



April 8, 2021

Lee's Summit Parks  
& Recreation Board

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Member, National Recreation  
& Park Association

Member, Missouri Park  
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**To:** Parks & Recreation Board Budget Committee  
Jim Huser-Treasurer  
Casey Crawford  
Samantha Shepard

**From:** Joe Snook, CPRP  
Administrator of Parks & Recreation

**Re:** Proposed FY22 Parks & Recreation Budget

Over the past year, the COVID-19 pandemic has created a lot of uncertainty; negatively affecting the services we provide our community and affecting the financial performance of our organization.

During 2020, the department was notified that CARES Act money was available for expenditures related to public safety measures, disinfecting materials and services, PPE and sanitizing products, communication of public health orders and personnel time substantially related to COVID-19. At the time of this report, accumulated costs for reimbursement to Parks and Recreation funds through 12/31/2020 totals \$175,980. Personnel costs related to specific COVID-19 tasks, such as cleaning at the facilities, will continue to be tracked and added to the reimbursement request for CARES Act money. Any potential reimbursement through the CARES Act is not reflected in this packet.

In addition, based on the potential to recover lost revenue due to COVID-19 through The American Rescue Plan Act, staff is analyzing the net lost revenue since the beginning of the pandemic. Any potential reimbursement through The American Rescue Plan Act is not reflected in this packet.

As we prepare the budget for FY22, which begins July 1, 2021, the uncertainty of rebounding to pre-COVID-19 levels remains. Therefore, the attached FY22 proposed budget for all Parks and Recreation funds incorporates assumptions based on the best knowledge at this time. We anticipate generating over \$5,591,000 in revenue from fees, charges and sponsorships and approximately \$3,681,000 is anticipated from property, replacement and intangible taxes. Finally, with the strong performance in net sales tax and the addition of use tax revenue in FY21 and the continued strong performance in FY22, funds are available to continue to fulfill the commitments made with the approval of the 2018 ¼-cent sales tax extension.

- The ***FY2022 Fund Summary Comments***, which provides a snapshot of FY21 projections along with significant changes for FY22. (pages 1-7)
- A summary ***Revenue and Expense Budget Proposal*** and ***Fund Balance Report*** that presents an overview of each fund with revenues, expenditures, and actual balances for FY20 and projected ending balances for FY21 and FY22. (page 8)
- The ***FY2022 Board and Staff Priorities – Project and Expansion Requests*** report describes projects and expansion items as they relate to LSPR goals for this year and five years out. (pages 9-11)
- The ***Itemized Budget Expense Worksheets*** providing details of revenue and expenditure categories for each fund, including footnotes to provide an explanation for material variances. (pages 12-30)

Other attachments include:

- Terminology/Useful Things to Know (pages 31-32)
- Fund Balance Policy Resolution (page 33)
- LSPR Organizational Chart (page 34)
- Public Works/Cemetery MOU, Fee Allocation, Budget Summary (pages 35-60)
- Full-Time and Part-Time Compensation Schedules (pages 61-63)
- VERP Schedules (pages 64-66)
- Replacement Schedules (pages 67-70)
- Capital Project Funding Report-Current Project Work Plan (pages 71-72)



## FY 2022 Fund Summary Comments

### All Funds

- **CORE BUDGET EXPENDITURES – Full time only**

- The FY22 budget reflects a 3% pay increase.
- Health and Dental Insurance – A blended rate (average of individual to full family coverage) is used for budgeting purposes. The blended rate used for FY22 -\$15,084 per full time employee; the blended rate used for FY21 - \$13,800 per full time employee.
- Retirement (LAGERS) – required funding of 11.6% of full-time salary for FY22; required funding of 10.6% of full-time salary for FY21.
- The FY21 Projections and FY22 Budget amounts in this packet do not reflect any reimbursements associated with the CARES Act or The American Rescue Plan Act. At the time of this report, the anticipated reimbursement amount identified for all Parks and Recreation Funds through 12/31/20 totals \$175,980. Additional reimbursement amounts are anticipated for ongoing personnel costs related to COVID-19 specific tasks. The loss of revenue related to the COVID-19 pandemic is being analyzed to determine whether reimbursement is available through The American Rescue Plan Act.

### Gamber Community Center- Fund 201

#### **FY21 Projections**

<b>Total Revenues:</b>	\$ 269,615
<b>Total Expenditures:</b>	\$ 326,413
<b>Net Income (Loss)</b>	\$ (56,798)
<b>Estimated Fund Balance</b>	\$ 462,397
<b>Minimum Fund Balance per Policy (15% of Expenditures)</b>	\$ 48,962

#### **FY22 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$350,193	\$317,390	(\$32,803)

- **ACTIVITY FEES & MEMBERSHIPS**

- Additional revenue from activity fees due to increased programming, mistletoe madness booth rentals and Father Daughter Dance participants
- A 25% increase in the number of memberships over FY21 is anticipated along with the \$1 increase per month for the entire year (implemented January 2021)
- The number of active memberships, including the memberships through healthcare providers (Silver Sneakers, Renew Active, etc) have been increased in anticipation of COVID-19 restrictions being lifted. FY22 budget reflects the removal of the \$5 change fee and changing the setup fee to \$30 for flex memberships.

- **FACILITY RENTALS**

- Facility Rentals from church, wedding, and business meeting rentals continue to be an excellent source of revenue for the facility. The FY22 budget reflects an increase in rentals as social distancing restrictions are lifted.

## Gamber Community Center- Fund 201 (continued)

- **PERSONNEL SERVICES**

- The FY22 budget reflects the 3% pay increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. Also Part-time salary expense for FY22 reflects the impact of the increase in minimum wage effective January 1, 2022.

## Lovell Community Center – Fund 202

### **FY21 Projections**

<b>Total Revenues:</b>	\$ 1,108,552
<b>Total Expenditures:</b>	\$ 1,252,219
<b>Net Income (Loss)</b>	\$ (143,667)
<b>Estimated Fund Balance</b>	\$ 1,141,293
<b>Minimum Fund Balance per Policy (15% of Expenditures)</b>	\$ 187,833

### **FY22 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$1,634,771	\$1,702,459	\$67,688

- **ACTIVITY FEES**

- Activity Fee revenue includes Personal Training, Massage, Group X, Childcare, Swim Lessons, RevUp and Paddleboard/Canoe rentals. A fee for the use of paddleboards and canoes has been implemented with revenue of \$5,000 anticipated.

- **MEMBERSHIPS**

- The number of active memberships, including the memberships through healthcare providers (Silver Sneakers, Renew Active, etc) have been increased based on the anticipated COVID-19 restrictions being lifted. FY22 budget reflects the removal of the \$5 change fee and changing the setup fee to \$30 for flex memberships.

- **CONTRIBUTIONS – SPONSORS**

- The FY22 budget includes \$15,000 in sponsorships from a local hospital consistent with previous years.

- **PERSONNEL SERVICES**

- The FY22 budget reflects the 3% pay increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. Also Part-time salary expense for FY22 reflects the impact of the increase in minimum wage effective January 1, 2022.
- The FY22 budget reflects the deferral of hiring one full time service representative until January 2022.

- **CAPITAL OUTLAY**

- The FY22 budget includes an expansion request of \$27,450 to repair and seal the stone veneer wall on the roof above the Childcare area.

## Longview Community Center – Fund 205

### FY21 Projections

<b>Total Revenues:</b>	\$ 623,967
<b>Total Expenditures:</b>	\$ 954,914
<b>Net Income (Loss)</b>	\$ (330,947)
<b>Estimated Fund Balance</b>	\$ (852,911)
<b>Minimum Fund Balance per Policy (15% of Expenditures)</b>	\$ 143,237

### FY22 Requested Budget:

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$1,026,493	934,470	\$(92,023)

- **ACTIVITY FEES**
  - Activity Fee revenue includes Personal Training, Massage, Group X, Childcare, Swim Lessons, and RevUp. Childcare was removed from the FY22 budget and swim lesson participants reduced July-December due to anticipated COVID-19 restrictions.
- **MEMBERSHIPS**
  - The number of active memberships, including the memberships through healthcare providers (Silver Sneakers, Renew Active, etc) have been increased based on the impact of COVID-19 restrictions being lifted. FY22 budget reflects the removal of the \$5 change fee and changing the setup fee to \$30 for flex memberships.
- **FACILITY RENTALS**
  - Revenue from rentals includes approximately \$137,000 in revenue from the natatorium related to pool lane rentals and swim meets.
- **PERSONNEL SERVICES**
  - The FY22 budget reflects the 3% pay increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. Also Part-time salary expense for FY22 reflects the impact of the increase in minimum wage effective January 1, 2022.

## Harris Park Community Center - Fund 530

### FY21 Projections

<b>Total Revenues:</b>	\$ 1,070,474
<b>Total Expenditures:</b>	\$ 1,064,581
<b>Net Income (Loss)</b>	\$ 5,893
<b>Estimated Fund Balance</b>	\$ 270,194
<b>Minimum Fund Balance per Policy (15% of Expenditures)</b>	\$ 159,687

### FY22 Requested Budget:

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$1,429,862	\$1,591,276	\$161,414

## **Harris Park Community Center - Fund 530 (continued)**

- **CAMP SUMMIT**
  - Revenue from Camp weekly fees increase \$5 for the summer of 2021 and enrollment fees increase \$10 for the summer of 2022.
- **HARRIS PARK COMMUNITY CENTER**
  - The number of memberships is anticipated to increase for new pickleball players.
- **INSTRUCTIONAL YOUTH AND ADULT PROGRAMS**
  - Instructional Adult programs have moved to Instructional and Athletic programs.
- **LEGACY PARK AMPHITHEATER**
  - Deposits paid in FY20 for Nationals Acts will be used during FY22.
  - The capacity used in the budget is based on the approved 1,000 participants.
- **LEA McKEIGHAN NORTH**
  - Lea McKeighan concessions are anticipated to be open for the full year of FY22.
- **ATHLETICS**
  - Revenue increase in FY22 incorporates fees for Instructional Adult programs moving to the Athletics program (Hartman Park activities).

## **Parks and Recreation – Fund 200**

### **FY21 Projections**

<b>Total Revenues:</b>	\$ 3,881,141
<b>Total Expenditures:</b>	\$ 3,370,956
<b>Net Income (Loss)</b>	\$ 510,185
<b>Estimated Fund Balance</b>	\$ 3,630,851
<b>Minimum Fund Balance per Policy (15% of Expenditures)</b>	\$ 505,643

### **FY22 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$3,740,251	\$3,909,711	\$169,460

- **REVENUES**
  - The Property Tax projection includes a levy rate of approximately \$.14 per \$100 of assessed value.
  - Contributions Parks anticipates slightly lower Youth Sports Association participation numbers than FY19 actuals.
- **ADMINISTRATION**
  - The FY22 budget includes travel and meeting expenses related to conferences, staff training and in-person meetings (were eliminated in FY21).
- **PARK OPERATIONS & LEGACY PARK**
  - Professional Fees – Professional Fees includes contract mowing, bioswale maintenance and restroom cleaning handled by contract services.
  - Asphalt – The FY22 budget includes \$185,000 for Park Services and \$125,000 for Legacy Park. See Asphalt schedule later in the packet.
  - Capital Outlay – FY22 includes \$15,000 in capital maintenance for repairs to Lowenstein butterfly garden fountain and expansion requests of \$100,000 for Wayfinding signage at Legacy Park, \$30,000 for a shelter at Deer Valley Park and \$8,000 for a 20ft tilt trailer (replacement)

## Aquatics – Fund 203

### FY21 Projections

<b>Total Revenues:</b>	\$ 455,731
<b>Total Expenditures:</b>	\$ 669,279
<b>Net Income (Loss)</b>	\$ (213,548)
<b>Estimated Fund Balance</b>	\$ 19,656
<b>Minimum Fund Balance per Policy (15% of Expenditures)</b>	\$ 100,392

### FY22 Requested Budget:

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$844,636	\$851,397	\$6,762

- **GATE RECEIPTS**
  - Revenue assumes minimal restrictions in July-August and no restrictions in May-June
  - Revenue from \$5 increase per pass for each summer of 2021 and 2022 and an increase in the number of passes sold based on the addition of the Wave Pool
  - Summit Waves offers an Early Bird Special of \$10 off the purchase of season passes purchased before May 1<sup>st</sup>.
- **RENTALS**
  - Facility is anticipating allowing rentals in Summer of 2021 and Summer of 2022. There were no rentals permitted in summer of 2020.
- **ELECTRICITY**
  - The FY22 budget reflects an increase in electrical and water/sewer costs due to the addition of the wave pool.
- **CAPITAL OUTLAY**
  - The FY22 budget includes an expansion request of \$41,920 to add five 10' x 10' shade structures.

## Cemetery – Fund 204

### FY21 Projections

<b>Total Revenues:</b>	\$ 183,630
<b>Total Expenditures:</b>	\$ 187,584
<b>Net Income (Loss)</b>	\$ (3,954)
<b>Estimated Fund Balance</b>	\$ 1,342,341
<b>Minimum Fund Balance per Policy</b>	N/A

## Cemetery – Fund 204 (continued)

### **FY22 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$179,825	\$194,163	\$14,338

- **SERVICES**
  - The FY22 budget reflects an increase of \$50 for cremation grave openings in the schedule of fees for services.
- **SALE OF PERSONAL PROPERTY**
  - All remaining grave plots were sold in FY20; therefore, only columbarium and monument sales are included in the FY22 budget.

## Construction Fund – Fund 327

### **FY21 Projections**

<b>Total Revenues:</b>	\$ 3,612,000
<b>Total Expenditures:</b>	\$ 991,671
<b>Net Income (Loss)</b>	\$ 2,620,329
<b>Estimated Fund Balance</b>	\$(2,314,405)

Note: Due to the purchase of Longview Community Center in 2018 along with the improvements to Summit Park, Howard Park and Lowenstein Park, and Summit Waves already scheduled in FY19 and FY20, the Construction Fund has had a negative cash/fund balance. Therefore, interest expense has been charged at the same rate as interest earned on positive cash balances.

### **FY22 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$457,500	\$4,200,000	\$3,742,500

The Expenditures for FY22 includes \$425,000 for the Velie Park Renovation project. Interest expense of \$32,500 is also included in the budget for a negative cash balance for a portion of the year.

In addition to the Velie Park Renovation project included in the FY22 budget, the Pleasant Lea Park Improvements are scheduled to be completed during FY22. The funding for the Pleasant Lea Park Improvements is being rolled forward from prior year approved budgets.

## Park COP Debt – Fund 410

### **FY21 Projections**

<b>Total Revenues:</b>	\$4,389,362
<b>Total Expenditures:</b>	\$3,787,000
<b>Net Income (Loss)</b>	\$ 611,362
<b>Estimated Fund Balance</b>	\$1,338,170



## Park COP Debt – Fund 410 (continued)

### **FY22 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$4,375,000	\$4,477,543	\$102,543

- Sales Tax revenue and EATS for the FY22 budget has been estimated at 2.5% over the FY20 actuals. In addition, the Use Tax revenues are estimated for an entire year.
- Expenditures include:
  - Transfer to the Gamber Community Center Fund for operating expenditures of \$175,000
  - Transfer to the Construction Fund totaling \$4,200,000 to cover the purchase of the Longview Community Center and projects from FY19 through FY21.

REVENUE AND EXPENSE BUDGET PROPOSAL										
(Explanations for material variances are provided on the Itemized Budget Expense Worksheet for each fund)										
	Fiscal Year 2020		Fiscal Year 2021				Fiscal Year 2022		Fiscal Year 2022	
	Actuals Revenue	Expenditures	Budget Revenue	Projected Revenue	Budget Expenditures	Projected Expenditures	Maintenance Revenue	Expenditures	Requested Revenue	Expenditures
<b>Fund 201</b>										
Gamber Community Center	366,942	347,668	500,324	269,615	399,100	326,413	317,390	350,193	317,390	350,193
<b>Total</b>	<b>366,942</b>	<b>347,668</b>	<b>500,324</b>	<b>269,615</b>	<b>399,100</b>	<b>326,413</b>	<b>317,390</b>	<b>350,193</b>	<b>317,390</b>	<b>350,193</b>
<b>Fund 202</b>										
Lovell Community Center	1,535,032	1,693,273	1,894,688	1,108,552	1,860,716	1,252,219	1,702,459	1,607,321	1,702,459	1,634,771
<b>Total</b>	<b>1,535,032</b>	<b>1,693,273</b>	<b>1,894,688</b>	<b>1,108,552</b>	<b>1,860,716</b>	<b>1,252,219</b>	<b>1,702,459</b>	<b>1,607,321</b>	<b>1,702,459</b>	<b>1,634,771</b>
<b>Fund 205</b>										
Longview Community Center	793,747	1,123,220	1,090,501	623,967	1,257,016	954,914	934,470	1,026,493	934,470	1,026,493
<b>Total</b>	<b>793,747</b>	<b>1,123,220</b>	<b>1,090,501</b>	<b>623,967</b>	<b>1,257,016</b>	<b>954,914</b>	<b>934,470</b>	<b>1,026,493</b>	<b>934,470</b>	<b>1,026,493</b>
<b>Fund 530</b>										
Harris Park Community Center	1,097,919	1,259,084	1,329,893	1,070,474	1,253,453	1,064,581	1,591,276	1,429,862	1,591,276	1,429,862
<b>Total</b>	<b>1,097,919</b>	<b>1,259,084</b>	<b>1,329,893</b>	<b>1,070,474</b>	<b>1,253,453</b>	<b>1,064,581</b>	<b>1,591,276</b>	<b>1,429,862</b>	<b>1,591,276</b>	<b>1,429,862</b>
<b>Fund 200</b>										
Parks and Recreation	3,941,792	3,189,556	3,849,957	3,881,141	3,406,344	3,370,956	3,909,711	3,602,251	3,909,711	3,740,251
<b>Total</b>	<b>3,941,792</b>	<b>3,189,556</b>	<b>3,849,957</b>	<b>3,881,141</b>	<b>3,406,344</b>	<b>3,370,956</b>	<b>3,909,711</b>	<b>3,602,251</b>	<b>3,909,711</b>	<b>3,740,251</b>
<b>Fund 203</b>										
Aquatics Center	432,240	418,180	864,053	455,731	764,531	669,279	851,397	802,716	851,397	844,636
<b>Total</b>	<b>432,240</b>	<b>418,180</b>	<b>864,053</b>	<b>455,731</b>	<b>764,531</b>	<b>669,279</b>	<b>851,397</b>	<b>802,716</b>	<b>851,397</b>	<b>844,636</b>
<b>Fund 204</b>										
Cemetery	186,069	163,517	153,783	183,630	191,522	187,584	194,163	179,825	194,163	179,825
<b>Total</b>	<b>186,069</b>	<b>163,517</b>	<b>153,783</b>	<b>183,630</b>	<b>191,522</b>	<b>187,584</b>	<b>194,163</b>	<b>179,825</b>	<b>194,163</b>	<b>179,825</b>
<b>Funds 327</b>										
Construction Fund	4,018,000	6,745,329	3,500,000	3,612,000	378,500	991,671	4,200,000	457,500	4,200,000	457,500
<b>Total</b>	<b>4,018,000</b>	<b>6,745,329</b>	<b>3,500,000</b>	<b>3,612,000</b>	<b>378,500</b>	<b>991,671</b>	<b>4,200,000</b>	<b>457,500</b>	<b>4,200,000</b>	<b>457,500</b>
<b>Fund 410</b>										
Parks COP Debt - Sales/Use Tax	4,065,764	4,019,250	3,847,040	4,398,362	3,657,500	3,787,000	4,477,543	4,375,000	4,477,543	4,375,000
<b>Total</b>	<b>4,065,764</b>	<b>4,019,250</b>	<b>3,847,040</b>	<b>4,398,362</b>	<b>3,657,500</b>	<b>3,787,000</b>	<b>4,477,543</b>	<b>4,375,000</b>	<b>4,477,543</b>	<b>4,375,000</b>
<b>TOTAL ALL FUNDS</b>	<b>16,437,505</b>	<b>18,959,077</b>	<b>17,030,239</b>	<b>15,603,472</b>	<b>13,168,682</b>	<b>12,604,617</b>	<b>18,178,409</b>	<b>13,831,161</b>	<b>18,178,409</b>	<b>14,038,531</b>
FUND BALANCE REPORT										
Fund		Actual FY20	Budget FY21	Projected Balance FY21	Maintenance Balance FY22	Requested Balance FY22	Fund Balance Notes:			
<b>Fund 201</b>	<b>Gamber Community Ctr</b>	519,195	620,419	462,397	429,594	<b>429,594</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$52,529)			
<b>Fund 202</b>	<b>Lovell Community Ctr</b>	1,284,960	1,318,932	1,141,293	1,236,431	<b>1,208,981</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$245,216)			
<b>Fund 205</b>	<b>Longview Community Ctr</b>	(521,964)	(688,479)	(852,911)	(944,934)	(944,934)	Fund Balance Policy-15% of budgeted operating expenditures (\$153,974)			
<b>Fund 530</b>	<b>Harris Park Community Ctr</b>	264,301	340,741	270,194	431,608	<b>431,608</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$214,479)			
<b>Fund 200</b>	<b>Parks &amp; Recreation</b>	3,120,666	3,564,279	3,630,851	3,938,311	<b>3,800,311</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$561,038)			
<b>Fund 203</b>	<b>Aquatics Center</b>	233,204	332,726	19,656	68,337	<b>26,417</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$126,695)			
<b>Fund 204</b>	<b>Cemetery</b>	1,346,295	1,308,556	1,342,341	1,356,679	<b>1,356,679</b>	Trust fund set up to sustain operating costs once Cemetery is at capacity.			
<b>Fund 327</b>	<b>Construction Fund</b>	(4,934,735)	(1,813,235)	(2,314,405)	1,428,095	<b>1,428,095</b>	This fund is used for construction project tracking. See Notes (1) below.			
<b>Fund 410</b>	<b>Park COP Debt Fund</b>	726,808	916,348	1,338,170	1,440,713	<b>1,440,713</b>	Fund used to record sales and use tax proceeds and transfer to other funds.			

(1) - Due to the purchase of Longview Community Center and the Wave Pool project completed in FY20, the Construction Fund will have a negative cash/fund balance. There will be interest costs charged to the fund at the same rate as interest earned on cash balances. As of the 2/28/21, the average portfolio yield was 1.53%.

\*\* The Fund Balance in Fund 200 will be maintained at the level that will cover any shortage of minimum fund balances for Funds 201, 202, 205, 530, and 203.

### Top Ten 1 Year Goals (FY22)

Rating	PARK BOARD	Rating	STAFF
1	Fieldhouse planning and site selection	1	Fieldhouse planning and site selection
1	Complete Solar Panel project at facilities	2	Additional marketing person *
2	Moving most of LSPR's maintenance operations and asset management activities from manual operation to computerized system.	3	Complete Solar Panel project at facilities
2	Finish nature play	4	Finish nature play
5	Additional marketing person *	5	Online HR resource for staff trainings, certs, etc.
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
7	Update website - user friendly on mobile *	8	Green Team
9	<b>Add more musical events in the parks</b>	8	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.

## ALL 1 YEAR/5 YEAR GOALS FOR FISCAL YEAR 2022 FROM PLANNING RETREATS

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
<b>Add more musical events in the parks</b>
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
<b>Incorporate "Pop-Up Park Events"</b>

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
Renovate Group Exercise Space at Longview Community Center

## ALL 1 YEAR/5 YEAR GOALS FOR FISCAL YEAR 2022 FROM PLANNING RETREATS

1 YEAR GOALS for FISCAL YEAR 2022
Increase online programming (eSports, online, video, etc.)
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 *
<b>Walking club (include local celebrities/leaders)</b>
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
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

ITEMIZED BUDGET EXPENSE WORKSHEET  
GAMBER COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY22

			Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>REVENUES</b>								
<b>ACTIVITY FEES</b>								
4414	0	Activity Fees	\$ 31,460	\$ 63,400	\$ 14,105 <sup>1</sup>	\$ 23,320	\$ 23,320 <sup>7</sup>	
4421	0	Gate Receipts	1,166	1,701	462	592	592	
4422	0	Membership Fees	84,762	111,975	53,847 <sup>2</sup>	70,479	70,479 <sup>8</sup>	
<b>Total Activity Fees</b>			<b>\$ 117,389</b>	<b>\$ 177,076</b>	<b>\$ 68,414</b>	<b>\$ 94,391</b>	<b>\$ 94,391</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>								
4505	0	Concessions	\$ 111	\$ 315	\$ 150	\$ 190	\$ 190	
<b>Total User Charges</b>			<b>\$ 111</b>	<b>\$ 315</b>	<b>\$ 150</b>	<b>\$ 190</b>	<b>\$ 190</b>	<b>\$ -</b>
<b>RENTALS</b>								
4442	0	Facility Rentals	\$ 98,225	\$ 156,433	\$ 21,643 <sup>3</sup>	\$ 37,039	\$ 37,039 <sup>9</sup>	
<b>Total Rentals</b>			<b>\$ 98,225</b>	<b>\$ 156,433</b>	<b>\$ 21,643</b>	<b>\$ 37,039</b>	<b>\$ 37,039</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>								
4600	0	Interest on Investments	\$ 10,748	\$ 3,600	\$ 6,125	\$ 7,200	\$ 7,200	
4601	0	Mark to Market Adjustment	6,161	-	(3,086)	1,000	1,000	
<b>Total Interest on Investments</b>			<b>\$ 16,910</b>	<b>\$ 3,600</b>	<b>\$ 3,039</b>	<b>\$ 8,200</b>	<b>\$ 8,200</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>								
4716	0	Refunds & Reimbursements	\$ 80	\$ -	\$ 66	\$ -	\$ -	
4446	0	Other Revenue	2,978	5,400	1,303	2,570	2,570	
<b>Total Miscellaneous</b>			<b>\$ 3,058</b>	<b>\$ 5,400</b>	<b>\$ 1,369</b>	<b>\$ 2,570</b>	<b>\$ 2,570</b>	<b>\$ -</b>
<b>TRANSFERS FROM OTHER FUNDS</b>								
5101	410	Transfer from Fund COP	\$ 131,250	\$ 157,500	\$ 175,000 <sup>4</sup>	\$ 175,000	\$ 175,000	
<b>Total Transfers from Other Funds</b>			<b>\$ 131,250</b>	<b>\$ 157,500</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 366,942</b>	<b>\$ 500,324</b>	<b>\$ 269,615</b>	<b>\$ 317,390</b>	<b>\$ 317,390</b>	
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 71,785	\$ 84,650	\$ 81,453	\$ 85,300	85,300 <sup>10</sup>	
7001	0	Salaries - Part Time	70,550	95,556	68,800 <sup>5</sup>	75,531	75,531 <sup>11</sup>	
7002	0	Overtime	40	-	-	-	-	
7008	0	Short Term Disability	65	88	86	87	87	
7009	0	FICA - Employer	8,337	11,199	9,342 <sup>5</sup>	9,999	9,999 <sup>10,11</sup>	
7011	0	Medicare Deduction	1,950	2,619	2,185 <sup>5</sup>	2,338	2,338 <sup>10,11</sup>	
7014	0	Communication Allowance	392	420	420	441	441	
7015	0	Health/Dental Insurance	21,470	24,150	23,947	26,397	26,397 <sup>12</sup>	
7018	0	Life Insurance	141	254	244	90	90	
7019	0	Workers Compensation	1,128	1,234	1,234	1,264	1,264	
7020	0	Long Term Disability	202	315	306	198	198	
7021	0	Unemployment Insurance	129	525	525	464	464	
7023	0	LAGERS - Retirement	6,156	9,017	8,679	9,946	9,946 <sup>10</sup>	
<b>Total Personnel Services</b>			<b>\$ 182,345</b>	<b>\$ 230,028</b>	<b>\$ 197,221</b>	<b>\$ 212,055</b>	<b>\$ 212,055</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Expense	\$ 2,278	\$ 4,069	\$ 2,627	\$ 3,269	3,269	
7201	0	Organizational Dues	44	-	-	-	-	
7203	0	Insurance Expense	5,890	4,552	4,552	5,460	5,460	
7206	0	Printing Expense	1,411	2,400	1,120	1,825	1,825	
7207	0	Professional Fees	22,426	45,439	26,352 <sup>6</sup>	26,004	26,004	
7212	0	Other Professional Fees	4,333	4,320	1,600	2,340	2,340	
7213	0	Rentals & Leases	3,665	4,540	2,144	2,644	2,644	
7214	0	Uniform Rental	(33)	180	122	120	120	
7217	0	Employee Training	90	180	90	180	180	
7221	0	Sanitation Services	190	1,438	1,461	1,500	1,500	
7223	0	Furniture, Fixtures and Equip	70	1,200	-	-	-	
7225	0	Miscellaneous Equipment	1,042	1,000	750	1,000	1,000	
7249	0	Consumable Tools	150	240	129	240	240	
7258	0	Telephone	1,437	1,320	1,356	1,320	1,320	
7268	0	Uniforms	1,281	900	338	500	500	
7270	0	Office Supplies	425	500	352	500	500	
7273	0	Janitorial Supplies	5,117	3,997	4,220	4,297	4,297	
7274	0	Concession Supplies	865	1,432	741	737	737	
7276	0	Recreational Supplies	9,802	8,760	2,760	6,314	6,314	
7285	0	Bankcard Fees	4,196	-	-	-	-	
7704	0	Miscellaneous Expense	79	1,000	500	1,000	1,000	
<b>Total Supplies and Other Services</b>			<b>\$ 64,759</b>	<b>\$ 87,468</b>	<b>\$ 51,214</b>	<b>\$ 59,250</b>	<b>\$ 59,250</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 14,099	\$ 7,310	\$ 5,466	\$ 6,410	\$ 6,410	
7301	0	M & R Grounds	11,359	3,300	2,699	3,300	3,300	
7302	0	M & R Other	635	1,000	500	1,000	1,000	
7306	0	M & R Other Equipment	995	3,104	4,754	3,104	3,104	
7307	0	M & R Software	-	403	403	403	403	
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 27,088</b>	<b>\$ 15,117</b>	<b>\$ 13,822</b>	<b>\$ 14,217</b>	<b>\$ 14,217</b>	<b>\$ -</b>

