JULY 2019

Park Board Meeting Packet

The 18th Annual Tour de Lakes took place on June 22, 2019.

Legacy Blast went off with a bang this July 3rd!

Ryan Gibson was awarded the 2nd Employee of the Quarter for 2019.

Steve Casey & Steve Bonner were recognized for thier 15 years of service to LSPR and our community.

LEE'S SUMMIT PARKS & RECREATION

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:	July 24, 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**
Employee of the Quarter – Ryan Gibson, Harris Park CC Manager		N/A
No Tax Increase Presentation – Mark Dunning, Assistant City Manager		N/A
CITIZEN COMMENTS		
		N/A
AGENDA ITEM	**STAFF RESPONSIBLE**	
APPROVAL OF MINUTES: June 26, 2019 Regular Session Minutes	Jackie McCormick Heanue	1-7
TREASURER'S REPORT: read by Lawrence Bivins, Treasurer (includes June 2019 Financial Report)	Carole Culbertson	8-17
SALES TAX REPORT: July 2019	Carole Culbertson	18-19
BOARD APPROVAL ITEMS		
Solar Utility Services Proposal for Select LSPR Facilities	Joe Snook	20-26
Proposed Amendments to the Code of Ordinances Chapter 19 – Parks and Recreation – *This Item was Continued from the June 24, 2019 Meeting*	Jackie McCormick Heanue	27-35
Proposed Amendments to the Park Board By-Laws – *as recommended by the By Laws Ad Hoc Committee*	Jackie McCormick Heanue	36-44
Authorization of Negotiating Authority for LPA Entertainers – 2020 Season	Joe Snook	45
Summit Waves Wave Pool Addition – Award of Bid No. 47132784 to B. Dean Construction	David Dean	46-48
OLD BUSINESS		
• Projects and Services Review	All Staff	49-66
• Capital Projects Plan – 2019		
◊ Hartman Park Trailhead	Steve Casey	67-70
◊ Howard Park Improvements	Steve Casey	71-75
◊ Summit Park Improvements	Steve Casey	76-79
◊ Lowenstein Park Improvements	Steve Casey	80-83
◊ Summit Waves Wave Pool	David Dean	84-86
• Fundraising Update	David Dean	87-89
• Wi-Fi in Parks Installation Update	Joe Snook	90-91
NEW BUSINESS		
Presentation of City of Lee's Summit Citizen Survey Results – Parks and Recreation Portions	Joe Snook	N/A
2nd Quarter Security Report	Brooke Chestnut	92-94
End of Activity Reports	Joe Snook / All Staff	95-115
PATRON COMMENT REVIEW	Joe Snook	116-120
MONTHLY CALENDARS	For Information Only	121-123
ROUNDTABLE	Park Board Members and Staff	N/A
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD	Joe Snook	N/A

MEETING ADJOURNMENT

Closed Session – Pursuant to RSMo. 610.021(1) pertaining to legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its' representatives and attorneys; and pursuant to RSMo. 610.021(13) pertaining to individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

BOARD COMMITTEES

Budget	Personnel	Youth Sports	Foundation Board
Lawrence Bivins-Chair	Mindy Aulenbach-Chair	Jim Huser-Chair	Samantha Shepard-Chair
Marly McMillen Beelman	Jim Huser	Casey Crawford	Nancy Kelley
Nick Walker	Samantha Shepard	Nancy Kelley	Nick Walker

The board packet has been provided electronically to all Lee's Summit Parks and Recreation Board Members and is available at https://cityofls.net/parks/get-involved/park-board

LEE'S SUMMIT PARKS AND RECREATION BOARD
MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	June 26, 2019	TIME:	6:00 PM	PLACE:	Strother Conference Room

Board Members Present:	Board Members Absent:	Staff Present:	Other Guests:
Mindy Aulenbach, Vice President	Tyler Morehead, President	Joe Snook	
Lawrence Bivins, Treasurer	Jim Huser	Carole Culbertson	
Nancy Kelley		David Dean	
Samantha Shepard		Steve Casey	
Nick Walker		Tede Price	
Casey Crawford		Jackie McCormick Heanue	
Marly McMillen (6:07pm)		Brooke Chestnut	

AGENDA ITEM	DISCUSSION (Findings/Conclusions)	RECOMMENDATIONS/ ACTIONS
Approval of Minutes of May 22, 2019 Regular Board Meeting	Supporting documentation (see pages 1-6.) No questions or discussion.	Ms. Kelley made a motion to approve the May 22, 2019 Regular Board Meeting Minutes; seconded by Mr. Bivins. Motion carried unanimously.
Treasurer's Report – May 2019	Supporting documentation (see page 7-16.) Mr. Bivins read the Treasurer's Report for May 2019. No questions or discussion.	Mr. Walker made a motion to approve the Treasurer's Report for May 2019; seconded by Ms. Kelley. Motion carried unanimously.
Sales Tax Report – June 2019	Supporting documentation (see pages 17-18.) Mr. Crawford asked whether we were behind projections last time we discussed this. Ms. Culbertson reported we are actually a bit above projections, and last month there were several key reports missing which made it appear as though we were behind.	No Board Action.
BOARD APPROVAL ITEMS		
Award of Bid – Pavement Maintenance and Repair – McConnell and Associates	Supporting documentation (see pages 19-42.) Ms. McCormick Heanue presented the recommendation for Award of Bid for asphalt repair and maintenance. She noted there are several projects in the FY20 budget which will utilize these services, and because all of the projects for LSPR for the budget year will exceed $50,000, it must be approved by the Park Board. She noted the Agreement is "on call" meaning LSPR places orders for services as they are needed and budgeted throughout the year, and does not guarantee a minimum or maximum spend. She explained the projects would not come before the Board again because they were already approved. Mr. Bivins asked about Tandem Paving as a vendor and what their role is. Ms. McCormick Heanue explained Tandem is the contractor for repaving, and McConnell provides patching and striping services. Mr. Crawford asked if the contract has the potential to exceed $50,000 but would not necessarily depending on the projects assigned. Ms. McCormick Heanue confirmed this was correct.	Mr. Bivins made a motion to approve the award of City of Lee's Summit Bid No. 2019-077 on behalf of LSPR to McConnell and Associates and to authorize the Administrator of Parks and Recreation to execute the same by and on behalf of LSPR; seconded by Ms. Shepard. Motion carried unanimously.
Proposed Amendments to Code of Ordinances Chapter 19 – Parks and Recreation	Supporting documentation (see pages 43-51.) Mr. Snook explained President Morehead assigned an Ad Hoc Committee to review the current Parks and Recreation Ordinances. The committee met several weeks ago, and staff presented some items which were identified as areas potentially needing changes. The items contained in the packet are the results of the Ad Hoc Committee's discussion and the items they wanted to bring forward for the Park Board's consideration. He noted to the Board the next step in the process, after	Ms. Kelley moved to table for further discussion at the July meeting with further clarifications to be made by staff. Mr. Bivins seconded. Motion carried unanimously.

recommendation from the Park Board, would be a presentation of the proposed changes before the City Council, since the Ordinances of the City are under the ultimate authority of the City Council.

Ms. McCormick Heanue summarized the proposed changes, which include the deletion of all references to the Beautification Commission, since it is no longer under the Park Board; updates to the Ordinance to ensure it is consistent with LSPR's policy regarding other power driven mobility devices (OPDMD's) as required under the Americans with Disabilities Act (ADA;) language and definitions to permit the use of E-Bikes to operate within the LSPR system as long as physical intervention is used to operate them; language to permit the Administrator the authority to deviate from curfew and other limitations on a limited basis for special circumstances, such as pooch paddle.

Mr. Snook noted another significant discussion which took place at the Ad Hoc Committee level was the use of tobacco in the parks. Currently, this is a rule, not an Ordinance. The Committee made no formal recommendation to change the current structure, however there was significant discussion regarding vaping, which has increased significantly in use recently, even though trends of tobacco use has gone down. He noted staff would be bringing further research on vaping to the Board in the future for consideration to determine whether there is a desire to add vaping to our list of prohibited items as a rule.

Mr. Bivins noted there is a good article in the National Parks publication which shows vaping is an increasing concern, and showing a tremendous increase in the use of vaping.

Mr. Crawford asked what the detriment is to vaping.

Mr. Bivins suggested before an intense discussion on the topic takes place, the Board read the article, which pointed out a couple of helpful tips, like pairing up with a health entity in the community who is aware of the statistics and risks of vaping. He also suggested we allow staff to do additional research or form another ad hoc committee to review the issue. Mr. Snook suggested staff complete the research and bring it to the Board as a discussion piece and then move forward. If the topic appears too big for the Park Board as a whole, another ad hoc committee can be formed to address the issue.

Ms. McMillen reminded the Board during the smoking discussion, it boiled down to the impact it had on other people, because smoking itself is a legal activity. Not being sure there is data to establish the impact on others around you would sway her decision.

Ms. Shepard suggested further investigating the topic and looking at areas other than Kansas City for a standard, because we are leaders in our area, and looking at other communities who are pushing the envelope and pushing communities forward.

Mr. Crawford noted San Francisco very recently outlawed the sale of vaping devices at the City level, showing there are other municipalities across the country looking at this issue.

Ms. Kelley noted the school district is very concerned about this issue as well.

Mr. Bivins noted there are a few municipalities noted in the article, and all of these topics are addressed in the article. He reiterated his suggestion to include a professional health entity in the process, as well as the community as a whole.

Ms. Kelley suggested there may be a focus on the topic at this year's NRPA conference as well.

Mr. Binney asked whether the Clean Air Ordinance applied to the Parks. He noted the Council as a whole was considering including vaping in the Clean Air Ordinance.

Ms. McMillen noted what led the discussion on smoking was its' impact on others, and vaping could have the same sort of impact.

Ms. Kelley reminded the Board a group of students came to the Board to discuss smoking originally. Mr. Snook noted it was a group through LS Cares, and reminded the Board the prohibition of tobacco in parks was a multi step process which has evolved over time.

Mr. Crawford asked whether Jackson County Parks + Rec has a position on vaping in the parks. Mr. Snook noted he had not yet asked his fellow directors but indicated he would poll the group at the July 12 KCMPRDA meeting, as these topics are the type which are ideal for the group's consideration. He noted the E-Bike issue is another example of something that began at the KCMPRDA group, which can be addressed as a profession and collectively have a position.

Mr. Binney asked where the Beautification Commission and the Tree Board would reside in the future. Mr. Snook explained the Administration Department, Glenda Masters, would be overseeing the Beautification Commission moving forward.

Mr. Crawford explained to the Board there were concerns with the use of the word "operate" and figuring out how to define it. The specific concern was if someone had a Type 2 E-Bike which was capable of propelling itself without any user assistance, would we allow it to be used on the trails when it was not purely propelling itself. He explained the definition of "operate" addressed using the mechanism solely to power the apparatus rather than using it as an assistive device. He was also concerned the language technically prohibits the use of devices for small children, i.e. a Mickey or Minnie scooter, because technically it is a self-propelled vehicle.

Mr. Walker asked why we are prohibiting E-Bikes, is there a problem? Mr. Snook explained the current City Ordinance already prohibits self-propelled vehicles. Mr. Walker suggested new technology comes along all the time, and the Ordinance may need to accommodate new technology if it is good. He was curious if there is a reason why we don't want E-Bikes on the trail, and what is the real harm of these devices on the trails?

Mr. Snook explained the objective is to actually allow E-Bikes, not prohibit them, and he explained there are three types of E-Bikes: Type 1 and 3 simply assist the rider and require some physical intervention. Type 2 can go up to 20mph without any physical intervention at all, and is essentially a mini-bike or motor scooter. He noted the definition of self-propelled is how we are addressing the use of what type of vehicle is being prohibited.

Ms. Shepard explained it was very difficult to separate out what an E-Bike is from a definition standpoint and not include or exclude an infinite number of other types of vehicles we do want to prohibit. The objective was to try to make the Ordinance as simple as possible.

Mr. Walker noted there are individuals using the trail who ride regular bikes who go faster than 20 mph, and was not sure the speed is of significant concern.

Ms. McMillen stated people walking on the trail getting brushed by someone on an E-Bike is not desired.

Ms. Shepard said it is a slippery slope to not prohibit other types of vehicles, such as Vespas or dirt bikes.

Mr. Walker suggested just saying what you can use and what you can't use, because the reason E-Bikes were created is to allow people who can't otherwise

	use the trails to have access. The intent of the greenway trails is to walk and ride bikes. You can easily put a definition in indicating you can use an E-Bike on the trail. Mr. Crawford noted there is only one type of E-Bike being regulated and discussed, the Type 2 which is essentially a 20mph motorcycle. The other types are not being referenced or limited. Mr. Walker indicated he felt like the definition was too limiting, referencing the "solely by its' own engine" language. Ms. McCormick Heanue explained the Type 2 is the only type of E-Bike which can be operated solely by its' own engine, which is why the definition was crafted in those terms. Mr. Snook reiterated Types 1 and 3 require pedaling to engage the mechanical system. Ms. Aulenbach asked what the Lovell's donated to Longview. Mr. Snook explained there are 2 Type 1 E-Bikes at Longview. Mr. Snook also noted his research revealed there is no one in Lee's Summit selling Type 2 E-Bikes. The bulk are Type 1, and Type 2 are actually very hard to find in the United States, and are predominately in Europe. He noted the cycle shops are focusing on the users who would otherwise not be able to cycle and get them a way to utilize trails. The intent of the proposed changes is to try to address areas in the Ordinance which currently fully prohibit and to accommodate technology that is here to stay. Mr. Walker suggested a footnote or comment to indicate clearly what types of E-Bikes are actually allowed. Mr. Snook suggested we could have a Park Rule clarifying this for patrons. We can give clarifications of the Ordinance through the use of rules, but the Ordinance needs to be representative of the community trend and can more easily adapt to technology by not using specifics. Mr. Crawford asked Mr. Walker whether amending the motion to include a contemporaneous rule. Mr. Walker indicated he was comfortable approving the Ordinance language as long as the Board is all comfortable passing a rule at the next meeting addressing the issue. Mr. Snook stated there is nothing pressing this issue, and staff can bring back a clarification of the E-Bike restrictions at the next meeting so everything can be approved at once. Ms. Shepard said she understands his concerns and reiterated this was the reason the discussion at the Ad Hoc Committee meeting was so in depth. Ms. Aulenbach asked whether it was necessary to approve the Beautification Commission portion tonight. Ms. McCormick Heanue explained it was not necessary, and the City was working on its' own amendments but was unsure of when it will ultimately go forward. Those amendments will necessarily remove the Beautification Commission sections from the Parks chapter as well. Ms. McMillen asked why the word "unlawful" was used so much in the language. Mr. Snook explained the Ordinance actually becomes the law for the City.	
OLD BUSINESS		
Projects and Services Review	Supporting documentation (see pages 52-60.) No questions or discussion.	No Board Action.
Capital Projects Plan through 2019	Supporting documentation (see pages 61-79.) **Hartman Park Trailhead:** Mr. Casey reported the project is essentially complete and staff is wrapping up a few items. The June 3, 2019 Ribbon Cutting event was	No Board Action.

	very successful. He indicated the project was a good lead in to the Trails Master Plan project. A public open house meeting was held last week, and the consultants and staff met with stakeholders. An online survey is being developed to seek additional feedback. This project will carry through most of the summer. Jackson County is getting ready to break ground on the second phase of the Rock Island Trail, and they estimate about a year and a half construction time. He noted this would carry the trail from Lee's Summit through Kansas City, and a good portion of this phase will be off the existing rail bed. Mr. Snook noted Councilmember Binney was instrumental in ensuring there was money available for this project through the CIP and the renewal of the Transportation Sales Tax. Summit and Howard Park Improvements: Renovations are moving forward. May was not a good month weather-wise, so June has been a catch up month. Timetable to complete both projects is currently targeted for early October. Lowenstein Park Improvements: Staff is engaged in meetings with the Developer and its' consultants about how the development will interface with the Park. The closure of Lowenstein Drive has been completed and the west (upper) parking lot is open, the park is accessible from Black Twig Drive, but there is a lot of activity and several disruptions currently. The capital improvements and development improvements will be very good. RFP is being developed for playground renovations and functional fitness. Mr. Snook reported the sewer line is being installed through the park currently, so it is a bit of a mess, but the contractors are doing a very good job of trying to keep the park open and accessible. The contractors anticipate the sewer portion should take about a week. Mr. Crawford asked about the timetable for the Lowenstein project, and what will the development eventually be, as this project has a lot of interest in the public. Mr. Casey reported the expected timeline for the portion of work being performed by the Developer's contractor in the park is approximately September – October 2019. Staff will work concurrently with this timeline for the improvements and amenities LSPR is including. He anticipates the work in the park will be complete late fall. Mr. Binney reported the contractor has 6 months to deliver the first lots, which are the apartment complex lots. Mr. Casey noted there has been a lot of misinformation about the status of the project, including there was a sale of park property. He explained this is not accurate, the development is encroaching on park property in exchange for significant improvements but there has been no sale of land. Ms. Shepard says the comments she received include "is the park gone" because it doesn't look like it used to. Mr. Snook reminded the Board to redirect inquiries to staff so consistent and accurate information can be conveyed and the misinformation can be corrected. Wave Pool @ Summit Waves: Mr. Dean reported the project is progressing, and conditional approval of the Final Development Plan was received late last week. He also noted the bid is currently out on the street and several questions have been submitted, which suggests lots of interest. The hope is to have a proposal for Board approval in July.	
Fundraising Update	Supporting documentation (see pages 80-82.) No questions or discussion.	No Board Action.
Beautification Commission Report	Supporting documentation (see pages 83-87.) Mr. Snook reported this report would be the last one the Park Board would receive, and the official responsibility will transfer to the City's Administration Department on July 1. He explained he	No Board Action.

	and Mr. Arbo met with the Commission at their June meeting to assure them staff would be available through the transition phase and would continue to support the efforts of the Beautification Commission in a new role. Mr. Binney asked whether the tree issues have been reconsidered. Mr. Snook reported the ordinance in place is the tree plan but the Administration Department will be looking into more.	
Wi-Fi in Parks Installation Update	Supporting documentation (see pages 88-89.) Ms. Culbertson reported the last location, Longview, is still operating through the business class agreement signed in October. There are two different areas of Spectrum she is coordinating with to finalize the free WiFi. Mr. Crawford asked why Charter/Spectrum is providing this WiFi service for free. Ms. Culbertson indicated the presumption is the company wants to encourage use at home, and it is a marketing tool. Mr. Snook noted there is no marketing taking place and they are not using information to market to people to become customers. Mr. Snook reported he believed Charter/Spectrum were trying to have an impact on the Google Fiber market dominance. He also explained the existing Charter/Spectrum customers get unlimited WiFi in the parks, while non-customers only get one hour per day. Ms. Kelley asked whether the signs showing we have WiFi recognize Spectrum. Mr. Snook indicated they do receive recognition. Mr. Binney explained the regulatory filings also include information about the good will gestures of entities like Spectrum.	No Board Action.
NEW BUSINESS		
End of Activity Reports	No End of Activity Reports Presented. No questions or discussion.	No Board Action.

PATRON COMMENT REVIEW

Supporting documentation (see pages 90-98.) Mr. Crawford pointed out to the comment from Ms. Ross and asked whether there was any follow up. Mr. Dean explained Mike Hedrick has reached out to Ms. Ross several times but has received no response. He also mentioned Ms. Chriswell's comment, and Mr. Snook explained it was a G-String/thong. He noted the patron received a refund of her entry fee when she refused to put her shorts on over the bathing suit, and also noted the patron who wrote the comment was not even at the facility. Mr. Crawford asked whether there was a rule or policy and Mr. Snook explained there is a rule which says attire must be appropriate. This issue is addressed several times a year and it is rarely challenged. Ms. Shepard asked about the interaction with Ryan about the camp payment system. She noted the system of paying is challenging and you have to remember. She suggested a way to automatically charge for the weeks campers will attend. Mr. Snook explained a practice like this would put staff at risk, and Ms. Culbertson noted LSPR does not store credit card information. Ms. Price noted there is a reminder sent out every week. Ms. Shepard suggested an auto payment system of some sort to increase convenience and efficiency in the future. Mr. Snook indicated staff would look into options to help with payment options. Ms. Kelley asked whether the son is still attending and Ms. Price indicated he was and there do not appear to be any other issues.

MONTHLY CALENDARS

Supporting documentation (see pages 99-100.) Ms. Kelley asked what the What's Next Fest was. Ms. Price explained this was one of the partnership events with the Mid Continent Public Library and showcases new up and coming bands in the area, similar to our summer concerts, with a target audience of evenings or weekends that attract families. Mr. Crawford thanked Joe and Tede for the June 14, 2019 Summit Fest event, which seemed like a good turnout and a lot of people who came out to the park who had never been there before. He noted the good range of music and stated it was a very good event. Mr. Snook explained 26 bands applied, and staff narrowed it down to 5, with 3 being from Lee's Summit and more than 500 patrons attending the event.

STAFF ROUNDTABLE

Mr. Snook noted a special concert tomorrow (Thursday) at 7pm, Patriot Concert, who are all members of the 135th National Army Guard band. This was a free event and an example of another good partnership for the use of the Amphitheater.

Mr. Snook reminded the Board Legacy Blast is next Wednesday.

He also reminded the Board of the next Quarterly Employee Breakfast scheduled for July 10, 2019 at Gamber Community Center at 7:30am, where anniversary milestones and the Employee of the Quarter will be recognized.

Mr. Snook informed the Board the City has just completed its' most recent citywide survey. Staff is currently reviewing the report which is about 275 pages, and will be boiling down the report to Parks related information. The boiled down report will be sent via PDF to the Board once complete. He noted Parks faired very favorably and the report contains good comparators to metro and national agencies. Another comparison in the report is the prior responses from prior surveys. Scores for all three surveys conducted by ETC are listed which provides some helpful information to consider.

Summit Waves operations are struggling this year due to the weather challenges, especially given this is the 2nd wettest year in recorded history. As of Monday, the facility is approximately 8,000 visits/$100,000.00 below revenue currently. Staff is doing everything we can to minimize losses but the unfavorable weather is causing the facility to struggle thus far.

Longview Community Center currently has 2,993 members, and gave his kudos to Jodi and her staff for the aggressive membership drive which really enhanced signups. Staff is working hard to hit 4,000 by the end of the year.

Mr. Snook provided an update on the possibility of the Landfill project. He noted there was some discussion at the Public Works Committee meeting last night advising public about the possibility of parks taking a part in the reuse in the future. He asked the Board to please redirect inquiries related to this project to Joe.

Ms. Price explained the kids bike event, Trick a Bike has been moved from October to July and has changed format. The event will now be called Unplug and Pedal. Friday July 26, 2019 at 7:30pm. Participants will receive a glow bracelet, a sticker at halfway point, and ice cream sundaes at the end of the race. The event will take place around the 5 mile loop beginning at the Legacy Park Amphitheater.

BOARD ROUNDTABLE

Ms. Kelley reported the By-Laws Ad Hoc Committee met on Monday.

Ms. Kelley, Ms. Shepard and Mr. Walker thanked Ms. McCormick Heanue for her work on the Ordinance and By-Laws projects and preparing the information for the Ad Hoc Committees to complete their work.

Mr. Binney reported the ETC Citizen's Survey is completed by a local firm but is done nationally and ETC is a leader in the industry. The provide data that is scientifically valid, and the same questions asked every time, so differences are easily seen. The interesting thing about Lee's Summit is we don't do these surveys as often as some municipalities and don't make popularity based decisions.

Mr. Binney also expressed his thanks to Park Board and volunteers for their efforts in putting on Tour de Lakes efforts and reported it was a great event.

Mr. Binney reported the July 2, 2019 Council Meeting has been cancelled.

Mr. Binney noted he is looking forward to the trails master plan project.

Ms. Aulenbach thanked staff and the Board for the time and efforts and acknowledged the sacrifices made in putting in the extra time for the important work.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

None.

MEETING ADJOURNMENT

Mr. Bivins made a motion pursuant to Section 610.021 (3) of the Revised Statutes of the State of Missouri pertaining to hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded 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 and pursuant to Section 610.021(1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action, or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys to move into Closed Session; seconded by Mr. Walker. Roll Call: Aye – Ms. Aulenbach, Mr. Bivins, Ms. Kelley, Mr. Walker, Ms. Shepard, Mr. Crawford, Ms. McMillen; Absent – Mr. Morehead, Mr. Huser. Regular Session adjourned.

Financial Outlook as of June 30, 2019 (Preliminary)

Fund	Fund Balance @ 6/30/19 (unaudited)
Gamber Community Center	$ 501,756
Legacy Park Community Center	$ 1,650,014
Longview Community Center	$ (172,439)
Harris Park Community Center	$ 440,143
Parks and Recreation	$ 2,898,941
Summit Waves	$ 231,543
Cemetery	$ 1,320,644
Construction	$ (3,574,616)
Park COP	$ 1,432,406

Fund	MTD 6/30/19	Prior YTD Actual	Current YTD Actual	Approved FY19 Budget	Percentage of FY19 Budget
Gamber Community Center					
Revenue	$ 31,257	$ 486,038	$ 478,663	$ 489,796	97.73%
Expenses	$ 54,549	$ 445,943	$ 444,980	$ 449,193	99.06%
Income (Loss)	$ (23,292)	$ 40,095	$ 33,683	$ 40,603	
Legacy Park Community Center					
Revenue	$ 154,276	$ 2,102,819	$ 2,093,887	$ 2,107,285	99.36%
Expenses	$ 195,869	$ 1,953,447	$ 1,931,513	$ 1,938,419	99.64%
Income (Loss)	$ (41,593)	$ 149,372	$ 162,374	$ 168,866	
Longview Community Center					
Revenue	$ 72,732	$ -	$ 585,919	$ 824,019	71.11%
Expenses	$ 138,888	$ -	$ 758,358	$ 971,479	78.06%
Income (Loss)	$ (66,156)	$ -	$ (172,439)	$ (147,460)	
Harris Park Community Center					
Revenue	$ 256,062	$ 1,320,901	$ 1,288,577	$ 1,589,963	81.04%
Expenses	$ 211,206	$ 1,307,043	$ 1,275,306	$ 1,417,693	89.96%
Income (Loss)	$ 44,856	$ 13,858	$ 13,271	$ 172,270	
Parks and Recreation					
Revenue	$ 27,275	$ 3,731,690	$ 3,820,184	$ 3,615,661	105.66%
Expenses	$ 446,851	$ 3,775,130	$ 3,243,079	$ 3,489,078	92.95%
Income (Loss)	$ (419,576)	$ (43,440)	$ 577,105	$ 126,583	
Summit Waves					
Revenue	$ 171,324	$ 695,129	$ 587,310	$ 653,284	89.90%
Expenses	$ 150,314	$ 599,503	$ 577,947	$ 627,931	92.04%
Income (Loss)	$ 21,010	$ 95,626	$ 9,363	$ 25,353	
Cemetery					
Revenue	$ 9,383	$ 174,917	$ 161,359	$ 204,688	78.83%
Expenses	$ 12,103	$ 179,880	$ 144,669	$ 204,363	70.79%
Income (Loss)	$ (2,720)	$ (4,963)	$ 16,690	$ 325	
Construction					
Revenue	$ 250,000	$ 1,937,000	$ 3,100,481	$ 3,352,500	92.48%
Expenses	$ 73,897	$ 4,700,000	$ 6,760,242	$ 2,835,000	238.46%
Income (Loss)	$ 176,103	$ (2,763,000)	$ (3,659,761)	$ 517,500	
Park COP Debt					
Revenue	$ 418,894	$ 3,909,246	$ 4,060,806	$ 3,919,125	103.62%
Expenses	$ 272,917	$ 4,645,225	$ 3,275,000	$ 3,275,000	100.00%
Income (Loss)	$ 145,977	$ (735,979)	$ 785,806	$ 644,125	

GAMBER COMMUNITY CENTER
FUND 201
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Previous Year-to-date June 2018	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity & Membership Fees	162,633	8,704	148,452	167,778	(19,326)	[2]	167,778
User Charges	483	8	1,333	585	748		585
Rentals	141,623	7,315	137,795	140,933	(3,138)		140,933
Interest	2,505	643	12,347	1,800	10,547	[3]	1,800
Other Revenue	2,959	3	3,723	3,580	143		3,580
Contributions	500	-	-	120	(120)		120
Miscellaneous	335	1	13	-	13		
Transfers In from Park COP	175,000	14,583	175,000	175,000	-		175,000
TOTAL REVENUES	**486,038**	**31,257**	**478,663**	**489,796**	**(11,133)**		**489,796**
EXPENDITURES							
Personnel Services	236,127	25,956	249,368	255,934	(6,566)	[4]	255,934
Other Supplies, Services and Charges	94,848	5,472	72,160	77,576	(5,416)		77,576
Repairs and Maintenance	33,066	1,012	17,599	12,905	4,694		12,905
Utilities	49,174	4,310	44,423	44,640	(217)		44,640
Capital Outlay	125	15,467	33,435	30,143	3,292		30,143
Interdepartment Charges	32,603	2,332	27,995	27,995	-		27,995
TOTAL EXPENDITURES	**445,943**	**54,549**	**444,980**	**449,193**	**(4,213)**		**449,193**
NET GAIN / (LOSS)	**40,095**	**(23,292)**	**33,683**	**40,603**	**(6,920)**		**40,603**

BEGINNING FUND BALANCE	**468,073**	[1]
ENDING FUND BALANCE	**501,756**	

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

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

[3] The variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled $4,699 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The interest earned and the mark-to-market adjustment for the quarter ending June 30th has not been recorded. The interest earned through May was $7,648.

[4] Full-time personnel costs are over budget due to the implementation of the compensation study and the payout of accrual banks due to retirement. Part-time personnel costs are below budget due to vacancies and the use of contracted custodial services versus part-time custodial staff. The budget through June includes approximately $11,000 for part-time custodial staffing.

LEGACY PARK COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Previous Year-to-date June 2018	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity & Membership Fees	1,938,349	145,973	1,931,077	1,970,026	(38,949)	2	1,970,026
User Charges	3,148	36	3,347	2,993	354		2,993
Rentals	77,156	5,812	80,461	84,637	(4,176)		84,637
Interest	7,696	2,014	38,067	4,000	34,067	3	4,000
Other Revenue	9,951	441	5,916	3,110	2,806		3,110
Contributions	15,000	-	7,500	15,000	(7,500)		15,000
Transfers In	51,519	-	27,519	27,519	-		27,519
TOTAL REVENUES	**2,102,819**	**154,276**	**2,093,887**	**2,107,285**	**(13,398)**		**2,107,285**
EXPENDITURES							
Personnel Services	1,206,261	147,601	1,257,221	1,259,952	(2,731)		1,259,952
Other Supplies, Services and Charges	223,938	16,554	213,307	243,775	(30,468)	4	243,775
Repairs and Maintenance	126,931	13,223	221,701	145,744	75,957	5	145,744
Utilities	191,649	14,222	165,595	184,395	(18,800)	6	184,395
Capital Outlay	144,844	-	22,472	53,336	(30,864)	7	53,336
Interdepartment Charges	59,824	4,269	51,217	51,217	-		51,217
TOTAL EXPENDITURES	**1,953,447**	**195,869**	**1,931,513**	**1,938,419**	**(6,906)**		**1,938,419**
NET GAIN / (LOSS)	**149,372**	**(41,593)**	**162,374**	**168,866**	**(6,492)**		**168,866**

BEGINNING FUND BALANCE	**1,487,640**	1
ENDING FUND BALANCE	**1,650,014**	8

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

[2] Revenue from Memberships is running lower than anticipated in the budget ($49,500) while revenue from daily visits is higher through June. The variance in memberships is related to the change from the Passport membership, where LPCC received a set percentage of the membership revenue, to the All Inclusive Pass where the home facility receives the revenue.

[3] Variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled $14,579 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The interest earned and the mark-to-market adjustment for the quarter ending June 30th has not been posted. The interest earned through May was $23,488.

[4] Variances exist in Professional Fees, Janitorial Supplies, Bankcard Fees, and Miscellaneous Expense. Bankcard Fees have not been posted for June. As part of the year-end close, expenditures associated with FY2019 will continue to post to the financial system.

[5] The budget includes $60,000 for glulam replacement. The glulam work was completed along with the replacement of the eyebrow wood trellis structure by the same contractor and charged to Repair and Maintenance-Building. The eyebrow replacement project was budgeted at $20,000 in the capital account (8000). Unexpected expenses of installation of drainage pipe ($13,500), roof repair ($5,000), outdoor lighting repair ($5,900), HVAC repair ($4,000), elevator repairs ($14,000), plumbing repairs ($1,500), upholstery repairs ($1,700), lock repairs ($800), and pool repair ($5,100) have been completed.

[6] The variance is related to natural gas ($5,700) and electricity ($14,700).

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

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

LONGVIEW COMMUNITY CENTER
FUND 205
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Activity & Membership Fees	58,270	525,212	-	525,212	[2]	687,853
User Charges	16	1,635	-	1,635		1,920
Rentals	14,284	56,982	-	56,982		129,190
Interest	62	261	-	261		-
Other Revenue	-	28	-	28		1,032
Contributions	-	-	-	-		4,000
Miscellaneous	100	1,801	-	1,801		24
TOTAL REVENUES	**72,732**	**585,919**	**-**	**585,919**		**824,019**
EXPENDITURES						
Personnel Services	107,239	488,555	-	488,555		612,274
Other Supplies, Services and Charges	10,885	117,441	-	117,441		120,748
Repairs and Maintenance	838	22,800	-	22,800		37,970
Utilities	19,926	129,562	-	129,562		149,715
Interdepartment Charges	-	-	-	-		50,772
TOTAL EXPENDITURES	**138,888**	**758,358**	**-**	**758,358**		**971,479**
NET GAIN / (LOSS)	**(66,156)**	**(172,439)**	**-**	**(172,439)**		**(147,460)**

BEGINNING FUND BALANCE	**-** [1]
ENDING FUND BALANCE	**(172,439)**

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

[2] The budget for the new fund has not been spread by month at this time. The April expenditures include repairs to the front windows for leaks ($9,000) and a new concrete walkway from the north end of the parking lot ($15,000). The remaining balance of the construction funds provided for the project will be transferred from Fund 327 to Fund 205.

