

# JANUARY 2021

## *Park Board Meeting Packet*



*Lowenstein Park Rededication is Saturday, January 23!*



*Outdoor fitness classes at Lowenstein Park will now be offered when the weather cooperates.*



*Santa made a visit to our patrons at "Pop-Up Pics with Santa" at Gamber Community Center.*



*Summit Ice season has skated past the holidays and is still open till we hit warmer temperatures.*



### **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, January 27, 2021 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](http://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, January 27, 2021, either by email to: [lspr@cityofls.net](mailto: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.

<b>DATE:</b>	January 27, 2021	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Via Videoconference
6:00 PM Meeting Call To Order Via Videoconference				President, Melinda Aulenbach	
<b>SPECIAL GUESTS</b>					<b>PAGES</b>
• Bette Wordelman (Sales Tax Review)				Joe Snook	N/A
<b>PRESENTATIONS</b>					
• Longview Community Center End of Activity Report				Jodi Jordan	
• Lovell Community Center End of Activity Report				Mike Hedrick	
<b>AGENDA ITEM</b>					<b>STAFF RESPONSIBLE</b>
<b>APPROVAL OF MINUTES:</b> December 2020 Regular Session Minutes					Carole Culbertson 1-8
<b>TREASURER'S REPORT:</b> read by James Huser, Treasurer (includes November and December 2020 Financial Report)					Carole Culbertson 9-28
<b>SALES/USE TAX REPORT:</b> December 2020 and January 2021					Carole Culbertson 29.32
<b>BOARD APPROVAL ITEMS</b>					
• Youth Sports Association 2021 Agreement – Lee's Summit Baseball Association				Brooke Chestnut	33-47
• Youth Sports Association 2021 Agreement – Lee's Summit Girls Softball Association				Brooke Chestnut	48-60
• Mowing Contract				Brooke Chestnut	61-64
<b>OLD BUSINESS</b>					
• Projects and Services Review				All Staff	65-72
• Capital Projects Plan –				Steve Casey	
o Lowenstein Park Improvements					73-74
o Velie Park Update					75
• Fundraising Update				David Dean	76-78
<b>NEW BUSINESS</b>					
2020 Planning Retreat Summary				Carole Culbertson	79-88
4 <sup>th</sup> Quarter Parks Security Report				Brooke Chestnut	89-91
<b>PATRON COMMENT REVIEW</b>				Joe Snook	92-107
<b>MONTHLY CALENDARS</b>				For Information Only	108-110
<b>ROUNDTABLE</b>				Park Board Members and Staff	N/A
<b>OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD</b>				Joe Snook	N/A
<b>MEETING ADJOURNMENT</b>				Joe Snook	N/A
<b>BOARD COMMITTEES</b>					
<b>Budget</b> James Huser-Chair Casey Crawford Samantha Shepard		<b>Personnel</b> Lawrence Bivins-Chair Nancy Kelley Wesley Fields		<b>Youth Sports</b> Casey Crawford Jon Ellis Samantha Shepard	
<b>Foundation Board</b> Tyler Morehead Nancy Kelley					



## LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

<b>DATE:</b>	December 9, 2020	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Via Videoconference
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Board Members Present:	Board Members Absent:	Staff Present:	Other Guests:
Mindy Aulenbach, President	Jim Huser, Treasurer	Joe Snook	Hillary Shields, Council Liaison
Lawrence Bivins, Vice President	Tyler Morehead	Carole Culbertson	Megan Crews
Casey Crawford		David Dean	Devin Blazek
Jon Ellis		Steve Casey	Jackie McCormick Heanue
Wesley Fields		Brooke Chestnut	Grace Carson
Nancy Kelley		Tede Price	Jared Greene
Samantha Shepard		Dana Thurber	

AGENDA ITEM	DISCUSSION (Findings/Conclusions)	RECOMMENDATIONS/ ACTIONS
<b>Presentations:</b>		
<b>Employee of the 3<sup>rd</sup> Quarter Presentation</b>	<p>Mr. Snook introduced Grace Carson, Jared Greene and Ruth Buckland as the Employees of the Quarter for third quarter. Grace Carson is the Aquatics Supervisor and oversees aquatics at Lovell Community Center and is also heavily involved in Summit Waves. Jared Greene is a Parks Specialist in Park Operations. Ruth Buckland is the Administration Services Coordinator in Administration. Mr. Snook expressed his pride about the employees, and proud that staff voted to recognize employees from all different divisions of the Department, noting Grace and Jared are fairly new to the department.</p> <p>Ms. Carson thanked her staff, Joe and everyone in the department, and said the past summer was wild but great, and she couldn't think of a better summer to start off as Aquatic Supervisor.</p> <p>Jared Greene thanked everyone that voted.</p> <p>President Aulenbach stated it is always nice to be recognized by others and she is glad that the recipient's fellow co-workers chose them to honor. She knows they earned it and congratulated them.</p>	
<b>Summit Waves 2020 End of Activity Presentation</b>	<p>Mr. Snook introduced Devin Blazek and Grace Carson to present the End of Activity Report for Summit Waves. Mr. Blazek explained this year Summit Waves was open 10:30am-11:30am for Camp Summit Monday-Thursday and regular operating hours were 12pm-7pm every day of the week. Due to restrictions from Jackson County, opening was delayed until June 27<sup>th</sup> instead of the normal Memorial Day weekend, and the facility was subject to a capacity limit of 600. Additionally, due to the restrictions surrounding the pandemic, Summit Waves had no special events, rentals or general programming, which resulted in lower attendance. The facility had one Swim Team that rented the lap pool in the mornings. There were higher season pass visits and lower single visits due to single visits not being offered until later in July after capacity limits were evaluated. Additionally, nonresidents were not allowed to purchase passes. The financial overview was based on a calendar year instead of a fiscal year and showed quite a bit lower revenue than previous years. The primary revenue in the past was single visits, but without selling them and having a limited number created a significant variance in the revenue. The primary expense in the past was staffing, but by having lower attendance, no programming or special events we were able to control staffing. The summer concluded with the facility \$149,000 below breakeven for the season. There were also changes to pricing for the season, with season passes at \$50 instead of the scheduled \$80 and single visits at \$8, which was a \$1 increase included as part of the part time minimum wage</p>	

analysis. The Food and Beverage Operations sold only prepackaged items allowing for reduced staff, resulting in \$1,000 under breakeven for the season.

Mr. Blazek reviewed the survey results from the season's operations. Concessions rated 3.92 with 15 comments on the surveys, and the most frequent comment was the lack of options and wanting more meal options. Depending on restrictions in 2021, staff will reevaluate and hopefully bring those items back.

The slides received 13 comments, mostly related to being dark inside and wanting another slide. At the last Park Board meeting, it was determined staff would research and budget for a third open slide in the future.

Membership options received 3.94 which is a higher percentage than in past years. Staff believes this may be because the facility was open to Lee's Summit residents only with reduced capacity and a lower season pass price. Some negative comments were received because the facility opened to only season pass holders and a month in it was determined single visits could be sold.

13 negative comments were received on the facility closing August 25. For the past two years the facility has closed when schools go back in session. This year Summit Waves was scheduled to close August 25<sup>th</sup> with school scheduled to start August 26<sup>th</sup>. However, there were some patrons who expected the close date to be pushed back with Lee's Summit R7 delaying their start until after Labor Day. The decision to keep the original close date was due to attendance dropping towards the end of the summer and some private schools keeping their start date the same.

Ms. Carson stated this was an abnormal summer with added cleaning protocols throughout the facility. 6 feet social distancing lines were painted for concessions, welcome desk and diving boards. Hand sanitizer was added throughout the facility in addition to more soap dispensers in the locker rooms. Throughout the day, Deck Attendants and Concession Attendants sanitized the high touch areas such as railings, lounge chairs, tables, life jackets, inner tubes and restrooms. Lounge chairs were tagged with red and green cards. The red cards allowed staff to know the chair was being utilized and needed to be cleaned once the patron left. Large backpack sprayers were used to sanitize large areas at the end of the evening in preparation for the next day.

The minimum wage analysis also proposed increases to season passes and facility rentals however, these increases will take place next year along with dive in movies. The single visits were increased \$1 to follow the minimum wage analysis.

Mr. Ellis asked if we are still dealing with Covid next season whether we are putting together a plan that will be different besides opening on time which would allow us to raise the price more. Mr. Blazek stated a return to normalcy will probably not be there but somewhere in between normal and the restrictions we saw in 2020 and with a full season. Mr. Ellis stated it would be good to have a phased approach to opening depending on the restrictions that are in place. Mr. Ellis also asked if splashpads were open after Summit Waves closed. Mr. Snook stated splashpads are open until Labor Day weekend.

Vice President Bivins asked if things do return to normal when the earliest date is a person could purchase a season pass. Mr. Blazek stated March 1<sup>st</sup> is the first available day to purchase passes and there is a \$10 price reduction if they are purchased before May 1<sup>st</sup>.

Ms. Kelley wanted to know if the red and green cards worked. Mr. Blazek stated we had a high degree of compliance. Ms. Kelley stated she was proud Summit Waves opened because most pools in the area didn't.

Mr. Fields asked if there was any savings this year that we could carry forward into the future once things open back up or whether all the savings were tied to the reduction of density. Mr. Blazek stated the original plan was to staff the wave



	<p>pool with five or six guards at all times. Judging by the use, even with less people in the facility, there were times we were able to cut down to three. Mr. Blazek stated from a savings standpoint, no, but we could possibly scale back to four or five guards at the wave pool for a normal use day.</p> <p>President Aulenbach stated reading through the comments there were comments that said why you didn't do this or that but then there were the ones that said this was the highlight of my family's summer. She believed these outweigh the others by far.</p>	
<p><b>Gamber Community Center 2020 End of Activity Presentation</b></p>	<p>Ms. Crews explained the End of Activity report was from July 2019-June 2020. The facility was closed from March 16-June 8, a total of 84 days due to Covid. The facility had over 51,000 participant visit for programs, memberships and rentals, which was down 20,000 from the previous year. Revenues were down, which was directly related to not being able to hold activities. The two hardest hit areas were rentals and memberships. Rentals are not recovering as quickly as hoped. In addition, the facility didn't receive the sales tax subsidy in April or May due to the closure.</p> <p>Surveys were sent out after the facility reopened in June which resulted in most of the comments being Covid related under current operation. Some of the comments were in regards to hours of operation. The facility is open Monday – Thursday, 6am-7pm; Friday, 6am-5pm; Saturday, 7am-2pm. The facility used to close Monday-Thursday at 9pm and normal hours on Sundays were 12pm-6pm. The hours of operation changes were already going to be implemented with minimum wage analysis starting in July. The majority of feedback was in regards to the closure midday for Covid cleaning protocols and the Group Fitness schedule. Prior to closing, 25 classes were offered per week and after opening back up it was established that eight would be a good starting point. After six weeks, attendance was evaluated and the morning Silver Sneakers class was maxing out consistently so two classes were added on Thursday and Friday. Classes are limited to 11 people due to spacing. Other comments were related to how friendly staff was at the facility.</p> <p>Mistletoe Madness was held with 20 vendors and 400 shoppers, which is half of the previous year. Rentals are still being held, however, with different social distancing protocols. Previous years the facility hosted a Veteran's Day, Thanksgiving and Holiday lunch. Patrons would come in, sit and socialize while staff serves them lunch. This year the format was changed into drive thru events. The Holiday lunch is next week with the Kansas City Symphony playing a drive in concert and there are 82 people signed up with registrations open until Monday.</p> <p>Mr. Ellis asked if we can continue the lower levels of labor, supplies and utilities because there was a big savings. Mr. Snook stated our two big revenue streams are memberships and rentals. As long as we are in a Covid situation, rentals will be significantly reduced. The clientele at Gamber Community Center is older and it seems a majority of the older population has made a conscience decision, at all of our facilities, to discontinue their memberships until they feel more comfortable with everything. Currently staff does not intend to make any significant changes. Mr. Ellis complimented staff on doing a good job serving an important clientele to this community.</p> <p>President Aulenbach thanked Ms. Crews for her presentation and expressed her appreciation for everything she does for the department.</p>	
<p><b>AGENDA ITEMS:</b></p>		
<p><b>Approval of Minutes of October 27, 2020 Regular Park Board Meeting</b></p>	<p>Supporting documentation (see pages 1-9). No questions or discussion.</p>	<p>Vice President Bivins made a motion to approve the minutes of October 27, 2020; seconded by Mr. Fields. Motion carried unanimously.</p>
<p><b>Treasurer's Report – October 2020</b></p>	<p>Supporting documentation (see pages 10-19). Ms. Culbertson read the October 2020 Financial Report in the absence of Treasurer Huser.</p>	<p>Vice President Bivins made a motion to accept the Treasurer's Report for October 2020;</p>



	<p>Mr. Crawford asked why we read the expenses instead of the fund balance. Ms. Culbertson stated it is because the Park Board is approving the expenditure of the funds.</p> <p>Mr. Snook advised the Park Board that there has been a discrepancy that was found in our financials reflecting refunds equaling about \$40,000 in revenue. In January there might be a drop in the Financials. The bulk of the funds are in Lovell and Longview.</p>	<p>seconded by Ms. Kelley. Motion carried unanimously.</p>
<p><b>Sales Tax Report – November 2020</b></p>	<p>Supporting documentation (see pages 20-21).</p> <p>Mr. Snook advised the Board that the City has received the first month of the use tax and LSPR's portion is \$21,000 for October. Projecting this out for 12 months is not safe to do at this time because there is not enough data, but projecting based on this information alone would put annual numbers at about \$250,000. Earlier this year staff projected approximately in \$210,000 benefit to the Parks Department from the use tax. Staff will determine how to report these number in the January report.</p> <p>Mr. Ellis asked if the sales tax is ahead of pace. Ms. Culbertson stated we are ahead about \$153,000 year to date on this sales tax that started April 2018. Mr. Ellis asked if we measure the amounts on a monthly basis to see if it is continuing to stay on pace or ahead. Ms. Culbertson stated these numbers are receipts we received not necessary what we should have received. The cutoff at the State and what is remitted to the City is what the report includes. Without access to detail it is hard to compare and know what we are measuring to prior periods. The City's Finance Department might have this and since LSPR would like to breakout the use tax and track it, perhaps this is something they can provide. Ms. Culbertson noted she would work with Finance to get additional information.</p>	<p>No Board Action.</p>
<p><b>BOARD APPROVAL ITEMS</b></p>		
<p><b>Amendment to FY2021 Pay and Classification Plan</b></p>	<p>Supporting documentation (see pages 22-23). Mr. Snook stated in 2021 we will be having a very significant retirement in our Administration division, as Ms. Culbertson, the person responsible for our budget oversight will be retiring. Staff is currently working to reorganize different areas of the department and Administration is one of those areas. In evaluating the needs of the department, it became evident LSPR needs to bring a person on who will be our expert and can answer the Board's questions with respect to the budget. We have had similar positions in the past but when we created Ms. McCormick Heanue's old position we chose to eliminate the position. Now we are back to where we were a few years ago and staff believes it is appropriate to request the addition of a Management Analyst position. The position will be responsible for the department budget and will also perform financial analyses of different funds working with our division staff. The position will also have some supervisory responsibilities in Administration, and will fulfill a critical need with respect to financials. The cost savings from the position that was vacated earlier this year will be used to help fund this position, which is at a lower cost annually than the previous Superintendent position.</p> <p>Mr. Crawford asked what the name and title of the person who currently handles these duties which would be covered by this position if approved. Mr. Snook stated it is Carole Culbertson and Dana Thurber. Ms. Culbertson stated the position is an oversight role and the financial piece that she handles other than the other duties of a Superintendent. This position allows the person to be involved from projections through the entire budget process in May. Mr. Crawford asked whether some of this falls under Dana Thurber. Mr. Snook stated that Ms. Thurber has some responsibilities she picked up when we eliminated the previous position a couple of years ago. Mr. Crawford asked for clarification on what position Mr. Snook was referring to, and Mr. Snook explained there was a similar Administration Manager position to the proposed Management Analyst position in the Department two or three years ago. When that person left and the opportunity for Ms. McCormick Heanue to come on board came about, LSPR did not fill that position. Mr. Crawford asked why the position wasn't filled, and Ms.</p>	<p>Mr. Ellis moved to approve the Amendment to the Full Time Pay Plan for FY21 to incorporate the Management Analyst position and authorize the Administrator to immediately begin the hiring process for the position; seconded by Vice President Bivins. Motion carried 6 to 1 (Mr. Crawford voting "Nay.")</p>

	<p>Culbertson stated that several years ago Andy Holmes held the Administration Manager role and he did have responsibility of the operating budget while she took care of the capital budgets. Mathew Garrett, who was with us previously and worked on the minimum wage analysis also worked on the operating budget. Both of them prepared the Park Board Financial statements for her review. Ms. Thurber is currently preparing financial statements, and also works with staff on projections for operating budgets and the minimum wage analysis. Ms. Culbertson explained Ms. Thurber will still continue to be an important part of digging through the detail of information but it's the oversight of the process this position would be responsible for, not the preparer or the initial review. Mr. Crawford asked if there's not the ability to expand Ms. Thurber's role to assume the duties that would be incorporated in this new position. Mr. Snook advised that Ms. Thurber's current responsibilities and assignments would not allow for additional responsibilities to be added. Mr. Snook advised the plan for Ms. Culbertson's retirement next year was originally to have Ms. McCormick Heanue take over all of Administration, and under that plan was still a need to hire some people in lower levels to provide support to Ms. McCormick Heanue. Staff is still going forward with that plan with another Superintendent once Ms. Culbertson retires, however it is critical to have this position in place so the staff person has the opportunity to go through the entire budget process while Ms. Culbertson is here. The budget is an extensive process with projections, budget development, budget approval and then monitoring.</p> <p>Mr. Crawford asked for confirmation the funds were coming from the vacated Superintendent of Human Resources and Legal Services, and asked if there was any intention of filling that position in the future. Mr. Snook advised there is no intention of filling that position in the future. Mr. Crawford stated that we are experiencing a loss in revenue across the board due to the pandemic, and questioned whether the added position is something that we should be entertaining in light of unknown forecasts for the future budget? Mr. Snook stated from a Finance standpoint Fund 200 is funded by property taxes which have not been impacted by Covid. . It also hasn't impacted the sales taxes significantly and LSPR is now receiving the benefits from the recently added use tax. At this time, the Recreational division is seeing the greatest financial impact due to Covid with programs and memberships. Staff does not anticipate revenues supporting the Administration Division to change significantly. Mr. Crawford stated it is hard to not look at the organization as a whole even though they are funded differently, and questioned whether adding a new position in an uncertain economy is the right decision.</p> <p>Mr. Ellis asked whether this position will take over a lot of the work Ms. Culbertson is doing or whether it is a different level that Ms. Culbertson's position will be replaced at a different time. Mr. Snook stated the financial portion of Ms. Culbertson's job is what this position will be picking up. Mr. Ellis asked for confirmation there would be a temporary double up for training purposes as far as the expense. Mr. Snook stated this was correct. Mr. Ellis asked how long of a timeframe will the duplication would be, and Mr. Snook stated Ms. Culbertson plans to retire sometime in 2021.</p>	
<p><b>Agreement with Great Beginnings Childhood Center</b></p>	<p>Supporting documentation (see pages 24-28). Mr. Dean explained this is an agreement which is brought forward to the Board every year as a procedural renewal. The Agreement allows Lovell Community Center to be an emergency sheltering site for Lee's Summit R7's Great Beginnings Early Childhood Center and outlines the use of the facility and points of contacts for both Lee's Summit Parks and Recreation and Lee's Summit R7 School District.</p> <p>Mr. Crawford asked if Mr. Dean is the staff person who typically negotiates contracts with the School Board. Mr. Snook stated the agreements are initially established at the higher level with himself and School District's Superintendent. Once they have been established it is coordinated between LSPR's facility manager and LSR7's facility manager. Mr. Snook explained he doesn't typically have a conversation with the Superintendent of LSR7 for this agreement because it has been in place for a long time. Mr. Crawford asked if these Memoranda of Understandings are segmented or all done at once. Mr. Snook advised it is</p>	<p>Vice President Bivins made a motion to approve the emergency sheltering site MOU between Lee's Summit Parks and Recreation Board and the Lee's Summit R-7 School District.; Seconded by Mr. Ellis. Motion carried unanimously.</p>



	<p>segmented, but noted if the parties could get to a point where it was a more universal agreement with all the different things the two entities have together it would be ideal. Mr. Snook has had a few conversations with the new Superintendent and looks forward to working with him in the future but until the end of the pandemic there is not likely going to be much meaningful dialogue related to these items.</p>	
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation, (See pages 29-36). No discussion or questions.	No Board Action.
<b>Capital Projects Plan</b>	<p><b>Lowenstein Park Improvements:</b> Supporting documentation (see pages 37-38). Mr. Casey stated there was a lot of people at the park yesterday once the announcement was made the playground was open. LSPR crews are doing work on the new shelters and will be removing the old shelters and playground within the next week. Once the old playground equipment is removed, staff will perform restoration in the area and other areas of the park with completion targeted by the end of the year.</p> <p>Staff obtained bids on the fence replacement at the area of Chipman and Pryor Road and are currently being reviewed. There is site work being done on the pond and restoration of the water feature with work near completion. Staff is very excited the fitness equipment, trail and playground are open and good weather days like we've been experiencing really draws people to the park.</p> <p>Vice President Bivins stated going south on Pryor the signage in the drainage area catches your eye when lit. During the day the area is also a big improvement and it looks like something that fits within a park. Mr. Snook encouraged anyone who hasn't seen it yet to take an opportunity in the near future. He also noted the developer has added some landscaping, as well as waterfalls on either side of the sign and brick on the façade, noting it looks really impressive and once the water is going it is going to be spectacular.</p> <p>Mr. Ellis thanked Mr. Snook and Mr. Casey for talking through the details on the water in the pond, noting they did put stone around the drainage and decorated it nicely. When the water level gets to where it is supposed to be it will look like a first class operation. Mr. Casey stated the developer gave LSPR an opportunity to review the plan of the proposed water feature but they had to submit the plan to the city. The two pad sites by the pond are expected to be developed in January or February as restaurants. Mr. Snook stated the developer gave us a sneak peek to get us comfortable with the design and he appreciated the opportunity to be able to weigh in on it.</p> <p><b>Velie Park Improvements:</b> Supporting documentation (page 39). Mr. Casey stated staff met with residents who responded they were interested in being more involved in the design of the park. A visual reference survey was sent to the 35 interested neighbors and stakeholders. Several images of amenities like playground equipment, shelters, and park amenities were provided to the stakeholders with an opportunity to respond and react to those images. The survey was sent out this morning, and by this afternoon we had almost 100% participation. Staff will be reviewing this information and Mr. Casey noted he is really pleased because the stakeholder group appears to be really engaged. They are very interested in seeing some improvements to the park and staff is excited to be working with them. The next step in the process is to review the information and start internal planning work.</p> <p>President Aulenbach stated it was great to see the number of residents participating.</p>	No Board Action.
<b>Fundraising Update</b>	Supporting documentation (see pages 40-42). Mr. Dean stated there is nothing new on the collection process. There are currently five outstanding payments, one for November and four for December. Mr. Dean shared with the Board an extensive review of our contracts over the last several years was conducted by our Sponsorship Coordinator who found several sponsors that were not renewing. He advised LSPR staff the price point for sponsorships is a little high and the newness of the package had worn off. A lot of LSPR's sponsors over the	No Board Action.



	<p>years are small local companies, not big ones that can afford \$15,000 per year. He proposed a new price point and staff agreed to it this week. The sponsorship price will be rolled back from \$15,000 per year to \$12,800 per year, with the intent of being under the \$13,000 per year price point. The Sponsorship Coordinator feels he will have a better opportunity to not only bring on new sponsors but retain some of the current sponsors from the last several years. The pricing will also be extended to the current sponsors, so any payments moving forward will be reduced down to \$12,800 per year.</p> <p>Mr. Dean also reported A1 Mortgage in Lee's Summit was recently signed as a new sponsor.</p>	
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**NEW BUSINESS**

**End of Activity Report**

Supporting documentation (see pages 43-122). Mr. Snook commented there were several facility reports in the packet and he was pleased with the survey results. The majority of the surveys were received after Covid hit. The high scores we received speaks volumes about the staff that work the facilities and the lengths they have gone to keep people active and safe as possible.

**PATRON COMMENT REVIEW**

Supporting documentation (see pages 123-144). Mr. Ellis asked if the response on the lights at Lowenstein was a standard comment. Mr. Snook agreed it is our standard comment, however, advised we have not received any new comments on the lighting at Lowenstein. Mr. Ellis agreed it is good to have a standard comment and this is the right decision for the Parks Department right now.

Ms. Kelley commented that email comments need to have the original comment at the top and put them in order. Mr. Snook advised staff would adjust the reporting method in future packets.

**MONTHLY CALENDARS**

Supporting documentation (see pages 145-147). President Aulenbach reminded the Board the next Park Board meeting is January 27<sup>th</sup>.

**ROUNDTABLE**

Ms. Shepard commented unemployment is huge right now and a lot of people are strapped for cash and questioned whether the Department could think about the impact of raising our rates next year. She understands why it is being done but stressed the need to keep in mind all the people that are in need of money and do not have the extra cash.

Mr. Ellis noted as we wrap up this calendar year we need to be thankful for the place we live and resources in the community and suggested having some kind of program or fund for people having a challenging time.

Mr. Crawford stated youth sports are important for our kids and it is beneficial the basketball program is starting next month. He noted how important youth sports are for kid's physical and mental health and thanked Parks staff on keeping youth sports running.

Mr. Fields commented it has been quite a year to join a Board and reflected what a great job staff has done in the midst of this Covid crisis this year. Each person who has come to present to the Board has had to preface their reports on the fact that because of Covid the facilities had to change operations which led to expenses being down but not necessary enough to accommodate the shortfall on revenue. Parks during Covid is important because they provide our residents an outlet. He is encouraged by the level of energy, engagement, excitement and dedication the Parks staff has continued to display during this past year.

Ms. Kelley stated she has been attending the Legacy for Parks Foundation meetings and she believes they have a very good core group who is very dedicated and open minded. One of the first things they came up with was Amazon Smiles. She encouraged everyone to do their online shopping on Amazon Smile for the benefit of the Legacy for Parks Foundation Lee's Summit. When you do, Amazon will donate to our Foundation with no cost to the buyer.

Vice President Bivins referred to Mr. Ellis' question about a scholarship fund and noted in the past, the Board has talked about having a program that supplements the fees for patrons and we should advertise this is available. Vice President Bivins also suggested that anytime a Park Board member can use one of LSPR's sponsor's services they should or at least thank them for supporting the department.

Councilmember Shields stated she was really impressed with the way the department has adapted to the situation we are in, especially with the drive thru meals. It is important to keep those traditions going in a safe way and give people a chance to have some activities.

President Aulenbach thanked everyone who participated in the retreat on November 6<sup>th</sup>. We have never done one like that before and she thought it went very well and was successful. President Aulenbach also thanked Mr. Snook for getting the priorities out to the Board and for their one on one meeting together. When they were meeting at their one on one, she asked what the department was going to do with the Lee's Summit Illustrated and Mr. Snook explained how it was going to look. President Aulenbach said it looked really good and people were excited to get it. She thanked all the Board members and wished them a Merry Christmas and hoped that 2021 is good and healthy year for all.



**OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD**

Mr. Snook explained Jackson County recently made a change to require a mask for all patrons during workouts. Staff has received three or four complaints filed with the County Health Department for violations. The County came in twice and both times they found no violations. Staff called all patrons that had medical restrictions for a mask on Friday to discuss the new requirement. He also advised the Board a patron came in on Saturday not wearing a mask and staff advised he needed to put one on. The patron went upstairs and started working out and still refused to wear a mask and refused to leave. The Police were called, addressed him and told him he was asked to leave. We were enforcing the mask mandate and Police was addressing trespassing for the patron's failure to leave once asked. The patron continued to refuse to leave, for the Police until they got out their handcuffs, at which time the patron ended up leaving on his own, but he was cited for trespassing. Staff will continue to enforce the guidelines as they are given to us by the County. Our full intention is make sure our staff and patrons are protected so they can come in and enjoy their facility to the level they like to enjoy it. Staff has a process in place with a very limited tolerance for no masks.

Mr. Snook noted the Lee's Summit Journal did a very nice article on the Thrive 900 unit at Lowenstein Park.

Mr. Snook also expressed his pride of Mr. Dean for an article that was published in The World Water Park Association magazine which is an international organization for water parks. Mr. Dean was asked to put an article together on our wave pool and the addition to Summit Waves. Mr. Snook reiterated he couldn't be more proud of Mr. Dean and staff in our organization.

Mr. Crawford asked if we have disposable masks at the facilities if patrons need them. Mr. Snook advised we do.

