



Lee's Summit Parks
& Recreation Board

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LEE'S SUMMIT
MISSOURI

May 11, 2020

To: Parks & Recreation Board, Budget Committee

From: Joe Snook, CPRP
Administrator of Parks & Recreation

Re: Proposed FY21 Parks & Recreation Budget

Attached, please find the FY21 proposed budget for all Parks & Recreation funds. These budgets have been developed based on priorities identified at the Board Retreat held on November 1, 2019 and Staff Retreat held on October 4, 2019.

The COVID-19 pandemic has created a lot of uncertainty; negatively affecting the services we provide our community and impacting the financial performance of our organization. For FY21 staff has presented very conservative projections and made operational adjustments to minimize expenses. We anticipate generating over \$5,500,000 in revenue from fees, charges, and sponsorships and approximately \$3,600,000 from property taxes. We are committed to delivering our diverse array of parks and recreation services, facilities and parks however, that will be done with several modifications. Finally, capital projects have been limited in FY21 due to the uncertainty of sales tax performance and this disruption will have long-term impact on our ability to complete the commitments made with the approval of the 2018 ¼-cent sales tax extension.

- The ***FY2021 Fund Summary Comments***, which describes significant changes, activities and projects for FY21. ([pages 1-8](#))
- A summary ***Revenue and Expense Budget Proposal*** and ***Fund Balance Report*** that presents an overview of each fund with revenues, expenditures, and actual balances for FY19 and projected ending balances for FY20 and FY21. ([page 9](#))
- The ***FY2021 Board and Staff Priorities – Project and Expansion Requests*** report describes projects and expansion items as they relate to LSPR goals for this year and five years out. ([pages 10-11](#))
- The ***Itemized Budget Expense Worksheets*** providing details of revenue and expenditure categories for each fund, including footnotes to provide an explanation for material variances. ([pages 12-34](#))

Other attachments include:

- Terminology/Useful Things to Know ([pages 35-36](#))
- Fund Balance Policy Resolution ([page 37](#))
- LSPR Organizational Chart ([page 38](#))
- Public Works/Cemetery MOU, Fee Allocation, Budget Summary ([pages 39-64](#))
- Full-Time and Part-Time Compensation Schedules ([pages 65-67](#))
- VERP Schedules ([pages 68-70](#))
- Replacement Schedules ([pages 71-73](#))
- Capital Project Funding Report-Current Project Work Plan ([page 74-75](#))

FY 2021 Fund Summary Comments

All Funds

- **CORE BUDGET EXPENDITURES – Full time only**
 - The FY21 budget reflects a 2% pay increase.
 - Health and Dental Insurance – A blended rate (average of individual to full family coverage) is used for budgeting purposes. The blended rate used for FY21 -\$13,800 per full time employee; the blended rate used for FY20 - \$11,784 per full time employee.
 - Retirement (LAGERS) – required funding of 10.6% of salary for FY21; required funding of 9.6% of salary for FY20.

Note: The FY20 projections were initially prepared in January prior to cancellation and closure of facilities in March due the COVID-19. Revised projections were prepared in April/May 2020 based on anticipated worst case scenario, closure of programs and facilities through June 30, 2020.

Gamber Community Center- Fund 201

FY20 Projections

Total Revenues:	\$ 346,431
Total Expenditures:	\$ 339,233
Net Income (Loss)	\$ 7,198
Estimated Fund Balance	\$ 507,119

FY21 Requested Budget:

Expenditures	Revenues	Net
\$398,858	\$500,324	\$101,466

- **ACTIVITY FEES & MEMBERSHIPS**
 - Revenue from the transfer of Youth Instructional programming to this facility is anticipated to add \$35,624 to activity revenue.
 - FY21 includes a \$1 increase in the daily rate per the proposed operational changes related to the increase in minimum wage
 - Revenue from membership fees is higher in FY21 due to a fee increase in the monthly rate beginning 1/1/21. The number of active memberships, including the memberships through healthcare providers (Silver Sneakers, Renew Active, etc) have been decreased based on the impact of COVID-19.
 - The Father/Daughter dances to be held in January and February 2021 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. The revenue from facility rentals is higher for FY21 due to a fee increase for recurring rentals (6 or more) as proposed in the analysis performed for the increase in minimum wage.

- **PERSONNEL SERVICES**

- The FY21 budget reflects the 2% pay increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. Also Part-time salary expense for FY21 reflects the impact of the increase in minimum wage effective January 1, 2021.
- **NOTE:** The Gamber Community Center operations continue to be subsidized by an annual transfer from the sales tax proceeds in Fund 410. The transfer has been reduced by 10% based on the anticipated performance of sales tax revenues in FY21.

Lovell Community Center – Fund 202

FY20 Projections

Total Revenues:	\$ 1,416,504
Total Expenditures:	\$ 1,643,581
Net Income (Loss)	\$ (227,077)
Estimated Fund Balance	\$ 1,216,126

FY21 Requested Budget:

Expenditures	Revenues	Net
\$1,863,259	\$1,894,688	\$31,429

- **ACTIVITY FEES**

- Activity Fee revenue includes Personal Training, Massage, Group X, Childcare, Swim Lessons, RevUp and Paddleboard/Canoe rentals. The FY21 request includes a 30% reduction in childcare revenue and a 25% reduction in revenue from personal training and massage. A fee for the use of paddleboards and canoes has been implemented with revenue of \$2,600 anticipated.

- **MEMBERSHIPS**

- Revenue from membership fees is higher in FY21 due to a fee increase in the monthly rate beginning 1/1/21. The number of active memberships, including the memberships through healthcare providers (Silver Sneakers, Renew Active, etc) have been decreased based on the anticipated impact of COVID-19.

- Below is the Lovell Community Center fee structure:

Annual Membership

\$209 – Discounted Rate for Lee’s Summit residents through 12/31; \$221 effective 1/1/21

\$245 – Regular Rate through 12/31; \$257 effective 1/1/21

Flex Membership (monthly billing)

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

\$17.42/month – Discounted Rate for Lee’s Summit residents through 12/31;

\$18.42/month effective 1/1/21

\$20.42/month – Regular Rate through 12/31; \$21.42/month effective 1/1/21

Daily Rates (for single visits)

Resident - \$7.00

Non-Resident - \$9.00

• **CONTRIBUTIONS – SPONSORS**

- The FY21 budget includes \$15,000 in sponsorships from a local hospital consistent with previous years.

• **REFUNDS AND REIMBURSEMENTS**

- Refunds and reimbursements include \$37,500 for a rebate related to the solar panel project at the facility

• **PERSONNEL SERVICES**

- The FY21 budget reflects the 2% pay increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. Also Part-time salary expense for FY21 reflects the impact of the increase in minimum wage effective January 1, 2021.
- The FY21 budget reflects the deferral of hiring one full time service representative and one full time recreation supervisor until mid-year.

• **PROFESSIONAL FEES**

- Professional Fees include \$27,420 in solar panel expense related to the solar panel project at the facility.

• **ELECTRICITY**

- Electrical costs are anticipated lower in FY21 due to the installation of solar panels at the facility.

Longview Community Center – Fund 205

FY20 Projections

Total Revenues:	\$ 743,541
Total Expenditures:	\$ 1,114,447
Net Income (Loss)	\$ (370,906)
Estimated Fund Balance	\$ (561,397)

FY21 Requested Budget:

Expenditures	Revenues	Net
\$1,260,736	1,090,501	\$(170,235)

• **ACTIVITY FEES**

- Activity Fee revenue includes Personal Training, Massage, Group X, Childcare, Swim Lessons, and RevUp. The FY21 request includes a 30% reduction in childcare revenue and a 25% reduction in revenue from personal training and massage.

• **MEMBERSHIPS**

- Revenue from membership fees is higher in FY21 due to a fee increase in the monthly rate beginning 1/1/21. The number of active memberships, including the memberships through healthcare providers (Silver Sneakers, Renew Active, etc) have been decreased based on the impact of COVID-19.

- Below is the Longview Community Center fee structure:

Annual Membership

\$209 – Discounted Rate for Lee’s Summit residents through 12/31; \$221 effective 1/1/21

\$245 – Regular Rate through 12/31; \$257 effective 1/1/21

Flex Membership (monthly billing)

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

\$17.42/month – Discounted Rate for Lee’s Summit residents through 12/31;

\$18.42/month effective 1/1/21

\$20.42/month – Regular Rate through 12/31; \$21.42/month effective 1/1/21

Daily Rates (for single visits)

Resident - \$7.00

Non-Resident - \$9.00

- **FACILITY RENTALS**

- Revenue from rentals includes approximately \$141,000 in revenue from the natatorium related to pool lane rentals and swim meets. The fee for lane rental includes a \$1 increase as proposed in the operational changes related to the increase in minimum wage. The revenue from July rentals has been removed from the budget.

- **REFUNDS AND REIMBURSEMENTS**

- Refunds and reimbursements include \$37,000 for a rebate related to the solar panel project at the facility

- **PERSONNEL SERVICES**

- The FY21 budget reflects the 2% pay increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding. Also Part-time salary expense for FY21 reflects the impact of the increase in minimum wage effective January 1, 2021.

- **PROFESSIONAL FEES**

- Professional Fees include \$23,604 in solar panel expense related to the solar panel project at the facility.

- **ELECTRICITY**

- Electrical costs are anticipated lower due to the installation of solar panels at the facility.

Harris Park Community Center - Fund 530

FY20 Projections

Total Revenues:	\$ 967,177
Total Expenditures:	\$ 1,207,397
Net Income (Loss)	\$ (240,220)
Estimated Fund Balance	\$ 185,246

FY21 Requested Budget:

Expenditures	Revenues	Net
\$1,252,842	\$1,324,644	\$71,802

- **CAMP SUMMIT**
 - The proposed FY21 budget reflects no Camp Summit held for Summer 2020
- **HARRIS PARK COMMUNITY CENTER**
 - Revenue from memberships is higher in FY21 due to a \$1 increase in the monthly membership rate beginning 1/1/21. The number of memberships have been decreased by 20% for July to December and 10% for January to June.
 - The FY21 revenues related to sponsorships assumes a decrease of 25%
- **INSTRUCTIONAL YOUTH AND ADULT PROGRAMS**
 - The hiring of the vacant Recreation Supervisor I position will be delayed to 1/1/21.
 - Expenses reduced due to anticipated closures/cancelations for a portion of Summer 2020.
- **LEGACY PARK AMPHITHEATER**
 - Expense has been adjusted to reflect cancellation of the Summer Concert Series and 2 of the 3 National Acts.
 - Revenues reduced to account for refund of 2020 LPA Sponsors due to cancelation of summer events.
- **LEA McKEIGHAN NORTH**
 - Revenue includes \$15,000 Sport Ice sponsorship payment from Lee’s Summit Medical Center
- **ATHLETICS**
 - Revenue in FY21 incorporates fee increases for Men’s Basketball, Women’s and Co-Ed Volleyball, Girls Basketball and Girls Volleyball, anticipated increased enrollment in Itty Bitty Programs, and the inclusion of Pickleball Programming. Adjustments made to programs due to anticipated closures/cancellation for a portion of Summer 2020.

Parks and Recreation – Fund 200

FY20 Projections

Total Revenues:	\$ 3,863,134
Total Expenditures:	\$3 ,339,104
Net Income (Loss)	\$ 524,030
Estimated Fund Balance	\$ 2,892,459

FY21 Requested Budget:

Expenditures	Revenues	Net
\$3,414,314	\$3,850,107	\$435,793

- **ADMINISTRATION**
 - The Property Tax projection includes a levy rate of approximately \$.15 per \$100 of assessed value with growth anticipated.
 - The travel and meeting account has been reduced significantly in FY21 by reducing mileage reimbursement (more Zoom meetings), eliminating conferences and reducing training.
 - A \$10,000 amount contingency has been established to pay out small claims versus being paid by the City’s claims and damages account.

- **PARK OPERATIONS & LEGACY PARK**

- Professional Fees – Professional Fees includes contract mowing. Bioswale maintenance and restroom cleaning has been handled by contract services in past years; in FY21, those tasks will be handled with in-house labor.
- Asphalt – An allowance of \$125,000 for Park Services and \$50,000 for Legacy Park is included in the FY21 budget to be used on an as needed basis.
- Water/Sewer – Water/Sewer is expected to be higher with the addition of the Howard Park splashpad. In addition, the operating hours of the splashpads have been reduced by one hour per day.
- Capital Outlay – Capital expansion items in the FY21 budget include \$24,000 for Resource Recovery Park Master Planning, \$17,300 to complete the Arborwalk Trail project and \$25,000 to repair an entrance behind Longview Community Center.

Aquatics – Fund 203

FY20 Projections

Total Revenues:	\$ 390,605
Total Expenditures:	\$ 475,015
Net Income (Loss)	\$ 84,410
Estimated Fund Balance	\$ 134,732

FY21 Requested Budget:

Expenditures	Revenues	Net
\$764,890	\$864,054	\$99,164

- **GATE RECEIPTS**

- Gate Receipts revenue includes a \$1 increase in the daily rate per the proposed operational changes related to the increase in minimum wage. Revenue from Gate Receipts for the Summer 2020 season includes revenue in July of \$124,678 and in August of \$47,945 for daily visits/twilight visits. This represents a 30% decrease in patrons from the previous summer.

- **MEMBERSHIPS**

- Revenue from Memberships includes a \$5 increase per pass and an increase in the number of passes sold based on the addition of the Wave Pool
- Summit Waves offers an Early Bird Special of \$10 off the purchase of season passes purchased before May 1st. The budget includes the extension of early bird pricing for the season

- **RENTALS**

- The facility offers full facility rentals and birthday party packages.

- **ELECTRICITY**

- FY21 budget reflect a slight increase in electrical costs due to the addition of the wave pool.

Cemetery – Fund 204

FY20 Projections

Total Revenues:	\$ 191,025
Total Expenditures:	\$ 189,365
Net Income (Loss)	\$ 1,660
Estimated Fund Balance	\$ 1,325,402

FY21 Requested Budget:

Expenditures	Revenues	Net
\$191,522	\$153,783	(\$37,739)

- **SERVICES**
 - The FY21 budget reflects no changes in the schedule of fees for services.
- **MONUMENT SALES**
 - Monument sales are budgeted at a 50% gross margin (increase of 10%). The sale of monuments and vases is based on historical data.
- **SALE OF PERSONAL PROPERTY**
 - All remaining grave plots were sold in FY20. Columbarium sales are included in the FY21 budget.

Construction Fund – Fund 327

FY20 Projections

Total Revenues:	\$ 4,130,000
Total Expenditures:	\$ 7,083,074
Net Income (Loss)	(\$2,953,074)
Estimated Fund Balance	(\$5,160,480)

Due to the purchase of Longview Community Center in FY19 along with the projects scheduled for FY20 (Summit Park Renovation, Howard Park Renovation, Lowenstein Park Improvements, Pleasant Lea Park Improvements planning and the LSPR Greenway Master Plan) the Fund Balance at the end of FY19, FY20 and FY21 is negative. An interfund loan for \$4.1 million dollars was secured in FY19 with a 5 year pay back.

FY21 Requested Budget:

Expenditures	Revenues	Net
\$427,000	\$3,500,000	\$3,073,000

Lowenstein Park Improvements (completion of FY20 project)	\$ 48,500
Pleasant Lea Park Improvements (completion of FY20 project)	<u>350,000</u> ¹

Total	<u>\$427,000</u>
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¹ The project budget of \$400,000 is subject to grant money being received. A grant application for \$250,000 has been submitted for this project. If grant money is not received, the project budget would be reduced or the project delayed.

Park COP Debt – Fund 410

FY20 Projections

Total Revenues:	\$4,216,752
Total Expenditures:	\$4,131,250
Net Income (Loss)	\$ 85,502
Estimated Fund Balance	\$ 765,795

FY21 Requested Budget:

Expenditures	Revenues	Net
\$3,657,500	\$3,847,040	\$189,540

- Sales Tax revenue and EATS for FY20 projections and FY21 proposed budget has been calculated by the Finance department. Revenue for FY21 is projected to be down 9-10%

Expenditures include:

- Transfer to the Gamber Community Center Fund for operating expenditures of \$157,500 (\$175,000 annual subsidy has been reduced by 10% based on anticipated sales tax performance).
- Transfer to the Construction Fund totaling \$3,500,000 to cover the purchase of Longview Community Center in FY19 and the projects completed in FY20 and FY21.

REVENUE AND EXPENSE BUDGET PROPOSAL

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

	Fiscal Year 2019		Fiscal Year 2020				Fiscal Year 2021		Fiscal Year 2021	
	Actuals		Budget	Projected	Budget	Projected	Maintenance		Requested	
	Revenue	Expenditures	Revenue	Revenue	Expenditures	Expenditures	Revenue	Expenditures	Revenue	Expenditures
Fund 201										
Gamber Community Center	480,459	448,611	471,216	346,431	425,728	339,233	500,324	398,858	500,324	398,858
Total	480,459	448,611	471,216	346,431	425,728	339,233	500,324	398,858	500,324	398,858
Fund 202										
Lovell Community Center	2,103,444	2,147,883	2,091,270	1,416,504	2,085,351	1,643,581	1,894,688	1,863,259	1,894,688	1,863,259
Total	2,103,444	2,147,883	2,091,270	1,416,504	2,085,351	1,643,581	1,894,688	1,863,259	1,894,688	1,863,259
Fund 205										
Longview Community Center	586,556	779,045	1,478,871	745,541	1,362,821	1,114,447	1,090,501	1,260,736	1,090,501	1,260,736
Total	586,556	779,045	1,478,871	745,541	1,362,821	1,114,447	1,090,501	1,260,736	1,090,501	1,260,736
Fund 530										
Harris Park Community Center	1,314,964	1,316,366	1,522,510	967,177	1,500,129	1,207,397	1,324,644	1,252,842	1,324,644	1,252,842
Total	1,314,964	1,316,366	1,522,510	967,177	1,500,129	1,207,397	1,324,644	1,252,842	1,324,644	1,252,842
Fund 200										
Parks and Recreation	3,926,763	3,880,172	3,688,631	3,863,134	3,615,723	3,339,104	3,850,107	3,348,014	3,850,107	3,414,314
Total	3,926,763	3,880,172	3,688,631	3,863,134	3,615,723	3,339,104	3,850,107	3,348,014	3,850,107	3,414,314
Fund 203										
Aquatics Center	587,979	591,018	762,194	390,605	674,345	475,015	864,054	764,890	864,054	764,890
Total	587,979	591,018	762,194	390,605	674,345	475,015	864,054	764,890	864,054	764,890
Fund 204										
Cemetery	168,470	148,684	208,885	191,025	204,873	189,365	153,783	185,076	153,783	191,522
Total	168,470	148,684	208,885	191,025	204,873	189,365	153,783	185,076	153,783	191,522
Funds 327										
Construction Funds	4,651,076	6,943,626	3,615,000	4,130,000	5,600,110	7,083,074	3,500,000	427,000	3,500,000	427,000
Total	4,651,076	6,943,626	3,615,000	4,130,000	5,600,110	7,083,074	3,500,000	427,000	3,500,000	427,000
Fund 410										
Parks Sales Tax	4,008,315	3,974,623	4,183,807	4,216,752	3,675,000	4,131,250	3,847,040	3,657,500	3,847,040	3,657,500
Total	4,008,315	3,974,623	4,183,807	4,216,752	3,675,000	4,131,250	3,847,040	3,657,500	3,847,040	3,657,500
TOTAL ALL FUNDS	17,828,026	20,230,028	18,022,384	16,267,169	19,144,080	19,522,466	17,025,141	13,158,175	17,025,141	13,230,921

FUND BALANCE REPORT

Fund		Actual FY19	Budget FY20	Projected Balance FY20	Maintenance Balance FY21	Requested Balance FY21	Fund Balance Notes:
Fund 201	Gamber Community Ctr	499,921	545,409	507,119	608,585	608,585	Fund Balance Policy-15% of budgeted operating expenditures (\$59,829)
Fund 202	Lovell Community Ctr	1,443,203	1,449,122	1,216,126	1,247,555	1,247,555	Fund Balance Policy-15% of budgeted operating expenditures (\$279,489)
Fund 205	Longview Community Ctr	(192,491)	(76,441)	(561,397)	(731,632)	(731,632)	Fund Balance Policy-15% of budgeted operating expenditures (\$189,110)
Fund 530	Harris Park Community Ctr	425,466	447,847	185,246	257,048	257,048	Fund Balance Policy-15% of budgeted operating expenditures (\$187,926)
Fund 200	Parks & Recreation	2,368,429	2,441,337	2,892,459	3,394,552	3,328,252	Fund Balance Policy-15% of budgeted operating expenditures (\$502,202)
Fund 203	Aquatics Center	219,142	306,991	134,732	233,896	233,896	Fund Balance Policy-15% of budgeted operating expenditures (\$114,734)
Fund 204	Cemetery	1,323,742	1,327,754	1,325,402	1,294,109	1,287,663	Trust fund set up to sustain operating costs once Cemetery at capacity.
Fund 327	Construction Funds	(2,207,406)	(4,192,516)	(5,160,480)	(2,087,480)	(2,087,480)	This fund is used for construction project tracking. See Notes (1) and (2) below.
Fund 410	Park COP Debt Fund	680,293	1,189,100	765,795	955,335	955,335	Fund used to record sales tax proceeds and transfer to other funds.

(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 cash balances. As of the 12/31/19 Investment Report, the average portfolio yield was 1.9%.

(2) - The FY21 budget includes the completion of the Lowenstein Improvement and Pleasant Lea Park Improvement projects. The Pleasant Lea Park Improvement budget of \$400,000 is subject to grant money being received. A grant for \$250,000 has been submitted for this project. If grant money is not received, the project budget would be reduced or the project delayed.