HARRIS PARK COMMUNITY CENTER
FUND 530
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Previous Year-to-date June 2018	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity Fees	945,886	206,275	873,825	1,160,952	(287,127)	2	1,160,952
User Charges	14,304	4,273	17,011	30,065	(13,054)	3	30,065
Rentals	140,598	7,232	137,697	163,186	(25,489)	4	163,186
Interest	704	174	6,004	500	5,504		500
Other Revenue	8,935	2,054	8,259	950	7,309		950
Contributions	183,993	34,960	220,481	208,000	12,481	5	208,000
Miscellaneous	26,481	1,094	25,300	26,310	(1,010)		26,310
TOTAL REVENUES	**1,320,901**	**256,062**	**1,288,577**	**1,589,963**	**(301,386)**		**1,589,963**
EXPENDITURES							
Personnel Services	641,603	124,568	634,561	700,979	(66,418)	6	700,979
Other Supplies, Services and Charges	512,946	74,578	473,204	595,912	(122,708)	7	595,912
Repairs and Maintenance	41,996	4,762	35,651	27,405	8,246		27,405
Utilities	82,561	5,693	109,056	70,563	38,493	8	70,563
Depreciation	33,914	1,645	22,178	45,396	(23,218)	9	45,396
Transfers Out	3,519	-	3,519	3,519	-		3,519
Interdepartment Charges	24,418	1,605	19,315	19,315	-		19,315
TOTAL EXPENDITURES	**1,307,043**	**211,206**	**1,275,306**	**1,417,693**	**(142,387)**		**1,417,693**
NET GAIN / (LOSS)	**13,858**	**44,856**	**13,271**	**172,270**	**(158,999)**		**172,270**

BEGINNING FUND BALANCE	**426,872**	1
ENDING FUND BALANCE	**440,143**	

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

[2] Significant variances exist in Activity Fees for Camp Summit ($125,000), Instructional Adult and Youth ($86,000), Athletics ($21,000), Bailey Park ($11,000), and Legacy Park Amphitheater ($48,000). Gate Receipts and Membership Fees from Harris Park Community Center (HPCC) were slightly ahead of budget. The variance in Camp Summit is due to the delay of the start of camp because of snow days with the R-VII school district and a difference in the budgeted weekly attendees vs the actual number of weekly attendees. Instruction Adult programs running below budget include Softball leagues and Kickball leagues, Heartsaver CPR/AED, First Aid and BLS for the Healthcare Provider. Athletic programs running below budget include Basketball programs, Adult Flag Football and Youth Basketball. Adult Flag Football was cancelled due to low enrollment. Youth Instructional programs running below budget include Animal Wonders Camp (due to cancellation), and lower enrollment than anticipated for Play Well Technologies and Young Rembrandts classes. Revenue from Gate Receipts for the 2019 season at the Legacy Park Amphitheater are lower than anticipated in the budget.

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

[4] A majority of the budgeted rental revenue for this fund is in the Harris Park Community Center (HPCC) and Instructional Adult programs. The variance of $30,000 in rental revenue for the HPCC facility is related to less revenue from the Southern Elite court rentals, less classroom rentals and less fall baseball and football practices. Rentals at Lea McKeighan North Park are offsetting this variance.

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

[6] Favorable variances in Part-Time Salaries and Health/Dental Insurance. Part-Time Salaries are lower than budget due to the delayed start of Camp Summit. The budget for Health and Dental Insurance uses a blended rate for individual/family.

[7] Variance exists in Trips and Tours ($58,000), Insurance Expense ($24,062), Bankcard Fees ($13,600), Miscellaneous Expense ($7,100), and Professional Fees ($9,200). Trips and Tours is related to the Camp Summit program. The Bankcard Fees for June have not been posted at this time. The amount uploaded in the Insurance account was higher than allocated to the facility through Internal Services. A majority of the variance in Miscellaneous Expense and Professional Fees is related to the Amphitheater.

[8] The variance in Utilities is related to electricity at Lea McKeighan North ($36,400) and higher water usage at Hartman Park ($5,700). Based on the operating agreement with KCIce, the electricity for the ice rink and concession building were billed to KCIce. There are offsetting favorable variances related to utilities at other locations.

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

PARKS & RECREATION
FUND 200
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Previous Year-to-date June 2018	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Taxes	3,422,510	-	3,533,999	3,378,200	155,799	2	3,378,200
Fines & Forfeitures	20,261	1,784	18,359	17,000	1,359		17,000
Interest	10,328	4,975	73,369	5,000	68,369	3	5,000
Other Revenue	8,826	9,185	21,984	3,500	18,484	4	3,500
Contributions	117,193	5,003	48,974	83,200	(34,226)	5	83,200
Miscellaneous	74,340	4,780	41,830	43,659	(1,829)		43,659
Transfers In	78,232	1,548	81,669	85,102	(3,433)		85,102
TOTAL REVENUES	**3,731,690**	**27,275**	**3,820,184**	**3,615,661**	**204,523**		**3,615,661**
EXPENDITURES							
Personnel Services	1,791,799	210,599	1,850,997	1,897,890	(46,893)	6	1,897,890
Other Supplies, Services and Charges	843,289	137,617	844,661	916,774	(72,113)	7	916,774
Repairs and Maintenance	352,162	72,701	339,681	349,499	(9,818)		349,499
Utilities	106,314	12,696	105,826	120,505	(14,679)	8	120,505
Fuel & Lubricants	34,295	10,510	31,641	33,777	(2,136)		33,777
Capital Outlay	99,596	-	37,317	137,677	(100,360)	9	137,677
Interdepartment Charges	176,616	15,465	185,811	185,811	-		185,811
Transfer to Park Construction Fund	510,000	-	-	-	-		-
Reimbursement - Interfund	(138,941)	(12,737)	(152,855)	(152,855)	-		(152,855)
TOTAL EXPENDITURES	**3,775,130**	**446,851**	**3,243,079**	**3,489,078**	**(245,999)**		**3,489,078**
NET GAIN / (LOSS)	**(43,440)**	**(419,576)**	**577,105**	**126,583**	**450,522**		**126,583**

BEGINNING FUND BALANCE	**2,321,836**	1
ENDING FUND BALANCE	**2,898,941**	10

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

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

[3] The variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled $31,695 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The nterest earned and the mark-to-market adjustment for the quarter ending June 30th has not been posted. The interest earned through May was $41,674.

[4] Favorable variance related to selling items on Gov Deals.

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

[6] The favorable variance in Personnel Services is related to vacancies in Full-Time and Part-Time positions during the year.

[7] Significant variances identified in Professional Fees, Rentals & Leases, Public Relations Expense, Asphalt, and Other Construction Materials. As part of the year-end close, expenditures associated with FY2019 will continue to post to the financial system.

[8] Favorable variance in electricity ($7,500) and water/sewer ($6,700). Water for the month of June has not been posted.

[9] Capital Outlay - The work budgeted for the period includes a Morton Storage Building at PCOC, outdoor electrical receptacles at Legacy football fields and Restroom Heat at Lea McKeighan and Miller J Fields Parks. A majority of the variance is the Morton storage building ($85,765) which was anticipated to be complete in September 2018. The project will be completed during FY2020.

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

SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Previous Year-to-date June 2018	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Activity Fees	564,447	133,087	460,116	525,018	(64,902)	2	525,018
User Charges	97,878	33,305	93,111	103,444	(10,333)	3	103,444
Rentals	31,744	4,764	26,468	22,239	4,229		22,239
Interest	289	213	5,653	1,200	4,453		1,200
Miscellaneous	771	(45)	1,962	1,383	579		1,383
TOTAL REVENUES	**695,129**	**171,324**	**587,310**	**653,284**	**(65,974)**		**653,284**
EXPENDITURES							
Personnel Services	302,279	86,115	305,224	337,826	(32,602)	4	337,826
Other Supplies, Services and Charges	143,678	29,080	112,409	135,662	(23,253)	5	135,662
Repairs and Maintenance	44,524	14,229	53,854	34,477	19,377	6	34,477
Utilities	77,228	15,928	58,632	66,050	(7,418)		66,050
Interdepartment Charges	25,733	1,884	22,675	22,675	-		22,675
Capital Outlay	76	3,078	19,168	25,256	(6,088)		25,256
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	**599,503**	**150,314**	**577,947**	**627,931**	**(49,984)**		**627,931**
NET GAIN / (LOSS)	**95,626**	**21,010**	**9,363**	**25,353**	**(15,990)**		**25,353**

BEGINNING FUND BALANCE	**222,180**	1
ENDING FUND BALANCE	**231,543**	

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

[2] The variance is in Activity Fees and Gate Receipts. Activity Fees are below budget due to not charging for lifeguard certifications and swim lessons underperformed last summer. Gate Receipts are due to less daily visits than anticipated due to weather.

[3] Variance is in concession sales due to less attendance than anticipated in the budget.

[4] A majority of the variance is in Part-Time Staffing expense related to the reduced schedule in May. There were also savings from last summer from reduced staffing needs. The FY19 budget was developed for maximum staffing levels.

[5] Variance in Professional Fees, Employee Training, and Miscellanous Expense. As part of the year-end close, expenditures associated with FY2019 will continue to post to the financial system.

[6] Variance in Maintenance & Repair - Buildings is related to unexpected garage door repair, bridge replacement, and pump repair.

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 June 30, 2019 (Preliminary)

	Previous Year-to-date June 2018	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES							
Services	103,635	4,936	82,782	154,588	(71,806)	2	154,588
Sale of Property	63,000	2,800	46,100	41,000	5,100		41,000
Interest	8,282	1,647	32,477	9,100	23,377	3	9,100
TOTAL REVENUES	**174,917**	**9,383**	**161,359**	**204,688**	**(43,329)**		**204,688**
EXPENDITURES							
Personnel Services	54,451	324	49,812	57,092	(7,280)		57,092
Other Supplies, Services and Charges	77,956	8,149	55,247	103,179	(47,932)	4	103,179
Repairs and Maintenance	6,159	668	6,781	9,120	(2,339)		9,120
Utilities	3,623	261	2,528	3,950	(1,422)		3,950
Fuel & Lubricants	589	214	479	1,200	(721)		1,200
Interdepartment Charges	16,594	937	11,244	11,244	-		11,244
Transfers Out (To 026)	20,508	1,550	18,578	18,578	-		18,578
TOTAL EXPENDITURES	**179,880**	**12,103**	**144,669**	**204,363**	**(59,694)**		**204,363**
NET GAIN / (LOSS)	**(4,963)**	**(2,720)**	**16,690**	**325**	**16,365**		**325**

BEGINNING FUND BALANCE	**1,303,954**	1
ENDING FUND BALANCE	**1,320,644**	

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

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

[3] The variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled $12,379 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The interest earned and mark-to-market adjustment for the quarter ending June 30th has not been posted. The interest earned through May was $20,098.

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

CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Interest	-	481	2,292	(1,811)		2,500
Transfer from Public Works	-	-	250,000	(250,000)	2, 3	250,000
Transfers from Fund 410	250,000	3,100,000	3,100,000	-		3,100,000
TOTAL REVENUES	**250,000**	**3,100,481**	**3,352,292**	**(251,811)**		**3,352,500**
EXPENDITURES						
Additions to Const in Progress	73,897	6,760,242	2,835,000	3,925,242	2, 3, 4	**2,835,000**
TOTAL EXPENDITURES	**73,897**	**6,760,242**	**2,835,000**	**3,925,242**		**2,835,000**

BEGINNING FUND BALANCE	**85,145**	1
ENDING FUND BALANCE	**(3,574,616)**	

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

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

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

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

[4] The expenditures include $5,092,773 related to the purchase and renovation of the Longview Community Center which was not anticipated in the original budget. The project is funded by an interfund loan of $4,100,000 for the purchase of the building and a $1,650,000 renovation budget funded by sales tax proceeds and fund balance reserves from Funds 200 and 202.

PARKS COP DEBT
FUND 410
Financial Report for the Month and Year Ending June 30, 2019 (Preliminary)

	Month-to-Date June 2019	Year-to-Date June 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
REVENUES						
Taxes	418,256	4,145,471	4,095,942	49,529	2	4,095,942
EATS	-	(150,226)	(184,317)	34,091	2	(184,317)
Interest	638	65,561	7,500	58,061	3	7,500
TOTAL REVENUES	**418,894**	**4,060,806**	**3,919,125**	**141,681**		**3,919,125**
EXPENDITURES						
Transfers Out-Gamber Center	14,583	175,000	175,000	-		175,000
Transfers Out-Construction Fund	258,334	3,100,000	3,100,000	-		3,100,000
TOTAL EXPENDITURES	**272,917**	**3,275,000**	**3,275,000**	**-**		**3,275,000**
NET GAIN / (LOSS)	**145,977**	**785,806**	**644,125**	**141,681**		**644,125**

BEGINNING FUND BALANCE	**646,600**	1
ENDING FUND BALANCE	**1,432,406**	4

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

[3] A majority of the variance is related to the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled $54,775 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The interest earned and the mark-to-market adjustment for the quarter ending June 30th have not been posted. The interest earned through May was $10,786.

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

MEMORANDUM

Date: July 24, 2019

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II - Administration

Re: Sales Tax Update – July 2019

July sales tax proceeds total $393,649, which is 8.7% over the monthly projection. Year-over-year actual receipts totaled $33,197 less than the receipts through July 2018. For the July 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 July 2018 included prior months.

For the month of July 2019, 12 of the top 15 remitters were included along with 2 of the top 15 from the previous month. The EATs data for the month of July and a portion of June is not available at the time of this report.

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

	Budget	Actual	Amount Difference $
Cumulative Balance Through FY 2019	**66,952,161**	**68,425,731**	**1,473,570**
FY 2020			
YTD Balance Forward - Sales Tax	-	-	-
YTD Balance Forward - EATs	-	-	-
Sales Tax Receipts - July 2019	362,321	393,649	31,328
EATs - July 2019	(14,170)	-	14,170
YTD Balance - Sales Tax	**362,321**	**393,649**	31,328
YTD Balance - EATs	**(14,170)**	**-**	14,170
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	**730,067**	**782,900**	**52,833**
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:	July 15, 2019
To:	Parks and Recreation Board
From:	Joe Snook, Administrator of Parks and Recreation
Re:	Solar Power Proposal for Select Parks and Recreation Facilities

Background

One of the 2019 Goals of the Park Board was to explore and identify opportunities for alternative energy usage. Over the past several months, the City of Lee's Summit has been working with MC Power Companies to identify possible opportunities to introduce the use of solar power into its' facilities. As you may be aware, a successful pilot project between MC Power and the City took place a few years ago at the City's Animal Control Facility.

Included in MC Power's review of opportunities were several LSPR facilities. Because LSPR and its' facilities are governed by the Parks and Recreation Board, not the City Council, a separate proposal was created to address LSPR facilities. After conducting a preliminary analysis and review of facilities, MC Power recommended five (5) LSPR facilities for consideration. Staff reviewed the recommendations and considered the feasibility and reasonableness of the sites, and ultimately narrowed the recommendations to three (3) facilities: Harris Park Community Center, Longview Community Center, and Legacy Park Community Center.

Overview of Program and Agreement with MC Power

MC Power has developed a program for governmental entities to be able to take advantage of the benefits of solar power, including tax credits, which would otherwise not be available to tax exempt entities. This is achieved by selling the tax credits to private investors, the proceeds of which are used as the initial funding for the project. This, combined with rebates received from KCP&L for using partial solar energy will ultimately result in cost savings to LSPR for energy over the course of the Agreement. This was determined by MC Power using a mathematical model which takes into consideration escalating energy costs, available space for solar panels, rebates available for each location and account, and current average monthly usages. MC Power has been able to establish a pro forma savings estimate for each of the three (3) listed facilities.

Under the plan, LSPR would enter into an Agreement with MC Power for a period of twenty (20) years. MC Power would purchase and install the panels on LSPR property, and would guarantee the pro forma savings to LSPR at a 95% level, subject to adjustment for unforeseen events, which include anomalies other than weather conditions. Each month, the usage and production numbers will be reviewed and annual payments will be adjusted to ensure the 95% number or better is achieved.

All maintenance of the solar panels would be the responsibility of MC Power, and a maintenance plan is established with minimum requirements and standards to ensure safety and effectiveness. At the end of the 20 year Agreement period, LSPR would have the option to buy out the panels from MC Power or have

them removed from the premises at the sole expense of MC Power (or the private investor backing the project). During the term of the Agreement, energy savings will be achieved by offsetting energy usage from the grid by creating energy through the solar panels, thus reducing the bills being received from KCP&L. The savings will be confirmed and measured using bi-directional meters, to be installed at each of the facilities.

The Agreements contain "grandfathering" provisions which mean any regulatory changes imposed by utility companies, agencies, or government entities will not impact or affect LSPR's ability to generate its' own energy and realize the cost savings as proposed at a 95% guarantee level. Additionally, provisions exist in the Agreements to account for improved technology and opportunities which may develop over the course of the 20 years.

MC Power has entered into similar agreements with a number of local municipal entities, including the City of Independence, Missouri, the City of Liberty, Missouri and the City of Butler, Missouri. The 20 year timeframe is necessary in order for MC Power to acquire the necessary financing for the project.

The projected implementation and savings are based upon some assumptions made by MC Power which need to be confirmed prior to installation. Those include the waiver of all permits and associated fees and final designs/structural reviews for facilities.

Attached to this memorandum are the twenty (20) year pro-formas prepared by MC Power for each of the three (3) facilities. The calculations were achieved by taking the annual payment for solar services (payable by LSPR), less the projected energy savings/reduction in charges by KCP&L (saved by LSPR on utility billing), and applying the KCPL rebate funds available for each facility to offset the difference in the early years (received by LSPR.) As can be seen in the pro formas, without the rebates, the project would actually cost LSPR money the first several years of implementation, until energy savings costs increase to a point higher than the annual payment to MC Power, however, in the out years, the savings are projected to increase, presumably due in large part to the increase in cost for electrical services.

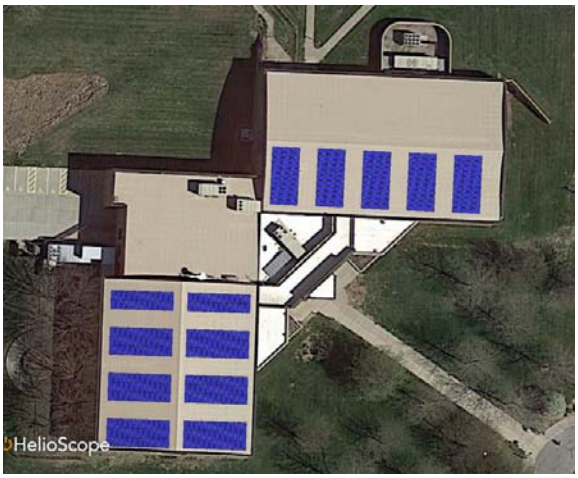
Following is a summary of the cost savings projected by MC Power over the course of twenty (20) years for each identified feasible LSPR facility:

Facility	Projected 20 Year Net Energy Savings
Legacy Park Community Center	$62,753.63
Longview Community Center	$63,142.80
Harris Park Community Center	$49,302.94
TOTAL PROJECTED SAVINGS (20 YEARS)	$175,199.37

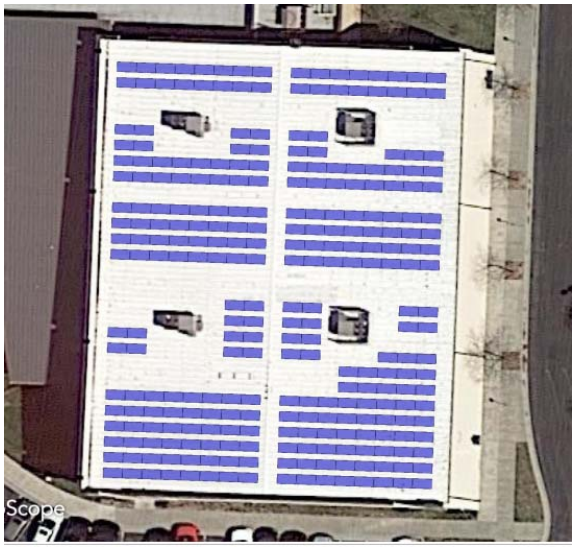
Following are visual renderings of what the solar arrays would look like on each of the proposed facilities:

Legacy Park Community Center (flat roof – not visible from ground level)

Longview Community Center (pitched roof)



Harris Park Community Center (flat roof – not visible from ground level)

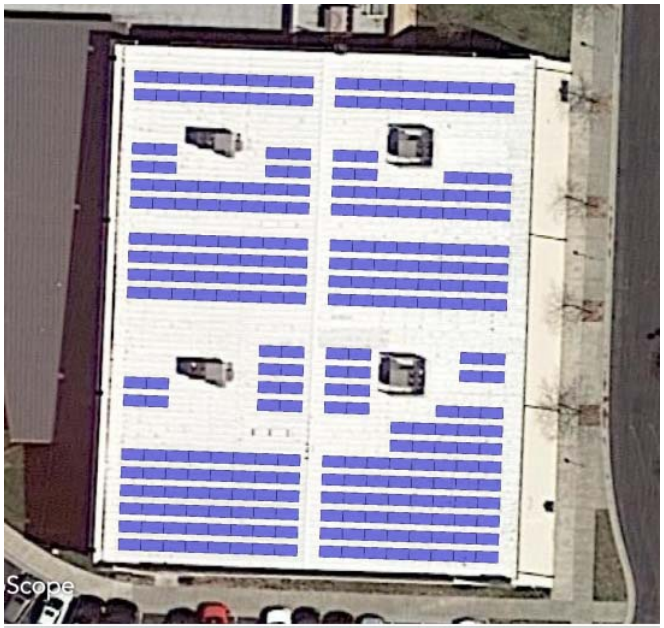


Recommendations

The City Council will be hearing a presentation and proposal on a number of City facilities at the July 23, 2019 City Council meeting. Provided the City Council recommends entering into an Agreement with MC Power for solar services, LSPR can "piggy back" off the City's Agreement and include its' facilities, should the Park Board desire to do so. The Agreements have been thoroughly reviewed and negotiated by City staff.

Proposed Motion: I move to approve the participation of Lee's Summit Parks and Recreation in the City of Lee's 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.

- 110 SW Blue Parkway, Harris Park Community Center
  - Account Number: 1227687269
  - Meter Number: LG18602073
- 95.2 kW DC Roof Mounted System
- 30.75% Estimated Offset Based on Historical Usage

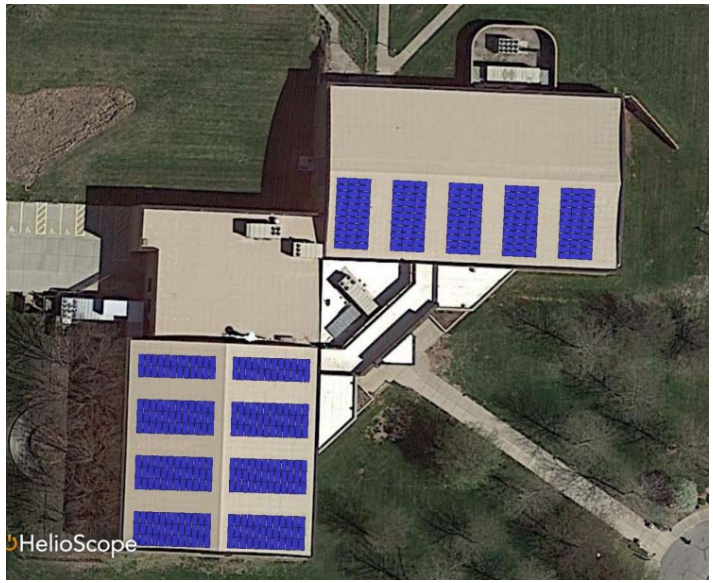


Harris Park - 95.2 kW DC Roof Mounted - Fixed					Harris Park - 95.2 kW DC Roof Mounted - Escalating 2%				
Year	**Solar Services**	**Energy Savings**	**Rebate**	**Net**	**Year**	**Solar Services**	**Energy Savings**	**Rebate**	**Net**
1	$15,328.90	$12,358.63	$23,800.00	$20,829.73	**1**	$12,879.41	$12,358.63	$23,800.00	$23,279.22
2	$15,328.90	$12,729.39		$18,230.21	**2**	$13,137.00	$12,729.39		$22,871.61
3	$15,328.90	$13,111.27		$16,012.58	**3**	$13,399.74	$13,111.27		$22,583.15
4	$15,328.90	$13,504.61		$14,188.28	**4**	$13,667.73	$13,504.61		$22,420.03
5	$15,328.90	$13,909.75		$12,769.13	**5**	$13,941.09	$13,909.75		$22,388.69
6	$15,328.90	$14,327.04		$11,767.26	**6**	$14,219.91	$14,327.04		$22,495.82
7	$15,328.90	$14,756.85		$11,195.21	**7**	$14,504.31	$14,756.85		$22,748.37
8	$15,328.90	$15,199.56		$11,065.86	**8**	$14,794.39	$15,199.56		$23,153.53
9	$15,328.90	$15,655.54		$11,392.50	**9**	$15,090.28	$15,655.54		$23,718.79
10	$15,328.90	$16,125.21		$12,188.80	**10**	$15,392.08	$16,125.21		$24,451.92
11	$15,328.90	$16,608.97		$13,468.86	**11**	$15,699.93	$16,608.97		$25,360.96
12	$15,328.90	$17,107.23		$15,247.19	**12**	$16,013.93	$17,107.23		$26,454.27
13	$15,328.90	$17,620.45		$17,538.74	**13**	$16,334.20	$17,620.45		$27,740.51
14	$15,328.90	$18,149.06		$20,358.90	**14**	$16,660.89	$18,149.06		$29,228.69
15	$15,328.90	$18,693.54		$23,723.54	**15**	$16,994.11	$18,693.54		$30,928.12
16	$15,328.90	$19,254.34		$27,648.97	**16**	$17,333.99	$19,254.34		$32,848.48
17	$15,328.90	$19,831.97		$32,152.04	**17**	$17,680.67	$19,831.97		$34,999.78
18	$15,328.90	$20,426.93		$37,250.07	**18**	$18,034.28	$20,426.93		$37,392.44
19	$15,328.90	$21,039.74		$42,960.91	**19**	$18,394.97	$21,039.74		$40,037.21
20	$15,328.90	$21,670.93		**$49,302.94**	**20**	$18,762.87	$21,670.93		**$42,945.28**
	$306,578.08	$332,081.02				$312,935.74	$332,081.02		
	O&M Only					**O&M Only**			
21	$1,174.02	$22,321.06		$70,449.98	**21**	$1,174.02	$22,321.06		$64,092.32
22	$1,197.50	$22,990.69		$92,243.17	**22**	$1,197.50	$22,990.69		$85,885.51
23	$1,221.45	$23,680.41		$114,702.13	**23**	$1,221.45	$23,680.41		$108,344.47
24	$1,245.88	$24,390.83		$137,847.08	**24**	$1,245.88	$24,390.83		$131,489.42
25	$1,270.80	$25,122.55		$161,698.83	**25**	$1,270.80	$25,122.55		$155,341.17
26	$1,296.21	$25,876.23		$186,278.84	**26**	$1,296.21	$25,876.23		$179,921.19
27	$1,322.14	$26,652.51		$211,609.22	**27**	$1,322.14	$26,652.51		$205,251.56
28	$1,348.58	$27,452.09		$237,712.73	**28**	$1,348.58	$27,452.09		$231,355.07
29	$1,375.55	$28,275.65		$264,612.83	**29**	$1,375.55	$28,275.65		$258,255.17
30	$1,403.06	$29,123.92		**$292,333.69**	**30**	$1,403.06	$29,123.92		**$285,976.03**
	$319,433.27	**$587,966.96**	**$23,800.00**			**$325,790.93**	**$587,966.96**	**$23,800.00**	

- 901 NE Bluestem Drive, Legacy Park Community Center
  - Account Number: 1227687269
  - Meter Number: LG19035193
- 164.9 kW DC Roof Mounted System
- 14.89% Estimated Offset Based on Historical Usage

	Legacy Park - 164.9 kW DC - Fixed					Legacy Park - 164.9 kW DC - Escalating 2%			
Year	**Solar Services**	**Energy Savings**	**Rebate**	**Net**	**Year**	**Solar Services**	**Energy Savings**	**Rebate**	**Net**
1	$27,417.92	$21,347.38	$37,500.00	$31,429.46	**1**	$23,175.05	$21,347.38	$37,500.00	$35,672.33
2	$27,417.92	$21,987.80		$25,999.34	**2**	$23,638.55	$21,987.80		$34,021.59
3	$27,417.92	$22,647.44		$21,228.85	**3**	$24,111.32	$22,647.44		$32,557.71
4	$27,417.92	$23,326.86		$17,137.78	**4**	$24,593.54	$23,326.86		$31,291.02
5	$27,417.92	$24,026.66		$13,746.52	**5**	$25,085.42	$24,026.66		$30,232.27
6	$27,417.92	$24,747.46		$11,076.07	**6**	$25,587.12	$24,747.46		$29,392.61
7	$27,417.92	$25,489.89		$9,148.03	**7**	$26,098.87	$25,489.89		$28,783.63
8	$27,417.92	$26,254.58		$7,984.69	**8**	$26,620.84	$26,254.58		$28,417.37
9	$27,417.92	$27,042.22		$7,608.99	**9**	$27,153.26	$27,042.22		$28,306.34
10	$27,417.92	$27,853.49		$8,044.56	**10**	$27,696.33	$27,853.49		$28,463.50
11	$27,417.92	$28,689.09		$9,315.73	**11**	$28,250.25	$28,689.09		$28,902.34
12	$27,417.92	$29,549.77		$11,447.57	**12**	$28,815.26	$29,549.77		$29,636.85
13	$27,417.92	$30,436.26		$14,465.91	**13**	$29,391.56	$30,436.26		$30,681.55
14	$27,417.92	$31,349.35		$18,397.33	**14**	$29,979.39	$31,349.35		$32,051.50
15	$27,417.92	$32,289.83		$23,269.24	**15**	$30,578.98	$32,289.83		$33,762.35
16	$27,417.92	$33,258.52		$29,109.84	**16**	$31,190.56	$33,258.52		$35,830.31
17	$27,417.92	$34,256.28		$35,948.19	**17**	$31,814.37	$34,256.28		$38,272.22
18	$27,417.92	$35,283.97		$43,814.24	**18**	$32,450.66	$35,283.97		$41,105.53
19	$27,417.92	$36,342.49		$52,738.80	**19**	$33,099.67	$36,342.49		$44,348.34
20	$27,417.92	$37,432.76		**$62,753.63**	**20**	$33,761.67	$37,432.76		**$48,019.43**
	$548,358.46	**$573,612.09**				**$563,092.66**	**$573,612.09**		
	O&M Only					**O&M Only**			
21	$1,174.02	$38,555.74		$100,135.36	**21**	$1,174.02	$38,555.74		$85,401.16
22	$1,197.50	$39,712.42		$138,650.27	**22**	$1,197.50	$39,712.42		$123,916.07
23	$1,221.45	$40,903.79		$178,332.61	**23**	$1,221.45	$40,903.79		$163,598.41
24	$1,245.88	$42,130.90		$219,217.63	**24**	$1,245.88	$42,130.90		$204,483.43
25	$1,270.80	$43,394.83		$261,341.66	**25**	$1,270.80	$43,394.83		$246,607.46
26	$1,296.21	$44,696.67		$304,742.12	**26**	$1,296.21	$44,696.67		$290,007.92
27	$1,322.14	$46,037.57		$349,457.56	**27**	$1,322.14	$46,037.57		$334,723.36
28	$1,348.58	$47,418.70		$395,527.68	**28**	$1,348.58	$47,418.70		$380,793.48
29	$1,375.55	$48,841.26		$442,993.39	**29**	$1,375.55	$48,841.26		$428,259.19
30	$1,403.06	$50,306.50		**$491,896.83**	**30**	$1,403.06	$50,306.50		**$477,162.62**
	$561,213.65	**$1,015,610.48**	**$37,500.00**			**$575,947.85**	**$1,015,610.48**	**$37,500.00**	

- 3801 Longview Rd, Longview Community Center
  - Account Number:
  - Meter Number: LG118599681
- 148 kW DC Roof Mounted System
- 44.15 % Estimated Offset Based on Historical Usage



	Longview - 148 kW DC - Fixed					Longview - 148 kW DC - Escalating 2%			
Year	**Solar Services**	**Energy Savings**	**Rebate**	**Net**	**Year**	**Solar Services**	**Energy Savings**	**Rebate**	**Net**
1	$23,605.62	$18,542.92	$37,000.00	$31,937.30	**1**	$19,960.06	$18,542.92	$37,000.00	$35,582.86
2	$23,605.62	$19,099.21		$27,430.89	**2**	$20,359.26	$19,099.21		$34,322.81
3	$23,605.62	$19,672.18		$23,497.45	**3**	$20,766.45	$19,672.18		$33,228.54
4	$23,605.62	$20,262.35		$20,154.18	**4**	$21,181.78	$20,262.35		$32,309.12
5	$23,605.62	$20,870.22		$17,418.78	**5**	$21,605.41	$20,870.22		$31,573.93
6	$23,605.62	$21,496.33		$15,309.49	**6**	$22,037.52	$21,496.33		$31,032.73
7	$23,605.62	$22,141.22		$13,845.08	**7**	$22,478.27	$22,141.22		$30,695.68
8	$23,605.62	$22,805.45		$13,044.92	**8**	$22,927.83	$22,805.45		$30,573.30
9	$23,605.62	$23,489.62		$12,928.91	**9**	$23,386.39	$23,489.62		$30,676.52
10	$23,605.62	$24,194.30		$13,517.60	**10**	$23,854.12	$24,194.30		$31,016.71
11	$23,605.62	$24,920.13		$14,832.11	**11**	$24,331.20	$24,920.13		$31,605.64
12	$23,605.62	$25,667.74		$16,894.23	**12**	$24,817.83	$25,667.74		$32,455.55
13	$23,605.62	$26,437.77		$19,726.38	**13**	$25,314.18	$26,437.77		$33,579.14
14	$23,605.62	$27,230.90		$23,351.66	**14**	$25,820.47	$27,230.90		$34,989.58
15	$23,605.62	$28,047.83		$27,793.87	**15**	$26,336.88	$28,047.83		$36,700.53
16	$23,605.62	$28,889.27		$33,077.52	**16**	$26,863.61	$28,889.27		$38,726.19
17	$23,605.62	$29,755.94		$39,227.84	**17**	$27,400.89	$29,755.94		$41,081.24
18	$23,605.62	$30,648.62		$46,270.84	**18**	$27,948.90	$30,648.62		$43,780.96
19	$23,605.62	$31,568.08		$54,233.30	**19**	$28,507.88	$31,568.08		$46,841.16
20	$23,605.62	$32,515.12		**$63,142.80**	**20**	$29,078.04	$32,515.12		**$50,278.25**
	$472,112.40	**$498,255.20**				**$484,976.96**	**$498,255.20**		
	O&M Only					**O&M Only**			
21	$1,174.02	$33,490.58		$95,459.36	**21**	$1,174.02	$33,490.58		$82,594.80
22	$1,197.50	$34,495.29		$128,757.15	**22**	$1,197.50	$34,495.29		$115,892.59
23	$1,221.45	$35,530.15		$163,065.86	**23**	$1,221.45	$35,530.15		$150,201.30
24	$1,245.88	$36,596.06		$198,416.03	**24**	$1,245.88	$36,596.06		$185,551.47
25	$1,270.80	$37,693.94		$234,839.17	**25**	$1,270.80	$37,693.94		$221,974.62
26	$1,296.21	$38,824.76		$272,367.72	**26**	$1,296.21	$38,824.76		$259,503.16
27	$1,322.14	$39,989.50		$311,035.08	**27**	$1,322.14	$39,989.50		$298,170.52
28	$1,348.58	$41,189.18		$350,875.68	**28**	$1,348.58	$41,189.18		$338,011.13
29	$1,375.55	$42,424.86		$391,924.99	**29**	$1,375.55	$42,424.86		$379,060.43
30	$1,403.06	$43,697.61		**$434,219.54**	**30**	$1,403.06	$43,697.61		**$421,354.98**
	$484,967.59	**$882,187.13**	**$37,000.00**			**$497,832.15**	**$882,187.13**	**$37,000.00**	

MEMORANDUM

Date:	July 15, 2019
To:	Joe Snook, Administrator of Parks and Recreation
From:	Jackie McCormick Heanue, Superintendent of Legal Services and Human Resources
Re:	Proposed Revisions to Chapter 19 – Parks and Recreation Lee's Summit Code of Ordinances

Background

At the June 2019 meeting, the Park Board discussed proposed revisions to the Parks and Recreation Chapter of the City of Lee's Summit Code of Ordinances. The revisions were initially reviewed by the Park Ordinance Ad Hoc Committee and consisted generally of the following:

- Deletion of all sections related to Beautification Commission and Tree Board
- Incorporation of a new definition of Self-Propelled Vehicle to address the increased use of e-bikes within LSPR's parks and trails system, as well as a definition of "operate" to allow for certain devices to be in the parks system as long as their operability is limited.
- Updates to the provision regarding the use of Self-Propelled Vehicles to conform to the new definition and to address LSPR's OPDMD policy and requirements under the Americans with Disabilities Act.
- Addition of language to the curfew in parks section to identify that written agreements with entities such as youth sports associations may be an exception, with prior authorization.
- Addition of language to the prohibition of animals at the municipal pool to provide the ability for limited events to be authorized and not in violation of the law, such as the annual Pooch Paddle.