**MEETING ADJOURNMENT**

# Financial Outlook as of November 30, 2020



Fund	Fund Balance @ 11/30/20
Gamber Community Center	\$ 486,311
Lovell Community Center	\$ 1,249,010
Longview Community Center	\$ (655,222)
Harris Park Community Center	\$ 163,057
Parks and Recreation	\$ 1,953,221
Summit Waves	\$ 64,182
Cemetery	\$ 1,371,851
Construction	\$ (3,695,210)
Park COP	\$ 997,713

Fund	MTD 11/30/20	Prior YTD Actual	Current YTD Actual	Approved FY21 Budget	Percentage of FY21 Budget
<b>Gamber Community Center</b>					
Revenue	\$ 69,106	\$ 193,385	\$ 96,351	\$ 500,324	19.26%
Expenses	\$ 24,168	\$ 163,138	\$ 129,235	\$ 399,101	32.38%
Income (Loss)	\$ 44,938	\$ 30,247	\$ (32,884)	\$ 101,223	
<b>Lovell Community Center</b>					
Revenue	\$ 82,837	\$ 815,495	\$ 413,167	\$ 1,894,169	21.81%
Expenses	\$ 82,859	\$ 837,690	\$ 449,116	\$ 1,860,715	24.14%
Income (Loss)	\$ (22)	\$ (22,195)	\$ (35,950)	\$ 33,454	
<b>Longview Community Center</b>					
Revenue	\$ 51,378	\$ 332,558	\$ 212,209	\$ 1,090,501	19.46%
Expenses	\$ 61,650	\$ 599,472	\$ 345,467	\$ 1,257,015	27.48%
Income (Loss)	\$ (10,272)	\$ (266,914)	\$ (133,258)	\$ (166,514)	
<b>Harris Park Community Center</b>					
Revenue	\$ 63,537	\$ 693,117	\$ 286,183	\$ 1,329,894	21.52%
Expenses	\$ 66,256	\$ 692,573	\$ 387,427	\$ 1,253,453	30.91%
Income (Loss)	\$ (2,719)	\$ 544	\$ (101,244)	\$ 76,441	
<b>Parks and Recreation</b>					
Revenue	\$ 22,194	\$ 146,594	\$ 78,015	\$ 3,849,957	2.03%
Expenses	\$ 199,966	\$ 1,595,119	\$ 1,245,460	\$ 3,406,342	36.56%
Income (Loss)	\$ (177,773)	\$ (1,448,525)	\$ (1,167,445)	\$ 443,615	
<b>Summit Waves</b>					
Revenue	\$ 122	\$ 320,380	\$ 127,689	\$ 864,054	14.78%
Expenses	\$ 17,395	\$ 258,461	\$ 296,712	\$ 764,531	38.81%
Income (Loss)	\$ (17,273)	\$ 61,919	\$ (169,022)	\$ 99,523	
<b>Cemetery</b>					
Revenue	\$ 8,621	\$ 94,542	\$ 77,505	\$ 153,783	50.40%
Expenses	\$ 6,344	\$ 72,496	\$ 51,949	\$ 191,522	27.12%
Income (Loss)	\$ 2,277	\$ 22,046	\$ 25,556	\$ (37,739)	
<b>Construction</b>					
Revenue	\$ 291,667	\$ 1,930,000	\$ 1,458,333	\$ 3,500,000	41.67%
Expenses	\$ 78,087	\$ 1,717,214	\$ 218,809	\$ 378,500	57.81%
Income (Loss)	\$ 213,580	\$ 212,786	\$ 1,239,524	\$ 3,121,500	
<b>Park COP Debt</b>					
Revenue	\$ 275,050	\$ 1,672,779	\$ 1,794,865	\$ 3,847,040	46.66%
Expenses	\$ 304,750	\$ 1,872,917	\$ 1,523,958	\$ 3,657,500	41.67%
Income (Loss)	\$ (29,700)	\$ (200,138)	\$ 270,906	\$ 189,540	



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

	Previous Year-to-date November 30, 2019	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>							
Activity & Membership Fees	55,087	4,533	23,926	62,898	(38,972)	<sup>2</sup>	177,076
User Charges	64	11	76	85	(9)		315
Rentals	58,398	(3,358)	4,128	63,977	(59,849)	<sup>3</sup>	156,433
Interest	4,645	646	940	1,500	(560)		3,600
Other Revenue	2,274	1,583	1,591	3,900	(2,309)		5,400
Miscellaneous	1	66	66	-	66		-
Transfers In from Park COP	72,917	65,625	65,625	65,625	-		157,500
<b>TOTAL REVENUES</b>	<b>193,385</b>	<b>69,106</b>	<b>96,351</b>	<b>197,984</b>	<b>(101,633)</b>		<b>500,324</b>
<b>EXPENDITURES</b>							
Personnel Services	88,702	14,767	82,660	95,888	(13,228)	<sup>4</sup>	230,028
Other Supplies, Services and Charges	26,612	3,998	15,329	32,662	(17,333)	<sup>5</sup>	87,468
Repairs and Maintenance	17,351	248	6,731	4,415	2,316		15,117
Utilities	14,744	3,446	15,970	22,324	(6,354)		45,981
Capital Outlay	7,366	-	-	-	-		-
Interdepartment Charges	8,363	1,709	8,545	8,545	-		20,507
<b>TOTAL EXPENDITURES</b>	<b>163,138</b>	<b>24,168</b>	<b>129,235</b>	<b>163,834</b>	<b>(34,599)</b>		<b>399,101</b>
<b>NET GAIN / (LOSS)</b>	<b>30,247</b>	<b>44,938</b>	<b>(32,884)</b>	<b>34,150</b>	<b>(67,034)</b>		<b>101,223</b>

**BEGINNING FUND BALANCE**

519,195 <sup>1</sup>

**ENDING FUND BALANCE**

486,311

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> 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.

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

<sup>4</sup> A significant variance exists in Part-time salaries (\$9,400) due to reduced hours of operation and reduced classes/programming. Also, the payroll accrual has not been posted at the time of reporting. The variance in Worker's Comp (\$1,200) is due to the budget assuming Worker's Comp for the entire fiscal year would be posted in July, consistent with previous years. This payment has not posted in the financial system at the time of this report.

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

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

	Previous Year-to-date November 30, 2019	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
<b>REVENUES</b>						
Activity & Membership Fees	719,978	77,275	403,935	613,852	(209,917) <sup>2</sup>	1,751,388
User Charges	1,021	5	89	1,709	(1,619)	4,292
Rentals	40,356	-	(320)	14,538	(14,858) <sup>3</sup>	74,814
Interest	13,075	1,807	5,063	3,996	1,067	3,996
Other Revenue	2,199	0	150	960	(810)	41,679
Contributions	11,250	3,750	3,750	7,500	(3,750)	15,000
Miscellaneous	97	-	499	15,635	(15,136) <sup>4</sup>	-
Transfers In	27,519	-	-	-	-	3,000
<b>TOTAL REVENUES</b>	<b>815,495</b>	<b>82,837</b>	<b>413,167</b>	<b>658,189</b>	<b>(245,023)</b>	<b>1,894,169</b>
<b>EXPENDITURES</b>						
Personnel Services	540,401	57,488	326,082	536,986	(210,904) <sup>5</sup>	1,329,102
Other Supplies, Services and Charges	110,244	6,057	30,498	84,416	(53,919) <sup>6</sup>	183,781
Repairs and Maintenance	65,799	5,847	22,744	70,486	(47,742) <sup>7</sup>	126,084
Utilities	48,378	8,924	47,081	70,650	(23,569) <sup>8</sup>	167,239
Capital Outlay	50,908	-	-	-	-	-
Interdepartment Charges	21,960	4,542	22,712	22,712	-	54,509
<b>TOTAL EXPENDITURES</b>	<b>837,690</b>	<b>82,859</b>	<b>449,116</b>	<b>785,251</b>	<b>(336,134)</b>	<b>1,860,715</b>
<b>NET GAIN / (LOSS)</b>	<b>(22,195)</b>	<b>(22)</b>	<b>(35,950)</b>	<b>(127,061)</b>	<b>91,111</b>	<b>33,454</b>

**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

1,284,960<sup>1</sup>  
1,249,010

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> A breakdown of the unfavorable variance is as follows: Activity revenue (\$46,000); Gate Receipts (\$50,000) and Memberships (\$113,000). 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.

<sup>3</sup> Budget anticipated revenue from Birthday Party Packages.

<sup>4</sup> The budget included a rebate of \$37,000 (spread monthly) related to a Solar Panel project. The project is on hold. The rebate will not be received until the project has been completed.

<sup>5</sup> A significant variance exists in Part-time salaries (\$161,000) and FICA (\$10,800) 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.

<sup>6</sup> 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.

<sup>7</sup> 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; however, it was completed in March during when the facility was closed. Staff is also making more in-house repairs such as roof repairs, paint and caulk repairs to reduce expenses.

<sup>8</sup> A majority of the variance is in electricity. Also, Water/Sewer usage is less than anticipated in the budget.



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

	Previous Year-to-date November 30, 2019	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
<b>REVENUES</b>						
Activity & Membership Fees	268,558	39,682	167,055	271,762	(104,707) <sup>2</sup>	895,587
User Charges	779	16	54	1,399	(1,344)	3,630
Rentals	62,685	11,680	44,595	56,175	(11,580) <sup>3</sup>	153,083
Miscellaneous	536	-	505	37,010	(36,505) <sup>4</sup>	37,857
<b>TOTAL REVENUES</b>	<b>332,558</b>	<b>51,378</b>	<b>212,209</b>	<b>366,346</b>	<b>(154,137)</b>	<b>1,090,501</b>
<b>EXPENDITURES</b>						
Personnel Services	384,303	42,301	241,876	340,851	(98,975) <sup>5</sup>	820,659
Other Supplies, Services and Charges	57,310	4,991	25,671	65,186	(39,516) <sup>6</sup>	144,574
Repairs and Maintenance	29,322	2,626	13,719	38,134	(24,415) <sup>7</sup>	62,994
Utilities	88,377	9,988	43,724	83,681	(39,957) <sup>8</sup>	181,275
Interest Expense	2,523	1,743	4,638	-	4,638	-
Interdepartment Charges	19,358	3,959	19,797	19,797	-	47,513
<b>TOTAL EXPENDITURES</b>	<b>599,472</b>	<b>65,609</b>	<b>349,426</b>	<b>547,649</b>	<b>(198,223)</b>	<b>1,257,015</b>
<b>NET GAIN / (LOSS)</b>	<b>(266,914)</b>	<b>(14,231)</b>	<b>(137,217)</b>	<b>(181,303)</b>	<b>44,086</b>	<b>(166,514)</b>

**BEGINNING FUND BALANCE** (521,964)<sup>1</sup>  
**ENDING FUND BALANCE** (659,181)

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> A breakdown of the unfavorable variance is as follows: Activity revenue (\$20,000); Gate Receipts (\$24,300) and Memberships (\$60,400). 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.

<sup>3</sup> The timing of when payments are in the budget may vary from when they are received and posted in the financial system.

<sup>4</sup> 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.

<sup>5</sup> A variance of approximately \$27,000 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 that represent approximately \$46,000 in the budget through November. 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.

<sup>6</sup> Lower facility attendance has a direct correlation to some of the supply and service items (i.e. Recreational Supplies, Janitorial Supplies, Rental and Leases, 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.

<sup>7</sup> Replacement of a compressor in the gym (\$13,500) and resurfacing the hardwood floors (\$4,000) were budgeted and put on hold. The budget is based on last years data for equipment repairs and building maintenance. At this time anticipated repairs have not been required. Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

<sup>8</sup> A majority of the variance is in electricity. Also, Natural Gas usage is less than anticipated in the budget. Water/Sewer was not posted in November.



**HARRIS PARK COMMUNITY CENTER  
FUND 530  
Financial Report for the Month and Year Ending November 30, 2020**

	Previous Year-to-date November 30, 2019	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>							
Activity & Membership Fees	467,776	31,191	155,308	166,920	(11,612)	<sup>2</sup>	867,373
User Charges	21,055	5,082	5,137	20,136	(14,999)	<sup>3</sup>	83,686
Rentals	47,020	3,325	22,505	51,308	(28,803)	<sup>4</sup>	161,240
Interest	4,525	94	(10)	-	(10)		-
Other Revenue	47,907	(31)	67	24,050	(23,983)	<sup>5</sup>	250
Contributions	91,375	23,875	103,000	63,750	39,250	<sup>6</sup>	183,025
Miscellaneous	13,459	-	176	654	(478)		34,320
<b>TOTAL REVENUES</b>	<b>693,117</b>	<b>63,537</b>	<b>286,183</b>	<b>326,819</b>	<b>(40,636)</b>		<b>1,329,894</b>
<b>EXPENDITURES</b>							
Personnel Services	326,513	33,858	256,892	198,126	58,766	<sup>7</sup>	695,472
Other Supplies, Services and Charges	296,235	19,842	72,392	125,032	(52,640)	<sup>8</sup>	380,963
Repairs and Maintenance	15,639	1,594	9,461	19,651	(10,191)	<sup>9</sup>	34,175
Utilities	30,414	9,137	36,556	45,742	(9,186)	<sup>10</sup>	99,212
Capital Outlay	11,200	-	-	-	-		-
Depreciation	8,226	1,561	7,805	7,805	-		18,732
Transfers Out	3,519	-	3,000	3,000	-		3,000
Interdepartment Charges	9,053	1,825	9,125	9,125		<sup>1</sup>	21,899
<b>TOTAL EXPENDITURES</b>	<b>692,573</b>	<b>66,256</b>	<b>387,427</b>	<b>400,676</b>	<b>(13,249)</b>		<b>1,253,453</b>
<b>NET GAIN / (LOSS)</b>	<b>544</b>	<b>(2,719)</b>	<b>(101,244)</b>	<b>(73,857)</b>	<b>(27,387)</b>		<b>76,441</b>

**BEGINNING FUND BALANCE**

264,301 <sup>1</sup>

**ENDING FUND BALANCE**

163,057

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> Camp Summit was over budget \$95,000 due to opening the program was not anticipated in the FY21 budget. Revenues are lower than anticipated in Adult Instructional (\$17,000), Youth Instructional (\$5,400), Harris Park Community Center(\$2,500) and Athletics (\$57,600) due to lower number of adult teams, youth volleyball and basketball signups and no Itty Bitty programs. Summit Ice (\$5,800) is lower than anticipated due to being closed seven days in November. Legacy Park Amphitheater did not have any programs this summer (\$17,000) due to Covid-19.

<sup>3</sup> The budget anticipated revenue for Lea McKeighan North concessions and pro shop (\$11,300) and Legacy Park Amphitheater (3,700). Both of the facilities have not been opened as planned due to Covid-19.

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

<sup>5</sup> 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.

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

<sup>7</sup> Camp Summit Part-Time personnel expense was not budgeted for the start of FY21 because of Covid-19, however, the program opened in June (\$113,000). 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 \$32,000.

<sup>8</sup> 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. Camp Summit was not budgeted for resulting in an unfavorable variance of \$11,500. Also, Legacy Park Amphitheater was not open this year (\$26,000) and lower programming in Athletics, Youth and Adult Instructional (\$21,000), which has a direct correlation to some of the supply and service items (i.e. Professional Fees, Printing, Advertising expense, etc.).

<sup>9</sup> Legacy Park Amphitheater (\$3,600) was not open in 2020. Harris Park Community Center floor resurface (\$3,700) is on hold and HVAC repairs (\$3,500) have not been required.

<sup>10</sup> Summit Ice (\$6,800) opened in November with seven days closed due to inclement weather. Harris Park (\$1,000) and Hartman Park (\$1,300) have reduced their operating hours and programming resulting in a saving on utilities at these facilities.



**PARKS & RECREATION  
FUND 200  
Financial Report for the Month and Year Ending November 30, 2020**

	Previous Year-to-date November 30, 2019	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>							
Taxes	-	-	-	-	-		3,658,483
Fines & Forfeitures	5,584	4,630	6,643	5,220	1,423		18,000
Interest	13,473	3,017	4,208	11,000	(6,792)	<sup>2</sup>	11,000
Other Revenue	1,742	180	2,204	1,458	746		3,500
Contributions	88,655	15,520	33,029	22,865	10,164	<sup>3</sup>	88,959
Miscellaneous	23,394	(1,153)	9,121	13,600	(4,479)		47,205
Transfers In	13,745	-	22,810	22,810	-		22,810
<b>TOTAL REVENUES</b>	<b>146,594</b>	<b>22,194</b>	<b>78,015</b>	<b>76,953</b>	<b>1,062</b>		<b>3,849,957</b>
<b>EXPENDITURES</b>							
Personnel Services	831,091	133,565	760,852	831,456	(70,604)	<sup>4</sup>	1,950,067
Other Supplies, Services and Charges	426,384	22,525	224,561	392,140	(167,579)	<sup>5</sup>	849,148
Repairs and Maintenance	137,162	20,209	105,761	160,939	(55,178)	<sup>6</sup>	311,346
Utilities	54,372	5,166	57,745	58,495	(750)		148,188
Fuel & Lubricants	14,536	1,233	3,172	14,225	(11,053)	<sup>7</sup>	33,790
Capital Outlay	50,609	14,805	63,105	48,300	14,805	<sup>8</sup>	66,300
Interdepartment Charges	80,965	2,463	184,956	184,956	-		202,196
Reimbursement - Interfund	-	-	(154,692)	(154,692)	-		(154,693)
<b>TOTAL EXPENDITURES</b>	<b>1,595,119</b>	<b>199,966</b>	<b>1,245,460</b>	<b>1,535,819</b>	<b>(290,359)</b>		<b>3,406,342</b>
<b>NET GAIN / (LOSS)</b>	<b>(1,448,525)</b>	<b>(177,773)</b>	<b>(1,167,445)</b>	<b>(1,458,866)</b>	<b>291,421</b>		<b>443,615</b>

**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

3,120,666 <sup>1</sup>  
1,953,221

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> 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 \$17,768. The interest earned through November was \$21,975. The variance of the year-to-date actual compared to the budget is due to the reversal of a large favorable MTM adjustment at 6/30/2020 which could not be anticipated during the FY2021 budget development.

<sup>3</sup> The 2019 User Fees for Soccer (\$9,000) and Football (\$1,700) were received in July. These fees were due by May 31, 2020 per the agreement.

<sup>4</sup> Variance exists in Worker's Compensation. 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. In addition, the Superintendent of Human Resources and Legal Services was vacated in September with no plan to replace the position. A Park Special position was also vacant for July and August. Also, less part-time staff was used during the period.

<sup>5</sup> Significant variances identified in Insurance Expense, Travel and Meeting, Printing, Professional Fees, Sanitation Services and Asphalt. 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; however, only \$1,500 has been charged to the account. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

<sup>6</sup> The majority of the variance is in Maintenance and Repairs Buildings and Grounds. Shelter staining at Legacy Park (\$15,000) is on hold, structure repairs have not been needed (\$5,000), fall fertilizer(\$9,200) and mulching(\$16,000) have not been completed 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.

<sup>7</sup> Fuel and Lubricants are based on previous year actual expense. FY21 has had a favorable variance over FY20.

<sup>8</sup> The purchase of the Zamboni(\$33,350) to replace the Sport Ice machine at Summit Ice.



**SUMMIT WAVES  
FUND 203  
Financial Report for the Month and Year Ending November 30, 2020**

	Previous Year-to-date November 30, 2019	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
<b>REVENUES</b>						
Activity Fees	241,307	-	100,666	181,335	(80,669) <sup>2</sup>	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	3,984	122	(571)	-	(571)	1,200
Miscellaneous	448	-	84	189	(105)	1,163
<b>TOTAL REVENUES</b>	<b>320,380</b>	<b>122</b>	<b>127,689</b>	<b>224,166</b>	<b>(96,476)</b>	<b>864,054</b>
<b>EXPENDITURES</b>						
Personnel Services	165,984	7,027	203,967	253,031	(49,065) <sup>3</sup>	471,126
Other Supplies, Services and Charges	48,433	(835)	31,292	54,598	(23,306) <sup>4</sup>	150,213
Repairs and Maintenance	4,170	135	5,581	7,379	(1,798)	38,359
Utilities	24,378	1,533	40,353	38,275	2,078	75,965
Interdepartment Charges	9,511	9,535	9,535	9,535	-	22,883
Transfers Out (To 200)	5,985	-	5,985	5,985	-	5,985
<b>TOTAL EXPENDITURES</b>	<b>258,461</b>	<b>17,395</b>	<b>296,712</b>	<b>368,802</b>	<b>(72,091)</b>	<b>764,531</b>
<b>NET GAIN / (LOSS)</b>	<b>61,919</b>	<b>(17,273)</b>	<b>(169,022)</b>	<b>(144,637)</b>	<b>(24,385)</b>	<b>99,523</b>

**BEGINNING FUND BALANCE**

233,204 <sup>1</sup>

**ENDING FUND BALANCE**

64,182

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> 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.

<sup>3</sup> Actual staffing of part-time personnel is based on activities offered and facility attendance levels. Also, 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.

<sup>4</sup> Variances identified in Insurance Expense, Janitorial and Concession supplies, Uniforms and Employee training. 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.



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

	Previous Year-to-date November 30, 2019	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
<b>REVENUES</b>						
Services	53,421	6,626	54,970	58,152	(3,182)	138,783
Sale of Property	28,527	-	16,000	2,000	14,000 <sup>2</sup>	6,000
Interest	12,594	1,996	6,536	3,750	2,786	9,000
<b>TOTAL REVENUES</b>	<b>94,542</b>	<b>8,621</b>	<b>77,505</b>	<b>63,902</b>	<b>13,604</b>	<b>153,783</b>
<b>EXPENDITURES</b>						
Personnel Services	23,653	3,020	13,905	23,953	(10,047) <sup>3</sup>	53,754
Other Supplies, Services and Charges	31,373	2,953	24,823	37,266	(12,442) <sup>4</sup>	87,873
Repairs and Maintenance	2,792	148	705	5,579	(4,874)	9,800
Utilities	912	224	973	1,600	(627)	4,000
Fuel & Lubricants	319	-	-	500	(500)	1,200
Interdepartment Charges	5,688	-	3,429	5,715	(2,286)	13,724
Transfers Out (To Parks Svcs/ITS)	7,760	2,902	11,015	11,015	-	21,171
<b>TOTAL EXPENDITURES</b>	<b>72,496</b>	<b>9,246</b>	<b>54,851</b>	<b>85,628</b>	<b>(30,777)</b>	<b>191,522</b>
<b>NET GAIN / (LOSS)</b>	<b>22,046</b>	<b>(625)</b>	<b>22,654</b>	<b>(21,726)</b>	<b>44,380</b>	<b>(37,739)</b>

<b>BEGINNING FUND BALANCE</b>	<u>1,346,295</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>1,368,949</u></u>

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> The budget anticipated the sale of one columbarium niche through November; eight have been sold to date.

<sup>3</sup> The favorable variance is due to an open Park Specialist position for July and August and the Superintendent of Human Resources and Legal Services position being vacant since September.

<sup>4</sup> Variances identified in Professional Fees and Other Construction Materials. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.



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

	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>						
Transfers from Fund 410	291,667	1,458,333	1,458,333	-		3,500,000
<b>TOTAL REVENUES</b>	<b>291,667</b>	<b>1,458,333</b>	<b>1,458,333</b>	<b>-</b>		<b>3,500,000</b>
<b>EXPENDITURES</b>						
Interest Expense	7,008	40,067	11,875	28,192	<sup>2</sup>	28,500
Additions to Const in Progress	71,079	178,743	145,833	32,909	<sup>2</sup>	350,000
<b>TOTAL EXPENDITURES</b>	<b>78,087</b>	<b>218,809</b>	<b>157,708</b>	<b>61,101</b>		<b>378,500</b>
<b>NET GAIN / (LOSS)</b>	<b>213,580</b>	<b>1,239,524</b>	<b>1,300,625</b>	<b>(61,101)</b>		<b>3,121,500</b>

<b>BEGINNING FUND BALANCE</b>	<u>(4,934,734)</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>(3,695,210)</u></u>

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

<sup>2</sup> Due to the purchase of the Longview Community Center in addition to the completion of other already scheduled projects (Summit Park and Howard Park Renovations and the addition of the Wave Pool), the Construction Fund has a negative cash/fund balance. Therefore, instead of earning interest, there will be interest charged to the fund at the same rate as interest is earned by funds with positive cash balances. The interest expense anticipated in the FY21 budget assumed an average negative cash balance of \$3,600,000 at a 1.9% cost based on the average portfolio yield at 12/31/2019. The negative balance was higher year to date. The average yield through the September 30, 2020 investment report was 1.86%.

Funding for proposed projects in the FY21 budget includes:

Pleasant Lea Park Improvements (total project estimate \$400,000)	<b>Approved FY21 Budget</b>
	\$ 350,000
Total	<u><u>\$ 350,000</u></u>

The above Expenditures includes costs for projects being completed in the current year that were funded in previous years including Lowenstein Park, Summit Park, Howard Park and the Wave Pool Project.



**PARKS COP DEBT  
FUND 410  
Financial Report for the Month and Year Ending November 30, 2020**

	Month-to-Date November 2020	Year-to-Date November 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>						
Taxes	278,010	1,813,084	1,659,621	153,464	<sup>2</sup>	3,983,091
EATS	(5,226)	(34,777)	(58,771)	23,995	<sup>2</sup>	(141,051)
Interest	2,266	16,557	2,083	14,474	<sup>3</sup>	5,000
<b>TOTAL REVENUES</b>	<b>275,050</b>	<b>1,794,865</b>	<b>1,602,933</b>	<b>191,932</b>		<b>3,847,040</b>
<b>EXPENDITURES</b>						
Transfers Out-Gamber Center	13,083	65,625	65,625	-		157,500
Transfers Out-Construction Fund	291,667	1,458,333	1,458,333	-		3,500,000
<b>TOTAL EXPENDITURES</b>	<b>304,750</b>	<b>1,523,958</b>	<b>1,523,958</b>	<b>-</b>		<b>3,657,500</b>
<b>NET GAIN / (LOSS)</b>	<b>(29,700)</b>	<b>270,906</b>	<b>78,975</b>	<b>191,932</b>		<b>189,540</b>

<b>BEGINNING FUND BALANCE</b>	<u>726,807</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>997,713</u></u>

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> See separate Sales Tax Report included in this packet.

<sup>3</sup> The mark-to-market adjustment for the quarter ending September 30th is \$8,189 (income). The interest earned through November was \$6,285.

# Financial Outlook as of December 31, 2020



Fund	Fund Balance @ 12/31/20
Gamber Community Center	\$ 483,626
Lovell Community Center	\$ 1,221,583
Longview Community Center	\$ (690,308)
Harris Park Community Center	\$ 182,455
Parks and Recreation	\$ 1,698,270
Summit Waves	\$ 41,918
Cemetery	\$ 1,365,715
Construction	\$ (3,515,237)
Park COP	\$ 1,160,502

Fund	MTD 12/31/20	Prior YTD Actual	Current YTD Actual	Approved FY21 Budget	Percentage of FY21 Budget
<b>Gamber Community Center</b>					
Revenue	\$ 85,537	\$ 238,620	\$ 116,263	\$ 500,324	23.24%
Expenses	\$ 22,597	\$ 193,357	\$ 151,832	\$ 399,101	38.04%
Income (Loss)	\$ 62,940	\$ 45,263	\$ (35,569)	\$ 101,223	
<b>Lovell Community Center</b>					
Revenue	\$ 82,814	\$ 991,734	\$ 495,980	\$ 1,894,169	26.18%
Expenses	\$ 110,241	\$ 991,358	\$ 559,357	\$ 1,860,715	30.06%
Income (Loss)	\$ (27,427)	\$ 376	\$ (63,377)	\$ 33,454	
<b>Longview Community Center</b>					
Revenue	\$ 62,139	\$ 451,931	\$ 274,348	\$ 1,090,501	25.16%
Expenses	\$ 97,226	\$ 705,415	\$ 442,692	\$ 1,257,015	35.22%
Income (Loss)	\$ (35,087)	\$ (253,484)	\$ (168,345)	\$ (166,514)	
<b>Harris Park Community Center</b>					
Revenue	\$ 94,485	\$ 822,059	\$ 380,667	\$ 1,329,894	28.62%
Expenses	\$ 75,087	\$ 807,865	\$ 462,514	\$ 1,253,453	36.90%
Income (Loss)	\$ 19,398	\$ 14,195	\$ (81,846)	\$ 76,441	
<b>Parks and Recreation</b>					
Revenue	\$ 18,481	\$ 165,552	\$ 85,384	\$ 3,849,957	2.22%
Expenses	\$ 264,783	\$ 1,837,018	\$ 1,507,780	\$ 3,406,342	44.26%
Income (Loss)	\$ (246,302)	\$ (1,671,466)	\$ (1,422,396)	\$ 443,615	
<b>Summit Waves</b>					
Revenue	\$ -	\$ 320,502	\$ 127,689	\$ 864,054	14.78%
Expenses	\$ 39,658	\$ 272,024	\$ 318,975	\$ 764,531	41.72%
Income (Loss)	\$ (39,658)	\$ 48,477	\$ (191,286)	\$ 99,523	
<b>Cemetery</b>					
Revenue	\$ 9,148	\$ 118,523	\$ 86,653	\$ 153,783	56.35%
Expenses	\$ 15,284	\$ 82,988	\$ 67,233	\$ 191,522	35.10%
Income (Loss)	\$ (6,136)	\$ 35,535	\$ 19,420	\$ (37,739)	
<b>Construction</b>					
Revenue	\$ 291,667	\$ 2,290,000	\$ 1,750,000	\$ 3,500,000	50.00%
Expenses	\$ 111,693	\$ 2,681,467	\$ 330,503	\$ 378,500	87.32%
Income (Loss)	\$ 179,973	\$ (391,467)	\$ 1,419,497	\$ 3,121,500	
<b>Park COP Debt</b>					
Revenue	\$ 467,580	\$ 2,081,741	\$ 2,262,445	\$ 3,847,040	58.81%
Expenses	\$ 304,750	\$ 2,031,500	\$ 1,828,750	\$ 3,657,500	50.00%
Income (Loss)	\$ 162,830	\$ 50,241	\$ 433,695	\$ 189,540	



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

	Previous Year-to-date December 31, 2019	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>							
Activity & Membership Fees	74,144	4,020	27,945	86,552	(58,606)	<sup>2</sup>	177,076
User Charges	76	8	84	100	(16)		315
Rentals	68,175	2,297	6,426	76,552	(70,127)	<sup>3</sup>	156,433
Interest	5,798	-	940	1,800	(860)		3,600
Other Revenue	2,926	462	2,053	5,400	(3,347)		5,400
Miscellaneous	2	-	66	-	66		-
Transfers In from Park COP	87,500	78,750	78,750	78,750	-		157,500
<b>TOTAL REVENUES</b>	<b>238,620</b>	<b>85,537</b>	<b>116,263</b>	<b>249,154</b>	<b>(132,891)</b>		<b>500,324</b>
<b>EXPENDITURES</b>							
Personnel Services	103,976	16,658	99,318	114,746	(15,428)	<sup>4</sup>	230,028
Other Supplies, Services and Charges	29,832	2,862	18,191	40,175	(21,984)	<sup>5</sup>	87,468
Repairs and Maintenance	21,245	-	6,731	5,615	1,116		15,117
Utilities	20,903	3,077	19,047	25,764	(6,717)		45,981
Capital Outlay	7,366	-	-	-	-		-
Interdepartment Charges	10,036	-	8,545	10,253	(1,708)		20,507
<b>TOTAL EXPENDITURES</b>	<b>193,357</b>	<b>22,597</b>	<b>151,832</b>	<b>196,554</b>	<b>(44,722)</b>		<b>399,101</b>
<b>NET GAIN / (LOSS)</b>	<b>45,263</b>	<b>62,940</b>	<b>(35,569)</b>	<b>52,600</b>	<b>(88,169)</b>		<b>101,223</b>

**BEGINNING FUND BALANCE**

519,195 <sup>1</sup>

**ENDING FUND BALANCE**

483,626

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> 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.

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

<sup>4</sup> A significant variance exists in Part-time salaries (\$13,000) due to reduced hours of operation and reduced classes/programming. Also, the payroll accrual has not been posted at the time of reporting. The variance in Worker's Comp (\$1,200) is due to the budget assuming Worker's Comp for the entire fiscal year would be posted in July, consistent with previous years. This payment has not been posted in the financial system at the time of this report.

