MAY 2019

Park Board Meeting Packet

Hartman Trailhead is nearing completion and the Ribbon Cutting will be scheduled in early June.

Sweep the Summit saw many patrons picking up trash at our local parks.

Pat Shepard retired after 13 years of service to LSPR.

Summit Waves and LPA are getting ready for the Summer.

MISSION

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

LEE'S SUMMIT PARKS AND RECREATION BOARD
MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	April 24, 2019	**TIME:**	6:00 PM	**PLACE:**	Strother Conference Room

Board Members Present:	**Board Members Absent:**	**Staff Present:**	**Other Guests:**
Tyler Morehead, President	Nick Walker	Joe Snook	Carrie Schooley
Mindy Aulenbach, Vice President	Samantha Shepard	Carole Culbertson	Emmie Schooley
Lawrence Bivins, Treasurer		David Dean	Micah Bell
Nancy Kelley		Steve Casey	
Casey Crawford		Tede Price	
Marly McMillen		Jackie McCormick Heanue	
Jim Huser		Brooke Chestnut	
		Jodi Jordan	
		Eric Schooley	

AGENDA ITEM	**DISCUSSION (Findings/Conclusions)**	**RECOMMENDATIONS/ ACTIONS**
Employee of the Quarter and Employee of the Year Recognition	Mr. Snook introduced Mr. Eric Schooley as the Employee of the Quarter for 1st Quarter 2019. Mr. Schooley was instrumental in the Longview transition and his peers recognized him for his contributions to the effort. Mr. Snook then introduced Ms. Jodi Jordan as Employee of the Year for 2019. Mr. Snook noted Ms. Jordan received a substantial number of votes from her peers for her behind the scenes work in transitioning the opening of Longview Community Center. The Board thanked and congratulated both Mr. Schooley and Ms. Jordan for their contributions to LSPR.	No Board Action.
Approval of Minutes of March 27, 2019 Work Session Meeting	Supporting documentation (see pages 1-2.) No questions or discussion.	Ms. Kelley made a motion to approve the March 27, 2019 Work Session Meeting Minutes; seconded by Mr. Bivins. Motion carried unanimously.
Approval of Minutes of March 27, 2019 Regular Board Meeting	Supporting documentation (see pages 3-8.) No questions or discussion.	Mr. Bivins made a motion to approve the March 27, 2019 Regular Board Meeting Minutes; seconded by Mr. Crawford. Motion carried unanimously.
Treasurer's Report – March 2019	Supporting documentation (see page 9-18.) Mr. Bivins read the Treasurer's Report for March 2019. No questions or discussion.	Ms. Aulenbach made a motion to approve the Treasurer's Report for March 2019; seconded by Ms. Kelley. Motion carried unanimously.
Sales Tax Report – April 2019	Supporting documentation (see pages 19-20.) Mr. Snook stated he learned at the City's Management Team meeting sales tax numbers are down for the second month in a row. The City's Finance Department is going to be doing more analysis on this, and while there does not seem to be any reason for immediate concern, staff will keep the Board updated as more information becomes available.	No Board Action.
BOARD APPROVAL ITEMS		
FY 2020 Budget	Supporting documentation (see pages 21-98.) Mr. Bivins reported to the Board a Finance and Budget Committee meeting was held earlier this month to review the Budget, and noted there have been a few amendments since the meeting which will be reviewed by staff in more detail. He thanked staff for their work on the budget and indicated staff would be presenting the budget to the Board for consideration.	Mr. Bivins moved to approve the FY20 Budget as presented, with the addendum for the Part Time Staff Starting Pay Schedule; seconded by Ms.

	Mr. Snook thanked Carole Culbertson and Mathew Garrett for their hard work in preparing the budget presentation. He wanted to bring to the Board's attention the issue of part time pay adjustments for future years because of minimum wage, noting the proposals for pay adjustments and related revenue adjustments are not included for future years; rather the information will be presented to the Board separately at a work session for further consideration. Ms. Culbertson reported on changes to the FY 20 Budget since its' presentation to the Finance and Budget Committee as follows: -Merit pool was increased from 2% to 3% based upon an adjustment made by the City; -The funding received for work with the Beautification Commission was removed as a result of the termination of the MOU between the City and the Parks Department for support of the Commission effective July 1, 2019. She noted the $35,000 salary which is currently allocated to the Beautification Commission will be absorbed back into Fund 200; -$100,000 has been allocated to the Legacy Wayfinding project; and -An adjustment was made to the cashflow report regarding the Interfund Loan for Longview Community Center. Ms. Culbertson then summarized items of note regarding the FY20 Budget as they pertain to personal services. Those items included: -This year will experience the first full year implementation of the recently adopted Compensation and Classification Plan for Full Time employees; -Minimum wage increases to address the new minimum wage for calendar year 2019 have been included, as well as adjustments to address compression issues resulting from the minimum wage increases; and -The blended rate for health insurance reduced slightly, and employees will be contributing more out of pocket towards premium costs beginning in January 2020. Ms. Culbertson began presenting key highlights of the budget for each of the Parks and Recreation Funds. **Gamber Center** – Ms. Culbertson noted revenues and revenue sources are consistent with past budgets for Gamber Community Center in the FY20 Budget, including the $175,000 annual subsidy. Main expenditures will be for professional fees and personnel costs. Capital outlay items include carpet replacement and treadmill replacement. Mr. Bivins asked for a brief explanation of the 0.35 FTE from Beautification Commission, and asked what the Parks Department will be responsible to the Beautification Commission for in the future. Mr. Snook reported there will be no further obligations to the Beautification Commission by the Parks Department after July 1. He also noted the 0.35 FTE is being absorbed by Fund 200. Ms. Aulenbach asked whether Silver Sneakers is still a strong program. Mr. Snook and Mr. Dean reported the programs are still going strong at all locations, and there are now 4 insurance programs now similar to Silver Sneakers which provide a strong revenue source. Staff does not predict any changes to the format of these programs in the future and expect they will continue to be strong programs for LSPR. **Legacy Park Community Center**– Ms. Culbertson reported revenues and revenue sources were again consistent, and include a RevUp sponsorship and a transfer from the City's general fund to offset some of the costs of the annual Legacy Blast fireworks show. Main expenses include personnel costs, professional fees, Legacy Blast fireworks, and maintenance and repairs. Capital outlay items include locker replacement, wood staining to the facility exterior, and the replacement of cardio equipment. Mr. Crawford asked whether the net is lower than other funds as a result of the capital outlays, and Mr. Snook indicated this was the case. He noted the Legacy Park Community Center fund balance is currently very healthy, and in light of this it is an opportune time to replace the lockers which are in serious need of repair and replacement. Mr. Crawford asked whether there was any concern the fund would go into the red. Ms. Culbertson noted even after the net FY20 projection,	McMillen. Motion carried unanimously.

the fund balance was still well over $1 million, and the Fund Balance Policy only requires a balance of approximately $280,000. Mr. Snook reported even if the annual end of year for FY20 goes into the red, the fund balance will be more than sufficient. Mr. Crawford asked whether there was a year over year comparison of budget performance and Mr. Snook indicated this is prepared and provided every year.

Longview Community Center – Ms. Culbertson noted this is the first full year of revenue and expense realization for the facility, and noted the additional revenue opportunity with larger pool than Legacy Park. Main expenses are professional fees and personnel costs, as well as fiber connectivity for the facility. Capital outlay items include motorized lobby shades for the front lobby windows.

Mr. Snook noted the large windows on the east side of the building provide a lot of bright light early in the morning, and the motorized shades will be an upgrade from the film which was previously on the windows.

Ms. McMillen congratulated staff on the growth of memberships at Longview since it's' opening.

Mr. Crawford noted the success of the facility and the positive community conversations regarding the facility and congratulated staff on the success.

Harris Park – Ms. Culbertson noted the components of this fund include Camp Summit, Athletics, Instructional, Leigh McKeighan North, and Legacy Park Amphitheater. She noted Camp Summit provides a good net revenue to the fund, and added sponsorships also provide an additional source of revenue. Main expenses are for personnel costs, professional fees, including the artists for Legacy Park Amphitheater, contract services and camp related expenses. Capital outlay items include exterior wood staining for the facility.

Ms. Kelley asked whether the estimated revenue for Camp Summit takes into account the reduced week due to school being out late. Mr. Snook explained the budget is for the fiscal year beginning July 1, so the shortfall will actually occur in the current fiscal year, FY19, having lost 2 full weeks of camp in May 2019. The projections for FY20 are for the full summer.

Fund 200 – Ms. Culbertson explained this fund contains all administrative functions, as well as operations, Legacy Park, and grounds maintenance. Primary revenue sources include property tax, rentals, and tournaments. Main expenses will be for personnel costs, professional fees, travel, training and meetings, asphalt, and other maintenance and repair. She noted water and sewer costs will also increased due to Lea McKeighan North and Howard Park splashpads. Capital outlay includes the Arborwalk Trail expansion, the purchase of a broomsickle mower, and Legacy Park shade structures and bleachers.

Ms. Kelley asked when the new shade structures would be installed. Mr. Snook indicated the purchase and update would occur after July 1 with the new budget but would be ready for next season.

Mr. Huser asked whether the original shade structures were purchased by Hy Vee. Mr. Snook indicated there was a sponsorship from Hy Vee and Paradise Park which provided a substantial amount towards the purchase of the original structures.

Ms. Culbertson also noted this was the fund absorbing the 0.35 FTE as a result of the Beautification Commission changes.

Aquatics – Ms. Culbertson reported there are projected increases in revenue and expenses as a result of the opening of the wave pool in FY20. Main expenses include personnel costs, chemicals, and concession supplies. Capital outlay items include replacement of palm trees before wave pool opens.

Mr. Huser asked how many palm trees were at the facility. Mr. Snook and Mr. Dean indicated there were approximately 15-20 and they are expensive because they are high quality, but it is important to upgrade them in advance of the opening of the wave pool for the aesthetics.

	Ms. McMillen asked what happens to the palm trees at the facility, and Mr. Dean reported due to their deteriorated condition they would likely be disposed of at the landfill. **Cemetery** – Ms. Culbertson reported the main sources of revenue for the fund being grave openings and monument sales. She noted this would likely be the final year of available plot sales, with only 33 unsold spaces remaining at this time. Main expenses include professional fees and construction materials. Mr. Snook explained staff is in the process of researching the revestment process again to open up additional available plots. He explained the revestment process is allowed by State Statute, and provides the opportunity for cemeteries to re-acquire plots which have not been used in at least 75 years and which have not been properly claimed. He stressed the minimum timeframe was 75 years but LSPR could certainly consider a longer period of time, i.e. 100 years for the revestment process. Staff is looking for additional ways to increase the fund balance to allow for the continued maintenance of the Cemetery after the revenue sources of grave and monument sales ceases. Mr. Morehead asked whether there is any plan for another cemetery in Lee's Summit and Mr. Snook reported he is not aware of any plans at this time. Mr. Crawford asked how many possible lots exist for revestment. Mr. Snook reported the availability will be researched and determined during the revestment process investigation. Ms. Culbertson noted staff is also reviewing the possibility of passing along a convenience fee to patrons as an additional source of revenue or offset of expense. However, these projected savings have not been included in the budget at this time. Mr. Snook indicated this initiative should result in a net zero, or $75,000 back to the bottom line, because LSPR is currently paying these costs on behalf of patrons using credit cards. He also reminded the Board there will be proposed adjustments to offset minimum wage which may impact the budget in a positive way. Ms. Culbertson noted the Construction Fund and COP Debt Fund budget and asked for any questions. Mr. Huser asked what the payment plan is when we borrow money. Ms. Culbertson replied the only loan we currently have is the Interfund Loan for Longview, and it has a 5 year repayment of $820,000.00 each year, covering the expense plus lost interest. Ms. Culbertson noted staff is looking at the 5 year CIP and is considering financing options, but currently is only paying the negative on lost interest for the Longview project. Mr. Snook added staff is investigating options and meeting with Bond Counsel to explore all possible funding opportunities. Ms. Culbertson pointed out to the Board the Part Time Pay Plan was corrected to address an issue related to the part time Parks Specialist and Park Site Supervisor positions. The new document was handed out to the Board and will be uploaded to the public documents. She noted the changes to titles and the adjusted rate for the former Site Supervisor position, which has been reclassified. Mr. Crawford asked about other municipalities and their adjustments or lack thereof to minimum wage since it is not required for municipalities. Mr. Snook reported the KCMPRDA meeting participants from Missouri are all implementing minimum wage even though they are not required by law. He also stated the Kansas entities are concerned about the Missouri increase due to competition from Missouri employers.	
Community Center Renaming	Supporting documentation (see pages 99-100.) Mr. Snook reminded the Board of the previous discussions regarding the renaming of the Community Center in honor of Mr. Lovell. Tonight's proposal is the culmination of those discussions and staff's research regarding costs. Mr. Morehead noted Mr. Lovell was very touched by this gesture, did not see it coming, but very much looks forward to it.	Ms. Kelley made a motion to approve an amount not to exceed $20,000 for the renaming of Legacy Park Community Center; seconded by Ms. Aulenbach. Motion carried unanimously.

	Mr. Bivins asked what fund the expenditures will come out of. Mr. Snook indicated it would either come from Legacy Park Community Center Fund Balance or Fund 200. Mr. Huser asked whether there was an opportunity to offset the expense with a sponsorship for this, noting there are many individuals who would be willing to lead the effort. Mr. Bivins stated if he were a business person or vendor in the community, he would prefer donating his money to something more tangible for children, advancement of the facilities, etc. than to renaming a facility in honor of someone. Further at this late date, it would be difficult to coordinate. Mr. Morehead noted he had already spoken with Mr. Lovell, and with the July as a rough timeframe, it would be difficult to delay to try to obtain sponsorships. Ms. Kelley noted it might open the door for others to offer funding to name facilities in honor of someone and without a plan or process it may cause issues. Mr. Crawford asked whether there was any way to approve the amount for expense but to allow it to to be offset by any community donations which may come in supporting the renaming. Ms. McMillen worried the donors would also want to be recognized for the donation. Mr. Huser recognized it may be too late at this point to consider the opportunity, but the option could exist in the future. Mr. Snook stated LSPR is always open to considering naming rights in appreciation of donations, however this is a unique situation because the naming is associated with the Board and Community's recognition of Mr. Lovell's contributions. He did note if there are individuals who wish to make a contribution towards the effort, they can be filtered through the Foundation, which can then redirect the funds to LSPR to offset the costs.	
OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 101-109.) No questions or discussion.	No Board Action.
Capital Projects Plan through 2019	Supporting documentation (see pages 110-125.) Mr. Casey reported the Hartman Park Trailhead infrastructure is now 100% complete; crews are working on putting up the trailhead shelter/kiosk and landscaping improvements. He noted the signage is a coordinated effort with the County, but LSPR signage will be put up on the kiosk. He mentioned the large volume of calls being received regarding the "Trail Closed" signage put up by Jackson County, and explained the trail is beyond the scope of LSPR's control, and all calls are being redirected to the County. Summit and Howard Park Notice to Proceed will be issued tomorrow for an April 29, 2019 start date and operations will begin with a 180 day completion date. Monthly updates regarding budget and schedule will be provided to the Board. At this time, the contractors anticipate completion of Howard Park improvements by mid-August, and Summit Park improvements by mid-September, which is well in advance of the 180 days. Mr. Huser asked about a sidewalk and trail on the pizza shop side of the Summit Park Project and was under the impression it would not be included. Mr. Casey stated staff worked with the owner of the pizza shop, who was supportive of the trail and its' facilitation. Mr. Dean reported the Summit Waves Wave Pool project consultant team and staff team met yesterday to review 95% drawings and provide comments and changes. Staff and consultants also met with the City's DRC. The application is being prepared for the City's final review process and the consultant is getting the front end documents ready in anticipation of bidding.	No Board Action.
Fundraising Update	Supporting documentation (see pages 126-128.) Nothing new to report.	No Board Action.

Beautification Commission Report	Supporting documentation (see pages 129-133.) Mr. Snook reported the new update is the ending of the MOU regarding the Beautification Commission, and there will be a transition plan in place beginning in June to transfer the responsibilities back to the City. Ms. Kelley asked whether LSPR would have any representation at Beautification Commission after July 1, and Mr. Snook indicated no functions would be provided by LSPR after July 1, all responsibilities will be undertaken by the City Administration Department.	No Board Action.
Wi-Fi in Parks Installation Update	Supporting documentation (see pages 134-135.) Ms. Culbertson reported it was originally anticipated all elements would be activated by last Friday; as of today, 19 of 26 points are activated. Staff is hoping for completion at end of this week. Next steps will include installation of signage and social media blasts to notify patrons.	No Board Action.
NEW BUSINESS		
1st Quarter Security Report	Supporting documentation (see pages 136-139.) No questions or discussion.	No Board Action.
End of Activity Reports	Supporting documentation (see pages 140-150.) No questions or discussion.	No Board Action.

PATRON COMMENT REVIEW

Supporting documentation (see pages 151-158.) No questions or discussion.

MONTHLY CALENDARS

Supporting documentation (see pages 159-160.) Mr. Morehead reminded the Board of the Volunteer Gala tomorrow night. Mr. Snook stated we would love to have as many Park Board members as possible and we would like to have the Park Board members line up to shake hands of the volunteers receiving awards. He indicated the event would be completed by 8pm.

STAFF ROUNDTABLE

Mr. Snook reminded the Board of Pat Shepard's retirement reception scheduled for Thursday, May 2, 2019 from 2-4pm.

Mr. Snook noted the Part Time Pay Work Session Meeting is targeted for May 8, 2019 at 5pm.

Mr. Snook reminded the Board of the next meetings in the City's Strategic Plan initiative, with a meeting set for tomorrow at the Aspen Room at Stanley Event Space in downtown Lee's Summit. He noted the summaries of the information gathered to date are very supportive of recreation and parks.

BOARD ROUNDTABLE

Mr. Morehead announced he intends to form two ad-hoc committees to review amendments to By-Laws of the Park Board as well as ordinance amendments. He asked for volunteers to serve on the ad-hoc committees. The following ad-hoc committees were formed: Mr. Crawford, Ms. Shepard and Mr. Bivins – Ordinance Committee; Mr. Huser, Mr. Walker and Ms. Kelley – By Laws Committee. Staff will reach out to each group to get availability for meetings and get them started as soon as possible.

Ms. McMillen noted people might be interested in buying the palm trees and suggested looking into selling them rather than throwing them away. She also asked how reviews on parks are conducted, i.e. feedback on how many people are going to parks like the dog parks on an annual basis. Mr. Snook reported staff does park visits regularly and completes presentations to staff. The information can easily be shared with the Board. He noted there are no manual counts of patrons in the parks, but the information still may provide valuable information to the Board.

Mr. Huser pointed out an article in the latest Parks and Rec magazine focused on beacons placed in parks which ping off of phones to track patron use, stating it is a scary technology but may be of value. Mr. Snook added there are other technologies available but they are generally expensive. He suggested the possibility of getting equipment to be used on a rotating basis, and indicated staff would look into costs. Mr. Huser also noted there was a lot of comparative data provided and asked whether we participate in anything similar. Mr. Snook reported LSPR participates in an NRPA comparative survey, which was just provided to LSPR. He indicated staff was in the process of reviewing and more information would be shared, along with the NRPA report, in the near future.

Ms. Kelley reported she was seeing black boxes on certain pages of the paperless packet on her iPad, and others noted seeing markings and notes on theirs as well. Staff will review the issues and assist as appropriate. Ms. Kelley also suggested a tour of the parks facilities for the Board, as this has not been done in quite some time.

Ms. Aulenbach explained the annual review process and contract renewal process for the Administrator. She explained a survey will be sent to all Board members via Survey Monkey which will contain ten questions for the Board to answer about the Administrator and his performance. Once those are compiled, the Board will meet, without the Administrator, to discuss the results and finalize the review, after which, Ms. Aulenbach and Mr. Morehead will meet with the Administrator to present the results. Ms. McMillen and Ms. Aulenbach will be meeting in the coming days to finalize the survey to send to the Board. This process must be complete by the end of May.

Ms. Aulenbach also offered her congratulations to Ms. McMillen on the publishing of her new cookbook, which the Board reiterated.

Mr. Morehead reported the need for a Nominating Committee for the FY20 Board Officer positions, noting the positions need to be voted on at the May meeting. He noted the positions to be nominated include President, Vice President, and Treasurer. He explained the Officers have historically

served two year terms, but this is not absolutely required. He appointed Mr. Crawford, Ms. Shepard and Ms. Kelley to the Nominating Committee and asked them to complete their work to present at the May Park Board meeting.
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD
None.
MEETING ADJOURNMENT
Ms. Aulenbach made a motion pursuant to Section 610.021 (1) of the Revised Statutes of the State of Missouri pertaining to Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and pursuant to Section 610.021 (2) of the Revised Statutes of the State of Missouri pertaining to the leasing, purchase or sale of real estate to go into closed session; seconded by Ms. Kelley. Roll Call: Aye – Mr. Morehead, Ms. Aulenbach, Mr. Bivins, Ms. Kelley, Ms. McMillen, Mr. Huser. Regular Session adjourned.

LEE'S SUMMIT PARKS AND RECREATION BOARD
WORK SESSION MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	May 8, 2019	**TIME:**	5:30 PM	**PLACE:**	Strother Conference Room

Board Members Present:	**Board Members Absent:**	**Staff Present:**	**Other Guests:**
Mindy Aulenbach, Vice President	Tyler Morehead, President	Joe Snook	
Lawrence Bivins, Treasurer	Samantha Shepard	Carole Culbertson	
Casey Crawford	Jim Huser	David Dean	
Marly McMillen	Nancy Kelley	Tede Price	
Nick Walker (via conference call)		Jackie McCormick Heanue	
		Mathew Garrett	

AGENDA ITEM	**DISCUSSION (Findings/Conclusions)**	**RECOMMENDATIONS/ ACTIONS**
Roll Call	Vice President Aulenbach called the meeting to order at 5:42pm. Roll call was taken, with members present and absent as reflected above.	N/A
Part Time/Minimum Wage Pay Issues	Mr. Snook introduced tonight's work session topic by the Board of staff's ongoing work to address the planned incremental increases to minimum wage as a result of the passage of Proposition B by Missouri voters in November 2018. He indicated there were two components to the packet of information presented to the Board, the first, Exhibit A, being a summary of the total anticipated additional salary cost as a result of each incremental increase for the next four (4) fiscal years for each fund in the Parks and Recreation Budget, and the second, Exhibit B, representing a summary of the plans to increase revenues and decrease expenses for each fund to accommodate the increased costs each fiscal year. Each option is outlined and the anticipated impact is summarized. He also noted to the Board staff prepared a "menu" of current pricing to provide additional information if needed in reviewing the proposals. He reiterated to the Board this was being provided for informational and discussion purposes at this time, to get an idea of whether there are any proposals which the Board has significant concern with, and no formal approval or action would be taken at tonight's meeting. Rather, as long as there is general consensus regarding the proposed actions, staff would work to incorporate each element as appropriate into future years' budgets, at which time the Park Board will have the opportunity to review and approve the modifications. Mr. Snook gave a brief overview of each component of information in the proposals and opened the floor for specific questions and discussion. Mr. Crawford asked whether LSPR planned to reserve the right to freeze the increases should the need arise, since municipalities are not legally required to comply with the minimum wage statute. Mr. Snook indicated we could stop the minimum wage match at any time and freeze rates at any time, however competitiveness would still be an issue. Mr. Snook reiterated what is being presented is a general roadmap five year plan, and noted staff is, at this time, seeking feedback for anything that missed the mark or gives the Board significant discomfort, and staff is not looking for "approval" necessarily, but a general sense of whether there is comfort to use this plan to establish an annual budget, which will then be approved by the Board on an annual basis. Ms. McMillen noted at some point the market may not bear the cost of an increase, and there will be diminishing returns. Mr. Snook indicated this was taken into account in establishing the plans. He also noted the pricing for programs is generally handled by staff and is not brought to the Park Board for individual or specific approval; rather, it is incorporated into the overall annual budget. However, since this issue and the related fiscal impact was so significant, staff wanted to establish due diligence has been done with regard to the overall	No Board Action.

impact and further communicate to the Board planned activity or program increases to give advance notice.

Mr. Snook also noted program pricing doesn't get thoroughly reviewed regularly, and this exercise has brought to light the need for more frequent, detailed reviews to ensure costs are covered for programs. Ms. McMillen concurred with the need to review more frequently and with a more critical eye.

Mr. Snook used the example of Gamber Community Center's operating hours on a Friday night, with an average of 0.5 patrons for the last hour of operation, suggesting leaving the facility open that hour is not the most effective, efficient operational choice.

Mr. Crawford asked when the last time an across the board rate review was done. Mr. Snook noted the End of Activity Report process reviews rates, however the process is not done as critically on the current review. He also noted a closer look is taken when the three year net is significantly reducing. Factors reviewed generally include expenses and participation levels. At that point, market research is conducted and recommendations are made during the End of Activity process.