There was a general consensus to recommend the proposed modifications to the City Council. However, prior to finalizing the recommendation, the Board requested staff review the modifications and propose alternative language or rules to incorporate related to the use of E-Bikes to clarify the Ordinance's intent and clearly communicate to patrons the acceptable use of E-Bikes within the LSPR system.

To address this issue, staff proposes the addition of a Park Rule. The language of this rule will be consistent with the language of the Ordinance, and will be a "plain language" version that can be posted and communicated to patrons easily. The proposed rule reads as follows:

E-Bikes: The use of Type 1 and Type 3 E-Bikes is permitted.

Attached to this memorandum is Exhibit A, a copy of Chapter 19 – Parks and Recreation of the City of Lee's Summit Code of Ordinances in its' entirety with red-line track changes to identify the Committee's proposed changes.

Proposed Motion: I move 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.

Chapter 19 - PARKS AND RECREATION[1]

Footnotes:

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Cross reference— Planning and development, ch. 21; approval of public facilities, §§ 21-66, 21-67; streets, sidewalks and other public places, ch. 26; subdivision regulations, ch. 27; zoning, ch. 33.

State Law reference— Parks and recreation, RSMo ch. 90.

ARTICLE I. - IN GENERAL

Sec. 19-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alcoholic beverages shall mean intoxicating liquor or malt liquor or non-intoxicating beer.

Intoxicating liquor shall mean and include alcohol for beverage purposes, alcoholic, spirituous, vinous, fermented, malt or other liquors, a part of which is spirituous, vinous or fermented, and all preparations or mixtures for beverage purposes, containing in excess of three and two-tenths (3.2) percent of alcohol by weight.

Malt liquor shall mean any liquor containing alcohol in excess of three and two-tenths (3.2) percent by weight and not in excess of five (5) percent by weight, manufactured from pure hops or pure extraction of hops or pure barley or wholesome grain or cereals and wholesome yeast or pure water.

Non-intoxicating beer shall be construed to refer to and to mean any beer manufactured from pure hops or pure extract of hops, and pure barley malt or other wholesome grains or cereals, and wholesome yeast, and pure water, and free from all harmful substances, preservatives and adulterants, and having an alcoholic content of more than one-half (½) of one (1) percent by volume and not exceeding three and two-tenths (3.2) percent by weight.

Operate shall mean to utilize, control, or cause the functioning of the engine, motor or other automatic means of a self-propelled vehicle, but does not include solely using manual or physical intervention to maneuver or otherwise control the device.

Public parks shall mean any real property owned or leased by the City of Lee's Summit or the City of Lee's Summit Parks and Recreation Board which real property is designated for the continuing, primary purpose of use by the public for active and passive recreation.

Self-Propelled Vehicle shall mean any device capable of being propelled solely by its' own engine, motor or other automatic means without the physical intervention of the user.

(Ord. No. 4920, § 1, 3-10-2000)

Secs. 19-2—19-20. - Reserved.

ARTICLE II. - PARKS AND RECREATION BOARD[2]

Footnotes:

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Cross reference— Parks and Recreation Board, generally, City Charter, art. VIII.

Secs. 19-21—19-80. - Reserved.

ARTICLE III. - REGULATIONS FOR USE OF MUNICIPAL RECREATION FACILITIES

DIVISION 1. - GENERALLY

Sec. 19-81. - Curfew in parks.

It shall be unlawful for any person to be or remain upon any public park in the City between the hours of 11:00 p.m. and 5:00 a.m. unless such person is a member of a group, association or organization using such park facilities for a particular purpose, provided a representative of the group, association or organization has first obtained a permit from or otherwise has a written agreement with the Parks and Recreation Department for such purposes. The Parks and Recreation Department shall grant such permit or enter into such agreement if it appears that the group, association or organization will not interfere with the general use of the park by the individual members of the public and if the group, association or organization meets all other conditions and regulations for use of such public park as enacted by the Parks and Recreation Board.

(Code 1988, § 19-81)

Sec. 19-82. - Use of self-propelled vehicles in public parks or on City property.

Except as required by relevant provisions of Federal and/or state law, including, but not limited to the Americans with Disabilities Act, ~~I~~it shall be unlawful for any person to operate ~~motorscooters, motorbikes, motorcycles or~~ any ~~other~~ self-propelled vehicle within any public park of the City except upon regular driveways or parkways set aside for vehicular traffic or upon areas in such parks or public places designated specifically for ~~motorscooter, motorbike, motorcycle, or~~ self-propelled vehicle use.

(Code 1988, § 19-82)

Cross reference— Motorcycles, bicycles and motorized bicycles generally, § 29-511 et seq.

Sec. 19-83. - Driving, riding, leading horses in public parks.

It shall be unlawful for any person to drive, ride, or lead a horse within any public park of the City except in and upon areas specifically designated as bridle paths and marked and set aside for such purpose.

(Code 1988, § 19-83)

Cross reference— Animals generally, ch. 5.

Sec. 19-84. - Alcoholic beverages in public parks.

A. It shall be unlawful for any person to possess or consume alcoholic beverages in the public parks of this City unless a permit for such possession or consumption has been issued by the Parks and Recreation Department.

B. Any other provision of this section notwithstanding, the Parks and Recreation Department may grant to persons or entities a special permit for such possession or consumption of alcoholic beverages in public parks upon written application for such permit; subject, however, to the laws of the State and the City relating thereto, and subject to such limitations or regulations as the Parks and Recreation Board deems appropriate.

C. The City and the Parks and Recreation Board may engage in the business of distributing alcoholic beverages by selling, vending, or giving away or otherwise supplying alcoholic beverages in public parks, and may hire or approve third party vendors to sell, vend, or give away, or otherwise supply alcoholic beverages in public parks, provided the City, the Parks and Recreation Board and any third party vendors comply with all applicable City and State laws, ordinances, rules, and regulations regarding the sale or distribution of alcoholic beverages. However, alcoholic beverages may not be served, possessed, consumed, sold or supplied at youth sporting events, or other youth events.

D. Nothing in this section shall be construed to prohibit the Parks and Recreation Board from engaging in the business of distributing alcoholic beverages by selling, vending, giving away or otherwise supplying alcoholic beverages outside public parks, provided the Parks and Recreation Board otherwise complies with the laws of the State and the City relating thereto.

E. Nothing in this section shall be construed to prohibit the City from permitting, licensing or distributing alcoholic beverages by selling, vending giving away or otherwise supplying alcoholic beverages outside public parks, provided the City otherwise complies with the laws of the State and the City relating thereto.

(Code 1988, § 19-84; Ord. No. 4920, § 2, 3-10-2000; Ord. No. 6983, § 1, 10-7-2010)

Cross reference— Alcoholic beverages generally, ch. 4.

Sec. 19-85. - Use of roller skates, bicycles, similar devices restricted.

It shall be unlawful for any person upon roller skates, bicycles or skateboards or riding in or by means of any coaster, toy vehicle, or similar device to interfere with the intended uses of sidewalks, parking lots or court areas within any public park.

(Code 1988, § 19-85)

Secs. 19-86—19-100. - Reserved.

DIVISION 2. - MUNICIPAL SWIMMING POOL

Sec. 19-101. - Pollution and contamination prohibited.

It shall be unlawful for any person to throw or place in the waters of the municipal swimming pool any stones, debris, refuse or discarded substances. It shall further be unlawful for any person in any manner to willfully pollute the water of such pool.

(Code 1988, § 19-106)

Sec. 19-102. - Animals prohibited.

Except as authorized in writing by the Administrator of Parks and Recreation, ~~I~~it shall be unlawful at all times for any person to place in the waters of the municipal swimming pool any dogs or other animals of any kind or cause or to suffer any dogs or any animals of any kind to enter or be therein.

(Code 1988, § 19-107)

Cross reference— Animals generally, ch. 5.

Secs. 19-103—19-199. - Reserved.

~~ARTICLE IV. - BEAUTIFICATION COMMISSION~~

~~Sec. 19-200. - Creation and establishment.~~

~~The Beautification Commission shall coordinate and promote projects for the beautification of the City. The Commission will also serve as the City Tree Board for the City of Lee's Summit, Missouri.~~

~~(Code 1988, § 19-200; Ord. No. 6336, § 1, 1-18-2007)~~

~~Sec. 19-201. - Composition; qualifications of members.~~

~~The Beautification Commission shall consist of nine (9) members, citizens and residents of this City, who shall be appointed by the Mayor with the advice and consent of a majority of the Council.~~

~~(Code 1988, § 19-201; Ord. No. 6336, § 1, 1-18-2007; Ord. No. 6769, § 1, 2-19-2009)~~

~~Sec. 19-202. - Term of office.~~

~~The terms of the nine (9) members shall be for three (3) years commencing from the date of appointment and until their successors are duly appointed and qualified.~~

~~(Code 1988, § 19-202; Ord. No. 6336, § 1, 1-18-2007; Ord. No. 6954, § 1, 7-8-2010)~~

~~Sec. 19-203. - Compensation.~~

~~Members of the Commission shall serve without compensation.~~

~~(Code 1988, § 19-203; Ord. No. 6336, § 1, 1-18-2007)~~

~~Sec. 19-204. - Duties and responsibilities.~~

~~It shall be the responsibility of the Commission to study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the City Council and, upon its acceptance and approval, shall constitute the officials comprehensive City tree plan for the City of Lee's Summit. The Commission, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.~~

~~(Code 1988, § 19-204; Ord. No. 6336, § 1, 1-18-2007; Ord. No. 6769, § 2, 2-19-2009)~~

~~Sec. 19-205. - Operation.~~

~~The Commission shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A majority of the members shall be a quorum for the transaction of business.~~

~~(Code 1988, § 19-205; Ord. No. 6336, § 1, 1-18-2007)~~

~~Sec. 19-206. - Definitions.~~

~~The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~*Administrator* is defined as the administrator of the Parks and Recreation Department, as appointed by the Parks and Recreation Board. The Administrator shall have the authority to designate an employee of the Parks and Recreation Department to act in his behalf regarding the execution of the responsibilities of Sections 19-206 to 19-222.~~

~~*Public trees* are defined as trees and shrubs on land within the right-of-way of all streets, in all City parks and on all property owned by the City.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-207. - Purpose and intent.~~

~~The purpose and intent of Sections 19-206 to 19-222 is to protect and encourage the protection of trees and shrubs; to provide for public health, safety and general welfare; to promote and preserve the City's aesthetic value; regulate and control the planting, maintenance and removal of trees and shrubs on and adjacent to public and private property, rights-of-way and within the City; and manage the City's community urban forest in a strong, healthy condition for today and for the future.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-208. - Enforcement.~~

~~It shall be the duty and responsibility of the Administrator to:~~

~~A. Enforce Sections 19-206 to 19-222;~~

~~B. Serve notice to any person in violation thereof or institute legal proceedings as may be required and the City Attorney is hereby authorized to institute appropriate proceedings to that end; and~~

~~C. Supervise, direct and control the planting, pruning, maintenance and removal of trees and shrubs within the City pursuant to Sections 19-206 to 19-222 and as set forth in the Plan prepared by the Beautification Commission/Tree Board and approved by the Parks and Recreation Board.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-209. - Permission required.~~

~~A. No person shall plant any tree or shrub on property owned by the City without first obtaining the permission of the Administrator.~~

~~B. No person shall plant any public trees without first obtaining the permission of the Administrator and without complying with applicable City ordinances.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-210. - Existing public trees.~~

~~Any public trees planted and existing as of the date of this ordinance shall be allowed to remain in place unless the Administrator determines that a public tree presently does, or at maturity will, obstruct vision clearance areas, interfere with utilities or street lights, or otherwise presents a danger to the safety and/or welfare of the public.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-211. - Tree species.~~

~~The Administrator will maintain an extensive list of recommended trees for planting. The purpose of this listing will be to maintain diversity in the total tree population. This list shall be available to residents of the City upon request to aid in the selection of trees for private and public properties. The list of recommended trees may be updated periodically by the Administrator to reflect new developments or species that will affect the community urban forest.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-212. - Distance for planting.~~

~~A. No trees or shrubs may be planted within the vision clearance area as defined in the City's Unified Development Ordinance.~~

~~B. No trees or shrubs may be planted closer than:~~

~~1. Ten (10) feet from any fire hydrant/fireplug and storm box; and~~

~~2. Two (2) feet from any curb of a street.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-213. - Clearance over sidewalks, streets and alleys.~~

~~No person occupying, in charge or control of or owning any property in the City shall permit the trees or shrubs on such property to hang over so as to obstruct or interfere with the safe use of sidewalks, streets and alleys. The City shall have the right to trim any and all trees or shrubs and to remove any and all limbs or branches as necessary for the safe use of sidewalks, streets and alleys.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-214. - Utilities.~~

~~No trees, other than those species approved by the Administrator, may be planted under or within ten (10) feet from any overhead utility wire, or over or within five (5) lateral feet of any underground water, sewer, storm sewer, electric, telephone or other utility line.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-215. - Tree topping.~~

~~It shall be unlawful for any person to top any public trees. Topping is defined as the severe cutting back of limbs within the tree's crown to such a degree as to remove the normal canopy and disfigure the~~

~~tree. Trees severely damaged by storms or other causes where other pruning practices are impractical may be exempted from this section at the determination of the Administrator.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-216. - Public tree care.~~

~~The Administrator shall have the right to plant, prune, maintain and remove trees and shrubs within the right-of-way of all streets and alleys and on property owned by the City, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such areas. The Administrator may remove or cause or order to be removed, any tree or shrub which are in an unsafe condition or which by reason of their nature are injurious to water, sewer, storm sewer, electric, telephone or other utility lines or other public improvements or are affected with an injurious fungus, insect or other pest. All tree pruning and removal will be done in accordance with the most current ANSI A300 Tree Shrub and Other Woody Plant Maintenance—Standard Practices.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-217. - Dead or diseased tree removal on private property.~~

~~The Administrator shall have the right to cause the removal of any dead or diseased trees or shrubs on private property within the City, when such trees or shrubs constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees or shrubs within the City.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-218. - Notice.~~

~~A. The Administrator will notify the person occupying, in charge or control of or owning any property on which such tree or shrub is located that pruning, maintenance and/or removal pursuant to Sections 19-213, 19-214, 19-216 and/or 19-217 is to be done or is required, within the time specified in the notice. The notice shall also indicate whether the City or the person occupying, in charge or control of or owning the property will bear the expense of the work to be done.~~

~~B. In the event of failure to comply with such notice, the City shall have the right and authority to prune, maintain and/or remove such trees or shrubs and charge the cost of removal to the person occupying, in charge or control of or owning the property on which such tree or shrub is located. Such notice shall be deemed properly served if a copy thereof is:~~

~~1. Delivered personally;~~

~~2. Sent by certified or registered mail addressed to the person at the last known address with the return receipt requested; or~~

~~3. Delivered in any other manner as prescribed by local law or posted upon the property.~~

~~C. If the certified or registered letter is returned showing that the letter was not delivered, a copy of the notice shall be posted in a conspicuous place in or about the property. Service of such notice in the foregoing manner upon the owner or upon the person in charge or control of the property shall constitute service of notice upon the owner.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-219. - Imminent danger.~~

~~Notwithstanding any other provisions of this Code, whenever, in the opinion of the Administrator, there is an emergency or other condition which poses an imminent danger to life and/or property due to a tree or shrub, the Administrator shall order any necessary work to be done to abate the dangerous condition whether or not any notice or other procedure described herein has been instituted; and shall cause such other action to be taken as the administrator deems necessary to meet such emergency and/or abate the dangerous condition.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-220. - Interference with Administrator.~~

~~It shall be unlawful for any person to prevent, delay or interfere with the Administrator, or any of the Administrator's employees, contractors or agents, while engaging in and about the planting cultivating, mulching, pruning, spraying, or removing of any public trees or trees and shrubs on private property, as authorized in Sections 19-206 to 19-222.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-221. - Review by Parks and Recreation Board.~~

~~A. The Parks and Recreation Board shall have the right to review the decisions of the Administrator.~~

~~B. Any person aggrieved by a decision of the Administrator may appeal such decision by filing a written notice of appeal with the Parks and Recreation Board within ten (10) days following the date of the Administrator's decision. The written notice of appeal shall include all documentation which the aggrieved person believes relates to their appeal. If an aggrieved person fails to appeal the Administrator's decision within ten (10) days as set forth herein, the decision shall be final and no appeal shall be heard.~~

~~C. The Parks and Recreation Board shall provide notice to the aggrieved person of the date, time and place of hearing, which shall be no later than thirty (30) days from the date of the filed notice of appeal (unless continued by mutual consent), where such person will have full opportunity to present evidence and testimony in support of the appeal. The hearing shall be conducted by the Parks and Recreation Board as a contested case under the provisions of Chapter 536 RSMo, and the Parks and Recreation Board shall issue a final decision within ten (10) days of the hearing date. The decision shall include written findings of fact and conclusions of law.~~

~~D. Subject to Section 8.5 of the Lee's Summit Charter, the decision of the Parks and Recreation Board shall be final for purposes of appeal pursuant to Chapter 536, RSMo.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

~~Sec. 19-222. - Penalty for violation.~~

~~Any person violating any provision of Sections 19-206 to 19-222 or who fails to comply with any notice issued there under, shall be punished by a fine of not more than five hundred dollars ($500.00) or by imprisonment not exceeding ninety (90) days or both such fine and imprisonment.~~

~~(Ord. No. 6554, § 1, 12-20-2007)~~

MEMORANDUM

Date:	July 15, 2019
To:	Joe Snook, Administrator of Parks and Recreation
From:	Jackie McCormick Heanue, Superintendent of Legal Services and Human Resources
Re:	Park Board By-Laws Ad Hoc Committee

Background

One of LSPR's identified priorities for 2019 was to review and update the Park Board By-Laws. The By-Laws, in their current form, have been in existence since December 2016, when minor revisions were made. As with many board-driven entities, the By-Laws are the governing rules for the Board's operations.

Because the By-Laws have been in existence in their current format for some time, their structure and content are outdated, and the structure of LSPR as an organization, as well as the authority of the Board, has changed significantly during that time. In addition, there are several components traditionally found in organizational By-Laws that are not included in the Board's current document. For example, the current By-Laws make no specific reference to the authority granted to the Board by the Charter of the City of Lee's Summit, nor do they identify the means by which an individual is appointed to the board, or the term he or she serves.

The Park Board By-Laws Ad Hoc Committee met on June 24, 2019 and discussed reworking the By-Laws to bring them up to date and more accurately reflect current practices and procedures. A comprehensive re-write was undertaken to include a number of modifications, including:

- Addition of clauses regarding existence, authority and responsibilities under the City of Lee's Summit Charter
- Language related to the appointment and term of Park Board members
- Additional language and clarifying language regarding roles and responsibilities of Officers
- Provisions related to the Park Board's process of nominating officers
- Detailed information regarding meetings and procedures
- Clarifying language related to attendance requirements, specifically, clarification that excessive absences would be attributable to regular meetings, not specially scheduled meetings or committee meetings.
- Definitions and additional information about standing committees.
- Reference to Code of Ethics requirements imposed by the City of Lee's Summit Code of Ordinances.

The Ad Hoc Committee also discussed several topics which it believed would be most appropriately addressed through the Park Board section of the Lee's Summit Parks and Recreation Policies and Procedures Manual, including Public Participation in Park Board meetings, authority for Park Naming, and a Social Media policy. These items will be presented to the Board for consideration as a separate item.

A copy of the current By-Laws is attached to this memorandum as Exhibit A. The Amended and Restated By-Laws as proposed by the By-Laws Ad Hoc Committee is attached as Exhibit B.

Proposed Motion: I move 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 Summit Parks and Recreation Board.

BYLAWS FOR THE LEE'S SUMMIT, MISSOURI, PARKS & RECREATION BOARD

(Authority of the Charter of the City of Lee's Summit, Missouri, Article VIII, Section 8.1, dated April 1996; amended February 2007).

Article I. PURPOSE OF THE BOARD

The purpose of the Board is to administer the provision of a comprehensive park and recreation service for all residents of Lee's Summit. They shall be vested with the power, duties and obligations necessary to accomplish this purpose.

Article II. OFFICERS

Section 1. The officers of the Board shall be President, Vice President and Treasurer. The Board shall elect the officers at the organization meeting in June to serve for one year or until a successor shall be elected and qualified.

Section 2. It shall be the duty of the President to preside at all meetings of the Board, to enforce the bylaws, to appoint special committees and to perform such other duties as are required by law, by the Board or as customarily devolve upon the presiding offices of a deliberative body.

Section 3. In the absence of the President or his/her refusal to act, the Vice President shall preside and shall fulfill the functions of the President. In the absence of both the President and Vice President, the Treasurer shall call the meeting to order and a President pro-tem shall be chosen.

Section 4. It shall be the duty of the Treasurer to act as custodian of the fiscal affairs of the Board and ensure the strict adherence of state and local accounting procedures.

Article III. MEETINGS

Section 1. All meetings of the Board shall be held at a place designated by the President. The regular meeting of the Board shall be on the fourth Wednesday of each month at 6:00 pm, unless otherwise scheduled by the Board. No business shall be transacted at any regular meeting unless a quorum is present. If a Board member is participating in a meeting via communication equipment, their participation will be counted towards the quorum.

Section 2. Special meetings may be held at any time upon the call of the President, Vice President or upon the request of any two members of the Board. Notification shall be made publicly forty-eight (48) hours prior to the meeting. No business shall be transacted at any special meeting unless a quorum is present. If a Board member is participating in the special meeting via communication equipment, their participation will be counted towards the quorum.

Section 3. A majority of the Board shall constitute a quorum for the transaction of business. No contracts shall be let, person employed or bills authorized unless the majority of the quorum shall vote therefore.

Section 4. No member of the Board shall receive compensation. Members shall be reimbursed for expenses incurred in pursuance of Board functions.

Section 5. The Board shall transact all business at a regular or special meeting. No member of the Board shall have power to act in the name of the Board outside the Board meeting.

Section 6. After adjournment, the President is authorized to give information to the press or the parties interested on specific Board action, in order that such information may have official standing. In the absence of the President, the information will be made available by the presiding officer.

Section 7. It is the responsibility of all Board members to be present for regular meetings. When attendance is not possible participation by means of communication equipment shall be permitted. Three consecutive or four absences per year from appointment anniversary date shall constitute excessive absences. The official minutes of the Board meetings shall be used to document attendance. A vote of the Board may be taken to determine whether or not a recommendation for removal due to attendance issues shall be made to the Mayor and/or City Council.

Article IV. COMMITTEES

Section 1. There shall be no standing committees on the Board.

Section 2. The President may appoint special committees with the consent of the Board. Such committees shall be dissolved when the purpose for which they were appointed has been filled or the appointing President's term expires.

Article V. RELATIONSHIP OF BOARD TO DEPARTMENT STAFF

Section 1. The Board shall review and approve policies relative to the operation of the department.

Section 2. The Board shall review and select an Administrator, whose function will be to administer, in the Board's behalf, the policies as set forth by the Board and manage the day to day operation of the department.

Section 3. It will not be the responsibility of individual Board members to conduct the day to day operation of the department.

Section 4. The Administrator is empowered to employ a staff for the operation of the department.

Article VI. AMENDMENTS

These rules and regulations may be altered or amended at any regular meeting by a majority vote of the Board, provided that notice of the proposed action shall have been given at the last regular meeting and made a part of the minutes of said meeting, or provided a written notice of the proposed amendment is mailed to each Board member at least ten (10) days before a regular meeting.

In case of emergency, any one of the rules and regulations of this Board may be suspended by a majority of the members. Such suspension, however, shall be for the consideration of a specific question only, and when such question shall be considered, the rules shall again be enforced. Any business of the Board therefore, may be taken up out of order, as present above, only by majority consent.

BY-LAWS OF THE LEE'S SUMMIT PARKS AND RECREATION BOARD

ARTICLE ONE: EXISTENCE AND AUTHORITY

Section 1. Existence and Purpose. The Lee's Summit Parks and Recreation Board (hereinafter "the Park Board") is authorized and exists under Section 8.1 of the Charter of the City of Lee's Summit, Missouri, as amended (hereinafter "the Charter"). The purpose of the Park Board is to administer the provision of comprehensive parks and recreational services for all residents of Lee's Summit. The Park Board is vested with the power, duties, and obligations necessary to accomplish this purpose as provided herein.

Section 2. Composition, Term, Compensation. Pursuant to Section 8.1 of the Charter, the Park Board consists of nine (9) citizen members who shall reside in the City and who shall not be elected officers or employees of the City, and who are appointed to serve on the Park Board by the Mayor with the advice and consent of a majority of the entire City Council. Park Board members hold office for a term of three (3) years and until successors are appointed, and serve without compensation. Vacancies shall be filled through appointment by the Mayor, with the advice and consent of a majority of the entire City Council, and the appointed individual shall serve the remainder of the unexpired term.

Section 3. Authority. Pursuant to Section 8.2 of the Charter, the Park Board is empowered with the following authorities:

3.1 Make and adopt such by-laws, rules and regulations for its' own governance and for the governance of the parks and recreation activities as may be expedient.

3.2 Control of the supervision, improvement, care and custody of the parks and recreation activities.

3.3 Appointment, suspension, removal, and rendering of the annual performance evaluation of the Administrator of Parks and Recreation.

3.4 Control of the expenditures of all monies collected for and deposited to the credit of the parks and recreation fund(s.)

3.5 Power to acquire an interest in real property for parks and recreation purposes by purchase, gift, exchange or otherwise, and to dispose of real property by sale or otherwise when the disposition is consistent with the original grant, or when public use has been abandoned or the property has become unsuitable or inadequate for parks and recreation purposes.

ARTICLE TWO: OFFICERS

Section 1. President. It shall be the duty of the President to preside at all meetings of the Board (except Board Committees meetings where the appointed chair will preside), to enforce the By-Laws, to appoint special committees, serve as the primary spokesperson for the Board, sign and authorize documents and papers as approved by the Board and on behalf of the Board, and to perform other duties as required by law, by the Board, its' policies, or as customarily devolve upon the presiding offices of a deliberative body.

Section 2. Vice President. It shall be the responsibility of the Vice-President to, in the absence of the President or his/her refusal to act, preside and fulfill the functions of the President.

Section 3. Treasurer. It shall be the responsibility of the Treasurer to serve as the primary liaison between the Board and staff on financial matters. The Treasurer shall rely upon the assistance of designated employees of Lee's Summit Parks and Recreation to monitor and implement the financial policies, practices and compliance of Lee's Summit Parks and Recreation. In the absence of both the President and Vice-President, the Treasurer shall call a duly noticed meeting to order, upon which time a President pro-tem shall be chosen.

Section 4. Election of Officers; Nominating Committee. For each year, which shall begin on July 1, the Board shall elect from its' membership the Officers referenced in Sections 1-3, above. This shall be accomplished through a Nominating Committee, which shall consist of three (3) members of the Board who shall be appointed by the President at or before the Regular Meeting in April of each year. The Nominating Committee shall prepare a slate of officers for presentation to the Board at the Regular Meeting in May of each year, and the vote for said slate of officers shall be held at the Regular Meeting in June of each year.

Section 5. Term of Officers. Each Officer shall serve in the office to which he or she has been elected for a period of one (1) year, beginning July 1 of each year.

ARTICLE THREE: MEETINGS

Section 1. Regular Meetings. Regular Meetings of the Park Board shall be held on the fourth (4th) Wednesday of each month, beginning at 6:00pm, at such place designated by the President. All votes taken during regular meetings shall be taken by voice vote.

Section 2. Closed Meetings. Closed Meetings of the Park Board shall be held for appropriate purposes in compliance with the provisions of §610.021, RSMo., and may be held before or after any Regular Meeting, Special Meeting, or at any other time as identified by the President, Vice-President, or any two (2) members of the Park Board. Notification shall be made publicly not less than twenty-four (24) business hours prior to the meeting. All votes taken during closed meetings shall be taken by roll call.

Section 3. Special Meetings. Special Meetings of the Park Board may be held at any time upon the call of the President, Vice-President, or any two (2) members of the Park Board. Notification shall be made publicly not less than twenty-four (24) business hours prior to the meeting. All votes taken during special meetings shall be taken by voice vote.

Section 4. Annual Retreat. Annually, no later than November of each year, the President shall call a Special Meeting which shall constitute the Annual Retreat of the Park Board, which shall include a strategic review and discussion about upcoming objectives, goals and initiatives for the upcoming year.

Section 5. General Provisions.

5.1 **Compliance with Missouri Sunshine Law.** All regular, special, and closed meetings of the Park Board shall be held in compliance with applicable provisions of the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

5.2 **Remote Participation.** In the event that it is necessary for a member of the Park Board to be physically absent at a meeting, he or she may still be counted for purposes of quorum and may participate and vote in the business of the meeting if he or she participates via videoconferencing, as provided under RSMo. §610.015.

5.3 **Transaction of Business.** All business of the Park Board shall be transacted at a Regular, Special or Closed Meeting. No member of the Park Board shall have the power to act in the name of the Park Board outside a Park Board meeting. No action of the Park Board shall be taken without a quorum voting therefore.

5.4 **Agendas.** The Agenda for each meeting shall be prepared by the Administrator of Parks and Recreation and shall be presented to the President and Vice-President for approval prior to publishing. The Final Agenda along with supporting documentation (the Park Board Packet) shall be provided electronically to the Park Board not less than four (4) days prior to a Regular Meeting. In the case of Special Meetings or Closed Meetings, the Agenda and any related information shall be provided electronically to the Park Board not less than twenty-four (24) business hours prior to the meeting. In addition to being posted in compliance with the applicable provisions of the Missouri Sunshine Law, Chapter 610, Missouri Revised Statutes, all Agendas and Park Board Packets shall be made available to the public on the LSPR website and the City of Lee's Summit's electronic legislative platform.

5.5 **Minutes.** Minutes of all Regular and Special meetings shall be taken and prepared by a member of staff, and shall be made publicly available upon request. Minutes of Closed meetings shall be taken and prepared by a member of staff and shall be maintained and made available as required by the applicable provisions of Chapter 610 of the Missouri Revised Statutes.

5.6 **Effective Conduct of Business.** The Park Board recognizes that the most effective, accessible meetings are those at which items are handled efficiently, with the necessary and appropriate amount of discussion and deliberation. Park Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries to the Administrator of Parks and Recreation prior to the meeting.

5.7 **Quorum.** No business shall be transacted at any Regular, Closed, or Special meeting of the Park Board unless a quorum is present. A majority of the entire Park Board shall constitute a quorum for the transaction of business.

5.8 **Attendance.** It is the responsibility of all Park Board members to be present for meetings, and to promptly notify the Administrator of Parks and Recreation and the President that he/she will not be present for a scheduled meeting. When attendance is not possible, participation by alternate means, as outlined in subsection 5.4, herein, shall be permitted. Three consecutive absences from Regular Meetings or four absences from Regular Meetings per year from appointment anniversary date shall constitute excessive absences. In the event of excessive absences, the Park Board may vote to determine whether or not a recommendation for removal due to attendance issues shall be made to the Mayor and City Council.

ARTICLE FOUR: COMMITTEES

Section 1. Standing Committees. The following committees shall constitute "Standing Committees" of the Park Board, and shall have the responsibilities as outlined herein. The President shall assign not less than

three (3) Park Board members to each of the Standing Committees on an annual basis, not later than July 15 of each year, and shall identify the Chair of each standing committee, who shall preside over all sessions of the Committee. Each Committee shall comply with applicable provisions of the Missouri Sunshine Law, Chapter 610, Missouri Revised Statutes, as well as notice and agenda requirements of special meetings as outlined in these By-Laws. Meetings of the Standing Committees shall be determined by the Chair. The Standing Committees shall not have the authority to take any formal action on behalf of the Park Board; rather, they shall make recommendations to the Park Board for consideration. Each Standing Committee shall present a verbal report at the next Regular Meeting of the Park Board after the Standing Committee has convened.