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**GAMBER COMMUNITY CENTER**  
**SUMMARY OF PROGRAMS**  
**FY22**

			Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>UTILITIES</b>								
	7403	0	Electricity	\$ 36,923	\$ 36,008	\$ 33,939	\$ 36,008	\$ 36,008
	7407	0	Water/Sewer	9,075	9,973	9,710	9,973	9,973
<b>Total Utilities</b>			<b>\$ 45,998</b>	<b>\$ 45,981</b>	<b>\$ 43,649</b>	<b>\$ 45,981</b>	<b>\$ 45,981</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>								
	8000	0	Capital Outlay	\$ 7,366	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>			<b>\$ 7,366</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTERDEPARTMENT CHARGE</b>								
	9000	0	ITS-Overhead	\$ 18,040	\$ 18,709	\$ 18,709	\$ 17,813	\$ 17,813
	9004	0	MERP Payment	1,832	1,564	1,564	750	750
	9007	0	SLERP Payment	240	234	234	127	127
<b>Total Interdepartment Charge</b>			<b>\$ 20,112</b>	<b>\$ 20,507</b>	<b>\$ 20,507</b>	<b>\$ 18,690</b>	<b>\$ 18,690</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 347,668</b>	<b>\$ 399,100</b>	<b>\$ 326,413</b>	<b>\$ 350,193</b>	<b>\$ 350,193</b>	<b>\$ -</b>
<b>NET</b>			<b>\$ 19,275</b>	<b>\$ 101,224</b>	<b>\$ (56,798)</b>	<b>\$ (32,803)</b>	<b>\$ (32,803)</b>	<b>\$ -</b>
<b>Percent Recovery</b>			<b>105.54%</b>	<b>125.36%</b>	<b>82.60%</b>	<b>90.63%</b>	<b>90.63%</b>	

**Footnotes:**

<sup>1</sup> There has been a significant reduction in youth programming due to COVID-19. Also, the number of participants for the Father Daughter dances was reduced from 600 to 200 participants.

<sup>2</sup> There have been a significant number of membership cancellations and minimal new memberships sold due to COVID-19. The \$1 increase per month went into effect 1/1/2021.

<sup>3</sup> The facility lost the ongoing weekly church rental along with other ongoing rentals not being held at the facility. In addition, new rentals have not been reserved due to the social distancing restrictions currently in place.

<sup>4</sup> An annual subsidy of \$175,000 is provided to the facility from sales tax proceeds. When developing the FY21 budget, a reduction in sales tax proceeds was anticipated and therefore the transfer amount was reduced. Based on the performance of the sales tax, the transfer has been adjusted to the full amount.

<sup>5</sup> Part-time salary expense is projected lower due to the reduction in rentals, programming and hours of operations.

<sup>6</sup> The projected decrease in Professional Fees is in direct correlation to the decreased programs being offered. (See footnote #1)

<sup>7</sup> Additional revenue from Activity Fees includes increased programming, Mistletoe Madness booth rentals and Father Daughter Dance participation.

<sup>8</sup> A 25% increase in the number of membership is anticipated along with the \$1 increase per month for the entire year.

<sup>9</sup> An increase in facility rentals is anticipated after social distancing restrictions are lifted.

<sup>10</sup> The Full-time Salaries include a 3% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. In addition, the funding percentage for LAGERS is 11.6% of salary compared to 10.6% used for FY21.

<sup>11</sup> Part-time salary expense for FY22 reflects additional hours and the impact of the increase in minimum wage effective January 1, 2022.

<sup>12</sup> The blended rate used for the FY22 request is \$15,084 per full-time position. The blended date used for the FY21 budget was \$13,800.

ITEMIZED BUDGET EXPENSE WORKSHEET  
LOVELL COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY22

			Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>REVENUES</b>								
<b>ACTIVITY FEES</b>								
4414	0	Activity Fees	\$ 110,431	\$ 158,157	\$ 24,888 <sup>1</sup>	\$ 90,433	\$ 90,433 <sup>14</sup>	\$ -
4421	0	Gate Receipts	141,521	225,649	89,024 <sup>2</sup>	210,003	210,003 <sup>15</sup>	-
4422	0	Memberships	1,132,169	1,367,582	974,245 <sup>3</sup>	1,306,483	1,306,483 <sup>16</sup>	-
<b>Total Activity Fees</b>			<b>\$ 1,384,120</b>	<b>\$ 1,751,388</b>	<b>\$ 1,088,157</b>	<b>\$ 1,606,919</b>	<b>\$ 1,606,919</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>								
4504	0	Pro Shop	\$ 466	\$ 1,858	\$ 160	\$ 428	\$ 428	
4505	0	Concessions	2,047	2,434	861	1,703	1,703	
<b>Total User Charges</b>			<b>\$ 2,513</b>	<b>\$ 4,292</b>	<b>\$ 1,021</b>	<b>\$ 2,131</b>	<b>\$ 2,131</b>	<b>\$ -</b>
<b>RENTALS</b>								
4442	0	Facility Rentals	\$ 58,141	\$ 74,814	\$ 350 <sup>4</sup>	\$ 46,423	\$ 46,423 <sup>17</sup>	
<b>Total Rentals</b>			<b>\$ 58,141</b>	<b>\$ 74,814</b>	<b>\$ 350</b>	<b>\$ 46,423</b>	<b>\$ 46,423</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>								
4600	0	Interest on Investments	\$ 29,196	\$ 3,996	\$ 3,996	21,996	21,996 <sup>18</sup>	
4601	0	Mark to Market Adjustment	12,610	-	-	4,000	4,000 <sup>↓</sup>	
<b>Total Interest on Investments</b>			<b>\$ 41,806</b>	<b>\$ 3,996</b>	<b>\$ 3,996</b>	<b>\$ 25,996</b>	<b>\$ 25,996</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>								
4716	0	Refunds & Reimbursements	\$ 1,560	\$ 38,333	\$ - <sup>5</sup>	\$ 1,233	\$ 1,233	
4717	0	Discounts	-	-	-	-	-	
4718	0	Cash Over/Short	26	24	21	24	24	
4446	0	Other Revenue	4,347	3,322	238	1,214	1,214	
<b>Total Miscellaneous</b>			<b>\$ 5,932</b>	<b>\$ 41,679</b>	<b>\$ 259</b>	<b>\$ 2,471</b>	<b>\$ 2,471</b>	<b>\$ -</b>
<b>CONTRIBUTIONS</b>								
4711	0	Contributions - Sponsors	\$ 15,000	\$ 15,000	\$ 11,250	\$ 15,000	\$ 15,000	
<b>Total Contributions</b>			<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 11,250</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
<b>TRANSFERS FROM OTHER FUNDS</b>								
5101	0	Transfer from General Fund	\$ 24,000	\$ -	\$ -	\$ -	\$ -	
5101	0	Transfer from Fund 530	3,519	3,519	3,519	3,519	3,519	
<b>Total Transfers from Other Funds</b>			<b>\$ 27,519</b>	<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 1,535,032</b>	<b>\$ 1,894,688</b>	<b>\$ 1,108,552</b>	<b>\$ 1,702,459</b>	<b>\$ 1,702,459</b>	<b>\$ -</b>
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 356,053	\$ 354,332	\$ 297,102 <sup>6</sup>	\$ 344,459	\$ 344,459 <sup>19</sup>	
7001	0	Salaries - Part Time	461,699	707,404	324,585 <sup>7</sup>	541,742	541,742 <sup>20</sup>	
7002	0	Overtime	624	600	78	600	600	
7008	0	Short Term Disability	399	413	330	403	403	
7009	0	FICA - Employer	48,909	65,885	37,666 <sup>6,7</sup>	55,012	55,012 <sup>19,20</sup>	
7011	0	Medicare Deduction	11,438	15,409	8,783 <sup>6,7</sup>	12,866	12,866 <sup>19,20</sup>	
7014	0	Communication Allowance	1,069	924	819	1,092	1,092	
7015	0	Health/Dental Insurance	104,568	113,784	89,191 <sup>6</sup>	121,020	121,020 <sup>21</sup>	
7018	0	Life Insurance	714	1,063	671	365	365	
7019	0	Workers Compensation	26,116	28,762	28,762	29,452	29,452	
7020	0	Long Term Disability	1,037	1,478	1,019	809	809	
7021	0	Unemployment Insurance	570	1,392	1,392	1,350	1,350	
7023	0	LAGERS - Retirement	31,884	37,657	32,423 <sup>6</sup>	40,084	40,084 <sup>19</sup>	
<b>Total Personnel Services</b>			<b>\$ 1,045,081</b>	<b>\$ 1,329,102</b>	<b>\$ 822,821</b>	<b>\$ 1,149,254</b>	<b>\$ 1,149,254</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Exp	\$ 976	\$ 1,275	\$ 90	\$ 1,200	\$ 1,200	
7201	0	Organizational Dues	80	-	-	-	-	
7202	0	Subscription to Periodicals	(3)	125	125	125	125	
7203	0	Insurance Expense	17,415	15,954	15,954	18,152	18,152	
7205	0	Postage Expense	27	250	19	250	250	
7206	0	Printing Expense	2,698	3,640	813	4,423	4,423	
7207	0	Professional Fees	58,873	62,990	35,644 <sup>8</sup>	33,261	33,261	
7213	0	Rentals & Leases	1,384	4,353	2,288	3,453	3,453	
7214	0	Uniform Rental	119	371	256	256	256	
7217	0	Employee Training	1,506	4,068	3,582	4,104	4,104	
7221	0	Sanitation Services	2,745	3,772	3,356	3,771	3,771	
7223	0	Furniture, Fixtures and Equip	10,264	2,404	24	854	854	
7225	0	Miscellaneous Equipment	6,346	1,230	721	880	880	
7249	0	Consumable Tools	1,272	2,125	446	1,675	1,675	
7258	0	Telephone	663	650	1,757	3,600	3,600	
7259	0	Mobile Telephone	1,913	1,020	1,378	1,020	1,020	
7268	0	Uniforms	9,052	3,414	1,390	3,195	3,195	
7270	0	Office Supplies	4,214	6,277	2,231	5,575	5,575	
7271	0	Chemicals	5,288	9,640	9,087	9,991	9,991	
7273	0	Janitorial Supplies	20,680	25,963	13,574 <sup>9</sup>	23,788	23,788	
7274	0	Concession Supplies	2,198	3,626	-	2,206	2,206	
7276	0	Recreational Supplies	19,019	24,802	2,275 <sup>10</sup>	18,074	18,074 <sup>22</sup>	
7277	0	Pro Shop Supplies	604	1,356	49	143	143	
7285	0	Bankcard Fees	17,078	-	-	-	-	
7704	0	Miscellaneous Expense	933	3,159	761	2,100	2,100	
7705	0	Discount Expense	167	1,317	209	1,329	1,329	
<b>Total Supplies and Other Services</b>			<b>\$ 185,509</b>	<b>\$ 183,782</b>	<b>\$ 96,029</b>	<b>\$ 143,425</b>	<b>\$ 143,425</b>	<b>\$ -</b>



**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**LOVELL COMMUNITY CENTER**  
**SUMMARY OF PROGRAMS**  
**FY22**

			Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 114,193	\$ 100,594	\$ 67,984 <sup>11</sup>	\$ 84,618	\$ 84,618 <sup>23</sup>	
7301	0	M & R Grounds	1,321	5,080	1,738	3,260	3,260	
7306	0	M & R Other Equipment	23,149	17,588	5,628 <sup>12</sup>	12,088	12,088	
7307	0	M & R Software	-	2,822	2,822	2,822	2,822	
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 138,662</b>	<b>\$ 126,084</b>	<b>\$ 78,172</b>	<b>\$ 102,788</b>	<b>\$ 102,788</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7401	0	Natural Gas	\$ 25,653	\$ 35,362	\$ 93,977 <sup>13</sup>	\$ 33,626	\$ 33,626 <sup>24</sup>	
7403	0	Electricity	100,117	103,066	93,839	103,149	103,149	
7407	0	Water/Sewer	27,937	28,811	12,872	24,234	24,234	
<b>Total Utilities</b>			<b>\$ 153,707</b>	<b>\$ 167,239</b>	<b>\$ 200,688</b>	<b>\$ 161,009</b>	<b>\$ 161,009</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>								
8000	0	Capital Outlay	\$ 117,507	\$ -	\$ -	\$ -	\$ 27,450 <sup>25</sup>	\$ 27,450
<b>Total Capital Outlay</b>			<b>\$ 117,507</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,450</b>	<b>\$ 27,450</b>
<b>INTERDEPARTMENT CHARGE</b>								
9000	0	ITS Overhead	\$ 47,104	\$ 48,849	\$ 48,849	\$ 46,510	\$ 46,510	
9004	0	MERP	5,128	5,006	5,006	3,750	3,750	
9007	0	SLERP	575	654	654	585	585	
<b>Total Interdepartment Charge</b>			<b>\$ 52,807</b>	<b>\$ 54,509</b>	<b>\$ 54,509</b>	<b>\$ 50,845</b>	<b>\$ 50,845</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 1,693,273</b>	<b>\$ 1,860,716</b>	<b>\$ 1,252,219</b>	<b>\$ 1,607,321</b>	<b>\$ 1,634,771</b>	<b>\$ 27,450</b>
<b>NET</b>			<b>\$ (158,241)</b>	<b>\$ 33,972</b>	<b>\$ (143,667)</b>	<b>\$ 95,138</b>	<b>\$ 67,688</b>	<b>\$ (27,450)</b>
<b>Percent Recovery</b>			<b>91%</b>	<b>102%</b>	<b>89%</b>	<b>106%</b>	<b>104%</b>	

**Footnotes:**

<sup>1</sup> The FY21 budget for Activity Fees includes revenue from personal training, massage, group exercise, RevUp, paid group fitness, swim lessons, childcare and watercraft rentals. There has been limited or no revenue anticipated from these activities in the first half of the year and reduced revenue overall. In addition, the hours that childcare is available has been reduced.

<sup>2</sup> Gate Receipts were only allowed for residents until 8/29/20. In addition, actual gate receipts have been significantly lower due to the mask requirement, limited programs offered and reduced hours of operations.

<sup>3</sup> Projected revenue is based on trends and anticipates a 15% decrease in memberships compared to the original budget.

<sup>4</sup> The Facility Rental revenue is derived from pool birthday parties and lock-ins. The projection does not anticipate any rentals for FY21.

<sup>5</sup> The FY21 budget assumed a rebate of \$37,500 for a solar panel project at the facility. An agreement has not been executed therefore the rebate has been removed from the projections.

<sup>6</sup> The projected variance in Full Time Salaries is related to vacancy savings in the Superintendent of Human Resources and Legal Services, one Service Representative and one Recreation Supervisor I positions. The Superintendent position has been vacant since September and will not be filled. Both the Service Representative and Recreation Supervisor positions were to be hired in January 2021. The projection assumes the Recreation Supervisor position will be hired in May and the Service Representative position will remain vacant through the end of the year.

<sup>7</sup> The projected variance in Part Time Salaries is based on reduced hours for all positions related to the change in operating hours, the number of patrons using the facility and the availability of activities. Some of the Service Representative and Facility Supervisor hours are currently being covered by existing Full Time staff.

<sup>8</sup> The FY21 budget assumed costs associated with a solar panel project at the facility. An agreement has not been executed therefore the anticipated costs (\$27,420) have been removed from the projections.

<sup>9</sup> Janitorial Supplies are projected lower than the original budget due to reduced operating hours and less patron use. Some COVID-specific janitorial supplies are being charged to the fund set up for CARES Act funding.

<sup>10</sup> The reduction in Recreational Supplies is directly correlated to the reduced revenue in activities (footnote #1 above)

<sup>11</sup> The projection for Maintenance and Repair-Building is lower than the original budget due to reduced operating hours and less patron use. Staff is also performing more repairs in-house versus a contractor.

<sup>12</sup> Repair and Maintenance - Other Equipment is anticipated lower than the original budget due to reduced operating hours and less patron use.

<sup>13</sup> Utilities are projected lower than the original budget for Electricity and Water based on reduced operating hours and patron usage. However, for Natural Gas, although a third party provider is used to reduce costs using volume pricing, due to a shortage of natural gas in the month of February, a bill for \$71,000 was received in March for February 2021 usage (compared to \$3,000 in the prior year).

<sup>14</sup> Activity Fees revenue includes personal training, massage, group exercise, RevUp, paid group fitness, swim lessons, childcare and watercraft rentals. The FY22 request includes an increase in programs with the anticipation of social distancing restrictions being lifted. Also, a fee for the use of paddleboards and canoes has been implemented with anticipated revenue of \$5,000.

<sup>15</sup> Gate Receipt revenue is anticipated to return to pre-COVID levels.

<sup>16</sup> The FY22 budget anticipate a 10% increase for July through December and a 15% increase for January through June.

<sup>17</sup> Birthday party rentals are anticipated to resume in January 2022.

<sup>18</sup> The anticipated revenue from Interest on Investment and Mark to Market Adjustment is based on historical receipts and anticipates a slight favorable adjustment for Mark-to-Market at year-end.

<sup>19</sup> The Full-time Salaries include a 3% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. Also, the funding percentage for LAGERS is 11.6% of salary compared to 10.6% used for FY21. In addition, the hiring of a second service representative is anticipated in January 2022.

<sup>20</sup> Part-time salary expense for FY22 reflects the impact of the increase in minimum wage effective January 1, 2022. Also, additional hours for part-time staffing are anticipated January to June related to the increased operating hours and activity at the facility.

<sup>21</sup> The blended rate used for the FY22 request is \$15,084 per full-time position. The blended rate used for the FY21 budget was \$13,800.

<sup>22</sup> The increase in Recreational Supplies is directly correlated to the increased revenue in activities (footnote #14 above)

<sup>23</sup> The increase in Maintenance and Repairs - Buildings anticipates more repairs to the HVAC system and boilers.

<sup>24</sup> Utilities costs are anticipated higher in FY22 when the facility returns to normal operating hours.

<sup>25</sup> Capital Outlay includes an expansion request of \$27,450 to repair and seal the stone veneer wall on the roof above the Childcare area.

ITEMIZED BUDGET EXPENSE WORKSHEET  
LONGVIEW COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY22

			Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY2020-21	Maint Budget Request FY2020-21	Total Request FY2021-22	Expansion
<b>REVENUES</b>								
<b>ACTIVITY FEES</b>								
4414	0	Activity Fees	\$ 49,699	\$ 89,945	\$ 31,205 <sup>1</sup>	\$ 77,980	\$ 77,980 <sup>12</sup>	
4421	0	Gate Receipts	66,780	100,009	40,161 <sup>2</sup>	70,004	70,004 <sup>13</sup>	
4422	0	Memberships	512,187	705,633	445,286 <sup>3</sup>	627,986	627,986 <sup>14</sup>	
<b>Total Activity Fees</b>			<b>\$ 628,666</b>	<b>\$ 895,587</b>	<b>\$ 516,652</b>	<b>\$ 775,970</b>	<b>\$ 775,970</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>								
4504	0	Pro Shop	\$ 351	\$ 1,415	\$ 372	\$ 632	\$ 632	
4505	0	Concessions	1,603	2,215	1,792	1,298	1,298	
<b>Total User Charges</b>			<b>\$ 1,954</b>	<b>\$ 3,630</b>	<b>\$ 2,164</b>	<b>\$ 1,930</b>	<b>\$ 1,930</b>	<b>\$ -</b>
<b>RENTALS</b>								
4442	0	Facility Rentals	\$ 112,579	\$ 153,083	\$ 103,643 <sup>4</sup>	\$ 155,369	\$ 155,369 <sup>15</sup>	
<b>Total Rentals</b>			<b>\$ 112,579</b>	<b>\$ 153,083</b>	<b>\$ 103,643</b>	<b>\$ 155,369</b>	<b>\$ 155,369</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>								
4600	0	Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	
4601	0	Mark to Market Adjustment	-	-	-	-	-	
<b>Total Interest on Investments</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>								
4716	0	Refunds & Reimbursements	\$ 2,228	\$ 37,833	\$ 1,484 <sup>5</sup>	\$ 833	\$ 833	
4718	0	Cash Over/Short	(66)	24	24	24	24	
4446	0	Other Revenue	(1,810)	344	-	344	344	
<b>Total Miscellaneous</b>			<b>\$ 352</b>	<b>\$ 38,201</b>	<b>\$ 1,508</b>	<b>\$ 1,201</b>	<b>\$ 1,201</b>	<b>\$ -</b>
<b>TRANSFERS FROM OTHER FUNDS</b>								
5101	202	Transfer from Fund 202	\$ -	\$ -	\$ -	\$ -	\$ -	
5101	327	Transfer from Fund 327	\$ 50,196	\$ -	\$ -	\$ -	\$ -	
<b>Total Transfers from Other Funds</b>			<b>\$ 50,196</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 793,747</b>	<b>\$ 1,090,501</b>	<b>\$ 623,967</b>	<b>\$ 934,470</b>	<b>\$ 934,470</b>	<b>\$ -</b>
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 239,373	\$ 260,567	\$ 195,996 <sup>6</sup>	\$ 170,158	\$ 170,158 <sup>16</sup>	
7001	0	Salaries - Part Time	345,646	378,134	292,507 <sup>7</sup>	352,046	352,046 <sup>17</sup>	
7002	0	Overtime	435	-	44	-	-	
7005	0	Holiday Worked	-	-	-	-	-	
7008	0	Short Term Disability	254	287	192	169	169	
7009	0	FICA - Employer	35,142	39,661	30,205 <sup>6,7</sup>	32,397	32,397 <sup>16,17</sup>	
7010	0	FICA - PT	-	-	-	-	-	
7011	0	Medicare Deduction	8,219	9,275	7,063 <sup>6,7</sup>	7,577	7,577 <sup>16,17</sup>	
7013	0	Car Allowance	-	-	-	-	-	
7014	0	Communication Allowance	1,254	987	871	336	336	
7015	0	Health/Dental Insurance	70,506	78,660	52,003 <sup>6</sup>	50,531	50,531	
7018	0	Life Insurance	497	782	464	180	180	
7019	0	Workers Compensation	20,312	22,361	22,361	22,897	22,897	
7020	0	Long Term Disability	700	1,038	701	370	370	
7021	0	Unemployment Insurance	345	1,182	1,062	981	981	
7023	0	LAGERS - Retirement	23,156	27,725	21,528 <sup>6</sup>	19,777	19,777	
<b>Total Personnel Services</b>			<b>\$ 745,839</b>	<b>\$ 820,659</b>	<b>\$ 624,997</b>	<b>\$ 657,419</b>	<b>\$ 657,419</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Exp	\$ 1,993	\$ 1,700	\$ 200	\$ 1,700	\$ 1,700	
7201	0	Organizational Dues	80	-	-	-	-	
7202	0	Subscription to Periodicals	-	125	-	125	125	
7203	0	Insurance Expense	6,287	8,254	8,254	9,527	9,527	
7205	0	Postage Expense	1,943	240	30	240	240	
7206	0	Printing Expense	1,067	1,928	921	2,808	2,808	
7207	0	Professional Fees	47,562	66,611	38,443 <sup>8</sup>	41,184	41,184	
7213	0	Rentals & Leases	12,208	15,403	1,933 <sup>9</sup>	2,255	2,255	
7214	0	Uniform Rental	301	222	241	241	241	
7217	0	Employee Training	1,124	2,190	2,926	2,580	2,580	
7218	0	Travel & Meeting Expense	-	-	-	-	-	
7221	0	Sanitation Services	748	1,038	1,233	1,055	1,055	
7223	0	Furniture, Fixtures and Equip	622	650	-	649	649	
7225	0	Miscellaneous Equipment	18	700	627	700	700	
7246	0	Late Charge & Penalty	-	-	-	-	-	
7249	0	Consumable Tools	101	800	421	425	425	
7258	0	Telephone	-	650	-	3,600	3,600	
7259	0	Mobile Telephone	-	204	-	204	204	
7268	0	Uniforms	4,447	3,055	1,240	2,847	2,847	
7270	0	Office Supplies	1,332	3,030	1,399	1,710	1,710	
7271	0	Chemicals	4,806	7,377	6,769	5,579	5,579	
7273	0	Janitorial Supplies	13,245	16,258	10,120	18,870	18,870	

