

MAY 2020

Park Board Meeting Packet



LSPR introduced “Conservation Corner,” where parks staff teach patrons about nature in Lee’s Summit.



The “1014 Loop,” Legacy Park’s new single track trail, opened Monday, May 18, 2020.



Lovell and Longview Community Centers partially opened Tuesday, May 26, 2020.



LSPR is in the process of developing a promotional video as part of its’ application for the Gold Medal Award through NRPA.



MISSION

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



PARKS AND RECREATION BOARD MEETING
City of Lee's Summit, Missouri ♦ 220 SE Green Street ♦ Lee's Summit, Missouri
Via Videoconference
AGENDA

Notice is hereby given that the Lee's Summit Parks and Recreation Board will meet in regular session on Wednesday, May 27, 2020 at 6:00pm via videoconference as provided by §610.015 of the Revised Statutes of the State of Missouri. Due to the ongoing COVID-19 pandemic the meeting will be held by video conference. The public is invited to attend by viewing the meeting on the City website at www.WatchLS.net, and various cable providers (Spectrum channel 2, Google TV channel 143, AT&T U-Verse channel 99 and Comcast channel 7) for those whose cable providers carry the City of Lee's Summit meetings.

Additionally, persons wishing to comment on any item of business on the agenda may do so in writing prior to 5:00pm on Tuesday, May 26, 2020, either by email to: lspr@cityofls.net, by leaving a voicemail at 816-969-1512 or by leaving written printed comments in the utility payment drop boxes located in the alley behind City Hall or inside the foyer at the north end of City Hall, both located at 220 SE Green Street, Lee's Summit, MO 64063. Written comments submitted by these methods will be presented at the Park Board meeting.

DATE:	May 27, 2020	TIME:	6:00 PM	PLACE:	Via Videoconference
6:00 PM Meeting Call To Order Via Videoconference				President, Tyler Morehead	
SPECIAL GUESTS					PAGES
N/A					
PRESENTATIONS					
N/A					
AGENDA ITEM				STAFF RESPONSIBLE	
APPROVAL OF MINUTES: April 2020 Regular Session Minutes				Jackie McCormick Heanue	1-7
TREASURER'S REPORT: read by Lawrence Bivins, Treasurer (includes April 2020 Financial Report)				Carole Culbertson	8-17
SALES TAX REPORT: May 2020				Carole Culbertson	18-19
BOARD APPROVAL ITEMS					
FY21 Budget				All Staff	20-97
2020-PR-019 Restroom Cleaning Services				Jackie McCormick Heanue	98-126
Approval of Rule Prohibiting Vaping in Parks				Joe Snook/Trends Team	127-131
FY19 Annual Report				Carole Culbertson	132-136
OLD BUSINESS					
<ul style="list-style-type: none">Projects and Services ReviewCapital Projects Plan –<ul style="list-style-type: none">Howard Park ImprovementsSummit Park ImprovementsLowenstein Park ImprovementsSummit Waves Wave PoolFundraising Update				All Staff	137-145
				Steve Casey	146-149
				Steve Casey	150-153
				Steve Casey	154-157
				David Dean	158-163
				David Dean	164-166
NEW BUSINESS					
FY21 Park Board Executive Committee Nominations				Nominating Committee	N/A
End of Activity Reports				Joe Snook / All Staff	167-176
PATRON COMMENT REVIEW				Joe Snook	177-180
MONTHLY CALENDARS				For Information Only	181-183
ROUNDTABLE				Park Board Members and Staff	N/A
OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD				Joe Snook	N/A
MEETING ADJOURNMENT					
BOARD COMMITTEES					
Budget Lawrence Bivins-Chair Marly McMillen Beelman Nick Walker		Personnel Mindy Aulenbach-Chair Jim Huser Samantha Shepard		Youth Sports Jim Huser-Chair Casey Crawford Nancy Kelley	
Foundation Board Samantha Shepard-Chair Nancy Kelley Nick Walker					

LEE'S SUMMIT PARKS AND RECREATION BOARD MEETING MINUTES

CITY OF LEE'S SUMMIT, MISSOURI

DATE:	April 20, 2020	TIME:	6:00 PM	PLACE:	Strother Conference Room
Board Members Present:		Board Members Absent:		Staff Present:	Other Guests:
Tyler Morehead, President				Joe Snook	Rob Binney, Council Liaison
Mindy Aulenbach, Vice President				Carole Culbertson	
Lawrence Bivins, Treasurer				David Dean	
Nancy Kelley				Steve Casey	
Samantha Shepard				Tede Price	
Marly McMillen				Jackie McCormick Heanue	
Jim Huser				Brooke Chestnut	
Casey Crawford					
Nick Walker					
AGENDA ITEM	DISCUSSION (Findings/Conclusions)				RECOMMENDATIONS/ ACTIONS
AGENDA ITEMS:					
Approval of Minutes of February 26, 2020 Regular Park Board Meeting	Supporting documentation (see pages 1-6.)				Ms. Bivins made a motion to approve the minutes of the February 2020 Park Board meeting; seconded by Ms. McMillen. Motion carried unanimously.
Treasurer’s Report – February 2020	Supporting documentation (see pages 7-16.) Mr. Bivins read the Treasurer’s Report for February 2020. No questions or discussion.				Ms. Kelley made a motion to accept the Treasurer’s Report for February 2020; seconded by Ms. Aulenbach. Motion carried unanimously.
Treasurer’s Report – March 2020	Supporting documentation (see pages 17-26.) Mr. Bivins read the Treasurer’s Report for Mach 2020. Ms. McMillen asked about the additional \$15,000 received for unplanned tree removal. Mr. Snook explained this was the settlement payment LSPR received from the Lowenstein contractor for the improper removal of trees.				Ms. Aulenbach made a motion to accept the Treasurer’s Report for March 2020; seconded by Ms. McMillen. Motion carried unanimously.
Sales Tax Report – March and April 2020	Supporting documentation (see pages 27-30.) Ms. McMillen asked what would make the sales tax reports incomplete, for example, only having 12 of the 15 top reporters, and wondered what other information we would be waiting for. Ms. Culbertson explained the Parks Department only receives what is reported by the State of Missouri, and the detail is cut off at a certain point in time. She explained this occurs every month, and we are only provided a portion of the information before the date of the report. She noted it is not accurate to reflect what truly represents sales tax receipts.				No Board Action.
OLD BUSINESS					
Projects and Services Review	Supporting documentation (see pages 31-39.) No questions or discussion.				No Board Action.
Capital Projects Plan through 2019	Supporting documentation (see pages 40-57.) Howard Park Improvements: Mr. Casey stated there has been good progress made at Howard Park, and there is a final punch list walkthrough scheduled with the contractor and consultant for next week for both Howard and Summit Park improvement projects. He reported there are only a few minor items remaining at Howard which will be self-performed by LSPR, including landscaping and disc golf basket and tee pad installation. Summit Park Improvements: Mr. Casey noted the tennis courts have been completed and the restrooms are close to completion. He also identified outstanding items to be self-performed including grading on the practice fields and batting cages, landscaping.				No Board Action.

	<p>Lowenstein Park Improvements: Mr. Casey reported the traffic switch over has been completed allowing access to the park and parking lot from Pryor to Lowenstein Drive, and Phase 2 of the road improvements, west of Lowenstein and Black Twig is now in process. He reported the restrooms are close to completion and are awaiting final inspection, and noted the restoration, seeding and straw installation is complete. He indicated the parking lot striping will take place once the weather warms up, and also explained the park improvements “Phase 2” items, including the installation of playground equipment, shelters and fitness equipment, which will be performed by LSPR, will likely begin in June.</p> <p>Mr. Casey noted despite the widespread shutdowns recently, there has been little interruption with regard to construction projects, and LSPR’s crews have been working hard and maintaining good spirits and health during this difficult time.</p> <p>Ms. McMillen asked whether disc golf courses were still open during quarantine. Mr. Casey reported the Legacy Park course is currently open.</p> <p>Wave Pool @ Summit Waves: Mr. Dean reported there has been a lot of activity at the wave pool site in the past few weeks, noting there are contractors on site every day. He explained the masons are currently working on the building, which is estimated to be complete late this week or early next week, which would be immediately followed by the installation of trusses and roofing. He indicated Capri Pools staff are on site performing rubbing down of concrete and installation of stone to walls, all in preparation for the shell test, for the holding of water in the vessel, tentatively scheduled for the first week of May. Other contractors include the flatwork team, who poured the service drive last week and are working on pool deck and shade structure bases, as well as electricians and plumbers completing rough in work on the building. Mr. Dean explained the project did lose a few work days due to the weather and the pandemic executive order initially issued by Jackson County, which prevented workers from being on site for the first few days of the stay at home order in mid-March, and the target for completion is May 20 at this time.</p> <p>Ms. McMillen asked about the tree removed from Harris Park, noting she is related to a person who has an interest in the tree, and there has been some activity on Facebook about the tree, which was dedicated to a Vietnam Veteran. Mr. Snook explained there was a “Freedom Tree” honoring a Vietnam Veteran in Harris Park, dedicated to all veterans. LSPR staff contacted the family when it was determined the tree was to be removed for construction, in addition, it was an Ash tree that was infected. Staff spoke with the sister of the honored person, who was very understanding, and the plaque was relocated to a healthy tree adjacent to the trail, and they were very happy with the location and the solution. Mr. Snook explained the Facebook posts were not addressed because LSPR typically doesn’t address issues not posted on our page. Ms. McMillen asked if a ceremony could be held to rededicate the tree after the quarantine is lifted. Mr. Snook noted his early conversations with the family indicated they did not desire a dedication and were happy with the solution we had in place, and staff was surprised to learn about the discussion on Facebook. Ms. McMillen said she was communicating with the daughter of the sister, who Mr. Snook did not communicate with, however he did communicate with the sister and a grandson who were both very happy with the outcome. Ms. McMillen stated she would respond to her contact, and Mr. Snook told her he would be happy to speak with the individual if needed.</p> <p>Mr. Crawford asked how the budget for the Wave Pool project would change in terms of additional expenditures as we get closer to a total projected budget, if at all. Mr. Dean reported overall the project is doing very well from a budget standpoint, and reported there is one change order pending, but we are also anticipating substantial savings on the landscaping budget, approximately \$18,000.00. Mr. Snook also reminded the Board when it was determined rock may be an issue on site, there were several value engineered changes made to</p>	
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	<p>the project to gain some breathing room in the budget, but the discovery of the old municipal pool on the site did eat away at some of those savings.</p> <p>Mr. Crawford noted it was possible for the project to come in under budget in the entirety and asked how much under the project is currently anticipated. Mr. Dean stated it was difficult to estimate at this time. Mr. Crawford then asked if it was believed the project would come in under budget, and Mr. Dean reported he believed it would come in under budget.</p>	
Fundraising Update	Supporting documentation (see pages 58-60.) Mr. Dean explained we are not currently able to bring on new sponsors and we are faced with the challenge of working with our current sponsors to try and set up payment plans to help them get through this time period and create additional value from those sponsorship dollars in light of the closure of our facilities and amenities. No questions or discussion.	No Board Action.
NEW BUSINESS		
Report: E-Sports Research and Findings	<p>Supporting documentation (see pages 61-64.) Mr. Snook reminded the Board of the increased interest in the possibility of E-Sports in parks and recreation. Three LSPR staff members did a lot of work on the research project and provided a great summary of the options available. Mr. Snook explained the three options: tournaments, leagues and camps/skills training. He noted based on startup costs and limitations associated with bandwidth and space, it is most feasible to pursue tournaments as a way to test the waters and start offering programs. The plan is to hold multiple tournaments throughout the fiscal year. The biggest challenge with leagues is the need for space, computers and adequate network support. The proposed LSPR program will be included in the FY21 budget but until we are able to stabilize and get things back to normal in general, we will not likely be aggressive in pursuing the program.</p> <p>Mr. Crawford thanked Mr. Snook and staff for researching the possibility of E-Sports, and noted he appreciated the effort in getting this program into the FY21 budget. He believes this will be a great resource for special needs and those with physical disabilities to have an opportunity to participate.</p>	No Board Action.
Report: Vaping in Parks Research and Findings	<p>Supporting documentation (see pages 65-67.) Mr. Snook reminded the Board of the three teams set up by staff earlier this year to focus on specific topics and issues: 1) technology team, researching tech issues impacting Parks; 2) did you know; and 3) trends team. As a department, LSPR has been talking about vaping for the last several months. Mr. Snook noted Ms. Heanue conducted some initial research and turned it over to the trends team to prepare a report. Mr. Casey led the team. The team reviewed information at a national and regional level. From a national standpoint, it was determined there are a lot of departments across the country which have already included bans on vaping in their systems. Mr. Snook noted several Gold medal and accredited agencies seem to be doing so as well, but noted regionally, there is no other agency which bans vaping in its' system currently.</p> <p>Mr. Snook reiterated the City of Lee's Summit included vaping in its' Clean Indoor Air Act last fall. The team also found many "campus" entities, such as the school district and medical centers, who have added vaping to their no tobacco policies. Mr. Snook suggested the Board have a discussion on the topic tonight, and noted a proposed motion is available if the Board wishes to move forward, but ultimately noted Staff is simply seeking direction at this time. Mr. Snook did note Staff's recommendation is to include vaping in our no tobacco policy, because research indicates it is used a lot by underage individuals, and can include a lot of different things which may be illicit, such as tobacco and THC.</p> <p>Mr. Morehead asked the Board to weigh in on thoughts regarding the topic.</p> <p>Ms. Kelley asked about what reasons other metro parks and recreation agencies have not yet enacted any policies. Mr. Casey reported the research was conducted by various staff members and he does not know specifically why but speculates it may be related to the need for more statistical data, however he</p>	No Board Action.

	<p>also noted the research his team was able to find was alarming, particularly related to young people's use.</p> <p>Mr. Bivins asked if the policy would be in keeping with the City's Clean Indoor Air Act, and noted so far, no data has shown anything particularly good about vaping. Mr. Snook confirmed this was correct.</p> <p>Mr. Morehead noted if the Board moved forward, LSPR would be on the cutting edge in our region to take such a step.</p> <p>Ms. McMillen stated she was supportive of the policy and believes there is enough information on secondhand harm to support it.</p> <p>MS. Shepard believes taking a leadership position on a topic like this will never hurt us, and believes if we establish ourselves as leaders, others will follow.</p> <p>Mr. Crawford asked what, if any, pushback has been received from the community surrounding the topic of vaping? Mr. Snook replied historically, when the smoking changes were first made, there was pushback in the form of "government trying to tell me what I can and can't do in the park" and stated this occurred when LSPR initially tried to ban smoking within a certain distance of playgrounds. After this was initiated, a complete smoking and tobacco ban occurred, and LSPR did not receive any significant negativity. He stated it was his suspicion if there is any pushback to a no vaping policy, it will again be in the form of the government is telling me what I can and can't do in a public space. Mr. Binney explained the discussion of adding vaping to the Clean Indoor Air act began 5-6 years ago, and as time has gone on, with more reports and studies, it has become clear vaping is not a smoking cessation tool, and the harm seems to be more significant than the positive benefits. He stated he believes the realization is starting to occur that it is not as safe as it may have been thought, noting studies are still focused on what it does to the end user, not to secondhand exposures at this point. Mr. Binney stated he is sure there will be people who are upset, but thinks the overall community response will not be overly negative, especially if the Park Board believes it is in the best interest of patrons.</p> <p>Mr. Crawford asked Mr. Snook whether the jury is still out on the effects of secondhand vaping. Mr. Snook reported the research is limited on the effects of second hand vape on bystanders, noting the limited research obtained suggested there could be a negative effect on individuals with sensitivities, but in the long range, it has not been around enough to determine whether there is a long term impact on bystanders. Mr. Snook compared vaping to chewing tobacco and the direct vs. indirect negative impacts. He noted the biggest issue is sending a signal to our youth that it is acceptable and appropriate, with the perception if vaping is allowed and adults are doing it, it is probably ok and may encourage young people to experiment.</p> <p>Mr. Crawford stated he believes everyone agrees vaping is not good for our youth and doesn't promote a healthy lifestyle, and vaping is contrary to a healthy lifestyle, which is one of the main goals of the Parks Department and should be one of the main focuses of the Board.</p> <p>Mr. Morehead asked if anyone else on the Board had any comments or thoughts on the topic and whether there was a desire for the Board to move forward.</p> <p>Mr. Walker noted he believes the Board should move forward with the change, noting there was no apparent reason not to adopt a policy.</p> <p>Mr. Huser stated he was fine with the direction of the Board in implementing the no vaping policy.</p> <p>Mr. Morehead asked Mr. Snook what steps were needed to move forward. Mr. Snook reported we could provide the Board with a proposed motion if the Board was inclined to act tonight, or the Board could direct staff to be prepared with a</p>	
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	<p>memo and motion for next month's meeting. Mr. Morehead asked if the Board had a preference.</p> <p>Mr. Bivins asked whether the policy had to go before City Council. Mr. Snook reported because this is a park rule, it does not have to go before the City Council.</p> <p>Mr. Crawford stated his preference was to put the decision off to the next meeting to allow the Board to do its' due diligence to ensure it does not appear hasty in its' decision, which he does not believe is the case, but wants to provide ample time to consider the decision.</p> <p>Mr. Morehead directed staff to bring forward an item at next month's meeting including the proposed rule.</p> <p>Mr. Snook asked the Park Board to contact him directly if there is any additional information desired regarding the subject.</p>	
MPRA Staff Reports	<p>Supporting documentation (see pages 68-86.) Mr. Snook explained staff who attended the conference prepared reports regarding the sessions they attended.</p> <p>Mr. Crawford asked Mr. Snook about his presentation on the professionalization of youth sports, and asked how parks programs are combating this. Mr. Snook noted this was the million dollar question, and reported the session he presented was very busy, and there was a lot of good conversation. Mr. Snook also committed to writing an article for the State publication and will submit it to the National level as well. He explained he believes the first step is having a serious dialogue and educational process. On a higher level, he stated parks and recreation agencies have a responsibility to ensure recreation is the number one focus, and acknowledged it is easy for sports organizations to go down the path of competitive sports. He reminded the Board LSPR works hard with our YSAs to ensure they are recreation and participation focused, ensuring every kid has an opportunity to play. Mr. Snook acknowledges the need for a competitive component, but what has been seen as an increasing trend is families who have the financial means are playing at the highest level and those without financial means are being weeded out of youth sports altogether. He reiterated the first step is communication and education.</p> <p>Mr. Bivins challenged staff to give good feedback to the Board if this becomes an issue in our community, and suggested the Board needs to take an active role in combating it.</p>	No Board Action.
COVID-19 Status Update	<p>Supporting documentation (see pages 87-90.) Mr. Snook advised the Board staff is in the midst of budget season and FY20 projections, and as the process was occurring, the COVID-19 crisis hit, significantly impacting the Department from a financial perspective. Mr. Snook explained the report presented is intended to keep the Board updated, and explained staff would be working on projections for FY20 and sharing the information with the budget committee in the coming weeks, and eventually the full Board. Some of the assumptions made and efforts taken are summarized in this report.</p> <p>Mr. Snook explained this memo presents the worst case scenario assumption, with no revenues for the remainder of the FY20 fiscal year. This also resulted in part time staffing being minimized, and expenditures outside of construction and minimal needs frozen, unless there is a safety issue. He noted staff was able to identify some savings through the process.</p> <p>Ms. Culbertson included the fund balance report to identify fund balances at various levels: beginning of fiscal year; budget; projections at January 2020; and current COVID-19 projections. The report also shows the minimum fund balance policy, along with estimated excess or shortfall. Mr. Snook explained the Department is still in a good position financially at this time, with the exception of Longview, which it was known to be a challenge before the COVID-19 issue came up. He noted the overall goal is to keep the fund balances healthy, understanding the challenges with a phased reopening, and realizing we are going to have to utilize them to get through FY20 and FY21, at least for the recreation division. He explained staff believes we can have minimal impact to our fund balances through</p>	No Board Action.

	<p>creative actions, and a variety of cost savings mechanisms we are continually evaluating.</p> <p>Mr. Crawford asked about the assumption for facilities not opening prior to July 1. Mr. Snook explained staff was running the “worst case scenario” for the remainder of the fiscal year, because, to this day, we are not sure when facilities will be able to reopen. He noted we receive direction from the Federal government, the State, and the Jackson County Health Department. He explained staff has looked to determine whether we could manage in the worst case scenario, and it was determined we could without taking drastic steps at this point.</p> <p>Mr. Crawford asked, given the current stay at home orders are set to expire on May 15, whether staff has a plan of action to open starting May 16? Mr. Snook reiterated models have been created by staff which examine a variety of opening opportunities. He explained the federal process and the myriad of criteria, and 2 week processes, followed by the phases, and the possibility of local entities imposing stricter restrictions make the planning complicated. He also noted total capacity limitations, strict social distancing and sanitation requirements, and explained under a lot of these conditions, it would not be feasible to open. He explained at this point, it appears Phase 4 appears to be “business as usual” and explained the period to get back to operations at this time appears to be 6-8 weeks. He also explained the challenges associated with training staff given the limitations, and explained this is why the models were established, so we can begin evaluating and determining the options and possibilities available.</p> <p>Mr. Crawford expressed his appreciation for the efforts taken thus far in trying to establish plans for contingencies. He noted his concern was whether the Department was adequately prepared for the moment it is able to reopen. Mr. Snook reported LSPR is as prepared as any department in the KC metro area. He reported plans will be in place, the issue will be modifying and implementing them when feasible, as quickly as it is safe to do so.</p>	
1st Quarter Security Report	Supporting documentation (see pages 91-93.) No questions or discussion.	No Board Action.
Park Board Nomination Committee	Mr. Morehead identified the members of the Board he would like to serve on the nominating committee as Marly McMillen, Nancy Kelley, and Casey Crawford, and asked for their willingness to serve. Each of the proposed members agreed to serve as the Nominating Committee, who will meet and prepare a slate of officers to present to the Board at the May meeting for consideration, with a vote in June. Ms. McMillen asked if it was appropriate for the committee to visit by phone. Ms. McCormick Heanue reported a teleconference or Zoom meeting would be appropriate.	No Board Action.
End of Activity Reports	Supporting documentation (see pages 94-136.) No questions or discussion.	No Board Action.
PATRON COMMENT REVIEW		
Supporting documentation (see pages 137-140.) No questions or discussion.		
MONTHLY CALENDARS		
Supporting documentation (see pages 141-143.) Mr. Snook noted the May meeting could take place via Zoom or in person, depending on the rules in place for social distancing at the time.		
STAFF ROUNDTABLE		
Mr. Snook reported the Budget Committee, consisting of Treasurer Bivins, Mr. Walker, and Ms. McMillen, will meet in early May to review the proposed FY21 budget, which will then be presented to the full Park Board at the May meeting.		
Mr. Snook praised the Parks Construction staff and Park Operations for all the work to get projects completed and keep the parks cleaned and well maintained. He noted, at the end of the day, all staff, including Rec Staff, has done a great deal of work to keep our community engaged, through social media programming, communications about social distancing on trails, and other efforts. He stated he is very proud of staff, who has been working very hard. He explained most parks and recreation professionals are people pleasers who like to make people happy, and not being engaged with our patrons directly can be very difficult but they are doing great work.		
BOARD ROUNDTABLE		
Mr. Morehead complimented Mr. Snook and staff for the time and effort, and noted there are lots of hours being put in and lots of tough decisions being made.		

Mr. Bivins echoed the great job of staff, but also Mr. Snook for his great leadership, and expressed appreciation and regards.

Mr. Binney noted the Lee's Summit kudos to the State Parks publication. He also noted the crews working out in the parks and providing maintenance, stating staff continues to be bright lights keeping things safe for our patrons, even when things are dim. He thanked the promotions team for the Bored Jar and Parks Madness activities which have been great. He commented on Staff and Board flexibility and continual presence and support, which is very much appreciated. Mr. Morehead thanked Mr. Binney for his partnership, support and leadership.

Ms. Kelley "dittoed" everything being said about staff, noting everyone seems to be handling things with ease. She also noted she and her husband walk the trail at Osage Trails every day and stated it looks really good, and there are always a few people but it is not over crowded, and represents the perfect picture of what a park should be like, even with the playground roped off.

Ms. Shepard echoed everyone's comments, noting this is the weirdest thing that will ever happen to us, and it is being handled with as much grace as anyone could ever expect.

Mr. Crawford thanked Joe and staff, hoping this is a once in a lifetime issue we are dealing with, but stating we will get through it and past it, and mental and physical health of our City will be imperative on the other side of this. He reiterated we will see people desperate to get back to the parks and facilities to be with one another. He also stated the Parks Madness initiative has been a fun thing, and noted the the Canterbury snafu, but complimented the different activities keeping levity.

Mr. Walker thanked Joe for keeping the Board updated about the status of what is going on and stated he always does a good job to keep the Board updated well in normal times but really stepped it up to keep them informed regarding matters in light of the crisis. He noted there has never been a time he felt he wasn't given the information he needed to act as a Board member.

Ms. McMillen echoed the comments of everyone and noted an article she sent to Joe about the importance of people getting into parks for physical and mental health. She reminded the Board what we do is incredibly important and has a big impact on people. She stated she is proud to be a part of the organization and everything being done in these unprecedented times.

Ms. Aulenbach thanked Joe and staff for the creativity and leadership during this challenging time She also thanked Mr. Morehead for his time and efforts, noting he spends a lot of time working behind the scenes in his role as President. She also expressed her thanks to Ms. McCormick Heanue for her assistance on recent matters. She noted the workouts being put out on social media are good, safe workouts which can be done and modified by anyone at home. She complimented the Bored Jar and Brackets activities. She stated she is also very excited the Gold Medal application was submitted and is excited to hear the outcome. Ms. McMillen also noted the Personnel Committee (Ms. Aulenbach, Mr. Huser and Ms. Shepard) will be convening soon to complete the Administrator Evaluation.

Mr. Huser commented he has been running outdoors a lot, and runs through a lot of different parks. He has noticed the snow fencing cordoning off the equipment was done in such a nice, neat way, and the approach of the signage combined with the clean method helped create a level of respect and appears to be keeping people from wanting to get on it. He gave kudos to parks staff who had to get all of it installed, stating because of the Parks system the staff puts together, community is being respectful.

Mr. Morehead complimented the phenomenal Park Board and echoed the statements indicating we have the best of the best from a staff perspective.

OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD

None.

MEETING ADJOURNMENT

Closed Session – A motion was made by Ms. Kelley pursuant to Section 610.021(1) of the Revised Statutes of the State of Missouri pertaining to legal actions, causes of action, or litigation involving a public governmental body and any confidential or privileged communication between a public governmental body or its representatives and its attorneys to go into closed session; seconded by Ms. Aulenbach. Roll Call: Aye - President Morehead, Vice President Aulenbach, Treasurer Bivins, Ms. Kelley, Ms. Shepard, Ms. McMillen, Mr. Huser, Mr. Crawford, Mr. Walker.

Financial Outlook as of April 30, 2020



Fund	Fund Balance @ 4/30/20 (unaudited)
Gamber Community Center	\$ 582,124
Lovell Community Center	\$ 1,441,380
Longview Community Center	\$ (480,746)
Harris Park Community Center	\$ 334,230
Parks and Recreation	\$ 3,649,736
Summit Waves	\$ 261,079
Cemetery	\$ 1,365,771
Construction	\$ (3,453,669)
Park COP	\$ 609,878

Fund	MTD 4/30/20	Prior YTD Actual	Current YTD Actual	Approved FY20 Budget	Percentage of FY20 Budget
Gamber Community Center					
Revenue	\$ 16,427	\$ 411,137	\$ 380,077	\$ 471,216	80.66%
Expenses	\$ 15,475	\$ 355,923	\$ 297,874	\$ 425,728	69.97%
Income (Loss)	\$ 952	\$ 55,214	\$ 82,203	\$ 45,488	
Lovell Community Center					
Revenue	\$ 2,291	\$ 1,772,628	\$ 1,455,237	\$ 2,091,270	69.59%
Expenses	\$ 54,028	\$ 1,637,329	\$ 1,457,060	\$ 2,085,351	69.87%
Income (Loss)	\$ (51,737)	\$ 135,299	\$ (1,823)	\$ 5,919	
Longview Community Center					
Revenue	\$ 4,164	\$ 451,781	\$ 695,927	\$ 1,478,871	47.06%
Expenses	\$ 49,677	\$ 545,583	\$ 984,182	\$ 1,362,821	72.22%
Income (Loss)	\$ (45,513)	\$ (93,802)	\$ (288,255)	\$ 116,050	
Harris Park Community Center					
Revenue	\$ (7,622)	\$ 864,853	\$ 1,007,128	\$ 1,765,112	57.06%
Expenses	\$ 46,539	\$ 1,005,232	\$ 1,098,364	\$ 1,671,351	65.72%
Income (Loss)	\$ (54,161)	\$ (140,379)	\$ (91,236)	\$ 93,761	
Parks and Recreation					
Revenue	\$ 6,028	\$ 3,763,778	\$ 3,912,721	\$ 3,688,631	106.08%
Expenses	\$ 209,637	\$ 2,585,918	\$ 2,631,414	\$ 3,615,723	72.78%
Income (Loss)	\$ (203,609)	\$ 1,177,860	\$ 1,281,307	\$ 72,908	
Summit Waves					
Revenue	\$ 11,645	\$ 361,854	\$ 363,882	\$ 761,472	47.79%
Expenses	\$ 6,714	\$ 372,145	\$ 321,945	\$ 674,345	47.74%
Income (Loss)	\$ 4,931	\$ (10,291)	\$ 41,937	\$ 87,127	
Cemetery					
Revenue	\$ 9,623	\$ 131,617	\$ 171,477	\$ 208,885	82.09%
Expenses	\$ 14,727	\$ 101,777	\$ 129,448	\$ 204,873	63.18%
Income (Loss)	\$ (5,104)	\$ 29,840	\$ 42,029	\$ 4,012	
Construction					
Revenue	\$ 333,333	\$ 2,793,750	\$ 3,463,333	\$ 4,435,000	78.09%
Expenses	\$ 559,916	\$ 2,362,500	\$ 4,709,596	\$ 5,600,110	84.10%
Income (Loss)	\$ (226,583)	\$ 431,250	\$ (1,246,263)	\$ (1,165,110)	
Park COP Debt					
Revenue	\$ 312,519	\$ 3,428,271	\$ 3,408,753	\$ 4,183,807	81.47%
Expenses	\$ 347,917	\$ 2,729,166	\$ 3,479,167	\$ 4,495,000	77.40%
Income (Loss)	\$ (35,398)	\$ 699,105	\$ (70,414)	\$ (311,193)	

**GAMBER COMMUNITY CENTER
FUND 201
Financial Report for the Month and Year Ending April 30, 2020**

	Previous Year-to-date April 30, 2019	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	126,593	2,809	112,681	119,871	(7,190)	140,427
User Charges	1,316	-	111	395	(284)	465
Rentals	122,898	(965)	103,519	124,718	(21,199)	147,964
Interest	10,769	-	14,889	3,000	11,889	3,600
Other Revenue	3,716	-	2,964	3,400	(436)	3,760
Miscellaneous	12	-	80	-	80	-
Transfers In from Park COP	145,833	14,583	145,833	145,833	-	175,000
TOTAL REVENUES	411,137	16,427	380,077	397,217	(17,140)	471,216
EXPENDITURES						
Personnel Services	196,402	9,401	162,271	213,831	(51,560)	256,912
Other Supplies, Services and Charges	63,882	1,224	54,144	56,483	(2,339)	70,087
Repairs and Maintenance	16,190	-	22,199	10,267	11,932	11,350
Utilities	37,534	3,177	35,167	40,092	(4,925)	48,209
Capital Outlay	18,576	-	7,366	19,098	(11,732)	19,098
Interdepartment Charges	23,339	1,673	16,727	16,727	-	20,072
TOTAL EXPENDITURES	355,923	15,475	297,874	356,498	(58,624)	425,728
NET GAIN / (LOSS)	55,214	952	82,203	40,719	41,484	45,488

BEGINNING FUND BALANCE

499,921 ¹

ENDING FUND BALANCE

582,124

¹ **Beginning Fund Balance** is final as the year end audit is complete.

² The facility has been closed since mid - March due to COVID-19. Also, refunds have been issued for future rentals.

³ The reversal of the 6/30/19 year-end adjustment totaled \$2,346 (expense). The mark-to-market adjustment for the quarter ending March 31st is \$9,059 (income) for a net expense adjustment of \$6,713. The interest earned through March was \$8,176. The interest earned for April has not been recorded at this time.

⁴ A Variance exists in Full-Time and Part-Time Salaries. The variance in Full-Time Salaries and related benefits is due to the Maintenance Specialist position being vacant for approximately 5 months. The position is also now allocated only 60% to this fund. Part-time Fitness Instructor and Service Representative hours are lower than anticipated in the budget. With the facility closed since mid-March, there have been no part-time staff working.

⁵ The variance in Maintenance & Repairs - Building is related to a lightning strike at the facility. Maintenance & Repairs - Grounds is higher than budget due to charging mulch and flower bed maintenance to this line item instead of Professional Fees where the work was budgeted.

⁶ The FY20 budget includes carpet and treadmill replacement anticipated through February. The exercise equipment has been completed; the carpet replacement (budgeted at \$11,614) has been deferred.

**LOVELL COMMUNITY CENTER
FUND 202
Financial Report for the Month and Year Ending April 30, 2020**

	Previous Year-to-date April 30, 2019	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	1,627,503	6,341	1,302,966	1,626,151	(323,185) ²	1,942,280
User Charges	3,064	-	2,455	2,541	(86)	3,170
Rentals	68,788	(3,940)	62,125	81,657	(19,532) ³	95,142
Interest	33,168	-	39,280	3,996	35,284 ⁴	3,996
Other Revenue	4,244	(110)	4,387	2,408	1,979	3,306
Contributions	7,500	-	15,000	15,000	-	15,000
Miscellaneous	842	-	1,505	853	652	857
Transfers In	27,519	-	27,519	27,519	-	27,519
TOTAL REVENUES	1,772,628	2,291	1,455,237	1,760,125	(304,888)	2,091,270
EXPENDITURES						
Personnel Services	1,051,495	36,020	941,936	1,130,902	(188,966) ⁵	1,366,446
Other Supplies, Services and Charges	183,192	1,846	167,298	194,573	(27,275) ⁶	214,743
Repairs and Maintenance	199,416	1,616	129,249	83,763	45,486 ⁷	96,478
Utilities	138,062	10,154	123,750	159,649	(35,899) ⁸	190,876
Capital Outlay	22,472	-	50,908	164,105	(113,197) ⁹	164,105
Interdepartment Charges	42,692	4,392	43,919	43,919	-	52,703
TOTAL EXPENDITURES	1,637,329	54,028	1,457,060	1,776,911	(319,851)	2,085,351
NET GAIN / (LOSS)	135,299	(51,737)	(1,823)	(16,786)	14,963	5,919

BEGINNING FUND BALANCE
ENDING FUND BALANCE

1,443,203 ¹
1,441,380

¹ **Beginning Fund Balance** is final as the year end audit is complete.

² Unfavorable variances in Activity Fees of \$40,000, Membership Fees of \$263,000 and Gate Receipts of \$19,000 through April. Prior to the closing of the facility, revenue from Activity and Membership fees were running below the original budget. The flex memberships have not been billed for the months of March and April. Staff had previously identified a trend in memberships where, upon becoming eligible for memberships through their health care provider health plan, patrons would cancel their regular membership. The Activity Fees running lower were personal training and swim lessons.

³ The facility has been closed since mid - March due to COVID-19. Also, refunds have been issued for future rentals.

⁴ The reversal of the 6/30/19 year-end adjustment totaled \$7,381 (expense). The mark-to-market adjustment for the quarter ending March 31st is \$23,912 (income) for a net expense adjustment of \$16,531. The interest earned through March was \$22,749. The interest earned for April has not been recorded at this time.

⁵ A variance exists in Full-Time/Part-Time Salaries. The favorable variance in Full Time Salaries is due to the Maintenance Specialist being vacant for a period of time and two Service Representative positions currently vacant. Regarding Part-time Salaries, the budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. With the facility closed since mid-March, there have been no part-time staff working. Health/Dental Insurance is running higher than the blended rate used in the budget.

⁶ Variances exist in Bankcard Fees, Janitorial Supplies, Recreational Supplies, Rentals and Leases Expense and Professional Fees.

⁷ Variance is related to M & R - Other Equipment and M & R - Building. The variance in Building is related to alarm repairs, window seal repairs, motor replacements, pump room pipe repairs, and door repairs. The variance in Other Equipment is related to repairs to fitness equipment, a basketball goal, and the kiva machine.

⁸ Variances exist in electricity (\$27,000) and natural gas (\$10,000). The actual usage appears to be running lower than anticipated in the budget. Also, with the facility closed, there would be some savings in utilities.

⁹ The FY20 budget includes locker replacement, exterior wood staining, and cardio equipment replacement anticipated through December. The exterior wood staining project was completed with a savings of \$14,800 and the cardio equipment replacement project was completed with a savings of \$2,900. The locker replacement (\$95K) has not been completed at this time. A savings of \$28,000 is anticipated compared to the original budgeted amount.

**LONGVIEW COMMUNITY CENTER
FUND 205
Financial Report for the Month and Year Ending April 30, 2020**

	Previous Year-to-date April 30, 2019	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance	Approved FY20 Budget
REVENUES						
Activity & Membership Fees	407,707	3,270	591,800	1,166,345	(574,545) ²	1,344,793
User Charges	1,476	11	1,939	2,298	(359)	2,759
Rentals	41,018	50	100,076	106,880	(6,804)	129,430
Interest	200	-	-	-	-	-
Other Revenue		-	-	688	(688)	1,032
Miscellaneous	1,380	833	2,112	20	2,092	857
TOTAL REVENUES	451,781	4,164	695,927	1,276,231	(580,304)	1,478,871
EXPENDITURES						
Personnel Services	339,871	26,149	672,169	794,387	(122,218) ³	952,149
Other Supplies, Services and Charges	88,513	3,797	95,976	119,929	(23,953) ⁴	138,007
Repairs and Maintenance	19,666	-	36,388	34,310	2,078	47,120
Utilities	97,492	11,146	117,075	144,237	(27,162) ⁵	169,935
Capital Outlay	-	-	18,280	9,150	9,130	9,150
Interest Expense	41	841	5,577	-	5,577	
Interdepartment Charges	-	7,744	38,717	38,717	-	46,460
TOTAL EXPENDITURES	545,583	49,677	984,182	1,140,730	(156,548)	1,362,821
NET GAIN / (LOSS)	(93,802)	(45,513)	(288,255)	135,501	(423,756)	116,050

BEGINNING FUND BALANCE
ENDING FUND BALANCE

(192,491) ¹
(480,746)

¹ Beginning Fund Balance is final as the year end audit is complete. Note: the remainder of the \$1,650,000 renovation funds (approximately \$50,000) will be transferred to Fund 205 from Fund 327 once the renovation project has been closed.

² Unfavorable variances in Activity Fees of \$53,000, Membership Fees of \$489,000 and Gate Receipts of \$32,000 through April. Prior to the closing of the facility, revenue from Activity and Membership fees and Gate Receipts were running below the original budget. The flex memberships have not been billed for the months of March and April.

³ A majority of the variance is in Part-Time Salaries. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue. Also, the payroll accrual has not been posted at the time of reporting. With the facility closed since mid-March, there have been no part-time staff working. Also, Health/Dental Insurance is running higher than the blended rate used in the budget.

⁴ Favorable variance in Bankcard Fees, Chemical Supplies, Recreation Supplies, Uniforms and Employee Training. Additionally, Professional Fees are higher than budget due to charges from FY19 cleaning being paid this year and mowing expense not being included in the budget. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system. Also, with the facility closed since mid-March, ongoing expenses have been reduced.

⁵ Variance in utilities is related to electricity. The budget was created using Lovell Community Center as the two facilities are comparable in size. The usage at this facility is still running higher than the Lovell Community Center. Refunds totaling \$42,869 were received from Evergy for an incorrect rate charged in FY19 and FY20.

