



April 3, 2019

**To:** Parks & Recreation Board  
Tyler Morehead, President  
Mindy Aulenbach, Vice President  
Lawrence Bivins, Treasurer and Chairman of Budget Committee  
Casey Crawford  
Jim Huser  
Nancy Kelley  
Marly McMillen  
Samantha Shepard  
Nick Walker  
Bob Johnson, City Council Liaison

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

**Re:** Proposed FY20 Parks & Recreation Budget

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Attached, please find the FY20 proposed budget for all Parks & Recreation funds. These budgets have been developed based on priorities identified at the Board Retreat held on October 19, 2018 and Staff Retreat held on October 5, 2018.

I am pleased to report for the fiscal year 2020; we anticipate generating over \$6,300,000 in revenue from fees, charges, and sponsorships. Additionally, approximately \$3,500,000 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 ***FY2020 Fund Summary Comments, which*** describes significant changes, activities and projects for FY20. (pages 1-8)
- 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 FY18 and projected ending balances for FY19 and FY20. (page 9)
- The ***FY2020 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 10-11)
- The ***Itemized Budget Expense Worksheets*** providing details of revenue and expenditure categories for each fund, including footnotes to provide an explanation for material variances. (pages 12-31)

Lee's Summit Parks  
& Recreation Board

Tyler Morehead  
*President*

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*Vice President*

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*Treasurer*

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James Huser

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Member, National Recreation  
& Park Association

Member, Missouri Park  
& Recreation Association



LEE'S SUMMIT  
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Other attachments include:

- Terminology/Useful Things to Know (pages 32-33)
- Fund Balance Policy Resolution (page 34)
- LSPR Organizational Chart (page 35)
- Beautification Commission MOU, Work Plan, Budget Summary (pages 36-41)
- Public Works/Cemetery MOU, Fee Allocation, Budget Summary (pages 42-66)
- Full-Time and Part-Time Compensation Schedules (pages 67-69)
- Training and Licensing Plan/Training Goals and Key (pages 70-74)
- VERP Schedules (pages 75-77)
- Replacement Schedules (pages 78-80)
- Capital Project Funding Report-Current Project Work Plan (page 81-82)



# FY 2020 Fund Summary Comments

## All Funds

- **CORE BUDGET EXPENDITURES – Full time only**
  - The FY20 budget reflects a 2% Wage/Merit increase.
  - Health and Dental Insurance – A blended rate (average of individual to full family coverage) is used for budgeting purposes. The blended rate used for FY20 - \$11,784 per full time employee; the blended rate used for FY19 - \$13,481 per full time employee. The decrease in the blended rate is related to a discount received from the carrier and a higher employee contribution beginning January 2020.
  - Retirement (LAGERS) – required funding of 9.6% of salary for FY20; required funding of 10.4% of salary for FY2019.

## Gamber Community Center- Fund 201

<b>FY19 Projections</b>
<b>Attendance:</b> 79,580
<b>Memberships:</b> 63 LS Passport/All Inclusive; 373 Gamber Community Center; 12,580 Silver Sneaker Visits
<b>Projected Fund Balance @ 6/30/19:</b> \$495,211
<b>Revenue from Rentals:</b> \$141,610
<b>Number of Fitness Classes Held:</b> 1,352

### **FY20 Requested Budget:**

Expenditures	Revenues	Net
\$425,009	\$471,216	\$46,207

- **ACTIVITY FEES & MEMBERSHIPS**
  - Membership Fees related to the Silver Sneakers program are projected to be comparable to FY19 budget numbers. A decrease in Membership Fees is related to the change from the Passport Membership, where the facility received a set percentage of the revenue, to the All Inclusive Pass where the home facility receives the revenue.
  - The Father/Daughter dances continue to provide net revenue for the facility.
- **FACILITY RENTALS**
  - Facility Rentals from church, wedding, and business meeting rentals continue to be an excellent source of revenue for the facility. Facility management has raised expectations for Gamber Event Package rentals from 51 per year to 82 per year in the FY20 budget.
- **PERSONNEL SERVICES**
  - The FY20 budget reflects the full impact of the compensation study implemented January 2019. Other benefits impacted include FICA and Medicare for both full-time and part-time as well as LAGERS retirement funding for full-time employees. Also, the FY20 budget includes higher part-time salaries related to the minimum wage increase effective January 1, 2020.

**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

### FY19 Projections

**Attendance:** approximately 324,000

**Memberships:** 6,956

**Projected Fund Balance @ 6/30/19:** \$1,450,172

**Revenue from Rentals:** \$84,468

**Number of Fitness Classes Held:** 4,475

### FY20 Requested Budget:

Expenditures	Revenues	Net
\$2,090,631	\$2,091,270	\$639

- **ACTIVITY FEES**
  - Activity Fee revenue in FY20 is anticipated to be higher than previous years due to higher demand for personal training and RevUp participants. The facility also holds fitness classes at the Legacy Park Amphitheater.
- **MEMBERSHIPS**
  - Membership revenue from annual and flex memberships sold at LPCC is expected to remain steady with the most recent years. The facility has seen an impact from competition by other fitness centers the past couple of years. The opening of the Longview Community Center (LVCC) may also have an impact on memberships at LPCC. Below is the current Legacy Park Community Center fee structure:
    - Annual Membership
    - \$209 – Discounted Rate for Lee’s Summit residents
    - \$245 – Regular Rate
    - Flex Membership (monthly billing)
    - \$25 Enrollment Fee plus 1<sup>st</sup> month fee due at time of enrollment
    - \$17.42/month – Discounted Rate for Lee’s Summit residents
    - \$20.42/month – Regular Rate
    - Daily Rates (for single visits)
    - Resident - \$6.00
    - Non-Resident - \$8.00
- **FACILITY RENTALS**
  - Revenue from Legacy Park Community Center facility rentals is budgeted higher due to an ongoing rental of the cycle room every Tuesday and Thursday by the American Stroke Foundation.
- **CONTRIBUTIONS – SPONSORS**
  - The FY20 budget includes \$15,000 in sponsorships from a local hospital consistent with previous years.
- **PERSONNEL SERVICES**
  - The FY20 budget reflects the full impact of the compensation study implemented January 2019. Other benefits impacted include FICA and Medicare for both full-time and part-time as well as and LAGERS retirement funding for full-time employees. Also, the impact of the minimum wage increase effective January 1, 2020.

**Legacy Park Community Center – Fund 202 (cont’d)**

- **MAINTENANCE & REPAIR - BUILDING**
  - The FY20 budget includes an additional \$13,500 for wall repairs in the racquetball court.
- **CAPITAL OUTLAY**
  - The FY20 budget includes \$32,000 for Cardio Equipment Replacement, \$36,605 for Exterior Wood Staining and \$95,500 for Locker Replacement.

**Longview Community Center – Fund 205**

<b>FY19 Projections</b>
<b>Attendance:</b> 33,267
<b>Memberships:</b> 2,439
<b>Projected Fund Balance @ 6/30/19:</b> \$-96,712
<b>Revenue from Rentals:</b> \$97,620
<b>Number of Fitness Classes Held:</b> 56 per week

**FY20 Requested Budget:**

Expenditures	Revenues	Net
\$1,367,541	\$1,478,871	\$111,330

- **ACTIVITY FEES**
  - Activity Fee revenue in FY20 is anticipated to be higher since the facility will be open for the entire year.
- **MEMBERSHIPS**
  - Membership revenue from annual and flex memberships sold at LVCC is expected to continue to increase in FY20 since the facility will be open the entire year. The membership goal for the facility is 4,000 members by December 31, 2019. Below is the current Longview Community Center fee structure:
    - Annual Membership
    - \$209 – Discounted Rate for Lee’s Summit residents
    - \$245 – Regular Rate
    - Flex Membership (monthly billing)
    - \$25 Enrollment Fee plus 1<sup>st</sup> month fee due at time of enrollment
    - \$17.42/month – Discounted Rate for Lee’s Summit residents
    - \$20.42/month – Regular Rate
    - Daily Rates (for single visits)
    - Resident - \$6.00
    - Non-Resident - \$8.00
- **FACILITY RENTALS**
  - Revenue from Longview Community Center facility rentals in FY20 is anticipated to be consistent with the original budget upon opening.

## Longview Community Center – Fund 205 (cont'd)

- **PERSONNEL SERVICES**
  - The FY20 budget reflects the full impact of the compensation study implemented January 2019. Other benefits impacted include FICA and Medicare for both full-time and part-time as well as and LAGERS retirement funding for full-time employees. Also, the impact of the minimum wage increase effective January 1, 2020.
- **MAINTENANCE & REPAIR – BUILDING**
  - The FY20 budget includes funding for weight room shades, roof maintenance, and hardwood floor screenings.
- **MAINTENANCE & REPAIR – GROUNDS**
  - The FY20 budget includes funding for the installation of a flag pole.
- **CAPITAL OUTLAY**
  - The FY20 budget includes \$9,150 for motorized shades for the lobby windows.

## Harris Park Community Center - Fund 530

### **FY19 Projections**

**HPCC Attendance:** 201,482 participants

**Projected Fund Balance @ 6/30/19:** \$472,762

**Revenue from Rentals:** \$148,897

**Number of Program Classes Held:** 451

### **FY20 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$1,491,700	\$1,522,510	\$30,810

- **CAMP SUMMIT**
  - Revenue from the Camp Summit summer program is projected to be slightly lower in FY20 due to budgeting the number of campers on a weekly basis based on historical averages versus a maximum number.
- **LEGACY PARK AMPHITHEATER**
  - Attendance at Legacy Park Amphitheater during summer 2018 was lower than anticipated. The FY20 budget includes 3 ticketed acts performing at Legacy Park Amphitheater as opposed to 4 ticketed acts in the FY19 budget.
  - FY20 Amphitheater sponsorship expectations are closely budgeted to FY19 numbers.
- **HARRIS PARK COMMUNITY CENTER**
  - Facility Rental revenue continues to be a consistent source of revenue for Harris Park Community Center. The FY20 budget includes a 15% rental fee charged to the Athletic and Instructional programs held at the facility consistent with past years.
  - The FY20 budget includes \$18,700 in Capital Outlay for Exterior Wood Staining.
- **SYLVIA BAILEY PARK**
  - Activity Fees projections for FY19 were slightly lower than budget due to multiple events being rained out.
  - There are no activities scheduled at the Sylvia Bailey Farm Park in FY20.

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

- **ATHLETICS**

- The FY20 reflects a decrease in revenue from Activity Fees due to removal of the Trapshooting, Birding, Itty Bitty Recess, Outdoor Volleyball and Jr. Triathlon. Revenue from Golf and girls' basketball activities are also lower.

## Parks and Recreation – Fund 200

### FY19 Projections

**Projected Fund Balance @ 6/30/19:** \$1,955,924

**Revenue from Rentals:** \$44,519

**Number of Friends of the Park:** 6,945

**Number of LSPR Facebook Page Followers:** 11,682

### FY20 Requested Budget:

Expenditures	Revenues	Net
\$3,547,147	\$3,749,333	\$202,186

- **ADMINISTRATION**

- The Property Tax projection includes a levy rate of \$.1449 per \$100 of assessed value with growth anticipated.

- **PARK OPERATIONS & LEGACY PARK**

- Asphalt – Asphalt projects in the FY20 budget include \$20,000 for Upper Banner, \$30,000 for Happy Tails Park, \$60,000 for Howard Park, \$5,000 for Lea McKeighan South.
- Maintenance & Grounds - FY20 budget includes an addition of \$3,000 for structure repairs, \$600 addition for over seeding at Happy Tails Park, \$500 addition for over seeding at Dogwood Park, \$3,000 for over seeding at other parks, and \$2,000 for mulch at Hartman.
- Water/Sewer – The FY20 budget includes an additional \$12,000 in Howard Park water usage for the splashpad that is under construction, an additional \$220 in Happy Tails Park water charges, \$5,000 additional in water charges at Lea McKeighan North, \$950 additional in water charges at Lea McKeighan South, and \$2,000 additional in water charges at Dogwood Park.
- Capital Outlay – Capital expansion items in the FY20 budget include \$27,000 for four shade structures at T-ball bleachers, \$20,000 for Arborwalk Park Trail Expansion, \$16,080 for Ventrac Boom Sickle Mower, \$6,600 for Legacy Park Lake Survey, \$2,000 for Holiday lights at Howard Station Park, and \$750 for a computer kiosk at the PCOC building.

- **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 \$60,702. The FY20 budget includes the continuation of the Downtown Planter Project (\$18,000), the Adopt-a-Spot Program (\$8,000), and Tree Board activities (\$2,000).

## Aquatics – Fund 203

### FY19 Projections

**SW Attendance:** 86,000 participants

**Projected Fund Balance @ 6/30/19:** \$260,574

**Revenue from Rentals:** \$33,500

**Number of Program Classes Held:** 124

**Special Events Held:** 4

### FY20 Requested Budget:

Expenditures	Revenues	Net
\$676,415	\$761,472	\$85,057

- **GATE RECEIPTS**
  - Revenue from Gate Receipts for FY20 is anticipated higher than the FY19 budget due to the opening of the wave pool in May 2020. The FY20 budget includes \$48,750 for Camp Summit pool passes.
- **MEMBERSHIPS**
  - Revenue from Memberships for FY19 is projected higher than the original budget due to higher sales of season passes after the Early Bird Special. The FY20 budget reflects an increase in memberships related to the wave pool.
  - Summit Waves offers an Early Bird Special of \$10 off the purchase of season passes purchased before May 1<sup>st</sup>.
- **RENTALS**
  - FY19 projections and FY20 budget reflects an increase in full facility rentals and birthday party packages.
- **WATER/SEWER**
  - FY20 budget reflect a slight increase in water charges due to the addition of the wave pool.
- **CAPITAL OUTLAY**
  - The FY20 budget includes \$37,500 for replacement of artificial palm trees.

## Cemetery – Fund 204

### FY19 Projections

**Grave Spaces Sold:** 26-Regular; 10-Crémentation; 5-Columbarium Niche

**Projected Fund Balance @ 6/30/19:** \$1,290,675

**Revenue from Grave Openings:** \$71,500

### FY20 Requested Budget:

Expenditures	Revenues	Net
\$205,498	\$208,885	\$3,387

## Cemetery – Fund 204 (cont’d)

- **SERVICES**
  - The FY19 projection reflects no change in burials over what was anticipated in the budget. 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. The FY20 budget reflects a slight decrease in the sale of monuments and vases based on historical data.
- **SALE OF PERSONAL PROPERTY**
  - FY19 projections reflect a period of time when grave spaces were not being sold. The FY20 budget reflects the projected end of grave property availability. Cemetery management anticipates selling all of the 33 plots in FY20 that are available for sale.

## Construction Fund – Fund 327

### **FY20 Requested Budget:**

Expenditures	Revenues	Net
\$5,600,110	\$3,615,000	(\$1,985,110)

The projected fund balance at the end of FY19 is estimated at (\$2,355,242). For negative cash balances, the Construction Fund will be charged interest expense at the same rate as interest earned if the fund had positive cash. As of the 12/31/18 Investment Report, the average portfolio yield was 1.6348%

The CIP Plan includes funding towards the following projects in FY20.

Arts in Parks	\$ 10,000
Summit Park Renovation (\$1,325,000 from prior years, \$375,000 FY20) - total project estimate - \$1,700,000	375,000
Lowenstein Park Improvements (\$400,000 plus \$115,000 from developer)	515,000
Wave Pool at Summit Waves includes Harris Park Restrooms (\$530,000 from prior years, \$4,580,000 FY20) – total project estimate - \$5,110,000	4,580,000
Pleasant Lea Park Improvements (\$50,000 in FY20, \$350,000 FY21) – total project estimate - \$400,000	50,000
Total	\$5,530,000

## Park COP Debt – Fund 410

### **FY20 Requested Budget:**

Expenditures	Revenues	Net
\$4,495,000	\$4,113,042	(\$381,958)

The projected fund balance at the end of FY19 of \$614,420 will provide additional funding for the planned projects in FY20.

- Net Sales Tax revenue (Sales Tax Proceeds less EATS) for FY20 is projected to be \$84,085 higher than projected for the FY19 year.

## **Park COP Debt – Fund 410 (cont'd)**

Expenditures include:

- Transfer to the Gamber Community Center Fund for operating expenditures of \$175,000.
- Transfer to the Water Department - repayment on interfund loan - \$820,000 per year for five years.
- Transfer to the Construction Fund totaling \$3,500,000 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 2018		Fiscal Year 2019				Fiscal Year 2020		Fiscal Year 2020	
	Actuals		Budget	Projected	Budget	Projected	Maintenance		Requested	
	Revenue	Expenditures	Revenue	Revenue	Expenditures	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>Fund 201</b>										
Gamber Community Center	486,038	445,940	489,796	459,701	449,193	433,563	471,216	405,911	471,216	425,009
<b>Total</b>	<b>486,038</b>	<b>445,940</b>	<b>489,796</b>	<b>459,701</b>	<b>449,193</b>	<b>433,563</b>	<b>471,216</b>	<b>405,911</b>	<b>471,216</b>	<b>425,009</b>
<b>Fund 202</b>										
Legacy Park Community Center	2,102,819	1,953,450	2,107,284	2,080,438	1,938,419	2,117,906	2,091,270	1,926,526	2,091,270	2,090,631
<b>Total</b>	<b>2,102,819</b>	<b>1,953,450</b>	<b>2,107,284</b>	<b>2,080,438</b>	<b>1,938,419</b>	<b>2,117,906</b>	<b>2,091,270</b>	<b>1,926,526</b>	<b>2,091,270</b>	<b>2,090,631</b>
<b>Fund 205</b>										
Longview Community Center	-	-	824,019	753,207	971,480	849,920	1,478,871	1,358,391	1,478,871	1,367,541
<b>Total</b>	<b>-</b>	<b>-</b>	<b>824,019</b>	<b>753,207</b>	<b>971,480</b>	<b>849,920</b>	<b>1,478,871</b>	<b>1,358,391</b>	<b>1,478,871</b>	<b>1,367,541</b>
<b>Fund 530</b>										
Harris Park Community Center	1,320,902	1,340,957	1,589,963	1,442,934	1,463,089	1,397,044	1,522,510	1,473,000	1,522,510	1,491,700
<b>Total</b>	<b>1,320,902</b>	<b>1,340,957</b>	<b>1,589,963</b>	<b>1,442,934</b>	<b>1,463,089</b>	<b>1,397,044</b>	<b>1,522,510</b>	<b>1,473,000</b>	<b>1,522,510</b>	<b>1,491,700</b>
<b>Fund 200</b>										
Parks and Recreation	3,731,692	3,775,125	3,615,661	3,693,717	3,489,078	4,059,629	3,749,333	3,474,717	3,749,333	3,547,147
<b>Total</b>	<b>3,731,692</b>	<b>3,775,125</b>	<b>3,615,661</b>	<b>3,693,717</b>	<b>3,489,078</b>	<b>4,059,629</b>	<b>3,749,333</b>	<b>3,474,717</b>	<b>3,749,333</b>	<b>3,547,147</b>
<b>Fund 203</b>										
Aquatics Center	695,128	599,501	653,284	683,365	627,931	644,971	761,472	638,915	761,472	676,415
<b>Total</b>	<b>695,128</b>	<b>599,501</b>	<b>653,284</b>	<b>683,365</b>	<b>627,931</b>	<b>644,971</b>	<b>761,472</b>	<b>638,915</b>	<b>761,472</b>	<b>676,415</b>
<b>Fund 204</b>										
Cemetery	174,918	179,880	204,688	190,688	204,363	203,967	208,885	205,498	208,885	205,498
<b>Total</b>	<b>174,918</b>	<b>179,880</b>	<b>204,688</b>	<b>190,688</b>	<b>204,363</b>	<b>203,967</b>	<b>208,885</b>	<b>205,498</b>	<b>208,885</b>	<b>205,498</b>
<b>Funds 327</b>										
Construction Funds	4,138,413	4,622,789	3,352,500	4,752,500	2,835,000	8,397,792	3,615,000	5,600,110	3,615,000	5,600,110
<b>Total</b>	<b>4,138,413</b>	<b>4,622,789</b>	<b>3,352,500</b>	<b>4,752,500</b>	<b>2,835,000</b>	<b>8,397,792</b>	<b>3,615,000</b>	<b>5,600,110</b>	<b>3,615,000</b>	<b>5,600,110</b>
<b>Fund 410</b>										
Parks Sales Tax	3,935,054	6,345,225	3,919,125	4,042,820	3,275,000	4,075,000	4,113,042	4,495,000	4,113,042	4,495,000
<b>Total</b>	<b>3,935,054</b>	<b>6,345,225</b>	<b>3,919,125</b>	<b>4,042,820</b>	<b>3,275,000</b>	<b>4,075,000</b>	<b>4,113,042</b>	<b>4,495,000</b>	<b>4,113,042</b>	<b>4,495,000</b>
<b>TOTAL ALL FUNDS</b>	<b>16,584,964</b>	<b>19,262,867</b>	<b>16,756,320</b>	<b>18,099,370</b>	<b>15,253,553</b>	<b>22,179,792</b>	<b>18,011,599</b>	<b>19,578,068</b>	<b>18,011,599</b>	<b>19,899,051</b>

## FUND BALANCE REPORT

Fund		Actual FY18	Budget FY19	Projected Balance FY19	Maintenance Balance FY20	Requested Balance FY20	Fund Balance Notes:
<b>Fund 201</b>	<b>Gamber Community Ctr</b>	468,073	508,676	494,211	559,516	<b>540,418</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$63,751)
<b>Fund 202</b>	<b>Legacy Park Community Ctr</b>	1,487,640	1,656,505	1,450,172	1,614,916	<b>1,450,811</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$313,595)
<b>Fund 205</b>	<b>Longview Community Ctr</b>	-	(147,461)	(96,713)	23,767	<b>14,617</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$205,131)
<b>Fund 530</b>	<b>Harris Park Community Ctr</b>	426,872	553,746	472,762	522,272	<b>503,572</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$223,755)
<b>Fund 200</b>	<b>Parks &amp; Recreation</b>	2,321,836	2,448,419	1,955,924	2,230,540	<b>2,158,110</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$532,072)
<b>Fund 203</b>	<b>Aquatics Center</b>	222,180	247,533	260,574	383,131	<b>345,631</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$101,462)
<b>Fund 204</b>	<b>Cemetery</b>	1,303,954	1,304,279	1,290,675	1,294,062	<b>1,294,062</b>	Trust fund set up to sustain operating costs once Cemetery at capacity.
<b>Fund 327</b>	<b>Construction Funds</b>	85,145	602,645	(3,560,147)	(5,545,257)	<b>(5,545,257)</b>	This fund is used for construction project tracking. See Note (1) below.
<b>Fund 410</b>	<b>Park COP Debt Fund</b>	646,600	1,290,725	614,420	232,462	<b>232,462</b>	Fund used to record sales tax proceeds and transfer to other funds.

Note (1) - Due to the purchase of Longview Community Center and the Wave Pool project scheduled in FY19 and FY20, the Construction Fund will have a negative cash/fund balance. There will be interest costs charged to the fund at the same rate as interest earned on positive cash balances. As of the 12/31/18 Investment Report, the average portfolio yield was 1.6348%.

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

## 1 YEAR GOALS for FISCAL YEAR 2020

LSPR BOARD GOALS		
1-YEAR-GOALS	Votes	Weighted Votes
Solar Energy Research	5	25
<b>Landscape Monuments</b>	4	18
<b>Pop Up Park</b>	3	14
Foundation Revamp	4	8
Fitness Court	2	6
* Palm Tree Replacement at Summit Waves	1	6
Improve YSA Communication	2	5
* Outdoor Classroom	2	5
<b>Innovative Programming at LPA</b>	2	5
* Profitable LPA	1	4
* Teen Program/ E Sports Research	1	4
Master Plan/Upgrades Lowenstein	1	3
Dredge Legacy Lake	1	1
LED Lighting LPCC Gym / Lobby	1	1
Additional Truck, Plow	0	0
Bicycles at LVCC	0	0
Bobcat Brush Hog	0	0
Connect Sports Venues with Trails	0	0
* Digital Banners	0	0
Dumpster at Hartman	0	0
Electronic / Paperless Waivers	0	0
Eliminate Beautification Commission	0	0
* Excavator	0	0
Explore Nontraditional Sports	0	0
Flower Bed Renovation at LPCC	0	0
Full time Employee at GCC	0	0
Fun Social Media Posts	0	0
GCC Laminated in Bistro	0	0
Implement Comp Study	0	0
In Depth Trends Team	0	0
* Kids Swag	0	0
* Landscaping at LPCC (Trees)	0	0
Lift at Longview	0	0
Liquid Chlorination at Legacy	0	0
* Location for Nature Center	0	0
* LPCC Cycleroom Use Expansion	0	0
Master Plan South/West	0	0
New Carpet at GCC	0	0
New Office Chairs at PCOC	0	0
Online Group X Signups Software	0	0
OPDMD's policy	0	0
Open LVCC	0	0
Parks/Turf Intern	0	0
Part Time Pay Solution	0	0
Part Time Retention / Incentive Plan	0	0
Photography Intern	0	0
* Pottberg Comfort Station	0	0
* PT Pay Analysis / Increases	0	0
Re-Establish Natives in Blackwell Median	0	0
Re-Evaluate Internal Services	0	0
Replace Baseball Fence at Hartman	0	0
Research Park District Feasibility	0	0
* Research Safety Locks for Basketball Goals	0	0
Review Cemetery Operations	0	0
Snapchat Filters for Events	0	0
Special Events Intern	0	0
Stain Shelters at Legacy	0	0
Superintendent of Park Construction	0	0
Swag	0	0
* Text Messages to Patrons	0	0
Trailer	0	0
Updating MOUs	0	0
Ventrax Tree Trimmer	0	0
Walking Trail at PCOC Road	0	0
Watercraft Storage Shed	0	0
WiFi Tablet PCOC/Kiosk	0	0
Youth Sports ERP	0	0

\* Items also identified at the 2017 retreat.

