

OCTOBER 2020

Park Board Meeting Packet



Lowenstein Park renovation is ongoing and getting weekly updates on social media!



Summit Ice got a new Zamboni as the facility gets ready to open for the season.



Mistletoe Madness will be happening at Gamber Community Center November 6 & 7.



LSPR & the Kansas City Symphony partnered together to bring two free pop-up concerts in our parks!



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, October 28, 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, October 27, 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:	October 28, 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 – 3 rd Quarter 2020				Joe Snook	N/A
PRESENTATIONS					
• Camp Summit 2020 End of Activity Presentation				Ryan Gibson	N/A
AGENDA ITEM				STAFF RESPONSIBLE	
APPROVAL OF MINUTES: September 2020 Regular Session Minutes					1-5
TREASURER’S REPORT: read by James Huser, Treasurer (includes September 2020 Financial Report)				Carole Culbertson	6-15
SALES TAX REPORT: October 2020				Carole Culbertson	16-17
BOARD APPROVAL ITEMS					
• Approval of Amended Part Time Pay Plan - ESports Tournament Director				Ryan Gibson	18
• RFP 2020-049 Landscaping Services Proposal				Steve Casey	19-30
OLD BUSINESS					
• Projects and Services Review				All Staff	31-38
• Capital Projects Plan –				Steve Casey	
o Lowenstein Park Improvements					39-42
o Velie Park Update					43
• Fundraising Update				David Dean	44-46
NEW BUSINESS					
Summit Waves Slides Review				Devin Blazek	47
3 rd Quarter Security Report				Brooke Chestnut	48-50
End of Activity Reports				Various Staff	51-69
PATRON COMMENT REVIEW				Joe Snook	70-74
MONTHLY CALENDARS				For Information Only	75-77
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
CLOSED SESSION: Pursuant to Section 610.021(1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action, or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys.					
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					



LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	September 23, 2020	TIME:	6:00 PM	PLACE:	Via Videoconference		
Board Members Present:		Board Members Absent:		Staff Present:		Other Guests:	
Mindy Aulenbach, President		Jon Ellis		Joe Snook		Hillary Shields, Council Liaison	
Lawrence Bivins, Vice President		Wesley Fields		Carole Culbertson		Jackie McCormick-Heanue	
Jim Huser, Treasurer				David Dean		Jodi Jordan	
Casey Crawford				Steve Casey		Ryan Gibson	
Nancy Kelley				Brooke Chestnut		Eric Schooley	
Tyler Morehead				Tede Price			
Samantha Shepard				Dana Thurber			
AGENDA ITEM		DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS	
Presentations:							
Employee of the 1 st Quarter Presentation		Mr. Snook introduced Eric Schooley, Maintenance Supervisor at Longview Community Center, as the Employee of the Quarter for the 1 st quarter of 2020. Mr. Snook congratulated Mr. Schooley and thanked him for his hard work. President Aulenbach also congratulated Mr. Schooley and thanked him for his contributions to Lee’s Summit Parks and Recreation.					
Employee of the 2 nd Quarter Presentation		Mr. Snook introduced Jackie McCormick-Heanue, former Superintendent of Legal Services and Human Resources, as the Employee of the Quarter for the 2 nd quarter of 2020. He noted the department’s ongoing challenges related to the pandemic during the 2 nd quarter. Ms. McCormick-Heanue was the COVID-19 Coordinator for the organization, providing guidance for the reopening of facilities and programs. Mr. Snook also recognized her contribution in legal and human resource matters since joining the department. Ms. McCormick Heanue was very humbled by the remarks and thanked everyone. She noted the response to the pandemic required an extra effort by numerous LSPR staff. President Aulenbach thanked Ms. McCormick-Heanue for her assistance while transitioning to the President position and for her contribution to LSPR.					
Employee of the Year Presentation		Mr. Snook introduced Ryan Gibson, Harris Park Community Center Manager, as the 2019 Employee of the Year. Mr. Snook congratulated Ryan and described him as a superstar of the department. He recognized Mr. Gibson for his responsibility for the management of Summit Ice, in addition to his responsibilities of the Camp Summit program. Mr. Snook added that in the previous year, when the relationship with the outside contractor for Summit Ice was terminated and the operation brought in-house, an extra effort was required to make the transition successful. Mr. Gibson stated it was an honor to be recognized; adding that LSPR is an extraordinary group of people; from Park Board to all areas of the department. Being chosen as the Employee of the Quarter and Employee of the Year were goals when he started with LSPR. He noted there are a couple of LSPR staff who have won the Employee of the Year more than once; therefore, he has a new goal. President Aulenbach noted his efforts have shown and thanked him for all his effort for the department. Ms. Kelley asked if a goal was to become the Administrator of Lee’s Summit Parks and Recreation. Mr. Gibson stated he would let Mr. Snook keep that seat warm for now; however, one day he would like the view from Mr. Snook’s office. Ms. Kelley noted Mr. Gibson is a great employee and appreciates having him on the LSPR staff. Mr. Snook commented he is feeling the heat since he has never won Employee of the Year. Mr. Snook congratulated Mr. Gibson.					



AGENDA ITEMS:		
Approval of Minutes of August 26, 2020 Regular Park Board Meeting	Supporting documentation (see pages 1-5). No questions or discussion.	Vice President Bivins made a motion to approve the minutes of August 26, 2020; seconded by Mr. Morehead. Motion carried unanimously.
Treasurer's Report – August 2020	Supporting documentation (see pages 6-15). Treasurer Huser read the August 2020 Treasurer's Report. No questions or discussion.	Ms. Kelley made a motion to accept the Treasurer's Report for August 2020; seconded by Vice President Bivins. Motion carried unanimously.
Sales Tax Report – September 2020	Supporting documentation (see pages 16-17). No questions or discussion.	No Board Action.
BOARD APPROVAL ITEMS		
EITAS Funding Request	Supporting documentation (see pages 18-20). Mr. Snook presented a resolution to support an application for an EITAS grant. Ms. Jordan, Assistant Superintendent of Recreation, noted the same \$25,000 grant was received in 2017 for a piece of inclusive play equipment at the Joseph A Dyke playground. The goal is to apply for the grant to add inclusive recreational playground equipment to our park system as renovations occur. The timing of the grant application coincides with the redevelopment of Pleasant Lea Park. In this case, instead of a specific piece of equipment being identified, the request is for funds to be used for equipment identified during the Request for Proposal process. The application has been submitted with examples of equipment and their associated costs. A resolution from the Park Board is the final submission and is due by October 2 nd . Mr. Snook stated that staff is seeking Board approval to move forward with the grant noting that if the grant were to be awarded, the money would be used to purchase a piece of inclusive equipment to be incorporated into the playground. He added a grant application for \$250,000 has been submitted to the Land and Water Conservation Fund to provide funding towards the renovation of the park. In addition, the Legacy for Parks Foundation will provide additional funding. President Aulenbach noted the proposed motion on page 19 and asked for any further discussion. There were no further comments.	Vice President Bivins made a motion 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. Seconded by Ms. Kelley. Motion carried unanimously.
CARES Act Funding Request	Supporting documentation (see pages 21-22). Mr. Snook noted the next two approval items are related to the CARES Act funding received by the City of Lee's Summit of approximately \$5,900,000. LSPR identified several improvements needed to create a touchless environment in restrooms in facilities and parks. The items being brought to the Board for approval is because they exceed the \$50,000 purchasing threshold. Ms. Chestnut noted the memo outlines the costs associated with transitioning all toilets, sinks and indoor drinking fountains to touchless throughout the facilities and parks. She added that the total cost is based on quotes received from the plumbing contractor. Vice President Bivins asked to add language to the motion identifying the funding source as CARES Act funds. Mr. Snook suggested additional language to amend the motion. Vice President Bivins concurred and made the motion using the additional language. Mr. Crawford asked how the use of CARES Act funding was identified. Mr. Snook noted the use of CARES Act funding is very specific and once the limitations were understood, staff identified projects that fell within those limitations. He added the City identified similar improvements through their facilities to create a touchless environment. The restrooms at the Legacy Park sports venues are also included in the improvements identified by LSPR. Mr. Crawford asked if there were any improvements identified but were not funded. Mr. Snook stated all identified expenditures were included in the funding allocated to LSPR, including the reimbursement of PPE and staff time specific to COVID-19. Mr. Crawford asked whether the City has placed a cap on the spending amount. Mr. Snook noted the cap is the approximately \$5,900,000 appropriated to the City of Lee's Summit. He added that he represented LSPR on the work team to prepare the list of expenditures to present to the City Council. The team met several times over several weeks to identify a list of needs. To meet the tight turnaround to identify needs, Mr. Snook worked extensively with	Vice President Bivins made a motion to approve the spending of CARES Act 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. Seconded by Ms. Kelley. Motion carried unanimously.



	<p>staff to identify needs and to obtain quotes from the vendors for the estimated costs. Mr. Snook noted that some of the estimates used may be high, while others low, but that he is confident the department will be able to complete the list of improvements with the funds allocated to the department and have a surplus. Mr. Crawford asked if LSPR had previously worked with Mechanical Piping LLC. Mr. Snook answered yes, adding that both vendors are long-term City contractors.</p> <p>Mr. Snook added the funding has gone through the City's approval process. Vice President Bivins asked Mr. Snook whether there were any desired improvements not included on the list. Mr. Snook answered no, that he worked extensively with staff to identify the needed improvements.</p>	
Installation of Touchless Doors	<p>Supporting documentation (see page 23). Mr. Snook noted this item is also related to CARES Act funding to create a touchless environment. Mr. Snook introduced Eric Schooley, Maintenance Supervisor at Longview Community Center. Mr. Schooley led the project to identify doors at the community centers that could be converted to touchless. The three listed are Lovell, Longview and Harris Park Community Centers. Gamber Community Center already has touchless entry doors. Mr. Schooley referred to the memo regarding the Harris Park Community Center. He stated the opening at the Harris Park Community Center is too narrow to install sliding doors. Instead, a wave plate will be installed which will open the right side door when entering and exiting. The door will still function as a regular door, as it may take some time to get used to using the wave plates.</p> <p>Mr. Crawford asked whether the department is communicating with patrons the utilization of CARES Act funds to enhance the facilities and to make a safer environment. Mr. Snook answered no but noted it as a good suggestion. Once the work to transition to touchless has begun, communication will be created to educate the community. Mr. Crawford added the communication would provide reassurance to our patrons that measures are being taken to provide a safe and hygienic environment.</p> <p>Mr. Snook suggested the same additional language to amend the motion to include verbiage regarding CARES Act funding.</p>	<p>Vice President Bivins made a motion to approve the spending of CARES Act funds for 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. Seconded by Ms. Shepard. Motion carried unanimously.</p>
OLD BUSINESS		
Projects and Services Review	Supporting documentation, (See pages 24-33). No questions or discussions.	No Board Action.
Capital Projects Plan	<p>Supporting documentation (see pages 34-37).</p> <p>Lowenstein Park Improvements: Mr. Casey stated there has been good progress in the last month. The outdoor fitness equipment has been installed. LSPR staff is in the process of installing the new park shelters. The playground equipment contractor will begin installation of playground equipment and will be onsite for potentially the next two weeks. The developer is making some repairs and installing a new water feature on the pond. The weather has cooperated and the project is moving forward.</p> <p>Ms. Kelley asked whether the outdoor exercise area is available for use. Mr. Casey stated the equipment is installed; however there is still surfacing to be installed. Therefore, there is caution tape around the equipment.</p> <p>President Aulenbach thanked Mr. Casey noting the progress on the project.</p>	No Board Action.
Fundraising Update	Supporting documentation (see pages 38-40). Mr. Dean stated an additional payment has been received since the publication of the report and the payments for September are on track. He noted that several sponsors experienced a tough time in past months; therefore, a payment plan was established. In addition, the Sponsorship Coordinator has secured a renewal contract with Harmon Flooring for another three years.	No Board Action.
NEW BUSINESS		
Velie Park Update	Mr. Casey provided an update on the park since the vandalism in May. A portion of the existing playground equipment from Lowenstein, which is being replaced, has been moved to Velie Park prompting a desire for improvements to the park	No Board Action.



	<p>by the neighborhood. Mr. Casey noted improvements to the park are in long range planning in two to three years. Due to the vandalism and the feedback from the neighbors, staff began reviewing the schedule for improvements to the park. Mr. Casey presented a tentative schedule for the next several months. A survey has been distributed to the public with over 200 responses received for staff to review. The next step will be input from the neighborhood. Staff will conduct a “neighborhood meeting” in some form and a working taskforce will be established. The intent is to have a project in next year’s capital budget for renovations to the park.</p> <p>President Aulenbach stated she had received positive responses since the playground equipment was replaced.</p>	
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PATRON COMMENT REVIEW

Supporting documentation (see pages 43-50). Treasurer Huser referenced comment number 8 and asked whether masks are required when playing pickleball. Mr. Snook stated no; adding that after the onset of COVID-19, when facilities were being reopened, masks were required, however, that has since changed. He added that masks are required when they are entering/exiting the facility or waiting to play. Vice President Bivins noted at the celebration at Summit Park for outgoing Park Board members Nick Walker and Marly McMillen last week, there were four people on the court that were not wearing masks.

Treasurer Huser asked whether the availability of the 1014 trail has been effectively communicated to the public. He noted he has used the trail considerably and has not seen other patrons using it. He added the department has so much to offer and questioned whether there is a more effective way to communicate our offerings to the public. Mr. Snook answered, great question. He noted the communication within the mountain bike community tends to be more organic in nature; they tend to use social media, a couple of specific site and networking. Mr. Snook added he does not follow the social media sites regularly but has noticed the 1014 trail on the site. New mountain bike riders enjoy the trail since there are no rock or trees. The Earthriders have been in contact with the department to discuss Phase II, which would add four additional miles to the trail. Expanding the trail to seven miles creates a designation for riders. As more miles are added, the trail will experience more users. Mr. Snook agreed the new trail is a gem adding the trail is included in all communication regarding Legacy Park. A new video has been created that highlights the trail and will be posted tomorrow.

MONTHLY CALENDARS

Supporting documentation (see pages 51-53). No questions or discussion.

Mr. Snook noted the staff retreat will be held on October 23rd. The Park Board retreat will be scheduled 2-3 weeks afterwards before Thanksgiving.

ROUNDTABLE

Treasurer Huser asked whether Mr. Dean was responsible for the community centers. Mr. Dean answered he is responsible for Lovell and Longview Community Centers. Treasurer Huser asked what system was being used to clean the facility noting that when using the dumbbells, the chemicals are accumulating in the rack. Mr. Dean confirmed a pump sprayer is being used to clean the equipment. Treasurer Huser stated that based on his experience in the industry, an electrostatic sprayer would be better since it uses less chemicals and is less harmful to the equipment. He added the purchase of a couple of electrostatic sprayers should be considered when spending the COVID money. Mr. Dean stated the department was only able to purchase three electrostatic sprayers in the beginning and therefore purchased pump sprayers to be used in the interim. He added that due to the size of the buildings and the amount of space to maintain, staff is still using the pump sprayers in addition to the electrostatic sprayers. The amount of overspray has been a concern; he will review with staff. Treasurer Huser stated he has access to electrostatic sprayers but noted it may be an awkward position as a Board member and did not want to cross a line. Treasurer Huser also noted the lat pulldown machine at Lovell Community Center is not available for use due the social distancing requirement. He added it is the only piece of equipment that offers that type of exercise and suggested evaluating the availability of all the equipment to assure the various functions are being offered. He also noted the water fountain is jammed and does not function. Mr. Dean stated there is a broken internal part, which has been ordered and awaiting delivery. Treasurer Huser made positive comments on the department’s upkeep at Legacy Park, the number of activities available, the value of those activities to the community and his enjoyment of being an active citizen of Lee’s Summit.

Mr. Crawford asked whether youth basketball would be available in the fall and if so, what it would look like. Mr. Snook stated we fully intend to have a girls’ basketball program this winter and are currently developing the process, which will be dependent on the availability of facilities through the school district. There will be two plans, one plan will include the availability of school facilities for practices and another plan that does not. Alternate programming was developed when offering the volleyball program, which included four weeks of practice and four weeks of double-header games. He added the basketball program can be offered in a safe manner and provide girls an experience in basketball. Mr. Crawford asked when are the signups for youth basketball typically held. Mr. Snook answered signups are typically in early October and knows that staff is working on a plan. Ms. Price confirmed signups begin on October 5th.

Ms. Shepard confessed a field marshal at the soccer venue had to enforce the rule of wearing a mask with her. She explained that, at that time, she was far away from others and had taken off her mask and felt she was not endangering others due to the distance. However, she certainly understands and will wear her mask while in the park in the future, she just wanted to Board to know. Mr. Snook stated she has provided him reassurance that the soccer association is following the protocols they submitted to LSPR for the reopening.

Ms. Kelley asked about the NRPA virtual sessions and whether the department plans to attend any of the sessions. Mr. Snook stated attending the sessions has not been discussed nor have the topics been reviewed to determine whether there are any important topics for the department. He added,



if there are topics that would be beneficial to the department, he would have some staff attend. Ms. Kelley asked whether there is a fee to attend. Mr. Snook answered yes, adding that the National Conference is the main event that provides funding for the organization.

Mr. Morehead had no comments.

Vice President Bivins thanked Mr. Dean and our sponsorship contractor for working with our sponsors on a payment plan and was glad to know the scheduled payments are now current. He noted the recent challenging times adding that there is value provided for our advertisers. He also relayed positive comments he had received from a professional acquaintance regarding the dog parks and our park system in general. Vice President Bivins thanked staff for all they do.