**HARRIS PARK COMMUNITY CENTER
FUND 530
Financial Report for the Month and Year Ending April 30, 2020**

	Previous Year-to-date April 30, 2019	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Activity Fees	561,213	(4,822)	641,158	851,476	(210,318)	²	1,292,086
User Charges	11,347	108	31,534	44,355	(12,821)	³	53,255
Rentals	98,577	(6,597)	74,159	151,758	(77,599)	⁴	187,674
Interest	5,562	-	9,434	-	9,434		-
Other Revenue	3,662	883	1,752	950	802		950
Contributions	162,841	1,000	185,715	159,625	26,090	⁵	208,475
Miscellaneous	21,651	1,806	63,376	17,866	45,510	⁶	22,672
TOTAL REVENUES	864,853	(7,622)	1,007,128	1,226,030	(218,902)		1,765,112
EXPENDITURES							
Personnel Services	487,945	28,420	528,738	609,734	(80,996)	⁷	848,077
Other Supplies, Services and Charges	368,283	2,157	420,380	477,191	(56,811)	⁸	633,735
Repairs and Maintenance	30,104	3,672	28,226	31,725	(3,499)		35,937
Utilities	99,285	8,669	88,195	95,957	(7,762)		109,656
Capital Outlay	-	-	11,200	18,700	(7,500)		18,700
Depreciation	20,533	1,561	16,116	16,030	86		19,239
Transfers Out	3,519	-	3,519	3,519	-		3,519
Interdepartment Charges	16,096	3,621	18,106	18,110	(4)		21,727
TOTAL EXPENDITURES	1,005,232	46,539	1,098,364	1,254,936	(156,572)		1,671,351
NET GAIN / (LOSS)	(140,379)	(54,161)	(91,236)	(28,906)	(62,330)		93,761

BEGINNING FUND BALANCE

425,466 ¹

ENDING FUND BALANCE

334,230

¹ Beginning Fund Balance is final as the year end audit is complete.

² Significant variances exist in Activity Fees for Instructional Adult and Youth (\$105,000), Athletics (\$24,000), Gate Receipts at Legacy Park Amphitheater (\$24,000), and Activity Fees at Summit Ice (\$60,000). Membership Fees are running approximately \$8,000 ahead of budget. Several programs were running below budget prior to the COVID-19 pandemic. There have since been several refunds issued for cancelled programs and activities.

³ Revenue from Concession and Pro Shop is not as high as anticipated in the budget for LMN/Summit Ice.

⁴ The variances in rental revenue for this fund is in the Harris Park Community Center (HPCC) program (\$52,000), the Instructional Adult program for Hartman Park (\$8,000), and the shelters at Lea McKeighan North (\$14,000). The variance at the HPCC facility is due to less court and classroom rentals. The facilities have been closed since March 16th.

⁵ The favorable variance is from our sponsorship contractor securing more than anticipated sponsorships through March. Also, a grant was received for the Amphitheater.

⁶ A reimbursement payment of \$47,000 was received from KC Ice in July related to outstanding billings for utilities and shelter rentals from FY2019.

⁷ Variance exists in Full Time/Part Time Salaries. The favorable variance in Full-Time Salaries is due to the Recreation Supervisor position that was vacant for a period of time. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue.

⁸ Variances exist in several line items. With facilities closed since mid-March and the cancellation of programs, the projected expenditures in certain line items are anticipated to be significantly lower than the original budget.

**PARKS & RECREATION
FUND 200
Financial Report for the Month and Year Ending April 30, 2020**

	Previous Year-to-date April 30, 2019	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Taxes	3,533,999	-	3,639,587	3,457,054	182,533	²	3,510,463
Fines & Forfeitures	15,048	727	14,067	14,167	(100)		17,000
Interest	61,811	-	80,863	4,167	76,696	³	5,000
Other Revenue	5,964	-	3,260	2,917	343		3,500
Contributions	37,211	7,234	93,996	63,435	30,561	⁴	80,977
Miscellaneous	31,172	(3,485)	59,442	36,938	22,504	⁵	47,024
Transfers In	78,573	1,552	21,506	21,553	(47)		24,667
TOTAL REVENUES	3,763,778	6,028	3,912,721	3,600,231	312,490		3,688,631
EXPENDITURES							
Personnel Services	1,554,497	140,032	1,544,403	1,610,242	(65,839)	⁶	1,939,649
Other Supplies, Services and Charges	631,848	42,186	595,122	846,315	(251,193)	⁷	958,788
Repairs and Maintenance	218,127	68,053	301,410	294,893	6,517		334,140
Utilities	89,176	6,111	83,387	119,521	(36,134)	⁸	143,425
Fuel & Lubricants	27,470	1,063	18,272	28,147	(9,875)		33,777
Capital Outlay	37,317	(50,600)	60,892	172,430	(111,538)	⁹	172,430
Interdepartment Charges	154,862	16,193	161,930	161,930	-		194,316
Reimbursement - Interfund	(127,379)	(13,401)	(134,002)	(134,002)	-		(160,802)
TOTAL EXPENDITURES	2,585,918	209,637	2,631,414	3,099,476	(468,062)		3,615,723
NET GAIN / (LOSS)	1,177,860	(203,609)	1,281,307	500,755	780,552		72,908

BEGINNING FUND BALANCE
ENDING FUND BALANCE

2,368,429 ¹
3,649,736

¹ Beginning Fund Balance is final as the year end audit is complete.

² The favorable variance in Taxes is related to Jackson County property tax and intangible tax receipts being higher than anticipated in the budget.

³ The reversal of the 6/30/19 year-end adjustment totaled \$15,364 (expense). The mark-to-market adjustment for the quarter ending March 31st is \$59,134 (income) for a net expense adjustment of \$43,770. The interest earned through March was \$37,093. The interest earned for April has not been recorded at this time.

⁴ The variance in Contributions-Parks is due to a payment from Lee's Summit Baseball Association for user fees and tournaments at Legacy Park. The amount was invoiced in FY19 per the agreement but received in early July.

⁵ The variance is related to a guard rail reimbursement (\$5,477), a Trim Grant received (\$7,800), Lakewood I470 monument reimbursement (\$1,000), and Legacy for Parks Foundation reimbursement (\$17,700). There is an offsetting unfavorable variance related to shelters being closed and refunds issued.

⁶ Variance exists in Full Time/Part Time Salaries. The favorable variance in Full Time/Part Time Salaries is due to a vacant FT Park Specialist position and less Part Time staff hired than anticipated. Health/Dental Insurance is running higher than the blended rate used in the budget.

⁷ Asphalt (\$131K), Professional Fees (\$63K), Rental and Leases (\$13K), Travel and Meeting Expense (\$7K), Special Apparel (\$9K), Other Construction Materials (\$9K), County Collection Fees (\$4K), Travel and Meeting expenses (\$8K), Postage (\$3K), are under budget while Public Relations (\$7K) is over budget. The timing of when expenditures are anticipated in the budget may vary to when they are incurred and posted to the financial system.

⁸ The variance is in electricity (\$11K) and water (\$24K). The bill for April electricity has not been posted at the time of this report. Water usage is running lower than anticipated in the budget.

⁹ The FY20 budget includes Arborwalk Park Trail Expansion, Kiosk for Park Operations, Ventrac Boom Sickle Mower, Legacy Lake Survey, Wayfinding, shade structures at t-ball bleachers, and holiday lights for Howard Station Park anticipated through February. The Ventrac Boom Sickle Mower, Kiosk, holiday lights, and shade structures at t-ball bleachers have been purchased. Approximately \$10,000 of the \$100,000 budget for the Legacy Park Wayfinding has been spent; the project is being deferred at this time. The current month includes an adjustment from the month of March.

**SUMMIT WAVES
FUND 203
Financial Report for the Month and Year Ending April 30, 2020**

	Previous Year-to-date April 30, 2019	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Activity Fees	285,242	11,645	279,541	186,202	93,339	²	596,687
User Charges	57,571	-	66,241	56,826	9,415		122,327
Rentals	12,001	-	8,957	19,032	(10,075)	³	40,867
Interest	5,043	-	7,860	(722)	8,582		478
Miscellaneous	1,997	-	1,283	974	309		1,113
TOTAL REVENUES	361,854	11,645	363,882	262,312	101,570		761,472
EXPENDITURES							
Personnel Services	215,211	5,990	196,867	209,521	(12,654)	⁴	361,985
Other Supplies, Services and Charges	64,481	167	49,808	92,317	(42,509)	⁵	147,224
Repairs and Maintenance	25,064	(6,378)	14,954	24,755	(9,801)		32,550
Utilities	41,043	1,665	33,843	39,299	(5,456)		66,274
Interdepartment Charges	18,906	3,805	19,023	19,023	-		22,827
Capital Outlay	1,455	1,465	1,465	37,500	(36,035)	⁶	37,500
Transfers Out (To 200)	5,985	-	5,985	5,985	-		5,985
TOTAL EXPENDITURES	372,145	6,714	321,945	428,400	(106,455)		674,345
NET GAIN / (LOSS)	(10,291)	4,931	41,937	(166,088)	208,025		87,127

BEGINNING FUND BALANCE

219,142 ¹

ENDING FUND BALANCE

261,079

¹ **Beginning Fund Balance** is final as the year end audit is complete.

² The favorable variance is in Gate Receipts. Daily visits were higher in July and August than included in the budget (the estimated # of daily visits included in the budget were significantly lower than previous year actuals).

³ Revenue from rentals were lower than anticipated in the budget for the summer 2019 season. Facility rentals begin in early spring for the summer months. There have been no facility rentals booked in April as in past years.

⁴ Variance exists in Part Time Salaries. The budget assumes maximum part time staffing levels while actual staffing levels vary based on average attendance and personnel needed to support activity revenue.

⁵ Variances in Professional Fees, Chemical Supplies, Concession Supplies, and Furniture, Fixtures, and Equipment.

⁶ The budget include \$37,500 for the replacement of the artificial palm trees at the facility. The project has been cancelled at this time.

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

**CEMETERY TRUST
FUND 204
Financial Report for the Month and Year Ending April 30, 2020**

	Previous Year-to-date April 30, 2019	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES							
Services	64,342	4,623	82,510	131,571	(49,061)	²	157,885
Sale of Property	38,800	5,000	53,027	35,000	18,027	³	42,000
Interest	28,475	-	35,940	7,500	28,440	⁴	9,000
TOTAL REVENUES	131,617	9,623	171,477	174,071	(2,594)		208,885
EXPENDITURES							
Personnel Services	35,204	4,004	43,603	47,820	(4,217)		56,918
Other Supplies, Services and Charges	33,183	5,097	49,717	82,602	(32,885)	⁵	102,197
Repairs and Maintenance	6,024	-	6,653	7,842	(1,189)		8,283
Utilities	2,121	247	2,260	3,333	(1,073)		4,000
Fuel & Lubricants	383	-	319	1,000	(681)		1,200
Interdepartment Charges	9,380	2,275	11,375	11,375	-		13,650
Transfers Out (To 026)	15,482	3,104	15,521	15,521	-		18,625
TOTAL EXPENDITURES	101,777	14,727	129,448	169,493	(40,045)		204,873
NET GAIN / (LOSS)	29,840	(5,104)	42,029	4,578	37,451		4,012

BEGINNING FUND BALANCE

1,323,742 ¹

ENDING FUND BALANCE

1,365,771

¹ Beginning Fund Balance is final as the year end audit is complete.

² Variances exist due to lower grave openings and monument sales than anticipated in the budget.

³ Revenue from the sale of property is running higher than anticipated in the budget. All remaining cemetery plots were purchased in December.

⁴ The reversal of the 6/30/19 year-end adjustment totaled \$6,037 (expense). The mark-to-market adjustment for the quarter ending March 31st is \$21,134 (income) for a net expense adjustment of \$15,097. The interest earned through March was \$20,843. The interest earned for April has not been recorded at this time.

⁵ A majority of the variance is related to Professional Fee Expense and Other Construction Materials. Both of these line items have a direct correlation to the lower revenue for grave openings and monument sales. There is also a timing difference between when the revenues are received for monuments and the payment for product and placement.



**CONSTRUCTION FUND
FUND 327
Financial Report for the Month and Year Ending April 30, 2020**

	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Contributions	-	130,000	115,000	15,000	²	115,000
Transfers from Fund 410	333,333	3,333,333	3,333,333	-	³	4,320,000
TOTAL REVENUES	333,333	3,463,333	3,448,333	15,000		4,435,000
EXPENDITURES						
Interest Expense	729	46,559	52,583	(6,024)		70,110
Additions to Const in Progress	559,187	4,663,037	3,225,833	1,437,204	⁴	5,530,000
TOTAL EXPENDITURES	559,916	4,709,596	3,278,416	1,431,180		5,600,110
NET GAIN / (LOSS)	(226,583)	(1,246,263)	169,917	(1,416,180)		(1,165,110)

BEGINNING FUND BALANCE	(2,207,406) ¹
ENDING FUND BALANCE	(3,453,669)

¹ **Beginning Fund Balance** is final as the year end audit is complete. The Fund Balance is negative due to the purchase of the Longview Community Center in September 2018 for \$4.1 million.

² An additional \$15,000 was received for unplanned tree removal.

³ The budgeted transfer amount includes \$3,500,000 for ongoing projects and \$820,000 for an annual repayment of the \$4.1 million purchase for Longview. The repayment of the \$4.1 million interfund loan is not set up to be repaid as a transfer of money. Instead, a calculation for coverage of the negative cash balance in the Construction fund is performed at the end of each fiscal year with cash balances from other Parks funds providing coverage. The amount being transferred is based on the \$3,500,000 for ongoing projects and a remaining \$500,000 balance from prior year approved transfers.

⁴ Funding for proposed projects in the FY20 budget include:

	Approved - FY20 Budget
Arts in Parks	\$ 10,000
Summit Park Renovations (total project estimate \$1,700,000)	375,000
Lowenstein Park Improvements (\$400,000 investment from LSPR and \$115,000 from the developer)	515,000
Wave Pool at Summit Waves (total project estimate \$5,110,000)	4,580,000
Pleasant Lea Park Improvements (total project estimate \$400,000)	50,000
Total	\$ 5,530,000

**PARKS COP DEBT
FUND 410
Financial Report for the Month and Year Ending April 30, 2020**

	Month-to-Date April 2020	Year-to-Date April 2020	Year-to-Date Budget	Year-to-Date Variance		Approved FY20 Budget
REVENUES						
Taxes	312,925	3,517,875	3,623,212	(105,337)	²	4,347,857
EATS	(406)	(121,386)	(141,708)	20,322	²	(170,050)
Interest	-	12,264	5,000	7,264		6,000
TOTAL REVENUES	312,519	3,408,753	3,486,504	(77,751)		4,183,807
EXPENDITURES						
Transfers Out-Interfund-Loan	-	-	-	-		820,000
Transfers Out-Gamber Center	14,583	145,833	145,833	-		175,000
Transfers Out-Construction Fund	333,333	3,333,333	3,333,333	-	³	3,500,000
TOTAL EXPENDITURES	347,917	3,479,167	3,479,167	-		4,495,000
NET GAIN / (LOSS)	(35,398)	(70,414)	7,337	(77,751)		(311,193)

BEGINNING FUND BALANCE	680,292 ¹
ENDING FUND BALANCE	609,878

¹ **Beginning Fund Balance** is final as the year end audit is complete.

² See separate Sales Tax Report included in this packet.

³ The budgeted transfer amount to the Construction Fund includes \$3,500,000 for ongoing projects and \$820,000 for an annual repayment of the \$4.1 million purchase for Longview. The repayment of the \$4.1 million interfund loan is not set up to be repaid as a transfer of money. Instead, a calculation for coverage of the negative cash balance in the Construction fund is performed at the end of each fiscal year with cash balances from other Parks funds providing coverage. The amount being transferred is based on the \$3,500,000 for ongoing projects and a remaining \$500,000 balance from prior year approved transfers.

MEMORANDUM



Date: May 27, 2020

To: Joe Snook, CPRP
Administrator of Parks and Recreation

From: Carole Culbertson
Superintendent II – Administration

Re: Sales Tax Update – May 2020

May sales tax proceeds total \$251,573, which is 69.4% of the monthly projection. Given the unpredictable cutoff of remittance at the State of Missouri, the annual budget has been spread evenly throughout 2020. Year-over-year actual receipts totaled \$42,233 more than the receipts through May 2019.

For the month of May 2020, only 5 of the top 15 remitters were included along with the remaining 3 from the previous month. It is important to note that the top 15 remitters (retailers) could fluctuate between years. The EATs data for the month of May and a portion of April and March is not available at the time of this report.

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

	Budget	Actual	Amount Difference \$
Cumulative Balance Through FY 2019	68,025,161	68,391,160	365,999
FY 2020			
YTD Balance Forward - Sales Tax	3,623,210	3,517,874	(105,336)
YTD Balance Forward - EATs	(141,708)	(120,488)	21,220
Sales Tax Receipts - May 2020	362,321	251,573	(110,748)
EATs - May 2020	(14,171)	-	14,171
YTD Balance - Sales Tax	3,985,531	3,769,447	(216,084)
YTD Balance - EATs	(155,879)	(120,488)	35,391
LIFE-TO-DATE DATA BY SALES TAX			
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/18 through 3/31/33) **	8,123,193	7,983,871	(139,322)
Cumulative Net Proceeds-1/4 cent Sales Tax (4/1/08 through 3/31/18)	30,963,365	31,100,648	137,283
Cumulative Net Proceeds-3/8 cent Sales Tax (4/1/98 through 3/31/08)	32,768,255	32,955,600	187,345

** The 4/1/18 beginning date for the renewed ¼ cent sales tax represents the beginning date of a new reporting period. The reporting period is based on the time of collection of sales tax at the individual business. The information provided in this report is based on the time the collected sales tax proceeds are received by the City of Lee's Summit Finance Department. There is a two-month delay between the end of the reporting period and the month the sales tax proceeds are received/recorded. Therefore, the new ¼ cent sales tax includes revenue received beginning in June 2018.



Additional information

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

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

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



May 27, 2020

Lee's Summit Parks
& Recreation Board

Tyler Morehead
President

Mindy Aulenbach
Vice President

Lawrence Bivins
Treasurer

Casey Crawford

James Huser

Nancy Kelley

Marly McMillen

Samantha Shepard

Nick Walker

Joe Snook, CPRP
Administrator

220 SE Green Street
Lee's Summit, MO 64063

Phone: 816.969.1500
Fax: 816.969.1515

lspr@cityofls.net
www.lsparks.net



Member, National Recreation
& Park Association

Member, Missouri Park
& Recreation Association



LEE'S SUMMIT
MISSOURI

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

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. 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 21-28)
- 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 29)
- 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 30-31)
- 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 32-56)

Other attachments include:

- Terminology/Useful Things to Know (pages 57-58)
- Fund Balance Policy Resolution (page 59)
- LSPR Organizational Chart (page 60)
- Public Works/Cemetery MOU, Fee Allocation, Budget Summary (pages 61-86)
- Full-Time and Part-Time Compensation Schedules (pages 87-89)
- VERP Schedules (pages 90-92)
- Replacement Schedules (pages 93-95)
- Capital Project Funding Report-Current Project Work Plan (page 96-97)

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
\$399,100	\$500,324	\$101,224

- **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
\$1,860,716	\$1,894,688	\$33,972

- **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
\$1,257,016	1,090,501	\$(166,515)

- **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
\$1,253,453	\$1,329,894	\$76,441

- **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/cancellations 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
\$3,406,344	\$3,849,957	\$443,613

- **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
\$764,531	\$864,053	\$99,522

- **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
\$378,500	\$3,500,000	\$3,121,500

Pleasant Lea Park Improvements (completion of FY20 project) \$350,000¹

Total \$350,000

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	399,100	500,324	399,100
Total	480,459	448,611	471,216	346,431	425,728	339,233	500,324	399,100	500,324	399,100
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	1,860,716	1,894,688	1,860,716
Total	2,103,444	2,147,883	2,091,270	1,416,504	2,085,351	1,643,581	1,894,688	1,860,716	1,894,688	1,860,716
Fund 205										
Longview Community Center	586,556	779,045	1,478,871	745,541	1,362,821	1,114,447	1,090,501	1,257,016	1,090,501	1,257,016
Total	586,556	779,045	1,478,871	745,541	1,362,821	1,114,447	1,090,501	1,257,016	1,090,501	1,257,016
Fund 530										
Harris Park Community Center	1,314,964	1,316,366	1,522,510	967,177	1,500,129	1,207,397	1,329,894	1,253,453	1,329,894	1,253,453
Total	1,314,964	1,316,366	1,522,510	967,177	1,500,129	1,207,397	1,329,894	1,253,453	1,329,894	1,253,453
Fund 200										
Parks and Recreation	3,926,763	3,880,172	3,688,631	3,863,134	3,615,723	3,339,104	3,849,957	3,340,042	3,849,957	3,406,344
Total	3,926,763	3,880,172	3,688,631	3,863,134	3,615,723	3,339,104	3,849,957	3,340,042	3,849,957	3,406,344
Fund 203										
Aquatics Center	587,979	591,018	762,194	390,605	674,345	475,015	864,053	764,531	864,053	764,531
Total	587,979	591,018	762,194	390,605	674,345	475,015	864,053	764,531	864,053	764,531
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	378,500	3,500,000	378,500
Total	4,651,076	6,943,626	3,615,000	4,130,000	5,600,110	7,083,074	3,500,000	378,500	3,500,000	378,500
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	17,030,240	13,095,934	17,030,240	13,168,682

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	608,343	608,343	Fund Balance Policy-15% of budgeted operating expenditures (\$59,865)
Fund 202	Lovell Community Ctr	1,443,203	1,449,122	1,216,126	1,250,098	1,250,098	Fund Balance Policy-15% of budgeted operating expenditures (\$279,107)
Fund 205	Longview Community Ctr	(192,491)	(76,441)	(561,397)	(727,912)	(727,912)	Fund Balance Policy-15% of budgeted operating expenditures (\$188,552)
Fund 530	Harris Park Community Ctr	425,466	447,847	185,246	261,687	261,687	Fund Balance Policy-15% of budgeted operating expenditures (\$188,018)
Fund 200	Parks & Recreation	2,368,429	2,441,337	2,892,459	3,402,374	3,336,072	Fund Balance Policy-15% of budgeted operating expenditures (\$501,006)
Fund 203	Aquatics Center	219,142	306,991	134,732	234,254	234,254	Fund Balance Policy-15% of budgeted operating expenditures (\$114,680)
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)	(2,038,980)	(2,038,980)	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	\$ 63,400	¹⁰
4421	0	Gate Receipts	43,399	38,541	1,166	1,701	¹¹
4422	0	Membership Fees	76,916	76,233	80,546	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	\$ 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	\$ 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	\$ 84,650	¹⁵
7001	0	Salaries - Part Time	93,564	104,120	67,739	95,556	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	5,249	¹⁵
7010	0	FICA - PT	-	6,455	4,200	5,950	¹⁶
7011	0	Medicare Deduction	2,755	2,960	2,009	2,619	^{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	1,234	
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	9,017	¹⁵
Total Personnel Services			\$ 250,036	\$ 256,912	\$ 178,990	\$ 230,027	
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	

**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
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	-
7704	0	Miscellaneous Expense	-	1,000	-	1,000
Total Supplies and Other Services			\$ 73,446	\$ 70,087	\$ 60,515	\$ 87,467
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	\$ 399,100
NET			\$ 31,848	\$ 45,488	\$ 7,198	\$ 101,224
Percent Recovery			107.10%	110.68%	102.12%	125.36%

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 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 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.

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
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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 201.

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 \$ 354,332	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	413	
7009	0	FICA - Employer	59,937	24,907	20,929	⁶ 22,026	¹⁸
7010	0	FICA - PT	-	43,192	27,185	⁷ 43,859	
7011	0	Medicare Deduction	14,018	15,926	11,253	^{6, 7} 15,409	
7014	0	Communication Allowance	1,689	2,100	1,960	924	
7015	0	Health/Dental Insurance	121,620	111,944	99,520	113,784	²⁰
7018	0	Life Insurance	715	1,205	1,116	1,063	
7019	0	Workers Compensation	40,490	26,116	26,116	28,762	
7020	0	Long Term Disability	1,031	2,089	1,925	1,478	
7021	0	Unemployment Insurance	2,595	570	564	1,392	
7023	0	LAGERS - Retirement	28,905	38,565	32,511	⁶ 37,657	¹⁸
Total Personnel Services			\$ 1,264,448	\$ 1,366,446	\$ 1,000,112	\$ 1,329,103	
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	3,772	
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	\$ 183,781	
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	²⁴
7403	0	Electricity	112,595	127,664	97,218	103,066	
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	\$ 1,860,716	
NET			\$ (44,439)	\$ 5,919	\$ (227,077)	\$ 33,972	
Percent Recovery			98%	100%	86%	102%	

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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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 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
- 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	\$ 260,567	¹⁵
7001	0	Salaries - Part Time	241,707	516,400	323,691	⁷	378,134	¹⁶
7002	0	Overtime	447	-	424		-	
7008	0	Short Term Disability	175	287	266		287	
7009	0	FICA - Employer	23,419	16,061	14,632		16,217	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}	9,275	^{15, 16}
7014	0	Communication Allowance	932	1,680	1,680		987	
7015	0	Health/Dental Insurance	57,349	67,756	71,069		78,660	¹⁷
7018	0	Life Insurance	316	777	513		782	
7019	0	Workers Compensation	-	20,312	20,312		22,361	
7020	0	Long Term Disability	445	1,347	722		1,038	
7021	0	Unemployment Insurance	-	345	345		1,182	
7023	0	LAGERS - Retirement	12,531	24,869	22,689	⁶	27,725	¹⁵
Total Personnel Services			\$ 493,797	\$ 952,149	\$ 720,105		\$ 820,659	
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	

**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	
7207	0	Professional Fees	15,144	39,616	45,480	66,611	⁸ ¹⁸
7213	0	Rentals & Leases	10,390	15,361	14,184	15,403	
7214	0	Uniform Rental	217	237	245	221	
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	7,377	
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	\$ 144,575	
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	\$ 1,257,016	
NET			\$ (192,489)	\$ 116,050	\$ (370,906)	\$ (166,515)	
Percent Recovery			75%	109%	67%	87%	

**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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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.

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	\$ 5,250
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		\$ 867,373
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
TOTAL REVENUES				\$ 1,314,964	\$ 1,522,510	\$ 967,177		\$ 1,329,894
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular		\$ 208,645	\$ 234,037	\$ 216,471	14,42	\$ 231,599 7,15,50
							3	8,9,22,37
7001	0	Salaries - Part Time		295,357	387,712	233,664		314,268 51
7002	0	Overtime		1,298	-	148		-
7008	0	Short Term Disability		225	245	237		242 16,50
7009	0	FICA - Employer		30,722	14,510	13,867	14	14,358 7,15,50
7010	0	FICA - PT		-	23,502	14,239	3	19,485 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		66,552 10,15,50

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	
7018	0	Life Insurance		415	702	711	694	15,50
7019	0	Workers' Compensation		16,170	11,245	11,245	13,291	15,50
7020	0	Long Term Disability		598	1,217	1,202	881	15,50
7021	0	Unemployment Insurance		2,517	294	339	1,638	15,50
7023	0	LAGERS - Retirement		21,479	22,468	21,472	24,550	7,15,50
Total Personnel Services				\$ 636,681	\$ 762,687	\$ 577,218	\$ 695,472	
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,
								26,29,38
7207	0	Professional Fees		229,043	247,369	187,607	155,652	
7213	0	Rentals & Leases		10,921	17,250	10,375	14,902	
7216	0	Trips & Tours		70,453	128,360	87,716	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	-	500	
7225	0	Miscellaneous Equipment		841	700	146	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	29,192	
7270	0	Office Supplies		2,357	2,100	1,153	2,085	
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	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	\$ 380,963	
MAINTENANCE & REPAIRS								
7300	0	M & R Buildings		\$ 29,524	\$ 19,630	\$ 25,446	\$ 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	750	
7307	0	Maintenance - Software					3,220	13
Total Maintenance & Repairs				\$ 35,651	\$ 27,287	\$ 31,074	\$ 34,175	
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	
CAPITAL OUTLAY								
8000	0	Capital Outlay		\$ -	\$ 18,700	\$ 18,700	\$ -	
Total Capital Outlay				\$ -	\$ 18,700	\$ 18,700	\$ -	

**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
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	\$ 1,253,453
NET	\$ (1,402)	\$ 22,381	\$ (240,220)	\$ 76,441
Percent Recovery	99.89%	101.49%	80.10%	106.10%

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.

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.

**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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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.

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.

**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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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.

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.

**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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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	¹ \$ 3,132,181	\$ 3,132,181	¹³
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	⁴ \$ 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	⁵ 47,205	47,205	
Total Miscellaneous			\$ 87,990	\$ 47,024	\$ 63,760	\$ 47,205	\$ 47,205	\$ -
TRANSFERS								
5101	0	Transfer from Gen Fund	\$ 51,186	\$ -	\$ 5,000	⁶ \$ -	\$ -	
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	\$ 3,849,957	\$ 3,849,957	
EXPENDITURES								
PERSONNEL SERVICES								
7000	0	Salaries - Regular	\$ 1,176,185	\$ 1,299,050	\$ 1,289,428	\$ 1,318,253	\$ 1,318,253	¹⁴
7001	0	Salaries - Part Time	30,033	70,216	32,913	6,210	6,210	¹⁵
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	1,151	1,151	
7009	0	FICA - Employer	71,478	80,541	80,006	81,961	81,961	¹⁴
7010	0	FICA-PT	-	4,353	2,041	385	385	¹⁵
7011	0	Medicare Deduction	16,717	19,854	19,190	19,337	19,337	^{14, 15}
7013	0	Car Allowance	3,911	3,900	5,100	5,100	5,100	
7014	0	Communication Allowance	4,016	2,720	3,727	4,005	4,005	
7015	0	Health/Dental Insurance	300,124	267,487	302,779	⁸ 315,330	315,330	¹⁶
7018	0	Life Insurance	2,349	3,897	2,510	3,955	3,955	
7019	0	Workers Compensation	44,869	40,392	40,392	44,486	44,486	
7020	0	Long Term Disability	3,230	6,755	3,473	4,217	4,217	
7021	0	Unemployment Insurance	1,716	1,362	1,362	1,431	1,431	
7023	0	LAGERS - Retirement	117,129	124,709	122,630	140,699	140,699	¹⁴
7026	0	College Tuition	4,306	4,530	-	-	-	
Total Personnel Services			\$ 1,789,132	\$ 1,939,649	\$ 1,914,434	\$ 1,950,067	\$ 1,950,067	\$ -
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	¹⁷

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
7213	0	Rentals & Leases	26,659	43,183	32,616	37,845	37,845	
7214	0	Uniform Rental	345	532	200	532	532	
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	⁹ 4,810	4,810	
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	¹⁰ 175,000	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	¹¹ \$ 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	¹² \$ -	\$ 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)	\$ (154,693)	\$ (154,693)	²⁴
Total Construction			\$ (152,855)	\$ (160,802)	\$ (160,802)	\$ (154,693)	\$ (154,693)	\$ -
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	\$ 3,340,042	\$ 3,406,344	\$ 66,300
NET			\$ 46,591	\$ 72,908	\$ 524,030	\$ 509,915	\$ 443,613	\$ (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								
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		\$ 864,053	

EXPENDITURES

PERSONNEL SERVICES

7000	0	Salaries - Regular	\$ 57,659	\$ 58,835	\$ 57,054		\$ 73,711	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		71	
7009	0	FICA - Employer	16,162	3,648	3,537		4,570	¹⁵
7010	0	FICA - PT	-	15,660	10,233	⁶	20,180	
7011	0	Medicare Deduction	3,780	4,516	3,221	⁶	5,861	^{15,16}
7014	0	Communication Allowance	258	276	190		189	
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		7,833	¹⁶
Total Personnel Services			\$ 310,550	\$ 361,985	\$ 262,597		\$ 471,126	

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 Equip Non Depr	351	-	-		-	
7258	0	Telephone	-	250	-		250	
7268	0	Uniforms	5,987	5,539	6,181		4,306	
7269	0	Special Apparel	10	-	-		-	

ITEMIZED BUDGET EXPENSE WORKSHEET
AQUATICS CENTER
FY21

			Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21	
7270	0	Office Supplies	1,065	630	702	960	
7271	0	Chemicals	19,087	28,525	18,682	35,249	¹⁸
7273	0	Janitorial Supplies	3,782	4,161	2,381	8,070	
7274	0	Concession Supplies	33,215	39,108	30,832	41,822	¹⁹
7276	0	Recreational Supplies	3,334	4,735	4,946	5,165	
7277	0	Pro Shop Supplies	1,779	3,225	1,933	3,403	
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	\$ 150,213	
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	45,350	²²
7407	0	Water/Sewer	22,685	29,304	18,902	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	\$ 764,531	
NET			\$ (3,039)	\$ 87,849	\$ (84,410)	\$ 99,522	
Percent Recovery			99.49%	113.03%	82.23%	113.02%	

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.

ITEMIZED BUDGET EXPENSE WORKSHEET
AQUATICS CENTER
FY21

	Prior Year Actual FY2018-19	Budget FY2019-20	Projected FY2019-20	Total Budget Request FY2020-21
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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	\$ 350,000 ⁴
Additions to Construction in Progress	\$ 6,892,289	\$ 5,530,000	\$ 7,012,964	\$ 350,000
TOTAL EXPENDITURES	\$ 6,943,626	\$ 5,600,110	\$ 7,083,074	\$ 378,500
NET CHANGE	\$ (2,292,550)	\$ (1,165,110)	\$ (2,953,074)	\$ 3,121,500

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 (funded in FY20 budget) and Pleasant Lea Park Improvement projects. The Pleasant Lea Park Improvement budget of \$400,000 (\$50,000 funded in FY20 budget; \$350,000 included in FY21 budget) 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



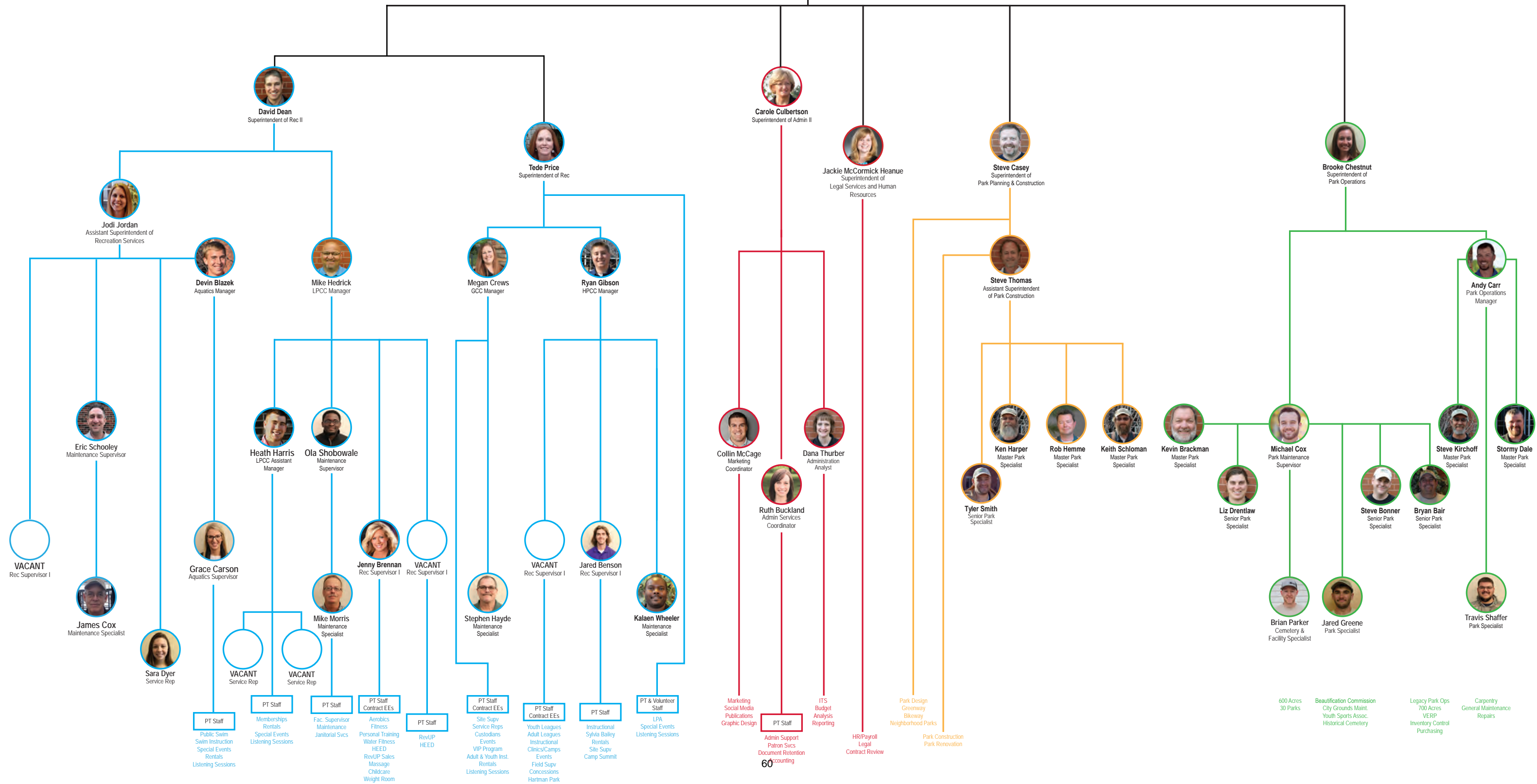
Nancy Kelley



Rob Binney
District 4 Councilman
Park Board Liaison



Joe Snook
Administrator



600 Acres
30 Parks

Beautification Commission
City Grounds Maint.
Youth Sports Assoc.
Historical Cemetery

Legacy Park Ops
700 Acres
VERP
Inventory Control
Purchasing

Carpentry
General Maintenance
Repairs

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			
Description	Units	Cost/ Unit	Total

LABOR				
Description	Total Hours	#of Mowings	Cost/ Hour	Total

July

1	Weekly inspection - trash			\$0.00
2	Weed control mulch areas			\$0.00
3	Mulch trees			\$0.00

Labor	6.0			\$0.00
Labor	4.0			\$0.00
				\$0.00

August

1	Weekly inspection - trash			\$0.00
2	weed control mulch areas			\$0.00

Labor	6.0			\$0.00
Labor	4.0			\$0.00

September

1	Weekly inspection - trash			\$0.00
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Labor	6.0			\$0.00
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October

1	Weekly inspection - trash			\$0.00
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Labor	6.0			\$0.00
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November

1	Weekly inspection - trash			\$0.00
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Labor	6.0			\$0.00
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December

1	Weekly inspection - trash			\$0.00
2	Prune Trees (landfill charge)	4	\$ 30.00	\$120.00

Labor	8.0			\$0.00
Labor	20.0			\$0.00
				\$0.00

January

1	Weekly inspection - trash			
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Labor	6.0			
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February

1	Weekly inspection - trash			\$0.00
2	Continuation of pruning work if needed			\$0.00

Labor	6.0			\$0.00
				\$0.00

March

1	Weekly inspection - trash			\$0.00
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Labor	6.0			\$0.00
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April

1	Weekly inspection - trash			\$0.00
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Labor	6.0			\$0.00
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May

1	Weekly inspection - trash			\$0.00
2	Broadleaf weed control	1.0	\$15.00	\$15.00
3	Non-selective weed control	1.0	\$15.00	\$15.00
4	Trash pickup			

Labor	6.0			\$0.00
Labor	4.0			\$0.00
Labor	2.0			\$0.00
				\$0.00

June

1	Weekly inspection - trash			
2	Insect spraying of trees	Pesticide	1.0	\$36.00

Labor	6.0			
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1	broken limbs, car wreck damage, contractor followups			
	Total Materials		7.00	\$186.00