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



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

	Previous Year-to-date December 31, 2019	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
<b>REVENUES</b>						
Activity & Membership Fees	886,220	82,449	486,384	760,167	(273,783) <sup>2</sup>	1,751,388
User Charges	1,381	9	98	2,007	(1,908)	4,292
Rentals	46,760	-	(320)	21,861	(22,181) <sup>3</sup>	74,814
Interest	15,325	-	5,063	3,996	1,067	3,996
Other Revenue	3,178	-	150	1,220	(1,070)	41,679
Contributions	11,250	-	3,750	7,500	(3,750)	15,000
Miscellaneous	102	355	854	18,762	(17,908) <sup>4</sup>	-
Transfers In	27,519	-	-	-	-	3,000
<b>TOTAL REVENUES</b>	<b>991,734</b>	<b>82,814</b>	<b>495,980</b>	<b>815,512</b>	<b>(319,532)</b>	<b>1,894,169</b>
<b>EXPENDITURES</b>						
Personnel Services	643,772	89,715	415,796	637,949	(222,153) <sup>5</sup>	1,329,102
Other Supplies, Services and Charges	124,199	4,134	34,632	97,452	(62,820) <sup>6</sup>	183,781
Repairs and Maintenance	76,883	4,736	27,480	78,538	(51,058) <sup>7</sup>	126,084
Utilities	69,244	11,656	58,737	84,182	(25,445) <sup>8</sup>	167,239
Capital Outlay	50,908	-	-	-	-	-
Interdepartment Charges	26,352	-	22,712	22,712	-	54,509
<b>TOTAL EXPENDITURES</b>	<b>991,358</b>	<b>110,241</b>	<b>559,357</b>	<b>920,833</b>	<b>(361,476)</b>	<b>1,860,715</b>
<b>NET GAIN / (LOSS)</b>	<b>376</b>	<b>(27,427)</b>	<b>(63,377)</b>	<b>(105,321)</b>	<b>41,944</b>	<b>33,454</b>

**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

1,284,960<sup>1</sup>  
1,221,583

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> A breakdown of the unfavorable variance is as follows: Activity revenue (\$52,000); Gate Receipts (\$64,000) and Memberships (\$156,000). 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.

<sup>3</sup> Budget anticipated revenue from Birthday Party Packages.

<sup>4</sup> The budget included a rebate of \$37,000 (spread monthly) related to a Solar Panel project. The project is on hold. The rebate will not be received until the project has been completed.

<sup>5</sup> A significant variance exists in Part-time salaries (\$195,300), Medicare (\$3,000) and FICA (\$13,200) due to reduced hours of operation and reduced classes/programming. Also, the payroll accrual has not been recorded at this time.

<sup>6</sup> Lower facility attendance has a direct correlation to some of the supply and service items (i.e. Chemical Supplies, Janitorial Supplies, Professional Fees, Employee Training, Sanitation Services, 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.

<sup>7</sup> 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; however, it was completed in March during when the facility was closed. Staff is also making more in-house repairs such as roof repairs, paint and caulk repairs to reduce expenses.

<sup>8</sup> A favorable variance in Natural Gas (\$8,300), Electricity (\$7,600) and Water/Sewer (\$9,500) due to reduced operating hours.



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

	Previous Year-to-date December 31, 2019	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
<b>REVENUES</b>						
Activity & Membership Fees	382,917	47,628	214,683	379,336	(164,653) <sup>2</sup>	895,587
User Charges	1,049	5	59	1,719	(1,660)	3,630
Rentals	67,061	14,136	58,730	72,631	(13,901) <sup>3</sup>	153,083
Miscellaneous	904	371	875	37,012	(36,137) <sup>4</sup>	37,857
<b>TOTAL REVENUES</b>	<b>451,931</b>	<b>62,139</b>	<b>274,348</b>	<b>490,698</b>	<b>(216,350)</b>	<b>1,090,501</b>
<b>EXPENDITURES</b>						
Personnel Services	457,559	67,587	309,463	405,759	(96,296) <sup>5</sup>	820,659
Other Supplies, Services and Charges	68,572	2,815	28,486	74,497	(46,012) <sup>6</sup>	144,574
Repairs and Maintenance	29,679	8,651	22,370	40,124	(17,754) <sup>7</sup>	62,994
Utilities	104,727	14,214	57,938	98,011	(40,073) <sup>8</sup>	181,275
Interest Expense	3,368	-	4,638	-	4,638	-
Interdepartment Charges	23,230	3,959	19,797	23,756	(3,959)	47,513
<b>TOTAL EXPENDITURES</b>	<b>705,415</b>	<b>97,226</b>	<b>442,692</b>	<b>642,148</b>	<b>(199,456)</b>	<b>1,257,015</b>
<b>NET GAIN / (LOSS)</b>	<b>(253,484)</b>	<b>(35,087)</b>	<b>(168,345)</b>	<b>(151,450)</b>	<b>(16,895)</b>	<b>(166,514)</b>

**BEGINNING FUND BALANCE**

(521,964)<sup>1</sup>

**ENDING FUND BALANCE**

(690,308)

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> A breakdown of the unfavorable variance is as follows: Activity revenue (\$22,700); Gate Receipts (\$31,000) and Memberships (\$111,000). 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.

<sup>3</sup> The timing of when payments are in the budget may vary from when they are received and posted in the financial system.

<sup>4</sup> 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.

<sup>5</sup> A variance of approximately \$34,000 exists in Part-time salaries due to reduced hours of operation and reduced classes/programming. In addition, there are two Full-Time positions currently vacant. The Full-Time Service Representative position is being covered by other full time staff and part-time staff. The Recreation Supervisor position is currently on hold. Also, the payroll accrual has not been recorded at this time.

<sup>6</sup> Lower facility attendance has a direct correlation to some of the supply and service items (i.e. Recreational Supplies, Rentals & Leases, 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.

<sup>7</sup> Replacement of a compressor in the gym (\$13,500) and resurfacing the hardwood floors (\$4,000) were budgeted and put on hold. The budget is based on last years data for equipment repairs and building maintenance. At this time anticipated repairs have not been required. Also, the timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

<sup>8</sup> A favorable variance in Natural Gas (\$16,800), Electricity (\$20,600) and Water/Sewer (\$2,600) due to reduced operating hours.



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

	Previous Year-to-date December 31, 2019	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>							
Activity & Membership Fees	551,362	58,120	213,427	231,715	(18,287)	2	867,373
User Charges	26,197	15,874	21,011	42,071	(21,060)	3	83,686
Rentals	49,202	7,888	30,393	63,758	(33,365)	4	161,240
Interest	4,703	-	(10)	-	(10)		-
Other Revenue	47,936	103	170	24,050	(23,880)	5	250
Contributions	129,125	12,500	115,500	75,000	40,500	6	183,025
Miscellaneous	13,534	-	176	654	(478)		34,320
<b>TOTAL REVENUES</b>	<b>822,059</b>	<b>94,485</b>	<b>380,667</b>	<b>437,248</b>	<b>(56,581)</b>		<b>1,329,894</b>
<b>EXPENDITURES</b>							
Personnel Services	369,628	52,388	309,280	253,534	55,746	7	695,472
Other Supplies, Services and Charges	349,451	10,479	82,872	149,096	(66,224)	8	380,963
Repairs and Maintenance	16,322	343	9,804	22,724	(12,920)	9	34,175
Utilities	46,882	11,877	48,433	56,240	(7,807)	10	99,212
Capital Outlay	11,200	-	-	-	-		-
Depreciation	9,872	1,561	9,366	9,366	-		18,732
Transfers Out	3,519	-	3,000	3,000	-		3,000
Interdepartment Charges	10,864	(1)	9,125	10,949	(1,825)		21,899
<b>TOTAL EXPENDITURES</b>	<b>807,865</b>	<b>75,087</b>	<b>462,514</b>	<b>495,544</b>	<b>(33,030)</b>		<b>1,253,453</b>
<b>NET GAIN / (LOSS)</b>	<b>14,195</b>	<b>19,398</b>	<b>(81,846)</b>	<b>(58,296)</b>	<b>(23,551)</b>		<b>76,441</b>

**BEGINNING FUND BALANCE**  
**ENDING FUND BALANCE**

264,301 <sup>1</sup>  
182,455

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> Camp Summit was over budget \$95,000 due to opening the program was not anticipated in the FY21 budget. Activity revenues are lower than anticipated in the Adult Instructional (\$20,000), Youth Instructional (\$7,000), and Athletics (\$57,600) programs due to lower number of adult teams, youth volleyball/basketball signups and no Itty Bitty programs. Gate receipts are lower than budget in the Harris Park Community Center (\$1,700), Summit Ice (\$4,600) and the Legacy Park Amphitheater (\$16,800) programs. Summit Ice was closed for several days due to weather conditions. The Legacy Park Amphitheater did not have any programs for the summer 2020 season due to COVID-19. Membership Fees at Lea McKeighan North, which represent a frequent skate pass, are below budget (\$4,700).

<sup>3</sup> The budget anticipated higher revenue for Lea McKeighan North concessions and pro shop (\$17,300 variance) and in the Legacy Park Amphitheater program (\$3,700). Both of the facilities were not open during summer 2020 due to Covid-19. Sales since opening Summit Ice are below what was anticipated in the budget.

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

<sup>5</sup> 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.

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

<sup>7</sup> Camp Summit Part-Time personnel expense was not included in the budget for summer 2020 based on not anticipating opening the program. The actual part-time personnel costs totaled approximately \$111,000. There were savings in the other programs due to lower program participation or not being offered (see footnote #2 above). In addition, the payroll accrual has not been recorded at this time.

<sup>8</sup> 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 opening of Camp Summit was not anticipated in the budget (\$9,200 actual costs). Favorable variances exist in other programs including the Legacy Park Amphitheater (\$15,000), Lea McKeighan North/Summit Ice (\$15,000) and the Athletics, Youth and Adult Instructional programs (\$31,000) due to no programming offered or lower program participation which has a direct correlation to some of the supply and service items (i.e. Recreational Supplies, Professional Fees, Printing, Advertising expense, Rentals and Lease Expense, Concession Supplies, etc.).

<sup>9</sup> Legacy Park Amphitheater (\$3,600) was not open in 2020. Harris Park Community Center floor resurface (\$3,700) is on hold and HVAC repairs (\$3,500) have not been required.

<sup>10</sup> A majority of the variance is in the Lea McKeighan North/Summit Ice program. The budget includes electricity costs of \$6,807; however the bill for December usage is not posted.



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

	Previous Year-to-date December 31, 2019	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>							
Taxes	16,695	-	-	-	-		3,658,483
Fines & Forfeitures	7,076	2,189	8,832	6,300	2,532		18,000
Interest	10,249	-	4,208	11,000	(6,792)		11,000
Other Revenue	2,073	167	2,371	1,750	621		3,500
Contributions	90,095	-	33,029	57,715	(24,686)	<sup>2</sup>	88,959
Miscellaneous	24,065	16,125	25,246	22,210	3,036		47,205
Transfers In	15,297	-	11,698	11,698	-		22,810
<b>TOTAL REVENUES</b>	<b>165,552</b>	<b>18,481</b>	<b>85,384</b>	<b>110,673</b>	<b>(25,289)</b>		<b>3,849,957</b>
<b>EXPENDITURES</b>							
Personnel Services	989,286	183,737	944,589	988,927	(44,338)	<sup>3</sup>	1,950,067
Other Supplies, Services and Charges	461,827	69,579	294,141	436,215	(142,074)	<sup>4</sup>	849,148
Repairs and Maintenance	155,607	7,350	113,111	182,423	(69,312)	<sup>5</sup>	311,346
Utilities	63,341	4,117	61,862	71,044	(9,182)		148,188
Fuel & Lubricants	18,000	-	3,172	17,020	(13,848)	<sup>6</sup>	33,790
Capital Outlay	51,798	-	63,105	54,300	8,805		66,300
Interdepartment Charges	97,158	-	182,493	187,418	(4,925)		202,196
Reimbursement - Interfund	-	-	(154,692)	(154,692)	-		(154,693)
<b>TOTAL EXPENDITURES</b>	<b>1,837,018</b>	<b>264,783</b>	<b>1,507,780</b>	<b>1,782,655</b>	<b>(274,876)</b>		<b>3,406,342</b>
<b>NET GAIN / (LOSS)</b>	<b>(1,671,466)</b>	<b>(246,302)</b>	<b>(1,422,396)</b>	<b>(1,671,982)</b>	<b>249,587</b>		<b>443,615</b>

<b>BEGINNING FUND BALANCE</b>	<u>3,120,666</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>1,698,270</u></u>

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> Payment has not been received from the Lee's Summit Baseball Association and Lee's Summit Girls Softball Association due to discussions regarding the impact of COVID-19 on registrations.

<sup>3</sup> The Superintendent of Human Resources and Legal Services (allocated 60% to this fund) was vacated in September with no plan to replace the position. A Park Specialist (allocated 40% to this fund) was vacant for the months of July and August. In addition, the payroll accrual has not been posted at the time of this report.

<sup>4</sup> Significant variances identified in Insurance Expense, Travel and Meeting, Printing, Professional Fees, Miscellaneous Expense, Sanitation Services and Asphalt. 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; however, only \$1,500 has been charged to the account. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

<sup>5</sup> The majority of the variance is in Maintenance and Repairs Buildings, Grounds and Other Equipment. Shelter staining at Legacy Park (\$15,000) is on hold, structure repairs have not been needed (\$5,000), fertilizer (\$9,500), over seeding (\$5,000), tree replacement (\$5,500), table replacement (\$2,000) and mulching (\$16,000) have not been completed at the time of this report. Also, the sign replacement contract is lower than anticipated (\$3,000).

<sup>6</sup> Fuel and Lubricants are based on previous year actual expense. FY21 has had a favorable variance over FY20.



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

	Previous Year-to-date December 31, 2019	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY21 Budget
<b>REVENUES</b>						
Activity Fees	241,315	-	100,666	181,335	(80,669) <sup>2</sup>	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	4,098	-	(571)	-	(571)	1,200
Miscellaneous	448	-	84	189	(105)	1,163
<b>TOTAL REVENUES</b>	<b>320,502</b>	<b>-</b>	<b>127,689</b>	<b>224,166</b>	<b>(96,476)</b>	<b>864,054</b>
<b>EXPENDITURES</b>						
Personnel Services	173,247	22,961	219,900	261,884	(41,984) <sup>3</sup>	471,126
Other Supplies, Services and Charges	48,855	(733)	31,394	54,720	(23,326) <sup>4</sup>	150,213
Repairs and Maintenance	5,250	3,635	9,081	7,379	1,702	38,359
Utilities	27,273	4,261	43,080	38,875	4,206	75,965
Interdepartment Charges	11,414	9,535	9,535	11,441	(1,906)	22,883
Transfers Out (To 200)	5,985	-	5,985	5,985	-	5,985
<b>TOTAL EXPENDITURES</b>	<b>272,024</b>	<b>39,658</b>	<b>318,975</b>	<b>380,284</b>	<b>(61,308)</b>	<b>764,531</b>
<b>NET GAIN / (LOSS)</b>	<b>48,477</b>	<b>(39,658)</b>	<b>(191,286)</b>	<b>(156,118)</b>	<b>(35,168)</b>	<b>99,523</b>

**BEGINNING FUND BALANCE**

233,204 <sup>1</sup>

**ENDING FUND BALANCE**

41,918

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> 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.

<sup>3</sup> Actual staffing of part-time personnel is based on activities offered and facility attendance levels.

<sup>4</sup> Variances identified in Insurance Expense, Janitorial and Concession supplies, Uniforms and Employee training. 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.



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

	Previous Year-to-date December 31, 2019	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>							
Services	59,377	7,148	62,117	62,748	(631)		138,783
Sale of Property	44,027	2,000	18,000	2,000	16,000	<sup>2</sup>	6,000
Interest	15,118	-	6,536	4,500	2,036		9,000
<b>TOTAL REVENUES</b>	<b>118,523</b>	<b>9,148</b>	<b>86,653</b>	<b>69,248</b>	<b>17,405</b>		<b>153,783</b>
<b>EXPENDITURES</b>							
Personnel Services	28,101	6,060	19,965	28,172	(8,207)	<sup>3</sup>	53,754
Other Supplies, Services and Charges	33,907	4,638	29,461	43,000	(13,539)	<sup>4</sup>	87,873
Repairs and Maintenance	3,158	1,568	2,273	5,825	(3,552)		9,800
Utilities	1,310	137	1,110	1,925	(815)		4,000
Fuel & Lubricants	375	-	-	600	(600)		1,200
Interdepartment Charges	6,825	2,289	5,718	6,859	(1,141)		13,724
Transfers Out (To Parks Svcs/ITS)	9,312	593	8,706	8,706	-		21,171
<b>TOTAL EXPENDITURES</b>	<b>82,988</b>	<b>15,284</b>	<b>67,233</b>	<b>95,087</b>	<b>(27,854)</b>		<b>191,522</b>
<b>NET GAIN / (LOSS)</b>	<b>35,535</b>	<b>(6,136)</b>	<b>19,420</b>	<b>(25,839)</b>	<b>45,259</b>		<b>(37,739)</b>

**BEGINNING FUND BALANCE**

1,346,295 <sup>1</sup>

**ENDING FUND BALANCE**

1,365,715

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> The budget anticipated the sale of one columbarium niche through December; eight have been sold to date.

<sup>3</sup> The favorable variance is due to an open Park Specialist position for July and August and the Superintendent of Human Resources and Legal Services position being vacant since September.

<sup>4</sup> Variances identified in Professional Fees and Other Construction Materials. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.



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

	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>						
Transfers from Fund 410	291,667	1,750,000	1,750,000	-		3,500,000
<b>TOTAL REVENUES</b>	<b>291,667</b>	<b>1,750,000</b>	<b>1,750,000</b>	<b>-</b>		<b>3,500,000</b>
<b>EXPENDITURES</b>						
Interest Expense	-	40,067	14,250	25,817	<sup>2</sup>	28,500
Additions to Const in Progress	111,693	290,436	175,000	115,436		350,000
<b>TOTAL EXPENDITURES</b>	<b>111,693</b>	<b>330,503</b>	<b>189,250</b>	<b>141,253</b>		<b>378,500</b>
<b>NET GAIN / (LOSS)</b>	<b>179,973</b>	<b>1,419,497</b>	<b>1,560,750</b>	<b>(141,253)</b>		<b>3,121,500</b>

<b>BEGINNING FUND BALANCE</b>	<u>(4,934,734)</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>(3,515,237)</u></u>

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

<sup>2</sup> Due to the purchase of the Longview Community Center in addition to the completion of other already scheduled projects (Summit Park and Howard Park Renovations and the addition of the Wave Pool), the Construction Fund has a negative cash/fund balance. Therefore, instead of earning interest, there will be interest charged to the fund at the same rate as interest is earned by funds with positive cash balances. The interest expense anticipated in the FY21 budget assumed an average negative cash balance of \$3,600,000 at a 1.9% cost based on the average portfolio yield at 12/31/2019. The negative balance was higher year to date. The average yield through the September 30, 2020 investment report was 1.86%.

Funding for proposed projects in the FY21 budget includes:

Pleasant Lea Park Improvements (total project estimate \$400,000)

	<b>Approved FY21 Budget</b>
	\$ 350,000
Total	<u><u>\$ 350,000</u></u>

<sup>2</sup> The above Expenditures includes costs for projects being completed in the current year that were funded in previous years including Lowenstein Park, Summit Park, Howard Park and the Wave Pool Project.



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

	Month-to-Date December 2020	Year-to-Date December 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY21 Budget
<b>REVENUES</b>						
Taxes	455,316	2,268,400	1,991,545	276,855	<sup>2</sup>	3,983,091
EATS	(8,527)	(43,304)	(70,526)	27,222	<sup>2</sup>	(141,051)
Use Tax	20,792	20,792	-	20,792	<sup>2</sup>	
Interest	-	16,557	2,500	14,057	<sup>3</sup>	5,000
<b>TOTAL REVENUES</b>	<b>467,580</b>	<b>2,262,445</b>	<b>1,923,520</b>	<b>338,925</b>		<b>3,847,040</b>
<b>EXPENDITURES</b>						
Transfers Out-Gamber Center	13,083	78,750	78,750	-		157,500
Transfers Out-Construction Fund	291,667	1,750,000	1,750,000	-		3,500,000
<b>TOTAL EXPENDITURES</b>	<b>304,750</b>	<b>1,828,750</b>	<b>1,828,750</b>	<b>-</b>		<b>3,657,500</b>
<b>NET GAIN / (LOSS)</b>	<b>162,830</b>	<b>433,695</b>	<b>94,770</b>	<b>338,925</b>		<b>189,540</b>

<b>BEGINNING FUND BALANCE</b>	<u>726,807</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>1,160,502</u></u>

<sup>1</sup> Beginning Fund Balance is final as the year end audit is complete.

<sup>2</sup> See separate Sales Tax Report included in this packet.

<sup>3</sup> The variance of the year-to-date actual compared to the budget is due to favorable Mark-to-Market adjust for the first quarter (\$7,772) and interest earned through November of \$6,285.

# MEMORANDUM



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**Date:** January 27, 2021

**To:** Joe Snook, CPRP  
Administrator of Parks and Recreation

**From:** Carole Culbertson  
Superintendent II – Administration

**Re:** Sales and Use Tax Update – December 2020

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Sales tax proceeds received in December totaled \$455,316, which is 13.9% over the monthly projection. Due to the unpredictable cutoff of processing remittance at the State of Missouri, the annual revenue budget has been spread evenly throughout FY2021. The year-to-date sales tax received totals \$2,268,400; which is \$133,848 over the amount received through December 2019.

At the time of this report, there is no additional information regarding the remitters included in the amount received from the State of Missouri.

A portion of the EATs payments to be made for the months of December, November, October and September is not available at the time of this report.

In addition to sales tax proceeds, the collection of use tax began in October 2020. The first use tax proceeds were received from the State of Missouri in December totaling \$20,792.

Attached is a summary of the proceeds received for the Sales Tax, Economic Activity Taxes (EATs) and Use Tax.



<b>Sales Tax and EATs</b>	<b>Budget</b>	<b>Actual</b>	<b>Amount Difference \$</b>
<b>Cumulative Balance Through FY 2020</b>	<b>72,202,968</b>	<b>72,438,409</b>	<b>235,441</b>
<b>FY 2021</b>			
YTD Balance Forward - Sales Tax	1,659,621	1,813,084	153,463
YTD Balance Forward - EATs	(58,771)	(34,777)	23,994
Sales Tax Receipts - December 2020	331,924	455,316	123,392
EATs - December 2020	(11,754)	(8,527)	3,227
<b>YTD Balance - Sales Tax</b>	<b>1,991,545</b>	<b>2,268,400</b>	<b>276,855</b>
<b>YTD Balance - EATs</b>	<b>(70,525)</b>	<b>(43,304)</b>	<b>27,221</b>
<b>LIFE-TO-DATE DATA BY SALES TAX</b>			
<b>Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **</b>	<b>6,214,561</b>	<b>6,560,009</b>	<b>345,448</b>
<b>Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/08 through 3/31/18)</b>	<b>30,963,365</b>	<b>31,100,648</b>	<b>137,283</b>
<b>Cumulative Net Proceeds-3/8 cent Sales Tax (4/1/98 through 3/31/08)</b>	<b>32,768,255</b>	<b>32,955,600</b>	<b>187,345</b>

<b>Use Tax</b>	<b>Budget</b>	<b>Actual</b>	<b>Amount Difference \$</b>
<b>Cumulative Balance Through FY 2020</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FY 2021</b>			
YTD Balance Forward - Use Tax	-	-	-
Use Tax - December 2020	-	20,792	20,792
<b>YTD Balance - Use Tax</b>	<b>-</b>	<b>20,792</b>	<b>20,792</b>
<b>LIFE-TO-DATE DATA BY USE TAX</b>			
<b>Cumulative Net Proceeds-October 2020 through Current Month</b>	<b>-</b>	<b>20,792</b>	<b>20,792</b>

# MEMORANDUM



---

**Date:** January 27, 2021

**To:** Joe Snook, CPRP  
Administrator of Parks and Recreation

**From:** Carole Culbertson  
Superintendent II – Administration

**Re:** Sales and Use Tax Update – January 2021

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Sales tax proceeds received in January totaled \$342,032, which is 3.5% over the monthly projection. Due to the unpredictable cutoff of processing remittance at the State of Missouri, the annual revenue budget has been spread evenly throughout FY2021. The year-to-date sales tax received totals \$2,610,432; which is \$91,267 over the amount received through January 2020.

At the time of this report, there is no additional information regarding the remitters included in the amount received from the State of Missouri.

The EATs for January and a portion for the months of December, November, October and September is not available at the time of this report.

In addition to sales tax proceeds, the collection of use tax began in October 2020 with December 2020 being the first month of use tax proceeds. The year-to-date amount received from use tax totals \$58,459.

Attached is a summary of the proceeds received for the Sales Tax, Economic Activity Taxes (EATs) and Use Tax.



<b>Sales Tax and EATs</b>	<b>Budget</b>	<b>Actual</b>	<b>Amount Difference \$</b>
<b>Cumulative Balance Through FY 2020</b>	<b>72,202,968</b>	<b>72,438,409</b>	<b>235,441</b>
<b>FY 2021</b>			
YTD Balance Forward - Sales Tax	1,991,545	2,268,400	276,855
YTD Balance Forward - EATs	(70,525)	(43,304)	27,221
Sales Tax Receipts - January 2021	331,924	342,032	10,108
EATs - January 2021	(11,754)	-	11,754
<b>YTD Balance - Sales Tax</b>	<b>2,323,469</b>	<b>2,610,432</b>	<b>286,963</b>
<b>YTD Balance - EATs</b>	<b>(82,279)</b>	<b>(43,304)</b>	<b>38,975</b>
<b>LIFE-TO-DATE DATA BY SALES TAX</b>			
<b>Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **</b>	<b>6,534,731</b>	<b>6,902,041</b>	<b>367,310</b>
<b>Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/08 through 3/31/18)</b>	<b>30,963,365</b>	<b>31,100,648</b>	<b>137,283</b>
<b>Cumulative Net Proceeds-3/8 cent Sales Tax (4/1/98 through 3/31/08)</b>	<b>32,768,255</b>	<b>32,955,600</b>	<b>187,345</b>

<b>Use Tax</b>	<b>Budget</b>	<b>Actual</b>	<b>Amount Difference \$</b>
<b>Cumulative Balance Through FY 2020</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FY 2021</b>			
YTD Balance Forward - Use Tax	-	20,792	20,792
Use Tax - January 2021	-	37,667	37,667
<b>YTD Balance - Use Tax</b>	<b>-</b>	<b>58,459</b>	<b>58,459</b>
<b>LIFE-TO-DATE DATA BY USE TAX</b>			
<b>Cumulative Net Proceeds-October 2020 through Current Month</b>	<b>-</b>	<b>58,459</b>	<b>58,459</b>

# MEMORANDUM



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**Date:** January 21, 2021

**To:** Joseph Snook, CPRP  
Administrator of Parks and Recreation

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

**Re:** 2021 Lee's Summit Baseball Association and Lee's Summit Girls Softball Association Agreements

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Staff met with the Presidents of both the Lee's Summit Baseball Association and the Lee's Summit Girls Softball Association to discuss any anticipated changes to the agreement. Legal Counsel for LSPR has been consulted and deems the below changes acceptable. The changes are consistent within each agreement, however starting with item 47, the numbering differs between the two as Softball has an additional item, designating user dates for Miller J. Fields Park, this is not a change but a previously existing item. The changes discussed are outlined below and highlighted in yellow on each of the attached agreements.

- Change dates to reflect the corresponding dates in 2021.
- Update name of Park Board President
- **Item 10** – addition of the bullet “LSPR will provide the Association with at least 48 hours’ notice prior to the start of any such activities.” and “ The Association will send LSPR an invoice monthly for all expenses incurred relating to R-7 School District activities and LSPR agrees to pay said invoices within 30 days of receipt”
- **Item 14 3<sup>rd</sup> Bullet**- removal of phrase “paid or” and added, “received”
- **Item 14 4<sup>th</sup> Bullet**- Changed time frame from 2 days to 4
- **Item 23**- Added to final sentence “and/or injuries relating to items sustained due solely to lack of maintenance or repair of items maintained by LSPR, as specified in this Agreement.”
- **Item 25**- removed phrase “arising out of” from first sentence for grammatical continuity, addition of sentence “However, this provision shall not apply to any such lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities that are related to items due solely to lack of adequate maintenance or repair of items maintained by LSPR, as specified in this Agreement.”
- **Item 31 3<sup>rd</sup> Bullet**- revised spelling error, LPSR to LSPR,
- **Item 31 13<sup>th</sup> Bullet**- addition of 13<sup>th</sup> bullet “LSBA (or LSGSA) will submit to LSPR for review and approval field sponsorship program(s) that are in addition to or in place of the current banner program identified in this section.”



- **Item 31 5a.** - Addition of phrase “or has been an Association sponsor within the last three (3) years.”
- **Item 31 5b-** “addition of phrase “during the previous three years” removal of the requirement that sponsorship be continual and include the current year.
- **Item 47 (LSBA)/ Item 48 (LSGSA)** - addition of “Participants and Board members” to last sentence.
- **Item 50 (LSBA)/ Item 51 (LSGSA)** - removal of phrase “Executive board” and specifies each “Board” meeting.
- **Item 54 D (LSBA)/ Item 55 D (LSGSA)** - addition of the following “ hitting tunnel netting (including netting on any protective equipment, including but not limited to L-screens, in the hitting tunnels),”

The changes outlined above have been found to be agreeable by involved parties. The Park Board Youth Sports Association Sub-Committee met on Wednesday, January 20 to review the agreements and agreed its changes were acceptable and recommended the agreements be submitted to the Park Board for consideration and approval. Based on this, Staff recommends the acceptance of the changes to the agreements as submitted and continuing the partnerships with the Lee’s Summit Baseball Association and the Lee’s Summit Girls Softball Association.

**Proposed Motion:** I move for the approval of the agreement for the Lee’s Summit Baseball Association and the Lee’s Summit Girls Softball Association as presented.



LEE'S SUMMIT PARKS AND RECREATION  
YOUTH SPORTS ASSOCIATION AGREEMENT  
LEE'S SUMMIT BASEBALL ASSOCIATION

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

The Association, having been determined by LSPR to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated by LSPR to be the "Primary Provider" of recreational baseball in Lee's Summit. Further, as a Primary Provider, the Association is hereby given exclusive use of Legacy Park baseball game and practice fields and the baseball field at Summit Park (hereinafter referred collectively as "Practice Areas") from February 1, 2021 through December 31, 2021, for the purpose of conducting various baseball activities on a regularly scheduled basis in accordance with the schedule and sites appended hereto and made a part thereof, or as mutually agreed upon in writing by LSPR and Association after execution of this Agreement. LSPR reserves the right to schedule LSPR activities during the Term of this Agreement provided an officer of the Association is notified of each activity. Specific duties and responsibilities associated with this Agreement will be delegated by LSPR to appropriate staff for completion, including, but not limited to those items identified herein.