President Aulenbach thanked everyone for attending the celebration at Summit Park for outgoing board members Nick Walker and Marly McMillen. She noted the amount of time, energy and thought that goes into being on the Park Board. She thanked staff for planning the event. She also noted the personnel changes within the department, which often requires staff to move into different and challenging roles. She thanked staff for taking on new challenges, whether by choice or not, and adhering to the changes.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

Mr. Snook informed the Board that the Longview Community Center is discontinuing the childcare operation for the foreseeable future, noting the limited participation per week and the financial impact. He added that the Lovell Community Center still has childcare available for our patrons.

Mr. Snook noted receiving a few comments recently regarding wearing masks while exercising. After reviewing the available options, a change will be implemented later this week. The Gamber Community Center has converted the two classrooms on the north end into mini exercise areas to utilize as much of the fitness equipment while maintaining social distancing. In one of the rooms, a mask will be required for all participants while exercising. Treasurer Huser stated it was a good solution. Mr. Snook gave kudos to Mr. Dean, Ms. Price, Ms. Crews, Ms. Jordan and Mr. Hedrick for working together to find a solution.

Regarding Summit Ice, Mr. Snook stated that staff is currently working on a plan which will be reviewed tomorrow. He noted the operations will be different from the past but will still serve the community while maintaining social distancing requirements. In addition, Mr. Snook informed the Board of the planned purchase of a preowned Zamboni to replace the existing Sport Ice machine. The Sport Ice machine has underperformed and he has been very disappointed in the support received from Sport Ice. He further explained the Sport Ice machine was not able to keep up with the ice making needs, which required staff to use squeegees and water to try and make ice. Therefore, instead of spending staff time making ice, the Sport Ice machine will be sold and a preowned Zamboni will be purchased. The cost of the preowned Zamboni is \$30,000-\$35,000 which will be paid from Fund 200. Mr. Snook added that the purchase was not included in the budget and therefore bringing it to the Board attention.

Treasurer Huser asked for an update on Happy Tails Park, as there are three temporary satellite towers at the park. Ms. Chestnut provided an update to the timeline for the water tower repainting from Water Utilities. At this time, the communication devices have been removed and prep work to paint the tower has begun. The newest timeline for completion of the project is by Thanksgiving. Treasurer Huser asked if the park was safe for dogs. Ms. Chestnut stated that dogs are not able to run around it and that it would be a safety issue to patrons. In the meantime, staff is performing maintenance, removing trees, performing turf work and replanting trees. Mr. Snook stated the city is in the process of repainting all of the water towers over time. He added the water tower at Hook and Ward Road is the new design. The tower at Happy Tails was the next tower scheduled for resurfacing and Water Utilities gave notice several months ago. Unfortunately, the timeline has slipped, however; it becomes a safety issue allowing patrons in the park while the removal of equipment and repainting of the tower occurs. Treasurer Huser asked if the department would be reimbursed for utilization of the park. Mr. Snook answered the property is Water Utilities property. Through an agreement with Water Utilities, improvements were made for our first dog park.

President Aulenbach stated the next Board meeting would be held on Wednesday, October 28th at 6pm. The meeting was adjourned.

MEETING ADJOURNMENT

Financial Outlook as of September 30, 2020



Fund	Fund Balance @ 9/30/20
Gamber Community Center	\$ 510,461
Lovell Community Center	\$ 1,377,066
Longview Community Center	\$ (574,223)
Harris Park Community Center	\$ 202,302
Parks and Recreation	\$ 2,293,482
Summit Waves	\$ 113,666
Cemetery	\$ 1,357,133
Construction	\$ (4,157,229)
Park COP	\$ 918,512

Fund	MTD 9/30/20	Prior YTD Actual	Current YTD Actual	Approved FY21 Budget	Percentage of FY21 Budget
Gamber Community Center					
Revenue	\$ 42,111	\$ 117,035	\$ 59,316	\$ 500,324	11.86%
Expenses	\$ 20,971	\$ 104,945	\$ 68,942	\$ 399,101	17.27%
Income (Loss)	\$ 21,139	\$ 12,090	\$ (9,626)	\$ 101,223	
Lovell Community Center					
Revenue	\$ 81,177	\$ 505,475	\$ 261,892	\$ 1,894,169	13.83%
Expenses	\$ 74,146	\$ 498,117	\$ 237,344	\$ 1,860,715	12.76%
Income (Loss)	\$ 7,031	\$ 7,358	\$ 24,548	\$ 33,454	
Longview Community Center					
Revenue	\$ 43,277	\$ 195,754	\$ 123,506	\$ 1,090,501	11.33%
Expenses	\$ 57,978	\$ 355,458	\$ 179,844	\$ 1,257,015	14.31%
Income (Loss)	\$ (14,701)	\$ (159,704)	\$ (56,337)	\$ (166,514)	
Harris Park Community Center					
Revenue	\$ 31,518	\$ 577,466	\$ 189,320	\$ 1,329,894	14.24%
Expenses	\$ 52,028	\$ 540,463	\$ 248,529	\$ 1,253,453	19.83%
Income (Loss)	\$ (20,511)	\$ 37,003	\$ (59,209)	\$ 76,441	
Parks and Recreation					
Revenue	\$ (13,622)	\$ 101,395	\$ 40,339	\$ 3,849,957	1.05%
Expenses	\$ 242,394	\$ 973,338	\$ 729,294	\$ 3,406,342	21.41%
Income (Loss)	\$ (256,016)	\$ (871,943)	\$ (688,955)	\$ 443,615	
Summit Waves					
Revenue	\$ (2,033)	\$ 319,314	\$ 127,300	\$ 864,054	14.73%
Expenses	\$ 41,839	\$ 238,174	\$ 251,311	\$ 764,531	32.87%
Income (Loss)	\$ (43,872)	\$ 81,140	\$ (124,011)	\$ 99,523	
Cemetery					
Revenue	\$ 14,784	\$ 54,006	\$ 47,825	\$ 153,783	31.10%
Expenses	\$ 14,392	\$ 42,743	\$ 35,287	\$ 191,522	18.42%
Income (Loss)	\$ 392	\$ 11,263	\$ 12,538	\$ (37,739)	
Construction					
Revenue	\$ 291,667	\$ 1,080,000	\$ 875,000	\$ 3,500,000	25.00%
Expenses	\$ 43,711	\$ 737,468	\$ 103,034	\$ 378,500	27.22%
Income (Loss)	\$ 247,956	\$ 342,532	\$ 771,966	\$ 3,121,500	
Park COP Debt					
Revenue	\$ 444,021	\$ 1,093,083	\$ 1,146,082	\$ 3,847,040	29.79%
Expenses	\$ 304,792	\$ 1,123,750	\$ 914,375	\$ 3,657,500	25.00%
Income (Loss)	\$ 139,229	\$ (30,667)	\$ 231,707	\$ 189,540	

**GAMBER COMMUNITY CENTER
FUND 201
Financial Report for the Month and Year Ending September 30, 2020**

	Previous Year-to-date September 30, 2019	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
REVENUES							
Activity & Membership Fees	33,924	5,221	14,140	37,016	(22,875)	²	177,076
User Charges	28	14	46	28	18		315
Rentals	36,340	582	7,229	39,088	(31,859)	³	156,433
Interest	2,881	(3,086)	(1,482)	900	(2,382)		3,600
Other Revenue	111	-	8	-	8		5,400
Miscellaneous	1	4	-	-	-		-
Transfers In from Park COP	43,750	39,375	39,375	39,375	-		157,500
TOTAL REVENUES	117,035	42,111	59,316	116,407	(57,091)		500,324
EXPENDITURES							
Personnel Services	56,048	15,726	44,617	58,349	(13,732)	⁴	230,028
Other Supplies, Services and Charges	16,970	3,031	8,618	19,907	(11,289)	⁵	87,468
Repairs and Maintenance	10,143	294	5,136	3,553	1,583		15,117
Utilities	9,401	211	5,445	15,105	(9,660)	⁶	45,981
Capital Outlay	7,366	-	-	-	-		-
Interdepartment Charges	5,018	1,709	5,127	5,127	0		20,507
TOTAL EXPENDITURES	104,945	20,971	68,942	102,040	(33,098)		399,101
NET GAIN / (LOSS)	12,090	21,139	(9,626)	14,366	(23,993)		101,223

BEGINNING FUND BALANCE

520,087 ¹

ENDING FUND BALANCE

510,461

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

² 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.

**LOVELL COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending September 30, 2020**

	Previous Year-to-date September 30, 2019	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Activity & Membership Fees	435,761	86,469	262,689	364,841	(102,153) ²	1,751,388
User Charges	696	45	77	1,094	(1,017)	4,292
Rentals	24,266	-	-	-	-	74,814
Interest	7,947	(5,725)	(1,499)	3,996	(5,495)	3,996
Other Revenue	1,699	-	150	460	(310)	41,679
Contributions	7,500	-	-	3,750	(3,750)	15,000
Miscellaneous	86	389	475	9,381	(8,906)	-
Transfers In	27,519	-	-	-	-	3,000
TOTAL REVENUES	505,475	81,177	261,892	383,522	(121,630)	1,894,169
EXPENDITURES						
Personnel Services	332,792	61,563	178,707	336,637	(157,930) ³	1,329,102
Other Supplies, Services and Charges	84,503	6,824	18,121	58,922	(40,801) ⁴	183,781
Repairs and Maintenance	40,210	2,232	12,400	52,064	(39,664) ⁵	126,084
Utilities	27,436	(1,016)	14,489	48,399	(33,910) ⁶	167,239
Interdepartment Charges	13,176	4,542	13,627	13,627	-	54,509
TOTAL EXPENDITURES	498,117	74,146	237,344	509,649	(272,305)	1,860,715
NET GAIN / (LOSS)	7,358	7,031	24,548	(126,126)	150,675	33,454

BEGINNING FUND BALANCE

1,352,518 ¹

ENDING FUND BALANCE

1,377,066

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

² A breakdown of the unfavorable variance is as follows: Activity revenue (\$29,000); Gate Receipts (\$31,000) and Memberships (\$41,000). 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 (\$104,000) 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 The budget includes Heat Exchanger repairs that have not been completed at this time (\$21,000). The budget also includes the pool maintenance usually completed annually in August but was completed in March due to facility being closed. Staff is also making more in-house repairs such as roof repairs, paint and caulk repairs to reduce expenses.

**LONGVIEW COMMUNITY CENTER
FUND 205
Financial Report for the Month and Year Ending September 30, 2020**

	Previous Year-to-date September 30, 2019	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Activity & Membership Fees	158,546	35,354	102,975	145,637	(42,662) ²	895,587
User Charges	442	10	21	836	(814)	3,630
Rentals	36,796	7,742	20,230	20,723	(493)	153,083
Miscellaneous	(31)	171	280	37,006	(36,726) ³	37,857
TOTAL REVENUES	195,754	43,277	123,506	204,201	(80,695)	1,090,501
EXPENDITURES						
Personnel Services	242,623	44,890	131,074	213,340	(82,265) ⁴	820,659
Other Supplies, Services and Charges	32,730	5,730	16,838	43,315	(26,477) ⁵	144,574
Repairs and Maintenance	12,769	3,896	6,863	31,434	(24,571) ⁶	62,994
Utilities	52,102	(1,369)	11,553	55,297	(43,744) ⁷	181,275
Interest Expense	1,283	871	1,637	-	1,637	-
Interdepartment Charges	11,615	3,959	11,878	11,878	(0)	47,513
TOTAL EXPENDITURES	355,458	57,978	179,844	355,264	(175,420)	1,257,015
NET GAIN / (LOSS)	(159,704)	(14,701)	(56,337)	(151,063)	94,725	(166,514)

BEGINNING FUND BALANCE (517,886) ¹
ENDING FUND BALANCE (574,223)

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

² A breakdown of the unfavorable variance is as follows: Activity revenue (\$6,000); Gate Receipts (\$16,000) and Memberships (\$20,000). 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 \$20,000 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 and 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 A majority of the variance is in electricity. The bill for September usage has not been posted at the time of this report.

**HARRIS PARK COMMUNITY CENTER
FUND 530**

Financial Report for the Month and Year Ending September 30, 2020

	Previous Year-to-date September 30, 2019	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
REVENUES							
Activity & Membership Fees	394,075	9,157	114,785	96,115	18,670	²	867,373
User Charges	19,452	55	55	9,776	(9,721)	³	83,686
Rentals	27,274	3,291	10,606	30,696	(20,090)	⁴	161,240
Interest	3,241	(1,088)	(518)	-	(518)		-
Other Revenue	47,923	13	91	24,050	(23,959)	⁵	250
Contributions	72,625	20,000	64,125	43,125	21,000	⁶	183,025
Miscellaneous	12,876	90	176	654	(478)		34,320
TOTAL REVENUES	577,466	31,518	189,320	204,416	(15,096)		1,329,894
EXPENDITURES							
Personnel Services	250,483	24,798	183,590	114,912	68,678	⁷	695,472
Other Supplies, Services and Charges	252,197	9,016	38,447	76,402	(37,955)	⁸	380,963
Repairs and Maintenance	7,780	4,014	5,749	8,826	(3,077)		34,175
Utilities	19,313	5,660	12,204	28,780	(16,576)	⁹	99,212
Depreciation	4,936	4,683	4,683	4,683	-		18,732
Transfers Out	3,519	3,000	3,000	3,000	-		3,000
Interdepartment Charges	5,432	5,475	5,475	5,475	0		21,899
TOTAL EXPENDITURES	540,463	52,028	248,529	237,393	11,136		1,253,453
NET GAIN / (LOSS)	37,003	(20,511)	(59,209)	(32,977)	(26,232)		76,441

BEGINNING FUND BALANCE

261,511 ¹

ENDING FUND BALANCE

202,302

¹ Beginning Fund Balance is unaudited and subject to change.

² The opening of Camp Summit was not anticipated for the 2020 season due to COVID-19; (actual revenue of \$97,000). Revenues are lower than anticipated in Adult Instructional (\$16,000), Youth Instructional (\$3,700) and Athletics (\$40,000) due to lower number of adult teams, youth volleyball and basketball signups and no Itty Bitty programs. Legacy Park Amphitheater is not currently having any programs (\$17,000) due to Covid-19.

³ The budget anticipated revenue for Lea McKeighan North concessions and pro shop (\$6,000) and Legacy Park Amphitheater (3,700). Both of the facilities have not been open due to Covid-19.

⁴ The budget anticipated revenue from the continuation of ongoing rentals along with revenue from new rental packages.

⁵ 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.

⁶ Banner Sponsorships delayed payment in the Spring until the start of FY21. All sponsors are currently caught up on their Spring 2020 payments.

⁷ Camp Summit Part-Time personnel expense was not budgeted for the start of FY21 because of Covid-19 (\$105,000). The payroll accrual and Workers Compensation expense (\$13,000) has not been recorded at this time. Workers Compensation 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. Additionally, program registrations are down resulting in a favorable Part-Time expense of \$17,000.

⁸ 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. Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

**PARKS & RECREATION
FUND 200**

Financial Report for the Month and Year Ending September 30, 2020

	Previous Year-to-date September 30, 2019	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
REVENUES							
Taxes	-	-	-	-	-		3,658,483
Fines & Forfeitures	3,943	15	2,001	2,880	(879)		18,000
Interest	7,673	(17,768)	(8,283)	11,000	(19,283)	²	11,000
Other Revenue	906	470	1,786	875	911		3,500
Contributions	54,949	750	12,229	4,000	8,229		88,959
Miscellaneous	23,283	2,911	9,795	10,730	(935)		47,205
Transfers In	10,641	-	22,810	22,810	-		22,810
TOTAL REVENUES	101,395	(13,622)	40,339	52,295	(11,956)		3,849,957
EXPENDITURES							
Personnel Services	520,987	148,793	414,795	517,389	(102,594)	³	1,950,067
Other Supplies, Services and Charges	253,634	48,013	158,838	276,864	(118,026)	⁴	849,148
Repairs and Maintenance	75,644	18,338	47,999	94,151	(46,153)	⁵	311,346
Utilities	45,953	11,781	38,499	32,747	5,752		148,188
Fuel & Lubricants	9,461	1,006	1,525	8,535	(7,010)		33,790
Capital Outlay	19,080	12,000	42,300	42,300	-		66,300
Interdepartment Charges	48,579	2,463	180,030	180,030	0		202,196
Reimbursement - Interfund	-	-	(154,692)	(154,692)	-		(154,693)
TOTAL EXPENDITURES	973,338	242,394	729,294	997,324	(268,031)		3,406,342
NET GAIN / (LOSS)	(871,943)	(256,016)	(688,955)	(945,029)	256,074		443,615

BEGINNING FUND BALANCE

2,982,437 ¹

ENDING FUND BALANCE

2,293,482

¹ Beginning Fund Balance is unaudited and subject to change.

² The reversal of the 6/30/20 year-end adjustment totaled \$47,341 (expense). The mark-to-market adjustment for the quarter ending September 30th is \$29,573 (income) for a net expense adjustment of \$17,767. The interest earned through August was \$9,484. The interest earned for September has not been recorded at the this time.