Items in Bold were introduced by the Park Board

LSPR STAFF GOALS		
1-YEAR-GOALS	Votes	Weighted Votes
Implement Comp Study	11	37
Dredge Legacy Lake	10	25
* Excavator	4	23
* PT Pay Analysis / Increases	4	23
Online Group X Signups Software	4	22
Research Park District Feasibility	6	22
Part-time Pay Solution	4	21
Full-time Employee at GCC	4	20
Part-time Retention / Incentive Plan	5	19
* Text Messages to Patrons	4	19
Additional Truck, Plow	5	18
Electronic / Paperless Waivers	6	17
Bobcat Brush Hog	4	15
* Landscaping at LPCC (Trees)	3	15
* Digital Banners	3	12
Ventrax Tree Trimmer	4	12
* LPCC Cycleroom Use Expansion	2	11
Foundation Revamp	2	10
* Palm Tree Replacement at Summit Waves	3	10
Master Plan South/West	2	9
Watercraft Storage Shed	2	9
Fitness Court	2	8
Lift at Longview	3	8
Solar Energy Research	4	8
Dumpster at Hartman	2	6
New Office Chairs at PCOC	2	6
Photography Intern	3	6
* Pottberg Comfort Station	1	6
Flower Bed Renovation at LPCC	1	5
Superintendent of Park Construction	1	5
Swag	2	5
Updating MOUs	2	5
* Kids Swag	2	4
LED Lighting LPCC Gym / Lobby	1	4
* Profitable LPA	1	4
GCC Laminated in Bistro	1	3
Re-Evaluate Internal Services	1	3
Replace Baseball Fence at Hartman	1	3
* Research Safety Locks for Basketball Goals	1	3
Review Cemetery Operations	1	3
Bicycles at LVCC	1	2
Connect Sports Venues with Trails	2	2
In-Depth Trends Team	1	2
Liquid Chlorination at Legacy	1	2
* Outdoor Classroom	1	2
Youth Sports ERP	1	2
* Location for Nature Center	1	1
Re-Establish Natives in Blackwell Median	1	1
Special Events Intern	1	1
* Teen Program/ E Sports Research	1	1
Walking Trail at PCOC Road	1	1
Eliminate Beautification Commission	0	0
Explore Nontraditional Sports	0	0
Fun Social Media Posts	0	0
Improve YSA Communication	0	0
Master Plan/Upgrades at Lowenstein Park	0	0
New Carpet at GCC	0	0
OPDMD's policy	0	0
Open LVCC	0	0
Parks/Turf Intern	0	0
Snapchat Filters for Events	0	0
Stain Shelters at Legacy	0	0
Trailer	0	0
WiFi Tablet PCOC/Kiosk	0	0

5 YEAR GOALS for FISCAL YEAR 2020

LSPR BOARD GOALS		
5-YEAR GOALS	Votes	Weighted Votes
* Fully Develop Bailey Farm	4	19
Successful Park Foundation	2	11
* Open Fieldhouse	2	10
Solar Power at Parks / Alternate Energy	2	10
Accessible Playground / Equipment	1	6
* Bridge at Lea McKeighan	1	6
* Redevelop Pleasant Lea	1	6
Bike Skills Course/Pump Track	1	5
Paperless HR/Reduce Paper Output	1	4
* Sandblast/Paint LPCC Aquatic Features and Slide Tower	1	4
Fully Accessible Baseball Field	0	0
100 person Shelter	0	0
2 More Slides at Summit Waves	0	0
Adaptive Reuse of RRP (Landfill)	0	0
Additional Marketing Staff	0	0
Arboretum	0	0
* Birthday Party Room at Legacy	0	0
Blue Way Development	0	0
Contract SW Open / Closing Maintenance	0	0
Decrease Reliance on R7 Facilites / Increase LSPR Facilities	0	0
Digital Banners	0	0
* Hire More Staff	0	0
Implement Park District Plan	0	0
Irrigation Upgrades at Legacy	0	0
Key System / Make Own Keys	0	0
Lighted Pickleball/Tennis Courts at Banner	0	0
* Lobby Furniture at Gamber	0	0
LPA Green Room	0	0
More National Recognition	0	0
New Barbells and Racks at Legacy	0	0
* New Roof at Legacy	0	0
* NFL Play 60 Park	0	0
Replace all Gamber Fitness Equipment	0	0
Replace Cardio Equipment at Legacy	0	0
* Resurface LPCC Track	0	0
* Safety Town	0	0
* Secure Land for Future Park Development	0	0
* Splashpad at Legacy	0	0
SW Energy Efficiency Implementation	0	0
Win Gold Medal	0	0

LSPR STAFF GOALS		
5-YEAR GOALS	Votes	Weighted Votes
* Open Fieldhouse	9	49
* Splashpad at Legacy	8	39
Implement Park District Plan	7	37
* Bridge at Lea McKeighan	6	27
* Redevelop Pleasant Lea	5	20
Solar Power at Parks / Alternate Energy	5	20
Paperless HR/Reduce Paper Output	4	18
Win Gold Medal	4	18
* Safety Town	4	16
Additional Marketing Staff	3	14
Arboretum	3	13
* Hire More Staff	3	13
* Fully Develop Bailey Farm	3	12
* Secure Land for Future Park Development	3	12
Irrigation Upgrades at Legacy	2	11
2 More Slides at Summit Waves	2	10
Adaptive Reuse of RRP (Landfill)	2	10
* Resurface LPCC Track	3	10
Lighted Pickleball/Tennis Courts at Banner	2	8
More National Recognition	2	8
LPA Green Room	2	6
* NFL Play 60 Park	1	6
100-person Shelter	1	5
Replace all Gamber Fitness Equipment	1	5
Replace Cardio Equipment at Legacy	1	5
SW Energy Efficiency Implementation	1	5
* Birthday Party Room at Legacy	1	4
* Lobby Furniture at Gamber	1	4
Contract SW Open / Closing Maintenance	1	3
Digital Banners	1	3
* Sandblast/Paint LPCC Aquatic Features and Slide Tower	1	3
Accessible Playground / Equipment	0	0
Bike Skills Course/Pump Track	0	0
Blue Way Development	0	0
Decrease Reliance on R7 Facilites / Increase LSPR Facilities	0	0
Fully Accessible Baseball Field	0	0
Key System / Make Own Keys	0	0
New Barbells and Racks at Legacy	0	0
* New Roof at Legacy	0	0
Successful Park Foundation	0	0

\* Items also identified at the 2017 retreat.

Items in Bold were introduced by the Park Board

**ITEMIZED BUDGET EXPENSE WORKSHEET  
GAMBER COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>						
<b>ACTIVITY FEES</b>						
4414 0 Activity Fees	\$ 30,395	\$ 25,283	\$ 23,180	\$ 25,653	\$ 25,653	
4421 0 Gate Receipts	38,729	40,715	41,851	38,541	38,541	
4422 0 Membership Fees	93,509	101,780	71,353 <sup>1</sup>	76,233	76,233 <sup>4</sup>	
<b>Total Activity Fees</b>	<b>\$ 162,633</b>	<b>\$ 167,778</b>	<b>\$ 136,384</b>	<b>\$ 140,427</b>	<b>\$ 140,427</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>						
4505 0 Concessions	\$ 483	\$ 585	\$ 639	\$ 465	\$ 465	
<b>Total User Charges</b>	<b>\$ 483</b>	<b>\$ 585</b>	<b>\$ 639</b>	<b>\$ 465</b>	<b>\$ 465</b>	<b>\$ -</b>
<b>RENTALS</b>						
4442 0 Facility Rentals	\$ 141,623	\$ 140,933	\$ 141,610	\$ 147,964	\$ 147,964 <sup>5</sup>	
<b>Total Rentals</b>	<b>\$ 141,623</b>	<b>\$ 140,933</b>	<b>\$ 141,610</b>	<b>\$ 147,964</b>	<b>\$ 147,964</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>						
4600 0 Interest on Investments	\$ 6,457	\$ 1,800	\$ 1,800	\$ 3,600	\$ 3,600	
4601 0 Mark to Market Adjustment	(3,952)	-	-	-	-	
<b>Total Interest on Investments</b>	<b>\$ 2,505</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>						
4711 0 Contributions-Sponsors	\$ -	\$ 120	\$ -	\$ -	\$ -	
4716 0 Refunds & Reimbursements	326	-	-	-	-	
4718 0 Cash Over/Short	9	-	-	-	-	
4446 0 Other Revenue	3,459	3,580	4,268	3,760	3,760	
<b>Total Miscellaneous</b>	<b>\$ 3,794</b>	<b>\$ 3,700</b>	<b>\$ 4,268</b>	<b>\$ 3,760</b>	<b>\$ 3,760</b>	<b>\$ -</b>
<b>TRANSFERS FROM OTHER FUNDS</b>						
5101 410 Transfer from Fund COP	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	
<b>Total Transfers from Other Funds</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 486,038</b>	<b>\$ 489,796</b>	<b>\$ 459,701</b>	<b>\$ 471,216</b>	<b>\$ 471,216</b>	
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
7000 0 Salaries - Regular	\$ 82,831	\$ 88,467	\$ 89,127	\$ 99,079	\$ 99,079 <sup>6</sup>	
7001 0 Salaries - Part Time	102,277	110,760	96,029 <sup>2</sup>	104,120	104,120 <sup>7</sup>	
7002 0 Overtime	248	-	92	-	-	
7008 0 Short Term Disability	102	105	99	107	107	
7009 0 FICA - Employer	10,973	5,485	5,526	6,143	6,143	
7010 0 FICA - PT	-	6,867	5,954	6,455	6,455	
7011 0 Medicare Deduction	2,566	2,889	2,685	2,946	2,946	
7013 0 Car Allowance	-	-	-	-	-	
7014 0 Communication Allowance	421	-	420	-	-	
7015 0 Health/Dental Insurance	24,733	28,309	26,919	25,335	25,335	
7018 0 Life Insurance	180	265	267	297	297	
7019 0 Workers Compensation	1,350	2,700	1,218	1,555	1,555	
7020 0 Long Term Disability	274	460	463	515	515	
7021 0 Unemployment Insurance	1,329	426	419	129	129	
7023 0 LAGERS - Retirement	8,841	9,201	9,752	9,512	9,512	
<b>Total Personnel Services</b>	<b>\$ 236,125</b>	<b>\$ 255,934</b>	<b>\$ 238,970</b>	<b>\$ 256,193</b>	<b>\$ 256,193</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>						
7200 0 Advertising Expense	\$ 913	\$ 2,295	\$ 1,995	\$ 1,845	\$ 1,845	
7201 0 Organizational Dues	555	-	-	-	-	
7203 0 Insurance Expense	7,979	4,739	4,739	5,890	5,890	
7205 0 Postage Expense	44	-	44	-	-	
7206 0 Printing Expense	1,316	500	872	640	640	
7207 0 Professional Fees	39,431	30,383	28,241	27,206	27,206	
7212 0 Other Professional Fees	2,206	2,940	2,701	2,720	2,720	
7213 0 Rentals & Leases	4,809	4,849	4,480	4,531	4,531	
7214 0 Uniform Rental	179	156	131	156	156	
7216 0 Trips and Tours	-	-	-	-	-	
7217 0 Employee Training	-	-	-	-	-	
7221 0 Sanitation Services	1,068	1,440	1,374	1,320	1,320	
7223 0 Furniture, Fixtures and Equip	10,448	3,329	5,079	-	- <sup>8</sup>	
7225 0 Miscellaneous Equipment	1,019	1,000	504	1,000	1,000	
7249 0 Consumable Tools	66	240	140	240	240	
7258 0 Telephone	2,527	2,160	2,787	2,820	2,820	
7268 0 Uniforms	398	1,140	450	912	912	
7270 0 Office Supplies	446	520	451	520	520	
7273 0 Janitorial Supplies	4,259	4,535	3,375	3,897	3,897	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
GAMBER COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
7274 0 Concession Supplies	1,538	1,610	725	1,610	1,610	
7276 0 Recreational Supplies	9,576	8,740	8,265	8,380	8,380	
7285 0 Bankcard Fees	5,127	6,000	4,858	5,400	5,400	
7704 0 Miscellaneous Expense	2,167	1,000	500	1,000	1,000	
7705 0 Discount Expense	(1,101)	-	870	-	-	
<b>Total Supplies and Other Services</b>	<b>\$ 94,970</b>	<b>\$ 77,576</b>	<b>\$ 72,581</b>	<b>\$ 70,087</b>	<b>\$ 70,087</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>						
7300 0 M & R Buildings	\$ 30,256	\$ 7,455	\$ 7,870	\$ 6,200	\$ 6,200	
7301 0 M & R Grounds	1,461	1,200	5,977 <sup>3</sup>	900	900	
7302 0 M & R Other	-	1,000	745	1,000	1,000	
7304 0 M & R DP Equipment	-	-	-	-	-	
7306 0 M & R Other Equipment	1,350	3,250	4,765	3,250	3,250	
<b>Total Maintenance &amp; Repairs</b>	<b>\$ 33,067</b>	<b>\$ 12,905</b>	<b>\$ 19,357</b>	<b>\$ 11,350</b>	<b>\$ 11,350</b>	<b>\$ -</b>
<b>UTILITIES</b>						
7403 0 Electricity	\$ 38,256	\$ 33,670	\$ 36,314	\$ 37,709	\$ 37,709	
7407 0 Water/Sewer	10,919	10,970	9,166	10,500	10,500	
<b>Total Utilities</b>	<b>\$ 49,175</b>	<b>\$ 44,640</b>	<b>\$ 45,480</b>	<b>\$ 48,209</b>	<b>\$ 48,209</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
8000 0 Capital Outlay	\$ -	\$ 30,143	\$ 29,168	\$ -	\$ 19,098 <sup>9</sup>	\$ 19,098
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 30,143</b>	<b>\$ 29,168</b>	<b>\$ -</b>	<b>\$ 19,098</b>	<b>\$ 19,098</b>
<b>INTERDEPARTMENT CHARGE</b>						
9000 0 ITS-Overhead	\$ 29,781	\$ 25,163	\$ 25,163	\$ 18,000	\$ 18,000 <sup>10</sup>	
9004 0 MERP Payment	2,544	2,540	2,540	1,832	1,832	
9007 0 SLERP Payment	278	292	304	240	240	
<b>Total Interdepartment Charge</b>	<b>\$ 32,603</b>	<b>\$ 27,995</b>	<b>\$ 28,007</b>	<b>\$ 20,072</b>	<b>\$ 20,072</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 445,940</b>	<b>\$ 449,193</b>	<b>\$ 433,563</b>	<b>\$ 405,911</b>	<b>\$ 425,009</b>	<b>\$ 19,098</b>
<b>NET</b>	<b>\$ 40,098</b>	<b>\$ 40,603</b>	<b>\$ 26,138</b>	<b>\$ 65,305</b>	<b>\$ 46,207</b>	<b>\$ (19,098)</b>
<b>Percent Recovery</b>	<b>108.99%</b>	<b>109.04%</b>	<b>106.03%</b>	<b>116.09%</b>	<b>110.87%</b>	

**Footnotes:**

- <sup>1</sup> The decrease in Membership Fees revenue is related to the change from the Passport membership, where GCC received a set percentage of the membership revenue, to the All Inclusive Pass where the home facility receives the revenue.
- <sup>2</sup> The decrease in Part Time Salaries is related to staffing vacancies and using contract labor for restroom cleaning.
- <sup>3</sup> The increase in M & R Grounds is related to landscape improvements and irrigation repair.
- <sup>4</sup> The FY20 Request reflects a decrease in Membership Fees compared to FY19 due to the change from the Passport membership, where GCC received a set percentage of the membership revenue, to the All Inclusive Pass where the home facility receives the revenue.
- <sup>5</sup> The FY20 Request reflects an increase in Facility Rentals related to ongoing facility rentals.
- <sup>6</sup> The FY20 Request reflects an increase in Full Time Salaries due to the implementation of the compensation study and a change in allocation for the Superintendent of Recreation.
- <sup>7</sup> The FY20 Request reflects the impact of the increase in minimum wage effective January 1, 2020. There is also a decrease in part-time hours related to reduced after hour rentals compared to the FY19 budget.
- <sup>8</sup> The FY19 Budget had an expansion for digital signage and combo leg extension - fitness equipment addition.
- <sup>9</sup> The FY19 Budget had A/V projector replacement in the ballroom and interior patching and painting. The FY20 Request has an expansion including carpet replacement (\$11,614) and treadmill replacement (\$7,484).
- <sup>10</sup> The FY20 Request reflects a decrease in ITS-Overhead due to a review of equipment at each facility and a re-allocation of costs to more accurately reflect the related cost.

**EXPANSION REQUEST**

Carpet Replacement	\$ 11,614
Treadmill Replacement	7,484
<b>Total Expansion</b>	<b>\$ 19,098</b>

**ITEMIZED BUDGET EXPENSE WORKSHEET  
LEGACY PARK COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>						
<b>ACTIVITY FEES</b>						
4414 0 Activity Fees	\$ 186,622	\$ 176,391	\$ 187,021 <sup>1</sup>	\$ 188,066	\$ 188,066	
4421 0 Gate Receipts	190,371	189,232	190,692	190,648	190,648	
4422 0 Memberships	1,561,356	1,604,402	1,564,598 <sup>2</sup>	1,563,566	1,563,566	
<b>Total Activity Fees</b>	<b>\$ 1,938,349</b>	<b>\$ 1,970,025</b>	<b>\$ 1,942,311</b>	<b>\$ 1,942,280</b>	<b>\$ 1,942,280</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>						
4504 0 Pro Shop	\$ 556	\$ 618	\$ 664	\$ 747	\$ 747	
4505 0 Concessions	2,592	2,375	2,356	2,423	2,423	
<b>Total User Charges</b>	<b>\$ 3,148</b>	<b>\$ 2,993</b>	<b>\$ 3,020</b>	<b>\$ 3,170</b>	<b>\$ 3,170</b>	<b>\$ -</b>
<b>RENTALS</b>						
4442 0 Facility Rentals	\$ 77,156	\$ 84,637	\$ 84,468	\$ 95,142	\$ 95,142 <sup>9</sup>	
<b>Total Rentals</b>	<b>\$ 77,156</b>	<b>\$ 84,637</b>	<b>\$ 84,468</b>	<b>\$ 95,142</b>	<b>\$ 95,142</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>						
4600 0 Interest on Investments	\$ 19,993	\$ 4,000	\$ 4,000	3,996	3,996	
4601 0 Mark to Market Adjustment	(12,297)	-	-	-	-	
<b>Total Interest on Investments</b>	<b>\$ 7,696</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 3,996</b>	<b>\$ 3,996</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>						
4716 0 Refunds & Reimbursements	\$ 1,997	\$ 1,000	\$ 1,000	\$ 833	\$ 833	
4717 0 Discounts	-	-	-	-	-	
4718 0 Cash Over/Short	66	24	24	24	24	
4446 0 Other Revenue	7,888	2,086	3,096	3,306	3,306	
<b>Total Miscellaneous</b>	<b>\$ 9,951</b>	<b>\$ 3,110</b>	<b>\$ 4,120</b>	<b>\$ 4,163</b>	<b>\$ 4,163</b>	<b>\$ -</b>
<b>CONTRIBUTIONS</b>						
4711 0 Contributions - Sponsors	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
<b>Total Contributions</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>
<b>TRANSFERS FROM OTHER FUNDS</b>						
5101 0 Transfer from Fund 001	\$ 48,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	
5101 0 Transfer from Fund 530	3,519	3,519	3,519	3,519	3,519	
<b>Total Transfers from Other Funds</b>	<b>\$ 51,519</b>	<b>\$ 27,519</b>	<b>\$ 27,519</b>	<b>\$ 27,519</b>	<b>\$ 27,519</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,102,819</b>	<b>\$ 2,107,284</b>	<b>\$ 2,080,438</b>	<b>\$ 2,091,270</b>	<b>\$ 2,091,270</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
7000 0 Salaries - Regular	\$ 324,692	\$ 352,651	\$ 367,644 <sup>3</sup>	\$ 397,819	\$ 397,819 <sup>10</sup>	
7001 0 Salaries - Part Time	621,265	626,624	640,013 <sup>4</sup>	696,643	696,643 <sup>11</sup>	
7002 0 Overtime	991	1,500	1,274	996	996	
7005 0 Holiday Worked	-	-	-	-	-	
7008 0 Short Term Disability	405	462	459	474	474	
7009 0 FICA - Employer	57,580	21,864	22,794	24,665	24,665	
7010 0 FICA - PT	-	38,851	39,681	43,192	43,192	
7011 0 Medicare Deduction	13,466	14,199	14,611	15,870	15,870	
7013 0 Car Allowance	-	-	-	-	-	
7014 0 Communication Allowance	2,014	2,100	1,909	2,100	2,100	
7015 0 Health/Dental Insurance	105,321	124,695	122,487	111,944	111,944 <sup>12</sup>	
7018 0 Life Insurance	709	1,058	1,103	1,193	1,193	
7019 0 Workers Compensation	40,490	40,490	36,526	36,000	36,000	
7020 0 Long Term Disability	1,007	1,834	1,912	2,069	2,069	
7021 0 Unemployment Insurance	7,640	2,595	2,592	570	570	
7023 0 LAGERS - Retirement	30,682	31,029	32,820	38,191	38,191	
<b>Total Personnel Services</b>	<b>\$ 1,206,262</b>	<b>\$ 1,259,952</b>	<b>\$ 1,285,825</b>	<b>\$ 1,371,726</b>	<b>\$ 1,371,726</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>						
7200 0 Advertising Exp	\$ 1,013	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	
7201 0 Organizational Dues	15	125	-	-	-	
7202 0 Subscription to Periodicals	102	-	102	125	125	
7203 0 Insurance Expense	20,571	13,942	13,942	17,972	17,972	
7205 0 Postage Expense	59	240	353	250	250	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
LEGACY PARK COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
7206 0 Printing Expense	2,720	3,492	3,272	3,240	3,240	
7207 0 Professional Fees	69,944	81,523	67,105	68,508	68,508	
7213 0 Rentals & Leases	5,281	5,837	7,001	5,203	5,203	
7214 0 Uniform Rental	5	371	308	371	371	
7217 0 Employee Training	2,322	3,500	3,375	3,888	3,888	
7218 0 Travel & Meeting Expense	-	-	-	-	-	
7221 0 Sanitation Services	2,606	3,772	3,078	3,772	3,772	
7223 0 Furniture, Fixtures and Equip	7,590	7,690	7,693	1,550	1,550	
7225 0 Miscellaneous Equipment	2,253	1,300	2,883	3,524	3,524	
7249 0 Consumable Tools	159	1,550	1,236	1,350	1,350	
7258 0 Telephone	572	650	582	650	650	
7259 0 Mobile Telephone	1,983	768	816	816	816	
7268 0 Uniforms	6,245	7,246	6,712	3,020	3,020	
7270 0 Office Supplies	7,020	5,550	7,231	5,550	5,550	
7271 0 Chemicals	12,013	13,154	12,749	8,269	8,269	
7273 0 Janitorial Supplies	33,464	30,125	28,388	27,883	27,883	
7274 0 Concession Supplies	3,177	3,982	3,743	4,069	4,069	
7276 0 Recreational Supplies	21,380	25,610	24,790	24,063	24,063	
7277 0 Pro Shop Supplies	371	357	286	397	397	
7285 0 Bankcard Fees	19,978	25,000	24,996	24,996	24,996	
7704 0 Miscellaneous Expense	2,670	5,683	6,113	2,760	2,760	
7705 0 Discount Expense	425	1,108	981	1,317	1,317	
<b>Total Supplies and Other Services</b>	<b>\$ 223,938</b>	<b>\$ 243,775</b>	<b>\$ 228,935</b>	<b>\$ 214,743</b>	<b>\$ 214,743</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>						
7300 0 M & R Buildings	\$ 92,752	\$ 130,744	\$ 122,792	\$ 81,318	\$ 81,318	<sup>13</sup>
7301 0 M & R Grounds	3,078	4,600	3,941	4,960	4,960	
7302 0 M & R Other	7,326	-	-	-	-	
7303 0 Maint & Repair-Office Eq	-	-	-	-	-	
7306 0 M & R Other Equipment	23,775	10,400	8,508	10,200	10,200	
<b>Total Maintenance &amp; Repairs</b>	<b>\$ 126,931</b>	<b>\$ 145,744</b>	<b>\$ 135,241</b>	<b>\$ 96,478</b>	<b>\$ 96,478</b>	<b>\$ -</b>
<b>UTILITIES</b>						
7401 0 Natural Gas	\$ 34,794	\$ 36,306	\$ 35,320	\$ 35,362	\$ 35,362	
7403 0 Electricity	130,022	123,300	127,280	127,664	127,664	
7407 0 Water/Sewer	26,834	24,789	28,969	27,850	27,850	
<b>Total Utilities</b>	<b>\$ 191,650</b>	<b>\$ 184,395</b>	<b>\$ 191,569</b>	<b>\$ 190,876</b>	<b>\$ 190,876</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
8000 0 Capital Outlay	\$ 144,844	\$ 53,336	\$ 25,106	\$ -	\$ 164,105	<sup>14</sup> \$ 164,105
<b>Total Capital Outlay</b>	<b>\$ 144,844</b>	<b>\$ 53,336</b>	<b>\$ 25,106</b>	<b>\$ -</b>	<b>\$ 164,105</b>	<b>\$ 164,105</b>
<b>INTERDEPARTMENT CHARGE</b>						
9000 0 ITS Overhead	\$ 55,591	\$ 46,970	\$ 46,970	\$ 47,000	\$ 47,000	
9004 0 MERP	3,816	3,809	3,810	5,128	5,128	
9007 0 SLERP	418	438	450	575	575	
<b>Total Interdepartment Charge</b>	<b>\$ 59,825</b>	<b>\$ 51,217</b>	<b>\$ 51,230</b>	<b>\$ 52,703</b>	<b>\$ 52,703</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>						
9101 327 Transfer to Park Development	\$ -	\$ -	\$ 200,000	\$ -	\$ -	
<b>Total Interdepartment Charge</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,953,450</b>	<b>\$ 1,938,419</b>	<b>\$ 2,117,906</b>	<b>\$ 1,926,526</b>	<b>\$ 2,090,631</b>	<b>\$ 164,105</b>
<b>NET</b>	<b>\$ 149,369</b>	<b>\$ 168,865</b>	<b>\$ (37,468)</b>	<b>\$ 164,744</b>	<b>\$ 639</b>	<b>\$ (164,105)</b>
<b>Percent Recovery</b>	<b>108%</b>	<b>109%</b>	<b>98%</b>	<b>109%</b>	<b>100%</b>	

**Footnotes:**

<sup>1</sup> The anticipated increase in revenue from Activity Fees in FY19 is related to a higher number of personal training sessions and RevUp participants.

<sup>2</sup> The decrease in Membership revenue is related to a decrease in flex and annual membership fees. The facility has seen cancellation of memberships due to patrons becoming eligible for the Silver Sneakers program. Also, a slight decrease due to other facilities opening in the area.

<sup>3</sup> The increase in Full Time Salaries is related to the implementation of the compensation study in January 2019.

**ITEMIZED BUDGET EXPENSE WORKSHEET  
 LEGACY PARK COMMUNITY CENTER  
 SUMMARY OF PROGRAMS  
 FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
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<sup>4</sup> The increase in Part Time Salaries is related to the impact of the increase in the minimum wage effective January 1, 2019 and the massage therapist being a part-time employee versus a contractor. The expense for contract massage therapist services has been reflected in Professional Fees in the past.

<sup>5</sup> A majority of the decrease in Professional Fees is related to the vacancy in massage therapy contractors since the beginning of the year and the reclassification of the position to part-time staffing for the remainder of the year.

<sup>6</sup> The decrease in M & R Buildings is related to less roof maintenance, boiler service & repair, and pump & electric motor service & repair than anticipated in the original budget.

<sup>7</sup> The decrease in Capital Outlay is related to the eyebrow replacement project (\$27,040) being completed with the Glulam replacement project and charged to M & R Buildings above. The total project was completed under budget.

<sup>8</sup> A transfer from LPCC to the construction fund for the renovation of the Longview Community Center was approved by the Park Board on August 15, 2018.

<sup>9</sup> The FY20 Request reflects an increase in Facility Rentals due to the American Stroke Foundation renting the cycle room every Tuesday and Thursday.

<sup>10</sup> The FY20 Request reflects an increase in Full Time Salaries due to implementation of compensation study.

<sup>11</sup> The FY20 Request reflects the impact of the increase in minimum wage effective January 1, 2020. Also, hours are included in part-time salaries for massage therapy services which were previously provided by contract services (Professional Fees) below.

<sup>12</sup> The FY20 Request reflects a decrease in Health/Dental Insurance due to a change in the blended rate used for budgeting. Also, beginning January 2020, the employee will begin contributing more towards this benefit.

<sup>13</sup> In addition to the usual maintenance and repair items, the FY20 Request includes \$13,500 for wall and floor repairs for the Racquetball court.

<sup>14</sup> The FY19 Budget had ADA ramps, cardio equipment, and eyebrow replacement. The FY20 Request has an expansion including locker replacement (\$95,500), exterior wood staining (\$36,605), and cardio equipment replacement (\$32,000).