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**LONGVIEW COMMUNITY CENTER**  
**SUMMARY OF PROGRAMS**  
**FY22**

			Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY2020-21	Maint Budget Request FY2020-21	Total Request FY2021-22	Expansion
7274	0	Concession Supplies	1,032	2,621	-	982	982	
7276	0	Recreational Supplies	6,527	8,803	2,662	5,749	5,749	
7277	0	Pro Shop Supplies	407	1,057	93	223	223	
7285	0	Bankcard Fees	10,897	-	-	-	-	
7288	0	P-Card unallocated	100	-	-	-	-	
7704	0	Miscellaneous Expense	1,049	1,660	1,229	1,345	1,345	
7801	0	Interest Expense	7,806	-	10,916 <sup>10</sup>	\$ 10,500	10,500	\$ -
<b>Total Supplies and Other Services</b>			<b>\$ 125,701</b>	<b>\$ 144,575</b>	<b>\$ 89,657</b>	<b>\$ 115,098</b>	<b>\$ 115,098</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 40,889	\$ 55,838	\$ 44,048	\$ 45,804	\$ 45,804	
7301	0	M & R Grounds	1,028	2,200	753	800	800	
7303	0	Maint & Repair-Office Eq	150	-	-	-	-	
7306	0	M & R Other Equipment	1,131	3,310	1,858	3,420	3,420	
7307	0	Maint - Software	-	1,646	1,646	1,646	1,646	
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 43,198</b>	<b>\$ 62,994</b>	<b>\$ 48,305</b>	<b>\$ 51,670</b>	<b>\$ 51,670</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7401	0	Natural Gas	\$ 36,851	\$ 42,587	\$ 26,426 <sup>11</sup>	\$ 28,149	\$ 28,149	
7403	0	Electricity	93,372	115,580	97,109 <sup>18</sup>	110,563	110,563 <sup>18</sup>	
7407	0	Water/Sewer	15,762	23,108	20,907	19,277	19,277	
<b>Total Utilities</b>			<b>\$ 145,985</b>	<b>\$ 181,275</b>	<b>\$ 144,442</b>	<b>\$ 157,989</b>	<b>\$ 157,989</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>								
8000	0	Capital Outlay	\$ 15,944	\$ -	\$ -	\$ -	\$ -	
<b>Total Capital Outlay</b>			<b>\$ 15,944</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTERDEPARTMENT CHARGE</b>								
9000	0	ITS Overhead	\$ 42,093	\$ 43,652	\$ 43,652	\$ 41,562	\$ 41,562	
9004	0	MERP	4,029	3,441	3,441	2,399	2,399	
9007	0	SLERP	431	420	420	356	356	
<b>Total Interdepartment Charge</b>			<b>\$ 46,553</b>	<b>\$ 47,513</b>	<b>\$ 47,513</b>	<b>\$ 44,317</b>	<b>\$ 44,317</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 1,123,220</b>	<b>\$ 1,257,016</b>	<b>\$ 954,914</b>	<b>\$ 1,026,493</b>	<b>\$ 1,026,493</b>	<b>\$ -</b>
<b>NET</b>			<b>\$ (329,473)</b>	<b>\$ (166,515)</b>	<b>\$ (330,947)</b>	<b>\$ (92,023)</b>	<b>\$ (92,023)</b>	<b>\$ -</b>
<b>Percent Recovery</b>			<b>71%</b>	<b>87%</b>	<b>65%</b>	<b>91%</b>	<b>91%</b>	

**Footnotes:**

- <sup>1</sup> The FY21 budget for Activity Fees includes revenue from personal training, massage, group exercise, paid group fitness, swim lessons, and childcare. There has been limited or no revenue from these activities in the first half of the year and reduced revenue overall. In addition, the hours that childcare is available has been reduced.
- <sup>2</sup> Gate Receipts were only allowed for residents until 8/29/20. In addition, actual gate receipts have been significantly lower due to the mask requirement, limited programs offered and reduced hours of operations.
- <sup>3</sup> Projected revenue is based on trends and anticipates membership revenue below the original budget.
- <sup>4</sup> A majority of the rentals at the facility are for pool lane rentals. These rentals have been impacted by restrictions related to COVID-19 and the reduction in hours of operations.
- <sup>5</sup> The FY21 budget assumed a rebate of \$37,000 for a solar panel project at the facility. An agreement has not been executed therefore the rebate has been removed from the projections.
- <sup>6</sup> The variance in Full-Time Salaries is related to vacancy savings in a Service Representative and a Recreation Supervisor positions. Both positions were included in the FY21 budget but have been vacant. The projection assumes they will remain vacant for the remainder of the year. Additional savings are reflected in FICA, Medicare, LAGERS and Health Insurance.
- <sup>7</sup> The variance in Part-Time Salaries is based on reduced hours for all positions related to the change in operating hours, the number of patrons using the facility and the availability of activities. Some of the Service Representative and Facility Supervisor hours are currently being covered by existing Full Time staff.
- <sup>8</sup> The FY21 budget assumed costs associated with a solar panel project at the facility. An agreement has not been executed therefore the anticipated costs (\$23,604) have been removed from the projections.
- <sup>9</sup> The FY21 budget included leased fiber costs from AT&T. Fiber has now been installed and is being provided by the COLS.
- <sup>10</sup> Since the facility has a negative fund balance/cash balance, interest expense is charged to the operation. The rate being charged is the same rate that other funds earn interest on positive fund balance/cash balances.
- <sup>11</sup> Utilities are projected lower than the original budget based on reduced operating hours and patron usage.
- <sup>12</sup> Activity Fees revenue includes personal training, massage, group exercise, paid group fitness, swim lessons, and RevUp. The FY22 request includes an increase in programs with the anticipation of social distancing restrictions being lifted.
- <sup>13</sup> Gate Receipt revenue is anticipated to return to pre-COVID levels.
- <sup>14</sup> Revenue from memberships is anticipated higher in FY22 due to the social distancing restrictions being lifted and the \$1 increase in the monthly membership implemented on 1/1/21. In addition, the number of memberships through healthcare providers (ie. Silver Sneakers, Renew Active, etc) are also anticipated to increase.
- <sup>15</sup> Facility Rental revenue includes approximately \$138,000 in revenue from rentals in the natatorium for pool lane rentals and swim meets. The fee for lane rental includes a \$1 increase as proposed in the operational changes related to the increase in minimum wage.
- <sup>16</sup> The Full-time Salaries include a 3% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. The funding percentage for LAGERS is 11.6% of salary compared to 10.6% used for FY21. Also, a re-allocation of full-time staff has reduced the FTE count from 3.70 in FY21 (excluding the vacant positions) to 3.35 in FY22.
- <sup>17</sup> Part-time salary expense for FY22 reflects the impact of the increase in minimum wage effective January 1, 2022. Also, additional hours for part-time staffing are anticipated related to an increase in activity at the facility.
- <sup>18</sup> Savings due to shortened hours and new rates

ITEMIZED BUDGET EXPENSE WORKSHEET  
HARRIS PARK COMMUNITY CENTER  
SUMMARY OF ALL PROGRAMS  
FY22

			Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>REVENUES</b>								
<b>ACTIVITY FEES</b>								
4414	0	AF - Camp Summit	\$ 376,847	\$ 383,500	\$ 337,535 <sup>1</sup>	\$ 669,450	\$ 669,450 <sup>15</sup>	
4414	0	AF - Summit Ice	123,805	5,250	7,582	3,950	3,950	
4415	0	AF - Instructional Youth	10,273	22,439	10,432 <sup>2</sup>	41,469	41,469 <sup>16</sup>	
4416	0	AF - Instructional Adult	21,884	80,807	67,879	-	-	
4419	0	AF - Rec Ctr	(112)	-	-	-	-	
4420	0	AF - Athletics	111,869	187,096	118,015	226,747	226,747	
4421	0	Gate Receipts	59,566	171,475	101,008 <sup>3</sup>	228,125	228,125 <sup>17</sup>	
4422	0	Membership Fees	16,022	16,806	7,411	19,719	19,719 <sup>18</sup>	
<b>Total Activity Fees</b>			<b>\$ 720,153</b>	<b>\$ 867,372</b>	<b>\$ 649,861</b>	<b>\$ 1,189,460</b>	<b>\$ 1,189,460</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>								
4504	0	Pro Shop Sales	\$ 2,016	\$ 44,997	\$ 36,522	\$ 38,904	\$ 38,904	
4505	0	Concessions	29,485	38,689	15,583 <sup>4</sup>	30,734	30,734 <sup>19</sup>	
<b>Total User Charges</b>			<b>\$ 31,501</b>	<b>\$ 83,686</b>	<b>\$ 52,105</b>	<b>\$ 69,638</b>	<b>\$ 69,638</b>	<b>\$ -</b>
<b>RENTALS</b>								
4442	0	Facility Rentals	\$ 63,768	\$ 139,240	\$ 84,602 <sup>5</sup>	\$ 153,394	\$ 153,394 <sup>20</sup>	
4459	0	Facility Rentals - Instructional Adult	10,508	22,000	30,811	-	-	
<b>Total Rentals</b>			<b>\$ 74,276</b>	<b>\$ 161,240</b>	<b>\$ 115,413</b>	<b>\$ 153,394</b>	<b>\$ 153,394</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>								
4600	0	Interest on Investments	\$ 6,569	\$ -	\$ -	\$ -	\$ -	
4601	0	Mark to Market Adjustment	1,442	-	-	-	-	
<b>Total Interest on Investments</b>			<b>\$ 8,011</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>								
4716	0	Refunds & Reimbursements	\$ 48,971	\$ 26,299	\$ 2,499 <sup>6</sup>	\$ 2,499	\$ 2,499	
4718	0	Cash Over/Short	(133)	-	-	-	-	
4708	0	Misc Revenue - Instructional	378	1,098	1,044	-	-	
4446	0	Other Revenue	1,725	250	1	950	950	
4705	0	Misc Rev - Camp	13,035	5,300	3,050	5,300	5,300	
4707	0	Misc Rev - Rec Ctr	833	-	-	-	-	
4703	0	Misc Rev - Athletics	964	1,623	1,251	3,135	3,135	
<b>Total Miscellaneous</b>			<b>\$ 65,772</b>	<b>\$ 34,570</b>	<b>\$ 7,846</b>	<b>\$ 11,884</b>	<b>\$ 11,884</b>	<b>\$ -</b>
<b>CONTRIBUTIONS</b>								
4305	0	Contributions - Other	\$ 3,630	\$ -	\$ -	\$ -	\$ -	
4710	0	Contributions - Programs	2,325	28,900	- <sup>7</sup>	35,400	35,400 <sup>21</sup>	
4711	0	Contributions - Sponsors/Donations	192,250	154,125	245,250 <sup>8</sup>	131,500	131,500 <sup>22</sup>	
<b>Total Contributions</b>			<b>\$ 198,205</b>	<b>\$ 183,025</b>	<b>\$ 245,250</b>	<b>\$ 166,900</b>	<b>\$ 166,900</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 1,097,919</b>	<b>\$ 1,329,893</b>	<b>\$ 1,070,474</b>	<b>\$ 1,591,276</b>	<b>\$ 1,591,276</b>	<b>\$ -</b>
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 227,732	\$ 231,599	\$ 204,224 <sup>9</sup>	\$ 227,790	\$ 227,790 <sup>23</sup>	
7001	0	Salaries - Part Time	258,613	314,268	286,413 <sup>10</sup>	424,657	424,657 <sup>24</sup>	
7002	0	Overtime	1,430	-	-	-	-	
7008	0	Short Term Disability	228	242	211	223	223	
7009	0	FICA - Employer	29,439	33,844	30,420	35,459	35,459	
7011	0	Medicare Deduction	6,886	7,915	7,099	9,463	9,463	
7014	0	Communication Allowance	127	-	-	105	105	
7015	0	Health/Dental Insurance	53,359	66,552	54,932 <sup>9</sup>	73,912	73,912 <sup>25</sup>	
7018	0	Life Insurance	442	695	613	241	241	
7019	0	Workers' Compensation	11,245	13,291	13,291	13,611	13,611	
7020	0	Long Term Disability	639	879	759	450	450	
7021	0	Unemployment Insurance	294	1,638	1,638	1,586	1,586	
7023	0	LAGERS - Retirement	21,044	24,549	21,648	26,436	26,436	
<b>Total Personnel Services</b>			<b>\$ 611,478</b>	<b>\$ 695,473</b>	<b>\$ 621,248</b>	<b>\$ 813,933</b>	<b>\$ 813,933</b>	<b>\$ -</b>

ITEMIZED BUDGET EXPENSE WORKSHEET  
HARRIS PARK COMMUNITY CENTER  
SUMMARY OF ALL PROGRAMS  
FY22

			Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Expense	\$ 10,292	\$ 15,830	\$ 2,330 <sup>11</sup>	\$ 13,430	\$ 13,430 <sup>26</sup>	
7201	0	Organizational Dues	143	2,388	1,628	2,622	2,622	
7203	0	Insurance Expense	11,436	13,654	13,622	13,126	13,126	
7206	0	Printing Expense	10,156	10,885	10,110	8,610	8,610	
7207	0	Professional Fees	203,431	155,653	131,538 <sup>12</sup>	178,725	178,725 <sup>27</sup>	
7213	0	Rentals & Leases	9,673	14,902	5,489	14,902	14,902	
7216	0	Trips & Tours	89,951	46,260	35,731 <sup>13</sup>	83,610	83,610 <sup>28</sup>	
7217	0	Employee Training	30	600	-	200	200	
7221	0	Sanitation Services	2,772	4,780	3,166	3,030	3,030	
7223	0	Furniture, Fixtures and Equip	-	500	-	-	-	
7225	0	Miscellaneous Equipment	272	700	700	300	300	
7249	0	Consumable Tools	39	720	839	720	720	
7258	0	Telephone	1,437	2,220	2,425	1,800	1,800	
7259	0	Mobile Telephone	966	-	1,772	1,256	1,256	
7268	0	Uniforms	17,782	29,192	20,696	28,156	28,156	
7270	0	Office Supplies	1,506	2,085	1,677	1,415	1,415	
7273	0	Janitorial Supplies	6,381	11,550	7,371	10,670	10,670	
7274	0	Concession Supplies	7,136	7,476	5,284	8,387	8,387	
7276	0	Recreational Supplies	31,342	56,183	29,034 <sup>14</sup>	58,419	58,419 <sup>29</sup>	
7277	0	Pro Shop Supplies	2,288	2,155	1,423	1,486	1,486	
7285	0	Bankcard Fees	23,354	-	-	-	-	
7288	0	P-Card unallocated	303	-	-	-	-	
7704	0	Miscellaneous Expense	31,273	3,230	2,077	2,600	2,600	
<b>Total Supplies and Other Services</b>			<b>\$ 461,960</b>	<b>\$ 380,963</b>	<b>\$ 276,912</b>	<b>\$ 433,464</b>	<b>\$ 433,464</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 30,088	\$ 15,980	\$ 11,767	\$ 25,102	25,102 <sup>30</sup>	
7301	0	M & R Grounds	1,576	13,860	5,484	12,160	12,160	
7302	0	M & R Other	5,448	365	182	962	962	
7304	0	M & R Dp Equipment	-	-	-	158	158	
7306	0	M & R Other Equipment	894	750	567	-	-	
7307	0	Maintenance - Software	-	3,220	3,171	3,388	3,388	
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 38,006</b>	<b>\$ 34,175</b>	<b>\$ 21,171</b>	<b>\$ 41,770</b>	<b>\$ 41,770</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7401	0	Natural Gas	\$ 3,016	\$ 4,200	\$ 4,042	\$ 2,760	\$ 2,760	
7403	0	Electricity	82,857	73,991	71,087	76,614	76,614	
7407	0	Water/Sewer	16,683	21,021	25,369	17,950	17,950	
<b>Total Utilities</b>			<b>\$ 102,556</b>	<b>\$ 99,212</b>	<b>\$ 100,498</b>	<b>\$ 97,324</b>	<b>\$ 97,324</b>	<b>\$ -</b>
<b>DEPRECIATION</b>								
7600	0	Depreciation	\$ 19,799	\$ 18,732	\$ 19,854	\$ 18,905	\$ 18,905	
<b>Total Depreciation</b>			<b>\$ 19,799</b>	<b>\$ 18,732</b>	<b>\$ 19,854</b>	<b>\$ 18,905</b>	<b>\$ 18,905</b>	<b>\$ -</b>
<b>INTERDEPARTMENT CHARGE</b>								
9000	0	ITS Overhead	\$ 18,040	\$ 18,709	\$ 18,709	\$ 17,813	\$ 17,813	
9004	0	MERP	3,296	2,816	2,816	2,701	2,701	
9007		SLERP Payment	431	374	374	433	433	
<b>Total Interdepartment Charge</b>			<b>\$ 21,767</b>	<b>\$ 21,899</b>	<b>\$ 21,899</b>	<b>\$ 20,947</b>	<b>\$ 20,947</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>								
9101	202	Transfer to Comm Center	3,519	3,000	3,000	3,519	3,519	
<b>Total Interdepartment Charge</b>			<b>\$ 3,519</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 1,259,084</b>	<b>\$ 1,253,453</b>	<b>\$ 1,064,581</b>	<b>\$ 1,429,862</b>	<b>\$ 1,429,862</b>	<b>\$ -</b>
<b>NET</b>			<b>\$ (161,165)</b>	<b>\$ 76,440</b>	<b>\$ 5,893</b>	<b>\$ 161,414</b>	<b>\$ 161,414</b>	<b>\$ -</b>
<b>Percent Recovery</b>			<b>87.20%</b>	<b>106.10%</b>	<b>100.55%</b>	<b>111.29%</b>	<b>111.29%</b>	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
HARRIS PARK COMMUNITY CENTER  
SUMMARY OF ALL PROGRAMS  
FY22**

	Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
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**Footnotes:**

- <sup>1</sup> The FY21 budget did not anticipate the Camp Summit program opening for the Summer 2020 season; however, the program opened with reduced enrollment. The FY21 projection still anticipates reduced enrollments (500 enrollments) and reduced weekly averages (280 average per week) for the Summer 2021 season.
- <sup>2</sup> The FY21 budget anticipated reduced activities in the Instructional and Athletic programs compared to prior years. The projected revenue for these programs is lower than anticipated due to the limited enrollments or cancellations related to COVID-19.
- <sup>3</sup> Gate Receipts in the FY21 budget are in the HPCC (\$5,625), LPA (\$54,000) and LMN (\$111,850) programs. The projections anticipate the following variances: HPCC (\$3,035), LPA (\$46,500) and LMN (\$20,932). The LPA program did not have a Summer 2020 season. The LMN program had reduced gate receipts due to limited access related to COVID-19.
- <sup>4</sup> Concessions in the FY21 budget are in the LPA (\$7,450) and LMN (\$31,239) programs. The projections anticipate the following variances: LPA (\$6,150) and LMN (\$11,044). The LPA program did not have a Summer 2020 season. The LMN concession stand was not open except during Summit Ice operations.
- <sup>5</sup> Facility Rentals are in the HPCC (\$113,475), LPA (\$1,150) and LMN (\$24,615) programs. The projections anticipate the following variances: HPCC (\$40,462) LPA (\$144 higher) and LMN (\$14,320). The reduced revenue is related to gathering restrictions due to COVID-19.
- <sup>6</sup> The FY21 budget included a rebate of \$23,800 related to a Solar Panel project. An agreement has not been been executed, therefore, the rebate has been removed from the projections.
- <sup>7</sup> Contribution-Programs represents activities related to the Tour de Lakes bicycle ride held in June. The event will not be held in June 2021.
- <sup>8</sup> Contribution-Sponsors/Private Donation represents sponsorship revenue secured by a third party contractor. Sponsorships are tracking higher than anticipated in the original budget. Also, one contract paid their full three year sponsorship payment in FY21 (\$38,000).
- <sup>9</sup> The variance in Full Time Salaries is related to vacancy savings in the Superintendent of Human Resources and Legal Services and one Recreation Supervisor I positions. The Superintendent position has been vacant since September and will not be filled and the Recreation Supervisor position was to be hired in January 2021. The FY21 projection assumes the Recreation Supervisor position will not be hired before the end of the year.
- <sup>10</sup> The FY21 budget did not anticipate the Camp Summit program opening for the Summer 2020 season; however, the program opened with reduced enrollment. There are savings projected in other programs due to lower participation or the program not being offered (see footnote #1).
- <sup>11</sup> Due to reduced programs and events being held, the projection anticipates minimal Advertising dollars being spent.
- <sup>12</sup> Professional Fees includes sponsorship contractor payments, expenses related to the solar panel project, contract employees for programming, and bands and equipment related to the music events at LPA. A reduction in professional fees is related to reduced program and the cancellation of events. Also, the Solar panel project has been taken out of the projections.
- <sup>13</sup> Trips and Tours expense is related to the Camp Summit program. The program was held for the Summer 2020 season at a reduced capacity; the Summer 2021 season is anticipated at a higher enrollment (500 enrollments).
- <sup>14</sup> The FY21 projections anticipates lower Recreational Supplies due to reduced programs and events being held.
- <sup>15</sup> The Camp Summit program for Summer 2022 season anticipates the return to pre-COVID enrollments and weekly average participation.
- <sup>16</sup> Activities in the Instructional Youth, Instructional Adult and Athletic programs are being reorganized into an Instructional program and an Athletic program for FY22. The Instructional Youth program number (038) will be used for all Instructional programs; the Instructional Adult program number (039) will no longer be used. The FY22 budget anticipates programming back to pre-COVID-19 levels with some additional growth.
- <sup>17</sup> The FY22 budget anticipates higher gates receipts in the LPA and LMN programs.
- <sup>18</sup> Gate Receipts in the FY22 budget are in the HPCC (\$3,925), LPA (\$129,500) and LMN (\$94,700) programs. A majority of the increase is related to events at the Legacy Park Amphitheater with one ticketed event planned in July, August and September of 2021 and ticket sales in the spring 2022 for national acts planned in summer 2022.
- <sup>19</sup> Concessions in the FY22 budget are in the LPA (\$13,400) and LMN (\$17,334) programs. An increase is anticipated in the LPA program due to ticketed events being planned.
- <sup>20</sup> Facility Rentals are in the HPCC (\$103,119), Athletics - Hartman Park (\$32,000), LPA (\$2,600) and LMN (\$15,675) programs. Increased rentals are anticipated at Hartman Park.
- <sup>21</sup> Contribution-Programs represents activities related to the Night Flight running event and the Tour de Lakes bicycle ride held in June with the number of participants back to pre-COVID-19 levels.
- <sup>22</sup> Contribution-Sponsors/Private Donation represents sponsorship revenue secured by a third party contractor. The FY22 budget reflects payments for existng contracts in place along with new sponsorships.
- <sup>23</sup> The FY22 request includes a 3% increase and includes an additional full-time Recreation Supervisor. In addition, the FTE for Full-time staff has been reduced by the re-allocation of Full Time staff responsibilities.
- <sup>24</sup> Part-time salary expense for FY22 reflects the increase in participants in Camp Summit and the return to normal participant levels in the other programs. In addition, the FY22 budget reflects the impact of the increase in minimum wage effective January 1, 2022.
- <sup>25</sup> The blended rate used for the FY22 request is \$15,084 per full-time position. The blended date used for the FY21 budget was \$13,800.
- <sup>26</sup> The FY22 budget includes Advertisement of programs and events returning in FY22.
- <sup>27</sup> Professional Fees includes sponsorship contractor payments, contract employees for programming, and bands and equipment related to the music events at LPA.
- <sup>28</sup> Trips and Tours expense for the Camp Summit program is budget higher in FY22 due to the increased number of enrollments and weekly average of participants.
- <sup>29</sup> Recreational Supplies are anticipated higher in FY22 with the return of programming and events being held.
- <sup>30</sup> The FY22 budget includes \$7,000 for painting the Pickleball Courts at LMN.

ITEMIZED BUDGET EXPENSE WORKSHEET  
PARKS & RECREATION  
SUMMARY OF ALL PROGRAMS  
FY22

			Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>REVENUES</b>								
<b>TAXES</b>								
4000	0	Property Tax - Jackson	\$ 3,075,650	\$ 3,132,181	\$ 3,132,181	\$ 3,100,000	\$ 3,100,000	6
4001	0	Property Tax - Cass	89,492	89,000	89,000	99,000	99,000	
4003	0	RR Tax - Jackson	61,932	62,000	62,000	62,000	62,000	
4004	0	RR Tax - Cass	1,302	1,302	1,302	1,500	1,500	
4005	0	Replacement Tax	382,698	370,000	370,000	382,000	382,000	
4008	0	Intangible Tax	16,943	4,000	37,952	20,000	20,000	
<b>Total Taxes</b>			<b>\$ 3,628,017</b>	<b>\$ 3,658,483</b>	<b>\$ 3,692,435</b>	<b>\$ 3,664,500</b>	<b>\$ 3,664,500</b>	
<b>FINES &amp; FORFEITURES</b>								
4104	0	Penalty Int on Taxes	\$ 16,983	\$ 18,000	\$ 18,000	\$ 17,000	\$ 17,000	
4105	0	Penalty Int - Other	100	-	-	-	-	
<b>Total Fines &amp; Forfeitures</b>			<b>\$ 17,083</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ -</b>
<b>CONTRIBUTIONS</b>								
4709	0	Contributions - Parks	\$ 122,727	\$ 86,750	\$ 72,241	\$ 87,735	\$ 87,735	7
4712	0	Contributions - Advertising	-	2,209	-	10,000	10,000	
<b>Total Contributions</b>			<b>\$ 122,727</b>	<b>\$ 88,959</b>	<b>\$ 72,241</b>	<b>\$ 97,735</b>	<b>\$ 97,735</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>								
4600	0	Interest on Investments	\$ 53,074	\$ 12,000	\$ 48,969	\$ 48,969	\$ 48,969	9
4601	0	Mark to Market Adjustment	31,977	(1,000)	(17,768)	9,845	9,845	
<b>Total Interest on Investments</b>			<b>\$ 85,051</b>	<b>\$ 11,000</b>	<b>\$ 31,201</b>	<b>\$ 58,814</b>	<b>\$ 58,814</b>	<b>\$ -</b>
<b>SERVICES</b>								
4446	0	Other Revenue	2,626	3,500	2,755	\$ 2,000	2,000	
4447	0	Other Revenue - Taxable	681	-	-	-	-	
<b>Total Services</b>			<b>\$ 3,307</b>	<b>\$ 3,500</b>	<b>\$ 2,755</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>								
4716	0	Refund & Reimbursements	\$ 39,486	\$ -	\$ 6,127	\$ 2,250	\$ 2,250	
4704	0	Misc Revenue-Parks	21,511	47,205	35,572	45,075	45,075	
<b>Total Miscellaneous</b>			<b>\$ 60,997</b>	<b>\$ 47,205</b>	<b>\$ 41,699</b>	<b>\$ 47,325</b>	<b>\$ 47,325</b>	<b>\$ -</b>
<b>TRANSFERS</b>								
5101	0	Transfer from Aquatics	5,985	5,985	5,985	5,985	5,985	
5101	0	Transfer from Cemetery	18,625	16,825	16,825	16,352	16,352	
<b>Total Transfers</b>			<b>\$ 24,610</b>	<b>\$ 22,810</b>	<b>\$ 22,810</b>	<b>\$ 22,337</b>	<b>\$ 22,337</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 3,941,792</b>	<b>\$ 3,849,957</b>	<b>\$ 3,881,141</b>	<b>\$ 3,909,711</b>	<b>\$ 3,909,711</b>	
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 1,284,875	\$ 1,318,252	\$ 1,347,263	\$ 1,305,754	\$ 1,305,754	10
7001	0	Salaries - Part Time	32,905	6,210	6,210	21,844	21,844	
7002	0	Overtime	3,136	3,547	4,078	3,656	3,656	
7005	0	Holiday Worked	167	-	-	-	-	
7008	0	Short Term Disability	1,085	1,152	1,148	1,171	1,171	
7009	0	FICA - Employer	76,582	82,346	80,916	82,643	82,643	
7011	0	Medicare Deduction	17,965	19,337	19,002	19,392	19,392	
7013	0	Car Allowance	5,135	5,100	5,100	5,100	5,100	
7014	0	Communication Allowance	3,938	4,005	4,198	4,677	4,677	
7015	0	Health/Dental Insurance	303,616	315,330	308,864	350,703	350,703	12
7018	0	Life Insurance	2,485	3,955	3,885	1,361	1,361	
7019	0	Workers Compensation	40,391	44,486	44,486	45,552	45,552	
7020	0	Long Term Disability	3,406	4,217	4,184	2,850	2,850	
7021	0	Unemployment Insurance	1,362	1,431	1,431	1,575	1,575	
7023	0	LAGERS - Retirement	123,156	140,700	138,254	152,601	152,601	13
<b>Total Personnel Services</b>			<b>\$ 1,900,204</b>	<b>\$ 1,950,068</b>	<b>\$ 1,969,019</b>	<b>\$ 1,998,879</b>	<b>\$ 1,998,879</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Exp	\$ 182	\$ 1,800	\$ 642	\$ 1,200	\$ 1,200	
7201	0	Organizational Dues	6,671	6,270	5,668	5,215	5,215	
7202	0	Subscription to Periodicals	1,280	1,260	390	635	635	
7203	0	Insurance Expense	41,556	37,159	37,159	73,832	73,832	14
7205	0	Postage Expense	10,040	26,650	22,431	26,846	26,846	
7206	0	Printing Expense	38,779	39,894	28,030	40,715	40,715	15
7207	0	Professional Fees	294,758	311,154	308,532	324,810	324,810	
7212	0	Other Professional Fees	-	-	2,138	3,000	3,000	16
7213	0	Rentals & Leases	24,357	37,845	36,955	38,285	38,285	
7214	0	Uniform Rental	189	532	532	532	532	
7218	0	Travel & Meeting	47,485	22,280	15,273	46,887	46,887	17
7221	0	Sanitation Services	10,970	12,128	11,503	12,038	12,038	