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

1. 501(c)(3) Status: The Association shall maintain its 501(c)(3) status, in good standing, throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status. Association shall also ensure it remains in good compliance and good standing with the Missouri Secretary of State throughout the term of this Agreement.
2. Association shall assemble and provide LSPR copies of the scheduling of all practice sessions on Board property and games no later than one week before each season begins.
3. Association will not take any action which would jeopardize LSPR's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.
4. Association shall control the behavior of participants and spectators during events and shall be responsible for enforcement of all LSPR's rules and regulations.
  - The Association will eject unruly or dangerous participants, coaches, parents or spectators from the premises during the events. Any Association officer or representative can exercise this authority. The Association may contact the Police Department for assistance, if necessary.
5. The Association shall allow vehicles in Legacy Park to park in designated parking areas only, unless authorized by LSPR.
6. Association shall keep Practice Areas as well as surrounding Legacy Park areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.



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7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the Lee's Summit Parks and Recreation Staff.
8. Association shall schedule practices, games and events in a manner to avoid exceeding the capacity of the parking lot, fields and restrooms.
9. As LSPR facilities reach capacity it will be the Association's responsibility to ensure those capacities are not exceeded.
  - It is the Park Board's intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) be addressed before non-residents.
  - The Association shall determine what the capacities of LSPR game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with LSPR prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.
10. LSPR may schedule venue specific activities of the R-7 School District and schools from other areas at Legacy Park or any other LSPR facilities.
  - LSPR will provide the Association with at least 48 hours' notice prior to the start of any such activities.
  - The Association will advise LSPR staff of field availability for activities.
  - The schools will be charged a fee for practices and games at Legacy Park.
  - The Association will send LSPR an invoice monthly for all expenses incurred relating to R-7 School District activities and LSPR agrees to pay said invoices within 30 days of receipt.
11. LSPR must approve all activities other than youth baseball and training opportunities associated with the program at the Practice Areas and surrounding areas.
12. Association shall provide the Board \$3.00 for each participant in Association sponsored leagues and any other leagues to support maintenance activities at Legacy Park. If the Association has more than one season the fee will be based on the season with the most participants. The fee is due by December 31, 2021.
13. The Association shall seek LSPR's approval for all tournaments to be held pursuant to this Agreement, and shall include the LSPR Staff in all discussions and agreements for tournaments sponsored by the Association, co-sponsored with outside groups or sponsored by outside groups.
14. All Tournaments, leagues, or other events sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and LSPR staff in advance and will require a Field Use Permit from LSPR.
  - No other group may be allowed to use any of the baseball fields in their place.
  - All such activity must be approved by LSPR staff and the Field Use Permit will be completed by the Association.
  - The Board requires a \$20.00 per team fee for sports that require at least 4 players per team on the field. A \$15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices or games by teams not members of the Association. Additional fees will be required for events scheduled 5 days



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or longer. Any fees due to LSPR must be paid by the Association to LSPR within thirty days after the last activity is completed. A \$3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not ~~paid or~~ received by the Association.

- The Association will send an email notification to LSPR staff within 4 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. LSPR will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.
15. Vendors that request to set up areas to sell food and/or merchandise, or to advertise on LSPR property must be approved in advance by the Association and obtain a Vendors Permit from LSPR staff. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, however Vendors for Association sponsored team pictures are excluded.
16. Association shall pay for/provide for the cleanup of restrooms, storage areas, and concession areas for those days the facility is in use by the Association or by activities approved by the Association.
- The Association shall keep these areas neat, orderly and clean.
  - The Association shall provide those supplies required to operate the restrooms.
  - The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use of Legacy Park. This includes parking lots, dugouts, fields and spectator areas, etc. In the event LSPR deems Association's performance under this section unacceptable, LSPR shall self-perform services as it deems proper and appropriate and will bill Association for costs associated with the services, including labor costs.
17. The Association shall not change or alter LSPR property in any way unless written consent has been granted by LSPR.
18. The Association shall pay the cost of replacement or repair of any LSPR property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests, employees group or participants in such Association or Association-approved program or activity. The Association shall not be responsible for damage to LSPR property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.
19. In an effort to increase the safety of those participating in the Association's programs, LSPR is requiring programs under Association's direction which use LSPR facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:
- A. Perform background checks on all Association volunteers and staff 18 years and older.
    - 1. Background checks shall be valid for 365 days from date of the background check.
    - 2. The volunteers and staff who volunteer or work for other Youth Sports associations that have written agreements with the City or that volunteer or work for the Board will not be required to undergo more than one background check during the 365 days the background check is valid.



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3. Work with LSPR and other associations to provide information on who has completed background checks.
- B. Use the vendor selected by LSPR to perform the background checks. Associations may use other vendors if the background checks meet or exceed the specifications listed in Section E and use the disqualifiers based on the offenses listed in Section F. A letter of confirmation from the association and outside vendor will be required that confirms their agreement to follow the required procedures.
- C. Provide a link on Association websites for online application for background checks.
- D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.
- E. The background checks will include the following:
  1. National Criminal Data Base Search.
  2. 50 State Sex Offender Registry Search.
  3. Local Criminal Record, search county of current residence or longest and most current residency.
  4. Social Security Number verification.
  5. Address Trace.
- F. Volunteers and staff will be ineligible to volunteer or work for the Association if found guilty of the following crimes:
  - All sex offenses regardless of the amount of time since the offense.
  - All felony violence regardless of the amount of time since the offense.
  - All felony offenses other than sex or violence related within past 10 years
  - All misdemeanor violence offenses within the past 7 years including but not limited to assault.
  - All misdemeanor drug offenses in past 5 years or multiple offenses in past 10 years including but not limited to:
    - o Possession of up to 35 grams marijuana/synthetic cannabinoid
    - o Unlawful use of drug paraphernalia
    - o Possession of an imitation controlled substance
    - o Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
    - o Intentionally induce symptoms by use of solvents or possess solvents 1st offense
  - Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to:
    - o Unlawful transaction with child
    - o Endangering the welfare of a child, 2nd degree
    - o Assist in child abduction or parental kidnapping
    - o Obtain/transfer/use identification for purpose of providing false identification to persons under 21
    - o Supplying liquor to a minor
    - o Harassment by a person 21 years or older against a person 17 years or younger



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- G. Distribute or provide access to the State of Vermont Agency of Human Services, Department for Children & Families program titled "STEP UP: Protect Children From Sexual Abuse" to parents and guardians of participants in Association programs and encourage participation in the training program. Refer to the program as "Required Parent/Guardian Training Material to Protect Children From Sexual Abuse".
- H. The president of the Association will serve on the "Background Check Review Committee" with other Youth Sports Association presidents and a representative from LSPR. The committee will serve as needed, resolve appeals from applicants and decide issues not covered under the procedures. The process for appeals is as follows:
1. Applicant receives written notice of disqualification
  2. Applicant has the option to submit a written appeal to the Association president within seven (7) days
  3. Association president requests additional information on the applicant's record from the background check vendor and forwards the written appeal information to all committee members.
  4. All committee members will be required to review the appeal and vote on the appeal within seven (7) days of receipt of additional information from the background check vendor.
  5. Committee members vote will be a secret ballot and all members must be present to vote. A majority vote will determine acceptance or denial of the appeal.
  6. President of the Association of the appealing applicant will notify the applicant in writing of the committee decision.
  7. There will be no further appeal options.
20. LSPR understands and appreciates the significant time commitment of the Association Board and volunteers, and how difficult it is to recruit and retain good coaches. However, LSPR feels strongly that is in the best interest of the Association's program and the youth it serves to attempt to provide the coaches with the basic skills necessary to coach baseball and work with children. In order to provide a basic understanding of coaching baseball and working with youth the Association shall provide a minimum training of two hours per year to all coaches and/or managers.
- The Association shall provide a written description of the training that has been provided and a list of coaches and/or managers that have met this condition.
  - Organizational meetings do not count as training for development of coaching skills and working with youth.
  - The training will be conducted by an Association approved trainer (high school, college, or professional coaches are recommended for this activity).
  - Currently licensed or certified coaches are exempt from this training requirement.
  - LSPR will provide a site for training at no cost to the Association.
21. In an effort to educate parents and coaches on the possible risks associated with concussions and/or repetitive sub-concussive head trauma, LSPR requires the Association to distribute or provide access to the Centers for Disease Control and Prevention program titled "Heads Up" and to encourage participation in the training program available at the following link: <https://www.cdc.gov/headsup/index.html>. The Association shall also distribute or provide access to Boston University Research: CTE Center information on Chronic Traumatic Encephalopathy (CTE)



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titled "Frequently Asked Questions about CTE" available at the following link:  
<https://www.bu.edu/cte/about/frequently-asked-questions/>

22. Participant surveys are an important method to measure the results of a program and the performance of the facilities. LSPR staff, will conduct one participant survey per year of Association activities at LSPR facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and LSPR staff.
  - The Association will provide to LSPR a data-base of e-mail and/or mailing addresses of all participants at the conclusion of the summer baseball league.
  - Surveys will be paid for, prepared, mailed and results compiled by LSPR staff.
23. The Association shall assume the responsibility of maintaining control of their own program and take all necessary steps to prevent the violation of any City ordinance or any act or action that might be detrimental to LSPR. Association assumes responsibility for any incidents, injuries, events or other issues arising during use of LSPR facilities and in connection with programs sponsored by, held by, or authorized by Association, except to the extent caused by the negligence of LSPR and/or injuries sustained due solely to lack of maintenance or repair of items maintained by LSPR, as specified in this Agreement.
24. The Association shall provide insurance coverage for theft, loss, damage, etc. to Association property stored in or on LSPR property.
25. The Association shall indemnify, release, defend, become responsible for and forever hold harmless LSPR and the City of Lee's Summit, their respective officers, agents, employees, elected and appointed officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of LSPR's Practice Areas, playing fields and surrounding areas and facilities as herein set forth during the Term of this Agreement. However, this provision shall not apply to any such lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities that are due solely to lack of adequate maintenance or repair of items maintained by LSPR, as specified in this Agreement. Association shall provide LSPR a certificate of insurance indicating coverage naming the City of Lee's Summit, Missouri as additional insured. This coverage must provide a general aggregate liability of \$2,000,000 to cover all operations included herein.
26. The Association shall provide LSPR, in advance of use of Practice Areas, with a copy of the most recent year-end financial statement (detailed balance sheet and income statement) and the most recent 990 filing.
  - The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.



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- The Association is also encouraged to have their financial affairs audited.
  - LSPR reserves the right, at LSPR's expense, and with a 30 day notice, to conduct an internal audit of the Association's financial records.
27. The Association shall permit an authorized representative of LSPR, with a 30 day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.
28. LSPR staff shall receive and schedule requests for practice field and game field space from others, including all school district requests.
29. The Association shall pay for/provide for the preparation of fields for the Association's and its users' games. This includes all grooming, dragging and lining of fields. Materials used to line fields must not be harmful to the turf or patrons. Bases shall be removed during field grooming and replaced after completion.
30. Association shall pay and be liable for the Association's and its users' usage of all utilities at Legacy Park.
31. Association shall not place banners, signs or advertisement at LSPR facilities unless one of the following conditions are met.
1. Obtain a Legacy Banner permit for event banners from LSPR
  2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

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

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

- Banners must be sponsored by the Association.
- Banner design and content must be approved by LSPR.
- LSPR will determine the number of banners that can be displayed.
- Banner size will be no larger than 4' x 8'
- Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
- Banner installation guidelines if installed on chain link fence:
  1. Top of banner equidistance from top of fence
  2. Spaced evenly between fence posts
  3. Bottom of banners equidistance from bottom of fence.
- Banners may be placed on chain link fence locations or other locations approved by LSPR.
- Banner must allow wind to pass thru banner (slits or mesh material).
- Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
- Banners may only be displayed during time period approved by LSPR.



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- Banners for tobacco products or alcohol will not be approved.
  - Banner images and messages must be in good taste and not offensive as determined by LSPR. LSBA will submit to LSPR for review and approval field sponsorship program(s) that are in addition to or in place of the current banner program identified in this section.
  - LSBA will submit to LSPR for review and approval field sponsorship program(s) that are in addition to or in place of the current banner program identified in this section.
  - Banner Fees:  
\$2.00/ banner/day displayed or \$20.00/banner/ month or \$50.00/banner/year
3. The Association shall provide to the Board a written accounting of the monetary amounts paid for or the monetary value of such advertising.
  4. In addition to the provisions set forth herein, the Board shall be entitled to deny any advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.
  5. The Association will provide the Board with a list of existing Association sponsors to be placed on a "no call" list to be shared with the Board's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:
    - a. Is a current Association sponsor or has been an Association sponsor within the last three (3) years
    - b. During the previous three years, has provided a minimum of 2 years sponsorship to the Association
    - c. Has exceeded a minimum threshold of \$1,500 per year

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

32. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay the Board a \$20.00 per team fee if a parking fee or gate fee is charged. Fees due to LSPR must be paid by the Association to LSPR within thirty days after the last activity is completed.
  - A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. LSPR staff will provide the sign.
  - The Association can exempt one Association event per year from the parking fee.
33. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by LSPR prior to the start of the season.
34. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow sales by others only by obtaining LSPR approval.
35. The environmental impact of Association activities should be considered and addressed when possible. LSPR encourages and will assist Association efforts to research and implement recycling activities.



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36. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users. Association shall ensure compliance with the LSPR and YSA Weather Guidelines, mutually adopted by the Youth Sports Associations of Lee's Summit, including Association, and LSPR, as may be modified from time to time by mutual agreement of all Youth Sports Associations and LSPR. A copy of the LSPR and YSA Weather Guidelines currently in effect is included in this Agreement as Attachment A.
37. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and /or infields at practice and game fields. The Association will be responsible to repair damage caused by such use. LSPR will specify the types of repairs that need to be completed. If field damage becomes excessive due to the Association's or its users' use during unfavorable field conditions LSPR will take over this responsibility, at the expenses of the Association.
38. The Association shall provide trash dumpsters and trash can liners at Legacy Park.
39. The Association shall pay for/provide for the mowing services at Legacy Park for Association ball fields and turf areas. Such mowing shall include:
- Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be mowed and trimmed at a frequency which does not allow growth in excess of 6" in height. If height of vegetation exceeds 8" LSPR will have the areas mowed and trimmed by a contractor and invoice the Association for cost incurred.
  - Category II mowing: All athletic field surfaces, 10 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 1/2" and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed at a frequency which does not allow growth in excess of 6". If height of vegetation exceeds 8" LSPR will have the areas mowed and trimmed and invoice the Association for cost incurred.
  - Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
  - All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
  - All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
  - The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, and etc. at a frequency which does not allow growth to exceed 6" in height throughout the Term of this Agreement.
  - Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" LSPR will have the areas trimmed by a contractor and invoice the Association for cost incurred.
  - The Association shall be responsible for damage LSPR property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to



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inflict damage to the bark of trees. The Board will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.

- All equipment used by the Association to perform services shall be operated in a safe manner consistent with the manufactures' recommendations. The equipment shall be operated at a speed that poses no danger to the public and achieves the desired appearance. Reasonable care shall be taken when working in the vicinity of people, vehicles, buildings and property inside the fence, a minimum of ten feet outside the fence and parking lot, parking lot islands and medians, and turf areas between the parking lot and restroom/concession building. Field areas will be maintained at 2.5"-3.5". All other areas will be maintained at 3"-4". No more than 1/3 of blade length will be removed per mowing. Attached map shows areas to be mowed. Mowing height and frequency will be monitored by the Board.
40. Basic seeding, fertilizing and pesticides will be provided by LSPR, in accordance with the LSPR Annual Turf Maintenance Calendar, incorporated into this Agreement as Attachment B. The Association will be responsible for material costs for increased levels of maintenance.
  41. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e., bases, balls, field chalk/paint, etc.
  42. The Association and LSPR hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior written consent of the other party to the Agreement.
  43. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.
  44. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. LSPR does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that LSPR and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents or participants.
  45. The Association shall start no inning of a ball game after 10:45 p.m. nor allow a game to overrun the 11:00 p.m. curfew that has been established by City Ordinance in all Parks.
  46. Association shall be responsible for turning of field lights on/off for Association activities and other users.
  47. The Association is hereby given use of the baseball venue practice area that includes sixteen (16) infields, one (1) three acre outfield and sixteen (16) batting tunnels for the purpose of conducting various baseball activities on a regularly scheduled basis. LSPR reserves the right to schedule LSPR sponsored activities during the Term of this Agreement period so long as an officer of the Association is notified of each activity. Association agrees to allow only Association participants and Board members use of the practice area.



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48. The Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of its fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to LSPR facilities. Capital investments will be determined by mutual agreement between the board and the association.
49. The Association shall provide to LSPR an annual schedule of Association Board meetings. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.
50. The Association shall provide to LSPR a copy of minutes for each **Board meeting** held during the Term of this Agreement.
51. The Association shall provide to LSPR a copy of the Association's organizational chart including names and position titles.
52. The Association shall provide to LSPR a written list of Association Board members who are paid staff, represent an organization(s), a lessee or renter, a contractor or someone who otherwise would benefit financially from the use of Board facilities.
53. Lightning Detection System. The City of Lee's Summit, Missouri, has purchased a Lightning Detection System for the purpose of providing access to enhanced weather safety data to certain users, including Youth Sports Associations and LSPR. Notifications will be established in accordance with the guidelines established in the LSPR and YSA Weather Guidelines. Without limitation, Association hereby acknowledges that the indemnification provisions of this Agreement, in addition to applying generally to all aspects of the relationship between LSPR and Association, also specifically apply to the Associations' use or reliance upon the Lightning Detection System as a mechanism for determining safe play conditions. Ongoing, annual costs associated with the continued use of the lightning detection system shall be shared equally between each YSA and LSPR and will be billed annually.
54. LSPR Responsibilities. The following are responsibilities which LSPR has agreed to specifically undertake in connection with this Agreement:
  - A. Maintenance of all utilities.
  - B. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:
    - i. Seed, sod, fertilizer, and pest control
    - ii. Irrigation
    - iii. Aeration
  - C. Maintenance and repair of the restroom/concession building and fixtures except for those items owned by the Association.
  - D. Maintenance, repair and replacement of fencing, **hitting tunnel netting (including netting on any protective equipment, including but not limited to L-screens, in the hitting tunnels)**, trees, shrubs, athletic field lighting and walkways.
  - E. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.



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- F. Park staff will perform any activity due to non-performance by the Association, and this will be charged at the rate of \$25.00 per hour to the Association.
  - G. Allow the Association the use of the 60' x 42' storage building at Legacy Park Maintenance Compound to store Association equipment and supplies.
  - H. The Board will reimburse the Association for agreed upon costs the Association incurs due to Board sponsored tournaments at Legacy Park using areas that have been provided to the Association through this agreement. Costs include but are not limited to utilities, mowing, field set up, trash pickup and restroom cleaning.
55. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.
- Lee's Summit Parks and Recreation Attn: Administrator  
220 SE Green Street  
Lee's Summit, MO 64063
- Lee's Summit Baseball Association  
P.O. Box 1415  
Lee's Summit, MO 64063
56. In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both LSPR and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.
57. It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.
58. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or effect.
59. Nothing in this Agreement shall be construed to create an employment relationship between The Board, the City of Lee's Summit, and the members, employees or agents of the Association.
60. If Association fails to perform any obligation imposed upon Association hereby, Board may terminate this agreement by delivering not less than ten (10) days written notice of termination to the Association.
61. Term. This Agreement shall be effective the 1st day of January, 2021, and shall remain in effect through the 31<sup>st</sup> day of December, 2021.



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

ASSOCIATION

---

Jason Kueser, President  
Lee's Summit Baseball Association

LSPR

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Mindy Aulenbach, President  
Lee's Summit Parks and Recreation Board

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

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Approved as to form  
Legal Services



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

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

The Association, having been determined by LSPR to be an association or group organized and operating to fulfill a need in the City of Lee's Summit and to accomplish a public purpose, is designated by LSPR to be the "Primary Provider" of recreational girls softball in Lee's Summit. Further, as a Primary Provider, the Association is hereby given exclusive use of Legacy Park softball game and practice fields and the practice fields at Pleasant Lea Park, Lower Banner Park, and Miller J. Fields Park (hereinafter referred collectively as "Practice Areas") from February 1, 2021 through December 31, 2021, for the purpose of conducting various softball activities on a regularly scheduled basis in accordance with the schedule and sites appended hereto and made a part thereof, or as mutually agreed upon in writing by LSPR and Association after execution of this Agreement. LSPR reserves the right to schedule LSPR activities during the Term of this Agreement provided an officer of the Association is notified of each activity. Specific duties and responsibilities associated with this Agreement will be delegated by LSPR to appropriate staff for completion, including, but not limited to those items identified herein.

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

1. 501(c)(3) Status: The Association shall maintain its 501(c)(3) status, in good standing, throughout the term of this Agreement. The Association shall not engage in any conduct which jeopardizes or causes it to forfeit its 501(c)(3) status. Association shall also ensure it remains in good compliance and good standing with the Missouri Secretary of State throughout the term of this Agreement.
2. Association shall assemble and provide LSPR copies of the scheduling of all practice sessions on Board property and games no later than one week before each season begins.
3. Association will not take any action which would jeopardize LSPR's compliance with any laws, rules or regulations pertaining to financing of its facilities by municipal bond proceeds.
4. Association shall control the behavior of participants and spectators during events and shall be responsible for enforcement of all LSPR's rules and regulations.
  - The Association will eject unruly or dangerous participants, coaches, parents or spectators from the premises during the events. Any Association officer or representative can exercise this authority. The Association may contact the Police Department for assistance, if necessary.
5. The Association shall allow vehicles in Legacy Park to park in designated parking areas only, unless authorized by LSPR.
6. Association shall keep Practice Areas as well as surrounding Legacy Park areas free of trash and litter caused by their use. For events where large amounts of trash are expected the Association shall rent additional dumpsters or ensure that existing dumpsters are emptied so trash bags do not accumulate outside the dumpster enclosures.



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7. Association shall schedule activities of assigned areas. Activity schedules must be approved by the Lee's Summit Parks and Recreation Staff.
8. Association shall schedule practices, games and events in a manner to avoid exceeding the capacity of the parking lot, fields and restrooms.
9. As LSPR facilities reach capacity it will be the Association's responsibility to ensure those capacities are not exceeded.
  - It is the Park Board's intention that Lee's Summit residents (those persons living within the city limits of Lee's Summit) be addressed before non-residents.
  - The Association shall determine what the capacities of LSPR game and practice facilities are when fully utilized and then set maximum participant numbers. Maximum participant numbers must be shared with LSPR prior to the start of registration. The Association shall register Lee's Summit residents first and then open registration for others.
10. LSPR may schedule venue specific activities of the R-7 School District and schools from other areas at Legacy Park or any other LSPR facilities.
  - LSPR will provide the Association with at least 48 hours' notice prior to the start of any such activities.
  - The Association will advise LSPR staff of field availability for activities.
  - The schools will be charged a fee for practices and games at Legacy Park.
  - The Association will send LSPR an invoice monthly for all expenses incurred relating to R-7 School District activities and LSPR agrees to pay said invoices within 30 days of receipt.
11. LSPR must approve all activities other than youth girls softball and training opportunities associated with the program at the Practice Areas and surrounding areas.
12. Association shall provide the Board \$3.00 for each participant in Association sponsored leagues and any other leagues to support maintenance activities at Legacy Park. If the Association has more than one season the fee will be based on the season with the most participants. The fee is due by December 31, 2021.
13. The Association shall seek LSPR's approval for all tournaments to be held pursuant to this Agreement, and shall include the LSPR Staff in all discussions and agreements for tournaments sponsored by the Association, co-sponsored with outside groups or sponsored by outside groups.
14. All Tournaments, leagues, or other events sponsored in conjunction with persons or entities other than the Association or solely by persons or entities other than the Association must be approved by the Association and LSPR staff in advance and will require a Field Use Permit from LSPR.
  - No other group may be allowed to use any of the softball fields in their place.
  - All such activity must be approved by LSPR staff and the Field Use Permit will be completed by the Association.
  - The Board requires a \$20.00 per team fee for sports that require at least 4 players per team on the field. A \$15.00 per team fee is required for sports requiring 3 players per team or less on the field. These fees include field rental for practices or games by teams not



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members of the Association. Additional fees will be required for events scheduled 5 days or longer. Any fees due to LSPR must be paid by the Association to LSPR within thirty days after the last activity is completed. A \$3.00 per participant fee is due for other events, such as camps. Camps that do not require a participant fee are exempt so long as advertising fees are not paid or received by the Association.

- The Association will send an email notification to LSPR staff within 4 days after the completion of each activity. The email will include the type of activity (tournament, camps, etc.) and the number of teams (tournaments) or participants (camps) participating in the activity. LSPR will invoice the Association at the conclusion of the season. The email notification will be used to create the invoice.
15. Vendors that request to set up areas to sell food and/or merchandise, or to advertise on LSPR property must be approved in advance by the Association and obtain a Vendors Permit from LSPR staff. Tournament sponsors are required to obtain a Vendor Permit to sell food and/or merchandise, however Vendors for Association sponsored team pictures are excluded.
16. Association shall pay for/provide for the cleanup of restrooms, storage areas, and concession areas for those days the facility is in use by the Association or by activities approved by the Association.
- The Association shall keep these areas neat, orderly and clean.
  - The Association shall provide those supplies required to operate the restrooms.
  - The Association shall pay for/provide for clean up trash and litter at least once a day during scheduled use of Legacy Park. This includes parking lots, dugouts, fields and spectator areas, etc. In the event LSPR deems Association's performance under this section unacceptable, LSPR shall self-perform services as it deems proper and appropriate and will bill Association for costs associated with the services, including labor costs.
17. The Association shall not change or alter LSPR property in any way unless written consent has been granted by LSPR.
18. The Association shall pay the cost of replacement or repair of any LSPR property damaged through the negligence of or the act or actions of the Association, its agents, invitees, guests, employees group or participants in such Association or Association-approved program or activity. The Association shall not be responsible for damage to LSPR property not caused, in whole or in part, by it or its agents, employees, invitees, guests, or users.
19. In an effort to increase the safety of those participating in the Association's programs, LSPR is requiring programs under Association's direction which use LSPR facilities to develop policies and procedures that in so far as possible protect the safety of children from sexual offenders, contacts with felons and otherwise ensure as safe an environment as possible for those participating in Association programs and events. To work towards achieving the development of the policies and procedures described above, the Association agrees to do the following:
- A. Perform background checks on all Association volunteers and staff 18 years and older.
    - 1. Background checks shall be valid for 365 days from date of the background check.
    - 2. The volunteers and staff who volunteer or work for other Youth Sports associations that have written agreements with the City or that volunteer or work



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for the Board will not be required to undergo more than one background check during the 365 days the background check is valid.

3. Work with LSPR and other associations to provide information on who has completed background checks.
- B. Use the vendor selected by LSPR to perform the background checks. Associations may use other vendors if the background checks meet or exceed the specifications listed in Section E and use the disqualifiers based on the offenses listed in Section F. A letter of confirmation from the association and outside vendor will be required that confirms their agreement to follow the required procedures.
- C. Provide a link on Association websites for online application for background checks.
- D. Pay the cost of the background check directly or require volunteers and staff to pay for the background checks.
- E. The background checks will include the following:
1. National Criminal Data Base Search.
  2. 50 State Sex Offender Registry Search.
  3. Local Criminal Record, search county of current residence or longest and most current residency.
  4. Social Security Number verification.
  5. Address Trace.
- F. Volunteers and staff will be ineligible to volunteer or work for the Association if found guilty of the following crimes:
- All sex offenses regardless of the amount of time since the offense.
  - All felony violence regardless of the amount of time since the offense.
  - All felony offenses other than sex or violence related within past 10 years
  - All misdemeanor violence offenses within the past 7 years including but not limited to assault.
  - All misdemeanor drug offenses in past 5 years or multiple offenses in past 10 years including but not limited to:
    - o Possession of up to 35 grams marijuana/synthetic cannabinoid
    - o Unlawful use of drug paraphernalia
    - o Possession of an imitation controlled substance
    - o Knowingly recklessly purchase/receive/acquire ephedrine products in excess of allowed amounts
    - o Intentionally induce symptoms by use of solvents or possess solvents 1st offense
  - Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer including but not limited to:
    - o Unlawful transaction with child
    - o Endangering the welfare of a child, 2nd degree
    - o Assist in child abduction or parental kidnapping
  - o Obtain/transfer/use identification for purpose of providing false identification to persons under 21
  - o Supplying liquor to a minor





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to Boston University Research: CTE Center information on Chronic Traumatic Encephalopathy (CTE) titled "Frequently Asked Questions about CTE" available at the following link: <https://www.bu.edu/cte/about/frequently-asked-questions/>

22. Participant surveys are an important method to measure the results of a program and the performance of the facilities. LSPR staff, will conduct one participant survey per year of Association activities at LSPR facilities. Survey will be conducted following the season with the most participants. Survey questions and format will be jointly prepared by Association and LSPR staff.
  - The Association will provide to LSPR a data-base of e-mail and/or mailing addresses of all participants
  - Surveys will be paid for, prepared, mailed and results compiled by LSPR staff.
23. The Association shall assume the responsibility of maintaining control of their own program and take all necessary steps to prevent the violation of any City ordinance or any act or action that might be detrimental to LSPR. Association assumes responsibility for any incidents, injuries, events or other issues arising during use of LSPR facilities and in connection with programs sponsored by, held by, or authorized by Association, except to the extent caused by the negligence of LSPR and/or injuries sustained due solely to lack of maintenance or repair of items maintained by LSPR, as specified in this Agreement.
24. The Association shall provide insurance coverage for theft, loss, damage, etc. to Association property stored in or on LSPR property.
25. The Association shall indemnify, release, defend, become responsible for and forever hold harmless LSPR and the City of Lee's Summit, their respective officers, agents, employees, elected and appointed officials, and attorneys, each in their official and individual capacities, from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person, persons, or property resulting from any act, error, omission, or intentional act of the Association or its agents, employees, or subcontractors, arising out of or in any way connected with the operations and activities expressly authorized herein, including the use by the Association or its agents, employees, invitees, guests or users, of LSPR's Practice Areas, playing fields and surrounding areas and facilities as herein set forth during the Term of this Agreement. However, this provision shall not apply to any such lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorney's fees and other defense costs or liabilities that are due solely to lack of adequate maintenance or repair of items maintained by LSPR, as specified in this Agreement. Association shall provide LSPR a certificate of insurance indicating coverage naming the City of Lee's Summit, Missouri as additional insured. This coverage must provide a general aggregate liability of \$2,000,000 to cover all operations included herein.
26. The Association shall provide LSPR, in advance of use of Practice Areas, with a copy of the most recent year-end financial statement (detailed balance sheet and income statement) and the most recent 990 filing.