**EXPANSION REQUEST**

Cardio Equipment Replacement	\$	32,000
Exterior Wood Staining	\$	36,605
Locker Replacement	\$	95,500
<b>Total Expansion</b>	<b>\$</b>	<b><u>164,105</u></b>

**ITEMIZED BUDGET EXPENSE WORKSHEET  
LONGVIEW COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>						
<b>ACTIVITY FEES</b>						
4414 0 Activity Fees	\$ -	\$ 76,269	\$ 66,771 <sup>1</sup>	\$ 128,716	\$ 128,716 <sup>6</sup>	
4421 0 Gate Receipts	-	113,472	89,482 <sup>1</sup>	124,024	124,024	
4422 0 Memberships	-	498,112	496,653	1,092,053	1,092,053	
<b>Total Activity Fees</b>	<b>\$ -</b>	<b>\$ 687,853</b>	<b>\$ 652,906</b>	<b>\$ 1,344,793</b>	<b>\$ 1,344,793</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>						
4504 0 Pro Shop	\$ -	\$ 344	\$ 344	\$ 359	\$ 359	
4505 0 Concessions	-	1,576	1,281	2,400	2,400	
<b>Total User Charges</b>	<b>\$ -</b>	<b>\$ 1,920</b>	<b>\$ 1,625</b>	<b>\$ 2,759</b>	<b>\$ 2,759</b>	<b>\$ -</b>
<b>RENTALS</b>						
4442 0 Facility Rentals	\$ -	\$ 129,190	\$ 97,620 <sup>1</sup>	\$ 129,430	\$ 129,430 <sup>6</sup>	
<b>Total Rentals</b>	<b>\$ -</b>	<b>\$ 129,190</b>	<b>\$ 97,620</b>	<b>\$ 129,430</b>	<b>\$ 129,430</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>						
4716 0 Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ 833	\$ 833	
4718 0 Cash Over/Short	-	24	24	24	24	
4446 0 Other Revenue	-	1,032	1,032	1,032	1,032	
<b>Total Miscellaneous</b>	<b>\$ -</b>	<b>\$ 1,056</b>	<b>\$ 1,056</b>	<b>\$ 1,889</b>	<b>\$ 1,889</b>	<b>\$ -</b>
<b>CONTRIBUTIONS</b>						
4710 0 Contributions - Programs	\$ -	\$ 4,000	\$ - <sup>2</sup>	\$ -	\$ -	
<b>Total Contributions</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 824,019</b>	<b>\$ 753,207</b>	<b>\$ 1,478,871</b>	<b>\$ 1,478,871</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
7000 0 Salaries - Regular	\$ -	\$ 169,092	\$ 149,136 <sup>3</sup>	\$ 256,539	\$ 256,539 <sup>7</sup>	
7001 0 Salaries - Part Time	-	322,698	277,412 <sup>3</sup>	516,400	516,400 <sup>8</sup>	
7002 0 Overtime	-	80	80	-	-	
7005 0 Holiday Worked	-	-	-	-	-	
7008 0 Short Term Disability	-	-	144	287	287	
7009 0 FICA - Employer	-	11,520	9,246 <sup>3</sup>	15,905	15,905 <sup>7</sup>	
7010 0 FICA - PT	-	19,882	17,200 <sup>3</sup>	32,017	32,017 <sup>8</sup>	
7011 0 Medicare Deduction	-	7,103	6,185	11,208	11,208 <sup>7,8</sup>	
7013 0 Car Allowance	-	-	-	-	-	
7014 0 Communication Allowance	-	1,260	1,260	1,680	1,680	
7015 0 Health/Dental Insurance	-	61,192	59,586 <sup>3</sup>	67,756	67,756	
7018 0 Life Insurance	-	508	447	770	770	
7019 0 Workers Compensation	-	-	-	28,000	28,000 <sup>9</sup>	
7020 0 Long Term Disability	-	1,691	1,518	1,334	1,334	
7021 0 Unemployment Insurance	-	340	1,414	345	345	
7023 0 LAGERS - Retirement	-	16,909	15,509 <sup>3</sup>	24,628	24,628	
<b>Total Personnel Services</b>	<b>\$ -</b>	<b>\$ 612,275</b>	<b>\$ 539,137</b>	<b>\$ 956,869</b>	<b>\$ 956,869</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>						
7200 0 Advertising Exp	\$ -	\$ 3,000	\$ 3,000	\$ 1,700	\$ 1,700	
7201 0 Organizational Dues	-	-	-	-	-	
7202 0 Subscription to Periodicals	-	125	125	125	125	
7203 0 Insurance Expense	-	13,762	13,762	6,844	6,844 <sup>10</sup>	
7205 0 Postage Expense	-	200	200	240	240	
7206 0 Printing Expense	-	3,158	3,158	2,658	2,658	
7207 0 Professional Fees	-	27,676	29,261	39,616	39,616 <sup>11</sup>	
7213 0 Rentals & Leases	-	4,053	9,833 <sup>4</sup>	15,361	15,361 <sup>12</sup>	
7214 0 Uniform Rental	-	273	196	237	237	
7217 0 Employee Training	-	4,100	4,100	3,670	3,670	
7218 0 Travel & Meeting Expense	-	-	-	-	-	
7221 0 Sanitation Services	-	2,158	1,510	2,507	2,507	
7223 0 Furniture, Fixtures and Equip	-	775	775	1,345	1,345	
7225 0 Miscellaneous Equipment	-	375	375	700	700	
7249 0 Consumable Tools	-	1,550	1,550	1,150	1,150	
7258 0 Telephone	-	538	398	650	650	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
LONGVIEW COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
7259 0 Mobile Telephone	-	153	153	204	204	
7268 0 Uniforms	-	7,892	7,892	5,100	5,100	
7270 0 Office Supplies	-	2,000	2,000	3,750	3,750	
7271 0 Chemicals	-	11,489	11,489	11,831	11,831	
7273 0 Janitorial Supplies	-	16,596	15,230	10,094	10,094	
7274 0 Concession Supplies	-	2,017	1,758	3,083	3,083	
7276 0 Recreational Supplies	-	5,609	5,609	13,821	13,821	
7277 0 Pro Shop Supplies	-	216	216	413	413	
7285 0 Bankcard Fees	-	11,238	11,238	11,238	11,238	
7704 0 Miscellaneous Expense	-	1,795	1,670	1,670	1,670	
7705 0 Discount Expense	-	-	-	-	-	
<b>Total Supplies and Other Services</b>	<b>\$ -</b>	<b>\$ 120,748</b>	<b>\$ 125,498</b>	<b>\$ 138,007</b>	<b>\$ 138,007</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>						
7300 0 M & R Buildings	\$ -	\$ 32,670	\$ 30,270	\$ 40,070	\$ 40,070 <sup>13</sup>	
7301 0 M & R Grounds	-	2,100	2,100	4,600	4,600	
7302 0 M & R Other	-	-	-	-	-	
7303 0 Maint & Repair-Office Eq	-	-	-	-	-	
7306 0 M & R Other Equipment	-	3,200	3,200	2,450	2,450	
<b>Total Maintenance &amp; Repairs</b>	<b>\$ -</b>	<b>\$ 37,970</b>	<b>\$ 35,570</b>	<b>\$ 47,120</b>	<b>\$ 47,120</b>	<b>\$ -</b>
<b>UTILITIES</b>						
7401 0 Natural Gas	\$ -	\$ 35,596	\$ 35,596	\$ 40,626	\$ 40,626	
7403 0 Electricity	-	92,250	92,250	96,909	96,909	
7407 0 Water/Sewer	-	21,869	21,869	32,400	32,400	
<b>Total Utilities</b>	<b>\$ -</b>	<b>\$ 149,715</b>	<b>\$ 149,715</b>	<b>\$ 169,935</b>	<b>\$ 169,935</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
8000 0 Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 9,150 <sup>14</sup>	\$ 9,150
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,150</b>	<b>\$ 9,150</b>
<b>INTERDEPARTMENT CHARGE</b>						
9000 0 ITS Overhead	\$ -	\$ 46,968	\$ - <sup>5</sup>	\$ 42,000	\$ 42,000	
9004 0 MERP	-	3,804	- <sup>5</sup>	4,029	4,029	
9007 0 SLERP	-	-	-	431	431	
<b>Total Interdepartment Charge</b>	<b>\$ -</b>	<b>\$ 50,772</b>	<b>\$ -</b>	<b>\$ 46,460</b>	<b>\$ 46,460</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>						
9101 327 Transfer to Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Interdepartment Charge</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 971,480</b>	<b>\$ 849,920</b>	<b>\$ 1,358,391</b>	<b>\$ 1,367,541</b>	<b>\$ 9,150</b>
<b>NET</b>	<b>\$ -</b>	<b>\$ (147,461)</b>	<b>\$ (96,713)</b>	<b>\$ 120,481</b>	<b>\$ 111,330</b>	<b>(\$9,150)</b>
<b>Percent Recovery</b>	<b>0%</b>	<b>85%</b>	<b>89%</b>	<b>109%</b>	<b>108%</b>	

**Footnotes:**

- <sup>1</sup> The decrease in revenue from Activity Fees, Gate Receipts, and Facility Rentals is related to the facility opening mid-December versus November as anticipated in the original budget.
- <sup>2</sup> The decrease in Contributions - Programs revenue is related to not anticipating banner sponsorship revenue as included in the original budget.
- <sup>3</sup> The decrease in Personnel Costs related to Full Time and Part Time staff is related to the removal of October and November salaries.
- <sup>4</sup> The increase in Rentals & Leases Expense is related to cost of leased fiber for the facility operations.
- <sup>5</sup> ITS Overhead and MERP funding is established at the beginning of the budgeting process. Since the LVCC location was opened mid-year, the ITS Overhead and MERP charge will begin FY2020.
- <sup>6</sup> The increase in revenue from Activity Fees, Gate Receipts, Memberships and Facility Rentals is related to the facility being open for a full year. The goal is to have 4,000 members by December 31, 2019 and a total of 4,899 members by the end of FY20.
- <sup>7</sup> The FY20 Request reflects an increase in Full Time Salaries due to implementation of the compensation study and a full year of operation.
- <sup>8</sup> The FY20 Request reflects the impact of the increase in minimum wage effective January 1, 2020 and a full year of operation. Also, hours are included in part-time salaries for massage therapy services which were previously provided by contract services (Professional Fees) below.
- <sup>9</sup> The FY20 Request reflects an amount for Workers Compensation due to LVCC not included in the calculation until FY20.
- <sup>10</sup> The FY20 Request reflects a decrease in Insurance Expense due to an adjustment after getting updated numbers from COLS. The \$13,762 for the FY19 Budget was an estimate using LPCC; the FY20 is based on actual coverage.

**ITEMIZED BUDGET EXPENSE WORKSHEET  
LONGVIEW COMMUNITY CENTER  
SUMMARY OF PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
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- <sup>11</sup> The FY20 Request reflects an increase in Professional Fees due to a full year of operation.
- <sup>12</sup> The FY20 Request reflects an increase in Rental and Leases due to a full year of operation. A significant amount is the lease fiber through AT&T.
- <sup>13</sup> The FY20 Request reflects an increase in M & R Buildings due to a full year of operation.
- <sup>14</sup> The FY20 Request has an expansion for motorized lobby shades (\$9,150).

**EXPANSION REQUEST**

Motorized Lobby Shades	\$ 9,150
<b>Total Expansion</b>	<b><u>\$ 9,150</u></b>

ITEMIZED BUDGET EXPENSE WORKSHEET  
HARRIS PARK COMMUNITY CENTER  
SUMMARY OF ALL PROGRAMS  
FY20

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>						
<b>ACTIVITY FEES</b>						
4414 0 AF - Camp Summit	\$ 643,084	\$ 697,700	\$ 638,696	<sup>1</sup> \$ 686,600	\$ 686,600	<sup>14</sup>
4415 0 AF - Instructional Youth	28,513	53,300	47,823	45,215	45,215	<sup>15</sup>
4416 0 AF - Instructional Adult	79,127	126,691	121,679	114,060	114,060	<sup>16</sup>
4419 0 AF - Rec Ctr	(400)	-	-	-	-	
4420 0 AF - Athletics	146,080	171,041	159,908	<sup>2</sup> 157,845	157,845	<sup>17</sup>
4421 0 Gate Receipts	24,332	80,470	51,683	<sup>3</sup> 94,985	94,985	<sup>18</sup>
4422 0 Membership Fees	9,322	9,420	9,455	9,984	9,984	<sup>19</sup>
4462 0 AF - Farm Park	15,828	22,330	9,273	<sup>4</sup> -	-	
<b>Total Activity Fees</b>	<b>\$ 945,886</b>	<b>\$ 1,160,952</b>	<b>\$ 1,038,517</b>	<b>\$ 1,108,689</b>	<b>\$ 1,108,689</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>						
4505 0 Concessions	\$ 14,304	\$ 30,065	\$ 17,055	<sup>5</sup> \$ 17,600	\$ 17,600	<sup>20</sup>
4506 0 Concessions - Instructional Adult	-	-	-	-	-	
4507 0 Concessions-Instructional	-	-	-	-	-	
<b>Total User Charges</b>	<b>\$ 14,304</b>	<b>\$ 30,065</b>	<b>\$ 17,055</b>	<b>\$ 17,600</b>	<b>\$ 17,600</b>	<b>\$ -</b>
<b>RENTALS</b>						
4442 0 Facility Rentals	\$ 124,498	\$ 143,436	\$ 129,731	<sup>6</sup> \$ 139,124	\$ 139,124	
4459 0 Facility Rentals - Instructional Adult	16,100	19,750	19,166	25,000	25,000	
<b>Total Rentals</b>	<b>\$ 140,598</b>	<b>\$ 163,186</b>	<b>\$ 148,897</b>	<b>\$ 164,124</b>	<b>\$ 164,124</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>						
4600 0 Interest on Investments	\$ 3,041	\$ 500	\$ 500	\$ -	\$ -	
4601 0 Mark to Market Adjustment	(2,337)	-	-	-	-	
<b>Total Interest on Investments</b>	<b>\$ 704</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>						
4716 0 Refunds & Reimbursements	\$ 200	\$ 2,000	\$ 3,743	\$ 1,666	\$ 1,666	
4718 0 Cash Over/Short	-	-	-	-	-	
4708 0 Misc Revenue - Instructional	1,173	1,615	1,479	1,547	1,547	
4446 0 Other Revenue	8,935	950	695	950	950	
4705 0 Misc Rev - Camp	16,525	16,400	16,900	17,800	17,800	
4707 0 Misc Rev - Rec Ctr	2,407	-	-	-	-	
4720 0 Mis Rev - Farm Park	1,088	275	752	-	-	
4703 0 Misc Rev - Athletics	5,089	6,020	1,919	1,659	1,659	
<b>Total Miscellaneous</b>	<b>\$ 35,417</b>	<b>\$ 27,260</b>	<b>\$ 25,488</b>	<b>\$ 23,622</b>	<b>\$ 23,622</b>	<b>\$ -</b>
<b>CONTRIBUTIONS</b>						
4710 0 Contributions - Programs	\$ 22,050	\$ 25,000	\$ 24,725	\$ 24,725	\$ 24,725	
4711 0 Contributions - Sponsors/Donations	161,943	183,000	187,752	183,750	183,750	
<b>Total Contributions</b>	<b>\$ 183,993</b>	<b>\$ 208,000</b>	<b>\$ 212,477</b>	<b>\$ 208,475</b>	<b>\$ 208,475</b>	<b>\$ -</b>
<b>TRANSFERS FROM OTHER FUNDS</b>						
5101 315 Transfer from Water Utilities-Sewer Tap	\$ -	\$ -	\$ -	\$ -	\$ -	
5101 100 Transfer from General Fund	-	-	-	-	-	
<b>Total Transfers from Other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,320,902</b>	<b>\$ 1,589,963</b>	<b>\$ 1,442,934</b>	<b>\$ 1,522,510</b>	<b>\$ 1,522,510</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
7000 0 Salaries - Regular	\$ 191,701	\$ 203,960	\$ 211,503	<sup>7</sup> \$ 231,765	\$ 231,765	<sup>21</sup>
7001 0 Salaries - Part Time	310,140	346,371	354,720	<sup>8</sup> 387,712	387,712	<sup>22</sup>
7002 0 Overtime	1,308	-	-	-	-	
7008 0 Short Term Disability	236	247	239	245	245	
7009 0 FICA - Employer	30,368	12,646	13,391	14,369	14,369	
7010 0 FICA - PT	-	21,475	21,970	23,502	23,502	
7011 0 Medicare Deduction	7,102	7,980	8,292	8,982	8,982	
7013 0 Car Allowance	-	-	550	-	-	
7014 0 Communication Allowance	19	-	360	-	-	
7015 0 Health/Dental Insurance	56,034	66,728	62,693	57,740	57,740	<sup>23</sup>
7018 0 Life Insurance	427	612	613	695	695	
7019 0 Workers' Compensation	16,170	16,170	14,939	15,500	15,500	
7020 0 Long Term Disability	609	1,061	1,060	1,205	1,205	
7021 0 Unemployment Insurance	9,025	2,517	2,450	294	294	
7023 0 LAGERS - Retirement	18,465	21,212	23,094	22,249	22,249	
<b>Total Personnel Services</b>	<b>\$ 641,604</b>	<b>\$ 700,979</b>	<b>\$ 715,874</b>	<b>\$ 764,258</b>	<b>\$ 764,258</b>	<b>\$ -</b>

**ITEMIZED BUDGET EXPENSE WORKSHEET  
HARRIS PARK COMMUNITY CENTER  
SUMMARY OF ALL PROGRAMS  
FY20**

			Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Expense	\$ 14,049	\$ 15,085	\$ 15,310	\$ 10,070	\$ 10,070	
7201	0	Organizational Dues	1,053	2,500	2,269	2,747	2,747	
7203	0	Insurance Expense	8,232	36,531	12,470 <sup>9</sup>	11,436	11,436	
7205	0	Postage Expense	4	-	-	-	-	
7206	0	Printing Expense	13,222	15,977	16,640	15,424	15,424	
7207	0	Professional Fees	238,166	234,420	217,646 <sup>10</sup>	247,369	247,369 <sup>24</sup>	
7213	0	Rentals & Leases	18,334	13,893	13,662	17,250	17,250	
7216	0	Trips & Tours	90,288	128,470	111,354 <sup>11</sup>	128,360	128,360	
7217	0	Employee Training	-	600	600	600	600	
7218	0	Travel & Meeting	-	-	-	-	-	
7221	0	Sanitation Services	2,382	3,000	3,220	3,000	3,000	
7223	0	Furniture, Fixtures and Equip	450	500	500	500	500	
7225	0	Miscellaneous Equipment	1,421	3,030	2,784	700	700	
7249	0	Consumable Tools	-	670	887	720	720	
7258	0	Telephone	2,399	1,850	1,844	2,220	2,220	
7259	0	Mobile Telephone	278	936	-	-	-	
7268	0	Uniforms	21,983	29,339	32,425	28,164	28,164	
7270	0	Office Supplies	1,756	2,200	1,854	2,100	2,100	
7272	0	Computer Supplies	878	499	499	-	-	
7273	0	Janitorial Supplies	10,246	6,412	6,771	7,880	7,880	
7274	0	Concession Supplies	2,700	6,375	3,121	2,245	2,245	
7276	0	Recreational Supplies	54,996	52,060	45,505	44,222	44,222	
7285	0	Bankcard Fees	24,201	33,660	31,485	35,200	35,200	
7288	0	P-Card unallocated	85	-	-	-	-	
7704	0	Miscellaneous Expense	5,822	7,905	2,359	4,744	4,744	
7705	0	Discount Expense	-	-	-	-	-	
<b>Total Supplies and Other Services</b>			<b>\$ 512,945</b>	<b>\$ 595,912</b>	<b>\$ 523,205</b>	<b>\$ 564,951</b>	<b>\$ 564,951</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 37,685	\$ 19,150	\$ 23,946	\$ 19,630	\$ 19,630	
7301	0	M & R Grounds	3,662	7,005	4,345	6,907	6,907	
7306	0	M & R Other Equipment	649	1,250	956	750	750	
<b>Total Maintenance &amp; Repairs</b>			<b>\$ 41,996</b>	<b>\$ 27,405</b>	<b>\$ 29,247</b>	<b>\$ 27,287</b>	<b>\$ 27,287</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7401	0	Natural Gas	\$ 4,797	\$ 4,020	\$ 4,093	\$ 4,800	\$ 4,800	
7403	0	Electricity	55,908	52,959	51,081	53,299	53,299	
7407	0	Water/Sewer	21,856	13,584	22,806 <sup>12</sup>	13,920	13,920	
<b>Total Utilities</b>			<b>\$ 82,561</b>	<b>\$ 70,563</b>	<b>\$ 77,980</b>	<b>\$ 72,019</b>	<b>\$ 72,019</b>	<b>\$ -</b>
<b>DEPRECIATION</b>								
7600	0	Depreciation	\$ 33,914	\$ 45,396	\$ 27,900 <sup>13</sup>	\$ 19,239	\$ 19,239 <sup>25</sup>	
<b>Total Depreciation</b>			<b>\$ 33,914</b>	<b>\$ 45,396</b>	<b>\$ 27,900</b>	<b>\$ 19,239</b>	<b>\$ 19,239</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>								
8000	0	Capital Outlay	\$ 6,120	\$ -	\$ -	\$ -	\$ 18,700 <sup>26</sup>	\$ 18,700
<b>Total Capital Outlay</b>			<b>\$ 6,120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,700</b>	<b>\$ 18,700</b>
<b>CONSTRUCTION</b>								
8505	0	Construction Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	
8599	0	System Projects (Capitalization for Depr)	(6,120)	-	-	-	-	
<b>Total Construction</b>			<b>\$ (6,120)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTERDEPARTMENT CHARGE</b>								
9000	0	ITS Overhead	\$ 20,828	\$ 16,775	\$ 16,775	\$ 18,000	\$ 18,000	
9004	0	MERP	3,312	2,540	2,544	3,296	3,296	
9007		SLERP Payment	278	-	-	431	431	
<b>Total Interdepartment Charge</b>			<b>\$ 24,418</b>	<b>\$ 19,315</b>	<b>\$ 19,319</b>	<b>\$ 21,727</b>	<b>\$ 21,727</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>								
9101	202	Transfer to Comm Center	\$ 3,519	\$ 3,519	\$ 3,519	\$ 3,519	\$ 3,519	
<b>Total Interdepartment Charge</b>			<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ 3,519</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 1,340,957</b>	<b>\$ 1,463,089</b>	<b>\$ 1,397,044</b>	<b>\$ 1,473,000</b>	<b>\$ 1,491,700</b>	<b>\$ 18,700</b>
<b>NET</b>			<b>\$ (20,055)</b>	<b>\$ 126,874</b>	<b>\$ 45,890</b>	<b>\$ 49,510</b>	<b>\$ 30,810</b>	<b>\$ (18,700)</b>
<b>Percent Recovery</b>			<b>98.50%</b>	<b>108.67%</b>	<b>103.28%</b>	<b>103.36%</b>	<b>102.07%</b>	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
HARRIS PARK COMMUNITY CENTER  
SUMMARY OF ALL PROGRAMS  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
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**CAMP SUMMIT**

- <sup>1</sup> A decrease is anticipated for Camp Summit due to less campers per week and one less week in 2019 summer due to the number of LSR-7 snow days.
- <sup>11</sup> The decrease in Trips & Tours is related to less campers attending Camp Summit than budgeted.
- <sup>14</sup> The FY20 Request reflects less campers on average per week compared to the FY19 budget.

**INSTRUCTIONAL-YOUTH**

- <sup>15</sup> The FY20 Request reflects a decrease in Activity Fees due to a reduction in enrollment numbers and the removal of the Got Art class, Digital SLR class, and Skateboarding class.

**INSTRUCTIONAL-ADULT**

- <sup>12</sup> The increase in Water/Sewer is related to a broken sprinkler line that was discovered on August 23rd next to field #1.
- <sup>16</sup> The FY20 Request reflects a decrease in Activity Fees due to a reduction in health based classes and outdoor sports for kids.

**ATHLETICS**

- <sup>2</sup> Activity Fees from multiple Athletic programs are anticipated to be lower than the original budget.
- <sup>17</sup> The FY20 Request reflects a decrease in Activity Fees due to the removal of Trapshooting, Birding, Itty Bitty Recess, Outdoor Volleyball, and Jr. Triathlon. Golf and girls' basketball were both reduced.

**AMPHITHEATER**

- <sup>3</sup> Gate Receipts revenue from Amphitheater events is anticipated lower than the original FY19 budget.
- <sup>5</sup> The decrease in Concessions is related to less attendance than anticipated at the Amphitheater.
- <sup>10</sup> The decrease in Professional Fees is related to a reduction of national acts at the Amphitheater compared to the original budget.
- <sup>18</sup> The FY20 Request reflects an increase in Gate Receipts due to three ticketed acts planned for the Amphitheater.
- <sup>20</sup> The FY20 Request reflects a decrease in Concessions due to less events planned in FY20 compared to FY19.
- <sup>24</sup> The FY20 Request reflects an increase in Professional Fees due to an increase in national acts.

**RECREATION (HPCC)**

- <sup>6</sup> The decrease in Facility Rentals is related to less rentals at the Harris Park Community Center.
- <sup>13</sup> The Depreciation Expense for assets in service for FY19 is lower than the estimate used in the original budget.
- <sup>25</sup> Depreciation for FY20 has been determined by a report from the Finance department for assets in service.
- <sup>26</sup> The FY20 Request has an expansion for exterior wood staining (\$18,700).

**BAILEY FARM**

- <sup>4</sup> Revenue from activities at Bailey Park is related to multiple days rained out and lower overall attendance than anticipated in the FY19 budget.
- <sup>19</sup> The FY20 Request reflects a decrease in Activity Fees due to not planning on opening Bailey Farm Park this year.

**OTHER**

- <sup>7</sup> The increase in Full Time Salaries is related to the implementation of the compensation study in January 2019.
- <sup>8</sup> The increase in Part Time Salaries is related to the impact of the increase in the minimum wage effective January 1, 2019.
- <sup>9</sup> The upload of Insurance Expense was higher than the allocation to Parks on the Internal Services summary sheet. They FY19 Projection reflects the correct amount.
- <sup>21</sup> The FY20 Request reflects an increase in Full Time Salaries due to the implementation of the compensation study.
- <sup>22</sup> The FY20 Request reflects an increase in Part Time Salaries due to the increase in the minimum wage effective January 1, 2020.
- <sup>23</sup> A blended rate is used for anticipated Health/Dental Insurance expense. The decrease is related to a lower blended rate used in FY20 compared to FY19. Beginning January 2020, employees will contribute a higher amount towards this benefit.

