

# APRIL 2019

## *Park Board Meeting Packet*



*Country Artist, Sara Evans, has been approved to be our national act at Legacy Park Amphitheater August 16.*



*The Trail at Legacy Park is being worked on in partnership with Urban Trail Co.*



*Eric Schooley is our Employee of the Fourth Quarter for FY19.*



*Jodi Jordan is our Employee of the Year for FY19*



### **MISSION**

*To provide our community with outstanding recreational services, facilities, and parks.*



# LEE'S SUMMIT PARKS AND RECREATION BOARD

## WORK SESSION MEETING MINUTES

### CITY OF LEE'S SUMMIT, MISSOURI

DATE:	March 27, 2019	TIME:	5:30 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Tyler Morehead, President		Mindy Aulenbach, Vice President		Joe Snook	
Lawrence Bivins, Treasurer		Marly McMillen		Jackie McCormick Heanue	
Jim Huser		Casey Crawford		Steve Casey	
Nick Walker					
Nancy Kelley					
Samantha Shepard					
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
Summit and Howard Park Renovations	<p>Mr. Snook explained LSPR is seeking permission for the approval of a general contractor for the Summit and Howard projects on tonight’s Regular Agenda. He noted the selected bidder came in close to budget and noted Summit Park had an add/alternate option for a second shelter.</p> <p>Additionally, LSPR issued an RFP for playground equipment. It became evident additional funds would be advantageous to do the playgrounds correctly. They will be done using a variety of different vendors, piece meal, in order to maximize the equipment and unique design.</p> <p>Mr. Snook noted adding the second shelter at Summit will put the project over its’ budget. As bid, the project total came in bout \$80,000 under budget. Adding the shelter will put the project \$40,000 over budget.</p> <p>Staff reviewed possible funding mechanisms to accommodate the proposed budget overage. The Ruiz Trail, which is a budgeted project appears to be an opportunity. Mr. Casey has been investigating the feasibility of the Ruiz Trail project, which would connect Langsford Park to McKee Park using a combination of a trail easement and property owned by LSPR which was donated by Mr. Ruiz several years ago. The easement is up against private property and a creek which is experiencing substantial streambank erosion. He indicated it would be a major undertaking from an engineering standpoint to realign and/or stabilize the stream bank sufficient to develop a trail.</p> <p>Mr. Snook indicated if we were to build the trail currently, the stream bank would eventually erode and destroy the trail. At this time, LSPR is not aware who has responsibility over the stream banks.</p> <p>Mr. Snook stated there is no realistic way for the trail to be installed at this time.</p> <p>Ms. Kelley asked whether not building the trail would cause an issue with Mr. Ruiz. Mr. Casey noted the majority of the property was in a floodplain, and Mr. Ruiz’ primary goal was disposing of the property due to his maintenance obligations associated with it. There were no specific promises made with regard to future use of the land to Mr. Ruiz. Mr. Casey suggested there may be opportunities for passive play on a small portion of the land, but it doesn’t serve much purpose.</p> <p>Mr. Bivins asked whether there was any opportunity to name something in honor of Mr. Ruiz associated with the project. Mr. Snook indicated there is really not much that can be done with the property at this time, but it would be re-evaluated if new opportunities occur.</p>				No Board Action.



	<p>Mr. Snook noted as the determination regarding the Ruiz project was made and the identification of additional funds needed for Summit and Howard Park developed, there was an opportunity to utilize some of the funds to enhance the projects.</p> <p>Ms. Kelly stated she believes a second shelter would be beneficial, it adds rental value and Summit Park has great exposure.</p> <p>Mr. Snook reminded the Board the original shelter at Summit had to be torn down due to damage it sustained during an earthquake a few years ago. The old shelter had a 100 person capacity and was very popular. The proposed new shelters would have capacity of 50 each, bringing the total to the same net as the previous shelter. It is expected the playground at Summit will be very popular, and the park will also continue to be used for baseball practices.</p> <p>Mr. Huser asked whether the shelters have water and electricity. Mr. Casey indicated they would have power access and water access would be available to the shelters at the restroom.</p> <p>Mr. Walker noted his only concern was taking money away from a previously assigned project. He asked whether the trail being proposed for removal was going around the park. Mr. Snook explained it was part of the Greenway Master Plan and would have connected McKee and Langsford Park adjacent to the stream. Mr. Walker stated his concern was whether there was an expectation of patrons that the trail be completed and connect areas, which was not finished. Mr. Casey stated the proposed trail would be less than a mile and the exposure to roadways for connectivity as an alternative is minimal.</p> <p>Mr. Huser noted he liked the idea of beefing up the playground equipment.</p>	
<b>MEETING ADJOURNMENT</b>		
There being no further business before the Board, the March 27, 2019 Work Session of the Park Board was adjourned at 5:53pm.		



# LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

## CITY OF LEE'S SUMMIT, MISSOURI

<b>DATE:</b>	March 27, 2019	<b>TIME:</b>	6:00 PM	<b>PLACE:</b>	Strother Conference Room
<b>Board Members Present:</b>		<b>Board Members Absent:</b>		<b>Staff Present:</b>	<b>Other Guests:</b>
Tyler Morehead, President		Mindy Aulenbach, Vice President		Joe Snook	Bob Johnson, Council Liaison
Lawrence Bivins, Treasurer				Carole Culbertson	
Jim Huser				David Dean	
Nick Walker				Steve Casey	
Samantha Shepard				Tede Price	
Marly McMillen				Jackie McCormick Heanue	
Nancy Kelley				Brooke Chestnut	
Casey Crawford					



	<p>Ms. McCormick Heanue also identified the other purpose of the Foundation was to provide an avenue for individuals who want to make contributions to do so without contributing to a governmental entity, and instead having a 501(c)(3) entity to donate.</p> <p>Ms. McMillen noted there were previously grants for which LSPR was applying which required matching funds, and the Foundation was able to provide the financial resource needed.</p> <p>Ms. Shepard noted the MOU sets an expectation for both parties as to what services and levels of assistance can be provided and what remains the responsibility of the Foundation in carrying out its' objectives. She noted from her attendance at the last Foundation meeting it appeared the Board recognized it had perhaps leaned too heavily on the Parks Department for support in the past and are looking to have more direct participation of the Foundation Board moving forward.</p> <p>Mr. Crawford asked when the Foundation was founded, and Ms. McCormick Heanue responded the Foundation was formally organized in 2008. Mr. Crawford asked whether any other 501(c)(3) or other organization had ever approached the Parks Department about a similar relationship. Ms. McCormick Heanue indicated there was no other entity to her knowledge who has expressed interest in working with LSPR similar to the Foundation. Mr. Crawford noted he was concerned about giving preferential treatment to one entity over another. Ms. McCormick Heanue explained foundations of this type supporting parks and recreation initiatives are very common and are found all over the country, and indicated there is a consultant entity which provides direct support to these types of foundations. Mr. Snook reported we are looking at the cost to bring the consultant in to assist not only the Legacy for Parks Foundation, but perhaps other entities in the KCMPRDA group in the future.</p>	
<b>Summit and Howard Park Project Award</b>	<p>Supporting documentation (see pages 24-25.) Mr. Casey reported the bids for construction on Summit and Howard Park were opened on March 8, 2019. The low bidder, Terry Snelling Construction was below the architect's estimate for the project, at \$1.248 million. The add/alternate for the additional shelter brings the total project cost to \$1,374,535.00. There are other components of the project which LSPR will be self performing not included in the contract award or amount. Staff recommended accepting the bid along with the alternate for a second shelter at Summit Park. No questions or discussion.</p>	<p>Mr. Bivins moved to approve the bid from Terry Snelling Construction in the amount of \$1,374,535 for the general construction of Summit and Howard Parks; seconded by Ms. Huser. Motion carried unanimously.</p>
<b>Annual Report</b>	<p>Supporting documentation (see pages 26-29.) Mr. Snook explained the Park Board is required to produce an annual report to be shared with the City Manager and the City Council. This report is for the prior fiscal year (July 1, 2017-June 30, 2018). Because financial reports do not get finalized until September or October of each year, it does take additional time to finalize the report, and historically it has been presented in May or June, however beginning last year staff made a concerted effort to complete it earlier, and presented it to the Park Board in March. Staff intends to continue with this practice and present it for Park Board approval earlier in the year moving forward.</p> <p>Mr. Morehead noted the Annual Report turned out well.</p>	<p>Mr. Crawford moved to approve the Annual Report for FY2018 as presented; seconded by Ms. Kelley. Motion carried unanimously.</p>
<b>Cooperative Contracts for Playground Equipment</b>	<p>Supporting documentation (see page 30-115.) Ms. McCormick Heanue reminded the Board of LSPR's opportunity to participate in certain contracts and agreements without going through a formal bid process, which increases efficiency in procurement. She reported there are four (4) contracts being presented for Board approval for use related to the procurement of various playground equipment. There are several projects currently underway for which funds have already been budgeted and approved which will be well served by the vendors who have cooperative relationships. She noted the procurement rules would still apply, and the approval request tonight was to engage in agreements with the four vendors to be able to start using those contracts to procure equipment for the currently approved projects which are in process and upcoming.</p> <p>Mr. Bivins suggested staff keep its eyes open for new and exciting vendors and opportunities and not rely too completely on existing contracts and co-ops out of convenience.</p>	<p>Ms. Shepard moved to approve the participation in and use of the presented cooperative contracts for playground equipment and further move that the Board authorize the Administrator of Parks and Recreation to execute any and all documents necessary to engage said services consistent with previously approved projects and budgets; seconded by Ms. Kelley.</p>



	<p>Ms. McMillen echoed Mr. Bivins comments and noted the pyramid at Lea McKeighan South as being cutting edge when it was installed and one of the most popular.</p> <p>Mr. Casey noted from a selection process this was the intent behind the RFP which was issued, to provide manufacturers the opportunity to get creative with the sites and the equipment/design proposed. He stated the proposals often get overwhelming. Mr. Snook reiterated staff is on the same page giving uniqueness to our parks, and explained one of the swings proposed for the project which would achieve this objective. He expressed to the Board he believes the process we utilize to select the best and most innovative products possible has worked well in the past, and from a purchasing standpoint, these agreements offer us an efficient opportunity to speed up the process, and no purchases are being made which haven't received approval by the Park Board.</p>	Motion carried unanimously.
<b>OLD BUSINESS</b>		
<b>Projects and Services Review</b>	Supporting documentation (see pages 116-124.) No questions or discussion.	No Board Action.
<b>Capital Projects Plan through 2019</b>	<p>Supporting documentation (see pages 125-138.) Mr. Casey indicated the progress at Hartman Trailhead has been substantial with the concrete contractor pouring the ADA trail. The project is being phased in to avoid affecting league play at the ball fields. The ramp and walkway to the parking lot will be torn out and replaced, and the additional trail from the upper parking lot to the Rock Island trail will follow.</p> <p>Summit and Howard demolition is essentially complete and ready for new construction to begin.</p> <p>Ms. Shepard asked whether the Hartman playground would be closed for 6 more weeks. Mr. Casey indicated the work will require at least 4 more weeks. She noted the playground is a big attraction for the participants in the leagues playing at the fields and there is nothing else for the kids to do while the adults are playing in the league. The only option is for the kids to play in the vacant field, and it was a little disappointing the playground equipment isn't available.</p> <p>Ms. McMillen asked whether there was anything temporary could be moved out there. Mr. Snook noted it was not a problem for the kids to play in the vacant field in the meantime and their use of the field would not negatively impact other uses.</p> <p>Ms. Kelley asked whether there was signage about the playground being closed. It was reported there is construction fencing and signage to indicate the closure.</p> <p>Mr. Dean reported the consultants are moving along on the Summit Waves wave pool project, with construction documents and 50% Review Documents being provided yesterday. The consultant expects to be 90% complete and ready to review with staff mid-April.</p> <p>Ms. Kelley asked how many trees would be lost at Harris Park when the wave pool is installed. Mr. Snook reported there would not be many trees lost, as a majority of the work will be cut into the hillside, and noted none of the walnut trees will be lost.</p> <p>Ms. McMillen asked whether fencing would go all around the facility and staff reported fencing would go around the entire perimeter.</p> <p>Mr. Huser asked whether the driveway would be accessible for public. Staff reported it would be a walking trail which would only be used for the Fire Department and LSPR uses (i.e. vendors.) Mr. Casey further indicated staff initially requested access off of Jefferson but the Fire Department could not support it due to traffic concerns.</p> <p>Mr. Snook indicated staff is excited about the design, it is a little bit non-traditional and incorporates a lot of beach area but it is unique, which was the objective. Food trucks could be brought into the back driveway which offers additional, unique flexibility. Additionally the restrooms will be dual purpose, and will serve the users of the park as well as the water park.</p>	No Board Action.



	<p>Ms. Shepard asked if there was a way to section the wave pool off from the rest of Summit Waves, particularly as it relates to the use by Camp Summit. Mr. Snook said there are no permanent locking fences but temporary barriers and other measures can be used.</p> <p>Mr. Huser asked whether the wave pool would be part of the rental of the entire facility. Staff reported it would be included unless the lap pool only is being rented.</p> <p>Ms. Shepard asked how many lifeguards would be needed to man the wave pool, and she was curious whether in the event of a staffing issue how we would close particular areas. Mr. Snook reiterated if this was an issue we would be able to barricade certain areas off to close them.</p> <p>Mr. Casey asked about other wave pools in the Kansas City area. Mr. Snook reported we would be the only municipally owned facility, and the only other in the region is Oceans of Fun. There is a youth wave pool in Shawnee, but it is only designed for toddlers. He noted this would be pretty unique for a municipal facility in our region.</p> <p>Ms. McMillen said her only concern was the ability for kids to go to an area where it will not be as easy for parents who are in lounge chairs to watch. Mr. Snook reported there would be availability of spaces to see across the entire facility and there should not be many issues related to visibility. He said Staff predicts there being a shift of patrons crowding around the lap pool to the wave pool. Participation can increase by approximately 400 people with the inclusion of this amenity, bringing the total capacity to almost 2,000.</p> <p>Mr. Huser asked what the wave capacity height was. Mr. Dean reported he was not certain of the wave height but it would not be very high.</p> <p>Ms. Kelley asked what the maximum depth of the pool was, and Mr. Dean reported the deepest point at the wall was 5 ft.</p> <p>Ms. McMillen suggested having an opening adult night party where adults could participate, perhaps as a fundraiser similar to the Foundation event which was held there a few years back.</p> <p>Mr. Crawford asked whether there has been any marketing outside the LS community about the wave pool, suggesting this could really attract outside patrons. Mr. Snook reported marketing efforts have not been initiated yet but he would bring it to the team for consideration and consider options related to outreach. Mr. Crawford asked if records are kept regarding single visit passes. Mr. Snook reported the information is no longer tracked. Residency proof used to be required, but the Park Board directed the practice end due to the long lines and delays it created. We do not collect information on anything other than season pass holders.</p>	
<b>Fundraising Update</b>	Supporting documentation (see pages 139-141.) Mr. Dean reported the sponsorship coordinator is looking at potential sponsors for the amphitheater. He reported the two expiring agreements were renewed for an additional 3 years at \$15,000 per year. No questions or discussion.	No Board Action.
<b>Beautification Commission Report</b>	Supporting documentation (see pages 142-145.) Mr. Snook commented on the work done in Downtown Lee's Summit by members of the Beautification Commission and Andy Carr and Liz Drentlaw. He also noted Steve Casey and Will Gibson presented some options for landscaping of the Gateway Monuments. LSPR staff is working with City Staff on the funding to complete these improvements. No questions or discussion.	No Board Action.
<b>Wi-Fi in Parks Installation Update</b>	Supporting documentation (see pages 146-147.) Ms. Culbertson reported the hub has been completed and the construction team is hoping to complete their work late this week or early next week. Sports venues should be operational by April. No questions or discussion.	No Board Action.
<b>NEW BUSINESS</b>		
<b>MPRA</b>	Supporting documentation (see pages 148-152.) Ms. McMillen noted the reports were very good.	No Board Action.



	Ms. Kelley asked how Mr. Snook's presentation was, and he reported the presentation went very well and the survey results were positive. He also noted the conference and trade show were very good.	
<b>FY 2020 CIP Review</b>	<p>Supporting documentation (see pages 153-164.) Mr. Snook explained the CIP is essentially a proposed 5 year plan which is established through the priorities developed by Staff and the Board during the annual retreat process. This is a "best guess" and there are projects which may occur if an opportunity presents itself, but may be extended if not. Examples of this include the field house and the Bailey Farm Park development. He also explained the Ruiz Trail was allocated in last year's but in light of the decisions made tonight was removed and will be reallocated to the Summit and Howard Park projects.</p> <p>Mr. Johnson asked what is being planned for Pleasant Lea. Mr. Snook explained the park would be renovated. The parks have been prioritized based on age and amenities. The Lowenstein project coming on board with the development switched the priority, as Pleasant Lea was originally selected to be redeveloped next, as it has substantial needs. The entire park will be redesigned based on the needs of the community, trends analysis and other research.</p> <p>Ms. McMillen noted Howard Park was similar in need, but it is already being renovated.</p> <p>Mr. Crawford asked whether there are any opportunities for outside funding for some of the other parks. Mr. Snook indicated the possibility always exists, it is a matter of finding the right connections. He also suggested the Foundation will also be a good resource as a partner to assist with these projects.</p>	No Board Action.
<b>Legacy Park Amphitheater 2019 Schedule</b>	<p>Supporting documentation (see pages 165-166.) Ms. Price reported the schedule is almost complete. The partnership with the library is very exciting. She indicated there would be 4 free concerts and 3 ticketed events, and was hopeful the national act would be ready for announcement in the next week or so.</p> <p>Mr. Crawford asked about participation to date on the showcase. She indicated 4 had responded but she wasn't sure whether they were local. There is availability for 5 bands with 20 minute sets each.</p> <p>Mr. Snook also shared Congressman Cleaver is trying to set up a Jazz event, called Jazz on the Porch, throughout the greater Kansas City area. They have expressed interest in hosting the event at Legacy, which they would pay for, and LSPR would provide the venue. Details are still being worked out but it is pending and would be an additional free event.</p>	No Board Action.
<b>Stanley Cup Marketing Value Report</b>	<p>Supporting documentation (see pages 167-168.) The City's communications and marketing division is able to track the value of items which receive media attention. They provided a report to LSPR regarding the Stanley Cup visit, which was one of the best covered special events LSPR has held. The value back to LSPR for the marketing was estimated at approximately \$160,000.</p> <p>Ms. Shepard noted the tracking does not include shares on Facebook; rather the media coverage, and indicated the social media exposure was even greater.</p>	No Board Action.
<b>End of Activity Report Communication Process</b>	Supporting documentation (see page 169.) Mr. Snook explained the methods to be utilized to communicate. This report was provided for the Board's information and asked for any feedback from the Board. No questions or discussion.	No Board Action.
<b>End of Activity Reports</b>	Supporting documentation (see pages 170-219.) Mr. Huser expressed surprise with the number of people enrolled for the Night Flight. Staff indicated this was the trend. He noted there are so many runs now it must be patrons are participating in other events. Mr. Snook indicated this was the case and the accessibility of runs has increased substantially offering patrons multiple options. Mr. Huser suggested Lee's Summit must, per capita, have the most 5k events of anyone in the region and asked whether there is truth to this and if so it could be used as a marketing advantage. Mr. Snook indicated the challenge in Lee's Summit is there is really no where good to run a 5k and the costs are prohibitive. Mr. Snook noted the Planning Department keeps records of the permits issued for 5k's every year. Ms. Price also noted there are only 2 "certified" 5k courses in Lee's Summit.	No Board Action.
<b>PATRON COMMENT REVIEW</b>		
Supporting documentation (see pages 220-228.) No questions or discussion.		7



<b>MONTHLY CALENDARS</b>
Supporting documentation (see pages 229-230.) No questions or discussion.
<b>STAFF ROUNDTABLE</b>
<p>Mr. Snook reported he would be attending a Parks and Recreation Administrator's Conference in Dallas April 10-12, 2019.</p> <p>He reminded the Board of the Budget Committee meeting scheduled for April 3, 2019 from 4-6pm and noted all Board members are invited to attend.</p> <p>Mr. Snook also noted the Lovell Family Bike Donation dedication will be held on April 4, 2019 at Longview Community Center at 5pm.</p> <p>Mr. Snook reported the electronic devices for the Park Board packet are on order and it is Staff's intention for April's meeting to be fully electronic.</p> <p>Mr. Snook reported on Ms. Pat Shepard's retirement. A reception will be held on May 2, 2019 from 2-4pm at Gamber Community Center. Interviews for Ms. Shepard's replacement are slated to begin early next week.</p> <p>Staff reported Dogwood Park will close from April 15-May 15 for annual maintenance.</p> <p>Mr. Snook reminded the Board of the next Employee Breakfast, scheduled for Wednesday April 10, 2019. Employee of the Quarter and Employee of the Year will be recognized.</p> <p>Mr. Snook reminded the Board of the Volunteer Gala, which will be April 25, 2019 at Gamber Community Center.</p> <p>Mr. Snook also advised Staff has been working on the Part Time Pay/Minimum Wage Analysis and the final report should be ready to present in April or May.</p>
<b>BOARD ROUNDTABLE</b>
<p>Ms. McMillen indicated the Summit Fest is the same night as Boulevardia.</p> <p>Mr. Crawford asked about the issues with Longview. Mr. Snook reported an update would be provided to the Board.</p> <p>Mr. Bivins said the Work Session was a good thing to do and it is a good use of time. He inquired whether a Work Session would be able to be held virtually. Ms. McCormick Heanue indicated there are specific rules in place under the Sunshine Law regarding virtual meeting participation.</p> <p>Mr. Johnson asked whether the FY2020 projected revenue forecasts had been provided from City staff, a 20 page report noting all sources of revenue, and suggested LSPR obtain the report. He noted the revenue increase projection is 1.6% or approximately \$1.2 million. Ms. Culbertson noted she bases her property tax on concrete information in an effort not to overstate. Revenues appear to be increasing at a decreasing rate. Mr. Snook reported the report would be requested from City Staff.</p> <p>Mr. Morehead thanked staff and thanked Carole for stepping up last week in Joe's absence. He noted all the exciting opportunities ahead for the next year.</p>
<b>OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD</b>
None.
<b>MEETING ADJOURNMENT</b>
There being no further business before the Board, the March 2019 Meeting of the Park Board was adjourned.



# Financial Outlook as of March 31, 2019



Fund	Fund Balance @ 3/31/19 (unaudited)
Gamber Community Center	\$ 517,903
Legacy Park Community Center	\$ 1,648,165
Longview Community Center	\$ (2,923)
Harris Park Community Center	\$ 305,922
Parks and Recreation	\$ 3,767,662
Summit Waves	\$ 187,215
Cemetery	\$ 1,308,567
Construction	\$ (3,716,550)
Park COP	\$ 1,311,005

Fund	MTD 3/31/19	Prior YTD Actual	Current YTD Actual	Approved FY19 Budget	Percentage of FY19 Budget
<b>Gamber Community Center</b>					
Revenue	\$ 41,477	\$ 375,276	\$ 362,307	\$ 489,796	73.97%
Expenses	\$ 30,990	\$ 328,144	\$ 312,477	\$ 449,193	69.56%
Income (Loss)	\$ 10,487	\$ 47,132	\$ 49,830	\$ 40,603	
<b>Legacy Park Community Center</b>					
Revenue	\$ 183,495	\$ 1,618,286	\$ 1,603,328	\$ 2,107,285	76.09%
Expenses	\$ 133,805	\$ 1,451,389	\$ 1,442,803	\$ 1,938,419	74.43%
Income (Loss)	\$ 49,690	\$ 166,897	\$ 160,525	\$ 168,866	
<b>Longview Community Center</b>					
Revenue	\$ 66,811	\$ -	\$ 387,346	\$ 824,019	47.01%
Expenses	\$ 108,045	\$ -	\$ 390,269	\$ 971,479	40.17%
Income (Loss)	\$ (41,234)	\$ -	\$ (2,923)	\$ (147,460)	
<b>Harris Park Community Center</b>					
Revenue	\$ 64,670	\$ 781,979	\$ 781,824	\$ 1,589,963	49.17%
Expenses	\$ 31,817	\$ 904,323	\$ 902,774	\$ 1,417,693	63.68%
Income (Loss)	\$ 32,853	\$ (122,344)	\$ (120,950)	\$ 172,270	
<b>Parks and Recreation</b>					
Revenue	\$ 125,871	\$ 3,571,969	\$ 3,735,049	\$ 3,615,661	103.30%
Expenses	\$ 240,689	\$ 2,965,926	\$ 2,289,223	\$ 3,489,078	65.61%
Income (Loss)	\$ (114,818)	\$ 606,043	\$ 1,445,826	\$ 126,583	
<b>Summit Waves</b>					
Revenue	\$ 37,166	\$ 339,173	\$ 313,040	\$ 653,284	47.92%
Expenses	\$ 8,383	\$ 352,284	\$ 348,005	\$ 627,931	55.42%
Income (Loss)	\$ 28,783	\$ (13,111)	\$ (34,965)	\$ 25,353	
<b>Cemetery</b>					
Revenue	\$ 12,750	\$ 143,654	\$ 98,594	\$ 204,688	48.17%
Expenses	\$ 10,915	\$ 135,650	\$ 93,981	\$ 204,363	45.99%
Income (Loss)	\$ 1,835	\$ 8,004	\$ 4,613	\$ 325	
<b>Construction</b>					
Revenue	\$ -	\$ 1,447,032	\$ 2,325,481	\$ 3,352,500	69.37%
Expenses	\$ 107,045	\$ 3,823,564	\$ 6,127,176	\$ 2,835,000	216.13%
Income (Loss)	\$ (107,045)	\$ (2,376,532)	\$ (3,801,695)	\$ 517,500	
<b>Park COP Debt</b>					
Revenue	\$ 398,472	\$ 3,019,363	\$ 3,120,655	\$ 3,919,125	79.63%
Expenses	\$ 272,916	\$ 1,575,000	\$ 2,456,250	\$ 3,275,000	75.00%
Income (Loss)	\$ 125,556	\$ 1,444,363	\$ 664,405	\$ 644,125	



**GAMBER COMMUNITY CENTER  
FUND 201  
Financial Report for the Month and Year Ending March 31, 2019**

	Previous Year-to-date March 2018	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>							
Activity & Membership Fees	130,491	9,790	114,955	131,627	(16,672)	<sup>2</sup>	167,778
User Charges	405	23	1,294	439	855		585
Rentals	108,740	17,078	104,168	101,398	2,770		140,933
Interest	1,260	-	7,047	1,350	5,697		1,800
Other Revenue	2,797	-	3,581	3,040	541		3,580
Contributions	-	-	-	90	(90)		120
Miscellaneous	333	3	12	-	12		
Transfers In from Park COP	131,250	14,583	131,250	131,250	-		175,000
<b>TOTAL REVENUES</b>	<b>375,276</b>	<b>41,477</b>	<b>362,307</b>	<b>369,194</b>	<b>(6,887)</b>		<b>489,796</b>
<b>EXPENDITURES</b>							
Personnel Services	178,661	14,903	169,637	191,726	(22,089)	<sup>3</sup>	255,934
Other Supplies, Services and Charges	73,221	9,510	57,309	56,741	568		77,576
Repairs and Maintenance	19,213	498	15,142	9,091	6,051		12,905
Utilities	32,006	3,737	30,808	34,050	(3,242)		44,640
Capital Outlay	-	-	18,576	30,143	(11,567)	<sup>4</sup>	30,143
Interdepartment Charges	25,043	2,342	21,005	20,996	9		27,995
<b>TOTAL EXPENDITURES</b>	<b>328,144</b>	<b>30,990</b>	<b>312,477</b>	<b>342,747</b>	<b>(30,270)</b>		<b>449,193</b>
<b>NET GAIN / (LOSS)</b>	<b>47,132</b>	<b>10,487</b>	<b>49,830</b>	<b>26,447</b>	<b>23,383</b>		<b>40,603</b>

**BEGINNING FUND BALANCE**

**468,073** <sup>1</sup>

**ENDING FUND BALANCE**

**517,903**

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

<sup>2</sup> The variance is in memberships related to the change from the Passport membership, where GCC received a percentage of the membership revenue, to the All Inclusive Pass where the home facility receives the revenue.

<sup>3</sup> A majority of the variance is related to part-time staff being lower than budget due to vacancies.

<sup>4</sup> The FY19 budget includes interior painting that has not been completed.



**LEGACY PARK COMMUNITY CENTER  
FUND 202  
Financial Report for the Month and Year Ending March 31, 2019**

	Previous Year-to-date March 2018	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>							
Activity & Membership Fees	1,478,021	175,522	1,477,511	1,506,753	(29,242)	<sup>2</sup>	1,970,026
User Charges	2,053	499	2,604	2,312	292		2,993
Rentals	62,803	7,170	63,244	67,817	(4,573)		84,637
Interest	3,786	-	21,457	3,000	18,457	<sup>3</sup>	4,000
Other Revenue	8,854	304	3,493	1,356	2,137		3,110
Contributions	11,250	-	7,500	11,250	(3,750)		15,000
Transfers In	51,519	-	27,519	24,000	3,519		27,519
<b>TOTAL REVENUES</b>	<b>1,618,286</b>	<b>183,495</b>	<b>1,603,328</b>	<b>1,616,488</b>	<b>(13,160)</b>		<b>2,107,285</b>
<b>EXPENDITURES</b>							
Personnel Services	894,112	73,247	925,217	936,368	(11,151)	<sup>4</sup>	1,259,952
Other Supplies, Services and Charges	176,108	14,673	162,578	201,975	(39,397)	<sup>5</sup>	243,775
Repairs and Maintenance	76,163	30,725	179,341	128,458	50,883	<sup>6</sup>	145,744
Utilities	119,414	10,891	114,781	138,698	(23,917)	<sup>7</sup>	184,395
Capital Outlay	139,620	-	22,472	53,336	(30,864)	<sup>8</sup>	53,336
Interdepartment Charges	45,972	4,269	38,414	38,414	-		51,217
<b>TOTAL EXPENDITURES</b>	<b>1,451,389</b>	<b>133,805</b>	<b>1,442,803</b>	<b>1,497,249</b>	<b>(54,446)</b>		<b>1,938,419</b>
<b>NET GAIN / (LOSS)</b>	<b>166,897</b>	<b>49,690</b>	<b>160,525</b>	<b>119,240</b>	<b>41,286</b>		<b>168,866</b>

**BEGINNING FUND BALANCE**

**1,487,640** <sup>1</sup>

**ENDING FUND BALANCE**

**1,648,165** <sup>9</sup>

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

<sup>2</sup> Revenue from Memberships is running lower than anticipated in the budget while revenue from activities and daily visits is higher through March.

<sup>3</sup> Variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled \$14,579 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The mark-to-market adjustment for the quarter ending December 31st is \$8,968 (expense). The interest earned through February was \$15,846. Interest for March and the mark-to-market adjustment for the quarter ending March 31st has not been posted.

