

JANUARY 2020

Park Board Meeting Packet



Santa Claus came to Summit Ice and skated with all the good patrons of Lee's Summit Dec. 7, 14 & 21.



LSPR staff held their annual Holiday Lunch at the PCOC before the break began.

Lee's Summit Parks & Recreation presents:

**LONGVIEW
COMMUNITY CENTER
1 YEAR ANNIVERSARY!**

SATURDAY, JANUARY 4



Longview Community Center held its first Anniversary Party on Saturday, Jan. 4



Employee Breakfast was held on Jan. 8. We had three Employee Recognitions and two Employees of the Quarter.



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:	January 22, 2020	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				Joe Snook	N/A
PRESENTATIONS					
End of Activity Presentation – Lovell Community Center				Mike Hedrick	N/A
End of Activity Presentation – Longview Community Center				Jodi Jordan	N/A
AGENDA ITEM				STAFF RESPONSIBLE	
APPROVAL OF MINUTES: December 2019 Regular Session Minutes				Jackie McCormick Heanue	1-7
TREASURER'S REPORT: read by Lawrence Bivins, Treasurer (includes November and December 2019 Financial Report)				Carole Culbertson	8-27
SALES TAX REPORT: December 2019 and January 2020				Carole Culbertson	28-31
BOARD APPROVAL ITEMS					
Award of Bid No. 2020-PR-007 Athletic Field Lighting				Jackie McCormick Heanue	32-34
Land Water Conservation Fund Resolution – Pleasant Lea Park Improvements				Steve Casey	35-36
Youth Sports Association 2020 Agreement – Lee’s Summit Baseball Association				Brooke Chestnut	37-56
Youth Sports Association 2020 Agreement – Lee’s Summit Girls Softball Association				Brooke Chestnut	57-76
OLD BUSINESS					
<ul style="list-style-type: none">Projects and Services ReviewCapital Projects Plan –<ul style="list-style-type: none">Howard Park ImprovementsSummit Park ImprovementsLowenstein Park ImprovementsSummit Waves Wave PoolFundraising Update				All Staff	77-85
				Steve Casey	86-90
				Steve Casey	91-95
				Steve Casey	96-98
				David Dean	99-104
				David Dean	105-107
NEW BUSINESS					
4 th Quarter Parks Security Report				Brooke Chestnut	108-110
2019 Park Board Retreat Summary				Joe Snook	111-117
End of Activity Reports				Joe Snook / All Staff	118-196
PATRON COMMENT REVIEW				Joe Snook	197-205
MONTHLY CALENDARS				For Information Only	206-208
ROUNDTABLE				Park Board Members and Staff	N/A
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD				Joe Snook	N/A
MEETING ADJOURNMENT					
BOARD COMMITTEES					
Budget Lawrence Bivins-Chair Marly McMillen Beelman Nick Walker		Personnel Mindy Aulenbach-Chair Jim Huser Samantha Shepard		Youth Sports Jim Huser-Chair Casey Crawford Nancy Kelley	
Foundation Board Samantha Shepard-Chair Nancy Kelley Nick Walker					

LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	December 4, 2019	TIME:	6:00 PM	PLACE:	Strother Conference Room		
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:	
Tyler Morehead, President		Casey Crawford		Joe Snook			
Mindy Aulenbach, Vice President		Samantha Shepard		Carole Culbertson			
Lawrence Bivins, Treasurer				David Dean			
Nancy Kelley				Steve Casey			
Nick Walker				Tede Price			
Jim Huser				Jackie McCormick Heanue			
				Brooke Chestnut			
				Ryan Gibson			
AGENDA ITEM		DISCUSSION (Findings/Conclusions)					RECOMMENDATIONS/ ACTIONS
PRESENTATIONS							
Camp Summit 2019 End of Activity Presentation		<p>Mr. Ryan Gibson, Harris Park Community Center Manager, introduced the 2019 Camp Summit Theme: Fun Starts Here! He summarized the statistics of participants and employees as well as the dates of camp for 2019. Mr. Gibson noted the difficulty hiring nurses to work the hours and schedule of camp this year, and reported research has been conducted to try to find ways to encourage applicants next year. Mr. Gibson reported revenues, which he explained were lower than budgeted due to the fact that camp was shortened as a result of the school schedule. However, expenses were also lower because of the shortened schedule. He reviewed the cost breakdown and highlighted crafts and snacks as two areas where staff worked hard to contain costs and provide high quality, healthy options. He also explained the increase in part time expenses due to the minimum wage implementation.</p> <p>Mr. Gibson noted there were surveys sent to 524 unique households, with 123 returned (23% return rate). Field trips accounted for a significant number of comments, with a variety of positive and negative. He noted it becomes difficult to find unique field trips to offer due to the number of participants and the options available in the area, however staff uses unique strategies to try to make other opportunities available.</p> <p>Mr. Gibson also commented on the number of responses seeking to extend the age group to 12 and explained to the board this would be very difficult to do due to space constraints.</p> <p>Mr. Gibson explained the end of year experiences for campers and staff, which are very emotional, and explained tears are a good thing in this instance because of the positive impact camp has on the participants.</p> <p>Mr. Bivins asked how the surveys are sent out. Mr. Gibson reported they are sent via e-mail.</p> <p>Ms. Kelley asked whether there have been handicapped students attend camp. Mr. Gibson reported there have been, they are usually high functioning, and we have never had anyone in a wheelchair. If it is known/noticed, Ryan tries to have a conversation with the parents in advance to prepare and determine how staff may be able to assist or accommodate. Mr. Snook added there are probably more children who have emotional or spectrum issues as opposed to physical disabilities. He noted at the end of the day, staff tries to accommodate but it has to work within the framework of camp, and one on one interaction is not possible.</p>					

Approval of Minutes of October 23, 2019 Regular Board Meeting	Supporting documentation (see pages 1-6.) No questions or discussion.	Ms. Aulenbach made a motion to approve the October 23, 2019 Regular Board Meeting Minutes; seconded by Mr. Bivins. Motion carried unanimously.
Treasurer's Report – October 2019	Supporting documentation (see pages 7-16.) Mr. Bivins read the Treasurer's Report for October 2019. No questions or discussion.	Ms. Kelley made a motion to accept the Treasurer's Report for October 2019; seconded by Ms. McMillen. Motion carried unanimously.
Sales Tax Report – November 2019	Supporting documentation (see pages 17-18.) No questions or discussion.	No Board Action.
BOARD APPROVAL ITEMS		
Award of Bid No. 2020-PR-005 Lockers for Lovell Community Center	Supporting documentation (see pages 19-22.) Mr. Dean explained this project was included in the capital improvements list for FY 2020 and noted the current lockers are no longer able to be repaired because parts are no longer being made for the system. In response to this, staff issued an RFP seeking responses for the project. He noted the project would be completed during the slower period of the year and would be accomplished in phases. He also noted the number of lockers was going to be reduced in this project, due to need and space availability.	Mr. Bivins moved to award RFP No. 2020-PR-005 to Bulte Company for the replacement of lockers at Lovell Community Center in the total amount of \$66,599.00 and further authorize the Administrator of Parks and Recreation to enter into an agreement and execute any documents necessary to procure the goods and services described; seconded by Ms. Aulenbach. Motion carried unanimously.
Greenway Trails Master Plan Update	<p>Supporting documentation (see pages 23-51.) Mr. Casey reported staff has been working with Vireo, LSPR's consultant on this project. He noted the City has been working under Greenway Trails Master Plans since 1998, which are updated about every ten years.</p> <p>Mr. Casey gave an overview of the trails system within Lee's Summit. He identified the biggest topic coming out of the discussions were influencing factors which have changed, the most significant being the Rock Island Trail. He also noted strong desires for connectivity between Downtown Lee's Summit and the Rock Island Trail.</p> <p>Mr. Casey reminded the Board of the City's Comprehensive Plan review, which will be in process in the next 6-12 months; the greenway update process was intended as a kick start to the discussion.</p> <p>Mr. Casey highlighted the community engagement component of the master plan update, which occurred on one day in June 2019 and included focus group discussions with community members, the Livable Streets Advisory Committee, and Mid America Regional Council (MARC) as well as City staff. Consistent themes of these discussions focused on connectivity to downtown, overland trail development (not adjacent to roadways), and collaboration between City departments. Mr. Casey reported there was modest attendance at the public open house, but there were more than 250 responses to the online polls, which provided good feedback from the community.</p> <p>Several opportunities were identified, including O'Brien Road and the bridge way crossing over US 50 Highway, the Paragon Star Development and its' connection to the Rock Island Trail and Little Blue Trace.</p> <p>Mr. Casey noted some of the regional priorities are a bit out of LSPR's control from a jurisdictional standpoint, but the desire is to support other agencies as best as possible.</p>	Ms. McMillen moved to approve the Greenway Trails Master Plan and recommend for adoption into the City of Lee's Summit Comprehensive Plan; seconded by Ms. Kelley. Motion carried unanimously.

	<p>Some of the identified challenges included land availability and funding.</p> <p>He highlighted the priorities of the City and mentioned the PRI property and opportunities for expanding the system to the south through the property.</p> <p>Mr. Casey summarized some possible funding mechanisms, including the Parks Sales Tax, grants, shared projects with City departments such as Public Works, and the possibility of a regional tax, for which legislation is currently being considered in Jackson County. Mr. Snook explained the regional tax would go to each municipality for a vote, and if the community passes it, then the community receives a benefit, which is based on population.</p> <p>Mr. Casey explained the next steps include continuing to build momentum with the opening of the Rock Island Trail, focusing on the priorities of the community, and finding opportunities for funding, focusing on regional funding. He also reiterated cooperation with the City's Comprehensive Master Plan Update, because all of the projects are closely related and intertwined.</p> <p>Mr. Walker asked what Jackson County's plan is for the Little Blue Trace trail currently. Mr. Casey noted the County is challenged with acquisition and funding, but there is a plan in place. Mr. Snook explained there would be a connection from Rock Island to Little Blue Trace, effectively from Noland Road to the Rock Island. He also noted there is approximately 2 miles of space which are challenging for land acquisition. He stated he believes the feasibility of the connection happening is strong and will likely happen before the connection between the Katy Trail and the Rock Island in Pleasant Hill. Mr. Walker</p> <p>Ms. McMillen complimented the report and the work by staff.</p>	
Budget Amendment No. 1 to FY2019	Supporting documentation (see page 52). Ms. Culbertson explained with the closeout of the Longview Community Center project, it was necessary to make adjustments to reflect the appropriate location of expenditures related to the construction project and subsequent operations.	Ms. Kelley moved to approve the Budget Amendment to move the remaining Longview Community Center renovation funds of \$50,196 from the Construction Fund 327 to the Longview Community Center Fund 205; seconded by Ms. Aulenbach. Motion carried unanimously.
Change Order No. 19003-001 Wave Pool at Summit Waves	Supporting documentation (see pages 53-58). Mr. Dean explained the old pool and foundation of the pool house building were discovered during the excavation of the project, and in order to stay on critical path, work had to begin immediately. The original contract did not have a component for demolition and removal, therefore a change order is necessary to incorporate the needed work for removing the old pool from the construction area.	Mr. Bivins made a motion to approve Change Order No. 19003-001 for Project No. 47132784 Wave Pool at Summit Waves related to a change in scope to include demolition work needed to remove the old municipal pool components from the project site at a total cost of \$58,598.26; seconded by Ms. Kelley. Motion carried unanimously.
Approval of Co-Op No. 2020-036 Musco Sports Lighting, LLC	Supporting documentation (see pages 59-76). Ms. McCormick Heanue explained this Co-Op was being brought forward to save the time and effort of going through the formal bid process because the entity has already been vetted and gone through a competitive process with another entity which has been approved by the City, in accordance with the relevant provisions of the Procurement Policy. Musco is frequently used as the source of lighting equipment throughout the LSPR system. This Co-Op is being presented to the Board for approval because projects planned and budgeted for the contract period may exceed \$50,000, the required threshold for Board approval.	Ms. Kelley moved to approve the participation in and use of Contract No. 2020-036 through Sourcewell for an Agreement with Musco Sports Lighting, LLC and further move that the Board authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure supplies and services under the agreement consistent with approved projects and budgets; seconded by Mr. Bivins. Motion carried unanimously.

OLD BUSINESS

Projects and Services Review	Supporting documentation (see pages 77-85.) No questions or discussion.	No Board Action.
Capital Projects Plan through 2019	<p>Supporting documentation (see pages 86-103.)</p> <p>Summit and Howard Park Improvements: Mr. Casey celebrated the weather is finally beginning to cooperate, and explained remaining portions of the Howard Project include resurfacing/restriping of the parking lot, completion of restrooms, and rock/backfill/grading work, as well as landscaping, which will take place in spring. At this time, formal opening of the park will likely coincide with the splash pad near Memorial Day. He reported the park is already being used to a certain degree, with the playground already accessible for use.</p> <p>Staff anticipates asphalt to be poured in the parking lot this week at Summit Park, with base course slated for Thursday and final coat Saturday. Shelter work is also underway, with the staining occurring off site. Practice fields, batting cages, backstops, second infield, and other related improvements will be completed in house by LSPR staff. At this time, staff is hoping for surface and color coating in the coming weeks for the tennis court as well.</p> <p>Lowenstein Park Improvements: Mr. Casey reported the parking lot is built, restrooms close to completion, water and sewer hookups and electrical completion is pending. After developers complete their work, LSPR staff will come in and begin shelter and playground portion of the park development.</p> <p>Mr. Bivins asked about the retaining wall at Lowenstein. Mr. Casey reported the wall is on the developer's property, and is near where pad site restaurants will go.</p> <p>Wave Pool @ Summit Waves: Mr. Dean reported the project is moving along well, with the big milestone last Wednesday with the pouring of the floor of the pool. He explained the focus over the next few weeks will include forming walls and the storm water detention.</p>	No Board Action.
Fundraising Update	<p>Supporting documentation (see pages 104-106.) Mr. Dean reported the Pediatric Associates agreement was finalized and fully executed today, which was helpful in replacing another sponsor who didn't renew.</p> <p>Mr. Snook shared the acquisition of a sponsorship for Summit Ice from Lee's Summit Medical Center, which will be a three year sponsorship and will include banners and a wrap for the ice resurfacing machine.</p> <p>No questions or discussion.</p>	No Board Action.
Wi-Fi in Parks Installation Update	Supporting documentation (see pages 107-108.) Ms. Culbertson happily announced the completion of the Wi-Fi in Parks project and Mr. Snook reiterated there would be no further reports regarding this item. No questions or discussion.	No Board Action.
NEW BUSINESS		
Landfill to Parks Presentation	<p>Mr. Snook introduced this presentation as the results of staffs' due diligence in researching the potential of converting the Lee's Summit landfill to a park.</p> <p>Mr. Casey provided an overview of the Lee's Summit Resource Recovery Park and explained a majority of the landfill operations have ceased. He explained LSPR staff met with Public Works staff to brainstorm possibilities as Public Works is working through the closure process, which includes capping and topping the landfill and is close to completion. Mr. Casey explained there are 230 acres of property, with approximately 80 acres which are truly "landfill." He also explained the 30 year environmental oversight requirement post-closure, which progressively reduces as time passes, and is primarily related to methane, settlement and leachate.</p> <p>At this point, there has been no conversation indicating the City would be seeking compensation for the land, they just want to be alleviated from ownership. Public Works has already set aside the funds necessary for post closure monitoring and escrow. There is currently an RFP for the possibility of a transfer station on the property as well.</p>	No Board Action.

	<p>No buildings may be built on the landfill site itself per DNR regulations. More active park use could possibly take place on non-landfill portions of the property, however.</p> <p>LSPR and Public Works staff met with DNR in April. Additionally, staff has made several visits to the site with consultants, contractors and City staff. The objective of the preliminary discussions with DNR was to determine whether there are any “deal breakers.” There are no municipally owned landfills which have been converted to parks in the State of Missouri, thus making this project new territory for all involved, however, the aspects of environmental protection are non-negotiable.</p> <p>Mr. Casey provided a brief report on staff’s tours of other landfill to parks conversions – at locations in Florida and Virginia in August and Iowa in November. He summarized the facilities which were toured by staff, including two “Mount Trashmores,” one in Virginia and one in Iowa. He noted Federal regulations prohibit planting of trees or the construction of any other structures on the dome of the landfill.</p> <p>Mr. Casey also explained staff has completed a preliminary SWOT analysis of the potential project, and gave the Board an orientation of the landfill area and the surrounding properties.</p> <p>Ms. Kelley asked whether MDNR was receptive to the project. Mr. Casey explained the overall response was generally supportive of the concept. No one ever said “no” to any of the ideas which were discussed, but Mr. Snook noted one of the biggest challenges for the project is controlling access to the dome itself.</p> <p>Mr. Huser asked whether City Council was in agreement with the transfer of land at no cost to Parks? Mr. Snook reported he could not definitively answer the question, and the only information from Public Works to date is they don’t expect compensation. Mr. Binney stated as an elected body there has been no decision made regarding the topic at this point, and explained the Council would need to see a more comprehensive proposal before making a decision.</p> <p>Mr. Snook explained the next steps involve asking whether Park Board wants to hire consultant to work on a preliminary plan for a landfill to park conversion, to come up with concept, refine plans, bring those proposed plans to the Park Board, and ultimately bring the plan to the City Council for consideration.</p> <p>Mr. Huser noted he would be reluctant to work on the project if he doesn’t know the Council as a whole has been briefed and had some knowledge of the project.</p> <p>Mr. Morehead asked Mr. Bivins to share his thoughts, since he toured all the facilities with staff. Mr. Bivins expressed his concern about leachate, but it has been overcome in other projects. He explained to the Board Trashmore #1 has grass, which is maintained, and it is impressive. He expressed agreement with Mr. Huser about sharing with City Council thoughts and garner excitement from Council if we are going to spend significant resources on a conceptual plan. He also noted he wants to make sure whoever we hire gives a very comprehensive proposal, more than just nice architectural drawings, because this project is much deeper and bigger than a regular park. He did note at some of the facilities methane smell is apparent. He stated he was very impressed with Trashmore #1 (Virginia) and Trashmore #2 (Iowa) had an impressive view of the river and the structure on top.</p>	
Sculptures on the Move	<p>Supporting documentation (see page 109.) Ms. Price explained she was tasked with researching art in parks. She happened upon the Sculptures on the Move program which is an effort to bring more public art to parks, on a temporary to permanent basis. The program began with a single municipality, then expanded in 2018 to include Poplar Bluff and Jefferson City. Ms. Price contacted the group and asked whether there was interest in expanding to the Kansas City region, which the group indicated there was.</p>	No Board Action.

	<p>Staff is proposing to participate in a two (2) year cycle, which includes payment of the membership fees, payment of fees to the artist, and payment for the creation of plaques to identify the artwork and the program.</p> <p>Last year, there were 50 submissions from artists. There is a draft pick format for selection of art. She noted this is a great way to get art for the parks and for it to be affordable. She also explained if we like the artwork, we can negotiate with artist to purchase and keep it after the expiration of the cycle.</p> <p>Mr. Snook explained he wanted to make the Board aware of LSPR's planned participation and allow an opportunity for any comments or concerns.</p> <p>Mr. Binney asked how many sculptures or art pieces would be obtained. Ms. Price reported one would be obtained for Summit Park and one for Legacy Park Amphitheater.</p> <p>Mr. Huser asked about the security and who owns and is responsible for damage. Ms. Price explained staff has not been provided with a copy of the program agreement yet, but negotiations ultimately occur with artist, and are not governed by the Sculptures on the Move organization.</p>	
End of Activity Reports	Supporting documentation (see pages 110-190.) Mr. Morehead asked about the reduction in participation of Tour de Lakes. Ms. Price explained the drop off was due to the weather on the day of the event.	No Board Action.
PATRON COMMENT REVIEW		
<p>Supporting documentation (see pages 191-207.) Ms. McMillen noted the enthusiasm of the pickle ball players. Mr. Snook explained the requests included in the packet and noted the Lovell Community Center issues have already been addressed and the participants are very happy with the accommodations. He also explained staff will be meeting with representatives of the second group next week. He reported the discussion seems to be framed around pickle ball programming in the community. Staff will research the matter and is monitoring the use of our facilities and participants who use them to determine whether patrons are adequately being accommodated with the resources available.</p> <p>Ms. Kelley commented on the heart attack at Longview and complimented staff on their diligence and being ready and trained.</p>		
MONTHLY CALENDARS		
Supporting documentation (see pages 208-210.)		
STAFF ROUNDTABLE		
<p>Mr. Snook mentioned his meeting with an instructor from Lee's Summit R-7 about opportunities for projects with students. Staff is looking at research regarding economic impact of the parks in communities. The project will likely center around Miller J. Fields and Lea McKeighan South and North, as well as youth sports and competitive sports. At this time, it is anticipated the group will complete their work and come to present those efforts in April.</p> <p>Mr. Snook reminded the Board the Mayor's Character Breakfast is January 23, 2020 from 7-9am. Last year, tickets were \$160 for a table of 8. This year, table of 8 is \$1,000. Tickets are still \$20 per person. He reported LSPR will not buy a table, but will buy individual tickets for those interested in participating. He expressed he would like LSPR to have a presence, and he is planning to speak with the Director of Lee's Summit Cares to see if anyone in attendance can sit together without buying a table. Mr. Morehead, Ms. Kelley and Ms. McMillen all expressed interest in attending.</p> <p>Mr. Snook reported the YSA Softball and Baseball Agreements are currently being reviewed by YSAs and need to be reviewed by YSA Board subcommittee. Staff is planning a meeting of the Committee in early January. He noted YSA's reported concerns about the indemnification in the Agreement, which has been in place for 20 plus years. He explained staff would be meeting with representatives from softball on Friday to address concerns but assured the Board we would not agree to remove indemnification requirements.</p> <p>Mr. Snook reported to the Board there is a need of updating signage in many of the parks, particularly the no tobacco signs. He reminded the Board of recent conversations regarding vaping and suggested the topic be re-considered before ordering the new signs. Ms. Aulenbach asked about how a vaping ban would be enforced. Mr. Snook reported it would be a park rule similar to the one already in place for tobacco. Mr. Snook reported staff would research restrictions on vaping and will present findings to the Board for further discussion. Mr. Bivins asked whether there was any signage that needed to be taken care of now rather than wait until after the vaping decision is made, and suggested replacing it now rather than wait on the vaping decisions.</p> <p>Mr. Snook shared with the Board there was a dog death at Dogwood Park. A Chihuahua was brought into the large dog area with a Mastiff and two other large dogs. The Mastiff thought it was a toy, picked it up and killed it instantly. The outcome was the imposition of the Dangerous Dog Ordinance on the Mastiff and its' owner. Mr. Snook explained to the Board currently, there are no specific rules in our park regarding dangerous dogs. Ms. McMillen noted it was something to consider. Mr. Huser asked about what we are taking on by creating a rule. Ms. Kelley asked if there are restrictions for big dogs and little dogs. Mr. Snook reported there is not, but the big reported issue is walking path, and the fact there are not a lot of toys and things to do in small dog area. He noted it was a poor decision on the dog owner's part and an unfortunate event, and reported staff would be reviewing the dangerous dog ordinance and the park rules to determine whether to recommend any changes.</p>		

BOARD ROUNDTABLE

Ms. McMillen thanked Mr. Snook for the tour of Lowenstein Park and suggested other Board members take a tour as well.

Mr. Bivins asked when the ice rink opens. Mr. Snook reported it is open currently. Ms. Kelley noted the Skate with Santa is taking place the next three (3) Saturdays from 6-9pm.

Ms. Aulenbach noted she skipped over the Projects and Services review portion of the Agenda and asked whether there were any comments.

Ms. Kelley commented the Lee's Summit North PE students are participating in the Broomball activity at Summit Ice, and thanked LSPR for working with her son and the school district to achieve this.

Mr. Binney noted the Park Ordinance revisions which were pulled from the City Council Agenda, but explained it would be coming back next week.

Mr. Morehead noted his appreciation for the Thanksgiving Luncheon with staff. Mr. Snook noted there would be a Christmas Luncheon as well on December 23, 2019 at the Maintenance Facility.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

None.

MEETING ADJOURNMENT

CLOSED SESSION

Ms. Aulenbach made a motion pursuant to Section 610.021(1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action, or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys to move into Closed Session; seconded by Ms. Kelley. Roll Call: Aye - Mr. Morehead, Ms. Aulenbach, Mr. Bivins, Ms. Kelley, Mr. Walker, Mr. Huser, Ms. McMillen; Absent – Ms. Shepard, Mr. Crawford.

Financial Outlook as of November 30, 2019



Fund	Fund Balance @ 11/30/19 (unaudited)
Gamber Community Center	\$ 537,101
Lovell Community Center	\$ 1,463,902
Longview Community Center	\$ (434,709)
Harris Park Community Center	\$ 446,834
Parks and Recreation	\$ 1,099,662
Summit Waves	\$ 297,848
Cemetery	\$ 1,347,535
Construction	\$ (1,994,620)
Park COP	\$ 480,154

Fund	MTD 11/30/19	Prior YTD Actual	Current YTD Actual	Approved FY20 Budget	Percentage of FY20 Budget
Gamber Community Center					
Revenue	\$ 39,086	\$ 194,769	\$ 192,890	\$ 471,216	40.93%
Expenses	\$ 24,767	\$ 200,281	\$ 155,710	\$ 425,728	36.57%
Income (Loss)	\$ 14,319	\$ (5,512)	\$ 37,180	\$ 45,488	
Lovell Community Center					
Revenue	\$ 149,036	\$ 834,897	\$ 811,886	\$ 2,091,270	38.82%
Expenses	\$ 146,902	\$ 863,916	\$ 791,187	\$ 2,085,351	37.94%
Income (Loss)	\$ 2,134	\$ (29,019)	\$ 20,699	\$ 5,919	
Longview Community Center					
Revenue	\$ 73,325	\$ 5,921	\$ 332,940	\$ 1,478,871	22.51%
Expenses	\$ 105,541	\$ 42,713	\$ 575,158	\$ 1,362,821	42.20%
Income (Loss)	\$ (32,216)	\$ (36,792)	\$ (242,218)	\$ 116,050	
Harris Park Community Center					
Revenue	\$ 43,954	\$ 570,110	\$ 693,323	\$ 1,765,112	39.28%
Expenses	\$ 78,238	\$ 696,708	\$ 671,955	\$ 1,671,351	40.20%
Income (Loss)	\$ (34,284)	\$ (126,598)	\$ 21,368	\$ 93,761	
Parks and Recreation					
Revenue	\$ 28,047	\$ 132,025	\$ 144,609	\$ 3,688,631	3.92%
Expenses	\$ 312,055	\$ 1,553,037	\$ 1,413,376	\$ 3,615,723	39.09%
Income (Loss)	\$ (284,008)	\$ (1,421,012)	\$ (1,268,767)	\$ 72,908	
Summit Waves					
Revenue	\$ -	\$ 273,384	\$ 319,921	\$ 761,472	42.01%
Expenses	\$ 8,915	\$ 311,343	\$ 241,215	\$ 674,345	35.77%
Income (Loss)	\$ (8,915)	\$ (37,959)	\$ 78,706	\$ 87,127	
Cemetery					
Revenue	\$ 23,213	\$ 37,227	\$ 92,636	\$ 208,885	44.35%
Expenses	\$ 10,740	\$ 60,563	\$ 68,843	\$ 204,873	33.60%
Income (Loss)	\$ 12,473	\$ (23,336)	\$ 23,793	\$ 4,012	
Construction					
Revenue	\$ 490,000	\$ 1,291,683	\$ 1,930,000	\$ 4,435,000	43.52%
Expenses	\$ 449,748	\$ 5,057,079	\$ 1,717,214	\$ 5,600,110	30.66%
Income (Loss)	\$ 40,252	\$ (3,765,396)	\$ 212,786	\$ (1,165,110)	
Park COP Debt					
Revenue	\$ 276,081	\$ 1,595,633	\$ 1,672,779	\$ 4,183,807	39.98%
Expenses	\$ 374,584	\$ 1,364,583	\$ 1,872,917	\$ 4,495,000	41.67%
Income (Loss)	\$ (98,503)	\$ 231,050	\$ (200,138)	\$ (311,193)	

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

	Previous Year-to-date November 2018	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	60,674	10,509	55,162	54,990	172	140,427
User Charges	1,148	21	64	220	(156)	465
Rentals	54,417	12,366	58,748	63,613	(4,865)	147,964
Interest	2,568	-	3,724	1,500	2,224	3,600
Other Revenue	3,038	1,607	2,274	2,230	44	3,760
Miscellaneous	7	-	1	-	1	-
Transfers In from Park COP	72,917	14,583	72,917	72,917	-	175,000
TOTAL REVENUES	194,769	39,086	192,890	195,470	(2,580)	471,216
EXPENDITURES						
Personnel Services	105,960	17,428	87,057	106,449	(19,392)	² 256,912
Other Supplies, Services and Charges	35,484	5,058	20,829	26,169	(5,340)	70,087
Repairs and Maintenance	10,602	609	17,351	5,133	12,218	³ 11,350
Utilities	17,989	-	14,744	22,358	(7,614)	48,209
Capital Outlay	18,576	-	7,366	19,098	(11,732)	⁴ 19,098
Interdepartment Charges	11,670	1,672	8,363	8,363	-	20,072
TOTAL EXPENDITURES	200,281	24,767	155,710	187,570	(31,860)	425,728
NET GAIN / (LOSS)	(5,512)	14,319	37,180	7,900	29,280	45,488

BEGINNING FUND BALANCE
ENDING FUND BALANCE

499,921 ¹

537,101

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

² Variance exists in Full Time/Part Time Salaries and Worker's Compensation. The variance in Full Time Salaries is due to a vacant Maintenance Specialist. Fitness Instructors and Service Representatives are lower than anticipated in the budget. Also, the payroll accrual has not been posted at the time of reporting. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be posted in July, consistent with previous years. The expenditure has not posted in the financial system at the time of this report.

³ Variance is in Maintenance & Repairs - Grounds due to charging mulch and flower bed maintenance here instead of to Professional Fees where the work was budgeted.

⁴ The FY20 budget includes carpet and treadmill replacement anticipated through November. The exercise equipment has been purchased.

**LOVELL COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending November 30, 2019**

	Previous Year-to-date November 2018	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	764,459	143,702	722,420	734,633	(12,213) ²	1,942,280
User Charges	1,221	79	1,021	1,382	(361)	3,170
Rentals	27,448	5,030	40,356	38,547	1,809	95,142
Interest	8,400	-	10,543	3,996	6,547	3,996
Other Revenue	1,842	220	2,199	860	1,339	3,306
Contributions	3,750	-	11,250	7,500	3,750	15,000
Miscellaneous	258	5	97	10	87	857
Transfers In	27,519	-	24,000	24,000	-	27,519
TOTAL REVENUES	834,897	149,036	811,886	810,928	958	2,091,270
EXPENDITURES						
Personnel Services	604,429	113,534	510,863	572,242	(61,379) ³	1,366,446
Other Supplies, Services and Charges	109,312	14,017	93,279	103,242	(9,963) ⁴	214,743
Repairs and Maintenance	43,444	10,566	65,799	52,983	12,816 ⁵	96,478
Utilities	62,913	4,393	48,378	81,155	(32,777) ⁶	190,876
Capital Outlay	22,472	-	50,908	164,105	(113,197) ⁷	164,105
Interdepartment Charges	21,346	4,392	21,960	21,960	-	52,703
TOTAL EXPENDITURES	863,916	146,902	791,187	995,687	(204,500)	2,085,351
NET GAIN / (LOSS)	(29,019)	2,134	20,699	(184,759)	205,458	5,919

BEGINNING FUND BALANCE
ENDING FUND BALANCE

1,443,203 ¹
1,463,902

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

² Revenue from Activity Fees are running lower than anticipated in the budget while Gate Receipts are running higher than anticipated. The Activity Fees that are lower than anticipated are personal training and swim lessons. Personal Training revenue has been impacted by turnover in personal trainers.

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

⁴ A majority of the variance is related to Insurance Expense. The budget assumed Insurance Expense for the entire fiscal year would be posted in July, consistent with previous years. The expenditure has not been posted in the financial system at the time of this report. Bankcard Fees for the year were budgeted in January while actual fees are incurred throughout the year.

⁵ Variance is mostly related to Maintenance & Repair - Other Equipment related to repairs to fitness equipment, basketball goal, and kiva.

⁶ A majority of the variance is in electricity. The bill for November usage has not been posted at the time of this report.

⁷ The FY20 budget includes locker replacement, exterior wood staining, and cardio equipment replacement anticipated through November. The exterior wood staining project was completed with a savings of \$14,800 and the cardio equipment replacement project was completed with a savings of \$2,900. The locker replacement (\$95K) has not been completed.

**LONGVIEW COMMUNITY CENTER
FUND 205
Financial Report for the Month and Year Ending November 30, 2019**

	Previous Year-to-date November 2018	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	5,916	59,949	268,940	477,576	(208,636) ²	1,344,793
User Charges	-	37	779	1,144	(365)	2,759
Rentals	-	13,333	62,685	46,850	15,835 ³	129,430
Interest	5	-	-	-	-	-
Other Revenue	-	-	-	-	-	1,032
Miscellaneous	-	6	536	10	526	857
TOTAL REVENUES	5,921	73,325	332,940	525,580	(192,640)	1,478,871
EXPENDITURES						
Personnel Services	30,068	75,954	361,686	398,652	(36,966) ⁴	952,149
Other Supplies, Services and Charges	6,877	8,489	56,329	56,760	(431)	138,007
Repairs and Maintenance	565	166	29,322	12,615	16,707 ⁵	47,120
Utilities	5,203	7,277	88,377	61,508	26,869 ⁶	169,935
Capital Outlay	-	9,344	18,280	9,150	9,130 ⁷	9,150
Interest Expense	-	440	1,806	-	1,806	-
Interdepartment Charges	-	3,871	19,358	19,358	-	46,460
TOTAL EXPENDITURES	42,713	105,541	575,158	558,043	17,115	1,362,821
NET GAIN / (LOSS)	(36,792)	(32,216)	(242,218)	(32,463)	(209,755)	116,050

BEGINNING FUND BALANCE

(192,491) ¹

ENDING FUND BALANCE

(434,709)

¹ **Beginning Fund Balance** is final as the year end audit is complete. Note: the remainder of the \$1,650,000 renovation funds (approximately \$50,000) will be transferred to Fund 205 from Fund 327 once the renovation project has been closed.

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

³ Revenue from Rentals is running higher than anticipated in the budget. The budget was created using Lovell Community Center budget numbers and taking a percentage to estimate the budget for Longview Community Center.

⁴ Variance exists in Part Time Salaries and Worker's Compensation. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. Also, the payroll accrual has not been posted at the time of reporting. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be posted in July, consistent with previous years. The expenditure has not posted in the financial system at the time of this report. Health/Dental Insurance is running higher due to the blended rate used in the budget.

⁵ Variance is in Maintenance & Repair - Building related to HVAC repairs (compressor) and hot water boiler.

⁶ Variance in utilities is related to electricity running significantly higher than anticipated in the budget. The budget was created using Lovell Community Center as the two facilities are comparable in size. An incorrect rate was being charged for the facility and a credit is anticipated. The usage at the facility is still running higher than the Lovell Community Center.

⁷ Related to the construction of public Wi-Fi for the facility (\$9,344).

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

	Previous Year-to-date November 2018	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity Fees	413,988	29,623	467,837	517,249	(49,412)	1,292,086
User Charges	11,345	1,603	21,055	25,745	(4,690)	53,255
Rentals	45,616	4,801	47,788	66,648	(18,860)	187,674
Interest	1,989	-	3,902	-	3,902	-
Other Revenue	1,495	-	867	950	(83)	950
Contributions	78,196	7,500	91,375	77,500	13,875	208,475
Miscellaneous	17,481	427	60,499	13,361	47,138	22,672
TOTAL REVENUES	570,110	43,954	693,323	701,453	(8,130)	1,765,112
EXPENDITURES						
Personnel Services	339,403	42,253	313,954	366,592	(52,638)	848,077
Other Supplies, Services and Charges	284,233	25,930	288,174	338,519	(50,345)	633,735
Repairs and Maintenance	20,950	6,523	15,639	17,625	(1,986)	35,937
Utilities	40,555	1,721	30,414	45,970	(15,556)	109,656
Capital Outlay	-	-	11,200	18,700	(7,500)	18,700
Depreciation	11,626	-	-	8,015	(8,015)	19,239
Transfers Out	3,519	-	3,519	3,519	-	3,519
Interdepartment Charges	8,048	1,811	9,055	9,055	-	21,727
TOTAL EXPENDITURES	696,708	78,238	671,955	799,980	(128,025)	1,671,351
NET GAIN / (LOSS)	(126,598)	(34,284)	21,368	(98,527)	119,895	93,761

BEGINNING FUND BALANCE
ENDING FUND BALANCE

425,466¹
446,834

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

² Significant variances exist in Activity Fees for Instructional Adult and Youth (\$21,800), and Gate Receipts at Legacy Park Amphitheater (\$23,500). Softball and kickball in the Instructional Adult program are running below budget. Youth Instructional programs running below budget include Young Rembrandts and Play-Well Lego classes. The variance in ticket sales at Legacy Park Amphitheater is due to lower attendance than anticipated in the budget.

³ A majority of the budgeted rental revenue for this fund is in the Harris Park Community Center (HPCC), Instructional Adult program, and the shelter at Lea McKeighan North. The variance of \$9,360 in rental revenue for the HPCC facility is related to less revenue from the Southern Elite court rentals and less classroom rentals. The variance of \$4,300 in rental revenue for Instructional Adult program is related to less rentals of fields at Hartman Park. The variance of \$2,500 in rental revenue for Lea McKeighan North is related to less rentals of the shelter than anticipated. A lack of rentals at Legacy Park Amphitheater is also contributing to the variance.

⁴ The favorable variance is from our sponsorship contractor securing more than anticipated sponsorships through November.

⁵ A reimbursement payment of \$47,000 was received from KC Ice in July related to outstanding billings for utilities and shelter rentals from FY2019.

⁶ Variance exists in Part Time Salaries and Worker's Compensation. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. Also, the payroll accrual has not been posted at the time of reporting. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. The expenditure has not posted in the financial system at the time of this report.

⁷ Favorable variance exists in Insurance Expense (\$6,200), Bankcard Fees (\$2,400), Miscellaneous Expense (\$11,500), Recreational Supplies (\$6,900), Janitorial Supplies (\$2,500), Concession Supplies (\$2,600), and Professional Fees (\$26,000). Meanwhile, Trips & Tours has an unfavorable variance of \$12,000 due to June bus costs for the Camp Summit program being paid in the current fiscal year. The Bankcard Fees for November have not been posted at this time. The variance in Miscellaneous Expense is related to an anticipated loss for the operations at Lea McKeighan North last fiscal year; the final reconciliation and analysis is still underway. The variance in Recreational Supplies is due to Summit Ice program. The variance in Uniforms is due to the Athletics Program. The variance in Professional Fees is related to the Amphitheater and Lea McKeighan North/Summit Ice. Also, the budget assumed Insurance Expense for the entire fiscal year would be posted in July, consistent with previous years. The expenditure has not been posted in the financial system at the time of this report.

⁸ A majority of the variance is in electricity at Harris Park Community Center and Lea McKeighan North/Summit Ice. The bill for November usage has not been posted at the time of this report.

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

	Previous Year-to-date November 2018	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Taxes	-	-	-	-	-	3,510,463
Fines & Forfeitures	5,331	695	5,584	7,083	(1,499)	17,000
Interest	23,825	33	10,905	2,083	8,822	5,000
Other Revenue	1,677	151	1,742	1,458	284	3,500
Contributions	20,087	25,446	84,061	23,355	60,706	80,977
Miscellaneous	10,273	170	28,548	9,544	19,004	47,024
Transfers In	70,832	1,552	13,769	13,769	-	24,667
TOTAL REVENUES	132,025	28,047	144,609	57,292	87,317	3,688,631
EXPENDITURES						
Personnel Services	881,959	165,069	785,897	829,857	(43,960)	1,939,649
Other Supplies, Services and Charges	431,046	93,055	364,965	580,873	(215,908)	958,788
Repairs and Maintenance	115,169	21,168	134,859	164,255	(29,396)	334,140
Utilities	68,156	1,661	54,372	59,760	(5,388)	143,425
Fuel & Lubricants	15,492	1,331	8,710	14,074	(5,364)	33,777
Capital Outlay	27,474	26,978	50,609	145,430	(94,821)	172,430
Interdepartment Charges	77,431	16,193	80,965	80,965	-	194,316
Reimbursement - Interfund	(63,690)	(13,400)	(67,001)	(67,001)	-	(160,802)
TOTAL EXPENDITURES	1,553,037	312,055	1,413,376	1,808,213	(394,837)	3,615,723
NET GAIN / (LOSS)	(1,421,012)	(284,008)	(1,268,767)	(1,750,921)	482,154	72,908

BEGINNING FUND BALANCE
ENDING FUND BALANCE

2,368,429¹
1,099,662

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

² The variance in Contributions-Parks is due to a payment from Lee's Summit Baseball Association for user fees and tournaments at Legacy Park. The amount was invoiced in FY19 per the agreement but received in early July. Also, User Fees are running higher than anticipated in the budget and payments from R-7 usage have been received but were not anticipated until March.

³ The variance is related to a guard rail reimbursement (\$5,477), a Trim Grant received (\$7,800), and a payment for Legacy Park Hay Lease was received in November but not anticipated until December.

⁴ Variance exists in Full Time/Part Time Salaries and Worker's Compensation. The favorable variance in Full Time/Part Time Salaries is due to a vacant FT Park Specialist position and less Part Time staff hired than anticipated. Also, the payroll accrual has not been posted at the time of reporting. The variance in Worker's Comp is due to the budget assuming Worker's Comp for the entire fiscal year would be paid in July, consistent with previous years. The expenditure has not posted in the financial system at the time of this report. Health/Dental Insurance is running higher due to the blended rate used in the budget.

⁵ Significant variances identified in Insurance Expense (\$41K), Asphalt (\$130K), and Professional Fees (\$19K). The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. The budget assumed Insurance Expense for the entire fiscal year would be posted in July, consistent with previous years. The expenditure has not been posted in the financial system at the time of this report.

⁶ Variance is in Maintenance & Repair - Building due to less repairs than anticipated at our neighborhood parks and concession stand painting at Legacy Park has partially been completed. Also, windows that were anticipated to be replaced in September will be replaced in January.

⁷ The FY20 budget includes Arborwalk Park Trail Expansion, Kiosk for Park Operations, Ventrac Boom Sickle Mower, Legacy Lake Survey, Wayfinding, and holiday lights for Howard Station Park anticipated through November. The Ventrac Boom Sickle Mower, Kiosk, holiday lights, and shade structures at t-ball bleachers have been purchased. The shade structures were not anticipated to be completed until January. The wayfinding project is currently underway.

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

	Previous Year-to-date November 2018	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Activity Fees	204,788	-	241,382	114,752	126,630	²	596,687
User Charges	57,571	-	65,984	56,826	9,158	³	122,327
Rentals	8,845	-	8,657	13,480	(4,823)		40,867
Interest	1,018	-	3,450	(722)	4,172		478
Miscellaneous	1,162	-	448	973	(525)		1,113
TOTAL REVENUES	273,384	-	319,921	185,309	134,612		761,472
EXPENDITURES							
Personnel Services	185,348	7,148	158,518	174,925	(16,407)	⁴	361,985
Other Supplies, Services and Charges	60,948	(135)	38,653	62,714	(24,061)	⁵	147,224
Repairs and Maintenance	13,869	-	4,170	4,370	(200)		32,550
Utilities	34,285	-	24,378	35,609	(11,231)	⁶	66,274
Interdepartment Charges	9,453	1,902	9,511	9,511	-		22,827
Capital Outlay	1,455	-	-	-	-		37,500
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	311,343	8,915	241,215	293,114	(51,899)		674,345
NET GAIN / (LOSS)	(37,959)	(8,915)	78,706	(107,805)	186,511		87,127

BEGINNING FUND BALANCE

219,142 ¹

ENDING FUND BALANCE

297,848

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

² The favorable variance is in Gate Receipts. Daily visits were higher in July and August than included in the budget (the estimated # of daily visits included in the budget were significantly lower than previous year actuals).

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

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

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

⁶ A majority of the variance is in electricity. The bill for November usage has not been posted at the time of this report.

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

**CEMETERY TRUST
FUND 204
Financial Report for the Month and Year Ending November 30, 2019**

	Previous Year-to-date November 2018	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Services	30,581	13,213	53,871	65,785	(11,914)	²	157,885
Sale of Property	-	10,000	28,527	17,500	11,027	³	42,000
Interest	6,646	-	10,238	3,750	6,488		9,000
TOTAL REVENUES	37,227	23,213	92,636	87,035	5,601		208,885
EXPENDITURES							
Personnel Services	19,544	4,735	20,898	25,123	(4,225)		56,918
Other Supplies, Services and Charges	25,624	1,741	30,661	47,805	(17,144)	⁴	102,197
Repairs and Maintenance	1,808	1,500	2,787	3,471	(684)		8,283
Utilities	934	74	912	1,667	(755)		4,000
Fuel & Lubricants	222	-	137	500	(363)		1,200
Interdepartment Charges	4,690	1,138	5,688	5,688	-		13,650
Transfers Out (To 026)	7,741	1,552	7,760	7,760	-		18,625
TOTAL EXPENDITURES	60,563	10,740	68,843	92,014	(23,171)		204,873
NET GAIN / (LOSS)	(23,336)	12,473	23,793	(4,979)	28,772		4,012

BEGINNING FUND BALANCE

1,323,742 ¹

ENDING FUND BALANCE

1,347,535

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

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

³ Revenue from the sale of property is running higher than anticipated in the budget.

⁴ A majority of the variance is related to Professional Fee expense and Other Construction Materials. Both of these line items have a direct correlation to the lower revenue for monument sales. There is also a timing difference between when the revenues are received and the payment for product and placement.



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

	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Interest	-	-	-	-		-
Contributions	130,000	130,000	47,917	82,083		115,000
Transfers from Fund 410	360,000	1,800,000	1,800,000	-		4,320,000
TOTAL REVENUES	490,000	1,930,000	1,847,917	82,083		4,435,000
EXPENDITURES						
Interest Expense	4,306	24,023	29,213	(5,190)		70,110
Additions to Const in Progress	445,442	1,693,191	2,304,167	(610,976)	²	5,530,000
TOTAL EXPENDITURES	449,748	1,717,214	2,333,380	(616,166)		5,600,110
NET GAIN / (LOSS)	40,252	212,786	(485,463)	698,249		(1,165,110)

BEGINNING FUND BALANCE	(2,207,406) ¹
ENDING FUND BALANCE	(1,994,620)

¹ **Beginning Fund Balance** is final as the year end audit is complete. The Fund Balance is negative due to the purchase of the Longview Community Center in September 2018 for \$4.1 million.

² Funding for proposed projects in the FY20 budget include:

	Approved - FY20 Budget
Arts in Parks	\$ 10,000
Summit Park Renovations (total project estimate \$1,700,000)	375,000
Lowenstein Park Improvements (\$400,000 investment from LSPR and \$115,000 from the developer)	515,000
Wave Pool at Summit Waves (total project estimate \$5,110,000)	4,580,000
Pleasant Lea Park Improvements (total project estimate \$400,000)	50,000
Total	\$ 5,530,000

**PARKS COP DEBT
FUND 410
Financial Report for the Month and Year Ending November 30, 2019**

	Month-to-Date November 2019	Year-to-Date November 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Taxes	276,081	1,715,427	1,811,606	(96,179)	²	4,347,857
EATS	-	(55,255)	(70,854)	15,599	²	(170,050)
Interest	-	12,607	2,500	10,107		6,000
TOTAL REVENUES	276,081	1,672,779	1,743,252	(70,473)		4,183,807
EXPENDITURES						
Transfers Out-Interfund-Loan	-	-	-	-		820,000
Transfers Out-Gamber Center	14,584	72,917	72,917	-		175,000
Transfers Out-Construction Fund	360,000	1,800,000	1,800,000	-		3,500,000
TOTAL EXPENDITURES	374,584	1,872,917	1,872,917	-		4,495,000
NET GAIN / (LOSS)	(98,503)	(200,138)	(129,665)	(70,473)		(311,193)

BEGINNING FUND BALANCE	<u>680,292</u> ¹
ENDING FUND BALANCE	<u><u>480,154</u></u>

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

² See separate Sales Tax Report included in this packet.