	20.0			
Total Labor	128.00			\$0.00

Grand Total **\$186.00**

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			\$0.00	Labor	16.0			\$0.00
3	Weed & grass control in mulch	Rosehill	1	\$68.25	Labor	6.0			\$0.00
4	Mowing			\$0.00	Mowings		4.0	\$327.28	\$1,309.12
				\$0.00					
<u>August</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Non-selective weed control in mulch	Rosehill	1	\$68.25	Labor	6.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$327.28	\$1,309.12
				\$0.00					
<u>September</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Fall fertilizer			\$0.00	Labor	4.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$327.28	\$1,309.12
4	Non-selective weed control in mulch	Rosehill	1.0	\$68.25					
5	Fall webworm spraying			\$0.00	Labor	5.0			\$0.00
<u>October</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
3	Mowing			\$0.00	Mowings		4.0	\$327.28	\$1,309.12
<u>November</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
3	Mowing			\$0.00	Mowings		2.0	\$327.28	\$654.56
<u>December</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Prune Trees/Evergreens			\$0.00	Labor				\$0.00
3	Mulch trees and beds	Rosehill	1	\$1,246.00	Labor	24.0			\$0.00
<u>January</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Continuation of pruning work if needed			\$0.00					\$0.00
<u>February</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Continuation of pruning work if needed			\$0.00					\$0.00
<u>March</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Fertilizer with pre-emergent	Rosehill	1.0	\$1,339.00	Labor	-			\$0.00
<u>April</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Non- selective weed control in Mulch	Rosehill	1.0	\$68.25					
3	Mowing			\$0.00	Mowings		4.0	\$327.28	\$1,309.12
<u>May</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Broadleaf weed control	Rosehill	1.0	\$68.25	Labor	-			\$0.00
3	Non-selective weed control in mulch			\$0.00	Labor	16.0			\$0.00
4	Mowing			\$0.00	Mowings		4.0	\$327.28	\$1,309.12
<u>June</u>									
1	Weekly inspection-trash			\$0.00	Labor	12.0			\$0.00
2	Insect spraying of trees and evergreens			\$0.00	Labor	16.0			\$0.00
3	Non-selective weed control in mulch	Rosehill	1	\$ 68.25					
4	Mowing			\$0.00	Mowings		4.0	\$327.28	\$1,309.12
6	broken limbs, car wreck damage, contractor followups			\$0.00		60.0			\$0.00
Total Materials				8.00	Total Labor				297.00
				\$2,858.00					\$9,818.40
Grand Total									\$12,676.40

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>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$172.61	\$690.44
4 Mowing			\$0.00					
<u>August</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$172.61	\$690.44
3 Mowing			\$0.00					
<u>September</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Labor	8.00			\$0.00
2 Fall fertilizer			\$0.00	Mowings		4.0	\$172.61	\$690.44
3 Mowing			\$0.00					
<u>October</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$172.61	\$690.44
3 Mowing			\$0.00					
<u>November</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Mowing		2.0	\$172.61	\$345.22
2 Mowing			\$0.00					
<u>December</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00					
<u>January</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00					
<u>February</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00					
<u>March</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Labor	8.00			\$0.00
2 fertilizer with pre-emergent			\$0.00					
<u>April</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$172.61	\$690.44
2 Mowing			\$0.00					
<u>May</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Labor	16.0			\$0.00
2 Broadleaf weed control			\$0.00	Mowings		4.0	\$172.61	\$690.44
3 Mowing			\$0.00					
<u>June</u>				Labor	5.0			\$0.00
1 Weekly inspection - trash			\$0.00	Mowings		4.0	\$172.61	\$690.44
3 Mowing			\$0.00					
6 broken limbs, car wreck damage, contractor followups			\$0.00		10.0			\$0.00
Total Materials			0.00	Total Labor			102.00	\$5,178.30
			\$0.00					\$5,178.30
Grand Total								\$5,178.30

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	Rosehill	1.0	\$445.57	\$445.57					\$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 Rosehill	1.0	\$445.57	\$445.57	\$0.00					\$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			\$0.00						\$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			2.00	\$891.14	Total Labor			60.00	\$0.00
Grand Total								\$891.14	

Schedule of Services

FY21

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

MATERIALS					LABOR				
Description	Units	Unit	Cost/ Unit	Total	Description	Total	# of	Cost/	Total
						Hours	Mowings	Hour	
July									
1 Mowing				\$0.00	Mowings		4.0	\$87.28	\$349.12
2 Mow Summit Woods Island				\$0.00	Mowings		4.0	\$10.91	\$43.64
3 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
August									
1 Mowing				\$0.00	Mowings		4.0	\$87.28	\$349.12
2 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
3 Mow Summit Woods Island				\$0.00	Mowings		4.0	\$10.91	\$43.64
September									
1 Fall fertilizer	Rosehill	1.0	\$77.46	\$77.46	Labor				\$0.00
2 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
3 Mowing				\$0.00	Mowings		4.0	\$87.28	\$349.12
4 Mow Summit Woods Island				\$0.00	Mowings		4.0	\$10.91	\$43.64
October									
1 Mowing				\$0.00	Mowings		4.0	\$87.28	\$349.12
2 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
3 Mow Summit Woods Island				\$0.00	Mowings		4.0	\$10.91	\$43.64
November									
1 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
2 Mowing				\$0.00	Mowing		2.0	\$87.28	\$174.56
3 Mow Summit Woods Island				\$0.00	Mowing		2.0	\$10.91	\$21.82
December									
1 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
January									
1 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
February									
1 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
March									
1 Fertilizer with pre-emergent	Rosehill	1.0	\$77.46	\$77.46	Labor	0.0			\$0.00
2 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
April									
1 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
2 Mowing				\$0.00	Mowings		4.0	\$87.28	\$349.12
3 Mow Summit Woods Island				\$0.00	Mowings		4.0	\$10.91	\$43.64
May									
1 Mowing				\$0.00	Mowings		4.0	\$87.28	\$349.12
2 Broadleaf weed control	Rosehill	1.0	\$77.46	\$77.46					\$0.00
3 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
4 Mow Summit Woods Island				\$0.00	Mowings		4.0	\$10.91	\$43.64
June									
1 Mowing				\$0.00	Mowings		4.0	\$87.28	\$349.12
2 Weekly Inspection - trash				\$0.00	Labor	2.0			\$0.00
3 Mow Summit Woods Island				\$0.00	Mowings		4.0	\$10.91	\$43.64
1 broken limbs, car wreck damage, contractor followups				\$0.00		10.0			\$0.00
Total Materials				3.00	Total Labor				34.0
				\$232.38					\$2,945.70
Grand Total									\$3,178.00

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	Rosehill	1.0	\$1,068.00					\$0.00
4	Non-selective spray to mulch areas	Rosehill	1.00	\$70.30	Labor	3.0			\$0.00
5	Trim median plantings			\$0.00					\$0.00
<u>August</u>									
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00
2	Non-selective spray to mulch areas	Rosehill	1.0	\$70.30					\$0.00
<u>September</u>									
1	Weekly inspection - trash			\$0.00	Labor	3.0			\$0.00
2	Fall webworm spraying			\$0.00	Labor	3.0			\$0.00
3	Non-selective spray to mulch areas	Rosehill	1.0	\$70.30					
<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
<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
2	Non-selective spray to mulch areas	Rosehill	1.0	\$70.30					
<u>May</u>									
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00
2	Non-selective spray to mulch areas	Rosehill	1.00	\$70.30	Labor	3.0			\$0.00
<u>June</u>									
1	Weekly inspection - trash			\$0.00	Labor	2.0			\$0.00
2	Non- selective spraying to mulch areas	Rosehill	1	\$70.30					\$0.00
3	Spraying for insect control				Labor	2.0			
1	broken limbs, car wreck damage, contractor followups			\$0.00		14.0			\$0.00
Total Materials				7.00	Total Labor				50.0
				\$1,419.50					\$0.00
Grand Total									\$1,419.50

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	\$19.63	\$78.52	
<u>August</u>										
1 Weekly inspection - trash			\$0.00		Labor	3.00			\$0.00	
2 Mowing			\$0.00		Mowings		4.00	\$19.63	\$78.52	
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	\$19.63	\$78.52	
3 Trash pickup			\$0.00		Labor	1.0			\$0.00	
4 Broadleaf control	Speed Zone (2.5gal.)	0.1	\$63.00	\$6.30	Labor	6.0			\$0.00	
5 Fall fertilizer			\$0.00	\$0.00	Labor	0.0			\$0.00	
6 Inspection			\$0.00	\$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	\$19.63	\$78.52	
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	\$19.63	\$39.26	
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	\$19.63	\$78.52	
<u>May</u>										
1 Weekly inspection - trash			\$0.00		Labor	3.0			\$0.00	
2 Mowing			\$0.00		Mowings		4.0	\$19.63	\$78.52	
4 Broadleaf Control	Speed Zone (2.5gal.)	0.1	\$63.00	\$6.30	Labor	3.0			\$0.00	
<u>June</u>										
1 Weekly inspection - trash			\$0.00		Labor	3.0			\$0.00	
2 Mowing			\$0.00		Mowings		4.00	\$19.63	\$78.52	
1 broken limbs, car wreck damage, contractor followups			\$0.00			4.0			\$0.00	
Total Materials				0.20	Total Labor				59.00	\$588.90
				\$12.60						\$601.50
Grand Total										

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	\$32.73	\$130.92
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	\$32.73	\$130.92
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	\$32.73	\$130.92
3 Trash pickup			\$0.00	Labor	2.0			\$0.00
4 Mow Winburn				Mowings		4.0	\$36.90	\$147.60
5 Mow Windemere				Mowings		4.0	\$45.00	\$180.00
<u>October</u>								
1 Weekly inspection			\$0.00	Labor	4.0			\$0.00
2 Apply weed control Howard Cemetery Speedzone (2.5 gal.)	0.1	\$63.00	\$6.30	Labor	2.0			\$0.00
3 Mow Howard Cemetery			\$0.00	Mowings		4.0	\$32.73	\$130.92
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	\$32.73	\$65.46
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	\$32.73	\$130.92
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	\$32.73	\$130.92
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	\$32.73	\$130.92
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	\$3,438.90
			\$6.30					
							Grand Total	\$3,445.20

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	\$16.36	\$65.44
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	\$16.36	\$65.44
<u>August</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.00	\$16.36	\$65.44
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	\$16.36	\$65.44
<u>September</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$16.36	\$65.44
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	\$16.36	\$65.44
<u>October</u>										
1	2nd & Douglas	Mowing			\$0.00	Mowings		4.0	\$16.36	\$65.44
		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	\$16.36	\$65.44
<u>November</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowing		2.0	\$16.36	\$32.72
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	Mowing		2.0	\$16.36	\$32.72
<u>December</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00					\$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					\$0.00
4	Monthly inspections				\$0.00	Labor	1.0			\$0.00
<u>February</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00					\$0.00
		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					\$0.00
4	Monthly inspections				\$0.00	Labor	1.0			\$0.00
<u>March</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Weekly inspection			\$0.00					\$0.00
2	Behind Peanut	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Trash pick up			\$0.00	Labor	1.0			\$0.00
3	Cust. Service	Weekly inspection			\$0.00	Labor	1.0			\$0.00
4	Inspection				\$0.00					\$0.00
<u>April</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$16.36	\$65.44
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	\$16.36	\$65.44
<u>May</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.00	\$16.36	\$65.44
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	\$16.36	\$65.44
<u>June</u>										
1	2nd and Douglas	Weekly inspection			\$0.00	Labor	1.0			\$0.00
		Mowing			\$0.00	Mowings		4.0	\$16.36	\$65.44
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	\$16.36	\$65.44
4	broken limbs, car wreck damage, contractor followups				\$0.00		10.0			\$0.00
Total Materials			5.20		\$91.60	Total Labor	69.00			\$981.60
Grand Total										\$1,073.20

Schedule of Services

FY21

Attachment #10 Islands and Street Corner, Tudor Median

MATERIALS					LABOR				
	Description	Units	Cost/ Unit	Total	Description	Total Hours	# of Mowings	Cost/ Hour	Total
<u>July</u>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
2	Ward/O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Refresh mulch	1.0	\$16.00	Labor	3.0			\$0.00
		Mowing			Mowings	4.0		\$10.91	\$43.64
		Weed and grass contro	Razor (2.5gal)	\$58.00	Labor	1.0			\$0.00
3	2nd and Main	Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
4	2nd and Grand	Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
5	Tudor Median	Annual Rosehil		\$0.00					\$0.00
<u>August</u>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
2	Ward/O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
3	2nd and Main	Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
4	2nd & Grand	Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
5	Tudor Median	Annual Rosehil		\$0.00					\$0.00
<u>September</u>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
3	2nd and Main	Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
4	2nd & Grand	Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
5	Tudor Median	Annual Rosehil		\$0.00					\$0.00
<u>October</u>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Prune trees, evergreens, peonies		\$0.00	Labor	6.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
3	2nd and Main	Speed Zone (2.5gal.)	0.3	\$63.00	Labor	2.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
4	2nd & Grand	Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
5	Tudor Median	Weekly inspection		\$0.00					\$0.00
<u>November</u>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowing	2.0		\$16.36	\$32.72
2	2nd and SE, SW Ma	Mowing		\$0.00	Mowing	2.0		\$16.36	\$32.72
3	2nd & Grand	Mowing		\$0.00	Mowing	2.0		\$10.91	\$21.82
4	Ward & O'Brien	Mowing		\$0.00	Mowing	2.0		\$10.91	\$21.82
		Weekly inspection		\$0.00	Labor	1.0			\$0.00
5	Tudor Median	Annual Rosehil		\$0.00					\$0.00
<u>December</u>									
1	Maple/Market			\$0.00					\$0.00
2	Ward and O'Brien			\$0.00					\$0.00
3	2nd and Main			\$0.00					\$0.00
4		Weekly inspection		\$0.00	Labor	1.0			\$0.00
5				\$0.00					\$0.00
<u>January</u>									
1	Maple/Market			\$0.00					\$0.00
2	Ward and O'Brien			\$0.00					\$0.00
3	2nd and Main			\$0.00					\$0.00
4		Weekly inspection		\$0.00	Labor	1.0			\$0.00
<u>February</u>									
1	Maple/Market			\$0.00					\$0.00
2	Ward and O'Brien			\$0.00					\$0.00
3	2nd and Main			\$0.00					\$0.00
4		Weekly inspection		\$0.00	Labor	1.0			\$0.00
5				\$0.00					\$0.00
<u>March</u>									
1	Mapleand Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
2	Ward and O'Brien	Weekly inspection		\$0.00					\$0.00
3	2nd and Main			\$0.00					\$0.00
<u>April</u>									
1	Maple/Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Refresh mulch		\$16.00	Labor	1.0			\$0.00
		Weed and grass contro	Razor (2.5gal.)	\$58.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
4	2nd and Main	Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
5	2nd & Grand	Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
<u>May</u>									
1	Maple and Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.00		\$16.36	\$65.44
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
3	2nd and Main	Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
4	2nd & Grand	Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
5	Tudor Medians			\$0.00					\$0.00
<u>June</u>									
1	Maple and Market	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
2	Ward and O'Brien	Weekly inspection		\$0.00	Labor	1.0			\$0.00
		Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
3	2nd and Main	Mowing		\$0.00	Mowings	4.0		\$16.36	\$65.44
4	2nd & Grand	Mowing		\$0.00	Mowings	4.0		\$10.91	\$43.64
5	Tudor Medians			\$0.00					\$0.00
1	broken limbs, car wreck damage, contractor followup:			\$0.00		20.0			\$0.00
Total Materials				2.65	Total Labor				55.00
				\$70.95					\$1,636.20
					Grand Total				\$1,707.15

Schedule of Services

FY21

Attachment #11 Downtown

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

Grand Total **\$5,377.50**

Schedule of Services

FY20

Attachment #12 Cheddington and - HWY 150

MATERIALS					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
				\$0.00					\$0.00
<u>September</u>									
1	Fall Fertilizer	(15M)	1.0	\$17.00	Labor	0.00			\$0.00
2	Weekly inspections			\$0.00	Labor	3.0			\$0.00
3	Mowing				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
				\$0.00					\$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
				\$0.00					\$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	Wekly 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				2.00	Total Labor				38.00
				\$80.00					\$1,380.00
Grand Total									\$1,460.00

Schedule of Services

FY 21

Attachment #13 Tudor Road Median by LSPD

MATERIALS

Description	Units	Cost/ Unit	Total
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July

1 Weekly inspections			\$0.00
2 weeding	Rosehill	1.0 \$200.00	\$200.00

August

1 Weekly inspections			\$0.00
2 weeding	Rosehill	1.0 \$200.00	\$200.00

September

1 Weekly inspections			\$0.00
pre-emergent/fert.	Rosehill	1.0 \$234.80	\$234.80
2 weeding	Rosehill	1.0 \$200.00	\$200.00

October

1 Weekly inspections			\$0.00
2 weeding	Rosehill	1.0 \$200.00	\$200.00

November

1 Weekly inspections			\$0.00
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December

1 Weekly inspections			\$0.00
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January

1 Weekly inspections			\$0.00
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February

1 Weekly inspections			\$0.00
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March

1 Weekly inspections			\$0.00
2 pre-emergent/fert.	Rosehill	1.0 \$435.00	\$435.00
3 Spring Cleanup	Rosehill	1.0 \$1,890.00	\$1,890.00

April

1 Weekly inspections			\$0.00
2 Mulching	Rosehill	1.0 \$3,560.00	\$3,560.00
3 Weeding	Rosehill	1.0 \$200.00	\$200.00
4 pre-emergent/fert.			\$0.00

May

1 Broadleaf leaf weed control	Rosehill	1.0 \$200.00	\$200.00
2 Weekly inspections			\$0.00

June

1 Weekly inspections			\$0.00
2 Weeding	Rosehill	1.0 \$200.00	\$200.00

3 broken limbs, car wreck damage, contractor followups			\$0.00
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Total Materials **11.00** **\$7,519.80**

LABOR

Description	Total Hours	#of Mowings	Cost/ Hour	Total
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	5.0			\$0.00
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Labor	4.0			\$0.00
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Labor	5.0			\$0.00
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	10.0			\$0.00
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Total Labor **69.00** **\$0.00**

Grand Total **\$7,519.80**

Schedule of Services

FY 21

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

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	Weeding/herbicide	Round up	1.0	\$22.50	Labor	6		\$31.05	\$186.30
3	Mowing			\$0.00	Mowing		1.0	\$60.00	\$60.00
<u>August</u>									
2	Weeding/herbicide	Round up	1.0	\$22.50	Labor	6		\$31.05	\$186.30
3	Mowing			\$0.00	Mowing		1.0	\$60.00	\$60.00
<u>September</u>									
2	Weeding/herbicide	Round up	1.0	\$22.50	Labor	6		\$31.05	\$186.30
3	Mowing			\$0.00	Mowing		1.0	\$60.00	\$60.00
<u>October</u>									
3	Mowing			\$0.00	Mowing		1.0	\$60.00	\$60.00
<u>November</u>									
1	Monthly inspection			\$0.00	Labor				\$0.00
<u>December</u>									
1	Monthly inspection			\$0.00	Labor				\$0.00
<u>January</u>									
1	Monthly inspection			\$0.00	Labor				\$0.00
<u>February</u>									
2	Monthly inspection			\$0.00	Labor				\$0.00
<u>March</u>									
3	Spring Clean up	landfill cost	1.0	\$50.00	Labor	6		\$31.05	\$186.30
4	Mowing			\$0.00	Mowing		1.0	\$60.00	\$60.00
<u>April</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
3	Mowing				Mowing		1.0	\$60.00	\$60.00
4	Weed control	Round up	1.0	\$22.50	Labor	6		\$31.05	\$186.30
<u>May</u>									
1	Trash pickup			\$0.00	Labor				\$0.00
3	weed control	Round up	1.0	\$22.50		6		\$31.05	\$186.30
4	Mowing				Mowing		1.0	\$60.00	\$60.00
<u>June</u>									
	Plant replacement		1.0	\$300.00					
4	Weed control	Round up	1.0	\$22.50	Labor	6.0		\$31.05	\$186.30
5	Mowing			\$0.00	Mowing		1.0	\$60.00	\$60.00
1	broken limbs, car wreck damage, contractor followups				Labor				
Total Materials			8.00	\$485.00	Total Labor			42.00	\$1,784.10
Grand Total									\$2,269.10

Schedule of Services

FY 21

Amended Attachment #15 50 Hwy and Blackwell Roundabouts

MATERIALS				LABOR				
Description	Units	Cost/ Unit	Total	Description	Total Hours	#of Mowings	Cost/ Hour	Total
July								
1 Trash pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
4 Weed Control/ Round up	Rosehill	1.0	\$700.00					\$700.00
August								
1 Trash pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
4 Weed Control/ Round up	Rosehill	1.0	\$700.00					\$700.00
September								
1 Weekly inspections			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
4 Weed control	Rosehill	1.0	\$700.00					\$700.00
October								
1 Trash pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
4 Fertilizer			\$0.00					\$0.00
November								
1 Trash pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Mowing			\$0.00					\$0.00
December								
1 Trash Pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Tree trimming			\$0.00					\$0.00
Winter fertilizer			\$0.00					\$0.00
January								
1 Trash Pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
February								
1 Trash Pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Native Seeding			\$0.00					\$0.00
March								
1 Trash Pickup			\$0.00					\$0.00
3 Monthly inspection			\$0.00					\$0.00
4 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
2 Spring Clean up	Rosehill	1.0	##### \$3,024.00					\$0.00
4 Preemergent	Rosehill	1.0	\$700.00					\$700.00
April								
1 Trash pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
4 Weed control and Fertilizer	Rosehill	1.0	\$700.00					\$700.00
Mulch installation			\$0.00					\$0.00
May								
1 Trash pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Broadleaf leaf weed control			\$0.00					\$0.00
4 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
5 Weed Control Round Up	Rosehill	1.0	\$700.00					\$700.00
June								
1 Trash pickup			\$0.00					\$0.00
2 Monthly inspection			\$0.00					\$0.00
3 Fertilizer			\$0.00					\$0.00
4 Weed control			\$0.00					\$0.00
5 Mowing			\$0.00			4.00	\$ 252.00	\$1,008.00
6 Weed Control Round up	Rosehill	1.0	\$700.00					\$700.00
1 Misc								
Total Materials			7.00	Total Labor			0.00	
			\$7,924.00					\$8,064.00
Grand Total								\$15,988.00

Schedule of Services

FY 21

Amended Attachment #16 50 Rain Gardens

MATERIALS				LABOR				
Descriptor	Units	Cost/ Unit	Total	Descriptio	Total Hours	#of Mowings	Cost/ Hour	Total
<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			\$0.00	Labor	3.0			\$0.00
Mulch installation		\$800.00	\$800.00					
<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	Total Labor			33.00	\$0.00
			\$850.00					\$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%
	1,248	100%

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	48,613	955	59,885	17,399	9,697	1,248	2,832	-	140,629	14,063	154,692

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	53,785	58,236	28,106	13,724	9,800	4,000	1,200	5,260	174,111	17,411	191,522
Total Grounds Maintenance and Cemetery	102,398	59,191	87,991	31,123	19,497	5,248	4,032	5,260	314,740	31,474	346,214

ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY21

			Prior Year Actual FY2018-19	Current 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	
4425	0	Monument Engraving	-	-	-	-	-	
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	\$ -
MISCELLANEOUS								
4716	0	Refunds & Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	
4717	0	Discounts	-	-	-	-	-	
Total Miscellaneous			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRANSFERS FROM OTHER FUNDS								
515	26	Transfer from Fund 026	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Transfers from Other Funds			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	
704	101	Health Rebate	-	-	-	-	-	
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								
7200	0	Advertising Exp	\$ -	\$ -	\$ -	\$ -	\$ -	
7203	0	Insurance Expense	\$ 573	\$ 592	\$ 592	\$ 592	\$ 592	
7206	0	Printing Expense	-	-	-	-	-	
7207	0	Professional Fees	41,634	54,106	50,443 ³	51,106	52,606	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	
7260	0	Asphalt	-	-	-	-	-	
7261	0	Concrete	62	800	800	800	800	
7262	0	Rock & Gravel	-	-	-	-	-	
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	
7271	0	Chemical Supplies	-	-	-	-	-	
7273	0	Janitorial Supplies	20	200	200	180	180	

ITEMIZED BUDGET EXPENSE WORKSHEET
CEMETERY
FY21

			Prior Year Actual FY2018-19	Current Budget FY2019-20	Projected FY2019-20	Maint Budget Request FY2020-21	Total Budget Request FY2020-21	Expansion
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	
7303	0	M & R Office Equipment	-	-	-	-	-	
7304	0	M & R Dp Equipment	-	-	-	-	-	
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	
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	\$ -
CONSTRUCTION								
8506	0	Construction Materials	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Construction			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	
9002	0	GIS Overhead	-	-	-	-	-	
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)

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

⁹ The FY2021 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

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

DIVISION	POSITION	FY20 Budget (Jul. 1, 2019 to Dec. 31, 2019) (Per Hour)	FY20 Budget (Jan. 1, 2020 to Jun. 30, 2020) (Per Hour)	FY21 Request (Jul. 1, 2020 to Dec. 31, 2020) (Per Hour)	FY21 Request (Jan. 1, 2021 to Jun. 30, 2021) (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 (Jul. 1, 2019 to Dec. 31, 2019) (Per Hour)	FY20 Budget (Jan. 1, 2020 to Jun. 30, 2020) (Per Hour)	FY21 Request (Jul. 1, 2020 to Dec. 31, 2020) (Per Hour)	FY21 Request (Jan. 1, 2021 to Jun. 30, 2021) (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	Calculated Life	Annual Inflation Rate	Salvage Value as a Percent of Purchase \$
1	300	08 Ford Explorer #14634	0	\$0	0	0	0	0.0%	0.0%
2	302	11 Ford Ranger ext cab XLT 4x4 #15511	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		
23							0		
24							0		
25							0		
26							0		
27							0		
28							0		
29							0		
30							0		
31							0		
32							0		
33							0		
34							0		
35							0		
36							0		
37							0		
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Vehicles to be rolled over from prior previous year
 Vehicles Expansion vehicles from 2005-06

\$ 632,196.53

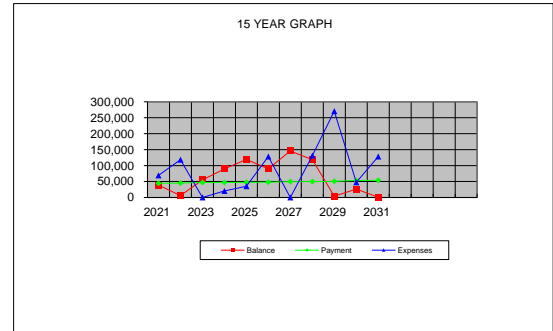
2021	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$44,331	Your 2021 VERP Payment Amount.
\$34,798	2020 Projected Fund Balance.
4.2%	Interest Rate to Apply to Year End Fund Balance.

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



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

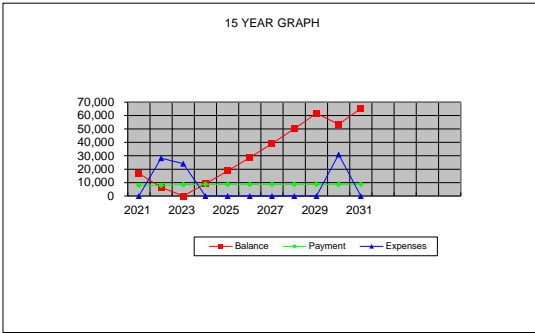
2021	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$7,919	Your 2021 VERP Payment Amount.
\$8,163	2020 Projected Fund Balance.
4.9%	Interest Rate to Apply to Year End Fund Balance.

73.4%	VERP Payment Adjustment Factor
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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 Initiation 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 - upgrading 281/8019 from 3/4 to 1 ton

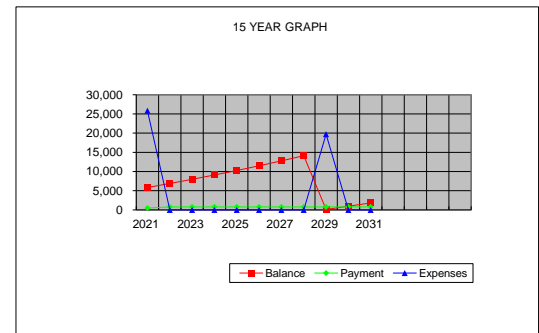
2021	Current Fiscal Year (eg. FY 2000-2001 is "2001").
\$487	Your 2021 VERP Payment Amount.
\$24,025	2020 Projected Fund Balance.
4.2%	Interest Rate to Apply to Year End Fund Balance.

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



Total:

0	0	0	0	0
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Department Director Approval

Date

ASPHALT SCHEDULE - FY 2021

	Location	Public Use	Condition	Priority	Recommended Maintenance	Last Maintenance	FY 2020			FY2021	Status / Notes
							Proposed Budget	Approved Budget	Actual Costs	Proposed Budget	
PARKS SERVICES	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	Overlaid 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	Overlaid 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	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
	LPCC 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 restrained	maintenance for FY21	
Legacy- Shelter #2	2009		Wood	Fair, splits in support posts, needs restrained	maintenance for FY21	
Legacy- Shelter #3	2009		Wood	Fair, splits in support posts, needs restrained	completed FY16	
Legacy- Soccer Commons	2004		Wood	Good, restrained 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	

**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

MEMORANDUM



Date: May 27, 2020

To: Joe Snook, Administrator of Parks and Recreation

From: Jackie McCormick Heanue, Superintendent of Legal Services & Human Resources

Re: 2020-PR-019 Restroom Janitorial Services

Background

Pursuant to Section 8.2 of the Charter of the City of Lee's Summit, Missouri, the Parks and Recreation Board has the authority over the governance of parks and recreation activities, and must, in exercising that authority, emulate the City of Lee's Summit's policies and procedures regarding procurement.

Section 5.5 of the City of Lee's Summit Procurement Policy provides that the Administrator of Parks and Recreation has the authority to approve the participation of Lee's Summit Parks and Recreation in any contract if the estimated annual spend is less than \$49,999.99, and the Park Board is required to approve any participation in a contract if the estimated annual spend exceeds \$50,000.00.

Several years ago, LSPR engaged the services of an on-call janitorial services contractor to provide cleaning services for LSPR's outdoor restrooms. The Department later determined the use of similar services within facilities such as Longview, Lovell and Gamber were more efficient and cost effective than utilizing staff, and modified the Agreement with its' service provider to include these facilities.

The restroom cleaning services project became due for re-bid this spring. Staff issued Bid No. 2020-PR-019 on April 6, 2020 to solicit proposals for the provision of these services. Included in this year's bid is additional language which clearly expands and clarifies the expectations of the Department with respect to cleaning each facility.

The bid was publicly advertised and sent directly to nine (9) vendors. Additionally, a total of eighteen (18) vendors directly accessed the bid through the e-bidding system, Public Purchase. As of the close of the bids on April 29, 2020, a total of three (3) service providers submitted responses. A copy of the Bid Tabulation is attached to this memorandum.

The incumbent service provider, Town and Country Building Services, was the lowest responsive bidder. Staff has been pleased with the services provided by Town and Country in the past and, after evaluating the bids, believes its' bid to be the most responsive and in the best interests of LSPR.

Budgetary Impact

Although historically the restroom janitorial services contract has been used for outdoor restrooms, this task has been reassigned to internal staff as a cost savings measure for FY21. However, these services are included as an on-call component of the proposed Agreement so that it can be utilized without further negotiation should a decision to do so be made in the future.

For FY21, the budgetary impact for each of the facilities as proposed will be as follows. It should be noted these amounts are included in the FY21 Budget currently being considered by the Park Board:

<u>Facility/Fund</u>	<u>Annual Total</u>
Lovell Community Center (Fund 202)	\$21,960.00
Longview Community Center (Fund 205)	\$19,320.00
Gamber Community Center (Fund 201)	\$7,140.00
Grand Total for All Services FY21	\$48,420.00

Although this Agreement is under the threshold requirement for Park Board Approval the potential to exceed \$50,000.00 with any added services would require Park Board approval at that time.

It should be noted these services would not be utilized unless funds were budgeted and approved for such use. For reference, the total additional cost of services for all outdoor restrooms is \$27,120.00 annually.

Staff Recommendation

Staff recommends award of Bid No. 2020-PR-019 for on-call restroom janitorial services to Town and Country Building Services.

Proposed Motion: I move to award Bid No. 2020-PR-019 for on-call restroom janitorial services to Town and Country Building Services with the possibility of four (4) additional one-year renewals and further authorize the Administrator of Parks and Recreation to enter into an Agreement with Town and Country Building Services as well as to execute any and all documents necessary to effectuate the same.



BID TABULATION

This bid tabulation only reflects the initial reading of the bids received, not the evaluation of such bids.

BID NO.: 2020-PR-019

PROJECT: Restroom Janitorial Services for LSPR

DATE/TIME: April 29, 2020 at 3:15 PM

OPENED BY: Jackie McCormick Heanue

		BIDDER NAME/ADDRESS	BIDDER NAME/ADDRESS	BIDDER NAME/ADDRESS
		H2O Cleaning 803 Osage Avenue Kansas City, Kansas	Midwest Contract 4741 Central St. Ste. 227 Kansas City, Missouri	Town & Country 1828 Swift, Suite 206 North Kansas City, Missouri
ITEM	DESCRIPTION	Monthly Rate for Daily Service	Monthly Rate for Daily Service	Monthly Rate for Daily Service
4.1	Legacy Park Commons	\$225.00	\$909.30	\$220.00
4.2	Joseph A. Dyke Park	\$225.00	\$909.30	\$220.00
4.3	Miller J. Fields Park	\$225.00	\$909.30	\$220.00
4.4	Lea McKeighan South Park	\$225.00	\$909.30	\$220.00
4.5	Lea McKeighan North Park	\$225.00	\$90.70	\$100.00
4.6	Summit Park	\$225.00	\$909.30	\$310.00
4.7	Howard Park	\$225.00	\$909.30	\$220.00
4.8	Lowenstein Park	\$225.00	\$909.30	\$220.00
4.9	Harris Park/Summit Waves	\$225.00	\$909.30	\$220.00
4.10	Charles David Hartman Park	\$310.00	\$909.30	\$310.00
4.11	Gamber Community Center	\$490.00	\$1,725.00	\$595.00
4.12	J. Thomas Lovell Jr. Community Center	\$2,740.00	\$2,925.00	\$1,830.00
4.13	Longview Community Center	\$1,932.00	\$2,274.00	\$1,610.00
GRAND TOTAL PER MONTH		\$7,497.00	\$15,198.40	\$6,295.00

THIS AGREEMENT, made this _____ day of _____, 2020, is herein called Agreement for On-Call Restroom Cleaning and Janitorial Services for Various Lee's Summit Parks and Recreation Facilities by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City, by and through the Lee's Summit Parks and Recreation Board (hereinafter "LSPR") and Town and Country Building Services, LLC, a Missouri Limited Liability Company (hereinafter "Service Provider.")

WHEREAS, LSPR has caused to be prepared an Invitation for Bid, General Terms and Conditions, and Specifications for an Agreement to provide specific products and/or services along with special bid clauses/addenda listed below (hereinafter "Agreement Documents,") said Agreement Documents setting forth such equipment, supplies, labor and/or services to be furnished as therein fully described; and,

WHEREAS, Service Provider did on the 24th day of April, 2020, file with LSPR its' bid to furnish such equipment, supplies, labor and/or services, as specified; and,

WHEREAS, the aforementioned documents adequately and clearly describe the terms and conditions upon which Service Provider is to furnish such equipment, supplies, labor and/or services as specified.

NOW, THEREFORE, IT IS AGREED as follows:

1. LSPR does hereby accept, with modifications, if any, the Bid of Service Provider.
2. The Service Provider's Bid in its' entirety is incorporated herein by reference as though fully set forth. The Service Provider's Bid and LSPR's Agreement Documents become the agreement between the parties hereto; that both parties hereby accept and agree to the terms and conditions of said documents, and that the parties are bound thereby and that the compensation to be paid to the Service Provider is as set forth in the Agreement Documents, subject to prior authorization and order on an as-needed basis by LSPR. In the event of a conflict between the Service Provider's Bid and LSPR's Agreement Documents, LSPR's Agreement Documents shall control. Items not awarded, if any, have been deleted.
3. Services shall only be provided after receipt of a written request or order from LSPR for each location or service item listed herein, and only after it is determined there are sufficient funds budgeted to cover the costs of the services.
4. This Agreement shall be effective on the _____ day of _____, 2020. Agreement period from _____, 2020 through _____. All pricing identified on the pricing page shall be in effect for the stated Agreement period. LSPR may, at its' option, renew this Agreement for up to four (4) additional one year Agreement periods by giving written notice to the Service Provider. Any increase in cost at the beginning of each renewal period will be limited to that allowed per Section 2.6, Renewal Option.
5. No financial obligation shall accrue against LSPR until Service Provider makes delivery pursuant to order of LSPR.
6. This Agreement may be terminated by either party upon sixty (60) days prior written notice to the other party. LSPR may terminate this Agreement immediately, under breach of contract, if Service Provider fails to perform in accordance with the terms and conditions as referenced to and incorporated above and herein. In the event of any termination of Agreement by the Service Provider, LSPR may obtain the services similar to those so terminated, and for the duration of the Agreement period the Service Provider will be liable for all costs in excess of the pricing established herein.
7. The parties agree that this Agreement may be signed in one or more counterparts and/or signed electronically, and all such counterparts together shall constitute one and the same agreement; such signatures shall bind the signing party in the same manner as if a handwritten signature has been delivered.

ATTACHMENTS:

AGREEMENT AND BID:
INSURANCE REQUIREMENTS:
GENERAL CONDITIONS:

PAGES: 1-26
PAGES: 16-18
PAGES: 19-23

LSPR

SERVICE PROVIDER

Joseph D. Snook, Administrator of Parks and Recreation

Vickie Herron, Managing Director

APPROVED AS TO FORM:



LEE'S SUMMIT PARKS AND RECREATION

220 S.E. GREEN STREET

LEE'S SUMMIT, MO 64063

Phone: 816-969-1501 Fax: 816-969-1515

Project Manager: Jackie McCormick Heanue, Superintendent of Legal Services and Human Resources

Email Address: Jackie.heanue@cityofls.net

INVITATION FOR BID NUMBER 2020-PR-019

Lee's Summit Parks and Recreation (hereinafter "LSPR") will accept sealed bids from qualified persons or firms interested in providing the following:

RESTROOM CLEANING AND JANITORIAL SERVICES FOR VARIOUS LEE'S SUMMIT PARKS AND RECREATION FACILITIES
IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS

SEALED BIDS MUST BE MARKED "BID NO. 2020-PR-019" AND DELIVERED TO THE ADDRESS ABOVE OR UPLOADED INTO PUBLIC PURCHASE
PRIOR TO THE OPENING DATE OF 3:15 PM LOCAL TIME
ON WEDNESDAY, APRIL 29, 2020

The cutoff date for any questions for this bid is Wednesday April 22, 2020 at Noon, Local Time.

It is the responsibility of interested firms to check the City's e-bidding system, Public Purchase, at <http://www.publicpurchase.com>, or consult with the Project Manager for any addendums prior to the opening date and time of this Bid. All addendums must be signed and included with submitted Bid.

LSPR reserves the right to reject any and all bids, to waive technical defects, and to select the bid(s) deemed most advantageous and the best value to LSPR.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign and return this form with their submittal.

NOTE: All businesses doing business in the State of Missouri should be registered with the Missouri Secretary of State. Upon Missouri registration, a charter number is issued and should be identified below. If your business is exempt, the exemption number should be referenced below, in lieu of a charter number.

Town & Country Building Services
Company Name
1828 Swift, Suite 206
Address
North Kansas City Mo 64116
City/State/Zip
(816) 421-2525
Telephone # Fax #
Kansas City@tcbuildingservices.com
E-mail

Vickie Herron
Authorized Person (Print)
Vickie Herron
Signature
Managing Director
Title
4/24/2020 82-4764873
Date Tax ID #
LLC
Entity Type
LC 001632173
Missouri Charter Number or Exemption Number

If submitting a "no bid" please provide a brief explanation below for the reason why and return this page:



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INVITATION FOR BID NUMBER 2020-PR-019

Lee's Summit Parks and Recreation (LSPR) will accept bids from qualified persons or firms for restroom cleaning and janitorial services for various LSPR facilities as a yearly contract in accordance with the attached specifications. Sealed bids must be delivered to the Parks and Recreation Department located at 220 SE Green Street, Lee's Summit, Missouri 64063, or uploaded electronically via Public Purchase by 3:15 P.M. Local Time, on Wednesday, April 29, 2020. Lee's Summit Parks and Recreation is observing the recommendations of the public health experts. To minimize person to person contact and the opportunity for passing of illnesses, we will not host any public bid openings through May 15, 2020. As always, Vendors may contact the Project Manager listed on the front cover page of the bid to request a copy the unofficial bid tab.

Bid documents are available by contacting the Project Manager, Jackie McCormick Heanue, at Jackie.heanue@cityofls.net or by accessing the City's e-procurement system, Public Purchase. Respondents needing to register with Public Purchase should visit <http://www.publicpurchase.com>. Respondents should register no later than 36 hours (M-F) prior to the submission deadline. All addendums must be signed and included with the submission.

