

City of Vestavia Hills Parks & Recreation
1973 Merryvale Road
Vestavia Hills, AL 35216
205.978.0166

Memorandum

March 9, 2018

TO: Park Board Members

FROM: Jason Burnett
P & R Superintendent

RE: Park Board Meeting

Please find the packet for the Park Board Meeting scheduled for Tuesday, March 20, 2018, at 7:00 a.m. at the Vestavia Hills City Hall executive conference room (1032 Montgomery Hwy).

The packet includes the following:

- Agenda for regular meeting on 3/20/2018
- Minutes from regular meeting on 1/16/2018
- Minutes from work session on 2/20/2018
- Miscellaneous Reports

Please let BJ know if you won't be in attendance.

CC: Parks and Recreation Staff Members



CITY OF VESTAVIA HILLS
 PARKS AND RECREATION BOARD MEETING
 March 20, 2018

ASHLEY CURRY
 MAYOR

JASON BURNETT
 SUPERINTENDENT

1. Call to order
2. Invocation & Pledge of Allegiance
3. Approval of January 16, 2018 minutes
4. Approval of February 20, 2018 work session minutes
5. Parks & Recreation Superintendent's Report – Jason Burnett
6. Mayor's Report – Ashley Curry
7. Public Services Director's Report – Brian Davis
8. Old Business – None
9. New Business – Financial Control Policy
 Field Use Policy variance (VHGSA)
 VHYB fundraising tournament request
 Background Check Policy revisions
 Tournament Contract revisions
10. VHPR Foundation Report – Leigh Belcher
11. Pool Report – Phillip Wood
12. Concession Report – Trent Turner

13. League Reports

Baseball – Bill Morrison	Seniors – Julie Harper
Basketball – Wade Kaiser (boys), Patrick Osborne (girls)	Soccer – Rocky Harmon Let's Play Vestavia – Rocky Harmon
Cheerleading – Allison Herr	Softball – Sam Yother
Football – Jennifer Weaver (Flag), Mark Sasser (OTM), Steve Taylor (JSYFL)	Swimming – Rebecca Hartsough
Lacrosse – Rachel Harwell	Wrestling – Scott Nailen

14. Upcoming meetings –

- a. Next work session will be on _____ @ 11:30 a.m. at _____.
- b. Next regular meeting will be Tuesday, May 15, 2018 at 7:00 a.m.

15. Adjournment



**CITY OF VESTAVIA HILLS
PARKS AND RECREATION DEPARTMENT**

ASHLEY C. CURRY
MAYOR

BRIAN C. DAVIS
DIRECTOR

**PARKS AND RECREATION BOARD
MINUTES**

CHRISTOPHER BRADY
ASSISTANT DIRECTOR

January 16th, 2018

CALL TO ORDER

On Tuesday, January 16th, President David Myers called the Vestavia Park Board meeting to order at 7:00 a.m.

Park Board Members present were:	David Myers, President Earl Lawson, Vice President Kirk McCulley Anne Smyth New Member Mitch Bevill
Park Board Members absent were:	None
Mayor Ashley Curry	Absent
Council Representative Paul Head	Present
Parks and Recreation Staff Members:	Jason Burnett, Superintendent Brian C. Davis, Director of Public Services B. J. Dubose, Office Supervisor

INVOCATION & PLEDGE OF ALLEGIANCE David Myers

NOMINATION AND APPOINTMENT OF 2018 PARK BOARD PRESIDENT AND VICE-PRESIDENT

President Myers called the meeting to order and thanked the board for allowing him to service as president for the past year. He then called for nominations for new park board president and vice-president. Anne Smyth nominated Earl Lawson as president and Kirk McCulley as vice-president. Council Representative Paul Head seconded the motion. The vote was unanimous. The meeting was turned over to Earl Lawson. Earl thanked David for the great job he did as president.

WELCOME TO MITCH BEVILL-

President Lawson welcomed new park board member Mitch Bevill aboard.

APPROVAL OF NOVEMBER 21ST REGULAR MEETING MINUTES

President Lawson asked for a motion to approve the November 21st regular meeting minutes. Kirk McCulley made a motion to approve. David Myers seconded the motion. The minutes were approved by unanimous vote.

APPROVAL OF DECEMBER 5TH SPECIAL CALLED MEETING MINUTES

President Lawson asked for a motion to approve the December 5th work session minutes. Mitch Bevill made a motion to approve. Anne Smyth seconded the motion. The minutes were approved by unanimous vote.