<sup>4</sup> The favorable variance is related to the reallocation of personnel to the new Longview Community Center mid-year that was not anticipated in the original budget.

<sup>5</sup> Variances in Professional Fees, Recreational Supplies, Janitorial Supplies, Bankcard Fees and Miscellaneous Expense.

<sup>6</sup> The budget includes \$60,000 for glulam replacement. The glulam work was completed along with the replacement of the eyebrow wood trellis structure by the same contractor and charged to Repair and Maintenance-Building. The eyebrow replacement project was budgeted at \$20,000 in the capital account (8000). Unexpected expenses of roof repair (\$5,000), outdoor lighting repair (\$5,900), HVAC repair (\$4,000), elevator repairs (\$10,000), plumbing repairs (\$1,500), upholstery repairs (\$1,700), and lock repairs (\$800) have been completed.

<sup>7</sup> The variance is related to natural gas (\$6,000) and electricity (\$18,000). Electricity for the month of March has not been posted at the time of this report.

<sup>8</sup> The FY19 budget includes ADA ramp replacement (\$6,300), Cardio equipment replacement (\$27,000) and eyebrow wood trellis structure replacement (\$20,000). The eyebrow replacement project was coded to Repair and Maintenance - Buildings along with the Glulam project. Approximately \$20,000 of cardio equipment has been replaced along with \$3,000 for VGB grate replacement.

<sup>9</sup> A transfer of \$200,000 from LPCC fund balance was approved by the Park Board on August 15, 2018. The transfer has not been recorded at the time of this report.



**LONGVIEW COMMUNITY CENTER  
FUND 205  
Financial Report for the Month and Year Ending March 31, 2019**

	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>						
Activity & Membership Fees	64,612	360,713	-	360,713	<sup>2</sup>	687,853
User Charges	489	443	-	443		1,920
Rentals	1,238	24,676	-	24,676		129,190
Interest	-	200	-	200		-
Other Revenue	-	-	-	-		1,032
Contributions	-	-	-	-		4,000
Miscellaneous	472	1,314	-	1,314		24
<b>TOTAL REVENUES</b>	<b>66,811</b>	<b>387,346</b>	<b>-</b>	<b>387,346</b>		<b>824,019</b>
<b>EXPENDITURES</b>						
Personnel Services	54,090	249,091	-	249,091		612,274
Other Supplies, Services and Charges	18,156	49,097	-	49,097		120,748
Repairs and Maintenance	13,886	16,124	-	16,124		37,970
Utilities	21,913	75,957	-	75,957		149,715
Interdepartment Charges	-	-	-	-		50,772
<b>TOTAL EXPENDITURES</b>	<b>108,045</b>	<b>390,269</b>	<b>-</b>	<b>390,269</b>	↓	<b>971,479</b>
<b>NET GAIN / (LOSS)</b>	<b>(41,234)</b>	<b>(2,923)</b>	<b>-</b>	<b>(2,923)</b>		<b>(147,460)</b>
<b>BEGINNING FUND BALANCE</b>		- <sup>1</sup>				
<b>ENDING FUND BALANCE</b>		<u><u>(2,923)</u></u>				

<sup>1</sup> **Beginning Fund Balance** is zero. This fund was created for the new Longview Community Center.

<sup>2</sup> The budget for the new fund has not been spread by month at this time.



**HARRIS PARK COMMUNITY CENTER  
FUND 530  
Financial Report for the Month and Year Ending March 31, 2019**

	Previous Year-to-date March 2018	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance	Approved FY19 Budget
<b>REVENUES</b>						
Activity Fees	520,776	34,998	512,917	586,076	(73,159)	<sup>2</sup> 1,160,952
User Charges	10,827	-	11,347	20,815	(9,468)	<sup>3</sup> 30,065
Rentals	113,060	5,656	92,359	122,271	(29,912)	<sup>4</sup> 163,186
Interest	1,506	-	4,312	375	3,937	500
Other Revenue	686	1	1,496	750	746	950
Contributions	112,275	23,125	139,071	129,125	9,946	<sup>5</sup> 208,000
Miscellaneous	22,849	890	20,322	19,616	706	26,310
<b>TOTAL REVENUES</b>	<b>781,979</b>	<b>64,670</b>	<b>781,824</b>	<b>879,028</b>	<b>(97,204)</b>	<b>1,589,963</b>
<b>EXPENDITURES</b>						
Personnel Services	448,478	26,057	444,267	456,843	(12,576)	<sup>6</sup> 700,979
Other Supplies, Services and Charges	348,002	(1,550)	331,648	360,544	(28,896)	<sup>7</sup> 595,912
Repairs and Maintenance	34,247	350	26,065	18,293	7,772	27,405
Utilities	51,350	5,351	82,789	52,391	30,398	<sup>8</sup> 70,563
Depreciation	26,632	1,645	18,887	34,047	(15,160)	<sup>9</sup> 45,396
Transfers Out	3,519	-	3,519	3,519	-	3,519
Interdepartment Charges	18,727	1,609	14,486	14,486	-	19,315
<b>TOTAL EXPENDITURES</b>	<b>904,323</b>	<b>31,817</b>	<b>902,774</b>	<b>906,076</b>	<b>(3,302)</b>	<b>1,417,693</b>
<b>NET GAIN / (LOSS)</b>	<b>(122,344)</b>	<b>32,853</b>	<b>(120,950)</b>	<b>(27,048)</b>	<b>(93,902)</b>	<b>172,270</b>

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

**426,872** <sup>1</sup>  
**305,922**

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

<sup>2</sup> Significant variances exist in Activity Fees for Camp Summit (\$10,000), Instructional Adult and Youth (\$52,000), Athletics (\$7,000), and Bailey Park (\$11,000). Gate receipts from Legacy Park Amphitheater and Harris Park Community Center (HPCC) were slightly ahead of budget. The variance in Camp Summit is due to a difference in the budgeted weekly attendees vs the actual number of weekly attendees. Instruction Adult programs running below budget include Softball leagues and Kickball leagues, Heartsaver CPR/AED, First Aid and BLS for the Healthcare Provider. Athletic programs running below budget include Basketball programs, Adult Flag Football and Youth Basketball. Adult Flag Football was cancelled due to low enrollment. Youth Instructional programs running below budget include Animal Wonders Camp (due to cancellation), and lower enrollment than anticipated for Play Well Technologies and Young Rembrandts classes.

<sup>3</sup> Revenue from Amphitheater concessions was less than anticipated in the budget due to lower than anticipated attendance.

<sup>4</sup> A majority of the budgeted rental revenue for this fund is in the Harris Park Community Center (HPCC) and Instructional Adult programs. The variance of \$31,000 in rental revenue for the HPCC facility is related to less revenue from the Southern Elite court rentals, less classroom rentals and less fall baseball and football practices.

<sup>5</sup> The favorable variance is from our sponsorship contractor securing more than anticipated sponsorships through March.

<sup>6</sup> The favorable variance is related to Full-Time Salaries due to the vacant Recreation Supervisor position.

<sup>7</sup> Variance exists in Trips and Tours (\$12,000), Bankcard Fees (\$10,000), and Miscellaneous Expense (\$6,500). Trips and Tours are related to the Camp Summit program. The Bankcard Fees for March have not been posted at this time. Also, the budget for Bankcard Fees was spread evenly throughout the year but peaks during the Camp Summit program from May through August. A majority of the Miscellaneous Expense variance is related to the Amphitheater.

<sup>8</sup> The variance in Utilities is related to electricity at Lea McKeighan North (\$26,700) and higher water usage at Hartman Park (\$8,500). Based on the operating agreement with KCIce, the electricity for the ice rink and concession building are to be billed to KCIce. There are offsetting favorable variances related to utilities at other locations.

<sup>9</sup> The depreciation expense for assets in service in FY19 is lower than the estimate used in the original budget.



**PARKS & RECREATION  
FUND 200  
Financial Report for the Month and Year Ending March 31, 2019**

	Previous Year-to-date March 2018	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>							
Taxes	3,370,272	119,412	3,533,999	3,346,619	187,380	<sup>2</sup>	3,378,200
Fines & Forfeitures	15,647	1,902	13,297	12,750	547		17,000
Interest	(3,035)	28	48,183	3,750	44,433	<sup>3</sup>	5,000
Other Revenue	3,090	160	5,718	2,625	3,093		3,500
Contributions	61,148	426	34,531	33,140	1,391		83,200
Miscellaneous	46,375	3,943	22,297	26,679	(4,382)		43,659
Transfers In	78,472	-	77,024	78,961	(1,937)		85,102
<b>TOTAL REVENUES</b>	<b>3,571,969</b>	<b>125,871</b>	<b>3,735,049</b>	<b>3,504,524</b>	<b>230,525</b>		<b>3,615,661</b>
<b>EXPENDITURES</b>							
Personnel Services	1,380,387	177,477	1,359,359	1,412,268	(52,909)	<sup>4</sup>	1,897,890
Other Supplies, Services and Charges	644,108	39,212	586,620	668,620	(82,000)	<sup>5</sup>	916,774
Repairs and Maintenance	214,742	30,149	178,809	268,229	(89,420)	<sup>6</sup>	349,499
Utilities	63,744	2,522	82,538	82,879	(341)		120,505
Fuel & Lubricants	24,972	3,433	19,863	25,333	(5,470)		33,777
Capital Outlay	87,038	(14,850)	37,317	130,677	(93,360)	<sup>7</sup>	137,677
Interdepartment Charges	141,324	15,484	139,358	139,358	-		185,811
Transfer to Park Construction Fund	510,000	-	-	-	-		-
Reimbursement - Interfund	(100,389)	(12,738)	(114,641)	(114,641)	-		(152,855)
<b>TOTAL EXPENDITURES</b>	<b>2,965,926</b>	<b>240,689</b>	<b>2,289,223</b>	<b>2,612,723</b>	<b>(323,500)</b>		<b>3,489,078</b>
<b>NET GAIN / (LOSS)</b>	<b>606,043</b>	<b>(114,818)</b>	<b>1,445,826</b>	<b>891,802</b>	<b>554,025</b>		<b>126,583</b>

**BEGINNING FUND BALANCE**

**2,321,836** <sup>1</sup>

**ENDING FUND BALANCE**

**3,767,662** <sup>8</sup>

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

<sup>2</sup> The favorable variance in Taxes is related to Jackson County property tax and replacement tax receipts being higher than anticipated.

<sup>3</sup> A majority of the variance is related to the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled \$31,695 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The mark-to-market adjustment for the quarter ending December 31st is \$7,052 (expense). The interest earned through February was \$23,540. Interest for March and the mark-to-market adjustment for the quarter ending March 31st has not been posted.

<sup>4</sup> The favorable variance is related to Full-Time and Part-Time Salaries due to vacancies.

<sup>5</sup> Significant variances (favorable and unfavorable) identified in Insurance Expense, Professional Fees, Printing Expense, Public Relations Expense, and Asphalt. The timing of when these expenditures post in the accounting system may differ from when they were anticipated in the budget. In addition, the Insurance Expense for the entire year has been posted while the budget is spread by month.

<sup>6</sup> Several Repair and Maintenance items anticipated through March including linden removal, placement of kiddy cushion mulch, fertilizer, grass and native seed, shade structures, drinking fountain and trashcan replacement were not completed in the fall. The budget also includes \$30,000 for concession stand painting in August which has only been partially completed.

<sup>7</sup> Capital Outlay - The work budgeted for the period includes a Morton Storage Building at PCOC, outdoor electrical receptacles at Legacy football fields and Restroom Heat at Lea McKeighan and Miller J Fields Parks. The variance is the Morton storage building (\$85,765) which was anticipated to be complete in September.

<sup>8</sup> A transfer of \$650,000 from Parks & Recreation fund balance was approved by the Park Board on August 15, 2018. The transfer has not been recorded at the time of this report.



**SUMMIT WAVES  
FUND 203  
Financial Report for the Month and Year Ending March 31, 2019**

	Previous Year-to-date March 2018	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>							
Activity Fees	273,285	37,166	241,955	228,244	13,711	<sup>2</sup>	525,018
User Charges	53,858	-	57,571	59,442	(1,871)		103,444
Rentals	10,249	-	8,845	10,445	(1,600)		22,239
Interest	925	-	3,507	900	2,607		1,200
Miscellaneous	856	-	1,162	224	938		1,383
<b>TOTAL REVENUES</b>	<b>339,173</b>	<b>37,166</b>	<b>313,040</b>	<b>299,255</b>	<b>13,785</b>		<b>653,284</b>
<b>EXPENDITURES</b>							
Personnel Services	193,818	6,151	206,831	202,956	3,875		337,826
Other Supplies, Services and Charges	72,278	234	62,206	63,071	(865)		135,662
Repairs and Maintenance	15,925	-	16,150	13,097	3,053		34,477
Utilities	44,584	117	38,372	42,450	(4,078)		66,050
Interdepartment Charges	19,694	1,881	17,006	17,006	-		22,675
Capital Outlay	-	-	1,455	25,256	(23,801)	<sup>3</sup>	25,256
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
<b>TOTAL EXPENDITURES</b>	<b>352,284</b>	<b>8,383</b>	<b>348,005</b>	<b>369,821</b>	<b>(21,816)</b>		<b>627,931</b>
<b>NET GAIN / (LOSS)</b>	<b>(13,111)</b>	<b>28,783</b>	<b>(34,965)</b>	<b>(70,566)</b>	<b>35,601</b>		<b>25,353</b>

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

**222,180** <sup>1</sup>  
**187,215**

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

<sup>2</sup> A majority of the variance is related to Summit Waves memberships being higher than anticipated in the budget.

<sup>3</sup> The FY19 budget includes VGB grate replacement for \$24,000 that has not been completed.

**Note:** Construction settlement funds of \$13,180 are being held in an account on the balance sheet. As related repairs are identified, the funds are transferred from that account to reimburse repair costs.



**CEMETERY TRUST  
FUND 204  
Financial Report for the Month and Year Ending March 31, 2019**

	Previous Year-to-date March 2018	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>							
Services	80,347	4,750	47,589	115,941	(68,352)	<sup>2</sup>	154,588
Sale of Property	59,000	8,000	32,500	30,750	1,750		41,000
Interest	4,307	-	18,505	6,825	11,680	<sup>3</sup>	9,100
<b>TOTAL REVENUES</b>	<b>143,654</b>	<b>12,750</b>	<b>98,594</b>	<b>153,516</b>	<b>(54,922)</b>		<b>204,688</b>
<b>EXPENDITURES</b>							
Personnel Services	44,422	9,220	34,621	42,711	(8,090)		57,092
Other Supplies, Services and Charges	54,352	678	30,767	71,692	(40,925)	<sup>4</sup>	103,179
Repairs and Maintenance	5,777	-	5,757	5,038	719		9,120
Utilities	2,674	37	1,753	2,963	(1,210)		3,950
Fuel & Lubricants	446	43	265	900	(635)		1,200
Interdepartment Charges	12,598	937	8,433	8,433	-		11,244
Transfers Out (To 026)	15,381	-	12,385	13,934	(1,549)		18,578
<b>TOTAL EXPENDITURES</b>	<b>135,650</b>	<b>10,915</b>	<b>93,981</b>	<b>145,671</b>	<b>(51,690)</b>		<b>204,363</b>
<b>NET GAIN / (LOSS)</b>	<b>8,004</b>	<b>1,835</b>	<b>4,613</b>	<b>7,846</b>	<b>(3,233)</b>		<b>325</b>

<b>BEGINNING FUND BALANCE</b>	<u><b>1,303,954</b></u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u><b>1,308,567</b></u></u>

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

<sup>2</sup> The variance is due to lower monument sales and grave openings than anticipated in the budget.

<sup>3</sup> The variance is related to interest and the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled \$12,379 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. The mark-to-market adjustment for the quarter ending December 31st is \$7,752 (expense). The interest earned through February was \$13,878. Interest for March and the mark-to-market adjustment for the quarter ending March 31st has not been posted.

<sup>4</sup> A majority of the variance is related to Professional Fee expense and Other Construction Materials. Both of these line items have a direct correlation to the lower revenue for monument sales and grave openings.



**CONSTRUCTION FUND  
FUND 327  
Financial Report for the Month and Year Ending March 31, 2019**

	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>						
Interest	-	481	1,875	(1,394)		2,500
Transfer from Public Works	-	-	187,500	(187,500)	2, 3	250,000
Transfers from Fund 410	-	2,325,000	2,325,000	-	2	3,100,000
<b>TOTAL REVENUES</b>	-	<b>2,325,481</b>	<b>2,514,375</b>	<b>(188,894)</b>		<b>3,352,500</b>
<b>EXPENDITURES</b>						
Additions to Const in Progress	107,045	6,127,176	2,126,250	4,000,926	2, 3, 4	<b>2,835,000</b>
<b>TOTAL EXPENDITURES</b>	<b>107,045</b>	<b>6,127,176</b>	<b>2,126,250</b>	<b>4,000,926</b>		<b>2,835,000</b>

<b>BEGINNING FUND BALANCE</b>	<u>85,145</u> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<u><u>(3,716,550)</u></u>

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

<sup>2</sup> Funding for proposed projects in the FY19 budget include:

	<b>Approved - FY19 Budget</b>
Arts in Parks	\$ 10,000
Harris Park Restrooms	110,000
Hartman Park Trailhead (see footnote 3)	250,000
Howard Park Renovation	700,000
Langsford/Ruiz Trail Extension	100,000
LSPR Greenway Master Plan Update	20,000
Summit Park Renovations (total project estimate \$1,600,000)	1,225,000
Wave Pool at Summit Waves (total project estimate \$5,000,000)	420,000
<b>Total</b>	<b><u>\$ 2,835,000</u></b>

<sup>3</sup> When the FY19 budget was proposed and approved by the Board, funding for the Hartman Park Trailhead project was going to be funded by a transfer from Public Works into the Park Construction fund. Now, the project costs are being charged directly to a Public Works Activity number.

<sup>4</sup> The expenditures include \$5,092,773 related to the purchase and renovation of the Longview Community Center which was not anticipated in the original budget. The project is funded by an interfund loan of \$4,100,000 for the purchase of the building and a \$1,650,000 renovation budget funded by sales tax proceeds and fund balance reserves from Funds 200 and 202.



**PARKS COP DEBT  
FUND 410  
Financial Report for the Month and Year Ending March 31, 2019**

	Month-to-Date March 2019	Year-to-Date March 2019	Year-to-Date Budget	Year-to-Date Variance		Approved FY19 Budget
<b>REVENUES</b>						
Taxes	415,906	3,179,579	3,036,562	143,017	<sup>2</sup>	4,095,942
EATS	(17,434)	(121,634)	(170,048)	48,414	<sup>2</sup>	(184,317)
Interest	-	62,710	5,625	57,085	<sup>3</sup>	7,500
<b>TOTAL REVENUES</b>	<b>398,472</b>	<b>3,120,655</b>	<b>2,872,139</b>	<b>248,516</b>		<b>3,919,125</b>
<b>EXPENDITURES</b>						
Transfers Out-Gamber Center	14,583	131,250	131,250	-		175,000
Transfers Out-Construction Fund	258,333	2,325,000	2,325,000	-		3,100,000
<b>TOTAL EXPENDITURES</b>	<b>272,916</b>	<b>2,456,250</b>	<b>2,456,250</b>	<b>-</b>		<b>3,275,000</b>
<b>NET GAIN / (LOSS)</b>	<b>125,556</b>	<b>664,405</b>	<b>415,889</b>	<b>248,516</b>		<b>644,125</b>

<b>BEGINNING FUND BALANCE</b>	<b>646,600</b> <sup>1</sup>
<b>ENDING FUND BALANCE</b>	<b>1,311,005</b> <sup>4</sup>

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

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

<sup>3</sup> A majority of the variance is related to the mark-to-market adjustment. The reversal of the 6/30/18 year-end adjustment totaled \$54,775 (income). The new mark-to-market adjustment is recorded at the end of each quarter and reversed the following month. At the time of reporting, the mark-to-market adjustment for the quarter ending December 31st is \$0 (expense). The interest earned through February was \$7,935. Interest for March and the mark-to-market adjustment for the quarter ending March 31st has not been posted.

<sup>4</sup> An additional transfer of \$800,000 from the Parks COP fund balance was approved by the Park Board on August 15, 2018. The transfer has not been recorded at the time of this report.



# MEMORANDUM



**Date:** April 24, 2019

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

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

**Re:** Sales Tax Update – April 2019

April sales tax proceeds total \$309,403, which is 99.3% of the monthly projection. Year-over-year actual receipts totaled \$57,081 more than the receipts through April 2018. For the month of April, additional information regarding the top 15 remitters is not available at the time of this report. The EATs data for the month of April along with prior months for some locations is not available at the time of this report.

Note: The economic activity tax (EATs) reimbursement is calculated on the monthly gross sales tax receipts for each location. The finance department has until the 10<sup>th</sup> of the following month to make the EATs payment. The payment amount by location is available to LSPR staff once the payment has been made and posted to the general ledger by the finance department.

	Budget	Actual	Amount Difference \$
<b>Cumulative Balance Through FY 2018</b>	<b>63,040,536</b>	<b>64,445,498</b>	<b>1,404,962</b>
<b>FY 2019</b>			
YTD Balance Forward - Sales Tax	3,132,137	3,179,579	47,442
YTD Balance Forward - EATs	(138,238)	(121,634)	16,604
Sales Tax Receipts - April 2019	311,637	309,403	(2,234)
EATs - April 2019	(15,360)	-	15,360
<b>YTD Balance - Sales Tax</b>	<b>3,443,775</b>	<b>3,488,982</b>	<b>45,208</b>
<b>YTD Balance - EATs</b>	<b>(153,598)</b>	<b>(121,634)</b>	<b>31,964</b>
<b>LIFE-TO-DATE DATA BY SALES TAX</b>			
<b>Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **</b>	<b>3,672,093</b>	<b>3,756,599</b>	<b>84,506</b>
<b>Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/08 through 3/31/18)</b>	<b>30,963,365</b>	<b>31,100,648</b>	<b>137,283</b>
<b>Cumulative Net Proceeds-3/8 cent Sales Tax (4/1/98 through 3/31/08)</b>	<b>32,768,255</b>	<b>32,955,600</b>	<b>187,345</b>

\*\* The 4/1/18 beginning date for the renewed 1/4 cent sales tax represents the beginning date of a new reporting period. The reporting period is based on the time of collection of sales tax at the individual business. The information provided in this report is based on the time the collected sales tax proceeds are received by the City of Lee's Summit Finance Department. There is a two month delay between the end of the reporting period and the month the sales tax proceeds are received/recorded. Therefore, the new 1/4 cent sales tax includes revenue received beginning in June 2018.



### **Additional information**

During the annual budget development process, the City of Lee's Summit Administration department develops the budget for gross sales tax revenue and economic activity taxes (EATs) for the new fiscal year. The actuals receipts from the prior months are used as a baseline estimate with adjustments made for any large changes in the business mix (ie. new stores opening, etc).

**Gross Sales Tax** - The City of Lee's Summit Finance department receives payment from the State of Missouri around the 10<sup>th</sup> of each month. The actual proceeds received for the month are based on the timing of sales tax remittance from the businesses and the timely processing by the State of Missouri. Detailed information by remitter is received by the Finance department and the top 15 remitters are tracked on a monthly basis. Information on the number of top fifteen remitters included in the monthly receipts provides some insight into the variance between actual and budget. The Finance department can share the number of top fifteen businesses included in the monthly receipts but cannot provide any further detail to LSPR staff. Further, the budget is spread by month based on the prior year actual monthly receipts. Therefore, the variance between actual and budget for the month and year-to-date can also be impacted by the budget spread by month for the current year.

**Economic Activity Tax (EATS)** - The budget for EATs is developed by the City of Lee's Summit Administration department along with the budget for gross sales tax revenues. The Finance department has until the 10<sup>th</sup> of the following month to make the EATs payments based on the sales tax received for the month for that location.





April 24, 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

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 23-30)
- 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 31)
- 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 32-33)
- 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 34-53)

## Lee's Summit Parks & Recreation Board

Tyler Morehead  
*President*

Mindy Aulenbach  
*Vice President*

Lawrence Bivins  
*Treasurer*

Casey Crawford

James Huser

Nancy Kelley

Marly McMillen

Samantha Shepard

Nick Walker

Joe Snook, CPRP  
*Administrator*

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Member, National Recreation  
& Park Association

Member, Missouri Park  
& Recreation Association



LEE'S SUMMIT  
MISSOURI



Other attachments include:

- Terminology/Useful Things to Know (pages 54-55)
- Fund Balance Policy Resolution (page 56)
- LSPR Organizational Chart (page 57)
- Public Works/Cemetery MOU, Fee Allocation, Budget Summary (pages 58-82)
- Full-Time and Part-Time Compensation Schedules (pages 83-85)
- Training and Licensing Plan/Training Goals and Key (pages 86-90)
- VERP Schedules (pages 91-93)
- Replacement Schedules (pages 94-96)
- Capital Project Funding Report-Current Project Work Plan (page 97-98)





## FY 2020 Fund Summary Comments

### All Funds

- **CORE BUDGET EXPENDITURES – Full time only**
  - The FY20 budget reflects a 3% 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

#### **FY19 Projections**

**Attendance:** 79,580

**Memberships:** 63 LS Passport/All Inclusive; 373 Gamber Community Center; 12,580 Silver Sneaker Visits

**Projected Fund Balance @ 6/30/19:** \$494,211

**Revenue from Rentals:** \$141,610

**Number of Fitness Classes Held:** 1,352

#### **FY20 Requested Budget:**

Expenditures	Revenues	Net
\$425,728	\$471,216	\$45,488

- **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
\$2,085,351	\$2,091,270	\$5,919

- **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

### **FY19 Projections**

**Attendance:** 33,267

**Memberships:** 2,439

**Projected Fund Balance @ 6/30/19:** (\$96,713)

**Revenue from Rentals:** \$97,620

**Number of Fitness Classes Held:** 56 per week

### **FY20 Requested Budget:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$1,362,821	\$1,478,871	\$116,050

- **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>
\$1,500,129	\$1,522,510	\$22,381

- **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 budget 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:**

<b>Expenditures</b>	<b>Revenues</b>	<b>Net</b>
\$3,615,723	\$3,688,631	\$72,908

- **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 \$100,000 for Legacy Park Wayfinding, \$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 Beautification Commission is not included in the Parks and Recreation fund for the FY20 budget. In past years, LSPR provided staff support (.35 FTE) through a memorandum of understanding with the City of Lee's Summit. The associated personnel costs of approximately \$30,000 has been absorbed into the Parks and Recreation fund to provide additional staff support for the Park Operations and Legacy Park programs.