³ Variance exists in Full Time Salaries and Worker's Compensation. The favorable variance in Full Time Salaries (\$38,000) is due to a FT Park Specialist position that was vacant for two months and the payroll accrual has not been 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(\$35,000) and Asphalt(\$26,000). 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 The budget is based on historical data for Park equipment repairs. At this time anticipated repairs have not been required. 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 September 30, 2020**

	Previous Year-to-date September 30, 2019	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Activity Fees	241,382	(120)	100,914	181,335	(80,421) ²	715,762
User Charges	65,984	-	20,510	27,563	(7,053)	99,569
Rentals	8,657	-	7,000	15,078	(8,078)	46,360
Interest	2,855	(1,913)	(1,208)	-	(1,208)	1,200
Miscellaneous	436	-	84	188	(104)	1,163
TOTAL REVENUES	319,314	(2,033)	127,300	224,165	(96,865)	864,054
EXPENDITURES						
Personnel Services	152,419	34,481	185,255	235,324	(50,069) ³	471,126
Other Supplies, Services and Charges	48,037	2,634	30,543	53,924	(23,381) ⁴	150,213
Repairs and Maintenance	3,529	2,366	5,446	7,379	(1,933)	38,359
Utilities	22,497	2,358	24,082	36,175	(12,092) ⁵	75,965
Interdepartment Charges	5,707	-	-	5,721	(5,721)	22,883
Transfers Out (To 200)	5,985	-	5,985	5,985	-	5,985
TOTAL EXPENDITURES	238,174	41,839	251,311	344,507	(93,196)	764,531
NET GAIN / (LOSS)	81,140	(43,872)	(124,011)	(120,342)	(3,669)	99,523

BEGINNING FUND BALANCE

237,677 ¹

ENDING FUND BALANCE

113,666

¹ Beginning Fund Balance is unaudited and subject to change.

² No activities were offered this year. 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 is based on activities offered and facility attendance levels. Also, the payroll accrual and 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. In addition, 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. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

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

**CEMETERY TRUST
FUND 204
Financial Report for the Month and Year Ending September 30, 2020**

	Previous Year-to-date September 30, 2019	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
REVENUES						
Services	32,587	15,448	36,303	35,222	1,081	138,783
Sale of Property	13,527	4,000	12,000	2,000	10,000	6,000
Interest	7,892	(4,664)	(478)	2,250	(2,728)	9,000
TOTAL REVENUES	54,006	14,784	47,825	39,472	8,353	153,783
EXPENDITURES						
Personnel Services	15,053	3,527	6,077	15,513	(9,436)	53,754
Other Supplies, Services and Charges	18,251	7,948	17,015	25,369	(8,354)	87,873
Repairs and Maintenance	666	317	336	2,837	(2,501)	9,800
Utilities	520	5	316	950	(634)	4,000
Fuel & Lubricants	185	-	-	300	(300)	1,200
Interdepartment Charges	3,413	1,143	3,429	3,429	-	13,724
Transfers Out (To 026)	4,656	1,451	8,113	8,113	-	21,171
TOTAL EXPENDITURES	42,743	14,392	35,287	56,512	(21,225)	191,522
NET GAIN / (LOSS)	11,263	392	12,538	(17,040)	29,578	(37,739)

BEGINNING FUND BALANCE	<u>1,344,595</u> ¹
ENDING FUND BALANCE	<u><u>1,357,133</u></u>

¹ Beginning Fund Balance is unaudited and subject to change.

**CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending September 30, 2020**

	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
REVENUES						
Transfers from Fund 410	291,667	875,000	875,000	-		3,500,000
TOTAL REVENUES	291,667	875,000	875,000	-		3,500,000
EXPENDITURES						
Interest Expense	-	15,534	7,125	8,409		28,500
Additions to Const in Progress	43,711	87,500	87,500	0		350,000
TOTAL EXPENDITURES	43,711	103,034	94,625	8,409		378,500
NET GAIN / (LOSS)	247,956	771,966	780,375	(8,409)		3,121,500

BEGINNING FUND BALANCE	<u>(4,929,195) ¹</u>
ENDING FUND BALANCE	<u><u>(4,157,229)</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 September 30, 2020**

	Month-to-Date September 2020	Year-to-Date September 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
REVENUES						
Taxes	454,400	1,157,835	995,772	162,062	²	3,983,091
EATS	(10,380)	(22,686)	(35,263)	12,577	²	(141,051)
Interest	-	10,934	1,250	9,684		5,000
TOTAL REVENUES	444,021	1,146,082	961,760	184,323		3,847,040
EXPENDITURES						
Transfers Out-Gamber Center	13,125	39,375	39,375	-		157,500
Transfers Out-Construction Fund	291,667	875,000	875,000	-		3,500,000
TOTAL EXPENDITURES	304,792	914,375	914,375	-		3,657,500
NET GAIN / (LOSS)	139,229	231,707	47,385	184,323		189,540

BEGINNING FUND BALANCE	<u>686,805</u> ¹
ENDING FUND BALANCE	<u><u>918,512</u></u>

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

² See separate Sales Tax Report included in this packet.

MEMORANDUM



Date: October 28, 2020

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II – Administration

Re: Sales Tax Update – October 2020

October sales tax proceeds total \$377,240, which is 13.7% 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 \$95,729 over the receipts through October 2019.

At the time of this report, there is no additional information regarding the number of top 15 remitters included in the October, 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 October and a portion 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	995,773	1,157,835	162,062
YTD Balance Forward - EATs	(35,263)	(22,686)	12,577
Sales Tax Receipts - October 2020	331,924	377,240	45,316
EATs - October 2020	(11,754)	-	11,754
YTD Balance - Sales Tax	1,327,697	1,535,075	207,378
YTD Balance - EATs	(47,017)	(22,686)	24,331
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	5,574,221	5,847,302	273,081
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: October 23, 2020

To: Joe Snook, CPRP, Administrator of Parks & Recreation

From: Jared Benson, Recreation Supervisor I

CC: Tede Price, CFEA, Superintendent of Recreation Services/Special Events
Ryan Gibson, CPRP, Harris Park Community Center Manager

Re: eSports Tournament Director – Part Time Position Addition

ESports is one of the fastest growing sports in the United States. LSPR plans to begin offering eSports programs through tournaments at Harris Park Community Center.

Staff has researched options to make eSports tournaments as successful as possible. During this research, it became clear that LSPR's best option at this time is to create a part time position within the LSPR structure to help implement and oversee tournaments. This is primarily because LSPR needs to expect the unexpected as it pertains to technological issues during these tournaments. Having a staff member on site who is knowledgeable in troubleshooting these issues is essential to running a successful tournament.

Accordingly, staff is recommending the creation of a part time position of eSports Tournament Director at a pay rate of \$10.50 per hour with the following job duties and responsibilities.

- Assist in the planning and implementation of eSports programs
- Set-up and tear-down of facility for eSports programming
- Troubleshooting during eSports programs
- Assist with any other operations as needed

Using similar tournaments as a base for comparison, LSPR should plan to have the eSports Tournament Director on site for 8 hours per tournament. This is an unbudgeted position and LSPR would pay approximately \$84.00 per tournament. Staff plans to offer 7-9 tournaments during FY21, resulting in an estimated expense of \$588.00 - \$756.00 to the eSports Tournament Director position.

The expense for this position will be covered by participant registration fees. Staff has researched the hourly rate and determined it is competitive and will be sufficient to attract and retain qualified individual(s) to serve in the role. Upon approval of the position, staff will start the recruitment and hiring process in accordance with LSPR's standard hiring processes and procedures.

Staff Recommendation

Staff recommends approval of the Amendment to the Part Time Pay Plan for FY21 to incorporate the position of eSports Tournament Director at a rate of \$10.50 per hour.

Proposed Motion:

I move to approve the Amendment to the Part Time Pay Plan for FY21 to incorporate the position of eSports Tournament Director at a rate of \$10.50 per hour.

MEMORANDUM



Date: October 28, 2020

To: Joe Snook, CPRP, Administrator of Parks

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

Re: RFP #2020-049 Landscape Services

Staff has been working with the City Procurement Division for a Request for Proposals (RFP) for Landscape Services. Currently, the city has a contract with Rosehill Gardens expiring on 11/16. Parks staff utilize the contract based on contract unit pricing for goods and services related to parks maintenance of MOU locations (ex; roadway medians), tree and shrub replacement, and landscape installations for capital projects.

There were 31 vendors notified of the RFP and solicitation was advertised on the city's website and through Public Purchase (City's online e-procurement platform) with 88 registered vendors notified of the RFP. We received three proposals, however one was deemed non-responsive for not providing a wholesale pricing catalogue as requested. The two qualified respondents were Rosehill Gardens and Down to Earth Services.

A city committee including parks staff (Brooke Chestnut and Steve Casey) evaluated and score the individual proposals (see attached). Due to the goods and services provided and the specialized qualifications of each company's work it was recommended to procurement that both companies be included in the contract. Parks staff feel that the unit pricing submitted by both companies is in line with the market and staff has a good working relationship with both companies. These contracts run for one year with three one year renewal options.

MOTION: I move to approve the contracts under the terms of the Request for Proposal RFP #2020-049 Landscape Services and award to Rosehill Gardens and Down to Earth Services.

Composite Proposal Score Sheet

	30 Point Questions	20 Point Questions	10 Point Questions				FIRM	FIRM
Outstanding	25 - 30	17 - 20	9 - 10	Pts	# Mmbrs	Max Pts	Down to Earth Services	Rosehill Gardens, Inc.
Exceeds Acceptable	19 - 24	13 - 16	7 - 8					
Acceptable	13 - 18	9 - 12	5 - 6					
Marginal	0 - 12	0 - 8	0 - 4					
1. Evidence of Experience & References with Similar Projects (FORM 3) Consider experience and references listed by the firm/provider on Form 3 of the RFP. Is the provider experienced in providing services similar to that requested in the RFP? • Familiarity and experience with similar projects • Consider any sub-consultants to be used and their experience (if applicable)								
	30	3	90				84	63
2. Expertise of Firm/Provider Personnel (FORM 3 & 4) Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: • Project Manager • Project team • Sub-consultants (if applicable)								
	30	3	90				84	66
3. Project Approach (FORM 1,2,5) Evaluate the extent of applicable resources available to the firm / provider to complete the City's need for service as listed on Forms 1, 2, and 5 of the RFP • Standard Quality Assurance/Quality Control program or procedures the firm has in place • Adequacy of proposed team/resources to complete project within proposed time frame								
	10	3	30				28	22
4. Service Approach (FORM 5) Evaluate the firm/provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the service approach presented in Form 5.								
	20	3	60				54	46
5. Cost (FORMS 6A & 6B) Determination of cost and pricing data: Consider whether all elements of cost and pricing conform to the requirements of the RFP								
	10	3	30				30	15
	100		300				280	212

*** The cost calculation formula was adopted by the City of Lee's Summit around 1995, as established by the State Of Missouri.
 As of December 2002 both entities use this formula.

FORM NO. 6A: SCHEDULE OF FEES

NOTE: Respondent shall provide Wholesale Material Pricing Catalog with RFP Proposal. Please provide as a separate attachment and label it clearly, as: Wholesale Pricing Catalog. All quotes provided to the City for work by the awarded Contractor shall be in alignment/reflective of the descriptions and costs below for the duration of the contractual term. **NOTE:** Any Prevailing Wage Work (estimated at over \$75K per job) under an Agreement if awarded, shall be in accordance to Prevailing Wage Order No. 27.

Material and Installation				
6.1 Wholesale Material (for purchase only) Percent Off Discount from Wholesale Pricing NOTE: Respondent shall provide Wholesale Pricing Catalog w/ RFP Proposal.		3 % off Wholesale Pricing		
6.2 Wholesale Pricing + Install + 1 yr Warranty		Plant/Tree Catalog Price x <u>\$8.60/</u> Minimums (if applicable):		
DESCRIPTION	Unit	Minimums and/or Price Breaks (if Applicable)	Unit Price NON-Prevailing Wage (Project UNDER \$75k)	Unit Price Prevailing Wage (Project OVER \$75k)
General Material + Installation/Application				
6.3 Pre-Emergent/Insecticide/Fertilizer (Product + application)	1000 SF	N/A	\$ 8.00	
6.4 Weed Barrier+Installation	4'x300' Roll	N/A	\$ 245.00	\$ 260.00
6.5 Mulch-Double Ground Natural + Installation	CY	N/A	\$ 85.00	\$ 98.00
6.6 Mulch—Double Ground Brown Dyed Forest Mulch + Installation	CY	N/A	\$ 92.00	\$ 105.00
6.7 Steel Edging (10 gauge) + Installation	10' section	N/A	\$ 65.00	\$ 76.00
6.8 River Rock (Ozark Large)+ Installation	Ton	N/A	\$ 165.00	\$ 178
Labor Rates				
6.9 Horticultural Consulting/Design	/Hr.	N/A	\$ 75.00	\$ 90.00
6.10 Equipment+Operator	/Hr.	N/A	\$ 75.00	\$ 90.00
6.11 General laborer NOTE: This shall include but not be limited to services such as: trimming, laying sod, hand watering of sod & planters, installation inside planters, raking of leaves, bed maintenance, spring (seasonal) cleanups, annual/seasonal installation, planting of trees and plants, weeding by hand, weeding by use of product & Truck Driving.	/Hr.	OVER 40HRS. \$ 60.00	\$ 65.00	\$ 78.00
6.12 GRAND TOTAL COST (SUM of 6.3-6.11)			**\$875.00	\$975.00

NOTE: **Line 6.12 Grand Total Cost for Non-Prevailing Wage is the Cost that will be scored. Utilize this number on the following page, Form No. 6B Total Cost.

Pg. 29

FORM NO. 6A: SCHEDULE OF FEES (continued)

GENERAL INFORMATION

7.1 During the course of the contract term, City Departments may need to receive service not specifically listed in Cost Forms of this solicitation. May they contact your Company for a quote on such services not specifically identified?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7.2 If Yes to the above question, please identify, if applicable, a percent off regular rate for such services:	<u>7.5</u> %

DOWN TO EARTH
Company Name
16016 E. 85TH STREET
Address
KCMO 64139
City/State/Zip
816.207.7960 816.578.4123
Telephone # Fax #
61-1702185
Tax ID No.

WILLIAM R. GIBSON
Authorized Person (Print)
[Signature]
Signature
CO-OWNER
Title
9.15.20
Date
S-CORP
Entity Type:



LEE'S SUMMIT MISSOURI

NOTICE OF RECOMMENDATION FOR DUAL AWARD

September 28th, 2020

Down to Earth Services
Attn: William Gibson
16010 E. 85th
Kansas City, MO 64139

RE: Notification of Recommendation for Dual Award of Yearly Agreement for Landscape Services & Materials
RFP #2020-049

Dear Mr. Gibson:

You are hereby notified that your proposal for Landscape Services & Materials as a Yearly Agreement has been recommended for dual award. The Committee has elected to not hold Interviews for this award.

Your organization shall execute and return the following agreement documents within seven (7) days after receipt of this Notice of Recommendation for Award. That is by October 5th you are required to provide:

- ◆ Signed Notice of Recommendation for Award
- ◆ **Missouri Charter Number:** All vendors doing business in the State of Missouri must register with the Missouri Secretary Of State. Upon registration, a charter number is issued and should be identified on the front cover page of this solicitation. If your business is exempt, the exemption number should be referenced in lieu of a charter number. The City prefers to have this information at the time of bid submittal. If not provided at time of bid submittal, it must be provided within ten (10) business days of the date of Notice of Award. No work may commence until this is received. Failure to provide evidence of registration is grounds to revoke the notice of award and disqualify the bid. To register with the Missouri Secretary of State, please consult:
<https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>
- ◆ Business License <https://devservices.cityofls.net/>
- ◆ Certificate of Insurance, including all corresponding forms, endorsements and waivers in accordance to the Insurance Requirements of the Solicitation.
- ◆ Proof of E-Verify enrollment (Signature Page/Memorandum of Understanding)
- ◆ Notarized Work Authorization



LEE'S SUMMIT MISSOURI

Your organization is required to comply with these conditions within the time specified. If requirements are not met, the City may consider your proposal abandoned, annul this Notice of Recommendation for Award and declare your agreement forfeited.

Upon receipt of the documents mentioned above, the City will complete the agreement process and mail a complete executed set of agreement documents to your organization.

ISSUED BY THE CITY:

Tarah Daugherty

Authorized Signature

Procurement Officer II

Title

09/28/2020

Date

RECEIVED ON

9/28, 2020

Natalie Gibson

Type or Print Name Legibly

Natalie Gibson

Authorized Signature

Owner

Title

FORM NO. 6A: SCHEDULE OF FEES

NOTE: Respondent shall provide Wholesale Material Pricing Catalog with RFP Proposal. Please provide as a separate attachment and label it clearly, as: Wholesale Pricing Catalog. All quotes provided to the City for work by the awarded Contractor shall be in alignment/reflective of the descriptions and costs below for the duration of the contractual term. **NOTE:** Any Prevailing Wage Work (estimated at over \$75K per job) under an Agreement if awarded, shall be in accordance to Prevailing Wage Order No. 27.

