

AUGUST 2019

Park Board Meeting Packet



Blues Fest rocked the Amp August 2.



Sara Evans brought our largest crowd yet at Legacy Park Amphitheater!



Pooch Paddle 2019 made a splash as our furry friends enjoyed Summit Waves closing for the season.



The Prince Experience had us partying at Legacy Park Amphitheater like it was 1999.



MISSION

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



PARKS AND RECREATION BOARD MEETING City of Lee's Summit, Missouri 220 SE Green Street Lee's Summit, Missouri AGENDA			
DATE:	August 28, 2019	TIME:	6:00 PM
PLACE:	Strother Conference Room		
6:00 PM Meeting Call To Order @ Strother Conference Room		President, Tyler Morehead	
SPECIAL GUESTS			PAGES
			N/A
AGENDA ITEM		STAFF RESPONSIBLE	
APPROVAL OF MINUTES: July 2019 Regular Session Minutes		Jackie McCormick Heanue	1 - 8
TREASURER'S REPORT: read by Lawrence Bivins, Treasurer July 2019 (includes Financial Report)		Carole Culbertson	9 -18
SALES TAX REPORT: August 2019		Carole Culbertson	19 -20
BOARD APPROVAL ITEMS			
2019-2020 Great Beginnings Early Childhood Center/LSR7 Event Calendar		David Dean	21 -23
Amendment No. 1 to FY2020 Budget – Lea MacKeighan North Operations		Tede Price/Ryan Gibson/Joe Snook	24 -29
OLD BUSINESS			
<ul style="list-style-type: none"> Projects and Services Review Capital Projects Plan – 2019 <ul style="list-style-type: none"> ◇ Hartman Park Trailhead ◇ Howard Park Improvements ◇ Summit Park Improvements ◇ Lowenstein Park Improvements ◇ Summit Waves Wave Pool Fundraising Update Wi-Fi in Parks Installation Update 		All Staff	30 -38
		Steve Casey	39
		Steve Casey	40 - 44
		Steve Casey	45 – 49
		Steve Casey	50 – 54
		David Dean	55 - 57
		David Dean	58 – 60
		Joe Snook	61 – 62
NEW BUSINESS			
End of Activity Reports		Joe Snook / All Staff	63 – 91
PATRON COMMENT REVIEW		Joe Snook	92 - 97
MONTHLY CALENDARS		For Information Only	98 - 99
ROUNDTABLE		Park Board Members and Staff	N/A
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		Joe Snook	N/A
MEETING ADJOURNMENT			
BOARD COMMITTEES			
Budget and Finance Lawrence Bivins-Chair Marly McMillen Beelman Nick Walker		Personnel Mindy Aulenbach-Chair Marly McMillen-Beelman Samantha Shepard	
		Youth Sports Casey Crawford Nancy Kelley	
		Foundation Board Samantha Shepard-Chair Nancy Kelley Nick Walker	



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	July 24, 2019	TIME:	6:00 PM	PLACE:	Strother Conference Room		
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:	
Tyler Morehead, President		Casey Crawford		Joe Snook		Steve Arbo, City of Lee’s Summit	
Mindy Aulenbach, Vice President				Carole Culbertson		David Bushek, City of Lee’s Summit	
Lawrence Bivins, Treasurer				David Dean		Lindsay Case, MC Power	
Nancy Kelley				Steve Casey		Loren Williamson, MC Power	
Samantha Shepard				Tede Price			
Nick Walker				Jackie McCormick Heanue			
Jim Huser				Brooke Chestnut			
Marly McMillen				Ryan Gibson			
AGENDA ITEM		DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS	
Employee of the Quarter – Ryan Gibson, Harris Park CC Manager		Mr. Snook introduced Ryan Gibson as the Second Quarter Employee of the Quarter. Mr. Gibson began his career at LSPR as a Camp Counselor, and worked through the ranks, eventually becoming a Camp Manager. He obtained his bachelor’s degree and after a period away, returned to LSPR. He was recognized for his outstanding efforts in taking on the Summit Ice management on short notice in May, all while preparing for the camp season. President Morehead also recognized Steve Casey for his 15 years of service to LSPR.				No Board Action.	
No Tax Increase Presentation		Steve Arbo, City Manager, gave a presentation on the upcoming No Tax Increase Bond Initiative on the August 6 ballot. He explained the City undertakes a review of the tax levy for debt periodically to identify opportunities for capital improvements. The No-Tax-Increase question asks citizens to “not lower” their taxes to allow for the continued funding of important capital projects, including two new fire stations, improvements to the infrastructure of the public safety network, body cameras for the police department, and new technology and security for the police and courts facility. This question will go forward to voters on August 6, 2019 and will be the only question on the ballot. There is an urgent need to fund these projects or it will be necessary to lower the tax levy. The total funding will be approximately \$19.5 million. Mr. Arbo explained the justification for each of the identified projects and initiatives. He also explained the infrastructure improvements to LSPR facilities is necessary because the community centers are identified as emergency shelters in the City’s emergency action plan.					
Approval of Minutes of June 26, 2019 Regular Board Meeting		Supporting documentation (see pages 1-7.) No questions or discussion.				Mr. Bivins made a motion to approve the June 26, 2019 Regular Board Meeting Minutes; seconded by Ms. McMillen. Motion carried unanimously.	
Treasurer’s Report – June 2019		Supporting documentation (see pages 8-17.) Mr. Bivins read the Treasurer’s Report for June 2019. No questions or discussion.				Ms. Aulenbach made a motion to accept the Treasurer’s Report for June 2019; seconded by Ms. Kelly. Motion carried unanimously.	
Sales Tax Report – July 2019		Supporting documentation (see pages 18-19.) No questions or discussion.				No Board Action.	
BOARD APPROVAL ITEMS							
Solar Utility Services Proposal for Select LSPR Facilities		Supporting documentation (see pages 20-26.) Mr. Snook introduced Lindsay Case and Loren Williamson with MC Power and David Bushek, Chief Counsel of Economic Development and Planning for the City, to assist with providing information regarding this proposal.				Ms. McMillen made a motion to approve the participation of Lee’s Summit Parks and Recreation in the City of Lee’s	

	<p>Mr. Snook noted one of the 2019 Board priorities was alternative energy opportunities. The City of Lee's Summit has been assessing the possibility of solar energy use for City facilities. LSPR began to partner with the City in evaluating these opportunities, to determine whether there was a possibility of transitioning to solar use with energy savings. The pro formas which were created by MC Power show savings at the three (3) community centers, of approximately \$176,000 over a twenty (20) year period. He noted Harris Park and Legacy Park Community Center have flat roofs, so the solar panels will not be visible. He did note there is the potential to see some panels on the Longview Community Center due to the pitched roof, but it is not anticipated it will be significant. Staff also plans to undertake marketing efforts to share the "good news" story of reducing energy use through solar panels.</p> <p>Mr. Snook advised the Board the presentation of City facilities will go before the City Council on August 6, 2019. It was important to bring the proposal to the Park Board at this time so we are on track with the City for approval should the City decide to move forward. He opened the floor for questions.</p> <p>Mr. Bivins asked the upfront physical cost of the panels and labor. Mr. Snook explained there is no cost to LSPR for these elements. MC Power will be responsible for the purchase and installation. However, the final decision of use is contingent upon an engineering survey to determine whether there is capacity to install the panels on the facilities.</p> <p>Mr. Bivins asked about maintenance of the panels, and asked whether there was any cost to LSPR for those services. Mr. Williamson explained the proposal is all-inclusive, and there is little or no risk on LSPR for the operation and maintenance. He noted there is very little maintenance needed. The panels will be subject to periodic visual inspections and evaluation of all the mechanical components. There will also be a live web link which can be accessed by anyone that measures the production of the panels. Cleaning of the panels will be conducted by MC Power as needed, however due to the amount of rain in this region, there is not a lot of work needing to be done.</p> <p>Mr. Bivins asked about perils like hailstorms. Mr. Williamson explained MC Power is responsible for insuring the panels, and anything that could fault the array would be addressed through the coverage. He explained the solar panels are built to withstand golf ball size hail, and reported in the last 10 years, MC Power's solar farms have experienced no hail damage and very little wind deflection, and the projects are engineered to withstand significant trauma.</p> <p>Mr. Bivins asked whether a cost estimate would be provided if there is a weight bearing concern identified by the structural engineers or if the project would be abandoned. Mr. Snook suggested an estimate would likely be obtained, but odds are the expense would be significant, and it would likely result in the project being abandoned. He also noted LSPR has the opportunity to add additional sites at a later date if it is later determined to be a viable project.</p> <p>Ms. McMillen asked whether there is any anticipation for pushback from utility companies. Mr. Williamson explained KCPL benefits from these projects and helps them meet state standards which are imposed on them.</p> <p>Mr. Morehead asked Mr. Binney to share his thoughts and opinions on the project. Mr. Binney explained Council has not seen the full proposal, but in observing the initial pilot program, it was generally well received by the Council, but additional information is needed to make a final determination. Mr. Morehead asked if the Board's decision would impact or be impacted by the City. Mr. Snook explained if the City does not move forward we would likely have to go back and discuss the situation with MC Power because it may change the viability of the project with respect to the rebates. He cited the energy savings versus costs in the early years of the project as evidence of the vulnerability of the project. Mr. Snook also explained there is a 95% guarantee of the savings. Mr.</p>	<p>Summit's Agreement with MC Power for the provision of solar energy services to Legacy Park Community Center, Longview Community Center and Harris Park Community Center consistent with the proposal provided by MC Power herein and authorize the Administrator to take such steps and execute such documents as may be necessary to achieve the same; seconded by Ms. Shepard. Motion carried 8 Aye, 1 Oppose (Treasurer Bivins.)</p>
--	--	--

	<p>Bushek explained there is a production/reduction lookback every two years, and the service fee as shown on the proposal is adjusted accordingly to ensure there is at least 95% efficiency. Mr. Williamson explained they are generally conservative on their designs and estimates, and they expect the projects to perform to at least the projected levels.</p> <p>Mr. Morehead asked about advancement in technology, and whether the system would be upgraded if new better technology became available. Mr. Williamson explained the systems are bought and owned by investors, and the benefit of purchasing them is the timing. There have been opportunities in technological advancements which could impact the arrays, and if it is financially feasible for the investors it would certainly be a consideration.</p> <p>Mr. Huser asked whether the Agreement is for a period of 20 years and whether we are committing to the payment for 20 years. Mr. Snook confirmed this was the case.</p> <p>Mr. Huser asked why the City was selected for this project, and why the solar panels aren't just being placed in vacant land. Mr. Williamson explained the City does not have its' own utility and can benefit from offsetting use. Mr. Huser asked whether it was allowed to create or produce energy and sell it back. Mr. Williamson explained the process Mr. Huser is suggesting is net metering, which is not allowed by KCP&L. He explained many of the solar farms seen in the area are producing electricity for a utility entity, such as Independence Power and Light, and are not private farms selling energy back to a utility provider.</p> <p>Mr. Snook also explained there was a procurement process initiated by the City seeking assistance with solar energy resources, which resulted in MC Power being selected. He also explained there have been numerous meetings with MC Power representatives and City and LSPR staff and the project has been thoroughly vetted. He noted this was a "feel good" project which also generates cost savings in the long run, which is a "win-win."</p> <p>Ms. McMillen also suggested the initiative is a model for others and citizens to get greener and to take steps toward alternative energy sources and uses.</p>	
Proposed Amendments to Code of Ordinances Chapter 19 – Parks and Recreation	<p>Supporting documentation (see pages 27-35.) Mr. Snook reminded the Board of the discussion at last month's meeting regarding the ordinance revisions. He noted the discussion regarding E-Bikes included direction for staff to establish a rule allowing E-Bikes to clarify the allowance to our users and patrons. Staff prepared a rule to clearly identify the use of E-Bikes as requested. No questions or discussion.</p>	<p>Mr. Bivins made a motion to recommend to the City Council adoption of revisions to Chapter 19 – Parks and Recreation of the City of Lee's Summit Code of Ordinances as presented in the attached Exhibit A and the creation of a new park rule addressing e-bikes as presented by staff, and direct the Administrator to present the ordinance revisions for consideration before the City Council on behalf of the Parks and Recreation Board in accordance with applicable rules and procedures of the City Council; seconded by Ms. Aulenbach. Motion carried unanimously.</p>
Proposed Amendments to the Park Board By-Laws	<p>Supporting documentation (see pages 36-44.) Mr. Snook introduced Nancy Kelley, Nick Walker and Jim Huser as the Ad Hoc By Laws Committee. Mr. Snook explained there are not any fundamental changes, however they have been tightened up, reorganized and clarified. He summarized the changes to the By-Laws as outlined in the memo and explained several of the changes were to solidify processes which are known by individuals but are not reduced to writing, such as the nominating process for officers of the Board</p>	<p>Ms. Kelley moved to repeal the By-Laws currently in effect for the Lee's Summit Parks and Recreation Board and to adopt the Amended and Restated By-Laws as presented to serve as the governing documents for the conduct of business for the Lee's</p>

	<p>He also mentioned several topics which the By-Laws Ad Hoc Committee determined were better suited in policies rather than By-Laws. He cited the example of the process of naming parks. Staff will be working on bringing forward modifications and additions to new policies for future consideration.</p> <p>Mr. Bivins asked what it meant for a President Pro Tem to be chosen after the Treasurer calls the meeting to order. Ms. McCormick Heanue explained the language is the same as the existing by-laws, and her interpretation is the Board would select among its' available members who would serve as the President for the meeting, and it would not necessarily have to be the Treasurer.</p> <p>Ms. Shepard noted the new By-Laws are very well organized.</p>	<p>Summit Parks and Recreation Board; seconded by Mr. Walker. Motion carried unanimously.</p>
<p>Authorization of Negotiating Authority for LPA Entertainers – 2020 Season</p>	<p>Supporting documentation (see page 45.) Mr. Snook explained to the Board there was an opportunity for LSPR to negotiate with a well known national entertainer in the past, however they clearly communicated they would not entertain an offer of anything less than \$50,000. It is Staff's understanding from the Board the expectation is to bring in bigger performers for the Amphitheater. Mr. Snook explained the logic in seeking authority at \$60,000 gives staff an opportunity to have meaningful conversations and negotiations while still retaining the ultimate authority of approval with the Board.</p> <p>Mr. Huser noted the memo referenced "acts" and asked if the Board was authorizing multiple negotiations at this amount. Mr. Snook explained there would be only one large act per year.</p> <p>Mr. Bivins asked whether Ms. McCormick Heanue is involved in the contract review process. Mr. Snook assured the Board the contract is thoroughly reviewed by a number of staff, including Mr. Snook and Ms. McCormick Heanue.</p> <p>Ms. McMillen asked about the designee language in the motion. Mr. Snook explained the designee would most likely be Ms. Price.</p> <p>Ms. Shepard asked if we were seeking \$60,000 in authority, should we ask for \$60,000.01. Mr. Snook explained there appear to be thresholds and the range of \$50,000-\$60,000 appears to be a good niche to attempt a conversation.</p>	<p>Ms. Shepard moved to authorize the Administrator of Parks and Recreation or his designee to negotiate with national acts for a performance at the Legacy Park Amphitheater during the 2020 season in an amount not to exceed \$60,000.00, the final determination of which shall be subject to Park Board approval; seconded by Mr. Bivins. Motion carried unanimously.</p>
<p>Summit Waves Wave Pool Additions – Award of Bid No. 47132784 to B. Dean Construction</p>	<p>Supporting documentation (see pages 46-48.) Mr. Snook explained the project budget for the Wave Pool, all inclusive, is \$5,100,000.</p> <p>Low bid came in approximately \$344,000 over budget, or 8% of the project budget. He noted there have been other public works projects for the City which have been bid over budget, including the new Fire Station No. 3 project on Pryor Road, which came in 10% over budget. Staff understands the primary reasons for overbids currently to be labor cost increases and tariffs for steel and concrete, which are products or made from products sourced from China.</p> <p>Staff reviewed three (3) possible options to address the over bid situation: bring forward the project for approval as is, rebid the project, or postpone the project. He explained the rebid option did not seem viable because, not only is it unlikely the values would come in any better, it would likely require a substantial redesign of the project and a reduction in the size of the body of water, making the project unreasonable to continue.</p> <p>He noted potential savings opportunities, including FF&E, landscaping and installation performed in house, and other options to reduce costs. Staff is confident the overage can be reduced to approximately \$180,000. Staff also believes there are opportunities for value engineering the project with the Contractor, however those discussions can not take place until the Board approves the award of bid. Staff will work hard to get the project on budget, but worst case scenario, there is the possibility of an overage of approximately \$200,000 which can be offset with Fund 200 Fund Balance Reserves, which currently has over \$2 million.</p> <p>Ms. McMillen asked whether the project budget was included as an attachment to the packet, and specifically asked about contingencies for the project. Mr.</p>	<p>Mr. Bivins made a motion to award Bid No. 47132784 to B. Dean Construction, LLC in an amount not to exceed \$4,544,000; seconded by Ms. Kelley. Motion carried unanimously.</p>

	<p>Snook noted the current contingency is 5%, however staff believes this can be reduced to 2% safely, with the biggest risks being related to the condition of the ground and suitability of soils. He expects we will know quickly about the unknown or contingency costs. Ms. McMillen asked whether we dipped into contingencies for Summit Waves. Mr. Snook explained a project always dips into contingencies, but the proposal is to reduce the current contingency of 5% because it seems to be more than enough given the scope of the project.</p> <p>Mr. Huser asked whether any of the firms have ever built a wave pool. Mr. Snook explained the subcontractors will actually construct the pools, and staff will vet those subcontractors and determine their eligibility to complete the project.</p> <p>Mr. Binney asked whether B. Dean was doing any other work for the City. Mr. Snook explained they are the Fire Station contractor. Mr. Binney noted the Fire Station is 10% over budget due to the decision to add a fourth equipment bay and was related to a change in design as opposed to base project cost.</p>	
OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 49-66.) Mr. Snook reminded the Board there are actually two sets of Projects and Services Reviews, one being the FY2019 wrap up and one being the FY2020 initiation. No questions or discussion.	No Board Action.
Capital Projects Plan through 2019	<p>Supporting documentation (see pages 67-86.)</p> <p>Hartman Park Trailhead: Mr. Casey noted staff is wrapping up work and is still awaiting awaiting back ordered materials. As a related project, staff is updating the Trails Master Plan, and has a survey pending, with over 200 responses received already. Staff will be working with the consultant to digest the information and work toward the plan update, with a goal of completing in the next 6-8 weeks. The Final Master Plan will be shared with the Board.</p> <p>Summit and Howard Park Improvements: Mr. Casey indicated the project is finally starting to see some catch up from the weather delays in May. Playground equipment has been installed at Summit and playground equipment and utility work is being completed at Howard, with more work projected in the coming weeks. The General Contractor provided an updated schedule early in July which anticipates substantial completion by mid-November.</p> <p>Lowenstein Park Improvements: Mr. Casey noted there has been substantial activity at the development and stated staff is monitoring the project closely. Two components of note are the park improvements to be paid for and completed by the developer and the LSPR portion of the project to be completed. Developer improvements, including parking lot, restroom, trail improvements, site amenities and landscaping, are currently out for bid through the developer, and it is expected a contractor will be chosen soon and work will likely commence in the next few weeks. For its' portion, LSPR issued an RFP for playground equipment and outdoor fitness equipment, the results of which will be reviewed and evaluated by staff, with a proposal to be brought forward for Board consideration at the August meeting.</p> <p>Mr. Binney noted the budget for the Hartman Park project and asked whether the budget savings would be retained in Parks or would go back to the CIP. Mr. Snook explained LSPR is compiling its costs for the project and will be seeking reimbursement from Public Works using the savings.</p> <p>Mr. Binney observed the playground equipment had been installed at Summit Park, but the perception of progress made seems to be lacking. Mr. Snook indicated he has expressed the same concern on a regular basis with the Contractor. He also noted the playground equipment was not part of the General Contractor's responsibilities and was self performed using a different subcontractor.</p> <p>Mr. Binney asked whether the Developer for the Lowenstein project understood the expectations of LSPR regarding the improvements. Mr. Snook explained they know our standard and Mr. Casey explained the expectations are clearly outlined</p>	No Board Action.



	<p>in the MOU with the developer, and the progress of the project is being closely monitored by staff.</p> <p>Mr. Binney asked whether elevations would be prepared to show the proposed design and look of the Lowenstein project. Mr. Snook said there is no intent on the part of LSPR to do elevations at this point, and the primary means of communication and update is through social media. He noted there is still a lot of discussion and question from citizens surrounding the project and LSPR hears from patrons regularly. He noted the biggest source of confusion was where the park boundary ended. Once staff explains the situation, patrons are generally understanding.</p> <p>Wave Pool @ Summit Waves: Nothing to report other than bid issuance as discussed earlier in the meeting.</p>	
Fundraising Update	<p>Supporting documentation (see pages 87-89.) Mr. Dean reported staff is still working on collecting some outstanding payments. He also noted one of our sponsors has indicated they will not be renewing their agreement, so Mr. Reinoehl is working to obtain a new sponsor to replace the vacancy.</p> <p>Mr. Huser asked whether a sponsor was ever obtained for the Zamboni (Sport Ice Machine) at Summit Ice. Mr. Snook reported KC Ice was able to obtain a sponsor but they pulled out of their Agreement and will not be renewing. Mr. Snook noted staff is actively seeking sponsorships for the Sport Ice Machine for the upcoming season.</p>	No Board Action.
Wi-Fi in Parks Installation Update	<p>Supporting documentation (see pages 90-91.) Ms. Culbertson reported the Addendum to the Agreement for free WiFi at Longview is still pending. She is still trying to get the two groups at Charter to communicate with one another to move forward with the billing and business services components of the project. No questions or discussion.</p>	No Board Action.
NEW BUSINESS		
Presentation of Citizen's Survey Results	<p>Mr. Snook explained the City of Lee's Summit periodically conducts surveys of its' citizens, with previous surveys being completed in 2004 and 2012. He referenced the summary report sent to the Board in mid-July, but wanted to highlight some of the information as it pertained to Lee's Summit Parks and Recreation, because the results were overwhelmingly complimentary of LSPR. He highlighted most of the results regarding amenities have increased in satisfaction each time the survey is given, which suggests we are listening to our community and reacting to those comments and desires.</p> <p>Some of the Board members highlighted the response regarding our registration process. Mr. Snook noted the ease of registration response does appear to be stagnant, and noted the RecTrac system has been in use by LSPR for the entirety of the surveys, and the system may be one of the challenges, however changing systems would be costly and very time consuming.</p> <p>Mr. Snook highlighted the comparison between Lee's Summit, KC Metro, select communities in the KC Metro area, and the United States, pointing out Lee's Summit's responses are consistently scored very well. He indicated staff would be conducting an analysis on what is being done differently in other KC Metro organizations regarding registration, because their satisfaction numbers are higher but he is aware a majority of the entities use the same system as LSPR.</p> <p>Mr. Snook noted our satisfaction ratings are consistently above median numbers, and are the highest of KC Metro agencies.</p> <p>He also pointed out the LS Illustrated ranked No. 1 overall when citizens were asked where they go for information about the City, not just parks. While it is likely they are primarily getting information about parks and recreation, this result does recognize the ongoing value of the print magazine to our organization and the community. He noted the importance of social media and e-news as well.</p> <p>Mr. Snook pointed out LSPR is the most frequently contacted department in the City overall, and also noted customer service satisfaction is extremely high.</p>	No Board Action.



	<p>Because LSPR is the most frequently contacted department, customer satisfaction is highly impacted by LSPR staff.</p> <p>He finally shared the Importance-Satisfaction Matrix, and explained the rankings and importance ratings. He noted this helps evaluate whether resources are being effectively allocated based on importance to the community.</p>	
2nd Quarter Security Report	Supporting documentation (see pages 92-94.) Ms. Chestnut stated there is nothing to share which is not outlined in the report, but she did note the Police Department has added a category to the report called "Broadcast" which is essentially a call in to the Police Department where a patron is uncomfortable by what is going on in the park but no laws are being violated.	No Board Action.
End of Activity Reports	Supporting documentation (see pages 95-115.) No questions or discussion.	No Board Action.
PATRON COMMENT REVIEW		
Supporting documentation (see pages 116-120.) No questions or discussion.		
MONTHLY CALENDARS		
Supporting documentation (see pages 121-123.) Mr. Snook reminded the Board of the NRPA Conference to be held September 23-25, 2019 in Baltimore, Maryland. Due to the dates, it will be necessary to reschedule the September Park Board meeting. Early Bird Registration is next week, and 3-4 staff and at least 2 Board members will be attending.		
STAFF ROUNDTABLE		
Mr. Snook advised the Board the target for a landfill project research trip will be August 21-23, 2019. It is expected staff will visit 3 facilities in Florida. He also noted Mount Trashmore in Virginia Beach, which will likely be a separate trip. He invited any Board members interested in joining staff to attend and asked to be notified by next week of any interest.		
BOARD ROUNDTABLE		
<p>Ms. McMillen had a friend comment on the Hartman Park Trailhead, noting it is now her favorite park.</p> <p>Mr. Huser asked about discounts at the pool when the temperature reaches a certain temperature. Mr. Snook explained the policy was revised several years ago. He did note the policy for facilities is for activities to be available at our locations for half price indoors during an excessive heat warning. The opportunity is marketed through several media.</p> <p>Mr. Huser asked whether the housing development behind Legacy Park to the east is in the City limits of Lee's Summit. He noted one of the residents was upset they were told they are not in the City. Staff explained the housing development off Colbern adjacent to Legacy Park is in unincorporated Jackson County and is not within the City limits, meaning the residents do not pay City or Parks taxes.</p> <p>Mr. Bivins noted his positive experience with his granddaughter's swim lessons at Longview Community Center.</p> <p>Ms. Aulenbach asked about Jamaican Jam's turnout. Ms. Price reported just over 900 patrons total and felt this was a good turnout given the weather. Ms. Aulenbach thanked staff and Board members for all their hard work especially in the summer business.</p> <p>Ms. Kelley noted Summit Waves looked great, and she and her friend acknowledged the hard work and efforts of the lifeguards, who appeared to be doing their jobs very well. Mr. Snook advised the Board Shelby Dawson, Aquatics Supervisor, hired 99 lifeguards before the season opened, and 92 are still employed. We believe this is due to a variety of factors, including some employee recognition efforts and better staff training and oversight with an additional staff member.</p> <p>Mr. Walker asked how long lock-ins have been held at Camp Summit. He noted his son was very excited about the opportunity. Mr. Snook reported the kids typically love it and it is a rite of passage for participants. Ms. Price noted there are 162 kids signed up for tomorrow night's lock-in.</p> <p>Mr. Binney received positive reviews of Legacy Blast and thanked everyone for their efforts in assisting.</p> <p>Mr. Binney also noted Phase 2 of the Rock Island Trail is proceeding north. He also indicated the Persels-Ward intersection is problematic. He noted there may be opportunities to improve this in the future. He also indicated there are grant funds available for the mile and a half to the south towards Hamblen Road.</p> <p>Mr. Morehead noted the Committees for the Board need to be reassigned. He explained as Treasurer, Mr. Bivins is the Chair of the Finance and Budget Committee and Ms. Aulenbach is the Chair of Personnel Committee. He asked whether there were any preferences on the part of Board members for assignments. Ms. Shepard, Ms. Kelley and Mr. Walker volunteered to remain on the Foundation Board. Mr. Huser indicated he is not available on Mondays and is generally unable to serve as Chair of the Youth Sports Association Committee. Ms. Shepard and Ms. McMillen volunteered to stay on the Personnel Committee. Ms. McMillen expressed interest in moving to the Budget Committee. Mr. Walker agreed to serve on the Budget Committee. Mr. Crawford will serve on the Youth Sports Association Committee and Ms. Kelley will serve as well. An updated roster will be prepared and will be provided to the Board in August.</p>		



OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

None.