1.1 Finance and Budget Committee. The Finance and Budget Committee shall be responsible for reviewing the annual budget prior to its' consideration by the Park Board, and shall consider all other budget and/or financial related matters as directed by the Park Board.

1.2 Youth Sports Association Committee. The Youth Sports Association Committee shall serve as the liaison between the Park Board and the Lee's Summit Girls Softball Association, Lee's Summit Soccer Association, Lee's Summit Baseball Association, Lee's Summit Football Association, and any other partner association organized for the purpose of facilitating youth sports in the Lee's Summit Community in order to provide information and resources in the furtherance of the Associations' purposes.

1.3 Legacy for Parks Foundation Committee. The Legacy for Parks Foundation (hereinafter "Foundation") was organized for the purpose of supporting the mission of Lee's Summit Parks and Recreation. The Foundation Committee shall serve as the liaison between the Foundation and the Park Board in order to provide information and resources to enable the Foundation to achieve its' purpose.

Section 2. Ad Hoc/Special Committees. The President may appoint special committees with the consent of the Park Board. Such committees shall be dissolved when the purpose for which they were appointed has been filled, or the appointing President's term expires, whichever occurs first. The same rules and provisions of Standing Committees shall apply with regard to the appointment of a Chair, the authority vested to a Committee, compliance with applicable provisions of law, and reporting requirements to the Park Board.

ARTICLE FIVE: RESPONSIBILITIES

Section 1. Appointment and Review of Administrator of Parks and Recreation. Pursuant to its' authority as delegated by Charter, the Park Board shall appoint an Administrator of Parks and Recreation, who shall be the Chief Administrative Officer of Lee's Summit Parks and Recreation, responsible for administering, on behalf of the Park Board, the policies as set forth by the Park Board as well as the day to day management and operation of Lee's Summit Parks and Recreation. The Board shall conduct a performance review of the Administrator of Parks and Recreation annually, not later than June 15 of each year. The Administrator of Parks and Recreation may be removed by a 2/3 majority vote of the entire Park Board.

Section 2. Policy Decisions. The Park Board shall concern itself with questions of policy rather than administrative matters, which are delegated to the Administrator of Parks and Recreation as provided herein. The Park Board shall not have the responsibility of the day to day operations of Lee's Summit Parks and Recreation. The Park Board shall provide strategic leadership in decisions affecting Lee's Summit Parks

and Recreation, including land acquisition, intergovernmental relationships, strategic plans, capital projects, and oversight of fiscal accountability and expenditures.

Section 3. Approval of Budget and Related Amendments. The budget of Lee's Summit Parks and Recreation shall provide a complete financial plan of all parks and recreation funds and activities for the ensuing fiscal year and shall be presented to the Finance Committee and, subsequently, the Park Board by the Administrator of Parks and Recreation.

The Park Board shall, by vote, adopt a budget for the ensuing fiscal year no later than April 30 of each year, and shall subsequently direct the Administrator of Parks and Recreation to present the Lee's Summit Parks and Recreation budget to the City of Lee's Summit for inclusion in its' overall budget.

Not less than twice per year, and no later than December of each year and August of each year, the Park Board shall review performance as compared to the current or prior fiscal year budget for purposes of ensuring expenditures are consistent with the previously adopted budget, and shall approve such amendment(s) as may be necessary to reconcile the expenditures, and shall subsequently direct the Administrator of Parks and Recreation to present the budget amendment to the City of Lee's Summit for inclusion in its' overall budget.

Adoption of the budget and any related amendments thereto shall constitute appropriations of the amounts specified therein as expenditures for the funds indicated.

Section 4. Approval of Expenditures Consistent with Procurement Policy. The Park Board shall have the authority and the responsibility of approving any unbudgeted expenditures and approve the selection of service providers or vendors for the provision associated with the unbudgeted expenditures consistent with the terms of the City of Lee's Summit Procurement Policy which is in effect at the time.

Section 5. Relationship to Staff. Members of the Park Board shall request desired information from the Administrator of Parks and Recreation rather than directly from employees of Lee's Summit Parks and Recreation. No Park Board member shall inhibit, obstruct, direct or otherwise interfere with any Lee's Summit Parks and Recreation employee in the performance of his or her assigned duties.

Section 6. Patron Communications. Members of the Park Board shall refer inquiries, information, complaints and other communications made by patrons about matters related to parks and recreation services and facilities to the Administrator of Parks and Recreation.

ARTICLE SIX: ETHICS

Section 1. Compliance with City of Lee's Summit Code of Ethics. Members of the Park Board, as appointed officials of the City of Lee's Summit, shall adhere to all applicable provisions of Article III, Division I of the City of Lee's Summit Code of Ordinances.

ARTICLE SEVEN: LAND ACQUISITION, DISPOSITION, LEASING, AND NAMING

Section 1. Acquisition/Disposition/Leasing. The Park Board may, at its' discretion and consistent with Article One, Section 3.5, herein, seek to acquire additional land or properties for parks and recreation purposes or dispose of land owned by it which the Park Board determines has no remaining value as parks and recreation property, subject to any applicable restrictions. The Park Board may also acquire an interest in additional land or property through the lease of said property when the Park Board determines that such

a lease would enhance the provision of quality services and facilities to its' patrons, or may allow for the lease or use of parks and recreation property to other parties if the Park Board deems said use would be in the best interests of Lee's Summit Parks and Recreation. Any such lease or arrangement shall be made in accordance with the provisions of applicable law.

Section 2. Ownership. Pursuant to Section 8.2(b) of the Charter, all real properties held by the Park Board shall be titled in the name of the City of Lee's Summit.

ARTICLE EIGHT: MEDIA/COMMUNICATIONS/SOCIAL MEDIA

Section 1. Authority of the President to Speak on Behalf of Park Board. After adjournment of any meeting, the President is authorized to give information to the press or other interested parties on specific Park Board action, in order that such information may have official standing.

Section 2. Authority of the Administrator of Parks and Recreation. The Administrator of Parks and Recreation shall have the authority to give information to the press or other interested parties on any matters related to the administration and operation of Lee's Summit Parks and Recreation.

ARTICLE NINE: AMENDMENTS

Section 1 Regular Amendment. These By-Laws may be altered or amended at any Regular Meeting by a majority vote of the Board, provided that notice of the proposed action(s) shall have been given at the last regular meeting and made a part of the minutes of said meeting, or provided a written notice of the proposed amendment is mailed to each Board member at least ten (10) days before a regular meeting.

Section 2 Emergency Suspension. In case of emergency, which shall be determined at the discretion of the Board, any one of these By-Laws may be suspended by a majority of the Board members. Such suspension, however, shall be for the consideration of a specific question only, and once such question has been considered, the rule or provision shall again be enforced.

MEMORANDUM

Date:	July 15, 2019
To:	Lee's Summit Parks and Recreation Board
From:	Joe Snook, Administrator of Parks and Recreation
Re:	Request for Authority to Negotiate National Talent Acts for 2020 LPA Season

Background

Each year, LSPR staff works hard to secure talent and entertainment that will appeal to a diverse population and encourage increased participation and patronage at Legacy Park Amphitheater (LPA.) These efforts include seeking at least one nationally known artist for the season.

The ability to attract known, popular talent that will entice attention and participation is critical to the success of LPA. Over the past few years, staff has experienced increased difficulty in negotiating with such national artists due to the procurement threshold imposed by the Procurement Policy. The minimum costs for a majority of the national acts which staff believes will encourage success at LPA are near or exceed $50,000.00. Because staff cannot, under the Policy, authorize the expenditure of $50,000.00 or more without Park Board approval, it makes negotiating with acts at this range nearly impossible, as it would essentially require the public announcement of a potential act before the negotiations began. An example of this occurred earlier this year when attempting to secure talent for the 2019 season. A well known country music artist would have been available to negotiate with, however it required a minimum spend of $50,000.00. Because staff could only offer $49,999.99 without governing body approval, the artist's representatives would not negotiate with staff.

At this time, staff is requesting the Park Board authorize flexibility in staff's ability to negotiate with national acts for the upcoming LPA season, with the understanding the Park Board would be provided with an update and ultimate authority to approve or deny any resulting Agreement once the negotiations are formally underway. It is anticipated once negotiations are underway, the information can be shared with the Park Board in Closed Session prior to its' execution for consideration in order to preserve the public announcement of an act until after Park Board notification and approval.

Anticipated FY2020 Budget Impact

The Park Board has already approved the Budget for the 2020 Legacy Park Amphitheater season, including a total of $69,600.00 for the entire season's professional acts. This includes a tentative amount of $52,000.00 set aside for a national act.

Proposed Motion: I move 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.

Memorandum

Date: July 17, 2019

To: Joe Snook, CPRP
Administrator of Parks & Recreation

From: David S. Dean
Superintendent of Recreation Services II

Re: Summit Waves Wave Pool Bid Recommendation

At the October 2018 Park Board meeting, the Board approved a motion for staff to enter into an agreement with Kimley-Horn for the Summit Waves wave pool design. Since October, staff has worked closely with Kimley-Horn on the design and bidding of this project. The total project budget is $5,110,000.00, and Kimley-Horn presented staff with an opinion of probable cost of $4.2 million for the construction of this project.

On Monday, June 17, the bid was advertised with a close date of Friday, July 12. Bid invitations were sent to ten pool builders and other general contractors that LSPR has on their vendor list. The bid was also posted electronically and relevant bidders notified through the bid system. Three bids were received (bid tabulation form Attachment A), with the low bid of $4,544,000.00 received from B. Dean Construction, LLC. One bid was considered unresponsive because they did not submit their bid by the required deadline.

Based on the estimate of probable cost of construction prepared by Kimley Horn, the bid came in $344,000.000 (8%) over budget. In conversations with other city departments, LSPR has learned the City has also experienced bids that were over budget by as much as 10%. They stated reasons for the increases included increases in labor costs, as well as tariffs on concrete and steel.

After analyzing the total project budget including the YTD expenses and projected expenses, staff has projected the project to be approximately $181,500.00 (3.5%) over budget without any modifications.

Due to the projected overage, staff reviewed three options and identified the pros and cons of each:

1. Proceed with a recommendation for Park Board approval
   Pros
   - Project continues with an anticipated opening of May 2020
   - It is likely the most competitive bids have been received

   Cons
   - Potentially over budget by $181,500
   - Limited time to complete a full assessment of available options

2. Rebid the project
   Pros
   - None identified

   Cons
   - Construction timeline would not allow for the wave pool to open at the beginning of the 2020 season
   - Construction costs likely won't change
   - To reduce construction cost the project would most likely require a redesign
   - Potential for no bids
3. Postpone
   Pros
   - Allows time for staff to reassess and consider all options
   - Staff and board can realign and/or prioritize projects to allocate additional funds

   Cons
   - Potential for cost increase
   - No guarantee of better bids
   - Delay of approved project

Based on staff's analysis of the three options, we feel moving forward with approval of the low bid is the best option. The projected overage of $181,500, if realized, would be covered with existing Fund Balance. Staff has identified Fund 200 for any potential overage. The fund currently has a balance of over $2 million with a Park Board policy mandating a minimum balance of $525,000. It is staff's expectation to be able to reduce the projected overage through a variety of means. Specifically, staff has identified opportunities for cost reduction, including self-performing installation of the landscaping, using existing city contracts for some of the identified work (i.e. concrete), reducing the FFE and maintaining a 2% contingency (currently 5%).

Additionally, after award of the bid, staff has the opportunity to work with the general contractor to identify and negotiate additional cost savings on the project (value engineering), with the goal to complete the project, as designed, within the existing budget of $5,110,000. At this time, it is staff's recommendation to move forward with the bid approval to B. Dean Construction for $4,544,000.

If you need additional information or have any questions, please let me know at your convenience.

Proposed Motion

I move to award Bid No. 42132784 to B. Dean Construction, LLC in an amount not to exceed $4,544,000.00 for the Summit Waves wave pool addition, and authorize the Administrator of Parks and Recreation to execute any and all documents necessary in order to effectuate the same.

Wave Pool Addition at Summit Waves (#6407928)
Owner: Lee's Summit MO, City of
Solicitor: Lee's Summit MO, City of
07/12/2019 10:00 AM CDT

						Engineer Estimate		B. Dean Construction LLC		Mega Industries Corporation	
Section Tit	Line Item	Item Code	Item Descr	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID - Lump Sum Base Bid Price for Wave Pool Addition							$4,200,000.00		$4,544,000.00		$4,706,070.64
	1	1	Lump Sum	LS	1	$4,200,000.00	$4,200,000.00	$4,544,000.00	$4,544,000.00	$4,706,070.64	$4,706,070.64
Alternate Bid No. 1 - Construction of UV System							$50,000.00		$40,347.00		$47,517.09
	ALT 1	ALT 1	Constructic	LS	1	$50,000.00	$50,000.00	$40,347.00	$40,347.00	$47,517.09	$47,517.09
Base Bid Total:							$4,200,000.00		$4,544,000.00		$4,706,070.64

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: FY19 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget [1]	Exp to Date	Variance [2]	Status	Estimated Completion [3]
Gamber Community Center Fund (201)					
Interior Painting	11,200	14,858	(3,658)	Complete	
AV upgrade	18,943	17,968	975	Complete	
	18,943	17,968	975		
Legacy Park Community Center Fund (202)					
Lobby video survellience camera replacement	5,055	5,055	-	Complete	
Lobby/pool patio glulam replacement	80,040	63,545	16,495	Complete	
Replace Cardio Equipment	27,000	19,560	7,440	Complete	
ADA ramp replacement	6,295	6,295	-	Complete	
	118,390	88,160	23,935		
Harris Park Community Center Fund (530)					
			-		
none	-	-	-		
Parks and Recreation Fund (200)					
Operations					
Asphalt	80,000	8,066	71,934	In progress	June
Drinking Fountain Replacement	5,400	4,110	1,290	Complete	June
Tree Replacement	4,500	300	4,200	Complete	June
Trash Barrel Replacement	5,600	1,700	3,900	Complete	June
Legacy Park					
Asphalt	100,000	71,211	28,789	Complete	September
Baseball Shelter Shade Additions	18,000	15,586	2,414	Complete	August
Drinking fountain replacements	3,000	1,149	1,851	Complete	June
Fencing Replacement	10,000	5,413	4,587	Complete	May
Fence Safety Capping	10,000	9,843	157	Complete	February
Outdoor electrical receptacles for football	13,980		13,980	Waiting to hear back from LSFA	Jul-05
Dugout Replacement	10,700	9,900	800	Complete	May
	261,180	127,278	133,902		
Summit Waves Fund (203)					
VGBA grates	24,506	17,713	6,793	Complete	
	24,506	17,713	6,793		
Cemetery Fund (204)					
None	-	-	-		
	-	-	-		
Capital Projects Fund (327)					
North Lea McKeighan Park Renovations	5,000,000	4,795,360	204,640	Complete, minor skate park imp.	August
Summit Park Renovations	1,600,000	568,700	1,031,300	Construction in progress	October
Howard Park Renovations	900,000	437,150	462,850	Cconstruction in progress	October
Hartman Park Trailhead (project managed with PW funding)	250,000	212,805	37,195	Complete	June
Legacy Wayfinding Design	8,000	8,000	-	Complete	January
			-		
	7,758,000	6,022,015	1,735,985		
TOTAL	**8,181,019**	**6,273,134**	**1,901,590**		

[1] Budget amount established per Board Approval

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

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

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

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Fund 201 - Gamber Community Center			
Memberships			
Resident Total	July 18 - June 19	**432**	**261**
Active Flex		190	155
Annual		242	106
Non-Resident Total		**32**	**16**
Active Flex		13	13
Annual		19	3
Silver Sneakers Total	July 18 - June 19	**12,950**	**7,979**
Renew Active Total	Jan 19-June 19		**32**
Single Visit	July 18 - June 19	**358**	**222**
Discount		298	158
Regular		60	64
Facility Rentals			
Event Packages	July 18 - June 19	**17**	11
Gamber Package	July 18 - June 19	**78**	71
Outdoor Rentals	July 18 - June 19	**6**	4
Ballroom	July 18 - June 19	**463**	547
Class/Craftrooms	July 18 - June 19	**941**	682
Aerobics Room	July 18 - June 19	**219**	189
Hartman Field Rentals	July 18 - June 19	**657 (Rental Hours)**	576
Programming			
Bingo	July 18 - June 19	**2193**	1793
Lunch with Us	July 18 - June 19	**480**	426
Line Dance	July 18 - June 19	**577**	500
GCC All Inclusive			
(LPCC/Gamber Center/HPCC/LVCC)			
Resident			**136**
Annual	July 18 - June 19	147	44
Flex	July 18 - June 19	155	92
Non-Resident			**7**
Annual	July 18 - June 19	18	2
Flex	July 18 - June 19	9	5
Fund 202 - Legacy Park Community Center			
Memberships			
Resident			
Annual	July 18 - June 19	1,983	1,674
Flex	July 18 - June 19	4,362	3,842
Non-Resident			
Annual	July 18 - June 19	329	442
Flex	July 18 - June 19	871	881
Single Visit - Resident	July 18 - June 19	23,060	23,439
Single Visit -- Non-Resident	July 18 - June 19	6,359	7,963
Silversneakers	July 18 - June 19	17,623	29,519
Prime	July 18 - June 19	1,200	266
Silver and Fit	July 18 - June 19	140	593
90 Day Memberships			
Resident	July 18 - June 19	9	7
Nonresident	July 18 - June 19	3	9

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Facility Rentals			
Birthday Party Packages			
Resident			
Package A	July 18 - June 19	352	447
Package B	July 18 - June 19	50	50
Non-Resident	July 18 - June 19		
Package A	July 18 - June 19	120	195
Package B	July 18 - June 19	19	16
Community Rooms			
Resident	July 18 - June 19	16	49
Non-Resident	July 18 - June 19		0
Court Rentals			
Resident	July 18 - June 19	11	6
Non-Resident	July 18 - June 19	0	10
Lock-ins	July 18 - June 19	3	1
Pool	July 18 - June 19	2	0
Free Park Amenities			
SUP	July 18 - June 19	3626	2,969
Canoe	July 18 - June 19	1311	854
Bikes	July 18 - June 19	1602	1,185
Child Care			
Drop In	July 18 - June 19	2622	2,064
Pass Card - Member	July 18 - June 19	216	208
Pass Card - Non-member	July 18 - June 19	13	6
Miscellaneous Fitness (LPCC, GCC, LPA)			
Water and Land Aerobic Programming	July 18 - June 19	69000	70,182
Personal Training	July 18 - June 19	1600	2152
LPCC Paid Group Fitness	July 18 - June 19	300	360
GCC Paid Group Fitness	July 18 - June 19	30	98
LPA Paid Group Fitness	July 18 - June 19	500	308
Massage Therapy	July 18 - June 19	200	48
RevUP	July 18 - June 19	160	107
RevUP Reload	July 18 - June 19	175	270
Healthy Eating Every Day (H.E.E.D)	July 18 - June 19	0	0
Swim Lessons			
Swim Lessons	July 18 - June 19	824 Participants	761 Participants

Fund 530 - Harris Park Community Center

Camp Summit			
Camp Summit Enrollment	Summer 2018	750 Enrollments	756 Enrolled
Camp Summit Enrollment	Summer 2019	750 Enrollments	753 enrolled
Weekly Attendance	Summer 2018	450 Wkly Average	441 Weekly (11 weeks)
Weekly Attendance	Summer 2019	450 Wkly Average	432 Weekly (7 weeks)
Offer School Break Camps			
School Break Camp Enrollment	Sept 18-April 19	130 Enrollments	114 Enrolled (4.16.2019)
School Break Days	Oct 12-April 19	660 Participants	20 Days Held / 624 Participants

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Recreation Center Operations			
Gym Rentals	July 18 - June 19	200 Rentals	278 Rentals
Classroom Rentals	July 18 - June 19	250 rentals	243 Rentals
Entire Facility Rentals	July 18 - June 19	20 Rentals	9 Rentals
Week Long Rentals	July 18 - June 19	2 Rentals	2 Rentals
Open Gym	July 18 - June 19	1800 Participants	1,311 Participants
Summit Ice/Lea Mck North			
Public skate- Regular	**Oct 18 - March 19**		**3150 participants**
Public skate - Regular	Oct 19 - March 20	-	-
Public skate- Discount	**Oct 18 - March 19**		**9743 participants**
Public skate - Discount	Oct 19 - March 20	-	-
Pond hockey- Regular	**Oct 18 - March 19**		**288 participants**
Pond hockey - Regular	Oct 19 - March 20	-	-
Pond hockey- Discount	**Oct 18 - March 19**		**334 participants**
Pond hockey - Discount	Oct 19 - March 20	-	-
SpookySkate	**Oct 18.**		**72 participants**
SpookySkate	**Oct 19.**	-	-
Skate with Santa (4)	December 18		**1,686 participants**
Skate with Sanata (4)	**Decemebr 19**	-	-
Valentines Day Special	Feb 18.		**14 participants**
Valentines Day Special	Feb 19.	-	-
Birthday Party Packages	**Oct-March 18**		**27**
Birthday Party Packages	Oct-March 19	-	-
Shelter Rentals	**2018**		**76**
Shelter Rentals	2019	-	**63**
ATHLETICS			
Adult Leagues			
Softball -- Coed, Men's, Women's			
• **Fall**	Sept 18 - Oct 18	46 teams	14 teams
• **Spring**	Mar 19 - Apr 19	63 teams	15 teams
• **Summer**	June 19 - Aug 19	65 teams	32 teams
Basketball -- Men's			
• **Fall**	Jan 18 - Mar 19	20 teams	20 teams
• **Winter**	April 19 - June 19	18 teams	20 teams
• **Spring**	June 19 - Aug 19	14 teams	18 teams
• **Summer**	Sept18-Nov 18	14 teams	13 teams
Volleyball -- Coed, Women's			
• **Fall**	Jan 19-Mar 19	35 teams	41 teams
• **Winter**	Mar 19-May 19	35 teams	48 teams
• **Spring**	June 19-Aug 19	35 teams	35 teams
• **Summer I and II**	July 18-Jan18	70 teams	32 teams (Sum. I) 43 (Sum. II)
Kickball			
• **Fall**	Sept 18 - Nov 18	13 teams	4 teams
• **Spring**	Apr 19 - May 19	10 teams	3 teams
• **Summer**	June 19- Aug 19	12 teams	0 teams
Adult Instructional-Athletics			
Golf			
• **Adult Beginning**	July 18 - June 19	15 participants	4
Tennis			
• **Outdoor Adult Beginning**	July 18 - June 19	10 participants	10
Youth Instructional-Athletics			
Golf			

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
• **Youth Beginner**	July 18 - June 19	30 participants	31
Tennis			
• **Rookies (Quikstart)**	July 18 - June 19	30 participants	51
• **Youth Beginner**	July 18 - June 19	65 participants	71
Right Sized	July 18 - June 19	10 participants	17
Youth Leagues			
Girl's Basketball	Nov 18 - Feb 19	330	306
Spring Youth Volleyball	March 19 - May 19	250	273
Fall Youth Volleyball	Sept 18- Nov 18	280	298
Summer Youth Volleyball	June 19 - July 19	10 teams	11

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Youth Special Events-Athletics			
Junior Triathlon	Jul-18	70 Participants	74 participants
Youth Camps-Athletic			
Baseball Camp	Jun-19	15 participants	0
Basketball Camp	July 18	15 participants	22
Volleyball Camp	July 18	35 participants	42
Indoor Soccer Camp	June 19	15 participants	9
Tournaments			
Summer Classic Tennis Tournament	19-Jun	35 participants	
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
Ballroom, Swing, Latin Fund 201	July 18 - June 19 (Year-to-date count)	170	174
Photography Fund 201			
• **Photography Classes**	July 18 - June 19 (Year-to-date count)	47	34
Knitting Fund 201	July 18 - June 19 (Year-to-date count)	28	38
Dog Classes			
Sit Means Sit Dog Training	July 18 - June 19 (Year-to-date count)	15	DNM
First Aid/CPR			
Heartsaver CPR	July 18 - June 19 (Year-to-date count)	50	53 participants
First Aid	July 18 - June 19 (Year-to-date count)	40	31 participants
Healthcare Provider CPR	July 18 - June 19 (Year-to-date count)	40	51 participants
CPR for Family and Friends	July 18 - June 19 (Year-to-date count)	50	69 participants

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Youth Instructional			
Itty-Bitty Sports			
• **Flag Football**	Sept 18 - Oct 18	60 participants	35
• **Basketball**	Jan 19 - Feb 19	75 participants	60
• **Outside Soccer**	April 19 - May 19	130 participants	68
• **T-Ball**	June 19- July 19	145 participants	88
Itty-Bitty Instructional Programs			
• **Itty Bitty PE**	July 18 - June 19 (Year-to-date count)	15 participants	5
• **Itty Bitty Dancers**	July 18 - June 19 (Year-to-date count)	56 Participants	48
Indoor T-Ball	July 18 - June 19 (Year-to-date count)	20 participants	39
Indoor Recess	July 18 - June 19 (Year-to-date count)	15 participants	0
• **Indoor Soccer**	July 18 - June 19 (Year-to-date count)	25 participants	46
• **Itty Bitty Tumblers**	July 18 - June 19 (Year-to-date count)	88 Participants	60
Parties			
Pint Size Parties	Sept 18 - April 19	34 Participants	DNM
Pint Size Playtime	Sept 18 - April 19	120 Participants	170
Pee Wee Sports			
• **Flag Football**	July 18 - June 19 (Year-to-date count)	25participants	20
• **Basketball**	July 18 - June 19 (Year-to-date count)	75 participants	73
• **Tumblers**	July 18 - June 19 (Year-to-date count)	18 Participants	13
Animal Wonders			
• **Workshop**	July 18 - June 19 (Year-to-date count)	15 participants	0 participant
• **Camps**	July 18 - June 19 (Year-to-date count)	45 participants	11 Participants
First Aid			
Kids First Aid	July 18 - June 19 (Year-to-date count)	25 participants	11 participants
Babysitter Boot Camp	July 18 - June 19 (Year-to-date count)	250 participants	72 participants
Skatebaording	July 18 - June 19 (Year-to-date count)	10 Participants	0
Gymnastics			
• **Gym Warrior**	July 18 - June 19 (Year-to-date count)	25	Program Cancelled. Looking for replacement.
GCC Youth Instructional Fund 201			
Mad Science Camps	July 18 - June 19 (Year-to-date count)	10	0
Mad Science Classes	July 18 - June 19 (Year-to-date count)	60	70
Play-Well TEKnology Camps	July 18 - June 19 (Year-to-date count)	76	50
Youth Tech Camps	July 18 - June 19 (Year-to-date count)	47	59
Art Classes Fund 201			
Young Rembrandts Classes	July 18 - June 19 (Year-to-date count)	25	11

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Young Rembrandts Camps	July 18 - June 19 (Year-to-date count)	15	22
GOT Art/Summit Art Classes	July 18 - June 19 (Year-to-date count)	16	Program Cancelled.
Acting			
Shakespeare Camp	18-Jul	6	Program did not make.
All Ages- Instructional			
Horsemanship Classes			
· **Beginning Horsemanship**	July 18 - June 19 (Year-to-date count)	12	12 participants
· **Beginner Rider I**	July 18 - June 19 (Year-to-date count)	6	4 participant
· **Beginner Rider II**	July 18 - June 19 (Year-to-date count)	4	2 participants
· **Texas Tots**	July 18 - June 19 (Year-to-date count)	6	11 participants
· **Texas Tots II**	July 18 - June 19 (Year-to-date count)	4	0 participants
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2018	560 participants	566
Night Flight	June 2019	300 participants	196
Tour de Lakes	June 2019	900 participants	711
Trick a Bike	Oct. 2018	100 participants	cancelled
Festivals			
Legacy Blast	July 3, 2018	18000-19000	21,120
Jamaican Jam	July 20, 2018	1000-1500	995
Blues and Jazz Fest	August 3, 2018	1000-1500	1,037
Summit Music Fest	June 2019	500-1000	426

Fund 200 - Parks and Recreation

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

Fund 203 - Aquatics

Summit Waves	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Swim team	June 18 - July 18	72 Participants	**Cancelled**
Group Swim Lessons	**July 18 - Aug 18**	**400 Participants**	**410 participants**
Group Swim Lessons	May 19 - June 19	400 Participants	**404 participants**
Private swim parties	**July 18 - Aug 18**	**12 parties**	**12 parties**
Private swim parties	May 19 - June 19	4 Parties	**4 parties**
Junior Guard clinics	**July 18 - Aug 18**	**14 participants**	**7 participants**
Junior Guard clinics	May 19 - June 19	15 participants	**5 participant**
Public swim - Regular	**July 18 - Aug 18**	**6,225 participants**	**5,408 participants**
Public swim - Regular	May 19 - June 19	2,700 participants	**3,255 participants**
Public swim - Discount	**July 18 - Aug 18**	**15,900 participants**	**16,560 participants**
Public swim - Discount	May 19 - June 19	15,000 participants	**13,796 participants**
Twilight - Regular	**July 18 - Aug 18**	**170 participants**	**173 participants**
Twilight - Regular	May 19 - June 19	110 participants	**80 participants**
Twilight - Discount	**July 18 - Aug 18**	**1,650 participants**	**1,470 participants**
Twilight - Discount	May 19 - June 19	1,260 participants	**1,215 participants**
Season Pass Sales	**July 18 - Aug 18**	**40 passes**	**13 passes**
Season Pass Sales	May 19 - June 19	1,109 passes	**1,086 passes**
Group Promotions			
Teen Nights (2)	**July 18 - Aug 18**	**620 per event**	**cancelled**
Teen Nights (1)	May 19 - June 19	390 per event	**cancelled**
Family Fun Nights (2)	**July 18 - Aug 18**	**425 per event**	**302 participants**
Family Fun Nights (1)	May 19 - June 19	280 per event	**117 participants**
Birthday Party Packages	**July 18 - Aug 18**	**30 packages**	**48 packages**
Birthday Party Packages	May 19 - June 19	27 packages	**26 packages**
Cabana Rentals	**July 18 - Aug 18**	**37 packages**	**39 packages**
Cabana Rentals	May 19 - June 19	24 packages	**13 packages**

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	Jul-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				Aug-19
Holiday Lights- Howard Station Park	2,000				Oct-19
Ventrac Boom Sickle Mower	16,080			In progress	Aug-19
Asphalt	115,000			In progress	Jun-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	Jun-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		
TOTAL	**8,353,905**	**6,169,055**	**1,754,685**		

[1] Budget amount established per Board Approval

[2] Variance is

[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.

