

SEPTEMBER 2020

Park Board Meeting Packet



Lowenstein Park outdoor fitness equipment is being installed!



Nick Walker was recognized for his service as a former Park Board Member on Thursday, September 17.



Marly McMillen, former Park Board Member, was recognized for her 18 years of service.



Youth Volleyball began at Harris Park Community Center.



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
 Via Videoconference
AGENDA

Notice is hereby given that the Lee's Summit Parks and Recreation Board will meet in regular session on Wednesday, September 23, 2020 at 6:00pm via videoconference as provided by §610.015 of the Revised Statutes of the State of Missouri. Due to the ongoing COVID-19 pandemic the meeting will be held by video conference. The public is invited to attend by viewing the meeting on the City website at www.WatchLS.net, and various cable providers (Spectrum channel 2, Google TV channel 143, AT&T U-Verse channel 99 and Comcast channel 7) for those whose cable providers carry the City of Lee's Summit meetings.

Additionally, persons wishing to comment on any item of business on the agenda may do so in writing prior to 5:00pm on Tuesday, September 22, 2020, either by email to: lspr@cityofls.net, by leaving a voicemail at 816-969-1512 or by leaving written printed comments in the utility payment drop boxes located in the alley behind City Hall or inside the foyer at the north end of City Hall, both located at 220 SE Green Street, Lee's Summit, MO 64063. Written comments submitted by these methods will be presented at the Park Board meeting.

DATE:	September 23, 2020	TIME:	6:00 PM	PLACE:	Via Videoconference
6:00 PM Meeting Call To Order Via Videoconference				President, Melinda Aulenbach	
SPECIAL GUESTS					PAGES
Employee of the Quarter: 1 st Quarter Eric Schooley					
Employee of the Quarter: 2 nd Quarter Jackie McCormick Heanue					
Employee of the Year 2019: Ryan Gibson					
PRESENTATIONS					
N/A					
AGENDA ITEM				STAFF RESPONSIBLE	
APPROVAL OF MINUTES: August 2020 Regular Session Minutes					1-5
TREASURER'S REPORT: read by James Huser, Treasurer (includes August 2020 Financial Report)					Carole Culbertson 6-15
SALES TAX REPORT: September 2020					Carole Culbertson 16-17
BOARD APPROVAL ITEMS					
• EITAS Funding Request					Jodi Jordan 18-20
• CARES Act Funding Request					Brooke Chestnut 21-22
• Installation of Touchless Doors Memo					Eric Schooley 23
OLD BUSINESS					
• Projects and Services Review					All Staff 24-33
• Capital Projects Plan –					
♦ Lowenstein Park Improvements					Steve Casey 34-37
Fundraising Update					David Dean 38-40
• NEW BUSINESS					
Velie Park Update					Steve Casey 41-42
PATRON COMMENT REVIEW					Joe Snook 43-50
MONTHLY CALENDARS					For Information Only 51-53
ROUNDTABLE					Park Board Members and Staff N/A
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD					Joe Snook N/A
MEETING ADJOURNMENT					Joe Snook N/A

BOARD COMMITTEES

Budget James Huser-Chair Casey Crawford Samantha Shepard	Personnel Lawrence Bivins-Chair Nancy Kelley Wesley Fields	Youth Sports Casey Crawford Jon Ellis Samantha Shepard	Foundation Board Tyler Morehead Nancy Kelley
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LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	August 26, 2020	TIME:	6:00 PM	PLACE:	Via Videoconference
Board Members Present:		Board Members Absent:		Staff Present:	
Mindy Aulenbach, President		Jim Huser, Treasurer		Joe Snook	
Lawrence Bivins, Vice President				Carole Culbertson	
Casey Crawford				David Dean	
Jon Ellis				Steve Casey	
Wesley Fields				Brooke Chestnut	
Nancy Kelley				Jackie McCormick Heanue	
Tyler Morehead				Tede Price	
Samantha Shepard					
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
AGENDA ITEMS:					
Approval of Minutes of July 22, 2020 Regular Park Board Meeting	Supporting documentation (see pages 1-5). Mr. Ellis commented that page 4 noted the Wave Pool was over budget; however, the final report showed the project under budget. Mr. Snook noted a formula error had been found and was corrected.				Vice President Bivins made a motion to approve the minutes of July 22, 2020; seconded by Ms. Kelley. Motion carried unanimously.
Treasurer's Report – July 2020	Supporting documentation (see pages 6-15). Vice President Bivins read the July 2020 Treasurer's Report. No questions or discussion.				Mr. Fields made a motion to accept the Treasurer's Report for July 2020; seconded by Ms. Shepard. Motion carried unanimously.
Sales Tax Report – August 2020	Supporting documentation (see pages 16-17). No questions or discussion.				No Board Action.
BOARD APPROVAL ITEMS					
None					
OLD BUSINESS					
Projects and Services Review	Supporting documentation (See pages 18-27). No questions or discussions.				No Board Action.
Capital Projects Plan	Supporting documentation (see pages 28-31). Lowenstein Park Improvements: Mr. Casey stated that most of the major punch list items from Phase I have been completed. Phase I is work being completed by the park development contractor. Work continues on the pond and the sidewalk around the perimeter of the pond has been installed. Work on the pond overflow structure and the water features will be performed over the next few weeks. LSPR crews are working on Phase II, including grade work and utilities for the new playground site, shelters and fitness equipment. The installation of the outdoor fitness equipment is tentatively scheduled next week and the playground equipment will be installed after Labor Day. LSPR crews will install the shelters and landscaping. The project should be completed by the end of October.				No Board Action.
Fundraising Update	Supporting documentation (see pages 32-34). Mr. Dean noted three additional payments have been received since the publication of the report; a few more are expected this week. He stated most sponsors are caught up on their scheduled payments. The sponsorship coordinator has secured a new sponsor for Dogwood Park. PawConX, which is a pet friendly mobile app that creates a society of friends and provides resources for pet care needs. Sponsorship signage will be placed at the park in the near future. Mr. Fields asked how long of a commitment for the sponsorships. Mr. Snook stated the sponsorships are a three-year commitment.				No Board Action.

NEW BUSINESS

Use of Park Facilities for Paid Services Discussion

Supporting documentation (see pages 35-36). President Aulenbach introduced the topic, which had been mentioned at the prior month's meeting. Mr. Snook noted the purpose of tonight's discussion is to start the dialog to get an understanding of where the Park Board is on the issue. He explained the current procedure, which is completing a special use permit form for a onetime activity in a park. Staff then evaluates the permit to determine whether there is infrastructure to support the activity, what other resources are needed and fee consideration. An alternative is through a vendor permit, which allows a vendor to come into a park and sell their goods or services. Mr. Snook stated there are also vendors that come into our parks to try to sell goods and services without obtaining a permit. The two most common examples is a portable dog groomer conducting business at the dog parks and an ice cream vendor conducting business at the Legacy Park venues, Lea McKeighan Park and Summit Waves. During Covid-19, there were several other types of vendors in our parks without a permit; however due to Covid-19 and more usage of outdoor space, staff did not address the issue. Examples given were a senior fitness class at the Lea McKeighan South shelter and tennis lessons at Summit Park. Mr. Snook noted in the past, he has addressed similar issues at Upper Banner Park related to pickleball. Further, with the new fitness equipment being installed at Lowenstein Park, use of the equipment by paid personal trainers could be anticipated. Historically, if a person is going to use a park facility to generate income and potentially inconvenience patrons, a fee has been paid given the fact the facility was constructed using public funds. Research was provided to the Park Board of how other metro and comparator cities (Park departments or agencies of similar population, that are Board governed, a Gold Medal winner, and an accredited agency) address the issue. There was no clear consensus. Mr. Snook asked the Park Board for their comments for discussion.

Vice President Bivins asked what we intend to accomplish as it relates to violators. He further stated his concern when someone is conducting an activity, with a for-profit motive, that restricts the use of the facility by other taxpayers. He agreed the mobile dog groomer and ice cream truck operation should have the required permit(s); however, he is not inclined to prohibit a senior fitness class unless it is with regularity or is preventing others from using the facility. He further suggested the use of signage in the parks as an initial, passive approach. Mr. Snook stated along with the permit(s), proof of insurance and a City of Lee's Summit business license is required. Ms. McCormick Heanue confirmed the fee for the City of Lee's Summit business license is approximately \$30. Vice President Bivins asked what a business license allows the holder. Mr. Snook stated to conduct business in a park facility, a special use permit or vendor permit from the Parks department is still required and gave examples of which permit would be needed based on the business being conducted. The requirement of the business license is a City of Lee's Summit Ordinance and is included with the LSPR permit application. A Park vendor permit is \$100 per day per location and is designed for situations such as a tournament at Legacy Park. LSPR will need to develop a fee mechanism based on certain types of business being conducted. Mr. Snook further stated, due to COVID-19, the City of Lee's Summit is not issuing any special use permits and therefore, LSPR is not. Vice President Bivins stated his concern if a patron in a senior exercise class is hurt; it could become a legal issue. Mr. Snook stated some businesses conflict with programming being offered by LSPR. Additionally, the Youth Sports Associations (YSA) are assigned certain parks to use as practice space. There have been incidents where traveling teams have used the space without an inquiry or approval by LSPR. Mr. Snook noted the wide variety of businesses, with varying profit motives that could potentially use LSPR facilities.

Mr. Ellis stated the importance of some type of structure and the need to identify the important components to be addressed. He provided examples of structure to include the schedule for facility usage, vendor contact information, clear communication of the rules, and for LSPR to be listed as an additional insured. Structure would also protect the vendors who are using the facility within the department guidelines. He further agreed that signage would provide

Joe Snook is going to get together with the Superintendents.

information on restrictions and noted the importance of obtaining information on who is using the facility versus a fee income motive. Mr. Snook agreed the first step is to provide signage that provides the requirements to potential vendors. Currently, there is not signage that addresses the issue being discussed. The type of signage and where it is placed at the facility would need to be determined.

Mr. Crawford suggested the development of a document that LSPR staff could use when addressing an unauthorized vendor at a LSPR facility. The document could provide information on how to obtain a vendor permit. President Aulenbach noted that Blue Springs hands out a letter, but provides no further enforcement. Mr. Crawford asked how often a facility is unavailable to other patrons because of use by an organized group. Mr. Snook noted that information is not available, as the department would not necessarily be contacted by the patron. The department has provided the YSA's a letter to be used when their assigned space is in use. Mr. Crawford reiterated the need for a form or letter to provide to the vendor.

Mr. Fields stated the most difficult part is enforcement. He further noted enforcement cannot be selective. He agreed, signage would alert the public of the property rules and is the best mechanism for a couple of reasons. First, the more the Parks Department is involved in regulating an activity through the vendor process or citations, if something were to happen during an activity on park property, the department may potentially become liable for the activity. Through involvement, the department is more likely to be perceived as a participant in the activity; regulating it and ensuring its success. A better solution is signage that describes what activities are permitted and those that are prohibited. Also, if the Parks department is providing the activity or service, then the activity or service should be prohibited by others (ie. personal training) and stated on the signage. Vendors would then know what is allowed and not allowed on park property. He would shy away from enforcement, as it is too difficult administratively to regulate on an on-going basis. More involvement is more potential exposure. Mr. Snook agreed with Mr. Fields comments and stated enforcement is difficult because it is not consistent; it can only be addressed when seen. Further, it is difficult to differentiate whether it is a parent or a paid instructor providing the instruction. Mr. Snook noted a recurring day and time or other equipment being used may be a distinguishing factor. Mr. Fields made the case that a parent could also set a consistent day/time and use various equipment to instruct their child, therefore making an assumption it is paid instruction. He cautioned on making assumptions in enforcement.

Ms. Shepard recommended a stronger message than a sign and to provide vendors a proper way to conduct business with the department. Also, to issue a limited number of permits per year to allow more open usage by park patrons. She did not want to discourage the community from using the parks and staying active.

Ms. Kelley agreed that enforcement would be difficult but was also concerned about potential liability when using park property. Mr. Snook noted an increase of activity in the parks since COVID-19 and on a more consistent basis. In addition, even after COVID-19, the level of activity could remain high because the community has enjoyed exercising outside. The potential liability associated with an ice cream truck versus personal training being conducted on park property varies greatly. LSPR is planning to schedule fitness classes at Lowenstein Park with the newly installed outdoor fitness equipment, which could encourage other trainers to do the same. The department will need to determine how to address the issue and have the Park Board comfortable with the process prior to implementation.

Mr. Crawford asked whether information was available at the state level and national level regarding injuries with third-party trainers on public property, lawsuits, etc. compared to normal patron injuries in parks. The information could provide insight into the potential for increased liability. Mr. Snook stated he is not aware of the information but will inquire.