MEETING ADJOURNMENT

Mr. Bivins 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 or its representatives and its attorneys and pursuant to Section 610.021 (13) of the Revised Statutes of the State of Missouri pertaining to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment to move into Closed Session; seconded by Ms. Kelley. Roll Call: Aye – President Morehead, Vice President Aulenbach, Treasurer Bivins, Ms. Kelley, Ms. McMillen, Mr. Walker, Mr. Huser, Ms. Shepard; Absent – Mr. Crawford. Regular Session adjourned.
--

Financial Outlook as of July 31, 2019



Fund	Fund Balance @ 7/31/19 (unaudited)
Gamber Community Center	\$ 514,084
Legacy Park Community Center	\$ 1,487,332
Longview Community Center	\$ (230,561)
Harris Park Community Center	\$ 611,397
Parks and Recreation	\$ 2,120,617
Summit Waves	\$ 378,034
Cemetery	\$ 1,328,686
Construction	\$ (1,853,194)
Park COP	\$ 705,965

Fund	MTD 7/31/19	Prior YTD Actual	Current YTD Actual	Approved FY20 Budget	Percentage of FY20 Budget
Gamber Community Center					
Revenue	\$ 39,920	\$ 36,951	\$ 39,920	\$ 471,216	8.47%
Expenses	\$ 27,387	\$ 34,829	\$ 27,387	\$ 425,728	6.43%
Income (Loss)	\$ 12,533	\$ 2,122	\$ 12,533	\$ 45,488	
Legacy Park Community Center					
Revenue	\$ 188,020	\$ 191,858	\$ 188,020	\$ 2,091,270	8.99%
Expenses	\$ 149,110	\$ 215,067	\$ 149,110	\$ 2,085,351	7.15%
Income (Loss)	\$ 38,910	\$ (23,209)	\$ 38,910	\$ 5,919	
Longview Community Center					
Revenue	\$ 58,646	\$ -	\$ 58,646	\$ 1,478,871	3.97%
Expenses	\$ 107,002	\$ -	\$ 107,002	\$ 1,362,821	7.85%
Income (Loss)	\$ (48,356)	\$ -	\$ (48,356)	\$ 116,050	
Harris Park Community Center					
Revenue	\$ 371,301	\$ 281,661	\$ 371,301	\$ 1,522,510	24.39%
Expenses	\$ 171,845	\$ 242,856	\$ 171,845	\$ 1,480,890	11.60%
Income (Loss)	\$ 199,456	\$ 38,805	\$ 199,456	\$ 41,620	
Parks and Recreation					
Revenue	\$ 70,589	\$ 73,823	\$ 70,589	\$ 3,688,631	1.91%
Expenses	\$ 236,911	\$ 413,112	\$ 236,911	\$ 3,615,723	6.55%
Income (Loss)	\$ (166,322)	\$ (339,289)	\$ (166,322)	\$ 72,908	
Summit Waves					
Revenue	\$ 253,019	\$ 181,479	\$ 253,019	\$ 761,472	33.23%
Expenses	\$ 100,797	\$ 143,930	\$ 100,797	\$ 674,345	14.95%
Income (Loss)	\$ 152,222	\$ 37,549	\$ 152,222	\$ 87,127	
Cemetery					
Revenue	\$ 13,783	\$ 9,183	\$ 13,783	\$ 208,885	6.60%
Expenses	\$ 8,840	\$ 14,003	\$ 8,840	\$ 204,873	4.31%
Income (Loss)	\$ 4,943	\$ (4,820)	\$ 4,943	\$ 4,012	
Construction					
Revenue	\$ 360,000	\$ -	\$ 360,000	\$ 4,435,000	8.12%
Expenses	\$ 163,481	\$ 716	\$ 163,481	\$ 5,600,110	2.92%
Income (Loss)	\$ 196,519	\$ (716)	\$ 196,519	\$ (1,165,110)	
Park COP Debt					
Revenue	\$ 393,649	\$ 426,846	\$ 393,649	\$ 4,183,807	9.41%
Expenses	\$ 374,583	\$ -	\$ 374,583	\$ 4,495,000	8.33%
Income (Loss)	\$ 19,066	\$ 426,846	\$ 19,066	\$ (311,193)	

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

	Previous Year-to-date July 2018	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	11,870	12,913	12,913	11,483	1,430	140,427
User Charges	1,027	16	16	50	(34)	465
Rentals	8,792	12,353	12,353	18,485	(6,132)	147,964
Interest	634	-	-	300	(300)	3,600
Other Revenue	42	54	54	-	54	3,760
Miscellaneous	3	1	1	-	1	-
Transfers In from Park COP	14,583	14,583	14,583	14,583	-	175,000
TOTAL REVENUES	36,951	39,920	39,920	44,901	(4,981)	471,216
EXPENDITURES						
Personnel Services	21,151	18,934	18,934	22,182	(3,248)	256,912
Other Supplies, Services and Charges	9,979	2,654	2,654	12,789	(10,135) ²	70,087
Repairs and Maintenance	149	1,003	1,003	2,867	(1,864)	11,350
Utilities	1,216	3,123	3,123	5,482	(2,359)	48,209
Capital Outlay	-	-	-	-	-	19,098
Interdepartment Charges	2,334	1,673	1,673	1,673	-	20,072
TOTAL EXPENDITURES	34,829	27,387	27,387	44,993	(17,606)	425,728
NET GAIN / (LOSS)	2,122	12,533	12,533	(92)	12,625	45,488

BEGINNING FUND BALANCE
ENDING FUND BALANCE

501,551 ¹

514,084

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

² A majority of the variance is related to Insurance Expense. The budget assumed Insurance Expense for the entire fiscal year would be paid in July, consistent with previous years. This payment has not been posted in the financial system at the time of this report. Also, there are favorable variances in Uniforms, Concession Supplies, Miscellaneous Equipment and Bankcard Fees.

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

	Previous Year-to-date July 2018	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Activity & Membership Fees	156,287	148,109	148,109	163,770	(15,661)	²	1,942,280
User Charges	356	191	191	620	(429)		3,170
Rentals	4,622	7,839	7,839	5,410	2,429		95,142
Interest	1,998	-	-	3,996	(3,996)		3,996
Other Revenue	1,050	306	306	120	186		3,306
Contributions	-	7,500	7,500	3,750	3,750		15,000
Miscellaneous	26	75	75	2	73		857
Transfers In	27,519	24,000	24,000	24,000	-		27,519
TOTAL REVENUES	191,858	188,020	188,020	201,668	(13,648)		2,091,270
EXPENDITURES							
Personnel Services	157,411	92,827	92,827	138,890	(46,063)	³	1,366,446
Other Supplies, Services and Charges	46,488	34,681	34,681	58,184	(23,503)	⁴	214,743
Repairs and Maintenance	9,127	4,230	4,230	7,836	(3,606)		96,478
Utilities	(2,228)	12,980	12,980	21,537	(8,557)		190,876
Capital Outlay	-	-	-	-	-		164,105
Interdepartment Charges	4,269	4,392	4,392	4,392	-		52,703
TOTAL EXPENDITURES	215,067	149,110	149,110	230,839	(81,729)		2,085,351
NET GAIN / (LOSS)	(23,209)	38,910	38,910	(29,171)	68,081		5,919

BEGINNING FUND BALANCE
ENDING FUND BALANCE

1,448,422 ¹
1,487,332

¹ Beginning Fund Balance is unaudited and subject to change.

² Revenue from Memberships and Activity Fees are running lower than anticipated in the budget. Staff has identified a trend in memberships that many patrons are cancelling their regular membership when they become eligible for their health care provider health plan. The facility has seen an increase in Health Plan payments. Revenue from Activity Fees related to personal training, massage therapy and swim lessons are also lower than anticipated in the original budget. Personal Training revenue has been impacted by turnover in personal trainers. The massage therapist position was switched from a contract employee to part-time LSPR staffing during FY19 and is in the process of rebuilding the massage program.

³ Variance exists in Full Time/Part Time Salaries and Worker's Compensation. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance. Also, the payroll accrual has not been posted at the time of this report. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. This payment has not posted in the financial system at the time of this report.

⁴ A majority of the variance is related to Insurance Expense. The budget assumed Insurance Expense for the entire fiscal year would be paid in July, consistent with previous years. This payment has not been posted in the financial system at the time of this report.

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

	Previous Year-to-date July 2018	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	-	55,642	55,642	93,655	(38,013) ²	1,344,793
User Charges	-	122	122	228	(106)	2,759
Rentals	-	2,920	2,920	8,930	(6,010)	129,430
Interest	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	1,032
Contributions	-	-	-	-	-	-
Miscellaneous	-	(38)	(38)	2	(40)	857
TOTAL REVENUES	-	58,646	58,646	102,815	(44,169)	1,478,871
EXPENDITURES						
Personnel Services	-	65,679	65,679	96,282	(30,603) ³	952,149
Other Supplies, Services and Charges	-	8,705	8,705	20,966	(12,261) ⁴	138,007
Repairs and Maintenance	-	1,774	1,774	1,971	(197)	47,120
Utilities	-	26,972	26,972	13,560	13,412 ⁵	169,935
Capital Outlay	-	-	-	9,150	(9,150)	9,150
Interdepartment Charges	-	3,872	3,872	3,872	-	46,460
TOTAL EXPENDITURES	-	107,002	107,002	145,801	(38,799)	1,362,821
NET GAIN / (LOSS)	-	(48,356)	(48,356)	(42,986)	(5,370)	116,050

BEGINNING FUND BALANCE

(182,205) ¹

ENDING FUND BALANCE

(230,561)

¹ Beginning Fund Balance is unaudited and subject to change. Note: the remainder of the \$1,650,000 renovation funds (approximately \$30,000) will be transferred to Fund 205 from Fund 327 once the renovation project has been closed and the final available funds are determined.

² Revenue from Memberships and Activity Fees are running lower than anticipated in the budget. The budget was created using Legacy Park Community Center budget numbers and taking a percentage to estimate the budget for Longview Community Center.

³ Variance exists in Full Time/Part Time Salaries and Worker's Compensation. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance. Also, the payroll accrual has not been posted at the time of this report. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. This payment has not posted in the financial system at the time of this report.

⁴ Variance exists in Full Time/Part Time Salaries and Worker's Compensation. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance. Also, the payroll accrual has not been posted at the time of this report. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. This payment has not posted in the financial system at the time of this report.

⁵ Variance in utilities is related to electricity running significantly higher than anticipated in the budget.

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

	Previous Year-to-date July 2018	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity Fees	244,184	275,655	275,655	387,690	(112,035) ²	1,108,689
User Charges	4,500	5,835	5,835	7,350	(1,515)	17,600
Rentals	4,623	9,271	9,271	13,444	(4,173)	164,124
Interest	518	-	-	-	-	-
Other Revenue	1,099	114	114	400	(286)	950
Contributions	13,445	21,075	21,075	21,500	(425)	208,475
Miscellaneous	13,292	59,351	59,351	12,500	46,851 ³	22,672
TOTAL REVENUES	281,661	371,301	371,301	442,884	(71,583)	1,522,510
EXPENDITURES						
Personnel Services	148,460	102,947	102,947	163,979	(61,032) ⁴	762,687
Other Supplies, Services and Charges	90,459	56,741	56,741	171,082	(114,341) ⁵	574,951
Repairs and Maintenance	679	822	822	3,632	(2,810)	27,287
Utilities	(1,871)	6,005	6,005	7,412	(1,407)	72,019
Capital Outlay	-	-	-	-	-	18,700
Depreciation	2,325	-	-	1,603	(1,603)	19,239
Transfers Out	3,519	3,519	3,519	3,519	-	3,519
Interdepartment Charges	1,610	1,811	1,811	1,811	-	21,727
TOTAL EXPENDITURES	242,856	171,845	171,845	351,435	(179,590)	1,480,890
NET GAIN / (LOSS)	38,805	199,456	199,456	91,449	108,007	41,620

BEGINNING FUND BALANCE
ENDING FUND BALANCE

411,941 ¹
611,397

¹ Beginning Fund Balance is unaudited and subject to change.

² Significant variances exist in Activity Fees for Camp Summit (\$20,000), Instructional Adult and Youth (\$21,000), and Legacy Park Amphitheater (\$73,000). The variance in Camp Summit is due to a difference in the budgeted weekly attendees vs the actual number of weekly attendees. Softball in the Instructional Adult program is running below budget. Youth Instructional programs running below budget include Young Rembrandts and Play-Well Lego classes. A majority of ticket sales at Legacy Park Amphitheater were budgeted in July but the ticketed events are actually in August this year.

³ A reimbursement payment of \$47,000 was received from KC Ince in July related to outstanding billings for utilities and shelter rentals from FY2019.

⁴ Variance exists in Full Time/Part Time Salaries and Worker's Compensation. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance. Also, the payroll accrual has not been posted at the time of this report. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. This payment has not posted in the financial system at the time of this report.

⁵ Favorable variance exists in Trips and Tours (\$38,800), Insurance Expense (\$6,200), Bankcard Fees (\$5,000), Miscellaneous Expense (\$8,500), and Professional Fees (\$52,300). Trips and Tours expense is related to the Camp Summit program. Bankcard Fees for July have not been posted at this time. The variance in Miscellaneous Expense is related to an anticipated loss for the operations at Lea McKeighan North last fiscal year; the final reconciliation and analysis is still underway. The variance in Professional Fees is related to the Amphitheater with the ticketed events anticipated in July but are scheduled in August. Also, the budget assumed Insurance Expense for the entire fiscal year would be paid in July, consistent with previous years. This payment has not been posted in the financial system at the time of this report.

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

	Previous Year-to-date July 2018	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Taxes	-	-	-	-	-	3,510,463
Fines & Forfeitures	871	1,141	1,141	1,417	(276)	17,000
Interest	3,354	-	-	417	(417)	5,000
Other Revenue	143	214	214	292	(78)	3,500
Contributions	-	49,973	49,973	308	49,665	80,977
Miscellaneous	4,816	11,719	11,719	4,069	7,650	47,024
Transfers In	64,639	7,542	7,542	7,542	-	24,667
TOTAL REVENUES	73,823	70,589	70,589	14,045	56,544	3,688,631
EXPENDITURES						
Personnel Services	258,471	138,742	138,742	203,497	(64,755)	1,939,649
Other Supplies, Services and Charges	130,137	35,875	35,875	137,606	(101,731)	958,788
Repairs and Maintenance	14,675	30,633	30,633	20,861	9,772	334,140
Utilities	(39)	12,788	12,788	11,952	836	143,425
Fuel & Lubricants	3,714	-	-	2,815	(2,815)	33,777
Capital Outlay	3,406	16,080	16,080	23,430	(7,350)	172,430
Interdepartment Charges	15,486	16,193	16,193	16,193	-	194,316
Reimbursement - Interfund	(12,738)	(13,400)	(13,400)	(13,400)	-	(160,802)
TOTAL EXPENDITURES	413,112	236,911	236,911	402,954	(166,043)	3,615,723
NET GAIN / (LOSS)	(339,289)	(166,322)	(166,322)	(388,909)	222,587	72,908

BEGINNING FUND BALANCE

2,286,939¹

ENDING FUND BALANCE

2,120,617

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

² The variance in Contributions-Parks is due to a payment from Lee's Summit Baseball Association for user fees and tournaments at Legacy Park. The amount was invoiced in FY19 per the agreement but received in early July.

³ Variance exists in Full Time/Part Time Salaries and Worker's Compensation. The favorable variance in Full Time/Part Time Salaries is due to a vacant FT Park Specialist position and less Part Time staff hired than anticipated. Also, the payroll accrual has not been posted at the time of this report. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. This payment has not been posted in the financial system at the time of this report.

⁴ Significant variances identified in Insurance Expense, Professional Fees, Asphalt, and Chemical Supplies. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. The budget assumed Insurance Expense for the entire fiscal year would be paid in July, consistent with previous years. This payment has not been posted in the financial system at the time of this report.

**SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending July 31, 2019**

	Previous Year-to-date July 2018	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Activity Fees	136,281	192,037	192,037	71,619	120,418	²	596,687
User Charges	35,499	51,948	51,948	35,772	16,176	³	122,327
Rentals	8,237	8,603	8,603	10,232	(1,629)		40,867
Interest	403	-	-	-	-		478
Miscellaneous	1,059	431	431	849	(418)		1,113
TOTAL REVENUES	181,479	253,019	253,019	118,472	134,547		761,472
EXPENDITURES							
Personnel Services	96,879	71,586	71,586	107,882	(36,296)	⁴	361,985
Other Supplies, Services and Charges	35,468	11,878	11,878	51,004	(39,126)	⁵	147,224
Repairs and Maintenance	1,380	733	733	2,400	(1,667)		32,550
Utilities	2,327	8,713	8,713	3,651	5,062		66,274
Interdepartment Charges	1,891	1,902	1,902	1,902	-		22,827
Capital Outlay	-	-	-	-	-		37,500
Transfers Out (To 200)	5,985	5,985	5,985	5,985	-		5,985
TOTAL EXPENDITURES	143,930	100,797	100,797	172,824	(72,027)		674,345
NET GAIN / (LOSS)	37,549	152,222	152,222	(54,352)	206,574		87,127

BEGINNING FUND BALANCE

225,812 ¹

ENDING FUND BALANCE

378,034

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

² The favorable variance is in Gate Receipts due to higher than anticipated daily visits during July.

³ Variance is in Concession sales due to higher attendance than anticipated in the budget.

⁴ Variance exists in Part Time Salaries and Worker's Compensation. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance. Also, the payroll accrual has not been posted at the time of this report. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. This payment has not posted in the financial system at the time of this report.

⁵ Variances in Insurance Expense, Professional Fees, Chemical Supplies, Concession Supplies, Bankcard Fees, and Furniture, Fixtures, and Equipment. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. The Bankcard Fees for July have not been posted at this time. The budget assumed Insurance Expense for the entire fiscal year would be paid in July, consistent with previous years. This payment has not been posted in the financial system at the time of this report.

Note: Construction settlement funds of \$13,180 are being held in an account on the balance sheet. As related repairs are identified, the funds are transferred from that account to reimburse repair costs.

**CEMETERY TRUST
FUND 204
Financial Report for the Month and Year Ending July 31, 2019**

	Previous Year-to-date July 2018	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Services	7,503	7,783	7,783	13,157	(5,374)	157,885
Sale of Property	-	6,000	6,000	3,500	2,500	42,000
Interest	1,680	-	-	750	(750)	9,000
TOTAL REVENUES	9,183	13,783	13,783	17,407	(3,624)	208,885
EXPENDITURES						
Personnel Services	7,228	3,196	3,196	7,114	(3,918)	56,918
Other Supplies, Services and Charges	4,013	2,333	2,333	10,389	(8,056)	102,197
Repairs and Maintenance	202	387	387	554	(167)	8,283
Utilities	23	234	234	333	(99)	4,000
Fuel & Lubricants	51	-	-	100	(100)	1,200
Interdepartment Charges	938	1,138	1,138	1,138	-	13,650
Transfers Out (To 026)	1,548	1,552	1,552	1,552	-	18,625
TOTAL EXPENDITURES	14,003	8,840	8,840	21,180	(12,340)	204,873
NET GAIN / (LOSS)	(4,820)	4,943	4,943	(3,773)	8,716	4,012

BEGINNING FUND BALANCE	<u><u>1,323,743</u></u> ¹
ENDING FUND BALANCE	<u><u>1,328,686</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.

**CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending July 31, 2019**

	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Interest	-	-	-	-		-
Contributions	-	-	-	-		115,000
Transfers from Fund 410	360,000	360,000	360,000	-		4,320,000
TOTAL REVENUES	360,000	360,000	360,000	-		4,435,000
EXPENDITURES						
Interest Expense	-	-	5,843	(5,843)		70,110
Additions to Const in Progress	163,481	163,481	460,833	(297,352)	^{2, 3, 4}	5,530,000
TOTAL EXPENDITURES	163,481	163,481	466,676	(303,195)		5,600,110

BEGINNING FUND BALANCE	(2,049,713) ¹
ENDING FUND BALANCE	<u>(1,853,194)</u>

¹ **Beginning Fund Balance** is unaudited and subject to change. The Fund Balance is negative due to the purchase of the Longview Community Center in September 2018 for \$4.1 million.

² Funding for proposed projects in the FY20 budget include:

	Approved - FY20 Budget
Arts in Parks	\$ 10,000
Summit Park Renovations (total project estimate \$1,700,000)	375,000
Lowenstein Park Improvements	515,000
Wave Pool at Summit Waves (total project estimate \$5,110,000)	4,580,000
Pleasant Lea Park Improvements (total project estimate \$400,000)	50,000
Total	<u>\$ 5,530,000</u>

**PARKS COP DEBT
FUND 410
Financial Report for the Month and Year Ending July 31, 2019**

	Month-to-Date July 2019	Year-to-Date July 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Taxes	393,649	393,649	348,150	45,499	²	4,347,857
EATS	-	-	(14,171)	14,171	²	(170,050)
Interest	-	-	500	(500)		6,000
TOTAL REVENUES	393,649	393,649	334,479	59,170		4,183,807
EXPENDITURES						
Transfers Out-Interfund-Loan	-	-	-	-		820,000
Transfers Out-Gamber Center	14,583	14,583	14,583	-		175,000
Transfers Out-Construction Fund	360,000	360,000	360,000	-		3,500,000
TOTAL EXPENDITURES	374,583	374,583	374,583	-		4,495,000
NET GAIN / (LOSS)	19,066	19,066	(40,104)	59,170		(311,193)

BEGINNING FUND BALANCE	<u>686,899</u> ¹
ENDING FUND BALANCE	<u><u>705,965</u></u>

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

² See separate Sales Tax Report included in this packet.

MEMORANDUM



Date: August 13, 2019

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II - Administration

Re: Sales Tax Update – August 2019

August sales tax proceeds total \$275,730, which is 76.1% of the monthly projection. Given the unpredictable cutoff of remittance at the State of Missouri, the monthly budget has been spread evenly throughout 2020. Year-over-year actual receipts totaled \$30,288 less than the receipts through August 2018. For the August 2018 report, information regarding the top 15 remitters for the current month or prior months was not available; therefore, it is unknown whether the receipts in August 2018 included prior months.

For the month of August 2019, 9 of the top 15 remitters were included along with 3 of the top 15 from the previous month. At the end of each quarter, retailers have until the end of the following month to remit their sales tax to the state. The EATs data for the month of August 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.

Cumulative Balance Through FY 2019	68,025,161	68,391,160	365,999
FY 2020			
YTD Balance Forward - Sales Tax	362,321	393,649	31,328
YTD Balance Forward - EATs	(14,170)	(17,962)	(3,792)
Sales Tax Receipts - August 2019	362,321	275,730	(86,591)
EATs - August 2019	(14,170)	-	14,170
YTD Balance - Sales Tax	724,642	669,380	(55,262)
YTD Balance - EATs	(28,340)	(17,962)	10,378

LIFE-TO-DATE DATA BY SALES TAX

Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	4,989,843	4,986,331	(3,512)
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: August 22, 2019
To: David Dean, Superintendent of Recreation Services II
From: Michael Hedrick, Community Center Manager II
CC: Joe Snook, Administrator of Parks and Recreation
Re: Great Beginning Event Dates School year 2019-2020

The Memorandum of Understanding with the R7 School District requires them to provide a list of programs and events to LSPR each school year. The district is requesting approval from LSPR to have the following special events and programs for the Great Beginning's Early Childhood Program from August 2019- May 2020. These events may cause additional traffic into the park. A list of all events can be found on Attachment A.

After reviewing the 2019-2020 event schedule, staff does not feel these events will cause any issues with parking or the need for additional staffing to accommodate patrons at Legacy Park Community Center.

Proposed Motion: I move that we approve the special events and programs for the Great Beginnings Early Childhood Program for the 2019-2020 school year as outlined on Attachment A.

2019 - 2020 GBEEC/PAT On-Site Calendar of Events

No School on Fridays

**Dates of special events are subject to change

Date	Students affected	Activity	Estimated Attendance	Notes
Aug 23-Fri	ALL	Popsicles in the Park 9:30-11:30	50+	GBEEC/Head Start
Sept 10 - Tues	ALL	Love and Logic Parenting Series - TBD	40-60 est.	Evening
Sept. 13 - Fri	ALL	Family Yoga	40-60 est.	9 am - 11 am
Sept 20 - Fri	ALL	Back to School Concert @ Legacy Amphitheater 6:30 p.m.	50+	6:30 pm - 7:30 pm
Sept 26 - Thur		Conscious Discipline - Routines and Rituals	40-60 est.	6:30 pm - 8:30 pm
Oct. 24 - Thur	ALL	Sleep Presentation - Parent Only Event	50+	6:00 pm - 7:00 pm
Oct 31 - Thur	ALL	Halloween Parade Information for school events will come closer to the date	50+	ALL
Nov 14 - Thur	ALL	Game Night/BlockFest at Great Beginnings	50+	6:00 pm - 8:30 pm
Nov 25 - Mon	ALL	Special Friends Day	50+	Day
Jan.	ALL	Children and Technology - LS Physicians Group	40-60 est.	Night - TBD
Feb.	ALL	February Frolics Baby Olympics	40-60 est.	Day - TBD
Feb.	ALL	Taming Temper Tantrums with Conscious Discipline	40-60 est.	Night - TBD
Feb 13 - Thur	ALL	Playdough with Pals	50+	Day - TBD

Feb 20 - Thurs	ALL	Taming Temper Tantrums with Conscious Discipline	40-60 est.	6:30 pm - 8:00 pm
March	ALL	STEAM Night	50+	5:00 pm - 7:00 pm
April	ALL	Sensory Made Simple Parent Event	40-60 est.	Night - TBD
May 19 - Tues	ALL	Family Picnic at GBEEC	50+	11:30 am - 1:00 pm

MEMORANDUM



Date: August 21, 2019

To: Joe Snook, CPRP
Administrator

From: Ryan Gibson, CPRP
Harris Park Community Center Manager

Re: Lea McKeighan North/Summit Ice FY20 Budget

Background

Last year, the first year of operations of Lea McKeighan North and Summit Ice were contracted to KCIce Management Company. At the conclusion of the first year of the agreement, Lee's Summit Parks & Recreation elected to not renew the agreement and took over operations in late May, following the Board's approval of the FY20 Budget.