To the extent required, all wages paid for work under this Contract shall comply with applicable requirements of the prevailing wage law of the State of Missouri, Sec 290.210 et seq., R.S.Mo., as amended by the Division of Labor Standards, State of Missouri and regulations promulgated by the Division of Labor. A copy of the applicable prevailing wage order and increment is included with this bid package.

For any contract for services greater than \$5,000, the successful bidder shall comply with § 285.530, RSMo, as amended, and (1) provide by sworn affidavit affirmation that it does not knowingly employ any person who is an unauthorized alien and (2) provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this agreement. The required documentation affirming enrollment must be from the federal work authorization program provider. Letter from respondent reciting compliance is not sufficient. All bids should include the signed and notarized Work Authorization Affidavit and the electronic signature page from the E-Verify program. Letter from Contractor reciting compliance is not sufficient.

Jackie McCormick Heanue, Superintendent of Legal Services & Human Resources
Lee's Summit Parks and Recreation

SCOPE: Lee's Summit Parks and Recreation (LSPR) is seeking qualified firms or persons to provide restroom cleaning and janitorial services for various LSPR facilities as listed under the Bid Specifications section of this document. LSPR reserves the right to add or remove locations, services to be performed, and frequency of services as deemed necessary in the sole discretion of LSPR.

1.0 INSTRUCTIONS TO BIDDERS:

- 1.1 All questions shall be submitted and potentially answered by contacting the Project Manager identified in this Bid. If there is significant information deemed necessary to be communicated to all potential bidders by the Project Manager, addendum(s) will be issued by posting on Public Purchase and e-mailing to the vendor list and any interested bidders who provide notice to the Project Manager. All addendums(s) must be signed and included with submitted bid. **Bidders are encouraged to contact the Project Manager to schedule an inspection of facilities prior to the date for requests for clarification.**
- 1.2 It is the responsibility of each bidder before submitting a bid to examine the bidding documents thoroughly and request an interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Requests for clarification must be received no later than Wednesday, April 22, 2020 at Noon, Local Time. **There will be NO pre-bid conference held in connection with this bid.**
- 1.3 LSPR reserves the right to reject any and all bids, to waive technical defects in bids, and to select the bid(s) deemed most advantageous to LSPR.
- 1.4 LSPR reserves the right to award this contract in its entirety or to split the contract between bidders, whichever is in the best interest of LSPR. LSPR may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.5 Bids submitted on separate forms are not acceptable unless specified in the bid document. Failure to complete bid forms to the satisfaction of LSPR may result in the rejection of your bid.
- 1.6 Acceptance of this bid or any part thereof, in writing, within one hundred twenty (120) days after the closing date by the Administrator of Parks and Recreation shall constitute a legal and binding agreement; wherein, the supplier shall furnish the services, supplies or materials in accordance with the specifications and bid offer on the written order of the Administrator of Parks and Recreation or his designee.
- 1.7 The bidder shall provide all transportation, labor, materials, and equipment to perform the work. State total costs of materials/services requested in Section 4.0 Pricing. Prices shall include F.O.B. destination and inside delivery.
- 1.8 Quantities and frequencies stated herein are an estimate; orders shall be placed by LSPR for actual requirements as needed. Bidder shall quote net costs of all goods and services requested. In the event of errors in extension of total price(s), the unit price(s) shall prevail.
- 1.9 Changes to the specifications, provisions, or terms and conditions will not be allowed except by written addendum issued by LSPR. Oral explanations or instructions given prior to award will not be binding.
- 1.10 Lee's Summit Parks and Recreation is observing the recommendations of the public health experts. To minimize person to person contact and the opportunity for passing of illnesses, we will not host any public bid openings through May 15, 2020. As always, Vendors may contact the Project Manager listed on the front cover page of the bid to request a copy the unofficial bid tab. No decisions relating to the award of a contract will be made at the opening.
- 1.11 Any award of a contract resulting from this Invitation for Bid will be made only by written authorization from the Administrator of Parks and Recreation.
- 1.12 For prompt payment, all invoices shall be sent directly to the City of Lee's Summit Accounts Payable Department. **Pre-billing will not be allowed without prior written approval by LSPR.**
- 1.13 Whenever a material, article, or piece of equipment is identified by reference to a manufacturer's or vendor's name, trade name, catalog number, etc., it is intended to indicate the product to be provided. No substitutes will be considered for purposes of this Bid.
- 1.14 Items required for this contract qualify for exemption from taxes in accordance with RSMo Section 144.062 as well as in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated, the Missouri Department of Revenue has exempted all or those certain items of the contract

from State and local sales and use taxes. If your company/firm is located outside the State of Missouri and is unable to honor the City of Lee's Summit's State of Missouri tax exempt status, all pricing submitted shall include any and all applicable taxes.

- 1.15 Any Contract Awarded pursuant to this bid shall be subject to the Terms & Conditions located in Exhibit C. Any bid conditioned on conflicting Terms & Conditions may be rejected.

2.0 SPECIFIC REQUIREMENTS OF BID:

- 2.1 **Licenses and Permits:** The successful bidder shall secure licenses and permits imposed by law and ordinance and pay all charges and fees, which shall include, but is not necessarily limited to, a current City of Lee's Summit, Missouri, Business License. Before issuance of a contract to the successful bidder, proof of the licenses (i.e. xerographic copy of the paid receipt or xerographic copy of the actual license) shall be provided to the Project Manager to be kept in the bid file as part of the permanent record. It shall be the responsibility of the successful bidder to contact the Development Center, (816) 969-1220, for information to obtain business licenses and applicable permits.

- 2.2 **Insurance:** The bidder must provide a Certificate of Insurance in accordance with all requirements shown in the insurance requirements section of this document prior to the award of a contract.

- 2.3 **Compliance:** The following items shall be provided by the successful bidder to the Project Manager:

2.3.1 To be provided with Bid submittal:

- Bidder must complete the bid document in its entirety (bidders should keep a copy of bid submittal)
- Bidder must complete and provide a List of References and Experience on form provided
- Bidder must complete and provide a List of Personnel on the form provided
- Bidder must complete and return the Notarized Work Authorization and E-Verify as stipulated in this bid
- Bidder must submit any Addendum(s) issued in connection with the bid; all Addendum(s) must be executed

2.3.2 To be provided by the selected vendor prior to the issuance of a contract:

- Business License
- List of materials and equipment to be utilized including manufacturer's name, product name/number and other information to indicate compliance with specifications on form provided
- Certificate of Insurance naming the City of Lee's Summit as additional insured under General Liability.
NOTE: COI shall identify the SAME legal entity company name as reflected on the respondent's W-9.
- List of Subcontractors
- List of Materials and Major Suppliers
- W-9 (new vendor only). NOTE: W-9 shall identify the SAME legal entity company name as reflected on the awarded respondent's Certificate of Insurance (COI).
- Vendor Information Form (new vendor only)

- 2.4 **No Financial Interest or Other Conflict:** By submission of its response, the bidder certifies that they are in compliance with items 2.4.1 through 2.5.4.

- 2.4.1 Elected or appointed officials or employees of the City of Lee's Summit or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.
- 2.4.2 The Contractor/Service Provider hereby covenants that at the time of solicitation submittal the Contractor/Service Provider has no other contractual relationships which would create any actual or perceived conflict of interest. The Contractor/Service Provider further agrees that during the term of the contract/agreement neither the Contractor/Service Provider nor any of its employees shall acquire any other contractual relationships which create such a conflict.

2.5 Debarment and Suspension Status:

- 2.5.1 **Offeror** is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is **Offeror** an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.
- 2.5.2 **Offeror** has not within a three year period preceding this Invitation been convicted of or had a civil suit judgment rendered against **Offeror** for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
- 2.5.3 **Offeror** is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.
- 2.5.4 **Offeror** has not, within a three year period preceding this Invitation, had any government (federal, state, or local) transactions

terminated for cause or default.

2.6 **Renewal Option.** LSPR reserves the right to renew this Agreement for four (4) additional one-year renewal periods. Adjustments in cost at the beginning of each renewal period must be agreed upon by both parties. All requested increases must be accompanied by justification acceptable to LSPR to establish the increased amount. LSPR shall notify the Service Provider in writing of the intent to exercise the renewal option, however, failure to notify the Service Provider does not waive LSPR's right to exercise the renewal option. In the event the Service Provider is seeking an increase in compensation for any given renewal period, Service Provider must notify LSPR no less than sixty (60) days prior to the natural expiration of the existing Agreement and shall provide the justification required herein to substantiate the requested increase.

2.7 **Post Award Information.**

- 2.7.1 Service Provider will be contacted for services as required for work under this Agreement by one or more representatives of LSPR as identified by LSPR.
- 2.7.2 Service Provider will not be allowed travel time; accordingly, any amounts needed to cover travel time should be incorporated into the pricing set forth in this bid. LSPR shall not be responsible for payment for any briefings or meetings held between LSPR and Service Provider, as these meetings are of mutual benefit to all parties involved.
- 2.7.3 Prior to commencing any new work not identified in this document, Service Provider shall be required to provide a Work Order Cost Estimate, in writing, which shall be reviewed and approved by the applicable LSPR staff representative.
- 2.7.4 All work shall be performed and all complaints handled with due regard to LSPR's public relations. Service Provider shall utilize competent employees when performing the work. At the request of LSPR, Service Provider shall replace any incompetent, unfaithful, abusive or disorderly persons in its' employ. LSPR and Service Provider shall each be promptly notified by the other of any complaints received.
- 2.7.5 Service Provider shall be responsible for providing, maintaining, and transporting all necessary equipment and materials needed to fulfill the Agreement. In no event shall LSPR be responsible for any damage or loss to any of Service Provider's equipment or that of any of Service Provider's employees or independent contractors.
- 2.7.6 Proper safety precautions shall be used at all times and shall remain Service Provider's sole responsibility. Service Provider shall be equipped to enter confined spaces and hazardous atmospheres in compliance with all Occupational Safety and Health Administration (OSHA) criteria.

2.8 **Invoice-Payment Requirements.** Bidder shall submit, on a timely basis, an itemized, detailed statement of services rendered, including, at a minimum, the following information:

- 2.8.1 Name of LSPR staff authorizing the work.
- 2.8.2 Name of the location and address where work was performed.
- 2.8.3 Dates and rates for each job location for each given day of service performed.
- 2.8.4 Purchase Order number, if applicable, shall be listed on each invoice/statement.

Bidder shall keep complete records of all work performed under the Agreement. Work covered under this Agreement shall be invoiced separately from any other work and or purchases made by LSPR or the City of Lee's Summit, Missouri. Requests for payment shall be submitted by job/location.

For prompt payment, all invoices and copies of work orders shall be sent directly to Accounts Payable, City of Lee's Summit, MO, 220 S.E. Green Street, Lee's Summit, MO 64063, faxed to 816-969-1113, or e-mailed to ap@cityofls.net. The City's payment terms are Net 30 days.

LSPR reserves the right to audit the successful bidder's financial records.

2.9 **Evaluation Criteria:** Award consideration will be based on:

- 2.9.1 Price: Lowest and best price deemed to be most advantageous and the best value to LSPR.
- 2.9.2 References and Experience: Consideration will be given to the length of time the company has been in operation, providing similar services; past performance history, and references. To be considered for award, bidder shall have been in business for a minimum of five (5) years. See enclosed List of References and Experience Form.
- 2.9.3 Personnel Qualifications: Consideration will be given to the experience, performance records, and abilities of all persons performing the work, including subcontractors.

SCORING RANGES

	50 Point Item	30 Point Item	20 Point Item
Outstanding	37 – 50	26 – 30	16 – 20
Exceeds Acceptable	25 – 36	15 – 25	10 – 15
Acceptable	13 – 24	6 – 14	5 – 10
Marginal	0 – 12	0 – 5	0 – 4

	Category	Max. Pts	Score
1	<u>Price</u> : Lowest and best price deemed to be most advantageous and the best value to the City for goods and/or service, as specified, will be considered in evaluating this bid.	50	_____
2	<u>References and Experience</u> : Consideration will be given to the length of time the company has been in operation, providing similar services; past performance history, and references.	30	_____
3	<u>Personnel Qualifications</u> : Consideration will be given to the experience, performance records, and abilities of all persons performing the work, including subcontractors.	20	_____
		Total(100)	_____

2.10 All businesses doing business in the State of Missouri should be registered with the Missouri Secretary of State. Upon Missouri registration, a charter number is issued and should be identified on the front cover page of this solicitation. If your business is exempt, the exemption number should be referenced in lieu of a charter number. This information should be completed at the time of bid submittal and shall be required prior to award. To register with the Missouri Secretary of State, please consult: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>

2.11 Respondents legal entity company name must be identified the SAME on their W9 and Certificate of Insurance (COI).

2.12 The use of sub-contractors will not be permitted for this project without prior, written authorization from LSPR.

3.0 BID SPECIFICATIONS

3.1 LOCATIONS. Following is a list of the current locations and approximate square footages and components for which janitorial services are requested. Please note the square footages identified for the locations are only estimates. LSPR reserves the right to add or remove locations as needed.

- 3.1.1 **Legacy Park Commons** – 1801 SE Coneflower Drive, Lee's Summit, Missouri 64086
- +/- 300 square feet
 - Building consists two (2) Unisex Restrooms, each side has One (1) toilet, One (1) sink, and One (1) Mirror, for a total of two (2) of each component
 - Building has One (1) drinking fountain
- 3.1.2 **Joseph A. Dyke Park** – 1203 NE Legacy Park Drive, Lee's Summit, Missouri 64086 (next to Softball entrance)
- +/- 300 square feet
 - Building consists two (2) Unisex Restrooms, each side has One (1) toilet, One (1) sink, and One (1) Mirror, for a total of two (2) of each component
 - Building has One (1) drinking fountain
- 3.1.3 **Miller J. Fields Park** – 1301 SE 3rd Street, Lee's Summit, Missouri 64063
- +/- 300 square feet
 - Building consists two (2) Unisex Restrooms, each side has One (1) toilet, One (1) sink, and One (1) Mirror, for a total of two (2) of each component
 - Building has One (1) drinking fountain
- 3.1.4 **Lea McKeighan South Park** – 125 NE Chipman Road, Lee's Summit, Missouri 64063
- +/- 300 square feet
 - Building consists two (2) Unisex Restrooms, each side has One (1) toilet, One (1) sink, and One (1) Mirror, for a total of two (2) of each component
 - Building has One (1) drinking fountain

- 3.1.5 **Lea McKeighan North Park** – 120 NE Chipman Road, Lee's Summit, Missouri 64063
- +/-150 square feet
 - Facilities consist of One (1) Unisex Restroom, located on the east side of the building
 - One (1) toilet, One (1) sink, and One (1) Mirror
- 3.1.6 **Summit Park** – 451 NW Blue Parkway, Lee's Summit, Missouri 64063
- +/- 300 square feet
 - Building consists two (2) Unisex Restrooms, each side has One (1) toilet, One (1) sink, and One (1) Mirror, for a total of two (2) of each component
 - Building has One (1) drinking fountain
- 3.1.7 **Howard Park** – 3498 NE Independence, Lee's Summit, Missouri 64064
- +/- 300 square feet
 - Building consists two (2) Unisex Restrooms, each side has One (1) toilet, One (1) sink, and One (1) Mirror, for a total of two (2) of each component
 - Building has One (1) drinking fountain
- 3.1.8 **Lowenstein Park** – 1901 NW Lowenstein Drive, Lee's Summit, Missouri 64081
- +/- 300 square feet
 - Building consists two (2) Unisex Restrooms, each side has One (1) toilet, One (1) sink, and One (1) Mirror, for a total of two (2) of each component
 - Building has One (1) drinking fountain
- 3.1.9 **Harris Park/Summit Waves** – 120 SW Blue Parkway, Lee's Summit, Missouri 64063
- Building One +/- 440 square feet
 - Building consists of One (1) Men's Restroom, and One (1) Women's Restroom
 - Men's side has One (1) toilet, One (1) sink, and One (1) Mirror
 - Women's side has One (1) toilet, One (1) sink, and One (1) Mirror
 - Building has One (1) drinking fountain
 - Building Two +/- 155 square feet
 - Building consists of Two (2) Unisex Restrooms
 - Each restroom has has One (1) toilet, One (1) sink, and One (1) Mirror and One (1) diaper changing station (fold down from wall)
 - Building has One (1) drinking fountain
- 3.1.10 **Charles David Hartman Park** – 700 SW Old Pryor Road, Lee's Summit, Missouri 64081
- +/- 500 square feet
 - Building consists of One (1) Men's Restroom, and One (1) Women's Restroom
 - Building has One (1) drinking fountain
 - Men's Side has Two (2) Urinals, One (1) Toilet, One (1) Mirror, One (1) Sink
 - Women's Side has Two (2) Toilets, One (1) Sink, and One (1) Mirror
- 3.1.11 **Gamber Community Center** – 4 NE Independence Avenue, Lee's Summit, Missouri 64063
- Building consists of a total of four (4) indoor restrooms
 - Two (2) Unisex Restrooms on the north side of the building. Each has one (1) toilet, one (1) sink, one (1) shower, one (1) large mirror, one (1) diaper changing station (fold down from wall) and one (1) wall seat (fold down from wall). Each unisex restroom is approximately 96 square feet.
 - One (1) Large Women's Restroom on the south side of the building, which has five (5) stalls with five (5) toilets, one of which is handicap accessible, three (3) sinks, one (1) large mirror, and one (1) diaper changing station (fold down from wall). The restroom is approximately 208 square feet.
 - One (1) Large Men's Restroom on the south side of the building, which has two (2) stalls with two (2) toilets, one of which is handicap accessible, three (3) urinals, three (3) sinks, one (1) large mirror and one (1) diaper changing station (fold down from wall). The restroom is approximately 208 square feet.

- 3.1.12 J. Thomas Lovell, Jr. Community Center – 901 NE Bluestem, Lee's Summit, Missouri 64086
- Building consists of a total of three (3) indoor restrooms and three (3) indoor locker rooms
 - One (1) Unisex Restroom consisting of one (1) toilet, one (1) sink, one (1) mirror. The restroom is approximately 108 square feet.
 - One (1) Large Women's Restroom, which has five (5) stalls with five (5) toilets, one of which is handicap accessible, three (3) sinks, three (3) mirrors, and one (1) diaper changing station (fold down from wall). The restroom is approximately 220 square feet.
 - One (1) Large Men's Restroom, which has two (2) stalls with two (2) toilets, one of which is handicap accessible, two (2) urinals, three (3) sinks, three (3) mirrors, and one (1) diaper changing station (fold down from wall). The restroom is approximately 220 square feet.
 - One (1) Women's Locker Room, which has eight (8) Stalls with eight (8) toilets, one of which is handicap accessible, five (5) shower stalls, one of which is handicap accessible, three (3) sinks, three (3) regular sized mirrors, two (2) large mirrors and one (1) diaper changing station (fold down from wall). The locker room is approximately 1,260 square feet.
 - One (1) Men's Locker Room, which has two (2) stalls with two (2) toilets, one of which is handicap accessible, two (2) urinals, one (1) large open shower area with six (6) shower heads, one stall which is handicap accessible, three (3) sinks, three (3) regular size mirrors, one (1) large mirror and one (1) diaper changing station (fold down from wall). The locker room is approximately 1,260 square feet.
 - One (1) Family Changing Room which has four (4) stalls with four (4) toilets, five (5) sinks, five (5) mirrors, and four (4) showers, one of which is handicap accessible, and one (1) diaper changing station (fold down from wall). The family changing room is approximately 715 square feet.

- 3.1.13 Longview Community Center – 3801 SW Longview Road, Lee's Summit, Missouri 64081
- Building consists of a total of three (3) indoor restrooms and two (2) indoor locker rooms
 - One (1) Unisex Restroom consisting of one (1) toilet, one (1) sink, one (1) mirror, and one (1) diaper changing station. Unisex Restroom is approximately 50 square feet.
 - One (1) Downstairs Women's Restroom with three (3) stalls with three (3) toilets, three (3) sinks, three (3) mirrors, and one (1) diaper changing station. Downstairs Women's Restroom is approximately 380 square feet.
 - One (1) Downstairs Men's Restroom with two (2) stalls with two (2) toilets, two (2) urinals, two (2) sinks, two (2) mirrors, one (1) diaper changing station. Downstairs Men's Restroom is approximately 380 square feet.
 - One (1) Women's Locker Room: seven (7) stalls with seven (7) toilets, twelve (12) shower stalls, eight (8) sinks, eight (8) mirrors, and one (1) diaper changing station. Women's Locker Room is approximately 1,074 square feet.
 - One (1) Men's Locker Room: three (3) stalls with three (3) toilets, four (4) urinals, one (1) large open shower with twelve (12) shower heads, eight (8) sinks, eight (8) mirrors, one (1) diaper changing station. Men's Locker Room is approximately 1,074 square feet.

3.2 SPECIFICATIONS APPLICABLE TO LOCATIONS 3.1.1 TO 3.1.10 (OUTDOOR RESTROOMS)

- 3.2.1 Outdoor restrooms are locked with magnetic locks and are unavailable to be accessed from 11pm to 5am, seven (7) days per week, except Thanksgiving Day and Christmas Day. Service will need to take place between sunrise and 9:00am, Central Standard Time.
- 3.2.2 All work and services identified herein should be completed once (1) per day, seven (7) days per week for each of the locations listed *except Harris Park/Summit Waves Restrooms (location 3.1.9), which shall only be cleaned during the off-season (approximately mid-August through mid-May.)*
- 3.3.3 Services to be Performed
- 3.3.3.1 Stock towels, tissue, hand soap and hand sanitizer (supplies to be furnished by LSPR)
 - 3.3.3.2 Empty sanitary napkin receptacles and wipe with an appropriate, hospital grade disinfectant
 - 3.3.3.3 Empty trash receptacles and damp wipe with an appropriate, hospital grade disinfectant
 - 3.3.3.4 Dust all areas, including, but not limited to partitions, vents, tops of mirrors and frames
 - 3.3.3.5 Wipe towel cabinet covers and cabinets, tops of hand dryers, tips of mirrors and frames
 - 3.3.3.6 Toilets and urinals to be cleaned and sanitized outside and inside; polish bright work
 - 3.3.3.7 Scour and sanitize all basins, including sinks; polish bright work
 - 3.3.3.8 Toilet seats to be cleaned on both sides using an appropriate, hospital grade disinfectant
 - 3.3.3.9 Remove splash marks from walls and floor around toilet basins, as well as under hand driers and around sink
 - 3.3.3.10 Clean and polish mirrors
 - 3.3.3.11 Wet mop and rinse restroom floors using an appropriate, hospital grade disinfectant

- 3.3.3.12 Remove all cobwebs on ceilings, walls, and corners
 - 3.3.3.13 Wipe all touch points, including, but not limited to: faucet handles, toilet handles, door handles, countertops, and soap dispensers with an appropriate, hospital grade disinfectant
 - 3.3.3.14 Wipe diaper changing station with an appropriate, hospital grade disinfectant
 - 3.3.3.15 Clean and sanitize drinking fountains, including touchpoints, located on building with an appropriate, hospital grade disinfectant
 - 3.3.3.16 After each daily cleaning, each building shall be left with all lights off, and doors unlocked.
 - 3.3.3.17 Any visible damage, vandalism, or circumstance out of the ordinary shall be reported by Service Provider to LSPR immediately.
- NOTE:** *LSPR reserves the right to add, delete, or change the services to be performed, the frequency, the location, or any other provision as listed herein as needed.*

3.3 SPECIFICATIONS APPLICABLE TO LOCATIONS 3.1.11 TO 3.1.13 (RESTROOMS AND LOCKER ROOMS LOCATED AT INDOOR FACILITIES)

- 3.3.1 All work and services identified herein should be completed for each restroom and locker room **once (1) per day, seven (7) days per week, every day of the year, except Thanksgiving Day and Christmas Day**, for each of the locations listed according to the following schedule:
 - 3.3.1.1 **Gamber Community Center (Location 3.1.11):** Sunday through Thursday, between 9pm and 6am; Friday and Saturday, between 12am (Midnight) and 6am, Central Standard Time.
 - 3.3.1.2 **J. Thomas Lovell, Jr. Community Center (Location 3.1.12):** Monday through Friday, between 10pm and 4am; Saturday and Sunday, between 8pm and 6am, Central Standard Time.
 - 3.3.1.3 **Longview Community Center (Location 3.1.13):** Monday through Friday, between 10pm and 4am; Saturday and Sunday, between 8pm and 6am, Central Standard Time.
- 3.3.2 Service Provider will be responsible for arming and disarming the alarm system for each facility upon exit and entry each day. Failure to do so may result in the immediate termination of services at no additional cost to LSPR.
- 3.3.3 **Services to be Performed at All Locations**
 - 3.3.3.1 Stock towels, tissue, hand soap and hand sanitizer (supplies to be furnished by LSPR)
 - 3.3.3.2 Empty sanitary napkin receptacles and wipe with an appropriate, hospital grade disinfectant
 - 3.3.3.3 Empty trash receptacles; pull the liner out and take the liner to the outside trash bin at the facility; damp wipe with an appropriate, hospital grade disinfectant and replace a new liner
 - 3.3.3.4 Dust all areas, including, but not limited to partitions, vents, tops of mirrors and frames
 - 3.3.3.5 Wipe towel cabinet covers and cabinets, tops of hand dryers, tips of mirrors and frames
 - 3.3.3.6 Toilets and urinals to be cleaned and sanitized outside and inside; polish bright work
 - 3.3.3.7 Scour and sanitize all basins, including sinks; polish bright work
 - 3.3.3.8 Toilet seats to be cleaned on both sides using an appropriate, hospital grade disinfectant
 - 3.3.3.9 Remove splash marks from walls around basins
 - 3.3.3.10 Clean and polish mirrors
 - 3.3.3.11 Clean shower stalls, shower floors, shower curtains and fold down seats with an appropriate, hospital grade disinfectant; polish shower hardware
 - 3.3.3.12 Wipe all touch points, including, but not limited to: faucet handles, toilet handles, door handles, countertops, and soap dispensers with an appropriate, hospital grade disinfectant
 - 3.3.3.13 Wipe diaper changing stations and fold down seats with an appropriate, hospital grade disinfectant
 - 3.3.3.14 After each daily cleaning, restrooms and locker rooms shall be left with all lights off, the main outside building doors shall be locked and the alarm shall be set.
 - 3.3.3.15 Any visible damage, vandalism, or circumstance out of the ordinary shall be reported by Service Provider to LSPR immediately.
- 3.3.4 **Services to be Performed at J. Thomas Lovell, Jr. Community Center and Longview Community Center Only.** Clean entire Restroom and locker room tile floor areas, tile wall areas and locker room bench tops with LSPR owned Kaivac machine using **ONLY** the approved cleaner located on site and provided by LSPR, leaving the entire tile floor and tile wall area clean and free of any debris.
- 3.3.5 **Services to be Performed at Gamber Community Center Only.** Wet mop and rinse all restroom and locker room floors with an appropriate, hospital grade disinfectant.
- 3.3.6 **LSPR Provided Supplies:** Each facility has one or more janitor's closets which contain supplies owned by LSPR which may be utilized to provide the services for restrooms and locker rooms located at indoor facilities. Upon award, the appropriate facility manager will orient the Service Provider with the location and content of these supplies for each location. In the event Service Provider identifies supplies running low, they shall notify LSPR by leaving a note identifying what supplies are needed.

4.0 PRICING: Pricing shall include all applicable costs and charges for services as required in Section 3.0.

Location	Monthly Rate for Daily Service
4.1 Legacy Park Commons (Location 3.1.1}	\$220.00
4.2 Joseph A. Dyke Park (Location 3.1.2}	\$220.00
4.3 Miller J. Fields Park (Location 3.1.3}	\$220.00
4.4 Lea McKeighan South Park (Location 3.1.4}	\$220.00
4.5 Lea McKeighan North Park (Location 3.1.5}	\$100.00
4.6 Summit Park (Location 3.1.6}	\$310.00
4.7 Howard Park (Location 3.1.7}	\$220.00
4.8 Lowenstein Park (Location 3.1.8}	\$220.00
4.9 Harris Park/Summit Waves (Location 3.1.9}	\$220.00
4.10 Charles David Hartman Park (Location 3.1.10}	\$310.00
4.11 Gamber Community Center (Location 3.1.11}	\$595.00
4.12 J. Thomas Lovell, Jr. Community Center (Location 3.1.12}	\$1,830.00
4.13 Longview Community Center (Location 3.1.13}	\$1,610.00

HOURS OF SERVICE AND CONTACT INFORMATION	
4.14 State hours and days of operation:	8:30 a.m. to 4:30 p.m., 5 days per week a.m. to p.m., days per week
4.15 State telephone number and contact person:	Name: Bryan Watson Telephone: (816) 838-1353
GENERAL INFORMATION	
4.16 LSPR's standard payment terms are Net 30 after receipt of invoice. Please state any discounts offered:	____%
4.17 Throughout the course of the Agreement Term, other City of Lee's Summit Departments may need to utilize these services. Please advise if they may contact your Company for a quote and state any discounted rate off standard pricing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.18 Is the above pricing tax exempt per the City of Lee's Summit, Missouri's tax exempt status as stated under Section 1.0, Instructions to Bidders, Paragraph 1.14?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.19 If you answered NO to Question No. 4.18, above, does the pricing provided above include any and all applicable taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.20 All pricing shall remain fixed and firm for the duration of the Term of the Agreement.	

5.0 COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:

This section is optional, it will not affect bid award. If LSPR awarded you the proposed contract, would you sell under the prices and terms of this Contract to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES _____ NO _____ INITIALS: _____

Sales will be made in accordance with the prices, terms, and conditions of the Invitation for Bid and any subsequent term contract. There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the bid or contract unless they are specifically named in the Invitation for Bid as a joint bidder. The principal contracting officer (PCO) is responsible to handle the solicitation and award the contract. The PCO has sole authority to modify the contract and handle disputes regarding the substance of the contract. The PCO is the Project Manager listed in this Bid. Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

6.0 WORK AUTHORIZATION AFFIDAVIT AND E-VERIFY: Any contract for services in excess of five thousand dollars (\$5,000), the bidder or business entity, as defined in § 285.530, RSMo, shall, 1. Provide; by sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien and 2. Provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The required documentation must be from the federal work authorization program provider. e.g. the electronic signature page from the E-Verify program's Memorandum of Understanding. Letter from Consultants reciting compliance is not sufficient.

The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify, <http://www.dhs.gov/everify> that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the Consultant's business license, termination of the contract, debarment from city and State work for a period of three years or permanently, and withholding 25% of the total amount due the Consultant.

All submittals should include the signed and notarized Work Authorization Affidavit AND the electronic signature page from the E-Verify program.

<p>CITY OF LEE'S SUMMIT, MISSOURI WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo (FOR ALL BIDS FOR SERVICES IN EXCESS OF \$5,000.00) Effective 1/1/2009</p>	
County of <u>Clay</u>) State of <u>Missouri</u>) ss.	
<p>My name is <u>Vickie Herron</u> am an authorized agent of <u>Town & Country Bldg Svc</u> ("Bidder"). Bidder is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Lee's Summit, Missouri. Bidder does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.</p> <p>Bidder shall not knowingly employ or contract with an illegal alien to perform work for the City of Lee's Summit, Missouri or enter into a contract with a sub bidder that knowingly employs or contracts with an illegal alien.</p>	
<p><u>Vickie Herron</u> Affiant</p> <p><u>Vickie Herron</u> Printed Name</p>	
Subscribed and sworn to before me this <u>15th</u> day of <u>April</u> , 20 <u>20</u>	
<div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>CAROL A. BARKER Notary Public, Notary Seal State of Missouri Clay County Commission # 14951941 My Commission Expires 03-22-2022</p> </div> <p>SEAL</p>	<p><u>Carol A Barker</u> Notary Public</p>



Employment Eligibility Verification

Welcome
Carol BarkerUser ID
CBAR0317Last Login
10:05 AM - 11/30/2012
Log OutClick any  for help[Home](#)[My Cases](#)[New Case](#)[View Cases](#)[Search Cases](#)[My Clients](#)[Add New Client](#)[View Existing Clients](#)[My Profile](#)[Edit Profile](#)[Change Password](#)[Change Security Questions](#)[My Company](#)[Edit Company Profile](#)[Add New User](#)[View Existing Users](#)[Close Company Account](#)[My Reports](#)[View Reports](#)[My Resources](#)[View Essential Resources](#)[Take Tutorial](#)[View User Manual](#)[Contact Us](#)

Company Information

Company Name: Town & Country Marketing & Services.com

[View / Edit](#)

Company ID Number: 594117

Doing Business As (DBA)
Name: Town & Country Building Services

DUNS Number:

Physical Location:

Address 1: 1828 Swift

Address 2: Suite 300

City: North Kansas City

State: MO

Zip Code: 64116

County: CLAY

Mailing Address:

Address 1: 1828 Swift

Address 2: Suite 300

City: North Kansas City

State: MO

Zip Code: 64116

Additional Information:

Employer Identification Number: 431139427

Total Number of Employees: 5 to 9

Perform verifications for your
company's employees: Yes

Parent Organization:

Administrator:

Organization Designation:

Employer Category: None of these categories apply

NAICS Code: 561 - ADMINISTRATIVE AND SUPPORT SERVICES

[View / Edit](#)

Total Hiring Sites: 1

[View / Edit](#)

Total Points of Contact: 2

[View / Edit](#)



Company ID Number: 594117

Approved by:

E-Verify Employer Agent Employer Transcend Services LLC	
Name (Please Type or Print) Michael O Heflin	Title
Signature Electronically Signed	Date 08/23/2012
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 08/23/2012

7.0 SAMPLE AGREEMENT (FOR REFERENCE ONLY)

THIS AGREEMENT, made this _____ day of _____, 20____, is herein called Yearly Contract for _____ as a Yearly Contract between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City, by and through the Lee's Summit Parks and Recreation Board (hereinafter "LSPR") and _____, (hereinafter "Service Provider").

WHEREAS, LSPR has caused to be prepared, General Terms and Conditions, Special Conditions and/or Specifications, Invitation for Bid, Proposal for Term and Supply Contracts and any special bid clauses/addenda listed under Special Attachments below (hereinafter "Contract Documents"), said contract documents setting forth such equipment, supplies, labor and/or services to be furnished as therein fully described; and

WHEREAS, Service Provider did on the ____ day of _____, 20XX, file with LSPR their Bid to furnish such equipment, supplies, labor and/or services, as specified; and

WHEREAS, the aforementioned documents adequately and clearly describe the terms and conditions upon which the Service Provider is to furnish such equipment, supplies, labor and/or services as specified, IT IS AGREED,

1. LSPR does hereby accept, with modifications, if any, the Bid of Service Provider.
2. That a copy of the Service Provider's signed Bid is attached hereto and incorporated herein by reference. The Service Provider's Bid and LSPR's Contract Documents become the agreement and contract between the parties hereto; that both parties hereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and that the compensation to be paid the Service Provider is as set forth in the Service Provider's Bid. In the event of a conflict between the Service Provider's Bid and the LSPR's Contract Documents, LSPR's Contract Documents shall control. Items not awarded, if any, have been deleted.
3. Services shall only be provided after receipt of a written request or order from LSPR and after it has been determined that budgeted funds are available to cover the cost of the services.
4. That this Agreement shall be effective on the _____ day of _____, 20XX, Bid No. 20XX-____, Agreement period from _____, to _____. LSPR may, at its option, renew the Contract for _____ additional one-year periods by giving written notice to the Service Provider. Any increase in cost at the beginning of each renewal period will be limited to that allowed per Bid # _____ - _____; Section ____; Renewal Option. All pricing identified on the pricing page shall be in effect for the stated Agreement period.
5. No financial obligation shall accrue against LSPR until Service Provider makes delivery pursuant to authorized order of LSPR.
6. This Agreement may be terminated by either party upon sixty (60) days prior notice in writing to the other party. LSPR may terminate this contract immediately, under breach of contract, if the Service Provider fails to perform in accordance with the terms and conditions as referenced to and incorporated above. In the event of any termination of contract by the Service Provider, LSPR may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Service Provider will be liable for all costs in excess of the established contract pricing.

Bid Number:	Dated:	Pages	through
Specifications:	Dated:	Pages	through
General Conditions:		Pages	through
Special Attachments:			

Company Name

LEE'S SUMMIT PARKS AND RECREATION:

Company Authorized Signature

Joseph D. Snook, Administrator of Parks & Recreation

Title Date

APPROVED AS TO FORM:

Type or Print the Name of Authorized Person

Jackie McCormick Heanue, Superintendent of Legal Services
& Human Resources

8.0 INSURANCE REQUIREMENTS GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS

*For purposes of Part III/Exhibit A, the term "City" shall include, specifically, LSPR.

1. General.

- A. Insurer Qualifications. Without limiting any obligations or liabilities of Contractor, Contractor shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Missouri, with an AM Best, Inc. rating of A or above with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Agreement at the City's option.
- B. No Representation of Coverage Adequacy. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement, but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.
- C. Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name and endorse, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees as Additional Insured as specified under the respective coverage sections of this Agreement.
- D. Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of this Agreement are satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Agreement.
- E. Primary Insurance. Contractor's insurance shall be, or be endorsed to indicate, its primary, non-contributory insurance with respect to performance of this Agreement and in the protection of the City as an Additional Insured. Such coverage shall be at least as broad as ISO CG 20 01 04 13.
- F. Claims Made. In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for six (6) years past completion and acceptance of the services. Such continuing coverage shall be evidenced by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the three-year period.
- G. Waiver. All policies, except for Professional Liability, including, as applicable, Workers' Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees for any claims arising out of the work or services of Contractor. Contractor shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement.
- H. Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Contractor shall be solely responsible for any such deductible or self-insured retention amount.
- I. Use of Subcontractors. If any work under this Agreement is subcontracted in any way, Contractor shall either cover all sub-contractors in the Contractor's liability insurance policy or execute written agreements with its subcontractors containing the indemnification provisions set forth in this Section and insurance requirements set forth herein protecting the City and Contractor. Contractor shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.
- J. Notice of Claim. The Contractor shall upon receipt of notice of any claim in connection with this Agreement promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability. The Contractor shall also promptly notify the City of any reduction in limits of protection afforded under any policy listed in the certificate(s) of insurance in excess of \$10,000.00, whether or not such impairment came about as a result of this contract. If the City shall subsequently determine that the Contractor's aggregate limits of protection shall have been impaired or reduced to such extent that they are inadequate for the balance of the project, the Contractor shall, upon notice from the City, promptly reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City.
- K. Evidence of Insurance. Prior to commencing any work or services under this Agreement, Contractor will provide the City with suitable evidence of insurance in the form of certificates of insurance and a copy of the declaration page(s) of the insurance policies as required by this Agreement, issued by Contractor's insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. The City may reasonably rely

upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement.

If any of the policies required by this Agreement expire during the life of this Agreement, Contractor shall forward renewal certificates and declaration page(s) to the City thirty (30) days prior to the expiration date. All certificates of insurance and declarations required by this Agreement shall be identified by referencing number and title of this Agreement. Additionally, certificates of insurance and declaration page(s) of the insurance policies submitted without a reference to this Agreement, as applicable, will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions:

- (1) The City, its agents, representatives, officers, directors, officials and employees are Additional Insureds as follows:
 - (a) Commercial General Liability – Under Insurance Services Office, Inc., ("ISO") Form CG 20 10 03 97 or equivalent.
 - (b) Auto Liability – Under ISO Form CA 20 48 or equivalent.
 - (c) Excess Liability – Follow Form to underlying insurance.
- (2) Contractor's insurance shall be primary, non-contributory insurance with respect to performance of the Agreement.
- (3) All policies, except for Professional Liability, including Workers' Compensation, waive rights of recovery (subrogation) against City, its agents, representatives, officers, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.
- (4) ACORD certificate of insurance form 25 (2014/01) is preferred. If ACORD certificate of insurance form 25 (2001/08) is used, the phrases in the cancellation provision "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.

All Certificates of Insurance shall name the City of Lee's Summit as the certificate holder and send the certificate and any endorsements to:

City of Lee's Summit
Attn: Lee's Summit Parks and Recreation
220 S.E. Green Street
Lee's Summit, MO 64063 -2358

2. Required Insurance Coverage.

A. Commercial General Liability. Contractor shall maintain "occurrence" form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, bodily injury, personal injury and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 01 03 93 or equivalent thereof, including but not limited to, separation of insured's clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, officials and employees shall be endorsed as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement form CG 20 10 03 97, or equivalent, which shall read "Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you." If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.