Mr. Crawford asked if the increase in private rentals for Summit Waves from FY2019 to FY2020 was a result of the wave pool. Mr. Dean indicated the wave pool was included in the projections, and Mr. Snook added there is additional capacity for rentals due to the fact there is no longer an LSPR swim team, and there are multiple private teams looking for lap lanes to rent during the season.

Mr. Crawford asked whether there would be any effort to communicate increases to the community, or whether it will only be addressed if individuals express concern. Mr. Snook indicated community discussions are usually not held for incremental increases. However, if an increase was going to be significant, i.e. an increase of $100 per year for a community center membership, we would likely get information out in the public in advance of the increase. Mr. Crawford asked whether the same incremental philosophy would apply in this instance when increases are across the board. Mr. Snook reported there are not increases across the board for all programs at one time, they will be staggered, and also noted we have never needed to have a blanket increase in the past.

Ms. McMillen noted this is an administrative item that is being covered.

Mr. Crawford compared the rate increases to a utility rate increase, and the fervor that can cause within the community in questioning whether a broad communication would be appropriate.

Mr. Snook noted the LSPR philosophy is "pay to play" when it comes to programs and activities, so the increases impact the actual users, distinguishing the increase from an across the board increase, like a property tax, which would impact every citizen regardless of their use or participation.

Mr. Bivins stated he didn't believe it is necessary to make a public announcement for the increases in general. However, he questioned the private pool rental increase, and wanted to confirm the amounts, because the increases are substantial, and we may need to consider getting out ahead of substantial increases like this. To communicate general, incremental increases would be too micromanaging, but significant increases may warrant public notice.

Mr. Bivins asked what the best year of sales tax revenue has been to LSPR. Ms. Culbertson replied the most recent year has been the best, with the 1/4 cent levy. Mr. Snook indicated the revenues for the past quarter have been consistent with the returns from last year at the same time. He echoed Ms. Culbertson's statement regarding last year and this year likely being the best years yet.

Mr. Bivins wanted to ensure not all staff are going to be earning the same rate just because the minimum wage has gotten so high; that those who are more qualified and performing more challenging tasks are making more than the minimum wage that is offered for a basic job with no skills or experience. He also asked if we would be required to pay minimum wage in 2023. Mr. Snook reported, to Mr. Crawford's earlier point, as a municipal entity, we are not required to comply, and

	do retain the flexibility to freeze rates should it not be feasible to pay minimum wage for positions in the future. Mr. Snook again reiterated the need to remain competitive in several of our positions in order to maintain minimum staffing for our levels of service, and noted he believed the increase in minimum wage in combination with adjustments made internally to make hiring more effective has resulted in the highest hiring levels of lifeguards LSPR has seen. Mr. Bivins asked what qualifies for sales tax in Lee's Summit, and wondered whether new vehicle sales taxes apply. Ms. Culbertson indicated this would be included. He asked about construction, and Ms. Culbertson replied any supply items purchased in Lee's Summit would qualify. Mr. Snook noted no online purchases, for example, Amazon, contribute to our sales tax. He also noted Lee's Summit is one of the only metro communities which has not seen a dip in sales tax revenues as a result of online sales, but noted a loss is ultimately anticipated, and Lee's Summit is considering a Use Tax which would help accommodate and offset the loss. Ms. McMillen asked whether all the changes are the direct result of minimum wage, or whether there were other factors, like the opening of the wave pool. Mr. Snook confirmed Summit Waves projections are increased more as a result of the wave pool, but none of the other funds saw similar changes. Mr. Crawford reminded the Board we are not required by statute to raise minimum wage. He asked whether we believe we would lose employees if we did not keep up with minimum wage, and whether any studies have been done to determine whether we would still be a viable source of employment where private employers may be cutting jobs as a result of the minimum wage increase. Mr. Snook said an example of the possibility of not needing to increase minimum wage is if the economy were to take a turn and the unemployment rate increased dramatically. He indicated currently there are not enough people to fill the vacancies we have, so we must remain competitive in order to get the positions filled. However, he did note the possibility that circumstances could change in the future. Mr. Crawford wanted to stress the potential savings source of not enforcing minimum wage does exist since we are not required by statute. Ms. Aulenbach reminded the Board LSPR is really the only group of the City that has part time employees, and none of the other City departments have this level and breadth of employees. She complimented the work of staff and said the product was a great working document and a great tool for moving forward. Ms. McMillen suggested this would be a great presentation at NRPA. Mr. Snook noted the topic has been discussed at every KCMPRDA meeting since December, and no other agency is currently doing the work on this topic. Mr. Bivins echoed the comments of Ms. Aulenbach and expressed his appreciation of the work staff has put into the information presented. Mr. Snook thanked Mr. Bivins for the compliment and expressed his appreciation to staff and their commitment.	
MEETING ADJOURNMENT		
There being no further business before the Park Board, Vice President Aulenbach adjourned the Work Session at 6:31pm.		

Financial Outlook as of April 30, 2019

Fund	Fund Balance @ 4/30/19 (unaudited)
Gamber Community Center	$ 524,996
Legacy Park Community Center	$ 1,627,359
Longview Community Center	$ (89,046)
Harris Park Community Center	$ 307,853
Parks and Recreation	$ 3,515,031
Summit Waves	$ 211,912
Cemetery	$ 1,319,706
Construction	$ (3,806,052)
Park COP	$ 1,345,705

Fund	MTD 4/30/19	Prior YTD Actual	Current YTD Actual	Approved FY19 Budget	Percentage of FY19 Budget
Gamber Community Center					
Revenue	$ 30,870	$ 410,781	$ 410,606	$ 489,796	83.83%
Expenses	$ 41,206	$ 358,818	$ 353,683	$ 449,193	78.74%
Income (Loss)	$ (10,336)	$ 51,963	$ 56,923	$ 40,603	
Legacy Park Community Center					
Revenue	$ 157,590	$ 1,779,411	$ 1,769,877	$ 2,107,285	83.99%
Expenses	$ 187,355	$ 1,594,334	$ 1,630,158	$ 1,938,419	84.10%
Income (Loss)	$ (29,765)	$ 185,077	$ 139,719	$ 168,866	
Longview Community Center					
Revenue	$ 64,435	$ -	$ 451,780	$ 824,019	54.83%
Expenses	$ 150,557	$ -	$ 540,826	$ 971,479	55.67%
Income (Loss)	$ (86,122)	$ -	$ (89,046)	$ (147,460)	
Harris Park Community Center					
Revenue	$ 81,780	$ 838,111	$ 864,613	$ 1,589,963	54.38%
Expenses	$ 80,858	$ 964,266	$ 983,632	$ 1,417,693	69.38%
Income (Loss)	$ 922	$ (126,155)	$ (119,019)	$ 172,270	
Parks and Recreation					
Revenue	$ 13,578	$ 3,635,305	$ 3,757,207	$ 3,615,661	103.91%
Expenses	$ 274,789	$ 3,169,812	$ 2,564,012	$ 3,489,078	73.49%
Income (Loss)	$ (261,211)	$ 465,493	$ 1,193,195	$ 126,583	
Summit Waves					
Revenue	$ 47,278	$ 385,890	$ 361,519	$ 653,284	55.34%
Expenses	$ 23,782	$ 372,345	$ 371,787	$ 627,931	59.21%
Income (Loss)	$ 23,496	$ 13,545	$ (10,268)	$ 25,353	
Cemetery					
Revenue	$ 23,051	$ 151,752	$ 129,393	$ 204,688	63.21%
Expenses	$ 19,660	$ 146,940	$ 113,641	$ 204,363	55.61%
Income (Loss)	$ 3,391	$ 4,812	$ 15,752	$ 325	
Construction					
Revenue	$ -	$ 1,447,032	$ 2,793,750	$ 3,352,500	83.33%
Expenses	$ 347,835	$ 3,823,564	$ 2,362,500	$ 2,835,000	83.33%
Income (Loss)	$ (347,835)	$ (2,376,532)	$ 431,250	$ 517,500	
Park COP Debt					
Revenue	$ 309,403	$ 3,019,363	$ 3,428,271	$ 3,919,125	87.48%
Expenses	$ 272,916	$ 1,575,000	$ 2,729,166	$ 3,275,000	83.33%
Income (Loss)	$ 36,487	$ 1,444,363	$ 699,105	$ 644,125	

GAMBER COMMUNITY CENTER
FUND 201
Financial Report for the Month and Year Ending April 30, 2019

	Previous Year-to-date April 2018	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity & Membership Fees	139,665	11,638	126,593	144,017	(17,424)	2	167,778
User Charges	437	23	1,316	488	828		585
Rentals	119,802	19,074	123,242	114,279	8,963		140,933
Interest	1,830	-	9,894	1,500	8,394		1,800
Other Revenue	2,880	135	3,716	3,220	496		3,580
Contributions	-	-	-	100	(100)		120
Miscellaneous	334	-	12	-	12		
Transfers In from Park COP	145,833	-	145,833	145,833	-		175,000
TOTAL REVENUES	**410,781**	**30,870**	**410,606**	**409,437**	**1,169**		**489,796**
EXPENDITURES							
Personnel Services	198,181	25,115	194,752	213,139	(18,387)	3	255,934
Other Supplies, Services and Charges	78,131	5,992	63,301	65,963	(2,662)		77,576
Repairs and Maintenance	19,468	1,048	16,190	11,660	4,530		12,905
Utilities	35,212	6,726	37,534	36,750	784		44,640
Capital Outlay	-	-	18,576	30,143	(11,567)	4	30,143
Interdepartment Charges	27,826	2,325	23,330	23,330	-		27,995
TOTAL EXPENDITURES	**358,818**	**41,206**	**353,683**	**380,985**	**(27,302)**		**449,193**
NET GAIN / (LOSS)	**51,963**	**(10,336)**	**56,923**	**28,452**	**28,471**		**40,603**

BEGINNING FUND BALANCE	**468,073**	1
ENDING FUND BALANCE	**524,996**	

[1] **Beginning Fund Balance** is final as the year end audit is complete.

[2] The variance in memberships is related to the change from the Passport membership, where GCC received a set percentage of the membership revenue, to the All Inclusive Pass where the home facility receives the revenue.

[3] The variance is related to part-time staff being lower than budget due to vacancies.

[4] 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 April 30, 2019

	Previous Year-to-date April 2018	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity & Membership Fees	1,633,399	149,993	1,627,503	1,662,689	(35,186)	2	1,970,026
User Charges	2,758	460	3,064	2,367	697		2,993
Rentals	65,375	5,544	68,788	72,892	(4,104)		84,637
Interest	5,582	-	30,417	3,333	27,084	3	4,000
Other Revenue	9,528	1,593	5,086	2,398	2,688		3,110
Contributions	11,250	-	7,500	15,000	(7,500)		15,000
Transfers In	51,519	-	27,519	24,000	3,519		27,519
TOTAL REVENUES	**1,779,411**	**157,590**	**1,769,877**	**1,782,679**	**(12,802)**		**2,107,285**
EXPENDITURES							
Personnel Services	992,498	121,277	1,046,494	1,037,504	8,990		1,259,952
Other Supplies, Services and Charges	188,695	18,456	181,034	217,108	(36,074)	4	243,775
Repairs and Maintenance	92,858	20,075	199,416	133,724	65,692	5	145,744
Utilities	129,583	23,281	138,062	153,083	(15,021)	6	184,395
Capital Outlay	139,620	-	22,472	53,336	(30,864)	7	53,336
Interdepartment Charges	51,080	4,266	42,680	42,680	-		51,217
TOTAL EXPENDITURES	**1,594,334**	**187,355**	**1,630,158**	**1,637,435**	**(7,277)**		**1,938,419**
NET GAIN / (LOSS)	**185,077**	**(29,765)**	**139,719**	**145,244**	**(5,525)**		**168,866**

BEGINNING FUND BALANCE	**1,487,640**	1
ENDING FUND BALANCE	**1,627,359**	8

[1] **Beginning Fund Balance** is final as the year end audit is complete.

[2] Revenue from Memberships is running lower than anticipated in the budget ($45,000) while revenue from activities and daily visits is higher through April. The variance in memberships is related to the change from the Passport membership, where LPCC received a set percentage of the membership revenue, to the All Inclusive Pass where the home facility receives the revenue.

[3] Variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled $14,579 (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 March 31st is $2,014 (expense). The interest earned through March was $17,852. Interest for April has not been posted at the time of this report.

[4] Variances exist in Professional Fees, Recreational Supplies, Janitorial Supplies, Bankcard Fees and Miscellaneous Expense.

[5] 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). Unexpected expenses of installation of drainage pipe ($13,500), roof repair ($5,000), outdoor lighting repair ($5,900), HVAC repair ($7,000), elevator repairs ($14,000), plumbing repairs ($1,500), upholstery repairs ($1,700), and lock repairs ($800) have been completed.

[6] The variance is related to natural gas ($5,400) and electricity ($11,700).

[7] 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.

[8] 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 April 30, 2019

	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Activity & Membership Fees	46,993	407,706	-	407,706	[2]	687,853
User Charges	1,034	1,476	-	1,476		1,920
Rentals	16,342	41,018	-	41,018		129,190
Interest	-	200	-	200		-
Other Revenue	-	-	-	-		1,032
Contributions	-	-	-	-		4,000
Miscellaneous	66	1,380	-	1,380		24
TOTAL REVENUES	**64,435**	**451,780**	**-**	**451,780**		**824,019**
EXPENDITURES						
Personnel Services	87,204	336,295	-	336,295		612,274
Other Supplies, Services and Charges	38,276	87,373	-	87,373		120,748
Repairs and Maintenance	3,542	19,666	-	19,666		37,970
Utilities	21,535	97,492	-	97,492		149,715
Interdepartment Charges	-	-	-	-		50,772
TOTAL EXPENDITURES	**150,557**	**540,826**	**-**	**540,826**		**971,479**
NET GAIN / (LOSS)	**(86,122)**	**(89,046)**	**-**	**(89,046)**		**(147,460)**

BEGINNING FUND BALANCE	**-** [1]
ENDING FUND BALANCE	**(89,046)**

[1] **Beginning Fund Balance** is zero. This fund was created for the new Longview Community Center.

[2] The budget for the new fund has not been spread by month at this time. The April expenditures include repairs to the front windows for leaks ($9,000) and a new concrete walkway from the north end of the parking lot ($15,000). The remaining balance of the construction funds

HARRIS PARK COMMUNITY CENTER
FUND 530
Financial Report for the Month and Year Ending April 30, 2019

	Previous Year-to-date April 2018	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity Fees	555,358	48,219	561,213	645,030	(83,817)	2	1,160,952
User Charges	10,827	-	11,347	20,815	(9,468)	3	30,065
Rentals	127,006	6,296	98,577	135,440	(36,863)	4	163,186
Interest	1,694	-	5,322	417	4,905		500
Other Revenue	911	2,166	3,662	750	2,912		950
Contributions	118,500	23,770	162,841	150,000	12,841	5	208,000
Miscellaneous	23,815	1,329	21,651	22,216	(565)		26,310
TOTAL REVENUES	**838,111**	**81,780**	**864,613**	**974,668**	**(110,055)**		**1,589,963**
EXPENDITURES							
Personnel Services	480,726	41,521	485,788	492,113	(6,325)		700,979
Other Supplies, Services and Charges	368,563	17,188	348,836	410,855	(62,019)	6	595,912
Repairs and Maintenance	35,034	4,039	30,104	23,393	6,711		27,405
Utilities	55,616	16,496	99,285	57,890	41,395	7	70,563
Depreciation	28,856	-	18,887	37,830	(18,943)	8	45,396
Transfers Out	3,519	-	3,519	3,519	-		3,519
Interdepartment Charges	20,808	1,614	16,100	16,100	-		19,315
TOTAL EXPENDITURES	**964,266**	**80,858**	**983,632**	**1,003,870**	**(20,238)**		**1,417,693**
NET GAIN / (LOSS)	**(126,155)**	**922**	**(119,019)**	**(29,202)**	**(89,817)**		**172,270**

BEGINNING FUND BALANCE	**426,872**	1
ENDING FUND BALANCE	**307,853**	

[1] **Beginning Fund Balance** is final as the year end audit is complete.

[2] Significant variances exist in Activity Fees for Camp Summit ($7,000), Instructional Adult and Youth ($59,000), Athletics ($7,600), Bailey Park ($11,000), and Legacy Park Amphitheater ($3,000). Gate receipts from 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.

[3] Revenue from Amphitheater concessions was less than anticipated in the budget due to lower than anticipated attendance.

[4] 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 $37,000 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.

[5] The favorable variance is from our sponsorship contractor securing more than anticipated sponsorships through April.

[6] Variance exists in Trips and Tours ($11,800), Bankcard Fees ($12,000), Miscellaneous Expense ($6,600), Uniforms ($15,300), and Professional Fees ($12,200). Trips and Tours and uniforms are related to the Camp Summit program. The Bankcard Fees for April have not been posted at this time. Also, the budget for Bankcard Fees was spread evenly throughout the year but peaks during the Camp Summit program from May through August. A majority of the Miscellaneous Expense variance is related to the Amphitheater. Professional fees are related to Harris Park Community Center (HPCC) recreation program.

[7] The variance in Utilities is related to electricity at Lea McKeighan North ($35,000) and higher water usage at Hartman Park ($8,000). Based on the operating agreement with KCIce, the electricity for the ice rink and concession building are to be billed to KCIce. There are offsetting favorable variances related to utilities at other locations.

[8] The depreciation expense for assets in service in FY19 is lower than the estimate used in the original budget.

PARKS & RECREATION
FUND 200
Financial Report for the Month and Year Ending April 30, 2019

	Previous Year-to-date April 2018	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Taxes	3,370,272	-	3,533,999	3,346,827	187,172	2	3,378,200
Fines & Forfeitures	17,293	1,752	15,048	14,167	881		17,000
Interest	1,326	25	55,241	4,167	51,074	3	5,000
Other Revenue	6,157	246	5,964	2,917	3,047		3,500
Contributions	101,490	2,680	37,211	66,225	(29,014)	4	83,200
Miscellaneous	58,586	8,875	31,171	33,339	(2,168)		43,659
Transfers In	80,181	-	78,573	81,008	(2,435)		85,102
TOTAL REVENUES	**3,635,305**	**13,578**	**3,757,207**	**3,548,650**	**208,557**		**3,615,661**
EXPENDITURES							
Personnel Services	1,522,027	185,794	1,545,153	1,570,754	(25,601)	5	1,897,890
Other Supplies, Services and Charges	677,597	45,433	632,053	795,419	(163,366)	6	916,774
Repairs and Maintenance	238,320	32,893	211,702	300,920	(89,218)	7	349,499
Utilities	67,535	6,638	89,176	95,420	(6,244)		120,505
Fuel & Lubricants	26,901	1,268	21,131	28,150	(7,019)		33,777
Capital Outlay	87,038	-	37,317	133,007	(95,690)	8	137,677
Interdepartment Charges	157,026	15,502	154,860	154,860	-		185,811
Transfer to Park Construction Fund	510,000	-	-	-	-		-
Reimbursement - Interfund	(116,632)	(12,739)	(127,380)	(127,380)	-		(152,855)
TOTAL EXPENDITURES	**3,169,812**	**274,789**	**2,564,012**	**2,951,150**	**(387,138)**		**3,489,078**
NET GAIN / (LOSS)	**465,493**	**(261,211)**	**1,193,195**	**597,500**	**595,695**		**126,583**

BEGINNING FUND BALANCE	**2,321,836**	1
ENDING FUND BALANCE	**3,515,031**	9

[1] **Beginning Fund Balance** is final as the year end audit is complete.

[2] The favorable variance in Taxes is related to Jackson County property tax and replacement tax receipts being higher than anticipated.

[3] The variance is related to interest and 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 March 31st is $4,948 (expense). The interest earned through April was $28,494.

[4] A majority of the variance is related to Contributions-Parks. Lee's Summit Baseball Association has been invoiced for user fees and tournaments at Legacy Park but payment has not been received at the time of this report.

[5] The favorable variance is related to Full-Time and Part-Time Salaries due to vacancies.

[6] Significant variances (favorable and unfavorable) identified in Insurance Expense, Professional Fees, Rentals & Leases, Public Relations Expense, Asphalt, and Other Construction Materials. 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.

[7] Several Repair and Maintenance items anticipated through April including placement of kiddy cushion mulch and shade structures were not completed in the fall. The budget also includes $30,000 for concession stand painting in August which has only been partially completed. Linden removal, fertilizer, grass and native seed, drinking fountain and trashcan replacement has been completed since the last report.

[8] Capital Outlay - The 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 2018.

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

SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending April 30, 2019

	Previous Year-to-date April 2018	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity Fees	317,919	43,287	285,242	283,319	1,923		525,018
User Charges	53,858	-	57,571	59,442	(1,871)		103,444
Rentals	12,183	3,156	12,001	11,495	506		22,239
Interest	1,074	-	4,708	1,000	3,708		1,200
Miscellaneous	856	835	1,997	224	1,773		1,383
TOTAL REVENUES	**385,890**	**47,278**	**361,519**	**355,480**	**6,039**		**653,284**
EXPENDITURES							
Personnel Services	199,986	8,139	214,970	211,081	3,889		337,826
Other Supplies, Services and Charges	80,551	2,164	64,370	75,982	(11,612)	2	135,662
Repairs and Maintenance	17,856	8,914	25,064	20,957	4,107		34,477
Utilities	46,085	2,671	41,043	43,300	(2,257)		66,050
Interdepartment Charges	21,882	1,894	18,900	18,900	-		22,675
Capital Outlay	-	-	1,455	25,256	(23,801)	3	25,256
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	**372,345**	**23,782**	**371,787**	**401,461**	**(29,674)**		**627,931**
NET GAIN / (LOSS)	**13,545**	**23,496**	**(10,268)**	**(45,981)**	**35,713**		**25,353**

BEGINNING FUND BALANCE	**222,180**	1
ENDING FUND BALANCE	**211,912**	

[1] **Beginning Fund Balance** is final as the year end audit is complete.
[2] Variance in Professional Fees, Uniforms, Employee Training, and Recreational Supplies.
[3] 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 April 30, 2019

	Previous Year-to-date April 2018	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Services	86,879	16,751	64,342	128,823	(64,481)	2	154,588
Sale of Property	59,000	6,300	38,800	34,167	4,633		41,000
Interest	5,873	-	26,251	7,583	18,668	3	9,100
TOTAL REVENUES	**151,752**	**23,051**	**129,393**	**170,573**	**(41,180)**		**204,688**
EXPENDITURES							
Personnel Services	48,083	13,070	47,691	47,506	185		57,092
Other Supplies, Services and Charges	58,578	2,190	32,957	82,371	(49,414)	4	103,179
Repairs and Maintenance	5,777	-	5,757	7,310	(1,553)		9,120
Utilities	2,941	368	2,121	3,300	(1,179)		3,950
Fuel & Lubricants	473	-	265	1,000	(735)		1,200
Interdepartment Charges	13,998	937	9,370	9,370	-		11,244
Transfers Out (To 026)	17,090	3,095	15,480	15,480	-		18,578
TOTAL EXPENDITURES	**146,940**	**19,660**	**113,641**	**166,337**	**(52,696)**		**204,363**
NET GAIN / (LOSS)	**4,812**	**3,391**	**15,752**	**4,236**	**11,516**		**325**

BEGINNING FUND BALANCE	**1,303,954**	1
ENDING FUND BALANCE	**1,319,706**	

[1] **Beginning Fund Balance** is final as the year end audit is complete.

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

[3] The variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled $12,379 (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 March 31st is $1,647 (expense). The interest earned through March was $15,520. Interest for April has not been posted at the time of this report.

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

CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending April 30, 2019

	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Interest	-	481	2,083	(1,602)		2,500
Transfer from Public Works	-	-	208,333	(208,333)	2, 3	250,000
Transfers from Fund 410	-	2,583,333	2,583,333	-	2	3,100,000
TOTAL REVENUES	**-**	**2,583,814**	**2,793,750**	**(209,935)**		**3,352,500**
EXPENDITURES						
Additions to Const in Progress	347,835	6,475,011	2,362,500	4,112,511	2, 3, 4	**2,835,000**
TOTAL EXPENDITURES	**347,835**	**6,475,011**	**2,362,500**	**4,112,511**		**2,835,000**

BEGINNING FUND BALANCE	**85,145**	1
ENDING FUND BALANCE	**(3,806,052)**	

[1] **Beginning Fund Balance** is final as the year end audit is complete.