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**PARKS & RECREATION**  
**SUMMARY OF ALL PROGRAMS**  
**FY22**

			Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
7223	0	Furniture Fixture & Office Equip	1,250	-	-	-	-	
7233	0	Public Relations	13,469	4,810	2,056	4,537	4,537	
7249	0	Consumable Tools	6,955	8,675	8,630	8,675	8,675	
7250	0	Computer Equip - Non depr	1,769	-	-	-	-	
7253	0	Collection Fees - Jackson County	57,123	54,000	57,000	58,000	58,000	
7254	0	Cass Co Collection Fees	4,071	4,000	4,000	4,000	4,000	
7258	0	Telephone	2,303	5,000	3,697	-	-	
7259	0	Mobile Telephone	5,931	5,440	6,119	6,083	6,083	
7260	0	Asphalt	103,262	175,000	175,000	310,000	310,000	<sup>18</sup>
7262	0	Rock & Gravel	979	8,000	4,000	11,900	11,900	
7264	0	Other Construction Materials	4,368	16,600	15,200	14,200	14,200	
7269	0	Special Apparel	6,083	14,747	14,394	9,080	9,080	
7270	0	Office Supplies	4,243	7,000	3,938	7,000	7,000	
7271	0	Chemicals	14,825	24,990	24,990	24,990	24,990	
7272	0	Computer Supplies	1,804	1,000	291	1,000	1,000	
7273	0	Janitorial Supplies	10,471	10,514	10,922	10,582	10,582	
7276	0	Recreational Supplies	641	-	-	-	-	
7283	0	Contract Service-Concrete	-	2,400	2,400	6,200	6,200	
7285	0	Bankcard Fees	1,686	-	-	-	-	
7288	0	P-Card unallocated	(250)	-	-	-	-	
7704	0	Miscellaneous Expense	2,340	10,000	10,000	10,000	10,000	
<b>Total Supplies and Other Services</b>			<b>\$ 719,586</b>	<b>\$ 849,148</b>	<b>\$ 811,890</b>	<b>\$ 1,060,242</b>	<b>\$ 1,060,242</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 22,163	\$ 54,362	\$ 45,994	\$ 54,362	\$ 54,362	
7301	0	M & R Grounds	237,354	192,830	189,830	204,723	204,723	<sup>19</sup>
7304	0	M & R Dp Equip	945	945	945	-	-	
7305	0	M & R Vehicle	13,790	21,180	19,182	21,180	21,180	
7306	0	M & R Other Equipment	12,026	29,538	24,296	23,317	23,317	
7307	0	Maintenance Software	12,449	12,491	12,018	12,073	12,073	
<b>Total Maintenance &amp; Repairs</b>			<b>298,727</b>	<b>311,346</b>	<b>292,265</b>	<b>\$ 315,655</b>	<b>\$ 315,655</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7401	0	Natural Gas	\$ 1,775	\$ 2,580	\$ 2,580	\$ 2,580	\$ 2,580	
7403	0	Electricity	27,279	39,664	39,664	38,164	38,164	
7407	0	Water/Sewer	70,618	105,944	107,944	105,374	105,374	
<b>Total Utilities</b>			<b>\$ 99,671</b>	<b>\$ 148,188</b>	<b>\$ 150,188</b>	<b>\$ 146,118</b>	<b>\$ 146,118</b>	<b>\$ -</b>
<b>FUEL &amp; LUBRICANTS</b>								
7500	0	Fuel and Lubricants	\$ 32,845	\$ 33,790	\$ 33,790	\$ 33,790	\$ 33,790	
<b>Total Fuel &amp; Lubricants</b>			<b>\$ 32,845</b>	<b>\$ 33,790</b>	<b>\$ 33,790</b>	<b>\$ 33,790</b>	<b>\$ 33,790</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>								
8000	0	Capital Outlay	\$ 99,777	\$ 66,300	\$ 66,300	\$ 15,000	\$ 153,000	<sup>20</sup> \$ 138,000
<b>Total Capital Outlay</b>			<b>\$ 99,777</b>	<b>\$ 66,300</b>	<b>\$ 66,300</b>	<b>\$ 15,000</b>	<b>\$ 153,000</b>	<b>\$ 138,000</b>
<b>CONSTRUCTION</b>								
8502	0	Reimbursement-Intrfrd Serv	\$ (160,802)	\$ (154,692)	\$ (154,692)	\$ (155,359)	\$ (155,359)	
<b>Total Construction</b>			<b>\$ (160,802)</b>	<b>\$ (154,692)</b>	<b>\$ (154,692)</b>	<b>\$ (155,359)</b>	<b>\$ (155,359)</b>	<b>\$ -</b>
<b>INTERDEPARTMENT CHARGE</b>								
9000	0	ITS Overhead	\$ 50,813	\$ 52,489	\$ 52,489	\$ 50,174	\$ 50,174	
9001	0	CVM Overhead	63,504	55,803	55,803	38,889	38,889	<sup>21</sup>
9003	0	CBS Overhead	12,576	35,634	35,634	36,732	36,732	
9004	0	MERP Payment	5,861	5,319	5,319	5,400	5,400	
9005	0	VERP Payment	63,659	52,250	52,250	55,891	55,891	
9006	0	BERP Payment	2,466	-	-	-	-	
9007	0	SLERP Payment	671	701	701	840	840	
<b>Total Interdepartment Charge</b>			<b>\$ 199,549</b>	<b>\$ 202,196</b>	<b>\$ 202,196</b>	<b>\$ 187,926</b>	<b>\$ 187,926</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 3,189,556</b>	<b>\$ 3,406,344</b>	<b>\$ 3,370,956</b>	<b>\$ 3,602,251</b>	<b>\$ 3,740,251</b>	<b>\$ 138,000</b>
<b>NET</b>			<b>\$ 752,235</b>	<b>\$ 443,613</b>	<b>\$ 510,185</b>	<b>\$ 307,460</b>	<b>\$ 169,460</b>	<b>\$ (138,000)</b>



**ITEMIZED BUDGET EXPENSE WORKSHEET  
PARKS & RECREATION  
SUMMARY OF ALL PROGRAMS  
FY22**

	Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
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**REVENUES**

- <sup>1</sup> The original budget for Intangible Tax revenue was based on historical receipts of approximately \$4,000 for FY19 and prior. The FY21 Projection is based on the actual receipts recorded in January.
- <sup>2</sup> Contributions-Parks includes user and tournament fees, field rentals and banner permits at the Legacy Park venues. The projection is lower due to lower participation anticipated due to COVID-19.
- <sup>3</sup> The original budget for Interest on Investment and Mark-to-Market Adjustment was a conservative estimate. The projected Interest on Investment is based on review of historical earnings. The projected Mark-to-Market Adjustment is the actual adjustment recorded through December 2020. A final adjustment will be recorded at year-end and could be a favorable or unfavorable adjustment.
- <sup>4</sup> Miscellaneous Revenue-Parks includes revenue from shelter rentals. The projection is slightly lower due to gathering limits in place for the larger shelters due to COVID-19.

**ADMINISTRATION**

- <sup>5</sup> A majority of the variance in Full-time Salaries is due to the payout for unused leave time at retirement.

**REVENUES**

- <sup>6</sup> The property tax revenue from Jackson County for FY22 is based on actual receipts in FY20. Receipts during FY21 include recoupment payments from 2019. The projected property tax revenue from Cass County is based on the actual amount received in January 2021. The Replacement Tax for FY22 is based on the actual for FY20. The amount has increased the past four years. The amount received for Intangible Tax in FY20 and FY21 has been significantly higher than in past years (\$4,000). The budget for FY22 is based on an estimate using the actual receipts for the past two years.
- <sup>7</sup> Contributions-Parks includes user and tournament fees, field rentals and banner permits at the Legacy Park venues. The FY22 budget anticipates slightly lower participation levels than FY19. (Note: The FY20 actual included a payment from LSBA due in the Spring of 2019 that was paid after 7/1).
- <sup>8</sup> The anticipated revenue from advertising in the Illustrated is based on a goal of 5-10 paid advertisements in each Illustrated.
- <sup>9</sup> The anticipated revenue from Interest on Investment and Mark-to-Market Adjustment is based on historical receipts and anticipates a slight favorable adjustment for Mark-to-Market at year-end.

**ADMINISTRATION**

- <sup>10</sup> The Full-time Salaries includes a 3% increase. Also, the FY22 budget includes the removal of the Superintendent of Legal Services & Human Resources vacated during FY21 and the addition of a Management Analyst position.
- <sup>11</sup> The increase in Part-time staff in the Administration Division is due to the addition of 2 interns and hours for a part-time Administration Services Assistant.
- <sup>12</sup> A blended rate (Individual coverage to Family coverage) is used in the budget each year. The blended rate established for FY22 is \$15,084 per full-time staff compared to \$13,800 per full-time staff used for FY21.
- <sup>13</sup> A percentage of full-time salaries is used for funding towards the LAGERS retirement fund. The percentage used for FY22 is 11.6% of full-time salaries compared to 10.6% used in the FY21 budget.
- <sup>15</sup> A majority of Printing Expense is related to the Lee's Summit Illustrated. The FY22 budget assumes publishing the pre-COVID 32-36 page Illustrated three times a year. The FY21 projection includes only printing two, sixteen page Illustrated magazine.
- <sup>17</sup> The budget for Travel and Meetings includes travel and meeting expenses related to conferences, training, and in-person meetings which were eliminated in FY21.

**PARK OPERATIONS, LEGACY PARK, GROUNDS MAINTENANCE**

- <sup>10</sup> The Full-time Salaries includes a 3% increase. Also, a Master Park Specialist retirement during FY21 has been replaced with an entry level Park Specialist position.
- <sup>11</sup> The FY22 budget includes approximately 840 hours for part-time staff.
- <sup>12</sup> A blended rate (Individual coverage to Family coverage) is used in the budget each year. The blended rate established for FY22 is \$15,084 per full-time staff compared to \$13,800 per full-time staff used for FY21.
- <sup>13</sup> A percentage of full-time salaries is used for funding towards the LAGERS retirement fund. The percentage used for FY22 is 11.6% of full-time salaries compared to 10.6% used in the FY21 budget.
- <sup>14</sup> The increase in Insurance is due a higher allocation from the Claims and Damages Fund for a large claim paid in 2020.
- <sup>16</sup> A majority of the increase in Professional Fees is related to adding back the use of contract services for restroom cleaning in the parks that was eliminated during FY21.
- <sup>18</sup> The detail for the FY22 budget for Asphalt is provided in a separate schedule included in the budget packet.
- <sup>19</sup> The increase in Maintenance and Repairs - Grounds is for the replacement of Linden trees (\$15,000).
- <sup>20</sup> Capital Outlay includes \$100,000 Wayfinding signage at Legacy Park, \$30,000 for a shelter at Deer Valley Park, \$15,000 for anticipated repairs to the Butterfly Garden Fountain at Lowenstein Park and \$8,000 for a 20 ft tilt trailer (replacement).
- <sup>21</sup> CVM Overhead (Central Vehicle Maintenance) expense is based on an allocation to the department from the Internal Services spreadsheet. The amount for FY22 is lower due to less repair tickets submitted and is correlated to the replacement of vehicles (VERP).

ITEMIZED BUDGET EXPENSE WORKSHEET  
AQUATICS CENTER  
FY22

		Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY20-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>REVENUES</b>							
<b>ACTIVITY FEES</b>							
4414	0	Activity Fees	\$ 4,394	\$ 42,532	\$ 17,719 <sup>1</sup>	\$ 41,219	\$ 41,219 <sup>12</sup>
4421	0	Gate Receipts	234,408	506,975	139,897 <sup>2</sup>	468,198	468,198 <sup>13</sup>
4422	0	Memberships	93,980	166,255	196,025 <sup>3</sup>	178,700	178,700 <sup>14</sup>
<b>Total Activity Fees</b>			<b>\$ 332,782</b>	<b>\$ 715,762</b>	<b>\$ 353,641</b>	<b>\$ 688,117</b>	<b>\$ 688,117</b>
<b>OTHER USER CHARGES</b>							
4504	0	Pro Shop	\$ 1,513	\$ 7,060	\$ 3,939	\$ 5,184	\$ 5,184
4505	0	Concessions	65,745	92,509	67,486 <sup>4</sup>	105,870	105,870 <sup>19</sup>
<b>Total User Charges</b>			<b>\$ 67,258</b>	<b>\$ 99,568</b>	<b>\$ 71,425</b>	<b>\$ 111,054</b>	<b>\$ 111,054</b>
<b>RENTALS</b>							
4442	0	Facility Rentals	\$ 8,657	\$ 46,360	\$ 24,044 <sup>5</sup>	\$ 45,146	\$ 45,146
<b>Total Rentals</b>			<b>\$ 8,657</b>	<b>\$ 46,360</b>	<b>\$ 24,044</b>	<b>\$ 45,146</b>	<b>\$ 45,146</b>
<b>INTEREST ON INVESTMENTS</b>							
4600	0	Interest on Investments	\$ 5,962	\$ 1,200	\$ 2,021	\$ 1,440	\$ 1,440
4601	0	Mark to Market Adjustment	2,796	-	(1,913)	650	650
<b>Total Interest on Investments</b>			<b>\$ 8,758</b>	<b>\$ 1,200</b>	<b>\$ 108</b>	<b>\$ 2,090</b>	<b>\$ 2,090</b>
<b>MISCELLANEOUS</b>							
4716	0	Refunds & Reimbursements	\$ 13,180	\$ -	\$ 3,500	\$ -	\$ -
4717	0	Discounts	325	-	-	-	-
4718	0	Cash Over/Short	(58)	50	50	50	50
4446	0	Other Revenue	1,339	1,113	2,963	4,940	4,940
<b>Total Miscellaneous</b>			<b>\$ 14,786</b>	<b>\$ 1,163</b>	<b>\$ 6,513</b>	<b>\$ 4,990</b>	<b>\$ 4,990</b>
<b>TOTAL REVENUES</b>			<b>\$ 432,240</b>	<b>\$ 864,053</b>	<b>\$ 455,731</b>	<b>\$ 851,397</b>	<b>\$ 851,397</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
7000	0	Salaries - Regular	\$ 57,309	\$ 73,711	\$ 65,795 <sup>7</sup>	\$ 74,892	\$ 74,892 <sup>15</sup>
7001	0	Salaries - Part Time	121,013	330,301	260,257 <sup>6</sup>	343,039	343,039 <sup>16</sup>
7002	0	Overtime	40	-	14	-	-
7008	0	Short Term Disability	51	71	60	76	76
7009	0	FICA - Employer	11,018	24,750	35,180	22,749	22,749 <sup>15</sup>
7011	0	Medicare Deduction	2,577	5,861	4,749 <sup>6</sup>	6,062	6,062 <sup>15,16</sup>
7014	0	Communication Allowance	189	189	159	126	126
7015	0	Health/Dental Insurance	9,503	19,320	13,920	22,626	22,626 <sup>17</sup>
7018	0	Life Insurance	108	221	143	79	79
7019	0	Workers Compensation	7,254	7,986	7,986	8,178	8,178
7020	0	Long Term Disability	152	259	206	171	171
7021	0	Unemployment Insurance	66	624	624	630	630
7023	0	LAGERS - Retirement	5,144	7,833	7,031	8,702	8,702 <sup>16</sup>
<b>Total Personnel Services</b>			<b>\$ 214,424</b>	<b>\$ 471,126</b>	<b>\$ 396,124</b>	<b>\$ 487,330</b>	<b>\$ 487,330</b>
<b>SUPPLIES AND OTHER SERVICES</b>							
7200	0	Advertising Exp	\$ 498	\$ 2,850	\$ 2,600	\$ 2,327	\$ 2,327
7201	0	Organizational Dues	429	444	454	444	444
7203	0	Insurance Expense	10,871	12,937	12,937	15,546	15,546
7205	0	Postage Expense	4	-	-	-	-
7206	0	Printing Expense	206	1,212	1,012	1,767	1,767
7207	0	Professional Fees	7,435	9,693	7,478	10,686	10,686
7213	0	Rentals & Leases	-	700	700	700	700
7217	0	Employee Training	341	5,110	6,520	3,370	3,370
7221	0	Sanitation Services	-	864	922	864	864
7223	0	Furniture, Fixtures and Equip	265	10,456	2,397 <sup>8</sup>	8,466	8,466
7225	0	Miscellaneous Equipment	2,567	5,954	3,246	5,392	5,392
7249	0	Consumable Tools	136	768	768	534	534
7250	0	Computer Equipmt Non Depr	-	-	-	-	-
7258	0	Telephone	-	250	-	-	-
7268	0	Uniforms	3,602	4,306	6,252	4,306	4,306
7269	0	Special Apparel	-	-	-	-	-
7270	0	Office Supplies	446	960	960	790	790
7271	0	Chemicals	14,767	35,249	34,924 <sup>9</sup>	36,630	36,630 <sup>18</sup>
7273	0	Janitorial Supplies	2,750	8,070	4,986	8,682	8,682
7274	0	Concession Supplies	19,142	41,822	27,158 <sup>10</sup>	51,286	51,286 <sup>19</sup>

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**AQUATICS CENTER**  
**FY22**

			Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY20-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
7276	0	Recreational Supplies	4,197	5,165	3,510	4,475	4,475	
7277	0	Pro Shop Supplies	891	3,403	2,153	2,475	2,475	
7285	0	Bankcard Fees	10,202	-	-	-	-	<sup>20</sup>
7288	0	P-Card unallocated	-	-	-	-	-	
7704	0	Miscellaneous Expense	-	-	-	-	-	
<b>Total Supplies and Other Services</b>			<b>\$ 78,749</b>	<b>\$ 150,212</b>	<b>\$ 118,977</b>	<b>\$ 158,740</b>	<b>\$ 158,740</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 43,923	\$ 31,990	\$ 39,511	\$ 33,320	\$ 33,320	
7301	0	M & R Grounds	19	1,500	1,500	1,500	1,500	
7303	0	M & R - Office Eq	150	-	-	-	-	
7306	0	M & R Other Equipment	1,729	3,430	4,166	3,180	3,180	
7307	0	Maintenance-Software	-	1,439	1,439	1,439	1,439	<sup>21</sup>
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 45,821</b>	<b>\$ 38,359</b>	<b>\$ 46,616</b>	<b>\$ 39,439</b>	<b>\$ 39,439</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7403	0	Electricity	\$ 32,765	\$ 45,350	\$ 53,787 <sup>11</sup>	\$ 61,440	\$ 61,440 <sup>22</sup>	
7407	0	Water/Sewer	17,569	30,615	24,908 <sup>11</sup>	28,360	28,360	
<b>Total Utilities</b>			<b>\$ 50,334</b>	<b>\$ 75,965</b>	<b>\$ 78,695</b>	<b>\$ 89,800</b>	<b>\$ 89,800</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>								
8000	0	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 41,920 <sup>24</sup>	\$ 41,920
<b>Total Capital Outlay</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,920</b>	<b>\$ 41,920</b>
<b>INTERDEPARTMENT CHARGE</b>								
9000	0	ITS-Overhead	\$ 18,040	\$ 18,709	\$ 18,709	\$ 17,813	\$ 17,813	
9004	0	MERP Payment	4,395	3,754	3,754	3,151	3,151	
9007	0	SLERP Payment	432	420	420	458	458	
<b>Total Interdepartment Charge</b>			<b>\$ 22,867</b>	<b>\$ 22,883</b>	<b>\$ 22,883</b>	<b>\$ 21,422</b>	<b>\$ 21,422</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>								
9101	0	Transfer to Park Fund	\$ 5,985	\$ 5,985	\$ 5,985	\$ 5,985	\$ 5,985	
<b>Total Transfers</b>			<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 418,180</b>	<b>\$ 764,531</b>	<b>\$ 669,279</b>	<b>\$ 802,716</b>	<b>\$ 844,636</b>	<b>\$ 41,920</b>
<b>NET</b>			<b>\$ 14,060</b>	<b>\$ 99,522</b>	<b>\$ (213,548)</b>	<b>\$ 48,681</b>	<b>\$ 6,761</b>	<b>\$ (41,920)</b>
<b>Percent Recovery</b>			<b>103.36%</b>	<b>113.02%</b>	<b>68.09%</b>	<b>106.06%</b>	<b>100.80%</b>	

**Footnotes**

<sup>1</sup> Revenue from Activity Fees is based on actual revenue for summer 2019 of \$4,394. Most swim lessons that occurred in July-Aug FY20 were purchased in June of FY19. No swim lessons held in 2020 Summer.

<sup>2</sup> The revenue from Gate Receipts is actual revenue for summer 2019. No gate receipts sold in May-June FY20. Projections were based on restrictions being lifted in May-June FY21

<sup>3</sup> Projected membership fee revenue includes actual for summer 2019 (July-Aug FY20). Minimal memberships sold in March-June of FY20 due to uncertainty in opening date. Projection over budget due most passes in 2020 Summer being purchased in July-August.

<sup>4</sup> Concession revenue is the actual for the Summer 2019 season. Due to delayed opening, no concession sales recorded in June FY20. Projections were based on restrictions being lifted in May-June FY21

<sup>5</sup> Facility rentals includes \$8,957 from the Summer 2019 season. No facility rentals booked in March-June of FY20. Only morning swim team rental allowed for July-August of FY21. Projections include allowing rentals in May-June FY21.

<sup>6</sup> Part-time Salaries and related benefits are reflective of July-August of FY20 and minimal use in May-June for FY20 (due to delayed opening). FY21 Projections include normal staffing levels in May-June FY21

<sup>7</sup> Some savings in FY20 FT salary and related benefits due to furlough of some staff. FY21 Projections lower than budget due to anticipated vacancy of Aquatics Supervisor Jan-March FY21.

<sup>8</sup> Removed lounge chairs and concession table and chairs from projection.

<sup>9</sup> FY20 Actual significantly lower due to delayed opening in 2020.

<sup>10</sup> FY20 Actual significantly lower due to delayed opening, reduced capacity, and reduced offerings in summer of 2020. Projection include normal capacity in May-June FY21.

<sup>11</sup> FY20 savings due to delayed opening. FY21 Budget developed using estimates from wave pool contractors. FY21 projections include return to normal operating schedule May-June FY21.

<sup>12</sup> Revenue fee for swim lessons increased \$2/per lesson per the proposed operational changes related to the increase in minimum wage. A 25% decrease in participation is also factored the revenue due to parents being cautious of group lessons in July-August FY22, as well as group size restrictions still being in place.

<sup>13</sup> Gate receipt revenue assumes allowing non-resident admission and special events.

<sup>14</sup> Revenue from memberships includes a \$5 increase per pass and an increase in the number of passes sold based on the addition of the wave pool. This increase was scheduled to occur prior to Summer of 2020, but it did not occur due to delayed opening.

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**AQUATICS CENTER**  
**FY22**

	Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY20-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
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<sup>15</sup> The Full-time Salaries includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

<sup>16</sup> Part-time salary expense for FY22 reflects the impact of the increase in minimum wage effective January 1, 2022 as well as normal operations in summer of 2021.

<sup>17</sup> Blended rate increase occurred in FY22

<sup>18</sup> The cost for chemicals in FY21 is higher due to the addition of the wave pool. Chemical cost increase for a full season of full operational use is an estimate

<sup>19</sup> The FY22 Budget assumes an increase in admission from prior years due to wave pool. As a result, concession revenue and related supply expense have been increased.

<sup>20</sup> There are no Bankcard Fees included in the FY22 budget. These fees are now being paid by patrons using a card for payment.

<sup>21</sup> Expense is for an allocation for required timekeeping software upgrade.

<sup>22</sup> The FY21 budget anticipates higher electricity costs due to the addition of the wave pool. Budget for a full season of regular operation is an estimate.