Financial Outlook as of December 31, 2019



Fund	Fund Balance @ 12/31/19 (unaudited)
Gamber Community Center	\$ 545,960
Lovell Community Center	\$ 1,454,707
Longview Community Center	\$ (439,046)
Harris Park Community Center	\$ 446,573
Parks and Recreation	\$ 829,424
Summit Waves	\$ 266,834
Cemetery	\$ 1,355,916
Construction	\$ (2,598,873)
Park COP	\$ 514,533

Fund	MTD 12/31/19	Prior YTD Actual	Current YTD Actual	Approved FY20 Budget	Percentage of FY20 Budget
Gamber Community Center					
Revenue	\$ 44,755	\$ 238,033	\$ 237,648	\$ 471,216	50.43%
Expenses	\$ 35,899	\$ 222,133	\$ 191,609	\$ 425,728	45.01%
Income (Loss)	\$ 8,856	\$ 15,900	\$ 46,039	\$ 45,488	
Lovell Community Center					
Revenue	\$ 174,753	\$ 1,016,197	\$ 990,159	\$ 2,091,270	47.35%
Expenses	\$ 187,468	\$ 1,043,448	\$ 978,655	\$ 2,085,351	46.93%
Income (Loss)	\$ (12,715)	\$ (27,251)	\$ 11,504	\$ 5,919	
Longview Community Center					
Revenue	\$ 119,688	\$ 141,788	\$ 452,629	\$ 1,478,871	30.61%
Expenses	\$ 124,026	\$ 88,409	\$ 699,184	\$ 1,362,821	51.30%
Income (Loss)	\$ (4,338)	\$ 53,379	\$ (246,555)	\$ 116,050	
Harris Park Community Center					
Revenue	\$ 128,771	\$ 614,163	\$ 822,094	\$ 1,765,112	46.57%
Expenses	\$ 129,032	\$ 745,613	\$ 800,987	\$ 1,690,590	47.38%
Income (Loss)	\$ (261)	\$ (131,450)	\$ 21,107	\$ 74,522	
Parks and Recreation					
Revenue	\$ 22,181	\$ 169,117	\$ 175,405	\$ 3,688,631	4.76%
Expenses	\$ 301,034	\$ 1,713,736	\$ 1,714,410	\$ 3,615,723	47.42%
Income (Loss)	\$ (278,853)	\$ (1,544,619)	\$ (1,539,005)	\$ 72,908	
Summit Waves					
Revenue	\$ -	\$ 275,335	\$ 319,929	\$ 761,472	42.01%
Expenses	\$ 31,022	\$ 321,588	\$ 272,237	\$ 674,345	40.37%
Income (Loss)	\$ (31,022)	\$ (46,253)	\$ 47,692	\$ 87,127	
Cemetery					
Revenue	\$ 21,440	\$ 51,118	\$ 114,076	\$ 208,885	54.61%
Expenses	\$ 13,059	\$ 68,875	\$ 81,902	\$ 204,873	39.98%
Income (Loss)	\$ 8,381	\$ (17,757)	\$ 32,174	\$ 4,012	
Construction					
Revenue	\$ 324,000	\$ 1,550,481	\$ 2,290,000	\$ 4,435,000	51.63%
Expenses	\$ 964,253	\$ 5,328,967	\$ 2,681,467	\$ 5,600,110	47.88%
Income (Loss)	\$ (640,253)	\$ (3,778,486)	\$ (391,467)	\$ (1,165,110)	
Park COP Debt					
Revenue	\$ 419,125	\$ 2,117,042	\$ 2,081,741	\$ 4,183,807	49.76%
Expenses	\$ 374,583	\$ 1,637,500	\$ 2,031,500	\$ 4,495,000	45.19%
Income (Loss)	\$ 44,542	\$ 479,542	\$ 50,241	\$ (311,193)	

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

	Previous Year-to-date December 2018	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	77,816	19,237	74,400	73,388	1,012	140,427
User Charges	1,168	12	76	255	(179)	465
Rentals	62,476	10,271	69,020	76,332	(7,312)	147,964
Interest	5,589	-	3,724	1,800	1,924	3,600
Other Revenue	3,477	652	2,926	2,680	246	3,760
Miscellaneous	7	-	2	-	2	-
Transfers In from Park COP	87,500	14,583	87,500	87,500	-	175,000
TOTAL REVENUES	238,033	44,755	237,648	241,955	(4,307)	471,216
EXPENDITURES						
Personnel Services	117,281	14,887	101,944	127,557	(25,613)	² 256,912
Other Supplies, Services and Charges	39,250	9,286	30,115	30,520	(405)	70,087
Repairs and Maintenance	11,625	3,894	21,245	6,950	14,295	³ 11,350
Utilities	21,398	6,159	20,903	24,761	(3,858)	48,209
Capital Outlay	18,576	-	7,366	19,098	(11,732)	⁴ 19,098
Interdepartment Charges	14,003	1,673	10,036	10,036	-	20,072
TOTAL EXPENDITURES	222,133	35,899	191,609	218,922	(27,313)	425,728
NET GAIN / (LOSS)	15,900	8,856	46,039	23,033	23,006	45,488

BEGINNING FUND BALANCE
ENDING FUND BALANCE

499,921 ¹

545,960

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

² Variance exists in Full Time/Part Time Salaries. The variance in Full Time Salaries is due to a vacant Maintenance Specialist. Fitness Instructors and Service Representatives are lower than anticipated in the budget. Also, the payroll accrual has not been posted at the time of reporting.

³ Variance in Maintenance & Repairs - Building due to lightning strike and Maintenance & Repairs - Grounds due to charging mulch and flower bed maintenance here instead of to Professional Fees where the work was budgeted.

⁴ The FY20 budget includes carpet and treadmill replacement anticipated through December. The exercise equipment has been purchased.

**LOVELL COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending December 31, 2019**

	Previous Year-to-date December 2018	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	929,098	167,006	889,427	910,223	(20,796) ²	1,942,280
User Charges	1,614	360	1,381	1,431	(50)	3,170
Rentals	34,868	6,404	46,760	46,000	760	95,142
Interest	17,042	-	10,543	3,996	6,547	3,996
Other Revenue	2,042	978	3,177	1,020	2,157	3,306
Contributions	3,750	-	11,250	7,500	3,750	15,000
Miscellaneous	264	5	102	12	90	857
Transfers In	27,519	-	27,519	27,519	-	27,519
TOTAL REVENUES	1,016,197	174,753	990,159	997,701	(7,542)	2,091,270
EXPENDITURES						
Personnel Services	660,408	119,598	630,461	678,101	(47,640) ³	1,366,446
Other Supplies, Services and Charges	123,274	31,528	124,807	117,501	7,306	214,743
Repairs and Maintenance	134,189	11,084	76,883	56,049	20,834 ⁴	96,478
Utilities	77,490	20,866	69,244	96,456	(27,212) ⁵	190,876
Capital Outlay	22,472	-	50,908	164,105	(113,197) ⁶	164,105
Interdepartment Charges	25,615	4,392	26,352	26,352	-	52,703
TOTAL EXPENDITURES	1,043,448	187,468	978,655	1,138,564	(159,909)	2,085,351
NET GAIN / (LOSS)	(27,251)	(12,715)	11,504	(140,863)	152,367	5,919

BEGINNING FUND BALANCE	<u><u>1,443,203</u> ¹</u>
ENDING FUND BALANCE	<u><u>1,454,707</u></u>

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

² Revenue from Activity Fees and Membership Fees are running lower than anticipated in the budget while Gate Receipts are running higher than anticipated. Staff has identified a trend in memberships that many patrons are cancelling their regular membership when they become eligible for their health care provider health plan. The facility has seen an increase in Health Plan payments. The Activity Fees that are lower than anticipated are personal training and swim lessons. Personal Training revenue has been impacted by turnover in personal trainers.

³ Variance exists in Full Time/Part Time Salaries. The favorable variance in Full Time Salaries is due to the Maintenance Specialist position that was vacant for a period of time. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. Also, the payroll accrual has not been posted at the time of reporting. Health/Dental Insurance is running higher due to the blended rate used in the budget.

⁴ Variance is related to M & R - Other Equipment and M & R - Building. The variance in Building is related to alarm repair, window seal repair, motor replacement, pump room pipe repairs, and door repairs. The variance in Other Equipment is related to repairs to fitness equipment, basketball goal, and kivic.

⁵ A majority of the variance is in electricity. The bill for December usage has not been posted at the time of this report.

⁶ The FY20 budget includes locker replacement, exterior wood staining, and cardio equipment replacement anticipated through December. The exterior wood staining project was completed with a savings of \$14,800 and the cardio equipment replacement project was completed with a savings of \$2,900. The locker replacement (\$95K) has not been completed.

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

	Previous Year-to-date December 2018	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	140,955	114,674	383,615	708,966	(325,351) ²	1,344,793
User Charges	86	270	1,049	1,376	(327)	2,759
Rentals	668	4,376	67,061	57,980	9,081	129,430
Interest	5	-	-	-	-	-
Other Revenue	-	-	-	-	-	1,032
Miscellaneous	74	368	904	12	892	857
TOTAL REVENUES	141,788	119,688	452,629	768,334	(315,705)	1,478,871
EXPENDITURES						
Personnel Services	58,426	86,224	447,910	473,353	(25,443) ³	952,149
Other Supplies, Services and Charges	12,162	17,223	73,552	65,616	7,936	138,007
Repairs and Maintenance	1,212	357	29,679	14,650	15,029 ⁴	47,120
Utilities	16,576	16,350	104,727	78,646	26,081 ⁵	169,935
Capital Outlay	-	-	18,280	9,150	9,130 ⁶	9,150
Interest Expense	33	-	1,806	-	1,806	
Interdepartment Charges	-	3,872	23,230	23,230	-	46,460
TOTAL EXPENDITURES	88,409	124,026	699,184	664,645	34,539	1,362,821
NET GAIN / (LOSS)	53,379	(4,338)	(246,555)	103,689	(350,244)	116,050

BEGINNING FUND BALANCE
ENDING FUND BALANCE

(192,491) ¹
(439,046)

¹ Beginning Fund Balance is final as the year end audit is complete. Note: the remainder of the \$1,650,000 renovation funds (approximately \$50,000) will be transferred to Fund 205 from Fund 327 once the renovation project has been closed.

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

³ Variance exists in Part Time Salaries. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. Also, the payroll accrual has not been posted at the time of reporting. Health/Dental Insurance is running higher due to the blended rate used in the budget.

⁴ Variance is in Maintenance & Repair - Building related to HVAC repairs (compressor) and hot water boiler.

⁵ Variance in utilities is related to electricity running significantly higher than anticipated in the budget. The budget was created using Lovell Community Center as the two facilities are comparable in size. An incorrect rate was being charged for the facility and a \$27K credit is anticipated. The usage at the facility is still running higher than the Lovell Community Center.

⁶ Related to the construction of public Wi-Fi for the facility (\$9,344).

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

	Previous Year-to-date December 2018	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity Fees	435,606	79,955	547,792	592,961	(45,169)	1,292,086
User Charges	11,347	5,150	26,205	31,115	(4,910)	53,255
Rentals	55,315	2,182	49,970	87,980	(38,010)	187,674
Interest	3,894	-	3,902	-	3,902	-
Other Revenue	1,495	-	867	950	(83)	950
Contributions	84,946	41,380	132,755	86,750	46,005	208,475
Miscellaneous	21,560	104	60,603	13,361	47,242	22,672
TOTAL REVENUES	614,163	128,771	822,094	813,117	8,977	1,765,112
EXPENDITURES						
Personnel Services	358,372	50,059	364,013	418,193	(54,180)	848,077
Other Supplies, Services and Charges	297,825	60,013	348,187	362,027	(13,840)	633,735
Repairs and Maintenance	23,412	683	16,322	21,075	(4,753)	35,937
Utilities	52,828	16,468	46,882	55,417	(8,535)	109,656
Capital Outlay	-	-	11,200	18,700	(7,500)	18,700
Depreciation	13,951	-	-	9,618	(9,618)	19,239
Transfers Out	3,519	-	3,519	3,519	-	3,519
Interdepartment Charges	9,657	1,809	10,864	10,864	-	21,727
TOTAL EXPENDITURES	745,613	129,032	800,987	889,795	(88,808)	1,671,351
NET GAIN / (LOSS)	(131,450)	(261)	21,107	(76,678)	97,785	93,761

BEGINNING FUND BALANCE
ENDING FUND BALANCE

425,466¹
446,573

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

² Significant variances exist in Activity Fees for Instructional Adult and Youth (\$25,800), and Gate Receipts at Legacy Park Amphitheater (\$23,500). Softball and kickball in the Instructional Adult program are running below budget. Youth Instructional programs running below budget include Young Rembrandts and Play-Well Lego classes. The variance in ticket sales at Legacy Park Amphitheater is due to lower attendance than anticipated in the budget.

³ A majority of the budgeted rental revenue for this fund is in the Harris Park Community Center (HPCC), Instructional Adult program, and the shelter at Lea McKeighan North. The variance of \$24,600 in rental revenue for the HPCC facility is related to less revenue from the Southern Elite court rentals and less classroom rentals. The variance of \$4,300 in rental revenue for Instructional Adult program is related to less rentals of fields at Hartman Park. The variance of \$6,400 in rental revenue for Lea McKeighan North is related to less rentals of the shelter than anticipated. A lack of rentals at Legacy Park Amphitheater is also contributing to the variance.

⁴ The favorable variance is from our sponsorship contractor securing more than anticipated sponsorships through December. Also, a grant was received for the Amphitheater.

⁵ A reimbursement payment of \$47,000 was received from KC Ice in July related to outstanding billings for utilities and shelter rentals from FY2019.

⁶ Variance exists in Full Time/Part Time Salaries. The favorable variance in Full Time Salaries is due to the Recreation Supervisor position that was vacant for a period of time. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. Also, the payroll accrual has not been posted at the time of reporting.

⁷ Favorable variance exists in Bankcard Fees (\$2,500), Recreational Supplies (\$6,800), Janitorial Supplies (\$3,200), Concession Supplies (\$1,400), Rentals & Leases (\$4,300), Uniforms (\$2,700) and Professional Fees (\$21,800). Meanwhile, Trips & Tours has an unfavorable variance of \$12,700 and Miscellaneous Expense has an unfavorable variance of \$17,500. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. The variance in Trips & Tours is due to June bus costs for the Camp Summit program being paid in the current fiscal year. The variance in Miscellaneous Expense is related to the actual loss for the operations at Lea McKeighan North (LMN) last fiscal year; a loss of \$10,000 was budgeted while the actual loss was \$29,139. The Bankcard Fees for December have not been posted at this time. The variance in Recreational Supplies, Janitorial Supplies, and Concession Supplies is mostly related to the LMN Program. The variance in Uniforms and Rentals & Leases are mostly related to the Athletics Program. The variance in Professional Fees is related to the Amphitheater and LMN Programs.

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

	Previous Year-to-date December 2018	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Taxes	3,950	16,695	16,695	-	16,695	²	3,510,463
Fines & Forfeitures	6,358	1,492	7,076	8,500	(1,424)		17,000
Interest	38,645	(15)	10,890	2,500	8,390		5,000
Other Revenue	2,853	331	2,073	1,750	323		3,500
Contributions	34,105	1,440	85,501	25,127	60,374	³	80,977
Miscellaneous	10,826	686	37,844	23,022	14,822	⁴	47,024
Transfers In	72,380	1,552	15,326	15,326	-		24,667
TOTAL REVENUES	169,117	22,181	175,405	76,225	99,180		3,688,631
EXPENDITURES							
Personnel Services	965,699	183,312	969,209	985,461	(16,252)	⁵	1,939,649
Other Supplies, Services and Charges	491,615	81,598	446,563	609,880	(163,317)	⁶	958,788
Repairs and Maintenance	123,045	19,317	154,176	199,755	(45,579)	⁷	334,140
Utilities	72,536	8,969	63,341	71,713	(8,372)		143,425
Fuel & Lubricants	16,878	3,856	12,566	16,888	(4,322)		33,777
Capital Outlay	27,474	1,189	51,798	145,430	(93,632)	⁸	172,430
Interdepartment Charges	92,917	16,193	97,158	97,158	-		194,316
Reimbursement - Interfund	(76,428)	(13,400)	(80,401)	(80,401)	-		(160,802)
TOTAL EXPENDITURES	1,713,736	301,034	1,714,410	2,045,884	(331,474)		3,615,723
NET GAIN / (LOSS)	(1,544,619)	(278,853)	(1,539,005)	(1,969,659)	430,654		72,908

BEGINNING FUND BALANCE
ENDING FUND BALANCE

2,368,429 ¹
829,424

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

² Favorable variance is related to the Intangible Tax.

³ The variance in Contributions-Parks is due to a payment from Lee's Summit Baseball Association for user fees and tournaments at Legacy Park. The amount was invoiced in FY19 per the agreement but received in early July. Also, User Fees are running higher than anticipated in the budget and payments from R-7 usage have been received but were not anticipated until March.

⁴ The variance is related to a guard rail reimbursement (\$5,477) and a Trim Grant received (\$7,800).

⁵ Variance exists in Full Time/Part Time Salaries. The favorable variance in Full Time/Part Time Salaries is due to a vacant FT Park Specialist position and less Part Time staff hired than anticipated. Also, the payroll accrual has not been posted at the time of reporting. Health/Dental Insurance is running higher due to the blended rate used in the budget.

⁶ Asphalt (\$131K), Professional Fees (\$34K), Special Apparel (\$6K), and Other Construction Materials (\$6K) are under budget while County Collection Fees (\$28K) and Public Relations (\$8K) are over budget. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

⁷ Variance is in Maintenance & Repair - Building due to less repairs than anticipated at our neighborhood parks and concession stand painting at Legacy Park has partially been completed. Also, windows that were anticipated to be replaced in September will be replaced in January.

⁸ The FY20 budget includes Arborwalk Park Trail Expansion, Kiosk for Park Operations, Ventrac Boom Sickle Mower, Legacy Lake Survey, Wayfinding, and holiday lights for Howard Station Park anticipated through December. The Ventrac Boom Sickle Mower, Kiosk, holiday lights, and shade structures at t-ball bleachers have been purchased. The shade structures were not anticipated to be completed until January. The wayfinding project is currently underway.

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

	Previous Year-to-date December 2018	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Activity Fees	204,788	-	241,390	114,752	126,638	²	596,687
User Charges	57,571	-	65,984	56,826	9,158	³	122,327
Rentals	8,845	-	8,657	13,480	(4,823)		40,867
Interest	2,969	-	3,450	(722)	4,172		478
Miscellaneous	1,162	-	448	973	(525)		1,113
TOTAL REVENUES	275,335	-	319,929	185,309	134,620		761,472
EXPENDITURES							
Personnel Services	189,863	13,832	172,350	181,799	(9,449)	⁴	361,985
Other Supplies, Services and Charges	61,177	11,312	49,965	62,836	(12,871)	⁵	147,224
Repairs and Maintenance	15,936	1,080	5,250	4,370	880		32,550
Utilities	35,829	2,895	27,273	36,209	(8,936)		66,274
Interdepartment Charges	11,343	1,903	11,414	11,414	-		22,827
Capital Outlay	1,455	-	-	-	-		37,500
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	321,588	31,022	272,237	302,613	(30,376)		674,345
NET GAIN / (LOSS)	(46,253)	(31,022)	47,692	(117,304)	164,996		87,127

BEGINNING FUND BALANCE

219,142 ¹

ENDING FUND BALANCE

266,834

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

² The favorable variance is in Gate Receipts. Daily visits were higher in July and August than included in the budget (the estimated # of daily visits included in the budget were significantly lower than previous year actuals).

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

⁴ Variance exists in Part Time Salaries. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. Also, the payroll accrual has not been posted at the time of reporting.

⁵ Variances in Professional Fees, Chemical Supplies, Concession Supplies, and Furniture, Fixtures, and Equipment. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

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 December 31, 2019**

	Previous Year-to-date December 2018	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Services	34,431	5,940	59,811	78,942	(19,131)	²	157,885
Sale of Property	2,000	15,500	44,027	21,000	23,027	³	42,000
Interest	14,687	-	10,238	4,500	5,738		9,000
TOTAL REVENUES	51,118	21,440	114,076	104,442	9,634		208,885
EXPENDITURES							
Personnel Services	21,000	6,632	27,530	29,625	(2,095)		56,918
Other Supplies, Services and Charges	29,386	2,921	33,582	54,055	(20,473)	⁴	102,197
Repairs and Maintenance	2,107	371	3,158	4,125	(967)		8,283
Utilities	1,221	398	1,310	2,000	(690)		4,000
Fuel & Lubricants	244	48	185	600	(415)		1,200
Interdepartment Charges	5,628	1,137	6,825	6,825	-		13,650
Transfers Out (To 026)	9,289	1,552	9,312	9,312	-		18,625
TOTAL EXPENDITURES	68,875	13,059	81,902	106,542	(24,640)		204,873
NET GAIN / (LOSS)	(17,757)	8,381	32,174	(2,100)	34,274		4,012

BEGINNING FUND BALANCE

1,323,742 ¹

ENDING FUND BALANCE

1,355,916

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

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

³ Revenue from the sale of property is running higher than anticipated in the budget.

⁴ A majority of the variance is related to Professional Fee expense and Other Construction Materials. Both of these line items have a direct correlation to the lower revenue for monument sales. There is also a timing difference between when the revenues are received and the payment for product and placement.



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

	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Interest	-	-	-	-		-
Contributions	-	130,000	57,500	72,500		115,000
Transfers from Fund 410	324,000	2,160,000	2,160,000	-		4,320,000
TOTAL REVENUES	324,000	2,290,000	2,217,500	72,500		4,435,000
EXPENDITURES						
Interest Expense	-	24,023	35,055	(11,032)		70,110
Additions to Const in Progress	964,253	2,657,444	2,765,000	(107,556)	²	5,530,000
TOTAL EXPENDITURES	964,253	2,681,467	2,800,055	(118,588)		5,600,110
NET GAIN / (LOSS)	(640,253)	(391,467)	(582,555)	191,088		(1,165,110)

BEGINNING FUND BALANCE	(2,207,406) ¹
ENDING FUND BALANCE	(2,598,873)

¹ **Beginning Fund Balance** is final as the year end audit is complete. The Fund Balance is negative due to the purchase of the Longview Community Center in September 2018 for \$4.1 million.

² Funding for proposed projects in the FY20 budget include:

	Approved - FY20 Budget
Arts in Parks	\$ 10,000
Summit Park Renovations (total project estimate \$1,700,000)	375,000
Lowenstein Park Improvements (\$400,000 investment from LSPR and \$115,000 from the developer)	515,000
Wave Pool at Summit Waves (total project estimate \$5,110,000)	4,580,000
Pleasant Lea Park Improvements (total project estimate \$400,000)	50,000
Total	\$ 5,530,000

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

	Month-to-Date December 2019	Year-to-Date December 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Taxes	419,125	2,134,552	2,173,927	(39,375)	²	4,347,857
EATS	-	(65,418)	(85,025)	19,607	²	(170,050)
Interest	-	12,607	3,000	9,607		6,000
TOTAL REVENUES	419,125	2,081,741	2,091,902	(10,161)		4,183,807
EXPENDITURES						
Transfers Out-Interfund-Loan	-		-	-		820,000
Transfers Out-Gamber Center	14,583	87,500	87,500	-		175,000
Transfers Out-Construction Fund	360,000	2,160,000	2,160,000	-		3,500,000
TOTAL EXPENDITURES	374,583	2,247,500	2,247,500	-		4,495,000
NET GAIN / (LOSS)	44,542	(165,759)	(155,598)	(10,161)		(311,193)

BEGINNING FUND BALANCE	680,292 ¹
ENDING FUND BALANCE	514,533

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

² See separate Sales Tax Report included in this packet.

MEMORANDUM



Date: January 22, 2020

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II – Administration

Re: Sales Tax Update – December 2019

December sales tax proceeds total \$419,125, which are 15.7% over the monthly projection. Given the unpredictable cutoff of remittance at the State of Missouri, the monthly budget has been spread evenly throughout 2020. Year-over-year actual receipts totaled \$10,088 more than the receipts through December 2018.

For the month of December 2019, 13 of the top 15 remitters were included along with the remaining 7 from the previous month. The EAT's data for the months of December and a portion of November, October and September is not available at the time of this report.

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

	Budget	Actual	Amount Difference \$
Cumulative Balance Through FY 2019	68,025,161	68,391,160	365,999
FY 2020			
YTD Balance Forward - Sales Tax	1,811,605	1,715,427	(96,178)
YTD Balance Forward - EATs	(56,682)	(65,418)	(8,736)
Sales Tax Receipts - December 2019	362,321	419,125	56,804
EATs - December 2019	(14,171)	-	14,171
YTD Balance - Sales Tax	2,173,926	2,134,552	(39,374)
YTD Balance - EATs	(70,853)	(65,418)	5,435
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	6,396,614	6,404,046	7,432
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 (i.e. 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: January 22, 2020

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II – Administration

Re: Sales Tax Update – January 2020

January sales tax proceeds total \$384,613, which are 6.2% over the monthly projection. Given the unpredictable cutoff of remittance at the State of Missouri, the monthly budget has been spread evenly throughout 2020. Year-over-year actual receipts totaled \$30,787 more than the receipts through January 2019.

For the month of January 2020, 12 of the top 15 remitters were included along with the remaining 2 from the previous month. The EATs data for the months of January and December and a portion of November, October and September is not available at the time of this report.

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

	Budget	Actual	Amount Difference \$
Cumulative Balance Through FY 2019	68,025,161	68,391,160	365,999
FY 2020			
YTD Balance Forward - Sales Tax	2,173,926	2,134,552	(39,374)
YTD Balance Forward - EATs	(85,024)	(65,418)	19,606
Sales Tax Receipts - January 2020	362,321	384,613	22,292
EATs - January 2020	(14,171)	-	14,171
YTD Balance - Sales Tax	2,536,247	2,519,165	(17,082)
YTD Balance - EATs	(99,195)	(65,418)	33,777
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	6,730,593	6,788,659	58,066
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 (i.e. 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: January 22, 2020

To: Joe Snook, Administrator of Parks and Recreation

From: Jackie McCormick Heanue, Superintendent of Legal Services & Human Resources

Re: 2020-PR-007 Athletic Field Lighting Services

Background

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

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

LSPR has long engaged the services of electrical contractors for the purposes of providing on-call athletic field lighting maintenance and repair. The current contract term, along with all renewals, expired in December 2019. In response to this, last fall, staff issued Bid No, 2020-PR-007 to solicit proposals for the provision of these services. Included in this year's bid is additional language which expands the scope of the bid to include other general electrical repair needs for parks facilities, as we are currently only able to utilize the services of one Co-Op vendor for general electrical service. The bid also included pricing for both prevailing wage and non-prevailing wage projects, which allows for use of the Agreement pricing in the event of a large scale new construction project in the future.

As of the close of the bids on December 2, 2019, a total of two (2) service providers submitted responses. The incumbent service provider, Brandy Electric, was the lowest bidder by a substantial margin. Staff has been pleased with the services provided by Brandy Electric in the past and believes the bid from Brandy Electric to be the most responsive and in the best interests of LSPR. The bid sheets submitted by Brandy Electric are included as Exhibit A to this Memorandum.

Budgetary Impact

Following is a summary of the expenditures under the existing Brandy Electric contract for each fiscal year of its' existence, beginning in December 2014:

FY 2015:	\$3,223.59
FY 2016:	\$5,754.36
FY 2017:	\$8,953.57
FY 2018:	\$10,010.92
FY 2019:	\$16,647.56
FY 2020 (to date:)	\$4,040.19

This Agreement would be utilized in the same manner as previous agreements for on-call electrical services, on an as-needed basis and in accordance with budgeted amounts. The item is coming before Park Board

because there is a possibility in a given year budgeted funds for projects under this Agreement during the term, including renewals, could meet or exceed the \$50,000 threshold required for Park Board approval of agreements, though there are not planned projects which exceed this amount at the current time.

Staff Recommendation

Staff recommends award of Bid No. 2020-PR-007 for on-call athletic field lighting and other electrical repair and maintenance services to Brandy Electric.

Proposed Motion: I move to award Bid No. 2020-PR-007 for on-call athletic field lighting and other electrical repair and maintenance services to Brandy Electric with the possibility of three (3) additional one-year renewals and further authorize the Administrator of Parks and Recreation to enter into an Agreement with Brandy Electric for the same, as well as to execute any and all documents necessary to effectuate the same.

4.0 PRICING Pricing shall include: all necessary supplies, labor and material to complete the project, per the specifications of the bid. The Contractor shall provide service using the hourly labor rates listed below and provide a WORK ORDER COST ESTIMATE as required. Bidder shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.

ITEM	DESCRIPTION	HR RATE: NORMAL SERVICE	HR RATE: OVERTIME SERVICE	HR RATE: HOLIDAY & EMERGENCY SERVICE
REPAIR AND MAINTENANCE – (Prevailing Wage is NOT applicable)				
4.1	Electrician—per man -- Journeyman	\$ <u>33.00</u> /hour	\$ <u>45.00</u> /hour	\$ <u>60.00</u> /hour
4.2	Electrician—per man -- Apprentice	\$ <u>10.00</u> /hour	\$ <u>15.00</u> /hour	\$ <u>20.00</u> /hour
4.3	Electrician (Journeyman) with fully equipped service truck	\$ <u>48.00</u> /hour	\$ <u>68.00</u> /hour	\$ <u>88.00</u> /hour
4.4	Electrician (Apprentice) with fully equipped service truck	\$ <u>15.00</u> /hour	\$ <u>20.00</u> /hour	\$ <u>30.00</u> /hour
4.5	Line Truck with 50' reach and one (1) operator*	\$ <u>50.00</u> /hour	\$ <u>60.00</u> /hour	\$ <u>80.00</u> /hour
4.6	Crane truck with 100' reach and one (1) operator*	\$ <u>80.00</u> /hour	\$ <u>90.00</u> /hour	\$ <u>100.00</u> /hour
4.7	Trencher with operator*	\$ <u>41.00</u> /hour	\$ <u>50.00</u> /hour	\$ <u>75.00</u> /hour
4.8	Backhoe with operator*	\$ <u>41.00</u> /hour	\$ <u>50.00</u> /hour	\$ <u>75.00</u> /hour
4.9	Loader with operator*	\$ <u>41.00</u> /hour	\$ <u>50.00</u> /hour	\$ <u>75.00</u> /hour
NEW WORK INSTALLATION – (Prevailing Wage Applicable) Prevailing Wage Order No. 26 shall apply to all Prevailing Wage Work in this Contract				
4.10	Electrician—per man -- Journeyman	\$ <u>72.00</u> /hour	\$ <u>85.00</u> /hour	\$ <u>130.00</u> /hour
4.11	Electrician—per man -- Apprentice	\$ <u>15.00</u> /hour	\$ <u>19.00</u> /hour	\$ <u>25.00</u> /hour
4.12	Electrician (Journeyman) with fully equipped service truck	\$ <u>82.00</u> /hour	\$ <u>100.00</u> /hour	\$ <u>137.00</u> /hour
4.13	Electrician (Apprentice) with fully equipped service truck	\$ <u>25.00</u> /hour	\$ <u>30.00</u> /hour	\$ <u>35.00</u> /hour
4.14	Line Truck with 50' reach and one (1) operator*	\$ <u>92.00</u> /hour	\$ <u>120.00</u> /hour	\$ <u>158.00</u> /hour
4.15	Crane truck with 100' reach and one (1) operator*	\$ <u>105.00</u> /hour	\$ <u>140.00</u> /hour	\$ <u>160.00</u> /hour
4.16	Trencher with operator*	\$ <u>82.00</u> /hour	\$ <u>110.00</u> /hour	\$ <u>140.00</u> /hour
4.17	Backhoe with operator*	\$ <u>82.00</u> /hour	\$ <u>110.00</u> /hour	\$ <u>140.00</u> /hour
4.18	Loader with operator*	\$ <u>82.00</u> /hour	\$ <u>110.00</u> /hour	\$ <u>140.00</u> /hour
4.19	State Contractor's % markup on all materials:	<u>10</u> %		
4.20	LSPR standard payment terms are Net 30 after receipt of invoice and certified payroll (if applicable). State any discounts offered:	<u>0</u> %		
4.21	Throughout the course of the Contract Term, the using departments, or other Departments, may need services not specifically listed above. Please state any discounts for such purposes, from your listed prices:	<u>0</u> % off list price		

*State if hourly rates vary depending on type/experience of operator.

MEMORANDUM



Date: January 22, 2020

To: Joe Snook
Administrator of Parks and Recreation

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

CC:

Re: Pleasant Lea Park Renovation- LWCF Resolution

In the FY 2021 Parks Capital Improvement Plan (CIP), \$400,000 has been allocated for improvements to Pleasant Lea Park. Over the past three months, staff has been working with its design consultant, Landworks Studio of Olathe to prepare a master plan of improvements for the park. During this time, staff and consultants have held an open house at the park (Saturday October 12th) and conducted on line surveys to solicit feedback from the neighborhood and general public on desired park improvements.

At the present time, staff and consultants are refining a concept plan for the park and determining an estimate of probable cost. To supplement project funding to complete a larger portion or the entirety of the scope of improvements, staff would like to proceed with a Land and Water Conservation Fund (LWCF) grant in the amount of \$175,000. The grant is administered through the State of Missouri Department of Natural Resources-Division of State Parks with funding awarded annually to qualifying projects. A 50% financial match is required and applications are due by February 14, 2020.

Attached is a required resolution of support from the governing agency and motion required with approval to proceed with the project application

MOTION: I MOVE TO APPROVE THE RESOLUTION FOR APPLICATION OF A LAND WATER CONSERVATION FUND GRANT IN THE AMOUNT OF \$175,000 FOR PARK RENOVATIONS AT PLEASANT LEA PARK AND FURTHER AUTHORIZE THE ADMINISTRATOR OF PARKS AND RECREATION TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE APPLICATION PROCESS.

Resolution
Land and Water Grant Funding
For
Pleasant Lea Park Improvements

WHEREAS, the **LEES SUMMIT PARKS AND RECREATION BOARD**, is applying for federal assistance from the Land and Water Conservation Fund program for the purpose of renovation of Pleasant Lea Park,

NOW, THEREFORE, BE IT RESOLVED BY THE **LEES SUMMIT PARKS AND RECREATION BOARD**, that

1. Joseph D. Snook, Administrator of Parks of the **LEES SUMMIT PARKS AND RECREATION BOARD**, is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts, or other documents that are required by the State of Missouri or the U.S. Department of the Interior, National Park Service.
2. The **LEES SUMMIT PARKS AND RECREATION BOARD** currently has the written commitment for the minimum 50% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event that the grant is awarded, the **LEES SUMMIT PARKS AND RECREATION BOARD** will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access in perpetuity.
4. In the event that the grant is awarded, the **LEES SUMMIT PARKS AND RECREATION BOARD** is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event that the grant is awarded, the **LEES SUMMIT PARKS AND RECREATION BOARD** will comply with all rules and regulations of the Land and Water Conservation Fund program, applicable Executive Orders and all federal and state laws that govern the grant applicant during the performance of the project

PASSED AND RESOLVED BY THE **LEES SUMMIT PARKS AND RECREATION BOARD** THIS 22ND DAY OF JANUARY, 2020

ATTEST: _____

(SIGNATURE)

BY: _____
(SIGNATURE)

MEMORANDUM



Date: January 16, 2020

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPSI, MW5124 AU,
Superintendent of Park Operations

CC:

Re: Changes to the LSBA Association Agreement

Each year, LSPR staff reviews its' agreements with the youth sports associations (YSA's) to identify any changes or adjustments needed. This year, several modifications were made. In addition to some "clean up" and consistency applied to the document, such as new dates, consistently referring to LSPR as such, instead of LSPR, Board, and City throughout the document, and ensuring the appropriate responsibilities were allocated, the following substantive changes were made:

- Section 4 – Language was added to clarify the Association is responsible for the enforcement of all LSPR rules and regulations.
- Section 16 – Language was added to allow LSPR to charge the Association in the event LSPR must provide cleaning or trash pick-up services in connection with the Association's use of LSPR property.
- Section 29 – Language was added to require that bases be removed during field grooming.
- Section 36 - A new section added informing Association that it must comply with the mutually agreed upon LSPR and Association weather guidelines.
- Sections 53-54 – New sections outlining the agreement between the Association and LSPR in regards to the new weather alert system.

The President of the Lee's Summit Baseball Association has reviewed and agreed to the changes contained in the proposed 2020 Agreement, a copy of which is attached to this memorandum.

Proposed Motion: I move to approve the 2020 Youth Sports Association Agreement with Lee's Summit Baseball Association as presented and authorize the Administrator and the President of Lee's Summit Parks and Recreation to execute the same.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT

AGREEMENT BETWEEN
THE LEE'S SUMMIT PARKS AND RECREATION BOARD AND
LEE'S SUMMIT BASEBALL ASSOCIATION

This ~~a~~Agreement (hereinafter "Agreement") is entered into by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City (~~hereinafter referred to as "City"~~), by and through the Lee's Summit, Missouri Parks and Recreation Board (hereinafter referred to as "LSPR"~~termed "Board"~~) and the Lee's Summit Baseball Association, a Missouri not for profit corporation (~~hereinafter termed~~ referred to as "Association").

The Association, having been determined by ~~the Board~~LSPR to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated by LSPR to be the "Primary Provider" of recreational baseball in Lee's Summit. Further, as a Primary Provider, the Association is hereby given exclusive use of ~~game and practice fields at~~ Legacy Park baseball game and practice fields and the baseball field at Summit Park (hereinafter referred collectively as "Practice Areas") from February 1, 202019 through December 31, 202019, for the purpose of conducting various baseball activities on a regularly scheduled basis in accordance with the schedule and sites appended hereto and made a part thereof, or as mutually agreed upon in writing by LSPR and Association after execution of this Agreement. ~~The Board~~LSPR reserves the right to schedule ~~Board sponsored~~LSPR activities during the ~~agreement period~~ Term of this Agreement provided so long as an officer of the Association is notified of each activity. ~~The Board may delegate responsibilities~~Specific duties and responsibilities associated with this Agreement ~~to Lee's Summit Parks and Recreation~~will be delegated by LSPR to appropriate ~~S~~staff for completion, including, but not limited to those items identified herein.

NOW, THEREFORE, ~~i~~n consideration of the use of said ~~playing fields~~Practice Areas and the necessary surrounding areas, the parties agree as follows:

1. 501(c)(3) Status: The Association shall maintain its 501(c)(3) status, in good standing, throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status. Association shall also ensure it remains in good compliance and good standing with the Missouri Secretary of State throughout the term of this Agreement.
2. Association shall assemble and provide LSPR ~~the Lee's Summit Parks and Recreation Staff~~ copies of the scheduling of all practice sessions on Board property and games no later than one week before each season begins.
3. Association will not take any action which would jeopardize ~~the City's~~LSPR's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.
4. Association shall control the behavior of participants and spectators during events and shall be responsible for enforcement of all LSPR's rules and regulations.
 - The Association will eject unruly or dangerous participants, coaches, parents or spectators from the premises during the events. Any Association officer or representative can exercise this authority. The Association may contact the Police Department for assistance, if necessary.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT

AGREEMENT BETWEEN
THE LEE'S SUMMIT PARKS AND RECREATION BOARD AND
LEE'S SUMMIT BASEBALL ASSOCIATION

5. The Association shall allow vehicles in Legacy Park to park in designated parking areas only, unless authorized by ~~the Board~~LSPR.
6. Association shall keep ~~assigned practice~~Practice Areas ~~as well as surrounding~~and Legacy Park areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.
7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the Lee's Summit Parks and Recreation Staff.
8. Association shall schedule practices, games and events in a manner to avoid exceeding the capacity of the parking lot, fields and restrooms.
9. As ~~Board~~LSPR facilities reach capacity it will be the Association's responsibility to ~~ensure~~ those capacities are not exceeded.
 - It is the Park Board's intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) be addressed before non-residents.
 - The Association shall determine what the capacities of ~~Board~~LSPR game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with ~~the Lee's Summit Parks and Recreation Staff~~LSPR prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.
10. ~~The Board, through Lee's Summit Parks and Recreation Staff,~~LSPR may schedule activities of the R-7 School District and schools from other areas at Legacy Park or any other ~~Board~~LSPR facilities.
 - The Association will advise ~~LSPR~~the Lee's Summit Parks and Recreation ~~Staff~~ of field availability for activities.
 - The schools will be charged a fee for practices and games at Legacy Park.
 - ~~The Board~~LSPR will transfer a portion of the fees charged to ~~LSBA~~the Association.
11. ~~The Board, through Lee's Summit Parks and Recreation Staff,~~LSPR, must approve all activities other than youth baseball and training opportunities associated with the program at ~~park facilities~~the Practice Areas and surrounding areas.
12. Association shall provide the Board \$3.00 for each participant in Association sponsored leagues and any other leagues to support maintenance activities at Legacy Park. If the Association has more than one season the fee will be based on the season with the most participants. The fee is due by December 31, 20~~2018~~.
13. The Association shall seek ~~LSPR's through Lee's Summit Parks and Recreation Staff,~~ approval for all tournaments to be held pursuant to this ~~a~~Agreement, and shall include the ~~Lee's Summit Parks and Recreation~~LSPR Staff, in all discussions and agreements for tournaments sponsored by the Association, co-sponsored with outside groups or sponsored by outside groups.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT

AGREEMENT BETWEEN
THE LEE'S SUMMIT PARKS AND RECREATION BOARD AND
LEE'S SUMMIT BASEBALL ASSOCIATION

14. All Tournaments, leagues, or other events sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and ~~LSPR~~~~the Lee's Summit Parks and Recreation S~~ staff in advance and will require a Field Use Permit from ~~Lee's Summit Parks and Recreation Staff~~~~LSPR~~.
- No other group may be allowed to use any of the baseball fields in their place.
 - All such activity must be approved by ~~LSPR~~~~Lee's Summit Parks and Recreation S~~ staff and the Field Use Permit will be completed by the Association.
 - The Board requires a \$20.00 per team fee for sports that require at least 4 players per team on the field. A \$15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to ~~the Board~~~~LSPR~~ must be paid by the Association to ~~the Board~~~~LSPR~~ within thirty days after the last activity is completed. A \$3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not paid or received.
 - The Association will send an email notification to ~~the Lee's Summit Parks and Recreation~~~~LSPR S~~ staff within 2 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. ~~The Board~~~~LSPR~~ will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.
15. Vendors that request to set up areas to sell food and/or merchandise, or to advertise on ~~Board~~~~LSPR~~ property must be approved in advance by the Association and obtain a Vendors Permit from ~~the Lee's Summit Parks and Recreation~~~~LSPR S~~ staff. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, however Vendors for Association sponsored team pictures are excluded.
16. Association shall pay for/provide for the cleanup of restrooms, storage areas, and concession areas for those days the facility is in use by the Association or by activities approved by the Association.
- The Association shall keep these areas neat, orderly and clean.
 - The Association shall provide those supplies required to operate the restrooms.
 - The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use of Legacy Park. This includes parking lots, dugouts, fields and spectator areas, etc. In the event LSPR deems Association's performance under this section unacceptable, LSPR shall self-perform services as it deems proper and appropriate and will bill Association for costs associated with the services, including labor costs.
17. The Association shall not change or alter ~~park~~~~LSPR~~ property in any way unless written consent has been granted by ~~LSPR~~~~the Board~~.
18. The Association shall pay the cost of replacement or repair of any ~~park~~~~LSPR~~ property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests,



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employees group or participants in such Association or Association--approved program or activity. The Association shall not be responsible for damage to LSPRpark property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.

19. In an effort to increase the safety of those participating in the Association's programs, ~~the Board~~LSPR is requiring programs under Association's direction which use ~~Board~~LSPR facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:
- A. Perform background checks on all Association volunteers and staff 18 years and older.
 - 1. Background checks shall be valid for 365 days from date of the background check.
 - 2. The volunteers and staff who volunteer or work for other Youth Sports associations that have written agreements with the City or that volunteer or work for the Board will not be required to undergo more than one background check during the 365 days the background check is valid.
 - 3. Work with ~~the Board~~LSPR and other associations to provide information on who has completed background checks.
 - B. Use the vendor selected by ~~the Board~~LSPR to perform the background checks. Associations may use other vendors if the background checks meet or exceed the specifications listed in Section E and use the disqualifiers based on the offenses listed in Section F. A letter of confirmation from the association and outside vendor will be required that confirms their agreement to follow the required procedures.
 - C. Provide a link on Association websites for online application for background checks.
 - D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.
 - E. The background checks will include the following:
 - 1. National Criminal Data Base Search.
 - 2. 50 State Sex Offender Registry Search.
 - 3. Local Criminal Record, search county of current residence or longest and most current residency.
 - 4. Social Security Number verification.
 - 5. Address Trace.
 - F. Volunteers and staff will be ineligible to volunteer or work for the Association if found guilty of the following crimes:
 - All sex offenses regardless of the amount of time since the offense.
 - All felony violence regardless of the amount of time since the offense.
 - All felony offenses other than sex or violence related within past 10 years
 - All misdemeanor violence offenses within the past 7 years including but not limited to assault.
 - All misdemeanor drug offenses in past 5 years or multiple offenses in past 10 years including but not limited to:
 - o Possession of up to 35 grams marijuana/synthetic cannabinoid
 - o Unlawful use of drug paraphernalia



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- o Possession of a imitation controlled substance
 - o Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
 - o Intentionally induce symptoms by use of solvents or posses solvents 1st offense
 - Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to:
 - o Unlawful transaction with child
 - o Endangering the welfare of a child, 2nd degree
 - o Assist in child abduction or parental kidnapping
 - o Obtain/transfer/use identification for purpose of providing false identification to persons under 21
 - o Supplying liquor to a minor
 - o Harassment by a person 21 years or older against a person 17 years or younger
 - G. Distribute or provide access to the State of Vermont Agency of Human Services, Department for Children & Families program titled "STEP UP: Protect Children From Sexual Abuse" to parents and guardians of participants in Association programs and encourage participation in the training program. Refer to the program as "Required Parent/Guardian Training Material to Protect Children From Sexual Abuse".
 - H. The president of the Association will serve on the "Background Check Review Committee" with other Youth Sports Association presidents and a representative from ~~the Board~~ LSPR. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. The process for appeals is as follows:
 1. Applicant receives written notice of disqualification
 2. Applicant has the option to submit a written appeal to the Association president within seven (7) days
 3. Association president requests additional information on the applicant's record from the background check vendor and forwards the written appeal information to all committee members.
 4. All committee members will be required to review the appeal and vote on the appeal within seven (7) days of receipt of additional information from the background check vendor.
 5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
 6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
 7. There will be no further appeal options.
20. LSPR~~The Board~~ understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, ~~the Board~~ LSPR feels strongly that is in the best interest of the Association's program and the youth it



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serves to attempt to provide the coaches with the basic skills necessary to coach baseball and work with children. In order to provide a basic understanding of coaching baseball and working with youth the Association shall provide a minimum training of two hours per year to all coaches and or managers.

- The Association shall provide a written description of the training that has been provided and a list of coaches and or managers that have met this condition.
- Organizational meetings do not count as training for development of coaching skills and working with youth.
- The training will be conducted by an Association approved trainer (high school, college or professional coaches are recommended for this activity).
- Currently licensed or certified coaches are exempt from this training requirement.
- LSPR~~The Board~~ will provide a site for training at no cost to the Association.

21. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, ~~the Board~~LSPR requires the Association to distribute or provide access to the Centers for Disease Control and Prevention program titled "Heads Up" and to encourage participation in the training program available at the following link: <https://www.cdc.gov/headsup/index.html>. The Association shall also distribute or provide access to Boston University Research: CTE Center information on Chronic Traumatic Encephalopathy (CTE) titled "Frequently Asked Questions about CTE" available at the following link: <https://www.bu.edu/cte/about/frequently-asked-questions/>
22. Participant surveys are an important method to measure the results of a program and the performance of the facilities. ~~The Board, through coordination by Lee's Summit Parks and Recreation~~LSPR ~~Staff~~, will conduct one participant survey per year of Association activities at ~~Board~~LSPR facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and ~~Lee's Summit Parks and Recreation Staff~~LSPR staff.
 - The Association will provide to ~~the Board~~LSPR a data-base of e-mail and/or mailing addresses of all participants at the conclusion of the summer baseball league.
 - Surveys will be paid for, prepared, mailed and results compiled by ~~the Board and Lee's Summit Parks and Recreation~~LSPR staff.
23. The Association shall assume the responsibility of maintaining control of their own program and take all necessary steps to prevent the violation of any City ordinance or any act or action that might be detrimental to ~~the Board~~LSPR. Association assumes responsibility for any incidents, injuries, events or other issues arising during use of LSPR facilities and in connection with programs sponsored by, held by, or authorized by Association, except to the extent caused by the negligence of LSPR.
24. The Association shall provide insurance coverage for theft, loss, damage, etc. to Association property stored in or on LSPR~~Board~~ property.



