finish	\$8.31	\$8.65
4.115	Concrete Flat Work-New- broom finish	\$6.10	\$6.48
4.116	Concrete Flat Work-New- broom finish	\$6.10	\$6.48
4.117	Concrete Flat Work-New- broom finish	\$5.96	\$6.45
4.118	Concrete Flat Work-New- broom finish	\$5.80	\$6.19
4.119	Concrete Flat Work-New- broom finish	\$5.75	\$6.14
4.115	SECTION 20: Concrete Flat Work-Replacement- Broom/Pour Finish	8" Saw Cut	10" Saw Cut
4.120	Concrete Flat Work-Replacement- broom	\$11.10	\$11.60
4.121	Concrete Flat Work-Replacement- broom	\$10.60	\$11.10
4.122	Concrete Flat Work-Replacement- broom	\$9.92	\$10.52
4.122	Concrete Flat Work-Replacement- broom	\$8.96	\$9.46
4.124	Concrete Flat Work-Replacement- broom	\$8.13	\$9.16
4.125	Concrete Flat Work-Replacement- broom	\$7.44	\$8.23
4.125	Concrete Flat Work-Replacement- broom	\$7.44	\$8.23
4.120	SECTION 21: Concrete Flat Work-New- Trowel/Pour Finish	\$0.95 8" Saw Cut	58.04 10" Saw Cut
1 1 2 7			
4.127	Concrete Flat Work-New- Trowel Finish	\$11.73	\$11.90
4.128	Concrete Flat Work-New- Trowel Finish	\$8.90	\$9.23
4.129	Concrete Flat Work-New- Trowel Finish	\$6.76	\$7.13
4.130	Concrete Flat Work-New- Trowel Finish	\$6.76	\$7.13
4.131	Concrete Flat Work-New- Trowel Finish	\$6.21	\$6.59

4.132	Concrete Flat Work-New- Trowel Finish	\$5.93	\$6.32
4.133	Concrete Flat Work-New- Trowel Finish	\$5.86	\$6.25
	SECTION 22: Concrete Flat Work-Replacement-Trowel Finish	8" Saw Cut	10" Saw Cut
4.134	Concrete Flat Work-Replacement-Trowel Finish	\$11.30	\$11.73
4.135	Concrete Flat Work-Replacement-Trowel Finish	\$10.82	\$11.10
4.136	Concrete Flat Work-Replacement-Trowel Finish	\$10.04	\$10.60
4.137	Concrete Flat Work-Replacement-Trowel Finish	\$9.86	\$9.93
4.138	Concrete Flat Work-Replacement-Trowel Finish	\$9.70	\$9.73
4.139	Concrete Flat Work-Replacement-Trowel Finish	\$8.90	\$9.24
4.140	Concrete Flat Work-Replacement-Trowel Finish	\$7.96	\$8.96
	SECTION 23: Dowel Bars		
4.141	Dowel Bars Installed	\$3.10	\$3.10
	SECTION 24: 4" Compacted Aggregate Base		
4.142	4" Compacted Aggregate Base	\$1.13	\$1.13
4.143	4" Compacted Aggregate Base	\$0.96	\$0.96
4.144	4" Compacted Aggregate Base	\$0.73	\$0.73
4.145	4" Compacted Aggregate Base	\$0.59	\$0.59
4.146	4" Compacted Aggregate Base	\$0.51	\$0.51
4.147	4" Compacted Aggregate Base	\$0.50	\$0.50
4.148	4" Compacted Aggregate Base	\$0.41	\$0.41
-	SECTION 25: Pavestone Concrete Pavers over Sand Base	Installation	Replacement
4.149	Pavestone Concrete Pavers over Sand Base	\$24.20	\$23.20
4.150	Pavestone Concrete Pavers over Sand Base	\$22.10	\$21.10
4.151	Pavestone Concrete Pavers over Sand Base	\$19.65	\$18.65
4.152	Pavestone Concrete Pavers over Sand Base	\$18.52	\$17.52
4.153	Pavestone Concrete Pavers over Sand Base	\$15.25	\$14.25
4.154	Pavestone Concrete Pavers over Sand Base	\$13.65	\$12.65
4.155	Pavestone Concrete Pavers over Sand Base	\$13.47	\$12.47
	SECTION 26: Pavestone Concrete Pavers over Concrete Base	Installation	Replacement
4.156	Pavestone Concrete Pavers over Concrete Base	\$33.20	\$32.20
4.157	Pavestone Concrete Pavers over Concrete Base	\$30.10	\$29.10
4.158	Pavestone Concrete Pavers over Concrete Base	\$23.65	\$22.65
4.159	Pavestone Concrete Pavers over Concrete Base	\$22.52	\$21.52
4.160	Pavestone Concrete Pavers over Concrete Base	\$21.25	\$20.25
4.161	Pavestone Concrete Pavers over Concrete Base	\$18.65	\$17.65
4.162	Pavestone Concrete Pavers over Concrete Base	\$17.47	\$16.47
1.102	SECTION 27: Brick Pavers over Sand Base	Installation	Replacement
4.163	Brick Pavers over Sand Base	\$24.20	\$23.20
4.164	Brick Pavers over Sand Base	\$24.10	\$23.10
4.165	Brick Pavers over Sand Base	\$21.65	\$20.65
4.166	Brick Pavers over Sand Base	\$20.52	\$19.52
4.167	Brick Pavers over Sand Base	\$20.32	\$19.52
4.167	Brick Pavers over Sand Base	\$17.25	\$10.25
4.169	Brick Pavers over Sand Base	\$15.03	\$14.03
4.105	SECTION 28: Brick Pavers over Concrete Base	Installation	Replacement
4.170	Brick Pavers over Concrete Base	\$35.20	\$34.20
4.170	Brick Pavers over Concrete Base	\$33.20	\$34.20
4.171	Brick Pavers over Concrete Base		\$31.10
4.172	Brick Pavers over Concrete Base Brick Pavers over Concrete Base	\$25.65 \$25.52	\$25.65
		\$23.25	
4.174	Brick Pavers over Concrete Base		\$23.25 \$10.65
4.175	Brick Pavers over Concrete Base	\$20.65	\$19.65
4.176	Brick Pavers over Concrete Base	\$19.47	\$18.47

SECTION 29: 4" Brick Red Stamped Concrete Flatwork		Installation	Replacement
4.177	4" Brick Red Stamped Concrete	\$11.46	\$11.46
4.178	4" Brick Red Stamped Concrete	\$8.73	\$8.73
4.179	4" Brick Red Stamped Concrete	\$6.52	\$6.52
4.180	4" Brick Red Stamped Concrete	\$5.35	\$5.35
4.181	4" Brick Red Stamped Concrete	\$4.93	\$4.93
4.182	4" Brick Red Stamped Concrete	\$4.71	\$4.71
4.183	4" Brick Red Stamped Concrete	\$4.71	\$4.71

#### GENERAL TERMS AND CONDITIONS

#### GENERAL INSTRUCTIONS CONCERNING IFB's/BID's

1. <u>AWARD.</u> The right is reserved, as the interest of the City may require, to reject any or all bids and to waive any minor informality or irregularity in bids received. The City may accept any item or group of items of any bid unless qualified by specific limitation of the bidder. Unless otherwise provided in the schedule, bids may be submitted for any quantities less than those specified; and the City reserves the right to make an award on any item for a quantity less than the quantity bid upon at the unit price offered unless the bidder specified otherwise in his bid. The Contract shall be awarded to that responsible and responsive bidder whose bid, conforming to the Invitation for Bids, will be most advantageous (lowest price and best value) to the City, price and other factors considered. An award mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the bid, results in a binding contract without further action by either party.

### 2. PREPARATION OF BIDS.

- A Bidders are expected to examine the drawing, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk.
- B Each bidder shall furnish the information required by the invitation. The bidder shall sign the invitation. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the City.
- C Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. Freight or shipping shall be included in the Unit Price unless requested as a single line item. A total shall be entered in the total column for each item bid. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- D Alternate bids for supplies or services other than those specified will not be considered unless authorized by the invitation.
- E Bidder must state a definite time for delivery of supplies or services unless otherwise specified in the invitation.
- F Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
- G If the item has a trade name, brand and/or catalog number, such must be stated in the bid.
- H Prices quoted are to be firm, final and shall include shipping F.O.B. destination unless requested as a single line item.
  I In submitting bids, Vendor agrees that the City of Lee's Summit shall have 120 days in which to accept or reject any of the bids submitted unless otherwise specified on the bid page.
- J Specification sheets MUST be uploaded with bids.
- 3. EXPLANATION TO BIDDERS. Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawing, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanation or instruction given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an addendum to the invitation, if such information is necessary to bidders in submitting bids per the invitation or if the lack of such information would be prejudicial to uninformed bidders.
- 4. <u>ACKNOWLEDGMENT OF ADDENDUM TO INVITATIONS.</u> Receipt of an addendum to an invitation by a bidder must be acknowledged by signing and uploading the addendum into the City's e-bidding system or as otherwise stipulated in the bid document. Such acknowledgment must be received prior to the hour and date specified for receipt of bids, or returned with the bid and received prior to opening time and date.

#### 5. SUBMISSION OF BIDS.

- A Bids, addendum(s) and modification(s) thereof shall be uploaded into the City's e-bidding system, unless otherwise stated in the Invitation for Bid, before the open date and time.
- B Emailed or faxed bids will not be considered unless authorized by the invitation.
- C Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. If not consumed by testing, samples will be returned at bidders request and expense, unless otherwise specified by the invitation.
- D Bids will be publicly opened and read aloud as stipulated in the "Invitation for Bid".
- E Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this Contract.
- 6. FAILURE TO SUBMIT BID. If a "no bid" is submitted, do not return the invitation unless otherwise specified. A letter, postcard or email notification should be sent to the issuing office advising whether future invitations for the type of supplies or services covered by this invitation are desired. Failure of the recipient to bid or to notify the issuing office that future invitations are desired may result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the invitation.
- 7. MODIFICATION OR WITHDRAWAL OF BIDS/SOLICITATIONS. A bid/solicitation may only be withdrawn by one of the following methods prior to the official opening/closing date and time specified: 1. A bid/solicitation may be withdrawn by signed, written notice. 2. A bid/solicitation may also be withdrawn in person by the bidder or its authorized representative who provides proper identification. 3. A bid/solicitation may be withdrawn via email by the bidder or its authorized representative. A bid/solicitation may only be modified by one of the following methods prior to the official opening/closing date and time specified: 1. A bid/solicitation may only be modified by one of the following methods prior to the official opening/closing date and time specified: 1. A bid/solicitation modification may be written notice provided in a sealed envelope with the bid/solicitation number, description and the word "modification" identified on the envelope. 2. A bid/solicitation modification may also be submitted in person by the bidder or its authorized representative who provides proper identification and provides written notice in a sealed envelope with the bid/solicitation number, description and the word "modification" identified on the envelope. All modifications shall not be opened until the official opening date and time to preserve the integrity of the bid/solicitation process. Telephone, telegraphic or electronic requests to modify a bid/solicitation shall not be honored. No modification or withdrawal of any response will be permitted after the bid/solicitation official opening date and time specified.
- LATE BIDS AND MODIFICATIONS. It is the responsibility of the bidder to upload or submit a hard copy if stipulated in the Invitation for Bid (IFB), his bid, bid addendum(s) or bid modification(s) on or before the date and time of the bid opening date and time. Bids will NOT be accepted after the date and time of opening under any circumstances.
- BONDS. Bonds shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least <u>A</u> Best's rating and a <u>FPR9</u> or better financial performance rating per the current A.M. Best Company ratings.)

#### A BID DEPOSITS (BONDS).

Bid Deposit Not Required ⊠. Bid Deposit Required □ as stipulated in the "Invitation for Bid". Note the following: Bid Deposit. The Bidder will furnish a bid deposit in the form of a bond, certified check, or money order in the amount of 5% of base bid made payable to the City of Lee's Summit, Jackson County, Missouri, for the measure of liquidated damages which the City will sustain and the proceeds thereof will become the property of the City if for any reason the bidder (Personal or company checks will not be accepted):

- (1) Withdraws his bid after the opening of the bids and prior to the time a formal written agreement evidencing the contract has been signed and delivered to the City whether or not the bidder at the time of such withdrawal has been designated as the successful bidder, or
- (2) Upon written notification of the award of contract to him, he fails to properly sign and deliver to the City within <u>10</u> days Labor and Materials and Performance Bonds, if required; Certificate of Insurance, and the written Contract, formally evidencing the terms of the Invitation for Bid and his bid as submitted.
- (3) The bidder further agrees the City will have the right to retain the bid deposit for a period of one hundred twenty (120) days from the date of opening of the bids. At the expiration of said time, or earlier at the option of the City, said bid deposit will be returned to the bidder unless said bid deposit has become the property of the City as liquidated damages for one of the reasons stipulated.

### B PERFORMANCE AND LABOR AND MATERIAL PAYMENT BONDS.

Performance and Labor and Material Payment Bonds Not Required 🔀.

Performance and Labor and Material Payment Bonds Bond Required [] as stipulated in the "Invitation to Bid". Note the following:

- (1) Coincident with the execution of the Contract, Contractor shall furnish to City a contract Performance Bond and a Labor and Material Payment Bond drawn upon the forms included in these Contract Documents.
- (2) Date of bonds shall be the same as the date of City's execution of the contract.
- (3) The Performance Bond and Labor and Material Payment Bond shall be in an amount equal to the full contract price, guaranteeing the payment of all bills and obligations arising from the performance of the contract, and otherwise conditioned as required by law.
- (4) The bonds shall be automatically increased in amount and extended in time without formal and separate amendments to cover full and faithful performance of the contract in the event of Change Orders regardless of the amount of time or money involved. It shall be Contractors' responsibility to notify his surety of any changes affecting the general scope of the work or change in the Contract Price.
- (5) At any time during the continuance of the Contract that the surety on any bond becomes unacceptable to City, City shall have the right to require additional and sufficient sureties which Contractor shall furnish to the satisfaction of City within ten (10) days after notice to do so.
- 10. DISCOUNTS AND BID EVALUATION. Discounts offered for prompt payment may be considered in bid evaluation.
- 11. MATERIAL AVAILABILITY. Bidders must accept responsibility for verification of material availability, production schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the City of Lee's Summit immediately if materials specified are discontinued, replaced, or not available for an extended period of time.
- 12. <u>ALTERNATE BIDS.</u> Bidders must submit complete specifications on all alternate bids. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.

### 13. AWARD OF CONTRACT.

- A BASIS OF AWARD.
  - (1) Only firm bids will be considered.
  - (2) Bidders may be requested to submit financial statements subsequent to the bid opening. Such statements shall be submitted to City within three (3) days after being so requested.
  - (3) The award of the Contract, if it is awarded, will be to the lowest responsible and responsive bidder whose qualifications indicate the award will be in the best interest of the Owner and whose bid complies with all prescribed requirements.
  - (4) City reserves the right to reject any and all bids, and waive any and all informalities, and the right to disregard all non- conforming or conditional bids or counter-proposals.

### B EVALUATION OF BIDS.

- (1) The evaluation of bids will include consideration of prior experience, financial statements, if requested, sub-contractors, suppliers, and manufacturers to be used in the work and manufacturers' data on the materials and equipment to be incorporated. Time of completion or delivery will also be a factor in the award.
- (2) "Or Approved Equal" Clause. Whenever a material, article, or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the City, of equal substance and function. Substitute items may be rejected at the discretion of the City of Lee's Summit.
- (3) Whenever the name of a manufacturer is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutes". The City may assume that items bid are equal or it may request samples and proof thereof unless approved before shipment. City reserves the right to return at bidder's expense all items that are not acceptable as equals, said items to be replaced by bidder with satisfactory items at the original price.
- (4) By virtue of statutory authority, the City shall give preference to all commodities manufactured, mined, produced, or grown within the State of Missouri, and to all firms, corporations or individuals, when quality is equal or better and the delivered price is the same or less. Similar preference will be given to Lee's Summit products and supplies.
- C NOTICE OF AWARD. After considering the basis of award and evaluation of bids, City will within one hundred twenty (120) days after the date of opening bids, notify the successful bidder of acceptance of his bid.
- 14. QUALIFICATIONS OF BIDDERS. The City may make such investigations as are deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and date for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- 15. <u>ANTI-TRUST.</u> Submission of a bid constitutes an assignment by bidder of any and all anti-trust claims that the bidder may have under the Federal and/or State laws resulting from this contract.
- 16. **<u>GUARANTEE</u>**. All customary guarantees for workmanship, quality and performance specific by the Manufacturer for any or all items shall apply to the items offered under this bid.

- 17. EXPERIENCE STATEMENT (if required). Only those bids will be considered which are submitted by bidders who submit with their bid an Experience Statement listing projects and showing satisfactory completion of work of type and size comparable to the work required by these contract documents. A list of comparable projects, including pertinent information and identification of the owners, shall be submitted with the bid. Similar Experience Statements shall be included for any subcontractors named in the bid.
- 18. <u>REFUND OF DEPOSIT ON BID DOCUMENTS</u> (if required). Deposits on bid documents and contract drawings will be refunded to all prospective bidders, subcontractors, suppliers and manufacturers who return the documents in good condition to Owner before the date set for opening bids or within ten days thereafter (unless otherwise stated in the invitation to bid).

#### CONTRACTUAL REQUIREMENTS.

### GENERAL CONTRACTUAL REQUIREMENTS.

### 1. **DEFINITIONS.**

- A "City" shall refer to: City of Lee's Summit, Jackson County, Missouri who are the owners of the property, and their authorized representatives.
- B "Contractor" shall refer to the corporation, company, partnership, firm, or individual, named and designated in the contract agreement and who has entered into this contract for the performance of the work and/or to furnish goods, services, or construction covered thereby at an agreed upon price, and its, his or their duly authorized agents or other legal representatives.
- C The "specifications" includes Instruction to Bidders, the Terms and Conditions of Purchase, the Definitions and the technical specifications of the work.
- D A "sub-contractor" is a person, firm or corporation supplying labor or materials, or only labor for work at the site of the project for, and under separate contract or agreement with the Contractor.
- E The term "sample" as used herein includes natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the specifications and any other samples as may be required by the City to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the Contractor conform to the requirements of the contract documents. Samples approved by the City shall establish the kind, quality, and other required characteristics, and all work shall be in accordance with the approved samples. Samples, when requested, shall be supplied at no cost to the City.
- F The term "estimated" represents quantities estimated for the period of time stated. Purchase orders shall be placed for actual requirements as needed.
- G The term "minimum" means the City will order this quantity of supplies during the period of this contract at the price bid.
- H The term **"maximum"** means the City may order this quantity of supplies during the period of this contract and the bidder should be prepared to supply same at the price bid.
- 2. PURCHASE ORDERS. The City will not be responsible for articles or services furnished without a purchase order unless otherwise set forth in the Bid Documents.
- 3. CONTRACT TERMS. The performance of this contract shall be governed solely by the terms and conditions as set forth in this contract and any specifications or bid documents notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished by the Contractor at any time and the acceptance by the City of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth in the contract. Any different or additional terms other than those herein contained in Contractor's acceptance are hereby objected to.
- 4. TRANSPORTATION CHARGES. Freight/shipping shall be F.O.B. Destination whereby all transportation charges shall be paid by Contractor.
- 5. **PACKAGING.** The City will not be liable for any charges for drayage, packing, cartage, boxing, crating or storage in excess of the purchase price of this order unless stated otherwise herein.
- 6. INSPECTION AND ACCEPTANCE. No material received by the City pursuant to the purchase order issued under the terms and conditions of this bid document shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Contractor herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Contractor's expense for full credit or replacement. No goods returned as defective shall be replaced without Buyer's written authorization. Such return shall in no way affect City's discount privileges. Such right to return, offered to the City arising from the City's receipt of defective goods, shall not exclude any other legal, equitable or contractual remedies the City may have therefore.
- 7. <u>GENERAL GUARANTY AND WARRANTY.</u> The Contractor warrants that all materials, fixtures, and equipment furnished by the Contractor and his sub-contractors shall be new, of good quality, and of good title, and that the work will be done in a neat and workmanlike manner. The Contractor also guarantees the workmanship and materials for a period of one year from the date of final acceptance of all the work required by the Contract. Furthermore, he shall furnish the City with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Contract.
- 8. PATENTS. Contractor warrants that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent and Contractor covenants that he will at his own expense, defend every suit which may be brought against the City, or those selling or using City's product (provided Contractor is promptly notified of such suit and all papers therein are delivered to Contractor) for any alleged infringement of any patent by reason of the sale or use of such articles and Contractor agrees that he will pay all cost, damages and profits recoverable in any such suit.
- 9. QUANTITIES. City assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to City's rejection and return at Contractor's expense.
- 10. <u>ACTS OF GOD.</u> Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
- 11. BANKRUPTCY OR INSOLVENCY. In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Contractor, or in the event of breach of any of the terms hereof including the warranties of the Contractor, City may cancel this contract or affirm the contract and hold Contractor responsible in damages.
- 12. <u>COMPLIANCE WITH APPLICABLE LAWS.</u> Contractor shall comply with all federal, state or local laws, ordinances, rules, regulations and administrative orders, including but not limited to Wage, Labor, Unauthorized Aliens, EEO and OSHA-type requirements which are applicable to Contractor's performance under this contract. Contractor shall indemnify and hold the City harmless on account of any violations thereof relating to Contractor's performance under this contract, including imposition of fines and penalties which result from the violation of such laws.
- 13. LAW GOVERNING. All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri. Any dispute regarding this contractual agreement will be decided by a Missouri Court.

- 14. <u>TIME OF DELIVERY</u>. The City requires that all materials ordered will be delivered when specified. Time is therefore of the essence. If deliveries are not made at the time agreed upon, City reserves the right to cancel or to purchase elsewhere and hold Contractor accountable for any damages sustained as a result thereof.
- 15. INTERPRETATION OF CONTRACT AND ASSIGNMENTS. This contract shall be construed according to the laws of the State of Missouri. This contract, or any rights, obligations, or duties hereunder may not be assigned by Contractor without City's written consent and any attempted assignment without such consent shall be void.
- 16. <u>CONTRACTOR'S INVOICES.</u> Invoices shall be prepared and submitted in triplicate unless otherwise specified. Invoices shall contain the following information: Contract Number (if any), Purchase Order number, Item Number; contract description of supplies or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the City Accounts Payable Division. Any delay in receiving invoices, or errors and omissions, on statement or invoices will be considered just cause for withholding settlement without losing discount privileges.
- 17. NOTICE AND SERVICE THEREOF. Any notice to any Contractor from the City relative to any part of this contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail or email, to the said Contractor at his last given address or delivered in person to said Contractor or his authorized representative on the work.
- 18. PROVISIONS REQUIRED BY LAW DEEMED INSERTED. Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such insertion or correction.
- 19. <u>TERMINATION OF CONTRACT.</u> This contract may be terminated by either party upon sixty (60) days prior notice in writing to the other party. The City may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the City may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.
- 20. INDEMNITY AND HOLD HARMLESS. To the fullest extent allowable by law, Contractor agrees to indemnify, release, defend, and forever hold harmless the City, its officers, agents, employees, and elected officials, each in their official and individual capacities (collectively "Indemnitee"), for, from and against any and all claims, demands, damages, losses, fines, judgments, or liabilities, including costs, expenses, and attorneys' fees (collectively "Claims") to which Indemnitee may become subject, under any theory of liability whatsoever, incurred in the defense of such Claims, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by Contractor, and arising out of Contractor's performance or non-performance under this contract. The obligations under this indemnification provision shall also apply to any and all any intentional, reckless, or negligent acts, mistakes, directives, errors, or omissions of Contractor's agents, directors, officers, employees, volunteers, contractors, whether employed directly or indirectly by Contractor, and any other person for which Contractor may be legally liable.

### 21. SUB-CONTRACTS.

- A The Contractor shall not execute an agreement with any sub-contractor to perform any work until he has written the City of Lee's Summit to determine any disapproval of the use of such sub-contractor.
- B The Contractor shall be fully responsible to the City for the acts and omissions of his sub-contractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- C The Contractor shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the applicable provisions of the contract.
- D Nothing contained in the Conditions shall create any contractual relationship between any sub-contractor and the City.
- 22. UNIFORM COMMERCIAL CODE. This contract is subject to the Uniform Commercial Code and shall be deemed to contain all the provisions required by said Code that apply to said Contract.
- 23. <u>CHANGES.</u> The City may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this contract in or to drawings, designs, specifications, instructions for work, methods of shipment or packing or place of delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this contract or purchase order, the Contractor shall notify the City in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of the contract. Any claim by the Contractor for such adjustment must be asserted within 30 days or such other period as may be agreed upon in writing by the parties after the Contractor's receipt of notice of the change. Nothing herein contained shall excuse the Contractor from proceeding with the contract as changed.
- 24. <u>RESPONSIBILITY FOR SUPPLIES.</u> The Contractor shall be responsible for supplies until they are delivered and accepted at the designated delivery point; and the Contractor shall bear all risks for rejected supplies after notice of rejection. This needs rewriting to coincide with the Freight clause.
- 25. EXECUTION OF CONTRACT. Depending on the type of service provided, one or more of the following four (4) methods will be employed. The methods applicable to this contract will be checked below:
  - A The Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
  - B In the contract shall consist of a YEARLY CONTRACT and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
  - C The contract shall consist of a **ONE-TIME CONTRACT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted. D Five copies of the Contract.
    - City will furnish 5 copies of the Bid Documents to the successful Bidder who shall prepare 5 counterpart copies, each containing an exact copy of the Bid Form as submitted, required insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Contract signed with the date of his signature.
       The prepared counterpart copies shall be delivered to Owner within ten days after the date of Notice of Award.
    - (3) City will sign the Contract, insert the date of his signature at the beginning of the Contract, and return one copy to Contractor after receiving the counterpart copies.
- 26. <u>FINAL PAYMENT.</u> Final payment shall be in a lump sum after Contractor has performed, to the City's satisfaction, all duties imposed upon him/her by the contract documents. Contractor shall allow thirty (30) days minimum for payment sum (unless otherwise specified in the bid documents). Additional payment provisions for construction projects are detailed in number 41 below.
- 27. NON-DISCRIMINATION IN EMPLOYMENT. In connection with the furnishing of supplies or performance of work under this contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State Laws, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
- DOMESTIC PRODUCTS. The City of Lee's Summit has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States (City of Lee's Summit Resolution No. 87-18, MO. State Statute No. 34.353, Section 3, (5)).
- 29. TAX EXEMPT. Do not bill tax. The City of Lee's Summit is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated.
- 30. <u>REGULATIONS PURSUANT TO SO-CALLED "ANTI-KICKBACK ACT"</u>. The Contractor shall comply with the applicable regulations of the Secretary of Labor, United States Department of Labor, made pursuant to the so-called "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 862; Title 18 U.S.C., Section 874 and Title 40 U.S.C.; Section 276c). and any amendments or modifications thereof, shall cause appropriate provisions to be inserted in sub-contracts to insure compliance therewith by all sub-contractors subject thereto, and shall be responsible for the submission of statements required of sub-contractors thereunder, except as said Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances, and exemptions from the requirements thereof.
- 31. INTEREST OF CERTAIN FEDERAL AND OTHER OFFICIALS. No member of, or delegate to the Congress of the United States and no Resident Council Member shall be admitted to any share or part of this Contract or to any benefit to arise from the same; provided, that the foregoing provision of the Section shall not be construed to extend to this Contract if made with a corporation for its general benefit.
- 32. <u>FUND ALLOCATION.</u> Continuance of any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the available funding and allocation of City funds. The Contractor understands that the obligation of the City to pay for goods and/or services under the contract is limited to payment from available revenues and shall constitute a current expense of the City and shall not in any way be construed to be a debt of the City in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the City nor shall anything contained in the contract constitute a pledge of the general tax revenues, funds or moneys of the City, and all provisions of the contract shall be construed so as to give effect to such intent.
- 33. <u>ASSIGNMENTS.</u> Neither City nor Contractor shall, without the prior written consent of the other, assign in whole or in part his interest under any of the Contract Documents and, specifically the Contractor shall not assign any moneys due or to become due without the prior written consent of the City.
- 34. <u>DEBARMENT.</u> By submission of its response, the Contractor certifies that neither it nor its principals is presently debarred or suspended by any Federal or State Department or agency, including listing in the U.S. General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal department, agency or provision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.

NOTE TO BIDDERS: THE FOLLOWING CONTRACTUAL REQUIREMENTS PERTAIN TO CONSTRUCTION PROJECTS AND OTHER PROJECTS WHICH REQUIRE ITS CONTRACTOR TO PERFORM WORK FOR THE CITY. THESE MAY NOT APPLY TO ALL MATERIAL PURCHASES OR SUPPLY CONTRACTS UNLESS SO STIPULATED.