Fund 201 - Gamber Community Center

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Memberships			
Resident Total	July 19 - June 20		
Active Flex		2028	149
Annual		120	4
Non-Resident Total			
Active Flex		168	9
Annual		4	0
Silver Sneakers Total	July 19 - June 20	12,202	1,375
Single Visit	July 19 - June 20		
Discount		252	13
Regular		108	9
Facility Rentals			
Event Packages	July 19 - June 20	17	0
Gamber Package	July 19 - June 20	78	5
Outdoor Rentals	July 19 - June 20	6	0
Ballroom	July 19 - June 20	463	30
Class/Craftrooms	July 19 - June 20	941	25
Aerobics Room	July 19 - June 20	219	5
Programming			
Bingo	July 19 - June 20	2193	108
Lunch with Us	July 19 - June 20	320	0
Line Dance	July 19 - June 20	577	18

GCC All Inclusive

(LPCC/Gamber Center/HPCC/LVCC)			
Resident			
Annual	July 19 - June 20	36	1
Flex	July 19 - June 20	1152	94
Non-Resident			
Annual	July 19 - June 20	2	0
Flex	July 19 - June 20	72	7

Fund 202 - Legacy Park Community Center

Memberships			
Resident			
Annual	July 19 - June 20	1,763	1,674
Flex	July 19 - June 20	3,859	3,842
Non-Resident			
Annual	July 19 - June 20	299	442
Flex	July 19 - June 20	877	881
Single Visit - Resident	July 19 - June 20	23,136	940
Single Visit -- Non-Resident	July 19 - June 20	6,479	386
Silversneakers	July 19 - June 20	20,819	1,231
Prime	July 19 - June 20	176	8
Renew Active	July 19 - June 20	55	125
Silver and Fit	July 19 - June 20	127	15
90 Day Memberships			
Resident	July 19 - June 20	12	7
Nonresident	July 19 - June 20	3	9

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Facility Rentals			
Birthday Party Packages			
Resident			
Package A	July 19 - June 20	310	5
Package B	July 19 - June 20	62	1
Non-Resident	July 19 - June 20		
Package A	July 19 - June 20	156	4
Package B	July 19 - June 20	9	1
Community Rooms			
Resident	July 19 - June 20	282	4
Non-Resident	July 19 - June 20		
Court Rentals			
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
Free Park Amenities			
SUP	July 19 - June 20	2969	483
Canoe	July 19 - June 20	854	130
Bikes	July 19 - June 20	1185	104
Child Care			
Drop In	July 19 - June 20	2491	322
Pass Card - Member	July 19 - June 20	152	11
Pass Card - Non-member	July 19 - June 20	9	0
Water and Land Aerobic Programming	July 19 - June 20	69,500	
Provide Miscellaneous Fitness			
Personal Training	July 19 - June 20	1760	
LPCC Paid Group Fitness	July 19 - June 20	330	
GCC Paid Group Fitness	July 19 - June 20	100	
LPA Paid Group Fitness	July 19 - June 20	500	
Massage Therapy	July 19 - June 20	100	
RevUP	July 19 - June 20	245	5
RevUP Reload	July 19 - June 20	134	26
Healthy Eating Every Day (H.E.E.D)	July 19 - June 20	245	5
Swim Lessons			
Swim Lessons	July 19 - June 20	859 Participants	35 (7.15.19)

Fund 530 - Harris Park Community Center

Camp Summit			
Camp Summit Enrollment	Summer 2019	750 Enrollments	753 Enrolled
Camp Summit Enrollment	Summer 2020	750 Enrollments	0
Weekly Attendance	Summer 2019	450 Wkly Average	432 Weekly Avg (Week 7)
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

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Recreation Center Operations			
Gym Rentals	July 19 - June 20	240 Rentals	3 Rentals
Classroom Rentals	July 19 - June 20	300 rentals	7 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	19 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**	**70**	**62**
Shelter Rentals	2020	70	
ATHLETICS			
Hartman Fields	July 19 - June 20	**625 (rental hours)**	16
Adult Leagues			
Softball -- Coed, Men's, Women's			
• **Fall**	Sept 19 - Oct 19	54	0
• **Spring**	Mar 20 - Apr 20	70	0
• **Summer**	June 20 - Aug 20	64	0
Basketball -- Men's			
• **Fall**	Jan 19 - Mar 20	19	0
• **Winter**	April 20 - June 20	15	0
• **Spring**	June 20 - Aug 20	15	0
• **Summer**	Sept 19 - Nov 19	20	9
Volleyball -- Coed, Women's			
• **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	16/0
Kickball			
• **Fall**	Sept 19 - Nov 19	14	0
• **Spring**	Apr 20 - May 20	0	0
• **Summer**	June 20 - Aug 20	14	0
Adult Instructional-Athletics			
Golf			
• **Adult Beginning**	July 19 - June 20	20	0
Tennis			
• **Outdoor Adult Beginning**	July 19 - June 20	10	0
Youth Instructional-Athletics			
Golf			
• **Youth Beginner**	July 19 - June 20	30	0

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Tennis			
• **Rookies (Quikstart)**	July 19 - June 20	30	1
• **Youth Beginner**	July 19 - June 20	65	1
Right Sized	July 19 - June 20	10	0
Youth Leagues			
Girl's Basketball	Nov 19 - Feb 20	300	0
Spring Youth Volleyball	March 20 - May 20	260	0
Fall Youth Volleyball	Sept 19 - Nov 19	280	5
Summer Youth Volleyball	June 20 - July 20	10	0
Winter Youth Volleyball	Jan 20-Feb 20	10	0

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
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	0
Photography Fund 201			
• **Photography Classes**	July 19 - June 20 (Year-to-date count)	37	1
First Aid/CPR			
Heartsaver CPR	July 19 - June 20 (Year-to-date count)	50	5 Participants
First Aid	July 19 - June 20 (Year-to-date count)	40	2 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	3 Participants

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Youth Instructional			
Itty-Bitty Sports			
• **Flag Football**	Sept 19 - Oct 19	80	3
• **Basketball**	Jan 20 - Feb 20	75	0
• **Outside Soccer**	April 20 - May 20	110	0
• **T-Ball**	June 20 - July 20	125	0
Itty-Bitty Instructional Programs			
• **Itty Bitty PE**	July 19 - June 20 (Year-to-date count)	10	0
• **Itty Bitty Dancers**	July 19 - June 20 (Year-to-date count)	56	0
Indoor T-Ball	July 19 - June 20 (Year-to-date count)	20	0
Instructional Basketball	July 19 - June 20 (Year-to-date count)	20	0
• **Indoor Soccer**	July 19 - June 20 (Year-to-date count)	25	0
• **Itty Bitty Tumblers**	July 19 - June 20 (Year-to-date count)	82	0
Parties			
Pint Size Parties	Sept 19 - April 20	34	0
Pint Size Playtime	Sept 19 - April 20	150	0
Pee Wee Sports			
• **Flag Football**	July 19 - June 20 (Year-to-date count)	25	0
• **Basketball**	July 19 - June 20 (Year-to-date count)	75	0
• **Tumblers**	July 19 - June 20 (Year-to-date count)	18	0
Animal Wonders			
• **Workshop**	July 19 - June 20 (Year-to-date count)	15	1
• **Camps**	July 19 - June 20 (Year-to-date count)	40	13
First Aid			
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	1
Play-Well TEKnology Camps	July 19 - June 20 (Year-to-date count)	64	4
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

	Run Time	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	5
· **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	1
· **Texas Tots II**	July 19 - June 20 (Year-to-date count)	0	0
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2020	475	
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 peformed 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		

Fund 203 - Aquatics

Summit Waves	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Group Swim Lessons	**July 19 - Aug 19**	**400 Participants**	**354 participants**
Group Swim Lessons	May 20 - June 20	400 Participants	
Private swim parties	**July 19 - Aug 19**	**12 parties**	**1 participant**
Private swim parties	May 20 - June 20	4 Parties	
Junior Guard clinics	**July 19 - Aug 19**	**14 participants**	**8 participants**
Junior Guard clinics	May 20 - June 20	15 participants	
Public swim - Regular	**July 19 - Aug 19**	**6,225 participants**	**2,111 participants**
Public swim - Regular	May 20 - June 20	2,700 participants	
Public swim - Discount	**July 19 - Aug 19**	**15,900 participants**	**7,871 participants**
Public swim - Discount	May 20 - June 20	15,000 participants	
Twilight - Regular	**July 19 - Aug 19**	**170 participants**	**58 participants**
Twilight - Regular	May 20 - June 20	110 participants	
Twilight - Discount	**July 19 - Aug 19**	**1,650 participants**	**623 participants**
Twilight - Discount	May 20 - June 20	1,260 participants	
Season Pass Sales	**July 19 - Aug 19**	**40 passes**	**20 Passes**
Season Pass Sales	May 20 - June 20	1,109 passes	
Group Promotions			
Family Fun Nights (2)	**July 19 - Aug 19**	**425 per event**	**341 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**	**13 packages**
Cabana Rentals	May 20 - June 20	24 packages	

MEMORANDUM

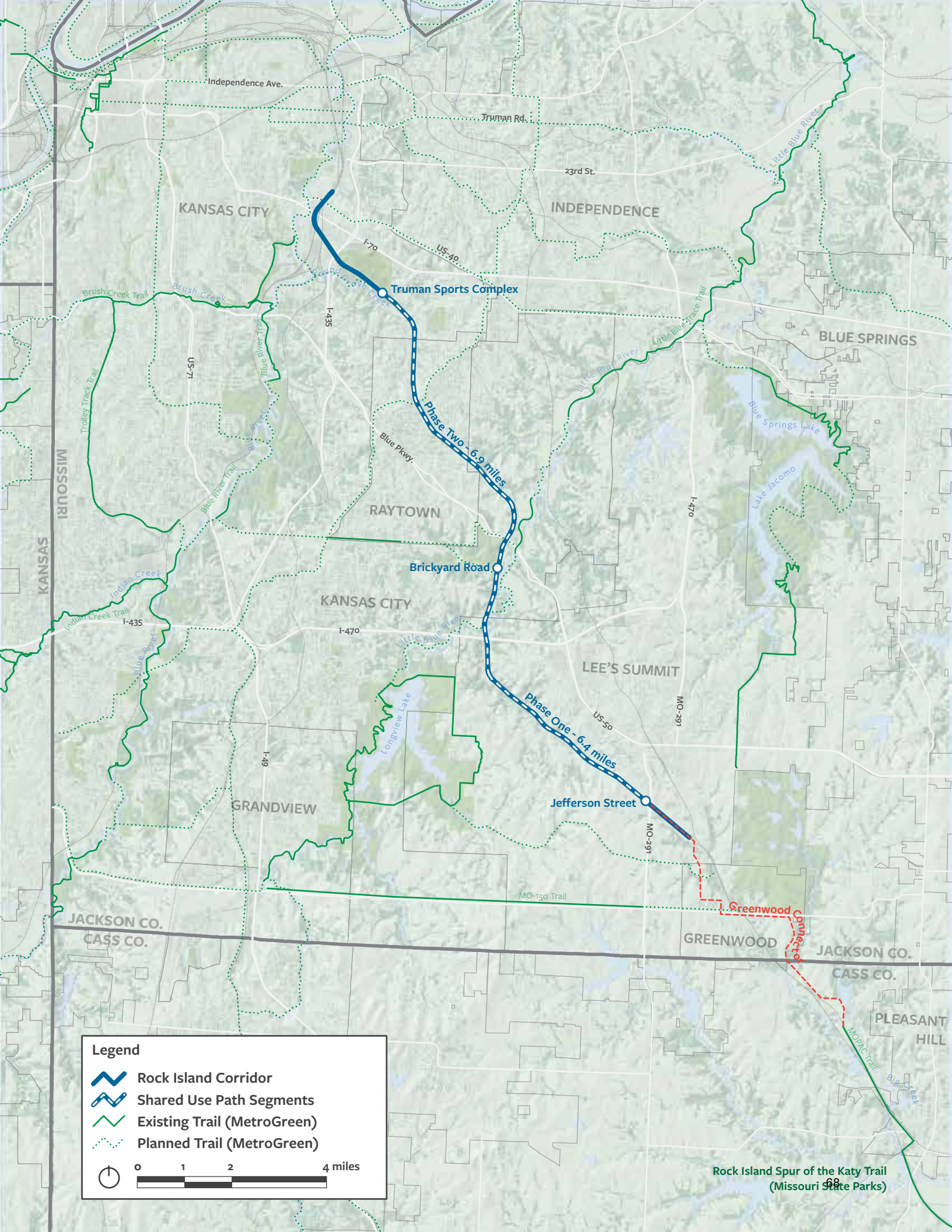
Date:	July 24, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	Steve Casey, PLA, ASLA Superintendent of Park Planning and Construction
CC:	
Re:	Hartman Trailhead Project

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, only item to complete is replacement of 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 August Board meeting.

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


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

LAYOUT NOTES

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

ADA COMPLIANT TRAIL LAYOUT DATA

ALIGNMENT LINE DATA

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

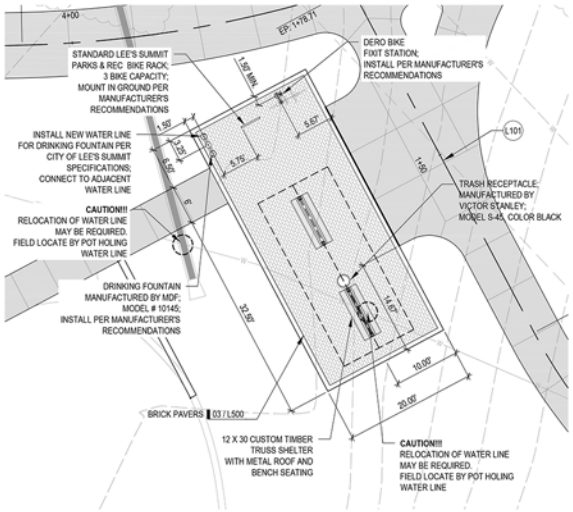
ALIGNMENT CURVE DATA

CURVE #	DELTA	RADIUS	LENGTH	TANGENT
C1	27.98	100.00	48.83	24.91
C2	156.56	80.00	218.60	385.66
C3	40.69	175.00	124.28	64.89

CONNECTOR TRAIL LAYOUT DATA

ALIGNMENT LINE DATA

LINE #	LENGTH	BEARING	START POINT	END POINT
L100	16.58	N38° 30' 28.66"W	(2812814.20, 998462.33)	(2812803.88, 998475.30)
L101	59.39	N27° 56' 21.03"W	(2812725.29, 998538.37)	(2812697.46, 998590.84)

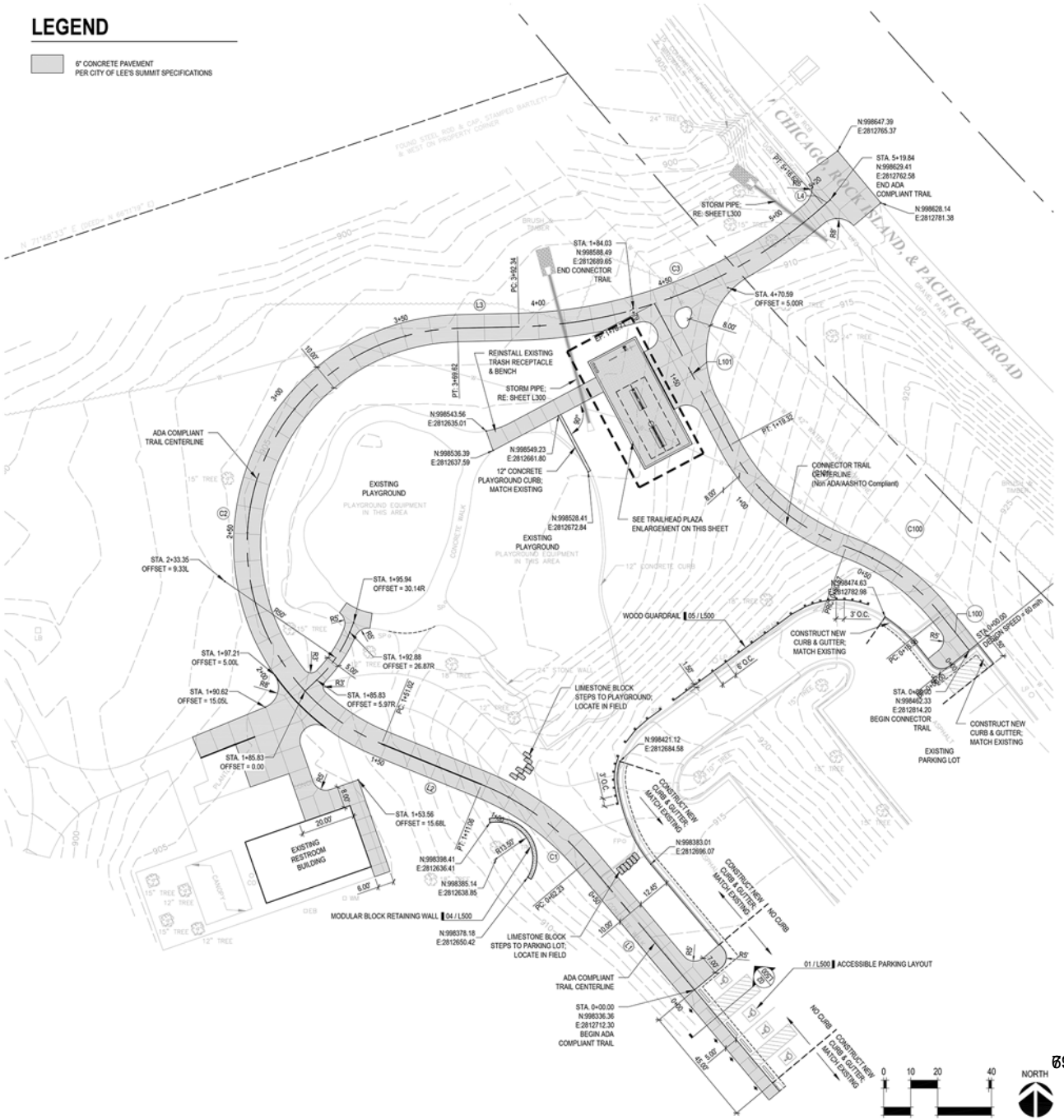


TRAILHEAD PLAZA LAYOUT

1" = 10'-0"

LEGEND

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



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NOT FOR CONSTRUCTION

HARTMAN PARK TRAILHEAD

700 SW Pryor Road
Lee's Summit, MO 64081

Vireo

LAC# MO-2002023826 KS-59

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

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

www.BeVireo.com

100% CONSTRUCTION DOCUMENTS

Revision Number	Description	Date

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

L200 Site Layout Plan
File Name

Site Layout Plan

L200

Project Name: Hartman Park Trailhead

15-Jul-19

AU 32272750444 and Activity 54932272

Item		Public Works $250,000 budget	Actual to Date	Variance Budget v Actual to Date	Estimated to Complete	Notes
Pre Construction/ Site Preparation	**Mobilization, Testing, Survey, Permits**	$ 10,000.00	$ 3,100.60	$ 6,899.40	$ -	
	Architectural + Engineering Contract-Vireo	$ 15,400.00	$ 15,400.00	$ -	$ -	
	Erosion Control/Tree Protection	$ -	$ -	$ -	$ -	
	Grading and Excavation	$ 10,000.00	$ 9,994.98	$ 5.02	$ -	Rock removal?
	Site Demo and Tree Clearing	$ 15,000.00	$ 5,075.36	$ 9,924.64		by Quality Custom Const. Tree removal by LSPR
Site Utilities	**Storm Drainage**	$ 5,000.00	$ 961.01	$ 4,038.99	$ -	
	Electrical	$ 5,000.00	$ 434.71	$ 4,565.29	$ -	restroom light fixture replacement; park lighting?
	Water Line Service	$ 3,000.00	$ 4,083.76	$ (1,083.76)	$ -	by LSPR
Paving	**Trailhead Pavers and Curb**	$ -	$ -	$ -		
	New Concrete trail with Base (4,793 SF)	$ 25,000.00	$ 28,502.00	$ (3,502.00)	$ -	
	Concrete-Remove and Replace (3,818 SF)	$ 35,000.00	$ 36,480.85	$ (1,480.85)		
	Guard Rail and Retaining Walls	$ 10,000.00	$ 4,253.36	$ 5,746.64		
			$ -	$ -		
	Parking Curb-Remove and Replace (203 lf)	$ 7,000.00	$ 7,216.14	$ (216.14)		
Park Features and Structures	**Restroom Winterization**	$ 29,600.00	$ 29,600.00	$ -		RF Fisher
	Restroom Fixtures and Building Drinking Fountain	$ -	$ -	$ -		$14,500 quote (outside of permissable scope for PW funds)
	Restroom Painting	$ -	$ -	$ -		$2,580 quote (outside of permissable scope for PW funds)
	Trailhead Shelter	$ 30,000.00	$ 29,052.71	$ 947.29		$26,754 Custom Cedar Products plus site work and footings, staining
	Signage	$ 5,000.00	$ 471.63	$ 4,528.37		tbd
	Landscaping Allowance	$ 25,000.00	$ 33,478.39	$ (8,478.39)		materials and install per Rosehill quote
	Site Furnishings-Benches, Trash, Drinking Fountain	$ 5,000.00	$ 3,470.00	$ 1,530.00		tbd
	Bike Maintenance and Racks	$ 1,500.00	$ 1,229.74	$ 270.26		Bike Maintenance Donation by Bike Stop (approx $1500). Bike Racks in PCOC stor
	Trash Dumpster Enclosure	$ -	$ -	$ -		$20,000 estimate from previous projects
			$ -	$ -		
	Public Art	$ -	$ -	$ -		$10,000 allotment from Parks Sales Tax (outside of permissable scope for PW funds)
	Design and Construction Contingencies (Rock allowance?)	$ -				
		$ -				
	Actual to Date Total		**$ 212,805.24**			
	Adjusted Project Sub Total	**$ 236,500.00**			Work performed by Quality Custom Const.	
Budget	**Total Park Board Approved Budget**	**$ 250,000.00**				
	Under/Over Budget w Actuals to Date	**$ 37,194.76**				

MEMORANDUM

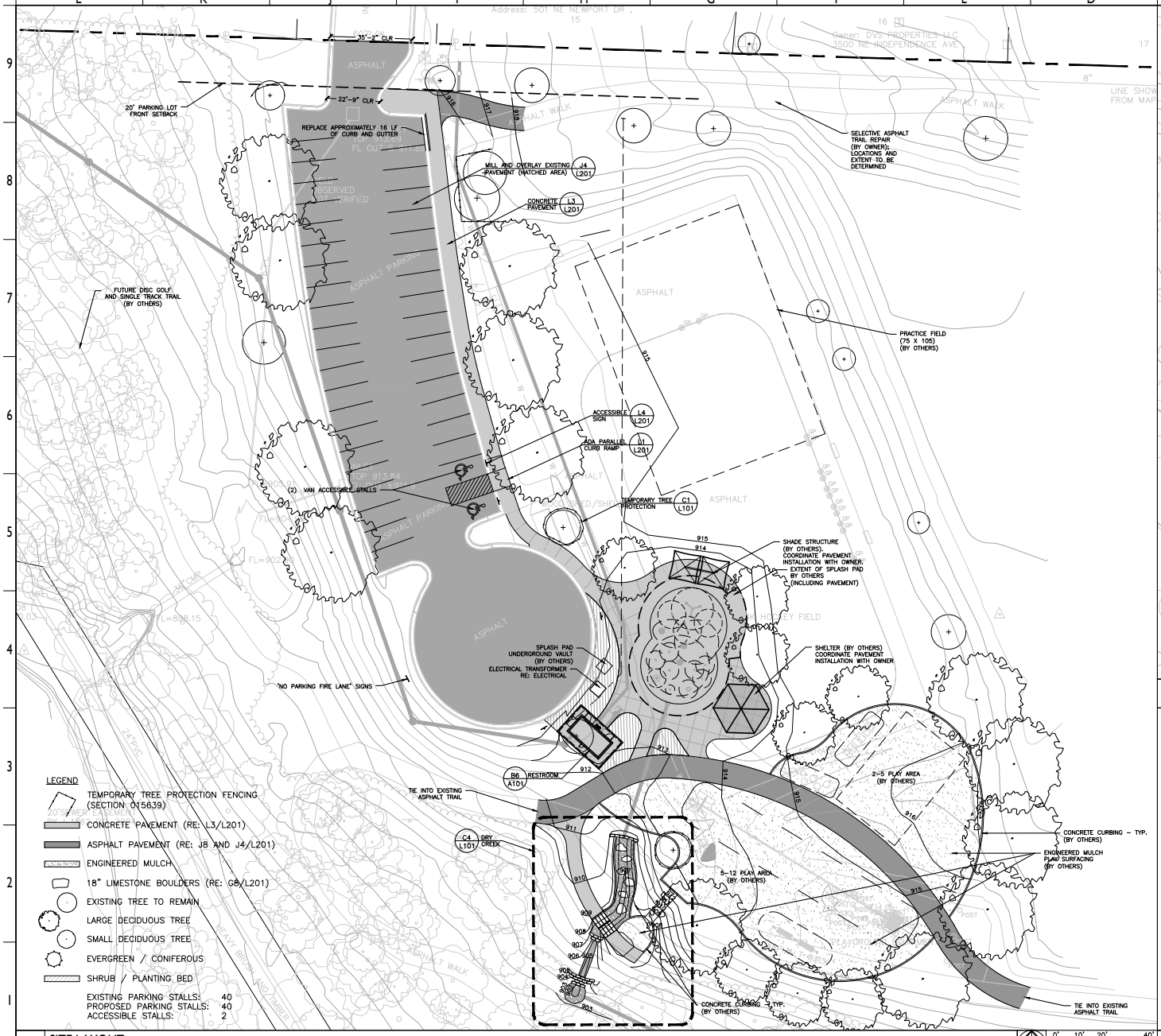
Date:	July 24, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	Steve Casey, PLA, ASLA Superintendent of Park Planning and Construction
CC:	
Re:	Howard Park Improvements

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

At the time of this report, weather during the month of May has set the project back approximately 30-45 days. Currently, the contractor is installing water and sewer lines for the new splashpad and restrooms and beginning earthwork including the pad for the new playground. Installation of the playground equipment is scheduled for late July along with footings for the new restroom. Splashpad construction should begin in early to mid August.

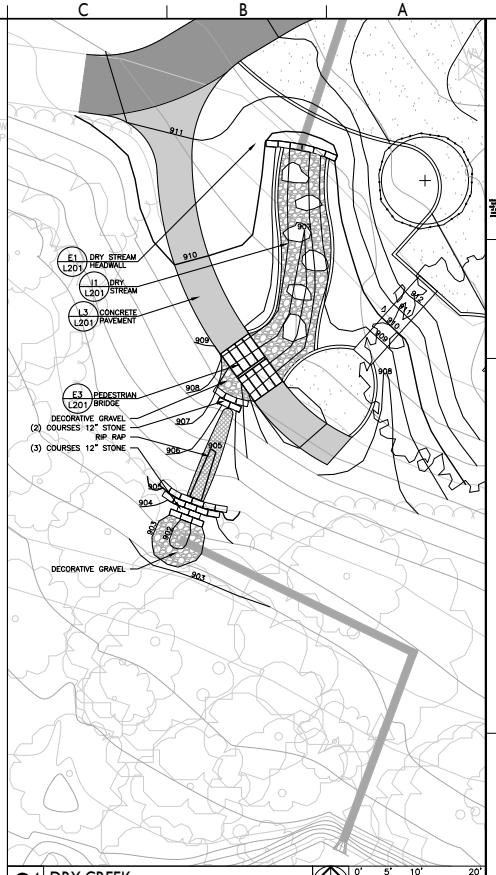
We will continue to give the board monthly updates on the progress of this project.

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



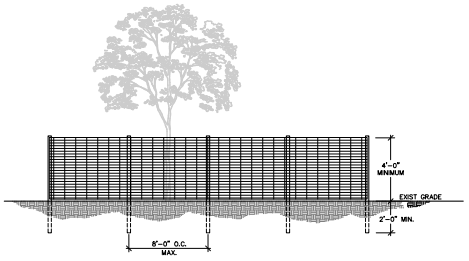
L1 SITE LAYOUT
SCALE: 1" = 20' - 0"

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



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

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



C1 TREE PROTECTION FENCING
NTS

INTEGRATING NATURE AND ARCHITECTURE

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

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HOWARD PARK

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

LEE'S SUMMIT PARKS AND RECREATION

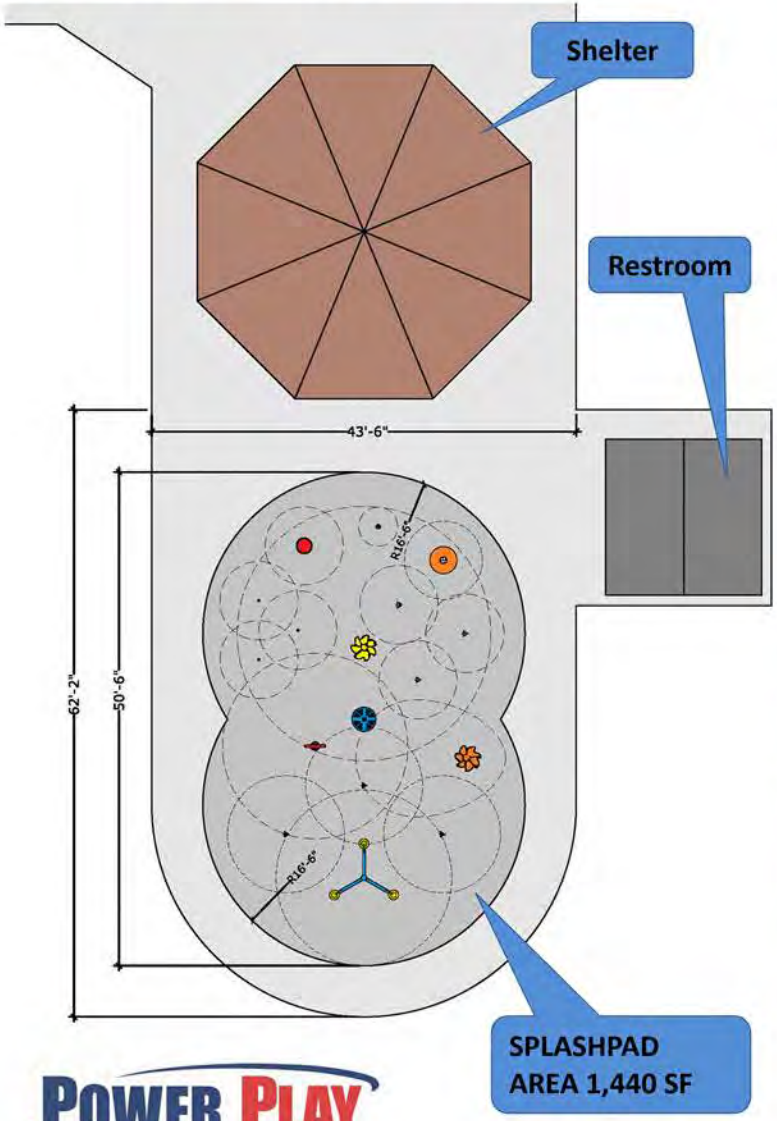
Rev.	Date	By	Description

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

SITE MATERIALS

L101

HOWARD PARK SPLASHPAD



Bucket Trio

Helio No2

(3) Fountain Spray No1

Bamboo Ring

Waterbug No1

Helio No3

Aqualien Flower No1

(3) Jet Stream No2

Water Jelly No1

(3) Geyser

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

June 24, 2018

Project Name: Howard Park Improvements

15-Jul-19

Item		Park Board approved project budget $900,000	Actual to Date	Variance Budget v Actual to Date	Estimated to Complete	Notes
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	$ 55,000.00	$ 61,576.39	$ (6,576.39)	$ -	
	Architectural + Engineering Contract-BBN	$ 79,683.00	$ 50,571.50	$ 29,111.50	$ -	
	Erosion Control/Tree Protection	$ 2,400.00	$ 2,400.00	$ -	$ -	
	Demolition of Existing Park Features	$ 50,795.00	$ 50,795.37	$ (0.37)		LSPR in house
Park Site Utilities, Grading, Paving, Restrooms						
	Asphalt-Repair Trails	$ 40,000.00	$ -	$ 40,000.00		placeholder for existing trail repair NIC
	General Construction Contract Estimate- Terry Snelling Const.	$ 306,000.00	$ 1,717.13	$ 304,282.87		
Park Features and Structures						
	Gazebo and Installation	$ 20,000.00	$ 19,458.00	$ 542.00		LSPR in house
	Splashpad Equipment and Installation	$ 117,572.00	$ 117,572.00	$ -		
	Playground Equipment and Installation,	$ 113,811.00	$ 113,277.00	$ 534.00		
	Disc Golf Course Construction	$ 10,000.00	$ 3,589.00	$ 6,411.00		
	Landscaping (trees, shrubs, seed, sod)	$ 20,000.00	$ -	$ 20,000.00		mat + install per rosehill $14,188
	Site Furnishings	$ 20,000.00	$ 17,910.90	$ 2,089.10		LSPR in house
	Playground Surfacing, Curbing, Drainage	$ 12,000.00	$ -	$ 12,000.00		
			$ -			
			$ -			
	Subtotal	$ 847,261.00	$ 438,867.29			
		$ -				
		$ -				
	Adjusted Project Sub Total	$ 847,261.00				
Budget	Total Park Board Approved Budget	$ 900,000.00				
	Under/Over Budget w Actuals to Date	$ (52,739.00)				
	Total Budget					

Project: HOWARD PARK Estimated Project Timeline (updated July 8, 2019)

		MAY				JUNE				JULY				AUGUST				SEPT				OCT				Nov			
		wk1	wk2	wk3	wk4	wk5	wk6	wk7	wk8	wk9	wk 10	wk 11	wk 12	wk 13	wk 14	wk 15	wk 16	wk 17	wk 18	wk 19	wk 20	wk 21	wk 22	wk 23	wk 24	wk 25	wk 26	wk 27	wk 28
BY TSC	Mobilization (NTS April 29)	complete																											
	Construction Staking																												
	Erosion Control	complete																											
	Site Grading																												
	Site Utilities																												
	Site and Building Electrical																												
	Concrete Walk and Trail Paving																												
	Asphalt Trail																												
	2" mill and overlay parking lot																												
	Pedestrian Bridges																												
	Dry Streambed/Rock Boulders																												
	Pavement Marking and Signage																												
	Restroom Building																												
BY LSPR	Playground Equipment																												
	Playground Surfacing																												
	Splashpad Equipment Piping and Pad																												
	Landscaping and Seeding																												
		Current																											
		Behind Schedule																											
		Est. Contractor Complete at Project Start																											
		Revised Start Date Per Contractor July 3 update																											

Original Contract Substantial Comp Date Oct 27

Revised Contract Substantial Comp Date Nov 11

MEMORANDUM

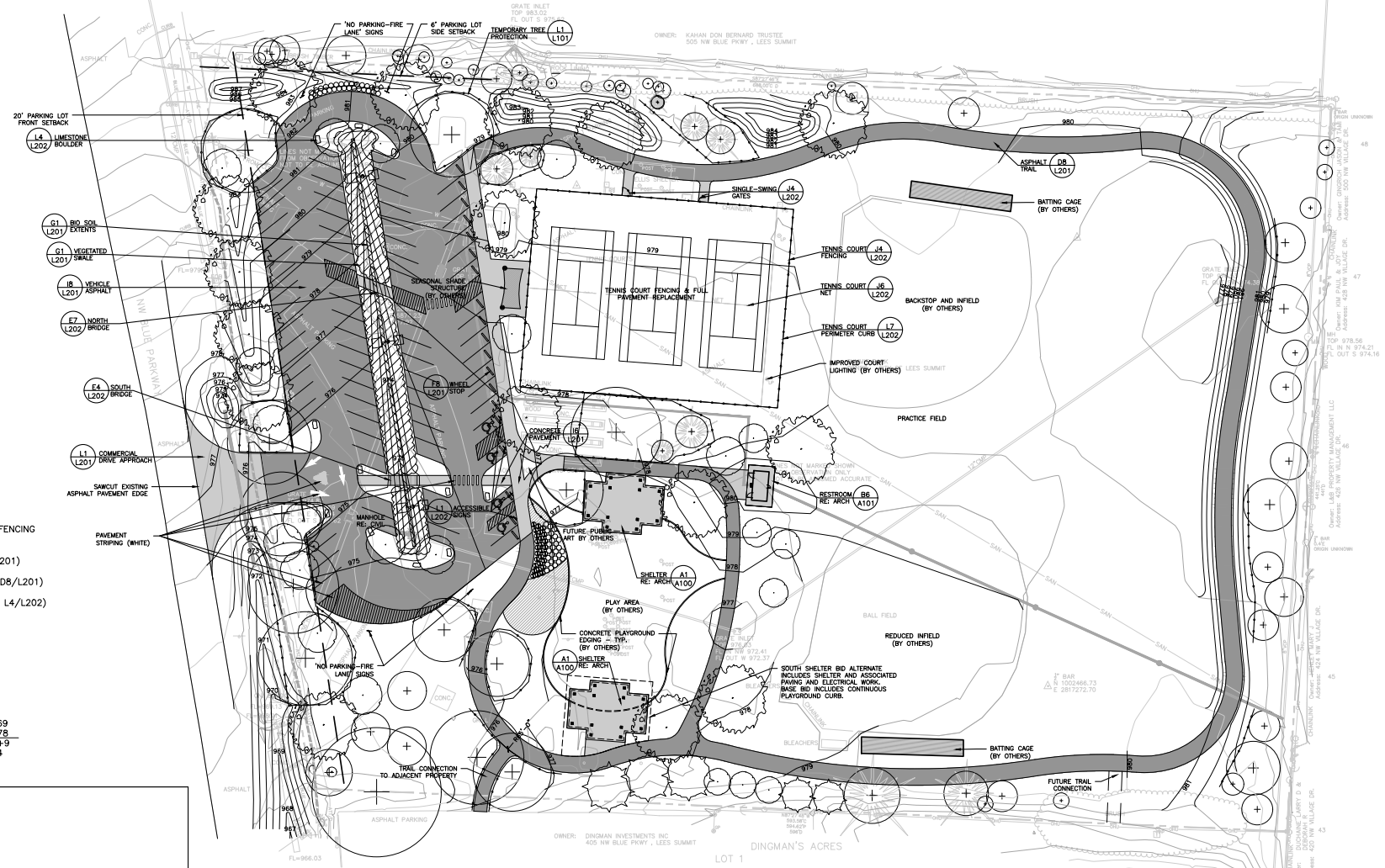
Date:	July 24, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	Steve Casey Superintendent of Park Planning and Development
CC:	
Re:	Summit Park Renovation

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

At the time of this report, weather during the month of May has delayed the project approximately 30-45 days. Currently, the general contractor has completed all of the underground utilities and is completing grading for the new parking lot, walkways, playground, and trail. Playground installation is scheduled to begin during the third week of July and footings are scheduled for the new restrooms and two new park shelters. Paving for the trail, parking, and walkways should begin in late July or early August. Tennis court construction should begin in early to mid August.