Material and Installation				
6.1 Wholesale Material (for purchase only) Percent Off Discount from Wholesale Pricing NOTE: Respondent shall provide Wholesale Pricing Catalog w/ RFP Proposal.			5 % off Wholesale Pricing	
6.2 Wholesale Pricing + Install + 1 yr Warranty			Plant/Tree Catalog Price x 2.5 Minimums (if applicable): \$2500	
DESCRIPTION	Unit	Minimums and/or Price Breaks (If Applicable)	Unit Price NON-Prevailing Wage (Project UNDER \$75k)	Unit Price Prevailing Wage (Project OVER \$75k)
General Material + Installation/Application				
6.3 Pre-Emergent/Insecticide/Fertilizer (Product + application)	1000 SF	8600 SF	\$ 7.75/1000 SF	
6.4 Weed Barrier+Installation	4'x300' Roll	1200 SF	\$.78/SF	\$.95/SF
6.5 Mulch-Double Ground Natural + Installation	CY	84 ds	\$ 112 ^{cc} /Yard	\$ 140 ^{cc} /Yard
6.6 Mulch—Double Ground Brown Dyed Forest Mulch + Installation	CY	84 ds	\$ 135 ^{cc} /Yard	\$ 165 ^{cc} /Yard
6.7 Steel Edging (10 gauge) + Installation	10' section	500 LF	\$ 750/LF	\$ 12/LF
6.8 River Rock (Ozark Large)+ Installation	Ton	5 ton	\$ 180/ton	\$ 225/ton
Labor Rates				
6.9 Horticultural Consulting/Design	/Hr.	4 Hrs	\$ 85 ^{cc} /Hr	\$ 106 ²⁵ /Hr
6.10 Equipment+Operator	/Hr.	4 Hrs	\$ 163 ^{cc} /Hr	\$ 203 ⁷⁵ /Hr
6.11 General laborer NOTE: This shall include but not be limited to services such as: trimming, laying sod, hand watering of sod & planters, installation inside planters, raking of leaves, bed maintenance, spring (seasonal) cleanups, annual/seasonal installation, planting of trees and plants, weeding by hand, weeding by use of product & Truck Driving.	/Hr.	4 Hrs	\$ 63 ^{cc} /Hr	\$ 78 ⁷⁵ /Hr
6.12 GRAND TOTAL COST (SUM of 6.3-6.11)**			694 ⁰³	931 ⁷⁰

NOTE: **Line 6.12 Grand Total Cost for Non-Prevailing Wage is the Cost that will be scored. Utilize this number on the following page, Form No. 6B Total Cost.

FORM NO. 6A: SCHEDULE OF FEES (continued)

GENERAL INFORMATION	
7.1 During the course of the contract term, City Departments may need to receive service not specifically listed in Cost Forms of this solicitation. May they contact your Company for a quote on such services not specifically identified?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7.2 If Yes to the above question, please identify, if applicable, a percent off regular rate for such services:	<u>0</u> %

Roschill Gardens
Company Name
311 E 135th St
Address
KC MO 64145
City/State/Zip
816 941-4777 816 941-4779
Telephone # Fax #
Tax ID No.

John McLenon
Authorized Person (Print)
John McLenon
Signature
Design/Sales
Title
9/14/20
Date
Entity Type:

From: [John Mclenon](#)
To: [Tarah Daugherty](#)
Subject: RE: Clarification Needed: On Pricing for RFP 2020-049 City of Lee's Summit
Date: Tuesday, September 22, 2020 12:00:56 PM
Attachments: [image003.jpg](#)
[image004.jpg](#)

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

Ugh, you are correct, the total is \$754.03. 6.10 is \$163

From: Tarah Daugherty <Tarah.Daugherty@cityofls.net>
Sent: Tuesday, September 22, 2020 11:33 AM
To: John Mclenon <jmclenon@rosehillgardens.com>
Subject: Clarification Needed: On Pricing for RFP 2020-049 City of Lee's Summit

Good Afternoon John. I hope you are well.

Regarding the Pricing Pages 6A and 6B of your submittal. Questions have come up and we are needing to get clarification from you. It appears as though you have indicated your Grand Total to be 694.03. However, when I calculate, I get 754.03. Please review line 6.10 as we feel that is where the discrepancy is, but please confirm.

Based on your Grand total of 694.03 on Cost Forms 6A and 6B, It appears this line is \$103.00. Please confirm.



Tarah Daugherty | Procurement Officer II
220 SE Green Street | Lee's Summit, MO 64063
816.969.1085 | cityofLS.net | Tarah.Daugherty@cityofls.net



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LEE'S SUMMIT MISSOURI

NOTICE OF RECOMMENDATION FOR DUAL AWARD

September 29th, 2020

Rosehill Gardens, Inc.
Attn: John McLenon
311 E. 135th Street
Kansas City, MO 64145

RE: Notification of Recommendation for Dual Award of Yearly Agreement for Landscape Services & Materials
RFP #2020-049

Dear Mr. McClenon:

You are hereby notified that your proposal for Landscape Services & Materials as a Yearly Agreement has been recommended for dual award. The Committee has elected to not hold Interviews for this award.

Your organization shall execute and return the following agreement documents within seven (7) days after receipt of this Notice of Recommendation for Award. That is by October 6th you are required to provide:

- ◆ Signed Notice of Recommendation for Award
- ◆ **Missouri Charter Number:** All vendors doing business in the State of Missouri must register with the Missouri Secretary Of State. Upon registration, a charter number is issued and should be identified on the front cover page of this solicitation. If your business is exempt, the exemption number should be referenced in lieu of a charter number. The City prefers to have this information at the time of bid submittal. If not provided at time of bid submittal, it must be provided within ten (10) business days of the date of Notice of Award. No work may commence until this is received. Failure to provide evidence of registration is grounds to revoke the notice of award and disqualify the bid. To register with the Missouri Secretary of State, please consult:
<https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>
- ◆ Business License <https://devservices.cityofls.net/>
- ◆ Certificate of Insurance, including all corresponding forms, endorsements and waivers in accordance to the Insurance Requirements of the Solicitation.
- ◆ Proof of E-Verify enrollment (Signature Page/Memorandum of Understanding)
- ◆ Notarized Work Authorization



LEE'S SUMMIT MISSOURI

Your organization is required to comply with these conditions within the time specified. If requirements are not met, the City may consider your proposal abandoned, annul this Notice of Recommendation for Award and declare your agreement forfeited.

Upon receipt of the documents mentioned above, the City will complete the agreement process and mail a complete executed set of agreement documents to your organization.

ISSUED BY THE CITY:

Tarah Daugherty

Authorized Signature

Procurement Officer II

Title

09/29/2020

Date

RECEIVED ON 9/29, 2020

John McLenon

Type of Print Name Legibly

[Signature]

Authorized Signature

Acct Rep.

Title

~~MO Charter #~~

~~Exemption #~~

1035 6398

MO Tax ID

TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: October 28, 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
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	4,755	19,245		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	6,245	217,755		
Summit Waves Fund (203)					
	-	-	-		
Cemetery Fund (204)					
	-	-	-		
Capital Projects Fund (327)					
Lowenstein Park Renovations (*Continued from FY20)	515,000	316,053	198,947	In Progress	Nov-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	7,756,387	838,613		
TOTAL	8,914,500	7,829,231	1,085,269		

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.

		Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
Run Time			
Fund 201 - Gamber Community Center			
Memberships	July 20 - June 21		
<u>Resident Total</u>			
Active Flex	July 20 - June 21	1837	327
Annual		97	1
<u>Non-Resident Total</u>			
Active Flex		112	27
Annual		3	0
<u>Single Visit</u>			
Discount		188	41
Regular		79	0
(All Inclusive Membership - GCC)	July 20 - June 21		
<u>Resident</u>			
Annual		53	6
Flex	July 20 - June 21	1132	236
<u>Non-Resident</u>			
Annual		4	0
Flex		83	18
(Insurance Based Memberships)	July 20 - June 21		
Silver Sneakers Total	July 20 - June 21		1,119
Renew Active	July 20 - June 21		403
Facility Rentals	July 20 - June 21		
Event Packages		5	
Gamber Package		43	3
Ballroom All	July 20 - June 21	160	6
Ballroom A	July 20 - June 21	142	28
Ballroom B		33	6
Classroom		100	11
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	122
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	20
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	1,186
Flex	July 20 - June 21	3,260	2,669

	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	322
Flex	July 20 - June 21	716	592
<u>Single Visit - Resident</u>	July 20 - June 21	23,323	1,677
<u>Single Visit -- Non-Resident</u>	July 20 - June 21	7,157	173
<u>Silversneakers</u>	July 20 - June 21	17,039	3,020
<u>Prime</u>	July 20 - June 21	139	57
<u>Renew Active</u>	July 20 - June 21	2,000	937
<u>Active and Fit</u>	July 20 - June 21	0	1
<u>Silver and Fit</u>	July 20 - June 21	101	103
<u>90 Day Memberships</u>			
Resident	July 20 - June 21	12	1
Nonresident	July 20 - June 21	3	0
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	July 20 - June 21		
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	27
Pass Card - Member	July 20 - June 21	134	12
Pass Card - Non-member	July 20 - June 21	8	0
Water and Land Aerobic Programming	July 20 - June 21	50,000	4,266
Provide Miscellaneous Fitness			
Personal Training	July 20 - June 21	1760	45
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	117
Massage Therapy	July 20 - June 21	300	39
RevUP	July 20 - June 21	250	8
RevUP Reload	July 19 - June 20	200	14
Healthy Eating Every Day (H.E.E.D)	July 20 - June 21	0	8
Swim Lessons			
Swim Lessons	July 20 - June 21	859 Participants	0 33

	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	21

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)	309 (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)	34

	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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Tennis

- Rookies (Quikstart)
- Youth Beginner

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

Right Sized

July 20 - June 21	10	
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Youth Leagues

Girl's Basketball

Nov 20 - Feb 21	300 Participants	32 Participants (10.20.20)
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Spring Youth Volleyball

March 21 - May 21	250 Participants	
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Fall Youth Volleyball

Sept 20 - Oct 20	280 Participants	152 Participants (9.14.20)
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Summer Youth Volleyball

June 21 - July 21	10 Teams	
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Winter Youth Volleyball

Jan 21 - Feb 21	10 Teams	
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Youth Special Events-Athletics

Junior Triathlon

July 21		
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Youth Camps-Athletic

Baseball Camp

June 21	15	
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Basketball Camp

July 20	15	Cancelled
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Volleyball Camp

July 20	35	Cancelled
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Indoor Soccer Camp

June 21	15	
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Tournaments

Summer Classic Tennis Tournament

June 21		
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INSTRUCTIONAL ACTIVITIES

Adult Instructional

First Aid/CPR

CPR/AED

July 20 - June 21 (Year-to-date count)	40	6
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First Aid

July 20 - June 21 (Year-to-date count)	25	0
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BLS Healthcare Provider CPR

July 20 - June 21 (Year-to-date count)	30	0
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CPR for Family and Friends

July 20 - June 21 (Year-to-date count)	30	On Hold
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Youth Instructional

Itty-Bitty Sports

- Flag Football
- Basketball
- Outside Soccer
- T-Ball

Sept 20 - Oct 20	50	Cancelled
Jan 21 - Feb 21	80	
April 21 - May 21	50	
June 21 - July 21	50	

Itty-Bitty Instructional Programs

- Itty Bitty PE

July 20 - June 21 (Year-to-date count)	10	On Hold 35
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		Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
	Run Time		
• 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
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		
All Ages- Instructional			
Horsemanship Classes			
• 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	1,035
Flex	July 20 - June 21	1,121	888
Non-Resident			
Annual	July 20 - June 21	159	164
Flex	July 20 - June 21	338	223
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	802
Single Visit -- Non-Resident	July 20 - June 21	2,926	183
Silversneakers visits	July 20 - June 21	7,729	1,517 37

	Target Goals - This Year (participants) 2020-2021		Results to Date (for programs/events starting July 2020)
	Run Time		
<i>Prime visits</i>	July 20 - June 21	120	92
<i>Active and Fit visits</i>	July 20 - June 21	72	16
<i>Silver and Fit visits</i>	July 20 - June 21	120	9
<i>Renew active visits</i>	July 20 - June 21	2,130	427
<i>MCC Athletes</i>	July 20 - June 21	NA	16
<i>MCC PE classes</i>	July 20 - June 21	NA	31
<i>MCC Non resident memberships</i>	July 20 - June 21	1000 max	20
Facility Rentals			
<u>Lap lane rentals (hours)</u>			
Resident	July 20 - June 21	6573	1,582
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	3
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	3,084
Provide Miscellaneous Fitness			
Personal Training	July 20 - June 21	873	60
Virtual Personal Training		0	0
LVCC Paid Group Exercise Classes	July 20 - June 21	155	32
LVCC Paid Fitness programs	July 20 - June 21	100	0
Massage Therapy	July 20 - June 21	528	14
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	10

MEMORANDUM



Date: October 28, 2020

To: Joe Snook
Administrator of Parks and Recreation

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

CC:

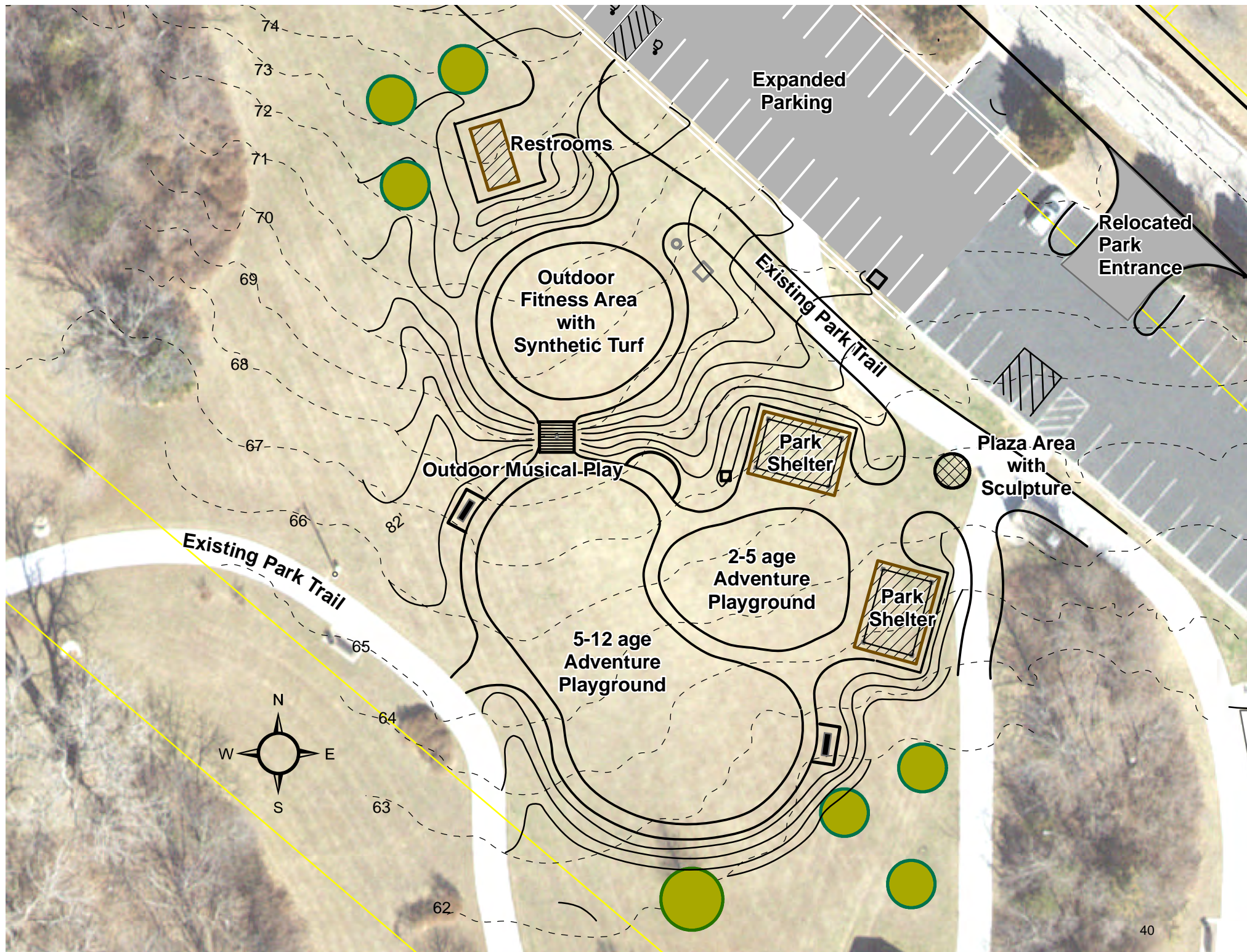
Re: Lowenstein Park Improvements

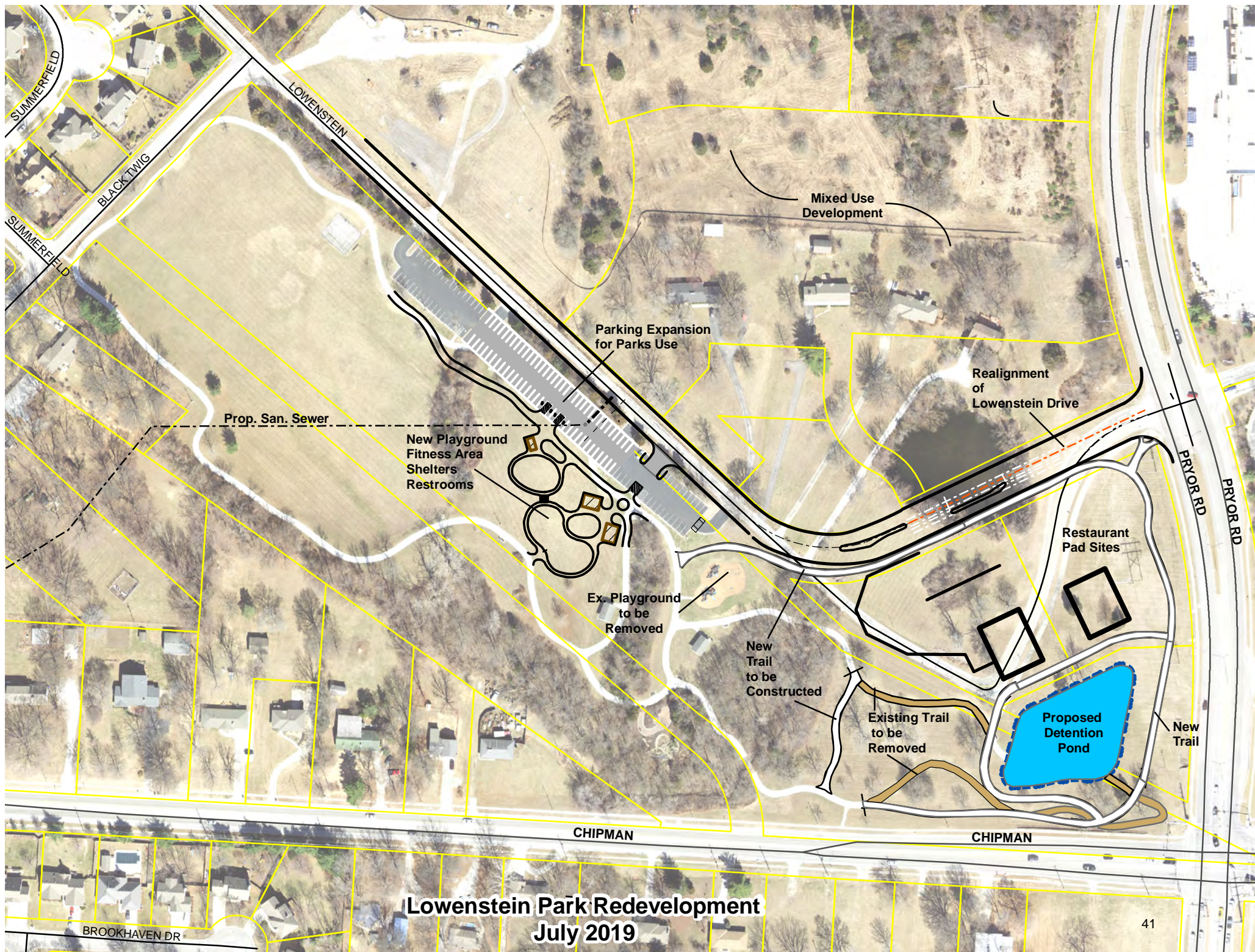
At the time of this report, Phase II of the park renovation project is nearing completion with LSPR crews finishing site work around the new playground and fitness area. All of the equipment has been installed and the contractor is working during the week of October 19 to install playground turf on the fitness pod and 2-5 age play area. LSPR crews will work on framing and roof installation of new park shelters in late October and early November. Remaining items include final seeding and landscaping along with installation of site furnishings and utility hook ups. Weather permitting, renovations should be completed by the middle to end of November.

The outfall discharge structure sealing on the pond is complete. The pond will now retain all water up to the remaining slot in the structure. Fountain construction footings are complete and structure is progressing. Masonry to elevate the outfall structure will start on the week of Oct 19. The fountain is expected to be complete first week of November. The remaining trail on north side of pond is part of lot 1 and 2 Preliminary Development Plan. A PDP expected to be approved in January. Construction of lot improvements will be complete in 2021.

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)





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
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
	Water Tap/Meter/Service					\$	-
Paving	Concrete Walks and Curbs	\$	50,000.00	\$	32,000.00	\$	10,764.00
	Asphalt-New Trail Construction	\$	-			\$	-
	Parking Lot Resurfacing	\$	-			\$	-
Park Features and Structures	Restroom Construction	\$	-			\$	-
	Shelters and Installation (2 total 750 sf each)	\$	65,000.00	\$	58,000.00	\$	57,155.00
	Playground Equipment and Install	\$	225,000.00	\$	202,054.00	\$	119,846.00
	Playground surfacing and install	\$	20,000.00	\$	45,000.00	\$	-
	Landscaping	\$	20,000.00	\$	15,000.00	\$	14,114.00
	Site furnishings	\$	20,000.00	\$	13,000.00	\$	12,744.48
	Fitness Pod Equipment	\$	65,000.00	\$	54,889.00	\$	54,889.41
	Fitness Pod Surfacing	\$	20,000.00	\$	34,836.00	\$	-
	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: October 28, 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.

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.

Over the past several weeks, a questionnaire was sent out by LSPR staff to park patrons and nearby resident of the park. Staff concluded the survey on October 9 with over 200 responses. Among the 200 responses, over 30 individuals expressed interest in participating in a committee to work with staff in developing a master plan for park improvements. Staff has tentatively scheduled these virtual committee meetings to occur between November 2020 to February 2021.

Some of the highlights of the survey results from the residents are as follows:

- Almost 92% of respondents were within the 64064 zip code and local neighborhoods.
- Over 85% of respondents visit the park on a weekly or monthly basis
- Overwhelmingly, park patrons either walk or bicycle to the park
- The two primary activities in the park currently are #1 walking the park trails (55%), #2 using the playground (37%)
- Safety and security in the park ranked the highest level of importance to survey respondents. This was followed by in ranked order cleanliness and maintenance, a variety of activities, proximity and access, shade and comfort
- The three highest ranked future improvements requested by respondents were: 1st Trail connectivity (presumably Little Blue Trace connection), 2nd Playground upgrades, 3rd more seating and shade. Other high ranked requested amenities included pickleball, basketball, tennis, mountain bike trails, and park shelters

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

(Portions not underlined denote progress since last reporting)

MEMORANDUM



Date: October 21, 2020
To: Joe Snook
Administrator of Parks and Recreation
From: David Dean
Superintendent of Recreation Services II
Re: Fundraising Update – October 2020

At the time of this report, there is one (1) outstanding payment for the month of October.

Our Sponsorship Coordinator continues reaching out to leads that will help us reach our goal of 14 banner sponsors (currently at 11). 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 FY24 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

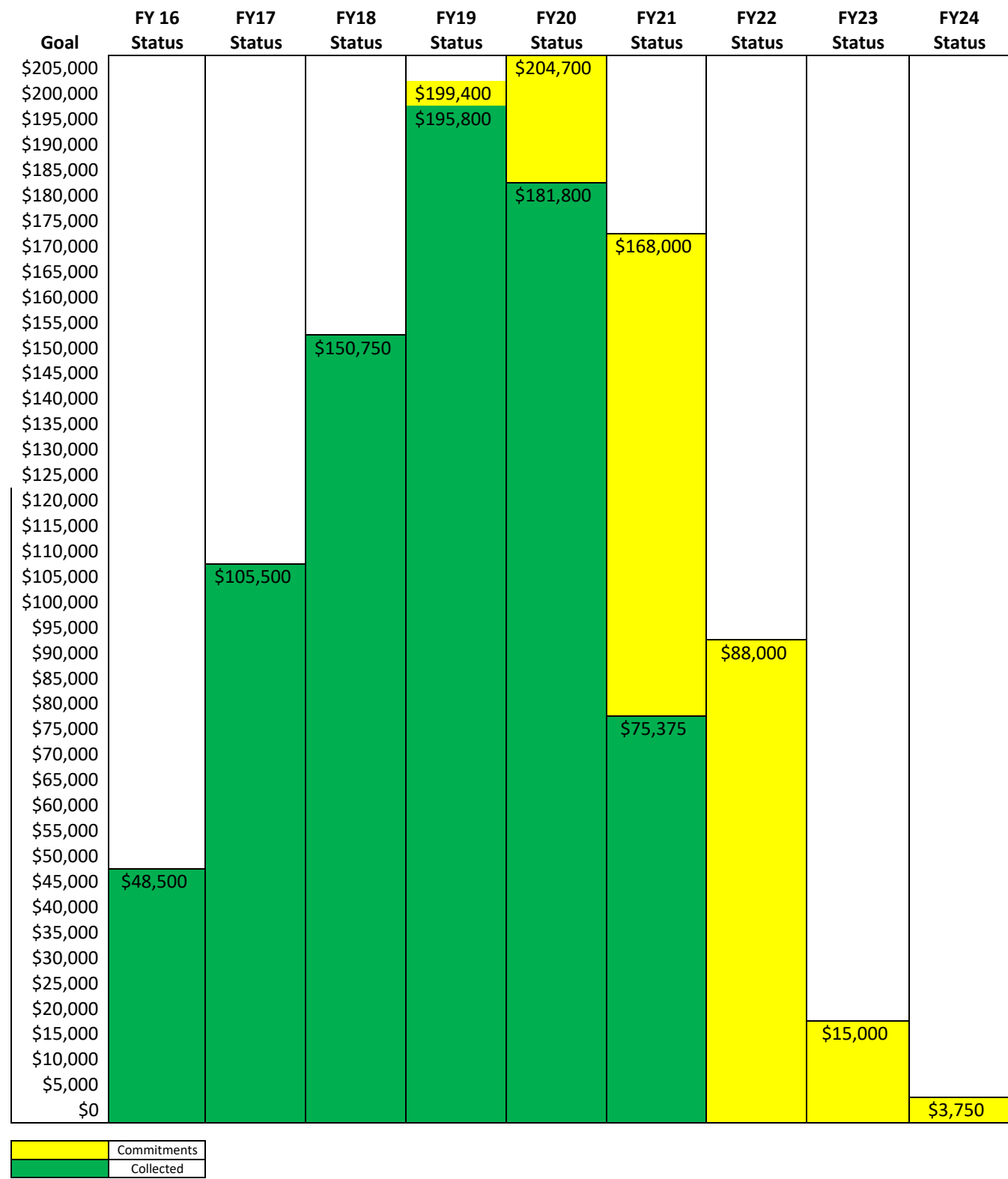
Sponsor, Date of Contract	FY21	FY22	FY23	FY24	Total ⁶
Equity Bank, 9/22/15	\$ 15,000.00				\$ 86,000.00
Jungmeyer & Suresh, 7/22/19	\$15,000.00	\$15,000.00			\$ 45,000.00
Harmon Flooing, 8/30/17	\$11,250.00	\$15,000.00	\$15,000.00	\$3,750.00	\$ 90,000.00
Foundation Guy 7/30/18	\$15,000.00				\$ 45,000.00
Freezing Moo 9/4/18	\$16,250.00				\$ 46,250.00
Integrity Roofing 10/10/18	\$15,000.00	\$3,750.00			\$ 45,000.00
Smile Doctors 2/10/19	\$15,000.00	\$7,500.00			\$ 45,000.00
Adams Toyota, 3/15/19	\$15,000.00	\$7,500.00			\$ 45,000.00
Instant Auto, 3/15/19	\$15,000.00	\$7,500.00			\$ 45,000.00
Rockhill Orthopedics 6/5/19	\$15,000.00	\$11,250.00			\$ 45,000.00
Pediatric Associates 11/26/19	\$15,000.00	\$15,000.00			\$ 45,000.00
PawConX 7/21/20	\$5,500.00	\$5,500.00			\$ 11,000.00
Total	\$ 168,000.00	\$ 88,000.00	\$ 15,000.00	\$ 3,750.00	\$ 986,750.00

Expenses	FY21	FY22	FY23	FY24	Total ⁶
Equity Bank					
Banners (29*\$65) ⁴	\$ 325.00				\$ 3,510.00
Contractor ¹	\$ 3,750.00				\$ 22,850.00
Instant Auto					
Banners (29*\$65) ⁴	\$ 325.00	\$ 325.00			\$ 3,835.00
Contractor ¹	\$ 3,750.00	\$ 1,875.00			\$ 22,400.00
Adams Toyota					
Banners (29*\$65) ⁴	\$ 325.00	\$ 325.00			\$ 3,575.00
Contractor ¹	\$ 3,750.00	\$ 1,875.00			\$ 24,000.00
Jungmeyer & Suresh					
Banners (29*\$65) ⁴	\$ 325.00	\$ 325.00			\$ 3,510.00
Contractor ¹	\$ 3,750.00	\$ 3,750.00			\$ 24,187.50
Harmon Flooring					
Banners (29*\$65) ⁴	\$ 325.00	\$ 325.00	\$ 325.00		\$ 3,510.00
Contractor ¹	\$ 3,375.00	\$ 3,937.50	\$ 3,750.00	\$ 937.50	\$ 24,000.00
Foundation Guy					
Banners (31*\$65) ⁴	\$ 325.00				\$ 2,665.00
Contractor ¹	\$ 3,750.00				\$ 12,000.00
Freezing Moo					
Banners (31*\$65) ⁴	\$ 325.00				\$ 2,665.00
Contractor ¹	\$ 4,062.50				\$ 12,312.50
Integrity Roofing					
Banners (31*\$65) ⁴	\$ 325.00				\$ 2,665.00
Contractor ¹	\$ 3,750.00	\$ 937.50			\$ 12,000.00
Smile Doctors					
Banners (31*\$65) ⁴	\$ 325.00				\$ 2,665.00
Contractor ¹	\$ 3,750.00	\$ 1,875.00			\$ 12,000.00
Rockhill Orthopedics					
Banners (31*\$65) ⁴	\$ 325.00				\$ 2,665.00
Contractor ¹	\$ 3,750.00	\$ 2,812.50			\$ 12,000.00
Pediatric Associates					
Banners (31*\$65) ⁴	\$ 325.00	\$ 325.00			\$ 2,665.00
Contractor ¹	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
PawConX					
Banners (4*\$65)	\$ 260.00	\$ 65.00			\$ 325.00
Contractor ¹	\$ 1,650.00	\$ 1,375.00			\$ 3,025.00
Total	\$ 46,672.50	\$ 23,877.50	\$ 4,075.00	\$ 937.50	\$ 315,257.50

	FY21	FY22	FY23	FY24	Total ⁶
Net	\$ 121,327.50	\$ 64,122.50	\$ 10,925.00	\$ 2,812.50	\$ 671,492.50

¹ Sponsorship Contractor receives 30% year 1, 25% subsequent years² Blue Pearl to pay for all banners and signage at venues³ One year contract for sponsorship of dog parks only⁴ Payment of 31 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year⁵ Legacy Park Amphitheater sponsorship.⁶ Totals include revenue and expenses from FY16 through FY24. Total from FY16 - FY20 is \$472,305.

Sponsorship Goals



MEMORANDUM



Date: 10/5/2020
To: David Dean, Superintendent of Recreational Services II
From: Devin Blazek
Re: Response to Park Board Inquiry – Summit Waves Slides
CC: Joe Snook, Administrator of Parks and Recreation

At the August 2020 Park Board meeting, a board member shared a patron comment about the darkness of the slides at Summit Waves. The board member noted both slides at Summit Waves were very dark and, once a rider was inside, there was very little visibility for the entire ride. The board member inquired if it was possible to modify one or both slides to provide light inside.

Staff spoke with several commercial waterslide manufacturers regarding the issue. The consensus of both Avalanche Waterslides and Splashtacular LLC was modifications to the existing structure was against the best interest of the facility. Since the original manufacturer, Miracle Slide, is no longer in business, modification to the existing product would be impossible. Incorporation of either natural or artificial light into the slide would require a complete custom remold of large sections of the slide and would cost over \$100K for both slides to achieve any noticeable result. In addition to the cost, custom-molded additions have a substantially higher failure rate due to small differing bolt patterns, interior arc, and angle differences, as well as “bumping” at the seams between custom pieces and original pieces. These factors would create a safety hazard for the rider. In conclusion, due to the significant cost of modification as well as the high risk of failure, staff does not advise proceeding with any modification to the existing slides at Summit Waves.

Alternatively, staff also consulted Avalanche Waterslides and Splashtacular LLC regarding the addition of a third open flume slide. This addition was included in the Summit Waves Master Plan in 2008 but was cut from the project due to budget constraints. However, the existing infrastructure (electrical components, motors, slide tower, etc) are adequate to accept the third slide. After consulting the two manufacturing companies, staff found the addition of a third slide, which would address the comments regarding the lack of sunlight in the slides, would cost approximately \$300K¹. This estimate includes materials, labor, and needed mechanical, piping, and electrical modifications. However, staff feels by using City of Lee’s Summit contractors for mechanical, plumbing, and electrical work, as opposed to subcontractors provided by the manufacturer, costs could be reduced by as much as \$30K.

While the incorporation of a third slide is not financially viable at this time, staff believe it should be considered as a part of future additions to Summit Waves

¹ Splashtacular: \$279; Avalanche: \$322K

MEMORANDUM



Date: October 21, 2020

To: Joseph Snook, CPRP
Administrator of Parks and Recreation

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

CC:

Re: Security Report for 3rd Quarter 2020

Attached are the police activity reports for the 3rd quarter of 2020, listing activity by the police department for each park. There were a total of 601 reports of activity during the 3rd quarter.

3rd Quarter Security Summary:

During the 3rd quarter, the majority of activity occurred at Lea McKeighan North (116) Legacy Park (93), Hartman Park (92), and Lea McKeighan South (41). These four parks accounted for 342 of the 601 events. Of the 3rd quarter events, the majority consisted of park checks (400) and vehicle checks (32), which accounted for 72% of the total.

According to Major Childs, with the Lee's Summit Police Department, the following events were notable.

- Common Assault at Summit Waves- between two teenagers, changed to trespassing and no charges filed.
- Armed Disturbance at Lea McKeighan North-between teenagers or young adults, weapon determined to be a BB gun, victim refused to assist with prosecution
- Armed Robbery at Lowenstein- during a basketball game, an unknown person picked up the victim's backpack and ran, when chased by the victim, the suspect pointed a handgun at the victim before getting away.
- Shots fired/fireworks at Upper/Lower Banner-unable to determine if actual shots fired or fireworks

Summary and Comparison:

Attached is a summary of the 3rd quarter reports provided by the Police department. Also attached is a comparison of events annually by quarter for comparison.