**EXPANSION REQUEST**

Exterior Wood Staining	\$ 18,700
<b>Total Expansion Request</b>	<b>\$ 18,700</b>

**ITEMIZED BUDGET EXPENSE WORKSHEET  
PARKS & RECREATION  
SUMMARY OF ALL PROGRAMS  
FY20**

			Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>								
<b>TAXES</b>								
4000	0	Property Tax - Jackson	\$ 2,943,160	\$ 2,948,000	\$ 3,009,464	\$ 3,066,644	\$ 3,066,644	
4001	0	Property Tax - Cass	85,850	87,000	87,094	88,749	88,749	
4003	0	RR Tax - Jackson	67,597	59,000	63,287	64,489	64,489	
4004	0	RR Tax - Cass	1,751	1,700	1,601	1,631	1,631	
4005	0	Replacement Tax	317,759	280,000	285,000	285,000	285,000	
4006	0	Payment in Lieu of Taxes	410	-	-	-	-	
4008	0	Intangible Tax	5,984	2,500	3,950	3,950	3,950	
<b>Total Taxes</b>			<b>\$ 3,422,511</b>	<b>\$ 3,378,200</b>	<b>\$ 3,450,396</b>	<b>\$ 3,510,463</b>	<b>\$ 3,510,463</b>	<b>\$ -</b>
<b>FINES &amp; FORFEITURES</b>								
4104	0	Penalty Int on Taxes	\$ 20,211	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	
4105	0	Penalty Int - Other	50	-	-	-	-	
<b>Total Fines &amp; Forfeitures</b>			<b>\$ 20,261</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>	<b>\$ -</b>
<b>CONTRIBUTIONS</b>								
4709	0	Contributions - Parks	\$ 115,961	\$ 78,700	\$ 78,700	\$ 78,700	\$ 78,700	
4712	0	Contributions - Advertising	1,232	4,500	2,000	2,277	2,277	
<b>Total Contributions</b>			<b>\$ 117,193</b>	<b>\$ 83,200</b>	<b>\$ 80,700</b>	<b>\$ 80,977</b>	<b>\$ 80,977</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>								
4600	0	Interest on Investments	\$ 37,044	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
4601	0	Mark to Market Adjustment	(26,715)	(1,000)	(1,000)	(1,000)	(1,000)	
<b>Total Interest on Investments</b>			<b>\$ 10,329</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b>SERVICES</b>								
4444	0	Other Services	\$ 2,500	\$ -	\$ -	\$ -	\$ -	
4446	0	Other Revenue	3,593	3,500	3,500	3,500	3,500	
4447	0	Other Revenue - Taxable	2,733	-	1,000	-	-	
<b>Total Services</b>			<b>\$ 8,826</b>	<b>\$ 3,500</b>	<b>\$ 4,500</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>								
4716	0	Refund & Reimbursements	\$ 30,914	\$ -	\$ 6,500	\$ -	\$ -	
4717	0	Discounts	1,605	-	-	-	-	
4718	0	Cash Over(Short)	(64)	-	-	-	-	
4704	0	Misc Revenue-Parks	41,885	43,659	44,519	47,024	47,024	
<b>Total Miscellaneous</b>			<b>\$ 74,340</b>	<b>\$ 43,659</b>	<b>\$ 51,019</b>	<b>\$ 47,024</b>	<b>\$ 47,024</b>	<b>\$ -</b>
<b>TRANSFERS</b>								
5101	0	Transfer from Gen Fund	\$ 51,739	\$ 60,539	\$ 60,539	\$ 60,702	\$ 60,702	
5101	0	Transfer from Aquatics	5,985	5,985	5,985	5,985	5,985	
5101	0	Transfer from Cemetery	20,508	18,578	18,578	18,682	18,682	
<b>Total Transfers</b>			<b>\$ 78,232</b>	<b>\$ 85,102</b>	<b>\$ 85,102</b>	<b>\$ 85,369</b>	<b>\$ 85,369</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 3,731,692</b>	<b>\$ 3,615,661</b>	<b>\$ 3,693,717</b>	<b>\$ 3,749,333</b>	<b>\$ 3,749,333</b>	

<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 1,140,145	\$ 1,211,933	\$ 1,185,028	\$ 1,286,437	\$ 1,286,437	
7001	0	Salaries - Part Time	39,275	69,152	38,500	70,216	70,216	
7002	0	Overtime	7,559	7,500	9,000	8,750	8,750	
7005	0	Holiday Worked	701	-	81	-	-	
7007	0	Duty Pay	-	-	-	-	-	
7008	0	Short Term Disability	1,105	1,128	1,080	1,133	1,133	
7009	0	FICA - Employer	68,193	75,140	73,730	79,759	79,759	
7010	0	FICA-PT	-	4,287	4,287	4,353	4,353	
7011	0	Medicare Deduction	15,948	18,576	18,247	19,671	19,671	
7013	0	Car Allowance	3,911	3,900	3,900	3,900	3,900	
7014	0	Communication Allowance	4,134	2,845	2,845	2,720	2,720	
7015	0	Health/Dental Insurance	321,719	304,659	275,997	267,487	267,487	
7016	0	Health Insurance Rebate	-	-	-	-	-	
7018	0	Life Insurance	2,510	3,636	3,555	3,859	3,859	
7019	0	Workers Compensation	62,109	61,075	51,648	55,680	55,680	
7020	0	Long Term Disability	3,414	6,302	4,925	6,689	6,689	
7021	0	Unemployment Insurance	1,680	1,716	1,658	1,362	1,362	
7022	0	Work Comp Employer Suplmt	-	-	-	-	-	
7023	0	LAGERS - Retirement	119,085	126,041	123,243	123,498	123,498	
7026	0	College Tuition	309	-	3,152	4,530	4,530	
<b>Total Personnel Services</b>			<b>\$ 1,791,797</b>	<b>\$ 1,897,890</b>	<b>\$ 1,800,876</b>	<b>\$ 1,940,044</b>	<b>\$ 1,940,044</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Exp	\$ 2,776	\$ 3,695	\$ 3,250	\$ 2,000	\$ 2,000	
7201	0	Organizational Dues	6,897	7,302	6,882	6,537	6,537	
7202	0	Subscription to Periodicals	88	260	1,290	1,236	1,236	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
PARKS & RECREATION  
SUMMARY OF ALL PROGRAMS  
FY20**

			Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
7203	0	Insurance Expense	75,277	46,024	46,024	41,556	41,556	
7205	0	Postage Expense	29,045	25,834	24,473	26,901	26,901	
7206	0	Printing Expense	30,911	32,605	32,117	40,490	40,490	<sup>13</sup>
7207	0	Professional Fees	336,565	331,756	343,717	355,227	355,227	<sup>14</sup>
7212	0	Other Professional Fees	-	-	-	-	-	
7213	0	Rentals & Leases	31,577	41,111	39,324	43,183	43,183	
7214	0	Uniform Rental	682	532	686	532	532	
7217	0	Employee Training Expense	-	-	-	-	-	
7218	0	Travel & Meeting	50,076	50,404	51,852	50,220	50,220	
7221	0	Sanitation Services	10,038	12,040	13,620	12,040	12,040	
7223	0	Furn. Fix & Office Equipment	-	1,214	1,214	-	-	
7225	0	Miscellaneous Equipment	-	-	-	-	-	
7233	0	Public Relations	12,708	20,590	15,706	9,200	9,200	
7238	0	Damages & Claims	-	-	-	-	-	
7246	0	Late Charge & Penalty	-	-	-	-	-	
7249	0	Consumable Tools	6,206	8,665	8,665	8,665	8,665	
7250	0	Computer Equip - Non depr	-	-	4,160	-	-	
7253	0	Collection Fees - Jackson County	54,117	49,350	55,000	55,000	55,000	
7254	0	Collection Fees - Cass County	3,945	3,780	-	-	-	
7258	0	Telephone	5,625	6,550	6,550	6,000	6,000	
7259	0	Mobile Telephone	2,271	2,263	2,721	2,275	2,275	
7260	0	Asphalt	133,119	180,000	202,895	230,000	230,000	<sup>15</sup>
7262	0	Rock & Gravel	4,707	8,000	7,800	8,000	8,000	
7264	0	Other Construction Materials	443	19,600	17,000	15,600	15,600	
7269	0	Special Apparel	6,400	14,579	14,775	15,219	15,219	
7270	0	Office Supplies	6,961	8,000	7,500	7,500	7,500	
7271	0	Chemicals	16,874	26,380	26,380	26,280	26,280	
7272	0	Computer Supplies	517	1,850	3,000	1,250	1,250	
7273	0	Janitorial Supplies	10,195	10,475	10,475	10,512	10,512	
7276	0	Recreational Supplies	80	-	-	-	-	
7280	0	Pavement Marking	-	-	-	-	-	
7283	0	Contract Service-Concrete	-	2,400	2,400	2,400	2,400	
7285	0	Bankcard Fees	1,638	1,515	1,515	1,515	1,515	
7288	0	P-Card unallocated	616	-	-	-	-	
7704	0	Miscellaneous Expense	2,934	-	2,583	-	-	
<b>Total Supplies and Other Services</b>			<b>\$ 843,288</b>	<b>\$ 916,774</b>	<b>\$ 953,574</b>	<b>\$ 979,338</b>	<b>\$ 979,338</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>								
7300	0	M & R Buildings	\$ 71,559	\$ 67,150	\$ 67,150	\$ 59,662	\$ 59,662	
7301	0	M & R Grounds	225,197	221,687	211,687	226,287	226,287	
7303	0	Maint & Repair-Office Eq	-	-	-	-	-	
7304	0	M & R Dp Equip	15,122	15,067	15,067	12,596	12,596	
7305	0	M & R Vehicle	25,295	21,200	21,200	21,200	21,200	
7306	0	M & R Other Equipment	14,989	24,395	24,493	24,395	24,395	
<b>Total Maintenance &amp; Repairs</b>			<b>352,162</b>	<b>349,499</b>	<b>339,597</b>	<b>\$ 344,140</b>	<b>\$ 344,140</b>	<b>\$ -</b>
<b>UTILITIES</b>								
7401	0	Natural Gas	\$ 2,399	\$ 2,150	\$ 2,150	\$ 2,500	\$ 2,500	
7403	0	Electricity	34,250	36,250	36,917	38,750	38,750	
7407	0	Water/Sewer	69,664	82,105	82,105	102,175	102,175	<sup>16</sup>
<b>Total Utilities</b>			<b>\$ 106,313</b>	<b>\$ 120,505</b>	<b>\$ 121,172</b>	<b>\$ 143,425</b>	<b>\$ 143,425</b>	<b>\$ -</b>
<b>FUEL &amp; LUBRICANTS</b>								
7500	0	Fuel and Lubricants	\$ 34,295	\$ 33,777	\$ 33,777	\$ 33,777	\$ 33,777	
<b>Total Fuel &amp; Lubricants</b>			<b>\$ 34,295</b>	<b>\$ 33,777</b>	<b>\$ 33,777</b>	<b>\$ 33,777</b>	<b>\$ 33,777</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>								
8000	0	Capital Outlay	\$ 99,596	\$ 137,677	\$ 137,677	\$ -	\$ 72,430	<sup>17</sup> \$ 72,430
<b>Total Capital Outlay</b>			<b>\$ 99,596</b>	<b>\$ 137,677</b>	<b>\$ 137,677</b>	<b>\$ -</b>	<b>\$ 72,430</b>	<b>\$ 72,430</b>
<b>CONSTRUCTION</b>								
8502	0	Reimbursement-Intrfd Serv	\$ (138,941)	\$ (152,855)	\$ (162,855)	\$ (162,789)	\$ (162,789)	<sup>18</sup>
8506	0	Construction Materials	-	-	-	-	-	
<b>Total Construction</b>			<b>\$ (138,941)</b>	<b>\$ (152,855)</b>	<b>\$ (162,855)</b>	<b>\$ (162,789)</b>	<b>\$ (162,789)</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>								
9101-620	0	Transfer to ITS-Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -	
9101-327		Transfer to Park Development Fund	510,000	-	650,000	-	-	<sup>9</sup>
<b>Total Transfers</b>			<b>\$ 510,000</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INTERDEPARTMENT CHARGE</b>								
9000	0	ITS Overhead	\$ 61,547	\$ 52,003	\$ 52,003	\$ 50,701	\$ 50,701	
9001	0	CVM Overhead	34,800	53,879	53,879	60,476	60,476	
9003	0	CBS Overhead	23,715	11,766	11,766	10,482	10,482	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
PARKS & RECREATION  
SUMMARY OF ALL PROGRAMS  
FY20**

			Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
9004	0	MERP Payment	6,358	6,349	6,349	5,861	5,861	
9005	0	VERP Payment	47,033	58,617	58,617	63,659	63,659	
9006	0	BERP Payment	2,466	2,466	2,466	4,932	4,932	
9007	0	SLERP Payment	696	731	731	671	671	
<b>Total Interdepartment Charge</b>			<b>\$ 176,615</b>	<b>\$ 185,811</b>	<b>\$ 185,811</b>	<b>\$ 196,782</b>	<b>\$ 196,782</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 3,775,125</b>	<b>\$ 3,489,078</b>	<b>\$ 4,059,629</b>	<b>\$ 3,474,717</b>	<b>\$ 3,547,147</b>	<b>\$ 72,430</b>
<b>NET</b>			<b>\$ (43,433)</b>	<b>\$ 126,583</b>	<b>\$ (365,912)</b>	<b>\$ 274,616</b>	<b>\$ 202,186</b>	<b>\$ (72,430)</b>

**Footnotes:**

**ADMINISTRATION**

<sup>1</sup> The revised Property Tax revenue projection is based on a preliminary calculation of assessed values and anticipated growth provided by the Finance department.

<sup>10</sup> Expected Property Tax revenues for FY20 is based on a preliminary calculation of assessed values and anticipated growth provided by the Finance department.

<sup>13</sup> A majority of Printing Expense is related to the production of the Illustrated, three times a year. The work was rebid during FY19 and low/best bid reflects an increase.

**PARK OPERATIONS AND LEGACY PARK**

<sup>2</sup> A majority Refund & Reimbursements for FY19 is related to the reimbursements from DTLSMS for Christmas Planters and from THCF for trail signage not anticipated in the original budget.

<sup>4</sup> Part Time Salaries are projected lower than anticipated in the original budget due to vacancies in the Park Services and Legacy Park programs.

<sup>6</sup> The increase in Professional Fees is related to a new location identified for the Public Works MOU and for mowing the disc golf fairway.

<sup>7</sup> Asphalt projects at Legacy Park in FY18 were completed after July 1, 2018 due to weather.

<sup>8</sup> Reimbursement - Infrd Serv is projected higher for the additional maintenance location for Public Works.

<sup>14</sup> The FY20 Request reflects an increase in Professional Fees due to contract mowing costs.

<sup>15</sup> Asphalt surfaces are inspected and a priority is made. See the Asphalt schedule included in this packet for the locations identified for FY20.

<sup>16</sup> Water costs are budgeted higher due to the increased usage related to the splashpads.

<sup>17</sup> The FY19 Budget had expansions for outlets at three football fields at Legacy Park, adding year-round restroom heat/electricity to Miller J. Park and Lea McKeighan Park, and a Morton Storage Building. The FY20 Request has an expansion for a survey of the Legacy Park lake (\$6,600), four shade structures for the t-ball bleachers (\$27,000), trail expansion at Arborwalk Park (\$20,000), holiday light replacement at Howard Station Park (\$2,000), a Ventrac Boom Sickle Mower (\$16,080), and a kiosk for Park Operations (\$750).

<sup>18</sup> The FY20 Request reflects an increase in Reimbursement - Infrd Serv due to an increase in the scope of work at the additional location added last year to the Public Works MOU.

**OTHER**

<sup>3</sup> Full Time Salaries and related benefits are lower than the original budget due to vacancies in the Administration and Park Operations divisions.

<sup>5</sup> The upload of Workers Compensation expense was higher than the allocation to Parks on the Internal Services summary sheet. The FY19 Projection reflects the correct amount.

<sup>9</sup> A transfer from the P&R fund to the construction fund for the renovation of the Longview Community Center was approved by the Park Board on August 15, 2018.

<sup>11</sup> The FY20 Request reflects an increase in Full Time Salaries due to the implementation of the compensation study.

<sup>12</sup> A blended rate is used for anticipated Health/Dental Insurance expense. The decrease is related to a lower blended rate used in FY20 compared to FY19. Beginning January 2020, employees will contribute a higher amount toward this benefit.

**EXPANSION REQUEST**

<b>Park Services</b>	
Arborwalk Park Trail Expansion	\$ 20,000
Kiosk for Park Operations	750
Holiday Lights - Howard Station Park	2,000
Ventrac Boom Sickle Mower	16,080
<b>Legacy Park</b>	
Legacy Park Lake Survey	6,600
Four Shade Structures at T-ball Bleachers	27,000
<b>Total Expansion</b>	<b>\$ 72,430</b>

ITEMIZED BUDGET EXPENSE WORKSHEET  
AQUATICS CENTER  
FY20

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>						
<b>ACTIVITY FEES</b>						
4414 0 Activity Fees	\$ 46,328	\$ 57,548	\$ 43,546 <sup>1</sup>	\$ 41,050	\$ 41,050 <sup>7</sup>	
4421 0 Gate Receipts	371,609	336,175	342,363	400,037	400,037 <sup>8</sup>	
4422 0 Memberships	146,510	131,295	148,320 <sup>2</sup>	155,600	155,600 <sup>9</sup>	
<b>Total Activity Fees</b>	<b>\$ 564,447</b>	<b>\$ 525,018</b>	<b>\$ 534,229</b>	<b>\$ 596,687</b>	<b>\$ 596,687</b>	<b>\$ -</b>
<b>OTHER USER CHARGES</b>						
4504 0 Pro Shop	\$ 2,826	\$ 2,866	\$ 3,073	\$ 4,373	\$ 4,373	
4505 0 Concessions	95,052	100,578	110,137 <sup>3</sup>	117,954	117,954 <sup>10</sup>	
<b>Total User Charges</b>	<b>\$ 97,878</b>	<b>\$ 103,444</b>	<b>\$ 113,210</b>	<b>\$ 122,327</b>	<b>\$ 122,327</b>	<b>\$ -</b>
<b>RENTALS</b>						
4442 0 Facility Rentals	\$ 31,744	\$ 22,239	\$ 33,500 <sup>4</sup>	\$ 40,867	\$ 40,867 <sup>11</sup>	
<b>Total Rentals</b>	<b>\$ 31,744</b>	<b>\$ 22,239</b>	<b>\$ 33,500</b>	<b>\$ 40,867</b>	<b>\$ 40,867</b>	<b>\$ -</b>
<b>INTEREST ON INVESTMENTS</b>						
4600 0 Interest on Investments	\$ 2,230	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	
4601 0 Mark to Market Adjustment	(1,942)	-	-	(722)	(722)	
<b>Total Interest on Investments</b>	<b>\$ 288</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 478</b>	<b>\$ 478</b>	<b>\$ -</b>
<b>MISCELLANEOUS</b>						
4716 0 Refunds & Reimbursements	\$ 1,000	\$ -	\$ -	\$ -	\$ -	
4717 0 Discounts	-	-	(33)	-	-	
4718 0 Cash Over/Short	(232)	50	31	50	50	
4446 0 Other Revenue	3	1,333	1,228	1,063	1,063	
<b>Total Miscellaneous</b>	<b>\$ 771</b>	<b>\$ 1,383</b>	<b>\$ 1,226</b>	<b>\$ 1,113</b>	<b>\$ 1,113</b>	<b>\$ -</b>
<b>TRANSFERS FROM OTHER FUNDS</b>						
5101 0 Transfer from Fund 200	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Transfers from Other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 695,128</b>	<b>\$ 653,284</b>	<b>\$ 683,365</b>	<b>\$ 761,472</b>	<b>\$ 761,472</b>	<b>\$ -</b>

<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
7000 0 Salaries - Regular	\$ 53,817	\$ 58,814	\$ 57,777	\$ 58,264	\$ 58,264	
7001 0 Salaries - Part Time	201,220	223,676	236,210 <sup>5</sup>	252,582	252,582 <sup>12</sup>	
7002 0 Overtime	90	25	54	-	-	
7008 0 Short Term Disability	52	55	60	55	55	
7009 0 FICA - Employer	15,834	3,646	3,582	3,612	3,612	
7010 0 FICA - PT	-	13,868	14,645	15,660	15,660	
7011 0 Medicare Deduction	3,703	4,096	4,263	4,507	4,507	
7013 0 Car Allowance	-	-	-	-	-	
7014 0 Communication Allowance	253	275	275	276	276	
7015 0 Health/Dental Insurance	10,417	14,829	15,218	12,962	12,962	
7018 0 Life Insurance	113	176	173	175	175	
7019 0 Workers Compensation	10,797	10,797	9,740	10,000	10,000	
7020 0 Long Term Disability	167	306	300	303	303	
7021 0 Unemployment Insurance	66	1,146	1,152	66	66	
7023 0 LAGERS - Retirement	5,750	6,117	6,009	5,593	5,593	
<b>Total Personnel Services</b>	<b>\$ 302,279</b>	<b>\$ 337,826</b>	<b>\$ 349,458</b>	<b>\$ 364,055</b>	<b>\$ 364,055</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>						
7200 0 Advertising Exp	\$ 1,011	\$ 2,000	\$ 1,877	\$ 2,500	\$ 2,500	
7201 0 Organizational Dues	15	15	15	15	15	
7203 0 Insurance Expense	14,026	8,530	8,530	10,871	10,871	
7205 0 Postage Expense	-	-	-	-	-	
7206 0 Printing Expense	2,294	733	651	1,368	1,368	
7207 0 Professional Fees	11,376	15,377	9,023	10,151	10,151	
7213 0 Rentals & Leases	126	900	700	700	700	
7217 0 Employee Training	6,586	6,875	2,857	3,310	3,310	
7221 0 Sanitation Services	-	808	808	864	864	
7223 0 Furniture, Fixtures and Equip	14,735	11,500	12,273	12,956	12,956	
7225 0 Miscellaneous Equipment	51	3,808	5,797	5,273	5,273	
7249 0 Consumable Tools	715	525	525	768	768	
7258 0 Telephone	-	250	250	250	250	
7268 0 Uniforms	7,942	4,975	6,217	5,539	5,539	
7269 0 Special Apparel	-	-	-	-	-	
7270 0 Office Supplies	704	1,186	1,260	630	630	
7271 0 Chemicals	23,864	21,227	23,117	28,525	28,525 <sup>13</sup>	
7273 0 Janitorial Supplies	3,302	2,641	3,488	4,161	4,161	
7274 0 Concession Supplies	36,406	34,290	36,620	39,108	39,108	
7276 0 Recreational Supplies	7,404	4,485	3,693	4,735	4,735	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
AQUATICS CENTER  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
7277 0 Pro Shop Supplies	2,320	2,312	2,378	3,225	3,225	
7285 0 Bankcard Fees	10,429	10,070	10,070	12,200	12,200	
7288 0 P-Card unallocated	54	-	-	-	-	
7704 0 Miscellaneous Expense	392	250	395	75	75	
7705 0 Discount Expenses	-	2,905	-	-	-	
<b>Total Supplies and Other Services</b>	<b>\$ 143,752</b>	<b>\$ 135,662</b>	<b>\$ 130,544</b>	<b>\$ 147,224</b>	<b>\$ 147,224</b>	<b>\$ -</b>
<b>MAINTENANCE &amp; REPAIRS</b>						
7300 0 M & R Buildings	\$ 40,660	\$ 26,510	\$ 46,738 <sup>6</sup>	\$ 27,120	\$ 27,120	
7301 0 M & R Grounds	1,773	2,417	1,514	2,000	2,000	
7303 0 M & R - Office Eq	-	-	-	-	-	
7306 0 M & R Other Equipment	2,091	5,550	2,920	3,430	3,430	
<b>Total Maintenance &amp; Repairs</b>	<b>\$ 44,524</b>	<b>\$ 34,477</b>	<b>\$ 51,172</b>	<b>\$ 32,550</b>	<b>\$ 32,550</b>	<b>\$ -</b>
<b>UTILITIES</b>						
7403 0 Electricity	\$ 49,682	\$ 39,150	\$ 34,621	\$ 36,970	\$ 36,970	
7407 0 Water/Sewer	27,546	26,900	26,014	29,304	29,304	
<b>Total Utilities</b>	<b>\$ 77,228</b>	<b>\$ 66,050</b>	<b>\$ 60,635</b>	<b>\$ 66,274</b>	<b>\$ 66,274</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
8000 0 Capital Outlay	\$ -	\$ 25,256	\$ 24,502	\$ -	\$ 37,500 <sup>14</sup>	\$ 37,500
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 25,256</b>	<b>\$ 24,502</b>	<b>\$ -</b>	<b>\$ 37,500</b>	<b>\$ 37,500</b>
<b>INTERDEPARTMENT CHARGE</b>						
9000 0 ITS-Overhead	\$ 19,854	\$ 16,775	\$ 16,775	\$ 18,000	\$ 18,000	
9004 0 MERP Payment	5,299	5,291	5,291	4,395	4,395	
9007 0 SLERP Payment	580	609	609	432	432	
<b>Total Interdepartment Charge</b>	<b>\$ 25,733</b>	<b>\$ 22,675</b>	<b>\$ 22,675</b>	<b>\$ 22,827</b>	<b>\$ 22,827</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>						
9101 0 Transfer to Park Fund	\$ 5,985	\$ 5,985	\$ 5,985	\$ 5,985	\$ 5,985	
<b>Total Transfers</b>	<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ 5,985</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 599,501</b>	<b>\$ 627,931</b>	<b>\$ 644,971</b>	<b>\$ 638,915</b>	<b>\$ 676,415</b>	<b>\$ 37,500</b>
<b>NET</b>	<b>\$ 95,627</b>	<b>\$ 25,353</b>	<b>\$ 38,394</b>	<b>\$ 122,557</b>	<b>\$ 85,057</b>	<b>\$ (37,500)</b>
<b>Percent Recovery</b>	<b>115.95%</b>	<b>104.04%</b>	<b>105.95%</b>	<b>119.18%</b>	<b>112.57%</b>	

**Footnotes**

- <sup>1</sup> The decrease in Activity Fees is related to removing revenue related to swim team and lifeguard certifications.
- <sup>2</sup> Revenue from Memberships is projected higher due to higher regular and discounted season pass memberships purchased after the early bird period.
- <sup>3</sup> The increase in Concessions is related to anticipated price increases.
- <sup>4</sup> The increase in Facility Rentals is related to an increase in full facility rentals and birthday party packages for residents and non-residents.
- <sup>5</sup> The increase in Salaries Part Time is related to the minimum wage increase effective January 1, 2019.
- <sup>6</sup> The increase in M & R Building is related to painting, garage door motor, and stair tape.
- <sup>7</sup> The FY20 Request reflects a decrease in Activity Fees due to removing swim team and lifeguard certifications.
- <sup>8</sup> The FY20 Request reflects an increase in Gate Receipts due to higher attendance in May and June related to the addition of the wave pool.
- <sup>9</sup> The FY20 Request reflects an increase in Memberships due to an increase in sales related to the addition of the wave pool.
- <sup>10</sup> The FY20 Request reflects an increase in Concessions due to higher sales related to higher attendance because of the wave pool.
- <sup>11</sup> The FY20 Request reflects an increase in Facility Rentals due to an increase in full facility rentals, birthday party packages, and cabana rentals.
- <sup>12</sup> The FY20 Request reflects an increase in Part Time Salaries due to the minimum wage increase and the wave pool.
- <sup>13</sup> The FY20 Request reflects an increase in Chemicals due to higher usage related to wave pool.
- <sup>14</sup> The FY19 Budget had VGB (Virginia Graeme Baker) pool grates and a TV display with mounts for did you know signage. The FY20 Request has an expansion including artificial palm trees (\$37,500).

**EXPANSION REQUEST**

Artificial Palm trees	\$37,500
<b>Total Expansion</b>	<b>\$ 37,500</b>

**ITEMIZED BUDGET EXPENSE WORKSHEET  
CEMETERY  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>						
<b>SERVICES</b>						
4423 0 Grave Openings	\$ 52,450	\$ 71,500	\$ 71,500	\$ 75,925	\$ 75,925	
4424 0 Monument Footings	8,572	9,288	9,288	10,424	10,424	
4425 0 Monument Engraving	-	-	-	-	-	
4426 0 Flaggings	1,700	1,800	1,800	1,000	1,000	
4441 0 Misc Services	653	-	-	-	-	
4446 0 Other Revenue	57	-	-	-	-	
<b>Total Services</b>	<b>\$ 63,432</b>	<b>\$ 82,588</b>	<b>\$ 82,588</b>	<b>\$ 87,349</b>	<b>\$ 87,349</b>	<b>\$0</b>
<b>MATRL &amp; FUEL-Material and fuel sales</b>						
4508 0 Monument Sales	\$ 40,203	\$ 72,000	\$ 72,000	\$ 70,536	\$ 70,536	
<b>Total MATRL &amp; FUEL-Material and fuel sales</b>	<b>\$ 40,203</b>	<b>\$ 72,000</b>	<b>\$ 72,000</b>	<b>\$ 70,536</b>	<b>\$ 70,536</b>	<b>\$0</b>
<b>INTEREST ON INVESTMENTS</b>						
4600 0 Interest on Investments	\$ 18,482	\$ 9,100	\$ 9,100	\$ 9,000	\$ 9,000	
4601 0 Mark to Market Adjustment	(10,199)	-	-	-	-	
<b>Total Interest on Investments</b>	<b>\$ 8,283</b>	<b>\$ 9,100</b>	<b>\$ 9,100</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$0</b>
<b>MISCELLANEOUS</b>						
4716 0 Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	
4717 0 Discounts	-	-	-	-	-	
<b>Total Miscellaneous</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>
<b>TRANSFERS FROM OTHER FUNDS</b>						
515 26 Transfer from Fund 026	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Transfers from Other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>
<b>PROPERTY SALES</b>						
4801 0 Sale of Personal Property	\$ 63,000	\$ 41,000	\$ 27,000 <sup>1</sup>	\$ 42,000	\$ 42,000	
<b>Total Property Sales</b>	<b>\$ 63,000</b>	<b>\$ 41,000</b>	<b>\$ 27,000</b>	<b>\$ 42,000</b>	<b>\$ 42,000</b>	<b>\$0</b>
<b>TOTAL REVENUES</b>	<b>\$ 174,918</b>	<b>\$ 204,688</b>	<b>\$ 190,688</b>	<b>\$ 208,885</b>	<b>\$ 208,885</b>	<b>\$0</b>
<b>EXPENDITURES</b>						
<b>PERSONNEL SERVICES</b>						
7000 0 Salaries - Regular	\$ 34,611	\$ 35,205	\$ 35,205	\$ 36,324	\$ 36,324	
7002 0 Overtime	11	-	-	-	-	
7008 0 Short Term Disability	47	50	50	45	45	
7009 0 FICA - Employer	2,131	2,183	2,183	2,252	2,252	
7011 0 Medicare Deduction	498	510	510	527	527	
7014 0 Communication Allowance	369	294	294	294	294	
7015 0 Health/Dental Insurance	8,861	10,791	10,791	10,605	10,605	
7018 0 Life Insurance	76	106	106	109	109	
7019 0 Worker's Compensation	4,049	4,049	3,653	3,600	3,600	
7020 0 Long Term Disability	113	183	183	189	189	
7021 0 Unemployment Insurance	60	60	60	54	54	
7023 0 LAGERS - Retirement	3,623	3,661	3,661	3,487	3,487	
<b>Total Personnel Services</b>	<b>\$ 54,449</b>	<b>\$ 57,092</b>	<b>\$ 56,696</b>	<b>\$ 57,486</b>	<b>\$ 57,486</b>	<b>\$0</b>
<b>SUPPLIES AND OTHER SERVICES</b>						
7200 0 Advertising Exp	\$ -	\$ -	\$ -	\$ -	\$ -	
7203 0 Insurance Expense	908	573	573	592	592	
7206 0 Printing Expense	-	-	-	-	-	
7207 0 Professional Fees	39,339	53,534	53,534	54,106	54,106	
7213 0 Rentals & Leases	8,249	800	800	800	800	
7221 0 Sanitation Services	-	500	500	500	500	
7249 0 Consumable Tools	254	400	400	200	200	
7258 0 Telephone	572	668	668	668	668	
7259 0 Mobile Telephone	44	130	130	130	130	
7260 0 Asphalt	-	-	-	-	-	
7261 0 Concrete	-	-	1,084	800	800	
7262 0 Rock & Gravel	-	-	-	-	-	
7264 0 Other Construction Materials	25,898	44,374	43,290	42,301	42,301	
7269 0 Special Apparel	192	-	-	-	-	
7270 0 Office Supplies	299	500	500	400	400	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
CEMETERY  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
7271 0 Chemical Supplies	-	-	-	-	-	
7273 0 Janitorial Supplies	37	200	200	200	200	
7285 0 Bancard Fees	2,165	1,500	1,500	1,500	1,500	
<b>Total Supplies and Other Services</b>	<b>\$ 77,957</b>	<b>\$ 103,179</b>	<b>\$ 103,179</b>	<b>\$ 102,197</b>	<b>\$ 102,197</b>	<b>\$0</b>
<b>MAINTENANCE &amp; REPAIRS</b>						
7300 0 M & R Buildings	\$ 749	\$ 700	\$ 700	\$ 250	\$ 250	
7301 0 M & R Grounds	1,302	3,770	3,770	3,383	3,383	
7303 0 M & R Office Equipment	-	-	-	-	-	
7304 0 M & R Dp Equipment	-	-	-	-	-	
7305 0 M & R Vehicle	449	1,000	1,000	1,000	1,000	
7306 0 M & R Other Equipment	9	-	-	-	-	
7307 0 Software	3,650	3,650	3,650	3,650	3,650	
<b>Total Maintenance &amp; Repairs</b>	<b>\$ 6,159</b>	<b>\$ 9,120</b>	<b>\$ 9,120</b>	<b>\$ 8,283</b>	<b>\$ 8,283</b>	<b>\$0</b>
<b>UTILITIES</b>						
7401 0 Natural Gas	\$ 876	\$ 900	\$ 900	\$ 900	\$ 900	
7403 0 Electricity	2,362	2,600	2,600	2,600	2,600	
7407 0 Water/Sewer	386	450	450	500	500	
<b>Total Utilities</b>	<b>\$ 3,624</b>	<b>\$ 3,950</b>	<b>\$ 3,950</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$0</b>
<b>FUEL &amp; LUBRICANTS</b>						
7500 0 Fuel/Lubricants	\$ 589	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	
<b>Total Fuel &amp; Lubricants</b>	<b>\$ 589</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$0</b>
<b>CONSTRUCTION</b>						
8506 0 Construction Materials	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Construction</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>
<b>INTERDEPARTMENT CHARGE</b>						
9000 0 ITS Overhead	\$ 11,912	\$ 10,065	\$ 10,065	\$ 11,000	\$ 11,000	
9001 0 Fleet Overhead	3,950	-	-	1,234	1,234	
9002 0 GIS Overhead	-	-	-	-	-	
9004 0 MERP	636	635	635	733	733	
9005 0 VERP Payment	26	252	252	635	635	
9007 0 SLERP Payment	70	292	292	48	48	
<b>Total Interdepartment Charge</b>	<b>\$ 16,594</b>	<b>\$ 11,244</b>	<b>\$ 11,244</b>	<b>\$ 13,650</b>	<b>\$ 13,650</b>	<b>\$0</b>
<b>TRANSFERS</b>						
9101 0 Transfer to Parks	\$ 20,508	\$ 18,578	\$ 18,578	\$ 18,682	\$ 18,682	
<b>Total Transfers</b>	<b>\$ 20,508</b>	<b>\$ 18,578</b>	<b>\$ 18,578</b>	<b>\$ 18,682</b>	<b>\$ 18,682</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 179,880</b>	<b>\$ 204,363</b>	<b>\$ 203,967</b>	<b>\$ 205,498</b>	<b>\$ 205,498</b>	<b>\$0</b>
<b>NET</b>	<b>\$ (4,962)</b>	<b>\$ 325</b>	<b>\$ (13,279)</b>	<b>\$ 3,387</b>	<b>\$ 3,387</b>	<b>\$0</b>
<b>Percent Recovery</b>	<b>97.24%</b>	<b>100.16%</b>	<b>93.49%</b>	<b>101.65%</b>	<b>101.65%</b>	

**Footnotes**

<sup>1</sup>The decrease in Sale of Property is related to not selling graves for a period of time.