<sup>23</sup> Budget reflect increased number of facility rentals due to relaxation of restrictions

<sup>24</sup> Capital Expansion includes \$41,920 for additional shade structures installed prior to Summer of 2022

ITEMIZED BUDGET EXPENSE WORKSHEET  
CEMETERY  
FY22

			Prior Year Actual FY2019- 20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>REVENUES</b>								
<b>SERVICES</b>								
4423	0	Grave Openings	\$ 64,000	\$ 71,800	\$ 64,950	\$ 67,500	\$ 67,500	
4424	0	Monument Footings	3,607	9,534	8,290	9,534	9,534	
4426	0	Flaggings	1,450	1,000	1,052	1,000	1,000	
4441	0	Misc Services	331	-	-	-	-	
4446	0	Other Revenue	33	-	-	-	-	
<b>Total Services</b>			<b>\$ 69,421</b>	<b>\$ 82,334</b>	<b>\$ 74,292</b>	<b>\$ 78,034</b>	<b>\$ 78,034</b>	<b>\$ -</b>
<b>MATRL &amp; FUEL-Material and fuel sales</b>								
4508	0	Monument Sales	\$ 20,870	\$ 56,449	\$ 58,802	\$ 56,449	\$ 56,449	
<b>Total MATRL &amp; FUEL-Material and fuel sales</b>			<b>\$ 20,870</b>	<b>\$ 56,449</b>	<b>\$ 58,802</b>	<b>\$ 56,449</b>	<b>\$ 56,449</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>								
4600	0	Interest on Investments	\$ 27,038	\$ 9,000	\$ 25,200	\$ 21,600	\$ 21,600	
4601	0	Mark to Market Adjustment	13,713	-	(4,664)	2,080	2,080	
<b>Total Interest on Investments</b>			<b>\$ 40,751</b>	<b>\$ 9,000</b>	<b>\$ 20,536</b>	<b>\$ 23,680</b>	<b>\$ 23,680</b>	<b>\$ -</b>
<b>PROPERTY SALES</b>								
4801	0	Sale of Personal Property	\$ 55,027	\$ 6,000	\$ 30,000	\$ 36,000	\$ 36,000	
<b>Total Property Sales</b>			<b>\$ 55,027</b>	<b>\$ 6,000</b>	<b>\$ 30,000</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 186,069</b>	<b>\$ 153,783</b>	<b>\$ 183,630</b>	<b>\$ 194,163</b>	<b>\$ 194,163</b>	<b>\$ -</b>
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 35,563	\$ 33,385	\$ 30,188	\$ 29,001	\$ 29,001	
7002	0	Overtime	(105)	-	-	-	-	
7008	0	Short Term Disability	43	40	38	38	38	
7009	0	FICA - Employer	2,177	2,070	1,872	1,802	1,802	
7011	0	Medicare Deduction	509	484	437	421	421	
7014	0	Communication Allowance	368	294	294	63	63	
7015	0	Health/Dental Insurance	8,261	11,040	8,803	11,313	11,313	
7018	0	Life Insurance	77	100	91	31	31	
7019	0	Worker's Compensation	2,612	2,612	2,880	2,949	2,949	
7020	0	Long Term Disability	108	142	133	68	68	
7021	0	Unemployment Insurance	54	48	48	45	45	
7023	0	LAGERS - Retirement	3,017	3,539	3,200	3,338	3,338	
<b>Total Personnel Services</b>			<b>\$ 52,684</b>	<b>\$ 53,754</b>	<b>\$ 47,984</b>	<b>\$ 49,069</b>	<b>\$ 49,069</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>								
7203	0	Insurance Expense	\$ 592	\$ 592	\$ 592	\$ 639	\$ 639	
7207	0	Professional Fees	49,203	52,606	52,731	50,481	50,481	
7213	0	Rentals & Leases	-	800	800	800	800	
7221	0	Sanitation Services	22	500	600	600	600	
7249	0	Consumable Tools	50	200	200	200	200	
7258	0	Telephone	1,123	668	668	668	668	
7259	0	Mobile Telephone	899	130	-	130	130	
7261	0	Concrete	44	800	800	800	800	
7264	0	Other Construction Materials	13,550	30,997	32,929	30,965	30,965	
7269	0	Special Apparel	36	-	180	180	180	
7270	0	Office Supplies	211	400	300	400	400	
7273	0	Janitorial Supplies	97	180	150	180	180	
7285	0	Bancard Fees	1,550	-	-	-	-	
<b>Total Supplies and Other Services</b>			<b>\$ 67,378</b>	<b>\$ 87,873</b>	<b>\$ 89,950</b>	<b>\$ 86,043</b>	<b>\$ 86,043</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 117	\$ 250	\$ 305	\$ 250	\$ 250	
7301	0	M & R Grounds	3,303	4,300	4,000	4,000	4,000	
7305	0	M & R Vehicle	472	1,000	1,000	1,000	1,000	
7307	0	Software	3,650	4,250	4,250	4,250	4,250	
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 7,542</b>	<b>\$ 9,800</b>	<b>\$ 9,555</b>	<b>\$ 9,500</b>	<b>\$ 9,500</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7401	0	Natural Gas	\$ 662	\$ 900	\$ 900	\$ 900	\$ 900	
7403	0	Electricity	1,773	2,600	2,600	2,600	2,600	
7407	0	Water/Sewer	474	500	500	500	500	
<b>Total Utilities</b>			<b>\$ 2,909</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>
<b>FUEL &amp; LUBRICANTS</b>								
7500	0	Fuel/Lubricants	\$ 643	\$ 1,200	\$ 1,200	\$ 960	\$ 960	
<b>Total Fuel &amp; Lubricants</b>			<b>\$ 643</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 960</b>	<b>\$ 960</b>	<b>\$ -</b>

ITEMIZED BUDGET EXPENSE WORKSHEET  
CEMETERY  
FY22

			Prior Year Actual FY2019- 20	Budget FY2020-21	Projected FY2020-21	Maint Budget Request FY2021-22	Total Budget Request FY2021-22	Expansion
<b>INTERDEPARTMENT CHARGE</b>								
	9000 0	ITS Overhead	\$ 11,024	\$ 11,432	\$ 11,432	\$ 10,885	\$ 10,885	
	9001 0	Fleet Overhead	1,296	1,132	1,132	794	794	
	9004 0	MERP	733	626	626	450	450	
	9005 0	VERP Payment	635	487	487	1,725	1,725	
	9007 0	SLERP Payment	48	47	47	51	51	
<b>Total Interdepartment Charge</b>			<b>\$ 13,736</b>	<b>\$ 13,724</b>	<b>\$ 13,724</b>	<b>\$ 13,905</b>	<b>\$ 13,905</b>	<b>\$ -</b>
<b>TRANSFERS</b>								
	9101 0	Transfer to Parks	\$ 18,625	\$ 17,411	\$ 17,411	\$ 16,348	\$ 16,348	
	9101 0	Transfer to ITS	-	3,760	3,760	-	-	
<b>Total Transfers</b>			<b>\$ 18,625</b>	<b>\$ 21,171</b>	<b>\$ 21,171</b>	<b>\$ 16,348</b>	<b>\$ 16,348</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 163,517</b>	<b>\$ 191,522</b>	<b>\$ 187,584</b>	<b>\$ 179,825</b>	<b>\$ 179,825</b>	<b>\$ -</b>
<b>NET</b>			<b>\$ 22,553</b>	<b>\$ (37,739)</b>	<b>\$ (3,954)</b>	<b>\$ 14,338</b>	<b>\$ 14,338</b>	<b>\$ -</b>
<b>Percent Recovery</b>			<b>113.79%</b>	<b>80.30%</b>	<b>97.89%</b>	<b>107.97%</b>	<b>107.97%</b>	

**Footnotes:**

<sup>1</sup> The original budget for Interest on Investment and Mark to Market Adjustment was a conservative estimate. The projected Interest on Investment is based on review of historical earnings. The projected Mark-to-Market Adjustment is the actual adjustment recorded through December. A final adjustment will be recorded at year-end and could be a favorable or unfavorable adjustment.

<sup>2</sup> Sales of Property includes only columbarium niche sales. There are no grave spaces available for sale.

ITEMIZED BUDGET EXPENSE WORKSHEET  
CONSTRUCTION FUND  
SUMMARY OF ALL PROGRAMS  
FY22

	Prior Year Actual FY2019-20	Budget FY2020-21	Projected FY2020-21	Total Budget Request FY2021-22
<b>REVENUES</b>				
<b>CONTRIBUTIONS</b>				
CONTRIBUTIONS - OTHER	\$ 130,000	\$ -	\$ -	\$ -
<b>Contributions Total</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TRANSFERS</b>				
TRANSFER FROM COP DEBT FUND	3,888,000	3,500,000	3,612,000	4,200,000
<b>Transfers to Other Funds Total</b>	<b>\$ 3,888,000</b>	<b>\$ 3,500,000</b>	<b>\$ 3,612,000</b>	<b>\$ 4,200,000</b>
<b>TOTAL REVENUES</b>	<b>\$ 4,018,000</b>	<b>\$ 3,500,000</b>	<b>\$ 3,612,000</b>	<b>\$ 4,200,000</b>
<b>EXPENDITURES</b>				
<b>INTEREST EXPENSE</b>				
INTEREST EXPENSE	\$ 62,277	\$ 28,500	\$ 76,654	\$ 32,500
<b>Interest Expense Total</b>	<b>\$ 62,277</b>	<b>\$ 28,500</b>	<b>\$ 76,654</b>	<b>\$ 32,500</b>
<b>ADDITIONS TO CONSTRUCTION IN PROGRESS</b>				
PROJECT COSTS	\$ 6,632,856	\$ 350,000	\$ 915,017	\$ 425,000
<b>Additions to Construction in Progress</b>	<b>\$ 6,632,856</b>	<b>\$ 350,000</b>	<b>\$ 915,017</b>	<b>\$ 425,000</b>
<b>TRANSFER TO OTHER FUNDS</b>				
901 26 TRANSFER TO LONGVIEW COMMUNITY CENTER FUND	\$ 50,196	-	-	-
<b>Transfer Total</b>	<b>\$ 50,196</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,745,329</b>	<b>\$ 378,500</b>	<b>\$ 991,671</b>	<b>\$ 457,500</b>
<b>NET CHANGE</b>	<b>\$ (2,727,329)</b>	<b>\$ 3,121,500</b>	<b>\$ 2,620,329</b>	<b>\$ 3,742,500</b>

ITEMIZED BUDGET EXPENSE WORKSHEET  
PARKS COP DEBT FUND  
SUMMARY OF ALL PROGRAMS  
FY22

	Prior Year Actual FY2019-20	Budget FY2020-21	*Revised* Projected FY2020-21	Total Budget Request FY2021-22
<b>REVENUES</b>				
<b>TAXES</b>				
SALES TAX	4,181,581	3,983,091	4,215,000 <sup>1</sup>	4,286,121
USE TAX	-	-	311,350	325,000
EATS	(127,725)	(141,051)	(136,987) ↓	(144,577)
<b>Taxes Total</b>	<b>4,053,856</b>	<b>3,842,040</b>	<b>4,389,362</b>	<b>4,466,543</b>
<b>INTEREST</b>				
MARK-TO-MARKET ADJUSTMENT	10,400	5,000	9,000	11,000
INTEREST ON INVESTMENTS	1,508	-	-	-
<b>Interest Total</b>	<b>11,908</b>	<b>5,000</b>	<b>9,000</b>	<b>11,000</b>
<b>TOTAL REVENUES</b>	<b>4,065,764</b>	<b>3,847,040</b>	<b>4,398,362</b>	<b>4,477,543</b>
<b>EXPENDITURES</b>				
<b>TRANSFER TO OTHER FUNDS</b>				
TRANSFER TO GAMBER COMMUNITY CENTER	131,250	157,500	175,000 <sup>2</sup>	175,000
TRANSFER TO CONSTRUCTION FUND	3,888,000	3,500,000	3,612,000 <sup>3</sup>	4,200,000
<b>Transfer Total</b>	<b>4,019,250</b>	<b>3,657,500</b>	<b>3,787,000</b>	<b>4,375,000</b>
<b>TOTAL EXPENDITURES</b>	<b>4,019,250</b>	<b>3,657,500</b>	<b>3,787,000</b>	<b>4,375,000</b>
<b>NET CHANGE</b>	<b>46,514</b>	<b>189,540</b>	<b>611,362</b>	<b>102,543</b>

**FOOTNOTES:**

<sup>1</sup> The projection for sales tax and EATs is estimated higher based on the year-to-date sales tax performance. Use tax was not included in the original budget; the projection for FY21 is based on year-to-date receipts through March plus an estimate for the remainder of the year.

<sup>2</sup> The Gamber Community Center receives an annual transfer of \$175,000. In FY20, since the facility was not open the last quarter, the transfer was reduced. The FY21 budget assumed the sales tax would not perform as well due to COVID-19. Based on the actual performance of sales tax, the full transfer of \$175,000 will be made in FY21.

<sup>3</sup> The projected transfer to the Construction Fund includes \$3,500,000 for projects and a remaining \$112,000 from FY20.



## TERMINOLOGY / USEFUL THINGS TO KNOW

As in all fields of work, certain words are used that are not readily understood by new people. Listed below are some acronyms used in our field/agency:

⇒ AFO	▪ Aquatic Facility Operator
⇒ Agency	▪ The Department or Organization that is responsible for delivery of Park & Recreation services.
⇒ Authority	▪ See Agency.
⇒ BERP	▪ Building Equipment Replacement Plan
⇒ Blueway	▪ Waterway designed for recreational activity
⇒ Board	▪ The group of residents responsible for the operation of the Agency
⇒ CAPRA	▪ Commission for Accreditation of Park and Recreation Agencies
⇒ CBM	▪ Abbreviation used for Citizen-Board Member.
⇒ CDBG	▪ Community Development Block Grant
⇒ CBS	▪ Central Building Services
⇒ Change Authorization	▪ Interim document issued by LSPR to cover changes or other instructions pertaining to a contract.
⇒ Change Order	▪ Work added/removed from original scope of work by LSPR
⇒ CIP	▪ Capital Improvement Plan
⇒ Commission	▪ See Agency.
⇒ Commissioner	▪ Board member in certain states.
⇒ COP	▪ Certificate of Participation
⇒ CPI	▪ Consumer Price Index
⇒ CPO	▪ Certified Pool Operator
⇒ CVM	▪ Central Vehicle Maintenance
⇒ Department	▪ See Agency
⇒ EAR	▪ End of Activity Report
⇒ EATS	▪ Economic Activity Taxes
⇒ EOP	▪ End of Project Report
⇒ FF&E	▪ Furniture, Fixtures and Equipment
⇒ FTE	▪ Full Time Equivalent
⇒ GAAP	▪ Generally Accepted Accounting Principles
⇒ GASB	▪ Governmental Accounting Standards Board
⇒ GCC	▪ Gamber Community Center
⇒ GIS	▪ Geographical Information System
⇒ HPCC	▪ Harris Park Community Center
⇒ ITS	▪ Information Technology Services
⇒ LFPF	▪ Legacy for Parks Foundation
⇒ LCC	▪ J. Thomas Lovell Community Center
⇒ LVCC	▪ Longview Community Center
⇒ ICAA	▪ International Council on Active Aging
⇒ LD	▪ Liquidated Damages
⇒ LLPP	▪ Local Landmark Park Program
⇒ LMN	▪ Lea McKeighan North/Summit Ice
⇒ LPA	▪ Legacy Park Amphitheater

⇒ LSAC	▪ Lee's Summit Arts Council
⇒ LSPR	▪ Lee's Summit Parks and Recreation
⇒ LWCF	▪ Land & Water Conservation Fund
⇒ MDNR	▪ Missouri Division of Natural Resources
⇒ MERP	▪ Managed Equipment Replacement Plan
⇒ MOU	▪ Memorandum of Understanding
⇒ MPRA	▪ Missouri Park and Recreation Association
⇒ Municipality	▪ A city, town, township, village, county, or other geographical area providing services to its residents.
⇒ NCOA	▪ National Council on Aging
⇒ NOV	▪ Notice of Violation
⇒ NRPA	▪ National Recreation and Park Association
⇒ Patrons	▪ Customers
⇒ PC&OC	▪ Park Construction and Operations Center
⇒ Youth Sports Association	▪ Youth sports groups governed by the organization and working in partnership with LSPR
⇒ SLERP	▪ Software License Enterprise Replacement Program
⇒ SW	▪ Summit Waves
⇒ THCF	▪ Truman Heartland Community Foundation
⇒ TIF	▪ Tax Increment Financing
⇒ Trustee	▪ Board member in certain area.
⇒ VERP	▪ Vehicle Equipment Replacement Plan

# **FUND BALANCE** **POLICY RESOLUTION**

A RESOLUTION OF THE PARKS & RECREATION BOARD OF THE CITY OF LEE'S SUMMIT, MISSOURI, STATING THE INTENT TO MAINTAIN THE PARKS & RECREATION DEPARTMENT OPERATING FUNDS SPECIFICALLY THE PARKS & RECREATION FUND (200), GAMBER CENTER FUND (201), LEGACY PARK COMMUNITY CENTER FUND (202), AQUATIC FUND (203), LONGVIEW COMMUNITY CENTER FUND (205) AND RECREATION CENTER FUND (530) UNRESTRICTED FUND BALANCE TO THE LEVELS DESIGNATED AS AN AMOUNT NO LESS THAN 15% OF ANNUAL OPERATING EXPENDITURES.

WHEREAS, the Parks & Recreation Board established in May 2003 the policy to maintain a minimum fund balance set each year by the Parks & Recreation Board.

WHEREAS, this policy has been consistently adhered to and reaffirmed; and,

WHEREAS, the Parks & Recreation Board desires to consider the recommended practice of the Government Finance Officers Association (GFOA) to maintain a level of unreserved fund balance in the operating funds which gives appropriate consideration to the factors of 1) Predictability of revenues and volatility of expenditures; 2) Availability of resources in other funds; 3) Liquidity of funds and; 4) Designations for specified allocations; and,

WHEREAS, the Government Finance Officers Association (GFOA) recommends maintaining a unreserved fund balance of no less than 5% of expenditures in funds other than the General Fund; and

WHEREAS, the Parks & Recreation Board desires to establish a minimum fund balance for the six (6) operating funds (Parks & Recreation Fund 200, Gamber Center 201, Legacy Park Community Center 202, Aquatics 203, Longview Community Center 205 and Recreation Center 530; and,

WHEREAS, it is in the Parks & Recreation Board's best interest to anticipate and respond to the potential fluctuations and extenuating factors without affecting normal operations for its patrons.

NOW, THEREFORE BE IT RESOLVED THE PARKS & RECREATION BOARD OF LEE'S SUMMIT, MISSOURI, as follows:

SECTION1. That the Parks and Recreation Board desires to maintain a minimum fund balance at the end of each fiscal year for each of the six operating funds of no less than 15% of budgeted operating expenditures. The purpose of this reserve shall be to provide for operational and construction contingency variances.

SECTION2. The Parks & Recreation Board hereby authorizes the Parks & Recreation Administrator and staff to take necessary steps to implement this fiscal policy change.

PASSED by the Parks & Recreation Board, who are duly authorized by the City of Lee's Summit, Missouri and its Charter and approved by the Board members this 19<sup>th</sup> day of September, 2018.

Lee's Summit Parks & Recreation Board



Jon Ellis



Wesley Fields



Samantha Shepard



Lawrence Bivins  
Vice President



Mindy Aulenbach  
President



Jim Huser  
Treasurer



Tyler Morehead



Casey Crawford



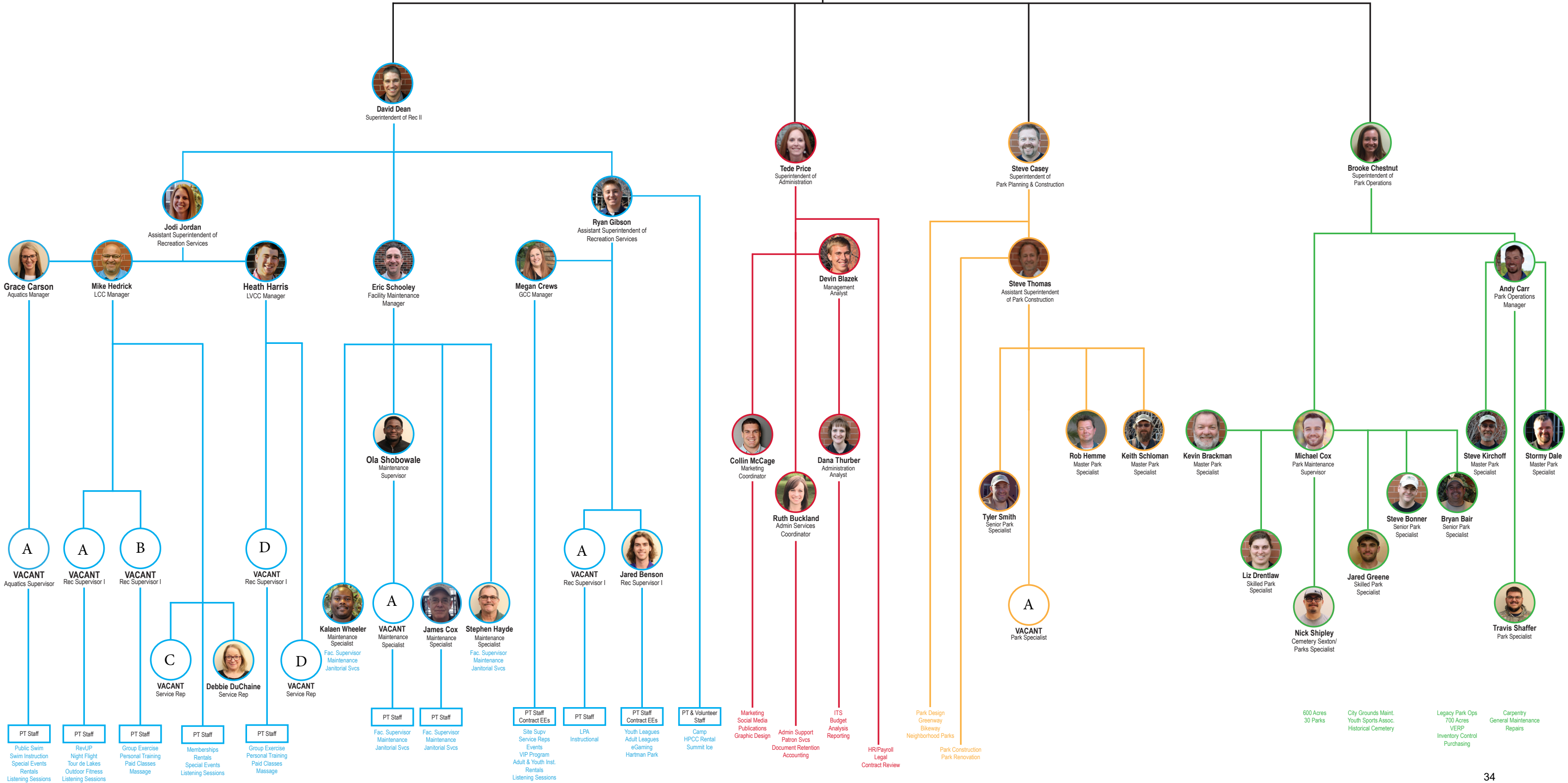
Nancy Kelley



Hillary Shields  
District 1 Councilmember  
Park Board Liaison



Joe Snook  
Administrator



A - Hiring in process    B - Hire 7/1/2021    C - Hire 1/1/2022    D - Position is not included in the FY22 Budget

Memorandum of Understanding between  
the Lee's Summit Parks and Recreation Department  
and the  
City of Lee's Summit Public Works Department  
FY2022

This is a Memorandum of Understanding between the Lee's Summit Parks and Recreation Department (hereinafter termed "Parks") and the City of Lee's Summit Public Works Department (hereinafter termed "Public Works").

In 1993 the City of Lee's Summit requested Parks to consider, and if interested, develop a proposal for the maintenance and administration of certain Public Works properties. Parks determined they would be interested in assuming these additional responsibilities if it provided the following opportunities: (1) for growth of Park staff; (2) to acquire the capability to provide for concentrated manpower and equipment to address special needs that occur due to weather or scheduling; (3) to take advantage of the efficiencies of operation that are to be found between park operations and care of the selected Public Works properties. As mutual interest was identified this agreement was developed whereby Public Works provided budgetary appropriations for Cemetery Operation (Section I below) and City Grounds Maintenance. In this relationship, Public Works determined what tasks were to be accomplished and Public Works and Parks mutually agreed on funding appropriations for the performance of these activities;

In 1998 Public Works requested Parks assume administration and maintenance of selected median and right of way areas contained in Section II, page 2, Medians, Right-of-Way and Public Works Properties Maintenance. It was agreed that additional appropriations to the original budget be made by Public Works for all new responsibilities assumed by Parks. The new areas of responsibility and the tasks and appropriations for these areas were shown as attachments to the Memorandum of Understanding.

In 2008 Public Works and Parks agreed to revise the budgeting method by which Public Works provides funds to Parks for services provided. The following details these provisions:

- ▶ Parks will provide a line-item budget to Public Works, (*Exhibit A*).
- ▶ Parks will provide a Schedule of Services to Public Works, (*Exhibit B*).
- ▶ Parks will provide the Fee Allocation Report, (*Exhibit C*), a supplement to the Parks Grounds Maintenance Budget, detailing how costs and percentages have been determined.
- ▶ Public Works agrees to provide funds to Parks through an inter-fund reimbursement, based on the agreed upon percentage illustrated in Table 1 of the Fee Allocation Report
- ▶ Contract Mowing costs will be budgeted based on estimates of mowing frequency for the fiscal year. The budgeted expenditure amount will be brought to actual with adjustment made by journal entry at the conclusion of the agreement term. No other expenditures charged to this program will be adjusted to actual.
- ▶ Should additional services not provided for in the Schedule of Services be requested, Public Works and Parks will negotiate costs. These additional services will be addressed as an amendment to the MOU with expenditures and funding sources identified.
- ▶ Public Works agrees to provide funds, for administrative services of the Parks and Recreation Administrator, Superintendent of Park Operations, Superintendent of Park Planning and Construction, Superintendent of Administration and support staff for management of the selected areas identified in the MOU.

Parks agrees to provide various administrative and maintenance services for certain City property including the care and operation of the Lee's Summit Historical Cemetery, maintenance of selected parkway and street medians and maintenance of certain city grounds areas as specified under the terms identified below. Parks also agrees to prepare and administer the budget for the care of these specified City grounds maintenance activities and the administration of all staffing, construction and materials for the purpose of these activities.

In regards to the operation of the Cemetery, the ultimate responsibility for the cemetery is assigned to the City Manager. However, if the Parks and Recreation Department exercises its option to cease care and operation of the Cemetery the operating tasks will default to the Public Works Department, unless otherwise assigned by the City Manager.

The Parks and Recreation Department will be conducting an internal review to evaluate the department benefits for continued involvement in the operation of the cemetery. This review will be used for decisions regarding the FY2022 MOU.

In consideration of the use of all resources associated with these activities, the total MOU Charge for FY22 is \$335,183 for Public Works grounds maintenance and the Cemetery operation. Parks agrees to carry out the following activities:

#### I. Cemetery Operation

Parks shall provide the following services for care and operation of the Lee's Summit Historical Cemetery:

1. Sexton services.
2. Turf care to include mowing, trimming, disease/weed control, seeding and fertilization.
3. Tree and shrub care to include pruning, removal, planting and disease control.
4. Administration of the Cemetery including but not limited to preparation of Cemetery rules and regulations, preparation of the budget, oversight of all purchases, expenditures and revenue, updating of the site plan and grave inventory, monument sales and general record keeping.

The identified services shall be provided to the degree and frequency to meet acceptable standards of maintenance and administration as determined by Parks with concurrence of Public Works.

In consideration for the above services, the City agrees to:

1. Allow use of the Cemetery Fund and revenue from operations for expenses to operate the cemetery, make capital improvements and to insure long term financing of cemetery maintenance operations.

In consideration for the above services, Public Works agrees to:

1. Allow use of Public Works equipment and personnel, as available, to support maintenance services provided by Parks for Cemetery operations.

## II. Medians, Right-of-Way and Public Works Properties Maintenance

Parks shall provide the following maintenance services when requested and funded by Public Works:

1. Todd George Road - Parks shall provide the following maintenance services for the median and right of way areas on Todd George Road between Tudor Road and Colbern Road including the SW corner of Colbern and Todd George and between Tudor Road South to existing Todd George Road (near Patterson Drive) beginning spring 2006:
  - a. Provide turf care to include disease/weed control, seeding and fertilization.
  - b. Provide tree, shrub and ground cover care to include pruning, removal, planting, fertilization and disease control.
  - c. Provide trash pick-up.
2. Ward Road - Parks shall provide the following maintenance services for the median and right of way areas (In agricultural zoned areas) on Ward Road from the medians just north of Scherer and Missouri Highway 150 added right of way on west side of Ward in front of several houses in 2011):
  - a. Provide turf care to include mowing, trimming, disease/weed control, seeding, and fertilization.
  - b. Provide tree, shrub and ground cover care to include pruning, removal, planting, fertilization and disease control.
  - c. Provide insect control on trees and shrubs
  - d. Provide trash pick-up.
3. Blackwell Road - Parks shall provide the following maintenance services for the median and right of way areas on Blackwell Road not to exceed 100 feet of total Right of Way (25 feet either side of center line) between south boundary of Legacy Park and Colbern Road:
  - a. Provide turf care to include mowing, trimming, disease/weed control, seeding, and fertilization.
  - b. Provide tree, shrub and ground cover care to include pruning, removal, planting, fertilization and disease control.
  - c. Provide trash pick-up.
4. Chipman Road - Parks shall provide the following maintenance services for the median areas on Chipman Road right-of-way between Pryor Rd. and US Route 50 and islands East of Pryor:
  - a. Provide turf care to include disease/weed control, seeding, and fertilization and mowing for the Summit Woods median only.
  - b. Provide tree care to include pruning, removal, planting, fertilization, disease and insect control. Provide trash pick-up.