At the time of the transition of management responsibilities, Lee's Summit Parks & Recreation had not created a budget for FY20 that was representative of LSPR managing the operations. The approved FY20 budget assumed KCIce would continue serving as the management company. When it was determined LSPR would take over management responsibilities, the Board was advised a Budget Amendment would be forthcoming which would address revenue and expenses for the facility for FY20.

LSPR evaluated the FY19 pro forma provided by KCIce as well as the actual results provided by KC Ice for the contract period, and further evaluated how the facility was managed. From this evaluation, Staff prepared its' proposal for ongoing operations. Initially, two separate budgets were created over the span of May-July. First, a summer season (Lea McKeighan North) budget and then a winter season (Summit Ice) budget.

The two seasons have been merged to establish one FY20 budget request for the operations during the summer and winter season.

In order for the revenues and expenses to be incorporated into LSPR's overall FY20 budget, it is necessary for the Board to approve an amendment. The operating revenues and expenses will be allocated to Harris Park – Fund 530, and will be listed under the Lea McKeighan program.

The attached spreadsheet represents the amendments proposed, and reflects total projected operating revenues of \$242,602.00 and expenses of \$190,461.14, resulting in a projected net revenue of \$52,140.36. These projections were established based on LSPR's confidence in best-practice management of all expenses, with emphasis on part-time staffing; and LSPR's ability to generate revenue through special events and programming. LSPR also believes that greater revenue can be generated with better weather that does not result in multiple facility closings during the Summit Ice season. It should be noted the FY19 Actuals provided in the spreadsheet reflect the numbers provided to LSPR by KC Ice, which have not yet been fully audited or approved by LSPR as actual losses from first year operations.



Additionally, in May 2019, the Park Board approved a modification to the Part Time Pay Plan to incorporate two (2) new positions to staff Lea McKeighan North during summer operations. As staff has now completed its' full year management plan and pro forma, the need for two (2) additional part time positions has been identified: and Assistant Facility Manager and a Skate Monitor. These positions have been incorporated into the FY20 Part Time Pay Plan and the pay for each position has been established consistent with similar positions in the organization based upon responsibilities and minimum requirements.

Staff Recommendation

Staff recommends approval of Amendment No. 1 to the Lee's Summit Parks and Recreation Budget and the inclusion of two (2) new positions to the Part Time Pay Plan for FY20.

Motion

I move to approve Amendment No. 1 to the Lee's Summit Parks and Recreation Budget for FY20 to incorporate revenues and expenses for the operations of Lea McKeighan North and Summit Ice as well as the inclusion of two (2) new positions to the FY20 Part Time Pay Plan for operations of Lea McKeighan North.

Summary

Fund: 53084200081- Lea McK N/Summit Ice

Revenues	FY20 Request	FY 19 Budget	FY19** Actuals	NOTES
4105-0-Penalty/Interest Other		-	-	
4305-0-Contributions-Other		-	-	
4414-0-AF-Summit Ice	183,397		158,190	Better weather/more opertaing days and hours for Summit Ice
4415-0-Instructional-Youth		-	-	
4416-0-Instructional-Adult		-	-	
4417-0-AF-Safety Town		-	-	
4421-0-Gate Receipts		-	-	
4422-0-Membership Fees		-	-	
4442-0-Shelter/Rink Rentals	23,550	-	10,367	LSPR anticipates more rink rentals
4446-0-Other Revenue		-	-	
4447-0-Other Revenue Taxable		-	-	
4504-0-Pro Shop Sales	6,966	-	2,509	
4505-0-Concessions -Summer	8,879	-	20,502	KCIce sold shaved ice; LSPR considering in future
4600-0-Interest On Investments		-	-	
4601-0-Mark to Market Adjustment		-	-	
4705-0-Concessions-Winter	19,810		13,512	
4710-0-Contributions-Programs		-	-	
4711-0-Contributions-Sponsors/Private Donations		-	25,000	
4716-0-Refunds & Reimbursements		-	-	
4717-0-Discounts Earned		-	-	
4718-0-Cash Over(Short)		-	-	
4800-0-Sale Of Prop-Personal		-	-	
5101-100-Trans From General Fund		-	-	
5101-200-Trans From Park Fund		-	-	
7705-0-Discount Expense		-	-	
Revenue Summary	242,602	-	230,080	
Expenses				
4716-0-Refunds & Reimbursements		-	-	
7000-0-Salaries-Regular		-	105,730	
7001-0-Salaries-Part Time - Summer	12,920	-	16,060	
7001-0-Salaries-Part Time - Winter	72,470	-	22,979	
7002-0-Overtime		-		
7005-0-Holiday Worked		-		
7007-0-Duty Pay		-		
7008-0-Short Term Disability Pay		-		
7009-0-FICA-Employer		-	7,199	
7010-0-FICA-PT		-		
7011-0-Medicare Deduction		-		
7012-0-Clothing Allowance		-		
7013-0-Car Allowance		-	1,500	KCIce expense in May-July before being told not able to expense by LSPR
7014-0-Communication Allowance		-		
7015-0-Health/Dental Insurance		-	10,257	
7016-0-Health Insurance Rebate		-		
7018-0-Life Insurance		-	1,056	For KCIce-FUTA and SUTA not life insurance
7019-0-Worker's Compensation		-	2,062	
7020-0-Disability Insurance		-	9,772	For KCIce- liability insurance, not disability
7021-0-Unemployment Insurance		-		
7022-0-Work Comp Employer Suplmt		-		
7023-0-Retirement-Lagers		-		
7200-0-Advertising Expense	4,860	-		

	FY20 Request	FY19 Budget	FY19 Actuals**	
7201-0-Organizational Dues		-		
7202-0-Subscript To Periodicals		-		
7203-0-Insurance Expense	-	-		
7205-0-Postage Expense	-	-		
7206-0-Printing Expense	-	-		
7207-0-Professional Fees Expense	19,445	-		
7213-0-Rentals & Leases Expense	-	-		
7214-0-Uniform Rental		-		
7216-0-Trips & Tours	-	-		
7217-0-Employee Training Expense	-	-		
7218-0-Travel & Meeting Expense		-		
7220-0-Animal Expenses		-		
7221-0-Sanitation Services	1,560	-	1,668	
7223-0-Furn, Fix & Office Equip.	-	-		
7225-0-Miscellaneous Equipment	-	-	802	
7238-0-Damages And Claims Exp		-		
7246-0-Late Charge & Penalty		-		
7249-0-Consumable Tools	-	-		
7258-0-Telephone	-	-		
7259-0-Mobile Telephone Expense	-	-		
7268-0-Uniforms	1,031	-		
7270-0-Office Supplies	520	-	10,263	KCIce-includes office and business supplies
7271-0-Chemical Supplies		-		
7272-0-Computer Supplies	-	-		
7273-0-Janitorial Supplies	4,110	-		
7274-0-Concession Supplies - Summer	3,899	-	7,008	
7274-0-Concession Supplies - Winter	6,058	-	9,233	
7275-0-Meal Program Supplies		-		
7276-0-Recreational Supplies	16,370	-	15,402	
7277-0-Pro Shop Supplies	931	-	4,094	
7285-0-Bankcard Fees	-	-	22,173	KCIce-includes sales tax and CC fees
7288-0-P-Card unallocated		-		
7300-0-Maint & Repair-Bldgs	1,400	-	4,490	KCIce-includes all maint/repair
7301-0-Maintenance-Grounds	6,000	-		
7302-0-Maint & Repair-Other	1,250	-		
7306-0-Maint & Repair-Other Eq	-	-		
7401-0-Natural Gas	-	-		
7403-0-Electricity	35,162	-	35,756	
7407-0-Water/Sewer	2,475	-	2,414	
7600-0-Depreciation Expense		-		
7704-0-Miscellaneous Expense	-	-		
7705-0-Discount Expense		-		
7801-0-Interest Expense		-		
8000-0-Capital Asset	-	-		
8505-0Construction Contracts		-		
9000-0-ITS - Overhead	-	-		
9004-0-MERP Payment	-	-		
9101-200-Transfer To Park Fund		-		
9101-620-Transfer to ITS		-		
Expenses Summary	190,461.14	-	289,918	
NET	52,140.36	-	(59,838.00)	

***FY19 Actuals" represents numbers provided by KC Ice; these numbers have not been fully audited or accepted by LSPR as of the preparation of this document.



FY 2020 PART TIME PAY PLAN WITH BEGINNING HOURLY RATES BY DIVISION

DIVISION	POSITION	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
PARKS			
	Park Maintenance Worker	\$9.50	\$9.50
	Lead Park Maintenance Worker	\$10.50	\$10.50
LEGACY PARK COMMUNITY CENTER (LPCC)			
	Service Representative	\$9.00	\$9.85
	Facility Supervisors	\$11.00	\$11.25
	Custodian	\$8.60	\$9.45
	Gym/Weight Room Attendant	\$8.60	\$9.45
	Floor Trainers-Weight Room	\$10.00	\$10.00
	Child Care Attendant	\$8.60	\$9.45
	Lifeguard	\$8.75	\$9.60
	Head Lifeguard	\$10.50	\$10.75
	Swim Instructors I	\$8.75	\$9.60
	Swim Instructors II	\$8.85	\$9.75
	Private Swim Lesson Instructor (non-cert/cert)	\$8.60 - \$8.85	\$9.45 - \$9.75
	Swim Lesson Coordinator	\$13.50	\$13.50
	Fitness Instructors (Land)	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00	\$25.00
	HEED Instructor	\$10.00	\$10.00
	Massage Therapist	\$25.00	\$25.00
	RevUp Exercise Specialist	\$25.00	\$25.00
LONGVIEW COMMUNITY CENTER (LVCC)			
	Service Representative	\$9.00	\$9.85
	Facility Supervisors	\$11.00	\$11.25
	Facility Attendant	\$8.60	\$9.45
	Floor Trainers-Weight Room	\$10.00	\$10.00
	Child Care Attendant	\$8.60	\$9.45
	Lifeguard	\$8.75	\$9.60
	Head Lifeguard	\$10.50	\$10.75
	Swim Instructors I	\$8.75	\$9.60
	Swim Instructors II	\$8.85	\$9.75
	Private Swim Lesson Instructor (non-cert/cert)	\$8.60 - \$8.85	\$9.45 - \$9.75
	Swim Lesson Coordinator	\$13.50	\$13.50
	Fitness Instructors (Land)	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00	\$25.00
	HEED Instructor	\$10.00	\$10.00
	Massage Therapist	\$25.00	\$25.00
	RevUp Exercise Specialist	\$25.00	\$25.00

GAMBER CENTER			
	Facility Supervisors	\$9.50	\$9.95
	Floor Trainer	\$10.00	\$10.00
	Service Representatives	\$8.60	\$9.45
	Custodians	\$8.60	\$9.45
	Fitness Instructors (Land)	\$22.00	\$22.00
	Personal Trainer	\$25.00	\$25.00
SUMMIT WAVES			
	Welcome Desk/Food & Beverage Manager	\$10.75	\$10.75
	Assistant Facility Manager	\$13.50	\$13.50
	Head Lifeguard	\$10.50	\$10.75
	Lifeguard	\$8.75	\$9.60
	Service Representative	\$9.00	\$9.85
	Concession Attendant	\$8.60	\$9.45
	Deck Attendant	\$8.60	\$9.45
	Swim Lesson Coordinator	\$13.50	\$13.50
	Swim Instructors I (AM/PM)	\$8.75	\$9.60
	Swim Instructors II (AM/PM)	\$8.85	\$9.75
	Private Swim Lesson Instructor (non-cert/cert)	\$8.60 - \$8.85	\$9.45 - \$9.75
CAMP SUMMIT			
	Camp Manager	\$11.00	\$11.45
	Camp Nurse	\$20.00	\$20.00
	Assistant Camp Manager	\$9.50	\$10.45
	Camp Service Representative	\$8.60	\$9.45
	Counselor (camp, support & school break)	\$8.60	\$9.45
HARRIS PARK COMMUNITY CENTER			
	Facility Supervisor	\$9.50	\$9.95
	Service Representative	\$8.60	\$9.45
	Custodians	\$8.60	\$9.45
INSTRUCTIONAL (YOUTH AND ADULT)			
	Itty Bitty/Pee Wee Site Supervisor	\$8.60	\$9.45
	Hartman Park Site Supervisor	\$10.00	\$10.45
	Dance Instructor	\$15.00	\$15.00
	Itty Bitty and Pee Wee Instructors	\$8.75	\$9.45
	Kickball Referee	\$18.00	\$18.00
ATHLETICS			
	Basketball Referee I	\$13.00	\$13.00
	Basketball Referee II	\$15.00	\$15.00
	Basketball Referee III	\$18.00	\$18.00
	Basketball Referee IV	\$20.00	\$20.00
	Volleyball Official I	\$15.00	\$15.00
	Volleyball Official II	\$16.00	\$16.00
	Itty Bitty Instructor	\$8.75	\$9.45
	Itty Bitty Site Supervisor	\$8.60	\$9.45
	Scorekeeper	\$8.60	\$9.45
	Youth Instructor	\$20.00	\$20.00
AMPHITHEATER			
	Event Staff	\$8.60	\$9.45
LEA MCKEIGHAN NORTH/SUMMIT ICE			
	Facility Supervisor - Lea McKeighan North	\$9.50	\$9.95
	Service Representative - Lea McKeighan North	\$8.60	\$9.45
	Skate Monitor	\$8.60	\$9.45
	Assistant Facility Manager - Lea McKeighan North	\$13.50	\$13.50

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: July 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: FY20 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget ¹	Exp to Date	Variance ²	Status	Estimated Completion ³
Gamber Community Center Fund (201)					
Carpet Replacement	11,614			In progress	Dec-19
Treadmill Replacement	7,484			In progress	Dec-19
	-	-	-		
Legacy Park Community Center Fund (202)					
Cardio equipment replacement	32,000			In progress	Dec-19
Locker replacement	95,500			In progress	Jun-20
Exterior wood staining	36,605			In progress	Aug-19
	164,105	-	-		
Legacy Park Community Center Fund (202)					
Motorized Lobby Shades	9,150			In progress	Sep-19
Harris Park Community Center Fund (530)					
Exterior Wood Staining	18,700		18,700	In progress	Dec-19
	18,700	-	18,700		
Parks and Recreation Fund (200)					
Operations					
Kiosk for Park Ops	750				Oct-19
Holiday Lights- Howard Station Park	2,000				Oct-19
Ventrac Boom Sickle Mower	16,080	16,080	-	Complete	Aug-19
Asphalt	115,000			In progress	Oct-19
Legacy Park					
Legacy Lake Survey	6,600				Aug-19
Shade Structures for Tball	27,000				Nov-19
Legacy Wayfinding Blackwell Monuments	100,000			In progress	Dec-19
Asphalt	115,000			In progress	Sep-19
	363,600	-	-		
Summit Waves Fund (203)					
Palm tree replacement	37,500				May-20
	37,500	-	-		
Cemetery Fund (204)					
	-	-	-		
	-	-	-		
Capital Projects Fund (327)					
North Lea McKeighan Park Renovations	5,000,000	4,795,360	204,640	complete, minor skate park imp.	Sep-19
Summit Park Renovations	1,600,000	722,023	1,031,300	construction in progress	Nov-19
Howard Park Renovations	900,000	438,867	462,850	construction in progress	Nov-19
Hartman Park Trailhead (project managed with PW funding)	250,000	212,805	37,195	minor work to complete	Jul-19
Arborwalk Trail Expansion	20,000			In progress	Jun-20
	7,770,000	6,169,055	1,735,985		
	8,353,905	6,169,055	1,754,685		

¹ Budget amount established per Board Approval

² Variance is **TOTAL**

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) 2019-2020	Results to Date (for programs/events starting July 2019)
Fund 201 - Gamber Community Center			
Memberships			
<u>Resident Total</u>	July 19 - June 20		
Active Flex		2028	159
Annual		120	9
<u>Non-Resident Total</u>			
Active Flex		168	9
Annual		4	0
<u>Silver Sneakers Total</u>	July 19 - June 20	12,202	1,375
<u>Single Visit</u>	July 19 - June 20		
Discount		252	22
Regular		108	13
Facility Rentals			
Event Packages	July 19 - June 20	17	0
Gamber Package	July 19 - June 20	78	7
Outdoor Rentals	July 19 - June 20	6	4
Ballroom	July 19 - June 20	463	50
Class/Craftrooms	July 19 - June 20	941	80
Aerobics Room	July 19 - June 20	219	21
Programming			
Bingo	July 19 - June 20	2193	180
Lunch with Us	July 19 - June 20	320	0
Line Dance	July 19 - June 20	577	51
GCC All Inclusive (LPCC/Gamber Center/HPCC/LVCC)			
<u>Resident</u>			
Annual	July 19 - June 20	36	2
Flex	July 19 - June 20	1152	95
<u>Non-Resident</u>			
Annual	July 19 - June 20	2	0
Flex	July 19 - June 20	72	9
Fund 202 - Legacy Park Community Center			
Memberships			
<u>Resident</u>			
Annual	July 19 - June 20	1,763	1,634
Flex	July 19 - June 20	3,859	3,732
<u>Non-Resident</u>			
Annual	July 19 - June 20	299	443
Flex	July 19 - June 20	877	868
<u>Single Visit - Resident</u>	July 19 - June 20	23,136	2,498
<u>Single Visit -- Non-Resident</u>	July 19 - June 20	6,479	973
<u>Silversneakers</u>	July 19 - June 20	20,819	3,631
<u>Prime</u>	July 19 - June 20	176	19
<u>Renew Active</u>	July 19 - June 20	55	427
<u>Silver and Fit</u>	July 19 - June 20	127	62
90 Day Memberships			
Resident	July 19 - June 20	12	8
Nonresident	July 19 - June 20	3	8 31

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Facility Rentals			
<u>Birthday Party Packages</u>			
Resident			
Package A	July 19 - June 20	310	24
Package B	July 19 - June 20	62	5
Non-Resident			
Package A	July 19 - June 20	156	7
Package B	July 19 - June 20	9	2
<u>Community Rooms</u>			
Resident	July 19 - June 20	282	11
Non-Resident	July 19 - June 20		
<u>Court Rentals</u>			
Resident	July 19 - June 20	11	0
Non-Resident	July 19 - June 20	3	0
Lock-ins	July 19 - June 20	3	0
Pool	July 19 - June 20	2	0
<u>Free Park Amenities</u>			
SUP	July 19 - June 20	2969	1,474
Canoe	July 19 - June 20	854	347
Bikes	July 19 - June 20	1185	301
<u>Child Care</u>			
Drop In	July 19 - June 20	2491	240
Pass Card - Member	July 19 - June 20	152	24
Pass Card - Non-member	July 19 - June 20	9	2
Water and Land Aerobic Programming	July 19 - June 20	69,500	8068 (8.13.19)
Provide Miscellaneous Fitness			
Personal Training	July 19 - June 20	1760	141 (8.15.19)
LPCC Paid Group Fitness	July 19 - June 20	330	0
GCC Paid Group Fitness	July 19 - June 20	100	0
LPA Paid Group Fitness	July 19 - June 20	500	125 (8.15.19)
Massage Therapy	July 19 - June 20	100	26 (8.15.19)
RevUP	July 19 - June 20	245	12(8/13/19)
RevUP Reload	July 19 - June 20	134	46(8/13/19)
Healthy Eating Every Day (H.E.E.D)	July 19 - June 20	245	12(8/13/19)
Swim Lessons			
Swim Lessons	July 19 - June 20	859 Participants	110 (8.15.19)
<i>Fund 530 - Harris Park Community Center</i>			
Camp Summit			
Camp Summit Enrollment	Summer 2019	750 Enrollments	752 Enrolled
Camp Summit Enrollment	Summer 2020	750 Enrollments	0
Weekly Attendance	Summer 2019	440 Wkly Average	443 Weekly Avg
Weekly Attendance	Summer 2020	440 Wkly Average	
Offer School Break Camps			
School Break Camp Enrollment	Sept 19 - April 20	100	0
School Break Days	Oct 19 - April 20	575	0

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Recreation Center Operations		Run Time	
Gym Rentals	July 19 - June 20	240 Rentals	11 Rentals
Classroom Rentals	July 19 - June 20	300 rentals	16 Rentals
Entire Facility Rentals	July 19 - June 20	17 Rentals	0
Week Long Rentals	July 19 - June 20	2 Rentals	0
Open Gym	July 19 - June 20	2000 Participants	37 Participants
Summit Ice/Lea Mck North			
Public skate- Regular	Nov 19 - March 20	8150	0
Public skate - Regular	Nov 20 - March 21	8150	0
Public skate- Discount	Nov 19 - March 20	4800	0
Public skate - Discount	Nov 20 - March 21	4800	0
Pond hockey- Regular	Nov 19 - March 20	330	0
Pond hockey - Regular	Nov 20 - March 21	330	0
Pond hockey- Discount	Nov 20 - March 20	210	0
Pond hockey - Discount	Nov 20 - March 21	210	0
Skate with Santa (4)	December 19	400	0
Skate with Sanata (4)	December 20	400	0
Valentines Day Special	Feb 19.	150	0
Valentines Day Special	Feb 20.	150	0
Birthday Party Packages	Nov-March 19	50	0
Birthday Party Packages	Nov-March 20	50	0
Shelter Rentals	2019	120	96
Shelter Rentals	2020	70	
ATHLETICS			
Hartman Fields	July 19 - June 20	625 (rental hours)	78 (Rental Hours)
Adult Leagues			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Sept 19 - Oct 19	54	1
• Spring	Mar 20 - Apr 20	70	0
• Summer	June 20 - Aug 20	64	0
<i>Basketball -- Men's</i>			
• Fall	Jan 19 - Mar 20	19	0
• Winter	April 20 - June 20	15	0
• Spring	June 20 - Aug 20	15	0
• Summer	July 19 - Oct 19	20	12
<i>Volleyball -- Coed, Women's</i>			
• Fall	Jan 20 - Mar 20	36	0
• Winter	Mar 20 - May 20	36	0
• Spring	June 20 - Aug 20	36	0
• Summer I and II	July 19 - Jan 19	88	33/0
<i>Kickball</i>			
• Fall	Sept 19 - Nov 19	14	0
• Spring	Apr 20 - May 20	0	0
• Summer	June 20 - Aug 20	14	0
Adult Instructional-Athletics			
<i>Golf</i>			
• Adult Beginning	July 19 - June 20	20	0
<i>Tennis</i>			
• Outdoor Adult Beginning	July 19 - June 20	10	0
Youth Instructional-Athletics			
<i>Golf</i>			
• Youth Beginner	July 19 - June 20	30	6

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
<i>Tennis</i>			
• Rookies (Quikstart)	July 19 - June 20	30	9
• Youth Beginner	July 19 - June 20	65	18
Right Sized	July 19 - June 20	10	4
Youth Leagues			
Girl's Basketball	Nov 19 - Feb 20	300	9
Spring Youth Volleyball	March 20 - May 20	260	0
Fall Youth Volleyball	Sept 19 - Nov 19	280	123
Summer Youth Volleyball	June 20 - July 20	10	0
Winter Youth Volleyball	Jan 20-Feb 20	10	0

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Youth Special Events-Athletics			
Junior Triathlon	July 20		0
Youth Camps-Athletic			
Baseball Camp	June 20	15	0
Basketball Camp	July 19	15	4
Volleyball Camp	July 19	35	5
Indoor Soccer Camp	June 20	15	0
Tournaments			
Summer Classic Tennis Tournament	June 20		0
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
Ballroom, Swing, Latin Fund 201	July 19 - June 20 (Year-to-date count)	135	17
Photography Fund 201			
• Photography Classes	July 19 - June 20 (Year-to-date count)	37	1
First Aid/CPR			
CPR/AED	July 19 - June 20 (Year-to-date count)	50	25 Participants
First Aid	July 19 - June 20 (Year-to-date count)	40	6 Participants
BLS Healthcare Provider CPR	July 19 - June 20 (Year-to-date count)	40	6 Participants
CPR for Family and Friends	July 19 - June 20 (Year-to-date count)	50	11 Participants

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Youth Instructional			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 19 - Oct 19	80	9
• Basketball	Jan 20 - Feb 20	75	0
• Outside Soccer	April 20 - May 20	110	0
• T-Ball	June 20 - July 20	125	0
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 19 - June 20 (Year-to-date count)	10	8
• Itty Bitty Dancers	July 19 - June 20 (Year-to-date count)	56	4
Indoor T-Ball	July 19 - June 20 (Year-to-date count)	20	9
Instructional Basketball	July 19 - June 20 (Year-to-date count)	20	9
• Indoor Soccer	July 19 - June 20 (Year-to-date count)	25	11
• Itty Bitty Tumblers	July 19 - June 20 (Year-to-date count)	82	11
<i>Parties</i>			
Pint Size Parties	Sept 19 - April 20	34	0
Pint Size Playtime	Sept 19 - April 20	150	0
<i>Pee Wee Sports</i>			
• Flag Football	July 19 - June 20 (Year-to-date count)	25	6
• Basketball	July 19 - June 20 (Year-to-date count)	75	0
• Tumblers	July 19 - June 20 (Year-to-date count)	18	1
<i>Animal Wonders</i>			
• Workshop	July 19 - June 20 (Year-to-date count)	15	3
• Camps	July 19 - June 20 (Year-to-date count)	40	20
<i>First Aid</i>			
Kids First Aid	July 19 - June 20 (Year-to-date count)	20 participants	0 Participants
Babysitter Boot Camp	July 19 - June 20 (Year-to-date count)	100 participants	0 Participants
GCC Youth Instructional Fund 201			
Mad Science Classes	July 19 - June 20 (Year-to-date count)	45	6
Play-Well TEKnology Camps	July 19 - June 20 (Year-to-date count)	64	7
Youth Tech Camps	July 19 - June 20 (Year-to-date count)	47	1
Art Classes Fund 201			
Young Rembrandts Classes	July 19 - June 20 (Year-to-date count)	10	0
Young Rembrandts Camps	July 19 - June 20 (Year-to-date count)	15	0
GOT Art/Summit Art Classes	July 19 - June 20 (Year-to-date count)		
Acting			
Shakespeare Camp	July 20	15	0

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
All Ages- Instructional			
Horsemanship Classes			
· Beginning Horsemanship	July 19 - June 20 (Year-to-date count)	11	12
· Beginner Rider I	July 19 - June 20 (Year-to-date count)	6	1
· Beginner Rider II	July 19 - June 20 (Year-to-date count)	4	1
· Texas Tots	July 19 - June 20 (Year-to-date count)	5	2
· Texas Tots II	July 19 - June 20 (Year-to-date count)	0	1
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2020	475	15
Night Flight	June 2020	300 participants	0
Tour de Lakes	June 2020	900 participants	0
Unplug & Pedal	July 2020	150participants	7
Festivals			
Legacy Blast	July 3, 2018		
Jamaican Jam	July 2020	1000-1500	0
Blues and Jazz Fest	Aug. 2020	1000-1500	0
Folk Festival	June 2020	500-1000	0
Fund 200 - Parks and Recreation			
Administration			
Provide departmental Annual Report	Sept 2019	Jan-20	
Coordinate, edit and produce Lee's Summit Illustrated.	FY20	Spring, Summer/Fall, Winter Publications	Summer/Fall 2019 has been delivered
Park Operations			
Two annual inventories performed	Bi-annually		
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually		
Legacy Park Operations			
Maintain user group agreements	FY20		
City Grounds Maintenance			
Maintain Public Works MOU areas	FY20		

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Fund 203 - Aquatics			
Summit Waves			
Group Swim Lessons	July 19 - Aug 19	400 Participants	371 participants
Group Swim Lessons	May 20 - June 20	400 Participants	
Private swim parties	July 19 - Aug 19	12 parties	10 participant
Private swim parties	May 20 - June 20	4 Parties	
Junior Guard clinics	July 19 - Aug 19	14 participants	4 participants
Junior Guard clinics	May 20 - June 20	15 participants	
Public swim - Regular	July 19 - Aug 19	6,225 participants	4,597 participants
Public swim - Regular	May 20 - June 20	2,700 participants	
Public swim - Discount	July 19 - Aug 19	15,900 participants	19,307 participants
Public swim - Discount	May 20 - June 20	15,000 participants	
Twilight - Regular	July 19 - Aug 19	170 participants	344 participants
Twilight - Regular	May 20 - June 20	110 participants	
Twilight - Discount	July 19 - Aug 19	1,650 participants	2,869 participants
Twilight - Discount	May 20 - June 20	1,260 participants	
Season Pass Sales	July 19 - Aug 19	40 passes	25 Passes
Season Pass Sales	May 20 - June 20	1,109 passes	
<u>Group Promotions</u>			
Family Fun Nights (2)	July 19 - Aug 19	425 per event	242 per event
Family Fun Nights (1)	May 20 - June 20	280 per event	
Birthday Party Packages	July 19 - Aug 19	30 packages	12 packages
Birthday Party Packages	May 20 - June 20	27 packages	
Cabana Rentals	July 19 - Aug 19	37 packages	39 packages
Cabana Rentals	May 20 - June 20	24 packages	

MEMORANDUM



Date: August 28, 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, LSPR crews are working to replace the guardrail on the parking lot. We will keep the Board updated on the full completion of the project and prepare an end of project report for the September Board meeting.