- 35. WORK HOUR AND SAFETY STANDARD ACT. All bidders awarded contracts in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29CRF, Part 5). Under Section 103 of the Act, each Contractor shall be required to compute wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard work week of 40 hours. Work in excess of the standard work day or work week is permissible provided that the worker is compensated at a rate of not less than 1 1\2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies, or materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 36. LABOR-RELATED REGULATIONS. The bidder's attention is specifically directed to the special rules, regulations, and stipulations pertaining to labor listed below which may be a part of the bid as stipulated in the "Invitation to Bid"
  - A Wage Rate Stipulation State of Missouri. If required by the "Invitation to Bid"
  - B <u>Wage Rate Determination</u> Federal. If required by the "Invitation to Bid"
  - The bid, contract and bonds shall be conditioned upon compliance with all provisions of the Contract Documents including these rules, regulations and stipulations.

### 37. BUILDING REGULATION, PERMITS AND LAW.

- A The "General Conditions for the Construction of Buildings" AIA Form A201 forms part of this contract as if herein bound Arbitration shall not apply to any contract resulting from this IFB.
- B Satisfy all current and applicable local codes, ordinances and licensing requirements.
- 38. <u>COORDINATION OF THE WORK.</u> The Contractor shall be responsible for the proper execution of all work and for the coordination of the operations of all trades, subcontractors, and supplies engaged under the Contract. He shall be prepared to provide each of his subcontractors the locations, measurements, and information they may require for the performance of their work.

#### 39. CHANGES IN THE WORK.

- A The Contractor shall not make changes in the work required to be performed by omitting work, by adding work or by changing materials, fixtures or services from those specified without the prior written consent of the City and using Departments of the City of Lee's Summit, Missouri. Any authorized changes will not relieve or release the Contractor from any of these obligations under the contract. All work shall be executed under the terms of the original Contract unless it is expressly provided otherwise. Except for the purpose of affording protection against any emergency endangering life and/or property, the Contractor shall not make any changes in the Contract.
- B Each change order shall include in its final form, a detailed description of the change in the work, the Contractor's proposal for the change in price and/or time, and the statement that all work involved in the change shall be performed in accordance with Contract requirements except as modified by the change order.

#### 40. TIMING.

- A <u>Time to Commence Work:</u> Upon receipt of Contract Documents fully executed by City and a Notice to Proceed, Contractor shall immediately proceed with the work. However, he shall not move onto the site until all required copies of insurance policies and certificates have been accepted by City.
- B Time Starts to Run: The Contract Time shall start to run on the date stated in the Notice to Proceed.
- C <u>Time of Contract:</u> Time is of the essence of the Contract. The work shall be prosecuted diligently at such rate of progress as will insured full completion thereof within the Contract Time. If Contractor shall neglect, refuse or fail to complete the work within the time set forth above, or any proper extension thereof granted by City, Contractor shall pay (see bid document) to City for each and every day he is in default. Because of the difficulty in determining the actual damages to be sustained by City in the event of such breach of the Contract, all amounts paid as provided herein shall be considered as and for City's liquidated damages and not as a penalty, and City shall have the right to deduct the amount of such liquidated damages from payments otherwise due to Contractor or to sue for and recover same.
- D Excusable Delays: The Contractor shall not be charged damages for any delays in the completion of the work that the Contractor is required to perform under the terms and conditions of this Contract for the following reasons:
  - (1) To any acts of the Governments, including controls or restrictions upon or requisitioning of materials, equipment, tools or labor by reason of war, National Defense, or any other national emergency.
  - (2) To any acts of the City.
  - (3) To causes not reasonably foreseeable by the parties to this Contract at the time of the execution of the Contract which are beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of god or of the public enemy, acts of another Contractor in the performance of some other Contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, weather of unusual severity, such as hurricanes, tornadoes, cyclones, and other extreme weather conditions.
  - (4) To any delay of any sub-contractor occasioned by any of the causes specified in sub-paragraphs 1, 2, and 3 above; provided however, that the Contractor promptly (within 10 days) notifies the City, in writing, of the cause of the delay. If the facts show the delay to be properly excusable under the terms of this Contract, the City shall extend the contract time by a period commensurate with the period of excusable delay to the completion of the work as a whole.

#### 41. PAYMENTS.

- A Lump Sum Payments: After the final inspection and acceptance of all work under the Contract, by the City, including clean-up, the Contractor shall prepare his statement for final payment and submit it to the Owner for approval. When the required warranties and the release of liens have been executed by the Contractor, the final payment will be made which will include any amounts remaining due under the Contract. (Allow a full thirty (30) days). The Contractor will be paid the Contract price in one lump sum amount after the work is satisfactorily completed unless progress payments are approved prior to Contract award. Pay estimates are by the City Engineer as follows:
- B Engineer's Pay Estimates:
  - (1) The Engineer's pay estimate, in consequence of any Contractor's application for payment will constitute a representation by him to City, based on Engineer's observations of the work in progress and on his review of the application for payment and supporting data, that the work has progressed to the point indicated that, to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents (subject to an evaluation of the work as a functioning project upon substantial completion, to the results of any subsequent tests called for in the Contract Documents and any qualifications stated in his Pay Estimate); and the Contractor is entitled to payment of the amount shown in the Engineer's Pay Estimate.
  - (2) Engineer shall not be deemed by his rendering of any Pay Estimate to have represented that he made exhaustive or continuous inspections to check the quality or the quantity of the work, or that he has reviewed the means, methods, techniques, sequences and procedures of construction or that he has made any examination to ascertain how or for what purpose Contractor has used the moneys paid or to be paid to him on account of the Contract price.
  - (3) Engineer may refuse to refuse to render an Engineer's pay Estimate for the whole or any part of any payment if, in his opinion, he is unable to make the above representations to City. He may also refuse to render any Engineer's Pay Estimate, or because of subsequently discover evidence or the results of subsequent inspections or tests, nullify any such previous Engineer's Pay Estimate to such extent as may be necessary in his opinion to protect City from loss because of any reason set forth in General Conditions.
- 42. <u>CONTRACTOR'S CERTIFICATE AND RELEASE</u> (for Construction Purposes). Prior to final payment and as a condition there to, the Contractor shall execute a certificate and release. This certificate and release will set forth the undisputed balance due the Contractor under the Contract, a listing for amounts of outstanding and unsettled items which the Contractor claims are due and owing by the City to the Contractor; a certification that the work under the Contract and Change Orders has been performed in accordance with the terms, thereof, and that there are no unpaid claims for materials, supplies or equipment and no claims of laborers or mechanics for unpaid wages arising out of the performance of the Contract, a statement that, except for the amounts enumerated, the Contractor releases the City from any and all claims arising under or by virtue of the Contract. A duplicate of the certificate shall be issued to the City.
- 43. <u>SURPLUS MATERIALS.</u> The job site shall be kept clean and free of surplus materials, rubbish and debris at all times. All surplus materials delivered to the job site and all materials, fixtures, and equipment removed and not reused shall remain or become the property of the Contractor and its sub-contractors, and shall be removed from the job site promptly after completion, as well as all rubbish and debris resulting from their respective operations at the Contractor's expense.

#### 44. ACCIDENT PREVENTION.

- A The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of his prosecution of the work. The safety provisions of applicable laws and building construction codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as the City may determine to be reasonably necessary. All materials, parts, supplies and services rendered under the technical specifications must comply with standards of the Williams Steiger Occupational Safety and Health Act. In consideration of the price paid herein Contractor agrees to indemnify City for any penalties imposed by the Act arising out of misfeasance or malfunction of items or services purchased.
- B The Contractor shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the Contract. The Contractor shall promptly furnish the City with reports concerning these matters.
- 45. <u>CONFLICTS.</u> No salaried officer or employee of the City and no member of the City Council or Park Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.
- 46. DAVIS BACON ACT: The wages for any work utilizing this contract in which federal funding is utilized shall comply with any and all applicable federal laws and/or requirements to include but not limited to the Davis Bacon Act.

# **M** E M O R A N D U M



Date:	February 12, 2019
То:	Joe Snook, Administrator of Parks and Recreation
From:	Steve Casey, Superintendent of Park Planning and Construction
Re:	Approval of Assignment of Project Using Cooperative Contract
	Tennis Court Lighting – Summit Park

## Background

Pursuant to Section 8.2 of the Charter of the City of Lee's Summit, Missouri, the Parks and Recreation Board has the authority over the governance of parks and recreation activities and must, in exercising that authority, emulate the City of Lee's Summit's policies and procedures regarding procurement.

Section 5.5 of the City of Lee's Summit Procurement Policy provides the Administrator of Parks and Recreation authority to approve the participation of Lee's Summit Parks and Recreation in any cooperative contract if the estimated annual spend is less than \$49,999.99, and the Park Board is required to approve any participation in a cooperative contract if the estimated annual spend exceeds \$50,000.00

A cooperative contract is available for use by the City of Lee's Summit and Lee's Summit Parks and Recreation for Sports Lighting from Musco through Sourcewell, formerly known as NJPA, an entity that is authorized for use of cooperatives through City of Lee's Summit Resolution No. 18-10. The cooperative is currently in place through the City's Purchasing Division as Agreement No. 2018-006/1R.

LSPR staff has identified this cooperative as the most feasible and cost effective option for the lighting needs for the Summit Park Improvements project, specifically related to the light structure system for the tennis courts. Musco has been widely used in the past by LSPR for lighting needs, with positive results. Musco has provided a quote under the terms and conditions of the above-referenced cooperative contract to provide the needed lighting system for a total cost of \$117,739.00. A copy of the quote is attached to this Memorandum. The budget for tennis court lighting for the project, as shown in the Budget Impact section, below, is \$120,000.00.

## **Budget Impact**

The total approved budget for the Summit Park Renovation project is \$1,600,000.00, as approved by the Park Board through the CIP Project Plan in the FY2019 Budget. Following is a summary of key components of the project budget:

Pre-Construction/Site Preparation	\$392,603.00
Site Utilities	\$240,000.00
*Tennis Court Lighting Portion:\$120,0	00.00
Paving	\$215,000.00
Park Features and Structures	\$700,000.00
Contingencies	<u>\$ 50,000.00</u>
	64 507 600 00

This quote for services is within the project's estimated budget expenditures.

## Proposed Motion

I move to approve the use of Cooperative Agreement No. 2018-006/1R to engage Musco for the provision of Tennis Court lighting at Summit Park pursuant to the quote for services dated November 9, 2018 and authorize the Administrator of Parks and Recreation to execute any documents necessary for the same.

Date: November 9, 2018

To: Steve Casey – City of Lees Summit Assistant Superintendent Project: Summit Park Tennis/Pickleball Lees Summit, Missouri Ref: 189060

## Sourcewell (Formerly NJPA)

**Master Project:** 170558, **Contract Number:** 082114-msl, **Expiration:** 09/16/2019 **Category:** Facility & MRO, **Sub-Category:** Athletic Field / Court and Parking Lot Lighting Systems

### **Quotation Price - Materials Only Delivered to Job Site & Installation**

Tennis/Pickleball Courts - .....

.....\$ 117,739.00

## Sales tax and bonding are not included.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

### Light-Structure System with Total Light Control – TLC for LED™ technology

#### **Guaranteed Lighting Performance**

• Guaranteed light levels of 50 footcandles and uniformity of 2.0:1

System Description [Light-Structure System]

- (8) Pre-cast concrete bases with integrated lightning grounding
- (8) 30' Galvanized steel poles P1-P8
- Factory wired and tested remote electrical component enclosures
- Pole length, factory assembled wire harnesses
- (8) Factory wired poletop luminaire assemblies
- (16) Factory aimed and assembled luminaries
- UL Listed as a complete system

### **Control Systems and Services**

- Control-Link® system with contractors for remote on/off control and performance monitoring with 24/7 customer support
- Player-Activated Push Button Control w/Strobe

### **Operation and Warranty Services**

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500W metal halide equipment
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team over 170 Team members dedicated to operating and maintaining your lighting system plus a network of 1800+ contractors

## Installation Services Provided

#### See attached Scope of Work

#### Payment Terms

Musco's Credit Department will provide payment terms.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC Attn: Ryan Tighe Fax: 800-374-6402 Email: musco.contracts@musco.com

All purchase orders should note the following: Sourcewell (Formerly NJPA) purchase – Contract Number: 082114-MSL



## Quote

## **Delivery** Timing

6 - 8 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole locations.

Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

## Notes

Quote is based on:

- Shipment of entire project together to one location.
- 240 Volt, 1 Phase electrical system requirement.
- Structural code and wind speed = 2012 IBC, 115 mi/h, Importance Factor 1.0.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees.
- Standard soil conditions rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost.
- Confirmation of pole locations prior to production.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Todd Stych

Todd Stych Sales Representative Musco Sports Lighting, LLC Phone: 563-260-0994 E-mail: todd.stych@musco.com



## Summit Park Tennis Pickleball Lees Summit, MO Turnkey Scope of Work

### **Customer Responsibilities:**

- 1. Complete access to the site for construction using standard two- wheel drive rubber tire equipment.
- 2. Locate existing underground utilities not covered by "One Call" and mark all irrigation systems and sprinkler heads. Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
- 3. Locate and mark field reference points per Musco supplied layout.
- 4. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.). Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
- 5. Owner responsible for any power company fees and requirements. (If necessary).
- 6. Owner responsible for all permitting fees (payment). Contractor will obtain the required permitting.
- 7. Provide area on site for disposal of spoils from foundation excavation.
- 8. Provide sealed Electrical Plans. (If required)

## Musco Responsibilities:

- 1. Provide required poles, fixtures, and foundations.
- 2. Provide layout of pole locations and aiming diagram.
- 3. Provide Project Management as required.
- 4. Provide stamped foundation designs based on 2500psf soils.
- 5. Musco shall provide Performance and Payment Bonds in an amount equal to the total amount of bid. (**Only if Required, Not included in quote**)

### Musco Subcontractor Responsibilities:

- 1. Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
- 2. Provide storage containers for material, (including electrical components enclosures), as necessary and waste disposal.
- 3. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
- 4. Obtain any required permitting.
- 5. Provide materials and equipment to install or upgrade electrical service panels as required or necessary.
- 6. Provide materials and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required per electrical design.
- 7. Confirm the existing underground utilities and irrigation systems have been located and are clearly marked so as to avoid damage from construction equipment. Repair any such damage during construction.
- 8. Provide materials and equipment to install (8) Light Structure® System foundations as specified on Layout.
- 9. Remove spoils to owner designated location at jobsite.
- 10. Provide materials and equipment to assemble (16) TLC-LED fixtures and terminate all necessary wiring.
- 11. Provide equipment and materials to assemble and erect (8) Light Structure® System Poles.
- 12. Provide equipment and materials to install a Lighting Contactor Cabinet and terminate all necessary wiring.
- 13. Provide step down transformer for 120v control circuit if not available.
- 14. Contractor will commission Control- Link® by contacting Control- Link Central<sup>™</sup> Service Center at (877-347-3319).
- 15. Check all Zones to make sure they work in both auto and manual mode.
- 16. Set base line for the DAS (Diagnostic Acquisition System)
- 17. Keep all heavy equipment off of playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
- 18. Provide startup and aiming as required to provide complete and operating sports lighting system.
- 19. Provide as built drawings on completion of installation.



TO: Joe Snook, CPRP

Administrator of Parks and Recreation

DATE: February 20, 2019

 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 Legacl Services & Human Resources

 Brooke Chestnut, Superintendent of Park Operations
 Steve Casey



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

	1			<b>a</b>	Estimated
ect	Budget <sup>1</sup>	Exp to Date	Variance <sup>2</sup>	Status	Completion
Gamber Cmmmunity Center Fund (201)					
Interior Painting	11,200	17.069	11,200	Complete	March
AV upgrade	18,943	17,968	975	Complete	
Legacy Park Community Center Fund (202)	18,943	17,968	975		
Legacy Park Community Center Fund (202) Lobby video survellience camera replacement	5,055	5,055		Complete	
	,	,	-	•	
Lobby/pool patio glulam replacement Replace Cardio Equipment	80,040 27,000	63,545 19,560	16,495 7,440	Complete Complete	
	,		7,440	•	
ADA ramp replacement	<u>6,295</u> 118,390	6,295 88,160	23,935	Complete	
Harris Park Community Center Fund (530)	110,390	00,100	23,935		
none		-	-		
Parks and Recreation Fund (200)					
Operations					
Asphalt	80,000	8,066	71,934	In process	March
Drinking Fountain Replacement	5,400	-,	5,400		March
Tree Replacement	4,500		4,500	In process	February
Trash Barrel Replacement	5,600		5,600	in proceed	April
Legacy Park					
Asphalt	100,000	71,211	28,789	Complete	Septembe
Baseball Shelter Shade Additions	18,000	15,586	2,414	Complete	August
Drinking fountain replacements	3,000	1,149	1,851	1 completed	March
Fencing Replacement	10,000	4,413	5,587	in progress	February
Fence Safety Capping	10,000	9,843	157	Complete	February
Outdoor electrical receptacles for football	13,980	0,010	13,980	waiting to hear back from LSFA	June
Dugout Replacement	10,700	6,200	4,500	in progress	March
	261,180	116,468	144,712	1 3 3 3 3	
Summit Waves Fund (203)		,			
VGBA grates	24,506		24,506	Grates on order.	May
	24,506	-	24,506		
Cemetery Fund (204) None	-	-	-		
	-	-	-		
Capital Projects Fund (327)	F 000 000	4 770 000	000 470	complete miner elete partirizza	<b>Fab</b> 40
North Lea McKeighan Park Renovations	5,000,000	4,773,822	226,178	complete, minor skate park imp.	Feb-19
Summit Park Renovations Howard Park Renovations	1,600,000 900,000	93,494	1,506,506	design complete	Sep-19
Howard Park Renovations Hartman Park Trailhead (project managed with PW funding)	900,000 250,000	88,394 79,454	811,606 170,546	design complete design complete	Sep-19 Mar-19
Legacy Wayfinding Design	250,000 8,000	79,454 8,000	170,540	Complete	Jan-19
Legacy waymung Design	8,000	6,000	-	Complete	Jan-19
	7 750 000	5.040.101	-		
	7,758,000	5,043,164	2,714,836		
TOTAL	8,181,019	5,265,760	2,908,964		

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

 $^{2}\,\mbox{Variance}$  is the difference between the budget and the year-to-date expenditures.

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

The Services Review is based on the current Fiscal Year (July 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 Cen	ter		
Memberships		1	
<u>Resident Total</u>	July 18 - June 19	432	263
Active Flex		190	153
Annual		242	110
Non-Resident Total		32	18
Active Flex		13	13
Annual		19	5
Silver Sneakers Total	July 18 - June 19	12,950	6,326
Renew Active Total	Jan 19-June 19		22
Single Visit	July 18 - June 19	358	177
Discount		298	136
Regular		60	58
Facility Rentals		I	1
Event Packages	July 18 - June 19	17	8
Gamber Package	July 18 - June 19	78	52
Outdoor Rentals	July 18 - June 19	6	4
Ballroom	July 18 - June 19	463	475
Class/Craftrooms	July 18 - June 19	941	496
Aerobics Room	July 18 - June 19	219	157
Programming			
Bingo	July 18 - June 19	2193	1160
Lunch with Us	July 18 - June 19	480	398
Line Dance	July 18 - June 19	577	294
GCC All Inclusive	L	1	1
(LPCC/Gamber Center/HPCC/LVCC)			
<u>Resident</u>			119
Annual	July 18 - June 19	147	28
Flex	July 18 - June 19	155	91
<u>Non-Resident</u>	-		8
		1	1

## Fund 202 - Legacy Park Community Center

Annual Flex

Memberships			
<u>Resident</u>			
Annual	July 18 - June 19	1,983	1,710
Flex	July 18 - June 19	4,362	3,852
Non-Resident			
Annual	July 18 - June 19	329	407
Flex	July 18 - June 19	871	854
<u>Single Visit - Resident</u>	July 18 - June 19	23,060	13,199
<u> Single Visit Non-Resident</u>	July 18 - June 19	6,359	4,039
<u>Silversneakers</u>	July 18 - June 19	17,623	17,869
Prime	July 18 - June 19	1,200	200
<u>Silver and Fit</u>	July 18 - June 19	140	333
<u>90 Day Memberships</u>			
Resident	July 18 - June 19	9	6
Nonresident	July 18 - June 19	3	2

18

9

July 18 - June 19

July 18 - June 19

2

6

Facility Rentals Birthday Party Packages	Run Time	This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Resident			
Package A	July 18 - June 19	352	163
Package B	July 18 - June 19	50	36
Non-Resident	July 18 - June 19	50	
Package A	July 18 - June 19	120	101
Package B	July 18 - June 19	120	12
<u>Community Rooms</u>	<b>,</b>		
Resident	July 18 - June 19	16	19
Non-Resident	July 18 - June 19		0
Court Rentals	· ·		1]
Resident	July 18 - June 19	11	6
Non-Resident	July 18 - June 19	0	9
Lock-ins	July 18 - June 19	3	1
Pool	July 18 - June 19	2	0
Free Park Ammenities			
SUP	July 18 - June 19	3626	2,165
Canoe	July 18 - June 19	1311	587
Bikes	July 18 - June 19	1602	692
Child Care		2000	
Drop In	July 18 - June 19	2622	1,290
Pass Card - Member	July 18 - June 19	216	129
Pass Card - Non-member	July 18 - June 19	13	6
Water and Land Aerobic Programming	July 18 - June 19	69000	41,422 (2.11.19)
Provide Miscellaneous Fitness		4000	
Bersonal Training	July 18 - June 19	1600	1184 (2.11.19)
LPCC Paid Group Fitness	July 18 - June 19	300	106 (2.11.19)
GCC Paid Group Fitness	July 18 - June 19	30	0
LPA Paid Group Fitness	July 18 - June 19	500	227 (2.11.19)
Massage Therapy	July 18 - June 19	200	21 (2.11.19)
RevUP	July 18 - June 19	160	93
RevUP Reload	July 18 - June 19	175	133
Healthy Eating Every Day (H.E.E.D)	July 18 - June 19	0	0
Swim Lessons		924 Dartiainanta	470 Dortiginanto
Swim Lessons	July 18 - June 19	824 Participants	479 Participants

Target Goals -

## Fund 530 - Harris Park Community Center

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	79 Enrolled 2.10.2019)
School Break Days	Oct 12-April 19	660 Participants	12 Days Held / 334 Participants

Recreation Center Operations	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Gym Rentals	July 18 - June 19	200 Rentals	156 Rentals
Classroom Rentals	July 18 - June 19	250 rentals	101 Rentals
Entire Facility Rentals	July 18 - June 19	20 Rentals	5 Rentals
Week Long Rentals	July 18 - June 19	2 Rentals	2 Rentals
Open Gym	July 18 - June 19	1800 Participants	786 Participants

## Summit Ice/Lea Mck North

Public skate- Regular	Oct 18 - March 19		2710 participants
Public skate - Regular	Oct 19 - March 20	-	-
Public skate- Discount	Oct 18 - March 19		8531 participants
Public skate - Discount	Oct 19 - March 20	-	-
Pond hockey- Regular	Oct 18 - March 19		269 participants
Pond hockey - Regular	Oct 19 - March 20	-	-
Pond hockey- Discount	Oct 18 - March 19		314 participants
Pond hockey - Discount	Oct 19 - March 20	-	-
SpookySkate	Oct 18.		72 participants
SpookySkate	Oct 19.	-	-
Skate with Santa (4)	December 18		1,686 participants
Skate with Sanata (4)	Decemebr 19	-	-
Valentines Day Special	Feb 18.		
Valentines Day Special	Feb 19.	-	-
Birthday Party Packages	Oct-March 18		14
Birthday Party Packages	Oct-March 19	-	-
Shelter Rentals	2018		76
Shelter Rentals	2019	-	-
ATHLETICS			

## Adult Leagues

• Fall	Sept 18 - Oct 18	46 teams	14 teams
• Spring	Mar 19 - Apr 19	63 teams	
• Summer	June 19 - Aug 19	65 teams	
Basketball Men's			
• Fall	Jan 18 - Mar 19	20 teams	20 teams
Winter	April 19 - June 19	18 teams	
• Spring	June 19 - Aug 19	14 teams	
• Summer	Sept18-Nov 18	14 teams	13 teams
Volleyball Coed, Women's			
• Fall	Jan 19-Mar 19	35 teams	41 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)
Kickball			
• 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			
Golf			
Adult Beginning	July 18 - June 19	15 participants	4
Tennis			
<ul> <li>Outdoor Adult Beginning</li> </ul>	July 18 - June 19	10 participants	8

## Youth Instructional-Athletics

Golf

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Youth Beginner	July 18 - June 19	30 participants	8
Tennis			
<ul> <li>Rookies (Quikstart)</li> </ul>	July 18 - June 19	30 participants	33
Youth Beginner	July 18 - June 19	65 participants	54
Right Sized	July 18 - June 19	10 participants	13
Youth Leagues			
Girl's Basketball	Nov 18 - Feb 19	330	306
Spring Youth Volleyball	March 19 - May 19	250	152
Fall Youth Volleyball	Sept 18- Nov 18	280	298
Summer Youth Volleyball	June 19 - July 19	10 teams	0

Youth Special Events-Athletics	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
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	
Adult Instructional Ballroom, Swing, Latin Fund 201	July 18 - June 19 (Year-		
	to-date count)	170	110
Photography Fund 201			
Photography Classes	July 18 - June 19 (Year- to-date count)	47	28
Knitting Fund 201	July 18 - June 19 (Year- to-date count)	28	26
Dog Classes			
Sit Means Sit Dog Training	July 18 - June 19 (Year- to-date count)	15	DNM
First Aid/CPR			
Heartsaver CPR	July 18 - June 19 (Year- to-date count)	50	16 participants
First Aid	July 18 - June 19 (Year- to-date count)	40	14 participants
Healthcare Provider CPR	July 18 - June 19 (Year- to-date count)	40	29 participants
CPR for Family and Friends	July 18 - June 19 (Year- to-date count)	50	35 participants

Youth Instructional	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Itty-Bitty Sports			
Flag Football	Sept 18 - Oct 18	60 participants	35
Basketball	Jan 19 - Feb 19	75 participants	60
Outside Soccer	April 19 - May 19	130 participants	10
<ul> <li>T-Ball</li> <li>Itty-Bitty Instructional Programs</li> </ul>	June 19- July 19	145 participants	0
Itty Bitty PE	July 18 - June 19 (Year- to-date count)	15 participants	5
	July 18 - June 19 (Year-		
Itty Bitty Dancers	to-date count)	56 Participants	33
Indoor T-Ball	July 18 - June 19 (Year- to-date count)	20 participants	34
Indoor Recess	July 18 - June 19 (Year- to-date count)	15 participants	0
Indoor Soccer	July 18 - June 19 (Year- to-date count)	25 participants	34
Itty Bitty Tumblers	July 18 - June 19 (Year- to-date count)	88 Participants	52
<i>Parties</i> Pint Size Parties	Sont 19 April 10	24 Dortigingente	DNM
Pint Size Playtime	Sept 18 - April 19 Sept 18 - April 19	34 Participants 120 Participants	125
Pee Wee Sports		1201 anticipanto	125
Flag Football	July 18 - June 19 (Year- to-date count)	25participants	20
Basketball	July 18 - June 19 (Year- to-date count)	75 participants	73
Tumblers	July 18 - June 19 (Year- to-date count)	18 Participants	4
Animal Wonders			
• Workshop	July 18 - June 19 (Year- to-date count)	15 participants	0 participant
• Camps	July 18 - June 19 (Year- to-date count)	45 participants	13 participants
First Aid			
Kids First Aid	July 18 - June 19 (Year- to-date count)	25 participants	9 participants
Babysitter Boot Camp	July 18 - June 19 (Year- to-date count)	250 participants	72 participants
Skatebaording	July 18 - June 19 (Year- to-date count)	10 Participants	0
Gymnastics	July 18 - June 19 (Year-		Program Cancelled. Looking for
Gym Warrior	to-date count)	25	replacement.
GCC Youth Instructional Fund 201	July 18 June 10 (Veer		
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	54
Play-Well TEKnology Camps	July 18 - June 19 (Year- to-date count)	76	26
Youth Tech Camps	July 18 - June 19 (Year- to-date count)	47	15

Art Classes Fund 201

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Young Rembrandts Classes	July 18 - June 19 (Year- to-date count)	25	11
Young Rembrandts Camps	July 18 - June 19 (Year- to-date count)	15	9
GOT Art/Summit Art Classes	July 18 - June 19 (Year- to-date count)	16	Program Cancelled.
Acting Shakespeare Camp	18-Jul	6	Program did not make.
All Ages- Instructional			
Horsemanship Classes			
<ul> <li>Beginning Horsemanship</li> </ul>	July 18 - June 19 (Year- to-date count)	12	15 participants
Beginner Rider I	July 18 - June 19 (Year- to-date count)	6	6 participant
Beginner Rider II	July 18 - June 19 (Year- to-date count)	4	2 participants
Texas Tots	July 18 - June 19 (Year- to-date count)	6	9 participants
Texas Tots II	July 18 - June 19 (Year- to-date count)	4	1 participants
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2018	560 participants	514
light Flight	June 2019	300 participants	
our de Lakes	June 2019	900 participants	
rick 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
	lune 0010	F00 4000	

# Fund 200 - Parks and Recreation

Folk Festival

Administration			
Provide departmental Annual Report	Sept 2018	Feb-19	
Coordinate, edit and produce Lee's Summit		Spring, Summer, Fall	
Illustrated.	FY19	publications	Fall 2019 has been delivered
Park Operations			
Two annual inventories performed	Bi-annually	Nov and Feb	
Two annual park openings peformed on all			
parks (Spring and Fall)	<b>Bi-annually</b>	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	

500-1000

June 2019

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Fund 203 - Aquatics			
Summit Waves		1	
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	
Group Promotions			
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	·

# **M** E M O R A N D U M



Date:	February 20, 2019
То:	Joe Snook
	Administrator of Parks and Recreation
From:	Steve Casey, PLA, ASLA
	Superintendent of Park Planning and Construction
CC:	
Re:	Hartman 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 crews have started construction on installing the pad for the trailhead shelter. The existing restrooms have been equipped with heating and crews are working on painting the restroom interiors and changing out bathroom fixtures. Grading and demolition work has commenced in preparation for paving of the new trail connector. Work over the next month or two will include paving walkways and trails to connect to the Rock Island, installation of site features and trailhead structure.

