

MEMORANDUM



Date: May 10, 2017
To: Joe Snook, CPRP
Interim Administrator of Parks and Recreation
From: Carole Culbertson
Superintendent of Administration
Re: Funding of Lea McKeighan North Improvements project

Each year during the budget process, the five year Capital Improvement Plan (CIP) is developed. As part of the FY16 budget process, the five year CIP for 2016 through 2020 was also developed. In that plan, the Lea McKeighan North project was estimated at \$1,500,000 with proposed improvements to include outdoor ice skating, bicycle pump track and an alpine rope course. Funding included in the FY16 budget totaled \$500,000. Further, as part of the FY17 budget process, the five year CIP for 2017 through 2021 included an additional \$1,100,000 funding towards the project then estimated at \$2,600,000, with the remaining funding of \$1,000,000 proposed for FY18.

As the planning/design for the park has progressed and additional amenities identified, the total costs for the project is estimated at appropriately \$5,000,000. As displayed in the update included in the monthly park board packet, the improvements now include an ice rink, concession building, new shelter, splashpad, adventure playground, skate park expansion, a walking trail and parking.

Staff has performed a review of funds available from the existing sales tax to provide the additional funding required for the project. The outdoor ice rink and splashpad estimated at \$1,250,000 were identified in the sales tax renewal information and therefore could be funded from new sales tax money. The remaining \$3,750,000 estimated cost can be provided from the existing sales tax money by using fund balance, deferring previously funded projects and available net sales tax proceeds in FY17 and FY18 through March 31, 2018. A breakdown of the funding for the project is as follows:

Funding provided through the FY16 and FY17 budget process	\$1,600,000
Reallocation of funding for other projects (FY16/FY17 budgets) (Bailey Park/Nature Center \$725,000; Park South/Community Center \$350,000; Park West/Eagle Creek/Pryor Rd Trail Connector \$200,000; Practice Field Improvements \$25,000)	\$1,300,000
Anticipated net proceeds from existing sales tax through March 31, 2018	\$ 850,000
New sales tax revenues available for ice rink and splashpad	<u>\$1,250,000</u>
Total estimated project costs	<u>\$5,000,000</u>

May 10, 2017

Lee's Summit Parks
& Recreation Board

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Tyler Morehead
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Joe Snook, CPRP
Interim Administrator

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LEE'S SUMMIT
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To: Parks & Recreation Board

Brian Hutchin, President

Tyler Morehead, Vice President

Mindy Aulenbach, Treasurer and Chairman of Budget Committee

Hope Davis

Paula Belser

Lawrence Bivins

Steve Hardin

Nancy Kelley

Marly McMillen

Phyllis Edson, City Council Liaison

From: Joe Snook, CPRP

Interim Administrator of Parks & Recreation

Re: Proposed FY18 Parks & Recreation Budget

Attached, please find the FY18 proposed budget for all Parks & Recreation funds. These budgets have been developed based on priorities identified at the Board Retreat held on October 14, 2016 and Staff Retreat held on October 18, 2016.

I am pleased to report for the fiscal year 2018; we anticipate generating over \$4,900,000 in revenue from fees and charges. Additionally, \$3,200,000 is anticipated from property taxes, all to be used to deliver an extraordinary array of parks and recreation services, facilities and parks. Capital projects will be undertaken with the use of our sales tax revenues combined with fund reserves that have been set aside for various capital improvements. In the packet, you have been provided:

- The ***FY2018 Fund Summary Comments*** which describes significant changes, activities and projects for FY18. (pages 1-9)
- 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 FY16 and projected ending balances for FY17 and FY18. (page 10)
- The ***FY2018 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 11-13)
- 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 14-29)

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Other attachments include:

- Terminology/Useful Things to Know (pages 30-31)
- Fund Balance Policy Resolution (page 32)
- LSPR Organizational Chart (page 33)
- Beautification Commission MOU, Work Plan, Budget Summary (pages 34-39)
- Public Works/Cemetery MOU, Fee Allocation, Budget Summary (pages 40-49)
- Full-Time and Part-Time Compensation Schedules (pages 50-52)
- Training and Licensing Plan/Training Goals and Key (pages 53-58)
- VERP Schedules (pages 59-61)
- Replacement Schedules (pages 62-65)
- Capital Project Funding Report-Current Project Work Plan (page 66-67)



FY 2018 Fund Summary Comments

All Funds

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

- The FY18 budget reflects a 0% Wage/Merit increase. The city is currently conducting a compensation and benefits study and has not appropriated FY18 wage adjustments as of this report date. Staff anticipates an allocation of approximately \$115,000 to be used for implementation of the compensation study wage/merit increases. Staff will present a plan to Park Board for approval prior to implementation.
- Health and Dental Insurance – A blended rate (average of individual to full family coverage) is used for budgeting purposes. The blended rate used for FY18 - \$11,575 per person; blended rate used for FY17 - \$10,820 per person.
- Retirement (LAGERS) – required funding of 10.6% of salary for FY18; required funding of 10.1% of salary for FY2017.

Gamber Community Center- Fund 201

FY17 Projections

Attendance: 79,200

Memberships: 312 LS Passport; 426 Gamber Community Center; 9,843 Silver Sneaker Visits

Projected Fund Balance @ 6/30/17: \$455,444

Revenue from Rentals: \$192,714

Number of Fitness Classes Held: 1,352

FY18 Requested Budget:

Expenditures	Revenues	Net
\$492,863	\$536,022	\$43,159

- **ACTIVITY FEES**

- Revenue from Activity Fees from various programs held at the facility is projected slightly ahead of budget for FY17. Membership fees are projected to increase to reflect a new passport option and increase in patrons. The FY18 budget includes new classes offered including technology camps and art classes. The Father/Daughter dances continue to provide net revenues for the facility.

- **FACILITY RENTALS**

- Facility Rentals continue to be an excellent revenue source for Gamber Community Center. The revenue projection for FY17 is ahead of budget largely due to an increased demand in church, wedding, and business meeting rental space. FY18 includes an accounting change that removes facility rental discounts from expenditures. The FY18 budget for net rental revenue is comparable to the FY17 projection.

Gamber Community Center- Fund 201(cont'd)

- **PERSONNEL SERVICES**

- The FY17 projection reflects a decrease in part-time salaries due to a contract janitorial agreement replacing part time custodians and a slight decrease in Fitness Instructor and Service Representative hours.

NOTE: The Gamber Community Center operations continue to be subsidized by an annual transfer of \$175,000 from the sales tax proceeds in Fund 410.

Legacy Park Community Center – Fund 202

FY17 Projections

Attendance: approximately 321,470

Memberships: approximately 7,300

Projected Fund Balance @ 6/30/17: 1,245,911

Revenue from Rentals: \$68,863

Number of Fitness Classes Held: 4,264

FY18 Requested Budget:

Expenditures	Revenues	Net
\$1,928,495	\$2,069,388	\$140,893

- **ACTIVITY FEES**

- Revenues from the RevUp program are projected to be \$10,000 less than anticipated in the FY17 budget. There is also a projected decrease in childcare passes and circuit training. Paddleboard class revenue has been removed from FY17 projections. The FY18 budget includes revenue from fitness classes held at the Legacy Park Amphitheater and increases in personal training revenue.

- **MEMBERSHIPS**

- Staff anticipates membership revenue for FY18 to be consistent with FY17. Below is the current Legacy Park Community Center fee structure which has been in place for several years:

Annual Membership

\$190 – Discounted Rate for Lee’s Summit residents

\$225 – Regular Rate

Flex Membership (monthly billing)

\$25 Enrollment Fee plus 1st month fee due at time of enrollment

\$15.83/month – Discounted Rate for Lee’s Summit residents

\$18.75/month – Regular Rate

Daily Rates (for single visits)

Resident - \$6.00

Non-Resident - \$8.00

Legacy Park Community Center – Fund 202 (cont'd)

- **FACILITY RENTALS**

- Revenue from Legacy Park Community Center facility rentals is projected 2% higher than budget for FY17 and is budgeted 4% higher than projections for FY18 due to higher demand for pool party rentals. Watercraft parties have been removed from the Legacy Park Community Center budget in FY18.

- **CONTRIBUTIONS – SPONSORS**

- Contributions–Sponsors – FY17 Projections reflect \$27,300 related to community health symposium registrations and contributions not outlined in the FY17 budget. (Since the FY17 projections were drafted, the community health symposium has been cancelled due to low enrollment.) The FY18 budget includes \$15,000 in sponsorships for the RevUp program consistent with previous years.

- **PERSONNEL SERVICES**

- The cost of Personnel Services for FY17 is projected lower than budget due to a 6 month vacancy in the full time custodian position and savings from fitness instructors and trainers. Paddleboard instructors have been removed from the FY17 projections and FY18 budget.

- **FURNITURE, FIXTURES AND EQUIPMENT**

- The projection for FY17 includes a reduction of \$6,000 from budget related to savings from a coffee cart, security cameras, sound system, and on two-way radios. The FY18 budget includes hallway art.

- **MAINTENANCE & REPAIR - BUILDING**

- The FY17 projections include unbudgeted gym lights, office carpet, glass repair, patio replacement, and renovations. The FY18 budget includes funding for window and mirror replacement, shower valve replacement, paint for the gym and track, soda blasting, and dock and lock maintenance.

- **CAPITAL OUTLAY**

- The FY17 projections include \$91,120 for the unbudgeted tile project. The FY18 budget includes \$4,998 for gym cameras, \$70,000 for aquatic ceiling painting, \$13,100 to replace cardio equipment, and \$80,000 to replace strength equipment.

Harris Park Community Center - Fund 530

FY17 Projections

HPCC Attendance: 201,400 participants

Projected Fund Balance @ 6/30/17: \$537,556

Revenue from Rentals: \$138,602

Number of Program Classes Held: 490

FY18 Requested Budget:

Expenditures	Revenues	Net
\$1,552,812	\$1,660,915	\$108,103

Harris Park Community Center - Fund 530 (cont'd)

- **CAMP SUMMIT**

- Revenue from the Camp Summit summer program is projected to be slightly higher than the original budget due to an increase in weekly summer camp enrollments and fees. An accounting change was made in FY18 request to automatically transfer the Summit Waves pool pass revenue as part of the Camp Summit enrollment fee. This accounting change resulted in lowering camp activity revenue by \$48,100 and camp trips and tours expense by the same amount, resulting in a net change of zero to the camp program.

- **LEGACY PARK AMPHITHEATER**

- Facility Rental revenue projections were lowered in the F17 projections from \$25,050 to \$6,400 based on actual proceeds taken in to-date and the number of amphitheater facility rentals currently scheduled. The FY18 budget consists of \$4,000 in anticipated amphitheater facility rentals; including a 15% rental fee charged to recreation programs held at the Legacy Park Amphitheater.
- The revenue for Contributions-Sponsors/Donations is projected to be \$38,100 in FY17. The FY18 budget consists of \$73,200 in sponsorships and donations; including \$23,000 for the Summer Concert Series, \$47,500 for five amphitheater events, and \$2,500 for movies in the park, trick a bike, and celebration of the arts.
- Professional Fees are projected higher than FY17 due to sound and lighting, band fees, backline equipment, band accommodations, booking agent/promotor fees, and security fees associated with an additional amphitheater event. The FY18 budget includes 6 bands

- **HARRIS PARK COMMUNITY CENTER**

- Facility Rental revenue continues to be a consistent source of revenue for Harris Park Community Center. The FY18 budget includes a 15% rental fee charged to the Athletic and Instructional programs held at the facility.
- The revenue for Contributions-Sponsors/Donations was originally budgeted at \$52,000. The FY17 Contributions-Sponsors/Donations projection has been raised to 97,000 based on sponsorships secured by the sponsorship coordinator to-date.
- Professional Fees are higher in the FY17 projections and FY18 budget for the fee paid to the outside sponsorship contractor. The fee represents 30% of the sponsorship dollars received.
- The FY17 projection for Capital Outlay is lower than anticipated due to not purchasing a replacement ice machine as originally anticipated in the FY17 budget. The FY18 budget includes \$12,000 for cubby refinishing in the HPCC gym.

- **INSTRUCTIONAL ADULT**

- Concession revenue has been removed from the FY17 projections. The FY18 budget includes several additional programs including dog training, adult flag football, a pickleball tournament, fall kickball, and additional men's softball leagues.

- **SYLVIA BAILEY PARK**

- Activity Fees projections for FY17 were higher than budget primarily due to attendance at the Haunted Maze and Flashlight Friday events held at Sylvia Bailey Park being much higher than originally anticipated.
- The FY18 budget includes \$1,800 in anticipated facility rentals.

Harris Park Community Center - Fund 530 (cont'd)

- **SPECIAL EVENTS**

- The FY17 projection includes Tour de Lakes and Night Flight activity registrations and contributions. Contributions from Sponsors/Private Donations totaling \$6,000 were projected in FY17 including \$5,000 for Tour de Lakes and \$1,000 for Night Flight. Night Flight has been moved to the Legacy Park Amphitheater in FY18.

- **ARTS COUNCIL**

- The FY17 projection includes a slight decrease in annual grants awarded. The FY18 budget assumes Arts Council will not be part of Fund 530. Staff members previously assigned to Arts Council have been allocated to other programs within Fund 530.

Parks and Recreation – Fund 200

FY17 Projections

Projected Fund Balance @ 6/30/17: \$1,786,330

Revenue from Rentals: \$41,038

Number of Friends of the Park: 5,800

Number of LSPR Facebook Page Followers: 9,825

FY18 Requested Budget:

Expenditures	Revenues	Net
\$3,306,342	\$3,455,964	\$149,622

- **ADMINISTRATION**

- The FY18 Property Tax projection includes a levy rate of \$.1597 per \$100 of assessed value with growth anticipated.
- FY17 projections include \$26,660 in August Sales Tax renewal costs with the Jackson County election board.
- The FY17 budget includes an expansion amount of \$13,182 requested from the ITS department to fund the upgrade to the Lawson system. The Lawson system is the financial software used by the city.

- **PARK OPERATIONS**

- Asphalt – Asphalt projects in the FY18 budget include trail repair at Arbor Walk Park (\$5,341), Harris Park trail crack fill and stripe (\$5,475) and crack fill and seal coat at Pleasant Lea Trail (\$12,000)
- Water/Sewer – The FY17 budget included \$15,000 in water usage related to a proposed additional splashpad, this has been removed in the FY17 projection. The FY18 budget includes \$10,000 in additional water usage anticipated with an additional splashpad.

Parks and Recreation – Fund 200 (cont'd)

- Capital Outlay – Expansion items totaling \$13,968 are anticipated in the FY18 budget and include a hot pressure washer (\$4,148) and a dump trailer (\$9,820).
- **LEGACY PARK**
 - The Contributions-Parks projection for FY17 and budget for FY18 includes revenue from user fees, tournament fees, banner permits and a land lease at Legacy Park and is based on recent historical data.
 - Professional Fees – The FY17 projection is \$7,300 less than budget due to performing disc golf mowing in-house with part-time labor versus contract labor. The FY18 budget includes additional costs associated with grooming the baseball practice fields (\$4,400) and the addition of mowing Blackwell Road (\$3,075).
 - Asphalt – Asphalt projects included in the FY18 budget include trail repair on the Legacy Loop (\$20,000), Soccer patching (\$38,000), Legacy Park Community Center patching (\$38,000), Baseball patching (\$45,000), and Softball patching (\$40,000).
 - Maintenance & Repairs-Grounds – The FY18 budget includes baseball fencing replacement (\$7,500), softball fencing replacement (\$4,000), and dugout replacement (\$3,800 increase from FY17).
 - Maintenance & Repairs-Buildings – The FY18 budget includes two replacement HVAC units at Legacy softball and baseball (\$22,104).
 - Capital Outlay – FY17 projections reflect a reduction of \$11,000 related to stacked stone on the Legacy Lake shore. Expansion items totaling \$49,059 are anticipated in the FY18 budget and include a baseball shelter addition (\$34,500), 72" aerator (\$4,559), and fence safety capping (\$10,000).
- **BEAUTIFICATION COMMISSION**
 - The budget for the Beautification Commission is included in this fund and, if approved, will require a transfer from the General Fund of \$57,106. The FY18 budget includes the continuation of the Downtown Planter Project (\$18,000), the Adopt-a-Spot Program (\$8,000), and \$2,000 for Tree Board activities. The Summit-in-Bloom project (\$2,500) was removed from FY17 projections and is not included in the FY18 budget.

Aquatics – Fund 203

FY17 Projections

Attendance: 82,846 participants

Projected Fund Balance @ 6/30/17: \$112,755

Revenue from Rentals: \$25,439

Number of Program Classes Held: 126

Special Events Held: 9

FY18 Requested Budget:

Expenditures	Revenues	Net
\$638,387	\$653,383	\$14,996

- **GATE RECEIPTS**

- Revenue from Gate Receipts for FY17 is projected slightly lower than the original budget due to lower than anticipated attendance late in 2016 as a result of inclement weather and the reduction of three special events held at Summit Waves. The FY18 budget includes an accounting change to reflect Camp Summit pool passes (\$48,100) in Membership Fees as opposed to Gate Receipts.
- Summit Waves offers an Early Bird Special of \$10 off the purchase of season passes purchased before May 1st.

- **CONCESSIONS**

- The FY18 budget includes a sales price increase of concession items sold at Summit Waves, approved by the park board on February 22, 2017.

- **REFUNDS AND REIMBURSEMENTS**

- FY17 projection reflects transfer from settlement fund for media blasting (\$56,653) and waterfall repair (\$11,900).

- **PERSONNEL SERVICES**

- FY17 projection reflects a salary increase for facility management and hourly increases for service representatives, lifeguards, head guards, and swim instructors approved by the park board on February 22, 2017. A small minimum wage increase was also included in projections. The FY18 budget reflects the higher pay for the entire fiscal year and assumes maximum staffing levels.

- **FURNITURE, FIXTURES AND EQUIPMENT**

- The FY17 projection reflects the removal of chemical controllers that were erroneously duplicated in the FY17 budget. The FY18 budget includes PVC lounge chair replacement (\$7,350), metal dining chair replacement (\$1,288), and replacement sail structures (\$1,500).

Aquatics – Fund 203 (cont'd)

- **MAINTENANCE AND REPAIR-BUILDING**

- FY17 projections reflect unbudgeted \$23,700 in painting charges associated with the lap pool and river and a \$68,543 cost related to media blasting and waterfall repairs being reimbursed from the settlement fund.

- **MAINTENANCE AND REPAIR-OTHER EQUIPMENT**

- FY17 projections include unbudgeted oven repairs (\$2,700), unbudgeted grate replacement (\$3,700) and chemical tank replacement and food equipment repairs that cost more than anticipated in the budget.

- **CAPITAL OUTLAY**

- FY17 projections reflect the purchase of an unbudgeted concession shade structure (\$58,595). The FY18 budget contains an expansion request for new Merry Chef ovens (\$3,500).

Cemetery – Fund 204

FY17 Projections

Grave Spaces Sold: 80 Regular; 7 Crémation; 4 Columbarium Niche

Projected Fund Balance @ 6/30/17: \$1,313,573

Revenue from Grave Openings: \$83,461

FY18 Requested Budget:

Expenditures	Revenues	Net
\$225,597	\$264,370	\$8,773

- **SERVICES**

- The FY17 projection reflects an increase in burials experienced over what was anticipated in the budget. As of April 2017, the cemetery has 4,143 grave spaces that have been sold but remain unopened. The cemetery charges a grave opening fee of \$300 for a cremation opening and \$800 for a standard grave opening. An additional \$150 fee is charged should the opening be conducted on a weekend or holiday.

- **MONUMENT SALES**

- Monument sales are budgeted at a 40% gross margin.

- **SALE OF PERSONAL PROPERTY**

- The FY17 projection reflects an anticipated decrease in the number of plots sold based on actual to-date figures. As of April 2017, the cemetery has 162 standard \$1,000 plots, 86 cremation \$500 plots, and 77 \$2,000 columbarium niches remaining for sale.

Construction Fund – Fund 327

FY18 Requested Budget:

Expenditures	Revenues	Net
\$4,700,000	\$1,937,000	(\$2,763,000)

The projected fund balance at the end of FY17 is estimated at \$2,779,432. The CIP Plan includes funding towards the following projects in FY18.

- Proposed CIP Project expenditures in FY18:

North Lea McKeighan Park Improvements (Total estimated project - \$5,000,000)	\$4,700,000
	<u>\$4,700,000</u>

Park COP Debt – Fund 410

FY18 Requested Budget:

Expenditures	Revenues	Net
\$4,645,405	\$3,772,442	(\$872,963)

The projected fund balance at the end of FY17 of \$902,010 will provide additional funding for the planned projects in FY18.