APPROVAL OF DECEMBER 5TH WORK SESSION MINUTES

President Lawson asked for a motion to approve the December 5th work session minutes. Mitch Bevill made a motion to approve. Anne Smyth seconded the motion. The minutes were approved by unanimous vote.

SUPERINTENDENTS REPORT

- Meeting with various sign companies for the Foundation to see about new signage for SHAC Park. It will include an entrance/directional sign, park and trail layout, donor recognition board, and mile marker posts for trail.
- Grand opening ceremony for McCallum Park trails went well. Great for mountain biking, hiking, cross country running, or even just walking the dog.
- We have two new front office staff members at Rec Center, Cornessa Samuels and Lou Ella Watkins.
- Special thanks to Melanie Perry who runs our New Merkel senior center for doing such a great job in planning and organizing the city's Christmas Parade at LP. This was her first year to run it and she did a wonderful job.
- On the first Tuesday of each month, Fox 6 news gives the Freshwater Land Trust a time slot during Good Day Alabama to promote their Red Rock Trail system. For the month of February, they plan to promote McCallum Park. It will take place on Tuesday, February 6th at McCallum Park, and they ask for everyone to arrive at 7am.

MAYORS REPORT

In the mayor's absence, the city council representative Paul Head stated they are looking forward to the community spaces recommendations.

PUBLIC SERVICES REPORT

Brian Davis referenced the community spaces meeting on Thursday as well from 10 to 12 as well and requested the board attend if possible. Also, he stated we are closer to receiving the mining reclamation economic development grant.

OLD BUSINESS

Review of Park Board By-Laws Revisions. No Action to be taken at this meeting (This item was tabled from previous work session 12-5-17).

NEW BUSINESS

Spring Baseball Field Modifications

President Lawson asked Kirk McCulley as the liaison to the baseball board to read through the modifications and if there is a motion to be made for him to make the motion. He read the following:

Item #1- VHYB would like permission to add 70' base paths to LP 1. This would accommodate age groups through age 12. STS has given us an estimate for \$5,300.00 for the conversion and an additional \$500.00 to relocate a sprinkler head. (Pending VHYB Board approval [on January 21, 2018.](#)) David Myers and Anne Smyth seconded the motion. The vote passed unanimously.

Item # 2 -VHYB would like permission to add 80' base paths to LP9. (Pending the receiving of an estimate from STS and VHYB Board approval on January 21, 2018.) Mitch Bevill and Anne Smyth seconded the motion. The vote passed unanimously.

Item # 3-Also, VHYB would like to be the “gatekeeper” for all baseball scheduling for baseball fields managed by Vestavia Hills Parks and Recreation Board during the months of January through June of each calendar year. We have enlisted Chad Long as our Director of Operations. Part of his duties is to schedule fields. We would accommodate any baseball team that meets the residency requirements as set forth by Parks and Rec (currently 80%). We would make concessions in the price of registration if teams furnished their own uniforms, chose not to get pictures, or use other VHYB services. This would ensure that all Parks and Rec fees are collected through VHYB. Further, it will ensure that VHYB is able to collect from all baseball teams the fees we embed in the cost of registration for the upkeep of batting cages. This would be a more fair system to all the residents of Vestavia who pay for the upkeep of batting cages by playing through VHYB. David Myers and Anne Smyth opposed the motion. The vote failed unanimously.

PARK FOUNDATION REPORT

No representative, no report.

POOL REPORT

Phillip Wood reported that the pool is in good condition. There was some damage to one of the fence post but maintenance took care of it. We had some BSL and Vestavia high school swimmers that did well in the state championships.

CONCESSIONS REPORT

No representative. No report. Earl asked Jason to follow up with Turner Systems.

LEAGUE REPORTS

Baseball

Per Bill Morrison, VHYB just approved \$6,325.00 for batting cages Mick Fieldbinder has been enlisted as head coach. Every coach will be required to train with him. We have a competitive league for 11 year olds now. Overall about the same number registered as last year.

Boys’ Basketball

No representative, no report.

Girls Basketball

No representative, no report.

Cheerleading

No representative, no report. Per Jason, Mindy Tarrant is rotating off. Allison Herr will be the new president.

Flag Football

No representative, no report. Per Jason, Jennifer Weaver is interim flag football president through the end of February.

OTM Football

No representative, no report.

JSYFL

No representative, no report.