[2] Funding for proposed projects in the FY19 budget include:

		Approved - FY19 Budget
Arts in Parks		$ 10,000
Harris Park Restrooms		110,000
Hartman Park Trailhead (see footnote 3)		250,000
Howard Park Renovation		700,000
Langsford/Ruiz Trail Extension		100,000
LSPR Greenway Master Plan Update		20,000
Summit Park Renovations (total project estimate $1,600,000)		1,225,000
Wave Pool at Summit Waves (total project estimate $5,000,000)		420,000
	Total	**$ 2,835,000**

[3] When the FY19 budget was proposed and approved by the Board, funding for the Hartman Park Trailhead project was going to be funded by a transfer from Public Works into the Park Construction fund. Now, the project costs are being charged directly to a Public Works Activity number.

[4] The expenditures include $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 April 30, 2019

	Month-to-Date April 2019	Year-to-Date April 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Taxes	309,403	3,488,982	3,373,958	115,024	[2]	4,095,942
EATS	-	(123,419)	(188,942)	65,523	[2]	(184,317)
Interest	-	62,708	6,250	56,458	[3]	7,500
TOTAL REVENUES	**309,403**	**3,428,271**	**3,191,266**	**237,005**		**3,919,125**
EXPENDITURES						
Transfers Out-Gamber Center	14,583	145,833	145,833	-		175,000
Transfers Out-Construction Fund	258,333	2,583,333	2,583,333	-		3,100,000
TOTAL EXPENDITURES	**272,916**	**2,729,166**	**2,729,166**	**-**		**3,275,000**
NET GAIN / (LOSS)	**36,487**	**699,105**	**462,100**	**237,005**		**644,125**

BEGINNING FUND BALANCE	**646,600**	[1]
ENDING FUND BALANCE	**1,345,705**	[4]

[1] **Beginning Fund Balance** is final as the year end audit is complete.
[2] See separate Sales Tax Report included in this packet.

[3] 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 is $0 (expense). The interest earned through February was $7,933. Interest for March and the mark-to-market adjustment for the quarter ending March 31st has not been posted.

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

MEMORANDUM

Date: May 22, 2019

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II - Administration

Re: Sales Tax Update – May 2019

May sales tax proceeds total $238,232, which is 98.4% of the monthly projection. Year-over-year actual receipts totaled $53,961 more than the receipts through May 2018. For the month of April and May, additional information regarding the top 15 remitters is not available at the time of this report. The EATs data for the month of May along with prior months for some locations is not available at the time of this report.

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

	Budget	Actual	Amount Difference $
Cumulative Balance Through FY 2018	**63,040,536**	**64,445,498**	**1,404,962**
FY 2019			
YTD Balance Forward - Sales Tax	3,443,774	3,488,982	45,208
YTD Balance Forward - EATs	(153,597)	(139,090)	14,507
Sales Tax Receipts - May 2019	242,188	238,232	(3,956)
EATs - May 2019	(15,360)	-	15,360
YTD Balance - Sales Tax	**3,685,962**	**3,727,214**	41,252
YTD Balance - EATs	**(168,957)**	**(139,090)**	29,867
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	**3,898,921**	**3,977,375**	**78,453**
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/08 through 3/31/18)	**30,963,365**	**31,100,648**	**137,283**
Cumulative Net Proceeds-3/8 cent Sales Tax (4/1/98 through 3/31/08)	**32,768,255**	**32,955,600**	**187,345**

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

Additional information

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

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

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

MEMORANDUM

Date:	May 16, 2019
To:	Joe Snook, Administrator of Parks and Recreation
From:	Jackie McCormick Heanue, Superintendent of Legal Services and Human Resources
Re:	Part Time Pay Plan Amendment – Lea McKeighan North Operations

Background

Due to the non-renewal of the Operations Agreement for Lea McKeighan North with KC Ice, operations functions of Lea McKeighan North will be brought in house effective May 24, 2019. Since the operations were, to this point, contracted to a third party, no positions were created for the facility regarding operations.

While staff is currently working on a comprehensive plan for the permanent operations of the facility, particularly as it pertains to the ice season, there are certain functions associated with facility operations during the summer season, including operating the concessions stand, assisting patrons with pickleball equipment checkout, and shelter reservations, which must be addressed.

In order to properly hire part time staff for the facility, it is necessary for the Park Board to formally approve the inclusion of the needed positions in the Part Time Pay Plan. Two new positions will be created to address immediate needs at the facility: Service Representative – Lea McKeighan North and Facility Supervisor – Lea McKeighan North. These positions will closely mirror existing positions at other LSPR facilities, however the job descriptions have been tailored to specifically address the expectations and needs of Lea McKeighan North. Pay rates will also mirror similar positions at other facilities, given similar expectations.

As previously noted, staff is working on a comprehensive plan for the ongoing operations of Lea McKeighan North, and along with that, a formal budget amendment will be presented to the Board for consideration in the near future to address funding for staffing needs, which may include the addition of other positions to adequately address the full needs of the facility. In the mean time, resources will be reallocated to cover the expense of any staffing at the facility.

Since LSPR will take over operations in FY2019, and the FY2020 budget has already been approved by the Park Board, which includes the FY2020 Part Time Pay Plan, staff is requesting the Board approve amendments to both the FY2019 and FY2020 Part Time Pay Plans.

Attached is a comprehensive Pay Plan incorporating amendments to include the two noted positions for both FY2019 and FY2020, in red.

Proposed Motion

I move to approve the FY2019 Part Time Pay Plan and the FY2020 Part Time Pay Plan, each as amended to include two (2) new positions to address operations at Lea McKeighan North, as more fully outlined on the attached amended plans.

PART TIME STAFF STARTING PAY SCHEDULE
BY DIVISION

DIVISION	POSITION	FY19 (Jul. 1, 2018 to Dec. 31, 2018) (Per Hour)	FY19 (Jan. 1, 2019 to Jun. 30, 2019) (Per Hour)	FY20 Request (Jul. 1, 2019 to Dec. 31, 2019) (Per Hour)	FY20 Request (Jan. 1, 2020 to Jun. 30, 2020) (Per Hour)
ADMINISTRATION					
	Administrative Services Assistant	$10 - $12.50	$10 - $12.50	$10 - $12.50	$10 - $12.50
PARKS					
	Park Maintenance Worker	$9.50	$9.50	$9.50	$9.50
	Lead Park Maintenance Worker	$11.00	$11.00	$10.50	$10.50
GAMBER CENTER					
	Facility Supervisors	$8.75	$9.50	$9.50	$9.95
	Floor Trainer	$10.00	$10.00	$10.00	$10.00
	Service Representatives	$7.80	$8.60	$8.60	$9.45
	Custodians	$8.50	$8.60	$8.60	$9.45
	Fitness Instructors (Land)	$22.00	$22.00	$22.00	$22.00
	Personal Trainer	$25.00	$25.00	$25.00	$25.00
LEGACY PARK COMMUNITY CENTER (LPCC)					
	Service Representative	$8.50	$9.00	$9.00	$9.85
	Facility Supervisors	$11.00	$11.00	$11.00	$11.25
	Custodian	$8.50	$8.60	$8.60	$9.45
	Gym/Weight Room Attendant	$7.85	$8.60	$8.60	$9.45
	Floor Trainers-Weight Room	$10.00	$10.00	$10.00	$10.00
	Child Care Attendant	$7.85	$8.60	$8.60	$9.45
	Lifeguard	$8.25	$8.75	$8.75	$9.60
	Head Lifeguard	$9.50	$10.50	$10.50	$10.75
	Swim Instructors I	$8.25	$8.75	$8.75	$9.60
	Swim Instructors II	$8.50	$8.85	$8.85	$9.75
	Private Swim Lesson Instructor (non-cert/cert)	$8.25 - $8.50	$8.60 - $8.85	$8.60 - $8.85	$9.45 - $9.75
	Swim Lesson Coordinator	$13.50	$13.50	$13.50	$13.50
	Fitness Instructors (Land)	$15.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00
	Fitness Instructors (Water)	$15.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00
	Personal Trainers	$25.00	$25.00	$25.00	$25.00
	HEED Instructor	$10.00	$10.00	$10.00	$10.00
	Massage Therapist	$0.00	$25.00	$25.00	$25.00
	RevUp Exercise Specialist	$25.00	$25.00	$25.00	$25.00
LONGVIEW COMMUNITY CENTER (LVCC)					
	Service Representative	$8.50	$9.00	$9.00	$9.85
	Facility Supervisors	$11.00	$11.00	$11.00	$11.25
	Custodian	$8.50	$8.60	$8.60	$9.45
	Gym/Weight Room Attendant	$7.85	$8.60	$8.60	$9.45
	Floor Trainers-Weight Room	$10.00	$10.00	$10.00	$10.00
	Child Care Attendant	$7.85	$8.60	$8.60	$9.45
	Lifeguard	$8.25	$8.75	$8.75	$9.60
	Head Lifeguard	$9.50	$10.50	$10.50	$10.75
	Swim Instructors I	$8.25	$8.75	$8.75	$9.60
	Swim Instructors II	$8.50	$8.85	$8.85	$9.75
	Private Swim Lesson Instructor (non-cert/cert)	$8.25 - $8.50	$8.60 - $8.85	$8.60 - $8.85	$9.45 - $9.75
	Swim Lesson Coordinator	$13.50	$13.50	$13.50	$13.50
	Fitness Instructors (Land)	$15.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00
	Fitness Instructors (Water)	$15.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00	$17.00 - $23.00
	Personal Trainers	$25.00	$25.00	$25.00	$25.00
	HEED Instructor	$10.00	$10.00	$10.00	$10.00
	Massage Therapist	$0.00	$25.00	$25.00	$25.00
	RevUp Exercise Specialist	$25.00	$25.00	$25.00	$25.00

PART TIME STAFF STARTING PAY SCHEDULE
BY DIVISION

DIVISION	POSITION	FY19 (Jul. 1, 2018 to Dec. 31, 2018) (Per Hour)	FY19 (Jan. 1, 2019 to Jun. 30, 2019) (Per Hour)	FY20 Request (Jul. 1, 2019 to Dec. 31, 2019) (Per Hour)	FY20 Request (Jan. 1, 2020 to Jun. 30, 2020) (Per Hour)
SUMMIT WAVES					
	Welcome Desk/Food & Beverage Manager	$10.25	$10.75	$10.75	$10.75
	Assistant Facility Manager	$13.50	$13.50	$13.50	$13.50
	Head Lifeguard	$10.25	$10.50	$10.50	$10.75
	Lifeguard	$8.25	$8.75	$8.75	$9.60
	Service Representative	$9.00	$9.00	$9.00	$9.85
	Concession Attendant	$7.85	$8.60	$8.60	$9.45
	Deck Attendant	$7.85	$8.60	$8.60	$9.45
	Swim Lesson Coordinator	$13.50	$13.50	$13.50	$13.50
	Swim Instructors I (AM/PM)	$8.25	$8.75	$8.75	$9.60
	Swim Instructors II (AM/PM)	$8.50	$8.85	$8.85	$9.75
	Private Swim Lesson Instructor (non-cert/cert)	$8.25 - $8.50	$8.60 - $8.85	$8.60 - $8.85	$9.45 - $9.75
CAMP SUMMIT					
	Camp Manager	$11.00	$11.00	$11.00	$11.45
	Camp Nurse	$20.00	$20.00	$20.00	$20.00
	Assistant Camp Manager	$9.50	$9.50	$9.50	$10.45
	Camp Service Representative	$8.50	$8.60	$8.60	$9.45
	Counselor (camp, support & school break)	$7.85	$8.60	$8.60	$9.45
HARRIS PARK COMMUNITY CENTER					
	Facility Supervisor	$8.50	$9.50	$9.50	$9.95
	Service Representative	$7.85	$8.60	$8.60	$9.45
	Custodians	$8.50	$8.60	$8.60	$9.45
INSTRUCTIONAL (YOUTH AND ADULT)					
	Itty Bitty/Pee Wee Site Supervisor	$8.00	$8.60	$8.60	$9.45
	Hartman Park Site Supervisor	$10.00	$10.00	$10.00	$10.45
	Dance Instructor	$15.00	$15.00	$15.00	$15.00
	Itty Bitty and Pee Wee Instructors	$8.75	$8.75	$8.75	$9.45
	Kickball Referee	$18.00	$18.00	$18.00	$18.00
ATHLETICS					
	Basketball Referee I	$13.00	$13.00	$13.00	$13.00
	Basketball Referee II	$15.00	$15.00	$15.00	$15.00
	Basketball Referee III	$18.00	$18.00	$18.00	$18.00
	Basketball Referee IV	$20.00	$20.00	$20.00	$20.00
	Volleyball Official I	$15.00	$15.00	$15.00	$15.00
	Volleyball Official II	$16.00	$16.00	$16.00	$16.00
	Itty Bitty Instructor	$8.75	$8.75	$8.75	$9.45
	Itty Bitty Site Supervisor	$8.00	$8.60	$8.60	$9.45
	Scorekeeper	$7.85	$8.60	$8.60	$9.45
	Youth Instructor	$20.00	$20.00	$20.00	$20.00
AMPHITHEATER					
	Event Staff	$8.00	$8.60	$8.60	$9.45
LEA MCKEIGHAN NORTH/SUMMIT ICE					
	Facility Supervisor - Lea McKeighan North	N/A	$9.50	$9.50	$9.95
	Service Representative - Lea McKeighan North	N/A	$8.60	$8.60	$9.45

MEMORANDUM

Date:	May 14, 2019
To:	Joe Snook, Administrator of Parks and Recreation
From:	Steve Thomas, Assistant Superintendent of Construction
Re:	Park Construction and Operations Center Storage Building Award of Bid to Morton Buildings

The Park Board approved the construction of a new storage building at the Park Construction and Operations Center in the FY2019 budget for $85,765.00, to consist of a metal building of similar structure and design as the current buildings on the property.

Based on the original project cost estimate, it was determined the Informal Bid/Solicitation process could be used to select a vendor to provide the needed service and materials.

Because it is important to ensure the buildings match generally to the design and aesthetics of the current structures on site, a limited number of providers were available to obtain quotes for this project. A total of three (3) vendors were identified as capable of providing the needed products and services related to the project: Morton Buildings, Weigel Construction, and MAR Building Solutions. Each vendor was asked to quote the installation of a 42x60 metal storage building, with all preparation work and related work to be completed by LSPR staff. Following is a summary of the results of the solicitation:

Service Provider	Total Bid
Morton Buildings	$53,195.00
Weigel Construction	$58,768.00
MAR Building Solutions	Declined to Bid Project

Based upon the responses, it was determined the most responsive and cost effective Service Provider was Morton Buildings. Additionally, this is the type of building currently on site, which will ensure a consistent look and design amongst the buildings on the property.

Because the total cost for the building and related work from Morton Buildings has been quoted to exceed $50,000.00, the Park Board must approve the award.

Budget Impact

Following is a summary of the key components of the project budget:

42’ x 60’ Morton Building	$53,195.00
Permit	$400.00
Storage Rental	$1,700.00
Rentals	$2,800.00
Concrete	$2,300.00

Electrical	$8,500.00
Contingencies	$1,500.00
Total Project Budget	**$70,395.00**

A timeline has been established for this project and is included as Attachment A.

Proposed Motion

I move to approve Morton Buildings as the vendor and service provider for the PCOC Storage Building project based upon the quote received and the project budget established, and authorize the Administrator of Parks and Recreation to execute any and all documents necessary in order to effectuate the same.

[Attachment A]

MORTON STORAGE BUILDING

EST. TIMELINE - MORTON BUILDING

	June	July	August
Mini Storage Units			
Silo Demolition			
Site Work			
Morton Building			
Electrical			

MEMORANDUM

Date:	May 17, 2019
To:	Joseph Snook, CPRP Administrator of Parks and Recreation
From:	Brooke Chestnut, CPSI, MW 5124-AU Superintendent of Park Operations
CC:	
Re:	Proposed Changes to the LSFA Agreement

Staff met with the President of the Lee's Summit Football Association and after discussion the only proposed changes are as follows:

1. Change the dates to reflect the appropriate calendar year.
2. Change the effective dates back to a 12month agreement from an 18 month agreement.
3. Addition of Lea Mckeighan South as practice space, limited to 2 teams per practice time, west side of greenspace.

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

AGREEMENT BETWEEN
LEE'S SUMMIT PARKS AND RECREATION BOARD
AND
LEE'S SUMMIT FOOTBALL ASSOCIATION, INC.

This agreement is by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City (hereinafter referred to as "City"), by and through the Lee's Summit, Missouri Parks and Recreation Board (hereinafter termed "Board") and the Lee's Summit Football Association (hereinafter termed "Association"). The Association, having been determined by the Board to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated to be the "primary provider" of youth tackle football and youth flag football in Lee's Summit. Further, the Association is hereby given exclusive use of Eagle Creek, Lea Mckeighan South (limited to 2 teams per practice time, west side of greenspace), Deer Valley Park and Miller J. Fields Park athletic fields I, 2 and 3 from August I, 2019 through November 30, 2019. The Association is also given exclusive use of three football fields at Legacy Park. The Board reserves the right to schedule Board activities during the agreement period so long as an officer of the Association is notified in advance of each activity. The Board may delegate responsibilities associated with this Agreement to Lee's Summit Parks and Recreation Staff for completion, including, but not limited to those items identified herein.

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

I. 50 l (c)(3l Status: The Association shall maintain its 50l (c)(3) status throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 50 l (c)(3) status.

2. Association shall assemble and provide the Lee's Summit Parks and Recreation Staff copies of the scheduling of all practice sessions on Board property and games no later than one week before each season begins.

3. Association will not take any action which would jeopardize the City's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.

4. Association shall control the behavior of participants and spectators during events.

   - The Association will eject unruly or dangerous participants, coaches, parents or spectators from the premises during the events. Any Association officer or representative can exercise this authority. The Association may contact the Police Department for assistance, if necessary.

5. Association shall allow vehicles in Legacy Park to park in designated parking areas only, unless otherwise authorized by the Board.

6. Association shall keep assigned Legacy Park areas and practice areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.

7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the Lee's Summit Parks and Recreation Staff.

8. Association shall schedule practices, games and events in a manner to avoid **exceeding the capacity of the parking lot, fields and restrooms.**

9. As Board facilities reach capacity it will be the Associations responsibility to insure those capacities are not exceeded.

    - It is the Board's intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) needs be addressed before non-residents.

    - The Association shall determine what the capacities of Board game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with the Lee's Summit Parks and Recreation Staff prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.

10. The Board, through Lee's Summit Parks and Recreation Staff, may schedule activities of the R-7 School District and school's from other areas at Legacy Park or other Board facilities.

    - The Association will advise Lee's Summit Parks and Recreation Staff of field availability for activities.

    - The schools will be charged a fee for practices and games at Legacy Park.

    - The Board will transfer a portion of the fees charged to LSFA

I 1. The Board, through Lee's Summit Parks and Recreation Staff, must approve all activities other than youth tackle or flag football and training opportunities associated with the program in park facilities.

12. Association shall provide the Board $3.00 for each participant in Association sponsored leagues and any other leagues to support capital improvements and maintenance activities at Legacy Park. If the Association has more than one season the fee will be based on the season with the most participants. The fee for this agreement is due by May 31, 2020. The fee is waived as long as Association league or tournament games are not played at Board facilities.

13. The Association shall seek through Lee's Summit Parks and Recreation Staff, approval for all tournaments to be held pursuant to this agreement, and shall include the Lee's Summit Parks and Recreation Staff in all discussions and agreements for tournaments sponsored by the association, co-sponsored with outside groups or sponsored by outside groups.

14. All tournaments, leagues or other events on Board Property sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and the Lee's Summit Parks and Recreation Staff in advance and will require a Field Use Permit from Lee's Summit Parks and Recreation Staff.

    - No other group may be allowed to use any of the football fields pursuant to this agreement in the Association's place.

    - All such activity or other use must be approved by Lee's Summit Parks and Recreation Staff and the Field Use Permit shall be completed by the Association.

- The Board requires a $20.00 per team fee for sports that require at least 4 players per team on the field. A $15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to the Board must be paid by the Association to the Board within thirty days after the last activity is completed. A $3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not paid or received.

- The Association will send an email notification to the Lee's Summit Parks and Recreation Staff within 2 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. The Board will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.

15. Vendors that request to set up areas to sell food and/or merchandise on Board property must be approved in advance by the Association and obtain a Vendors Permit from the Lee's Summit Parks and Recreation Staff. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, however vendors for Association sponsored team pictures are excluded from this requirement.

16. Association shall pay for/provide for the cleanup of restrooms, storage areas and concession for those days the facility is in use by the Association or by activities sponsored by the Association.

    - The Association shall keep these areas neat, orderly and clean.
    - The Association shall provide those supplies required to operate the restrooms.
    - The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use of Legacy Park. This included parking lots, sidelines, fields and spectator areas, etc.

17. The Association shall not change or alter park property in any way unless written consent has been granted by the Board.

18. The Association shall pay the cost of replacement or repair of any park property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests, employees or participants in such Association or Association approved program or activity. The Association shall not be responsible for damage to park property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.

19. In an effort to increase the safety of those participating in the Association's programs, the Board is requiring programs under Association's direction which use Board facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:

    A. Perform background checks on all Association volunteers and staff 18 years and older.

        1. Background checks shall be valid for 365 days from date of the background check.
        2. The volunteers and staff who volunteer or work for other Youth Sports Associations that

have written agreements with the Board or that volunteer or work for the Board will not be required to undergo more than one background check during the 365 days the background check is valid.

3. Work with the Board and other Associations to provide information on who has completed background checks.

B. Use the vendor selected by the Board to perform the background checks. Associations may use other vendors if the background checks meet or exceed the specifications listed in Section E and use the disqualifiers based on the offenses listed in Section F. A letter of confirmation from the association and outside vendor will be required that confirms their agreement to follow the required procedures.

C. Provide a link on Association websites for online application for background checks.

D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.

E. The background checks will include the following:

1. National Criminal Data Base Search.
2. 50 State Sex Offender Registry Search.
3. Local Criminal Record, search county of current residence or longest and most current residency.
4. Social Security Number verification.
5. Address Trace.

F. Volunteers and staff will be ineligible to volunteer or work for the Association if found guilty of the following crimes:

- All sex offenses regardless of the amount of time since the offense.
- All felony violence regardless of the amount of time since the offense.
- All felony offenses other than sex or violence related within past 10 years.
- All misdemeanor violence offenses within the past 7 years.
- All misdemeanor drug offenses in past 5 years or multiple offenses in past 10 years including but not limited to :
    - Possession ofup to 35 grams marijuana/synthetic cannabinoid
    - Unlawful use of drug paraphernalia
    - Possession of a imitation controlled substance
    - Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
    - Intentionally induce symptoms by use of solvents or posses solvents 1"offense
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to:
    - Unlawful transaction with child
    - Endangering the welfare of a child, 2"d degree
    - Assist in child abduction or parental kidnapping
    - Obtain/transfer/use identification for purpose of providing false identification to persons under 21
    - Supplying liquor to a minor

- Harassment by a person 21 years or older against a person 17 years or younger

G. Distribute or provide access to the State of Vermont Agency of Human Services, Department for Children & Families program titled "STEP UP: Protect Children From Sexual Abuse" to parents and guardians of participants in Association programs and encourage participation in the training program. "Required Parent/Guardian Training Material to Protect children From Sexual Abuse".

H. The president of the Association will serve on the "Background Check Review Committee" with other Youth Sports Association presidents and a representative from the Board. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. The process for appeals is as follows:

1. Applicant receives written notice of disqualification
2. Applicant has the option to submit a written appeal to the Association president within seven (7) days
3. Association president requests additional information on the applicants record from the background check vendor and forwards the written appeal information to all committee members.
4. All committee members will be required to review the appeal and vote on the appeal within seven (7) days of receipt of additional information from the background check vendor.
5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
7. There will be no further appeal options.

20. The Board understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, the Board feels strongly that is in the best interest of the Association's program and the youth it serves to attempt to provide the coaches with the basic skills necessary to coach football and work with children. In order to provide a basic understanding of coaching football and working with youth the Association shall p provide a minimum training of two hours per year to all coaches and or managers.

- The Association shall provide a written description of the training that has been provided and a list of coaches and or managers that have met this condition.

- Organizational meetings do not count as training for development of coaching skills and working with youth.

- The training will be conducted by an Association approved trainer (high school, college or professional coaches are recommended for this activity).

- Currently licensed or certified coaches are exempt from this training requirement.

- The Board will provide a Board site for training at no cost to the Association.

21. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, the Board requires the Association to distribute or provide

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

22. Participant surveys are an important method to measure the results of a program and the performance of the facilities. The Board, through coordination by Lee's Summit Parks and Recreation Staff, will conduct one participant survey per year of Association activities at Board facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and Lee's Summit Parks and Recreation Staff.

    - The Association will provide to the Board a data-base of e-mail and/or mailing addresses of all participants at the conclusion of the fall football league.
    - Surveys will be paid for, prepared, mailed and results compiled by the Board and Lee's Summit Parks and Recreation Staff.