5. Pryor Road - Parks shall provide the following maintenance services for the right of way area on Pryor Road north of Chipman and north and south of Lowenstein Drive, and the two medians on Pryor north of Chipman:
  - a. Provide turf care to include mowing, trimming, disease/weed control, seeding and fertilization.
6. Scruggs Road - Parks shall provide the following maintenance services for the medians on Scruggs Road at the intersection of new Todd George Road:
  - a. Provide turf care to include pruning of shrubs, disease/weed control, and fertilization.
7. Third Street and Pryor Road – Parks shall provide the following maintenance services for the excessive Right-of-Way on Third Street from Pryor Road towards the Rail Road bridge.
  - a. Provide turf care to include mowing, trimming, disease/weed control, seeding and fertilization on South side and mowing only on the North side.
8. City Owned Lots – Parks shall provide turf care to include mowing and trimming for the following locations:
  - a. Howard Cemetery
  - b. 3718 sw Windemere
  - c. 308 Winburn Trail
9. Public Parking Lots – Parks shall provide mowing of turf and pruning of small trees and shrubs and/or maintenance of landscape beds at the following locations:
  - a. 2nd and Douglas.
  - b. Lot on Douglas across from the Fire Department (behind The Peanut).
  - c. Customer Service parking lot across from old City Hall.
10. Islands and Street Corners – Parks shall provide mowing of turf and/or pruning of small trees and shrubs on islands and street corners at the following locations:
  - a. Maple and Market island
  - b. 1st and Madison island
  - c. 2nd and Grand island
  - d. Madison and Mission island
  - e. Ward and O'Brien island
  - f. 2nd and SE Main (NW and SW corner)
  - g. 2nd and SW Main (NW and SW corner)
11. Downtown – Parks shall provide the following services for the downtown areas:
  - a. Annual pruning of the downtown trees.
  - b. Pesticide control on downtown trees.



12. Cheddington and HWY 150 – Parks shall provide the following maintenance services for the medians on Cheddington Drive between M150 and Chatham Drive:
  - a. Provide turf care to include mowing, trimming, disease/weed control, seeding and fertilization.
13. Tudor Road Medians – Parks shall provide the following maintenance services for the right of way area on Tudor Road, west of Douglas, west to NW Ward Rd.
  - a. Provide turf care to include mulching, disease/weed control
  - b. Provide plant care to include pruning, removal, planting, fertilization, disease and insect control. Provide trash pick-up.
14. City of Lee's Summit I 470 & Lakewood Monument – Parks shall provide the following maintenance services to Public Works:
  - a. Provide turf care to include mowing
  - b. Plant care to include: watering, weeding and replacement as needed.
15. 50 Highway and Blackwell Roundabouts – Parks shall provide the following maintenance services for the 50 Highway & Blackwell Roundabouts.
  - a. Provide turf care to include mowing, trimming, disease/weed control, and fertilization.
16. Raingardens- Parks shall provide the following maintenance services for the 3 rain gardens located at the intersection of SW Blue Parkway and SW 2<sup>nd</sup>
  - a. Provide weed management, to include, manual pulling or spraying.
  - b. Replacement of plants as needed.
  - c. Maintain rock and inlets to ensure proper water flow

The identified services shall be provided to the degree and frequency to meet acceptable standards of maintenance as determined by Parks with the concurrence of Public Works.

### III. Parks Agreement to Reimburse Public Works for Services

In consideration for the above services Public Works agrees to:

- 1) Allow use of Public Works equipment and personnel, as available, to support these services. Parks will reimburse for these services. The Parks Department further agrees to reimburse Public Works for time and material for services including but not limited to:
  - a) Paint stripping bicycle lanes
  - b) Sign making and installation
  - c) Engineering and design services
  - d) Resident engineering services
  - e) Heavy maintenance or construction
  - f) Salt or salt/sand mix
  - g) Locates for electrical lines in Park facilities

In the case of material purchases, Parks and Recreation will purchase the material for Public Works use. For manpower, Parks and Recreation will provide program or project account numbers for time to be charged.

#### IV. Representation and Termination

Representation in all matters pertaining to this understanding and the operations it pertains to shall be provided by the Deputy Director of Public Works for Public Works and the Superintendent of Park Operations for Parks (Collectively referred to as “designees”).

- 1) In the event of dispute or conflict between said designees concerning this understanding or the operations it pertains to, the Director of Public Works and the Parks and Recreation Administrator shall, by mutual agreement, resolve the dispute or conflict.
- 2) In event the Director of Public Works and the Parks and Recreation Administrator are unable to resolve the dispute or conflict concerning this understanding or the operations it pertains to, the City Manager and the Parks and Recreation Administrator shall, by mutual agreement, resolve the dispute or conflict.
- 3) In the event the City Manager and the Parks and Recreation Administrator are unable to resolve such dispute or conflict, either party hereto may terminate this understanding by providing thirty (30) days written notice prior to the effective date of termination.

#### V. Term of Agreement

The term of this agreement shall be July 1, 2021– June 30, 2022. The agreement shall be extended on a year-to-year basis without notice unless written notification of termination or either party gives amendment no less than thirty (30) days prior to the end of a term.

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Steve Arbo  
City Manager

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Date

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Joe Snook, CPRP  
Administrator, Parks and Recreation

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Date

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Public Works Director

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Date

Attachments –  
Grounds Maintenance Budget Summary Exhibit A  
Landscape Maintenance Schedule of Services- Exhibit B  
Fee Allocation Report- Exhibit C  
Cemetery Budget Summary

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**PARK & RECREATION FUND**  
**GROUNDS MAINTENANCE-PUBLIC WORKS**  
**FY22**

Exhibit A

	TOTAL GROUNDS MAINTENANCE- PUBLIC WORKS
<b>PERSONNEL SERVICES</b>	
7000-0-Salaries-Regular	29,920
7008-0-Short Term Disability Pay	31
7009-0-FICA-Employer	1,869
7011-0-Medicare Deduction	437
7014-0-Communication Allowance	220
7015-0-Health/Dental Insurance	9,201
7018-0-Life Insurance	32
7019-0-Worker's Compensation	6,356
7020-0-Disability Insurance	71
7021-0-Unemployment Insurance	37
7023-0-Retirement-Lagers	3,496
	<u>51,670</u>
<b>OTHER SUPPLIES, SERVICES AND CONTRACTS</b>	
7203-0-Insurance Expense	892
7207-0-Professional Fees Expense	53,636
7221-0-Sanitation Services	110
7249-0-Consumable Tools	100
7269-0-Special Apparel	-
<b>Total Other Supplies, Services and Contracts</b>	<u>54,738</u>
<b>INTERDEPARTMENT CHARGE</b>	
9001-0-CVM - Overhead	6,647
9005-0-VERP Payment	15,660
<b>Total Interdepartment Charge</b>	<u>22,307</u>
<b>MAINTENANCE &amp; REPAIRS</b>	
7301-0-Maintenance-Grounds	1,147
7305-0-Maint & Repair-Vehicle	7,068
7306-0-Maint & Repair-Other Eq	225
<b>Total Maintenance &amp; Repairs</b>	<u>8,440</u>
<b>UTILITIES</b>	
7403-0-Electricity	1,248
<b>Total Utilities</b>	<u>1,248</u>
<b>FUEL &amp; LUBRICANTS</b>	
Fuel & Lubricants	2,832
<b>Total Fuel &amp; Lubricants</b>	<u>2,832</u>
<b>ADMINISTRATIVE FEE</b>	
LSPR 10% Administration Fee	14,124
<b>Total Transfers</b>	<u>14,124</u>
	<u><b>155,359</b></u>

# Schedule of Services FY 22

## Attachment #1 - Todd George Pkwy-Phase I (Tudor Road to Colbern Road)

MATERIALS					LABOR				
Description	Units	Cost/ Unit	Total		Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>									
1 Weekly inspection - trash					Labor	6			
2 Weed control mulch areas					Labor	4			
3 Mulch trees	Down to Earth	1.00	\$1,855.87	\$1,855.87					
<u>August</u>									
1 Weekly inspection - trash					Labor	6			
2 weed control mulch areas					Labor	4			
<u>September</u>									
1 Weekly inspection - trash					Labor	6			
<u>October</u>									
1 Weekly inspection - trash					Labor	6			
<u>November</u>									
1 Weekly inspection - trash					Labor	6			
<u>December</u>									
1 Weekly inspection - trash					Labor	6			
2 Prune Trees (landfill charge)	Down to Earth	1.00	\$ 753.68	\$753.68					
<u>January</u>									
1 Weekly inspection - trash					Labor	6			
<u>February</u>									
1 Weekly inspection - trash					Labor	6			
<u>March</u>									
1 Weekly inspection - trash					Labor	6			
<u>April</u>									
1 Weekly inspection - trash					Labor	6			
<u>May</u>									
1 Weekly inspection - trash					Labor	6			
3 Non-selective weed control					Labor	4			
4 Trash pickup					Labor	2			
<u>June</u>									
1 Weekly inspection - trash					Labor	6			
2 Insect spraying of trees	Down To Earth	1.00	\$453.67	\$453.67					
1 broken limbs, car wreck damage, contractor followups						20			
Total Materials	3.00			\$3,063.22	Total Labor	106			\$0.00

# Schedule of Services FY 22

## Attachment #2 - Ward Road-M150 to Longview Road

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
				Labor	12			
				Labor	3			
Down to Earth	1.00	\$68.25	\$68.25	Labor	3			
				Mowings		4	\$300.00	\$1,200.00
				Labor	12			
Down to Earth	1.00	\$68.25	\$68.25	Labor	6			
				Mowings		4	\$300.00	\$1,200.00
				Labor	12			
				Labor	4			
				Mowings		4	\$300.00	\$1,200.00
				Labor	5			
				Labor	12			
				Mowings		4	\$300.00	\$1,200.00
				Labor	12			
				Mowings		2	\$300.00	\$600.00
Down to Earth	1.00	\$3,152.79	\$3,152.79	Labor	12			
Down to Earth	1.00	\$3,500.80	\$3,500.80					
				Labor	12			
				Labor	12			
				Labor	12			
Down to Earth	1.00	\$1,339.00	\$1,339.00					
				Labor	12			
				Mowings		4	\$300.00	\$1,200.00
Down to Earth	1.00	\$68.25	\$68.25	Labor	12			
				Labor	16			
				Mowings		4	\$300.00	\$1,200.00
				Labor	12			
				Mowings		4	\$300.00	\$1,200.00
					60			
Total Materials			7.00	Total Labor			241	
			\$8,265.59					\$9,000.00
							Grand Total	\$17,265.59

# Schedule of Services FY 22

## Attachment #3 - Blackwell Road-Chipman Road to Colbern Road

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>				Labor	5			
1 Weekly inspection - trash				Mowings		4	\$120.00	\$480.00
4 Mowing								
<u>August</u>				Labor	5			
1 Weekly inspection - trash				Mowings		4	\$120.00	\$480.00
3 Mowing								
<u>September</u>				Labor	5			
1 Weekly inspection - trash				Labor	8			
2 Fall fertilizer				Mowings		4	\$120.00	\$480.00
3 Mowing								
<u>October</u>				Labor	5			
1 Weekly inspection - trash				Mowings		4	\$120.00	\$480.00
3 Mowing								
<u>November</u>				Labor	5			
1 Weekly inspection - trash				Mowing		2	\$120.00	\$240.00
2 Mowing								
<u>December</u>				Labor	5			
1 Weekly inspection - trash								
<u>January</u>				Labor	5			
1 Weekly inspection - trash								
<u>February</u>				Labor	5			
1 Weekly inspection - trash								
<u>March</u>				Labor	5			
1 Weekly inspection - trash				Labor	8			
2 fertilizer with pre-emergent								
<u>April</u>				Labor	5			
1 Weekly inspection - trash				Mowings		4	\$120.00	\$480.00
2 Mowing								
<u>May</u>				Labor	5			
1 Weekly inspection - trash				Labor	16			
2 Broadleaf weed control				Mowings		4	\$120.00	\$480.00
3 Mowing								
<u>June</u>				Labor	5			
1 Weekly inspection - trash				Mowings		4	\$120.00	\$480.00
3 Mowing								
6 broken limbs, car wreck damage, contractor followups					10			
Total Materials	0.00		\$0.00	Total Labor	102			\$3,600.00

Grand Total **\$3,600.00**

# Schedule of Services FY 22

## Attachment #4 - Chipman Road-US 50 to Pryor

MATERIALS					LABOR				
Description	Units	Cost/ Unit	Total		Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>									
1 Weekly inspection-trash					Labor	3			
<u>August</u>									
1 Weekly inspection-trash					Labor	3			
<u>September</u>									
1 Fall fertilizer	fertilizer	1.00	\$50.00	\$50.00	Labor	2			
2 Weekly inspection-trash					Labor	4			
<u>October</u>									
1 Weekly inspection-trash					Labor	3			
<u>November</u>									
1 Weekly inspection-trash					Labor	3			
<u>December</u>									
1 Weekly inspection-trash					Labor	3			
<u>January</u>									
1 Weekly inspection-trash					Labor	3			
<u>February</u>									
1 Weekly inspection-trash					Labor	3			
<u>March</u>									
1 Weekly inspection-trash					Labor	6			
2 Fertilizer with pre-emergent	fertilizer	1.00	\$50.00	\$50.00	Labor	2			
<u>April</u>									
1 Weekly inspection-trash					Labor	3			
<u>May</u>									
1 Weekly inspection-trash					Labor	3			
<u>June</u>									
1 Weekly inspection-trash					Labor	3			
1 broken limbs, car wreck damage, contractor followups						20			
Total Materials	2.00		\$100.00		Total Labor	64			\$0.00

Grand Total **\$100.00**

# Schedule of Services FY22

## Attachment #5 - Pryor Rd (N. of Chipman & S. of Lowenstein) & Two Islands (on Pryor N. of Chipman)

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>				Mowings		4	\$80.00	\$320.00
1 Mowing				Mowings		4	\$10.00	\$40.00
2 Mow Summit Woods Island				Labor	2			
3 Weekly Inspection - trash								
<u>August</u>				Mowings		4	\$80.00	\$320.00
1 Mowing				Labor	2			
2 Weekly Inspection - trash				Mowings		4	\$10.00	\$40.00
3 Mow Summit Woods Island								
<u>September</u>				Labor	2			
2 Weekly Inspection - trash				Mowings		4	\$80.00	\$320.00
3 Mowing				Mowings		4	\$10.00	\$40.00
4 Mow Summit Woods Island								
<u>October</u>				Mowings		4	\$80.00	\$320.00
1 Mowing				Labor	2			
2 Weekly Inspection - trash				Mowings		4	\$10.00	\$40.00
3 Mow Summit Woods Island								
<u>November</u>				Labor	2			
1 Weekly Inspection - trash				Mowing		2	\$80.00	\$160.00
2 Mowing				Mowing		2	\$10.00	\$20.00
3 Mow Summit Woods Island								
<u>December</u>				Labor	2			
1 Weekly Inspection - trash								
<u>January</u>				Labor	2			
1 Weekly Inspection - trash								
<u>February</u>				Labor	2			
1 Weekly Inspection - trash								
<u>March</u>				Labor	2			
2 Weekly Inspection - trash								
<u>April</u>				Labor	2			
1 Weekly Inspection - trash				Mowings		4	\$80.00	\$320.00
2 Mowing				Mowings		4	\$10.00	\$40.00
3 Mow Summit Woods Island								
<u>May</u>				Mowings		4	\$80.00	\$320.00
1 Mowing				Labor	2			
3 Weekly Inspection - trash				Mowings		4	\$10.00	\$40.00
4 Mow Summit Woods Island								
<u>June</u>				Mowings		4	\$80.00	\$320.00
1 Mowing				Labor	2			
2 Weekly Inspection - trash				Mowings		4	\$10.00	\$40.00
3 Mow Summit Woods Island								
1 broken limbs, car wreck damage, contractor followups					10			
Total Materials <b>0.00</b>				Total Labor <b>34</b>				
				Grand Total <b>\$2,700.00</b>				



# Schedule of Services FY 22

## Attachment #6 - Scruggs Road New Todd George Road Islands

MATERIALS					LABOR				
	Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>									
1	Weekly inspection - trash				Labor	2			
3	Mulch trees and landscape beds	Down to Earth	1.00	\$1,068.00					
4	Non-selective spray to mulch areas	Down to Earth	1.00	\$116.16					
5	Trim median plantings				Labor	3			
<u>August</u>									
1	Weekly inspection - trash				Labor	2			
2	Non-selective spray to mulch areas	Down to Earth	1.00	\$116.16					
<u>September</u>									
1	Weekly inspection - trash				Labor	3			
2	Fall webworm spraying				Labor	3			
3	Non-selective spray to mulch areas	Down to Earth	1.00	\$116.16					
<u>October</u>									
1	Weekly inspection - trash				Labor	2			
<u>November</u>									
1	Weekly inspection - trash				Labor	2			
<u>December</u>									
1	Weekly inspection - trash				Labor	2			
<u>January</u>									
1	Weekly inspection - trash				Labor	2			
<u>February</u>									
1	Weekly inspection - trash				Labor	2			
<u>March</u>									
1	Weekly inspection - trash				Labor	2			
<u>April</u>									
1	Weekly inspection - trash				Labor	2			
2	Non-selective spray to mulch areas	Down to Earth	1.00	\$116.16					
<u>May</u>									
1	Weekly inspection - trash				Labor	2			
2	Non-selective spray to mulch areas	Down to Earth	1.00	\$116.16					
<u>June</u>									
1	Weekly inspection - trash				Labor	2			
2	Non-selective spraying to mulch area	Down to Earth	1.00	\$116.16					
3	Spraying for insect control				Labor	2			
1	broken limbs, car wreck damage, contractor followups					14			
Total Materials					Total Labor				

7.00

\$1,764.96

47

\$0.00

Grand Total \$1,764.96

# Schedule of Services FY22

## Attachment #7 - Third Street and Pryor Road

MATERIALS					LABOR				
Description	Units	Cost/ Unit	Total		Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>					Labor	3			
1 Weekly inspection - trash					Mowings		4	\$15.00	\$60.00
2 Mowing									
<u>August</u>					Labor	3			
1 Weekly inspection - trash					Mowings		4	\$15.00	\$60.00
2 Mowing					Labor	1			
3 Trash pickup									
<u>September</u>					Labor	3			
1 Weekly inspection - trash					Mowings		4	\$15.00	\$60.00
2 Mowing					Labor	1			
3 Trash pickup					Labor	6			
4 Broadleaf control	Speed Zone (2.5gal.)	0.10	\$63.00	\$6.30	Labor	2			
6 Inspection									
<u>October</u>					Labor	3			
1 Weekly inspection - trash					Mowings		4	\$15.00	\$60.00
2 Mowing					Labor	1			
3 Trash pickup									
<u>November</u>					Labor	3			
1 Weekly inspection - trash					Mowing		2	\$15.00	\$30.00
2 Mowing					Labor	1			
3 Trash pickup									
<u>December</u>					Labor	3			
1 Weekly inspection - trash									
<u>January</u>					Labor	2			
1 Weekly inspection - trash									
<u>February</u>					Labor	2			
1 Weekly inspection - trash									
<u>March</u>					Labor	3			
1 Weekly inspection - trash					Labor	3			
2 Fertilizer w/pre-emergent					Labor	2			
4 Inspection									
<u>April</u>					Labor	3			
1 Weekly inspection - trash					Mowings		4	\$15.00	\$60.00
2 Mowing									
<u>May</u>					Labor	3			
1 Weekly inspection - trash					Mowings		4	\$15.00	\$60.00
2 Mowing					Labor	3			
4 Broadleaf Control	Speed Zone (2.5gal.)	0.10	\$63.00	\$6.30					
<u>June</u>					Labor	3			
1 Weekly inspection - trash					Mowings		4	\$15.00	\$60.00
2 Mowing									
1 broken limbs, car wreck damage, contractor followups					Labor	4			
Total Materials				0.20	\$12.60				
Total Labor					57				\$450.00

Grand Total **\$462.60**

# Schedule of Services

FY22

## Attachment #8 - City Owned Lots (Windemere, Howard Cemetery, 308 Winburn Trail)

MATERIALS				LABOR							
Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total			
				Mowings		4	\$30.00	\$120.00			
				Labor	4						
				Labor	2						
				Mowings		4	\$36.90	\$147.60			
				Mowings		4	\$45.00	\$180.00			
								Labor	4		
				Mowings		4	\$30.00	\$120.00			
				Labor	2						
				Mowings		4	\$36.90	\$147.60			
				Mowings		4	\$45.00	\$180.00			
								Labor	4		
				Mowings		4	\$30.00	\$120.00			
				Labor	2						
				Mowings		4	\$36.90	\$147.60			
				Mowings		4	\$45.00	\$180.00			
								Labor	4		
				Mowings		2	\$30.00	\$60.00			
				Labor	2						
				Mowings		2	\$36.90	\$73.80			
				Mowings		2	\$45.00	\$90.00			
								Labor	4		
				Labor	2						
								Labor	4		
				Labor	2						
								Labor	4		
				Labor	2						
								Labor	4		
				Labor	4						
				Labor	4						
				Labor	2						
				Labor	4						
Mowings		4	\$30.00	\$120.00							
Labor	2										
Mowings		4	\$36.90	\$147.60							
Mowings		4	\$45.00	\$180.00							
				Labor	4						
Mowings		4	\$30.00	\$120.00							
Labor	2										
Mowings		4	\$36.90	\$147.60							
Mowings		4	\$45.00	\$180.00							
				Labor	4						
Mowings		4	\$30.00	\$120.00							
Labor	2										
Mowings		4	\$36.90	\$147.60							
Mowings		4	\$45.00	\$180.00							
Contractor followups					25						
Total Materials	0.10		\$6.30	Total Labor	103			\$3,357.00			

**Schedule of Services  
FY22**

**Attachment #9 - Public Parking Lots**

<b>MATERIALS</b>					<b>LABOR</b>				
	Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
		Refresh mulch	1.0	\$16.00	Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Behind The Peanut	Weekly inspection			Labor	1			
		Refresh mulch	4.0	\$16.00	Labor	8			
		Weed and grass control	0.1	\$58.00	Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$20.00	\$80.00
<u>August</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Behind The Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$20.00	\$80.00
<u>September</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Behind Peanut	Weekly inspection			Labor	1			
		Weed and grass control			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$20.00	\$80.00
<u>October</u>									
1	2nd & Douglas	Mowing			Mowings		4	\$15.00	\$60.00
		Weekly inspection			Labor	1			
		Weed control			Labor	1			
2	Behind The Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$20.00	\$80.00
<u>November</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
		Mowing			Mowing		2	\$15.00	\$30.00
2	Behind Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowing		2	\$20.00	\$40.00
<u>December</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
2	Behind Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
4	Monthly inspections				Labor	1			
<u>February</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
2	Behind Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
4	Monthly inspections				Labor	1			
<u>March</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
2	Behind Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
<u>April</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Behind Peanut	Weekly inspection			Labor	1			
		Apply weed/grass control	0.1	\$58.00	Labor	1			
		Trash pick up			Labor	1			
4	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$20.00	\$80.00
<u>May</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Behind Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$20.00	\$80.00
<u>June</u>									
1	2nd and Douglas	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Behind Peanut	Weekly inspection			Labor	1			
		Trash pick up			Labor	1			
3	Cust. Service	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$20.00	\$80.00
4	broken limbs, car wreck damage, contractor followups					10			
Total Materials				5.20	Total Labor				69
				\$91.60					\$1,050.00
					Grand Total				\$1,141.60

# Schedule of Services

FY22

## Attachment #10 - Islands and Street Corner

MATERIALS					LABOR				
	Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>									
1	Maple/Market	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Ward/O'Brien	Weekly inspection			Labor	1			
		Refresh mulch	1.0	\$16.00	Labor	3			
		Mowing			Mowings		4	\$10.00	\$40.00
		Weed and grass control Razor (2.5gal)	0.2	\$58.00	Labor	1			
3	2nd and Main	Mowing			Mowings		4	\$15.00	\$60.00
4	2nd and Grand	Mowing			Mowings		4	\$10.00	\$40.00
<u>August</u>									
1	Maple/Market	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Ward/O'Brien	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$10.00	\$40.00
3	2nd and Main	Mowing			Mowings		4	\$15.00	\$60.00
4	2nd & Grand	Mowing			Mowings		4	\$10.00	\$40.00
<u>September</u>									
1	Maple/Market	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Ward and O'Brien	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$10.00	\$40.00
3	2nd and Main	Mowing			Mowings		4	\$15.00	\$60.00
4	2nd & Grand	Mowing			Mowings		4	\$10.00	\$40.00
<u>October</u>									
1	Maple/Market	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Ward and O'Brien	Weekly inspection			Labor	1			
		Prune trees, evergreens, peonies			Labor	6			
		Mowing			Mowings		4	\$10.00	\$40.00
3	2nd and Main	Weed control Speedzone (2.5 gal.)	0.3	\$63.00	Labor	2			
		Mowing			Mowings		4	\$10.00	\$40.00
4	2nd & Grand	Mowing			Mowings		4	\$15.00	\$60.00
<u>November</u>									
1	Maple/Market	Weekly inspection			Labor	1			
		Mowing			Mowing		2	\$15.00	\$30.00
2	2nd and Main	Mowing			Mowing		2	\$15.00	\$30.00
3	2nd & Grand	Mowing			Mowing		2	\$10.00	\$20.00
4	Ward & O'Brien	Mowing			Mowing		2	\$10.00	\$20.00
		Weekly inspection			Labor	1			
<u>December</u>									
1	Maple/Market								
2	Ward and O'Brien								
3	2nd and Main								
		Weekly inspection			Labor	1			
<u>January</u>									
1	Maple/Market								
2	Ward and O'Brien								
3	2nd and Main								
		Weekly inspection			Labor	1			
<u>February</u>									
1	Maple/Market								
2	Ward and O'Brien								
3	2nd and Main								
		Weekly inspection			Labor	1			
<u>March</u>									
1	Mapleand Market								
2	Ward and O'Brien								
3	2nd and Main								
		Weekly inspection			Labor	1			
<u>April</u>									
1	Maple/Market	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Ward and O'Brien	Weekly inspection			Labor	1			
		Refresh mulch	1.0	\$16.00	Labor	1			
		Weed and grass control Razor (2.5gal.)	0.2	\$58.00	Labor	1			
		Mowing			Mowings		4	\$10.00	\$40.00
4	2nd and Main	Mowing			Mowings		4	\$15.00	\$60.00
5	2nd & Grand	Mowing			Mowings		4	\$10.00	\$40.00
<u>May</u>									
1	Maple and Market	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Ward and O'Brien	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$10.00	\$40.00
3	2nd and Main	Mowing			Mowings		4	\$15.00	\$60.00
4	2nd & Grand	Mowing			Mowings		4	\$10.00	\$40.00
<u>June</u>									
1	Maple and Market	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$15.00	\$60.00
2	Ward and O'Brien	Weekly inspection			Labor	1			
		Mowing			Mowings		4	\$10.00	\$40.00
3	2nd and Main	Mowing			Mowings		4	\$15.00	\$60.00
4	2nd & Grand	Mowing			Mowings		4	\$10.00	\$40.00
1	broken limbs, car wreck damage, contractor followups					20			
Total Materials				\$70.95	Total Labor				\$1,500.00
					Grand Total				\$1,570.95

# Schedule of Services FY22

## Attachment #11 - Downtown

MATERIALS						LABOR				
		Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	4			
		Apply insect control Bifen IT (1gal.)	2.0	\$105.00	\$210.00	Labor	16			
		Landfill charges	2.0	\$5.00	\$10.00	Labor	2			
<u>August</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	4			
<u>September</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	4			
		Apply insect control Bifen IT (1gal.)	0.5	\$105.00	\$52.50	Labor	16			
		Pruning of trees -Sept/Oc KC Tree Care	1.0	\$5,000.00	\$5,000.00					
<u>October</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	4			
<u>November</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	8			
<u>December</u>										
1	Downtown Trees	Daily inspection of trees				Labor	16			
<u>January</u>										
1	Downtown Trees	Daily inspection of trees				Labor	10			
<u>February</u>										
1	Downtown Trees	Continuation of pruning trees if needed								
		Weekly inspections of trees				Labor	4			
<u>March</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	4			
<u>April</u>										
1	Downtown Trees	Weekly inspections of trees				Labor	4			
<u>May</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	4			
		Apply insect control Bifen IT (1gal.)	1.0	\$105.00	\$105.00	Labor	16			
<u>June</u>										
1	Downtown Trees	Weekly inspection of trees				Labor	4			
1	broken limbs, car wreck damage, contractor followups					Labor	40			
Total Materials			6.50		\$5,377.50	Total Labor	160			\$0.00
Grand Total										\$5,377.50