## 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
\$674,345	\$761,472	\$87,127

- **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
\$204,873	\$208,885	\$4,012



## 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	\$4,435,000	(\$1,165,110)

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	<u>\$5,530,000</u>

## Park COP Debt – Fund 410

### **FY20 Requested Budget:**

Expenditures	Revenues	Net
\$4,495,000	\$4,183,807	(\$311,193)

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 \$140,987 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 Construction Fund for the repayment of an interfund loan for the purchase of Longview Community Center - \$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 Actuals		Fiscal Year 2019				Fiscal Year 2020 Maintenance		Fiscal Year 2020 Requested	
	Revenue	Expenditures	Budget Revenue	Projected Revenue	Budget Expenditures	Projected 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	406,630	471,216	425,728
<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>406,630</b>	<b>471,216</b>	<b>425,728</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	1,921,246	2,091,270	2,085,351
<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>1,921,246</b>	<b>2,091,270</b>	<b>2,085,351</b>
<b>Fund 205</b>										
Longview Community Center	-	-	824,019	753,207	971,480	849,920	1,478,871	1,353,671	1,478,871	1,362,821
<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>1,353,671</b>	<b>1,478,871</b>	<b>1,362,821</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	1,481,429	1,522,510	1,500,129
<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>1,481,429</b>	<b>1,522,510</b>	<b>1,500,129</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	3,688,631	3,443,293	3,688,631	3,615,723
<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>3,688,631</b>	<b>3,443,293</b>	<b>3,688,631</b>	<b>3,615,723</b>
<b>Fund 203</b>										
Aquatics Center	695,128	599,501	653,284	683,365	627,931	644,971	761,472	636,845	761,472	674,345
<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>636,845</b>	<b>761,472</b>	<b>674,345</b>
<b>Fund 204</b>										
Cemetery	174,918	179,880	204,688	190,688	204,363	203,967	208,885	204,873	208,885	204,873
<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>204,873</b>	<b>208,885</b>	<b>204,873</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	4,435,000	5,600,110	4,435,000	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>4,435,000</b>	<b>5,600,110</b>	<b>4,435,000</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	4,183,807	4,495,000	4,183,807	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>4,183,807</b>	<b>4,495,000</b>	<b>4,183,807</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>18,841,662</b>	<b>19,543,097</b>	<b>18,841,662</b>	<b>19,964,080</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	558,797	<b>539,699</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$60,995)
<b>Fund 202</b>	<b>Legacy Park Community Ctr</b>	1,487,640	1,656,505	1,450,172	1,620,196	<b>1,456,091</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$288,187)
<b>Fund 205</b>	<b>Longview Community Ctr</b>	-	(147,461)	(96,713)	28,487	<b>19,337</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$203,051)
<b>Fund 530</b>	<b>Harris Park Community Ctr</b>	426,872	553,746	472,762	513,843	<b>495,143</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$222,214)
<b>Fund 200</b>	<b>Parks &amp; Recreation</b>	2,321,836	2,448,419	1,955,924	2,201,262	<b>2,028,832</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$516,494)
<b>Fund 203</b>	<b>Aquatics Center</b>	222,180	247,533	260,574	385,201	<b>347,701</b>	Fund Balance Policy-15% of budgeted operating expenditures (\$95,527)
<b>Fund 204</b>	<b>Cemetery</b>	1,303,954	1,304,279	1,290,675	1,294,687	<b>1,294,687</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	(2,355,242)	(5,015,242)	<b>(5,015,242)</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	303,227	<b>303,227</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 Laminate 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 Laminate 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 Beutification 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 Facilities / 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 Facilities / 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	\$ 100,050	\$ 100,050 <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	6,203	6,203	
7010	0	FICA - PT	-	6,867	5,954	6,455	6,455	
7011	0	Medicare Deduction	2,566	2,889	2,685	2,960	2,960	
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	300	300	
7019	0	Workers Compensation	1,350	2,700	1,218	1,128	1,128	
7020	0	Long Term Disability	274	460	463	520	520	
7021	0	Unemployment Insurance	1,329	426	419	129	129	
7023	0	LAGERS - Retirement	8,841	9,201	9,752	9,605	9,605	
<b>Total Personnel Services</b>			<b>\$ 236,125</b>	<b>\$ 255,934</b>	<b>\$ 238,970</b>	<b>\$ 256,912</b>	<b>\$ 256,912</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>\$ 406,630</b>	<b>\$ 425,728</b>	<b>\$ 19,098</b>
<b>NET</b>			<b>\$ 40,098</b>	<b>\$ 40,603</b>	<b>\$ 26,138</b>	<b>\$ 64,586</b>	<b>\$ 45,488</b>	<b>\$ (19,098)</b>
<b>Percent Recovery</b>			<b>108.99%</b>	<b>109.04%</b>	<b>106.03%</b>	<b>115.88%</b>	<b>110.68%</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>	\$ 401,719	\$ 401,719 <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	24,907	24,907	
7010	0	FICA - PT	-	38,851	39,681	43,192	43,192	
7011	0	Medicare Deduction	13,466	14,199	14,611	15,926	15,926	
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	1,205	1,205	
7019	0	Workers Compensation	40,490	40,490	36,526	26,116	26,116	
7020	0	Long Term Disability	1,007	1,834	1,912	2,089	2,089	
7021	0	Unemployment Insurance	7,640	2,595	2,592	570	570	
7023	0	LAGERS - Retirement	30,682	31,029	32,820	38,565	38,565	
<b>Total Personnel Services</b>			<b>\$ 1,206,262</b>	<b>\$ 1,259,952</b>	<b>\$ 1,285,825</b>	<b>\$ 1,366,446</b>	<b>\$ 1,366,446</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	<sup>5</sup>	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	<sup>6</sup>	\$ 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	<sup>7</sup>	\$ -	\$ 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	<sup>8</sup>	\$ -	\$ -	
<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>\$ 1,921,246</b>	<b>\$ 2,085,351</b>	<b>\$ 164,105</b>
<b>NET</b>			<b>\$ 149,369</b>	<b>\$ 168,865</b>	<b>\$ (37,468)</b>		<b>\$ 170,024</b>	<b>\$ 5,919</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>	\$ 259,054	\$ 259,054 <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>	16,061	16,061 <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	11,244	11,244 <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	777	777	
7019	0	Workers Compensation	-	-	-	20,312	20,312 <sup>9</sup>	
7020	0	Long Term Disability	-	1,691	1,518	1,347	1,347	
7021	0	Unemployment Insurance	-	340	1,414	345	345	
7023	0	LAGERS - Retirement	-	16,909	15,509 <sup>3</sup>	24,869	24,869	
<b>Total Personnel Services</b>			<b>\$ -</b>	<b>\$ 612,275</b>	<b>\$ 539,137</b>	<b>\$ 952,149</b>	<b>\$ 952,149</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	\$ -	\$ 42,000	\$ 42,000	
9004	0	MERP	-	3,804	-	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>\$ 1,353,671</b>	<b>\$ 1,362,821</b>	<b>\$ 9,150</b>
<b>NET</b>			<b>\$ -</b>	<b>\$ (147,461)</b>	<b>\$ (96,713)</b>	<b>\$ 125,201</b>	<b>\$ 116,050</b>	<b>\$ (9,150)</b>
<b>Percent Recovery</b>			<b>0%</b>	<b>85%</b>	<b>89%</b>	<b>109%</b>	<b>109%</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>\$</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> \$ 234,037	\$ 234,037	<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	14,510	14,510	
7010	0	FICA - PT	-	21,475	21,970	23,502	23,502	
7011	0	Medicare Deduction	7,102	7,980	8,292	9,015	9,015	
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	702	702	
7019	0	Workers' Compensation	16,170	16,170	14,939	11,245	11,245	
7020	0	Long Term Disability	609	1,061	1,060	1,217	1,217	
7021	0	Unemployment Insurance	9,025	2,517	2,450	294	294	
7023	0	LAGERS - Retirement	18,465	21,212	23,094	22,468	22,468	
<b>Total Personnel Services</b>			<b>\$ 641,604</b>	<b>\$ 700,979</b>	<b>\$ 715,874</b>	<b>\$ 762,687</b>	<b>\$ 762,687</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	14,744	14,744	
7705	0	Discount Expense	-	-	-	-	-	
<b>Total Supplies and Other Services</b>			<b>\$ 512,945</b>	<b>\$ 595,912</b>	<b>\$ 523,205</b>	<b>\$ 574,951</b>	<b>\$ 574,951</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>\$ 1,481,429</b>	<b>\$ 1,500,129</b>	<b>\$ 18,700</b>
<b>NET</b>			<b>\$ (20,055)</b>	<b>\$ 126,874</b>	<b>\$ 45,890</b>	<b>\$ 41,081</b>	<b>\$ 22,381</b>	<b>\$ (18,700)</b>
<b>Percent Recovery</b>			<b>98.50%</b>	<b>108.67%</b>	<b>103.28%</b>	<b>102.77%</b>	<b>101.49%</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	\$ -	\$ -	
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>\$ 24,667</b>	<b>\$ 24,667</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>			<b>\$ 3,731,692</b>	<b>\$ 3,615,661</b>	<b>\$ 3,693,717</b>	<b>\$ 3,688,631</b>	<b>\$ 3,688,631</b>	
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 1,140,145	\$ 1,211,933	\$ 1,185,028	\$ 1,299,050	\$ 1,299,050	
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	80,541	80,541	
7010	0	FICA-PT	-	4,287	4,287	4,353	4,353	
7011	0	Medicare Deduction	15,948	18,576	18,247	19,854	19,854	
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	3,897	3,897	
7019	0	Workers Compensation	62,109	61,075	51,648	40,392	40,392	
7020	0	Long Term Disability	3,414	6,302	4,925	6,755	6,755	
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	124,709	124,709	
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>\$ 1,939,649</b>	<b>\$ 1,939,649</b>	<b>\$ -</b>
<b>SUPPLIES AND OTHER SERVICES</b>								
7200	0	Advertising Exp	\$ 2,776	\$ 3,695	\$ 3,250	\$ 1,100	\$ 1,100	
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	
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	



**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
7206	0	Printing Expense	30,911	32,605	32,117	40,140	40,140	<sup>14</sup>
7207	0	Professional Fees	336,565	331,756	343,717	337,227	337,227	<sup>15</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	49,720	49,720	
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	8,400	8,400	
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>16</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>\$ 958,788</b>	<b>\$ 958,788</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	216,287	216,287	
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>\$ 334,140</b>	<b>\$ 334,140</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>17</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	\$ -	\$ 172,430	<sup>18</sup> \$ 172,430
<b>Total Capital Outlay</b>			<b>\$ 99,596</b>	<b>\$ 137,677</b>	<b>\$ 137,677</b>	<b>\$ -</b>	<b>\$ 172,430</b>	<b>\$ 172,430</b>
<b>CONSTRUCTION</b>								
8502	0	Reimbursement-Intrfd Serv	\$ (138,941)	\$ (152,855)	\$ (162,855)	<sup>8</sup> \$ (160,802)	\$ (160,802)	<sup>19</sup>
<b>Total Construction</b>			<b>\$ (138,941)</b>	<b>\$ (152,855)</b>	<b>\$ (162,855)</b>	<b>\$ (160,802)</b>	<b>\$ (160,802)</b>	<b>\$ -</b>
<b>TRANSFER TO OTHER FUNDS</b>								
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	
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	2,466	2,466	
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>\$ 194,316</b>	<b>\$ 194,316</b>	<b>\$ -</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>TOTAL EXPENDITURES</b>	<b>\$ 3,775,125</b>	<b>\$ 3,489,078</b>	<b>\$ 4,059,629</b>	<b>\$ 3,443,293</b>	<b>\$ 3,615,723</b>	<b>\$ 172,430</b>
<b>NET</b>	<b>\$ (43,433)</b>	<b>\$ 126,583</b>	<b>\$ (365,912)</b>	<b>\$ 245,338</b>	<b>\$ 72,908</b>	<b>\$ (172,430)</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>14</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 DTLMS 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 - Intrrd Serv is projected higher for the additional maintenance location for Public Works.

<sup>15</sup> The FY20 Request reflects an increase in Professional Fees due to contract mowing costs.

<sup>16</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>17</sup> Water costs are budgeted higher due to the increased usage related to the splashpads.

<sup>18</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 wayfinding at Legacy Park (\$100,000), 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>19</sup> The FY20 Request reflects an increase in Reimbursement - Intrrd 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 Beautification Commission is not included in the Parks and Recreation fund for the FY20 budget. In past years, LSPR provided staff support (.35 FTE) through a memorandum of understanding with the City of Lee's Summit. The associated personnel costs of approximately \$30,000 has been absorbed into the Parks and Recreation fund to provide additional staff support for the Park Operations and Legacy Park programs.

<sup>12</sup> The FY20 Request reflects an increase in Full Time Salaries due to the implementation of the compensation study.

<sup>13</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.

<b>EXPANSION REQUEST</b>	
<b>Park Services</b>	
Arborwalk Park Trail Expansion	\$ 20,000
Ventrac Boom Sickle Mower	16,080
Holiday Lights - Howard Station Park	2,000
Kiosk for Park Operations	750
<b>Legacy Park</b>	
Legacy Park Wayfinding	100,000
Legacy Park Lake Survey	6,600
Four Shade Structures at T-ball Bleachers	27,000
<b>Total Expansion</b>	<b>\$ 172,430</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	\$ 58,835	\$ 58,835	
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	3,648	3,648	
7010 0 FICA - PT	-	13,868	14,645	15,660	15,660	
7011 0 Medicare Deduction	3,703	4,096	4,263	4,516	4,516	
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	177	177	
7019 0 Workers Compensation	10,797	10,797	9,740	7,254	7,254	
7020 0 Long Term Disability	167	306	300	306	306	
7021 0 Unemployment Insurance	66	1,146	1,152	66	66	
7023 0 LAGERS - Retirement	5,750	6,117	6,009	5,648	5,648	
<b>Total Personnel Services</b>	<b>\$ 302,279</b>	<b>\$ 337,826</b>	<b>\$ 349,458</b>	<b>\$ 361,985</b>	<b>\$ 361,985</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>\$ 636,845</b>	<b>\$ 674,345</b>	<b>\$ 37,500</b>
<b>NET</b>			<b>\$ 95,627</b>	<b>\$ 25,353</b>	<b>\$ 38,394</b>	<b>\$ 124,627</b>	<b>\$ 87,127</b>	<b>\$ (37,500)</b>
<b>Percent Recovery</b>			<b>115.95%</b>	<b>104.04%</b>	<b>105.95%</b>	<b>119.57%</b>	<b>112.92%</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>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</b>
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 34,611	\$ 35,205	\$ 35,205	\$ 36,680	\$ 36,680	
7002	0	Overtime	11	-	-	-	-	
7008	0	Short Term Disability	47	50	50	45	45	
7009	0	FICA - Employer	2,131	2,183	2,183	2,274	2,274	
7011	0	Medicare Deduction	498	510	510	532	532	
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	110	110	
7019	0	Worker's Compensation	4,049	4,049	3,653	2,612	2,612	
7020	0	Long Term Disability	113	183	183	191	191	
7021	0	Unemployment Insurance	60	60	60	54	54	
7023	0	LAGERS - Retirement	3,623	3,661	3,661	3,521	3,521	
<b>Total Personnel Services</b>			<b>\$ 54,449</b>	<b>\$ 57,092</b>	<b>\$ 56,696</b>	<b>\$ 56,918</b>	<b>\$ 56,918</b>	<b>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</b>
<b>CONSTRUCTION</b>								
8506	0	Construction Materials	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Construction</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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>\$ -</b>
<b>TRANSFERS</b>								
9101	0	Transfer to Parks	\$ 20,508	\$ 18,578	\$ 18,578	\$ 18,625	\$ 18,625	
<b>Total Transfers</b>			<b>\$ 20,508</b>	<b>\$ 18,578</b>	<b>\$ 18,578</b>	<b>\$ 18,625</b>	<b>\$ 18,625</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 179,880</b>	<b>\$ 204,363</b>	<b>\$ 203,967</b>	<b>\$ 204,873</b>	<b>\$ 204,873</b>	<b>\$ -</b>
<b>NET</b>			<b>\$ (4,962)</b>	<b>\$ 325</b>	<b>\$ (13,279)</b>	<b>\$ 4,012</b>	<b>\$ 4,012</b>	<b>\$ -</b>
<b>Percent Recovery</b>			<b>97.24%</b>	<b>100.16%</b>	<b>93.49%</b>	<b>101.96%</b>	<b>101.96%</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>	4,320,000
<b>Transfers to Other Funds Total</b>	<b>\$ 4,135,000</b>	<b>\$ 3,350,000</b>	<b>\$ 4,750,000</b>	<b>\$ 4,320,000</b>
<b>TOTAL REVENUES</b>	<b>\$ 4,138,413</b>	<b>\$ 3,352,500</b>	<b>\$ 4,752,500</b>	<b>\$ 4,435,000</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>\$ (1,165,110)</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	4,347,857
EATS	(158,416)	(184,317)	(167,454)	(170,050)
<b>Taxes Total</b>	<b>3,923,403</b>	<b>3,911,625</b>	<b>4,036,820</b>	<b>4,177,807</b>
<b>INTEREST</b>				
INTEREST ON INVESTMENTS	11,651	7,500	6,000	6,000
<b>Interest Total</b>	<b>11,651</b>	<b>7,500</b>	<b>6,000</b>	<b>6,000</b>
<b>TOTAL REVENUES</b>	<b>3,935,054</b>	<b>3,919,125</b>	<b>4,042,820</b>	<b>4,183,807</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 CONSTRUCTION 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>(311,193)</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



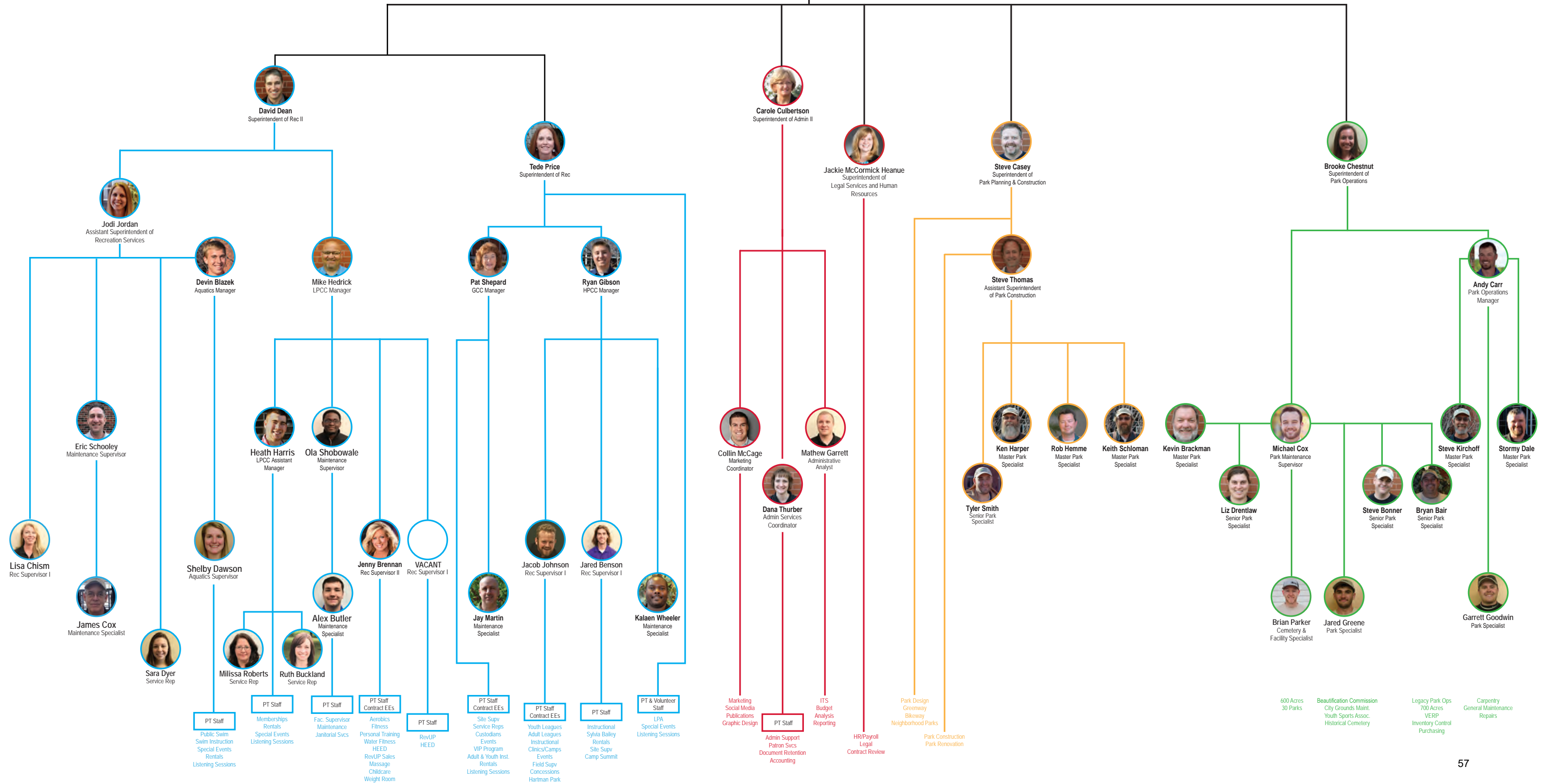
Bob Johnson  
District 4 Councilman  
Park Board Liaison



## LEE'S SUMMIT PARKS & RECREATION



Joe Snook  
Administrator





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 \$160,802 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	28,598
7008-0-Short Term Disability Pay	30
7009-0-FICA-Employer	1,773
7011-0-Medicare Deduction	415
7014-0-Communication Allowance	-
7015-0-Health/Dental Insurance	7,070
7018-0-Life Insurance	86
7019-0-Worker's Compensation	5,640
7020-0-Disability Insurance	149
7021-0-Unemployment Insurance	36
7023-0-Retirement-Lagers	2,745
	<u>46,542</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	14,618
<b>Total Transfers</b>	<u>14,618</u>
	<u><b>160,802</b></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
Total Materials	12.00		\$3,340.00		Total Labor	128.00			\$0.00

Grand Total \$3,340.00



Schedule of Services

fy 20

**Attachment #2 Ward Road - M150 to Longview 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	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	\$1,710.00	Labor	-			\$0.00
<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	\$7,200.00	Labor				\$0.00
3	Mulch trees and beds	mulch 1	\$750.00	\$750.00	Labor	24.0			\$0.00
<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	\$1,280.00	Labor	-			\$0.00
<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	\$1,280.00	Labor	-			\$0.00
3	Non-selective weed control in mulch	1.0	\$100.00	\$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	\$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				11.00	Total Labor				292.00
				\$12,695.00					\$9,409.50
Grand Total									\$22,104.50



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>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$125.46	\$501.84	
4 Mowing			\$0.00						
<u>August</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$125.46	\$501.84	
3 Mowing			\$0.00						
<u>September</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Labor	8.00			\$0.00	
2 Fall fertilizer			\$0.00	Mowings		4.0	\$125.46	\$501.84	
3 Mowing			\$0.00						
<u>October</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$125.46	\$501.84	
3 Mowing			\$0.00						
<u>November</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Mowing		2.0	\$125.46	\$250.92	
2 Mowing			\$0.00						
<u>December</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00						
<u>January</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00						
<u>February</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00						
<u>March</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Labor	8.00			\$0.00	
2 fertilizer with pre-emergent			\$0.00						
<u>April</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$125.46	\$501.84	
2 Mowing			\$0.00						
<u>May</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Labor	16.0			\$0.00	
2 Broadleaf weed control			\$0.00	Mowings		4.0	\$125.46	\$501.84	
3 Mowing			\$0.00						
<u>June</u>					Labor	5.0		\$0.00	
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$125.46	\$501.84	
3 Mowing			\$0.00						
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	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	\$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	\$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	\$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			3.00	\$1,980.00	Total Labor			60.00	\$0.00

Grand Total \$1,980.00



# Schedule of Services

FY20

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

MATERIALS					LABOR							
				Cost/ Unit	Total			Total Hours	# of Mowings	Cost/ Hour	Total	
Description		Units				Description						
<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	\$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	\$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	\$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							



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

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
2 Mowing			\$0.00		Mowings		4.0	\$18.82	\$75.28
<u>August</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.00			\$0.00
2 Mowing			\$0.00		Mowings		4.00	\$18.82	\$75.28
3 Trash pickup			\$0.00		Labor	1.0			\$0.00
<u>September</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.0			\$0.00
2 Mowing			\$0.00		Mowings		4.00	\$18.82	\$75.28
3 Trash pickup			\$0.00		Labor	1.0			\$0.00
4 Broadleaf control	Speed Zone (2.5gal.)	0.1	\$63.00	\$6.30	Labor	6.0			\$0.00
5 Fall fertilizer			\$0.00		Labor	0.0			\$0.00
6 Inspection			\$0.00		Labor	2.0			\$0.00
<u>October</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.0			\$0.00
2 Mowing			\$0.00		Mowings		4.0	\$18.82	\$75.28
3 Trash pickup			\$0.00		Labor	0.5			\$0.00
<u>November</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.00			\$0.00
2 Mowing			\$0.00		Mowing		2.0	\$18.82	\$37.64
3 Trash pickup			\$0.00		Labor	0.5			\$0.00
<u>December</u>									
1 Weekly inspection - trash			\$0.00			3.0			\$0.00
<u>January</u>									
1 Weekly inspection - trash			\$0.00			3.0			\$0.00
<u>February</u>									
1 Weekly inspection - trash			\$0.00			3.00			\$0.00
<u>March</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.0			\$0.00
2 Fertilizer w/pre-emergent			\$0.00		Labor	3.00			\$0.00
4 Inspection			\$0.00		Labor	2.0			\$0.00
<u>April</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.00			\$0.00
2 Mowing			\$0.00		Mowings		4.0	\$18.82	\$75.28
<u>May</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.0			\$0.00
2 Mowing			\$0.00		Mowings		4.0	\$18.82	\$75.28
4 Broadleaf Control	Speed Zone (2.5gal.)	0.1	\$63.00	\$6.30	Labor	3.0			\$0.00
<u>June</u>									
1 Weekly inspection - trash			\$0.00		Labor	3.0			\$0.00
2 Mowing			\$0.00		Mowings		4.00	\$18.82	\$75.28
1 broken limbs, car wreck damage, contractor followups			\$0.00			4.0			\$0.00
Total Materials				0.20	Total Labor				59.00
				\$12.60					\$564.60
Grand Total									\$577.20



**Schedule of Services**

FY20

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

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>								
1 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$31.37	\$125.48
2 Weekly inspection			\$0.00	Labor	4.0			\$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	Total Labor			103.00	
			\$6.30					\$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					\$0.00
		Weekly inspection			\$0.00					\$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					\$0.00
		Weekly inspection			\$0.00					\$0.00
4	Monthly inspections				\$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					\$0.00
		Weekly inspection			\$0.00					\$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					\$0.00
		Weekly inspection			\$0.00					\$0.00
4	Monthly inspections				\$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					\$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				\$0.00					\$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			\$940.80
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
<b>July</b>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Ward/O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Refresh mulch	1.0	\$16.00	Labor	3.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
		Weed and grass control	Razor (2.5gal)	\$11.60	Labor	1.0			\$0.00
3	2nd and Main	Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
4	2nd and Grand	Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00
<b>August</b>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Ward/O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
3	2nd and Main	Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
4	2nd & Grand	Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00
<b>September</b>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
3	2nd and Main	Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
4	2nd & Grand	Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00
<b>October</b>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Prune trees, evergreens, peonies		\$0.00	Labor	6.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
3	2nd and Main	Speed Zone (2.5gal.)	0.3	\$63.00	Labor	2.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
4	2nd & Grand	Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
5	Tudor Median	Weekly inspection		\$0.00					\$0.00
<b>November</b>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowing		2.0	\$15.68	\$31.36
2	2nd and SE, SW Ma	Mowing		\$0.00	Mowing		2.0	\$15.68	\$31.36
3	2nd & Grand	Mowing		\$0.00	Mowing		2.0	\$10.46	\$20.92
4	Ward & O'Brien	Mowing		\$0.00	Mowing		2.0	\$10.46	\$20.92
		Weekly inspection		\$0.00	Labor	1.0			\$0.00
5	Tudor Median	Annual Rosehill		\$0.00					\$0.00
<b>December</b>									
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
<b>January</b>									
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
<b>February</b>									
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
<b>March</b>									
1	Mapleand Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
2	Ward and O'Brien	Weekly inspection		\$0.00					\$0.00
3	2nd and Main			\$0.00					\$0.00
<b>April</b>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Refresh mulch	1.0	\$16.00	Labor	1.0			\$0.00
		Weed and grass control	Razor (2.5gal.)	\$11.60	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
4	2nd and Main	Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
5	2nd & Grand	Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
<b>May</b>									
1	Maple and Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.00	\$15.68	\$62.72
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
3	2nd and Main	Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
4	2nd & Grand	Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
5	Tudor Medians			\$0.00					\$0.00
<b>June</b>									
1	Maple and Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings		4.0	\$10.46	\$41.84
3	2nd and Main	Mowing		\$0.00	Mowings		4.0	\$15.68	\$62.72
4	2nd & Grand	Mowing		\$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				\$70.95	Total Labor				\$1,568.40
					Grand Total				\$1,639.35



**Schedule of Services**

**FY20**

**Attachment #11 Downtown**

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
Bifen IT (1gal.)	2.0	\$105.00	\$0.00	Labor	4.0			\$0.00
			\$210.00	Labor	16.0			\$0.00
	2.0	\$5.00	\$10.00	Labor	2.0			\$0.00
			\$0.00	Labor	4.00			\$0.00
Bifen IT (1gal.)	0.5	\$105.00	\$0.00	Labor	4.00			\$0.00
KC Tree Care	1.0	\$5,000.00	\$52.50	Labor	16.0			\$0.00
			\$5,000.00					\$0.00
			\$0.00	Labor	4.0			\$0.00
			\$0.00					\$0.00
			\$0.00					
			\$0.00	Labor				\$0.00
			\$0.00	Labor	8.0			\$0.00
			\$0.00					
			\$0.00	Labor	16.0			\$0.00
			\$0.00	Labor	0.0			\$0.00
			\$0.00	Labor	10.0			\$0.00
			\$0.00					
			\$0.00	Labor	4.0			\$0.00
			\$0.00					
			\$0.00	Labor	4.00			\$0.00
			\$0.00	Labor	4.0			\$0.00
Bifen IT (1gal.)	1.0	\$105.00	\$0.00	Labor	4.0			\$0.00
			\$105.00	Labor	16.00			\$0.00
			\$0.00	Labor	4.00			\$0.00
			\$0.00	Labor	40.0			\$0.00
Total Materials			6.50	Total Labor			160.00	\$0.00
			\$5,377.50					\$0.00

Grand Total **\$5,377.50**



# Schedule of Services

FY20

## Attachment #12 Cheddington and - HWY 150

MATERIALS			
Description	Units	Cost/ Unit	Total

LABOR				
Description	Total Hours	#of Mowings	Cost/ Hour	Total

<u>July</u>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	</
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# Schedule of Services

FY 20

## Attachment #13 Tudor Road Median by LSPD

### MATERIALS

Description	Units	Cost/ Unit	Total
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#### July

1 Weekly inspections			\$0.00
2 weeding	Arbor Masters	1.0 \$450.00	\$450.00

#### August

1 Weekly inspections			\$0.00
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#### September

1 Weekly inspections			\$0.00
pre-emergent/fert.			\$0.00
2 weeding	Arbor Masters	\$450.00	\$450.00

#### October

1 Weekly inspections			\$0.00
2 weeding	Arbor Masters	1.0 \$450.00	\$450.00

#### November

1 Weekly inspections			\$0.00
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#### December

1 Weekly inspections			\$0.00
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#### January

1 Weekly inspections			\$0.00
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#### February

1 Weekly inspections			\$0.00
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#### March

1 Weekly inspections			\$0.00
2 pre-emergent/fert.	Arbor Masters	1.0 \$165.00	\$165.00
3 Weeding			\$0.00

#### April

1 Weekly inspections			\$0.00
2 Mulching	Arbor Masters	1.0 \$450.00	\$450.00
3 pre-emergent/fert.	Arbor Masters	1.0 \$165.00	\$165.00

#### May

1 Broadleaf leaf weed control	Arbor Masters	1.0 \$165.00	\$165.00
2 Weekly inspections			\$0.00
3 Weeding	Arbor Masters	\$450.00	\$450.00

#### June

1 Weekly inspections			\$0.00
2 Weeding	Arbor Masters	\$450.00	\$450.00
3 broken limbs, car wreck damage, contractor followups			\$0.00

Total Materials **6.00**

**\$3,195.00**

### LABOR

Description	Total Hours	#of Mowings	Cost/ Hour	Total
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Labor	5.0			\$0.00
				\$0.00

Labor	5.0			\$0.00
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Labor	5.0			\$0.00
				\$0.00
				\$0.00

Labor	5.0			\$0.00
				\$0.00

Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
Labor				\$0.00
Labor	5.0			\$0.00

Labor	5.0			\$0.00
				\$0.00

Labor				\$0.00
Labor	4.0			\$0.00
Labor				\$0.00

Labor	5.0			\$0.00
Labor				\$0.00

	10.0			\$0.00
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Total Labor **74.00**

**\$0.00**

Grand Total **\$3,195.00**



## Schedule of Services

FY 20

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

MATERIALS				LABOR					
	Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
<u>July</u>									
1	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				
Total Materials				14.00	Total Labor				0.00
				\$840.00					\$0.00
Grand Total									\$840.00



# Schedule of Services

FY 20

## Amended Attachment #15 50 Hwy and Blackwell Roundabouts

MATERIALS					LABOR				
			Cost/ Unit	Total		Total Hours	#of Mowings	Cost/ Hour	Total
Description									
July									
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		4.00	\$ 252.00	\$1,008.00
4	Weed Control/ Round up	Rosehill	4.0	\$78.50					
August									
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		4.00	\$ 252.00	\$1,008.00
September									
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		4.00	\$ 252.00	\$1,008.00
4	Weed control	Rosehill	1.0	\$320.88	Labor	0.0			
October									
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		4.00	\$ 252.00	\$1,008.00
4	Fertilizer	Rosehill	1.0	\$320.88	Labor	0.0			
November									
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		2.00	\$ 252.00	\$504.00
December									
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			\$0.00
	Winter fertilizer	Rosehill	1.0	\$320.88					
January									
1	Trash Pickup			\$0.00	Labor	2.0			\$0.00
2	Monthly inspection			\$0.00	Labor	0.0			\$0.00
February									
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			\$0.00
March									
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					\$0.00
4	Preemergent	Rosehill	2.0	\$225.00					
April									
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		4.00	\$ 252.00	\$1,008.00
4	Weed control and Fertilizer	Rosehill	1.0	\$320.88	Labor	0.0			
	Mulch installation	Rosehill	1.0	#####					
May									
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					\$0.00
4	Mowing		\$0.00	\$0.00	Mowing		4.00	\$ 252.00	\$1,008.00
5	Weed Control Round Up	Rosehill	4.0	\$78.50					
June									
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	Labor	0.0			
5	Mowing		\$0.00	\$0.00	Mowing		4.00	\$ 252.00	\$1,008.00
6	Weed Control Round up	Rosehill	4.0	\$78.50					
1 Misc									
Total Materials				18.00	Total Labor				32.00
				\$7,517.28					\$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%
	1,248	100%