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

Top Ten 1 Year Goals (FY21)

Rating	PARK BOARD	Rating	STAFF
1	Website More User Friendly	1	Hire Additional Marketing Person
1	Masterplan For Pickleball Complex	2	* Purchase Excavator
2	Evaluate Temporary Pickleball Courts (Outside)	3	Digital Banners
2	* Establish E-Sports Programs	4	Additional Park Operations/Park Construction Staff
5	Landfill Evaluation	5	Scissor Lift at Longview Community Center
6	Begin Planning for Gold Medal Submittal	6	* Dredge Legacy Lake
7	Engage w/City Comprehensive Plan	7	Resurface Track at Lovell Community Center
7	Replace All Paddleboards at Lovell Community Center	8	More Nature Programs
9	Splashpad @ Lovell Community Center	8	Open Wave Pool in May 2020
10	Resurface Track at Lovell Community Center	10	Add Park Prescription Program
10	Implementation of Pleasant Lea Park Improvements		
10	Picnic Area at Longview Community Center		
10	* Add Teen Activities		

Top Ten 5 Year Goals (FY21)

Rating	PARK BOARD	Rating	STAFF
1	* Fieldhouse	1	* Fieldhouse
2	Pickleball Complex	2	Pickleball Complex
3	Trail Connection to Downtown (Rock Island)	3	Nature Play Park
4	Development of Bailey Park	4	Renovation of Longview Community Center Locker Rooms
5	Successful Re-Accreditation	5	Staff Expansion in Parks/Administration/Facility Maintenance
6	Splashpad at Hartman Park	6	Longview Community Center Self-Supportive
7	Successful Park Foundation	7	New Pool Play Features at Lovell Community Center
8	Masterplanning of PRI Property Completed	8	2nd Inclusion Playground
9	New Pool Play Features at Lovell Community Center	9	Trail Connection to Downtown (Rock Island)
9	True Partnership between LSPR & R7 to Promote Health/Wellness	10	Acquire Land for Future Development
9	Shade in All Parks		

*Items also identified at the retreat held in 2018.

Items in Bold were introduced by the Park Board

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

ALL 1 YEAR/5 YEAR GOALS FOR FISCAL YEAR 2021 FROM PLANNING RETREATS

1 YEAR GOALS for FISCAL YEAR 2021
Add Park Prescription Program
* Add Teen Activities
Add Walk With A Doc Program
* Additional Park Op/Const Staff
Air Conditioning in Legacy Park Amphitheater Concessions Building
Begin Planning for Gold Medal Submittal
Coffee Bar Sponsor for All Community Centers
Convert All Legacy Park Community Center Signs to Lovell Community Center
Convert Gamber Community Center Outside Back Area to Shelter
* Digital Banners
* Dredge Legacy Lake
* Dumpster at Hartman Park
Engage w/City Comprehensive Plan
* Establish E-Sports Programs
Evaluate Temporary Pickleball Courts (Outdoor)
Expand Longview Community Center Group X Room
Find Solution for Lea McKeighan Park Drainage (North and South)
Flagpole @ Longview Community Center
Gamber Community Center Kitchen-Evaluate Purpose/Remodel
* Group X Kiosk & Online Sign Ups
Have Sold Out Show at LP Amphitheater
Hire Additional Marketing Person
Hire Legacy Park Amphitheater Assistant
Historical Preservation at Cemetery
* Implement Text Messaging Service
Implementation of Pleasant Lea Park Improvements
Landfill Evaluation
Landscape Evaluation at Gamber Community Center
Lighting at Hartman Playground
Locker Replacement at Lovell Community Center
LSPR Picnic in the Park Day
Marketing Intern - Take Pictures and Monitor LSPR Social Media
Masterplan For Pickleball Complex
More Nature Programs
New Signs in Native Areas
Online LSPR Safety Training
Open Wave Pool in May 2020
Outdoor Fitness Programs @ Lowenstein Park
Ozone or UV for Pool at Lovell Community Center and Longview Community Center
Picnic Area at Longview Community Center
Pressure Relief Tank at Longview Community Center
* Purchase Excavator
Purchase Kivac for Gamber Community Center and Lea McKeighan Park North
Purchase RV to be used as LP Amphitheater Green Room
Remove Shelter at Wadsworth Park
Replace All Paddleboards at Lovell Community Center
Replace Bikes at Lovell Community Center
Replace Boilers at Lovell Community Center
Replace Bridges at Summit Waves
Resolve Humidity Issues in Group X Room at Longview Community Center
Resurface Track at Lovell Community Center
Revamp Marketing for Adult Softball
Revamp Part-time Application Process
Revamp Part-time Seasonal Training Day
Review Purpose of Illustrated (Content, Cost)
Safety Locks on Basketball Goals at All Community Centers
Sand Pit Workout Area
* Scissor Lift at Longview Community Center
* Sell LSPR Swag
Share More User Generated Content on Social Media
Sidewalk Trail on Legacy Park Drive
Splashpad @ Lovell Community Center
Truck Upgrades - 2WD to 4WD
Waterfeature @ Lea McKeighan South Playground
Website More User Friendly

5 YEAR GOALS for FISCAL YEAR 2021
* 2nd Inclusion Playground
* 3rd and 4th Slide at Summit Waves
* Acquire Land for Future Development
* Arboretum
* Blue Way Planning
Connection to Pleasant Hill (Greenway)
Create Youth/Teen Weightlifting Club
Dedicated Free Weight Area for Functional Fitness
Dedicated Herbicide Team
Development of Bailey Park
Development on Southside of Legacy Lake
* Fieldhouse
Green Cleaning Supplies
Greenhouse
Implementation of Greenway Priority Projects
Legacy Park Irrigation System Software Updates
Longview Community Center Self-Supportive
Masterplanning of PRI Property Completed
More Trails in South Lee's Summit
Nature Play Park
New Pool Play Features at Lovell Community Center
Park West/Eagle Creek Development
Pickleball Complex
Potential Programming - Downtown Farmers Market/Performing Arts Area
Renovate Upstairs at Longview Community Center (Back Area Not Prev Reno)
Renovation of Longview Community Center Locker Rooms
Seed Collection Program at Legacy Park
Shade in All Parks
Sidewalk Connection at Gamber Community Center
Splashpad at Hartman Park
* Staff Expansion in Parks/Administration/Facility Maintenance
* Successful Park Foundation
Successful Re-Accreditation
Trail Connection to Downtown (Rock Island)
True Partnership between LSPR & R7 to Promote Health/Wellness
Updates to Lower Banner

* Items also identified at the 2018 retreat
Items in Bold were introduced by the Park Board

**ITEMIZED BUDGET EXPENSE WORKSHEET
GAMBER COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

				Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
REVENUES							
ACTIVITY FEES							
4414	0	Activity Fees	\$	28,127	\$ 25,653	\$ 30,984	¹ \$ 63,400 ¹⁰
4421	0	Gate Receipts		43,399	38,541	1,166	² 1,701 ¹¹
4422	0	Membership Fees		76,916	76,233	80,546	³ 111,975 ¹²
Total Activity Fees			\$	148,442	\$ 140,427	\$ 112,696	\$ 177,076
OTHER USER CHARGES							
4505	0	Concessions	\$	333	\$ 465	\$ 111	\$ 315
Total User Charges			\$	333	\$ 465	\$ 111	\$ 315
RENTALS							
4442	0	Facility Rentals	\$	137,495	\$ 147,964	\$ 95,732	⁴ \$ 156,433 ¹³
Total Rentals			\$	137,495	\$ 147,964	\$ 95,732	\$ 156,433
INTEREST ON INVESTMENTS							
4600	0	Interest on Investments	\$	8,427	\$ 3,600	\$ 3,600	\$ 3,600
4601	0	Mark to Market Adjustment		7,046	-	-	-
Total Interest on Investments			\$	15,473	\$ 3,600	\$ 3,600	\$ 3,600
MISCELLANEOUS							
4716	0	Refunds & Reimbursements		13	-	78	-
4446	0	Other Revenue		3,703	3,760	2,964	5,400
Total Miscellaneous			\$	3,716	\$ 3,760	\$ 3,042	\$ 5,400
TRANSFERS FROM OTHER FUNDS							
5101	410	Transfer from Fund COP	\$	175,000	\$ 175,000	\$ 131,250	⁵ \$ 157,500 ¹⁴
Total Transfers from Other Funds			\$	175,000	\$ 175,000	\$ 131,250	\$ 157,500
TOTAL REVENUES			\$	480,459	\$ 471,216	\$ 346,431	\$ 500,324
EXPENDITURES							
PERSONNEL SERVICES							
7000	0	Salaries - Regular	\$	104,255	\$ 100,050	\$ 70,799	^b \$ 84,653 ¹⁵
7001	0	Salaries - Part Time		93,564	104,120	67,739	⁷ 95,498 ¹⁶
7002	0	Overtime		252	-	40	-
7008	0	Short Term Disability		280	107	68	88
7009	0	FICA - Employer		11,600	6,203	4,389	^b 5,249 ¹⁵
7010	0	FICA - PT		-	6,455	4,200	⁷ 5,921 ¹⁶
7011	0	Medicare Deduction		2,755	2,960	2,009	^{b, r} 2,612 ^{15, 16}
7014	0	Communication Allowance		403	-	420	420
7015	0	Health/Dental Insurance		25,611	25,335	22,276	24,150 ¹⁷
7018	0	Life Insurance		171	300	176	254
7019	0	Workers Compensation		1,350	1,128	1,128	1,128
7020	0	Long Term Disability		261	520	277	315
7021	0	Unemployment Insurance		426	129	129	525
7023	0	LAGERS - Retirement		9,108	9,605	5,340	^b 8,973 ¹⁵
Total Personnel Services			\$	250,036	\$ 256,912	\$ 178,990	\$ 229,786
SUPPLIES AND OTHER SERVICES							
7200	0	Advertising Expense	\$	130	\$ 1,845	\$ 2,404	\$ 4,069 ¹⁸
7201	0	Organizational Dues		45	-	44	-
7203	0	Insurance Expense		4,739	5,890	5,890	4,552
7205	0	Postage Expense		41	-	-	-
7206	0	Printing Expense		1,703	640	1,411	2,400
7207	0	Professional Fees		29,848	27,206	23,596	45,439 ¹⁸
7212	0	Other Professional Fees		2,366	2,720	4,333	4,320
7213	0	Rentals & Leases		4,559	4,531	3,625	4,540
7214	0	Uniform Rental		119	156	60	180
7217	0	Employee Training		76	-	90	180
7221	0	Sanitation Services		1,277	1,320	1,079	1,438
7223	0	Furniture, Fixtures and Equip		5,097	-	-	1,200 ¹⁹
7225	0	Miscellaneous Equipment		1,055	1,000	1,042	1,000
7249	0	Consumable Tools		153	240	150	240
7258	0	Telephone		1,950	2,820	1,535	1,320
7268	0	Uniforms		611	912	933	900
7270	0	Office Supplies		1,136	520	395	500
7273	0	Janitorial Supplies		3,544	3,897	4,032	3,997
7274	0	Concession Supplies		1,125	1,610	795	1,432
7276	0	Recreational Supplies		8,982	8,380	5,733	8,760
7285	0	Bankcard Fees		4,890	5,400	3,368	- ²⁰
7704	0	Miscellaneous Expense		-	1,000	-	1,000
Total Supplies and Other Services			\$	73,446	\$ 70,087	\$ 60,515	\$ 87,467

**ITEMIZED BUDGET EXPENSE WORKSHEET
GAMBER COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
MAINTENANCE & REPAIRS				
7300 0 M & R Buildings	\$ 8,083	\$ 6,200	\$ 15,203 ⁸	\$ 7,310
7301 0 M & R Grounds	5,419	900	8,747 ⁸	3,300
7302 0 M & R Other	1,257	1,000	635	1,000
7306 0 M & R Other Equipment	2,910	3,250	3,960	3,104
7307 0 M & R Software	-	-	-	403
Total Maintenance & Repairs	\$ 17,669	\$ 11,350	\$ 28,545	\$ 15,117
UTILITIES				
7403 0 Electricity	\$ 36,573	\$ 37,709	\$ 34,631	\$ 36,008
7407 0 Water/Sewer	9,716	10,500	9,114	9,973
Total Utilities	\$ 46,289	\$ 48,209	\$ 43,745	\$ 45,981
CAPITAL OUTLAY				
8000 0 Capital Outlay	\$ 33,435	\$ 19,098	\$ 7,366 ⁹	\$ -
Total Capital Outlay	\$ 33,435	\$ 19,098	\$ 7,366	\$ -
INTERDEPARTMENT CHARGE				
9000 0 ITS-Overhead	\$ 24,892	\$ 18,000	\$ 18,000	\$ 18,709
9004 0 MERP Payment	2,540	1,832	1,832	1,564
9007 0 SLERP Payment	304	240	240	234
Total Interdepartment Charge	\$ 27,736	\$ 20,072	\$ 20,072	\$ 20,507
TOTAL EXPENDITURES	\$ 448,611	\$ 425,728	\$ 339,233	\$ 398,858
NET	\$ 31,848	\$ 45,488	\$ 7,198	\$ 101,466
Percent Recovery	107.10%	110.68%	102.12%	125.44%

Footnotes:

- ¹ Revenue from Activity Fees is based on actual revenue through April 30th.
- ² Gate Receipts revenue is based on actual through April 30th.
- ³ Revenue from Memberships is based on actual revenue through April 30th.
- ⁴ The revenue from Facility Rentals is based on actual revenue through April 30th.
- ⁵ The facility receives an annual transfer of \$175,000 from sales tax proceeds. Since the facility is not anticipated to be open the last quarter of FY20, the transfer will not occur for April, May and June.
- ⁶ The projected decrease in Full Time Salaries and related benefits is due to a vacancy in the Maintenance Specialist position from July through January. Additional savings are included in full-time salary, FICA, Medicare and Lagers due to the furlough of certain staff
- ⁷ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.
- ⁸ The variance in Maintenance & Repairs-Buildings is due to unanticipated expenditures related to a lightning strike at the facility. The projected expenditures for Maintenance & Repairs-Grounds is due to mulching and flower bed maintenance being charged to this line item versus Professional Fees where it was budgeted.
- ⁹ The FY20 Budget includes carpet replacement (\$11,614) and Treadmill replacement (\$7,484). The fitness equipment has been replaced; the carpet replacement has been removed from the FY20 projections.
- ¹⁰ Additional revenue from Activity Fees is due to the transfer of Youth Instructional programming from Fund 530 (\$35,624) and increased revenue from the Father Daughter dances held at the facility.
- ¹¹ Gate Receipt revenue includes a \$1 increase in the daily rate effective FY21 per the proposed operational changes related to the increase in minimum wage.
- ¹² Revenue from memberships is higher in FY21 due to a \$1 increase in the monthly membership rate beginning 1/1/21. The number of memberships for FY21 has been decreased by 20% for July to December and 10% for January to June. In addition, the number of memberships through healthcare providers (ie. Silver Sneakers, Renew Active, etc) has been reduced by 30% for July to December and 15% for January to June for FY21.
- ¹³ The revenue from facility rentals is higher for FY21 due to a fee increase for recurring rentals (6 or more) as proposed in the analysis performed for the increase in the minimum wage.
- ¹⁴ The facility receives an annual transfer of \$175,000 from sales tax proceeds. The sales tax proceeds are projected to be 10% less than the projected proceeds for FY20. Therefore, the transfer from the Park COP Debt Fund is reduced by 10%.
- ¹⁵ The Full-time Salaries includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.
- ¹⁶ Part-time salary expense for FY21 reflects the impact of the increase in minimum wage effective January 1, 2021.
- ¹⁷ The blended rate used for the FY21 request is \$13,800 per full-time position. The blended date used for the FY20 budget was \$11,784.
- ¹⁸ The increase in advertising and professional fees is related to the transfer of Youth Instructional programming from Fund 530 to Fund
- ¹⁹ For the purchase of new office chairs.
- ²⁰ There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

**ITEMIZED BUDGET EXPENSE WORKSHEET
LOVELL COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

			Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
REVENUES						
ACTIVITY FEES						
4414	0	Activity Fees	\$ 173,713	\$ 188,066	\$ 107,567 ¹	\$ 158,157 ¹⁴
4421	0	Gate Receipts	202,319	190,648	141,127 ²	225,649 ¹⁵
4422	0	Memberships	1,554,394	1,563,566	1,047,877 ³	1,367,582 ¹⁶
Total Activity Fees			\$ 1,930,426	\$ 1,942,280	\$ 1,296,571	\$ 1,751,388
OTHER USER CHARGES						
4504	0	Pro Shop	\$ 657	\$ 747	\$ 409	\$ 1,858
4505	0	Concessions	3,102	2,423	2,047	2,434
Total User Charges			\$ 3,759	\$ 3,170	\$ 2,456	\$ 4,292
RENTALS						
4442	0	Facility Rentals	\$ 80,461	\$ 95,142	\$ 61,320 ⁴	\$ 74,814
Total Rentals			\$ 80,461	\$ 95,142	\$ 61,320	\$ 74,814
INTEREST ON INVESTMENTS						
4600	0	Interest on Investments	\$ 25,941	\$ 3,996	\$ 3,996	3,996
4601	0	Mark to Market Adjustment	21,960	-	-	-
Total Interest on Investments			\$ 47,901	\$ 3,996	\$ 3,996	\$ 3,996
MISCELLANEOUS						
4716	0	Refunds & Reimbursements	\$ 841	\$ 833	\$ 1,480	\$ 38,333 ¹⁷
4717	0	Discounts	124	-	-	-
4718	0	Cash Over/Short	3	24	25	24
4446	0	Other Revenue	4,910	3,306	4,387	3,322
Total Miscellaneous			\$ 5,878	\$ 4,163	\$ 5,892	\$ 41,679
CONTRIBUTIONS						
4711	0	Contributions - Sponsors	\$ 7,500	\$ 15,000	\$ 18,750 ⁵	\$ 15,000
Total Contributions			\$ 7,500	\$ 15,000	\$ 18,750	\$ 15,000
TRANSFERS FROM OTHER FUNDS						
5101	0	Transfer from General Fund	\$ 24,000	\$ 24,000	\$ 24,000	\$ -
5101	0	Transfer from Fund 530	3,519	3,519	3,519	3,519
Total Transfers from Other Funds			\$ 27,519	\$ 27,519	\$ 27,519	\$ 3,519
TOTAL REVENUES			\$ 2,103,444	\$ 2,091,270	\$ 1,416,504	\$ 1,894,688
EXPENDITURES						
PERSONNEL SERVICES						
7000	0	Salaries - Regular	\$ 357,287	\$ 401,719	\$ 337,570 ⁶	\$ 355,999 ¹⁸
7001	0	Salaries - Part Time	634,615	696,643	438,475 ⁷	707,404 ¹⁹
7002	0	Overtime	1,113	996	568	600
7008	0	Short Term Disability	433	474	419	418
7009	0	FICA - Employer	59,937	24,907	20,929 ⁶	22,189 ¹⁸
7010	0	FICA - PT	-	43,192	27,185 ⁷	43,859
7011	0	Medicare Deduction	14,018	15,926	11,253 ^{6,7}	15,428
7014	0	Communication Allowance	1,689	2,100	1,960	1,890
7015	0	Health/Dental Insurance	121,620	111,944	99,520	113,160 ²⁰
7018	0	Life Insurance	715	1,205	1,116	1,067
7019	0	Workers Compensation	40,490	26,116	26,116	28,762
7020	0	Long Term Disability	1,031	2,089	1,925	1,661
7021	0	Unemployment Insurance	2,595	570	564	1,512
7023	0	LAGERS - Retirement	28,905	38,565	32,511 ⁶	37,698 ¹⁸
Total Personnel Services			\$ 1,264,448	\$ 1,366,446	\$ 1,000,112	\$ 1,331,647
SUPPLIES AND OTHER SERVICES						
7200	0	Advertising Exp	\$ 1,042	\$ 1,200	\$ 977	\$ 1,275
7201	0	Organizational Dues	30	-	-	-
7202	0	Subscription to Periodicals	-	125	125	125
7203	0	Insurance Expense	14,458	17,972	17,972	15,954
7205	0	Postage Expense	13	250	85	250

**ITEMIZED BUDGET EXPENSE WORKSHEET
LOVELL COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

			Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21	
7206	0	Printing Expense	4,655	3,240	2,489	3,640	
7207	0	Professional Fees	71,743	68,508	56,868	62,990	²¹
7213	0	Rentals & Leases	3,060	5,203	3,846	4,353	
7214	0	Uniform Rental	688	371	198	371	
7217	0	Employee Training	1,826	3,888	1,322	4,068	
7221	0	Sanitation Services	2,980	3,772	2,589	3,771	
7223	0	Furniture, Fixtures and Equip	5,786	1,550	11,610	2,404	⁹
7225	0	Miscellaneous Equipment	3,322	3,524	6,102	1,230	¹⁰
7249	0	Consumable Tools	36	1,350	1,175	2,125	
7250	0	Computer Equip - Non Depr	1,447	-	-	-	
7258	0	Telephone	626	650	692	650	
7259	0	Mobile Telephone	1,950	816	1,020	1,020	
7268	0	Uniforms	5,889	3,020	8,564	3,414	¹¹
7270	0	Office Supplies	9,252	5,550	4,015	6,277	
7271	0	Chemicals	14,048	8,269	6,602	9,640	
7273	0	Janitorial Supplies	24,261	27,883	18,588	25,963	
7274	0	Concession Supplies	2,808	4,069	2,773	3,626	
7276	0	Recreational Supplies	22,394	24,063	20,011	24,802	
7277	0	Pro Shop Supplies	153	397	334	1,356	
7285	0	Bankcard Fees	21,027	24,996	13,524	-	²²
7288	0	P-Card unallocated	486	-	-	-	
7704	0	Miscellaneous Expense	1,787	2,760	1,166	3,159	
7705	0	Discount Expense	143	1,317	869	1,317	
Total Supplies and Other Services			\$ 215,910	\$ 214,743	\$ 183,516	\$ 183,780	
MAINTENANCE & REPAIRS							
7300	0	M & R Buildings	\$ 191,208	\$ 81,318	\$ 106,446	\$ 100,594	²³
7301	0	M & R Grounds	14,959	4,960	1,971	5,080	
7302	0	M & R Other	-	-	-	-	
7303	0	Maint & Repair-Office Eq	108	-	-	-	
7306	0	M & R Other Equipment	15,781	10,200	21,647	17,588	
7307	0	M & R Software	-	-	-	2,822	
Total Maintenance & Repairs			\$ 222,056	\$ 96,478	\$ 130,064	\$ 126,084	
UTILITIES							
7401	0	Natural Gas	\$ 31,549	\$ 35,362	\$ 29,192	\$ 35,362	
7403	0	Electricity	112,595	127,664	97,218	103,066	²⁴
7407	0	Water/Sewer	28,128	27,850	29,907	28,811	
Total Utilities			\$ 172,272	\$ 190,876	\$ 156,317	\$ 167,239	
CAPITAL OUTLAY							
8000	0	Capital Outlay	\$ 22,472	\$ 164,105	\$ 117,507	\$ -	
Total Capital Outlay			\$ 22,472	\$ 164,105	\$ 117,507	\$ -	
INTERDEPARTMENT CHARGE							
9000	0	ITS Overhead	\$ 46,465	\$ 47,000	\$ 47,000	\$ 48,849	
9004	0	MERP	3,810	5,128	5,128	5,006	
9007	0	SLERP	450	575	575	654	
Total Interdepartment Charge			\$ 50,725	\$ 52,703	\$ 52,703	\$ 54,509	
TRANSFER TO OTHER FUNDS							
9101	205	Transfer to LVCC	\$ -	\$ -	\$ 3,362	\$ -	
9101	327	Transfer to Park Development	\$ 200,000	\$ -	\$ -	\$ -	
Total Interdepartment Charge			\$ 200,000	\$ -	\$ 3,362	\$ -	
TOTAL EXPENDITURES			\$ 2,147,883	\$ 2,085,351	\$ 1,643,581	\$ 1,863,259	
NET			\$ (44,439)	\$ 5,919	\$ (227,077)	\$ 31,429	
Percent Recovery			98%	100%	86%	102%	

Footnotes:

¹ Revenue from Activity Fees is based on actual revenue through April 30th.