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

MEMORANDUM



Date: August 28, 2019

To: Joe Snook
Administrator of Parks and Recreation

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

CC:

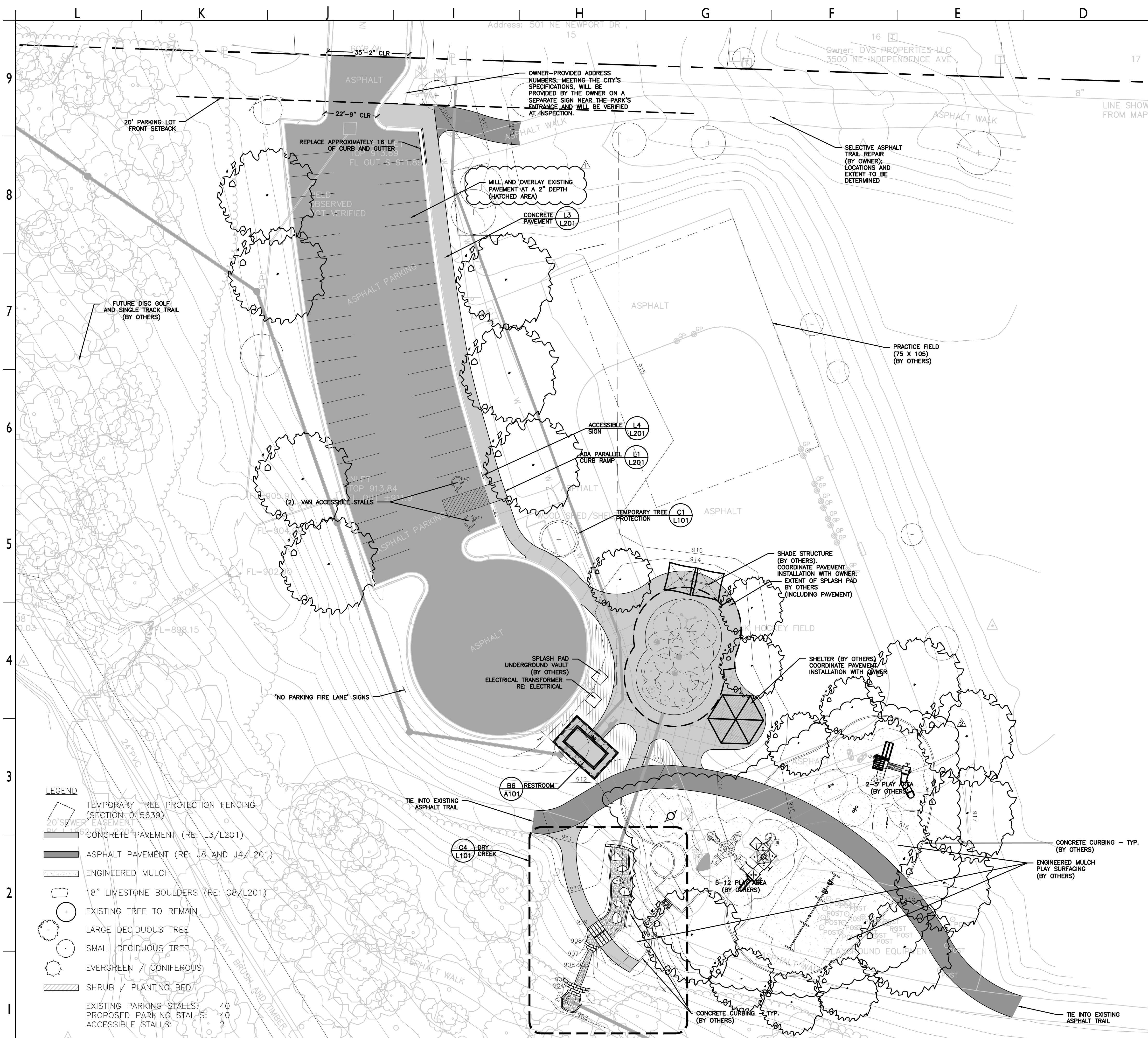
Re: Howard Park Improvements

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.

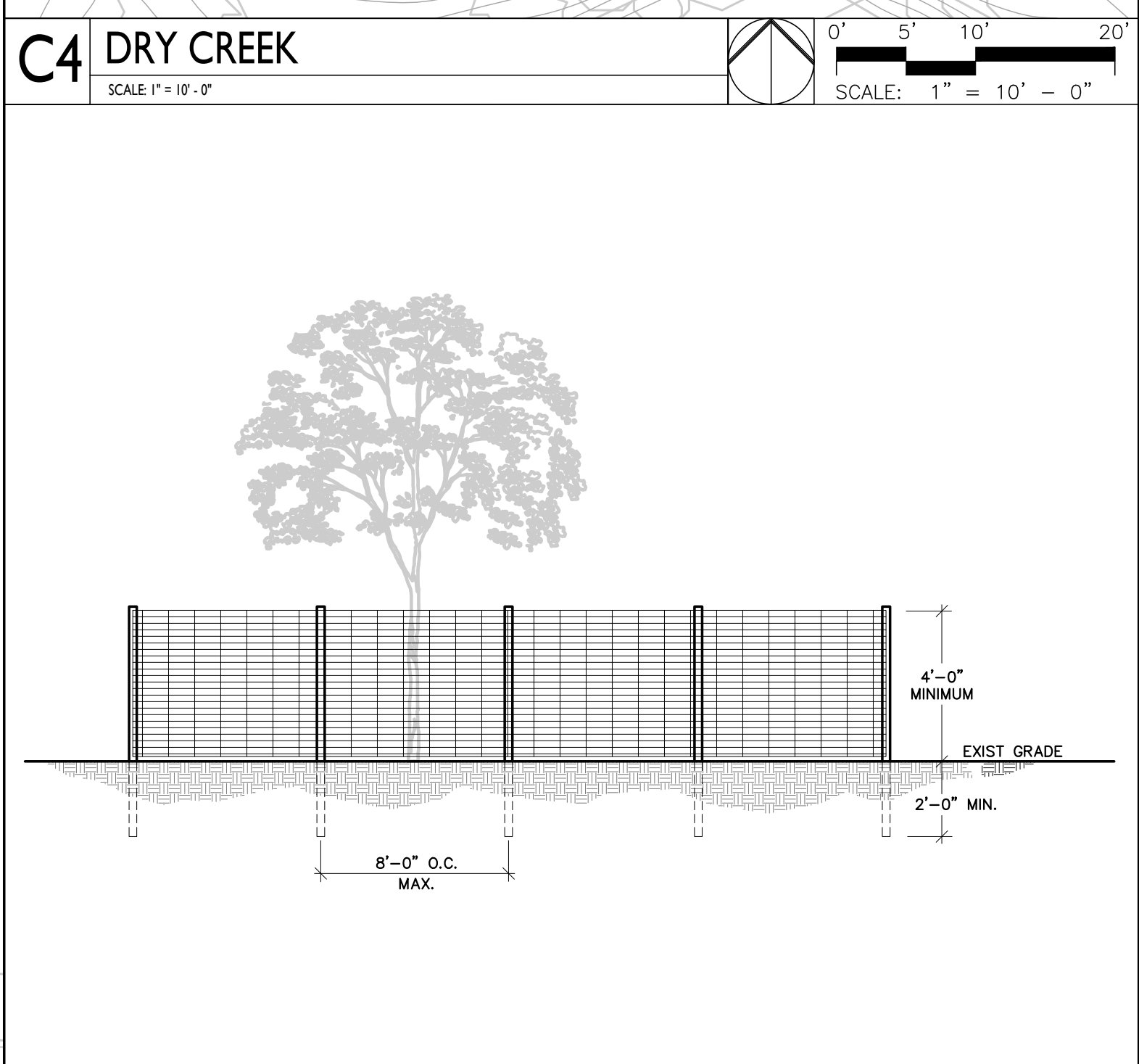
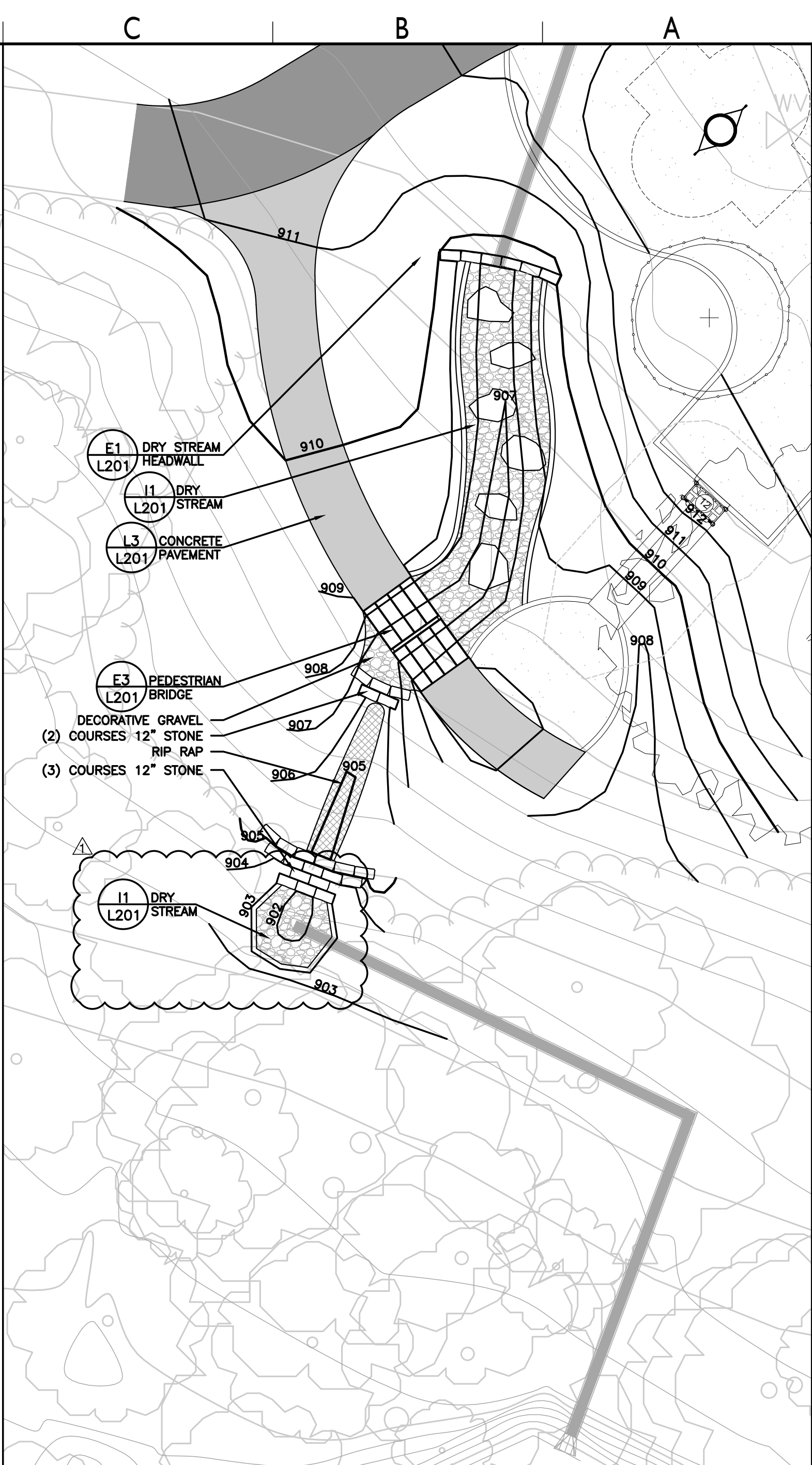
At the time of this report, the general contractor is installing utilities on site (water, sewer, storm drainage, electrical service) along with beginning construction on the restrooms. Portions of the playground equipment have been installed and splashpad construction is scheduled to begin towards the end of August.

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"



C1 TREE PROTECTION FENCING
NTS

INTEGRATING NATURE

AND ARCHITECTURE

BBN ARCHITECTS INC.
411 NICHOLS ROAD, SUITE 246
KANSAS CITY, MISSOURI 64112
VOICE: (816) 753-3550

COPYRIGHT ©
ALL RIGHTS RESERVED

STATE OF MISSOURI
PLA-2014031356

HOWARD PARK

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

LEE'S SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description
3/5/19	3/21/19	AML	ADDENDUM 02
3/21/19		AML	PROPOSAL REQUEST 01

PROJECT NO: 46632784

DRAWN BY: AML

CHECKED BY: SAB

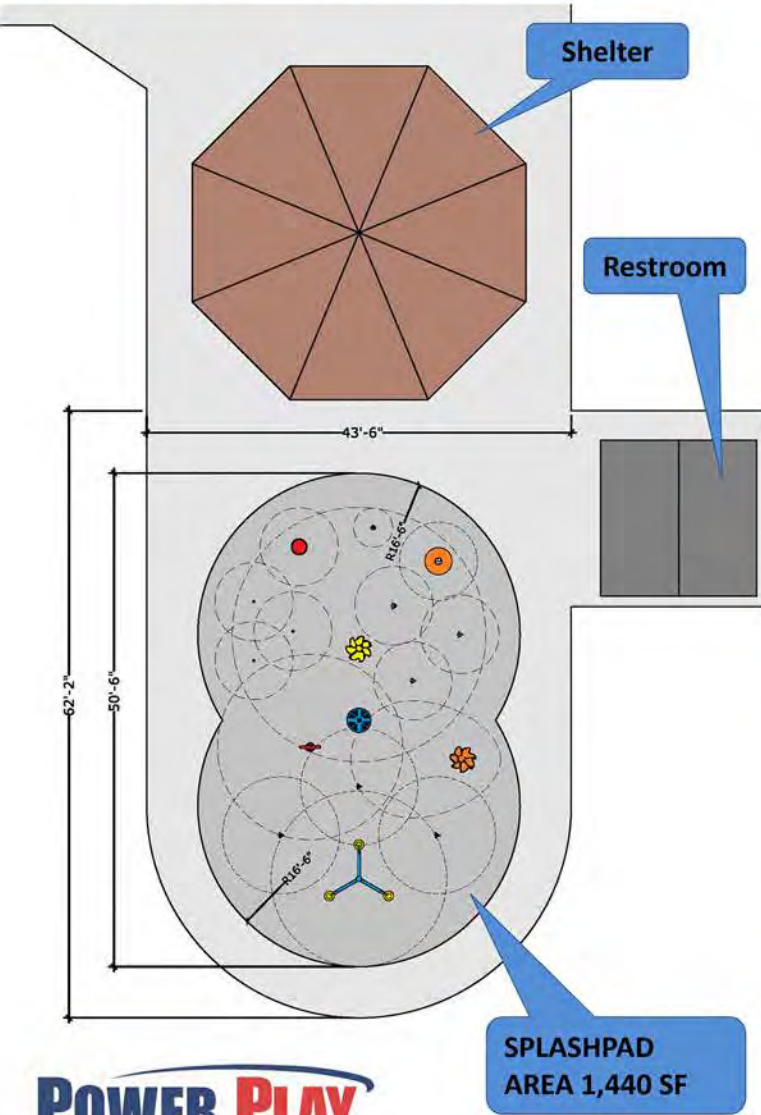
PLOTTING DATE: 02/15/2019

ISSUE DATE: 02/15/2019

SITE MATERIALS

L101

HOWARD PARK SPLASHPAD



POWER PLAY

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



Bucket Trio



Helio No2



(3) Fountain Spray No1



Bamboo Ring



Waterbug No1



Helio No3



Aqualien Flower No1



(3) Jet Stream No2



Water Jelly No1

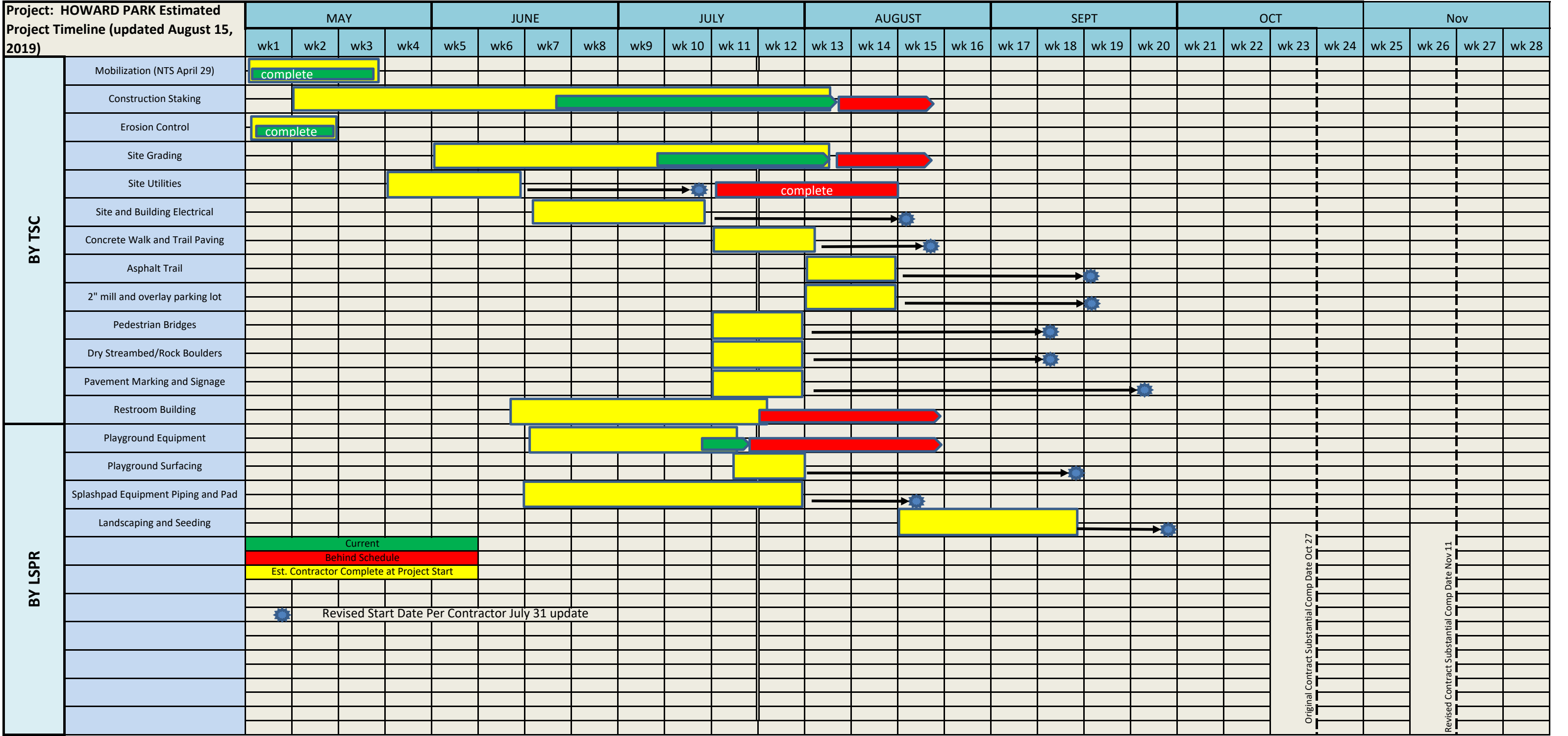


(3) Geyser

Project Name: Howard Park Improvements

15-Aug-19

Item		Park Board approved project budget \$900,000	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
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	\$ 54,355.50	\$ 25,327.50	\$ -	
	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.	\$ 299,775.03	\$ 30,388.26	\$ 269,386.77		
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	\$ 841,036.03	\$ 471,322.42			
		\$ -				
		\$ -				
	Adjusted Project Sub Total	\$ 841,036.03				
Budget	Total Park Board Approved Budget	\$ 900,000.00				
	Under/Over Budget w Actuals to Date	\$ (58,963.97)				
	Total Budget					
	Change Order #2 Approved date 7/30/19 adjusted General Construction Contract from \$306,000 to \$299,775.03					



MEMORANDUM



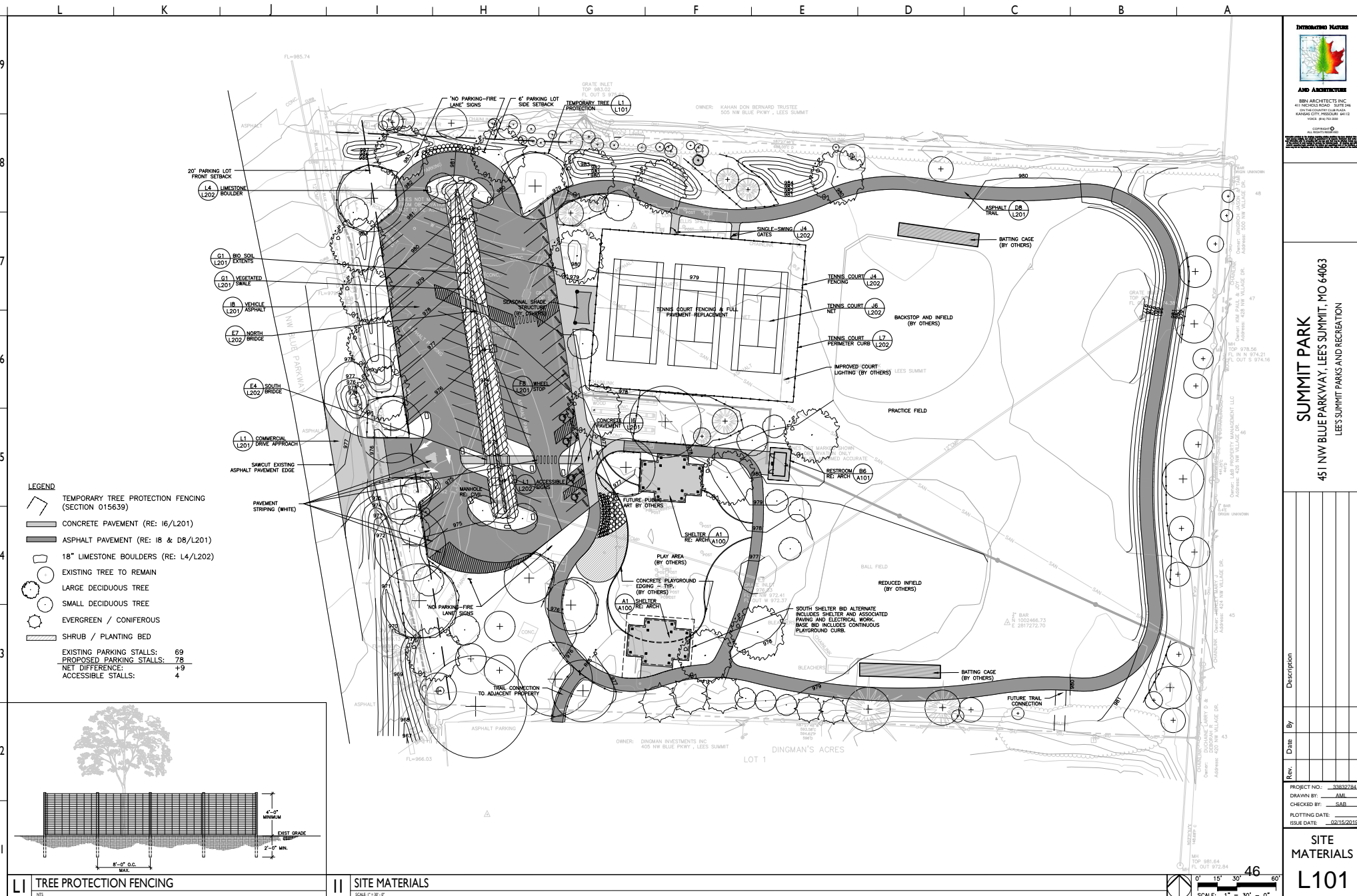
Date: August 28, 2019
To: Joe Snook
Administrator of Parks and Recreation
From: Steve Casey
Superintendent of Park Planning and Development
CC:
Re: Summit Park Renovation

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, the contractor has completed all of the underground utility work and is completing grading for the new shelters, parking lot, and trail. The restrooms have been framed in with rough in plumbing and electrical service. Paving on the parking lot, sidewalks, and trail should begin towards the end of August. Portions of the playground have been installed and staff is coordinating with the playground equipment vendors to schedule the remaining portions of equipment to go in.