Lacrosse

No representative, no report.

Seniors

No representative, no report.

Soccer

Rocky Harmon reported soccer had five teams to go to the Disney Showcase. They have a coach's clinic on the 27th. They start practices on February 5th.

Let's Play Vestavia

Per Rocky, adult pickup soccer on Sunday mornings and Alternate Frisbee

Softball

No representative, no report.

Swimming

No representative, no report.

Wrestling

Dave Johnston stated wrestling is in full swing. We have over 70 kids. Four kids went to the AAU Nationals. We have had two informal matches at the new facility. The board is working on programs and scheduling for the state tournament in mid-February.

COMMENTS

None.

ANNOUNCEMENTS

The next work session will be on Tuesday, February 20th, 11:30 a.m. in the city hall conference room.

The next regular meeting will be Tuesday, March 20th, 7:00 a.m. in the city hall conference room.

ADJOURNMENT

Motion to adjourn by David Myers, Anne Smyth seconded the motion.

The meeting adjourned at 7:40 a.m.

GUESTS IN ATTENDANCE

Phillip Wood/BSL

Bill Morrison/VHYB

Dave Johnston/Vestavia Wrestling Club

Rocky Harmon/Vestavia Soccer

Vestavia Hills Parks and Recreation Board

Work Session Agenda

2-20-18, 7:30am, City Hall (1032 Montgomery Hwy)

Attendance: Earl Lawson, David Myers, Mitch Bevill, Anne Smyth, Kirk McCulley, Paul Head, Ashley Curry, Jason Burnett, Brian Davis

1. 2018 Park Board Liaison assignments.
2. Financial control letter to league presidents: due each year by June 1. The 11-15-16 minutes documents the approval of the entity.
3. Softball request for possible 2018 variance to field use policy to include 51% residency requirement. Lyles Box (VHGSA) presented item.
4. Boys basketball Spring Developmental League: Additional rec fees not required; one day per week. Wade Kaiser (VHYBB) presented item.
5. Baseball use for fields for fundraising tournaments; fees associated with it. Bill Morrison (VHYB) presented item.
6. Swimming pool staffing/hours/lifeguards.
7. Tournament Contract revisions suggested.
8. Background Check revisions suggested.
9. BSL renewal in late May.
10. YMCA partnership with city pool to allow dual membership use.
11. Baseball Field Use Policy: clarification of practice time availability.

No motions were made by any Board member.

Vestavia Hills Parks and Recreation Financial Control Policy June 2017

The below minimally required financial controls must be approved and followed by each sport board:

- 1) Cash
 - a) Bank Reconciliation
 - Must have appropriate separation of duties for cash reconciliation
 - The person reconciling bank account cannot have check writing privileges
 - This will include any on-line account such as PayPal, etc.
 - b) Expense Approval
 - Proper expense approval processes must be in place and followed
 - Each reimbursement must have a receipt to match the reimbursement amount and have a separate person approve the reimbursement
 - c) Receipt tracking
 - Create a central method of storing receipts (i.e.Dropbox) and insuring receipts expenses are properly record into a bookkeeping software
 - d) Bank account
 - The board must approve annually the individuals that are signors on any board bank account
 - Must have at least 2 individual signors on all accounts
- 2) Records
 - a) Monthly journal entries must be made into accounting software system.
 - Each organization is required to establish an official system of record for all financial data so a 3rd party if required can verify a historical and accurate record.
 - This will aid in record retention and transitioning from one your to the next (I.e. QuickBooks instead of excel)
 - b) Prepare monthly financial statement
 - i) Each organization must prepare and approve a profit and loss statement and balance sheet for the organization.
- 3) Review
 - a) Review financial statements
 - At a minimum the financial statements need to be reviewed monthly for accuracy and to insure cash balances are correct.
 - Once the sport season is completed, a historical 4-year summary financial statements needs to be provided to the park board liaison for review. (Template will be provided)
- 4) Regulatory (If (501c03) If your organization is a 501c-3,
 - a) Who prepares any donation acknowledgements and how is the tax-deductible value of the donation determined?
 - How is tax-deductible value determined and by who?