ITEMIZED BUDGET EXPENSE WORKSHEET  
CONSTRUCTION FUND  
SUMMARY OF ALL PROGRAMS  
FY20

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Total Budget Request FY2019- 20
<b>REVENUES</b>				
<b>CONTRIBUTIONS</b>				
CONTRIBUTIONS - OTHER	\$ -	\$ -	\$ -	\$ 115,000
<b>Contributions Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,000</b>
<b>INTEREST</b>				
INTEREST ON INVESTMENTS	\$ 3,413	\$ 2,500	\$ 2,500	\$ -
<b>Interest Total</b>	<b>\$ 3,413</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>TRANSFERS</b>				
TRANSFER FROM PARK & RECREATION	\$ 510,000	\$ -	\$ 650,000 <sup>1</sup>	\$ -
TRANSFER FROM LEGACY PARK COMMUNITY CENTER	-	-	200,000 <sup>1</sup>	-
TRANSFER FROM COP DEBT FUND	3,625,000	3,100,000	3,900,000 <sup>1</sup>	3,500,000
<b>Transfers to Other Funds Total</b>	<b>\$ 4,135,000</b>	<b>\$ 3,350,000</b>	<b>\$ 4,750,000</b>	<b>\$ 3,500,000</b>
<b>TOTAL REVENUES</b>	<b>\$ 4,138,413</b>	<b>\$ 3,352,500</b>	<b>\$ 4,752,500</b>	<b>\$ 3,615,000</b>
<b>EXPENDITURES</b>				
<b>INTEREST EXPENSE</b>				
INTEREST EXPENSE	\$ -	\$ -	\$ 59,792	\$ 70,110
<b>Interest Expense Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,792</b>	<b>\$ 70,110</b>
<b>ADDITIONS TO CONSTRUCTION IN PROGRESS</b>				
PROJECT COSTS	\$ 4,622,789	\$ 2,835,000	\$ 8,338,000 <sup>2</sup>	\$ 5,530,000
<b>Additions to Construction in Progress</b>	<b>\$ 4,622,789</b>	<b>\$ 2,835,000</b>	<b>\$ 8,338,000</b>	<b>\$ 5,530,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,622,789</b>	<b>\$ 2,835,000</b>	<b>\$ 8,397,792</b>	<b>\$ 5,600,110</b>
<b>NET CHANGE</b>	<b>\$ (484,376)</b>	<b>\$ 517,500</b>	<b>\$ (3,645,292)</b>	<b>\$ (1,985,110)</b>

**Note:** For negative cash balances, the Construction Fund will be charged interest expense at the same rate as interest earned if the fund had positive cash. As of the 12/31/18 Investment Report, the average portfolio yield was 1.6348%

**FOOTNOTES:**

<sup>1</sup> On August 15, 2018, the Parks and Recreation Board approved the following transfers towards the renovation of the Longview Community Center: \$200,000 from the Legacy Park Community Center Fund (202), \$650,000 from the Parks and Recreation Fund (200) and an additional \$800,000 from the COP Debt Fund (410).

<sup>2</sup> The projected expenditures include projects identified in the FY19 original budget excluding the Langsford/Ruiz Trail Extension and Hartman Park Trailhead (LSPR is acting as general contractor for the Public Works project versus a transfer of funds) and including the purchase of the Longview Community Center. The projects included in the FY19 projection include:

Arts in Parks	\$ 10,000
Howard Park Renovation (\$200,000 carryover from FY18; total project estimate - \$900,000)	700,000
LSPR Greenway Master Plan Update	20,000
Summit Park Renovation (\$100,000 prior year Langsford/Ruiz reallocated, \$1,225,000 from FY18, \$375,000 FY20)	
- total project estimate \$1,700,000	1,325,000
Wave Pool at Summit Waves (includes Harris Park Restrooms) - Total project estimate - \$5,110,000	530,000
Longview Community Center (\$4,103,000 purchase; \$1,650,000 renovation)	5,753,000
<b>Total</b>	<b>\$ 8,338,000</b>

**Projects included in the FY20 budget include:**

Arts in Parks	\$ 10,000
Summit Park Renovation (\$100,000 prior year Langsford/Ruiz reallocated, \$1,225,000 from FY18, \$375,000 FY20)	
- total project estimate \$1,700,000	375,000
Lowenstein Park Improvements (\$400,000 plus \$115,000 from developer) - Total project estimate - \$515,000	515,000
Wave Pool at Summit Waves (includes Harris Park Restrooms) - Total project estimate - \$5,110,000	4,580,000
Pleasant Lea Park Improvements (\$50,000 in FY20; \$350,000 in FY21) - Total project estimate - \$400,000	50,000
<b>Total</b>	<b>\$ 5,530,000</b>

ITEMIZED BUDGET EXPENSE WORKSHEET  
PARKS COP DEBT FUND  
SUMMARY OF ALL PROGRAMS  
FY20

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Total Budget Request FY2019- 20
<b>REVENUES</b>				
<b>TAXES</b>				
SALES TAX	4,081,819	4,095,942	4,204,274	4,288,359
EATS	(158,416)	(184,317)	(167,454)	(178,317)
<b>Taxes Total</b>	<b>3,923,403</b>	<b>3,911,625</b>	<b>4,036,820</b>	<b>4,110,042</b>
<b>INTEREST</b>				
INTEREST ON INVESTMENTS	11,651	7,500	6,000	3,000
<b>Interest Total</b>	<b>11,651</b>	<b>7,500</b>	<b>6,000</b>	<b>3,000</b>
<b>TOTAL REVENUES</b>	<b>3,935,054</b>	<b>3,919,125</b>	<b>4,042,820</b>	<b>4,113,042</b>
<b>EXPENDITURES</b>				
<b>DEBT SERVICE EXPENSES</b>				
PRINCIPAL PAYMENTS	2,511,500	-	-	-
INTEREST EXPENSE	33,725	-	-	-
# <b>Debt Service Total</b>	<b>2,545,225</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFER TO OTHER FUNDS</b>				
TRANSFER TO GAMBER CENTER	175,000	175,000	175,000	175,000
TRANSFER TO WATER UTILITIES FUND (INTERFUND LOAN)	-	-	-	820,000
TRANSFER TO CONSTRUCTION FUND	3,625,000	3,100,000	3,900,000 <sup>1</sup>	3,500,000
<b>Transfer Total</b>	<b>3,800,000</b>	<b>3,275,000</b>	<b>4,075,000</b>	<b>4,495,000</b>
<b>TOTAL EXPENDITURES</b>	<b>6,345,225</b>	<b>3,275,000</b>	<b>4,075,000</b>	<b>4,495,000</b>
<b>NET CHANGE</b>	<b>(2,410,171)</b>	<b>644,125</b>	<b>(32,180)</b>	<b>(381,958)</b>

**FOOTNOTES:**

<sup>1</sup> The Transfer to the Construction Fund in the FY19 projections represents the \$3,100,000 included in the FY19 budget packet and an additional \$800,000 transfer for the renovation of the Longview Community Center.

<sup>2</sup> To purchase the Longview Community Center, a \$4.1 million dollar interfund loan was obtained with a repayment schedule over the next five years (\$820,000 per year).

## TERMINOLOGY / USEFUL THINGS TO KNOW

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

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

⇒ ITS	▪ Information Technology Services
⇒ LFPP	▪ Legacy for Parks Foundation
⇒ LPCC	▪ Legacy Park Community Center
⇒ LVCC	▪ Longview 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	▪ Managed Equipment Replacement Plan
⇒ MOU	▪ Memorandum of Understanding
⇒ MPRA	▪ Missouri Park and Recreation Association
⇒ Municipality	▪ A city, town, township, village, county, or other geographical area providing services to its residents.
⇒ NCOA	▪ National Council on Aging
⇒ NOV	▪ Notice of Violation
⇒ NRPA	▪ National Recreation and Park Association
⇒ Patrons	▪ Customers
⇒ PC&OC	▪ Park Construction and Operations Center
⇒ Youth Sports Association	▪ Youth sports groups governed by the organization and working in partnership with LSPR
⇒ SLERP	▪ Software License Enterprise Replacement Program
⇒ SW	▪ Summit Waves
⇒ THCF	▪ Truman Heartland Community Foundation
⇒ TIF	▪ Tax Increment Financing
⇒ Trustee	▪ Board member in certain area.
⇒ VERP	▪ Vehicle Equipment Replacement Plan

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

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

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

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

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

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

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

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

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

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

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

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

# Lee's Summit Parks & Recreation Board



Nick Walker



Marly McMillen



Samantha Shepard



Lawrence Bivins  
Treasurer



Mindy Aulenbach  
Vice President



Tyler Morehead  
President



Jim Huser



Casey Crawford



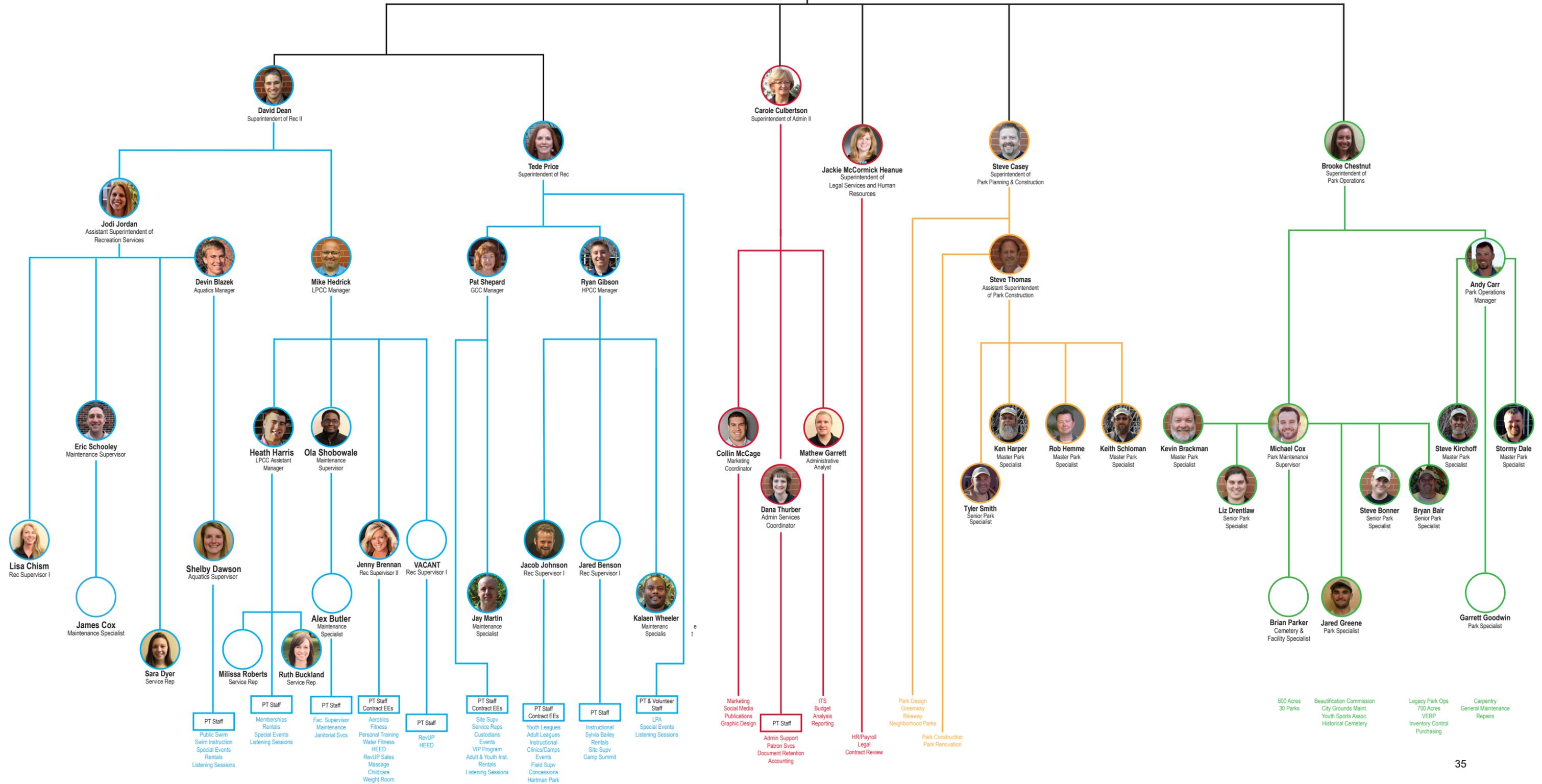
Nancy Kelley



Bob Johnson  
District 4 Councilman  
Park Board Liaison



Joe Snook  
Administrator



Lee's Summit Beautification Commission Staff Support  
**MEMORANDUM OF UNDERSTANDING**

This memorandum of understanding is entered into this \_\_\_\_ day of \_\_\_\_\_, 2019 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 the position was 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 20 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, 2019 – June 30, 2020. 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  
Parks and Recreation Administrator

\_\_\_\_\_  
Date

# **Beautification Commission Work Plan for FY 2020**

The City has funded beautification efforts outlined by the Commission's Strategic Plan for several years. With the support of LS Parks & Recreation, the Commission has continued ongoing initiatives and added new projects to enhance the beauty and livability of Lee's Summit. The Beautification Commission consists of very active members who are highly committed to providing leadership in beautifying the Lee's Summit community. Evidence of beautification efforts are now found in high-traffic areas that our citizens see every day. With the addition of Right of Way improvements, Lee's Summit is demonstrating its commitment to beautification while improving our ecological footprint. Our Downtown is blooming with color, and spots of beauty can be identified throughout Lee's Summit!

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

Activity 1A: Continue beautification of highly visible areas.

Activity 1B: Continue Lee's Summit Clean-Up Day on an annual basis.

Activity 1C: Expand beautification efforts to include right of way areas.

Activity 1D: Maintain communication with City of LS and MODOT to provide regular cleanup services.

Activity 1E Continue seasonal plantings in downtown planters

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

Activity 2A: Increase community awareness of the value of trees in several ways including completing a tree inventory and reviewing and improving our city's Tree Plan.

Activity 2B: Plan and Execute an Arbor Day Event at a local school.

Activity 2C: Maintain the City's designation as a "Tree City" (Now in our 15<sup>th</sup> year!)

## **Objective 3: Educate the Lee's Summit community regarding beautification and environmental activities.**

Activity 3A: Promote environmental issues within the community.

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

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

## **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  
FY20

EXHIBIT "A"

		Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Total Budget Request FY2019-20
<b>REVENUES</b>					
<b>TRANSFERS</b>					
	Transfer from Gen Fund	-	60,539	60,539	60,702
	<b>Total Transfers</b>	<b>-</b>	<b>60,539</b>	<b>60,539</b>	<b>60,702</b>
	<b>TOTAL REVENUES</b>	<b>-</b>	<b>60,539</b>	<b>60,539</b>	<b>60,702</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
	Salaries - Regular	17,714	21,122	21,330	22,013
	Short Term Disability	15	17	19	17
	FICA - Employer	1,022	1,310	1,322	1,365
	Medicare Deduction	239	306	309	319
	Health/Dental Insurance	4,037	4,718	4,892	4,124
	Life Insurance	41	63	64	66
	Long Term Disability	53	110	111	114
	LAGERS - Retirement	1,850	2,197	2,218	2,113
	<b>Total Personal Services</b>	<b>24,971</b>	<b>29,843</b>	<b>30,265</b>	<b>30,131</b>
<b>PS-FRINGS</b>					
	Car & Communication Allowance	96	125	125	-
	Workers Compensation	-	-	-	-
	Unemployment Insurance	21	21	23	21
	<b>Total PS-Fringes</b>	<b>117</b>	<b>146</b>	<b>148</b>	<b>21</b>
<b>COMMODITIES</b>					
	<b>Total Commodities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTRACTUAL SERVICES</b>					
	Advertising Exp	-	900	900	900
	Printing Expense	-	350	350	350
	Professional Fees	14,493	18,000	18,000	18,000
	Travel & Meeting	48	500	500	500
	Public Relations	435	800	800	800
	<b>Total Contractual Services</b>	<b>14,976</b>	<b>20,550</b>	<b>20,550</b>	<b>20,550</b>
<b>MAINTENANCE &amp; REPAIRS</b>					
	M & R Grounds	11,677	10,000	10,000	10,000
	<b>Total Maintenance &amp; Repairs</b>	<b>11,677</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>51,741</b>	<b>60,539</b>	<b>60,963</b>	<b>60,702</b>

Memorandum of Understanding between  
the Lee's Summit Parks and Recreation Department  
and the  
City of Lee's Summit Public Works Department  
2019-2020

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

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

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

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

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

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

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

The Parks and Recreation Department will be conducting an internal review to evaluate the department benefits for continued involvement in the operation of the cemetery. This review will be used for decisions regarding the 2019-2020 MOU.

In consideration of the use of all resources associated with these activities and with the agreed to FY 2020 appropriations of \$162,789 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
  - b. Windemere
  - c. 308 Winburn Trail
9. Public Parking Lots – Parks shall provide mowing of turf and pruning of small trees and shrubs and/or maintenance of landscape beds at the following locations:
  - a. 2nd and Douglas.
  - b. Lot on Douglas across from the Fire Department (behind The Peanut).
  - c. Customer Service parking lot across from old City Hall.
10. Islands and Street Corners – Parks shall provide mowing of turf and/or pruning of small trees and shrubs on islands and street corners at the following locations:
  - a. Maple and Market island
  - b. 1st and Madison island
  - c. 2nd and Grand island
  - d. Madison and Mission island
  - e. Ward and O'Brien island
  - f. 2nd and SE Main (NW and SW corner)
  - g. 2nd and SW Main (NW and SW corner)
11. Downtown – Parks shall provide the following services for the downtown areas:
  - a. Annual pruning of the downtown trees.
  - b. Pesticide control on downtown trees.

12. Cheddington and HWY 150 – Parks shall provide the following maintenance services for the medians on Cheddington Drive between M150 and Chatham Drive:
  - a. Provide turf care to include mowing, trimming, disease/weed control, seeding and fertilization.
13. Tudor Road Medians – Parks shall provide the following maintenance services for the right of way area on Tudor Road, west of Douglas and East of Tudor Road Bridge.
  - a. Provide turf care to include mulching, disease/weed control
  - b. Provide plant care to include pruning, removal, planting, fertilization, disease and insect control. Provide trash pick-up.
14. City of Lee's Summit I 470 & Lakewood Monument – Parks shall provide the following maintenance services to Public Works:
  - a. Provide turf care to include mowing
15. 50 Highway and Blackwell Roundabouts – Parks shall provide the following maintenance services for the 50 Highway & Blackwell Roundabouts.
  - a. Provide turf care to include mowing, trimming, disease/weed control, and fertilization.

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

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

In consideration for the above services Public Works agrees to:

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

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

### IV. Representation and Termination

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

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

V. Term of Agreement

The term of this agreement shall be July 1, 2019– June 30, 2020. 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  
Administrator, Parks and Recreation

\_\_\_\_\_  
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

**ITEMIZED BUDGET EXPENSE WORKSHEET  
PARK & RECREATION FUND  
GROUNDS MAINTENANCE-PUBLIC WORKS  
FY20**

Exhibit A

	<b>TOTAL GROUNDS MAINTENANCE- PUBLIC WORKS</b>
<b>PERSONNEL SERVICES</b>	
7000-0-Salaries-Regular	28,320
7008-0-Short Term Disability Pay	30
7009-0-FICA-Employer	1,756
7011-0-Medicare Deduction	411
7014-0-Communication Allowance	-
7015-0-Health/Dental Insurance	7,070
7018-0-Life Insurance	85
7019-0-Worker's Compensation	7,774
7020-0-Disability Insurance	147
7021-0-Unemployment Insurance	36
7023-0-Retirement-Lagers	2,719
	<u>48,348</u>
<b>OTHER SUPPLIES, SERVICES AND CONTRACTS</b>	
7203-0-Insurance Expense	317
7207-0-Professional Fees Expense	66,753
7213-0-Rentals & Leases Expense	115
7221-0-Sanitation Services	120
7249-0-Consumable Tools	140
7269-0-Special Apparel	552
<b>Total Other Supplies, Services and Contracts</b>	<u>67,997</u>
<b>INTERDEPARTMENT CHARGE</b>	
9001-0-CVM - Overhead	10,336
9005-0-VERP Payment	7,933
<b>Total Interdepartment Charge</b>	<u>18,269</u>
<b>MAINTENANCE &amp; REPAIRS</b>	
7301-0-Maintenance-Grounds	1,944
7305-0-Maint & Repair-Vehicle	7,060
7306-0-Maint & Repair-Other Eq	295
<b>Total Maintenance &amp; Repairs</b>	<u>9,299</u>
<b>UTILITIES</b>	
7403-0-Electricity	1,250
<b>Total Utilities</b>	<u>1,250</u>
<b>FUEL &amp; LUBRICANTS</b>	
Fuel & Lubricants	2,827
<b>Total Fuel &amp; Lubricants</b>	<u>2,827</u>
<b>ADMINISTRATIVE FEE</b>	
LSPR 10% Administration Fee	14,799
<b>Total Transfers</b>	<u>14,799</u>
	<u><u>162,789</u></u>

**Schedule of Services**  
FY 20

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

	MATERIALS				LABOR				
	Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
2	Weed control mulch areas	1.0	\$25.00	\$25.00	Labor	4.0			\$0.00
3	Mulch trees	Arbor Masters 1.0	\$1,260.00	\$1,260.00					\$0.00
<u>August</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
2	weed control mulch areas/Sumac	1.0	\$25.00	\$25.00	Labor	4.0			\$0.00
<u>September</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
2	Fall Fertilizer	Arbor Masters 1.0	\$320.00	\$320.00					\$0.00
<u>October</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
<u>November</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
<u>December</u>									
1	Weekly inspection - trash			\$0.00	Labor	8.0			\$0.00
2	Prune Trees (landfill charge)	4 \$	30.00	\$120.00	Labor	20.0			\$0.00
<u>January</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
<u>February</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
2	Continuation of pruning work if needed			\$0.00					\$0.00
<u>March</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
2	Spring Fertilizer with pre-emergent	Arbor Masters 1.0	\$320.00	\$320.00					\$0.00
<u>April</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
<u>May</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
2	Broadleaf weed control	Arbor Masters 1.0	\$320.00	\$320.00					\$0.00
3	Non-selective weed control	1.0	\$25.00	\$25.00	Labor	4.0			\$0.00
4	Trash pickup				Labor	2.0			\$0.00
<u>June</u>									
1	Weekly inspection - trash			\$0.00	Labor	6.0			\$0.00
2	Insect spraying of trees	Arbor Masters 1.0	\$925.00	\$925.00					\$0.00
1	broken limbs, car wreck damage, contractor followups					20.0			\$0.00
	<b>Total Materials</b>	<b>12.00</b>		<b>\$3,340.00</b>	<b>Total Labor</b>	<b>128.00</b>			<b>\$0.00</b>
									<b>Grand Total \$3,340.00</b>

Schedule of Services

fy 20

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

MATERIALS					LABOR				
	Description	Units	Cost/ Unit	Total		Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Weed control landscape beds	1	\$25.00	\$25.00	Labor	16.0			\$0.00
3	Weed & grass control in mulch	1	\$25.00	\$25.00	Labor	6.0			\$0.00
4	Mowing			\$0.00	Mowings		4.0	\$313.65	\$1,254.60
				\$0.00					
<u>August</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Non-selective weed control in mulch	1	\$25.00	\$25.00	Labor	6.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$313.65	\$1,254.60
				\$0.00					
<u>September</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Fall fertilizer	1	\$100.00	\$100.00	Labor	4.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$313.65	\$1,254.60
4	Fall webworm spraying	Arbor Masters	1.0	\$1,710.00	Labor	-			\$0.00
				\$1,710.00					
<u>October</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$313.65	\$1,254.60
<u>November</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
3	Mowing			\$0.00	Mowings		2.0	\$313.65	\$627.30
<u>December</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Prune Trees/Evergreens	Arbor Masters	1.0	\$7,200.00	Labor				\$0.00
3	Mulch trees and beds	mulch	1	\$750.00	Labor	24.0			\$0.00
				\$750.00					
<u>January</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Continuation of pruning work if needed			\$0.00					\$0.00
<u>February</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Continuation of pruning work if needed			\$0.00					\$0.00
<u>March</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Fertilizer with pre-emergent	Arbor Masters	1.0	\$1,280.00	Labor	-			\$0.00
				\$1,280.00					
<u>April</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$313.65	\$1,254.60
<u>May</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Broadleaf weed control	Arbor Masters	1.0	\$1,280.00	Labor	-			\$0.00
3	Non-selective weed control in mulch		1.0	\$100.00	Labor	16.0			\$0.00
4	Mowing			\$0.00	Mowings		4.0	\$313.65	\$1,254.60
<u>June</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Insect spraying of trees and evergreens		1	\$ 200.00	Labor	16.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$313.65	\$1,254.60
6	broken limbs, car wreck damage, contractor followups			\$0.00		60.0			\$0.00
	Total Materials		<b>11.00</b>	<b>\$12,695.00</b>	Total Labor		<b>292.00</b>		<b>\$9,409.50</b>
									<b>Grand Total \$22,104.50</b>