**ITEMIZED BUDGET EXPENSE WORKSHEET
LOVELL COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
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- ² Gate Receipts revenue is based on actual revenue through April 30th.
- ³ Revenue from Memberships is based on actual revenue through April 30th.
- ⁴ The revenue from Facility Rentals is based on actual revenue through April 30th.
- ⁵ The projections include a FY19 payment of \$3,750 received after June 30th along with the quarterly payments scheduled for FY20.
- ⁶ The projected decrease in Full Time Salaries and related benefits is due to a vacancy savings in the Maintenance Specialist, two Service Representative and one Recreation Supervisor positions. Additional savings are included in full-time salary, FICA, Medicare and Lagers due to the furlough of certain staff beginning May 2nd.
- ⁷ Part-time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.
- ⁸ The original budget included massage therapists as contract employees (now Part-time staff). The projections include expenditure reductions due to the closure of the facility in March.
- ⁹ FY20 projections include the purchase of a washer and dryer (\$2,993) and a new aquatics lift (\$6,333) that were not anticipated in the original budget.
- ¹⁰ Miscellaneous Equipment includes additional expenditures related to the tanks for liquid chlorine and sodium bisulfate costing more than originally budgeted.
- ¹¹ Uniform costs are higher than originally budgeted due to the logo change implemented during FY20. The cost is related to new polos for all staff effective January 1.
- ¹² Repair and Maintenance - Building is projected higher than the FY20 budget due to repairs to the alarm system, windows and doors, pump room piping and motor replacements.
- ¹³ The projection is based on actual to date through March plus reduced usage for the months of April through June due to the facility being closed.
-
- ¹⁴ Activity Fees revenue includes Personal Training, Massage, Group X, Childcare, Swim Lessons, RevUp and Paddleboard/Canoe rentals. The FY21 request includes a 30% reduction in childcare revenue and a 25% reduction in revenue from personal training and massage. A fee for the use of paddleboards and canoes has been implemented with revenue of \$2,600 anticipated.
- ¹⁵ Gate Receipt revenue includes a \$1 increase in the daily rate effective FY21 per the proposed operational changes related to the increase in minimum wage.
- ¹⁶ Revenue from memberships is higher in FY21 due to a \$1 increase in the monthly membership rate beginning 1/1/21. The number of memberships for FY21 has been decreased by 20% for July to December and 10% for January to June. In addition, the number of memberships through healthcare providers (ie. Silver Sneakers, Renew Active, etc) has been reduced by 30% for July to December and 15% for January to June for FY21.
- ¹⁷ Refunds and reimbursements include a \$37,500 rebate related to the solar panel project at the facility.
- ¹⁸ The FY21 request includes a 2% increase. In addition, the hiring of one full-time service representative and one full-time recreation supervisor will be delayed until January 2021. The delay will also impact other personnel costs including FICA, Medicare, Health/Dental insurance and LAGERS retirement funding.
- ¹⁹ Part-time salary expense for FY21 reflects the impact of the increase in minimum wage effective January 1, 2021. Also, additional hours for a part-time service representative have been added for July through December for front desk coverage due to the delayed hiring of the full-time position in January 2021.
- ²⁰ The blended rate used for the FY21 request is \$13,800 per full-time position. The blended date used for the FY20 budget was \$11,784.
- ²¹ Professional Fees includes \$27,420 in solar panel expense related to the solar panel project at the facility. A rebate of \$37,500 is included in Refunds and Reimbursement revenue and reduced electricity costs are also anticipated. Also, the Legacy Blast fireworks costs of \$24,000 have been removed as the July 2021 event has been canceled.
- ²² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.
- ²³ The FY21 request includes \$21,500 for HVAC heat exchanger repairs and \$4,300 for annual boiler inspection.
- ²⁴ Electricity costs are anticipated lower in FY21 due to the installation of solar panels at the facility.

**ITEMIZED BUDGET EXPENSE WORKSHEET
LONGVIEW COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

				Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
REVENUES							
ACTIVITY FEES							
4414	0	Activity Fees	\$	52,751	\$ 128,716	\$ 48,435	¹ \$ 89,945 ¹⁰
4421	0	Gate Receipts		48,307	124,024	66,490	² 100,009 ¹¹
4422	0	Memberships		423,746	1,092,053	473,605	³ 705,633 ¹²
Total Activity Fees			\$	524,804	\$ 1,344,793	\$ 588,530	\$ 895,587
OTHER USER CHARGES							
4504	0	Pro Shop	\$	167	\$ 359	\$ 325	\$ 1,415
4505	0	Concessions		1,469	2,400	1,603	2,215
Total User Charges			\$	1,636	\$ 2,759	\$ 1,928	\$ 3,630
RENTALS							
4442	0	Facility Rentals	\$	58,026	\$ 129,430	\$ 98,226	⁴ \$ 153,083 ¹³
Total Rentals			\$	58,026	\$ 129,430	\$ 98,226	\$ 153,083
INTEREST ON INVESTMENTS							
4600	0	Interest on Investments	\$	261	\$ -	\$ -	\$ -
4601	0	Mark to Market Adjustment		-	-	-	-
Total Interest on Investments			\$	261	\$ -	\$ -	\$ -
MISCELLANEOUS							
4716	0	Refunds & Reimbursements	\$	1,587	\$ 833	\$ 1,341	\$ 37,833 ¹⁴
4717	0	Discounts		309	-	-	-
4718	0	Cash Over/Short		(95)	24	(42)	24
4446	0	Other Revenue		28	1,032	-	344
Total Miscellaneous			\$	1,829	\$ 1,889	\$ 1,299	\$ 38,201
TRANSFERS FROM OTHER FUNDS							
5101	202	Transfer from Fund 202	\$	-	\$ -	\$ 3,362	⁵ \$ -
5101	327	Transfer from Fund 327	\$	-	\$ -	\$ 50,196	⁵ -
Total Transfers from Other Funds			\$	-	\$ -	\$ 53,558	\$ -
TOTAL REVENUES			\$	586,556	\$ 1,478,871	\$ 743,541	\$ 1,090,501
EXPENDITURES							
PERSONNEL SERVICES							
7000	0	Salaries - Regular	\$	151,000	\$ 259,054	\$ 235,578	⁶ \$ 263,272 ¹⁵
7001	0	Salaries - Part Time		241,707	516,400	323,691	⁷ 378,134 ¹⁶
7002	0	Overtime		447	-	424	-
7005	0	Holiday Worked		-	-	-	-
7008	0	Short Term Disability		175	287	266	285
7009	0	FICA - Employer		23,419	16,061	14,632	16,323 ¹⁵
7010	0	FICA - PT		-	32,017	20,069	⁷ 23,444 ¹⁶
7011	0	Medicare Deduction		5,476	11,244	8,116	^{6,7} 9,300 ^{15,16}
7014	0	Communication Allowance		932	1,680	1,680	1,680
7015	0	Health/Dental Insurance		57,349	67,756	71,069	78,660 ¹⁷
7018	0	Life Insurance		316	777	513	790
7019	0	Workers Compensation		-	20,312	20,312	22,361
7020	0	Long Term Disability		445	1,347	722	1,039
7021	0	Unemployment Insurance		-	345	345	1,182
7023	0	LAGERS - Retirement		12,531	24,869	22,689	⁶ 27,907 ¹⁵
Total Personnel Services			\$	493,797	\$ 952,149	\$ 720,105	\$ 824,377
SUPPLIES AND OTHER SERVICES							
7200	0	Advertising Exp	\$	1,710	\$ 1,700	\$ 4,500	\$ 1,700
7201	0	Organizational Dues		15	-	-	-
7202	0	Subscription to Periodicals		-	125	125	125
7203	0	Insurance Expense		516	6,844	6,844	8,254
7205	0	Postage Expense		-	240	60	240
7206	0	Printing Expense		5,887	2,658	2,568	1,928
7207	0	Professional Fees		15,144	39,616	45,480	⁸ 66,611 ¹⁸
7213	0	Rentals & Leases		10,390	15,361	14,184	15,403

**ITEMIZED BUDGET EXPENSE WORKSHEET
LONGVIEW COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

			Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
7214	0	Uniform Rental	217	237	245	222
7217	0	Employee Training	2,232	3,670	1,790	2,190
7221	0	Sanitation Services	942	2,507	775	1,038
7223	0	Furniture, Fixtures and Equip	2,792	1,345	622	650
7225	0	Miscellaneous Equipment	680	700	652	700
7246	0	Late Charge & Penalty	173	-	-	-
7249	0	Consumable Tools	709	1,150	150	800
7258	0	Telephone	-	650	623	650
7259	0	Mobile Telephone	-	204	204	204
7268	0	Uniforms	8,314	5,100	4,566	3,055
7270	0	Office Supplies	3,312	3,750	1,160	3,030
7271	0	Chemicals	4,542	11,831	6,564	7,378
7273	0	Janitorial Supplies	10,541	10,094	11,298	16,258
7274	0	Concession Supplies	616	3,083	1,238	2,621
7276	0	Recreational Supplies	5,095	13,821	10,637	8,803
7277	0	Pro Shop Supplies	199	413	186	1,057
7285	0	Bankcard Fees	7,274	11,238	6,559	- ¹⁹
7288	0	P-Card unallocated	1,568	-	-	-
7704	0	Miscellaneous Expense	37,478	1,670	655	1,660
7801	0	Interest Expense	378	-	-	\$ -
Total Supplies and Other Services			\$ 120,724	\$ 138,007	\$ 121,685	\$ 144,577
MAINTENANCE & REPAIRS						
7300	0	M & R Buildings	\$ 21,692	\$ 40,070	\$ 40,545	\$ 55,838 ²⁰
7301	0	M & R Grounds	2,247	4,600	6,512	2,200
7302	0	M & R Other	-	-	925	-
7303	0	Maint & Repair-Office Eq	-	-	-	-
7306	0	M & R Other Equipment	582	2,450	-	3,310
7307	0	Maint - Software	-	-	-	1,646
Total Maintenance & Repairs			\$ 24,521	\$ 47,120	\$ 47,982	\$ 62,994
UTILITIES						
7401	0	Natural Gas	\$ 31,016	\$ 40,626	\$ 37,333	\$ 42,587
7403	0	Electricity	86,624	96,909	102,408	115,580 ²¹
7407	0	Water/Sewer	22,207	32,400	19,982	23,108
Total Utilities			\$ 139,847	\$ 169,935	\$ 159,723	\$ 181,275
CAPITAL OUTLAY						
8000	0	Capital Outlay	\$ 156	\$ 9,150	\$ 18,494 ⁹	\$ -
Total Capital Outlay			\$ 156	\$ 9,150	\$ 18,494	\$ -
INTERDEPARTMENT CHARGE						
9000	0	ITS Overhead	\$ -	\$ 42,000	\$ 42,000	\$ 43,652
9004	0	MERP	-	4,029	4,029	3,441
9007	0	SLERP	-	431	431	420
Total Interdepartment Charge			\$ -	\$ 46,460	\$ 46,460	\$ 47,513
TOTAL EXPENDITURES			\$ 779,045	\$ 1,362,821	\$ 1,114,447	\$ 1,260,736
NET			\$ (192,489)	\$ 116,050	\$ (370,906)	\$ (170,235)
Percent Recovery			75%	109%	67%	86%

Footnotes:

¹ Revenue from Activity Fees is based on actual revenue through April 30th.

² Gate Receipts revenue is based on actual revenue through April 30th.

³ Revenue from Memberships is based on actual revenue through April 30th.

⁴ The revenue from Facility Rentals is based on actual revenue through April 30th.

⁵ The transfers to Longview includes \$3,362 for membership revenue posted to Lovell Community Center in error and \$50,196 for the balance of the renovation budget in the construction fund.

**ITEMIZED BUDGET EXPENSE WORKSHEET
LONGVIEW COMMUNITY CENTER
SUMMARY OF PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
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⁶ The projected decrease in Full Time Salaries and related benefits is due to a vacancy savings in the Recreation Supervisor position from March through the end of the year. Additional savings are included in full-time salary, FICA, Medicare and Lagers due to the furlough of certain staff beginning May 2nd.

⁷ Part-time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

⁸ The projection for Professional Fees are higher due to \$9,000 for mowing and \$7,200 for design services not anticipated in the original budget. Also, cleaning contract expenses (\$5,820) from FY19 were paid in FY20. The projection includes year-to-date through March and any necessary repairs and maintenance through the end of the year.

⁹ Motorized lobby shades (\$9,150) were budgeted and completed. In addition, construction costs of \$9,344 to provide public WiFi at the facility was charged to this account because the construction project was closed at the 6/30/19 year end. The balance of the renovation budget was transferred to this fund. (See Footnote #5)

¹⁰ Activity Fees revenue includes Personal Training, Massage, Group X, Childcare, Swim Lessons, and RevUp. The FY21 request includes a 25% reduction in revenue from personal training, massage and swim lessons for July through September.

¹¹ Gate Receipt revenue includes a \$1 increase in the daily rate effective FY21 per the proposed operational changes related to the increase in minimum wage.

¹² Revenue from memberships is higher in FY21 due to a \$1 increase in the monthly membership rate beginning 1/1/21. The number of memberships for FY21 has been decreased by 20% for July to December and 10% for January to June. In addition, the number of memberships through healthcare providers (ie. Silver Sneakers, Renew Active, etc) has been reduced by 30% for July to December and 15% for January to June for FY21.

¹³ Facility Rentals includes approximately \$141,000 in revenue from rentals in the natatorium for pool lane rentals and swim meets. The fee for lane rental includes a \$1 increase as proposed in the operational changes related to the increase in minimum wage. The revenue for July rentals has been removed from the budget.

¹⁴ Refunds and reimbursements include a \$37,000 rebate related to the solar panel project at the facility.

¹⁵ The Full-time Salaries includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

¹⁶ Part-time salary expense for FY21 reflects the impact of the increase in minimum wage effective January 1, 2021.

¹⁷ The blended rate used for the FY21 request is \$13,800 per full-time position. The blended date used for the FY20 budget was \$11,784.

¹⁸ Professional Fees in the FY21 request includes \$23,604 for solar panel expense and \$9,000 for mowing. The FY20 budget did not include a budgeted amount for mowing at the facility.

¹⁹ There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

²⁰ Maintenance and Repair-Buildings includes \$13,548 for HVAC compressor repair in the gym and \$4,000 for hardwood floor resurfacing.

²¹ The actual for FY19 is for a partial year. The FY20 original budget was created using Lovell Community Center as the two facilities are comparable in size; however the usage at this facility has run higher. The FY20 projection reflects the higher anticipated usage and includes a refund of \$42,000 for an incorrect rate billed since the transfer from MCC in the fall of 2018. The FY21 budget for electricity cost is based on historical usage and an estimated savings of \$18,000 related to the installation of solar panels at the facility.

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY21**

				Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21		
REVENUES									
ACTIVITY FEES									
4414	0	AF - Camp Summit	\$	572,487	\$ 686,600	\$ 282,039	¹	\$ 383,500	^{5,46}
4414	0	AF - Summit Ice				\$ 123,853	²		
4415	0	AF - Instructional Youth		37,152	45,215	10,034	²	22,439	
4416	0	AF - Instructional Adult		56,122	114,060	16,180	^{2,18}	80,807	¹⁹
4420	0	AF - Athletics		149,533	157,845	114,072		187,096	²⁵
4421	0	Gate Receipts		34,599	94,985	59,566	²	171,475	^{31,46}
4422	0	Membership Fees		13,149	9,984	16,407	^{2,29}	16,806	^{32,46}
Total Activity Fees				\$ 873,825	\$ 1,108,689	\$ 622,151		\$ 862,123	
OTHER USER CHARGES									
4504	0	Pro Shop Sales	\$	581	-	\$ 2,016	²	\$ 44,997	⁴⁷
4505	0	Concessions		16,428	17,600	\$ 29,518	²	\$ 38,689	⁴⁸
Total User Charges				\$ 17,009	\$ 17,600	\$ 31,534		\$ 83,686	
RENTALS									
4442	0	Facility Rentals	\$	120,318	\$ 139,124	\$ 68,083	^{2,30,40}	\$ 139,240	³³
4459	0	Facility Rentals - Instructional Adult		16,979	25,000	6,528	²	22,000	²⁰
Total Rentals				\$ 137,297	\$ 164,124	\$ 74,611		\$ 161,240	
INTEREST ON INVESTMENTS									
4600	0	Interest on Investments	\$	3,502	-	\$ -		\$ -	
4601	0	Mark to Market Adjustment		3,765	-	-		-	
Total Interest on Investments				\$ 7,267	\$ -	\$ -		\$ -	
MISCELLANEOUS									
4716	0	Refunds & Reimbursements	\$	21,309	\$ 1,666	\$ 51,431	⁴¹	\$ 26,299	³⁶
4718	0	Cash Over/Short		(576)	-	-		-	
4708	0	Misc Revenue - Instructional		765	1,547	126	²	1,098	²¹
4446	0	Other Revenue		9,259	950	916	²	250	
4705	0	Misc Rev - Camp		16,390	17,800	12,655	²	5,300	^{5,6}
4707	0	Misc Rev - Rec Ctr		4,207	-	-		-	
4720	0	Mis Rev - Farm Park		1,585	-	-		-	
4703	0	Misc Rev - Athletics		1,146	1,659	1,623		1,623	
Total Miscellaneous				\$ 54,085	\$ 23,622	\$ 66,751		\$ 34,570	
CONTRIBUTIONS									
4305	0	Contributions - Other	\$	-	-	\$ 3,630	²⁷	\$ -	
4710	0	Contributions - Programs	\$	29,180	\$ 24,725	\$ -	⁵⁴	\$ 28,900	⁵⁵
4711	0	Contributions - Sponsors/Donations		196,301	183,750	\$ 168,500	^{2,28,54}	\$ 154,125	^{35,49,56}
Total Contributions				\$ 225,481	\$ 208,475	\$ 172,130		\$ 183,025	
TRANSFERS FROM OTHER FUNDS									
5101	315	Transfer from Water Utilities-Sewer Tap	\$	-	\$ -	\$ -		\$ -	
5101	100	Transfer from General Fund		-	-	-		-	
Total Transfers from Other Funds				\$ -	\$ -	\$ -		\$ -	
TOTAL REVENUES				\$ 1,314,964	\$ 1,522,510	\$ 967,177		\$ 1,324,644	
EXPENDITURES									
PERSONNEL SERVICES									
7000	0	Salaries - Regular	\$	208,645	\$ 234,037	\$ 216,471	^{14,42}	\$ 235,100	^{7,15,50 8,9,22,37}
7001	0	Salaries - Part Time		295,357	387,712	233,664	³	312,550	⁵¹
7002	0	Overtime		1,298	-	148		-	
7008	0	Short Term Disability		225	245	237		242	^{16,50}
								20	

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY21**

			Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20		Total Budget Request FY2020-21	
7009	0	FICA - Employer	30,722	14,510	13,867	14	14,466	7,15,50
7010	0	FICA - PT	-	23,502	14,239	3	19,471	9
7011	0	Medicare Deduction	7,185	9,015	9,216	3,14	7,915	7,9,15,50
7015	0	Health/Dental Insurance	52,044	57,740	54,408		66,585	10,15,50
7018	0	Life Insurance	415	702	711		706	15,50
7019	0	Workers' Compensation	16,170	11,245	11,245		13,279	15,50
7020	0	Long Term Disability	598	1,217	1,202		972	15,50
7021	0	Unemployment Insurance	2,517	294	339		1,698	15,50
7023	0	LAGERS - Retirement	21,479	22,468	21,472	14	24,796	7,15,50
Total Personnel Services			\$ 636,681	\$ 762,687	\$ 577,218		\$ 697,780	
SUPPLIES AND OTHER SERVICES								
7200	0	Advertising Expense	\$ 12,449	\$ 10,070	\$ 10,255		\$ 15,830	
7201	0	Organizational Dues	876	2,747	143		2,388	
7203	0	Insurance Expense	12,470	11,436	12,574		13,654	
7206	0	Printing Expense	20,678	15,424	10,048		10,885	11,16,23,
7207	0	Professional Fees	229,043	247,369	187,607	4,43	155,270	26,29,38
7213	0	Rentals & Leases	10,921	17,250	10,375		14,902	
7216	0	Trips & Tours	70,453	128,360	87,716	4	46,260	11
7217	0	Employee Training	20	600	-		600	
7221	0	Sanitation Services	4,433	3,000	5,840		4,780	
7223	0	Furniture, Fixtures and Equip	-	500	-		-	
7225	0	Miscellaneous Equipment	841	700	146	4	700	
7249	0	Consumable Tools	474	720	-		720	
7258	0	Telephone	1,972	2,220	2,220		2,220	
7268	0	Uniforms	30,343	28,164	10,183	4	29,192	
7270	0	Office Supplies	2,357	2,100	1,153		2,408	
7273	0	Janitorial Supplies	9,934	7,880	14,965		11,550	
7274	0	Concession Supplies	5,766	2,245	7,741		7,477	17,24,52,
7276	0	Recreational Supplies	48,010	44,222	26,966	4	56,183	56
7277	0	Pro Shop Supplies	53	-	1,421		2,155	53
7285	0	Bankcard Fees	23,124	35,200	19,760		-	12
7704	0	Miscellaneous Expense	790	14,744	32,260		3,230	
Total Supplies and Other Services			\$ 485,422	\$ 574,951	\$ 441,373		\$ 380,404	
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	\$ 29,524	\$ 19,630	\$ 25,446	44	\$ 15,980	
7301	0	M & R Grounds	5,265	6,907	3,061		13,860	
7302	0	M & R Other	-	-	2,001		365	
7306	0	M & R Other Equipment	862	750	566		-	
7307	0	Maintenance - Software					3,220	13
Total Maintenance & Repairs			\$ 35,651	\$ 27,287	\$ 31,074		\$ 30,205	
UTILITIES								
7401	0	Natural Gas	\$ 4,218	\$ 4,800	\$ 3,960		\$ 4,200	
7403	0	Electricity	86,519	53,299	72,934		73,991	39
7407	0	Water/Sewer	21,398	13,920	17,653		21,021	
Total Utilities			\$ 112,135	\$ 72,019	\$ 94,547		\$ 99,212	
DEPRECIATION								
7600	0	Depreciation	\$ 23,823	\$ 19,239	\$ 19,239		\$ 18,732	
Total Depreciation			\$ 23,823	\$ 19,239	\$ 19,239		\$ 18,732	

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
CAPITAL OUTLAY				
8000 0 Capital Outlay	\$ -	\$ 18,700	\$ 18,700	\$ -
Total Capital Outlay	\$ -	\$ 18,700	\$ 18,700	\$ -
INTERDEPARTMENT CHARGE				
9000 0 ITS Overhead	\$ 16,595	\$ 18,000	\$ 18,000	\$ 18,709
9004 0 MERP	2,540	3,296	3,296	2,816
9007 SLERP Payment	-	431	431	374
Total Interdepartment Charge	\$ 19,135	\$ 21,727	\$ 21,727	\$ 21,899
TRANSFER TO OTHER FUNDS				
9101 200 Transfer to Park Fund	\$ -	\$ -	\$ -	\$ -
9101 202 Transfer to Comm Center	\$ 3,519	\$ 3,519	\$ 3,519	\$ 3,000
Total Interdepartment Charge	\$ 3,519	\$ 3,519	\$ 3,519	\$ 3,000
TOTAL EXPENDITURES	\$ 1,316,366	\$ 1,500,129	\$ 1,207,397	\$ 1,252,842
NET	\$ (1,402)	\$ 22,381	\$ (240,220)	\$ 71,802
Percent Recovery	99.89%	101.49%	80.10%	105.73%

CAMP SUMMIT

¹ Revenue from Activity fees is based on actual revenue through April 30th less anticipated refunds of \$18,915 for Summer 2020 Camp Registrations.