 - Name of the CPA firm or individual preparing the donation acknowledgements for the current year:
 - Name _____
 - Sports Board Title _____

- If CPA firm which board member is responsible for working with the CPA firm

 - Tenure of service on board for responsible board member

- b) 990 tax form
 - Please name the CPA firm or individual preparing 990 tax form for the current year:
 - Name _____
 - Sports Board Title _____
 - If CPA firm which board member is responsible for working with the CPA firm

 - Tenure of service on board for responsible board member

 - All sports board must have an EIN number specific to their organization
 - Please provide a copy of your EIN number to the Park Board. Each organization must have its own EIN number on file with the PRB.

The Sport Board unanimously acknowledges that we have read and understand the Vestavia Hills Parks and Recreation Financial Control Policy. By signing below the Sports Board is in unanimous consent to implement and adhere to the Vestavia Hills Parks and Recreation Financial Control Policy.

Youth Sports Board Yearly Attestation OF Appropriate Financial Controls

This the ___ Day of _____, 201__.

President

Treasurer

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

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Vestavia Hills Parks & Recreation

Background Check Policy

3-15-16

The Vestavia Hills Parks and Recreation Department, pursuant to its By-laws, promotes and encourages to the fullest extent possible and practical the services of both paid employees/coaches and volunteers (non-paid workers/coaches) in all phases of its operations. The Vestavia Hills Parks and Recreation Board is aware of the extensive use of volunteer services and the fundamental need for volunteers for successful park and recreation programs.

In light of this recognition, the Board desires to ensure that all employees and volunteers are qualified to assist and support Parks and Recreation Department Programs, including with regard to the character and fitness of such employees and volunteers.

In order to ensure the character and fitness of such employees and volunteers, the Board hereby implements the following Background Check Policy:

1. **Application of Policy.** The provisions of paragraphs 2 through 9 of this Policy shall apply to all Vestavia Hills Parks and Recreation Programs where the employees and volunteers involved in such programs have contact with minors (children and teens under the age of 19) (“Youth Programs”). Paragraphs 2 through 9 of this Policy shall not apply to Parks and Recreation programs that do not have contact with minors (“Other Programs”), but the individuals involved in leadership of Other Programs should take all reasonable steps to ensure that the employees and volunteers of such Other Programs maintain a level of character and fitness that will avoid danger to others and also avoid placing the City of Vestavia Hills and its Parks and Recreation Department in a negative light.
2. **Covered Volunteers.**
 - a. The respective governing body or individual in charge of any Youth Program shall ensure that all employees and volunteers who have direct contact with minors relating in any way to the operation of the program or access to funds (“Applicants”) are subject to a criminal and personal background check that meets the guidelines set forth in this Policy (“Background Check”). For greater certainty, individuals who have no more contact with minors than any other parent or guardian of a participant, such as attendance at practices, games or other activities of the Youth Program shall not be subject to a Background Check. For example, an officer, board member, employee or volunteer of a Youth Program involved in administration of the Youth Program who does not coach or otherwise participate in the implementation of activities of the Youth Program will not be subject to the requirements of paragraphs 2 through 9 so long as such individual has no more contact with minors than any other parent or guardian of participants. However, such officer, board member, employee or volunteer should meet the standard set forth in paragraph 1 above for Other Programs that do not involve minors.

- b. Each Youth Program or Director of Officials shall provide the Parks and Recreation Superintendent (the “Superintendent”) with a list of the specific categories/positions of employees or volunteers within its organization subject to Background Checks pursuant to this policy. Each Youth Program or Director of Officials shall also include in its by-laws a list of those categories of employees/volunteers which are subject to Background Checks in order to ensure consistency on an annual basis.
3. **Scope of Background Check.** The Board shall offer to all Youth Programs or Director of Officials and other programs the ability to use a contractor selected by the Parks and Recreation Department to perform Background Checks (the “Contractor”). The cost of providing the Background Checks shall be paid by the Youth Programs or Director of Officials. Such payment shall be made directly by the Youth Program or Director of Officials to the Contractor for such services. Any Youth Program or Director of Officials may use other third parties to perform its Background Checks. However, all Youth Program or Director of Officials Background Checks must conform to the minimum standards set forth in this Policy, and each Youth Program or Director of Officials must certify in writing, annually or more often as needed, to the Parks and Recreation Superintendent, its compliance with this Policy. Background Checks must be conducted prior to the beginning of activities that involve minors and shall be valid for two years. A Background Check performed by one Youth Program or Director of Officials shall meet the requirements of the Policy for the volunteer’s participation in other Youth Programs so long as the Background Check was completed within the two year period prior to the employee or volunteer’s involvement with the subsequent Youth Program. For example, a Background Check performed on an individual for a fall Youth Program shall be valid for a spring Youth Program so long as the Background Check is not more than two years old.
4. **Minimum Standards.** The minimum standards for Background Checks are as follows:
 - a. Social Security Number Verification and address trace;
 - b. State of Alabama Criminal history check through Alacourt;
 - c. Nationwide Sex offender search;
 - d. The ability to check criminal history in other states if necessary. (For example, if the initial check shows that the volunteer has prior addresses in other states and/or the individual is not generally known in the community, the Youth Program or Director of Officials should use its discretion to determine whether a criminal history from certain other states or from all states is necessary).
5. **Negative Findings by the City’s Contractor:**
 - a. If the Youth Program or Director of Officials uses the City’s Contractor, the Contractor shall notify the Superintendent of any negative findings relating to an Applicant. If the Youth Program or Director of Officials uses its own contractor, the Youth Program or Director of Officials shall notify the Superintendent of any negative findings.