B. Vehicle Liability. Contractor shall maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on Contractor's owned, hired and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Agreement. Coverage will be at least as broad as ISO coverage code "1" "any auto" policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees shall be endorsed as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.

C. Workers' Compensation Insurance. Contractor shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Contractor's employees engaged in the performance of work or

services under this Agreement and shall also maintain Employers Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of Contractor.

3. Cancellation and Expiration Notice. Insurance required herein shall not expire, be canceled, or be materially changed without thirty (30) days' prior written notice to the City.

9.0 GENERAL TERMS AND CONDITIONS

For purposes of these General Terms and Conditions, "City" shall include, specifically, LSPR, as defined herein.

GENERAL INSTRUCTIONS CONCERNING IFB's/BID's.

1. **AWARD.** The right is reserved, as the interest of the City may require to reject any or all bids and to waive any minor informality or irregularity in bids received. The City may accept any item or group of items of any bid unless qualified by specific limitation of the bidder. Unless otherwise provided in the schedule, bids may be submitted for any quantities less than those specified; and the City reserves the right to make an award on any item for a quantity less than the quantity bid upon at the unit price offered unless the bidder specified otherwise in his bid. The Contract shall be awarded to that responsible and responsive bidder whose bid, conforming to the invitation for bids, will be most advantageous (lowest price and best value) to the City, price and other factors considered. An award mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the bid, results in a binding contract without further action by either party.
2. **PREPARATION OF BIDS.**
 - A Bidders are expected to examine the drawing, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk.
 - B Each bidder shall furnish the information required by the invitation. The bidder shall sign the invitation. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the City.
 - C Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. Freight or shipping shall be included in the Unit Price unless requested as a single line item. A total shall be entered in the total column for each item bid. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
 - D Alternate bids for supplies or services other than those specified will not be considered unless authorized by the invitation.
 - E Bidder must state a definite time for delivery of supplies or services unless otherwise specified in the invitation.
 - F Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
 - G If the item has a trade name, brand and/or catalog number, such must be stated in the bid.
 - H Prices quoted are to be firm, final and shall include shipping F.O.B. destination unless requested as a single line item.
 - I In submitting bids, Vendor agrees that the City of Lee's Summit shall have 120 days in which to accept or reject any of the bids submitted unless otherwise specified on the bid page.
 - J Specification sheets MUST be uploaded with bids.
3. **EXPLANATION TO BIDDERS.** Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawing, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanation or instruction given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an addendum to the invitation, if such information is necessary to bidders in submitting bids per the invitation or if the lack of such information would be prejudicial to uninformed bidders.
4. **ACKNOWLEDGMENT OF ADDENDUM TO INVITATIONS.** Receipt of an addendum to an invitation by a bidder must be acknowledged by signing and uploading the addendum into the City's e-bidding system or as otherwise stipulated in the bid document. Such acknowledgment must be received prior to the hour and date specified for receipt of bids, or returned with the bid and received prior to opening time and date.
5. **SUBMISSION OF BIDS.**
 - A Bids, addendum(s) and modification(s) thereof shall be uploaded into the City's e-bidding system, unless otherwise stated in the Invitation for Bid, before the open date and time.
 - B Emailed or faxed bids will not be considered unless authorized by the invitation.
 - C Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. If not consumed by testing, samples will be returned at bidders request and expense, unless otherwise specified by the invitation.
 - D Bids will be publicly opened and read aloud as stipulated in the "Invitation for Bid".
 - E Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this Contract.
6. **FAILURE TO SUBMIT BID.** If a "no bid" is submitted, do not return the invitation unless otherwise specified. A letter, postcard or email notification should be sent to the issuing office advising whether future invitations for the type of supplies or services covered by this invitation are desired. Failure of the recipient to bid or to notify the issuing office that future invitations are desired may result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the invitation.
7. **MODIFICATION OR WITHDRAWAL OF BIDS/SOLICITATIONS.** A bid/solicitation may only be withdrawn by one of the following methods prior to the official opening/closing date and time specified: 1. A bid/solicitation may be withdrawn by signed, written notice. 2. A bid/solicitation may also be withdrawn in person by the bidder or its authorized representative who provides proper identification. 3. A bid/solicitation may be withdrawn via email by the bidder or its authorized representative. A bid/solicitation may only be modified by one of the following methods prior to the official opening/closing date and time specified: 1. A bid/solicitation modification may be modified by signed, written notice provided in a sealed envelope with the bid/solicitation number, description and the word "modification" identified on the envelope. 2. A bid/solicitation modification may also be submitted in person by the bidder or its authorized representative who provides proper identification and provides written notice in a sealed envelope with the bid/solicitation number, description and the word "modification" identified on the envelope. All modifications shall not be opened until the official opening date and time to preserve the integrity of the bid/solicitation process. Telephone, telegraphic or electronic requests to modify a bid/solicitation shall not be honored. No modification or withdrawal of any response will be permitted after the bid/solicitation official opening date and time specified.
8. **LATE BIDS AND MODIFICATIONS.** It is the responsibility of the bidder to upload or submit a hard copy if stipulated in the Invitation for Bid (IFB), his bid, bid addendum(s) or bid modification(s) on or before the date and time of the bid opening date and time. Bids will NOT be accepted after the date and time of opening under any circumstances.
9. **BONDS.** Bonds shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)
 - A **BID DEPOSITS (BONDS).**

Bid Deposit Not Required ☒

Bid Deposit Required ☐ as stipulated in the "Invitation for Bid".

Note the following: Bid Deposit. The Bidder will furnish a bid deposit in the form of a bond, certified check, or money order in the amount of 5% of base bid made payable to the City of Lee's Summit, Jackson County, Missouri, for the measure of liquidated damages which the City will sustain and the proceeds thereof will become the property of the City if for any reason the bidder (Personal or company checks will not be accepted):

 - (1) Withdraws his bid after the opening of the bids and prior to the time a formal written agreement evidencing the contract has been signed and delivered to the City whether or not the bidder at the time of such withdrawal has been designated as the successful bidder, or
 - (2) Upon written notification of the award of contract to him, he fails to properly sign and deliver to the City within 10 days Labor and Materials and Performance Bonds, if required; Certificate of Insurance, and the written Contract, formally evidencing the terms of the Invitation for Bid and his bid as submitted.
 - (3) The bidder further agrees the City will have the right to retain the bid deposit for a period of one hundred twenty (120) days from the date of opening of the bids. At the expiration of said time, or earlier at the option of the City, said bid deposit will be returned to the bidder unless said bid deposit has become the property of the City as liquidated damages for one of the reasons stipulated.
 - B **PERFORMANCE AND LABOR AND MATERIAL PAYMENT BONDS.**

Performance and Labor and Material Payment Bonds Not Required ☒

Performance and Labor and Material Payment Bonds Bond Required ☐ as stipulated in the "Invitation to Bid".

Note the following:

- (1) Coincident with the execution of the Contract, Contractor shall furnish to City a contract Performance Bond and a Labor and Material Payment Bond drawn upon the forms included in these Contract Documents.
 - (2) Date of bonds shall be the same as the date of City's execution of the contract.
 - (3) The Performance Bond and Labor and Material Payment Bond shall be in an amount equal to the full contract price, guaranteeing the payment of all bills and obligations arising from the performance of the contract, and otherwise conditioned as required by law.
 - (4) The bonds shall be automatically increased in amount and extended in time without formal and separate amendments to cover full and faithful performance of the contract in the event of Change Orders regardless of the amount of time or money involved. It shall be Contractors' responsibility to notify his surety of any changes affecting the general scope of the work or change in the Contract Price.
 - (5) At any time during the continuance of the Contract that the surety on any bond becomes unacceptable to City, City shall have the right to require additional and sufficient sureties which Contractor shall furnish to the satisfaction of City within ten (10) days after notice to do so.
10. **DISCOUNTS AND BID EVALUATION.** Discounts offered for prompt payment may be considered in bid evaluation.
11. **MATERIAL AVAILABILITY.** Bidders must accept responsibility for verification of material availability, production schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the City of Lee's Summit immediately if materials specified are discontinued, replaced, or not available for an extended period of time.
12. **ALTERNATE BIDS.** Bidders must submit complete specifications on all alternate bids. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.
13. **AWARD OF CONTRACT.**
- A **BASIS OF AWARD.**
 - (1) Only firm bids will be considered.
 - (2) Bidders may be requested to submit financial statements subsequent to the bid opening. Such statements shall be submitted to City within three (3) days after being so requested.
 - (3) The award of the Contract, if it is awarded, will be to the lowest responsible and responsive bidder whose qualifications indicate the award will be in the best interest of the Owner and whose bid complies with all prescribed requirements.
 - (4) City reserves the right to reject any and all bids, and waive any and all informalities, and the right to disregard all non-conforming or conditional bids or counter-proposals.
 - B **EVALUATION OF BIDS.**
 - (1) The evaluation of bids will include consideration of prior experience, financial statements, if requested, sub-contractors, suppliers, and manufacturers to be used in the work and manufacturers' data on the materials and equipment to be incorporated. Time of completion or delivery will also be a factor in the award.
 - (2) "Or Approved Equal" Clause. Whenever a material, article, or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the City, of equal substance and function. Substitute items may be rejected at the discretion of the City of Lee's Summit.
 - (3) Whenever the name of a manufacturer is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutes". The City may assume that items bid are equal or it may request samples and proof thereof unless approved before shipment. City reserves the right to return at bidder's expense all items that are not acceptable as equals, said items to be replaced by bidder with satisfactory items at the original price.
 - (4) By virtue of statutory authority, the City shall give preference to all commodities manufactured, mined, produced, or grown within the State of Missouri, and to all firms, corporations or individuals, when quality is equal or better and the delivered price is the same or less. Similar preference will be given to Lee's Summit products and supplies.
 - C **NOTICE OF AWARD.** After considering the basis of award and evaluation of bids, City will within one hundred twenty (120) days after the date of opening bids, notify the successful bidder of acceptance of his bid.
14. **QUALIFICATIONS OF BIDDERS.** The City may make such investigations as are deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
15. **ANTI-TRUST.** Submission of a bid constitutes an assignment by bidder of any and all anti-trust claims that the bidder may have under the Federal and/or State laws resulting from this contract.
16. **GUARANTEE.** All customary guarantees for workmanship, quality and performance specific by the Manufacturer for any or all items shall apply to the items offered under this bid.
17. **EXPERIENCE STATEMENT** (if required). Only those bids will be considered which are submitted by bidders who submit with their bid an Experience Statement listing projects and showing satisfactory completion of work of type and size comparable to the work required by these contract documents. A list of comparable projects, including pertinent information and identification of the owners, shall be submitted with the bid. Similar Experience Statements shall be included for any subcontractors named in the bid.
18. **REFUND OF DEPOSIT ON BID DOCUMENTS** (if required). Deposits on bid documents and contract drawings will be refunded to all prospective bidders, sub-contractors, suppliers and manufacturers who return the documents in good condition to Owner before the date set for opening bids or within ten days thereafter (unless otherwise stated in the invitation to bid).

CONTRACTUAL REQUIREMENTS.

GENERAL CONTRACTUAL REQUIREMENTS.

1. **DEFINITIONS.**
 - A "City" shall refer to: City of Lee's Summit, Jackson County, Missouri who are the owners of the property, and their authorized representatives.
 - B "Contractor" shall refer to the corporation, company, partnership, firm, or individual, named and designated in the contract agreement and who has entered into this contract for the performance of the work and/or to furnish goods, services, or construction covered thereby at an agreed upon price, and its, his or their duly authorized agents or other legal representatives.
 - C The "specifications" includes Instruction to Bidders, the Terms and Conditions of Purchase, the Definitions and the technical specifications of the work.
 - D A "sub-contractor" is a person, firm or corporation supplying labor or materials, or only labor for work at the site of the project for, and under separate contract or agreement with the Contractor.
 - E The term "sample" as used herein includes natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the specifications and any other samples as may be required by the City to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the Contractor conform to the requirements of the contract documents. Samples approved by the City shall establish the kind, quality, and other required characteristics, and all work shall be in accordance with the approved samples. Samples, when requested, shall be supplied at no cost to the City.
 - F The term "estimated" represents quantities estimated for the period of time stated. Purchase orders shall be placed for actual requirements as needed.
 - G The term "minimum" means the City will order this quantity of supplies during the period of this contract at the price bid.
 - H The term "maximum" means the City may order this quantity of supplies during the period of this contract and the bidder should be prepared to supply same at the price bid.
2. **PURCHASE ORDERS.** The City will not be responsible for articles or services furnished without a purchase order unless otherwise set forth in the Bid Documents.
3. **CONTRACT TERMS.** The performance of this contract shall be governed solely by the terms and conditions as set forth in this contract and any specifications or bid documents notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished by the Contractor at any time and the acceptance by the City of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth in the contract. Any different or additional terms other than those herein contained in Contractor's acceptance are hereby objected to.

4. TRANSPORTATION CHARGES. Freight/shipping shall be F.O.B. Destination whereby all transportation charges shall be paid by Contractor.
5. PACKAGING. The City will not be liable for any charges for drayage, packing, cartage, boxing, crating or storage in excess of the purchase price of this order unless stated otherwise herein.
6. INSPECTION AND ACCEPTANCE. No material received by the City pursuant to the purchase order issued under the terms and conditions of this bid document shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Contractor herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Contractor's expense for full credit or replacement. No goods returned as defective shall be replaced without Buyer's written authorization. Such return shall in no way affect City's discount privileges. Such right to return, offered to the City arising from the City's receipt of defective goods, shall not exclude any other legal, equitable or contractual remedies the City may have therefore.
7. GENERAL GUARANTY AND WARRANTY. The Contractor warrants that all materials, fixtures, and equipment furnished by the Contractor and his sub-contractors shall be new, of good quality, and of good title, and that the work will be done in a neat and workmanlike manner. The Contractor also guarantees the workmanship and materials for a period of one year from the date of final acceptance of all the work required by the Contract. Furthermore, he shall furnish the City with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Contract.
8. PATENTS. Contractor warrants that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent and Contractor covenants that he will at his own expense, defend every suit which may be brought against the City, or those selling or using City's product (provided Contractor is promptly notified of such suit and all papers therein are delivered to Contractor) for any alleged infringement of any patent by reason of the sale or use of such articles and Contractor agrees that he will pay all cost, damages and profits recoverable in any such suit.
9. QUANTITIES. City assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to City's rejection and return at Contractor's expense.
10. ACTS OF GOD. Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
11. BANKRUPTCY OR INSOLVENCY. In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Contractor, or in the event of breach of any of the terms hereof including the warranties of the Contractor, City may cancel this contract or affirm the contract and hold Contractor responsible in damages.
12. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall comply with all federal, state or local laws, ordinances, rules, regulations and administrative orders, including but not limited to Wage, Labor, Unauthorized Aliens, EEO and OSHA-type requirements which are applicable to Contractor's performance under this contract. Contractor shall indemnify and hold the City harmless on account of any violations thereof relating to Contractor's performance under this contract, including imposition of fines and penalties which result from the violation of such laws.
13. LAW GOVERNING. All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri. Any dispute regarding this contractual agreement will be decided by a Missouri Court.
14. TIME OF DELIVERY. The City requires that all materials ordered will be delivered when specified. Time is therefore of the essence. If deliveries are not made at the time agreed upon, City reserves the right to cancel or to purchase elsewhere and hold Contractor accountable for any damages sustained as a result thereof.
15. INTERPRETATION OF CONTRACT AND ASSIGNMENTS. This contract shall be construed according to the laws of the State of Missouri. This contract, or any rights, obligations, or duties hereunder may not be assigned by Contractor without City's written consent and any attempted assignment without such consent shall be void.
16. CONTRACTOR'S INVOICES. Invoices shall be prepared and submitted in triplicate unless otherwise specified. Invoices shall contain the following information: Contract Number (if any), Purchase Order number, Item Number; contract description of supplies or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the City Accounts Payable Division. Any delay in receiving invoices, or errors and omissions, on statement or invoices will be considered just cause for withholding settlement without losing discount privileges.
17. NOTICE AND SERVICE THEREOF. Any notice to any Contractor from the City relative to any part of this contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail or email, to the said Contractor at his last given address or delivered in person to said Contractor or his authorized representative on the work.
18. PROVISIONS REQUIRED BY LAW DEEMED INSERTED. Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such insertion or correction.
19. TERMINATION OF CONTRACT. This contract may be terminated by either party upon sixty (60) days prior notice in writing to the other party. The City may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the City may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.
20. INDEMNITY AND HOLD HARMLESS. Contractor agrees to indemnify, release, defend, and forever hold harmless the City, its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all claims, demands, damages, loss or liabilities, including costs, expenses, and attorneys fees incurred in the defense of such claims, demands, damages, losses or liabilities, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by Contractor, his sub-contractors, employees or agents, and arising out of services performed by Contractor, his subcontractors, employees or agents under this contract to the extent permitted by the Constitution and the Laws of the State of Missouri.
21. SUB-CONTRACTS.
 - A The Contractor shall not execute an agreement with any sub-contractor to perform any work until he has written the City of Lee's Summit to determine any disapproval of the use of such sub-contractor.
 - B The Contractor shall be fully responsible to the City for the acts and omissions of his sub-contractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
 - C The Contractor shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the applicable provisions of the contract.
 - D Nothing contained in the Conditions shall create any contractual relationship between any sub-contractor and the City.
22. UNIFORM COMMERCIAL CODE. This contract is subject to the Uniform Commercial Code and shall be deemed to contain all the provisions required by said Code that apply to said Contract.
23. CHANGES. The City may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this contract in or to drawings, designs, specifications, instructions for work, methods of shipment or packing or place of delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this contract or purchase order, the Contractor shall notify the City in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of the contract. Any claim by the Contractor for such adjustment must be asserted within 30 days or such other period as may be agreed upon in writing by the parties after the Contractor's receipt of notice of the change. Nothing herein contained shall excuse the Contractor from proceeding with the contract as changed.
24. RESPONSIBILITY FOR SUPPLIES. The Contractor shall be responsible for supplies until they are delivered and accepted at the designated delivery point; and the Contractor shall bear all risks for rejected supplies after notice of rejection. This needs rewriting to coincide with the Freight clause.

25. **EXECUTION OF CONTRACT.** Depending on the type of service provided, one or more of the following four (4) methods will be employed. The methods applicable to this contract will be checked below:
- ☐ The Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
 - ☒ The contract shall consist of a **YEARLY CONTRACT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
 - ☐ The contract shall consist of a **ONE-TIME CONTRACT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
 - ☐ Five copies of the Contract.
 - City will furnish 5 copies of the Bid Documents to the successful Bidder who shall prepare 5 counterpart copies, each containing an exact copy of the Bid Form as submitted, required insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Contract signed with the date of his signature.
 - The prepared counterpart copies shall be delivered to Owner within ten days after the date of Notice of Award.
 - City will sign the Contract, insert the date of his signature at the beginning of the Contract, and return one copy to Contractor after receiving the counterpart copies.
26. **FINAL PAYMENT.** Final payment shall be in a lump sum after Contractor has performed, to the City's satisfaction, all duties imposed upon him/her by the contract documents. Contractor shall allow thirty (30) days minimum for payment sum (unless otherwise specified in the bid documents). Additional payment provisions for construction projects are detailed in number 41 below.
27. **NON-DISCRIMINATION IN EMPLOYMENT.** In connection with the furnishing of supplies or performance of work under this contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State Laws, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
28. **DOMESTIC PRODUCTS.** The City of Lee's Summit has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States (City of Lee's Summit Resolution No. 67-18, MO. State Statute No. 34.353, Section 3, (5)).
29. **TAX EXEMPT.** Do not bill tax. The City of Lee's Summit is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated.
30. **REGULATIONS PURSUANT TO SO-CALLED "ANTI-KICKBACK ACT"** The Contractor shall comply with the applicable regulations of the Secretary of Labor, United States Department of Labor, made pursuant to the so-called "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 862; Title 18 U.S.C., Section 874 and Title 40 U.S.C.; Section 276c), and any amendments or modifications thereof, shall cause appropriate provisions to be inserted in sub-contracts to insure compliance therewith by all sub-contractors subject thereto, and shall be responsible for the submission of statements required of sub-contractors thereunder, except as said Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances, and exemptions from the requirements thereof.
31. **INTEREST OF CERTAIN FEDERAL AND OTHER OFFICIALS.** No member of, or delegate to the Congress of the United States and no Resident Council Member shall be admitted to any share or part of this Contract or to any benefit to arise from the same; provided, that the foregoing provision of the Section shall not be construed to extend to this Contract if made with a corporation for its general benefit.
32. **FUND ALLOCATION.** Continuance of any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the available funding and allocation of City funds. The Contractor understands that the obligation of the City to pay for goods and/or services under the contract is limited to payment from available revenues and shall constitute a current expense of the City and shall not in any way be construed to be a debt of the City in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the City nor shall anything contained in the contract constitute a pledge of the general tax revenues, funds or moneys of the City, and all provisions of the contract shall be construed so as to give effect to such intent.
33. **ASSIGNMENTS.** Neither City nor Contractor shall, without the prior written consent of the other, assign in whole or in part his interest under any of the Contract Documents and, specifically the Contractor shall not assign any moneys due or to become due without the prior written consent of the City.
34. **DEBARMENT.** By submission of its response, the Contractor certifies that neither it nor its principals is presently debarred or suspended by any Federal or State Department or agency, including listing in the U.S. General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to or in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal department, agency or provision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.
- NOTE TO BIDDERS:** THE FOLLOWING CONTRACTUAL REQUIREMENTS PERTAIN TO CONSTRUCTION PROJECTS AND OTHER PROJECTS WHICH REQUIRE ITS CONTRACTOR TO PERFORM WORK FOR THE CITY. THESE MAY NOT APPLY TO ALL MATERIAL PURCHASES OR SUPPLY CONTRACTS UNLESS SO STIPULATED.
35. **WORK HOUR AND SAFETY STANDARD ACT.** All bidders awarded contracts in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29CFR, Part 5). Under Section 103 of the Act, each Contractor shall be required to compute wages of every mechanic and laborer on the basis of a standard work-day of 8 hours and a standard work week of 40 hours. Work in excess of the standard work day or work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchase of supplies, or materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
36. **LABOR-RELATED REGULATIONS.** The bidder's attention is specifically directed to the special rules, regulations, and stipulations pertaining to labor listed below which may be a part of the bid as stipulated in the "Invitation to Bid"
- Wage Rate Stipulation** - State of Missouri, if required by the "Invitation to Bid"
 - Wage Rate Determination** - Federal, if required by the "Invitation to Bid"
- The bid, contract and bonds shall be conditioned upon compliance with all provisions of the Contract Documents including these rules, regulations and stipulations.
37. **BUILDING REGULATION, PERMITS AND LAW.**
- The "General Conditions for the Construction of Buildings" AIA Form A201 forms part of this contract as if herein bound Arbitration shall not apply to any contract resulting from this IFB.
 - Satisfy all current and applicable local codes, ordinances and licensing requirements.
38. **COORDINATION OF THE WORK.** The Contractor shall be responsible for the proper execution of all work and for the coordination of the operations of all trades, subcontractors, and supplies engaged under the Contract. He shall be prepared to provide each of his subcontractors the locations, measurements, and information they may require for the performance of their work.
39. **CHANGES IN THE WORK.**
- The Contractor shall not make changes in the work required to be performed by omitting work, by adding work or by changing materials, fixtures or services from those specified without the prior written consent of the City and using Departments of the City of Lee's Summit, Missouri. Any authorized changes will not relieve or release the Contractor from any of these

obligations under the contract. All work shall be executed under the terms of the original Contract unless it is expressly provided otherwise. Except for the purpose of affording protection against any emergency endangering life and/or property, the Contractor shall not make any changes in the Contract.

- B Each change order shall include in its final form, a detailed description of the change in the work, the Contractor's proposal for the change in price and/or time, and the statement that all work involved in the change shall be performed in accordance with Contract requirements except as modified by the change order.

40. **TIMING.**

- A **Time to Commence Work:** Upon receipt of Contract Documents fully executed by City and a Notice to Proceed, Contractor shall immediately proceed with the work. However, he shall not move onto the site until all required copies of insurance policies and certificates have been accepted by City.
- B **Time Starts to Run:** The Contract Time shall start to run on the date stated in the Notice to Proceed.
- C **Time of Contract:** Time is of the essence of the Contract. The work shall be prosecuted diligently at such rate of progress as will insure full completion thereof within the Contract Time. If Contractor shall neglect, refuse or fail to complete the work within the time set forth above, or any proper extension thereof granted by City, Contractor shall pay (see bid document) to City for each and every day he is in default. Because of the difficulty in determining the actual damages to be sustained by City in the event of such breach of the Contract, all amounts paid as provided herein shall be considered as and for City's liquidated damages and not as a penalty, and City shall have the right to deduct the amount of such liquidated damages from payments otherwise due to Contractor or to sue for and recover same.
- D **Excusable Delays:** The Contractor shall not be charged damages for any delays in the completion of the work that the Contractor is required to perform under the terms and conditions of this Contract for the following reasons:
- (1) To any acts of the Governments, including controls or restrictions upon or requisitioning of materials, equipment, tools or labor by reason of war, National Defense, or any other national emergency.
 - (2) To any acts of the City.
 - (3) To causes not reasonably foreseeable by the parties to this Contract at the time of the execution of the Contract which are beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of god or of the public enemy, acts of another Contractor in the performance of some other Contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, weather of unusual severity, such as hurricanes, tornadoes, cyclones, and other extreme weather conditions.
 - (4) To any delay of any sub-contractor occasioned by any of the causes specified in sub-paragraphs 1, 2, and 3 above; provided however, that the Contractor promptly (within 10 days) notifies the City, in writing, of the cause of the delay. If the facts show the delay to be properly excusable under the terms of this Contract, the City shall extend the contract time by a period commensurate with the period of excusable delay to the completion of the work as a whole.

41. **PAYMENTS.**

- A Lump Sum Payments: After the final inspection and acceptance of all work under the Contract, by the City, including clean-up, the Contractor shall prepare his statement for final payment and submit it to the Owner for approval. When the required warranties and the release of liens have been executed by the Contractor, the final payment will be made which will include any amounts remaining due under the Contract. [Allow a full thirty (30) days]. The Contractor will be paid the Contract price in one lump sum amount after the work is satisfactorily completed unless progress payments are approved prior to Contract award. Pay estimates are by the City Engineer as follows:
- B Engineer's Pay Estimates:
- (1) The Engineer's pay estimate, in consequence of any Contractor's application for payment will constitute a representation by him to City, based on Engineer's observations of the work in progress and on his review of the application for payment and supporting data, that the work has progressed to the point indicated that, to the best of his knowledge, information and belief, the quality of the work is in accordance with the Contract Documents (subject to an evaluation of the work as a functioning project upon substantial completion, to the results of any subsequent tests called for in the Contract Documents and any qualifications stated in his Pay Estimate); and the Contractor is entitled to payment of the amount shown in the Engineer's Pay Estimate.
 - (2) Engineer shall not be deemed by his rendering of any Pay Estimate to have represented that he made exhaustive or continuous inspections to check the quality or the quantity of the work, or that he has reviewed the means, methods, techniques, sequences and procedures of construction or that he has made any examination to ascertain how or for what purpose Contractor has used the moneys paid or to be paid to him on account of the Contract price.
 - (3) Engineer may refuse to render an Engineer's pay Estimate for the whole or any part of any payment if, in his opinion, he is unable to make the above representations to City. He may also refuse to render any Engineer's Pay Estimate, or because of subsequently discover evidence or the results of subsequent inspections or tests, nullify any such previous Engineer's Pay Estimate to such extent as may be necessary in his opinion to protect City from loss because of any reason set forth in General Conditions.

42. **CONTRACTOR'S CERTIFICATE AND RELEASE** (for Construction Purposes). Prior to final payment and as a condition thereto, the Contractor shall execute a certificate and release. This certificate and release will set forth the undisputed balance due the Contractor under the Contract, a listing for amounts of outstanding and unsettled items which the Contractor claims are due and owing by the City to the Contractor; a certification that the work under the Contract and Change Orders has been performed in accordance with the terms, thereof, and that there are no unpaid claims for materials, supplies or equipment and no claims of laborers or mechanics for unpaid wages arising out of the performance of the Contract, a statement that, except for the amounts enumerated, the Contractor releases the City from any and all claims arising under or by virtue of the Contract. A duplicate of the certificate shall be issued to the City.

43. **SURPLUS MATERIALS.** The job site shall be kept clean and free of surplus materials, rubbish and debris at all times. All surplus materials delivered to the job site and all materials, fixtures, and equipment removed and not reused shall remain or become the property of the Contractor and its sub-contractors, and shall be removed from the job site promptly after completion, as well as all rubbish and debris resulting from their respective operations at the Contractor's expense.

44. **ACCIDENT PREVENTION.**

- A The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of his prosecution of the work. The safety provisions of applicable laws and building construction codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as the City may determine to be reasonably necessary. All materials, parts, supplies and services rendered under the technical specifications must comply with standards of the Williams Steiger Occupational Safety and Health Act. In consideration of the price paid herein Contractor agrees to indemnify City for any penalties imposed by the Act arising out of misfeasance or malfunction of items or services purchased.
- B The Contractor shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the Contract. The Contractor shall promptly furnish the City with reports concerning these matters.

45. **CONFLICTS.** No salaried officer or employee of the City and no member of the City Council or Park Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 - 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.

46. **DAVIS BACON ACT:** The wages for any work utilizing this contract in which federal funding is utilized shall comply with any and all applicable federal laws and/or requirements to include but not limited to the Davis Bacon Act.

LIST OF REFERENCES AND EXPERIENCE

PLEASE COMPLETE THE INFORMATION LISTED BELOW IN FULL: If additional space is required, make additional copies of this form and submit with bid. To be considered for award, bidder shall have been in business for a minimum of five (5) years.

How many years has your firm been in business?		Years: 40
List references and prior experience; preferably with other municipalities, in the last 3-5 year period; work or services of the same type and size to the project being proposed. (List municipality/company names, addresses, contact person(s), telephone numbers, date of project completion and contract amount.)		
Prior Work/Services Performed for:		
Municipality/Company Name:	<u>City of Lee's Summit - Restrooms</u>	
Address:	<u>220 Green St</u>	
	<u>Lee's Summit, MO</u>	
Contact Person:	<u>Tarah Daugherty</u>	Title: <u>Procurement Officer II</u> Telephone No: <u>816.969.1085</u>
Description of Work/Services Performed:	<u>Daily cleaning of City restrooms (incumbent company for this contract)</u>	
Contract Amount: \$ <u>5,979.00</u>	Completion Date: <u>Currently servicing</u>	
Prior Work/Services Performed for:		
Municipality/Company Name:	<u>City of Riverside</u>	
Address:	<u>2950 NW Vivion Rd</u>	
	<u>Riverside, MO 64150</u>	
Contact Person:	<u>Tom Woodell</u>	Title: <u>Director of Public Works</u> Telephone No: <u>816-372-9103</u> Description of
Services Performed:	Comprehensive janitorial services for City Hall, Public Safety, Public Works and Community Center	
Contract Amount: \$ <u>3,560.00</u>	Completion Date: <u>Currently servicing</u>	

PERSONNEL QUALIFICATIONS

Bidders are REQUIRED to provide the information below in FULL DETAIL.

Indicate person who will be supervising project and years of experience in similar work.

Name: Bryan Watson # of Years: 23

Type of Experience: Crew Supervision, Customer Service

Complete the following for employees that would be working on this project. List any previous work directly relating to the scope of this project for other municipalities or private companies in the last five years. Attach a separate sheet of paper if needed.

Contractor EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING
Darrell Davis		10+ years exp.
Daniel Choi		25+ years exp.
Tony Giron		20+ years exp.

MEMORANDUM



Date: May 27, 2020

To: Joe Snook, Administrator of Parks and Recreation

From: Jackie McCormick Heanue, Superintendent of Legal Services & Human Resources

Re: Rule to Prohibit Vaping in Parks

Background

At its' April 22, 2020 meeting, the Park Board reviewed the research and recommendations of the Trends Team with respect to vaping in parks. For reference, a copy of the research presented at the meeting is attached to this memorandum.

After discussion, the Park Board reached consensus to direct staff to prepare a proposed rule to be incorporated into LSPR's current rules to prohibit vaping in parks.

For ease of understanding and efficiency in implementation and enforcement, staff incorporated the use of vaping devices into the current rule prohibiting tobacco in parks. A track changes copy of the proposed modifications is attached to this memorandum.

If approved, the rule will take the place of the existing tobacco rule immediately. Staff will work to update signage in parks to include the use of e-cigarettes and other vaping devices.

Staff Recommendation

Staff recommends adoption of Rule 8.3.8 Tobacco and Vaping in Parks, which amends the current rule regarding the use of tobacco in parks to include a prohibition on the use of e-cigarette and other vaping devices.

Proposed Motion: I move to adoption of Rule 8.3.8 Tobacco and Vaping in Parks, which amends the current rule regarding the use of tobacco in parks to include a prohibition on the use of e-cigarette and other vaping devices and further direct the Administrator of Parks and Recreation to take such other actions as he deems necessary to implement the rule in the parks system immediately.

ARTICLE:	8 –RULES, REGULATIONS, AND PATRON ADMINISTRATION		
CHAPTER:	3 – Rules and Policies		
SECTION:	8.3.8 Tobacco <u>and Vaping</u> in Parks		
DATE CREATED:	May 1, 2014	LAST REVISION:	May 27, 2020

PURPOSE

Lee's Summit Parks and Recreation is committed to promoting the health and wellness of our patrons, staff and community. LSPR is also committed to providing clean and well maintained facilities, amenities, and parks. Research has shown that the use of tobacco, e-cigarettes and other vaping devices and products are significant ~~use is a major~~ causes of preventable disease and death and ~~are~~ hazardous to the user and those around them and is a negative model for our youth. In addition to the hazards of ~~tobacco such~~ use, there is also a negative environmental impact on ~~the~~ parks, particularly related to ~~The increased maintenance required from~~ litter created by tobacco use ~~can also be a significant maintenance problem~~. For these reasons, Lee's Summit Parks and Recreation prohibits all employees and patrons from using any and all tobacco and vaping products in parks and facilities maintained, owned, and/or operated by the Lee's Summit Parks and Recreation Department unless designated otherwise by authority from the LSPR Administrator.

POLICY

In an effort to reduce the negative impact of tobacco, e-cigarette and vaping device use on parks and recreation patrons, the use of all tobacco, e-cigarette and vaping device products of any type is prohibited in parks and facilities maintained, owned, and/or operated by the Lee's Summit Parks and Recreation Department.

Signage will be placed at each of the facilities and parks that will state "Your Lee's Summit Parks & Recreation Facilities, Activities and Parks are Tobacco, E-Cigarette and Vape Free For Your Health".

ENFORCEMENT

As with all park policies and rules, enforcement will be handled by P&R staff and/or volunteers (Sports Associations, etc.) as appropriate.

- Step #1 Make the patron aware that ~~tobacco-the prohibited~~ use is not permitted by requesting the patron to discontinue their use of the prohibited ~~of tobacco~~ product(s.)
- Step #2 If the patron refuses to stop ~~the prohibited tobacco~~ use advise them again to discontinue ~~tobacco-the prohibited~~ use or they will be asked to leave the park.
- Step #3 If they continue to refuse to stop ~~tobacco-the prohibited~~ use ask the patron to leave the park.
- Step #4 If the patron refuses to leave the park advise them that failure to leave will result in a trespassing offense and LSPD will be called to have them arrested.
- Step #5 If they continue to refuse call LSPD and have them arrested for trespassing.

Policy Cross References:

N/A

MEMORANDUM



Date: March 2, 2020

To: Joe Snook, Administrator of Parks and Recreation

From: LSPR Trends Team (Steve Casey, Steve Thomas, Brian Parker, Mike Hedrick, Eric Schooley, Heath Harris)

Re: Vaping Research Summary and Staff Recommendation

Summary of Request

The Park Board has engaged in ongoing discussions regarding consideration of a new rule prohibiting vaping and electronic cigarettes from use in Lee's Summit Parks and Recreation facilities and properties. Staff has conducted research regarding known and suspected public health risks associated with vaping, as well as trends for municipalities and, more specifically, parks organizations with respect to vaping and electronic cigarettes. Based upon this research, which is summarized in this memorandum, staff is seeking direction regarding the possible adoption of a new rule to be coupled with the current tobacco rule which would prohibit the use of electronic cigarettes and other vaping devices within the Lee's Summit Parks and Recreation system.

Background/Summary of Research

Electronic cigarettes (or "e-cigarettes") include a variety of different devices, including "vape pens," "tank systems" "vapes," and "mods." The United States Centers for Disease Control and Prevention guidance on e-cigarettes explains the devices "produce an aerosol by heating a liquid... flavorings and other chemicals." This aerosol is breathed in by the user who is using the device. Bystanders can also be exposed to the vapor if in close proximity.

The CDC acknowledges the e-cigarette is a fairly new product to the market and has limited information regarding potential risks and dangers, but it reports research is being conducted in earnest to determine long term health effects of e-cigarettes. There have been numerous news reports in recent months highlighting the illness and sometimes rapid, significant physical damage sustained as a result of e-cigarette use, particularly among young users. Further, of the research which has already been conducted, several significant dangers have been observed for users of e-cigarettes, not only from the nicotine which many users consume, but also from the chemicals which are used in the creation of the aerosol, which are known to contain cancer causing properties. These are the same vapors which experts report are being exhaled by the primary user into the air, exposing bystanders to potentially dangerous or toxic particles.

Cited sources.....

As of Jan. 21, 2020, the Centers for Disease Control and Prevention (CDC) confirmed 60 deaths in patients with e-cigarette, or vaping, product use associated lung injury (EVALI). Among youth, e-cigarettes are more popular than any traditional tobacco product.

According to a publication in Harvard Health, the rising popularity of vaping has been dramatic, especially among teenagers. According to a recent study, about 37% of high school seniors reported vaping in 2018, up from 28% the year before. An estimated 2.1 million middle school and high school students reported using e-cigarettes in 2017; that number jumped to 3.6 million in 2018. Certainly, age restrictions — it's illegal to sell e-cigarettes to anyone under 21 (18 or 19 in some states) — aren't preventing use among teens



and young adults. And nearly seven million adults 18 or older use e-cigarettes, according to a 2017 survey by the CDC.

From the surgeon general's office, use of aerosols and nicotine in e cigarettes can have detrimental effects on brain development in teens and lead to addictions with more harmful drugs. Furthermore, although electronic cigarettes are used for nicotine, there are many other flavors and products available for use. The devices can also be used for illicit drugs, such as marijuana. The use of an e-cigarette itself does not identify what type of product an individual is using, making it difficult to determine whether an illicit material is being consumed through the device.

It is widely known that "Clean Air" acts have been in effect in a significant number of jurisdictions over the past several years. With the introduction of e-cigarettes, a similarly increasing number of states and municipalities have expanded their statutes or ordinances to restrict or prohibit the use of e-cigarettes. Following is a general summary of the regulation statistics as of October 1, 2019 according to the American Nonsmokers' Rights Foundation:

E-Cigarettes Restricted in 100% Smoke Free Venues:	21 States; 892 Municipalities
E-Cigarettes Restricted in Other Venues:	13 States; 684 Municipalities

Among the municipal entities restricting the use of e-cigarettes is the City of Lee's Summit, Missouri, whose City Council, on January 7, 2020 passed its' most recent amendment to the City's "Clean Indoor Air" ordinance to include the use of e-cigarettes/vaping devices. Other regional municipalities which have implemented restrictions regarding e-cigarettes and vaping devices by ordinance include Olathe and Overland Park, Kansas and Columbia and St. Joseph, Missouri.

There also appears to be increased activity and interest by parks and recreation agencies to take action with respect to e-cigarettes as well. As the Board is aware, the National Recreation and Parks Association (NRPA) has devoted column space to the subject in its' monthly magazine, with particular emphasis and focus on the dangers of vaping on youth. Additionally, the National Park Service has prohibited the use of the devices within its' system, citing a Surgeon General report indicating e-cigarettes pose a threat to public health, particularly to the health of young people. Most recently, the town of Windsor, Colorado banned both smoking and vaping in its recreation areas, effective January 1, 2020.