- Net Sales Tax revenue (Sales Tax Proceeds less EATS) for FY18 is projected to be \$125,950 higher than projected for the FY17 year.
- Expenditures include:
 - Debt service payments on the debt issue of \$2,545,405.
 - Transfer to the Gamber Community Center Fund for operating expenditures of \$175,000.
 - Transfer to the Construction Fund totaling \$1,925,000 to fund planned projects

REVENUE AND EXPENSE BUDGET PROPOSAL

(Explanations for material variances are provided on the Itemized Budget Expense Worksheet for each fund)

	Fiscal Year 2016 Actuals		Fiscal Year 2017				Fiscal Year 2018 Maintenance		Fiscal Year 2018 Requested	
	Revenue	Expenditures	Budget Revenue	Projected Revenue	Budget Expenditures	Projected Expenditures	Revenue	Expenditures	Revenue	Expenditures
Fund 201										
Gamber Community Center	534,408	470,673	532,693	550,259	474,121	487,749	536,021	476,419	536,021	492,863
Total	534,408	470,673	532,693	550,259	474,121	487,749	536,021	476,419	536,021	492,863
Fund 202										
Legacy Park Community Center	2,000,189	1,705,948	1,973,887	2,076,245	1,812,530	1,890,867	2,069,387	1,773,494	2,069,387	1,928,492
Total	2,000,189	1,705,948	1,973,887	2,076,245	1,812,530	1,890,867	2,069,387	1,773,494	2,069,387	1,928,492
Fund 530										
Harris Park Community Center	1,321,875	1,281,029	1,565,076	1,604,727	1,480,717	1,495,868	1,670,914	1,538,096	1,660,914	1,552,812
Total	1,321,875	1,281,029	1,565,076	1,604,727	1,480,717	1,495,868	1,670,914	1,538,096	1,660,914	1,552,812
Fund 200										
Parks and Recreation	3,446,211	3,120,924	3,453,037	3,462,072	3,272,170	3,214,185	3,455,964	2,965,445	3,455,964	3,306,342
Total	3,446,211	3,120,924	3,453,037	3,462,072	3,272,170	3,214,185	3,455,964	2,965,445	3,455,964	3,306,342
Fund 203										
Aquatics Center	700,204	584,489	643,545	712,923	641,685	801,847	653,383	634,887	653,383	638,387
Total	700,204	584,489	643,545	712,923	641,685	801,847	653,383	634,887	653,383	638,387
Fund 204										
Cemetery	267,849	223,118	260,250	248,091	231,034	220,884	264,370	225,597	264,370	225,597
Total	267,849	223,118	260,250	248,091	231,034	220,884	264,370	225,597	264,370	225,597
Funds 327										
Construction Funds	2,033,928	602,458	2,103,000	2,121,500	2,925,000	911,626	1,937,000	4,700,000	1,937,000	4,700,000
Total	2,033,928	602,458	2,103,000	2,121,500	2,925,000	911,626	1,937,000	4,700,000	1,937,000	4,700,000
Fund 410										
Parks Sales Tax	3,582,015	3,558,497	3,749,865	3,653,492	4,746,826	4,742,826	3,772,442	4,645,405	3,772,442	4,645,405
Total	3,582,015	3,558,497	3,749,865	3,653,492	4,746,826	4,742,826	3,772,442	4,645,405	3,772,442	4,645,405
TOTAL ALL FUNDS	13,886,679	11,547,136	14,281,353	14,429,309	15,584,083	13,765,852	14,359,481	16,959,343	14,349,481	17,489,898

FUND BALANCE REPORT

Fund		Actual FY16	Budget FY17	Projected Balance FY17	Maintenance Balance FY18	Requested Balance FY18	Fund Balance Notes:
Fund 201	Gamber Community Ctr	392,934	451,506	455,444	515,046	498,602	Fund Balance Policy-15% of budgeted operating expenditures
Fund 202	Legacy Park Community Ctr	1,060,533	1,221,890	1,245,911	1,541,804	1,386,806	Fund Balance Policy-15% of budgeted operating expenditures
Fund 530	Harris Park Community Ctr	428,697	513,056	537,556	670,374	645,658	Fund Balance Policy-15% of budgeted operating expenditures
Fund 200	Parks & Recreation	1,538,443	1,719,310	1,786,330	2,276,849	1,935,952	Fund Balance Policy-15% of budgeted operating expenditures**
Fund 203	Aquatics Center	211,679	213,539	122,755	141,251	137,751	Fund Balance Policy-15% of budgeted operating expenditures
Fund 204	Cemetery	1,286,366	1,315,582	1,313,573	1,352,346	1,352,346	Trust fund set up to sustain operating costs once Cemetery at capacity.
Fund 327	Construction Funds	1,569,558	747,558	2,779,432	16,432	16,432	This fund is used for construction project tracking.
Fund 410	Park COP Debt Fund	1,991,344	994,383	902,010	29,047	29,047	Fund used to record sales tax proceeds and pay outstanding debt for Certificate of Participation. Cash is transferred to the Construction Fund for capital projects.

** 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, 530, and 203.

FY 2018 TARGETS

ADMINISTRATION						
	STAFF		BOARD		RECOMMENDATION	
	Total Votes	Weighted Votes	Total Votes	Weighted Votes	2018	2022
Targets: 1 Year						
LSPR Mobile APP Research (Research)	6	30	0	0	*	
Increase Social Media Footprint by 50%	5	25	0	0		
Determine Feasibility of Legacy Foundation	2	11	2	10	*	
Modify Cemetery Billing System (Computer Based)	2	10	0	0		
Prioritize All Projects (Sales Tax Projects)	2	10	0	0	*	
Continue Feedback Survey to Community	2	9	0	0		
2nd Phase of Website - Continue to Improve	2	8	5	26	*	
Good Solution for Rec Trac Tracking Memberships	1	6	0	0		
Adjust to FSLA Rules and Modify Implementation Plan	0	0	0	0		
Maintain 5S	0	0	0	0		
	Total Votes	Weighted Votes	Total Votes	Weighted Votes	2018	2022
Targets: 5 Years						
LSPR Mobile APP	12	62	0	0		*
Inhouse Procurement Officer	8	40	0	0		*
Comprehensive Succession Plan	0	0	0	0		
RECREATION						
	STAFF		BOARD		RECOMMENDATION	
	Total Votes	Weighted Votes	Total Votes	Weighted Votes	2018	2022
Targets: 1 Year						
Gamber Community Center						
Evaluate P.T. Pay Scale	12	62	0	0	*	
Improve TV's at GCC Fitness Equipment	2	10	0	0		
Replacing Landscape Beds at GCC (Evaluate)	1	5	0	0	*	
Complete Bocce Ball Courts at GCC (Done)	1	4	0	0	*	
Harris Park Community Center						
Online Enrollment Fee for Camp	4	19	0	0	*	
Legacy Park Community Center						
Finish Locker Rooms at LPCC (In progress)	6	32	0	0	*	
Replace Strength Equipment at LPCC	5	26	0	0	*	
Summit Waves						
Palm Tree Replacement at Summit Waves	4	18	0	0		
Legacy Park Amphitheater						
LPA Way-Finding Signage	9	43	0	0		
Other						
Gold Pass for All LSPR Facilities (Done)	6	28	0	0	*	
Complete Business Plan for Lea McKeighan North	2	10	0	0	*	
Full-Time Arts Council Staff (In progress)	1	6	0	0	*	
Regional Health Symposium (In progress)	0	0	0	0		
Teen Programs	0	0	2	11	*	

	Total Votes	Weighted Votes	Total Votes	Weighted Votes	2018	2022
Targets: 5 Years						
Gamber Community Center						
End GCC Subsidy	0	0	0	0		11

Harris Park Community Center						
HPCC Upgrades	6	29	0	0		*
Legacy Park Community Center						
Solution/Resolution to Family Pass	1	4	0	0		*
Summit Waves						
Another Slide at SW (SW Enhancements)	4	20	5	26		*
Evaluate Energy Efficiencies at Aquatics Facility	2	12	0	0		
Legacy Park Amphitheater						
Dedicated Full-Time LPA Person	8	42	0	0		*
Other						
Safety Town	10	51	0	0		*
Viable Walk with a Doc Program	4	18	0	0		
PARKS						
	STAFF		BOARD		RECOMMENDATION	
	Total	Weighted	Total	Weighted		
Targets: 1 Year	Votes	Votes	Votes	Votes	2018	2022
PARK OPERATIONS						
Secure Park Shelters (Evalute Repair)	7	32	0	0	*	
Remove Sand at Lea McKeighan South	4	22	0	0	*	
Line Up All Contracts for Future Work	4	18	0	0	*	
Sandblast and Paint Pools at Summit Waves (In progress)	3	16	0	0	*	
Legacy Park Way-Finding Signage	3	16	0	0	*	
Butterfly Filtration at Lowenstein	3	15	0	0		
Expand Natives at Legacy and Hartman	2	10	0	0		
Update Legacy Irrigation Radio System	1	6	0	0		
PARK CONSTRUCTION						
Determine Sites for Fieldhouse and Community Center #4	10	49	5	24	*	
Complete Hartman Playground and SplashPad	9	51	0	0	*	
Build Restroom at Harris by Lion	8	45	2	11		*
Plan and Funding for Katy Trail	8	39	7	39	*	
Finish a Splashpad	8	39	3	17	*	
Determine Bailey Building Design	7	34	5	30	*	
Shade Structure at Softball Fields	6	27	0	0	*	
Watercraft Storage at The Lake (In progress)	4	20	0	0	*	
Development of Practice Space	3	14	3	17	*	
Plan for Ice Maintenance at Lea McKeighan	3	13	0	0	*	
Firm Timeline for Wave Pool	2	11	0	0		
Complete Lea McKeighan North	1	4	10	57	*	
Art in the Parks	0	0	1	5		
	Total	Weighted	Total	Weighted		
Targets: 5 Years	Votes	Votes	Votes	Votes	2018	2022
PARK OPERATIONS						
Drudge Legacy Lake	9	45	0	0		*
Addiitonal Parks Operations Staff	9	43	0	0		*
Paint All Concessions at Legacy	3	13	0	0		*
Park Improvements	3	13	0	0		
Cut Trails Back (Maintenance Plan)	2	10	0	0		
Replace Shade at Baseball and Softball Fields	2	9	0	0		*
						12

PARK CONSTRUCTION						
Athletic Fieldhouse	18	95	8	41		*
Community Center #4	18	93	6	32		*
Wave Pool at SW	14	69	0	0		
Construction of Bailey Facilities	8	41	6	33		*
Plant an Arboretum	7	32	0	0		
Outdoor Adventure Park	6	31	7	38		*
Build Bridge/Tunnel Connecting North/South Lea McKeighan	4	19	4	22		
SplashPad	2	12	0	0		*
Nature Center	2	11	0	0		*
Develop a Plan for Sampson	2	10	0	0		
Arts in Parks	2	9	1	5		*
Practice Space	1	6	0	0		
Blueway Development	1	5	0	0		
Ice Rink	0	0	0	0		
Community Center #5	0	0	0	0		
Katy Trail	0	0	5	28		
UP Trail (Harris to Downtown)	0	0	1	5		

ITEMIZED BUDGET EXPENSE WORKSHEET
 GAMBER COMMUNITY CENTER
 SUMMARY OF PROGRAMS
 FY18

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
REVENUES								
ACTIVITY FEES								
4414	0	Activity Fees	54,113	49,076	50,710	56,664	56,664	
4416	0	Instructional - Adult	(21)	0	0	0	0	
4421	0	Gate Receipts	31,696	31,143	30,258	32,414	32,414	
4422	0	Membership Fees	92,585	89,470	95,011 ¹	95,207	95,207	
Total Activity Fees			178,373	169,689	175,979	184,285	184,285	
OTHER USER CHARGES								
4504	0	Pro Shop	0	0	0	0	0	
4505	0	Concessions	1,017	2,040	751 ²	825	825	
Total User Charges			1,017	2,040	751	825	825	
RENTALS								
4442	0	Facility Rentals	171,989	181,840	192,714 ³	170,171	170,171 ¹²	
Total Rentals			171,989	181,840	192,714	170,171	170,171	
INTEREST ON INVESTMENTS								
4600	0	Interest on Investments	2,530	0	1,800	1,800	1,800	
4601	0	Mark to Market Adjustment	1,687	0	0	0	0	
Total Interest on Investments			4,217	0	1,800	1,800	1,800	
MISCELLANEOUS								
4711	0	Contributions-Sponsors	0	300	0	0	0	
4716	0	Refunds & Reimbursements	110	396	296	0	0	
4718	0	Cash Over/Short	3	48	36	0	0	
4446	0	Other Revenue	3,699	3,380	3,683	3,940	3,940	
Total Miscellaneous			3,812	4,124	4,015	3,940	3,940	
TRANSFERS FROM OTHER FUNDS								
5101	410	Transfer from Fund COP	175,000	175,000	175,000	175,000	175,000	
Total Transfers from Other Funds			175,000	175,000	175,000	175,000	175,000	
TOTAL REVENUES			534,408	532,693	550,259	536,021	536,021	
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	90,509	90,633	91,220	91,587	91,587	
7001	0	Salaries - Part Time	119,868	131,188	117,052 ⁴	123,066	123,066	
7002	0	Overtime	59	0	129	0	0	
7008	0	Short Term Disability	108	107	107	107	107	
7009	0	FICA - Employer	12,560	5,619	5,656	5,678	5,678	
7010	0	FICA - PT	0	8,134	7,483	7,630	7,630	
7011	0	Medicare Deduction	2,937	3,216	3,073	3,112	3,112	
7013	0	Car Allowance	380	390	390	390	390	
7014	0	Communication Allowance	464	462	462	460	460	
7015	0	Health/Dental Insurance	22,321	23,263	23,263	24,887	24,887	
7018	0	Life Insurance	212	272	274	275	275	
7019	0	Workers Compensation	1,278	1,322	1,322	1,350	1,350	
7020	0	Long Term Disability	307	471	474	476	476	
7021	0	Unemployment Insurance	73	335	335	1,329	1,329	
7023	0	LAGERS - Retirement	9,864	9,154	9,213	9,708	9,708	
Total Personnel Services			260,940	274,566	260,453	270,055	270,055	
SUPPLIES AND OTHER SERVICES								
7200	0	Advertising Expense	1,818	2,845	2,125	3,445	3,345	
7201	0	Organizational Dues	15	0	0	0	0	
7203	0	Insurance Expense	9,604	10,550	10,550	7,979	7,979	
7205	0	Postage Expense	66	0	0	0	0	
7206	0	Printing Expense	1,220	885	655	735	735	
7207	0	Professional Fees	34,892	33,688	45,353 ⁵	49,156	49,156	
7212	0	Other Professional Fees	2,331	2,880	3,060	2,320	2,320	
7213	0	Rentals & Leases	4,749	5,142	4,006 ⁶	3,799	3,799	
7214	0	Uniform Rental	168	144	126	156	156	
7216	0	Trips and Tours	0	902	0	0	0	
7217	0	Employee Training	134	216	144	216	216	
7221	0	Sanitation Services	252	720	720	1,440	1,440	
7223	0	Furniture, Fixtures and Equip	0	0	2,218 ⁷	11,266	11,266 ¹¹	
7225	0	Miscellaneous Equipment	6,033	0	81	2,000	2,000	
7249	0	Consumable Tools	0	240	160	240	240	

**ITEMIZED BUDGET EXPENSE WORKSHEET
GAMBER COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY18**

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
7258	0	Telephone	4,383	1,680	1,738	1,680	1,680	
7268	0	Uniforms	441	900	900	900	900	
7270	0	Office Supplies	444	850	790	850	850	
7273	0	Janitorial Supplies	3,749	4,249	4,474	4,445	4,445	
7274	0	Concession Supplies	2,137	2,389	2,536	1,319	1,319	
7276	0	Recreational Supplies	7,545	7,791	7,908	7,410	7,410	
7285	0	Bankcard Fees	5,809	6,000	6,037	4,828	4,828	
7704	0	Miscellaneous Expense	574	1,000	1,000	3,949	3,949	
7705	0	Discount Expense	21,112	20,039	21,241	0	0 ¹²	
Total Supplies and Other Services			107,476	103,110	115,822	108,133	108,033	
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	9,360	8,100	8,100	9,000	25,544 ¹³	16,544
7301	0	M & R Grounds	12,634	2,800	2,800	2,300	2,300	
7302	0	M & R Other	975	500	503	500	500	
7304	0	M & R DP Equipment	0	0	0	0	0	
7306	0	M & R Other Equipment	1,039	3,500	3,502	4,000	4,000	
Total Maintenance & Repairs			24,008	14,900	14,905	15,800	32,344	16,544
UTILITIES								
7403	0	Electricity	44,682	42,200	39,488 ⁸	38,200	38,200	
7407	0	Water/Sewer	9,918	7,990	10,726 ⁹	10,840	10,840	
Total Utilities			54,600	50,190	50,214	49,040	49,040	
CAPITAL OUTLAY								
8000	0	Capital Outlay	0	0	15,000 ¹⁰	0	0	
Total Capital Outlay			0	0	15,000	0	0	
INTERDEPARTMENT CHARGE								
9000	0	ITS-Overhead	21,009	28,443	28,443	30,569	30,569	
9004	0	MERP Payment	2,640	2,640	2,640	2,544	2,544	
9007	0	SLERP Payment	0	272	272	278	278	
Total Interdepartment Charge			23,649	31,355	31,355	33,391	33,391	
TOTAL EXPENDITURES			470,673	474,121	487,749	476,419	492,863	16,544
NET			63,735	58,572	62,510	59,602	43,158	(16,544)
Percent Recovery			114%	100%	113%	113%	109%	0%

Footnotes:

- Membership Fees have been increased to reflect new passport option and increase in GCC patrons
- Projection lowered from budget due to poor performance of soda and candy sales.
- Overall revenues have increased this year ahead of original expectations.
- Part Time Salaries lowered due to contract janitorial agreement. (Resulted in increase of 7207 professional fees) There is also a lower amount projected in Fitness Instructor and Service Representative hours.
- Professional Fees increased \$5,400 due to contract janitorial agreement. Professional Fees also experienced an increase of \$6,200 for instructor fees paid out in fiscal year 2017 for programs were completed toward the end of fiscal year 2016. (Resulting in a timing difference between when revenue was collected and program expenses were paid)
- The Rentals and Leases budget mistakenly had a copier rental listed twice; projections have been adjusted to account for this error. YTD facility rentals have required considerably less linen rentals compared to last year.
- Projections include unbudgeted expenses for new rowing equipment (\$2,218).
- Budget for electricity determined to be too high. Projections for electricity have been adjusted based on YTD actual expenses.
- Projections for water/sewer have been adjusted based on YTD actual expenses.
- Projections include unbudgeted \$15,000 Bocce Courts.
- Projections include replacement umbrellas (\$5,340), replacing workstation chairs (\$600), replacing three outdoor trash receptacles (\$2,988), and replacing a screen (\$2,338).
- Facility rentals are being budgeted net of discounts in FY18. Prior year facility rentals reflected rental discounts in expenses. (See account #7705)
- Maintenance and Repair - Buildings includes an expansion request to convert the ballroom lighting to LED

EXPANSION REQUEST

Conversion of ballroom lights to LEDs	\$16,544
Total Expansion	16,544

ITEMIZED BUDGET EXPENSE WORKSHEET
LEGACY PARK COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY18

		Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17		Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
REVENUES								
ACTIVITY FEES								
4414	0	Activity Fees	179,408	227,487	194,372	¹ 194,391	194,391	-
4421	0	Gate Receipts	169,708	175,502	183,820	² 187,182	187,182	-
4422	0	Memberships	1,527,695	1,453,531	1,535,949	³ 1,538,037	1,538,037	-
Total Activity Fees			1,876,811	1,856,520	1,914,141	1,919,610	1,919,610	-
OTHER USER CHARGES								
4504	0	Pro Shop	550	992	613	616	616	-
4505	0	Concessions	1,950	3,200	2,920	2,171	2,171	-
Total User Charges			2,500	4,192	3,533	2,787	2,787	-
RENTALS								
4442	0	Facility Rentals	81,267	67,107	68,863	71,862	71,862	-
Total Rentals			81,267	67,107	68,863	71,862	71,862	-
INTEREST ON INVESTMENTS								
4600	0	Interest on Investments	6,214	1,000	4,000	4,000	4,000	-
4601	0	Mark to Market Adjustment	4,249	(600)	-	-	-	-
Total Interest on Investments			10,463	400	4,000	4,000	4,000	-
MISCELLANEOUS								
4716	0	Refunds & Reimbursements	1,828	-	12,600	⁴ -	-	-
4718	0	Cash Over/Short	51	24	24	24	24	-
4446	0	Other Revenue	3,159	3,146	3,286	4,585	4,585	-
Total Miscellaneous			5,038	3,170	15,910	4,609	4,609	-
CONTRIBUTIONS								
4711	0	Contributions - Sponsors	110	15,000	42,300	⁵ 15,000	15,000	-
Total Contributions			110	15,000	42,300	15,000	15,000	-
TRANSFERS FROM OTHER FUNDS								
5101	0	Transfer from Fund 001	24,000	24,000	24,000	48,000	48,000	¹⁸ -
5101	0	Transfer from Fund 530	-	3,498	3,498	3,519	3,519	-
Total Transfers from Other Funds			24,000	27,498	27,498	51,519	51,519	-
TOTAL REVENUES			2,000,189	1,973,887	2,076,245	2,069,387	2,069,387	-
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	346,791	360,684	355,832	⁶ 360,889	360,889	-
7001	0	Salaries - Part Time	579,859	599,947	587,087	⁷ 581,544	581,544	¹⁹ -
7002	0	Overtime	1,462	1,092	1,062	1,500	1,500	-
7005	0	Holiday Worked	213	-	92	-	-	-
7008	0	Short Term Disability	451	464	461	466	466	-
7009	0	FICA - Employer	56,900	22,362	24,399	22,375	22,375	-
7010	0	FICA - PT	-	37,197	35,215	36,056	36,056	-
7011	0	Medicare Deduction	13,307	13,929	13,652	13,665	13,665	-
7013	0	Car Allowance	790	780	780	780	780	-
7014	0	Communication Allowance	1,291	2,331	2,004	2,004	2,004	-
7015	0	Health/Dental Insurance	87,104	100,626	95,862	107,999	107,999	-
7018	0	Life Insurance	829	1,082	1,077	1,083	1,083	-
7019	0	Workers Compensation	38,344	39,665	39,665	40,490	40,490	-
7020	0	Long Term Disability	1,189	1,876	1,623	1,877	1,877	-
7021	0	Unemployment Insurance	314	2,502	2,522	7,640	7,640	-
7023	0	LAGERS - Retirement	33,138	36,429	35,661	32,722	32,722	-
Total Personnel Services			1,161,982	1,220,966	1,196,994	1,211,090	1,211,090	-
SUPPLIES AND OTHER SERVICES								
7200	0	Advertising Exp	1,503	2,000	3,288	⁸ 1,800	1,800	-
7201	0	Organizational Dues	-	-	-	-	-	-
7202	0	Subscription to Periodicals	-	-	-	125	125	-
7203	0	Insurance Expense	26,463	26,825	26,825	20,571	20,571	-
7205	0	Postage Expense	225	390	567	390	390	-
7206	0	Printing Expense	3,289	3,447	3,355	3,492	3,492	-
7207	0	Professional Fees	55,704	64,054	53,439	⁹ 48,657	48,657	-
7213	0	Rentals & Leases	3,409	6,660	6,406	6,058	6,058	-
7217	0	Employee Training	2,391	2,150	2,575	3,649	3,649	-
7218	0	Travel & Meeting Expense	-	-	14,185	¹⁰ -	-	-
7221	0	Sanitation Services	300	1,218	1,218	2,958	2,958	-
7223	0	Furniture, Fixtures and Equip	10,596	15,837	9,698	¹¹ 3,035	3,035	-
7225	0	Miscellaneous Equipment	5,788	1,800	4,970	¹² 1,000	1,000	-
7249	0	Consumable Tools	236	2,200	1,420	1,550	1,550	-
7258	0	Telephone	1,554	2,035	1,458	650	650	-
7259	0	Mobile Telephone	2,522	2,868	1,174	1,188	1,188	-
7268	0	Uniforms	3,490	3,665	3,805	3,845	3,845	-
7270	0	Office Supplies	4,605	6,375	5,520	5,550	5,550	-
7271	0	Chemicals	12,429	13,325	12,574	12,749	12,749	-
7273	0	Janitorial Supplies	28,150	25,589	25,661	26,930	26,930	-
7274	0	Concession Supplies	3,792	5,194	3,828	3,977	3,977	-
7276	0	Recreational Supplies	13,653	24,450	21,651	¹³ 24,814	24,814	-
7277	0	Pro Shop Supplies	209	387	411	414	414	-
7285	0	Bankcard Fees	22,033	19,000	19,000	22,578	22,578	-
7704	0	Miscellaneous Expense	1,190	3,580	4,060	3,580	3,580	-
7705	0	Discount Expense	355	2,929	2,200	2,929	2,929	-