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

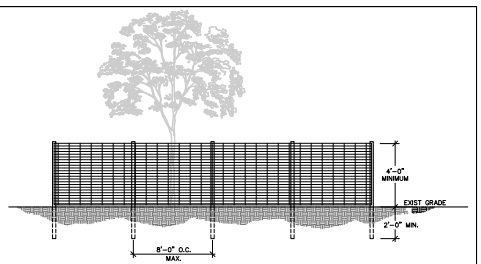
(Portions not underlined denote progress since previous month's report)



LEGEND

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

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



L1 TREE PROTECTION FENCING
NTS

I1 SITE MATERIALS
SCALE 1" = 30' – 0"

0' 15' 30' 60'
SCALE: 1" = 30' – 0"

INTEGRATING NATURE AND ARCHITECTURE
BBN ARCHITECTS INC.
411 NICHOLS ROAD SUITE 246
ON THE COUNTRY CLUB PLAZA
KANSAS CITY, MISSOURI 64112
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SUMMIT PARK

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

LEE'S SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description

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

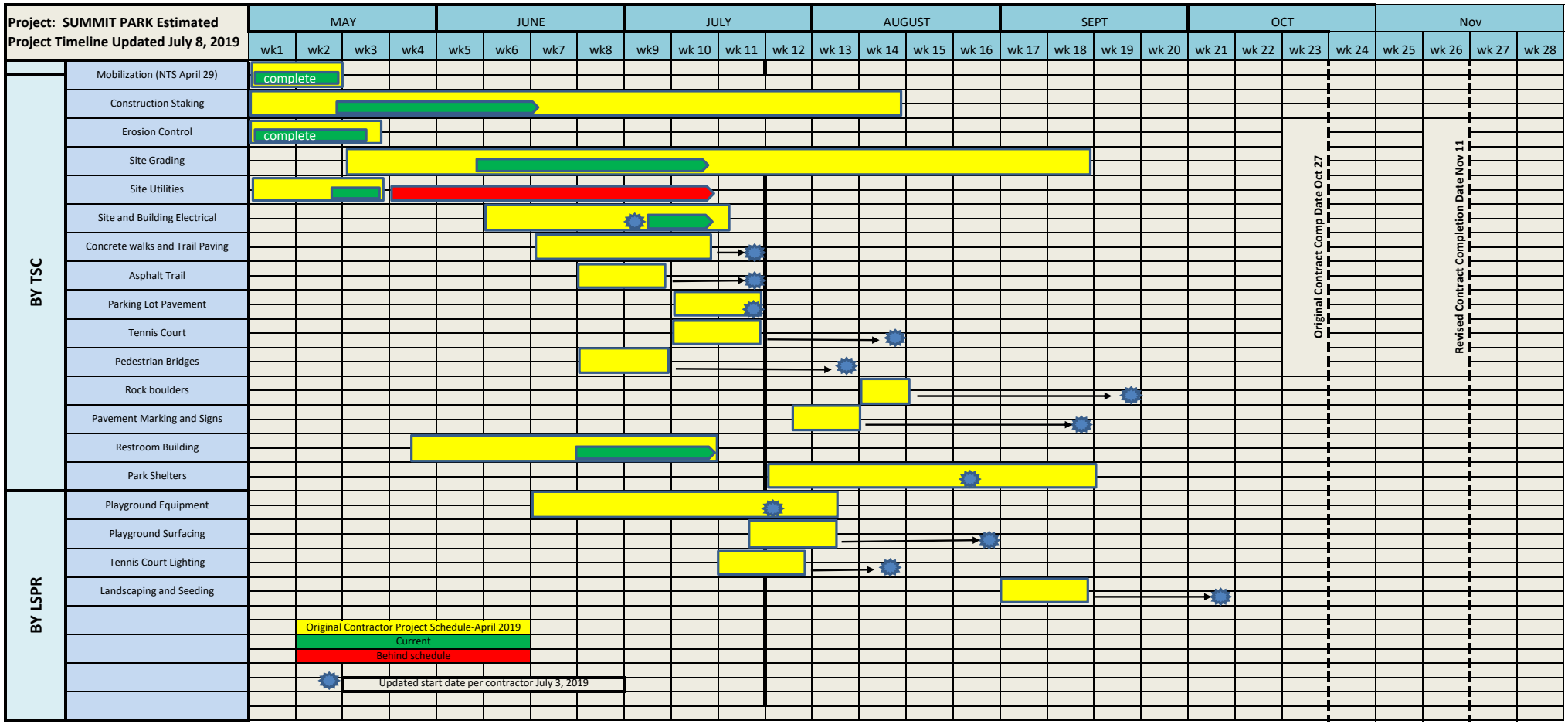
SITE MATERIALS

L101

Project Name: Summit Park Improvements

15-Jul-19

Item		Park Board approved project budget $1,600,000	Actual to Date	Variance Budget v Actual to Date	Estimated to Complete	Notes
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	$ 45,000.00	$ 34,786.14	$ 10,213.86	$ -	
	Architectural + Engineering Contract-BBN	$ 107,603.00	$ 72,905.00	$ 34,698.00	$ -	
	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	$ 1,068,535.00	$ 153,323.06	$ 915,211.94		
Park Features and Structures						
	Tennis Court Shade Structure	$ 12,000.00	$ 11,052.45	$ 947.55		by LSPR
	Playground Equipment Install, Surfacing, Containment	$ 186,525.00	$ 188,238.00	$ (1,713.00)		
	Tennis Court Lighting per Musco	$ 117,739.00	$ 117,739.00	$ -		
	Fencing and Backstops	$ 8,500.00	$ -	$ 8,500.00	$ -	by LSPR
	Baseball Infield Construction	$ 10,000.00	$ -	$ 10,000.00	$ -	by LSPR $4k per field ag lime plus grading
	Batting Tunnels (2)	$ 10,000.00	$ 5,697.14	$ 4,302.86	$ -	by LSPR
	Site Furnishings	$ 20,000.00	$ 18,949.00	$ 1,051.00		by LSPR
	Landscaping	$ 35,000.00	$ -	$ 35,000.00		trees, shrub, biosw mat+install Rosehill $40,925 + seedin
	Playground Surface, curb, drainage	$ 12,000.00	$ -	$ 12,000.00		
	Subtotal	$ 1,752,235.00	$ 722,023.25			
		$ -				
		$ -				
	Adjusted Project Sub Total	**$ 1,752,235.00**				
Budget	**Total Park Board Approved Budget**	**$ 1,600,000.00**				
	Under/Over Budget w Actuals to Date	**$ 152,235.00**				
	Adjusted Project Under/over Budget	**$ 152,235.00**				


Project: SUMMIT PARK Estimated
Project Timeline Updated July 8, 2019
MAY
JUNE
JULY
AUGUST
SEPT
OCT
Nov
wk1
wk2
wk3
wk4
wk5
wk6
wk7
wk8
wk9
wk 10
wk 11
wk 12
wk 13
wk 14
wk 15
wk 16
wk 17
wk 18
wk 19
wk 20
wk 21
wk 22
wk 23
wk 24
wk 25
wk 26
wk 27
wk 28
BY TSC
Mobilization (NTS April 29)
complete
Construction Staking
Erosion Control
complete
Site Grading
Site Utilities
Site and Building Electrical
Concrete walks and Trail Paving
Asphalt Trail
Parking Lot Pavement
Tennis Court
Pedestrian Bridges
Rock boulders
Pavement Marking and Signs
Restroom Building
Park Shelters
BY LSPR
Playground Equipment
Playground Surfacing
Tennis Court Lighting
Landscaping and Seeding
Original Contract Comp Date Oct 27
Revised Contract Completion Date Nov 11
Original Contractor Project Schedule-April 2019
Current
Behind schedule
Updated start date per contractor July 3, 2019

MEMORANDUM

Date:	July 24, 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

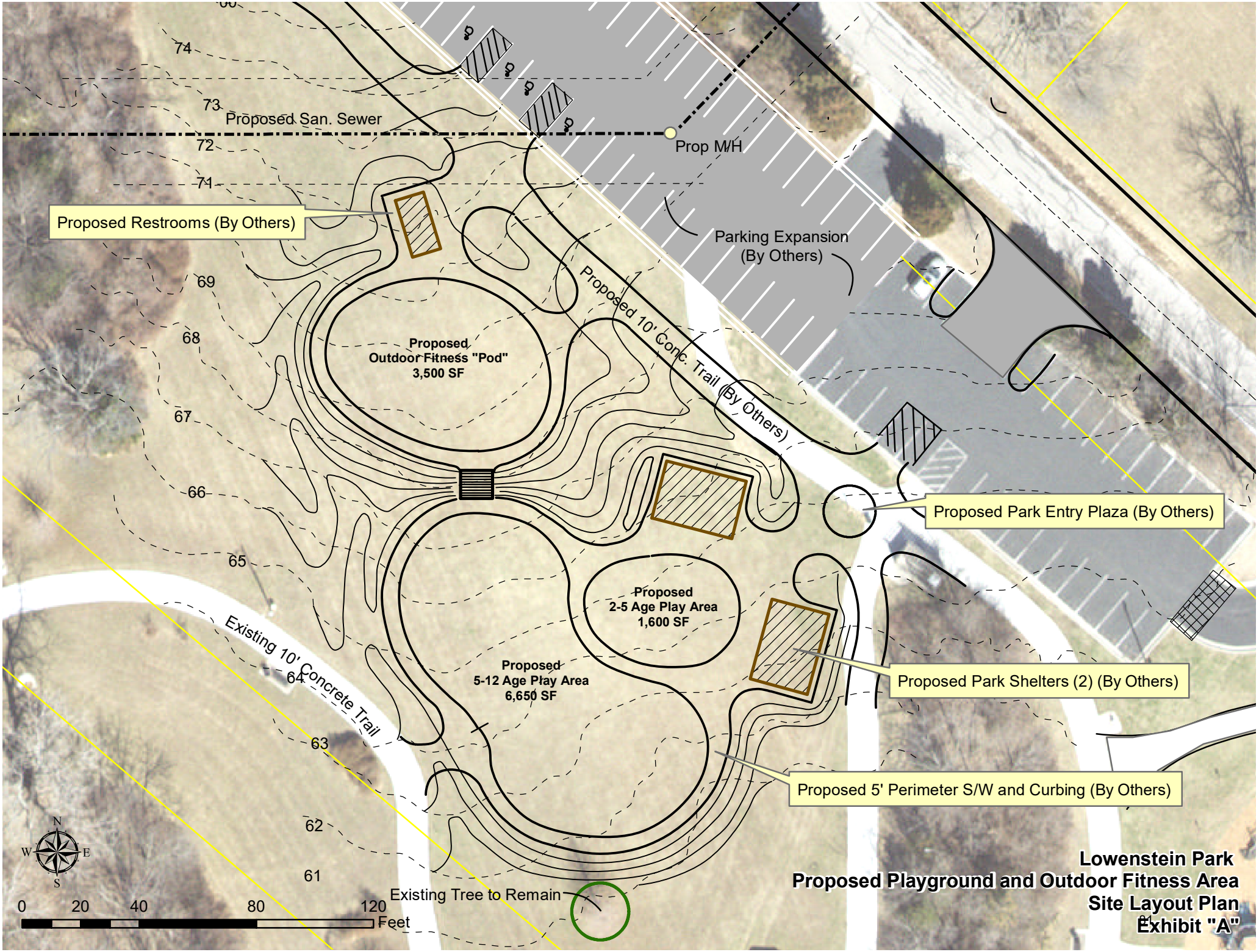
At the time of this report, significant work is underway on the Streets of West Pryor development project adjacent to Lowenstein Park with some tree clearing and demolition already occurring in the park on the extreme east end where the detention area/lake will be constructed.

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 almost 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.

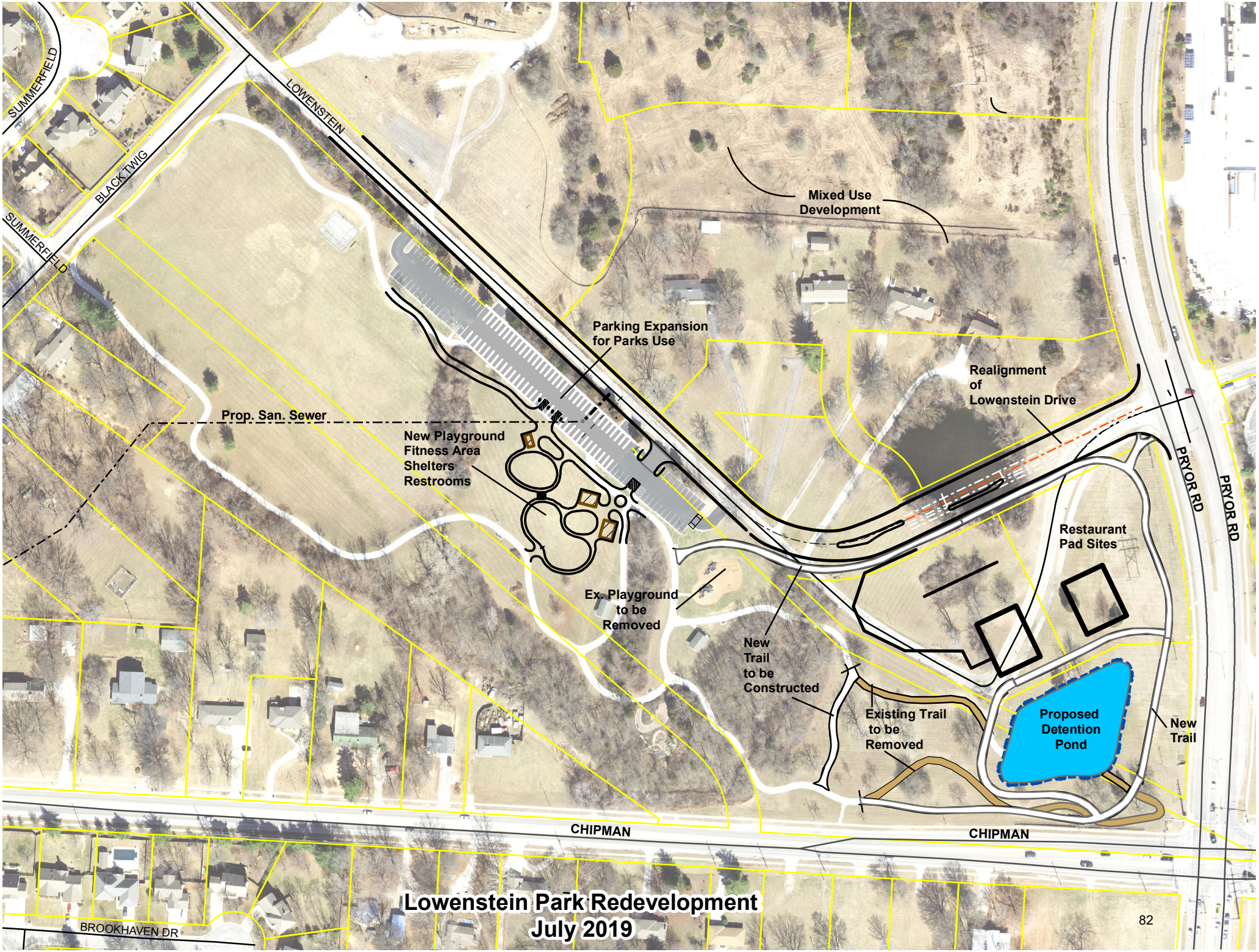
Attached is a timeline for the project as updated by the developer's contractor and LSPR's schedule for park renovation. The developer funded park improvements (restrooms, trails, lighting, parking expansion, landscaping) are currently out for bid with a scheduled construction completion date of mid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

Currently, staff has a request for proposals out for new playground equipment and outdoor fitness equipment in the park. Staff will be evaluating these proposals in the next several weeks and bringing a recommendation to the Parks Board in the August meeting.

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



Lowenstein Park
Proposed Playground and Outdoor Fitness Area
Site Layout Plan
Exhibit "A"



Lowenstein Park Redevelopment
July 2019

Project Name: Lowenstein Park Improvements

15-Jul-19

Item		Park Board approved CIP project budget $400,000 plus $115,000 contribution from developer	Actual to Date	Variance Budget v Actual to Date	Estimated to Complete	Notes
Pre Construction/ Site Preparation	**Mobilization, Testing, Survey, Permits**	$ 2,000.00	$ -	$ 2,000.00	$ -	
	Architectural + Engineering		$ -	$ -	$ -	
	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**				

Memorandum

Date: July 10, 2019

To: Joe Snook, CPRP
Administrator of Parks & Recreation

From: David S. Dean
Superintendent of Recreation Services II

Re: Summit Waves Wave Pool project update

At the October Park Board meeting, the Board approved a motion for staff to enter into an agreement with Kimley-Horn for the Summit Waves wave pool design. During June and early July, Kimley-Horn continued responding to a few DRC comments as part of the Final Development Plan.

The bid advertised on Monday, June 17 and closed on Friday, July 12. Bid invitations were sent to ten pool builders and other general contractors that LSPR has on their vendor list. A bid recommendation will be presented to Park Board at the July meeting. Once the bid has been awarded and contracts have been fully executed, staff anticipates construction beginning in early September.

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

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

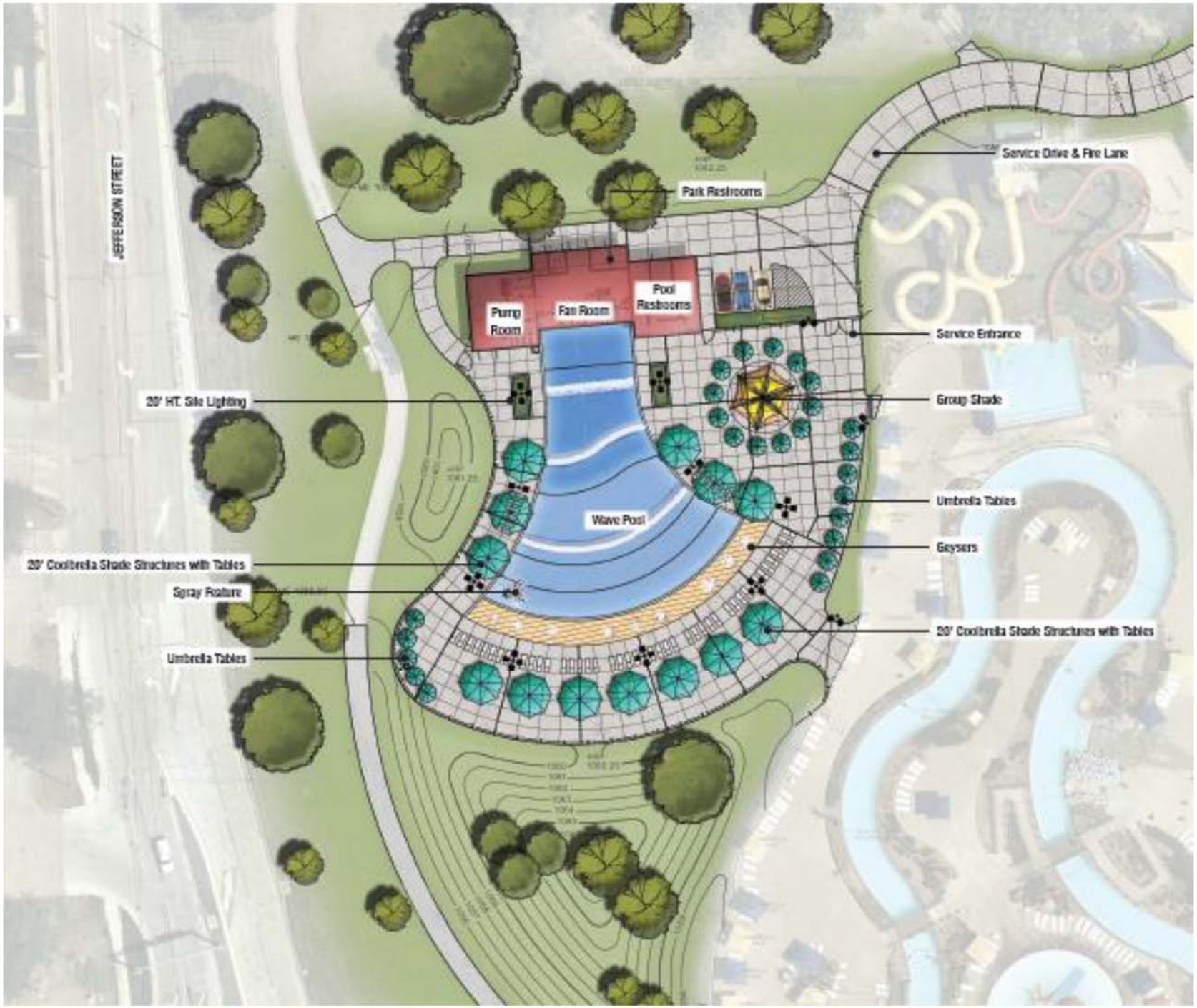
(Portions not underlined denote progress since previous month's report)

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:	July 17, 2019
To:	Joe Snook Administrator of Parks and Recreation
From:	David Dean Superintendent of Recreation Services II
Re:	Fundraising Update – July 2019

We are still collecting two payments for FY19 commitments, and have five outstanding payments for the month of July 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

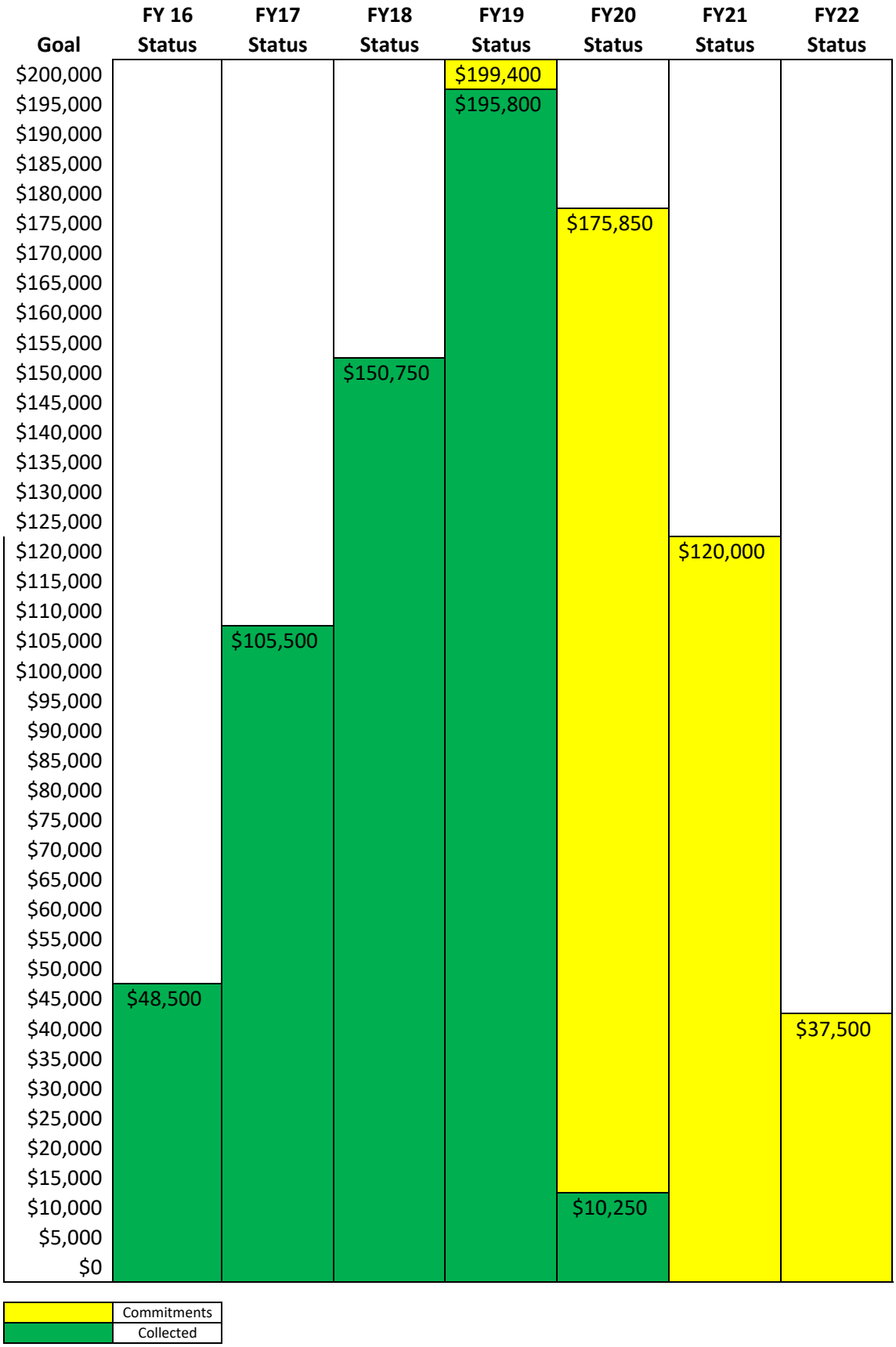
Sponsor, Date of Contract	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank, 9/22/15	$ 12,000.00	$ 14,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00		$ 86,000.00
Instant Auto, 2/29/16	$ 6,500.00	$ 13,000.00	$ 13,000.00	$ 6,500.00				$ 39,000.00
Adams Toyota, 2/29/16	$ 7,500.00	$ 15,000.00	$ 15,000.00	$ 7,500.00				$ 45,000.00
Blue Pearl[3], 3/10/16	$ 6,000.00							$ 6,000.00
Adams Toyota[3], 5/11/16	$ 2,500.00	$ 2,500.00						$ 5,000.00
Adams Toyota[3], 4/27/17		$ 5,000.00						$ 5,000.00
Adams Toyota[3], 5/27/18			$ 2,000.00	$ 1,000.00				$ 3,000.00
Legacy Woods[3], 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[3], 5/25/16	$ 5,000.00							$ 5,000.00
Royal Door, 7/22/16		$13,750	$16,250.00					$ 30,000.00
Jungmeyer & Suresh, 8/25/16		$15,000	$15,000.00	$15,000.00				$ 45,000.00
Kline Van & Spec., 9/30/16		$11,250	$15,000.00	$15,000.00	$3,750.00			$ 45,000.00
St. Luke's, 6/30/17			$13,500.00	$13,500.00	$13,500.00			$ 40,500.00
Harmon Flooing, 8/30/17			$15,000.00	$15,000.00	$15,000.00			$ 45,000.00
Heartland Heating & Cooling, 8/31/17			$15,000.00	$15,000.00	$15,000.00			$ 45,000.00
Lee's Summit Academy[3] 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*$65)[4]	$ 1,885.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00		$ 3,510.00
Contractor[1]	$ 3,600.00	$ 3,500.00	$ 3,750.00	$ 4,500.00	$ 3,750.00	$ 3,750.00		$ 22,850.00
Instant Auto								
Banners (29*$65)[4]	$ 1,885.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 325.00	$ 3,835.00
Contractor[1]	$ 1,950.00	$ 3,575.00	$ 3,250.00	$ 3,875.00	$ 4,125.00	$ 3,750.00	$ 1,875.00	$ 22,400.00
Adams Toyota								
Banners (29*$65)[4]	$ 1,885.00	$ 325.00	$ 390.00		$ 325.00	$ 325.00	$ 325.00	$ 3,575.00
Contractor[1]	$ 2,250.00	$ 4,125.00	$ 3,750.00	$ 4,125.00	$ 4,125.00	$ 3,750.00	$ 1,875.00	$ 24,000.00
Blue Pearl[2]								
Contractor[1]	$ 1,800.00							$ 1,800.00
Adams Toyota[5]								
Banner (1*$65)	$ 65.00							$ 65.00
Contractor[1]	$ 750.00	$ 750.00	$ 600.00	$ 300.00				$ 2,400.00
Adams Toyota[5]								
Banner (1*$65)		$ 65.00						$ 65.00
Contractor[1]		$ 1,500.00						$ 1,500.00
American Family								
Banners (29*$65)[4]	$ 1,885.00	$ 325.00	$ 325.00					$ 2,535.00
Contractor[1]	$ 1,500.00	$ 4,000.00	$ 3,750.00	$ 2,500.00				$ 11,750.00
Price Chopper[5]								
Banner (1*$65)	$ 65.00							$ 65.00
Contractor[1]	$ 1,500.00		$ 1,500.00	$ 1,500.00				$ 4,500.00
Royal Door								
Banners (29*$65)[4]		$ 1,885.00	$ 390.00	$ 325.00				$ 2,600.00
Contractor[1]		$ 4,125.00	$ 4,125.00	$ -				$ 8,250.00
Jungmeyer & Suresh								
Banners (29*$65)[4]		$ 1,885.00	$ 325.00	$ 325.00				$ 2,535.00
Contractor[1]		$ 4,500.00	$ 3,937.50	$ 3,750.00				$ 12,187.50
Kline Van & Speciality Rental								
Banners (29*$65)[4]		$ 1,885.00	$ 325.00	$ 325.00				$ 2,535.00
Contractor[1]		$ 3,375.00	$ 3,750.00	$ 3,750.00	$ 937.50			$ 11,812.50
St. Luke's								
Banners (29*$65)[4]			$ 1,885.00	$ 325.00	$ 325.00			$ 2,535.00
Contractor[1]			$ 4,050.00	$ 3,375.00	$ 3,375.00			$ 10,800.00
Harmon Flooring								
Banners (29*$65)[4]			$ 1,885.00	$ 325.00	$ 325.00			$ 2,535.00
Contractor[1]			$ 4,500.00	$ 3,750.00	$ 3,750.00			$ 12,000.00
Heartland Heating & Cooling								
Banners (29*$65)[4]			$ 1,885.00	$ 325.00	$ 325.00			$ 2,535.00
Contractor[1]			$ 4,500.00	$ 3,750.00	$ 3,750.00			$ 12,000.00
Lee's Summit Academy[5]								
Banner (2*$65)			$ 130.00					$ 130.00
Contractor[1]			$ 900.00	$ -				$ 900.00
Foundation Guy								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 4,500.00	$ 3,750.00	$ 3,750.00		$ 12,000.00
Freezing Moo								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 4,500.00	$ 3,750.00	$ 3,750.00		$ 12,000.00
Camp Bow Wow								
Banners (4*$65)[4]				$ 260.00	$ 65.00			$ 325.00
Contractor[1]				$ 1,650.00	$ 1,375.00	$ -		$ 3,025.00
Integrity Roofing								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 3,375.00	$ 3,937.50	$ 3,750.00	$ 937.50	$ 12,000.00
Smile Doctors								
Banners (31*$65)[4]				$ 2,015.00	$ 325.00	$ 325.00		$ 2,665.00
Contractor[1]				$ 2,250.00	$ 4,125.00	$ 3,750.00	$ 1,875.00	$ 12,000.00
Security Bank of KC '19								
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 975.00				$ 975.00
Brain Balance Center of Lee's Summit								
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 975.00				$ 975.00
Bank of Blue Valley								
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 660.00	$ 315.00			$ 975.00
Shining Light Music								
Banners (4*$65)[5]				$ 260.00				$ 260.00
Contractor[1]				$ 660.00	$ 315.00			$ 975.00
Adams Toyota[5]								
Banner (2*$65)				$ 260.00				$ 260.00
Contractor[1]				$ 600.00	$ 300.00			$ 900.00
Rockhill Orthopedics								
Banners (31*$65)[4]				$ 260.00	$ 325.00	$ 325.00		$ 910.00
Contractor[1]				$ 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**

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Net	**$ 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 years
[2] Blue Pearl to pay for all banners and signage at venues
[3] One year contract for sponsorship of dog parks only
[4] Payment of 31 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year
[5] Legacy Park Amphitheater sponsorship.

Sponsorship Goals



MEMORANDUM

Date:	July 24, 2019
To:	Joe Snook Administrator
From:	Carole Culbertson Superintendent of Administration II
Re:	Wi-Fi in Parks – Charter Communications Update

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

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; receipt of the executed addendum is still pending. 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. The intent was to have the agreement in place to provide the 60 minutes of free WiFi upon completion of the installation. LSPR is in communication with the Charter representative regarding the executed agreement to offer the 60 minutes of free WiFi access consistent with the other facilities.

The addendum to the agreement has not been received from the Charter representative at the time of this update.

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: 7/15/19	
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

MEMORANDUM

Date:	July 18, 2019
To:	Joseph Snook, CPRP Administrator of Parks and Recreation
From:	Brooke Chestnut, CPSI, MW5124 AU, Superintendent of Park Operations
CC:	
Re:	Security Report 2nd Quarter 2019

Attached are the police activity reports for the 2nd quarter of 2019, listing activity by the police department for each park. There were a total of 606 reports of activity during the 2nd quarter.

2nd Quarter Security Summary:

During the 2nd quarter, the majority of activity occurred at Legacy Park (118), Hartman Park (86), and Harris Park (68). These three parks consisted of 262 of the 606 events.

Of the 606 events of the 2nd quarter, the majority consisted of park checks (400) and vehicle checks (67). These events accounted for 77% of the total.

According to Major Childs, with the Lee's Summit Police Department, the following event was noteworthy:

The shots fired incident at Howard was not confirmed, and/or the suspects were gone upon officers arrival.

The events titled "Broadcast information" describes occurrences of patrons calling the police department to report things that are not crimes, but situations which the patrons were uncomfortable. Examples given were of a group of teenagers in the park during the day, or an unknown person walking in their neighborhood.

Summary and Comparison:

Attached is a summary of the 2nd quarter reports provided by the Police department. Also attached is a comparison of events annually by quarter for comparison.

Staff will continue to monitor police activity within the parks and encourage LSPD continue to provide security within our parks system.