**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	46,542	1,244	66,753	18,269	9,299	1,250	2,827	-	146,184	14,618	160,802
<b>Total Grounds Maintenance</b>	46,542	1,244	66,753	18,269	9,299	1,250	2,827	-	146,184	14,618	160,802

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	56,918	75,591	26,606	13,650	8,283	4,000	1,200	-	186,248	18,625	204,873
<b>Total Cemetery Budget</b>	56,918	75,591	26,606	13,650	8,283	4,000	1,200	-	186,248	18,625	204,873
<b>Total Grounds Maintenance and Cemetery</b>	<b>103,460</b>	<b>76,835</b>	<b>93,359</b>	<b>31,919</b>	<b>17,582</b>	<b>5,250</b>	<b>4,027</b>	<b>-</b>	<b>332,432</b>	<b>33,243</b>	<b>365,675</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>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</b>
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
7000	0	Salaries - Regular	\$ 34,611	\$ 35,205	\$ 35,205	\$ 36,680	\$ 36,680	
7002	0	Overtime	11	-	-	-	-	
7008	0	Short Term Disability	47	50	50	45	45	
7009	0	FICA - Employer	2,131	2,183	2,183	2,274	2,274	
7011	0	Medicare Deduction	498	510	510	532	532	
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	110	110	
7019	0	Worker's Compensation	4,049	4,049	3,653	2,612	2,612	
7020	0	Long Term Disability	113	183	183	191	191	
7021	0	Unemployment Insurance	60	60	60	54	54	
7023	0	LAGERS - Retirement	3,623	3,661	3,661	3,521	3,521	
<b>Total Personnel Services</b>			<b>\$ 54,449</b>	<b>\$ 57,092</b>	<b>\$ 56,696</b>	<b>\$ 56,918</b>	<b>\$ 56,918</b>	<b>\$ -</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>\$ -</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>\$ -</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>\$ -</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>\$ -</b>
<b>CONSTRUCTION</b>								
8506	0	Construction Materials	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Construction</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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>\$ -</b>
<b>TRANSFERS</b>								
9101	0	Transfer to Parks	\$ 20,508	\$ 18,578	\$ 18,578	\$ 18,625	\$ 18,625	
<b>Total Transfers</b>			<b>\$ 20,508</b>	<b>\$ 18,578</b>	<b>\$ 18,578</b>	<b>\$ 18,625</b>	<b>\$ 18,625</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>			<b>\$ 179,880</b>	<b>\$ 204,363</b>	<b>\$ 203,967</b>	<b>\$ 204,873</b>	<b>\$ 204,873</b>	<b>\$ -</b>
<b>NET</b>			<b>\$ (4,962)</b>	<b>\$ 325</b>	<b>\$ (13,279)</b>	<b>\$ 4,012</b>	<b>\$ 4,012</b>	<b>\$ -</b>
<b>Percent Recovery</b>			<b>97.24%</b>	<b>100.16%</b>	<b>93.49%</b>	<b>101.96%</b>	<b>101.96%</b>	

Footnotes

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

		2019-2020 Annualized Salary Range	
Title			
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 (Jul. 1, 2018 to Dec. 31, 2018) (Per Hour)	FY19 (Jan. 1, 2019 to Jun. 30, 2019) (Per Hour)	FY20 Request (Jul. 1, 2019 to Dec. 31, 2019) (Per Hour)	FY20 Request (Jan. 1, 2020 to Jun. 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 Maintenance Worker	\$9.50	\$9.50	\$9.50	\$9.50
	Lead Park Maintenance Worker	\$11.00	\$11.00	\$10.50	\$10.50
<b>GAMBER CENTER</b>					
	Facility Supervisors	\$8.75	\$9.50	\$9.50	\$9.95
	Floor Trainer	\$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
	Personal Trainer	\$25.00	\$25.00	\$25.00	\$25.00
<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
	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
	Massage Therapist	\$0.00	\$25.00	\$25.00	\$25.00
	RevUp Exercise Specialist	\$25.00	\$25.00	\$25.00	\$25.00
<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
	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
	Massage Therapist	\$0.00	\$25.00	\$25.00	\$25.00
	RevUp Exercise Specialist	\$25.00	\$25.00	\$25.00	\$25.00



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

DIVISION	POSITION	FY19	FY19	FY20 Request	FY20 Request
		(Jul. 1, 2018 to	(Jan. 1, 2019 to	(Jul. 1, 2019 to	(Jan. 1, 2020 to
		Dec. 31, 2018)	Jun. 30, 2019)	Dec. 31, 2019)	Jun. 30, 2020)
		(Per Hour)	(Per Hour)	(Per Hour)	(Per Hour)
SUMMIT WAVES					
	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
	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	\$9.45 - \$9.75
CAMP SUMMIT					
	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
HARRIS PARK COMMUNITY CENTER					
	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
INSTRUCTIONAL (YOUTH AND ADULT)					
	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
	Dance Instructor	\$15.00	\$15.00	\$15.00	\$15.00
	Itty Bitty and Pee Wee Instructors	\$8.75	\$8.75	\$8.75	\$9.45
	Kickball Referee	\$18.00	\$18.00	\$18.00	\$18.00
ATHLETICS					
	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
	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
	Itty Bitty Site Supervisor	\$8.00	\$8.60	\$8.60	\$9.45
	Scorekeeper	\$7.85	\$8.60	\$8.60	\$9.45
	Youth Instructor	\$20.00	\$20.00	\$20.00	\$20.00
AMPHITHEATER					
	Event Staff	\$8.00	\$8.60	\$8.60	\$9.45





# TRAINING AND LICENSING PLAN 2019-2020

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





# 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 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



		<b>TRAINING AND LICENSING PLAN 2019-2020</b>			
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<b>RECREATION</b>					
<b>Employee</b>	<b>Completed Training</b>	<b>Current Training Needs</b>	<b>5 Year Goals</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>David Dean</b>	BA, CPR, FA, NRPA, AFO,	More knowledge on the	Continue in current		CPRP
Superintendent, Recreation II	MPRA, RS, LLS, AED, MMS	use of spreadsheets	position		MPRA
LPCC, LVCC, SW	DS	Completion of CPRP			
		Knowledge of	Bring all facility fund		
		construction materials	balances to \$150,000	WS	
		and how to read plans	Be a lead in the planning process of a facility or amenity		
		Advanced excel, SMS	Oversee ADA compliance at all Parks & Facilities		
<b>Tede Price</b>	BS, RS (BI), CPR, FA, CT,	SMS, MMS, ABC, DS	Continue in current		IFEA
Superintendent of Recreation	MPRA, NRPA, AED, LDI	CPRP, LLS, AFO	capacity		
Recreation Services	LLS, SES, IAAPA	IFEA		WS	
GCC, HPCC			Oversee amphitheater programming		
<b>Devin Blazek</b>	BS, CPR, FA, AED, AFO	MBA, LGIT, WSI Instructor,	Assistant Superintendent,	RS 2nd Year	WWA, CT
Aquatics Manager	Red Cross Life Guard	WWA, Food Handlers Permit	Facility Manager of (Community Center or	MBA	AFO Recertification
LVCC, SW	Instructor (LGI)	MMS, CPRP	Field House)	Lifeguard Instructor Training	MBA
	MPRA, EF, NPRA, RS		Minimize seasonal turnover to 40%. SW master plan.		
			Data Analytic project		
<b>Ryan Gibson</b>	BS, CPR, FA, AED	SMS, MMS, DS	Growth of Adult & Youth	NRPA	WS
Recreation Supervisor III	MPRA, NRPA, LDI, NYSCA		LSPR sports leagues.	WS	
HPCC	RS, EF, LLS		Attend NRPA's SMS		
	CPRP		ASSI, Super		
			Attend NRPA and MPRA		
			Increase Supervision of PT Staff		
<b>Jacob Johnson</b>	BS, CPR, FA, NYSCA,	LDI, NRPA, LLS, CPRP	Growth in Youth Leagues	CYSA	
Recreation Supervisor I	Food Handlers Permit	RS	Rec Super II	RS 1st year	RS 2nd year
HPCC		SMS	CPRP		
<b>Kalaen Wheeler</b>	AFO		Recertify AFO	WS	WS
Facility Maintenance Specialist	CPR, FA, AED	MMS, MPRA			
HPCC					
<b>Jared Benson</b>	BS	CPR, LDI, RS, MPRA, LLS	CPRP,		CPR, WS
Recreation Supervisor I		NRPA	Rec II		
HPCC					
<b>Mike Hedrick</b>	CPRP, AFO, LDI, Effective Supervisor Training, Bachelor of Science in Recreation and Park Management, CPR, FA,	RS, MMS, SMS, RecTrac	Facility Manager involved in LSPR teams (DYK, Park Development, Business plan)		CPR, FA, AED
Manager		MPRA, NRPA, LLS	Move into Asst. Superintendents role,	WS	RS
LPCC			RS, DS		
<b>Heath Harris</b>	CPR, FA, BS	CPRP, CT	Obtain CPRP	MPRA	
Assistant Manager	Food Handlers Permit	MMS	Be ready to manage facility,	LDI	
LPCC	RS, MPRA, LDI	NRPA, AFO	Participate in LLS	WS	
		SMS			
<b>Ola Shobowale</b>	AFO, CPR, FA, AED	MPRA, MMS, WS, LDI	Improve basic operation management tasks		MMS
Maintenance Supervisor	BS, Masters	Scissor lift	(budget, staffing, etc.)	AFO	
LPCC			Getting to the peak of his position		
<b>Jenny Brennan</b>	CPR, FA, AED,		Participate in design & operational development	NRPA	CPRP, FA, AED
Recreation Supervisor I	Personal Training	AB			
LPCC	Group Exercise	CI	of future community center,		
	NRPA	CPRP	learn more about other		
	Nutrition Specialty Consultant	RS	areas of facility, operations, CPRP,		
	LDI, MPRA, HEED	SMS	Dietitian, Finish Exercise Science		
<b>Alex Butler</b>	CPR, FA, AED	WS, AFO, Scissor lift	Obtain a supervisory position	CPR, FA, AED	WS
Facility Maintenance Specialist			Siminary School		
LPCC					
Recreation Supervisor I					
LPCC					
<b>Ruth Buckland</b>	BS, CPR, FA, AED	RecTrac User Group	Taking on more responsibility, Asst	WS	CPR, FA, AED
Service Representative I		BS in P&R	Facility Manager or Facility Manager,		
LPCC			additional schooling		
<b>Millissa Roberts</b>	CPR, FA, AED, BS	CT, LDI, MPRA, SMS	Work towards a facility management role		CPR, FA, AED
Service Representative I		RecTrac User Group			
LPCC					



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





## 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 Balance

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: 25-Feb-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	Calcu-Lated 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

Department Director Approval

Date

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



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 \$
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%
4							0		
5							0		
6							0		
7							0		
8							0		
9							0		
10							0		
11							0		
12							0		
13							0		
14							0		
15							0		
16							0		
17							0		
18							0		
19							0		
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57							0		
58							0		
59							0		
60							0		

#####

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
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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	
	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	Overlaid 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	Overlaid 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							renovations FY19
	Howard Pk. Lot	2	1	4	Crack fill, Sealcoat & Restripe	2016							installed asphalt trail summer 2016
	Langsford Plaza - Trail					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											
TOTAL COSTS PARKS:							\$ 148,000.00	\$ 80,000.00	\$ 19,440.80	\$ 115,000.00			

LEGACY	Location	Public Use	Condition	Priority	Recommended Maintenance	Last Maintenance	Proposed Budget	Approved Budget	Actual Costs	Anticipated FY20 Parks	Anticipated FY20 Legacy	Actual Costs	Status
	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
TOTAL COSTS LEGACY:							\$ 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	96



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

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

	<b>FY18 Actual</b>	<b>FY19</b>	<b>FY20</b>
<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	4,347,857
EATS	(158,416)	(167,454)	(170,050)
Interest Earnings	11,651	6,000	6,000
<b>Total Revenues</b>	<b>3,935,054</b>	<b>4,042,820</b>	<b>4,183,807</b>
<b>Expenditures</b>			
<b>Debt Service</b>			
Principal	(2,511,500)		
Interest	(33,725)		
<b>Total Debt Expenditures</b>	<b>(2,545,225)</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>			
Transfer to Gamber Community Center Fund - operations	(175,000)	(175,000)	(175,000)
Transfer to Construction Fund - interfund loan - purchase of Longview Community Center			(820,000)
Transfer to Construction Fund - scheduled projects	(3,625,000)	(3,900,000)	(3,500,000)
<b>Total Transfers</b>	<b>(3,800,000)</b>	<b>(4,075,000)</b>	<b>(4,495,000)</b>
<b>Subtotal</b>	<b>646,601</b>	<b>614,420</b>	<b>303,227</b>
<b>Less: Reserve held in Trust</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Estimated Fund Balance - Park COP Debt Fund</b>	<b>646,601</b>	<b>614,420</b>	<b>303,227</b>

**CONSTRUCTION FUND (Fund 327)**

	<b>FY18 Actual</b>	<b>FY19</b>	<b>FY20</b>
<b>Beginning Fund Balance</b>	569,521	85,145	(2,412,534)
<b>Revenues</b>			
Net Interest Earnings	3,413	2,500	-
**Transfer from Fund 410 to Fund 327	3,625,000	3,900,000	4,320,000
Transfer from Fund 200	510,000	650,000	
Transfer from Fund 202		200,000	
Developer Contribution - Lowenstein			115,000
<b>Total Revenues</b>	<b>4,138,413</b>	<b>4,752,500</b>	<b>4,435,000</b>
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>	<b>(4,622,789)</b>	<b>(7,250,179)</b>	<b>(7,165,110)</b>
<b>Estimated Fund Balance - Construction Funds at the End of Each Year</b>	<b>85,145</b>	<b>(2,412,534) 1</b>	<b>(5,142,644) 1</b>

<b>Est Net Funds available - Park COP Debt Fund and Construction Funds - EOY</b>	<b>731,746</b>	<b>(1,798,114) 1</b>	<b>(4,839,417) 1</b>
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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



# MEMORANDUM



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**Date:** April 18, 2019

**To:** Joe Snook, CPRP  
Administrator of Parks and Recreation  
Steve Casey  
Superintendent of Park Planning and Construction

**From:** Steve Thomas  
Assistant Superintendent of Park Construction

**Re:** Legacy Community Center Renaming

---

Tom Lovell served as the Administrator of Lee's Summit Parks and Recreation, (LSPR), for 38 years prior to his retirement in April 2017. His service and contributions are certainly worthy of significant recognition. In consideration of appropriate recognition, staff and Park Board members have discussed options, including the possibility of naming a park facility to recognize and honor Mr. Lovell's service to LSPR and our community.

After reviewing existing parks and facilities it is staff's recommendation to rename the Legacy Park Community Center to the "J. Thomas Lovell, Jr. Community Center at Legacy Park". Attached is a visual depiction of the proposed change.

The following budget has been established by staff for the renaming project.

➤ New signage for Community Center	\$11,275.00
➤ Design fee, [specs & details for bid]	\$1,000.00
➤ 24" x 30" bass relief bronze plaque	\$4,748.00
➤ Permit for sign	\$100.00
➤ 10% contingencies	<u>\$2,568.00</u>

ESTIMATED TOTAL BUDGET: \$19,691.00

If approved, staff will develop an implementation timeline which will conclude with a ribbon cutting to celebrate the renaming of the Community Center and Mr. Lovell's contributions.

**Motion:** I move to approve an amount not to exceed \$20,000.00 for the renaming of Legacy Park Community Center to the J. Thomas Lovell, Jr. Community Center at Legacy Park.

Staff will keep the board updated on the progress of this project.

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



# J. THOMAS LOVELL JR. COMMUNITY CENTER

AT LEGACY PARK





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

**DATE:** April 24, 2019

**FROM:** Carole Culbertson, Superintendent of Administration  
David Dean, Superintendent of Recreation Services  
Steve Casey, Superintendent of Park Development and Construction  
Tede Price, Superintendent of Recreation Services  
Jackie McCormick-Heanue, Superintendent of Legal Services & Human Resources  
Brooke Chestnut, Superintendent of Park Operations



**SUBJECT:** FY19 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget <sup>1</sup>	Exp to Date	Variance <sup>2</sup>	Status	Estimated Completion <sup>3</sup>
<b>Gamber Community Center Fund (201)</b>					
Interior Painting	11,200		11,200	Complete	March
AV upgrade	18,943	17,968	975	Complete	
	18,943	17,968	975		
<b>Legacy Park Community Center Fund (202)</b>					
Lobby video surveillance camera replacement	5,055	5,055	-	Complete	
Lobby/pool patio glulam replacement	80,040	63,545	16,495	Complete	
Replace Cardio Equipment	27,000	19,560	7,440	Complete	
ADA ramp replacement	6,295	6,295	-	Complete	
	118,390	88,160	23,935		
<b>Harris Park Community Center Fund (530)</b>					
<i>none</i>			-		
	-	-	-		
<b>Parks and Recreation Fund (200)</b>					
<b>Operations</b>					
Asphalt	80,000	8,066	71,934	In progress	May
Drinking Fountain Replacement	5,400	4,110	1,290	In progress	May
Tree Replacement	4,500		4,500		May
Trash Barrel Replacement	5,600	1,700	3,900	In progress	May
<b>Legacy Park</b>					
Asphalt	100,000	71,211	28,789	Complete	September
Baseball Shelter Shade Additions	18,000	15,586	2,414	Complete	August
Drinking fountain replacements	3,000	1,149	1,851	1 completed	May
Fencing Replacement	10,000	4,413	5,587	in progress	May
Fence Safety Capping	10,000	9,843	157	Complete	February
Outdoor electrical receptacles for football	13,980		13,980	waiting to hear back from LSFA	June
Dugout Replacement	10,700	6,200	4,500	in progress	May
	261,180	122,278	138,902		
<b>Summit Waves Fund (203)</b>					
VGBA grates	24,506		24,506	Grates on order	May
	24,506	-	24,506		
<b>Cemetery Fund (204)</b>					
None	-	-	-		
	-	-	-		
<b>Capital Projects Fund (327)</b>					
North Lea McKeighan Park Renovations	5,000,000	4,773,822	226,178	complete, minor skate park imp.	May-19
Summit Park Renovations	1,600,000	564,577	1,035,423	construction in progress	Oct-19
Howard Park Renovations	900,000	423,815	476,185	construction in progress	Oct-19
Hartman Park Trailhead (project managed with PW funding)	250,000	106,970	143,030	construction in progress	May-19
Legacy Wayfinding Design	8,000	8,000	-	Complete	Jan-19
			-		
	7,758,000	5,877,184	1,880,816		
<b>TOTAL</b>	<b>8,181,019</b>	<b>6,105,590</b>	<b>2,069,134</b>		

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

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

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



The Services Review is based on the current Fiscal Year (July 2018-June 2019). "Goals" are based on the number implied in the Fiscal Year Budget. Some goals are annualized (i.e., LPCC, GCC and HPCC information). Other numbers will be reported on a monthly basis (i.e., programs beginning in the current board month) as well as annualized figures being reported against budgeted numbers. Shaded areas are completed services and activities.

	Run Time	Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
<b>Fund 201 - Gamber Community Center</b>			
<b>Memberships</b>			
<b><u>Resident Total</u></b>	July 18 - June 19	<b>432</b>	<b>261</b>
Active Flex		190	155
Annual		242	106
<b><u>Non-Resident Total</u></b>		<b>32</b>	<b>16</b>
Active Flex		13	13
Annual		19	3
<b><u>Silver Sneakers Total</u></b>	July 18 - June 19	<b>12,950</b>	<b>7,979</b>
<b><u>Renew Active Total</u></b>	Jan 19-June 19		<b>29</b>
<b><u>Single Visit</u></b>	July 18 - June 19	<b>358</b>	<b>222</b>
Discount		298	158
Regular		60	64
<b>Facility Rentals</b>			
Event Packages	July 18 - June 19	<b>17</b>	9
Gamber Package	July 18 - June 19	<b>78</b>	71
Outdoor Rentals	July 18 - June 19	<b>6</b>	4
Ballroom	July 18 - June 19	<b>463</b>	547
Class/Craftrooms	July 18 - June 19	<b>941</b>	682
Aerobics Room	July 18 - June 19	<b>219</b>	189
<b>Programming</b>			
Bingo	July 18 - June 19	<b>2193</b>	1446
Lunch with Us	July 18 - June 19	<b>480</b>	426
Line Dance	July 18 - June 19	<b>577</b>	366
<b>GCC All Inclusive</b>			
<b>(LPCC/Gamber Center/HPCC/LVCC)</b>			
<b><u>Resident</u></b>			<b>136</b>
Annual	July 18 - June 19	147	44
Flex	July 18 - June 19	155	92
<b><u>Non-Resident</u></b>			<b>7</b>
Annual	July 18 - June 19	18	2
Flex	July 18 - June 19	9	5
<b>Fund 202 - Legacy Park Community Center</b>			
<b>Memberships</b>			
<b><u>Resident</u></b>			
Annual	July 18 - June 19	1,983	1,715
Flex	July 18 - June 19	4,362	3,891
<b><u>Non-Resident</u></b>			
Annual	July 18 - June 19	329	428
Flex	July 18 - June 19	871	890
<b><u>Single Visit - Resident</u></b>	July 18 - June 19	23,060	18,458
<b><u>Single Visit -- Non-Resident</u></b>	July 18 - June 19	6,359	6,056
<b><u>Silversneakers</u></b>	July 18 - June 19	17,623	23,466
<b><u>Prime</u></b>	July 18 - June 19	1,200	238
<b><u>Silver and Fit</u></b>	July 18 - June 19	140	435
<b><u>90 Day Memberships</u></b>			
Resident	July 18 - June 19	9	2
Nonresident	July 18 - June 19	3	3



		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
<b>Facility Rentals</b>			
<b><u>Birthday Party Packages</u></b>			
Resident			
Package A	July 18 - June 19	352	228
Package B	July 18 - June 19	50	45
Non-Resident			
Package A	July 18 - June 19	120	127
Package B	July 18 - June 19	19	12
<b><u>Community Rooms</u></b>			
Resident	July 18 - June 19	16	30
Non-Resident	July 18 - June 19		0
<b><u>Court Rentals</u></b>			
Resident	July 18 - June 19	11	6
Non-Resident	July 18 - June 19	0	9
Lock-ins	July 18 - June 19	3	1
Pool	July 18 - June 19	2	0
<b><u>Free Park Amenities</u></b>			
SUP	July 18 - June 19	3626	2,165
Canoe	July 18 - June 19	1311	587
Bikes	July 18 - June 19	1602	807
<b><u>Child Care</u></b>			
Drop In	July 18 - June 19	2622	1,688
Pass Card - Member	July 18 - June 19	216	167
Pass Card - Non-member	July 18 - June 19	13	6
Water and Land Aerobic Programming	July 18 - June 19	69000	54,735 (4.12.19)
<b>Provide Miscellaneous Fitness</b>			
Personal Training	July 18 - June 19	1600	1,768 (4.15.19)
LPCC Paid Group Fitness	July 18 - June 19	300	135 (04.15.19)
GCC Paid Group Fitness	July 18 - June 19	30	78 (4.15.19)
LPA Paid Group Fitness	July 18 - June 19	500	227 (4.15.19)
Massage Therapy	July 18 - June 19	200	21 (4.15.19)
RevUP	July 18 - June 19	160	129 (4.15.19)
RevUP Reload	July 18 - June 19	175	215 (4.15.19)
Healthy Eating Every Day (H.E.E.D)	July 18 - June 19	0	0
<b>Swim Lessons</b>			
Swim Lessons	July 18 - June 19	824 Participants	658 Participants (4.15.19)
<b><i>Fund 530 - Harris Park Community Center</i></b>			
<b>Camp Summit</b>			
Camp Summit Enrollment	Summer 2018	750 Enrollments	756 Enrolled
Camp Summit Enrollment	Summer 2019	750 Enrollments	652 enrolled (4.16.2019)
Weekly Attendance	Summer 2018	450 Wkly Average	441 Weekly ( 11 weeks)
Weekly Attendance	Summer 2019	450 Wkly Average	
<b>Offer School Break Camps</b>			
School Break Camp Enrollment	Sept 18-April 19	130 Enrollments	114 Enrolled (4.16.2019)
School Break Days	Oct 12-April 19	660 Participants	19 Days Held / 610 Participants



		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
<b>Recreation Center Operations</b>			
Gym Rentals	July 18 - June 19	200 Rentals	219 Rentals
Classroom Rentals	July 18 - June 19	250 rentals	181 Rentals
Entire Facility Rentals	July 18 - June 19	20 Rentals	9 Rentals
Week Long Rentals	July 18 - June 19	2 Rentals	2 Rentals
Open Gym	July 18 - June 19	1800 Participants	954 Participants
<b>Summit Ice/Lea Mck North</b>			
Public skate- Regular	Oct 18 - March 19		3150 participants
Public skate - Regular	Oct 19 - March 20	-	-
Public skate- Discount	Oct 18 - March 19		9743 participants
Public skate - Discount	Oct 19 - March 20	-	-
Pond hockey- Regular	Oct 18 - March 19		288 participants
Pond hockey - Regular	Oct 19 - March 20	-	-
Pond hockey- Discount	Oct 18 - March 19		334 participants
Pond hockey - Discount	Oct 19 - March 20	-	-
SpookySkate	Oct 18.		72 participants
SpookySkate	Oct 19.	-	-
Skate with Santa (4)	December 18		1,686 participants
Skate with Sanata (4)	Decemebr 19	-	-
Valentines Day Special	Feb 18.		14 participants
Valentines Day Special	Feb 19.	-	-
Birthday Party Packages	Oct-March 18		27
Birthday Party Packages	Oct-March 19	-	-
Shelter Rentals	2018		76
Shelter Rentals	2019	-	4
<b>ATHLETICS</b>			
<b>Adult Leagues</b>			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Sept 18 - Oct 18	46 teams	14 teams
• Spring	Mar 19 - Apr 19	63 teams	14 teams
• Summer	June 19 - Aug 19	65 teams	
<i>Basketball -- Men's</i>			
• Fall	Jan 18 - Mar 19	20 teams	20 teams
• Winter	April 19 - June 19	18 teams	
• Spring	June 19 - Aug 19	14 teams	
• Summer	Sept18-Nov 18	14 teams	13 teams
<i>Volleyball -- Coed, Women's</i>			
• Fall	Jan 19-Mar 19	35 teams	41 teams
• Winter	Mar 19-May 19	35 teams	
• Spring	June 19-Aug 19	35 teams	
• Summer I and II	July 18-Jan18	70 teams	32 teams (Sum. I) 24 (Sum. II)
<i>Kickball</i>			
• Fall	Sept 18 - Nov 18	13 teams	4 teams
• Spring	Apr 19 - May 19	10 teams	
• Summer	June 19- Aug 19	12 teams	4 teams
<b>Adult Instructional-Athletics</b>			
<i>Golf</i>			
• Adult Beginning	July 18 - June 19	15 participants	4
<i>Tennis</i>			
• Outdoor Adult Beginning	July 18 - June 19	10 participants	8
<b>Youth Instructional-Athletics</b>			
<i>Golf</i>			



		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
• Youth Beginner	Run Time		
	July 18 - June 19	30 participants	11
<i>Tennis</i>			
• Rookies (Quikstart)	July 18 - June 19	30 participants	43
• Youth Beginner	July 18 - June 19	65 participants	63
Right Sized	July 18 - June 19	10 participants	17
<b>Youth Leagues</b>			
Girl's Basketball	Nov 18 - Feb 19	330	306
Spring Youth Volleyball	March 19 - May 19	250	273
Fall Youth Volleyball	Sept 18- Nov 18	280	298
Summer Youth Volleyball	June 19 - July 19	10 teams	0



		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
<b>Run Time</b>			
<b>Youth Special Events-Athletics</b>			
Junior Triathlon	Jul-18	70 Participants	74 participants
<b>Youth Camps-Athletic</b>			
Baseball Camp	Jun-19	15 participants	0
Basketball Camp	July 18	15 participants	22
Volleyball Camp	July 18	35 participants	42
Indoor Soccer Camp	June 19	15 participants	2
<b>Tournaments</b>			
Summer Classic Tennis Tournament	19-Jun	35 participants	
<b>INSTRUCTIONAL ACTIVITIES</b>			
<b>Adult Instructional</b>			
Ballroom, Swing, Latin Fund 201	July 18 - June 19 (Year-to-date count)	170	131
Photography Fund 201			
• Photography Classes	July 18 - June 19 (Year-to-date count)	47	34
Knitting Fund 201	July 18 - June 19 (Year-to-date count)	28	38
<b>Dog Classes</b>			
Sit Means Sit Dog Training	July 18 - June 19 (Year-to-date count)	15	DNM
<b>First Aid/CPR</b>			
Heartsaver CPR	July 18 - June 19 (Year-to-date count)	50	29 participants
First Aid	July 18 - June 19 (Year-to-date count)	40	22 participants
Healthcare Provider CPR	July 18 - June 19 (Year-to-date count)	40	38 participants
CPR for Family and Friends	July 18 - June 19 (Year-to-date count)	50	42 participants



		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Run Time			
<b>Youth Instructional</b>			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 18 - Oct 18	60 participants	35
• Basketball	Jan 19 - Feb 19	75 participants	60
• Outside Soccer	April 19 - May 19	130 participants	68
• T-Ball	June 19- July 19	145 participants	30
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 18 - June 19 (Year-to-date count)	15 participants	5
• Itty Bitty Dancers	July 18 - June 19 (Year-to-date count)	56 Participants	37
Indoor T-Ball	July 18 - June 19 (Year-to-date count)	20 participants	39
Indoor Recess	July 18 - June 19 (Year-to-date count)	15 participants	0
• Indoor Soccer	July 18 - June 19 (Year-to-date count)	25 participants	46
• Itty Bitty Tumblers	July 18 - June 19 (Year-to-date count)	88 Participants	55
<i>Parties</i>			
Pint Size Parties	Sept 18 - April 19	34 Participants	DNM
Pint Size Playtime	Sept 18 - April 19	120 Participants	165
<i>Pee Wee Sports</i>			
• Flag Football	July 18 - June 19 (Year-to-date count)	25participants	20
• Basketball	July 18 - June 19 (Year-to-date count)	75 participants	73
• Tumblers	July 18 - June 19 (Year-to-date count)	18 Participants	10
<i>Animal Wonders</i>			
• Workshop	July 18 - June 19 (Year-to-date count)	15 participants	0 participant
• Camps	July 18 - June 19 (Year-to-date count)	45 participants	13 participants
<i>First Aid</i>			
Kids First Aid	July 18 - June 19 (Year-to-date count)	25 participants	9 participants
Babysitter Boot Camp	July 18 - June 19 (Year-to-date count)	250 participants	72 participants
Skateboarding	July 18 - June 19 (Year-to-date count)	10 Participants	0
<b>Gymnastics</b>			
• Gym Warrior	July 18 - June 19 (Year-to-date count)	25	Program Cancelled. Looking for replacement.
<b>GCC Youth Instructional Fund 201</b>			
Mad Science Camps	July 18 - June 19 (Year-to-date count)	10	0
Mad Science Classes	July 18 - June 19 (Year-to-date count)	60	55
Play-Well TEKnology Camps	July 18 - June 19 (Year-to-date count)	76	32
Youth Tech Camps	July 18 - June 19 (Year-to-date count)	47	33
<b>Art Classes Fund 201</b>			