- b. Absent extenuating circumstances, any negative findings falling into the following categories shall disqualify an Applicant for participation with the Youth Program or Director of Officials:
 - i. Felony arrest;
 - ii. Sex offender violations;
 - iii. Any other arrest for an offense (whether felony or misdemeanor) involving violence.

- c. If the Superintendent receives a finding falling into one of the categories listed in paragraph 5(b) above, the Applicant shall be disqualified for service, (the “Disqualification”) and the following procedures shall be used for notification of the Disqualification:
 - i. The Superintendent (or the Youth Program or Director of Officials if it uses its own contractor) shall first notify the Applicant.
 - ii. The Applicant shall have 24 hours to either dispute the accuracy of the negative finding or withdraw his or her application with the Youth Program.
 - iii. If the Applicant does not respond to the Superintendent within 24 hours, then the Superintendent shall notify the Park Board President (the “President”) and the President of the Youth Program or Director of Officials of the Disqualification, but shall not disclose any details of the negative finding. (If the Youth Program or Director of Officials uses its own contractor and the Applicant does not respond to the Youth Program or Director of Officials disputing the accuracy of the finding or withdrawing his or her application, the Youth Program or Director of Officials shall notify the Superintendent and the Park Board President of the Disqualification). Once the Superintendent, President and the Youth Program President or Director of Officials are notified of this information, they shall keep all information related to the Disqualification or negative finding strictly confidential and shall further disclose such information only with authorization from the Applicant.
 - iv. If the Applicant disputes the accuracy of the negative finding within the 24 hour period, the Superintendent shall notify the City’s Contractor of the dispute and the dispute shall be handled according to the Contractor’s dispute resolution policy. (If the Youth Program or Director of Officials uses its own contractor, the Youth Program or Director of Officials shall request that its contractor resolve the dispute in accordance with its contractor’s dispute resolution policy).
 - v. After the completion of the dispute resolution process, the City’s Contractor (or the contractor for the Youth Program or Director of Officials as the case may be) shall report the results of the dispute resolution process to the Applicant. If the Applicant desires to proceed forward with the application, he or she shall notify the Superintendent (or the Youth Program or Director of Officials as the case may be) and the application shall proceed in accordance with the provisions of this Policy.

- d. If there is a negative finding that does not fall into one of the categories listed in paragraph 5(b) above, the Parks and Recreation Superintendent shall communicate the finding to the Youth Program officer/representative or Director of Officials. The Youth Program or Director of Officials shall then determine whether the Applicant is fit for service, considering the health, safety and welfare of its participants.

6. Appeals:

- a. If the Youth Program President or Director of Officials believes there are extenuating circumstances involved in the negative finding, he or she may request an appeal of the Disqualification, with permission from the Applicant (“Appeal”).
- b. If the Applicant desires for the Youth Program or Director of Officials to proceed with an Appeal of the ~~the~~ Disqualification, the Applicant shall authorize the President and Youth Program President or Director of Officials, in writing, to disclose information to the Park Board and to members of the Youth Program Board or Director of Officials Board, as necessary for purposes of the appeal. Authorization by electronic mail shall be sufficient.
- c. As part of the appeal process, the Youth Program or Director of Officials Board, or a representative thereof, shall be required to attest, in writing, to the character and fitness of the Applicant.
- d. The President shall appoint a special committee of three Park Board Members to hear the appeal. The President may appoint himself/herself to the special committee. The appeal shall take place at a meeting attended by the special committee, the Applicant, and any representatives of the Youth Program or Director of Officials designated in writing by the Applicant, through electronic mail to the President. The President may allow others to appear at the meeting if requested by the Applicant, subject to the President’s discretion.
- e. The special committee shall assess whether there are extenuating circumstances that warrant an exception to the Disqualification. Extenuating circumstances shall include, but not be limited to the following:
 - 1. The time period elapsed since the actions giving rise to the negative finding;
 - 2. The age of the Applicant at the time of the actions giving rise to the negative finding;
 - 3. The special committee’s perceived severity of the negative finding; and
 - 4. Any other mitigating circumstances presented by the Applicant.
- f. Following the appeal meeting, the special committee shall make a recommendation to the Park Board as to whether the Disqualification should be reversed. The