Schedule of Services

FY 20

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

	MATERIALS				LABOR						
	Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total		
<u>July</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
4	Mowing			\$0.00	Mowings		4.0	\$125.46	\$501.84		
<u>August</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
3	Mowing			\$0.00	Mowings		4.0	\$125.46	\$501.84		
<u>September</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
2	Fall fertilizer			\$0.00	Labor	8.00			\$0.00		
3	Mowing			\$0.00	Mowings		4.0	\$125.46	\$501.84		
<u>October</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
3	Mowing			\$0.00	Mowings		4.0	\$125.46	\$501.84		
<u>November</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
2	Mowing			\$0.00	Mowing		2.0	\$125.46	\$250.92		
<u>December</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
<u>January</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
<u>February</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
<u>March</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
2	fertilizer with pre-emergent			\$0.00	Labor	8.00			\$0.00		
<u>April</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
2	Mowing			\$0.00	Mowings		4.0	\$125.46	\$501.84		
<u>May</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
2	Broadleaf weed control			\$0.00	Labor	16.0			\$0.00		
3	Mowing			\$0.00	Mowings		4.0	\$125.46	\$501.84		
<u>June</u>											
1	Weekly inspection - trash			\$0.00	Labor	5.0			\$0.00		
3	Mowing			\$0.00	Mowings		4.0	\$125.46	\$501.84		
6	broken limbs, car wreck damage, contractor followups			\$0.00		10.0			\$0.00		
Total Materials				0.00	Total Labor					102.00	\$3,763.80
				\$0.00						\$3,763.80	
Grand Total									\$3,763.80		

Schedule of Services

F Y 20

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

MATERIALS					LABOR					
	Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total	
<u>July</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>August</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>September</u>										
1	Fall fertilizer	Arbor Masters	1.0	\$695.00					\$0.00	
2	Weekly inspection-trash			\$0.00	Labor	4.0			\$0.00	
<u>October</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>November</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>December</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>January</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>February</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>March</u>										
1	Weekly inspection-trash			\$0.00	Labor	6.0			\$0.00	
2	Fertilizer with pre-emergent	Arbor Masters	1.0	\$695.00					\$0.00	
<u>April</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
<u>May</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.0			\$0.00	
2	Broadleaf weed control	Arbor Masters	1.0	\$590.00					\$0.00	
<u>June</u>										
1	Weekly inspection-trash			\$0.00	Labor	3.00			\$0.00	
1	broken limbs, car wreck damage, contractor followups			\$0.00		20.0			\$0.00	
Total Materials				<b>3.00</b>	Total Labor				<b>60.00</b>	<b>\$1,980.00</b>
				<b>\$1,980.00</b>					<b>\$0.00</b>	
								<b>\$1,980.00</b>		

**Schedule of Services**  
FY20

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

<b>MATERIALS</b>					<b>LABOR</b>					
		<u>Cost/</u>				<u>Total</u>				
<u>Description</u>	<u>Units</u>	<u>Unit</u>	<u>Unit</u>	<u>Total</u>	<u>Description</u>	<u>Hours</u>	<u># of</u>	<u>Cost/</u>	<u>Total</u>	
								<u>Hour</u>		
<u>July</u>										
1	Mowing			\$0.00	Mowings	4.0		\$83.64	\$334.56	
2	Mow Summit Woods Island			\$0.00	Mowings		4.0	\$10.46	\$41.84	
3	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>August</u>										
1	Mowing			\$0.00	Mowings		4.0	\$83.64	\$334.56	
2	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
3	Mow Summit Woods Island			\$0.00	Mowings		4.0	\$10.46	\$41.84	
<u>September</u>										
1	Fall fertilizer	Arbor Masters	1.0	\$220.00	Labor				\$0.00	
2	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
3	Mowing			\$0.00	Mowings		4.0	\$83.64	\$334.56	
4	Mow Summit Woods Island			\$0.00	Mowings		4.0	\$10.46	\$41.84	
<u>October</u>										
1	Mowing			\$0.00	Mowings		4.0	\$83.64	\$334.56	
2	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
3	Mow Summit Woods Island			\$0.00	Mowings		4.0	\$10.46	\$41.84	
<u>November</u>										
1	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
2	Mowing			\$0.00	Mowing		2.0	\$83.64	\$167.28	
3	Mow Summit Woods Island			\$0.00	Mowing		2.0	\$10.46	\$20.92	
<u>December</u>										
1	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>January</u>										
1	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>February</u>										
1	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>March</u>										
1	Fertilizer with pre-emergent	Arbor Masters	1.0	\$220.00	Labor	0.0			\$0.00	
2	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>April</u>										
1	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
2	Mowing			\$0.00	Mowings		4.0	\$83.46	\$333.84	
3	Mow Summit Woods Island			\$0.00	Mowings		4.0	\$10.46	\$41.84	
<u>May</u>										
1	Mowing			\$0.00	Mowings		4.0	\$83.64	\$334.56	
2	Broadleaf weed control	Arbor Masters	1.0	\$195.00					\$0.00	
3	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
4	Mow Summit Woods Island			\$0.00	Mowings		4.0	\$10.46	\$41.84	
<u>June</u>										
1	Mowing			\$0.00	Mowings		4.0	\$83.64	\$334.56	
2	Weekly Inspection - trash			\$0.00	Labor	2.0			\$0.00	
3	Mow Summit Woods Island			\$0.00	Mowings		4.0	\$10.46	\$41.84	
1	broken limbs, car wreck damage, contractor followups			\$0.00		10.0			\$0.00	
Total Materials				3.00	Total Labor				34.0	\$2,822.28
				\$635.00					\$3,457.28	
Grand Total									\$3,457.28	

Schedule of Services

FY20

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

MATERIALS					LABOR					
	Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total	
<u>July</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
3	Mulch trees and landscape beds	Arbor Masters	1.0	\$525.00					\$0.00	
4	Crabgrass/Nutgrass control in beds		0.20	\$50.00	Labor	3.0			\$0.00	
5	Trim median plantings	Arbor Masters	1.0	\$450.00					\$0.00	
<u>August</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>September</u>										
1	Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00	
4	Fall webworm spraying	Arbor Masters	1.0	\$380.00					\$0.00	
<u>October</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>November</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>December</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
3	Prune trees and shrubs	Arbor Masters	1.0	\$450.00					\$0.00	
<u>January</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>February</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>March</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>April</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
<u>May</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
2	Non-selective spray to mulch areas		0.20	\$50.00	Labor	3.0			\$0.00	
<u>June</u>										
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00	
3	Insect spraying of shrubs			\$0.00					\$0.00	
1	broken limbs, car wreck damage, contractor followups			\$0.00		14.0			\$0.00	
Total Materials				4.40	Total Labor				45.0	\$0.00
				\$1,825.00					\$1,825.00	
Grand Total									\$1,825.00	

**Schedule of Services**

FY20

**Attachment #7 Third Street and Pryor Road**

<b>MATERIALS</b>					<b>LABOR</b>				
Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total	Total
<u>July</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00	\$0.00
2 Mowing			\$0.00	Mowings		4.0	\$18.82	\$75.28	\$75.28
<u>August</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.00			\$0.00	\$0.00
2 Mowing			\$0.00	Mowings		4.00	\$18.82	\$75.28	\$75.28
3 Trash pickup			\$0.00	Labor	1.0			\$0.00	\$0.00
<u>September</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00	\$0.00
2 Mowing			\$0.00	Mowings		4.00	\$18.82	\$75.28	\$75.28
3 Trash pickup			\$0.00	Labor	1.0			\$0.00	\$0.00
4 Broadleaf control	Speed Zone (2.5gal.)	0.1	\$63.00	Labor	6.0			\$0.00	\$0.00
5 Fall fertilizer			\$0.00	Labor	0.0			\$0.00	\$0.00
6 Inspection			\$0.00	Labor	2.0			\$0.00	\$0.00
<u>October</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00	\$0.00
2 Mowing			\$0.00	Mowings		4.0	\$18.82	\$75.28	\$75.28
3 Trash pickup			\$0.00	Labor	0.5			\$0.00	\$0.00
<u>November</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.00			\$0.00	\$0.00
2 Mowing			\$0.00	Mowing		2.0	\$18.82	\$37.64	\$37.64
3 Trash pickup			\$0.00	Labor	0.5			\$0.00	\$0.00
<u>December</u>									
1 Weekly inspection - trash			\$0.00		3.0			\$0.00	\$0.00
<u>January</u>									
1 Weekly inspection - trash			\$0.00		3.0			\$0.00	\$0.00
<u>February</u>									
1 Weekly inspection - trash			\$0.00		3.00			\$0.00	\$0.00
<u>March</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00	\$0.00
2 Fertilizer w/pre-emergent			\$0.00	Labor	3.00			\$0.00	\$0.00
4 Inspection			\$0.00	Labor	2.0			\$0.00	\$0.00
<u>April</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.00			\$0.00	\$0.00
2 Mowing			\$0.00	Mowings		4.0	\$18.82	\$75.28	\$75.28
<u>May</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00	\$0.00
2 Mowing			\$0.00	Mowings		4.0	\$18.82	\$75.28	\$75.28
4 Broadleaf Control	Speed Zone (2.5gal.)	0.1	\$63.00	Labor	3.0			\$0.00	\$0.00
<u>June</u>									
1 Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00	\$0.00
2 Mowing			\$0.00	Mowings		4.00	\$18.82	\$75.28	\$75.28
1 broken limbs, car wreck damage, contractor followups			\$0.00		4.0			\$0.00	\$0.00
Total Materials			<b>0.20</b>	<b>\$12.60</b>	Total Labor			<b>59.00</b>	<b>\$564.60</b>
								<b>Grand Total</b>	<b>\$577.20</b>

**Schedule of Services**

FY20

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

<b>MATERIALS</b>				<b>LABOR</b>					
Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total	
<u>July</u>									
1 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48	
2 Weekly inspection			\$0.00	Labor				\$0.00	
3 Trash pickup			\$0.00	Labor		2.0		\$0.00	
4 Mow Winburn				Mowings		4.0	\$36.90	\$147.60	
5 Mow Windemere				Mowings		4.0	\$45.00	\$180.00	
<u>August</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48	
3 Trash pickup			\$0.00	Labor		2.0		\$0.00	
4 Mow Winburn				Mowings		4.0	\$36.90	\$147.60	
5 Mow Windemere				Mowings		4.0	\$45.00	\$180.00	
<u>September</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48	
3 Trash pickup			\$0.00	Labor		2.0		\$0.00	
4 Mow Winburn				Mowings		4.0	\$36.90	\$147.60	
5 Mow Windemere				Mowings		4.0	\$45.00	\$180.00	
<u>October</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Apply weed control Howard Cemetery Speedzone (2.5 gal.)	0.1	\$63.00	\$6.30	Labor		2.0		\$0.00	
3 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48	
4 Trash pickup			\$0.00	Labor		2.0		\$0.00	
5 Mow Winburn				Mowings		4.0	\$36.90	\$147.60	
6 Mow Windemere				Mowings		4.0	\$45.00	\$180.00	
<u>November</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Mow Howard Cemetery			\$0.00	Mowings		2.0	\$31.37	\$62.74	
3 Trash pickup			\$0.00	Labor		2.0		\$0.00	
4 Mow Winburn				Mowings		2.0	\$36.90	\$73.80	
5 Mow Windemere				Mowings		2.0	\$45.00	\$90.00	
<u>December</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Trash pickup			\$0.00	Labor		2.0		\$0.00	
<u>January</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Trash pickup			\$0.00	Labor		2.0		\$0.00	
<u>February</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Trash pickup			\$0.00	Labor		2.0		\$0.00	
<u>March</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Apply fertilizer/pre-emergent			\$0.00	Labor		4.0		\$0.00	
3 Mow Howard Cemetery			\$0.00					\$0.00	
4 Trash pickup			\$0.00	Labor		2.0		\$0.00	
<u>April</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48	
3 Trash pickup			\$0.00	Labor		2.0		\$0.00	
4 Mow Winburn				Mowings		4.0	\$36.90	\$147.60	
5 Mow Windemere				Mowings		4.0	\$45.00	\$180.00	
<u>May</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48	
3 Trash pickup			\$0.00	Labor		2.0		\$0.00	
4 Mow Winburn				Mowings		4.0	\$36.90	\$147.60	
5 Mow Windemere				Mowings		4.0	\$45.00	\$180.00	
<u>June</u>									
1 Weekly inspection			\$0.00	Labor		4.0		\$0.00	
2 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48	
3 Trash pickup			\$0.00	Labor		2.0		\$0.00	
4 Mow Winburn				Mowings		4.0	\$36.90	\$147.60	
5 Mow Windemere				Mowings		4.0	\$45.00	\$180.00	
1 broken limbs, car wreck damage, contractor followups			\$0.00			25.0		\$0.00	
Total Materials			0.10	\$6.30	Total Labor			103.00	\$3,398.10
Grand Total								\$3,404.40	

**Schedule of Services**

FY20

**Attachment #9 Public Parking Lots**

		MATERIALS			LABOR					
		Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Refresh mulch	1.0	\$16.00	\$16.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Behind The Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Refresh mulch	4.0	\$16.00	\$64.00	Labor	8.0			\$0.00
		Weed and grass control	0.1	\$58.00	\$5.80	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
<u>August</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.00	\$15.68	\$62.72
2	Behind The Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
<u>September</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weed and grass control			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
<u>October</u>										
1	2nd & Douglas	Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weed control			\$0.00	Labor	1.0			\$0.00
2	Behind The Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
<u>November</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowing		2.0	\$15.68	\$31.36
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowing		2.0	\$15.68	\$31.36
<u>December</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
4	Monthly inspections	Weekly inspection			\$0.00	Labor	1.0			\$0.00
<u>February</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
4	Monthly inspections	Weekly inspection			\$0.00	Labor	1.0			\$0.00
<u>March</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00	Labor	1.0			\$0.00
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
4	Inspection	Weekly inspection			\$0.00	Labor	1.0			\$0.00
<u>April</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Apply weed/grass control Razor (2.5gal.)	0.1	\$58.00	\$5.80	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
4	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
<u>May</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.00	\$15.68	\$62.72
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
<u>June</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72
4	broken limbs, car wreck damage, contractor followups				\$0.00		10.0			\$0.00
		Total Materials	5.20		\$91.60	Total Labor	69.00			\$94.80
						Grand Total				\$1,032.40

**Schedule of Services**

FY20

**Attachment #10 Islands and Street Corner, Tudor Median**

		MATERIALS			LABOR						
	Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total		
<u>July</u>											
1	Maple/Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$15.68	\$62.72		
2	Ward/O'Brien			\$0.00	Labor	1.0			\$0.00		
		1.0	\$16.00	\$16.00	Labor	3.0			\$0.00		
				\$0.00	Mowings		4.0	\$10.46	\$41.84		
				\$0.00	Labor	1.0			\$0.00		
3	2nd and Main	Weed and grass control	Razor (2.5gal.)	0.2	\$58.00	\$11.60			\$0.00		
				\$0.00	Mowings		4.0	\$15.68	\$62.72		
4	2nd and Grand			\$0.00	Mowings		4.0	\$10.46	\$41.84		
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00		
<u>August</u>											
1	Maple/Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$15.68	\$62.72		
2	Ward/O'Brien			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$10.46	\$41.84		
3	2nd and Main			\$0.00	Mowings		4.0	\$15.68	\$62.72		
4	2nd & Grand			\$0.00	Mowings		4.0	\$10.46	\$41.84		
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00		
<u>September</u>											
1	Maple/Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$15.68	\$62.72		
2	Ward and O'Brien			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$10.46	\$41.84		
3	2nd and Main			\$0.00	Mowings		4.0	\$15.68	\$62.72		
4	2nd & Grand			\$0.00	Mowings		4.0	\$10.46	\$41.84		
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00		
<u>October</u>											
1	Maple/Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$15.68	\$62.72		
2	Ward and O'Brien			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Labor	6.0			\$0.00		
				\$0.00	Mowings		4.0	\$10.46	\$41.84		
3	2nd and Main	Speed Zone (2.5gal.)		0.3	\$63.00	\$15.75			\$0.00		
				\$0.00	Labor	2.0			\$0.00		
4	2nd & Grand			\$0.00	Mowings		4.0	\$10.46	\$41.84		
5	Tudor Median	Weekly inspection		\$0.00	Mowings		4.0	\$15.68	\$62.72		
<u>November</u>											
1	Maple/Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowing		2.0	\$15.68	\$31.36		
2	2nd and SE, SW Ma			\$0.00	Mowing		2.0	\$15.68	\$31.36		
3	2nd & Grand			\$0.00	Mowing		2.0	\$10.46	\$20.92		
4	Ward & O'Brien			\$0.00	Mowing		2.0	\$10.46	\$20.92		
				\$0.00	Labor	1.0			\$0.00		
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00		
<u>December</u>											
1	Maple/Market			\$0.00					\$0.00		
2	Ward and O'Brien			\$0.00					\$0.00		
3	2nd and Main			\$0.00					\$0.00		
4		Weekly inspection		\$0.00	Labor	1.0			\$0.00		
5				\$0.00					\$0.00		
<u>January</u>											
1	Maple/Market			\$0.00					\$0.00		
2	Ward and O'Brien			\$0.00					\$0.00		
3	2nd and Main			\$0.00					\$0.00		
4		Weekly inspection		\$0.00	Labor	1.0			\$0.00		
<u>February</u>											
1	Maple/Market			\$0.00					\$0.00		
2	Ward and O'Brien			\$0.00					\$0.00		
3	2nd and Main			\$0.00					\$0.00		
4		Weekly inspection		\$0.00	Labor	1.0			\$0.00		
5				\$0.00					\$0.00		
<u>March</u>											
1	Mapleand Market			\$0.00	Labor	1.0			\$0.00		
2	Ward and O'Brien			\$0.00					\$0.00		
3	2nd and Main			\$0.00					\$0.00		
<u>April</u>											
1	Maple/Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$15.68	\$62.72		
2	Ward and O'Brien			\$0.00	Labor	1.0			\$0.00		
		Refresh mulch		1.0	\$16.00	\$16.00			\$0.00		
		Weed and grass control	Razor (2.5gal.)	0.2	\$58.00	\$11.60			\$0.00		
				\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$10.46	\$41.84		
4	2nd and Main			\$0.00	Mowings		4.0	\$15.68	\$62.72		
5	2nd & Grand			\$0.00	Mowings		4.0	\$10.46	\$41.84		
				\$0.00	Labor	1.0			\$0.00		
<u>May</u>											
1	Maple and Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.00	\$15.68	\$62.72		
2	Ward and O'Brien			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$10.46	\$41.84		
3	2nd and Main			\$0.00	Mowings		4.0	\$15.68	\$62.72		
4	2nd & Grand			\$0.00	Mowings		4.0	\$10.46	\$41.84		
5	Tudor Medians			\$0.00					\$0.00		
<u>June</u>											
1	Maple and Market			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$15.68	\$62.72		
2	Ward and O'Brien			\$0.00	Labor	1.0			\$0.00		
				\$0.00	Mowings		4.0	\$10.46	\$41.84		
3	2nd and Main			\$0.00	Mowings		4.0	\$15.68	\$62.72		
4	2nd & Grand			\$0.00	Mowings		4.0	\$10.46	\$41.84		
5	Tudor Medians			\$0.00					\$0.00		
1	broken limbs, car wreck damage, contractor followups			\$0.00		20.0			\$0.00		
Total Materials				2.65	\$70.95	Total Labor				55.00	\$1,568.40
						Grand Total				\$1,639.35	



**Schedule of Services**

FY20

**Attachment #12 Cheddington and - HWY 150**

	<b>MATERIALS</b>				<b>LABOR</b>					
	Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total	
<u>July</u>										
1 Weekly inspections				\$0.00	Labor	3.0			\$0.00	
2 Mowing				\$0.00	Mowing		4.0	\$46.00	\$184.00	
<u>August</u>										
1 Weekly inspections (1/4hr per week)				\$0.00	Labor	3.0			\$0.00	
2 Mowing				\$0.00	Mowing		4.0	\$46.00	\$184.00	
<u>September</u>										
1 Fall Fertilizer	(15M)	0.0	\$17.00	\$0.00	Labor	0.00			\$0.00	
2 Weekly inspections				\$0.00	Labor	3.0			\$0.00	
3 Mowing				\$0.00	Mowing		4.0	\$46.00	\$184.00	
<u>October</u>										
1 Weekly inspections				\$0.00	Labor	3.0			\$0.00	
2 Mowing				\$0.00	Mowing		4.0	\$46.00	\$184.00	
<u>November</u>										
1 Weekly inspections				\$0.00	Labor	2.0			\$0.00	
2 Mowing				\$0.00	Mowing		2.0	\$46.00	\$92.00	
<u>December</u>										
1 Weekly inspections				\$0.00	Labor	2.0			\$0.00	
<u>January</u>										
1 Weekly inspections				\$0.00	Labor	2.0			\$0.00	
<u>February</u>										
1 Weekly inspections				\$0.00	Labor	2.0			\$0.00	
<u>March</u>										
1 Weekly inspections				\$0.00	Labor	3.0			\$0.00	
3 Weekly inspections				\$0.00	Labor	1.0			\$0.00	
<u>April</u>										
2 Weekly inspections				\$0.00	Labor	3.0			\$0.00	
3 Mowing				\$0.00	Mowing		4.0	\$46.00	\$184.00	
<u>May</u>										
2 Broadleaf leaf weed control	Speed Zone (2.5gal.)	1.0	\$63.00	\$63.00	Labor	6.0			\$0.00	
3 Weekly inspections				\$0.00	Labor	2.0			\$0.00	
4 Mowing				\$0.00	Mowing		4.0	\$46.00	\$184.00	
<u>June</u>										
2 Weekly inspections				\$0.00	Labor	3.0			\$0.00	
3 Mowing				\$0.00	Mowing		4.0	\$46.00	\$184.00	
4 broken limbs, car wreck damage, contractor followups				\$0.00					\$0.00	
Total Materials				1.00	\$63.00	Total Labor			38.00	\$1,380.00
									Grand Total	\$1,443.00



**Schedule of Services**

**FY 20**

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

<b>MATERIALS</b>				<b>LABOR</b>					
	<b>Descriptor</b>	<b>Units</b>	<b>Cost/ Unit</b>	<b>Total</b>	<b>Description</b>	<b>Total Hours</b>	<b>#of Mowings</b>	<b>Cost/ Hour</b>	<b>Total</b>
<u>July</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Mowing	2.0	\$60.00	\$120.00					
<u>August</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Mowing	2.0	\$60.00	\$120.00					
<u>September</u>									
1	Weekly inspections			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Mowing	2.0	\$60.00	\$120.00					
4	Weed control				Labor				
<u>October</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Mowing	2.0	\$60.00	\$120.00					
4	Overseeding			\$0.00	Labor				
<u>November</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Mowing			\$0.00					
<u>December</u>									
1	Trash Pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Tree trimming			\$0.00	Labor				
<u>January</u>									
1	Trash Pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
<u>February</u>									
1	Trash Pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Native Seeding			\$0.00	Labor				
<u>March</u>									
1	Trash Pickup			\$0.00	Labor				\$0.00
3	Monthly inspection			\$0.00	Labor				\$0.00
4	Mowing			\$0.00					\$0.00
2	pre-emergent/fert.			\$0.00					\$0.00
<u>April</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Mowing	2.0	\$60.00	\$120.00					\$0.00
4	Weed control				Labor				
<u>May</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
2	Monthly inspection				Labor				
3	Broadleaf leaf weed control			\$0.00					\$0.00
4	Mowing	2.0	\$60.00	\$120.00					
<u>June</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
2	Monthly inspection			\$0.00	Labor				\$0.00
3	Fertilizer			\$0.00					\$0.00
4	Weed control				Labor				
5	Mowing	2.0	\$60.00	\$120.00					\$0.00
1	broken limbs, car wreck damage, contractor followups				Labor				
<b>Total Materials</b>				<b>14.00</b>	<b>\$840.00</b>				
					<b>Total Labor</b>	<b>0.00</b>	<b>\$0.00</b>		
					<b>Grand Total</b>	<b>\$840.00</b>			

**Schedule of Services**

FY 20

**Amended Attachment #15 50 Hwy and Blackwell Roundabouts**

**MATERIALS**

Descriptor	Units	Cost/ Unit	Total
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**LABOR**

Description	Total Hours	#of Mowings	Cost/ Hour	Total
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<b>MATERIALS</b>				<b>LABOR</b>				
Descriptor	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
<b>July</b>								
1 Trash pickup			\$0.00	Labor	3.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Mowing		\$0.00	\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00
4 Weed Control/ Round up	Rosehill 4.0	\$78.50	\$314.00					
<b>August</b>								
1 Trash pickup			\$0.00	Labor	3.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Mowing		\$0.00	\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00
<b>September</b>								
1 Weekly inspections			\$0.00	Labor	3.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Mowing		\$0.00	\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00
4 Weed control	Rosehill 1.0	\$320.88	\$320.88	Labor	0.0			
<b>October</b>								
1 Trash pickup			\$0.00	Labor	3.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Mowing		\$0.00	\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00
4 Fertilizer	Rosehill 1.0	\$320.88	\$320.88	Labor	0.0			
<b>November</b>								
1 Trash pickup			\$0.00	Labor	2.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Mowing		\$0.00	\$0.00	Mowing		2.0	\$ 252.00	\$504.00
<b>December</b>								
1 Trash Pickup			\$0.00	Labor	2.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Tree trimming		\$0.00	\$0.00	Labor	0.0			
Winter fertilizer	Rosehill 1.0	\$320.88	\$320.88					
<b>January</b>								
1 Trash Pickup			\$0.00	Labor	2.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
<b>February</b>								
1 Trash Pickup			\$0.00	Labor	2.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Native Seeding		\$0.00	\$0.00	Labor	0.0			
<b>March</b>								
1 Trash Pickup			\$0.00	Labor	3.0			\$0.00
3 Monthly inspection			\$0.00	Labor	0.0			\$0.00
4 Mowing		\$0.00	\$0.00	Mowing				\$0.00
2 Spring Clean up	Rosehill 1.0	\$720.00	\$720.00					\$0.00
4 Preemergent	Rosehill 2.0	\$225.00	\$450.00					
<b>April</b>								
1 Trash pickup			\$0.00	Labor	3.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Mowing		\$0.00	\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00
4 Weed control and Fertilizer	Rosehill 1.0	\$320.88	\$320.88	Labor	0.0			
Mulch installation	Rosehill 1.0	#####	\$3,480.00					
<b>May</b>								
1 Trash pickup			\$0.00	Labor	3.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Broadleaf leaf weed contro	Rosehill 1.0	\$320.88	\$320.88					\$0.00
4 Mowing		\$0.00	\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00
5 Weed Control Round Up	Rosehill 4.0	\$78.50	\$314.00					
<b>June</b>								
1 Trash pickup			\$0.00	Labor	3.0			\$0.00
2 Monthly inspection			\$0.00	Labor	0.0			\$0.00
3 Fertilizer		\$0.00	\$0.00					\$0.00
4 Weed control	Rosehill 1.0	\$320.88	\$320.88	Labor	0.0			
5 Mowing		\$0.00	\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00
6 Weed Control Round up	Rosehill 4.0	\$78.50	\$314.00					
<b>1 Misc</b>								

Total Materials **18.00**

**\$7,517.28**

Total Labor **32.00**

**\$7,560.00**

Grand Total **\$15,077.28**

**Departmental Allocation Based on Man Hours (Table1)**  
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**

Grounds Maintenance	Hours	% of Hrs
Senior Park Specialist	728	58%
Maintenance Supervisor	416	33%
Supt. of Park Operations	104	8%
	<u>1,248</u>	<u>100%</u>