ITEMIZED BUDGET EXPENSE WORKSHEET
LEGACY PARK COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY18

	Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
Total Supplies and Other Services	203,886	235,978	229,288	202,489	202,489	-
MAINTENANCE & REPAIRS						
7300 0 M & R Buildings	59,813	74,942	109,222 ¹⁴	76,259	76,259	-
7301 0 M & R Grounds	1,783	2,200	2,200	2,200	2,200	-
7302 0 M & R Other	543	800	1,450	7,290	7,290 ²⁰	-
7303 0 Maint & Repair-Office Eq	53	-	-	-	-	-
7306 0 M & R Other Equipment	12,612	8,800	15,535 ¹⁵	15,998	15,998 ²¹	-
Total Maintenance & Repairs	74,804	86,742	128,407	101,747	101,747	-
UTILITIES						
7401 0 Natural Gas	35,880	40,699	37,668 ¹⁶	35,968	35,968	-
7403 0 Electricity	123,398	123,911	123,351	122,914	122,914	-
7407 0 Water/Sewer	23,134	22,772	21,577	24,890	24,890	-
Total Utilities	182,412	187,382	182,596	183,772	183,772	-
CAPITAL OUTLAY						
8000 0 Capital Outlay	39,686	24,000	96,120 ¹⁷	13,100	168,098 ²²	154,998
Total Capital Outlay	39,686	24,000	96,120	13,100	168,098	154,998
INTERDEPARTMENT CHARGE						
9000 0 ITS Overhead	39,218	53,093	53,093	57,063	57,063	-
9004 0 MERP	3,960	3,960	3,960	3,815	3,815	-
9007 0 SLERP	-	409	409	418	418	-
Total Interdepartment Charge	43,178	57,462	57,462	61,296	61,296	-
TOTAL EXPENDITURES	1,705,948	1,812,530	1,890,867	1,773,494	1,928,492	154,998
NET	294,241	161,357	185,378	295,893	140,895	(154,998)
Percent Recovery	117%	109%	110%	117%	107%	0%

Footnotes:

1. No sections of paddleboard classes have met minimum registrations. Decrease of \$33k is accounted for in decreases in childcare passes (-\$11,800), paddleboard classes (-\$9,200), circuit training (-\$1,050), lifeguard recertification (-\$2,700), and RevUp (-\$10,519). Partially offset by increases in Swim Lessons (\$1,700) and Fitness Classes (\$800).
2. Increase in resident single visits projected.
3. Membership up overall. Flex and Annual memberships performing slightly higher than prior year based on year-to-date calculation and in line with prior year actual.
4. Projections include \$12,600 rebate for LED lights
5. Projections include \$27,300 increase related to unbudgeted National Community Health Symposium registrations and contributions. (150 registrations at \$99/ea, 50 registrations at \$149/ea, and \$5,000 in KCMRPA grant funding.)
6. LPCC was down one FTE from August-January due to vacant full time custodian.
7. Savings in Circuit training and paddle board instructors, custodians, and fitness instructors. Projections include \$488.25 Increase from Min wage increase and \$4,280 Lifeguard pay rate increase.
8. Projected increase in advertising primarily relates to National Community Health Symposium advertising materials.
9. Projections include \$15,000 removed for duct cleaning and additional expenses related to the August Roundtable and Community Health Symposium not included in the original budget.
10. Projections include Travel and Meeting expenses relatd to the National Community Health Symposium
11. Projections include savings on coffee cart (\$440), security cameras (\$3,142), sound system (\$2,300), and on 2 way radios (\$247)
12. Projections include an unbudgeted pool vac (\$2,950) along with mics, cables, and miscellaneous hardware.
13. A decrease in Recreational Supplies has been projected due to lower than expected 12 week RevUp enrollment. (Savings in books, blood work supplies, tshirts, water bottles, etc.)
14. Projections include \$14,900 for Gym Lights (rebate in refunds), \$6,000 for office carpet, \$1135 in glass repair, \$10,000 for patio renovations, and additional supplies needed for locker room renovations (shower handles, caulk, paint etc).
15. Projections include stenner pump replacements, floor machine repairs, additional fitness equipment repairs on treadmills and selectorized equipment, and replacing speakers in group exercise room not anticipated in the original budget.
16. Favorable natural gas prices coupled with warm weather have led to a savings in Natural Gas expenditures.
17. Projections include \$91,120 for the locker room project and \$5,000 for watercraft storage not included in the original budget. The original FY17 budget included Aquatics Ceiling paint which has been moved to Aug 2017 (FY18 budget)
18. A transfer from the city to cover both the 2016 and 2017 Legacy Blast fireworks will be made in FY18. (July 2017)
19. FY18 Request reflects a drop in part time salaries associated with the RevUp Program.
20. The replacement of handicap ramps (\$7,080) is included in FY18 Request.
21. A new Aquatic Vacuum (\$2,900) and replacing fitness upholstery (\$2,500) is included in FY18 budget.
22. The Capital Asset FY18 Request includes gym cameras (\$4,998), aquatic ceiling paint (\$70,000), replacing cardio equipment (\$13,100) and new strength equipment (\$80,000)

EXPANSION REQUEST	
Gym Cameras	\$ 4,998
Aquatic Ceiling Paint	\$ 70,000
Strength Equipment	80,000
Total Expansion	\$ 154,998

ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY18

		Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion	
REVENUES								
ACTIVITY FEES								
4414	0	AF - Camp Summit	742,771	708,710	727,970 ¹	681,100	681,100 ¹³	-
4415	0	AF - Instructional Youth	10,648	20,234	16,991 ²	20,769	20,769	-
4416	0	AF - Instructional Adult	70,441	112,823	114,898	128,053	128,053 ¹⁴	-
4419	0	AF - Rec Ctr	149	-	-	-	-	-
4420	0	AF - Athletics	130,066	201,832	183,850 ³	174,811	174,811	-
4421	0	Gate Receipts	12,880	53,395	82,307 ⁴	167,990	167,990 ¹⁵	-
4422	0	Membership Fees	-	-	3,068 ⁵	7,203	7,203	-
4462	0	AF - Farm Park	4,110	11,275	18,113 ⁶	18,450	18,450	-
Total Activity Fees			971,065	1,108,269	1,147,197	1,198,376	1,198,376	-
OTHER USER CHARGES								
4505	0	Concessions	9,337	20,350	21,522	38,845	38,845 ¹⁶	-
4506	0	Concessions - Instructional Adult	-	-	-	-	-	-
4507	0	Concessions-Instructional	(626)	4,350	- ⁷	-	-	-
Total User Charges			8,711	24,700	21,522	38,845	38,845	-
RENTALS								
4442	0	Facility Rentals	126,433	162,246	138,602 ⁸	142,308	142,308	-
4459	0	Facility Rentals - Instructional Adult	2,695	21,500	19,909	21,250	21,250	-
Total Rentals			129,128	183,746	158,511	163,558	163,558	-
INTEREST ON INVESTMENTS								
4600	0	Interest on Investments	1,528	-	500	500	500	-
4601	0	Mark to Market Adjustment	1,208	-	-	-	-	-
Total Interest on Investments			2,736	-	500	500	500	-
MISCELLANEOUS								
4716	0	Refunds & Reimbursements	859	-	-	-	-	-
4718	0	Cash Over/Short	(121)	-	-	-	-	-
4708	0	Misc Revenue - Instructional	6,964	5,334	4,564	1,615	1,615	-
4446	0	Other Revenue	916	4,560	1,226	2,675	2,675	-
4705	0	Misc Rev - Camp	15,145	18,335	15,300	13,500	13,500	-
4707	0	Misc Rev - Rec Ctr	26,946	1,432	1,605	1,400	1,400	-
4720	0	Mis Rev - Farm Park	939	1,350	116	275	275	-
4703	0	Misc Rev - Athletics	5,147	6,020	6,013	6,020	6,020	-
Total Miscellaneous			56,795	37,031	28,824	25,485	25,485	-
CONTRIBUTIONS								
4710	0	Contributions - Programs	32,220	37,175	42,325 ⁹	25,000	25,000 ¹⁵	-
4711	0	Contributions - Sponsors/Donations	32,250	106,500	141,600 ¹⁰	219,150	219,150 ¹⁷	-
Total Contributions			64,470	143,675	183,925	244,150	244,150	-
TRANSFERS FROM OTHER FUNDS								
5101	315	Transfer from Water Utilities-Sewer Tap	14,390	-	-	-	-	-
5101	100	Transfer from General Fund	74,580	67,655	64,248	-	-	-
Total Transfers from Other Funds			88,970	67,655	64,248	-	-	-
TOTAL REVENUES			1,321,875	1,565,076	1,604,727	1,670,914	1,670,914	-
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	250,166	251,581	250,235	251,904	251,904	-
7001	0	Salaries - Part Time	281,161	330,394	339,381 ¹¹	349,498	349,498	-
7002	0	Overtime	1,656	-	-	-	-	-
7008	0	Short Term Disability	272	277	277	271	271	-
7009	0	FICA - Employer	32,550	15,599	15,488	15,618	15,618	-
7010	0	FICA - PT	-	20,484	23,083	21,669	21,669	-
7011	0	Medicare Deduction	7,613	8,438	9,009	8,720	8,720	-
7013	0	Car Allowance	2,555	2,532	2,532	2,340	2,340	-
7014	0	Communication Allowance	615	717	717	593	593	-
7015	0	Health/Dental Insurance	52,519	59,154	59,154	62,739	62,739	-
7018	0	Life Insurance	587	752	747	756	756	-
7019	0	Workers' Compensation	15,454	15,888	15,888	16,170	16,170	-
7020	0	Long Term Disability	783	1,309	1,300	1,310	1,310	-
7021	0	Unemployment Insurance	243	4,303	4,303	9,025	9,025	-
7023	0	LAGERS - Retirement	26,312	25,415	25,236	26,702	26,702	-
Total Personnel Services			672,486	736,843	747,350	767,315	767,315	-
SUPPLIES AND OTHER SERVICES								
7200	0	Advertising Expense	10,288	17,145	14,214	18,480	18,480	-
7201	0	Organizational Dues	590	2,330	1,930	2,300	2,300	-
7203	0	Insurance Expense	16,441	22,182	15,765	15,082	15,082	-
7205	0	Postage Expense	-	180	90	-	-	-
7206	0	Printing Expense	6,419	9,681	13,366	20,080	20,080 ¹⁸	-
7207	0	Professional Fees	138,947	162,920	211,550 ¹²	287,635	288,162 ¹⁸	-
7213	0	Rentals & Leases	15,000	43,683	36,259	17,633	17,633 ¹⁹	-
7216	0	Trips & Tours	148,030	149,037	145,531	105,330	105,330 ¹³	-
7217	0	Employee Training	55	600	600	600	600	-
7218	0	Travel & Meeting	-	1,750	1,750	-	-	-
7221	0	Sanitation Services	2,348	1,938	1,938	3,265	2,750	-
7223	0	Furniture, Fixtures and Equip	86	500	-	500	500	-
7225	0	Miscellaneous Equipment	4,069	7,315	6,588	3,180	3,180	-
7249	0	Consumable Tools	-	705	705	720	720	-
7258	0	Telephone	1,721	3,000	2,040	2,040	2,040	-
7259	0	Mobile Telephone	906	924	936	384	1,320	-
7268	0	Uniforms	23,241	30,034	30,427	29,202	29,202	-
7270	0	Office Supplies	1,596	2,550	1,400	2,000	2,000	-

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY18**

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
7272	0	Computer Supplies	543	1,478	1,169	919	919	
7273	0	Janitorial Supplies	7,746	7,000	6,213	6,332	6,332	-
7274	0	Concession Supplies	5,384	6,555	2,806	8,620	8,620	-
7276	0	Recreational Supplies	51,356	51,842	47,687	54,482	54,482	-
7285	0	Bankcard Fees	20,725	27,200	21,000	29,957	29,957	-
7288	0	P-Card unallocated	14	-	-	-	-	-
7704	0	Miscellaneous Expense	12,752	16,586	18,227	6,494	6,494	20
7705	0	Discount Expense	(825)	-	-	-	-	-
Total Supplies and Other Services			467,432	567,135	582,191	615,235	616,183	-
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	11,056	12,750	11,348	13,350	13,350	-
7301	0	M & R Grounds	118	4,765	700	700	700	-
7306	0	M & R Other Equipment	4,248	1,200	1,050	1,150	1,150	-
Total Maintenance & Repairs			15,422	18,715	13,098	15,200	15,200	-
UTILITIES								
7401	0	Natural Gas	3,385	5,464	3,498	3,900	3,900	-
7403	0	Electricity	44,278	54,200	54,235	52,750	52,750	-
7407	0	Water/Sewer	12,587	13,592	14,112	11,580	11,580	-
Total Utilities			60,250	73,256	71,845	68,230	68,230	-
DEPRECIATION								
7600	0	Depreciation	48,742	45,396	45,396	45,396	45,396	-
Total Depreciation			48,742	45,396	45,396	45,396	45,396	-
CAPITAL OUTLAY								
8000	0	Capital Outlay	66,788	14,000	10,000	-	12,000	12,000
Total Capital Outlay			66,788	14,000	10,000	-	12,000	12,000
CONSTRUCTION								
8505	0	Construction Contracts	51	-	-	-	-	-
8599	0	System Projects (Capitalization for Depr)	(66,788)	-	-	-	-	-
Total Construction			(66,737)	-	-	-	-	-
INTERDEPARTMENT CHARGE								
9000	0	ITS Overhead	14,006	18,962	18,962	20,379	21,379	-
9004	0	MERP	2,640	2,640	3,256	2,544	3,312	-
9007		SLERP Payment	-	272	272	278	278	-
Total Interdepartment Charge			16,646	21,874	22,490	23,201	24,969	-
TRANSFER TO OTHER FUNDS								
9101	202	Transfer to Comm Center	-	3,498	3,498	3,519	3,519	-
Total Interdepartment Charge			-	3,498	3,498	3,519	3,519	-
TOTAL EXPENDITURES			1,281,029	1,480,717	1,495,868	1,538,096	1,552,812	12,000
NET			40,846	84,359	108,859	132,818	118,102	(12,000)
Percent Recovery			103.19%	105.70%	107.28%	108.64%	107.61%	0.00%

Footnotes:

CAMP SUMMIT

- Projections include increase in weekly summer camp enrollments and fees (\$12,360) and school break camp fees (\$6,900).
- Camp Summit camp counselor part time salaries were higher than budgeted for the first quarter of the fiscal year. Additionally, the FY17 projections include a minimum wage adjustment and addition of a Camp Summit nurse for the upcoming Camp season.
- An accounting change was made in FY18 request to automatically transfer the Summit Waves pool pass revenue as part of the Camp Summit enrollment fee. This change resulted in lowering camp activity revenue \$48,100 and camp trips and tours expense \$48,100; resulting in a net change of zero to the camp program.

INSTRUCTIONAL-YOUTH

- Pee Wee Tumblers, Pint Size Parties, Animal Wonders, Texas Tots, and Horse Rider classes are anticipated to come in below budget based on year to date sign-ups.

INSTRUCTIONAL-ADULT

- Concession sales have been eliminated from Hartman Park and removed from projections.
- Several additional programs were included in FY18 Request Inst. Adult activity fees including Dog Training (\$1,980), Adult Flag Football (\$2,000), a Pickleball Tournament (\$1,250), Fall Kickball (\$2,500), and Men's softball leagues (\$6,000)

ATHLETICS

- Only two of five budgeted summer adult golf classes met minimum attendance levels last year. Lacrosse Camp, Adult Tennis Lessons, Tennis Rookies, Youth Advanced Tennis lessons, Youth Beginner Tennis, Youth Trapshooting, Adult Trapshooting, Indoor PE, Winter Break Basketball Camp, and Itty Bitty Indoor Kickball projections were lowered due to classes not meeting minimum attendance levels. The Spring Spin bike ride has been cancelled for FY17 and removed from projections.

AMPHITHEATER

- Gate Receipts projections include trick-a-bike and projected ticket sales for two additional amphitheater events not included in the original budget.
- Projected facility rentals for the Legacy Park Amphitheater have been reduced from budget based on actual proceeds taken in to-date and number of facility rentals currently scheduled. In addition, Harris Park Community Center is projecting a decrease in facility rentals from budget due to lower intake from rentals/leases from athletics programs.
- Gate Receipts in FY18 Request includes the ticket revenue from 4 additional amphitheater events (\$74,600) compared to FY17. In addition, Night Flight registrations (\$9,000) are now being accounted for in Gate Receipts as opposed to Contributions-Programs like in prior fiscal years.
- Concessions includes concession revenue from 4 additional amphitheater events and the Summer Concert Series.

RECREATION (HPCC)

- Projections include membership fees related to the addition of Harris Park Community Center to the LS Passport membership option.
- Projections include increase related to sponsorships sold by Sponsorship Coordinator. There are correlated increased expenses in professional fees (Sponsorship Coordinator's commission) and printing expense (banner production for sponsors)

BAILEY FARM

- Attendance at the Haunted Maze and Flashlight Friday events held at Sylvia Bailey Park was higher than originally anticipated in the FY17 budget.

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY18**

	Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
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SPECIAL EVENTS

9. Projections include more Night Flight registrations than originally budgeted and an additional \$3,650 in TDL jersey sales.

OTHER

12. Professional Fees projections decreased slightly in the Camp Summit, Instructional Youth, Instructional Adult, and Athletics programs due to less participation than budgeted. This decrease was offset and projected over due to increases from budget related to the unbudgeted Sponsorship Coordinator commission (see note 10) and several additional professional fees such as band fees, sound and lighting expenses, backline equipment, police officers, licenses fees, band accommodations, and booking agent fees related to the additional amphitheater events. (see note 4)

17. FY18 Request includes additional sponsorship revenue from the Sponsorship Coordinator (\$42,950), Summer Concert Series (\$10,200), Trick-a-Bike sponsors (\$500), and amphitheater events (\$26,500).

18. FY18 Request includes additional charges for sponsorship banners (\$3,550), Sponsorship Coordinator commission (\$16,340), and additional amphitheater event-related charges such as band fees (\$39,000), sound and lighting (\$17,700), booking/agent fees (\$3,500), and security charges (\$2,915).

19. An accounting change was made in FY18 Request to account for facility rental charges being allocated during at the time of the transaction. In prior years, the Athletics and Youth Instructional programs budgeted the full sale amount with a separate facility rental interfund allocation.

20. Previous fiscal years included annual and monthly Arts Council grants. FY18 Request assumes Arts Council will not be part of Fund 530. FY18 Request also includes reduction of \$4,000 to Tour De Lakes benefactors.

EXPANSION REQUEST

HPCC cubby refinishing	\$	12,000
Total Expansion Request	\$	12,000

ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS & RECREATION
SUMMARY OF ALL PROGRAMS
FY18

		Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
REVENUES							
TAXES							
4000 0	Property Tax - Jackson	2,698,353	2,778,767	2,778,767	2,799,310	2,799,310	
4001 0	Property Tax - Cass	75,798	76,424	76,424	79,165	79,165	
4003 0	RR Tax - Jackson	72,423	65,000	65,000	65,749	65,749	
4004 0	RR Tax - Cass	1,934	1,500	1,500	1,895	1,895	
4005 0	Replacement Tax	283,360	265,000	265,000	265,000	265,000	
4008 0	Intangible Tax	3,324	2,500	2,500	2,500	2,500	
Total Taxes		3,135,192	3,189,191	3,189,191	3,213,619	3,213,619	
FINES & FORFEITURES							
4104 0	Penalty Int on Taxes	17,692	20,000	20,000	20,000	20,000	
4105 0	Penalty Int - Other	90	250	170	170	170	
Total Fines & Forfeitures		17,782	20,250	20,170	20,170	20,170	
CONTRIBUTIONS							
4709 0	Contributions - Parks	66,082	82,000	82,000	78,000	78,000	
4712 0	Contributions - Advertising	8,036	6,903	4,345	2,754	2,754	
Total Contributions		74,118	88,903	86,345	80,754	80,754	
INTEREST ON INVESTMENTS							
4600 0	Interest on Investments	15,842	6,000	6,000	6,000	6,000	
4601 0	Mark to Market Adjustment	10,937	-1,000	-1,000	-1,000	-1,000	
Total Interest on Investments		26,779	5,000	5,000	5,000	5,000	
SERVICES							
4444 0	Other Services	2,670	0	0	0	0	
4446 0	Other Revenue	6,785	2,500	2,610	3,580	3,580	
4447 0	Other Revenue - Taxable	5,182	0	5	1,500	1,500	
Total Services		14,637	2,500	2,615	5,080	5,080	
MISCELLANEOUS							
4716 0	Refund & Reimbursements	37,833	24,091	37,754 ¹	3,080	3,080	
4717 0	Discounts	25	0	0	0	0	
4718 0	Cash Over(Short)	6	0	0	0	0	
4704 0	Misc Revenue-Parks	52,610	40,000	41,038	44,662	44,662	
Total Miscellaneous		90,474	64,091	78,792	47,742	47,742	
TRANSFERS							
5101 0	Transfer from Gen Fund	59,544	56,082	52,939	57,106	57,106	
5101 0	Transfer from Aquatics	5,985	5,985	5,985	5,985	5,985	
5101 0	Transfer from Cemetery	21,700	21,035	21,035	20,508	20,508	
Total Transfers		87,229	83,102	79,959	83,599	83,599	
TOTAL REVENUES		3,446,211	3,453,037	3,462,072	3,455,964	3,455,964	
EXPENDITURES							
PERSONNEL SERVICES							
7000 0	Salaries - Regular	1,171,531	1,183,733	1,179,012	1,172,201	1,172,201	
7001 0	Salaries - Part Time	39,588	62,032	62,117	70,952	70,952	
7002 0	Overtime	13,080	8,450	8,450	0	0	
7005 0	Holiday Worked	194	0	0	0	0	
7007 0	Duty Pay	854	0	0	0	0	
7008 0	Short Term Disability	1,113	1,146	1,146	1,148	1,148	
7009 0	FICA - Employer	70,130	73,722	73,429	72,676	72,676	
7010 0	FICA-PT	0	3,846	3,933	4,399	4,399	
7011 0	Medicare Deduction	16,697	18,141	18,093	18,026	18,026	
7013 0	Car Allowance	5,363	5,330	5,330	5,330	5,330	
7014 0	Communication Allowance	3,940	3,492	3,492	3,065	3,065	
7015 0	Health/Dental Insurance	279,182	248,319	250,295	266,235	266,235	
7016 0	Health Insurance Rebate	0	0	0	0	0	
7018 0	Life Insurance	2,725	3,567	3,553	3,517	3,517	
7019 0	Workers Compensation	54,176	56,025	56,025	62,084	62,084	
7020 0	Long Term Disability	3,756	6,183	6,159	6,095	6,095	
7021 0	Unemployment Insurance	693	871	871	1,680	1,680	
7022 0	Work Comp Employer Suplmt	0	0	219	219	219	
7023 0	LAGERS - Retirement	123,816	120,095	118,156	124,253	124,253	
7026 0	College Tuition	0	0	0	0	0	
Total Personnel Services		1,786,838	1,794,952	1,790,280	1,811,880	1,811,880	
SUPPLIES AND OTHER SERVICES							
7200 0	Advertising Exp	1,651	4,750	3,565	2,950	2,950	
7201 0	Organizational Dues	4,326	5,568	5,513	5,416	5,416	

ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS & RECREATION
SUMMARY OF ALL PROGRAMS
FY18

		Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion	
7202	0	Subscription to Periodicals	88	300	235	300	300	
7203	0	Insurance Expense	55,227	77,939	77,939	75,277	75,277	
7204	0	Laundry & Dry Cleaning Ex	111	0	0	0	0	
7205	0	Postage Expense	30,879	27,450	26,950	27,025	27,025	
7206	0	Printing Expense	31,202	34,400	32,025	31,470	31,470	
7207	0	Professional Fees	266,860	261,739	278,653 ²	279,926	279,926	
7212	0	Other Professional Fees	0	0	26,600 ³	0	0	
7213	0	Rentals & Leases	34,837	33,094	30,874	43,468	43,468	
7214	0	Uniform Rental	523	268	805	532	532	
7217	0	Employee Training Expense	725	0	0	0	0	
7218	0	Travel & Meeting	67,459	51,055	50,911	50,180	50,180	
7221	0	Sanitation Services	7,928	12,430	9,810	12,200	12,200	
7225	0	Miscellaneous Equipment	332	0	0	0	0	
7233	0	Public Relations	12,589	9,800	11,300	10,550	10,550	
7238	0	Damages & Claims	0	408	0	0	0	
7249	0	Consumable Tools	5,722	9,064	7,524	6,865	6,865	
7253	0	Collection Fees - Jackson County	49,710	47,000	47,000	47,000	47,000	
7254	0	Collection Fees - Cass County	3,575	0	0	3,600	3,600	
7258	0	Telephone	6,550	7,200	6,500	6,550	6,550	
7259	0	Mobile Telephone	2,281	5,999	5,999	3,243	3,243	
7260	0	Asphalt	205,671	187,916	187,916	0	203,816 ⁸	
7262	0	Rock & Gravel	0	4,925	2,950	8,000	8,000	
7264	0	Other Construction Materials	2,584	11,300	9,100	16,100	16,100 ⁹	
7269	0	Special Apparel	9,415	12,290	11,040	10,340	10,340	
7270	0	Office Supplies	6,563	8,300	7,614	7,624	7,624	
7271	0	Chemicals	15,284	23,995	20,460	23,980	23,980	
7272	0	Computer Supplies	170	1,000	1,000	1,700	1,700	
7273	0	Janitorial Supplies	8,228	9,465	9,660	10,475	10,475	
7276	0	Recreational Supplies	719	0	0	0	0	
7280	0	Pavement Marking	74	0	0	0	0	
7283	0	Contract Service-Concrete	0	2,800	2,800	2,800	2,800	
7285	0	Bankcard Fees	4,844	4,000	5,200	1,515	1,515	
7288	0	P-Card unallocated	440	0	0	0	0	
7704	0	Miscellaneous Expense	12,239	0	3,572	3,000	3,000	
Total Supplies and Other Services			849,499	854,455	883,515	692,086	895,902	203,816
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	58,327	53,530	50,300	31,050	76,954 ¹⁰	32,904
7301	0	M & R Grounds	192,857	240,903	192,305 ⁴	192,541	220,691 ¹¹	28,150
7303	0	Maint & Repair-Office Eq	285	0	0	0	0	
7304	0	M & R Dp Equip	10,952	11,198	12,044	12,026	12,026	
7305	0	M & R Vehicle	13,249	20,200	20,200	20,200	20,200	
7306	0	M & R Other Equipment	33,530	21,195	21,195	23,695	23,695	
Total Maintenance & Repairs			309,200	347,026	296,044	279,512	353,566	61,054
UTILITIES								
7401	0	Natural Gas	1,186	2,000	2,000	2,150	2,150	
7403	0	Electricity	30,339	36,260	32,515 ⁵	36,250	36,250	
7407	0	Water/Sewer	41,939	57,490	45,630 ⁶	58,585	58,585 ¹²	
Total Utilities			73,464	95,750	80,145	96,985	96,985	
FUEL & LUBRICANTS								
7500	0	Fuel and Lubricants	27,870	35,327	30,541	33,777	33,777	
Total Fuel & Lubricants			27,870	35,327	30,541	33,777	33,777	
CAPITAL OUTLAY								
8000	0	Capital Outlay	0	79,550	68,550 ⁷	0	63,027 ¹³	63,027
Total Capital Outlay			0	79,550	68,550	0	63,027	63,027
CONSTRUCTION								
8502	0	Reimbursement-Intrfrd Serv	-122,360	-124,153	-124,153	-140,226	-140,226 ¹⁴	
8506	0	Construction Materials	0	1,800	1,800	3,000	3,000	
Total Construction			-122,360	-122,353	-122,353	-137,226	-137,226	
TRANSFER TO OTHER FUNDS								
9101	0	Transfer to ITS-Projects Fund	50,216	13,182	13,182	0	0	
Total Transfers			50,216	13,182	13,182	0	0	
INTERDEPARTMENT CHARGE								
9000	0	ITS Overhead	43,419	58,780	58,780	63,176	63,176	
9001	0	CVM Overhead	28,981	29,221	29,221	33,813	33,813	
9003	0	CBS Overhead	25,878	34,364	34,364	34,889	34,889	
9004	0	MERP Payment	6,600	6,600	6,600	6,358	6,358	

**ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS & RECREATION
SUMMARY OF ALL PROGRAMS
FY18**

	Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
9005 0 VERP Payment	39,934	42,991	42,991	47,033	47,033	
9006 0 BERP Payment	1,385	1,644	1,644	2,466	2,466	
9007 0 SLERP Payment	0	681	681	696	696	
Total Interdepartment Charge	146,197	174,281	174,281	188,431	188,431	
TOTAL EXPENDITURES	3,120,924	3,272,170	3,214,185	2,965,445	3,306,342	327,897
NET	325,287	180,867	247,887	490,519	149,622	-327,897

Footnotes:

ADMINISTRATION

- Projections include \$14,430 for Community Development Block Grant Reimbursements.
- Projections include an unbudgeted \$26,600 for the August Sales Tax renewal costs.

PARK OPERATIONS

- Projections based on actual electricity usage and anticipation of less electricity usage at Summit Park due to shelter being out of commission.
- Budget included \$15,000 in water for a proposed additional splashpad. This has been removed in projections. The savings were partially offset due to increased water costs at Miller J. Fields.
- Asphalt projects include: Arbor Walk trail repair (\$5,341), Harris trail crackfill & stripe (\$5,475), Pleasant Lea crackfill & seal (\$12,000).
- FY18 Request includes picnic table repair, concrete repair, bleacher repair, and funding for memorial bench repair.
- Four drinking fountains scheduled for replacement in FY18: Howard, South Lea, and two at Legacy Baseball venue. (\$10,800)
- Includes tree replacement (\$7,750 increase from FY17) and trash barrel replacement (\$5,100)
- FY18 Request includes \$10,000 in additional water from additional splashpad opening Summer of 2018.
- Capital Asset includes Hot pressure washer (\$4,148) and Dump Trailer (\$9,820)

LEGACY PARK

- Projections reflect reduction of rock wall around Legacy Lake.
- Asphalt projects include: Legacy Loop (\$20,000), Soccer patching (\$38,000), LPCC patching (\$38,000), Baseball patching (\$45,000), and Softball patching (\$40,000).
- Two Replacement HVAC units (\$22,104) at Legacy Softball and Baseball.
- Includes Legacy baseball fencing replacement (\$7,500), Legacy softball fencing replacement (\$4,000), and dugout replacement (\$3,800 increase from FY17)
- Capital Asset includes Baseball shelter shade addition (\$26,500) and 72" Aerator (\$4,559), and fence safety capping (\$10,000)

OTHER

- Projections include an unbudgeted \$10,000 performance audit, \$15,550 for Downtown Christmas Lights, and several minor mowing-related updates.
- Projections reflect reduction in irrigation repair, dugout replacement, overseeding, and drainage at Legacy Park. Projections reflect decreased grass seed and fertilizer costs in the neighborhood parks and savings from trash barrel replacement, graffiti, and skate park concrete repairs. Additionally, Summit in Bloom has been removed from the Beautification Commission projections.
- Reimbursement-Intrfd Services reflects reimbursement in Grounds Maintenance program.

EXPANSION REQUEST

Park Services

Hot Pressure Washer	4,148
Dump Trailer	9,820
Asphalt	22,816
Drinking Fountain Replacement	5,400
Tree Replacement	7,750
Trash Barrel Replacement	5,100

Legacy Park

Baseball Shelter Shade Additions	34,500
72" Aerator	4,559
Asphalt	181,000
Drinking Fountain Replacement	5,400
Replacement HVAC Units	22,104
Fencing Replacement	11,500
Fence Safety Capping	10,000
Dugout Replacement	3,800

Total Expansion

\$ 327,897

ITEMIZED BUDGET EXPENSE WORKSHEET
AQUATICS CENTER
FY18

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017- 18	Total Budget Request FY2017- 18	Expansion
REVENUES								
ACTIVITY FEES								
4414	0	Activity Fees	57,056	67,535	68,359	65,565	65,565	-
4421	0	Gate Receipts	434,187	372,017	369,000	322,135	322,135	-
4422	0	Memberships	78,245	90,115	91,300	130,975	130,975	-
Total Activity Fees			569,488	529,667	528,659	518,675	518,675	-
OTHER USER CHARGES								
4504	0	Pro Shop	1,639	2,138	2,533	3,718	3,718	-
4505	0	Concessions	95,131	85,610	85,393	102,814	102,814	-
Total User Charges			96,770	87,748	87,926	106,532	106,532	-
RENTALS								
4442	0	Facility Rentals	30,278	24,398	25,439	25,639	25,639	-
Total Rentals			30,278	24,398	25,439	25,639	25,639	-
INTEREST ON INVESTMENTS								
4600	0	Interest on Investments	1,708	750	1,200	1,200	1,200	-
4601	0	Mark to Market Adjustment	883	(250)	-	-	-	-
Total Interest on Investments			2,591	500	1,200	1,200	1,200	-
MISCELLANEOUS								
4716	0	Refunds & Reimbursements	540	-	68,544	-	-	-
4717	0	Discounts	-	-	-	-	-	-
4718	0	Cash Over/Short	(465)	50	50	50	50	-
4446	0	Other Revenue	1,002	1,182	1,105	1,287	1,287	-
Total Miscellaneous			1,077	1,232	69,699	1,337	1,337	-
TRANSFERS FROM OTHER FUNDS								
5101	0	Transfer from Fund 200	-	-	-	-	-	-
Total Transfers from Other Funds			-	-	-	-	-	-
TOTAL REVENUES			700,204	643,545	712,923	653,383	653,383	-
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	50,627	51,567	55,170	57,983	57,983	-
7001	0	Salaries - Part Time	186,383	219,695	221,012	238,306	238,306	-
7002	0	Overtime	3	-	-	-	-	-
7008	0	Short Term Disability	55	55	55	55	55	-
7009	0	FICA - Employer	14,710	3,197	3,239	3,595	3,595	-
7010	0	FICA - PT	-	13,621	13,917	14,775	14,775	-
7011	0	Medicare Deduction	3,440	3,933	4,401	4,296	4,296	-
7013	0	Car Allowance	196	195	195	195	195	-
7014	0	Communication Allowance	275	273	273	275	275	-
7015	0	Health/Dental Insurance	8,398	11,902	11,902	12,733	12,733	-
7018	0	Life Insurance	118	155	166	174	174	-
7019	0	Workers Compensation	10,225	10,577	10,577	10,797	10,797	-
7020	0	Long Term Disability	166	268	287	302	302	-
7021	0	Unemployment Insurance	83	1,233	1,233	66	66	-
7023	0	LAGERS - Retirement	5,609	5,208	5,572	6,146	6,146	-
Total Personnel Services			280,288	321,879	327,999	349,698	349,698	-
SUPPLIES AND OTHER SERVICES								
7200	0	Advertising Exp	973	3,698	3,495	2,135	2,135	-
7201	0	Organizational Dues	114	15	(84)	15	15	-
7203	0	Insurance Expense	17,655	18,550	18,550	14,026	14,026	-
7205	0	Postage Expense	570	50	49	50	50	-
7206	0	Printing Expense	174	264	431	239	239	-
7207	0	Professional Fees	11,803	9,265	16,951	16,264	16,264	-
7213	0	Rentals & Leases	609	1,200	700	1,200	1,200	-
7217	0	Employee Training	3,759	3,425	6,829	9,050	9,050	-
7221	0	Sanitation Services	360	600	317	480	480	-
7223	0	Furniture, Fixtures and Equip	10,581	13,496	10,648	12,002	12,002	-
7225	0	Miscellaneous Equipment	1,226	3,595	3,336	3,595	3,595	-
7249	0	Consumable Tools	138	520	470	409	409	-
7258	0	Telephone	273	250	250	250	250	-
7268	0	Uniforms	4,993	5,233	5,563	4,956	4,956	-
7269	0	Special Apparel	416	-	-	-	-	-
7270	0	Office Supplies	1,988	1,730	1,230	2,030	2,030	-
7271	0	Chemicals	23,678	22,255	25,838	22,526	22,526	-
7273	0	Janitorial Supplies	2,703	4,250	4,121	2,858	2,858	-
7274	0	Concession Supplies	42,430	33,675	32,268	32,802	32,802	-
7276	0	Recreational Supplies	3,893	3,732	6,461	4,407	4,407	-
7277	0	Pro Shop Supplies	1,318	1,631	1,018	1,841	1,841	-
7285	0	Bancard Fees	9,134	12,000	12,200	10,070	10,070	-
7288	0	P-Card unallocated	174	-	-	-	-	-
7704	0	Miscellaneous Expense	71	250	250	250	250	-
7705	0	Discount Expenses	7	2,905	2,905	-	-	-
Total Supplies and Other Services			139,040	142,589	153,796	141,455	141,455	-

**ITEMIZED BUDGET EXPENSE WORKSHEET
AQUATICS CENTER
FY18**

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017- 18	Total Budget Request FY2017- 18	Expansion
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	49,805	45,113	137,259 ¹⁰	31,140	31,140	-
7301	0	M & R Grounds	-	2,600	2,000	2,200	2,200	-
7303	0	M & R - Office Eq	310	-	-	-	-	-
7306	0	M & R Other Equipment	11,166	2,600	7,601 ¹¹	1,500	1,500	-
Total Maintenance & Repairs			61,281	50,313	146,860	34,840	34,840	-
UTILITIES								
7403	0	Electricity	39,500	40,650	35,870 ¹²	40,650	40,650	-
7407	0	Water/Sewer	38,889	30,240	35,351 ¹³	36,000	36,000	-
Total Utilities			78,389	70,890	71,221	76,650	76,650	-
CAPITAL OUTLAY								
8000	0	Capital Outlay	-	25,000	70,957 ¹⁴	-	3,500 ²⁰	3,500
Total Capital Outlay			-	25,000	70,957	-	3,500	3,500
INTERDEPARTMENT CHARGE								
9000	0	ITS-Overhead	14,006	18,962	18,962	20,379	20,379	-
9004	0	MERP Payment	5,500	5,500	5,500	5,299	5,299	-
9007	0	SLERP Payment	-	567	567	580	580	-
Total Interdepartment Charge			19,506	25,029	25,029	26,258	26,258	-
TRANSFER TO OTHER FUNDS								
9101	0	Transfer to Park Fund	5,985	5,985	5,985	5,985	5,985	-
Total Transfers			5,985	5,985	5,985	5,985	5,985	-
TOTAL EXPENDITURES			584,489	641,685	801,847	634,886	638,386	3,500
NET			115,715	1,860	(88,924)	18,497	14,997	(3,500)
Percent Recovery			119.80%	100.29%	88.91%	102.91%	102.35%	0.00%

Footnotes:

¹ Summit Waves experienced lower attendance late in 2016 compared to last fiscal year due to inclement weather. Additionally, three special events were removed from Summit Waves.

² Projection reflects transfer from settlement fund for media blasting (\$56,653) and waterfall repair (\$11,900).

³ Projection reflects salary increase for facility management.

⁴ Projection reflect hourly increases for service representatives, lifeguards, head guards, and swim instructors. A small minimum wage increase was included in projections as well. These increases were partially offset by removing one family fun night, one dine in movie, and cutting the head guard and lifeguard for swim team.

⁵ Projections include an unbudgeted lifeguard certification class contract (\$5,100), and the payment of a Brinks invoice (\$900) from a prior fiscal year.

⁶ Projection includes unbudgeted American Red Cross certification.

⁷ Chemical controllers were erroneously duplicated in the FY17 budget. Projections reflect removal of the duplicated chemical controllers in FFE.

⁸ Chemical usage from the past season was higher than originally anticipated due to introducing and treating extra water from a leak in the river. (see account 7407)

⁹ A vacuum has been added to projections.

¹⁰ Projection reflects unbudgeted \$23,700 in painting charges associated with the lap pool and river. Maint. & Repair-Bldgs also includes the \$68,543 cost related to media blasting and waterfall repairs being reimbursed from the settlement fund. (see note #3)

¹¹ Projection includes unbudgeted oven repairs (\$2,700) and grate replacement (\$3,700) in FY17. Projections also include chemical tank replacements and food equipmen repair that cost more than anticipated in the budget.

¹² Electricity projection is based on actual to-date. Electricity expense as of December is \$4,780 behind budget.

¹³ The increased Water expense projection is largely due to introducing a large amount of new water due to a leak in the river.

¹⁴ The projection includes an unbudgeted concession shade structure (\$58,595) and slide recoating (\$12,362)

¹⁵ An accounting change has been made in FY18 Request to reflect Camp Summit pool passes in Membership Fees as opposed to Gate Receipts. (\$48,100)

¹⁶ FY18 Request includes a sales price increase of concession items sold at Summit Waves.

¹⁷ FY18 Request includes increases in Lifeguard, Swim Instructor, and Service Representative pay rate compared to prior year. FY18 Request assumes maximum staffing levels.

¹⁸ FY18 Request includes a \$4,500 training reimbursement to staff.

¹⁹ Furn, Fix, Equipment includes PVC lounge chair replacement (\$7,350), replacement metal dining chairs (\$1,288), and replacement sail structures (\$1,500).

²⁰ Capital Outlay contains an expansion request for new Merry Chef ovens.

EXPANSION REQUEST		
Merry Chef Ovens		3,500
Total		3,500

ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY18

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
REVENUES								
SERVICES								
4423	0	Grave Openings	65,250	69,550	83,461 ¹	68,950	68,950	
4424	0	Monument Footings	10,345	11,000	11,000	10,320	10,320	
4425	0	Monument Engraving	1,875	6,000	2,725 ²	0	0	
4426	0	Flaggings	1,020	1,200	1,200	1,500	1,500	
4441	0	Misc Services	2,047	5,500	205 ¹	0	0	
4446	0	Other Revenue	122	0	0	0	0	
Total Services			80,659	93,250	98,591	80,770	80,770	0
MATRL & FUEL-Material and fuel sales								
4508	0	Monument Sales	78,111	60,000	60,000	80,000	80,000 ⁶	
Total MATRL & FUEL-Material and fuel sales			78,111	60,000	60,000	80,000	80,000	0
INTEREST ON INVESTMENTS								
4600	0	Interest on Investments	8,828	7,000	7,000	9,100	9,100	
4601	0	Mark to Market Adjustment	5,521	0	0	0	0	
Total Interest on Investments			14,349	7,000	7,000	9,100	9,100	0
MISCELLANEOUS								
4716	0	Refunds & Reimbursements	13	0	(2,000) ³	0	0	
4717	0	Discounts	0	0	0	0	0	
Total Miscellaneous			13	0	(2,000)	0	0	0
TRANSFERS FROM OTHER FUNDS								
515	26	Transfer from Fund 026	0	0	0	0	0	
Total Transfers from Other Funds			0	0	0	0	0	0
PROPERTY SALES								
4801	0	Sale of Personal Property	94,717	100,000	84,500 ⁴	94,500	94,500	
Total Property Sales			94,717	100,000	84,500	94,500	94,500	0
TOTAL REVENUES			267,849	260,250	248,091	264,370	264,370	0
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	37,993	40,987	40,987	35,468	35,468	
7002	0	Overtime	975	1,000	1,000	0	0	
7008	0	Short Term Disability	32	50	50	50	50	
7009	0	FICA - Employer	2,352	2,541	2,541	2,199	2,199	
7011	0	Medicare Deduction	550	594	594	514	514	
7014	0	Communication Allowance	193	294	294	294	294	
7015	0	Health/Dental Insurance	6,745	10,820	10,820	11,575	11,575	
7018	0	Life Insurance	75	123	123	106	106	
7019	0	Worker's Compensation	3,834	3,966	3,966	4,049	4,049	
7020	0	Long Term Disability	107	213	213	184	184	
7021	0	Unemployment Insurance	30	30	30	60	60	
7023	0	LAGERS - Retirement	3,178	4,140	4,140	3,760	3,760	
Total Personnel Services			56,064	64,758	64,758	58,259	58,259	0
SUPPLIES AND OTHER SERVICES								
7200	0	Advertising Exp	2,225	2,800	0 ⁵	0	0	
7203	0	Insurance Expense	748	900	900	908	908	
7206	0	Printing Expense	50	0	0	0	0	
7207	0	Professional Fees	56,334	55,071	52,086	51,772	51,772 ⁷	
7213	0	Rentals & Leases	354	800	800	800	800	
7221	0	Sanitation Services	508	800	800	1,000	1,000	
7249	0	Consumable Tools	104	500	200	50	50	
7258	0	Telephone	688	822	822	668	668	
7259	0	Mobile Telephone	89	450	450	130	130	
7260	0	Asphalt	0	5,000	5,000	5,000	5,000	
7264	0	Other Construction Materials	53,034	39,000	39,000	49,084	49,084 ⁶	
7269	0	Special Apparel	26	250	250	0	0	
7270	0	Office Supplies	358	500	500	500	500	
7273	0	Janitorial Supplies	62	200	200	200	200	
7285	0	Bancard Fees	2,396	2,000	1,600	1,950	1,950	

ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY18

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
Total Supplies and Other Services			116,976	109,093	102,608	112,062	112,062	0
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	347	500	500	500	500	
7301	0	M & R Grounds	6,900	8,880	6,990	7,270	7,270	
7303	0	M & R Office Equipment	0	0	0	0	0	
7304	0	M & R Dp Equipment	3,650	3,650	3,650	3,650	3,650	
7305	0	M & R Vehicle	22	1,000	750	1,000	1,000	
7306	0	M & R Other Equipment	25	600	600	0	0	
Total Maintenance & Repairs			10,944	14,630	12,490	12,420	12,420	0
UTILITIES								
7401	0	Natural Gas	672	900	675	900	900	
7403	0	Electricity	2,525	3,000	2,500	3,000	3,000	
7407	0	Water/Sewer	412	450	450	450	450	
Total Utilities			3,609	4,350	3,625	4,350	4,350	0
FUEL & LUBRICANTS								
7500	0	Fuel/Lubricants	767	1,200	400	1,200	1,200	
Total Fuel & Lubricants			767	1,200	400	1,200	1,200	0
CONSTRUCTION								
8506	0	Construction Materials	4	0	0	0	0	
Total Construction			4	0	0	0	0	0
INTERDEPARTMENT CHARGE								
9000	0	ITS Overhead	8,404	11,377	11,377	12,228	12,228	
9001	0	Fleet Overhead	3,962	3,838	3,838	3,838	3,838	
9002	0	GIS Overhead	0	0	0	0	0	
9004	0	MERP	660	660	660	636	636	
9005	0	VERP Payment	28	25	25	26	26	
9007	0	SLERP Payment	-	68	68	70	70	
Total Interdepartment Charge			13,054	15,968	15,968	16,798	16,798	0
TRANSFERS								
9101	0	Transfer to Parks	21,700	21,035	21,035	20,508	20,508 ⁸	
Total Transfers			21,700	21,035	21,035	20,508	20,508	0
TOTAL EXPENDITURES			223,118	231,034	220,884	225,597	225,597	0
NET			44,731	29,216	27,207	38,773	38,773	0
Percent Recovery			120%	113%	112%	117%	117%	

Footnotes

¹. Projections reflect increase in burials so far in fiscal year 2017. Additionally, projections include miscellaneous services such as small tent and chair rental are being included in Grave Opening revenues as opposed to Miscellaneous Services revenues. Cemetery grave openings were at \$43,790 half way through the fiscal year.