		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
<b>Run Time</b>			
Young Rembrandts Classes	July 18 - June 19 (Year-to-date count)	25	11
Young Rembrandts Camps	July 18 - June 19 (Year-to-date count)	15	10
GOT Art/Summit Art Classes	July 18 - June 19 (Year-to-date count)	16	Program Cancelled.
<b>Acting</b>			
Shakespeare Camp	18-Jul	6	Program did not make.
<b>All Ages- Instructional</b>			
<b>Horsemanship Classes</b>			
• Beginning Horsemanship	July 18 - June 19 (Year-to-date count)	12	14 participants
• Beginner Rider I	July 18 - June 19 (Year-to-date count)	6	6 participant
• Beginner Rider II	July 18 - June 19 (Year-to-date count)	4	2 participants
• Texas Tots	July 18 - June 19 (Year-to-date count)	6	9 participants
• Texas Tots II	July 18 - June 19 (Year-to-date count)	4	2 participants
<b>Special Event Programming for Families</b>			
Father/Daughter Dance Fund 201	Feb 2018	560 participants	566
Night Flight	June 2019	300 participants	
Tour de Lakes	June 2019	900 participants	
Trick a Bike	Oct. 2018	100 participants	cancelled
<b>Festivals</b>			
Legacy Blast	July 3, 2018	18000-19000	21,120
Jamaican Jam	July 20, 2018	1000-1500	995
Blues and Jazz Fest	August 3, 2018	1000-1500	1,037
Folk Festival	June 2019	500-1000	
<b>Fund 200 - Parks and Recreation</b>			
<b>Administration</b>			
Provide departmental Annual Report	Sept 2018	Feb-19	Mar-19
Coordinate, edit and produce Lee's Summit Illustrated.	FY19	Spring, Summer, Fall publications	Fall 2019 has been delivered
<b>Park Operations</b>			
Two annual inventories performed	Bi-annually	Nov and Feb	
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually	Aug 18 and May 19	
<b>Legacy Park Operations</b>			
Maintain user group agreements	FY19	Mar-19	
<b>City Grounds Maintenance</b>			
Maintain Public Works MOU areas	FY 19	FY 19	



		Target Goals - This Year (participants) 2018-2019	Results to Date (for programs/events starting July 2018)
Fund 203 - Aquatics		Run Time	
<b>Summit Waves</b>			
Swim team	June 18 - July 18	72 Participants	Cancelled
Group Swim Lessons	<b>July 18 - Aug 18</b>	<b>400 Participants</b>	<b>410 participants</b>
Group Swim Lessons	May 19 - June 19	400 Participants	116 participants
Private swim parties	<b>July 18 - Aug 18</b>	<b>12 parties</b>	<b>12 parties</b>
Private swim parties	May 19 - June 19	4 Parties	1 party
Junior Guard clinics	<b>July 18 - Aug 18</b>	<b>14 participants</b>	<b>7 participants</b>
Junior Guard clinics	May 19 - June 19	15 participants	1 participant
Public swim - Regular	<b>July 18 - Aug 18</b>	<b>6,225 participants</b>	<b>5,408 participants</b>
Public swim - Regular	May 19 - June 19	2,700 participants	0 participants
Public swim - Discount	<b>July 18 - Aug 18</b>	<b>15,900 participants</b>	<b>16,560 participants</b>
Public swim - Discount	May 19 - June 19	15,000 participants	0 participants
Twilight - Regular	<b>July 18 - Aug 18</b>	<b>170 participants</b>	<b>173 participants</b>
Twilight - Regular	May 19 - June 19	1110 participants	0 participants
Twilight - Discount	<b>July 18 - Aug 18</b>	<b>1,650 participants</b>	<b>1,470 participants</b>
Twilight - Discount	May 19 - June 19	1,260 participants	0 participants
Season Pass Sales	<b>July 18 - Aug 18</b>	<b>40 passes</b>	<b>13 passes</b>
Season Pass Sales	May 19 - June 19	1,109 passes	135 passes
<u><b>Group Promotions</b></u>			
Teen Nights (2)	<b>July 18 - Aug 18</b>	<b>620 per event</b>	<b>cancelled</b>
Teen Nights (1)	May 19 - June 19	390 per event	cancelled
Family Fun Nights (2)	<b>July 18 - Aug 18</b>	<b>425 per event</b>	<b>302 participants</b>
Family Fun Nights (1)	May 19 - June 19	280 per event	0 participants
Birthday Party Packages	<b>July 18 - Aug 18</b>	<b>30 packages</b>	<b>48 packages</b>
Birthday Party Packages	May 19 - June 19	27 packages	0 packages
Cabana Rentals	<b>July 18 - Aug 18</b>	<b>37 packages</b>	<b>39 packages</b>
Cabana Rentals	May 19 - June 19	24 packages	0 packages



# MEMORANDUM



---

**Date:** April 24, 2019  
**To:** Joe Snook  
Administrator of Parks and Recreation  
**From:** Steve Casey, PLA, ASLA  
Superintendent of Park Planning and Construction  
**CC:**  
**Re:** Hartman Trailhead Project

---

In the Transportation Sales Tax Renewal by the Public Works Department, funding was reserved in the amount of \$250,000 for the implementation of a trailhead along the Rock Island Trail corridor which is currently under construction and scheduled for completion in August. The desired location for this trailhead is at Hartman Park because of its close proximity to the trail and the convenience of parking and restroom facilities.

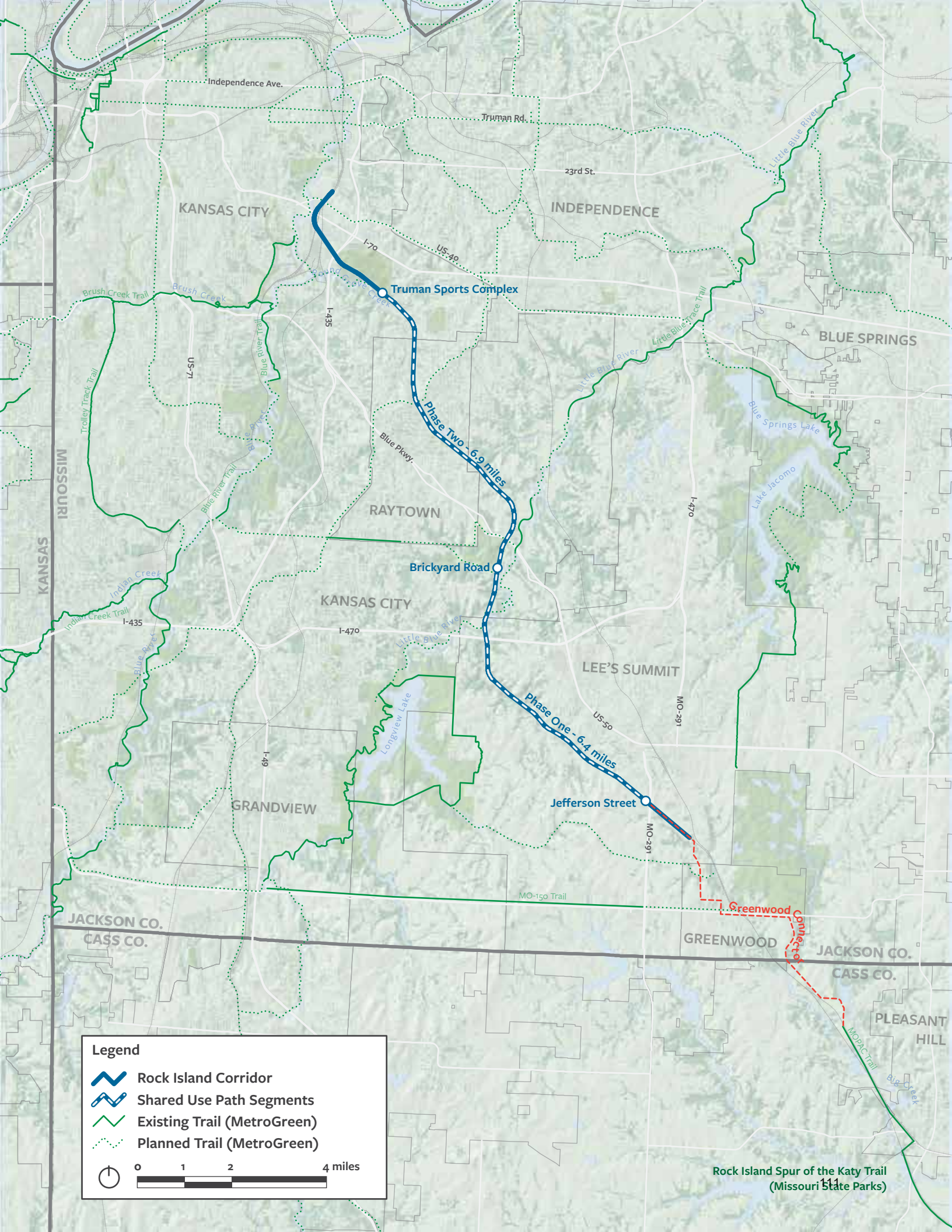
Public Works has indicated that they would like for Parks and Recreation to manage the project and utilize these funds through the CIP which was approved by the Parks and Recreation Board during the budget approval in April and by the City Council at the June 7, 2018 meeting.

At the time of this report, grading, drainage, and paving for the trail connection is approximately 75% complete and LSPR crews have begun backfilling and finish grading around the trails. Our subcontractor has also begun reconfiguration of the parking lot to allow for the new walkways and trails to be accessible. We have also completed the pad and footings for the new trailhead shelter.





Over the next several weeks our crews will be working on finish grading, seeding, sodding and landscaping for the areas around the new trail along with the installation of the trailhead shelter, signage installation and site furnishings.

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





### Legend

-  Rock Island Corridor
-  Shared Use Path Segments
-  Existing Trail (MetroGreen)
-  Planned Trail (MetroGreen)



0 1 2 4 miles

Rock Island Spur of the Katy Trail  
(Missouri State Parks)



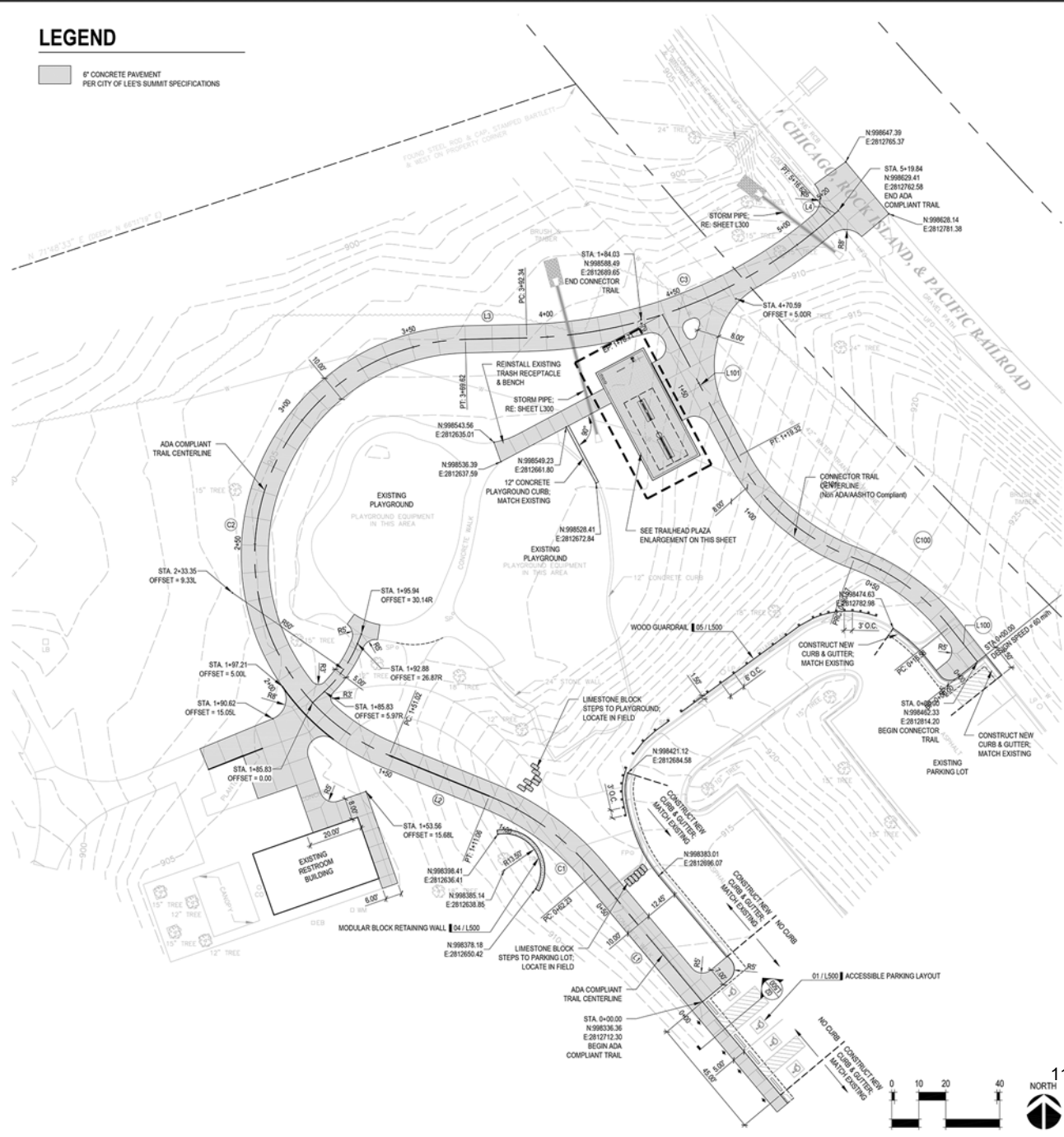
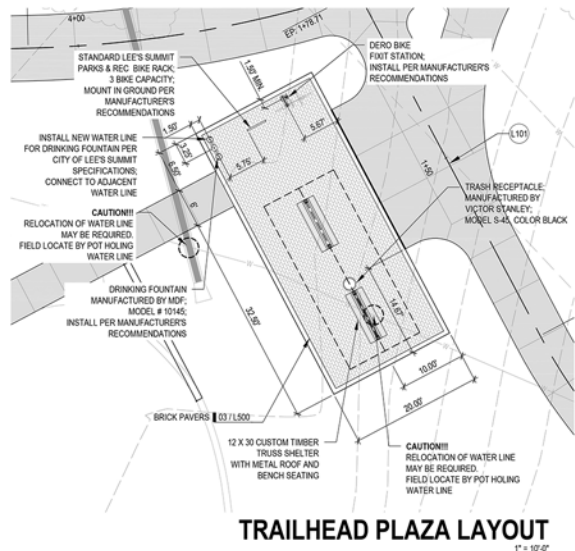
1. SITE LAYOUT DATA, INCLUDING ORDNATE POINTS, IS BASED ON A SURVEY PROVIDED BY ANDERSON SURVEY COMPANY (2018). REFER TO SURVEY FOR HORIZONTAL, VERTICAL CONTROL POINTS. REPORT ANY DISCREPANCIES BETWEEN PLANS AND FIELD CONDITIONS TO OWNERS REPRESENTATIVE IMMEDIATELY.
2. ALL CURBS ARE TO BE CONSTRUCTED TO GRADE AS REQUIRED.
3. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONTROL ON-SITE AND DOWNSTREAM EROSION AND SLATING DURING ALL PHASES OF CONSTRUCTION. EROSION CONTROL SYSTEMS AND PROCEDURES SHALL BE IN PLACE PRIOR TO ANY GRADING OPERATIONS.
4. THE LOCATIONS OF EXISTING UTILITIES AS SHOWN ARE APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES.
5. SAWCUT EXISTING PAVEMENT FULL DEPTH WHERE IT MEETS NEW PAVEMENT.
6. ASPHALT PATCHING ASSOCIATED WITH NEW CURB CONSTRUCTION SHALL BE SUBSIDIARY TO CURB INSTALLATION.
7. CONSTRUCTION STAKING SHALL BE PROVIDED BY THE CONTRACTOR.
8. UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE TO THE FOLLOWING EDGE OF PAVEMENT, FACE OF WALL, AND EDGE OF CURB.
9. ALL EDGES OF PAVEMENT ARE TO BE STRAIGHT (OR OF CONSISTENT RADIUS IN THE CASE OF CURVES) AS SHOWN HEREON. NO UNSPECIFIED TANGENTS OR STAKES WILL BE APPROVED.
10. ALL CONSTRUCTION LAYOUT STAKING IS TO BE PERFORMED BY A LAND SURVEYOR OR PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF ILLINOIS. THE LAND SURVEYOR OR PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ELECTRONIC DATA COMPRISING THESE SITE DEVELOPMENT DRAWINGS WILL BE FORWARDED TO THE LAND SURVEYOR OR PROFESSIONAL ENGINEER EMPLOYED TO PERFORM THE CONSTRUCTION STAKING.
11. IN ORDER TO MAINTAIN THE INTEGRITY OF HORIZONTAL AND VERTICAL CONTROL, FOR THE SITE, THE SURVEYOR OR PROFESSIONAL ENGINEER EMPLOYED BY THE CONTRACTOR TO PERFORM CONSTRUCTION LAYOUT STAKING SHALL SET AND PROTECT ADDITIONAL TRAVERSE POINTS OUTSIDE THE AREAS OF CONSTRUCTION ACTIVITY.

 6" CONCRETE PAVEMENT  
PER CITY OF LEE'S SUMMIT SPECIFICATIONS

ALIGNMENT LINE DATA				
LINE #	LENGTH	BEARING	START POINT	END POINT
L1	62.23	N39° 55' 59.71"W	(812712.30, 999336.36)	(812672.35, 999304.08)
L2	39.95	N67° 54' 41.73"W	(812633.28, 998412.55)	(812596.26, 998428.57)
L3	22.72	N88° 39' 00.37"E	(812624.46, 998581.68)	(812647.17, 998582.22)
L4	3.22	N47° 57' 37.34"E	(812760.23, 998627.00)	(812762.63, 998629.36)

ALIGNMENT CURVE DATA				
CURVE #	DELTA	RADIUS	LENGTH	TANGENT
C1	27.98	100.00	48.83	24.91
C2	156.56	80.00	218.60	385.66
C3	40.69	175.00	124.28	64.89

ALIGNMENT LINE DATA				
LINE #	LENGTH	BEARING	START POINT	END POINT
L100	16.58	N38° 30' 28.66"W	(2812814.20, 998462.33)	(2812803.88, 998475.30)
L101	59.39	N27° 56' 21.03"W	(2812725.29, 998538.37)	(2812697.46, 998590.84)



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HARTMAN PARK  
TRAILHEAD

700 SW Pryor Road  
Lee's Summit, MO 64081

vireo

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1111 N. 13th Street, Suite 116  
Omaha, Nebraska 68102  
P 402-553-5481

www.BelVireo.com

## 100% CONSTRUCTION DOCUMENTS

[illegible]

## Site Layout Plan

112

L200



**Project Name: Hartman Park Trailhead**

**9-Apr-19**

AU 32272750444 and Activity 54932272

Item		Public Works \$250,000 budget	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits	\$ 10,000.00	\$ 3,100.60	\$ 6,899.40	\$ -	
	Architectural + Engineering Contract-Vireo	\$ 15,400.00	\$ 15,400.00	\$ -	\$ -	
	Erosion Control/Tree Protection	\$ -	\$ -	\$ -	\$ -	
	Grading and Excavation	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	Rock removal?
	Site Demo and Tree Clearing	\$ 15,000.00	\$ 223.96	\$ 14,776.04		by Quality Custom Const. Tree removal by LSPR
Site Utilities	Storm Drainage	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	
	Electrical	\$ 5,000.00	\$ 434.71	\$ 4,565.29	\$ -	restroom light fixture replacement; park lighting?
	Water Line Service	\$ 3,000.00	\$ 2,533.20	\$ 466.80	\$ -	by LSPR
Paving	Trailhead Pavers and Curb	\$ 10,000.00	\$ -	\$ 10,000.00		
	New Concrete trail with Base (4,793 SF)	\$ 25,000.00	\$ 22,537.00	\$ 2,463.00	\$ -	
	Concrete-Remove and Replace (3,818 SF)	\$ 35,000.00	\$ -	\$ 35,000.00		
	Retaining Walls- Limestone or Cast in Place	\$ -	\$ -	\$ -		
	Parking Curb-Remove and Replace (203 lf)	\$ 7,000.00	\$ -	\$ 7,000.00		
Park Features and Structures	Restroom Winterization	\$ 29,600.00	\$ 29,600.00	\$ -		RF Fisher
	Restroom Fixtures and Building Drinking Fountain	\$ -	\$ -	\$ -		\$14,500 quote (outside of permissible scope for PW funds)
	Restroom Painting	\$ -	\$ -	\$ -		\$2,580 quote (outside of permissible scope for PW funds)
	Trailhead Shelter	\$ 30,000.00	\$ 28,441.45	\$ 1,558.55		\$26,754 Custom Cedar Products plus site work and footings, staining
	Signage	\$ 5,000.00	\$ -	\$ 5,000.00		tbd
	Landscaping Allowance	\$ 20,000.00	\$ -	\$ 20,000.00		materials and install per Rosehill quote \$21,795
	Site Furnishings-Benches, Trash, Drinking Fountain	\$ 5,000.00	\$ 3,470.00	\$ 1,530.00		tbd
	Bike Maintenance and Racks	\$ 1,500.00	\$ 1,229.74	\$ 270.26		Bike Maintenance Donation by Bike Stop (approx \$1500). Bike Racks in PCOC stor
	Trash Dumpster Enclosure	\$ -	\$ -	\$ -		\$20,000 estimate from previous projects
	Public Art	\$ -	\$ -	\$ -		\$10,000 allotment from Parks Sales Tax (outside of permissible scope for PW funds)
	Design and Construction Contingencies (Rock allowance?)	\$ 5,000.00				
		\$ -				
			\$ 106,970.66			
	Adjusted Project Sub Total	\$ 236,500.00			Work performed by Quality Custom Const.	
Budget	Total Park Board Approved Budget	\$ 250,000.00				
	Under/Over Budget w Actuals to Date	\$ 13,500.00				



# MEMORANDUM



---

**Date:** April 24, 2019  
**To:** Joe Snook  
Administrator of Parks and Recreation  
**From:** Steve Casey, PLA, ASLA  
Superintendent of Park Planning and Construction  
**CC:**  
**Re:** Howard Park Improvements

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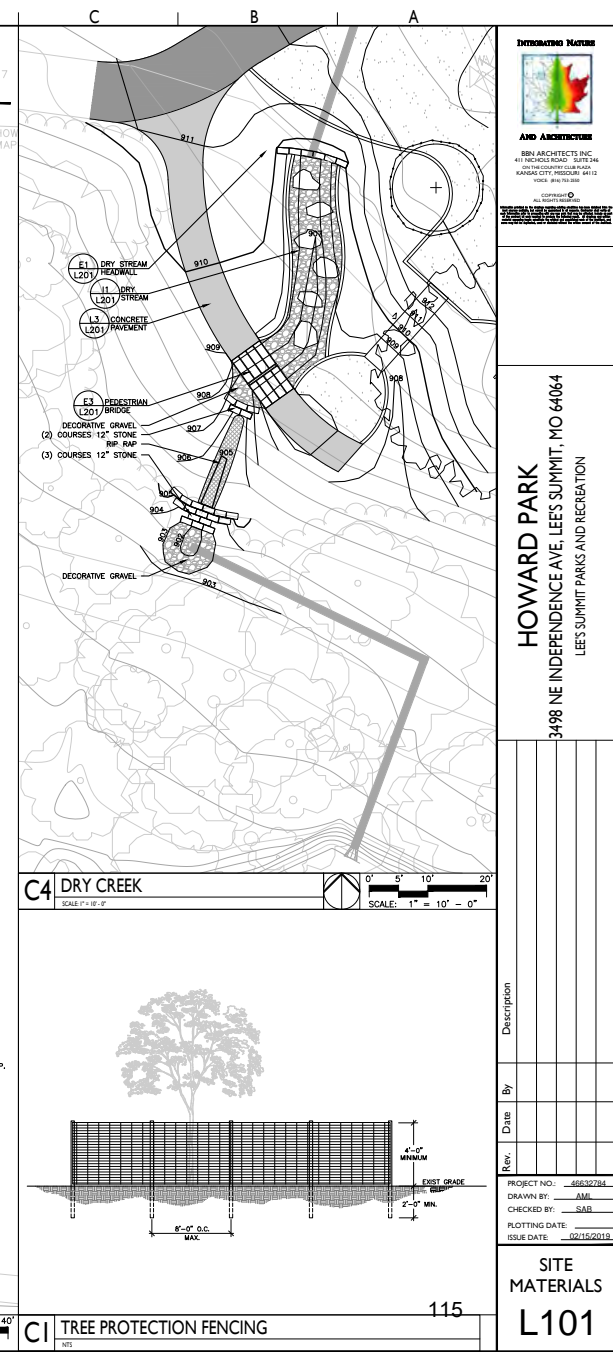
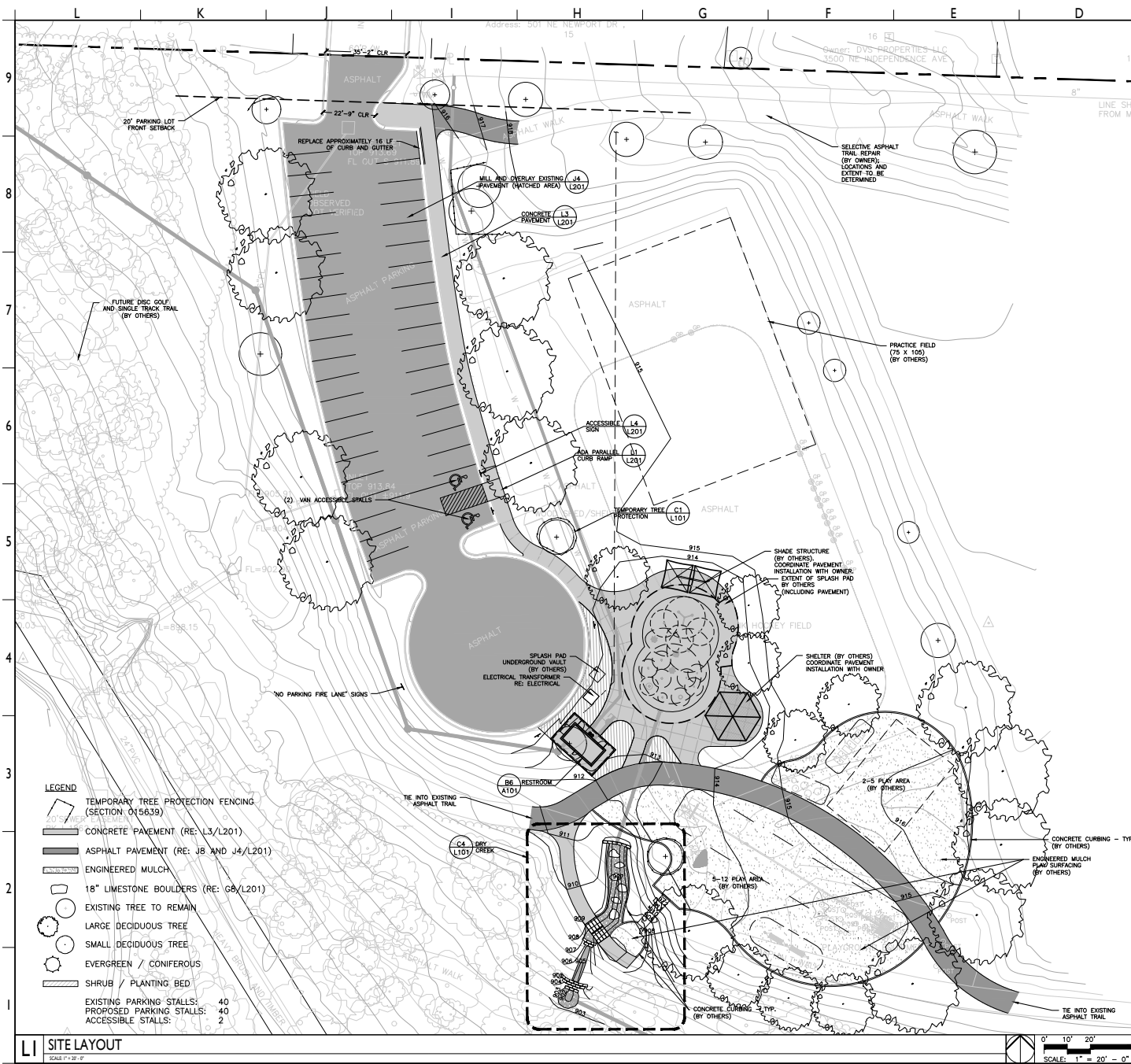
With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the redevelopment of Howard Park and project funding in the amount of approximately \$900,000.

At the time of this report, staff is working on final contract items with Terry Snelling Construction to issue a Notice to Proceed by the end of April. A tentative project construction schedule is attached. With the completion of the park demolition (trails, playground, in-line skate rink) the general contractor can mobilize immediately and begin utility work and mass grading of the site for future upgrades to the park.

We will continue to give the board monthly updates on the progress of this project.