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25. The Association shall indemnify, release, defend, become responsible for and forever hold harmless ~~LSPR~~the Board and the City of Lee's Summit, their respective officers, agents, employees, elected and appointed officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of ~~the Board's~~LSPR's Practice Areas, playing fields and surrounding areas and facilities from January 1, 2018 to December 31, 2018 as herein set forth during the Term of this Agreement. Association shall and provide ~~the Board~~LSPR a certificate of insurance indicating coverage naming the City of Lee's Summit, Missouri as additional insured. This coverage must provide a general aggregate liability of \$2,000,000 to cover all operations included herein.
26. The Association shall provide ~~LSPR~~the Board, in advance of use of ~~said parks~~Practice Areas, with a copy of the most recent year end financial statement (detailed balance sheet and income statement) and the most recent 990 filing.
- The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.
 - The Association is also encouraged to have their financial affairs audited.
 - ~~The Board~~LSPR reserves the right, at ~~Board~~LSPR's expense, and with a 30 day notice, to conduct an internal audit of the Association's financial records.
27. The Association shall permit an authorized representative of ~~the Board~~LSPR, with a 30 day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.
28. ~~The Board~~LSPR hereby designates that Lee's Summit Parks and Recreation Staff shall receive and schedule requests for practice field and game field space from others, including all school district requests.
29. The Association shall pay for/provide for the preparation of fields for the Association's and its users' games. This includes all grooming, dragging and lining of fields. Materials used to line fields must not be harmful to the turf or patrons. Bases shall be removed during field grooming and replaced after completion.
30. Association shall pay and be liable for the Association's and its users' usage of all utilities at Legacy Park.
31. Association shall not place banners, signs or advertisement at ~~LSPR~~Board facilities unless one of the following conditions are met.
1. Obtain a Legacy Banner permit for event banners from ~~the Board~~LSPR



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2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

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

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

- Banners must be sponsored by the Association.
 - Banner design and content must be approved by LSPR.
 - LSPR will determine the number of banners that can be displayed.
 - Banner size will be no larger than 4' x 8'
 - Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
 - Banner installation guidelines if installed on chain link fence:
 1. Top of banner equidistance from top of fence
 2. Spaced evenly between fence posts
 3. Bottom of banners equidistance from bottom of fence.
 - Banners may be placed on chain link fence locations or other locations approved by LSPR.
 - Banner must allow wind to pass thru banner (slits or mesh material).
 - Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
 - Banners may only be displayed during time period approved by LSPR.
 - Banners for tobacco products or alcohol will not be approved.
 - Banner images and messages must be in good taste and not offensive as determined by LSPR.
 - Banner Fees:
\$2.00/ banner/day displayed or \$20.00/banner/ month or \$50.00/banner/year
3. The Association shall provide to the Board a written accounting of the monetary amounts paid for or the monetary value of such advertising.
4. In addition to the provisions set forth herein, the Board shall be entitled to deny any advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.
5. The Association will provide the Board with a list of existing Association sponsors to be placed on a "no call" list to be shared with the Board's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:
- a. Is a current Association sponsor
 - b. Has provided a minimum of 2 years continual sponsorship to the Association including the current year
 - c. Has exceeded a minimum threshold of \$1,500 per year



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

32. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay the Board a \$20.00 per team fee if a parking fee or gate fee is charged. Fees due to ~~the Board~~LSPR must be paid by the Association to LSPR ~~the Board~~ within thirty days after the last activity is completed.
 - A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. ~~The Lee's Summit Parks and Recreation~~LSPR Staff will provide the sign.
 - The Association can exempt one Association event per year from the parking fee.
33. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by ~~the Board~~LSPR prior to the start of the season.
34. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow sales by others only by obtaining ~~Board~~LSPR approval.
35. The environmental impact of Association activities should be considered and addressed when possible. ~~The Board~~LSPR encourages and will assist Association efforts to research and implement recycling activities.
36. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users. Association shall ensure compliance with the LSPR and YSA Weather Guidelines, mutually adopted by the Youth Sports Associations of Lee's Summit, including Association, and LSPR, as may be modified from time to time by mutual agreement of all Youth Sports Associations and LSPR. A copy of the LSPR and YSA Weather Guidelines currently in effect is included in this Agreement as Attachment A.
37. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and /or infields at practice and game fields. The Association will be responsible to repair damage caused by such use. ~~Lee's Summit Parks and Recreation Staff~~LSPR will specify the types of repairs that need to be completed. If field damage becomes excessive due to the Association's or its users' use during unfavorable field conditions ~~the Board~~LSPR will take over this responsibility, at the expenses of the Association.
38. The Association shall provide trash dumpsters and trash can liners at Legacy Park.
39. The Association shall pay for/provide for the mowing services at Legacy Park for Association ball fields and turf areas. Such mowing shall include:
 - Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be



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mowed and trimmed ~~at a frequency which does not allow growth in excess of at least once every two weeks while growing and not allowed to exceed 6" in height.~~ If height of vegetation exceeds 8" ~~the Board~~LSPR will have the areas mowed and trimmed by a contractor and invoice the Association for cost incurred.

- Category II mowing: All athletic field surfaces, 10 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 1/2" and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed ~~at a frequency which does not allow growth in excess of 6." once every two weeks.~~ If height of vegetation exceeds 8" ~~the Board~~LSPR will have the areas mowed and trimmed and invoice the Association for cost incurred.
- Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
- All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
- All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
- The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, and etc. ~~every 2 weeks while actively growing and not at a frequency which does not allow growth to~~ exceed 6" in height throughout the Term of this Agreement.
- Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" ~~the Board~~LSPR will have the areas trimmed by a contractor and invoice the ~~a~~Association for cost incurred.
- The Association shall be responsible for damage ~~to Board~~LSPR property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to inflict damage to the bark of trees. The Board will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.
- ~~40.~~ All equipment used by the Association to perform services shall be operated in a safe manner consistent with the manufactures' recommendations. The equipment shall be operated at a speed that poses no danger to the public and achieves the desired appearance. Reasonable care shall be taken when working in the vicinity of people, vehicles, buildings and property inside the fence, a minimum of ten feet outside the fence and parking lot, parking lot islands and medians, and turf areas between the parking lot and restroom/concession building. Field areas will be maintained at 2.5"-3.5". All other areas will be maintained at 3"-4". No more than 1/3 of blade length will be removed per mowing. Attached map shows areas to be mowed. Mowing height and frequency will be monitored by the Board.
- ~~401.~~ Basic seeding, fertilizing and pesticides will be provided by ~~Board~~LSPR, ~~see the attached in accordance with the LSPR Annual Turf Maintenance Calendar, incorporated into this Agreement as Attachment B.~~ The Association will be responsible for material costs for increased levels of maintenance.



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412. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e., bases, balls, field chalk/paint, etc.
423. The Association and ~~the Board~~LSPR hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior written consent of the other party to the Agreement.
434. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.
445. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. ~~The Board~~LSPR does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that ~~the Board~~LSPR and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents or participants.
456. The Association shall start no inning of a ball game after 10:45 p.m. nor allow a game to overrun the 11:00 p.m. curfew that has been established by City Ordinance in all Parks.
467. Association shall be responsible for turning of field lights on/off for Association activities and other users.
478. The Association is hereby given use of the baseball venue practice area that includes sixteen (16) infields, one (1) three acre outfield and sixteen (16) batting tunnels for the purpose of conducting various baseball activities on a regularly scheduled basis. ~~The Board through the Lee's Summit Parks and Recreation Staff,~~LSPR reserves the right to schedule ~~Board~~LSPR sponsored activities during the Term of this Agreement period so long as an officer of the Association is notified of each activity.Association agrees to
1. ~~Allow~~ only Association members use of the practice area.
489. The Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of its fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to ~~park~~LSPR facilities. Capital investments will be determined by mutual agreement between the board and the association.
4950. The Association shall provide to ~~the Board~~LSPR, ~~through the Lee's Summit Parks and Recreation Staff,~~ an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.
501. The Association shall provide to LSPR~~the Board, through the Lee's Summit Parks and Recreation Staff,~~ a copy of Executive Board minutes for each meeting held during the I~~term~~ of this A~~greement~~.



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512. The Association shall provide to ~~the Board, through the Lee's Summit Parks and Recreation Staff, LSPR~~ a copy of the Association's organizational chart including names and position titles.
523. The Association shall provide to ~~the Board, through the Lee's Summit Parks and Recreation Staff, LSPR~~ a written list of Association Board members who are paid staff, represent an organization(s), a leasee or renter, a contractor or someone who otherwise would benefit financially from the use of Board facilities.
53. Lightning Detection System. The City of Lee's Summit, Missouri, has purchased a Lightning Detection System for the purpose of providing access to enhanced weather safety data to certain users, including Youth Sports Associations and LSPR. Notifications will be established in accordance with the guidelines established in the LSPR and YSA Weather Guidelines. Without limitation, Association hereby acknowledges that the indemnification provisions of this Agreement, in addition to applying generally to all aspects of the relationship between LSPR and Association, also specifically apply to the Associations' use or reliance upon the Lightning Detection System as a mechanism for determining safe play conditions.
54. LSPR Responsibilities. The following are responsibilities which LSPR has agreed to specifically undertake in connection with this Agreement:
- ~~In consideration of said funds and services, the Board agrees to provide the following:~~
- A1. Maintenance of all utilities.
 - B2. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:
 - ia. Seed, sod, fertilizer, and pest control
 - iib. Irrigation
 - iiie. Aeration
 - C3. Maintenance and repair of the restroom/concession building and fixtures except for those items owned by the Association.
 - D4. Maintenance, repair and replacement of fencing, trees, shrubs, athletic field lighting and walkways.
 - E5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.
 - F6. Park staff will perform any activity due to non-performance by the Association, and this will be charged at the rate of \$25.00 per hour to the Association.
 - G7. Allow the Association the use of the 60' x 42' storage building at Legacy Park Maintenance Compound to store Association equipment and supplies.
 - H. The Board will reimburse the Association for agreed upon costs the Association incurs due to Board sponsored tournaments at Legacy Park using areas that have been provided to the Association through this agreement. Costs include but are not limited to utilities, mowing, field set up, trash pickup and restroom cleaning.
554. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.



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

Lee's Summit Baseball Association
P.O. Box 1415
Lee's Summit, MO 64063

- ~~565.~~ In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both ~~the Board~~LSPR and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.
- ~~576.~~ It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.
- ~~587.~~ This Agreement constitutes the entire agreement between the parties with respect to its subject matter an any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or affect.
- ~~598.~~ Nothing in this Agreement shall be construed to create an employment relationship between The Board, the City of Lee's Summit, and the members, employees or agents of the Association.

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

- ~~1. Maintenance of all utilities.~~
- ~~2. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:
 - ~~a. Seed, sod, fertilizer, and pest control~~
 - ~~b. Irrigation~~
 - ~~c. Aeration~~~~
- ~~3. Maintenance and repair of the restroom/concession building and fixtures except for those items owned by the Association.~~
- ~~4. Maintenance, repair and replacement of fencing, trees, shrubs, athletic field lighting and walkways.~~
- ~~5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.~~



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

~~7. Allow the Association the use of the 60' x 42' storage building at Legacy Park Maintenance Compound to store Association equipment and supplies.~~

~~Board Sponsored Tournament~~

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

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

61. Term. This Agreement shall be effective the 1st day of January, 2020, and shall remain in effect through the 31st day of December, 2020. ~~18 and the first use of the playing fields in the parks herein identified shall be January 1, 2018 and this agreement shall terminate on the 31st day of December, 2018.~~

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

Agreement acknowledged this _____ day of _____, 2019.

ASSOCIATION

Danny Lake, President
Lee's Summit Baseball Association

LSPR

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

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



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APPROVED AS TO FORM:

Superintendent of Legal Services and Human Resources

ATTACHMENT A

LSPR and YSA Weather Guidelines

Lee's Summit Parks and Recreation and the Lee's Summit Youth Sports Associations have implemented the following guidelines address with extreme heat and cold weather at all youth games and practices. It is designed to provide participants with a standard for safe play in situations of extreme heat and cold weather.

Heat Guidelines

The two values that will be taken into account when modifying or cancelling games/practices are air temperature and relative humidity. The combination of these two elements reflects the heat index. We will rely on the heat index reading that is updated hourly by the National Weather Service.

There are five defined heat index zones. These zones are based on recommended guidelines published by the American College of Sports Medicine (ACSM) for participation in sports activities during periods of extreme heat. Because the heat index does not take into account wind and direct sunlight, two degrees will be added to the stated heat index on sunny and still days. Likewise, two degrees will be subtracted on cloudy and windy days.

White Zone

Heat index of **65-80** degrees. In this range, the participant is in very little danger from heat and no special measures will be taken.

Yellow Zone

Heat index of **81-98** degrees. In this range, coaches will be encouraged to take extra steps to protect their players by making sure they keep them hydrated and by encouraging frequent substitution during games and practices.

Orange Zone

Heat index of **99-105** degrees. In this range, the following will be implemented for games: all measures taken in the Yellow Zone and water coolers will be available at each complex for players/parents/fans. If it is a practice day, coaches are instructed to keep players well hydrated and to take frequent breaks.

Red Zone

Heat index ranging of **106-115** degrees. In this range, the following be will implement for games: all measures taken in the yellow and orange zones and the length of games and practices will be modified:

- All program changes will be determined by the respective organization in accordance with their guidelines.

Black Zone

Heat index **above 115**. In this range, all games and practices will be cancelled until the index returns to 115 or below. Notification will be given through the specific organization's notification process.

Note – During the course of the day, the heat index will rise and fall depending upon the time of day, amount of wind, cloud cover, etc. The above program modifications could also change throughout the course of the day, especially on the weekend. For example, a 1 pm game on Saturday could be played under the Orange Zone guidelines and a 4 pm game could be played under Red Zone guidelines. Coaches and parents will be notified of the appropriate zone of play by the program/league staff and/or the cancellation number of the specific organization.

Cold Weather Guidelines

Wind chill 32° F or below – Games will be cancelled

*Participants playing or practicing in cold weather are encouraged to dress appropriately and utilize multiple layers as needed.

Thunderstorm & Lightning Guidelines

When lightning is detected within a 10 mile range, play and clear the fields for thirty (30) minutes. A long blast of the whistle will be sounded to notify players and parents to clear the field. Players and parents should take shelter in their vehicles or in an enclosed building if available. If in the event, another strike occurs within the thirty minutes, an additional thirty minutes will be added to the time. For example: If the detector goes off at 7:10 pm, play will be stopped until 7:40pm. If another strike occurs at 7:16 pm, the time would be reset to 7:46pm. Lightning is a very serious situation and the safety of our participants is very important.

The above are merely guidelines and it is the responsibility of parents and players to make the ultimate decision as to the participation in events when heat, cold and lightning may be a factor, taking into consideration the age and physical condition of the player. Parents also have the ultimate responsibility to inform their child about the dangers of heat and need for protection, including sunscreen and proper hydration.

ATTACHMENT B

Athletic Field Maintenance Program

Keep records of when every application has been applied

Soil test as needed

Read the labels for application rates

- Fertilize
 1. Mid-March. Have some iron and micro nutrients in fertilizer to get the grass to green up. This will be an 6 to 8 week fertilizer.
 2. Application will be done in May with a slow release fert. This will last 8-10weeks.
 3. Application as needed if you start seeing rust on the grass. It will be in July or August and this will be very low nitrogen. Milorganite is the best this to use.
 4. Application will be in September this will be a slow release fertilizer.
 5. Application will be in November this will be a winterizer fertilizer.
- Chemical application
 - April 15 start spraying fence lines with a growth regulator once a month. Mix in a broadleaf herbicide as needed to keep weeds from encroaching onto the playing fields.
 - April start spot spraying for broadleaf weeds on fields as needed though out the year.
 - April- apply a pre-emergent to the fields
 - May- apply Acelepryn (grub control) to sports fields. This application will last all year.
 - June-July-August- you may have to apply a fungicide. They will only last a week or two. Multiple applications will have to be made throughout the summer.
- Irrigating
 - Pressurize irrigation system in April.
 - Check for broken irrigation heads and water main breaks
 - Schedule to run irrigation at night when games are done for the night(11:30pm). Have them turn off by 6am the following day.
 - Only run irrigation when the ground starts to dry out. Don't run irrigation every day let the grass stress a little. Irrigation runs for 20 minutes a zone.
- Seeding
 - Over seed in early spring and mid fall
 - Apply a starter fertilizer at the same time of seeding (if you have not fertilized yet)
 - Irrigate as needed

ATTACHMENT B

- Aerate
 - Aeration should be done early spring/fall
 - Deep tine/ and core aerate soccer, football, and baseball infields
 - Core aerate baseball, and softball outfields
 - Knife aeration can be done in fall and spring while play is going on

ATTACHMENT B

Turf Management Program

Spring

- Seeded areas
 - Parks seeded in winter or spring fertilize with a starter --don't use any pre emergent until the grass has been mowed twice
 - Over seeding an area use 6lbs/1000Sqft for fescue
 - Newly seeded areas use 12lbs/1000sqft for fescue

Fertilizer program for high profile parks—Station/Amtrak

- Non seeded areas use a split application of pre-emergent
 - 1st application March 15
 - 2nd application May 15
- Grub Control
 - June 15
- Fall fertilizer
 - September 1st
 - This may be a slow release fertilizer
 - This is the time to over seed areas and use a starter fertilizer
 - This is the time to do as much aeration as you can
- Winterizer Fertilizer
 - October-November will be the last time to fertilize for the year
 - This is the time of year all parks get fertilized with a slow release fertilizer
 - Dormant Seeding
 - Seed from December to March
 - This is good at parks with no irrigation and will get a better germination rate

Spraying for weeds

- Spraying broadleaf weeds can be done anytime during the growing season. Don't spray on new grass until you have two mowing on the grass. Read the label on how much chemical to use per application.

MEMORANDUM



Date: January 16, 2020

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPSI, MW5124 AU,
Superintendent of Park Operations

CC:

Re: Changes to the LSGSA Association Agreement

Each year, LSPR staff reviews its' agreements with the youth sports associations (YSA's) to identify any changes or adjustments needed. This year, several modifications were made. In addition to some "clean up" and consistency applied to the document, such as new dates, consistently referring to LSPR as such, instead of LSPR, Board, and City throughout the document, and ensuring the appropriate responsibilities were allocated, the following substantive changes were made:

- Section 4 – Language was added to clarify the Association is responsible for the enforcement of all LSPR rules and regulations.
- Section 16 – Language was added to allow LSPR to charge the Association in the event LSPR must provide cleaning or trash pick-up services in connection with the Association's use of LSPR property.
- Section 29 – Language was added to require that bases be removed during field grooming.
- Section 36 - A new section added informing Association that it must comply with the mutually agreed upon LSPR and Association weather guidelines.
- Sections 53-54 – New sections outlining the agreement between the Association and LSPR in regards to the new weather alert system.

The President of the Lee's Summit Girls Softball Association has reviewed and agreed to the changes contained in the proposed 2020 Agreement, a copy of which is attached to this memorandum.

Proposed Motion: I move to approve the 2020 Youth Sports Association Agreement with Lee's Summit Girls Softball Association as presented and authorize the Administrator and the President of Lee's Summit Parks and Recreation to execute the same.



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT

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

This ~~a~~Agreement (hereinafter "Agreement") is entered into by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City (~~hereinafter referred to as "City"~~), by and through the Lee's Summit, Missouri Parks and Recreation Board (hereinafter referred to as "LSPR"~~termed "Board"~~) and the Lee's Summit Girls Softball Association, a Missouri not for profit corporation (~~hereinafter termed-referred to as "Association"~~).

The Association, having been determined by ~~the Board~~LSPR to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated by LSPR to be the "Primary Provider" of recreational girls softball in Lee's Summit. Further, as a Primary Provider, the Association is hereby given exclusive use of ~~game and practice fields at~~ Legacy Park softball game and practice fields and the practice fields at Pleasant Lea Park, Lower Banner Park, and Miller J. Fields Park (hereinafter referred collectively as "Practice Areas") from February 1, ~~2020~~2019 through December 31, ~~2020~~2019, for the purpose of conducting various softball activities on a regularly scheduled basis in accordance with the schedule and sites appended hereto and made a part thereof, or as mutually agreed upon in writing by LSPR and Association after execution of this Agreement. ~~The Board~~LSPR reserves the right to schedule ~~Board-sponsored~~LSPR activities during the ~~agreement period~~Term of this Agreement ~~provided so long as~~ an officer of the Association is notified of each activity. ~~The Board may delegate responsibilities~~Specific duties and responsibilities associated with this Agreement ~~to Lee's Summit Parks and Recreation~~will be delegated by LSPR to appropriate Staff for completion, including, but not limited to those items identified herein.

NOW, THEREFORE, ~~in~~ consideration of the use of said ~~playing fields~~Practice Areas and the necessary surrounding areas, the parties agree as follows:

1. 501(c)(3) Status: The Association shall maintain its 501(c)(3) status, in good standing, throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status. Association shall also ensure it remains in good compliance and good standing with the Missouri Secretary of State throughout the term of this Agreement.
2. Association shall assemble and provide LSPR ~~the Lee's Summit Parks and Recreation Staff~~ copies of the scheduling of all practice sessions on Board property and games no later than one week before each season begins.
3. Association will not take any action which would jeopardize ~~the City's~~LSPR's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.
4. Association shall control the behavior of participants and spectators during events and shall be responsible for enforcement of all LSPR's rules and regulations.
 - The Association will eject unruly or dangerous participants, coaches, parents or spectators from the premises during the events. Any Association officer or representative can exercise this authority. The Association may contact the Police Department for assistance, if necessary.



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5. The Association shall allow vehicles in Legacy Park to park in designated parking areas only, unless authorized by ~~the Board~~LSPR.
6. Association shall keep ~~assigned practice~~Practice Areas ~~as well as surrounding~~and Legacy Park areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.
7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the Lee's Summit Parks and Recreation Staff.
8. Association shall schedule practices, games and events in a manner to avoid exceeding the capacity of the parking lot, fields and restrooms.
9. As ~~Board~~LSPR facilities reach capacity it will be the Association's responsibility to ~~ensure~~ those capacities are not exceeded.
 - It is the Park Board's intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) be addressed before non-residents.
 - The Association shall determine what the capacities of ~~Board~~LSPR game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with ~~the Lee's Summit Parks and Recreation Staff~~LSPR prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.
10. ~~The Board, through Lee's Summit Parks and Recreation Staff,~~LSPR may schedule activities of the R-7 School District and schools from other areas at Legacy Park or any other ~~Board~~LSPR facilities.
 - The Association will advise ~~LSPR~~the Lee's Summit Parks and Recreation ~~Staff~~ of field availability for activities.
 - The schools will be charged a fee for practices and games at Legacy Park.
 - ~~The Board~~LSPR will transfer a portion of the fees charged to ~~LSBA~~the Association.
11. ~~The Board, through Lee's Summit Parks and Recreation Staff,~~LSPR must approve all activities other than youth girls softball and training opportunities associated with the program at ~~park facilities~~the Practice Areas and surrounding areas.
12. Association shall provide the Board \$3.00 for each participant in Association sponsored leagues and any other leagues to support maintenance activities at Legacy Park. If the Association has more than one season the fee will be based on the season with the most participants. The fee is due by December 31, 20~~2018~~.
13. The Association shall seek ~~LSPR's through Lee's Summit Parks and Recreation Staff,~~ approval for all tournaments to be held pursuant to this ~~a~~Agreement, and shall include the ~~Lee's Summit Parks and Recreation~~LSPR Staff, in all discussions and agreements for tournaments sponsored by the Association, co-sponsored with outside groups or sponsored by outside groups.



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14. All Tournaments, leagues, or other events sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and ~~LSPR~~~~the Lee's Summit Parks and Recreation S~~ staff in advance and will require a Field Use Permit from ~~Lee's Summit Parks and Recreation Staff~~~~LSPR~~.
- No other group may be allowed to use any of the softball fields in their place.
 - All such activity must be approved by ~~LSPR~~~~Lee's Summit Parks and Recreation S~~ staff and the Field Use Permit will be completed by the Association.
 - The Board requires a \$20.00 per team fee for sports that require at least 4 players per team on the field. A \$15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to ~~the Board~~~~LSPR~~ must be paid by the Association to ~~the Board~~~~LSPR~~ within thirty days after the last activity is completed. A \$3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not paid or received.
 - The Association will send an email notification to ~~the Lee's Summit Parks and Recreation~~~~LSPR S~~ staff within 2 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. ~~The Board~~~~LSPR~~ will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.
15. Vendors that request to set up areas to sell food and/or merchandise, or to advertise on ~~Board~~~~LSPR~~ property must be approved in advance by the Association and obtain a Vendors Permit from ~~the Lee's Summit Parks and Recreation~~~~LSPR S~~ staff. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, however Vendors for Association sponsored team pictures are excluded.
16. Association shall pay for/provide for the cleanup of restrooms, storage areas, and concession areas for those days the facility is in use by the Association or by activities approved by the Association.
- The Association shall keep these areas neat, orderly and clean.
 - The Association shall provide those supplies required to operate the restrooms.
 - The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use of Legacy Park. This includes parking lots, dugouts, fields and spectator areas, etc. In the event LSPR deems Association's performance under this section unacceptable, LSPR shall self-perform services as it deems proper and appropriate and will bill Association for costs associated with the services, including labor costs.
17. The Association shall not change or alter ~~park~~~~LSPR~~ property in any way unless written consent has been granted by ~~LSPR~~~~the Board~~.
18. The Association shall pay the cost of replacement or repair of any ~~park~~~~LSPR~~ property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests,



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employees group or participants in such Association or Association--approved program or activity. The Association shall not be responsible for damage to LSPRpark property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.

19. In an effort to increase the safety of those participating in the Association's programs, ~~the Board~~LSPR is requiring programs under Association's direction which use ~~Board~~LSPR facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:
- A. Perform background checks on all Association volunteers and staff 18 years and older.
 - 1. Background checks shall be valid for 365 days from date of the background check.
 - 2. The volunteers and staff who volunteer or work for other Youth Sports associations that have written agreements with the City or that volunteer or work for the Board will not be required to undergo more than one background check during the 365 days the background check is valid.
 - 3. Work with ~~the Board~~LSPR and other associations to provide information on who has completed background checks.
 - B. Use the vendor selected by ~~the Board~~LSPR to perform the background checks. Associations may use other vendors if the background checks meet or exceed the specifications listed in Section E and use the disqualifiers based on the offenses listed in Section F. A letter of confirmation from the association and outside vendor will be required that confirms their agreement to follow the required procedures.
 - C. Provide a link on Association websites for online application for background checks.
 - D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.
 - E. The background checks will include the following:
 - 1. National Criminal Data Base Search.
 - 2. 50 State Sex Offender Registry Search.
 - 3. Local Criminal Record, search county of current residence or longest and most current residency.
 - 4. Social Security Number verification.
 - 5. Address Trace.
 - F. Volunteers and staff will be ineligible to volunteer or work for the Association if found guilty of the following crimes:
 - All sex offenses regardless of the amount of time since the offense.
 - All felony violence regardless of the amount of time since the offense.
 - All felony offenses other than sex or violence related within past 10 years
 - All misdemeanor violence offenses within the past 7 years including but not limited to assault.
 - All misdemeanor drug offenses in past 5 years or multiple offenses in past 10 years including but not limited to:
 - o Possession of up to 35 grams marijuana/synthetic cannabinoid
 - o Unlawful use of drug paraphernalia



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- o Possession of a imitation controlled substance
 - o Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
 - o Intentionally induce symptoms by use of solvents or posses solvents 1st offense
 - Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to:
 - o Unlawful transaction with child
 - o Endangering the welfare of a child, 2nd degree
 - o Assist in child abduction or parental kidnapping
 - o Obtain/transfer/use identification for purpose of providing false identification to persons under 21
 - o Supplying liquor to a minor
 - o Harassment by a person 21 years or older against a person 17 years or younger
 - G. Distribute or provide access to the State of Vermont Agency of Human Services, Department for Children & Families program titled "STEP UP: Protect Children From Sexual Abuse" to parents and guardians of participants in Association programs and encourage participation in the training program. Refer to the program as "Required Parent/Guardian Training Material to Protect Children From Sexual Abuse".
 - H. The president of the Association will serve on the "Background Check Review Committee" with other Youth Sports Association presidents and a representative from ~~the Board~~ LSPR. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. The process for appeals is as follows:
 1. Applicant receives written notice of disqualification
 2. Applicant has the option to submit a written appeal to the Association president within seven (7) days
 3. Association president requests additional information on the applicant's record from the background check vendor and forwards the written appeal information to all committee members.
 4. All committee members will be required to review the appeal and vote on the appeal within seven (7) days of receipt of additional information from the background check vendor.
 5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
 6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
 7. There will be no further appeal options.
20. LSPR~~The Board~~ understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, ~~the Board~~ LSPR feels strongly that is in the best interest of the Association's program and the youth it



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serves to attempt to provide the coaches with the basic skills necessary to coach softball and work with children. In order to provide a basic understanding of coaching softball and working with youth the Association shall provide a minimum training of two hours per year to all coaches and or managers.

- The Association shall provide a written description of the training that has been provided and a list of coaches and or managers that have met this condition.
- Organizational meetings do not count as training for development of coaching skills and working with youth.
- The training will be conducted by an Association approved trainer (high school, college or professional coaches are recommended for this activity).
- Currently licensed or certified coaches are exempt from this training requirement.
- LSPR~~The Board~~ will provide a site for training at no cost to the Association.

21. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, ~~the Board~~LSPR requires the Association to distribute or provide access to the Centers for Disease Control and Prevention program titled "Heads Up" and to encourage participation in the training program available at the following link: <https://www.cdc.gov/headsup/index.html>. The Association shall also distribute or provide access to Boston University Research: CTE Center information on Chronic Traumatic Encephalopathy (CTE) titled "Frequently Asked Questions about CTE" available at the following link: <https://www.bu.edu/cte/about/frequently-asked-questions/>
22. Participant surveys are an important method to measure the results of a program and the performance of the facilities. ~~The Board, through coordination by Lee's Summit Parks and Recreation~~LSPR ~~Staff~~, will conduct one participant survey per year of Association activities at ~~Board~~LSPR facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and ~~Lee's Summit Parks and Recreation Staff~~LSPR staff.
 - The Association will provide to ~~the Board~~LSPR a data-base of e-mail and/or mailing addresses of all participants
 - Surveys will be paid for, prepared, mailed and results compiled by ~~the Board and Lee's Summit Parks and Recreation~~LSPR staff.
23. The Association shall assume the responsibility of maintaining control of their own program and take all necessary steps to prevent the violation of any City ordinance or any act or action that might be detrimental to ~~the Board~~LSPR. Association assumes responsibility for any incidents, injuries, events or other issues arising during use of LSPR facilities and in connection with programs sponsored by, held by, or authorized by Association, except to the extent caused by the negligence of LSPR.
24. The Association shall provide insurance coverage for theft, loss, damage, etc. to Association property stored in or on LSPR~~Board~~ property.



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25. The Association shall indemnify, release, defend, become responsible for and forever hold harmless ~~LSPR~~~~the Board~~ and the City of Lee's Summit, their respective officers, agents, employees, elected and appointed officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property arising out of resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of ~~the Board's~~LSPR's Practice Areas, playing fields and surrounding areas and facilities ~~from January 1, 2018 to December 31, 2018~~ as herein set forth during the Term of this Agreement. Association shall and provide ~~the Board~~LSPR a certificate of insurance indicating coverage naming the City of Lee's Summit, Missouri as additional insured. This coverage must provide a general aggregate liability of \$2,000,000 to cover all operations included herein.
26. The Association shall provide ~~LSPR~~~~the Board~~, in advance of use of ~~said parks~~Practice Areas, with a copy of the most recent year end financial statement (detailed balance sheet and income statement) and the most recent 990 filing.
- The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.
 - The Association is also encouraged to have their financial affairs audited.
 - ~~The Board~~LSPR reserves the right, at ~~Board~~LSPR's expense, and with a 30 day notice, to conduct an internal audit of the Association's financial records.
27. The Association shall permit an authorized representative of ~~the Board~~LSPR, with a 30 day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.
28. ~~The Board~~LSPR hereby designates that Lee's Summit Parks and Recreation Staff shall receive and schedule requests for practice field and game field space from others, including all school district requests.
29. The Association shall pay for/provide for the preparation of fields for the Association's and its users' games. This includes all grooming, dragging and lining of fields. Materials used to line fields must not be harmful to the turf or patrons. Bases shall be removed during field grooming and replaced after completion.
30. Association shall pay and be liable for the Association's and its users' usage of all utilities at Legacy Park.
31. Association shall not place banners, signs or advertisement at ~~LSPR~~~~Board~~ facilities unless one of the following conditions are met.
1. Obtain a Legacy Banner permit for event banners from ~~the Board~~LSPR



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2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

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

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

- Banners must be sponsored by the Association.
 - Banner design and content must be approved by LSPR.
 - LSPR will determine the number of banners that can be displayed.
 - Banner size will be no larger than 4' x 8'
 - Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
 - Banner installation guidelines if installed on chain link fence:
 1. Top of banner equidistance from top of fence
 2. Spaced evenly between fence posts
 3. Bottom of banners equidistance from bottom of fence.
 - Banners may be placed on chain link fence locations or other locations approved by LSPR.
 - Banner must allow wind to pass thru banner (slits or mesh material).
 - Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
 - Banners may only be displayed during time period approved by LSPR.
 - Banners for tobacco products or alcohol will not be approved.
 - Banner images and messages must be in good taste and not offensive as determined by LSPR.
 - Banner Fees:
\$2.00/ banner/day displayed or \$20.00/banner/ month or \$50.00/banner/year
3. The Association shall provide to the Board a written accounting of the monetary amounts paid for or the monetary value of such advertising.
4. In addition to the provisions set forth herein, the Board shall be entitled to deny any advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.
5. The Association will provide the Board with a list of existing Association sponsors to be placed on a "no call" list to be shared with the Board's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:
- a. Is a current Association sponsor
 - b. Has provided a minimum of 2 years continual sponsorship to the Association including the current year
 - c. Has exceeded a minimum threshold of \$1,500 per year



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

32. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay the Board a \$20.00 per team fee if a parking fee or gate fee is charged. Fees due to ~~the Board~~LSPR must be paid by the Association to LSPR ~~the Board~~ within thirty days after the last activity is completed.
- A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. ~~The Lee's Summit Parks and Recreation~~LSPR Staff will provide the sign.
 - The Association can exempt one Association event per year from the parking fee.
33. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by ~~the Board~~LSPR prior to the start of the season.
34. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow sales by others only by obtaining ~~Board~~LSPR approval.
35. The environmental impact of Association activities should be considered and addressed when possible. ~~The Board~~LSPR encourages and will assist Association efforts to research and implement recycling activities.
36. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users. Association shall ensure compliance with the LSPR and YSA Weather Guidelines, mutually adopted by the Youth Sports Associations of Lee's Summit, including Association, and LSPR, as may be modified from time to time by mutual agreement of all Youth Sports Associations and LSPR. A copy of the LSPR and YSA Weather Guidelines currently in effect is included in this Agreement as Attachment A.
37. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and /or infields at practice and game fields. The Association will be responsible to repair damage caused by such use. ~~Lee's Summit Parks and Recreation Staff~~LSPR will specify the types of repairs that need to be completed. If field damage becomes excessive due to the Association's or its users' use during unfavorable field conditions ~~the Board~~LSPR will take over this responsibility, at the expenses of the Association.
38. The Association shall provide trash dumpsters and trash can liners at Legacy Park.
39. The Association shall pay for/provide for the mowing services at Legacy Park for Association ball fields and turf areas. Such mowing shall include:
- Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT

AGREEMENT BETWEEN
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LEE'S SUMMIT GIRLS SOFTBALL ASSOCIATION

mowed and trimmed ~~at a frequency which does not allow growth in excess of at least once every two weeks while growing and not allowed to exceed 6" in height.~~ If height of vegetation exceeds 8" ~~the Board~~LSPR will have the areas mowed and trimmed by a contractor and invoice the Association for cost incurred.

- Category II mowing: All athletic field surfaces, 10 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 1/2" and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed ~~at a frequency which does not allow growth in excess of 6." once every two weeks.~~ If height of vegetation exceeds 8" ~~the Board~~LSPR will have the areas mowed and trimmed and invoice the Association for cost incurred.
- Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
- All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
- All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
- The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, and etc. ~~every 2 weeks while actively growing and not at a frequency which does not allow growth to~~ exceed 6" in height throughout the Term of this Agreement.
- Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" ~~the Board~~LSPR will have the areas trimmed by a contractor and invoice the ~~a~~Association for cost incurred.
- The Association shall be responsible for damage ~~to Board~~LSPR property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to inflict damage to the bark of trees. The Board will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.
- ~~40.~~ All equipment used by the Association to perform services shall be operated in a safe manner consistent with the manufactures' recommendations. The equipment shall be operated at a speed that poses no danger to the public and achieves the desired appearance. Reasonable care shall be taken when working in the vicinity of people, vehicles, buildings and property inside the fence, a minimum of ten feet outside the fence and parking lot, parking lot islands and medians, and turf areas between the parking lot and restroom/concession building. Field areas will be maintained at 2.5"-3.5". All other areas will be maintained at 3"-4". No more than 1/3 of blade length will be removed per mowing. Attached map shows areas to be mowed. Mowing height and frequency will be monitored by the Board.
- ~~401.~~ Basic seeding, fertilizing and pesticides will be provided by ~~Board~~LSPR, ~~see the attached in accordance with the LSPR Annual Turf Maintenance Calendar, incorporated into this Agreement as Attachment B.~~ The Association will be responsible for material costs for increased levels of maintenance.



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412. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e., bases, balls, field chalk/paint, etc.
423. The Association and ~~the Board~~LSPR hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior written consent of the other party to the Agreement.
434. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.
445. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. ~~The Board~~LSPR does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that ~~the Board~~LSPR and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents or participants.
456. The Association shall start no inning of a ball game after 10:45 p.m. nor allow a game to overrun the 11:00 p.m. curfew that has been established by City Ordinance in all Parks.
467. Association shall be responsible for turning of field lights on/off for Association activities and other users.
478. Association shall not schedule practices at Miller J. Fields Park-on the following dates:
April 4, 11, 18 and 25, 2020
May 2, 2020
June 6, 13, 20, and 27, 2020
July 11, 2020
September 5, 12, 19, and 26, 2020
October 3, 2020
48. The Association is hereby given use of the softball venue practice area that includes one (1) T-Ball field and two (2) batting tunnels for the purpose of conducting various softball activities on a regularly scheduled basis. ~~The Board through the Lee's Summit Parks and Recreation Staff,~~LSPR reserves the right to schedule ~~Board~~LSPR sponsored activities during the Term of this Agreement period so long as an officer of the Association is notified of each activity.Association agrees to
1. ~~A~~allow only Association members use of the practice area.
49. The Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of it's fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to ~~park~~-LSPR facilities. Capital investments will be determined by mutual agreement between the board and the association.



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50. The Association shall provide to ~~the Board~~LSPR, ~~through the Lee's Summit Parks and Recreation Staff~~, an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.
51. The Association shall provide to LSPR~~the Board, through the Lee's Summit Parks and Recreation Staff~~, a copy of Executive Board minutes for each meeting held during the term of this Agreement.
52. The Association shall provide to ~~the Board, through the Lee's Summit Parks and Recreation Staff~~LSPR a copy of the Association's organizational chart including names and position titles.
53. The Association shall provide to ~~the Board, through the Lee's Summit Parks and Recreation Staff~~LSPR a written list of Association Board members who are paid staff, represent an organization(s), a leasee or renter, a contractor or someone who otherwise would benefit financially from the use of Board facilities.
54. Lightning Detection System. The City of Lee's Summit, Missouri, has purchased a Lightning Detection System for the purpose of providing access to enhanced weather safety data to certain users, including Youth Sports Associations and LSPR. Notifications will be established in accordance with the guidelines established in the LSPR and YSA Weather Guidelines. Without limitation, Association hereby acknowledges that the indemnification provisions of this Agreement, in addition to applying generally to all aspects of the relationship between LSPR and Association, also specifically apply to the Associations' use or reliance upon the Lightning Detection System as a mechanism for determining safe play conditions.
55. LSPR Responsibilities. The following are responsibilities which LSPR has agreed to specifically undertake in connection with this Agreement:
In consideration of said funds and services, the Board agrees to provide the following:
- A1. Maintenance of all utilities.
 - B2. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:
 - i.a. Seed, sod, fertilizer, and pest control
 - ii.b. Irrigation
 - iii.e. Aeration
 - C3. Maintenance and repair of the restroom/concession building and fixtures except for those items owned by the Association.
 - D4. Maintenance, repair and replacement of fencing, trees, shrubs, athletic field lighting and walkways.
 - E5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.
 - F6. Park staff will perform any activity due to non-performance by the Association, and this will be charged at the rate of \$25.00 per hour to the Association.
 - G7. Allow the Association the use of the 60' x 42' storage building at Legacy Park Maintenance Compound to store Association equipment and supplies.



LEE'S SUMMIT PARKS AND RECREATION
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H. The Board will reimburse the Association for agreed upon costs the Association incurs due to Board sponsored tournaments at Legacy Park using areas that have been provided to the Association through this agreement. Costs include but are not limited to utilities, mowing, field set up, trash pickup and restroom cleaning.

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

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

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

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

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

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

6058. Nothing in this Agreement shall be construed to create an employment relationship between The Board, the City of Lee's Summit, and the members, employees or agents of the Association.

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

~~1. Maintenance of all utilities.~~

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

~~a. Seed, sod, fertilizer, and pest control~~

~~b. Irrigation~~

~~c. Aeration~~

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



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- ~~4. Maintenance, repair and replacement of fencing, trees, shrubs, athletic field lighting and walkways.~~
- ~~5. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.~~
- ~~6. Park staff will perform any activity due to non performance by the Association, and this will be charged at the rate of \$25.00 per hour to the Association.~~
- ~~7. Allow the Association the use of the 60' x 42' storage building at Legacy Park Maintenance Compound to store Association equipment and supplies.~~

Board Sponsored Tournament

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

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

62. Term. This ~~A~~agreement shall be effective the 1st day of January, 2020, and shall remain in effect through the 31st day of December, 2020. ~~18 and the first use of the playing fields in the parks herein identified shall be January 1, 2018 and this agreement shall terminate on the 31st day of December, 2018.~~

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

Agreement acknowledged this _____ day of _____, 2019.

ASSOCIATION

Bob Johnson, President
Lee's Summit Girls Softball Association

LSPR

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



LEE'S SUMMIT PARKS AND RECREATION
YOUTH SPORTS ASSOCIATION AGREEMENT

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

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

APPROVED AS TO FORM:

Superintendent of Legal Services and Human Resources

ATTACHMENT A

LSPR and YSA Weather Guidelines

Lee's Summit Parks and Recreation and the Lee's Summit Youth Sports Associations have implemented the following guidelines address with extreme heat and cold weather at all youth games and practices. It is designed to provide participants with a standard for safe play in situations of extreme heat and cold weather.

Heat Guidelines

The two values that will be taken into account when modifying or cancelling games/practices are air temperature and relative humidity. The combination of these two elements reflects the heat index. We will rely on the heat index reading that is updated hourly by the National Weather Service.

There are five defined heat index zones. These zones are based on recommended guidelines published by the American College of Sports Medicine (ACSM) for participation in sports activities during periods of extreme heat. Because the heat index does not take into account wind and direct sunlight, two degrees will be added to the stated heat index on sunny and still days. Likewise, two degrees will be subtracted on cloudy and windy days.

White Zone

Heat index of **65-80** degrees. In this range, the participant is in very little danger from heat and no special measures will be taken.

Yellow Zone

Heat index of **81-98** degrees. In this range, coaches will be encouraged to take extra steps to protect their players by making sure they keep them hydrated and by encouraging frequent substitution during games and practices.

Orange Zone

Heat index of **99-105** degrees. In this range, the following will be implemented for games: all measures taken in the Yellow Zone and water coolers will be available at each complex for players/parents/fans. If it is a practice day, coaches are instructed to keep players well hydrated and to take frequent breaks.

Red Zone

Heat index ranging of **106-115** degrees. In this range, the following be will implement for games: all measures taken in the yellow and orange zones and the length of games and practices will be modified:

- All program changes will be determined by the respective organization in accordance with their guidelines.

Black Zone

Heat index **above 115**. In this range, all games and practices will be cancelled until the index returns to 115 or below. Notification will be given through the specific organization's notification process.

Note – During the course of the day, the heat index will rise and fall depending upon the time of day, amount of wind, cloud cover, etc. The above program modifications could also change throughout the course of the day, especially on the weekend. For example, a 1 pm game on Saturday could be played under the Orange Zone guidelines and a 4 pm game could be played under Red Zone guidelines. Coaches and parents will be notified of the appropriate zone of play by the program/league staff and/or the cancellation number of the specific organization.

Cold Weather Guidelines

Wind chill 32° F or below – Games will be cancelled

*Participants playing or practicing in cold weather are encouraged to dress appropriately and utilize multiple layers as needed.

Thunderstorm & Lightning Guidelines

When lightning is detected within a 10 mile range, play and clear the fields for thirty (30) minutes. A long blast of the whistle will be sounded to notify players and parents to clear the field. Players and parents should take shelter in their vehicles or in an enclosed building if available. If in the event, another strike occurs within the thirty minutes, an additional thirty minutes will be added to the time. For example: If the detector goes off at 7:10 pm, play will be stopped until 7:40pm. If another strike occurs at 7:16 pm, the time would be reset to 7:46pm. Lightning is a very serious situation and the safety of our participants is very important.

The above are merely guidelines and it is the responsibility of parents and players to make the ultimate decision as to the participation in events when heat, cold and lightning may be a factor, taking into consideration the age and physical condition of the player. Parents also have the ultimate responsibility to inform their child about the dangers of heat and need for protection, including sunscreen and proper hydration.

ATTACHMENT B

Athletic Field Maintenance Program

Keep records of when every application has been applied

Soil test as needed

Read the labels for application rates

- Fertilize
 1. Mid-March. Have some iron and micro nutrients in fertilizer to get the grass to green up. This will be an 6 to 8 week fertilizer.
 2. Application will be done in May with a slow release fert. This will last 8-10weeks.
 3. Application as needed if you start seeing rust on the grass. It will be in July or August and this will be very low nitrogen. Milorganite is the best this to use.
 4. Application will be in September this will be a slow release fertilizer.
 5. Application will be in November this will be a winterizer fertilizer.
- Chemical application
 - April 15 start spraying fence lines with a growth regulator once a month. Mix in a broadleaf herbicide as needed to keep weeds from encroaching onto the playing fields.
 - April start spot spraying for broadleaf weeds on fields as needed though out the year.
 - April- apply a pre-emergent to the fields
 - May- apply Acelepryn (grub control) to sports fields. This application will last all year.
 - June-July-August- you may have to apply a fungicide. They will only last a week or two. Multiple applications will have to be made throughout the summer.
- Irrigating
 - Pressurize irrigation system in April.
 - Check for broken irrigation heads and water main breaks
 - Schedule to run irrigation at night when games are done for the night(11:30pm). Have them turn off by 6am the following day.
 - Only run irrigation when the ground starts to dry out. Don't run irrigation every day let the grass stress a little. Irrigation runs for 20 minutes a zone.
- Seeding
 - Over seed in early spring and mid fall
 - Apply a starter fertilizer at the same time of seeding (if you have not fertilized yet)
 - Irrigate as needed

ATTACHMENT B

- Aerate
 - Aeration should be done early spring/fall
 - Deep tine/ and core aerate soccer, football, and baseball infields
 - Core aerate baseball, and softball outfields
 - Knife aeration can be done in fall and spring while play is going on

ATTACHMENT B

Turf Management Program

Spring

- Seeded areas
 - Parks seeded in winter or spring fertilize with a starter --don't use any pre emergent until the grass has been mowed twice
 - Over seeding an area use 6lbs/1000Sqft for fescue
 - Newly seeded areas use 12lbs/1000sqft for fescue

Fertilizer program for high profile parks—Station/Amtrak

- Non seeded areas use a split application of pre-emergent
 - 1st application March 15
 - 2nd application May 15
- Grub Control
 - June 15
- Fall fertilizer
 - September 1st
 - This may be a slow release fertilizer
 - This is the time to over seed areas and use a starter fertilizer
 - This is the time to do as much aeration as you can
- Winterizer Fertilizer
 - October-November will be the last time to fertilize for the year
 - This is the time of year all parks get fertilized with a slow release fertilizer
 - Dormant Seeding
 - Seed from December to March
 - This is good at parks with no irrigation and will get a better germination rate

Spraying for weeds

- Spraying broadleaf weeds can be done anytime during the growing season. Don't spray on new grass until you have two mowing on the grass. Read the label on how much chemical to use per application.

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: January 22, 2020

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	-	11,614	In progress	Mar-20
Treadmill Replacement	7,484	7,366	118	Complete	Oct-19
	19,098	7,366	11,732		
Lovell Community Center Fund (202)					
Cardio equipment replacement	32,000	29,105	2,895	Complete	Oct-19
Locker replacement	95,500	-	95,500	In progress	Jun-20
Exterior wood staining	36,605	21,803	14,802	Complete	Aug-19
	164,105	50,908	113,197		
Longview Community Center Fund (205)					
Motorized Lobby Shades	9,150	9,086	64	Complete	Sep-19
	9,150	9,086	64		
Harris Park Community Center Fund (530)					
Exterior Wood Staining	18,700	11,200	7,500	Complete	Dec-19
	18,700	11,200	7,500		
Parks and Recreation Fund (200)					
Operations					
Kiosk for Park Ops	750	-	750	Complete	Oct-19
Holiday Lights- Howard Station Park	2,000	1,790	210	Complete	Nov-19
Ventrac Boom Sickle Mower	16,080	16,080	-	Complete	Aug-19
Asphalt	115,000	-	115,000	In progress	Jun-20
Legacy Park					
Legacy Lake Survey	6,600	-	6,600	Complete	Aug-19
Shade Structures for T-Ball	27,000	-	27,000	In progress	Dec-19
Legacy Wayfinding Blackwell Monuments	100,000	-	100,000	In progress	Dec-19
Asphalt	115,000	-	115,000	In progress	Jun-20
	382,430	17,870	364,560		
Summit Waves Fund (203)					
Palm tree replacement	37,500	-	37,500	In progress	May-20
	37,500	-	37,500		
Cemetery Fund (204)					
	-	-	-		
	-	-	-		
Capital Projects Fund (327)					
Lowenstein Park Renovations	515,000	40,789	474,211	In progress	Apr-20
Summit Park Renovations	1,600,000	1,466,035	133,965	construction in progress	Nov-19
Howard Park Renovations	900,000	777,229	122,771	construction in progress	Nov-19
Hartman Park Trailhead (project managed with PW funding)	250,000	249,998	2	Complete	Sep-19
Arborwalk Trail Expansion	20,000		20,000	In progress	Jun-20
LSPR Greenway Trails Update-Vireo	20,000	15,200	4,800	In progress	Nov-19
Summit Waves Wave Pool Expansion	5,110,000	1,869,338	3,240,662	In progress	Jun-20
Pleasant Lea Park Master Planning-Landworks Studio	12,443	9,963	2,480	In progress	Jan-20
	8,427,443	4,428,552	3,998,891		
TOTAL	9,058,426	4,524,982	4,533,444		

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 2019-June 2020). "Goals" are based on the number implied in the Fiscal Year Budget. Some goals are annualized (i.e., LPCC, GCC and HPCC information). Other numbers will be reported on a monthly basis (i.e., programs beginning in the current board month) as well as annualized figures being reported against budgeted numbers. Shaded areas are completed services and activities.