² Revenue is based on actual revenue through April 30th.

³ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

⁴ Expense is based on actual expenses through April 30th with no anticipated expenses for Summer 2020 Camp.

⁵ Revenue has been adjusted to reflect no income related to Summer 2020 Camp; Summer 2021 Camp assumes average of 440 campers per week.

⁶ Revenue for Summer 2021 Camp has been adjusted to show trending decline in Worlds of Fun Ticket Sales.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁸ Part Time Salary expense has been adjusted to reflect no expenses related to Summer 2020 Camp.

⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

¹⁰ The blended rate use for the FY21 request is \$13,800 per full-time position. The blended rate used for the FY20 budget was \$11,784.

¹¹ Expenses have been adjusted to reflect no expenses related to Summer 2020 Camp.

¹² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

¹³ Expenses include allocation for required timekeeping software upgrade.

INSTRUCTIONAL-YOUTH

² Revenue is based on actual revenue through April 30th.

³ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

¹⁵ Projected savings included in full time salary, FICA, Medicare and LAGERS due to the furlough of certain staff beginning May 2nd.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁸ Part Time Salary expense has been adjusted to reflect no expenses related to Summer 2020.

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
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⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

¹⁰ The blended rate use for the FY21 request is \$13,800 per full-time position. The blended rate used for the FY20 budget was \$11,784.

¹² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

¹³ Expenses include allocation for required timekeeping software upgrade.

¹⁵ Projected savings include budgeting for hiring of Recreation Supervisor I at January 1, 2021 versus filling vacancy immediately.

¹⁶ Reduced expenses of \$21,704 due to programs being transferred to Fund 201 - Gamber Community Center; Increased expenses of \$4,608 related to Pickleball Programming.

¹⁷ Includes one-time expenses of \$2,270 for equipment to implement E-Sports program.

INSTRUCTIONAL-ADULT

² Revenue is based on actual revenue through April 30th.

³ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

¹⁴ Projected savings included in full time salary, FICA, Medicare and LAGERS due to the furlough of certain staff beginning May 2nd.

¹⁸ Revenue was significantly lower than anticipated (\$26,000) as of January 2020.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

¹² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

¹³ Expenses include allocation for required timekeeping software upgrade.

¹⁵ Projected savings include budgeting for hiring of Recreation Supervisor I at January 1, 2021 versus filling vacancy immediately.

¹⁹ Revenue from activity fees is lower in FY21 due to the reassignment \$11,000 in KC Senior Softball facility rentals to the appropriate line item which was previously included in activity fees, adjustments due to previous fiscal year overbudgeting, and well as anticipated closures/cancellations for a portion of Summer 2020.

²⁰ Revenue increase related to \$11,000 KC Senior Softball facility rental reassignment from Activity Fees.

²¹ Revenue in FY21 reflects decreased number of Softball Teams with ASA fees.

²² Expense increase over FY20 budget of \$8,213 related to incorrect calculation of Softball Site Supervisors in previous budget years.

²³ Expense reduced by \$3,276 due to elimination of senior softball officials; expenses further reduced due to anticipated closures/cancelations for a portion of Summer 2020.

²⁴ Expenses reduced due to anticipated closures/cancelations for a portion of Summer 2020.

ATHLETICS

² Revenue is based on actual revenue through April 30th.

³ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

¹⁴ Projected savings included in full time salary, FICA, Medicare and LAGERS due to the furlough of certain staff beginning May 2nd.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

¹² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

¹³ Expenses include allocation for required timekeeping software upgrade.

¹⁵ Projected savings include budgeting for hiring of Recreation Supervisor I at January 1, 2021 versus filling vacancy immediately.

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
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²⁵ Revenue in FY21 incorporates fee increases for Men's Basketball, Women's and Co-Ed Volleyball, Girls Basketball and Girls Volleyball, anticipated increased enrollment in Itty Bitty Programs, and the inclusion of Pickleball Programming. Adjustments made to programs due to anticipated closures/cancelations for a portion of Summer 2020.

²⁶ Projected expenses include additional \$4,878 for Basketball Referees which was incorrectly calculated in FY20 as well as additional costs related to Pickleball Programming of \$21,744; expenses reduced due to anticipated closures/cancelations for a portion of Summer 2020.

AMPHITHEATER

² Revenue is based on actual revenue through April 30th.

³ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

²⁷ Revenues included one time grant funds from Missouri Arts Council.

²⁸ Revenues reduced to account for refund of 2020 LPA Sponsors due to cancelation of Summer Events.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

Expense has been adjusted to reflect cancelation of Summer Concert Series and 2 of 3 National Acts.

⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

¹⁰ The blended rate use for the FY21 request is \$13,800 per full-time position. The blended rate used for the FY20 budget was \$11,784.

¹² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

¹³ Expenses include allocation for required timekeeping software upgrade.

²⁹ Expense is based on actual expense as of April 30th.

RECREATION (HPCC)

² Revenue is based on actual revenue through April 30th.

³ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

¹⁴ Projected savings included in full time salary, FICA, Medicare and LAGERS due to the furlough of certain staff beginning May 2nd.

²⁹ Additional revenue resulting from more pickleball players purchasing memberships than paying daily fees.

³⁰ Additional revenue reduction resulting from Southern Elite's removal of Wednesday night rental and decrease of Saturday rentals; rental rate increases implemented.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

¹² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

¹³ Expenses include allocation for required timekeeping software upgrade.

¹⁵ Projected savings include budgeting for hiring of Recreation Supervisor I at January 1, 2021 versus filling vacancy immediately.

³¹ FY21 gate receipts reduced 20% July through December and 10% January through June.

³² Revenue from memberships is higher in FY21 due to a \$1 increase in the monthly membership rate beginning 1/1/21. The number of memberships for FY21 has been decreased by 20% for July to December and 10% for January to June.

³³ Revenues reflect increase in rental rates for classrooms and removal of all rentals for July 2020 due to anticipated closure.

³⁴ FY21 revenues related to sponsorships assumes a decrease of 25%.

³⁶ FY21 revenues reflect solar panel rebates.

³⁷ FY21 Expenses reflect reduction of hours for Facility Supervisor and Service Representative for Summer 2020 due to anticipated closure.

**ITEMIZED BUDGET EXPENSE WORKSHEET
HARRIS PARK COMMUNITY CENTER
SUMMARY OF ALL PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
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³⁸ FY21 Expenses reflect lower payouts for sponsorships in outlying years per contract; also includes one time solar panel expenses of \$15,324.

³⁹ FY21 Expenses reduced by anticipated solar panel savings of \$12,538.

LEA MCKEIGHAN NORTH/SUMMIT ICE

² Revenue is based on actual revenue through April 30th.

³ Part Time Salaries and related benefits is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.

⁴⁰ Revenues lower due to fewer ice rink rentals in November and December.

⁴¹ Revenues include one time payment from KC Ice for shelter rentals and utilities per Agreement.

⁴² FY20 Expenses did not include any full time staff allocation.

⁴³ FY20 Expenses anticipated consultant for ice development, which was performed using part time staff instead, resulting in cost savings.

⁴⁴ FY20 Expenses reflect increased expenditures for infrastructure improvements and electrical work needed to accommodate overhead rink lighting, heaters and speakers.

⁴⁵ FY20 Expenses include one time payout to KC Ice related to negotiated settlement.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

¹² There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.

¹³ Expenses include allocation for required timekeeping software upgrade.

⁴⁶ FY21 Revenues reflect reassignment of revenues for memberships, birthday parties, gate receipts, and equipment rentals to appropriate line items.

⁴⁷ FY21 Revenue increase results from new items to be offered for sale and reallocation of equipment rentals from Activity Fees.

⁴⁸ FY21 Revenue increase based on sales from FY20.

⁴⁹ Revenue includes \$15,000 Sport Ice sponsorship payment from Lee's Summit Medical Center.

⁵⁰ FY21 Expenses include full time salary allocation.

⁵¹ FY21 Expenses include additional staff for peak hours and rink specialist position allocation, which was anticipated as a contractor in FY20.

⁵² FY21 Expenses include purchase of ice maintenance equipment for net cost of \$2,030.

⁵³ FY21 Expenses for purchase of additional items to be sold in pro shop.

SPECIAL EVENTS

² Revenue is based on actual revenue through April 30th.

⁵⁴ FY20 Projections reflect cancelation of event scheduled for June 2020.

⁷ Full-Time Salary expense includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁹ Part Time Salary expense has been adjusted to reflect the impact of the increase in minimum wage effective January 1, 2021, which also increases benefits calculated on salary including FICA and Medicare.

⁵⁵ \$4,175 increase in revenue resulting from increase of registration fee by \$5 per participant.

⁵⁶ Additional sponsorships expected for June 2021 event.

⁵⁷ FY21 Expenses increased due to additional police support and increased meal costs.

**ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS & RECREATION
SUMMARY OF ALL PROGRAMS
FY21**

			Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
REVENUES								
TAXES								
4000	0	Property Tax - Jackson	\$ 3,053,517	\$ 3,066,644	\$ 3,108,222	\$ 3,132,181	\$ 3,132,181	
4001	0	Property Tax - Cass	91,261	88,749	88,489	89,000	89,000	
4003	0	RR Tax - Jackson	72,459	64,489	61,931	62,000	62,000	
4004	0	RR Tax - Cass	1,624	1,631	1,302	1,302	1,302	
4005	0	Replacement Tax	356,964	285,000	382,698	370,000	370,000	
4008	0	Intangible Tax	4,010	3,950	16,943	4,000	4,000	
Total Taxes			\$ 3,579,835	\$ 3,510,463	\$ 3,659,585	\$ 3,658,483	\$ 3,658,483	\$ -
FINES & FORFEITURES								
4104	0	Penalty Int on Taxes	\$ 18,289	\$ 17,000	\$ 15,000	\$ 18,000	\$ 18,000	
4105	0	Penalty Int - Other	70	-	100	-	-	
Total Fines & Forfeitures			\$ 18,359	\$ 17,000	\$ 15,100	\$ 18,000	\$ 18,000	\$ -
CONTRIBUTIONS								
4709	0	Contributions - Parks	\$ 47,622	\$ 78,700	\$ 86,762	\$ 86,750	\$ 86,750	
4712	0	Contributions - Advertising	1,352	2,277	-	2,209	2,209	
Total Contributions			\$ 48,974	\$ 80,977	\$ 86,762	\$ 88,959	\$ 88,959	\$ -
INTEREST ON INVESTMENTS								
4600	0	Interest on Investments	\$ 46,802	\$ 6,000	\$ 6,000	\$ 12,000	\$ 12,000	
4601	0	Mark to Market Adjustment	47,059	(1,000)	(1,000)	(1,000)	(1,000)	
Total Interest on Investments			\$ 93,861	\$ 5,000	\$ 5,000	\$ 11,000	\$ 11,000	\$ -
SERVICES								
4446	0	Other Revenue	13,365	3,500	2,579	\$ 3,500	3,500	
4447	0	Other Revenue - Taxable	8,630	-	681	-	-	
Total Services			\$ 21,995	\$ 3,500	\$ 3,260	\$ 3,500	\$ 3,500	\$ -
MISCELLANEOUS								
4716	0	Refund & Reimbursements	\$ 39,876	\$ -	\$ 34,120	\$ -	\$ -	
4717	0	Discounts	167	-	-	-	-	
4718	0	Cash Over(Short)	(572)	-	-	-	-	
4704	0	Misc Revenue-Parks	48,519	47,024	29,640	47,355	47,355	
Total Miscellaneous			\$ 87,990	\$ 47,024	\$ 63,760	\$ 47,355	\$ 47,355	\$ -
TRANSFERS								
5101	0	Transfer from Gen Fund	\$ 51,186	\$ -	\$ 5,000	\$ -	\$ -	
5101	0	Transfer from Aquatics	5,985	5,985	5,985	5,985	5,985	
5101	0	Transfer from Cemetery	18,578	18,682	18,682	16,825	16,825	
Total Transfers			\$ 75,749	\$ 24,667	\$ 29,667	\$ 22,810	\$ 22,810	\$ -
TOTAL REVENUES			\$ 3,926,763	\$ 3,688,631	\$ 3,863,134	\$ 3,850,107	\$ 3,850,107	
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	\$ 1,176,185	\$ 1,299,050	\$ 1,289,428	\$ 1,326,637	\$ 1,326,637	
7001	0	Salaries - Part Time	30,033	70,216	32,913	6,210	6,210	
7002	0	Overtime	11,725	8,750	7,657	3,547	3,547	
7005	0	Holiday Worked	277	-	142	-	-	
7008	0	Short Term Disability	1,067	1,133	1,084	1,143	1,143	
7009	0	FICA - Employer	71,478	80,541	80,006	82,252	82,252	
7010	0	FICA-PT	-	4,353	2,041	385	385	
7011	0	Medicare Deduction	16,717	19,854	19,190	19,327	19,327	
7013	0	Car Allowance	3,911	3,900	5,100	5,100	5,100	
7014	0	Communication Allowance	4,016	2,720	3,727	3,720	3,720	
7015	0	Health/Dental Insurance	300,124	267,487	302,779	315,330	315,330	
7018	0	Life Insurance	2,349	3,897	2,510	3,980	3,980	
7019	0	Workers Compensation	44,869	40,392	40,392	44,440	44,440	
7020	0	Long Term Disability	3,230	6,755	3,473	4,032	4,032	
7021	0	Unemployment Insurance	1,716	1,362	1,362	1,311	1,311	
7023	0	LAGERS - Retirement	117,129	124,709	122,630	140,624	140,624	
7026	0	College Tuition	4,306	4,530	-	-	-	
Total Personnel Services			\$ 1,789,132	\$ 1,939,649	\$ 1,914,434	\$ 1,958,038	\$ 1,958,038	\$ -
SUPPLIES AND OTHER SERVICES								
7200	0	Advertising Exp	\$ 1,986	\$ 1,100	\$ 771	\$ 1,800	\$ 1,800	
7201	0	Organizational Dues	5,792	6,537	6,498	6,270	6,270	
7202	0	Subscription to Periodicals	1,188	1,236	1,185	1,260	1,260	
7203	0	Insurance Expense	46,024	41,556	41,556	37,159	37,159	
7205	0	Postage Expense	28,986	26,901	20,150	26,650	26,650	
7206	0	Printing Expense	35,330	40,140	40,630	39,894	39,894	
7207	0	Professional Fees	299,133	337,227	330,121	311,154	311,154	
7213	0	Rentals & Leases	26,659	43,183	32,616	37,845	37,845	
7214	0	Uniform Rental	345	532	200	532	532	

**ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS & RECREATION
SUMMARY OF ALL PROGRAMS
FY21**

			Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
7218	0	Travel & Meeting	52,933	49,720	43,843	22,280	22,280	¹⁸
7221	0	Sanitation Services	12,909	12,040	12,009	12,128	12,128	
7225	0	Miscellaneous Equipment	3,165	-	-	-	-	
7233	0	Public Relations	7,530	8,400	13,985	4,810	4,810	⁹
7249	0	Consumable Tools	6,028	8,665	8,390	8,675	8,675	
7250	0	Computer Equip - Non depr	2,395	-	519	-	-	
7253	0	Collection Fees - Jackson County	56,333	55,000	56,000	54,000	54,000	
7254	0	Cass Co Collection Fees	4,204	-	4,000	4,000	4,000	
7258	0	Telephone	4,637	6,000	2,753	5,000	5,000	
7259	0	Mobile Telephone	4,736	2,275	5,494	5,440	5,440	
7260	0	Asphalt	197,414	230,000	103,448	175,000	175,000	¹⁹
7262	0	Rock & Gravel	1,266	8,000	8,350	8,000	8,000	
7264	0	Other Construction Materials	6,975	15,600	10,619	16,600	16,600	
7269	0	Special Apparel	10,974	15,219	9,047	14,747	14,747	
7270	0	Office Supplies	6,985	7,500	3,292	7,000	7,000	
7271	0	Chemicals	20,033	26,280	25,280	24,990	24,990	
7272	0	Computer Supplies	596	1,250	-	1,000	1,000	
7273	0	Janitorial Supplies	10,432	10,512	8,188	10,514	10,514	
7283	0	Contract Service-Concrete	-	2,400	-	2,400	2,400	
7285	0	Bankcard Fees	1,941	1,515	1,673	-	-	
7704	0	Miscellaneous Expense	9,577	-	-	10,000	10,000	²⁰
Total Supplies and Other Services			\$ 866,506	\$ 958,788	\$ 790,617	\$ 849,148	\$ 849,148	\$ -
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	\$ 66,170	\$ 59,662	\$ 32,634	\$ 54,362	\$ 54,362	
7301	0	M & R Grounds	233,688	216,287	219,205	192,830	192,830	²¹
7302	0	Maint & Repair-Other	70	-	-	-	-	
7303	0	Maint & Repair-Office Eq	146	-	-	-	-	
7304	0	M & R Dp Equip	2,258	-	-	945	945	
7305	0	M & R Vehicle	27,414	21,200	21,200	21,180	21,180	
7306	0	M & R Other Equipment	9,889	24,395	25,744	29,538	29,538	
7307	0	Maintenance Software	10,616	12,596	12,596	12,491	12,491	
Total Maintenance & Repairs			350,251	334,140	311,379	\$ 311,346	\$ 311,346	\$ -
UTILITIES								
7401	0	Natural Gas	\$ 1,728	\$ 2,500	\$ 1,740	\$ 2,580	\$ 2,580	
7403	0	Electricity	29,173	38,750	34,167	39,664	39,664	
7407	0	Water/Sewer	92,714	102,175	98,055	105,944	105,944	²²
Total Utilities			\$ 123,615	\$ 143,425	\$ 133,962	\$ 148,188	\$ 148,188	\$ -
FUEL & LUBRICANTS								
7500	0	Fuel and Lubricants	\$ 33,521	\$ 33,777	\$ 33,777	\$ 33,790	\$ 33,790	
Total Fuel & Lubricants			\$ 33,521	\$ 33,777	\$ 33,777	\$ 33,790	\$ 33,790	\$ -
CAPITAL OUTLAY								
8000	0	Capital Outlay	\$ 37,317	\$ 172,430	\$ 121,421	\$ -	\$ 66,300	²³ \$ 66,300
Total Capital Outlay			\$ 37,317	\$ 172,430	\$ 121,421	\$ -	\$ 66,300	\$ 66,300
CONSTRUCTION								
8502	0	Reimbursement-Intrfd Serv	\$ (152,855)	\$ (160,802)	\$ (160,802)	\$ (154,692)	\$ (154,692)	²⁴
Total Construction			\$ (152,855)	\$ (160,802)	\$ (160,802)	\$ (154,692)	\$ (154,692)	\$ -
TRANSFER TO OTHER FUNDS								
9101-327		Transfer to Park Development Fund	650,000	-	-	-	-	
Total Transfers			\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -
INTERDEPARTMENT CHARGE								
9000	0	ITS Overhead	\$ 51,444	\$ 50,701	\$ 50,701	\$ 52,489	\$ 52,489	
9001	0	CVM Overhead	52,972	60,476	60,476	55,803	55,803	
9003	0	CBS Overhead	10,082	10,482	10,482	35,634	35,634	²⁵
9004	0	MERP Payment	6,349	5,861	5,861	5,319	5,319	
9005	0	VERP Payment	58,617	63,659	63,659	52,250	52,250	
9006	0	BERP Payment	2,466	2,466	2,466	-	-	²⁵
9007	0	SLERP Payment	755	671	671	701	701	
Total Interdepartment Charge			\$ 182,685	\$ 194,316	\$ 194,316	\$ 202,196	\$ 202,196	\$ -
TOTAL EXPENDITURES			\$ 3,880,172	\$ 3,615,723	\$ 3,339,104	\$ 3,348,014	\$ 3,414,314	\$ 66,300
NET			\$ 46,591	\$ 72,908	\$ 524,030	\$ 502,093	\$ 435,793	\$ (66,300)

**ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS & RECREATION
SUMMARY OF ALL PROGRAMS
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
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REVENUES

- ¹ The Property Tax revenue projection is based on the actual revenue received to date plus an additional \$20,000 to be received before the end of June.
- ² Replacement tax (used to be the business personal property tax) is distributed based on the levy and will vary year to year. The amount received is dependent on manufacturers buying new equipment (increases) and decreases as a result of depreciation. For the budget, an average is used. The projection is based on the actual revenue received to date.
- ³ The projection is based on the actual revenue received to date which is considerably higher than the amount received in past years.
- ⁴ Contributions-Parks includes user and tournament fees, field rental and banner permits at Legacy Park venues. The projection includes a payment from LSBA due in the Spring of 2019 that was paid after 7/1.
- ⁵ Miscellaneous Revenue-Parks includes revenue from shelter rentals. The projection is based on actual revenue through March 31st.