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)



AND ARCHITECTURE

BBN ARCHITECTS INC.
411 NICHOLS ROAD SUITE 246
ON THE COUNTRY CLUB PLAZA
KANSAS CITY, MISSOURI 64112
VOICE: (816) 751-2550

Copyright ©
All Rights Reserved

SUMMIT PARK
445 J NW BLUE PARKWAY, LEE'S SUMMIT, MO 64063
LEE'S SUMMIT PARKS AND RECREATION

[illegible]

PROJECT NO.: 33832784
DRAWN BY: AML
CHECKED BY: SAR
PLOTING DATE: _____
ISSUE DATE: 02/15/2019

SITE MATERIALS

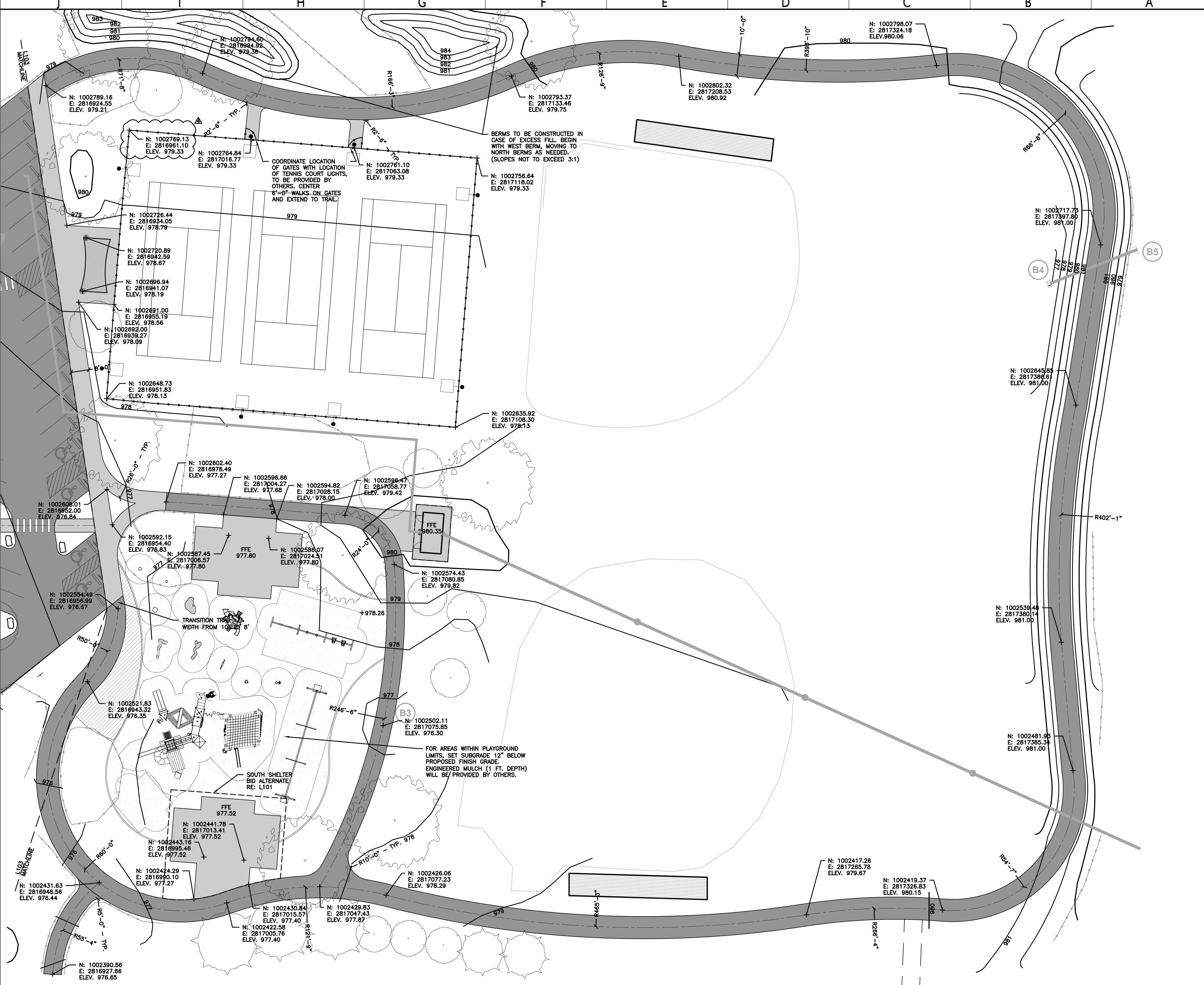
L101

LAYOUT / GRADING NOTES

FFE - FINISH FLOOR ELEVATION
TW - TOP OF WALL
BW - BOTTOM OF WALL
TC - TOP OF CURB
RIM - INLET ELEVATION
ME - MATCH EXISTING

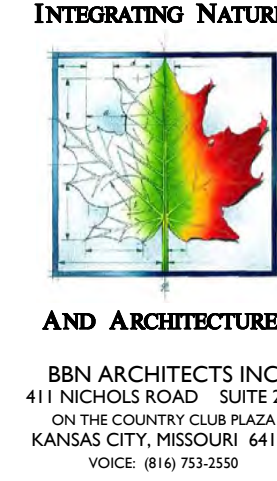
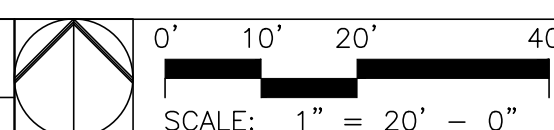
1. STAKE ALL COORDINATES SHOWN IN THE FIELD FOR OWNER REPRESENTATIVE'S REVIEW PRIOR TO CONSTRUCTING OF GIVEN ELEMENT.
2. LONGITUDINAL SLOPE ALONG LENGTH OF TRAIL SHALL NOT EXCEED 5%.
3. CROSS SLOPES FOR PEDESTRIAN PAVEMENTS SHALL BE 1.5% MAX.
4. ELEVATIONS REPRESENT TOP OF PAVEMENT WHERE APPLICABLE.
5. COORDINATE RIM ELEVATIONS SHOWN WITH CIVIL DRAWINGS.
6. CONTRACTOR TO CONFIRM MATCHING EXISTING ELEVATIONS.
7. WALLS SHALL HAVE A CONSISTENT TW ELEVATION, UNLESS OTHERWISE NOTED.

- 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



L1 SITE LAYOUT - EAST

SCALE 1" = 20' - 0"



COPYRIGHT ©
ALL RIGHTS RESERVED



SUMMIT PARK

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

LEE'S SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description
1	2/28/19	AML	ADDENDUM 01
2	3/21/19	AML	PROPOSAL REQUEST 01
3	5/22/19	AML	PROPOSAL REQUEST 02
4	6/18/19	AML	FIELD ORDER 01

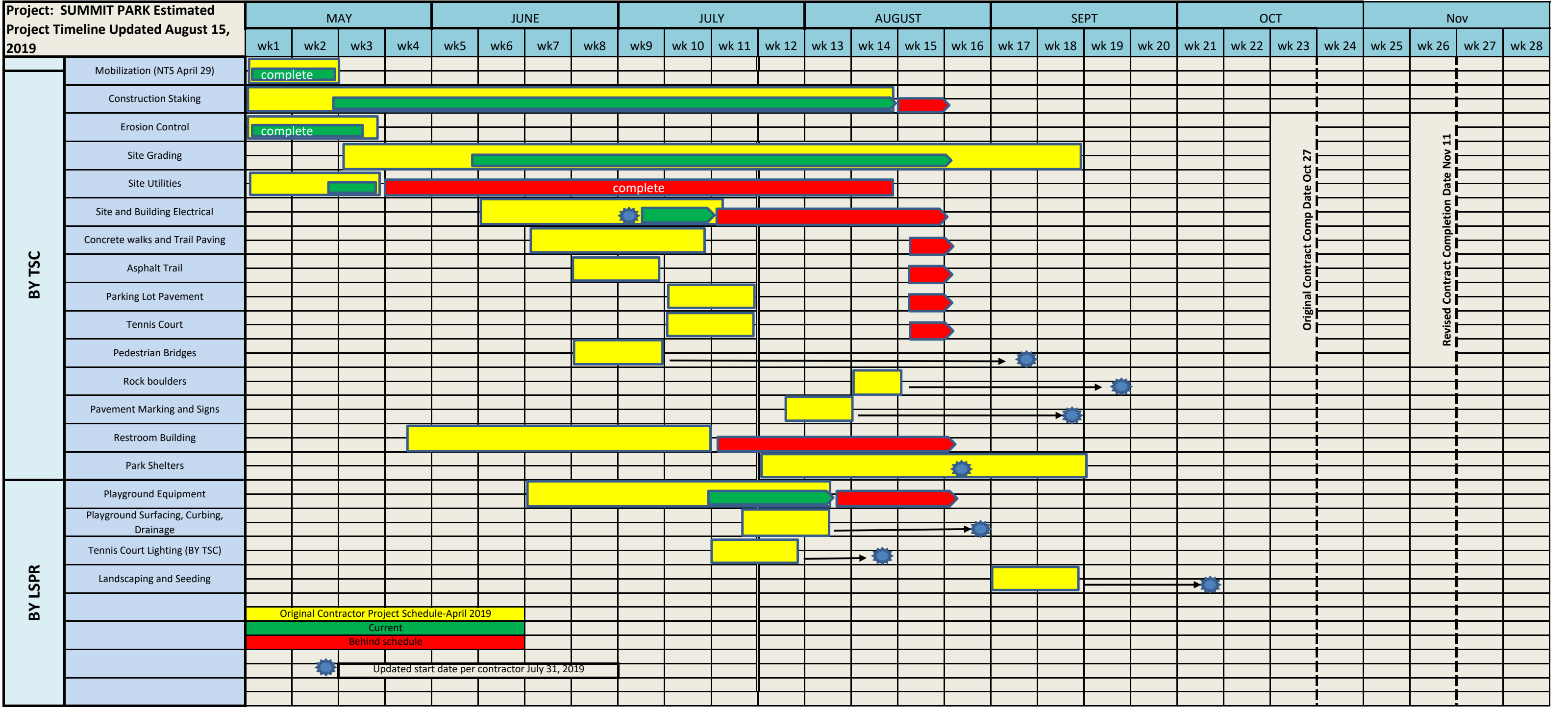
PROJECT NO.: 33832784
DRAWN BY: AML
CHECKED BY: SAB
PLOT DATE:
ISSUE DATE: 02/15/2019

SITE LAYOUT EAST L102

Project Name: Summit Park Improvements

15-Aug-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	\$ 35,855.14	\$ 9,144.86	\$ -	
	Architectural + Engineering Contract-BBN	\$ 107,603.00	\$ 86,511.00	\$ 21,092.00	\$ -	
	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	\$ 1,082,701.00	\$ 255,706.70	\$ 826,994.30		Base original contract amount \$1,068,535
Park Features and Structures	Tennis Court Shade Structure	\$ 12,000.00	\$ 11,052.45	\$ 947.55		by LSPR
	Playground equipment and install	\$ 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	\$ 1,766,401.00	\$ 839,081.89			
		\$ -				
		\$ -				
	Adjusted Project Sub Total	\$ 1,766,401.00				
Budget	Total Park Board Approved Budget	\$ 1,600,000.00				
	Supplemental from Ruiz Project (PB approved April, 2019)	\$ 100,000.00				
	Revised Project Total	\$ 1,700,000.00				
	Adjusted Project Under/(over) Budget	\$ (66,401.00)				
	Change Order #1 Approved date 7/30/19 adjusted General Construction Contract from \$1,068,535 to \$1,082,701					



MEMORANDUM



Date: August 28, 2019

To: Joe Snook
Administrator of Parks and Recreation

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

CC:

Re: Lowenstein Park Improvements

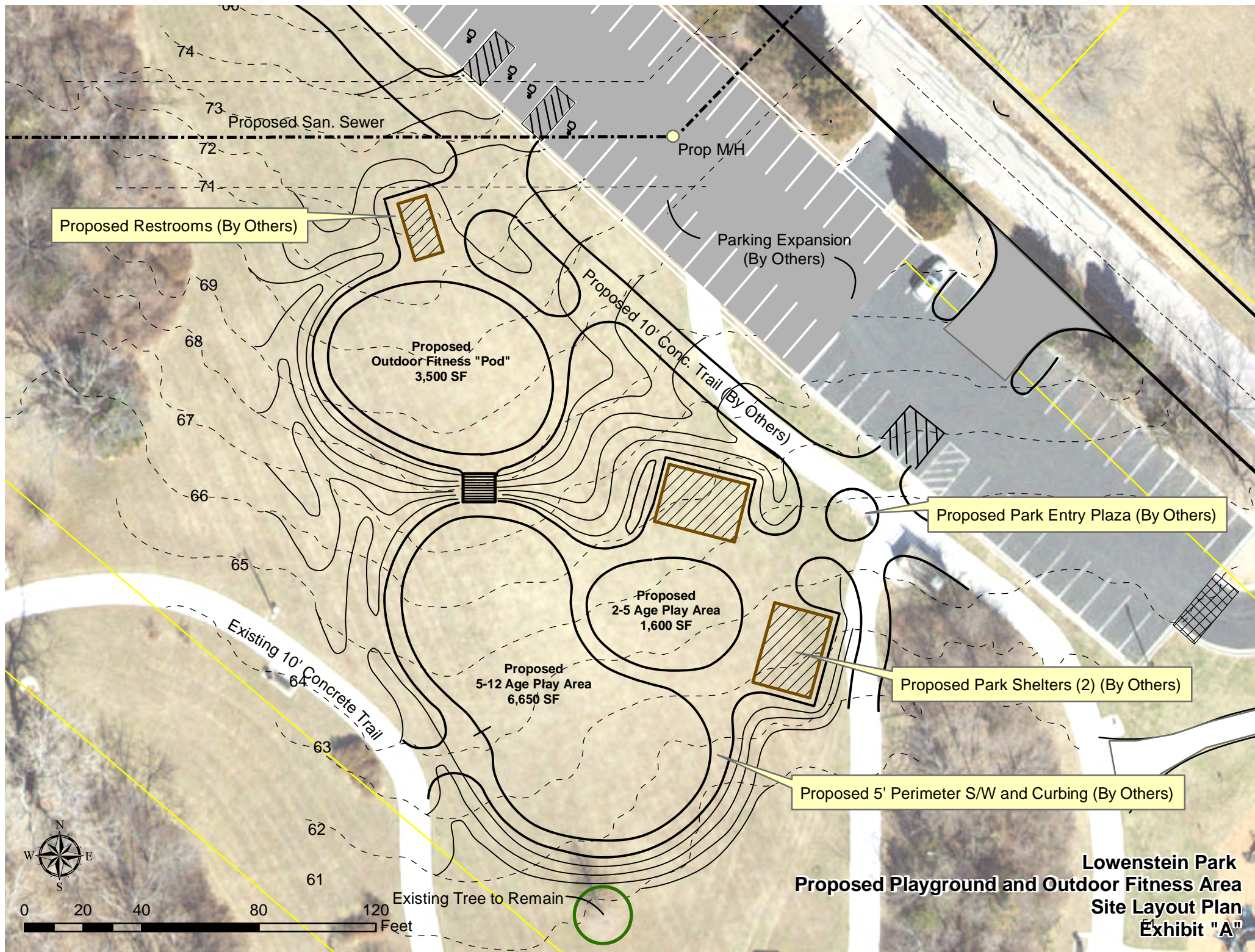
At the time of this report, significant work is underway on the Streets of West Pryor development project adjacent to Lowenstein Park with some tree clearing and demolition already occurring in the park on the extreme east end where the detention area/lake will be constructed.

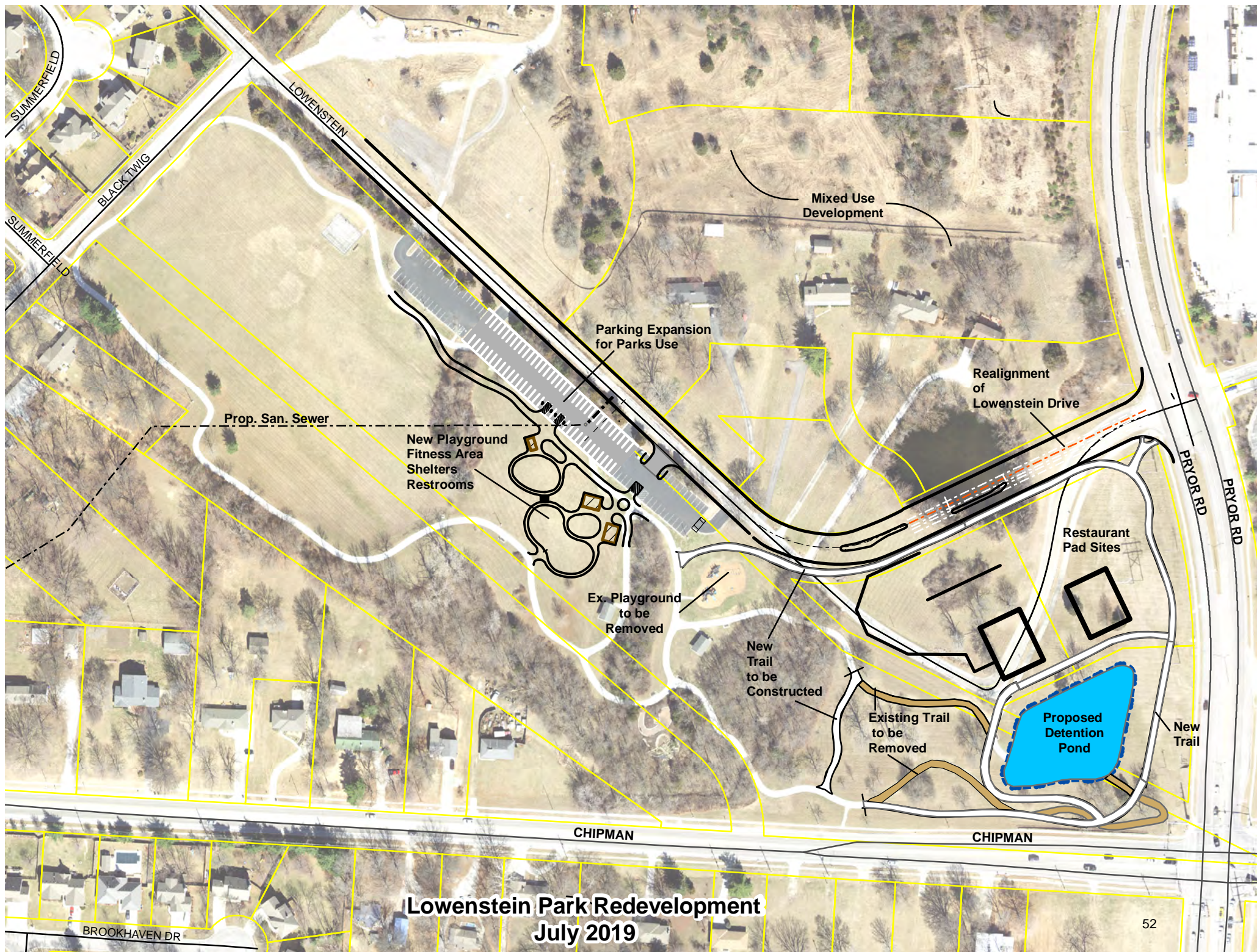
The recent closure of Lowenstein Drive has redirected traffic into the park from the west along Chipman Road and Black Twig Drive. Tree clearing and grading is complete along the old roadway right-of-way directly adjacent to the park to make way for street widening. Installation of the sewer line through the park is complete with access along the trail reestablished. There will continue to be minor disruption of park access, activities, and access to amenities however, staff is attending regular construction progress meetings and keeping park patrons informed via social media and website postings.

Attached is a timeline for the project as updated by the developer's contractor and LSPR's schedule for park renovation. The developer is evaluating the bids for the park improvements (restrooms, trails, lighting, parking expansion, landscaping) with a scheduled construction completion date of late September or early October. Rough grading and earthwork is almost complete on the stormwater detention pond on the east end of the park property.

Staff received 15 proposals for new playground equipment and nine proposals for outdoor fitness equipment and is in the process of evaluating these proposals with a final recommendation for approval coming forth at the September Park Board meeting.

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



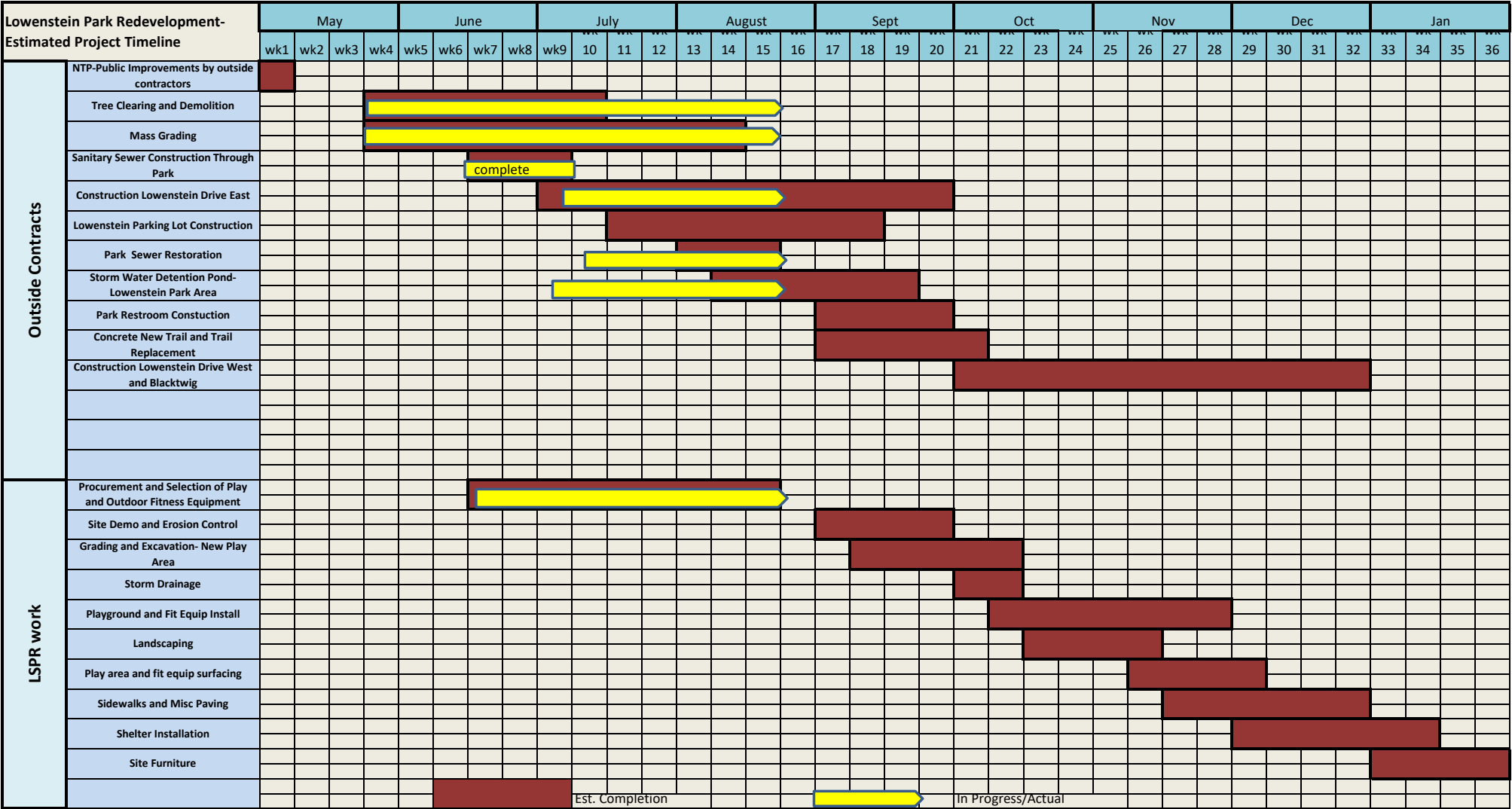


Lowenstein Park Redevelopment
July 2019

Project Name: Lowenstein Park Improvements

15-Jul-19

		Park Board approved CIP project budget \$400,000 plus \$115,000 contribution from developer		Variance Budget v Actual to Date	Estimated to Complete	
Item			Actual to Date			Notes
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits Architectural + Engineering	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
	Erosion Control/Tree Protection	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	
	Earthwork/Grading	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	
	Demolition of Existing Park Features	\$ 3,000.00	\$ -	\$ 3,000.00		ex. Playground, shelters
Site Utilities	Storm Drainage	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	
	Sanitary Sewer Connection		\$ -	\$ -	\$ -	by others
	Electrical	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	power from RR transformer to shelters
	Water Tap/Meter/Service		\$ -	\$ -	\$ -	by others
Paving	Concrete Walks and Curbs	\$ 50,000.00	\$ -	\$ 50,000.00		QCC estimate
	Asphalt-New Trail Construction	\$ -	\$ -	\$ -		by others
	Asphalt-Repair Trails	\$ -	\$ -	\$ -		by others
	Parking Lot Resurfacing	\$ -	\$ -	\$ -		by others
Park Features and Structures	Restroom Construction	\$ -	\$ -	\$ -		by others
	Shelters and Installation (2 total 750 sf each)	\$ 65,000.00	\$ 57,155.00	\$ 7,845.00		2 total pre fab, size TBD
	Playground Equipment and Install	\$ 225,000.00	\$ -	\$ 225,000.00		
	Playground surfacing and install	\$ 20,000.00	\$ -	\$ 20,000.00		
	Landscaping	\$ 20,000.00	\$ -	\$ 20,000.00		
	Site Furnishings	\$ 20,000.00	\$ -	\$ 20,000.00		df, benches, tables, trash
	Fitness Pod Equipment	\$ 65,000.00	\$ -	\$ 65,000.00		
	Fitness Pod Surfacing	\$ 20,000.00	\$ -	\$ 20,000.00		
		\$ -	\$ -	\$ -		
			\$ -			
	Subtotal	\$ 510,000.00	\$ 57,155.00			
	Design and Construction Contingencies	\$ 5,000.00				
	Adjusted Project Sub Total	\$ 515,000.00				
Budget	Total Park Board Approved Budget	\$ 515,000.00				



Est. Completion

In Progress/Actual

Memorandum

Date: August 16, 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 July 24, 2019 Park Board meeting, the Board awarded the construction of the wave pool project to B. Dean Construction, LLC. Since the July Park Board meeting, staff has been working with B. Dean Construction and Kimley-Horn on value engineering to maintain the project budget.