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

Incident Type	ARBORWALK PARK	BANNER PARK LOWER	BANNER PARK UPPER	CANTERBURY PARK	DEER VALLEY PARK	DOGWOOD (Dog Park)	GAMBER CENTER	HAPPY TAILS PARK	HARRIS PARK	HARTMAN PARK	HOWARD PARK	LANGSFORD PARK	LEA MCKEIGHAN NORTH	LEA MCKEIGHAN SOUTH	LEE'S SUMMIT HISTORICAL CEMETERY	LEGACY PARK	LEGACY PARK AMPHITHEATER	LEGACY PARK BASEBALL VENUE	LEGACY PARK COMMUNITY CENTER	LEGACY PARK FRISBEE GOLF	LEGACY PARK SOCCER VENUE	LONGVIEW COMMUNITY CENTER	LOWENSTEIN PARK	MCKEE PARK	MILLER J FIELDS	PLEASANT LEA PARK	POTTBERG PARK	SOUTH LEA PARK	SUMMIT PARK	SUMMIT WAVES	VELIE PARK	WINTERSET NATURE AREA	Grand Total
Animal Stray Impound/Release									1																							1	
Assault Common																														1		1	
Assist Fire Department/Ambulance								1																						1		1	
Assist Other Agency																										1						1	
Bike Patrol										3						17							1				1						21
Broadcast Information												1						1											1			3	
Building Check							1									1						14								1		17	
C & I Driver												2						1			2			1								6	
Car Stop									1			2	1													1						4	
Check The Welfare						1						8							1						1							11	
Citizen Contact					1				1			1	1							1			1							2		8	
Crash Private Property Only																			1											1		2	
Directed Patrol							1					1		1							2	2										7	
Disperse Group													3										2		1							6	
Disturbance												2	1																			3	
Disturbance Armed												1																				1	
Disturbance Nature Unknown									1																							1	
Disturbance Noise									1																							1	
Duplicate Call																					1											1	
Explosion																															1	1	
Fireworks		1		1	1																											3	
Follow Up																														1		1	
Foot Patrol					1							9	5									1										16	
Harassment/Threats		1						2																								3	
Illegally Parked Vehicles/Detail			1																													1	
Intoxicated Person									1																							1	
Lockout													1												1							2	
Mental Health											1																					1	
Park Check	3	4	6	3	2	15		8	31	73	7		76	18	74								23	30	2	5	1	13		5	1	400	
Pedestrian Check								1						3			1															5	
Possession Of Controlled Substance					1					1																			1			3	
Property Damage/Vandalism													1					1							1							3	
Recovered Property													1	1					1													3	
Robbery Armed																							1									1	
Robbery Strong Armed																										1						1	
Shots Fired		1	2																													3	
Solicitor/Peddler												1																				1	
Stealing										1			3						2													6	
Stolen Auto																1																1	
Stranded Motorist																							1									1	
Suspicious Car & Occupant										1				1																	2	4	
Suspicious Package																								1								1	
Suspicious Person						1			1	1	1			2								1				2				1		10	
Trespassing																														1		1	
Vehicle Check								1	3	6			4	8				2		2		1	1		2		1				1	32	
Grand Total	3	7	9	4	6	17	2	11	37	92	9	1	116	41	1	93	1	5	5	3	2	19	33	2	36	5	7	1	14	9	9	1	601

ANNUAL

Year	1st Quarter Incidents	2nd Quarter Incidents	3rd Quarter Incidents	4th Quarter Incidents	6 Month Summary	9 Month Summary	YTD Summary
2005	82	171	148	89	253	401	490
2006	96	159	164	132	255	419	551
2007	149	232	261	184	381	642	826
2008	142	334	316	266	476	792	1,058
2009	390	917	1,259	1,016	1,307	2,566	3,582
2010	503	669	677	711	1,172	1,849	2,560
2011	458	779	953	1,011	1,237	2,190	3,201
2012	681	801	654	823	1,482	2,136	2,959
2013	792	1,023	1,094	837	1,815	2,909	3,746
2014	821	891	837	481	1,712	2,549	3,030
2015	504	573	301	446	1,077	1,378	1,824
2016	463	561	560	337	1,024	1,584	1,921
2017	288	655	617	416	943	1,560	1,976
2018	391	639	684	449	1,030	1,714	2,163
2019	558	606	872	669	1,164	2,036	2,705
2020	758	735	601		1,493	2,094	2,094

QUARTERLY

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
Arborwalk Park	0	1	3		4
Banner Park Lower	5	2	7		14
Banner Park Upper	18	7	9		34
Canterbury Park	1	0	4		5
Deer Valley Park	5	8	6		19
Dogwood (Dog Park)	12	20	17		49
Eagle Creek Park	0	0	0		0
Gamber Community Center	7	4	2		13
Happy Tails Park	30	9	11		50
Harris Park	51	62	37		150
Harris Park Community Center	1	0	0		1
Hartman Park	140	90	1		231
Howard Park	22	26	9		57
Langsford Park	0	0	1		1
Lea McKeighan North	79	114	116		309
Lea McKeighan South	77	64	41		182
Lee's Summit Historical Cemetery	2	2	1		5
Legacy Park	104	129	93		326
Legacy Park Adult Venue	0	0	0		0
Legacy Park Amphitheater	1	1	1		3
Legacy Park Baseball Venue	0	3	5		8
Legacy Park Community Center	25	4	5		34
Legacy Park Frisbee Golf	2	3	3		8
Legacy Park Girls Softball Venue	1	1	0		2
Legacy Park Maintenance Complex	0	0	0		0
Legacy Park Soccer Venue	0	1	2		3
Longview Community Center	23	16	19		58
Lowenstein Park	25	23	33		81
McKee Park	2	2	2		6
Miller J Fields	57	42	36		135
Pleasant Lea Park	14	6	5		25
Pottberg Park	32	43	7		82
South Lea Park	1	1	1		3
Summit Park	8	33	14		55
Summit Waves	0	0	9		9
Sylvia Bailey Farm Park	0	0	0		0
Velie Park	10	17	9		36
Wadsworth Park	2	0	0		2
Winterset Nature Area	1	0	1		2
Woods Playground	0	1	0		1
Total	758	735	510	0	2002

**End of Activity Report
Camp Summit
2020
Ryan Gibson**

Executive Summary

Brief Program Description:

Camp Summit was a 9 week day camp for children ages 5 through 11. The 2020 summer equaled a total 40 days in 9 weeks. The program is located at the Harris Park Community Center and operates from 6:30am - 6:00 pm Monday through Friday. Camp began on Monday, June 15, 2020 and completed on Friday, August 14, 2020.

Camp Summit activities included swimming, weekly field trips, arts and craft projects, guest speakers, group games, sports and music.

Throughout this report, comparisons to previous years are skewed due to Covid-19 and adjustments that were made for Camp Summit 2020.

Participant Numbers:

Camp Summit had 370 campers enrolled. The weekly average attendance of campers was 164. Below is the number of participants enrolled in the program over the last three years:

	<u>Enrolled</u>	<u>Average Weekly Attendance</u>
2020	370 participants	164 participants
2019	752 participants	443 participants
2018	756 participants	441 participants

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2020	\$712,350.00	\$204,870.00
2019	\$675,950.00	\$584,673.00
2018	\$694,600.00	\$687,792.00

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
2020	\$560,916.51	\$203,628.29 ¹
2019	\$530,794.46	\$391,365.30
2018	\$579,101.00	\$409,276.56

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2020	\$151,433.49	\$1,241.71
2019	\$145,155.54	\$193,307.70
2018	\$115,499.00	\$278,515.44

¹ Total budget and actual expenses include both direct and indirect expenses. Indirect expense for this program: \$15,916.51

Cost Break Downs: Several areas are broken down to show cost per participant, per day, per hour, etc. They are listed as follows:

Cost **per participant per day:** \$203,628.29 (total season expenses) divided by 40 days, divided by 164 participants = **\$31.04** cost per participant per day

2020: \$31.04²

2019: \$18.03

2018: \$17.51

Cost **per day:** \$203,628.29 divided by 40 (number of days in season) = **\$5,090.70** cost per day

2020: \$5,090.70³

2019: \$7,987.05

2018: \$7,722.19

Cost **per hour:** \$5,090.70 divided by 11.5 (number of hours open per day) = **\$442.66** cost per hour

2020: \$442.66³

2019: \$694.52

2018: \$671.49

Cost per participant per day for:

Crafts: \$1,087.46 (total season expenses for crafts) divided by 40 days, divided by 164 participants = **\$.16**

(Counselors were encouraged to use recycled or repurpose items as often as possible, craft supplies left over from the 2019 summer were utilized to begin the summer)

2020: \$0.16⁴

2019: \$.03

2018: \$.05

Snacks: \$2,377.41 (total season expenses for snacks) divided by 40 days, divided by 164 participants = **\$.36**

2020: \$.36⁵

2019: \$.23

2018: \$.18

Trips: \$5,694.14 (total season expenses for trips including transportation costs, guest speakers, inflatables) divided by 40 days, divided by 164 participants = **\$0.86**

2020: \$0.86⁶

2019: \$2.26

2018: \$3.69

² Increase in 2020 due to decrease in average number of campers signed up per week

³ Decrease in 2020 due to decrease in average number of campers signed up per week and number of days of camp offered

⁴ Due to the nature of Camp Summit in 2020 related to Covid-19, campers had to remain in pods in certain sections of the gym. Therefore, more craft supplies were purchased than a normal summer to assist counselors in keeping the campers entertained while in their pods

⁵ Increase in 2020 due to decrease in average number of campers signed up per week

⁶ Substantial decrease in 2020 due to nature of program related to Covid-19 and each age group only taking one field trip per week to a LSPR park, creating minimal expenses for field trips and only bus expenses incurred for the majority of the trips/tours expense

Evaluation/Assessment:

325 surveys were emailed out (representing 325 unique households) of the 370 campers that were enrolled. 70 surveys were returned equaling a 22% return rate.

Comment: Covid-19 created numerous critical implications and changes to the regular operations of Camp Summit.

Recommendation: Adjustments had to be made in a number of areas to safely and effectively offer Camp Summit during the Covid-19 pandemic. Below is a list of critical implications and changes/adjustments:

- In order to comply with CDC and County Health Department guidelines, the number of campers attending per week had to be reduced. This was accomplished by reducing the number of overall enrollments through a change to only allowing Lee's Summit residents to attend. Any non-residents that were enrolled at the time the decision was made were refunded their enrollment fee (70 enrollments refunded).
- Staff had to keep campers in their own cohorts (pods) and they were not able to interact with any staff or campers that were not a part of said pod. These pods were limited to no more than 20 total campers. Each volleyball court within the gymnasium at Harris Park CC was separated into two sides, with PVC piping/shower curtain dividers put in place in the middle of the courts to keep each side separated. The campers had to remain in their section when indoors and had to remain only with their pods on field trips or outside of Harris Park CC.
- Due to the nature of campers staying in pods and the number of businesses that were shut down or not allowing group trips, field trips had to be altered. Fields trips were only taken one time per week and only to local LSPR parks.
- Because of the "openness" of Summit Waves and the need for campers to stay in their pods and swim together, campers were only able to swim twice per week at Summit Waves and only certain ages swam on certain days. 5-7 year olds on Monday/Wednesday and 8-11 year olds on Tuesday/Thursday. The campers rotated through the different amenities so each pod would have the opportunity to enjoy the entirety of Summit Waves.
- Campers were only able to enjoy pre-packaged snacks; therefore grapes, apples and bananas were not offered this summer.
- Parents were not allowed inside Harris Park Community Center. During check in/pick up time, management staff sat at tables directly outside the front doors of HPCC and parents checked their campers in at the table, then campers went inside. During pick up, after management staff had confirmed pick up through an ID check of the parent, staff radioed inside to "runners" who would find the camper to be picked up and escort them to the lobby to another set of staff who checked the camper out and took them to the front doors to be released to their parent. During the course of the day if a parent showed up, the Service Representative would meet them outside of the front doors to offer assistance.
- Masks were required to be worn by staff and campers, except when staff or campers were involved in high intensity activities (like running around at the park), per CDC guidelines.
- Staff completed additional cleaning duties throughout the day and at the conclusion of the day.
 - Camp Service Reps routinely wiped down touch points on the front doors, in the lobby, the water fountains in the gymnasium and the front desk
 - HPCC Facility Maintenance Specialist spray-sanitized the entire facility mid-day when campers were outside for lunch or on a field trip
 - Each pod had its own craft supplies and sports equipment to be used only by those in the pod
 - Staff hand sanitized each craft supply with a cleaning wipe and spray sanitized the cubbies and all sports equipment at the conclusion of the day
 - Staff required each pod to hand wash more frequently throughout the day (at least four times per day)
 - Each counselor was given a spray hand sanitizer bottle they kept with them in their bags and additional hand sanitizer was placed on the walls in the gymnasium and in the classrooms to ensure staff and campers had access at any time.

Comment: "Were the field trips appropriate for the weekly fee?" rated below 4.0 (3.84)

Recommendation: Due to the Covid-19 Pandemic, staff was unable to schedule the normal field trip activities to destinations across the Kansas City Metro area. Instead, staff scheduled one field trip per week to local LSPR parks. The price for the weekly fee was not reduced because the weekly fee is inclusive of staffing, craft supplies, snacks, field trips and busses and the majority of those fees were still incurred in 2020. Staff is hopeful the 2021 summer will be a return to normalcy and the usual slate of field trips can be scheduled.

Comment: Staff received twelve comments related to Covid-19 and its effect on the program. The comments were both positive and negative in nature.

Recommendation: The Covid-19 Pandemic forced staff to wholly adjust the program, both from a numbers perspective and an operational one. Staff believes that considering the restrictions to the program, the summer was a success and provided a sense of "normalcy" for those that attended.

Comment: There were nine positive comments regarding the program as a whole for the 2020 summer.

Recommendation: Staff is appreciative of the comments and will share those comments with part-time staff and utilize them in training for the 2021 summer.

Comment: In the end of summer Camp Mangers meeting, it was brought up how difficult it is for female staff to find the approved "Vegas Gold" colored gym shorts and because of this, female staff are essentially confined to wearing khaki shorts/capris while the males are able to find the "Vegas Gold" colored gym shorts with less problems, and in turn have more of an option in wearing either khaki shorts or the "Vegas Gold" gym shorts.

Recommendation: Up until two summers ago, the only approved shorts were the general khaki short/capris. The uniform dress code for Camp Counselors was amended to allow for gym shorts to be worn, but only if they were a solid "Vegas Gold" color. "Vegas Gold" is the closest gym short color to khaki shorts. Because of the difficulty for females to find the "Vegas Gold" color, staff recommends changing the approved gym shorts color to solid, all black. This will ensure both female and males have the same opportunity to wear gym shorts if they choose. The khaki shorts/capris option will still be available to staff if they choose.

Comment: "With Covid-19 concerns, I think a refund of the enrollment fee should have been issued if pulling out your child in the first couple of weeks".

Recommendation: Staff processed refunds for the duration of the summer for anyone who requested the refund as it related to Covid-19. It was up to the patron to request the refund before staff could complete the refund request process.

Comment: "I realize this summer was different than most and I appreciate Camp Summit trying to provide an environment for kids to go during the summer. My biggest complaint is the weekly fee this summer. We were charged the same amount this summer as last summer and the field trips were non-existent except to free parks. The kids weren't able to swim every day and were on electronics most of the day. They can be on their electronics at home and didn't feel it was worth \$250 weekly (around \$1000/monthly) for two kids to do the same thing they can do at home. I was hoping it would be more interactive with the kids."

Recommendation: Staff routinely monitored the counselors and campers throughout the day and do not recall ever witnessing campers on electronics during the day. Electronics are not allowed at Camp per the Camp Summit policies and procedures and staff is trained to request that campers put any electronics they do bring and have out away. If the camper struggles to keep his/her electronics in their bag, staff will confiscate the electronic for the day and return them to the parents at pick up. Only one cell phone was confiscated and returned to a parent at pick up during the 2020 summer.

Did you attend all 12 weeks of Camp Summit? Yes- 21.4% No- 78.6%

If No, Why? Vacation 64% Other Camps 27% Financial 25%

Grandparents watched kids

Shared Custody

Pulled my child out because of behavioral issues and disinterest during attendance

Stayed with family

Concerns about covid19 (3)

Covid mask mandate

Summer school

School started

Sent home to quarantine last 2 weeks

It was hard to justify the \$120 when there were no activities

Wasn't worth the money this summer

Extensive Staff Report:

Purpose of Report:

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

Program Description:

Camp employed 49 individuals ranging from high school students to adults. Employee education breakdown is as follows: 7 employees were degreed individuals; 33 had at least one year of college; 9 were recent HS graduates entering their 1st year of college; and 26 had at least one year of camp work experience, 23 were new employees.

Benefits:

Camp Summit has many benefits including physical fitness, social interaction among themselves, camp counselors and adults; learning new games and improving their motor skills, creativity and outdoor physical activities, educational opportunities and promotes teamwork.

Service Hours:

The exact number of service hours is difficult to determine in that each child's stay at Camp Summit varied from day to day. On average, a child was at Camp for 9 hours a day. This would tabulate to 59,040 service hours for the 2020 summer (40 days x 9 hours x 164 participants).

2020: 59,040

2019: 195,363

2018: 210,357

Volunteer Hours:

There were 0 parent volunteers this summer for field trips, therefore no volunteer hours were associated with Camp Summit in 2020.