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Fund 201 - Gamber Community Center			
Memberships			
<u>Resident Total</u>	July 19 - June 20		
Active Flex		2028	905
Annual		120	43
<u>Non-Resident Total</u>			
Active Flex		168	56
Annual		4	3
<u>Silver Sneakers Total</u>	July 19 - June 20	12,202	5,940
<u>Single Visit</u>	July 19 - June 20		
Discount		252	124
Regular		108	48
Facility Rentals			
Event Packages	July 19 - June 20	17	3
Gamber Package	July 19 - June 20	78	40
Outdoor Rentals	July 19 - June 20	6	0
Ballroom	July 19 - June 20	463	332
Class/Craftrooms	July 19 - June 20	941	357
Aerobics Room	July 19 - June 20	219	129
Programming			
Bingo	July 19 - June 20	2193	1273
Lunch with Us	July 19 - June 20	320	332
Line Dance	July 19 - June 20	577	434
GCC All Inclusive (LPCC/Gamber Center/HPCC/LVCC)			
<u>Resident</u>			
Annual	July 19 - June 20	36	23
Flex	July 19 - June 20	1152	592
<u>Non-Resident</u>			
Annual	July 19 - June 20	2	0
Flex	July 19 - June 20	72	51
Fund 202 - J. Thomas Lovell Jr. Community Center at Legacy Park			
Memberships			
<u>Resident</u>			
Annual	July 19 - June 20	1,763	1,603
Flex	July 19 - June 20	3,859	3,558
<u>Non-Resident</u>			
Annual	July 19 - June 20	299	458
Flex	July 19 - June 20	877	884
<u>Single Visit - Resident</u>	July 19 - June 20	23,136	10,198
<u>Single Visit -- Non-Resident</u>	July 19 - June 20	6,479	4,016
<u>Silversneakers</u>	July 19 - June 20	20,819	13,504
<u>Prime</u>	July 19 - June 20	176	102
<u>Renew Active</u>	July 19 - June 20	55	1,731
<u>Silver and Fit</u>	July 19 - June 20	127	329
<u>90 Day Memberships</u>			
Resident	July 19 - June 20	12	10
Nonresident	July 19 - June 2078	3	6

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Facility Rentals			
<u>Birthday Party Packages</u>			
Resident			
Package A	July 19 - June 20	310	112
Package B	July 19 - June 20	62	25
Non-Resident			
Package A	July 19 - June 20	156	73
Package B	July 19 - June 20	9	15
<u>Community Rooms</u>			
Resident	July 19 - June 20	282	42
Non-Resident	July 19 - June 20		
<u>Court Rentals</u>			
Resident	July 19 - June 20	11	1
Non-Resident	July 19 - June 20	3	0
Lock-ins	July 19 - June 20	3	0
Pool	July 19 - June 20	2	1
<u>Free Park Amenities</u>			
SUP	July 19 - June 20	2969	2,028
Canoe	July 19 - June 20	854	548
Bikes	July 19 - June 20	1185	646
<u>Child Care</u>			
Drop In	July 19 - June 20	2491	765
Pass Card - Member	July 19 - June 20	152	95
Pass Card - Non-member	July 19 - June 20	9	3
Water and Land Aerobic Programming	July 19 - June 20	69,500	32496 (1.07.20)
Provide Miscellaneous Fitness			
Personal Training	July 19 - June 20	1760	712 (01.09.20)
LPCC Paid Group Fitness	July 19 - June 20	330	8
GCC Paid Group Fitness	July 19 - June 20	100	0
LPA Paid Group Fitness	July 19 - June 20	500	180
Massage Therapy	July 19 - June 20	100	169 (1.09.20)
RevUP	July 19 - June 20	245	39 (1.9.20)
RevUP Reload	July 19 - June 20	134	124 (1.9.20)
Healthy Eating Every Day (H.E.E.D)	July 19 - June 20	245	39 (1.9.20)
Swim Lessons			
Swim Lessons	July 19 - June 20	859 Participants	453 (1.14.20)
Private Swim Lessons	July 19 - June 20	152 Participants	52 (1.14.20)
<i>Fund 530 - Harris Park Community Center</i>			
Camp Summit			
Camp Summit Enrollment	Summer 2019	750 Enrollments	752 Enrolled
Camp Summit Enrollment	Summer 2020	750 Enrollments	0
Weekly Attendance	Summer 2019	440 Wkly Average	443 Weekly Avg
Weekly Attendance	Summer 2020	440 Wkly Average	
Offer School Break Camps			
School Break Camp Enrollment	Sept 19 - April 20	100	83 (01.09.20)
School Break Days	Oct 19 - April 20	575	409 (01.09.20)

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Recreation Center Operations			
Gym Rentals	July 19 - June 20	240 Rentals	139 Rentals
Classroom Rentals	July 19 - June 20	300 rentals	131 Rentals
Entire Facility Rentals	July 19 - June 20	17 Rentals	2
Week Long Rentals	July 19 - June 20	2 Rentals	2
Open Gym	July 19 - June 20	2000 Participants	451 Participants
Summit Ice/Lea Mck North			
Public skate- Non Res	Nov 19 - March 20	4800	1,656
Public skate - Non Res	Nov 20 - March 21	4800	0
Public skate- Res	Nov 19 - March 20	8150	6,982
Public skate - Res	Nov 20 - March 21	8150	0
Pond hockey- Non Res	Nov 19 - March 20	210	55
Pond hockey - Non Res	Nov 20 - March 21	210	0
Pond hockey- Res	Nov 20 - March 20	330	274
Pond hockey - Res	Nov 20 - March 21	330	0
Skate with Santa (3)	December 19	400	350
Skate with Sanata (3)	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	55
Birthday Party Packages	Nov-March 20	50	0
Shelter Rentals	2019	120	96
Shelter Rentals	2020	70	
ATHLETICS			
Hartman Fields	July 19 - June 20	625 (rental hours)	187 (Rental Hours)
Adult Leagues			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Sept 19 - Oct 19	54	10 (Teams)
• Spring	Mar 20 - Apr 20	70	0
• Summer	June 20 - Aug 20	64	0
<i>Basketball -- Men's</i>			
• Fall	Jan 19 - Mar 20	19	15 (Teams
• Winter	April 20 - June 20	15	0
• Spring	June 20 - Aug 20	15	0
• Summer	July 19 - Oct 19	20	12 (Teams)
<i>Volleyball -- Coed, Women's</i>			
• Fall	Jan 20 - Mar 20	36	37 (Teams
• Winter	Mar 20 - May 20	36	0
• Spring	June 20 - Aug 20	36	0
• Summer I and II	July 19 - Jan 19	88	33/0 (Teams)
<i>Kickball</i>			
• Fall	Sept 19 - Nov 19	14	0
• Spring	Apr 20 - May 20	0	0
• Summer	June 20 - Aug 20	14	0
Adult Instructional-Athletics			
<i>Golf</i>			
• Adult Beginning	July 19 - June 20	20	0
<i>Tennis</i>			
• Outdoor Adult Beginning	July 19 - June 20	10	0
Youth Instructional-Athletics			
<i>Golf</i>			
• Youth Beginner	July 19 - June 2080	30	14 (01.09.20)

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Tennis			
• Rookies (Quikstart) • Youth Beginner Right Sized	July 19 - June 20	30	17 (01.09.20)
	July 19 - June 20	65	32 (01.09.20)
	July 19 - June 20	10	11 (01.09.20)
Youth Leagues			
Girl's Basketball	Nov 19 - Feb 20	300	363
Spring Youth Volleyball	March 20 - May 20	260	27 (01.09.20)
Fall Youth Volleyball	Sept 19 - Nov 19	280	241
Summer Youth Volleyball	June 20 - July 20	10	0
Winter Youth Volleyball	Jan 20-Feb 20	10	13

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
	Run Time		
Youth Special Events-Athletics			
Junior Triathlon	July 20		0
Youth Camps-Athletic			
Baseball Camp	June 20	15	0
Basketball Camp	July 19	15	4
Volleyball Camp	July 19	35	5
Indoor Soccer Camp	June 20	15	0
Tournaments			
Summer Classic Tennis Tournament	June 20		0
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
Ballroom, Swing, Latin Fund 201	July 19 - June 20 (Year-to-date count)	135	62
Photography Fund 201	July 19 - June 20 (Year-to-date count)	37	9
• Photography Classes			
First Aid/CPR	July 19 - June 20 (Year-to-date count)	50	58 Participants
CPR/AED	July 19 - June 20 (Year-to-date count)	40	21 Participants
First Aid	July 19 - June 20 (Year-to-date count)	40	41 Participants
BLS Healthcare Provider CPR	July 19 - June 20 (Year-to-date count)	50	39 Participants
CPR for Family and Friends	July 19 - June 20 (Year-to-date count)		

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Youth Instructional			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 19 - Oct 19	80	18 (01.09.20)
• Basketball	Jan 20 - Feb 20	75	37 (01.09.20)
• Outside Soccer	April 20 - May 20	110	0
• T-Ball	June 20 - July 20	125	0
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 19 - June 20 (Year-to-date count)	10	21 (01.09.20)
• Itty Bitty Dancers	July 19 - June 20 (Year-to-date count)	56	13 (01.09.20)
Indoor T-Ball	July 19 - June 20 (Year-to-date count)	20	20 (01.09.20)
Instructional Basketball	July 19 - June 20 (Year-to-date count)	20	22 (01.09.20)
• Indoor Soccer	July 19 - June 20 (Year-to-date count)	25	39 (01.09.20)
• Itty Bitty Tumblers	July 19 - June 20 (Year-to-date count)	82	27 (01.09.20)
<i>Parties</i>			
Pint Size Parties	Sept 19 - April 20	34	0
Pint Size Playtime	Sept 19 - April 20	150	42 (01.09.20)
<i>Pee Wee Sports</i>			
• Flag Football	July 19 - June 20 (Year-to-date count)	25	10 (01.09.20)
• Basketball	July 19 - June 20 (Year-to-date count)	75	40 (01.09.20)
• Tumblers	July 19 - June 20 (Year-to-date count)	18	10 (01.09.20)
<i>Animal Wonders</i>			
• Workshop	July 19 - June 20 (Year-to-date count)	15	5 participants
• Camps	July 19 - June 20 (Year-to-date count)	40	20 participants
<i>First Aid</i>			
Kids First Aid	July 19 - June 20 (Year-to-date count)	20 participants	0 Participants
Babysitter Boot Camp	July 19 - June 20 (Year-to-date count)	100 participants	0 Participants
GCC Youth Instructional Fund 201			
Mad Science Classes	July 19 - June 20 (Year-to-date count)	45	6
Play-Well TEKnology Camps	July 19 - June 20 (Year-to-date count)	64	14
Youth Tech Camps	July 19 - June 20 (Year-to-date count)	47	1
Art Classes Fund 201			
Young Rembrandts Classes	July 19 - June 20 (Year-to-date count)	10	0
Young Rembrandts Camps	July 19 - June 20 (Year-to-date count)	15	0
GOT Art/Summit Art Classes	July 19 - June 20 (Year-to-date count)		
Acting			
Shakespeare Camp	July 20	15	0

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
All Ages- Instructional			
Horsemanship Classes			
• Beginning Horsemanship	July 19 - June 20 (Year-to-date count)	11	21 participants
• Beginner Rider I	July 19 - June 20 (Year-to-date count)	6	3 participant
• Beginner Rider II	July 19 - June 20 (Year-to-date count)	4	3 participants
• Texas Tots	July 19 - June 20 (Year-to-date count)	5	3 participants
• Texas Tots II	July 19 - June 20 (Year-to-date count)	0	2 participant
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2020	475	433
Night Flight	June 2020	300 participants	0
Tour de Lakes	June 2020	900 participants	0
Unplug & Pedal	July 2020	150participants	cancelled
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	
Publish bi-annual Visionary Task Force Newsletter (Legacy for Tomorrow)	Aug 17 & July 18		
Park Operations			
Two annual inventories performed	Bi-annually		
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually		
Legacy Park Operations			
Maintain user group agreements	FY20		
City Grounds Maintenance			
Maintain Public Works MOU areas	FY20		

	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time		

Fund 203 - Aquatics

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

MEMORANDUM



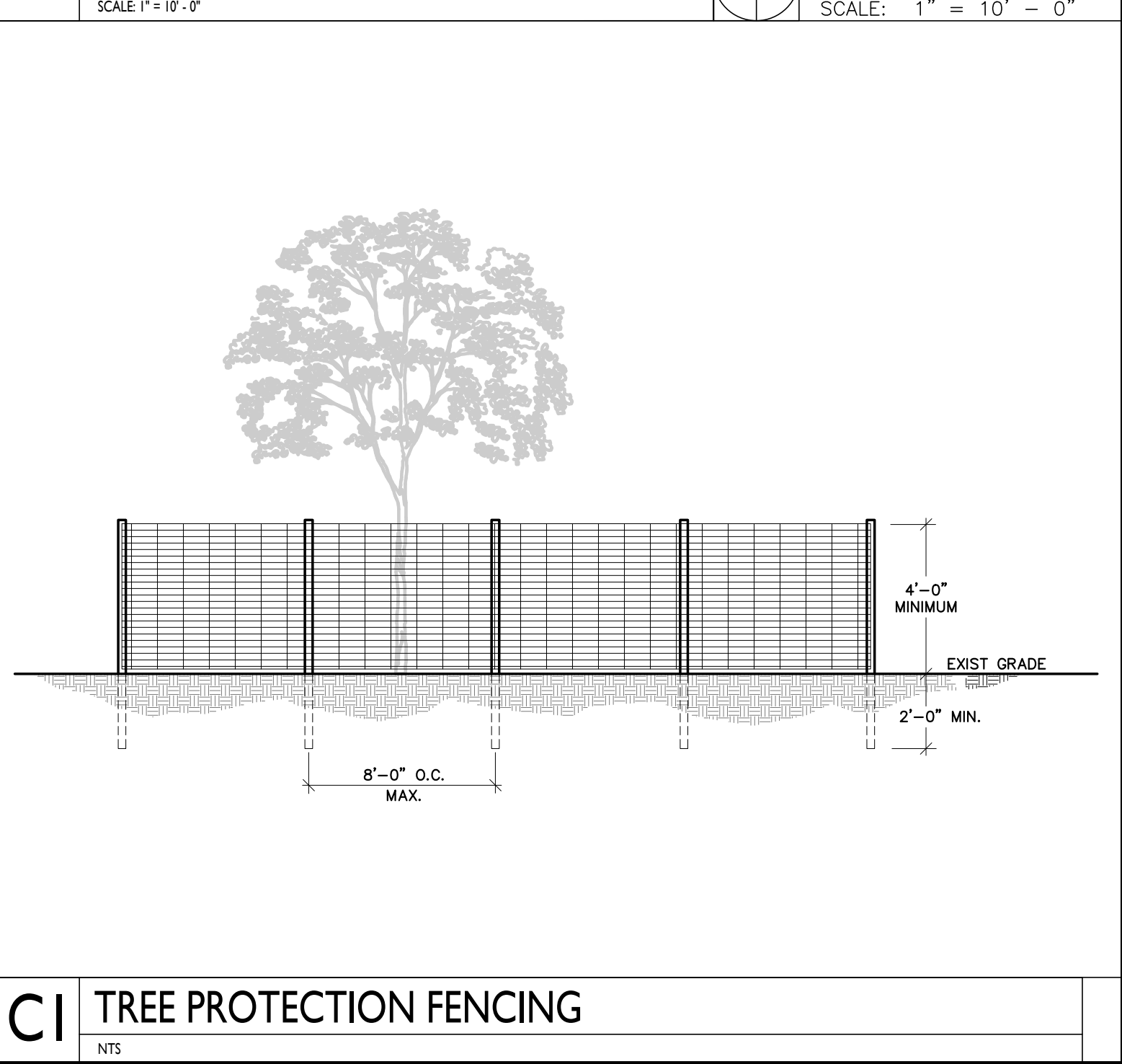
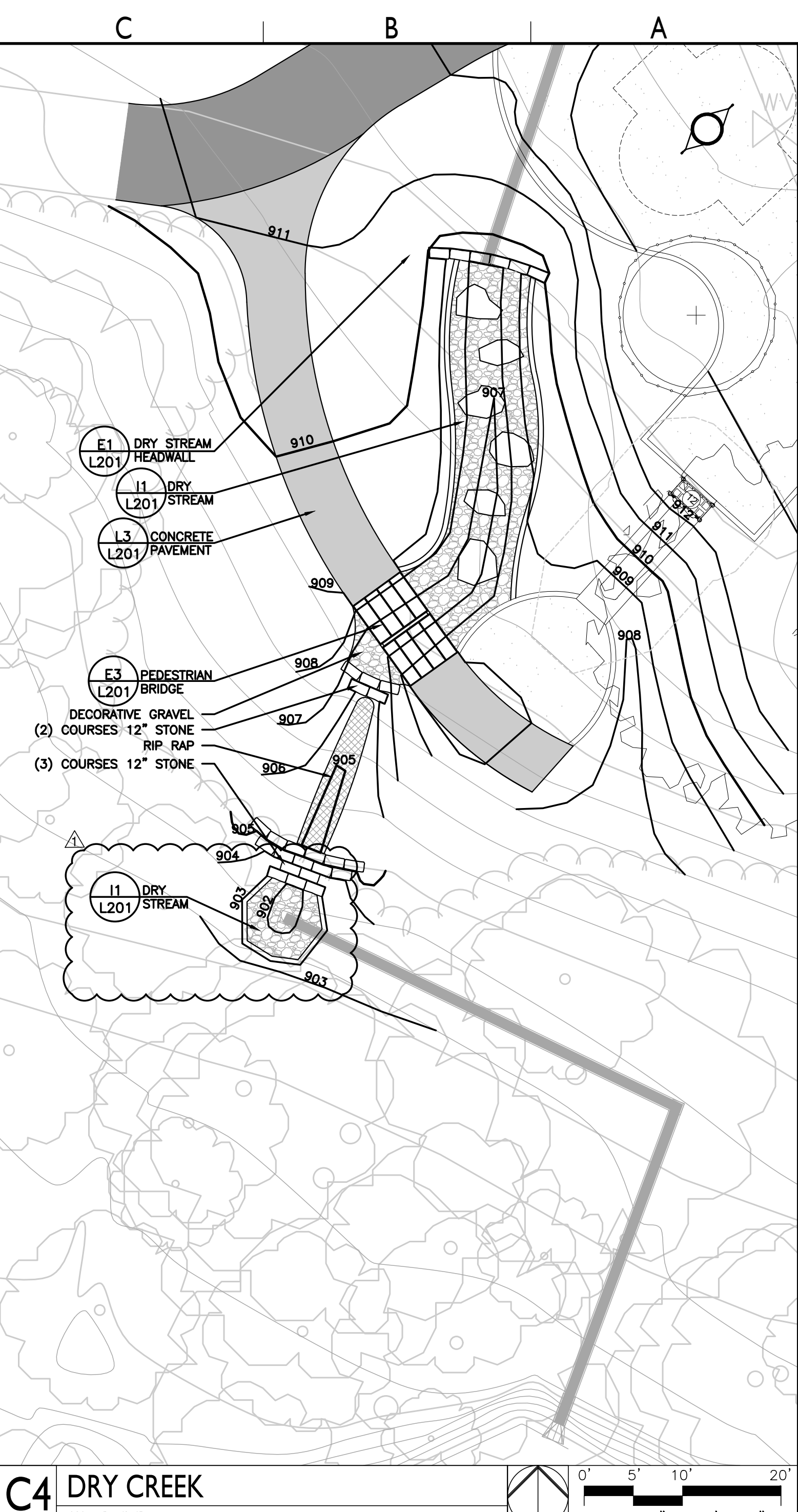
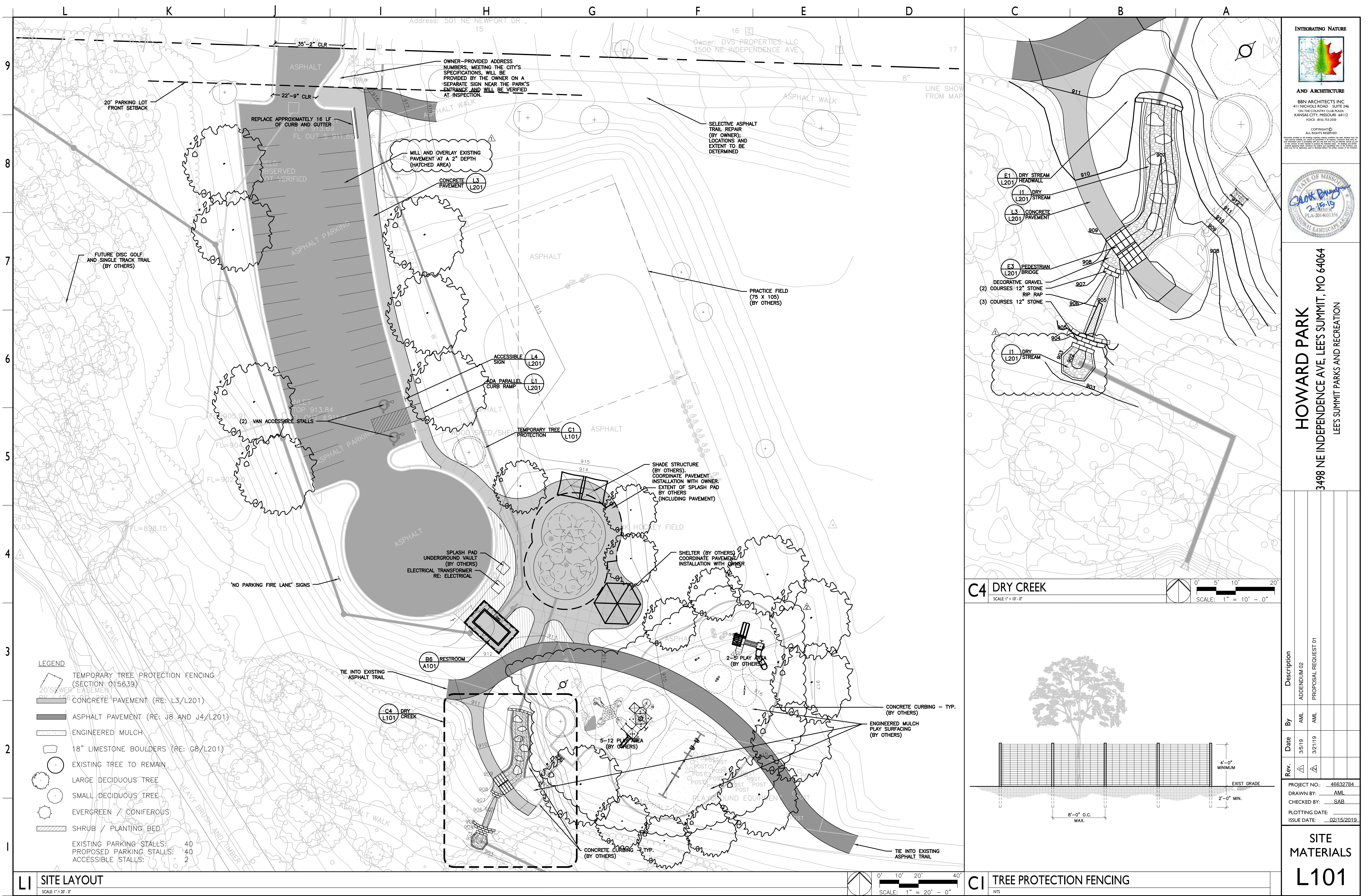
Date: January 22, 2020
To: Joe Snook
Administrator of Parks and Recreation
From: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction
CC:
Re: Howard Park Improvements

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 all of the significant construction activities have been completed with the exception of restroom fixtures and restroom roofing along with parking lot signage and some selective punch list completion items to be determined during a final walkthrough. During the winter months, staff will be laying out and constructing the nine hole disc golf course as part of the park redevelopment plan.

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

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



INTEGRATING NATURE

AND ARCHITECTURE

BBN ARCHITECTS INC.
411 NICHOLS ROAD, SUITE 246
KANSAS CITY, MISSOURI 64112
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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
1	3/5/19	AML	ADDENDUM 02
2	3/21/19	AML	PROPOSAL REQUEST 01

PROJECT NO: 46632784

DRAWN BY: AML

CHECKED BY: SAB

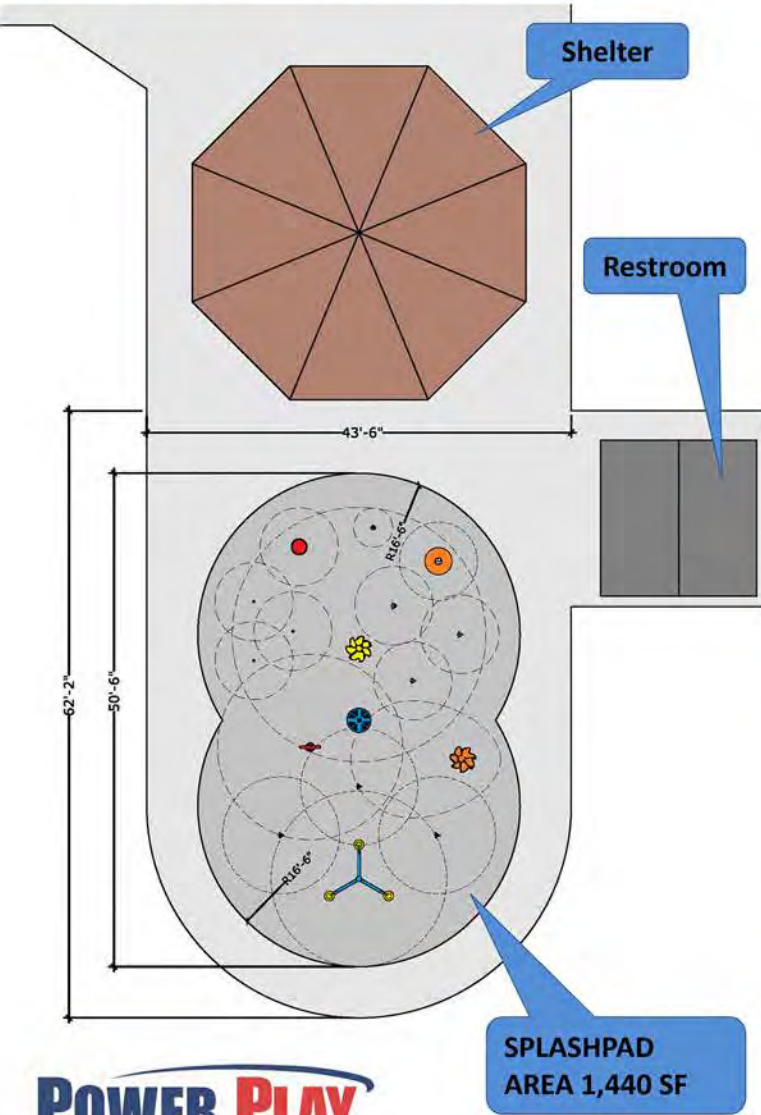
PLOTTING DATE: 02/15/2019

ISSUE DATE: 02/15/2019

SITE MATERIALS

L101

HOWARD PARK SPLASHPAD



Project Name: Howard Park Improvements

18-Nov-19

Item		Park Board approved project budget \$900,000	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	\$ 55,000.00	\$ 61,576.39	\$ (6,576.39)	\$ -	
	Architectural + Engineering Contract-BBN	\$ 79,683.00	\$ 77,837.00	\$ 1,846.00	\$ -	
	Erosion Control/Tree Protection	\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	
	Demolition of Existing Park Features	\$ 50,795.00	\$ 51,095.99	\$ (300.99)		LSPR in house
Park Site Utilities, Grading, Paving, Restrooms						
	Asphalt-Repair Trails	\$ 40,000.00	\$ 12,190.85	\$ 27,809.15		placeholder for existing trail repair NIC
	General Construction Contract Estimate- Terry Snelling Const.	\$ 299,412.00	\$ 124,621.12	\$ 174,790.88		
Park Features and Structures	Gazebo and Installation	\$ 20,000.00	\$ 20,498.92	\$ (498.92)		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	\$ 1,254.45	\$ 18,745.55		mat + install per rosehill \$14,188
	Site Furnishings	\$ 20,000.00	\$ 18,725.56	\$ 1,274.44		LSPR in house
	Playground Surfacing, Curbing, Drainage	\$ 12,000.00	\$ 9,634.43	\$ 2,365.57		
			\$ -			
			\$ -			
	Subtotal	\$ 840,673.00	\$ 614,272.71			
		\$ -				
		\$ -				
Additional \$60,000 is budgeted in Operations:Asphalt repair for Howard Park in FY 2019-20						
Existing Howard Playground equipment sold for \$7,405 on Gov Deals 6-1-19						
	Adjusted Project Sub Total	\$ 840,673.00				
Budget	Total Park Board Approved Budget	\$ 900,000.00				
	Under/Over Budget w Actuals to Date	\$ (59,327.00)				
	Total Budget					
Change Order #2 Approved date 7/30/19 adjusted General Construction Contract from \$306,000 to \$299,775.03						
Change Order #4 Approved date 10/9/19 adjusted General Construction Contract from \$299,775.03 to \$299,412						

Project: HOWARD PARK Estimated Project Timeline (updated Nov 18, 2019)		MAY				JUNE				JULY				AUGUST				SEPT				OCT				Nov				Dec																			
		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	wk 29	wk 30	wk 31	wk 32																
BY TSC	Mobilization (NTS April 29)	complete																																															
	Construction Staking													complete																																			
	Erosion Control	complete																																															
	Site Grading													complete																																			
	Site Utilities									complete																																							
	Site and Building Electrical													complete																																			
	Concrete Walk and Trail Paving															complete																																	
	Asphalt Trail																	complete																															
	2" mill and overlay parking lot																	complete																															
	Pedestrian Bridges															complete																																	
	Dry Streambed/Rock Boulders															complete																																	
	Pavement Marking and Signage															complete																																	
BY LSPR	Restroom Building													complete																																			
	Playground Equipment													complete																																			
	Playground Surfacing															complete																																	
	Splashpad Equipment Piping and Pad													complete																																			
	Landscaping and Seeding																			complete																													
		Current																																															
		Behind Schedule																																															
		Est. Contractor Complete at Project Start																																															
		Revised Start Date Per Contractor July 31 update																																															
		Revised start date per contractor Sept 10 Update																																															

MEMORANDUM



Date: December 4, 2019
To: Joe Snook
Administrator of Parks and Recreation
From: Steve Casey
Superintendent of Park Planning and Development
CC:
Re: Summit Park Renovation

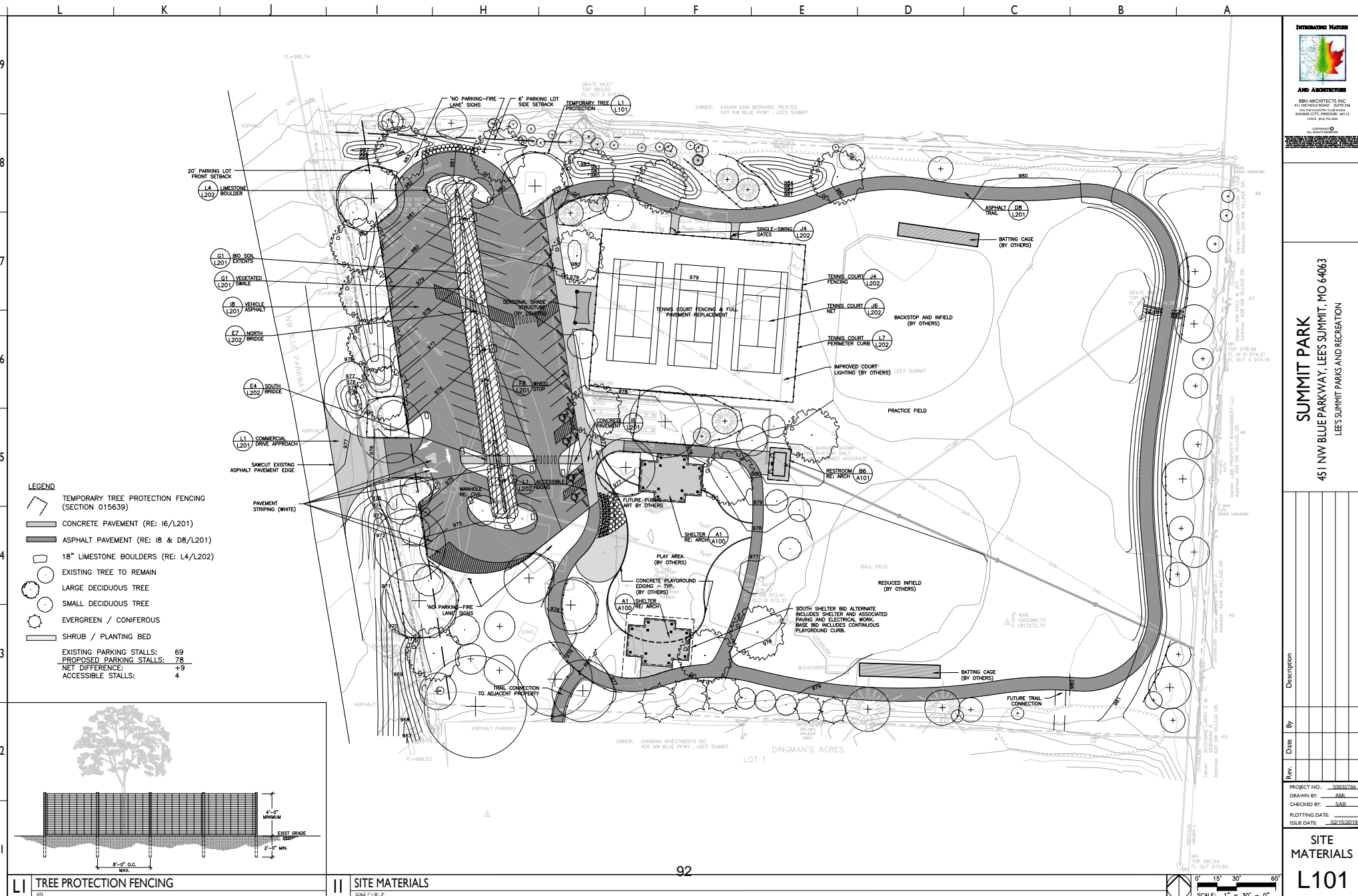
With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the redevelopment of Summit Park and project funding in the amount of approximately \$1,600,000.

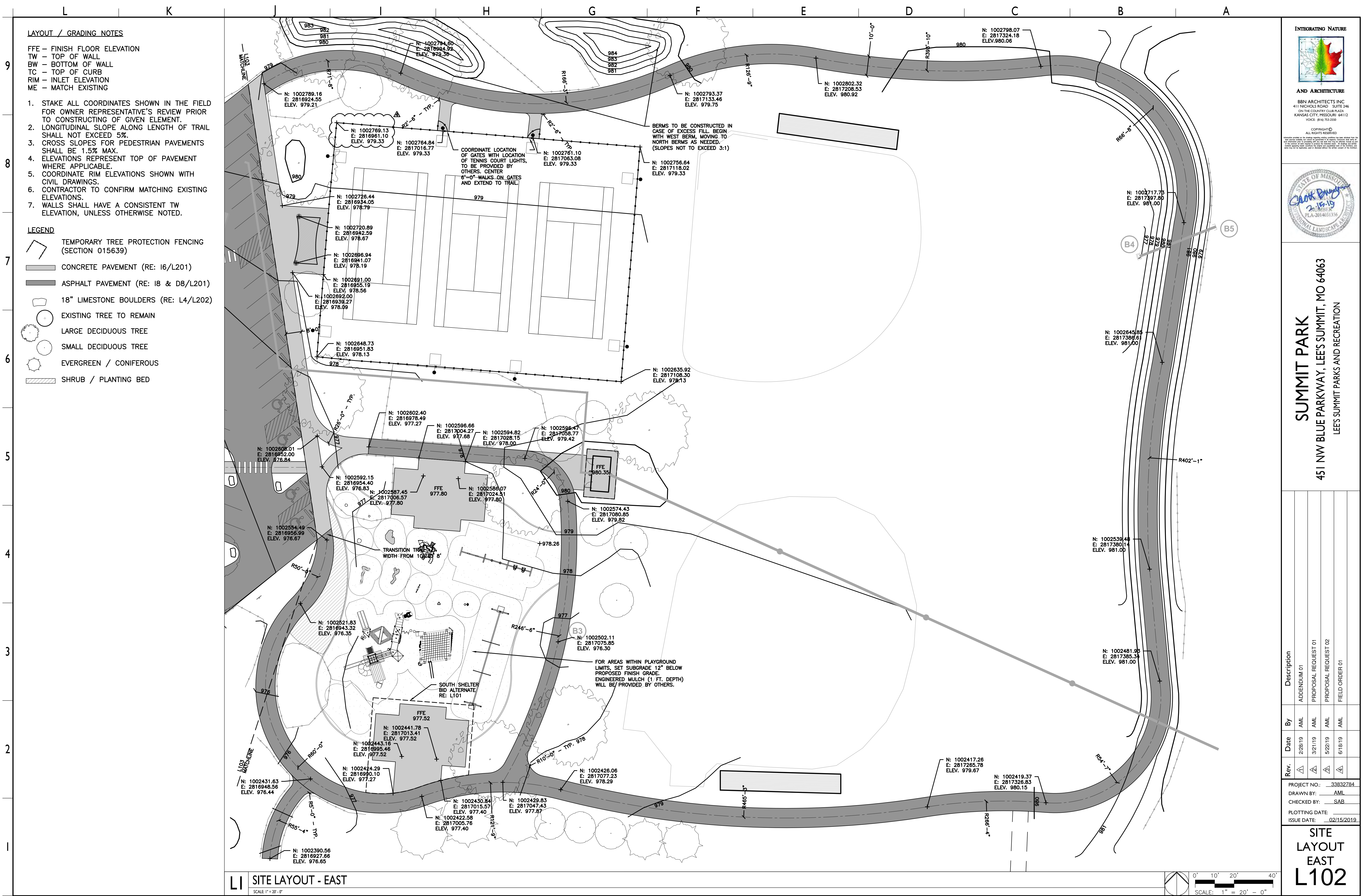
At the time of this report, the general contractor is finishing construction on two new park shelters and completing installation of restroom accessories and roofing. Our park construction crews are working to complete installation of the remaining playground equipment and shade structure for the tennis courts. The final sections of asphalt trail and surface course for the parking lot were installed on January 9.

Over the next several weeks, our crews will install curbing, drainage, and surfacing for the playground and begin on the practice baseball field sites and batting tunnels.

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)





LAYOUT / GRADING NOTES

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

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

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

INTEGRATING NATURE
AND ARCHITECTURE

BBN ARCHITECTS INC
411 NICHOLS ROAD, SUITE 246
ON THE COUNTRY CLUB PLAZA
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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
1	2/28/19	AML	ADDENDUM 01
2	3/21/19	AML	PROPOSAL REQUEST 01
3	5/22/19	AML	PROPOSAL REQUEST 02
4	6/18/19	AML	FIELD ORDER 01

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

SITE
LAYOUT
EAST
L102

Project Name: Summit Park Improvements

18-Nov-19

Item		Park Board approved project budget \$1,600,000	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	\$ 45,000.00	\$ 41,286.64	\$ 3,713.36	\$ -	
	Architectural + Engineering Contract-BBN	\$ 107,603.00	\$ 107,389.00	\$ 214.00	\$ -	
	Erosion Control Silt Fencing	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	
	Demolition of Existing Park Features	\$ 116,833.00	\$ 117,229.86	\$ (396.86)		by LSPR
Site Utilities, Court Const, Grading, Restrooms						
	General Construction Contract Estimate Terry Snelling	\$ 1,080,989.00	\$ 561,016.35	\$ 519,972.65		Base original contract amount \$1,068,535
Park Features and Structures	Tennis Court Shade Structure	\$ 12,000.00	\$ 11,378.71	\$ 621.29		by LSPR
	Playground equipment and install	\$ 186,525.00	\$ 188,238.00	\$ (1,713.00)		
	Tennis Court Lighting per Musco	\$ 117,739.00	\$ 117,739.00	\$ -		
	Fencing and Backstops	\$ 8,500.00	\$ -	\$ 8,500.00	\$ -	by LSPR
	Baseball Infield Construction	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	by LSPR \$4k per field ag lime plus grading
	Batting Tunnels (2)	\$ 10,000.00	\$ 5,697.14	\$ 4,302.86	\$ -	by LSPR
	Site Furnishings	\$ 20,000.00	\$ 18,949.00	\$ 1,051.00		by LSPR
	Landscaping	\$ 35,000.00	\$ -	\$ 35,000.00		trees, shrub, biosw mat+install Rosehill \$40,925 + seedin
	Playground Surface, curb, drainage	\$ 12,000.00	\$ -	\$ 12,000.00		
	Subtotal	\$ 1,764,689.00	\$ 1,171,423.70			
		\$ -				
		\$ -				
	Adjusted Project Sub Total	\$ 1,764,689.00				
Budget	Total Park Board Approved Budget	\$ 1,600,000.00				
	Supplemental from Ruiz Project (PB approved April, 2019)	\$ 100,000.00				
	Revised Project Total	\$ 1,700,000.00				
	Adjusted Project Under/(over) Budget	\$ (64,689.00)				
	Change Order #1 Approved date 7/30/19 adjusted General Construction Contract from \$1,068,535 to \$1,082,701					
	Change Order #3 Approved date 10/9/19 adjusted General Construction Contract from \$1,082,701 to \$1,080,989					
	Note: Summit Park Playground existing equipment sold for \$6515 on Gov Deals 6-1-19					

MEMORANDUM



Date: December 4, 2019

To: Joe Snook
Administrator of Parks and Recreation

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

CC:

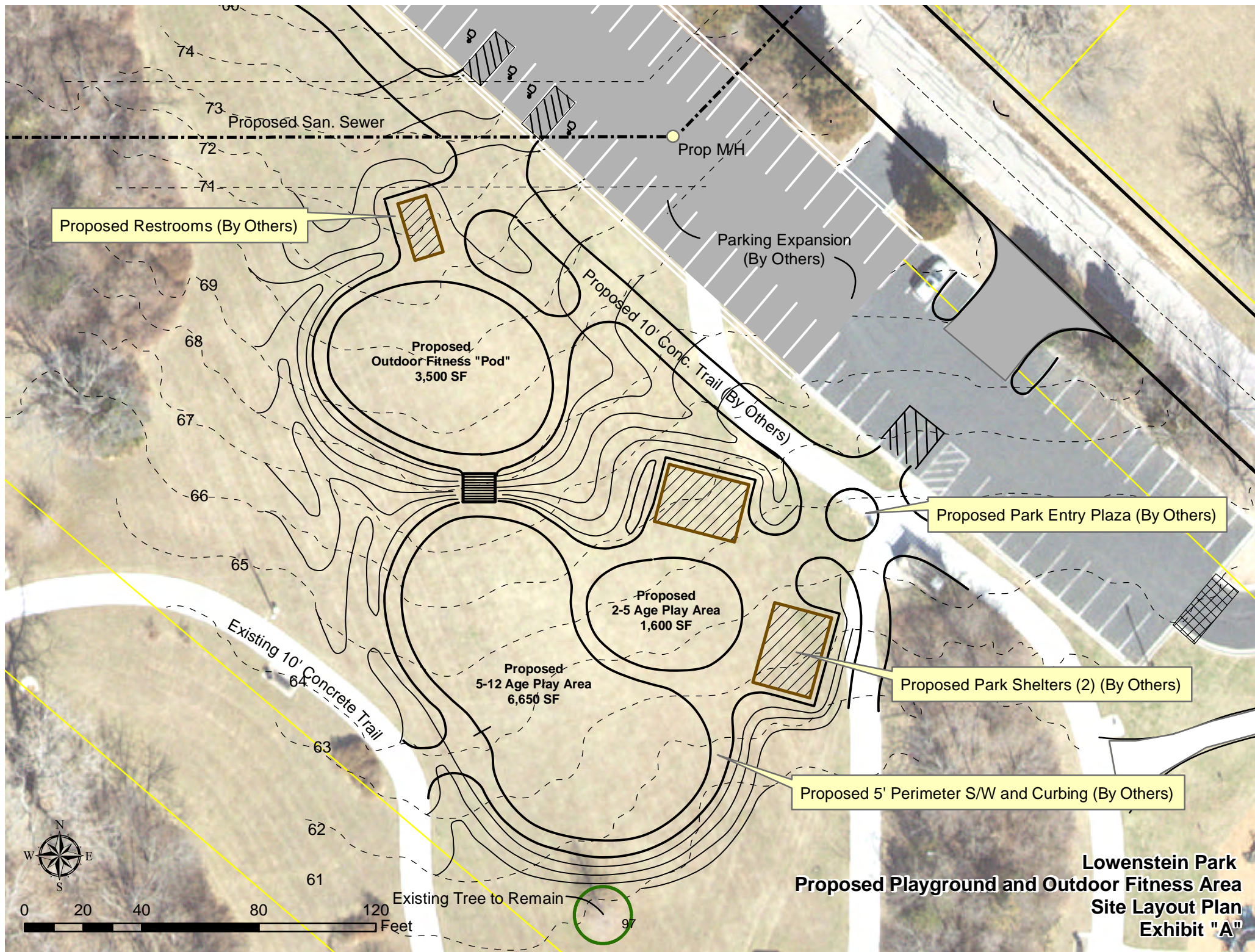
Re: Lowenstein Park Improvements

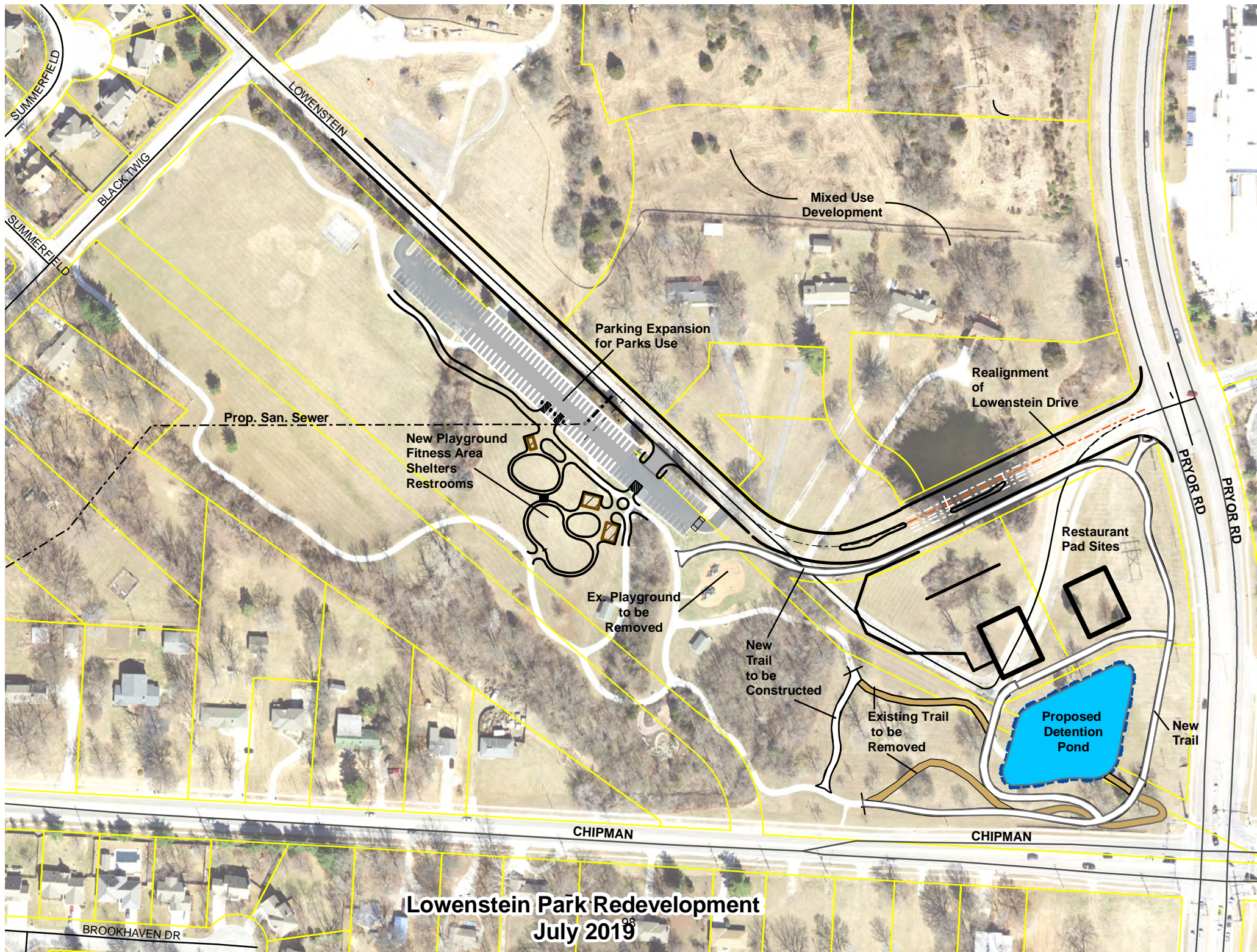
The recent closure of Lowenstein Drive has redirected traffic into the park from the west along Chipman Road and Black Twig Drive. Tree clearing and grading is complete along the old roadway right-of-way directly adjacent to the park to make way for street widening. Installation of the sewer line through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

At the time of this report, the contractor is near completion with park improvements per the development agreement including final restroom hookups and inspection, parking light pole installation, and a few minor punch list items that will be outlined in a walk through inspection on Friday January 10th. The contractor is also required to complete restoration of the park areas that were impacted by the sewer line installation on the west end of the park. We anticipate beginning work on the new playground, outdoor fitness equipment, and new park shelters sometime in March or early April after work at Summit Park is complete.