Incident Type	BANNER PARK LOWER	BANNER PARK UPPER	DEER VALLEY PARK	DOGWOOD (Dog Park)	GAMBER CENTER	HAPPY TAILS PARK	HARRIS PARK	HARRIS PARK	HARRIS PARK COMMUNITY CENTER	HARTMAN PARK	HOWARD PARK	LEA MCKEIGHAN NORTH	LEA MCKEIGHAN NORTH	LEA MCKEIGHAN SOUTH	LEA MCKEIGHAN SOUTH	LEE'S SUMMIT HISTORICAL CEMETERY	LEGACY PARK	LEGACY PARK ADULT VENUE	LEGACY PARK BASEBALL VENUE	LEGACY PARK COMMUNITY CENTER	LEGACY PARK FRISBEE GOLF	LEGACY PARK GIRLS SOFTBALL VENUE	LEGACY PARK SOCCER VENUE	Longview Community Center	LOWENSTEIN PARK	MCKEE PARK	MILLER J FIELDS	PLEASANT LEA PARK	POTTBERG PARK	SOUTH LEA PARK	SUMMIT PARK	SUMMIT WAVES	SYLVIA BAILEY FARM PARK	VELIE PARK	WADSWORTH PARK	WINTERSET NATURE AREA	WOODS PLAYGROUND		Grand Total
Abandoned Vehicle				1	1						1																												3
Alarm Business/Duress					1																																		1
Assault Common																			1																				1
Assist Fire Department/Ambulance	1									1									1																				3
Assist Other Agency														1																									1
Bike Patrol																	1																						1
Broadcast Information	1																																						1
Building Check					1		1		1								1		1	14			1	13															33
C & I Driver		1	1																																				2
Car Stop								1					1		1																								3
Check The Welfare										1				2						1									1										5
Citizen Contact										1				1					1								1												4
Crash Non-Inj (Property Damage)							2		1																														3
Crash Private Property Only												1																				1							2
Directed Patrol					1		2									1	2		1																				7
Disperse Group			1							1																		1											3
Disturbance		1												1					1	1																			4
Disturbance Noise																											1												1
Entered In Error		1					1		1					1									1																5
Fireworks	1																									1													2
Follow Up						1																	1																2
Foot Patrol																									3							1							4
Harassment/Threats							1												1						1														3
Illegally Parked Vehicles/Detail														1																									1
Indecent Exposure												1																											1
Intoxicated Person																														1									1
Lost Property																				1																			1
Mental Health																		1																					1
Order Of Protection Service																			1																				1
Park Check	1	8	8	14		8	55			71	1	29		30			108		4	2	1				13		37	2	4		1				2	1			400
Pedestrian Check						1								2																							1		4
Possession Of Controlled Substance		1								1		1																											3
Property Damage/Vandalism						1																																	1
Recovered Property														1			1													1									3
Shots Fired											1																												1
Stealing							1										1			3			1		1							2							6
Suspicious Car & Occupant	1		1				1										1			1							3							1					9
Suspicious Person					1	1				1		2		1											1														7
Traffic Surveys/Counts																							1																1
Trespassing																																1							1
Vehicle Check		1	1		2	1	4			9		9		9			3			4		1		5	7		7		1		1		1	1					67
Grand Total	5	13	12	15	7	13	68	1	3	86	3	43	1	50	1	1	118	1	12	27	1	1	5	18	26	1	49	3	6	2	2	5	1	2	2	1	1		606

ANNUAL

Year	1st Quarter Incidents	2nd Quarter Incidents	3rd Quarter Incidents	4th Quarter Incidents	6 Month Summary	9 Month Summary	YTD Summary
2005	82	171	148	89	253	401	490
2006	96	159	164	132	255	419	551
2007	149	232	261	184	381	642	826
2008	142	334	316	266	476	792	1,058
2009	390	917	1,259	1,016	1,307	2,566	3,582
2010	503	669	677	711	1,172	1,849	2,560
2011	458	779	953	1,011	1,237	2,190	3,201
2012	681	801	654	823	1,482	2,136	2,959
2013	792	1,023	1,094	837	1,815	2,909	3,746
2014	821	891	837	481	1,712	2,549	3,030
2015	504	573	301	446	1,077	1,378	1,824
2016	463	561	560	337	1,024	1,584	1,921
2017	288	655	617	416	943	1,560	1,976
2018	391	639	684	449	1,030	1,714	2,163
2019	558	606			1,164		

QUARTERLY

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
Arborwalk Park	0	0			
Banner Park Lower	5	5			
Banner Park Upper	12	13			
Canterbury Park	0	0			
Deer Valley Park	16	12			
Dogwood (Dog Park)	8	15			
Gamber Community Center	2	7			
Happy Tails Park	9	13			
Harris Park	50	69			
Harris Park Community Center	0	3			
Hartman Park	102	86			
Howard Park	12	3			
Lea McKeighan North	59	44			
Lea McKeighan South	58	51			
Lee's Summit Historical Cemetery	1	1			
Legacy Park	104	118			
Legacy Park Adult Venue	0	1			
Legacy Park Amphitheater	0	0			
Legacy Park Baseball Venue	1	12			
Legacy Park Community Center	33	27			
Legacy Park Frisbee Golf	0	1			
Legacy Park Girls Softball Venue	0	1			
Legacy Park Maintenance Complex	1	0			
Legacy Park Soccer Venue	1	5			
Longview Community Center	0	18			
Lowenstein Park	25	26			
McKee Park	0	1			
Miller J Fields	35	49			
Pleasant Lea Park	11	3			
Pottberg Park	0	6			
South Lea Park	0	2			
Summit Park	7	2			
Summit Waves	0	5			
Sylvia Bailey Farm Park	0	1			
Velie Park	5	2			
Wadsworth Park	1	2			
Winterset Nature Area	0	1			
Woods Playground	0	1			
Total	**558**	**606**	**0**	**0**	**0**

End of Activity Report
LPCC Paid Group Fitness
April 2018 – March 2019
Completed by: Jennifer Brennan

Executive Summary

Program Description:
LPCC Paid Group fitness classes are ongoing fitness programs offered through LSPR. The paid group fitness program activities include TRX training, Triathlon training, Circuit Training, Moonlight Yoga, Sunrise Yoga, Paddleboard Yoga, Paddleboard Basics and Zumba parties. The length of time for Circuit training, and Paddleboard Yoga are four (1) hour classes per week. The length of time for the outdoor paid summer fitness programming is a single rate of $5.00 per person per event.

Participant Numbers:
2019: 810
2018: 755

Total Revenue:	**Budget**	**Actuals**
April 2018-March 2019	$12,637	$11,567
April 2017-March 2018	$3,002	$8,400

Total Expenses:	**Budget**	**Actuals**
April 2018-March 2019	$9,941[1]	$9,721[2]
April 2017-March 2018	$5,621	$10,056

Net:	**Budget**	**Actuals**
April 2018-March 2019	$2,696	$1,846
April 2017-March 2018	($2,619)	($1,656)

Recommendations:

Comment: Should LSPR continue to offer paid group fitness programs?
Recommendation: Paid Group fitness programs are becoming more popular and offer specialized instruction outside of our regular free programming. Staff recommends continuing to offer these programs.

Comment: There were 15 positive comments regarding the programming and instructors.
Recommendation: Staff appreciates the positive comments and will share the comments with the instructors.

Comment: Staff has received numerous comments asking for additional Paddleboard Basics classes.
Recommendation: Staff plans to add additional basics classes to the current schedule for the remainder of 2019. Staff also plans to add ongoing Paddleboard Basics classes programmed throughout the upcoming 2020 paddleboarding season.

Comment: Cycle Meltdown has been a huge success with multiple comment cards reflecting patrons' satisfaction with the new format style, intensity of challenge, and instructor.
Recommendation: Staff plans to add Cycle Meltdown as a permanent paid group fitness class scheduled throughout the year.

Comment: Longview Community Center swim lanes are much longer in length than Legacy Park Community Center swim lanes and are able to accommodate triathlon swimmers more efficiently and effectively than Legacy Park Community Center.
Recommendation: Staff has permanently moved the Triathlon training to Longview Community Center to accommodate the Triathlon training group and with the hope to grow the program.

[1]Budgeted expenses include both direct and indirect expenses, including the part time salary budgeted for the paid fitness instructors, trainers and LPA fitness classes.
[2]Actual expenses totaled $6,927.00. Indirect expenses totaled $2,794.39.

Extensive Staff Report

Purpose of Report

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

Program Description:

Paid Group Fitness covers a multitude of topics including Moonlight Yoga, Sunrise Yoga, Zumba parties, TRX, Triathlon Training, Circuit Training, and Paddleboard Yoga. The participants, who range from age 16 and up, gain valuable skills from an expert trainer or instructor. The programs are offered at Legacy Park Community Center and Legacy Park Amphitheater. The TRX courses, Circuit Training courses, Paddleboard Yoga courses, and Triathlon courses each last four weeks with a new session beginning the first week of each month. This format was revised beginning January 2019 per the recommendations from the 2018 end of activity report to reflect all other programs offered by LSPR which is 6 week programs at $50.00. The Moonlight Yoga, Sunrise Yoga, and Cycle Meltdown classes last 60 minutes and the Zumba parties last 90 minutes and the registration fees increased from $5.00 per class to $8.00 per class which will take affect beginning Summer of 2019 per the recommendations of the 2018 end of activity report.

Benefits of Programs

- Personal Advancement
- Social Interaction
- Physical Conditioning
- Knowledge of popular fitness modalities
- Sense of community
- Fun

Service Hours:

2019: 2,063
2018: 1,491

Volunteer Hours:

There are no volunteer hours associated with this program.

Refunds:

Total Refunds: 0

Fees Charged:

2019: $50 for 6 weeks (Triathlon, Circuit, TRX)
$8 for Moonlight Yoga, Sunrise Yoga, Zumba party, Cycle Meltdown

2018: $25 for 4 weeks (Paddleboard Yoga, Triathlon, Circuit, TRX)
$5 for Moonlight Yoga, Sunrise Yoga, Zumba party

Program Timeline:

March: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
April: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
May: Advertise in LPCC Bulletin, Facebook, website, postcards, posters, and requested to be in Late Summer/Early Fall Illustrated
June: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
July: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
August: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
September: Advertise in LPCC Bulletin, Facebook, website, flyers, posters and requested to be in Late Fall/Winter Illustrated
October: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
November: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
December: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
January: Advertise in LPCC Bulletin, Facebook, website, flyers, posters
February: Advertise in LPCC Bulletin, Facebook, website, flyers, posters, and requested to be in Spring/Early Summer Illustrated
March: Advertise in LPCC Bulletin, Facebook, website, flyers, posters, send out surveys

- Triathlon: April 2018 – December 2018
- TRX: April 2018 – March 2019
- Circuit Training: April 2018 – March 2019
- Paddleboard Yoga: June 2018 – August 2019
- Paddleboard Basics: June 2018 – August 2019
- Moonlight Yoga: June 2018 – September 2019
- Sunrise Yoga: June 2018 – September 2019
- Zumba parties: June 2018 – April 2019
- Cycle Meltdown: October 2018 – March 2019

Marketing:

Marketing for these programs included: LSPR website calendar, LPCC webpage, LPCC bulletin, posters, postcards, flyers, LSPR Illustrated, Facebook, and eBlast.

Evaluation/assessment:

All Paid Group fitness programs are evaluated at the end of each session by participant surveys and an End of Activity Report. The evaluation is used to provide LSPR with information on how classes can be improved and any issues that need addressed. There were 153 surveys distributed to unique households; 32 surveys were returned and completed. This is a 21% return rate for the surveys. Please see attached Survey Summary for results.

Collection Method	Amount
Email	32
Mail/Person	0
Phone	0

"Paid Group Fitness" Survey Results

# of Surveys Distributed: Email: 153 Via Mail: 0 Via Phone:0 **# of Surveys Returned:** 32**;** 21% **of Returns**

Participant: 30 Parent/Guardian 2 Coach/Asst.Coach/Volunteer 0

LS Illustrated 5 Website/Facebook/Twitter 13 Email Blast 4 Flyer 5 Postcard 1 Newspaper 1
LS Cable Channel 0 Acquaintance: 6 Previous Participant 9 Other: 5
Comments (Other): Trenice told us. Trenice let us know. Zumba instructor Hannah. In Zumba class, Trenice also mentioned it during her cycle class.

Are you an LSPR "Friend of the Parks" FOP? I don't know what that is: 16 Yes: 8 No: 8

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?	9	1	0	0	10	12	4.39
Please rate the amount of time taken to register	2	0	2	2	10	14	4.29
Please rate the overall registration procedure	2	1	0	3	10	14	4.29

Comments: Trenice is the best cycle instructor I've ever had. I've cycled for years and in other states. She is fabulous. Knows what she is doing. Gave my name and paid. Super simple. Online registration. Wasn't very clear that the price was higher if you didn't register early online for the first moonlight yoga. I always encounter a problem when trying to register for the circuit class at Legacy. It never seems to be easily found on their computer. Website does not have all the right information correlated with the right dates. It is difficult to navigate unless you know exactly what you want and when you want it ahead of time. Would like the option to register online. The registration/payment website isn't great. Too many steps and secondary logins.

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	2	9	21	4.59
Was the content of the activity appropriate for the fee?	0	0	0	1	7	22	4.41

Comments: Trenice is an AMAZING instructor. She has an infectious energy and always delivers an incredible workout while making sure everyone has a great time. I wish Trenice could teach more classes or train other cycle instructors. Assuming the fee was for facilities or teachers. We didn't use any equipment. I absolutely love the circuit class with Jenny. She is a great instructor and makes it interesting and fun. Paddleboard Basics was extremely helpful and enjoyable. Some other classes are more cost prohibitive. Wish you would have kept the price at $5.00, $8.00 is quite a jump! The Circuit Training course recently changed to being 6 weeks instead of monthly. It was easier for me to keep track of the start/end dates and whether I had signed up or not with the monthly class. I don't see the benefit of the 6 week length, but it won't deter me from participating.

Regarding the program sessions…	**N/A**	**Very Poor**	**Poor**	**Fair**	**Good**	**Very Good**	**Average**
Please rate the competence of activity staff	0	0	0	0	7	25	4.78
Please rate the friendliness of activity staff	0	0	0	0	3	29	4.91
Please rate the ability to recognize activity staff	3	0	0	2	3	24	4.76
Please rate the amount of staff available during the activity	1	0	0	0	6	25	4.81
Please rate the condition and suitability of the facility used.	0	0	0	0	5	27	4.84
Please rate the perceived safety of program.	0	0	0	0	6	26	4.81

Comments: It's important the instructors know their routine because we are learning them for the first time and if they are confused then we will be even more confused. Loved Paddleboard Yoga and hope you will offer even more classes this summer.

Overall Summary…	**N/A**	**Very Poor**	**Poor**	**Fair**	**Good**	**Very Good**	**Average**
Were the participant's overall needs met?	0	0	0	0	9	23	4.72
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	4	28	4.88
Please rate the participant's overall enjoyment level	0	0	0	0	6	26	4.81
What is your overall rating of the activity?	0	0	0	0	6	26	4.81
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	10	22	4.69

Comments: Please continue to offer Cycle Meltdown with Trenice! Very clean facility. The staff are all friendly. I think it's also important not to saturate the market with too many of these "Super Zumba" events. Once a quarter would be ideal. Otherwise you might see a drastic drop in attendance and interests. Basic supply and demand. Keep the supply low and the demand remains high. The Cycle Meltdown instructor, Trenice was by far the best spin instructor I have ever experienced. The class was intense physically which is what I want but you never knew it during the class. She made the class fun and motivating. I love LSPR..you all do a great job with your fitness programs. So many options and such a reasonable price. Trenice is a great instructor and makes cycle class fun. Thank you. I used LS parks a lot the whole time my son was growing up and appreciate that I can still use them and that the activities

are all for youth. Wondering how it is decided some activities are paid. I do yoga at LPCC but the Moonlight and Sunrise have a cost. Not really complaining as the cost in minimal. Just mostly curious. I would like to participate in more events, but I am limited by the requirement to build a team myself. It is difficult to participate as an individual unless I am already part of a team. I loved the 90's themed cycle class. The energy was great. I would like to see a child rate for Legacy Park. Starting at 4. I have to pay full price for a pass when they can't use the weight room, the classes, or really any facility except the pool.

LS Parks & Recreation "Health Based Classes 2018-19" Survey

# of Surveys Distributed: Email: 436 Via Mail:0 **# of Surveys Returned**: 96 22 % **of Returns**

Participant: 67 Parent/Guardian 29 Coach/Asst.Coach/Volunteer 0

LS Illustrated 54 Website/Facebook/Twitter 11 Email Blast 10 Flyer 9 Postcard 0 Newspaper 0
LS Cable Channel 0 Acquaintance 3 Previous Participant 9 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?	53	0	0	2	4	21	4.94
If you registered on-line, please rate the ease of registration	23	0	1	1	14	21	4.51
Please rate the amount of time taken to register	0	0	1	2	19	34	4.54
Please rate the overall registration procedure	0	0	0	1	37	47	4.73

Comments:

- Wish online registration was easier
- Tried to sign up online for both CPR and First Aid but the discount did not appear so had to call
- Enrolled at City Hall and they were very helpful
- I sign my staff up for the classes and call Ryan who gets my staff enrolled and ready for the class
- In person

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	4	74	18	4.76
Was the content of the activity appropriate for the fee?	0	0	0	4	74	18	4.76

Comments:

- Perfect amount of time for the class
- Great job by the instructor, really good information
- Took the class for my job
- Took the class with my son, was enjoyable and the information was well distributed
- Babysitter Bootcamp seemed like it could have been shorter
- Great information and the teacher did a good job teaching the information

Regarding the program sessions…	**N/A**	**Very Poor**	**Poor**	**Fair**	**Good**	**Very Good**	**Average**
Please rate the competence of activity staff	0	0	1	1	46	37	4.40
Please rate the friendliness of activity staff	0	0	1	4	36	44	4.44
Please rate the ability to recognize activity staff	0	0	1	3	35	46	4.48
Please rate the amount of staff available during the activity	0	0	1	5	32	47	4.47
Were the rules, regulations and policies appropriate for the activity?	0	0	1	3	39	42	4.39
Please rate the condition and suitability of the facility/fields used.	0	0	1	4	36	44	4.44
Please rate the condition and suitability of the equipment used.	0	0	1	2	38	44	4.47
Please rate the perceived safety of program.	0	0	1	3	31	49	4.52

Comments:

- Loved this class!
- Front desk staff was welcoming and the teacher did a great job
- Julie was outstanding, I always take my re-certification class with her
- The room was hot the day of the class
- Our class was on a Wednesday night which is also the night of a basketball league for men. Lots of whistles and pounding of the ball was distracting
- Great class and teacher!

Overall Summary…	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	1	3	41	40	4.41
What is the likelihood of your recommendation of this activity to others?	0	0	1	1	30	53	4.59
Please rate the participant's overall enjoyment level	0	0	1	1	37	46	4.51
What is your overall rating of the activity?	0	0	2	1	33	49	4.53
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	1	1	30	53	4.59

Comments:

- Great Great Great!
- Love the classes and parks that you all offer
- We just moved to Lee's Summit, this was the first class we took through the department as I needed to be certified for my new job and I had a great experience! Looking forward to seeing what LS parks and to offer my family
- Good class and teacher, would take again

End of Activity Report
First Aid, CPR & Babysitter Boot Camp
2018 - 2019

Report Prepared by: Ryan Gibson

Extensive Summary

Brief Program Description:

LSPR offers youth and adult instructional health-based programs in partnership with Health That Works. There are six different types of coed instruction: First Aid for individuals ages 16+, Kids First Aid for individuals ages 7-12, CPR for Family & Friends for individuals ages 10+, Heartsaver CPR for individuals ages 15+, Healthcare Provider CPR for individuals with a healthcare background and Babysitter Boot Camp for individuals ages 10+.

Participant number:

2019: 436
2018: 427
2017: 420

Total Revenue:

	Budget	Actual
2019	$10,858.00	$11,764.00
2018	$9,397.00	$11,305.00
2017	$7,523.00	$11,403.00

Total Expense:

	Budget	Actual
2019	$10,291.34	$11,117.26[1]
2018	$9,633.94	$10,847.42
2017	$8,491.55	$10,967.51

Net:

	Budget	Actual
2019	$566.66	$646.74
2018	$(236.94)	$457.58
2017	$(968.55)	$435.49

[1] Total budget and actual expenses include both direct and indirect expenses. Indirect expense for this program: $2,146.22

Recommendations:

Comment: Should we continue to offer this program?
Recommendation: Staff recommends that we continue to offer this program.

Comment: There were six comments regarding how much participants liked Julie Johnson as the instructor.
Recommendation: Staff appreciates these comments and will share this information with Julie Johnson, as well as work to retain her as the instructor for the health classes.

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:

LSPR offers these youth and adult instructional programs in partnership with Health That Works. There are six different types of coed instruction: First Aid for individuals ages 16+, Kids First Aid for individuals ages 7-12, CPR for Family & Friends for individuals ages 10+, Heartsaver CPR for individuals ages 16+, Healthcare Provider CPR for individuals with a healthcare background, and Babysitter Boot Camp for individuals ages 10+. The purpose of the First Aid and Heartsaver CPR American Heart Association (AHA) credentialed course is to teach first responders how to handle emergency situations. The purpose of the Healthcare Provider CPR AHA credentialed course is to certify and recertify individuals with a health care background on how to respond to emergency situations. The purpose of the CPR for Family and Friends AHA non-credentialed course is to teach the layperson skills to respond to an emergency in the home, at work or in the community. The purpose of the Kids First Aid course is to prepare children to help quickly handle first aid emergencies such as bleeding, burns, sprains and illness. The purpose of the Babysitter Boot Camp course is to provide basic training for youth aspiring to babysit. LSPR holds approximately 50 health-based programs per year. All programs meet one day and vary in length: First Aid is two-and-a-half hours; Kids First Aid and CPR for Family and Friends are both one-and-a-half hours; Heartsaver and Healthcare Provider CPR are both two hours; and Babysitter Boot Camp is five hours in length. Classes were held at HPCC and Gamber Community Center with Julie Johnson, the owner of Health That Works, as the instructor for all programs.

Program Benefits:

The benefits of the health-based programs are to give people the knowledge and framework to perform basic emergency skills in any emergency situation that presents itself in daily living. The benefits of Babysitter Boot Camp are to give young adults the knowledge of securing a babysitting job and handling the children during the babysitting job. There are specific assessments done of participant's skill development throughout the classes and there is improvement observed in all participants. Certification cards, when applicable, are handed out at the end of class when participants have successfully executed necessary skills.

Service hours:

Service hours provided by this activity [#of participants x (5.0 or 2.5 or 2.0 or 1.5 x 1 day]
2019: 1,735
2018: 1,512
2017: 1,573

Volunteer Hours:

There were no volunteer hours for these classes.

Refunds:

Total Refunds: 3 ($95.00)
Due to Dissatisfaction: 0

Fees Charged:

	Program	Amount
2019	CPR F&F	$16.00/$18.00*
	First Aid	$24.00/$26.00**
	BLS Healthcare	$40.00/$44.00
	Heartsaver	$24.00/$26.00**
	Kids First Aid	$10.00/$11.00
	Babysitter	$28.00/$31.00
2018	CPR F&F	$16.00/$18.00*
	First Aid	$24.00/$26.00**
	Healthcare	$36.00/$40.00
	Heartsaver	$24.00/$26.00**
	Kids First Aid	$10.00/$11.00
	Babysitter	$28.00/$31.00
2017	CPR F&F	$16.00/$18.00*
	First Aid	$24.00/$26.00**
	Healthcare	$35.00/$39.00
	Heartsaver	$22.00/$24.00**
	Kids First Aid	$10.00/$11.00
	Babysitter	$25.00/$28.00

*Price can change if signing up two individuals from the same family; $14.00/person
**Price can change if signing up for both classes; $36.00 for both classes

Program Timeline:

- July: Programs start and complete, send out surveys
- August: Programs start and complete, send out surveys, start planning dates and times for Winter Illustrated
- September: Programs start and complete, send out surveys, finalize dates and times for Winter Illustrated
- October: Programs start and complete, send out surveys
- November: Programs start and complete, send out surveys
- December: Programs start and complete, send out surveys
- January: Programs start and complete, send out surveys, start planning dates and times for Spring/Early Summer Illustrated
- February: Programs start and complete, send out surveys, finalize dates and times for Spring/Early Summer Illustrated
- March: Programs start and complete, send out surveys
- April: Programs start and complete, send out surveys, start planning dates and times for Late Summer/Fall Illustrated, compile survey results and begin development of End of Activity Report
- May: Programs start and complete, send out surveys, finalize dates and times for Late Summer/Fall Illustrated, End of Activity Report completed and submitted for Park Board review
- June: Programs start and complete, send out surveys

Marketing:

The health-based programs were primarily marketed in the Lee's Summit Illustrated, on the LSPR website, through multiple eBlasts and through various social media outlets.

Evaluation/assessment:

Out of 436 surveys distributed for the health-based classes, 96 surveys were completed and returned. This is a 22% return rate for the surveys. Please see attached Survey Summary for results.

End of Activity Report
Pint Size Programs
2018
Completed by: Jacob Johnson

Executive Summary

Brief Description:
The Pint Size Program is a combination of Pint Size Playtime and Pint Size Parties, which are one day themed parties that encourage mother/father/guardian involvement. The pint size programs are for children one to six years old. There were two different themed parties offered this year: Halloween Party and a Holiday party.

Participant numbers:
2018: 172
2017: 114
2016: 128

Total Revenue:

	Budget	Actual
2018	$ 416.50	$390.00
2017	$ 535.00	$340.00
2016	$ 504.00	$442.00

Total Expenses:

	Budget	Actual
2018	$110.48[1]	$ 40.48[1]
2017	$191.66	$ 87.27
2016	$400.00	$202.19

Net:

	Budget	Actual
2018	$306.02	$350.48
2017	$343.34	$252.73
2016	$104.00	$239.81

Recommendations:

Comment: Should we continue to hold this program?
Recommendation: Staff recommends the continuation of Pint Size Parties and Playtime.

Comment: There were 58 more participants in FY18 than the previous year..
Recommendation: Staff posted a Facebook Ad and included the Pint Size dates in all DYK Tv PowerPoints in FY18. Staff believes that these efforts have helped increase participation.

Comment: There was 1 (one) comment regarding accidents during playtime.
Recommendation: There was one instance where a participant tripped playing in the tent area of Pint Size playtime. Staff was notified and an accident report was filled out and ice was provided. Staff does periodically check in on the program as needed, however, there is not a designated employee supervising the playtime or leading activities. Staff does not recommend any changes at this time.

1 Actual expense includes both direct and indirect expenses. Indirect expense for this activity: $10.48

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 purposes of the Pint Size Programs are to initiate social interaction among children of the same age range, create crafts, involve participation in activities and allow time for "free play". Parties are held at Harris Park Community Center. Each class is two hours in length. The first hour of the party is filled with coloring, crafts, activities, games and snacks, while the remaining time is spent on "free play". "Free Play" is where Gym Court 1 is filled with mats, balls, bean bags, tunnels, trampoline, balance beams, etc. For the Pint Size Playtime, it is two hours of free play. The Recreation Supervisor creates the program activities, timeline and leads the party. The Recreation Supervisor also requests help from volunteers to help with the party.

Benefits of Program:
The benefits of LSPR Pint Size Programs are building lasting memories with parent/guardian, learning of age appropriate skills and techniques with crafts and activities, enhancing social and motor skills, promoting creativity and imagination, developing concentration, good physical activity and simply having fun. There was no specific assessment done of their skill development.

Service Hours: [# of participants x 2 hours x 1 day]
2018: 344.0 hours
2017: 228.0 hours
2016: 256.0 hours

Volunteer Hours:

Total number of volunteers: 0
Total number of hours/volunteer: 0
Based on national volunteer wage of $24.69/hour x 0 hours = **$0.00**

Refunds:

Total Refunds: 4 ($38.00)
Refunds Due to Dissatisfaction: 0
Low Enrollment: 3
Sick: 1

Fees Charged:

	Amount	
	Pint Size Parties	Pint Size Playtime
2018	$5.00/$6.00	$2.00/$3.00
2017	$5.00/$6.00	$2.00/$3.00
2016	$5.00/$6.00	$2.00/$3.00

Program Timeline:

- August: Program for *Winter Illustrated*
- September: Enter Winter program information into RecTrac
- November: Facebook Post
- January: Program for *Spring Illustrated*
- February: Enter Spring program information into RecTrac
- April: Program for *Fall Illustrated*
- May: Enter Fall program information into RecTrac
    - Compile survey information for End of Activity Report
    - End of Activity Report submitted for Park Board Review

Marketing:

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

Evaluation/Assessment:

Out of 67 surveys distributed for Pint Size Programs representing 67 unique households out of 172 participants, 17 surveys were completed and returned. This is a 25% return rate for the surveys. Please see attached Survey Summary for results.

“Pint Size Programs 2018” Survey Results

# of Surveys Distributed: Email: 67 Via Mail:_ **# of Surveys Returned: 17 25% of Returns**

Participant: 0_ Parent/Guardian 17 Coach/Asst.Coach/Volunteer _____

LS Illustrated 12 Website/Facebook/Twitter 5 Email Blast 0 Flyer Postcard 0 Newspaper
LS Cable Channel 0 Acquaintance Previous Participant 0 Other
Comments (Other):

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

4 I don’t know what that is 3 Yes 10 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?	9	0	0	1	1	6	4.63
Please rate the amount of time taken to register	2	0	0	2	5	9	4.17
Please rate the overall registration procedure	0	0	0	3	5	9	4.35

Comments:

Regarding the value…	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	3	0	0	0	4	10	4.72
Was the content of the activity appropriate for the fee?	0	0	1	1	5	10	4.18

Comments:

Regarding the program sessions…	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	2	0	0	0	6	9	4.60
Please rate the friendliness of activity staff	2	0	0	0	6	9	4.60
Please rate the ability to recognize activity staff	2	0	0	0	5	10	4.66
Please rate the amount of staff available during the activity	4	0	0	0	4	9	4.69
Please rate the condition and suitability of the facility used.	0	0	0	1	7	9	4.47
Please rate the perceived safety of program.	0	0	0	1	7	9	4.47

Comments:

- There were no staff. Only one person working the desk. No one present during the playtime.
- Little kids were throwing musical instruments. Parents were not supervising and there was NO staff for any amount of time. Children had goose eggs on their heads from accidents.

Overall Summary…	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant’s overall needs met?	0	0	1	1	5	10	4.18
What is the likelihood of your recommendation of this activity to others?	0	0	1	1	5	10	4.18
Please rate the participant’s overall enjoyment level	0	0	1	1	6	9	4.35
What is your overall rating of the activity?	0	0	1	1	5	10	4.18
What is your overall rating of Lee’s Summit Parks & Recreation?	0	0	0	0	6	11	4.55

Comments:

- You all do a great job and we enjoy all of the parks, trails and activities that we've been involved with thus far!
- The toys were out and the space was good. The toy selection, scooters, tents, balls, blocks, etc. was great. I wish there was more organization and a staff-led group activity. Examples- parachute, obstacle course, soccer or other group game at least for part of the time.
- We Love Parks and Rec but this activity did not live up to expectations.

End of Activity Report
Indoor Spring Swim Lessons - LPCC
January – April 2019
Shelby Dawson

Executive Summary:

Brief Program Description:

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

Participant Numbers
2019: 241
2018: 241
2017: 261

Total Revenue:	Budget	Actual
2019	$11,061.00	$10,353.50
2018	$10,572.00	$10,021.00
2017	$10,450.00	$11,052.00

Total Expense:	Budget	Actual
2019	$5,964.02	$5,286.14[1, 2]
2018	$6,191.55	$4,248.91[3]
2017	$5,890.52	$4,216.68[4, 5]

Net:	Budget	Actual
2019	$5,096.98	$5,067.36
2018	$4,380.45	$5,772.09
2017	$4,559.48	$6,835.32

[1] Indirect Expenses = $1,880.27
[2] Increase in direct expenses since 2018 due to increase in Swim Instructor salary, effective 1/1/19.
[3] Indirect Expenses = $2,099.55
[4] Indirect Expenses = $2,092.31
[5] Increase in direct expenses since 2016 due to increase in Swim Instructor salary, effective 4/1/17.

Recommendations:
Comment: There were seven comments regarding the class sizes and lack of one-on-one time with the kids.
Recommendation: These comments are received each session. The American Red cross standard ratio for class sizes is one instructor per six students, and LSPR makes every effort to adhere to this standard. This standard was met for this session of swim lessons. LSPR offers private swim lessons for patrons who want more one on one instruction. Staff recommends continuing to adhere to the Red Cross standard of 1:6 when staffing levels allow and continuing to recruit swim instructor staff.

Comment: There were two comments about the class starting late.
Recommendation: Currently, staff reads announcements and calls out rosters right at 5:00pm and 6:00pm. When finished staff goes to their designated area with the program participants. This causes the program to start a few minutes late. Staff recommends that announcements are read at 4:55pm and rosters are called immediately afterwards to ensure that program participants are actually getting 30 or 45 minutes in the water.

Comment: There were 13 positive comments about the instructors.
Recommendation: Parents gave positive comments about the instructors and the great energy as well as enthusiasm they brought to the swimming lessons. Staff will recognize these instructors and attempt to continue the momentum.

Comment: Should Legacy Park Community Center continue the spring swimming lesson program?
Recommendation: Yes, staff recommends continuing the spring swimming lesson program as it is highly valued by the patrons and the community.

Extensive Staff Report:

Purpose of Report:

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

Program Description:

The spring swim lesson program consists of three, four week sessions at 5:00pm and 6:00pm Tuesday and Thursday evenings and one eight week session on Saturdays at 8:00am and 9:00am. The weekend session began 1/12 and ended 2/16 for the parent/tot class with levels 1 - 4 ending 3/02. The first weekday session began 1/15 and ended 1/131 for the parent/tot class with levels 1 - 4 ending 2/07. The second weekday session began 2/12 with parent/tot ending 2/28 and levels 1 - 4 ending 3/07. The third weekday session began 3/26 with parent/tot ending 4/11 and levels 1 - 4 ending 4/18. To supplement the individual needs of the community private lessons are also offered. The American Red Cross Learn to Swim program provides instruction for basic to advanced levels of aquatic skills for toddlers and above. The swim lesson instructors range in age from high school age to adult depending on availability.

Benefits of Program:

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

Service Hours:

FY19:	1,332[6]
FY18:	1,215
FY17:	1,338

Refunds:

Total: 21 ($466.25)
1 Due To Illness
8 Due to Schedule Conflict
1 Due to Class Cancelation
2 Due to Satisfaction Guarantee
Satisfaction guarantees were due to not making up classes that kids missed due to weather.

[6] While overall attendance remained consistent with 2018, overall service hours increased due to an increase in participation in Level 1 - 4 (6 hours per student) and decrease in participation in Level 0 (3 hours per student).