Staff will keep the Board updated of this project

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



## LAYOUT NOTES

- SITE LAYOUT DATA, INCLUDING COORDINATE POINTS, IS BASED ON A SURVEY PROVIDED BY ANDERSON SURVEY COMPANY (2018). REFER TO SURVEY FOR HORIZONTAL LAYOUT CONTROL POINTS. REPORT ANY DISCREPANCIES BETWEEN PLANS AND FIELD CONDITIONS TO OWNERS REPRESENTATIVE IMMEDIATELY.
- 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 SILTATION DURING ALL HASES OF CONSTRUCTION. EROSION CONTROL SYSTEMS AND PROCEDURES SHALL BE IN PLACE PRIOR TO ANY GRADING OPERATIONS
- THE LOCATIONS OF EXISTING UTILITIES AS SHOWN ARE APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIF THE LOCATIONS OF ALL EXISTING UTILITIES.
- SAWCUT EXISTING PAVEMENT FULL DEPTH WHERE IT MEETS NEW PAVEMENT
- ASPHALT PATCHING ASSOCIATED WITH NEW CURB CONSTRUCTION SHALL BE SUBSIDIARY TO CURB INSTALLATION.
- CONSTRUCTION STAKING SHALL BE PROVIDED BY THE CONTRACTOR
- UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE TO THE FOLLOWING: EDGE OF PAVEMENT, FACE OF WALL, AND EDGE OF CURB
- ALL EDGES OF PAVEMENTS ARE TO BE STRAIGHT (OR OF CONSISTENT RADUS IN THE CASE OF CLIRVES) AS SHOWN HEREON. NO UNSPECIFIED TANGENTS OR KINKS WILL BE APPROVED.
- ALL CONSTRUCTION LAYOUT STAKING IS TO BE PERFORMED BY A LAND SURVEYOR OR PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF MISSOURI. TO FACILITATE ACCURACY OF CONSTRUCTION STAKING, UPON WRITTEN REQUEST FROM CONTRACTOR, ELECTRONIC DATA COMPRISING THESE SITE DEVELOPMENT DRAWINGS WILL BE FORWARDED TO THE LAND SURVEYOR OR PROFESSIONAL ENGINEER EMPLOYED TO PERFORM THE CONSTRUCTION STAKING
- IN ORDER TO MAINTAIN THE INTEGRITY OF HORIZONTAL AND VERTICAL CONTROL FOR THE SITE. THE SURVEYOR OR PROFESSIONAL 11. ENGINEER EMPLOYED BY THE CONTRACTOR TO PERFORM CONSTRUCTION LAYOUT STAKING SHALL SET AND PROTECT ADDITIONAL TRAVERSE POINTS OUTSIDE THE AREAS OF CONSTRUCTION ACTIVITY.

## ADA COMPLIANT TRAIL LAYOUT DATA

	ALIGNMENT LINE DATA						IGNMI	ENT CL	JRVE DA	TA
UNE#	LENGTH	BEARING	START POINT	END POINT		CURVE #	DELTA	RADIUS	LENGTH	TANC
и	62.23	N39* 55' 59.71"W	(2812712.30, 998336.35)	(2812672.35, 998384.08)		C1	27.98	100.00	48.83	24.91
L2	39.95	N67* 54' 41.73'W	(2812633.28, 998412.55)	(2812596.26, 998427.58)		C2	156.56	80.00	218.60	385.6
L3	22.72	N88* 39' 00.37*E	(2812624.46, 998581.68)	(2812647.17, 998582.22)		C3	40.69	175.00	124.28	64.89
L4	3.22	N47* 57' 37.34"E	(2812760.23, 998627.20)	(2812762.63, 998629.36)	1					

TANGENT

385.66

64.89

## CONNECTOR TRAIL LAYOUT DATA

ALIGNMENT LINE DATA									
LINE #	LENGTH	BEARING	START POINT	END POINT					
L100	16.58	N38* 30' 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					





Copyright VIREO

HARTMAN PARK

-

Omaha, Nebraska 68102

P 402-553-5485

TRAILHEAD

700 SW Pryor Road

Lee's Summit, MO 64081

LAC# MO-2002023826 KS-59 929 Walnut Street, Suite 700 1111 N. 13th Street, Suite 116

Kansas City, Missouri 64106

www.BeVireo.com

100% CONSTRUCTION DOCUMENTS

Revision Number

Drawn I

L200 Site Layout Pla File Name

Site Layout Plan

.200

P 816-756-5690

# Project Name: Hartman Park Trailhead 12-Feb-19

AU 32272750444 and Activity 54932272

				Variance		
		Public Works		Budget v Actual to	Estimated to	
em		\$250,000 budget	Actual to Date	Date	Complete	Notes
	Mobilization, Testing, Survey, Permits	\$ 10,000.00				
re Construction/ Site	Architectural + Engineering Contract-Vireo	\$ 15,400.00			\$-	
reparation	Erosion Control/Tree Protection	\$ 5,000.00		\$ 5,000.00		
	Grading and Excavation	\$ 10,000.00	\$-	\$ 10,000.00	\$-	Rock removal?
	Site Demo and Tree Clearing	\$ 15,000.00	\$-	\$ 15,000.00		by Quality Custom Const. Tree removal by LSPR
	Storm Drainage	\$ 5,000.00	\$-	\$ 5,000.00	\$-	
ite Utilities	Electrical	\$ 5,000.00		\$ 5,000.00		tbd
	Water Line Service	\$ 3,000.00		\$ 3,000.00		by LSPR
	Water Eine Gervice	φ 3,000.00	Ψ	ψ 3,000.00	Ψ	
	Trailhead Pavers and Curb	\$ 10,000.00		\$ 10,000.00		
	New Concrete trail with Base (4,793)	\$ 25,000.00	\$-	\$ 25,000.00	\$-	
aving	Concrete-Remove and Replace (3,818 SF)	\$ 35,000.00	\$-	\$ 35,000.00		
	Retaining Walls- Limestone or Cast in Place	\$ -	\$-	\$-		
			\$-	\$-		
	Parking Curb-Remove and Replace (203 If)	\$ 7,000.00	\$-	\$ 7,000.00		
		•	• • • • • • • • • • • • • • • • • • • •			
	Restroom Winterization	\$ 29,600.00				RF Fisher
	Restroom Fixtures and Building Drinking Fountain	\$ -	\$-	\$-		\$14,500 quote (outside of permissable scope for PW funds)
	Restroom Painting	\$-	\$-	\$-		\$2,580 quote (outside of permissable scope for PW funds)
	Trailhead Shelter	\$ 30,000.00		\$ 3,246.00		\$26,754 Custom Cedar Products plus site work and footings
ark Features and	Signage	\$ 5,000.00		\$ 5,000.00		tbd
structures	Landscaping Allowance	\$ 5,000.00		\$ 5,000.00		tbd
	Site Furnishings-Benches, Trash, Drinking Fountain	\$ 5,000.00		\$ 1,530.00		tbd
	Bike Maintenance and Racks	\$ 1,500.00	\$ 1,229.74	\$ 270.26		Bike Maintenance Donation by Bike Stop (approx \$1500). Bike Racks in PCOC stor
	Trash Dumpster Enclosure	\$-	\$-	\$ -		\$20,000 estimate from previous projects
	Public Art	\$ -	\$ - \$ -	\$- \$-		\$10,000 allotment from Parks Sales Tax (outside of permissable scope for PW funds
		φ -	φ -	φ -		
	Design and Construction Contingencies (Rock allowance?)					
		\$-				
			\$ 79,554.34			
			• • • • • • • • • • • • • • • • • • • •			
	Adjusted Project Sub Total	\$ 231,500.00			Work performed by Q	Quality Custom Const.
Budget	Total Park Board Approved Budget	\$ 250,000.00				
	Under/Over Budget w Actuals to Date	\$ 18,500.00				

# **M** E M O R A N D U M



Date:	February 20, 2019
То:	Joe Snook Administrator of Parks and Recreation
From:	Steve Casey, PLA, ASLA Superintendent of Park Planning and Construction
CC:	
Re:	Howard Park Improvements

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

At the time of this report, staff has been coordinating with BBN Architects on the final construction documents to be advertised for bids. A tentative schedule for completion is as follows:

1/23/19 - 75% Review Set PDF's to BBN (complete) 1/25/19 - Review meeting with LS (complete)

2/8/19 - 100% Review Set PDF's to BBN (complete)

2/11/19 - Review meeting with LS / Submit (complete)

2/15/19 - Final Bid Docs available for advertising and permit review

2/25/19 - Pre-Bid Meetings

3/11/19 - Bid Opening

3/27/19 - Park Board Meeting

4/22/19 - Contractor Notice to Proceed

10/29/19 - Substantial Completion

11/7/19 - Final Completion

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)



# HOWARD PARK SPLASHPAD



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









Waterbug No1

Helio No2







Helio No3

58 June 24, 2018

## Project Name: Howard Park Improvements

12-Feb-19

						Variance			
			Park Board approved			Budget v Actual to		Estimated to	
ltem			project budget \$900,000		Actual to Date	Date		Complete	Notes
	Mobilization, Testing, Survey, Permits	\$	40,000.00		12,828.05			-	
Pre Construction/ Site	Architectural + Engineering Contract-BBN	\$	79,683.00					-	
Preparation	Erosion Control/Tree Protection	\$	5,000.00			\$ 5,000.00		-	
	Earthwork/Grading	\$	50,000.00			\$ 50,000.00	\$	-	
	Demolition of Existing Park Features	\$	55,000.00	\$	-	\$ 55,000.00			LSPR in house
						<b>.</b>	-		
	Storm Drainage	\$	10,000.00		-	\$ 10,000.00		-	
Site Utilities	Sanitary Sewer	\$	25,000.00		-	\$ 25,000.00		-	
	Electrical	\$	30,000.00		-	\$ 30,000.00		-	
	Water Tap/Meter/Service	\$	40,000.00	\$	-	\$ 40,000.00	\$	-	
	Comente	¢	30,000.00	¢		\$ 30,000.00			
Paving	Concrete Asphalt-New Trail Construction	\$	20,000.00		-	\$ 30,000.00 \$ 20,000.00			
aving	Asphalt-Repair Trails	э \$	20,000.00		-	\$ 20,000.00	-		-
	Parking Lot Resurfacing	\$	35,000.00			\$ 20,000.00			LSPR in house
		φ	35,000.00	φ	-	\$ 33,000.00			
	Restroom Construction	\$	60,000.00	\$	-	\$ 60,000.00			
	Gazebo and Installation	\$	20,000.00		19,458.00	\$ 542.00			LSPR in house
	Splashpad Equipment and Installation	\$	120,000.00		117,572.00	\$ 2,428.00			
Park Features and	Playground Equipment and Installation, Surfacing, Containment	\$	160,000.00			\$ 160,000.00			
Structures	Nature Play Stream Construction	\$	20.000.00		-	\$ 20,000.00			
	Disc Golf Course Construction	\$	15,000.00	\$	3,589.00	\$ 11,411.00			
	Landscaping	\$	10,000.00		-	\$ 10,000.00			LSPR in house
	Site Furnishings	\$	20,000.00	\$	17,910.90	\$ 2,089.10			LSPR in house
				\$	-				
				\$	-				
				\$	-				
	Subtotal	\$	864,683.00	\$	211,950.95				
	Design and Construction Contingencies 3.0% as of feb 2019	\$	30,000.00						
	General Conditions, Insurance, Bonds, OH&P	\$	-						
	Adjusted Project Sub Total	\$	894,683.00						
Budget	Total Park Board Approved Budget	\$	900,000.00						
	Under/Over Budget w Actuals to Date	\$	(5,317.00)	)					
	Total Budget								

# **M** E M O R A N D U M



February 20, 2019
Joe Snook Administrator of Parks and Recreation
Steve Casey
Superintendent of Park Planning and Development
Summit Park Renovation

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 time of this report, staff has been coordinating with BBN Architects on the final construction documents to be advertised for bids. A tentative schedule for completion is as follows:

1/23/19 - 75% Review Set PDF's to BBN (complete)
1/25/19 - Review meeting with LS (complete)
2/8/19 - 100% Review Set PDF's to BBN (complete)
2/11/19 - Review meeting with LS / Submit (complete)
2/15/19 - Final Bid Docs available for advertising and permit review
2/25/19 - Pre-Bid Meetings
3/11/19 - Bid Opening
3/27/19 - Park Board Meeting
4/22/19 - Contractor Notice to Proceed
10/29/19 - Substantial Completion
11/7/19 - Final Completion

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)



## Project Name: Summit Park Improvements

12-Feb-19

zation, Testing, Survey, Permits ectural + Engineering Contract-BBN on Control/Tree Protection vork/Grading lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting Service	Park Board approved project budget \$1,600,000           \$         75,000.00           \$         107,603.00           \$         10,000.00           \$         80,000.00           \$         20,000.00           \$         20,000.00           \$         20,000.00	\$ \$ \$	Actual to Date 15,958.90 56,983.00 - - -	<del>6</del> 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	10,000.00	\$ \$ \$	Estimated to Complete - -	Notes
ectural + Engineering Contract-BBN on Control/Tree Protection vork/Grading lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	project budget \$1,600,000           \$         75,000.00           \$         107,603.00           \$         10,000.00           \$         80,000.00           \$         120,000.00           \$         25,000.00           \$         25,000.00           \$         20,000.00	\$ \$ \$	15,958.90 56,983.00 - -	<del>6</del> 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	Date 59,041.10 50,620.00 10,000.00	\$ \$	· ·	Notes
ectural + Engineering Contract-BBN on Control/Tree Protection vork/Grading lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	\$ 75,000.00 \$ 107,603.00 \$ 10,000.00 \$ 10,000.00 \$ 10,000.00 \$ 120,000.00 \$ 25,000.00 \$ 20,000.00 } 20,000 } 20,000 } 20,000.00 } 20,000.00 } 20,000.00 } 20,000.0	\$ \$ \$	56,983.00 - -	\$ \$	50,620.00 10,000.00	\$ \$		
ectural + Engineering Contract-BBN on Control/Tree Protection vork/Grading lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	\$ 107,603.00 \$ 10,000.00 \$ 80,000.00 \$ 120,000.00 	\$ \$ \$	56,983.00 - -	\$ \$	50,620.00 10,000.00	\$ \$		
ectural + Engineering Contract-BBN on Control/Tree Protection vork/Grading lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	\$ 107,603.00 \$ 10,000.00 \$ 80,000.00 \$ 120,000.00 	\$ \$ \$	56,983.00 - -	\$ \$	50,620.00 10,000.00	\$ \$		
on Control/Tree Protection vork/Grading lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	\$ 10,000.00 \$ 80,000.00 \$ 120,000.00 \$ 25,000.00 \$ 20,000.00	\$ \$ \$	-	\$	10,000.00	\$		
vork/Grading lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	\$ 80,000.00 \$ 120,000.00 \$ 25,000.00 \$ 20,000.00	\$ \$	-	\$				by LSPR
lition of Existing Park Features Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	\$ 120,000.00 \$ 25,000.00 \$ 20,000.00	\$		*	80,000.00	\$	-	
Drainage ry Sewer g Lot Lighting/Electrical Service s Court Lighting	\$ <u>25,000.00</u> \$20,000.00			\$	120,000.00	Ψ		by LSPR
ry Sewer ig Lot Lighting/Electrical Service s Court Lighting	\$ 20,000.00	\$		Ψ	120,000.00			
ry Sewer ig Lot Lighting/Electrical Service s Court Lighting	\$ 20,000.00		-	\$	25,000.00	\$	-	
g Lot Lighting/Electrical Service s Court Lighting			-	\$	20,000.00		-	
s Court Lighting	\$ 60,000.00		-	\$	60,000.00		-	Brandy bid?
	\$ 120,000.00		117,739.00	\$	2,261.00	•		per Musco Quote
	\$ 15,000.00		-	\$	15,000.00	\$	-	
		Ŧ		-	,	•		
ete	\$ 50,000.00	\$	-	\$	50,000.00			
lt Trail	\$ 65.000.00		-	\$	65,000.00			1
g Lot Pavement/Curb Stop/Striping	\$ 100,000.00		-	\$	100,000.00			
g Lot Curb	\$ -	\$	-	\$	-			
	<b>•</b>	Ť		Ψ				
oom Construction	\$ 80,000.00	\$	-	\$	80,000.00			
s Fabric Shade Structures	\$ 15,000.00		11,052.45	\$	3,947.55			by LSPR
Shelter	\$ 120.000.00		-	\$	120.000.00			one shelter in base bid/alternate bid
ound and Surfacing	\$ 210,000.00		-	\$	210,000.00			
s Court Re-construction	\$ 180.000.00		-	\$	180.000.00			
ng and Backstops	\$ 15,000.00		-	\$	15,000.00	\$	-	by LSPR
all Infield Construction	\$ 20.000.00		-	\$	20,000.00			by LSPR
								by LSPR
			18 949 00			Ψ		by LSPR
			,					by LSPR
Art				\$	-			
	· •	Ŷ		Ŷ				
al	\$ 1 547 603 00	\$	220 682 35					+
	¢ 1,0 17,000.00	Ψ	220,002.00					
and Construction Contingencies 3% as of 2-15-19	\$ 50,000,00							
al Conditions, Insurance, Bonds, OH&P								
	Ŷ							-
		-						
		-						+
and Brainet Sub Total	¢ 1 507 602 00							+
						_		<b>+</b>
Park Board Approved Budget	> 1,600,000.00	<u> </u>						4
		-						
Over Budget w Actuals to Date	\$ (2,397.00)							
al al	Tunnels (2) nishings aping rt	Tunnels (2)       \$ 15,000.00         nishings       \$ 20,000.00         aping       \$ 25,000.00         virt       \$ 25,000.00         virt       \$ 1,547,603.00         virt       \$ 1,547,603.00         virt       \$ 50,000.00         virt       \$ 1,547,603.00         virt       \$ 1,547,603.00         virt       \$ 50,000.00         Conditions, Insurance, Bonds, OH&P       \$ -         virt       \$ 50,000.00         d Project Sub Total       \$ 1,597,603.00         virk Board Approved Budget       \$ 1,600,000.00	Tunnels (2)       \$       15,000.00       \$         nishings       \$       20,000.00       \$         aping       \$       25,000.00       \$         strt       \$       -       \$         strt       \$       -       \$         und Construction Contingencies 3% as of 2-15-19       \$       50,000.00         Conditions, Insurance, Bonds, OH&P       \$       -         und Project Sub Total       \$       1,597,603.00         rk Board Approved Budget       \$       1,600,000.00	Tunnels (2)       \$       15,000.00       \$       -         nishings       \$       20,000.00       \$       18,949.00         aping       \$       25,000.00       \$       -         vtt       \$       -       \$       -         vtt       \$       -       \$       -         vtt       \$       -       \$       -         vtt       \$       1,547,603.00       \$       220,682.35         und Construction Contingencies 3% as of 2-15-19       \$       50,000.00       \$         Conditions, Insurance, Bonds, OH&P       \$       -       -         und Construction Contingencies 3% as of 2-15-19       \$       50,000.00       -         Conditions, Insurance, Bonds, OH&P       \$       -       -         und Project Sub Total       \$       1,597,603.00       -         rk Board Approved Budget       \$       1,600,000.00       -	Tunnels (2)       \$       15,000.00       \$       -       \$         nishings       \$       20,000.00       \$       18,949.00       \$         aping       \$       25,000.00       \$       -       \$         vit       \$       -       \$       -       \$         vit       \$       -       \$       -       \$         und Construction Contingencies 3% as of 2-15-19       \$       50,000.00       -       -         Conditions, Insurance, Bonds, OH&P       \$       -       -       -       -         d Project Sub Total       \$       1,597,603.00       -       -       -         rk Board Approved Budget       \$       1,600,000.00       -       -       -	Tunnels (2)       \$       15,000.00       \$       -       \$       15,000.00         nishings       \$       20,000.00       \$       18,949.00       \$       1,051.00         aping       \$       25,000.00       \$       -       \$       25,000.00         vit       \$       -       \$       -       \$       25,000.00         vit       \$       -       \$       -       \$       -         vit       \$       -       \$       -       \$       -         vit       \$       -       \$       -       \$       -       >       -       >       -       >       -       >       -       >       -       >       -       >       -       >       -       >       -       >       -       >       -       >	Tunnels (2)       \$       15,000.00       \$       -       \$       15,000.00       \$         nishings       \$       20,000.00       \$       18,949.00       \$       1,051.00         aping       \$       25,000.00       \$       -       \$       25,000.00         vit       \$       -       \$       -       \$       -       \$         vit       \$       -       \$       -       \$       -       \$       -       \$         vit       \$       -<	Tunnels (2)       \$       15,000.00       \$       -       \$       15,000.00       \$       -       \$       15,000.00       \$       1,051.00         aping       \$       22,000.00       \$       -       \$       25,000.00       \$       -       \$       25,000.00       \$       -       \$       25,000.00       \$       -       \$       25,000.00       \$       -       \$       25,000.00       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       1       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       -       \$       - <td< td=""></td<>

# Memorandum

Date: February 8, 2019

То:	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. During the months of January and early February, Kimley-Horn refined the three conceptual designs they presented to staff in early January. Based on the refined concepts, staff selected a design that fits well on the site, and will provide a unique look to the body of water. Kimley-Horn is now working on the design development phase of the project.

The initial concept shows the wave pool addition constructed over lot lines (Southwest Corner is the form Buck's Barnyard parcel). Since buildings cannot be constructed over lot lines and must meet setback requirements, Lee's Summit Parks and Recreation staff coordinated with Anderson Survey and the City of Lee's Summit Development Department to replat a section of Harris Park.

A project timeline is included on Attachment A.

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)

		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

ehind Schedule

# MEMORANDUM



Date:	February 11, 2019
То:	Joe Snook Administrator of Parks and Recreation
From:	David Dean Superintendent of Recreation Services II
Re:	Fundraising Update – February 2019

Collections for FY19 are in progress, with three February payments outstanding at the time of this report. 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.

<u>Attachment B reflects the sponsorship commitments from FY16 through FY22 based on existing</u> <u>contracts. The amount collected YTD is also included.</u>