ADMINISTRATION

- ⁷ The Administration, Park Services and Legacy Park programs have part-time support staff included in the budget each year. The revised projection is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.
- ⁹ The projected Public Relations Expense includes expenditures that were not anticipated in the original budget for the renaming of the Legacy Park Community Center and LSPR swag to be provided at free events.

PARK OPERATIONS, LEGACY PARK, GROUNDS MAINTENANCE

- ⁶ The \$5,000 transfer from the General Fund is from the Beautification Commission for work performed at the I-470 monument.
- ⁷ The Administration, Park Services and Legacy Park programs have part-time support staff included in the budget each year. The projection is based on actual payroll through March 31st. There are no part-time salaries anticipated in the fourth quarter of the year.
- ⁸ A blended rate (Individual coverage to Family coverage) is used in the budget each year. It has been determined that the blended rate provided for the FY20 budget was too low. In addition, the actual plan selection in this fund appears to be higher cost plans (ie. higher dependent coverage).
- ¹⁰ Asphalt projects are identified as part of the original budget process with a detailed schedule by location included in the budget packet presented for approval. The projection is based on projects completed to date (March) plus an additional \$5,000 for LMS.
- ¹¹ The concession stand painting at the Legacy Park venues (\$20,000) has been taken out of the projection.
- ¹² The projection includes expenditures to date for the Arborwalk Trail Expansion (\$2,700 spent of a \$20,000 budget) and the Wayfinding at Legacy Park (\$10,000 spent of a \$100,000 budget). Also, the survey of Legacy Lake has been completed at a \$3,600 savings. The storage building originally budgeted in FY19 has been completed in FY20 at a cost of \$60,331.

REVENUES

- ¹³ Property Tax revenue anticipated in FY21 is based on a preliminary calculation of assessed values and anticipated growth provided by the Finance department. Anticipated Replacement Tax is budgeted using a historical average.

ADMINISTRATION

- ¹⁴ The Full-time Salaries includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.
- ¹⁵ Part-time staff has been used in the Administration, Park Services and Legacy Park programs. The funding of part-time staff has been eliminated in the Administration program and reduced in the Park Services and Legacy Park programs.
- ¹⁶ A blended rate (Individual coverage to Family coverage) is used in the budget each year. The blended rate established for FY21 is \$13,800 per full-time staff compared to \$11,784 used for FY20.
- ¹⁸ The Travel and Meeting account has been reduced for FY21 by reducing mileage reimbursement (more Zoom meetings), eliminating conferences and reducing training.
- ²⁰ A \$10,000 amount is being established in the FY21 budget to pay out small claims versus being paid by the City's claims and damages account.

PARK OPERATIONS, LEGACY PARK, GROUNDS MAINTENANCE

- ¹⁴ The Full-time Salaries includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.
- ¹⁵ Part-time staff has been used in the Administration, Park Services and Legacy Park programs. The funding of part-time staff has been eliminated in the Administration program and reduced in the Park Services and Legacy Park programs.
- ¹⁶ A blended rate (Individual coverage to Family coverage) is used in the budget each year. The blended rate established for FY21 is \$13,800 per full-time staff compared to \$11,784 used for FY20.
- ¹⁷ Professional Fees includes contract mowing. The FY21 request is lower due to bringing bioswale maintenance and restroom cleaning in-house.
- ¹⁹ An allowance of \$125,000 for Park Services and \$50,000 for Legacy Park is included in the FY21 budget to be used on an as needed basis.
- ²¹ The Allee replacement has been removed from the FY20 projection and FY21 budget. Also, fence repair (\$5,000) has been moved to Other Construction Materials.
- ²² Water is expected to be higher in FY21 due to the opening of the Howard splashpad. In addition, the operating hours of the splashpads have been reduced by one hour per day.
- ²³ Capital Outlay includes \$24,000 for Resource Recovery Park Master Planning, \$17,300 to complete the Arborwalk Trail project and \$25,000 to repair an entrance behind Longview Community Center.
- ²⁴ The Reimbursement - Interfund Services provides payment for services provided to Public Works through an annual memorandum of understanding.
- ²⁵ CBS Overhead (Central Building Services) was analyzed and recalculated based on square footage and services provided. The BERP (building equipment replacement) is included in the CBS Overhead amount for FY21.

ITEMIZED BUDGET EXPENSE WORKSHEET
AQUATICS CENTER
FY21

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
REVENUES				
ACTIVITY FEES				
4414 0 Activity Fees	\$ 35,314	\$ 41,050	\$ 14,869 ¹	\$ 42,532 ¹²
4421 0 Gate Receipts	297,976	400,037	234,408 ²	506,975 ¹³
4422 0 Memberships	126,768	155,600	52,823 ³	166,255 ¹⁴
Total Activity Fees	\$ 460,058	\$ 596,687	\$ 302,100	\$ 715,762
OTHER USER CHARGES				
4504 0 Pro Shop	\$ 2,953	\$ 4,373	\$ 2,891	\$ 7,060
4505 0 Concessions	90,129	117,954	74,119 ⁴	92,509
Total User Charges	\$ 93,082	\$ 122,327	\$ 77,010	\$ 99,569
RENTALS				
4442 0 Facility Rentals	\$ 26,368	\$ 40,867	\$ 8,957 ⁵	\$ 46,360
Total Rentals	\$ 26,368	\$ 40,867	\$ 8,957	\$ 46,360
INTEREST ON INVESTMENTS				
4600 0 Interest on Investments	\$ 3,762	\$ 1,200	\$ 1,200	\$ 1,200
4601 0 Mark to Market Adjustment	3,060	-	-	-
Total Interest on Investments	\$ 6,822	\$ 1,200	\$ 1,200	\$ 1,200
MISCELLANEOUS				
4716 0 Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ -
4717 0 Discounts	33	-	-	-
4718 0 Cash Over/Short	(332)	50	-	50
4446 0 Other Revenue	1,948	1,063	1,338	1,113
Total Miscellaneous	\$ 1,649	\$ 1,113	\$ 1,338	\$ 1,163
TOTAL REVENUES	\$ 587,979	\$ 762,194	\$ 390,605	\$ 864,054

EXPENDITURES				
PERSONNEL SERVICES				
7000 0 Salaries - Regular	\$ 57,659	\$ 58,835	\$ 57,054	\$ 73,710 ¹⁵
7001 0 Salaries - Part Time	202,925	252,582	165,052 ⁶	330,301 ¹⁶
7002 0 Overtime	117	-	50	-
7008 0 Short Term Disability	54	55	51	70
7009 0 FICA - Employer	16,162	3,648	3,537	4,570 ¹⁵
7010 0 FICA - PT	-	15,660	10,233 ⁶	20,479 ^{15,16}
7011 0 Medicare Deduction	3,780	4,516	3,221 ⁶	5,858 ^{15,16}
7014 0 Communication Allowance	258	276	190	276
7015 0 Health/Dental Insurance	11,882	12,962	9,579	19,320 ¹⁷
7018 0 Life Insurance	110	177	109	221
7019 0 Workers Compensation	10,797	7,254	7,254	7,986
7020 0 Long Term Disability	159	306	153	259
7021 0 Unemployment Insurance	1,181	66	66	624
7023 0 LAGERS - Retirement	5,466	5,648	6,048	7,813 ¹⁶
Total Personnel Services	\$ 310,550	\$ 361,985	\$ 262,597	\$ 471,487
SUPPLIES AND OTHER SERVICES				
7200 0 Advertising Exp	\$ 536	\$ 2,500	\$ 1,411	\$ 2,850
7201 0 Organizational Dues	15	15	444	444
7203 0 Insurance Expense	8,530	10,871	10,871	12,937
7205 0 Postage Expense	-	-	4	-
7206 0 Printing Expense	363	1,368	1,362	1,212
7207 0 Professional Fees	7,144	10,151	3,645 ⁷	9,693
7213 0 Rentals & Leases	28	700	700	700
7217 0 Employee Training	2,985	3,310	2,978	5,110
7221 0 Sanitation Services	-	864	998	864
7223 0 Furniture, Fixtures and Equip	10,346	12,956	530 ⁸	10,456
7225 0 Miscellaneous Equipment	5,960	5,273	4,238	5,954
7249 0 Consumable Tools	120	768	350	768
7250 0 Computer Equipt Non Depr	351	-	-	-
7258 0 Telephone	-	250	-	250
7268 0 Uniforms	5,987	5,539	6,181	4,306
7269 0 Special Apparel	10	-	-	-
7270 0 Office Supplies	1,065	630	702	960
7271 0 Chemicals	19,087	28,525	18,682 ⁹	35,250 ¹⁸
7273 0 Janitorial Supplies	3,782	4,161	2,381	8,069
7274 0 Concession Supplies	33,215	39,108	30,832 ¹⁰	41,821 ¹⁹
7276 0 Recreational Supplies	3,334	4,735	4,946	5,165
7277 0 Pro Shop Supplies	1,779	3,225	1,933	3,402
7285 0 Bankcard Fees	9,546	12,200	9,770	- ²⁰
7288 0 P-Card unallocated	84	-	-	-
7704 0 Miscellaneous Expense	145	75	-	-
Total Supplies and Other Services	\$ 114,412	\$ 147,224	\$ 102,958	\$ 150,211

**ITEMIZED BUDGET EXPENSE WORKSHEET
AQUATICS CENTER
FY21**

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
MAINTENANCE & REPAIRS				
7300 0 M & R Buildings	\$ 50,336	\$ 27,120	\$ 30,482	\$ 31,990
7301 0 M & R Grounds	1,476	2,000	800	1,500
7306 0 M & R Other Equipment	2,041	3,430	2,949	3,430
7307 0 Maintenance-Software	-	-	-	1,439 ²¹
Total Maintenance & Repairs	\$ 53,853	\$ 32,550	\$ 34,231	\$ 38,359
UTILITIES				
7403 0 Electricity	\$ 41,858	\$ 36,970	\$ 25,565 ¹¹	45,350 ²²
7407 0 Water/Sewer	22,685	29,304	18,902 ¹¹	30,615
Total Utilities	\$ 64,543	\$ 66,274	\$ 44,467	\$ 75,965
CAPITAL OUTLAY				
8000 0 Capital Outlay	\$ 19,168	\$ 37,500	\$ 1,950	\$ -
Total Capital Outlay	\$ 19,168	\$ 37,500	\$ 1,950	\$ -
INTERDEPARTMENT CHARGE				
9000 0 ITS-Overhead	\$ 16,595	\$ 18,000	\$ 18,000	18,709
9004 0 MERP Payment	5,291	4,395	4,395	3,754
9007 0 SLERP Payment	621	432	432	420
Total Interdepartment Charge	\$ 22,507	\$ 22,827	\$ 22,827	\$ 22,883
TRANSFER TO OTHER FUNDS				
9101 0 Transfer to Park Fund	\$ 5,985	\$ 5,985	\$ 5,985	\$ 5,985
Total Transfers	\$ 5,985	\$ 5,985	\$ 5,985	\$ 5,985
TOTAL EXPENDITURES	\$ 591,018	\$ 674,345	\$ 475,015	\$ 764,890
NET	\$ (3,039)	\$ 87,849	\$ (84,410)	\$ 99,164
Percent Recovery	99.49%	113.03%	82.23%	112.96%

Footnotes

- ¹ Revenue from Activity Fees is based on actual revenue for summer 2019 of \$4,469 plus \$10,400 in swim lesson registrations sold in June for July lessons.
- ² The revenue from Gate Receipts is actual revenue for summer 2019.
- ³ Projected membership fee revenue includes actual for summer 2019 of \$4,469 and revenue from season passes sold at early bird pricing before June 30th. The revenue from a portion of the camp enrollment (\$70 of enrollment fee) has been removed from the projection.
- ⁴ Concession revenue is the actual for the Summer 2019 season.
- ⁵ Facility rentals includes \$8,957 from the Summer 2019 season.
- ⁶ Part-time Salaries and related benefits were originally projected in line with the budget. The revised projection is based on actual payroll for the Summer 2019 season of \$115,287 and June training of \$22,808.
- ⁷ Removed Brinks and the ARC audit scheduled in June.
- ⁸ Removed lounge chairs and concession table and chairs from projection.
- ⁹ Reduced by moving May bulk order to June.
- ¹⁰ Reduced by moving May bulk order to June.
- ¹¹ Reduced utilities by moving original May utilities to June.
- ¹² Revenue fee for swim lessons increased \$2/per lesson per the proposed operational changes related to the increase in minimum wage. A 25% decrease in participation is also factored the revenue.
- ¹³ Gate Receipts revenue includes a \$1 increase in the daily rate per the proposed operational changes related to the increase in minimum wage. Revenue from Gate Receipts for the Summer 2020 season includes revenue in July of \$124,678 and in August of \$47,945 for daily visits/twilight visits. This represents a 30% decrease in patrons from the previous summer.
- ¹⁴ Revenue from memberships includes a \$5 increase per pass and an increase in the number of passes sold based on the addition of the wave pool.
- ¹⁵ The Full-time Salaries includes a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.
- ¹⁶ Part-time salary expense for FY21 reflects the impact of the increase in minimum wage effective January 1, 2021.
- ¹⁷ The blended rate used for the FY21 request is \$13,800 per full-time position. The blended rate used for the FY20 budget was \$11,784.
- ¹⁸ The cost for chemicals in FY21 is higher due to the addition of the wave pool.
- ¹⁹ The FY21 budget anticipates higher concession costs related to more packaged foods.
- ²⁰ There are no Bankcard Fees included in the FY21 budget. These fees are now being paid by patrons using a card for payment.
- ²¹ Expense is for an allocation for required timekeeping software upgrade.
- ²² The FY21 budget anticipates higher electricity costs due to the addition of the wave pool.

**ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY21**

	Prior Year Actual FY2018- 19	Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
REVENUES						
SERVICES						
4423 0 Grave Openings	\$ 50,100	\$ 75,925	\$ 71,800	\$ 71,800	\$ 71,800	
4424 0 Monument Footings	5,837	10,424	9,532	9,534	9,534	
4426 0 Flaggings	1,800	1,000	1,350	1,000	1,000	
4441 0 Misc Services	50	-	-	-	-	
4446 0 Other Revenue	47	-	-	-	-	
Total Services	\$ 57,834	\$ 87,349	\$ 82,682	\$ 82,334	\$ 82,334	\$ -
MATRL & FUEL-Material and fuel sales						
4508 0 Monument Sales	\$ 24,017	\$ 70,536	\$ 51,316 ¹	\$ 56,449	\$ 56,449 ⁵	
Total MATRL & FUEL-Material and fuel sales	\$ 24,017	\$ 70,536	\$ 51,316	\$ 56,449	\$ 56,449	\$ -
INTEREST ON INVESTMENTS						
4600 0 Interest on Investments	\$ 22,103	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	
4601 0 Mark to Market Adjustment	18,416	-	-	-	-	
Total Interest on Investments	\$ 40,519	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -
PROPERTY SALES						
4801 0 Sale of Personal Property	\$ 46,100	\$ 42,000	\$ 48,027 ²	\$ 6,000	\$ 6,000 ⁶	
Total Property Sales	\$ 46,100	\$ 42,000	\$ 48,027	\$ 6,000	\$ 6,000	\$ -
TOTAL REVENUES	\$ 168,470	\$ 208,885	\$ 191,025	\$ 153,783	\$ 153,783	\$ -
EXPENDITURES						
PERSONNEL SERVICES						
7000 0 Salaries - Regular	\$ 35,363	\$ 36,680	\$ 36,803	\$ 33,385	\$ 33,385 ⁷	
7002 0 Overtime	311	-	-	-	-	
7005 0 Holiday Worked	31	-	-	-	-	
7008 0 Short Term Disability	30	45	45	40	40	
7009 0 FICA - Employer	1,718	2,274	2,282	2,070	2,070 ⁷	
7011 0 Medicare Deduction	402	532	534	484	484 ⁷	
7014 0 Communication Allowance	271	294	294	294	294	
7015 0 Health/Dental Insurance	5,731	10,605	10,605	11,040	11,040 ⁸	
7018 0 Life Insurance	52	110	110	100	100	
7019 0 Worker's Compensation	4,049	2,612	2,612	2,612	2,612	
7020 0 Long Term Disability	77	191	191	142	142	
7021 0 Unemployment Insurance	60	54	54	48	48	
7023 0 LAGERS - Retirement	2,226	3,521	3,533	3,539	3,539 ⁷	
Total Personnel Services	\$ 50,321	\$ 56,918	\$ 57,063	\$ 53,754	\$ 53,754	\$ -
SUPPLIES AND OTHER SERVICES						
7203 0 Insurance Expense	\$ 573	\$ 592	\$ 592	\$ 592	\$ 592	
7207 0 Professional Fees	41,634	54,106	50,443 ³	51,106	52,606 ⁹	1,500
7213 0 Rentals & Leases	219	800	800	800	800	
7221 0 Sanitation Services	149	500	500	500	500	
7249 0 Consumable Tools	81	200	130	200	200	
7258 0 Telephone	625	668	1,076	668	668	
7259 0 Mobile Telephone	92	130	615	130	130	
7261 0 Concrete	62	800	800	800	800	
7264 0 Other Construction Materials	12,153	42,301	30,836 ⁴	30,997	30,997	
7269 0 Special Apparel	252	-	36	-	-	
7270 0 Office Supplies	127	400	400	400	400	
7273 0 Janitorial Supplies	20	200	200	180	180	
7285 0 Bancard Fees	2,392	1,500	1,500	-	-	
Total Supplies and Other Services	\$ 58,379	\$ 102,197	\$ 87,928	\$ 86,373	\$ 87,873	\$ 1,500
MAINTENANCE & REPAIRS						
7300 0 M & R Buildings	\$ 391	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
7301 0 M & R Grounds	2,346	3,383	3,348	4,300	4,300	-
7305 0 M & R Vehicle	336	1,000	500	1,000	1,000	-
7306 0 M & R Other Equipment	55	-	-	-	-	-
7307 0 Software	3,650	3,650	3,650	3,650	4,250 ⁹	600
Total Maintenance & Repairs	\$ 6,778	\$ 8,283	\$ 7,748	\$ 9,200	\$ 9,800	\$ 600
UTILITIES						
7401 0 Natural Gas	\$ 815	\$ 900	\$ 735	\$ 900	\$ 900	
7403 0 Electricity	1,367	2,600	2,509	2,600	2,600	
7407 0 Water/Sewer	443	500	470	500	500	

**ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY21**

	Prior Year Actual FY2018- 19	Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
Total Utilities	\$ 2,625	\$ 4,000	\$ 3,714	\$ 4,000	\$ 4,000	\$ -
FUEL & LUBRICANTS						
7500 0 Fuel/Lubricants	\$ 855	\$ 1,200	\$ 637	\$ 1,200	\$ 1,200	
Total Fuel & Lubricants	\$ 855	\$ 1,200	\$ 637	\$ 1,200	\$ 1,200	\$ -
INTERDEPARTMENT CHARGE						
9000 0 ITS Overhead	\$ 9,957	\$ 11,000	\$ 11,000	\$ 11,432	\$ 11,432	
9001 0 Fleet Overhead	-	1,234	1,234	1,132	1,132	
9004 0 MERP	635	733	733	626	626	
9005 0 VERP Payment	252	635	635	487	487	
9007 0 SLERP Payment	304	48	48	47	47	
Total Interdepartment Charge	\$ 11,148	\$ 13,650	\$ 13,650	\$ 13,724	\$ 13,724	\$ -
TRANSFERS						
9101 0 Transfer to Parks	\$ 18,578	\$ 18,625	\$ 18,625	\$ 16,825	\$ 17,411	\$ 586
9101 0 Transfer to ITS	-	-	-	-	\$ 3,760 ⁹	\$ 3,760
Total Transfers	\$ 18,578	\$ 18,625	\$ 18,625	\$ 16,825	\$ 21,171	\$ 4,346
TOTAL EXPENDITURES	\$ 148,684	\$ 204,873	\$ 189,365	\$ 185,076	\$ 191,522	\$ 6,446
NET	\$ 19,786	\$ 4,012	\$ 1,660	\$ (31,293)	\$ (37,739)	\$ (6,446)
Percent Recovery	113.31%	101.96%	100.88%	83.09%	80.30%	

Footnotes

¹ The projection for Monument Sales is based on YTD through November and historical information including actuals for FY19.

² All remaining cemetery plots were purchased in December.

³ Professional fees include grave opening services and contract mowing, electrical, plumbing and tree pruning/removal. Less contract electrical and plumbing services are anticipated. Also, lower costs for grave openings which is directly correlated to lower revenue estimates.

⁴ Other Construction Materials is where the cost of monuments and vases is charged. The projection is lower based on the lower revenue estimates for these items.

⁵ Monument sales for FY21 is based on historical sales and reflect an increase in pricing to obtain an additional 10% margin.

⁶ Sale of property includes only columbarium sales. There are no grave plots available for sale.