23. The Association shall assume the responsibility of maintaining control of their own program and taking all necessary steps to prevent the violation of any City ordinance or any act or action that might be detrimental to the Board.

24. The Association shall provide insurance coverage for theft, loss, damage etc. to Association property stored in or on Board property.

25. The Association shall indemnify, release, defend, become responsible for and forever hold harmless the Board and the City of Lee's Summit, their respective officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of or resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of the Board's playing fields and facilities from May 31, 2019 to May 31, 2020 as herein set forth and provide the Board a certificate of insurance indicating coverage naming the City of Lee's Summit, Missouri, as additional insured. This coverage must provide a general aggregate liability of $2,000,000 to cover all operations included herein.

26. The Association shall provide the Board, in advance of use of said parks, with a copy of the most recent year-end financial statement (detailed balance sheet and income statement) and the most recent 990 filing.

    - The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.

    - The Association is also encouraged to have their financial affairs audited.

    - The Board reserves the right to conduct an internal audit, with a 30 day notice, to conduct an

Internal audit of the Association's financial records at any time.

27. The Association shall permit an authorized representative of the Board, with a 30 day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.

28. The Board hereby designates that Lee's Summit Parks and Recreation Staff shall receive and schedule requests for the practice field and game field space from others including all school requests.

29. The Association shall pay for/provide for the preparation of fields for the Association's and its users' games. Materials used to line fields must not be harmful to the turf or patrons.

30. The Association shall pay and be liable for Association's and its user's usage of all utilities at Legacy Park

31. . Association shall not place banners, signs or advertisement at Board facilities unless one of the following conditions are met.

    I. Obtain a Legacy Banner permit for event banners from the Board
    2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

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

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

    - Banners must be sponsored by the Association.
    - Banner design and content must be approved by LSPR.
    - LPSR will determine the number of banners that can be displayed.
    - Banner size will be no larger than 4' x 8'
    - Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
    - Banner installation guidelines if installed on chain link fence:
        1. Top of banner equidistance from top of fence
        2. Spaced evenly between fence posts
        3. Bottom of banners equidistance from bottom of fence.
    - Banners may be placed on chain link fence locations or other locations approved by LSPR.
    - Banner must allow wind to pass thru banner (slits or mesh material).
    - Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
    - Banners may only be displayed during time period approved by LSPR.
    - Banners for tobacco products or alcohol will not be approved.
    - Banner images and messages must be in good taste and not offensive as determined by LSPR.
    - Banner Fees:
      $2.00/ banner/day displayed or $20.00/banner/ month or $50.00/banner/year

3. The Association shall provide to the Board a written accounting of the monetary amounts paid for or the monetary value of such advertising.

4. In addition to the provisions set forth herein, the Board shall be entitled to deny any advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.

5. The Association will provide the Board with a list of existing Association sponsors to be placed on a "no call" list to be shared with the Board's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:
    a. Is a current Association sponsor
    b. Has provided a minimum of 2 years continual sponsorship to the Association including the current year
    c. Has exceeded a minimum threshold of $1,500 per year

Team and Association banners that do not include advertising beyond the name and/or logo of the team sponsors are excluded. Team banners include the name of the team and are displayed adjacent to the team bench for the duration of the game.

32. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay the Board a $20.00 per team fee if a parking fee or gate fee is charged. Fees due to the Board must be paid by the Association to the Board within thirty days after the last activity is completed.

- A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. The Lee's Summit Parks and Recreation Staff will provide the sign.

- The Association can exempt one Association event per year from the parking fee.

33. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by the Board prior to the start of the season.

34. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow sales by others only by obtaining Board approval.

35. The environmental impact of Association activities should be considered and addressed when possible. The Board encourages and will assist Association efforts to research and implement recycling activities.

36. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users'.

37. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and/or fields at practice and game fields. The Association will be responsible to repair damage caused by such use. Lee's Summit Parks and Recreation Staff will specify the types of repairs that need to be completed. If field damage becomes excessive due to the Association's or its users' use during unfavorable field conditions the Board will take over this responsibility, at the expense of the Association.

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

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

- Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be mowed and trimmed at least once every two weeks while growing and not allowed to exceed 6"in height. If height of vegetation exceeds 8" the Board will have the areas mowed and trimmed by a contractor and invoice the Association for cost incurred.
- Category II mowing: All athletic field surfaces, I 0 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 l/2"and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed once every two weeks. If height of vegetation exceeds 8" the Board will have the areas mowed and trimmed and invoice the Association for cost incurred.
- Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
- All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
- All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
- The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, and etc. every 2 weeks while actively growing and not exceed 6" in height. Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" the Board will have the areas trimmed by a contractor and invoice the Association for cost incurred.
- Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" the Board will have the areas trim med by a contractor and invoice the association for cost incurred.
- The Association shall be responsible and liable for damage to Board property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to inflict damage to the bark of trees. The Board will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.

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

41. Basic seeding, fertilizing and pesticides will be provided by Board, see the attached Annual Turf Maintenance Calendar. The Association will be responsible for material costs for increased levels of maintenance.

42. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e. goals, player equipment, balls, field paint, etc.

43. The Association and the Board hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior consent of the other party to the Agreement.

44. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.

45. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. The Board does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that the Board and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents or participants.

46. Association shall not schedule practices at Miller J. Fields Park on the following dates:

    September 8, 15, 22, 29
    October 6, 13

47. The Association shall not schedule or allow regular individual and/or team practice at Legacy Park football fields unless approved by Lee's Summit Parks and Recreation Staff.

48. The Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of it's fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to park facilities. Capital investments will be determined by mutual agreement between the board and the association.

49. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.

50. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, a copy of Executive Board minutes for each meeting held during the term of this agreement.

51. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, a copy of the Association's organizational chart including names and position titles.

52. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff a written list of Association Board members who are paid staff, represent an organization(s), a leasee or renter, a contractor or someone who otherwise would benefit financially from the use of Board facililies.

53. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.

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

Lee's Summit Tackle Football Association, Inc. PO Box 6724
Lee's Summit, MO 64064

54. In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both the Board and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.

55. It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.

56. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or affect.

57. Nothing in this Agreement shall be construed to create an employment relationship between the Board, the City of Lee's Summit, and the members, employees or agents of the Association.

<u>In consideration of said funds and services, the Board agrees to provide the following:</u>

1. All maintenance of utilities.

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

   a. Seed, sod, fertilizer and pest control
   b. Irrigation
   c. Aeration

3. Maintenance and repair of the restroom/concession building and fixtures except for those items owned by the Association.

4. Maintenance, repair, and replacement of fencing, trees, shrubs, and walkways.

5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.

6. Park staff will perform any activity due to non-performance by the Association, and this will be charged at $25.00 per hour to the Association.

<u>Board Sponsored Tournaments</u>

1. The Board will reimburse the Association for agreed upon costs the Association incurs due to Board sponsored tournaments at Legacy Park using areas that have been provided to the Association

through this agreement. Costs include but are not limited to utilities, mowing, field set up, trash pickup and restroom cleaning.

If Association fails to perform any obligation imposed upon Association hereby, Board may te1minate this agreement by delivering not less than ten (l0) days written notice of termination to the Association.

This agreement shall be effective the 31st day of May, 2019 and the first use of the playing fields in the park herein identified shall be May 31st, 2019 and this agreement shall terminate on the 3lst day of May, 2020.

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

Agreement Acknowledged this_____ day of _____, 2019.

_____

Brian Seiler, President
Lee's Summit Football Association President

_____

Tyler Morehead, President
Lee's Summit Parks and Recreation Board

_____

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

MEMORANDUM

Date:	May 17, 2019
To:	Joseph Snook, CPRP Administrator of Parks and Recreation
From:	Brooke Chestnut, CPSI, MW 5124-AU Superintendent of Park Operations
CC:	
Re:	Proposed Changes to the LSSA Agreement

Staff met with the President of the Sporting Lee's Summit Soccer Association and after discussion the only proposed changes are as follows:

1. Change the dates to reflect the appropriate calendar year.
2. Change the effective dates back to a 12month agreement from an 18 month agreement.
3. The previous separate recreation and competitive agreements have been combined.

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

AGREEMENT BETWEEN
LEE'S SUMMIT PARKS AND RECREATION BOARD
AND
LEE'S SUMMIT SOCCER ASSOCIATION
(Recreational Agreement)

This agreement is by and between the t City of Lee's Summit, Missouri, a Missouri Constitutional Charter City (hereinafter referred to as "City") by and through the Lee's Summit Parks and Recreation Board (hereinafter "Board") and the Lee's Summit Soccer Association (hereinafter termed "Association"). The Association, having been determined by the Board to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated to be the "primary provider" of youth recreational soccer and youth competitive soccer in Lee's Summit. Further, the Association is hereby given exclusive use of soccer practice areas at Osage Trails Park, Lowenstein Park, Upper Banner Park, Lower Banner Park, Howard Park and Wadsworth Park hereinafter referred to collectively as "Practice Areas") through the term of this Agreement for the purpose of conducting various soccer activities on a regularly scheduled basis. The Association is also given exclusive use of the soccer fields at Legacy Park (fields north of football and fields east of Early Childhood Development Center). The Board reserves the right to schedule Board sponsored activities during the agreement period so long as an officer of the Association is notified in advance of each activity. The Board may delegate responsibilities associated with this Agreement to Lee's Summit Parks and Recreation Staff for completion, including, but not limited to those items identified herein.

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

1. 501(c)(3) Status: The Association shall maintain its 501(c)(3) status throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status.

2. Association shall assemble and provide the Lee's Summit Parks and Recreation Staff copies of the schedules of all practice sessions on Board property and games no later than one week before each season begins.

3. Association will not take any action which would jeopardize the City's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.

4. The Association shall control the behavior of participants and spectators during events.

    - The Association will eject unruly or dangerous participants, coaches, parents, vendors, contractors or spectators from the premises during the events. Any Association board member can exercise this authority. The Association may contact the Police Department for assistance, if necessary.

5. Association shall allow vehicles in Legacy Park to park in designated parking areas only, unless otherwise authorized by the Board.

6. Association shall keep assigned Legacy Park areas and practice areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.

7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the

Lee's Summit Parks and Recreation Staff.

8. Association shall schedule practices, games and events in a manner to avoid **exceeding the capacity of the parking lot, fields and restrooms.**

9. As Board facilities reach capacity it will be the Association's responsibility to insure those capacities are not exceeded.
    - It is the Board's intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) needs be addressed before non-residents. Lee's Summit residents will have a priority placement over non-residents for all registrations received on or before the registration deadline.

    - The Association shall determine what the capacities of Board game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with the Lee's Summit Parks and Recreation Staff prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.

11. The Board, through Lee's Summit Parks and Recreation Staff, may schedule activities of the R-7 School District and school's from other areas at Legacy Park or other Board facilities.

    - The Association will advise Lee's Summit Parks and Recreation Staff of field availability for activities.
    - The schools will be charged a fee for practices and games at Legacy Park.
    - The Board will transfer a portion of the fees charged to LSSA.

12. The Board, through Lee's Summit Parks and Recreation Staff, must approve all activities other than youth and adult outdoor soccer and training opportunities associated with the program in park facilities.

13. **Recreational League Fees:** The Association shall provide the Board a fee for each participant in Association sponsored recreational leagues and any other leagues to support maintenance activities at Legacy Park. If the Association has more than one season per league the fee will be based on the season with the most participants. Listed below is the fee amount for each league:

Recreational League:	$3.00 per participant
Adult League:	$3.00 per participant
Special Needs League:	Exempt

The fees are due by May 31, 2020 .

14. Competitive League Fees: The Association shall provide the Board a field rental fee for each competitive game played by a league or club. The rental fee shall be $12 per game.
    The fees are due by May 31, 2020.

15. The Association shall seek through Lee's Summit Parks and Recreation Staff, approval for all tournaments to be held pursuant to this agreement, and shall include the Lee's Summit Parks and Recreation Staff, in all discussions and agreements for tournaments sponsored by the Association, co-sponsored with outside groups or sponsored by outside groups.

16. All tournaments, leagues or other events sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and the Lee's Summit Parks and Recreation Staff in advance and will require a Field Use Permit from Lee's Summit Parks and Recreation Staff.

    - No other group may be allowed to use any of the soccer fields pursuant to this agreement in

the Association's place.

- All such activities must be approved by Lee's Summit Parks and Recreation Staff and the Field Use Permit shall be completed by the Association.

- The Board requires a $20.00 per team fee for sports that require at least 4 players per team on the field. A $15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices and or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to the Board must be paid by the Association to the Board within thirty days after the last activity is completed. A $3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not paid or received.

- The Association will send an email notification to the Lee's Summit Parks and Recreation Staff within 2 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. The Board will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.

17. Vendors that request to set up areas to sell food and/or merchandise, or to advertise on Board property must be approved in advance by the Association and obtain a Vendors Permit from the Lee's Summit Parks and Recreation Staff. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, including tournament promotional t-shirts, however, vendors for Association sponsored team pictures are excluded from this requirement.

18. The Association shall pay for/provide for the cleanup of restrooms, storage areas, and concession areas for those days the facility is in use by the Association or by activities approved by the Association.

    - The Association shall keep these areas neat, orderly and clean.
    - The Association shall provide those supplies required to operate the restrooms.
    - The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use at Legacy Park. This includes parking lots, sidelines, fields and spectator areas, etc.

19. The Association shall not change or alter park property in any way unless written consent has been granted by the Board.

20. The Association shall pay the cost of replacement or repair of any park property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests, employees or participants in such Association or Association approved program or activity. The Association shall not be responsible for damage to park property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.

21. In an effort to increase the safety of those participating in the Association's programs, the Board is requiring programs under Association's direction which use LSPR facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:

    A. Perform background checks on all Association volunteers and staff 18 years and older.

1. Background checks shall be valid for 365 days from date of the background check.
2. The volunteers and staff who volunteer or work for other Associations (YSA) that have written agreements with the Board or that volunteer or work for the Board will not be required to undergo more than one background check during the 365 days the background check is valid.
3. Work with the Board and other Associations to provide information on who has completed background checks.

B. Use the vendor selected by the Board to perform the background checks. Associations may use other vendors if the background checks meet or exceed the specifications listed in Section E and use the disqualifiers based on the offenses listed in Section F. A letter of confirmation from the association and outside vendor will be required that confirms their agreement to follow the required procedures.

C. Provide a link on Association websites for online application for background checks.

D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.

E. The background checks will include the following:

1. National Criminal Data Base Search.
2. 50 State Sex Offender Registry Search.
3. Local Criminal Record, search county of current residence or longest and most current residency.
4. Social Security Number verification.
5. Address Trace.

F. Volunteers and staff will be ineligible to volunteer or work for the Association if found guilty of the following crimes:

- All sex offenses regardless of the amount of time since the offense.
- All felony violence regardless of the amount of time since the offense.
- All felony offenses other than sex or violence related within past 10 years
- All misdemeanor violence offenses within the past 7 years including
    - Assault in 3rd degree, 1st and 2nd offenses
    - Assault in 3rd degree
- All misdemeanor drug offenses in past 5 years or multiple offenses in past 10 years including:
    - Possession of up to 35 grams marijuana/synthetic cannabinoid
    - Unlawful use of drug paraphernalia
    - Possession of a imitation controlled substance
    - Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
    - Intentionally induce symptoms by use of solvents or posses solvents 1st offense
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including:
    - Unlawful transaction with child
    - Endangering the welfare of a child, 2nd degree
    - Assist in child abduction or parental kidnapping

- Obtain/transfer/use identification for purpose of providing false identification to persons under 21
- Supplying liquor to a minor
- Harassment by a person 21 years or older against a person 17 years or younger

G. Distribute or provide access to the State of Vermont Agency of Human Services, Department for Children & Families program titled "STEP UP: Protect Children From Sexual Abuse" to parents and guardians of participants in Association programs and encourage participation in the training program. Refer to the program as "Required Parent/Guardian Training Material to Protect Children From Sexual Abuse".

H. The president of the Association will serve on the "Background Check Review Committee" with other Association presidents and a representative from the Board. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. The process for appeals is as follows:

1. Applicant receives written notice of disqualification
2. Applicant has the option to submit a written appeal to the Association president within seven (7) days
3. Association president requests additional information on the applicant's record from the background check vendor and forwards the written appeal information to all committee members.
4. All committee members will be required to review the appeal and vote on the appeal within seven (7) days of receipt of additional information from the background check vendor.
5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
7. There will be no further appeal options.

22. The Board understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, the Board feels strongly that is in the best interest of the Association's program and the youth it serves to attempt to provide the coaches of soccer teams participating in Association leagues with the basic skills necessary to coach soccer and work with children. In order to provide a basic understanding of coaching soccer and working with youth the Association shall provide a minimum training of two hours per year to all coaches and or managers.

- The Association shall provide a written description of the training that has been provided and a list of coaches and or managers that have met this condition.

- Organizational meetings do not count as training for development of coaching skills and working with youth.

- The training will be conducted by an Association approved trainer (high school, college or professional coaches are recommended for this activity).

- Currently licensed or certified coaches are exempt from this training requirement.

- The Board will provide a site for training at no cost to the Association.

23. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, the Board requires the Association to distribute or provide access to the Centers for Disease Control and Prevention program titled "Heads Up" and to encourage participation in the training program available at the following link: https://www.cdc.gov/headsup/index.html. The Association shall also distribute or provide access to Boston University Research: CTE Center information on Chronic Traumatic Encephalopathy (CTE) titled "Frequently Asked Questions about CTE" available at the following link: https://www.bu.edu/cte/about/frequently-asked-questions/.

24. Participant surveys are an important method to measure the results of a program and the performance of the facilities. The Board, through coordination by Lee's Summit Parks and Recreation Staff, will conduct one participant survey per year of Association activities at Board facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and Lee's Summit Parks and Recreation Staff.

    - The Association will provide to the Board e-mail and/or mailing addresses of all participants at the conclusion of the fall soccer league.
    - Surveys will be paid for, prepared, mailed and results compiled by the Board and Lee's Summit Parks and Recreation Staff.

25. The Association shall assume the responsibility of maintaining control of their own program and taking all necessary steps to prevent the violation of any City ordinance or any act or action that might be detrimental to the Board.

26. The Association shall provide insurance coverage for theft, loss, damage, etc. for Association property stored in or on Board property.

27. The Association shall indemnify, release, defend, become responsible for and forever hold harmless the Board and the City of Lee's Summit, their respective officers, agents, employees, elected officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of or resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of the Board's playing fields and facilities from May 31, 2019 to May 31, 2020 as herein set forth and provide the Board a certificate of insurance indicating coverage naming the City of Lee's Summit as additional insured. This coverage must provide a general aggregate liability of $2,000,000 to cover all operations included herein.

28. The Association shall provide the Board, in advance of use of said parks, with a copy of the most recent financial statements (detailed balance sheet and income statement) and the most recent 990 filing.

    - The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.

    - The Association is also encouraged to have their financial affairs audited.

    - The Board reserves the right, at Board expense and with a 30-day notice, to conduct an internal audit of the Association's financial records at any time.

29. The Association shall permit an authorized representative of the Board, with a 30-day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.

30. The Board hereby designates that Lee's Summit Parks and Recreation Staff shall receive and schedule requests for the LSPR practice field and game field space from others including all school requests.

31. The Association shall pay for/provide for the preparation and lining of fields for the Association's and its users' games. Materials used to line fields must not be harmful to the turf or patrons.

32. The Association shall pay and be liable for Association's and its users' usage of all utilities at Legacy Park.

33. Association shall not place banners, signs or advertisement at Board facilities unless one of the following conditions are met.

    1. Obtain a Legacy Banner permit for event banners from the Board
    2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

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

       YSA's may place banners at Legacy Park under the following conditions:
       - Banners must be sponsored by the Association.
       - Banner design and content must be approved by LSPR.
       - LPSR will determine the number of banners that can be displayed.
       - Banner size will be no larger than 4' x 8'
       - Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
       - Banner installation guidelines if installed on chain link fence:
         1. Top of banner equidistance from top of fence
         2. Spaced evenly between fence posts
         3. Bottom of banners equidistance from bottom of fence.
       - Banners may be placed on chain link fence locations or other locations approved by LSPR.
       - Banner must allow wind to pass thru banner (slits or mesh material).
       - Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
       - Banners may only be displayed during time period approved by LSPR.
       - Banners for tobacco products or alcohol will not be approved.
       - Banner images and messages must be in good taste and not offensive as determined by LSPR.
       - Banner Fees:
         $2.00/ banner/day displayed or $20.00/banner/ month or $50.00/banner/year

    3. The Association shall provide to the Board a written accounting of the monetary amounts paid for or the monetary value of such advertising.

    4. In addition to the provisions set forth herein, the Board shall be entitled to deny any

advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.

5. The Association will provide the Board with a list of existing Association sponsors to be placed on a "no call" list to be shared with the Board's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:
    a. Is a current Association sponsor
    b. Has provided a minimum of 2 years continual sponsorship to the Association including the current year
    c. Has exceeded a minimum threshold of $1,500 per year

Team and Association banners that do not include advertising beyond the name and/or logo of the team sponsors are excluded. Team banners include the name of the team and are displayed adjacent to the team bench for the duration of the game.

34. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay the Board a $20.00 per team fee if a parking fee or gate fee is charged. Fees due to the Board must be paid by the Association to the Board within thirty days after the last activity is completed.

    - A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. The Lee's Summit Parks and Recreation Staff will provide the sign.

    - The Association can exempt one Association sponsored event from the parking fee per year.

35. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by the Board prior to the start of the season.

36. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow concession sales by others only by obtaining Board approval.

37. The environmental impact of Association activities should be considered and addressed when possible. The Board encourages and will assist Association efforts to research and implement recycling activities.

38. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users'.

39. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and/or fields at practice and game fields. The Association will be responsible to repair damage caused by such use. Lee's Summit Parks and Recreation Staff will specify the types of repairs that need to be completed. If field damage becomes excessive or is not repaired to the Boards satisfaction due to the Association's or its users' use during unfavorable field conditions the Board will take over this responsibility, at the expense of the Association.

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

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

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

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

43. Basic seeding, fertilizing and pesticides will be provided by the Board, see the attached Annual Turf Maintenance Calendar. The Association will be responsible for material costs for increased levels of maintenance.

44. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e. goals, nets, balls, field paint, etc.

45. The Association and the Board hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior consent of the other party to the Agreement.

46. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.

47. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. The Board does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that the Board and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents or participants.

48. The Association shall not schedule or allow regular individual and/or team practice at Legacy Park soccer fields unless approved by Lee's Summit Parks and Recreation Staff.

49. The Association is hereby given use of the soccer venue practice area that includes eight (8) practice fields for the purpose of conducting soccer practices on a regularly scheduled basis. The Board, through the Lee's Summit Parks and Recreation Staff, reserves the right to schedule Board sponsored activities during the agreement period so long as an officer of the Association is notified of each activity. Allow only association members use of the practice area.

49. The Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of it's fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to park facilities. Capital investments will be determined by mutual agreement between the board and the association.

50. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.

51. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, a copy of Executive Board minutes for each meeting held during the term of this agreement.

52. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff, a copy of the Association's organizational chart including names and position titles.

53. The Association shall provide to the Board, through the Lee's Summit Parks and Recreation Staff a written list of Association Board members who are paid staff, represent an organization(s), a leasee or renter, a contractor or someone who otherwise would benefit financially from the use of Board facilities.

54. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.

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

Lee's Summit Soccer Association
705 B SE Melody Lane
PMB 303
Lee's Summit, MO 64063

55. In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both the Board and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.

56. It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.

57. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or affect.

58. Nothing in this Agreement shall be construed to create an employment relationship between the Board, the City of Lee's Summit, and the members, employees or agents of the Association.

59. This agreement shall be effective the 31st day of May, 2019 and the first use of the playing fields in the parks herein identified shall be May 31st , 2019 and this agreement shall terminate on the 31st day of May, 2020.

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

61. In the event of termination by the Board in accordance with any of the provisions of this Agreement, the Board shall not be liable to the Association for compensation, reimbursement, or damages on account of the loss of prospective profits or anticipated business or on account of expenditures, investments, leases or commitments in connection with the Association.

<u>In consideration of said funds and services, the Board agrees to provide the following:</u>

1. All maintenance of utilities.

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

    a. Seed, sod, fertilizer and pest control
    b. Irrigation
    c. Aeration

3. Maintenance and repair of restroom/concession building and fixtures except those items owned by the Association.

4. Maintenance, repair and replacement of fencing, trees, shrubs, and walkways.

5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.

6. Park staff will perform any activity due to non-performance by the Association, and this will be charged at $25.00 per hour to the Association.

Board Sponsored Tournaments

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

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

Agreement acknowledged this _____ day of _____, 2019.