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

Revenue													
Sponsor, Date of Contract	FY16		FY17	ć	FY18		FY19	ć	FY20	FY21	FY22		Total
Equity Bank, 9/22/15 Instant Auto, 2/29/16	\$ 12,000.00 \$ 6,500.00		14,000.00	\$ \$	15,000.00		15,000.00	\$	15,000.00	\$15,000.00			86,000.00
		Ş		Ş		\$	6,500.00						39,000.00
Adams Toyota, 2/29/16	\$ 7,500.00 \$ 6,000.00	Ş	15,000.00	Ş	15,000.00	Ş	7,500.00					Ş	45,000.00
Blue Pearl <sup>3</sup> , 3/10/16 Adams Toyota <sup>5</sup> , 5/11/16	\$ 2,500.00	Ś	2,500.00	_		_						\$	5,000.00
Adams Toyota <sup>5</sup> , 4/27/17	\$ 2,500.00	Ś	5,000.00									ŝ	5,000.00
Adams Toyota <sup>5</sup> , 5/27/18		Ŷ	5,000.00	Ś	2,000.00	Ś	1,000.00					Ś	3,000.00
Legacy Woods <sup>5</sup> , 5/11/16	\$ 4,000.00	\$	1,000.00	Ŧ	_,	Ŧ						\$	5,000.00
American Family, 5/16/16	\$ 5,000.00		15,000.00	\$	15,000.00	\$	10,000.00						45,000.00
Price Chopper <sup>5</sup> , 5/25/16	\$ 5,000.00											\$	5,000.00
Royal Door, 7/22/16			\$13,750		\$16,250.00								30,000.00
Jungmeyer & Suresh, 8/25/16			\$15,000		\$15,000.00	Ş	\$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	Ş	\$13,500.00	٠,	\$13,500.00			\$	40,500.00
Harmon Flooing, 8/30/17					\$15,000.00		\$15,000.00		\$15,000.00				45,000.00
Heartland Heating & Cooling, 8/31/17					\$15,000.00	Ş	\$15,000.00	ŝ	\$15,000.00			\$	45,000.00
Lee's Summit Academy <sup>5</sup> 5/11/18					\$3,000.00							Ş	3,000.00
Foundation Guy 7/30/18							515,000.00		\$15,000.00	\$15,000.00			45,000.00
Freezing Moo 9/4/18						Ş	\$15,000.00		\$15,000.00	\$15,000.00			45,000.00
Camp Bow Wow 12/5/18							\$5,500.00	,	\$5,500.00	¢15 000 00	62 750 00		11,000.00
Integrity Roofing 10/10/18 Smile Doctors 2/10/19						Ş	\$7,500.00		\$15,000.00 \$15,000.00	\$15,000.00 \$15,000.00	\$3,750.00 \$7,500.00		45,000.00
	¢ 48 500 00	ć 1	05 500 00	¢ .	52 750 00	ć 1							
Total	\$ 48,500.00	ŞI	105,500.00	\$	152,750.00	ŞI	167,750.00	<u>ر</u>	127,750.00	\$75,000.00	\$11,250.00	şΰ	88,500.00
Expenses	FY16		FY17		FY18		FY19		FY20	FY21	FY22		Total
Equity Bank													
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$	325.00	\$	325.00	\$	325.00	\$	325.00	\$ 325.00		\$	3,510.00
Contractor <sup>1</sup>	\$ 3,600.00	\$	3,500.00	\$	3,750.00	\$	4,500.00	\$	3,750.00	\$ 3,750.00		\$	19,100.00
Instant Auto				Ĺ				Ĺ					
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$	325.00	\$	325.00							\$	2,535.00
Contractor <sup>1</sup>	\$ 1,950.00	\$	3,575.00	\$	3,250.00	\$	1,625.00	1				<u> </u>	10,400.00
Adams Toyota	φ 1,00000	,	3,373.00	Ļ	3,230.00	, ,	1,020.00					7	10,700.00
	¢ 1 005 00	Ś	225.00	ć	200.00			-				¢	2 600 00
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00		325.00	Ş	390.00	6	4 075 05	-				Ş	2,600.00
Contractor <sup>1</sup>	\$ 2,250.00	\$	4,125.00	\$	3,750.00	\$	1,875.00	-				\$	12,000.00
Blue Pearl <sup>2</sup>	<u> </u>			-		L		L					
Contractor <sup>1</sup>	\$ 1,800.00							L				\$	1,800.00
Adams Toyota <sup>5</sup>													
Banner (1*\$65)	\$ 65.00											\$	65.00
Contractor <sup>1</sup>	\$ 750.00	\$	750.00	\$	600.00	\$	300.00	L				\$	2,400.00
Adams Toyota <sup>5</sup>													
Banner (1*\$65)		\$	65.00									\$	65.00
Contractor <sup>1</sup>		\$	1,500.00									\$	1,500.00
American Family		Ŷ	1,500.00									Ŷ	1,500.00
	\$ 1,885.00	ć	225.00	ć	225.00							ć	2 5 25 00
Banners (29*\$65) <sup>4</sup>		Ş	325.00	Ş	325.00							ې م	2,535.00
Contractor	\$ 1,500.00	\$	4,000.00	Ş	3,750.00	\$	2,500.00					\$	11,750.00
Price Chopper <sup>5</sup>													
Banner (1*\$65)	\$ 65.00											\$	65.00
Contractor <sup>1</sup>	\$ 1,500.00			\$	1,500.00	\$	1,500.00					\$	4,500.00
Royal Door													
Banners (29*\$65) <sup>4</sup>		\$	1,885.00	\$	390.00	\$	325.00					\$	2,600.00
Contractor <sup>1</sup>		\$	4,125.00	\$	4,125.00	\$	-					\$	8,250.00
Jungmeyer & Suresh													
Banners (29*\$65) <sup>4</sup>		\$	1,885.00	\$	325.00	Ś	325.00					Ś	2,535.00
Contractor <sup>1</sup>		\$	4,500.00	\$	3,937.50	\$	3,750.00					\$	12,187.50
Kline Van & Speciality Rental		Ŷ	1,500.00	Ŷ	5,557.50	Ŷ	5,750.00					Ŷ	12,107.50
Banners (29*\$65) <sup>4</sup>		\$	1,885.00	ć	325.00	\$	325.00					Ś	2 5 25 00
				د م				6	027.50			Ŧ	2,535.00
Contractor <sup>1</sup>		\$	3,375.00	\$	3,750.00	\$	3,750.00	\$	937.50			\$	11,812.50
St. Luke's		-		-		-		-		-		-	
Banners (29*\$65) <sup>4</sup>				\$	1,885.00	\$	325.00	\$	325.00	ļ	L	\$	2,535.00
Contractor <sup>1</sup>				\$	4,050.00	\$	3,375.00	\$	3,375.00			\$	10,800.00
Harmon Flooring								<u> </u>					
Banners (29*\$65) <sup>4</sup>				\$	1,885.00		325.00		325.00			\$	2,535.00
Contractor <sup>1</sup>				\$	4,500.00	\$	3,750.00	\$	3,750.00			\$	12,000.00
Heartland Heating & Cooling													
Banners (29*\$65) <sup>4</sup>				\$	1,885.00	\$	325.00	\$	325.00			\$	2,535.00
Contractor <sup>1</sup>				\$	4,500.00	\$	3,750.00	\$	3,750.00			\$	12,000.00
Lee's Summit Academy <sup>5</sup>				ŕ	,	ŕ	.,	Ĺ	.,			Ľ.	,
Banner (2*\$65)		-		\$	130.00	-						\$	130.00
				ې \$	900.00	\$						\$	900.00
				Ş	900.00	Ş	-	-				ş	900.00
Contractor <sup>1</sup>				-		<i>c</i>	2.045.05	ć	225.05	¢ 205.05		ć	2 242 25
Contractor <sup>1</sup> Foundation Guy						\$	2,015.00 4,500.00	Ş	325.00	\$ 325.00		\$	2,340.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup>						~		<i>.</i>				~	
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup>						\$	4,500.00	\$	3,750.00	\$ 3,750.00		\$	8,250.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo													
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo Banners (31*\$65) <sup>4</sup>						\$	2,015.00	\$	325.00	\$ 325.00		\$	2,340.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo													
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo Banners (31*\$65) <sup>4</sup>						\$	2,015.00	\$	325.00	\$ 325.00		\$	2,340.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>6</sup> Contractor <sup>1</sup> Banners (31*\$65) <sup>6</sup> Contractor <sup>1</sup>						\$	2,015.00	\$	325.00	\$ 325.00		\$	2,340.00
Contractor <sup>1</sup> Foundation Guy           Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo           Banners (31*\$65) <sup>6</sup> Contractor <sup>1</sup> Contractor <sup>1</sup> Contractor <sup>1</sup>						\$ \$	2,015.00 4,500.00	\$ \$	325.00 3,750.00	\$ 325.00 \$ 3,750.00		\$ \$	2,340.00 8,250.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Camp Bow Wow Banners (4*\$65) <sup>4</sup> Contractor <sup>1</sup>						\$ \$ \$	2,015.00 4,500.00 260.00	\$ \$ \$	325.00 3,750.00 65.00	\$ 325.00 \$ 3,750.00		\$ \$ \$	2,340.00 8,250.00 325.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Camp Bow Wow Banners (4*\$65) <sup>4</sup> Contractor <sup>1</sup> Integrity Roofing						\$ \$ \$	2,015.00 4,500.00 260.00 1,650.00	\$ \$ \$	325.00 3,750.00 65.00 1,375.00	\$ 325.00 \$ 3,750.00 \$ -		\$ \$ \$	2,340.00 8,250.00 325.00 3,025.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo Banners (31*\$65) <sup>6</sup> Contractor <sup>1</sup> Camp Bow Wow Banners (4*\$65) <sup>4</sup> Contractor <sup>1</sup> Integrity Roofing Banners (31*\$65) <sup>6</sup>						\$ \$ \$ \$	2,015.00 4,500.00 260.00 1,650.00 2,015.00	\$ \$ \$ \$ \$	325.00 3,750.00 65.00 1,375.00 325.00	\$ 325.00 \$ 3,750.00 \$ - \$ - \$ 325.00	¢ 077 FA	\$ \$ \$ \$	2,340.00 8,250.00 325.00 3,025.00 2,340.00
Contractor <sup>1</sup> Foundation Guy           Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo           Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Camp Bow Wow           Banners (4*\$65) <sup>4</sup> Contractor <sup>1</sup> Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Integrity Roofing           Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup>						\$ \$ \$	2,015.00 4,500.00 260.00 1,650.00	\$ \$ \$	325.00 3,750.00 65.00 1,375.00	\$ 325.00 \$ 3,750.00 \$ -	\$ 937.50	\$ \$ \$	2,340.00 8,250.00 325.00 3,025.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Camp Bow Wow Banners (4*\$65) <sup>4</sup> Contractor <sup>1</sup> Integrity Roofing Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Smile Doctors						\$ \$ \$ \$ \$	2,015.00 4,500.00 260.00 1,650.00 2,015.00 3,375.00	\$ \$ \$ \$ \$	325.00 3,750.00 65.00 1,375.00 325.00 3,937.50	\$ 325.00 \$ 3,750.00 \$ - \$ 325.00 \$ 3,750.00	\$ 937.50	\$ \$ \$ \$	2,340.00 8,250.00 325.00 3,025.00 2,340.00 7,312.50
Contractor <sup>1</sup> Foundation Guy           Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo           Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Camp Bow Wow           Banners (4*\$65) <sup>4</sup> Contractor <sup>1</sup> Integrity Roofing           Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Smile Doctors           Banners (31*\$65) <sup>4</sup>						\$ \$ \$ \$ \$	2,015.00 4,500.00 260.00 1,650.00 2,015.00 3,375.00 2,015.00	\$ \$ \$ \$ \$ \$	325.00 3,750.00 65.00 1,375.00 325.00 3,937.50 325.00	\$ 325.00 \$ 3,750.00 \$ - \$ 325.00 \$ 3,750.00 \$ 3,750.00 \$ 3,25.00		\$ \$ \$ \$ \$	2,340.00 8,250.00 325.00 3,025.00 2,340.00 7,312.50 2,340.00
Contractor <sup>1</sup> Foundation Guy Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Freezing Moo Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Camp Bow Wow Banners (4*\$65) <sup>4</sup> Contractor <sup>1</sup> Integrity Roofing Banners (31*\$65) <sup>4</sup> Contractor <sup>1</sup> Smile Doctors	\$ 21,020.00		36,470.00		50,552.50	\$ \$ \$ \$ \$	2,015.00 4,500.00 260.00 1,650.00 2,015.00 3,375.00	\$ \$ \$ \$ \$	325.00 3,750.00 65.00 1,375.00 325.00 3,937.50	\$ 325.00 \$ 3,750.00 \$ - \$ 325.00 \$ 3,750.00	\$ 937.50	\$ \$ \$ \$ \$ \$	2,340.00 8,250.00 325.00 3,025.00 2,340.00 7,312.50

#### FY16 FY17 FY18 FY19 FY20 \$ 27,480.00 \$ 69,030.00 \$ 102,197.50 \$ 119,860.00 \$ 101,297.50 \$ 62,775.00 Total \$ 505,790.00

<sup>1</sup> Sponsorship Contractor receives 30% year 1, 25% subsequent years
 <sup>2</sup> Blue Pearl to pay for all banners and signage at venues
 <sup>3</sup> One year contract for sponsorship of dog parks only
 <sup>4</sup> Payment of 29 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year
 <sup>5</sup> Legacy Park Amphitheater sponsorship.

Net

	FY 16	FY17	FY18	FY19	FY20	FY21	FY22
Goal	Status	Status	Status	Status	Status	Status	Status
\$170,000				\$167,750			
\$165,000							
\$160,000							
\$155,000							
\$150,000			\$150,750				
\$145,000							
\$140,000							
\$135,000							
\$130,000					\$127 <i>,</i> 750		
\$125,000							
\$120,000							
\$115,000							
\$110,000				\$110,000			
\$105,000		\$105,500					
\$100,000							
\$95,000							
\$90,000							
\$85 <i>,</i> 000							
\$80,000							
\$75 <i>,</i> 000						\$75,000	
\$70 <i>,</i> 000							
\$65 <i>,</i> 000							
\$60 <i>,</i> 000							
\$55,000							
\$50,000							
\$45 <i>,</i> 000	\$48,500						
\$40,000							
\$35 <i>,</i> 000							
\$30,000							
\$25,000							
\$20,000							
\$15,000							\$11,250
\$10,000							
\$5 <i>,</i> 000							
\$0							

Commitments
Collected

# MEMORANDUM



Date:	February 11, 2019
То:	Joe Snook
From:	Administrator Andy Carr, AFO, PCA Park Operations Manager
CC:	
Re:	Beautification Commission February 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:

- January minutes
- February Agenda
- Financial statement
- Monument landscaping
- Trim Grant



Monday, February 11, 2019 Strother Conference Room 220 SE Green Street, Lee Summit 6:00 PM

- 1. Call to Order
- 2. Approval of January Minutes
- 3. Budget Review
- 4. Tree Board Activities
  - Arbor Day Longview Elem?
    - April 12<sup>th</sup>/26<sup>th</sup>
- 5. Other Business
  - Landscape contest Dates
  - Monument Landscaping
  - Trim Grant
- 6. Announcements
  - March 9 Emerald Isle Parade
  - March 23<sup>rd</sup> Plant downtown planters
  - Sweep Summit April 27th 9:30am 11:30am
    - o Lowenstein
    - o Legacy
    - o Lea Mac North and South
- 7. Adjourn

## Lee's Summit Beautification Commission

January 14, 2019 Minutes

Meeting was called to order by chairman Kim Fritchie at 6:02. Those present: Kim Fritchie, Andy Carr, Donna Nuccio, Sarah DeBray, Charlotte Lea, Carol Rothwell, Lila Raymond and guest Mr. Coy.

Minutes of the previous meeting were reviewed, it was moved and seconded to approve them as submitted.

New expenses from the budget were reviewed. \$2000.00 of the winter planting will be reimbursed by Downtown Lee's Summit's proceeds from sponsorship of small planters. Discussed need for preparation for Spring planting. Suggested that Grass Pad be contacted regarding what flowers and plants are needed.

A date for Arbor Day tree planting was discussed. April 12 was agreed to, with the backup date of April 26. Longview Elementary was chosen as the location. Donna Nuccio will take charge of arrangements.,

Assignments and positions for 2019 and agreed to as follows:

Chairperson Kim Fritchie; Recording Secretary Carol Rothwell; Adopt A Spot Schedule Sue Forbes; Adopt A Spot Contact/Liaison Bruce Holiman; Arbor Day Donna Nuccio; Downtown Planter Decorations Charlotte Lea and Lila Raymond; Downtown Planter Plant Selection/Order Kim Fritchie; Facebook Page Administrators Sarah DeBray and Kim Fritchie; Landscape Contest Lila Raymond and Charlotte Lea; Lee's Summit Monuments Representative Randy Cain; Newspaper Articles Carol Rothwell; Right of Way/Monarch Pledge Kim Fritchie.

The next Landscape contest was discussed. It was suggested that we survey previous contestants for suggestions and new ideas for our next contest. Ideas were also proposed to contact the LS Garden Club, look into who is in charge of the downtown garden walk and the Lake Garden tour.

Sweep the Summit was discussed, Sarah will contact participating High Schools regarding a good date. It was suggested that we invite Summit Academy and St. Michaels to participate. Parks marked for cleanup: Lowenstein, Legacy and Lea McKeighan, North and South.

Kim reviewed Mark Dunning's letter regarding Monument Landscaping and her response to him as to what has already been proposed.

Andy updated the Right of Way project. It was proposed by allocate \$2500 for overseeding pollinator areas on Route 291.

The week of March 18 will be scheduled for preparing planters for spring plantings. We will plant kale, viola and pansies on March 23. Downtown Lee's Summit will be contacted for assistance.

Kim reviewed the Monarch Pledge and the number of activities that have been done to promote it.

Kim also announced she would be absent on February 12, the date of our next meeting.

Meeting adjourned.

## Beautification Commission Financial Report as of January 31, 2019

Expenditures	FY19 Budget	Y	TD Actual		Remaining
Personal Services					
Personal Services - Staff Support	\$ 29,737	′\$	16,933	\$	12,804
Total Personal Services	29,737		16,933	<u>_</u>	12,804
Other					
Advertising	900	1	9		891
Printing Expense	350		100		250
Professional Fees	18,000		9,894		8,107
Travel & Meeting	500		17		483
Public Relations	800		326		474
Maintenance & Repairs - Grounds	10,000	)	712		9,288
Total Other	30,550	)	11,057		19,493
Total Expenditures	\$ 60,287	<sup>1</sup> \$	27,990	\$	32,297
Other - Detail					
Advertising Expense					
Facebook post-Landscape Contest			9		
		\$	9		
Printing Expense					
Free Style Graphics		\$	100		
		<u>\$</u> \$	100		
Professional Fees Expense					
Tallgrass Landscape Solutions		\$	850		
Rosehill - Downtown Planters		\$ \$ \$	2,111		
Rosehill - Downtown Planters		\$	2,483		
Rosehill - Downtown Planters		\$	4,450		
		\$	9,894		
Travel & Meeting Expense		\$	17		
		\$	17		
		Ŷ			
Public Relations Expense		<u>^</u>	105		
Gift Cards-Springtime Garden Center		\$	125		
Gift Cards-Heartland		\$	100		
Gift Cards-Grass Pad		\$	75		
Hy-Vee Refreshments		\$ \$ \$ \$	<u>26</u> 326		
		Φ	320		
Maintenance & Repairs - Grounds					
Tallgrass Landscape Solutions		\$	500		
Old Tyme Pottery		\$	212		
		\$	712		

## Footnotes:

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



Date:	February 20, 2019
То:	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 and Legacy Park Amphitheater is complete and active. To complete the Legacy Sports Venues, Charter is waiting on a new node and the final hub parts to arrive in mid-to-late February. Once the parts have arrived, it will take another two weeks to get the node finalized and then the activation of the APs already installed at the Sports Venues will begin. An estimated completion date has not been provided by Charter.

A request was made in September to add the Longview Community Center to the agreement and an addendum to add the facility has been executed. The Charter representative has stated the facility is going through their signature piece and will soon be moving forward with design/installation. A timeframe for completion has not been provided by Charter.

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

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

#### Attachment A

	Last Updated: 2/11/19						
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	Yes	Tested
Legacy Park Amphitheater	Yes	Complete	Yes	Complete	Complete	Yes	Tested
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
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
Joseph A. Dyke Playground	(Included w/ Youth Sports)	Complete	Yes	Complete	No	No	No
Legacy Park Youth Sports Venues	Yes	Complete	Yes	Complete	No	No	No
Longview Community Center	Yes	No	No	No	No	No	No
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:	February 14, 2019
То:	Joe Snook, CPRP Administrator of Parks and Recreation
From:	Steve Thomas Assistant Superintendent of Park Construction
CC:	Steve Casey, PLA, ASLA Superintendent of Park Planning and Construction
Re:	Longview End of Project Report

## END OF PROJECT REPORT LONGVIEW COMMUNITY CENTER

## **Project Description**

Several years ago LSPR developed a vision of purchasing Longview Recreation Center from the Metropolitan Community Colleges, (MCC), thus, expanding our footprint to the West side of Lee's Summit. After years of talks and negotiations LSPR was able to finally see the vision come to a reality. On September 6, 2018 LSPR closed on the facility and became the official owner of Longview Recreation Center. LSPR renamed the facility Longview Community Center which corresponds with the other facilities within our system. The square footage of Longview Community Center is approximately 60,000' consisting of a 13,000' gymnasium, 14,000' natatorium, 2,400' aerobics room, men's and woman's locker rooms, 8,600' fitness area, cycle room, several offices and a conference room. By acquiring Longview, LSPR was able to fulfill one of our 2016 Sales Tax commitments to add one of two Community Centers of \$5,000,000.

#### **Project Schedule**

The scope of the project consisted of renovations, refurbishing and an overhaul to the gymnasium, natatorium, fitness area, lobby and offices, restrooms, aerobics and childcare with LSPR acting as the general contractor. On Monday, September 10, 2018 the project began with demolition and deep cleaning throughout the facility. Upon completion of demo and cleaning, painting, framing, drywall, plumbers and electrical contractors began working on the renovations throughout the building. The flooring contractor came in towards the latter part of the process and installed the floor tile, wall tile, stone and carpet. On Monday, December 17, 2018 LSPR opened the doors of the newly renovated and refurbished Community Center to the public. The project consisted of 68 working days, representing 14 weeks. LSPR staff worked extensive hours on the project, performing broad and wide roles in the construction process.

## **Budget and Expense Summary**

Attached is a summary of expenses to date. LSPR purchased the Center for \$4.1 million, financing provided through a 5 year loan from the City. The Parks and Recreation Board approved a budget of \$1,650,000 for the renovations of the Center. The final cost of the renovations for Longview came in at \$1,614,246.88, representing a savings of \$35,635.00. However, there is currently \$8,000 still pending for payment from the City's IT Department for hours spent at Longview. This could result in reducing our savings from \$35,635.00 to \$27,635.00. Included in the final cost was \$50,630 of unexpected costs due to exterior water line repairs, (\$21,901) and pool/spa repair costs (\$28,729).

## **Project Evaluation**

This project represents the first time LSPR has purchased a facility and renovated it while acting as the general contractor. Staff coordinated, scheduled, oversaw and worked with over 15 different contractors throughout the scope of the project. By acting as the general contractor, LSPR was able to save thousands of dollars, which were reinvested back into the facility.

The project was not deplete of challenges and issues. The demolition of the lobby tile created an unanticipated challenge with the repair process and costs. This was heightened by the co-owner and lead foreman leaving the company in the middle of the work, thus creating a communication gap with new ownership and LSPR. Issues arose with the ordering and shipping delays for light fixtures, carpet and tile flooring. LSPR found out that the water lines to the facility were old and decaying with 2 water line breaks during the first 2 months of renovations. LSPR will have to continue to monitor the lines and address issues as they arise.

In facing the challenges and issues throughout the project LSPR learned much about itself and what we would do different when acting as our own general contractor. Acting as the general contractor can create significant stress on the project management team and should be considered when comparing value versus cost savings. Clear, concise and constant communication is vital within the project team to achieve the goals established.

By examining and analyzing the ebbs and flows of the project, LSPR can reflect on what we would do different next time. A complete design plan/schedule established by the Architect/Designer showing all materials and colors for the scope of the project should be completed and accepted before staff solicits quotes and bids for the project. Due to our desire to reopen the facility as quickly as possible for our patrons, LSPR took a more fluid approach and less traditional rather than a systematic approach typically used by LSPR. In hindsight, we could have entered into design plans earlier, but LSPR chose to wait due to last minute negotiations with MCC.

LSPR has completed the renovations to Longview that were planned and established after the purchase. There are still some items to be completed which were outside the scope of the project; the lobby windows need to be resealed, leaks have appeared from the roof and the installation of the signage for the renamed facility.

In the first month of operation Longview Community Center has sold over 1,400 memberships and service provided to over 8,000 visitors.

Overall this project has been a tremendous success and LSPR has delivered another Community Center which our community will enjoy for years to come.

#### LVCC Renovations

44 5-1 40			Do not override		Do not override	
14-Feb-19			formulas in this	Enter	formulas in this	
			column	Enter	column	
		Park Board			Variance	
		approved project		Estimate to	(Over)/Under	
ltem		budget \$1,111,218	Actual to Date	Completion	Approved Budget	Notes
	Architect/Design	\$ 10,825.00	\$ 13,325.00		\$ (2,500.00)	
	Demolition	\$ 44,865.00	\$ 33,046.20		\$ 11,818.80	\$3,181.20 demo extra
						\$19,550 stain doors, cabinetry and wood trim throughout. \$3,200 deep clean the
	Painting & Drywall	\$ 199,753.00	\$ 228,010.00		\$ (28,257,00)	gymnasium. \$5,507 frameing and drywall extras, vending machines wall and door, f/p hearth and column
						\$5,260 extra for removal and replacement of damaged hardwood floors in the
	Flooring - Gymnasium	\$ 31,500.00	\$ 37,260.00			gymnasium by exterior doors.
	Gymnasium miscellaneous	\$ 28,000.00	\$ 24,815.00		\$ 3,185.00	
						\$23,863.63 light fixtures and \$1,136.60 ceiling fans for fitness. \$1,272 R/R lights.
	Electrical	\$ 104,634.00	\$ 142,953.20		\$ (38,319,20)	\$12,370 extra circuits, breakers, panel box, outlets, switches for new offices and rooms fitness area, fireplace, kitchen and front desk.
	Plumbing	\$ 19,500.00	\$ 42,046.55			\$1,645.50 extras, \$21,901.05 water line repairs
	Flooring - Fitness	\$ 72,000.00				unable to accept low bid, only other bid was \$11k over budget
	Flooring - Lobby & Restrooms	\$ 112,161.00			\$ (9,325.35)	
	Cabinetry & Front Desk	\$ 38,000.00			\$ 23,499.92	
	Miscellaneous - coaches office	\$ 10,000.00	\$ 16,383.63			includes: childcare, aerobics, kitchen
	Misc - pool office, pool storage, diving boards	\$ 10,000.00	\$ 8,371.99		\$ 1,628.01	
	Trash Enclosure	\$ 25,000.00			\$ 22,977.58	
	Landscaping	\$ 8,000.00	\$ 2,301.65		\$ 5,698.35	
	Signage & Monument	\$ 25,000.00			\$ 380.00	
	Concrete	\$ 9,300.00	\$ 5,886.32		\$ 3,413.68	
	Asphalt	\$ 138,307.00	\$ 138,307.00		\$-	
			\$-		\$ -	
						Reduced contingency for HVAC hardware/software charged to IT. Pending
	IT Infrastructure	\$ 146,225.00	\$ 61,855.81	\$ 8,000.00	\$ 76,369.19	outstanding fees and services from City's IT
			\$-		\$-	
						\$2,990 for gym/lobby roof leak detection, \$1,975 for elevator main. Fireplace, \$2,495.
						Gas meter \$4,683. F/P quartz \$2,380. CDC includes closing costs and environmental not included in \$4.1 mil interfund loan. \$4,914 corian tops, \$5,989 partitions, \$9,375 spa
	Contingencies	\$ 78,148.00	\$ 85,438.44		\$ (7.290.44)	repairs
					\$ -	
	Construction Subtotal	\$ 1,111,218.00	\$ 1,085,768.42	\$ 8,000.00	\$ 17,449.58	
					\$ -	
Item	Fitness Equipment	\$ 302,897.00	\$ 302,698.28		\$ 75.60	
						CDC-\$1,550 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
	Lobby Offices Front Patio-furniture	\$ 71 223 00				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
	Lobby, Offices, Front Patio-furniture	\$ 71,223.00	\$ 62,084.47		\$ 9,138.53	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.
	Lobby, Offices, Front Patio-furniture	\$ 71,223.00 \$ 8,742.00		\$-		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
		1	\$ 62,084.47	\$-	\$ 9,138.53	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290
	Gymnsium	\$ 8,742.00	\$ 62,084.47 \$ 4,247.28	\$ -	\$ 9,138.53 \$ 4,494.72	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the
	Gymnsium Natatorium	\$ 8,742.00 \$ 50,099.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88	\$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88)	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290
	Gymnsium	\$ 8,742.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88	\$ -	\$ 9,138.53 \$ 4,494.72	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemitol probes and the
	Gymnsium Natatorium	\$ 8,742.00 \$ 50,099.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88	\$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88)	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250
	Gymnsium Natatorium	\$ 8,742.00 \$ 50,099.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88	\$	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pan- and accompanying hardware had to be installed. Also unable to trace existing
	Gymnsium Natatorium	\$ 8,742.00 \$ 50,099.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added.
	Gymnsium Natatorium Childcare	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94		\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pan and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc.
	Gymnsium Natatorium Childcare Security system	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00		\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00)	Iaptop, \$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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expenses includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 exactly a start of the sta
	Gymnsium Natatorium Childcare	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94		\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37)	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc.
	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37		\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ -	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
	Gymnsium Natatorium Childcare Security system	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00		\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24		\$ 9,138.53 \$ 4,494.72 \$ (1.610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 3,695.76 \$ -	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37	\$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24	\$ -	\$ 9,138.53 \$ 4,494.72 \$ (1.610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 3,695.76 \$ -	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pana and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flog pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pana and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flog pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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 from desk. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pan and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flop ad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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 from desk. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pan and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flop ad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 \$ 1,650,000.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>\$ 1,614,365.00</b>	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pana and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flog pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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 from desk. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pan and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flop ad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date Extras/Change Orders:	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 \$ 1,650,000.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>\$ 1,614,365.00</b> Proposed	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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 from desk. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pan and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flop ad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date Extras/Change Orders: Concrete - sidewalks	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 <b>\$ 1,650,000.00</b> <b>Accepted</b>	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>\$ 1,614,365.00</b>	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pana and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flog pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date Extras/Change Orders: concrete - sidewalks xtra cleaning in the gymnasium	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 \$ 1,650,000.00 \$ 1,650,000.00	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>\$ 1,614,365.00</b> <b>Proposed</b> <b>\$ 10,853.02</b>	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pana and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for flog pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Security system General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date Extras/Change Orders: Concrete - sidewalks	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 <b>\$ 1,650,000.00</b> <b>Accepted</b>	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>\$ 1,614,365.00</b> <b>Proposed</b> <b>\$ 10,853.02</b>	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floo pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Childcare General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date Extras/Change Orders: concrete - sidewalks xtra cleaning in the gymnasium B" asphalt removal & replacement (island) asphalt north horseshoe drive asphalt trash truck access	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 <b>\$ 1,650,000.00</b> <b>Accepted</b>	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>Proposed</b> <b>Proposed</b> <b>\$ 10,853.02</b> <b>\$ 27,935.00</b> <b>\$ 14,098.00</b> <b>\$ 14,098.00</b> <b>\$ 19,473.00</b>	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	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. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4.000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floc pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Childcare General facility-LR's, janitorial, miscellaneous General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date Extras/Change Orders: Concrete - sidewalks Xtra cleaning in the gymnasium 8° asphalt removal & replacement (island) asphalt north horseshoe drive asphalt trash truck access panic button to lock all doors	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 <b>\$ 1,650,000.00</b> <b>Accepted</b>	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>\$</b> 1,614,365.00 <b>Proposed</b> <b>\$</b> 10,853.02 <b>\$</b> 27,935.00 <b>\$</b> 14,098.00 <b>\$</b> 19,473.00 <b>\$</b> 19,473.00	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	laptop, \$875 est for ID Printer and \$828 est for B&W printer. Additional est of \$1,250 for three scanners, additional cash drawer and battery backup for front desk. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floc pad & batteries not in budget
Budget	Gymnsium Natatorium Childcare Childcare General facility-LR's, janitorial, miscellaneous Contingencies FFE Subtotal Adjusted Project Sub Total Total Park Board Approved Budget Under/Over Budget w Actuals to Date Extras/Change Orders: concrete - sidewalks xtra cleaning in the gymnasium B' asphalt removal & replacement (island) asphalt north horseshoe drive asphalt trash truck access	\$ 8,742.00 \$ 50,099.00 \$ 9,038.00 \$ 32,000.00 \$ 49,090.00 \$ 15,693.00 \$ 538,782.00 <b>\$ 1,650,000.00</b> <b>Accepted</b>	\$ 62,084.47 \$ 4,247.28 \$ 51,709.88 \$ 7,662.94 \$ 38,835.00 \$ 49,238.37 \$ 11,997.24 \$ 528,473.46 <b>Proposed</b> <b>Proposed</b> <b>\$ 10,853.02</b> <b>\$ 27,935.00</b> <b>\$ 14,098.00</b> <b>\$ 14,098.00</b> <b>\$ 19,473.00</b>	\$ - \$ -	\$ 9,138.53 \$ 4,494.72 \$ (1,610.88) \$ 1,375.06 \$ (6,835.00) \$ (148.37) \$ - \$ 3,695.76 \$ - \$ 10,185.42	laptop, \$875 est for ID Printer and \$828 est for B&W printer. Additional est of \$1,250 for three scanners, additional cash drawer and battery backup for front desk. \$5,000 of budget included scoreboard that is accounted for in gymnasium expenses under construction. Overbudget expense includes \$300 for the diver to install VGBA grates, \$290 for a wedge plate for a starting block, \$624 for Chemtrol probes and the vacuum was over budget by \$250 Existing equipment was locked out and access couldn't be gained so new pane and accompanying hardware had to be installed. Also unable to trace existing wires to devices so a wireless system was added. PT wall, shades, interior facility signage (\$4,000), tools, tool cabinet, fans, etc. left to purchase. \$3,140 for dispensers that were not budgeted, \$1,400 for floc pad & batteries not in budget

#### End of Activity Report Mad Science Classes February 2018 – January 2019 Completed by: Jacob Johnson

#### Executive Summary

#### Brief Program Description:

LSPR offers instructional youth science classes in partnership with Mad Science. There are eight different classes offered for children 6-12 years old. Programs vary in length and time depending on the specific offering. The purpose of these youth science programs is to give participants a fun, interactive and unique environment to learn about science and how it affects the world around us.