⁷ The Full-time Salaries include a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁸ A blended rate (individual coverage to Family coverage) is used in the budget each year. The blended rate established for FY21 is \$13,800 per full-time staff compared to \$11,784 used for FY20.

⁹ The FY21 request includes funding to update the version of eCIMS used at the Cemetery as the current version will no longer be supported at the end of 2020. The project includes a one-time software conversion fee of \$1,500, an annual increase in software costs of \$600 (from \$3,650 to \$4,250) and a transfer to ITS of \$3,760 for 80 hours of estimated staff time.

ITEMIZED BUDGET EXPENSE WORKSHEET
 CONSTRUCTION FUND
 SUMMARY OF ALL PROGRAMS
 FY21

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
REVENUES				
CONTRIBUTIONS				
CONTRIBUTIONS - OTHER	\$ -	\$ 115,000	\$ 130,000 ¹	\$ -
Contributions Total	\$ -	\$ 115,000	\$ 130,000	\$ -
INTEREST				
INTEREST ON INVESTMENTS	\$ 1,076	\$ -	\$ -	\$ -
Interest Total	\$ 1,076	\$ -	\$ -	\$ -
TRANSFERS				
TRANSFER FROM PARK & RECREATION	\$ 650,000	\$ -		\$ -
TRANSFER FROM LEGACY PARK COMMUNITY CENTER	200,000	-		-
TRANSFER FROM COP DEBT FUND	3,800,000	4,320,000	4,000,000 ²	3,500,000
Transfers to Other Funds Total	\$ 4,650,000	\$ 4,320,000	\$ 4,000,000	\$ 3,500,000
TOTAL REVENUES	\$ 4,651,076	\$ 4,435,000	\$ 4,130,000	\$ 3,500,000
EXPENDITURES				
INTEREST EXPENSE				
INTEREST EXPENSE	\$ 51,337	\$ 70,110	\$ 70,110	\$ 28,500
Interest Expense Total	\$ 51,337	\$ 70,110	\$ 70,110	\$ 28,500
ADDITIONS TO CONSTRUCTION IN PROGRESS				
PROJECT COSTS	\$ 6,892,289	\$ 5,530,000	\$ 7,012,964 ³	\$ 398,500 ⁴
Additions to Construction in Progress	\$ 6,892,289	\$ 5,530,000	\$ 7,012,964	\$ 398,500
TOTAL EXPENDITURES	\$ 6,943,626	\$ 5,600,110	\$ 7,083,074	\$ 427,000
NET CHANGE	\$ (2,292,550)	\$ (1,165,110)	\$ (2,953,074)	\$ 3,073,000

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 12/31/19 Investment Report, the average portfolio yield was 1.9%

FOOTNOTES:

¹ An additional \$15,000 was received from the developer at Lowenstein Park for unplanned tree removal.

² The projected transfer from the Park COP Debt Fund includes \$3,500,000 for projects and a remaining \$500,000 from FY19.

³ The projects in the FY20 projection include Art in Parks, Howard Park Renovation, Summit Park Renovation, Wave Pool at Summit Waves, Lowenstein Park Improvements, Pleasant Lea Park Improvements and the LSPR Greenway Master Plan.

⁴ The FY21 budget includes the completion of the Lowenstein Improvement and Pleasant Lea Park Improvement projects. The Pleasant Lea Park Improvement budget of \$400,000 is subject to grant money being received. A grant for \$250,000 has been submitted for this project. If grant money is not received, the project budget would be reduced or the project delayed.

ITEMIZED BUDGET EXPENSE WORKSHEET
PARKS COP DEBT FUND
SUMMARY OF ALL PROGRAMS
FY21

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
REVENUES				
TAXES				
SALES TAX	4,115,182	4,347,857	4,365,981 ¹	3,983,091 ¹
EATS	(176,127)	(170,050)	(154,229) ¹	(141,051) ¹
Taxes Total	3,939,055	4,177,807	4,211,752	3,842,040
INTEREST				
INTEREST ON INVESTMENTS	69,637	6,000	5,000	5,000
Interest Total	69,637	6,000	5,000	5,000
TOTAL REVENUES	4,008,692	4,183,807	4,216,752	3,847,040
EXPENDITURES				
TRANSFER TO OTHER FUNDS				
TRANSFER TO GAMBER COMMUNITY CENTER	175,000	175,000	131,250 ²	157,500 ⁴
TRANSFER TO CONSTRUCTION FUND	3,800,000	4,320,000	4,000,000 ³	3,500,000
Transfer Total	3,975,000	4,495,000	4,131,250	3,657,500
TOTAL EXPENDITURES	3,975,000	4,495,000	4,131,250	3,657,500
NET CHANGE	33,692	(311,193)	85,502	189,540

FOOTNOTES:

¹ The sales tax proceeds and EATS payments for FY20 projections and FY21 budget were estimated by the Finance department.

² The Gamber Community Center receives an annual transfer of \$175,000. Since the facility is not anticipated to be open the last quarter of FY20, the transfer will not occur for April, May and June.

³ The projected transfer to the Construction Fund includes \$3,500,000 for projects and a remaining \$500,000 from FY19.

⁴ The Park COP Debt fund provides an annual transfer of \$175,000 from sales tax proceeds. The sales tax proceeds are projected to be 10% less than the projected proceeds for FY20. Therefore, the transfer from the Park COP Debt Fund to the Gamber Community Center is reduced by 10%.

TERMINOLOGY / USEFUL THINGS TO KNOW

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

⇒ AFO	▪ Aquatic Facility Operator
⇒ Agency	▪ The Department or Organization that is responsible for delivery of Park & Recreation services.
⇒ Authority	▪ See Agency.
⇒ BERP	▪ Building Equipment Replacement Plan
⇒ Blueway	▪ Waterway designed for recreational activity
⇒ Board	▪ The group of residents responsible for the operation of the Agency
⇒ CAPRA	▪ Commission for Accreditation of Park and Recreation Agencies
⇒ CBM	▪ Abbreviation used for Citizen-Board Member.
⇒ CDBG	▪ Community Development Block Grant
⇒ CBS	▪ Central Building Services
⇒ Change Authorization	▪ Interim document issued by LSPR to cover changes or other instructions pertaining to a contract.
⇒ Change Order	▪ Work added/removed from original scope of work by LSPR
⇒ CIP	▪ Capital Improvement Plan
⇒ Commission	▪ See Agency.
⇒ Commissioner	▪ Board member in certain states.
⇒ COP	▪ Certificate of Participation
⇒ CPI	▪ Consumer Price Index
⇒ CPO	▪ Certified Pool Operator
⇒ CVM	▪ Central Vehicle Maintenance
⇒ Department	▪ See Agency
⇒ EAR	▪ End of Activity Report
⇒ EATS	▪ Economic Activity Taxes
⇒ EOP	▪ End of Project Report
⇒ FF&E	▪ Furniture, Fixtures and Equipment
⇒ FTE	▪ Full Time Equivalent
⇒ GAAP	▪ Generally Accepted Accounting Principles
⇒ GASB	▪ Governmental Accounting Standards Board
⇒ GCC	▪ Gamber Community Center
⇒ GIS	▪ Geographical Information System
⇒ HPCC	▪ Harris Park Community Center
⇒ ITS	▪ Information Technology Services
⇒ LFPF	▪ Legacy for Parks Foundation
⇒ LCC	▪ J. Thomas Lovell Community Center
⇒ LVCC	▪ Longview Community Center
⇒ ICAA	▪ International Council on Active Aging
⇒ LD	▪ Liquidated Damages
⇒ LLPP	▪ Local Landmark Park Program
⇒ 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 19th 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



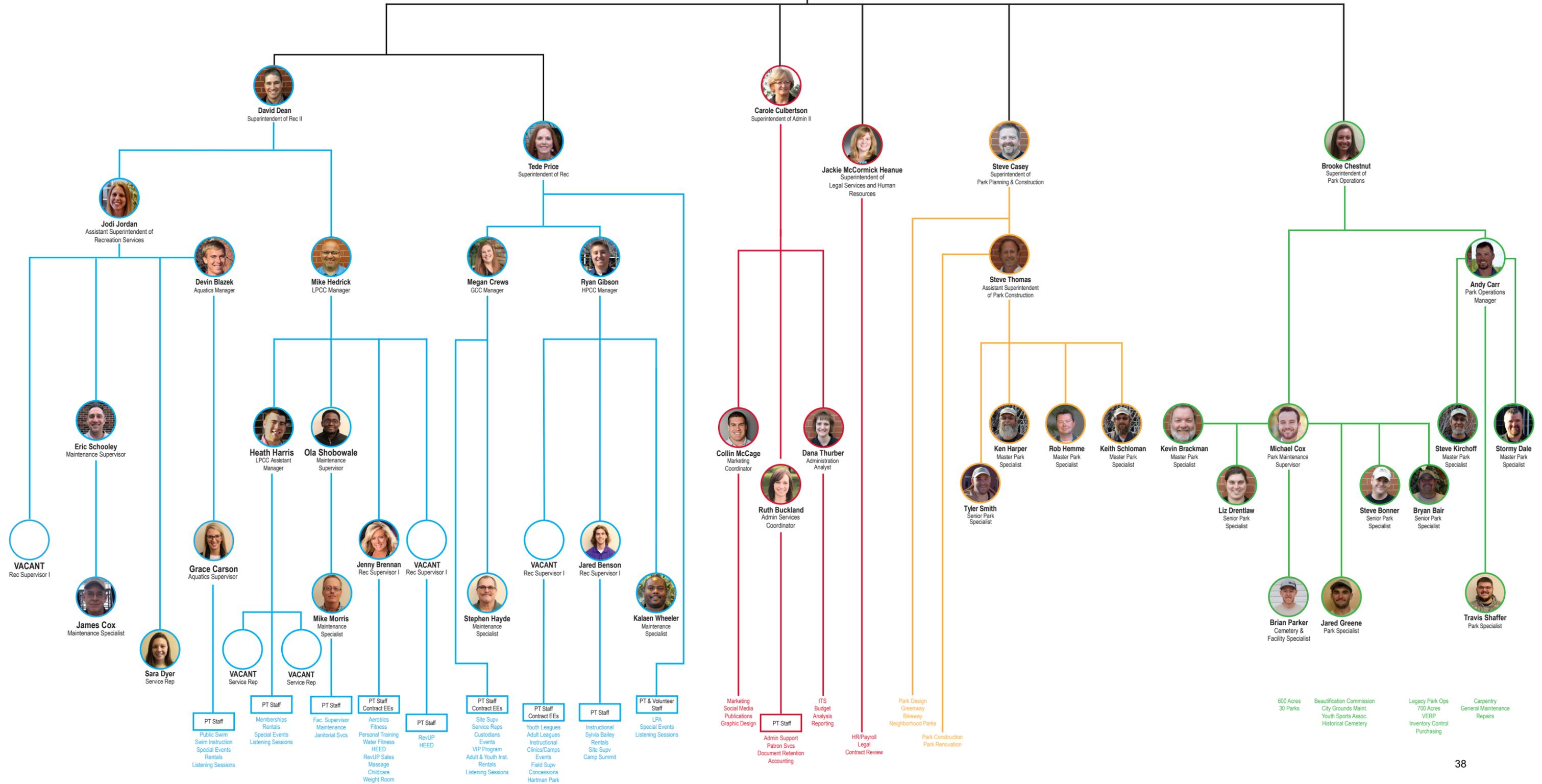
Nancy Kelley



Rob Binney
District 4 Councilman
Park Board Liaison



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
FY2021

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

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

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

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

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

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

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

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

In consideration of the use of all resources associated with these activities and with the agreed to FY 2021 appropriations of \$346,214 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, west to NW Ward Rd.
 - a. Provide turf care to include mulching, disease/weed control
 - b. Provide plant care to include pruning, removal, planting, fertilization, disease and insect control. Provide trash pick-up.
14. City of Lee's Summit I 470 & Lakewood Monument – Parks shall provide the following maintenance services to Public Works:
 - a. Provide turf care to include mowing
 - b. Plant care to include: watering, weeding and replacement as needed.
15. 50 Highway and Blackwell Roundabouts – Parks shall provide the following maintenance services for the 50 Highway & Blackwell Roundabouts.
 - a. Provide turf care to include mowing, trimming, disease/weed control, and fertilization.
16. Raingardens- Parks shall provide the following maintenance services for the 3 rain gardens located at the intersection of SW Blue Parkway and SW 2nd
 - a. Provide weed management, to include, manual pulling or spraying.
 - b. Replacement of plants as needed.
 - c. Maintain rock and inlets to ensure proper water flow

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

III. Parks Agreement to Reimburse Public Works for Services

In consideration for the above services Public Works agrees to:

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

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

IV. Representation and Termination

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

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

V. Term of Agreement

The term of this agreement shall be July 1, 2020– June 30, 2021. 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
FY21**

Exhibit A

	TOTAL GROUNDS MAINTENANCE- PUBLIC WORKS
PERSONNEL SERVICES	
7000-0-Salaries-Regular	28,605
7008-0-Short Term Disability Pay	30
7009-0-FICA-Employer	1,774
7011-0-Medicare Deduction	415
7014-0-Communication Allowance	-
7015-0-Health/Dental Insurance	8,280
7018-0-Life Insurance	86
7019-0-Worker's Compensation	6,207
7020-0-Disability Insurance	149
7021-0-Unemployment Insurance	36
7023-0-Retirement-Lagers	3,032
	<u>48,614</u>
OTHER SUPPLIES, SERVICES AND CONTRACTS	
7203-0-Insurance Expense	215
7207-0-Professional Fees Expense	59,885
7221-0-Sanitation Services	200
7249-0-Consumable Tools	100
7269-0-Special Apparel	440
Total Other Supplies, Services and Contracts	<u>60,840</u>
INTERDEPARTMENT CHARGE	
9001-0-CVM - Overhead	9,480
9005-0-VERP Payment	7,919
Total Interdepartment Charge	<u>17,399</u>
MAINTENANCE & REPAIRS	
7301-0-Maintenance-Grounds	2,404
7305-0-Maint & Repair-Vehicle	7,068
7306-0-Maint & Repair-Other Eq	225
Total Maintenance & Repairs	<u>9,697</u>
UTILITIES	
7403-0-Electricity	1,248
Total Utilities	<u>1,248</u>
FUEL & LUBRICANTS	
Fuel & Lubricants	2,832
Total Fuel & Lubricants	<u>2,832</u>
ADMINISTRATIVE FEE	
LSPR 10% Administration Fee	14,063
Total Transfers	<u>14,063</u>
	<u>154,692</u>

Schedule of Services

FY 21

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 21

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			
<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		\$12,695.00	Total Labor	292.00			\$9,409.50
									Grand Total \$22,104.50

Schedule of Services
FY 21

Attachment #3 Blackwell Road - Chipman Road to Colbern Road

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

Schedule of Services

F Y 21

Attachment #4 Chipman Road - US 50 to Pryor

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

Schedule of Services

FY21

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

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

Schedule of Services
FY21

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-slective 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

Schedule of Services

FY21

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	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	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	\$564.60
			\$12.60					\$577.20
Grand Total								\$577.20

Schedule of Services

FY21

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	\$63.00	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	\$3,398.10
			\$6.30					Grand Total \$3,404.40

Schedule of Services

FY21

Attachment #9 Public Parking Lots

		MATERIALS			LABOR						
		Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total	
<u>July</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Refresh mulch	1.0	\$16.00	\$16.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
2	Behind The Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Refresh mulch	4.0	\$16.00	\$64.00	Labor	8.0			\$0.00	
		Weed and grass control	0.1	\$58.00	\$5.80	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
<u>August</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.00	\$15.68	\$62.72	
2	Behind The Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
<u>September</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Weed and grass control			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
<u>October</u>											
1	2nd & Douglas	Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
		Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Weed control			\$0.00	Labor	1.0			\$0.00	
2	Behind The Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
<u>November</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowing		2.0	\$15.68	\$31.36	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowing		2.0	\$15.68	\$31.36	
<u>December</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Weekly inspection			\$0.00	Labor	1.0			\$0.00	
4	Monthly inspections	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
<u>February</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Weekly inspection			\$0.00	Labor	1.0			\$0.00	
4	Monthly inspections	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
<u>March</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
4	Inspection	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
<u>April</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Apply weed/grass control Razor (2.5gal.)	0.1	\$58.00	\$5.80	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
4	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
<u>May</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.00	\$15.68	\$62.72	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
<u>June</u>											
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Trash pick up			\$0.00	Labor	1.0			\$0.00	
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00	
		Mowing			\$0.00	Mowings		4.0	\$15.68	\$62.72	
4	broken limbs, car wreck damage, contractor followups				\$0.00		10.0			\$0.00	
Total Materials					5.20	Total Labor					69.00
					\$91.60						\$940.80
Grand Total										\$1,032.40	

**Schedule of Services
FY21**

Attachment #11 Downtown

MATERIALS			
Description	Units	Cost/ Unit	Total

LABOR				
Description	Total Hours	# of Mowings	Cost/ Hour	Total

<u>July</u>									
1	Downtown Trees	Weekly inspection of trees		\$0.00	Labor	4.0		\$0.00	
		Apply insect control	Bifen IT (1gal.)	2.0	\$105.00	\$210.00	Labor	16.0	\$0.00
		Landfill charges		2.0	\$5.00	\$10.00	Labor	2.0	\$0.00
<u>August</u>									
1	Downtown Trees	Weekly inspection of trees		\$0.00	Labor	4.00		\$0.00	
<u>September</u>									
1	Downtown Trees	Weekly inspection of trees		\$0.00	Labor	4.00		\$0.00	
		Apply insect control	Bifen IT (1gal.)	0.5	\$105.00	\$52.50	Labor	16.0	\$0.00
		Pruning of trees -Sept/Oct	KC Tree Care	1.0	\$5,000.00	\$5,000.00			\$0.00
<u>October</u>									
1	Downtown Trees	Weekly inspection of trees		\$0.00	Labor	4.0		\$0.00	
		Outlet, breaker, cord repair/replacement		\$0.00				\$0.00	
<u>November</u>									
1	Downtown Trees	Instal/mntc of Christmas lights - LSPR whips		\$0.00	Labor			\$0.00	
		Weekly inspection of trees		\$0.00	Labor	8.0		\$0.00	
		Replacing whips for lights		\$0.00				\$0.00	
<u>December</u>									
1	Downtown Trees	Daily inspection of trees		\$0.00	Labor	16.0		\$0.00	
<u>January</u>									
1	Downtown Trees	Whip removal		\$0.00	Labor	0.0		\$0.00	
		Daily inspection of trees		\$0.00	Labor	10.0		\$0.00	
<u>February</u>									
1	Downtown Trees	Continustion of pruning trees if needed		\$0.00				\$0.00	
		Weekly inspections of trees		\$0.00	Labor	4.0		\$0.00	
<u>March</u>									
1	Downtown Trees	Weekly inspection of trees		\$0.00	Labor	4.00		\$0.00	
<u>April</u>									
1	Downtown Trees	Weekly inspections of trees		\$0.00	Labor	4.0		\$0.00	
<u>May</u>									
1	Downtown Trees	Weekly inspection of trees		\$0.00	Labor	4.0		\$0.00	
		Apply insect control	Bifen IT (1gal.)	1.0	\$105.00	\$105.00	Labor	16.00	\$0.00
<u>June</u>									
1	Downtown Trees	Weekly inspection of trees		\$0.00	Labor	4.00		\$0.00	
1	broken limbs, car wreck damage, contractor followups			\$0.00	Labor	40.0		\$0.00	
			Total Materials	6.50		\$5,377.50	Total Labor	160.00	\$0.00

Grand Total **\$5,377.50**

Schedule of Services

FY21

Attachment #12 Cheddington and - HWY 150

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

Schedule of Services

FY 21

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

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

Schedule of Services
FY 21

Amended Attachment #15 50 Hwy and Blackwell Roundabouts

MATERIALS					LABOR				
<u>Descriptor</u>	<u>Units</u>	<u>Cost/ Unit</u>	<u>Total</u>	<u>Description</u>	<u>Total Hours</u>	<u>#of Mowings</u>	<u>Cost/ Hour</u>	<u>Total</u>	
<u>July</u>									
1	Trash pickup		\$0.00	Labor	3.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
3	Mowing		\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00	
4	Weed Control/ Round up	Rosehill	4.0 \$78.50						
			\$314.00						
<u>August</u>									
1	Trash pickup		\$0.00	Labor	3.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
3	Mowing		\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00	
<u>September</u>									
1	Weekly inspections		\$0.00	Labor	3.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
3	Mowing		\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00	
4	Weed control	Rosehill	1.0 \$320.88	Labor	0.0				
			\$320.88						
<u>October</u>									
1	Trash pickup		\$0.00	Labor	3.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
3	Mowing		\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00	
4	Fertilizer	Rosehill	1.0 \$320.88	Labor	0.0				
			\$320.88						
<u>November</u>									
1	Trash pickup		\$0.00	Labor	2.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
3	Mowing		\$0.00	Mowing		2.0	\$ 252.00	\$504.00	
<u>December</u>									
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	Labor	0.0			\$0.00	
4	Winter fertilizer	Rosehill	1.0 \$320.88					\$320.88	
			\$320.88						
<u>January</u>									
1	Trash Pickup		\$0.00	Labor	2.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
<u>February</u>									
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	Labor	0.0			\$0.00	
<u>March</u>									
1	Trash Pickup		\$0.00	Labor	3.0			\$0.00	
3	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
4	Mowing		\$0.00	Mowing				\$0.00	
2	Spring Clean up	Rosehill	1.0 \$720.00					\$720.00	
4	Preemergent	Rosehill	2.0 \$225.00					\$450.00	
			\$450.00						
<u>April</u>									
1	Trash pickup		\$0.00	Labor	3.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
3	Mowing		\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00	
4	Weed control and Fertilizer	Rosehill	1.0 \$320.88	Labor	0.0			\$320.88	
	Mulch installation	Rosehill	1.0 #####					\$3,480.00	
			\$3,480.00						
<u>May</u>									
1	Trash pickup		\$0.00	Labor	3.0			\$0.00	
2	Monthly inspection		\$0.00	Labor	0.0			\$0.00	
3	Broadleaf leaf weed control	Rosehill	1.0 \$320.88					\$320.88	
4	Mowing		\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00	
5	Weed Control Round Up	Rosehill	4.0 \$78.50					\$314.00	
			\$314.00						
<u>June</u>									
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	
4	Weed control	Rosehill	1.0 \$320.88	Labor	0.0			\$320.88	
5	Mowing		\$0.00	Mowing		4.0	\$ 252.00	\$1,008.00	
6	Weed Control Round up	Rosehill	4.0 \$78.50					\$314.00	
			\$314.00						
1	Misc								
Total Materials			18.00	\$7,517.28	Total Labor			32.00	\$7,560.00
								Grand Total	\$15,077.28

Schedule of Services

FY 21

Amended Attachment #16 50 Rain Gardens

MATERIALS				LABOR					
<u>Descriptor</u>	<u>Units</u>	<u>Cost/ Unit</u>	<u>Total</u>	<u>Descriptic</u>	<u>Total Hours</u>	<u>#of Mowings</u>	<u>Cost/ Hour</u>	<u>Total</u>	
<u>July</u>									
1 Trash pickup			\$0.00	Labor	1.0			\$0.00	
2 Weed Control/ Round up			\$0.00	Labor	3.0			\$0.00	
<u>August</u>									
1 Trash pickup			\$0.00	Labor	1.0			\$0.00	
2 Weed control			\$0.00	Labor	3.0			\$0.00	
<u>September</u>									
1 Trash Pick up			\$0.00	Labor	1.0			\$0.00	
2 Weed control			\$0.00	Labor	3.0			\$0.00	
<u>October</u>									
1 Trash pickup			\$0.00	Labor	1.0			\$0.00	
<u>November</u>									
1 Trash pickup			\$0.00	Labor	1.0			\$0.00	
<u>December</u>									
1 Trash Pickup			\$0.00	Labor	1.0			\$0.00	
<u>January</u>									
1 Trash Pickup			\$0.00	Labor	1.0			\$0.00	
<u>February</u>									
1 Trash Pickup			\$0.00	Labor	1.0			\$0.00	
<u>March</u>									
1 Trash Pickup			\$0.00	Labor	1.0			\$0.00	
2 Spring Clean up			\$0.00	Labor	3.00			\$0.00	
4 Landfill Charge	1.0	\$50.00	\$50.00						
<u>April</u>									
1 Trash pickup			\$0.00	Labor	1.0			\$0.00	
4 Weed control and Fertilizer Mulch installation		\$800.00	\$800.00	Labor	3.0				
<u>May</u>									
1 Trash pickup			\$0.00	Labor	1.0			\$0.00	
2 Weed Control Round Up				Labor	3.0				
<u>June</u>									
1 Trash pickup			\$0.00	Labor	1.0			\$0.00	
4 Weed control			\$0.00	Labor	3.0				
1 Misc									
Total Materials			1.00	\$850.00	Total Labor			33.00	\$0.00
Grand Total								\$850.00	

Departmental Allocation Based on Man Hours (Table1)
Departmental allocations are derived by calculating manhours spent on each contract. These percentages are used to calculate overhead charges in the table below.