_____
Tammy Dugan, President
Lee's Summit Soccer Association

_____
Tyler Morehead, President
Lee's Summit Parks and Recreation Board

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

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: April 24, 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 Legal Services & Human Resources
Brooke Chestnut, Superintendent of Park Operations

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

Project	Budget [1]	Exp to Date	Variance [2]	Status	Estimated Completion [3]
Gamber Cmmmunity Center Fund (201)					
Interior Painting	11,200		11,200	Complete	March
AV upgrade	18,943	17,968	975	Complete	
	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	80,040	63,545	16,495	Complete	
Replace Cardio Equipment	27,000	19,560	7,440	Complete	
ADA ramp replacement	6,295	6,295	-	Complete	
	118,390	88,160	23,935		
Harris Park Community Center Fund (530)					
			-		
none	-	-	-		
Parks and Recreation Fund (200)					
Operations					
Asphalt	80,000	8,066	71,934	In progress	June
Drinking Fountain Replacement	5,400	4,110	1,290	In progress	June
Tree Replacement	4,500		4,500	In progress	June
Trash Barrel Replacement	5,600	1,700	3,900	In progress	June
Legacy Park					
Asphalt	100,000	71,211	28,789	Complete	September
Baseball Shelter Shade Additions	18,000	15,586	2,414	Complete	August
Drinking fountain replacements	3,000	1,149	1,851	1 completed	June
Fencing Replacement	10,000	5,413	4,587	Complete	May
Fence Safety Capping	10,000	9,843	157	Complete	February
Outdoor electrical receptacles for football	13,980		13,980	waiting to hear back from LSFA	June
Dugout Replacement	10,700	9,900	800	Complete	May
	261,180	126,978	134,202		
Summit Waves Fund (203)					
VGBA grates	24,506	17,713	6,793	Complete	May
	24,506	17,713	6,793		
Cemetery Fund (204)					
None	-	-	-		
	-	-	-		
Capital Projects Fund (327)					
North Lea McKeighan Park Renovations	5,000,000	4,773,822	226,178	complete, minor skate park imp.	May-19
Summit Park Renovations	1,600,000	564,577	1,035,423	construction in progress	Oct-19
Howard Park Renovations	900,000	423,815	476,185	construction in progress	Oct-19
Hartman Park Trailhead (project managed with PW funding)	250,000	106,970	143,030	construction in progress	May-19
Legacy Wayfinding Design	8,000	8,000	-	Complete	Jan-19
			-		
	7,758,000	5,877,184	1,880,816		
TOTAL	**8,181,019**	**6,128,003**	**2,046,721**		

[1] Budget amount established per Board Approval
[2] Variance is the difference between the budget and the year-to-date expenditures.
[3] Estimated completion dates will be updated as necessary to reflect our best estimate of when a project will be completed.

The Services Review is based on the current Fiscal Year (July 2018-June 2019). "Goals" are based on the number implied in the Fiscal Year Budget. Some goals are annualized (i.e., LPCC, GCC and HPCC information). Other numbers will be reported on a monthly basis (i.e., programs beginning in the current board month) as well as annualized figures being reported against budgeted numbers. Shaded areas are completed services and activities.

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Fund 201 - Gamber Community Center			
Memberships			
Resident Total	July 18 - June 19	**432**	**261**
Active Flex		190	155
Annual		242	106
Non-Resident Total		**32**	**16**
Active Flex		13	13
Annual		19	3
Silver Sneakers Total	July 18 - June 19	**12,950**	**7,979**
Renew Active Total	Jan 19-June 19		**29**
Single Visit	July 18 - June 19	**358**	**222**
Discount		298	158
Regular		60	64
Facility Rentals			
Event Packages	July 18 - June 19	**17**	9
Gamber Package	July 18 - June 19	**78**	71
Outdoor Rentals	July 18 - June 19	**6**	4
Ballroom	July 18 - June 19	**463**	547
Class/Craftrooms	July 18 - June 19	**941**	682
Aerobics Room	July 18 - June 19	**219**	189
Programming			
Bingo	July 18 - June 19	**2193**	1446
Lunch with Us	July 18 - June 19	**480**	426
Line Dance	July 18 - June 19	**577**	366
GCC All Inclusive			
(LPCC/Gamber Center/HPCC/LVCC)			
Resident			**136**
Annual	July 18 - June 19	147	44
Flex	July 18 - June 19	155	92
Non-Resident			**7**
Annual	July 18 - June 19	18	2
Flex	July 18 - June 19	9	5
Fund 202 - Legacy Park Community Center			
Memberships			
Resident			
Annual	July 18 - June 19	1,983	1,697
Flex	July 18 - June 19	4,362	3,877
Non-Resident			
Annual	July 18 - June 19	329	425
Flex	July 18 - June 19	871	882
Single Visit - Resident	July 18 - June 19	23,060	19,998
Single Visit -- Non-Resident	July 18 - June 19	6,359	6,603
Silversneakers	July 18 - June 19	17,623	24,921
Prime	July 18 - June 19	1,200	244
Silver and Fit	July 18 - June 19	140	473
90 Day Memberships			
Resident	July 18 - June 19	9	2
Nonresident	July 18 - June 19	3	4

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Facility Rentals			
Birthday Party Packages			
Resident			
Package A	July 18 - June 19	352	255
Package B	July 18 - June 19	50	45
Non-Resident	July 18 - June 19		
Package A	July 18 - June 19	120	137
Package B	July 18 - June 19	19	12
Community Rooms			
Resident	July 18 - June 19	16	37
Non-Resident	July 18 - June 19		0
Court Rentals			
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	1,898
Canoe	July 18 - June 19	1311	587
Bikes	July 18 - June 19	1602	896
Child Care			
Drop In	July 18 - June 19	2622	1,830
Pass Card - Member	July 18 - June 19	216	184
Pass Card - Non-member	July 18 - June 19	13	6
Water and Land Aerobic Programming	July 18 - June 19	69000	60,490 (05.13.19)
Provide Miscellaneous Fitness			
Personal Training	July 18 - June 19	1600	1,915 (5.13.19)
LPCC Paid Group Fitness	July 18 - June 19	300	167 (05.14.19)
GCC Paid Group Fitness	July 18 - June 19	30	98 (5.14.19)
LPA Paid Group Fitness	July 18 - June 19	500	227 (5.14.19)
Massage Therapy	July 18 - June 19	200	25 (5.13.19)
RevUP	July 18 - June 19	160	143 (5.14.19)
RevUP Reload	July 18 - June 19	175	253 (5.14.19)
Healthy Eating Every Day (H.E.E.D)	July 18 - June 19	0	0
Swim Lessons			
Swim Lessons	July 18 - June 19	824 Participants	724 Participants (5.14.19)

Fund 530 - Harris Park Community Center

Camp Summit			
Camp Summit Enrollment	Summer 2018	750 Enrollments	756 Enrolled
Camp Summit Enrollment	Summer 2019	750 Enrollments	752 enrolled (5.14.2019)
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	114 Enrolled (4.16.2019)
School Break Days	Oct 12-April 19	660 Participants	19 Days Held / 610 Participants

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Recreation Center Operations			
Gym Rentals	July 18 - June 19	200 Rentals	241 Rentals
Classroom Rentals	July 18 - June 19	250 rentals	208 Rentals
Entire Facility Rentals	July 18 - June 19	20 Rentals	9 Rentals
Week Long Rentals	July 18 - June 19	2 Rentals	2 Rentals
Open Gym	July 18 - June 19	1800 Participants	981 Participants
Summit Ice/Lea Mck North			
Public skate- Regular	**Oct 18 - March 19**		**3150 participants**
Public skate - Regular	Oct 19 - March 20	-	**-**
Public skate- Discount	**Oct 18 - March 19**		**9743 participants**
Public skate - Discount	Oct 19 - March 20	-	**-**
Pond hockey- Regular	**Oct 18 - March 19**		**288 participants**
Pond hockey - Regular	Oct 19 - March 20	-	-
Pond hockey- Discount	**Oct 18 - March 19**		**334 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.		**14 participants**
Valentines Day Special	Feb 19.	-	**-**
Birthday Party Packages	**Oct-March 18**		**27**
Birthday Party Packages	Oct-March 19	-	**-**
Shelter Rentals	**2018**		**76**
Shelter Rentals	2019	-	**4**
ATHLETICS			
Adult Leagues			
Softball -- Coed, Men's, Women's			
• **Fall**	Sept 18 - Oct 18	46 teams	14 teams
• **Spring**	Mar 19 - Apr 19	63 teams	15 teams
• **Summer**	June 19 - Aug 19	65 teams	19 teams
Basketball -- Men's			
• **Fall**	Jan 18 - Mar 19	20 teams	20 teams
• **Winter**	April 19 - June 19	18 teams	20 teams
• **Spring**	June 19 - Aug 19	14 teams	18 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	48 teams
• **Spring**	June 19-Aug 19	35 teams	34 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	3 teams
• **Summer**	June 19- Aug 19	12 teams	0 teams
Adult Instructional-Athletics			
Golf			
• **Adult Beginning**	July 18 - June 19	15 participants	4
Tennis			
• **Outdoor Adult Beginning**	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	11
Tennis			
• **Rookies (Quikstart)**	July 18 - June 19	30 participants	43
• **Youth Beginner**	July 18 - June 19	65 participants	63
Right Sized	July 18 - June 19	10 participants	17
Youth Leagues			
Girl's Basketball	Nov 18 - Feb 19	330	306
Spring Youth Volleyball	March 19 - May 19	250	273
Fall Youth Volleyball	Sept 18- Nov 18	280	298
Summer Youth Volleyball	June 19 - July 19	10 teams	0

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Youth Special Events-Athletics			
Junior Triathlon	Jul-18	70 Participants	74 participants
Youth Camps-Athletic			
Baseball Camp	Jun-19	15 participants	0
Basketball Camp	July 18	15 participants	22
Volleyball Camp	July 18	35 participants	42
Indoor Soccer Camp	June 19	15 participants	2
Tournaments			
Summer Classic Tennis Tournament	19-Jun	35 participants	
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
Ballroom, Swing, Latin Fund 201	July 18 - June 19 (Year-to-date count)	170	131
Photography Fund 201			
• **Photography Classes**	July 18 - June 19 (Year-to-date count)	47	34
Knitting Fund 201	July 18 - June 19 (Year-to-date count)	28	38
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	35 participants
First Aid	July 18 - June 19 (Year-to-date count)	40	24 participants
Healthcare Provider CPR	July 18 - June 19 (Year-to-date count)	40	43 participants
CPR for Family and Friends	July 18 - June 19 (Year-to-date count)	50	48 participants

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Youth Instructional			
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	68
• **T-Ball**	June 19- July 19	145 participants	30
Itty-Bitty Instructional Programs			
• **Itty Bitty PE**	July 18 - June 19 (Year-to-date count)	15 participants	5
• **Itty Bitty Dancers**	July 18 - June 19 (Year-to-date count)	56 Participants	37
Indoor T-Ball	July 18 - June 19 (Year-to-date count)	20 participants	39
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	46
• **Itty Bitty Tumblers**	July 18 - June 19 (Year-to-date count)	88 Participants	55
Parties			
Pint Size Parties	Sept 18 - April 19	34 Participants	DNM
Pint Size Playtime	Sept 18 - April 19	120 Participants	165
Pee Wee Sports			
• **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	10
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	7 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			
• **Gym Warrior**	July 18 - June 19 (Year-to-date count)	25	Program Cancelled. Looking for replacement.
GCC Youth Instructional Fund 201			
Mad Science Camps	July 18 - June 19 (Year-to-date count)	10	0
Mad Science Classes	July 18 - June 19 (Year-to-date count)	60	55
Play-Well TEKnology Camps	July 18 - June 19 (Year-to-date count)	76	32
Youth Tech Camps	July 18 - June 19 (Year-to-date count)	47	33
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	10
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			
· Beginning Horsemanship	July 18 - June 19 (Year-to-date count)	12	11 participants
· Beginner Rider I	July 18 - June 19 (Year-to-date count)	6	4 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	3 participants
· Texas Tots II	July 18 - June 19 (Year-to-date count)	4	0 participants
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2018	560 participants	566
Night Flight	June 2019	300 participants	
Tour de Lakes	June 2019	900 participants	
Trick a Bike	Oct. 2018	100 participants	cancelled
Festivals			
Legacy Blast	July 3, 2018	18000-19000	21,120
Jamaican Jam	July 20, 2018	1000-1500	995
Blues and Jazz Fest	August 3, 2018	1000-1500	1,037
Folk Festival	June 2019	500-1000	

Fund 200 - Parks and Recreation

Administration			
Provide departmental Annual Report	Sept 2018	Feb-19	Mar-19
Coordinate, edit and produce Lee's Summit Illustrated.	FY19	Spring, Summer, Fall publications	Fall 2019 has been delivered
Park Operations			
Two annual inventories performed	Bi-annually	Nov and Feb	
Two annual park openings peformed on all parks (Spring and Fall)	Bi-annually	Aug 18 and May 19	
Legacy Park Operations			
Maintain user group agreements	FY19	Mar-19	
City Grounds Maintenance			
Maintain Public Works MOU areas	FY 19	FY 19	

Fund 203 - Aquatics

Summit Waves	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Swim team	June 18 - July 18	72 Participants	**Cancelled**
Group Swim Lessons	**July 18 - Aug 18**	**400 Participants**	**410 participants**
Group Swim Lessons	May 19 - June 19	400 Participants	**237 participants**
Private swim parties	**July 18 - Aug 18**	**12 parties**	**12 parties**
Private swim parties	May 19 - June 19	4 Parties	**3 party**
Junior Guard clinics	**July 18 - Aug 18**	**14 participants**	**7 participants**
Junior Guard clinics	May 19 - June 19	15 participants	**3 participant**
Public swim - Regular	**July 18 - Aug 18**	**6,225 participants**	**5,408 participants**
Public swim - Regular	May 19 - June 19	2,700 participants	**0 participants**
Public swim - Discount	**July 18 - Aug 18**	**15,900 participants**	**16,560 participants**
Public swim - Discount	May 19 - June 19	15,000 participants	**0 participants**
Twilight - Regular	**July 18 - Aug 18**	**170 participants**	**173 participants**
Twilight - Regular	May 19 - June 19	1110 participants	**0 participants**
Twilight - Discount	**July 18 - Aug 18**	**1,650 participants**	**1,470 participants**
Twilight - Discount	May 19 - June 19	1,260 participants	**0 participants**
Season Pass Sales	**July 18 - Aug 18**	**40 passes**	**13 passes**
Season Pass Sales	May 19 - June 19	1,109 passes	**540 passes**
Group Promotions			
Teen Nights (2)	**July 18 - Aug 18**	**620 per event**	**cancelled**
Teen Nights (1)	May 19 - June 19	390 per event	**cancelled**
Family Fun Nights (2)	**July 18 - Aug 18**	**425 per event**	**302 participants**
Family Fun Nights (1)	May 19 - June 19	280 per event	**0 participants**
Birthday Party Packages	**July 18 - Aug 18**	**30 packages**	**48 packages**
Birthday Party Packages	May 19 - June 19	27 packages	**7 packages**
Cabana Rentals	**July 18 - Aug 18**	**37 packages**	**39 packages**
Cabana Rentals	May 19 - June 19	24 packages	**2 packages**

MEMORANDUM

Date:	May 22, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	Steve Casey, PLA, ASLA Superintendent of Park Planning and Construction
CC:	
Re:	Hartman Trailhead Project

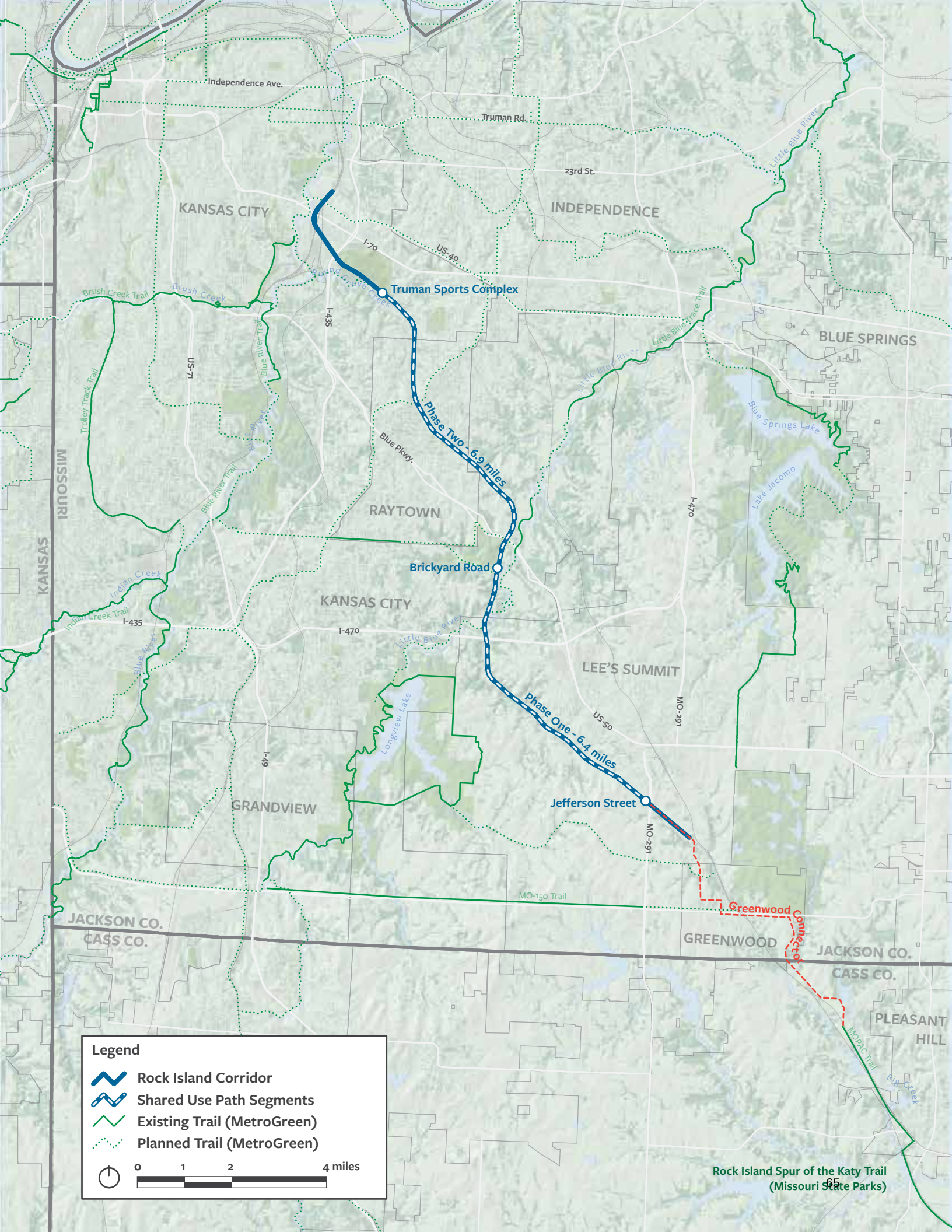
In the Transportation Sales Tax Renewal by the Public Works Department, funding was reserved in the amount of $250,000 for the implementation of a trailhead along the Rock Island Trail corridor which is currently under construction and scheduled for completion in August. The desired location for this 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, the entire project is 90% complete and LSPR crews have begun backfilling and finish grading around the trails. The trailhead shelter is complete with signage to be complete within a few days. Weather has hampered finishing work, however our landscaping contractor is planting trees and shrubs around the project areas and our crews are completing seeding and erosion control matting.

A ribbon cutting for the Hartman trailhead will be scheduled for early June. We will keep the Board updated on progress.

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


Independence Ave.
Truman Rd.
23rd St.
KANSAS CITY
INDEPENDENCE
I-70
US-40
Truman Sports Complex
Brush Creek Trail
Brush Creek
I-435
US-71
Blue River Trail
Blue River
Trolley Track Trail
Little Blue River
Little Blue Trace Trail
BLUE SPRINGS
Blue Springs Lake
Lake Jacomo
Phase Two - 6.9 miles
Blue Pkwy.
RAYTOWN
I-470
Brickyard Road
KANSAS CITY
Indian Creek
Indian Creek Trail
I-435
I-470
Little Blue River
LEE'S SUMMIT
Longview Lake
Phase One - 6.4 miles
US-50
MO-291
I-49
GRANDVIEW
Jefferson Street
MO-291
MISSOURI
KANSAS
MO-150 Trail
Greenwood Connector
JACKSON CO.
CASS CO.
GREENWOOD
JACKSON CO.
CASS CO.
PLEASANT HILL
MOPAC Trail
Big Creek
Legend
Rock Island Corridor
Shared Use Path Segments
Existing Trail (MetroGreen)
Planned Trail (MetroGreen)
0 1 2 4 miles
Rock Island Spur of the Katy Trail
(Missouri State Parks)

LAYOUT NOTES

1. 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 OWNER'S REPRESENTATIVE IMMEDIATELY.
2. ALL CURBS ARE TO BE CONSTRUCTED TO GRADE AS REQUIRED.
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONTROL ON-SITE AND DOWNSTREAM EROSION AND SILTATION DURING ALL PHASES OF CONSTRUCTION. EROSION CONTROL SYSTEMS AND PROCEDURES SHALL BE IN PLACE PRIOR TO ANY GRADING OPERATIONS.
4. THE LOCATIONS OF EXISTING UTILITIES AS SHOWN ARE APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES.
5. SAWCUT EXISTING PAVEMENT FULL DEPTH WHERE IT MEETS NEW PAVEMENT.
6. ASPHALT PATCHING ASSOCIATED WITH NEW CURB CONSTRUCTION SHALL BE SUBSIDIARY TO CURB INSTALLATION.
7. CONSTRUCTION STAKING SHALL BE PROVIDED BY THE CONTRACTOR.
8. UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE TO THE FOLLOWING: EDGE OF PAVEMENT, FACE OF WALL, AND EDGE OF CURB.
9. ALL EDGES OF PAVEMENTS ARE TO BE STRAIGHT (OR OF CONSISTENT RADIUS IN THE CASE OF CURVES) AS SHOWN HEREON. NO UNSPECIFIED TANGENTS OR KINKS WILL BE APPROVED.
10. 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.
11. IN ORDER TO MAINTAIN THE INTEGRITY OF HORIZONTAL AND VERTICAL CONTROL FOR THE SITE, THE SURVEYOR OR PROFESSIONAL ENGINEER EMPLOYED BY THE CONTRACTOR TO PERFORM CONSTRUCTION LAYOUT STAKING SHALL SET AND PROTECT ADDITIONAL TRAVERSE POINTS OUTSIDE THE AREAS OF CONSTRUCTION ACTIVITY.