#### Participant number:

2018: 90 2017: 41 2016: 63

<u>Total Revenue:</u>	<u>Budget</u>	Actual
2018	\$3,762.00	\$5,963.00
2017	\$2,850.00	\$2,410.00
2016	\$325.00	\$3,128.00
<u>Total Expenses:</u>	<u>Budget</u>	Actual
2018 <sup>1</sup>	\$3,572.82 <sup>1</sup>	\$5,128.82 <sup>1</sup>
2017	\$2,770.45	\$2,440.45
2016	\$300.87	\$3,475.22
<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2018	\$189.18	\$ 834.18
2017	\$ 79.55	\$ ( 30.45)
2016	\$ 24.13	\$ (347.22)

#### Recommendations:

Comment: Should we continue to hold this program?

**Recommendation:** Staff adjusted marketing efforts to increase participation numbers in 2018. At this time staff believes we should continue to offer this program.

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

**Recommendation:** Staff appreciates these comments and will share them with the director of Mad Science.

#### 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 science classes in partnership with Mad Science of Greater Kansas City. There are twelve different classes offered for children 6-12 years old:

- Crazy Chemistry
- Radical Reactions
- Machine Mania
- Chemical Counting
- Cell City
- The Organ Trail
- Nasa Journey to Outer Space
- Edison's Workbench
- Nature
- Secret Agent Lab
- Machine Mania
- Science of Sport

The purpose of these youth science programs is to give participants the tools needed to explore the different areas of science in unique and exciting ways. Classes are held at the Gamber Community Center, located at 4 SE Independence Avenue, Lee's Summit Missouri. All classes are contracted through Kathy Smythe who is the co-owner of Mad Science. All programs meet for 3 to 7 hours and vary in length.

#### Benefits of Program:

The benefits of LSPR youth science programs are enhancing social skills among peers, promoting creativity and imagination, developing concentration and simply having fun. These programs provide an interactive and educational way to instill a clear understanding of what science is, and how it affects their world.

#### Service hours:

2018: 630 hours 2017: 287 hours 2016: 257 hours

#### Volunteer Hours:

There were no volunteer hours associated with the activity.

#### **Refunds:**

Total Refunds: 5 (\$324.00) Low Enrollment: 5

#### **Fees Charged**

#### Program

Full Day Class Week Long Camp (Half Day) Week Long Camp (Full Day) Amount \$65.00/\$72.00 \$145.00/\$165.00 \$285.00/\$314.00

#### Program Timeline:

Advertise in Gamber Gab, through social media, & distribute survey, Complete EOA Jan.: Feb.: Advertise in Gamber Gab, through social media, & distribute survey Mar: Advertise in Gamber Gab, through social media and new Illustrated & distribute surveys April: Advertise in Gamber Gab, through social media, & distribute survey Advertise in Gamber Gab, through social media, & distribute survey May: Advertise in Gamber Gab, through social media, & distribute survey June: Advertise in Gamber Gab, through social media and new Illustrated & distribute surveys July: Aug: Advertise in Gamber Gab, through social media, & distribute survey Advertise in Gamber Gab, through social media, & distribute survey Sept: Oct.: Advertise in Gamber Gab, through social media, & distribute survey Advertise in Gamber Gab, through social media and new Illustrated & distribute surveys Nov.: Dec.: Advertise in Gamber Gab, through social media, & distribute survey

#### Marketing:

LSPR science programs were primarily marketed in the LSPR Illustrated, LSPR website, LSPR flyers, and multiple eBlasts.

#### Evaluation/assessment:

There were 90 total participants representing 57 unique households. 57 surveys were distributed, of which 16 were completed and returned. This is a 28% return rate for the surveys. Please see attached Survey Summary for results.

## LS Parks & Recreation "Mad Science 2018" Survey Results

## **# of Surveys Distributed:** Email:<u>57</u> Via Mail:<u>0</u> **# of Surveys Returned**: <u>16</u> <u>28</u>% **of Returns**

Participant: Parent/Guardian 16 Coach/Asst.Coach/Volunteer LS Illustrated 7 Website/Facebook/Twitter 5 Email Blast 1 Flyer Postcard Newspaper LS Cable Channel 0 Acquaintance 2 Previous Participant Other Comments (Other): Mad Science Website Are you a "Friend of the Park": Yes 4 No 7 I don't know what this is 5 N/A Very Poor Poor Fair Good Very **Regarding the registration process...** Good If you registered by phone or in person, how helpful was the person who 10 0 0 0 3 3 assisted you? Please rate the amount of time taken to register 2 0 0 0 9 5 Please rate the overall registration procedure 2 0 0 0 9 5 Comments: N/A Very Poor Poor Fair Good Very Regarding the value... Good 5 Was the length of the activity appropriate for the fee? 0 0 0 3 8 0 0 0 3 5 Was the content of the activity appropriate for the fee? 8 Comments: • They went over a lot during the class, my daughter learned a lot. N/A Very Poor Very Poor Fair Good **Regarding the program sessions...** Good Please rate the competence of activity staff 0 9 0 0 0 7 Please rate the friendliness of activity staff 1 0 0 0 7 8 7 0 0 Please rate the ability to recognize activity staff 1 0 8 7 Please rate the amount of staff available during the activity 1 0 0 0 8 7 Please rate the condition and suitability of the facility/fields used. 1 0 0 0 8 0 0 0 0 5 Please rate the perceived safety of program. 11 Comments: The instructor had good rapport with children. ٠ N/A Very Poor Good Very Poor Fair **Overall Summary...** Good Were the participant's overall needs met? 1 0 0 0 6 9 What is the likelihood of your recommendation of this activity to others? 7 0 0 0 9 0

0

0

1

0

0

0

0

0

0

0

0

2

4

7

6

Please rate the participant's overall enjoyment level What is your overall rating of the activity? What is your overall rating of Lee's Summit Parks & Recreation? Comments:

- My boys loved, loved, loved this activity.
- My son had a great time at this class!!
- He enjoyed it!
- Enjoy the variety of classes offered this summer!

Averag

4.50

4.35

4.35

Averag

4.31

4.09

Averag

4.43

4.25

4.25

4.25

4.36

4.27

Averag

4.31

4.56

4.75

4.56

4.33

e

12

9

7

e

e

## **End of Activity Report** Summit Waves May 26 – September 3, 2018 **Completed by: Devin Blazek**

### **Executive Summary**

### **Brief Description:**

Summit Waves was open this season from May 26 until September 3 and is located at 120 SW Blue Parkway. The water park promotes a safe, fun, and family friendly environment. The water park serves a variety of aquatic needs, including seasonal memberships, private and public pool parties, swim team, swim lessons, and public swim.

### **Participant numbers:**

For the 2018 season, 1,302 season pool passes were sold and 756 season passes were provided to Camp Summit participants as part of their enrollment fee. This compares to 1,207 budgeted for the summer 2018 passes. For the 2017 season, 1,090 season pool passes were sold.

	Seaso n Pass Visits	Singl e Visit	Family Fun Night	Teen Night	Dive in Movie	Twilight	Rental s	Kid's Play	Under 4	Camp Summi t	Comp Pass	Season Total
2018												86,227 <sup>1</sup>
Resident	10,985	31,423	449 <sup>2</sup>	650 <sup>3</sup>	N/A	3,043	6,621	N/A <sup>4</sup>	1,470	20,837	141	75,619
Non- Resident		10,171	43		N/A	394		N/A				10,608
2017												87,722 <sup>5</sup>
Resident	10,122	32,239	1,073	1,905	N/A <sup>6</sup>	2,859	5,681	585	1,785	19,542	213	76,004
Non- Resident		10,965	192	0	N/A	424		137				11,718 <sup>7</sup>
2016												87,306 <sup>8</sup>
Resident	12,051 <sup>9</sup>	36,584	980 <sup>10</sup>	1,034	195 <sup>11</sup>	3,592	4,455	851	1,885	19,166	564	81,357
Non- Resident		5,680	70	11	15	91		82				5,949

<sup>1</sup> The facility was closed for all or a portion of 13 days in 2018 due to lack of patrons, inclement weather, or power outage for a loss of approx.

<sup>74</sup> open swim hours. <sup>2</sup> Staff feels the negative publicity regarding after hours' events as a result of Teen Night may have had a negative impact on attendance. See comment regarding Teen Night on page 6.

LSPR cancelled 2 of the 3 scheduled Teen Nights. See comment regarding Teen Night on page 6.

<sup>4</sup> The 2017 End of Activity report recommended discontinuing Kid's Play at Summit Waves.

<sup>5</sup> The facility was closed for all or a portion of 10 days in 2017 due to lack of patrons or inclement weather for a loss of approx. 59 open swim hours.

<sup>6</sup> Due to staffing requirements and low participation, Dive In Movies were discontinued beginning with the 2017 season.

<sup>7</sup> Staff feels the increase in non-resident participation is due to Super Splash (Raytown, MO) closing for the 2017 year.

<sup>8</sup> The facility was closed 14 days is 2016 due to weather or lack of patrons for a loss of approximately 51 open swim hours.

<sup>9</sup> At this time, staff is unable to isolate resident from non-resident season pass visits due to an upgraded RecTrac system. Admin is researching

possible resolutions to this issue. <sup>10</sup> Family Fun night scheduled for 6/20/2016 was cancelled halfway through event due to lightning. 87 passes to future Family Fun Nights were distributed.

<sup>11</sup> Dive in Movie on 6/6/16 had only 87 patrons. Staff believes this was due to lack of advertisement of event.

Total Revenue:	Budget	Actual
<u>Calendar Year:</u>		
2018	\$654,643.13	\$668,091.07
2017	\$630,924.98	\$794,868.21 <sup>12</sup>
2016	\$611,434.91	\$636,479.60 <sup>13</sup>
Total Expenses:	Budget	Actual
Calendar Year:	-	
2018	\$598,928.31	\$586,292.54 <sup>14</sup>
2017	\$672,324.84 <sup>15</sup>	\$789,637.98 <sup>16</sup>
2016	\$588,382.00	\$520,596.85 <sup>17</sup>
Net:	Budget	Actual
Calendar Year:	5	
2018	\$55,714.82	\$81,798.53
2017	(\$41,399.86)	\$5,230.23
2016	\$23,052.91	\$115,882.75

 $^{12}$  Includes a settlement transfer of \$128,952.27 to cover repairs to media blasting (\$62,642) and waterfall repairs (\$71,284.94). Other variances include gate receipts exceeding budget by \$33,543.00. This was likely due to good weather throughout the season and the closure of Super Splash in Raytown, MO

<sup>13</sup> Variance between budget and actual revenue primarily due to gate receipts exceeding budget by \$33,898. This was due to very warm and dry weather in June as well as R7 School District's use of the facility for their day camp program. Season pass sales fell under budget by \$10,149. One full facility rental had to be completely refunded due to weather, resulting in a refund of \$1,115.

Actual expenses include garage door repair (\$14,402.36), recoating of tot slide (\$4,761), cabana repairs (\$2,018).

<sup>15</sup> Increase in budgeted expenses due to anticipated capital projects (\$25,000), increase in Workers Compensation (approx. \$5,500), increase in insurance expense (approx. 5,000), budgeted palm tree frond replacement (\$4,070), added assistant manager hours (\$2,145), budgeted media blasting (\$18,723) and raises in part time and full time pay (approx. \$11,000).

Actual expenses include media blasting (\$62,642), pergolarepairs (\$58,595), waterfall repairs (\$71,284.54) and paint (\$36,314.77). It should be also noted the repairs to the waterfall prior to the season resulted in a savings of approximately \$4,224 in chemicals and \$16,119 in water when compared to 2016. Additional savings of \$2,145 occurred from not filling the additional assistant manager hours. This savings should not be anticipated in future seasons.

Expenses were lower than anticipated due to a staff reduction policy being carefully followed during days of low attendance. This resulted in a savings of \$43,402.50 in part time expenses.

## Food & Beverage:

In order to supplement Camp Summit Food and Beverage sales, gift cards were advertised during all parent nights as an easier way to ensure their child was not losing the money they were given and the child would always have a lunch. Camp Summit accounted for \$11,299.25 of the Food and Beverage sales in 2018 compared to \$8,883.75 in 2017 (27% Increase).

## Fees Charged:

<b>Tummy Fillers</b> Hot Dog Hamburger Cheeseburger Nachos Corn Dog Chicken Strips (3) Personal Pizza	\$3.75 \$4.50 \$2.50 \$3.50	\$4.75 \$3.50 \$4.00
<b>Healthy Options</b> Fruit (Apple or Grapes) Popcorn Chips and Salsa Veggies and Dip	\$1.50 \$.50 \$2.00 \$2.00	
<b>Cold Treats</b> Chocolate Coated Drumstick Ice Cream Sandwich Bomb Pop Ice Cream Cup King size Frozen Snickers Lemon Italian Ice	\$1.75 \$1.75 \$2.25 \$1.75	\$2.25 \$2.25
<b>Snack Shop</b> French Fries Bag of Chips Candy Giant Pretzel Cheese Dip	\$2.50 \$1.50 \$2.00 \$2.50 \$1.25	
Beverages 20 oz Fountain Drink 32 oz Fountain Drink 20 oz Bottles Cup of Ice	\$2.75 \$0.25	\$2.25 \$2.50

## **Combo Meals**

Includes side and 20oz drink

\$5.50 - \$7.50

<u>Total Revenue:</u> Calendar Year:	Budget	Actual
2018	\$97,358.25	\$97,665.50
2017	\$93,298.00 <sup>18</sup>	\$94,535.25 <sup>18</sup>
2016	\$85,246.75	\$83,650.50
Total Expenses:	Budget	Actual
Calendar Year:	-	
2018	\$66,833.05	\$68,221.98 <sup>19</sup>
2017	\$63,318.93	\$64,414.89
2016	\$60,447.23	\$64,686.29
	<b>_</b>	
Net:	Budget	Actual
<u>Calendar Year:</u>		
2018	\$30,525.20	\$29,443.52
2017	\$29,979.07	\$30,120.36
2016	\$24,799.52	\$18,964.21

 <sup>&</sup>lt;sup>18</sup> Increase in budgeted and actual revenue due to an average of \$.50 price increase on all items.
 <sup>19</sup> Includes unbudgeted raise in minimum wage (\$520.15). Concession staff was also used in Aug-Sept to cover positions normally covered by lifeguards or service reps (Slide height, slide dispatch). Est. Cost \$1,758.

## **Recommendations**

**Comment:** Lap pool rated 3.79 compared to 3.99 in 2017 with 10 comments regarding the size of the pool.

**Recommendation:** This comment is reoccurring every year. Staff believes the addition of a Wave Pool will alleviate the need for more open water space. The Wave Pool, which was in the Master Plan for Summit Waves, is one item that was outlined as an area for development and construction with the passage of the 2016 Parks Sales Tax renewal. The Wave Pool is currently being designed with a plan of having it online for the 2020 season.

**Comment:** Action River rated 4.04 compared to 4.14 in 2017 with 13 comments about bugs and other debris in the action river. There were also 7 comments regarding cut feet in the action river.

**Recommendation:** Staff does a daily cleaning of the Action River prior to opening to rid the action river of bugs, debris, and other foreign matter. Staff received no comments regarding cleanliness issues throughout the season and did not notice anything unusual. Hourly cleaning of the Action River will be added to assigned duties for deck attendants.

Early in the season, it was noted by staff and patrons that there were hazards in the Action River causing patrons, mostly small children, to receive small cuts on the bottom of their feet. After 3 separate investigation dives by professional scuba divers and an estimated 20 hours of staff time, it was determined the primary issue was thinning paint in some areas, which caused small bumps in the surface of the pool. These bumps were causing cuts, mostly on the feet of younger kids. Staff addressed the issues to the best of their ability. However, staff believes the only permanent solution to the issue is additional layers of paint on the bottom of the pool. This surface was not painted prior to the 2018 season; however \$5,000 has been budgeted in FY19 to address any paint issues, including this. These issues will be addressed prior to opening for the 2019 season.

**Comment:** Staff Knowledge rated 3.94, Concessions (Quality/Timeliness/Selection) rated 3.54, Dining Area rated 3.80, and Concession Operation rated 3.73 with 7 comments related to concession wait times and/or food quality.

**Recommendation:** Staff feels the primary reason for this comment is young, unqualified staff. While this is typically a high school student job, only 3 out of 20 people hired were over the age 16 with 0 returning employees from 2017. This resulted in a much longer training process for staff and many staff quitting early in the summer. This resulted in lower staffing levels throughout the second half of the season. Staff will work with the LSPR Marketing Coordinator on increased marketing for these positions in 2019 in order to attract older applicants. Staff will also increase hands-on training in the concession area prior to opening. **Comment:** Shade rated 3.28 compared to 3.50 in 2017 with 20 comments related to the lack of shade.

**Recommendation:** Staff added six additional shade structures prior to opening for the 2015 season. Further shade additions will be considered during future development phases, including during the addition of the Wave Pool

**Comment:** Number of Lounge Chairs rated 3.64 compared to 3.75 in 2017 with 7 comments related to the number or quality of lounge chairs.

**Recommendation:** In the 2016 report, staff proposed an increase in the budgeted number of chairs to be bought each year in order to increase the starting number of chairs each year from 400 to 500. Staff began implementation of this plan in 2016 which included both a preseason order and an order in early July. Staff opened the park with 425 chairs in 2017 and 458 chairs in 2018. Staff recommends continuing with the approved plan from 2016 until the starting number of chairs reaches 500, then reevaluating further needs. Staff anticipates reaching 500 chairs prior to the 2019 season. Staff recommends continuing with the current plan.

**Comment:** Women's Locker Room rated 3.59 compared to 3.88 in 2017 with 12 comments related to cleanliness.

**Recommendation:** Management staff sent female lifeguards and welcome desk attendants to the locker room on a regular basis to address cleanliness issues. Staff feels the focused hiring of female deck attendants will greatly contribute to the cleanliness of the Women's Locker Room. Staff currently requires hourly checks of both locker rooms but will reiterate to staff and management team the need for these hourly inspections to be completed and documented for patrons to see.

**Comment:** Membership Options rated 2.88 compared to 3.50 in 2017 and Value of Membership rated 3.55 compared to 3.91 in 2017 with 52 comments related to membership price and options.

**Recommendation:** These ratings are primarily derived from not offering a family pass. The pass structure and prices (season and single visits) has been in effect since the opening of Summit Waves when the pass structure was developed. The pass structure and prices (season and single visits) were developed based on staff research of similar facilities in the KC Metro and around the country. Staff evaluates the price points annually and the price point continues to be in the market. Staff recommends no changes at this time.

**Comment:** Hours of Operation rated 3.47 compared to 3.92 in 2017 with 33 comments related to opening earlier or staying open later.

**Recommendation:** Summit Waves is programmed from 8:15am until 11:30am with swim lessons and Camp Summit. Extending the hours in the mornings would eliminate the time to operate one of those programs. Summit Waves extended the hours of operation in 2013 to 7:00pm every day of the week. Staff closes the lap pool Monday-Friday at 6:00pm for swim lessons and allows patrons to use the Action River, Slides and Activity Pool until 7:00pm. Staff recommends keeping the same structure of hours for the 2019 season.

**Comment:** Staff received 19 comments regarding the discontinuation of Kid's Play in the 2018 season.

**Recommendation:** Following the opening of the Splash Pad at Miller J. Fields, staff noticed a considerable decline in attendance for the Kid's Play at Summit Waves (M-F 8:30am-10am). Through the 2017 season, only 722 paid admissions and 17 season pass admissions occurred. This brought total revenue for the season of \$1,788 in gate receipts. This is compared to the estimated payroll expense of \$3,018.75. With the annual increase in minimum wage starting in 2019, staff estimates this expense would grow to \$4,376.10 by 2022. This program operated on the minimum level of staff (two lifeguards, one head lifeguard, and one service rep). It was not possible to safely cut any of the staffing positions due to requirements for lifeguards as well as emergency responders. With the opening of more splash pads in the area, staff believes the need for Kid's Play would only continue to decline, and would place a financial burden on the facility. Due to the decline in participation and additional aquatic options for children in the Lee's Summit area, the decision was made to discontinue Kid's Play. Staff recommends no changes.

**Comment:** Summit Waves was not profitable after the Lee's Summit school district went back in to session.

**Recommendation:** Staff completed a seven year analysis of the cost and revenue for keeping Summit Waves open on weekends after Lee's Summit School District students return to school (Attachment A). It shows that of the past 7 years, only two were profitable. Staying open past the start of the Lee's Summit school district also presents several other issues. Much of the college aged staff working at the Welcome Desk and in management roles (Head Lifeguards, Assistant Managers, Food and Beverage Managers) return to school, leaving all areas under-staffed, and often requiring management to utilize staff from one area in another area in which they have little or no experience. Staff in all areas are returning to school and fall extracurricular activities, leading to the facility potentially being short staffed. It's estimated that 50 percent of all seasonal employees either resigned or stated they were unavailable after the Lee's Summit School District returned to session.

With the addition of the Wave Pool in 2020, staff estimates the need for staff will increase by approximately 30-40%. This factor, combined with an increase in minimum wage for the next 5 years, will further limit the ability to remain fully operational and profitable. Several facilities in the Kansas City Area and nationally significantly decrease their total aquatic operation at this time<sup>20</sup>. Aside from Summit Waves, LSPR offers two splash pads as well as two community center indoor pools during this time to fill the need for aquatic options. Staff feels that discontinuing the practice of opening Summit Waves on weekends and holidays after the Lee's Summit School District returns to session would be financially beneficial to the facility without negatively impacting the community's access to swimming and pool options.

Due to the past financial performance of the facility, increasing costs due to staffing levels and labor requirements, as well as the difficulty in retaining staff following the Lee's Summit school district returning to session, staff recommends discontinuing the practice of opening Summit Waves on weekends following the Lee's Summit school

district returning to session. The facility will remain open until the day before and will close for the season on the first day of school.

**Comment:** Teen Night 2018 resulted in several behavioral issues, including fights inside and outside of the facility, disrespect towards staff, and breaking of facility rules. **Recommendation:** Due to a variety of factors including other area facilities closing, staff saw an overall dramatic increase in the size of Teen Nights in 2017. With the increased crowd, staff also saw an increase in behavioral issues, ranging from vulgar language to fights and trespassing. Staff believes the majority of people causing issues are patrons from outside communities and the late high school aged kids (ages 16-17). The 2017 End of Activity Report recommended setting the maximum attendance at 650 patrons as well as encouraging presale of admission and increasing staff and security for the event. These changes were implemented for the 2018 season. Despite the changes, staff still encountered several serious issues at the event. After capping attendance at 650, there were still many patrons (est. 200) outside the facility. Many of these patrons climbed the fence to enter Summit Waves. Staff estimates 50-100 individuals illegally accessed Summit Waves by climbing over the fence. Several staff members were disrespectfully treated and were the target of vulgar language and threats. Several fights occurred inside and outside the facility between patrons. These events resulted in staff and patrons being treated for injuries as well as panic-induced distress.

Following the event, LSPR cancelled the remaining two Teen Nights. Staff does not believe this event can be safely continued in the future. Staff recommends discontinuing all Teen Night events in the future. Staff does not recommend replacing these events in the 2019 season, but will explore other events to add in the 2020 season, following the planned expansion of Summit Waves.

**Comment:** Summit Waves discontinued offering private rentals to for-profit groups and individuals.

**Recommendation:** Following a lap pool rental by a private individual in which several disciplinary issues were noted (consumption of drugs and alcohol, disruptive behavior, reports of gunfire) as well as a reservation which staff cancelled after finding posts on social media advertising alcohol and inappropriate behavior for the event, LSPR decided to discontinue private rentals to groups which do not have 501c3 (non-profit) status. Staff will revisit this decision prior to the 2019 season to determine if this practice should continue. Staff will submit a recommendation prior to March 1, 2019.

## **Extensive Staff Report:**

## **Full Program Description:**

Summit Waves was open this season from May 26 until September 3 and is located at 120 SW Blue Parkway. The water park promotes a safe, fun, and family friendly environment. The water park serves a variety of aquatic needs, including seasonal memberships, private and public pool parties, swim team, swim lessons, and public swim. The facility consists of a food and beverage operation, locker room facilities, activity pool, recreational swimming area with two diving boards, two slides (one body slide and one tube slide), a 904 ft. long action river with inner tubes, and a considerable amount of open deck space for lounging and sunbathing.

### Program Benefits:

The benefits of Summit Waves include a safe, fun and family friendly aquatic environment. It also provides an environment where participants of all ages can participate in programs designed for the most novice swimmers all the way up to the most competitive swimmers. Also the participants have interaction with other participants, have fun and participate in an outdoor physical activity.

### Service hours:

Summit Waves was scheduled to be open 88 days. Total open swim hours were 616. The pool closed early or was closed the entire day due to inclement/cool weather and low attendance 13 times for approximately 66 hours during the season. The pool was closed an additional 8 hours due to a power outage. Total closure hours was approximately 74. Average daily attendance was 979.

2018: 281,998 hours 2017: 285,433 hours 2016: 279,129 hours

## Volunteer hours:

There were no volunteers used during the 2018 season at Summit Waves.

## Refunds:

Total Refunds: 36 (\$1,487.25) Refunds due to dissatisfaction: 29 (\$284.00)

Dissatisfaction reasons: 13 refunds due to waiting for food in concession too long, 5 refunds due to patrons wearing inappropriate clothing and being asked to leave, 5 refunds due to overcrowding/lack of seating, 3 due to patrons feeling unsafe at the park following Teen Night<sup>21</sup>, 3 due to patrons purchasing the wrong presale ticket for Teen Night.

<sup>&</sup>lt;sup>21</sup> See comment regarding Teen Night

## Fees Charged:

## Passes:

Season Pass Resident (Early Bird): \$75.00 (\$65.00) Season Pass Non-Resident (Early Bird): \$90.00 (\$80.00) Camp Summit Season Pass: \$65.00 Single Visit Pass Resident: \$7.00 Single Visit Pass Non-Resident: \$10.00 Twilight Resident: \$4.00 Twilight Non-Resident: \$7.00 Teen Night Resident: \$7.00 Teen Night Resident: \$8.50 Teen Night Non-Resident: \$8.50 Teen Night Presale Resident: \$6.00 Teen Night Presale Resident: \$7.50 Family Night Resident: \$4.00 Family Night Non-Resident: \$5.00

## Program Timeline:

- January: send out letters to returning staff and begin advertising for upcoming season, begin management staff interviews. Recruitment fair at HPCC for new and returning staff. Develop Illustrated information and input in to RecTrac.
- February: Begin interviews for lifeguards, concession attendants, deck attendants, service representatives and swim lesson instructors. Conduct first lifeguard certification course.
- March: Continue interviews for all open positions, conduct lifeguard certification courses, and continue marketing. Coordinate with Park Operations on dewinterization procedures.
- April: Continue interviews for all open positions, conduct lifeguard certification courses, and continue marketing. Continue the de-winterization process.
- May: Continue marketing, complete preseason maintenance, conduct lifeguard certification courses, complete hiring paperwork for all staff, began staff training.
- June: conduct monthly staff meeting with all staff. Monitor food and beverage operations.
- July: complete mid-season evaluations on all part-time staff, monthly staff meeting, conduct lifeguard certification course(s) if necessary.
- August: prepare and send out end of season survey to patrons, monthly staff meeting.
- September: compile survey information, coordinate with vendors to return unused product/supplies, begin end of activity report and complete winterization of Summit Waves.
- October: end of activity report complete.
- November/December: end of activity report submitted for Park Board review, begin recruitment of management staff.

## <u>Marketing:</u>

Information regarding Summit Waves open hours, programs, rental opportunities and special events was distributed to the community in many ways. Both the spring and

summer editions of the Illustrated provided community residents dates, times and costs of all aquatic programs. A Summit Waves flyer was created that included specific swim lesson information, pool party dates, pool rules and frequently asked questions and was distributed at the Summit Waves welcome desk and to all swim lesson participants. Upcoming events were also posted in the Lee's Summit Journal, LSPR website, Facebook, Twitter, press releases for special events and upcoming programs, email blasts (a minimum of 2 times per month April – August highlighting special offers and programs). To help promote the Bahama Bash Teen Nights and Family Fun Nights, two banners for each event were hung at the corners of Jefferson and 6<sup>th</sup> St. and Jefferson and Blue Parkway the week prior to each event.