recommendation shall be in writing and shall state the reasons for the special committee's recommendation. The Park Board shall vote to either accept the special committee's recommendation or to reject it. If the special committee recommends reversing the Disqualification, and the Park Board approves the recommendation, the Disqualification shall be reversed and the Youth Program or Director of Officials shall have the option of accepting the Applicant for service.

7. **Procedure for using a Contractor hired by the Youth Program or Director of Officials:** In the event a Youth Program or Director of Officials chooses to perform its own Background Checks or uses its own contractor to perform Background Checks, it shall comply with paragraphs 4 and 5(b), (c) and (d). However, there shall be no obligation to notify the Parks and Recreation Superintendent of negative findings unless such findings fall into the categories listed in paragraph 5(b). The Youth Program or Director of Officials shall certify its compliance with this Policy in writing to the Parks and Recreation Superintendent.
8. **Umpires and Referees:** The Youth Program shall not itself be required to conduct Background Checks on Umpires, Referees or other individuals whose sole involvement is to officiate sports games or activities ("Officials") unless the Youth Program provides its own Officials, in which case, Background Checks shall be required. However, all Youth Programs shall ensure that any organization or third party providing Officials is under obligation to perform background checks sufficient to ensure the health, safety and welfare of minor participants in a manner consistent with this Policy. As set forth in paragraph 3, each Youth Program must certify in writing, annually or more often as needed, to the Parks and Recreation Superintendent, its compliance.
9. **Confidentiality:** The Parks and Recreation Department and the Youth Programs shall keep all Background Check information confidential and such information shall be disclosed to the Superintendent and/or Board Members and Programs only on a need to know basis in order to make appropriate decisions relating to employees and volunteers of the Programs. The Parks and Recreation Department Programs are directed by this Policy to keep Background Check information strictly confidential.

City of Vestavia Hills Parks and Recreation Board

Date: March 15, 2016



CITY OF VESTAVIA HILLS

This is an agreement between Vestavia Hills Parks and Recreation (VHPR) and

_____ (Tournament Organization Name)

for _____ (tournament name) to be held from the date of _____ to _____

for a fee of \$_____ per field, per day at _____ (sports complex name).

Contact person: _____

Address: _____

E-mail address: _____

Phone: _____ Total teams expected: _____

Date and time the tournament is expected to begin and end: _____

A refundable deposit of \$500 is due at the time of the execution of this contract in order to reserve the requested dates.

If the facility is free of damage as determined at the sole discretion of VHPR, and if the contract has not been violated by tournament organization (TO), the deposit will be refunded within ten (10) to fifteen (15) days after the event date.

TO must show proof of purchase of a business license with the city of Vestavia Hills, which can be applied for with the city hall finance department.

Any merchandise sold by TO must remit sales tax to the city of Vestavia Hills finance department.

TO must obtain and be covered under a general liability insurance policy or any additional insurance policy(s) or coverages as determined by VHPR. TO must provide VHPR and the City of Vestavia Hills, Alabama with a certificate of insurance, prior to the commencement of the event, which depicts VHPR and the City of Vestavia Hills, Alabama as additional insureds on the certificate of insurance.

The TO has the right to request use of portable fencing, meeting rooms, and press boxes.

The TO must provide VHPR with an approximate amount of fields and days/timeframe needed no later than the Monday (by 10am) before the tournament date. A \$300 late fee will be assessed if this deadline is not met.

The final tournament schedule must be submitted to VHPR no later than the Thursday (by 8am) before the tournament date. A \$300 late fee will be assessed if this deadline is not met.

Specialty Turf Supply (STS) is the field maintenance contractor. Their responsibilities include: initial field prep for each field, drag, chalk, put out bases and rubbers according to specification each day of the tournament. STS will not have anyone on site during tournament play.