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

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





Lowenstein Park Redevelopment
July 2019⁹⁸

Memorandum

Date: January 9, 2020

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 time of this report, the contractor has completed mass grading, excavation of the wave pool, installation of one private storm water line and poured the pool floor. Since the December report, Capri Pools has been working on forming and pouring pool walls, building footings and foundation walls. The excavator, Heartland Heavy Construction has been installing the private water lines and working on the storm water detention system. Over the next several weeks, contractors will be installing the storm water detention system, installing two more private storm water lines, and forming/pouring pool walls.

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

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





Summit Waves Wave Pool
Project Timeline
Attachment A

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

Current

Estimated Completion

Behind Schedule

Attachment B



Project Name: Summit Waves Wave Pool Addition

13-Jan-20

[illegible]

MEMORANDUM



Date: January 16, 2020
To: Joe Snook
Administrator of Parks and Recreation
From: David Dean
Superintendent of Recreation Services II
Re: Fundraising Update – January 2020

At the time of this report, there is one outstanding payment for the month of January. Our Sponsorship Coordinator has been busy meeting with businesses about Legacy Park Amphitheater sponsorship opportunities. At this time, he has already secured two sponsors for the 2020 LPA season. Additionally, our Sponsorship Coordinator continues reaching out to leads that will help us reach our goal of 14 banner sponsors (currently at 12). 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.

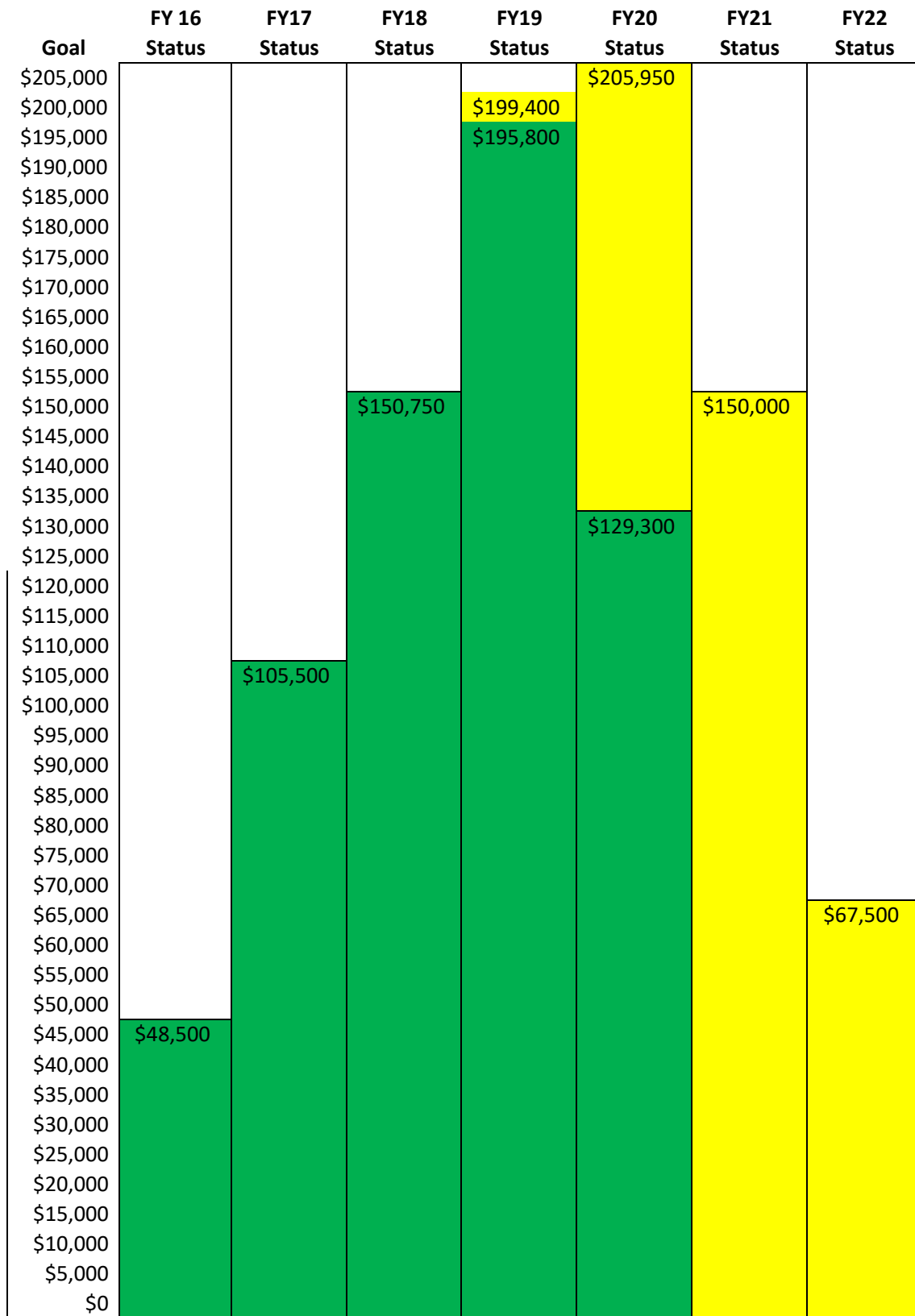
Attachment B reflects the sponsorship commitments from FY16 through FY22 based on existing contracts. As you will note, there was a shortfall of \$3,600 in FY19. This was due to a late payment that was not received until late July, which falls in FY20. The amount collected YTD is also included.

(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 Pearl¹, 3/10/16	\$ 6,000.00							\$ 6,000.00
Adams Toyota³, 5/11/16	\$ 2,500.00	\$ 2,500.00						\$ 5,000.00
Adams Toyota³, 4/27/17		\$ 5,000.00						\$ 5,000.00
Adams Toyota³, 5/27/18			\$ 2,000.00	\$ 1,000.00				\$ 3,000.00
Legacy Woods², 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 Chopper⁴, 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
Jungmeyer & Suresh, 7/22/19					\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Kline Van & Spec., 9/30/16		\$11,250	\$15,000.00	\$15,000.00	\$3,750.00			\$ 45,000.00
St. Luke's, 6/30/17			\$13,500.00	\$13,500.00	\$13,500.00			\$ 40,500.00
Harmon Flooring, 8/30/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Heartland Heating & Cooling, 8/31/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Lee's Summit Academy⁵, 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
Pediatric Associates 11/26/19					\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Total	\$ 48,500.00	\$ 105,500.00	\$ 152,750.00	\$ 199,400.00	\$ 205,850.00	\$ 150,000.00	\$ 67,500.00	\$ 929,500.00
Expenses	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank								
Banners (29*\$65) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00		\$ 3,510.00
Contractor ²	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 22,850.00
Instant Auto								
Banners (29*\$65) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,835.00
Contractor ²	\$ 1,950.00	\$ 3,575.00	\$ 3,250.00	\$ 3,875.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 22,400.00
Adams Toyota								
Banners (29*\$65) ¹	\$ 1,885.00	\$ 325.00	\$ 390.00		\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,575.00
Contractor ²	\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 4,125.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 24,000.00
Blue Pearl¹								
Contractor ²	\$ 1,800.00							\$ 1,800.00
Adams Toyota³								
Banner (1*\$65)	\$ 65.00							\$ 65.00
Contractor ²	\$ 750.00	\$ 750.00	\$ 600.00	\$ 300.00				\$ 2,400.00
Adams Toyota³								
Banner (1*\$65)		\$ 65.00						\$ 65.00
Contractor ²		\$ 1,500.00						\$ 1,500.00
American Family								
Banners (29*\$65) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00					\$ 2,535.00
Contractor ²	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00				\$ 11,750.00
Price Chopper⁴								
Banner (1*\$65)	\$ 65.00							\$ 65.00
Contractor ²	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00				\$ 4,500.00
Royal Door								
Banners (29*\$65) ¹		\$ 1,885.00	\$ 390.00	\$ 325.00				\$ 2,600.00
Contractor ²		\$ 4,125.00	\$ 4,125.00	\$ -				\$ 8,250.00
Jungmeyer & Suresh								
Banners (29*\$65) ¹		\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,510.00
Contractor ²		\$ 4,500.00	\$ 3,937.50	\$ 3,750.00	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 24,187.50
Kline Van & Specialty Rental								
Banners (29*\$65) ¹		\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor ²		\$ 3,375.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50			\$ 11,812.50
St. Luke's								
Banners (29*\$65) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00			\$ 10,800.00
Harmon Flooring								
Banners (29*\$65) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Heartland Heating & Cooling								
Banners (29*\$65) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Lee's Summit Academy⁵								
Banner (2*\$65)			\$ 130.00					\$ 130.00
Contractor ²			\$ 900.00	\$ -				\$ 900.00
Foundation Guy								
Banners (31*\$65) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Freezing Moo								
Banners (31*\$65) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Camp Bow Wow								
Banners (4*\$65) ³				\$ 260.00	\$ 65.00			\$ 325.00
Contractor ²				\$ 1,650.00	\$ 1,375.00	\$ -		\$ 3,025.00
Integrity Roofing								
Banners (31*\$65) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 3,375.00	\$ 3,937.50	\$ 3,750.00	\$ 937.50	\$ 12,000.00
Smile Doctors								
Banners (31*\$65) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 12,000.00
Security Bank of KC¹⁹								
Banners (4*\$65) ³				\$ 260.00				\$ 260.00
Contractor ²				\$ 975.00				\$ 975.00
Brain Balance Center of Lee's Summit								
Banners (4*\$65) ³				\$ 260.00				\$ 260.00
Contractor ²				\$ 975.00				\$ 975.00
Bank of Blue Valley								
Banners (4*\$65) ³				\$ 260.00				\$ 260.00
Contractor ²				\$ 660.00	\$ 315.00			\$ 975.00
Shining Light Music								
Banners (4*\$65) ³				\$ 260.00				\$ 260.00
Contractor ²				\$ 660.00	\$ 315.00			\$ 975.00
Adams Toyota³								
Banner (2*\$65)				\$ 260.00				\$ 260.00
Contractor ²				\$ 600.00	\$ 300.00			\$ 900.00
Rockhill Orthopedics								
Banners (31*\$65) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 1,125.00	\$ 4,312.50	\$ 3,750.00	\$ 2,812.50	\$ 12,000.00
Pediatric Associates								
Banners (31*\$65) ¹					\$ 2,015.00	\$ 325.00	\$ 325.00	\$ 2,665.00
Contractor ²					\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
Total	\$ 21,020.00	\$ 36,470.00	\$ 50,552.50	\$ 70,680.00	\$ 60,972.50	\$ 40,750.00	\$ 18,175.00	\$ 296,620.00
Net	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Net	\$ 27,480.00	\$ 69,030.00	\$ 102,197.50	\$ 128,720.00	\$ 144,877.50	\$ 109,250.00	\$ 49,325.00	\$ 630,880.00

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

Sponsorship Goals



	Commitments
	Collected

MEMORANDUM



Date: January 16, 2020

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

From: Brooke Chestnut, CPSI, MW5124 AU,
Superintendent of Park Operations

CC:

Re: Security Report for 4th Quarter 2019

Attached are the police activity reports for the 4th quarter of 2019, listing activity by the police department for each park. There were a total of 669 reports of activity during the 4th quarter.

4th Quarter Security Summary:

During the 4th quarter, the majority of activity occurred at Hartman Park (133), Legacy Park (107), Lea McKeighan North (81), and Harris Park (51). These four parks consisted of 372 of the 669 events.

Of the events of the 3rd quarter, the majority consisted of park checks (516) and vehicle checks (55). These events accounted for 85% of the total.

According to Major Childs, with the Lee's Summit Police Department, there were no notable incidents for the 4th quarter of 2019.

Summary and Comparison:

Attached is a summary of the 4th 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	ARBORWALK PARK	BANNER PARK LOWER	BANNER PARK UPPER	CANTERBURY PARK	DEER VALLEY PARK	DOGWOOD (Dog Park)	EAGLE CREEK PARK	GAMBER CENTER	HAPPY TAILS PARK	HARRIS PARK	HARRIS PARK COMMUNITY CENTER	HARTMAN PARK	HOWARD PARK	LANGSFORD PARK	LEA MCKEIGHAN NORTH	LEA MCKEIGHAN SOUTH	LEE'S SUMMIT HISTORICAL CEMETERY	LEGACY PARK	LEGACY PARK AMPHITHEATER	LEGACY PARK COMMUNITY CENTER	LEGACY PARK FRISBEE GOLF	LEGACY PARK GIRLS SOFTBALL VENUE	LEGACY PARK MAINTENANCE COMPLEX	LEGACY PARK SOCCER VENUE	LONGVIEW COMMUNITY CENTER	LOWENSTEIN PARK	MCKEE PARK	MILLER J FIELDS	PLEASANT LEA PARK	POTTBERG PARK	SUMMIT PARK	VELIE PARK	WADSWORTH PARK	WINTERSET NATURE AREA	WOODS PLAYGROUND	Grand Total
Alarm Business/Duress																								2												2
Animal Dangerous									1																											1
Assist Fire Department/Ambulance															1				1	1																3
Building Check											1							1		14					16											32
C & I Driver									1						1	1																				3
Car Stop								1			1				1	3																				6
Check The Welfare				1												3												1								5
Citizen Contact										2						1																				3
Directed Patrol																1	1	2		1		1				1										7
Disperse Group												1																								1
Disturbance						1																		1												2
Domestic Violence															1																					1
Duplicate Call																1									1											2
Entered In Error																							1											1		2
Follow Up																		1																		1
Intoxicated Person												1																								1
Mental Health									1																											1
Missing/Found Juvenile																1																				1
Park Check	1	2	6		10	10			10	46		119	11	1	74	44		99		1						7		27	16	24	5	2	1			516
Pedestrian Check		1														1												1			2					5
Possession Of Controlled Substance				1																								1								2
Property Damage/Vandalism												1				1						1														3
Recovered Property									1	1			1																							3
Stealing												1				1		1		1															1	5
Suspicious Car & Occupant										1					1			1						1								1				5
Tampering																																1				1
Vehicle Check			6			1		1	1			10	2		2	12	1	2	2	3	2	2	4		3			2				1				55
Grand Total	1	3	12	2	10	11	1	2	14	51	2	133	14	1	81	70	2	107	3	21	2	2	4	3	22	8	1	31	16	24	10	2	1	1	1	669

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	872	669	1,164	2,036	2,705

QUARTERLY

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
Arborwalk Park	0	0	1	1	2
Banner Park Lower	5	5	5	3	18
Banner Park Upper	12	13	14	12	51
Canterbury Park	0	0		2	2
Deer Valley Park	16	12	21	10	59
Dogwood (Dog Park)	8	15	14	11	48
Eagle Creek Park				1	1
Gamber Community Center	2	7	18	2	29
Happy Tails Park	9	13	22	14	58
Harris Park	50	69	79	51	249
Harris Park Community Center	0	3	1	2	6
Hartman Park	102	86	128	133	449
Howard Park	12	3	7	14	36
Langsford Park			2	1	3
Lea McKeighan North	59	44	98	81	282
Lea McKeighan South	58	51	95	70	274
Lee's Summit Historical Cemetery	1	1	2	2	6
Legacy Park	104	118	134	107	463
Legacy Park Adult Venue	0	1			1
Legacy Park Amphitheater	0	0	10	3	13
Legacy Park Baseball Venue	1	12	6		19
Legacy Park Community Center	33	27	32	21	113
Legacy Park Frisbee Golf	0	1	1	2	4
Legacy Park Girls Softball Venue	0	1	8	2	11
Legacy Park Maintenance Complex	1	0	3	4	8
Legacy Park Soccer Venue	1	5	4	3	13
Longview Community Center	0	18	20	22	60
Lowenstein Park	25	26	12	8	71
McKee Park	0	1	1	1	3
Miller J Fields	35	49	47	31	162
Pleasant Lea Park	11	3	7	16	37
Pottberg Park	0	6	55	24	85
South Lea Park	0	2	1		3
Summit Park	7	2	4	10	23
Summit Waves	0	5	10		15
Sylvia Bailey Farm Park	0	1	1		2
Velie Park	5	2	8	2	17
Wadsworth Park	1	2	1	1	5
Winterset Nature Area	0	1		1	2
Woods Playground	0	1		1	2
Total	558	606	872	669	2703

MEMORANDUM



Date: December 4, 2019

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent of Administration II

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

Re: Summary of Park Board and Staff Retreats

In preparation for the upcoming FY21 budget process, the annual planning retreats for LSPR staff and the Park Board were held on October 4th and November 1st, respectively.

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

In addition, staff conducted a “Start/Stop Doing” exercise identifying 31 items to “start” doing and 12 items to “stop” doing. Each staff and Board member then voted on their 1st, 2nd and 3rd priority on each list with the 1st priority carrying a heavier voting weight. A complete list of Start and Stop doing items ranked by weighted vote can be found on Attachment C.

Other agenda items at the retreats included viewing the 2019 Gold Medal videos submitted by the winning Park organizations, a review of the Mission and Vision Statements, a review of the FY2018 financial results, a project update, and a presentation on trends related to Parks and Recreation. The LSPR staff retreat was held at the Olathe Community Center and included a tour of Lake Olathe. Also, each group watched a video on Living Bridges, a form of tree shaping used to build bridges that last for generations.

Top Ten 1 Year Goals (FY21)

Rating	PARK BOARD	Rating	STAFF
1	Website More User Friendly	1	Hire Additional Marketing Person
1	Masterplan For Pickleball Complex	2	* Purchase Excavator
2	Evaluate Temporary Pickleball Courts (Outside)	3	Digital Banners
2	* Establish E-Sports Programs	4	Additional Park Operations/Park Construction Staff
5	Landfill Evaluation	5	Scissor Lift at Longview Community Center
6	Begin Planning for Gold Medal Submittal	6	* Dredge Legacy Lake
7	Engage w/City Comprehensive Plan	7	Resurface Track at Lovell Community Center
7	Replace All Paddleboards at Lovell Community Center	8	More Nature Programs
9	Splashpad @ Lovell Community Center	8	Open Wave Pool in May 2020
10	Resurface Track at Lovell Community Center	10	Add Park Prescription Program
10	Implementation of Pleasant Lea Park Improvements		
10	Picnic Area at Longview Community Center		
10	* Add Teen Activities		

Top Ten 5 Year Goals (FY21)

Rating	PARK BOARD	Rating	STAFF
1	* Fieldhouse	1	* Fieldhouse
2	Pickleball Complex	2	Pickleball Complex
3	Trail Connection to Downtown (Rock Island)	3	Nature Play Park
4	Development of Bailey Park	4	Renovation of Longview Community Center Locker Rooms
5	Successful Re-Accreditation	5	Staff Expansion in Parks/Administration/Facility Maintenance
6	Splashpad at Hartman Park	6	Longview Community Center Self-Supportive
7	Successful Park Foundation	7	New Pool Play Features at Lovell Community Center
8	Masterplanning of PRI Property Completed	8	2nd Inclusion Playground
9	New Pool Play Features at Lovell Community Center	9	Trail Connection to Downtown (Rock Island)
9	Health/Wellness	10	Acquire Land for Future Development
9	Shade in All Parks		

*Items also identified at the retreat held in 2018.

Items in Bold were introduced by the Park Board

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

1 YEAR GOALS for FISCAL YEAR 2021
Add Park Prescription Program
* Add Teen Activities
Add Walk With A Doc Program
* Additional Park Op/Const Staff
Air Conditioning in Legacy Park Amphitheater Concessions Building
Begin Planning for Gold Medal Submittal
Coffee Bar Sponsor for All Community Centers
Convert All Legacy Park Community Center Signs to Lovell Community Center
Convert Gamber Community Center Outside Back Area to Shelter
* Digital Banners
* Dredge Legacy Lake
* Dumpster at Hartman Park
Engage w/City Comprehensive Plan
* Establish E-Sports Programs
Evaluate Temporary Pickleball Courts (Outdoor)
Expand Longview Community Center Group X Room
Find Solution for Lea McKeighan Park Drainage (North and South)
Flagpole @ Longview Community Center
Gamber Community Center Kitchen-Evaluate Purpose/Remodel
* Group X Kiosk & Online Sign Ups
Have Sold Out Show at LP Amphitheater
Hire Additional Marketing Person
Hire Legacy Park Amphitheater Assistant
Historical Preservation at Cemetery
* Implement Text Messaging Service
Implementation of Pleasant Lea Park Improvements
Landfill Evaluation
Landscape Evaluation at Gamber Community Center
Lighting at Hartman Playground
Locker Replacement at Lovell Community Center
LSPR Picnic in the Park Day
Marketing Intern - Take Pictures and Monitor LSPR Social Media
Masterplan For Pickleball Complex
More Nature Programs
New Signs in Native Areas
Online LSPR Safety Training
Open Wave Pool in May 2020
Outdoor Fitness Programs @ Lowenstein Park
Ozone or UV for Pool at Lovell Community Center and Longview Community Center
Picnic Area at Longview Community Center
Pressure Relief Tank at Longview Community Center
* Purchase Excavator
Purchase Kivac for Gamber Community Center and Lea McKeighan Park North
Purchase RV to be used as LP Amphitheater Green Room

1 YEAR GOALS for FISCAL YEAR 2021
Remove Shelter at Wadsworth Park
Replace All Paddleboards at Lovell Community Center
Replace Bikes at Lovell Community Center
Replace Boilers at Lovell Community Center
Replace Bridges at Summit Waves
Resolve Humidity Issues in Group X Room at Longview Community Center
Resurface Track at Lovell Community Center
Revamp Marketing for Adult Softball
Revamp Part-time Application Process
Revamp Part-time Seasonal Training Day
Review Purpose of Illustrated (Content, Cost)
Safety Locks on Basketball Goals at All Community Centers
Sand Pit Workout Area
* Scissor Lift at Longview Community Center
* Sell LSPR Swag
Share More User Generated Content on Social Media
Sidewalk Trail on Legacy Park Drive
Splashpad @ Lovell Community Center
Truck Upgrades - 2WD to 4WD
Waterfeature @ Lea McKeighan South Playground
Website More User Friendly

* Items also identified at the 2018 retreat

Items in Bold were introduced by the Park Board

5 YEAR GOALS for FISCAL YEAR 2021
* 2nd Inclusion Playground
* 3rd and 4th Slide at Summit Waves
* Acquire Land for Future Development
* Arboretum
* Blue Way Planning
Connection to Pleasant Hill (Greenway)
Create Youth/Teen Weightlifting Club
Dedicated Free Weight Area for Functional Fitness
Dedicated Herbicide Team
Development of Bailey Park
Development on Southside of Legacy Lake
* Fieldhouse
Green Cleaning Supplies
Greenhouse
Implementation of Greenway Priority Projects
Legacy Park Irrigation System Software Updates
Longview Community Center Self-Supportive
Masterplanning of PRI Property Completed
More Trails in South Lee's Summit
Nature Play Park
New Pool Play Features at Lovell Community Center
Park West/Eagle Creek Development
Pickleball Complex
Potential Programming - Downtown Farmers Market/Performing Arts Area
Renovate Upstairs at Longview Community Center (Back Area Not Prev Reno)
Renovation of Longview Community Center Locker Rooms
Seed Collection Program at Legacy Park
Shade in All Parks
Sidewalk Connection at Gamber Community Center
Splashpad at Hartman Park
* Staff Expansion in Parks/Administration/Facility Maintenance
* Successful Park Foundation
Successful Re-Accreditation
Trail Connection to Downtown (Rock Island)
True Partnership between LSPR & R7 to Promote Health/Wellness
Updates to Lower Banner

START DOING/STOP DOING FOR FISCAL YEAR 2021

LSPR Board

START DOING:	VOTES	WEIGHTED VOTES	WEIGHTED VOTE RANKING
Improve Relationship with R-7 School District	6	15	1
Park App (need to determine specific needs)	4	10	2
Video and Drone Footage of All Events	5	9	3
* Pump Track	3	7	4
Inclusion Pieces in Park Renovation Planning	3	7	4
Convert Legacy Fields to Turf	3	7	4
Sell LSPR Swag	4	5	5
Ethnic Festival	3	5	5
Educate/Design/Discovery (Journey of Raindrop)	2	5	5
Longview Comm Center Conference Room Rental	2	5	5
Leadership Development for Young Staff	2	4	
Project Updates through Social Media	2	4	
Increase Digital Usage to Decrease Paper	3	4	
Self Guided Native Walks	3	3	
Bike Rentals @ Hartman	1	3	
LSPR Podcast	2	3	
Inclusion Specific Programs (adaptive recreation programs)	1	3	
Develop Botanical Rose Garden	1	3	
Refresher Course at Staff Meetings Every 6 months	1	2	
Using Software for Park Maintenance & Facilities	1	2	
Charging Stations in Parks (phones, iPads, etc)	1	1	
Create Tech Team	0	0	
Review all options for Online Rental Registrations	0	0	
Renting Lea McKeighan South Shelter	0	0	
* Hire more PT Special Events Staff	0	0	
Update Audio Visual Equipment in all facilities	0	0	
Charge In-house Staff Time to Projects for Total Project Cost	0	0	
HR Database (ie who contacted applicants, etc)	0	0	
Gamber Comm Center Sidewalk Connection	0	0	
Share Pics/Videos with Marketing Department (events, parks, etc)	0	0	
Trends Team	0	0	

STOP DOING:

Free Watercraft Usage (Note: already FY2021 Min Wage Analysis/Solution)	0	0
* Charging the \$5 Change Fees for Membership Changes	0	0
Keeping "Junk" in Storage	0	0
Using Parks Staff to Paint Summit Waves	0	0
Renting Excavator	0	0
Review Indirect Expenses in EOA's	0	0
The 5 Things Email	0	0
* Adult Kickball	0	0
Closing Splashpad @ Labor Day (ie. Keep Open Longer)	0	0
So Much Admin Staff Time for LPA Setup (BPT, Will Call, Setup, Testing)	0	0
Keeping Papercopy of Memberships (Scan into Rectrac)	0	0
Using City ITS Department Services	0	0

* Items also identified at the 2018 Retreat

START DOING/STOP DOING FOR FISCAL YEAR 2021

LSPR Staff

START DOING:	VOTES	WEIGHTED VOTES	WEIGHTED VOTE RANKING
Create Tech Team	13	57	1
Review all options for Online Rental Registrations	6	18	3
Improve Relationship with R-7 School District	4	15	4
Park App (need to determine specific needs)	6	14	5
Renting Lea McKeighan South Shelter	6	14	5
Charging Stations in Parks (phones, iPads, etc)	5	12	6
Self Guided Native Walks	4	12	7
* Pump Track	3	12	8
Video and Drone Footage of All Events	1	4	
Inclusion Pieces in Park Renovation Planning	1	3	
Convert Legacy Fields to Turf	0	0	
Sell LSPR Swag	3	10	
Educate/Design/Discovery (Journey of Raindrop)	2	6	
Longview Comm Center Conference Room Rental	1	2	
Ethnic Festival	0	0	
Leadership Development for Young Staff	4	6	
Project Updates through Social Media	2	5	
Increase Digital Usage to Decrease Paper	1	1	
Bike Rentals @ Hartman	2	6	
LSPR Podcast	1	3	
Inclusion Specific Programs (adaptive recreation programs)	1	1	
Develop Botanical Rose Garden	0	0	
Refresher Course at Staff Meetings Every 6 months	3	8	
Using Software for Park Maintenance & Facilities	2	7	
* Hire more PT Special Events Staff	2	6	
Update Audio Visual Equipment in all facilities	1	5	
Charge In-house Staff Time to Projects for Total Project Cost	1	4	
HR Database (ie who contacted applicants, etc)	2	2	
Gamber Comm Center Sidewalk Connection	0	0	
Share Pics/Videos with Marketing Department (events, parks, etc)	0	0	
Trends Team	0	0	

STOP DOING:	VOTES	WEIGHTED VOTES	WEIGHTED VOTE RANKING
Free Watercraft Usage (Note: already FY2021 Min Wage Analysis/Solution)	9	32	2
* Charging the \$5 Change Fees for Membership Changes	3	11	9
Keeping "Junk" in Storage	3	6	
Using Parks Staff to Paint Summit Waves	2	5	
Renting Excavator	1	4	
Review Indirect Expenses in EOA's	1	3	
The 5 Things Email	1	2	
* Adult Kickball	1	1	
Closing Splashpad @ Labor Day (ie. Keep Open Longer)	0	0	
So Much Admin Staff Time for LPA Setup (BPT, Will Call, Setup, Testing)	0	0	
Keeping Papercopy of Memberships (Scan into Rectrac)	0	0	
Using City ITS Department Services	0	0	

* Items also identified at the 2018 Retreat

**End of Activity Report
Harris Park Community Center
2019
Completed By: Ryan Gibson**

Executive Summary

Brief Program Description:

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

Participant Numbers:

	<u>Total:</u>
FY19	172,149
FY18	167,944
FY17	168,423

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

<u>Total Revenue:</u>		<u>Budget</u>	<u>Actual</u>
FY19	\$307,836		\$317,629
FY18	\$290,921		\$275,502
FY17	\$197,523		\$235,175
<u>Total Expense:</u>		<u>Budget</u>	<u>Actual</u>
FY19	\$348,952 ¹		\$335,420 ¹
FY18	\$376,056		\$368,126
FY17	\$363,047		\$355,713
<u>Net:</u>		<u>Budget</u>	<u>Actual</u>
FY19	(\$41,116)		(\$17,791)
FY18	(\$85,135)		(\$92,264)
FY17	(\$165,524)		(\$120,538)

¹ Total budget and actual expenses include both direct and indirect expenses. Indirect expenses for HPCC: \$63,927.34

Recommendations:

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

Recommendation: Staff appreciates these comments and will share them with staff during the January 2020 HPCC all-staff meeting.

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

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

Extensive Staff Report

Purpose of Report:

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

Program Description:

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

Benefits of program:

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

Service Hours:

	<u>Total:</u>
FY19:	344,298
FY18:	335,888
FY17:	336,846

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

Volunteer Hours:

There were no volunteers for this program

Refunds:

Total issued: 14 (\$8,106.13)

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

Fees Charged:

Open Gym	\$4 per person resident/ \$5 non-resident
Full court rental	\$72 per hour resident/ \$90 non-resident
Half court rental	\$40 per hour resident/ \$50 non-resident
Half gym floor	\$88 per hour resident/ \$110 non-resident
Entire gym floor	\$176 per hour resident/ \$220 non-resident
One day rental	\$1,200 resident/ \$1,500 non-resident
Two day rental	\$2,000 resident/ \$2,500 non-resident
Full Week Rental	\$7,000 resident/ \$7,500 non-resident
One Room	\$50/hour resident/ \$60/hour non-resident
Two Rooms	\$70/hour resident / \$85/hour non-resident

Marketing:

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

Evaluation/Assessment:

Evaluations have and will continue to be given out for future leagues, programs and any other recreational events being conducted at HPCC. Those surveys, however, are used by the supervisor running the program and not directly attributed to the facility. Comments received by program supervisors about the HPCC are forwarded to the HPCC manager for review and any issues are addressed. Out of 52 surveys distributed for HPCC unique rentals for FY19, 19 surveys (36%) were completed and returned.

LS Parks & Recreation “HPCC, 2019” Survey

of Surveys Distributed: 52

of Surveys Returned: 19

36% of Returns

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

Area Rented:

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

Comments (Other):

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

Comments:

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

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

Comments:

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

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

Comments:

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

A

**End of Activity Report
Legacy Park Amphitheater
May-Oct. 2019
Report Completed by: Tede Price**

Executive Summary

Program Description:

The Legacy Park Amphitheater is located at 897 NE Bluestem Dr. in Legacy Park adjacent to the Legacy Park Community Center. This 2,500 seat facility has the lake as a backdrop, allowing patrons to enjoy a great night of cultural arts events in Lee's Summit. The facility's season runs from mid-May through mid-October. LPA's schedule included the following events this year (3) ticketed events including (2) national acts, (7) free concerts, (1) childrens community theatre, (5) childrens programs/events and (1) kids bike ride (1) 5k race. The venue also hosted group exercise classes. In addition, Legacy Park Amphitheater is a rentable space for groups or individuals.

Participant numbers:

2019: 8354
2018: 8707
2017: 5816

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2019	\$111,675	\$169,610.52 ¹
2018	\$105,375	\$165,484.60
2017	\$127,120	\$170,266.11

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
2019	\$155,353.67 ²	\$169,610.52 ²
2018	\$178,041	\$165,484.60
2017	\$98,366.50	\$170,266.11

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2019	\$(43,678.67)	\$0.00
2018	\$(72,666)	\$0.00
2017	\$28,564.40	\$0.00

¹ Revenue includes \$69,445.32 from the banner sponsorship program

² Budgeted & actual expenses include indirect cost (\$37,525)
(see appendix A for a complete breakdown per event)

Recommendations:

Comment: LSPR had partnerships with 5 different groups this season, resulting in 9 free events and 2,372 patrons in attendance.

Recommendation: Staff will continue to work with groups to provide partnership opportunities and bring cultural arts programs/events to LPA next season.

Comment: Need to permanently post rules sign at venue

Recommendation: Staff will work with marketing coordinator to have the rules signs printed on professional weather resistant signage and be placed on the outside of box office, similar to Summit Waves facility rule sign, as well as post on the outside of the gates prior to each event

Comment: Print permanent large “no re-entry signs” at the entrance gates prior to opening.

Recommendation: Staff will work with the marketing coordinator to design durable weather resistant signs to be placed at the gates prior to each ticketed event.

Comment: LSPR provided a wide variety of programs in the 2019 season.

Recommendation: Staff partnered with the Mid-Continent Library, 18th & Jazz district, Great Beginnings R-7 and 135th National Guard to offer additional free programs/events in 2019. Staff recommends continuing to seek partnerships to increase the opportunities for patrons.

Comment: Lines to food and beverage vendors were long/need more vendors (26 comments)

Recommendation: For ticketed events staff secured two food vendors in addition to the concession stand. Staff communicated with the alcohol vendor prior to each ticketed event the anticipated crowd size based on pre-event ticket sales. One event, gate ticket sales exceeded pre-sales and the vendor was not prepared for the large crowd. Staff worked with the vendor to provide two beer tents for the additional ticketed events of the season. Staff will request the alcohol contract provide two locations for the 2020 season on all ticketed events.

Comment: Concessions & food/alcohol vendor (quality, timeliness/selection) rated below a 4.0

Recommendation: Staff communicated with the alcohol vendor prior to each ticketed event the anticipated crowd size based on pre-event ticket sales. With the free events, staff anticipated numbers similar to previous years and scheduled staff accordingly. One event, gate ticket sales exceeded pre-sales and the vendor was not prepared for the large crowd. Staff worked with the vendor to provide two beer tents for the additional ticketed events of the season. Staff will request the alcohol contractor provide two locations for the 2020 season on all ticketed events. Staff will also try to secure two additional food trucks/vendors for each ticketed event, in addition to the internal concessions.

Comment: Overflow parking lot was dark/difficult to get out of park after event was over.

Recommendation: Staff recommends renting large light towers to place in the overflow parking lots. Staff estimates the cost to rent the light towers would be \$387 (\$129 per day x 3 days/events)

Comment: Ticket scanning line and box office lines were long (12 comments)

Recommendation: The Ipads used for ticket scanning intermittently worked for one of the ticketed events. Staff used a paper print out list as a back up, however, that took more time. Also, patrons bought more tickets at gates day of events, which caused box office lines to be long. Staff separated credit cards and cash sales as well as “will call” areas to three separate lines, after the first ticketed event. This helped speed up box office lines. Staff recommends continuing this for next season.

Comment: There is not enough room to park two tour buses, and an RV in the backstage area.
Recommendation: Staff recommends converting the grassy area to the right of the back stage gates into a 6 inch concrete pad, which then could support the weight of a tour bus, RV and/or the special events trailer. The estimated size would be 2,700 sq feet and would be an estimated cost of \$6,000.

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 Legacy Park Amphitheater is located at 897 NE Bluestem Dr. in Legacy Park adjacent to the Lovell Community Center. This 2,500 seat facility has the lake as a backdrop, allowing patrons to enjoy a great night of cultural arts events right in their own city. The facility's season runs from mid-May through mid-October. LPA hosted events ranging from free concerts, ticketed events including national acts as well as metro/local bands and community theatre. The venue also hosted both group exercise classes, a 5k race and a kids bike ride. In addition, Legacy Park Amphitheater is a rentable space for groups or individuals.

Benefits of Program:

- Provides opportunities for partnerships with community organizations through volunteering, sponsorships, and donation opportunities
- Meets a recreational need in the community for participants
- Physical exercise
- Familiarization and exposure to Legacy Park
- Exposes the community to a wide range of cultural art events
- Provides a sense of community
- Family event

Service hours:

2019: 16,708 (two hours x 8,354 participants)

2018: 17,414 (two hours x 8,707 participants)

2017: 11,632 (two hours x 5816 participants)

Volunteer Hours:

Total number of volunteers: 70

Total number of hours: 290

Based on the national volunteer wage of \$25.43 x # 290 hours = \$7,374.70

Refunds:

Total Refunds: 0

Due to Dissatisfaction: 0

Dissatisfaction reasons: N/A

Fee Charged: Fees ranged from free events to a range of \$5 - \$35 which included the group fitness exercise classes, 5k race, bike ride and concerts.

Program Timeline:

- November: Start searching for bands and contracted services for event
- December- January: continue searching for bands and contracted services for events, begin reviewing contracts as they come in
- March: Finalize band selections and sounds services. Announce season to community. Put info into the spring Illustrated begin advertising all events, ticketed events go on sale.
- April: Secure event insurance and put info in the summer Illustrated, continue marketing season of events.
- May: Finalize contracts with vendors for event services and work with Marketing Coordinator for event posters, and flyers; Research event supplies and purchase, submit volunteer needs to Volunteer Coordinator
- June: Confirm with contracted vendors, schedule volunteers, create event timeline, submit check request for vendors, and order additional supplies, Event executed
- July: Confirm with contracted vendors, schedule volunteers, create event timeline, submit check request for vendors, and order additional supplies Event executed
- August: Confirm with contracted vendors, schedule volunteers, create event timeline, submit check request for vendors, and order additional supplies Event executed
- October: Confirm with contracted vendors, schedule volunteers, create event timeline, submit check request for vendors, and order additional supplies Event executed
- October: host final event at venue and begin winterize after event concludes
- November: End of Activity Report completed and submitted for Park Board Review

Marketing:

Legacy Park Amphitheater marketing of events and activities are done in a variety of ways including; advertising in the Lee's Summit Illustrated, Facebook post and boosts, multiple eBlasts, Banners, postcards, magnetic signs for park trucks, posters, radio ads, billboards and press releases. (see appendix B for a complete breakdown of marketing per event)

Summary Sheet

Season 2019 (FY19 (may-June) & FY20 (july- oct.))

Event	Revenues	Expenses	Net	Budgeted estimated Revenue	Budgeted estimated Expenses	Budgeted estimated Net
Celebration of the arts	\$ 3,192.71	\$ 4,191.73	\$ (999.02)	\$ 3,550.00	\$ 5,225.00	\$ (1,675.00)
kids cultural arts	\$ 1,260.00	\$ 1,951.44	\$ (691.44)	\$ 750.00	\$ 1,237.50	\$ (487.50)
summit fest	\$ 3,903.71	\$ 4,965.58	\$ (1,061.87)	\$ 14,400.00	\$ 11,035.00	\$ 3,365.00
Jamaican	\$ 4,612.71	\$ 7,288.18	\$ (2,675.47)	\$ 5,250.00	\$ 7,481.67	\$ (2,231.67)
Blues	\$ 4,336.71	\$ 7,201.17	\$ (2,864.46)	\$ 5,450.00	\$ 7,515.00	\$ (2,065.00)
Event #2 (madonna/prince)	\$ 16,924.29	\$ 20,516.36	\$ (3,592.06)	\$ 27,250.00	\$ 17,466.67	\$ 9,783.33
Event #1national (50k act)	\$ 45,700.71	\$ 66,571.03	\$ (20,870.31)	\$ 28,350.00	\$ 44,591.67	\$ (16,241.67)
Event #3 (julian Vaughan)	\$ 13,700.71	\$ 13,643.36	\$ 57.36	\$ 16,250.00	\$ 17,466.67	\$ (1,216.67)
18th & Vine	\$ 989.00	\$ 1,213.16	\$ (224.16)			
Night Flight	\$ 4,711.62	\$ 3,652.72	\$ 1,058.90	\$ 7,125.00	\$ 4,750.00	\$ 2,033.96
Unplug & Pedal	\$ -	\$ 890.80	\$ (890.80)	\$ 3,300.00	\$ 1,059.50	\$ 2,240.50

LPA sponsorships (4X\$3,250+1x\$3,000 (\$16k total) figured in each event

Banner Program sponsorships 69,445.32

pepsi \$833

Totals	\$ 169,610.52	\$ 132,085.52	\$ -	\$ 111,675.00	\$ 117,828.67	\$ (43,678.67)
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Indirect expenses \$ 37,525.00 \$ - 37,525.00 \$ (43,678.67)

Notes:

projecting \$20,000
sponsorship through Joel
sounds & cinema

the indirect expenses total for this budget is \$37,525. this was calculated
by taking the total actual direct expenses/total projected budget which gave the indirect expense
percentage. That percentage (per event) was multiplied by estimated indirect expense total for this budget

celebration of the arts est revenues and expenses						
		FY19 actual	FY19 budgeted	FY18 Actual		
Revenue						
alcohol vendor		\$ 250.00	\$ 250.00	\$ 250.00		
concessions		\$ 657.00	\$ 800.00	\$ 796.00		
food vendor		\$ -	\$ -	\$ -		
banner sponsors		\$ 2,285.71	\$ 2,500.00	\$ 1,500.00		
Revenue Total		\$ 3,192.71	\$ 3,550.00	\$ 2,546.00		
Expenses						
sound and lighting		\$ 3,275.00	\$ 3,500.00	\$ 3,275.00		
Misc. expenses (food/etc.)		\$ 69.29	\$ 100.00	\$ -		
Promotional materials (fans, magnets, cups w/ season schedule etc.)		\$ -	\$ -	\$ -		
Advertising		\$ 50.00	\$ 300.00	\$ 82.90		
Printing		\$ 111.00	\$ 400.00	\$ 207.00		
Staffing (part time)		\$ 131.49	\$ 200.00	\$ 159.20		
LSPD		\$ 390.70	\$ 350.00	\$ 352.08		
concessions supplies		\$ 164.25	\$ 200.00	\$ 199.00		
security		\$ -	\$ 175.00			
Expense Total		\$ 4,191.73	\$ 5,225.00	\$ 4,275.18		
Net w/out indirect expenses		\$ (999.02)	\$ (1,675.00)	\$ (1,729.18)		
Total estimated indirect expenses		\$ 1,388.43	\$ 562.88	\$ 1,884.08		
Total net with indirect expenses		\$ (2,387.44)	\$ (2,237.88)	\$ (3,613.26)		

blues fest est. Revenue and Expenses							
Revenue			FY20 actual	FY20 budgeted	FY19 actual		
alcohol vendor			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
concessions(internal LPA)			\$ 751.00	\$ 1,200.00	\$ 1,148.50		
food vendor			\$ 300.00	\$ 600.00	\$ 300.00		
merch (glow sticks, spinners)			\$ -	\$ 150.00	\$ -		
banner sponsor			\$ 2,285.71	\$ 2,500.00	\$ 1,500.00		
Donation							
			\$ 4,336.71	\$ 5,450.00	\$ 3,948.50		
Expenses							
bands			\$ 1,800.00	\$ 1,800.00	\$ 1,800.00		
sound and lighting			\$ 3,275.00	\$ 3,250.00	\$ 3,250.00		
backline equipment			\$ 275.00	\$ 275.00	\$ 275.00		
promoter/agent			\$ -	\$ -	\$ -		
Misc. expenses (hotel/food/etc.)			\$ 103.98	\$ 200.00	\$ 98.95		
Promotional materials (fans, magnets, cups w/ season schedule etc.)				\$ -			
Advertising			\$ 50.00	\$ 200.00	\$ 63.49		
Printing			\$ 857.00	\$ 500.00	\$ 526.00		
postage							
Staffing			\$ 191.09	\$ 160.00	\$ 69.47		
LSPD			\$ 461.35	\$ 430.00	\$ 395.39		
SECURITY company			\$ -	\$ 350.00	\$ 325.50		
merch supplies(glow sticks/spinners)			\$ -	\$ 50.00	\$ -		
concession supplies			\$ 187.75	\$ 300.00	\$ 287.13		
license fees (bmi, sesac, ascap)			\$ 366.67	\$ 366.67			
			\$ 7,201.17	\$ 7,515.00	\$ 7,090.93		
Net			\$ (2,864.46)	\$ (2,065.00)	\$ (3,142.43)		
Indirect expense			\$ 2,289.03	\$ 1,501.00	\$ 3,106.18		
			\$ (5,153.48)	\$ (3,566.00)	\$ (6,248.61)		
Net including indirect							

Notes:

Event#1 (50K act) Revenue and Expenses									
Revenue								FY20 actual	FY20 budgeted
advance ticket sales (\$25*1575)								\$ 34,075.00	\$ 13,500.00
at the gate ticket sales (\$35*600)								\$ 4,585.00	\$ 8,000.00
alcohol & food vendor								\$ 1,600.00	\$ 1,600.00
concessions								\$ 2,477.00	\$ 2,500.00
merch split								\$ 678.00	\$ 250.00
banner sponsor								\$ 2,285.71	\$ 2,500.00
								\$ 45,700.71	\$ 28,350.00
Expenses									
opening band								\$ 2,000.00	\$ -
headliner								\$ 45,000.00	\$ 25,000.00
sound and lighting								\$ 6,080.00	\$ 8,000.00
backline equipment								\$ -	\$ 2,000.00
promoter/agent								\$ 1,875.00	\$ 1,500.00
Misc. expenses (hotel/food/rv etc.)								\$ 2,614.51	\$ 2,000.00
Advertising & promo materials								\$ 3,575.00	\$ 3,000.00
Printing								\$ 900.00	\$ 800.00
postage								\$ -	\$ -
porta potties (3R/1ADA)								\$ 320.00	
Staffing								\$ 473.00	\$ 350.00
LSPD								\$ 950.35	\$ 500.00
SECURITY COMPANY and parking								\$ 1,797.25	\$ 450.00
license fees (bmi, sesac, ascap)								\$ 366.67	\$ 366.67
event insurance								\$ -	\$ -
Brown Paper Ticket cancellation fee									
concession supplies								\$ 619.25	\$ 625.00
								\$ 66,571.03	\$ 44,591.67
Expense Total								\$ (20,870.31)	\$ (16,241.67)
Net									
Indirect expense								\$ 9,794.03	\$ 7,129.75
								\$ (30,664.34)	\$ (23,371.42)
Net including indirect									

Event #2 (madonna/prince tribute)est. Revenue and Expenses					
				FY20 actual	FY20 budgeted
Revenue					
advance ticket sales (\$10*1500)				\$ 4,520.00	\$ 15,000.00
at the gate ticket sales (\$15*500)				\$ 6,837.58	\$ 7,500.00
alcohol vendor				\$ 1,000.00	\$ 500.00
concessions				\$ 1,981.00	\$ 1,000.00
food vendor				\$ 300.00	\$ 600.00
merch spilt				\$ -	\$ 150.00
banner sponsor				\$ 2,285.71	\$ 2,500.00
				\$ 16,924.29	\$ 27,250.00
Expenses					
opening band				\$ 1,500.00	\$ 1,500.00
headliner				\$ 7,500.00	\$ 5,000.00
sound and lighting				\$ 4,760.00	\$ 3,500.00
backline equipment				\$ -	\$ 1,200.00
promoter/agent				\$ -	\$ -
Misc. expenses (hotel/food/etc.)				\$ 2,054.65	\$ 2,000.00
Advertising & promo materials				\$ 1,673.44	\$ 1,800.00
Printing				\$ 843.00	\$ 750.00
postage				\$ -	\$ -
Staffing				\$ 261.85	\$ 300.00
LSPD				\$ 533.50	\$ 350.00
SECURITY COMPANY				\$ 528.00	\$ 450.00
license fees (bmi, sesac, ascap)				\$ 366.67	\$ 366.67
event insurance				\$ -	\$ -
concession supplies				\$ 495.25	\$ 250.00
				\$ 20,516.36	\$ 17,466.67
Net				\$ (3,592.06)	\$ 9,783.33
Indirect expense					
				\$ 4,728.15	\$ 7,129.75
				\$ (8,320.21)	\$ 2,653.58
				\$ (8,820.21)	