**TABLE 2**  
**Overhead Allocation by Department FY20**

Department	Salaries and Benefits	Supplies and Other Services	Mowing & Tree Contracts	VERP & CVM	M&R	Utilities	Fuel	Capital Outlay	Total Grounds FY19 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
PW	48,348	1,244	66,753	18,269	9,299	1,250	2,827	-	147,990	14,799	162,789
<b>Total Grounds Maintenance</b>	<u>48,348</u>	<u>1,244</u>	<u>66,753</u>	<u>18,269</u>	<u>9,299</u>	<u>1,250</u>	<u>2,827</u>	<u>-</u>	<u>147,990</u>	<u>14,799</u>	<u>162,789</u>
Department	Salaries and Benefits	Supplies and Other Services	Mowing Contract	VERP/CVM/ITS/MERP	M&R	Utilities	Fuel	Capital Outlay	Total Cemetery FY19 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
Cemetery	57,485	75,591	26,606	13,650	8,283	4,000	1,200	-	186,815	18,682	205,497
<b>Total Cemetery Budget</b>	<u>57,485</u>	<u>75,591</u>	<u>26,606</u>	<u>13,650</u>	<u>8,283</u>	<u>4,000</u>	<u>1,200</u>	<u>-</u>	<u>186,815</u>	<u>18,682</u>	<u>205,497</u>
<b>Total Grounds Maintenance and Cemetery</b>	<u>105,833</u>	<u>76,835</u>	<u>93,359</u>	<u>31,919</u>	<u>17,582</u>	<u>5,250</u>	<u>4,027</u>	<u>-</u>	<u>334,805</u>	<u>33,481</u>	<u>368,286</u>

**ITEMIZED BUDGET EXPENSE WORKSHEET  
CEMETERY  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
<b>REVENUES</b>						
<b>SERVICES</b>						
4423 0 Grave Openings	\$ 52,450	\$ 71,500	\$ 71,500	\$ 75,925	\$ 75,925	
4424 0 Monument Footings	8,572	9,288	9,288	10,424	10,424	
4425 0 Monument Engraving	-	-	-	-	-	
4426 0 Flaggings	1,700	1,800	1,800	1,000	1,000	
4441 0 Misc Services	653	-	-	-	-	
4446 0 Other Revenue	57	-	-	-	-	
<b>Total Services</b>	<b>\$ 63,432</b>	<b>\$ 82,588</b>	<b>\$ 82,588</b>	<b>\$ 87,349</b>	<b>\$ 87,349</b>	<b>\$0</b>
<b>MATRL &amp; FUEL-Material and fuel sales</b>						
4508 0 Monument Sales	\$ 40,203	\$ 72,000	\$ 72,000	\$ 70,536	\$ 70,536	
<b>Total MATRL &amp; FUEL-Material and fuel sales</b>	<b>\$ 40,203</b>	<b>\$ 72,000</b>	<b>\$ 72,000</b>	<b>\$ 70,536</b>	<b>\$ 70,536</b>	<b>\$0</b>
<b>INTEREST ON INVESTMENTS</b>						
4600 0 Interest on Investments	\$ 18,482	\$ 9,100	\$ 9,100	\$ 9,000	\$ 9,000	
4601 0 Mark to Market Adjustment	(10,199)	-	-	-	-	
<b>Total Interest on Investments</b>	<b>\$ 8,283</b>	<b>\$ 9,100</b>	<b>\$ 9,100</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$0</b>
<b>MISCELLANEOUS</b>						
4716 0 Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	
4717 0 Discounts	-	-	-	-	-	
<b>Total Miscellaneous</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>
<b>TRANSFERS FROM OTHER FUNDS</b>						
515 26 Transfer from Fund 026	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Transfers from Other Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>
<b>PROPERTY SALES</b>						
4801 0 Sale of Personal Property	\$ 63,000	\$ 41,000	\$ 27,000 <sup>1</sup>	\$ 42,000	\$ 42,000	
<b>Total Property Sales</b>	<b>\$ 63,000</b>	<b>\$ 41,000</b>	<b>\$ 27,000</b>	<b>\$ 42,000</b>	<b>\$ 42,000</b>	<b>\$0</b>
<b>TOTAL REVENUES</b>	<b>\$ 174,918</b>	<b>\$ 204,688</b>	<b>\$ 190,688</b>	<b>\$ 208,885</b>	<b>\$ 208,885</b>	<b>\$0</b>

**EXPENDITURES**

**PERSONNEL SERVICES**

7000 0 Salaries - Regular	\$ 34,611	\$ 35,205	\$ 35,205	\$ 36,324	\$ 36,324	
7002 0 Overtime	11	-	-	-	-	
7008 0 Short Term Disability	47	50	50	45	45	
7009 0 FICA - Employer	2,131	2,183	2,183	2,252	2,252	
7011 0 Medicare Deduction	498	510	510	527	527	
7014 0 Communication Allowance	369	294	294	294	294	
7015 0 Health/Dental Insurance	8,861	10,791	10,791	10,605	10,605	
7018 0 Life Insurance	76	106	106	109	109	
7019 0 Worker's Compensation	4,049	4,049	3,653	3,600	3,600	
7020 0 Long Term Disability	113	183	183	189	189	
7021 0 Unemployment Insurance	60	60	60	54	54	
7023 0 LAGERS - Retirement	3,623	3,661	3,661	3,487	3,487	
<b>Total Personnel Services</b>	<b>\$ 54,449</b>	<b>\$ 57,092</b>	<b>\$ 56,696</b>	<b>\$ 57,486</b>	<b>\$ 57,486</b>	<b>\$0</b>

**SUPPLIES AND OTHER SERVICES**

7200 0 Advertising Exp	\$ -	\$ -	\$ -	\$ -	\$ -	
7203 0 Insurance Expense	908	573	573	592	592	
7206 0 Printing Expense	-	-	-	-	-	
7207 0 Professional Fees	39,339	53,534	53,534	54,106	54,106	
7213 0 Rentals & Leases	8,249	800	800	800	800	
7221 0 Sanitation Services	-	500	500	500	500	
7249 0 Consumable Tools	254	400	400	200	200	
7258 0 Telephone	572	668	668	668	668	
7259 0 Mobile Telephone	44	130	130	130	130	
7260 0 Asphalt	-	-	-	-	-	
7261 0 Concrete	-	-	1,084	800	800	
7262 0 Rock & Gravel	-	-	-	-	-	
7264 0 Other Construction Materials	25,898	44,374	43,290	42,301	42,301	
7269 0 Special Apparel	192	-	-	-	-	
7270 0 Office Supplies	299	500	500	400	400	

**ITEMIZED BUDGET EXPENSE WORKSHEET  
CEMETERY  
FY20**

	Prior Year Actual FY2017-18	Current Budget FY2018-19	Current Year Projected FY2018-19	Maint Budget Request FY2019-20	Total Budget Request FY2019-20	Expansion
7271 0 Chemical Supplies	-	-	-	-	-	
7273 0 Janitorial Supplies	37	200	200	200	200	
7285 0 Bancard Fees	2,165	1,500	1,500	1,500	1,500	
<b>Total Supplies and Other Services</b>	<b>\$ 77,957</b>	<b>\$ 103,179</b>	<b>\$ 103,179</b>	<b>\$ 102,197</b>	<b>\$ 102,197</b>	<b>\$0</b>
<b>MAINTENANCE &amp; REPAIRS</b>						
7300 0 M & R Buildings	\$ 749	\$ 700	\$ 700	\$ 250	\$ 250	
7301 0 M & R Grounds	1,302	3,770	3,770	3,383	3,383	
7303 0 M & R Office Equipment	-	-	-	-	-	
7304 0 M & R Dp Equipment	-	-	-	-	-	
7305 0 M & R Vehicle	449	1,000	1,000	1,000	1,000	
7306 0 M & R Other Equipment	9	-	-	-	-	
7307 0 Software	3,650	3,650	3,650	3,650	3,650	
<b>Total Maintenance &amp; Repairs</b>	<b>\$ 6,159</b>	<b>\$ 9,120</b>	<b>\$ 9,120</b>	<b>\$ 8,283</b>	<b>\$ 8,283</b>	<b>\$0</b>
<b>UTILITIES</b>						
7401 0 Natural Gas	\$ 876	\$ 900	\$ 900	\$ 900	\$ 900	
7403 0 Electricity	2,362	2,600	2,600	2,600	2,600	
7407 0 Water/Sewer	386	450	450	500	500	
<b>Total Utilities</b>	<b>\$ 3,624</b>	<b>\$ 3,950</b>	<b>\$ 3,950</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$0</b>
<b>FUEL &amp; LUBRICANTS</b>						
7500 0 Fuel/Lubricants	\$ 589	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	
<b>Total Fuel &amp; Lubricants</b>	<b>\$ 589</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$0</b>
<b>CONSTRUCTION</b>						
8506 0 Construction Materials	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Construction</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>
<b>INTERDEPARTMENT CHARGE</b>						
9000 0 ITS Overhead	\$ 11,912	\$ 10,065	\$ 10,065	\$ 11,000	\$ 11,000	
9001 0 Fleet Overhead	3,950	-	-	1,234	1,234	
9002 0 GIS Overhead	-	-	-	-	-	
9004 0 MERP	636	635	635	733	733	
9005 0 VERP Payment	26	252	252	635	635	
9007 0 SLERP Payment	70	292	292	48	48	
<b>Total Interdepartment Charge</b>	<b>\$ 16,594</b>	<b>\$ 11,244</b>	<b>\$ 11,244</b>	<b>\$ 13,650</b>	<b>\$ 13,650</b>	<b>\$0</b>
<b>TRANSFERS</b>						
9101 0 Transfer to Parks	\$ 20,508	\$ 18,578	\$ 18,578	\$ 18,682	\$ 18,682	
<b>Total Transfers</b>	<b>\$ 20,508</b>	<b>\$ 18,578</b>	<b>\$ 18,578</b>	<b>\$ 18,682</b>	<b>\$ 18,682</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 179,880</b>	<b>\$ 204,363</b>	<b>\$ 203,967</b>	<b>\$ 205,498</b>	<b>\$ 205,498</b>	<b>\$0</b>
<b>NET</b>	<b>\$ (4,962)</b>	<b>\$ 325</b>	<b>\$ (13,279)</b>	<b>\$ 3,387</b>	<b>\$ 3,387</b>	<b>\$0</b>
<b>Percent Recovery</b>	<b>97.24%</b>	<b>100.16%</b>	<b>93.49%</b>	<b>101.65%</b>	<b>101.65%</b>	

**Footnotes**

<sup>1</sup>The decrease in Sale of Property is related to not selling graves for a period of time.



**FULL TIME STAFF COMPENSATION  
2019/2020 SCHEDULE**

		<b>2019-2020 Annualized Salary Range</b>
<b>Title</b>		
AS-1	Service Representative I (3)	\$ 31,922.82 - \$ 47,884.23
FO-1	Park Specialist (2) Facility Maintenance Specialist (4)	
AS-2	Administrative Services Coordinator (1)	\$ 34,519.77 - \$ 51,779.66
FO-2	Skilled Park Specialist (2)	\$ 34,854.00 - \$ 52,281.00
REC-1	Recreation Supervisor I (5) Aquatics Supervisor (1)	\$ 35,555.13 - \$ 53,332.69
FO-3	Senior Park Specialist (4)	\$ 37,000.09 - \$ 55,550.13
AS-3	Marketing Coordinator (1)	\$ 38,649.95 - \$ 57,974.93
FO-4	Master Park Specialist (6)	\$ 39,146.18 - \$ 58,719.27
REC-2	Recreation Supervisor II (0)	\$ 39,593.83 - \$ 59,390.75
FO-5	Facility Maintenance Supervisor (2) Park Maintenance Supervisor (1)	\$ 43,001.80 - \$ 64,502.70
MCP-1	Administration Analyst (1) Legacy Park Community Center Assistant Manager (1)	\$ 43,513.28 - \$ 65,269.92
REC-3	Recreation Supervisor III (0)	\$ 43,632.53 - \$ 65,448.80
MCP-2	Harris Park Community Center Manager (1) Gamber Community Center Manager (1) Legacy Park Community Center Manager (1) Aquatics Manager (1) Park Operations Manager (1) Assistant Superintendent of Park Construction (1)	\$ 52,505.50 - \$ 78,758.26
MCP-3	Assistant Superintendent of Recreation (1)	\$ 57,071.20 - \$ 85,606.80
MCP-4	Superintendent of Park Planning & Construction (1) Superintendent of Park Operations (1) Superintendent of Recreation (1) Superintendent of Legal Services & Human Resources (1)	\$ 64,917.60 - \$ 97,376.40
MCP-5	Superintendent of Recreation II (1) Superintendent of Administration II (1)	\$ 67,395.18 - \$ 101,092.77

Unclassified--Administrator of Parks and Recreation (1)

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

DIVISION	POSITION	FY19	Dec.	FY19	FY20 Request	FY20 Request
		(Jul. 1, 2018 to 31, 2018) (Per Hour)		(Jan. 1, 2019 to Jun. 30, 2019) (Per Hour)	(Jul. 1, 2019 to Dec. 31, 2019) (Per Hour)	(Jan. 1, 2020 to 30, 2020) (Per Hour)
<b>ADMINISTRATION</b>						
	Administrative Services Assistant	\$10 - \$12.50		\$10 - \$12.50	\$10 - \$12.50	\$10 - \$12.50
<b>PARKS</b>						
	Park Specialist - Seasonal	\$8.50		\$8.60	\$8.60	\$9.45
	Park Operations - Site Supervisor	\$10.00		\$10.00	\$10.00	\$10.00
<b>GAMBER CENTER</b>						
	Dance Instructor	\$15.00		\$15.00	\$15.00	\$15.00
	Facility Supervisors	\$8.75		\$9.50	\$9.50	\$10.00
	Facility Supervisors-after hours	\$10.00		\$10.00	\$10.00	\$10.00
	Service Representatives	\$7.80		\$8.60	\$8.60	\$9.45
	Custodians	\$8.50		\$8.60	\$8.60	\$9.45
	Fitness Instructors (Land)	\$22.00		\$22.00	\$22.00	\$22.00
	Security	\$43.00		\$43.00	\$43.00	\$43.00
<b>LEGACY PARK COMMUNITY CENTER (LPCC)</b>						
	Service Representative	\$8.50		\$9.00	\$9.00	\$9.85
	Facility Supervisors	\$11.00		\$11.00	\$11.00	\$11.25
	Custodian	\$8.50		\$8.60	\$8.60	\$9.45
	Gym/Weight Room Attendant	\$7.85		\$8.60	\$8.60	\$9.45
	Floor Trainers-Weight Room	\$10.00		\$10.00	\$10.00	\$10.00
	Child Care Attendant	\$7.85		\$8.60	\$8.60	\$9.45
	Lifeguard	\$8.25		\$8.75	\$8.75	\$9.60
	Head Lifeguard	\$9.50		\$10.50	\$10.50	\$10.75
	Swim Instructors I	\$8.25		\$8.75	\$8.75	\$9.60
	Swim Instructors II	\$8.50		\$8.85	\$8.85	\$9.75
	Private Swim Lesson Instructor (non-cert/cert)	\$8.25 - \$8.50		\$8.60 - \$8.85	\$8.60 - \$8.85	\$9.45 - \$9.75
	Swim Lesson Coordinator	\$13.50		\$13.50	\$13.50	\$13.50
	Security	\$43.00		\$43.00	\$43.00	\$43.00
	Fitness Instructors (Land)	\$15.00 - \$23.00		\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$15.00 - \$23.00		\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00		\$25.00	\$25.00	\$25.00
	HEED Instructor	\$10.00		\$10.00	\$10.00	\$10.00
	RevUp Exercise Specialist	\$37.50		\$37.50	\$37.50	\$37.50
<b>LONGVIEW COMMUNITY CENTER (LVCC)</b>						
	Service Representative	\$8.50		\$9.00	\$9.00	\$9.85
	Facility Supervisors	\$11.00		\$11.00	\$11.00	\$11.25
	Custodian	\$8.50		\$8.60	\$8.60	\$9.45
	Gym/Weight Room Attendant	\$7.85		\$8.60	\$8.60	\$9.45
	Floor Trainers-Weight Room	\$10.00		\$10.00	\$10.00	\$10.00
	Child Care Attendant	\$7.85		\$8.60	\$8.60	\$9.45
	Lifeguard	\$8.25		\$8.75	\$8.75	\$9.60
	Head Lifeguard	\$9.50		\$10.50	\$10.50	\$10.75
	Swim Instructors I	\$8.25		\$8.75	\$8.75	\$9.60
	Swim Instructors II	\$8.50		\$8.85	\$8.85	\$9.75
	Private Swim Lesson Instructor (non-cert/cert)	\$8.25 - \$8.50		\$8.60 - \$8.85	\$8.60 - \$8.85	\$9.45 - \$9.75
	Swim Lesson Coordinator	\$13.50		\$13.50	\$13.50	\$13.50
	Security	\$43.00		\$43.00	\$43.00	\$43.00
	Fitness Instructors (Land)	\$15.00 - \$23.00		\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$15.00 - \$23.00		\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00		\$25.00	\$25.00	\$25.00
	HEED Instructor	\$10.00		\$10.00	\$10.00	\$10.00
	RevUp Exercise Specialist	\$37.50		\$37.50	\$37.50	\$37.50

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

DIVISION	POSITION	FY19	Dec.	FY19	FY20 Request	FY20 Request
		(Jul. 1, 2018 to 31, 2018) (Per Hour)		(Jan. 1, 2019 to Jun. 30, 2019) (Per Hour)	(Jul. 1, 2019 to Dec. 31, 2019) (Per Hour)	(Jan. 1, 2020 to 30, 2020) (Per Hour)
<b>SUMMIT WAVES</b>						
	Welcome Desk/Food & Beverage Manager	\$10.25		\$10.75	\$10.75	\$10.75
	Assistant Facility Manager	\$13.50		\$13.50	\$13.50	\$13.50
	Head Lifeguard	\$10.25		\$10.50	\$10.50	\$10.75
	Lifeguard	\$8.25		\$8.75	\$8.75	\$9.60
	Service Representative	\$9.00		\$9.00	\$9.00	\$9.85
	Concession Attendant	\$7.85		\$8.60	\$8.60	\$9.45
	Deck Attendant	\$7.85		\$8.60	\$8.60	\$9.45
	Security	\$43.00		\$43.00	\$43.00	\$43.00
	Swim Lesson Coordinator	\$13.50		\$13.50	\$13.50	\$13.50
	Swim Instructors I (AM/PM)	\$8.25		\$8.75	\$8.75	\$9.60
	Swim Instructors II (AM/PM)	\$8.50		\$8.85	\$8.85	\$9.75
	Private Swim Lesson Instructor (non-cert/cert)	\$8.25 - \$8.50		\$8.60 - \$8.85	\$8.60 - \$8.85	\$9.60 - \$9.75
<b>CAMP SUMMIT</b>						
	Camp Manager	\$11.00		\$11.00	\$11.00	\$11.45
	Camp Nurse	\$20.00		\$20.00	\$20.00	\$20.00
	Assistant Camp Manager	\$9.50		\$9.50	\$9.50	\$10.45
	Camp Service Representative	\$8.50		\$8.60	\$8.60	\$9.45
	Counselor (camp, support & school break)	\$7.85		\$8.60	\$8.60	\$9.45
<b>HARRIS PARK COMMUNITY CENTER</b>						
	Facility Supervisor	\$8.50		\$9.50	\$9.50	\$9.95
	Service Representative	\$7.85		\$8.60	\$8.60	\$9.45
	Custodians	\$8.50		\$8.60	\$8.60	\$9.45
<b>INSTRUCTIONAL (YOUTH AND ADULT)</b>						
	Itty Bitty/Pee Wee Site Supervisor	\$8.00		\$8.60	\$8.60	\$9.45
	Hartman Park Site Supervisor	\$10.00		\$10.00	\$10.00	\$10.45
	Instructors	\$10.00		\$10.00	\$10.00	\$10.00
	Kickball Referee	\$18.00		\$18.00	\$18.00	\$18.00
	Concession Attendant	\$7.85		\$8.60	\$8.60	\$9.45
<b>ATHLETICS</b>						
	Basketball Referee I	\$13.00		\$13.00	\$13.00	\$13.00
	Basketball Referee II	\$15.00		\$15.00	\$15.00	\$15.00
	Basketball Referee III	\$18.00		\$18.00	\$18.00	\$18.00
	Basketball Referee IV	\$20.00		\$20.00	\$20.00	\$20.00
	Kickball Official	\$18.00		\$18.00	\$18.00	\$18.00
	Volleyball Official I	\$15.00		\$15.00	\$15.00	\$15.00
	Volleyball Official II	\$16.00		\$16.00	\$16.00	\$16.00
	Itty Bitty Instructor	\$8.75		\$8.75	\$8.75	\$9.45
	Scorekeeper	\$7.85		\$8.60	\$8.60	\$9.45
	Youth Instructor	\$20.00		\$20.00	\$20.00	\$20.00
<b>FESTIVALS</b>						
	Event Staff	\$8.00		\$8.60	\$8.60	\$9.45
<b>AMPHITHEATER</b>						
	Event Staff	\$8.00		\$8.60	\$8.60	\$9.45
	Concession Attendant	\$8.00		\$8.60	\$8.60	\$9.45
	Gate Attendant	\$8.00		\$8.60	\$8.60	\$9.45
	Parking Attendant	\$8.00		\$8.60	\$8.60	\$9.45



# TRAINING AND LICENSING PLAN 2019-2020

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	2018/2019	2019/2020
<b>Park Board</b>	NRPA, ABC, MPRA	Charter By Laws		NRPA-2	NRPA-2
Board Members					
<b>Joe Snook</b>	MS, BA, LLS, ABC, MPRA,	Park Development	Continue in current	MRPA	MRPA
Administrator of Parks & Recreation	NRPA, ABC, FA, CPR, NIRSA, CPO, AFO, CD, MMS, CPRP, RS, AED, Director's School Yr 1 and Yr 2	CPRE certification	position	NRPA WS	NRPA WS
			Oversee acquisition, planning and construction of a local park system		
<b>Carole Culbertson</b>	BS, Accounting and Finance, CPA (Certified Public Accountant), NRPA Director's School, MPRA	Advanced Excel Rectrac Training	Continued management of Administrative group/succession plan. Seek improved processes, evaluate tasks to assure being performed at the appropriate level.	WS RecTrac User Group	WS RecTrac User Group
Superintendent - Administration					
<b>Jackie McCormick Heanue</b>	Bachelor's Business Administration Master's Business Administration Juris Doctor	Continuing Legal Education Credits	Continue in current position/succession plan Obtain CPRP	CPR, FA, AED	Continuing Legal Education Credits MPRA
Superintendent Legacy Services and Human Resources					
<b>Mathew Garrett</b>	Bachelor's Business Administration MOS (Microsoft Office Specialist) in Excel 2013 and Word 2010	MOS Excel 2016 MOS Word 2016 MOS Excel Expert 2016 Rectrac Training	Continue learning in current position with potential for growth Retrac Training (VSI)	WS RecTrac User Group	WS RecTrac User Group MOS Excel 2016 MOS Word 2016
Administration Analyst					
<b>Dana Thurber</b>	CPR, FA, AED, CT LDI, MPRA	Advanced Excel, Advanced Word, Adobe SMS		WS RecTrac User Group	WS RecTrac User Group MOS Excel 2016 MOS Word 2016
Administrative Services Coordinator					
<b>Collin McCage</b>	BS, Broadcasting	Hootsuite Social Marketing Certification Adobe Certification Copywriting Seminar Digital Summit	Increase Community awareness of LSPR programs and facilities Marketing Manager (supervise part-time)	CPR, FA, AED	Hootsuite Social Marketing Certification Copywriting Seminar Digital Summit
Marketing Coordinator					



# TRAINING AND LICENSING PLAN 2019-2020

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## PARKS -- CONSTRUCTION AND OPERATIONS

Employee	Completed Training	Current Training Needs	5 Year Goals	2018/2019	2019/2020
<b>Steve Casey</b> Superintendent of Planning and Construction	BLA, RLA, ASLA, MPRA MTS, ABC, CPR, FA ASLA Conference CPTED MMS LLS NRPA Supervisor School	Maintain state professional licensure through continuing education (30 hours/2 years) Attend local, state and national conference that 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	Be at forefront of implementing "green" and sustainable designs in P&R facility planning. Improve efficiency in design role through use of computer technology.	WS	MPRA or NPRA conf. ASLA conf.
<b>Steve Thomas</b> Asst Superintendent Park Construction	BS in Business Management MMS	Computer training, NRPA, MPRA, SMS MMS CPR	Superintendent of Park Construction CPRP LLS	MMS - 2nd year WS	NRPA, SMS, LLS
<b>Brooke Chestnut</b> Superintendent of Park Operations	International Society of Arboriculture (ISA) certified arborist Utilities Specialist through International Society of Arboriculture Hazard Tree Certified BS- Wildlife Conservation and Management MMS	SMS Director's School MPRA	CPRP	MMS - 2nd year WS	CEU's - ISA Certification Mainet SMS
<b>Andy Carr</b> Park Operations Manager	BS Parks & Recreation, CDI, CPA, LDI MMS	STMA, SMS, NRPA, MPRA Director's School	Superintendent CPRP LLS	STMA WS	LLS
<b>Michael Cox</b> Park Maintenance Supervisor	Bachelors Degree in Parks	MMS, MPRA, NPRA FA CPR	MMS	WS	MMS
<b>Kevin Brackman</b> Master Park Specialist	BS, MMS, SMS, CPR, FA, MPRA	CPR	Continue high skilled support in all areas.	WS	WS
<b>Rob Hemme</b> Master Park Specialist	MMS, CPR, FA, CPO, AFO MPRA	SMS, CPR	Promotion to supervisor	WS	WS
<b>Ken Harper</b> Master Park Specialist	MPRA, CPR, FA	CPR	Maintain current position	WS	WS
<b>Keith Schloman</b> Master Park Specialist	MMS, CPR, FA, MPRA	CPR	Maintain current position	WS	WS
<b>Stormy Dale</b> Master Park Specialist	CPR, FA, MPRA, MMS, CPA	CPR	Master Park Specialist	WS	WS
<b>Steve Kirchhoff</b> Master Park Specialist	CPR, FA, CPA	CPR MPRA	Maintain current position Master Park Specialist	WS	WS
<b>Liz Drentlaw</b> Senior Park Specialist	BA, MPRA, MMS, CPR, FA, CPA	CPR		WS	WS
<b>Tyler Smith</b> Skilled Park Specialist	CPR, FA, MPRA, CPA, AFO	CPR	Promotion to Senior Park Specialist, AFO	WS	WS
<b>Steve Bonner</b> Skilled Park Specialist	BS, CPSI	CPR MPRA	Promotion to Senior Park Specialist	WS	WS
<b>Bryan Bair</b> Skilled Park Specialist		CPR, CPA, MMS, MPRA	Promotion to Supervisor AFO, LDI, BS, SMS Associate Degree	WS	WS
<b>Jared Greene</b> Park Specialist		CPR, CPA, MMS, MPRA	Promotion to Skilled Park Specialist MMS		CPA MMS
<b>Garrett Goodwin</b> Park Specialist	BS	CPR, CPA, MMS, MPRA	Promotion to Skilled Park Specialist		WS CPA
<b>Brian Parker</b> Park Specialist	BS, IA- CPA CPR	CPA, MMS, MPRA	Promotion to Skilled Park Specialist	CPA- TRANSFER	WS CPA