	<p>Mr. Morehead agreed that signage is most important for both the patron and staff when addressing an issue at a facility.</p> <p>Mr. Ellis commented that signs require periodic updates to change or add verbiage. He agreed with Mr. Crawford that a process and signage at the facilities would provide guidance and determine the need for more regulation. He also stated that having LSPR as an additional insured helps when confronted with an insurance claim.</p> <p>Mr. Snook acknowledged the good discussion on this matter. He will have further discussions with staff to develop the process, methods to educate the public, a potential fee structure for various activities and an implementation plan. He will advise the Park Board in the future on any new developments.</p>	
<p>Summit Waves Wave Pool End of Project Report</p>	<p>Supporting documentation (see pages 37-40). Mr. Dean stated the contractor for the wave system, who is located in Scotland, provided guidance for the installation of the system via Skype. The contractor will perform the full commissioning of the system prior to the opening next season. Retainage on the project of approximately \$218,000 remains to be unpaid while a few issues are resolved. An example given was some cracked pool decking that needs to be replaced. In addition, Parks staff is re-seeding the site and will install additional landscaping this fall.</p> <p>President Aulenbach thanked Mr. Dean for acting as the manager on the project and for an outstanding job.</p> <p>Mr. Snook agreed stating Mr. Dean did a great job on the project. He also commented the department was very fortunate to have B. Dean Construction as the general contractor and great subcontractors. Mr. Snook noted the project is currently under budget by approximately \$300,000 due to value engineering performed early in the project. Decisions made early on made the project a reality, provided a great product that was a great addition to Summit Waves and was very popular. He also noted the unfortunate circumstances related to COVID-19 causing limited usage of the facility this season. However, he is looking forward to seeing the facility used at full capacity next season. Mr. Snook also noted his appreciation of the backup support provided by Mr. Casey on the project.</p> <p>Ms. Kelley stated the Wave Pool is a great addition to Summit Waves and is unique to the area. In addition, she expressed pride that the facility was opened this season with no issues to COVID-19. She stated the opening benefited the community while dealing with COVID-19 restrictions and provided an activity for the participants of Camp Summit. Mr. Snook agreed that the opening was a great decision. He added that Mr. Dean and Mr. Blazek, Aquatics Manager, wrote the protocols to present to Jackson County for the proposed opening. The facility was one of a few in the area that opened for the 2020 season.</p>	<p>No Board Action</p>
<p>CARES Act Funding and Appropriation of LSPR Projects</p>	<p>Supporting documentation (see pages 41-42). Mr. Snook stated Jackson County received funds from the CARES Act and that the City of Lee's Summit would receive \$5,900,000. The funds are being provided to assist with expenditures related to Covid-19. The Parks Department identified COVID-19 related expenditures of approximately \$500,000, which includes money already spent in addition to future needs such as touchless doors, water fountains, and sinks. A requirement of the CARES Act funding is that the additions need to be on order or the money be spent by the end of the year and be specific to COVID-19. He also noted the expenditures were not included in the FY21 budget. The unplanned expenditures will be charged to Fund- 200 Parks and Recreation fund and will be submitted to the City for reimbursement. Therefore, these are expenses not approved in the budget, however, will be reimbursed in full.</p> <p>Vice President Bivins asked whether there was any concern meeting the deadline at the end of 2020. Mr. Snook noted his concern for high commodity items</p>	<p>No Board Actions</p>

	needed to convert to touchless. Once approved by the City Council, Parks staff will work to procure the needed items. In addition, an audit could be conducted to assure the purchase requirement and time limit was met. If the audit determined the requirements of the CARES Act funding were not met, reimbursement would be required and an additional fee could be assessed. Mr. Snook added that he is confident that the items submitted meet the requirements for funding.	
End of Activity Reports	Supporting documentation (see pages 43-54). No questions or discussion.	No Board Action
PATRON COMMENT REVIEW		
Supporting documentation (see pages 55-60). No questions or discussion.		
MONTHLY CALENDARS		
Supporting documentation (see pages 61-63). No questions or discussion.		
ROUNDTABLE		
<p>Mr. Ellis commented on the ribbon cutting held at Summit Waves Wave Pool the previous evening. It was a nice event and a great venue. He had a person contact him regarding the possibility of adding lighting in the slides at Summit Waves. Mr. Snook stated there are modifications available such as LED lighting. He added that at the time of the original construction of Summit Waves, the master plan included a third slide; however, funding was only available for two slides. Eventually a third slide, which is an open flume, will be added to provide that experience. He will review again with staff.</p> <p>Ms. Kelley thanked Ms. Price for her work on the dedications conducted the past few weeks and added it was great to see the variety of people in attendance.</p> <p>Mr. Crawford has a resident of Lee's Summit requesting information regarding a memorial plaque for a heavily involved volunteer of LSPR that passed away suddenly. Mr. Snook recommended using a Legacy for Parks Foundation program, the park bench program, for appropriate recognition. He requested the patron call him directly to cover the options available.</p> <p>Mr. Fields echoed the sentiments of the work performed at Summit Waves. He also asked about the CARES Act being approved by the City Council and whether there would be discussion during the first and second reading and the possibility of not approving the request. Mr. Snook stated that questions are typically asked during the first reading; the second reading is more a formality. He is not aware of any concerns with the City Council and anticipates its passing at the second reading.</p> <p>Mr. Morehead thanked Mr. Casey and his team on their work at Howard Park and Summit Park and stated he is proud of the work performed. He also thanked Ms. McCormick Heanue for her contribution to the department and that she will be sorely missed. He added his appreciation for her support during his Presidency, her dedication and the tireless nights given to the Parks department.</p> <p>Vice President Bivins thanked Ms. McCormick Heanue for her time with the department. He also thanked Mr. Dean for his work on the Wave Pool project and Mr. Snook for assigning the project to Mr. Dean as a development opportunity.</p> <p>President Aulenbach thanked the Board and staff for the improvements to Summit Park, Howard Park and Summit Waves. She also thanked Ms. McCormick-Heanue for her support to her as well as the Park Board and encouraged her to stay involved with the Parks department.</p> <p>Mr. Morehead asked for some parting words from Ms. McCormick Heanue since this is her last meeting. Ms. McCormick Heanue thanked the Park Board for the kind words and stated it has been an honor and pleasure to serve the Park Board and work with such a dedicated and talented team of Parks and Recreation champions on staff. She will miss the department and people but will plan to continue to support the Parks and Recreation department. She thanked the Park Board and Mr. Snook for the opportunity to be a part of LSPR.</p>		
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD		
Mr. Snook stated the annual staff and Park Board retreats are critical to the planning process. The staff retreat will be planned in a different format than in the past. Mr. Snook made a request for the Board retreat to be conducted virtually in late October. In addition, the final financial information should soon be available for FY20. A preliminary projection for FY20 was prepared in May based on available information; a better overall financial performance is anticipated.		
MEETING ADJOURNMENT		

Financial Outlook as of August 31, 2020



Fund	Fund Balance @ 8/31/20
Gamber Community Center	\$ 515,039
Lovell Community Center	\$ 1,367,927
Longview Community Center	\$ (559,522)
Harris Park Community Center	\$ 222,548
Parks and Recreation	\$ 2,544,919
Summit Waves	\$ 157,203
Cemetery	\$ 1,354,626
Construction	\$ (4,411,469)
Park COP	\$ 768,405

Fund	MTD 8/31/20	Prior YTD Actual	Current YTD Actual	Approved FY21 Budget	Percentage of FY21 Budget
Gamber Community Center					
Revenue	\$ 35,386	\$ 76,060	\$ 42,923	\$ 500,324	8.58%
Expenses	\$ 30,084	\$ 61,664	\$ 47,971	\$ 399,101	12.02%
Income (Loss)	\$ 5,302	\$ 14,396	\$ (5,048)	\$ 101,223	
Lovell Community Center					
Revenue	\$ 84,570	\$ 345,410	\$ 178,606	\$ 1,894,169	9.43%
Expenses	\$ 88,495	\$ 347,009	\$ 163,197	\$ 1,860,715	8.77%
Income (Loss)	\$ (3,924)	\$ (1,599)	\$ 15,409	\$ 33,454	
Longview Community Center					
Revenue	\$ 38,833	\$ 124,652	\$ 80,229	\$ 1,090,501	7.36%
Expenses	\$ 72,737	\$ 243,151	\$ 121,865	\$ 1,257,015	9.69%
Income (Loss)	\$ (33,904)	\$ (118,499)	\$ (41,636)	\$ (166,514)	
Harris Park Community Center					
Revenue	\$ 46,258	\$ 481,050	\$ 157,538	\$ 1,329,894	11.85%
Expenses	\$ 84,150	\$ 456,385	\$ 196,501	\$ 1,253,453	15.68%
Income (Loss)	\$ (37,892)	\$ 24,665	\$ (38,964)	\$ 76,441	
Parks and Recreation					
Revenue	\$ 4,201	\$ 93,311	\$ 49,382	\$ 3,849,957	1.28%
Expenses	\$ 297,803	\$ 714,889	\$ 486,900	\$ 3,406,342	14.29%
Income (Loss)	\$ (293,601)	\$ (621,578)	\$ (437,518)	\$ 443,615	
Summit Waves					
Revenue	\$ 51,305	\$ 318,690	\$ 128,998	\$ 864,054	14.93%
Expenses	\$ 122,579	\$ 223,726	\$ 209,472	\$ 764,531	27.40%
Income (Loss)	\$ (71,274)	\$ 94,965	\$ (80,474)	\$ 99,523	
Cemetery					
Revenue	\$ 19,907	\$ 34,682	\$ 30,927	\$ 153,783	20.11%
Expenses	\$ 14,771	\$ 28,934	\$ 20,895	\$ 191,522	10.91%
Income (Loss)	\$ 5,136	\$ 5,748	\$ 10,031	\$ (37,739)	
Construction					
Revenue	\$ 291,667	\$ 360,000	\$ 583,333	\$ 3,500,000	16.67%
Expenses	\$ 23,881	\$ 382,336	\$ 65,608	\$ 378,500	17.33%
Income (Loss)	\$ 267,786	\$ (22,336)	\$ 517,726	\$ 3,121,500	
Park COP Debt					
Revenue	\$ 346,814	\$ 264,435	\$ 691,183	\$ 3,847,040	17.97%
Expenses	\$ 58,264	\$ 374,584	\$ 609,583	\$ 3,657,500	16.67%
Income (Loss)	\$ 288,550	\$ (110,149)	\$ 81,600	\$ 189,540	

**GAMBER COMMUNITY CENTER
FUND 201
Report for the Month and Year Ending August 31, 2020**

	Previous Year-to-date August 31, 2019	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Activity & Membership Fees	22,453	4,096	8,919	24,311	(15,392) ²	177,076
User Charges	24	16	32	23	9	315
Rentals	22,543	5,029	6,905	25,545	(18,640) ³	156,433
Interest	1,792	-	813	600	213	3,600
Other Revenue	81	-	8	-	8	5,400
Miscellaneous	1	(5)	(4)	-	(4)	-
Transfers In from Park COP	29,167	26,250	26,250	26,250	-	157,500
TOTAL REVENUES	76,060	35,386	42,923	76,729	(33,806)	500,324
EXPENDITURES						
Personnel Services	40,009	14,836	28,891	39,495	(10,604) ⁴	230,028
Other Supplies, Services and Charges	13,221	3,463	5,586	15,817	(10,230) ⁵	87,468
Repairs and Maintenance	1,494	4,842	4,842	1,400	3,442	15,117
Utilities	3,594	5,234	5,234	11,267	(6,033)	45,981
Interdepartment Charges	3,345	1,709	3,418	3,418	0	20,507
TOTAL EXPENDITURES	61,664	30,084	47,971	71,396	(23,425)	399,101
NET GAIN / (LOSS)	14,396	5,302	(5,048)	5,333	(10,381)	101,223

BEGINNING FUND BALANCE

520,087 ¹

ENDING FUND BALANCE

515,039

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

² Year-to-date variances of \$5,000 for Activity Fees and \$10,000 for Membership Fees. Limited activities are currently being offered. There has been less memberships due to the reduced hours of operation, reduced group exercise classes and mask requirements due to Covid-19.

³ The budget anticipated revenue from the continuation of ongoing rentals along with revenue from new rental packages.

⁴ A significant variance exists in Part-time salaries (\$6,000) due to reduced hours of operation and reduced classes/programming. Also, the payroll accrual has not been posted at the time of reporting. Workers Compensation expense (\$1,200) has not been recorded at this time. The amount for the entire year is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁵ Lower facility attendance has a direct correlation to some of the supply and service items (i.e. Recreational Supplies, Janitorial Supplies, Professional Fees, etc.) Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. In addition, the annual amount for Insurance Expense (\$4,500) is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.



**LOVELL COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending August 31, 2020**

	Previous Year-to-date August 31, 2019	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Activity & Membership Fees	288,257	84,310	176,220	243,402	(67,182) ²	1,751,388
User Charges	497	24	32	770	(738)	4,292
Rentals	14,965	-	-	-	-	74,814
Interest	5,208	-	2,118	3,996	(1,878)	3,996
Other Revenue	1,386	150	150	350	(200)	41,679
Contributions	7,500	-	-	3,750	(3,750)	15,000
Miscellaneous	79	87	86	6,254	(6,168)	-
Transfers In	27,519	-	-	-	-	3,000
TOTAL REVENUES	345,410	84,570	178,606	258,521	(79,916)	1,894,169
EXPENDITURES						
Personnel Services	239,417	56,183	117,143	237,870	(120,727) ³	1,329,102
Other Supplies, Services and Charges	69,226	7,076	11,296	47,709	(36,413) ⁴	183,781
Repairs and Maintenance	19,059	5,458	10,168	15,690	(5,521)	126,084
Utilities	10,522	15,235	15,505	36,101	(20,596) ⁵	167,239
Interdepartment Charges	8,784	4,543	9,085	9,085	-	54,509
TOTAL EXPENDITURES	347,009	88,495	163,197	346,454	(183,257)	1,860,715
NET GAIN / (LOSS)	(1,599)	(3,924)	15,409	(87,933)	103,341	33,454

BEGINNING FUND BALANCE

1,352,518¹

ENDING FUND BALANCE

1,367,927

¹ Beginning Fund Balance is unaudited and subject to change.

² A breakdown of the unfavorable variance is as follows: Activity revenue (\$18,000); Gate Receipts (\$25,000) and Memberships (\$24,000). Limited activities are currently being offered. Also, the facility has experienced significantly lower single visits compared to the number anticipated in the budget. There has been less memberships due to limited operating hours, reduced group exercise classes and mask requirements due to Covid-19.