Notes:
budget 70% adv ticket sales/ 30% gate ticket sales

Event #3 (julian vaughan)est. Revenue and Expenses						
					FY20 actual	FY20 budgeted
Revenue						
advance ticket sales (\$10*675)			415		\$ 4,150.00	\$ 7,000.00
at the gate ticket sales (\$15*300)			131		\$ 1,965.00	\$ 4,500.00
alcohol vendor					\$ 500.00	\$ 500.00
concessions					\$ 570.00	\$ 1,000.00
food vendor					\$ 600.00	\$ 600.00
merch spilt					\$ -	\$ 150.00
banner sponsor					\$ 2,285.71	\$ 2,500.00
grant					\$ 3,630.00	
					\$ 13,700.71	\$ 16,250.00
Expenses						
opening band					\$ 500.00	\$ 1,500.00
headliner					\$ 4,000.00	\$ 5,000.00
sound and lighting					\$ 3,775.00	\$ 3,500.00
backline equipment					\$ 1,700.00	\$ 1,200.00
promoter/agent					\$ -	\$ -
Misc. expenses (hotel/food/etc.)					\$ 984.82	\$ 2,000.00
Advertising & promo materials					\$ 60.00	\$ 1,800.00
Printing					\$ 941.00	\$ 750.00
postage					\$ -	\$ -
Staffing					\$ 191.12	\$ 300.00
LSPD					\$ 485.00	\$ 350.00
SECURITY COMPANY					\$ 497.25	\$ 450.00
license fees (bmi, sesac, ascap)					\$ 366.67	\$ 366.67
event insurance						\$ -
concession supplies					\$ 142.50	\$ 250.00
					\$ 13,643.36	\$ 17,466.67
Net					\$ 57.36	\$ (1,216.67)
Indirect expense					\$ 4,728.15	\$ 7,129.75
					\$ (4,670.79)	\$ (8,346.42)

18th & Vine est. Revenue and Expenses			
			FY20 actual
Revenue			
alcohol vendor			\$ 250.00
concessions			\$ 439.00
food vendor			\$ 300.00
merch spilt			\$ -
banner sponsor			\$ -
		Revenue Total	\$ 989.00
Expenses			
opening band			\$ -
headliner			\$ -
sound and lighting			\$ -
backline equipment			\$ -
promoter/agent			\$ -
Misc. expenses (hotel/food/etc.)			\$ -
Advertising & promo materials			\$ 50.00
Printing			\$ 537.00
postage			\$ -
Staffing			\$ 61.49
LSPD			\$ 454.92
SECURITY COMPANY			\$ -
license fees (bmi, sesac, ascap)			\$ -
event insurance			
concession supplies			\$ 109.75
		Expense Total	\$ 1,213.16
Net			\$ (224.16)
Indirect expense			\$ 337.73
		Net including indirect	\$ (561.89)

unplug & pedal Revenue and Expenses			FY20 actual	FY20 projected	FY18 actual
Revenue					
rec trac @ \$25 (100x\$25)			\$ -	\$ 2,500.00	\$ 465.00
day of @ \$30 (20x\$30)			\$ -	\$ 500.00	\$ 20.00
t-shirt sales @ \$10			\$ -	\$ 50.00	\$ 20.00
			\$ -	\$ -	\$ 35.00
sponsors (1 @ \$250)			\$ -	\$ 250.00	\$ -
			\$ -	\$ -	\$ -
Revenue Total			\$ -	\$ 3,300.00	\$ 540.00
Expenses					
t-shirts			\$ -	\$ 665.00	\$ 244.85
stickers (\$100) and water bottles (\$3.75 x 120)			\$ 326.80		
food & beverage			\$ -	\$ -	\$ 583.70
Misc. expenses (inflatables, supplies)			\$ -	\$ -	\$ -
Advertising /printing (FB ads, postcards)			\$ 200.00	\$ 189.50	\$ 448.00
banners/signs			\$ 364.00	\$ 205.00	\$ -
Staffing					
LSPD					
Expense Total			\$ 890.80	\$ 1,059.50	\$ 1,276.55
Net			\$ (890.80)	\$ 2,240.50	\$ (736.55)
indirect expense					
			\$ 600.40	\$ 600.40	\$ 704.84
Net including indirect			\$ (1,491.20)	\$ 1,640.10	\$ (1,441.39)

FY19- cancelled because of inclement weather

	17-May
	Celebration of the arts
Pre April	Illustrated and Press Release
4/17/2019	Facebook Post
4/19/2019	Facebook Event Created
4/24/2019	Posters Delivered
5/3/2019	Facebook Post
5/6/2019	5 Things E-Blast
5/13/2019	5 Things E-Blast
5/14/2019	Facebook Post
5/15/2019	Facebook Post
5/17/2019	Facebook Post

	31-May
	Night Flight
Pre April	Postcards Ordered and Delivered Mar 30
4/3/2019	Night Flight Facebook Post
4/8/2019	E-Blast to Past Participants (349 emails)
4/8/2019	Part of 5-Things E-Blast
4/15/2019	Part of 5-Things E-Blast
4/19/2019	Banners Delivered
4/22/2019	Part of 5-Things E-Blast
4/29/2019	Part of 5-Things E-Blast
5/1/2019	Social Media Post and Boost
5/6/2019	Facebook Post
5/6/2019	Part of 5-Things E-Blast
5/9/2019	Posters Delivered (150 qty)
5/13/2019	Part of 5-Things E-Blast
5/13/2019	Facebook Post
5/20/2019	Part of 5-Things E-Blast
5/15/2019	Facebook Post
5/22/2019	Facebook Post
5/27/2019	Part of 5-Things E-Blast
5/29/2019	Snapchat Filter
5/31/2019	Facebook Post
5/31/2019	Facebook Live Video

	14-Jun
	Summit Music Fest
Pre April	Facebook Posts (3x) with \$50 Boost Illustrated & Press Release
4/4/2019	Facebook Post
4/15/2019	Facebook Post
4/15/2019	5-Things E-Blast
4/22/2019	5-Things E-Blast
4/29/2019	5-Things E-Blast
5/1/2019	Facebook Post
5/5/2019	Facebook Post
5/7/2019	Banners Delivered
5/16/2019	Posters Delivered
5/20/2019	Postcards Delivered
5/21/2019	Facebook Post
6/3/2019	Facebook Post
6/3/2019	Facebook Post
6/10/2019	5-Things E-Blast
6/10/2019	Facebook Post
6/11/2019	Facebook Post
6/12/2019	Facebook Post
6/13/2019	Facebook Post
6/14/2019	Facebook Post (2x)

	2-Aug
	Blues Fest
Pre April	Illustrated, Press Release, Visitor's Guide
5/1/2019	Rotating Photo added to website
5/1/2019	Facebook Event created
6/28/2019	Facebook Post
7/1/2019	Facebook Post
7/3/2019	Posters Delivered
7/5/2019	Banners Delivered
7/8/2019	Facebook Post
7/13/2019	Facebook Post
7/15/2019	Facebook Post
7/21/2019	Facebook Post
7/22/2019	5-Things E-Blast
7/27/2019	Facebook Post
7/29/2019	5-Things E-Blast
7/29/2019	Facebook Post
7/30/2019	Facebook Post
8/2/2019	Facebook Post

	9-Aug
	Gabriel Sanchez presents the Prince Experience with Madonna Girl
Pre April	Illustrated & Visitor's Guide
Pre April	Press Release
4/20/2019	Event Created on Social Media
4/25/2019	Facebook Post
4/25/2019	Facebook Post
5/15/2019	Postcards
5/20/2019	Facebook Post
5/20/2019	Postcards Delivered
5/25/2019	Facebook Post
6/1/2019	Facebook Post
6/15/2019	Facebook Post
6/20/2019	Facebook Boost (\$50)
7/1/2019	Facebook Post
7/1/2019	Posters Ordered
7/3/2019	Posters Delivered
7/10/2019	Banners Ordered
7/12/2019	Truck Magnet Ordered
7/15/2019	Facebook Post
7/24/2019	Truck Magnet Delivered
7/24/2019	Banners Delivered
7/25/2019	Facebook Post
7/29/2019	5-Things E-Blast
7/30/2019	Facebook Post
8/1/2019	Facebook Post
8/1/2019	Instagram Post
8/2/2019	Facebook Post
8/5/2019	Facebook Post (Ticket Giveaway)
8/7/2019	Facebook Post (Ticket Giveaway)
8/9/2019	Facebook Post

	16-Aug
	Sara Evans
Pre April	Illustrated and Press Release
4/11/2019	Facebook Post added and added to main LSPR page. Live radio mention on kfkf and q104 during morning drive time
4/11/2019	one pair ticket giveaways on kfkf and q104
4/12/2019	Instagram Post
4/19/2019	Facebook Post
5/16/2019	Postcards Delivered
5/20/2019	Facebook Post
5/30/2019	Facebook Post
6/11/2019	Facebook Post
6/17/2019	Facebook Post
6/29/2019	Facebook Post
7/9/2019	Facebook Post
7/15/2019	Posters Delivered
7/17/2019	Facebook Post
7/20/2019	Facebook Post
7/22/2019	5-Things E-Blast
7/24/2019	Truck Magnets Delivered
7/26/2019	Banners Delivered
7/29/2019	5-Things E-Blast
8/1/2019	Facebook Post
8/5/2019	5-Things E-Blast
8/5/2019	Facebook Post
8/10/2019	Facebook Post
8/12/2019	5-Things E-Blast
8/13/2019	Facebook Post
8/15/2019	Facebook Post
8/16/2019	Facebook Post

	24-Aug
	Julian Vaughn
Pre April	Illustrated, Press Release & Visitor's Guide
4/25/2019	Facebook Event Created
5/25/2019	Postcard Delivered
5/25/2019	Facebook Post
5/30/2019	Facebook Post
6/25/2019	Facebook Post
6/29/2019	Facebook Post
7/9/2019	Facebook Post
7/25/2019	Facebook Post
7/25/2019	Posters Delivered
7/29/2019	5-Things E-Blast
7/30/2019	Facebook Post
7/31/2019	Banners Delivered
8/5/2019	5-Things E-Blast
8/6/2019	Facebook Post
8/6/2019	Truck Magnets Delivered
8/10/2019	Facebook Post
8/12/2019	5-Things E-Blast
8/16/2019	Facebook Post
8/19/2019	5-Things E-Blast
8/19/2019	Facebook Post
8/20/2019	Facebook Post (Giveaway)
8/20/2019	Instagram Post
8/21/2019	Facebook Post
8/22/2019	Facebook Post
8/23/2019	Facebook Post
8/24/2019	Facebook Post

LS Parks & Recreation "LPA 2019" Survey

of Surveys Distributed: Email: 816 Via Mail: 0 # of Surveys Returned: 238 29% of Returns

Did you attend a 22 (9%) free event 216 (90%) ticketed event

Are you currently a Lee's Summit 131 (54%) resident 107 (45%) non resident

Rate the overall satisfaction with the facility ...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Parking Lot	0	3	6	20	94	115	4.3
Box Office	76	2	4	11	73	70	4.2
Gates	7	3	6	22	102	95	4.2
Concessions (quality/timeliness/selection)	28	7	8	38	85	70	3.9
Food Vendors/Alcohol Vendor	34	9	9	37	82	65	3.9
Exterior Facility Cleanliness	0	0	0	5	73	159	4.6
Restrooms	28	1	5	13	89	99	4.3

Comments:

- Need at least one more beer tent.
- Need a larger selection of food vendors. When it is really hot I wish we could bring in water. I'm not a big alcohol or soda drinker.
- We love all the music events at Legacy Park! It is a beautiful venue! Loved Heather Newman, she was so good!! Sorry I'm going to be babysitting grandkids and miss the Prince event...sounds fun!
- Excellent experience. You are doing a great job!
- Love the open space.
- This is a very nice facility. We enjoy coming to the events here.
- The lady at the beer truck tried stealing our money twice.
- I had never been to this venue before and was VERY impressed. The beer tent and concessions did not have many staff members but they provided better service than I get from big venues like The Sprint Center.
- Loved it. Reasonable price.
- The ticket takers struggled with using the devices, maybe they didn't work well?
- The gate volunteers were super nice, however, there was a policeman at the Sara Evans concert working the front gate. He stood in the back. As I stepped up to the table to exchange salutations with the volunteers, the police officer BARKED at me in a tone that made me feel as if he was arresting a criminal!! telling me to "have my "lawn chair open and ready for examine". That man needs a lesson in Good Manners and what it means to be an Ambassador! Concessions - I don't generally buy from concessions (just not a fan of the food offered) but I did wait in line for bottled water. Maybe the workers were volunteers, but they didn't seem to know how to handle the busy lines...only one person took orders while 4-5 "runners" gathered the food/drinks, set them on the counter then just stared like "what do I do next"... efficiency in team work is much appreciated at the concessions, though they were pleasant, customer service needs to be taught, how to "welcome" the guests at the concession...
- We enjoyed our first visit at the theater very much, and look forward to attend other events there, a great place to attend.
- Very confused on flow of traffic and how to get out.
- I actually attended both a free event and ticketed event.
- Need a way bigger parking lot!! Parking lot attendants weren't trained.
- Everything was great but it sucked leaving as we were stuck in the parking lot forever.
- One of the most beautiful event spaces I've ever been to
- The tickets were complicated to pull up your phone. Thankfully they had our name on the list of tickets. Seem like it should be easier.
- No soap in ladies room dispensers
- if na I did not use.
- Need more than one vendor or place to buy drinks. Long lines. To much time in lines. Spider webs with eggs in the bathroom. Place for people to set to eat food would be great by the vendors. Picnic table
- I rated restrooms poor only because of the line. More women stalls please.
- Shade would be nice for those hot days!
- Enjoyed very much and the cost was kept to a minimum! Thank you
- Parking lot was difficult to exit free the concert.
- Would love to see more concerts like Sara Evans at the amphitheater
- Came to sara evans didnt understanding why i couldn't leave facility and return it was a group of old country song followers
- The narrow, two-lane road leading to and from the amphitheater creates a real bottleneck for traffic.
- Long lines getting in even with tickets. Very long line at alcohol tent.

- Either let patrons bring in their own food and drink or provide a larger quantity and variety of food and drink options
- It is very dark when walking back to the cars that are parked in the grass portion of the lot. Perhaps add some lighting options.
- Need more concessions, paying by card took too long, long lines.
- Not enough alcohol tents. 1 tent equaled very long line and over 30 minute wait. This was an issue in 2018 as well. No one wants to spend their evening waiting in line that long. Very poor planning. Current process of purchasing food from concessions is slow, always waiting on the slow computer.
- When there for a concert the sound bounces off the bathrooms/concessions causing a really bad reverb that really messes up the quality of the sound.
- I only saw the porta potties so if permanent restrooms were available I must have overlooked any signage for directions to find them.
- Need more lights in parking lot, couldn't see where we were
- Not enough bathrooms
- If it starts to rain you should be able to go get an umbrella out of your vehicle without having to buy another ticket to get back in.
- Parking was a nightmare.
- Would love to see a few more options of food and alcoholic beverages.
- LOVED this venue! Would and have highly recommend this place. Will definitely be back.
- The concession stand seemed a little overstaffed and a little under trained.
- A few more women's restrooms would be nice. Had to stand in line for a little while.
- I did not like the souvenir cups not having lids at the Sara Evans concert. They were expensive enough to have warranted a lid. It rained into my soda and kept spilling on me when set in the mesh cupholder of my camping chair. Also, exiting the parking lot after the event was painful.
- I attended free and ticketed. Love outside concert events. Need more of them please.
- This was our first time attending the amphitheater. It was a very enjoyable experience. We attended the Sara Evans concert in mid August. Both the artist and venue was outstanding.
- We enjoy the outdoor venue. The lines to enter the concert at the Sara Evans concert were long because the ticket takers had to refer to sheets of paper to find our name. We plan to return next year and appreciate Lee's Summit having quality music in our lovely amphitheater.
- We actually really enjoyed it. Would like to see more of the cover bands like Landslide or London Drive. The ability to have a nice place like this is perfect. Don't change much please.
- It was my first time at this venue and just wish I'd had brought a lawn chair. Next time I'll know.
- Lines for alcohol where incredibly long.
- Could use more restrooms. There was a long line and it was in the middle of the concert (not during intermission)
- Parking-lots of room in the grass. could cause issues if there's rain. Concessions-great selection and great price. Lines took a longer than expectations. Vendors-good selection, but didn't buy anything
- At an event the concession are the money maker. When people have to stand in line for an extended period, they will not go back for seconds. I saw a lot of missed opportunity to make money with the crowd standing in line all night.
- Need more events like the Live Music one with The Prince Experience & Material Girl. I literally live less than 5 miles away, and I had never been to the amphitheater in 9 years of living nearby it in LSMO. Ill-equipped/very slow box office, parking, & concessions to handle that size of a crowd on a 100° humid Summer evening. I'd go there again for events like the one I attended (mentioned earlier above), or Sara Evans, but I'm not really into Country music, or theatre, etc. I bet you that your attendance for The Prince Experience & Material Girl (July 19?), probably set a record...It was also full of people in the age range of 35-50 with a lot of disposable income. I attend about 25 Live Shows locally each Summer, mostly at Knuckleheads, Local Tap, MCB, etc. Thanks for at least having that one. I knew at least 15 people that attended, 75% were LSMO residents.
- Nice just needed a few more spots to buy Beer!
- Need larger gates, set up ticket stand to take card faster, more food options, more soap in restrooms, larger parking lot
- Need another alcohol tent! The line was way too long!
- Need more beer vendor booths. The line was terrible long.
- Could use overhead spots after dark on "Prince" Excellent concerts! Thank you!
- Not sure what was going on in the box office, but it was super slow. Also, I think there were issues with the ticket scanners at the gate.
- I had never been to this facility before. I was extremely surprised how nice the facility was.
- More than one beverage station is needed. The line for service at one point took a half hour.
- The concession stand could use work on organization and getting your order done faster and smoother.
- Nice facility, want to come back However, your credit card system is poor, takes to long and causes long lines and frustration! Took to long to buy tickets and get in. Alcohol line to long, did not use it. Food selection poor.
- Need more women's restrooms. Staff had trouble at gate scanning mobile tickets.
- Alcohol vendor was overwhelmed and lines were long. Need to make sure they are staffed properly for popular events.
- The line to purchase tickets at the box office was ridiculously long and there was only one window open. The line to purchase alcohol was the same. You need more capacity and possibly an alcohol tent on each side. You probably lost a lot of business for people who didn't want to wait in line. I bought two drinks at a time, so I didn't have to wait, but then I either had to drink them very quickly or be ok with a warm drink.

- Exiting the parking lot is a nightmare. Gotta work on that.
- the food/alcohol lines were very long
- My wife and I found the venue to be a great set-up.
- Too long of lines for concessions/bar; gates were backed up due to technical difficulties with iPad scanning tickets

Rate the service of the facility ...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Staff Friendliness	3	2	0	7	87	139	4.5
Staff Knowledge	28	1	1	15	88	104	4.4
General safety of the facility	2	0	1	4	105	126	4.5
Rules, regulations and policies	15	2	3	19	102	95	4.2
Concession operations	33	6	7	29	92	66	4.0
Box Office operations	77	3	3	9	74	68	4.2

Comments:

- I read the rules ahead of the event to learn that no umbrellas were allowed, so I didn't bring one. It rained somewhat heavily on us and we were soaked. However, there were dozens and dozens of patrons there who had umbrellas. I would have appreciated either allowing umbrellas or enforcing the rule for all so my kids didn't have to keep asking me why everyone else has an umbrella except us.
- Not really sure what rules, regulations, policies there were except maybe can't bring own food/drink in?
- As previously mentioned, it's difficult to only have one line for Box Office, Concessions, Alcohol...with a late arriving Friday after work crowd...I hope it was a case of trial & error, that can be worked-out in the future. I like the amphitheater a lot, I just question why it was located next to the Legacy Community Center, with limited parking. It almost hinders what kinds of acts you can book to play Live Music there, but I enjoyed the one I attended in Summer 2019, even if it ends up being my only one.
- More beverage vendors
- See comments above.
- The vendor lines were really long for both food and drinks. They did not have enough workers for the amount of people there. We waited almost 45 for a soft drink which was ridiculous.
- Had trouble scanning mobile entry
- Would like permission to go get umbrella.
- Shout out to Cindy Lou!
- Same comments as above. I would like to see sealed water bottles to be permitted since it took forever to get one from the concession stand. The Royals and Starlight let you bring them in as long as they are sealed.
- Need larger concessions area
- Same comment as above, concerning the box office and concession lines. If you aren't going to have the capacity to serve people in a reasonable amount of time, allow coolers and outside beverages.
- Staff is good
- Can't say enough. Great job. Fun experience.
- Service is so slow. Person at cash register must wait for order to be filled before helping next customer. The register seems to slow down purchasing. During peak times, need more than one person filling the orders. The lines get pretty long because of the purchasing process.
- Gate volunteers were great, but concession staff lacked in team efficiency ... the process of ordering, paying waiting for your food/drink was choppy... customers at times didn't know which register to go to due to little interaction from the concession staff.
- Everyone was very nice and helpful.
- if na I did not use.
- Cindy Lou at the gate was exceptional. Courteous and professional!
- Only issue was that it was raining and the lady at gate was very rude saying if we left to go get umbrella from car we'd have to "buy another ticket to get back in"
- Lines very long for concessions
- Concessions process slow waiting on the computer which always runs slow at check out
- Wow- the lady that checked everyone in for security is AMAZING at being respectful, friendly, fun, and doing her job!!!
- Excellent!
- Scanner for tickets was not working.

Rate the ticket purchase process...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Value of the ticket	15	2	2	18	84	115	4.3
Finding event ticket online	16	1	8	20	76	115	4.3
Purchasing ticket to event	14	2	6	12	83	119	4.4

Comments:

- Using an unheard of ticket seller, then not having 1/4 of the Box Office staff needed, for those of us who wanted to buy a ticket at the event, due to distrust, unfamiliarity with the online ticket seller. I missed 30 minutes of the show waiting.
- Need to be able to buy in person faster
- The City website is horrible to try and find things.

- I purchased my tickets online. It was easy process.
- We appreciate the low cost.. Not sure if we would go if concerts cost much more.
- Line to purchase at the box office was ridiculous. Also, I never saw anywhere online where it said the price of the ticket was 50% more, the day of the event.
- More similarly priced events please
- This was a free event.
- Prices for ticketed events are very reasonable.
- Great price and very easy to purchase tickets.
- It was difficult locating the ticketing website.
- Very easy process and could add tickets to apple wallet which is very helpful.
- A little confusing until the long line was shorter and we separated by cr card or cash.
- Box office needs more than 1 person working it when people are buying tickets day if events the line is very slow
- Expensive
- We were glad we purchased online as the ticket line was long
- No seats made it hard to enjoy.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Overall rating of Legacy Park Amphitheater	0	1	0	11	81	144	4.5
Overall rating of Lee's Summit Parks and Recreation	12	1	0	7	84	129	4.5

Comments:

- It is very nice to be able to have smaller crowds here as opposed to the larger venues (ie Sprint Center, Arrowhead, etc). The performances are more intimate, there's less trash, restroom and concession lines are shorter. The cost is very reasonable. The lawn-chair seating is very comfortable and relaxing.
- I attended this event in August, so it is a little difficult to remember that far back, I would recommend sending your surveys out within a week of the event.
- SEE ABOVE COMMENTS
- I will definitely return for more concerts!!
- Please offer food for those with allergies...gluten free
- Excellent facility. I plan to return for future events.
- Overall, good except for the lines to get in and the concession stands. I love having these events for something different to do in Lee's Summit.
- Overall a great experience. Very nice facility.
- It's so nice to go to a great concert locally & not have to go downtown to KC
- Saw Sara Evans, my first visit to the amphitheater, had a great time.
- A gem. Please more events
- Great job to all parks & rec employees, always friendly and helpful
- Love the small town, laid-back, relaxing feel of the Amphitheater and supporting local music!
- Great job! Job well done. Parks and recreation are very important for Lee's Summit and the surrounding area. We take them for granted!
- An attendee from Blue Springs told us the park and this facility were really nice. We are proud of the LSPR department for providing excellent parks and programs.
- Would love to attend more concerts in the future!
- I attended the "Prince" concert. I had also attended the same show in Des Moines Iowa with an outdoor theatre. The Des Moines venue was SOOO much better. Legacy's sound system was poor as it seems like all speakers were just coming from the stage. Also the lighting that night was poor. Maybe it wasn't working? The poor performer was in the dark most of the time. We left before the show was even 1/2 way over. This is an AMAZING show and we had so much fun in Des Moines watching it. We were disappointed @ Legacy.
- Need better sound quality
- Better signs for directions to facility
- The park was very clean and the grounds looked in great shape.
- I have been there twice the last two years for concerts. You need to have more than one alcohol tent. To wait 40 minutes for a drink in a hundred degree heat is not acceptable for heart patients nor diabetic. My friend and I both had to order two drinks at a time and several other people were ordering two or three drinks at a time because of the wait and the drinks were almost hot if you didn't drink them or slam them down before then
- The concert was awful! Not Legacy's fault but the performers were bad.
- Might need to enlarge front of stage for more room for performers/acts.

- Loved Sarah Evans
- Looking forward to more events next season.
- Longview spa needs cleaned around the tub. More shelves around men's showers to put items on.
- Seats would be nice and spraying for mosquitoes would be nice. Also, sealed outside drinks should be allowed especially since prisons allow them.

How did you hear about Legacy Park Amphitheater 34 (14%)LS Illustrated 40 (17%)website 16 (7%) flyer 4 (1%)print ad 34 (14%) previous participant 18 7%) acquaintance 1 (0.5%)eblast 70 (30%)facebook/twitter 13 (5%)radio station 51 (20%)banner

Other:

- I saw it being built while using the community center
- City employee
- Cycling
- Live nearby
- I work out at legacy fitness center
- Adverym
- Had not heard of the park prior to purchasing a Sara Evans ticket.
- Facebook (2)
- Friend in band
- Friend
- Relative
- In person
- I follow LSP&R, City of LS, several fitness groups - and I'm a member of your fitness facilities. Might have seen it on a banner, too. I was very aware of the event.
- Live close to the Amphitheater
- Parks and Rec web site with upcoming events for Julian Vaughan - excellent event
- Member of LP gym.
- Gym Membership
- former resident and work in LS
- Banner located downtown by the railroad tracks.

What future performances/artists would you like to see here?

- Sara Evans was very good. Florida Georgia Line.
- Any country star from the 90's is pretty good.
- Suzy Boggus
- Outdoor movies, up-and-coming artists, local artists, dance and theater performances (local troupes, etc), more low cost "post-mainstream" artists (like Sara Evans)
- I think tribute bands like: The Prince Experience & Material Girl, who played in July were perfect. One was from Wisconsin & one was local...They filled the amphitheater seating area. Maybe pick off a few shows that Knuckleheads gets, (with similar seating capacity)...More ROCK.
- Brit Floyd, blue grass, folk
- Have a LOCAL BANDS JAM where several local bands of different genres play for several hours, not just two. You'd get a lot of their supporters like classmates, family, friends as well as those who just love live music.
- All music, Jazz specifically!
- I would mix reggae with African music.
- Polynesian performance/concert, local country performers, local R&B artists, local alternative bands, old school bands, oldies night.
- Music concerts
- anything country music related
- More country artists.
- Julian Vaughn
- Advertisement on Juilan Vaugh's facebook page.
- More country artists.
- LOCASH, Toby Keith, Randy Houser, Sara Evans again and Garth Brooks to mention a few!
- Country
- Musical
- Any Jazz
- More Jazz, R&B. The date for Julian Vaughn fell on a Chiefs Sunday so please look at that in the future.
- Country bands
- LoCash Cowboys, Travis Marvin, New upcoming country music artists

- Just keep them coming...the more options the better! A variety of music would be great!
- More like Sara Evans for \$25 ticket
- Classic Rock, 80's artists, good tribute bands
- Aaron Lewis
- Concerts
- I'm a big fan of music - and I like a lot of genres, so just keep doing what you're doing. :)
- Any Country or Christian Artists
- Loved Sara Evans so I'd say other concerts.
- Good variety of acts.
- Local bands opening for larger draws. More country genres and more concerts total.
- The Urge, 80s or 90s bands still touring
- Any smooth jazz performers.
- We enjoy the "oldies" from 60's on up.
- I really like the tribute bands
- 80' artists, tribute bands
- Country music singers
- Sara Evans
- More jazz, Spyro Gyra, James Taylor
- More country music. A bluegrass festival, too.
- more country artists
- Mindy Abair - she has performed free in a Las Vegas Park - Henderson Nevada. Anything similar to the previous Overland Park Jazz in the Woods events.
- I don't have an opinion
- More smooth Jazz concerts
- Rock cover bands event. KC/DC is a really good and fun group
- I really have enjoyed the cover bands you have had. Quality music at an affordable price. Excellent venue.
- Country music artists.
- Kenny Roger's, Chris Stapleton
- more country music, Loved Sara Evans!!
- More country artists! Even 90 country artists. We had a blast at Sara Evans
- Concerts
- More Jazz/R&B/Blues groups.... Irish/Celtic bands, Toby Keith! Selection so far has been good, nice variety...!
- Aerosmith
- Norman Brown/Pat Metheny/Tim Cunningham/Oleta Adams
- Jazz, old school RB
- Any country or religious venues
- Sara Evans again. Little Big Town would be awesome.
- Julian Vaughn again please
- TRAVIS TRITT, CHICKS WITH HITS TOUR, MARK CHESNUTT
- I am a jazz fan, so more jazz artists would be awesome!
- Anything country
- More jazz and r&b acts for age group 40 and over
- Any of KC's jazz artists
- Queen cover band.
- BB King Tribute? Aretha Tribute? Morris Day and the Time?
- More concerts
- Would love more concerts! Country artists preferably
- popular country
- More country artists like Sara Evans
- Love the outdoor concerts!
- We loved seeing Sara Evans & would love more big names to come visit LS!
- Allison Kraus, 80's band, KC symphony concert or LS symphony concert, Dixie Chicks
- REO SPEEDWAGON
- Perhaps a gospel group
- More Contemporary Jazz artists
- Love all music
- More country artists
- Well new and upcoming artists in the music world would be what I was most interested in. We were there for Nora Collins and Sara Evans. Those types of events.
- I think having a comedian would be a good addition. Don't be shy with paid events.
- Any country concert!

- Norman Brown, Peter White
- More concerts
- Samantha Fish, Danielle Nicole, Max Groove, Heather Newman, Glamour Profession: Steely Dan Tribute. Bergens Elvis tribute.
- Country acts
- Blues and country western performers
- Spyro Gyra
- Landslide, Sarah Evans was great. Most any cover band. Country or classic rock and roll. Less troublemakers keeping it friendly.
- Doobie Brothers, Michael Buble, gospel quartets
- More country concerts
- quality like Sara Evans
- Kenny Chesney ;).
- Matt Lewis - "Elvis". Todd Murray - crooner
- Aaron Woods Band, Dylan Scott, Scotty McCreery, Jon Pardi, Great White, P.O.D., Shawn Mendes, Women Of Faith, Kelsea Ballerini, Kelly Clarkson, and Usher
- I think you do a great job of mixing variety of music choices.

What would you like to see us add to the facility?

- Better parking.
- More food trucks. That was nice. Maybe a blanket rental or lawn chair rental.
- Maybe a little more parking, but it is pretty nice overall.
- more parking or shuttle service
- A more streamlined process of letting people into the venue. It was a little congested between those who already had tickets and those who were purchasing the night of.
- More concessions around the perimeter
- Sound barriers/baffles on restroom walls and on Rec center walls that face the stage. There's a really bad echo from the sound bouncing off of these hard flat surfaces back to the audience and it creates poor sound quality for audiences sitting behind the sound booth and by the walkway.
- Box Office(S), Staff, Parking, Concessions
- More food options, larger ticket stand, larger parking
- Another alcohol tent, a misting station
- Great job, getting into the venue could be better and more quicker. If you need security or help with that call me!
- I would like to be able to bring in water - especially on hot evenings
- More food trucks. There was only one at the Jamaica Jam and the line and wait was too long. May smoothies or ice cream/milkshakes.
- Arrived early to sit up front. Had to move further back to see the show. Went to Sarah Evans concert. When the show started the whole concrete area in front of the stage filled with people. People had children on their shoulders, others were holding up cell phones to take pics and video. All we could see were the tops of the performer's heads. Really disappointed.
- The concert I attended had a good crowd but it wasn't too big. I wonder how the food/drinks would hold up if a bigger name/band would play there, drawing a larger crowd. A bigger crowd would probably ruin the amazing experience we had.
- More concession stands
- Better acoustics towards the back.
- Can't think of anything
- More concessions.
- Concessions, restrooms, better lighting around stage ,
- Parking lot lights
- All good by me - so far.
- Seating
- additional liquor vendors
- Perhaps more security. Add options and more efficient processes at concession stands. Discounted ticket prices for children.
- Food trucks and beverage options. We are past hot dogs and burgers.
- More concession/alcohol areas
- Stage Lighting, when artist came to front of stage, they were in the dark and hard to see them. More concessions and additional restrooms for more popular events. I like the amphitheater, just continue to make improvements each year to make it a great smaller venue to see some really cool events.
- It's very good as it is. The vendor lines were very long. I understand that it's difficult to know how many vendors will be needed, so this is a difficult
- Spot light capability. The Prince Experience guy was in the dark when he was close to the front of the stage.
- The food truck was nice, how about some that serve alcohol, so the line goes quicker. Have a cash line and a credit card line at the box office and people that can do the job a little quicker.
- Parking

- More concessions, more parking
- better parking
- We'd love sit on kayaks for the lake!! The amphitheater is awesome, maybe another food truck...and advertising what food will be available ☺
- Nothing at this time. You have covered everything one needs for an enjoyable event. Again, well done! Take pride in all your hard work! ☺
- Add American flag.
- Better audio and lighting.
- Can't think of anything right now.
- more concessions stand
- Perfect
- Maybe a bathroom facility on opposite side.
- The only complaint that I have is that the sound seemed to be off. Some musician's instruments were much louder than others and the balance could be improved. The fidelity of the sound was good but sounded thin; could be improved on the low end (bass).
- More food and alcohol choices at event
- Yes.
- Concert for rolls. You could make it like a place in Chicago called Country Club Hills
- More concessions for higher attended performances
- larger stage forward
- Shade
- More!
- Shuttle service to the amphitheater (doesn't have to be fancy), outdoor chair rentals, inexpensive rain ponchos to sell, Park Pal liaisons (info desk about the parks, guide, first aid, etc)
- ITS A GREAT ENVIRONMENT AND WOULD LOVE TO SEE MORE FOOD VENDORS. SARAH EVANS WAS NICE TO HAVE AT LEAST 2 FOOD VENDORS.
- Parking lot.
- Options to purchase clear ponchos or umbrellas in the event of rain
- Nothing Really . It was perfect.
- Chair or blanket rental would be nice
- More concerts!!
- Bathrooms. Never enough.
- Canopies like over the stadium seats at the Legacy baseball fields to shade you. Installed at an angle to shield late afternoon/evening sun.
- A few more food trucks
- Speakers like Ted Talks
- More alcohol vendors and more women's restroom stalls.
- Seats would be nice and spraying for mosquitoes would be nice. Also, sealed outside drinks should be allowed, especially since prisons allow them.
- More exit roads.
- More restroom stalls One road out of the facility after an event is horrible

End of Activity Report
Fall Softball 2019
September – November
Completed By: Jared Benson

Executive Summary

Brief Program Description:

The Fall Adult (18 years and older) Softball program is a league that provides an opportunity for participation in a competitive, recreational environment. Divisions were held in Coed and Men's leagues. The league was held at Hartman Park.

Participant numbers:

<u>Year</u>	<u>Teams</u>	<u>Participants</u>
2019	31	340
2018	14	140
2017	40	402

Total Revenue:

	<u>Budget</u>	<u>Actual</u>
2019	\$18,400.00	\$ 8,977.00
2018	\$18,400.00	\$ 5,668.00
2017	\$20,800.00	\$16,853.00

Total Expense:

	<u>Budget</u>	<u>Actual</u>
2019	\$11,080.40 ¹	\$ 7,118.35 ¹
2018	\$11,781.60	\$ 4,080.78
2017	\$15,095.78	\$13,685.16

Net:

	<u>Budget</u>	<u>Actual</u>
2019	\$ 7,319.60	\$ 1,858.65
2018	\$ 6,618.40	\$ 1,587.22
2017	\$ 5,704.22	\$ 3,167.84

Recommendations:

Comment: Should we continue to offer this program?

Recommendation: Yes, Staff feels this program is a great offering for our patrons to stay active and enjoy the sport of softball.

Comment: There was a comment made about supplying softballs to some leagues, but not others.

Recommendation: We do not supply softballs for any of our softball leagues. Staff recommends no change at this time.

Comment: There were 17 more teams and 200 more participant in 2019 than there were in 2018.

Explanation: In 2019, Kansas City Metro Senior Softball offered a fall league. In 2018, they did not offer a league in the fall.

Extensive Staff Report

Purpose of Report:

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

Program description:

The Fall Adult (18 years and older) Softball program is a league that provides an opportunity for participation in a competitive recreational softball league for Lee's Summit residents and surrounding area. Divisions were held in Coed, Men, 40+ Women and 50+ Men. It was held at Hartman Park for eight weeks.

Benefits of the Program:

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

Service hours:

The approximate number of service hours provided by this activity is 2,720 (340 players x 8 weeks = 2,720). These hours were accumulated by weekly games.

<u>Year</u>	<u>Service Hours</u>
2019:	2,720
2018:	1,120
2017:	3,216

Volunteer hours:

There were no volunteer hours for this activity.

Refunds:

Total Refunds: 0

Refunds Due to Dissatisfaction: 0

Fee Charged:

Men and Coed teams were charged \$400.00 per team for double header leagues (10 games). Both were charged \$25 more after the early bird registration deadline. The previous fees were as follows:

<u>Year:</u>	<u>Men</u>	<u>Coed</u>
2019	\$400.00/\$425.00	\$400.00/\$425.00
2018	\$400.00/\$425.00	\$400.00/\$425.00
2017	\$400.00/\$425.00	\$400.00/\$425.00

Program Timeline:

August:	Market the Fall League through the Department Marketing Plan to include posters, Web, Illustrated and email blasts. Registrations for fall
September	Scheduling of league League begins play Observation
October:	Observation
November:	Observation Evaluation of the league by personnel and Supervisor
December	Order awards EOA Report

Marketing:

The Fall Softball league is marketed through the Department Marketing Plan which includes the Illustrated, email sent to previous participants, email blasts, ad on LSPR website and Facebook, posters at all LSPR facilities and Hartman Park.

Evaluation/assessment:

At the conclusion of the league, it is evaluated by the players. Surveys were given to players on site. A total of 340 evaluations were distributed with 87 evaluations returned (26%).

LS Parks & Recreation "Adult Softball League, Fall 2019" Survey

of Surveys Distributed: Email: 111 In Person: 229 # of Surveys Returned: 87 26% of Returns

Participant: 86 Parent/Guardian _____ Coach/Asst.Coach/Volunteer 1

LS Illustrated 0 Website/Facebook/Twitter 3 Email Blast 4 Flyer 0 Postcard 0 Newspaper 0
 LS Cable Channel 0 Acquaintance 26 Previous Participant 54 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?	59	0	0	0	2	26	4.93
If you registered on-line, please rate the ease of registration	61	0	2	3	3	18	4.42
Please rate the amount of time taken to register	0	0	0	16	39	23	4.18
Please rate the overall registration procedure	0	0	0	6	43	38	4.37

Comments:

- Been playing in the league for 12 years.
- I am never able to register with the link that is emailed to me. Jared is always helpful.

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	5	28	54	4.56
Was the content of the activity appropriate for the fee?	0	0	0	5	33	49	4.51
If awards were given, were they appropriate for the fee?	71	0	1	0	8	7	4.31

Comments:

- I am unsure how much it costs to run these leagues, whether it is paying for umpires or keeping the lights on BUT the league is definitely low maintenance. One person takes care of the field, one person officiates the game and the rest is on the teams. I understand the market and the other leagues around the area charge around the same amount but each team is required to field players, pay for all of the gear and balls, and then on top of that average around \$80 PER PERSON just to play. It is for sure a steep price and if you want to attract more teams and players to your field then price could be a major factor. I was able to play intramurals during college and it cost \$125 per team and they INCLUDED the softballs, night games, and a head umpire at the fields during any game time. I know the prices can come down for sure, and it is a lot for the casual player to pay. The winner gets a tshirt as well.....mass purchase and produce there is no way the other funds are needed to cover a Hanes-Screen-Printed tshirt. At least give us a long sleeved shirt for fall or spring too. I dont know what else you would offer the teams as a prize but a screen printed tshirt for \$80per league fee, \$10per for balls and up to \$200 for a bat if you need a new one.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	56	31	4.36
Please rate the friendliness of activity staff	0	0	0	0	66	21	4.24
Please rate the ability to recognize activity staff	0	0	0	2	61	24	4.25
Please rate the amount of staff available during the activity	0	0	1	1	51	34	4.35
Please rate the officials	0	0	6	9	41	31	4.12
Were the rules, regulations and policies appropriate for the activity?	0	0	0	5	53	29	4.28
Please rate the condition and suitability of the facility/fields used.	0	0	1	0	54	32	4.34
Please rate the condition and suitability of the equipment used.	52	0	0	0	18	17	4.49
Please rate the perceived safety of program.	0	0	0	0	36	51	4.58

Comments:

- It would be nice if the league provided the balls for coed just like it does for men's and senior's. This would keep any team from having an advantage.
- Officiating could be hot and cold. There are some officials that are great. Others that acted like they didn't want to be there, and some did not know the rules for co-ed.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	2	54	31	4.33
What is the likelihood of your recommendation of this activity to others?	0	0	0	1	56	30	4.33
Please rate the participant's overall enjoyment level	0	0	0	1	53	34	4.38
What is your overall rating of the activity?	0	0	0	1	60	26	4.29
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	35	52	4.60

Comments:

- Jared is very courteous, knowledgeable and responsive.
- I would just like more flexibility for the season and start times. We ran into an issue this season with rainouts and holidays and played all the way up to a week before Thanksgiving. We played back to back weeks in 20 degree weather. We were the only league to play during the week and when we asked about rescheduling I mentioned to play any day during the week besides Friday to make it up. After talking with the other teams they had wanted that too instead of pushing it back week after week. Kinda felt ignored when we could have gotten the regular season out of the way and kept the tournament on our regular day, Thursday and had been done way before the cold

**End of Activity Report
Outdoor Summer Swim Lessons
May – August 2019
Report Prepared by: Devin Blazek**

Executive Summary

Brief Program Description:

The outdoor summer swim lesson program is designed to provide participants ages 6 months – 14 years instruction in a variety of aquatic skills. The program consists of 5 sessions during the week at 8:30am and 9:30am as well as 6:15pm and 7:15pm. There is also a Saturday session offered at 8:00am and 9:00am. To supplement the individual needs of the community private lessons are also offered.

Participant numbers:

	2017		2018		2019	
	AM	PM	AM	PM	AM	PM
Session 1	102	65	107	49	114	50
Session 2	119	99	113	65	110	55
Session 3	84	41	88	59	81	29
Session 4	104	79	93	53	94	54
Session 5	81	55	69	43	73	44
Saturday	64	N/A	67	N/A	75	N/A
Sub Total	554	339¹	537	269¹	547	232

<u>Total Revenue:</u>	Budget	Actual
2019:	\$41,050.00	\$34,852.45
2018	\$45,542.00	\$36,380.00
2017	\$46,302.00	\$44,679.00

<u>Total Expense:</u>	Budget	Actual
2019	\$36,896.12	\$29,103.19 ²
2018	\$38,298.00 ¹	\$28,389.18 ³
2017	\$40,510.79 ^{4,5}	\$30,878.25 ^{2,3}

<u>Net:</u>	Budget	Actual
2019	\$4,153.88	\$5,749.26
2018	\$7,244.00	\$7,990.82
2017	\$5,791.21	\$13,800.75

¹ See comment regarding participation rates

² Actual and budgeted expenses include indirect expenses of \$15,087.12, increase in expenses due to salary increase for lifeguards and swim instructors.

³ Actual and Budgeted expenses include indirect expenses of \$12,451.18

⁴ Actual and budgeted expenses include indirect expenses of \$12,021.29

⁵ Increase in budgeted and actual expense due to an increase in part-time salary from \$7.75 in 2016 to \$8.25 in 2017

Recommendations:

Comment: Six comments were received regarding the length of class time or number of classes per session.

Recommendation: The Red Cross standard for swim lessons levels 1-6 is 45 minutes due to studies on attention span and maximum learning. Staff does not recommend a change to the length of the swim lessons. By having eight classes per session, this allows for the possibility of a makeup due to weather.

Comment: There were thirteen comments stating there are too many participants per instructor.

Recommendation: Staff receives this comment every season. "Please rate the amount of staff available during the activity" rated 4.63. The acceptable ratio according to the American Red Cross is 1:6 and LSPR maintained that to the best of their ability. LSPR protocol, including maintaining the same instructor for the entirety of the session and maintaining a 1:6 ratio for all classes, was consistently adhered to except for session 5. At this time (late July-early August) approximately 40% of swim lesson instructors had resigned, leaving staffing options minimal. In order to have instructors for all classes, staff had to increase the class minimums and use multiple instructors for the same class. Staff recommends no changes.

Comment: There were eight comments about difficulty in the online registration process.

Recommendation: Most of the difficulty in the registration process comes from patrons having to create a new account or having to add someone to an existing account. Staff is well trained on this process and is available to assist any patron if needed. This comment will be shared with administrative staff as an ongoing effort to improve the accessibility of online registrations.

Comment: There were 29 positive comments about staff.

Recommendation: Staff appreciates positive feedback and these comments will be shared with the Swim Lesson Instructor staff.

Comment: Staff had great difficulty staffing the 6:15PM swim lessons

Recommendation: With the addition of Longview Community Center, aquatics staff is currently running swim lessons at three different locations at 6:15pm. Staffing was manageable this year only because the participation and Longview Community Center was low. Had classes filled to even 50% capacity at that location, staff feels either classes would need to be canceled or ratios would have significantly exceeded 1:6.

No longer offering a 6:15PM class at Summit Waves would be beneficial in a number of ways. First, the addition of a Wave pool would allow increased capacity at Summit Waves during the 7:15PM classes. This added capacity would offset the loss of the 6:15PM lessons. Second, people insisting on having 6:15PM lessons could enroll at LVCC or LCC for lessons. As a result, cancelling the 6:00 lessons at Summit Waves would either have no effect on Summit Waves revenue (should they enroll at 7:15PM, where there is added capacity), or would go to LVCC or LCC and support those programs. Third, discontinuing the 6:15PM outdoor lessons would make staffing much easier. Swim instructors could do 5:00PM and 6:00PM lessons at either LCC or LVCC, leave that location, and still make it to Summit Waves by 7:15PM for lessons. Lastly, discontinuing 6:15PM swim lessons at Summit Waves would help alleviate the need for open swim water. Summit Waves receives numerous comments every year regarding the lack of open swim water. This problem, while being addressed in the addition of a wave pool, could further be alleviated by discontinuing 6:15PM lessons. The 6:15PM lesson slot requires the lap pool and diving well to be completely closed M-F at 6:00PM. Should be discontinue the 6:15 slot, the entire park would remain open to patrons throughout the operational day.

Staff believes there is little reason to continue the 6:15pm lessons. Discontinuing would not have a negative impact on revenue for the overall swim lesson program and would make staffing and overall customer service more effective. Therefore, staff recommends discontinuing the 6:15PM Monday-Friday lesson slot at Summit Waves in the 2020 season.

Comment: Should Summit Waves continue the summer swimming lesson program?

Recommendation: Yes, staff recommends continuing the summer swimming lesson program as it is highly valued by the patrons and the community. Staff believes that the program will continue to grow in the future.

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.

Full Program Description:

The summer swim lesson program consists of five, 8 day sessions at 8:30am and 9:30am weekday mornings, 6:15pm and 7:15pm weekday evenings, and one 8 week sessions on Saturdays at 9am and 10am. The first weekday session began 6/3 for levels 1-6 and began 6/4 for the parent/tot class with levels 1-6 ending on 6/12 and parent/tot ending on 6/11. The second weekday session began 6/17 for levels 1-6 and began 6/18 for the parent/tot class with levels 1-6 ending on 6/26 and parent/tot ending on 6/25. The third weekday session began 7/1 for levels 1-6 and parent/tot class with levels 1-6 ending on 7/11 and parent/tot ending on 7/10. The fourth weekday session began 7/15 for levels 1-6 and began 7/16 for the parent/tot class with levels 1-6 ending on 7/24 and parent/tot ending on 7/23. The fifth weekday session began 7/29 for levels 1-6 and began 7/30 for the parent/tot class with levels 1-6 ending on 8/7 and parent/tot ending on 8/6. 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.

Program Benefits:

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.

Service Hours:

Summer 2019:	4,383
Summer 2018:	4,563
Summer 2017:	5,388

Volunteer Hours:

There were no volunteers for swim lessons.

Refunds:

Total SW: 12 (\$350)

4 due to satisfaction guarantee, 4 due to schedule conflicts, 2 due to medical reasons, and 2 due to activity not meeting minimum number of enrollments. 2 satisfaction guarantees due to large class size/child not getting enough attention, 2 due to child being scared of the water.

Fee Charged:

	Early Bird Rate	Regular Rate
Parent Tot	\$35.00	\$39.00
Group	\$45.00	\$50.00
Private	N/A	N/A

Program Timeline:

December: Program content is included in the Spring Illustrated.

March: Registration begins.

April: Select and train staff. Publish ads in E-blasts and begin online marketing.

May: Begin weekend session. Continue with online marketing.

June: Begin and end first weekday session and begin and end second weekday session. Distribute and collect patron surveys. Continue with online marketing.

July: Begin and end third weekday session and begin and end fourth weekday session. Distribute and collect patron surveys. Continue with online marketing.

August: Begin and end fifth weekday session. End weekend session. Distribute and collect patron surveys.

September: Gather and analyze survey data. Develop end of activity report.