ADA COMPLIANT TRAIL LAYOUT DATA

ALIGNMENT LINE DATA

LINE #	LENGTH	BEARING	START POINT	END POINT
L1	62.23	N39° 55' 59.71"W	(2812712.30, 998336.36)	(2812672.35, 998384.08)
L2	39.95	N67° 54' 41.73"W	(2812633.28, 998412.55)	(2812596.26, 998427.58)
L3	22.72	N88° 39' 00.37"E	(2812624.46, 998581.68)	(2812647.17, 998582.22)
L4	3.22	N47° 57' 37.34"E	(2812760.23, 998627.20)	(2812762.63, 998629.36)

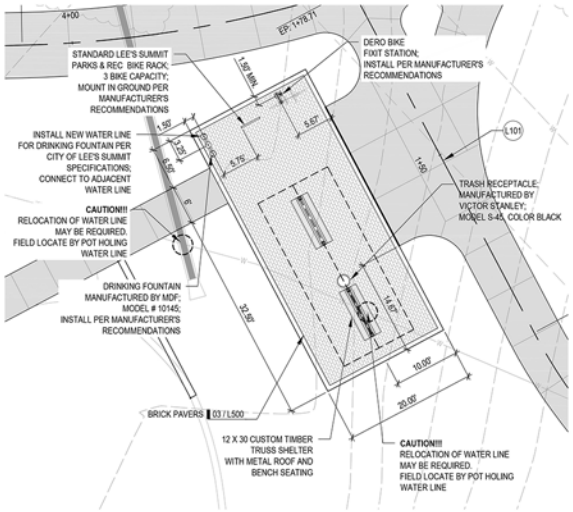
ALIGNMENT CURVE DATA

CURVE #	DELTA	RADIUS	LENGTH	TANGENT
C1	27.98	100.00	48.83	24.91
C2	156.56	80.00	218.60	385.66
C3	40.69	175.00	124.28	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)

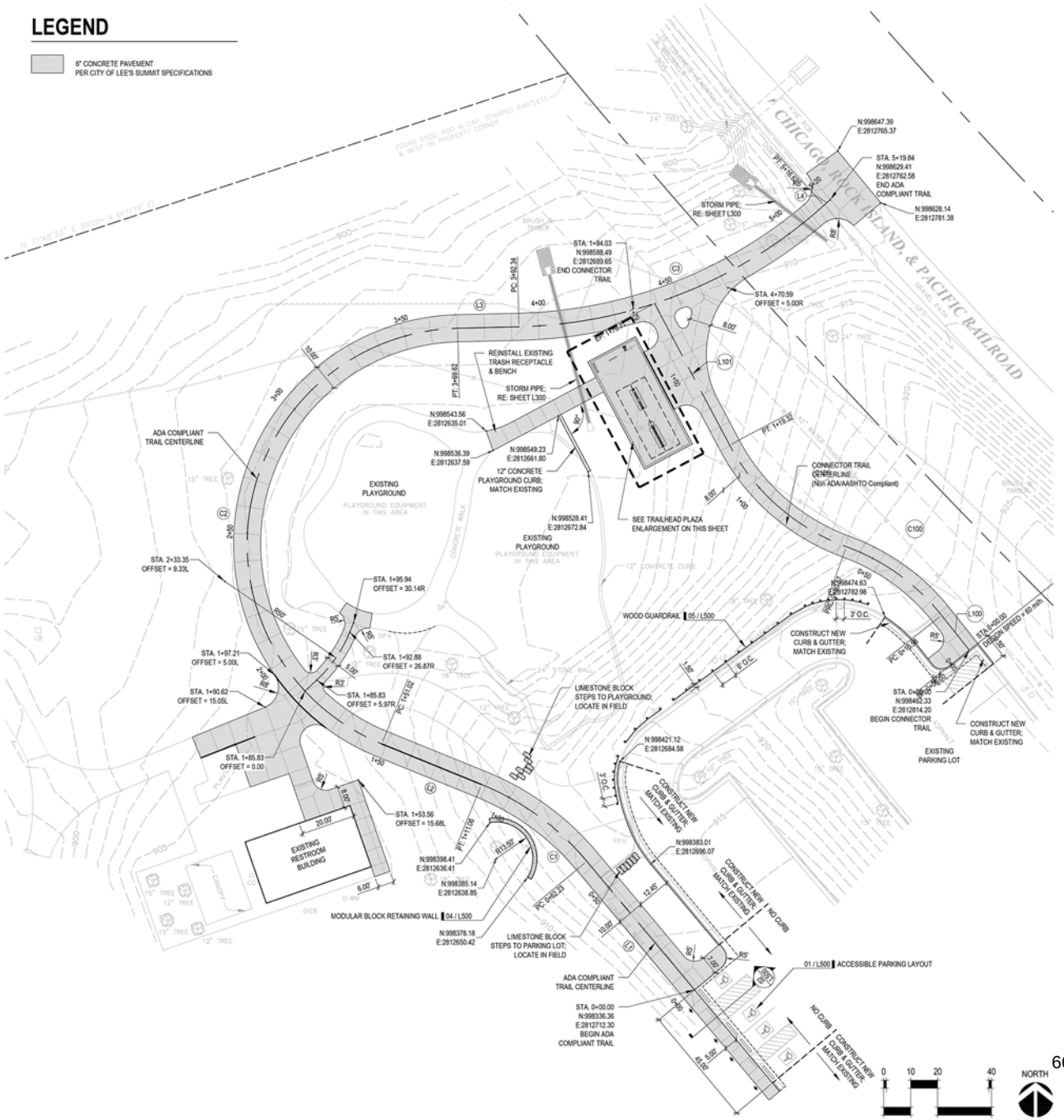


TRAILHEAD PLAZA LAYOUT

1" = 10'-0"

LEGEND

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



Copyright VIREO

NOT FOR CONSTRUCTION

HARTMAN PARK TRAILHEAD

700 SW Pryor Road
Lee's Summit, MO 64081

Vireo

LAC# MO-2002023826 KS-59

929 Walnut Street, Suite 700
Kansas City, Missouri 64106
P 816-756-5690

1111 N. 13th Street, Suite 119
Omaha, Nebraska 6810
P 402-553-5485

www.BeVireo.com

100% CONSTRUCTION DOCUMENTS

Revision Number	Description	Date

November 15, 2018	P18047.1
Date	Project Number
AS	CP
Drawn By	Checked By

L200 Site Layout Plan
File Name

Site Layout Plan

L200

Project Name: Hartman Park Trailhead

15-May-19

AU 32272750444 and Activity 54932272

Item		Public Works $250,000 budget	Actual to Date	Variance Budget v Actual to Date	Estimated to Complete	Notes
Pre Construction/ Site Preparation	**Mobilization, Testing, Survey, Permits**	$ 10,000.00	$ 3,100.60	$ 6,899.40	$ -	
	Architectural + Engineering Contract-Vireo	$ 15,400.00	$ 15,400.00	$ -	$ -	
	Erosion Control/Tree Protection	$ -	$ -	$ -	$ -	
	Grading and Excavation	$ 10,000.00	$ 8,977.60	$ 1,022.40	$ -	Rock removal?
	Site Demo and Tree Clearing	$ 15,000.00	$ 5,075.36	$ 9,924.64		by Quality Custom Const. Tree removal by LSPR
Site Utilities	**Storm Drainage**	$ 5,000.00	$ -	$ 5,000.00	$ -	
	Electrical	$ 5,000.00	$ 434.71	$ 4,565.29	$ -	restroom light fixture replacement; park lighting?
	Water Line Service	$ 3,000.00	$ 4,083.76	$ (1,083.76)	$ -	by LSPR
Paving	**Trailhead Pavers and Curb**	$ -	$ -	$ -		
	New Concrete trail with Base (4,793 SF)	$ 25,000.00	$ 28,502.00	$ (3,502.00)	$ -	
	Concrete-Remove and Replace (3,818 SF)	$ 35,000.00	$ 36,480.85	$ (1,480.85)		
	Guard Rail and Retaining Walls	$ 10,000.00	$ 3,516.50	$ 6,483.50		
			$ -	$ -		
	Parking Curb-Remove and Replace (203 lf)	$ 7,000.00	$ 7,216.14	$ (216.14)		
Park Features and Structures	**Restroom Winterization**	$ 29,600.00	$ 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	$ 29,037.28	$ 962.72		$26,754 Custom Cedar Products plus site work and footings, staining
	Signage	$ 5,000.00	$ 395.00	$ 4,605.00		tbd
	Landscaping Allowance	$ 25,000.00	$ 33,478.39	$ (8,478.39)		materials and install per Rosehill quote
	Site Furnishings-Benches, Trash, Drinking Fountain	$ 5,000.00	$ 3,470.00	$ 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)
	Design and Construction Contingencies (Rock allowance?)	$ -				
		$ -				
			$ 209,997.93			
	Adjusted Project Sub Total	**$ 236,500.00**			Work performed by Quality Custom Const.	
Budget	**Total Park Board Approved Budget**	**$ 250,000.00**				
	Under/Over Budget w Actuals to Date	**$ 13,500.00**				

MEMORANDUM

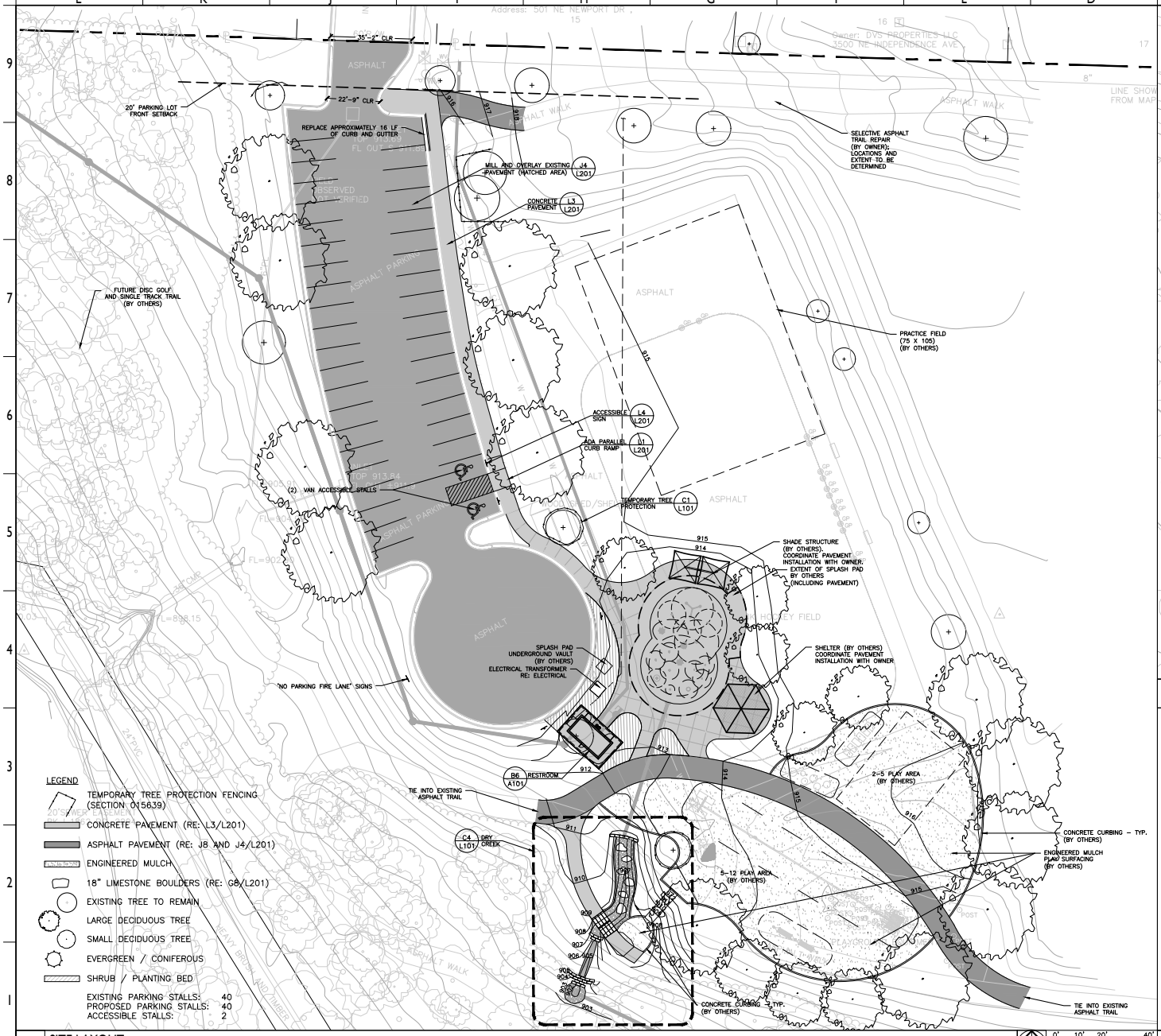
Date:	May 22, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	Steve Casey, PLA, ASLA Superintendent of Park Planning and Construction
CC:	
Re:	Howard Park Improvements

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, weather over the past couple of weeks has hampered making significant progress on the start of the project. During the next several days, the contractor anticipates completing layout and survey of improvements along with mobilizing equipment to start on utility infrastructure work (water, sewer, storm drainage).

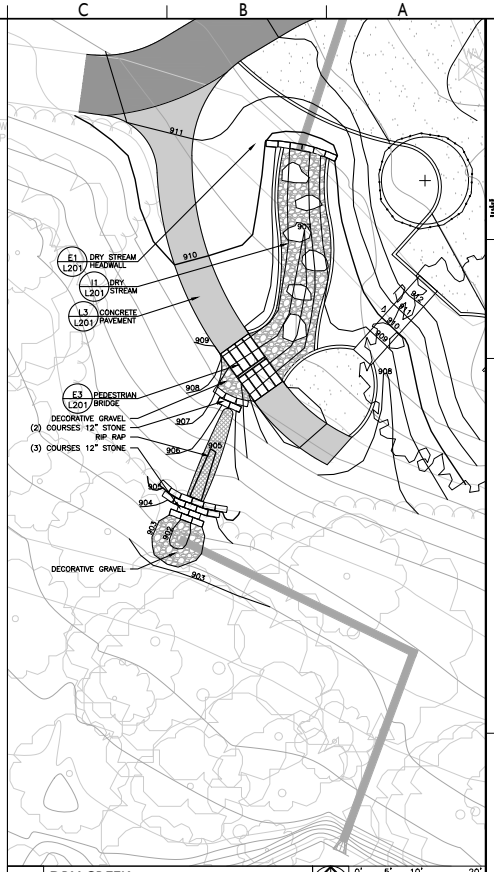
We will continue to give the board monthly updates on the progress of this project.

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



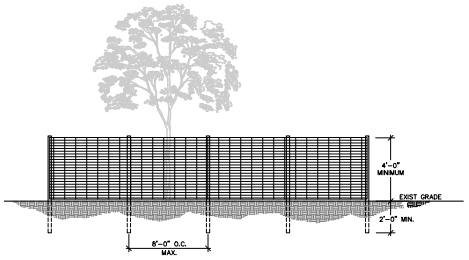
L1 SITE LAYOUT
SCALE: 1" = 20' - 0"

0' 10' 20' 40'
SCALE: 1" = 20' - 0"



C4 DRY CREEK
SCALE: 1" = 10' - 0"

0' 5' 10' 20'
SCALE: 1" = 10' - 0"



C1 TREE PROTECTION FENCING
NTS

INTEGRATING NATURE AND ARCHITECTURE
BBN ARCHITECTS INC.
411 NICHOLS ROAD SUITE 246
CENTRE COURTYEY CLUB PLAZA
KANSAS CITY, MISSOURI 64112
VOICE (816) 753-3300

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HOWARD PARK

3498 NE INDEPENDENCE AVE, LEE'S SUMMIT, MO 64064

LEE'S SUMMIT PARKS AND RECREATION

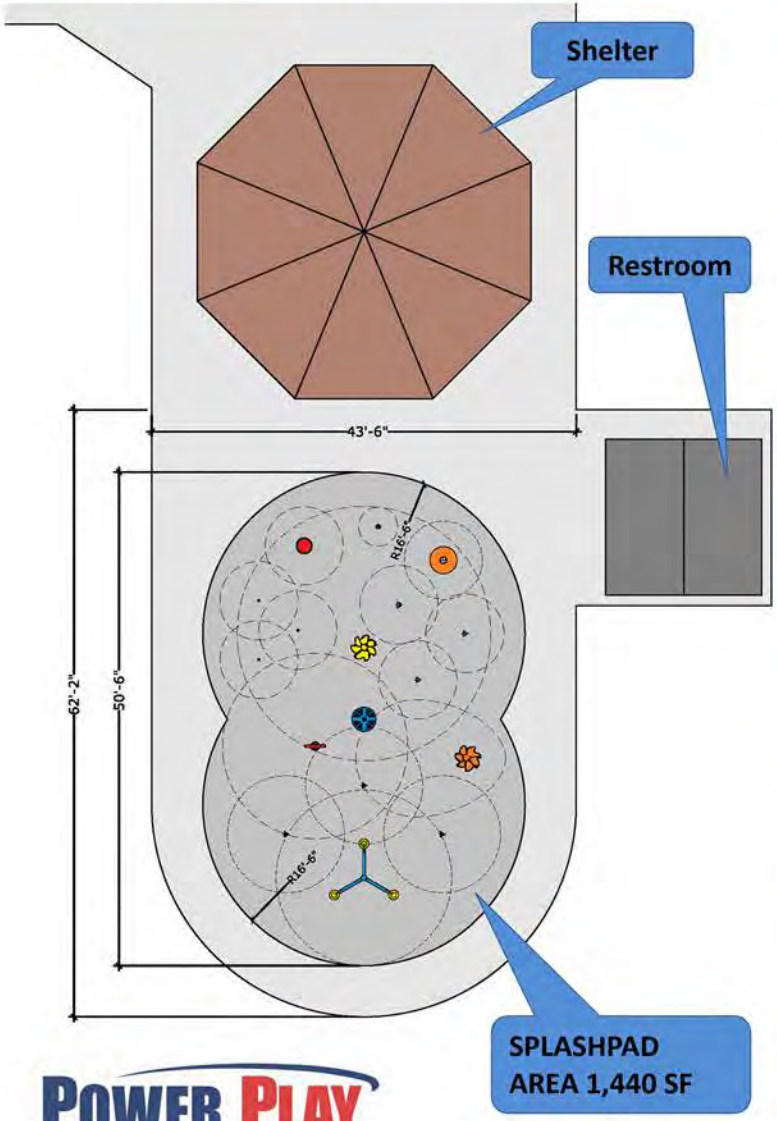
Rev.	Date	By	Description

PROJECT NO.: 46632784
DRAWN BY: AML
CHECKED BY: SAB
PLOTTING DATE:
ISSUE DATE: 02/15/2019

SITE MATERIALS

L101

HOWARD PARK SPLASHPAD



Bucket Trio

Helio No2

(3) Fountain Spray No1

Bamboo Ring

Waterbug No1

Helio No3

Aqualien Flower No1

(3) Jet Stream No2

Water Jelly No1

(3) Geyser

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

June 24, 2018

Project Name: Howard Park Improvements

15-May-19

Item		Park Board approved project budget $900,000	Actual to Date	Variance Budget v Actual to Date	Estimated to Complete	Notes
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	$ 55,000.00	$ 61,576.39	$ (6,576.39)	$ -	
	Architectural + Engineering Contract-BBN	$ 79,683.00	$ 49,403.50	$ 30,279.50	$ -	
	Erosion Control/Tree Protection	$ 2,400.00	$ 2,400.00	$ -	$ -	
	Demolition of Existing Park Features	$ 50,795.00	$ 50,795.37	$ (0.37)		LSPR in house
Park Site Utilities, Grading, Paving, Restrooms						
	Asphalt-Repair Trails	$ 40,000.00	$ -	$ 40,000.00		placeholder for existing trail repair NIC
	General Construction Contract Estimate- Terry Snelling Const.	$ 306,000.00	$ -	$ 306,000.00		
Park Features and Structures						
	Gazebo and Installation	$ 20,000.00	$ 19,458.00	$ 542.00		LSPR in house
	Splashpad Equipment and Installation	$ 117,572.00	$ 117,572.00	$ -		
	Playground Equipment and Installation,	$ 113,811.00	$ 113,277.00	$ 534.00		
	Disc Golf Course Construction	$ 10,000.00	$ 3,589.00	$ 6,411.00		
	Landscaping (trees, shrubs, seed, sod)	$ 20,000.00	$ -	$ 20,000.00		mat + install per rosehill $14,188
	Site Furnishings	$ 20,000.00	$ 17,910.90	$ 2,089.10		LSPR in house
	Playground Surfacing, Curbing, Drainage	$ 12,000.00	$ -	$ 12,000.00		
			$ -			
			$ -			
	Subtotal	$ 847,261.00	$ 435,982.16			
		$ -				
		$ -				
	Adjusted Project Sub Total	$ 847,261.00				
Budget	Total Park Board Approved Budget	$ 900,000.00				
	Under/Over Budget w Actuals to Date	$ (52,739.00)				
	Total Budget					

Project: HOWARD PARK
Estimated Project Timeline

		MAY				JUNE				JULY				AUGUST				SEPT				OCT			
		wk1	wk2	wk3	wk4	wk5	wk6	wk7	wk8	wk9	wk 10	wk 11	wk 12	wk 13	wk 14	wk 15	wk 16	wk 17	wk 18	wk 19	wk 20	wk 21	wk 22	wk 23	wk 24
BY TSC	Mobilization (NTS April 29)																								
	Construction Staking																								
	Erosion Control	complete																							
	Site Grading																								
	Site Utilities																								
	Site and Building Electrical																								
	Concrete Walk and Trail Paving																								
	Asphalt Trail																								
	2" mill and overlay parking lot																								
	Pedestrian Bridges																								
	Dry Streambed																								
	Pavement Marking and Signage																								
	Restroom Building																								
BY LSPR	Playground Equipment																								
	Playground Surfacing																								
	Splashpad Equipment Piping and Pad																								
	Landscaping and Seeding																								

Current

Behind Schedule

Estimated Completion Date per Contractor

MEMORANDUM

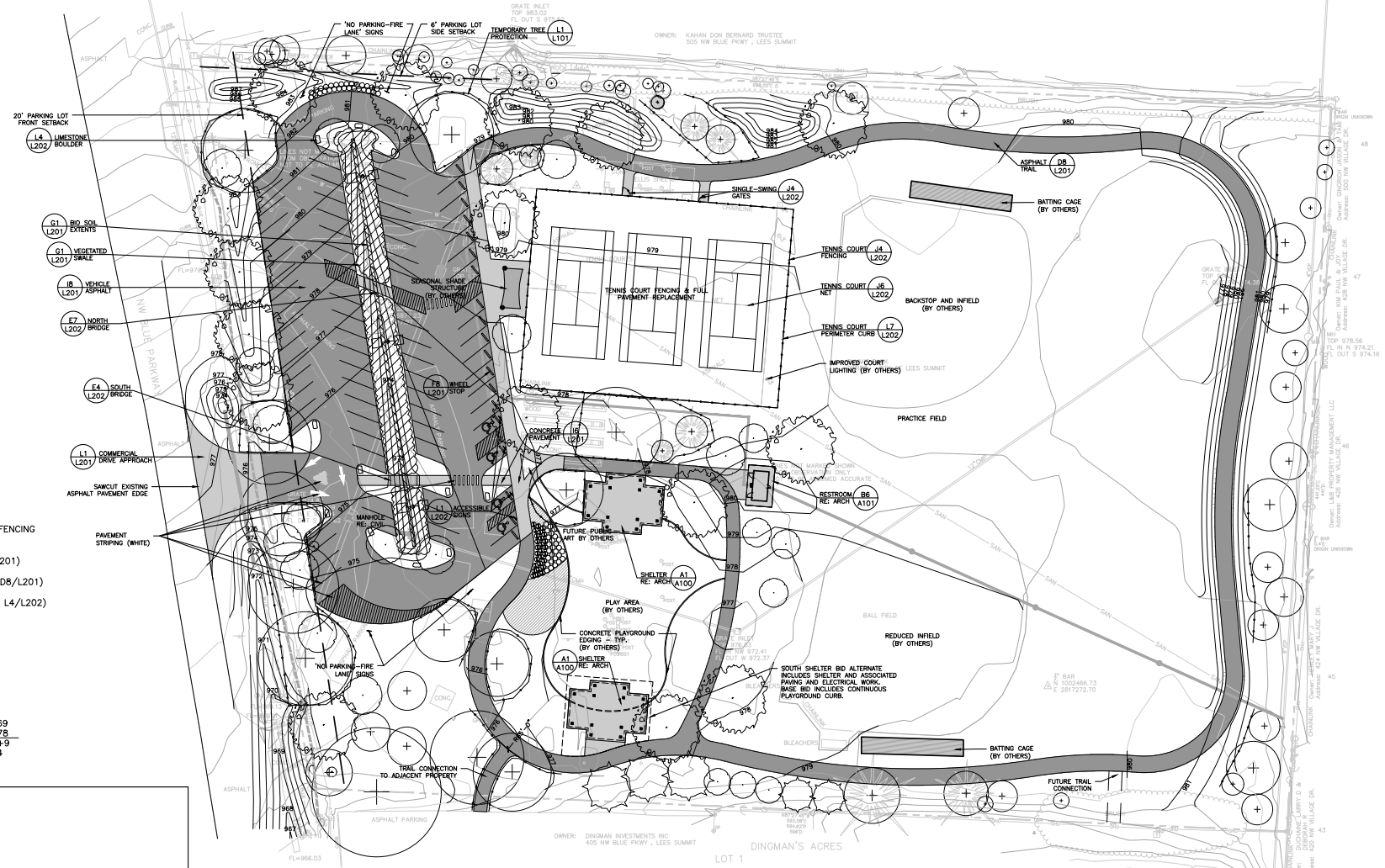
Date:	May 22, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	Steve Casey Superintendent of Park Planning and Development
CC:	
Re:	Summit Park Renovation

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, weather over the past couple of weeks has hampered making significant progress on the start of the project. During the next several days, the contractor anticipates completing layout and survey of improvements along with mobilizing equipment to start on utility infrastructure work (water, sewer, storm drainage).