Staff conducted an initial informal survey of metropolitan agencies and of comparable agencies nationwide with either Gold Medal recognition or CAPRA accreditation to determine whether any had taken action with regard to vaping within their systems. Staff also researched the status of vaping at our local hospitals and the Lee's Summit R-7 school district. Following is a summary of the results of staff's research to date:

Metropolitan Parks and Recreation Agencies

<u>Name of Entity</u>	<u>No Action</u>	<u>Clean Indoor Air Act</u>	<u>Prohibited in Parks</u>
Mission	X		
Johnson County, KS	X		
Independence	X		
St. Joseph		X	
Riverside	Pending/Possible	Pending/Possible	Pending/Possible
Harrisonville	X		
Overland Park	X		
Lenexa			Prohibited within 50' of Parks facilities (shelters, playgrounds)
Olathe	X		

Gold Medal or CAPRA Accredited Comparable National Agencies

<u>Name of Entity</u>	<u>No Action</u>	<u>Clean Indoor Air Act</u>	<u>Prohibited in Parks</u>
Schaumburg, IL		X	X
Surprise, AZ	X		
Allen, TX	X		
Roswell, GA		X	X
St. George, UT	X		
Bloomington, IN	X		
Columbia, SC		X	X
Gainesville, FL		X	X
Largo, FL		X	X
Plymouth, MN		X	X
Renton, WA	X	X	

Local Agency Campuses

<u>Name of Entity</u>	<u>No Action</u>	<u>Clean Indoor Air Act</u>	<u>Prohibited on Campus</u>
LSR7			X
Lee's Summit Medical			X
Truman Hospital			X
St. Lukes Hospital			X

LSPR's Current Tobacco Free Rule

LSPR currently has a "No Tobacco" rule in effect for all parks and recreation facilities. When considered and passed by the Board in October 2014, the Board placed special emphasis on not only the impact of secondhand smoke on bystanders within the parks system, but also on the overall health of the community, and, in prohibiting tobacco of all types within the system, LSPR is able to support that priority.

Staff Recommendation

The research available to date regarding the use of e-cigarettes suggests a potential for secondhand dangers. Furthermore, it is clear the use of these devices pose a threat to public health in general and have become the product of choice for teens. LSPR has identified healthy lifestyles as a priority and with this in mind, Staff recommends expanding the current "No Tobacco" rule and policy to include E-Cigarettes and Vaping Devices of any kind within the Lee's Summit Parks and Recreation system. In so doing, LSPR would be among many municipalities and parks and recreation organizations who are trending towards protecting their patrons from potentially dangerous exposure while simultaneously communicating the shared interest in public health. The implementation of the rule would also further support the City Council's recent action to incorporate similar restrictions in the City's Clean Indoor Air ordinance.

At this time staff is seeking direction from the Park Board regarding implementation of this recommendation. If the Park Board desire to move forward and include vaping and e-cigarettes to the current tobacco ban, the following actions steps and timeline are proposed.

<u>Action Step</u>	<u>Responsibility</u>	<u>Timeframe</u>
1. Approval through a formal motion	Park Board	May Board Meeting
2. Update current policy	Staff	May
3. Create communication plan	Staff	May
4. Create and purchase new signage	Staff	May
5. Install signage and begin enforcement	Staff	July

MEMORANDUM



Date: May 27, 2020
To: Joe Snook, Administrator of Parks and Recreation
From: Carole Culbertson, Superintendent II-Administration
Re: FY19 Annual Report

Background

In accordance with Section 8.4 of the Charter for the City of Lee's Summit, an Annual Report is to be provided to the City Council on or before the second Monday of June each year.

Staff Recommendation

Staff recommends approval of the FY19 Annual Report.

Proposed Motion: I move to approve the FY19 Annual Report as presented.



Lee's Summit Parks & Recreation ANNUAL REPORT FY2019

July 1, 2018 - June 30, 2019

Lee's Summit Parks and Recreation Board Approves Contract to Purchase Longview Recreation Center

The Lee's Summit Parks and Recreation Board (LSPR) approved a contract to purchase Longview Recreation Center located on the Longview campus from the Board of Trustees for the Metropolitan Community College of Kansas City, Mo. In addition to the \$4.1 million purchase price, LSPR invested an additional \$1.6 million to renovate the facility and update equipment. The facility was opened on December 17, 2018 under the new name Longview Community Center.

Trailhead Completed at Hartman Park Provides Connector to Regional Rock Island Trail

Construction of a trailhead at Hartman Park was completed in 2019 providing convenient access to the six-mile Rock Island Trail. With LSPR acting as the general contractor, the project was made possible through the Public Works Transportation Sales Tax, which provided funding of \$250,000. Amenities added to Hartman Park include bicycle drop off, shelter with signage, bicycle maintenance, drinking fountain, ADA trail access, restroom upgrades and landscaping.

Legacy Park Community Center Renamed after Former Parks and Recreation Administrator Tom Lovell

Legacy Park Community Center was renamed to J. Thomas Lovell Jr. Community Center at Legacy Park in honor of Tom Lovell, LSPR's previous Administrator. Tom served as Administrator of LSPR for 38 years (1979-2017). Under Tom's leadership, LSPR grew from 12 staff members to 42 full-time employees, hundreds of part-time and seasonal employees, and an equal number of contractors. LSPR's open space inventory grew from 250 acres to over 1,200 acres, and he helped develop 77 miles of trails, 30 neighborhood parks, three community centers, and a water park. Under Tom's leadership LSPR won the National Parks and Recreation Association's National Gold Medal Award and became accredited in 2003 and reaccredited in 2008, and 2013.

Agreement with Streets of West Pryor, LLC Provides Improvements at Lowenstein Park

Improvements are underway at Lowenstein Park through a Memorandum of Understanding between the Lee's Summit Parks and Recreation Board and Streets of West Pryor, LLC. In addition to a financial contribution of \$115,000, the agreement includes improvements to and installation of additional parking, parking lot lighting, realignment and reconstruction of existing park trails to connect with multi-use trails within the development and installation of new park benches near the water feature, which will exist partially on Lowenstein Park land.



The Gold Medal Award honors communities throughout the United States that demonstrate excellence in long-range planning, resource management and innovative approaches to delivering superb park and recreation services with fiscally sound business practices. Only two other Missouri cities have achieved this recognition—Columbia and Springfield.

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David Dean *Superintendent of Recreation Services II*

Tede Price *Superintendent of Recreation Services*

Jackie McCormick Heanue *Superintendent of Legal Services and Human Resources*

Steve Casey *Superintendent of Park Planning & Construction*

Brooke Chestnut *Superintendent of Park Operations*

Jodi Jordan *Assistant Superintendent of Recreation Services*

Steve Thomas *Assistant Superintendent of Park Construction*

Megan Crews *Gamber Community Center Manager*

Ryan Gibson *Harris Park Community Center Manager*

Devin Blazek *Aquatics Manager*

Andy Carr *Park Operations Manager*

Michael Cox *Park Maintenance Supervisor*

Mike Hedrick *Lovell Community Center Manager*

Heath Harris *Lovell Community Center Assistant Manager*

Collin McCage *Marketing Coordinator*

Mathew Garrett *Administration Analyst*

Eric Schooley *Longview Community Center Maintenance Supervisor*

Ola Shobowale *Lovell Community Center Maintenance Supervisor*

Steve Kirchhoff, Kevin Brackman, Stormy Dale, Ken Harper,

Rob Hemme, Keith Schloman *Master Park Specialists*

Jenny Brennan, Lisa Chism, Shelby Dawson, Sal Badali,

Jacob Johnson *Recreation Supervisors I*

Steve Bonner, Elizabeth Drentlaw, Tyler Smith, Bryan Bair

Senior Park Specialists

Dana Thurber *Administrative Services Coordinator*

Sara Dyer, Ruth Buckland, Millissa Roberts *Service Representatives*

James Cox, Alex Butler, Jay Martin, Kalaen Wheeler

Maintenance Specialists

Jared Greene *Park Specialist*

Brian Parker *Cemetery & Facility Specialist*



The Commission for Accreditation of Park and Recreation Agencies (CAPRA) administers a rigorous program based on self-assessment and peer review using national standards of best practice to better promote the quality of agency services and delivery systems. LSPR was initially accredited in 2003, re-accredited in 2008, and again in 2013. Only five Missouri agencies have achieved this standard of compliance (Chesterfield, Clayton, Kansas City, and Lee's Summit), and 153 nationally.

Facts & Figures

Park, Program, & Facility Attendance

Program Participation:	17,872
Friends of the Parks:	6,911
Corporate Friends of the Parks	105
Special Events:	34,097
Facility Visits:	
• Gamber Community Center:	53,880
• Harris Park Community Center:	210,148
• Lovell Community Center:	256,190
• Longview Community Center:	78,048
• Summit Waves:	58,018
30 Parks:	373,500

“Over 1 Million Participants!”

Social Media

Facebook Fans:	23,957
Twitter Followers:	2,978
Instagram Followers:	1,155
Snapchat Followers:	110

Volunteers

Number of Volunteers:	3,381
Volunteer Hours:	98,729
Estimated Value of Volunteers:	\$2,459,711

Sponsors

94.9 KCMO
Adams Toyota
American Family Insurance
Bank of Blue Valley
Berry Jennings, State Farm Insurance
Bicycle Shack
Bike America
Bike Stop
Billy Goat Industries
Brain Balance Center of LS
Camp Bow Wow
David Earls
Equity Bank
Foundation Guy
Freezing Moo
Harmon Floor Covering, Inc
Heartland Quality Heating & Cooling
Instant Auto
Integrity Roofing, Siding & Windows
Jungmeyer & Suresh Dental Enterprises
Kline Van & Specialty Rental
Lee's Summit Medical Center
Lee's Summit Optimist Club
Legacy for Parks Foundation
Legacy Touch
Paragon Star
Price Chopper
Rockhill Orthopedics
Saint Luke's Health System
Security Bank of Kansas City
Shining Light Music
Smile Doctors LLC
The Rob Ellerman Team

Top FY19 #DidYouKnow Facts

Did you know, according to the National Parks and Recreation Association, a typical parks & rec agency has 9.6 acres of parkland per 1,000 residents. LSPR currently has 12.5 acres per 1,000 residents, which is 32% higher than a typical agency.

Did you know, according to a National Parks and Recreation Association national survey, 36% of Americans manage their daily stress by hiking, walking or jogging on a local trail. LSPR provides over 67 miles of trail to support your efforts to improve physical and mental health.

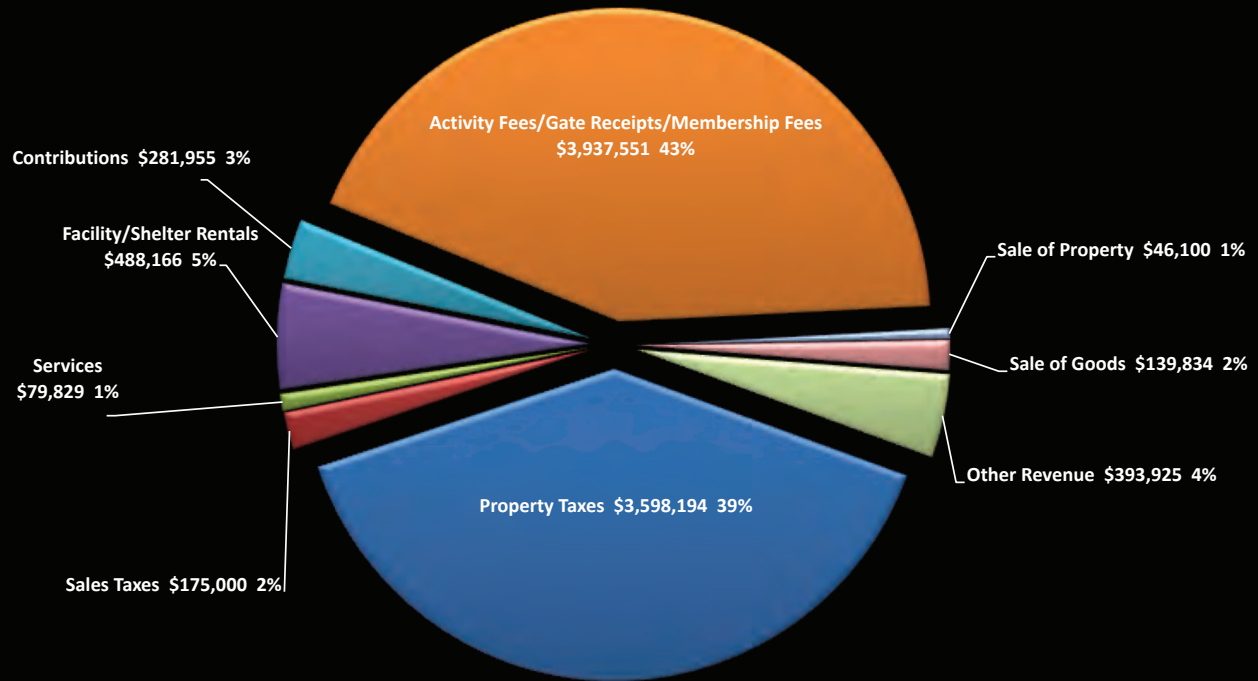
Did you know, seventy percent of Lee's Summit residents feel that creating shared experiences that family and friends can bond over is a major reason to participate in outdoor recreation.

FY19 Accomplishments

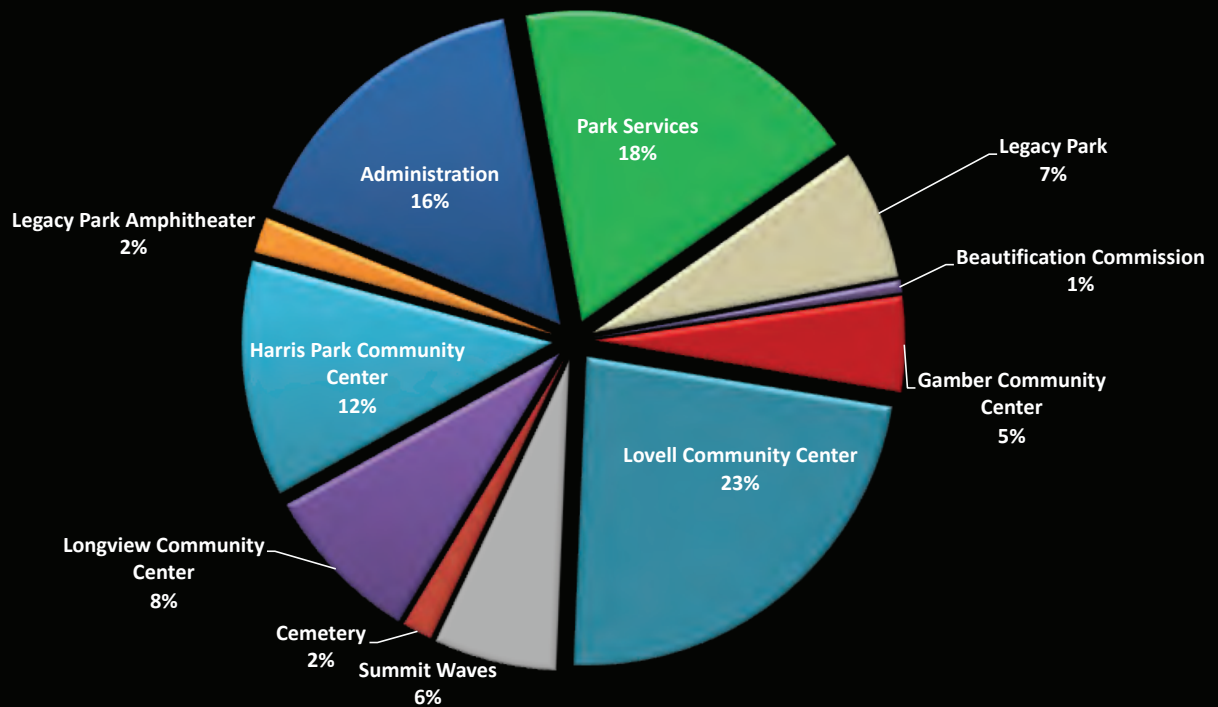
- ***LSPR purchased Longview Recreation Center from Board of Trustees for the Metropolitan Community College – Kansas City.***
- Renovations begin at Summit Park and Howard Park.
- ***Design for the Wave Pool at Summit Waves is completed.***
- Renovation of the new Longview Community Center completed and opened December 17th.
- ***Universal Pass membership created providing access to all four community centers.***
- Addition of shade over the shelters at Legacy Park Baseball Venue.
- ***Trailhead connector to the Rock Island Trail completed at Hartman Park.***
- Fence replacement and safety capping installed at Legacy Park venues.
- ***\$342,000 in gross sponsorship contracts; \$189,950 collected in FY2019.***
- Inaugural season for Summit Ice including an event with the Stanley Cup.
- ***Wayfinding design completed at Legacy Park.***
- LSPR partnered with University of Central Missouri for theater events at the Legacy Park Amphitheater.
- ***Tour de Lakes 2019 had 711 riders, ages 9 through 79 years old, representing 7 states.***
- Legacy Park Community Center is renamed after Former Administrator Tom Lovell.
- ***5,173 bikes, canoes and paddle boards used free of charge at Lovell Community Center.***
- Glulam replacement project completed in lobby and pool patio at Lovell Community Center.
- ***Memorandum of Understanding signed between LSPR and the Legacy for Parks Foundation; new Board established.***
- Agreement signed with Streets of West Pryor Development to fund improvements at Lowenstein Park .
- ***Bicycles and trailers donated by the Lovell Family Foundation for free use at the Longview and Lovell Community Centers.***
- Tract of land adjacent to Arborwalk donated to LSPR.
- ***Audiovisual equipment upgraded at Gamber Community Center.***
- New trails coming to Legacy Park from partnership with Urban Trail Company.



FY2019 LSPR Operating Revenue



FY2019 LSPR Operating Expenses



TO: Joe Snook, CPRP
Administrator of Parks and Recreation

DATE: May 27, 2020

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



SUBJECT: FY20 Capital Improvement Projects and Parks and Recreation Services Report

Project	Budget ¹	Exp to Date	Variance ²	Status	Estimated Completion ³
Gamber Community Center Fund (201)					
Carpet Replacement	11,614	-	11,614	On hold	Mar-20
Treadmill Replacement	7,484	7,366	118	Complete	Oct-19
	19,098	7,366	11,732		
Lovell Community Center Fund (202)					
Cardio equipment replacement	32,000	29,105	2,895	Complete	Oct-19
Locker replacement	95,500	-	95,500	In progress	Jun-20
Exterior wood staining	36,605	21,803	14,802	Complete	Aug-19
	164,105	50,908	113,197		
Longview Community Center Fund (205)					
Motorized Lobby Shades	9,150	9,086	64	Complete	Sep-19
	9,150	9,086	64		
Harris Park Community Center Fund (530)					
Exterior Wood Staining	18,700	11,200	7,500	Complete	Dec-19
	18,700	11,200	7,500		
Parks and Recreation Fund (200)					
Operations					
Kiosk for Park Ops	750	-	750	Complete	Oct-19
Holiday Lights- Howard Station Park	2,000	1,790	210	Complete	Nov-19
Ventrac Boom Sickle Mower	16,080	16,080	-	Complete	Aug-19
Asphalt	115,000	58,500	56,500	In progress	Jun-20
Legacy Park					
Legacy Lake Survey	6,600	6,600	-	Complete	Aug-19
Shade Structures for T-Ball	27,000	26,203	797	Complete	Dec-19
Legacy Wayfinding Blackwell Monuments	100,000		100,000	ON HOLD	
Asphalt	115,000	39,948	75,052	Complete	Aug-20
	382,430	149,121	233,309		
Summit Waves Fund (203)					
Palm tree replacement	37,500	-	37,500	On hold	
	37,500	-	37,500		
Cemetery Fund (204)					
	-	-	-		
	-	-	-		
Capital Projects Fund (327)					
Lowenstein Park Renovations	515,000	40,789	474,211	In progress	Sep-20
Summit Park Renovations	1,700,000	1,603,397	96,603	In progress	Jun-20
Howard Park Renovations	900,000	829,662	70,338	In progress	Jun-20
Hartman Park Trailhead (project managed with PW funding)	250,000	250,000	-	Complete	Sep-19
Arborwalk Trail Expansion	20,000		20,000	In progress	Sep-20
LSPR Greenway Trails Update-Vireo	20,000	20,000	-	Complete	Dec-19
Summit Waves Wave Pool Expansion	5,110,000	3,785,081	1,324,919	In progress	Jun-20
Pleasant Lea Park Master Planning-Landworks Studio	12,443	12,443	-	Complete	Jan-20
	8,527,443	6,541,372	1,986,071		
TOTAL	9,158,426	6,769,053	2,389,373		

¹ Budget amount established per Board Approval

² Variance is the difference between the budget and the year-to-date expenditures.

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

The Services Review is based on the current Fiscal Year (July 2019-June 2020). "Goals" are based on the number implied in the Fiscal Year Budget. Some goals are annualized (i.e., LPCC, GCC and HPCC information). Other numbers will be reported on a monthly basis (i.e., programs beginning in the current board month) as well as annualized figures being reported against budgeted numbers. Shaded areas are completed services and activities.

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Fund 201 - Gamber Community Center			
Memberships			
<u>Resident Total</u>	July 19 - June 20		
Active Flex		2028	1344
Annual		120	71
<u>Non-Resident Total</u>			
Active Flex		168	80
Annual		4	5
<u>Silver Sneakers Total</u>	July 19 - June 20	12,202	8,554
<u>Single Visit</u>	July 19 - June 20		
Discount		252	170
Regular		108	54
Facility Rentals			
Event Packages	July 19 - June 20	17	3
Gamber Package	July 19 - June 20	78	44
Outdoor Rentals	July 19 - June 20	6	0
Ballroom	July 19 - June 20	463	332
Class/Craftrooms	July 19 - June 20	941	357
Aerobics Room	July 19 - June 20	219	151
Programming			
Bingo	July 19 - June 20	2193	1517
Lunch with Us	July 19 - June 20	320	332
Line Dance	July 19 - June 20	577	520
GCC All Inclusive (LPCC/Gamber Center/HPCC/LVCC)			
<u>Resident</u>			
Annual	July 19 - June 20	36	35
Flex	July 19 - June 20	1152	917
<u>Non-Resident</u>			
Annual	July 19 - June 20	2	3
Flex	July 19 - June 20	72	74
Fund 202 - J. Thomas Lovell Jr. Community Center at Legacy Park			
Memberships			
<u>Resident</u>			
Annual	July 19 - June 20	1,763	1,466
Flex	July 19 - June 20	3,859	3,451
<u>Non-Resident</u>			
Annual	July 19 - June 20	299	425
Flex	July 19 - June 20	877	878
<u>Single Visit - Resident</u>	July 19 - June 20	23,136	15,209
<u>Single Visit -- Non-Resident</u>	July 19 - June 20	6,479	6,051
<u>Silversneakers</u>	July 19 - June 20	20,819	19,716
<u>Prime</u>	July 19 - June 20	176	172
<u>Renew Active</u>	July 19 - June 20	55	3,373
<u>Silver and Fit</u>	July 19 - June 20	127	473
90 Day Memberships			
Resident	July 19 - June 20	12	0
Nonresident	July 19 - June 20	3	1

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Facility Rentals			
<u>Birthday Party Packages</u>			
Resident			
Package A	July 19 - June 20	310	162
Package B	July 19 - June 20	62	42
Non-Resident			
Package A	July 19 - June 20	156	112
Package B	July 19 - June 20	9	13
<u>Community Rooms</u>			
Resident	July 19 - June 20	282	62
Non-Resident	July 19 - June 20		
<u>Court Rentals</u>			
Resident	July 19 - June 20	11	2
Non-Resident	July 19 - June 20	3	0
Lock-ins	July 19 - June 20	3	1
Pool	July 19 - June 20	2	1
<u>Free Park Amenities</u>			
SUP	July 19 - June 20	2969	2,028
Canoe	July 19 - June 20	854	548
Bikes	July 19 - June 20	1185	712
<u>Child Care</u>			
Drop In	July 19 - June 20	2491	1,070
Pass Card - Member	July 19 - June 20	152	124
Pass Card - Non-member	July 19 - June 20	9	3
Water and Land Aerobic Programming	July 19 - June 20	69,500	46,289
Provide Miscellaneous Fitness			
Personal Training	July 19 - June 20	1760	987
Virtual Personal Training			31
LPCC Paid Group Fitness	July 19 - June 20	330	56
GCC Paid Group Fitness	July 19 - June 20	100	0
LPA Paid Group Fitness	July 19 - June 20	500	180
Massage Therapy	July 19 - June 20	100	241
RevUP	July 19 - June 20	245	49
RevUP Reload	July 19 - June 20	134	171
Healthy Eating Every Day (H.E.E.D)	July 19 - June 20	245	49
Swim Lessons			
Swim Lessons	July 19 - June 20	859 Participants	503
Private Swim Lessons	July 19 - June 20	152 Participants	40
<u>Fund 530 - Harris Park Community Center</u>			
Camp Summit			
Camp Summit Enrollment	Summer 2019	750 Enrollments	752 Enrolled
Camp Summit Enrollment	Summer 2020	750 Enrollments	444 enrolled
Weekly Attendance	Summer 2019	440 Wkly Average	443 Weekly Avg
Weekly Attendance	Summer 2020	440 Wkly Average	
Offer School Break Camps			
School Break Camp Enrollment	Sept 19 - April 20	100	84
School Break Days	Oct 19 - April 20	575	438

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Recreation Center Operations			
Gym Rentals	July 19 - June 20	240 Rentals	186 Rentals
Classroom Rentals	July 19 - June 20	300 rentals	161 Rentals
Entire Facility Rentals	July 19 - June 20	17 Rentals	2
Week Long Rentals	July 19 - June 20	2 Rentals	2
Open Gym	July 19 - June 20	2000 Participants	546 Participants
Summit Ice/Lea Mck North			
Public skate- Non Res	Nov 19 - March 20	4800	2,094
Public skate - Non Res	Nov 20 - March 21	4800	0
Public skate- Res	Nov 19 - March 20	8150	9,200
Public skate - Res	Nov 20 - March 21	8150	0
Pond hockey- Non Res	Nov 19 - March 20	210	79
Pond hockey - Non Res	Nov 20 - March 21	210	0
Pond hockey- Res	Nov 20 - March 20	330	494
Pond hockey - Res	Nov 20 - March 21	330	0
Skate with Santa (3)	December 19	400	350
Skate with Sanata (3)	December 20	400	0
Valentines Day Special	Feb 19.	150	0
Valentines Day Special	Feb 20.	150	0
Birthday Party Packages	Nov-March 19	50	58
Birthday Party Packages	Nov-March 20	50	0
Shelter Rentals	2019	120	96
Shelter Rentals	2020	70	
ATHLETICS			
Hartman Fields	July 19 - June 20	625 (rental hours)	167 (Rental Hours)
Adult Leagues			
<i>Softball -- Coed, Men's, Women's</i>			
• Fall	Sept 19 - Oct 19	54	10 (Teams)
• Spring	Mar 20 - May 20	70	0
• Summer	June 20 - Aug 20	64	0
<i>Basketball -- Men's</i>			
• Fall	Jan 19 - Mar 20	19	15 (Teams)
• Winter	March 20 - May 20	15	8
• Spring	June 20 - Aug 20	15	0
• Summer	July 19 - Oct 19	20	12 (Teams)
<i>Volleyball -- Coed, Women's</i>			
• Fall	Jan 20 - Mar 20	36	37 (Teams)
• Winter	Mar 20 - May 20	36	42 (Teams)
• Spring	June 20 - Aug 20	36	0
• Summer I and II	July 19 - Jan 19	88	33/0 (Teams)
<i>Kickball</i>			
• Fall	Sept 19 - Nov 19	14	0
• Spring	Apr 20 - May 20	0	0
• Summer	June 20 - Aug 20	14	0
Adult Instructional-Athletics			
<i>Golf</i>			
• Adult Beginning	July 19 - June 20	20	0
<i>Tennis</i>			
• Outdoor Adult Beginning	July 19 - June 20	10	0
Youth Instructional-Athletics			
<i>Golf</i>			
• Youth Beginner	July 19 - June 20	30	14

Run Time	Target Goals - This Year (participants) 2019-2020		Results to Date (for programs/events starting July 2019)	
Tennis				
• Rookies (Quikstart)	July 19 - June 20	30		20
• Youth Beginner	July 19 - June 20	65		36
Right Sized	July 19 - June 20	10		11
Youth Leagues				
Girl's Basketball	Nov 19 - Feb 20	300		363
Spring Youth Volleyball	March 20 - May 20	260		Cancelled
Fall Youth Volleyball	Sept 19 - Nov 19	280		241
Summer Youth Volleyball	June 20 - July 20	10		0
Winter Youth Volleyball	Jan 20-Feb 20	10		13

	Run Time	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Youth Special Events-Athletics			
Junior Triathlon	July 20		0
Youth Camps-Athletic			
Baseball Camp	June 20	15	0
Basketball Camp	July 19	15	16
Volleyball Camp	July 19	35	21
Indoor Soccer Camp	June 20	15	0
Tournaments			
Summer Classic Tennis Tournament	June 20		0
INSTRUCTIONAL ACTIVITIES			
Adult Instructional			
Ballroom, Swing, Latin Fund 201	July 19 - June 20 (Year-to-date count)	135	62
Photography Fund 201			
• Photography Classes	July 19 - June 20 (Year-to-date count)	37	9
First Aid/CPR			
CPR/AED	July 19 - June 20 (Year-to-date count)	50	72 Participants
First Aid	July 19 - June 20 (Year-to-date count)	40	36 Participants
BLS Healthcare Provider CPR	July 19 - June 20 (Year-to-date count)	40	48 Participants
CPR for Family and Friends	July 19 - June 20 (Year-to-date count)	50	51 Participants

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time			
Youth Instructional			
<i>Itty-Bitty Sports</i>			
• Flag Football	Sept 19 - Oct 19	80	18
• Basketball	Jan 20 - Feb 20	75	38
• Outside Soccer	April 20 - May 20	110	Cancelled
• T-Ball	June 20 - July 20	125	0
<i>Itty-Bitty Instructional Programs</i>			
• Itty Bitty PE	July 19 - June 20 (Year-to-date count)	10	23
• Itty Bitty Dancers	July 19 - June 20 (Year-to-date count)	56	13
Indoor T-Ball	July 19 - June 20 (Year-to-date count)	20	28
Instructional Basketball	July 19 - June 20 (Year-to-date count)	20	29
• Indoor Soccer	July 19 - June 20 (Year-to-date count)	25	34
• Itty Bitty Tumblers	July 19 - June 20 (Year-to-date count)	82	34
<i>Parties</i>			
Pint Size Parties	Sept 19 - April 20	34	0
Pint Size Playtime	Sept 19 - April 20	150	53
<i>Pee Wee Sports</i>			
• Flag Football	July 19 - June 20 (Year-to-date count)	25	10
• Basketball	July 19 - June 20 (Year-to-date count)	75	40
• Tumblers	July 19 - June 20 (Year-to-date count)	18	9
<i>Animal Wonders</i>			
• Workshop	July 19 - June 20 (Year-to-date count)	15	18 participants
• Camps	July 19 - June 20 (Year-to-date count)	40	20 participants
<i>First Aid</i>			
Babysitter Boot Camp	July 19 - June 20 (Year-to-date count)	100 participants	0 Participants
GCC Youth Instructional Fund 201			
Mad Science Classes	July 19 - June 20 (Year-to-date count)	45	6
Play-Well TEKnology Camps	July 19 - June 20 (Year-to-date count)	64	14
Youth Tech Camps	July 19 - June 20 (Year-to-date count)	47	1
Art Classes Fund 201			
Young Rembrandts Classes	July 19 - June 20 (Year-to-date count)	10	0
Young Rembrandts Camps	July 19 - June 20 (Year-to-date count)	15	0
GOT Art/Summit Art Classes	July 19 - June 20 (Year-to-date count)		
Acting			
Shakespeare Camp	July 20	15	0

		Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
All Ages- Instructional			
Horsemanship Classes			
• Beginning Horsemanship	July 19 - June 20 (Year-to-date count)	11	22 participants
• Beginner Rider I	July 19 - June 20 (Year-to-date count)	6	3 participant
• Beginner Rider II	July 19 - June 20 (Year-to-date count)	4	3 participants
• Texas Tots	July 19 - June 20 (Year-to-date count)	5	3 participants
• Texas Tots II	July 19 - June 20 (Year-to-date count)	0	2 participant
Special Event Programming for Families			
Father/Daughter Dance Fund 201	Feb 2020	475	582
Night Flight	June 2020	250 participants	cancelled
Tour de Lakes	June 2020	875 participants	cancelled
Unplug & Pedal	July 2020	150participants	cancelled
Festivals			
Legacy Blast	July 3, 2018		
Jamaican Jam	July 2020	1000-1500	cancelled
Blues and Jazz Fest	Aug. 2020	1000-1500	cancelled
Folk Festival	June 2020	500-1000	cancelled
Fund 200 - Parks and Recreation			
Administration			
Provide departmental Annual Report	Sept 2019	Jan-20	
Publish bi-annual Visionary Task Force Newsletter (Legacy for Tomorrow)	Aug 17 & July 18		
Park Operations			
Two annual inventories performed	Bi-annually		
Two annual park openings performed on all parks (Spring and Fall)	Bi-annually		
Legacy Park Operations			
Maintain user group agreements	FY20		
City Grounds Maintenance			
Maintain Public Works MOU areas	FY20		

	Target Goals - This Year (participants) 2019-2020	Results to Date (for programs/events starting July 2019)
Run Time		

Fund 203 - Aquatics

Summit Waves			
Group Swim Lessons	July 19 - Aug 19	400 Participants	371 participants
Group Swim Lessons	May 20 - June 20	400 Participants	
Private swim parties	July 19 - Aug 19	12 parties	10 party
Private swim parties	May 20 - June 20	4 Parties	1 party
Junior Guard clinics	July 19 - Aug 19	14 participants	4 participants
Junior Guard clinics	May 20 - June 20	15 participants	
Public swim - Regular	July 19 - Aug 19	6,225 participants	4,597 participants
Public swim - Regular	May 20 - June 20	2,700 participants	
Public swim - Discount	July 19 - Aug 19	15,900 participants	19,307 participants
Public swim - Discount	May 20 - June 20	15,000 participants	
Twilight - Regular	July 19 - Aug 19	170 participants	344 participants
Twilight - Regular	May 20 - June 20	110 participants	
Twilight - Discount	July 19 - Aug 19	1,650 participants	2,869 participants
Twilight - Discount	May 20 - June 20	1,260 participants	
Season Pass Sales	July 19 - Aug 19	40 passes	25 Passes
Season Pass Sales	May 20 - June 20	1,109 passes	22 Passes
<u>Group Promotions</u>			
Family Fun Nights (2)	July 19 - Aug 19	425 per event	242 per event
Family Fun Nights (1)	May 20 - June 20	280 per event	
Birthday Party Packages	July 19 - Aug 19	30 packages	12 packages
Birthday Party Packages	May 20 - June 20	27 packages	
Cabana Rentals	July 19 - Aug 19	37 packages	39 packages
Cabana Rentals	May 20 - June 20	24 packages	