³ A significant variance exists in Part-time salaries (\$80,000) due to reduced hours of operation and reduced classes/programming. Also, the payroll accrual has not been recorded at this time. In addition, Workers Compensation expense (\$29,000) has not been recorded at this time. The amount for the entire year is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁴ Lower facility attendance has a direct correlation to some of the supply and service items (i.e. Recreational Supplies, Janitorial Supplies, Professional Fees, etc.) Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. In addition, the annual amount for Insurance Expense (\$15,000) is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁵ Utility expenditures for July were posted in August. At the time of this report no Utility expenditures have been posted for August.



**LONGVIEW COMMUNITY CENTER
FUND 205
Financial Report for the Month and Year Ending August 31, 2020**

	Previous Year-to-date August 31, 2019	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Activity & Membership Fees	106,685	32,177	67,621	96,762	(29,141) ²	895,587
User Charges	252	6	11	557	(546)	3,630
Rentals	17,755	6,540	12,488	4,797	7,691	153,083
Miscellaneous	(40)	109	109	37,004	(36,895) ³	37,857
TOTAL REVENUES	124,652	38,833	80,229	139,120	(58,891)	1,090,501
EXPENDITURES						
Personnel Services	175,997	49,357	86,184	151,462	(65,278) ⁴	820,659
Other Supplies, Services and Charges	25,849	6,181	11,107	32,452	(21,345) ⁵	144,574
Repairs and Maintenance	10,050	2,431	2,967	25,164	(22,197) ⁶	62,994
Utilities	20,272	10,041	12,922	36,869	(23,947) ⁷	181,275
Interest Expense	905	766	766	-	766	-
Interdepartment Charges	7,743	3,960	7,919	7,919	0	47,513
TOTAL EXPENDITURES	243,151	72,737	121,865	253,866	(132,001)	1,257,015
NET GAIN / (LOSS)	(118,499)	(33,904)	(41,636)	(114,746)	73,110	(166,514)

BEGINNING FUND BALANCE (517,886) ¹
ENDING FUND BALANCE (559,522)

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

² A breakdown of the unfavorable variance is as follows: Activity revenue (\$4,200); Gate Receipts (\$13,000) and Memberships (\$11,000). Limited activities are currently being offered. There has been less memberships due to limited operating hours, reduced group exercise classes and mask requirements due to Covid-19.

³ The budget included a rebate of \$37,000 related to a Solar Panel project. The project is on hold. The rebate will not be received until the project has been completed.

⁴ A variance of approximately \$17,000 exists in Part-time salaries due to reduced hours of operation and reduced classes/programming. In addition, there are two Full-Time positions currently vacant. The Full-Time Service Representative position is being covered by other full time staff and part-time staff. The Recreation Supervisor position is currently on hold. Also, the payroll accrual has not been recorded at the time. In addition, Workers Compensation expense (\$22,000) has not been recorded at this time. The amount for the entire year is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁵ Lower facility attendance has a direct correlation to some of the supply and service items (i.e. Recreational Supplies, Janitorial Supplies, Professional Fees, etc.) Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. In addition, the annual amount for Insurance Expense (\$8,000) is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁶ Replacement of a compressor in the gym which was budgeted in July is on hold (\$13,500). Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

⁷ Utility expenditures for July were posted in August. At the time of this report no Utility expenditures have been posted for August.



**HARRIS PARK COMMUNITY CENTER
FUND 530
Financial Report for the Month and Year Ending August 31, 2020**

	Previous Year-to-date August 31, 2019	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
REVENUES							
Activity & Membership Fees	334,753	24,651	105,628	56,838	48,790	²	867,373
User Charges	17,817	-	-	5,801	(5,801)		83,686
Rentals	19,924	2,726	7,315	19,029	(11,714)	³	161,240
Interest	1,594	-	305	-	305		-
Other Revenue	47,872	6	78	23,800	(23,722)	⁴	250
Contributions	46,375	18,875	44,125	26,250	17,875	⁵	183,025
Miscellaneous	12,714	-	86	180	(94)		34,320
TOTAL REVENUES	481,050	46,258	157,538	131,898	25,640		1,329,894
EXPENDITURES							
Personnel Services	227,742	79,495	158,792	79,306	79,486	⁶	695,472
Other Supplies, Services and Charges	212,436	1,239	29,431	43,458	(14,027)	⁷	380,963
Repairs and Maintenance	2,075	1,734	1,734	4,237	(2,503)		34,175
Utilities	6,992	6,507	6,544	20,281	(13,737)	⁸	99,212
Depreciation	3,291	(1,561)	-	3,122	(3,122)		18,732
Transfers Out	3,519	(3,000)	-	3,000	(3,000)		3,000
Interdepartment Charges	3,621	(1,825)	-	3,650	-		21,899
TOTAL EXPENDITURES	456,385	84,150	196,501	153,932	46,219		1,253,453
NET GAIN / (LOSS)	24,665	(37,892)	(38,964)	(22,034)	(20,579)		76,441

BEGINNING FUND BALANCE

261,511 ¹

ENDING FUND BALANCE

222,548

¹ Beginning Fund Balance is unaudited and subject to change.

² The opening of Camp Summit was not anticipated in the budget for the 2020 season due to COVID-19; however the program was opened (actual revenue of \$97,000 for July/August). Revenues are lower than anticipated in Adult Instructional (\$20,000), Youth Instructional (\$1,000) and Athletics (\$21,000) due to lower number of teams enrolled and no Itty Bitty programs. Legacy Park Amphitheater is not currently having any programs (\$6,000) due to Covid-19.

³ The budget anticipated revenue from the continuation of ongoing rentals along with revenue from new rental packages.

⁴ The budget included a rebate of \$23,800 related to a Solar Panel project. The project is on hold. The rebate will not be received until the project has been completed.

⁵ Banner Sponsorships payments due in the Spring were delayed until the start of FY21.

⁶ Part-time personnel expenses for the Camp Summit program is over budget; the budget did not anticipate the program opening for Summer 2020. The actual personnel costs for July and August totaled \$105,000. Offsetting favorable variances exist in other programs for part-time personnel expense due to limited activities/programs being offered, and a vacant full time Recreation Supervisor position. The hiring of the vacant Recreation Supervisor position is currently on hold. Also, the payroll accrual has not been recorded at the time. In addition, Workers Compensation expense (\$13,000) has not been recorded at this time. The amount for the entire year is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁷ The annual amount for Insurance Expense (\$13,000) is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁸ Utility expenditures for July were posted in August. At the time of this report no Utility expenditures have been posted for August.



**PARKS & RECREATION
FUND 200
Financial Report for the Month and Year Ending August 31, 2020**

	Previous Year-to-date August 31, 2019	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Taxes	-	-	-	-	-	3,658,483
Fines & Forfeitures	2,626	31	1,987	2,340	(353)	18,000
Interest	8,932	-	4,907	11,000	(6,093)	11,000
Other Revenue	394	1,017	1,316	583	733	3,500
Contributions	50,969	800	11,479	-	11,479	88,959
Miscellaneous	21,301	2,353	6,884	6,680	204	47,205
Transfers In	9,089	-	22,810	22,810	-	22,810
TOTAL REVENUES	93,311	4,201	49,382	43,413	5,969	3,849,957
EXPENDITURES						
Personnel Services	370,461	143,399	266,003	360,322	(94,319)	1,950,067
Other Supplies, Services and Charges	189,765	79,428	110,825	217,339	(106,514)	849,148
Repairs and Maintenance	68,257	18,130	29,661	46,874	(17,214)	311,346
Utilities	27,561	23,563	26,717	19,798	6,919	148,188
Fuel & Lubricants	7,379	519	519	5,690	(5,171)	33,790
Capital Outlay	19,080	30,300	30,300	30,300	-	66,300
Interdepartment Charges	32,386	2,463	177,567	177,567	0	202,196
Reimbursement - Interfund	-	-	(154,692)	(154,692)	-	(154,693)
TOTAL EXPENDITURES	714,889	297,803	486,900	703,198	(216,298)	3,406,342
NET GAIN / (LOSS)	(621,578)	(293,601)	(437,518)	(659,785)	222,267	443,615

BEGINNING FUND BALANCE

2,982,437¹

ENDING FUND BALANCE

2,544,919

¹ Beginning Fund Balance is unaudited and subject to change.

² The 2019 User Fees for Soccer (\$9,000) and Football (\$1,700) were received in July. These fees were due by May 31, 2020 per the agreement.

³ Variance exists in Full Time Salaries and Worker's Compensation. The favorable variance in Full Time Salaries (\$33,000) is due to a vacant FT Park Specialist position and the payroll accrual not being posted at the time of reporting. Workers Compensation expense (\$44,000) has not been recorded at this time. The amount for the entire year is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁴ Significant variances identified in Insurance Expense, Printing, Professional Fees, Asphalt, Travel & Meeting and Miscellaneous Expense. The annual amount for Insurance Expense (\$37,000) is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report. Printing expense would usually include the cost of printing the July Illustrated. The July Illustrated (\$12,000) was not produced due to limited activities being offered related to COVID-19. A contingency of \$10,000 for claims was budgeted in FY21. There have been no claims charged against the contingency. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

⁵ Significant variances identified in Tree Trimming and Mulch. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.



**SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending August 31, 2020**

	Previous Year-to-date August 31, 2019	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Activity Fees	242,322	36,797	101,034	181,335	(80,301) ²	715,762
User Charges	65,984	11,415	20,510	27,563	(7,053)	99,569
Rentals	8,757	3,000	7,000	15,078	(8,078)	46,360
Interest	1,192	-	370	-	370	1,200
Miscellaneous	435	93	83	37	46	1,163
TOTAL REVENUES	318,690	51,305	128,998	224,014	(95,016)	864,054
EXPENDITURES						
Personnel Services	159,773	81,786	150,774	226,470	(75,696) ³	471,126
Other Supplies, Services and Charges	41,917	18,468	27,909	53,683	(25,774) ⁴	150,213
Repairs and Maintenance	2,904	601	3,080	4,440	(1,360)	38,359
Utilities	9,342	21,724	21,724	30,175	(8,450)	75,965
Interdepartment Charges	3,805	-	-	3,814	(3,814)	22,883
Capital Outlay	-	-	-	-	-	-
Transfers Out (To 200)	5,985	-	5,985	5,985	-	5,985
TOTAL EXPENDITURES	223,726	122,579	209,472	324,567	(115,094)	764,531
NET GAIN / (LOSS)	94,965	(71,274)	(80,474)	(100,553)	20,079	99,523

BEGINNING FUND BALANCE	<u>237,677</u> ¹
ENDING FUND BALANCE	<u><u>157,203</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.

² No activities were offered this summer. Pass memberships were sold to residents only and at a reduced cost due to the late opening of the facility. On July 24th, the facility began selling a limited number of Resident Single Visits.

³ Actual staffing of part-time personnel is based on activities offered and facility attendance levels. Also, the payroll accrual has not been posted at this time. In addition, Workers Compensation expense (\$7,000) has not been recorded at this time. The amount for the entire year is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report.

⁴ Variances identified in Insurance Expense and Chemical, Janitorial and Concession supplies. The annual amount for Insurance Expense (\$13,000) is usually booked in the month of July, however, the payment has not been posted in the financial system at the time of this report. Lower facility attendance has a direct correlation to some of the supply and service items (i.e. Concession Supplies, Janitorial Supplies, Professional Fees, etc.) Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

**CEMETERY TRUST
FUND 204
Financial Report for the Month and Year Ending August 31, 2020**

	Previous Year-to-date August 31, 2019	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Services	21,439	13,907	20,853	23,847	(2,993)	138,783
Sale of Property	8,527	6,000	8,000	2,000	6,000	6,000
Interest	4,715	-	2,073	1,500	573	9,000
TOTAL REVENUES	34,682	19,907	30,927	27,347	3,580	153,783
EXPENDITURES						
Personnel Services	10,923	1,776	2,550	11,294	(8,744)	53,754
Other Supplies, Services and Charges	11,623	6,350	9,067	16,743	(7,676)	87,873
Repairs and Maintenance	661	19	19	1,942	(1,922)	9,800
Utilities	210	272	311	625	(314)	4,000
Fuel & Lubricants	137	-	-	200	(200)	1,200
Interdepartment Charges	2,275	1,143	2,286	2,286	-	13,724
Transfers Out (To 026)	3,104	5,211	6,662	6,662	-	21,171
TOTAL EXPENDITURES	28,934	14,771	20,895	39,751	(18,856)	191,522
NET GAIN / (LOSS)	5,748	5,136	10,031	(12,404)	22,436	(37,739)

BEGINNING FUND BALANCE	<u>1,344,595</u> ¹
ENDING FUND BALANCE	<u><u>1,354,626</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.



**CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending August 31, 2020**

	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES					
Transfers from Fund 410	291,667	583,333	583,333	-	3,500,000
TOTAL REVENUES	291,667	583,333	583,333	-	3,500,000
EXPENDITURES					
Interest Expense	-	7,275	4,750	2,525	28,500
Additions to Const in Progress	23,881	58,333	58,333	(0)	350,000
TOTAL EXPENDITURES	23,881	65,608	63,083	2,524	378,500
NET GAIN / (LOSS)	267,786	517,726	520,250	(2,524)	3,121,500

BEGINNING FUND BALANCE	<u>(4,929,195) ¹</u>
ENDING FUND BALANCE	<u><u>(4,411,469)</u></u>

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



**PARKS COP DEBT
FUND 410
Financial Report for the Month and Year Ending August 31, 2020**

	Month-to-Date August 2020	Year-to-Date August 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
REVENUES						
Taxes	352,835	703,434	663,848	39,586	²	3,983,091
EATS	(6,021)	(12,306)	(23,509)	11,202	²	(141,051)
Interest	-	56	833	(778)		5,000
TOTAL REVENUES	346,814	691,183	641,173	50,011		3,847,040
EXPENDITURES						
Transfers Out-Gamber Center	13,125	26,250	26,250	-		157,500
Transfers Out-Construction Fund	45,139	583,333	583,333	-		3,500,000
TOTAL EXPENDITURES	58,264	609,583	609,583	-		3,657,500
NET GAIN / (LOSS)	288,550	81,600	31,589	50,011		189,540

BEGINNING FUND BALANCE	<u>686,805</u> ¹
ENDING FUND BALANCE	<u><u>768,405</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.