#### **Evaluation/assessment:**

Out of 589 unique households representing 1,302 season pass holders sent a survey, 133 completed and returned a survey 23% return rate). At the end of the season, single visit patrons were given a post card with survey information on it and asked to fill out the on-line survey. 98 single visit patrons chose to complete the survey for a total survey response of 231 (39% return rate). Please see attached survey results.

Rated below 4.0 on Likert scale (needs improvement) Dining Area Concessions (Quality/Timeliness/Selection) Lap Pool Shade Number of Lounge Chairs Women's Locker Room Value of your Membership Membership Options Staff Knowledge Current Hours of Operation Concession Operation Rated higher than 2017 survey

Concessions (Quality/Timeliness/Selection) Family Changing Rooms Registration Process Overall rating of Summit Waves Overall rating of Lee's Summit Parks and Recreation?

Rated lower than 2017 survey Parking Lot Welcome Area Dining Area Lap Pool Action River Activity Pool Slides Shade Number of Lounge Chairs Exterior Cleanliness of the Facility Men's Locker Room Women Locker Room Value of your membership Membership Options Staff Friendliness Staff Knowledge General Safety of the facility Rules, Regulations and Policies Current Hours of Operation Concession Operation

## **Collection Method**

Online

### <u>Amount</u> 231

## LS Parks & Recreation Summit Waves Facility Survey

### **# of Surveys Distributed:** Email: <u>589</u> via Mail: <u>0</u> **# of Surveys Returned**: <u>230</u> <u>39</u> % of Returns

Season Pass Holder:<u>114</u>Single Visit:<u>96</u>Resident:<u>200</u> Non-Resident:<u>31</u>LS Illustrated<u>24</u> Website/Facebook/Twitter<u>31</u> Email Blast 0 Flyer<u>1</u> Postcard 0 Newspapers 3LS Cable Channel<u>0</u> Acquaintance<u>13</u> PreviousParticipant<u>128</u> Other<u>2</u>

ase rate your overall satisfaction with the ility	Very Poor	Poor	Fair	Goo d	Very Good	Averag e	2017 Avg
rking lot	3	1	35	110	80	4.14	4.23
elcome Desk	4	5	44	111	65	4.01	4.05
ning Area	4	9	46	77	41	3.80	3.83
ncessions (quality/timeliness/selection)	8	18	53	53	36	3.54	3.48
o Pool	6	12	41	91	44	3.79	3.99
tion River	4	11	39	91	81	4.04	4.14
tivity Pool	3	5	28	103	60	4.07	4.22
des	2	2	24	91	53	4.11	4.18
ade	14	41	74	60	36	3.28	3.50
mber of Lounge Chairs	5	25	61	96	43	3.64	3.75
erior Facility Cleanliness	5	10	47	99	57	4.06	4.07
terior Facility Cleanliness	1	4	32	123	69	4.11	4.26
mily Changing Rooms	3	9	22	71	36	4.19	4.16
n's Locker Room	1	3	9	27	25	4.10	4.17
omen's Locker Room	5	16	52	65	31	3.59	3.88

#### Comment:

Need more lounge chairs & double floats for lazy river. Always enjoyed our visits. There were many times when there was no toilet paper in the ladies restroom. I like how the lifequards take their job seriously. I think the facility could be a little cleaner. Lots of hairs and some trash. Would love to see gluten-free options at the dining area. Also - do NOT like the day care kids (SCA, esp.) coming in and taking all of the shaded umbrellas & loungers - ONLY to dump their backpacks on them. Would like to see them given a designated area/cabana perhaps where they cannot take away from other patrons. Very frustrating to see they take numerous loungers, only to use for storage of their supplies. The check in process for season pass holders was a bit of a cluster. There needs to be clearly defined lines of where you want this group to line up when checking in when the park opens. We missed the morning kids swim time. Action River had more bugs than should have, needs to be cleaned more. Bathrooms are always swampy and out of soap or towels. Keep bathrooms cleaner. Always TP on ground or stuck to seats. The restroom was completely empty of paper towels on several occasions over the summer. Not enough shade areas, and the lap pool needs to be bigger. We never went because there was no toddler time. My children cut their feet several times this past summer in the Action River. Wish the water slides were open. Lap pool is WAY too small for a city of this size. Too many broken lounge chairs. Feet get burned when walking from one area to the next because there is no shade. Lazy River was dirty every day; concessions are constantly out of stock. The lap pool is not big enough for normal swimming. It is very frustrating to have such a small area to swim and such a large area for only two people to dive/jump at a time. The only time that pool is big enough is during open swim when the diving boards are closed. Lap pool is really not a lap pool. Way too small and crowded. Action River is always filthy. Nobody likes the fountain/water that goes over section of the action river. The bugs in the Action River were out of control many days. I know much is from overnight and it's hard to keep up especially after opening. But even when I arrived early it was as if it hadn't been cleaned. This should be done daily before patrons arrive. I feel more needs to be added

to this park. Year after year and nothing has changed. It's called a lap pool, but we are not able to do laps in it. A big pool that has no diving boards and designated lap aisles would be nice. Lap pool has kids jumping in on top of people. Too crowded. River has rough bottom. My son cut his foot open on bottom. No shade in parking lot.

Guests pile things on chairs but don't use them then not enough chairs in shade for others. Not enough healthy food choices. Smoothies would be good, fresh fruit, Subway. This year the entire facility felt dirty. We spent most of our visits in the Action River and it just always had foreign matter (band aids, hair, hair bands, etc.) floating around. Just keep the bully kids out who are dropped off without a parent!! I enjoyed Summit waves. It's one of the better water parks I've ever been to. I would have loved to see more attention to the ladies room regularly. Seemed like there was always wet toilet paper on the floor and/or dirty toilets no matter what time of day I went. Sometimes the teen staff answering phones don't have all the information about hours, events etc.

I am a Greenwood Resident- Greenwood should be considered Lees Summit considering tax dollars go to the LS. I buy season passes yearly. Wasn't as clean as it could have been. The lap pool is way too small for the numbers of kids that hang out in there. It is too bad that it is not twice or three times the size. Or even better, there also needs to be a wave pool at the facility. The action river is pretty good but had many problems with people cutting their feet. Made me worried about getting in there as I did not want to cut my feet too. The river is best when people take their tubes out after they are finished with them instead of letting them float. If the activity pool is the little kid area then we did not use that. The amount of shade needed in-between the entrance/cafe area and the action river enormous. Watching kids run as fast as they can to get to a puddle of water or what very little shade existed was "entertaining". I felt very bad for their burning little feet. The lounge chairs that you have are extremely uncomfortable. You have an ample supply of them, they are just horrible to sit or lounge in. Please look into a mesh type of chair like they have at Oceans of Fun. I would rather sit in one of your upright chairs than on a lounge chair. The restrooms are not clean. Instead of asking your teenage workers to clean them on a nightly basis, hire a cleaning crew from the parks department to come in once or twice a day to do the job. That is what they are trained for. It would be VERY helpful if you could announce the time at the top of each hour. They use to do this back at the pool in the 70's and it was very helpful!

Lots of bugs in the waters. There is guite a bad stink at times going up to the water slides. More shade while waiting in line would be nice to reduce heat on the stairs for the slides. A few cut injuries occurred on the bottom of the lazy river this year. Please fix the bottom of lazy river it cut everyone's feet up. We love Summit Waves and have gotten season passes every summer for the past 4 years. However, I cannot for the life of me figure out why you stock paper towels in the restrooms, at a water park?! All it does is make the bathrooms dirty, trashy, and disgusting. For one thing, why on earth do people need to dry their hands before swimming? And secondly, paper towels are already phased out in favor of hand dryers almost everywhere that people aren't submerging themselves in water immediately after washing their hands. PLEASE get rid of paper towels! I'll start with positive: the staff is very friendly, lots of life guards and they appear to be very good at their job, I feel like my kids are safe there. I love the amount of chairs and space you have there. However, the lounge chairs are extremely uncomfortable. My only other negative is that the action river almost always appears dirty. It could just be the bugs and that the water is clean but it appears dirty due to the amount of bugs. I'm sure it's difficult to keep clean but I have to add it to my comments. Check out Leawood Aquatic center.... yes it doesn't have a lazy river; the swim space is so much greater. Bathrooms were frequently filthy. Wet toilet paper all over, over flowing trash cans. Definitely need more attention during the day. Could use bigger dining area without broken tables. Could also use a wave pool. I was extremely impressed with most everything. I will say the lifequards could use further training. They seemed to not be paying attention most of the time. At one point a lifeguard told a kid to stop doing something, when the kid didn't, she said "oh well. Let him get hurt". Family membership. Toddler time. Please bring back toddler time and family memberships!! We would frequent more often. It is VERY difficult to change a child in the family changing room that is so hot and sticky. Even a fan moving air would possibly make it a tiny bit easier. Trying to change a toddler who is too big for

the changing table in the hot, sticky family bathrooms is so difficult we don't come as often. More tubes fully inflated in the action river. There could be more shade provided for sure. The diagnosis of skin cancer is always rising and runs in my family but I still want to enjoy the outdoors so more shade would be much appreciated. I also think the action river or lazy river could be better monitored by having a life guard help collect inter tubes and stack them and hand them out to new people getting in the river. Adding a family pass would help business a lot- why is this not an option? More umbrellas are needed. Need more people at the check in desk at opening time. I wish there were more shade by the kid's pool since that is where I spent the most time because of my child. We love everything about Summit Waves! As a teacher, though, I looked forward to bringing my 3-year-old back to toddler time this summer since we visited at least once a week last year! She adores it and it's perfect for her age! Since she is an afternoon napper who goes to bed at 7, though, we only got to visit twice this year. She isn't a huge fan of sprinklers and there's not a great way for adults to comfortably relax in the water at the splash pads, so although we visited both, they just weren't the same! Bring back toddler time, please! I don't feel its right to charge Greenwood residents more than LS residents, when we are the same school district. I will never buy a pass again. Why would I pay nearly \$400 for 10 weeks of a pool pass, when I can pay \$450 to have 8 months of Worlds of Fun/Oceans of Fun? Pleasant Hill daily fee is \$4. Summit Waves charges way too much. I wish there were a family pass discount and I wish the park opened earlier on the weekends. It would be nice to have tubes with no hole but plastic to sit on instead so little kids could sit and be pushed by parents in the river. Please allow season passes next season!! For families like mine who really can't afford season passes for every member of the family. Also both restrooms the women's and family ones were very dirty. The diaper changer was awful. Thank You! We love summit waves! This year though, it seemed that the pools were littered with bugs and debris a lot. Something the lifeguards could be cleaning prior to opening. Family pass pricing, please! Oak Grove has a family pass for \$120. This is the third year I've paid individual pass prices for a family of five. My mom helped pay this year because the price is so high. Love the pool and the lifeguards. It helps keep LS the place people want to build families. Lazy River sometimes cuts feet. Kids are allowed to play tag in river. Some female lifeguards busy talking to boys in river. Best lifeguards I've experienced this season were girl named Gabby and a new younger boy named Alex. Both conscientious, friendly, helpful. Would love to have toddler time back!! Also family passes for at least four people. More shade would be great. An option for a family pass would be awesome. It would be great to offer toddler time again (spray parks are not the same). It would be nice to open earlier at least a couple of times a week. Some days the bugs in the pool were REALLY BAD! Need a few more umbrellas/shade for sure!! Confessions suck. The food is awful. Takes FOREVER to get it. And doesn't taste good. Actually noticed people in the concession stand drop food and were going to serve it and my husband said something to them and told a manager. Both the children's area and the lazy river have excessive amounts of debris in them. The food was cold/over-cooked/tasted terrible even for concession stands. We don't come for the shade, but there isn't much should you want it. Kids love it there I wish you had family passes with a family of 5 it becomes pretty expensive. Also more chairs with umbrellas would be lovely. The lap pool needs to be larger it gets too crowded and isn't safe with so many people in it. We would get a family pass if you offered them. Since you only offer individual memberships and they're just a little cheaper than Oceans of Fun memberships, we don't. We come a few times a summer instead. Since you got rid of the toddler time in the morning, we spent the summer going to Independence (oasis pool), Blue Springs (blue centennial pool) and Oak Grove for their morning hours. We spent a lot of time and money at phase places. Your locker rooms are nasty. The Action River gets overrun with empty tubes and no one working there bothers to get them out. Teenage lifeguards don't say anything when other teens are goofing off and putting lives at risk. It would be nice to have more affordable passes for the summer. My family of 6 cannot do passes at \$75 each. Lap pool is too small. Small kids are not supervised in Action River. The concession stand is terribly slow and food is often cold. Need a good manager in that directing those kids to cook. Not nearly enough shade, you have to burn your feet to get anywhere. The lifeguards are also REALLY spaced out in the action river. Bathroom floors are usually wet (understandable) with toilet paper all over the floor and low stock in the stalls. Bathrooms

are always dirty and out of stuff like toilet paper soap and paper towels. There isn't enough shade and the concrete is always burning hot. Every time we come we have to have shoes on to walk from attraction to attraction or burn our feet. Both of my kids have burnt their feet. Lots of roaches running around on our last visit. Like TONS. However we still had fun. The women's bathroom was always dirty and out of toilet paper. Need more lounge chairs and shade. We had nowhere to sit. Waited in concessions line for 20+ mins. Not enough life vests for the toddlers. River was dirty and water levels were low for some reason. The slides are great and overall this is a great place to come! Your rates are insane. We can barely afford to bring our kids more than once to swim. We took advantage of the kid area last year when you offered discount entry for the play area but I was told that was taken away this year. My kids aren't old enough to ride the slides yet they still cost the same amount to get in the park. Maybe offer discounts for taking swim lessons there? A free pass for completing lessons?? At the very least, family memberships pass! All people are rude and I was there yesterday and I would never treat the customers and I was treated. Why is the water so cold? It is at the end of the summer and the kid's area is unbearably freezing with only 1ft of water in it. It is at the end of what is a pretty hot summer and the water should not be this cold. The kids don't even want to play in it because they can only last 20 min before their lips are chattering. It's a waste of money. Bathrooms could be cleaned more often. Last time we went everything was dirty. The water even felt oily and it left a film on skin.

Please rate the service of the facility	Very Poor	Poor	Fair	Good	Very Good	Average	2017 Avg	
Value of your membership	12	22	38	68	39	3.55	3.91	
Membership Options	42	39	65	36	31	2.88	3.50	
Staff Friendliness	5	5	47	112	68	4.08	4.11	
Staff Knowledge	4	5	41	99	51	3.94	4.11	
General Safety of the facility	4	9	36	112	67	4.00	4.36	
Rules, Regulations and Policies	7	7	32	117	72	4.04	4.29	
Current Hours of Operation	15	27	65	80	43	3.47	3.92	
Concessions Operations	6	8	52	66	39	3.73	3.80	
Registration Process	5	7	34	82	78	4.18	4.15	

Comments: Concession/snack shack usually VERY understaffed. Large clock was removed by bathroom area, was greatly missed. I would love to have a family option for season pass holders. wish there was an option for a family pass. I also would like for children 12 and under to be less expensive on the pass, maybe offer an adult fee, elementary age fee and teenager fee option? I was a little upset that I came to the pool twice with my family before buying and was told with my receipt I could put that toward a membership but then was told something different when it came time for me to purchase membership. My biggest disappointment is with the lifeguard staff. I don't feel they take the job seriously. In every visit I witness lifeguard lack of attention, off-stand lifeguards distracting those on-stand, and lifequards neglecting areas of the pool by going minutes without looking. I used the pool after work daily. I would arrive at 5:40 or so and the lap pool always closed at 6pm for swim lessons. You should consider opening earlier on weekends and stay open an hour later on week days! Don't like the fact that the pool opens to the public so late in the day. Would love to be able to come earlier in the day. Always wish there was some earlier hours for swim. Liked being able to get in 15 minutes early as a season member, but not being able to take my grandkids in with me early was disappointing. I don't quite understand that. Offer more membership options for families not just my individual. Would like to see extended hours into the evening during summer. Or morning hours. I wish you would open earlier, or have early morning adult only hours. I have season pass when I bring grandson who does not they make me wait till 12:00 he cannot enter early with me because he doesn't have a pass he's 6. Really?? Family membership needs to be an option for season pass holders. It would be a better value to offer a family pass at a discounted rate per person. Perhaps charge full price for the first two family members and then add up to 4 more for a cheaper cost.

I wish you had family passes instead of selling each pass for 75.00. I would prefer a family rate for season pass holders. Concessions take entirely too long. Wish there were family passes - excellent trained life guards.

The employees at the various community centers need training on registering people for season passes. We went to the Gamber Center before the pool opened to get passes and the lady didn't know what she was doing or how much the passes cost. It took a while but she figured it out. Stay open later, especially on weekends. Learn to order enough items for food and drink. Wish there was a family option. See above comment for rules complaint. Do not feel safe for evening activities. Needs to be open in the morning especially if you're a season pass holder. Would like to see family membership rate options based on number of adults, kids. The teenagers working this facility need to learn the importance of acting professionally and using manners while having conversations with the guests. Too many times are they speaking inappropriately amongst themselves and rude or using slang terms when communicating with adult guests? The facility is only open for seven hours. Those with children at home would like to come earlier in the morning on those warm days. It would be nice if there was an option for a family package for larger families. Need to offer family membership. Include Greenwood since they pay taxes. Cost for membership is too high, lower it. Wish you would stay open a little later. 9pm? The staff to patron ratio did not appear to be sufficient. I witnessed patrons being rude and bullying the staff and I can imagine there were many difficult situations for the young staff beyond what I witnessed. Please expand the hours of operation. I work a full time job & came to the pool after work. Then you close the lap pool every night for swim lessons. Even closing at 8pm would be better and open earlier on weekends! Would like to see a family package for season pass membership option. Would love if Summit Waves was open earlier on Saturday and Sunday, like 10 am verses noon. Would like to see a FAMILY rate for 3 or more that comes in at a value over buying individual rates. It's frustrating to have a season pass, bring a guest, and not be able to enter early because of that one quest not having a season pass. Cleanliness in concession/ dining area and restrooms not horrible, but nothing to brag about, either. Very frustrated that faculty was closed on Labor Day. Last hurrah of summer, wanted to take the kids, shocked that a pool family would close on Labor Day. Teen night was the biggest issue. We'd never been and called to inquire, girl on the phone never mentioned pre-purchasing tickets, in fact when I said we're season pass holders does it cost extra, she said "no, you can use your pass". Well we arrived and it was a zoo, had I known ahead of time we might have gotten in. I know there were a ton of other issues that night, but my concern was about the misinformation and lack of initiative offered by the girl answering the phone. Would love later hours. Young staff but they did a good job this year. I would like to see the pool open earlier, or maybe allow season pass holders more time before the public. I am also weighing the value of paying extra for the pass, and the 15 min earlier is not enough for me to buy another pass next year. Staff would not require people to show proof of residency so I think there were issues with lots of extra guests getting in and could have been the issue with the teen night problems that occurred. I gave membership options a low rating because if I had options I did not know about them. The hours of operation need to be extended later in the evening during the peak summer months. I understand that the facility can be rented out at night, but if it is not rented, keep it open for evening swimming until 8:30 or 9:00. I think the concession prices are too high. But, I think that of most concession stands. I felt that the staff this year was rude at times and not very helpful. There was a problem with my membership card the first day. I did have my receipt and they were very rude about it. A lot of times I noticed lifeguards were flirting with people that were not on duty instead of watching kids in the pool area. Staff was not friendly this year. I was very disappointed. did not experience this last year. I am considering not buying a family pass next year because of the experience this year. It would be nice to be open later - 8pm or 9pm 1 or 2 nights a week, especially since it's still light out. This would allow working parents to come more often and enjoy along with their kids. Wish there was a family pack option at a discounted price. Zoie Copeland is the best assistant manager. She always helps with a smile and solves issues very well. We would have visited Summit Waves more often this summer if there was a family season pass option. My children are 7 and 2 and love going to Summit Waves but we went mainly during the half price times to save money.

You need to offer family passes. Need to have a family group rate membership. Not just each individual membership. The smaller child area is so hit or miss. Sometimes the lifeguards really do a great job and keep all the kids going down the slides. But other times I see smaller kids getting run over by kids who are obviously too old/big to be playing there and nothing is said or done about it. Extend hours. I love the facility overall. I wish the pool was open longer, even just an hour longer. I know that there are swim lessons or other events that happen. Maybe for season pass holders, even just being open longer would be nice. We'd be interested in a family pass if the hours were early enough that we could visit often! I have toddlers and they nap during the afternoon morning swim time would be helpful. Maybe not an 8-10 but just opening up at 10 instead of 12. Also please do family seasons pass. \$140 is simply too expensive for two of my family members and then once my daughter and niece are 4 it'll be 350 dollars. No thanks. Please add a family pass of some sort. It gets expensive to pay for a family of 6 individual passes every year. The hours are horrible. I want to be able to go when kids go back to school. I want to be able to go again in the AM before nap. I want an affordable family plan or discount option to purchase advance passes. A family membership option would be nice. Prices are high right now. I have traveled to other pools for toddler time and lower prices. Late announcements of weather closing or late openings. Need to offer family pass like other communities. The cement is too HOT. Add a coated walkway or water mist areas on cement. Look at other water parks and what they do. Family pass or discounted toddler/children passes please. Really need a family pass!! Also, a lot of pools in the area stay open later or have regular swim nights. Like every Wednesday open later. Also really want morning swim times- esp. for little kids. Missed this a lot this year and I'm not sure if I'll renew membership based on this alone. Would love an exercise group that walks the lazy river backwards!! I think you'd get a lot of interest! I don't buy season passes because there's no family option. It's frustrating to have the option of family passes everywhere but Summit Waves. Please add a family membership option. Would like it to be open later till 9 pm...lf so we would consider getting season passes. Would like it to be open later till 9 pm if so we would consider getting season passes. No toddler time prior to opening is a huge reason we don't go more, couple with the fact that it does not open until noon limits the times we can go. I believe that there should be more options for membership. Even if you were to get the discounted rate of \$65 you would still need to go 10 times to pay it off. This rate stays the same no matter the age, so even though we only go for an hour or two each visit because we have a 3 year old and only go to the kiddle pool and lazy river, we pay the same rate for adults and children. I have just seen better pool memberships in other cities that make it more with the cost. Need Family memberships, discounts for kids. Concerned because in the river I saw a boy with an open cut and it was pouring blood. No lifeguard or staff member stopped to ask him about it to have him exit the river. We left after seeing that. Hours need to be extended to be opened later each day. Also - there needs to be a FAMILY MEMBERSHIP option!!! It's ridiculous to pay single membership for each family member! More affordable daily visits with more open time for swimming would be nice. \$7 per person to get in plus food and I'm easily out \$100 on a single visit. We were so excited that our boys were old enough to enjoy the pool this year. However, you got rid of toddler time, so we had to go to other pools this year instead of Lee's Summit. Needs to open earlier in the day or allow adults only earlier in the day. TOO EXPENSIVE! Stopped membership and going as much this year, because it costs \$21 a visit or over \$200 for our membership with my two daughters now. Should have a family plan membership. I would like to see an earlier open time, like 11. When you have small kids who take afternoon naps it makes it hard to attend. Even if the earlier start time is only the toddler area that would be nice. Missed the toddler times this year. Wish it opened earlier or had family/toddler time in the morning. Would be nice to have toddler time back. The current hours don't allow us to go in the evening during the week after work, meaning we can only go on the weekends. It would be nice to enjoy the pool in the evening during the week. Was sad there was no toddler time this summer. That was a great thing for moms with small kids during the summer. It wasn't crowded with lots of people and I felt like my kids were in a smaller safer area than the splash parks. The splash parks are too spread out and have large playgrounds connected and also don't open until 10. It was nice that I could be out of the house right after breakfast and playing early with my kids before it got too hot. You need a family

pass option or discounts for kids or discounts for multiple people at the same address to buy a pass. It's not affordable to go there for a family of four or more. Oceans of fun is cheaper. Pool should open earlier. Noon is too late for families with young children. I would enjoy it a lot more if we didn't have to wait until noon for the pool to open. On most days I would prefer to take the kids to the pool from 10 -2. Staff was extremely rude and disrespectful to both children and parents on Teen Night! I will never come to your facility ever again after being treated so rudely. I hope you never have another teen night again after the nightmare of mess the last one was. It is not safe and your staff did not handle it appropriately. Totally ruined my experience and I would not recommend your establishment to any of my friends or family! A family membership option would be greatly appreciated.

We normally visit the pool numerous times through the season. On our visit, the pool was overcrowded, but the biggest problem was the kiddos who were being so wild. There were rocks being thrown in the pool, at other people, and I even heard a Mom tell her child to go to the bathroom in the pool because she did not want to get out of her chair and take him. We did not return this season and I do not know if we will.

Overall Summary	Very Poor	Poo r	Fair	Good	Very Good	Avg	2017 Avg
Overall rating of Summit Waves	6	9	26	107	88	4.11	4.09
Overall rating of Lee's Summit Parks and Recreation?	1	1	20	120	86	4.26	4.18

Comments: I took advantage of buying my pass early at Gambler. I was offered the option of getting my fob at Summit Waves once it opened. When I did go to Summit Waves the front desk insisted I could not have gotten a pass early and were not very helpful until I asked them to look me up in the database. I don't think that they were intentionally being rude but that they were not given clear instructions on how to handle a situation like mine. We have a toddler and when we attended, the toddler area had a lot of older children in it. I understand if it's not just for 5 and under but it would be nice to have earlier hours for just younger kids or times where I don't have to field away older, bigger kids from my child. I like the facility. A little bummed that it doesn't open until noon though. The life guards and front desk staff were very friendly and knowledgeable for the most part. I was happy to see the lifeguards engaging in regular training. Apart from the things I already mentioned, I would like to see the lifequards in the children's area be more strict and consistent with the rules. I feel that Summit Waves can improve in many areas. There needs to be more shade areas. 12:00 was too late to open. I have toddlers. Prime time for us to go to the pool is 10-12. It was my fault for assuming you'd be open in those hours or that you'd have a toddler time. I heard in the past you did. The only time we went you were closed to the public. I felt like buying a pass should have allowed me time in the mornings. I think season pass holders should get discounted tickets for friends/family based on how many passes you have. Example: I bought 3 season passes and should get discounts on 3 extra tickets for friends/family that comes with me that are not in my household. Bring back teen night for only specific high school. Only LS high schools one at a time. Show student ID. Don't let out of town hooligans disrespect staff and create chaos by cussing in lazy river and acting wild. One and done consequence. I am a Greenwood Resident- Greenwood should be considered Lees Summit considering tax dollars go to the LS. I buy season passes yearly. This pool membership and price is too expensive for what it is. This is the last year I will be purchasing a membership. First, there should be benefits to being a member, like special swim times open for just season pass holders. Also, the "welcome desk" is the WORST. Those kids up there are NEVER in a hurry, and the speedy line for season pass holders is a joke. What's the point if I still have to stand in line behind paying people, or people buying season passes? It would be nice if there was a grown-up at the front desk to help manage the efficiency. Also, it's really a shame that as a season pass member, more importantly, a paying customer in general, that there is not enough seating for everyone. LSPR is the best!! Very impressed with the way staff handled teen night events. Bring back toddler time. Need a family pass option. Also the spraying water in the toddler area is a bit much for kids who are new to

water. My kids won't even go up the stairs because they are scared...it's too much. I was very disappointed that toddler time was taken away this summer. For young children that is a fantastic time to learn to get acquainted with the water while it's not too crowded. If you took it away because there wasn't many people maybe promote the activity more or have extra exciting things available like themes. OFFER A FAMILY PASS! I love the facility even better than my local pool. I would be willing to pay for a season pass. Bring back toddler time, please! I do not like how separated each area is. If each of my kids wants to go to a different area I cannot see them both at the same time. Do not like that my kid was not allowed to wear a life jacket on slides in the kiddle area as it only take an inch of water to drown in and it's too hard for me to see him at all times on the kiddie area. Also kiddie area is too long of a hot footed walk to the bathroom. When a kid has to go they got to go. Splash parks are great. Summit Waves needs a larger pool. The water needs to transition like it does at the splash pads. Not all kids like getting poured on while walking around and using slides. The baby pool needs more to do. I do appreciate that it's easy to keep track of your kids. We bought passes for me and my two kids. I dislike that I couldn't purchase a discounted family pass. We live in Lone Jack so not residents. Next year we are going to get passes to Pleasant Hill or Oak Grove pools. Good luck. We loved toddler time last season and really missed it this year. Family memberships would be a bonus. I feel like the price is high for the number of activities. We would never consider a membership unless there was a family membership option. Please add more options for season passes/memberships. Need family passes. Current prices are so high we got my daughter a pass and then paid per time for the adult that went with her. Irritated that LSPR doesn't offer family memberships for LSCC either. You'd have more business if you offered this. Noon is too late in the day to bring kids that take naps. Please reinstate toddler time! There were many times the lifeguards were not even looking at the pool. The only complaint I have is since I am a season pass holder and am allowed to enter early, it gets very frustrating when we have to wait behind huge daycare lines. By the time we get in I might as well have been standing in the pay by day line. There has to be a better way to accommodate both the daycares, whom I understand that there kids also have season passes, and the other patrons with season passes to insure everyone is getting to take advantage of the extra time. And not just waiting in line. I understand not having morning hours because of swim lessons. Maybe open earlier on nonswim lesson days, or bring back the early morning kid play area option.