Two proposed value engineered items of note are still unresolved at this time; 1) a proposed credit for rock allowance (\$66,000) and, 2) a proposed storm water detention system substitution (\$52,845). These two proposed credits are valued at \$118,845. Until these items have been fully vetted, and determined to be in the best interest of LSPR, the notice to proceed is pending. Once LSPR and B. Dean Construction have agreed on all the value-engineered items and the contact amount, the notice to proceed will be given.

At this time, staff anticipates construction beginning in early to mid-September.

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

Staff will provide an update at the August meeting and continue to give the board monthly updates on the progress of this project.

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

Summit Waves Wave Pool
Project Timeline
Attachment A

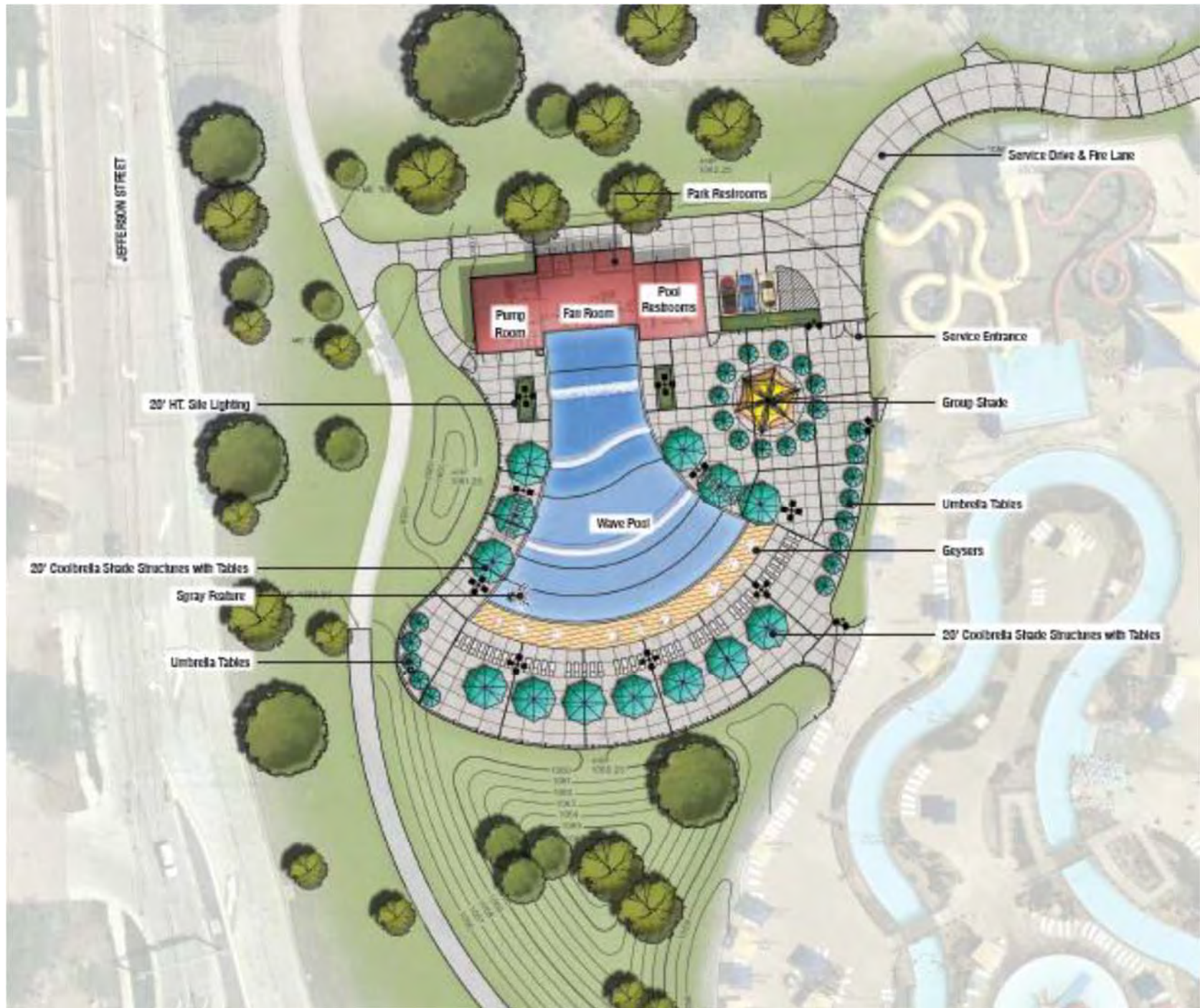
	2018				2019								2020							
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Construction Documents																				
Ongoing City Reviews																				
Bid Advertisement																				
Bid Review/Contract Award																				
Construction Phase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

Current

Estimated Completion

Behind Schedule

Attachment B



MEMORANDUM



Date: August 22, 2019
To: Joe Snook
Administrator of Parks and Recreation
From: David Dean
Superintendent of Recreation Services II
Re: Fundraising Update – August 2019

There is one outstanding payment for the month of August 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). 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.

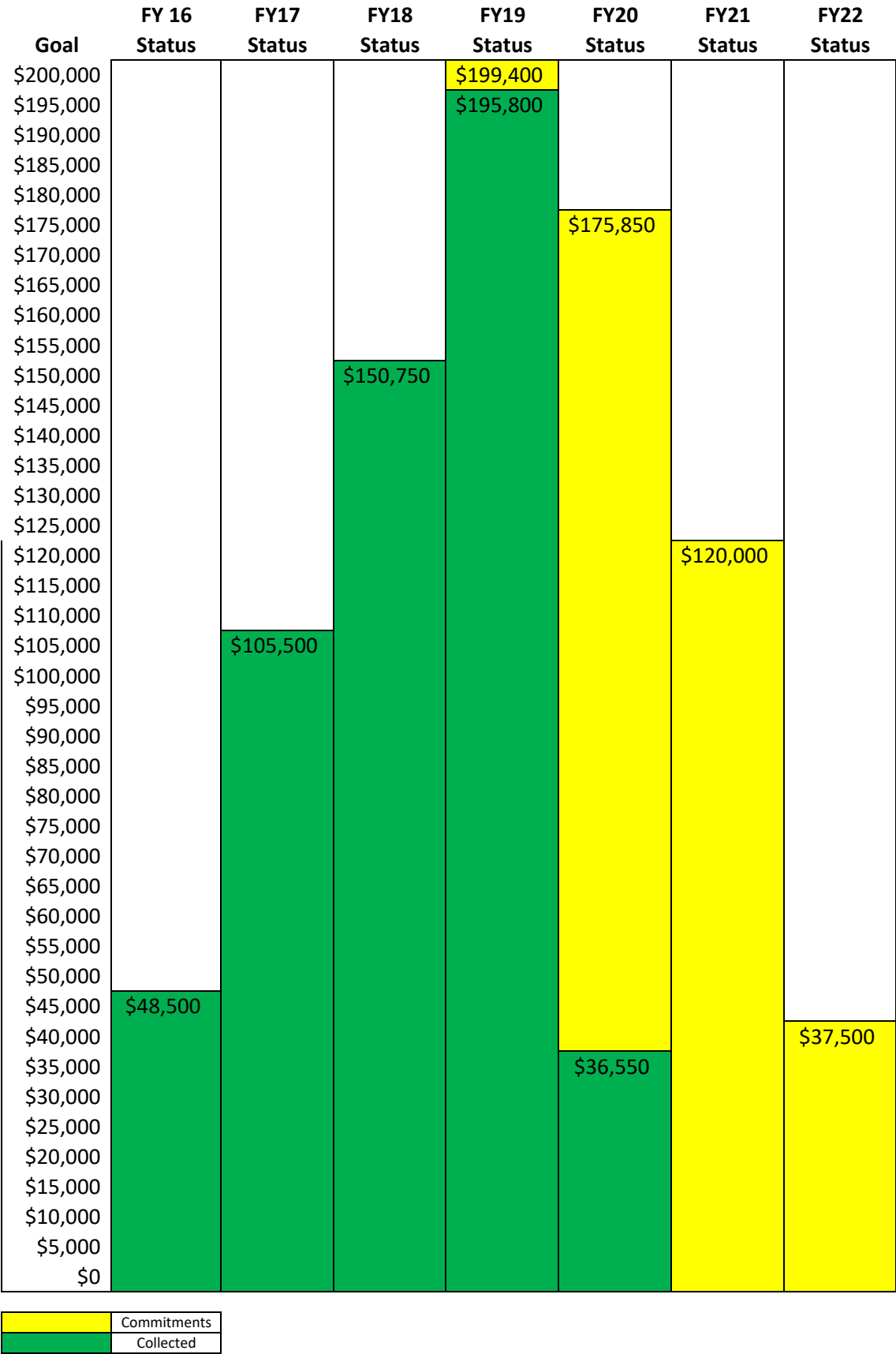
Attachment B reflects the sponsorship commitments from FY16 through FY22 based on existing contracts. The amount collected YTD is also included.

(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 ¹ , 3/10/16	\$ 6,000.00							\$ 6,000.00
Adams Toyota ² , 5/11/16	\$ 2,500.00	\$ 2,500.00						\$ 5,000.00
Adams Toyota ³ , 4/27/17	\$ 5,000.00							\$ 5,000.00
Adams Toyota ⁴ , 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 ⁶ , 5/25/16	\$ 5,000.00							\$ 5,000.00
Royal Door, 7/22/16		\$13,750	\$16,250.00					\$ 30,000.00
Jungmeyer & Suresh, 8/25/16		\$15,000	\$15,000.00	\$15,000.00				\$ 45,000.00
Kline Van & Spec., 9/30/16		\$11,250	\$15,000.00	\$15,000.00	\$3,750.00			\$ 45,000.00
St. Luke's, 6/30/17			\$13,500.00	\$13,500.00	\$13,500.00			\$ 40,500.00
Harmon Flooring, 8/30/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Heartland Heating & Cooling, 8/31/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Lee's Summit Academy ⁷ 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, 5/13/19				\$2,200.00	\$1,050.00			\$ 3,250.00
Shining Light Music 5/19				\$2,200.00	\$1,050.00			\$ 3,250.00
Adams Toyota, 5/23/19				\$2,000.00	\$1,000.00			\$ 3,000.00
Rockhill Orthopedics, 6/5/19				\$3,750.00	\$15,000.00	\$15,000.00	\$11,250.00	\$ 45,000.00
Total	\$ 48,500.00	\$ 105,500.00	\$ 152,750.00	\$ 199,400.00	\$ 175,850.00	\$ 120,000.00	\$ 37,500.00	\$ 839,500.00
Expenses	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank								
Banners (29*565) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00		\$ 3,510.00
Contractor ²	\$ 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*565) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,835.00
Contractor ²	\$ 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*565) ¹	\$ 1,885.00	\$ 325.00	\$ 390.00		\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,575.00
Contractor ²	\$ 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 ¹								
Contractor ²	\$ 1,800.00							\$ 1,800.00
Adams Toyota ³								
Banner (1*565)	\$ 65.00							\$ 65.00
Contractor ²	\$ 750.00	\$ 750.00	\$ 600.00	\$ 300.00				\$ 2,400.00
Adams Toyota ⁴								
Banner (1*565)		\$ 65.00						\$ 65.00
Contractor ²		\$ 1,500.00						\$ 1,500.00
American Family								
Banners (29*565) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00					\$ 2,535.00
Contractor ²	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00				\$ 11,750.00
Price Chopper ⁶								
Banner (1*565)	\$ 65.00							\$ 65.00
Contractor ²	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00				\$ 4,500.00
Royal Door								
Banners (29*565) ¹		\$ 1,885.00	\$ 390.00	\$ 325.00				\$ 2,600.00
Contractor ²		\$ 4,125.00	\$ 4,125.00	\$ -				\$ 8,250.00
Jungmeyer & Suresh								
Banners (29*565) ¹		\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor ²		\$ 4,500.00	\$ 3,937.50	\$ 3,750.00				\$ 12,187.50
Kline Van & Specialty Rental								
Banners (29*565) ¹		\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor ²		\$ 3,375.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50			\$ 11,812.50
St. Luke's								
Banners (29*565) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00			\$ 10,800.00
Harmon Flooring								
Banners (29*565) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Heartland Heating & Cooling								
Banners (29*565) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Lee's Summit Academy ⁷								
Banner (2*565)			\$ 130.00					\$ 130.00
Contractor ²			\$ 900.00	\$ -				\$ 900.00
Foundation Guy								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Freezing Moo								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Camp Bow Wow								
Banners (4*565) ¹				\$ 260.00	\$ 65.00			\$ 325.00
Contractor ²				\$ 1,650.00	\$ 1,375.00	\$ -		\$ 3,025.00
Integrity Roofing								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 3,375.00	\$ 3,937.50	\$ 3,750.00	\$ 937.50	\$ 12,000.00
Smile Doctors								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 12,000.00
Security Bank of KC '19								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 975.00				\$ 975.00
Brain Balance Center of Lee's Summit								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 975.00				\$ 975.00
Bank of Blue Valley								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 660.00	\$ 315.00			\$ 975.00
Shining Light Music								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 660.00	\$ 315.00			\$ 975.00
Adams Toyota ³								
Banner (2*565)				\$ 260.00				\$ 260.00
Contractor ²				\$ 600.00	\$ 300.00			\$ 900.00
Rockhill Orthopedics								
Banners (31*565) ¹				\$ 260.00	\$ 325.00	\$ 325.00		\$ 910.00
Contractor ²				\$ 1,125.00	\$ 4,312.50	\$ 3,750.00	\$ 2,812.50	\$ 12,000.00
Total	\$ 21,020.00	\$ 36,470.00	\$ 50,552.50	\$ 68,925.00	\$ 49,632.50	\$ 32,600.00	\$ 10,025.00	\$ 269,225.00
Net	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
	\$ 27,480.00	\$ 69,030.00	\$ 102,197.50	\$ 130,475.00	\$ 126,217.50	\$ 87,400.00	\$ 27,475.00	\$ 570,275.00

¹ Sponsorship Contractor receives 30% year 1, 25% subsequent years² Blue Pearl to pay for all banners and signage at venues³ One year contract for sponsorship of dog parks only⁴ Payment of 31 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year⁵ Legacy Park Amphitheater sponsorship.

Sponsorship Goals



MEMORANDUM



Date: August 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/activation has been completed for the locations identified in the original agreement.

In September, a request was made to add the Longview Community Center to the agreement. An addendum was signed by LSPR and returned to Charter in January 2019. The executed addendum was received from Charter on July 18, 2019.

The design/installation for WiFi at the Longview Community Center was completed through a business class agreement executed in October 2018 with the costs charged to the construction project. WiFi is now available to patrons as a normal business service at a cost of approximately \$100 per month.

After receiving the executed addendum to add the Longview facility to the free WiFi agreement in July, a request was received to approve a WiFi design for the Longview facility. Since there has been WiFi designed/installed/activated at the Longview facility since June, staff is attempting to connect an employee of the Spectrum division that installed the WiFi at Longview with the Spectrum division that is requesting a design approval for installation of the free WiFi. After being redirected several times due to turnover in Spectrum personnel, a point person has been identified and all pertinent information has been forwarded to get the matter resolved.

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

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

Attachment A

Charter WiFi Project						Last Updated: 8/15/19	
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

Legacy Blast

2019

Report Completed by: Michael Hedrick

Executive Summary:

Program Description:

The City of Lee's Summit and Lee's Summit Parks and Recreation teamed up to offer fireworks free of charge to the public on Wednesday, July 3 at Legacy Park. The park gates opened at 6:00pm. Entertainment at the Softball venue included 2- face painters, 1-balloon artist, and a 36' inflatable obstacle course from 6:00pm-9:00pm. The Lee's Summit Girls Softball Association offered concessions and a vendor sold light up toys. KCMO 94.9 also set up a tent and gave away free concert tickets and promotional items. At the Soccer venue, entertainment included 2-balloon artists, a 15' inflatable double slide from 6:00pm-9:00pm. The Lee' Summit Soccer Association offered concessions. At the Baseball North venue, entertainment included 2-face painters and a 36' inflatable obstacle course from 6:00pm-9:00pm. The Kiwanis Club sold concessions and a vendor sold light up toys. At the Baseball South venue, entertainment included 2-balloon artists, and a 36' inflatable obstacle course from 6:00pm- 9:00pm. Hawaiian Ice sold shaved ice and KC Poppers sold popcorn. At the Football venue entertainment included 1-face painter, 1-balloon artist, and a 15' inflatable double slide from 6:00pm-9:00pm. KC Poppers sold popcorn and Snowie Ice of KC sold shaved ice. The fireworks began at 9:47pm and lasted until 10:06pm. Music was simulcast by KCMO to a variety of patriotic songs. Staff was able to play the simulcast music on portable sound systems at all five venues. Legacy Park Community Center parking lot was open to a list of approved attendees, LSPD and LSFD families. No food vendors or entertainment was provided at this venue.

Participant number:¹

2019: 22,092 Participants

2018: 21,120 Participants

2017: 22,276 Participants

Softball	494 x 4= 1,976
Football	290 x 4= 1,160
Baseball	1,041 x 4= 4,164
Soccer	748 x 4= 2,992
Disc Golf	52 x 4=208
LPCC	72 x 4=288
Church	320x 4= 1,280
Elem School	255 x 4= 1,020
Sub Total	13,088
Trails/ Blackwell / Grass	504
Surrounding neighborhoods	8,500
Total	22,092 ¹

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

Service hours: (number of participants x 2.5 hours)

2019: 55,230 hours

2018: 52,800 hours

2017: 55,667 hours

Refunds:

No refunds were issued. This was a free event.

Fee Charged: None

Total Revenue:	Budget	Actual
2019:	\$24,145.00	\$25,350.00
2018:	\$29,000.00	\$31,050.00 ⁵
2017:	\$24,000.00	\$24,750.00

Total Expense:	Budget	Actual
2019:	\$25,934.00	\$49,739.64 ¹
2018:	\$30,917.00	\$48,110.58
2017:	\$24,918.00	\$39,432.49

Net:	Budget	Actual
2019:	(\$1,789)	(\$24,389.64) ⁴
2018:	(\$1,917.00)	(\$17,060.58)
2017:	(\$918.00)	(\$14,682.49)

Direct Costs:

Fireworks:	\$19,000.00 ²
Entertainment (inflatable's, stilt walkers, face painters):	\$ 5,145.00 ²
Food for LSPR staff:	\$ 312.95
LSPR part time staff costs:	\$ 550.40
Supplies	\$ 96.42
Banners	\$ 55.00
Barricades	\$ 774.00
Direct Cost Total:	\$25,933.77

Indirect Costs:

LSPR Staff:	\$ 14,858 ³
Administrative Staff:	\$ 1,517.00
Park Operations Staff:	\$ 10,488.00
Recreation Staff:	\$ 2,853.00
Police Department:	\$ 8,097.19
Fire Department:	\$ 850.68
Indirect Cost Totals	\$23,805.87

¹These figures include direct expenses in the amount of \$25,933.77 and indirect expenses in the amount of \$23,805.87 which is not used in the budget projection.

²The City of Lee's Summit paid for fireworks, and entertainment in the amount of \$24,000. The additional entertainment cost of \$145 was covered by LSPR.

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

⁴In FY19 full time city employees received wage increases based on a comp study that was completed in FY18. The increase in additional full time staff cost is the reason that the Actual cost increased \$7,329.06 over the actual cost in 2018.

⁵Revenue in 2018 was higher due to a transfer an additional \$5,000 from fund 200 to cover additional cost for the 50th anniversary celebration of the Parks and Recreation department and an additional \$700 in vendor fees was collected for the 2018 event.

Recommendations:

Comment: Staff needs training on the use of hand held radios, communication was ineffective this year due to lack of knowledge on the use of the radios.

Recommendation: Staff had trouble communicating with each other between venues. The radios had a lot of static and communication between staff was not easy. Some staff members eventually just started communicating via cell phones. Staff recommends providing additional training to staff on the use of the radios prior to future events.

Comment: The entertainment tents need to be set up in the middle grass area at the venues.

Recommendation: Entertainment tents were set up in the grass areas at the baseball north, baseball south, and softball venues. At the football and soccer venues, the entertainer tents were set up on the concrete, by the information tents and restrooms, which caused congestion in those areas. Staff will develop an entertainment map and discuss the set up with Park Operations staff prior to the events in the future.

Comment: Many patrons enjoyed the patriotic music.

Recommendation: The soundtrack is chosen by LSPR staff and is changed every odd numbered year. Staff updated the sound track for the 2019 event and staff will utilize the same sound track for the 2020 event.

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

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

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

Recommendation: In 2018 due to the high volume of traffic, gates were closed at 8:50pm. In 2019 staff updated marketing material to include the statement, “venues will be closed when parking has reached maximum capacity,” and not advertising a specific closing time to the public. Staff will continue to include this statement and not advertise a specific time to the public on marketing materials for future events. All gates will close by 9:30pm regardless if the venues are full or not.

Comment: The connector trail from Joseph A. Dyke playground to the Legacy Park loop trail will need to be blocked off to keep patrons from entering Legacy Park trail system during the closure of the trails.

Recommendation: Prior to Legacy Blast, trails are closed at 6:00pm. Staff is located at three points on the trail system around the blast site area. Staff recommends adding an additional staff member at the Joseph A. Dyke Memorial playground with trail-closed signage to make sure patrons do not get access to the trail during the event.

Comment: Patrons at soccer were missing the face painters.

Recommendation: Staff booked five face painters, six balloon artists, and five inflatables. Based on venue size and location staff utilized two face painters and 1 balloon artist at softball, two face painters at baseball north, two balloon artists at baseball south , one face painter and one balloon artist at football and two balloon artists at soccer. Staff recommends booking six face painters, five balloon artists, and five inflatables for future events. Adding one additional face painter will cost an additional \$315, and will allow a face painter to be available at the soccer venue.

Comment: A personal invitation was sent to the approved 2019 VIP list to view the show at the Legacy Park Community Center or to join the public at one of the four venues.

Recommendation: Approximately 330 people (72 cars) viewed the show from LPCC. A parking pass was provided to access the community center parking lot. Staff was placed at the Community Center to help direct VIP's to the restrooms and approved areas of viewing. Staff will also need to clear the R7 Early Childhood Center playground at approximately 9:00pm prior to the fireworks show. Staff recommends inviting these groups to LPCC each year.

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

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

Comment: Choose a date for Legacy Blast 2020.

Recommendation: Having the event prior to the 4th of July has resulted in the largest turnouts. Personnel from LSPD and LSFD are stretched to support the community on July 4th. Moving Legacy Blast to a date prior to July 4th reduces the personnel demands on the holiday and allows for full police support on July 4th throughout our community. Independence Day, July 4, 2020 falls on a Saturday and Friday, July 3rd will be designated a full time staff holiday. Staff recommends hosting Legacy Blast 2020 on Thursday, July 2, 2020 with a rain out date of Friday, July 3, 2020. It should be noted that July 3 is a city-designated holiday and in the event the rainout date is utilized, full time staff working the event will be paid at the holiday rate of double time.

Extensive Staff Report:

Purpose of Report:

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

Benefits of Program:

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

Program Timeline:

- **September:** Date confirmed with the City for the 2020 event.
- **January:** Special event permit sent to planning and development.
- **February:** Notify Fire Chief, Police Chief, Public Works and the City Manager of the dates and times for Legacy Blast. Finalize commitment from the Radio Station.
- **March:** Confirm LSPD and LSFD involvement and coordination of the fireworks with music.
- **April:** Meet with the LSPD Police Sergeant to coordinate traffic control, barricades, signage and police command posts. Submit work orders for banners and all signage.
- **May:** Work order submitted for the shoot site to be mowed. Request Pumper/Rescue truck from LSFD. Contact Youth Sports Associations about concessions, food vendors and entertainment contacts.
- **June:** Invitation letter sent to all special guests, media, senior city staff, park board, park committees, and city council members. Letters sent to all entertainers with assignments and parking permits sent out. Letter sent to Blackwell and Scruggs residents. All signage printed including no alcohol, no grills, no firework signs, and parking spots are reserved for cars only. Work order for trash cans submitted. Begin scheduling staff for the event.
- **July:** Host a successful event and have the EAR completed and ready for review.
- **August:** EAR submitted for Park Board review. Request memo sent to City administration and City Council for approval of date and funding for following year's event (Attachment B and C).