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





AND ARCHITECTURE

BBN ARCHITECTS INC.  
411 NICHOLS ROAD, SUITE 100  
OMAHA, NE 68105  
PHONE: 402.466.1111  
FAX: 402.466.1112  
WWW.BBN-ARCH.COM

HOWARD PARK

3498 NE INDEPENDENCE AVE, LEE'S SUMMIT, MO 64064

LEE'S SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description

PROJECT NO.: 66630284

DRAWN BY: AMI

CHECKED BY: SAR

PLOTTING DATE: 02/15/2019

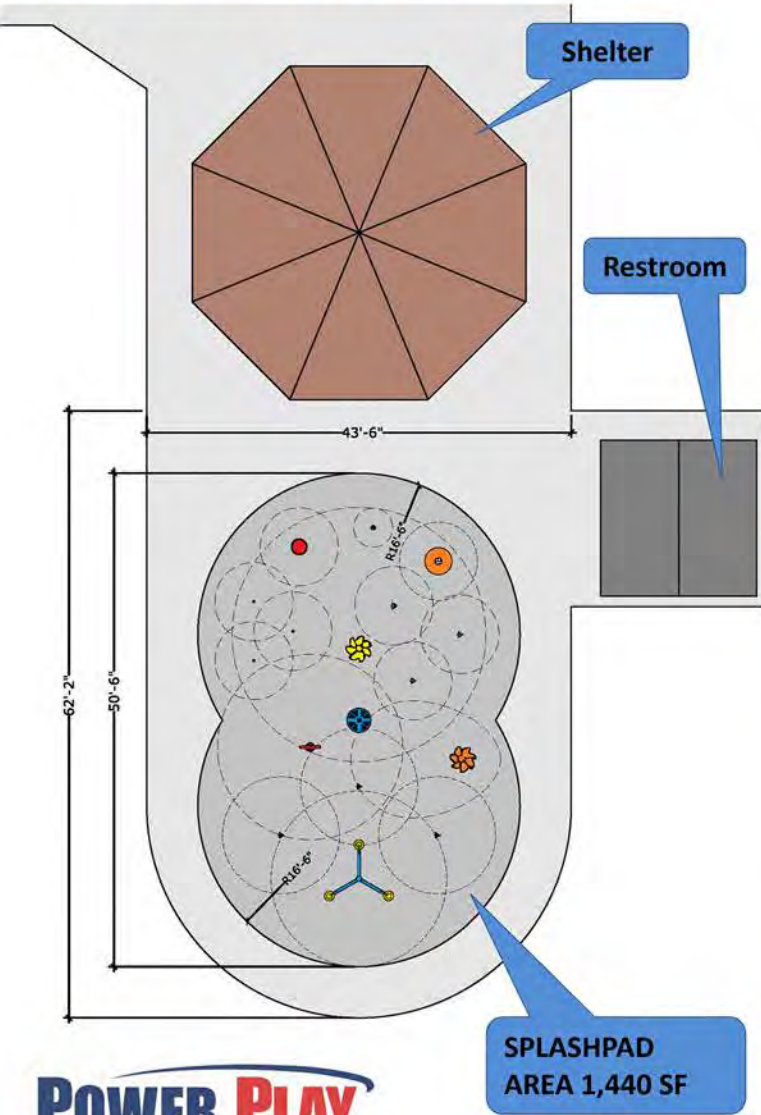
ISSUE DATE: 02/15/2019

SITE MATERIALS

L101



# HOWARD PARK SPLASHPAD



**POWER PLAY**

Discover. Explore. Play.  
www.power-play.net



Bucket Trio



Helio No2



(3) Fountain Spray No1



Bamboo Ring



Waterbug No1



Helio No3



Aqualien Flower No1



(3) Jet Stream No2



Water Jelly No1



(3) Geyser

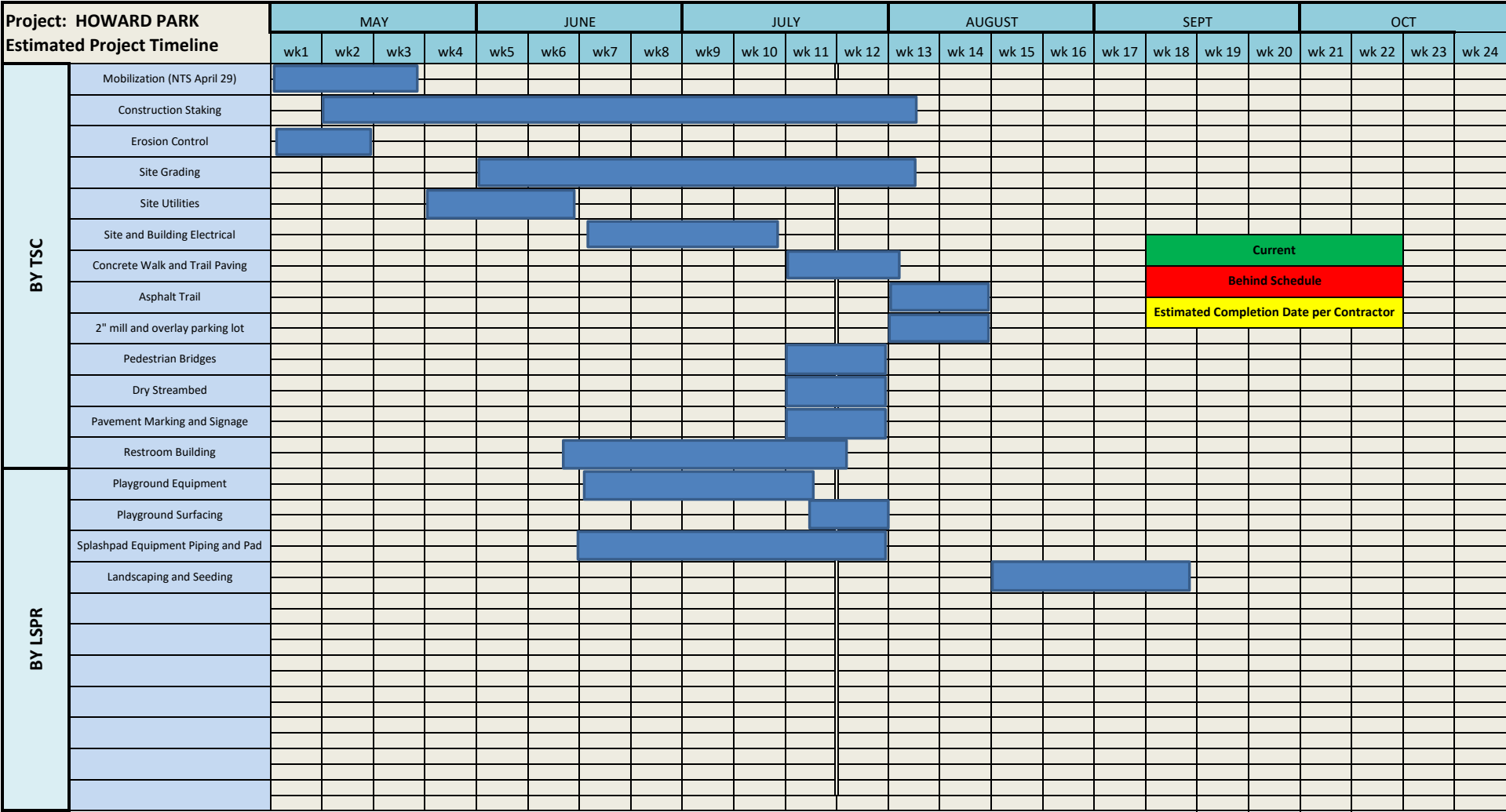


**Project Name: Howard Park Improvements**

**9-Apr-19**

Item		Park Board approved project budget \$900,000	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
Pre Construction/ Site Preparation	<b>Mobilization, Testing, Survey, Permits, Contingency</b>	\$ 55,000.00	\$ 50,634.38	\$ 4,365.62	\$ -	
	<b>Architectural + Engineering Contract-BBN</b>	\$ 79,683.00	\$ 48,179.00	\$ 31,504.00	\$ -	
	<b>Erosion Control/Tree Protection</b>	\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	
	<b>Demolition of Existing Park Features</b>	\$ 50,795.00	\$ 50,795.37	\$ (0.37)		LSPR in house
Park Site Utilities, Grading, Paving, Restrooms						
	<b>Asphalt-Repair Trails</b>	\$ 40,000.00	\$ -	\$ 40,000.00		placeholder for existing trail repair NIC
	<b>General Construction Contract Estimate- Terry Snelling Const.</b>	\$ 306,000.00	\$ -	\$ 306,000.00		
Park Features and Structures	<b>Gazebo and Installation</b>	\$ 20,000.00	\$ 19,458.00	\$ 542.00		LSPR in house
	<b>Splashpad Equipment and Installation</b>	\$ 117,572.00	\$ 117,572.00	\$ -		
	<b>Playground Equipment and Installation,</b>	\$ 113,811.00	\$ 113,277.00	\$ 534.00		
	<b>Disc Golf Course Construction</b>	\$ 10,000.00	\$ 3,589.00	\$ 6,411.00		
	<b>Landscaping (trees, shrubs, seed, sod)</b>	\$ 20,000.00	\$ -	\$ 20,000.00		mat + install per rosehill \$14,188
	<b>Site Furnishings</b>	\$ 20,000.00	\$ 17,910.90	\$ 2,089.10		LSPR in house
	<b>Playground Surfacing, Curbing, Drainage</b>	\$ 12,000.00	\$ -	\$ 12,000.00		
		\$ -	\$ -			
	Subtotal	\$ 847,261.00	\$ 423,815.65			
		\$ -				
		\$ -				
	<b>Adjusted Project Sub Total</b>	<b>\$ 847,261.00</b>				
<b>Budget</b>	<b>Total Park Board Approved Budget</b>	<b>\$ 900,000.00</b>				
	<b>Under/Over Budget w Actuals to Date</b>	<b>\$ (52,739.00)</b>				
	<b>Total Budget</b>					







## MEMORANDUM



---

**Date:** April 24, 2019  
**To:** Joe Snook  
Administrator of Parks and Recreation  
**From:** Steve Casey  
Superintendent of Park Planning and Development  
**CC:**  
**Re:** Summit Park Renovation

---

With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the redevelopment of Summit Park and project funding in the amount of approximately \$1,600,000.

At the time of this report, staff is working on final contract items with Terry Snelling Construction to issue a Notice to Proceed by the end of April. A tentative project construction schedule is attached. With the completion of the park demolition (restrooms, parking, tennis courts) the general contractor can mobilize immediately and begin the first phase of utility work and mass grading of the site for future upgrades to the park.

We will continue to keep the board updated on design progress and schedule for this project.

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





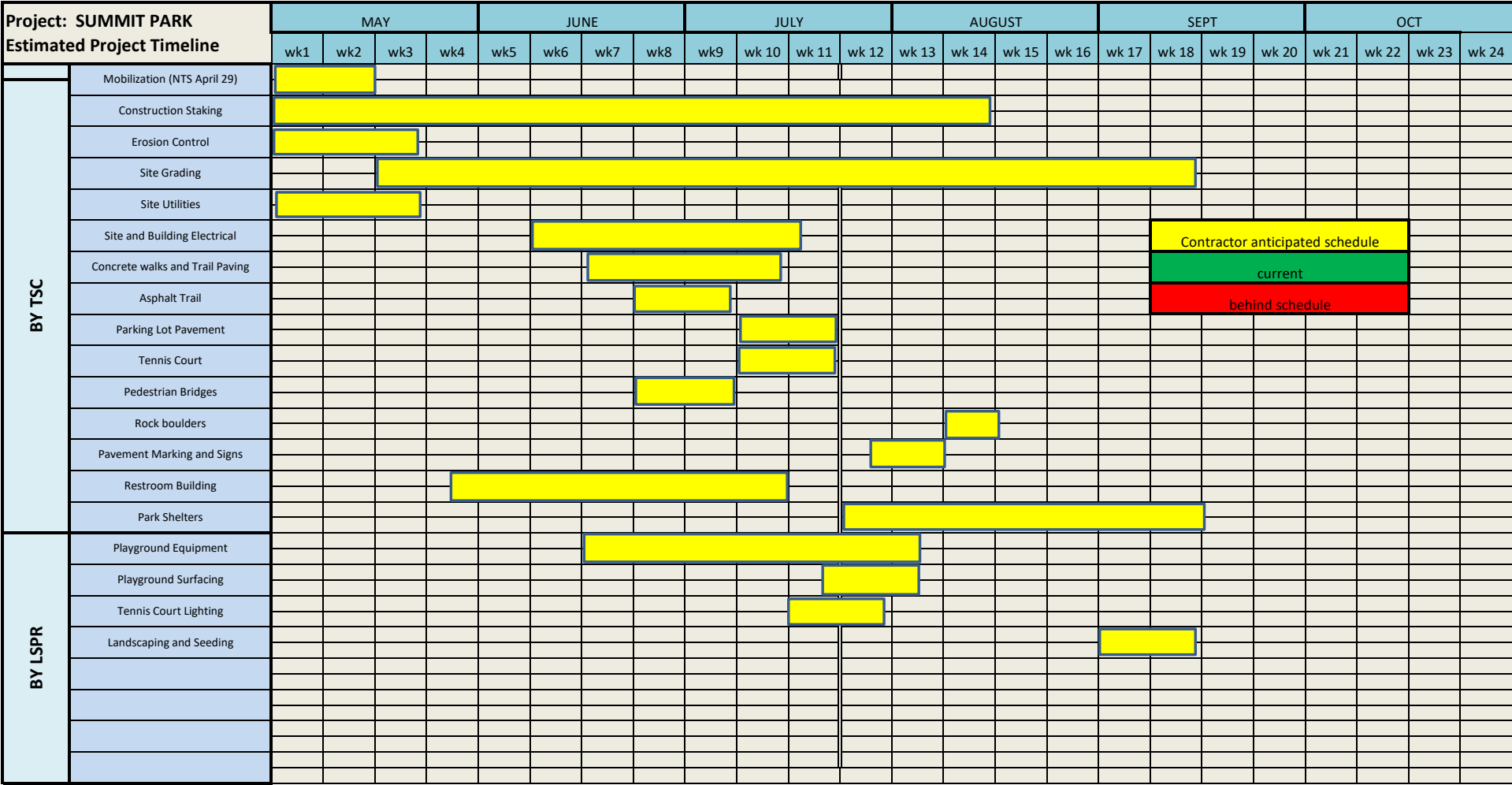


**Project Name: Summit Park Improvements**

**9-Apr-19**

Item		Park Board approved project budget \$1,600,000	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
Pre Construction/ Site Preparation	<b>Mobilization, Testing, Survey, Permits, Contingency</b>	\$ 45,000.00	\$ 34,068.30	\$ 10,931.70	\$ -	
	<b>Architectural + Engineering Contract-BBN</b>	\$ 107,603.00	\$ 69,500.00	\$ 38,103.00	\$ -	
	<b>Erosion Control Silt Fencing</b>	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	
	<b>Demolition of Existing Park Features</b>	\$ 116,833.00	\$ 116,833.46	\$ (0.46)		by LSPR
Site Utilities, Court Const, Grading, Restrooms						
	<b>General Construction Contract Estimate Terry Snelling</b>	\$ 942,353.00	\$ -	\$ 942,353.00		
Park Features and Structures	<b>Tennis Court Shade Structure</b>	\$ 12,000.00	\$ 11,052.45	\$ 947.55		by LSPR
	<b>Playground Equipment Install, Surfacing, Containment</b>	\$ 186,525.00	\$ 188,238.00	\$ (1,713.00)		
	<b>Tennis Court Lighting per Musco</b>	\$ 117,739.00	\$ 117,739.00	\$ -		
	<b>Fencing and Backstops</b>	\$ 8,500.00	\$ -	\$ 8,500.00	\$ -	by LSPR
	<b>Baseball Infield Construction</b>	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	by LSPR \$4k per field ag lime plus grading
	<b>Batting Tunnels (2)</b>	\$ 10,000.00	\$ 5,697.14	\$ 4,302.86	\$ -	by LSPR
	<b>Site Furnishings</b>	\$ 20,000.00	\$ 18,949.00	\$ 1,051.00		by LSPR
	<b>Landscaping</b>	\$ 35,000.00	\$ -	\$ 35,000.00		trees, shrub, biosw mat+install Rosehill \$40,925 + seedin
	<b>Playground Surface, curb, drainage</b>	\$ 12,000.00	\$ -	\$ 12,000.00		
	Subtotal	\$ 1,626,053.00	\$ 564,577.35			
		\$ -				
		\$ -				
	<b>Adjusted Project Sub Total</b>	\$ 1,626,053.00				
<b>Budget</b>	<b>Total Park Board Approved Budget</b>	\$ 1,600,000.00				
	<b>Under/Over Budget w Actuals to Date</b>	\$ 26,053.00				
	<b>Add 2nd Shelter</b>	\$ 126,182.00				
	<b>Adjusted Project Under/over Budget</b>	\$ 152,235.00				







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## Memorandum

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Date: April 8, 2019

To: Joe Snook, CPRP  
Administrator of Parks & Recreation

From: David S. Dean  
Superintendent of Recreation Services II

Re: Summit Waves Wave Pool project update

At the October Park Board meeting, the Board approved a motion for staff to enter into an agreement with Kimley-Horn for the Summit Waves wave pool design. During March and early April, Kimley-Horn continued fine-tuning the design development phase of the project. Kimley-Horn reached 95% completion on the design development by April 15. They will be traveling to Lee's Summit to meet with staff and DRC to review the design plans on April 23.

A project timeline is included on Attachment A and a rendering of the wave pool and support facility is included on Attachment B.

Staff will continue to give the board monthly updates on the progress of this project.

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



	2018				2019								2020							
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Construction Documents																				
Ongoing City Reviews																				
Bid Advertisement																				
Bid Review/Contract Award																				
Construction Phase																				
Punch List/Project Closeout																				

Current
Estimated Completion
Behind Schedule







# MEMORANDUM



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**Date:** April 15, 2019  
**To:** Joe Snook  
Administrator of Parks and Recreation  
**From:** David Dean  
Superintendent of Recreation Services II  
**Re:** Fundraising Update – April 2019

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Collections for FY19 are in progress, with one April payment outstanding at the time of this report. Our Sponsorship Coordinator is reaching out to leads that will help us reach our goal of 14 banner sponsors (currently at 13). Our sponsorship coordinator continues conducting face-to-face meetings with potential sponsors for the 2019 Legacy Park Amphitheater season (currently at 2). I will provide further updates to the board at the meeting.

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

Attachment B reflects the sponsorship commitments from FY16 through FY22 based on existing contracts. The amount collected YTD is also included.

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



Revenue								
Sponsor, Date of Contract	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank, 9/22/15	\$ 12,000.00	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ 86,000.00
Instant Auto, 2/29/16	\$ 6,500.00	\$ 13,000.00	\$ 13,000.00	\$ 6,500.00				\$ 39,000.00
Adams Toyota, 2/29/16	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00				\$ 45,000.00
Blue Pearl <sup>2</sup> , 3/10/16	\$ 6,000.00							\$ 6,000.00
Adams Toyota <sup>3</sup> , 5/11/16	\$ 2,500.00	\$ 2,500.00						\$ 5,000.00
Adams Toyota <sup>3</sup> , 4/27/17		\$ 5,000.00						\$ 5,000.00
Adams Toyota <sup>3</sup> , 5/27/18			\$ 2,000.00	\$ 1,000.00				\$ 3,000.00
Legacy Woods <sup>4</sup> , 5/11/16	\$ 4,000.00	\$ 1,000.00						\$ 5,000.00
American Family, 5/16/16	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00				\$ 45,000.00
Price Chopper <sup>5</sup> , 5/25/16	\$ 5,000.00							\$ 5,000.00
Royal Door, 7/22/16		\$13,750	\$16,250.00					\$ 30,000.00
Jungmeyer & Suresh, 8/25/16		\$15,000	\$15,000.00	\$15,000.00				\$ 45,000.00
Kline Van & Spec., 9/30/16		\$11,250	\$15,000.00	\$15,000.00	\$3,750.00			\$ 45,000.00
St. Luke's, 6/30/17			\$13,500.00	\$13,500.00	\$13,500.00			\$ 40,500.00
Harmon Flooring, 8/30/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Heartland Heating & Cooling, 8/31/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Lee's Summit Academy <sup>5</sup> 5/11/18			\$3,000.00					\$ 3,000.00
Foundation Guy, 7/30/18				\$15,000.00	\$15,000.00	\$15,000.00		\$ 45,000.00
Freezing Moo 9/4/18				\$15,000.00	\$15,000.00	\$15,000.00		\$ 45,000.00
Camp Bow Wow 12/5/18				\$5,500.00	\$5,500.00			\$ 11,000.00
Integrity Roofing 10/10/18				\$11,250.00	\$15,000.00	\$15,000.00	\$3,750.00	\$ 45,000.00
Smile Doctors 2/10/19				\$7,500.00	\$15,000.00	\$15,000.00	\$7,500.00	\$ 45,000.00
Adams Toyota, 3/15/19				\$7,500.00	\$15,000.00	\$15,000.00	\$7,500.00	\$ 45,000.00
Instant Auto, 3/15/19				\$7,500.00	\$15,000.00	\$15,000.00	\$7,500.00	\$ 45,000.00
<b>Total</b>	<b>\$ 48,500.00</b>	<b>\$ 105,500.00</b>	<b>\$ 152,750.00</b>	<b>\$ 182,750.00</b>	<b>\$ 157,750.00</b>	<b>\$ 105,000.00</b>	<b>\$ 26,250.00</b>	<b>\$ 778,500.00</b>

Expenses	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
<b>Equity Bank</b>								
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00		\$ 3,510.00
Contractor <sup>1</sup>	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 22,850.00
<b>Instant Auto</b>								
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,835.00
Contractor <sup>1</sup>	\$ 1,950.00	\$ 3,575.00	\$ 3,250.00	\$ 3,875.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 22,400.00
<b>Adams Toyota</b>								
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 390.00		\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,575.00
Contractor <sup>1</sup>	\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 4,125.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 24,000.00
<b>Blue Pearl<sup>2</sup></b>								
Contractor <sup>1</sup>	\$ 1,800.00							\$ 1,800.00
<b>Adams Toyota<sup>3</sup></b>								
Banner (1*\$65)	\$ 65.00							\$ 65.00
Contractor <sup>1</sup>	\$ 750.00	\$ 750.00	\$ 600.00	\$ 300.00				\$ 2,400.00
<b>Adams Toyota<sup>3</sup></b>								
Banner (1*\$65)		\$ 65.00						\$ 65.00
Contractor <sup>1</sup>		\$ 1,500.00						\$ 1,500.00
<b>American Family</b>								
Banners (29*\$65) <sup>4</sup>	\$ 1,885.00	\$ 325.00	\$ 325.00					\$ 2,535.00
Contractor <sup>1</sup>	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00				\$ 11,750.00
<b>Price Chopper<sup>5</sup></b>								
Banner (1*\$65)	\$ 65.00							\$ 65.00
Contractor <sup>1</sup>	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00				\$ 4,500.00
<b>Royal Door</b>								
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 390.00	\$ 325.00				\$ 2,600.00
Contractor <sup>1</sup>		\$ 4,125.00	\$ 4,125.00	\$ -				\$ 8,250.00
<b>Jungmeyer &amp; Suresh</b>								
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor <sup>1</sup>		\$ 4,500.00	\$ 3,937.50	\$ 3,750.00				\$ 12,187.50
<b>Kline Van &amp; Specialty Rental</b>								
Banners (29*\$65) <sup>4</sup>		\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor <sup>1</sup>		\$ 3,375.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50			\$ 11,812.50
<b>St. Luke's</b>								
Banners (29*\$65) <sup>4</sup>			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor <sup>1</sup>			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00			\$ 10,800.00
<b>Harmon Flooring</b>								
Banners (29*\$65) <sup>4</sup>			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor <sup>1</sup>			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
<b>Heartland Heating &amp; Cooling</b>								
Banners (29*\$65) <sup>4</sup>			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor <sup>1</sup>			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
<b>Lee's Summit Academy<sup>2</sup></b>								
Banner (2*\$65)			\$ 130.00					\$ 130.00
Contractor <sup>1</sup>			\$ 900.00	\$ -				\$ 900.00
<b>Foundation Guy</b>								
Banners (31*\$65) <sup>4</sup>				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor <sup>1</sup>				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
<b>Freezing Moo</b>								
Banners (31*\$65) <sup>4</sup>				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor <sup>1</sup>				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
<b>Camp Bow Wow</b>								
Banners (4*\$65) <sup>4</sup>				\$ 260.00	\$ 65.00			\$ 325.00
Contractor <sup>1</sup>				\$ 1,650.00	\$ 1,375.00	\$ -		\$ 3,025.00
<b>Integrity Roofing</b>								
Banners (31*\$65) <sup>4</sup>				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor <sup>1</sup>				\$ 3,375.00	\$ 3,937.50	\$ 3,750.00	\$ 937.50	\$ 12,000.00
<b>Smile Doctors</b>								
Banners (31*\$65) <sup>4</sup>				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor <sup>1</sup>				\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 12,000.00
<b>Total</b>	<b>\$ 21,020.00</b>	<b>\$ 36,470.00</b>	<b>\$ 50,552.50</b>	<b>\$ 62,370.00</b>	<b>\$ 44,065.00</b>	<b>\$ 28,525.00</b>	<b>\$ 7,212.50</b>	<b>\$ 250,215.00</b>

	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
<b>Net</b>	<b>\$ 27,480.00</b>	<b>\$ 69,030.00</b>	<b>\$ 102,197.50</b>	<b>\$ 120,380.00</b>	<b>\$ 113,685.00</b>	<b>\$ 76,475.00</b>	<b>\$ 19,037.50</b>	<b>\$ 528,285.00</b>

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

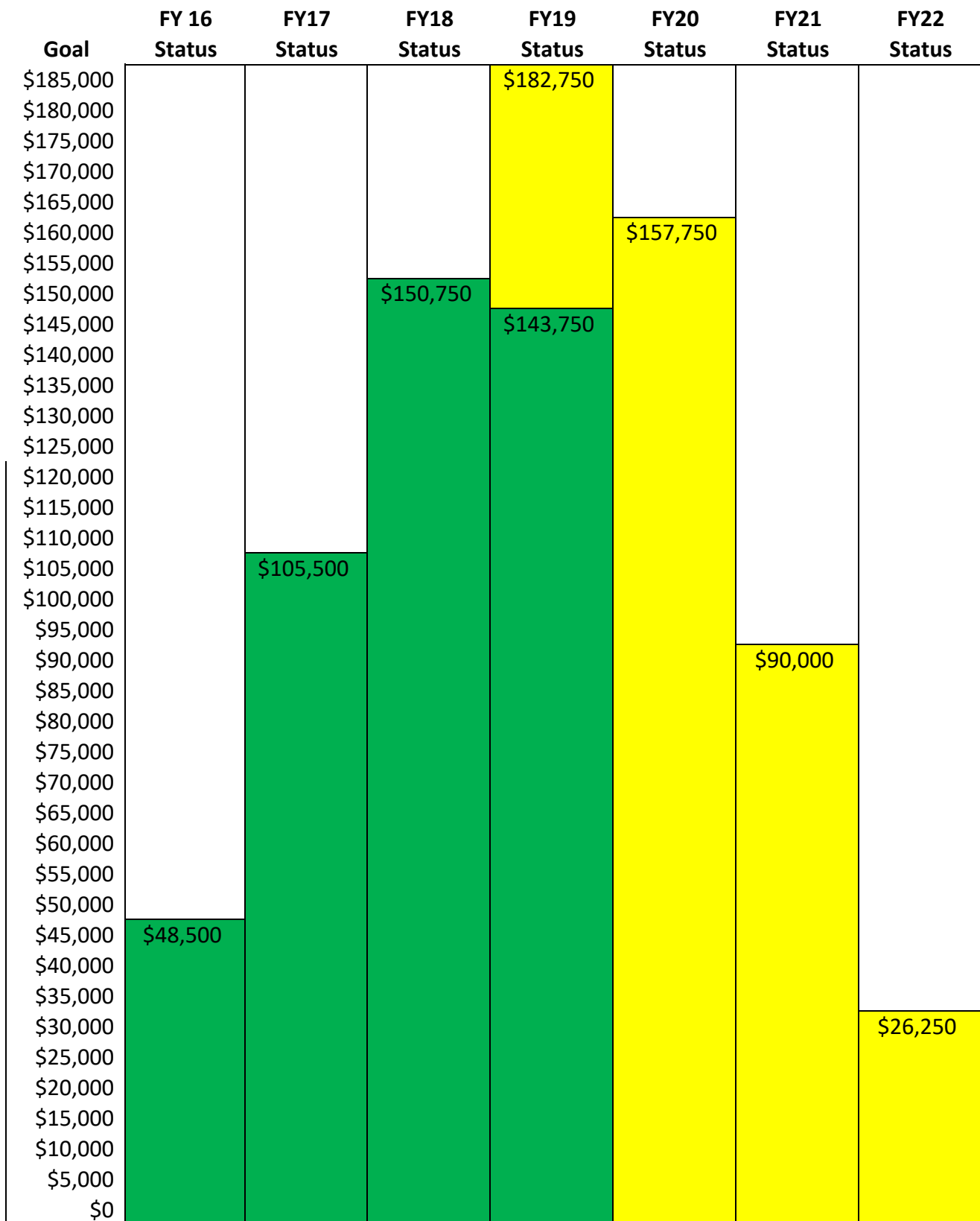
<sup>2</sup> Blue Pearl to pay for all banners and signage at venues

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

<sup>4</sup> Payment of 29 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year

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





	Commitments
	Collected



# MEMORANDUM



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**Date:** April 16, 2019  
**To:** Joe Snook  
Administrator  
**From:** Andy Carr, AFO, PCA  
Park Operations Manager  
**CC:**  
**Re:** Beautification Commission April updates

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Attached you will find the agenda, minutes, and the monthly financial statement for the Lee's Summit Beautification Commission.

Highlights for this month include:

- March minutes
- April Agenda
- Financial statement
- New Chairman Bruce Holiman
- Work plan FY2020
- Monument landscaping
- Trim Grant For the Parks
- Arbor Day Celebration





Monday, April 8, 2019  
Strother Conference Room  
220 SE Green Street, Lee Summit  
6:00 PM

1. Call to Order
2. Approval of March Minutes
3. Budget Review
4. Chair Person Vote
5. Tree Board Activities
  - Sweep the Summit
    - April 27<sup>th</sup> 9:30am – 11:30am
      - Lowenstein
      - Legacy
      - Lea Mac North and South
  - Arbor Day Longview Elem
    - April 26<sup>th</sup> 2:15 P.M.
6. Other Business
  - 2020 work plan
  - Trim Grant
7. Announcements
  - Sweep Summit
8. Adjourn



## LEE'S SUMMIT BEAUTIFICATION COMMISSION

### Minutes of the March 11, 2019 Meeting

Attended by Randy Cain, Carol Rothwell, Bruce Holiman, Charlotte Lea, Lila Raymond, Donna Nuccio, Sarah DeBray and Kim Fritchie

Others: Andy Carr, Joe Snook, Brooke Chestnut, Steve Casey, Will Gibson and Mr. Coy

The meeting was called to order at 6:02 and the Minutes were approved. Andy reported that the budget for next year will be essentially the same as this year's. This month's report doesn't reflect \$2,000 to be spent with Grass Pad for the plants to go in the downtown pots.

Steve Casey and Will Gibson presented ideas about landscaping the two monuments. (It is understood that the actual job will be bid out by the City, and Will is participating only as a resident advisor at this point.) The committee reviewed drawings of the plans for the two sites, both featuring native, low-maintenance plants and repeating some elements for cohesiveness with any future sites. Including establishment and three years' maintenance, the estimated cost is between \$21-23,000. This group previously pledged \$5,000 from this year's budget and can budget more for next year. Joe Snook addressed funding and jurisdictional issues. Will has offered to contribute \$2,500. If selected to do the work, he plans to amend the soil and use plugs for quicker effect and would attempt to complete both sites this summer. The committee gave enthusiastic endorsement to the plans presented.

Sarah reminded us of the Arbor Day Tree Planting at Longview Elementary. The site for their red maple needs to be marked by 4/20 for the 4/26 event. We will meet 2:15.

Charlotte reported that our tentative plans for a garden tour have met with reluctance because of the unusually wet and cool weather. After discussion, it was agreed to have neither a tour nor a landscape contest this year, but to begin planning earlier for a tour next summer.

The pots were frozen so hard the hearts remain in them, rather than shamrocks.