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- The Association is encouraged to establish written procedures for cash and inventory control which would include periodic internal audits of these procedures.
  - The Association is also encouraged to have their financial affairs audited.
  - LSPR reserves the right, at LSPR's expense, and with a 30 day notice, to conduct an internal audit of the Association's financial records.
27. The Association shall permit an authorized representative of LSPR, with a 30 day notice, to inspect and audit all data and records of the Association related to its performance under this Agreement.
28. LSPR staff shall receive and schedule requests for practice field and game field space from others, including all school district requests.
29. The Association shall pay for/provide for the preparation of fields for the Association's and its users' games. This includes all grooming, dragging and lining of fields. Materials used to line fields must not be harmful to the turf or patrons. Bases shall be removed during field grooming and replaced after completion.
30. Association shall pay and be liable for the Association's and its users' usage of all utilities at Legacy Park.
31. Association shall not place banners, signs or advertisement at LSPR facilities unless one of the following conditions are met.
1. Obtain a Legacy Banner permit for event banners from LSPR
  2. For Association sponsored banners the Association must meet requirements of the Legacy Banner Policy for Youth Sports Association Sponsored Banners. Policy below:

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

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

- Banners must be sponsored by the Association.
- Banner design and content must be approved by LSPR.
- LSPR will determine the number of banners that can be displayed.
- Banner size will be no larger than 4' x 8'
- Banner material must be approved by LSPR and will be 13 ounce reinforced vinyl with metal grommets.
- Banner installation guidelines if installed on chain link fence:
  1. Top of banner equidistance from top of fence
  2. Spaced evenly between fence posts
  3. Bottom of banners equidistance from bottom of fence.
- Banners may be placed on chain link fence locations or other locations approved by LSPR.
- Banner must allow wind to pass thru banner (slits or mesh material).



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- Bottom of banner must be 8" off the ground and not extend over the chain link fence top rail.
  - Banners may only be displayed during time period approved by LSPR.
  - Banners for tobacco products or alcohol will not be approved.
  - Banner images and messages must be in good taste and not offensive as determined by LSPR.
  - LSGSA will submit to LSPR for review and approval field sponsorship program(s) that are in addition to or in place of the current banner program identified in this section.
  - Banner Fees:  
\$2.00/ banner/day displayed or \$20.00/banner/ month or \$50.00/banner/year
3. The Association shall provide to the Board a written accounting of the monetary amounts paid for or the monetary value of such advertising.
4. In addition to the provisions set forth herein, the Board shall be entitled to deny any advertising if such advertising would cause the Board to be non-compliant with any Federal, State, or Local laws, rules or regulations.
5. The Association will provide the Board with a list of existing Association sponsors to be placed on a "no call" list to be shared with the Board's sponsorship contractor. The existing sponsors to be included on the "no call" list shall meet the following criteria:
- a. Is a current Association sponsor or has been an Association sponsor within the last three (3) years
  - b. During the previous three years, has provided a minimum of 2 years sponsorship to the Association.
  - c. Has exceeded a minimum threshold of \$1,500 per year

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

32. The Association and others will be allowed to charge an admission fee or parking fee at the gate, parking area or as part of the team registration fee. The Association will pay the Board a \$20.00 per team fee if a parking fee or gate fee is charged. Fees due to LSPR must be paid by the Association to LSPR within thirty days after the last activity is completed.
- A sign showing the amount, explaining the purpose of the fee and the name of the organization collecting the fee is required to be posted at the collection site. LSPR staff will provide the sign.
  - The Association can exempt one Association event per year from the parking fee.
33. The Association shall operate concession sales with its own Association members or employees. If concession sales are to be provided by a contractor, the contract must be approved by LSPR prior to the start of the season.
34. The Association shall be allowed to provide concession sales for activities sponsored by others, or allow sales by others only by obtaining LSPR approval.



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35. The environmental impact of Association activities should be considered and addressed when possible. LSPR encourages and will assist Association efforts to research and implement recycling activities.
36. It is the responsibility of the Association to determine if field conditions are safe for its use and if weather conditions are safe for play by the Association or its users. Association shall ensure compliance with the LSPR and YSA Weather Guidelines, mutually adopted by the Youth Sports Associations of Lee's Summit, including Association, and LSPR, as may be modified from time to time by mutual agreement of all Youth Sports Associations and LSPR. A copy of the LSPR and YSA Weather Guidelines currently in effect is included in this Agreement as Attachment A.
37. It is the responsibility of the Association to determine field playability as it relates to damage to grounds, turf and /or infields at practice and game fields. The Association will be responsible to repair damage caused by such use. LSPR will specify the types of repairs that need to be completed. If field damage becomes excessive due to the Association's or its users' use during unfavorable field conditions LSPR will take over this responsibility, at the expenses of the Association.
38. The Association shall provide trash dumpsters and trash can liners at Legacy Park.
39. The Association shall pay for/provide for the mowing services at Legacy Park for Association ball fields and turf areas. Such mowing shall include:
  - Category I mowing: All parking lot islands, one mower width next to parking lot and entrances, practice areas, areas adjacent to concession stands, and common areas shall be mowed and trimmed at a frequency which does not allow growth in excess of 6" in height. If height of vegetation exceeds 8" LSPR will have the areas mowed and trimmed by a contractor and invoice the Association for cost incurred.
  - Category II mowing: All athletic field surfaces, 10 feet outside the athletic field fences and warm up areas may vary in cutting height, but final height after mowing shall be between 2 1/2" and 3 1/2" and not allowed to exceed 6" in height. Fences adjacent to athletic fields shall be trimmed at a frequency which does not allow growth in excess of 6". If height of vegetation exceeds 8" LSPR will have the areas mowed and trimmed and invoice the Association for cost incurred.
  - Upon completion a mowed area should be free of clumped grass and tire tracks or ruts left by equipment. Turf shall be cut in a professional manner so as not to scalp or leave areas of uncut grass.
  - All park structures, trees, poles signs, fences, traffic control boulders, and shrub beds are to be trimmed closely.
  - All trash and litter should be removed from the entire area prior to any mowing of turf areas. Any trash and litter, cut or broken during maintenance operations, shall be completely removed.
  - The Contractor shall accomplish all trimming around signs, posts, fences, rocks, buildings, and etc. at a frequency which does not allow growth to exceed 6" in height throughout the Term of this Agreement.
  - Trimming shall be done with suitable equipment to keep the grass at the same height as the rest of the turf surfaces. If height of vegetation exceeds 8" LSPR will have the areas trimmed by a contractor and invoice the Association for cost incurred.



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- The Association shall be responsible for damage LSPR property caused by mowing and trimming. Special care should be given to mowing and trimming around trees so as not to inflict damage to the bark of trees. The Board will invoice the Association for costs of repairs or replacement of Board property due to mowing and trimming damage.
  - All equipment used by the Association to perform services shall be operated in a safe manner consistent with the manufactures' recommendations. The equipment shall be operated at a speed that poses no danger to the public and achieves the desired appearance. Reasonable care shall be taken when working in the vicinity of people, vehicles, buildings and property inside the fence, a minimum of ten feet outside the fence and parking lot, parking lot islands and medians, and turf areas between the parking lot and restroom/concession building. Field areas will be maintained at 2.5"-3.5". All other areas will be maintained at 3"-4". No more than 1/3 of blade length will be removed per mowing. Attached map shows areas to be mowed. Mowing height and frequency will be monitored by the Board.
40. Basic seeding, fertilizing and pesticides will be provided by LSPR, in accordance with the LSPR Annual Turf Maintenance Calendar, incorporated into this Agreement as Attachment B. The Association will be responsible for material costs for increased levels of maintenance.
  41. The Association shall provide all equipment and supplies necessary to operate the Association's program, i.e., bases, balls, field chalk/paint, etc.
  42. The Association and LSPR hereby agree that this Agreement shall not be assigned, transferred, conveyed or otherwise disposed of without the prior written consent of the other party to the Agreement.
  43. The Association shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.
  44. The Association will be solely responsible for providing any participant safety, supervision or first aid supplies that it deems necessary. LSPR does not provide on-site emergency medical care or any vehicle for emergency medical transportation. It is also understood that LSPR and its insurers do not provide any liability, life, accident, health or workers' compensation coverage or other benefits or insurance of any kind to the Association, its employees, agents or participants.
  45. The Association shall start no inning of a ball game after 10:45 p.m. nor allow a game to overrun the 11:00 p.m. curfew that has been established by City Ordinance in all Parks.
  46. Association shall be responsible for turning of field lights on/off for Association activities and other users.
  47. Association shall not schedule practices at Miller J. Fields Park on the following dates:
    - April 3, 10, 17 and 24, 2021
    - May 1, 2021
    - June 5, 12, 19, and 26, 2021
    - July 10, 2021
    - September 11, 18, and 25, 2021
    - October 2, 9, 2021



LEE'S SUMMIT PARKS AND RECREATION  
YOUTH SPORTS ASSOCIATION AGREEMENT  
LEE'S SUMMIT GIRLS SOFTBALL ASSOCIATION

48. The Association is hereby given use of the softball venue practice area that includes one (1) T-Ball field and two (4) batting tunnels for the purpose of conducting various softball activities on a regularly scheduled basis. LSPR reserves the right to schedule LSPR sponsored activities during the Term of this Agreement period so long as an officer of the Association is notified of each activity. Association agrees to allow only Association **participants and Board members** use of the practice area.
49. The Association shall not maintain a fund balance in excess of 50% of annual operating expenses, as measured at the completion of its fiscal year. Any fund balance over 50% shall be deposited into a separate account and reserved for capital improvements to LSPR facilities. Capital investments will be determined by mutual agreement between the board and the association.
50. The Association shall provide to LSPR an annual schedule of Association **Board meetings**. LSPR staff will provide a representative to attend public meetings on a regular basis. The liaison will serve as a resource to the Association.
51. The Association shall provide to LSPR a copy of minutes for each Board meeting held during the Term of this Agreement.
52. The Association shall provide to LSPR a copy of the Association's organizational chart including names and position titles.
53. The Association shall provide to LSPR a written list of Association Board members who are paid staff, represent an organization(s), a lessee or renter, a contractor or someone who otherwise would benefit financially from the use of Board facilities.
54. Lightning Detection System. The City of Lee's Summit, Missouri, has purchased a Lightning Detection System for the purpose of providing access to enhanced weather safety data to certain users, including Youth Sports Associations and LSPR. Notifications will be established in accordance with the guidelines established in the LSPR and YSA Weather Guidelines. Without limitation, Association hereby acknowledges that the indemnification provisions of this Agreement, in addition to applying generally to all aspects of the relationship between LSPR and Association, also specifically apply to the Associations' use or reliance upon the Lightning Detection System as a mechanism for determining safe play conditions. Ongoing, annual costs associated with the continued use of the lightning detection system shall be shared equally between each YSA and LSPR and will be billed annually.
55. LSPR Responsibilities. The following are responsibilities which LSPR has agreed to specifically undertake in connection with this Agreement:
  - A. Maintenance of all utilities.
  - B. Personnel and supplies for management and maintenance of all turf areas. Maintenance will include:
    - i. Seed, sod, fertilizer, and pest control



LEE'S SUMMIT PARKS AND RECREATION  
YOUTH SPORTS ASSOCIATION AGREEMENT  
LEE'S SUMMIT GIRLS SOFTBALL ASSOCIATION

- ii. Irrigation
  - iii. Aeration
  - C. Maintenance and repair of the restroom/concession building and fixtures except for those items owned by the Association.
  - D. Maintenance, repair and replacement of fencing, hitting tunnel netting (including netting on any protective equipment, including but not limited to L-screens, in the hitting tunnels), trees, shrubs, athletic field lighting and walkways.
  - E. Winterize restroom/concession building and water fountains. Timing of these activities will be based on weather and temperature conditions and will be decided by the Board.
  - F. Park staff will perform any activity due to non-performance by the Association, and this will be charged at the rate of \$25.00 per hour to the Association.
  - G. The Board will reimburse the Association for agreed upon costs the Association incurs due to Board sponsored tournaments at Legacy Park using areas that have been provided to the Association through this agreement. Costs include but are not limited to utilities, mowing, field set up, trash pickup and restroom cleaning.
56. Any notice required by this Agreement is deemed to be given if it is mailed by United States certified mail, postage prepaid, and is addressed as hereinafter specified.
- Lee's Summit Parks and Recreation Attn: Administrator  
220 SE Green Street  
Lee's Summit, MO 64063
- Lee's Summit Girls Softball Association  
P.O. Box 2435  
Lee's Summit, MO 64063
57. In order to provide necessary flexibility for the most effective execution of this Agreement, whenever both LSPR and the Association mutually agree, changes to this Agreement may be effected by placing them in written form and incorporating them into this Agreement as an amendment.
58. It is mutually agreed that in case any provision of this Agreement is determined by a court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all the other provisions of this Agreement shall remain in full force and effect.
59. This Agreement constitutes the entire agreement between the parties with respect to its subject matter an any prior agreements, understandings, or other matters, whether oral or written, are hereby merged into and made a part hereof, and are not of further force or affect.
60. Nothing in this Agreement shall be construed to create an employment relationship between The Board, the City of Lee's Summit, and the members, employees or agents of the Association.



LEE'S SUMMIT PARKS AND RECREATION  
YOUTH SPORTS ASSOCIATION AGREEMENT  
LEE'S SUMMIT GIRLS SOFTBALL ASSOCIATION

61. If Association fails to perform any obligation imposed upon Association hereby, Board may terminate this agreement by delivering not less than ten (10) days written notice of termination to the Association.
62. Term. This Agreement shall be effective the 1st day of January, 2021, and shall remain in effect through the 31<sup>st</sup> day of December, 2021.

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

ASSOCIATION

---

Bob Johnson, President  
Lee's Summit Girls Softball Association

LSPR

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Mindy Aulenbach, President  
Lee's Summit Parks and Recreation Board

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

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Approved as to form  
Legal Services

# MEMORANDUM



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**Date:** January 13, 2021

**To:** Joseph Snook, CPRP  
Administrator of Parks and Recreation

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

**Re:** Mowing Services Contract

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The mowing services contract is utilized by multiple departments within the city. The parks department uses this contractor to mow park facilities during the growing season. The contract expires February 28<sup>th</sup>, 2021 and was recently sent out to bid, with twenty nine suppliers notified via Public Purchase. Twenty three of the Suppliers accessed the bid document for review. Of these suppliers, 2 submitted bids, Stirling Lawns (US Lawns) and Supreme Green. The bid tabulation form is attached.

The yearly annual spend of the mowing contract will exceed \$50,000 and is pursuant to Section 5.5 of the City of Lee's Summit Procurement Policy requiring approval by the Park Board. Staff recommends awarding the mowing contract to the lowest bidder, Stirling Lawns, who has been awarded the contract since 2007.

**Proposed Motion:** I move to award Bid No. 2021-025 for mowing services to Stirling Lawns with the possibility of four (4) additional one-year renewals and further authorize the Administrator of Parks and Recreation to enter into an Agreement with Stirling Lawns as well as to execute any and all documents necessary to effectuate the same.

Location	Address	Acres	Est Freq	Stirling Lawns dba US Lawns		Supreme Green	
				Cut Price	Yearly Cost	Cut Price	Yearly Cost
<b>PARKS</b>							
Miller J. Fields	1301 SE 3 <sup>rd</sup> Terrace	13.03	32	\$170.00	\$5,440.00	\$450.00	\$14,400.00
Lea McKeighan Park-North and South	NE Chipman	15.7	32	\$350.00	\$11,200.00	\$500.00	\$16,000.00
Legacy Park Community Center	NE Blackwell Parkway	2.56	32	\$80.00	\$2,560.00	\$90.00	\$2,880.00
Legacy Park Drive	NE Blackwell Parkway	2.64	32	\$80.00	\$2,560.00	\$95.00	\$3,040.00
Legacy Park Shelter Area	NE Blackwell Parkway	2.42	32	\$40.00	\$1,280.00	\$90.00	\$2,880.00
Legacy Park Trail	NE Blackwell Parkway	4.47	32	\$70.00	\$2,240.00	\$175.00	\$5,600.00
Legacy Park Amphitheater	NE Blackwell Parkway	0.09	32	\$30.00	\$960.00	\$60.00	\$1,920.00
Legacy Park Playground	NE Blackwell Parkway	0.65	32	\$25.00	\$800.00	\$25.00	\$800.00
Legacy Park Disc Golf ***Fairways Only Brushhog is Separate***	NE Coneflower Drive	15.83	32	\$350.00	\$11,200.00	\$600.00	\$19,200.00
Legacy Park and Colbern Road	NE Colbern Road	1.09	32	\$10.00	\$320.00	\$40.00	\$1,280.00
Happy Tails Dog Park	601 Jefferson	3.12	32	\$80.00	\$2,560.00	\$120.00	\$3,840.00
Harris Park	401 SE Howard	8.62	32	\$330.00	\$10,560.00	\$340.00	\$10,880.00
Williams Grant Park	520 NE Noleen	2.96	32	\$80.00	\$2,560.00	\$100.00	\$3,200.00
Upper Banner Park	601 NE Park Drive	4.73	32	\$80.00	\$2,560.00	\$175.00	\$5,600.00
Lower Banner Park	1901 NW Lowenstein Drive	3.55	32	\$80.00	\$2,560.00	\$100.00	\$3,200.00
Lowenstein Park	451 NW Blue Parkway	10.37	32	\$200.00	\$6,400.00	\$400.00	\$12,800.00
Summit Park	700 SW Pryor Road	4.27	32	\$110.00	\$3,520.00	\$150.00	\$4,800.00
Hartman Park	3498 NE Independence Ave	5.27	32	\$218.00	\$6,976.00	\$200.00	\$6,400.00
Hartman Park-Ball Fields Only	1100 SW Walnut Street	4.5	32	\$50.00	\$1,600.00	\$180.00	\$5,760.00
Howard Park	1400 Neawanna Drive	9.6	32	\$80.00	\$2,560.00	\$350.00	\$11,200.00
Pleasant Lea Park	615 NW Little	4.82	32	\$135.00	\$4,320.00	\$140.00	\$4,480.00
Deer Valley	819 SW Lea Drive	8.47	32	\$180.00	\$5,760.00	\$300.00	\$9,600.00
Woods Playground	1010 NE Chestnut	0.44	32	\$22.00	\$704.00	\$20.00	\$640.00
South Lea	601 NE Todd George	0.88	32	\$30.00	\$960.00	\$35.00	\$1,120.00
Wadsworth	4201 SW Pryor Road	1.55	32	\$50.00	\$1,600.00	\$50.00	\$1,600.00
McKee Park	Langsford and Todd George	4.79	32	\$100.00	\$3,200.00	\$175.00	\$5,600.00
Osage Trails Park	501 SE Blackwell Road	10.99	32	\$160.00	\$5,120.00	\$400.00	\$12,800.00
Langsford Plaza	228 SE Main	5.68	32	\$80.00	\$2,560.00	\$200.00	\$6,400.00
Canterbury Park	901 NE Blackwell Parkway	2.75	32	\$70.00	\$2,240.00	\$100.00	\$3,200.00
William B. Howard Station Park	2 NW Anderson	0.35	32	\$20.00	\$640.00	\$20.00	\$640.00
Velie Park	901 NE Blackwell Parkway	9.1	32	\$240.00	\$7,680.00	\$350.00	\$11,200.00
Longview Community Center	3801 SW Longview Road	5.03	32	\$60.00	\$1,920.00	\$200.00	\$6,400.00
Pottsberg Park	4 SE Independence	0.83	32	\$40.00	\$1,280.00	\$35.00	\$1,120.00
Eagle Creek	SE Ranson Road	8.84	32	\$170.00	\$5,440.00	\$340.00	\$10,880.00
Gamber Center	SW Market Street	1.55	32	\$40.00	\$1,280.00	\$60.00	\$1,920.00
Sylvia Bailey Park	51 NW Victoria Drive	2.1	32	\$90.00	\$2,880.00	\$80.00	\$2,560.00
Dogwood Park	120 NE Chipman Road	4.69	32	\$100.00	\$3,200.00	\$175.00	\$5,600.00
Arbor Walk	901 NE Blackwell Parkway	6.79	32	\$160.00	\$5,120.00	\$270.00	\$8,640.00
TOTAL-PARKS					\$136,320.00		\$230,080.00

				Stirling Lawns dba US Lawns	Supreme Green		
<b>PUBLIC WORKS OPERATIONS</b>							
Summit Woods Island	NW Chipman Road	0.06	32	\$10.00	\$320.00	\$10.00	\$320.00
Lowenstein Tip & Islands	NW Pryor Road	3.46	32	\$80.00	\$2,560.00	\$100.00	\$3,200.00
Blackwell Parkway	NE Blackwell Parkway	7.16	32	\$120.00	\$3,840.00	\$200.00	\$6,400.00
Ward Road	SW Ward Road	11.75	32	\$300.00	\$9,600.00	\$600.00	\$19,200.00
2 <sup>nd</sup> & Douglas Parking Lot	SE Douglas Street	0.5	32	\$15.00	\$480.00	\$17.00	\$544.00
Maple & Market Island	NW Market Street	0.06	32	\$150.00	\$4,800.00	\$10.00	\$320.00
2 <sup>nd</sup> & Grand Island	SE 2 <sup>nd</sup> Street	0.13	32	\$10.00	\$320.00	\$15.00	\$480.00
2 <sup>nd</sup> & Main	SW 2 <sup>nd</sup> and Main	0.34	32	\$15.00	\$480.00	\$20.00	\$640.00
Ward & Obrien Island	NW Obrien Drive	0.01	32	\$10.00	\$320.00	\$10.00	\$320.00
Howard Cemetery	NE Woods Chapel Road	0.21	32	\$30.00	\$960.00	\$15.00	\$480.00
Woods Chapel to Strother Islands	NE Ralph Powell Road	0.51	32	\$30.00	\$960.00	\$25.00	\$800.00
Cemetery at 3 <sup>rd</sup> & Independence	SE Independence Avenue	17.59	32	\$700.00	\$22,400.00	\$900.00	\$28,800.00
3 <sup>rd</sup> & Pryor Road	SW 3 <sup>rd</sup> Street	0.58	32	\$15.00	\$480.00	\$25.00	\$800.00
Winterset Valley Drive (North Side Only)	SW 3 <sup>rd</sup> Street	0.29	32	\$10.00	\$320.00	\$20.00	\$640.00
Median between I470 & Todd George	NE Woods Chapel Road	0.22	32	\$10.00	\$320.00	\$20.00	\$640.00
				TOTAL-PUBLIC WORKS		\$48,160.00	\$63,584.00
<b>AIRPORT</b>							
North Side Colbern Road from Fence to Street	NE Colbern Road	0.51	24	\$25.00	\$600.00	\$25.00	\$600.00
East Side of Douglas, Fence Line to Street, Excluding Paved Areas	NE Douglas Road	1.39	24	\$35.00	\$840.00	\$100.00	\$2,400.00
West Side of Hagan, East Corner of Strother and Hagan	NE Hagan Road	3.37	24	\$84.25	\$2,022.00	\$150.00	\$3,600.00
West Side of Town Center Near Crossroads Apartments	NE Town Centre Blvd	0.02	24	\$10.00	\$240.00	\$10.00	\$240.00
				TOTAL-AIRPORT		\$3,702.00	\$6,840.00
<b>CENTRAL BUILDING SERVICES</b>							
City Hall (Old)	207 SW Market Street	0.6	24	\$10.00	\$240.00	\$25.00	\$600.00
Amtrak Station	220 SW Main Street	0.31	18	\$15.00	\$270.00	\$20.00	\$360.00
Customer Service	208 Market Street	0.19	18	\$20.00	\$360.00	\$15.00	\$270.00
City Hall Parking Garage	222 SE Green Street	0.02	24	\$15.00	\$360.00	\$20.00	\$480.00
Police Field – Perimeter Only	Douglas & Tudor SW Corner	2.38	16	\$30.00	\$480.00	\$100.00	\$1,600.00
VACANT Buildings (all grass areas behind and on sides on vacant buildings between SE Green and SE Johnson Street and from SE Alley to SE 2 <sup>nd</sup> Street)	201,203,205, and 209 all on SE Green Street	0.5	24	\$15.00	\$360.00	\$35.00	\$840.00
VACANT LOT (northeast corner of Green Street and 3 <sup>rd</sup> Street)	200 SE 3 <sup>rd</sup> Street	0.27	24	\$12.00	\$288.00	\$25.00	\$600.00
				TOTAL-CENTRAL BUILDING SERVICES		\$2,358.00	\$4,750.00
<b>POLICE</b>							
Animal Control	1991 SE Hamblen Road	7.36	18	\$120.00	\$2,160.00	\$200.00	\$3,600.00
Police Campus	Douglas & Tudor SW Corner	5	5	\$50.00	\$250.00	\$200.00	\$1,000.00
				TOTAL-POLICE		\$2,410.00	\$4,600.00
<b>FIRE</b>							
Station 7	2150 SW Scherer Road	4.1	23	\$115.00	\$2,645.00	\$100.00	\$2,300.00
Station 3	210 SW Pryor Road	0.25	23	\$35.00	\$805.00	\$20.00	\$460.00
				TOTAL-FIRE		\$3,450.00	\$2,760.00

				Stirling Lawns dba US Lawns	Supreme Green		
WATER UTILITIES							
Bowlin Pump Station	4801 NE Maybrook Road	0.84	18	\$40.00	\$720.00	\$35.00	\$630.00
Bowlin Road Tank 5.5mg	NE Andrews Circle	0.62	18	\$40.00	\$720.00	\$30.00	\$540.00
Maybrook Water Meter Pit Independence	100 NE Misty Meadows Drive	0.4	14	\$30.00	\$420.00	\$20.00	\$280.00
Velie Road Incoming Water Meter Independence	392 NE Velie Road	0.05	8	\$10.00	\$80.00	\$10.00	\$80.00
Woods Chapel Water Tower 2.5mg	1198 NE Woods Chapel Road	1.58	18	\$60.00	\$1,080.00	\$50.00	\$900.00
High Service Tank 5.5mg Above Ground	Chipman & NW Main Street	0.67	18	\$30.00	\$540.00	\$35.00	\$630.00
High Service Tank 4mg Underground	Chipman & NW Main Street	5.3	18	\$75.00	\$1,350.00	\$100.00	\$1,800.00
Operations & High Service Pump Station	616 NE Douglas Street	1.45	20	\$50.00	\$1,000.00	\$50.00	\$1,000.00
Harris Park Standpipe 2.5mg	613 SW Jefferson Street	0.1	24	\$10.00	\$240.00	\$10.00	\$240.00
Scherer Tower 3.0mg	2200 SW Scherer Road	0.74	18	\$15.00	\$270.00	\$30.00	\$540.00
South Terminal Pumping Station 6.7mg and Hills	1399 SW Ward Road	7.92	18	\$95.00	\$1,710.00	\$200.00	\$3,600.00
Hook Water Tower 3.0mg	801 SW Hook Road	2.07	18	\$25.00	\$450.00	\$50.00	\$900.00
Rice Road Lift Station	2099 NE Rice Road	0.05	18	\$20.00	\$360.00	\$10.00	\$180.00
Douglas Road Lift Station	1700 NE Douglas Road	0.03	8	\$5.00	\$40.00	\$20.00	\$160.00
Scruggs Road Lift Station	2211 NE Scruggs Road	2.42	18	\$50.00	\$900.00	\$50.00	\$900.00
Scruggs Road 5a & 5b EFHB, Hill & Sidewalk	1249 NE Scruggs Road	5.66	16	\$120.00	\$1,920.00	\$200.00	\$3,200.00
Arbores Lift Station & EFHB	1221 Long Ridge Road	0.06	16	\$25.00	\$400.00	\$15.00	\$240.00
Lee's Summit Road Pump Station & EFHB	2290 NW Lee's Summit Rd.	1.41	18	\$40.00	\$720.00	\$50.00	\$900.00
Tudor Road Pumping Station & EFHB	1751 NE Tudor Road	3.06	18	\$60.00	\$1,080.00	\$100.00	\$1,800.00
West Prairie Lee Station #6 & EFHB	1300 NE Tudor Road	1.94	18	\$60.00	\$1,080.00	\$50.00	\$900.00
Lee's Summit Hospital EFHB	2051 NE Shenandoah Drive	0.43	16	\$24.00	\$384.00	\$30.00	\$480.00
Kensington Farms EFHB	5298 SW Rupard Drive	1.41	10	\$60.00	\$600.00	\$50.00	\$500.00
Middle Big Creek EFHB	4114 SW Ward Road	2.63	16	\$60.00	\$960.00	\$65.00	\$1,040.00
Legacy Woods Lift Station & EFHB	3000 NE Legacy Drive	2.17	10	\$60.00	\$600.00	\$65.00	\$650.00
Rice Road and Leinweber Road	2198 NE Rice Road	0.05	10	\$20.00	\$200.00	\$20.00	\$200.00
Water Utilities Service Center	1200 SE Hamblin Road	4.78	32				
Mow, Blow, Trim and Litter (32x)				\$150.00	\$1,024.00	\$130.00	\$4,160.00
Mow No-Mow Grass (8x)				\$150.00	\$256.00	\$20.00	\$160.00
Weed Control Plant Beds (16x)				\$50.00	\$512.00	\$100.00	\$1,600.00
Bed Pre-Emergent (2x)				\$100.00	\$200.00	\$100.00	\$200.00
Prune Shrubs (4x)				\$200.00	\$128.00	\$500.00	\$2,000.00
Lawn Applications (8x)				\$450.00	\$3,600.00	\$400.00	\$3,200.00
Spring Clean Up (2x)				\$300.00	\$600.00	\$300.00	\$600.00
Fall Clean Up (3x)				\$300.00	\$900.00	\$400.00	\$1,200.00
Irrigation Spring Start-Up (1x)				\$125.00	\$125.00	\$150.00	\$150.00
Irrigation Winterization (1x)				\$150.00	\$150.00	\$150.00	\$150.00
Irrigation Monthly Inspections (8x)				\$75.00	\$600.00	\$0.00	\$0.00
TOTAL-WATER UTILITIES					\$25,919.00		\$35,710.00
Holding basin locations below can hold moisture in the bottom during rainy seasons. When this occurs, mowers may not be able to mow those areas with normal equipment. These areas still need to be maintained, therefore, the City is requesting separate quotes for these areas to be maintained regardless of the retained water. This may include weed eating, brush hogging, or the use of specialized equipment like a skid steer with tracks. These costs will be incurred when regular mowing cannot take place.							
Scruggs Road Lift Station	2211 NE Scruggs Road	2.42		\$100.00		\$400.00	
West Prairie Lee Station #6 & EFHB	1300 NE Tudor Road	1.94		\$50.00		\$400.00	
Legacy Woods Lift Station & EFHB	3000 NE Legacy Drive	2.17		\$250.00		\$450.00	

**TO:** Joe Snook, CPRP  
 Administrator of Parks and Recreation  
**DATE:** January 27, 2021  
**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 <sup>1</sup>	Exp to Date	Variance <sup>2</sup>	Status	Estimated Completion <sup>3</sup>
<b>Gamber Community Center Fund (201)</b>					
	-	-	-		
<b>Lovell Community Center Fund (202)</b>					
Locker Replacement Project (*Rollover from FY20)	95,500	66,599	28,901	Complete	Sep-20
	95,500	66,599	28,901		
<b>Longview Community Center Fund (205)</b>					
	-	-	-		
<b>Harris Park Community Center Fund (530)</b>					
	-	-	-		
<b>Parks and Recreation Fund (200)</b>					
<b>Operations</b>					
Asphalt	125,000	1,490	123,510	In Progress	Jun-21
Resource Recovery Park Master Planning	24,000	15,650	8,350	In progress	Apr-21
Longview Community Center Shared Parking Lot Repairs	25,000	-	25,000		Jun-21
<b>Legacy Park</b>					
Asphalt	50,000	-	50,000	In Progress	Jun-21
	224,000	17,140	206,860		
<b>Summit Waves Fund (203)</b>					
	-	-	-		
<b>Cemetery Fund (204)</b>					
	-	-	-		
<b>Capital Projects Fund (327)</b>					
Lowenstein Park Renovations (*Continued from FY20)	515,000	518,559	(3,559)	In Progress	Mar-21
Summit Park Renovations (*Continued from FY20)	1,700,000	1,617,367	82,633	Complete	Jul-20
Howard Park Renovations (*Continued from FY20)	900,000	833,557	66,443	Complete	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	Complete	Mar-21
Pleasant Lea Park Improvements	350,000	-	350,000		May-22
	8,595,000	7,958,893	636,107		
<b>TOTAL</b>	<b>8,914,500</b>	<b>8,042,632</b>	<b>871,868</b>		

<sup>1</sup> Budget amount established per Board Approval

<sup>2</sup> Variance is the difference between the budget and the year-to-date expenditures.