². Engraving service is currently being evaluated by staff.

³. Projections reflect a refund of two plots.

⁴. Projected grave plot sales have been reduced from budget based on actual to-date figures.

⁵. Eliminated cemetery advertising from projections due to less plots currently available.

⁶. Monument and vase sales are budgeted at a 40% gross margin.

⁷. Professional Fees no longer includes engraving expenditures (\$1,900) and represents a small drop in anticipated cremation openings.

⁸. A 10% administration fee is allocated to Fund 200.

ITEMIZED BUDGET EXPENSE WORKSHEET
CONSTRUCTION FUND
SUMMARY OF ALL PROGRAMS
FY18

	Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Total Budget Request FY2017-18
REVENUES				
TAXES				
INTEREST ON INVESTMENTS	13,928	3,000	21,500	12,000
Interest Total	13,928	3,000	21,500	12,000
CONTRIBUTIONS				
CONTRIBUTIONS-FEDERAL	175,000	-	-	-
CONTRIBUTIONS-OTHER	45,000	-	-	-
Contributions Total	220,000	-	-	-
TRANSFERS				
TRANSFER FROM COP DEBT FUND	1,800,000	2,100,000	2,100,000	1,925,000
Transfers to Other Funds Total	1,800,000	2,100,000	2,100,000	1,925,000
TOTAL REVENUES	2,033,928	2,103,000	2,121,500	1,937,000
EXPENDITURES				
ADDITIONS TO CONSTRUCTION IN PROGRESS				
PROJECT COSTS	602,458	2,925,000	911,626	4,700,000
Additions to Construction in Progress	602,458	2,925,000	911,626	4,700,000
TOTAL EXPENDITURES	602,458	2,925,000	911,626	4,700,000
NET CHANGE	1,431,470	(822,000)	1,209,874	(2,763,000)

FOOTNOTES:

¹ **Projects to be completed during FY17 include:**

Bailey Park Improvements (Planning completed; Construction deferred)	\$ 25,000
Hartman Park Improvements	185,000
Hartman Park / South Trail Study	15,000
Howard Park Splashpad	200,000
Legacy Park Trail Connector	37,399
Lea McKeighan North Improvements (Total project estimated at \$5,000,000)	285,786
Practice Space Improvements	210,000

Note: Funding for certain projects included in the FY17 budget and carried over from prior years have been deferred to provide funding for the completion of Lea McKeighan North. Those projects include Bailey Park Improvements (\$725,000), Park South and Community Center (\$350,000), Park West/Eagle Creek/Pryour Road Trail Connector (\$200,000) and Practice Field Improvements (\$25,000).

² **Projects to be completed during FY18 include:**

Completion of Lea McKeighan North Improvements (total project estimated at \$5,000,000)	\$ 4,700,000
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ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS COP DEBT FUND
SUMMARY OF ALL PROGRAMS
FY18

	Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Total Budget Request FY2017-18
REVENUES				
TAXES				
SALES TAX	3,772,051	3,922,462	3,847,492 ¹	3,924,442
EATS	(212,009)	(177,597)	(206,000) ¹	(157,000)
Taxes Total	3,560,042	3,744,865	3,641,492	3,767,442
INTEREST				
INTEREST ON INVESTMENTS	21,973	5,000	12,000	5,000
Interest Total	21,973	5,000	12,000	5,000
TOTAL REVENUES	3,582,015	3,749,865	3,653,492	3,772,442
EXPENDITURES				
DEBT SERVICE EXPENSES				
PRINCIPAL PAYMENTS	1,497,000	2,401,500	2,401,500	2,511,500
INTEREST EXPENSE	86,497	66,326	66,326	33,905
FISCAL AGENT EXPENSES	-	4,000	-	
Debt Service Total	1,583,497	2,471,826	2,467,826	2,545,405
TRANSFER TO OTHER FUNDS				
TRANSFER TO GAMBER CENTER	175,000	175,000	175,000	175,000
TRANSFER TO CONSTRUCTION FUND	1,800,000	2,100,000	2,100,000	1,925,000
Transfer Total	1,975,000	2,275,000	2,275,000	2,100,000
TOTAL EXPENDITURES	3,558,497	4,746,826	4,742,826	4,645,405
NET CHANGE	23,518	(996,961)	(1,089,334)	(872,963)

FOOTNOTES:

¹ Projected sales tax proceeds and EATS for FY17 are provided by the Administration department. The original projection for sales tax receipts included sales tax on domestic utilities for which we do not receive a portion. The projected EATS have been adjusted based on revised numbers.

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	▪
⇒ 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	▪
⇒ Change Order	▪
⇒ 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
⇒ GC	▪ Gamber Center
⇒ GIS	▪ Geographical Information System
⇒ HPCC	▪ Harris Park Community Center
⇒ ITS	▪ Information Technology Services
⇒ LFPF	▪ Legacy for Parks Foundation
⇒ LPCC	▪ Legacy Park Community Center

⇒ ICAA	▪ International Council on Active Aging
⇒ LD	▪ Liquidated Damages
⇒ LLPP	▪ Local Landmark Park Program
⇒ 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	▪ MIS 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
⇒ 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), LEGACY PARK COMMUNITY CENTER FUND (202), AQUATIC FUND (203), GAMBER CENTER FUND (201), 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 four (5) operating funds (Parks & Recreation Fund 200, Legacy Park Community Center 202, Gamber Center 201, Recreation Center 530, and the Aquatic Fund 203); 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 five 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 23rd day of April, 2014.

Lee's Summit Parks & Recreation Board



Lawrence Bivins



Marly McMillen



Paula Belser



Mindy Aulenbach
Treasurer



Brian Hutchin
President



Tyler Morehead
Vice President



Hope Davis



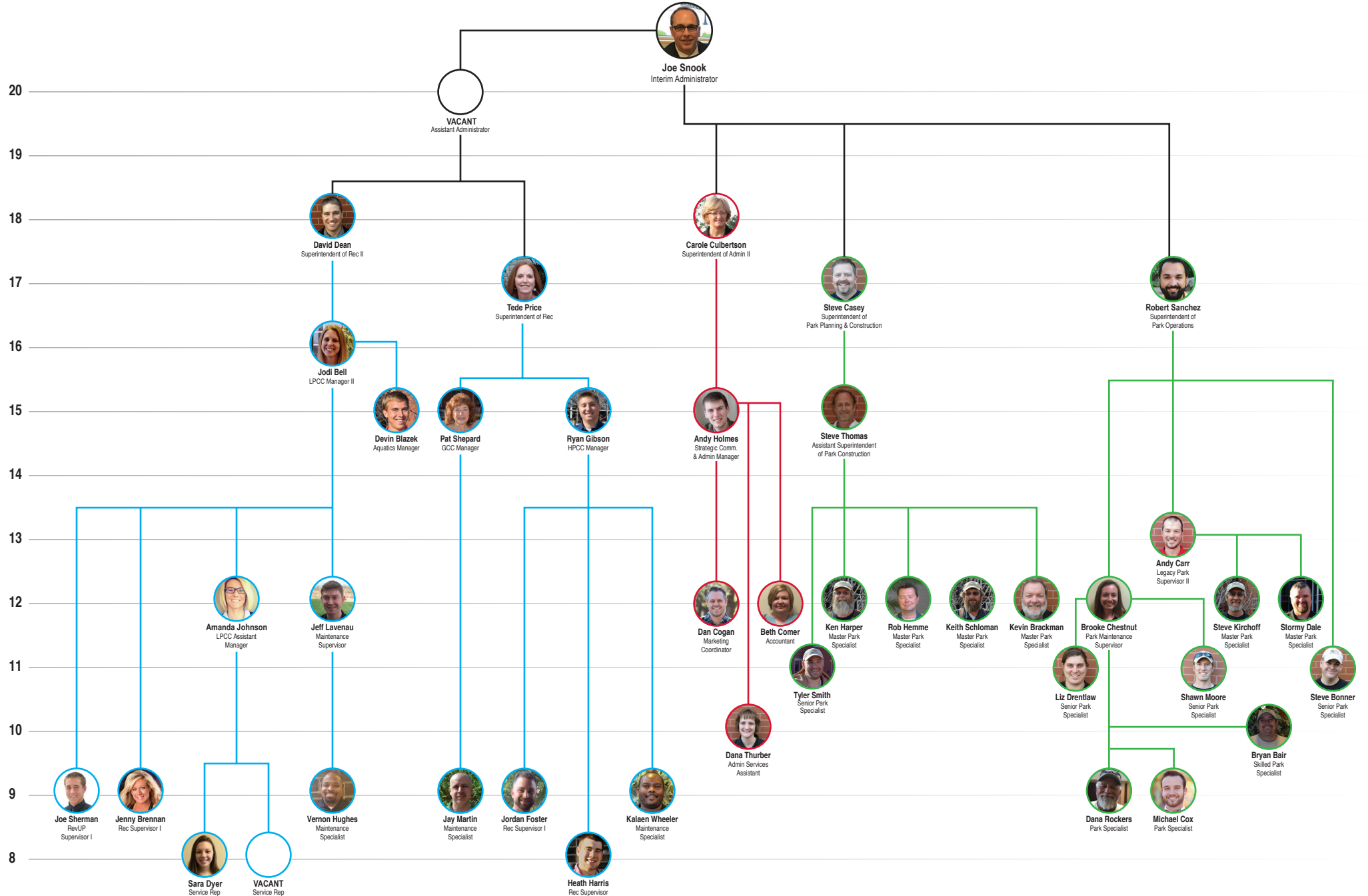
Steve Hardin



Nancy Kelley



Phyllis Q. Edson
District III Councilperson
Park Board Liaison



Lee's Summit Beautification Commission Staff Support
MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered into this ____ day of _____, 2017 by and between the Parks and Recreation Board of the City of Lee's Summit (hereinafter "Park Board:") and the City of Lee's Summit, Missouri (hereinafter "City").

I. Introduction and Background

In 2001, the City established the Lee's Summit Beautification Commission (hereafter Beautification Commission) and appointed its initial members. The objectives of the Beautification Commission as stated in the enabling resolution by City Council to promote beautification efforts in the City, to coordinate and promote projects for the beautification of the City, and to present recommendations to the Parks and Recreation Board as appropriate. It is dedicated to ensuring a beautifully landscaped environment, created with conservation in mind that reflects our civic pride and welcomes visitors and new businesses to our unique City. Its objective is to promote continuous beautification, through community education and participation.

The Assistant to the City Administrator was assigned the responsibility of oversight and support for the activities of the Beautification Commission. This individual left the City in February of 2008 and it is anticipated that the position will not be filled.

At the request of the City Administration, Parks and Recreation staff initiated discussions with the Park Board about Parks and Recreation staff providing support to the Beautification Commission. The Park Board agreed it is willing to have the Beautification Commission serve in an adjunct role to the Park Board, on a year to year basis as defined by an annual Memorandum of Understanding. Park staff will provide oversight and staff assistance to the Beautification Commission. The Beautification Commission will report to the Park Board on its activities on a monthly basis or more frequently as needed. The Park Board will not be responsible for funding the activities of the Beautification Commission. All funding for Beautification Commission activities and park staff support will be provided by the City on an annual appropriation basis through the City budget process and the above mentioned Memorandum of Understanding similar to that currently used for other City activities performed by the Park Board, i.e., cemetery management, right-of-way maintenance, beautification commission, etc. The Park Board will be responsible for oversight of all financial operations of the Beautification Commission to insure compliance with City/Board policies and procedures.

II. Purpose

1. It is believed that the Parks and Recreation Department will be able to provide appropriate staff support to the Beautification Commission and that the mission of the Beautification Commission is aligned with the mission and objectives of the Parks and Recreation Department/Board.

2. This Memorandum of Understanding serves to solidify the role of the Park Board, duties and responsibilities of Parks and Recreation staff, and the relationship between the Beautification Commission, the Parks and Recreation Department, and the City.

III. General Roles and Responsibilities

The Parks and Recreation staff will provide oversight and staff assistance to the Beautification Commission. The roles, responsibilities, and duties of each group are more clearly outlined as follows:

A. Park Board

The Park Board supports the general objectives of the Beautification Commission Strategic Plan and the objectives established by City resolution and wish to support the City in furthering the objectives of the Beautification Commission. In so doing, the Park Board will:

1. Accept the Beautification Commission activities as a part of their responsibility.
2. Review and approve the Beautification Commission's annual Strategic Plan.
3. Provide staff support for the Beautification Commission as follows:
 - a) Prepare the agenda, locate and reserve the meeting space for the monthly meeting.
 - b) Advise other City departments of Beautification Commission activities as appropriate.
 - c) Advise the Beautification Commission on City policies and procedure.
 - d) Provide clerical services for Beautification Commission activities such as copying, plan reproduction, etc.
 - e) Provide Marketing support for the Beautification Commission.
 - f) Coordinate Beautification Commission reports and agenda items to the Park Board.
 - g) Coordinate with other City departments for approved Beautification Commission activities.
 - h) Provide support for grant writing activities of the Beautification Commission.
 - i) Coordinate Parks and Recreation support of Beautification Commission activities that are approved by the Department.
 - j) Provide oversight of all financial activities of the Beautification Commission and insure compliance with all City/Board policies and procedures.
 - k) Provide an annual written report and presentation to the City of the activities and accomplishments of the Beautification Commission by December 1.
 - l) Provide the Beautification Commission with a written report monthly stating budget, revenues, expenses, and balance.

B. Beautification Commission Members

Beautification Commission members agree to:

1. Appoint a chairperson from its membership.
2. Meet on a monthly basis.
3. Work through the designated Park staff to accomplish Beautification Commission initiatives and activities.
4. Coordinate with outside organizations and individuals to provide activities to accomplish Beautification Commission initiatives.
5. Make presentations to City departments and outside organizations regarding Beautification Commission activities and requests.
6. Take and prepare meeting minutes.
7. Prepare an annual Schedule of Activities for review and approval by the Park Board.
8. Obtain written authorization by designated Park Staff prior to making any expenditure.
9. Follow all City procedures regarding all Beautification Commission activities including finance, purchasing and personnel.

C. The City of Lee 's Summit

1. Provide necessary funding in accordance with Section IV of this Memorandum of Understanding.
2. Appoint and replace as necessary nine (9) Beautification Commission members for one-year terms on an annual basis.

IV. Appropriations

It is agreed that the Park Board will not be responsible for funding the activities of the Beautification Commission. Instead, the Park Board will work with the Beautification Commission to develop an annual request for appropriations that reflect

1. Funding to Parks and Recreation for Beautification Commission activities as determined by a budget developed by Parks and Recreation with input from the Beautification Commission and;
2. Reimburse Parks and Recreation for yearly activities based on long range goals approved by the Park Board. The approved yearly activities will represent a target staff level of .10 FTE for a Superintendent of Park Operations, .10 FTE for a Park Supervisor, .10 FTE for a Superintendent of Park Planning and Construction and .05 FTE for a Marketing Coordinator. The staff activities will include Beautification Commission meeting support, special events coordination, marketing design services and other miscellaneous staff activities. The compensation to Parks and Recreation for staff and activities will be paid monthly.
3. The appropriation request for FY 18 is attached to the Memorandum of Understanding as referenced as Exhibit A.

4. Appropriation requests should be submitted to the City Manager's in accordance with the budget calendar and with appropriate line item expenditures, projections, and documentation.

V. Representation and Termination

Representation in all matters pertaining to this understanding and the operations it pertains to shall be provided by the Assistant City Manager and the Superintendent of Park Planning and Development (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 City Manager and the Parks and Recreation Administrator shall, by mutual agreement, resolve the dispute or conflict.
2. 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.

VI. Term of Agreement

The term of this agreement shall be July 1, 2017 – June 30, 2018. 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.

Steve Arbo
City Manager

Date

Joe Snook, CPRP
Interim Parks and Recreation Administrator

Date

Beautification Commission Work Plan for FY 2018

By its very nature, beautification is an initiative that will sell itself to the community, if they can see it in action. By engaging in year round projects that are visible to the community, the city will demonstrate its commitment and rally support for additional projects. Many areas of beautification are available in high-traffic areas that our citizens see every day. Target projects that are done well and publicized, will provide tangible evidence of our success and will spur business and community efforts to volunteer as well as to fund additional support. A number of projects that are currently in-process can be expanded to maximize their impact.

Objective 1: Develop projects and programs to beautify the Lee's Summit community.

Activity 1A: Continue Lee's Summit Clean-Up Days on a Regular Basis.

Activity 1B: Facilitate an Annual Landscaping Contest.

Activity 1C: Continue Beautification of Visible, Publicly-owned Areas with the Adopt-A-Spot program

Activity 1D: Expand beautification efforts to include the commercial sector

Activity 1E: Implement a spot beautification program/plan

Activity 1F: Continue seasonal plantings in downtown planters

Activity 1G: Maintain communication with the City of Lee's Summit and the Missouri Department of Transportation to provide regular clean up services in the community.

Objective 2: Serve as Lee's Summit's Tree Board

Activity 2A: Increase community awareness of the value of trees through efforts including:

Activity 2B: Plan and Execute an Arbor Day Event

Activity 2C: Maintain the City's designation as a "Tree City"

Objective 3: Educate the Lee's Summit community regarding beautification and recycling activities.

Activity 3A: Promote environmental issues within the community.

Activity 3B: Coordinate an organized litter control campaign in the community.

Activity 3C: Provide continuing education opportunities for Beautification Commission members.

Objective 4: Promote the City of Lee's Summit and its Beautification program.

Activity 4A: Establish open communication with the community

Activity 4B: Maintain an active interest in Lee's Summit gateway and signage

Activity 4C: Organize a volunteer force to support beautification activities.

ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS & RECREATION - FUND 200
BEAUTIFICATION COMMISSION
FY18

EXHIBIT "A"

	Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Total Budget Request FY2017-18
REVENUES				
TRANSFERS				
Transfer from Gen Fund	44,544	56,064	52,939	57,106
Total Transfers	44,544	56,064	52,939	57,106
TOTAL REVENUES	44,544	56,064	52,939	57,106
EXPENDITURES				
PERSONAL SERVICES				
Salaries - Regular	19,551	18,616	18,616	18,763
Short Term Disability	17	17	17	17
FICA - Employer	1,148	1,154	1,154	1,163
Medicare Deduction	269	270	270	272
Health/Dental Insurance	4,217	3,787	3,787	4,051
Life Insurance	45	56	56	56
Long Term Disability	67	97	97	98
LAGERS - Retirement	2,056	1,880	1,880	1,989
Total Personal Services	27,370	25,877	25,877	26,409
PS-FRINGS				
Car & Communication Allowance	127	126	126	126
Workers Compensation	-	-	-	-
Unemployment Insurance	11	11	11	21
Total PS-Fringes	138	137	137	147
COMMODITIES				
Total Commodities	-	-	-	-
CONTRACTUAL SERVICES				
Advertising Exp	-	900	450	900
Printing Expense	-	350	175	350
Professional Fees	25	15,000	15,000	18,000
Travel & Meeting	1,214	500	500	500
Public Relations	825	800	800	800
Total Contractual Services	2,064	17,550	16,925	20,550
MAINTENANCE & REPAIRS				
M & R Grounds	14,972	12,500	10,000	10,000
Total Maintenance & Repairs	14,972	12,500	10,000	10,000
TOTAL EXPENDITURES	44,544	56,064	52,939	57,106

**Memorandum of Understanding between
the Lee's Summit Parks and Recreation Department
and the
City of Lee's Summit Public Works Department
2017 - 2018**

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 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 2017-18 MOU.

In consideration of the use of all resources associated with these activities and with the agreed to FY 2017-2018 appropriations of \$140,226 from Public Works, 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
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. Installation and removal of Christmas lights on the downtown trees.
 - c. Pesticide control on downtown trees.

12. **Cheddington and HWY 150** - 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.
13. **Tudor Road Medians** - 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 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 Monument** - 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, disease/weed control
 - b. Provide plant care to include pruning, removal, planting, fertilization, disease and insect control. Provide trash pick-up.

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 Work 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, 2017– June 30, 2018. 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.

Steve Arbo
City Manager

Date

Joe Snook, CPRP
Interim Parks and Recreation Administrator

Date

Dena Mezger, P.E.
Public Works Director

Date

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

Departmental Allocation Based on Man Hours (Table 1)
Departmental allocations are derived by calculating manhours spent on each contract. These percentages are used to calculate overhead charges in the table below.