## Attachment A

Financial analysis of Summit Waves operation after Lee's Summit School District returns to session

Year	Operational Days	Non- Operational Days	Net <sup>1</sup>
2018	7	13	-\$9,877.92
2017	7	13	-\$4,977.16
2016	7	13	-\$4,298.06
2015	7	13	-\$5,416.23
2014	5	8	\$17,342.61
2013	7	13	\$14,858.52
2012	7	13	-\$12,979.03

Analysis of aquatic facility operation reduction

- This analysis shows the reductions of outdoor aquatic facilities when school goes back in to session (mid-august)

Municipality	Facilities (May- Aug)	Facilities (Aug- Sept)
City of Lee's Summit	1	1
City of Independence	1	0
City of Oak Grove	1	1
City of Kansas City	11	2
City of Lenexa	3	1
City of Overland Park	6	1
North Richland Hills,	1	1
ТХ		
Baytown, TX	2	2
Shawnee County, KS	5	0
Blue Springs, MO USD	1	0

<sup>1</sup> Includes both staffing and other direct expense (chemicals, electricity, etc)

## FEBRUARY COMMENT REPORT

Attached are 83 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 82 comments 31 were positive, 46 were comments making suggestions, questions or requests and 6 were negative.



# FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR FEBRUARY 2019

### Legacy Park Community Center

	Sheila Butcher P February 6 at 6:50 AM	recommends Legacy Pa	rk Community Center.	
Loved	d playing pickelball eve	erybody was very welcom	ning	
	🖒 Like	Comment	A Share	@-
0	Write a comment		0 0	GF 🥑
Great	January 31 at 9:29 PM	<ul> <li>recommends Legacy</li> <li>O</li> <li>TP if visiting after 8pm</li> </ul>	Park Community Cente	er. •••
	凸 Like	Comment	A⇒ Share	<b>.</b> -
	Write a comment		0	@F 😳
-	Diana Martinez 🗭 January 25 at 9:12 PM	recommends Legacy Pa	rk Community Center.	
excel	lent place for actives			
	🖒 Like	Comment	A Share	6-
Longvie	w Community Center			
	Danielle Lynn Zimm February 7 at 7:16 AM -	er 🔛 recommends Long	gview Community Cente	er. •••
	his place! The upgrade recommend it, especia	es are really nice. It is Su ally for the price!	per clean, all new equip	oment. I
01				

# LEE'S SUMMIT PARKS AND RECREATION WORK ORDER/PATRON COMMENT FORM

TO: Tede Price

FROM: Pat Shepard

DATE RECEIVED: 1.24.19

PATRON NAME: Kari Simpson-guest at BNI rental

ADDRESS:

PATRON REQUESTED CONTACT: YES x NO

CONTACT PHONE NUMBER:

TYPE:

DATE REQUIRED (if Work Order): \_\_\_\_

DATE COMPLETED (Patron Comment or Work Order): \_

Comment: I am in the BNI group that meets at the Gamber Center weekly. One of our members and I were on a quick speaker phone call with a mutual client after everyone left the room when the custodian came in. We understand he needed to set up the room for the next event. We did not appreciate, however, that he turned music on his speaker phone during our 8 minute phone call. I told him I didn't appreciate it when I was leaving because he never said a word to us. His immediate response was "You know what is rude? You only rent this room until 9:45am and you should have been out of this room by then so you are the rude one." I am a member of BNI. I personally don't arrange the rental and did not know this. Your custodian is rude and clueless about customer service.

Staff Response: BNI rents the ballroom every Thursday from 7:45am-9:45am. Our rental policies state the group must enter and exit during that time frame. Several of the members then sit in the Bistro or hallway to continue their conversations. On 1.24.19 at about 10:15am, manager was contacted by Facility Maintenance Specialist and informed a BNI guest was upset with him because she was treated rudely. Manager asked him to document the conversation. When manager returned to facility, an interview was conducted with him.

He stated he entered the room at 10:05am (20 minutes after rental ended) to begin the next set up. At that time he saw two people still at a table in the front of the ballroom on the phone. He began his clean up in the back portion of the

room by bringing in his cart and mop bucket and then started putting up the wall. At some point he began playing music as he always does during a ballroom cleanup. All of this activity occurred in the back side of the ballroom.

The Maintenance Specialist said after the call, the visitor said "You're incredibly rude, you were purposely playing loud music." He reported that the mop bucket, wall and cart all made noise but she only mentioned the music. He then explained he was trying to do his job since there were two more rentals in that room. She replied: "I don't care, we were on an important call and you were being rude." He replied: "No, I was working and doing my job. I have two rentals after you to set up for. This room gets used several times a day. It doesn't matter what you were doing because it was way past your rental time agreement. Your rental time ended at 9:45, over 20 minutes ago. So, technically, at 9:46 I have access to the room. I already gave you an extra 18 minutes but you can speak with the manager."

According to Maintenance Specialist, she replied: "I know when our rental time ends but we needed to make an important call and you were being rude." He then replied: "No, what's rude is staying 20 minutes past your contractual time and then expecting to be the only ones with access to this room."

Manager spoke with Maintenance Specialist about different ways to handle this type of situation. He did not feel he was being rude and stressed he was just trying to do his job. Typically, when a rental group runs over their time, he lets manager know and manager deals with it but manager was out of the building. Manager addressed examples of these types of issues at staff meeting on 1.28.19 and explained the Facility Supervisor should handle these situations instead of non-supervisory personnel. Manager also spoke with Facility Maintenance Supervisor again on 1.29.19 about not using words like rude and going to the supervisor for help in the future.

On 1.24.19 Manager left a message for this guest and explained the rental policy. Manager asked her to call back to discuss her concerns. As of 1.30.19, there had been no return call. Manager called again on 1.30.19 but her voicemail was full. On 1.31.19 she attended the weekly BNI meeting but did not ask to speak to manager. PS

щ	Leastion	Turne	Dete	Та	<b>From</b>	Detron Nome	Petron Commont	
<del>"</del> 1	Location GCC	Type Compliment	Date 1/30/19	To Tede Price	From Pat Shepard		Patron Comment I got word of the fact that classes could possibly be cut due to attendance numbers. I attend primarily at Gamber and would hate to see us lose any of the classes currently offered. Please consider a majority of your clientele are not young and for a lot of them this is the only facility they can	Staff Response Staff is very appreciative of these positive comments and will share them with the Recreation Supervisor who oversees the fitness instructors. All classes are monitored for attendance and changed or cancelled as indicated to better serve the majority of our patrons. No decisions or recommendations have been made at this time. PS
							make it to. Winter weather, winter travel, etc certainly have an effect on the attendance here. I attend 4 of Pam's classes here each week and value her expertise as she leads us to be the best we can be. Is o appreciate that Jan is part of the Gamber teaching staff. Her Yin Yoga class is amazing. I also want to express how much I enjoy Gloria and the classes she offers at Gamber. She makes it fun while working with us to be the best we can be. Ty makes all of her classes so enjoyable. I attend her Functional Fitness, Zumba and Yoga with Weights and look forward to each of them	
2	GCC	Suggestion	1/31/19	Tede Price	Pat Shepard	Shaun Raasch	There is not a safety light in the bathroom. Someone turned out the light and it's completely black when you are in a stall. For safety, there should be a safety light.	Manager checked with LPCC and learned their lights are controlled with a key. LVCC has a light that stays on at all times and HPCC does not have any safety feature. Manager has ordered a cover for the men's and women's room light switches to avoid future issues. PS
3	GCC	Suggestion	2/5/19	Tede Price	Pat Shepard	Unknown	Can we get a swipe in the actual room so that the instructors get a true count of members attending fitness classes?	A count is taken every hour by the front desk staff. This is the number that is entered into the fitness class attendance records each day. This number is more accurate than the class sign-in sheets since patrons often forget to sign them. Manager asked the front desk staff to step into the room when counting instead of looking through the windows and door to insure an exact count. PS
4	Indian Valley Subdivision	Information	2/8/18	Joe Snook	Steve Casey	Rena Herzig	My name is Rena Herzig, I have lived at my residence for 27 years and have never had anything behind my house. I have a big dog that is very protective and will go crazy if someone walks behind my house. My fence is very flimsy and since I'm on disability I have no way of keeping him safe from breaking through my fence nor will I be able to chase after him. In addition, I have absolutely no additional funds to build another fence. I've never had to worry about this before.	Thank you for your comments and concerns regarding the upcoming trail project adjacent to your property. The goal of our department is to always be transparent and accessible with communication and information to neighbors regarding upcoming projects. I discussed the matter with our Parks Administrator Joe Snook on Monday. While we intend to proceed with the trail project, we wanted to make you aware of some opportunities through the City of Lee's Summit for minor home repair that may allow you to make repairs to your property, specifically fencing along your back lot line. We hope this information is helpful and may relieve you of any stress you make have about your securing your pet on your property. Let me know if I can answer any additional questions or be of assistance. Here is the link: https://cityofis.net/Portals/0/Files/Planning/CDBG/MHR%20Information%20Sheet%20FY2018- 19.pdf?ver=2018-08-06-133405-843
5	LPCC	Complaint	1/28/19	Mike Hedrick	Heath Harris	Marlee Williams	Pickleball barrier is not effective for safety for students during the Zumba class. Balls roll into the Zumba dance area.	Staff spoke with Ms. Williams and explained the cardboard gets moved when patrons walk through the gym and it does not always get moved back. Staff explained to Ms. Williams that staff will make the weight room attendants aware of the situation and have them check the cardboard at the start of class time to assure the barriers were put back in place to prevent the pickleballs from rolling onto the Zumba side of the gym. Ms. Williams appreciated the phone call and the steps taken to resolve this issue. Ms. Williams also inquired about purchasing taller barriers to help prevent the balls from bouncing over. Staff explained to Ms. Williams that staff will look into the cost differential for taller barriers when the time comes to replace the current barriers. Ms. Williams thanked staff again for our efforts and for listening to her comments. HH
6	LPCC	Complaint		Mike Hedrick	Ola Shobowale	Marie Frye	No fun when lap pool feels so cold for Aqua fit, some days it is Ok but 84F feels too cold. Constant, say, 86F, would be good. And if it was constantly something I'd know if to come. Why does temperature fluctuate so?	After receiving the comment, staff checked the boiler and staff asked the lifeguard to take a reading of the lap pool temperature. Staff confirmed the boiler was working properly and the lifeguard confirmed the pool temperature was at 85F. When the boiler is operating properly, it is normal for the temperature of the lap pool to fluctuate at a 2F lower or higher than the set point temperature of 85F. OS.
7	LPCC	Complaint		Mike Hedrick	Ola Shobowale	Cheryl Ball	It is very hot upstairs. Lots of people complained about this during the holiday.	After receiving this comment, staff checked the computer that controls the HVAC system. At that time, the settings and equipment were functioning properly. Staff has been investigating problems with the HVAC exhaust fan on the roof of the facility, which might lead to the unusual rise in temperature in the building. Staff put in a work order for the repair of the exhaust fan and the contractor fixed the exhaust fan on 01.23.19. Staff will continue to monitor the temperature upstairs and make adjustments as needed. OS
8	LPCC	Complaint	2/1/19	Mike Hedrick	Heath Harris	Jerry Young	You are shoving out 2 dozen basketball players who are here every night. Pickleball is here in the mornings. Why can't pickleball be at Longview and Harris Park where there are less basketball players? Now you have Mondays, Tuesdays and Thursdays where you take up half the courts. A lot of folks are really upset. If you keep pickleball at night, it should be 2 courts on opposite side with the bar workout group as this would at least keep 3 goals open instead of 2. You are pushing away people who have been playing basketball here for years! Pickleball already has every morning. People work during the day, so the only time for basketball is at night. This isn't fair. Please come up with a solution.	Staff implemented a new gym schedule on January 26, 2019 to offer more pickleball play outside of the weekday mornings. Legacy Park Community Center now offers pickleball on Wednesday and Thursday evenings taking up half the gymnasium. Most nights this will leave 3 basketball goals available for patrons, but with the TRX class in session on Thursday nights from 7:00-8:00pm only 2 basketball goals are available. However, during these nights all six-basketball goals at Longview Community Center are available for open gym. Staff encourages members who do not wish to share the basketball court space at Legacy Park Community Center to use their all-inclusive membership and play basketball at Longview Community Center. HH
	LPCC	Complaint	1/7/19	Devin Blazek	Shelby Dawson	Unknown	The smell of chlorine is very strong!! Eyes are burning.	Staff appreciates the comment and acknowledges there has been an issue with the DH unit this week. This issue has caused the air in the pool area to push outwards rather than inward, thus projecting a high smell of chlorine throughout the whole building. This mechanical issue with the DH was resolved on 1-6-19 and there is no longer a strong smell of chlorine throughout the facility. SD
10	LPCC	Compliment	1/23/19	Mike Hedrick	Jenny Brennan	Christy Vinson	10:30am Yoga Plus on Wednesday's with Lindsay. I like how she puts the "Plus" in Yoga Plus. It is nice to be challenged. I love Lindsey	Lindsay teaches Yoga Plus on Wednesday morning's and Friday morning's at 10:30am at LPCC. Staff will share the comment with Lindsay and recognize her at the next staff meeting. JB
11	LPCC	Compliment	1/22/19	Mike Hedrick	Jenny Brennan	Theresa Mellon	Rhonda was a great teacher for the 3:00pm cycle class today! Thank you.	Rhonda Taylor teaches cycle on Sunday's at 3:00pm at LPCC. Staff will share the comment with Rhonda and recognize her at the next staff meeting. JB
12	LPCC	Compliment	1/22/19	Mike Hedrick	Jenny Brennan	Tracy	Jamie's Monday 8:30am Yoga, I really enjoy your class.	Jamie teaches yoga on Monday's at 8:30am & 4:30pm, and Wednesday's at 4:30pm at LPCC. Staff will share the comment with Jamie and recognize her at the next staff meeting. JB

#	Location	Туре	Date	То	From	Patron Name	Patron Comment	Staff Response	
# 13	LPCC	Compliment	1/18/19	Mike Hedrick	Jenny Brennan	Unknown	Julie did a great job subbing the 9:30am SET class on Friday morning.	Julie Harp is subbing the Friday morning SET class at 9:30am while the permanent instructor is recovering from surgery. Julie also teaches Zumba on Monday's at LPCC. Julie regularly subs classes for other instructors and the public seems	
							Julie please!	to love her style and perkiness. When the opportunity arises, staff will work with Julie to teach those classes if it works with her schedule and experience. Staff will share the comment with Julie and recognize her at the next staff meeting. Jen	
14	LPCC	Compliment	1/18/19	Mike Hedrick	Jenny Brennan	Unknown	class with her in the evenings.	Nikki Parkhurst is a new trainer for LSPR and is teaching the TRX class on Thursday evenings at 7pm. Staff plans to continue offering this class on Thursday evenings as long as the minimum registrations are met. Staff will share the comment with Nikki and recognize her at the next staff meeting. Jen	
15	LPCC	Compliment	1/23/19	Mike Hedrick	Jenny Brennan	Jean Tadokoro	Love LaNika's Piyo class and would love to come and do more than once per week. Consider adding another.	LaNika Tapii teaches Piyo on Tuesday evening's at 5:30pm at LPCC. LaNika teaches at other facilities along with LPCC and currently does not have the availability to add another class to her weekly schedule. When the opportunity arises, staff will work with LaNika to get her an additional class when it works with her schedule. JB	
16	LPCC	Compliment	Unknown	Mike Hedrick	Jenny Brennan	Kari	I love the Friday morning Extreme Circuit Training class. It is challenging and I cannot wait to feel sore all over.	Extreme Circuit Training is a new paid fitness class now being offered on Friday morning's at 5:30am. Staff appreciates the positive comment and will share it with the instructor. JB	
17	LPCC	Compliment	1/22/19	Devin Blazek	Shelby Dawson	Kylie Gormly	Swim Lessons – We currently take swim lessons with Grace. We are very impressed on how she handles our child! She is great!	Staff appreciates the positive feedback and will share the positive comment with Grace at our next meeting this upcoming Sunday! SD	
18	LPCC	Compliment	1/15/19	Mike Hedrick	Jenny Brenn	Unknown	11:30am Monday Zumba class is GREAT! More fun than I've had doing Zumba in awhile.	11:30am Monday Zumba is taught by Julie Harp. Staff appreciates the comment and will share the comment with Julie and recognize her at the next staff meeting. JB	
19	LPCC	Compliment	1/15/19	Mike Hedrick	Heath Harris	Jan Sumner	Darin at Legacy front desk was so helpful today with getting my Silver Sneakers set up for this location. It was quiet when he started helping me and doing the paperwork. Then multiple people had questions. He handled it all with positivity. Thank you for smiling as you worked.	Darin Bowers is a part- time service representative at Legacy Park Community Center. This comment card was shared with Darin and he will be recognized at the all staff meeting on January 27 <sup>th</sup> and given a park buck. HH.	
20	LPCC	Compliment	1/23/19	Mike Hedrick	Heath Harris	Susan Paccione	Michaela and Theresa are the best! Very very nice to me. I feel like I'm family. They even call me if I don't come for several days. Everyone is nice. Clean gym. Reasonable rates. Thank you.	Michaela Luna is a part- time service representative and Theresa Pyle is a part-time facility supervisor at Legacy Park Community Center. This comment card was shared with Michaela and Theresa and they will be recognized at the all staff meeting on January 27th and both will be given a park buck. HH	
21	LPCC	Compliment	1/31/19	Devin Blazek	Shelby Dawson	Pat Bock	Just wanted to say how I appreciate the great pool water temperature and air temperature. Keep it up please. The people who do the water fitness classes are all in need of warmer water and you are delivering! Thanks!	Staff appreciates the positive comment! SD	
22	LPCC	Compliment	1/31/19	Devin Blazek	Shelby Dawson	Marie Frye	Lap pool water has been so wonderful this week! Please keep it that way!	Staff appreciates the positive comment. SD	
23	LPCC	Compliment	2/1/19	Devin Blazek	Shelby Dawson	Mary Varner	Thank you, thank you, and thank you! I have been out of town for three weeks. I came back to a nice warm pool and some heat in the ladies locker room. They were both on the cool side when I left. I come to Legacy about three times a week.	Staff appreciates the positive feedback! SD	
24	LPCC	Compliment	2/6/19	Mike Hedrick	Jenny Brennan	Unknown	I love Piyo on Tuesday's with LaNika. She gives attention to all members, makes it fun and challenging. She is an amazing instructor!	LaNika teachs Piyo on Tuesday's at 5:30pm. Staff will share the comment with LaNika and recognize her at the next staff meeting. Jen	
25	LPCC	Compliment	2/8/19	Mike Hedrick	Jenny Brennan	Arvind Deshpande	Ty is a very good instructor. We like her classes on Monday and Tuesday.	Ty teaches Silver Sneakers classes at LPCC on Monday's and Tuesday's at 12:30pm, and Zumba Gold on Tuesday's at 11:30am. Staff will share the comment with Ty and recognize her at the next staff meeting.	
26	LPCC	Compliment	2/4/19	Mike Hedrick	Jenny Brennan	Linda Davenport	Love, Love all the Zumba classes Monday, Wednesday, and Fridays! Thank you.	Staff appreciates knowing how much our patrons enjoy the group fitness classes. Staff will share the comment with all of the Zumba instructors at the next staff meeting. Jen	
27	LPCC	Compliment	2/4/19	Mike Hedrick	Jenny Brennan	Debbie Smith	We love the Piyo Live class on Tuesday evening at 5:30pm. We really wish we could get another one sometime.	Lanika teaches Piyo Live on Tuesday evenings at 5:30pm. Staff is in the process of reevaluating the fitness schedule and classes for the spring season and will keep this suggestion in mind for future programming. Staff will share the comment with Lanika and recognize her at the next staff meeting. Jen	
28	LPCC	Compliment	12/7/18	Mike Hedrick	Jenny Brennan	Multiple	Staff received 5 positive comment cards regarding Lindsay Mais and how happy the patrons are in her yoga class.	Lindsay Mais recently took on the Wednesday morning 10:30am Yoga Plus class. Staff will share the comments with Lindsay and recognize her at the next staff meeting. JB	
29	LPCC	Compliment	1/31/19	Devin Blazek	Shelby Dawson	Pat Bock	Just wanted to say how I appreciate the great pool water temperature and air temperature. Keep it up please. The people who do the water fitness classes are all in need of warmer water and you are delivering! Thanks!	Staff appreciates the positive comment! SD	
30	LPCC	Information	1/31/19	Mike Hedrick	Ola Shobowale	John Stupica	Men's locker room's first seat on left is loose on the inside end. Please tighten. Thank you.	After receiving this comment, staff checked the seat and tightened the loose screw. Maintenance staff will inspect the benches in the locker rooms on a weekly basis to prevent further issues. OS.	
31	LPCC	Information	1/24/19	Mike Hedrick	Ola Shobowale	Margaret Grigsby	Ladies locker #80. The locking shield will slide but the door cannot be opened.	After receiving this comment, staff checked locker #80 in women's locker room and confirmed the difficulty in opening the locker door. When the door is closed, it is very hard to open, as it seems to be catching at the base. Staff applied lithium grease on the door on 01.31.19, and it helped correct the issue. The locker door is now operating properly with no catching issue. Staff will continue to monitor this locker door and address any issues as needed. OS	
32	LPCC	Information		Mike Hedrick	Ola Shobowale	Unknown	Why isn't there water hot in the restrooms??? Upstairs and down stairs?	After receiving this comment, staff checked the restrooms 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 in one of them. Staff called the city HVAC contractor to come look at the boiler and they fixed the boiler issues on Thursday, 11/15/18. OS	
33	LPCC	Information		Mike Hedrick	Ola Shobowale	Unknown	Group X room extremely warm. Is there way to put fans on a switch on/off so that the chains would stop being broke or thrown into the fans.	After receiving the comment, staff checked the HVAC central unit computer to see what the temperature was in the group exercise studio. The temperature was at a set point of 68F, which is usually the average set point temperature of the studio. There are four fans fixed to the walls in the group exercise studio. At the time of this comment, there was one fan with a broken pull chain in the group exercise studio. Broken pull chains is a frequent problem with all the wall fans in the facility. The on/off switch option was discussed with the facility manager, and it was determined the height of the fans do not make direct on/off switches an option. Pull chains are necessary for patrons and staff to be able to turn the fan off/on without the use of a ladder. Staff fixed the broken pull chain on the fan on January 26, 2019. OS	
34	LPCC	Information	11/27/18	Mike Hedrick	Ola Shobowale	Unknown	Light bulb in Family Dressing rooms' first cubicle is burnt out.	Staff checked the family dressing room and replaced the light bulb on Tuesday, 11.27.18. OS	
35	LPCC	Suggestion	1/16/19	Mike Hedrick	Dom Thomas	Rich Esterd	Time to put air in our exercise balls. Thank you	After receiving this comment staff checked and inflated all exercise balls as needed. Management reminded staff to be more diligent and check the exercise balls daily. DT 107	
	Landar	<b>T</b>	Dete	<b>T</b> -	<b>F</b>	Defense Norma	Petron Communit	0	
---------	------------------	--------------------	-----------------	----------------------------	-------------------------------	---------------------	---	--	
# 36	Location LPCC	Type Suggestion	Date 1/23/19	To Mike	From Jenny	Chery	Patron Comment Host a family fitness class weekly to teach the value and fun of fitness to	Staff Response This is the first comment staff has received for this type of class. Staff will keep the this idea in mind while developing	
_		ouggoodon	1/20/10	Hedrick	Brennan	enery	kids.	future programming. JB	
37	LPCC	Suggestion	1/7/19	Devin Blazek	Shelby Dawson	Jean Ann Fink	I made an observation, in the pool area last week. A mom and daughter, approximately five years old, were in the lazy river area. I was on a treadmill, upstairs. I observed the little girl playing by herself while mom was on her cell phone, for an extended period of time. Mom just walked around, in the water, with her phone and no attention to her child! This doesn't promote family if phones are allowed in the water. Please ban cell phone usage in the pool. I hope this can be implemented. Thanks for your time	At this time, LSPR does not have a policy in place that prohibits phone usage in the pool or pool area. Cell phone use in the pool does not pose a significant risk to patrons. At the time of the incident, a lifeguard was on duty and properly stationed. Staff does not feel the child was in immediate danger at any time. Staff is not aware of any facility that prohibits phone use in the pool area. Staff recommends no changes. SD	
38	LPCC	Suggestion	1/29/19	David Dean	Mike Hedrick	Michael Mangiere	Please bring the AARP Supplemental and Personal Health plans to LSPR facilities.	Staff has received a similar comment recently and has been conducting research on this plan. During research, staff discovered the AARP plan is different from the other insurance provider plans Lee's Summit Parks and Recreation accepts. It is a membership-based program and the other programs are single visit based. AARP requires the patron to pay 50% of the membership fee upfront and United Heath would reimburse LSPR the other 50% if the member visits the facility more than 4 times over the month. Additionally, United Heath would charge each LSPR facility a \$5.25 per month fee, a \$0.15 charge per month per member and additional fees of \$1.50 when a new member enrolls in the program. The other plans require minimal staff hours to monitor and maintain. The AARP program would require more staff hours to monitor and maintain then the current insurance programs. These programs do not require patrons to pay a fee, LSPR is nothly charges, maintenance fees, and these programs utilize minimal staff time to and the subject to monthly charges, maintenance fees, and these programs utilize minimal staff time to monitor and maintain. On January 30, 2019, staff spoke with Mr. Mangiere and explained to him the findings from the research. Staff explain the AARP Supplemental and Personal Health Plan as it stands now is not something that is feasible for Lee's Summit Parks and Recreation to offer at our facilities. Staff shared with him that Planet Fitness, Genesis, and Anytime Fitness currently accept AARP members. He stated, "He likes our facilities and group exercise schedule and will continue his membership the likes our facilities and group exercise schedule and will continue his membership with LSPR facilities." He thanked staff for looking into the program and calling him to discuss. MH	
39	LPCC	Suggestion	2/4/19	Mike	Heath	Robert	Need ice machine.	Legacy Park Community Center does have an ice machine for staff to use for ice packs and department use. It is not for public use. Staff does not recommend making this ice machine accessible for public use. HH	
40	LPCC	Suggestion	1/21/19	Hedrick Mike Hedrick	Harris Ola Shobowale	Sandra Molenario	Twice in one week there was no toilet paper in the bathroom in the cardio room. There really should be another bathroom on the 2 <sup>nd</sup> floor. People always walking past the door when it is occupied.	After receiving the comment, staff checked the bathroom upstairs and restocked the toilet paper. Staff discovered the toilet paper dispenser was not out of toilet paper, as one of the two toilet paper had a toilet paper on the roll. An additional toilet paper roll was placed in the dispenser. Concerning the comment about having a second bathroom on the second level, staff does not understand the patron's concern. Staff tried to reach out to the patron several times to get clarification on her comments, but the cell number she gave was connecting to someone else as a wrong number. In 2015, a restroom was added to the 2 <sup>nd</sup> level. Adding an additional restroom to the 2 <sup>nd</sup> level is not feasible based on design and space limitations of the facility. OS.	
41	LPCC	Suggestion		Mike Hedrick	Ola Shobowale	Unknown	Need Soap in Men's Shower.	After receiving this comment, staff checked the soap dispensers in men's shower and refilled those that were out of soap. Staff confirmed that the new bathroom cleaning crew has not been restocking the bathroom /locker rooms properly when they clean them. This has been reported to their supervisor, and staff expects the crew to start restocking as they clean the bathroom/locker rooms moving forward. OS	
42	LPCC	Suggestion	1/24/19	Mike Hedrick	Dom Thomas	Rich Esterd	: Missing and broken chain on the fan in the northeast corner of the exercise room. Also exercise balls need air- Thanks	Staff called the patron and left a voicemail. The broken chain was brought to the maintenance supervisor's attention and the switch was replaced on 1.26.19. To combat the low air pressure in the exercise balls, the recreation supervisors will ensure staff is checking the exercise balls daily. Supervisors will follow up with staff to make sure the schedule us being followed and exercise balls inflated properly. $-DT$	
43	LPCC	Suggestion	1/25/19	Mike	Ola	Olivia Bury	Please put an anti-bacterial dispenser in the cycle room.	Staff made several attempts to contact Mrs. Bury about this comment. Staff wanted to let her there is an anti-bacterial	
44	LPCC	Suggestion	1/30/19	Hedrick Mike Hedrick	Shobowale Ola Shobowale	Unknown	Can you get more pressure in the upstairs water fountain, so you do not have get your mouth so close to the spigot? Just turn on, it is great but immediately goes down to about 1 inch. Thank you	dispenser by the closest in the cycle room. Staff left this information on her voicemail. OS After receiving this comment, staff checked the water pressure on the water fountain upstairs. Staff was able to adjust the valve to increase the water flow out of the spigot. OS	
45	LPCC	Suggestion	1/31/19	Mike Hedrick	Heath Harris	Taylor Leville		Staff spoke with Mr. Leville and explained the TRX bars would not be moved to the north wall. Staff explained the TRX class is an hour-long class on Thursday evenings (7-8pm) and the third goal would be available before and after the class. Staff also explained the TRX class is a paid fitness class and if it does not reach its minimum enrollment the class would be canceled. In the event class is canceled, the third goal will remain down on Thursday evenings. Mr. Leville appreciated the explanation, but wished something else could be done. Staff shared with Mr. Leville that his membership was all-inclusive which allows him to utilize Longview Community Center's gymnasium as well. Staff explained the new gym schedule ensures that open gymnasium space is available for patrons at either Longview Community Center or Legacy Park Community Center in the evenings. HH	
46	LPCC	Suggestion	11/21/18	Mike Hedrick	Heath Harris	John Kappelman	Need a bench or 2 close to walking track to rest on between walks.	This is the first request staff has received for benches around or near the track. Currently 2 of the 4 corners around the track are occupied with cardio equipment and the other 2 corners are available for patrons to stretch. There is not enough room at this time to add benches around the track area. HH	
47	LPCC	Suggestion	1/29/19	Mike Hedrick	Jenny Brennan	Frances Neal	The exercise balls in the group exercise room need aired up. Many of them are rather flat.	The group exercise closet, which houses the exercise balls, has a temperature fluctuation that allows for the air in the exercise balls to condense within $1 - 2$ days when it is colder outside. Staff has been airing up the balls multiple times per week. This will continue to be a battle while the temperatures stay low. Staff will have the weight room attendants begin checking the balls on a nightly basis until the outside temperatures raises high enough to slow the issue from happening daily. Jen	