2020: 0 hours

2019: 265 hours

2018: 210 hours

Refunds:

Total refunds: 259 (\$25,625)

Reason Overview:

- Enrollment refunded due to participant being a non LS resident or not feeling comfortable sending camper due to Covid-19
- Weekly fees refunded due to quarantine of age group from positive Covid-19 test
- Schedule Conflicts

Fees:

2020: \$105.00 one-time enrollment fee/\$120.00 per week

2019: \$90.00 one-time enrollment fee/\$120.00 per week

2018: \$90.00 one-time enrollment fee/\$120.00 per week

Program Timeline:

December: Send out letters to returning staff

January: Start advertising for employment opportunities and develop theme

March: Start interviewing for all positions and begin taking enrollments for Lee's Summit residents only

April: Have 95% of positions filled and order camp shirts. Open enrollment for all patrons.

May: Have all staff employment paperwork complete and provide staff training sessions & parent's information nights

June: Camp starts, have weekly meetings with managers and other staff

July: Complete mid-season staff evaluations

August: Send out Camp Summit surveys

September: Compile survey results and complete end of activity report.

October: End of activity report submitted for Park Board review and begin planning for next summer.

Marketing:

Information was placed in the LS Illustrated and on www.CampSummit.net.

CampSummit.net was used as a direct marketing tool prior to camp starting and through the duration of camp. Camp Summit is now at the point of recognition to the residents of Lee's Summit and around the KC metro area and therefore marketing efforts have been scaled back to avoid an influx of individuals who try to sign up too late and don't get a spot in camp.

“Camp Summit 2020” Survey Results

of Surveys Distributed: Email: 325 Via Mail: 0 **# of Surveys Returned:** 70 **22 % of Returns**

Participant: N/A

Parent/Guardian 100%

LS Illustrated 4.41%

Website/Facebook/Twitter 10.29%

Friend/Family 22.06%

Previous Participant 67.65%

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please Rate the Staff who assisted you when you enrolled	11	0	0	2	21	37	4.58
Please Rate the amount of time enrolling took	0	0	0	2	31	38	4.50
If you paid weekly fees in person, how helpful were the staff who assisted you?	54	0	0	1	3	13	4.70
If you paid weekly fees over the phone, how helpful were the staff who assisted you?	55	0	0	2	4	10	4.50
If you paid weekly fees online, how was the process?	10	1	1	9	20	30	4.26
How beneficial was Parents Information Night?	53	0	0	3	8	7	4.22
Please rate the overall registration procedure	1	0	0	4	31	35	4.44

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the program appropriate for the enrollment and weekly fee?	0	1	1	8	36	25	4.16
Were the t-shirts provided appropriate for the enrollment fee??	0	0	0	8	30	33	4.35
Were the planned activities appropriate for the weekly fee?	1	2	3	8	36	21	4.10
Were the field trips appropriate for the weekly fee?	1	2	7	14	24	23	3.84

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of program staff	0	0	0	4	26	41	4.52
Please rate the friendliness of Camp Summit	0	0	0	2	21	48	4.64
Please rate the ability to recognize Camp Summit staff	1	0	1	2	23	44	4.57
Please rate the amount of staff available during Camp Summit	2	0	0	2	23	44	4.60
Were the rules and policies appropriate for Camp Summit	0	0	0	4	25	42	4.53
Was the discipline Policy appropriate for Camp Summit?	8	0	0	4	22	37	4.52
Please rate the condition and suitability of Harris Park Community Center	8	0	0	3	25	35	4.50
Please rate the condition and suitability of equipment used	11	0	0	1	24	35	4.56
Please rate the perceived safety of program.	1	0	0	3	23	44	4.58

Are you a Friends of the Park?

I don't know what that is: 18.84%

Yes: 28.99%

No: 52.17%

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	1	9	49	63	4.43
What is the likelihood of your recommendation of this activity to others?	0	1	2	8	45	67	4.57
Please rate the participant's overall enjoyment level	0	0	2	14	41	65	4.30
What is your overall rating of the activity?	0	0	1	9	42	70	4.49
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	6	43	74	4.60

Online Payments

1	I was surprised to learn of the new fee when paying online. That was frustrating. Also, the online system for Parks and Rec is a bit outdated and clunky.
2	As the registration process/form is SO LONG, please retain info year-to-year so forms can be pre-populated!
3	It would be nice to streamline the online payment process.

Covid-19 Related

1	Due to Covid, these questions don't really apply. At the beginning most of the parks were closed so you couldn't even play on them.
2	This year obviously they couldn't do as much for field trips/activities due to the pandemic so that is the reason I marked it down but typically I have felt that it is very good value for the money
3	Normally we are very pleased with the field trips and activities but this year was (completely understandably) not nearly as fun. We do not hold this against Camp Summit-Covid ruined lots of things this year.
4	This year was much different, there were little to no field trips and the price was the same. I understand Covid, but it is unfortunate that they only swam 2 times per week and no field trips other than a park and it was the same price as years prior.
5	Obviously Covid limited the amount they could do but I think they did the best they could with circumstances given. We would like the prior set of activities and trips to resume after the pandemic.
6	Due to Covid the activities were scaled back, the fees should have been as well. Going on a bus to play and eat their own lunch was not a good field trip. I understand it was due to Covid but seemed like a waste. Should have included more swimming.
7	COVID put a damper on Camp Summit this year, but program was as good as it could have been given the circumstances. The staff was great as usual!
8	We know this was a very different summer secondary to COVID, but it was a great camp and we are so thankful that it took place. Our kids LOVED it and are looking forward to next summer. Thank you to all!!!!!!
9	Great camp even with covid issues. We will be back next summer!
10	Excellent program, every year. Will be back next year. Thank you for putting so much effort into safety procedures for Covid.
11	With the Covid-19 concerns, I think a refund of the enrollment fee should have been issued if pulling out your child in the first couple of weeks.
12	I think Ryan Gibson and all of the camp managers did a wonderful job ensuring the safety and health of our kids and even the staff. I can't even begin to imagine how stressful an undertaking this was for them and LSPR navigating camp in the middle of a pandemic. Thank you to everyone behind the scenes who worked hard to help this camp be successful and give our kids some sort of normalcy this summer!

Field Trips

1	I know this year with field trips it was much more limited. In years past, field trips were great.
2	Unfortunately the cost of the program was not adjusted for the field trips and planned activities - small thing but was noticed.
3	Our kids had fun at the parks the camp went to. I was thankful, as we were concerned with COVID that they would be bored. Staff did a great job putting this together.
4	I realize this summer was different than most and I appreciate Camp Summit trying to provide an environment for kids to go during the summer. My biggest complaint is the weekly fee this summer. We were charged the same amount this summer as last summer and the field trips were non-existent except to free parks. The kids weren't able to swim every day and were on electronics most of the day. They can be on their electronics at home and didn't feel it was worth \$250 weekly (around \$1000/monthly) for two kids to do the same thing they can do at home. I was hoping it would be more interactive with the kids.
5	Obviously this year had lots of challenges and field trips were next to impossible. I was very grateful we had a safe environment to send our kids. Of course it wasn't as enjoyable to them, but they were also grateful to see their friends and familiar friendly staff.
6	I submitted the Fair for overall enjoyment because the kids were only able to attend for 9 weeks - no overnight as in the past, no WOF, no field trips - not your fault but not to the standards of the past.

General Comments

1	I wish they would extend it to older children passed 11 years old
2	I wish you extended the age to 12. Many years back you accepted up to 13 years old and offered the ability for 14 & 15 year olds to be assistant counselors. Just an idea.
3	This year was a bit sad for the kids. Not as great as in years past. But, we understand.
4	Considering I didn't think you guys would open at all, I'm very glad you figured out a safe way to do it. I hope you do it again next year.
5	Would like 5 t-shirts
6	Given the circumstances of this year, my kids seemed to enjoy camp very much.
7	We would love to see Camp Summit offer a virtual learning site service!
8	I am not a fan of the new convenience fee that gets charged.
9	Awesome camp for grade school kids, thank you!

**End of Activity Report
Men's Winter Basketball
February to March, 2020
Report Completed By: Jared Benson**

Executive Summary

Brief Program Description:

The men's basketball league is a program for men age 18 and older, offering competitive and recreational league play. The games are held at the Harris Park Community Center on Wednesday evenings from 6:30-10:00pm. The focus is recreational/competitive league play for the community of Lee's Summit and the surrounding area.

Participant Numbers:

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2020	179	21
2019	170	20
2018	187	25

<u>Total Revenue:</u>	<u>Budget</u>	<u>Season</u>
2020	\$6,800.00	\$4,250.00 ¹
2019	\$6,840.00	\$7,600.00
2018	\$5,320.00	\$9,500.00

<u>Total Expenses:</u>	<u>Budget</u>	<u>Season</u>
2020	\$6,639.12 ²	\$3,668.48 ^{1&2}
2019	\$6,497.63	\$7,051.68
2018	\$5,119.51	\$7,807.47

<u>Net:</u>	<u>Budget</u>	<u>Season</u>
2020	\$ 160.88	\$581.52 ¹
2019	\$ 103.44	\$548.32
2018	\$ 200.49	\$1,692.53

¹ Due to COVID-19, the league was cancelled half way through the season, and refunds were issued for remaining games on the schedule.

² Total budget and season expense includes both direct and indirect expenses. Indirect expenses for this activity: \$1,255.28

Recommendations:

Comment: Should we continue to offer this program?

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

Comment: Although there was one more team in 2020 than in 2019, the revenue for 2020 is significantly lower than in 2019.

Recommendation: Due to COVID-19, the league was cancelled half way through the season, and refunds were issued for remaining games on the schedule. Staff recommends no change at this time.

Extensive Staff Report

Purpose of Report:

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

Program Description:

The men's basketball league is a program for men age 18 and older offering competitive and recreational leagues. The games are held at the Harris Park Community Center on Wednesday nights from 6:30-10:00pm from February through March for 4 weeks (Shortened due to COVID-19). The focus is recreational/competitive league play for the community of Lee's Summit and the surrounding area

Program Benefits:

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

Service Hours:

Service hours provided by this activity is 716 (179 players x 1 game x 4 weeks = 716).

2020 716
2019 1,360
2018 1,496

Volunteer Hours:

There were no volunteer hours for this league.

Refunds:

Total Refunds: 21 (\$4,150 total)
Refunds due to COVID-19: 21
Refunds Due to Dissatisfaction: 0

Fee Charged:

2020 \$400.00/\$440.00
2019 \$380.00/\$418.00
2018 \$380.00/\$418.00

Program Timeline:

December: Publicity of winter league
January: Registrations of winter
Recruitment of personnel
February: Scheduling of league
League play begins
Observation of league
March: Observation of league
League cancelled 3/15
June: Evaluation of league
EOA Report

Marketing:

Posters were placed at all community centers. Leagues were advertised in the LS Illustrated, Department website and emails sent to previous team captains.

Evaluation/Assessment:

Evaluations were handed out towards the end of the season. 179 surveys were given to participants and 43 were returned (24%). Please see the attached survey results for detail.

LS Parks & Recreation "Men's Basketball League, Winter 2020" Survey

of Surveys Distributed: Email: 179 In Person: # of Surveys Returned: 43 24% of Returns

Participant: 43 Parent/Guardian _____ Coach/Asst.Coach/Volunteer _____

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

LS Cable Channel 0 Acquaintance 5 Previous Participant 38 Other 0

Comments (Other):

Regarding the registration process...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	12	0	0	0	12	19	4.61
If you registered on-line, please rate the ease of registration	14	0	0	0	18	11	4.38
Please rate the amount of time taken to register	9	0	0	0	13	21	4.62
Please rate the overall registration procedure	9	0	0	0	13	21	4.62

Comments:

- I always end up calling in.

Regarding the value...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	0	22	21	4.48
Was the content of the activity appropriate for the fee?	0	0	0	3	16	24	4.49
If awards were given, were they appropriate for the fee?	34	0	0	0	3	6	4.67

Comments:

- Have not received our T-shirts yet.
- We wish there were more teams in the competitive division.

Regarding the program sessions...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	2	19	22	4.46
Please rate the friendliness of activity staff	0	0	0	1	14	28	4.63
Please rate the ability to recognize activity staff	0	0	0	0	12	31	4.72
Please rate the amount of staff available during the activity	0	0	0	0	15	28	4.65
Please rate the officials	0	0	2	4	29	8	4.00
Were the rules, regulations and policies appropriate for the activity?	0	0	0	6	28	9	4.06
Please rate the condition and suitability of the facility/fields used.	0	0	0	0	27	16	4.37
Please rate the condition and suitability of the equipment used.	0	0	0	0	17	26	4.60
Please rate the perceived safety of program.	0	0	0	0	23	20	4.53

Comments:

- Some of the refs need more training.
- Should be harder to receive technical fouls if 2 techs mean a forfeit.

Overall Summary...

	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	1	19	23	4.51
What is the likelihood of your recommendation of this activity to others?	0	0	0	6	20	17	4.26
Please rate the participant's overall enjoyment level	0	0	0	2	15	26	4.56
What is your overall rating of the activity?	0	0	0	1	22	20	4.41
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	19	24	4.56

Comments:

- Great league
- Harris Park is a great facility

**End of Activity Report
Winter Adult Volleyball
February to March, 2020
Report Completed By: Jared Benson**

Executive Summary

Brief Description

The Winter Adult (Ages 18 and over) Indoor Volleyball program is an activity to provide an opportunity for participation in a competitive recreational volleyball league for Lee's Summit residents and surrounding area.

Participant Numbers:

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2020	318	42
2019	313	41
2018	315	43

<u>Total Revenue:</u>	<u>Budget</u>	<u>Actual</u>
2020	\$7,200.00	\$4,875.00 ²
2019	\$12,600.00	\$7,340.00
2018	\$10,080.00	\$7,740.00

<u>Total Expense:</u>	<u>Budget</u>	<u>Actual</u>
2020	\$ 3,416.62 ¹	\$2,623.12 ^{1&2}
2019	\$ 6,216.03	\$6,263.51
2018	\$ 7,373.31	\$7,107.91

<u>Net:</u>	<u>Budget</u>	<u>Actual</u>
2020	\$ 3,783.38	\$2,251.88 ²
2019	\$ 6,383.97	\$1,076.49
2018	\$ 2,706.69	\$632.09

¹Total budgeted and actual expenses include both direct and indirect expenses. Indirect expense for this activity: \$932.62

² Due to COVID-19, leagues had to be cancelled before they concluded. This meant that refunds were issued for the remaining games on the schedule.

Recommendations:

Comment: Should we continue to offer this program?

Recommendation: Staff recommends that we continue to offer this league.

Comment: There was 1 more team in FY20 than in FY19, but there was \$2,465 more in revenue in FY19 than in FY20.

Recommendation: Due to COVID-19, leagues had to be cancelled before they concluded. This meant that refunds were issued for the remaining games on the schedule.

Extensive Staff Report

Purpose of Report

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

Program Description:

The Winter Adult (Ages 18 and over) Indoor Volleyball program is an activity to provide an opportunity for participation in a competitive recreational volleyball league for Lee's Summit residents and surrounding area. The level of competition varies between recreational and intermediate play. Divisions were held in Coed Recreational, Coed Intermediate 'A' and 'B' and Women's Power, 'A' and 'B'. It is held annually at the Harris Park Community Center from February to April (league cancelled March 15.)

Program Benefits:

The benefits of the Adult Volleyball program are that it is a great physical activity and socialization outlet for the participants. It promoted team work, fun and sportsmanship.

Service hours:

The approximate number of service hours provided by this activity is 1,590 (318 players x 1 game x 5 weeks). These hours were accumulated by weekly games.

2020: 1,590

2019: 2,817

2018: 2,835

Volunteer hours:

There were no volunteer hours for this league.

Refunds:

Total Refunds: 42 (\$3,525 total)

Refunds Due to COVID-19: 42

Refunds Due to Dissatisfaction: 0

Fee Charged:

2020 \$200.00/\$220.00

2019 \$180.00/\$198.00

2018 \$180.00/\$198.00

Program Timeline:

December:	Publicity of winter league Registrations of winter league Recruitment of personnel
January:	Scheduling of league
February:	League play begins Observation
March:	Observation League cancelled 3/15 Evaluation of league
June:	EOA Report

Marketing:

The Winter Volleyball activity is marketed through the LS Illustrated, direct emails to previous participant team captains, department website, email blasts and social media outlets.

Evaluation/Assessment:

The program is evaluated at the conclusion of the league by participants of the league. A total of 318 surveys were distributed and a total of 74 were returned, a return rate of 23%. Please see that attached survey results.

“Adult Winter Volleyball 2020” Survey Results

of Surveys Distributed: Email: In Person: 318 **# of Surveys Returned: 74** **23% of Returns**

Participant: 74 Parent/Guardian 0 Coach/Asst.Coach/Volunteer 0

LS Illustrated 6 Website/Facebook/Twitter 0 Email Blast 0 Flyer 0 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 9 Previous Participant 59 Other

Comments (Other):

- We have played in this league for years.

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	55	0	0	0	5	14	4.74
If you registered online, please rate the ease of registration	62	0	0	2	6	4	4.17
Please rate the amount of time taken to register	56	0	0	0	8	10	4.56
Please rate the overall registration procedure	53	0	0	0	12	9	4.43

Comments:

- Could not figure out how to register online.