TABLE 1		
Departmental Allocation Based on Man Hours		
	Hours	% of Hrs
PW	1,205	100%
	1,205	100%

TABLE 2
Overhead Allocation by Department FY18

Department	Salaries and Benefits	Supplies and Other Services	Mowing & Tree Contracts	VERP & CVM	M&R	Utilities	Fuel	Capital Outlay	Total Grounds FY17 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
PW	44,047	4,328	57,554	10,117	7,355	1,250	2,827	-	127,478	12,748	140,226
Total Grounds Maintenance	44,047	4,328	57,554	10,117	7,355	1,250	2,827	-	127,478	12,748	140,226

Department	Salaries and Benefits	Supplies and Other Services	Mowing Contract	VERP/CVM/ ITS/MERP	M&R	Utilities	Fuel	Capital Outlay	Total Cemetery FY17 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
Cemetery	58,260	95,382	13,280	35,690	8,770	4,350	1,200	-	216,932	21,693	238,625
Total Cemetery Budget	58,260	95,382	13,280	35,690	8,770	4,350	1,200	-	216,932	21,693	238,625
Total Grounds Maintenance and Cemetery	102,307	99,710	70,834	45,807	16,125	5,600	4,027	-	344,410	34,441	378,851

ITEMIZED BUDGET EXPENSE WORKSHEET
PARK & RECREATION FUND
GROUNDS MAINTENANCE-PUBLIC WORKS
FY18

Exhibit A

	TOTAL GROUNDS MAINTENANCE- PUBLIC WORKS
PERSONNEL SERVICES	
7000-0-Salaries-Regular	25,252
7008-0-Short Term Disability Pay	30
7009-0-FICA-Employer	1,566
7011-0-Medicare Deduction	366
7014-0-Communication Allowance	220
7015-0-Health/Dental Insurance	6,945
7018-0-Life Insurance	76
7019-0-Worker's Compensation	6,748
7020-0-Disability Insurance	131
7021-0-Unemployment Insurance	36
7023-0-Retirement-Lagers	2,677
	<u>44,047</u>
OTHER SUPPLIES, SERVICES AND CONTRACTS	
7203-0-Insurance Expense	604
7207-0-Professional Fees Expense	57,554
7213-0-Rentals & Leases Expense	115
7221-0-Sanitation Services	280
7249-0-Consumable Tools	140
7269-0-Special Apparel	552
Total Other Supplies, Services and Contracts	<u>59,245</u>
INTERDEPARTMENT CHARGE	
9001-0-CVM - Overhead	4,895
9005-0-VERP Payment	5,222
Total Interdepartment Charge	<u>10,117</u>
MAINTENANCE & REPAIRS	
7301-0-Maintenance-Grounds	2,637
7305-0-Maint & Repair-Vehicle	7,060
7306-0-Maint & Repair-Other Eq	295
Total Maintenance & Repairs	<u>9,992</u>
UTILITIES	
7403-0-Electricity	1,250
Total Utilities	<u>1,250</u>
FUEL & LUBRICANTS	
Fuel & Lubricants	2,827
Total Fuel & Lubricants	<u>2,827</u>
ADMINISTRATIVE FEE	12,748
Total Transfers	<u>12,748</u>
	<u>140,226</u>

ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY18

Exhibit D

		Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
REVENUES							
CONTRIBUTIONS							
4305 0	Contributions - Other	0	0	0	0	-	-
Total Contributions		0	0	0	-	-	-
INTEREST ON INVESTMENTS							
4600 0	Interest on Investments	14,350	7,000	7,000	9,100	9,100	-
Total Interest on Investments		14,350	7,000	7,000	9,100	9,100	-
SERVICES							
4423 0	Grave Openings	65,250	69,550	83,461	68,950	68,950	-
4424 0	Monument Footings	10,345	11,000	11,000	10,320	10,320	-
4425 0	Monument Engraving	1,875	6,000	2,725	-	-	-
4441 0	Misc Services	2,047	5,500	205	-	-	-
4426 0	Flaggings	1,020	1,200	1,200	1,500	1,500	-
4446 0	Other Revenue	122	0	0	-	-	-
Total Services		80,659	93,250	98,591	80,770	80,770	-
PROPERTY SALES							
4801 0	Sale of Personal Property	94,717	100,000	84,500	94,500	94,500	-
4508 0	Monument Sales	78,111	60,000	60,000	80,000	80,000	-
Total Property Sales		172,828	160,000	144,500	174,500	174,500	-
MISCELLANEOUS							
4716 0	Refunds & Reimbursements	13		-2,000		-	-
Total Miscellaneous		13	0	-2,000	-	-	-
TOTAL REVENUES		267,850	260,250	248,091	264,370	264,370	-
EXPENDITURES							
PERSONNEL SERVICES							
7000 0	Salaries - Regular	37,993	40,987	40,987	35,468	35,468	-
7002 0	Overtime	975	1,000	1,000	-	-	-
7008 0	Short Term Disability	32	50	50	50	50	-
7009 0	FICA - Employer	2,352	2,541	2,541	2,199	2,199	-
7011 0	Medicare Deduction	550	594	594	514	514	-
7014 0	Communication Allowance	193	294	294	294	294	-
7015 0	Health/Dental Insurance	6,745	10,820	10,820	11,575	11,575	-
7018 0	Life Insurance	75	123	123	106	106	-
7020 0	Long Term Disability	3,834	3,966	3,966	4,049	4,049	-
7023 0	LAGERS - Retirement	107	213	213	184	184	-
7019 0	Workers Compensation	30	30	30	60	60	-
7021 0	Unemployment Insurance	3,178	4,140	4,140	3,760	3,760	-
Total Personnel Services		56,064	64,758	64,758	58,259	58,259	-
SUPPLIES AND OTHER SERVICES							
7200 0	Advertising Exp	2,225	2,800	0	-	-	-
7201 0	Organizational Dues	0	0	0	-	-	-
7203 0	Insurance Expense	748	900	900	908	908	-
7207 0	Professional Fees	56,385	55,070	52,085	51,772	51,772	-
7213 0	Rentals & Leases	354	800	800	800	800	-
7214 0	Uniform Rental	0	0	0	-	-	-
7221 0	Sanitation Services	508	800	800	1,000	1,000	-
7249 0	Consumable Tools	104	500	200	50	50	-
7258 0	Telephone	688	822	822	668	668	-
7259 0	Mobile Telephone	89	450	450	130	130	-
7260 0	Asphalt	0	5,000	5,000	5,000	5,000	-
7264 0	Other Construction Materials	53,034	39,000	39,000	49,084	49,084	-
7269 0	Special Apparel	26	250	250	-	-	-
7270 0	Office Supplies	358	500	500	500	500	-
7272 0	Computer Supplies	0	0	0	-	-	-
7273 0	Janitorial Supplies	62	200	200	200	200	-
7285 0	Bancard Fees	2,396	2,000	1,600	1,950	1,950	-
Total Supplies and Other Services		116,977	109,092	102,607	112,062	112,062	-

ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY18

Exhibit D

			Prior Year Actual FY2015-16	Current Budget FY2016-17	Current Year Projected FY2016-17	Maint Budget Request FY2017-18	Total Budget Request FY2017-18	Expansion
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	347	500	500	500	500	-
7301	0	M & R Grounds	6,900	8,880	6,990	7,270	7,270	-
7303	0	M & R Office Equipment	0	0	0	-	-	-
7304	0	M & R Dp Equipment	3,650	3,650	3,650	3,650	3,650	-
7305	0	M & R Vehicle	22	1,000	750	1,000	1,000	-
7306	0	M & R Other Equipment	25	600	600	-	-	-
Total Maintenance & Repairs			10,944	14,630	12,490	12,420	12,420	-
UTILITIES								
7401	0	Natural Gas	672	900	675	900	900	-
7403	0	Electricity	2,525	3,000	2,500	3,000	3,000	-
7407	0	Water/Sewer	412	450	450	450	450	-
Total Utilities			3,609	4,350	3,625	4,350	4,350	-
FUEL & LUBRICANTS								
7500	0	Fuel/Lubricants	767	1,200	400	1,200	1,200	-
Total Fuel & Lubricants			767	1,200	400	1,200	1,200	-
CAPITAL OUTLAY								
8000	0	Capital Outlay	0	-	-	-	-	-
Total Capital Outlay			0	0	0	-	-	-
INTERDEPARTMENT CHARGE								
9000	0	ITS Overhead	8,404	11,377	11,377	12,228	12,228	-
9001	0	Fleet Overhead	3,962	3,838	3,838	3,838	3,838	-
9004	0	MERP	660	660	660	636	636	-
9005	0	VERP Payment	28	25	25	26	26	-
9007	0	SLERP Payment	0	68	68	70	70	-
Total Interdepartment Charge			13,054	15,968	15,968	16,798	16,798	-
TRANSFERS								
9101	0	Transfer to Parks	21,700	21,035	21,035	20,508	20,508	-
Total Transfers			21,700	21,035	21,035	20,508	20,508	-
TOTAL EXPENDITURES			223,115	231,033	220,883	225,597	225,597	-
NET			44,735	29,217	27,208	38,773	38,773	-
Percent Recovery			120%	113%	112%	117%	117%	#DIV/0!

EXPANSION REQUEST

None

**FULL TIME STAFF COMPENSATION
2017/2018 SCHEDULE**

Grade	Title	2016-2017 Salary Range		2017-2018 Salary Range	
7	None	\$24,566	- \$39,355	\$24,566	- \$39,355
8	Service Representative I (2) Assistant Recreation Supervisor (1)	\$26,112	- \$41,963	\$26,112	- \$41,963
9	Recreation Supervisor I (3) Maintenance Specialist (3) Park Specialist (2)	\$28,269	- \$45,541	\$28,269	- \$45,541
10	Administrative Services Assistant (1) Skilled Park Specialist (1)	\$30,644	- \$49,520	\$30,644	- \$49,520
11	Senior Park Specialist (4)	\$33,261	- \$53,884	\$33,261	- \$53,884
12	Legacy Park Community Center Assistant Manager (1) Maintenance Supervisor (1) Park Maintenance Supervisor (1) Marketing Coordinator (1) Accountant (1) Master Park Specialist (6)	\$36,150	- \$56,331	\$36,150	- \$56,331
13	Park Maintenance Supervisor II (1)	\$39,339	- \$64,162	\$39,339	- \$64,162
14	None	\$42,866	- \$70,171	\$42,866	- \$70,171
15	Aquatics Manager (1) Gamber Community Center Manager (1) Harris Park Community Center Manager (1) Strategic Communications and Administration Manager (1) Assistant Superintendent of Park Construction (1)	\$46,769	- \$76,794	\$46,769	- \$76,794
16	Legacy Park Community Center Manager II (1)	\$51,093	- \$84,099	\$51,093	- \$84,099
17	Superintendent of Recreation (1) Superintendent of Park Planning and Construction (1) Superintendent of Park Operations (1)	\$55,889	- \$92,273	\$55,889	- \$92,273
18	Superintendent of Administrator II (1) Superintendent of Recreation II (1)	\$61,213	- \$101,308	\$61,213	- \$101,308
19	None	\$70,546	- \$116,754	\$70,546	- \$116,754
20	Assistant Administrator (1)	\$74,711	- \$99,216	\$74,711	- \$99,216
21	None	\$80,142	- \$132,715	\$80,142	- \$132,715
22	None	\$82,910	- \$134,816	\$82,910	- \$134,816

Unclassified--Administrator of Parks and Recreation (1)

PART TIME STAFF STARTING PAY SCHEDULE
BY DIVISION

DIVISION	POSITION	FY17 (Original Budget) (Per Hour)	FY18 (Revised 2-1-17) (Per Hour)	
ADMINISTRATION				
	Administrative Services Assistant	-	\$12.50	(1)
	Service Representative	\$7.65	\$7.70	(3)
PARKS				
	Park Specialist - Seasonal	\$8.50	\$8.50	
	Park Operations - Site Supervisor	\$10.00	\$10.00	
GAMBER CENTER				
	Recreation Supervisor	\$12.75	\$12.75	
	Dance Instructor	\$15.00	\$15.00	
	Facility Supervisors	\$8.50	\$8.50	(3)
	Service Representatives	\$7.65	\$7.70	(3)
	Custodians	\$7.65	\$7.70	(3)
	Fitness Instructors (Land)	\$22.00	\$22.00	
	Security	\$43.00	\$43.00	
LEGACY PARK COMMUNITY CENTER (LPCC)				
	Service Representative	\$8.50	\$8.50	
	Facility Supervisors	\$10.00	\$10.00	(3)
	Custodian	\$7.65	\$7.70	(3)
	Gym/Weight Room Attendant	\$7.65	\$7.70	(3)
	Floor Trainers-Weight Room	\$10.00	\$10.00	(3)
	Child Care Attendant	\$7.65	\$7.70	(2)
	Lifeguard	\$7.75	\$8.25	(2)
	Head Lifeguard	\$9.00	\$9.50	(2)
	Swim Instructors I	\$7.65	\$8.25	(2)
	Swim Instructors II	\$8.50	\$8.50	(2)
	Private Swim Lesson Instructor (non-cert/cert)	\$7.65 - \$8.50	\$8.25 - \$8.50	(2)
	Swim Lesson Coordinator	\$13.50	\$13.50	
	Security	\$43.00	\$43.00	
	Fitness Instructors (Land)	\$15.00 - \$23.00	\$15.00 - \$23.00	
	Fitness Instructors (Water)	\$15.00 - \$23.00	\$15.00 - \$23.00	
	Personal Trainers	\$25.00	\$25.00	
	HEED Instructor	\$10.00	\$10.00	
	RevUp Exercise Specialist	\$37.50	\$37.50	
SUMMIT WAVES				
	Welcome Desk/Food & Beverage Manager	\$9.00	\$9.00	
	Assistant Facility Manager	\$13.50	\$13.50	(2)
	Head Lifeguard	\$9.00	\$9.50	(2)
	Lifeguard	\$7.75	\$8.25	(2)
	Service Representative	\$7.65	\$8.50	(3)
	Concession Attendant	\$7.65	\$7.70	(3)
	Deck Attendant	\$7.65	\$7.70	(3)
	Security	\$43.00	\$43.00	
	Swim Lesson Coordinator	\$13.50	\$13.50	
	Swim Instructors I (AM/PM)	\$7.65	\$8.25	(2)
	Swim Instructors II (AM/PM)	\$8.50	\$8.50	(2)
	Private Swim Lesson Instructor (non-cert/cert)	\$7.65 - \$8.50	\$8.25 - \$8.50	(2)
	Swim Team Coach	\$2,400/Season	\$2,400/Season	
	Assistant Swim Team Coach	\$800/Season	\$800/Season	
CAMP SUMMIT				
	Camp Director	\$12.00	\$12.00	
	Camp Manager	\$11.00	\$11.00	
	Assistant Camp Manager	\$9.50	\$9.50	
	Camp Service Representative	\$8.50	\$8.50	(3)
	Counselor (camp, support & school break)	\$7.65	\$7.70	
HARRIS PARK COMMUNITY CENTER				
	Facility Supervisor	\$8.50	\$8.50	(3)
	Service Representative	\$7.65	\$7.70	(3)
	Custodians	\$7.65	\$7.70	(3)


PART TIME STAFF STARTING PAY SCHEDULE
BY DIVISION

DIVISION	POSITION	FY17 (Original Budget) (Per Hour)	FY18 (Revised 2-1-17) (Per Hour)
INSTRUCTIONAL (YOUTH AND ADULT)			
	Itty Bitty/Pee Wee Site Supervisor	\$8.00	\$8.00
	Hartman Park Site Supervisor	\$10.00	\$10.00
	Instructors	\$10.00	\$10.00
	Kickball Referee	\$18.00	\$18.00
	Bubble Soccer Referee	\$10.00	\$10.00
	Adult Flag Football Referee	\$15.00	\$15.00
	Concession Attendant	\$7.65	\$7.70
ATHLETICS			
	Basketball Referee I	\$13.00	\$13.00
	Basketball Referee II	\$15.00	\$15.00
	Basketball Referee III	\$18.00	\$18.00
	Basketball Referee IV	\$20.00	\$20.00
	Soccer Referee I	\$10.00	\$10.00
	Soccer Referee II	\$12.00	\$12.00
	Soccer Referee III	\$15.00	\$15.00
	Soccer Referee IV	\$16.00	\$16.00
	Dodgeball Official	\$8.00	\$8.00
	Kickball Official	\$18.00	\$18.00
	Volleyball Official I	\$15.00	\$15.00
	Volleyball Official II	\$16.00	\$16.00
	Itty Bitty Instructor	\$8.75	\$8.75
	Scorekeeper	\$7.65	\$7.70
	Youth Instructor	\$20.00	\$20.00
FESTIVALS			
	Event Staff	\$8.00	\$8.00
BAILEY FARM			
	Service Representative	\$7.65	\$7.70
	Event Staff	\$8.00	\$8.00
	Facility Supervisor	\$8.50	\$8.50
AMPHITHEATER			
	Event Staff	\$8.00	\$8.00
	Concession Attendant	\$8.00	\$8.00
	Gate Attendant	\$8.00	\$8.00
	Parking Attendant	\$8.00	\$8.00
	Site Supervisor	\$10.00	\$10.00

⁽¹⁾ Approved - October 26, 2016 Park Board meeting.

⁽²⁾ Approved - February 22, 2017 based on recommendations from the Summit Waves End of Activity Report 1-25-17.

⁽³⁾ Missouri Minimum Wage Increase

	TRAINING AND LICENSING PLAN 2017 - 2018						
	The certification and training plan is meant only as a guide and is subject to change. All training requires advance approval from the Administrator. Training is an opportunity provided by the Board to improve our skills to serve our community.						
	Special policies pertain to employee responsibilities when accepting Board paid training and licensing.						
ADMINISTRATION							
Employee	Completed Training	Current Training Needs	5 Year Goals	2015/2016	2016/2017	2017/2018	
Park Board	NRPA, ABC, MPRA	Charter By Laws		NRPA-4	ABC, NRPA-2	NRPA	
Board Members							
Joe Snook	MS, BA, LLS, ABC, MPRA,	Park Development	Continue in current	NRPA	CPRE	NRPA	
Interim Park Administrator	NRPA, ABC, FA, CPR,	CPRE certification	position		NRPA	MPRA	
	NIRSA, CPO, AFO, CD,				MPRA	WS	
	MMS, CPRP, RS, AED,		P&R Director in		CPR, FA, AED		
	Director's School Yr 1 and		next 5 years		ABC		
	Yr 2				WS		
			Oversee acquisition,				
			planning and				
			construction of a				
			local park system				
Carole Culbertson	BS, Accounting and	RS, MMS	Continued management of	RecTrac Training(Upgrade)	CPR	MMS	
Superintendent -	Finance, CPA (Certified	Advanced Excel	Administrative group. Seek improved		NRPA	WS	
Administration	Public Accountant), NRPA		processes through continued		WS		
	Director's School, MPRA		evaluation of tasks.				
Andrew Holmes	BS, Accounting	CPR	Fully transparent patron	RecTrac User Group	RecTrac User Group	SMS	
Strategic Communication and	Advanced Excel training	SMS	comment reporting process.	NRPA	CPR, FA	COMPTIA A+	
Administration Manager	CPR, FA		Virtually unlimited email inbox storage	RecTrac Training(Upgrade)	SMS	WS	
			space	CPR	WS		
			More patron usage of website than				
			phone calls				
Dana Thurber	CPR, FA, AED, CT	Advanced Excel, Advanced Word,		Executive Forum	RecTrac Symposium	SMS	
Administrative Services Assistant		Adobe		RecTrac User Group	RecTrac User Group	WS	
		SMS		RecTrac Training(Upgrade)	CPR		
					MPRA, WS		
Beth Comer	BS, Accounting	HRCI or SHRM-Human Resource certifications, MPRA	Increase responsibilities and become expert on all Accounting and Human Resource matters for the department		CPR	HRCI Certification	
Accountant	HIPAA Compliance Training 2016	NRPA, RS	Refine the Administrative projects and duties to increase efficiency.		WS	WS	
			Implement new technology solutions for easier communication.				
			Have a comprehensive understanding of COLS and LSPR functions				
Dan Cogan		Brand +Aid, NRPA, MPRA			Brand Aid	WS	
Marketing Coordinator		American Marketing Association - Professional Certified Marketer			Digital Marketing	ProSuite Certification	
		Hootsuite Social Marketing Certification			BootCamp	Adobe Certification	
		Adobe Master Certification			CPR		
		Undergrad marketing classes			MPRA		
					WS		


TRAINING AND LICENSING PLAN 2017 - 2018

The certification and training plan is meant only as a guide and is subject to change. All training requires advance approval from the Administrator. Training is an opportunity provided by the Board to improve our skills to serve our community. Special policies pertain to employee responsibilities when accepting Board paid training and licensing.