Marketing:

1. City Newsletter sent to all residents in Lee's Summit: 5/25
2. Eblasts:
 - a. Youth (6,984 HH's): 6/27, 7/2
 - b. Adults (10,578 HH's): 6/26

3. 135 Weekly Reader Subscribers on 6/6, 6/13, 6/20, 6/27
4. Commercial on Government Access Channel on June 9 – July 4.
5. Added to summeroffun.net webpage: 6/10
6. Posters distributed to Park and Recreation facilities 6/16
7. Press Releases to Media: 6/25;
8. “Event” on LSPR Home Page 6/25.
9. City Employee E-Newsletter: 6/27, 7/3
10. LSPR Facebook and Twitter page on 6/28, 6/30, 7/1, 7/2, 7/3
11. LPCC Facebook: 6/25, 6/26, 6/30, 7/3
12. Summit Waves Facebook: 7/2
13. Event created on LSPR FB: 6/30

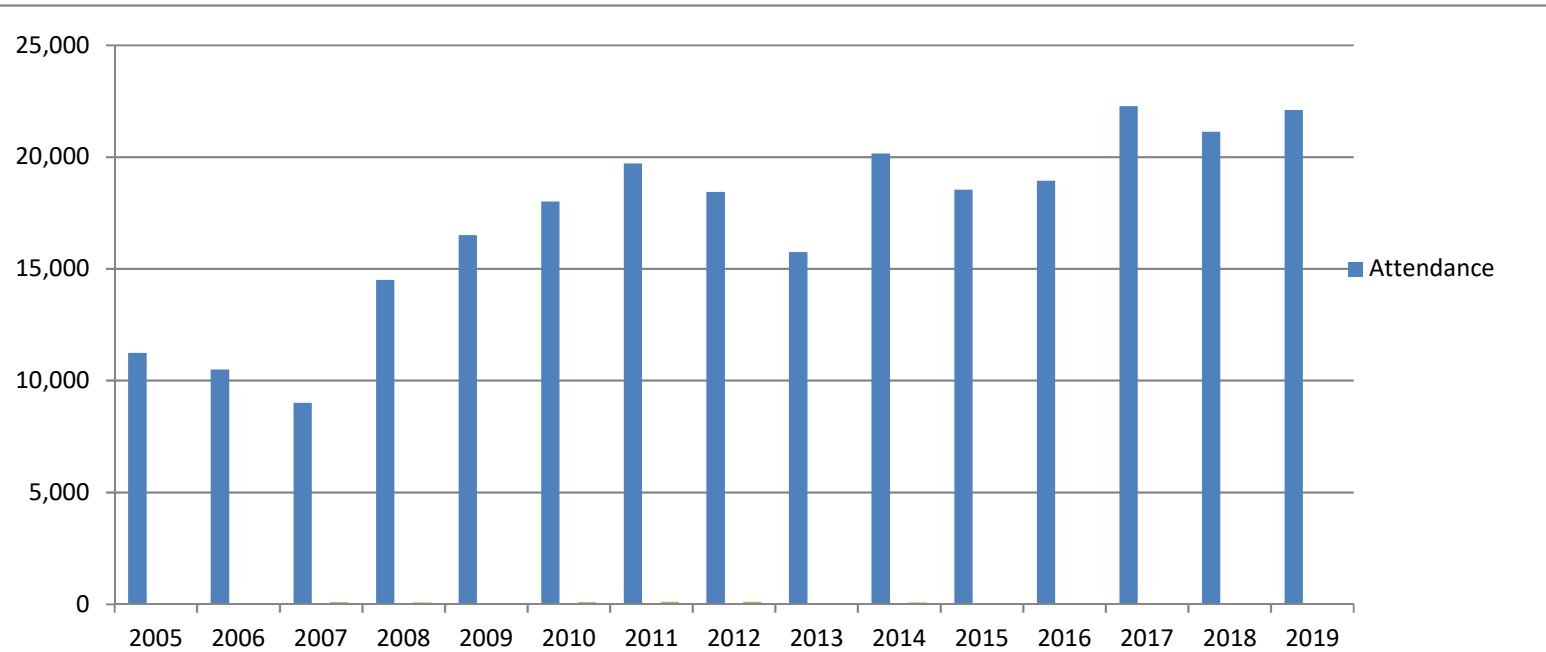
Evaluation/assessment:

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

Comments from Social Media:

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

Legacy Blast Attendance numbers



	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Attendance	11,231	10,500	9,000	14,500	16,500	18,000	19,708	18,436	15,752	20,152	18,530	18,940	22,276	21,120	22,092
Date	M 7/4	T 7/4	W 7/4	F 7/4	Sat 7/4	F 7/2	F 7/1	T 7/2	W 7/3	Th 7/3	Th 7/2	F 7/1	M 7/3	T 7/3	W 7/3
Temp	85 and rainy	89 and rainy	91	80	82 rainy	89	98	102	87 and Stormy	82	76 cloudy/storms in area	85 few sprinkles	92 partly sunny	94 sunny	94 sunny

MEMORANDUM



Date: August 22, 2019
To: David Dean, Superintendent of Recreation Services II
From: Michael Hedrick, Community Center Manager II
CC: Joe Snook, Administrator of Parks and Recreation
Re: Legacy Blast 2020

In 2020, Independence Day will be observed on Saturday, July 4. Friday, July 3rd will be designated as a full-time staff holiday. Staff is requesting approval to host Legacy Blast 2020 on Thursday, July 2 with Friday, July 3 designated as the make-up date in the event of inclement weather. It should be noted that July 3 is a city-designated holiday and in the event the date is utilized, full time staff working the event will be paid at the holiday rate of double time.

Over the past 10 years, Legacy Blast has been held prior to the July 4 holiday in order to reduce the demand on our city emergency services (LSPD & LSFD) on July 4. Hosting this event on a non-city observed holiday reduces the amount of holiday pay each participating department is required to pay. The City saves approximately \$11,184 on overtime and holiday pay by not holding the event on a city observed holiday. In addition to the cost savings, many other fireworks shows are scheduled Thursday, July 4. Hosting Legacy Blast on Thursday, July 2, will allow residents of the community to view our show and others. Attachment A is a breakdown of attendance of the past 15 years.

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

Planned activities for this event include:

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

Staff spoke with the firework vendor and they stated the cost of the fireworks for next year's event would increase 30 to 40 percent due to tariffs and increased costs from the manufacturer. If that comes to fruition, changes to the fireworks show will need to be made to accommodate the cost increase and stay within the \$19,000 fireworks budget. The estimated cost of the event at the current rate in 2020 will be \$25,465. A breakdown of the requested funds is provided below:

- \$19,000 for fireworks (changes would be made and the fireworks show would be smaller in size and length.)
- \$5,000 for the entertainment at the venues
- \$1,398 for barricades

- \$67 for banners

The estimated cost of the event at a 40 percent increase in 2020 will be \$33,065. A breakdown of the requested funds is provided below:

- \$26,600 for fireworks (to keep the show the same as it has been in past years)
- \$5,000 for the entertainment at the venues
- \$1,398 for barricades
- \$67 for banners

A complete financial breakdown of the 2019 event can be found on Attachment C.

2019 Legacy Blast Budget Sheet

Revenue		
Item	Cost	Notes
Transfer from General Fund FY20	\$24,000.00	Payment from COLS
Vendor Concession Fee	\$150.00	Kiwanis
Vendor Concession Fee	\$200.00	Hawaii Shaved ice
Vendor Concession Fee	\$400.00	Light up vendor (2 venues)
Vendor Concession Fee	\$400.00	KCPoppers (2 venues)
Vendor Concessions Fee	\$200.00	Snowie Ice of KC
Total Revenue	\$25,350.00	
Direct Expenses		
Item	Cost	Notes
Barricades	\$774.00	
LSPR Part Time Staff	\$550.40	16 staff members 4 hours@8.60 per hour
LSPR Staff Refreshments	\$312.95	\$174.75(Domino's)+ \$138.20(Sams club)
Supplies	\$96.42	Staff water at venues, dinner supplies and soft drinks
Banners	\$55.00	New Logo stickers for banners
Entertainment	\$5,145 ¹	
Fireworks	\$19,000.00	
Total Direct Expenses	\$25,934.00	
Indirect Expenses		
Item	Cost	Notes
LSPD	\$8,097.19	
LSFD	\$850.68	
LSPR Park Operations	\$10,488.00	
LSPR Admin	\$1,517.00	
LSPR Recreation Staff	\$2,853.00	
Total Indirect Expense	\$23,805.87	

Total Revenue	\$25,350.00
Total Expense	\$49,739.87
Net	(\$24,389.87)

1. City of Lee's Summit covered \$5,000.00 and LSPR covered \$145 of the entertainment cost.

End of Activity Report
Itty Bitty/Pee Wee Basketball
2019
Report Complete By: Jacob Johnson

Executive Summary

Brief Program Description

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

Participation Numbers

2019: 133 (IB=60, PW=73)

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

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

Total Revenue:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>
2019	\$4,560.00	\$5,142.00
2018	\$4,560.00	\$5,514.00
2017	\$5,700.00	\$5,231.00

Total Expense:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>
2019	\$1,313.82 ^{1 & 2}	\$1,750.92 ¹
2018	\$1,473.62	\$ 900.05
2017	\$1,545.81	\$1,442.41

Net:

<u>Year</u>	<u>Budget</u>	<u>Actual</u>
2019	\$3,246.20	\$3,391.08
2018	\$4,154.19	\$3,788.59
2017	\$4,392.80	\$3,594.89

Recommendations

Comment: Should we continue to offer this program?

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

Comment: The amount of staff available during the activity rated below a 4.0 at a score of 3.8.

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

Comment: There was one comment regarding the amount of noise during the activity and the ability for participants to concentrate.

Recommendation: The Itty Bitty & Pee Wee Basketball program is held at Harris Park Community Center on court 1. The girl's basketball league takes place at the same time on Saturdays. Due to the number of activities going on, the gym noise can get loud. Currently, there is no another location or time the class could be held. Staff does not recommend making any changes at this time.

Extensive Staff Report

Purpose of Report:

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

Benefits of Program:

Itty Bitty/Pee Wee Basketball is a five week skill development co-ed program. The program ran on Saturdays, January 12th through February 23rd. The Itty Bitty Basketball program is for children three to four years old and the Pee Wee Basketball program is for children five to six years old. These programs are held at Harris Park Community Center located at 110 SW Blue Parkway, Lee's Summit, MO. The Itty Bitty program consists of four sessions, 45 minutes in length, held every top of the hour from 9:00am to 12:00pm. The Pee Wee program consists of three sessions, 45 minutes in length, held every top of the hour from 1:00pm to 4:00pm. The participants are rotated through a series of stations to work on specific skills including dribbling, passing, shooting and rebounding. As the weeks progress, less time is spent at each station and more time is spent in scrimmage situations. The final week, a game is played during the entire time and participation medals are distributed at the end of the sessions. The programs utilize parent volunteers as "station leaders" to run the stations and scrimmages. Shirts are provided to each participant.

Benefits of Program:

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

Service Hours:

[# of participants 133 x .75 (45 min) x 5 weeks]

2019: 498.75 hours

2018: 634.5 hours

2017: 603 hours

Volunteer Hours:

Total number of volunteers: 33

Total number of hours/volunteer [1 volunteer x .75 (45 min) x 5 weeks]: 123.75

Based on national volunteer wage of \$24.69/hour x 123.75 hours = **\$3,055.38**

Refunds:

Total Refunds: 1 (\$38.00)

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

Fees Charged:

<u>Year</u>	<u>Amount</u>
2019	\$38.00/\$42.00
2018	\$38.00/\$42.00
2017	\$38.00/\$42.00

Program Timeline:

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

Marketing:

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

Evaluation/Assessment:

115 survey web-links were distributed for Itty Bitty/Pee Wee Basketball, representing 115 unique households. 30 surveys were completed and returned. This is a 26% return rate for the surveys. Please see attached survey summary for results.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	2	7	9	12	4.03
What is the likelihood of your recommendation of this activity to others?	0	2	2	4	8	14	4.00
Please rate the participant's overall enjoyment level	0	0	1	5	12	12	4.16
What is your overall rating of the activity?	0	1	1	5	12	11	4.03
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	2	15	12	4.20

Comments:

- There needs to be more sessions available throughout the year. My daughter is now excited to play basketball but because she is only four, the 5-week session with only one game is the only thing available until next year.
- Love all the classes available. Would love to see Pee Wee golf in the future. The parks are very well maintained.
- I think the program would be better with coaches and more games.

**End of Activity Report
Men's Winter Basketball
January to April, 2019
Report Completed By: Jared Benson**

Executive Summary

Brief Program Description:

The men's basketball league is a program for men age 18 and older, offering competitive and recreational league play. The games are held at the Harris Park Community Center on Wednesday evenings from 7:00-10:00pm. The focus is recreational/competitive league play for the community of Lee's Summit and the surrounding area.

Participant Numbers:

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2019	170	20
2018	187	25
2017	176	22

<u>Total Revenue:</u>	<u>Budget</u>	<u>Season</u>
2019	\$6,840.00	\$7,600.00
2018	\$5,320.00	\$9,500.00
2017	\$4,560.00	\$8,512.00

<u>Total Expenses:</u>	<u>Budget</u>	<u>Season</u>
2019	\$6,497.63 ¹	\$7,051.68 ¹
2018	\$5,119.51	\$7,807.47
2017	\$3,819.68	\$6,119.92

<u>Net:</u>	<u>Budget</u>	<u>Season</u>
2019	\$ 103.44	\$548.32
2018	\$ 200.49	\$1,692.53
2017	\$ 740.32	\$2,392.08

¹ Total budget and season expense includes both direct and indirect expenses. Indirect expenses for this activity: \$1,925.31

Recommendations:

Comment: Should we continue to offer this program?

Recommendation: Staff recommends that we continue to offer a Winter Basketball League.

Comment: There were multiple comments regarding the officiating and officials rated below 4.0 (3.64)

Recommendation: Staff recommends no changes at this time with the officials as it is expected that players/teams will always have issues with the level of officiating, regardless if the league is for recreational play purposes. Referee evaluations were also handed out after every game. The average score of these surveys was 4.23.

Extensive Staff Report

Purpose of Report:

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

Program Description:

The men's basketball league is a program for men age 18 and older offering competitive and recreational leagues. The games are held at the Harris Park Community Center on Wednesday nights from 7:00-10:00pm from January through April for 8 weeks. The focus is recreational/competitive league play for the community of Lee's Summit and the surrounding area

Program Benefits:

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

Service Hours:

Service hours provided by this activity is 1,496 (170 players x 1 game x 8 weeks = 1,360).

2019 1,360

2018 1,496

2017 1,408

Volunteer Hours:

There were no volunteer hours for this league.

Refunds:

Total Refunds: 0

Refunds Due to Dissatisfaction: 0

Fee Charged:

2019 \$380.00/\$418.00

2018 \$380.00/\$418.00

2017 \$380.00/\$418.00

Program Timeline:

October: Publicity of winter league

January: Registrations of winter
Recruitment of personnel

January: Scheduling of league
League play begins

February: Observation of league

March: Observation of league

April: Observation of league
Evaluation of league

Order awards

May/June: EOA Report

Marketing:

Press releases were sent to all the captains of teams that participated in the league last year. Leagues were advertised in the LS Illustrated, Department website and email blasts.

Evaluation/Assessment:

Evaluations were handed out towards the end of the season. 170 surveys were given to participants and 44 were returned (26%). Please see the attached survey results for details.

LS Parks & Recreation "Men's Basketball League, Winter 2019" Survey

of Surveys Distributed: Email: In Person: 170 # of Surveys Returned: 44 26% of Returns

Participant: 44 Parent/Guardian _____ Coach/Asst.Coach/Volunteer _____

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

LS Cable Channel 0 Acquaintance 9 Previous Participant 30 Other 0

Comments (Other):

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	32	0	0	0	0	12	5.00
If you registered on-line, please rate the ease of registration	30	0	0	0	10	4	4.29
Please rate the amount of time taken to register	24	0	0	0	12	8	4.40
Please rate the overall registration procedure	22	0	0	0	6	16	4.73

Comments:

- Easy to register over phone.

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	7	12	25	4.41
Was the content of the activity appropriate for the fee?	0	0	0	7	10	27	4.50
If awards were given, were they appropriate for the fee?	30	0	1	2	4	7	4.21

Comments:

- Teams who win should receive a discount towards next season.
- Like the T-Shirts as an award because every player gets one.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	4	11	29	4.56
Please rate the friendliness of activity staff	0	0	0	3	10	31	4.64
Please rate the ability to recognize activity staff	0	0	0	0	13	31	4.70
Please rate the amount of staff available during the activity	0	0	0	9	8	27	4.41
Please rate the officials	0	0	6	15	12	11	3.64
Were the rules, regulations and policies appropriate for the activity?	0	0	4	3	14	23	4.27
Please rate the condition and suitability of the facility/fields used.	0	0	0	0	12	32	4.73
Please rate the condition and suitability of the equipment used.	0	0	0	0	11	33	4.75
Please rate the perceived safety of program.	0	0	0	0	14	30	4.68

Comments:

- Refs are not consistent with calls.
- Clock should stop for the entire overtime period.
- Varying experiences with officials. Some are great, some do not seem to take it very seriously.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	3	17	24	4.47
What is the likelihood of your recommendation of this activity to others?	0	0	0	5	12	27	4.50
Please rate the participant's overall enjoyment level	0	0	0	3	14	27	4.55
What is your overall rating of the activity?	0	0	0	3	12	29	4.59
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	16	28	4.64

Comments:

- Lots of competition this season. Makes for a fun league.
- Pennies are nasty.

End of Activity Report
Itty Bitty Outdoor Soccer
April 6th – May 11th, 2019
Completed by: Jacob Johnson

Executive Summary

Brief Description:

Itty Bitty Outdoor Soccer is a five-week skill development coed program. The program consists of 8 possible sessions, 45 minutes in length. The participants are rotated through a series of “stations” to work on specific skills including dribbling, passing, shooting and goalkeeping.

Participant numbers:

2019: 67
2018: 60
2017: 106

Total Revenue:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2019	\$4,940.00	\$2,660.30
2018	\$4,940.00	\$2,336.00
2017	\$4,940.00	\$4,232.00

Total Expenses:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2019	\$1,158.53 ¹	\$ 936.40 ¹
2018	\$1,377.78	\$ 988.26
2017	\$1,154.54	\$ 652.99

Net:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Actual</u>
2019	\$3,781.47	\$1,723.90
2018	\$3,562.22	\$1,347.74
2017	\$3,785.46	\$3,579.01

Recommendations:

Comment: Should we continue to hold this program?

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

Comment: The amount of staff available during the activity rated below a 4.0 at a score of 3.84.

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

Extensive Staff Report

Purpose Report:

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

Full Program Description:

Itty Bitty Outdoor Soccer is a five-week skill development coed program, from Saturday April 6, 2019 through May 11, 2019. The Itty Bitty Outdoor program is for children three to four years old. The program is held at Miller J. Fields Park, located at 1301 SE 3rd Terrace, LSMO. The program consists of 8 possible sessions, 45 minutes in length, held every half hour and on the hour from 9:00am to 1:15pm. The participants are rotated through a series of "stations" to work on specific skills including dribbling, passing, shooting and goalkeeping. As the weeks progress, less time is spent at each station and more time is spent in scrimmage situations. The final week, a game is played during the entire time and participation medals are handed out at the end of the sessions. The program employs one site supervisor per field and utilizes parent volunteers as "station leaders" to lead the stations and scrimmages. Program t-shirts are also provided to participants in each session.

Program Benefits:

The benefits of Itty Bitty Outdoor Soccer are the learning of basic skills of soccer, developing social and motor skills, good physical activity, promotion of teamwork, learning good sportsmanship and simply having fun. There was no specific assessment done of their skill development but there was improvement observed in most participants from week one to week six.

Service Hours: [67 participants x .75 (45 min.) x 5 weeks]

*2019: 251.25 hours

2018: 270 hours

2017: 477 hours

*2019 had fewer hours with more participants because the session was altered to be shorter based on previous research and recommendations. 2018 was a 6 week program, 2019 was a 5 week program.

Volunteer Hours:

Total number of volunteers: 31

Total number of hours/volunteer [31 volunteer x .75 (45 min.) x 5 weeks]: 116.25 hours

Based on national volunteer wage of \$24.69/hour x 116.25 hours = **\$2,870.20**

Refunds:

Total Refunds: 2 (\$76.50)

Refunds Due to Dissatisfaction: 0

Schedule Conflict: 1

Other: 1 (Participant not actively engaged in the class, decided to drop)

Fees Charged:

<u>Fiscal Year</u>	<u>Amount</u>
2019	\$38.00/\$42.00
2018	\$38.00/\$42.00
2017	\$38.00/\$42.00

Program Timeline:

- June: Compile survey results and begin development of End of Activity Report
- July: End of Activity Report completed and submitted for Park Board review.
- August: Start planning dates and times for Itty Bitty Outdoor Soccer
- September: Finalize dates and times for Itty Bitty Outdoor Soccer
- October: Prepare marketing plan for Itty Bitty Outdoor Soccer
- November: Contact past employees for Itty Bitty Outdoor Soccer Site Supervisor Position, and put program in LSPR Illustrated
- December: Announce any openings for Itty Bitty Outdoor Soccer Site Supervisor Position
- January: Take inventory of Itty Bitty Outdoor Soccer equipment and supplies
- February: Purchase new soccer equipment as needed.
- April: Host station volunteer meeting, site supervisor training, program starts, take photos of program, monitor program each week for weather conditions, update weather hotline as needed

Marketing:

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

Evaluation/Assessment:

Out of 67 participants, there were 64 unique households enrolled in the program. There were 64 surveys distributed for Itty Bitty Outdoor Soccer, of which 19 surveys were completed and returned. This is a 29% return rate for the surveys. Please see attached Survey Summary for results.

“Itty Bitty Soccer 2019” Survey Results

of Surveys Distributed: Email: **64** Via Mail: **0** **# of Surveys Returned: 19** **29% of Returns**

Participant: Parent/Guardian **18** Coach/Asst.Coach/Volunteer **1**

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

LS Cable Channel **0** Acquaintance **1** Previous Participant **5** Other **0**

Comments (Other):

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

7 I don’t know what that is **4** Yes **9** No

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	12	0	0	0	3	5	4.65
Please rate the amount of time taken to register	8	0	0	1	7	4	4.25
Please rate the overall registration procedure	8	0	0	2	7	3	4.08

Comments:

- This was not my first time registering for a sport, so it wasn't especially challenging. However, the first time I did it I had great difficulty navigating the site and do not struggle with technology.

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	1	0	1	2	9	7	4.15
Was the content of the activity appropriate for the fee?	1	0	0	6	6	7	4.05

Comments:

- The coach seemed inconvenienced by being there and unprepared at times. The “season” started with activities that were not engaging for 3 year olds and lost our child’s interest quickly.
- A little longer "season" would be beneficial to teaching kids skills.
- Children spent more time in scrimmage than practicing skills. Should have had more station time. For many of the children this was their first exposure to soccer and their attention span is not there for a 45-minute scrimmage.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	1	0	2	4	5	8	4.00
Please rate the friendliness of activity staff	1	0	1	2	8	8	4.21
Please rate the ability to recognize activity staff	1	0	0	0	12	7	4.36
Please rate the amount of staff available during the activity	0	1	1	4	7	6	3.84
Please rate the condition and suitability of the facility used.	1	0	1	1	12	5	4.10
Please rate the perceived safety of program.	1	0	0	0	10	9	4.47

Comments:

- I think that further training would be beneficial regarding gaining the attention of the kids, organizing them into groups, etc. (classroom management types of skills). That piece has seemed unorganized and lacking in all of our itty-bitty sports experiences.
- Staff was inconsistent, so program was inconsistent. The guy the 2nd week didn't seem to like or understand kids. Way too many kids at each station, needed more stations, you can't keep 3 year olds in line that long.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant’s overall needs met?	1	0	1	4	8	6	4.00
What is the likelihood of your recommendation of this activity to others?	0	0	1	6	6	7	4.16
Please rate the participant’s overall enjoyment level	1	0	0	5	6	7	4.11
What is your overall rating of the activity?	1	0	1	5	7	6	4.16
What is your overall rating of Lee’s Summit Parks & Recreation?	0	0	0	0	12	8	4.63

Comments:

- We only attended the first day and my 3yr old refused to participate. I emailed parks and rec to see if we could get a refund or use the money on a future activity. I never received a response to that request. Jennylously@yahoo.com
- Way too many kids for one staff person. Coach Paige really tried hard but it is asking too much for one person to handle that many kids. When doing scrimmages, should break it into two fields with one staff person on each. It was chaos and some kids never had a chance to do much.

**End of Activity Report
Youth Tennis Tournament
June 21-22, 2019
Report Completed By: Jared Benson**

Executive Summary

Brief Description:

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

Participant Numbers:

<u>Year</u>	<u>Participants</u>
2019	54
2018	55
2017	0

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2019	\$1,050.00	\$1,890.00
2018	\$420.00	\$2,098.25
2017	\$600.00	\$0.00

<u>Total expense:</u>	<u>Budget</u>	<u>Actual</u>
2019	\$815.47 ¹	\$1,410.47 ¹
2018	\$1,283.26	\$1,421.22
2017	\$900.00	\$0.00

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2019	\$234.53	\$479.53
2018	\$(863.26)	\$667.03
2017	\$(300.00)	\$0.00

Recommendations:

Comment: Should we continue to offer this program?

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

Comment: Although there was only one more participant in 2018 than 2019, there was a \$208.25 difference in revenue.

Recommendation: There was an error when creating the draws in 2018 that moved all but 5 participants to the alternate list. Because of this, staff was required to take entry fees at the gate. This added an additional \$3.13 (USTA fee) in revenue per participant. When the entry fee is charged online, this \$3.13 automatically goes to USTA.

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

Recommendation: Staff is appreciative of these comments and will share them with the tournament director Mark Bruflat. Mark was a tremendous help in organizing the tournament and getting the word out to local schools and private clubs about the tournament. Staff also appreciates the assistance of Heath Harris, who helped in organizing the tournament.

Extensive Staff Report

Purpose of Report:

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

Program Description:

The annual Youth Tennis Tournament is an activity to provide an opportunity for participation in a controlled, competitive environment and provides a good physical activity for Lee's Summit residents and the surrounding area. It was held at Lee's Summit North High School tennis courts the weekend of June 21-22. Divisions held in this year's tournament were: Girls 12 Singles, Girls 14 Singles, Girls 16 Singles, Girls 18 Singles, Boys 12 Singles, Boys 14 Singles, Boys 16 singles and boys 18 Singles.

Benefits of Program:

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

Service hours:

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

2019: 237

2018: 237

2017: 0

Volunteer Hours:

There were no volunteer hours for the event.

Refunds:

Total Refunds: 0 (\$0.00)

Refunds Due to Dissatisfaction: 0

Fee Charged:

2019 \$38.13 (includes \$3.13 processing fee from USTA)

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

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

Program Timeline:

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

April: Advertised in LS Illustrated

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

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

July: EOA Report

Marketing:

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

Evaluation/assessment:

Evaluations were sent out after the tournament. 54 surveys were sent out by email to participants and 15 were returned (28%). Please see the attached survey results for details.