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	14	26	34	4.27
Was the content of the activity appropriate for the fee?	0	0	0	9	29	36	4.36
If awards were given, were they appropriate for the fee?	54	0	0	0	16	4	4.20

Comments:

- Haven't received the shirts from fall yet, but he took our sizes in February before the work shut down.
 - Shirts have since been received.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	36	38	4.51
Please rate the friendliness of activity staff	0	0	0	6	33	35	4.39
Please rate the ability to recognize activity staff	0	0	0	0	21	53	4.72
Please rate the amount of staff available during the activity	9	0	0	6	15	53	4.64
Please rate the officials if applicable	0	0	0	9	43	22	4.18
Were the rules, regulations and policies appropriate for the activity?	0	0	0	1	37	36	4.47
Please rate the condition and suitability of the facility/fields used.	0	0	0	7	26	41	4.46
Please rate the condition and suitability of the equipment used.	0	0	0	10	36	28	4.24
Please rate the perceived safety of program.	0	0	0	1	46	27	4.35

Comments:

- Some of the Scheduled games are too late.
- Nets are getting really bad - poles are taped and fall out - not tight. Balls are getting worse over time.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	0	0	0	3	41	30	4.36
What is the likelihood of your recommendation of this activity to others?	0	0	0	0	32	42	4.57
Please rate the participant's overall enjoyment level	0	0	0	2	30	42	4.54
What is your overall rating of the activity?	0	0	0	0	38	36	4.49
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	24	50	4.64

Comments:

- It would be nice to voluntarily get teams to join the right leagues.

October 2020 COMMENT REPORT

Attached are 12 patron comments with staff responses that were either submitted verbally, in writing or via email. Of these comments, 3 were compliments, 5 were comments making suggestions or requests, and 4 were negative.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	Pleasant Lea Park	Concern	9/17/20	Steve Casey		Brett Jones	<p>Hello, I just found out the they are going to take out the handball courts at Pleasant Lee Park. I assume no one spoke up for them because they didn't know. They are literally in my back yard and are used every single day! It's great to be able to go and hit tennis balls alone when no one else can play. I see people there daily using it for hand ball and rocket ball as well. I'm wanting to start a petition to save it and want to make sure I do it correctly. Could you please let me know what I would need in order for it to be legit? Do I need names, addresses, emails, does it have to be local residents or anyone that uses it, how many do I need, ect... Please let me know as I'm going to do everything I can to try and save them. We just bought our house in October and the main reason we picked this house was bc of the park. I've talked to many other people in the neighborhood and everyone I've spoke to so far is in favor of saving it. Looking forward to hearing back. Thank you.</p>	<p>Brett: Thank you for your comments and visiting with me over the phone today regarding the park and the existing handball/racquetball courts. As I mentioned we completed a master plan of the park earlier this year with an extensive public input process. To summarize, the neighborhood had no strong opinions either way on keeping or removing the handball courts and as the approved master plan indicates the removed courts would be reclaimed as passive open space. I appreciate your observations regarding the use of the courts and the limited facilities available in the metro area for outdoor racquetball. I will share your comments with our Parks and Recreation Board and our staff will make some periodic spot visits to the park during some peak times (evenings, weekends) to gauge usage. There is no timetable for the start of construction at this time. We anticipate receiving some federal grant funding for park renovations, however COVID has delayed final approvals and reviews until at least March 2021. We will keep you advised. Thanks again for your comments. Regards, Steve Casey</p>
2	Lowenstein Park	Concern	9/21/20	Steve Casey		Jim McDaniel	<p>Do you have any idea when the lights over the bridges at Lowenstein Park will be turned back on? They can be a little hazardous when the light is dim in the early morning or in the evening. The hedge apples are falling on the east bridge, I'm sure the early morning walkers and joggers don't like to trip on them. Also, the west side bridge used to get walnuts to trip over in the fall.</p>	<p>Jim: Thanks for your email. These are lights installed and maintained by KCPL (Evergy). With the current renovations, there are no plans to reactivate these lights in the park at this time. I will let our maintenance crews know about the hedge apples and walnuts. Thank you for your patronage of the park.</p>
3	LVCC	Suggestion	9/10/20	David Dean		Ashley Archer	<p>Hello, I am writing this message to a facility manager for the any of the Lee's Summit community centers. My husband and I are very active patrons of Longview Community Center. I am writing to make a respectful suggestion to safety protocols with COVID-19. I recently found out I was pregnant with my first child. We are very excited, but also worried about COVID. We are considering canceling our membership to the community center. Although we really enjoy it, we have been concerned over the past few months by the lack of mask wearing in many of the work out areas. I understand the reasoning and truly appreciate the measures that have been put in place. However, it does concern us due to the CDC and scientific experts warning people of aerosols spreading and staying in the air for a period of time, especially when people are breathing heavily. We wear our masks almost at all times. I definitely understand for some people this could be difficult or you all would get push back if a mask rule was implemented at all times. Therefore, I thought of a possible solution that would accommodate higher-risk community members or care takers. Possible solutions 1. At each facility, there could be a time each day that masks are required at all times (e.g., first two hours each facility was open)? That way vulnerable or worried patrons could come at that time, and others could still be without a mask while working out at other times during the day. 2. There could be one designated facility out of the multiple facilities in Lee's Summit where masks are required at all times. I think this would make us feel more comfortable continuing to attend the gym, especially as we get into winter. I have tried going at less busy times, but it has still been a problem. Please let me know your thoughts, and I'm very open to a phone call. Thank you</p>	<p>Greetings Ashley, Thank you again for your patience as our team discussed your comment and suggestions. Our patron's comments are very important to us and often times make us better. As you already know, LSPR's current policy on facemasks require patrons to wear a mask in our facilities unless they are engaged in a vigorous activity. The requirement follows the phase 2.5 order of the Jackson County Health Department which states "Masks should be worn inside the gym, except when engaged in vigorous activities. Individuals, who are engaged in high intensity activities, may not be able to wear a cloth face covering if it causes difficulty breathing. If the mask is removed during vigorous activity, social distancing must be strictly maintained." Staff discussed your suggestions to see if we could come up with a reasonable solution, as we know there may be other patrons with a similar concern. Designating certain hours requiring facemasks to be worn at all times could be confusing and inconvenient for patrons that do not want to wear a mask when they are doing vigorous activities. Designating an entire facility is also problematic, as a majority of our members work out at the facility that is closest to their home, and would find it very inconvenient to travel to a different facility. After thoughtful consideration, staff determined the Gamber Community Center and the individual workout spaces they currently have setup offers a unique opportunity to address this issue. Starting Friday, September 25, one room at Gamber Community Center will require facemasks be worn at all times. This room is equipped with a spin bike, recumbent bike, NuStep bike, rower, bands, dumbbells, and a step. Although the equipment selection is limited, we feel like this equipment will address most patron's needs. It should also be noted that Gamber Community Center has a lower usage level than Longview and Lovell Community Centers and you may find that you can utilize other equipment (treadmill, elliptical, selectorized weight machines) in the other spaces if there are no patrons. For reference, the Gamber Community Center's hours of operation are Monday – Thursday 6:00am – 7:00pm (closed 1:30pm – 3:00pm), Friday 6:00am – 5:00pm (closed 1:30pm – 3:00pm), Saturday 7:00am – 2:00pm, Sunday closed. For more information about the Gamber Community Center, please visit our website at www.lsparks.net. Thank you again for your comment and suggestions. We hope you will find this a reasonable solution and we encourage you to visit the Gamber Community Center. If you have any questions, or would like to discuss this with me, I can be reached at ddean@cityofls.net or at 816-969-1554. Best wishes</p>
4	LCC	Compliment	9/19/20	David Dean	Michael Hedrick	Mary Bonak	<p>A "shout out" to your employee named Lily! Her work ethic is to be commended. Anytime you see her she is doing- working- moving. She is also observant and caring, I lost my mask on the track one day and she found it and knew it was mine and was waiting for me to come around to give it to me. Great asset to your team. Great personality!</p>	<p>Lily Brown is a part-time Weight Room Attendant at J. Thomas Lovell Jr. Community Center. Staff shared this comment with Lily and she will be recognized at the next staff meeting, MH</p>
5	LVCC	Suggestion	10/4/20	David Dean		Ashley Archer	<p>David, Sorry for a delay in response, work has been very busy. Thank you for getting back to me about this issue. I appreciate your efforts to make a space in Gamber available. That will likely be helpful to patrons such as myself who are considered immunocompromised. It would also be helpful if this facility was open on Sundays. The reduced hours on Sundays at other facilities typically results in more patrons in a facility at once. I appreciate LSPR's policy on wearing face masks during vigorous exercise. However, as you can imagine and likely have seen, when you walk upstairs at Longview Community Center, almost no one is wearing a mask (regardless of activity in vigorous exercise). I can understand how difficult this would be to enforce since vigorous exercise may be subjective. I have found it concerning and very inconvenient to be around patrons without masks, often walking by within 6 feet of distance. As we get into winter, I just ask that you all continue to consider other options as there is likely to be more spread of COVID within the community. For example, both Longview and Legacy have separate or unused rooms that could also be designated as mask-only. I understand that these are not easy changes and would take a lot of effort, since the gyms are already set up for ideal use. I just ask that you all continue to consider all the options since I know safety of all patrons is one of your top priorities, and may need to be prioritized over convenience. It is a difficult and ever-changing time, and I appreciate your thoughtfulness and continued communication on this matter. Thank you, Ashley Archer</p>	
6	LVCC	Compliment	10/7/20	David Dean	Jodi Jordan	Dee Acuff	<p>I wanted to pass along how much I enjoy the pool at Longview Community Center. Being able to swim and get in and out of the pool easily has really helped my back.</p>	<p>Staff appreciates the compliment and will share this comment with Devin Blazek, Aquatics Manager and the lifeguard staff.</p>

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
7	LVCC	Suggestion	10/2/20	David Dean	Jodi Jordan	Teresa Boekting	I would like to have longer access to the internet. I cannot walk my 6 miles in an hour! 2 hours would be amazing. Thank you for considering.	LSPR has an agreement with Spectrum to provide one hour of free Wifi to LSPR patrons at our indoor facilities and select parks. Spectrum customers receive unlimited Wifi free of charge. Patrons may purchase additional time through their personal device. This is the first comment staff has received and staff does not recommend any changes at this time.
8	LVCC	Compliment	10/9/20	Jodi Jordan	Eric Schooley	Unknown	I really appreciate the additional soil and grass you added along the new sidewalk. I was terrified of falling off and rolling my ankle. Thank you!	Maintenance staff recently added topsoil and grass seed along the north sidewalk at Longview Community Center. This sidewalk was a new addition to the facility in the spring of 2019. Staff appreciates the comment. ES
9	LCC	Complaint	9/25/20	Mike Hedrick	Ola Shobowale	No Name	With the fans off, it is way too warm upstairs! Please turn down the A/C.	After receiving this comment, staff checked the facility's HVAC computer system. The set points for those areas are 68F for the cardio and fitness rooms. The room temperatures on the computer system for the cardio and fitness rooms were 68.5F and 69.5F respectively. The weather changes swiftly in our area and it takes time for the HVAC system at Lovell to adjust to outside temperatures. Staff doesn't recommend making any adjustments to the set points at this time. Staff will continue to monitor temperatures upstairs and make adjustments as needed. OS.
10	LCC	Complaint	10/2/20	Mike Hedrick	Ola Shobowale	Virginia Broswick	Black spots/dirt in grout on bathroom floors in restroom stalls in women's locker room (noticed in 1 st /2 nd stalls) consistently over weeks/months.	After receiving this comment, staff checked the stalls in the women's locker room. Staff discovered that the spots were stains from the Kaivac squeegee blade as the restrooms are being cleaned nightly. These stains are sometimes unnoticeably trapped along the grout lines of the floor tiles. The floor was scrubbed and the spots were cleaned off on Friday, 10.02.20. The locker rooms floor are scrubbed twice a week as part of the facility's weekly maintenance tasks. Staff called the patron on Monday, 10.05.20 to follow up on her comment. She was appreciative of the call, and swift response to her comment. She was impressed that the spots were all gone when she last visited the facility. OS
11	LCC	Complaint	9/25/20	Mike Hedrick	Ola Shobowale	No Name	Three live bugs in my shower in the ladies locker room. Floors need to be squeegeed after 9am Class.	The facility receives quarterly treatments from Terminix, the City's contractor for pest control. The next treatment is scheduled for Monday, October 5, 2020. Staff checked the shower for bugs after receiving this comment, but could not find any at the time of the check. Staff does routine checks of the restrooms and locker rooms hourly to get them cleaned and restocked. The floors are mopped as needed during this check. OS.

Ruth Buckland

From: Ryan Gibson
Sent: Monday, October 19, 2020 2:12 PM
To: 'Elizabeth Bertschy'
Subject: RE: Volleyball spectators

Hi Elizabeth-

Thank you for your patience and for reaching out. The picture you attached is posted so anyone entering facilities knows when they need to wear a mask, it is not intended to be a guide just for spectators. Also, during pickleball and racquetball those spectating are there to play and are waiting their turn on a court, not there just watching.

LSPR elected to not allow any spectators or family members to attend adult volleyball games as often times the children that come with their parent(s) are left unattended and do not sit and watch the games, but rather run around the facility. Because of guidelines related to Covid-19 it is imperative that any spectators be monitored at all times to ensure they are following guidelines, which cannot be done if players are playing on the court and also expected to watch any children. At this time, LSPR does not intend to change any of the rules related to spectators attending games for adult volleyball league play.

Thank you again for reaching out.

Ryan Gibson, CPRP | Harris Park Community Center Manager, Camp Summit Director Mailing Address: 220 SE Green St. | Lee's Summit, MO 64063 HPCC Address: 110 SW Blue Pkwy | Lee's Summit, MO 64063
816.969.1556 | fax: 816.969.1515 | www.lsparks.net Become a Friend of the Park today! [Click Here!](#)

> -----Original Message-----

> From: Elizabeth Bertschy <bb853@yahoo.com>

> Sent: Monday, October 12, 2020 5:23 PM

> To: Ryan Gibson <Ryan.Gibson@cityofls.net>; Heath Harris

> <Heath.Harris@cityofls.net>

> Subject: Volleyball spectators

>

> *** This email is from an external source, use caution before clicking on links or opening attachments. ***To Whom It May Concern:

>

> It has come to my attention that various City sporting events, including that circled below, allow spectators with the use of masks. However, volleyball has not allowed spectators under any circumstance. The inconsistency in guidelines and rules has not only created confusion but frustration. Volleyball spectators are often few in number but those who do come to support the teams are often family members/children of the players. I realize that guidelines etc must be followed but when spectators are allowed for pickle ball, baseball, and racquetball (2/3 being indoor sports) and not volleyball, that simply makes no sense. I know myself and others would appreciate if spectators could be allowed to watch games with masks and social distancing as is enforced at LS legacy park facility, Longview, and other parks and Rec facilities.

>

> Sincerely,

>

> Elizabeth Bertschy

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2020 OCTOBER

Lee's Summit Parks and Recreation Board Monthly Calendar

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 KC Symphony Pop-Up Concert at Lea McKeighan South - 6 3 0 p m	23 Staff Retreat 9:00am-12:00pm	24
25	26	27 City Council Regular Session - 6pm	28 Park Board Meeting - Zoom - 6pm	29	30	31
01	02	03	04	05	06	07

2020 NOVEMBER

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 Summit Ice Opening Day	02 YSA Zoom Meeting - 6:30pm	03 City Council Regular Session - 6pm	04	05	06 Mistletoe Madness 9am-6pm Park Board Retreat 2pm-5pm	07 Mistletoe Madness 9am-4pm
08	09	10 City Council Regular Session - 6pm	11 Tentative - Veteran's Day Event at GCC	12	13	14
15	16	17 City Council Regular Session - 6pm	18	19 Tentative - Thanksgiving Event at GCC	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

2020 DECEMBER

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01 City Council Regular Session - 6pm	02	03	04	05
06	07	08 City Council Regular Session - 6pm	09 Park Board Meeting - TBA - 6pm	10	11	12
13	14	15 City Council Regular Session - 6pm	16	17 Tentative - Holiday Luncheon at GCC	18	19
20	21	22 City Council Regular Session - 6pm	23	24 Christmas Eve - Administrative Offices Closed	25 Christmas - All Facilities Closed	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

Lee's Summit Parks And Recreation Is Partnering With Kansas City Symphony

Lee's Summit Parks and Recreation (LSPR) is excited to announce our partnership with Kansas City Symphony to bring free "Pop-Up" outdoor music events this autumn to Lee's Summit parks. Be on the lookout for performances coming soon to your local parks with an announcement the day of the event on our website at LSParks.net and on our Facebook Page, facebook.com/LSParksAndRecreation

"The parks provide an atmosphere for proper social distancing," Jeff Barker, Director of Marketing for Kansas City Symphony, said. "The autumn weather in the heartland adds to the concert experience. Cool breezes and comfortable settings. Parks are also perfect family locales, and we

want to share our music with your family, friends and neighbors."

"We are excited to partner with the Kansas City Symphony and their talented musicians to provide these "Pop-Up" performances in our parks," Joe Snook, LSPR Administrator, said. "We look forward to sharing these cultural experiences with our community this fall."

The scheduled performances will last approximately 45-60 minutes. A list of music they will perform will be available at kcsymphony.org that evening. Photography is welcome at the event (no flash, please). We encourage you to share your photos on social media, tagging the Symphony @kcsymphony and LSPR at @lsparksandrec on Facebook,



Twitter and Instagram. The Symphony is excited to perform these concerts and does so as a service to the community. All Symphony

Neighborhood Concerts are performed free of charge. Donations will not be accepted at the event.

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