# Schedule of Services

FY22

## Attachment #12 - Cheddington and HWY 150

MATERIALS			
Description	Units	Cost/ Unit	Total

LABOR				
Description	Total Hours	#of Mowings	Cost/ Hour	Total

July  
1 Weekly inspections  
2 Mowing

Labor 3  
Mowing 4 \$46.00 **\$184.00**

August  
1 Weekly inspections (1/4hr per week)  
2 Mowing

Labor 3  
Mowing 4 \$46.00 **\$184.00**

September  
1 Fall Fertilizer  
2 Weekly inspections  
3 Mowing

Labor -  
Labor 3  
Mowing 4 \$46.00 **\$184.00**

October  
1 Weekly inspections  
2 Mowing

Labor 3  
Mowing 4 \$46.00 **\$184.00**

November  
1 Weekly inspections  
2 Mowing

Labor 3  
Mowing 2 \$46.00 **\$92.00**

December  
1 Weekly inspections

Labor 2

January  
1 Weekly inspections

Labor 2

February  
1 Weekly inspections

Labor 2

March  
1 Weekly inspections

Labor 2

April  
2 Weekly inspections  
3 Mowing

Labor 3  
Mowing 4 \$46.00 **\$184.00**

May  
2 Broadleaf leaf weed control  
3 Weekly inspections  
4 Mowing

Speed Zone (2.5gal.) 1.0 \$63.00 **\$63.00**

Labor 6  
Labor 3  
Mowing 4 \$46.00 **\$184.00**

June  
2 Weekly inspections  
3 Mowing

Labor 3  
Mowing 4 \$46.00 **\$184.00**

Total Materials **1.00**

**\$63.00**

Total Labor **38**

**\$1,380.00**

Grand Total **\$1,443.00**

# Schedule of Services

FY 22

## Attachment #13 - Tudor Road Median by LSPD

MATERIALS					LABOR				
	Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>									
1	Weekly inspections				Labor	5			
2	weeding	Down to Earth	1.0	\$214.46					
<u>August</u>									
1	Weekly inspections				Labor	5			
2	weeding	Down to Earth	1.0	\$214.46					
<u>September</u>									
1	Weekly inspections				Labor	5			
	pre-emergent/fert.	Down to Earth	1.0	\$115.80					
2	weeding	Down to Earth	1.0	\$214.46					
<u>October</u>									
1	Weekly inspections				Labor	5			
2	weeding	Down to Earth	1.0	\$214.46					
<u>November</u>									
1	Weekly inspections				Labor	5			
<u>December</u>									
1	Weekly inspections				Labor	5			
<u>January</u>									
1	Weekly inspections				Labor	5			
<u>February</u>									
1	Weekly inspections				Labor	5			
<u>March</u>									
1	Weekly inspections				Labor	5			
2	pre-emergent/fert.	Down to Earth	1.0	\$115.80					
3	Spring Cleanup	Down to Earth	1.0	\$214.46					
<u>April</u>									
1	Weekly inspections				Labor	5			
2	Mulching	Down to Earth	1.0	\$1,510.07					
3	Weeding/Pre-emergent/fert.	Down to Earth	1.0	\$214.46					
<u>May</u>									
1	Broadleaf leaf weed control	Down to Earth	1.0	\$214.46					
2	Weekly inspections				Labor	5			
<u>June</u>									
1	Weekly inspections				Labor	5			
2	Weeding	Down to Earth	1.0	\$214.46					
3	broken limbs, car wreck damage, contractor followups					10			
Total Materials				11.00	\$3,457.35				
Total Labor					70				\$0.00
Grand Total									\$3,457.35



# Schedule of Services FY 22

## Amended Attachment #14 - City of Lee's Summit I-470 Monument-Lakewood

MATERIALS					LABOR				
Description	Units	Cost/ Unit	Total		Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>									
1 Weeding/herbicide	Round up	1.00	\$22.50	\$22.50	Labor	6			
3 Mowing					Mowing		1	\$60.00	\$60.00
<u>August</u>									
2 Weeding/herbicide	Round up	1.00	\$22.50	\$22.50	Labor	6			
3 Mowing					Mowing		1	\$60.00	\$60.00
<u>September</u>									
2 Weeding/herbicide	Round up	1.00	\$22.50	\$22.50	Labor	6			
3 Mowing					Mowing		1	\$60.00	\$60.00
<u>October</u>									
3 Mowing					Mowing		1	\$60.00	\$60.00
<u>November</u>									
1									
<u>December</u>									
1									
<u>January</u>									
1									
<u>February</u>									
2									
<u>March</u>									
3 Spring Clean up	landfill cost	1.00	\$50.00	\$50.00	Labor	6			
4 Mowing					Mowing		1	\$60.00	\$60.00
<u>April</u>									
3 Mowing					Mowing		1	\$60.00	\$60.00
4 Weed control	Round up	1.00	\$22.50	\$22.50	Labor	6			
<u>May</u>									
3 weed control	Round up	1.00	\$22.50	\$22.50	Labor	6			
4 Mowing					Mowing		1	\$60.00	\$60.00
<u>June</u>									
Plant replacement					Labor	3			
4 Weed control	Round up	1.00	\$22.50	\$22.50	Labor	6			
5 Mowing					Mowing		1	\$60.00	\$60.00
Total Materials					Total Labor				
8.00					45				
\$485.00					\$480.00				

Grand Total **\$965.00**

# Schedule of Services FY 22

## Attachment #15 - 50 Hwy and Blackwell Roundabouts

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>								
3 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
<u>August</u>								
3 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
<u>September</u>								
3 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
<u>October</u>								
3 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
<u>November</u>								
3 Mowing				Mowing		2.00	\$ 252.00	\$504.00
<u>December</u>								
<u>January</u>								
<u>February</u>								
<u>March</u>								
4 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
<u>April</u>								
3 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
<u>May</u>								
4 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
<u>June</u>								
5 Mowing				Mowing		4.00	\$ 252.00	\$1,008.00
Total Materials			0.00	Total Labor			0.00	\$8,568.00
			\$0.00					Grand Total \$8,568.00

# Schedule of Services FY 22

## Attachment #16 - Rain Gardens

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>				Labor	3.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection				Labor	3.0			
4 Weed Control/ Round up								
<u>August</u>				Labor	3.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection				Labor	3.0			
4 Weed Control/ Round up								
<u>September</u>				Labor	3.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection				Labor	3.0			
4 Weed control								
<u>October</u>				Labor	3.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection								
<u>November</u>				Labor	2.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection								
<u>December</u>				Labor	2.0			
1 Trash Pickup				Labor	2.0			
2 Monthly inspection								
<u>January</u>				Labor	2.0			
1 Trash Pickup				Labor	2.0			
2 Monthly inspection								
<u>February</u>				Labor	2.0			
1 Trash Pickup				Labor	2.0			
2 Monthly inspection								
<u>March</u>				Labor	3.0			
1 Trash Pickup				Labor	2.0			
3 Monthly inspection				Labor	3.0			
2 Spring Clean up								
5 Landfill Cost	1.0	\$50.00	\$50.00					
<u>April</u>				Labor	3.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection				Labor	3.0			
4 Weed control								
<u>May</u>				Labor	3.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection				Labor	3.0			
5 Weed Control								
<u>June</u>				Labor	3.0			
1 Trash pickup				Labor	2.0			
2 Monthly inspection				Labor	3.0			
4 Weed control								
Total Materials	1.00		\$50.00	Total Labor	77.00			\$0.00

Grand Total **\$50.00**

**Departmental Allocation Based on Man Hours (Table1)**  
Departmental allocations are derived by calculating manhours spent on each contract. These percentages are used to calculate salary and benefit costs.

**TABLE 1**  
**Departmental Allocation Based on Man Hours**

Grounds Maintenance	Hours	% of Hrs
Supt. of Park Operations	104	8%
Park Supervisor	416	33%
Skilled Park Specialist	331	26%
Senior Park Specialist	416	33%
	1,267	100%

**TABLE 2**  
**Overhead Allocation by Department FY22**

Department	Salaries and Benefits	Supplies and Other Services	Mowing & Tree Contracts	VERP & CVM	M&R	Utilities	Fuel	Capital Outlay	Total Grounds Maintenance FY22 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
Public Works	51,670	1,102	53,636	22,307	8,440	1,248	2,832	-	141,235	14,124	155,359
<b>Total Grounds Maintenance</b>	<b>51,670</b>	<b>1,102</b>	<b>53,636</b>	<b>22,307</b>	<b>8,440</b>	<b>1,248</b>	<b>2,832</b>	<b>-</b>	<b>141,235</b>	<b>14,124</b>	<b>155,359</b>
Department	Salaries and Benefits	Supplies and Other Services	Mowing Contract	VERP/CVM/ ITS/MERP/ SLERP	M&R	Utilities	Fuel	Capital Outlay	Total Cemetery FY21 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
Cemetery	49,069	59,437	26,606	13,905	9,500	4,000	960		163,477	16,348	179,825
<b>Total Cemetery</b>	<b>49,069</b>	<b>59,437</b>	<b>26,606</b>	<b>13,905</b>	<b>9,500</b>	<b>4,000</b>	<b>960</b>	<b>-</b>	<b>163,477</b>	<b>16,348</b>	<b>179,825</b>
<b>Total Grounds Maintenance and Cemetery</b>	<b>100,739</b>	<b>60,539</b>	<b>80,242</b>	<b>36,212</b>	<b>17,940</b>	<b>5,248</b>	<b>3,792</b>	<b>-</b>	<b>304,712</b>	<b>30,471</b>	<b>335,183</b>

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**CEMETERY**  
**FY22**

			Prior Year Actual FY2019- 20	Budget FY2020-21	Projected FY2020-21	Total Budget Request FY2021-22
<b>REVENUES</b>						
<b>SERVICES</b>						
4423	0	Grave Openings	\$ 64,000	\$ 71,800	\$ 64,950	\$ 67,500
4424	0	Monument Footings	3,607	9,534	8,290	9,534
4426	0	Flaggings	1,450	1,000	1,052	1,000
4441	0	Misc Services	331	-	-	-
4446	0	Other Revenue	33	-	-	-
<b>Total Services</b>			<b>\$ 69,421</b>	<b>\$ 82,334</b>	<b>\$ 74,292</b>	<b>\$ 78,034</b>
<b>MATRL &amp; FUEL-Material and fuel sales</b>						
4508	0	Monument Sales	\$ 20,870	\$ 56,449	\$ 58,802	\$ 56,449
<b>Total MATRL &amp; FUEL-Material and fuel sales</b>			<b>\$ 20,870</b>	<b>\$ 56,449</b>	<b>\$ 58,802</b>	<b>\$ 56,449</b>
<b>INTEREST ON INVESTMENTS</b>						
4600	0	Interest on Investments	\$ 27,038	\$ 9,000	\$ 25,200	\$ 21,600
4601	0	Mark to Market Adjustment	13,713	-	(4,664)	2,080
<b>Total Interest on Investments</b>			<b>\$ 40,751</b>	<b>\$ 9,000</b>	<b>\$ 20,536</b>	<b>\$ 23,680</b>
<b>PROPERTY SALES</b>						
4801	0	Sale of Personal Property	\$ 55,027	\$ 6,000	\$ 30,000	\$ 36,000
<b>Total Property Sales</b>			<b>\$ 55,027</b>	<b>\$ 6,000</b>	<b>\$ 30,000</b>	<b>\$ 36,000</b>
<b>TOTAL REVENUES</b>			<b>\$ 186,069</b>	<b>\$ 153,783</b>	<b>\$ 183,630</b>	<b>\$ 194,163</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
7000	0	Salaries - Regular	\$ 35,563	\$ 33,385	\$ 30,188	\$ 29,001
7002	0	Overtime	(105)	-	-	-
7008	0	Short Term Disability	43	40	38	38
7009	0	FICA - Employer	2,177	2,070	1,872	1,802
7011	0	Medicare Deduction	509	484	437	421
7014	0	Communication Allowance	368	294	294	63
7015	0	Health/Dental Insurance	8,261	11,040	8,803	11,313
7018	0	Life Insurance	77	100	91	31
7019	0	Worker's Compensation	2,612	2,612	2,880	2,949
7020	0	Long Term Disability	108	142	133	68
7021	0	Unemployment Insurance	54	48	48	45
7023	0	LAGERS - Retirement	3,017	3,539	3,200	3,338
<b>Total Personnel Services</b>			<b>\$ 52,684</b>	<b>\$ 53,754</b>	<b>\$ 47,984</b>	<b>\$ 49,069</b>
<b>SUPPLIES AND OTHER SERVICES</b>						
7203	0	Insurance Expense	\$ 592	\$ 592	\$ 592	\$ 639
7207	0	Professional Fees	49,203	52,606	52,731	50,481
7213	0	Rentals & Leases	-	800	800	800
7221	0	Sanitation Services	22	500	600	600
7249	0	Consumable Tools	50	200	200	200
7258	0	Telephone	1,123	668	668	668
7259	0	Mobile Telephone	899	130	-	130
7261	0	Concrete	44	800	800	800
7264	0	Other Construction Materials	13,550	30,997	32,929	30,965
7269	0	Special Apparel	36	-	180	180
7270	0	Office Supplies	211	400	300	400
7273	0	Janitorial Supplies	97	180	150	180
7285	0	Bancard Fees	1,550	-	-	-

**ITEMIZED BUDGET EXPENSE WORKSHEET**  
**CEMETERY**  
**FY22**

			Prior Year Actual FY2019- 20	Budget FY2020-21	Projected FY2020-21	Total Budget Request FY2021-22
<b>Total Supplies and Other Services</b>			<b>\$ 67,378</b>	<b>\$ 87,873</b>	<b>\$ 89,950</b>	<b>\$ 86,043</b>
<b>MAINTENANCE &amp; REPAIRS</b>						
7300	0	M & R Buildings	\$ 117	\$ 250	\$ 305	\$ 250
7301	0	M & R Grounds	3,303	4,300	4,000	4,000
7305	0	M & R Vehicle	472	1,000	1,000	1,000
7306	0	M & R Other Equipment	-	-	-	-
7307	0	Software	3,650	4,250	4,250	4,250
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 7,542</b>	<b>\$ 9,800</b>	<b>\$ 9,555</b>	<b>\$ 9,500</b>
<b>UTILITIES</b>						
7401	0	Natural Gas	\$ 662	\$ 900	\$ 900	\$ 900
7403	0	Electricity	1,773	2,600	2,600	2,600
7407	0	Water/Sewer	474	500	500	500
<b>Total Utilities</b>			<b>\$ 2,909</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>FUEL &amp; LUBRICANTS</b>						
7500	0	Fuel/Lubricants	\$ 643	\$ 1,200	\$ 1,200	\$ 960
<b>Total Fuel &amp; Lubricants</b>			<b>\$ 643</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 960</b>
<b>INTERDEPARTMENT CHARGE</b>						
9000	0	ITS Overhead	\$ 11,024	\$ 11,432	\$ 11,432	\$ 10,885
9001	0	Fleet Overhead	1,296	1,132	1,132	794
9004	0	MERP	733	626	626	450
9005	0	VERP Payment	635	487	487	1,725
9007	0	SLERP Payment	48	47	47	51
<b>Total Interdepartment Charge</b>			<b>\$ 13,736</b>	<b>\$ 13,724</b>	<b>\$ 13,724</b>	<b>\$ 13,905</b>
<b>TRANSFERS</b>						
9101	0	Transfer to Parks	\$ 18,625	\$ 17,411	\$ 17,411	\$ 16,348
9101	0	Transfer to ITS	-	3,760	3,760	-
<b>Total Transfers</b>			<b>\$ 18,625</b>	<b>\$ 21,171</b>	<b>\$ 21,171</b>	<b>\$ 16,348</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 163,517</b>	<b>\$ 191,522</b>	<b>\$ 187,584</b>	<b>\$ 179,825</b>
<b>NET</b>			<b>\$ 22,553</b>	<b>\$ (37,739)</b>	<b>\$ (3,954)</b>	<b>\$ 14,338</b>
<b>Percent Recovery</b>			<b>113.79%</b>	<b>80.30%</b>	<b>97.89%</b>	<b>107.97%</b>



## Lee's Summit Parks and Recreation

Pay and Classification Plan - Fiscal Year 22 (July 1, 2021 to June 30, 2022)

Management/Career Professionals (MCP)		Minimum	Midpoint	Maximum
MCP-1 *Lawson Code PM1	Administration Analyst Lovell Community Center Assistant Manager	\$ 43,513.28	\$ 54,391.60	\$ 65,269.92
MCP-2 *Lawson Code PM2	Harris Park Community Center Manager Gamber Community Center Manager Lovell Community Center Manager Longview Community Center Manager Aquatics Manager Facility Maintenance Manager  Park Operations Manager Assistant Superintendent of Park Construction  Management Analyst	\$ 52,505.50	\$ 65,631.88	\$ 78,758.26
MCP-3 *Lawson Code PM3	Assistant Superintendent of Recreation	\$ 57,071.20	\$ 71,339.00	\$ 85,606.80
MCP-4 *Lawson Code PM4	Superintendent of Park Planning & Construction Superintendent of Park Operations Superintendent of Recreation Superintendent of Administration Superintendent of Legal Services & Human Resources	\$ 64,917.60	\$ 81,147.00	\$ 97,376.40
MCP-5 *Lawson Code PM5	Superintendent of Recreation II Superintendent of Administration II	\$ 67,395.18	\$ 84,243.97	\$ 101,092.77
Recreation		Minimum	Midpoint	Maximum
REC-1 *Lawson Code PR1	Recreation Supervisor I Aquatics Supervisor	\$ 35,570.00	\$ 44,443.91	\$ 53,332.69
REC-2 *Lawson Code PR2	Recreation Supervisor II	\$ 39,593.83	\$ 49,492.29	\$ 59,390.75
REC-3 *Lawson Code PR3	Recreation Supervisor III	\$ 43,632.53	\$ 54,540.67	\$ 65,448.80
Administrative Support		Minimum	Midpoint	Maximum
AS-1 *Lawson Code PA1	Service Representative	\$ 31,922.82	\$ 39,903.53	\$ 47,884.23
AS-2 *Lawson Code PA2	Administrative Services Coordinator	\$ 35,570.00	\$ 43,149.71	\$ 51,779.66
AS-3 *Lawson Code PA3	Marketing Coordinator	\$ 38,649.95	\$ 48,312.44	\$ 57,974.93
Facilities and Operations		Minimum	Midpoint	Maximum
FO-1 *Lawson Code PO1	Park Specialist Facility Maintenance Specialist	\$ 31,922.82	\$ 39,903.53	\$ 47,884.23
FO-2 *Lawson Code PO2	Skilled Park Specialist	\$ 34,854.00	\$ 43,567.50	\$ 52,281.00
FO-3 *Lawson Code PO3	Senior Park Specialist	\$ 37,000.09	\$ 46,250.11	\$ 55,550.13
FO-4 *Lawson Code PO4	Master Park Specialist	\$ 39,146.18	\$ 48,932.73	\$ 58,719.27
FO-5 *Lawson Code PO5	Facility Maintenance Supervisor Park Maintenance Supervisor	\$ 43,001.80	\$ 53,752.25	\$ 64,502.70

**PART TIME STAFF STARTING PAY SCHEDULE  
BY DIVISION**

DIVISION	POSITION	FY21 Budget (Jul. 1, 2020 to Dec. 31, 2020) (Per Hour)	FY21 Budget (Jan. 1, 2021 to Jun. 30, 2021) (Per Hour)	FY22 Request (Jul. 1, 2021 to Dec. 31, 2021) (Per Hour)	FY22 Request (Jan. 1, 2022 to Jun. 30, 2022) (Per Hour)
<b>ADMINISTRATION</b>					
	Administrative Services Assistant	\$10.50	\$11.10	\$11.10	\$12.00
<b>PARKS</b>					
	Park Maintenance Worker	\$9.50	\$10.35	\$10.35	\$11.25
<b>GAMBER CENTER (GCC)</b>					
	Facility Supervisors	\$9.95	\$10.30	\$10.30	\$11.15
	Floor Trainer	\$10.00	\$10.30	\$10.30	\$11.15
	Custodians	\$9.45	\$10.30	\$10.30	\$11.15
	Dance Instructor	\$15.00	\$15.00	\$15.00	\$15.00
	Fitness Instructors (Land)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainer	\$25.00	\$26.00	\$26.00	\$26.00
<b>LOVELL COMMUNITY CENTER (LCC)</b>					
	Service Representative	\$9.85	\$10.70	\$10.70	\$11.55
	Facility Supervisors	\$11.25	\$11.85	\$11.85	\$12.75
	Custodian	\$9.45	\$10.30	\$10.30	\$11.15
	Gym/Weight Room Attendant	\$9.45	\$10.30	\$10.30	\$11.15
	Floor Trainers-Weight Room	\$10.00	\$10.80	\$10.80	\$11.65
	Child Care Attendant	\$9.45	\$10.30	\$10.30	\$11.15
	Lifeguard	\$9.60	\$10.45	\$10.45	\$11.30
	Head Lifeguard	\$10.75	\$11.00	\$11.00	\$11.85
	Swim Instructors I	\$9.60	\$10.45	\$10.45	\$11.30
	Swim Instructors II	\$9.75	\$10.60	\$10.60	\$11.45
	Private Swim Lesson Instructor (cert)	\$9.75	\$10.60	\$10.60	\$11.45
	Swim Lesson Coordinator	\$13.50	\$14.00	\$14.00	\$14.50
	Fitness Instructors (Land)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00	\$26.00	\$26.00	\$26.00
	HEED Instructor	\$10.00	\$10.80	\$10.80	\$11.65
	Massage Therapist	\$25.00	\$26.00	\$26.00	\$26.00
	RevUp Exercise Specialist	\$25.00	\$26.00	\$26.00	\$26.50
<b>LONGVIEW COMMUNITY CENTER (LVCC)</b>					
	Service Representative	\$9.85	\$10.70	\$10.70	\$11.55
	Facility Supervisors	\$11.25	\$11.85	\$11.85	\$12.75
	Custodian	\$9.45	\$10.30	\$10.30	\$11.15
	Gym/Weight Room Attendant	\$9.45	\$10.30	\$10.30	\$11.15
	Floor Trainers-Weight Room	\$10.00	\$10.80	\$10.80	\$11.65
	Child Care Attendant	\$9.45	\$10.30	\$10.30	\$11.15
	Lifeguard	\$9.60	\$10.45	\$10.45	\$11.30
	Head Lifeguard	\$10.75	\$11.00	\$11.00	\$11.85
	Swim Instructors I	\$9.60	\$10.45	\$10.45	\$11.30
	Swim Instructors II	\$9.75	\$10.60	\$10.60	\$11.45
	Private Swim Lesson Instructor (cert)	\$9.75	\$10.60	\$10.60	\$11.45
	Swim Lesson Coordinator	\$13.50	\$14.00	\$14.00	\$14.50
	Fitness Instructors (Land)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00	\$26.00	\$26.00	\$26.00
	HEED Instructor	\$10.00	\$10.80	\$10.80	\$11.65
	Massage Therapist	\$25.00	\$26.00	\$26.00	\$26.00
	RevUp Exercise Specialist	\$25.00	\$26.00	\$26.00	\$26.00



**PART TIME STAFF STARTING PAY SCHEDULE  
BY DIVISION**

DIVISION	POSITION	FY21 Budget (Jul. 1, 2020 to Dec. 31, 2020) (Per Hour)	FY21 Budget (Jan. 1, 2021 to Jun. 30, 2021) (Per Hour)	FY22 Request (Jul. 1, 2021 to Dec. 31, 2021) (Per Hour)	FY22 Request (Jan. 1, 2022 to Jun. 30, 2022) (Per Hour)
<b>SUMMIT WAVES</b>					
	Welcome Desk/Food & Beverage Manager	\$10.75	\$11.00	\$11.00	\$11.85
	Assistant Facility Manager	\$13.50	\$14.25	\$14.25	\$14.50
	Head Lifeguard	\$10.75	\$11.00	\$11.00	\$11.85
	Lifeguard	\$9.60	\$10.45	\$10.45	\$11.30
	Service Representative	\$9.85	\$10.70	\$10.70	\$11.55
	Concession Attendant	\$9.45	\$10.30	\$10.30	\$11.15
	Deck Attendant	\$9.45	\$10.30	\$10.30	\$11.15
	Swim Lesson Coordinator	\$13.50	\$14.00	\$14.00	\$14.50
	Swim Instructors I (AM/PM)	\$9.60	\$10.45	\$10.45	\$11.30
	Swim Instructors II (AM/PM)	\$9.75	\$10.60	\$10.60	\$11.45
	Private Swim Lesson Instructor (cert)	\$9.75	\$10.60	\$10.60	\$11.45
<b>CAMP SUMMIT</b>					
	Camp Manager	\$11.45	\$12.30	\$12.30	\$13.15
	Camp Nurse	\$20.00	\$20.00	\$20.00	\$20.00
	Assistant Camp Manager	\$10.45	\$11.30	\$11.30	\$12.15
	Camp Service Representative	\$9.45	\$10.30	\$10.30	\$11.15
	Counselor (camp, support & school break)	\$9.45	\$10.30	\$10.30	\$11.15
<b>HARRIS PARK COMMUNITY CENTER</b>					
	Facility Supervisor	\$9.95	\$10.30	\$10.30	\$11.15
	Service Representative	\$9.45	\$10.30	\$10.30	\$11.15
	Custodians	\$9.45	\$10.30	\$10.30	\$11.15
<b>INSTRUCTIONAL</b>					
	Itty Bitty/Pee Wee Site Supervisor	\$9.45	\$10.30	\$10.30	\$11.15
	Itty Bitty Instructor	\$9.45	\$10.30	\$10.30	\$11.15
	Itty Bitty and Pee Wee Instructors	\$9.45	\$10.30	\$10.30	\$11.15
	Youth Instructor	\$9.45	\$10.30	\$10.30	\$11.15
<b>ATHLETICS</b>					
	Basketball Referee I-IV	\$13.00-\$20.00	\$13.00-\$20.00	\$13.00-\$20.00	\$13.00-\$20.00
	Volleyball Official/Referee I-II	\$15.00-\$16.00	\$15.00-\$16.00	\$15.00-\$16.00	\$15.00-\$16.00
	Kickball Referee	\$18.00	\$18.00	\$18.00	\$18.00
	Hartman Park Site Supervisor	\$10.45	\$11.25	\$11.25	\$12.00
	E Gaming Tournament Director	\$10.50	\$10.50	\$10.50	\$11.35
	Scorekeeper	\$9.45	\$10.30	\$10.30	\$11.15
<b>AMPHITHEATER</b>					
	Event Staff	\$9.45	\$10.30	\$10.30	\$11.15
<b>LEA MCKEIGHAN NORTH/SUMMIT ICE</b>					
	Facility Supervisor - Lea McKeighan North	\$9.95	\$10.30	\$10.30	\$11.15
	Service Representative - Lea McKeighan North	\$9.45	\$10.30	\$10.30	\$11.15
	Skate Monitor - Lea McKeighan North	\$9.45	\$10.30	\$10.30	\$11.15
	Assistant Manager - Lea McKeighan North	\$13.50	\$13.50	\$13.50	\$13.50
	Rink Operations	\$25.00	\$25.00	\$25.00	\$25.00

# Parks & Recreation 10 yr sch - VERP SCHEDULE - Fiscal 2022

## Inventory of Existing Vehicles and Equipment.

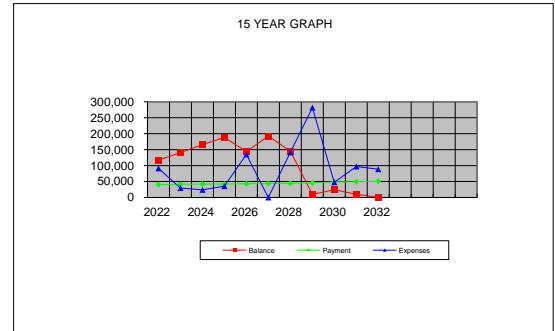
Item:	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price	Equipment Life Miles or Hours	Average Annual Miles or Hours	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$
1	300	08 Ford Explorer #14634	0	\$0	0	0	0	0.0%	0.0%
2	302	20 Ford Ranger ext cab XLT 4x4 #18254	2020	\$24,177	9	1	9	2.0%	35.0%
3	317	20 F-150 ext cab 4x2 # 18253	2020	\$23,248	9	1	9	2.0%	35.0%
4	305	13 Ford F350 #16831	2013	\$20,765	9	1	9	3.5%	35.0%
5	304	13 Ford F350 #16184	2013	\$20,765	10	1	10	3.5%	35.0%
6	306	20 Ford F450 plow & sander 18251	2020	\$60,851	9	1	9	2.0%	35.0%
7	308	21 Ford 4x4 dump insert with plow #1779	2021	\$47,955	5	1	5	2.0%	35.0%
8	309	16 F-450 dump with plow4x4 #17798	2016	\$54,155	10	1	10	3.0%	35.0%
9	312	17 F-350 pickup truck #17848	2017	\$27,969	8	1	8	3.0%	35.0%
10	339	18 ventrac mower #18194	2018	\$27,525	10	1	10	1.0%	30.0%
11	318	18 JD Gator #18187	2018	\$8,745	8	1	8	1.0%	25.0%
12	315	21 Ford F-350 asset# 16186	2021	\$26,394	8	1	8	3.5%	35.0%
13	321	14 toro spray unit #16858	2014	\$37,539	8	1	8	1.5%	28.0%
14	313	20 F-450 4x2 service body # 18250	2020	\$50,370	9	1	9	1.5%	40.0%
15			2008						
16	316	17 F-350 4x2 with utility bed #17847	2017	\$48,611	11	1	11	2.0%	35.0%
17	873	14 S750 Bobcat #16854	2014	\$44,509	15	1	15	2.0%	35.0%
18	337	18 T595 Bobcat #18188	2018	\$47,941	14	1	14	2.0%	35.0%
19	330	08 Ford E150 Cargo Van #14674	2008	\$17,585	16	1	16	2.0%	15.0%
20	335	18 bobcat asset# 18203	2018	\$41,627	10	1	10	2.0%	35.0%
21	334	12 toro workman # 16153	2012	\$17,105	10	1	10	2.0%	28.0%
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2022	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$40,231	Your 2022 VERP Payment Amount.
\$138,324	2021 Projected Fund Balance.
2.0%	Interest Rate to Apply to Year End Fund Balance.