TABLE 1
Departmental Allocation Based on Man Hours

Grounds Maintenance	Hours	% of Hrs
Supt. of Park Operations	104	8%
Park Supervisor	416	33%
Skilled Park Specialist	312	25%
Senior Park Specialist	416	33%
	<u>1,248</u>	<u>100%</u>

TABLE 2
Overhead Allocation by Department FY21

Department	Salaries and Benefits	Supplies and Other Services	Mowing & Tree Contracts	VERP & CVM	M&R	Utilities	Fuel	Capital Outlay	Total Grounds FY21 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
PW	48,613	955	59,885	17,399	9,697	1,248	2,832	-	140,629	14,063	154,692
Total Grounds Maintenance	<u>48,613</u>	<u>955</u>	<u>59,885</u>	<u>17,399</u>	<u>9,697</u>	<u>1,248</u>	<u>2,832</u>	<u>-</u>	<u>140,629</u>	<u>14,063</u>	<u>154,692</u>
Department	Salaries and Benefits	Supplies and Other Services	Mowing Contract	VERP/CVM/ITS/MERP/SLERP	M&R	Utilities	Fuel	Capital Outlay	Total Cemetery FY21 Budget	Administrative Fee (10% of Budget)	Total MOU Charge
Cemetery	53,785	58,236	28,106	13,724	9,800	4,000	1,200	5,260	174,111	17,411	191,522
Total Cemetery Budget	<u>53,785</u>	<u>58,236</u>	<u>28,106</u>	<u>13,724</u>	<u>9,800</u>	<u>4,000</u>	<u>1,200</u>	<u>5,260</u>	<u>174,111</u>	<u>17,411</u>	<u>191,522</u>
Total Grounds Maintenance and Cemetery	<u>102,398</u>	<u>59,191</u>	<u>87,991</u>	<u>31,123</u>	<u>19,497</u>	<u>5,248</u>	<u>4,032</u>	<u>5,260</u>	<u>314,740</u>	<u>31,474</u>	<u>346,214</u>

ITEMIZED BUDGET EXPENSE WORKSHEET

CEMETERY

FY21

			Prior Year Actual FY2018- 19	Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
REVENUES								
SERVICES								
4423	0	Grave Openings	\$ 50,100	\$ 75,925	\$ 71,800	\$ 71,800	\$ 71,800	
4424	0	Monument Footings	5,837	10,424	9,532	9,534	9,534	
4426	0	Flaggings	1,800	1,000	1,350	1,000	1,000	
4441	0	Misc Services	50	-	-	-	-	
4446	0	Other Revenue	47	-	-	-	-	
Total Services			\$ 57,834	\$ 87,349	\$ 82,682	\$ 82,334	\$ 82,334	\$ -
MATRL & FUEL-Material and fuel sales								
4508	0	Monument Sales	\$ 24,017	\$ 70,536	\$ 51,316 ¹	\$ 56,449	\$ 56,449 ⁵	
Total MATRL & FUEL-Material and fuel sales			\$ 24,017	\$ 70,536	\$ 51,316	\$ 56,449	\$ 56,449	\$ -
INTEREST ON INVESTMENTS								
4600	0	Interest on Investments	\$ 22,103	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	
4601	0	Mark to Market Adjustment	18,416	-	-	-	-	
Total Interest on Investments			\$ 40,519	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -
PROPERTY SALES								
4801	0	Sale of Personal Property	\$ 46,100	\$ 42,000	\$ 48,027 ²	\$ 6,000	\$ 6,000 ⁶	
Total Property Sales			\$ 46,100	\$ 42,000	\$ 48,027	\$ 6,000	\$ 6,000	\$ -
TOTAL REVENUES			\$ 168,470	\$ 208,885	\$ 191,025	\$ 153,783	\$ 153,783	\$ -
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	\$ 35,363	\$ 36,680	\$ 36,803	\$ 33,385	\$ 33,385 ⁷	
7002	0	Overtime	311	-	-	-	-	
7005	0	Holiday Worked	31	-	-	-	-	
7008	0	Short Term Disability	30	45	45	40	40	
7009	0	FICA - Employer	1,718	2,274	2,282	2,070	2,070 ⁷	
7011	0	Medicare Deduction	402	532	534	484	484 ⁷	
7014	0	Communication Allowance	271	294	294	294	294	
7015	0	Health/Dental Insurance	5,731	10,605	10,605	11,040	11,040 ⁸	
7018	0	Life Insurance	52	110	110	100	100	
7019	0	Worker's Compensation	4,049	2,612	2,612	2,612	2,612	
7020	0	Long Term Disability	77	191	191	142	142	
7021	0	Unemployment Insurance	60	54	54	48	48	
7023	0	LAGERS - Retirement	2,226	3,521	3,533	3,539	3,539 ⁷	
Total Personnel Services			\$ 50,321	\$ 56,918	\$ 57,063	\$ 53,754	\$ 53,754	\$ -
SUPPLIES AND OTHER SERVICES								
7203	0	Insurance Expense	\$ 573	\$ 592	\$ 592	\$ 592	\$ 592	
7207	0	Professional Fees	41,634	54,106	50,443 ³	51,106	52,606 ⁹	1,500
7213	0	Rentals & Leases	219	800	800	800	800	
7221	0	Sanitation Services	149	500	500	500	500	
7249	0	Consumable Tools	81	200	130	200	200	
7258	0	Telephone	625	668	1,076	668	668	
7259	0	Mobile Telephone	92	130	615	130	130	
7261	0	Concrete	62	800	800	800	800	
7264	0	Other Construction Materials	12,153	42,301	30,836 ⁴	30,997	30,997	
7269	0	Special Apparel	252	-	36	-	-	
7270	0	Office Supplies	127	400	400	400	400	
7273	0	Janitorial Supplies	20	200	200	180	180	
7285	0	Bancard Fees	2,392	1,500	1,500	-	-	
Total Supplies and Other Services			\$ 58,379	\$ 102,197	\$ 87,928	\$ 86,373	\$ 87,873	\$ 1,500
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings	\$ 391	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
7301	0	M & R Grounds	2,346	3,383	3,348	4,300	4,300	-
7305	0	M & R Vehicle	336	1,000	500	1,000	1,000	-
7306	0	M & R Other Equipment	55	-	-	-	-	-
7307	0	Software	3,650	3,650	3,650	3,650	4,250 ⁹	600
Total Maintenance & Repairs			\$ 6,778	\$ 8,283	\$ 7,748	\$ 9,200	\$ 9,800	\$ 600

ITEMIZED BUDGET EXPENSE WORKSHEET

CEMETERY

FY21

			Prior Year Actual FY2018- 19	Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
UTILITIES								
7401	0	Natural Gas	\$ 815	\$ 900	\$ 735	\$ 900	\$ 900	
7403	0	Electricity	1,367	2,600	2,509	2,600	2,600	
7407	0	Water/Sewer	443	500	470	500	500	
Total Utilities			\$ 2,625	\$ 4,000	\$ 3,714	\$ 4,000	\$ 4,000	\$ -
FUEL & LUBRICANTS								
7500	0	Fuel/Lubricants	\$ 855	\$ 1,200	\$ 637	\$ 1,200	\$ 1,200	
Total Fuel & Lubricants			\$ 855	\$ 1,200	\$ 637	\$ 1,200	\$ 1,200	\$ -
INTERDEPARTMENT CHARGE								
9000	0	ITS Overhead	\$ 9,957	\$ 11,000	\$ 11,000	\$ 11,432	\$ 11,432	
9001	0	Fleet Overhead	-	1,234	1,234	1,132	1,132	
9004	0	MERP	635	733	733	626	626	
9005	0	VERP Payment	252	635	635	487	487	
9007	0	SLERP Payment	304	48	48	47	47	
Total Interdepartment Charge			\$ 11,148	\$ 13,650	\$ 13,650	\$ 13,724	\$ 13,724	\$ -
TRANSFERS								
9101	0	Transfer to Parks	\$ 18,578	\$ 18,625	\$ 18,625	\$ 16,825	\$ 17,411	\$ 586
9101	0	Transfer to ITS	-	-	-	-	\$ 3,760 ⁹	3,760
Total Transfers			\$ 18,578	\$ 18,625	\$ 18,625	\$ 16,825	\$ 21,171	\$ 4,346
TOTAL EXPENDITURES			\$ 148,684	\$ 204,873	\$ 189,365	\$ 185,076	\$ 191,522	\$ 6,446
NET			\$ 19,786	\$ 4,012	\$ 1,660	\$ (31,293)	\$ (37,739)	\$ (6,446)
Percent Recovery			113.31%	101.96%	100.88%	83.09%	80.30%	

Footnotes

¹ The projection for Monument Sales is based on YTD through November and historical information including actuals for FY19.

² All remaining cemetery plots were purchased in December.

³ Professional fees include grave opening services and contract mowing, electrical, plumbing and tree pruning/removal. Less contract electrical and plumbing services are anticipated. Also, lower costs for grave openings which is directly correlated to lower revenue estimates.

⁴ Other Construction Materials is where the cost of monuments and vases is charged. The projection is lower based on the lower revenue estimates for these items.

⁵ Monument sales for FY21 is based on historical sales and reflect an increase in pricing to obtain an additional 10% margin.

⁶ Sale of property includes only columbarium sales. There are no grave plots available for sale.

⁷ The Full-time Salaries include a 2% increase which also increases benefits calculated on salary including FICA, Medicare and LAGERS retirement funding.

⁸ A blended rate (individual coverage to Family coverage) is used in the budget each year. The blended rate established for FY21 is \$13,800 per full-time staff compared to \$11,784 used for FY20.

⁹ The FY21 request includes funding to update the version of eCIMS used at the Cemetery as the current version will no longer be supported at the end of 2020. The project includes a one-time software conversion fee of \$1,500, an annual increase in software costs of \$600 (from \$3,650 to \$4,250) and a transfer to ITS of \$3,760 for 80 hours of estimated staff time.



Lee's Summit Parks and Recreation
Pay and Classification Plan - FY21 (July 1, 2020 to June 30, 2021)

Management/Career Professionals (MCP)		Minimum	Midpoint	Maximum
MCP-1	*Lawson Code PM1 Administration Analyst Legacy Park Community Center Assistant Manager	\$43,513.28	\$54,391.60	\$65,269.92
MCP-2	*Lawson Code PM2 Harris Park Community Center Manager Gamber Community Center Manager Legacy Park Community Center Manager Aquatics Manager Park Operations Manager Assistant Superintendent of Park Construction	\$52,505.50	\$65,631.88	\$78,758.26
MCP-3	*Lawson Code PM3 Assistant Superintendent of Recreation	\$57,071.20	\$71,339.00	\$85,606.80
MCP-4	*Lawson Code PM4 Superintendent of Park Planning & Construction Superintendent of Park Operations Superintendent of Recreation Superintendent of Legal Services & Human Resources	\$64,917.60	\$81,147.00	\$97,376.40
MCP-5	*Lawson Code PM5 Superintendent of Recreation II Superintendent of Administration II	\$67,395.18	\$84,243.97	\$101,092.77

Recreation		Minimum	Midpoint	Maximum
REC-1	*Lawson Code PR1 Recreation Supervisor I Aquatics Supervisor	\$35,570.00 ¹	\$44,443.91	\$53,332.69
REC-2	*Lawson Code PR2 Recreation Supervisor II	\$39,593.83	\$49,492.29	\$59,390.75
REC-3	*Lawson Code PR3 Recreation Supervisor III	\$43,632.53	\$54,540.67	\$65,448.80

Administrative Support		Minimum	Midpoint	Maximum
AS-1	*Lawson Code PA1 Service Representative	\$31,922.82	\$39,903.53	\$47,884.23
AS-2	*Lawson Code PA2 Administrative Services Coordinator	\$35,570.00 ²	\$43,149.71	\$51,779.66
AS-3	*Lawson Code PA3 Marketing Coordinator	\$38,649.95	\$48,312.44	\$57,974.93

Facilities and Operations		Minimum	Midpoint	Maximum
FO-1	*Lawson Code PO1 Park Specialist Facility Maintenance Specialist	\$31,922.82	\$39,903.53	\$47,884.23
FO-2	*Lawson Code PO2 Skilled Park Specialist	\$34,854.00	\$43,567.50	\$52,281.00
FO-3	*Lawson Code PO3 Senior Park Specialist	\$37,000.09	\$46,250.11	\$55,550.13
FO-4	*Lawson Code PO4 Master Park Specialist	\$39,146.18	\$48,932.73	\$58,719.27
FO-5	*Lawson Code PO5 Facility Maintenance Supervisor Park Maintenance Supervisor	\$43,001.80	\$53,752.25	\$64,502.70

¹ Increase of \$14.87 per year effective January 1, 2020 to comply with wage requirements of FLSA Exempt Positions

² Increase of \$1,050.23 per year effective January 1, 2020 to comply with wage requirements of FLSA Exempt Positions 65

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

DIVISION	POSITION	FY20 Budget	FY20 Budget	FY21 Request	FY21 Request
		(Jul. 1, 2019 to Dec. 31, 2019)	(Jan. 1, 2020 to Jun. 30, 2020)	(Jul. 1, 2020 to Dec. 31, 2020)	(Jan. 1, 2021 to Jun. 30, 2021)
		(Per Hour)	(Per Hour)	(Per Hour)	(Per Hour)
ADMINISTRATION					
	Administrative Services Assistant	\$10 - \$12.50	\$10 - \$12.50	\$10.50 - \$12.50	\$11.10 - \$12.50
PARKS					
	Park Maintenance Worker	\$9.50	\$9.50	\$9.50	\$10.35
GAMBER CENTER (GCC)					
	Facility Supervisors	\$9.50	\$9.95	\$9.95	\$10.30
	Floor Trainer	\$10.00	\$10.00	\$10.00	\$10.30
	Custodians	\$8.60	\$9.45	\$9.45	\$10.30
	Dance Instructor	\$15.00	\$15.00	\$15.00	\$15.00
	Fitness Instructors (Land)	\$22.00	\$22.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainer	\$25.00	\$25.00	\$25.00	\$26.00
LOVELL COMMUNITY CENTER (LCC)					
	Service Representative	\$9.00	\$9.85	\$9.85	\$10.70
	Facility Supervisors	\$11.00	\$11.25	\$11.25	\$11.85
	Custodian	\$8.60	\$9.45	\$9.45	\$10.30
	Gym/Weight Room Attendant	\$8.60	\$9.45	\$9.45	\$10.30
	Floor Trainers-Weight Room	\$10.00	\$10.00	\$10.00	\$10.80
	Child Care Attendant	\$8.60	\$9.45	\$9.45	\$10.30
	Lifeguard	\$8.75	\$9.60	\$9.60	\$10.45
	Head Lifeguard	\$10.50	\$10.75	\$10.75	\$11.00
	Swim Instructors I	\$8.75	\$9.60	\$9.60	\$10.45
	Swim Instructors II	\$8.85	\$9.75	\$9.75	\$10.60
	Private Swim Lesson Instructor (non-cert/cert)	\$8.60 - \$8.85	\$9.45 - \$9.75	\$9.45 - \$9.75	\$10.30 - \$10.60
	Swim Lesson Coordinator	\$13.50	\$13.50	\$13.50	\$14.00
	Fitness Instructors (Land)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00	\$25.00	\$25.00	\$26.00
	HEED Instructor	\$10.00	\$10.00	\$10.00	\$10.80
	Massage Therapist	\$25.00	\$25.00	\$25.00	\$26.00
	RevUp Exercise Specialist	\$25.00	\$25.00	\$25.00	\$26.00
LONGVIEW COMMUNITY CENTER (LVCC)					
	Service Representative	\$9.00	\$9.85	\$9.85	\$10.70
	Facility Supervisors	\$11.00	\$11.25	\$11.25	\$11.85
	Custodian	\$8.60	\$9.45	\$9.45	\$10.30
	Gym/Weight Room Attendant	\$8.60	\$9.45	\$9.45	\$10.30
	Floor Trainers-Weight Room	\$10.00	\$10.00	\$10.00	\$10.80
	Child Care Attendant	\$8.60	\$9.45	\$9.45	\$10.30
	Lifeguard	\$8.75	\$9.60	\$9.60	\$10.45
	Head Lifeguard	\$10.50	\$10.75	\$10.75	\$11.00
	Swim Instructors I	\$8.75	\$9.60	\$9.60	\$10.45
	Swim Instructors II	\$8.85	\$9.75	\$9.75	\$10.60
	Private Swim Lesson Instructor (non-cert/cert)	\$8.60 - \$8.85	\$9.45 - \$9.75	\$9.45 - \$9.75	\$10.30 - \$10.60
	Swim Lesson Coordinator	\$13.50	\$13.50	\$13.50	\$14.00
	Fitness Instructors (Land)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Fitness Instructors (Water)	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00	\$17.00 - \$23.00
	Personal Trainers	\$25.00	\$25.00	\$25.00	\$26.00
	HEED Instructor	\$10.00	\$10.00	\$10.00	\$10.80
	Massage Therapist	\$25.00	\$25.00	\$25.00	\$26.00
	RevUp Exercise Specialist	\$25.00	\$25.00	\$25.00	\$26.00

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

DIVISION	POSITION	FY20 Budget	FY20 Budget	FY21 Request	FY21 Request
		(Jul. 1, 2019 to Dec. 31, 2019)	(Jan. 1, 2020 to Jun. 30, 2020)	(Jul. 1, 2020 to Dec. 31, 2020)	(Jan. 1, 2021 to Jun. 30, 2021)
		(Per Hour)	(Per Hour)	(Per Hour)	(Per Hour)
SUMMIT WAVES					
	Welcome Desk/Food & Beverage Manager	\$10.75	\$10.75	\$10.75	\$11.00
	Assistant Facility Manager	\$13.50	\$13.50	\$13.50	\$14.25
	Head Lifeguard	\$10.50	\$10.75	\$10.75	\$11.00
	Lifeguard	\$8.75	\$9.60	\$9.60	\$10.45
	Service Representative	\$9.00	\$9.85	\$9.85	\$10.70
	Concession Attendant	\$8.60	\$9.45	\$9.45	\$10.30
	Deck Attendant	\$8.60	\$9.45	\$9.45	\$10.30
	Swim Lesson Coordinator	\$13.50	\$13.50	\$13.50	\$14.00
	Swim Instructors I (AM/PM)	\$8.75	\$9.60	\$9.60	\$10.45
	Swim Instructors II (AM/PM)	\$8.85	\$9.75	\$9.75	\$10.60
	Private Swim Lesson Instructor (non-cert/cert)	\$8.60 - \$8.85	\$9.45 - \$9.75	\$9.45 - \$9.75	\$10.30 - \$10.60
CAMP SUMMIT					
	Camp Manager	\$11.00	\$11.45	\$11.45	\$12.30
	Camp Nurse	\$20.00	\$20.00	\$20.00	\$20.00
	Assistant Camp Manager	\$9.50	\$10.45	\$10.45	\$11.30
	Camp Service Representative	\$8.60	\$9.45	\$9.45	\$10.30
	Counselor (camp, support & school break)	\$8.60	\$9.45	\$9.45	\$10.30
HARRIS PARK COMMUNITY CENTER					
	Facility Supervisor	\$9.50	\$9.95	\$9.95	\$10.30
	Service Representative	\$8.60	\$9.45	\$9.45	\$10.30
	Custodians	\$8.60	\$9.45	\$9.45	\$10.30
INSTRUCTIONAL (YOUTH AND ADULT)					
	Itty Bitty/Pee Wee Site Supervisor	\$8.60	\$9.45	\$9.45	\$10.30
	Hartman Park Site Supervisor	\$10.00	\$10.45	\$10.45	\$11.25
	Itty Bitty and Pee Wee Instructors	\$8.75	\$9.45	\$9.45	\$10.30
	Youth Instructor	\$8.75	\$9.45	\$9.45	\$10.30
	Kickball Referee	\$18.00	\$18.00	\$18.00	\$18.00
ATHLETICS					
	Basketball Referee I-IV	\$13.00-\$20.00	\$13.00-\$20.00	\$13.00-\$20.00	\$13.00-\$20.00
	Volleyball Official/Referee I-II	\$15.00-\$16.00	\$15.00-\$16.00	\$15.00-\$16.00	\$15.00-\$16.00
	Itty Bitty Instructor	\$8.75	\$9.45	\$9.45	\$10.30
	Scorekeeper	\$8.60	\$9.45	\$9.45	\$10.30
AMPHITHEATER					
	Event Staff	\$8.60	\$9.45	\$9.45	\$10.30
LEA MCKEIGHAN NORTH/SUMMIT ICE					
	Facility Supervisor - Lea McKeighan North	\$9.50	\$9.95	\$9.95	\$10.30
	Service Representative - Lea McKeighan North	\$8.60	\$9.45	\$9.45	\$10.30
	Skate Monitor - Lea McKeighan North	\$8.60	\$9.45	\$9.45	\$10.30
	Assistant Manager - Lea McKeighan North	\$13.50	\$13.50	\$13.50	\$13.50
	Rink Operations	\$25.00	\$25.00	\$25.00	\$25.00