MEMORANDUM



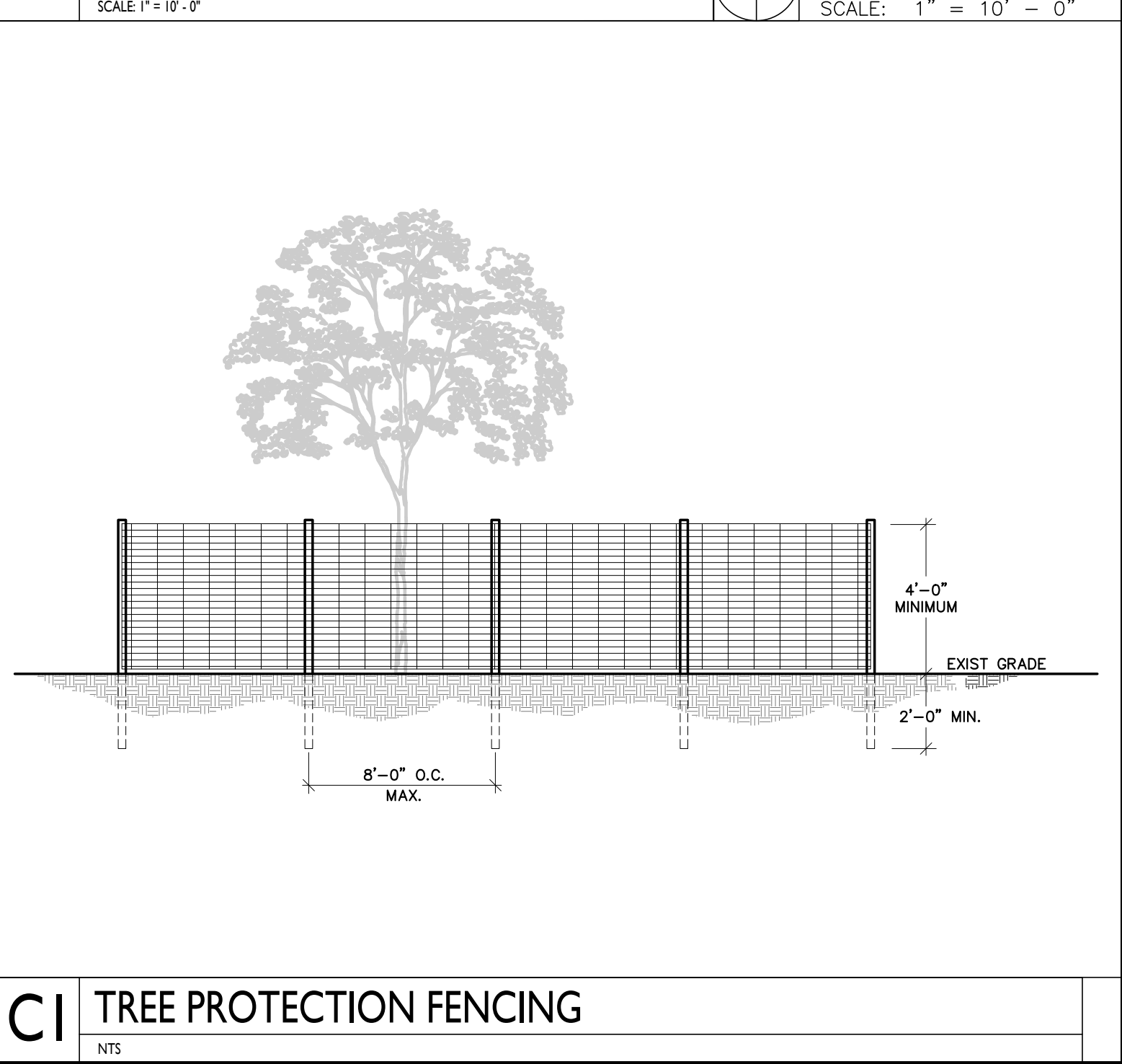
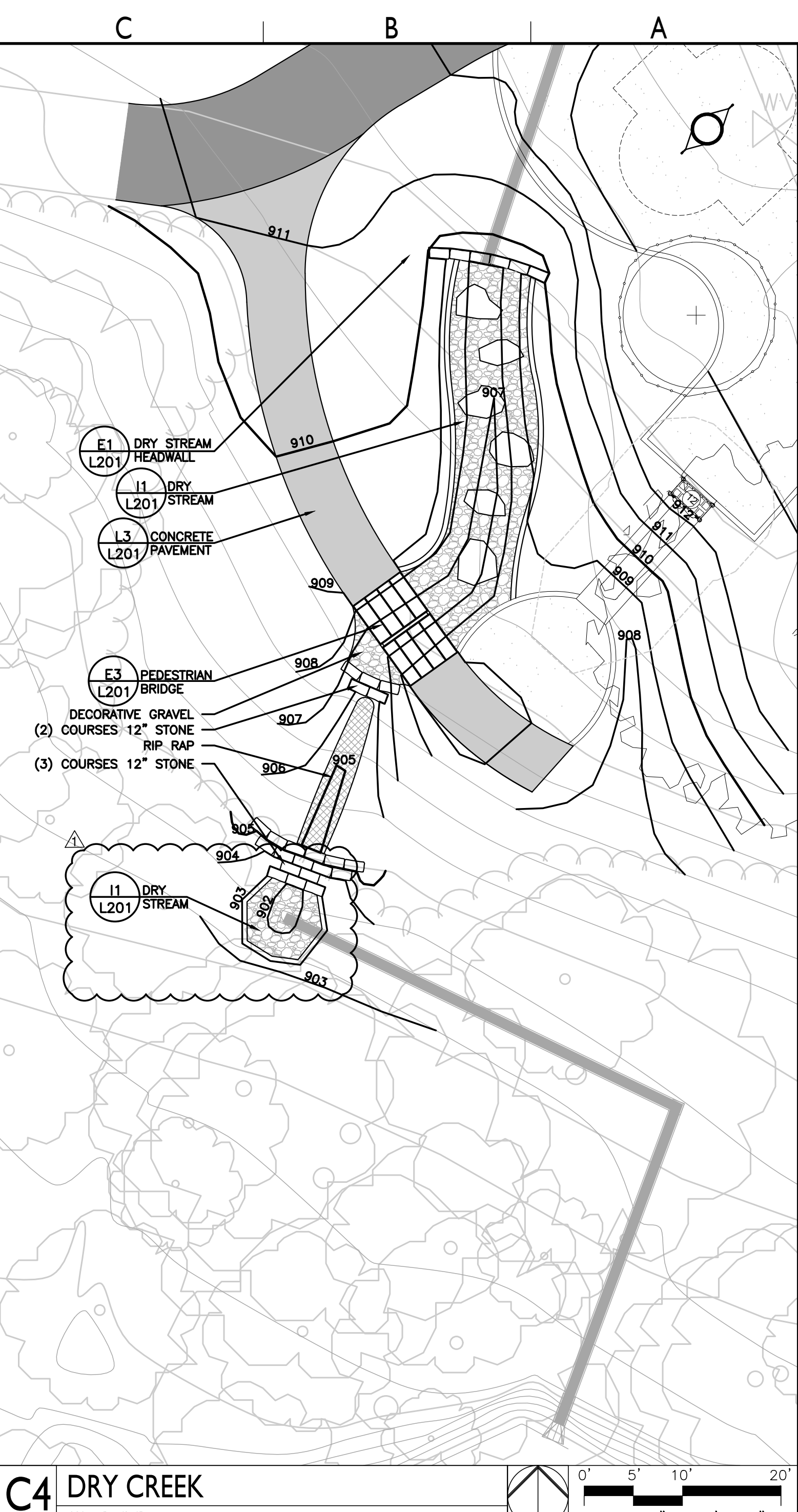
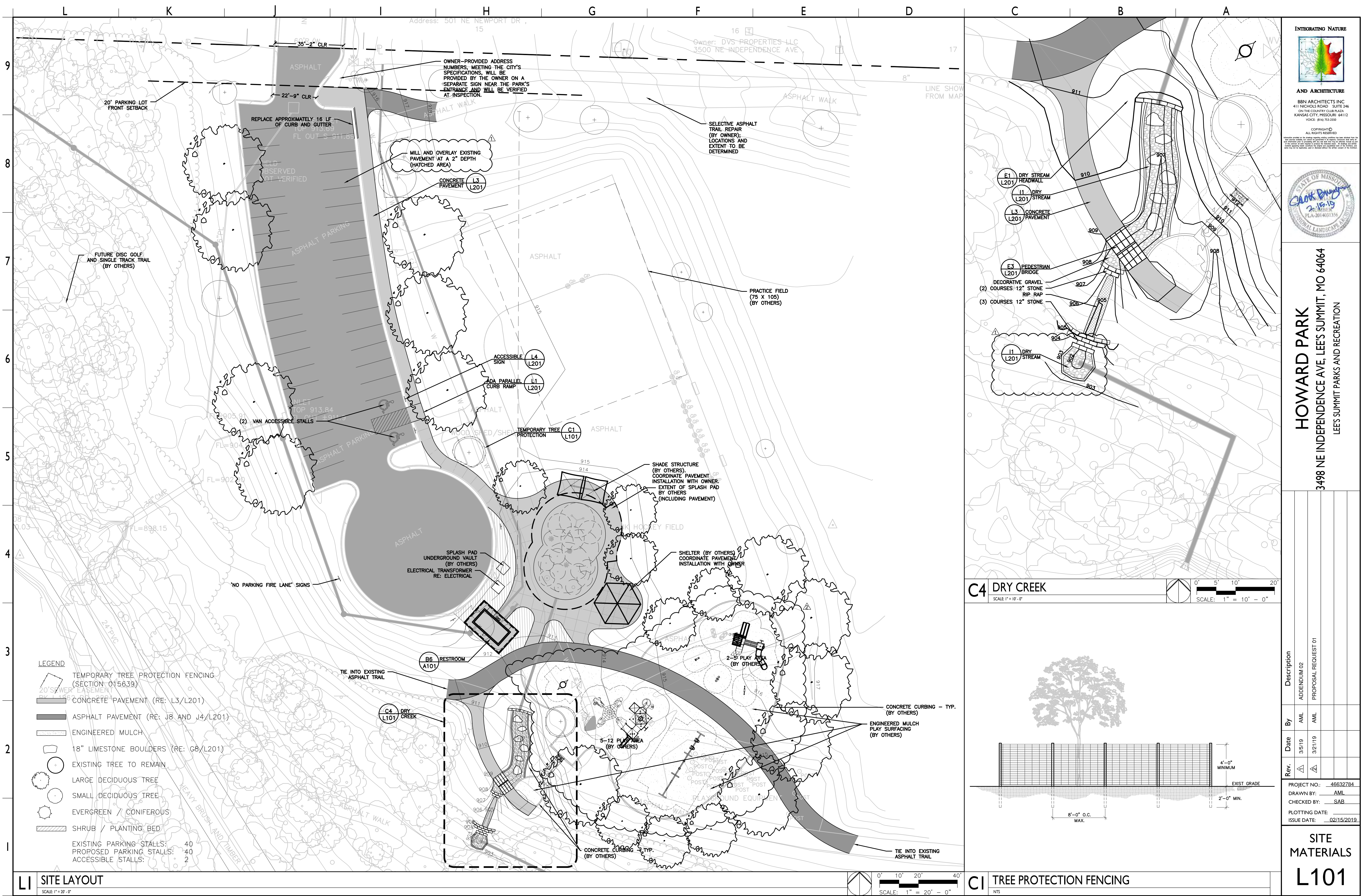
Date: May 27, 2020
To: Joe Snook
Administrator of Parks and Recreation
From: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction
CC:
Re: Howard Park Improvements

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

At the time of this report a punch list has been issued to the general contractor, Terry Snelling Construction with several items to repair, touch up, and complete specifically pavement repair, additional site work, and restroom modifications. The contractor has begun addressing the punch list items and should be complete by the end of May. In addition, LSPR crews are completing landscaping projects and clean up of the site along with the final work associated with the disc golf course (tree clearing and basket installation)

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

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



INTEGRATING NATURE

AND ARCHITECTURE

BBN ARCHITECTS INC.
411 NICHOLS ROAD, SUITE 246
KANSAS CITY, MISSOURI 64112
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Chad D. Davis
2-16-19
PLA-2014031356

HOWARD PARK

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

LEE'S SUMMIT PARKS AND RECREATION

Rev.	By	Date	Description
	AML	3/5/19	ADDENDUM 02
	AML	3/21/19	PROPOSAL REQUEST 01

PROJECT NO: 46632784

DRAWN BY: AML

CHECKED BY: SAB

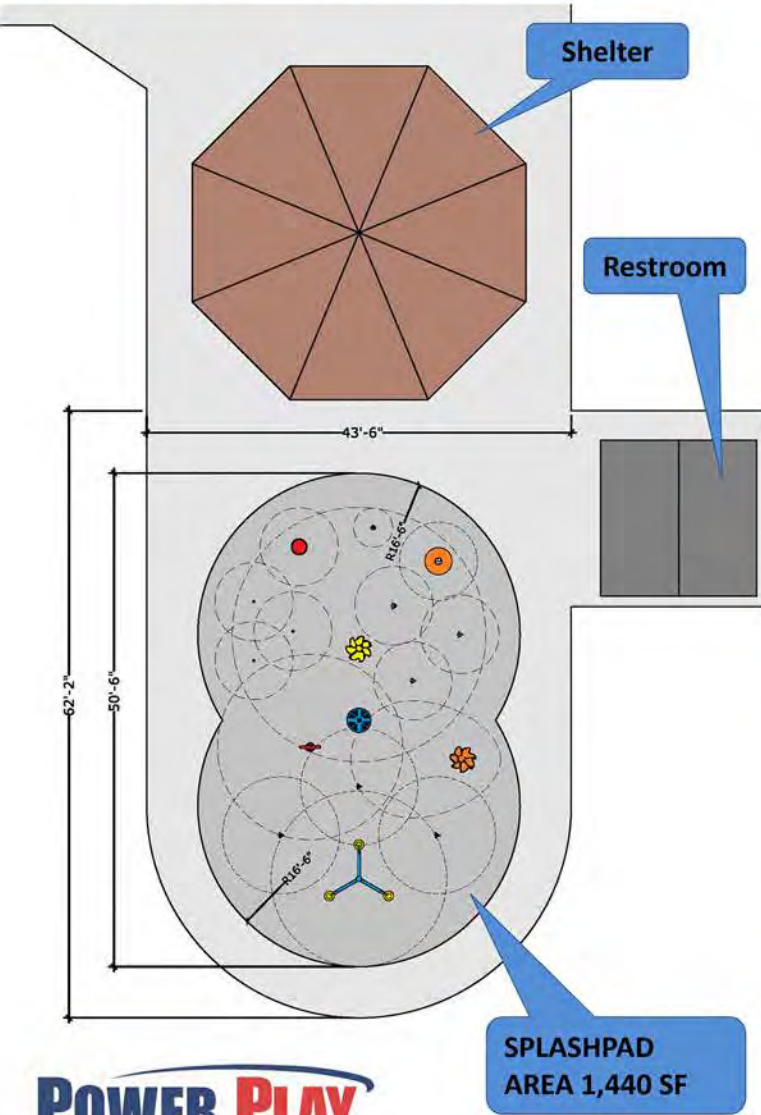
PLOTTING DATE: 02/15/2019

ISSUE DATE: 02/15/2019

SITE MATERIALS

L101

HOWARD PARK SPLASHPAD



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



Project Name: Howard Park Improvements

14-May-20

Item		Budget	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	\$ 55,000.00	\$ 63,177.71	\$ (8,177.71)	\$ -	
	Architectural + Engineering Contract-BBN	\$ 79,683.00	\$ 77,837.00	\$ 1,846.00	\$ -	
	Erosion Control/Tree Protection	\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	
	Demolition of Existing Park Features	\$ 50,795.00	\$ 51,112.99	\$ (317.99)		LSPR in house
Park Site Utilities, Grading, Paving, Restrooms						
	Asphalt-Repair Trails	\$ 40,000.00	\$ 25,302.38	\$ 14,697.62		placeholder for existing trail repair NIC
	General Construction Contract Estimate- Terry Snelling Const.	\$ 299,412.00	\$ 287,473.91	\$ 11,938.09		
Park Features and Structures	Gazebo and Installation	\$ 20,000.00	\$ 20,498.92	\$ (498.92)		LSPR in house
	Splashpad Equipment and Installation	\$ 117,572.00	\$ 117,572.00	\$ -		
	Playground Equipment and Installation,	\$ 113,811.00	\$ 116,237.97	\$ (2,426.97)		
	Disc Golf Course Construction	\$ 10,000.00	\$ 4,675.27	\$ 5,324.73		
	Landscaping (trees, shrubs, seed, sod)	\$ 20,000.00	\$ 24,691.96	\$ (4,691.96)		
	Site Furnishings	\$ 20,000.00	\$ 21,934.67	\$ (1,934.67)		LSPR in house
	Playground Surfacing, Curbing, Drainage	\$ 12,000.00	\$ 16,747.86	\$ (4,747.86)		
			\$ -			
			\$ -			
	Subtotal	\$ 840,673.00	\$ 829,662.64			
		\$ -				
		\$ -				
Additional \$60,000 is budgeted in Operations:Asphalt repair for Howard Park in FY 2019-20						
Existing Howard Playground equipment sold for \$7,405 on Gov Deals 6-1-19						
	Adjusted Project Sub Total	\$ 840,673.00				
Budget	Total Park Board Approved Budget	\$ 900,000.00				
	(Under)/Over Budget w Actuals to Date	\$ (59,327.00)				
	Total Budget					
Change Order #2 Approved date 7/30/19 adjusted General Construction Contract from \$306,000 to \$299,775.03						
Change Order #4 Approved date 10/9/19 adjusted General Construction Contract from \$299,775.03 to \$299,412						

MEMORANDUM



Date: May 27, 2020
To: Joe Snook
Administrator of Parks and Recreation
From: Steve Casey
Superintendent of Park Planning and Development
CC:
Re: Summit Park Renovation

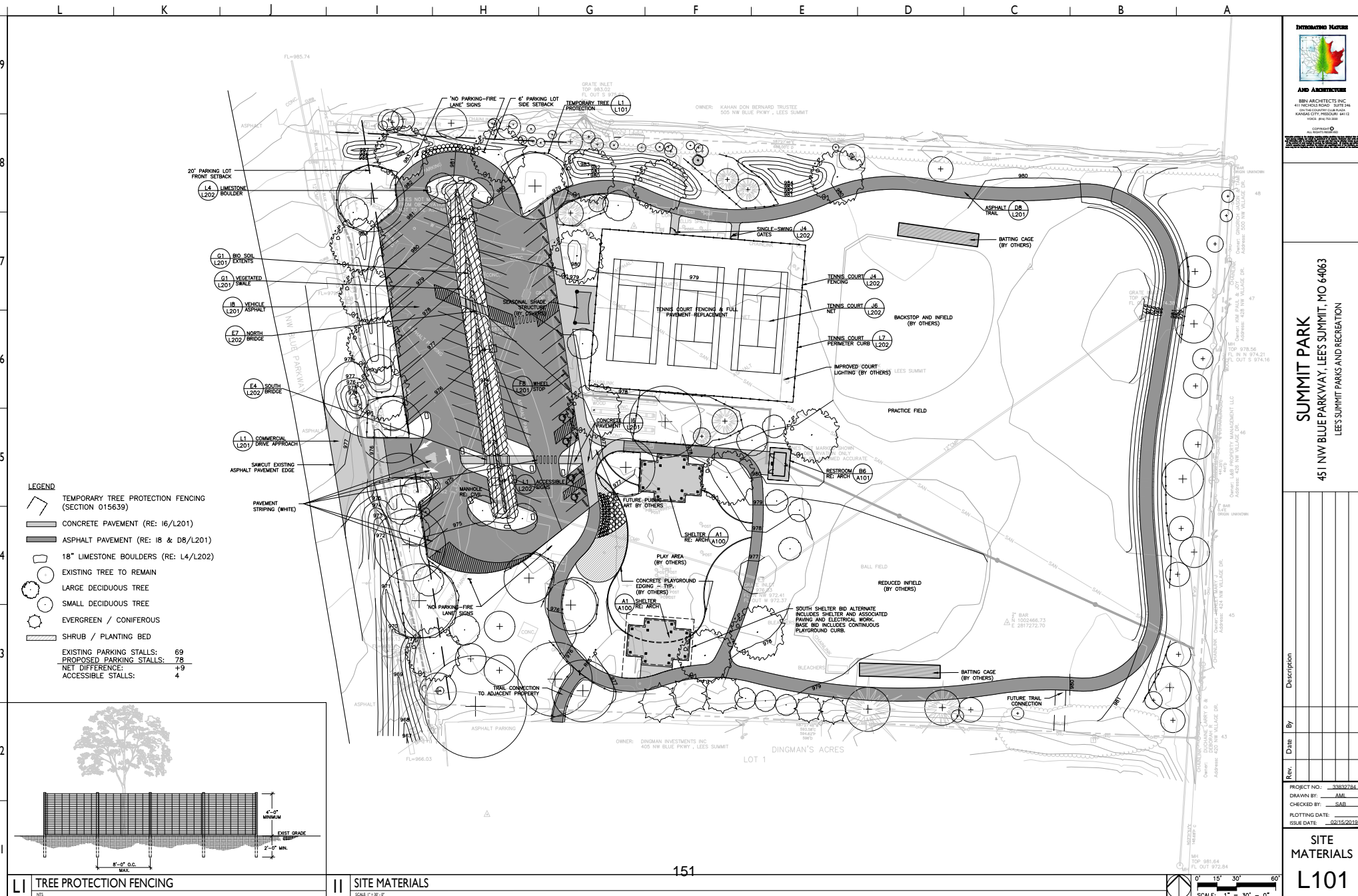
With the approval of the FY 2019 budget and Capital Improvement Plan, staff is proceeding with the redevelopment of Summit Park and project funding in the amount of approximately \$1,600,000.

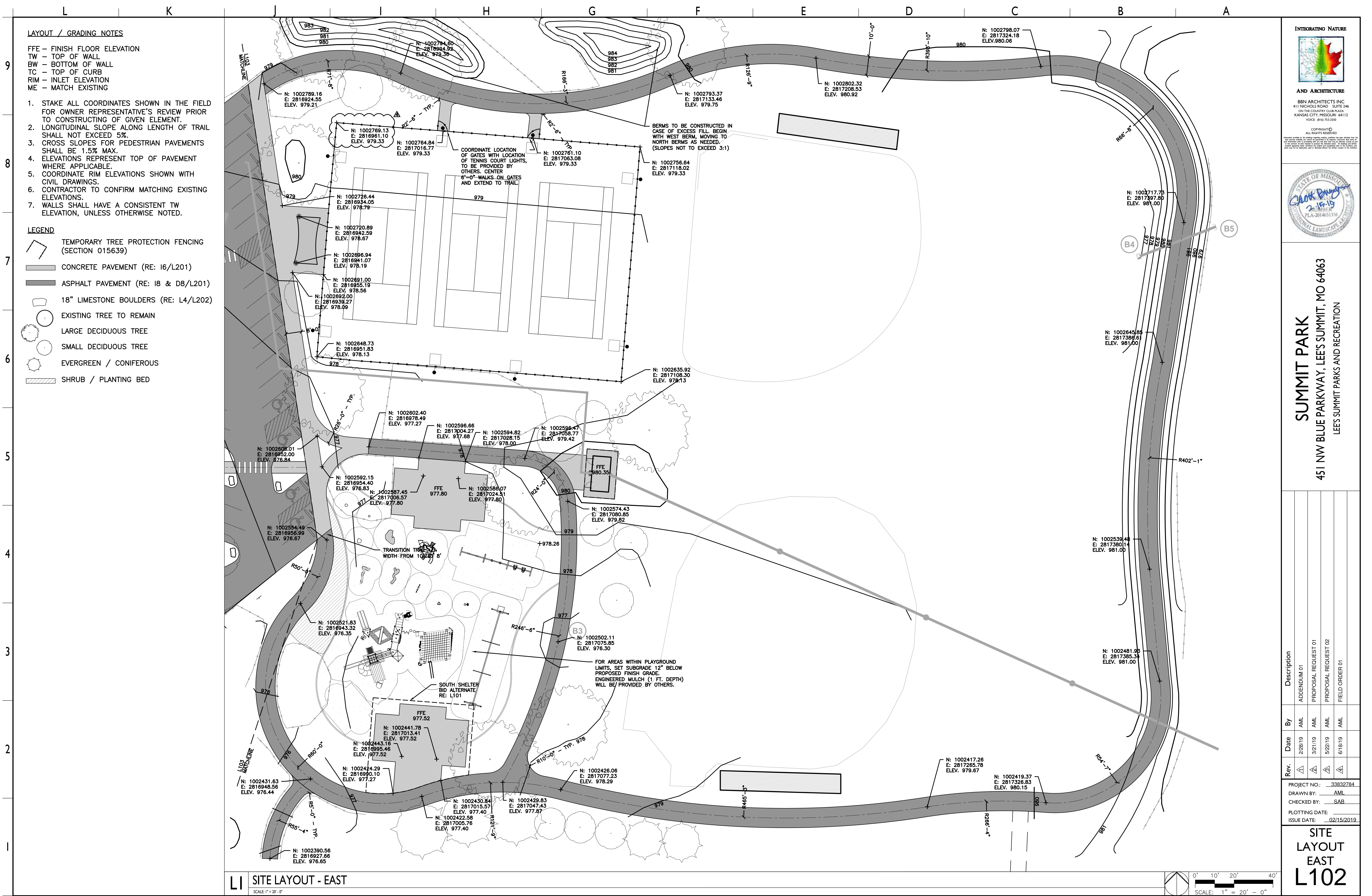
At the time of this report a punch list has been issued to the general contractor, Terry Snelling Construction with several items to repair, touch up, and complete specifically pavement repair, additional site work, restroom modifications, and shelter touch ups. The contractor has begun addressing the punch list items and should be complete by the end of May.

LSPR crews will be completing landscape projects and site restoration over the next 2-3 weeks. Also our crews are constructing two practice infields with backstops and batting cages which should be completed sometime in early June.

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

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





- LAYOUT / GRADING NOTES**
- FFE – FINISH FLOOR ELEVATION
TW – TOP OF WALL
BW – BOTTOM OF WALL
TC – TOP OF CURB
RIM – INLET ELEVATION
ME – MATCH EXISTING
1. STAKE ALL COORDINATES SHOWN IN THE FIELD FOR OWNER REPRESENTATIVE'S REVIEW PRIOR TO CONSTRUCTING OF GIVEN ELEMENT.
 2. LONGITUDINAL SLOPE ALONG LENGTH OF TRAIL SHALL NOT EXCEED 5%.
 3. CROSS SLOPES FOR PEDESTRIAN PAVEMENTS SHALL BE 1.5% MAX.
 4. ELEVATIONS REPRESENT TOP OF PAVEMENT WHERE APPLICABLE.
 5. COORDINATE RIM ELEVATIONS SHOWN WITH CIVIL DRAWINGS.
 6. CONTRACTOR TO CONFIRM MATCHING EXISTING ELEVATIONS.
 7. WALLS SHALL HAVE A CONSISTENT TW ELEVATION, UNLESS OTHERWISE NOTED.

- LEGEND**
- TEMPORARY TREE PROTECTION FENCING (SECTION 015639)
 - CONCRETE PAVEMENT (RE: I6/L201)
 - ASPHALT PAVEMENT (RE: I8 & D8/L201)
 - 18" LIMESTONE BOULDERS (RE: L4/L202)
 - EXISTING TREE TO REMAIN
 - LARGE DECIDUOUS TREE
 - SMALL DECIDUOUS TREE
 - EVERGREEN / CONIFEROUS
 - SHRUB / PLANTING BED

INTEGRATING NATURE

AND ARCHITECTURE

BBN ARCHITECTS INC
411 NICHOLS ROAD, SUITE 246
ON THE COUNTRY CLUB PLAZA
KANSAS CITY, MISSOURI 64112
VOICE: (816) 793-3559

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STATE OF MISSOURI
John D. Guertgen
2-16-19
PLA-2014031336
PROFESSIONAL LANDSCAPE ARCHITECT

SUMMIT PARK

451 NW BLUE PARKWAY, LEE'S SUMMIT, MO 64063

LEE'S SUMMIT PARKS AND RECREATION

Rev.	Date	By	Description
1	2/28/19	AML	ADDENDUM 01
2	3/21/19	AML	PROPOSAL REQUEST 01
3	5/22/19	AML	PROPOSAL REQUEST 02
4	6/18/19	AML	FIELD ORDER 01

PROJECT NO.: 33832784

DRAWN BY: AML

CHECKED BY: SAB

PLOTTING DATE:

ISSUE DATE: 02/15/2019

SITE LAYOUT EAST L102

Project Name: Summit Park Improvements

14-May-20

Item		Budget	Actual to Date	Variance	Estimated to Complete	Notes
				Budget v Actual to Date		
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits, Contingency	\$ 43,000.00	\$ 42,295.96	\$ 704.04	\$ -	
	Architectural + Engineering Contract-BBN	\$ 107,603.00	\$ 107,389.00	\$ 214.00	\$ -	
	Erosion Control Silt Fencing	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	
	Demolition of Existing Park Features	\$ 116,833.00	\$ 117,229.86	\$ (396.86)		by LSPR
Site Utilities, Court Const, Grading, Restrooms						
	General Construction Contract Estimate Terry Snelling	\$ 1,068,535.00	\$ 941,696.24	\$ 126,838.76		Base original contract amount \$1,068,535
Park Features and Structures	Tennis Court Shade Structure	\$ 12,000.00	\$ 12,269.67	\$ (269.67)		by LSPR
	Playground equipment and install	\$ 186,525.00	\$ 188,238.00	\$ (1,713.00)		
	Tennis Court Lighting per Musco	\$ 117,739.00	\$ 117,739.00	\$ -		
	Fencing and Backstops	\$ 8,000.00	\$ 6,762.12	\$ 1,237.88	\$ -	by LSPR
	Baseball Infield Construction	\$ 5,000.00	\$ 106.59	\$ 4,893.41	\$ -	by LSPR \$4k per field ag lime plus grading
	Batting Tunnels (2)	\$ 10,000.00	\$ 7,576.62	\$ 2,423.38	\$ -	by LSPR
	Site Furnishings	\$ 20,000.00	\$ 21,372.76	\$ (1,372.76)		by LSPR
	Landscaping	\$ 25,000.00	\$ 23,037.95	\$ 1,962.05		
	Playground Surface, curb, drainage	\$ 12,000.00	\$ 15,183.36	\$ (3,183.36)		
	Subtotal	\$ 1,734,735.00	\$ 1,603,397.13			
		\$ -				
		\$ -				
	Adjusted Project Sub Total	\$ 1,734,735.00				
Budget	Total Park Board Approved Budget	\$ 1,600,000.00				
	Supplemental from Ruiz Project (PB approved April, 2019)	\$ 100,000.00				
	Revised Project Total	\$ 1,700,000.00				
	Adjusted Project (under)/over Budget	\$ 34,735.00				
	Change Order #1 Approved date 7/30/19 adjusted General Construction Contract from \$1,068,535 to \$1,082,701					
	Change Order #3 Approved date 10/9/19 adjusted General Construction Contract from \$1,082,701 to \$1,080,989					
Note: Summit Park Playground existing equipment sold for \$6515 on Gov Deals 6-1-19						

MEMORANDUM



Date: April 22, 2020

To: Joe Snook
Administrator of Parks and Recreation

From: Steve Casey, PLA, ASLA
Superintendent of Park Planning and Construction

CC:

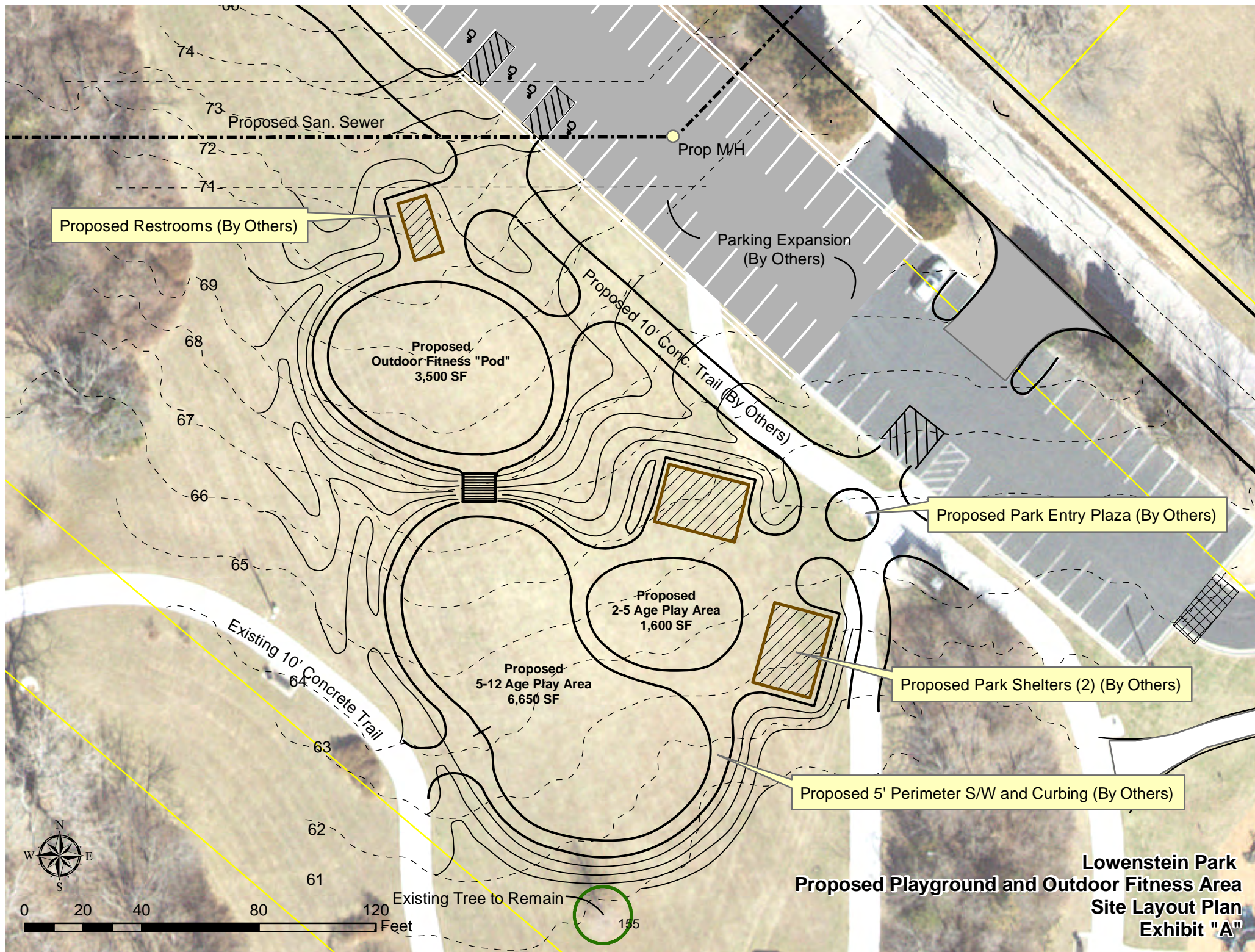
Re: Lowenstein Park Improvements

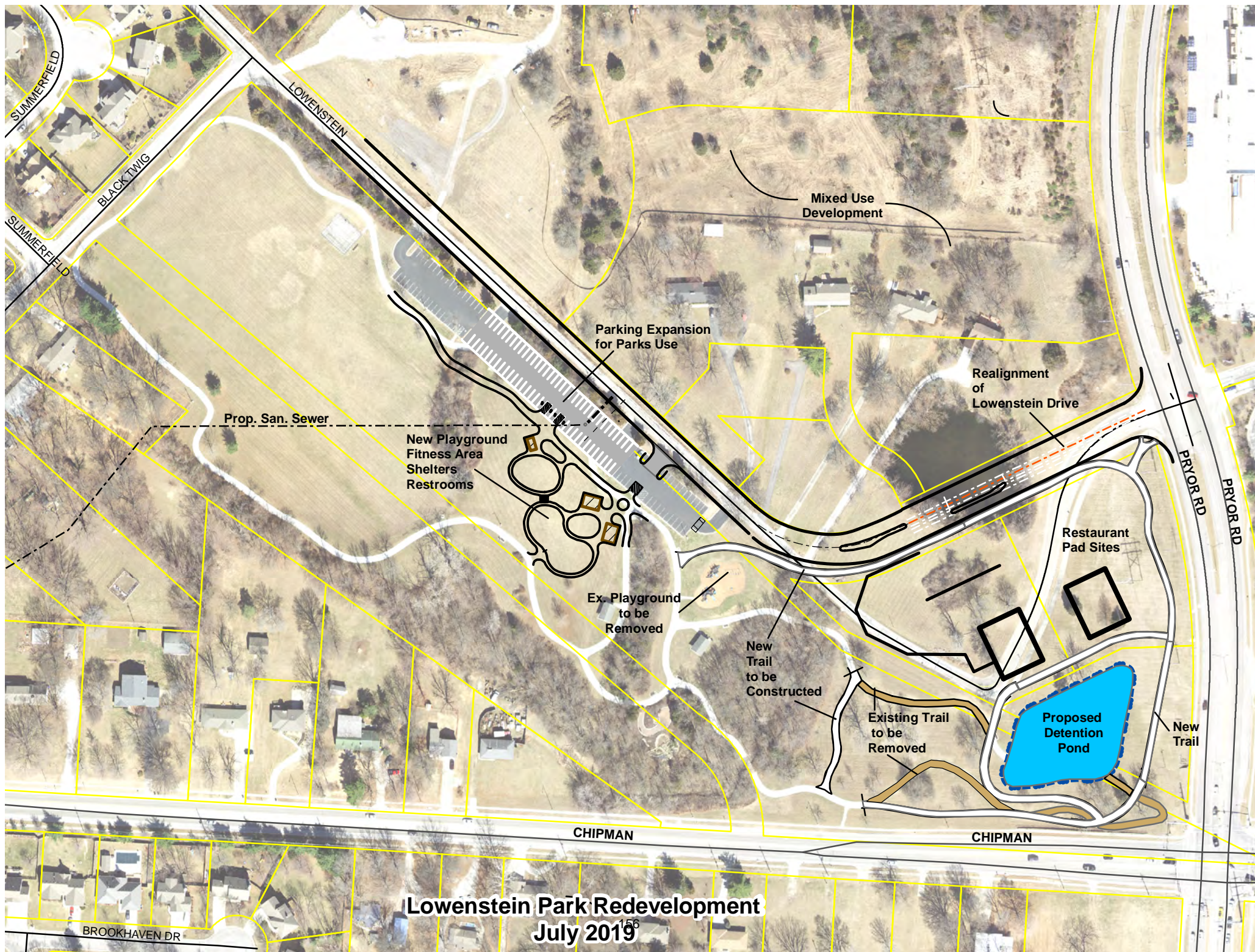
At the time of this report, final approval has been given to the new restroom water and sewer connections with the park contractor only awaiting final electrical hookups from Evergy. LSPR staff is coordinating with the developer on upgrades to the pond on the east edge of the park which will consist of a water feature and raising water level for appearance purposes. It is also anticipated that the final asphalt surfacing and parking lot restriping for the park will occur in the next couple of weeks weather permitting. The second phase of perimeter street improvements is in progress (Blacktwig Drive and west Lowenstein Drive) and traffic to and from the park has been re-routed back via the new Lowenstein Drive from Pryor Road.

Staff anticipates beginning work on the new playground, outdoor fitness equipment, and new park shelters sometime in early to mid June after the completion of current projects

There will continue to be minor disruption of park access, activities, and access to amenities. Staff is attending regular construction progress meetings and keeping park patrons informed via social media and website postings. We will continue to keep the Board updated on progress for this project.

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





Lowenstein Park Redevelopment
July 2019

Project Name: Lowenstein Park Improvements

15-May-20

Item		Park Board approved CIP project budget \$400,000 plus \$115,000 contribution from developer		Commitments to date	estimated complete by 6/30	estimated remaining	Notes
			Revised pre construction budget (May 2020)				
Pre Construction/ Site Preparation	Mobilization, Testing, Survey, Permits	\$ 2,000.00	\$ -	\$ -			
	Architectural + Engineering	\$ -	\$ -	\$ -			
	Erosion Control/Tree Protection	\$ 2,000.00	\$ 2,000.00	\$ -			
	Earthwork/Grading	\$ 10,000.00	\$ 4,000.00	\$ -			
	Demolition of Existing Park Features	\$ 3,000.00	\$ 1,000.00	\$ -			ex. Playground, shelters, comfort station
Site Utilities	Storm Drainage	\$ 5,000.00	\$ 2,000.00	\$ -			
	Sanitary Sewer Connection			\$ -			by others
	Electrical	\$ 3,000.00	\$ 2,500.00	\$ -			power from RR transformer to shelters
	Water Tap/Meter/Service			\$ -			by others
Paving	Concrete Walks and Curbs	\$ 50,000.00	\$ 30,000.00	\$ -			in house revised; includes anchors, rebar, footings for shelters
	Asphalt-New Trail Construction	\$ -		\$ -			by others
	Parking Lot Resurfacing	\$ -		\$ -			by others
Park Features and Structures	Restroom Construction	\$ -		\$ -			by others
	Shelters and Installation (2 total 750 sf each)	\$ 65,000.00	\$ 57,155.00	\$ 57,155.00			Polygon similar to MJF
	Playground Equipment and Install	\$ 225,000.00	\$ 202,054.00	\$ 202,054.00			
	Playground surfacing and install	\$ 20,000.00	\$ 45,000.00	\$ 37,012.00			turf and mulch
	Landscaping	\$ 20,000.00	\$ 15,000.00	\$ 14,114.00			
	Site furnishings	\$ 20,000.00	\$ 13,000.00	\$ 12,660.00			df, benches, tables, trash
	Fitness Pod Equipment	\$ 65,000.00	\$ 54,889.00	\$ 54,889.41			
	Fitness Pod Surfacing	\$ 20,000.00	\$ 34,836.00	\$ 34,836.00			Forever Lawn Synthetic Turf
		\$ -		\$ -			
	Subtotal	\$ 510,000.00	\$ 463,434.00	\$ 412,720.41			
	Design and Construction Contingencies	\$ 5,000.00	\$ -				
	Total Park Board Approved Budget	\$ 515,000.00	\$ 463,434.00	\$ 51,566.00			
Budget	Total Adjusted Budget on 4/13/20						

Memorandum

Date: May 13, 2020

To: Joe Snook, CPRP
Administrator of Parks & Recreation

From: David S. Dean
Superintendent of Recreation Services II

Re: Summit Waves Wave Pool project update

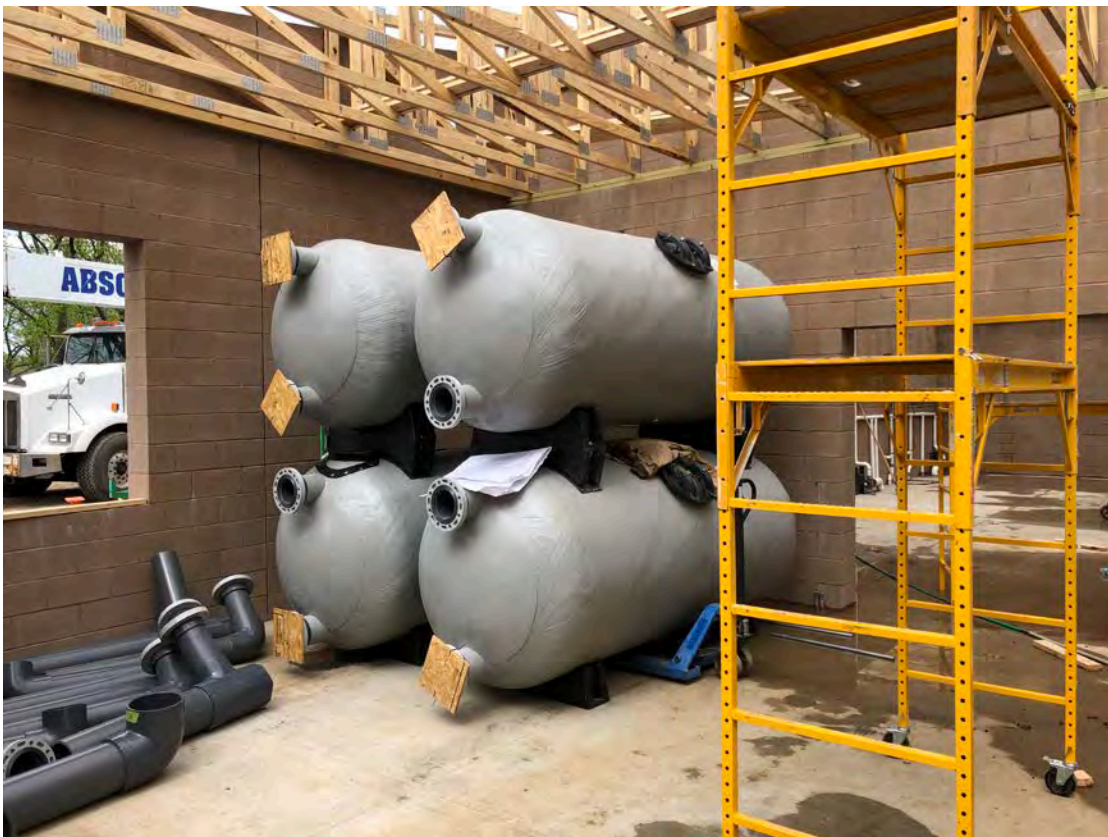
At the time of this report, the contractor has completed mass grading, excavation of the wave pool, installation of one private storm water line, installation of the private water line, poured the pool floor and walls and building masonry. Since the April report, Capri Pools finished the decorative rock on the pool walls and painting of the pool. The masonry walls and roof for the building are complete, and the shade structures were installed. Over the next several weeks, contractors will be forming and pouring the remaining pool deck sections, installing the fence and pool mechanical and wave generation equipment. LSPR staff will complete installation of the landscape material and sod once the site is at final grade.