70.6%	VERP Payment Adjustment Factor
3	
0	2023 Payment adjustment(+/-)
0	2024 Payment adjustment
0	2025 Payment adjustment
0	2026 Payment adjustment
0	2027 Payment adjustment

### 10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2022	116,477	40,231	91,439
2023	141,102	41,339	29,291
2024	165,594	41,903	24,140
2025	188,237	42,243	35,430
2026	144,123	42,792	135,196
2027	192,415	44,519	0
2028	145,522	44,519	141,589
2029	9,530	45,811	281,652
2030	24,418	48,784	47,636
2031	10,167	49,168	97,028
2032	439	50,454	88,675



Vehicles to be rolled over from prior previous year  
Vehicles Expansion vehicles from 2005-06

\$ 647,836.53

Department Director Approval

Date

# Parks & Grounds Maintenance VERP SCHEDULE - Fiscal 2022

## Inventory of Existing Vehicles and Equipment:

Item	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price	Equipment Life Miles or Hours	Average Annual Miles or Hours	Calculated Life	Annual Initiation Rate	Salvage Value as a Percent of Purchase \$
1	307	12 F-350 PU 4x2 Asset# 16131	2012	\$20,047	11	1	11	3.0%	35.0%
2	310	19 F-550 Bucket Trk asset# 12772	2019	\$104,814	16	1	16	1.5%	38.0%
3	338	17 Ventrac mower #18173	2017	\$27,255	13	1	13	1.0%	38.0%
4	314	* 13 F-350 standard cab 4x2 #16186	2013	\$20,766	11	1	11	3.0%	35.0%
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\$ 172,881.00

Vehicles to be replaced in previous fiscal year

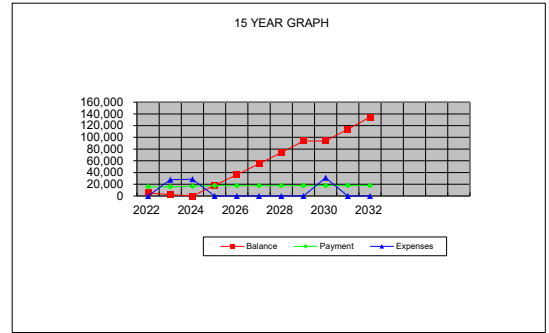
2022	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$15,660	Your 2022 VERP Payment Amount.
(\$10,596)	2021 Projected Fund Balance.
2.0%	Interest Rate to Apply to Year End Fund Balance.

150.9% VERP Payment Adjustment Factor

0	2023 Payment adjustment(+/-)
0	2024 Payment adjustment
0	2025 Payment adjustment
0	2026 Payment adjustment
0	2027 Payment adjustment

### 10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2022	5,165	15,660	0
2023	2,456	15,660	27,750
2024	10	16,631	28,744
2025	17,999	17,637	0
2026	36,348	17,637	0
2027	55,065	17,637	0
2028	74,155	17,637	0
2029	93,628	17,637	0
2030	93,788	17,637	31,019
2031	113,969	17,946	0
2032	134,553	17,946	0



Department Director Approval

Date

Cemetery - VERP SCHEDULE - Fiscal 2022

Inventory of Existing Vehicles and Equipment:

Item	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price	Equipment Life Miles or Hours	Average Annual Miles or Hours	Calculated Life	Annual Initiation Rate	Salvage Value as a Percent of Purchase \$
1	P311	21 Ford Ranger 4x2 reg cab #14260	2021	\$21,693	13	1	13	1.5%	30.0%
2	P317	19 Scags Mower #18230	2019	\$8,499	8	1	8	1.5%	32.0%
3	P341	07 JD Gator # 14253	2018	\$9,243	8	1	8	1.5%	20.0%
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Vehicles to be rolled from prior previous year total worth \$ 39,435.00

Vehicles to be replaced in previous fiscal year

FY 01/02 - upgrading 281/8019 from 3/4 to 1 ton

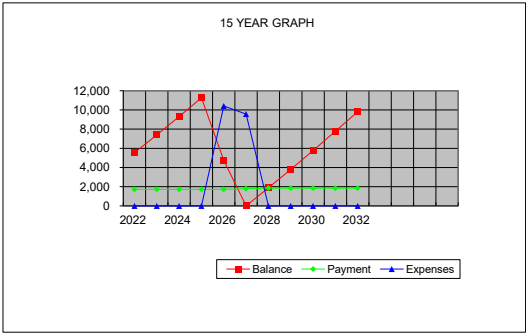
2022	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$1,725	Your 2022 VERP Payment Amount.
\$3,705	2021 Projected Fund Balance.
2.0%	Interest Rate to Apply to Year End Fund Balance.

52.5% VERP Payment Adjustment Factor

0	2023 Payment adjustment(+/-)
0	2024 Payment adjustment
0	2025 Payment adjustment
0	2026 Payment adjustment
0	2027 Payment adjustment

10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2022	5,539	1,725	0
2023	7,409	1,725	0
2024	9,317	1,725	0
2025	11,262	1,725	0
2026	4,738	1,725	10,412
2027	5	1,794	9,574
2028	1,890	1,848	0
2029	3,813	1,848	0
2030	5,775	1,848	0
2031	7,775	1,848	0
2032	9,816	1,848	0



Total:

0	0	0	0	0
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Department Director Approval

Date

# ASPHALT

PARKS	Location	Condition	Priority	Recommended Maintenance	Last Maintenance	FISCAL YEAR 2021			FISCAL YEAR 2022			Status / Notes	
		Scale 1 (low) - 10 (high)					Proposed Budget	Approved Budget	Actual Costs	Proposed Budget	Approved Budget		Actual Costs
	Arborwalk		8	Resurface Trail on N. Side	2011	\$ 42,500							
	Upper Banner Trail		10	repair surface		\$ 40,000			\$ 25,000				
	Upper Banner Parking Lot		3	Reconfigure Lot and Overlay	2015	\$ 1,000						restripe	
	Upper Banner Sidewalk		1		2014								
	Upper Banner Tennis Courts		5		2014								
	Upper Banner Pickle Ball		1		2019							crack fill, tape, seal & painted 06/19	
	Canterbury Trail			Replace sections w/asphalt	2017				\$ 25,000			completed summer 2017	
	Deer Valley		3	Overlaid Spring 2011	2011								
	Eagle Creek		6	asphalt replacement					\$ 15,000				
	Eagle Creek trail expansion											FY2021?	
	Gamber Center		4	Crack fill, Sealcoat & Restripe	2015				\$ 20,000				
	Happy Tails		1	Crackfill and sealcoat	2019							trail repairs 2018 & 2019	
	Happy Tails Pk. Lot		2	Crackfill, sealcoat, restripe	2019							restriped 2019	
	Harris Park Parking Lot		4	Crackfill, sealcoat, restripe	2015	\$ 2,500						Completed FY15	
	Harris Park Trail		2	Crack fill and Sealcoat	2019							trail repairs 2019	
	Hartman Park walk [playground]		1		2019							completed fall 2017 - concrete	
	Hartman Park Pk. Lot		1	Crackfill, sealcoat, restripe	2019			\$ 495				Trailhead walk renovations 2019	
	Hartman Park Trail		2	Overlaid 2009	2009							restriped 05/19, directional arrows 7/2020	
	Howard Park - Trail		1	install drainage, mill, relay	2019								
	Howard Pk. Lot		1	Crack fill, Sealcoat & Restripe	2019							all new trails Fall 2019	
	Langsford Plaza - Trail		2		2016							2" overlay & restripe 12/19	
	Longview C.C.		2		2018							installed asphalt trail summer 2016	
	LMS Parking lot		1		2013	\$ 1,200		\$ 995				mill & overlay & stripe fall 2018	
	LMS Trail		1		2013							restriped 7/2020	
	LMN Trail		1		2018								
	LMN Parking		3	Reconfigure Lot and Overlay	2018							brand new 2018	
	Lowenstein Pk. Lot		1	Restripe	2016							brand new 2018	
	Lowenstein Trail		1	Replaced w/concrete	2016							park renovations 2021	
	Lowenstein Basketball Court		1	Resurface court	2020			\$ 14,685				completed FY16, concrete	
	McKee Trail		3	Crack fill and Sealcoat								crack fill & resurfaced court & new goal, 8/20	
	MJF Parking lot		1	Crack fill, Sealcoat & Restripe	2016	\$ 1,300							
	MJF trail		1	new asphalt trail	2014							funded FY16 - (eagle creek PO)	
	MJF field and bleacher paths		1	concrete replacement	2017							installed asphalt fall 2014	
	Osage Trails Pk. Lot		1	Crack fill, Sealcoat & Restripe	2016							replaced w/concrete summer 2017	
	Osage Trails Trail		3	Crack fill and Sealcoat								completed FY16	
	Pleasant Lea Trail		7	Crack fill and Sealcoat		\$ 20,000			\$ 20,000				
	Pleasant Lea Tennis Cts.		7	ack fill and Touch Up Paint/Rebu	2013							park renovations FY21	
	Pottberg Pk. Lot		3	Crackfill, sealcoat, restripe	2016							park renovatrions FY21	
	Pottberg Trail		3	Crack fill and Sealcoat	2007							completed FY16	
	South Lea		2										
	Summit Park Parking Lot		1		2019							new parking lot winter 2019	
	Summit Park Trail		1		2019							new 4" asphalt over 6" rock laid fall 2019	
	Summit Tennis Courts		1		2019							brand new courts laid fall 2019	
	Velie Pk. Lot		5	Crack fill and Sealcoat	2009								
	Velie Trail		2	Trail Repairs	2009				\$ 45,000				
	Wadsworth Parking		3	Restripe									
	Wadsworth Trail		2										
	Williams-Grant Pk. Lot		2	Crack fill, Sealcoat & Restripe	2009							restriped 2019	
	Williams-Grant Trail		4	Mill, patch and overlay	2010								
	Winterset												
	Woods Playground												
	Miscellaneous								\$ 35,000				
				TOTAL COSTS PARKS:		\$ 108,500	\$ -	\$ 16,175	\$ 185,000		\$ -		

## ASPHALT

	Location	Condition	Priority	Recommended Maintenance	Last Maintenance	FISCAL YEAR 2021			FISCAL YEAR 2022			Status / Notes
		Scale 1 (low) - 10 (high)				Proposed Budget	Approved Budget	Actual Costs	Proposed Budget	Approved Budget	Actual Costs	
LEGACY	Legacy Park Drive		4	Microchip and restripe								completed FY16
	Legacy Park - Blue Stem Dr.		4	Microchip and restripe	2019							partial mill & overlay summer 2019
	Legacy Park - Coneflower		2	Crack fill, Sealcoat & Restripe	2017				\$ 25,000			proposed FY18
	Legacy Park - Joseph Dyke Pk. Lot		3	Crack fill, Sealcoat & Restripe								completed FY16
	LPCC Parking		3	Repair as needed	2017 - 2018							asphalt repairs - summer 2017 & 2018
	Legacy Football Trail		1	Crackfill and sealcoat	2011							
	Legacy Football Parking		3	Crack fill, Sealcoat & Restripe FY17								
	Legacy SB Path & Bleacher Pad		4	Crack fill and Sealcoat	2011							
	Legacy SB Pk. Lot		3	asphalt replacement - west side 20	2017 - 2018							asphalt repairs east side 2019
	Legacy BB Path & Bleacher Pads		4	Crack fill and Sealcoat	2011			\$ 18,566				patched areas in big & little baseball, 2020
	Legacy BB Pk. Lot		3	asphalt repair & replacement	2017 - 2018							asphalt repairs as needed
	Legacy Dock Trail		1									
	Legacy Soccer Paths		4	asphalt replacement - asphalt	2017							asphalt repairs 2017 & 2018
	Legacy Soccer Pk. Lot		4	Crack fill, Sealcoat & Restripe	2006				\$ 75,000			funded FY16
	L. Handicap & Pav. Markings		3	Paint, Patch and Overlay damaged areas								
	Legacy Trail Addition		4	Trail Connection BB & SF to east	2016							Funded FY16
	Legacy PCOP		4	Truck entrance repair								Funded FY16
	Legacy Park Maintenance		2	Crack fill, Sealcoat & Restripe								Funded FY16
	Misc. Trail Repairs		4	Repair as needed	2019	\$ 30,000			\$ 25,000			repairs as needed
	TOTAL COSTS LEGACY:					\$ 30,000	\$ -	\$ 18,566	\$ 125,000		\$ -	

**PLAYGROUND INVENTORY  
FY22**

Park and Location	Year Installed	Replacement Priority	Estimated Replacement Year	Type	Condition	Recommendation	Est. Expense
Arborwalk	2006	15	FY30	2-12	Good		\$ 150,000.00
Deer Valley	2004	9	FY25	5-12	Moderate Wear	add ADA access	\$ 150,000.00
Happy Tails	2006	14	FY29	2-12	Good		\$ 150,000.00
Harris-North	2004/Moved 2007	10	FY26	2-12	Moderate Wear		\$ 200,000.00
Harris-South	2007	16	FY30	2-12	Good	add ADA access	\$ 200,000.00
Hartman	2017	23	FY37	2-12	New		\$ 180,000.00
Howard	2019	27	FY39	2-12	New		\$ 110,000.00
Langsford Commons	2016	22	FY36	2-12	New		\$ 30,000.00
Lea McKeighan North	2018	24	FY38	2-12	New		\$ 240,000.00
Lea McKeighan North-Skate Park	2010	6	FY23		Fair	Cracking and differential settling at joints; repairs needed	\$ 50,000.00
Lea McKeighan South	2013	21	FY34	5-12	Good		\$ 476,468.00
Legacy- Coneflower	2007	11	FY27	2-5	Good		\$ 100,000.00
Legacy- Dyke playground	2007	17	FY31	2-12	Good	PIP surface replacement	\$ 200,000.00
Legacy- Soccer commons	2004	8	FY24	2-12	Good		\$ 100,000.00
Lowenstein	2020	26	FY21	2-12	New		\$ 200,000.00
Lowenstein Fitness	2020	28	FY39	Adult	New		
Lower Banner	1995/Moved 2010	3	FY23	2-5	Graffiti, Fading, Heavy Wear	add ADA access	\$ 100,000.00
Miller J. Fields	2016	20	FY33	2-12	New		\$ 150,000.00
Osage Trails	2010	18	FY32	2-12	Good	add ADA access	\$ 150,000.00
Pleasant Lea	1995	2	FY22	2-12	Moderate Wear	scheduled for replacement in Fall/Winter 2021	\$ 150,000.00
Pottberg	2007	13	FY29	2-12	Good		\$ 150,000.00
South Lea	2009	12	FY29	5-12	Good		\$ 100,000.00
Summit	2019	25	FY39	2-12	New		\$ 190,000.00
Upper Banner	2015	19	FY32	2-12	New		\$ 100,000.00
Velie	2002	1	FY22	2-12	Moderate Wear	add ADA access	\$ 150,000.00
Wadsworth	1995	5	FY23	5-12	Moderate Wear	replace playground, add ADA access	\$ 60,000.00
Williams-Grant	1998	7	FY24	5-12	Moderate Wear	add ADA access	\$ 60,000.00
Woods	1994	4	FY23	5-12	Heavy Wear	replace playground, add ADA access	\$ 50,000.00

**SHELTER INVENTORY**  
**FY 22**

Park and Location	Year Installed	Replacement Cost	Type	Condition	Recommendation	Expense
Deer Valley					Propose for FY 22	\$ 30,000.00
Banner-Upper	2015	\$ 25,000.00	Metal	Good		
Harris	2013	\$ 23,455.00	Metal	New		
Hartman-Trailhead Shelter	2019	\$ 30,000.00	Wood	New, wood shelter with kiosk	completed in 2019	\$ 25,000.00
Howard	2019	\$ 30,000.00	Metal	New, Gazebo	completed in 2019	\$ 25,000.00
Lea McKeighan North - Shelter	2018		Wood	new	completed in 2018	\$ 100,000.00
Lea McKeighan North - Trellis	2018		Wood	new	completed in 2018	\$ 50,000.00
Lea McKeighan South	2013	\$95,000	Wood	New		
Legacy- Shelter #1	2009		Wood	Fair, splits in support posts, needs restained	maintenance for FY22	\$ 7,500.00
Legacy- Shelter #2	2009		Wood	Fair, splits in support posts, needs restained	maintenance for FY22	\$ 7,500.00
Legacy- Shelter #3	2009		Wood	Fair, splits in support posts, needs restained	completed FY16	
Legacy- Soccer Commons	2004		Wood	Good, restained summer 2011	stained FY16	
Lowenstein-Butterfly Garden Pergola	2006			removed old wood shelter in 2020	Scheduled for installation 2021	
Lowenstein- Shelter #1	2020		Metal	New, metal shelter with metal roofing	completed 2020	\$ 30,000.00
Lowenstein- Shelter #2	2020		Metal	New, metal shelter with metal roofing	completed 2020	\$ 30,000.00
Lowenstein- Shelter #3	2021		Metal	new	removal of Shelter #3 for scheduled park improvements	\$ 25,000.00
Miller J. Fields #1	2015		Metal	New		\$ 35,000.00
Miller J Fields #2	2015		Metal	New		\$ 35,000.00
Osage Trails-Shelter	2011		Metal	Good		\$ 25,000.00
Pleasant Lea					Propose for FY21	\$ 30,000.00
Pottberg	2009		Metal	Good		
Summit-Shelter #1	2019	\$ 120,000.00	Wood	New	completed in 2020	\$ 120,000.00
Summit-Shelter #2	2019	\$ 120,000.00	Wood	New	completed in 2020	\$ 120,000.00
Wadsworth				removed old wood shelter in 2021	no replacement	70



**LEE'S SUMMIT PARKS AND RECREATION  
CASHFLOW - PARK COP DEBT FUND (410) AND CONSTRUCTION FUND (327)  
FISCAL YEAR 2022**

**PARK COP DEBT FUND (Fund 410)**

	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Projected</b>	<b>FY22 Budget</b>
<b>Beginning Fund Balance</b>	<b>1,991,344</b>	<b>3,056,772</b>	<b>646,601</b>	<b>680,293</b>	<b>726,808</b>	<b>1,338,170</b>
<b>Revenues</b>						
Sales Tax	3,893,486	4,081,819	4,115,182	4,181,581	4,215,000	4,286,121
Use Tax	-	-	-	-	311,350	325,000
EATS	(198,653)	(158,416)	(176,127)	(127,725)	(136,987)	(144,577)
Interest Earnings	13,364	11,651	69,637	11,909	9,000	11,000
<b>Total Revenues</b>	<b>3,708,197</b>	<b>3,935,054</b>	<b>4,008,692</b>	<b>4,065,765</b>	<b>4,398,362</b>	<b>4,477,543</b>
<b>Expenditures</b>						
<b>Debt Service and Transfer Expenditures</b>						
Principal	(2,401,500)	(2,511,500)	-	-	-	-
Interest	(66,269)	(33,725)	-	-	-	-
<b>Total Debt Service Expenditures</b>	<b>(2,467,769)</b>	<b>(2,545,225)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>						
Transfer to Gamber Community Center Fund	(175,000)	(175,000)	(175,000)	(131,250)	(175,000)	(175,000)
Transfer to Construction Fund (below)	-	(3,625,000)	(3,800,000)	(3,888,000)	(3,612,000)	(4,200,000)
<b>Total Transfer Expenditures</b>	<b>(175,000)</b>	<b>(3,800,000)</b>	<b>(3,975,000)</b>	<b>(4,019,250)</b>	<b>(3,787,000)</b>	<b>(4,375,000)</b>
<b>Fund Balance - Park COP Debt Fund at the End of Each Year (Estimated for FY21 and FY22)</b>	<b>3,056,772</b>	<b>646,601</b>	<b>680,293</b>	<b>726,808</b>	<b>1,338,170</b>	<b>1,440,713</b>

**CONSTRUCTION FUND (Fund 327)**

	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Projected <sup>1</sup></b>	<b>FY22 Budget</b>
<b>Beginning Fund Balance</b>	<b>1,054,052</b>	<b>569,521</b>	<b>85,145</b>	<b>(2,207,406)</b>	<b>(4,934,735)</b>	<b>(2,314,405)</b>
<b>Revenues</b>						
Net Interest Earnings	4,357	3,413	1,076	-	-	-
Transfer from Fund 410 (above)	-	3,625,000	3,800,000	3,888,000	3,612,000	4,200,000
Transfer from Fund 200 (Longview Community Center Renovation)		510,000	650,000			
Transfer from Fund 202 (Longview Community Center Renovation)			200,000			
Developer Contribution - Lowenstein Park Improvements				130,000		
<b>Total Revenues</b>	<b>4,357</b>	<b>4,138,413</b>	<b>4,651,076</b>	<b>4,018,000</b>	<b>3,612,000</b>	<b>4,200,000</b>
Interest Expense (charged due to negative cash related to the purchase of LVCC in 2018) <sup>2</sup>			(51,337)	(62,277)	(76,654)	(32,500)
<b>Project Expenditures</b>						
Legacy Park Trail Connector and Wayfinding	(37,399)		(8,206)			
Lea McKeighan North	(312,448)	(4,382,426)	(86,272)			
Hartman Park Improvements	(642)	(175,826)				
Practice Space Improvements	(124,166)	(25,023)				
Summit and Howard Park Master Planning		(20,000)				
Longview Community Center (purchase and renovation)		(121)	(5,699,683)			
Art in Parks (estimated \$10,000 each year)				(1,000)		
LSPR Greenway Master Plan Update				(6,901)	(13,099)	
Howard Park Renovation (total project estimate \$900,000)			(218,449)	(597,490)	(84,061)	
Summit Park Renovation (total project estimate \$1,700,000)			(514,491)	(1,149,401)	(36,109)	
Lowenstein Park Improvements (total project estimate \$515,000)				(226,240)	(288,760)	
Wave Pool at Summit Waves (total project estimate \$5,110,000)			(358,287)	(4,633,239)	(118,474)	
Pleasant Lea Park Improvements (total project estimate \$400,000)				(12,387)	(387,613)	
Velle Park Renovations (total project estimate \$425,000)						(425,000)
Transfer balance of Longview Renovation Budget to Fund 205 Longview Community Center for operations				(50,196)		
<b>Total Interest Expense and Project Expenditures</b>	<b>(488,888)</b>	<b>(4,622,789)</b>	<b>(6,943,626)</b>	<b>(6,745,329)</b>	<b>(991,671)</b>	<b>(457,500)</b>
<b>Fund Balance - Construction Fund at the End of Each Year (Estimated for FY21 and FY22)</b>	<b>569,521</b>	<b>85,145</b>	<b>(2,207,406)</b>	<b>(4,934,735)</b>	<b>(2,314,405)</b>	<b>1,428,095</b>
<b>Fund Balance-Park COP Debt and Construction Funds-End of Year (Est for FY21 and FY22)</b>	<b>3,626,292</b>	<b>731,746</b>	<b>(1,527,113)</b>	<b>(4,207,927)</b>	<b>(976,235)</b>	<b>2,868,808</b>

<sup>1</sup> The estimated expenditures for projects in the FY21 projected column includes the rollover of approved funding from prior years.

<sup>2</sup> Due to the purchase of Longview Community Center in 2018, along with the improvements to Summit Park, Howard Park and Lowenstein Park, and Summit Waves already scheduled in FY19 and FY20, the Construction Fund has had a negative cash/fund balance. Therefore, interest expense has been charged to the fund at the same rate as interest earned on positive cash balances. As of the 2/28/21, the average portfolio yield was 1.53%.

# Original Work Plan-Dec 2016

Proposed Improvements	Location	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Ice Rink	Lea McKeighan Park North	x															
Splashpad	Lea McKeighan Park North	x															
Athletic Fieldhouse	To be determined				x	x	x										
Wave Pool at Summit Waves	Summit Waves-Harris Park			x													
Sylvia Bailey Park Development	Sylvia Bailey Park					x	x	x									
Nature Center at Bailey Park	Sylvia Bailey Park				x	x											
Outdoor Adventure Park	To be determined						x										
Community Center-North	To be determined							x	x								
Community Center-South, Neighborhood Park Acquisition and Development, Safety Town, Splashpad	To be determined			x	x												
Summit Park Renovation	Summit Park		x														
Pleasant Lea Park Renovation	Pleasant Lea Park			x													
Lowenstein Park Renovation	Lowenstein Park				x												
Neighborhood Park Acquisition and Development	To be determined						x			x			x			x	
Neighborhood Park Renovation	To be determined					x	x	x	x	x	x	x	x	x	x	x	x
Greenway and Trail Development	To be determined		x		x	x	x	x	x	x	x	x	x	x	x	x	x
Splashpad-North	Howard Park - FY17 - FY18	x															
Splashpad-South -See Community Center South	To be determined																
Splashpad-East	To be determined						x										
Splashpad-West	To be determined									x							
Splashpad-South	To be determined												x				
Practice Space	To be determined				x	x	x	x	x	x	x	x	x	x	x		
Blueway Development	To be determined						x					x	x	x			
Arts in Parks	To be determined		x		x		x		x		x		x		x		x