For an extra charge, TO can have access to a pool of STS employees to help with field needs. STS would need to be made aware of this addition two days prior to the start of the tournament or even earlier if it was known.

Point of contact would be Lee Lowery 205-470-8766

One person, minimum of 4-hours, \$25.00/hour

Two people, minimum of 4 hours, \$20.00/hour

This person would be available to drag and chalk and do any field prep or base changing. The tournament director would be responsible for paying the employee at the end of the day of the tournament.

Infield drying agent (Turface) and chalk can be provided up to 2 bags per field per day at a cost of \$9/bag. TO will have access to Turface Material to help dry down small wet areas on the field that might be a problem, small little puddles, etc. Renter will have access to this if they choose not to have STS staff on site.

STS is responsible for opening and closing the fields due to inclement weather or field conditions unplayable with these guidelines: Friday Start of Tournament up to 2 PM and a Saturday start up to Friday at 4:30. After those times, it is up to the TO make an educated decision based on weather and field conditions that would be detrimental to the fields.

Any damage occurred due to playing instead of cancelling will be assessed and billed to the tournament director. Fields need to be left in the shape that they started the tournament in. For example, if it rains 2" and the tournament plays and ruts up the field and STS has to do more to the field than just drag it out then there will be a charge.

VHPR reserves the right to end this agreement for any reason that may or may not result in a refund of collected charges.

No overnight parking allowed in sports complex, at schools, or any other area inside Liberty Park itself.

VHPR and Concessionaire have exclusive rights to food/beverage vending.

In consideration of being allowed use of the above facility, I hereby assume all responsibility for said TO. I understand that VHPR has no accident or medical payment insurance coverage for the participants and I agree to pay all responsible medical costs if treatment is obtained. I understand that VHPR assumes no responsibility or liability for lost, stolen, or misplaced items. I/We do hereby waive, release, and agree to hold harmless the city of Vestavia Hills, AL and VHPR from injuries or claims through attendance or participation.

I understand that the above agreement has been made between VHPR and TO that is stated below.

Vestavia Hills Parks and Recreation

Tournament Organization

(Print name)

(Print name)

(Title or position)

(Title or position)

(Signature)

(Signature)

(Date)

(Date)



March 2018 Activity Report

Current Activity:

Birmingham Swim League (BSL) took over maintenance of the Wald Park pool on September 5th once the summer season ended. BSL coaching staff has worked each day to keep pool chemicals in balance and clean all three pools. Pool has recently been covered to preserve heat and chemicals each day.

BSL has replaced hoses leading to the chlorinators for the main pool and thermostats & regulators for the heater.

BSL is not currently using the pool for practice due to sporadic and cold weather conditions

Upcoming Activity:

Several BSL swimmers, including Vestavia's Hunter Carroll (age 12), will be competing in Orlando and Atlanta in the coming weeks. These meets will feature most of the best 14 & Under swimmers in the southeast as well as the best 18 & Under swimmers in the nation.

BSL hopes to return to Wald Park pool practices in April, when weather conditions regularly permit.

In April BSL will host a meet for local teams at the Birmingham Crossplex.

Long Range Activity:

BSL will finish preparing the pool for the summer and turn over the daily maintenance in May.

We are currently accepting new swimmers on a regular basis and will continue to do so throughout the summer and fall. Registration is available by contacting Swim4BSL@gmail.com or by visiting BirminghamSwimLeague.org

LIBERTY PARK CONCESSIONS, LLC

An Affiliate of Turner Food Systems
Post Office Box 660842
Vestavia Hills, Alabama 35266-0842
205.428.8700



March 8, 2018

Mr. Jason Burnett, Director of Parks and Recreation
City of Vestavia Hills Parks and Recreation Department
1032 Montgomery Highway
Vestavia Hills, Alabama 35216

SUBJECT: Concession Agreement Rebate / Revenue Share – February 2018

Mr. Burnett,

In accordance with the Concession Agreement for Recreational Facilities for the City of Vestavia Hills between Turner Food Systems, and the City of Vestavia Hills, the rebate fee / revenue share for February 2018 is enclosed.

Gross revenue receipts for concession operations at the City of Vestavia Hills Park and Recreation Facilities for the month of February 2018 were \$5,806.87. Based on these revenue receipts, the commission to the City of Vestavia Hills Parks and Recreation Department is \$1,161.37.