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

Staff will provide an update at the May meeting and continue to give the board monthly updates on the progress of this project.

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





Summit Waves Wave Pool
Project Timeline
Attachment A

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

Current
Estimated Completion
Behind Schedule



20-May-20

M:\PARKS\Board Packet\2 - Capital Projects\4. Summit Waves Wave Pool\Summit Waves Wave Pool Expense Tracking.xls 163

MEMORANDUM



Date: May 20, 2020
To: Joe Snook
Administrator of Parks and Recreation
From: David Dean
Superintendent of Recreation Services II
Re: Fundraising Update – May 2020

At the time of this report, there are eight (8) outstanding payments for the months of February – May. Staff and our Sponsorship Coordinator continue to work with sponsors on payment plans for their quarterly payments that have been delayed due to the COVID-19 pandemic. At this time, he has secured four sponsors for the 2020 LPA season. Additionally, our Sponsorship Coordinator continues reaching out to leads that will help us reach our goal of 14 banner sponsors (currently at 12). I will provide further updates to the board at the meeting.

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

Attachment B reflects the sponsorship commitments from FY16 through FY22 based on existing contracts. As you will note, there was a shortfall of \$3,600 in FY19. This was due to a late payment that was not received until late July, which falls in FY20. The amount collected YTD is also included.

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

Revenue								
Sponsor, Date of Contract	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank, 9/22/15	\$ 12,000.00	\$ 14,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ 86,000.00
Instant Auto, 2/29/16	\$ 6,500.00	\$ 13,000.00	\$ 13,000.00	\$ 6,500.00				\$ 39,000.00
Adams Toyota, 2/29/16	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00				\$ 45,000.00
Blue Pearl ¹ , 3/10/16	\$ 6,000.00							\$ 6,000.00
Adams Toyota ¹ , 5/11/16	\$ 2,500.00	\$ 2,500.00						\$ 5,000.00
Adams Toyota ¹ , 4/27/17		\$ 5,000.00						\$ 5,000.00
Adams Toyota ¹ , 5/27/18			\$ 2,000.00	\$ 1,000.00				\$ 3,000.00
Legacy Woods ¹ , 5/11/16	\$ 4,000.00	\$ 1,000.00						\$ 5,000.00
American Family, 5/16/16	\$ 5,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00				\$ 45,000.00
Price Chopper ¹ , 5/25/16	\$ 5,000.00							\$ 5,000.00
Royal Door, 7/22/16		\$13,750	\$16,250.00					\$ 30,000.00
Jungmeyer & Suresh, 8/25/16		\$15,000	\$15,000.00	\$15,000.00				\$ 45,000.00
Jungmeyer & Suresh, 7/22/19					\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Kline Van & Spec., 9/30/16		\$11,250	\$15,000.00	\$15,000.00	\$3,750.00			\$ 45,000.00
St. Luke's, 6/30/17			\$13,500.00	\$13,500.00	\$13,500.00			\$ 40,500.00
Harmon Flooring, 8/30/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Heartland Heating & Cooling, 8/31/17			\$15,000.00	\$15,000.00	\$15,000.00			\$ 45,000.00
Lee's Summit Academy ¹ , 5/11/18			\$3,000.00					\$ 3,000.00
Foundation Guy 7/30/18				\$15,000.00	\$15,000.00	\$15,000.00		\$ 45,000.00
Freezing Moo 9/4/18				\$15,000.00	\$15,000.00	\$15,000.00		\$ 45,000.00
Camp Bow Wow 12/5/18				\$5,500.00	\$5,500.00			\$ 11,000.00
Integrity Roofing 10/10/18				\$11,250.00	\$15,000.00	\$15,000.00	\$3,750.00	\$ 45,000.00
Smile Doctors 2/10/19				\$7,500.00	\$15,000.00	\$15,000.00	\$7,500.00	\$ 45,000.00
Adams Toyota, 3/15/19				\$7,500.00	\$15,000.00	\$15,000.00	\$7,500.00	\$ 45,000.00
Instant Auto, 3/15/19				\$7,500.00	\$15,000.00	\$15,000.00	\$7,500.00	\$ 45,000.00
Security Bank of KC, 4/24/19				\$3,250.00				\$ 3,250.00
Security Bank of KC, 2/14/20								\$ -
Brain Balance Center of LS 5/9/19				\$3,250.00				\$ 3,250.00
Brain Balance Center of LS 3/4/20								\$ -
Bank of Blue Valley, 5/13/19				\$2,200.00	\$1,050.00			\$ 3,250.00
Shining Light Music 5/19				\$2,200.00	\$1,050.00			\$ 3,250.00
Shining Light Music 1/20								\$ -
Adams Toyota 5/23/19				\$2,000.00	\$1,000.00			\$ 3,000.00
Rockhill Orthopedics 6/5/19				\$3,750.00	\$15,000.00	\$15,000.00	\$11,250.00	\$ 45,000.00
Pediatric Associates 11/26/19					\$15,000.00	\$15,000.00	\$15,000.00	\$ 45,000.00
Thermal King Windows ¹ , 1/13/20								\$ -
Total	\$ 48,500.00	\$ 105,500.00	\$ 152,750.00	\$ 199,400.00	\$ 205,850.00	\$ 150,000.00	\$ 67,500.00	\$ 925,500.00
Expenses								
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Equity Bank								
Banners (29*565) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00		\$ 3,510.00
Contractor ²	\$ 3,600.00	\$ 3,500.00	\$ 3,750.00	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 22,850.00
Instant Auto								
Banners (29*565) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,835.00
Contractor ²	\$ 1,950.00	\$ 3,575.00	\$ 3,250.00	\$ 3,875.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 22,400.00
Adams Toyota								
Banners (29*565) ¹	\$ 1,885.00	\$ 325.00	\$ 390.00		\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,575.00
Contractor ²	\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 4,125.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 24,000.00
Blue Pearl¹								
Contractor ²	\$ 1,800.00							\$ 1,800.00
Adams Toyota¹								
Banner (1*565)	\$ 65.00							\$ 65.00
Contractor ²	\$ 790.00	\$ 750.00	\$ 600.00	\$ 300.00				\$ 2,400.00
Adams Toyota¹								
Banner (1*565)		\$ 65.00						\$ 65.00
Contractor ²		\$ 1,500.00						\$ 1,500.00
American Family								
Banners (29*565) ¹	\$ 1,885.00	\$ 325.00	\$ 325.00					\$ 2,535.00
Contractor ²	\$ 1,500.00	\$ 4,000.00	\$ 3,750.00	\$ 2,500.00				\$ 11,750.00
Price Chopper¹								
Banner (1*565)	\$ 65.00							\$ 65.00
Contractor ²	\$ 1,500.00		\$ 1,500.00	\$ 1,500.00				\$ 4,500.00
Royal Door								
Banners (29*565) ¹		\$ 1,885.00	\$ 390.00	\$ 325.00				\$ 2,600.00
Contractor ²		\$ 4,125.00	\$ 4,125.00	\$ -				\$ 8,250.00
Jungmeyer & Suresh								
Banners (29*565) ¹		\$ 1,885.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ 3,510.00
Contractor ²		\$ 4,500.00	\$ 3,937.50	\$ 3,750.00	\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 24,187.50
Kline Van & Specialty Rental								
Banners (29*565) ¹		\$ 1,885.00	\$ 325.00	\$ 325.00				\$ 2,535.00
Contractor ²		\$ 3,375.00	\$ 3,750.00	\$ 3,750.00	\$ 937.50			\$ 11,812.50
St. Luke's								
Banners (29*565) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,050.00	\$ 3,375.00	\$ 3,375.00			\$ 10,800.00
Harmon Flooring								
Banners (29*565) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Heartland Heating & Cooling								
Banners (29*565) ¹			\$ 1,885.00	\$ 325.00	\$ 325.00			\$ 2,535.00
Contractor ²			\$ 4,500.00	\$ 3,750.00	\$ 3,750.00			\$ 12,000.00
Lee's Summit Academy¹								
Banner (2*565)			\$ 130.00					\$ 130.00
Contractor ²			\$ 900.00	\$ -				\$ 900.00
Foundation Guy								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Freezing Moo								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 4,500.00	\$ 3,750.00	\$ 3,750.00		\$ 12,000.00
Camp Bow Wow								
Banners (4*565) ¹				\$ 260.00	\$ 65.00			\$ 325.00
Contractor ²				\$ 1,650.00	\$ 1,375.00	\$ -		\$ 3,025.00
Integrity Roofing								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 3,375.00	\$ 3,937.50	\$ 3,750.00	\$ 937.50	\$ 12,000.00
Smile Doctors								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 2,250.00	\$ 4,125.00	\$ 3,750.00	\$ 1,875.00	\$ 12,000.00
Security Bank of KC '19 & '20								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 975.00	\$ -			\$ 975.00
Brain Balance Center of Lee's Summit '19 & '20								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 975.00	\$ -			\$ 975.00
Bank of Blue Valley								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 660.00	\$ 315.00			\$ 975.00
Shining Light Music								
Banners (4*565) ¹				\$ 260.00				\$ 260.00
Contractor ²				\$ 660.00	\$ 315.00			\$ 975.00
Shining Light Music '20								
Banners (2*565) ¹								
Contractor ²					\$ -			
Adams Toyota¹								
Banner (2*565)				\$ 260.00				\$ 260.00
Contractor ²				\$ 600.00	\$ 300.00			\$ 900.00
Rockhill Orthopedics								
Banners (31*565) ¹				\$ 2,015.00	\$ 325.00	\$ 325.00		\$ 2,665.00
Contractor ²				\$ 1,125.00	\$ 4,312.50	\$ 3,750.00	\$ 2,812.50	\$ 12,000.00
Pediatric Associates								
Banners (31*565) ¹					\$ 2,015.00	\$ 325.00	\$ 325.00	\$ 2,665.00
Contractor ²					\$ 4,500.00	\$ 3,750.00	\$ 3,750.00	\$ 12,000.00
Thermal King Windows								
Banners (4*565) ¹								
Contractor ²					\$ -			
Total	\$ 21,020.00	\$ 36,470.00	\$ 50,552.50	\$ 70,680.00	\$ 60,972.50	\$ 40,750.00	\$ 18,175.00	\$ 298,620.00
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Net	\$ 27,480.00	\$ 69,030.00	\$ 102,197.50	\$ 128,720.00	\$ 144,877.50	\$ 109,250.00	\$ 49,325.00	\$ 630,880.00

¹ Sponsorship Contractor receives 30% year 1, 25% subsequent years² Blue Pearl to pay for all banners and signage at venues³ One year contract for sponsorship of dog parks only⁴ Payment of 31 banners year 1, assumes replacement of 5 banners per year for 2nd & 3rd year⁵ Legacy Park Amphitheater sponsorship.

Sponsorship Goals

Goal	FY 16 Status	FY17 Status	FY18 Status	FY19 Status	FY20 Status	FY21 Status	FY22 Status
\$205,000					\$203,450		
\$200,000				\$199,400			
\$195,000				\$195,800			
\$190,000							
\$185,000							
\$180,000							
\$175,000							
\$170,000					\$165,550		
\$165,000							
\$160,000							
\$155,000							
\$150,000			\$150,750			\$150,000	
\$145,000							
\$140,000							
\$135,000							
\$130,000							
\$125,000							
\$120,000							
\$115,000							
\$110,000							
\$105,000		\$105,500					
\$100,000							
\$95,000							
\$90,000							
\$85,000							
\$80,000							
\$75,000							
\$70,000							
\$65,000							\$67,500
\$60,000							
\$55,000							
\$50,000							
\$45,000	\$48,500						
\$40,000							
\$35,000							
\$30,000							
\$25,000							
\$20,000							
\$15,000							
\$10,000							
\$5,000							
\$0							

	Commitments
	Collected

End of Activity Report
Indoor Spring Swim Lessons - LCC
January – April 2020
Grace Carson

Executive Summary:

Brief Program Description:

The spring swim lesson program is designed to provide participants ages 6 months – 14 years instruction in a variety of aquatic skills. Each session for the parent/tot class is 3 weeks and Levels 1-4 are 4 weeks in length.

Participant Numbers

2020: 156¹

2019: 241

2018: 241

Total Revenue:	Budget	Actual
2020	\$11,052.00	\$6,730.00 ²
2019	\$11,061.00	\$10,353.50
2018	\$10,572.00	\$10,021.00

Total Expense:	Budget	Actual
2020	\$4,331.25 ³	\$2,077.77 ^{3 4}
2019	\$5,964.02	\$5,286.14
2018	\$6,191.55	\$4,248.91

Net:	Budget	Actual
2020	\$6,720.75	\$4,652.23
2019	\$5,096.98	\$5,067.36
2018	\$4,380.45	\$5,772.09

¹Third session of lessons was canceled due to COVID-19.

²Revenue is decreased due to the cancelation of session three because of COVID-19. \$3,432.00 refunded to participants.

³Budget and Actual Expenses includes both Direct and Indirect Expenses. Indirect Expenses = \$1,033.64

⁴Less staffing due to cancelation of session three because of COVID-19.

Recommendations:

Comment: There were five comments regarding the class sizes and lack of one-on-one time with the kids.

Recommendation: These comments are received each session. The American Red cross standard ratio for class sizes is one instructor per six students, and LSPR makes every effort to adhere to this standard. This standard was met for this session of swim lessons. LSPR offers private swim lessons for patrons who want more one on one instruction. Staff recommends continuing to adhere to the Red Cross standard of 1:6 when staffing levels allow and continuing to recruit swim instructor staff.

Comment: There were three comments regarding the pool temperature being too cold.

Recommendation: Staff monitors the temperature of each pool regularly. Leisure and lap pools are heated to 84 degrees. This temperature can fluctuate +/- 2 degrees based on bather load, ambient air temperature, and various other factors. Staff does not recommend changing the water temperature at this time.

Comment: There were five positive comments about the instructors and/or staff.

Recommendation: Parents gave positive comments about the instructors and their patients with the kids in the classes as well as the friendliness of the LSPR staff. Staff will be recognized and attempt to continue the momentum.

Comment: There was one comment asking could the LS Illustrated be mailed outside of Lee's Summit?

Recommendation: The Lee's Summit Illustrated is mailed to Lee's Summit residents to showcase the events, activities, and programming being offered through Parks and Recreation. Residents of surrounding communities can gain access to the information in the LS Illustrated via the Parks and Recreation website, Facebook, and Twitter. Staff does not recommend mailing to surrounding cities.

Comment: There were two comments regarding the challenges of enrolling for swim lessons online.

Recommendation: Staff was able to assist the patron via phone to help enroll participants in swimming lessons. The patron also has the option to enroll in person at the various LSPR facilities. Comments will be shared with LSPR Administration Staff. Staff does not recommend changes at this time.

Comment: Should J. Thomas Lovell Jr. Community Center continue the spring swimming lesson program?

Recommendation: Yes, staff recommends continuing the spring swimming lesson program as it is highly valued by the patrons and the community.

Extensive Staff Report:

Purpose of Report:

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

Program Description:

The spring swim lesson program consists of three, four week sessions at 5:00pm and 6:00pm Tuesday and Thursday evenings and one eight week session on Saturdays at 8:00am and 9:00am. The weekend session began 1/18 due to inclement weather and ended 2/22 for the parent/tot class with levels 1 - 4 ending 3/07. The first weekday session began 1/14 and ended 1/30 for the parent/tot class with levels 1 - 4 ending 2/06. The second weekday session began 2/11 with parent/tot ending 2/27 and levels 1 - 4 ending 3/05. The third weekday session was set to begin 3/24 with parent/tot ending 4/09 and levels 1 - 4 ending 4/16. The third weekday session was cancelled due to COVID-19 and the closing of the community center. To supplement the individual needs of the community private lessons are also offered. The American Red Cross Learn to Swim program provides instruction for basic to advanced levels of aquatic skills for toddlers and above. The swim lesson instructors range in age from high school age to adult depending on availability.

Benefits of Program:

The benefits of the Learn to Swim program are that the participants learn the basic to advance skills of swimming such as floating on your back and stomach, the cross stroke, back stroke, breast stroke and diving. Also the participants have interaction with other participants, have fun and participate in a physical activity. Swimming empowers children to be more confident around the water as well as preparing them with safety skills.

Service Hours:

FY20: 789⁵
FY19: 1,332
FY18: 1,215

Refunds:

Total: 84 (\$3,572)
2 Due to injury
1 Due to change over to Private Lessons
81 Due to COVID-19 closure

⁵ Session three of swimming lessons canceled due to COVID-19, therefore service hours are reduced.

Fees Charged:

	Early Bird Price (Member/Non-Member)	Regular Price (Member/Non-Member)
Parent Tot	\$28.00/\$35.00	\$32.00/\$39.00
Group	\$36.00/\$45.00	\$41.00/\$50.00
Private	N/A	\$75.00

Program Timeline:

November: Registration begins

December: Select and train staff

January: Begin weekend and first weekday session, end weekday parent/tot

February: End first weekday session and begin second weekday session.

March: End all second weekday session lessons. End weekend session.

March 14: Postpone third session of swimming lessons. Offer refunds to those who requested one.

March 24: Cancel third session of swimming lessons. Refunds issued to all participants.

April: End of Activity Report.

Marketing:

The swim lesson program was marketed in several different ways. The program was listed in the Spring edition of the LS Illustrated. In addition, information was listed on the LSPR website, Facebook, LCC monthly newsletter, and e-blasts were sent out to Friends of the Park.

Evaluation/assessment:

Out of 156 participants given/sent a survey, 34 completed and returned a survey (21.7% return rate). Please see attached survey results.

LS Parks & Recreation LCC “LCC Spring Swim Lessons 2020” Survey

Number of Surveys Distributed Email: 0 via Mail: 0 In-Person: 156 **# of Surveys Returned:** 34 21.7 % of Returns

Participant: 0 Parent/Guardian: 34

LS Illustrated: 14 Website/Facebook/Twitter: 9 Email Blast: 0 Flyer: 0 Postcard: 0 Newspaper: 0

LS Cable Channel: 0 Acquaintance: 4 Previous Participant: 11 Other: 2

Regarding the registration process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
If you registered by phone or in person, how helpful was the person who assisted you?	24	0	0	0	1	9	4.9
If you registered on-line, please rate the ease of registration	6	1	0	3	8	16	4.35
Please rate the amount of time taken to register	1	0	0	4	9	20	4.48
Please rate the overall registration procedure	0	0	0	3	11	20	4.5

Comments: No instructions were provided regarding where to go. Registered in person at Legacy Park. Very Easy. Difficulty enrolling online. Registered in person at Legacy Park. Could LS Illustrated be mailed outside of LS? I live in Independence.

Regarding the value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Was the length of the activity appropriate for the fee?	0	0	0	3	15	16	4.38
Was the content of the activity appropriate for the fee?	0	0	1	7	9	17	4.23

Comments: Exercises were often sped through quickly. Didn't give time for child to get accustomed before beginning the next exercise.

Regarding the program sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Please rate the competence of activity staff	0	0	0	3	9	22	4.5
Please rate the friendliness of activity staff	0	0	0	0	8	26	4.76
Please rate the ability to recognize activity staff	0	0	0	1	5	28	4.79
Please rate the amount of staff available during the activity	0	0	0	4	9	21	4.5
Were the rules, regulations and policies appropriate for the activity	0	0	0	0	10	24	4.7
Please rate the condition and suitability of the facility/fields used.	1	0	0	1	9	23	4.66
Please rate the condition and suitability of the equipment used.	0	0	0	0	10	24	4.7
Please rate the perceived safety of program.							

Comments: Water was extremely cold. Staff was great! The pool water was extremely cold. Pool was cold. Gabby is an excellent teacher! Very patient. Too much time sitting around. Some activities could have been group activities. Wish more skills has been taught.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Avg
Were the participant's overall needs met?	0	0	1	3	13	17	4.35
What is the likelihood of your recommendation of this activity to others?	0	1	1	3	11	18	4.29
Please rate the participant's overall enjoyment level	0	0	0	4	13	17	4.38
What is your overall rating of the activity?	0	0	0	4	12	18	4.52
What is your overall rating of Lee's Summit Parks & Recreation?	1	0	0	2	11	20	4.54

Comments: We love LSPR! Have Saturday lessons year round. Please make sure the family changing rooms are unlocked. We were pleased with the course and will continue. I think my daughter needs more 1 on 1 lessons. One on one time is limited due to level 1 class size being so big. Kids get bored with so much wait time. Gabrielle did a great job & was very patient. Ally was amazing & patient as well. Feel like the teachers are not trained well. Teachers need to be trained to work with a large number of kids. Took summer classes and learned so much more. Felt like there was too much time taken to get kids to listen & do what they were supposed to do. Thank you!

End of Activity Report
Pint Size Play Time
2019 - 2020
Shelby Dawson

Executive Summary

Brief Description:

Pint Size Playtime is held at Harris Park Community Center on Fridays for children ages one to six years old.

Participant Numbers:

2020: 53

2019: 172

2018: 114

Total Revenue:	Budget	Actual
2020	\$255.00	\$129.10
2019	\$416.50	\$390.00
2018	\$535.00	\$340.00

Total Expenses:	Budget	Actual
2020 ¹	\$109.49	\$29.49
2019	\$110.48	\$40.48
2018	\$191.66	\$87.27

Net:	Budget	Actual
2020	\$145.51	\$99.61
2019	\$306.02	\$350.48
2018	\$343.34	\$252.73

¹ Budget and Actual Expenses includes both Direct and Indirect Expenses. Indirect Expenses = \$9.49

Recommendations

Comment: Should LSPR continue to hold Pint Size Playtime?

Recommendation: Staff recommends that we continue to offer Pint Size Playtime.

Comment: There were 119 less participants in FY20 compared to FY19.

Recommendation: In FY19 there were 172 participants representing 67 unique households. There was a mom's group that attended nearly every session in FY19 that did not return in FY20 as their children aged out of the Pint Size Program. Because of this mom's group attending each session in FY19, the FY19 participation number are substantially greater than the number of participants for FY20.

To raise participation next year, staff recommends working with various Lee's Summit daycares to encourage field trips to Pint Size Playtime. In addition, staff will work with the Marketing Coordinator to create marketing material that will be distributed.

Comment: There were multiple comments received about the amount and type of toys that are offered at Pint Size Playtime.

Recommendation: Staff has budgeted \$150 in FY21 to purchase additional toys for Pint Size Playtime.

Extensive Staff Report

Purpose of Report:

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

Program Description:

Pint Size Playtime is meant to initiate social interaction among children of the same age range, by allowing time for free play. Pint Size Playtime is held at Harris Park Community Center. Each class is two hours in length. Free play is filled with mats, balls, bean bags, tunnels, balance beams, etc.

Benefits of Program:

The benefits of Pint Size Playtime is building lasting memories with parent/guardian, learning of age appropriate skills and techniques, enhancing social and motor skills, promoting creativity and imagination, developing concentration, good physical activity and simply having fun.

Service Hours:

2020: 106 Hours (53 Participants x 2 Hours x 1 Day)

2019: 344 Hours

2018: 228 Hours

Volunteer Hours:

There were no volunteer hours for Pint Size Programs.

Refunds:

Total Refunds: 9 (\$21.00)

4 – Incorrect Date in RecTrac

4 – Activity Canceled

1 – Activity Canceled due to COVID19

Fees Charged:

2020 \$2.00/\$3.00

2019 \$2.00/\$3.00

2018 \$2.00/\$3.00

Program Timeline:

August: Program for Winter Illustrated

Sept - Jan: Run Program

January: Program for Spring Illustrated

February: Run Program

March: Remainder of Program Dates Canceled Due to COVID-19

April: EOA Report

Marketing:

This program was marketed in the LSPR Illustrated and on the LSPR website.

Evaluation/Assessment:

The program is evaluated at the conclusion of the program by parents of the participants. Out of 34 unique households given/sent a survey, 10 completed and returned a survey (29% return rate). Attached are the results of the survey.

Lee's Summit Parks & Recreation "Pint Size Playtime 2019 - 2020" Survey

Number of Surveys Distributed - Email: 34 Via Mail: 0 In-Person: 0 # of Surveys Returned: 10

Were you a - Participant: 0 Coach: 0 Parent/Guardian: 10

How did you heard about the program? LS Illustrated: 4 Website/Facebook/Twitter: 3 Email Blast: 0 Flyer: 0
Postcard: 0 Newspaper: 0 LS Cable Channel: 0 Acquaintance: 3 Previous Participant: 0 Other: 0

Regarding the Registration Process...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
If you registered by phone or in person, how helpful was the person who assisted you?	2	0	1	0	3	4	4.25
If you registered online, please rate the ease of registration.	7	0	0	0	2	1	4.33
Please rate the amount of time taken to register.	1	0	0	1	4	4	4.33
Please rate the overall registration procedure.	2	0	0	1	3	4	4.36

- Just walked in that morning, didn't know that you could preregister.

Regarding the Value...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Was the length of the activity appropriate for the fee?	0	0	1	2	3	4	4.00
Was the content of the activity appropriate for the fee?	0	0	1	3	2	4	4.00

- There were barely any toys for the kids to play with.
- Space was small, whatever my granddaughter built was destroyed by the younger kids.
- More equipment and ride on toys would be great to make this program better.

Regarding the Program Sessions...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Please rate the competence of activity staff.	3	0	0	1	3	3	4.23
Please rate the friendliness of activity staff.	3	0	0	1	2	4	4.43
Please rate the ability to recognize activity staff.	4	0	0	0	4	2	4.33
Please rate the amount of staff available during the activity.	4	0	0	0	3	3	4.00
Please rate the condition and suitability of the facility/fields used.	1	0	0	1	4	4	4.33
Please rate the perceived safety of program.	1	0	0	1	3	5	4.44

- Basketball hoop didn't have sand on the bottom, so it almost tipped over on the kids a couple of times.
- We were the only people there, as it was the first Friday of the Coronavirus outbreak, so there was no one else present for the program, understandably.
- Never saw a staff member for the entire duration of the visit.

Overall Summary...	N/A	Very Poor	Poor	Fair	Good	Very Good	Average
Were the participant's overall needs met?	1	0	0	1	5	3	4.22
What is the likelihood of your recommendation of this activity to others?	1	0	0	3	3	3	4.00
Please rate the participant's overall enjoyment level.	0	0	0	1	5	4	4.30
What is your overall rating of the activity?	0	0	0	3	3	4	4.10
What is your overall rating of Lee's Summit Parks & Recreation?	0	0	0	1	4	5	4.40

- I thought there was going to be more toys for the kids to play with; I thought it was going to be in the gym, not a random room; and I thought there were going to be more kids. I was overall not impressed, but it was fine.
- You do great in other areas, but really leave a lot to be desired when it comes to playtime for toddlers
- This could be a really amazing indoor options for toddlers! If there was more equipment, toys and ride on toys I bet people would join and attend this more frequently! The facility is very clean and the location is perfect.

MAY 2020 COMMENT REPORT

Attached are 9 patron comments with staff responses that were either submitted verbally or in writing or via email. Of these comments, 1 was positive, 6 were comments making suggestions, questions or requests and 2 were negative.



FACEBOOK REVIEWS FOR ALL LSPR PAGES FOR MAY 2020

NO REVIEWS POSTED

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
1	Parks	Complaint	4/18/20	Mayor Baird	Keaton DeGraeve		Thank you for all the hard work and tough decisions you have been making during these troubling times. One of my concerns I wanted to address to you was the closing of skate parks. I am a fellow skater in the town of Lee's Summit and love skateboarding but when I drove to the skatepark one day and saw it all wrapped up I was absolutely devastated. I know the argument was that people are not social distancing at the park but every day I went to the park the last week before it was closed down I saw everyone practicing social distancing. I could also make the argument that people walking trails at parks and around the city are at more of a risk by walking past tens of other people compared to skaters riding past a few. I think with Kansas skateboard parks still being open, the argument can also be made that those parks are being more cluttered with our park closing. I was wondering if you have any plans on reopening the skateboard park any time soon or are planning on keeping it closed until the Missouri stay at home order is over? Once again, thank you for the work during this hard time and thank you for the response. Thanks!	Mr. DeGraeve, Thank you for your email and comments regarding the skate park. Mayor Baird asked me to address your concerns. As you know we are in unrepresented times with the COVID-19 pandemic. We receive direction and guidelines from national, state, regional, and local leaders. Currently, the City of Lee's Summit is under the Jackson County Health Department/County Executive stay-at-home order through May 15. That current order requires the closure of "playgrounds, dog parks, public picnic areas, and similar recreational areas" in Jackson County. At this time all park amenities are closed. Our trails and green spaces continue to remain open to serve our community. It is never easy to close our amenities, including the skate park, and we look forward to opening our facilities as soon as it is safe and prudent to do so. At this time I cannot provide you with a date as that is still unknown. I would encourage you to visit our web site Lsparks.net or follow LSPR on Facebook for the latest developments. If you have additional questions or comments regarding the park system please feel free to contact me via email or by phone at 816-969-1504. Joe Snook
2	Parks	Compliment	4/16/20	Steve Casey	Patty Denny		Steve, I apologize that I am about a week late in following up on my previous emails. Many thanks to you and your staff for straightening the tree and installing straw along the north/south portion of the trail just below the 'water feature'. That straw is really helping to keep dirt and mud off the trail. I know you have a thankless job, so I wanted to make sure you knew your efforts were noticed! Here's hoping the developer follows through on making that 'water feature' more attractive! Thanks again, Patty Denny	Patty: Thank you for your acknowledgement. The project is still under construction and progress is being made by the parks contractor. We are very near completion on this phase of work. We are enthusiastic for getting towards a finished product sometime this summer on the second phase with new playground equipment, shelters, and outdoor fitness equipment. It is my understanding that the developer is working on the water level of the pond and rip rap. I have asked to review those drawings prior to construction so we will see some pond improvements as well. Thanks again. Please let me know if I can answer any other questions or concerns. Steve Casey
3	Parks	Inquiry	5/11/20	Steve Casey	Kevin Eaton		Do we know when or what phase the skatepark will open? I see people jumping the fences and I would like to give them a clear timeline so maybe they will quit jumping the fence. Let me know. Thanks	Kevin, Thank you for your feedback on skatepark users jumping the fence. We will be keeping an eye on any activity at the skatepark as the public health and safety of our community is the number one objective during this time. Please encourage everyone that you see out there to respect the temporary closure and guidelines put in place. We hope to re-open the skatepark fairly soon. We have a draft plan for re-opening of parks and facilities and we are waiting on feedback from the Jackson County Health Department so I can't give you any definitive dates. However, we will not be re-opening during Phase One of the Jackson County Reopening Plan. As soon as we have an announcement we will post the information to social media and notify the community accordingly. Thanks again for your feedback. Steve Casey, Superintendent of Park Planning and Construction
4	Parks	Inquiry	4/22/20	Steve Casey	Molly Borden		I was wondering if there any plans for the lower Banner park to get renovations? There are a growing number of children and families in the neighborhood that would be able to put this great use during nice weather days. This would help keep out children out of street playing and give the parents the static action of knowing there is somewhere for their children to play that is more entertaining	Molly, Thank you for your comments regarding Lower Banner Park. I hope you and your family are well during these interesting times we are living in at the moment. I appreciate you letting us know about the demographic of Banner Park and the surrounding neighborhood. During the renovation of Upper Banner Park in 2015, we received a lot of feedback from younger families with children and gained a lot of valuable insight into the importance of neighborhood parks and amenities in our community. As you are aware, the park is used extensively by the LS girls softball association as a practice site with the two infields. There is also a small playground with a play structure and swing. Our staff have had some informal discussions about making some improvements to Lower Banner, however there is currently no available funding earmarked for renovations at this time. We will take your comments under advisement and share them with our Parks and Recreation Board. In the meantime, feel free to share any ideas you may have for the park and any possible amenities. Also, if there are others in your neighborhood that would like to share ideas let me know. Thanks and be well.
5	Recreation	Inquiry	4/22/20	Devin Blazek	Robin Bengel		I am a past season pass holder of the Summit Waves. With the COVID-19 stuff going on, I was curious to know if you all are planning to open May 2020 of this year. I usually buy my pass by April 30 to get the \$10 discount and was wondering if you all are going to open, can I still go into the City hall to purchase my pass, if done on line, it looks as if you are charged a service fee. I would appreciate a reply back as we are nearing the end of April. Thank you and have a good day!	Robin, We continue to monitor the COVID-19 situation and the impact it may have on our ability to operate facilities such as Summit Waves. Our intention is to open as soon as it is safe to do so. Unfortunately, due to the fluid nature and changing regulations we cannot provide a definitive opening date at this time. We will keep our patrons updated as more information becomes available. If we are unable to open Summit Waves this summer we will provide a full refund for the membership fees. While our facilities are currently not open to purchase season passes in person, patrons are able to renew season passes online at www.summitwaves.net. We are currently not charging the service fee so you will only pay the fee for the membership. Please let me know if you have any further questions. Devin Blazek
6		Complaint	5/6/20	Joe Snook	Nick Doll		Joe, You need to reconsider your decision to not host the Legacy Park Fireworks show. At bare minimum, you need to have the fireworks shot off and simply close the park to guest. The majority of people watch them from their driveway in the surrounding area and host their annual party with friends and family. This has been an awful couple months and some people are simply looking forward to some normalcy in their lives and can't wait for the 4th to get to experience that. But instead you have now stripped that away from us as well and 2 months away from the event at that. I know you want to get to make more money from vendor sales by not having the park open, but lets put money aside for a moment and allow the city of Lee's Summit have something to look forward to this summer. I ask that you go forward with the show. Just close the park. The people that normally come to the park to watch them will find another way to see them. Feel free to call me to discuss.	Mr. Doll, Thank you for your email and comments regarding the cancellation of Legacy Blast. I apologize for my delayed response. I understand and share in your disappointment. This is a great community event, however, given the current situation we are all experiencing, providing events that do not allow for social distancing and/or promotes large gatherings is not prudent. Attached is the Legacy Blast 2019 End of Activity report that was shared with the Parks and Recreation Board as well as City Council after last year's event. I included this document as it highlights the estimated event participation. Last year we estimated over 22,000 people experienced the event with many of those, as you stated, throughout the neighborhoods however half of our participants (approximately 11,000) experienced the event within Legacy Park. Over the next several weeks LSPR will be working to open our parks, facilities, and programs within the limitations set by the County Health Department. We are committed to providing services as soon as it is reasonably safe to do so, however we know the "way" we provide services will change. We appreciate our community's understanding and cooperation. Hopefully we will return to business "as usual" in the near future. Sincerely, Joe Snook, Administrator of
7		Inquiry	5/11/20	Joe Snook	Ron Jenkins		Do you know if the tennis courts will be open in phase 1? Thanks, Ron Jenkins.	Mr. Jenkins, I was asked to respond to your email regarding the opening of tennis courts. According to the Jackson County Recovery Plan - Phase 1, all park amenities including sports courts (tennis courts) must remain closed in Phase 1. We are hopeful they will be allowed to open for singles play in Phase 2 however that has not been determined at this time. If you have additional question regarding the parks please let me know. Sincerely, Joe Snook, Administrator of Parks and Recreation.
8		Inquiry	5/13/20	Devin Blazek	Nicole Lesue		I see you have not changed your opening dates on your website. So can we expect Summit Waves to open May 23rd like your website states? Will you have any special rules to follow when you do reopen? I have heard other cities having some not so fun guidelines. and before I buy a pass I want to know what to expect. It's not worth spending money to come there if you will follow some of the same rules.	Nicole, Thank you for contacting us. We continue to monitor the COVID-19 situation and the impact it may have on our ability to operate Summit Waves. We will not be opening Summit Waves on May 23, but our intention is to open as soon as it is safe to do so. Unfortunately, due to the fluid nature and changing regulations we cannot provide a definitive opening date at this time. We will keep our patrons updated as more information becomes available. While it is likely there will be additional regulations in place for our staff and patrons while visiting our facility, specific details regarding these changes is not available at this time. We are working closely with local health officials to establish guidelines for facility use. We will communicate these changes to our patrons as they become available. If you have any additional questions, please feel free to respond or contact me at 816-969-1546. Thank you.

#	Location	Type	Date	To	From	Patron Name	Patron Comment	Staff Response
9		Inquiry	5/18/20	Steve Casey	Aqualus Gordon		Please connect Upper and Lower Banner parks. It would be great if the upper park walking trail connected to a bridge over the ditch between the two parks. There is already a foot trail in the woods between the two parks. It would be nice if folks didn't have to walk through the ditch or drive a mile to get from one part of the park to the other.	Aqualus: Thank you for your comment. The current long range master plan for Banner Park shows a trail connection between the two parks. We currently do not have any fundign appropriated in the near future for this type of upgrad primarily due to significant infrastructure cost for a safe pedestrian crossing over the creek between the parks. We will, however, share hour comment with our Parks and Recreation Board. Thanks again for your comments. Steve Casey, Superintendent of Park Planning & Construction.

2020 MAY

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	01	02
03	04	05 City Council Regular Session - 6pm, via Videoconference	06	07	08	09
10 Park Board Budget Committee Meeting - 10am, via Videoconference	11	12 City Council Regular Session - 6pm, via Videoconference	13	14	15	16
17	18	19 City Council Regular Session - 6pm, via Videoconference	20	21	22	23
24 Memorial Day - Administrative Offices Closed	25	26 Lovell and Longview Community Centers - Phase One Reopening	27 Park Board Meeting - 6pm, via Videoconference	28	29	30
31	01	02	03	04	05	06

2020 JUNE

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03 Youth Sports Association Park Board Committee Meeting - 5pm, via Videoconference	04	05	06
07	08	09 City Council Regular Session - 6pm, Location TBD	10	11	12	13
14	15	16 City Council Regular Session - 6pm, Location TBD	17	18	19	20
21	22	23 City Council Regular Session - 6pm, Location TBD	24 Park Board Meeting - 6pm, Location TBD	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

2020 JULY

Lee's Summit Parks and Recreation Board Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03 Independence Day (Observed) - Administrative Offices Closed	04 Independence Day
05	06	07 City Council Regular Session - 6pm	08	09	10	11
12	13	14 City Council Regular Session - 6pm	15	16	17	18
19	20	21 City Council Regular Session - 6pm	22 Park Board Meeting - 6pm, Strother Conference Room	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

LS To Cancel Legacy Blast Fireworks

Mallory Herrmann
citydesk@ls Tribune.net

In anticipation of the continuing ripple effect from the novel coronavirus, the city will be canceling the Fourth of July Legacy Blast fireworks display.

City Manager Steve Arbo suggested this week that the city should not finalize a contract with a fireworks vendor for the annual display held at Legacy Park. He said the city has until June 17 to back out of the agreement without incurring penalties.



With the Jackson County Health Department planning a gradual lifting of the stay-at-home order beginning on May 15, Arbo said it seemed unlikely that social gatherings of the Independence

Day celebration's size would be allowed just a month and a half later.

In 2019, approximately 22,000 people participated in the event, which also included concessions, face painters, balloon artists and inflatable obstacle courses.

Mayor Bill Baird agreed with Arbo's recommendation to cancel, noting that there are so many unknowns at this point. Councilmember Bob Johnson echoed those comments, adding that the most liberal projections he's seen for early July would

allow up to 250 people to gather for a social event.

Plus, with the city already staring at a budget deficit — Johnson said about \$5 million — cutting the costs of putting on a \$50,000 event might not be a bad idea. In 2019, the event had total expenses of \$49,739.64; revenues of \$25,350.00 left the city with a net cost of more than \$24,000. That net cost was up from about \$17,000 in 2018 and nearly \$15,000 in 2017.

Councilmember Phyllis Edson

Continued on page 2

Fireworks continued from page 1

said that canceling early made the most sense, allowing people to make other plans that adhere to any social distancing

guidelines that will be in place at that point.

Councilmember Fred DeMoro added that going ahead with the event could lead to even higher participation numbers than years past if Lee's Summit

were to have the only major fireworks display in the area.

With general consensus from the council, Arbo said he would cancel the fireworks contract, ending the event for 2020.

All councilmembers were present for the Apr. 28 discussion.