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

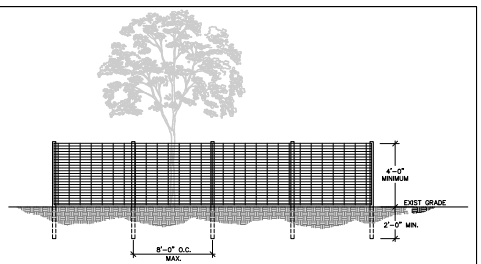
(Portions not underlined denote progress since previous month's report)



LEGEND

- TEMPORARY TREE PROTECTION FENCING (SECTION 015639)
- CONCRETE PAVEMENT (RE: I6/L201)
- ASPHALT PAVEMENT (RE: I8 & D8/L201)
- 18" LIMESTONE BOULDERS (RE: L4/L202)
- EXISTING TREE TO REMAIN
- LARGE DECIDUOUS TREE
- SMALL DECIDUOUS TREE
- EVERGREEN / CONIFEROUS
- SHRUB / PLANTING BED

EXISTING PARKING STALLS:	69
PROPOSED PARKING STALLS:	78
NET DIFFERENCE:	+9
ACCESSIBLE STALLS:	4



L1 TREE PROTECTION FENCING
NTS

I1 SITE MATERIALS
SCALE 1" = 30' – 0"

0' 15' 30' 60'
SCALE: 1" = 30' – 0"

INTEGRATING NATURE AND ARCHITECTURE

BBN ARCHITECTS INC.
411 NICHOLS ROAD SUITE 246
ON THE COUNTRY CLUB PLAZA
KANSAS CITY, MISSOURI 64112
VOICE (816) 753-3100

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SUMMIT PARK

451 NW BLUE PARKWAY, LEE'S SUMMIT, MO 64063

LEE'S SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description

PROJECT NO.: 33832784
DRAWN BY: AML
CHECKED BY: SAB
PLOTTING DATE:
ISSUE DATE: 02/15/2019

SITE MATERIALS

L101

Project Name: Summit Park Improvements

15-May-19

Item		Park Board approved project budget $1,600,000	Actual to Date	Variance Budget v Actual to Date	Estimated to Complete	Notes
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	$ 45,000.00	$ 34,786.14	$ 10,213.86	$ -	
	Architectural + Engineering Contract-BBN	$ 107,603.00	$ 71,259.00	$ 36,344.00	$ -	
	Erosion Control Silt Fencing	$ 2,500.00	$ 2,500.00	$ -	$ -	
	Demolition of Existing Park Features	$ 116,833.00	$ 116,833.46	$ (0.46)		by LSPR
Site Utilities, Court Const, Grading, Restrooms						
	General Construction Contract Estimate Terry Snelling	$ 942,353.00	$ -	$ 942,353.00		
Park Features and Structures						
	Tennis Court Shade Structure	$ 12,000.00	$ 11,052.45	$ 947.55		by LSPR
	Playground Equipment Install, Surfacing, Containment	$ 186,525.00	$ 188,238.00	$ (1,713.00)		
	Tennis Court Lighting per Musco	$ 117,739.00	$ 117,739.00	$ -		
	Fencing and Backstops	$ 8,500.00	$ -	$ 8,500.00	$ -	by LSPR
	Baseball Infield Construction	$ 10,000.00	$ -	$ 10,000.00	$ -	by LSPR $4k per field ag lime plus grading
	Batting Tunnels (2)	$ 10,000.00	$ 5,697.14	$ 4,302.86	$ -	by LSPR
	Site Furnishings	$ 20,000.00	$ 18,949.00	$ 1,051.00		by LSPR
	Landscaping	$ 35,000.00	$ -	$ 35,000.00		trees, shrub, biosw mat+install Rosehill $40,925 + seedin
	Playground Surface, curb, drainage	$ 12,000.00	$ -	$ 12,000.00		
	Subtotal	$ 1,626,053.00	$ 567,054.19			
		$ -				
		$ -				
	Adjusted Project Sub Total	**$ 1,626,053.00**				
Budget	**Total Park Board Approved Budget**	**$ 1,600,000.00**				
	Under/Over Budget w Actuals to Date	**$ 26,053.00**				
	Add 2nd Shelter	**$ 126,182.00**				
	Adjusted Project Under/over Budget	**$ 152,235.00**				

Project: SUMMIT PARK
Estimated Project Timeline

		MAY				JUNE				JULY				AUGUST				SEPT				OCT			
		wk1	wk2	wk3	wk4	wk5	wk6	wk7	wk8	wk9	wk 10	wk 11	wk 12	wk 13	wk 14	wk 15	wk 16	wk 17	wk 18	wk 19	wk 20	wk 21	wk 22	wk 23	wk 24
BY TSC	Mobilization (NTS April 29)																								
	Construction Staking																								
	Erosion Control	complete																							
	Site Grading																								
	Site Utilities																								
	Site and Building Electrical																								
	Concrete walks and Trail Paving																								
	Asphalt Trail																								
	Parking Lot Pavement																								
	Tennis Court																								
	Pedestrian Bridges																								
	Rock boulders																								
	Pavement Marking and Signs																								
	Restroom Building																								
	Park Shelters																								
BY LSPR	Playground Equipment																								
	Playground Surfacing																								
	Tennis Court Lighting																								
	Landscaping and Seeding																								

Contractor anticipated schedule
current
behind schedule

Memorandum

Date: May 9, 2019

To: Joe Snook, CPRP
Administrator of Parks & Recreation

From: David S. Dean
Superintendent of Recreation Services II

Re: Summit Waves Wave Pool project update

At the October Park Board meeting, the Board approved a motion for staff to enter into an agreement with Kimley-Horn for the Summit Waves wave pool design. During April, Kimley-Horn continued fine-tuning the design development phase of the project. Kimley-Horn reached 95% completion of the plans in April, and the plans were submitted and reviewed with staff and DRC on April 23. Kimley-Horn is currently working on the bid document, and plans to release the project for bid by mid-June.

A project timeline is included on Attachment A and a rendering of the wave pool and support facility is included on Attachment B.

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

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

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

Current
Estimated Completion
Behind Schedule

JEFFERSON STREET
Service Drive & Fire Lane
Park Restrooms
Pump Room
Fan Room
Pool Restrooms
Service Entrance
20' HT. Site Lighting
Group Shade
Umbrella Tables
Wave Pool
Geysers
20' Coolbrella Shade Structures with Tables
Spray Feature
20' Coolbrella Shade Structures with Tables
Umbrella Tables

MEMORANDUM

Date:	May 16, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	David Dean Superintendent of Recreation Services II
Re:	Fundraising Update – May 2019

Collections for FY19 are in progress, with three May payments outstanding at the time of this report. Our Sponsorship Coordinator is reaching out to leads that will help us reach our goal of 14 banner sponsors (currently at 13). Our sponsorship coordinator continues conducting face-to-face meetings with potential sponsors for the 2019 Legacy Park Amphitheater season (currently at 3). I will provide further updates to the board at the meeting.

I have included a summary of the current sponsors and the financial impact of their investments over the life of the agreements. The summary is included as Attachment A. We will continue to update the Park Board monthly on the progress and status of the sponsorship program.

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

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

Revenue

Sponsor, Date of Contract	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank, 9/22/15	$ 12,000.00	$ 14,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00		$ 86,000.00
Instant Auto, 2/29/16	$ 6,500.00	$ 13,000.00	$ 13,000.00	$ 6,500.00				$ 39,000.00
Adams Toyota, 2/29/16	$ 7,500.00	$ 15,000.00	$ 15,000.00	$ 7,500.00				$ 45,000.00
Blue Pearl[3], 3/10/16	$ 6,000.00							$ 6,000.00
Adams Toyota[5], 5/11/16	$ 2,500.00	$ 2,500.00						$ 5,000.00
Adams Toyota[5], 4/27/17		$ 5,000.00						$ 5,000.00
Adams Toyota[5], 5/27/18			$ 2,000.00	$ 1,000.00				$ 3,000.00
Legacy Woods[5], 5/11/16	$ 4,000.00	$ 1,000.00						$ 5,000.00
American Family, 5/16/16	$ 5,000.00	$ 15,000.00	$ 15,000.00	$ 10,000.00				$ 45,000.00
Price Chopper[5], 5/25/16	$ 5,000.00							$ 5,000.00
Royal Door, 7/22/16		$13,750	$16,250.00					$ 30,000.00
Jungmeyer & Suresh, 8/25/16		$15,000	$15,000.00	$15,000.00				$ 45,000.00
Kline Van & Spec., 9/30/16		$11,250	$15,000.00	$15,000.00	$3,750.00			$ 45,000.00
St. Luke's, 6/30/17			$13,500.00	$13,500.00	$13,500.00			$ 40,500.00
Harmon Flooing, 8/30/17			$15,000.00	$15,000.00	$15,000.00			$ 45,000.00
Heartland Heating & Cooling, 8/31/17			$15,000.00	$15,000.00	$15,000.00			$ 45,000.00
Lee's Summit Academy[5] 5/11/18			$3,000.00					$ 3,000.00
Foundation Guy 7/30/18				$15,000.00	$15,000.00	$15,000.00		$ 45,000.00
Freezing Moo 9/4/18				$15,000.00	$15,000.00	$15,000.00		$ 45,000.00
Camp Bow Wow 12/5/18				$5,500.00	$5,500.00			$ 11,000.00
Integrity Roofing 10/10/18				$11,250.00	$15,000.00	$15,000.00	$3,750.00	$ 45,000.00
Smile Doctors 2/10/19				$7,500.00	$15,000.00	$15,000.00	$7,500.00	$ 45,000.00
Adams Toyota, 3/15/19				$7,500.00	$15,000.00	$15,000.00	$7,500.00	$ 45,000.00
Instant Auto, 3/15/19				$7,500.00	$15,000.00	$15,000.00	$7,500.00	$ 45,000.00
Security Bank of KC, 4/24/19				$3,250.00				$ 3,250.00
Brain Balance Center of LS 5/9/19				$3,250.00				$ 3,250.00
Bank of Blue Valley, 5/19				$2,200.00	$1,050.00			$ 3,250.00
Shining Light Music 5/19				$2,200.00	$1,050.00			$ 3,250.00
Total	**$ 48,500.00**	**$ 105,500.00**	**$ 152,750.00**	**$ 193,650.00**	**$ 159,850.00**	**$ 105,000.00**	**$26,250.00**	**$ 791,500.00**

Expenses	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank								
Banners (29*$65)[4]	$ 1,885.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00		$ 3,510.00
Contractor[1]	$ 3,600.00	$ 3,500.00	$ 3,750.00	$ 4,500.00	$ 3,750.00	$ 3,750.00		$ 22,850.00
Instant Auto								
Banners (29*$65)[4]	$ 1,885.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 3,835.00
Contractor[1]	$ 1,950.00	$ 3,575.00	$ 3,250.00	$ 3,875.00	$ 4,125.00	$ 3,750.00	$ 1,875.00	$ 22,400.00
Adams Toyota								
Banners (29*$65)[4]	$ 1,885.00	$ 325.00	$ 390.00		$ 325.00	$ 325.00	$ 325.00	$ 3,575.00
Contractor[1]	$ 2,250.00	$ 4,125.00	$ 3,750.00	$ 4,125.00	$ 4,125.00	$ 3,750.00	$ 1,875.00	$ 24,000.00
Blue Pearl[2]								
Contractor[1]	$ 1,800.00							$ 1,800.00
Adams Toyota[5]								
Banner (1*$65)	$ 65.00							$ 65.00
Contractor[1]	$ 750.00	$ 750.00	$ 600.00	$ 300.00				$ 2,400.00
Adams Toyota[5]								
Banner (1*$65)		$ 65.00						$ 65.00
Contractor[1]		$ 1,500.00						$ 1,500.00
American Family								
Banners (29*$65)[4]	$ 1,885.00	$ 325.00	$ 325.00					$ 2,535.00
Contractor[1]	$ 1,500.00	$ 4,000.00	$ 3,750.00	$ 2,500.00				$ 11,750.00
Price Chopper[5]								
Banner (1*$65)	$ 65.00							$ 65.00
Contractor[1]	$ 1,500.00		$ 1,500.00	$ 1,500.00				$ 4,500.00
Royal Door								
Banners (29*$65)[4]		$ 1,885.00	$ 390.00	$ 325.00				$ 2,600.00
Contractor[1]		$ 4,125.00	$ 4,125.00	$ -				$ 8,250.00
Jungmeyer & Suresh								
Banners (29*$65)[4]		$ 1,885.00	$ 325.00	$ 325.00				$ 2,535.00
Contractor[1]		$ 4,500.00	$ 3,937.50	$ 3,750.00				$ 12,187.50
Kline Van & Speciality Rental								
Banners (29*$65)[4]		$ 1,885.00	$ 325.00	$ 325.00				$ 2,535.00
Contractor[1]		$ 3,375.00	$ 3,750.00	$ 3,750.00	$ 937.50			$ 11,812.50
St. Luke's								
Banners (29*$65)[4]			$ 1,885.00	$ 325.00	$ 325.00			$ 2,535.00
Contractor[1]			$ 4,050.00	$ 3,375.00	$ 3,375.00			$ 10,800.00
Harmon Flooring								
Banners (29*$65)[4]			$ 1,885.00	$ 325.00	$ 325.00			$ 2,535.00
Contractor[1]			$ 4,500.00	$ 3,750.00	$ 3,750.00			$ 12,000.00
Heartland Heating & Cooling								
Banners (29*$65)[4]			$ 1,885.00	$ 325.00	$ 325.00			$ 2,535.00
Contractor[1]			$ 4,500.00	$ 3,750.00	$ 3,750.00			$ 12,000.00
Lee's Summit Academy[5]								
Banner (2*$65)			$ 130.00					$ 130.00
Contractor[1]			$ 900.00	$ -				$ 900.00
Foundation Guy								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 4,500.00	$ 3,750.00	$ 3,750.00		$ 12,000.00
Freezing Moo								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 4,500.00	$ 3,750.00	$ 3,750.00		$ 12,000.00
Camp Bow Wow								
Banners (4*$65)[4]				$ 260.00	$ 65.00			$ 325.00
Contractor[1]				$ 1,650.00	$ 1,375.00	$ -		$ 3,025.00
Integrity Roofing								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 3,375.00	$ 3,937.50	$ 3,750.00	$ 937.50	$ 12,000.00
Smile Doctors								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 2,250.00	$ 4,125.00	$ 3,750.00	$ 1,875.00	$ 12,000.00
Security Bank of KC '19								$ -
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 975.00				$ 975.00
Brain Balance Center of Lee's Summit								$ -
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 975.00				$ 975.00
Bank of Blue Valley								$ -
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 660.00	$ 315.00			$ 975.00
Shining Light Music								$ -
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 660.00	$ 315.00			$ 975.00
Total	**$ 21,020.00**	**$ 36,470.00**	**$ 50,552.50**	**$ 66,680.00**	**$ 44,695.00**	**$ 28,525.00**	**$ 7,212.50**	**$ 255,155.00**

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Net	**$ 27,480.00**	**$ 69,030.00**	**$ 102,197.50**	**$ 126,970.00**	**$ 115,155.00**	**$ 76,475.00**	**$19,037.50**	**$ 536,345.00**

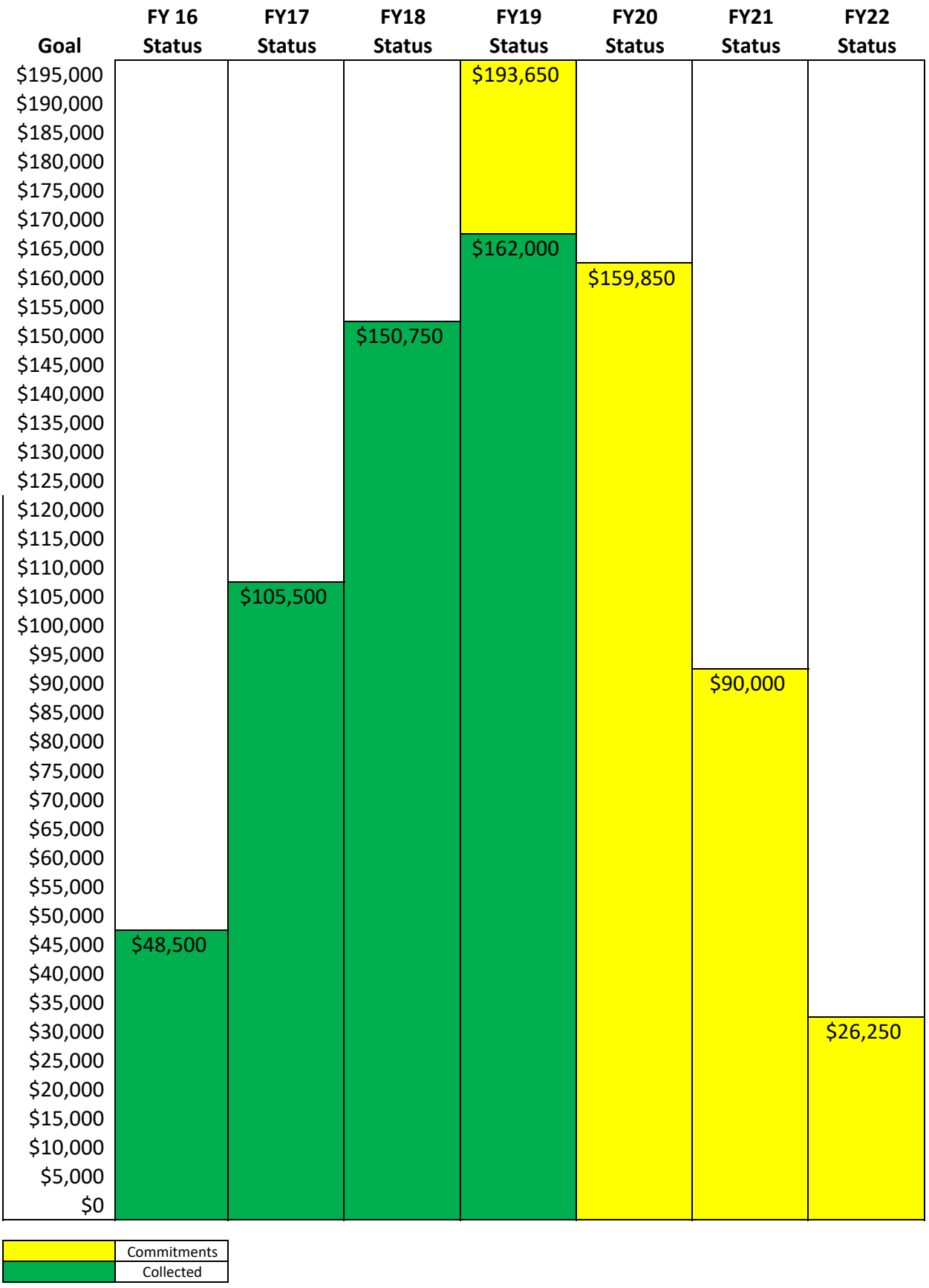
[1] Sponsorship Contractor receives 30% year 1, 25% subsequent years

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

[3] One year contract for sponsorship of dog parks only

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

[5] Legacy Park Amphitheater sponsorship.


Goal
FY 16 Status
FY17 Status
FY18 Status
FY19 Status
FY20 Status
FY21 Status
FY22 Status
$195,000
$190,000
$185,000
$180,000
$175,000
$170,000
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$160,000
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$35,000
$30,000
$25,000
$20,000
$15,000
$10,000
$5,000
$0
$48,500
$105,500
$150,750
$193,650
$162,000
$159,850
$90,000
$26,250
Commitments
Collected

MEMORANDUM

Date:	May 16, 2019
To:	Joe Snook Administrator
From:	Andy Carr, AFO, PCA Park Operations Manager
CC:	
Re:	Beautification Commission May 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:

- April minutes
- May Agenda
- Financial statement
- Trim Grant For the Parks

Lee's Summit
Beautification Commission

Monday, May 13, 2019
Strother Conference Room
220 SE Green Street, Lee Summit
6:00 PM

1. Call to Order

2. Approval of April Minutes

3. Budget Review

4. Tree Board Activities
    - Review
        - Sweep the Summit
        - Arbor Day Longview Elem

5. Other Business
    - Trim Grant
    - Right of ways natives
    - Ideas for garden Tourers
        - See what others do and how they are ran

6. Announcements
    - Future of Beautification Commission
7. Adjourn

LEE'S SUMMIT BEAUTIFICATION COMMISSION

April 8, 2019 Meeting Minutes

Attended by: Andy Carr, Kim Fritchie, Bruce Holiman, Sarah DeBray, Donna Nuccio, Lila Raymond, Charlotte Lea, Randy Cain, Sue Feaster, Carol Rothwell and (guest) Mr. Coy

Kim called the meeting to order at 6:02 pm and the March minutes were approved with one correction.

Andy reviewed the financial statement. The pansies for downtown pots were $1803, less than last year. We agreed that more plants per pot will make them more impactful. This month he'll be buying the red maple tree for Arbor Day planting and sometime this fall the 291 ROW weed control will be applied.

Kim reminded the commission that her long term as chair must end due to many other commitments. She reported that Bruce has offered to serve, with the understanding that he travels and will need a vice-chair to assist at times. Randy has offered to serve in that role. Both agree that the commission needs to have a higher profile in the community and work to get recognition from other organizations. Bruce Holiman and Randy Cain were nominated and unanimously chosen as chair and vice-chair. The committee expressed great appreciation for Kim's leadership and support for Bruce and Randy going forward.

Kim will update the "Who Does What" list and Andy will re-send the members' contact information.

The tree inventory paid for by our MoDOC T.R.I.M. grant is underway! The PlanetGEO staff believe it will take about two weeks. Results will be online. Andy will get photos for Carol to write an article about the inventory.

Sweep the Summit (April 27, 9:30-11:00) assignments are: Bruce and Sue to Lowenstein where we expect 150 students from LSW; Kim, Lila and Charlotte to Legacy with 125 St. Michael students; and Sarah and Carol with 75 LSN students at Hartman.

The Arbor Day tree planting is set for April 26 at 2:15 at Longview Elementary. The site is marked and Donna has purchased some small shovels. Charlotte will read "I Planted a Tree." Meet at 2:00 pm.

Sue volunteered to schedule maintenance for the downtown Adopt-a-Spot. Members chose their weeks.

The 2020 work plan was reviewed and two changes suggested—adding 2D "Implement tree management system in the parks" and adding "Assist in Identifying funding sources" to Objective 4, which will be in revised order. Andy will send revised plan to members.

Sue reported there was resistance to the idea of a garden tour from two of the previous landscape contest winners whom we hoped would host the tour. It was agreed we will survey all previous winners to be their opinions and suggestions for replacing the traditional contest.

Randy reported there will be another meeting about funding for landscaping the 291 monument. He said there are tall weeds obstructing the sign which should be mowed down. He also brought up the issue of litter along the highways, and suggested a video might be made to show how bad it is. He and Bruce will explore ideas about how we might bring awareness to the problem.

Mr. Coy again raised his concern that the Beautification Commission should be maintaining trees in accordance with the ordinance that created the commission. Kim again reminded him that we are a group of volunteers with no resources to do that. The issue was tabled.

Kim asked that all members wear their BC shirts to the upcoming events. New members will be fitted for shirts.

The meeting adjourned at 7:16.

Carol Rothwell, Secretary

Beautification Commission
Financial Report as of April 30, 2019

Expenditures	FY19 Budget	YTD Actual	Remaining
Personal Services			
Personal Services - Staff Support	$ 29,737	$ 24,524	$ 5,213
Total Personal Services	**29,737**	**24,524**	**5,213**
Other			
Advertising	900	9	891
Printing Expense	350	100	250
Professional Fees	18,000	7,944	10,057
Travel & Meeting	500	17	483
Public Relations	800	326	474
Maintenance & Repairs - Grounds	10,000	9,015	985
Total Other	**30,550**	**17,411**	**13,140**
Total Expenditures	**$ 60,287** [1]	**$ 41,935**	**$ 18,353**

Other - Detail

Advertising Expense	
Facebook post-Landscape Contest	9
	$ 9
Printing Expense	
Free Style Graphics	$ 100
	$ 100
Professional Fees Expense	
Tallgrass Landscape Solutions	$ 850
Rosehill - Downtown Planters	$ 2,111
Rosehill - Downtown Planters	$ 2,483
Rosehill - Downtown Planters	$ 4,450
Reimbursement - DTLSMS - Christmas Planters	$ (1,950)
	$ 7,944
Travel & Meeting Expense	
	$ 17
	$ 17
Public Relations Expense	
Gift Cards-Springtime Garden Center	$ 125
Gift Cards-Heartland	$ 100
Gift Cards-Grass Pad	$ 75
Hy-Vee Refreshments	$ 26
	$ 326
Maintenance & Repairs - Grounds	
Tallgrass Landscape Solutions	$ 500
Old Tyme Pottery	$ 212
Grass Pad	$ 1,803
Plan-It Geo	$ 6,500
	$ 9,015

Footnotes:

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

MEMORANDUM

Date:	May 13, 2019
To:	Joe Snook Administrator
From:	Carole Culbertson Superintendent of Administration II
Re:	Wi-Fi in Parks – Charter Communications Update

In August 2017, the Park Board entered into an agreement with Charter Communications Operation, LLC to install and maintain communication equipment in various LSPR facilities and parks for public use. The agreement provides 60 minutes of free WiFi access daily to the public. The installation has been underway for the identified locations in the original agreement with the final installations/activations completed. The Legacy Park Sports Venues were the last location to be installed. The Sports Venues are now active and staff will be installing signage immediately.