² See separate Sales Tax Report included in this packet.

MEMORANDUM



Date: September 23, 2020

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II – Administration

Re: Sales Tax Update – September 2020

September sales tax proceeds total \$454,400, which is 36.9% over the monthly projection. Given the unpredictable cutoff of remittance at the State of Missouri, the annual budget has been spread evenly throughout 2021. Year-over-year actual receipts totaled \$43,927 over the receipts through September 2019.

At the time of this report, there is no additional information regarding the number of top 15 remitters included in the September, August and July receipts. It is important to note that the top 15 remitters (retailers) could fluctuate between years. The EATs data for the month of 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 2020	72,217,134	72,401,255	184,121
FY 2021			
YTD Balance Forward - Sales Tax	663,848	703,435	39,587
YTD Balance Forward - EATs	(23,508)	(12,306)	11,202
Sales Tax Receipts - September 2020	331,924	454,400	122,476
EATs - September 2020	(11,754)	-	11,754
YTD Balance - Sales Tax	995,772	1,157,835	162,063
YTD Balance - EATs	(35,262)	(12,306)	22,956

LIFE-TO-DATE DATA BY SALES TAX

Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	5,254,051	5,480,442	226,391
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: September 17, 2020
To: Steve Casey, Superintendent of Park Planning and Construction
From: Jodi Jordan, Assistant Superintendent of Recreation Services
Re: EITAS Grant Approval

Background

LSPR staff is applying for a grant through Developmental Disability Services of Jackson County, Empowering Individuals through advocacy and support (EITAS) in the amount of \$25,000 to assist with the redevelopment of the Pleasant Lea Park renovation. LSPR was awarded \$25,000 through the same EITAS grant in 2017 for the addition of an inclusive equipment at Joseph A Dyke Playground at Legacy Park.

The key element of the renovation to Pleasant Lea Park will be a 10,000 SF nature playground with tree houses and forts that blend with the natural surroundings and that will be accessible for use by a wide range of children from toddlers to teens. It will be designed to be ADA accessible. The funds requested from EITAS will allow LSPR to purchase specific inclusive equipment to incorporate into the nature playground.

Some examples of what will be considered during the RFP process for inclusion through this grant is the OmniSpin Spinner, Pulse Table tennis, We Go Round or a We-Saw.



Pulse Table Tennis \$19,720.00



OmniSpin Spinner \$7,625.00



We Go Round \$27,190.00



Wee Saw \$9,895.00

The final selection of the equipment will be decided by LSPR staff after the RFP process in the Spring of 2021.

Staff has compiled all the necessary submittals for the grant, and those items were submitted on September 18, 2020. However, an additional requirement of the application is Park Board authorization in the form of a Resolution in support of the application. Staff has prepared a proposed Resolution for the Board's consideration.

Staff Recommendation:

Staff recommends approval of a Resolution approving the submission of an application to Developmental Disability Services of Jackson County – EITAS for Inclusive Playground Equipment at Pleasant Lea Park.

Proposed Motion:

I move to approve a Resolution approving the submission of an application to Developmental Disability Services of Jackson County – EITAS for Inclusive Playground Equipment at Pleasant Lea Park.

Board Resolution/Corporate Resolution

At the Board meeting on September 23, 2020 the Board of Directors of Lee’s Summit Parks and Recreation approved submitting a funding application to Developmental Disability Services of Jackson County – eitas for Inclusive Playground Equipment at Pleasant Lea Park.

The amount of the request is \$25,000 for the purpose of adding inclusive playground equipment to the Pleasant Lea Park Renovations.

The individual(s) authorized to enter into contractual arrangements with Developmental Disability Services of Jackson County – eitas is (are): Joseph Snook, Administrator of Lee’s Summit Parks and Recreation

We, the undersigned, hereby certify that the statements made in the application are correct to the best of our knowledge and belief, and we are authorized to sign this application on behalf of the applicant, and we shall comply with the guidelines, monitoring procedures, and formal contract provisions of Developmental Disability Services of Jackson County – eitas if our request for funding is approved.

Printed Name of Authorized

Person Authorized Person’s Signature

Title of Authorized Person

Date Signed

Printed Name of Authorized

Person Authorized Person’s Signature

Title of Authorized Person

Date Signed

MEMORANDUM



Date: September 15, 2020

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

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

Re: CARES Act Funds for Touchless Restrooms

The COVID 19 pandemic has required increased cleaning protocols and the need for the reduction of touch surfaces in our facilities. Staff have identified toilets, faucets and indoor drinking fountains as frequently touched which could be replaced to provide a more hygienic experience for our patrons. Replacement of these features will also reduce staff cleaning times and ensure that each use by patrons is sanitary.

Funds for transitioning all restrooms in the system (facilities and parks) to touchless restrooms are available for reimbursement through funding provided by the CARES act. These funds would pay for the transition of touchless fountains (facilities), touchless toilets, faucets and urinals. LSPR has a contract with Mechanical Piping LLC and quotes were obtained to determine total cost of this project. Total cost for these renovations, including labor will not exceed \$238,510. A breakdown of the total cost is as follows:

FACILITY	FOUNTAINS/FILLERS	FAUCETS	FLUSHERS	TOTAL
LVCC	\$9,000	\$12,000	\$4,350	\$25,350
LCC	\$10,784	n/a	\$5,220	\$16,004
HPCC	\$2,700	n/a	n/a	\$2,700
GC	\$8,080	\$6,000	\$3,000	\$17,080
TOTAL	\$30,564	\$18,000	\$12,570	\$61,134

Touchless Restrooms in every park			
	Number	Cost per item including installation	Total
Toilets	74	\$1,179.00	\$87,246.00
faucets	63	\$1,179.00	\$74,277.00
urinals	24	\$650.00	\$15,600.00
Total Cost			\$177,123.00

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 4 of the City of Lee's Summit Procurement Policy provides that all contracts in which the City is expending \$50,000 or more annually, or is anticipated by City staff to result in commission from a vendor of \$50,000 or more annually shall be subject to approval by the applicable committee and City Council.

Proposed Motion: I move to approve the spending of funds, not to exceed \$238,510 with city contractor Mechanical Piping LLC for the purpose of upgrading current facilities to touchless fountains, faucets, toilets and urinals as outlined in this memo. I further move that the Board authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure the relevant products and services consistent with this project.

MEMORANDUM



Date: September 15, 2020
To: Joe Snook, Administrator of Parks and Recreation
From: Eric Schooley, Maintenance Supervisor of Longview Community Center
Re: Installation of Touchless Doors for LSPR Community Centers

Background

At the September 8, 2020 City Council Meeting, the Council approved the Cares Act funding plan presented by staff. The plan included \$500,391.65 funding for Parks and Recreation projects.

LSPR obtained a quote from Overhead Door Services for the purchase and installation of touchless main entry doors at the Longview, Lovell, and Harris Park Community Centers. The total cost for the doors will be \$64,562 (see chart below).

FACILITY	TYPE OF DOOR	COST
LVCC	sliding	\$28,668
LCC	sliding	\$29,039
HPCC	wave plates, automatic open	\$6,855
TOTAL		\$64,562

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 4 of the City of Lee's Summit Procurement Policy provides that all contracts in which the City is expending \$50,000.00 or more annually, or is anticipated by City staff to result in commission from a vendor of \$50,000.00 or more annually shall be subject to approval by the applicable committee and City Council.

Proposed Recommendation: Proposed Motion: I move to approve the purchase and installation of touchless doors in the amount of \$64,562 at Longview, Lovell, and Harris Park Community Centers. I further move that the Board authorize the Administrator of Parks and Recreation to execute any and all documents necessary to procure the relevant products and services consistent with this project.

TO: Joe Snook, CPRP
 Administrator of Parks and Recreation

DATE: September 23, 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: FY21 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)					
		-	-		
		-	-		
Lovell Community Center Fund (202)					
Locker Replacement Project (*Rollover from FY20)	95,500	66,599	28,901	Complete	Sep-20
	95,500	66,599	28,901		
Longview Community Center Fund (205)					
		-	-		
		-	-		
Harris Park Community Center Fund (530)					
		-	-		
		-	-		
Parks and Recreation Fund (200)					
Operations					
Asphalt	125,000	1,490	123,510	In Progress	Jun-21
Resource Recovery Park Master Planning	24,000	-	24,000		Dec-20
Longview Community Center Shared Parking Lot Repairs	25,000	-	25,000		Jun-21
Legacy Park					
Asphalt	50,000	-	50,000	In Progress	Jun-21
	224,000	1,490	222,510		
Summit Waves Fund (203)					
		-	-		
		-	-		
Cemetery Fund (204)					
		-	-		
		-	-		
Capital Projects Fund (327)					
Lowenstein Park Renovations (*Continued from FY20)	515,000	278,820	236,180	In Progress	Oct-20
Summit Park Renovations (*Continued from FY20)	1,700,000	1,617,367	82,633	In Progress	Jul-20
Howard Park Renovations (*Continued from FY20)	900,000	833,557	66,443	In Progress	Jul-20
Arborwalk Trail Expansion (*Continued from FY20)	20,000	3,500	16,500	In Progress	May-21
Summit Waves Wave Pool Expansion (*Continued from FY20)	5,110,000	4,985,910	124,090	In Progress	Nov-20
Pleasant Lea Park Improvements	350,000	-	350,000		May-22
	8,595,000	7,719,154	875,846		
TOTAL	8,914,500	7,787,243	1,127,257		

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 2020-June 2021). "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) 2020-2021	Results to Date (for programs/events starting July 2020)
Fund 201 - Gamber Community Center			
Memberships	July 20 - June 21		
<u>Resident Total</u>			
Active Flex	July 20 - June 21	1837	224
Annual		97	1
<u>Non-Resident Total</u>			
Active Flex		112	13
Annual		3	0
<u>Single Visit</u>			
Discount		188	34
Regular		79	0
(All Inclusive Membership - GCC)	July 20 - June 21		
<u>Resident</u>			
Annual		53	5
Flex	July 20 - June 21	1132	164
<u>Non-Resident</u>			
Annual		4	0
Flex		83	12
(Insurance Based Memberships)	July 20 - June 21		
Silver Sneakers Total	July 20 - June 21		771
Renew Active	July 20 - June 21		286
Facility Rentals	July 20 - June 21		
Event Packages		5	
Gamber Package		43	2
Ballroom All	July 20 - June 21	160	6
Ballroom A	July 20 - June 21	142	20
Ballroom B		33	5
Classroom		100	8
Aerobics Room	July 20 - June 21	40	7
Programming			
GCC Paid Group Fitness	July 20 - June 21	0	0
Bingo	July 20 - June 21	2151	0
Line Dance	July 20 - June 21	659	66
Art Classes	July 20 - June 21	25	8
Ballroom, Swing, Latin Dance	July 20 - June 21	150	
Youth Tech	July 20 - June 21	50	
Photography	July 20 - June 21	45	
Special Event Programming			
Mistletoe Madness	July 20 - June 21	40	
Veterans Day Luncheon	July 20 - June 21	100	
Thanksgiving Day Luncheon	July 20 - June 21	160	
Holiday Luncheon	July 20 - June 21	100	
Father Daughter Dance	July 20 - June 21	600	
Sr. Barn Players	July 20 - June 21	100	

Fund 202 - J. Thomas Lovell Jr. Community Center at Legacy Park

Memberships			
<u>Resident</u>			
Annual	July 20 - June 21	1,541	1,246
Flex	July 20 - June 21	3,260	2,794

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
<u>Non-Resident</u>			
Annual	July 20 - June 21	233	336
Flex	July 20 - June 21	716	619
<u>Single Visit - Resident</u>			
<u>Single Visit -- Non-Resident</u>			
<u>Silversneakers</u>			
Prime	July 20 - June 21	17,039	2,079
Renew Active	July 20 - June 21	139	28
Active and Fit	July 20 - June 21	2,000	625
Silver and Fit	July 20 - June 21	0	1
<u>90 Day Memberships</u>			
Resident	July 20 - June 21	101	71
Nonresident	July 20 - June 21	12	5
	July 20 - June 21	3	1
Facility Rentals			
<u>Birthday Party Packages</u>			
Resident			
Package A	July 20 - June 21	223	0
Package B	July 20 - June 21	50	0
Non-Resident			
Package A	July 20 - June 21	117	0
Package B	July 20 - June 21	13	0
<u>Community Rooms</u>			
Resident	July 20 - June 21	144	0
Non-Resident	July 20 - June 21		
<u>Court Rentals</u>			
Resident	July 20 - June 21	12	0
Non-Resident	July 20 - June 21	3	0
Lock-ins	July 20 - June 21	3	0
Pool	July 20 - June 21	2	0
<u>Paid Park Amenities</u>			
Resident			
Canoe	July 20 - June 21	350	0
Paddleboard	July 20 - June 21	350	0
Non-Resident			
Canoe	July 20 - June 21	150	0
Paddleboard	July 20 - June 21	150	0
<u>Free Park Amenities</u>			
Bikes	July 20 - June 21	712	0
<u>Child Care</u>			
Drop In	July 20 - June 21	11,335	14
Pass Card - Member	July 20 - June 21	134	8
Pass Card - Non-member	July 20 - June 21	8	0
Water and Land Aerobic Programming	July 20 - June 21	50,000	2,882
Provide Miscellaneous Fitness			
Personal Training	July 20 - June 21	1760	25
Virtual Personal Training	July 20 - June 21	0	0
LCC Paid Group Fitness	July 20 - June 21	300	0
LPA Paid Group Fitness	July 20 - June 21	500	82
Massage Therapy	July 20 - June 21	300	17
RevUP	July 20 - June 21	250	4
RevUP Reload	July 19 - June 20	200	11
Healthy Eating Every Day (H.E.E.D)	July 20 - June 21	0	4
Swim Lessons			
Swim Lessons	July 20 - June 21	859 Participants	0 26