Brooke has accepted the Planet Geo bid for the inventory of trees in the mowed areas of the parks. It should be finished by 5/1, and reimbursement may come this fiscal year. The hope is that the City will go ahead and inventory all public trees, but our TRIM grant is only enough for parks. Data will go into the Planet Geo system but could be maintained internally in future years.

The date for planting the pots downtown has been moved to Sunday 3/24 at 3:00.



Sweep the Summit will be April 27<sup>th</sup>, 9:30-11:30. Sarah said St. Michael's plans to send 125 students but she hasn't heard from Summit Christian Academy. LS N and LSW have confirmed they will participate. The assignments will be: West to Lowenstein, St. Michael's to Legacy, and North to either Lea MacKeegan or Hartman.

Andy says he expects to see poppies and coreopsis in the 291 medians, and less thistle.

The meeting adjourned at 6:55.

Carol Rothwell, Secretary



**Beautification Commission**  
**Financial Report as of March 31, 2019**

<b>Expenditures</b>	<b>FY19 Budget</b>	<b>YTD Actual</b>	<b>Remaining</b>
<b>Personal Services</b>			
Personal Services - Staff Support	\$ 29,737	\$ 21,993	\$ 7,744
<b>Total Personal Services</b>	<b>29,737</b>	<b>21,993</b>	<b>7,744</b>
<b>Other</b>			
Advertising	900	9	891
Printing Expense	350	100	250
Professional Fees	18,000	7,944	10,057
Travel & Meeting	500	17	483
Public Relations	800	326	474
Maintenance & Repairs - Grounds	10,000	2,515	7,485
<b>Total Other</b>	<b>30,550</b>	<b>10,910</b>	<b>19,640</b>
<b>Total Expenditures</b>	<b>\$ 60,287 <sup>1</sup></b>	<b>\$ 32,903</b>	<b>\$ 27,384</b>
<b>Other - Detail</b>			
<b>Advertising Expense</b>			
Facebook post-Landscape Contest		9	
		\$ 9	
<b>Printing Expense</b>			
Free Style Graphics		\$ 100	
		\$ 100	
<b>Professional Fees Expense</b>			
Tallgrass Landscape Solutions		\$ 850	
Rosehill - Downtown Planters		\$ 2,111	
Rosehill - Downtown Planters		\$ 2,483	
Rosehill - Downtown Planters		\$ 4,450	
Reimbursement - DTLSMS - Christmas Planters		\$ (1,950)	
		\$ 7,944	
<b>Travel &amp; Meeting Expense</b>			
		\$ 17	
		\$ 17	
<b>Public Relations Expense</b>			
Gift Cards-Springtime Garden Center		\$ 125	
Gift Cards-Heartland		\$ 100	
Gift Cards-Grass Pad		\$ 75	
Hy-Vee Refreshments		\$ 26	
		\$ 326	
<b>Maintenance &amp; Repairs - Grounds</b>			
Tallgrass Landscape Solutions		\$ 500	
Old Tyme Pottery		\$ 212	
Grass Pad		\$ 1,803	
		\$ 2,515	

**Footnotes:**

<sup>1</sup> Per the FY19 budget, expenditures up to a maximum of \$60,287 will be funded through a transfer from the General Fund.



# MEMORANDUM



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**Date:** April 15, 2019  
**To:** Joe Snook  
Administrator  
**From:** Carole Culbertson  
Superintendent of Administration II  
**Re:** Wi-Fi in Parks – Charter Communications Update

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During the December Park Board meeting, Mr. Snook updated the Park Board indicating that the Charter representative informed LSPR staff that Legacy Park would not be scheduled for Charter network infrastructure installation as originally planned. The infrastructure installation date for Legacy Park (and by extension free WiFi for all locations within Legacy Park including the youth sports venues, Legacy Park Community Center, the Joseph A. Dyke Playground, and Legacy Park Amphitheater) are to be scheduled sometime in 2018.

Charter network infrastructure has been installed in Legacy Park Community Center, Legacy Park Amphitheater, Harris Park Community Center, Gamber Community Center, Summit Waves, Lea McKeighan North & South, Miller J. Fields Park, Lowenstein and Happy Tails Park. The access points in these locations have been fully activated. The free access is currently 60 minutes as outlined in the agreement and the access signage has been developed, approved and placed at the appropriate facilities and parks. The communication for our social media outlets has been finalized and the service announcement has been on Facebook for the locations where service is available.

To complete the Legacy Sports Venues, Charter is currently finalizing the installation and anticipates activating the AP's by the middle of the week beginning April 15<sup>th</sup> with the completion by the end of the week. Once the activation has been confirmed, access signage will be placed at the facilities and communication through social media.

In September, a request was made to add the Longview Community Center to the agreement. An addendum has been signed by LSPR and emailed to Charter with a copy of the fully executed addendum is still pending. The Charter representative has stated they are currently scheduling the design phase of the project. A timeframe for completion has not been provided by Charter.

A summarized listing of progress to-date is referenced in Attachment A.

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



## Attachment A

Charter WiFi Project						Last Updated: 4/15/19	
Facility/Park	Listed in Contract for Consideration?	Site Walk	Design Plan Received	Network Infrastructure Installation	WiFi Equipment Installation	Troubleshooting Signage Placed?	Tested by LSPR Staff
Legacy Park Community Center	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Legacy Park Amphitheater	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Harris Park Community Center	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Gamber Community Center	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Summit Waves	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Longview Community Center	Yes	Complete	No	No	No	No	No
Lea McKeighan South Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Lea McKeighan North Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Miller J. Fields Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Lowenstein Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Happy Tails Park	Yes	Complete	Yes	Complete	Complete	Yes	Tested
Joseph A. Dyke Playground	(Included w/ Youth Sports)	Complete	Yes	Complete	No	No	No
Legacy Park Youth Sports Venues	Yes	Complete	Yes	Complete	No	No	No
Hartman Park Sports Complex	Yes	No - Future Possibility	No	No	No	No	No
Harris Park	Yes	No - Future Possibility	No	No	No	No	No
Arborwalk Park	Yes	No - Future Possibility	No	No	No	No	No
Sylvia Bailey Park	Yes	No - Future Possibility	No	No	No	No	No
Upper Banner Park	Yes	No - Future Possibility	No	No	No	No	No
Lower Banner Park	Yes	No - Future Possibility	No	No	No	No	No
Canterbury Park	Yes	No - Future Possibility	No	No	No	No	No
Deer Valley Park	Yes	No - Future Possibility	No	No	No	No	No
Dogwood Park	Yes	No - Future Possibility	No	No	No	No	No
Eagle Creek Park	Yes	No - Future Possibility	No	No	No	No	No
Howard Park	Yes	No - Future Possibility	No	No	No	No	No
William B. Howard Station Park	Yes	No - Future Possibility	No	No	No	No	No
McKee Park	Yes	No - Future Possibility	No	No	No	No	No
Osage Trails Park	Yes	No - Future Possibility	No	No	No	No	No
Pleasant Lea Park	Yes	No - Future Possibility	No	No	No	No	No
Pottberg Memorial Park	Yes	No - Future Possibility	No	No	No	No	No
South Lea Park	Yes	No - Future Possibility	No	No	No	No	No
Summit Park	Yes	No - Future Possibility	No	No	No	No	No
Wadsworth Park	Yes	No - Future Possibility	No	No	No	No	No
Williams-Grant Park	Yes	No - Future Possibility	No	No	No	No	No
Winterset Nature Area Park	Yes	No - Future Possibility	No	No	No	No	No
Woods Playground	Yes	No - Future Possibility	No	No	No	No	No



# MEMORANDUM



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**Date:** April 18, 2019  
**To:** Joseph Snook, CPRP  
Administrator of Parks and Recreation  
**From:** Brooke Chestnut, CPSI, MW5124 AU,  
Superintendent of Park Operations  
**CC:**  
**Re:** Security Report 1<sup>st</sup> Quarter 2019

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Attached are the police activity reports for the 1<sup>st</sup> quarter of 2019, listing activity by the police department for each park. There were a total of 558 reports of activity during the 1<sup>st</sup> quarter.

## **1<sup>st</sup> Quarter Security Summary:**

During the 1<sup>st</sup> quarter, the majority of activity occurred at Legacy Park (104), Hartman Park (102), and Lea McKeighan North (59). These three parks consisted of 265 of the 558 events.

Of the 558 events of the 1<sup>st</sup> quarter, the majority consisted of park checks (419) and vehicle checks (41). These events accounted for 82% of the total.

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

The sex offense at Lowenstein was reported this year but actually occurred in 2018 and is still under investigation.

The second sex offense occurred in January of 2019 at Lea Mac between two individuals who have a very tumultuous relationship. At the current time both have protective orders against one another. One party used the January meeting as a threat against the other for violation of the protection order and filed the sex offense report. The individual has since dropped that report and requested not to assist with prosecution.

The suicide attempt was an adult female who walked to the park during or after taking a large amount of prescription meds. She was transported without further incident for medical care and mental health evaluation.

The reports of shots fired were both cleared without contact or confirmation.



**Summary and Comparison:**

Attached is a summary of the 1<sup>st</sup> quarter reports provided by the Police department. Also attached is a comparison of events annually by quarter for comparison.

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



Incident Type	BANNER PARK LOWER	BANNER PARK UPPER	DEER VALLEY PARK	DOGWOOD (Dog Park)	GAMBER COMMUNITY CENTER	HAPPY TAILS PARK	HARRIS PARK	HARTMAN PARK	HOWARD PARK	LEA MCKEIGHAN NORTH	LEA MCKEIGHAN SOUTH	LEA MCKEIGHAN SOUTH	LEE'S SUMMIT HISTORICAL CEMETERY	LEGACY PARK	LEGACY PARK BASEBALL VENUE	LEGACY PARK COMMUNITY CENTER	LEGACY PARK MAINTENANCE COMPLEX	LEGACY PARK SOCCER VENUE	LOWENSTEIN PARK	MILLER J FIELDS	PLEASANT LEA PARK	SUMMIT PARK	VELIE PARK	WADSWORTH PARK	Grand Total
911 Hang Up					1																				1
Abandoned Vehicle		1							2																3
Alarm Business/Duress																2									2
Animal Cruelty/Abuse																1									1
Bike Patrol														1											1
Building Check														7		14	1			1					23
C & I Driver																					1				1
Car Stop												2	1												3
Check The Welfare	1				1						1								2						5
Crash Private Property Only																1									1
Directed Patrol														1					1						2
Disturbance										1						1									2
Duplicate Call														1											1
Entered In Error							1				1														2
Follow Up									1	1											1				3
Foot Patrol								1			1				1				4						7
Lockout										1															1
Lost Property																1									1
Non-Breather							1																		1
Observation/Surveillance				1																					1
Park Check	2	4	14	5		8	48	89	7	47	39			93		4			14	30	6	5	4	1	419
Pedestrian Check	1		1					3		1	1									1					8
Possession Of Controlled Substance											1												1		2
Property Damage/Vandalism								1													2				3
Recovered Property		1								1	2					1				1					6
Sex Offense											1							1							2
Shots Fired	1		1																						2
Stealing				2										1		3									4
Suicide Attempt		1																							1
Suspicious Car & Occupant		1									2														3
Suspicious Person										1															1
Vehicle Check		4				1		8	2	6	7					5		1	3	2		2			41
Weapon Offense																					1				1
Grand Total	5	12	16	8	2	9	50	102	12	59	56	2	1	104	1	33	1	1	25	35	11	7	5	1	558



# ANNUAL

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



**End of Activity Report**  
**Men's Summer Basketball**  
**September – December 2018**  
**Report Completed By: Ryan Gibson**

**Executive Summary**

**Brief Description:**

The men's basketball league is a program for men age 18 and older offering competitive and recreational leagues.

**Participant Numbers:**

<u>Year</u>	<u>Participants</u>	<u>Teams</u>
2018	112	14
2017	84	12
2016	61	6

<b><u>Total Revenue:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$4,000.00	\$5,320.00
2017	\$3,800.00	\$4,560.00
2016	\$3,040.00	\$2,356.00

<b><u>Total Expenses:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$4,526.66 <sup>1</sup>	\$4,574.06 <sup>1</sup>
2017	\$4,038.98	\$4,026.18
2016	\$3,206.28	\$2,156.00

<b><u>Net:</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2018	\$(526.66)	\$744.94
2017	\$(238.98)	\$533.82
2016	\$(166.28)	\$200.00

<sup>1</sup> Total budgeted and actual expenses include both direct and indirect expenses. Indirect expense for this activity: \$1,329.78



## **Recommendations:**

**Comment:** Should we continue to offer this program?

**Recommendation:** Staff recommends that we continue to offer this league to the community members of Lee's Summit and the surrounding area.

**Comment:** Rating of the officials was under 4.00. (3.49)

**Recommendation:** After each game, staff distributed a referee evaluation form to the manager of each team and the officials rated out at 4.25. Staff observed the games throughout the season and does not believe the referees do a bad job. Staff recommends no changes at this time.

## **Extensive Staff Report**

### **Purpose of Report:**

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

### **Program Description:**

The men's basketball league is a program for men age 18 and older offering competitive and recreational leagues. The games are held at the Harris Park Community Center on Wednesday nights from 6:30-9:30 pm. The focus is recreational league play for the community. The league included an eight game schedule.

### **Program Benefits:**

The benefits of the Men's Basketball program were that it was a great physical activity that promoted a good cardiovascular work out. It promoted team work, fun, skill development, socialization and sportsmanship for the participants.

### **Service Hours:**

Service hours for the summer league was 896 (112 participants x 8 games = 896).

2018 896

2017 672

2016 488

### **Volunteer Hours:**

There were no volunteer hours for this league.



**Refunds:**

Total Refunds: 0

Refunds Due to Dissatisfaction: 0

**Fee Charged:**

2018	\$380.00/\$418.00
2017	\$380.00/\$418.00
2016	\$380.00/\$418.00

**Program Timeline:**

January:	Budget
April:	Publicity of summer league as outlined in the marketing section. Recruitment of summer personnel
June:	Registrations of summer league Scheduling of the league
Sept-Dec:	League begins play Observation
Dec:	Evaluation of league Order t-shirt awards End of Activity report

**Marketing:**

Emails were sent to all the captains of teams that participated in the league the year before. Flyers were available at the Legacy Park Community Center, Harris Park Community Center and the administrative offices. Calls were made to previous season's captains. Leagues were advertised in the LS Illustrated, department website and through various social media outlets.

**Evaluation/assessment (results):**

Evaluations were handed out towards the end of the season. 112 surveys were given to participants and 39 were returned (34%). Please see the attached survey results page.



# LS Parks & Recreation "Men's Basketball League, Summer 2018" Survey

# of Surveys Distributed: Email: In Person: 112 # of Surveys Returned: 39 34% of Returns

Participant: 39 Parent/Guardian \_\_\_\_\_ Coach/Asst.Coach/Volunteer \_\_\_\_\_

LS Illustrated 0 Website/Facebook/Twitter 3 Email Blast 0 Flyer 0 Postcard 0 Newspaper 0

LS Cable Channel 0 Acquaintance 15

Previous Participant 21

Other 0

Comments (Other):

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	26	0	0	0	8	5	4.38
If you registered on-line, please rate the ease of registration	34	0	0	0	3	2	4.40
Please rate the amount of time taken to register	21	0	0	0	11	7	4.38
Please rate the overall registration procedure	21	0	0	0	11	7	4.38
Comments:							
<ul style="list-style-type: none"> <li>Registration process is fine.</li> <li>I call my payment in over the phone.</li> <li>Registered online. Was hard to figure out but I got it eventually.</li> <li>Should allow payments per player instead of all up front. It's hard on the team captain to have to fork out the money in advance.</li> </ul>							

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	0	8	8	23	4.38
Was the content of the activity appropriate for the fee?	0	0	0	10	9	20	4.26
If awards were given, were they appropriate for the fee?	26	0	0	2	5	6	4.31
Comments:							
<ul style="list-style-type: none"> <li>Don't know what the rewards are.</li> <li>T-shirts are fine.</li> <li>Some places give out gift cards to local establishments, would be better than a shirt.</li> <li>Would rather get money off the next league then a shirt, but they are fine.</li> </ul>							

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	0	0	0	0	18	21	4.54
Please rate the friendliness of activity staff	0	0	0	8	14	17	4.23
Please rate the ability to recognize activity staff	0	0	0	5	9	25	4.51
Please rate the amount of staff available during the activity	0	0	0	4	11	24	4.51
Please rate the officials	0	0	6	15	11	7	3.49
Were the rules, regulations and policies appropriate for the activity?	0	0	4	4	5	26	4.36
Please rate the condition and suitability of the facility/fields used.	0	0	0	0	9	30	4.76
Please rate the condition and suitability of the equipment used.	0	0	0	0	8	31	4.79
Please rate the perceived safety of program.	0	0	0	0	9	30	4.77
Comments:							
<ul style="list-style-type: none"> <li>Refs need some work.</li> <li>The refs are so bad, get what you pay for.</li> <li>Some of the refs shouldn't be able to ever ref again, others are okay.</li> <li>The technical foul rule is terrible, its basketball and things happen you shouldn't have to sit out 10 minutes.</li> <li>Need to find new refs. I know they are contracted guys not from Lee's Summit Parks but need to get different guys.</li> <li>Great gym and staff is nice and helpful.</li> <li>Really like some refs, wish they were always there instead of random guys doing games.</li> </ul>							



<b>Overall Summary...</b>	<b>N/A</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Average</b>
Were the participant's overall needs met?	0	0	0	0	26	13	4.33
What is the likelihood of your recommendation of this activity to others?	0	0	0	4	22	13	4.23
Please rate the participant's overall enjoyment level	0	0	0	0	18	21	4.54
What is your overall rating of the activity?	0	0	0	3	14	22	4.49
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	0	18	22	4.67

Comments:

- Overall its good competition and we have fun, just wish the refs weren't so bad.
- Great league!
- Well ran, nobody forfeits and games are on time/as scheduled.
- We will play again, our team had a good time and we got a good workout in running around.
- New refs



# **End of Activity Report Father Daughter Dance 2019**

**Report Completed by: Pat Shepard**

## **Executive Summary**

### **Program Description:**

The Father Daughter Dance was a three hour event held at the Gamber Community Center on Friday, January 25, 2019, Saturday, January 26, 2019, Friday, February 1, 2019 and Saturday, February 2, 2019 from 6:00pm-9:00pm.

This year's dance theme was "Father Daughter Sweetheart Dance". The dance was open to female participants ages 3-12 and their fathers, stepfathers, and grandfathers. A buffet dinner was served; dancing, roses, favors and a photo were included.

### **Participant number:**

2019: 568 (295 males; 273 females)

2018: 566 (261 males; 305 females)

2017: 544 (255 males; 289 females)

<b><u>Total Revenue</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2019	\$14,630.00	\$14,800.00
2018	\$13,880.00	\$14,984.00
2017	\$13,000.00	\$14,233.00

<b><u>Total Expenses</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2019	\$9,650.00	\$11,728.40*
2018	\$10,750.67	\$12,327.96
2017	\$10,927.49	\$10,743.16

<b><u>Net</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
2019	\$4,980.00	\$3,071.60
2018	\$3,129.33	\$2,656.04
2017	\$2,072.51	\$3,489.84

\*Budgeted and Actual expense includes both direct and indirect expenses. Indirect expense for this activity: \$2,465.08.



## **Recommendations:**

**Comment:** Should we continue to offer this program?

**Recommendation:** Staff recommends continuing to offer this program. It is a great opportunity for additional bonding between daughters, fathers and grandfathers. All areas rated 4.04 or above on the Likert scale (with 5.0 being the highest rating).

**Comment:** Net revenue was below budgeted revenue even though attendance has increased.

**Recommendation:** Indirect expenses were approximately \$2,465.08. Salaries and other costs will continue to affect this. DJ and photography services and the catering have increased by \$2.90 per person in the past year. Staff suggests increasing the fee by \$5.00 per person. The last increase was in 2011 and was \$5.00 per person. The dance is completely sold out and staff does not anticipate a reduction in participants.

**Comment:** There were a total of three (3) comments asking that the DJ update the music.

**Recommendation:** Staff will share these comments with the provider before next year's event.

**Comment:** There were ten (10) negative comments concerning difficulty with the online registration process.

**Recommendation:** This has been a problem in the past but more comments were received this time. Staff will work with Admin for a solution.

**Comment:** All 4 events were sold out again this year.

**Recommendation:** Staff recommends the continuation of an open enrollment period for LS residents from July 1<sup>st</sup> to Dec. 31<sup>st</sup> each year at the rate of \$30 per person. Beginning January 1<sup>st</sup>, enrollment would be open to anyone at the rate of \$33 per person. This would be advertised in the July Illustrated and communicated via all methods of Social Media as well.

**Comment:** There were seven (7) positive comments concerning the staff.

**Recommendation:** Friendliness of the staff received a 4.84 rating on the Likert scale, which was one of the highest rating for any category of the survey. Staff worked very hard throughout the registration process and the event to make sure all participants had a great experience.

## **Extensive Staff Report:**



## **Purpose of Report:**

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

## **Program Description:**

The Father Daughter Dance was a three hour event held at the Gamber Community Center on Friday, January 25, Saturday, January 26, Friday, February 1 and Saturday, February 2, 2019 from 6:00pm-9:00pm. This year's dance theme was "Father Daughter Sweetheart Dance". The dance was open to female participants ages 3-12 and their fathers, stepfathers and grandfathers. A buffet dinner was served from 6:15pm-7:15pm and the dance was from 7:00pm-9:00pm. Participants dressed in their evening best and danced the night away. A 5x7 photo was taken of each couple or group, printed on-site and handed out at the end of the dance. As each girl left, she received a stuffed animal, candy and a long-stem rose.

Highlights included fathers giving their daughters corsages, fathers slow dancing with their daughters, fathers escorting more than one daughter and even a few grandfathers.

## **Benefits of Program:**

The Father Daughter Dance has many benefits including a socialization opportunity for both father/stepfather/grandfather and daughter, opportunity for quality time between them to build their emotional bond, chance for both parties to dress up and step out of their comfort zone, promotes physical activity through dancing and activities, and promotes the arts through music.

## **Service hours:** [ (#of participants) x 3 hours]

2019: 1,704 hours

2018: 1,698 hours

2017: 1,632 hours

Average amount of service hours over past 3 years: 1,678 hours

## **Volunteer Hours:**

Total number of volunteers: 15

Total number of hours: 60

Based on national volunteer wage of \$24.64 x 60 hours = **\$1,478.40**

## **Refunds:**



Total Refunds: 11 (\$293)

Due to Dissatisfaction: 0

Three refunds were due to illness and 8 were participants who could not attend because of schedule conflicts. We were able to fill these spots from the wait list.

### **Fees Charged:**

<b><u>Fiscal Year</u></b>	<b><u>Amount</u></b>
2019	\$25.00/participant (early bird) \$28/ participant regular fee
2018	\$25.00/participant (early bird) \$28/ participant regular fee
2017	\$25.00/participant (early bird) \$28/ participant regular fee

### **Program Timeline:**

- March: Confirm contracted services for event
- April: Create event theme
- June: Complete event information within RecTrac
- October: Contract with vendors for event services
- November: Work with Marketing Coordinator for event posters, postcards, and event tickets. Research event supplies and purchase, submit volunteer needs to Volunteer Coordinator
- January: Confirm with contracted vendors, create goodie bags, schedule volunteers, create event timeline, submit check request for vendors, and order linens
- January & February: Event executed, send out surveys to participants for completion, budget for next fiscal year event, send out thank you letters to volunteers. Compile survey information for End of Activity Report, reserve facilities for next fiscal year event
- March: End of Activity Report completed and submitted for Park Board Review

### **Marketing:**

The Father Daughter Dance was primarily marketed in the LSPR Illustrated, LSPR website, multiple eBlasts, Facebook and event posters within LSPR facilities.

### **Evaluation/assessment:**

Out of 281 surveys distributed to the fathers/stepfathers/grandfathers for the Father Daughter Dance, 70 surveys were completed and returned. This is a 24.9% return rate for the surveys. Please see attached Survey Summary for results.



# LS Parks & Recreation "Father Daughter Dance 2019" Survey

# of Surveys Distributed: Email:281 Via Mail:0 # of Surveys Returned:70 24.9 % of Returns

Participant: \_Parent/Guardian:70 Coach/Asst.Coach/Volunteer 0

LS Illustrated15 Website/Facebook/Twitter 7 Email Blast 14 Flyer 0 Postcard 1 \_Newspaper  
LS Cable Channel Acquaintance 6 Previous Participant 38 Other

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	40	0	0	0	7	22	4.76
If you registered on-line, please rate the ease of registration	9	1	4	8	20	26	4.12
Please rate the amount of time taken to register	1	2	4	8	30	25	4.04
Please rate the overall registration procedure	0	1	3	6	31	29	4.21

## Comments:

Tried to register online but could not. IT had to modify my account to allow registration. The person I talked to went ahead and completed my registration for me. Very good customer service!

I was not able to register via my Iphone, but that was not a big deal. Might be a good idea to just note that in the registration process. Very difficult online to select night and pay.

I attempted to enroll online but was unsuccessful on the website. I called and registered and the woman was very friendly and helpful. The codes regarding who could sign up were confusing, it was hard to tell that the original night we wanted was sold out bc it didn't say that, just gave an error.

Online registration continues to be challenging so we had to call the main line.

Website never allowed me to log in! Pat Shepard was my saving grace.

Excellent!!!

Every year I have problems registering online. It doesn't want to let me add the event to my cart. Eventually I have to do something to work around the problem. I'm sure you could set this up to be easier.

Originally when we wanted to sign up for the first Saturday it wasn't available only the Friday. Seems like several times we checked the Saturday wasn't open. Finally it was and my wife booked it.

I was never able to register because the system showed part of my info existing and would not let me sign up. I also was not able to log in using any known email that it recognizes. My wife finally was able to sign me up using an account she created. Of course by then we were put on the wait list and fortunately were contacted a couple of days before the dance and a spot was available.

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	1	0	0	2	29	39	4.53
Was the content of the activity appropriate for the fee?	1	0	0	2	27	40	4.55
Were the party favors and rose appropriate for the fee?	1	0	0	3	21	45	4.61
Was the "couples photo" appropriate for the fee?	2	0	0	1	17	49	4.72

## Comments:

Since kids really don't eat as much as adults, can there be a lessor fee for kids?

We loved all of them!

My 4 year old absolutely loved the gifts

The print quality was not great this year, very dark and low quality. This is my 4th year and the first year of low quality prints.

Loved the extra favors!

Good food. Good photos. Music (DJ) could use an upgrade, but he does a fair enough job.

Good

Love this part!

I think everything was fine. Last year she received a rose and a keepsake box. I thought it was a little cooler to look back on but an every other year switch up could be a good thing; definitely liked the keepsake box better.

The photos are such a wonderful keepsake. It would be great to have a way to see / purchase the candid as well.



Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff	1	0	0	0	19	50	4.72
Please rate the friendliness of activity staff	1	0	0	0	11	58	4.84
Please rate the ability to recognize activity staff	1	0	1	6	18	44	4.52
Please rate the amount of staff available during the activity	1	0	0	2	22	45	4.62
Please rate the condition and suitability of the facility.	1	0	0	1	10	58	4.83
Please rate the perceived safety of program.	1	0	0	3	12	54	4.74

Comments:

DJ separated fathers from daughters a few different times and had us standing awkwardly in a circle while he talked. Take that part out. Also, music from the 80s and 90s isn't relevant for the kiddos; keep it current.

Dance floor too small for the number of people.

The dance floor is too small

Everyone was very friendly.

Good

As always the staff and volunteers were fantastic.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	1	0	0	0	10	59	4.86
What is the likelihood of your recommendation of this activity to others?	0	1	0	0	10	59	4.80
Please rate the participant's overall enjoyment level	1	0	0	1	13	55	4.78
What is your overall rating of the activity?	1	0	0	0	18	51	4.74
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	1	0	20	49	4.67

Comments:

This was the first time in 4 years my daughter did not get to attend. every year this is sold out, so perhaps we need to change where this is being held so more people can attend. ridiculous that we have to book months in advance, without knowing schedules or the weather, just to get a spot. not sure why I even got a survey since we didn't attend. LS is growing rapidly, so plan for even more attendance next year and get a bigger building.

We had a great time, great food, DJ did a great job, no problems with anything through the night, just had to leave around 8:00p.m. as the little one was too worn out.

I would suggest a Girls Night Out event that replicates this event for daughters and women in their life (Moms, Grandmas, Aunt, Guardian). Every year moms talk about how much they would like to do this event. My assumption is that an event like this, with all nights, brings in 15-20k, and you could easily replicate this by simply adding a Girls Night Out in say early May, which would be a great Mother's Day gift or event.

2

This is one of my daughters favorite events. She loves having this time with her dad.

Great job! Thank you for coordinating. Only small complaint was the food (wasn't the best).

Don't cut the WiFi on DJ Tony! :)

Event went well, but think its time to upgrade the DJ. We have been going for years, but the songs are always the same. Play some more recent songs, limit to 1 Taylor swift song. Also, he talks way too much, just play some music. We had to leave early bc it was so frustrating.

Well done!

Good

This is an excellent event in all regards; value, venue, staff and fun! This is our third year and myself (grandpa) and all dads and granddaughters will be back next year.

LS does a great job providing many fun activities and parks. Fun things are happening all throughout the year and my family tries to participate in many of them. Whether it's visiting one of the many parks, concerts, festivals downtown, fireworks or something else like this dance. We love living in Lee's Summit. I'm proud to call it home for over 35 years.

### Are you an LSPR "Friend of the Parks" FOP?

21 I don't know what that is 19 Yes 30 No



## **APRIL COMMENT REPORT**

**Attached are 49 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these 49 comments 13 were positive, 24 were comments making suggestions, questions or requests and 12 were negative.**



## FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR APRIL 2019

### Legacy Park Community Center

The image shows a screenshot of the Facebook review interface for the Legacy Park Community Center. It displays two reviews from users Missy Macias Lillis and Steve Stewart, each with their profile picture, name, recommendation status, date, time, and location. The reviews include text descriptions of the facility and staff, and the interface shows interaction options like Like, Comment, and Share, along with a comment input field and media icons.



**From:** [do-not-reply@cityofls.net](mailto:do-not-reply@cityofls.net) [mailto:[do-not-reply@cityofls.net](mailto:do-not-reply@cityofls.net)]  
**Sent:** Friday, December 14, 2018 10:39 AM  
**To:** LSPRregister  
**Subject:** Comment from the web - Parks Contact Us Online Form from Nancy

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

The **Parks Contact Us Form** from cityofls.net/parks website was submitted.

Name	Content
First Name	Nancy
Last Name	Hunter
Address	
Suite	
City	Lees Summit
State	MO
Zip	64086
Email Address	
Daytime Phone	

Message

I have been a member of the Gamber Center for years. I joined to use the fitness equipment. When equipment breaks down it is always a very slow process to repair. No one seems to be held responsible for poor and unacceptable timely repairs. I pay for equipment to be available. In the past the treadmill equipment had several that did not work - I was told the repair company only comes when several machines are broken at one time! REALLY? Recently, a weight station has been "OUT OF ORDER" for well over a month and when I ask the reception staff about the status of repair I get a "we don't know, we don't control getting the broken part, it is a company that does it for us and they are waiting for it to come from overseas, etc". I don't blame the desk staff for this answer but I do blame who ever the actual manager is that is responsible for keeping the "few" weight equipment in working order! Please give this information to that manager. I would suggest they find a reliable supplier that can replace a wire cable faster then 30+days with no sign of when it will be



fixed! Thanks for considering my suggestion and hearing my frustration.