PARKS -- CONSTRUCTION AND OPERATIONS

Employee	Completed Training	Current Training Needs	5 Year Goals	2015/2016	2016/2017	2017/2018
Robert Sanchez	BS in Park Resource Management	CPRP- test taken, awaiting results	CPSI Recertification- 2020		Transfer PCA from KS to MO	NRPA
Superintendent of Park Operations	MMS, LDI, CPO, PCA, CPSI	NRPA, MPRA, STMA	CPO Recertification- 2019			
	MPRA, KRPA, NRPA	Maintain current certifications.	Be an industry leader in park operations			
		Computer training to assist	and maintenance. Improve efficiency and			
		with maintenance and operations.	effectiveness of division.			
		Six Sigma				
Steve Casey	BLA, RLA, ASLA, MPRA	Maintain state professional	Be at forefront of implementing "green"	MMS year 2	FA	WS
Superintendent of	MTS, ABC, CPR, FA	licensure through	and sustainable designs in P&R facility	LLS	MPRA	NRPA
Planning and Construction	ASLA Conference	continuing education (30	planning. Improve efficiency in design		CPR	
	CPTED	hours/2 years)	role through use of computer		ABC	
	MMS	Attend local, state and	technology.		WS	
	LLS	national conference that				
	NRPA Supervisor School	are relevant to job and				
		assist in meeting licensure				
		requirements				
		Expand computer training				
		and knowledge base				
		Use of tools to assist				
		and improve presentation				
		graphics, design and				
		construction documents.				
		SMS, NRPA, MPRA				
Steve Thomas	BS in Business Management	Computer training, NRPA, MPRA, SMS	Superintendent of Park Construction	MPRA	FA	MMS 2nd year
Asst Superintendent		MMS	CPRP		WS	NRPA
Park Construction		CPR	LLS		MMS	WS
Andy Carr	BS Parks & Recreation, CDI, CPA, LDI	STMA, SMS, NRPA, MPRA	Assistant Superintendent, Superintendent	MMS	MMS 2nd year	SMS
Legacy Supervisor II	MMS	Director's School	Manager		SMS	WS
			CPRP		WS	
			LLS			
Brook Chestnut	International Society of Arboriculture (ISA) certified arborist	MMS, SMS, BS	Assistant Superintendent position		MMS	MMS 2nd year
Park Maintenance Supervisor	Utilities Specialist through International Society of Arboriculture	Certified Pesticide Applicator	CPRP		FA	WS
	Hazard Tree Certified	Bachelors Degree completion			WS	
		Director's School				
		MPRA				
Kevin Brackman	BS, MMS, SMS, CPR, FA,	CPR	Continue high skilled support in all areas.	WS	FA, WS	WS
Master Park Specialist	MPRA					
Rob Hemme	MMS, CPR, FA, CPO, AFO	SMS, CPR	Promotion to supervisor		FA, WS	AFO Renewal
Master Park Specialist	MPRA					WS
Ken Harper	MPRA, CNPSI, CPR, FA	CPR	Maintain current position	WS	FA, WS	WS
Master Park Specialist						
Keith Schloman	MMS, CPR, FA, CNPSI,	CPR	Maintain current position	WS	FA, WS	WS
Master Park Specialist	MPRA					
Stormy Dale	CPR, FA, AFO, MPRA,	CPR	Master Park Specialist	WS	FA, WS	WS
Master Park Specialist	MMS, CPA					

PARKS -- CONSTRUCTION AND OPERATIONS						
Employee	Completed Training	Current Training Needs	5 Year Goals	2015/2016	2016/2017	2017/2018
Steve Kirchhoff	CPR, FA, AFO, CPA	CPR	Maintain current position	WS	FA, WS	WS
Master Park Specialist		MPRA	Master Park Specialist			
Liz Drentlaw	BA, MPRA, CPSI, MMS,	CPR		WS	FA, WS	WS
Senior Park Specialist	CPR, FA, CPA					
Tyler Smith	CPR, FA, MPRA, CPA, AFO	CPR	Promotion to Senior	WS	FA, WS	WS
Skilled Park Specialist			Park Specialist, AFO			
Steve Bonner	BS, CPSI	CPR	Promotion to Senior	WS	FA, WS	WS
Skilled Park Specialist		MPRA	Park Specialist			
Shawn Moore	Associates of Science	CPR, CPA, MMS, MPRA		WS	FA, WS	WS
Senior Park Specialist	LDI	Complete College Degree				SMS
Bryan Bair		CPR, CPA, MMS, MPRA	Promotion to Supervisor	WS	FA, WS	MMS
Skilled Park Specialist			AFO, LDI, BS, SMS	MPRA		WS
			Associate Degree			
Michael Cox	Bachelors Degree in Parks	MMS, MPRA, NPRA	MMS		WS	WS
Park Specialist		FA			MPRA	
		CPR				
Dana Rockers		CPR, MPRA			WS	WS
Parks Specialist		CPA				
		FA				
		STMA				

	TRAINING AND LICENSING PLAN 2017 - 2018					
	The certification and training plan is meant only as a guide and is subject to change. All training requires advance approval from the Administrator. Training is an opportunity provided by the Board to improve our skills to serve our community.					
	Special policies pertain to employee responsibilities when accepting Board paid training and licensing.					
RECREATION						
Employee	Completed Training	Current Training Needs	5 Year Goals	2015-2016	2016-2017	2017-2018
David Dean	BA, CPR, FA, NRPA, AFO,	More knowledge on the	Continue in current	Director's School Year 2	NRPA	MPRA
Superintendent, Recreation II	MPRA, RS, LLS, AED, MMS	use of spreadsheets	position	Indiana Symposium	AFO	CPRP
	DS	Completion of CPRP		RecTrac Training(Upgrade)	ABC	SMS
		Knowledge of	Bring all facility fund		WS	WS
		construction materials	balances to \$150,000			
		and how to read plans				
		Advanced excel, SMS	Oversee ADA compliance at all Parks & Facilities			
Tede Price	BS, RS (BI), CPR, FA, CT,	SMS, MMS, ABC, DS	Continue in current	SES Year 2	MPRA	MMS
Superintendent of Recreation	MPRA, NRPA, AED, LDI	CPRP, LLS, AFO	capacity	NRPA	MO Fairs & Festival Conf	MPRA
Recreation Services	LLS, SES				CPR, FA, AED	WS
HPCC Manager			Oversee amphitheater programming		WS	
					IFEA	
Ryan Gibson	BS, CPR, FA, AED	RS, SMS, LLS, MMS, DS	Growth of Adult & Youth	Executive Forum	CPRP	LLS
Recreation Supervisor III	MPRA, NRPA, LDI, NYSCA		LSPR sports leagues.	RS	RS 2nd year	SMS
	RS Yr 1, EF		Attend NRPA's Supervisors	RecTrac Training(Upgrade)	CPR, FA, AED	MMS
	CRPR		Management School.		WS	WS
			Attend NRPA National			
			Conferences and MPRA			
			State Conferences.			
Jordan Foster	BS, EF, MPRA	LDI, MMS, NRPA	Obtain Master's Degree in	MPRA	CPRP,WS	RS 2nd year
Recreation Supervisor I	CPRP	RS	Park Administration	Executive Forum	RS 1st year	MPRA
		SMS		RecTrac Training(Upgrade)	NRPA, MPRA	WS
Heath Harris	CPR, FA, BS	CPRP, RS	Obtain CPRP	RS 1st year	RS 2nd year	WS
Recreation Supervisor I		MPRA			WS	
		NRPA				
		SMS				
Kalaen Wheeler	AFO	CPR, FA, AED	Recertify AFO		CPR, FA, AED	MMS 2nd Year
Facility Maintenance Specialist		MMS, MPRA			MMS, WS	WS
Jodi Bell	BS, CPR/AED/FA	RS, MMS, DS	Maintain LPCC fund	RecTrac Training(Upgrade)	LLS	MPRA
LPCC Manager II	Risk Management, Service	IAB	balance to \$150,000	RS	RS 2nd year	MMS 2nd Year
	with Soul, Youth Super	SMS	Superintendent/		NRPA	WS
	Sports Director, Teen		Assistant Superintendent		MMS	
	Leadership Director, Group		of Recreation and / or Facilities		WS	
	Work, Working with 5-9		Civic Organizations			
	Year Olds, 3R's					
	of Membership,LLS					
	Membership by Design,					
	Facilitation Skills,					
	Faculty Trainer, YUSA					
	Senior Director Certification					
	NRPA, Facility Design School					

RECREATION						
Employee	Completed Training	Current Training Needs	5 Year Goals	2015-2016	2016-2017	2017-2018
	CS, AFO, RS YR 2, CPRP					
Amanda Johnson Assistant Facility Manger - LPCC					MPRA, RS, WS	WS
Joe Sherman Recreation Supervisor I RevUP	Effective Supervisor Training (currently), CPR/First Aid/ AED ACSM Exercise Physiologist Exercise as Medicine BS Exercise and Movement Science MS Health Promotion and Wellness Management EF, MPRA, NPPA, HEED	CEU's for ACSM CPR/First Aid/AED SMS ACSM Conference/Summit NRPA	100% Supervisory Role of RevUp Manage successful 6-8 paid fitness programs for RevUp clients after completing RevUp & ReLoad programs Stay in the fitness area / Manager Position More experience in fitness mgmt / Manage more Staff Revenue School / Participation in development or new fitness facilities	MPRA Executive Forum RecTrac Training(Upgrade)	NRPA WS	CPR, FA, AED WS
Jeffrey Lavenau Maintenance Supervisor	CPR, FA, AED, AFO	MPRA, NRPA CT, WS, MMS	CPRP, SMS, Energy Efficient Mechanical Maintenance Tracking System		AFO MMS 1st year	MMS 2nd year
Devin Blazek Aquatics Manager	BS, CPR, FA, AED, AFO Red Cross Life Guard Instructor (LGI) MPRA, EF	MBA, LGIT, WSI instructor, WWA, food handlers permit	Assistant Superintendent, Facility Manager of (Community Center or Field House) Minimize seasonal turnover to 20%. SW master plan.	Executive Forum MRPA RecTrac Training(Upgrade)	LDI WSI NRPA WSI RS, WS	WS MPRA RS 2nd Year
Sara Dyer Service Representative I					WS	WS
Pat Shepard Gamber Center Manager	BA, LLS, CPR, FA, AED, Food Handlers Permit	RS, SMS, ABC Training in foundations Further education in the field of senior recreation and gerontology Event Planning MPRA NRPA	Make GC self-sufficient by maximizing participation, rentals, memberships, donations establish a foundation and donor program to generate funds See attendance maximized and stable Provide extensive programming	RecTrac Training(Upgrade)	MPRA, RS WS	WS
James Martin Facility Maintenance Specialist Gamber Center	AED, CT, CPR, FA	AED, CT, CPR, FA			WS	WS
Jenny Brennan Recreation Supervisor I	CPR, FA, AED, Personal Training Group Exercise EF Nutrition Specialty Consultant	MPRA AB CI CPRP NRPA SMS	Participate in design & operational development of future community center, RecTrac, learn more about other areas of facility, operations, CPRP, Dietitian	Executive Forum RecTrac Training(Upgrade)	NRPA LDI MPRA WS	CPR, FA, AED NRPA WS
Vernon Hughes Facility Maintenance Specialist	CPR, FA, AED	AFO, MPRA WS	SMS		CPR, FA, AED AFO, WS	WS

TRAINING GOALS AND KEY

GOALS

Superintendents and Assistant Superintendents: Rotation for NRPA or ABC/MPRA (2 years), SMS, RS, LLS
Managers: Rotation for NRPA/ABC (3 years) and MPRA (2 years)
Supervisors: Rotation for NRPA/ABC (5 years) and MPRA (3 years)
CPRP: All Supervisory Staff (Superintendents and Recreation Supervisors)
Supervisors: Attend professional school for their area
Playground Safety every year for selected employees
 Rotate **Parks Specialists** through special training workshops (welding, etc.) and MPRA (2 per year)
 Rotate **Service Representatives** through computer training and customer service training
CPR/First Aid every 2 years
AED once per year

KEY

ABC	Athletic Business Conference	FA	First Aid
AED	Automatic External Defibrillators	IAAPA	Internat'l Association of Amusement Park Attractions
AFO	Aquatic Facility Operator	IFEA	International Festivals & Events Association
AICP	American Institute of Certified Planners	ISA	International Society of Arboriculture
APA	American Planning Association	LLS	Leadership Lee's Summit
AQS	Aquatic School	MBA	Masters in Business Administration
ARC LI	American Red Cross Lifeguard Instructor and Lifeguard	MLS	Masters of Landscape Architecture
ARC CPR/FA	American Red Cross CPR Professional Rescuer Instructor	MMS	Maintenance Management School
ASLA	American Society of Landscape Architects	MPA	Masters Public Administration
BI	Business Institute now RS-Revenue School	MPRA	Missouri Parks and Recreation Association
BMP	Best Management Practices Stormwater Management	MS	Master of Science Degree
BS	Bachelor of Science Degree	MTVA	Missouri Valley Turfgrass Association
CD	Center Design	NRPA	National Recreation and Park Association
CI	Club Industry	NAC	NRPA's National Aquatics Conference
CPA	Certified Pesticide Applicator	NPSI	National Playground Safety Institute
CPA(B)	Certified Public Accountant (Business)	NYSCA	National Youth Sports Coach Association
CPRE	Certified Parks and Recreation Executive	PS	Professional School or Public Speaking
CPRP	Certified Parks and Recreation Professional	Q	Quark Xpress (computer training)
CPTED	Crime Prevention through Environmental Design	RLA	Registered Landscape Architect
CM	Construction Management	RPS	Recreation Programming School
CPSI	Certified Playground Safety Inspector through NPSI	RS	Revenue School (formerly known as BI)
CPO	Certified Pool Operator	SES	Special Events School
CPR	Cardiopulmonary Resuscitation	SMS	Supervisor's Management School
CS	Customer Service	SMS*	Sports Management School
CT	Computer Training	STMA	Sports Turf Management Association
DS	Director School		
EDS	Executive Development School	WS	Workshop
EF	Executive Forum	WWA	World Water Park Association

Parks & Recreation - VERP SCHEDULE - Fiscal 2018
Park Operations (Program 0700) and Legacy Park (Program 2635)
Inventory of Existing Vehicles and Equipment

Item	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price / Original Cost	Equipment Life Miles or Hours (Normal Life)	Average Annual Miles or Hours	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$	Life Remaining	Salvage Value	Purchase Price	VERP Payment
1	300	08 Ford Explorer #14634	0	\$0	0	0	0	0.0%	0.0%	0	0	0	0
2	302	11 Ford Ranger ext cab XLT 4x4 #15511	2011	\$18,369	8	1	8	1.5%	35.0%	1	0	0	1,428
3	303	11 F-150 ext cab 4x2 #15900	2011	\$21,540	8	1	8	1.0%	35.0%	1	0	0	1,607
4	305	13 Ford F350 #16831	2013	\$20,765	8	1	8	1.2%	32.0%	3	0	0	1,648
5	304	13 Ford F350 #16184	2013	\$20,765	8	1	8	1.2%	35.0%	3	0	0	1,575
6	306	11 Ford F450 plow and sander #15912	2011	\$41,772	7	1	7	1.2%	35.0%	0	15848	45410	3,577
7	308	11 Ford 4x4 dump insert with plow #15527	2016	\$37,944	5	1	5	1.2%	35.0%	3	0	0	4,438
8	309	06 F-450 dump with plow 4x4 #13815	2016	\$54,155	10	1	10	1.2%	35.0%	8	0	0	3,370
9	312	09 F-350 pickup truck #15237	2017	\$47,865	8	1	8	1.0%	40.0%	0	0	0	3,298
10		05 Ford CM272 Asset #13277	2005	\$12,797	14	1	14	1.0%	18.0%	1	0	0	731
11	318	07 JD Gator #14252	2007	\$6,729	11	0	10	1.2%	25.0%	0	1904	7672	444
12	315	13 Ford F-350 asset # 16186	2013	\$20,765	7	1	7	1.2%	35.0%	2	0	0	1,778
13	321	14 toro spray units #16858	2014	\$37,539	6	1	6	1.0%	35.0%	2	0	0	3,659
14	313	11 F-450 4x2 with plow #15905	2011	\$33,938	8	1	8	1.2%	35.0%	1	0	0	2,575
15			2008	\$0	0	0	0	0.0%	0.0%	0	0	0	0
16	316	06 F-350 4x2 with utility bed #13302	2017	\$51,568	11	1	11	2.5%	40.0%	10	0	0	2,667
17	873	14 S750 Bobcat #16854	2014	\$44,509	15	1	15	1.5%	40.0%	11	0	0	1,911
18	337	04 S300 Bobcat #12794	2004	\$25,518	13	1	14	3.5%	30.0%	0	11407	41306	1,809
19	330	08 Ford E150 Cargo Van #14674	2008	\$17,585	11	1	11	1.2%	22.0%	1	0	0	1,207
20	335	09 S300 Bobcat #15471	2009	\$35,862	10	1	10	1.5%	30.0%	1	0	0	2,477
21	334	12 Toro Workman #16153	2012	\$17,105	7	1	7	1.5%	30.0%	1	0	0	1,611
Totals:				\$567,090							29,158	94,387	41,809

10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2018	86,772	41,811	94,388
2019	7,052	43,304	176,717
2020	11,633	44,728	62,422
2021	107	45,108	85,964
2022	47,735	45,704	0
2023	97,363	45,704	0
2024	149,076	45,704	0
2025	137,013	45,704	101,195
2026	76,526	46,316	167,136
2027	51,711	47,468	114,181
2028	68,086	48,267	57,533

2018	Current Fiscal Year (eg. FY 2000-2001 is "2001")
\$41,811	Your 2018 VERP Payment Amount
\$106,693	2017 Projected Fund Balance
4.2%	Interest Rate to Apply To
	Year End Fund Balance

84.7%	VERP Payment Adjustment Factor
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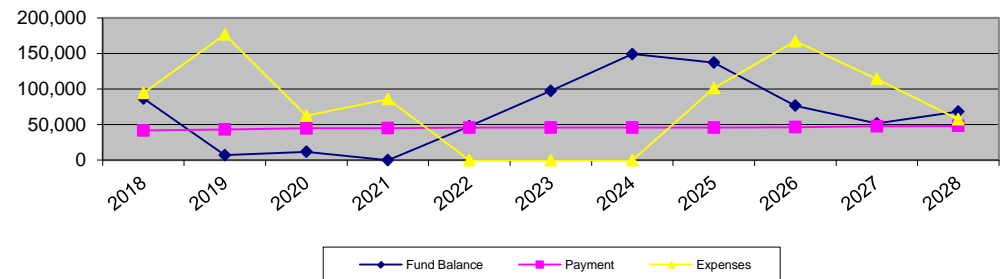
0	2018 Payment Adjustment (+/-)
0	2019 Payment Adjustment
0	2020 Payment Adjustment
0	2021 Payment Adjustment
0	2022 Payment Adjustment

Summary of FY 2018

Account Activity:

Previous Balance:	106,693	(Credit)
VERP Payment:	41,811	(Credit)
Salvage Deposits:	29,158	(Credit)
Current Year Experience:	94,387	(Debit)
Final Fund Balance:	83,275	(Balance)
Interest Earned:	3,498	(Credit)
Year End Closing:	86,773	(Balance)

10-Year Graph



Parks & Grounds Maintenance - VERP SCHEDULE - Fiscal 2018

Inventory of Existing Vehicles and Equipment

Item	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price / Original Cost	Equipment Life Miles or Hours (Normal Life)	Average Annual Miles or Hours	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$\$	Life Remaining	Salvage Value	Purchase Price	VERP Payment
1	307	12 F-350 PU 4x2 Asset #16131	2012	\$20,047	8	1	8	1.5%	35.0%	2	0	0	1,102
2	310	04 F-550 Bucket Truck Asset #12772	2004	\$60,141	14	1	14	3.2%	40.0%	0	34834	93473	2,509
3	338	05 New Holland MC28 mower #13276	2005	\$12,797	13	1	13	4.0%	35.0%	0	6808	21308	668
4	314	04 F-350 standard cab 4x2 #12526	2013	\$20,765	10	1	10	1.5%	35.0%	5	0	0	943
Totals:				\$113,750							41,642	114,781	5,222

2018	Current Fiscal Year
	(eg. FY 2000-2001 is "2001")
\$5,222	Your 2018 VERP Payment Amount
\$68,176	2017 Projected Fund Balance
4.9%	Interest Rate to Apply To Year End Fund Balance

59.9%	VERP Payment Adjustment Factor
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0	2018 Payment Adjustment (+/-)
0	2019 Payment Adjustment
0	2020 Payment Adjustment
0	2021 Payment Adjustment
0	2022 Payment Adjustment

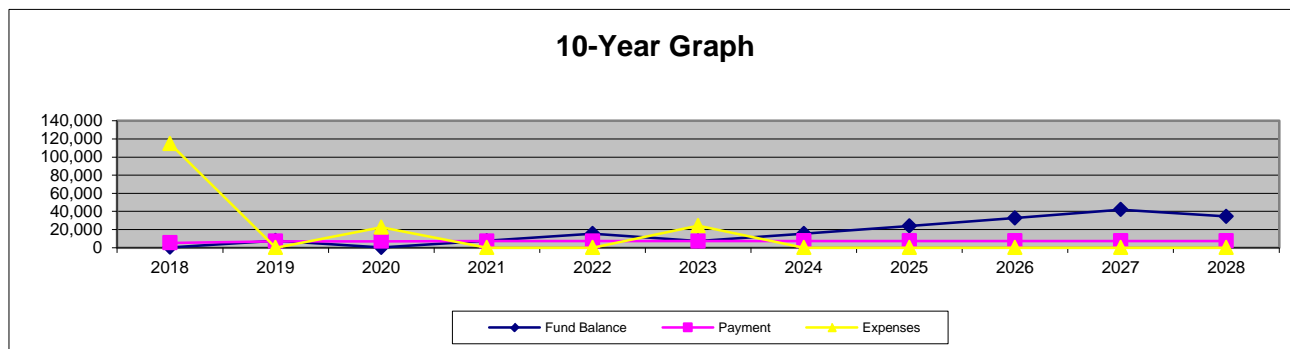
Summary of FY 2018

Account Activity:

Previous Balance:	68,176	(Credit)
VERP Payment:	5,222	(Credit)
Salvage Deposits:	41,642	(Credit)
Current Year Expenses	114,781	(Debit)
Final Fund Balance:	259	(Balance)
Interest Earned:	13	(Credit)
Year End Closing:	272	(Balance)

10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2018	272	5,222	114,781
2019	7,688	7,057	0
2020	22	7,057	22,583
2021	7,573	7,197	0
2022	15,493	7,197	0
2023	7,290	7,197	24,099
2024	15,355	7,348	0
2025	23,816	7,348	0
2026	32,691	7,348	0
2027	42,001	7,348	0
2028	34,367	7,348	0



Cemetery - VERP SCHEDULE - Fiscal 2018

Inventory of Existing Vehicles and Equipment

Item	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price / Original Cost	Equipment Life Miles or Hours (Normal Life)	Average Annual Miles or Hours	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$\$	Life Remaining	Salvage Value	Purchase Price	VERP Payment
1	P311	08 Ford Ranger 4x2 reg cab #14260	2008	\$12,102	11	1	10	5.0%	30.0%	1	0	0	14
2	P317	10 Dixie Chop Mower #15508	2010	\$8,499	10	1	10	1.0%	22.0%	3	0	0	7
3	P341	JD Gator #14253	2007	\$6,729	11	1	10	1.0%	22.0%	0	1,643	7,508	5
Totals:				\$27,330							1,643	7,508	26

2018	Current Fiscal Year (eg. FY 2000-2001 is "2001")
\$26	Your 2018 VERP Payment Amount
\$29,568	2017 Projected Fund Balance
4.2%	Interest Rate to Apply To

Summary of FY 2018

Account Activity:

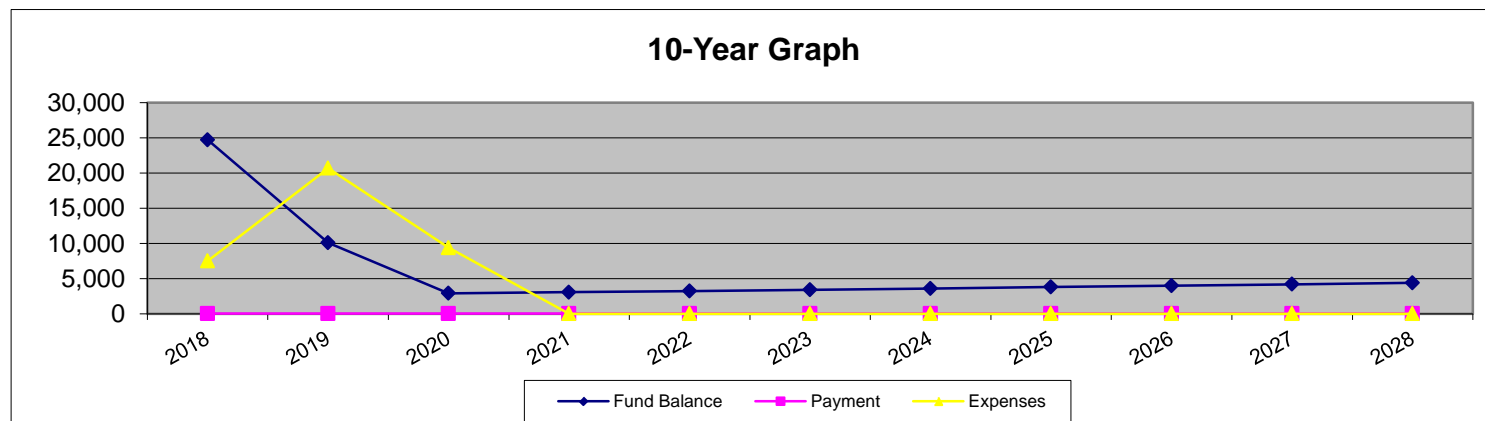
Previous Balance:	29,568	(Credit)
VERP Payment:	26	(Credit)
Salvage Deposits:	1,643	(Credit)
Current Year Expenses:	7,508	(Debit)
Final Fund Balance:	23,729	(Balance)
Interest Earned:	997	(Credit)
Year End Closing:	24,726	(Balance)

10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2018	24,727	26	7,508
2019	10,089	27	20,699
2020	2,912	37	9,388
2021	3,073	37	0
2022	3,241	37	0
2023	3,417	37	0
2024	3,599	37	0
2025	3,789	37	0
2026	3,988	37	0
2027	4,194	37	0
2028	4,409	37	0

1.0%	VERP Payment Adjustment Factor
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0	2018 Payment Adjustment (+/-)
0	2019 Payment Adjustment
0	2020 Payment Adjustment
0	2021 Payment Adjustment
0	2022 Payment Adjustment



**ASPHALT SURFACE INVENTORY
FY18**

Location	Public Use	Condition	Priority	Recommended	Last	Yd3	Next	Last Expense	Budget FY17 Parks	Budget FY17 Legacy	Proposed FY18 Parks	Proposed FY18 Legacy	Status
	Scale 1 (low) -4 (high)			Maintenance	Maintenance		Maintenance						
Arborwalk	3	2	3	Resurface Trail on N. Side	2011	4602	\$ 11,500.00	\$ 10,437.66	\$ 5,341.00		\$ 5,341.00		moved proposed FY18
Upper Banner Trail	2	2	2	Crack fill and Sealcoat		2089		\$ 2,460.00					
Upper Banner Parking Lot	2	2	2	Reconfigure Lot and Overlay	2015	973							
Upper Banner Sidewalk	2	4	1		2014								
Upper Banner Tennis Courts	3	4	1		2014				\$ 4,000.00				
Upper Banner Pickle Ball	3	4	1						\$ 6,000.00				
Canterbury Trail	2	2	1	Crack fill and Sealcoat	2012	4107		\$ 3,315.00					
Deer Valley	3	4	3	Overlaid Spring 2011	2011	3449	\$ 5,175.00						
Deer Valley Cul-De-Sac	3	4	1	Backfill along enge- steep dropoff	2012		\$ 10,000.00						
Eagle Creek	2	3	3	Crack fill and Sealcoat		4695			\$ 14,500.00				
Eagle Creek trail expansion									\$ 15,000.00				
Gamber Center	3	2	4	Crack fill, Sealcoat & Restripe	2015	6507	\$ 6,599.00						
Happy Tails	4	2	3	Crackfill and sealcoat	2013	1761	\$ 46,887.45						
Happy Tails Pk. Lot	4	3	2	Crackfill, sealcoat, restripe	2011								
Harris Park Parking Lot	4	2	4	Crackfill, sealcoat, restripe	2010	49000	\$ 19,425.00						Completedd FY15
Harris Park Trail	4	3	2	Crack fill and Sealcoat	2009	2640		\$ 5,475.00		\$ 5,475.00			moved proposed FY18
Harris Park Curb Painting	4	4	1	Paint "No Parking" curbs	2013								
Hartman Park Pk. Lot	3	3	4	Crackfill, sealcoat, restripe	2009	9750							Completed FY15
Hartman Park Trail & Bleacher Pads	3	3	2	Overlaid 2009	2009	2609	\$ 30,000.00						
Howard Park - Trail	2	1	4	install drainage, mill, relay					\$ 8,000.00				
Howard Hockey Rink & Pad	2	1	4	Router, crackfill, seal, paint	2010			\$ 3,380.00					funded FY16
Howard Pk. Lot	2	1	4	Crack fill, Sealcoat & Restripe	2009	1833		\$ 4,000.00					completed FY16
LMS Parking lot	4	4	1		2013								
LMS Trail	4	4	1		2013								
LMN Parking	4	1	3	Reconfigure Lot and Overlay		8400							
Legacy Park Drive	4	2	4	Microchip and restripe				\$ 181,000.00					completed FY16
Legacy Park - Blue Stem Dr.	4	2	4	Microchip and restripe				\$ 48,184.36					completed FY16
Legacy Park - Coneflower	3	3	2	Crack fill, Sealcoat & Restripe	2017	3280	\$ 18,800.00						
Legacy Park - Joseph Dyke Pk. Lot	3	3	3	Crack fill, Sealcoat & Restripe		2080							completed FY16
LPCC Parking	4	2	3	Patching	2011					\$ 40,000.00		\$ 38,000.00	Proposed FY18
Legacy Football Trail	2	4	1	Crackfill and sealcoat	2011	834		\$ 23,110.91					
Legacy Football Parking	3	3	3	Crack fill, Sealcoat & Restripe FY17		26000	\$ 20,000.00			\$ 15,000.00			Proposed FY17
Legacy SB Path & Bleacher Pad	4	3	4	Crack fill and Sealcoat	2011	7122		\$ 7,730.00					
Legacy SB Pk. Lot	4	2	3	crackfill, sealcoat and restripe FY17	2013	26940	\$ 21,000.00				\$ 40,000.00		Proposed FY18
Legacy BB Path & Bleacher Pads	3	3	4	Crack fill and Sealcoat	2011	10836		\$ 12,055.00					
Legacy BB Pk. Lot	4	1	3	Crack fill, Sealcoat & Restripe	2010	49305	\$ 36,000.00				\$ 45,000.00		Proposed FY18
Legacy Park BB & SB	3	2	3	Continue with replacement of Dirt			\$ 15,000.00	\$ 7,000.00					Funded FY16
Legacy Dock Trail	2	4	1										
Legacy Soccer Paths	4	2	4	Expansion of trail	2012	2973				\$ 24,000.00			Proposed FY17
Legacy Soccer Pk. Lot	4	1	4	Crack fill, Sealcoat & Restripe	2006	51219	\$ 30,000.00			\$ 19,600.00		\$ 38,000.00	Proposed FY18
L. Handicap & Pav. Markings	3	3	3	Mill, Patch and Overlay damaged areas		27573	\$ 80,000.00						
Legacy Trail Addition	3		4	Trail Connection BB & SF to east	2016								Funded FY16
Legacy PCOP	3	2	4	Truck entrance repair			\$ 7,000.00						Funded FY16
Legacy Park Maintenance	2	3	2	Crack fill, Sealcoat & Restripe		8254	\$ 8,000.00						Funded FY16
Misc. Trail Repairs	4	2	4	Repair as needed	2013			\$ 14,534.80		\$ 25,000.00		\$ 20,000.00	Proposed FY17
Lowenstein Pk. Lot	4	3	3	Restripe	2016	2420							funded FY16
Lowenstein Trail	4	1	1	Replace Section w/concrete	2016	5002							completed FY16
Lee's Summit HS Tennis Courts													
McKee Trail	3	4	3	Crack fill and Sealcoat		4177	\$ 6,265.00						
MJF Parking lot	3	4	1	Crack fill, Sealcoat & Restripe	2016	6292							funded FY16 - (eagle creek PO)
MJF trail	3	4	1										
MJF field and bleacher paths	3	1	3	Crack fill and Sealcoat		1100	\$ 1,680.00						
Osage Trails Pk. Lot	3	4	1	Crack fill, Sealcoat & Restripe	2016	4260		\$ 1,770.00					completed FY16
Osage Trails Trail	3	4	1	Crack fill and Sealcoat		3556	\$ 5,340.00						
Pleasant Lea Trail	3	2	2	Crack fill and Sealcoat		4633	\$ 12,000.00				\$ 12,000.00		proposed FY18
Pleasant Lea Tennis Cts.	3	1	4	Crack fill and Touch Up Paint/Rebuild	2013		\$ 100,000.00	\$ 3,750.00					
Pottberg Pk. Lot	2	4	3	Crackfill, sealcoat, restripe	2016	1167							completed FY16
Pottberg Trail	2	3	3	Crack fill and Sealcoat	2007	1159	\$ 2,500.00						
South Lea	2	2	2										
Summit Pk. Lots	4	3	3	crackfill, sealcoat and restripe	2005	4267							completed FY16
Summit Tennis Courts	2	2	3						\$ 6,000.00				
Todd George Trail	3	2	2	Trail Repairs	2009	4861	\$ 7,200.00						
Vellie Pk. Lot	3	3	2	Crack fill and Sealcoat	2009	500	\$ 700.00						
Vellie Trail	3	1	2	Trail Repairs	2009	5945	\$ 6,500.00						
Wadsworth Parking	2	2	3	Restripe									
Wadsworth Trail	2	3	2										
Williams-Grant Pk. Lot	2	3	2	Crack fill, Sealcoat & Restripe	2009	246	\$ 700.00						
Williams-Grant Trail	2	1	4	Mill, patch and overlay	2010	1583	\$ 2,500.00						
Winterset	NA												
Woods Playground	NA												
							\$ 510,771.45	\$ 322,727.73	\$ 64,316.00	\$ 123,600.00	\$ 22,816.00	\$ 181,000.00	
Completed or Ordered FY17													
Proposed FY18													

Repair and widen east/west path between main concession n/s path and soccer commons n/s path
Repair and widen east/west path from n/s soccer commons continuing on to the east to the end of the path

**DRINKING FOUNTAIN INVENTORY
FY18**

Park and Location	Year Installed	Type	Condition	Recommendation	Expense
Arborwalk		No fountain			
Bailey Farm		No fountain			
Upper Banner	2012	Murdock SS w/dog	Fully operational		
Lower Banner	2012	Murdock SS	Fully operational		
Canterbury		No fountain			
Deer Valley	2013	Murdock SS w/dog	Problematic	Install FY17	\$ 2,700.00
Eagle Creek		No fountain			
Gamber Center		No fountain			
Happy Tails- Inside dog park	2012	Murdock SS w/ dog bowl,	Fully operational		
Happy Tails- By playground	2007	Murdock SS w/dog	Replace	Install FY17	\$ 2,700.00
Harris- Lion	1965	Lion	Fully operational, faded paint	Repaint	
Harris - Summit Waves Restroom	2014	Elkay SS EDFPVR214C	Fully operational		
Hartman- On building	2014	Elkay SS EDFPVR214C	Fully operational		
Howard	2012	Murdock SS w/ dog bowl	Fully operational	replace FY 2018	\$ 2,700.00
Langsford		No fountain			
Lea McKeighan North- By volleyball	2011	Murdock SS	Fully operational		
LMS	2013	Murdock SS w/ dog bowl	Removed FY16		
LMS	2016	Elkay SS EDFPVR214C	Operational, drain full of sand		
Legacy- Baseball Medium	2012	Medium Round	Fully operational		
Legacy- Baseball Large	2008	Murdock SS	Replace	Install FY17	\$ 2,700.00
Legacy- Baseball Small	2012	Medium Round	Fully operational	replace FY 2018	\$ 2,700.00
Legacy- Baseball New Small	2008	Newest Round	Filly-operational	replace FY 2018	\$ 2,700.00
Legacy- Disc golf/Shelter building	2003	ADA stainless	Fully operational		
Legacy- Dyke playground building	2003	ADA stainless	Fully operational		
Legacy- Soccer commons building	2006	Elkay SS EDFPVR214C	Fully operational		
Legacy- Soccer New	2003	Newest Round	Fully operational		
Legacy- Soccer Old	2003	Medium Round	Fully operational, chipped paint and		
Legacy- Softball West	2013	Murdock SS	Fully operational, chipped paint and		
Miller J. Fields- On building	2015	Elkay SS EDFPVR214C	Fully operational		
McKee		No fountain			
Legacy- Softball East	2013	Murdock SS	Fully operational		
Lowenstein	2013	Murdock SS w/dog	Fully operational, internal rusting		
Osage Trails	2010	Murdock SS w/ dog bowl,	Fully operational		
Pleasant Lea	2015	Murdock SS w/dog	Fully operational		
Pottberg	2005	Murdock SS w/dog	Rusted and leaks, product at shop		\$ -
South Lea	2012	Murdock SS	Proplematic	replace FY 2018	\$ 2,700.00
Station		No fountain			
Summit- On building	2014	Elkay SS EDFPVR214C	Fully operational		
Velie		No fountain			
Wadsworth	2011	Murdock SS	Fully operational		
Williams-Grant	2011	Mudock SS w/dog bowl	hardware has extensive leaks	Install FY17	\$ 2,700.00
Winterset		No fountain			
Woods	2012	Murdock SS	Fully operational		
Funding Needed FY17					\$ 8,100.00
Additional Funding Needed FY18					\$ 10,800.00
Will be Replaced FY17					
Replaced FY16					
Replace FY18					

**PLAYGROUND INVENTORY
FY18**

Park and Location	Year Installed	Replacement Priority	Estimated Replacement Year	Type	Condition	Recommendation	Est. Expense
Arborwalk	2006	15	FY26	2-12	Good		\$ 150,000.00
Deer Valley	2004	14	FY24	5-12	Moderate Wear	add ADA access	\$ 150,000.00
Happy Tails	2006	16	FY26	2-12	Good		\$ 150,000.00
Happy Tails-Dog eqpt	2006		FY26		Good		
Harris-North	2004/Moved 2007	11	FY24	2-12	Moderate Wear		\$ 200,000.00
Harris-South	2007	18	FY27	2-12	Good	add ADA access	\$ 200,000.00
Scheduled in CIP Hartman	2001	8	FY21	2-12	Moderate Wear	FY17 project replacement	\$ 150,000.00
Howard	1999	6	FY19	5-12	Moderate Wear	add ADA access	\$ 100,000.00
Howard-Skate Park	2005		FY20		Moderate Wear		
Langsford Commons	2016	21	FY36	2-12	New		\$ 30,000.00
Lea McKeighan North	1995	3	FY18	2-12	Good	replace during park renovation, add ADA	\$ 240,000.00
Lea McKeighan North-Skate Park	2010		FY30		Good		
Lea McKeighan South	2013	17	FY34	5-12	Good		\$ 476,468.00
Legacy - New Soccer commons							
Legacy- Coneflower	2007	20	FY27	2-5	Good		\$ 100,000.00
Legacy- Dyke playground	2007	19	FY27	2-12	Good	PIP surface replacement	\$ 200,000.00
Legacy- Soccer commons	2004	13	FY24	2-12	Good		\$ 100,000.00
Lowenstein	2004	10	FY19	2-12	Moderate Wear	Add shade and seating	\$ 200,000.00
Lower Banner	1995/Moved 2010	7	FY20	2-5	Graffiti, Fading, Heavy Wear	add ADA access	\$ 100,000.00
Miller J. Fields	FY16		FY46	2-12	Removed during Renovation 2015		\$ 150,000.00
Osage Trails	2010	23	FY30	2-12	Good	add ADA access	\$ 150,000.00
Pleasant Lea	1995	1	FY20	2-12	Moderate Wear	replace playground, address drainage issues	\$ 150,000.00
Pottberg	2007	21	FY27	2-12	Good		\$ 150,000.00
South Lea	2009	22	FY29	5-12	Good		\$ 100,000.00
Summit	2004	12	FY20	2-12	Moderate Wear	add ADA access	\$ 150,000.00
Upper Banner	2015	24	FY35	2-12	New		\$ 100,000.00
Velie	2002	9	FY22	2-12	Moderate Wear	add ADA access	\$ 150,000.00
Wadsworth	1995	2	FY19	5-12	Moderate Wear	replace playground, add ADA access	\$ 100,000.00
Woods	1994	4	FY19	5-12	Heavy Wear	replace playground, add ADA access	\$ 50,000.00
Total Replacement Estimate							\$ 3,896,468.00

Prices could rise from potential mandate of shade requirement over playgrounds and/or ADA changes.

Estimated replacement costs based on current trends in playground pricing, similar sized replacement design and tile surfacing.

All playgrounds estimated at 20 yr. life span. Could be less due to excessive wear and vandalism.

**SHELTER INVENTORY
FY18**

Park and Location	Year Installed	Replacement Cost	Type	Condition	Recommendation	Expense
Deer Valley - POP cover	FY16		Metal		completed FY16	\$ 4,000.00
Viele - POP cover	FY16		Metal	Funded FY16, delayed	completed FY16	\$ 4,000.00
Dogwood Park - POP cover	2014		Metal	Good		
Upper Banner	2015	\$25,000	Metal	Good		
Upper Banner-POP cover	2015	\$4,000		Good		
Happy Tails - POP cover	2015			Good		
Harris	2013	\$23,455	Metal	New		
Hartman-Pergola	2011		Wood	Fair, weathered		
Howard-POP cover/storage	1998		Wood	Poor, needs replaced	FY19 Replace	
Lea McKeighan South	2013	\$95,000	Wood	New		
Legacy- Shelter #1	2009		Wood	Fair, splits in support posts, needs restrained	in progress FY16	\$ 3,600.00
Legacy- Shelter #2	2009		Wood	Fair, splits in support posts, needs restrained	in progress FY16	\$ 4,200.00
Legacy- Shelter #3	2009		Wood	Fair, splits in support posts, needs restrained	completed FY16	\$ 2,575.00
Legacy- Soccer Commons	2004		Wood	Good, restrained summer 2011	stained FY16	\$ 1,800.00
Lowenstein-Butterfly Garden Pergolas	2006		Wood	Good, weathered, vines stressing lattice		\$ 200.00
Lowenstein-POP cover	2009		Wood	Fair, update to metal		
Lowenstein- Shelter #1	1970's		Wood	Fair, weathered, slightly cracked supports, 2 posts beginning to hollow	stain FY16	\$ 500.00
Lowenstein- Shelter #2	1970's		Wood	Fair, weathered, slightly cracked supports, 1 post beginning to hollow	stain FY16	\$ 500.00
Lowenstein- Shelter #3	1970's		Metal	Fair, weathered, slightly cracked supports, 3 posts beginning to hollow	stain FY16	\$ 500.00
Miller J. Fields	2015		Metal	New		\$ 60,000.00
Miller J. Fields	2015		Metal	New		
Osage Trails-Shelter	2011		Metal	Good		
Osage Trails-POP cover	2011		Metal	Good		
Pottberg - POP cover	FY16		Metal	Delayed		\$ 4,000.00
Pottberg	2009		Metal	Good		
Summit-Shelter	1950's		Rock/Wood	Poor, cavity near top of one support, cracks in mortar and concrete, cracks in chimney, few stones missing from planting bed, ADA ramp cracked, concrete cracked around railing bases, 3 downspouts bent, paint faded and peeling	Replace/Rebuild	\$ 100,000.00
Summit-Pergola	2002		Wood	Fair, weathered, few broken boards, cuts in shade fabric, 1 support cracked and beginning to hollow		
Wadsworth	1980's		Wood	Fair, weathered, old insect damage, squirrel damage, slightly cracked supports	proposed FY17	\$ 25,000.00

**LEE'S SUMMIT PARKS AND RECREATION
CASHFLOW - COP DEBT FUND AND CONSTRUCTION FUND
FY 2017-2018**

PARK COP DEBT FUND (Fund 410)			
	FY16 (Actual)	FY17	FY18*
Beginning Fund Balance	1,967,826	1,991,344	902,010
Revenues			
Sales Tax	3,772,051	3,847,492	3,924,442
Economic Activity Taxes	(212,009)	(206,000)	(157,000)
Net Interest Earnings	21,973	12,000	5,000
Total Revenues	3,582,015	3,653,492	3,772,442
Debt Expenditures			
Principal payment	(1,497,000)	(2,401,500)	(2,511,500)
Interest expense	(86,497)	(66,326)	(33,905)
Total Debt Expenditures	(1,583,497)	(2,467,826)	(2,545,405)
Transfers			
Transfer to Gamber Community Center for operations	(175,000)	(175,000)	(175,000)
Transfer to Construction Fund (Fund 327) for projects	(1,800,000)	(2,100,000)	(1,925,000)
Total Transfers	(1,975,000)	(2,275,000)	(2,100,000)
Estimated Fund Balance - Park COP Debt Fund - End of Year	1,991,344	902,010	29,047
CONSTRUCTION FUND (Fund 327)			
		FY17	FY18
Beginning Fund Balance	138,088	1,569,558	2,779,432
Revenues			
Net Interest Earnings	13,928	21,500	12,000
Transfer from Park COP Debt Fund (Fund 410)	1,800,000	2,100,000	1,925,000
Grant-Miller J Fields (Sprayground)	75,000		
Grant - Legacy for Parks Foundation	25,000		
Grant - Lowenstein Park Trail	100,000		
Donation - Langsford Park	20,000		
Total Revenues	2,033,928	2,121,500	1,937,000
Project Expenditures			
Renovate Upper Banner Park (tennis courts, playground, landscape)	(124)		
Miller J Fields Park Renovation	(339,346)		
Langsford Plaza Park	(12,159)	(1,190)	
Lowenstein Trail Renovations	(236,615)		
Project Expenditures			
Bailey Park Improvements (Planning completed. Construction deferred to FY22 - FY24)		(25,000)	
Hartman Park Improvements		(185,000)	
Hartman Park/South Trail Study		(15,000)	
Howard Park Splashpad		(200,000)	
Legacy Park Trail Connector		(37,399)	
Lea McKeighan North (total project estimate \$5,000,000)	(14,214)	(285,786)	(4,700,000)
Practice Space Improvements		(210,000)	
SW Community Center (deferred to FY20, FY21)		-	-
Total Project Expenditures	(602,458)	(911,626)	(4,700,000)
Estimated Fund Balance - Construction Fund - End of Year	1,569,558	2,779,432	16,432
Est Combined Funds available-Park COP Debt Fund and Construction Fund - End of Year	3,560,902	3,681,442	45,479

* The existing sales tax was to sunset March 31, 2018. The projected sales tax revenue for FY18 reflects the estimate for the entire year. Including revenue from the new sales tax renewed through 2033.

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