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
Private Swim Lessons	July 20 - June 21	152 Participants	17

Fund 530 - Harris Park Community Center

Camp Summit			
Camp Summit Enrollment	Summer 2020	750 Enrolled	373 Enrolled
Camp Summit Enrollment	Summer 2021	750 Enrolled	
Weekly Attendance	Summer 2020	440 Avg/Week	164 Weekly Avg through end of Camp
Weekly Attendance	Summer 2021	440 Avg/Week	

Offer School Break Camps			
School Break Camp Enrollment	Sept 20 - April 21	100	2 enrolled (9.14.20)
School Break Days	Nov 20 - April 21	Avg of 30/Day	0 (no days held yet)

Recreation Center Operations			
Gym Rentals	July 20 - June 21	300 Rentals	2
Classroom Rentals	July 20 - June 21	200 Rentals	12 Rental(s)
Entire Facility Rentals	July 20 - June 21	12 Rentals	1 Rental(s)
Week Long Rentals	July 20 - June 21	2 Rentals	1 Rental(s)
Open Gym	July 20 - June 21	1500 Participants	35 Participants

Summit Ice/Lea Mck North			
Public skate- Non Res	Nov 20 - March 21	2500	
Public skate - Non Res	Nov 21 - March 22	2500	
Public skate- Res	Nov 20 - March 21	5500	
Public skate - Res	Nov 21 - March 22	5500	
Pond hockey- Non Res	Nov 20 - March 21	80	
Pond hockey - Non Res	Nov 21 - March 22	80	
Pond hockey- Res	Nov 20 - March 21	150	
Pond hockey - Res	Nov 21 - March 22	150	
Skate with Santa (3)	December 20	200	
Skate with Sanata (3)	December 21	200	
Valentines Day Special	February 20	100	
Valentines Day Special	February 21	100	
Birthday Party Packages	Nov-March 20	75	
Birthday Party Packages	Nov-March 21	75	
Shelter Rentals	2020	100	
Shelter Rentals	2021	100	

ATHLETICS			
Hartman Fields	July 20 - June 21	625 (Rental hours)	192 (Rental Hours)

Adult Leagues			
Softball -- Coed, Men's, Women's			
• Fall	Sept 20 - Oct 20	27 (Teams)	10 (Teams)
• Spring	Mar 21 - May 21	35 (Teams)	
• Summer	June 21 - Aug 21	32 (Teams)	16(teams)

Basketball -- Men's			
• Fall	Jan 20 - Mar 21	20 (Teams)	
• Winter	March 21 - May 21	20 (Teams)	
• Spring	June 21 - Aug 21	16 (Teams)	
• Summer	July 20 - Oct 20	16 (Teams)	On Hold

Volleyball -- Coed, Women's			
• Fall	Jan 21 - Mar 21	50 (Teams)	
• Winter	Mar 21 - May 21	58 (Teams)	
• Spring	June 21 - Aug 21	50 (Teams)	
• Summer I and II	July 20 - Jan 20	50 (Teams)	21 (Teams)

Kickball			
• Fall	Sept 20 - Nov 20	14 (Teams)	27

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
• Spring	Apr 21 - May 21	14 (Teams)	
• Summer	June 21 - Aug 21	14 (Teams)	DNM

Adult Instructional-Athletics

Golf

- Adult Beginning

July 20 - June 21	20	
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Tennis

- Outdoor Adult Beginning

July 20 - June 21	10	
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Youth Instructional-Athletics

Golf

- Youth Beginner

July 20 - June 21	30	
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Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
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Tennis

- Rookies (Quikstart)
- Youth Beginner
Right Sized

July 20 - June 21	30	13
July 20 - June 21	65	20
July 20 - June 21	10	

Youth Leagues

- Girl's Basketball
- Spring Youth Volleyball
- Fall Youth Volleyball
- Summer Youth Volleyball
- Winter Youth Volleyball

Nov 20 - Feb 21	300 Participants	
March 21 - May 21	250 Participants	
Sept 20 - Oct 20	280 Participants	152 Participants (9.14.20)
June 21 - July 21	10 Teams	
Jan 21 - Feb 21	10 Teams	

Youth Special Events-Athletics

- Junior Triathlon

July 21		
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Youth Camps-Athletic

- Baseball Camp
- Basketball Camp
- Volleyball Camp
- Indoor Soccer Camp

June 21	15	
July 20	15	Cancelled
July 20	35	Cancelled
June 21	15	

Tournaments

- Summer Classic Tennis Tournament

June 21		
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INSTRUCTIONAL ACTIVITIES

Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
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Adult Instructional

<i>First Aid/CPR</i>		
CPR/AED	July 20 - June 21 (Year-to-date count) 40	6
First Aid	July 20 - June 21 (Year-to-date count) 25	0
BLS Healthcare Provider CPR	July 20 - June 21 (Year-to-date count) 30	0
CPR for Family and Friends	July 20 - June 21 (Year-to-date count) 30	On Hold

Youth Instructional

Itty-Bitty Sports

• Flag Football	Sept 20 - Oct 20	50	Cancelled
• Basketball	Jan 21 - Feb 21	80	
• Outside Soccer	April 21 - May 21	50	
• T-Ball	June 21 - July 21	50	

Itty-Bitty Instructional Programs

• Itty Bitty PE	July 20 - June 21 (Year-to-date count) 10	On Hold
• Itty Bitty Dancers	July 20 - June 21 (Year-to-date count) 50	On Hold
Indoor T-Ball	July 20 - June 21 (Year-to-date count) 20	On Hold
Instructional Basketball	July 20 - June 21 (Year-to-date count) 20	On Hold
• Indoor Soccer	July 20 - June 21 (Year-to-date count) 25	On Hold
• Itty Bitty Tumblers	July 20 - June 21 (Year-to-date count) 80	On Hold

Pint Size

Pint Size Playtime	Sept 20 - April 21	150	On Hold
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Pee Wee Sports

• Flag Football	July 20 - June 21 (Year-to-date count) 20	Cancelled
• Basketball	July 20 - June 21 (Year-to-date count) 40	
• Tumblers	July 20 - June 21 (Year-to-date count) 20	

Animal Wonders

• Workshop	July 20 - June 21 (Year-to-date count)	
• Camps	July 20 - June 21 (Year-to-date count)	

Acting

Shakespeare Camp	July 21	
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All Ages- Instructional

Horsemanship Classes

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
• Beginning Horsemanship	July 20 - June 21 (Year-to-date count)	9 participants	1 participant
• Beginner Rider I	July 20 - June 21 (Year-to-date count)	4 participants	
• Beginner Rider II	July 20 - June 21 (Year-to-date count)	2 participants	
• Texas Tots	July 20 - June 21 (Year-to-date count)	2 participants	
• Texas Tots II	July 20 - June 21 (Year-to-date count)	2 participants	

Special Event Programming for Families

Night Flight	June 2021	250 participants	
Tour de Lakes	June 2021	875 participants	

Festivals

Legacy Blast	July 2021		
Jamaican Jam	July 2021	1000-1500	
Blues and Jazz Fest	Aug 2021	1000-1500	
Summit Music Fest	June 2021	500-1000	

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
Fund 200 - Parks and Recreation			
Administration			
Provide departmental Annual Report	Sept 2020		
Coordinate, edit and produce Lee's Summit Illustrated.	FY20		
Publish bi-annual Visionary Task Force Newsletter (Legacy for Tomorrow)	Bi-annually		
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	FY21		
City Grounds Maintenance			
Maintain Public Works MOU areas	FY21		

Fund 203 - Aquatics

Summit Waves			
Group Swim Lessons	July 20 - Aug 21	131	0
Group Swim Lessons	May 21 - June 21	760	
Private swim parties	July 20 - Aug 21	56	0
Private swim parties	May 21 - June 21	11	
Junior Guard clinics	July 20 - Aug 21	10	0
Junior Guard clinics	May 21 - June 21	10	
Public swim - Regular	July 20 - Aug 21	4382	0
Public swim - Regular	May 21 - June 21	3500	
Public swim - Discount	July 20 - Aug 21	14672	1,641
Public swim - Discount	May 21 - June 21	2800	
Twilight - Regular	July 20 - Aug 21	135	0
Twilight - Regular	May 21 - June 21	252	
Twilight - Discount	July 20 - Aug 21	1010	0
Twilight - Discount	May 21 - June 21	1660	
Season Pass Sales	July 20 - Aug 21	25	2,451
Season Pass Sales	May 21 - June 21	1406	
Group Promotions			
Family Fun Nights (2)	July 20 - Aug 21	360	0
Family Fun Nights (1)	May 21 - June 21	262	
Birthday Party Packages	July 20 - Aug 21	36	0
Birthday Party Packages	May 21 - June 21	48	
Cabana Rentals	July 20 - Aug 21	22	0
Cabana Rentals	May 21 - June 21	11	

Fund 205 - Longview Community Center

Memberships			
Resident			
Annual	July 20 - June 21	1,342	1,067
Flex	July 20 - June 21	1,121	926
Non-Resident			
Annual	July 20 - June 21	159	163
Flex	July 20 - June 21	338	221
90 Day Memberships			
Resident	July 20 - June 21	14	12
Nonresident	July 20 - June 21	4	5
Single Visit - Resident	July 20 - June 21	10,525	587
Single Visit -- Non-Resident	July 20 - June 21	2,926	79
Silversneakers visits	July 20 - June 21	7,729	1,021 32

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
<i>Prime visits</i>	July 20 - June 21	120	66
<i>Active and Fit visits</i>	July 20 - June 21	72	10
<i>Silver and Fit visits</i>	July 20 - June 21	120	7
<i>Renew active visits</i>	July 20 - June 21	2,130	277
<i>MCC Athletes</i>	July 20 - June 21	NA	16
<i>MCC PE classes</i>	July 20 - June 21	NA	36
<i>MCC Non resident memberships</i>	July 20 - June 21	1000 max	48
Facility Rentals			
<u>Lap lane rentals (hours)</u>			
Resident	July 20 - June 21	6573	491
Non-Resident	July 20 - June 21	618	0
<u>Room Rentals</u>			
Resident	July 20 - June 21	52	0
Non-Resident	July 20 - June 21	26	0
<u>Court Rentals</u>			
Resident	July 20 - June 21	51	0
Non-Resident	July 20 - June 21	12	0
Lock-ins	July 20 - June 21	2	0
Full Pool rental	July 20 - June 21	3	0
<u>Child Care</u>			
Drop In	July 20 - June 21	660	32
Pass Card - Member	July 20 - June 21	125	9
Pass Card - Non-member	July 20 - June 21	6	0
Water and Land Aerobic Programming	July 20 - June 21	30,000	1,922
Provide Miscellaneous Fitness			
Personal Training	July 20 - June 21	873	30
Virtual Personal Training		0	0
LVCC Paid Group Exercise Classes	July 20 - June 21	155	0
LVCC Paid Fitness programs	July 20 - June 21	100	0
Massage Therapy	July 20 - June 21	528	3
RevUP	July 20 - June 21	60	4
RevUP Reload	July 20 - June 21	42	5
Healthy Eating Every Day (H.E.E.D)	July 20 - June 21	0	4
Swim Lessons			
Swim Lessons	July 20 - June 21	340	
Private Swim Lessons	July 20 - June 21	142	8

MEMORANDUM



Date: September 23, 2020

To: Joe Snook
Administrator of Parks and Recreation

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

CC:

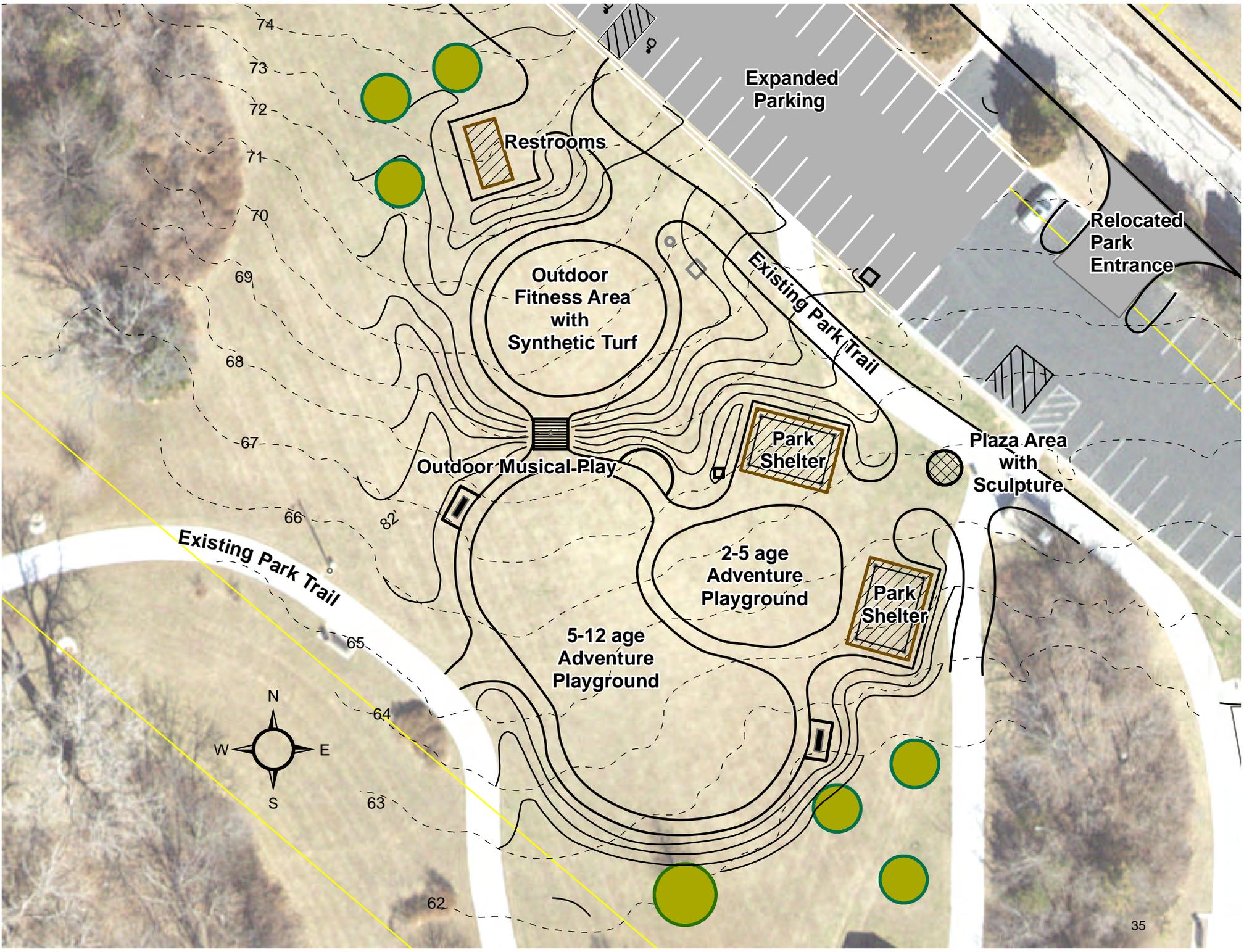
Re: Lowenstein Park Improvements

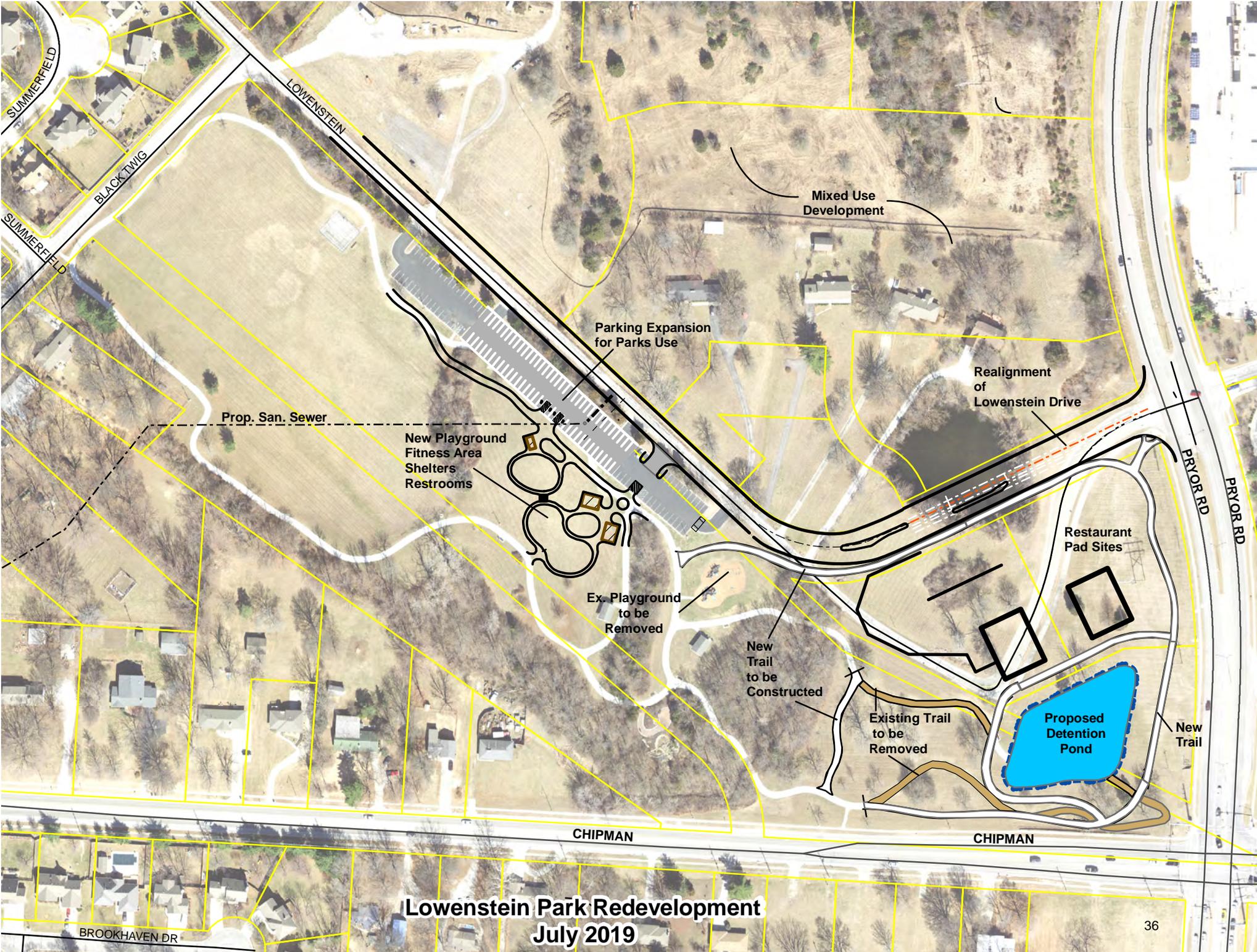
At the time of this report, Phase II of the park renovation project is well underway with LSPR crews doing grading and site work on the new playground and outdoor fitness equipment area along with installation of two new park shelters. Playground and fitness equipment is scheduled for installation during the third and fourth week of September. Weather permitting, a majority of the renovations should be completed by the end of October or early November.

Pond modifications which include adjustments to the outlet openings and trail replacement are complete. The pond contractor expects to start excavating for the concrete fountain vault and precast pump pit by mid September. The precast pump pit is in production and should be delivered to the site by the end of the month with a completion date of early to mid October. The water feature and landscape should be finished in 2 to 4 weeks.

There will continue to be minor disruption of park access, activities, and access to amenities. Staff is monitoring progress through the developer's project manager and keeping park patrons informed via social media and website postings. We will continue to keep the Board updated on progress for this project.

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





SUMMERFIELD

SUMMERFIELD

SUMMERFIELD

BLACK TWIG

LOWENSTEIN

Prop. San. Sewer

New Playground
Fitness Area
Shelters
Restrooms

Parking Expansion
for Parks Use

Ex. Playground
to be
Removed

New Trail
to be
Constructed

Existing Trail
to be
Removed

Restaurant
Pad Sites

Proposed
Detention
Pond

New Trail

Mixed Use
Development

Realignment
of
Lowenstein Drive

PRYOR RD

PRYOR RD

CHIPMAN

CHIPMAN

BROOKHAVEN DR

Lowenstein Park Redevelopment July 2019

Project Name: Lowenstein Park Improvements

11-Sep-20

Item	Park Board approved CIP project budget \$400,000 plus \$115,000 contribution from developer		Revised pre construction budget (May 2020)	Commitments to date	estimated remaining	Notes
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits	\$ 2,000.00	\$ -	\$ -		
	Architectural + Engineering	\$ -	\$ -	\$ -		
	Erosion Control/Tree Protection	\$ 2,000.00	\$ 1,000.00	\$ 140.00		
	Earthwork/Grading	\$ 10,000.00	\$ 2,500.00	\$ 610.20		
	Demolition of Existing Park Features	\$ 3,000.00	\$ 1,000.00	\$ 211.85		ex. Playground, shelters, comfort station
Site Utilities	Storm Drainage	\$ 5,000.00	\$ 1,500.00	\$ 759.80		
	Sanitary Sewer Connection			\$ -		by others
	Electrical	\$ 3,000.00	\$ 2,500.00	\$ 2,738.11		power from RR transformer to shelters; RR heat
	Water Tap/Meter/Service			\$ -		by others
Paving	Concrete Walks and Curbs	\$ 50,000.00	\$ 32,000.00	\$ 10,764.00		in house revised; includes anchors, rebar, footings for shelters
	Asphalt-New Trail Construction	\$ -		\$ -		by others
	Parking Lot Resurfacing	\$ -		\$ -		by others
Park Features and Structures	Restroom Construction	\$ -		\$ -		by others
	Shelters and Installation (2 total 750 sf each)	\$ 65,000.00	\$ 58,000.00	\$ 57,155.00		Poligon similar to MJF
	Playground Equipment and Install	\$ 225,000.00	\$ 202,054.00	\$ 119,846.00		
	Playground surfacing and install	\$ 20,000.00	\$ 45,000.00	\$ -		turf (\$40,000) and mulch (\$4320)
	Landscaping	\$ 20,000.00	\$ 15,000.00	\$ 14,114.00		
	Site furnishings	\$ 20,000.00	\$ 13,000.00	\$ 12,744.48		df, benches, tables, trash
	Fitness Pod Equipment	\$ 65,000.00	\$ 54,889.00	\$ 54,889.41		
	Fitness Pod Surfacing	\$ 20,000.00	\$ 34,836.00	\$ -		Forever Lawn Synthetic Turf
	Outdoor Musical Play Equipment (Note: \$2,500 grant from Beaudoin)	\$ -	\$ 5,000.00	\$ 4,848.00		
			\$ -			
			\$ -			
Subtotal	\$ 510,000.00	\$ 468,279.00	\$ 278,820.85			
Design and Construction Contingencies	\$ 5,000.00	\$ -				
Total Park Board Approved Budget	\$ 515,000.00	\$ 468,279.00				
Budget	Total Adjusted Budget on 4/13/20					
	\$2500 from Beaudoin grant					
	\$0000 from Gov Deals existing playground equipment					

MEMORANDUM



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

At the time of this report, there are four (4) outstanding payments for the month of September. Our Sponsorship Coordinator secured a 3-year renewal with Harmon Flooring in September.

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 \$21,650 in FY20. This was due to a number of sponsorship payments that were deferred and setup on payment plans due to COVID-19. These deferred payments were collected in FY21. 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	\$ 5,500.00	\$ 13,000.00	\$ 13,000.00	\$ 6,500.00				\$ 39,000.00
Adams Toyota, 2/29/16	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00				\$ 45,000.00
Blue Pearl ¹ , 3/10/16	\$ 6,000.00							\$ 6,000.00
Adams Toyota ² , 5/11/16	\$ 2,500.00	\$ 2,500.00						\$ 5,000.00
Adams Toyota ³ , 4/22/17	\$ 5,000.00							\$ 5,000.00
Adams Toyota ⁴ , 5/27/18			\$ 2,000.00	\$ 1,000.00				\$ 3,000.00
Legacy Woods ⁵ , 5/11/16	\$ 4,000.00	\$ 1,000.00						\$ 5,000.00
American Family, 5/16/16	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00				\$ 45,000.00
Price Chopper ⁶ , 5/25/16	\$ 5,000.00							\$ 5,000.00
Royal Door, 7/22/16		\$13,750	\$16,250.00					\$ 30,000.00
Jungmeyer & Suresh, 8/25/16		\$15,000	\$15,000.00	\$15,000.00				\$ 45,000.00
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 Academy ⁷ , 5/11/18			\$3,000.00					\$ 3,000.00
Foundation Guy, 7/30/18				\$15,000.00	\$15,000.00	\$15,000.00		\$ 45,000.00
Freezing Moo 9/4/18				\$15,000.00	\$15,000.00	\$15,000.00		\$ 45,000.00
Camp Bow Wow 12/5/18				\$5,500.00	\$5,500.00			\$ 11,000.00
Integrity Roofing, 10/10/18				\$11,250.00	\$15,000.00	\$15,000.00	\$3,750.00	\$ 45,000.00
Smile Doctors, 2/1/19				\$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
Security Bank of KC, 2/14/20								\$ -
Brain Balance Center of LS 5/9/19				\$3,250.00				\$ 3,250.00
Brain Balance Center of LS 3/4/20								\$ -
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
Shining Light Music, 1/20								\$ -
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 12/26/19					\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Thermal King Windows ⁸ , 1/13/20								\$ -
PawConX 7/21/20						\$5,500.00	\$5,500.00	\$ 11,000.00
Total	\$ 48,500.00	\$ 105,500.00	\$ 152,750.00	\$ 199,400.00	\$ 205,850.00	\$ 155,500.00	\$ 73,000.00	\$ 940,500.00