Fees Charged:

	Early Bird Price (Member/Non-Member)	Regular Price (Member/Non-Member)
Parent Tot	$35.00	$39.00
Group	$36.00/$45.00	$41.00/$50.00
Private	N/A	$75.00

Program Timeline:

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

Marketing:

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

Evaluation/assessment:

Out of 168 unique households given/sent a survey, 74 completed and returned a survey (44 % return rate). Please see attached survey results.

LS Parks & Recreation LPCC “LPCC Spring Swim Lessons 2019" Survey

Number of Surveys Distributed Email: 0 Via Mail: 0 In-Person: 168 **# of Surveys Returned**: 74 44 % **of Returns**

Participant: 0 Parent/Guardian: 74

LS Illustrated: 13 Website/Facebook/Twitter: 26 Email Blast: 0 Flyer: 0 Postcard: 0 Newspaper: 0
LS Cable Channel: 0 Acquaintance: 4 Previous Participant: 26 Other: 5

Regarding the registration process…	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
If you registered by phone or in person, how helpful was the person who assisted you?	51	0	0	1	5	17	4.73
If you registered on-line, please rate the ease of registration	23	0	1	7	18	25	4.33
Please rate the amount of time taken to register	5	0	1	9	24	35	4.37
Please rate the overall registration procedure	5	0	2	7	24	36	4.37

Comments: Never got confirmation email. Not very easy to do on mobile phone. It was hard to find where to register and the swim schedule. Search function is a little clunky. Easy and fast. Online process was hard, in person much better. Had issues adding third daughter. The only way to reset password was to call. Unclear how level relates to Seals, Penguins, etc. Lady was very nice but signed us up for the wrong class. Level descriptions could be clearer. Tried to do online, but it would not let me. Very easy, straight forward. Six weekly classes instead of bi-weekly is preferred. It took a long time to register in person and then he put us in a Longview class instead of Legacy. I had to call and correct everything. In addition, he did not give me the discount for my three year old. Ruth however was great, she corrected everything. Went very smoothly, easy to understand.

Regarding the value…	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Was the length of the activity appropriate for the fee?	1	0	0	9	24	40	4.43
Was the content of the activity appropriate for the fee?	1	0	1	6	26	40	4.44

Comments: Too many kids per instructor not much time per child. I would pay more for smaller groups for less time on the stairs. Large class sizes, smaller class sized would help. Excellent value. Moved a little fast for my daughter. There were times it started late and ended early. It was typically five minutes after start time when lessons began. My son Frank made great strides, excellent value. My son Auggie found himself doing things at an advance level, which he had previously not. Perfect for introducing our child to the water.

Regarding the program sessions…	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Please rate the competence of activity staff	2	0	0	9	14	49	4.56
Please rate the friendliness of activity staff	0	0	1	6	13	54	4.67
Please rate the ability to recognize activity staff	0	0	0	1	14	59	4.45
Please rate the amount of staff available during the activity	0	0	2	8	19	45	4.45
Were the rules, regulations and policies appropriate for the activity	1	0	0	1	20	52	4.69
Please rate the condition and suitability of the facility/fields used.	1	0	0	2	17	54	4.71
Please rate the condition and suitability of the equipment used.	2	0	0	1	19	52	4.71
Please rate the perceived safety of program.	2	0	1	3	18	50	4.63

Comments: Had child's first lesson and he went under, my husband went in to get him. Contacted staff and issue was addressed. No further concerns. Instructors were great. The instructors did not adequately use the time allotted for level 1 swim lessons. Most sessions consist of group instructions and individual trail. My child was not always given the same opportunity to try every concept. The instructor was seen several times resting on the edge of the pool while the other instructor worked with kids on her side of the group**.** Level 1 instructors, girl instructor was very engaging with the children and helped them meet expectation. Alejandro was not engaging with students, did not have student do skills appropriately and regularly was not doing anything with any student. Very disappointing and unsafe. Level 3 Instructors a little disengaged. I felt like parents needed to keep an eye on the kids because they were not always watching. After the 1st class my older daughter informed me the coach was frustrated by her younger brother. He then started saying he was bad at swimming. I also noticed this coach looking frustrated during the first session. By the second lesson, he was coaching another group. My son stopped saying he was a bad swimmer. The other coaches were great and both my children were excited to see them each lesson. Big group, need

one more staff. Abigail is amazing, very sweet and patient! While the teachers were great, there were times they had 7 or more kids to manage. I think kids would benefit from more attention/more teachers. We were glad an extra teacher was added to a crowded level 2 class. This made a big difference. Loved our level 4 instructor. Audrey was fantastic for Level 3. Level 1 teachers very nice, but not sure why she passed my son. More tables and chairs would be nice. Abigail was the best. More consistency from week to week would be nice, do the activities in the same order. The girl who taught the parent led class seemed to not have much patience and was very friendly. Rarely smiled. Mari was very patient and understanding even when she did not have to be. Grace did a wonderful job with Auggie, she is his favorite instructor so far.

Overall Summary…	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Were the participant's overall needs met?	2	0	2	10	22	38	4.37
What is the likelihood of your recommendation of this activity to others?	3	0	1	9	21	40	4.35
Please rate the participant's overall enjoyment level	1	0	1	2	24	46	4.63
What is your overall rating of the activity?	1	0	3	6	25	39	4.41
What is your overall rating of Lee's Summit Parks & Recreation?	1	0	1	1	18	53	4.72

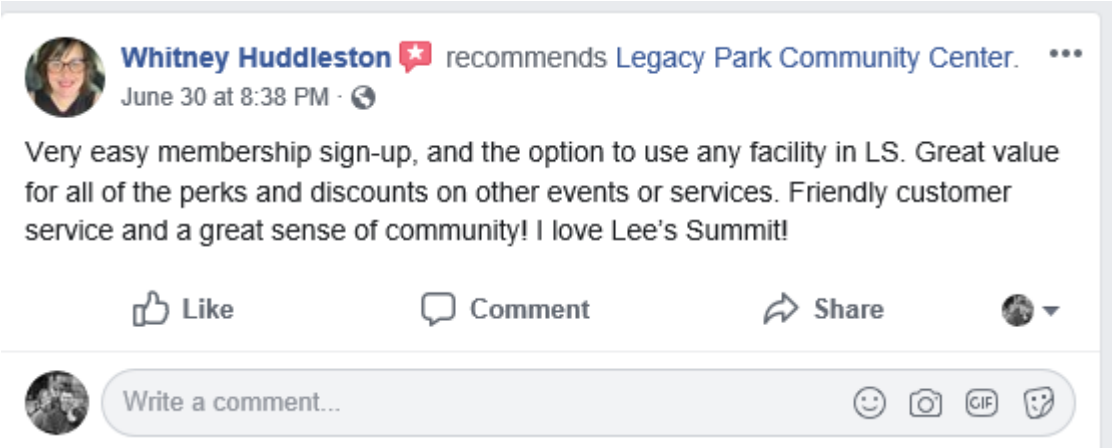
Comments: Understand for amount paid got what we paid for too big of class sizes to be effective with skill of both instructors. I feel like the class sizes limit the amount of teaching that goes on. There are many skills being taught in each class but no emphasis on mastering what they learn. My oldest daughter can swim now! I wish there was another session that started in the next couple of weeks so that we could build on what he learned. The swim instructors were very good. Overall instruction could have been better and move structured. I think it was perfect to get kids in the water and starting to swim. I would be very interested in private swim lessons. Sometimes it was very cold in the pool! More frequent weekend options would be helpful. My child can swim but needs to be a stronger swimmer. Most of the time was spent sitting on the side of the pool. I think that my daughter made great progress and I appreciated how responsive her instructors were to her. It would have been a bit easier for her if she has the same instructor each time but she eventually trusted and liked each one. Thank you! Will try private lessons. There does seem to be a gap in the curriculum. Our kid was told that they passed level two during a previous session. However once in level three, we were sent back to level two. More preparation or continuity of training would have been appreciated to ensure we were indeed ready for the next level. I think he should have learned more to prepare him for the next level. He isn't much better than when he started. My youngest passed level 1 even though he could do very few of the skills and wouldn't put his head underwater. He's better than when he started which is the point, but I would not enroll him in the next level yet. Many female lifeguard swimsuits were not covering their bottoms properly. I was disappointed my family was exposed to seeing this. Thank you so much! Instructors were engaged and in the water. Thank you! We liked Michaela McCommon a lot. We hope to have her as Sophia's swim instructor when we return on March 26. Michaela was a wonderful instructor and was very personal with the kids as well as the adults. I hope she continues to teach when we return in March! Great program will be back! It would be helpful if the instructor talked louder.

JULY COMMENT REPORT

Attached are 41 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 41 comments, 18 were positive, 13 were comments making suggestions, questions or requests and 10 were negative.

FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR JULY 2019

Legacy Park Community Center



#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	GCC	Complaint	6/20/19	Tede Price	Megan Crews	None	Why is there not an automatic button to open bathroom doors?! Handicapped people can't open from the inside.	Gamber Community Center has completed an ADA audit and is in compliance with all ADA requirements. MC
2	GCC	Complaint	6/28/19	Tede Price	Megan Crews	Mary Beard	We have been playing cards at Gamber for the past three years. In the last six months, we have been told we can't use the area because it has been scheduled for something. Today there was supposed to be an event at 12. We look forward to this time together. We are not allowed to use one of the rooms. Do you not want us to play there?	Gamber Community Center allows access to multiple areas for patron use. The patron is referring to the bistro area, which is a popular area for patrons to play cards, knit, and socialize. The bistro area is open for use during operating hours with the exception of paid rentals for an event. During those times patrons are allowed to use other areas in the facility. There are multiple areas to sit in the great hall. Staff have also been coached by the GCC Manager to help patrons locate an area for their activity. For example: an unrented classroom or set up a card table in the great hall. Staff left voicemails for Mary on 7/2 and 7/11. To date Mary has not responded. MC
6	LPCC	Complaint	6/24/19	Devin Blazek	Shelby Dawson	Jeff Pollard	Hello, I want to say how much I appreciate the staff at Legacy Park Community Center. I do however have one question. Should the lifeguards be using their cell phones while on duty?	Staff appreciates Mr. Pollard for bringing this situation to our attention. Lifeguards should not be on their cell phone while o stand or on any part of the pool deck. Staff had a conversation with the two individuals who were on their phone, and both received disciplinary action. LSPR's cell phone policy was reviewed with both employees as well as the Head Lifeguards at LPCC to ensure there are no furthe issues. Staff will also review the cell phone policy at the next meeting on July 7, 2019. SD
8	LPCC	Complaint	6/20/19	Mike Hedrick	Jenny Brennan	Multiple	Staff received 15 comment cards expressing dissatisfaction with the new schedule change from Functional Fitness to Cardio and Core on Tuesday's at 9am.	Staff received a resignation from the 9:00am Functional Fitness instructor on 4/24/2019. Staff researched the classes on the current LPCC Group fitness schedule and found between the hours of 7am and 1pm Monday through Friday, LPCC hosts 18 neutral classes that any age, or demographic would be able to attend and participate in, 12 classes that cater to the older population of 60 and over, and 6 classes that were considered to be challenging classes. Throughout the last few years, staff has received numerous comment cards requesting more challenging classes to be placed on LPCC's group fitness schedule during the morning hours. Staff chose to take this opportunity to help eliminate the drastic gap in class formats with placing a more challenging class in the Tuesday, 9am time slot to try and accommodate a bigger demographic instead of only targeting the 60+ age group, even though the class average is 24. Staff called each patron who filled out a comment card and explained the reason for the change. Staff explained the gap in formats with this class being chosen to try to bridge the gap, and bring variety to the current Group Fitness schedule. It was also explained to each patron that staff will be present and take the class for the second class to be able help find a solution to try and meet in the middle in order to accommodate as many patrons as possible, and would be available for questions and concerns before and after the class. Patrons were appreciative of the phone call as well as the fact that staff will be on site at the next class to help. JB
19	LPCC	Complaint	6/22/19	Mike Hedrick	Ola Shobowale	None	Bathrooms and Pool area are dirty	After receiving this comment, staff checked the restrooms and pool area and cleaned them as needed. There are cleaning schedules for these areas, but these cleaning schedules are sometimes delayed based on usage, allowing custodians to get access to the restrooms. Staff has been reminded to be more diligent in following the cleaning schedule. OS
25	LPCC	Complaint	6/25/19	Mike Hedrick	Jenny Brennan	Pat Kelsey	9am Functional Fitness?? New class?? Thanks, but no thanks – pace is too fast, transition too fast. No weights and abs to speak of! Didn't get anything from the punching. Not sure that I will come again.	The 9am Functional Fitness class was updated to incorporate a class containing more cardio to help balance the group fitness schedule. This class is designed to have mainly cardio and core work as the name is "Cardio and Core". This class was strategically placed before the 10:30am Lift class which incorporates all weights. Staff recommends keeping the Cardio and Core class to help offset and balance out the weight classes on the group fitness schedule. JB
28	LPCC	Complaint	6/30/19	Mike Hedrick	Ola Shobowale	Deb Smith	It's really hot and humid in the class/exercise room. I got in at 1:00PM and turned all the fans on and still at 3:00PM, it was still humid. Temperature was set at 67F, but still warm and humid	After receiving this comment on 07.02.19, staff checked the group exercise room and confirmed the patron's complaints. Staff checked the HVAC central computer system and found the room temperature was very high, despite being set at 68F. Staff then checked the roof mounted HVAC unit assigned to the group exercise room, and discovered the unit was no working. Staff contacted the HVAC contractor, and a technician responded on 07.03.19.The technician determined the unit fan motor was bad and needed replaced. The technician brought a new motor and installed it on 07.05.19. Staff contacted the patron and explained the problem with the group exercise room's HVAC unit, and let her know the problem has been resolved. Ms. Smith appreciated the phone call and follow-up. OS
29	LPCC	Complaint	6/11/19	Devin Blazek	Shelby Dawson	Janet Michener	Very, very disappointed in this swim lesson experience. Especially with the inexperienced, swim instructors teaching kids who do not know how to swim. Her grandson was not assisted out of the pool before the instructor moved onto another child, resulting in Janet assisting him out of the pool. She was also upset that one of the instructors missed two days of the class, which resulted in a substitute instructor for two days.	For the first session of swim lessons at Legacy Park Community Center, Level 1, had two instructors that were both new to teaching swim lessons. All instructors attend several in-services (8-12/hrs) prior to the start of lessons. These in-services cover class safety, teaching techniques, class content. Staff also stationed an extra lifeguard on stand during swim lessons as an added layer of security. As noted in the comment form, staff did have a substitute instructor for two days. The assigned instructor had an illness that prevented her from being around children for two days. Staff reviewed the incident and found the content and safety precautions taken for the course met or even exceeded the Red Cross recommendation. However, staff did note the instructor should have sat the child on the wall rather than simply swimming them up to it and allowing them to hold on. The Swim Lesson Coordinator and Aquatic Supervisor will have a discussion with all Level 1 instructors reminding them to always make sure that students are fully out of the water while they are not with the instructor. Staff spoke to Janet Michener on 6.12.19 about her comments and concerns. As mentioned above, she was unhappy with the swim lesson experience and requested a full refund, which was granted based on LSPR's 100% guaranteed satisfaction policy. SD
7	LPCC	Compliment	6/25/19	Devin Blazek	Shelby Dawson	Ken Turner	Thank you for keeping a lap lane open! You saved my life!	During exercise time at Legacy Park Community Center, there are four lap lanes open. During extended open swim, there is one lap lane open. Staff appreciated the positive feedback. SD
9	LPCC	Compliment	6/27/19	Mike Hedrick	Jenny Brennan	Susan Lawson	Your H2O aerobics are great! Cindy is awesome. Going to try a massage with Julie. Have a good one.	Staff appreciates the comment from Susan. Cindy teaches aqua aerobics at LPCC on Tuesdays at 9am, Thursday's at 9am and 10am, and Friday's at 9am. Staff will recognize and share the comment with Cindy at the next staff meeting. JB
10	LPCC	Compliment	6/28/19	Mike Hedrick	Jenny Brennan	Julie Lindner	Love the new 9:00am Tuesday Julie's class. Love the cardio. I need it so bad. Maybe pull back some of the kickboxing. Great job, please keep this class.	Staff appreciates the comment about Julie. Julie teaches Cardio and Core on Tuesday's at 9am. Staff will recognize and share the comment with Julie at the next staff meeting. JB
11	LPCC	Compliment	6/21/19	Mike Hedrick	Jenny Brennan	Katie Accurso	Love the new Friday SET class with Tammy. I would love a Pilate's class 3 times a week. Again, the class was a full class.	Tammy recently began teaching the Friday morning 9:30am SET class. Staff will share the comment with Tammy at the next staff meeting. LPCC currently offers Pilates Thursday evenings at 6:30pm, and Saturday's at 9:30am. This is the first request staff has received for additional Pilate's classes. Staff will keep the program request in mind for future schedule changes. JB
13	LPCC	Compliment	6/22/19	Mike Hedrick	Ola Shobowale	Jane	Thank you for better temperature regulation in the exercise room. It was very good temperature today	Staff appreciates the patron's comment and will continue to ensure the temperature inside the facility is comfortable for our patrons. OS
14	LPCC	Compliment	7/1/19	Mike Hedrick	Jenny Brennan	Bozena Jiminec	Pam's Calorie Crush was an excellent class today. Had everything that we need. (Cardio, Lift, Etc)	Pam teaches Calorie Crush on Wednesday mornings at 7:30am. Cardio Crush is a mixed format class that accommodates all skill levels and abilities incorporating strength, cardio, and core work. Staff will share the comment with Pam and recognize her at the next staff meeting. JB

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
15	LPCC	Compliment	6/24/19	Mike Hedrick	Jenny Brennan	Elizabeth Holmes	This is my first visit here and found that Julie the instructor on Monday's to be one of the best. Loved the choice of music and her ability to interact with her class.	Julie Harp teaches Zumba at LPCC on Monday mornings at 11:30am. Staff will share the comment with Julie and recognize her at the next staff meeting. JB
16	LPCC	Compliment	6/24/19	Mike Hedrick	Jenny Brennan	Stephanie Shemchin	We had an amazing time at Julie's Monday Zumba class. She is a fantastic instructor and made it so much fun. It was a great workout. Julie was encouraging and made learning the steps easy to learn and fun. She also had great music! I would recommend her class and teaching style to anyone!	Julie Harp teaches Zumba at LPCC on Monday mornings at 11:30am. Staff will share the comment with Julie and recognize her at the next staff meeting. JB
17	LPCC	Compliment	7/1/19	Mike Hedrick	Jenny Brennan	Jo Bustamante	Had my first massage with Stephanie and I recommend her without reservation. I had a deep tissue massage – The best I ever had. Also, Stephanie has a wonderful personality.	Stephanie Lane is our newest massage therapist at LPCC. Staff will share the comment with Stephanie and recognize her at the next staff meeting. JB
18	LPCC	Compliment	7/4/19	Devin Blazek	Shelby Dawson	Cassie Schumacher	Austin went out of his way to get in the water to remove a cricket from the pool so I was able to do my exercises!	Staff appreciates the feedback and will recognize Austin Johnson for ensuring that Cassie had the best experience possible while at Legacy Park Community Center. SD
20	LPCC	Compliment	6/24/19	Mike Hedrick	Heath Harris	None	Emily and Trish in childcare are the best! My kids are always excited to see them. I appreciate the environment they create and how caring they are.	Staff appreciates the positive comments regarding the childcare staff. Emily Henry and Trish Kleine are part-time childcare attendants at Legacy Park Community Center and staff will share this comment with them. Emily and Trish will also be recognized at the next staff meeting. HH
23	LPCC	Compliment	7/5/19	Mike Hedrick	Jenny Brennan	Merilee Clagatt	I love Tammy's SET class on Friday. She does a great job cueing and giving several options so you can work to your own level. Tammy also did a great job teaching weights on Tuesday for Annie. She is very enthusiastic and gives a great workout.	Tammy teaches SET on Friday's at 9:30am and subbed Annie's Tuesday 10:30am Lift class. Staff will share the comment with Tammy and recognize her at the next staff meeting. JB
24	LPCC	Compliment	7/5/19	Mike Hedrick	Jenny Brennan	Diane Herriman	Tammy taught an excellent SET class today, Friday. Great cueing, demonstrated 3 levels, lots of encouragement and energy. Had fun involvement. It was fun and challenging.	Tammy teaches SET on Friday's at 9:30am. Staff will share the comment with Tammy and recognize her at the next staff meeting. JB
26	LPCC	Compliment	7/1/19	Mike Hedrick	Jenny Brennan	Jeannie Gordon	Meredith's Zumba class (Sun 3:00pm) is one of the best! She is so fun and such a great teacher! But the room was really hot and humid today.	Meredith teaches Zumba on Sunday's at 3:00pm. Staff will share the comment with Meredith and recognize her at the nex staff meeting. There was mechanical issue with one of the two HVAC units that serves the group exercise space, which caused the warm and humid conditions in the room. The city HVAC contractor was contacted and the unit was repaired on July 5. JB
27	LPCC	Compliment	7/7/19	Mike Hedrick	Ola Shobowale	No Name	Don't stop on keeping the women's locker room clean. Especially the floors.	Staff appreciates the comment and will share it with staff at the next staff meeting. Staff will continue ensuring the locker rooms and all parts of the facility are always clean, safe and welcoming environments for our patrons. OS
3	LPCC	Information	6/13/19	Mike Hedrick	Sal Badali	Rick Esterl	The Rubber Maid Hangers that hold the mats in the aerobics room are coming out of the wall. This is dangerous.	Staff immediately checked out the storage unit that holds the yoga mats. The wall mounted hangers for the yoga mats are coming out of the wall due to the amount of weight it was holding. Staff reattached the mat hangers to the wall. Staff contacted Mr. Esterl and let him know that the issue has been resolved. Mr. Esterl thanked staff for calling him to discuss the issue and for letting him know that the issue had been resolved. SB
12	LPCC	Information	6/25/19	Mike Hedrick	Sal Badali	Jo Bustamante	Please check bicycle #20. When you pedal there is a clicking noise each time the pedals go around. When you stand and cycle the noise gets louder. Please have someone check the bike and fix the problem.	After receiving this comment staff checked cycle #20 and it was determined the bike was in need of repair. Staff removed the bike from the floor and contacted the fitness equipment repair service provider. They are scheduled to repair the bike on 7/1/19. Follow-up: The bike was repaired on 7/1/19 and was placed back into service. SE
4	LPCC	Suggestion	6/8/19	Mike Hedrick	Sal Badali	Ruth Glennon	I wanted to see if you had considered obtaining kayaks for the watercraft program. This would be a great addition to the things you already offer. Patrons would benefit from being able to rent kayaks; they would be able to go out by themselves instead of having someone accompany them. Older individuals would benefit from utilizing a kayak versus a standup paddleboard because they are more stable. I would be interested in renting a kayak for $10-15 an hour.	This is the first comment staff has received about using kayaks. Staff reached out to the patron stating kayaks have not be allocated into our 2020 fiscal budget. Staff currently offers stand up paddle boards and canoe reservations free of charge to patrons. Ms. Glennon thanked staff for contacting her about her comment. Staff does not recommend purchasing kayaks a this time. SB
5	LPCC	Suggestion	6/13/19	Mike Hedrick	Sal Badali	Evan Clarke	Legacy Park Community Center is a great facility, the only thing missing is a deadlift platform!	This is the second comment staff has received requesting a deadlift platform. Staff contacted the patron to thank them for their comments. Staff is currently looking into cost options, size options and current space available to determine if a deadlift platform is something that could be purchased in the future. SE
21	LPCC	Suggestion	7/4/19	Mike Hedrick	Sal Badali	Ian Franklin	Kayaks for the lake would be nice.	This is the second comment staff has received requesting kayaks. Legacy Park Community Center offers stand up paddleboards and canoes for the community to reserve free of charge. Staff does not recommend purchasing kayaks at this time. SB
22	LPCC	Suggestion	6/28/19	Mike Hedrick	Sal Badali	RT Ryan	Would you please add 2 more new step machines? They are beginning to become popular.	This is the first comment staff has received requesting additional new step machines. Staff has planned to replace three treadmills, two recumbent bikes, and two elliptical machines in FY20. Staff reached out to Mr. Ryan stating another new step machine has not been allocated into our 2020 fiscal budget. Staff currently offers two new step machines that can be utilize for 30 minutes at a time. Mr. Ryan thanked staff for contacting him about his comment. Staff tracks usage of all fitness equipment on an hourly basis. Staff will continue to monitor the usage of the new step machines, but does not recommend purchasing another new step machine at this time.
30	LPCC & LVCC	Information	7/11/19	Jodi Jordan & Mike Hedrick		Pamela Cawthon	I'm getting ready to go on Medicare and was wondering about the Silver Sneakers program. Is it honored by your center and would I be able to go swimming there?	Thank you for reaching out to us. YES! All of our facilities (Legacy Park Community Center, Longview Community Center, Gamber Community Center) are Silversneaker eligible. Your membership would be paid for by your insurance company. Please let me know if you have any more questions. Thank you!
36	LVCC	Compliment	6/19/19	Jodi Jordan	Lisa Chism	Mike Fallis	Gulshan was awesome for Zumba.	Staff saw Mike in person and thanked him for his comment. Gulshan is a popular instructor and was subbing a class that Mike regularly attends. It was his first experience taking one of her classes. Staff will recognize Gulshan at the next staff meeting. LC
31	LVCC	Suggestion	6/25/19	Jodi Jordan	Lisa Chism	Dianne Voltz	Would like to have all yoga classes after Zumba so we can leave relaxed after a hard workout at Longview.	Staff contacted Dianne and thanked her for her comment. She regularly attends the 11am Zumba Gold class on Tuesdays and Thursdays at Longview. There is a 10am Yoga class prior to Zumba Gold both days. She asked if they could switch times. Both class formats are very well attended. Staff explained that the schedule would not change but additional yoga classes may be put on the schedule in the future as the member base at Longview grows
32	LVCC	Suggestion	6/19/19	Jodi Jordan	Eric Schooley	JJ Coates	Would appreciate designated pickleball lines for the court. It is very difficult to determine the current lines. The colors are always changing	The gymnasium is striped for basketball, volleyball, and pickleball. The pickleball lines are predominately purple, but there are places on the gymnasium floor where pickleball lines overlap either the volleyball lines or the basketball lines. In these cases the color of the basketball and volleyball lines take priority. Staff doesn't recommend any changes.ES
33	LVCC	Suggestion	6/19/19	Jodi Jordan	Eric Schooley	Kay Owens	Pickleball players have commented many times that the court lines are very confusing. Several of these comments have come from players at other facilities (LPCC). They don't come back.	The gymnasium is striped for basketball, volleyball, and pickleball. The pickleball lines are predominately purple, but there are places on the gymnasium floor where pickleball lines overlap either the volleyball lines or the basketball lines. In these cases the color of the basketball and volleyball lines take priority. Staff doesn't recommend any changes.ES

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
34	LVCC	Suggestion	6/20/19	Jodi Jordan	Eric Schooley	M McGinley	Request white lines in the gymnasium to distinguish pickleball courts from all others. The screen on the ceiling should be moved so it can be used between the pickleball courts and others.	The gymnasium is striped for basketball, volleyball, and pickleball. The pickleball lines are predominately purple, but there are places on the gymnasium floor where pickleball lines overlap either the volleyball lines or the basketball lines. In these cases the color of the basketball and volleyball lines take priority. Staff doesn't recommend any changes. The curtain in the gym is positioned in alignment with the overhead beams which are necessary to support its weight. There are no changes that can be made in regards to the position of the curtain. ES
35	LVCC	Suggestion	6/17/19	Jodi Jordan	Eric Schooley	Julie Heffron	Please add another fan near the elliptical machine.	There is an oscillating fan located on the south wall of the weight room that blows air across the elliptical area. This is the first comment staff has received regarding this issue. Staff does not recommend additional fans at this time. ES
37	LVCC	Suggestion	7/9/19	Jodi Jordan	Lisa Chism	Pam Denny	Patron asked if yoga classes can be moved upstairs at Longview because of the noise in the group fitness room that comes through the weight room upstairs, especially on Saturdays	Staff contacted Pam and explained the community center is a shared space. It would not be feasible to hold a yoga class on the weight room floor due to space constraints and safety issues. Pam expressed frustration with this response and said she hopes we find another option soon. LC
38	Summit Waves	Complaint	7/1/19	Devin Blazek		Michelle Dobson	I am trying to report public health and safety issues at Summit Waves. We have been pass holders in years past and certainly regular guests as well over the years and it has been nicely taken care of. This year, however, is a different story. The three times I have come, the women's restroom has needed severe attention. Toilet paper has run out. Gross trash has been left in stalls by other guests. Worst if all, NONE of the soap dispensers work. I have reported it once and nothing has changed. This is my second attempt to make it known to someone who might correct the issues. It is a matter of health and safety so please take it seriously. Thank you. Thank you for looking into this and making corrections. I appreciate it and look forward to a better experience	I apologize for the delayed response. Staff looked in to your comments. Thank you for bringing this to our attention and I apologize for your poor experience. Our patrons' comments are important to us and often times make us better. The weekend of June 29th and 30th, staff was made aware the soap dispensers were not working. Staff discovered the wrong cartridge has been placed in the dispensers, preventing them from working properly. We have since resolved the issue and all the dispensers are working correctly. I am sorry you experienced the other cleanliness issues you noted. Staff conducts checks of the locker rooms on an hourly basis and more frequently on busy days. I have met with the management team and staff to reemphasize the importance of checking the locker rooms on a regular basis. Should you have any issues on future visits, please ask for the manager on duty so we can resolve the issues immediately. Thank you again for bringing this to our attention. If you would like to discuss this issue further, please contact me at devin.blazek@cityofls.net or by calling 816-969-1546
40	SW	Complaint	6/20/19	Devin Blazek	Shelby Dawson	Linda Ellis	Pool so cold today, it caused hip cramps the entire 50 minutes that I worked out.	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. Yesterday, the lap pool was at 86 degrees, which is within the acceptable temperature range. SD
39	SW	Compliment	7/8/19	Devin Blazek	Shelby Dawson	Janet Michener	Janet Mitchener called the Aquatic Supervisor on 07.08.2019 to thank her for taking time to show her what lifejackets would fit best on her two grandsons.	Staff appreciates the positive feedback and will continue to educate patrons about water safety. SD
41	SW	Compliment	6/27/19	Joe Snook	David Dean	None	A patron stopped me during my facility visit and stated she had purchased a season pass to Summit Waves for many years now. She wanted staff to know how clean the facility is always kept, how friendly the welcome desk staff is and overall what a great job staff does operating Summit Waves	I thank the patron for her positive comments and told her that her comments would be shared with the entire staff at the next staff meeting. DD

~ JULY ~

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

~ 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	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 Glow Zumba-LPA	7
8	9	10	11	12 Moonlight Yoga-LPA	13	14
15	16	17 6:15pm City Council	18	19	20	21
22	23	24 NRPA Connference	25 6:00pm Park Board meeting (Strother Conference Room) Sunrise Yoga-LPA	26	27	28
29	30					

L.S. Journal
Wednesday, July 3, 2019

WHAT'S NEXT FEST

The What's Next Fest is coming to Legacy Park Amphitheater on July 13 from 6 p.m. to 10 p.m. The event is a live concert featuring up-and-coming bands from the Kansas City area. This year's bands include Pink Royal, Mild Cats, Blue False Indigo, NuBlvckCity and The Moose. What's Next Fest is sponsored by the Mid-Continent Public Library, The Record Machine and Lee's Summit Parks and Recreation. Admission is free.

LS Tribune
Saturday, July 6, 2019

Lee's Summit Parks & Recreation To Hold Hiring Event

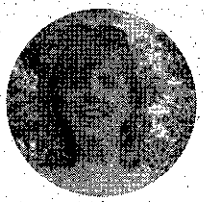
On July 9 at 6pm, Lee's Summit Parks & Recreation (LSPR) will be holding a hiring fair at Gamber Community Center. Come join our team for a brief presentation learning about our current part time position openings. We will cover everything from the hiring process, schedules, pay, and uniforms to a typical day in the position.

Applicants must be at least 16 years of age. Minimum requirements include high school diploma or equivalent, and/or at least one-year experience in customer service. Work hours for the position may vary. If you think we have the right position for you then you can submit your application and schedule your interview that evening. Bring a copy of your resume, a pen and a valid I.D.

Lee's Summit Parks and Recreation is an accredited, gold medal award-winning agency with more than 45 full time professionals and over 300 seasonal and part time employees, who provide dozens of quality recreational opportunities to the Lee's Summit community. Employment at LSPR guarantees the opportunity to learn communication and organizational skills, professionalism and civic responsibility while building outstanding personal and work relationships.

For more information, please contact Gamber Community Center at 816.969.1581, or visit LSPR's website at LSParks.net.

Tour De Lakes will welcome bikers of all ages



BY JAN NELSON
Special to the Journal

Have you noticed signs around town advertising the Tour de Lakes? Wonder what it is and what it tours? I did until recently when Diane Logan came to the Lee's Summit Livable Streets Board and spoke about the bike tour. Diane shared with the board the Tour De Lakes is not a race but a tour around the area lakes.

The Tour De Lakes is hosted by Lee's Summit Parks & Rec and is on June 22. It starts at 7 a.m. at Longview Recreation Center parking lot at 3801 SW Longview Road, 64081.

The event commemorates Tom Logan, a local Lee's Summit resident who was an avid bicyclist. The age range for the event is any age and there are riding levels for all ages. Among many reasons to join the tour is to enjoy nature, have fun with family and friends, and experience the many lakes of Lee's Summit.

There are routes for all levels of cyclists. If you are just getting into cycling or want your younger children to participate, you can choose a 10-mile route, which tours Longview Lake. The other routes include:

- 32 mile ride around Longview and Raintree Lakes
- 56 mile ride around Longview, Raintree, and Lakewood Lakes
- 64 mile ride around Longview, Raintree, Lakewood Lakes, Lake Jacomo and Blue Springs Reservoir.

After completing the tour, you can enjoy the after-bike ride festivities back at the Longview Recreation parking lot. The festivities include food and live music as cyclists share the day's stories and relax after a long ride.

What a great way to usher in summer, get moving, have fun, and take a great bike ride. For more information or to sign up, go to tourdelakes.org.

This article was submitted by Jan Nelson, who is a member of the Livable Streets Advisory Board, a Mayor-appointed, volunteer board whose goals include working to make our community and our streets more "livable," safe and accessible for all of our citizens.

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