LS Parks & Recreation "Youth Tennis Tournament 2018" Survey

of Surveys Distributed: Email: 54 In Person: 0 **# of Surveys Returned:** 15 **28% of Returns**

Participant: 0 Parent/Guardian 15 Coach/Asst.Coach/Volunteer _____

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

Regarding the registration process...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	15	0	0	0	0	0	N/A
If you registered on-line, please rate the ease of registration	0	0	0	0	3	12	4.80
Please rate the amount of time taken to register	0	0	0	0	3	12	4.80
Please rate the overall registration procedure	0	0	1	0	3	11	4.60

Comments:

Regarding the value...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	2	1	2	10	4.33
Was the content of the activity appropriate for the fee?	0	0	2	0	3	10	4.40
If awards were given, were they appropriate for the fee?	7	0	0	0	2	6	4.75

Comments:

- Matches did not have add-ins to avoid bad weather. I understand this concept, but there should be add-ins for championship matches.

Regarding the program sessions...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	1	4	10	4.60
Please rate the friendliness of activity staff	0	0	0	0	3	12	4.80
Please rate the ability to recognize activity staff	0	0	0	0	2	13	4.87
Please rate the amount of staff available during the activity	0	0	0	2	3	10	4.53
Please rate the officials	10	0	0	1	0	4	4.60
Were the rules, regulations and policies appropriate for the activity?	0	0	0	0	3	12	4.80
Please rate the condition and suitability of the facility/fields used.	0	0	0	0	2	13	4.87
Please rate the condition and suitability of the equipment used.	0	0	0	4	1	10	4.40
Please rate the perceived safety of program.	0	0	0	3	2	10	4.47

Comments:

- I love the idea of Lee's Summit offering more USTA tournaments, and definitely more than just one per year. These are cash cows with very little overhead costs to host.
- The courts have been redone and were in much better condition than last year.

Overall Summary...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	0	2	13	4.87
What is the likelihood of your recommendation of this activity to others?	0	0	0	1	2	12	4.73
Please rate the participant's overall enjoyment level	0	0	1	0	2	12	4.67
What is your overall rating of the activity?	0	0	0	2	1	12	4.67
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	1	4	10	4.60

Comments:

- Staff did a very good job of keeping the tournament on or ahead of schedule to avoid bad weather.
- Score cards on the courts would be helpful.
- Line judges need to be available to avoid player confrontation.

AUGUST COMMENT REPORT

Attached are 26 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 26 comments, 9 were positive, 8 were comments making suggestions, questions or requests and 9 were negative.

FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR AUGUST 2019

Legacy Park Community Center

 **Jeffrey A Hart**  recommends Legacy Park Community Center. 
August 5 at 12:11 PM · 

Easy to use equipment, pool, basketball courts

 Like  Comment  Share 

 Write a comment...    

 **Christa Colwell**  recommends Legacy Park Community Center. 
July 24 at 2:46 AM · 

The Zumba Family at Legacy is fantastic!


 Like  Comment  Share 

 Write a comment...    

Summit Waves

 **Gracie Wittler**  recommends Summit Waves. 
August 4 at 9:14 PM · 

Very nice kiddy pool area

 Like  Comment  Share 

 Write a comment...    

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	Hartman Park Trailhead	Suggestion	7/26/19	Steve Casey		J. Denise Spallo	If economically possible, could the city place bicycles to rent for use on the new Rock Island trail at the Hartman Park trailhead? I always walk the trail and would love to have the option of renting a bicycle while there, as I'm unable to put a bike rack on my small car. Thank you for your consideration!	Denise: Thank you for your comments. I think this is a good suggestion and one that we will discuss and consider amongst our parks staff. We are been very pleased with the popularity with the trailhead and conveniences and access to the Rock Island. We do have a bicycle rental program at our two community centers: Longview CC, and Legacy CC and this has generally been well received. I believe there are also some options for bicycle rental through Bike Walk KC and some of their B-Cycle stations in the downtown area and Jackson County Parks also has rental stations at a couple of their parks as well. Thank you for your comments and we will take it under consideration for future expansion.
2	Legacy Park	Complaint	7/13/19	Mike Hedrick	Ola Shobowale	n/a	Women's locker room's faucet closest to the towel dispenser does not work.	After receiving this comment, staff checked the faucets in the women's locker room and discovered one of them was not working. Staff replaced the batteries in the faucet, and it is now in a good working condition. Staff will be reminded to be more diligent during routine restroom inspections to ensure all faucets are working properly. OS
3	Legacy Park	Complaint	8/2/19	Mike Hedrick	Sal Badali	Lance Potts	Pickleball net repair kits online to fix middle ruined slot.	This is the first comment staff has received requesting pickleball net repair. Staff reached out to Mr. Potts and let him know in April that staff purchased two replacement pickleball nets. Mr. Potts stated that a repair kit could prolong the life of the current nets. After receiving this comment staff checked all pickle ball nets and determined they were in good working condition. Staff does not recommend purchasing a repair kit at this time. Staff will continue to monitor the pickle ball nets for damage.
4	Legacy Park	Complaint	7/10/19	Devin Blazek	Shelby Dawson	Linda Ellis	Temperatures for the lap and leisure pool were posted at 86 and 88 degrees, not! At most the temperatures were 82 to 83 degrees. The water was cold for the whole hour that I worked out which caused aching to my joints.	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. As mentioned above, the temperature in the lap pool was 86 degrees while the temperature in the leisure pool was 88 degrees. Both of these temperatures are within the appropriate temperature range. The Aquatic Supervisor took the temperatures to ensure they were correct, while Mrs. Ellis was in the water. Follow-up: Staff had a conversation with Mrs. Ellis during her visit to Legacy Park Community Center on 07.24.19. Staff communicated the temperatures were both accurate and within the appropriate range they should be in. Staff also advised Mrs. Ellis the temperatures would not be changing and if she would prefer warmer bodies of water, she should look elsewhere, as the Legacy Park Community Center pool is not a therapeutic pool but instead a pool for all ages. Mrs. Ellis did not have much to add to the conversation, she simply thanked staff for speaking to her. SD
5	Legacy Park	Compliment	7/12/19	Mike Hedrick	Jenny Brennan	n/a	Jennifer Lillard taught a fun Functional Fitness class. She showed different levels, had a great balance, right side, left side. Cueing was excellent. Total body workout with aerobics and weights and	Jennifer Lillard started took the Functional Fitness class as a permanent class at LPCC on Thursday's at 9:30am beginning 07.11.19. Staff will share the comment with Jennifer, and recognize her at the next staff meeting. JB
6	Legacy Park	Compliment	7/10/19	Mike Hedrick	Jenny Brennan	Emily	Thank you so much! Great massage!	Emily received a massage from Julie Vest, which is one of LPCC's new massage therapist. Staff will share the comment with Julie and recognize her at the next staff meeting.
7	Legacy Park	Compliment	6/26/19	Mike Hedrick	Jenny Brennan	Joyce	Emily received a massage from Julie Vest, which is one of LPCC's new massage therapist. Staff will share the comment with Julie and recognize her at the next staff meeting.	Staff appreciates the comment and will share the comment with Lori and recognize her at the next staff meeting. JB
8	Legacy Park	Compliment	7/23/19	Mike Hedrick	Heath Harris	Janice Chance	I really enjoy coming here. The staff are wonderful here. The front desk folks are really helpful (Millissa, Phyllis and Ruth). Always help me. Tim the personal trainer is absolutely wonderful. Thank you all for such a wonderful place to come to.	Staff appreciates the positive comments regarding staff. Millissa Roberts and Ruth Buckland are both full-time service representatives at Legacy Park Community Center and Phyllis Bloecker is a part-time service representative. Tim Sumner is a personal trainer and floor trainer at Legacy Park Community Center as well. This comment will be shared with staff and all the aforementioned staff will be recognized at the next staff meeting August 18, 2019. HH
9	Legacy Park	Compliment	8/7/19	Mike Hedrick	Jenny Brennan	Multiple	Staff received three positive comment cards regarding how much they like Lindsay and her Wednesday 10:30am Yoga class.	Lindsay teaches a Yoga Plus class on Wednesday's at 10:30am, and a regular Yoga class on Friday's at 10:30am. Staff appreciates the patron feedback, and will share the comment with Lindsay, and recognize her at the next staff meeting. JB
10	Legacy Park	Compliment	8/12/19	Mike Hedrick	Jenny Brennan	Leyla Haddad	Just wanted to say THANK YOU! This was the first massage I've had in awhile. I've been looking for a new massage therapist. I will definitely keep coming to Stephanie. Thank you, Thank you	Staff appreciates the feedback from Leyla and will share the comment with Stephanie and recognize her at the next staff meeting. JB
11	Legacy Park	Compliment	8/12/19	Mike Hedrick	Jenny Brennan	Sarah	I wanted to take the time not to complain, but to thank you for adding some great new instructors to your facility. I especially enjoy Tammy's classes! She is so positive and encourages everyone of every skill level. She takes the time to get to know everybody before and after class. I would love to see her assigned more classes here. She has been an amazing addition!	Tammy teaches SET on Friday's at 9:30am, and subs classes every chance she gets. Staff appreciates Sarah's feedback and will share the comment with Tammy and recognize her at the next staff meeting. JB
12	Legacy Park	Suggestion	7/15/19	Mike Hedrick	Sal Badali	Teresa Feagans	Please consider purchasing kayaks for the Legacy Lake. As a mom of two kids, there are times I do not want to paddleboard but I cannot maneuver a canoe by myself.	This is the third comment staff has received about kayaks. Staffed contacted Mrs. Feagans to thank her for her comments. Legacy Park Community Center offers stand up paddleboards and canoes for all patrons to reserve free of charge. Mrs. Feagans told staff that kayaks would be really appreciated and thanked staff for their time. Staff does not recommend purchasing kayaks at this time. SB
13	Legacy Park	Suggestion	8/8/19	Steve Casey		Tony Highfill	I'm a PGA Professional that would like to discuss installing a Driving Range out near Legacy Park. The only driving range in Lee's Summit is a Fred Arbanas. With over 100,000 people I feel it would be something the City might be interested in. I know that the driving range at Heart of America makes \$125,000 per year and that is in Swope Park not in a nice area like Legacy. Please contact me to discuss this further. Tony Highfill, PGA816-803-1538	Mr. Highfill: Thank you for your comments. As a golfer I am aware of the lack of quality golf practice facilities in eastern Jackson County. The sport, unfortunately, is at a crossroads and more facilities are going off line than going on line. I have shared your comments with our Parks Administrator and Parks Board. If you know of any partnership opportunities through First Tee, Midwest Section PGA, or other we would welcome an opportunity to engage in conversation particularly if it has roots in growing the sport or promoting junior golf. Thanks for your comments. Regards, Steve Casey

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
14	Longview	Complaint	8/14/19	Jodi Jordan	Eric Schooley	Marcela Nitschke	The new/ extra air fresher that was placed above the dryers in the women's locker room squirts on the face/ hair when using the dryer. Some of us are very sensitive or allergic to synthetic fragrances. We already have two air freshners so probably a third one isn't necessary. Would it be possible to disclose the ingredients in the substance that is going into the air?	The air fresher dispenser that Mrs. Nitschke is referring to was recently moved from another location. Staff received comments the previous location was inadequate because it was spraying into people's faces. Staff removed the dispenser and will monitor the situation and determine if two dispensers will be sufficient. ES
15	Longview	Complaint	8/12/19	Jodi Jordan	Eric Schooley	Vicki	We've come numerous times on the weekend and the pickleball nets aren't lined up correctly and the basketball goals are still down.	This is the first comment staff has received regarding this issue. Staff tried to call Vicki three times, but she did not answer and does not have a voice mailbox set up. Staff texted her and did not receive a response. Staff reminded the two facility attendants in charge of setting up pickleball on the weekends to set it up correctly and to put up the basketball goals. ES
16	Longview	Complaint	8/6/19	Jodi Jordan	Lisa Chism	Judy Kardonowy	The massage room at Longview is too loud. You can hear activities from the pool and fitness floor. Can you relocate the room to a quieter area? The massage therapist Jocelyn is excellent. Keep her!	Staff contacted Judy and thanked her for her feedback. Currently the massage room is in the only location available at Longview. Staff will recognize Jocelyn at the next staff meeting. Judy was appreciative of the information. LC
17	Longview	Compliment	7/23/19	David Dean	Lisa Chism	Lyndsey Padget	Staff received a personal note from Longview patron Lyndsey Padget: "Dear Barb & Childcare Team, Thank you so much for going the extra mile this month – watching not only Vivienne but Adeline and Beatrice too. You helped support both of our families...and you saved my sanity! I'm grateful for the excellent service you all provide. Keep up the good work!"	Staff shared Lyndsey's note with childcare attendant Barb Horsey and the childcare team and thanked Lyndsey for her handwritten note. LC
18	Longview	Compliment	8/6/19	Jodi Jordan	Lisa Chism	Glenn Reifenrath	Perfect gym for me. Only thing I would like added would be a standing calf machine.	Staff contacted Glenn and thanked him for his input. This is the first request Longview has received for a standing calf machine. If other requests are made, we will consider adding this item. Glenn was appreciative of the information. LC
19	Longview	Suggestion	7/26/19	David Dean	Lisa Chism	Kathy Ferro	I would like another STEP class taught by Rhonda added to the Longview schedule. The current one is at 5:30am once a week on Wednesdays.	Staff contacted Kathy and thanked her for her feedback. Currently Rhonda is only available to teach early mornings and evenings. We will consider adding an evening STEP class to the schedule if additional requests are made. Kathy was appreciative of the information. LC
20	Longview	Suggestion	7/23/19	David Dean	Lisa Chism	Jackie Luongo	I would like Tai Chi as part of the membership instead of being a paid class.	After several requests, Longview added a temporary Tai Chi class to the schedule twice a week starting July 1. This is a paid class offered at \$7 per class. The class is very popular and has been extended through October, after which time the instructor is not available. Staff thanked Ms. Luongo for her comments and explained that because this is a short-term specialty class, it has a fee. She was disappointed but appreciative of the information. LC
21	LPA	Suggestion	8/16/19	Tede Price		Janelle Giannola	I am writing to make a suggestion for the Amphitheater to increase revenue. This is not meant to be a complaint I have the utmost respect and gratitude for the Parks organization. As I watched the alcohol tent workers (4, 2 of which seemed to fill more of a "runner" role) try to pour drinks for 75 people (give or take) in line at any given time, I thought there has to be a better way. No reasonable event should run a single, small, alcohol tent with 4 workers and 1,000+ attendees. It's nonsense. Maybe it's intentional. Maybe its a way to control how much alcohol is consumed during the event. But the most important factor is, the Amphitheater - the Parks and Rec department - is losing money. And unless things have drastically turned around since the Kansas City Star's article in August of 2017, you're losing a lot. Draft beer is your highest margin menu item. 15 gal keg, charge \$8 per 16 oz beer, 124 beers generates close to \$1,000 on a keg which costs under \$100. Numbers could flexuate. Fountain soda. Another big revenue item. Increase sponsorship levels, create VIP experiences. Sell a VIP ticket versus only one ticket price. An area close to stage roped off for VIP, perhaps with a beer tent/cart nearby. Rope off the main lot for VIP parking. There were approximately 35 cars parked in front, and along the fence line, with people sitting in their cars listening to the concert for free. LS merchandise tent with Tshirts, sweatshirts, hand fans, glow lights for kids. Food trucks are great, but are taking revenue from you. Carts selling cotton candy, hot dogs, pretzels. Volunteers 21+ could run the beer tents for tips. I would do it, as would my husband. There has to be a better way to make a purchase at the concession stand than waiting in line to order food.	Janelle, Thank you for your email. My name is Tede Price and I oversee the operations of the Legacy Park Amphitheater. We appreciate you taking the time to share your ideas about the amphitheater, and appreciate knowing you enjoyed an event there. Lee's Summit Parks and Recreation does not handle the alcohol sales. This is done through a contract with an alcohol vendor. Staff had a follow up meeting with the vendor after last week's concert. They understand the need to provide quicker service to our patrons and will have an additional trailer on the plaza area for the concert this week. Our venue was designed to be all GA seating, having no fixed seating in the facility allowing the amphitheater to be a very flexible space which is used for many different cultural arts events throughout the season. And, in regards to internal concession operations we had two staff taking the transactions and three staff preparing the food. This space doesn't allow for additional staff as it is a small concession area. We appreciate your comments and will share those with the Park Board. We hope you can join us again for an event in the future. Thank you, Tede Price, CFEA Superintendent of Recreation/Special Events

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
22	Summit Waves	Complaint	7/15/19	David Dean	Devin Blazik	Andy Cohen	<p>I tried to take my daughter to family night July 15th and we were very rudely turned away at the gate. We were told that none is allowed in after 9:30pm, even though that's not stated on the flyers and we've been attending family nights at Summit waves since this place opened and no one has ever told me that. The young man very obnoxiously claimed that, "it's always been that way and I've been here for 5 years" Can you please confirm if that is actually a rule or not? If it is, why is not listed on the flyer and why are your employees so rude about it. Thank you for your time, -Andy Cohen</p>	<p>Andy,</p> <p>Thank you for reaching out to us regarding your experience last night. I apologize if my interaction with you last night seemed rude or abrasive. This was certainly not my intent and I'm sorry that it came off that way. It has been the practice of Summit Waves to close admission to the park at 9:30PM during all special events. This was intended to cut down on teens arriving to the facility later, which often caused issues for staff and other patrons. I apologize the 9:30 closure information was not included on any of our marketing material, as it should have been. However, following the event, staff reevaluated this practice and decided to discontinue it for future events. Admission will be allowed for the entire event in the future.</p> <p>I apologize again for our interaction and I hope you and your daughter will attend our August 5th Family Night. If you would like to discuss this or any other issue further, feel free to contact me at 816-969-1546 or by emailing me at devin.blazek@cityofls.net.</p> <p>Respectfully,</p> <p>Devin Blazek</p>
23	Summit Waves	Complaint	7/15/19	David Dean	Devin Blazik	Alora Busey	<p>Hi, I am a regular customer of yours since I learned how to swim. I was hosting a small birthday get together of friends July 15 2019 & the lifeguards were very harsh ... I understand reprimanding our rough "house play" but multiple people in the staff glared & whistled at small things. The worst was when a lifeguard yelled at us, "KEEP MOVING!" ... We were letting the current move us (Thus the name lazy river) When we defended ourselves saying yes, we're moving & no, this isn't a military camp, she threatened that if we did one more thing wrong she would personally kick us out of the park. We decided to get out of the river and enjoy our birthday get together somewhere else. In the diving area I understand they're are rules to keep people safe but to have to wait until they are FULLY out of the water is extremely irritating and a rule that was easily broken. I saw many little kids jumping in onced the last person who went was roughly six feet away from the diving board, and then scolded by the lifeguard on duty. (Note: this was not off to the side and was hollered all the way across the pool from their elevated umbrella chairs) I try to be a law following citizen but that doesn't mean I'm not going to stop the fun just because someone two years older than me said so. (I'm almost 16) The woman who told us to keep moving was also the lady who heckled an older gentleman who went up to another lifeguard & asked what the one over there's name was so he could report her. He was much older than me so that helped me build the confidence to write all of this. I hope that this can help show I care for this park. If someone could sit down those guards & let them know that they don't represent the park I</p>	<p>Alora,</p> <p>Thank you for contacting us regarding your recent experience at Summit Waves. Our lifeguard staff is instructed to consistently enforce all rules, including remaining moving and following the direction of the current in the action river, and divers remaining off the diving board until the previous diver has reached the ladder. These rules are posted at the front desk, near each attraction, as well as on our website. These rules are designed to ensure all guests can enjoy our facility safely and without impacting the experience of other patrons. All staff, including lifeguard staff, is directed to ensure all guests follow the park rules. Patrons failing to follow the direction of staff may be subject to further disciplinary action.</p> <p>I apologize you felt our lifeguard staff's tone towards patrons was abrasive. I will follow up with staff and reemphasize the need to be polite with all patrons while still consistently enforcing all facility rules for our patrons. Should you have any further questions regarding rule enforcement on further visits, please speak with the Facility Manager on duty. If you would like to discuss this issue further, feel free to contact me at 816-969-1546 or at devin.blazek@cityofls.net</p>
24	Summit Waves	Complaint	7/11/19	David Dean	Devin Blazik	Terri Belser	<p>We enrolled our grandson in the Seahorse program for July 1. We are not super happy about our experience, and our attempts to contact an individual seems to have fallen on deaf ears. The most pleasant person I spoke with was Chandler, who told me that Alexis would call me in an hour. 4 hours later, I am still waiting for her call. Derek also received a call, but I have yet to hear from him as well. PLEASE have someone with some maturity and experience contact me. I stood at the pool this morning expecting lessons to be continued, and when I had to explain to a three year old child that oops, no lesson and they they have ended, he got very upset. The staff updates at the beginning of classes were usually not audible because 30 excited children drowned out the voice of the ones giving the announcement (the only exception was a tall male who actually delivered messages in a upraised voice). The website stated lessons would be over tomorrow, and the one time I could hear announcements, that was actually said. My number is 816.682.5670. I do expect a call to discuss this matter. If I do not receive a call by the end of the day, I will be contacting the head of Parks and Recreation to voice my concerns, which include the non chalant attitude of the lifeguards and instructors. Thank you Terri Belser</p> <p>Devin,</p> <p>Thank you. The experience thus far is vastly different and much improved. Both camp counsellors and lifeguards are making a much more concentrated effort to be heard. I am particularly happy with the swim instructor Hannah- she is very patient, but firm with</p>	<p>Terri,</p> <p>Thank you for bringing these issues to our attention. I'm glad we had a chance to speak on the phone so I could get more information regarding this issue. I'm sorry for your experience with swim lessons last week and I can understand how frustrating it must have been. As a follow up to our conversation, I spoke with our Swim Lesson Coordinator and emphasized the need for lesson announcements to be heard clearly. Swim Instructors and Camp Counselors have been instructed to help remind kids to remain quiet during announcements, so that instructions can be clearly heard by all.</p> <p>I also apologize for the lack of follow up from my staff. The messages you left on Friday morning were not directed to the people who they needed to go to. I've reviewed this process with all my Service Representative staff to ensure they understand that messages need to be taken immediately to the proper staff member so calls can be returned in a timely manner.</p> <p>I'm glad your swim lesson experience today was much better. If you have any further questions or concerns, feel free to contact me at devin.blazek@cityofls.net or by calling 816-969-1546.</p>

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
25	Summit Waves	Suggestion	8/8/19	Devin Blazek	Shelby Dawson	Jim Eschenheimer	I hope when you close the pool for cleaning you will remove all the wads of gum that people have stuck under the edge of the gutter. East side is terribly disgusting. Also suggest, you install signs advising people not to do this.	Staff was not aware there was gum under the edges of the gutter, but has since removed them. The Aquatics Supervisor reminded staff to check the gutters prior to closing each night and to remove anything that may have gotten stuck during the day. Staff spoke to Mr. Eschenheimer on Thursday, August 8. He appreciated the call back and thanked staff for removing the gum. SD
26	Trails Master Plan	Suggestion	7/24/19	Steve Casey		Zachary Burton	I am a bicycle transportation activist and I bike to work everyday. I bike through the intersection of 3rd street and 50 highway to get to downtown Lee's Summit and work. It would be great if the Greenway Master Plan could be updated to extend up Ward Road all the way to 3rd street and up through NW Oldham parkway. Having sidewalks on both sides of the road and having a wide multi use trail will make biking through that intersection safer. It would be great if more crosswalks could be added on NW Oldham parkway and Ward Road by 3rd street and 50 highway.	Mr. Burton: Thank you for your observations and comments. We are in the process as we speak of making updates to our Trails Master Plan which includes inventory of existing and proposed routes and prioritization of segments. One important outcome of this study is the evaluation of "barriers" throughout the community one of which is 50 highway and safe passage through this corridor and improving connectivity from the outer neighborhoods of Lee's Summit into downtown. I would encourage you if you have not already to fill out a survey that is currently underway to solicit input from our community on ways that we can improve the trails plan and prioritize our efforts. The link to the survey is here: https://www.surveymonkey.com/r/greenway2019 Thank you again for your comments and we look forward to hearing your feedback.

~ AUGUST ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Blues Fest-LPA	3
4	5 8:30pm Family Fun Night -SW	6 6:15pm City Council	7	8	9 Gabrielle Sanchez - The Prince Experience - LPA	10
11	12	13 6:15pm City Council Work Session	14	15 Moonlight Yoga-LPA	16 Sara Evans -LPA	17
18	19	20 6:15pm City Council	21	22	23	24 Julian Vaughan-LPA
25	26	27	28 6:00pm Park Board meeting (Strother Conference Room) Sunrise Yoga-LPA	29	30	31

~ SEPTEMBER ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day	3 6:15pm City Council	4	5	6 18th & Vine on the Road - LPA	7
8 Glow Zumba - LPA	9	10 6:15pm City Council Work Session	11	12 Moonlight Yoga-LPA	13	14
15	16	17 6:15pm City Council	18 6:00pm Park Board Meeting (Strother Conference Room)	19	20 Mr. Stinky Feet - LPA	21
22	23	24 NRPA Conference	25 Sunrise Yoga-LPA	26	27	28
29	30					

~ OCTOBER ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 6:15pm City Council	2	3	4	5
6	7	8 6:15pm City Council Work Session	9 7:30am-GCC 3rd Quarter EOQ Breakfast	10	11	12
13	14 6:30pm GCC YSA - Dinner Meeting	15 6:15pm City Council	16	17	18	19
20	21	22	23 6:00pm Park Board Meeting (Strother Conference Room)	24	25	26
27	28	29	30	31		

Police Presence At LS Cemetery Wednesday Evening

Linda Ahern
Publisher

On Wednesday Aug. 7, 2019, a conversation on social media sparked questions about unusual activities happening at the Lee's Summit Historical Cemetery.

Participants in the conversation discussed police cars, officers and a backhoe in the cemetery.

Park Department manages the Historical Cemetery. Lee's Summit Tribune received the following statement from Collin McCage, marking coordinator on behalf of Joe Snook, administrator of LSPR.

"On Wednesday, while preparing a grave space for a scheduled burial, an unmarked burial from the early 1900's was encountered. As managers of the City's cemetery, LSPR staff immediately implemented the protocol for addressing undocumented remains in the cemetery and was quickly able to identify the correct location, remedy the incorrect burial, and

The City and Lee's Summit Parks and Recreation recognize, in managing a historical cemetery which has changed ownership and oversight several times, occasions will arise involving inconsistent records. Lee's Summit Parks and Recreation and the City remain committed to ensuring the accuracy of the cemetery's records while preserving the dignity and respect for the resting place of the deceased. It is for this reason the undocumented remains protocol was developed, which includes advising LSPD so that appropriate reports can be processed, and records can be established."



prepare for the pending service as scheduled.