Expenses	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank								
Banners (29*565) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00		\$ 3,510.00
Contractor ²	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 22,850.00
Instant Auto								
Banners (29*565) ³	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,835.00
Contractor ³	\$ 1,950.00	\$ 3,575.00	\$ 3,250.00	\$ 3,875.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 22,400.00
Adams Toyota								
Banners (29*565) ³	\$ 1,885.00	\$ 325.00	\$ 390.00		\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,575.00
Contractor ³	\$ 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 Pearl⁴								
Contractor ³	\$ 1,800.00							\$ 1,800.00
Adams Toyota⁵								
Banner (1*565)	\$ 65.00							\$ 65.00
Contractor ³	\$ 750.00	\$ 750.00	\$ 600.00	\$ 300.00				\$ 2,400.00
Adams Toyota⁶								
Banner (1*565)	\$ 65.00							\$ 65.00
Contractor ³	\$ 1,500.00							\$ 1,500.00
American Family								
Banners (29*565) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00					\$ 2,535.00
Contractor ³	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00				\$ 11,750.00
Price Chopper⁶								
Banner (1*565)	\$ 65.00							\$ 65.00
Contractor ³	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00				\$ 4,500.00
Royal Door								
Banners (29*565) ³		\$ 1,885.00	\$ 390.00	\$ 325.00				\$ 2,600.00
Contractor ³		\$ 4,125.00	\$ 4,125.00	\$ -				\$ 8,250.00
Jungmeyer & Suresh								
Banners (29*565) ⁷	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,510.00
Contractor ³	\$ 4,500.00	\$ 3,937.50	\$ 3,750.00	\$ 3,750.00	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 24,187.50
Kline Van & Speciality Rental								
Banners (29*565) ⁴	\$ 1,885.00	\$ 325.00	\$ 325.00					\$ 2,535.00
Contractor ³	\$ 3,375.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50				\$ 11,812.50
St. Luke's								
Banners (29*565) ⁸			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ³			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00			\$ 10,800.00
Harmon Flooring								
Banners (29*565) ⁴			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ³			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Heartland Heating & Cooling								
Banners (29*565) ³			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ³			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Lee's Summit Academy⁷								
Banner (2*565)			\$ 130.00					\$ 130.00
Contractor ³			\$ 900.00	\$ -				\$ 900.00
Foundation Guy								
Banners (31*565) ⁹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ³				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Freezing Moo								
Banners (31*565) ⁹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ³				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Camp Bow Wow								
Banners (4*565) ⁷				\$ 260.00	\$ 65.00			\$ 325.00
Contractor ³				\$ 1,650.00	\$ 1,375.00	\$ -		\$ 3,025.00
Integrity Roofing								
Banners (31*565) ⁹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ³				\$ 3,375.00	\$ 3,937.50	\$ 3,750.00	\$ 937.50	\$ 12,000.00
Smile Doctors								
Banners (31*565) ⁹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ³				\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 12,000.00
Security Bank of KC '19 & '20								
Banners (4*565) ⁷				\$ 260.00				\$ 260.00
Contractor ³				\$ 975.00	\$ -			\$ 975.00
Brain Balance Center of Lee's Summit '19 & '20								
Banners (4*565) ⁷				\$ 260.00				\$ 260.00
Contractor ³				\$ 975.00	\$ -			\$ 975.00
Bank of Blue Valley								
Banners (4*565) ⁷				\$ 260.00				\$ 260.00
Contractor ³				\$ 660.00	\$ 315.00			\$ 975.00
Shining Light Music								
Banners (4*565) ⁷				\$ 260.00				\$ 260.00
Contractor ³				\$ 660.00	\$ 315.00			\$ 975.00
Adams Toyota⁸								
Banner (2*565)				\$ 260.00				\$ 260.00
Contractor ³				\$ 600.00	\$ 300.00			\$ 900.00
Rockhill Orthopedics								
Banners (31*565) ⁹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ³				\$ 1,125.00	\$ 4,312.50	\$ 3,750.00	\$ 2,812.50	\$ 12,000.00
Pediatric Associates								
Banners (31*565) ⁹					\$ 2,015.00	\$ 325.00	\$ 325.00	\$ 2,665.00
Contractor ³					\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
PawConX								
Banners (4*565)						\$ 260.00	\$ 65.00	\$ 325.00
Contractor ³						\$ 1,650.00	\$ 1,375.00	\$ 3,025.00
Total	\$ 21,020.00	\$ 36,470.00	\$ 50,552.50	\$ 70,680.00	\$ 60,972.50	\$ 42,660.00	\$ 19,615.00	\$ 301,970.00
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Net	\$ 27,480.00	\$ 69,030.00	\$ 102,197.50	\$ 128,720.00	\$ 144,877.50	\$ 112,840.00	\$ 53,385.00	\$ 638,530.00

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

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

³ One year contract for sponsorship of dog parks only

⁴ Payment of 31 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year

⁵ Legacy Park Amphitheater sponsorship.

Sponsorship Goals

Goal	FY 16 Status	FY17 Status	FY18 Status	FY19 Status	FY20 Status	FY21 Status	FY22 Status
\$205,000					\$203,450		
\$200,000				\$199,400			
\$195,000				\$195,800			
\$190,000							
\$185,000							
\$180,000					\$181,800		
\$175,000							
\$170,000							
\$165,000							
\$160,000							
\$155,000						\$155,500	
\$150,000			\$150,750				
\$145,000							
\$140,000							
\$135,000							
\$130,000							
\$125,000							
\$120,000							
\$115,000							
\$110,000							
\$105,000		\$105,500					
\$100,000							
\$95,000							
\$90,000							
\$85,000							
\$80,000							
\$75,000							\$73,000
\$70,000							
\$65,000							
\$60,000							
\$55,000							
\$50,000						\$52,875	
\$45,000	\$48,500						
\$40,000							
\$35,000							
\$30,000							
\$25,000							
\$20,000							
\$15,000							
\$10,000							
\$5,000							
\$0							

	Commitments
	Collected

MEMORANDUM



Date: September 23, 2020
To: Joe Snook, CPRP, Parks Administrator
From: Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction
Re: Velie Park Update

Velie Park was vandalized on the evening of May 19, 2020 with significant damage to the playground equipment. LSPR continues to work with LSPD and LSFD to investigate the incident. Over the past several months, some Velie park patrons have reached out to us with issues and suggestions for park improvements. At this time, we want to update the Board on a schedule to address future improvements.

In July, LSPR crews replaced the damaged piece of playground equipment with existing equipment located at Lowenstein Park, which is also currently under renovation. This provided our neighbors a temporary solution while we work toward a permanent solution.

Prior to the incident, the LSPR Parks Master Plan identified Velie Park for renovations in 2023. Consequently, we plan to move the Velie Park renovations up to the summer of 2021. In an effort to start the renovations as soon as possible, we have started the process of reaching out to our neighbors and community for feedback and ideas which will be facilitated by our Parks and Recreation planning staff.

Here is the tentative planning schedule:

- | | |
|-------------------|---|
| July1-Aug 1 | Completed temporary relocation of play equipment from Lowenstein |
| Sept 15 - Oct. 30 | Survey distribution and collection of survey responses. <ul style="list-style-type: none">• Neighbors will be notified via post card with a link to the survey• Signage will be added at the park with a QR code to direct park users to the survey• Survey will be made available on our web site and via social media |
| Nov. 1 - Nov. 30 | Staff will evaluate survey responses and work with a neighborhood project committee <ul style="list-style-type: none">• Neighborhood project committee formed. Begin survey review process with project committee |
| Nov. 30 - Jan. 15 | Development of concept plans <ul style="list-style-type: none">• Staff will meet with project committee 1 to 2 times (virtual or in person TBD)• Concept plans and cost estimates developed |

- Jan 15 - Feb. 15 Refine plans and review with project committee
- March 1 Finalize plan and cost estimates to be included in Park Capital Improvement Plan (CIP) for Fiscal Year 2022
- Final plan to be shared on LSPR web site
- July - Oct. 2021 Begin park renovation

We will continue to keep the Park Board updated on the survey responses and progress of the project.

September 2020 COMMENT REPORT

Attached are 15 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these comments, 4 were positive, 6 were comments making suggestions, questions or requests and 5 were negative.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	LSPR	Complaint	8/15/20	David Dean		Kevin Knapp	When will parks facilities be open to non-residents? The Lenexa and Overland Park facilities are open to non-residents so why not Lee's Summit? Thank you!	Greetings Kevin, Thank you about your inquiry about the sale of non-resident passes to LSPR facilities. Due to the Jackson County Health Department's capacity and contact tracing requirement, LSPR facilities are currently only open to residents of Lee's Summit. Residents are defined as someone who lives inside the city limits and/or pays City of Lee's Summit property taxes (not Jackson County or R7 taxes). I cannot speak as to why Lenexa and Overland Park are open to non-residents. LSPR is consistently tracking and reviewing our attendance numbers in order to ensure we are staying within the Jackson County capacity requirements and able to serve the residents of Lee's Summit. If and when the capacity requirements change, and we determine we can effectively serve the residents along with non-residents we will make an announcement. Please watch our facility webpages for updates. If you have any questions or would like to discuss with me, I can be reached at 816-969-1554 or at ddean@cityofls.net. Thank you again and have a wonderful day. David
2	Hartman Park	Complaint	8/19/20	Jared Benson		Doug Coleman	I'm a district 2 resident and manage a youth sports competitive softball organization. Renting Charles Hartman Park is an often rented field for our practices. I received the message below that I wanted to voice concern over. This feels like local government overreach. We already have had to submit a COVID plan on how we are conducting practices. We are also following USA Softball's guidelines and recommendations for competitive teams. Furthermore if we would have a positive COVID case within our team we would manage the exposures and contact tracing within our group as we have done since May when we returned to competitive play and practices. Why does the city need to know who's there? How is the city going to help me manage my own group of players and families if/when we have a positive case? Our group is renting a large outdoor softball field away from any other park goers.	Good morning Doug, Your email to councilmembers Carlyle and Felker was shared with us yesterday. I apologize for the delay in a response. The reason Lee's Summit Parks and Recreation requires contact information for all participants in your rental is so that we can provide it to the Jackson County Health Department upon request. In the event of an outbreak, the Jackson County Health Department could request this information from LSPR in order to follow their contact tracing protocols. This is a protocol used in all indoor facilities as well. And a requirement for all patrons who rent facilities or fields from Lee's Summit Parks and Recreation. Please feel free to contact me if you have any further questions. Thank you, Jared Benson
3	Lowenstein Park	Suggestion	8/24/20	Steve Casey		Gene Guevel	Kudos to the Parks and Recs on the work completed at Lowenstein Park...it's fantastic! Given that most power and lighting are now turned on....is there a plan to fix or replace the lighting at each of the two bridges along the trail? I run in the park every morning and the area around these two bridges are very dark. I would expect it could even be a safety problem at other times of the day - especially with daylight hours starting to be shorter and shorter. Also WIFI was installed in the park several years ago....is it now back in operation? Thanks much for your help!	Mr. Guevel Thank you for your comments regarding the park improvements. It is still work in progress with the pond on the east side and additions with a new playground, shelter, and outdoor fitness equipment. We anticipate by mid to late fall all of the proposed improvements will be in place. Regarding the lighting, there is no plan to replace the lights along the trail. Every owned these lights in the park and power was rerouted to a new transformer and sectionalizer near the new restroom facility. Prior to the renovations, Lowenstein was the only park in our system with some lighting along the trail and this is not typically a common practice for LSPR to illuminate park areas as it creates a false sense of security and can be cost prohibitive, however we continue to research best industry practices and listen to our patrons requests on matters such as these. As for WIFI, I am not certain of the operational status but I will check on this and get back with you. This infrastructure was installed by Time Warner. I appreciate your comments and I will share them with our Parks Board. Thanks again. Steve Casey
4	Pleasant Lea Park	Suggestion	8/24/20	Steve Casey		Derek Izzi	Please don't remove the racquetball courts at Pleasant Lea Park. I only make it over to play 2-3 times a month but those courts are a great piece of the park.	Derek: Thanks for your comment and being a visitor to our parks in Lee's Summit. Unfortunately the plans are to remove the racquetball courts as part of a complete renovation and improvement plan for the park. The feedback we received from park patrons and the nearby neighbors during a community input process was that the courts are used very infrequently and can be a target for vandalism and graffiti. Again, we appreciate your comment. Steve Casey
5	LCC	Compliment	8/12/20	David Dean	Michael Hedrick	Suzy Wellinghoff	Heath is fabulous! He was so helpful, knowledgeable, patient and kind. A big thank you to Heath.	Heath Harris is the Lovell Community Center Assistant Manager. Staff shared this comment with Heath and he will be recognized at the next staff meeting. MH
6	LCC	Compliment	8/15/20	David Dean	Michael Hedrick	Unknown Patron	Patron commented that Randy was doing a very good job cleaning upstairs, she notices every Saturday that he is here.	Randy Henlon is a part-time Weight Room Attendant at J. Thomas Lovell Jr. Community Center. Staff shared this comment with Randy and he will be recognized at the next staff meeting. MH
7	Summit Waves	Complaint	8/23/20	Devin Blazek		Gina Hynds	Will you be extending Summit Waves closing date since the school district is not starting school until the Tuesday after Labor day (the normal closing date for pools)? Especially since school is now not starting the 26th of August. The pool chose the closing date when back to school date was August 26.	Hello Following the 2018 Summit Waves season, staff did a careful analysis of Summit Waves participation, financial performance, and staffing availability for the previous 10 years. This analysis concluded it would be in the best interest of LSPR and patrons to close Summit Waves when school returns to session for both areas high schools and colleges. This decision was primarily based on the difficulty to safely staff the facility after that date. While area high schools have delayed their start date in 2020, most area colleges are starting their fall semester on time. Summit Waves employs a large number of college-aged employees who are, as a result, unavailable to work. Additionally, many fall sports have begun practicing which has further restricted staffing availability. Due to these factors, staff feels it would not be possible to safely staff the facility after August 25. We understand this may be an inconvenience to some of our patrons. In response, we are allowing Summit Waves season passes to be used at both Lovell and Longview community centers until Monday, September 7th. We hope this will provide continued access to swimming for our patrons. Should you have any further question, feel free to call me at 816-969-1546 or email me at Devin.blazek@cityofls.net. Thank you, Devin Blazek
8	Harris Park	Complaint	8/26/20	Joe Snook		Brenda Apgar	I'm reaching out about the rule that we have to wear masks while playing Pickleball games. It seems there are different rules for different people at the same facility. The youth volleyball players do NOT need to wear a mask while playing. I will list a few of the reasons given to us for this and why they do not make sense. -Volleyball has the same six people on the court. Not valid reason as pb only has two on the same size court and are not in as much contact as volleyball. -volleyball has the same girls on the team the whole time so easy to trace. Pickleball players scan their card every time they play so you can see who was playing at anytime and day. -volleyball is on the court no more than 15 min at a time. Most pb games don't exceed that time and we are willing to play shortened games if that is really an issue. Although we are never within six feet of someone 15 min straight ever. The fact that both of these sports are non contact means it's ridiculous to have different mask rules for each. I would argue that the 6 volleyball players are way closer and come into contact many more times than in 2 people on the pb court. I cannot remember the last time I ever touched someone playing and I play a lot. There are no valid reasons to have different rules for each of these activities. With all that has been going on it is very easy for places to twist rules and regulations to meet their agenda. All we ask if that you truly look at this situation and you will see that there is no more risk playing pb without a mask as playing volleyball. Thanks.	Ms. Apgar, Thank you for your email and comments. LSPR's sole goal is to provide a safe environment for our participants and staff. I understand COVID is a polarizing issue and people have differing opinions regarding safe and unsafe conditions. To state LSPR is twisting rules and regulations to meet an agenda is simply untrue. Masks have been required for all indoor pickleball play at other LSPR community centers since our reopening in June. Pickleball players at those facilities have been consistently wearing their masks and we have received very few negative comments. We continue to monitor county health department guidelines, CDC guidelines, and recommendations from national governing sports organizations as we consider modifications to existing protocols in all of our operations. We will conduct another review of the latest information and keep our pickleball community updated if and when protocols and expectations change. If you have additional comments or questions please feel free to contact me. Respectfully, Joe Snook