<u>In September, a request was made to add the Longview Community Center to the agreement. An addendum has been signed by LSPR and emailed to Charter with a copy of the fully executed addendum is still pending.</u> The design has been completed for the location and the installation is underway. 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

Charter WiFi Project						Last Updated: 5/15/19	
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
Longview Community Center	Yes	Complete	Yes	No	No	No	No
Lea McKeighan South Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Lea McKeighan North Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Miller J. Fields Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Lowenstein Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Happy Tails Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Joseph A. Dyke Playground	(Included w/ Youth Sports)	Complete	Yes	Complete	Complete	Yes	Tested
Legacy Park Youth Sports Venues	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Hartman Park Sports Complex	Yes	No - Future Possibility	No	No	No	No	No
Harris Park	Yes	No - Future Possibility	No	No	No	No	No
Arborwalk Park	Yes	No - Future Possibility	No	No	No	No	No
Sylvia Bailey Park	Yes	No - Future Possibility	No	No	No	No	No
Upper Banner Park	Yes	No - Future Possibility	No	No	No	No	No
Lower Banner Park	Yes	No - Future Possibility	No	No	No	No	No
Canterbury Park	Yes	No - Future Possibility	No	No	No	No	No
Deer Valley Park	Yes	No - Future Possibility	No	No	No	No	No
Dogwood Park	Yes	No - Future Possibility	No	No	No	No	No
Eagle Creek Park	Yes	No - Future Possibility	No	No	No	No	No
Howard Park	Yes	No - Future Possibility	No	No	No	No	No
William B. Howard Station Park	Yes	No - Future Possibility	No	No	No	No	No
McKee Park	Yes	No - Future Possibility	No	No	No	No	No
Osage Trails Park	Yes	No - Future Possibility	No	No	No	No	No
Pleasant Lea Park	Yes	No - Future Possibility	No	No	No	No	No
Pottberg Memorial Park	Yes	No - Future Possibility	No	No	No	No	No
South Lea Park	Yes	No - Future Possibility	No	No	No	No	No
Summit Park	Yes	No - Future Possibility	No	No	No	No	No
Wadsworth Park	Yes	No - Future Possibility	No	No	No	No	No
Williams-Grant Park	Yes	No - Future Possibility	No	No	No	No	No
Winterset Nature Area Park	Yes	No - Future Possibility	No	No	No	No	No
Woods Playground	Yes	No - Future Possibility	No	No	No	No	No

End of Activity Report
Summer Adult Indoor Volleyball
June 2018 - December 2018
Completed By: Ryan Gibson

Executive Summary

Brief Description:
The Summer Adult (Ages 18 and over) Indoor Volleyball program is an activity designed to provide an opportunity for participation in a competitive recreational volleyball league for Lee's Summit residents and the surrounding area. There are two sessions of summer volleyball held.

Participant Numbers:

Year	Participants	Teams
2018	525	75
2017	217	35[1]
2016	494	63

Total Revenue:

	Budget	Actual
2018	$11,700.00	$13,500.00
2017	$7,200.00	$6,300.00
2016	$8,245.00	$11,520.00

Total Expense:

	Budget	Actual
2018	$8,220.52[2]	$10,923.55[2]
2017	$5,687.41	$4,623.41
2016	$8,095.06	$9,597.41

Net:

	Budget	Actual
2018	$3,479.48	$2,576.45
2017	$1,512.59	$1,676.59
2016	$149.94	$1,922.59

[1] In 2017 only one session of Summer volleyball was held compared to two sessions in 2016 and 2018
[2] Actual and budgeted expenses include both direct and indirect expenses. Indirect expense for this activity: $1,224.22

Recommendations

Comment: Should we continue to offer this program?
Recommendation: Staff recommends we continue to offer the adult volleyball league to the citizens of Lee's Summit and the surrounding communities.

Comment: The summer session was not complete until December.
Recommendation: Due to multiple divisions in both sessions having an odd number of teams and Harris Park CC not being available for league play on some weeks during the sessions, both summer sessions took longer to complete and pushed the finish date into December.

Comment: There were significantly more teams and participants in 2018 compared to 2017.
Recommendation: In 2017 there was only one session of summer volleyball offered. In 2018 there were two sessions of summer volleyball offered leading to an increase in the number of teams and participants.

Extensive Staff Report

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

Program Description:
The Summer Adult (Ages 18 and over) Indoor Volleyball program is an activity to provide an opportunity for participation in a competitive recreational volleyball league for Lee's Summit residents and surrounding area. The level of competition varies between recreational and intermediate play. Divisions were held in Coed and Women. It is held at the Harris Park Community Center from June through December. There are two sessions of summer volleyball offered.

Program Benefits:
The benefit of the Adult Volleyball program is that is provides a good physical activity and socialization outlet for the participants. It promoted skill development, team work, fun and sportsmanship.

Service Hours:
Service hours provided by this activity: (525 players x 1 game x 9 weeks = 4,725).
2018: 4,725
2017: 1,953
2016 4,446

Volunteer Hours:
There were no volunteer hours available for league play.

Refunds:
Total Refunds: 0 ($0.00)
Refunds Due to Dissatisfaction: 0

Fee Charged:

2018	$180.00/$198.00
2017	$180.00/$198.00
2016	$180.00/$198.00

Program Timeline:

January:	Budget
April:	Publicity of summer league as outlined in the marketing section.
May:	Registrations for summer I leagues
	Recruitment of summer personnel
June:	Scheduling of league
	League begins play for summer I
	Observation
July:	Observation
August:	Observation
	Order awards for summer I
	Registrations for summer II league
September:	Scheduling of league
	League play begins for summer II
October:	Evaluation of league
November:	Evaluation of league
December:	Evaluation of league
	Order awards for summer II
January:	EOA Report

Marketing:
Calls and emails were made/sent to previous season's captains. Leagues were advertised in the LS Illustrated, on the department website and email blasts.

Evaluation/assessment (results):
The program is evaluated at the conclusion of the league by league participants. A total of 525 evaluations were distributed and 434 participant responses were returned (82%). Please see the attached survey results page for more information.

“Adult Volleyball, Summer 2018” Survey Results

# of Surveys Distributed: Email: 0 In Person: 525 participants
# of Surveys Returned: 434 participant responses
82% of Returns

Participant: 62/434 Parent/Guardian _____ Coach/Asst.Coach/Volunteer

LS Illustrated Website/Facebook/Twitter 2.3% Email Blast 2.4% Flyer Postcard Newspaper
LS Cable Channel _____ Acquaintance 14.1% Previous Participant 81.2% Other _____
Comments (Other):

Regarding the registration process…	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	35	0	8	0	35	210	4.82
If you registered online, please rate the ease of registration	91	0	0	0	35	203	4.80
Please rate the amount of time taken to register	14	0	0	0	56	224	4.82
Please rate the overall registration procedure	14	0	14	0	49	217	4.76

Comments:

- I call Heath to register.
- Online is hard to figure out so we always register at Harris Park.
- Online
- Easiest to call the payent in over the phone
- Couldn’t figure out how to get signed up online so I called and was taken care of

Regarding the value…	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	14	147	259	4.55
Was the content of the activity appropriate for the fee?	0	0	0	7	105	280	4.64
If awards were given, were they appropriate for the fee?	0	0	0	7	98	182	4.67

Comments:

- Wish it was longer
- Post season tournament would be good
- Shirts for the winners are fine
- Refs are good!
- Nice facility, our first tome playing and we will return

Regarding the program sessions…	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	14	7	0	7	119	266	4.56
Please rate the friendliness of activity staff	14	0	0	0	84	322	4.78
Please rate the ability to recognize activity staff	7	0	0	7	84	322	4.73
Please rate the amount of staff available during the activity	7	0	0	0	119	301	4.71
Please rate the officials if applicable	0	0	0	0	140	287	4.53
Were the rules, regulations and policies appropriate for the activity?	0	0	7	7	98	315	4.67
Please rate the condition and suitability of the facility/fields used.	0	28	0	7	140	252	4.65
Please rate the condition and suitability of the equipment used.	0	7	7	14	140	252	4.34
Please rate the perceived safety of program.	0	7	0	14	84	315	4.83

Comments:

- Refs are great!
- There are teams in the Coed B league that should be in A
- Love Kristy and Karen!
- Need new balls
- Some weeks the nets were not at the correct height or not tight enough
- The game balls are good, the practice balls are terrible
- Need to get more balls and better nets
- Refs are fair and do a good job

Overall Summary…

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	0	98	329	4.76
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	105	322	4.74
Please rate the participant's overall enjoyment level	0	0	0	0	105	322	4.74
What is your overall rating of the activity?	0	0	0	0	105	322	4.74
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	105	315	4.73

Comments:

- Our team had a great time, thanks!
- Great program we have played for years!
- We will be back – thank you.
- Good facility, good refs and enjoyed the competition
- Love LSPR and all you do

MAY COMMENT REPORT

Attached are 25 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 25 comments 9 were positive, 14 were comments making suggestions, questions or requests and 2 were negative.

FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR MAY 2019

Legacy Park Community Center

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	LPCC	Complaint	5/6/19	Mike Hedrick	Ola Shobowale	Multiple Patrons	Group exercise room is too cold and thermostat seems not to be functioning	After receiving this comment, staff checked the central control computer for the facility's HVAC system on 05.06.19, and d
2	LPCC	Complaint	4/16/19	Mike Hedrick	Ola Shobowale	Julie Zvacek	This the second time I got ready to shower in the first room in the family dre	After receiving this comment, staff checked the family locker room and discovered the faucet handle to the first shower wa
3	LPCC	Compliment	4/12/19	Devin Blazek	Shelby Dawson	Linda Ellis	Leisure and spa temperature was perfect. Lap and room temperature were good. Several folks told me they appreciated the water temperatures today.	Staff has found that keeping both the lap pool and leisure pool at 84 degrees is best to accommodate the diverse use of the pool by LPCC patrons. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperature, and various other factors. On Friday, the lap and leisure pool were both within the acceptable temperature range. SD
4	LPCC	Compliment	4/11/19	Mike Hedrick	Heath Harris	Steve Siebert	Darin, Roger and Phyllis do a great job. They are very helpful when you check in.	Staff appreciates the positive comments. Darin Bower and Phyllis Bloecker are part-time service representatives and Roger Dispenza is a part-time weight room attendant at Legacy Park Community Center. These three individuals will be recognized at our next all-employee meeting on April 14th and each will receive a park buck. HH
5	LPCC	Compliment	5/9/19	Mike Hedrick	Heath Harris	ES	I have never seen a weight room attendant with as much ambition as There	Staff appreciates the positive comments regarding Theresa. Theresa Pyle is a part-time facility supervisor at Legacy Park
6	LPCC	Compliment	4/25/19	Mike Hedrick	Heath Harris	Mary Geane Morley	Kind, courteous and helpful staff. Wonderful facility and clean restrooms. Th	Staff attempted to reach out to Ms. Morley multiple times but was not successful. Staff left the following message: Staff appreciates the positive comments regarding the staff and facility. Staff strives to make every visit to Legacy Park Community Center a positive experience. Staff will share these comments at the next staff meeting on May 19, 2019. HH
7	LPCC	Compliment	4/28/19	Mike Hedrick	Heath Harris	Thos H Rinehart	Phyllis did a great job! This was exactly what I was looking for! We commun	Staff appreciates the positive comments. Phyllis Bloecker is a part-time service representative at Legacy Park Community
8	LPCC	Compliment	4/25/19	Mike Hedrick	Heath Harris	Dr. Joe	I have to comment on the remarkable staff you have working here. They are	Staff appreciates the positive comments. Stevie Myers and Darin Bower are part-time service representatives for Legacy
9	LPCC	Compliment	4/21/19	Mike Hedrick	Ola Shobowale	Sue P	Thank you for the clean pool, spa, locker room and showers. Happy Easter.	Staff appreciates the patron's comment, and will continue to ensure the facility is always clean, safe and a welcoming env
10	LPCC	Information	4/26/19	Mike Hedrick	Ola Shobowale	Steph Chatman	You have scale (little sucking bugs) on the palm next to the Norfolk pine. It	After receiving this comment, staff checked the palm plant and other plants at the facility's front entrance. Staff treated the
11	LPCC	Request	3/8/19	Mike Hedrick	Heath Harris	Don Gard	Thank you for the additional pickleball court times. Would it be possible to have pickleball court time at Legacy from 6:00am to 8:00am? This is for those individuals who are still working. Once again thank you! Great staff and support!	In January LSPR implemented a new gym schedule across the three facilities who offer pickleball. The new gym scheduled added more evening times for patrons to play pickleball who are not able to participate in the daytime hours due to other obligations. Legacy Park Community Center is open for a total of 110 hours each week, of those 110 hours pickleball is offered during 40 of them. This is the first request staff has received for early morning pickleball hours. Staff does not recommend making any changes at this time. HH
12	LPCC	Request	5/3/19	Mike Hedrick	Jenny Brennan	Mike DeSimio	Please add larger slamball 50lbs and up. Bigger kettlebells would be great	This is the first request staff has received for heavier slamballs and kettlebells. Staff will research and evaluate the safety
13	LPCC	Request	4/29/19	Mike Hedrick	Ola Shobowale	Unknown	3 of 6 showers heads in men's shower need work. Single stream works best	After receiving this comment, staff checked the men's shower on 04.29.19 and found no shower head with issues. They w
14	LPCC	Request	5/7/19	Mike Hedrick	Ola Shobowale	Cindy Sickendick	Light out in women's locker room 1st shower.	Staff checked the women's locker and found the burned out light bulb the patron was referring too and replaced the bulb.
15	LPCC	Request	4/12/19	Mike Hedrick	Ola Shobowale	Unknown	Hot water please in restrooms- upstairs especially!	After receiving this comment, staff checked the restrooms/locker rooms on 04.12.19, and discovered the mixing valve for
16	LPCC	Request	4/29/19	Mike Hedrick	Ola Shobowale	Bruno Gaxiola	Could you please buy a better scale in the men's locker room that you don't	After receiving this comment, staff checked the scale in the men's locker room and found no issues with it. Staff called the
17	LPCC	Request	4/9/19	Mike Hedrick	Ola Shobowale	Kathy Sloan	Please fix the thermostat in the cycle room. Too warm! It is "off" otherwise h	After receiving this comment, staff checked the central HVAC control computer. The temperature in the cycle room was a
18	LVCC	Compliment	5/10/19	Jodi Jordan	Lisa Chism	Dawn Alexopouous	Dawn called to compliment staff on customer service and professionalism in	Staff thanked Dawn for her comments. Aaron will be recognized during the June staff meeting.
19	LVCC	Request	4/13/19	Jodi Jordan	Lisa Chism	Mitchell Steele	I would like to request a hex-bar for the fitness floor at Longview.	This is the second request staff has received for a hex-bar. Staff will evaluate purchase of this item next budget year. Mitchell was contacted and appreciated knowing this item is being considered. LC
20	LVCC	Request	4/23/19	Jodi Jordan	Lisa Chism	Jen Zeller	We need stair climbers at Longview.	This is the third request Longview has received for stairclimbers. Longview currently has two AMT Elliptical machines that can be used as a stairclimber. Staff contacted Ms. Zeller and thanked her for the suggestion and explained the AMT ellipticals can also be used. She still indicated interest in the facility obtaining a stairmill machine, but was appreciative of the info. LC
21	LVCC	Request	4/10/19	Jodi Jordan	Lisa Chism	Gail Collett and Jennifer Prstojevich	Two comment cards received requesting Wednesday morning cycle class at Longview move from 9:30 to 9:00am start, so that patrons can attend the 10:00am MixxedFit class after cycle.	Staff contacted Jennifer and Gail and explained Longview Community Center is a large facility with several classes going at once in cycle, the group fitness studio and our pool. To give patrons more options for class start times and to ease congestion at our front desk with patrons arriving and departing at the same times when classes begin and finish, we determined a later start time for cycle class would be preferable. In May, Wednesday cycle class at 9:30am is transitioning to a "Pedal and Pilates" format. The first 20 minutes from 9:30-9:50 will be cycle and then it will fuse into a floor based pilates stretching class in the open area upstairs. This will allow patrons to stay for that portion of the class or transfer to the MixxedFit class that begins at 10am. Jenny and Gail were appreciative of the information. LC
22	LVCC	Request	4/10/19	Jodi Jordan	Eric Schooley	J Hobbs	It would be nice (plus safer) if there was some type of mats to collect the water on the floors from the swimmers in the locker room.	Mats are not a good option because they have to be picked up and dried out on a regular basis prevent mold. ES
23	LVCC	Request	4/15/19	Jodi Jordan	Lisa Chism	Reginald Wilmore	We need another bench press area at Longview.	This is the third request Longview has received for another bench press. Longview currently has one bench press, one incline bench press and two benches with the half racks. Staff will consider purchase of an additional bench press for FY21 as our patron base grows. Staff contacted Mr. Wilmore and left him a message thanking him for his suggestion and explained the bench presses with the half racks can also be used. LC
24	Parks	Question	5/6/19	Joe Snook	Steve Casey	Travis Hillmer	Why are there no lacrosse fields at legacy park? Are there any future plans for any?	Thank you for your comment and question. Our department, over the past 5 years or so, has attempted to nurture the sport in Lee's Summit by working with R-7 school district and some of the club team coaches and we are not seeing significant enough growth in the sport from a participation stand point to justify constructing dedicated competition and practice sites for the sport. We will continue to monitor participation locally and make adjustments and facility improvements as necessary. Thank you for your questions. I will be sure to share these with our Parks and Recreation Board during their regular meeting in May.
25								

~ APRIL ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 6:15pm City Council	3	4 5pm Bike Dedication-LVCC	5	6
7	8 6:00pm Beautification Comm 6:30pm GCC YSA - Dinner Meeting	9	10 7:30am-GCC 1st Quarter EOQ, 2019 EOY Breakfast	11	12	13
14	15	16 6:15pm City Council	17	18 6:00pm HPCC Staff Meeting	19 School Break Camp	20
21	22	23	24 6:00pm Park Board meeting (Strother Conference Room)	25 6:00pm Volunteer Gala (Gamber Community Center)	26	27
28	29	30				

~ MAY ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 6:15pm City Council	8	9	10	11
12	13 6:00pm Beautification Commission	14	15	16 6:00pm HPCC Staff Meeting	17 Celebration of the Arts-LPA	18 Moonlight Yoga-LPA
19	20	21 6:15pm City Council	22 6:00pm Park Board meeting (Strother Conference Room)	23 KC Vine Rumble Orchestra- kids cultural arts event-LPA	24	25 Summit Waves Opens
26	27 Memorial Day	28	29 Sunrise Yoga -LPA 5:30pm Hartman Park Ribbon Cutting	30	31 Night Flight-LPA	

~ JUNE ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Glow Zumba-LPA	3 Camp Summit Starts	4 6:15pm City Council Kids theatre production-kids cultural arts event-LPA	5	6	7	8
9	10 6:00pm Beautification Commission	11 KC Rapper Sauce-kids cultural arts event-LPA	12	13	14 Summit Music Fest-LPA	15
16	17 Moonlight Yoga-LPA	18 6:15pm City Council	19	20 6:00pm HPCC Staff Meeting	21	22 7:00am Tour de Lakes (LVCC)
23 30 Animals @ the Amp-kids cultural arts event	24	25	26 6:00pm Park Board meeting (Strother Conference Room) Sunrise Yoga-LPA	27	28	29

~ JULY ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 6:15pm City Council	3 Legacy Blast	4 4th of July	5 Legacy Blast Rainout	6
7	8 6:00pm Beautification Comm 6:30pm GCC YSA - Dinner Meeting	9	10 7:30am-GCC 3rd Quarter EOQ Breakfast	11	12	13 What's Next Fest-LPA
14	15	16 6:15pm City Council	17 Moonlight Yoga-LPA	18 6:00pm HPCC Staff Meeting	19 Jamaican Jam-LPA	20
21	22	23	24 6:00pm Park Board meeting (Strother Conference Room)	25	26	27
28	29	30 Brian Wendling- kids cultural arts event-LPA	31 Sunrise Yoga-LPA			

Lee's Summit's Kids Fishing Derby Makes A Splash This May 18

Lee's Summit Parks and Recreation (LSPR) is excited to be hosting the 22nd Annual Kids Fishing Derby Saturday, May 18 at Legacy Park Lake. Join LSPR and its sponsors, Rob Ellerman Team and the Optimist Club of Lee's Summit, as children ages 2-16 reel in fish and compete for prizes.

Participants will be fishing from the shore or the fishing dock. Please bring your own rods and reels, and a lawn chair if needed. A fishing license is not required for children 16 and under. Anyone 16 and older will need a valid Missouri fishing license to fish the lake. No fish caught by an adult will be entered to win prizes. Registration is $2 before May 2 and $3 after May 10. Registration at the event will include a free container of worms.

Registration for the event begins at 9:30 a.m. and runs to 10 a.m. at Legacy Park Lake, behind Legacy Park Community Center. Parking will be available at the facility and overflow parking will be provided. The event will run from 10-11:15 a.m. and awards will be given from 11:15-11:30 a.m.

Prizes will be awarded for girls' and boys' biggest and smallest fish in three separate age groups; ages 2-6, 7-11 and 12-16. Grand prizes are a GoPro for the overall smallest fish and a drone for overall biggest fish. Participants must be present to win awards.

Legacy Park Lake is behind Legacy Community Center at 897 NE Bluestem Drive, Lee's Summit, MO 64086. For additional information, visit lsparks.net.

SATURDAY, APRIL 27, 2019

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www.lstribune.net

Legacy Park Amphitheater Announces Its Stellar Summer Season

Lee's Summit Parks and Recreation (LSPR) is pleased to announce its Stellar Summer Season at the Legacy Park Amphitheater (LPA). The lineup will include artists who have played in local, national, and international venues; free children's events, concerts, and more from May through October.

www.lstribune.net | Saturday, April 20, 2019

The season kickoff will begin with the annual "Celebration of the Arts" Friday, May 17 at 6:30 p.m. This community-wide, free event is a chance to spotlight many of the talented cultural arts group who call Lee's Summit home. A local dance studio, theatre group, kids rock band, and the LSHS orchestra will perform. After the performance, the night will end with a ten-minute firework show that will light up the sky.

Calendar of Events for Outdoor Concerts

May 23 at 7 p.m. – KC Vine Rumble Orchestra (partnership with Mid-Continent Library) will have a 14-piece performance that will take you back to the golden era of Kansas City jazz.

June 11 at 7 p.m. – KC Rapper Sauce (partnership with Mid-Continent Library) is a performance from Royce "Sauce" Handy that will bring out some of the best of Kansas City's hip-hop music with a wholesome message. Free admission.

June 14 at 6 p.m. – Summit Music Fest is where some of Kansas City's local bands take the stage and play for the community. Each band will perform for 20 minutes. Free admission.

July 13 at 6 p.m. – What's Next Fest (partnership with Mid-Continent Library) is a live music event focusing on up-and-coming bands like Pink Royal and Mild Cats and others from the Kansas City area. Free admission.

July 19 at 7 p.m. – Jamaican Jam is a free concert that features great reggae bands. Their melodic sounds of reggae and Caribbean charm will fill the air. Free admission.

August 2 at 7 p.m. – Blues Fest will feature two bands that will play soulful blues music all evening. Free Admission.

August 9 at 7 p.m. – Gabriel Sanchez presents the Prince Experience is a performance that will deliver timeless hits such as "Purple Rain," and "Let's Go Crazy" all with props and costumes that will transport you to 1999. Material Girl, a Madonna tribute will open to bring you the essence and sounds of Madonna in her prime. Advance Tickets are $10.

August 16 at 7 p.m. – Sara Evans, country music singer and songwriter, takes the stage in LPA's premiere summer event! Sara has sold millions of records and won the ACM female vocalist award and claimed a CMA trophy for her signature song, Born to Fly. With the release of her eighth album "Words," Evans demonstrates that she's still willing to leap into the unknown, taking greater control of her career and calling the shots in a way that's unusual in country music- particularly unusual for a woman in the genre. Advance tickets are $25.

August 24 at 7 p.m. – A Night of Jazz with Julian Vaughn will feature Julian Vaughn, a dynamic bass player from Kansas City, play smooth jazz. Vaughn has made an international name for himself in the jazz world as a bassist, a world which is predominately owned by sax players. Advance tickets are $10.

Tickets for all events can be purchased online at RockTheAmp.net or in person at Legacy Park Amphitheater the day of the event.

Calendar of Events for Outdoor Theatre (all outdoor theatre events are free for attendees)

May 17 at 6:30 p.m. – Celebration of the Arts

June 4 at 10 a.m. – Androcles and the Lion (partnership with Mid-Continent Library)

June 30 at 10 a.m. – Animals at the AMP (partnership with Mid-Continent Library)

July 30 at 10 a.m. – Juggler Brian Wendling (partnership with Mid-Continent Library)

Concessions available for purchase, additional food and beverage vendors on site for selected events. No pets or outside food and beverage allowed. For a full list of rules visit www.rocktheamp.net

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