<sup>3</sup> Estimated completion dates will be updated as necessary to reflect our best estimate of when a project will be completed.

The Services Review is based on the current Fiscal Year (July 2020-June 2021). "Goals" are based on the number implied in the Fiscal Year Budget. Some goals are annualized (i.e., LPCC, GCC and HPCC information). Other numbers will be reported on a monthly basis (i.e., programs beginning in the current board month) as well as annualized figures being reported against budgeted numbers. Shaded areas are completed services and activities.

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
<b>Fund 201 - Gamber Community Center</b>			
<b>Memberships</b>			
	July 20 - June 21		
<b>Resident Total</b>			
Active Flex	July 20 - June 21	1837	708
Annual		97	12
<b>Non-Resident Total</b>			
Active Flex		112	39
Annual		3	1
<b>Single Visit</b>			
Discount		188	53
Regular		79	1
<b>(All Inclusive Membership - GCC)</b>			
	July 20 - June 21		
<b>Resident</b>			
Annual		53	10
Flex	July 20 - June 21	1132	484
<b>Non-Resident</b>			
Annual		4	0
Flex		83	40
<b>(Insurance Based Memberships)</b>			
	July 20 - June 21		
Silver Sneakers Total	July 20 - June 21		2,147
Renew Active	July 20 - June 21		724
<b>Facility Rentals</b>			
	July 20 - June 21		
Event Packages		5	0
Gamber Package		43	2
Ballroom All	July 20 - June 21	160	10
Ballroom A	July 20 - June 21	142	45
Ballroom B		33	7
Classroom		100	15
Aerobics Room	July 20 - June 21	40	14
<b>Programming</b>			
	July 20 - June 21		
GCC Paid Group Fitness	July 20 - June 21	0	0
Bingo	July 20 - June 21	2151	0
Line Dance	July 20 - June 21	659	215
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	
<b>Special Event Programming</b>			
	July 20 - June 21		
Mistletoe Madness	July 20 - June 21	40	20
Veterans Day Luncheon	July 20 - June 21	100	20
Thanksgiving Day Luncheon	July 20 - June 21	160	75
Holiday Luncheon	July 20 - June 21	100	50
Father Daughter Dance	July 20 - June 21	200	64
Sr. Barn Players	July 20 - June 21	100	

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

<b>Memberships</b>			
<b>Resident</b>			
Annual	July 20 - June 21	1,541	997
Flex	July 20 - June 21	3,260	2,378

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
<b><u>Non-Resident</u></b>			
Annual	July 20 - June 21	233	271
Flex	July 20 - June 21	716	528
<b><u>Single Visit - Resident</u></b>			
<b><u>Single Visit -- Non-Resident</u></b>			
<b><u>Silversneakers</u></b>			
Prime	July 20 - June 21	17,039	5,890
Renew Active	July 20 - June 21	139	137
Active and Fit	July 20 - June 21	2,000	2,073
Silver and Fit	July 20 - June 21	0	5
<b><u>90 Day Memberships</u></b>			
Resident	July 20 - June 21	101	170
Nonresident	July 20 - June 21	12	4
	July 20 - June 21	3	2
<b>Facility Rentals</b>			
<b><u>Birthday Party Packages</u></b>			
<b>Resident</b>			
Package A	July 20 - June 21	223	0
Package B	July 20 - June 21	50	0
<b>Non-Resident</b>			
Package A	July 20 - June 21	117	0
Package B	July 20 - June 21	13	0
<b><u>Community Rooms</u></b>			
Resident	July 20 - June 21	144	0
Non-Resident	July 20 - June 21		
<b><u>Court Rentals</u></b>			
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
<b><u>Paid Park Amenities</u></b>			
<b>Resident</b>			
Canoe	July 20 - June 21	350	0
Paddleboard	July 20 - June 21	350	0
<b>Non-Resident</b>			
Canoe	July 20 - June 21	150	0
Paddleboard	July 20 - June 21	150	0
<b><u>Free Park Amenities</u></b>			
Bikes	July 20 - June 21	712	0
<b><u>Child Care</u></b>			
Drop In	July 20 - June 21	11,335	41
Pass Card - Member	July 20 - June 21	134	18
Pass Card - Non-member	July 20 - June 21	8	0
Water and Land Aerobic Programming	July 20 - June 21	50,000	7,325
<b>Provide Miscellaneous Fitness</b>			
Personal Training	July 20 - June 21	1760	125
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	53
RevUP	July 20 - June 21	250	16
RevUP Reload	July 19 - June 20	200	22
Healthy Eating Every Day (H.E.E.D)	July 20 - June 21	0	16
<b>Swim Lessons</b>			
Swim Lessons	July 20 - June 21	859 Participants	29 67

		<b>Target Goals - This Year (participants) 2020-2021</b>	<b>Results to Date (for programs/events starting July 2020)</b>
	<b>Run Time</b>		
Private Swim Lessons	July 20 - June 21	152 Participants	30

### **Fund 530 - Harris Park Community Center**

<b>Camp Summit</b>			
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	

<b>Offer School Break Camps</b>			
School Break Camp Enrollment	Sept 20 - April 21	100	22 enrolled (1.19.21)
School Break Days	Nov 20 - April 21	Avg of 30/Day	Avg 9/Day

<b>Recreation Center Operations</b>			
Gym Rentals	July 20 - June 21	300 Rentals	95 Rentals
Classroom Rentals	July 20 - June 21	200 Rentals	53 Rentals
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	83 Participants

<b>Summit Ice/Lea Mck North</b>			
Public Skate	<b>Nov 20 - March 21</b>	8000	8688 Skaters
Public skate - Non Res	Nov 21 - March 22	2500	
Public skate - Res	Nov 21 - March 22	5500	
Pond Hockey	<b>Nov 20 - March 21</b>	350	1052 Players
Pond hockey - Non Res	Nov 21 - March 22	80	
Pond hockey - Res	Nov 21 - March 22	<b>150</b>	
Skate with Santa (3)	<b>December 20</b>	200	Cancelled (Covid-19)
Skate with Sanata (3)	December 21	<b>200</b>	
Valentines Day Special	<b>February 20</b>	100	Cancelled (Covid-19)
Valentines Day Special	February 21	100	
Birthday Party Packages	<b>Nov-March 20</b>	<b>75</b>	Cancelled (Covid-19)
Birthday Party Packages	Nov-March 21	75	
Shelter Rentals	<b>2020</b>	<b>100</b>	0 (Covid-19)
Shelter Rentals	2021	100	

<b>ATHLETICS</b>			
Hartman Fields	July 20 - June 21	<b>625 (Rental hours)</b>	320 (Rental Hours)

<b>Adult Leagues</b>			
<b>Softball -- Coed, Men's, Women's</b>			
• 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)

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

<b>Volleyball -- Coed, Women's</b>			
• Fall	Jan 21 - Mar 21	50 (Teams)	23 (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)

<b>Kickball</b>			
• Fall	Sept 20 - Nov 20	14 (Teams)	
• Spring	Apr 21 - May 21	14 (Teams)	
• Summer	June 21 - Aug 21	14 (Teams)	DNM 68

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
<b>Adult Instructional-Athletics</b>			
<i>Golf</i>			
• Adult Beginning	July 20 - June 21	20	
<i>Tennis</i>			
• Outdoor Adult Beginning	July 20 - June 21	10	
<b>Youth Instructional-Athletics</b>			
<i>Golf</i>			
• Youth Beginner	July 20 - June 21	30	
<i>Tennis</i>			
• Rookies (Quikstart)	July 20 - June 21	30	13
• Youth Beginner	July 20 - June 21	65	20
Right Sized	July 20 - June 21	10	
<b>Youth Leagues</b>			
Girl's Basketball	Nov 20 - Feb 21	300 Participants	318 Participants (1.1.2020)
Spring Youth Volleyball	March 21 - May 21	250 Participants	
Fall Youth Volleyball	Sept 20 - Oct 20	280 Participants	152 Participants (9.14.20)
Summer Youth Volleyball	June 21 - July 21	10 Teams	
Winter Youth Volleyball	Jan 21 - Feb 21	10 Teams	11 Teams
<b>Youth Special Events-Athletics</b>			
Junior Triathlon	July 21		
<b>Youth Camps-Athletic</b>			
Baseball Camp	June 21	15	
Basketball Camp	July 20	15	Cancelled
Volleyball Camp	July 20	35	Cancelled
Indoor Soccer Camp	June 21	15	
<b>Tournaments</b>			
Summer Classic Tennis Tournament	June 21		
<b>INSTRUCTIONAL ACTIVITIES</b>			
<b>Adult Instructional</b>			
<i>First Aid/CPR</i>			
CPR/AED	July 20 - June 21 (Year-to-date count)	40	15
First Aid	July 20 - June 21 (Year-to-date count)	25	8
BLS Healthcare Provider CPR	July 20 - June 21 (Year-to-date count)	30	13
CPR for Family and Friends	July 20 - June 21 (Year-to-date count)	30	On Hold
<b>Youth Instructional</b>			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 20 - Oct 20	50	Cancelled
• Basketball	Jan 21 - Feb 21	80	Cancelled
• Outside Soccer	April 21 - May 21	50	
• T-Ball	June 21 - July 21	50	
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 20 - June 21 (Year-to-date count)	10	On Hold
• Itty Bitty Dancers	July 20 - June 21 (Year-to-date count)	50	On Hold 69

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

<b>Pint Size</b>			
Pint Size Playtime	Sept 20 - April 21	150	On Hold

<b>Pee Wee Sports</b>			
• Flag Football	July 20 - June 21 (Year-to-date count)	20	Cancelled
• Basketball	July 20 - June 21 (Year-to-date count)	40	Cancelled
• Tumblers	July 20 - June 21 (Year-to-date count)	20	Cancelled

<b>Animal Wonders</b>			
• Workshop	July 20 - June 21 (Year-to-date count)		
• Camps	July 20 - June 21 (Year-to-date count)		

**All Ages- Instructional**

<b>Horsemanship Classes</b>			
• 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)
<b>Fund 200 - Parks and Recreation</b>			
<b>Administration</b>			
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		
<b>Park Operations</b>			
Two annual inventories performed	Bi-annually		
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually		
<b>Legacy Park Operations</b>			
Maintain user group agreements	FY21		
<b>City Grounds Maintenance</b>			
Maintain Public Works MOU areas	FY21		

### **Fund 203 - Aquatics**

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

### **Fund 205 - Longview Community Center**

<b>Memberships</b>			
<b>Resident</b>			
Annual	July 20 - June 21	1,342	960
Flex	July 20 - June 21	1,121	884
<b>Non-Resident</b>			
Annual	July 20 - June 21	159	154
Flex	July 20 - June 21	338	208
<b>90 Day Memberships</b>			
Resident	July 20 - June 21	14	12
Nonresident	July 20 - June 21	4	3
Single Visit - Resident	July 20 - June 21	10,525	1,937
Single Visit -- Non-Resident	July 20 - June 21	2,926	595
Silversneakers visits	July 20 - June 21	7,729	2,888 71

	Run Time	Target Goals - This Year (participants) 2020-2021	Results to Date (for programs/events starting July 2020)
<i>Prime visits</i>	July 20 - June 21	120	156
<i>Active and Fit visits</i>	July 20 - June 21	72	107
<i>Silver and Fit visits</i>	July 20 - June 21	120	26
<i>Renew active visits</i>	July 20 - June 21	2,130	902
<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
<b>Facility Rentals</b>			
<u>Lap lane rentals (hours)</u>			
Resident	July 20 - June 21	6573	3,288
Non-Resident	July 20 - June 21	618	11
<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	8
Non-Resident	July 20 - June 21	12	5
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	5,758
<b>Provide Miscellaneous Fitness</b>			
Personal Training	July 20 - June 21	873	130
Virtual Personal Training		0	1
LVCC Paid Group Exercise Classes	July 20 - June 21	155	38
LVCC Paid Fitness programs	July 20 - June 21	100	0
Massage Therapy	July 20 - June 21	528	19
RevUP	July 20 - June 21	60	6
RevUP Reload	July 20 - June 21	42	17
Healthy Eating Every Day (H.E.E.D)	July 20 - June 21	0	4
<b>Swim Lessons</b>			
Swim Lessons	July 20 - June 21	340 participants	8
Private Swim Lessons	July 20 - June 21	142 participants	20

# MEMORANDUM



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**Date:** January 27, 2021

**To:** Joe Snook  
Administrator of Parks and Recreation

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

**CC:**

**Re:** Lowenstein Park Improvements

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At the time of this report, LSPR crews are wrapping up the Lowenstein Park renovations with some additional site restoration and clean up. The two existing timber shelters have been removed. A small shelter and nature play area will be installed later in the spring near the butterfly garden. All major park improvements are complete including the playground, outdoor fitness area, shelters, and restrooms. Based on initial observations, the improvements to the park have been very well received. A ribbon cutting and park re-dedication will be held on Saturday, January 23<sup>rd</sup>.

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

Project Name: Lowenstein Park Improvements

14-Jan-21

Item	Park Board approved CIP project budget \$400,000 plus \$115,000 contribution from developer	Revised construction budget COVID	Revised construction budget (DEC 2020)	Commitments to date	Notes	
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits	\$ 2,000.00		\$ -	\$ -	
	Architectural + Engineering	\$ -		\$ -	\$ -	
	Erosion Control/Tree Protection	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 680.00	
	Earthwork/Grading	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,414.67	
	Demolition of Existing Park Features	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	\$ 946.49	ex. Playground, shelters, comfort station
Site Utilities	Storm Drainage	\$ 5,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,515.14	
	Sanitary Sewer Connection				\$ -	by others
	Electrical	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,741.67	power from RR transformer to shelters; RR heat
	Water Tap/Meter/Service				\$ -	by others
Paving	Concrete Walks and Curbs	\$ 50,000.00	\$ 30,000.00	\$ 35,000.00	\$ 37,106.74	in house revised; includes anchors, rebar, footings for shelters
	Asphalt-New Trail Construction	\$ -			\$ -	by others
	Parking Lot Resurfacing	\$ -			\$ -	by others
Park Features and Structures	Restroom Construction	\$ -			\$ -	by others
	Shelters and Installation (2 total 750 sf each)(Add 3rd shelter on 1/1/21)	\$ 65,000.00	\$ 58,000.00	\$ 80,000.00	\$ 76,783.64	Poligon similar to MJF (3rd Shelter added near Butterfly Garden)
	Playground Equipment and Install	\$ 225,000.00	\$ 202,054.00	\$ 202,054.00	\$ 202,054.00	
	Playground surfacing and install	\$ 20,000.00	\$ 47,500.00	\$ 47,500.00	\$ 46,060.40	
	Landscaping	\$ 20,000.00	\$ 15,000.00	\$ 30,000.00	\$ 32,109.22	
	Site furnishings	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 17,029.23	df, benches, tables, trash
	Fitness Pod Equipment	\$ 65,000.00	\$ 65,000.00	\$ 54,889.00	\$ 55,524.41	Thrive 900
	Fitness Pod Surfacing	\$ 20,000.00	\$ 20,000.00	\$ 31,832.00	\$ 31,832.00	Forever Lawn Synthetic Turf
	Outdoor Musical Play Equipment (Note: \$2,500 grant from Beaudoin)	\$ -		\$ 5,000.00	\$ 4,848.00	project addition in June 2020
	Butterfly Garden Shelter, pad, tables,footings (Add on 1/1/21)					
Subtotal	\$ 510,000.00			\$ 510,645.61		
Design and Construction Contingencies	\$ 5,000.00					
<b>Total Park Board Approved Budget</b>	<b>\$ 515,000.00</b>					
<b>Budget</b>	<b>Total Adjusted Budget on 4/13/20</b>		<b>\$ 466,054.00</b>			
	<b>Total Adjusted Budget on 12/31</b>			<b>\$ 514,775.00</b>		
	Note:					
	\$115,000 in developer contribution to park improvements			\$ (115,000.00)		
	\$2,500 from Beaudoin grant			\$ (2,500.00)		
	\$3,000 from Gov Deals existing playground equipment			\$ (3,000.00)		

# MEMORANDUM



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**Date:** January 27, 2021  
**To:** Joe Snook, CPRP, Parks Administrator  
**From:** Steve Casey, PLA, ASLA, Superintendent of Park Planning and Construction  
**Re:** Velie Park Update

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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.

At the time of this report, staff has completed a visual preference survey as a follow up for the neighborhood stakeholder group to identify preferences of park amenities such as playground type, shelter type, and other park program amenities. There were 55 replies to the survey from neighboring residents. Staff is utilizing this information to begin the formulation of a site plan(s) with projected budget information as a next step in the process. We will continue to keep the Park Board updated on the progress of this project.

(Portions not underlined denote new information since the previous Board update)

# MEMORANDUM



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**Date:** January 20, 2021

**To:** Joe Snook  
Administrator of Parks and Recreation

**From:** David Dean  
Superintendent of Recreation Services II

**Re:** Fundraising Update – January 2021

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At the time of this report, there is five (5) outstanding payment for the months of December (3) and January (2). As noted at the December Park Board meeting, the annual banner sponsorship fee was reduced from \$15,000 to \$12,800.

Our Sponsorship Coordinator continues reaching out to leads that will help us reach our goal of 14 banner sponsors (currently at 12). I will provide further updates to the board at the meeting.

I have included a summary of the current sponsors and the financial impact of their investments over the life of the agreements. The summary is included as Attachment A. We will continue to update the Park Board monthly on the progress and status of the sponsorship program.

Attachment B reflects the sponsorship commitments from FY16 through 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 <sup>6</sup>
Equity Bank, 9/22/15	\$ 13,900.00				\$ 84,900.00
Jungmeyer & Suresh, 7/22/19	\$13,900.00	\$12,800.00			\$ 41,700.00
Harmon Floioing, 8/30/17	\$10,150.00	\$12,800.00	\$12,800.00	\$3,200.00	\$ 83,950.00
Foundation Guy 7/30/18	\$13,900.00				\$ 43,900.00
Freezing Moo 9/4/18	\$14,300.00				\$ 44,300.00
Integrity Roofing 10/10/18	\$13,900.00	\$3,200.00			\$ 43,350.00
Smile Doctors 2/10/19	\$13,900.00	\$6,400.00			\$ 42,800.00
Adams Toyota, 3/15/19	\$13,500.00	\$6,400.00			\$ 42,400.00
Instant Auto, 3/15/19	\$13,500.00	\$6,400.00			\$ 42,400.00
Rockhill Orthopedics 6/5/19	\$13,350.00	\$9,600.00			\$ 41,700.00
Pediatric Associates 11/26/19	\$15,000.00	\$12,800.00			\$ 42,800.00
PawConX 7/21/20	\$5,500.00	\$5,500.00			\$ 11,000.00
<b>Total</b>	<b>\$ 154,800.00</b>	<b>\$ 75,900.00</b>	<b>\$ 12,800.00</b>	<b>\$ 3,200.00</b>	<b>\$ 958,700.00</b>

Expenses	FY21	FY22	FY23	FY24	Total <sup>6</sup>
<b>Equity Bank</b>					
Banners (29*\$65) <sup>4</sup>	\$ 325.00				\$ 3,510.00
Contractor <sup>1</sup>	\$ 3,475.00				\$ 22,575.00
<b>Instant Auto</b>					
Banners (29*\$65) <sup>4</sup>	\$ 325.00	\$ 325.00			\$ 3,835.00
Contractor <sup>1</sup>	\$ 3,375.00	\$ 1,600.00			\$ 21,750.00
<b>Adams Toyota</b>					
Banners (29*\$65) <sup>4</sup>	\$ 325.00	\$ 325.00			\$ 3,575.00
Contractor <sup>1</sup>	\$ 3,375.00	\$ 1,600.00			\$ 23,350.00
<b>Jungmeyer &amp; Suresh</b>					
Banners (29*\$65) <sup>4</sup>	\$ 325.00	\$ 325.00			\$ 3,510.00
Contractor <sup>1</sup>	\$ 3,475.00	\$ 3,200.00			\$ 23,362.50
<b>Harmon Flooring</b>					
Banners (29*\$65) <sup>4</sup>	\$ 325.00	\$ 325.00	\$ 325.00		\$ 3,510.00
Contractor <sup>1</sup>	\$ 3,045.00	\$ 3,937.50	\$ 3,200.00	\$ 800.00	\$ 22,982.50
<b>Foundation Guy</b>					
Banners (31*\$65) <sup>4</sup>	\$ 325.00				\$ 2,665.00
Contractor <sup>1</sup>	\$ 3,475.00				\$ 11,725.00
<b>Freezing Moo</b>					
Banners (31*\$65) <sup>4</sup>	\$ 325.00				\$ 2,665.00
Contractor <sup>1</sup>	\$ 3,575.00				\$ 11,825.00
<b>Integrity Roofing</b>					
Banners (31*\$65) <sup>4</sup>	\$ 325.00				\$ 2,665.00
Contractor <sup>1</sup>	\$ 3,475.00	\$ 800.00			\$ 11,587.50
<b>Smile Doctors</b>					
Banners (31*\$65) <sup>4</sup>	\$ 325.00				\$ 2,665.00
Contractor <sup>1</sup>	\$ 3,475.00	\$ 1,600.00			\$ 11,450.00
<b>Rockhill Orthopedics</b>					
Banners (31*\$65) <sup>4</sup>	\$ 325.00				\$ 2,665.00
Contractor <sup>1</sup>	\$ 3,337.50	\$ 2,400.00			\$ 11,175.00
<b>Pediatric Associates</b>					
Banners (31*\$65) <sup>4</sup>	\$ 325.00	\$ 325.00			\$ 2,665.00
Contractor <sup>1</sup>	\$ 3,750.00	\$ 3,200.00			\$ 11,450.00
<b>PawConX</b>					
Banners (4*\$65)	\$ 260.00	\$ 65.00			\$ 325.00
Contractor <sup>1</sup>	\$ 1,650.00	\$ 1,375.00			\$ 3,025.00
<b>Total</b>	<b>\$ 43,317.50</b>	<b>\$ 21,402.50</b>	<b>\$ 3,525.00</b>	<b>\$ 800.00</b>	<b>\$ 308,740.00</b>

	FY21	FY22	FY23	FY24	Total <sup>6</sup>
<b>Net</b>	<b>\$ 111,482.50</b>	<b>\$ 54,497.50</b>	<b>\$ 9,275.00</b>	<b>\$ 2,400.00</b>	<b>\$ 649,960.00</b>

<sup>1</sup> Sponsorship Contractor receives 30% year 1, 25% subsequent years

<sup>2</sup> Blue Pearl to pay for all banners and signage at venues

<sup>3</sup> One year contract for sponsorship of dog parks only

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

<sup>5</sup> Legacy Park Amphitheater sponsorship.

<sup>6</sup> Totals include revenue and expenses from FY16 through FY24. Total from FY16 - FY20 is \$472,305.

### Sponsorship Goals

Goal	FY 16 Status	FY17 Status	FY18 Status	FY19 Status	FY20 Status	FY21 <sup>1</sup> Status	FY22 Status	FY23 Status	FY24 Status
\$205,000					\$204,700				
\$200,000				\$199,400					
\$195,000				\$195,800					
\$190,000									
\$185,000									
\$180,000					\$181,800				
\$175,000									
\$170,000									
\$165,000									
\$160,000									
\$155,000						\$154,800			
\$150,000			\$150,750						
\$145,000									
\$140,000									
\$135,000									
\$130,000									
\$125,000									
\$120,000									
\$115,000									
\$110,000						\$109,950			
\$105,000		\$105,500							
\$100,000									
\$95,000									
\$90,000									
\$85,000									
\$80,000									
\$75,000							\$75,900		
\$70,000									
\$65,000									
\$60,000									
\$55,000									
\$50,000									
\$45,000	\$48,500								
\$40,000									
\$35,000									
\$30,000									
\$25,000									
\$20,000									
\$15,000								\$12,800	
\$10,000									
\$5,000									
\$0									\$3,200

	Commitments
	Collected

<sup>1</sup>In December 2020 the annual banner sponsorship fee was lowered from \$15,000 to \$12,800.

# MEMORANDUM



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**Date:** December 30, 2020

**To:** Joe Snook, CPRP  
Administrator of Parks and Recreation

**From:** Carole Culbertson  
Superintendent of Administration II

**CC:** David Dean, Superintendent of Recreation II  
Steve Casey, Superintendent of Park Planning & Construction  
Brooke Chestnut, Superintendent of Park Operations  
Tede Price, Superintendent of Recreation

**Re:** Summary of Park Board and Staff Retreats

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In preparation for the upcoming FY22 budget process, the annual planning retreats for LSPR staff and the Park Board were held on October 23rd and November 6th, respectively.

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

In addition, staff conducted a “Start Doing/Stop Doing” exercise identifying 48 items to “Start” doing and 17 items to “Stop” doing. Participants at the retreats were asked to prioritize these items. The top 10 start doing and stop doing from each retreat are listed by priority on Attachment A-1.

A complete list of all goals identified at both retreats is included on Attachment B and B-1.

A complete list of Start doing and Stop doing items identified at both retreats is included on Attachment C and C-1.

Other agenda items at the retreats included viewing the 2020 Gold Medal videos submitted by the winning Park organizations, a review of the Mission, Affirmation and Values, a review of the FY2020 financial results, an update on construction projects, and a presentation on trends related to Parks and Recreation. A list of 2020 accomplishments from the goals and objectives established at the prior year retreats was also review.

The LSPR staff retreat was held at the Gamber Community Center with a reduced number of staff members participating while practicing social distancing. The Park Board retreat was held virtually using Zoom.

Attachment A

Top Ten 1 Year Goals (FY22)

Rating	PARK BOARD	Rating	STAFF
1	Fieldhouse planning and site selection	1	Fieldhouse planning and site selection
2	Complete Solar Panel project at facilities	2	Additional marketing person *
3	Moving most of LSPR's maintenance operations and asset management activities from manual operation to computerized system.	3	Complete Solar Panel project at facilities
4	Finish nature play	4	Finish nature play
5	Additional marketing person *	5	Online HR resource for staff trainings, certs, etc. (tech team has memo)
6	Cameras/security in high risk parks (Happy Tails, Lowenstein, Lea McKeighan)	6	Moving most of LSPR's maintenance operations and asset management activities from manual operation to computerized system.
7	Revisit Bailey Farm Park master plan	7	Get rid of Sport Ice
8	Update website - user friendly on mobile *	8	Green Team
9	<b>Add more musical events in the parks</b>	9	Resurface track at Lovell Community Center *
10	Start/complete Pleasant Lea Park improvements *	10	Resurface weight room floor at Lovell Community Center

Top Ten 5 Year Goals (FY22)

Rating	PARK BOARD	Rating	STAFF
1	More playground equipment to fit the needs of children with disabilities or in wheelchairs *	1	Development of Bailey Farm Park *
2	Development of Bailey Farm Park *	2	Fieldhouse *
3	Development of Pickleball complex *	3	Splash pad at Lovell Community Center
4	Fieldhouse *	4	Walking path along Legacy Park drive
5	Walking path along Legacy Park drive	5	Development of Pickleball complex *
6	Build a community center for the service of patrons around the 64064 zip code area of Lee's Summit	6	Build a community center for the service of patrons around the 64064 zip code area of Lee's Summit
7	Complete Greenway Gap/Rock Island to Katy Trail	7	More playground equipment to fit the needs of children with disabilities or in wheelchairs
8	3rd dump truck/flat bed	8	Digital maintenance management system
9	Add classes utilizing technology, example: tracking heartrate, calories burned, etc. similar to other gyms	9	Fieldhouse/Pickleball complex
10	Safety town/recycle town @ Resource Recovery Park	10	3rd dump truck/flat bed
10	Splash pad at Lovell Community Center		

\*Items also identified at the retreat held in 2019.

**Items in Bold were introduced by the Park Board**

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

Attachment A-1

Top Ten Start Doing (FY22)

Rating	PARK BOARD	Rating	STAFF
1	Developing updated website and to be more mobile friendly	1	Online registration for Group Exercise classes
2	Including more diversity in marketing materials (race, age, ability, etc.)	2	Recreation Maintenance staff to wear T-shirts (like Parks construction) for certain projects
3	Updates for park and trails map with on line updates	3	Developing updated website and to be more mobile friendly
4	Special needs/inclusion programming for children and adults	4	New hire paperwork done virtually
5	Charging stations in the parks *	5	Get contractors back for bioswales and restrooms
6	Online registration for Group Exercise classes	6	Including more diversity in marketing materials (race, age, ability, etc.)
7	Mulching playgrounds with contractor	7	Pump track *
8	Outdoor yoga/Pilates events at various parks to get people familiar with different parks	8	Mulching playgrounds with contractor
9	Recreation Maintenance staff to wear T-shirts (like Parks construction) for certain projects	9	Updates for park and trails map with on line updates
10	Dedicated senior programming (i.e. AO55)	10	Charging stations in the parks *

Top Ten Stop Doing (FY22)

Rating	PARK BOARD	Rating	STAFF
1	\$5 change fees on Flex memberships (not consistent with charging) *	1	Listening sessions
2	Automatic draft through a bank account with required voided check - can a card be added?	2	In person part time staff meetings (use virtual option)
3	In person part time staff meetings (use virtual option)	3	\$5 change fees on Flex memberships (not consistent with charging) *
4	Having Admin staff at City Hall (eliminate rent to CBS)	4	Having Admin staff at City Hall (eliminate rent to CBS)
5	Monthly facility bulletins - it's 2020 just like newspapers becoming irrelevant	5	Using so much paper. Create virtual sign-ups for classes, childcare, etc.
6	1 week in-advance paper sign-up process for classes - only receive complaints from patrons	6	Having parks paint Summit Waves
7	Offering similar schedules across facilities (ex. Pickleball/group fitness/aqua fit/swim lesson times need to vary across facilities - will encourage people to visit multiple locations)	7	Automatic draft through a bank account with required voided check - can a card be added?
8	Mulch in-house	8	Adult kickball if it is not successful one more season.
9	Current way end of activity reports are figured. Only apply indirect expenses to the main end of activity report and not double apply them on individual program reports AND main report since those activities are being offered during operating hours.	9	Monthly facility bulletins - it's 2020 just like newspapers becoming irrelevant
10	Using so much paper. Create virtual sign-ups for classes, childcare, etc.	10	Mulch in-house

\*Items also identified at the retreat held in 2019.