Marketing:

The swim lesson program was marketed in five different ways. The program was listed in the spring and summer editions of the LS Illustrated. Flyers were displayed at the Legacy Park Community Center, Harris Park Community Center, Summit Waves, and City Hall. In addition, information was listed on the LSPR website, Facebook, and e-blasts were sent out.

Evaluation/assessment:

Out of 417 unique households given/sent a survey, 216 completed and returned a survey (51.8% return rate). Please see attached survey results.

<u>Collection Method</u>	<u>Amount</u>
Online:	0
Mail/Person:	216
Phone:	0

LS Parks & Recreation Summer Outdoor Swim Lessons 2018

Survey Results

of Surveys Distributed

of Surveys Returned: 149

% of Returns:

Were you a (please circle all that apply): Participant: 0

Coach 0

Parent

How did you hear about the program (please circle all that apply):

LS Illustrated: Website: Flyers: 0 TV: 0 Acquaintances: Prev. Participants: Other: 0

Regarding the registration process...		Very Poor	Poor	Fair	Good	Very Good
If you registered by phone or in person, how helpful was the person you spoke with?	4.72	0	0	0	18	48
If you registered on-line, how easy was the process?	4.24	2	7	17	27	65
How would you rate the amount of time taken for registration?	4.35	1	3	22	41	83
Opinion of registration procedure?	4.38	2	3	20	38	89

Comments:

The way you have to choose the child and choose the class number is confusing. Simple and she was very helpful in working with my kids. Very easy. Dates on registration were conflicting with the description of the class. Had to call and find out which days the class was. We registered at city hall. Easy and friendly. Very helpful and friendly staff. The website navigation was not great. The time/schedule was not clear on website. The website does not navigate easily. Description stated class started Tuesday but it started Monday - Revise online description accordingly. It was much easier to call. The shopping cart online was not taking my order but when I called Summit Waves they were very helpful. Awesome. Jr guard was difficult to find on the online registration. My son had never taken classes before so it was slightly concerning as to which class to place him in. In the end, I chose correctly. Prices changed when I checked out. Was \$45.00 then was charged \$50.00. Level two 7:15 class never had Wednesday listed, please update days. Tried to register two kids online and it would not work. Called in to finish and person was helpful. Very easy. I cannot speak to the registration process because my wife did the registration and payment. It was painless - unlike the swim lesson instructors with 6 kids during lesson. Website was difficult to navigate. It took forever because it said I already had an account so I had to reset my password like 20 times before I got a reset email. I called to sign my daughter up for a class out of her age range and they were very helpful. For some reason the shopping cart was not taking my registration online. I called Harris Community Center and got a voicemail. I called Summit Waves and they were very helpful. Registration was easy. It would be helpful to call the classes level 1,2,3,etc. Online was not working. Website difficult to use, I usually have to call to talk to someone to help me get the website to work. Easy. Would be nice to have the number of kids enrolled to make sure parents know if minimum number of kids will be met. Checkout was \$5 more than the listed price.

Regarding the value...		Very Poor	Poor	Fair	Good	Very Good
Was the length of the program appropriate for the program fee?	4.37	1	2	15	56	78
Was the content of the program appropriate for the program fee?	4.33	1	3	19	51	78

Comments:

Many kids in level 3. Instructor at level 4 was great with kids. Austin was a great instructor. We've done other swim lessons and they were not as good and were much more expensive so this was a great value. The number of children is too much according to the number of instructors. The teachers were great but it would be nice to have longer classes to help build the necessary endurance. When other students know nothing, even with only four students in the class, it is hard to teach much - 12 learned and 2 quit so by the end it was good. Stingrays was outstanding. Penguins was not worth the value, way too easy! Why were they doing less than what they learned in sea turtles? Level two - way too many kids in class, not able to give enough time to everyone. I feel not all kids were able to learn things needed for the class. Class not long enough for all skills needed to pass. Too many kids per instructor. I'm thinking 3 kids max, especially at level 1-2. She developed and learned a lot from where she was in the beginning. The content was good when it was actually taught and followed through. Management of kids. Content

was appropriate but the teachers teaching the class were worried about bugs in the pool and other things and didn't stay on task. Wish it was full 2 weeks; our older kids had pretty big classes and didn't learn much due to teachers having so many students - level 4 and 5 were smaller but level 3 seemed too big and my kid sat a lot - but he also overcame fear of diving so that was good. My Child who would not even put his face in the water is now jumping off the side of the pool. The parks and rec. Website has made registration easier in the past year.

Regarding the program sessions...		Very Poor	Poor	Fair	Good	Very Good
Please rate the competence of program staff.	4.47	0	5	13	40	94
Please rate the friendliness of program staff.	4.66	1	0	7	34	110
Please rate the ability to recognize program staff.	4.72	1	1	4	28	118
Do you feel the appropriate amount of coaches/staff were available?	4.50	2	8	8	28	106
Were the rules, regulations and policies for the program appropriate?	4.69	0	2	2	37	111
Please rate the condition and suitability of the facility/fields used.	4.67	1	2	0	40	109
Please rate the condition and suitability of the equipment used.	4.74	0	0	1	37	114
Please rate the safety of program.	4.72	0	1	4	32	115

Comments:

Large class due to camp summit kids. 2nd week instruction better than 1st. Possibly have another teacher with that size class. Level 1 and 2 were great, level 3 was overfilled We had used Longview the past 2 years and were disappointed that day classes weren't offered any longer. Teachers were great really worked with kids. Teachers were great. Only comment is instead of asking the younger kids if they want to do the activity just tell them it's their turn. Giving them an option doesn't give them the push they sometimes need. Overall ability and skills have improved greatly. This was our second session and I would definitely do it again for my sons. I had two kids in two different levels - Miss Lilly was amazing. Too many kids for only two instructors - up to 13 kids in the class during the 2nd week. Lilly was great! Great personality to work with kids and the kids seemed to like her! Victoria did not speak to me one time. I was never given an evaluation. Goggles were not allowed but would have been helpful. Kids complained about the water burning their eyes, which made it difficult to convince them to try to go under. Hannah taught great foundational skills. I appreciated how flexible the instructors were when we had to move my daughter down a class because she was not ready for the class we had signed her up for. I think the staff did an outstanding job with all of the kids. Groups were small enough to attend to individual needs. My kids were not excited about taking lessons (because they "already knew everything") but had a lot of fun and want to continue. Last years class was better with more songs to keep kids entertained. We will not take class again. Gabby: good. Rest: fair in competence. River was a bad place to hold lessons because kids floated away on their back. I don't think the lazy river is the best spot but it worked, first two days group was understaffed but once the coordinator joined, things went smooth. By the time testing for skills came, not all students were able to do several things. Every student should be able to pass. Especially for the money we spend. Addy and Sydney were very good! Addy and Sydney were awesome! My kids had a great time and looked forward to going. Addi and Sydney were great, lots of fun. Awesome instructor! Little kids do not sit and wait patiently while others practice. Instructors spent a lot of time yelling "On the step", need 2 instructors per class, one for individual instructing and one to work with the rest of the group. Instructor is direct with commands, sometimes takes too much time to talk with 4/5 year olds to explain what is going on - just do it. Classroom and behavior management needed - consequences. There were too many kids for the amount of instructors. They did add another instructor after we asked. Loved Austin's teaching skills and encouragement. Our granddaughter had an excellent level 5 instructor. She cares about her students and strived to meet their needs. Teachers need to control the kids actions and sit them out if they don't follow rules instead of threatening them. I appreciated having both a teacher and lifeguard present. My girl learned a lot and advanced her skill. Caleb is an excellent teacher. He explains well, gives individual corrections. He's friendly, calm, patient, and attentive. Caleb (level 4) did a great job! He was positive and friendly to all the participants while giving directions on how to improve. He was great and my child enjoyed class. We will be back to do the next levels. Great program. ratio 4:1 would seem better for level 1. Loved having the dedicated lifeguard, didn't think we had that 6 years ago with out oldest. William is awesome! So great and patient with the kids. Helped to build confidence. The instructors were great! Patient with my son but assertive enough to make him push himself. For nervous swimmers, starting day one with a bob is intimidating. Level one instructors did not seem very confident. Possibly their 1st time leading, if so, they will get better with time.

Overall Summary...		Very Poor	Poor	Fair	Good	Very Good
Were the participant's needs met?	4.37	1	8	10	48	85
What is the likelihood of your recommendation of this program to others?	4.37	2	5	16	41	88
Your overall enjoyment level?	4.54	0	5	9	37	101
Your overall rating of the activity/program?	4.41	1	5	11	49	86
Your overall rating of the Lee's Summit parks and recreation system?	4.61	0	0	10	40	102

Comments:

We enjoyed Anthony as an instructor for level 2-penguins, but his co-leader, Marie, did not always seem as engaged in giving the lessons. I have to shout out Audrey because she was so sweet and enthusiastic! Love her! Grace was amazing too! Anthony was awesome!! I had children in levels 1, 3, 4 and 5/6. My comments are relative to the level 1 class. This is our 4th summer at LSPR and usually there is a manager present to do announcements, monitor the instructors giving lessons, and close the lessons. This year, I never once saw a manager present during lessons. You offer lots of great programs. Keep up the great work. Lots of wait time in large class. Didn't worked on areas of difficulty because others were further behind her skill level. We really enjoyed it and we will be back. One suggestion: I would like for my child to not be given the choice to do an activity. Not "Do you want to try?" But rather: "It's your turn, lets go". Some of the class sizes were a little big. Instructors did a great job. We will definitely be back. All I ask is that my child would not be given the choice on whether they wanted to do something or not. I like when they do games with the kids not just skills. We used the rubber ducks the first day and never again which was a bummer. Programs are great! LSPR is great and this activity is just another indication of it! Staff and class was great. Had to get ready and drive here several days to find out there was no class. Austin does a great job with the kids and teaching what they need to learn. Kaycee and Alexis do a great job with the kids - interact and encourage well. Very much dedicated and kids friendly instructor! Thank you so much! Good once the two left that knew nothing and the instructor did not spend 50% of time trying to get one to do anything! Maybe question parents on what kids know at registration. Let parents know if kids wont do activity - have to move on - suggest privates? Hannah was amazing! Could not have asked for a better instructor! Other than the cold water they loved it. Staff was awesome! Class was awesome, the instructor, Callie, was exceptional, very attentive, instructional and made class fun. Need better advertisement of class offering. It was like a seaturtles class - they (or at least mine) did not learn one new thing. She learned mor ein seaturtles. Thank you! The teachers seemed to struggle connecting with kids at first. After two days things got much better. Please improve on the above. Less students per class, more instrucotrs, longer class. Train and teach students the expected skills needed throughout the class so they are truly ready to pass. Excellent staffs and program, thank you! Swimming lesson instructors should be in the water. The teachers were great! Unfortunately they were not given proper registration lists and my daughter was no listed - even though the online system had no problem charging the fee. The guards say this happens often. Please fix! Jacob needed more swim times but got a lot of step time. The behavior of the kids impeded the quality of instruction. Only thing - at times the pool seemed too crowded otherwise great! There were too many groups for the facilities / activates. Groups were mixing with other groups. Kid's running into each other. Pool too small for all the kids and groups. They would let minutes lapse between each activity so not much was taught. Too many disruptive kids with no control. It was all great! We plan on coming back next summer! Thanks! I am very pleased with the swim lesson program. The instructor was understanding and created an environment where my child was able to effectively learn the material. Rain days weren't kept up well. We missed two days because of rain and didn't know if they were called off or not and felt like those two days hurt Trace and Alexia's chance at passing. Two make up days would have helped. Very good program and staff, thank you. My child improved a lot and enjoyed coming. The gentleman who taught class was very polite, explained in detail everyday after each class what every student worked on and what their strong / weak points are. Very good with kids. The kids loved their teachers! Kyndal was awesome! *William is the best* 3rd year participating and will return next summer.

2019 Enrollment: 6:15PM Summit Waves Lap Pool Swim Lessons

	2019			2018			2017		
	Enrolled	Cap.	% Filled	Enrolled	Cap.	% Filled	Enrolled	Cap.	% Filled
Session 1	24	30	80%	21	30	70%	23	30	77%
Session 2	14	30	47%	14	30	47%	17	30	57%
Session 3	17	30	57%	17	30	57%	14	30	47%
Session 4	15	30	50%	15	30	15%	18	30	60%
Session 5	12	30	40%	12	30	12%	14	30	47%

Enrollment Alternatives in 2019:

	6:00 @ LCC			6:00 @ LVCC			Total Vacancies (2019) ¹	SW 6:15PM Enrollment (2019) ²
	Enrolled	Cap.	% Filled	Enrolled	Cap.	% Filled		
Session 1	38	44	86%	23	44	52%	27	24
Session 2	36	44	82%	29	44	66%	23	14
Session 3	35	44	79%	19	44	43%	34	17
Session 4	35	44	79%	26	44	59%	27	15
Session 5	22	44	50%	9	44	20%	57	12

	7:15 @ SW			Total Vacancies (2019) ¹	SW 6:15PM Enrollment (2019) ²
	Enrolled	Cap.	% Filled		
Session 1	25	60	42%	35	24
Session 2	41	60	68%	29	14
Session 3	12	60	20%	48	17
Session 4	39	60	65%	21	15
Session 5	32	60	53%	28	12

¹ Represents total non-filled spots at designated facilities.

² Represents total spots needing relocation should 6:15PM be discontinued.

End of Activity Report

Summit Waves

May 25 – August 13, 2019

Shelby Dawson

Executive Summary:

Brief Description:

Summit Waves was open this season from May 26 until August 13. It is located at 120 SW Blue Parkway. The water park promotes a safe, fun, and family-friendly environment. The water park serves a variety of aquatic needs, including seasonal memberships, private and public pool parties, swim lessons, and public swim.

Participant Numbers:

For the 2019 season, 1,111 season pool passes were sold, and 752 season passes were provided to Camp Summit participants as part of their enrollment fee. This compares to 1,134 budgeted for the summer 2019 passes.

	Season Pass Visits	Single Visit	Family Fun Night	Teen Night	Twilight	Rentals	Kid's Play	Toddler	Camp Summit	Comp Pass	Season Total
2019	77,473¹										
Resident	9,115	33,103	523	N/A ²	4,084	6,105	N/A	1,753	14,390 ³	66	69,139
Non - Resident		7,852	58	N/A	424		N/A				8,334
2018	86,227⁴										
Resident	10,985	31,423	449 ⁵	650 ⁶	3,043	6,621	N/A ⁷	1,470	20,837	141	75,619
Non - Resident		10,171	43		394		N/A				10,608
2017	87,722⁸										
Resident	10,122	32,239	1,073	1,905	2,859	5,681	585	1,785	19,542	213	76,004
Non - Resident		10,965	192		424		137				11,718 ⁹

¹ The facility was closed for all or a portion of 10 days in 2019 due to a lack of patrons and inclement weather for a loss of approx. 21.25 open swim hours. In addition, the facility had modified hours May 28 – 31, due to R7 still being in session; the facility was open from 3:30 to 7:00 PM. Summit Waves closed completely on August 13 and was not open on weekends through Labor Day, as in the past. Instead, Season Pass holders were able to use their pass at Lovell Community Center or Longview Community Center until September 2nd.

² The 2018 End of Activity report recommended discontinuing Teen Night at Summit Waves.

³ Camp Summit lost one full week of camp due to school being in session until May 31st.

⁴ The facility was closed for all or a portion of 13 days in 2018 due to lack of patrons, inclement weather, or power outage for a loss of approx. 74 open swim hours.

⁵ Staff feels the negative publicity regarding after-hours' events as a result of Teen Night may have had a negative impact on attendance.

⁶ LSPR canceled two of the three scheduled Teen Nights.

⁷ The 2017 End of Activity report recommended discontinuing Kid's Play at Summit Waves.

⁸ The facility was closed for all or a portion of 10 days in 2017 due to lack of patrons or inclement weather for a loss of approx. 59 open swim hours.

⁹ Staff feels the increase in non-resident participation is due to Super Splash (Raytown, MO) closing for the 2017 year.

<u>Total Revenue:</u> <u>Calendar Year:</u>	Budget	Actual
2019	\$562,457.37	\$630,294.26
2018	\$654,643.13	\$668,091.07
2017	\$630,924.98	\$794,868.21 ¹⁰

<u>Total Expenses:</u> <u>Calendar Year:</u>	Budget	Actual
2019	\$602,121.10	\$470,880.32 ¹¹
2018	\$598,928.31	\$586,292.54 ¹²
2017	\$672,324.84 ¹³	\$789,637.98 ¹⁴

<u>Net:</u> <u>Calendar Year:</u>	Budget	Actual
2019	(\$39,663.73) ¹⁵	\$159,413.94
2018	\$55,714.82	\$81,798.53
2017	(\$41,399.86)	\$5,230.23

¹⁰ Includes a settlement transfer of \$128,952.27 to cover repairs to media blasting (\$62,642) and waterfall repairs (\$71,284.94). Other variances include gate receipts exceeding budget by \$33,543.00. This was likely due to good weather throughout the season and the closure of Super Splash in Raytown, MO

¹¹ Actual expenses are lower than projected by \$21,370 due to the loss of the first week of the season (R7 in session) and last three weekends of the season, elimination of Teen Nights, and no capital expenses.

¹² Actual expenses include garage door repair (\$14,402.36), recoating of tot slide (\$4,761), cabana repairs (\$2,018).

¹³ Increase in budgeted expenses due to anticipated capital projects (\$25,000), increase in Workers Compensation (approx. \$5,500), increase in insurance expense (approx. 5,000), budgeted palm tree frond replacement(\$4,070), added assistant manager hours (\$2,145), budgeted media blasting (\$18,723) and raises in part time and full time pay (approx. \$11,000).

¹⁴ Actual expenses include media blasting (\$62,642), pergola repairs (\$58,595), waterfall repairs (\$71,284.54) and paint (\$36,314.77). It should be also noted the repairs to the waterfall prior to the season resulted in a savings of approximately \$4,224 in chemicals and \$16,119 in water when compared to 2016. Additional savings of \$2,145 occurred from not filling the additional assistant manager hours. This savings should not be anticipated in future seasons.

¹⁵ Negative budget due to a budgeting error related to how revenue is distributed between operational months.

Food & Beverage:

To supplement Camp Summit Food and Beverage sales, gift cards were advertised during all parent nights as an easier way to ensure their child was not losing the money they were given and the child would always have a lunch. Camp Summit accounted for \$9,071.50¹⁶ of the Food and Beverage sales in 2019 compared to \$11,299.25 in 2018.

Fees Charged:**Tummy Fillers**

Hot Dog	\$4.00
Hamburger	\$4.50
Cheeseburger	\$5.00
Nachos	\$3.50
Corn Dog	\$3.00
Chicken Strips (3)	\$3.50
Personal Pizza	\$4.00

Healthy Options

Fruit (Apple or Grapes)	\$1.50
Popcorn	\$2.00
Chips and Salsa	\$2.00
Veggies and Dip	\$2.00

Cold Treats

Chocolate Coated Drumstick	\$2.00
Ice Cream Sandwich	\$3.00
Bomb Pop	\$2.00
Ice Cream Cup	\$2.00
King size Frozen Snickers	\$2.50
Lemon Italian Ice	\$2.00

Snack Shop

French Fries	\$2.50
Bag of Chips	\$2.00
Candy	\$2.00
Giant Pretzel	\$2.50
Cheese Dip	\$1.50

Beverages

20 oz Fountain Drink	\$2.00
32 oz Fountain Drink	\$2.50
20 oz Bottles	\$2.00
Cup of Ice	\$0.25

Combo Meals

Includes side and 20oz drink	\$5.50 - \$7.50
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¹⁶ Lower than 2018 due to the loss of one week of Camp Summit.

<u>Total Revenue:</u> <u>Calendar Year:</u>	Budget	Actual
2019	\$97,641.50	\$98,910.50
2018	\$97,358.25	\$97,665.50
2017	\$93,298.00 ¹⁸	\$94,535.25 ¹⁷

<u>Total Expenses:</u> <u>Calendar Year:</u>	Budget	Actual
2019	\$74,476.37	\$58,163.06 ¹⁸
2018	\$66,833.05	\$68,221.98 ¹⁹
2017	\$63,318.93	\$64,414.89

<u>Net:</u> <u>Calendar Year:</u>	Budget	Actual
2019	\$23,165.13	\$40,747.44
2018	\$30,525.20	\$29,443.52
2017	\$29,979.07	\$30,120.36

¹⁷ Increase in budgeted and actual revenue due to an average of \$.50 price increase on all items.

¹⁸ Management staff placed a greater emphasis on inventory tracking which resulted in less excess supply at the end of the season. In addition, expenses were lower due to Summit Waves losing part of the first week (R7 in session) and the last three weekends of the season.

¹⁹ Includes unbudgeted raise in minimum wage (\$520.15). Concession staff was utilized in August and September to cover positions normally covered by lifeguards or service reps (Slide height, slide dispatch). Est. Cost \$1,758.

Recommendations

Comment: Concessions (Quality, Timeliness, and Selection) rated 3.95 compared to 3.54 in 2018 and Dining Area rated 3.99 compared to 3.80 in 2018 with seven comments related to concession wait times and/or food quality.

Recommendation: This comment is reoccurring every year; there was improvement with both Concessions and Dining Area rating higher than in previous years. Staff is unable to control wait times, as food is required to cook for a certain amount of time. At this time, staff does not recommend a change to the current Concessions Operation.

Comment: Lap pool rated 3.97 compared to 3.79 in 2018 with 16 comments regarding the size of the pool.

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

Comment: Shade rated 3.42 compared to 3.28 in 2018, with 15 comments related to the lack of shade.

Recommendation: Staff added six additional shade structures prior to opening for the 2015 season. Thirteen additional shade structures, twelve 16' by 16' and one 30' diameter, will be added in 2020 with the addition of the Wave Pool.

Comment: Number of Lounge Chairs rated 3.84 compared to 3.64 in 2018 with seven comments related to the number or quality of lounge chairs.

Recommendation: In the 2016 report, staff proposed an increase in the budgeted number of chairs to be purchased each year in order to increase the starting number of chairs each year from 400 to 500. Staff began implementation of this plan in 2016 and reached the goal of 500 in 2019. There are currently 512 chairs at Summit Waves and that number is estimated to reach 625 next year with the addition of the Wave Pool.

Comment: Women's Locker Room rated 3.70 compared to 3.59 in 2018 and Family Changing Rooms rated 3.99 compared to 4.19 in 2018 with 14 comments related to cleanliness.

Recommendation: Management staff sent female lifeguards, welcome desk attendants, and deck attendants to the women's locker room and family changing rooms every 15 minutes to check for and address cleanliness issues. Staff currently requires checks of both locker rooms but will reiterate to staff and management team the need for these fifteen-minute inspections to be completed and documented for patrons to see. During those checks, if there is a cleanliness issue, staff addressed the issue.

Comment: Membership Options rated 3.36 compared to 2.88 in 2018 and Value of Membership rated 3.75 compared to 3.55 in 2018 with 36 comments related to membership price and options.

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

Comment: There were 30 comments regarding the hours of operation at Summit Waves. Nine percent of respondents would like to see Summit Waves open earlier, while five percent of respondents would like to see Summit Waves stay open later.

Recommendation: Currently, Summit Waves is open to the public daily from 12:00 pm – 7:00 pm. Summit Waves also hosts swim lessons from 8:15 am – 10:00 am, and 6:15 pm – 8:00 pm M-F and 8:30 am -10:15 am on Saturday. Camp Summit has designated swim time M-F from 10:30 am – 11:30 am. This schedule has been unchanged since 2013. Staff will analyze possible options for expanded hours and issue a recommendation no later than 1/31/2020.

Comment: Staff received 22 comments from patrons expressing frustration about closing on August 13, the day before R7 went back to school, rather than staying opening on weekends until Labor Day.

Recommendation: Due to the past financial performance of the facility, increasing costs due to staffing levels and labor requirements, as well as the difficulty in retaining staff following the Lee's Summit School District returning to session, staff recommends that we continue closing Summit Waves on weekends following the Lee's Summit School District returning to session. The facility will remain open until the day before and will close for the season on the first day of school. Due to the new law passed, stating that school cannot start until the first Monday following the Missouri State Fair, Summit Wave's closing date will be later in 2020 than it was in 2019. Staff believes this will eliminate some of the frustration that patrons expressed. There were no comments received from patrons stating they were not aware of the closure and there were only 22 comments received, out of 206 surveys received, which represented 10 percent of respondents.

Comment: Minimum wage will increase every year until 2023.

Recommendation: To offset additional operational cost due to part time pay increases, staff recommends moving forward with the proposed rates for 2020 that were approved in the five-year minimum wage plan.

Single Visit	2019	2020
Resident	\$7	\$8
Non-Resident	\$10	\$11
Family Night Resident	\$4	\$5
Family Night Non-Resident	\$5	\$6
Twilight Resident	\$4	\$5
Twilight Non-Resident	\$7	\$8
Season Pass	2019	2020
Early-Bird Resident	\$65	\$70
Early-Bird Non-Resident	\$80	\$85
Resident	\$75	\$80
Non-Resident	\$90	\$95
Camp Summit	\$65	\$70
Private Pool Rentals	2019	2020
Entire Facility		
1-99 people		
Discount	\$825	\$1,400
Regular	\$990	\$1,600
100-250 people		

Discount	\$1,015	\$1,650
Regular	\$1,220	\$1,900
251-1,400 people		
Discount	\$1,115	\$1,800
Regular	\$1,340	\$2,100
Lap Pool Only		
Sunday - Thursday		
1-50 people		
Discount	\$165	\$200
Regular	\$200	\$240
51-100 people		
Discount	\$215	\$260
Regular	\$260	\$320
101-200 people		
Discount	\$240	\$280
Regular	\$290	\$340
Friday - Saturday		
1-50 people		
Discount	\$225	\$270
Regular	\$260	\$320
51-100 people		
Discount	\$275	\$330
Regular	\$320	\$380
101-200 people		
Discount	\$300	\$360
Regular	\$350	\$420
Pool Playground Only		
1-75 people		
Discount	\$255	\$270
Regular	\$305	\$360
76-150 people		
Discount	\$315	\$360
Regular	\$380	\$450

Extensive Staff Report:

Full Program Description:

Summit Waves was open this season from May 26 until August 13 and is located at 120 SW Blue Parkway. The water park promotes a safe, fun, and family friendly environment. The water park serves a variety of aquatic needs, including seasonal memberships, private and public pool parties, swim lessons, and public swim. The facility consists of a food and beverage operation, locker room facilities, activity pool, recreational swimming area with two diving boards, two slides (one body slide and one tube slide), a 904 ft. long action river with inner tubes, and a considerable amount of open deck space for lounging and sunbathing.

Program Benefits:

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

Service Hours:

Summit Waves was scheduled to be open 81 days. Total open swim hours were 553. The pool opened late, closed early or was closed the entire day due to inclement/cool weather and low attendance 10 times for approximately 21.25 hours during the season. Average daily attendance was 956.

2019: 193,683 Hours

2018: 281,998 Hours

2017: 285,433 Hours

Volunteer Hours:

There were no volunteers used during the 2019 season at Summit Waves.

Refunds:

Total Refunds: 65 (\$1,885.25)

Refunds due to Dissatisfaction: 13 (\$79.50)

Four refunds due to waiting for food in concession too long, six refunds due to burnt food, 2 refunds due to patrons wearing inappropriate clothing and being asked to leave and one refund for a family who was upset the lap pool was closed during swim lessons.

Fees Charged:

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

Program Timeline:

- January: Begin advertising employment opportunities for upcoming season. Develop Illustrated information and input in to RecTrac.
- February: Begin interviews for lifeguards, concession attendants, deck attendants, service representatives and swim lesson instructors.
- March: Continue interviews for all open positions, including management, conduct lifeguard certification courses, and continue marketing. Coordinate with Park Operations on de-winterization procedures.
- April: Continue interviews for all open positions, conduct lifeguard certification courses, and continue marketing. Continue the de-winterization process.
- May: Continue marketing, complete preseason maintenance, conduct lifeguard certification courses, complete hiring paperwork for all staff, began staff training.
- June: Conduct monthly staff meeting with all staff. Monitor food and beverage operations.
- July: Complete mid-season evaluations on all part-time staff and monthly staff meeting.
- August: Prepare and send out end of season survey to patrons and monthly staff meeting. Compile survey information and coordinate with vendors to return unused product/supplies.
- September: Begin end of activity report and complete winterization of Summit Waves.
- October: End of activity report complete.
- November/December: End of activity report submitted for Park Board review.

Marketing:

Information regarding Summit Waves open hours, programs, rental opportunities and special events was distributed to the community in many ways. Both the spring and summer editions of the Illustrated provided community residents' dates, times and costs of all aquatic programs. Upcoming events were also posted in the Lee's Summit Journal, LSPR website, Facebook, Twitter, press releases for special events and upcoming programs, email blasts (a minimum of 2 times per month April – August highlighting special offers and programs). To help promote the Family Fun Nights, two banners for each event were hung at the corners of Jefferson and 6th St. and Jefferson and Blue Parkway the week prior to each event. In addition, the events were advertised in LCC and LVCC Facility Newsletters. To promote both Family Fun Nights and Concession/Birthday Parties at Summit Waves, ads ran throughout the day on Muzak for everyone to hear. Finally, to promote other facilities, recognize sponsors, recognize employees of the week, etc. the DYK TV in the Summit Waves breezeway was utilized and weekly videos ran anytime the facility was open.

Evaluation/Assessment:

Out of 549 unique households representing 1,111 season pass holders sent a survey, 126 completed and returned a survey (23% return rate). At the end of the season, single visit patrons were given a post card with survey information on it and asked to fill out the on-line survey. Sixty-nine single visit patrons chose to complete the survey for a total survey response of 206 (36% return rate). Please see attached survey results.

Rated below 4.0 on Likert Scale (Needs Improvement)

Dining Area

Concessions (Quality/Timeliness/Selection)

Lap Pool

Shade

Number of Lounge Chairs

Interior Facility Cleanliness

Family Changing Rooms

Women's Locker Room

Value of your Membership
Membership Options
Staff Knowledge
Current Hours of Operation

Rated higher than 2018 Survey

Parking Lot
Welcome Desk
Dining Area
Concessions (Quality, Timeliness, Selection)
Lap Pool
Action River
Activity Pool
Slides
Shade
Number of Lounge Chairs
Exterior Facility Cleanliness
Men's Locker Room
Women's Locker Room
Value of Your Membership
Membership Options
Staff Friendliness
Staff Knowledge
General Safety of the Facility
Rules, Regulations and Policies
Concessions Operations

Rated lower than 2018 Survey

Interior Facility Cleanliness
Family Changing Rooms
Current Hours of Operation
Registration Process
Overall Rating of Summit Waves
Overall Rating of Lee's Summit Parks and Recreation

Collection Method

Online

Amount

206

LS Parks & Recreation "Summit Waves Facility Survey 2019"

Number of Surveys Distributed - Email: 206 Via Mail: 0 In-Person: 0 **# of Surveys Returned:** 206

Were you a – Season Pass Holder: 126 Single Visit: 69 Resident: 170 Non-Resident: 25

How did you heard about the facility? LS Illustrated: 16 Website/Facebook/Twitter: 17 Email Blast: 1
 Flyer: 2 Postcard: 0 Newspaper: 0 LS Cable Channel: 0 Acquaintance: 14 Previous Participant: 94
 Other: 7

Please rate your overall satisfaction with the facility...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average	2018 Average
Parking Lot	2	0	3	30	81	89	4.26	4.14
Welcome Desk	5	1	1	40	78	80	4.12	4.01
Dining Area	45	0	10	34	61	53	3.99	3.80
Concessions (Quality, Timeliness, Selection)	55	3	7	39	46	54	3.95	3.54
Lap Pool	23	6	12	34	69	60	3.91	3.79
Action River	1	0	7	32	83	81	4.17	4.04
Activity Pool	31	2	10	22	66	71	4.13	4.07
Slides	32	1	4	29	72	67	4.16	4.11
Shade	10	13	26	67	45	44	3.42	3.28
Number of Lounge Chairs	4	8	13	48	66	66	3.84	3.64
Interior Facility Cleanliness	15	6	4	39	80	60	3.97	4.06
Exterior Facility Cleanliness	1	1	3	24	95	80	4.23	4.11
Family Changing Rooms	66	6	3	33	45	51	3.96	4.19
Men's Locker Room	121	1	5	13	20	40	4.18	4.10
Women's Locker Room	39	10	8	48	54	45	3.70	3.59

We rarely had hot water for the showers. One day my daughter tripped on one of the barrier legs as we entered and scraped her knee. The staff was very kind and bandaged her knee. However, the bandage came off after about 20 seconds in the water. I would think that a pool would have waterproof bandages. The sidewalk between areas gets extremely hot. A friend of mine actually burned her feet to where they blistered walking to the restroom. All it would take is a bit of water on the concrete to keep it cool. Action river could use more cleaning and maintenance. Bathrooms were always disgusting. Lap pool is far too small and always seems to stink. Because half the pool is roped off for diving boards, the other half of the pool is so packed with people you cannot help but bump into them. Need a bigger general swimming area. Children's pool was dirty with lots of dead bugs floating around and dirt on the bottom. Ice machine broken at concessions stand. Always takes 15-20 minutes to receive food after ordering. Definitely need more free shaded areas and chairs. Either more umbrellas or larger ones to cover a larger area. Everything is dirty. Bathrooms are nasty and not cleaned. Dirty diapers, overflowing toilet, no soap and the list goes on. Family season passes need to be offered. How many requests do you need in order to do what the residents request? So many irritated people. A family of 3 or more does not want to pay \$75 per person in their family for a season pass! Flies all over concession area, maybe fans needed? Restrooms do not have enough ventilation or fans. Kids jumping and flipping into big pool during open swim should not be allowed. Kids swimming under tubes in river is safety hazard and there will be a drowning like Oceans of Fun. I did not visit Summit Waves this year at all. My grandson went and had a good time. I feel the staff at the front desk could be attentive to the people coming through the gate, they would be talking amongst each other and not even paying attention to the season ticket holders, they could at least, say welcome. I noticed drains up around some of the lounge chairs were pretty gross and several times saw band aids laying around on the pool deck or lounge chairs at the lap pool. Maybe someone could check for stuff like that every hour or so. I wish the hours were earlier. I have a toddler and all activities happen prior to noon and then nap time. Occasional toddler days where you open early would be wonderful! I would love a little fence around the area for the little kids. I would love to see shade in between areas so when you are walking barefoot

on the hot pavement, there are some places to cool/help your feet. Walking from the lap pool area to the lazy river was awful. I've grown up going to public pools my whole life. I come from a family of public pool lifeguards and managers in Johnson county, KS and was super disappointed coming to Lee's Summit to find that this is what was available to me and my kids. The bathrooms were disgusting with toilet paper everywhere, no paper towels in dispenser, little to no soap or water pressure in the women's bathroom/changing room. Obviously, staff members were making no efforts or rounds to check on the quality of the bathrooms during the open hours. Secondly, the swimming pool area was incredibly small. How are my kids supposed to learn how to swim when they are packed into a small area like sardines? Not to mention, it was always closed in the evenings for swimming lessons. The kids playing area is great for younger children, but I found it crowded with older children or adults just needing to cool off because there's no other place to rest in the water due to the river taking over the entire pool. Another major issue were the lifeguards were understaffed. There were only two guards in the children's playground area and major gaps that weren't being scanned for long lengths of time. I also have major issues with the cost of an individual season pass, as well as that there is no family pass option. Am I supposed to pay almost \$400 for a family of 5 to basically go around a subpar lazy river all summer with hardly any access to an actual pool? Summit Waves was very disappointing. I hope these issues will be address in the future plans for what is supposed to be a safe and family friendly public pool. It is a shame that parents cannot go down the slides in the toddler area. It is crazy the price for single passes and no family passes. We go to Pleasant Hill pool or Oak grove pool. They offer better pricing. It is hard to find toilet paper after 2 PM. There was more of an adult presence this year, which I believe was helpful. The kids spent a considerable amount of time pulling weeds. I thought the lifeguards were more consistent than in the past too. It seemed extremely busy with camps this year. Lifeguards were not stopping a kid from constantly dunking another kid in the action river when that child clearly did not want to be treated that way. I mentioned something to the lifeguard, but nothing was said. I was scared for the other child. Just seems mediocre, kind of like the play areas at parks, be nice to see something outstanding like parks in Colorado. Lap pool is too small and is overcrowded. Too many camp kids who are not well supervised. Lap pool is too small. Lap pool is too small. Very crowded. Live in Greenwood and charged as a nonresident. How is it that Lees Summit PD officers can reside in Greenwood and it be considered Lee's Summit, but I cannot get a resident rate. Closing the pool early this year, the city should have adjusted pass prices! I did not know until I had already paid and received my receipt in the mail. Lots of deflated rafts for the lazy river. Love the Action River- open it up early just for people looking to exercise- walk against the current- great idea- make it a 2-week class. Don't really need an instructor just a few guards! More umbrellas need to be moved over to the baby pool area. MANY more. There are a lot of umbrellas off to the back far from the water. But the adults who need to be near the little ones are shade-less. Need a larger lap pool or another pool besides lazy river. Need to stay open later. Never enough chairs. Not nearly, enough tubes for river. Not clean. Not having a family plan option for membership has made us find other options for the pool. It is not cost effective for our family to continue to visit Summit Waves when we can go to another facility for a better value. Overall was clean and we could find a spot. Please stay open until Labor Day. Restroom need more regular attention. Always toilet paper on floor at least one toilet clogged when I visited. Offer more fresh food options at concessions. Running out of toilet paper seemed to be an issue. Seems overcrowded. Wait time for the slide can get long. Sometimes the lap pool can be difficult to swim in because it gets over-crowded the most easily. The action river hardly moves. The activity pool has way too much water splashing around for small children. The slides are great, but they practically drown getting to them. The chairs are super uncomfortable but there are always plenty of them so that is good. The Action River is somewhat dirty, mostly bugs, which I am sure, is hard to keep completely clean. The cleanliness is an issue. Discarded Band-Aids lie on the ground directly in front of the staff. Communication among the lifeguards is critical. The lines at the two slides could move along much quicker if the guard at the top and the guard at the bottom pay attention to each other! The concrete gets too hot for kids to walk on. Maybe find a way to keep the concrete wet so kids do not get blisters. The lap pool was always closed for swimming lessons and at random times the diving boards were coned off. The lifeguards are wonderful. We especially had a good experience with a one of them when our youngest daughter had a scraped foot. His name was Mason. He was so kind, knowledgeable and helpful! We were thankful for him! The

misting areas of the Action River are okay, but the shooting jets of water are too much. There needs to be a way to avoid them. Better yet, just turn them off. The restrooms were often in need of cleaning with more toilet paper. The lap pool also needed some attention, an extreme amount of trash/hair on the bottom. The showers and bathrooms were very filthy during our visit, and we went on a really slow day with very few people there. We wish there was a family pass available. The size of the lap pool is ridiculously small for an entire city. I do not understand why they allow the diving boards to be used instead of having the entire pool open for swimmers. Only half of the pool for swimming in the entire facility is so unacceptable. The only place to swim is in that pool, so why wouldn't the entire pool be available? In addition, the time it opens is excessively late. I understand things are going on before, but there are indoor pools where lessons or teams could swim. It should be at the latest 10 AM that it opens. A baby pool would be nice as well. Bigger kids play on the splash pad area, and smaller kids need an area just for them, without water being sprayed everywhere. I am disappointed in this pool as it is the only pool we have. And why in the world did it close so early this year? Lack of employees is silly to use as an excuse on the weekends. Hire more people. It was not even open 3 months this year. Very disappointed. The staff at the desk on a number of occasions, did not even acknowledge me when I swiped my card to enter the park. Busy talking to other workers or on their phone. The standing water areas smell sour. This is an issue every time I come. The steps to slide are hot and the concrete is too hot. Install misters or another type of surface. Not enough shade in parking lot. Should not allow kids to flip into pool from edge during open swim very dangerous. Install fan over concession tables. The women's restroom is absolutely disgusting. The women's restroom needs more attention on busy days. It would benefit from a mid-day refresh because many stalls are left without toilet paper, there are no paper towels, and trash is left on the floor. On busy days, there is no place to sit, so more lounge chairs would be useful. More tubes would also be great. Additionally, there is also an insect problem around the Action River. More needs to be done to clean the bugs from the river. There was often no toilet paper and soap. It seemed dirty in the bathroom each time. Too many big kids use the little kid area making it difficult for the smaller ones to use it and be safe. The lifeguards just let it happen and don't say anything. Two sides should be open for pass holders. Summit Christian takes too long to check in. 30-40 kids. Lap pools are usually 50-100 meters. Club kids take up chairs with backpacks, not seating. Ladies locker room is always dirty. Visited four times this year and every time the women's restroom smelled poorly, and numerous stalls had no toilet paper. Lap pool needs to be cleaned more! Very gross floor and always tons of hair in the pool with tons of bugs! We have gotten season passes here for several years and it's mainly due to the quality of the lifeguards, the number of lifeguards stationed throughout the facility, the cleanliness and the nice variety of activities to choose from while we're here. We wish that the pool was open until 8 on the week days, and 9 on Friday and Saturday. In addition, it would be nice if the pool opened at 10 on Saturday and Sunday. I realize that there would be more cost incurred to do that but only being open for 7 hours a day makes for a very short day. We really enjoy the pool just wish we could enjoy it more. When visiting the pool with small children one becomes aware of how few chairs there are, especially with shade. It may be helpful to allocate specific areas to families only to guarantee there is space for those who need to have a 'safe space' for their small children and their belongings. As it is, many people in the activity pool area were sunbathers or adults lounging in the shaded chairs. Meanwhile I was not aware there were family changing rooms as they weren't very clearly marked. That would have been helpful when changing with a toddler. The front desk is also not very clearly organized and while the staff are typically very friendly, they also seem like they may need additional training on setting up accounts. There also were a few visits especially towards the end of summer where it seemed the pool had not been cleaned in a while. Many bugs and other debris such as paper towels were floating in the water. Why is the last day August 13th? Why aren't you open weekends through Labor Day? Wish they had wave pool. Red slide hurts back like cuts. A straight fast slide. What about a bucket dump like at Miller J Fields? Family membership too would be nice. Women's restrooms are gross. Would like to stay open next summer through Labor Day weekend. The weather is still hot enough and kids are not active enough. Yet again, the food stand is always out of something!

Please rate the service of the facility...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average	2018 Average
Value of your membership	29	11	13	40	55	55	3.75	3.55
Membership Options	20	22	18	61	35	46	3.36	2.88
Staff Friendliness	1	1	3	40	82	76	4.13	4.08
Staff Knowledge	17	3	6	34	75	67	4.06	3.94
General Safety of the Facility	1	2	4	25	93	76	4.20	4.00
Rules, Regulations, and Policies	4	2	3	25	93	76	4.20	4.04
Current Hours of Operation	3	19	28	44	48	50	3.36	3.47
Concessions Operations	51	1	7	31	56	55	4.05	3.73
Registration Process	31	1	7	34	64	63	4.07	4.18

I feel that the season pass holder discount should be longer than the 60 days. A discounted membership for City Employees families would be nice! In addition, the option for a gym membership with Summit Waves included would be nice as well. Add family pass option please already. Are there rules? We have seen fights, make out sessions, and marijuana smoking on the property. Seems your only rules are no running and no wave making in lazy river. This was also the least friendly staff you've had in years. They barely speak to patrons unless they are blowing a whistle. Closing early on random days due to low attendance is not acceptable! Closing early for the season is also not acceptable! Being the only public pool around and shorting your staff pay due to closing early is completely not right! Very disappointed in parks and rec! Closing early this year made the value of the pass very poor. Kids want an outdoor pool in the summer. Single day passes are too expensive. Closing for the season in the 1st week of August is terrible. Pools should be open through Labor Day weekend. Concessions are crowded and lines are long. Registration can be time consuming. Day campers that were not being supervised-very frustrating. They ran wild without anyone monitoring behavior. I was in the lazy river with my kids and several campers were throwing rocks into the water. Another time several kept racing around the pool and were told multiple times by lifeguards to stop running-they did not. Just make their counselors stay with them! They were lounging on the chairs! Ridiculous! Do not like that the lap pool closes early for swim lessons. I bring my kids in the evening after work and they have very little time in the lap pool. Swim lessons should be at the indoor pool or after closing. Also, think the facility should stay open until at least 8. Facility should be open later, maybe 8:00. Do not like the lap pool closing for swim lessons. Lessons should be after the facility closed or at indoor pool only. Family season passes need to be offered. How many requests do you need in order to do what the residents request? So many irritated people. A family of 3 or more does not want to pay \$75 per person in their family for a season pass! Hours not early enough in the morning, should open at 10:00 AM. I am very dissatisfied that you are closing before Labor Day yet the price did not go down. Legacy and Longview do not compare since they have no outdoor swim facilities. I did not purchase a pass this year. Did not think benefit outweighed cost. Sick and tired of a teenager with a whistle telling me I cannot do something. I used to really enjoy going and bought passes for three years. I feel the discount on the season passes should be minimum 90 days - March, April & May. I like that since the opening of Summit Waves, the season pass includes the family nights. Not much perks to having a pass, so that helps. I feel this year was a little over kill with the lifeguards running (which they blow the whistle at kids for running) to their next station, I do not think it is needed to run, practice safety so the kids see safety. I even heard some kids holler this year, walk don't run to the lifeguards, not sure if this was put into effect my management, but I do not see the purpose. In the past, lifeguards, I see, go from station to station and do not play around so no need to run. I do not like that the lifeguards no longer have shade in the lap pool either, why is that?? It helps to rotate and to be shaded part of their day. I must say that I am not happy that the season was cut short to Aug. 13th. I paid the same price and yet I have been cut short on the amount of days that we can come to Summit Waves. I know that you have offered the other 2 facilities until Labor Day weekend, however they are not even close to being able to accommodate young children/toddlers as what the kids pool area at Summit Waves does.