Parks & Recreation 10 yr sch - VERP SCHEDULE - Fiscal 2021

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	300	08 Ford Explorer #14634	0	\$0	0	0	0	0.0%	0.0%
2	302	11 Ford Ranger ext cab XLT 4x4 #15511	2020	\$24,177	9	1	9	1.0%	35.0%
3	317	11 F-150 ext cab 4x2 # 15900	2020	\$23,248	9	1	9	1.0%	40.0%
4	305	13 Ford F350 #16831	2013	\$20,765	9	1	9	3.5%	38.0%
5	304	13 Ford F350 #16184	2013	\$20,765	9	1	9	3.5%	38.0%
6	306	11 Ford F450 plow & sander 15912	2020	\$60,851	9	1	9	1.5%	40.0%
7	308	16 Ford 4x4 dump insert with plow #1779	2016	\$37,944	5	1	5	2.0%	40.0%
8	309	16 F-450 dump with plow4x4 #17798	2016	\$54,155	10	1	10	3.0%	38.0%
9	312	17 F-350 pickup truck #17848	2017	\$27,969	8	1	8	3.0%	38.0%
10	339	18 ventrac mower	2018	\$27,525	10	1	10	1.0%	30.0%
11	318	18 JD Gator #18187	2018	\$8,745	8	1	8	1.0%	25.0%
12	315	13 Ford F-350 asset# 16186	2013	\$20,765	8	1	8	3.5%	40.0%
13	321	14 toro spray unit #16858	2014	\$37,539	8	1	8	1.5%	32.0%
14	313	11 F-450 4x2 service body # 15905	2020	\$50,370	9	1	9	1.5%	40.0%
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	2.0%	40.0%
19	330	08 Ford E150 Cargo Van #14674	2008	\$17,585	16	1	16	1.0%	20.0%
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	10	1	10	1.2%	28.0%
22								0	
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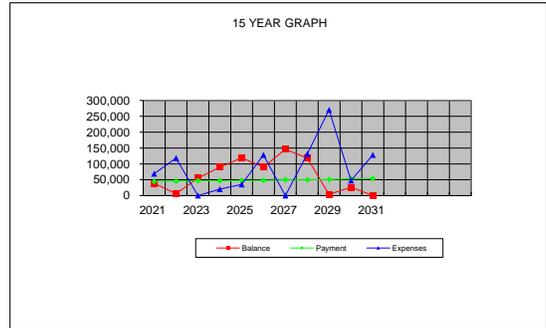
2021	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$44,331	Your 2021 VERP Payment Amount.
\$34,798	2020 Projected Fund Balance.
4.2%	Interest Rate to Apply to Year End Fund Balance.

87.8% VERP Payment Adjustment Factor

0	2022 Payment adjustment(+/-)
0	2023 Payment adjustment
0	2024 Payment adjustment
0	2025 Payment adjustment
0	2026 Payment adjustment

10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2021	38,782	44,331	69,237
2022	5,799	45,373	118,161
2023	55,221	47,197	0
2024	89,485	47,197	20,620
2025	119,400	47,354	35,430
2026	90,080	48,005	128,503
2027	145,930	49,968	0
2028	118,448	49,968	131,539
2029	4,378	50,780	270,690
2030	26,370	53,410	47,636
2031	684	53,861	128,209



Vehicles to be rolled over from prior previous year \$ 632,196.53
 Vehicles Expansion vehicles from 2005-06

Department Director Approval

Date

Parks & Grounds Maintenance VERP SCHEDULE - Fiscal 2021

Inventory of Existing Vehicles and Equipment

Item	Vehicle ID	Vehicle Description	Purchase Date or Starting Year	Purchase Price	Equipment Life Miles or Hours	Average Annual Miles or Hours	Calculated Life	Annual Initiation Rate	Salvage Value as a Percent of Purchase \$\$
1	307	12 F-350 PU 4x2 Asset# 16131	2012	\$20,047	10	1	10	3.5%	36.0%
2	310	04 F-550 Bucket Trk asset# 12772	2020	\$99,307	15	1	15	2.5%	40.0%
3	338	17 Ventrac mower #18173	2017	\$27,255	13	1	13	1.0%	38.0%
4	314	*04 F-350 standard cab 4x2 #12526	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

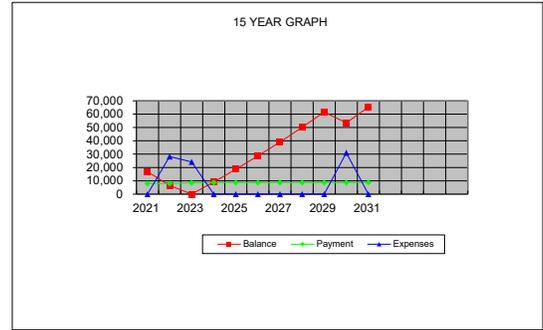
2021	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$7,919	Your 2021 VERP Payment Amount.
\$8,163	2020 Projected Fund Balance.
4.9%	Interest Rate to Apply to Year End Fund Balance.

73.4% VERP Payment Adjustment Factor

0	2022 Payment adjustment(+/-)
0	2023 Payment adjustment
0	2024 Payment adjustment
0	2025 Payment adjustment
0	2026 Payment adjustment

10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2021	16,871	7,919	0
2022	6,561	7,919	28,278
2023	15	8,478	24,099
2024	9,094	8,655	0
2025	18,619	8,655	0
2026	28,610	8,655	0
2027	39,091	8,655	0
2028	50,085	8,655	0
2029	61,618	8,655	0
2030	53,454	8,655	31,019
2031	65,310	8,805	0



Department Director Approval _____

Date _____

Cemetery - VERP SCHEDULE - Fiscal 2021

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	6.0%	32.0%
2	P317	19 Scags Mower #18230	2019	\$8,499	10	1	10	1.0%	22.0%
3	P341	07 JD Gator # 14253	2018	\$9,243	11	1	11	1.0%	28.0%
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Vehicles to be rolled from prior previous year total worth \$ 29,844.00

Vehicles to be replaced in previous fiscal year

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

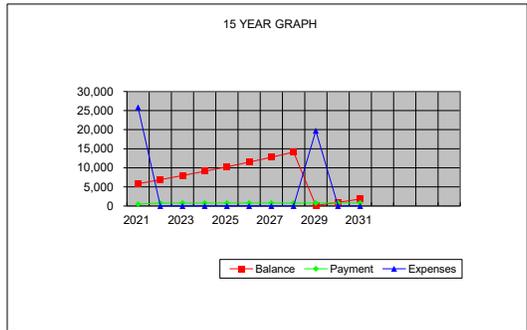
2021	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$487	Your 2021 VERP Payment Amount.
\$24,025	2020 Projected Fund Balance.
4.2%	Interest Rate to Apply to Year End Fund Balance.

17.0% VERP Payment Adjustment Factor

0	2022 Payment adjustment(+/-)
0	2023 Payment adjustment
0	2024 Payment adjustment
0	2025 Payment adjustment
0	2026 Payment adjustment

10 Year Graph Data:

Fiscal Year	Fund Balance	Payment	Expenses
2021	5,828	487	25,813
2022	6,872	767	0
2023	7,960	767	0
2024	9,094	767	0
2025	10,275	767	0
2026	11,507	767	0
2027	12,789	767	0
2028	14,126	767	0
2029	128	767	19,700
2030	960	794	0
2031	1,827	794	0



0	0	0	0	0
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Total:

Department Director Approval _____

Date _____

ASPHALT SCHEDULE - FY 2021

PARKS SERVICES	Location	Public Use	Condition	Priority	Recommended Maintenance	Last Maintenance	FY 2020			FY2021	Status / Notes	
							Proposed Budget	Approved Budget	Actual Costs	Proposed Budget		
							Scale 1 (low) -4 (high)					
	Arborwalk	3	2	3	Resurface Trail on N. Side	2011						
	Upper Banner Trail	3	2	3			20,000	20,000				
	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						
	Upper Banner Pickle Ball	3	4	1		2019					crack fill, tape, seal & painted 06/19	
	Canterbury Trail	3	2	1	Replace sections w/asphalt	2017					completed summer 2017	
	Deer Valley	3	4	3	Overlay Spring 2011	2011						
	Eagle Creek	2	3	3	asphalt replacement							
	Eagle Creek trail expansion										FY2021?	
	Gamber Center	3	2	4	Crack fill, Sealcoat & Restripe	2015						
	Happy Tails	4	2	3	Crackfill and sealcoat	2019	30,000	30,000			trail repairs 2018 & 2019	
	Happy Tails Pk. Lot	4	3	2	Crackfill, sealcoat, restripe	2019					restriped 2019	
	Harris Park Parking Lot	4	2	4	Crackfill, sealcoat, restripe	2015					Completed FY15	
	Harris Park Trail	4	3	2	Crack fill and Sealcoat	2019					trail repairs 2019	
	Hartman Park walk [playground]					2019					completed fall 2017 - concrete Trailhead walk renovations 2019	
	Hartman Park Pk. Lot	3	3	4	Crackfill, sealcoat, restripe	2019					restriped 05/19	
	Hartman Park Trail	3	3	2	Overlay 2009	2009						
	Howard Park - Trail	2	1	4	install drainage, mill, relay	2019	60,000	60,000	58,500		all new trails Fall 2019	
	Howard Pk. Lot	2	1	4	Crack fill, Sealcoat & Restripe	2019					2" overlay & restripe 12/19	
	Langsford Plaza - Trail					2016					installed asphalt trail summer 2016	
	Longview C.C.					2018					mill & overlay & stripe fall 2018	
	LMS Parking lot	4	4	1		2013	5,000	5,000	5,000			
	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					park renovations 2021	
	Lowenstein Trail	4	1	1	Replaced w/concrete	2016					completed FY16, concrete	
	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						park renovations FY21	
	Pleasant Lea Tennis Cts.	3	1	4	Crack fill and Touch Up Paint/Rebuild	2013					park renovations FY21	
	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 Park Parking Lot	4	3	3		2019					new parking lot winter 2019	
	Summit Park Trail					2019					new 4" asphalt over 6" rock laid fall 2019	
	Summit Tennis Courts	2	2	3		2019					brand new courts laid fall 2019	
	Velie Pk. Lot	3	3	2	Crack fill and Sealcoat	2009						
	Velie 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					restriped 2019	
	Williams-Grant Trail	2	1	4	Mill, patch and overlay	2010						
	Winterset	NA										
	Woods Playground	N/A										
	Allowance to be used "As Needed"										125,000	
TOTAL COSTS PARKS:							115,000	115,000	63,500			125,000

	Legacy Park Drive	4	2	4	Microchip and restripe						completed FY16	
	Legacy Park - Blue Stem Dr.	4	2	4	Microchip and restripe	2019	20,000	20,000	34,398		partial mill & overlay summer 2019	
	Legacy Park - Coneflower	3	3	2	Crack fill, Sealcoat & Restripe	2017	20,000	20,000			proposed FY18	
	Legacy Park - Joseph Dyke Pk. Lot	3	3	3	Crack fill, Sealcoat & Restripe						completed FY16	
	LPC Parking	4	2	3	Repair as needed	2017 - 2018					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	15,000	15,000			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			5,550		asphalt repairs as needed	
	Legacy Dock Trail	2	4	1								
	Legacy Soccer Paths	4	2	4	trial replacement - asphalt	2017					asphalt repairs 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		10,000	10,000			Funded FY16	
	Legacy Park Maintenance	2	3	2	Crack fill, Sealcoat & Restripe						Funded FY16	
	Misc. Trail Repairs	4	2	4	Repair as needed	2019	50,000	50,000			repairs as needed	
	Allowance to be used "As Needed"	4	2	4	Repair as needed	2017					50,000	
TOTAL COSTS LEGACY:							115,000	115,000	39,948			50,000

**PLAYGROUND INVENTORY
FY21**

Park and Location	Year Installed	Replacement Priority	Estimated Replacement Year	Type	Condition	Recommendation	Est. Expense
Arborwalk	2006	16	FY30	2-12	Good		\$ 150,000.00
Deer Valley	2004	10	FY25	5-12	Moderate Wear	add ADA access	\$ 150,000.00
Happy Tails	2006	15	FY29	2-12	Good		\$ 150,000.00
Harris-North	2004/Moved 2007	11	FY26	2-12	Moderate Wear		\$ 200,000.00
Harris-South	2007	17	FY30	2-12	Good	add ADA access	\$ 200,000.00
Hartman	2017	24	FY 37	2-12	New		\$ 180,000.00
Howard	2019	27	FY 39	2-12	New		\$ 110,000.00
Langsford Commons	2016	23	FY36	2-12	New		\$ 30,000.00
Lea McKeighan North	2018	25	FY 38	2-12	New		\$ 240,000.00
Lea McKeighan North-Skate Park	2010	7	FY 23		Fair	Cracking and differential settling at joints; repairs needed	\$ 50,000.00
Lea McKeighan South	2013	22	FY34	5-12	Good		\$ 476,468.00
Legacy- Coneflower	2007	12	FY27	2-5	Good		\$ 100,000.00
Legacy- Dyke playground	2007	18	FY31	2-12	Good	PIP surface replacement	\$ 200,000.00
Legacy- Soccer commons	2004	9	FY24	2-12	Good		\$ 100,000.00
Lowenstein	2004	1	FY 21	2-12	Moderate Wear	scheduled for replacement in Summer 2020	\$ 200,000.00
Lower Banner	1995/Moved 2010	3	FY22	2-5	Graffiti, Fading, Heavy Wear	add ADA access	\$ 100,000.00
Miller J. Fields	2016	21	FY33	2-12	New		\$ 150,000.00
Osage Trails	2010	19	FY32	2-12	Good	add ADA access	\$ 150,000.00
Pleasant Lea	1995	2	FY21	2-12	Moderate Wear	scheduled for replacement in Fall/Winter 2020	\$ 150,000.00
Pottberg	2007	14	FY29	2-12	Good		\$ 150,000.00
South Lea	2009	13	FY29	5-12	Good		\$ 100,000.00
Summit	2019	26	FY39	2-12	New		\$ 190,000.00
Upper Banner	2015	20	FY32	2-12	New		\$ 100,000.00
Velie	2002	6	FY23	2-12	Moderate Wear	add ADA access	\$ 150,000.00
Wadsworth	1995	5	FY23	5-12	Moderate Wear	replace playground, add ADA access	\$ 60,000.00
Williams-Grant	1998	8	FY24	5-12	Moderate Wear	add ADA access	\$ 60,000.00
Woods	1994	4	FY22	5-12	Heavy Wear	replace playground, add ADA access	\$ 50,000.00

**SHELTER INVENTORY
FY 21**

Park and Location	Year Installed	Replacement Cost	Type	Condition	Recommendation	Expense
Deer Valley					Propose for FY 22	\$ 35,000.00
Banner-Upper	2015	\$ 25,000.00	Metal	Good		
Harris	2013	\$ 23,455.00	Metal	New		
Hartman-Trailhead Shelter	2019	\$ 30,000.00	Wood	New, wood shelter with kiosk	completed in 2019	\$ 25,000.00
Howard	2019	\$ 30,000.00	Metal	New, Gazebo	completed in 2019	\$ 25,000.00
Lea McKeighan North - Shelter	2018		Wood	new	completed in 2018	\$ 100,000.00
Lea McKeighan North - Trellis	2018		Wood	new	completed in 2018	\$ 50,000.00
Lea McKeighan South	2013	\$95,000	Wood	New		
Legacy- Shelter #1	2009		Wood	Fair, splits in support posts, needs restained	maintenance for FY21	
Legacy- Shelter #2	2009		Wood	Fair, splits in support posts, needs restained	maintenance for FY21	
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 FY21	
Lowenstein- Shelter #2	1970's	\$50,000	Wood	Fair, weathered, slightly cracked supports, 1 post beginning to hollow	scheduled replacement in FY21	
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		
Pleasant Lea					Propose for FY21	\$ 30,000.00
Pottberg	2009		Metal	Good		
Summit-Shelter #1	2019	\$ 120,000.00	Wood	New	completed in 2020	\$ 120,000.00
Summit-Shelter #2	2019	\$ 120,000.00	Wood	New	completed in 2020	\$ 120,000.00
Wadsworth	1988		Wood	Fair, weathered, old insect damage, squirrel damage, slightly cracked supports	Scheduled for demolition in 2020	73

**LEE'S SUMMIT PARKS AND RECREATION
CASHFLOW - COP DEBT FUND AND CONSTRUCTION FUND
FISCAL YEAR 2021**

PARK COP DEBT FUND (Fund 410)

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Budget
Beginning Fund Balance	1,967,826	1,991,344	3,056,772	646,601	680,293	765,795
Revenues						
Sales Tax	3,772,051	3,893,486	4,081,819	4,115,182	4,365,981	3,983,092
EATS	(212,009)	(198,653)	(158,416)	(176,127)	(154,229)	(141,051)
Interest Earnings	21,973	13,364	11,651	69,637	5,000	5,000
Total Revenues	3,582,015	3,708,197	3,935,054	4,008,692	4,216,752	3,847,040
Expenditures						
Debt Service						
Principal	(1,497,000)	(2,401,500)	(2,511,500)	-	-	-
Interest	(86,497)	(66,269)	(33,725)	-	-	-
Total Debt Expenditures	(1,583,497)	(2,467,769)	(2,545,225)	-	-	-
Transfers						
Transfer to Gamber Community Center Fund - operations	(175,000)	(175,000)	(175,000)	(175,000)	(131,250)	(157,500)
Transfer to Construction Fund - scheduled projects	(1,800,000)	-	(3,625,000)	(3,800,000)	(4,000,000)	(3,500,000)
Total Transfers	(1,975,000)	(175,000)	(3,800,000)	(3,975,000)	(4,131,250)	(3,657,500)
Subtotal	1,991,344	3,056,772	646,601	680,293	765,795	955,335
Less: Reserve held in Trust	-	-	-	-	-	-
Estimated Fund Balance - Park COP Debt Fund	1,991,344	3,056,772	646,601	680,293	765,795	955,335

CONSTRUCTION FUND (Fund 327)

	FY16	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Projected	FY21 Budget
Beginning Fund Balance	138,088	1,054,052	569,521	85,145	(2,207,406)	(5,160,480)
Revenues						
Net Interest Earnings	13,929	4,357	3,413	1,076	-	-
**Transfer from Fund 410 to Fund 327	1,800,000	-	3,625,000	3,800,000	4,000,000	3,500,000
Transfer from Fund 200			510,000	650,000		
Transfer from Fund 202				200,000		
Developer Contribution - Lowenstein					130,000	
Total Revenues	2,033,929	4,357	4,138,413	4,651,076	4,130,000	3,500,000

Estimated Interest Expense-Interfund Loan for the purchase of Longview Community Center (51,337) (70,110) (28,500)

Projects

Legacy Park Trail Connector and Wayfinding	-	(37,399)		(8,206)		
Lea McKeighan North (total project estimate \$5,000,000)	(14,214)	(312,448)	(4,382,426)	(86,272)		
Hartman Park Improvements (\$185,000)	-	(642)	(175,826)			
Practice Space Improvements (total project-orig estimate \$275,000; new estimate \$150,000)	-	(124,166)	(25,023)			
Summit and Howard Park Master Planning (\$20,000)			(20,000)			
Longview Community Center			(121)	(5,699,683)		
Art in Parks (estimated \$10,000 each year)					(2,000)	
LSPR Greenway Master Plan Update (total \$20,000 from prior year)				(6,901)	(13,099)	
Howard Park Renovation (total \$900,000)				(218,449)	(628,227)	
Lowenstein Park Improvements					(415,000)	(48,500)
Pleasant Lea Park Improvements					(50,000)	(350,000)
Summit Park Renovation (total \$1,600,000 through 2020 plus \$100,000 reallocated)				(514,491)	(1,232,925)	
Wave Pool at Summit Waves (total \$5,000,000 plus Harris Park Restrooms \$110,000)				(358,287)	(4,671,713)	
Total Expenditures	(1,117,965)	(488,888)	(4,622,789)	(6,943,626)	(7,083,074)	(427,000)

Estimated Fund Balance - Construction Funds at the End of Each Year 1,054,052 569,521 85,145 (2,207,406) (5,160,480) (2,087,480)

Est Net Funds available - Park COP Debt Fund and Construction Funds - EOY 3,045,396 3,626,292 731,746 (1,527,113) (4,394,685) (1,132,145)

¹ The project budget of \$400,000 is subject to grant money being received. A grant application for \$250,000 has been submitted for this project. If grant money is not received, the project budget would be reduced or the project delayed.

² 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 12/31/19 Investment Report, the average portfolio yield was 1.9%.

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