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

## 1 YEAR GOALS for FISCAL YEAR 2022

2 new tilt trailers

Add additional fitness classes

Add aqua mats and programming to the pools for additional revenue

Add background music to Longview Community Center weight room floor to take away the uncomfortable silence

**Add more musical events in the parks**

Add shade areas in parks (trees, structures)

Add splash pad at Hartman Park

Additional marketing person \*

Be selected as a Gold Medal organization

Begin Velie renovations

Bobcat brush hog

Cameras/security in high risk parks (Happy Tails, Lowenstein, Lea Mac)

Cattails out of Lea McKeighan South pond

Complete Lowenstein Park renovations

Complete Solar Panel Project at facilities

Conversion of all light bulbs at Lovell Community Center to LED bulbs to conserve energy and energy costs

Create a plan to rent LPA as an outdoor wedding venue

Department wide employee task/responsibility review

Develop a more user friendly membership sign up process. Patrons are frustrated by the paperwork and staff struggle with what paperwork is needed for each membership. Is there a way to simplify it?

Digital banners \*

Eagle Creek/Mouse Creek trail development

E-gaming programming solidified, successful and profitable

Evaluate programming contract services

Excavator \*

Expand relationship with ProDeo

Fieldhouse planning and site selection

Finalize the master planning for the Resource Recovery Park

Finish nature play

Fitness in the Parks (classes)

Get rid of Sport Ice

Green Team

Hire Lovell Community Center FT service rep

Hire Marketing intern for summer help (if we have events) to film with equipment

Improve member retention

**Incorporate "Pop-Up Park Events"**

Increase online programming (eSports, online, video, etc.)

\* Items also identified at the 2019 retreat

**Items in Bold were introduced by the Park Board**

## 1 YEAR GOALS for FISCAL YEAR 2022

Increase program revenue Ex: RevUp, massage, and personal training

Increase rental revenue Ex: birthday party rentals at Lovell Community Center

Interlocking mats for Summit Ice

Interpretive nature signage

Invest in more advertisements about LSPR's programs and activities within and outside Lee's Summit

LED Lighting in Lovell Community Center gym under track (1 is converted, \$30 per fixture in 2018)

Monument signage and wayfinding at Legacy

Moving most of LSPR's maintenance operations and asset management activities from manual operation to computerized system.

Online HR resource for staff trainings, certs, etc. \*

Online registration for Group Ex, Massage, and Racquetball

Picnic area Longview Community Center \*

Pressure relief tank for Longview Community Center \*

Programming on fitness component at Lowenstein Park \*

Purchase Kaivac for Gamber Community Center \*

Rebuild membership base at facilities

Replant Lea McKeighan North bioswale

Resolve humidity issue in group exercise room at Longview Community Center \*

Resurface track at Lovell Community Center \*

Resurface weight room floor at Lovell Community Center

Review Admin office space at City Hall

Revisit Bailey Farm Park master plan

Sidewalk on Legacy Park Drive \*

Stain wood on Summit Waves buildings

Start/complete Pleasant Lea Park improvements \*

Tweak application for Gold Medal and reapply \*

Update website - user friendly on mobile \*

**Walking club (include local celebrities/leaders)**

Wave Pool programming

\* Items also identified at the 2019 retreat

**Items in Bold were introduced by the Park Board**

## 5 YEAR GOALS for FISCAL YEAR 2022

3rd dump truck/flat bed

Add an additional nutrition program for the community that is not HEED, but will meet individual needs of our patrons

Add classes utilizing technology, example: tracking heartrate, calories burned, etc. similar to other gyms

Add stairmasters to the community centers

Another dog park or keep Happy Tails open for full-year

Another pump track/skate park

Another splashpad \*

Bridge at Lea McKeighan

Build a community center for the service of patrons around the 64064 zip code area of Lee's Summit

Complete Greenway Gap/Rock Island to Katy Trail

Complete Park West Development \*

Complete the Resource Recovery Park

Create a walkway or walkway with deck extending from the outdoor pool deck at Lovell overlooking the lake. This will be a multi-use space for outdoor business meetings, backdrop for pictures, etc. Small fire pit table can be added for spring and fall and use as a meeting place for friends, reading a book, or just relaxing.

Create electronic process to track work orders and park assets

Development of Bailey Farm Park \*

Development of Pickleball complex \*

Digital banners

Digital maintenance management system

Dredge Legacy Lake

Fieldhouse \*

Fieldhouse/Pickleball complex \*

Full trail trim out at 10ft

Fully staffed with FT employees at all facilities

Identify updated/renovations at older parks

More attractions at Summit Waves \*

More bike and walking trails in parks

More operations and construction staff

More outdoor pickleball courts

More playground equipment to fit the needs of children with disabilities or in wheelchairs

New play features in leisure pool at Lovell Community Center \*

Open flume or speed slide for Summit Waves

Purchase of new boilers for the pools at Lovell Community Center

Reaccreditation process

\* Items also identified at the 2019 retreat

<b>5 YEAR GOALS for FISCAL YEAR 2022</b>
Renovate Group Exercise Space at Longview Community Center
Renovate locker rooms (showers, lockers, etc.) at Longview Community Center
Renovate upstairs at Longview Community Center
Repair concrete ribbon along paver path at LCC & around the large pots out front
Repair roof wall above childcare at Lovell Community Center
Replace Lovell Community Center Boiler
Safety town/recycle town @ Resource Recovery Park
Splash pad at Lovell Community Center *
Staff expansion in Administration department
Total replacement/repairs of the Lovell Community Center roofs
Total retiling, floors and deck repairs of all the pools at Lovell Community Center
Turf fields at athletic complexes
Updates to Lovell Community Center lobby (many survey comments mentioned facility seems outdated, update cabinets and furniture for example)
Using essential job task documents, develop a training plan for position succession to help with new hires, whether internal or external.
VFD's on all pool pumps (Summit Waves, Lovell Community Center & Longview Community Center)
Walking path along Legacy Park drive
Walking path next to Park Construction and Operation Center drive
Win Gold Medal

\* Items also identified at the 2019 retreat

<b>START DOING FOR FISCAL YEAR 2022</b>
<b>START DOING:</b>
Developing updated website and to be more mobile friendly
Including more diversity in marketing materials (race, age, ability, etc.)
Updates for park and trails map with on line updates
Special needs/inclusion programming for children and adults
Charging stations in the parks *
Online registration for Group Exercise classes
Mulching playgrounds with contractor
Outdoor yoga/Pilates events at various parks to get people familiar with different parks
Recreation Maintenance staff to wear T-shirts (like Parks construction) for certain projects
Dedicated senior programming (i.e. AO55)
Free or discounted memberships for full time employees
Add the video training back for equipment at the facilities (was stopped b/c of COVID)
Doing more video for social media (quick clips to showcase what's going on)
More online marketing
New hire paperwork done virtually
Sell Annual/90 day memberships online with a credit card - they come in to get their fob and photo on their first visit (doesn't make sense to give people the convenience of cancelling online, but not signing up)
In depth review the purpose and potential of Gamber Community Center
Pump track *
Utilizing the back patio at Lovell Community Center
Aquatic's programming outside of swim lessons (water volleyball, water polo)
Develop in depth E-gaming programming
Hire a seasonal full time manager of LPA or event planning/management intern for the season
Incorporate cameras in parks during renovations
Develop a weekly maintenance checklist for facilities i.e. Hartman field issues
Get contractors back for bioswales and restrooms
More online classes/programming
Pool patio and pickleball court rentals at Lovell Community Center
Recycling/more encompassing CSR initiative
Review of contracted programs - do we expand these or eliminate
Taking herbicide/spraying at every park visited
Update the audio/visual equipment in the facilities (cameras, projectors, mics)
Video and drone footage of events
Virtual staff training/meetings (PT)
Better upkeep and maintenance of facility parking lots
Bike rentals at Hartman

<b>START DOING FOR FISCAL YEAR 2022</b>
<b>START DOING:</b>
Charge in-house staff time to projects and work orders
Dedicated sand pit for working out/spike ball - could be done at a future renovated park
Doing live video on social media
Evaluate the need to have an internal IT Liaison between Parks and IT. For example, John Stripling is the dedicated IT personnel for LSPD.
Figure out way to do a parks prescription with area hospitals/medical providers
Higher intensity group exercise classes
Hire PT staff for special events
Identifying possible columbarium location
Increase spend for Mail Chimp or find new Eblast program to capture more of our audience (currently only emailing about 1/3 of our members)
Looking at preliminary plan for additional outdoor pickleball courts
Reevaluate the indirect expenses and EOA content as a whole
Revenue development ideas for spring/summer programming @ Lea Mac North
Sell full-size LSPR towels for indoor pools (could also sell goggles)

\* Items also identified at the 2019 Retreat

<b>STOP DOING FOR FISCAL YEAR 2022</b>
<b>STOP DOING:</b>
\$5 change fees on Flex memberships (not consistent with charging) *
1 week in-advance paper sign-up process for classes - only receive complaints from patrons
Adult kickball if it is not successful one more season.
Automatic draft through a bank account with required voided check - can a card be added?
Current way end of activity reports are figured. Only apply indirect expenses to the main end of activity report and not double apply them on individual program reports AND main report since those activities are being offered during operating hours.
Doing so much postcards or single-touch marketing in-house
Equipment orientations for new members
Having Admin staff at City Hall (eliminate rent to CBS)
Having parks paint Summit Waves
In person part time staff meetings (use virtual option)
Listening sessions
Monthly facility bulletins - it's 2020 just like newspapers becoming irrelevant
Mulch in house
Offering similar schedules across facilities (ex. Pickleball/group fitness/aqua fit/swim lesson times need to vary across facilities - will encourage people to visit multiple locations)
Using FT exempt employees for special events
Using so much paper. Create virtual sign-ups for classes, childcare, etc.
Year round Animal Wonders classes

\* Items also identified at the 2019 Retreat

# MEMORANDUM



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**Date:** January 20, 2021

**To:** Joseph Snook, CPRP  
Administrator of Parks and Recreation

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

**CC:**

**Re:** Security Report for 4<sup>th</sup> Quarter 2020

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Attached are the police activity reports for the 4<sup>th</sup> quarter of 2020, listing activity by the police department for each park. There were a total of 346 reports of activity during the 4<sup>th</sup> quarter and 2440 events in 2020.

## **4th Quarter Security Summary:**

During the 4<sup>th</sup> quarter, the majority of activity occurred at Lea McKeighan North (66) Legacy Park (57), and Hartman Park (45). These four parks accounted for 168 of the 346 events. Of the 4<sup>th</sup> quarter events, the majority consisted of park checks (197), building checks (27) and vehicle checks (23), which accounted for 71% of the total.

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

- Reports of shots fired (Harris Park, Hartman Park, and Legacy Park)- not confirmed, officers found no one on scene and no evidence of actual shots
- Explosion (Deer Valley Park) - suspected fireworks, no evidence or suspects found.
- Broadcast information (Summit Waves) - a category in which a call comes in non-emergency and dispatched over police radio, this event was specifically referencing children not wearing a seat belt in a vehicle. The vehicle was gone when officers arrived.

## **Summary and Comparison:**

Attached is a summary of the 4<sup>th</sup> quarter reports provided by the Lee's Summit 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.



# 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	346	1,493	2,094	2,440

# QUARTERLY

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
Arborwalk Park	0	1	3	3	7
Banner Park Lower	5	2	7	1	15
Banner Park Upper	18	7	9	7	41
Canterbury Park	1	0	4	0	5
Deer Valley Park	5	8	6	6	25
Dogwood (Dog Park)	12	20	17	7	56
Eagle Creek Park	0	0	0	0	0
Gamber Community Center	7	4	2	0	13
Happy Tails Park	30	9	11	5	55
Harris Park	51	62	37	22	172
Harris Park Community Center	1	0	0	2	3
Hartman Park	140	90	92	45	367
Howard Park	22	26	9	5	62
Langsford Park	0	0	1	0	1
Lea McKeighan North	79	114	116	19	328
Lea McKeighan South	77	64	41	66	248
Lee's Summit Historical Cemetery	2	2	1	1	6
Legacy Park	104	129	93	57	383
Legacy Park Adult Venue	0	0	0	0	0
Legacy Park Amphitheater	1	1	1	0	3
Legacy Park Baseball Venue	0	3	5	2	10
Legacy Park Community Center	25	4	5	17	51
Legacy Park Football Venue	0	0	0	1	1
Legacy Park Frisbee Golf	2	3	3	0	8
Legacy Park Girls Softball Venue	1	1	0	0	2
Legacy Park Maintenance Complex	0	0	0	0	0
Legacy Park Soccer Venue	0	1	2	1	4
Longview Community Center	23	16	19	22	80
Lowenstein Park	25	23	33	18	99
McKee Park	2	2	2	0	6
Miller J Fields	57	42	36	19	154
Osage Trails	0	0	0	0	0
Pleasant Lea Park	14	6	5	4	29
Pottberg Park	32	43	7	1	83
South Lea Park	1	1	1	0	3
Summit Park	8	33	14	9	64
Summit Waves	0	0	9	1	10
Sylvia Bailey Farm Park	0	0	0	0	0
Velie Park	10	17	9	5	41
Wadsworth Park	2	0	0	0	2
Winterset Nature Area	1	0	1	0	2
Woods Playground	0	1	0	0	1
<b>Total</b>	<b>758</b>	<b>735</b>	<b>601</b>	<b>346</b>	<b>2440</b>

## **January 2021 COMMENT REPORT**

**Attached are 19 patron comments with staff responses that were either submitted verbally, in writing or via email. Of these comments, 5 were compliments, 2 were comments making suggestions or requests, and 12 were negative.**

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	LCC	Complaint	11/5/20	Mike Hedrick	Heath Harris	Sue Hartzheim	The mask policy while waiting to play pickleball is not being enforced even after I went to the front desk to ask someone to intervene. This is unacceptable especially as infections are on the rise. I would like to know why the policy is being ignored even after being made aware of violations. Sara Dyer was the employee who ignored my request.	Staff called Mrs. Hartzheim on November 6, 2020 to let her know staff received her comment card. Staff reviewed her comments on the comment card regarding the lack of enforcing patrons to wear their mask while waiting to play pickleball, and she felt staff ignored her request to enforce the policy. Staff spoke with both staff members involved in the situation, and all appropriate measures were taken by staff to enforce the mask policy. Mrs. Hartzheim made the full-time service representative, Sara Dyer, aware of a patron not wearing their mask while waiting to play pickleball. Sara made a full-time supervisor, Jenny Brennan, aware of the issue immediately. Jenny shared the policy with the patron not wearing their mask. The patron informed staff that due to a medical condition they could not wear a mask. According to the Jackson County Health Department, staff cannot force a patron to wear a mask if they have a medical condition that inhibits an individual from wearing a mask. Staff apologized to Mrs. Hartzheim if she felt her request to enforce the mask policy has been ignored. Mrs. Hartzheim responded by saying she did not see staff address anyone after she brought it to staff's attention. Staff shared that Jenny Brennan was dressed in business casual attire and not an LSPR polo shirt. Staff made the assumption maybe Mrs. Hartzheim did not recognize the staff member when they entered the gym. Mrs. Hartzheim informed staff that she thought the patrons were lying to staff about their medical conditions to get around the mask policy. Mrs. Hartzheim then asked staff about the air filtration system in the community center. Staff explained the facility's maintenance staff change the HVAC filters monthly. Staff also explained how fans have been temporarily removed or disabled to help reduce the circulation of air particles. Mrs. Hartzheim shared her fear of contracting COVID-19 and wished staff would go back to pickleball players wearing masks while playing. Staff stated they understand her concerns and shared that if she would like to workout outside of pickleball in an environment that requires a mask 100% of the time, LSPR has a workout room in Gamber Community Center, which her membership allows her access too. Staff also mentioned patrons are able to take certain equipment (dumbbells, kettlebells, etc.) to other locations upstairs with less traffic, if that would make her more comfortable. Staff ended the conversation by thanking Mrs. Hartzheim for her time and expressing her concerns. Staff assured Mrs. Hartzheim that staff will be more diligent in enforcing all policies and procedures, including the mask policy. HH
2	LCC	Compliment	12/10/20	David Dean	Mike Hedrick	Dave Hill	Just wanted to commend Anna for the great job she is doing! She is very polite and stays busy.	Anna Upman is a part-time Weight Room Attendant at J. Thomas Lovell Jr. Community Center. Staff shared this comment with Anna and she will be recognized at the next staff meeting. MH
3	LCC	Compliment	11/27/20	Devin Blazek	Grace Carson	Don Anderson	Your staff was amazing Wednesday morning helping with my friend at the hot tub after he passed out 3 times. Thanks so much!	Staff appreciates the positive comment. Lifeguard staff responded to an unconscious patron in the spa on Wednesday 11.25.2020. Staff responded quickly by removing the patron from the spa and calling 911. Staff will continue to train for situations such as this. This comment will be shared with staff and they were each given a Park Buck. GC
4	LCC	Compliment	12/28/20	Devin Blazek	Grace Carson	Theresa Phyle	Phoenix Poland is an amazing individual. His approach to ensure mask compliance is spot on! He is calm, respectful, and a patient listener in spite of being demeaned, yelled at, and called a racist Nazi for doing his job. His composer was remarkable.	Staff appreciated the positive feedback and will share the comment with Phoenix. GC
5	LCC	Request	12/9/20	Devin Blazek	Grace Carson	Susan Marcum	Please require masks in the swimming pool, please!	According to the CDC, wearing a mask in the pool is not advised as they can get wet and make it difficult to breathe. Staff is enforcing mask wearing on the pool deck but it is at the discretion of the patron whether or not they would like to wear their masks during AquaFit or when exercising in the lap/leisure pool. Staff will enforce mandates from the CDC and Jackson County Health Department as they continue to change. GC
6	LCC	Request	1/6/21	Mike Hedrick	Ola Showbowale	Unknown	Can you please fix the door locks in the two stalls in the women's locker room, the handicap stall and the one before it?	After receiving this comment, staff checked the women's locker room and discovered the door locks were not aligning properly due to positional displacements of the doors. Staff adjusted the doors for the aforementioned stalls on 01.07.21, and the locks were realigned properly. OS
7	LVCC	Complaint	12/28/20	David Dean	Jodi Jordan	Heather Palmer	In a study of 10 million people it has been recently proven that Asymptomatic spread of Covid-19 does not exist. It is absolutely pointless to wear a piece of cloth over ones face while exercising. Please stop the insanity.	On November 18, 2020, the Jackson County Health Department issued an Executive Order that went into effect on November 20, 2020, which states, "All persons over the age of five including employees or visitors, present at any business, public accommodation, or outdoors where social distancing is not possible must wear a face mask or covering." In accordance with the Executive Order, the Jackson County Health Department also updated "The Safer at Home Recovery Plan" that states, "At gyms, fitness, and recreational centers all patrons must wear masks indoors at all times and maintain social distancing of no less than six feet. Face covering exemptions do not apply to gyms, fitness, and recreational centers. Face coverings must be worn at all times while inside these facilities, including while working out. If you are unable to wear a mask because of difficulty breathing during high intensity activities, choose an outdoor location with greater ventilation and air exchange and where social distancing from others can be guaranteed. Participants may consult with their primary care provider to determine if vigorous activity while wearing a mask is safe for them." Operating in Jackson County, Longview Community Center is required to follow the restrictions outlined in the Jackson County Executive Order and staff will continue to enforce all health department requirements including mask usage in our facility. Failure on our part to enforce the requirements could result in fines and/or closure of the facility. Management staff has reminded Longview Community Center staff to be diligent in their efforts of monitoring face coverings to make sure patrons are following the mask guidelines. LSPR understands the frustration with the mandate, but as we have outlined, Lee's Summit Parks and Recreation will follow the requirements as outlined by the Jackson County Health Department so we can continue to offer a safe and reliable experience for all of our patrons.
8	LVCC	Complaint	11/24/20	Jodi Jordan	Eric Schooley	Unknown	Two recumbent bikes are missing foot straps on the pedals.	Staff is aware of this issue and new pedals, including straps, were ordered on 11.19. Straps are not sold separately. Follow-up: The new pedals with straps were received on 12.9 and installed that day. ES

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
9	LVCC	Complaint		Jodi Jordan			<p>Twice this week I went to Longview community center to lap swim only to find out that most of the lanes had been rented last minute to swim teams. I checked the schedule at the start of the week and all lanes were supposed to be open over lunch time. Please review whatever policy the dept has about renting out to these teams. As a LS resident who pays to use these facilities, I don't think it's right to essentially take away the pool during one of the only times you actually have lap swim open to the public. Extremely frustrating to drive 15 minutes each way for the sole purpose of swimming to find out the schedule changed last minute. There must be a better way to accommodate these swim teams. Lees summit aquatic? Before or after normal business hours?</p>	<p>Thank you for reaching out to us.  First, we apologize for the schedule being inaccurate last week. Staff made a mistake while creating the schedule and, as a result, an inaccurate schedule was posted and distributed. Staff has taken steps to ensure all future months' schedules are accurate.  Staff is continually monitoring the needs of both our patrons and the local swim teams to ensure an optimal balance between the number of lanes allowed for renting parties and lanes allowed for patron use. While we understand the desire for patrons to have maximum lane availability, especially during peak times, rental revenue is vital to the financial stability of Longview Community Center. For this reason, staff must consider the needs of both patrons and swim teams when making schedule decisions. Additionally, these programs serve a large number of Lee's Summit children who otherwise may not have access to an organized swim team.  Each week in January, there are 463 hours of lane availability designated for patron lap swim, as opposed to 120 hours designated for swim team use. In order to further maximize the available patron-use time, we encourage all patrons to share lanes in accordance with the "Lap Lane Etiquette" sign in the aquatic area. Should patron use of lanes exceed the available capacity, staff will reassess rental agreements and reduce their allowable space and/or time in order to meet the demand of our members.  Again, we apologize for the inaccurate schedule posted last week and the inconvenience it caused. If you have any further questions or wish to discuss in greater length, please call our Aquatic Manager at 816-969-1546. Thank you</p>
10	LVCC	Compliment	11/17/20	Jodi Jordan	Eric Schooley	Michael David Segalo Dave Sullivan	That little girl up there (Ally) does a very good job.	Ally True is a facility attendant. She also works at Gamber Center and Summit Ice. Staff will share this comment with her. ES
11	LVCC	Question	12/31/20	David Dean	Jodi Jordan	Keith Sheridan	<p>How come Longview Gym does not have any time slots in the Gym for Pickleball on Saturdays?  They have basketball in two different time slots on Saturdays. How about share the gym - 50/50??</p>	<p>Thank you for contacting us regarding the pickleball schedule at Longview Community Center. We do not offer pickleball on Saturdays due to the group exercise schedule. With classes being held on the other side of the gym our gym schedule doesn't allow for pickleball at that time. We have also altered schedules with the other LSPR facilities so that patrons have options.  Our schedule is changing starting next week.</p>

Jan. 2, 2021

I am a long-time LS Parks and Rec member and am very frustrated with the lack of open swim lanes. I've always enjoyed your pool so much, especially because in the past, it's been easy to get a lane. When Covid hit and you re-opened, it was such a refreshing sanctuary...to be able to come to the pool and feel safe - without a lot of people.

But that all ended recently when you made the decision to allow the Empire Club Team to take over. Honestly, over the last month, I feel like you should just hang up an Empire banner and call it the Empire Pool, because clearly...it's their pool now. We, as members, have all felt squeezed out and it's ridiculous.

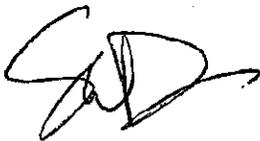
Look, I realize it's been a tough year. I know you all had to shut down for months and you lost revenue. I get you are trying to survive - we ALL are. But in recent months - particularly the month of December, the Empire Swim Club practice schedule has simply been out of control. I was hopeful that the January schedule would be a little better, but it doesn't appear to be.

Every single morning Empire takes up at least 4 lanes. Over the holidays they increased to 5 lanes. On Saturday's they take 5 lanes, and then water aerobics takes 3, which leaves just ONE lane for lap swimming. There just isn't enough room for regular members anymore. Let alone the fact that we are in a pandemic and that many people crammed into one pool is simply just not safe.

It's clear that money speaks here which is why you have granted teams like Empire priority over long-time, loyal members...who, by the way...stuck with you when times were bad and kept our memberships going. But now in appears you're sticking it to us and that is really a shame.

Please do the right thing and give us our pool back.

Thank you.

A handwritten signature in black ink, appearing to be 'SAD' or similar, written in a cursive style.

4A 0<sup>2</sup>

Greetings Sarah,

Thank you for your comment and feedback regarding the December open swim schedule and Empires use of the Longview Community Center pool. We value your feedback and have made every effort to take the needs of both patrons and swim teams in to consideration when making decisions regarding the pool schedule.

Staff is continually monitoring the needs of both our patrons and the local swim teams to ensure an optimal balance between the number of lanes allowed for renting parties and lanes allowed for patron use. While we understand the desire for patrons to have maximum lane availability, especially during peak times, rental revenue is vital to the financial stability of Longview Community Center. For this reason, staff must consider the needs of both patrons and swim teams when making schedule decisions. Additionally, these programs serve a large number of Lee's Summit children who otherwise may not have access to an organized swim team.

Each week in January, there are 463 hours of lane availability designated for patron lap swim, as opposed to 120 hours designated for swim team use. In order to further maximize the available patron-use time, we encourage all patrons to share lanes in accordance with the "Lap Lane Etiquette" sign in the aquatic area. The posted etiquette and the practice of sharing lanes with other patrons is within the COVID-19 guidelines of both USA Swim and the Jackson County Health Department. However, should patron use of lanes exceed the available capacity, staff will reassess rental agreements and -reduce their allowable space and/or time in order to meet the demand of our members.

If you have any further questions wish to discuss this in more detail, please contact me at 816-969-1546. Thank you

Best,

Grace Carson

**From:**  
**Sent:** Wednesday, December 2, 2020 1:57 PM  
**To:** LSPRregister <[LSPRregister.LSPRregister@cityofls.net](mailto:LSPRregister.LSPRregister@cityofls.net)>  
**Subject:** Contact Parks online form from CityofLS.net

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

The Contact Parks online form from the cityofls.net website was submitted.

Name: Camille Forster

Address:

Lee's Summit, Missouri 64063

Phone:

Email:

Message: How is wearing a mask while I'm exercising safer than Corona virus? I truly want to understand the logic. You are going to cause people to pass out and possibly die from not being able to breathe because of the mask? I truly don't get why I need one while I'm away from other people on a socially distanced machine which I will clean once I'm done? If you can give me a reasonable explanation then I won't ask for my money back. Quitting the gym would break my heart because exercising is so good for me. If I do cancel my membership as many will...let me leave you with this. Obesity, anxiety and depression have taken more lives than Corona. They are the true pandemic and the best way to fight those are exercising. People like me won't have that because we can't exercise in a mask. If you really wanna take care of people then please rethink your policy. Otherwise I will take my business elsewhere even though I hate to do it.

**From:** Mike Hedrick  
**Sent:** Monday, December 7, 2020 1:07 PM  
**To: Subject:** FW: Contact Parks online form from CityofLS.net

Greetings, Ms. Forster,

Thank you for your email about your concerns of staff enforcing the Jackson County Health Department's face covering guidelines at the Lovell Community Center. Your comment is important to us, and I will explain why Lee's Summit Parks and Recreation is enforcing the mask policy.

On November 18, 2020, the Jackson County Health Department issued an Executive Order that went into effect on November 20, 2020, which states, "All persons over the age of five including

employees or visitors, present at any business, public accommodation, or outdoors where social distancing is not possible must wear a face mask or covering.”

In accordance with the Executive Order, the Jackson County Health Department also updated “The Safer at Home Recovery Plan” that states, “At gyms, fitness, and recreational centers all patrons must wear masks indoors at all times and maintain social distancing of no less than six feet.

Operating in Jackson County, J. Thomas Lovell Jr. Community Center is bound to follow these requirements per the Jackson County Executive Order and staff will enforce the mask requirement in our facility. When a patron is not wearing a mask, covering both their mouth and nose staff will ask them to wear there mask properly while in the facility. Failure on our part to enforce the guidelines could result in fines and/or closure of the facility.

Management staff has reminded Lovell Community Center staff to be diligent in their efforts of monitoring face coverings to make sure patrons are following the mask guidelines.

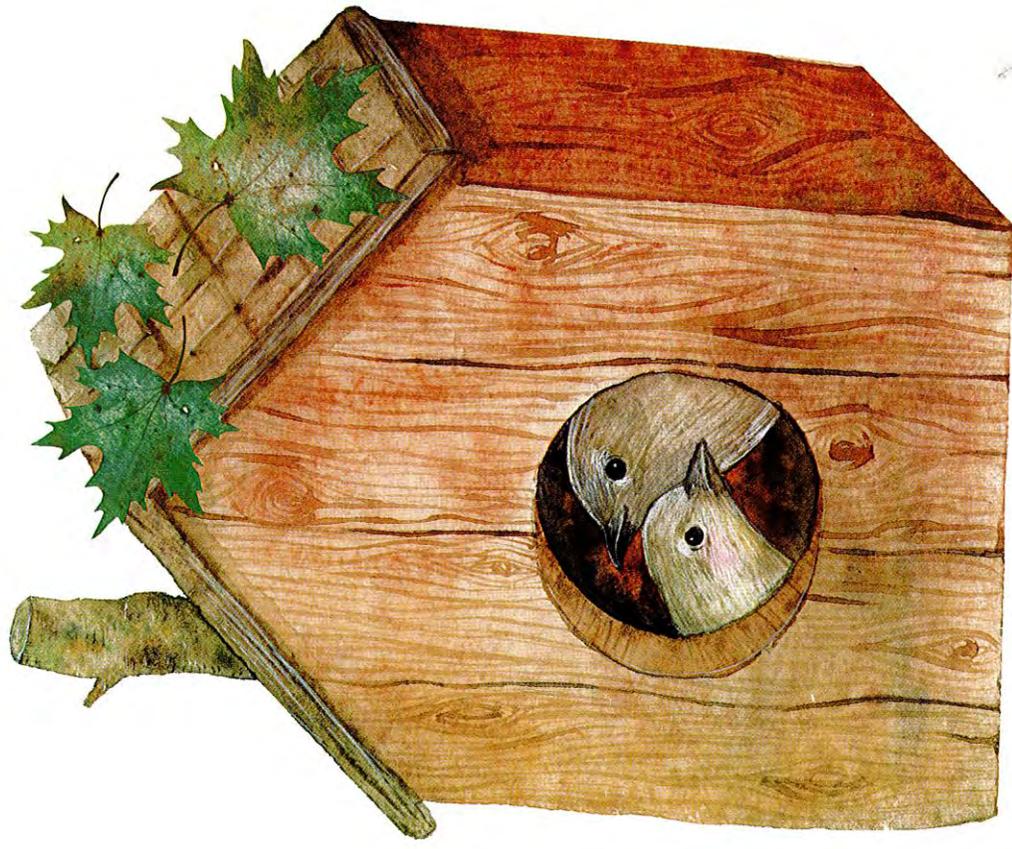
I understand your frustration with the mandate, but as I have outlined, Lee’s Summit Parks and Recreation will follow the guidelines as outlined by the Jackson County Health Department so we can offer a safe environment for all our patrons. If you have any additional questions, please feel free to contact me directly at 816.969.1555 or [mhedrick@cityofls.net](mailto:mhedrick@cityofls.net).