In addition, I have no desire to go to the other 2 indoor pools as I feel it will be very crowded with everyone that will be going there because Summit Waves has closed for the season and those are really their only options. I am not happy with the thought that I paid the same price this year on my membership, but I am not receiving the same value as what I have in the past. The season pass price should have been cheaper because of SW closing over 2 weeks earlier. It would be nice to stay open through Labor Day. I still think the park should open sooner in the day and stay open later, no private classes there. I think that season pass holders should be able to renew their passes online rather than requiring the passes to be purchased in person. I also think there should be more rules posted regarding behavior in the Action River. This would enable the lifeguard to get the offender's attention and point to the infraction. Some lifeguards do not address problem behavior like wrestling/rough housing at all, so maybe this would help. I think you should be able to leave and go to the park to have a picnic lunch and still be able to come back in. I do not think the 5 minutes you are allowed to leave makes any sense. I was not impressed with the lack of lifeguards in the action river this year. Many days there would not be one at each post, leaving portions of the river not actively monitored. I wish Family Passes were still a thing. Staff is awesome. I take my grandkids and am also so pleased with the lifeguards. They are professional and take action quickly when needed. I wish that the hours were longer for those of us that work later but would still like to take our kids to the pool for a bit. I would like to be able to go to the pool before noon. I would like to be able to buy season passes online. Why is there not a family pass? I would like to see a household/family membership option. I would also like to see later hours. It's difficult as a working parent to take the kids to Summit Waves during the week because it closes well before dark. I would like to suggest a way for the pool pass to be incorporated to your membership at the other two facilities during the summer. For the size and type of water park, I feel that the price of membership is high compared to a membership to WWF/OOF. I'd like to see a family pass offered. I wish you could open the action river for an hour or two in the morning (10-12) for adults only and allow them to walk around the river backwards for exercise. It is ridiculous that you close in the middle of August. Hire adult lifeguards! I decided this year that I won't be buying any more season passes to SW. Why? Too much money for too short of a season. The main pool wastes so much space for the diving board, allowing only a small area for free swim. And it smells horrible. I wouldn't even let my kids swim in it. Your pools are dirty. We will be buying our passes at the Blue Springs Centennial Pool. It's very clean, has attentive lifeguards, and is only about \$150 for 7 total people for the season. It was confusing to register; the website was not easy to navigate. I wish you provided kickboards. It would be beneficial to have multiple levels of membership offers. For instance, x-number of visits or 1 day a week only type set up versus an overall all or nothing style. As stated above the staff during registration seemed uninformed and initially had me at a non-resident rate even though I'm a resident. Current hours of operation for weekends could use some expansion. Morning hours are often just as hot as the afternoon and are more ideal for younger families to allow a quieter experience while also getting in nap time in the afternoon. It would be great if the pool opened an hour or two earlier. It would be nice if you were open more late nights, particularly when it's hot and on weekends. I think the pool is great and I do see other guards doing a wonderful job keeping swimmers safe. Need a family annual membership! Need family pass and more evening hours to public. Need longer hours. Needs to open earlier in the day. Unhappy that you are closing before Labor Day. Not opening until noon and closing at 7 makes it difficult to enjoy the pool as a family. Occasionally it appeared the lifeguards were not as attentive as needed, especially in the lap pool area. Open earlier. Really, wish Summit Waves opened earlier. Noon is a late start for a day at the pool. In addition, wish Summit Waves stayed open until Labor Day. It is still very warm and not many places to swim in the area. Season passes are priced and structured unlike any other attraction I've ever heard of. Season passes to almost any place (such as the zoo or amusement parks) are a good value if you visit 3 times. I would also think a family pass like the zoo would be possible. The fact that almost every attraction uses this model leads me to believe that the increased revenue from upselling most customers to the season pass far outweighs the increased traffic. Should open earlier. Should open to the public at 10am. Staff needs better knowledge. Staff should be more watchful of teens vaping while on the premises. The facility should open at 9 or 10am. Noon seems a bit late. The lap pool closes at 6 pm for swim lessons. How is that fair to the working population who get there anywhere between 5:30 to 6 pm? There has to be some thought

given to changing these times. There are already swim lessons after the pool closes, why limit the lap pool in such a manner? The lifeguards are inconsistent especially by the slides. The park opens too late and closes excessively early during the summer. I feel like it decreases the value of the membership. The big pool is too crowded because of the amount of time given for the diving boards. The membership is too expensive. It is only \$25 less than Worlds of Fun and Oceans of Fun combo season pass. It needs to be cheaper, have a payment plan or family plan option. There needs to be a family pass. Buying three passes all at individual prices seems a bit ridiculous. This is the second year we have had a family membership. My 6 year old son went down the inner tube slide only twice this year as both times his tube flipped over and he hit his head...The first time he was able to get away from the tube and came out after it but the second visit on a later date he was stuck upside down in the tube and was freaked out. We had to leave since his head hurt so bad. People on the ground and up top waiting to come down were able to hear the moment he hit his head. We talked with him and asked if he was moving around or sitting wrong which would cause him to flip and he said no, he was doing what he was shown to do last year when sitting in the tubes. I am not sure if your water speed or the tubes changed since last year, but he refused to do the slides the rest of the season. He had no problem with the slides last year and they ended up being his favorite thing to do so we were sad to see he won't try them again. This was my first season pass that I purchased to take my 2-year-old grandson. We had a good time each visit. I would suggest letting small kids use smaller floats in the lazy river. Very expensive both single and memberships. Should have a set price for a family. Concession food is not good and often cold. The kids working at concessions and as lifeguards are rude and clueless. Way to expensive! We are not residents of Lee's Summit and only visit Summit Waves on special occasions. One of those was an annual trip over Labor Day Weekend. We were so disappointed that Summit Waves will be closed over that weekend. Every other water park is closed that weekend as well. What a loss of income for Summit Waves and a disappointment! We have been a season pass holder for many years now and have been asking every year for family discount on passes as your season pass is only a few dollars cheaper than Worlds and Oceans of Fun combo pass and get a lot more for your dollar for the price. The cost for season ticket prices is extremely high and many families we know are canceling Summit Waves passes due to the high price as we have to choose between the two parks. We need better family price structures! We noticed improved interaction between the lifeguards and patrons this year. Specifically, increased attention to ensuring that teenagers were abiding by the rules. We have had numerous past experiences of obnoxious teens. This was improved but could still use a little work. e.g. We watched a couple of teens arguing with the guards in the action river. They eventually moved to the pool and did the same thing. Then to the slides. If teens argue with staff and are causing disruptions to the enjoyment of other patrons, they should be escorted out and banned according to some established and consistently applied process. We purchased a membership three years ago for two people. We now have more members in our family, and it is not affordable to purchase memberships for each person. We have been going to other pools since due to the cost. We would love to see a family package. We have 5 kids and that has prevented us to getting a season pass this year. I know other pools serve their communities with this deal. Please consider this option. When I told a lifeguard about a bullying situation happening at that moment, she told me that it was not happening on her side of the pool so to tell the lifeguard across from her. Speaking to a parent that way and shirking responsibility was a poor way of handling the situation. Wish it opened earlier like 10. Makes it hard when you have young kids who take naps in the afternoon. Wish pool hours were longer. Wish there was a family pass option. Wish you opened earlier; noon is naptime. Also, wish you didn't close so early in the season. Would be nice if it opened earlier in the day. Would be nice to stay open longer for the people that work, I understand the swim lesson part to though. Would love to see a family membership for a reasonable price. With a family of 6 it gets expensive when we can spend a little more and go to WOF which offers so much more.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average	2018 Average
Overall rating of Summit Waves	1	5	5	40	86	64	4.0	4.11
Overall rating of Lee's Summit	4	1	3	30	83	80	4.21	4.26

Parks and Recreation								
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I felt some days when there were large groups there that the facility was more interested in the profit than the safety of the kids. On several occasions there were large groups with not enough supervisors, making the pool and the lazy river unsafe. I spoke several times to management; they all had the standard answer thank you for letting us know. A family pass would be greatly appreciated. A larger pool or another pool would be better. The lap pool is very small and crowded. All the experiences I have had have been good. I thank you guys. As far as Lee's Summit Parks and Rec goes, I love the extensive offering and good upkeep of the parks. I do want to see all of the rubber mulch anywhere and everywhere removed as soon as possible and it would be responsible to close those parks that have it until it's done. It is very high in lead. Have it tested? Recycled rubber is highly toxic. It stinks, it off gasses. It overheats. On an 85-degree day, grass might be 93 degrees, but synthetic turf, rubber mulch, poured in place rubber, get to 140 degrees and have killed people. Small children and babies ingest rubber mulch pieces and lead poisoning looks a lot like autism. Lead may detox out of the body, but the damage is permanent. Brain damage. As an adult, untreatable high blood pressure and heart problems. Many lifelong, serious side effects. And it does not take eating it to do it. That dust even from the poured in place rubber gets on children's hands and they put their hands in their mouths or eat snacks all day. It's an easy thing to use something else. Playgrounds in DC have been closed for this. They should be everywhere. This stuff seemed like such a nicer alternative at first, kids might bounce, no one is throwing anything, but it's recycled tires. Nothing is good about that for children or anyone. Rubber is horrible for our health and the earth. It's necessary for tires and whatnot, but grad is great, and engineered wood fiber EWF is the best, nontoxic, cheap, and wheelchairs can still easily roll across them. Change lifeguard uniform. Those poor kids should have white or red wicking shirts and cooler trunks. Girls should not have high cut suits and allow them bottoms. Give kids bucket or baseball type hats to protect their scalps. There is plenty of money! Black in the heat and sun is a terrible idea. Stop that now! Don't like how early the facility closed this year. Mid-August is ridiculous. Certainly, didn't get my money worth out of buying a season pass! Family passes need to be made available. Lee's Summit is family oriented but the individual pricing for season is hard on young families and seniors with grandchildren. Family season passes need to be offered. How many requests do you need in order to do what the residents request? So many irritated people. A family of 3 or more does not want to pay \$75 per person in their family for a season pass! For the price, this place sucks. Better trained staff and new management would be my first suggestion. There is next to no shade by the actual pools. The food is gross and takes forever. There are a lot of inner-city kids going there now and the teens are out of control. The lazy river is a war zone of splashing, wrestling teens. Greenwood needs to be considered resident. Our tax dollars go to Lees Summit Schools, etc. I feel I was charged too much for a shortened season at Summit Waves. I feel like for the price there could be some updates done in the next few years. We had a season pass and honestly, my daughter did not really want to go most of the time. When I asked why she stated that she gets bored there and it is sometimes dirty. I just do not care to go much due to the uncomfortable lounge chairs; I really cannot sit in them longer than 20 minutes or so at a time. I like the variety of music played in the pool areas. I did not like the practice drill this year, it seems to scare a lot of people, many people thought it was real, some little kids got upset and the lifeguards would be laughing as they were doing their demonstration in the lap pool. I am a frequent visitor of the pool, I would like to see a bigger lap pool and still do not like the hours of the pool, feel it should be open earlier and stay open later. The rush of the day cares between noon and 3, it makes it hard to find a sit, many of the kids do not even use a lounge other than to place their towels on and limits the places for people to sit on. I think the swimming lessons should be done at facilities so the pool can be used for people to use the pool to swim. I like to swim and float in the deep end. 15 minutes of every hour is allotted to "free swim". Take out the diving boards. They are unsafe for youngsters who have to be saved. The lifeguards do a good job and I can see their training is sufficient but take it easy on the whistles please. I love Summit Waves! It's a great addition to the community. I rated poor because of season and family pricing. First, the cost of a season membership is ridiculous compared to other facilities like Whitewater and Oceans of Fun. The breakeven is like 8 trips compared to 2.5 with other parks. Second, there is no family options. The cost to have a season membership for 4 kids and 2 adults is outrageous. The resident pricing

makes no sense and should be revisited. I really appreciate the addition of the season pass holder line/check in this year. It made it so much easier and quicker to check in versus waiting in a long line behind people purchasing single day passes. Thank you! I wish it would open earlier in the day, even if only to season pass holders using the action river only. While indoor pools are nice enjoying the summer weather at an outdoor facility is better. I wish LS parks would consider putting in another pool. Summit Waves is our only pool and it is always packed. I wish that there were more shady spots and something to coat the ground when walking in the sunny areas. Also, maybe no food out of the concession area. There have more than a few times that I've found my towel and stuff thrown in a puddle of ketchup or something because someone didn't want that chair and saw fit to move our stuff. I'd like to see some creative aspects improved, not just have things to meet a ratio of parks to people, but to have parks and things that make other cities want to be like us. If you made a family day pass that would be great! Paying per person for a family of 6 gets to be expensive. We can only come a few times in the summer because we cannot afford it. In addition, you should not have to wait at concession stand to buy a lock. Lines are too long. Those should be at front gate to purchases. It was disappointing that you closed so early this year. We usually come to the pool the first weekends after school ends prior to Labor Day. I would like to see Friday night swim time added, as well as those weekends before Labor Day. If school ends super late and you close the pool early, it feels like we were jipped several weeks of swim time. Personally, we were unable to come as much as in the past this summer, making us feel that we may just not get the passes next year. In addition, it would be nice to have later hours on Friday evenings in the summer, giving those who work more opportunities to come swim as a family. I get that you do family nights occasionally, but I think expanding this to a weekly thing would be profitable for the facility. Joe Snook was a poor choice as Administrator. Lifeguards in lap pool usually don't seem as attentive overall, as they do in other areas. I have noticed some not scanning at all, but instead being focused on something funny, etc. going on in one area of the pool. Love all the pools. Pool should stay open through Labor Day as previous years! Not ok to screw pass holders like this as well as the rest of the community, Summit Waves is still a great water park even if it is mostly geared for older children and teenagers. Lee's Summit Parks and Rec is also great although more shaded playgrounds would be a plus. Tearing out every tree to put in parks is annoying. The hours and the lack of a real swimming pool are a bummer. When the diving boards are in use, there are so many people in the lap pool that it is too hard to even teach my child to swim. Too many unsupervised camp kids. We have been season pass holders for 10 years. Each year it gets worse and worse. We have seen people smoking marijuana in the parking lot multiple times, fights, couples practically undressing each other in the lap pool and lazy river, and this year you are closing before Labor Day. We will not be buying season passes ever again. It is sad to see a once awesome facility succumb to trash. We need a family pass again and the locker rooms need cleaning more regularly. We were also frustrated to see the park would be closing 3 weeks early this year. When we questioned the front desk staff, they were unaware that the closing date was not normal, and that Labor Day weekend was usually the last weekend it is open. I feel if the park is going to close early pass members should be informed much earlier. We found out less than a week before it was closing by sheer luck. I understand we were able to use some other facilities, but we signed up for a Summit Waves membership and planned to use this location. If the park is closing early, season pass holders should have been given an option of either a pro-rated refund for those weeks or a discount on next year's season passes. Wonderful to have a good parks and rec department that cares for the town and residents. I tell people all the time that it's one of the best reasons to move here. Would love to see a family membership or a punch pass membership. We usually only go a couple of times because we have a neighborhood pool but would go more if we could go for less than \$7 each.

JANUARY 2020 COMMENT REPORT

Attached are 42 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 42 comments, 19 were positive, 13 were comments making suggestions, questions or requests and 10 were negative.

FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR DECEMBER 2019

Summit Waves

 **Mallory Casey** recommends Summit Waves. December 23, 2019 at 2:55 PM · 🌐

Love ❤️ the LAZY RIVER! Very relaxing on a HOT SUMMER DAY 😊

Like Comment Share

Longview

 **Jackie Byrum Harvey** recommends Longview Community Center. December 3, 2019 · 🌐

Very helpful employees and I've really enjoyed all my classes so far! (That's not my body speaking!). LOL!

1 Comment

Like Comment Share

 **Jodi Bell Jordan** So glad you are enjoying it! Keep up the great work!

 **Amy Pelkey Brake** recommends Longview Community Center. 5 hrs · 🌐


Matthew was the best tour guide, his enthusiasm alone about this beautiful facility was enough to sway us. Affordable with convenient hours. Kids love the pool and basketball!

1 Comment

Like Comment Share

 **Longview Community Center** Thank you for your feedback Amy. I will share this with Matthew. Welcome!

Harris Park

 **Angelo Wright Jr.** recommends Harris Park Community Center. December 7, 2019 at 4:31 PM · 🌐

Very nice center, the space is beautiful.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	LCC	Complaint	10/28/19	Mike Hedrick	Ola Shobowale	Sue Brown	Light bulb out in women's showers.	Staff checked the lights in the women's locker room showers and discovered the ballast in the first shower of the women's locker room was faulty. Staff brought in the electrical contractor on 10.29.19 to look at the issue. The faulty ballast was bypassed to allow the use of LED bulbs that will last longer, without any ballast issues going forward. The light bulbs have been replaced with LED bulbs and the light is back on in the shower. OS
2	LCC	Complaint	11/21/19	Devin Blazek	Shelby Dawson	Jackie Beaty	I am a swimmer and have been a swimmer my whole life. I cannot handle this cold water in the pool. After an hour of intense exercise, I still have goosebumps. Please just give us a couple of degrees of heat. I am freezing!	Staff has found that keeping both the lap and leisure pool at 84 degrees is best to accommodate the diverse use of the pool by LCC patrons. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperature, and various other factors. Yesterday, both pools were within the acceptable temperature range and were reading at 84 degrees. At this time, staff does not recommend a change to the water temperature. SD
3	LCC	Complaint	11/15/19	Mike Hedrick	Sal Badali	Wendell Bradsher	The audio on the treadmills do not work. Please let me know how to operate the TV audio.	The current treadmills at Lovell Community Center do not have TV and audio functionality. Each TV is marked with a specific station that patrons would need to tune in to via FM radio or radio app for smart phones. Patrons are welcome to bring in their handheld radios, or LCC also has six handheld radios at the welcome desk available for check out and use while exercising at the facility. Staff contacted Mr. Bradsher thanking him for his comments. Staff let him know he would be able to listen to the TVs on a handheld radio or through his cell phone by tuning into the specific station marked on the TV. Mr. Bradsher thanked staff for contacting him about his comments. -SB
4	LCC	Complaint	11/24/19	Devin Blazek	Shelby Dawson	Margaret Koss	The leisure pool is too cold. We were only in the pool for twenty minutes and our son's lips were blue. This is the second visit in a row like this. Please correct ASAP.	Staff has found that keeping both the lap and leisure pool at 84 degrees is best to accommodate the diverse use of the pool by LCC patrons. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperature, and various other factors. Yesterday, both pools were within the acceptable temperature range and were reading at 84 degrees. At this time, staff does not recommend a change to the water temperature. SD
5	LCC	Complaint	12/20/19	Mike Hedrick	Sal Badali	Dawn Childs	Being a long standing Rev Up participant I have experienced several changes in the program and the assessment measures. Most, until now, have still resembled a measurement of "health" and "wellness". I do not feel, as a participant and local healthcare provider, the current assessment criteria is beneficial physically or mentally for participants. The one-time max strength assessment is NOT a positive direction for this program. It increases the risk of injury by causing undue strain on joints, ligaments, and tendons. It does not accurately represent the overall health or well-being of a participant. We are not doing Rev-Up to see how much weight we can possibly lift, push, or pull. We are participating in a "wellness" program, not a weight lifting program. In addition to the one time max assessment the use of capped reps for the push-ups and squats is a moot point, especially, if a participant can already do 20 push-ups or 20 squats this assessment has zero validity. The use of wall sits, crunches, plank, or push up to fail, step test with pulse for cardiovascular recovery, and flexibility measures are much more efficient in demonstrating success and reflect the participants' core strength achieved by the resistance training and cardiovascular exercises. The biometric screening of weight, body fat %, and inches lost serve as a much stronger motivator for continued participation in the program and increases the potential for an individual to retain the healthy lifestyle habits they learn with this program. Wellness and building balanced healthy habits should remain the primary focus for the Rev Up program. That is why I and other healthcare providers have endorsed this program for their patients who need support building balanced healthy habits for their lives and lifestyles. Interval resistance training is supported well in the literature as being most beneficial for prevention and risk reduction, especially in the presence of chronic disease management. The program overall has the potential to help individuals reduce cardiovascular morbidity and mortality, improve	Ms. Childs, Thank you for your comment and for your continued participation in Reload. Patron comments are very important to us and often times help us improve. The current strength assessment was implemented in the RevUp program due to requests from participants for a strength assessment. It was recommended the strength assessment be an option, not a requirement for participants that were wanting to have a strength assessment. I have spoken to your RevUp trainer and I apologize that it was not presented to you as an optional assessment. Our purpose for this program is to administer a general fitness, nutrition, and wellness program for the community to develop and support healthy lifestyle choices. This program is not a "weightlifting program" and was not headed in a new direction. After review of the program the assessments for the next RevUp session starting on January 20th will change to national standardized tests that are recognized by the American College of Sports Medicine and the National Strength and Conditioning Coaches Association. The training participants receive in the RevUp program is based upon your trainer. If interval training is something you feel strongly about, please talk with your RevUp trainer about possibly including interval training in your daily exercise routine. Exercise and resistance training in general lowers the risk of cardiovascular disease, insulin resistance/glucose metabolism, and osteoporosis. Thank you for communicating your concerns with the RevUp program. Feedback is important and allows us to provide better service to the community. I hope we have clarified your concerns, if you have additional concerns during the program please contact me directly at sbadali@cityofls.net or 816-969-1513.
6	LCC	Complaint	12/16/19	Mike Hedrick	Ola Shobowale	Multiple Patrons	Too cold in the cycle room. Need heat /AC controlled in the room.	After receiving these comments, staff checked the cycle room thermostat on 12.18.19, and determined the system was operating correctly. The set point range for the room is 68F-72F, which is the low to high temperature set point for the room. Staff confirmed the HVAC central computer system was also at these set points. Staff will continue to monitor the temperature in the cycle room and adjust the set points if necessary. OS
7	LCC	Complaint	12/5/19	Mike Hedrick	Ola Shobowale	Rick Esterl	I think it is time to give our country a new flag for Christmas. The one in front is a disgrace.	After receiving this comment card, staff checked the flag and discovered it was torn. Staff immediately removed the flag and ordered a replacement. The new flag was placed on the flag pole on 12.11.19. Staff will be more diligent inspecting the flag and replacing it as needed. OS
8	LCC	Complaint	12/27/19	Mike Hedrick	Ola Shobowale	Darin Kennedy	I come daily, and the basketball floor is getting slicker and slicker because of dust. Several people are having the same problem, I don't know what the maintenance schedule is, but you might ask someone who takes care of a school court. This is becoming a dangerous situation, but should be easily remedied.	After receiving this comment, staff checked the gym floor, and discovered nothing outside the ordinary for a recently used gym floor. Staff ensured the floor was properly swept and dust-mopped as it is usually done after daily activities in the gym and every night. On 01.02.19, staff contacted the patron as requested, and he was very appreciative of our communication and the swift response to his comments. The floor scrubbing machine is used on the gym floor three times a week, and the floor is swept and dust-mopped on a daily basis. Staff will ensure that the gym floor's daily maintenance schedule is strictly followed. OS
9	LCC	Compliment	12/2/19	Mike Hedrick	Heath Harris	Anonymous	Michaela and Ruth make me feel so at home at Lovell. So much, in fact, that I try to push my garage door opener button on accident, thinking that I'm at home.	Staff appreciates the positive comments. Ruth Buckland is a full-time service representative and Michaela Luna is a part time service representative at Lovell Community Center. Staff will share this comment with Ruth and Michaela and they will be recognized at the next staff meeting. HH
10	LCC	Compliment	12/9/19	Mike Hedrick	Heath Harris	Tom Lovell	Never seen this facility cleaner, friendlier or in better repair.	Staff is appreciative of these comments. Staff strives to make each patron's experience a positive one while they enjoy LSPR's first class facilities. Staff will share these comments with all staff members at the next staff meeting. HH
11	LCC	Compliment	11/27/19	Mike Hedrick	Sal Badali	Jeff Upton	Thanks for the new pickle ball nets, they are outstanding!	This is the first comment staff has received regarding the new pickle ball equipment. Staff conducts daily inspections of the pickle ball equipment at Lovell Community Center. After inspection staff recommended the replacement of two systems and two nets. These items were replaced on 11/27/2019. -SB

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
12	LCC	Compliment	12/2/19	Mike Hedrick	Jenny Brennan	Pat Baxter	Pam does a great job with yoga as well as cycle. I appreciate her efforts.	Pam teaches cycle at 9:30am on Monday's and Yoga at 10:30am on Monday's. Staff will share the comment with Pam and recognize her at the next staff meeting. JB
13	LCC	Compliment	12/17/19	Mike Hedrick	Jenny Brennan	Jacqueline Friedhof	Stephanie the massage therapist was outstanding. Excellent job! She is warm, personable and relaxing. Will definitely be back	Staff appreciates the feedback and will share the comment with Stephanie and recognize her at the next staff meeting. JB
14	LCC	Compliment	1/8/20	Mike Hedrick	Jenny Brennan	Unknown	Love Lori in Zumba. She is so bubbly and she makes the class super fun.	Lori Elliott teaches Zumba on Monday's at 11:30am. Staff will share the comment with Lori and recognize her at the next staff meeting. JB
15	LCC	Compliment	12/20/19	Mike Hedrick	Jenny Brennan	Valerie Saul	Last week the 9:30am cycle class with Trenice was overflowing. Instead of turning away the extra person (it was their first time in class), Trenice gave the new person her bike so she could join the class. Trenice is an excellent instructor.	Trenice is a long time instructor for LSPR and teaches many different formats. Staff is grateful for the professionalism and commitment Trenice has towards her classes and LSPR's patrons. Staff will share the comment with Trenice and recognize her at the next staff meeting. JB
16	LCC	Compliment	12/28/19	Mike Hedrick	Jenny Brennan	Unknown	A patron stopped by after a personal training session with Dominick and could not praise him enough. He says he has emphysema and is getting stronger and better thanks to Dominick. He pushes him the right amount but not too hard and is thankful for him.	Staff appreciates the feedback on Dominick and his training. Staff will share the comment with Dominick and recognize him at the next staff meeting. JB
17	LCC	Compliment	1/9/20	Mike Hedrick	Jenny Brennan	Numerous	Staff received 8 positive comment cards regarding Tammy and her instruction, professionalism, positivity, and how she makes people feel welcome.	Tammy teaches 9:00am Cardio & Core and 10:00am 20-min HIIT on Tuesday's, 11:30am Total Body Max Burn on Wednesday's, and 9:30am SET on Friday's. Staff appreciates all the feedback regarding Tammy and her classes. Staff will share each of the comments with Tammy and recognize her at the next staff meeting. JB
18	LCC	Compliment	12/19/19	Mike Hedrick	Jenny Brennan	Unknown	I like how Lindsey is changing it up for each of her 3 yoga classes so they are not all the same. Keep it up!	Lindsey teaches yoga for LCC at 10:30am on Monday's, Wednesday's and Friday's. She does a great job making sure her classes do not become stale. Staff will share the comment with Lindsey and recognize her at the next staff meeting. JB
19	LCC	Compliment	11/8/19	Mike Hedrick	Jenny Brennan	Diane Harriman	Anna did a great job subbing for Tammy in SET today. Short, energetic bursts. She told us when we had 10 seconds left, water breaks, modifications, then told us what muscle groups then suggested weight (heavy, medium, or light). Gave us lots of encouragement. Tammy has some big shoes to fill and Anna did a great job. Love the format, cardio and weights.	Staff appreciates the positive comment card regarding Anna's instruction. Anna teaches HIIT on Monday's at 5:30pm, and Bootcamp on Thursday's at 5:30pm, but subs for her fellow instructors regularly. Staff will share the comment with Anna and recognize her at the next staff meeting. JB
20	LCC	Question	12/10/19	Mike Hedrick	Sal Badali	Jesse Schreuder	Could someone please contact me to explain the policy about the weight room off the track and its availability?	This is the first comment staff has received requesting information and availability of the person training room. Staff contacted Mr. Schreuder and let him know that RevUp and Personal training receive priority in this room followed by patron use. If a patron needs equipment at any time they are allowed to get it from the personal training room. Currently, there is a sign on the personal training room door for trainers to use when the room is in use. Mr. Schreuder stated "signage would be a great thing to include inside the personal training room stating that RevUp and Personal Training have priority in this room." He also thanked staff for contacting him. Staff does not recommend signage at this time but will continue to monitor comment cards. -SB
21	LCC	Suggestion	11/18/19	Mike Hedrick	Sal Badali	Mike Hathcock	Any chance you could replace a couple of elliptical in the cardio room with treadmills? Thanks.	This is the first comment staff has received requesting treadmills in the cardio room at Lovell Community Center. Staff reached out to Mr. Hathcock and let him know that 3 treadmills, 2 ellipticals, and 2 recumbent bikes were replaced in October, and there is not a plan to replace anymore cardio equipment at this time. LCC currently offers 12 treadmills in the weight room area of the facility. Treadmills cannot be placed in the cardio room due to the limited number of electrical outlets. Mr. Hathcock thanked staff for contacting him about his comments. -SB
22	LCC	Suggestion	12/9/19	Mike Hedrick	Jenny Brennan	Unknown	Can we please have a dedicated Pilates that Carl doesn't teach.	Staff is adding an additional Pilates class on Sunday's at 5:00pm beginning in January to accommodate the influx of patrons as well as the additional Pilates requests. This class will be taught by Anna Buser, who is a certified Pilates instructor. JB
23	LCC	Suggestion	1/3/20	Mike Hedrick	Sal Badali	Micah Bottemuller	The facility needs a glute ham developer.	This is the second comment staff has received requesting a glute ham developer. Staff contacted Mr. Bottemuller and let him know that in 2017, staff purchased new strength equipment for Legacy Park Community Center. The strength equipment includes a hamstring curl, glute extension, leg press, hip adduction, and hip abduction machine which will work and isolate the same muscle groups of the glute ham developer. Mr. Bottemuller expressed his serious concern for the need of more functional equipment in the weight room. He also stated the days of single machines devoted to one muscle group is a thing of the past. Staff thanked him for his comments. The cost of a glute ham developer is approximately \$1,600. A glute ham developer is 73"x 44.5" which would take up a considerable amount of space in the weight room. Staff does not recommend the addition of a glute ham developer at this time. -SB
24	LCC	Suggestion	12/9/19	Mike Hedrick	Jenny Brennan	Beth Slinkard	Add more Pilates classes during the week in the evening like 4:30pm or 5:30pm.	Staff added an additional Pilates class on Tuesday evenings at 5:30pm that began on January 7th, 2020. Staff spoke with Beth to let her know about the new Pilates class that is now available at Lovell Community Center. Beth was pleased to hear about the addition of the class and thanked staff for the information. JB
25	LCC	Suggestion	1/7/20	Mike Hedrick	Heath Harris	Melissa Simms	Can you please put up a big sign saying walkers to leave outside lane for runners? It is extremely hard to run laps anymore.	The track rules state the inside lane is for walking, middle lane is for walking/jogging and outside lane is for running. These rules are posted along the track in nine places. Staff will work with the weight room attendants and facility supervisor to ensure the track rules are being enforced and addressing these issues moving forward. HH

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
26	Lowenstein	Question	12/6/19	Steve Casey	Patricia Denny		<p>The new sidewalks were recently installed on the East side at Lowenstein Park. Why would the LS Park Department allow a sidewalk to be installed at the bottom of the hill just west of the "water feature/pond" such that the sidewalk clearly has a low spot that will constantly be filled with dirt, debris water, and ice when cold? Why wasn't a culvert installed under this low spot on the sidewalk? This is the same issue the residents have experienced over the years on other parts of Lowenstein's path. This is unacceptable and should be corrected immediately. Thank you for your attention to this disaster waiting to happen!</p> <p>Steve,</p> <p>I truly appreciate your prompt response. As you know, I've participated in many meetings regarding the proposed changes to the park as I live in Bent Tree Bluffs and walk the park trail daily. The location of the new north/south trail is great! It is the slope (or dip) in that north/south trail that concerns me. In the past, we've had similar drainage issues across the trail in that park. The most recent correction was when the ground was graded and a culvert was installed along the south trail by the tree line (west of the butterfly garden). I just do not understand why the new north/south connector trail was purposely installed so water would flow across it in one area. Even with grass on that uphill section, water will flow across it, and park users will encounter slippery conditions including ice when it is cold.</p> <p>I totally agree that the trail is not cleaned of ice/snow, and that users should exert caution. I just don't understand why a culvert wasn't installed in that section of sidewalk similar to the south section and the one near the butterfly garden.</p> <p>You have a thankless job of listening to residents and balancing funds vs requests. So, I just want you to know that I appreciate you listening to my</p>	<p>Ms. Denny:</p> <p>Thank you for your comment. I am not sure specifically what area of concern you are referring to but I will take a look at this section of trail. This section of north/south trail was installed to connect from the north creek bridge to the trail on the south end that now loops around the new pond and up to the far east end of the park. These plans were shared with the neighbors at a public open house at the park in November 2018.</p> <p>Up slope of the trail will be turf and other pervious conditions so runoff and sheet flow will likely be very low. If this is graded properly then runoff should sheet across the trail without any significant impact as this is very common in many of our park trails. Trail users should use caution if there are icy areas along park trails and we do not typically do snow/ice removal from park trails.</p>
27	LVCC	Complaint	12/2/19	Jodi Jordan	Eric Schooley	Craig Hope	<p>I expect I am not voicing something new. The men's locker room/ shower is in need of remodeling. It has not been changed in 30 years since I was a lifeguard here. I would love to see the shower area uplifted to offer more privacy. The lockers are rusty. The rec center is a great facility. The men's locker room is the last item to remind us of the age of this building.</p>	<p>MCC-Longview remodeled the locker rooms four years prior to LSPR purchasing the facility. At the time of purchase LSPR staff felt after completing intense cleaning and painting of the locker rooms, they were functional and decided to focus our renovations in other areas of the facility.</p> <p>Staff conducted a survey of the LVCC members in the fall of 2019 in which the patrons indicated they would like to see the locker rooms remodeled. Staff will continue to monitor the condition of the locker rooms and plan for future renovation once the funds are available.</p>
28	LVCC	Compliment	12/14/19	Jodi Jordan	Lisa Chism	Anonymous	<p>Izzy in childcare at Longview does an excellent job.</p>	<p>Isabella "Izzy" King is a childcare attendant at the Longview Community Center. Staff will share this comment with Izzy and recognize her at the next staff meeting. LC</p>
29	LVCC	Compliment	12/11/19	Jodi Jordan	Lisa Chism	Janet Harsha & Debra McCurley	<p>The 10am aqua class with Teera on Tuesday is great. I am requesting that Teera also teach the 9am aqua class. Is there a possibility of having her teach both the 9am and 10am aqua classes, as more people would</p>	<p>Staff appreciates the positive comment cards regarding Teera's instruction. At this time, Teera's schedule does not allow her to add more classes to her schedule. Staff will consider adding more classes with Teera in the future if her schedule allows. These comments will be shared with Teera and she will be recognized at the next staff meeting. LC</p>
30	LVCC	Compliment		David Dean	Jodi Jordan	Sharon Williams	<p>Pam at the front desk always greets clients by name and with a big smile. She makes me feel welcome every visit.</p>	<p>Pam Harris is a service representative at the Longview Community Center. Staff will share this comment with Pam and recognize her at the next staff meeting. JJ</p>
31	LVCC	Compliment	12/11/19	Jodi Jordan	Lisa Chism	Kathy Wilhoit	<p>I think Jennifer is a good teacher and I enjoy her classes.</p>	<p>Staff appreciates the positive comment card regarding Jennifer's instruction. Jennifer teaches the 10am Fit Fusion class at Longview Community Center on Monday and Friday and the 9am Aqua classes on Monday and Saturday. Staff will share the comment with Jennifer and recognize her at the next staff meeting. LC</p>
32	LVCC	Compliment	12/11/19	Jodi Jordan	Lisa Chism	Mary Ellen Byrne, Anna Pearson, Kathy Wilhoit, Sharon Williams	<p>Staff received multiple positive comment cards about the Silver Sneakers Circuit class led by Gulshan Ari on Wednesdays at 11am at Longview Community Center. "The class is very enjoyable and worthwhile. Class is energizing and I always feel uplifted when we finish. I complete class knowing I've had a great and fun workout."</p>	<p>Staff appreciates the positive comment cards regarding Gulshan's instruction. Gulshan teaches several popular classes at Longview Community Center including Zumba, Aqua Zumba, Silver Sneakers Circuit and Silver Sneakers Splash. Staff will share these positive comments with Gulshan and recognize her at the next staff meeting. LC</p>
33	LVCC	Compliment	11/29/19	Jodi Jordan	Lisa Chism	Jerlean Marshall, Jim O'Shea, Menita Talahan	<p>Cathy did a great job subbing Silver Sneakers Yoga at 10am on 11/29 for Lisa. Enjoyed the class. Great cool down/relaxing yoga class. Instructor was great for addressing stretching. Very good for seniors trying to limber up all of our joints. Loved all of the poses. Will take her class again, please allow her to sub in the future.</p>	<p>Staff appreciates the positive comment cards regarding Cathy's instruction. Cathy is a pilates/mind-body instructor who recently received her Silver Sneakers Yoga certification and subs regularly for others. Staff will share positive comments with her at the next staff meeting. LC</p>
34	LVCC	Compliment	1/6/20	Jodi Jordan	Lisa Chism	Kent Bradford	<p>Sarah did a great job of leading the 9:30am cycle class at Longview.</p>	<p>Sarah Crawford is a personal trainer and fitness instructor who regularly teaches aqua fitness at Longview on Thursdays. She has taken over the 9:30am cycle class effective January 2020. Staff will share positive comment with her and recognize her at the next staff meeting.</p> <p>Staff thanked Mr. Bradford in person for his positive comment. LC</p>
35	LVCC	Compliment	1/7/20	Jodi Jordan	Lisa Chism	Shirley English	<p>I really enjoyed the Tuesday 10am yoga class with Cathy at Longview. I understand she was filling in for the regular instructor.</p>	<p>Cathy Wilson-Pec is a new fitness instructor who regularly subs mind-body format classes at LSPR facilities. She is helping to cover this class for the regular instructor while he is out on short-term medical leave.</p> <p>Staff thanked Shirley for her positive comment and will share it with Cathy at the next staff meeting. LC</p>
36	LVCC	Question	11/29/19	David Dean	Jodi Jordan	Chris Culbertson	<p>Why is my 6 year old charged the same price as me when he doesn't have full access to all areas? Seems less conducive to families and community.</p>	<p>The fees charged are based on the expenses it costs to operate the facility per person, regardless of age, ability, or usage. The fees cover the staff costs, utilities and supplies needed to keep the facility open and clean. LSPR has many different aged patrons that need various types and levels of supervision. Since anyone entering into these areas receives, the same supervision and access to our facilities it is only appropriate that they pay the same fee to cover our costs for that use that everyone else pays.</p>

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
37	LVCC	Suggestion	12/10/19	Jodi Jordan	Lisa Chism	Anonymous	Please add a Friday or Sunday cardio/weight class at Longview Community Center. Add a virtual program like Lovell Community Center	Longview Community Center (LVCC) offers seven morning classes on Friday, several which include cardio and/or weights: Bootcamp, Zumba and Fit Fusion. Currently LVCC offers Sunday afternoon cycle and pilates classes. As our patron base grows, we will consider adding more classes. The Fitness on Demand virtual class system at Lovell Community Center will not fit in the group fitness room at LVCC and the room cannot be modified to accommodate this system. With our all-inclusive membership pass, members can access live and virtual classes at Lovell Community Center. LC
38	LVCC	Suggestion	11/27/19	David Dean	Jodi Jordan	Nichole Glenville	I am a female caregiver, caring for a male individual. There are no family locker rooms to accommodate us. It would be more inclusive to have lockers, toilets, sinks and mirrors like the other locker rooms in the family changing rooms.	Longview Community Center (LVCC) offers 2 family changing rooms, one unisex restroom, in addition to the men's and women's restrooms and locker rooms. The family changing rooms cannot be retrofit to accommodate toilets, and sinks. If the options at LVCC are not ideal, the patron, then may use other LSPR facilities with their all-inclusive membership. The Lovell Community Center and Gamber Community Center both offer family locker rooms that include sinks, toilets, mirrors and showers. Staff left message for Ms. Glenville on 12.3.19 JJ
39	LVCC	Suggestion	12/19/19	Jodi Jordan	Lisa Chism	Shanda Kalwei	I have been a member since Longview opened in January 2019. Please add classes at 8am such as Fit Fusion, MixedFit, Yoga, or HIIT. I work from home and the 8am class time works with my schedule.	Longview has 8am classes all days of the week except Sunday, Tuesday and Thursday. The current 8am classes are a balanced variety of formats including LIFT, Bootcamp, SET, RIPPED, Pilates and HIIT. Staff will consider adding 8am classes on Tuesday and Thursday in 2020 once our patron base grows and the correct combination of format and instructor are available. Staff contacted Shanda and she was appreciative of the information. LC
40	LVCC	Suggestion	12/22/19	Jodi Jordan	Lisa Chism	Kenney Selvey	Why is there no music at Longview Community Center? Please add mats underneath the squat area to muffle deadlift noise.	Longview does not play music in the fitness area due to patrons having different tastes in music while they workout. Patrons can listen to music on their personal device or use our AudioFetch app through their personal device to listen to the radio or our television programs broadcast on the large screen TV's on the fitness floor. Longview has rubber flooring to cushion the sound of weights on the fitness floor level. Staff contacted Kenney and he was appreciative of the information. He is not currently a member but uses the facility when he is visiting family. LC
41	LVCC	Suggestion	1/10/20	Jodi Jordan	Lisa Chism	David Denny	Please add signage on the weight room floor to ask patrons not to sit, rest, loiter or use your phone while on equipment. It is frustrating for other patrons when the fitness floor is busy. Perhaps adding additional seating for rest periods on the fitness floor would help.	Signage to limit use of equipment during high traffic times does exist on popular cardio equipment including treadmills and ellipticals. Strength training equipment does not have signage. A certain amount of gym etiquette is requested of patrons so all members can utilize equipment during peak periods. Staff contacted David and thanked him for his comments. Suggestions for sharing of equipment during high volume times were posted to the Longview Community Center Facebook page on 1/10/20. Staff does not recommend additional signage or seating at this time. LC

From: Joe Snook
Sent: Wednesday, January 15, 2020 3:59 PM
To: Darlene Barnard <darlene.barnardmm@gmail.com>
Cc: Dana Thurber <Dana.Thurber@cityofls.net>
Subject: RE: Streets of West Pryor

Ms. Barnard,

Thank you for your email and comments regarding Lowenstein Park. I would like to address your points as best as I can.

First, you made several comments regarding the water feature at the corner of Pryor and Chipman Road. It is our understanding the water feature will be more than a “retention pond” and will complement the park and development in an appropriate way. I have not seen the final design for the lake improvements but have been assured by Mr. Pennington that it will be shared with Parks. Please note the final design does not require LSPR approval and will not be on Park property.

Next, I would like to address your comment regarding a “sled hill”. In our conversations with Drake Development we did not discuss the potential for a sled hill at Lowenstein Park and we did not have an expectation that a sled hill would be developed. Having said that, it is not unreasonable to visualize our park neighbors utilizing the slope created by the water feature as a sledding location. I am familiar with the concrete outlet you mentioned and agree it could be problematic if people choose to sled on the far north side of the slope.

Also, you mention the loss of mature trees, the longer walking trail, and greenspace. It is important to note that less than 1 acre of Lowenstein Park (which was used exclusively for walking on the trail) is being used for the water feature, in addition, Drake Development has extended the length of the trail providing multiple walking options for our park patrons. Finally, the development did remove several trees many of which were not located on park property. Of the trees removed on park property, at least two were diseased and needed to be removed. For your reference, I have attached a site plan that shows the park property line and water feature. As you can see by the site plan minimal greenspace has been lost to the water feature or development.

Finally, I would like to share the benefits Lowenstein Park will receive from Drake Development. As mentioned in your email, our parking capacity will more than double, new lighting for the parking lot is being installed, restroom facilities available year-round have been constructed, trail improvements and additional trail have been added on the east side of the property including additional benches, and 20 new trees have been planted throughout the park. In addition, Drake Development has provided \$130,000 in cash for additional park improvements to be completed by LSPR. Those improvements will include a new playground, outdoor fitness equipment, two new shelters, and additional landscaping along Lowenstein Drive.

I understand your concern regarding the changes and watching the renovations can be challenging. Progress is coming along well however the developer did experience delays during the installation of the sewer due to rock and weather issues. The set-back did cause a delay in the park improvements however work is progressing very well even though it is winter. The developer has worked with LSPR to keep the park open for use and is committed to maintaining access for our patrons. LSPR staff visits the park on a daily basis and we are keeping a vigilant eye on the improvements provided by the developer.

Please know your comments and my response will be shared with the Parks and Recreation Board. I hope my response provides a better understanding of the improvements and current status of the project as it relates to the park. I am more than happy to discuss the project with you and welcome your call. Feel free to contact me at 969-1504 if you have additional comments or questions.

Respectfully,

Joe Snook, M.S., CPRP | Administrator of Parks & Recreation
220 SE Green Street | Lee's Summit, MO 64063
(816) 969.1504 | fax: 816.969.1515 | www.lsparks.net
[Become a Friend of the Park today! Click Here!](#)



From: Darlene Barnard <darlene.barnardmm@gmail.com>
Sent: Monday, January 13, 2020 6:43 PM
To: Joe Snook <Joe.Snook@cityofls.net>
Subject: Streets of West Pryor

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

I apologize for the duplicate email. I sent an email from the benttreebluffshoa@gmail.com address in error. The comments and observations are mine and do not reflect or represent the HOA view. At least not one that I have been directed to send to LSPR.

Thank you

Darlene Barnard

Mr. Snook

I am a resident of Lee Summit Missouri in a subdivision just west of the new development; Streets of West Pryor. I am writing to express my disappointment in the cornerstone landmark being constructed at the corner of Chipman Road and Pryor Road. I walk frequently in Lowenstein Park and the surrounding neighborhoods. As a resident of Bent Tree Bluffs, I had the opportunity to be involved in the preliminary meetings with representatives from Drake Development, Lee's Summit Parks &

Recreation, Summerfield HOA, and Bent Tree Bluffs HOA. Matt Pennington from Drake Development touted the corner pond as an attractive “water feature”. The retention pond aka “water feature” is unsightly and a far cry from soothing or comforting. The “water feature” is nothing more than a retention pond with large concrete structures that is half empty, or half full if I try to be optimistic.

Drake Development is not the first development company to approach the city to absorb part of Lowenstein park for development, just the one that dangled enough carrots. The Streets of West Pryor development has succeeded in desecrating a beautiful park frequented by many local residents. Pryor Road is one of the gateways into Lee’s Summit, unfortunately the “water feature” is neither attractive nor appealing except to the Canadian geese. Mr. Pennington touted a small sledding hill to the west side of the pond. That too is not feasible due to the concrete drainage structure in the side of the hill.

Mr. Pennington is quoted in the Kansas City Star as saying, “We had an obligation to listen to any and all resident concerns. Planning meetings were meant to be an open discussion, answering all questions and iterating the project as we moved forward to address those concerns. We truly believe Streets of West Pryor was “co-created” with the City of Lee’s Summit and its residents.” Mr. Pennington presented with an engaging personality and enough smoke and mirrors to convince the adjacent homeowners associations representatives, City Council and the Planning Commission that Drake KC had Lees Summit residents’ desires in the forefront.

The city is also culpable in that they agreed to the development, ignoring the citizens/residents’ suggestions if part of Lowenstein park was to be absorbed by the Streets of West Pryor. On a positive note, we’re going to have bathrooms that are plumbed and more parking. Although, the mature trees, longer walking trail and greenspace are going to be missed by many.

I know that Lee’s Summit is a very marketable city. I chose to live here 30 years ago, not wanting to be a part of the overdevelopment of Johnson County, Kansas. My hope is that Lee’s Summit stays true to their slogan “Yours Truly”.

Thank You

Darlene Barnard
912 NW High Point Drive
Lee's Summit MO 64081

2020 JANUARY

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01 New Year's Day - Main Office Closed	02	03	04 Longview Community Center 1st Anniversary Celebration - All Day
05	06	07 City Council Regular Session - 6pm, Council Chambers	08 LSPR Quarterly Employee Breakfast - 7:30am, Gamber Community Center	09	10	11
12 YSA Quarterly Group Meeting - 6:30pm, Gamber Community Center	13	14 City Council Regular Session - 6pm, Council Chambers	15	16	17	18
19	20 Martin Luther King, Jr. Day - Main Office Closed	21 City Council Regular Session - 6pm, Council Chambers	22 Park Board Meeting - 6pm, Strother Conference Room	23 Mayor's Character Breakfast - 7am, John Knox Village Pavillion	24	25
26	27	28	29	30	31 Father-Daughter Dance - 6pm, Gamber Community Center	01
02	03	04	05	06	07	08

2020 FEBRUARY

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01 Father-Daughter Dance - 6pm, Gamber Community Center
02	03	04 City Council Regular Session - 6pm, City Council Chambers	05	06	07 Father-Daughter Dance - 6pm, Gamber Community Center	08 Father-Daughter Dance - 6pm, Gamber Community Center
09	10	11 City Council Regular Session - 6pm, City Council Chambers	12	13	14	15
16	17	18	19	20	21	22
		MPRA Annual Conference - Lake Ozark, Missouri				
	President's Day - Main Office Closed	City Council Regular Session - 6pm, City Council Chambers				
23	24	25	26 Park Board Meeting - 6pm, Strother Conference Room	27	28	29
01	02	03	04	05	06	07

2020 MARCH

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03 City Council Regular Session - 6pm, City Council Chambers	04	05	06	07
08	09	10 City Council Regular Session - 6pm, City Council Chambers	11	12	13	14
15	16	17 City Council Regular Session - 6pm, City Council Chambers	18	19	20	21
22	23	24	25 Park Board Meeting - 6pm Strother Conference Room	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Longview Community Center One Year Anniversary Party

Longview Community Center is celebrating its one-year anniversary with free access to the facility on Saturday, Jan. 4 from 7 a.m. to 3 p.m.

"It has been a great year and we are excited to celebrate our first year of operation with the community," Jodi Jordan, Assistant Superintendent of Recreation Services, said. "This is the perfect chance to stop by the facility and try it out for free!"

In addition to the facility's free access, there will also be many free activities for all ages.

Activities include:

Group Exercise classes: 7 a.m.-

Noon

Fitness Challenges: 8 a.m.- Noon

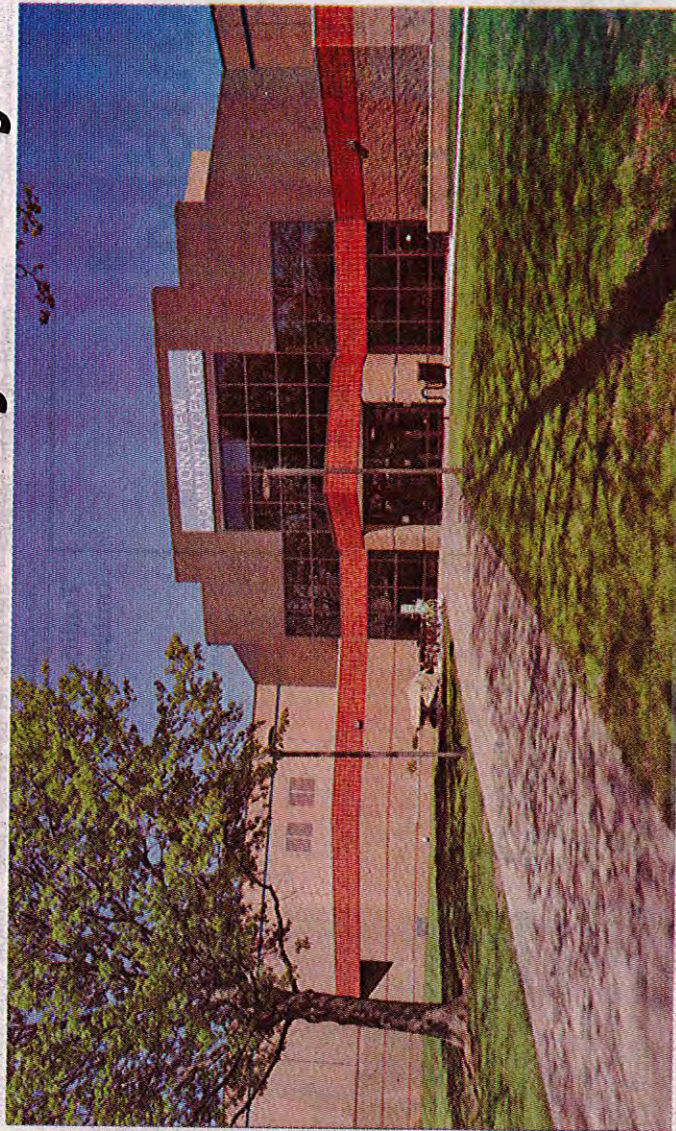
Pickleball: 8 a.m.-Noon

Inflatables: Noon-3 p.m.

Chair Massages: 1-3 p.m.

Basketball: 3-8 p.m.

Childcare will be available from 8 a.m. to noon. Lap swim and



open swim will also be available healthy snacks.

throughout the day along with

Longview Community Center at 816-969-1520.

For more information, contact