From Page Url: <https://cityofls.net/parks/contact-us>

User IP: 72.129.236.138

Submission Date: 12/14/2018 10:38:58 AM

December 17, 2018

Dear Nancy,

Thank you for your email concerning fitness equipment repairs. Our patron comments are very important and help make us better. I want to apologize for the delay in the repair of the weight machine and also address your other comments and concerns. Each time a repair is needed the company is contacted and a service call is made within 1-2 business days. It is true that some repairs have taken a longer time than others due to the time it takes to receive parts from the manufacturer. As soon as a quote for repairs is received, staff authorizes the repair immediately. Several months ago there was a problem with excessive delays in obtaining parts for two treadmills from the service provider. Staff is now using another repair company and has been pleased with their responsiveness.

The broken cable on the weight machine was reported to me on 10.15.18. I immediately requested a service call and a time was confirmed for 10.17.18. On 10.19.18 I received a quote for the purchase of two cables and authorized the repair the same day. I received an email on 10.20.18 stating the parts from the manufacturer were on back order until Nov. 16<sup>th</sup>. On 11.30.18 I was notified the parts were delayed and expected to arrive on 12.7.18. Last Friday (12.14.18) the repair company received new tracking information confirming a delivery date of 12.19.18. They have confirmed they will be here 12.20.18 to install the cables.

I understand your frustration and encourage you to contact me directly at 816-969-1581 if you have any questions. Thank you and please be assured your comment will be shared with the Administrator of Parks and Recreation as well as the LSPR Park Board.

Sincerely,

Pat Shepard  
Gamber Community Center Manager  
816-969-1581





#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	LPCC	Complaint	2/20/19	Devin Blazek	Shelby Dawson	Linda Ellis	At noon, the lap pool was too cold. I could not do my work out and or laps as a result. AGAIN. I pay for and ride the bus to come and work out mostly in the pool because of arthritis and when the water is this cold, I am not able to do what I need to. A waste of time and money.	Staff confirmed this problem was due to a busted tube inside the lap pool's boiler. Staff contacted the boiler repair contractor and they replaced the busted tube on 03.08.19. The boiler is now working properly, and the pool temperature is back to its set point of 85 degrees. Staff will continue to monitor comments and ensure all complaints are attended to accordingly. SD
2	LPCC	Complaint	3/8/19	Mike Hedrick	Ola Shobowale	Amy Westcott	Pool temperature reported too cool on Wednesday, still not warm on Friday. Waste of gas to drive in.	After receiving this comment staff confirmed there was a problem inside the lap pool's boiler. Staff contacted the boiler repair contractor and they replaced the busted tube on 03.08.19. The boiler is now working properly, and the pool temperature is back to its set point of 85F. Staff will continue to monitor comments and ensure all complaints are attended to accordingly. OS
3	LPCC	Complaint	3/18/19	Devin Blazek	Shelby Dawson	Multiple	Staff received nine comment cards about the lap pool water being too cold.	Water temperatures in the lap pool were approximately 82 to 82.5 on Monday, March 18 and early Tuesday morning on March 19. There was a cracked tube in the lap pool boiler causing this lower temperature. Staff located the problem and has since resolved the issues by replacing the tube. The lap pool temperature is now up to its set point of 84 degrees. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperatures, and various other factors. Even when the boiler was not working correctly, the water temperature was still within the acceptable range. Staff recommends no additional change to the water temperature at this time. SD
4	LPCC	Complaint	3/13/19	Mike Hedrick	Ola Shobowale	Unknown	Disappointed in the cleanliness of the ladies locker room. What happened to the mid-afternoon locker room check? Check soap, TP, paper towels. Sometimes the showers are gross; hair on the drain and just dirty. Classes are outstanding, but let's clean up the place better.	Staff schedules daily mid-day checks for cleaning and restocking of all the restrooms and locker rooms. However, on occasions, the traffic in the ladies locker room and availability of female staff to clear the ladies locker room for the male maintenance/custodian staff to gain access to the locker room is an issue. This happens when the female staff are busy attending to patrons at the front desk. Hence, the delay in the mid-day cleaning/restocking routine for the ladies locker room. Staff will continue being diligent in the mid-day cleaning of the women's locker room. OS
5	LPCC	Complaint	3/14/19	David Dean	Shelby Dawson	Vicki Amos & Marie Frye	'Pool is way too cold!' 'I hear that the lap pool is still too cold so I am not getting in. Colder than 86 to 87 degrees is hard on my arthritis.'	Staff regularly monitors the temperature of each body of water to ensure the safety and comfort of all patrons. Staff has found that lap swimmers prefer a colder pool while Aquafit and recreational swimmers prefer a warmer pool. Therefore, staff has found that keeping both the lap pool and leisure pool at 84 degrees is best to accommodate the diverse use of the pool by LPCC Patrons. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperature, and various other factors. On this specific day, temperatures in the lap pool fell between 85 and 85.5 degrees, which is slightly above the set point and within the range in which the temperature can fall in. Staff recommends no change at this time. SD
6	LPCC	Complaint	2/20/19	Devin Blazek	Shelby Dawson	Linda Ellis	In spite of adults in all four lanes of the lap pool, the lifeguards let kids start jumping in, etc. at 12:30pm. In addition, the lap pool was SO cold today; I had goosebumps on my arms the entire 45 minutes I was in the pool. When I first got in and said something about it being cold, the lifeguard used her machine and said it was in "normal" range. Not!	Yesterday was a snow day for the Lee's Summit school district and the aquatic area was extremely busy starting around 12:00pm. The leisure pool was crowded, so kids started swimming and playing in the lap pool. LPCC has a policy in place stating that during exercise, the lap pool is open for lap swimming, water run/walking, private swim lessons, and other exercise activities. Staff will remind the lifeguards of this policy and instruct them not to let children into the lap pool unless they are swimming laps or exercising. The lap pool was running 85 degrees, which is within the range (set point is 84 degrees). Staff does not recommend any temperature changes at this time. SD
7	LPCC	Complaint	3/15/19	Mike Hedrick	Shelby Dawson	Unknown	Staff received three comments about the lap pool water being unsatisfactory and too cold.	Prior to March 5, there were issues with the auto-fill float on the lap pool. The float was stuck and was not turning on the auto-fill as it should have. This resulted in the lap pool water becoming warmer, around 87 to 88 degrees, as the pool was not being filled when it needed to be. Mechanical Pipping came out on Tuesday, March 5 and fixed the float. The auto-fill is now working properly and filling at all times when needed, not just when staff noticed the water was low and would un-stick the float. This constant auto fill has resulted in the lap pool water dropping to the original set point of 84 degrees. The lap pool has been running with 84 and 85 since the float was repaired last Tuesday afternoon. Staff does not recommend any changes to the lap pool temperature at this time. SD
8	LPCC	Complaint	3/26/19	Mike Hedrick	Ola Shobowale	Sandy Balding	The lights are out on the outside walkways from the parking lots. It is really dark out there in the night and early morning. I don't want to fall. Can someone address this please?	Staff has been working with contractors on this issue for a while. Past weather issues and discovery of additional problems have prolonged the repairs. The contractor started the repair work on Monday, 04.01.19, and completed the project on April 3. OS
9	LPCC	Complaint	3/27/19	Mike Hedrick	Ola Shobowale	Margie Brimble	Bathroom floors are always so dirty, lots of hair etc. on the floor. It is gross.	Staff contacted the patron to confirm her comment was about the women's locker room floors after aqua-fit class. Staff understands the locker room becomes "dirty" from the volume of traffic that uses it after the aqua-fit class. Mid-day cleaning of this locker room is scheduled for times after aqua-fit classes, when female staff at the welcome front desk are available to help clear the locker room for the male maintenance/custodian staff to get in. Staff was able to get in to the locker room as scheduled on 03.27.19, and cleaned/restocked the locker room as needed. OS.
10	LPCC	Complaint	3/19/19	Devin Blazek	Shelby Dawson	Barb Byrne	The pool was VERY COLD today. I have arthritis and get spasms in my thigh and calf from the water temperature. The water needs to be warmer for those of us who have arthritis and other similar issues. We come in here because we need the exercise. Please be more respectful to the needs of your other members.	Water temperatures in the lap pool were approximately 82 to 82.5 on Monday, March 18 and early Tuesday morning on March 19. There was a cracked tube in the lap pool boiler causing this lower temperature. Staff located the problem and has since resolved the issues by replacing the tube. The lap pool temperature is now up to its set point of 84 degrees. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperatures, and various other factors. Even when the boiler was not working correctly, the water temperature was still within the acceptable range. Staff recommends no additional change to the water temperature at this time. SD
11	LPCC	Compliment	3/8/19	Mike Hedrick	Heath Harris	Steve Siebert	The Legacy service team does a wonderful job. They are friendly and very efficient. Great Job! Ruth, Darin, Suzanne, Millissa and Alyssa.	Staff appreciates the positive comments. Darin Bowers, Suzanne Mathews and Alyssa Adell are part-time service representatives for LPCC while Ruth Buckland and Millissa Roberts are full-time service representatives at LPCC. This comment will be shared with the staff and they will be recognized at the next LPCC staff meeting on March 24 <sup>th</sup> . HH
12	LPCC	Compliment	3/29/19	Devin Blazek	Shelby Dawson	David Cary	Kudos to all the staff at LPCC but especially the lifeguards. Not only do they provide that sense of safety and well-being, but their smiles and interaction with members makes doing laps and aerobics in the mornings more enjoyable. Thank you Shelby, Morgan, and Tyler.	Staff appreciates the positive feedback! Staff will recognize Morgan and Tyler at the April staff meeting. SD
13	LPCC	Compliment	4/1/19	Devin Blazek	Shelby Dawson	Pat James	Losing two great workers, Tyler and Morgan. Both very friendly and make my swimming very enjoyable. Hope you appreciate what you are losing!	Staff appreciates the positive feedback! Morgan and Tyler are both leaving in May; Morgan is leaving for college and Tyler is leaving for military service. Staff will recognize Morgan and Tyler at the April staff meeting. SD



#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
14	LPCC	Compliment	3/27/19	Devin Blazek	Shelby Dawson	Linda Ellis	After four weeks, the pool was warm. The river was even warmer.	Staff has found that keeping both the lap pool and leisure pool at 84 degrees is best to accommodate the diverse use of the pool by LPCC patrons. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperature, and various other factors. Yesterday, the lap and leisure pool were both around 86 degrees, which is within the acceptable range. SD
15	LPCC	Compliment	4/2/19	Mike Hedrick	Ola Shobowale	Sue P	The women's locker rooms and showers are very clean. It would be nice if they were that way every day.	Staff appreciates the comment, and will continue to keep following up on the daily cleaning schedule for all the locker rooms, showers and restrooms. OS
16	LPCC	Compliment	3/29/19	Mike Hedrick	Heath Harris	JC Morgan	The people that work here make it a very friendly place to come to every morning. A first class place and workers.	Staff appreciates the compliment regarding our staff and facility. Staff strives to make every day at Legacy Park Community a great day for our patrons. This compliment will be shared with staff at the April staff meeting. HH
17	LPCC	Compliment	3/26/19	Devin Blazek	Shelby Dawson	Sunnie Michaels	Marin is currently the Swim Instructor for my grandson Hayes Hevlow. We have had several instructors; they have all been nice, but Marin goes above and beyond, making sure Hayes understands, using different teaching methods, and also letting him have fun while learning. My favorite thing about her is that she is not afraid to get her hair wet!	Staff appreciates the positive feedback. Staff will share this comment with Marin and she will be recognize at the next staff meeting. SD
18	LPCC	Compliment	1/26/19	Mike Hedrick	Heath Harris	Silas Mullis	It is a terrific facility that is ready and clean for patrons. Great Job! Would it be possible to have paper coffee cups instead of the Styrofoam cups? Hot Styrofoam is unhealthy.	Staff appreciates the positive comments regarding Legacy Park Community Center. Staff will look into the effects of hot Styrofoam further and report findings once research is completed. The LSPR Green team completed a review of Styrofoam vs. paper cups in 2009. Their research concluded paper cups do not hold their shape as well as Styrofoam and more chemicals are used to make paper cups than Styrofoam. It would also cost \$390.00 more each year at LPCC to switch from Styrofoam to paper. Staff does not recommend changing the type of cups used at LSPR facilities. HH
19	LPCC	Concerns	3/29/19	Park Board	Joe Snook	Tom Cates	Mr. Cates called and left a message to express his concerns with the elevator not working properly and the outside lights not working.	I called Mr. Cates on 3.29 and left a message. The elevator mother board was damaged during our recent inspection and has been repaired. The outside lights have not worked since January 2019. Staff has been in constant contact with the City contractor who refused to work on the issue during the wet winter months due to safety concerns. As of 3.29.19 the issue has been identified and a PO has been issued. Staff is working with the City contractor to schedule the repairs. Dry weather will be needed before the repairs can be made. JS
20	LPCC	Information	3/8/19	Mike Hedrick	Ola Shobowale	Ken Turner	Hot-tub needs tiles re-grouted.	Staff conducts annual maintenance in the aquatic area in August. During this time, staff drains the pools, cleans and addresses maintenance issues. Part of the maintenance conducted during this time is addressing grout and tile issues in the spa, lap pool and leisure pool. OS
21	LPCC	Information	3/26/19	Mike Hedrick	Ola Shobowale	Christy Vinson	The second toilet in women's restroom keeps running after flushing. Must need new battery.	After receiving this comment, staff checked the women's restroom, and adjusted the flushing water flow in that toilet. The toilet is now flushing properly. OS
22	LPCC	Information	4/5/19	Devin Blazek	Shelby Dawson	Linda Ellis	River water today was the perfect temperature. Lap pool water was tolerable but too cold.	Staff has found that keeping both the lap pool and leisure pool at 84 degrees is best to accommodate the diverse use of the pool by LPCC patrons. Temperatures can vary +/- 2 degrees based on bather load, ambient air temperature, and various other factors. Today, the lap pool was running around 84 to 85 degrees while the leisure pool was running around 86 degrees; all three temperatures are within the acceptable temperature range. SD
23	LPCC	Request	3/7/19	Mike Hedrick	Heath Harris	Sue Clevenger	Is there any way to regulate the gym temperature better? Way too warm for active sport of pickleball. Don't know if it's controlled here or elsewhere? Would appreciate your feedback, Thanks.	Staff spoke with Mrs. Clevenger regarding the temperature in the gym. Staff explained to Mrs. Clevenger the temperature settings are controlled at the community center. Staff also explained temperatures throughout the community center are set between 68 and 72 degrees Fahrenheit depending on the use of the space. Areas such as the gym, cardio room and exercise rooms have set points of 68 degrees. Mrs. Clevenger said this has been a continuous issue in the gym over the past few months and she was not the only one who thinks so. Staff explained to Mrs. Clevenger that the HVAC systems in the gym are set to heat in the winter months and cooling in the summer months. The HVAC systems do not automatically switch from one to the other if the temperature is above the set temperature. Mrs. Clevenger asked staff if there was anything else we could do to make it cooler in the gym for the pickleball players? Staff explained they would check to make sure the temperatures are set correctly, for the HVAC systems in the gym and everything is running properly. Staff also shared with Mrs. Clevenger that there are two water fountains outside of the gymnasium for patrons to use as another cool down option between games. Mrs. Clevenger was appreciative of the phone call from staff and that staff will be checking the HVAC system to ensure the temperatures are set properly. HH Follow Up 3/13/19: Staff checked the set points for the HVAC systems in the gym and the temperatures are set at 68 degrees Fahrenheit, and both units are running properly. Staff also checked the actual room temperature in the gym and the reading was 70 degrees. HH
24	LPCC	Request	2/20/19	Devin Blazek	Shelby Dawson	Brenda Downs	Question, lately there have been children in the leisure pool during Aquafit classes. The guard said its okay per her boss. Has the policy changed? This has not just happened today.	The policy has not changed; the leisure pool is open for lap swimming or running/walking during Aquafit classes. Yesterday, single passes were sold to a mother and her two children at approximately 9:30 AM. Upon entering the aquatic area, staff told the mother they could swim in the leisure pool as long as they kept their volume to a minimum, as they had already purchased single visit passes. The features were not turned on and the family was only there for forty-five minutes. Staff will have a conversation with the LPCC Assistant Manager asking him to remind his Service Representatives that children are not allowed in the aquatic area until Splash Time begins at 11:00 AM. Staff will also have a conversation with aquatic staff to remind them of the policy and that it is their duty to enforce it. If a situation happens again like yesterday, staff will give the patron a refund and ask them to leave the aquatic area, as we have to be consistent with our policies and procedures. SD
25	LPCC	Request	3/18/19	Mike Hedrick	Heath Harris	Susie Needs	Please turn down the lights on the pickleball courts. The glare is awful.	This is the first comment staff has received asking for the gymnasium lights to be adjusted. The lights in the gymnasium are LED, and the brightness cannot be adjusted. Staff does not recommend changes to the gymnasium lights. HH
26	LPCC	Request	3/18/19	Mike Hedrick	Heath Harris	Mary Holstrom	Pickleball: Legacy needs to have a beginning pickleball class offering.	Staff has received multiple comments in the past requesting beginning pickleball lessons. Staff has been actively working to find an instructor to provide this offering. Staff attempted to reach out to Ms. Holstrom but was not successful in reaching her. Staff left a message letting her know a contract with an instructor is currently in the works and the department is hoping to provide beginning pickleball classes in the near future. HH
27	LPCC	Request	3/25/19	Mike Hedrick	Heath Harris	Mia Urbaniak	Nursing room with chair or couch to feed babies. Also with a plug-in in case nursing mothers need to pump. Especially since childcare can't give bottles. Tried to use family changing room but was in use during high volume times. Thank you!	Staff encourages patrons to use the private changing areas in the family locker when it comes to nursing infants. The private changing areas provide the most privacy for the patron. The private changing areas in the family locker room provides both a bench to set on and outlets to plug in pumps if needed. Staff does not recommend any changes at this time. HH



#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
28	LPCC	Suggestion	3/16/19	Mike Hedrick	Heath Harris	Brindy Nichols	It would be nice if the TV system worked a different way! Current system needs your gear and wired headphones.	This is the first comment staff has received about the wireless sound system for the cardio room televisions. Currently patrons check out a wireless radio if they wish to listen to the TV while they workout. Patrons can bring their own headphones or they may use headphones provided with the wireless radio. Staff has had no issues with this system and recommends no changes to be made at this time. HH
29	LVCC	Complaint	3/28/19	Jodi Jordan	Eric Schooley	Deb Smith	Fans at front of exercise room or turn the air on so it is cooler or turn the heat off.	Staff called Ms. Smith and left her a message. Staff told her a fan is being repaired and it should be operational tomorrow. Staff also explained the set point in the group exercise room is 69 degrees. Staff told her that other comments have been received about the temperature of the group exercise room being too warm, and that staff would be lowering the set point to 68 degrees. ES
30	LVCC	Compliment	3/12/19	Jodi Jordan	Lisa Chism	Amy Hachinsky	Amy said she really enjoys the evening cycle class at Longview Community Center with Pam and would like to see more evening cycle classes.	At the current time, there is not enough of a demand to add additional evening cycle classes. Staff will consider adding cycle classes once the membership base grows. Staff will share positive feedback with Pam at the next staff meeting. LC
31	LVCC	Compliment	3/27/19	Jodi Jordan	Lisa Chism	Deborah Thiel	Longview trainer Lin Wong did an amazing job on my orientation and I want to say thank you.	Staff contacted Deborah and thanked her for her comments. Staff will share feedback with Lin and recognize him at the next staff meeting. LC
32	LVCC	Compliment	4/5/19	Jodi Jordan	Sara Dyer	Anne Pazder	Sara, I just wanted to thank you and your staff for the INCREDIBLE customer service we received on Wednesday. Everyone at Longview was SO NICE and helpful! The great customer service Longview provided made the first day of class run much better than I ever could have expected. I felt everyone at your facility went above and beyond with regard to setting up/breaking down chairs, adjusting the room temperature and directing the participants.	N/A
33	LVCC	Information	3/19/19	Jodi Jordan	Eric Schooley	Tricia Taylor	The lock on the women's lobby bathroom disabled stall doesn't work well. Please fix it. It appears to lock, but just when I sit down the door unlocks and sometimes opens.	The lock was repaired on 3.19.19. ES
34	LVCC	Information	3/28/19	David Dean	Jodi Jordan	Cathy Bigler	I was wondering if you had any financial services for membership, specifically to the Longview community center. My husband is out of work waiting on disability and I'm on a very limited income. Thank you for any and all help.	Cathy- Thank you for contacting us. LSPR does have a financial assistance program in which you receive assistance in return for volunteering. I have attached the Work Program packet for you to review. Once you have had a chance to look it over please give me a call and I can answer any additional questions you may have. I look forward to hearing from you.
35	LVCC	Request	3/12/19	Jodi Jordan	Lisa Chism	Michael Hynes	Patron requested a trap bar at Longview Community Center.	Staff contacted Mike and explained that we have a piece of equipment on the fitness room floor that serves this purpose. Mike thanked staff for the feedback. LC
36	LVCC	Request	3/13/19	Jodi Jordan	Eric Schooley	Ron Miller	Please consider adding grab bars under the hair dryers in the men's locker room.	Staff spoke to Mr. Miller by text (his request). He explained the need for grab bars to provide safety in this area of the locker room because it becomes slick. This is the first request for this item. Staff will continue to evaluate and determine if there is a need for this item. ES
37	LVCC	Request	3/13/19	Jodi Jordan	Lisa Chism	Unknown	Patron requested the upstairs seated bench at Longview Community Center be moved away from the bathroom door and placed by the stairs for changing shoes, etc.	Staff moved the bench closer to the stairs and cubbies, away from the restroom entrance. LC
38	LVCC	Request	3/23/19	Jodi Jordan	Lisa Chism	Austin Todd	Austin commented the upstairs fitness floor is poorly set up with wasted space. He does not like the location of the multifunctional machine (Synrgy360).	Staff contacted Austin and thanked him for his feedback. Staff explained the fitness equipment is arranged for best use and that we may be adding more equipment over time. This is the first comment we have received expressing displeasure with the floor design and equipment placement. Austin thanked staff for the information. LC
39	LVCC	Request	3/30/19	David Dean	Jodi Jordan	Malcolm Haney	It's Saturday morning and I want to play pickleball. I can't find any assurance on-line that you are definitely playing at Longview. I have called 8 times after 7 a.m. and they do not answer the phone...get the recording...leave a message...nothing. I am going to take a risk and drive the 22 miles from Johnson County. I don't think it's too much to ask to have someone answer the phone when the facility is open.	Malcolm- Thank you for reaching out to us regarding your experience Saturday at the Longview Community Center. I apologize you were not able to reach one of our staff members. Saturday mornings can be very busy and if our staff are assisting patrons at the desk they may not be able to answer the phones. Let me direct you to the pickleball hours on our web page. If you go to <a href="http://www.longviewcc.net">www.longviewcc.net</a> you will see a list of tabs on the left side of the screen. Click on the facility schedules tab and at the bottom of the page you will find a list of pickleball hours for our facility as well as a link to the entire schedule for Lee's Summit Parks and Recreation. I have also attached those to you for future reference. If you have any further questions please do not hesitate to contact me directly at <a href="mailto:jjordan@cityofls.net">jjordan@cityofls.net</a> or 816.969.1525.
40	LVCC	Request	3/29/19	Jodi Jordan	Lisa Chism	John Ball	John requested photos and names of Aqua and Zumba instructors be posted in the facility, similar to what is done for personal trainers.	Staff contacted John and explained we have a very large team of fitness instructors and do not have plans to create a flier or a bulletin board with names and photos of our fitness instructors. We will be highlighting instructors in our Longview Gazette monthly newsletter occasionally. John thanked staff for the info. LC
41	LVCC	Request	4/3/19	Jodi Jordan	Eric Schooley	Teequa Knapp	Love the teachers at Longview, but usually go to Legacy. At Longview the Group Ex room is so hot I feel light headed. Can you please turn the air cooler and get a fan especially for the 5:30 am Monday, Wednesday, Friday class. Thanks!	Staff called Mrs. Knapp and left her a message. Staff told her a fan is being repaired and it should be operational tomorrow. Staff also explained the set point in the group exercise room is 69 degrees. Staff told her that other comments have been received about the temperature of the group exercise room being too warm, and that staff would be lowering the set point to 68 degrees. ES
42	LVCC	Suggestion	3/23/19	Jodi Jordan	Eric Schooley	Judy Evans	The YMCA in Parkville has plastic bags hanging by showers for wet stuff, just tear one off and put wet things in.	There are swim suit dryers located in the locker rooms to dry swim suits. This is the first suggestion staff has received for these bags. Staff does not recommend adding these bags at this time. ES
43	LVCC	Suggestion	4/4/19	Jodi Jordan	Lisa Chism	Mary Ellen Jenison	Would like to take Tai Chi at Longview.	Staff called Mrs. Jenison and explained to her we are looking at the addition of a Tai Chi class this summer, depending on instructor availability. Staff told her we have received other requests for Tai Chi. Mrs. Jenison was appreciative of the call and indicated she is very satisfied with the new facility and the current selection of classes. LC
44	LVCC	Suggestion	4/4/19	Jodi Jordan	Lisa Chism	John Ball	Please consider holding Saturday Aqua Zumba at 10:00am instead of 11:00am. That way we can do aqua classes at 9:00am and 10:00am.	Aqua Zumba will move to 10:00am on Saturday's beginning in May. Staff contacted John and he was happy with the upcoming change. LC
45	Parks	Information	3/27/19	Steve Thomas	David Dean	Mr. Rossi	Mr. Rossi stopped me while I was visiting LPCC. He stated that the walking trail at Williams Grant Park was in need of repairs. He said he understood that LSPR has many maintenance projects that cost a lot of money, but the trail at Williams Grant Park needed some attention. Mr. Rossi said that he lives near that Park and frequently walks there.	I told Mr. Rossi that all LSPR trails are a part of an overall asphalt maintenance schedule. I explained I could not provide any more details on the plan since I am not in charge of it. I told Mr. Rossi that I would share his comment with the appropriate staff member so they could look at the trail and determine if repairs are needed. This comment was shared with Brooke Chestnut, Superintendent of Park Operations. Mr. Rossi thanked me for listening and for sharing his concern with the appropriate staff. DD



#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
46	Parks	Question	3/25/19	Joe Snook	Steve Casey	Jim McDaniel	Do you have a link that shows the current plans for Lowenstein Park? I've heard that there will be major changes as the area to the east is developed.	Thank you for your inquiry. The Parks Department has been working with the developer of adjoining property to the north of Lowenstein Park with plans to develop a mixed use retail/office/residential project. The developer has committed financial resources and park improvements (permanent restrooms, expanded parking, landscaping) for permission to install sanitary sewer through park property and construct a 1 acre detention pond on a portion of park property. This property will remain in ownership of the parks department and add an amenity to the park. To supplement these improvements with park sales tax funding (approximately \$400,000) we will be constructing a new playground, new park shelters, and install an outdoor fitness area with equipment. We are still currently finalizing these plans with the developers engineers and hope to have something to share very soon that integrates all of the improvements I have mentioned. Lowenstein is one of our oldest and most active parks in our system and we are very enthusiastic about the future upgrades. Thanks again for your interest.
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~ MARCH ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 MPRA	2
3	4	5 6:15pm City Council	6	7	8	9
10	11 6:00pm Beautification Commission	12	13	14	15	16
17	18	19	20	21	22	23
	Spring Break Camp					
		6:15pm City Council		6:00pm HPCC Staff Meeting		
24	25	26	27 6:00pm Park Board meeting (Strother Conference Room)	28	29	30
31						

~ APRIL ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 6:15pm City Council	3	4 5pm Bike Dedication-LVCC	5	6
7	8 6:00pm Beautification Comm 6:30pm GCC YSA - Dinner Meeting	9	10 7:30am-GCC 1st Quarter EOQ, 2019 EOY Breakfast	11	12	13
14	15	16 6:15pm City Council	17	18 6:00pm HPCC Staff Meeting	19 School Break Camp	20
21	22	23	24 6:00pm Park Board meeting (Strother Conference Room)	25 6:00pm Volunteer Gala (Gamber Community Center)	26	27
28	29	30				



~ MAY ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 6:15pm City Council	8	9	10	11
12	13 6:00pm Beautification Commission	14	15	16 6:00pm HPCC Staff Meeting	17 Celebration of the Arts-LPA	18 Moonlight Yoga-LPA
19	20	21 6:15pm City Council	22 6:00pm Park Board meeting (Strother Conference Room)	23 KC Vine Rumble Orchestra- kids cultural arts event-LPA	24	25
26	27 Memorial Day	28	29 Sunrise Yoga -LPA	30	31 Night Flight-LPA	

~ JUNE ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 Glow Zumba-LPA	3	4 6:15pm City Council Kids theatre production- kids cultural arts event-LPA	5	6	7	8
9	10 6:00pm Beautification Commission	11 KC Rapper Sauce- kids cultural arts event-LPA	12	13	14 Summit Music Fest-LPA	15
16	17 Moonlight Yoga-LPA	18 6:15pm City Council	19	20 6:00pm HPCC Staff Meeting	21	22 7:00am Tour de Lakes (LVCC)
23 Animals @ the Amp- kids cultural arts event	24	25	26 6:00pm Park Board meeting (Strother Conference Room) Sunrise Yoga-LPA	27	28	29



L.S. Tribune  
Saturday, March 23, 2019

## Summit Ice Inaugural Season Is Wrapping Up

Summit Ice will close on March 24, marking the end of its inaugural season. Throughout the season, over 13,300 patrons visited and skated at Summit Ice and participated in its offered activities and classes.

"Summit Ice had a very successful inaugural season," Joe Snook, LSPR Administrator, said. "It was

complete with the Stanley Cup experience at the end of February. After closing, staff will immediately begin work on transforming the ice rink into pickleball courts."

In addition to open skate hours, Summit Ice invited patrons to 29 events and classes throughout its season. Some of these offerings include:



- 6 pond hockey tournaments

- 12 learn to skate classes

- 5 learn to play hockey classes

- Stanley Cup appearance (2 nights)

- Halloween "Spooky" Skate

- 3 Skate with Santa events

- 27 birthday parties booked

With 150 operating days, LSPR is pleased with the success of Summit Ice's first season and looks forward to the 2019-2020 opening day.



**SUMMIT ICE SEASON  
OVER**

With the arrival of spring, Summit Ice has closed down for the season. In its first year, more than 13,300 people visited and skated at the outdoor ice skating rink. Lee's Summit Parks & Recreation owns the facility, which is managed by KCIce Management Company. In the off-season the facility becomes pickleball courts.