Your kindness is  
greatly appreciated.

Dear All,  
Just wanted to thank you  
for the delicious Christmas  
dinner.

My friend and I really  
enjoyed it. What a treat!  
Thanks also for all the  
staff at the center.

You are great, Christmas  
blessings to you all  
Helen  
Turner



*With Thanks . . .*

The Contact Parks online form from the cityofls.net website was submitted.

Name: Megan Christianson

Address:

Lees Summit, Missouri 64083-4500

Phone:

Email:

Message: Hello, I see that there is a planned park in Lees Summit near our home: Kensington Park at 1801 SW Blackpool Dr. When will construction on this park be started? Will there be any opportunity for donations towards this park (memorial trees, bench in memory of, etc.)? Thank you in advance for your assistance.

Ms. Christianson:

Thank you for your comments and suggestions regarding Kensington Park. This park property is currently undeveloped and we are evaluating some of the park properties and development opportunities in the south portion of Lee's Summit due to rapid growth and new construction. Consequently, we do not have an immediate timetable on the development of this park. If you are interested in our memorial bench program in another park nearby, please contact Steve Thomas at 816.969.1532 as he oversees this. I will share your comment with our Parks and Recreation and keep you updated if anything changes.

Thanks again.

Steve Casey

Thank you for your prompt and helpful reply, Steve.

I will reach out to the other Steve to pursue memorial options at another park since the Kensington Park's timeline is unknown. We look forward to it and/or other new parks in the south Lees Summit area.

Megan

**From:**  
**Sent:** Friday, December 4, 2020 11:22 AM  
**To:** LSPRregister <[LSPRregister.LSPRregister@cityofls.net](mailto:LSPRregister.LSPRregister@cityofls.net)>  
**Subject:** Contact Parks online form from CityofLS.net

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

The Contact Parks online form from the cityofls.net website was submitted.

Name: Mark Krystyniak

Address:

, 64063

Phone:

Email:

Message: To force anyone to wear a mask on a stationary bike when there is no one within fifty feet is ridiculous and idiotic. I don't care what kind of county mandates there are.

**From:** Mike Hedrick <[Micheal.Hedrick@cityofls.net](mailto:Micheal.Hedrick@cityofls.net)>  
**Sent:** Monday, December 7, 2020 12:59 PM  
**To:**  
**Subject:** FW: Contact Parks online form from CityofLS.net

Greetings Mr. Krystyniak,

Thank you for your email about your concerns of staff enforcing the Jackson County Health Department's face covering guidelines at the Lovell Community Center. Your comment is important to us, and I will explain why Lee's Summit Parks and Recreation is enforcing the mask policy.

On November 18, 2020, the Jackson County Health Department issued an Executive Order that went into effect on November 20, 2020, which states, "All persons over the age of five including employees or visitors, present at any business, public accommodation, or outdoors where social distancing is not possible must wear a face mask or covering."

In accordance with the Executive Order, the Jackson County Health Department also updated "The Safer at Home Recovery Plan" that states, "At gyms, fitness, and recreational centers all

patrons must wear masks indoors at all times and maintain social distancing of no less than six feet.

Operating in Jackson County, J. Thomas Lovell Jr. Community Center is bound to follow these requirements per the Jackson County Executive Order and staff will enforce the mask requirement in our facility. When a patron is not wearing a mask, covering both their mouth and nose staff will ask them to wear there mask properly while in the facility. Failure on our part to enforce the guidelines could result in fines and/or closure of the facility. Management staff has reminded Lovell Community Center staff to be diligent in their efforts of monitoring face coverings to make sure patrons are following the mask guidelines.

I understand your frustration with the mandate, but as I have outlined, Lee's Summit Parks and Recreation will follow the guidelines as outlined by the Jackson County Health Department so we can offer a safe environment for all our patrons. If you have any additional questions, please feel free to contact me directly at 816.969.1555 or [mhedrick@cityofls.net](mailto:mhedrick@cityofls.net).

**From:**  
**Sent:** Tuesday, December 29, 2020 1:29 PM  
**To:** LSPRregister <[LSPRregister.LSPRregister@cityofls.net](mailto:LSPRregister.LSPRregister@cityofls.net)>  
**Subject:** Contact Parks online form from CityofLS.net

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

The Contact Parks online form from the cityofls.net website was submitted.

Name: Charles Venneman

Email:

Message: With regard to the Longview Pool schedule, apparently the schedule was just updated today and it was actually not accurate already this week. I understand that the swim team needs time, but so do the patrons and we change our schedule such that we have access to the pool without the jumping and screaming that accompanies the teams. In emergency situations, such as pump or heater failures, schedule changes are understood, but not mid week changes for the teams. This should not happen.

**From:** Devin Blazek <[Devin.Blazek@cityofls.net](mailto:Devin.Blazek@cityofls.net)>  
**Sent:** Tuesday, December 29, 2020 4:33 PM  
**To:**  
**Subject:** FW: Contact Parks online form from CityofLS.net

Mr. Venneman,

Thank you for contacting us. I sincerely apologize for the inaccurate communication regarding the lane assignments for today. Over school break, the swim team's schedule was significantly altered and, unfortunately, the posted schedule did not accurately describe the rental time period. The schedule should have said lanes 6-8 and the diving well available for lap swim, as opposed to the posted "all lanes available". The schedule has since been corrected and posted.

If you have any additional questions or wish to discuss further, please contact me at 816-969-1546.  
Thank you

**From:**  
**Sent:** Thursday, December 31, 2020 7:44 AM  
**To:** LSPRregister <[LSPRregister.LSPRregister@cityofls.net](mailto:LSPRregister.LSPRregister@cityofls.net)>  
**Subject:** Contact Parks online form from CityofLS.net

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

The Contact Parks online form from the cityofls.net website was submitted.

Name: CR Venneman MD

Message: Dear LSP&R

Why are the facilities still being closed down for the so called "deep cleaning" during normal operating hours? It has been clearly shown that this practice does nothing to inhibit the spread of Covid, and is not recommended by the CDC. This actually had been shown to be the case, since June and is only a waste of time, energy, personnel, money and resources in addition to contaminating the environment. If that is a standard that supposedly is being imposed by Jackson County Health Dept, then why hasn't this standard been challenged by the Parks and Rec for evidence? In fact not a single case of Covid has been attributed to surface spread or by using equipment or at any time in a pool facility.

"All over the world, workers are soaping, wiping and fumigating surfaces with an urgent sense of purpose: to fight the coronavirus. But scientists increasingly say that there is little to no evidence that contaminated surfaces can spread the virus. In crowded indoor spaces like airports, they say, the virus that is exhaled by infected people and that lingers in the air is a much greater threat.

Hand washing with soap and water for 20 seconds — or sanitizer in the absence of soap — is still encouraged to stop the virus's spread. But scrubbing surfaces does little to mitigate the virus threat indoors, experts say, and health officials are being urged to focus instead on improving ventilation and filtration of indoor air.

"In my opinion, a lot of time, energy and money is being wasted on surface disinfection and, more importantly, diverting attention and resources away from preventing airborne transmission," said Dr. Kevin P. Fennelly, a respiratory infection specialist with the United States National Institutes of Health"

Respectfully  
CR Venneman MD

**From:** David Dean <[David.Dean@cityofls.net](mailto:David.Dean@cityofls.net)>  
**Sent:** Wednesday, January 6, 2021 11:13 AM  
**To:**  
**Subject:** Lee's Summit Parks & Recreation facility cleaning

Greetings Mr. Venneman,

Thank you again for your patience as we reviewed your comment and concern. We appreciate you sharing the information you provided in your email.

Lee's Summit Parks and Recreation recognizes the common transmission of COVID-19 is made through close contact with another individual that has COVID-19. Under the CDC Guidance for cleaning and disinfecting public spaces, workplaces, business, schools and home, it states, "surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and

objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.”

High touch point facilities, like Lee’s Summit Parks and Recreation community centers that have many of the surfaces listed by the CDC, plus high touch point surfaces like fitness equipment, require constant monitoring by staff to ensure touch points are frequently cleaned. Closing the facilities mid-day allows staff the opportunity to disinfect all touch points in the facility, just as they do after closing each day. This additional daily sanitation is an important and effective measure that provides comfort to many of our patrons that Lee’s Summit Parks and Recreation is doing everything we can to make our facilities safe for everyone.

Again, we appreciate your comments and the information you shared, but for the foreseeable future, Lee’s Summit Parks and Recreation will continue to err on the side of caution and continue our current sanitation methods.

**From:** Top Choice  
**Sent:** Wednesday, January 6, 2021 2:17 PM  
**To:** David Dean <[David.Dean@cityofls.net](mailto:David.Dean@cityofls.net)>  
**Subject:** Re: Lee's Summit Parks & Recreation facility cleaning

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

Dear Mr Dean  
I fully anticipated the response, but my job throughout my career of Science, Medicine, and Microbiology was to educate the uneducated. And that is the best that I can do and I fulfilled that goal.  
Sincerely,  
CR Venneman MD

**From:** Bill Ward  
**Sent:** Sunday, December 13, 2020 9:16 PM  
**To:** Jodi Jordan  
**Subject:** Wearing masks during exercise

Hi Jody,

Thank you for listening to me the other day as I shared my frustration with the newly imposed full-time mask rule at the gym. As I mentioned, the World Health Organization has stated in their guidance on page 11 that "WHO advises that **people should not wear masks during vigorous intensity physical activity** (143) because masks may reduce the ability to breathe comfortably." It also states "The most important preventive measure is to **maintain physical distancing** of at least 1 meter and ensure good ventilation when exercising. If the activity takes place indoors, **adequate ventilation** should be ensured at all times through natural ventilation or a properly functioning or maintained ventilation system (144). Particular attention should be paid to **cleaning and disinfection** of the environment, especially high-touch surfaces. If all the above measures cannot be ensured, consider temporary closure of public indoor exercise facilities (e.g., gyms)." Please see attached WHO guideline. (**Bold** added to emphasize)

In addressing these **common sense practices** to keep patrons safe during this pandemic, I believe you and your staff have been doing an excellent job with **cleaning** and maintaining limited numbers of people to allow adequate **distancing**, and maintaining the **ventilation** system. Since opening after the closure earlier this year, my family and I have felt safe exercising in the gym with the cleaning and distancing protocols in place, and have been able to stay in optimal physical health during 2020, thanks to the great work of your staff.

However, with the recent change to now requiring masks over the nose and mouth even during cardio machine exercise, I have noticed a decreased ability to breathe enough to continue exercising as I am used to and find cardio exercise very uncomfortable. As the WHO guidance states, "several studies have demonstrated statistically significant deleterious effects on various cardiopulmonary physiologic parameters during mild to moderate exercise in healthy subjects." Therefore, I can only conclude that requiring masks during strenuous, or even mild to moderate exercise, can be dangerous to people's health.

Since the gym operated successfully for many months before the full-time mask rule (and neither me, my family, nor anyone I talk with at the gym has had any hint of getting sick from an exposure at the gym), I have to ask why the gym has agreed to and put this new restriction in place that goes against the very purpose of the gym, to allow people to exercise in a safe and healthy environment.

My understanding is that the county put this new requirement in effect, and the gym has just had to comply with it. But I ask that you would appeal this to the county on behalf of the health of your patrons to repeal this restriction, or find another way to change this rule back to where it was a month ago, so that patrons can go back to exercising without risk due to their inability to breathe sufficiently.

If this change is not able to be made, please share why; I will be curious to know if people with medical/scientific knowledge have been involved in creating this rule, if they are aware of the WHO guideline, and if they acknowledge the medical risk they have imposed on people.

Thank you for your assistance with this concern.

Sincerely,

Bill Ward  
Lee's Summit, MO

**From:** Jodi Jordan <Jodi.Jordan@cityofls.net>  
**Sent:** Tuesday, December 15, 2020 10:32 AM  
**To:**  
**Subject:** Wearing masks during exercise

Mr. Ward,

Thank you for the email sharing your concerns regarding LSPR's enforcement of the Jackson County Health Department's face covering guidelines at the Longview Community Center as well as LSPR's efforts to keep its facilities clean and safe for use. Your comments are important to us, and we appreciate your feedback.

On November 18, 2020, the Jackson County Health Department issued an Executive Order that went into effect on November 20, 2020, which states,

*"All persons over the age of five including employees or visitors, present at any business, public accommodation, or outdoors where social distancing is not possible must wear a face mask or covering."*

In accordance with the Executive Order, the Jackson County Health Department also updated "The Safer at Home Recovery Plan" that states,

*"At gyms, fitness, and recreational centers all patrons must wear masks indoors at all times and maintain social distancing of no less than six feet. Face covering exemptions do not apply to gyms, fitness, and recreational centers. Face coverings must be worn at all times while inside these facilities, including while working out. If you are unable to wear a mask because of difficulty breathing during high intensity activities, choose an outdoor location with greater ventilation and air exchange and where social distancing from others can be guaranteed. Participants may consult with their primary care provider to determine if vigorous activity while wearing a mask is safe for them."*

Operating in Jackson County, Longview Community Center is required to follow the restrictions outlined in the Jackson County Executive Order and staff will continue to enforce all health department requirements including mask usage in our facility. Failure on our part to enforce the requirements could result in fines and/or closure of the facility. Management staff has reminded Longview Community Center staff to be diligent in their efforts of monitoring face coverings to make sure patrons are following the mask guidelines.

LSPR is not in the position to appeal Jackson County Health Departments' decision. Additionally, the questions you asked regarding the qualifications of the decision makers should be directed to Jackson County Health Department. For your reference, their phone number is (816) 404-6416.

I understand your frustration with the mandate, but as I have outlined, Lee's Summit Parks and Recreation will follow the requirements as outlined by the Jackson County Health Department so we can continue to offer a safe and reliable experience for all of our patrons. If you have any additional questions, please feel free to contact me directly at 816.969.1525 or [jjordan@cityofls.net](mailto:jjordan@cityofls.net).

**From:** Bill Ward  
**Sent:** Friday, December 18, 2020 2:10 PM  
**To:** Jodi Jordan  
**Subject:** Re: Wearing masks during exercise

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

Thank you for your email addressing my concerns, and your further explanation of the Jackson County restrictions. I plan to limit my intensive exercise at the gym until this restriction is removed.

Sincerely,  
Bill Ward

# 2021 JANUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01 New Years Day - Administrative Offices Closed	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18 Dr. Martin Luther King Jr. Day - Administrative Offices Closed	19	20	21	22	23
24	25	26	27 Park Board Meeting - TBA - 6pm	28	29	30
31	01	02	03	04	05	06

# 2021 FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15 President's Day - Administrative Offices Closed	16	17	18	19	20
21	22	23	24 Park Board Meeting - TBA - 6pm	25	26	27
28	01	02	03	04	05	06
07	08	09	10	11	12	13

# 2021 MARCH

## Lee's Summit Parks and Recreation Board Monthly Calendar

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

LS Tribune December 26, 2020

## Lee's Summit Parks And Recreation Opens Playground At Lowenstein Park

Lee's Summit Parks and Recreation (LSPR) is happy to announce the opening of the playground at Lowenstein Park.

"The transformation of Lowenstein Park is almost complete and the finished product is amazing," Joe Snook, LSPR Administrator, said. "The opening of the playgrounds, along with the fitness area, create a play space for all ages."

The playground has two separate play areas for ages 2-5 and 5-12. The 2-5 area has synthetic

turf surfacing with mounds and a tunnel, slides, swings, a spinner and a caterpillar rock climb area with tree stump steppers. The 5-12 area has the 24-foot tower with slides and multiple platform play areas. It also includes a swing set, climbing rock, spinners and more.

The playground is available for community use during park hours.

For park information, please visit [LSParks.net](http://LSParks.net), or call 816-969-1500.





# A RENOVATION SUCCESS STORY

Despite challenges caused by the pandemic, Summit Waves in Lee's Summit, Missouri, opened its new 8,000-square-foot wave pool for the 2020 season.

BY DAVID DEAN

Imagine an aquatic center that draws people of all ages from the local community to enjoy fun, relaxing aquatic experiences throughout the heat of summer. In 2008, the Summit Waves Aquatic Center became a reality for Lee's Summit Parks and Recreation. Based on community input, market analysis and aquatic trends, the aquatic center has evolved into a regional destination by adding new features and amenities, and refurbishing the original facility.

The original design and construction offered the community a six-lane lap pool with two diving boards, a 904-foot-long action river, a children's activity pool with large play feature, two waterslides (one body and one inner tube), a concession stand, an outdoor dining area and locker rooms, including men's, women's and family options.

The facility master plan called for the addition of two more waterslides and a wave pool. With the passage of a dedicated park

sales tax extension in 2016, funding for the wave pool became available. In the fall of 2019 construction of an 8,000-square-foot wave pool commenced. Opened in 2020, the addition of the wave pool allows for increased capacity of the facility and offers patrons a unique amenity that can only be found at one other waterpark in the Kansas City metropolitan area.

The wave pool addition includes a support facility for mechanical operations, additional restroom facilities to serve both waterpark patrons and year round restroom facilities on the exterior to serve park patrons, twelve 16' x 16' shade structures, one 30' diameter shade structure, spray features on the beach entry and an additional 150 lounge chairs were



The 8,000-square-foot wave pool was funded by a sales tax extension passed in 2016.



The wave pool features six wave pattern options, which are programmed for 15-minute cycles.

added. The wave generation equipment provides six wave pattern options and are programmed for 15-minute cycles. The addition was designed and equipped with a space for a food truck that will supplement the current food and beverage operation.

### DESIGNING THROUGH THE CHALLENGES

Lee's Summit Parks and Recreation tasked design consultants, Kimley-Horn, to design an unconventional wave pool that would also blend in with the current facility. Visually, the park wanted patrons to have a clear line of site to the new amenity as they entered the facility. Architecturally, the wave pool is designed to match existing finishes.

At the time construction began, no one could have imagined what would be in store over the coming months. When COVID-19 hit in the spring of 2020, construction and operational challenges became a reality. Several construction delays occurred due to a countywide "stay-at-home" order. Face mask and social distancing requirements were put in place for every worker on site, project consultants were not allowed to travel for project review meetings and representatives for the wave generation equipment manufacturer were unable to travel for the installation and commissioning of the wave generation equipment. The design team eventually overcame the construction hurdles when some travel restrictions were lifted for key contractors doing essential work for the project. Then the park's management team began facing the operational challenges.

Operationally the county health department required an occupancy limitation on all public establishments, limiting Summit Waves to only 600 patrons. To maximize the facility's ability to serve residents, season passes were restricted to residents of Lee's Summit only. Admission was restricted to season pass holders only at the start of the season. As the season progressed and staff was able to evaluate attendance trends, a limited number of resident single visit passes were offered each day.

Staff also developed social distancing and cleaning protocols for the facility. Seating was reduced to allow for six feet of separation of each lounge chair, a red/green tag system was created to identify lounge chairs that needed to be cleaned and inner tube checkout and cleaning stations were created. The food and beverage menu was reduced to pre-packaged items only, and additional

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Summit Waves most recent improvements cost \$5.1 million and could bring a 25 percent increase in attendance and revenue.



# SUMMIT WAVES

120 SW BLUE PARKWAY, LEE'S SUMMIT, MO 64063

[WWW.SUMMITWAVES.NET](http://WWW.SUMMITWAVES.NET)

**OWNERS:** LEE'S SUMMIT PARKS AND RECREATION

**ADMISSION PRICES:**

SINGLE VISITS: \$8 RESIDENTS; \$11 NON-RESIDENTS;  
SEASON PASSES: \$80 RESIDENTS; \$95 NON-RESIDENTS

**DATES OPEN:** MEMORIAL DAY WEEKEND THROUGH MID-AUGUST

**CAPACITY:** 2,432

**NUMBER OF EMPLOYEES:** YEAR-ROUND: 2; SEASONAL: 150

**CLIENTELE (PERCENT LOCAL VS. TOURIST):** 75 PERCENT  
RESIDENT VS. 25 PERCENT NON-RESIDENT

**FUTURE EXPANSION PLANS:** (1) OPEN FLUME SLIDE &  
(1) SPEED SLIDE

## SUPPLIERS

**DEVELOPMENT/DESIGN:** KIMLEY-HORN & ASSOCIATES, INC.

**CONSULTANTS:** COUNSILMAN-HUNSAKER

**CONSTRUCTION:** B. DEAN CONSTRUCTION, LLC

**WATERSLIDES:** MIRACLE

**WAVE GENERATOR:** MURPHYS WAVES LTD

**RAFT/TUBES/MATS:** ZEBEC

**CHILDREN'S INTERACTIVE PLAY STRUCTURE:** WHITEWATER

**FURNITURE:** GROSFILLEX

**FILTRATION EQUIPMENT:** PENTAIR

**PUMPS:** PENTAIR AURORA

**CHEMICAL CONTROLLERS:** PROMINENT

**SHADE SYSTEM:** USA SHADE

**ADMISSION SYSTEM:** RECTRAC

**SUMMIT WAVES** CONTINUED FROM PAGE 22

cleaning staff was added to each shift so that continual cleaning of the facility could be maintained.

### THE FUTURE

When new normal operations begin in the future, Summit Waves will have an occupancy capacity of approximately 2,400 patrons. The food and beverage menu will consist of a variety of cooked and pre-packaged options, a food truck or trucks will be on-site during peak operational days/times and programming, special events and private facility rentals will resume. Programs will include morning and evening swim lessons, and special events will include Family Fun Nights and Dive-in-Movie Nights.

### THE BUSINESS IMPACT

The original 2008 investment in the waterpark was \$6.2 million and Summit Waves' most recent improvements cost \$5.1 million. When operating normally without the impact of COVID-19, the city anticipates a 25 percent increase in attendance and revenue, with annual revenues of approximately \$865,000 resulting in a cost recovery exceeding 110 percent. This is a significant contribution to Lee's Summit Parks and Recreation Department's annual profitability.

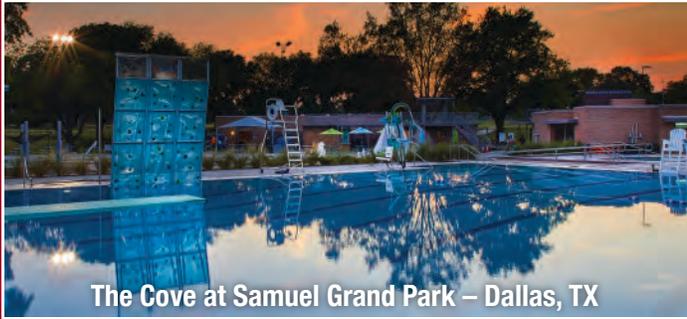
### BEST PRACTICES FOR RENOVATION PROJECTS

Other city and county parks and recreation systems can learn from Summit Waves' experience and share in similar results for patrons and business operations. Best practices to consider during a renovation project include:

- Site visits to learn from other cities who have invested in an aquatic center and specifically wave pools
- Selection of design consultants, general contractors and sub-contractors with experience in building pools and wave pools
- Selection of an aquatic center manager and staff focused on patron-experience and efficient operations
- Ongoing education and research regarding industry trends (trade magazines, conferences, webinars, learning provided by organizations like WWA and NRPA, etc.)
- Incorporation of community feedback (focus groups, electronic and social media surveys)

In summary, Summit Waves Aquatic Center offers joy and relaxation to Lee's Summit patrons while being affordable and fiscally responsible. For anyone looking to begin their next renovation project, consider using the ideas and best practices within this article to build on your patron experience and provide a positive impact to your bottom line and community enjoyment. •

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North Port Aquatic Center – North Port, FL



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## **Fitness playground for adults' arrives in Lee's Summit. It has something for everyone**

BY MELODY TURNER *SPECIAL TO THE JOURNAL*

DECEMBER 08, 2020 05:00 AM

The Thrive 900, a functional fitness center, recently opened in Lowenstein Park. *MELODY TURNER SPECIAL TO THE JOURNAL*

It's a playground. It's a jungle gym. And it's the first outdoor functional fitness multi-station in Lee's Summit.

The Thrive 900, recently opened in Lowenstein Park, offers 20 stations geared for functional fitness. Recreation Supervisor Jenny Brennen has been on the Lee's Summit Parks & Recreation team putting the Thrive 900 into place.

"From all the options we had to choose from, the Thrive 900 had everything we wanted for the community," Brennen said. "It has something for everyone because it's a functional fitness piece, which makes it limitless. People won't be limited to push-ups or pull-ups and it can incorporate almost anything."

Joe Snook, Lee's Summit Parks & Recreation administrator, thinks it will be a popular piece of exercising equipment, even during the pandemic. Signage urges people to wear masks and remain socially distanced.

The "fitness playground for adults," as Brennen calls it, has an information kiosk located in the turf area that explains the uses of the equipment. A QR code can also be scanned for those who want to watch instructional videos.

For Brennen, the Thrive 900 has been the highlight of 2020.

"I was elated to be on the team. And the final product gets me so excited and giddy," Brennen said. "I feel privileged to be a part of it as I love outdoor fitness."

The mission of Lee's Summit Parks & Recreation is to provide outstanding parks and facilities for the community, and it's an essential service right now, Snook said.

"We do more than roll out a basketball. We build communities," he said. "Parks and recreation (is) an essential service ... because it brings people together and creates memories and friendships that last a lifetime."

*For outdoor fitness class times and registration, please visit [LSParks.net](http://LSParks.net), or call 816-969-1500.*



Jay Snook, son of Lee's Summit Parks & Recreation Administrator Joe Snook, gets a workout at Thrive 900. Jay is a student at the University of Arkansas. *MELODY TURNER SPECIAL TO THE JOURNAL*

INNOVA DISC GOLF (WEST) 800-408-8449

INNOVA DISC GOLF (EAST)

800-816-1968



Location: Hole 12, Legacy Disc Golf Park, Lee's Summit, Missouri  
Photographer: Christian Alisman



# Lee's Summit Parks and Recreation Opens Outdoor Fitness Equipment at Lowenstein Park

*Submitted by Collin McCage, Marketing Coordinator,  
Lee's Summit Parks and Recreation*

Lee's Summit Parks and Recreation (LSPR) is excited to announce the opening of their outdoor fitness equipment at Lowenstein Park. Produced by Gametime/Cunningham Recreation, the THRIVE 900 has 20 fitness stations with innovative and challenging options for beginners and advanced users alike.

"LSPR is excited to add this unique and versatile functional fitness unit to Lowenstein Park," Joe Snook, LSPR Administrator, said. "I know it will be a popular destination for exercise enthusiasts."

This is the first multi-station functional outdoor fitness equipment in LSPR. The outdoor fitness area also includes synthetic turf-surfacing for stretching and other outdoor fitness instructional activities. LSPR will be offering fitness classes including circuit training, outdoor TRX, and small group personal training sessions.



The equipment is available for community use during park hours. Children under the ages of 13 are not allowed on the equipment. An informative kiosk is located in the turf area and explains the uses of the THRIVE 900 and a QR code can also be scanned to watch instructional videos.

# Winter Wonderland ice rink brings a festive spirit to those in Lee's Summit area

BY MELODY TURNER *SPECIAL TO THE JOURNAL*

December 24, 2020 05:00 AM

For the third season, the outdoor ice-skating rink in Lee's Summit is open for public skating, pond hockey and learn-to-skate classes. *MELODY TURNER SPECIAL TO THE JOURNAL*

The crunch of blades on ice cuts through the cold air. Giggles from gleeful children resonate around the rink. Christmas lights twinkle from up above as families share moments with those they love.

For the third season, the outdoor ice-skating rink in Lee's Summit is open for public skating, pond hockey and learn-to-skate classes through the end of February.

Lee's Summit resident Karen Wilson, who was at the rink for the fifth time with her daughter, thinks ice skating is a delightful activity for the family.

"It's local and I feel like it has a family-friendly atmosphere," said Wilson, who was sporting a red-knitted beanie.

"It's a wonderful thing because it's outdoor," she added, stretching her hand over one of the fire pits. That outdoor space is less dangerous for those worried about the coronavirus, she said, adding that it's easy to book online.

This Winter Wonderland themed ice-skating experience offers a festive feeling, and Ryan Gibson, Summit Ice Facility manager, enjoys seeing the happiness and smiles around the rink.

"I get to see children laughing at their parents who fall on the ice or the siblings trying to see who can skate the fastest around the rink," Gibson said. "We are able to provide a unique amenity. And it's been a great year as we have been maxing out on most sessions. We encourage people to buy tickets online in advance, to wear their face coverings and come out and see us."

With the COVID-19 pandemic, Lee's Summit Parks and Recreation has had to accommodate for safety reasons. Face masks are required, as are social distancing guidelines. A limited number of people are allowed on the ice.

"Before, people could come skate at any time, but now we went to two-hour sessions of 50 people at a time," said Joe Snook, Lees Summit Parks & Recreation administrator.

"We are busier this year than the last two years because people are looking for outside activities since the pandemic began. (They are) gravitating to activities like this more."

Gibson has ensured that safety is a priority.

"We've hired additional people to be rink monitors and sanitizer cleaners, Gibson says, noting that this group wipes down the chairs and bleachers and touch points. "We also have a remote skate return table for disinfection to limit the number of people inside the building."

The focus of the ice-skating facility is to provide a unique and memorable experience.

“Our ice-skating rink provides people with a great opportunity to skate under the stars and to have that whole outdoor experience,” Snook said. “The moon and the Christmas lights provide a great atmosphere, along with the fire pits and s’more packages we offer as a concession.”

*You can follow Lee’s Summit Ice on social media at @SummitIceLS or go to [LSParks.net](http://LSParks.net) for more information and to purchase tickets online. Summit Ice is located at 120 N.E. Chipman Road, Lee’s Summit*



“Our ice-skating rink provides people with a great opportunity to skate under the stars and to have that whole outdoor experience,” said Snook, with Lee’s Summit Parks & Recreation.  
*MELODY TURNER SPECIAL TO THE JOURNAL*