# TRAINING AND LICENSING PLAN 2019-2020

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	2018-2019	2019-2020
<b>David Dean</b> Superintendent, Recreation II LPCC, LVCC, SW	BA, CPR, FA, NRPA, AFO, MPRA, RS, LLS, AED, MMS DS	More knowledge on the use of spreadsheets Completion of CPRP Knowledge of construction materials and how to read plans Advanced excel, SMS	Continue in current position Bring all facility fund balances to \$150,000 Be a lead in the planning process of a facility or amenity Oversee ADA compliance at all Parks & Facilities	WS	CPRP MPRA
<b>Tede Price</b> Superintendent of Recreation Recreation Services GCC, HPCC	BS, RS (BI), CPR, FA, CT, MPRA, NRPA, AED, LDI LLS, SES, IAAPA	SMS, MMS, ABC, DS CPRP, LLS, AFO IFEA	Continue in current capacity Oversee amphitheater programming	WS	IFEA
<b>Devin Blazek</b> Aquatics Manager LVCC, SW	BS, CPR, FA, AED, AFO Red Cross Life Guard Instructor (LGI) MPRA, EF, NPRA, RS	MBA, LGIT, WSI Instructor, WWA, Food Handlers Permit MMS, CPRP	Assistant Superintendent, Facility Manager of (Community Center or Field House) Minimize seasonal turnover to 40%. SW master plan. Data Analytic project	RS 2nd Year MBA Lifeguard Instructor Training	WWA, CT AFO Recertification MBA
<b>Ryan Gibson</b> Recreation Supervisor III HPCC	BS, CPR, FA, AED MPRA, NRPA, LDI, NYSCA RS, EF, LLS CPRP	SMS, MMS, DS	Growth of Adult & Youth LSPR sports leagues. Attend NRPA's SMS ASSI, Super Attend NRPA and MPRA Increase Supervision of PT Staff	NRPA WS	WS
<b>Jacob Johnson</b> Recreation Supervisor I HPCC	BS, CPR, FA, NYSCA, Food Handlers Permit	LDI, NRPA, LLS, CPRP RS SMS	Growth in Youth Leagues Rec Super II CPRP	CYSA RS 1st year	RS 2nd year
<b>Kalaen Wheeler</b> Facility Maintenance Specialist HPCC	AFO CPR, FA, AED	MMS, MPRA	Recertify AFO	WS	WS
<b>Jared Benson</b> Recreation Supervisor I HPCC	BS	CPR, LDI, RS, MPRA, LLS NRPA	CPRP, Rec II		CPR, WS
<b>Mike Hedrick</b> Manager LPCC	CPRP, AFO, LDI, Effective Supervisor Training, Bachelor of Science in Recreation and Park Management, CPR, FA,	RS, MMS, SMS, RecTrac MPRA, NRPA, LLS	Facility Manager involved in LSPR teams (DYK, Park Development, Business plan) Move into Asst. Superintendents role, RS, DS	WS	CPR, FA, AED RS
<b>Heath Harris</b> Assistant Manager LPCC	CPR, FA, BS Food Handlers Permit RS, MPRA, LDI	CPRP, CT MMS NRPA, AFO SMS	Obtain CPRP Be ready to manage facility, Participate in LLS	MPRA LDI WS	
<b>Ola Shobowale</b> Maintenance Supervisor LPCC	AFO, CPR, FA, AED BS, Masters	MPRA, MMS, WS, LDI Scissor lift	Improve basic operation management tasks (budget, staffing, etc.) Getting to the peak of his position	AFO	MMS
<b>Jenny Brennan</b> Recreation Supervisor I LPCC	CPR, FA, AED, Personal Training Group Exercise NRPA Nutrition Specialty Consultant LDI, MPRA, HEED	AB CI CPRP RS SMS	Participate in design & operational development of future community center, learn more about other areas of facility, operations, CPRP, Dietitian, Finish Exercise Science	NRPA	CPRP, FA, AED
<b>Alex Butler</b> Facility Maintenance Specialist LPCC	CPR, FA, AED	WS, AFO, Scissor lift	Obtain a supervisory position Siminary School	CPR, FA, AED	WS
<b>Ruth Buckland</b> Service Representative I LPCC	BS, CPR, FA, AED	RecTrac User Group BS in P&R	Taking on more responsibility, Asst Facility Manager or Facility Manager, additional schooling	WS	CPR, FA, AED
<b>Millissa Roberts</b> Service Representative I LPCC	CPR, FA, AED, BS	CT, LDI, MPRA, SMS RecTrac User Group	Work towards a facility management role		CPR, FA, AED

RECREATION					
Employee	Completed Training	Current Training Needs	5 Year Goals	2018-2019	2019-2020
<b>Jodi Bell</b> Assistant Superintendent Recreation	BS, CPR/AED/FA Risk Management, Service with Soul, Youth Super Sports Director, Teen Leadership Director, Group	MMS, DS SMS	Superintendent/ of Recreation and / or Facilities Civic Organizations Get LVCC to self-sustainability including addition of more FT Staff	WS	MMS, WS AFO Recertification
<b>LVCC</b>	Work, Working with 5-9 Year Olds, 3R's of Membership, LLS, Membership by Design, Facilitation Skills, Faculty Trainer, YUSA Senior Director Certification NRPA, Facility Design School CS, AFO, RS, CPRP				
<b>Eric Schooley</b> Maintenance Supervisor LVCC	LDI, AFO	MPRA, MMS, WS	Facility repair project manager Understanding of Procurement Processes	LDI, AFO	MMS, CPR, FA, AED WS, CT
<b>Sara Dyer</b> Service Representative I LVCC	BS, CPR, FA, AED	RecTrac User Group Web Page, MPRA, SMS LDI	Asst. Facility Manager	WS	CT, MPRA,
<b>James Cox</b> Facility Maintenance Specialist LVCC					AFO, WS, FA, AED, CPR
<b>Lisa Chism</b> Recreation Supervisor LVCC	CPR, FA, AED, BS, AAFA HEED	Personal Training, MPRA, NRPA LDI, RS, CT	Rec Supervisor II or Asst Manager, KPRA		CPR, FA, AED, CT
<b>Gamber Center Manager</b> GCC					
<b>James Martin</b> Facility Maintenance Specialist GCC	AED, CT, CPR, FA	AED, CT, CPR, FA		WS	WS
<b>Shelby Dawson</b> Aquatics Supervisor LPCC, SW	ARC Lifeguard, AFO, LGI	CT, SMS, RS, CPRP, LDI MPRA, NRPA, WWA	Complete & Obtain Masters degree, CPRP Hold an office in MPRA, Asst Manager or Manager of a facility	LGI, AFO	WS, MPRA



## 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

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

**Parks & Recreation 10 yr sch - VERP SCHEDULE - Fiscal 2020**

**Inventory of Existing Vehicles and Equipment.**

Item	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price	Equipment Life Miles or Hours	Average Annual Miles or Hours	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$\$
1	300	08 Ford Explorer #14634	0	\$0	0	0	0	0.0%	0.0%
2	302	11 Ford Ranger ext cab XLT 4x4 #15511	2011	\$18,369	9	1	9	3.0%	35.0%
3	317	11 F-150 ext cab 4x2 # 15900	2011	\$21,540	9	1	9	1.0%	38.0%
4	305	13 Ford F350 #16831	2013	\$20,765	8	1	8	1.2%	38.0%
5	304	13 Ford F350 #16184	2013	\$20,765	8	1	8	1.2%	38.0%
6	306	11 Ford F450 plow & sander 15912	2011	\$41,772	9	1	9	1.5%	38.0%
7	308	16 Ford 4x4 dump insert with plow	2016	\$37,944	9	1	9	1.2%	38.0%
8	309	16 F-450 dump with plow4x4 #17798	2016	\$54,155	10	1	10	1.2%	38.0%
9	312	17 F-350 pickup truck #17848	2017	\$27,969	8	1	8	1.0%	40.0%
10	339	18 ventrac mower	2018	\$27,525	10	1	10	1.2%	30.0%
11	318	18 JD Gator #18187	2018	\$8,745	8	1	8	1.2%	25.0%
12	315	13 Ford F-350 asset# 16186	2013	\$20,765	8	1	8	1.2%	38.0%
13	321	14 toro spray unit #16858	2014	\$37,539	6	1	6	1.0%	38.0%
14	313	11 F-450 4x2 service body # 15905	2011	\$33,938	9	1	9	2.5%	38.0%
15			2008				0		
16	316	17 F-350 4x2 with utility bed #17847	2017	\$48,611	11	1	11	1.0%	40.0%
17	873	14 S750 Bobcat #16854	2014	\$44,509	15	1	15	1.5%	40.0%
18	337	18 T595 Bobcat #18188	2018	\$47,941	14	1	14	2.5%	40.0%
19	330	08 Ford E150 Cargo Van #14674	2008	\$17,585	12	1	12	2.0%	22.0%
20	335	18 bobcat asset# 18203	2018	\$41,627	10	1	10	1.2%	40.0%
21	334	12 toro workman # 16153	2012	\$17,105	8	1	8	1.5%	30.0%
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2020	Current Fiscal Year (eg. FY 2000-2001 is "2000")
\$55,725	Your 2020 VERP Payment Amount
\$86,815	2019 Projected Fund Balance
4.2%	Interest Rate to Apply to Year End Fund Balan

122.90% VERP Payment Adjustment Factor

0	2021 Payment adjustment (+/-)
0	2022 Payment adjustment
0	2023 Payment adjustment
0	2024 Payment adjustment
0	2025 Payment adjustment

**10 Year Graph Data**

Fiscal Year	Fund Balance	Payment	Expenses
2020	19	55,728	219,090
2021	17,240	59,114	68,533
2022	80,243	59,769	0
2023	145,892	59,769	0
2024	214,298	59,769	0
2025	239,238	59,769	72,531
2026	237,788	60,407	112,936
2027	311,796	61,440	0
2028	286,902	61,440	153,853
2029	172,254	62,937	295,620
2030	249,520	67,208	0

Department Director Approval

Date

**Parks & Grounds Maintenance VERP SCHEDULE - Fiscal 2020**

Printed: 10/16/19

Inventory of Existing Vehicles and Equipment.

Item:	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price	Equipment Life Miles or Hours	Average Annual Miles or Hours	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$\$
1	307	12 F-350 PU 4x2 Asset# 16131	2012	\$20,047	9	1	9	3.0%	38.0%
2	310	04 F-550 Bucket Tr k asset#	2019	\$99,307	15	1	15	3.4%	40.0%
3	338	17 Ventr ac mower #18173	2017	\$27,255	13	1	13	1.0%	38.0%
4	314	" 04 F-350 standar d cab 4x2	2013	\$20,765	10	1	10	1.5%	38.0%
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				\$167,374.00					

Vehicles to be replaced in previous fiscal year

2020	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$7,933	Your 2020 VERP Payment Amount.
\$230	2019 Projected Fund Balance.
4.9%	Interest Rate to Apply to Year End Fund Balance.

67.50% VERP Payment Adjustment Factor

0	2021 Payment adjustment (+/-)
0	2022 Payment adjustment
0	2023 Payment adjustment
0	2024 Payment adjustment
0	2025 Payment adjustment

10 Year Graph Data

Fiscal Year	Fund Balance	Payment	Expenses
2020	8,564	7,933	0
2021	15	7,933	26,157
2022	8,733	8,310	0
2023	2,117	8,310	24,099
2024	11,109	8,473	0
2025	20,541	8,473	0
2026	30,436	8,473	0
2027	40,815	8,473	0
2028	51,702	8,473	0
2029	63,124	8,473	0
2030	32,284	8,473	65,147

Department Director Approval

Date

# Cemetery - VERP SCHEDULE - Fiscal 2020

## Inventory of Existing Vehicles and Equipment.

Item:	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price	Equipment Life Miles or Hours	Average Annual Miles or Hours	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$S
1	P311	08 Ford Ranger 4x2 reg cab #14260	2008	\$12,102	13	1	13	4.0%	32.0%
2	P317	10 Dixie Chop Mower #15508	2010	\$8,499	10	1	10	1.0%	22.0%
3	P341	07 JD Gator # 14253	2018	\$8,745	11	1	11	1.0%	28.0%
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2020	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$635	Your 2020 VERP Payment Amount
\$24,025	2019 Projected Fund Balance
4.2%	Interest Rate to Apply to Year End Fund Balance

25.70% VERP Payment Adjustment Factor

0	2021 Payment adjustment (+/-)
0	2022 Payment adjustment
0	2023 Payment adjustment
0	2024 Payment adjustment
0	2025 Payment adjustment

### 10 Year Graph Data

Fiscal Year	Fund Balance	Payment	Expenses
2020	18,056	635	9,388
2021	4,633	655	20,151
2022	5,705	842	0
2023	6,823	842	0
2024	7,987	842	0
2025	9,200	842	0
2026	10,463	842	0
2027	11,780	842	0
2028	13,153	842	0
2029	7,248	842	9,757
2030	11	861	10,370

Department Director Signature

Date

# ASPHALT

PARKS	Location	Public Use	Condition	Priority	Recommended Maintenance	Last Maintenance	FISCAL YEAR 2019			FISCAL YEAR 2020			Status
							Proposed Budget	Approved Budget	Actual Costs	Anticipated FY20 Parks	Anticipated FY20 Legacy	Actual Costs	
							Scale 1 (low) -4 (high)						
	Arborwalk	3	2	3	Resurface Trail on N. Side	2011							
	Upper Banner Trail	3	2	3	Crack fill and Sealcoat		\$ 90,000.00	\$ 60,000.00		\$ 20,000.00			
	Upper Banner Parking Lot	2	2	2	Reconfigure Lot and Overlay	2015							
	Upper Banner Sidewalk	2	4	1		2014							
	Upper Banner Tennis Courts	3	4	1		2014	\$ 4,000.00						move proposed mntc FY19
	Upper Banner Pickle Ball	3	4	1			\$ 6,000.00						move proposed mntc FY19
	Canterbury Trail	3	2	1	Replace sections w/asphalt	SMR 2017							completed summer 2017
	Deer Valley	3	4	3	Overlay Spring 2011	2011							
	Deer Valley Cul-De-Sac	3	4	1	Backfill along enge- steep dropoff	2012							
	Eagle Creek	2	3	3	asphalt replacement								
	Eagle Creek trail expansion												
	Gamber Center	3	2	4	Crack fill, Sealcoat & Restripe	2015							
	Happy Tails	4	2	3	Crackfill and sealcoat	2013	\$ 18,000.00		\$ 11,374.00	\$ 30,000.00			in progress
	Happy Tails Pk. Lot	4	3	2	Crackfill, sealcoat, restripe	2011							
	Harris Park Parking Lot	4	2	4	Crackfill, sealcoat, restripe	2015							Completed FY15
	Harris Park Trail	4	3	2	Crack fill and Sealcoat	2009		\$ 8,066.80					completed FY19
	Harris Park Curb Painting	4	4	1	Paint "No Parking" curbs	2013							completed FY19
	Hartman Park walk [playground]					2017							completed fall 2017 - concrete
	Hartman Park Pk. Lot	3	3	4	Crackfill, sealcoat, restripe	2009							Completed FY15
	Hartman Park Trail & Bleacher Pads	3	3	2	Overlay 2009	2009							
	Howard Park - Trail	2	1	4	install drainage, mill, relay					\$ 60,000.00			renovations FY19
	Howard Hockey Rink & Pad	2	1	4	Router, crackfill, seal, paint	2010							
	Howard Pk. Lot	2	1	4	Crack fill, Sealcoat & Restripe	2016							renovations FY19
	Langford Plaza - Trail					2016							installed asphalt trail summer 2016
	Longview C.C.												
	LMS Parking lot	4	4	1		2013				\$ 5,000.00			
	LMS Trail	4	4	1		2013							
	LMN Trail					2018							brand new 2018
	LMN Parking	4	1	3	Reconfigure Lot and Overlay	2018							brand new 2018
	Lowenstein Pk. Lot	4	3	3	Restripe	2016							funded FY16
	Lowenstein Trail	4	1	1	Replaced w/concrete	2016							completed FY16
	Mckee Trail	3	4	3	Crack fill and Sealcoat								
	MJF Parking lot	3	4	1	Crack fill, Sealcoat & Restripe	2016							funded FY16 - (eagle creek PO)
	MJF trail	3	4	1	new asphalt trail	2014							installed asphalt fall 2014
	MJF field and bleacher paths	3	1	3	concrete replacement	2017							replaced w/concrete summer 2017
	Osage Trails Pk. Lot	3	4	1	Crack fill, Sealcoat & Restripe	2016							completed FY16
	Osage Trails Trail	3	4	1	Crack fill and Sealcoat								
	Pleasant Lea Trail	3	2	2	Crack fill and Sealcoat		\$ 30,000.00	\$ 20,000.00					move proposed FY18 to FY19
	Pleasant Lea Tennis Cts.	3	1	4	Crack fill and Touch Up Paint/Rebuild	2013							
	Pottberg Pk. Lot	2	4	3	Crackfill, sealcoat, restripe	2016							completed FY16
	Pottberg Trail	2	3	3	Crack fill and Sealcoat	2007							
	South Lea	2	2	2									
	Summit Pk. Lots	4	3	3	crackfill, sealcoat and restripe	2005							renovations 2019
	Summit Tennis Courts	2	2	3									renovations 2019
	Vellie Pk. Lot	3	3	2	Crack fill and Sealcoat	2009							
	Vellie Trail	3	1	2	Trail Repairs	2009							
	Wadsworth Parking	2	2	3	Restripe								
	Wadsworth Trail	2	3	2									
	Williams-Grant Pk. Lot	2	3	2	Crack fill, Sealcoat & Restripe	2009							restripe completed FY19
	Williams-Grant Trail	2	1	4	Mill, patch and overlay	2010							
	Winterset	NA											
	Woods Playground	NA											
<b>TOTAL COSTS PARKS:</b>							\$ 148,000.00	\$ 80,000.00	\$ 19,440.80	\$ 115,000.00			

	Legacy Park Drive	4	2	4	Microchip and restripe								completed FY16
	Legacy Park - Blue Stem Dr.	4	2	4	Microchip and restripe			\$ 3,196.90	\$ 25,000.00				completed FY16
	Legacy Park - Coneflower	3	3	2	Crack fill, Sealcoat & Restripe	2017			\$ 25,000.00				
	Legacy Park - Joseph Dyke Pk. Lot	3	3	3	Crack fill, Sealcoat & Restripe								completed FY16
	LPCC Parking	4	2	3	Repair as needed	2017 - 2018	\$ 15,000.00	\$ 48,486.00					asphalt repairs - summer 2017 & 2018
	Legacy Football Trail	2	4	1	Crackfill and sealcoat	2011							
	Legacy Football Parking	3	3	3	Crack fill, Sealcoat & Restripe FY17								
	Legacy SB Path & Bleacher Pad	4	3	4	Crack fill and Sealcoat	2011							
	Legacy SB Pk. Lot	4	2	3	asphalt replacement - west side 2017	2017 - 2018	\$ 40,000.00	\$ 40,000.00	\$ 28,401.95	\$ 15,000.00			asphalt repairs east side 2019
	Legacy BB Path & Bleacher Pads	3	3	4	Crack fill and Sealcoat	2011							
	Legacy BB Pk. Lot	4	1	3	asphalt repair & replacement	2017 - 2018	\$ 50,000.00	\$ 25,000.00	\$ 42,810.75				asphalt repairs as needed
	Legacy Park BB & SB	3	2	3	Continue with replacement of Dirt								
	Legacy Dock Trail	2	4	1									
	Legacy Soccer Paths	4	2	4	trial replacement - asphalt	2017	\$ 30,000.00						asphalt replacement 2017 & 2018
	Legacy Soccer Pk. Lot	4	1	4	Crack fill, Sealcoat & Restripe	2006							funded FY16
	L. Handicap & Pav. Markings	3	3	3	Mill, Patch and Overlay damaged areas								
	Legacy Trail Addition	3		4	Trail Connection BB & SF to east	2016							Funded FY16
	Legacy PCOP	3	2	4	Truck entrance repair								
	Legacy Park Maintenance	2	3	2	Crack fill, Sealcoat & Restripe								Funded FY16
	Legacy Trail	4	2	4	Repair as needed	2017		\$ 35,000.00	\$ 35,000.00	\$ 50,000.00			asphalt replacement 2017 & 2018
<b>TOTAL COSTS LEGACY:</b>							\$ 135,000.00	\$ 100,000.00	\$ 157,895.60	\$ 115,000.00			

**PLAYGROUND INVENTORY  
FY20**

Park and Location	Year Installed	Replacement Priority	Estimated Replacement Year	Type	Condition	Recommendation	Est. Expense
Arborwalk	2006	16	FY26	2-12	Good		\$ 150,000.00
Deer Valley	2004	7	FY24	5-12	Moderate Wear	add ADA access	\$ 150,000.00
Happy Tails	2006	15	FY26	2-12	Good		\$ 150,000.00
Happy Tails-Dog eqpt	2006	17	FY26		Good		
Harris-North	2004/Moved 2007	18	FY24	2-12	Moderate Wear		\$ 200,000.00
Harris-South	2007	11	FY27	2-12	Good	add ADA access	\$ 200,000.00
Hartman	2017	26	FY 37	2-12	New		\$ 180,000.00
Howard	2019	30	FY 39	2-12	under construction		\$ 110,000.00
Langsford Commons	2016	25	FY36	2-12	New		\$ 30,000.00
Lea McKeighan North	2018	27	FY 38	2-12	New		\$ 240,000.00
Lea McKeighan North-Skate Park	2010	24	FY30		Good		
Lea McKeighan South	2013	23	FY34	5-12	Good		\$ 476,468.00
Legacy - New Soccer commons	2004	10	FY 24				
Legacy- Coneflower	2007	12	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	6	FY24	2-12	Good		\$ 100,000.00
Lowenstein	2004	1	FY20	2-12	Moderate Wear	scheduled for FY 20 replacement	\$ 200,000.00
Lower Banner	1995/Moved 2010	9	FY22	2-5	Graffiti, Fading, Heavy Wear	add ADA access	\$ 100,000.00
Miller J. Fields	2016	22	FY46	2-12	Removed during Renovation 2015		\$ 150,000.00
Osage Trails	2010	20	FY30	2-12	Good	add ADA access	\$ 150,000.00
Pleasant Lea	1995	2	FY21	2-12	Moderate Wear	scheduled for FY 21 replacement	\$ 150,000.00
Pottberg	2007	14	FY27	2-12	Good		\$ 150,000.00
South Lea	2009	13	FY29	5-12	Good		\$ 100,000.00
Summit	2019	29	FY39	2-12	under construction		\$ 190,000.00
Upper Banner	2015	21	FY35	2-12	New		\$ 100,000.00
Velie	2002	5	FY23	2-12	Moderate Wear	add ADA access	\$ 150,000.00
Wadsworth	1995	4	FY23	5-12	Moderate Wear	replace playground, add ADA access	\$ 60,000.00
Williams-Grant	1998	8	FY24	5-12	Moderate Wear	add ADA access	\$ 60,000.00
Woods	1994	3	FY22	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**

**FY 20**

<b>Park and Location</b>	<b>Year Installed</b>	<b>Replacement Cost</b>	<b>Type</b>	<b>Condition</b>	<b>Recommendation</b>	<b>Expense</b>
Deer Valley					Propose for FY 21	
Velie						
Dogwood Park						
Banner-Upper	2015	\$ 25,000.00	Metal	Good		
Happy Tails						
Harris	2013	\$ 23,455.00	Metal	New		
Hartman-Trailhead Shelter	2019	\$ 30,000.00	Wood	New, wood shelter with kiosk	Under construction	
Howard	2019	\$ 30,000.00	Metal	New, Gazebo	Under construction	
Lea McKeighan North - Shelter	2018		Wood	new	completed in 2018	
Lea McKeighan North - Trellis	2018		Wood	new	completed in 2018	
Lea McKeighan South	2013	\$95,000	Wood	New		
Legacy- Shelter #1	2009		Wood	Fair, splits in support posts, needs restained	completed FY16	
Legacy- Shelter #2	2009		Wood	Fair, splits in support posts, needs restained	completed FY16	
Legacy- Shelter #3	2009		Wood	Fair, splits in support posts, needs restained	completed FY16	
Legacy- Soccer Commons	2004		Wood	Good, restained summer 2011	stained FY16	
Lowenstein-Butterfly Garden Pergola	2006		Wood	Good, weathered, vines stressing lattice		
Lowenstein- Shelter #1	1970's	\$50,000	Wood	Fair, weathered, slightly cracked supports, 2 posts beginning to hollow	scheduled replacement in FY 20	
Lowenstein- Shelter #2	1970's	\$50,000	Wood	Fair, weathered, slightly cracked supports, 1 post beginning to hollow	scheduled replacement in FY 20	
Lowenstein- Shelter #3	1970's		Metal	Fair, weathered, slightly cracked supports, 3 posts beginning to hollow	removal of Shelter #3 for scheduled park improvements	
Miller J. Fields	2015		Metal	New		
Osage Trails-Shelter	2011		Metal	Good		
Pottberg	2009		Metal	Good		
Summit-Shelter #1	2019	\$ 120,000.00	Wood	New	under construction	
Summit-Shelter #2	2019	\$ 120,000.00	Wood	New	Under construction	
Wadsworth	1988		Wood	Fair, weathered, old insect damage, squirrel damage, slightly cracked supports	Demolition	80

**LEE'S SUMMIT PARKS AND RECREATION  
CASHFLOW - COP DEBT FUND AND CONSTRUCTION FUND  
FISCAL YEAR 2020**

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

	FY18 Actual	FY19	FY20
<b>Beginning Fund Balance</b>	3,056,772	646,601	614,420
<b>Revenues</b>		3.00%	2.00%
Sales Tax	4,081,819	4,204,274	4,288,359
EATS	(158,416)	(167,454)	(178,317)
Interest Earnings	11,651	6,000	3,000
<b>Total Revenues</b>	<u>3,935,054</u>	<u>4,042,820</u>	<u>4,113,042</u>
<b>Expenditures</b>			
<b>Debt Service</b>			
Principal	(2,511,500)		
Interest	(33,725)		
<b>Total Debt Expenditures</b>	<u>(2,545,225)</u>	-	-
<b>Transfers</b>			
Repayment to Water Utilities (Interfund Loan principal and Operating Xfer to Gamber Ctr			(820,000)
**Transfer to Construction Fund	(175,000)	(175,000)	(175,000)
<b>**Estimated additional amount available to Construction Fund</b>	<u>(3,625,000)</u>	<u>(3,900,000)</u>	<u>(3,500,000)</u>
<b>Total Transfers</b>	<u>(3,800,000)</u>	<u>(4,075,000)</u>	<u>(4,495,000)</u>
<b>Estimated Fund Balance - Park COP Debt Fund</b>	<u><b>646,601</b></u>	<u><b>614,420</b></u>	<u><b>232,462</b></u>

**CONSTRUCTION FUND (Fund 327)**

	FY18 Actual	FY19	FY20
<b>Beginning Fund Balance</b>	569,521	85,145	(2,355,242)
<b>Revenues</b>			
Net Interest Earnings	3,413	-	-
**Transfer from Fund 410 to Fund 327	3,625,000	3,900,000	3,500,000
Transfer from Fund 200	510,000	650,000	
Transfer from Fund 202		200,000	
Developer Contribution - Lowenstein			115,000
<b>Total Revenues</b>	<u>4,138,413</u>	<u>4,750,000</u>	<u>3,615,000</u>
Estimated Interest Expense-Interfund Loan for the purchase of Longview Community Center		(59,792)	(70,110)
<b>Projects</b>			
Legacy Park Trail Connector and Wayfinding		(8,206)	
Lea McKeighan North (total project estimate \$5,000,000)	(4,382,426)	(212,302)	
Hartman Park Improvements (\$185,000)	(175,826)		
Practice Space Improvements (total project-orig estimate \$275,000; new estimate \$150,000)	(25,023)		
Summit and Howard Park Master Planning (\$20,000)	(20,000)		
Longview Community Center	(121)	(5,662,483)	
- Transfer remaining balance of Longview Construction funding to operational		(87,396)	
Art in Parks (estimated \$10,000 each year)			(20,000)
Hartman Park Splashpad			
LSPR Greenway Master Plan Update (total \$20,000 from prior year)		(20,000)	
Howard Park Renovation (total \$900,000)		(270,000)	(630,000)
Lowenstein Park Improvements			(515,000)
Eagle Creek/Park West Development			
Pleasant Lea Park Improvements			(50,000)
Harris Park Restrooms (total \$110,000)			
Park Development			
Summit Park Renovation (total \$1,600,000 through 2020 plus \$100,000 reallocated)		(510,000)	(1,190,000)
Wave Pool at Summit Waves (total \$5,000,000 plus Harris Park Restrooms \$110,000)		(420,000)	(4,690,000)
<b>Total Expenditures</b>	<u>(4,622,789)</u>	<u>(7,190,387)</u>	<u>(7,095,000)</u>
<b>Estimated Fund Balance - Construction Funds at the End of Each Year</b>	<u><b>85,145</b></u>	<u><b>(2,355,242)</b></u> 1	<u><b>(5,835,242)</b></u> 1

<b>Est Net Funds available - Park COP Debt Fund and Construction Funds - EOY</b>	<b>731,746</b>	<b>(1,740,822)</b> 1	<b>(5,602,780)</b> 1
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<sup>1</sup> Due to the purchase of Longview Community Center and the Wave Pool project scheduled in FY19 and FY20, the Construction Fund will have a negative cash/fund balance. There will be interest costs charged to the fund at the same rate as interest earned on cash balances. As of the 12/31/18 Investment Report, the average portfolio yield was 1.6348%.

# Original Work Plan-Dec 2016

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