		-		-	_			a. # a
# 48	Location LPCC/LVCC	Type Concern	Date 1/27/19	To David	From Devin	Patron Name Deborah	Patron Comment Deborah was concerned with the amount of chlorine in all of the bodies of	Staff Response I spoke with Deborah on 1/29/19 regarding her experience. She stated she had read online that rashes can also be due
40		Concern	1/2//19	Dean	Blazek	Marron	beooran was concerned with the annumber of chindre and on the bodies of water at both Legacy Park Community Center and Longview Community Center. She stated she had visited both locations and was overwhelmed by the smell of chlorine. She also has a rash on her back she believed to be from the chlorine in either the pool or spa. She felt we should switch to saltwater pools as they were safer.	It spoke with Debotan of 17.29 to regarding the experience, one stated she that read the transfer can have be due to alkalinity or pH balances, but she felt it was the chlorine. She asked how often we tested the water at each location. I reviewed the chemical logs from each location and assured her we test the water of every body of water approximately every two hours, which exceed the minimum requirements of both the Center for Disease Control and Jackson County Health Department. There have been no chemical irregularities within the past month. I also explained to her that converting a pool from traditional chlorine injection to saltwater requires significant construction. Additionally, saltwater pools still have chlorine. I explained the primary difference is that a traditional chlorine pool injects chlorine directly in to the water, where as a saltwater pool (also called chlorine generating pool) produces chlorine by way of chemical reaction between the salt and water. I advised Deborah to shower immediately before and after each use of the pool. Residual chemicals left on the skin can cause irritation. I also advised her to try avoiding the spas at both locations temporarily. The heated water, combined with various chemicals, is known to cause skin irritation in some individuals (known as "hot tub" rash). Finally, I advised her to try using general skin moisturizers, as regular exposure to pool water can cause skin dryness, leading to minor irritation. She stated she would try these suggestions and hoped they would work. She thanked me for the call. DB
49	LVCC	Compliment	1/23/19	Jodi Jordan	Lisa Chism	Andrew Benoit	Patron used comment form to say thank you for getting additional fitness floor items.	Staff purchased several new attachment pieces for the cable crossover machine. Items were delivered on 1/22/2019.
50	LVCC	Compliment	2/5/19	Jodi Jordan	Lisa Chism	Barbara Brelsford & Beverly Sawyer	Gulshan's Zumba Gold class is so great. She is fun while she pushes us. Great class, we have really enjoyed having her as a sub for the regular instructor Regina.	Staff contacted Barbara and Beverly and thanked them for their comments. Gulshan subbed Zumba Gold four sessions for Regina while she was on vacation. Gulshan teaches Zumba and Aqua Zumba at Longview. LC
51	LVCC	Compliment	1/31/19	Jodi Jordan	Lisa Chism	Amy Ward	Thank you for getting the bar pads for the upstairs weight area. They are very helpful! My family and I are so glad to be back in this location. Thank you so much!	Staff purchased bar pads for the weight room after patrons requested them. The bar pads were delivered on 1.25.19. LC
52	LVCC	Compliment	1/28/19	David Dean	Jodi Jordan	Karen Sanders	Thank you for the bench upstairs!	Staff purchased a bench for the weight room after patrons requested a place to sit when changing their shoes or taking on and off sweat pants. The bench was delivered on 1.28.19. JJ
53	LVCC	Compliment	2/1/19	Jodi Jordan	Lisa Chism	Barb Brown	Patron requested more aerobics classes with her favorite instructor Jacque at Longview.	Staff has asked Jacque if she would like to teach more classes and obtain additional certifications to do that. At this time, Jacque is happy with only teaching cycle class and does not wish to get additional certifications necessary to teach other fitness class formats. LC
54	LVCC	Compliment	2/6/19	David Dean	Jodi Jordan	Unknown	Thank you for doing a great job on the sidewalks. They are in great shape.	This comment was shared with the custodians and weight room staff that were spreading ice melt during the freezing rain on Wednesday 2.6.19. The patron was thanked for her comment.
55	LVCC	Question	1/16/19	Park Board	Joe Snook	Jenny Winkler	Ms. Winkler called to share her thoughts about Longview Community Center and to ask about a family pass option.	Ms. Winkler shared that she was impressed with Longview Community Center and was considering becoming a member. She also shared that she has spent a lot of time in our parks and at Summit Ice with her grandchildren and was proud of our parks system. She also asked about the lack of a family membership option at Longview. I explained that our pricing strategy allows LSPR to provide the lowest price point possible for our members. Ms. Winkler thanked me for returning her call and appreciated the explanation.
56	LVCC	Suggestion	1/16/19	Jodi Jordan	R Barton	NA	The exercise room (PT room) could really use a fan on both sides if it's possible to get one. Thanks! Everyone and everything about LVCC is great!	A fan has been installed on the east wall of the PT room. Staff will continue to evaluate and monitor the situation and determine if another fan is needed. Staff appreciates the positive comments. ES
57	LVCC	Suggestion	1/19/19	Jodi Jordan	Lisa Chism	Linda Ornes	Patron requested the addition of more three pound hand weights to the group fitness class equipment closet. She also wants the Saturday morning RIPPED class to be more of a freestyle aerobics class.	Staff contacted Linda and told her that we are adding and adjusting several classes to the Longview schedule in February including the Saturday morning class. Staff also told her that additional three pound weights have been added to the group exercise room. Linda was appreciative and thankful for the call. LC
58	LVCC	Suggestion	1/17/19	David Dean	Jodi Jordan	Fred Arbanas	If you want, in the past the handicap people could park at the back door and ring the doorbell for admittance . It is a very long walk for us up the front.	LSPR removed the handicap parking when the facility was purchased. LSPR did this so we could limit the access to the facility to one entry point, like all the other facilities. Limiting the access point to one, allows LSPR staff to identify and charge appropriately every person who accesses the facility. The back entryway was not a proper entrance for patrons as it is designed to be a service entrance. LSPR is evaluating the handicap accessibility of the front entrance and parking lot and will be making updates as needed. JJ
59	LVCC	Suggestion	1/18/19	David Dean	Jodi Jordan	2 Requests	Please order colored pickleballs that contrast with the floor (white, green or orange)	Staff purchased yellow and neon green pickleballs in December 2018. Once the pickleball supply has run out staff will order different color balls. JJ
60	LVCC	Suggestion	1/18/19	David Dean	Jodi Jordan	6 Requests	Staff has received 6 requests for a bike rack at Longview Community Center.	Staff purchased a bike rack but does not have it installed yet. Staff is waiting to finalize the front entry plans before installing. Staff anticipates installing the bike rack prior to Spring 2019.
61	LVCC	Suggestion	1/16/19	Jodi Jordan	Lisa Chism	Margaret Stockdale	Patron requested the addition of more daytime morning weight classes.	Staff contacted Margaret and told her that we are adding several classes to the Longview schedule in February including morning weight classes. Staff also explained that the current RIPPED class on the morning schedule includes strength training. Margaret was appreciative and thankful for the call. LC
62	LVCC	Suggestion	1/18/19	David Dean	Jodi Jordan		I would like more evening time for pickleball. The group is growing and only offering it on one night it is too busy.	Currently, LSPR offers pickleball 2 evenings per week. On Tuesday nights at Longview Community Center and on Wednesday nights at the Legacy Park Community Center. The LSPR facility management team has been meeting to develop a plan of providing more evening and weekend availability. LSPR plans to roll this new plan out by February 2019. Staff spoke with Diane and she is very excited to see the new plan. JJ
	LVCC	Suggestion	1/15/19	David Dean			I love the facility! My only suggestion is to consider adding 3 or more treadmills. They always full after 5pm.	Currently there are 8 treadmills and 2 assault air runners. Staff also implements a 30 minute time limit during peak season. Staff is evaluating the use of all of our equipment and will continue to do so through the next few months. This will help staff determine what additional pieces of equipment will need to be purchased. Staff appreciates the feedback. JJ
64	LVCC	Suggestion	2/4/19	Jodi Jordan	Lisa Chism	Unknown	Patron requested aerobics classes over the lunch hour during the week.	This is the first request staff has received for this. LVCC offers Zumba Gold twice a week at 11 a.m. and Chair Yoga once per week at 11 a.m. If additional requests are received, staff may consider adding more classes over the lunch hour. LC
65	LVCC	Suggestion	2/2/2019	Jodi Jordan	Lisa Chism	John Ball	Patron requested the new Saturday morning aqua class at Longview be moved to another location of the pool. With swim lessons and open swim time also being held at the same time, the middle portion of the pool was confusing for the instructor and class. Instructor was hard to hear.	Staff has adjusted the location of the class to the corner of the pool for future classes so that it runs more smoothly for the instructor and participants. LC

#	Location	Type	Data	То	From	Patron Namo	Patron Comment	Staff Dosnonso
# 66	Location LVCC	Type Suggestion	Date 1/21/19	To Jodi	From Lisa Chism	Angie Cain	1.) Would like to have toilet seat covers available in the upstairs	Staff Response A toilet seat cover dispenser and toilet seat covers have been ordered for the upstairs restroom. It will be installed upon
		ouggestion		Jordan	& Eric Schooley	5	bathroom. 2.) Stairmaster. 3.) Shorter handles for the cable machine. Thanks, the place looks great!	arrival. ES Staff called Angie and let her know our Precor AMT machines also function as stairsteppers. Staff also let her know we have recently received and put shorter handles on the cable crossover machine on1/25/19. Angie was thankful for the info. LC
67	LVCC	Suggestion	1/31/19	Jodi Jordan	Lisa Chism	Rachel Reiner	Patron requested the Thursday evening Zumba instructor Meredith be allowed to keep teaching the Thursday night class at Longview.	Due to not meeting member minimums for several weeks and not seeing an increase in participation in this class during our "busy" January season, the Thursday evening Zumba class was removed from the Longview schedule for February. The instructor Meredith still teaches a Sunday afternoon Zumba class at Legacy Park Community Center and patrons can enjoy her class there.
68	LVCC	Suggestion	1/29/19	Jodi Jordan	Lisa Chism	Susan Reynolds	Patron requested that childcare workers and patrons not enter the childcare through the gym while pickleball is being played.	Staff decided prior to Longview opening to have childcare staff and patrons enter through the gym while fitness classes are in session. This is the least disruptive to the group fitness classes. The other alternative to the gym entrance is to have patrons walk back and forth behind the half wall in group fitness during classes which is very disruptive, especially to yoga. This is the first comment staff has received about this and staff does not recommend any changes to our current process at this time. LC
69	LVCC	Suggestion	1/25/19	Jodi Jordan	Lisa Chism	Michael Rogers	Patron would like a chest supported T-bar row for the fitness floor.	This is the first request staff has received for this piece of equipment. Staff will monitor patron requests and consider adding this additional piece of equipment if more patron requests are made. LC
70	LVCC	Suggestion	1/18/19	Jodi Jordan	Lisa Chism & Eric Schooley	Chris	The showers need cleaned better (men's), could you post the other classes at the other locations, could you change the TV upstairs to something other than CN (Cartoon Network).	The locker rooms, including showers, are cleaned nightly by a contracted cleaning service. Staff inspects these areas on a daily basis and have found them to be clean. The men's shower does have some calcium buildup and scum in places that staff was unable to be remove during the construction and renovation process. ES Fitness class schedules for the other LSPR facilities are available online. We don't provide paper copies at LVCC. This is to be environmentally friendly and create less paper waste, and also to eliminate confusion so that only Longview classes are posted at Longview. LC Someone had set the DISH box timer to override the set channel to Cartoon Network. Staff contacted DISH and removed the timer. LSPR has provided a list of the TV schedule upstairs for patrons. JJ
71	LVCC	Suggestion	1/24/19	David Dean	Jodi Jordan	Larry Hiler	Please consider placing a bench or a couple of chairs in the workout area upstairs. That would help when taking off shoes or sweat pants.	Staff called Mr. Hiller and let him know we had received multiple requests for a bench and one was ordered on 1.9.19 and should be arriving shortly. Mr. Hiller was thrilled with the update and the quick response. He stated he was a former member of Longview Recreation Center and he and his wife love the updates, the new equipment and the staff. He stated he was a proud new member and is excited to be back. Staff thanked Mr. Hiller for his feedback and told him his comments would be shared with management and the Park Board. JJ Follow up: The bench was delivered on 1.28.19. JJ
72	LVCC	Suggestion	1/30/19	David Dean	Devin Blazek	CR Vennehan	I applaud the attempt at a different pool clock. The contrast is fine but the clock needs to be bigger and it is next to worthless without a digital second hand. No way to time laps without a second had. I would be more than happy to help.	At the time this comment was received, staff already ordered a large pace clock, which has a second timer for those needing to time laps. Staff anticipates the clock will arrive and be installed no later than 2/6/19. DB
73	LVCC	Suggestion	12/31/19	Jodi Jordan	Lisa Chism	Wilbert Abram	Patron requested the Thursday Silver Sneakers Yoga instructor have more training.	Lisa contacted the patron and listened to their feedback. The patron felt the assigned instructor for Silver Sneakers Yoga did not seem qualified to teach the class. Based upon the information received, while the instructor does have the certification to teach this format, staff made a scheduling change so a more experienced Silver Sneakers Yoga instructor can lead this class. Staff shared the schedule change with the affected instructor and will provide additional training. LC
74	LVCC	Suggestion	2/5/19	Jodi Jordan	Eric Schooley	Nancy Horton	There needs to be another towel dispenser in women's bathroom. There are two sinks and one dispenser.	The women's bathroom experiences minimal traffic throughout the day. At this time, there is not a need for two paper towel dispensers. Staff will continue to monitor use and make the necessary adjustment when needed. ES
75	LVCC	Suggestion	12/31/18	Jodi Jordan	Eric Schooley	Ron Miller	Men's shower heads have calcium buildup. Remove and soak in CLR or replace. Cheap fix!!	Staff is aware of two shower heads that have an inconsistent spray. Staff will remove and take apart these heads and try to clean them. Staff was able to clean one of the heads and it is working effectively. The other head is defective and staff purchased and installed a replacement. ES
76	LVCC	Suggestion	12/24/18	Jodi Jordan	Eric Schooley	Judy Hobbs	The clocks in the pool are too small. At least there are clocks, but they are hard to see from the pool	Staff appreciates the comment. Large digital clocks are on order for the pool and they will be installed as soon as they arrive. ES
77	SW	Question	1/29/19	Devin Blazek	Anneliese McCracken	NA	I heard that Lee's Summit is considering the discontinuation of the Stingray Swim Team? My husband and I have four children that will be crushed! They have really enjoyed participating in Stingrays, and Jessica was a fantastic coach to replace Liz. Is there any chance Lee's Summit could reconsider the decision to discontinue the Stingray swim team? Let me know if there is anything, I can do to help!	Thanks for contacting me. As part of the End of Activity Report that is completed after each season, staff recommended discontinuing the swim team. This decision was based on a 10 year trend of declining participation as well as financial unsustainability. Staff has identified several teams in the area as alternate options (attached for your reference) for patrons wishing to enroll in a swim team program. At this time, however, the Lee's Summit Stingrays swim team will not be continuing for the 2019 season.
78	GCC	Information	2/11/19	Tede Price	Pat Shepard	Tim Smith	Do the floors ever get moped in the men's room? By the urinals, my shoes stick most the time.	This is the first comment staff has received concerning the floors in the men's restroom. Manager noted the patron typically comes to the facility later in the day. GCC has a contract with Town & Country Building Services to provide daily bathroom cleaning and has been pleased with the service provided. This cleaning takes place either after closing time or before we open. At 9:30am, upon receipt of this comment, manager asked Facility Maintenance Supervisor to go into the restroom and make sure the floors were clean and not sticky around the urinals. Manager inspected the women's restroom as well. All floors were clean and free of any residue or stickiness. Manager discussed the issue with the Facility Maintenance Specialist who said that there are times the floor around the urinals is wet depending on which patrons have been in the facility but he cleans it up when it is observed. He replenishes toilet paper and towels around 2:30 each day and said he would watch the floors more closely at that time. PS

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

~ FEBRUARY ~										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
					<b>1</b> 6:00pm GCC Father	<b>2</b> 6:00pm GCC Father				
					Daughter Dance	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	<b>19</b> 6:15pm City Council	<b>20</b> 6:00pm Park Board meeting (Strother Conference Room)	<b>21</b> 6:00pm HPCC Staff Meeting	22	23				
24	25	26 MF	27 PRA Conference - Banso	28 n MO						

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

~ APRIL ~										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
	1	2	3	4	5	6				
		6:15pm City Council								
7	8 6:00pm Beautification Comm 6:30pm GCC YSA - Dinner Meeting	9	<b>10</b> 7:30am-GCC 3rd Quarter EOQ Breakfast	11	12	13				
14	15	16 6:15pm City Council	17	<b>18</b> 6:00pm HPCC Staff Meeting	19 School Break Camp	20				
21	22	23	24 6:00pm Park Board meeting (Strother Conference Room)	<b>25</b> 6:00pm Volunteer Gala (Gamber Community Center)	26	27				
28	29	30				112				

Lo Thomas Feb.

Feb 2, 2019

# **Free Hands-Only<sup>™</sup> CPR Training**

February is American Heart Month, and the City of Lee's Summit is offering free Hands-Only<sup>™</sup> CPR training Feb. 23 at the Gamber Community Center, 4 SE Independence Ave. These training sessions provide vital information, which can greatly increase the chances of survival for individuals who experience sudden cardiac arrest.

There will be three, 45-minute training sessions available at 9 a.m., 10 a.m. and 11 a.m. Individuals experienced in teaching CPR will conduct the training sessions, which include a brief video and the use of



mannequins to practice chest compressions. Participants will receive a certificate and free T-shirt, while supplies last.

Registration is available at LSparks.net or by calling 969-1500. Space is limited for these training sessions, so it is best to register early. Walkins will be permitted if space is still available the day of the event. Nearly 900 residents have participated in these training sessions since they first began in 2015.

"The more people who know CPR, the greater the chance someone will step in to help during an emergency," said Lee's Summit Assistant Fire Chief Jim Eden. "We want every Lee's Summit resident to learn this important skill so that when an emergency happens, the survival rate is greater."

According to the American Heart Association, 70 percent of all out-ofhospital cardiac arrests happen at home. Learning Hands-Only<sup>™</sup> CPR could mean the difference between life and death during an emergency.

The City's Health Education Advisory Board sponsors the event along with community partners, including the Lee's Summit Fire Department, Lee's Summit Parks & Recreation, Lee's Summit R-7 School District, Saint Luke's East Hospital, Truman Medical Center, Lee's Summit Medical Center and John Knox Village. The training sessions are funded in part by a grant from Baptist-Trinity Lutheran Legacy Foundation.



# Stanley Cup To Visit Summit Ice In Lee's Summit

Stanley Cup will make its debut, free to the public, at Summit Ice on Feb. 26 from 4-6 p.m. and Feb. 27 view the Stanley Cup, as well as have their photo patrons are welcome to trophy or have a photo taken During this free event, professionally taken with the by a staff member on their from 8-11 p.m. The

Patrons are also welcome cell phone.

to skate at Summit Ice during the cup's viewing hours. Tuesday, February 26 will have open skate at fees of \$7 for a Lee's Summit resident, for a non-resident and skate rentals for \$3. Wednesday, February 27 the Stanley Cup will be available \$10 for a Lee's Summit resident, \$12 for a nonduring pond hockey hours, 6\$

resident with \$3 skate rental and \$4.00 stick rental.



to bring the Stanley cup back to Kansas City," Ken "We at KCIce are thrilled

said. "KCIce has worked Morrow, President of KCIce, hard the last decade to availability of hockey and other ice related sports here grow the awareness and in the KC area, and it is very exciting and important for all of us to help celebrate the opening of Summit Ice and sports fans the once in a and to give the local hockey lifetime opportunity to come see the Stanley Cup."

This special viewing event Hockey League (NHII) to has been made possible by Cup champion, US Olympic gold medal winner on the Morrow, four-time Stanley 1980 "Miracle on Ice" hockey and now operates the new team, and President of KCIce. KCIce was contracted by Lee's Summit Parks and construct Summit Ice outdoor ice rink in Lee's Summit. Morrow reached out to the National Recreation to

discuss the possibility of the Stanley Cup visiting Lee's Summit; the NHL agreed and the viewing dates were set. This is the first time that the Stanley Cup has visited For more information, at Lee's Summit in its history.

contact Summit Ice 816.969.1560.



he Lee's Summit Parks and Recreation (LSPR) Board was notified on August 31, 2018 of its renewed status as a nationally accredited agency from the Commission for Accreditation of Parks and Recreation Agencies (CAPRA). CAPRA accreditation assures policy makers, department staff, the general public, and tax payers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality.

Accreditation is based on an agency's compliance with the 151 national standards. To achieve accreditation, an agency must comply with all 37 Fundamental Standards, and at least 95 percent (or 108) of the remaining 114 standards. The three-member CAPRA assigned visitation team concluded, "All 37 Fundamental Standards along with all of the remaining 114 additional standards were met; an outstanding level of achievement."

"I'm very proud of our staff and department for their efforts to earn reaccreditation with a perfect review," Joe Snook, Administrator for Lee's Summit Parks and Recreation, said. "Accreditation is formal validation that LSPR is committed to the best practices of our profession, continuous improvement, and serving our community at its highest level. I would especially like to thank David Dean, Superintendent of Recreation, for his leadership on this project."

Submitted by: Collin McCage, Lee's Summit Parks & Recreation

LEE'S SUMMIT

ACCREDITATIO

& RECREAT

NIVERS

CAPRA accreditation is on a five-year cycle and includes three phases: Development of the agency self-assessment report, the on-site visitation, and the Commission's review and decision. The on-site visitation follows the agency's development of its self-assessment report. The Commission is comprised of representatives from the National Recreation and Park Association, the American Academy for Park and Recreation Administration, the National Association of County Park and Recreation Officials, the International City/ County Managers Association, American Association for Physical Activity and Recreation, the Armed Forces Recreation Society, and the Council of State Executive Directors.

The LSPR Board first achieved accreditation in 2003 and was reaccredited in 2008, 2013, and again in 2018. This is the second time LSPR has been reaccredited with a perfect review from CAPRA.

The official announcement was made at the 2018 National Recreation and Park Association Conference held in September in Indianapolis, Indiana.

For more information on CAPRA or the activities and facilities provided by LSPR, contact us at 816-969-1500 or by email lspr@cityofls.net WEDNESDAY FEBRUARY 13 2019 LSJOURNAL.COM

### LEE'S SUMMIT JOURNAL

## Community <sup>3A</sup>

### **COMMUNITY NOTES**

**BY KAREN RIDDER** Special to the Journal

### STANLEY CUP TO VISIT SUMMIT ICE

A free event at Summit Ice will allow visitors to get up close to the Stanley Cup. The trophy is awarded annually to the National Hockey League playoff winner. This is the first time in the history of the Stanley Cup that it has been in Lee's Summit. Patrons are invited to view the cup and have their photo professionally taken with the trophy or have a photo taken by a staff member with their cell phone. The Stanley Cup will be on display on Feb. 26 from 4 p.m. to 6 p.m. and on Feb. 27 from 8 p.m. to 11 p.m.

While viewing the Stanley Cup is free and open to the public, skating will be open at the same time for regular fees.



The Stanley Cup will be displayed at Summit Ice for free viewing on Feb. 26-27.

# **Outdated center now state-of-art gathering spot Lee's Summit fitness buffs of all ages**

BY ANNE MARIE HUNTER SPECIAL TO THE JOURNAL

JANUARY 22, 2019 03:33 PM,

UPDATED JANUARY 22, 2019 04:09 PM



Scott Bilyeu of Lee's Summit recently worked out at the newly renovated Longview Community Center. Bilyeu is one of more than 1,400 members who have joined the gym since it reopened in December. **Colin McCage** *Courtesy photo* 

In late December, the Lee's Summit Parks and Recreation Department welcomed their community to a fully renovated Longview Community Center.

Purchased by the city from the Metropolitan Community College system early last September, the entire center, originally built in 1989, was renovated prior to the grand reopening. Spearheaded by the Parks and Recreation department, the full renovation project was completed in less than 15 weeks.

"From floor to ceiling, every square inch of the center was updated, remodeled or renovated," said Joe Snook, Lee's Summit Parks and Recreation Department administrator. "All of the renovations were done in-house. Without the contribution from all areas of the department, we wouldn't have gotten this done in 15 weeks."

Steve Thomas, assistant superintendent of Parks and Recreation construction and project' manager, oversaw an extensive collaboration across several Parks and Recreation divisions to complete the physical renovation work. In addition, the department also hired and trained five new full-time staff members, 60 part-time staff, and an IT team for the facility during the renovation.

"We'd never purchased a facility to renovate," said Snook, who has been a Parks and Recreation staff member for 18 years and administrator for the past two. "This was a challenging project, but one I'm as proud of as anything we've done in Lee's Summit."

Located on the Longview Community College campus, the 60,000 square-foot recreation facility has amenities for members of all ages and abilities. The center includes a gymnasium, indoor aquatics area, aerobics and cycle studios, walking track and \$250,000 of new workout equipment recreation center. Childcare is also available.

Community response to the newly opened state-of-the-art center has been enthusiastic.

More than 1,400 new members joined within the first four weeks of opening, and Snook anticipates that number could reach 4,000 by the end of the year.

Nick Welty and his family were some of the center's first members. Previously, Welty worked out at the Legacy Community Center on the east side of the city, until he and his daughter moved to Lee's Summit's west side.

"I was excited to hear that the outdated Longview college fitness center was being renovated by the city," said Welty, who has lived in Lee's Summit since childhood. "Now, I work out early in the morning with all new equipment and renovations — and it's a two-minute drive from my house. The center's a win-win on many fronts.

"What I like best is the true diversity and ability to meet and network with the people in this community,"

Snook said when planning the renovation, the focus was on creating an inviting, environment through the lighting and décor.

In the aquatics area, dim lighting was switched out with brighter and more efficient LED lights.

"I couldn't believe the day we turned on the new lights in the pool area," Snook said. "It was fantastic. The lighting is vastly brighter and has a huge impact on people's participation, mood and frame of mind."

After working out, members can purchase coffee, watch television or relax by the fireplace in the lobby.

"We knew there was a need for this opportunity for our residents on the west side of the city," Snook said. "Now, we're really able to serve this part of our city and community in a way we hadn't been able to do before."



Along with more than \$250,000 in new workout equipment, Lee's Summit's newly renovated Longview Community Center also features a gymnasium, aquatics center, aerobics and cycle studios, and more. Childcare is also offered. Colin McCage Courtesy photo



An instructor coaches swimmers at the Longview Community Center. Courtesy photo



Along with more than \$250,000 in new workout equipment, Lee's Summit's newly renovated Longview Community Center also features a gymnasium, aquatics center, aerobics and cycle studios, and more. Childcare is also offered. Colin McCage*Courtesy photo*