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
9	Parks	Suggestion	9/2/20	Steve Casey		Gareth Anderson	<p>Good Morning LS, I would like to propose a mountain biking skills park be put in somewhere in the Lees Summit community. A Small asphalt pump track and several sets of dirt jumps ranging from beginner to pro level. We have the community here that would participate in the use. I have spoken with several customer of our store and users of many ages of our skate park and all have echoed the same sentiments, that if we had a facility it would be used. Places such as St. Joseph and the Railyard in Rogers, AR see people travel from all over to utilize their mountain bike skills area and dirt jumps and I think Lees Summit could be the serviceable area for the Kansas City Metro and would see increased visitors to our area. I would also like to add, that i am an avid dirt jumper myself and would like to volunteer my time towards a project like this if deemed feasible. I would also be happy to play play crash test dummy (at zero risk to Lee's Summit) on any new jumps to avoid the risk to other users. Thank you for your time in reading my request. I look forward to hearing from you.</p>	<p>Gareth: Thank you for your comments. I am not sure you are aware of the new mountain bike course in Legacy Park. Called the "1014 Trail" it is a novice/beginner level mountain bike course on the north end of the park. It has become quite popular with the mountain biking enthusiasts. It was constructed through support from Urban Trail Company who provided labor and materials for the construction of the trail. As for a designated "skills" area, North Lea McKeighan Park also included plans for a pump track however development costs put this project on hold until a future date. I will share your comments with our Parks and Recreation Board. Thanks again for your comments and interest.</p>
10	Parks	Suggestion	9/2/20	Steve Casey		Jaime Horsager	<p>Gareth Anderson</p> <p>Can we get a mountain bike skills/ jump area somewhere in the city?</p>	<p>James: Thank you for your comments and interest. If you weren't aware, there is a new mountain bike course in Legacy Park. Called the "1014 Trail" it is a 3 mile novice/beginner level mountain bike course on the north end of the park. It has become quite popular with the mountain biking enthusiasts. It was constructed through support from Urban Trail Company who provided labor and materials for the construction of the trail. As for a designated "skills" area there are no immediate plans. The original plans for North Lea McKeighan Park included a pump track however development costs put this project on hold until a future date. I will share your comments with our Parks and Recreation Board. Thanks again.</p>
11	LCC	Compliment	8/21/20	Mike Hedrick	Heath Harris	Rose Farris	<p>Thank you to the staff for keeping us clean and safe, especially to Shirley (Newhouse) who cheerfully answers early calls to put me on the list for water aerobics. Thanks!</p>	<p>Staff appreciates the positive comments. Shirley Newhouse is a part-time service representative at Lovell Community Center. Staff will share this comment with her, and Shirley will be recognized at the next staff meeting. HH</p>
12	Parks	Suggestion	9/10/20	Steve Thomas		Cody Wheelock	<p>Love that you installed a new disc golf course in Howard Park; my son and I have enjoyed playing it several times already! It is always full of people when we are there as is Legacy. Are there plans to install any more disc golf courses in city parks? It is very popular and good courses draw-in the large disc golf community in the metro. Thank you for your hard work!</p>	<p>Mr. Wheelock, I am pleased to hear that you and your son have played and enjoy playing the new disc golf course at Howard Park. LSPR recognizes that disc golf continues to grow in popularity as is evident in the amount of play at our disc golf courses. At the current time there are no plans to install another disc golf course, however, LSPR will continue to look for opportunities for future courses. Again, thank you for your comments and good luck to you and your son with your disc golf game as you enjoy our courses. Sincerely, Steve Thomas</p>
13	GCC	Complaint	8/31/20	Tede Price	Megan Crews	Dixie Mothersbaugh	<p>On Monday August 31st, 2020 Dixie Moutersbaugh expressed to the Facility Supervisor on duty she was very disappointed with the current operations at Gamber Community Center (GCC) and the lack of effort to increase usage. Dixie left her contact information and asked for the manager to reach out.</p>	<p>Gamber Community Center's Manager, Megan Crews, reached out to Dixie following her visit on Monday. During the conversation Dixie continued to express her disappointment through the following statements. Senior Citizens have lost their way in life and at this time GCC is doing nothing to assist them in any aspect of life. She feels a cold and unwelcoming environment with only a few chairs in the hallway and no socialization areas. She stated that is why GCC is failing. After attending an event held by her church with over a hundred individuals, outside, and no mask mandate, she didn't understand why GCC hadn't taken any steps to welcome individuals back. She stated no one comes to GCC and no one knows the facility is open. Dixie stated we need to get our butts moving by complaining to the right people to get things changed because senior citizens are going to die a lonely death because we aren't doing anything. During the conversation GCC's manager explained we are in close connection with Jackson County Health Officials and following county guidelines. Management and staff are reviewing everything with guidance from the county on a weekly basis. Stating we have opened all areas possible to ensure the safety of all our patrons, explaining we are a community center for everyone. Staff expressed everyone with LSPR is anxious and would like nothing more than to be able to open as many services up as possible but we are unfortunately still in the middle of a pandemic. Staff expressed multiple times the safety for everyone, patrons and staff included, was our number one priority. Dixie ended the conversation when she received another phone call. MC</p>

5 SEP 20

Lee's Summit Parks and Recreation

Yesterday my wife and I decided to get out of the house to break the monotony of the pandemic isolation. We thought a meal outside of the house would be nice.

Went to a Lee's Summit restaurant to get some take-out. Then drove back toward home and stopped at the small park across from Bowlin Pond to eat. The gazebo gave us a nice shady place to sit. This area was clean and well taken care of. We learned that the park was named in honor of a fallen firefighter from the Lee's Summit Fire Department. There was also a mother with her small children who were playing on the the equipment.

We had a very nice experience at this location.

Tom and Judy Phipps

Blue Springs, MO

From: [Joe Snook](#)
To: [Rob Regier](#)
Cc: [Stephen Arbo](#)
Subject: RE: Fitness Court Along Trail Network
Date: Monday, August 31, 2020 5:42:20 PM

Mr. Regier,

Thank you for your questions regarding federal funding for trails and trail amenities. I will do my best to answer your questions. Trails and trail amenities can be a complicated and/or convoluted discussion. For example, the Rock Island Trail is a regional trail that is managed by Jackson County Parks+Rec but it goes through Lee's Summit, Raytown, and Kansas City. Lee's Summit built a trailhead at Hartman Park (which also has a trail within the park) that is maintained by Lee's Summit Park and Recreation (LSPR). LSPR is responsible for the trailhead and park (including our park trail) while Jackson County is responsible for the Rock Island trail. Similar partnerships have also been developed between Jackson County, Raytown and Kansas City.

Federal funding though MARC supports multi modal regionally significant projects through a grant application that is conducted biannually. These grants generally need to reflect a regional need and potentially serve more than one local community. LSPR did receive federal funding through MARC several years ago (early 2000's) when we developed Velie Park. The grant application is a fairly in-depth process and typically requires a joint effort with Public Works and LSPR to justify the application as a transportation need. It also requires some up front engineering and plans. LSPR would typically act in an endorsement or support role for projects like Little Blue Trace or Rock Island that touch Lee's Summit but are more regionally important.

LSPR has been a recipient (multiple times) of federal funding through the Recreational Trails Program which is administered by MDNR. Projects include:

Eagle Creek Trail

Todd George Trail

McKee Park Trail

Lowenstein Trail Renovation

3rd Street improvements for Longview Loop

Currently LSPR is in the process of installing a fitness pod in Lowenstein Park as a part of the renovations at that park. The pod will be adjacent to the trail and playgrounds for easy access and high visibility. In addition, LSPR has a fitness loop located along the trail at the Gamber Community Center which has been available for over 10 years. We will continue to include fitness components in some of our future neighborhood park renovations as it was an important amenity identified by our community in our latest strategic planning efforts.

As for installation of fitness parks outside of Lee's Summit and along metro trails systems that question would be better answered by the jurisdiction(s) responsible for the trail. Although MARC coordinates a regional trails approach, local or regional jurisdictions would be responsible for the design and amenities along their portion of regional trails. A conversation with MARC may be beneficial as they could, at a minimum, connect you to appropriate contacts for trails outside of

Lee's Summit.

I would be happy to answer any questions you have regarding existing or future trails in Lee's Summit.

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: Rob Regier <robregier@outlook.com>
Sent: Monday, August 31, 2020 11:10 AM
To: Stephen Arbo <Stephen.Arbo@cityofls.net>
Cc: Joe Snook <Joe.Snook@cityofls.net>
Subject: Re: Fitness Court Along Trail Network

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Thank you for the reply, Stephen. That's helpful info. Maybe you or Joe can answer this -- how does the federal funding get down to Lee's Summit for a project like this? Does it go first through MARC through its Transportation Alternatives program? To expand on that question, what if one wanted to place several of these fitness parks along our metro trail system? Would it behoove me to talk to someone at MARC?

Rob Regier
308 NE Chelmsford Court
Lee's Summit, MO 64064
816-868-0126
robregier@outlook.com

From: Stephen Arbo <Stephen.Arbo@cityofls.net>
Sent: Saturday, August 29, 2020 3:36 PM

To: robregier@outlook.com <robregier@outlook.com>

Cc: Joe Snook <Joe.Snook@cityofls.net>

Subject: Fitness Court Along Trail Network

Mr. Regier,

Thank you for the interest in making our community a better place (and improve the health of our citizens). Through the Parks and Recreation Department, we continue to make improvements to the Greenway Trail System in our City. If you haven't already, please check out to web information on our trail system. We have been able to build the current system based upon a mixture of local, state and federal transportation funding sources.

Joe Snook, Parks Administrator, has been a part of this work since 2001. I will pass your suggestion to him. He will most likely provide you a response and further information

<https://cityofls.net/parks/parks/greenway-trail-system>



Stephen Arbo | City Manager

220 SE Green Street | Lee's Summit, MO 64063

816.969.1023 | cityofls.net | Stephen.Arbo@cityofls.net



From: Rob Regier <robregier@outlook.com>

Sent: Friday, August 28, 2020 4:30 PM

To: Stephen Arbo <Stephen.Arbo@cityofls.net>

Subject: Funding from MARC

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

Mr. Arbo, I have a quick question about funding you receive from MARC. Does Lee's Summit receive funding from them for pedestrian and bicycle facilities and recreational trails? I ask because I'd like to see our city -- or, maybe I need to go to Jackson County -- install a fitness court somewhere along our bike/pedestrian trail system. I know the federal government's transportation construction program sets aside a few billion a year for set aside projects, but wasn't sure if any of that money got funneled down to Lee's Summit.

Here's the fitness court I'd like to see added to our trail or park system: <https://nationalfitnesscampaign.com/fitness-court-top>

Thanks for your help.

Rob Regier

308 NE Chelmsford Court
Lee's Summit, MO 64064
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2020 SEPTEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01 City Council Regular Session - 6pm	02	03	04	05
06	07 Labor Day - Administrative Offices Closed	08 City Council Regular Session - 6pm	09	10	11	12
13	14	15 City Council Regular Session - 6pm	16	17 Park Bench Dedication for Marly and Nick	18	19
20	21	22 City Council Regular Session - 6pm	23 Park Board Meeting - Zoom - 6pm	24	25	26
27	28	29 City Council Regular Session - 6pm	30	01	02	03
04	05	06	07	08	09	10

2020 OCTOBER

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

2020 NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03 City Council Regular Session - 6pm	04	05	06	07
08	09	10 City Council Regular Session - 6pm	11	12	13	14
15	16	17 City Council Regular Session - 6pm	18	19	20	21
22	23	24 City Council Regular Session - 6pm	25	26 Thanksgiving - All Facilities Closed	27 Thanksgiving - Administrative Offices Closed	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12