Gross revenue receipts for operations at the City of Vestavia Hills Park and Recreation Facilities year-to-date are \$7,570.86. The rebate fee / revenue share to the City of Vestavia Hills Parks and Recreation Department year-to-date is \$1,337.77.

Spreadsheets reflecting the daily revenue, sales tax collection and rebate fee / revenue share by facility and a cumulative summary are enclosed.

All sales taxes collected on the gross revenue receipts from the City of Vestavia Hills Parks and Recreation Facilities will be reported to the appropriate government agencies as follows:

SALES TAX	February Tax Receipts	YTD Tax Receipts
City of Vestavia Hills	\$ 174.21	\$ 227.13
Jefferson County	\$ 116.13	\$ 151.41
State of Alabama	\$ 232.29	\$ 302.85
TOTALS	\$ 522.63	\$ 681.39

SUBJECT: Concession Agreement Rebate / Revenue Share – February 2018
Page Two

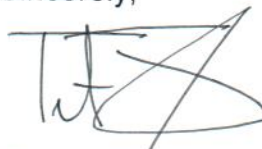
The gross revenue receipts, which are the basis for the rebate fee / revenue share for February 2018, with a comparison against the same period for the previous calendar year, were derived from the following facilities:

FACILITY	February 2018 Receipts	February 2017 Receipts	YTD 2018 Receipts	YTD 2017 Receipts	February Rebate Fee	YTD Rebate Fee
Adult Softball	\$ 0.00	\$ 127.98	\$ 0.00	\$ 127.98	\$ 0.00	\$ 0.00
Youth Softball	\$ 170.64	\$ 0.00	\$ 170.64	\$0.00	\$ 34.13	\$ 34.13
Soccer	\$1,165.82	\$3,473.61	\$1,165.82	\$3,473.61	\$ 233.15	\$ 233.15
Sicard Hollow	\$4,455.73	\$5,376.14	\$6,219.72	\$8,354.35	\$ 891.15	\$1,067.55
Cahaba Heights	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wald Park	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other*	\$ 14.68	\$ 0.00	\$ 14.68	\$ 0.00	\$ 2.94	\$ 2.94
TOTALS	<u>\$5,806.87</u>	<u>\$8,977.73</u>	<u>\$7,570.86</u>	<u>\$11,955.94</u>	<u>\$1,161.37</u>	<u>\$1,337.77</u>

*Includes external Points of Sale (POS) sites and third party vendors

If there are any questions or comments, please contact the undersigned at 205.490.6883 (office), 205.515.4828 (cell) or Trenton@TurnerFoodSystems.com (e-mail).

Sincerely,



Trenton Turner, Jr.

Encls
as

Liberty Park Concessions, LLC
 Liberty Park Youth Softball Complex (LPY)
 Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
 Sales Tax / Commission

February 2018		RECEIPTS				COMMISSION	
		Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	VHPRD	
1	Thur	\$ -	-	-	-	-	-
2	Fri	\$ -	-	-	-	-	-
3	Sat	\$ -	-	-	-	-	-
4	Sun	\$ -	-	-	-	-	-
5	Mon	\$ -	-	-	-	-	-
6	Tue	\$ -	-	-	-	-	-
7	Wed	\$ -	-	-	-	-	-
8	Thur	\$ -	-	-	-	-	-
9	Fri	\$ -	-	-	-	-	-
10	Sat	\$ -	-	-	-	-	-
11	Sun	\$ -	-	-	-	-	-
12	Mon	\$ -	-	-	-	-	-
13	Tue	\$ -	-	-	-	-	-
14	Wed	\$ -	-	-	-	-	-
15	Thur	\$ -	-	-	-	-	-
16	Fri	\$ -	-	-	-	-	-
17	Sat	\$ -	-	-	-	-	-
18	Sun	\$ -	-	-	-	-	-
19	Mon	\$ -	-	-	-	-	-
20	Tue	\$ -	-	-	-	-	-
21	Wed	\$ -	-	-	-	-	-
22	Thur	\$ -	-	-	-	-	-
23	Fri	\$ -	-	-	-	-	-
24	Sat	\$ -	-	-	-	-	-
25	Sun	\$ -	-	-	-	-	-
26	Mon	\$ -	-	-	-	-	-
27	Tue	\$ 170.64	5.12	3.41	6.83	34.13	186.00
28	Wed	\$ -	-	-	-	-	-
TOTALS		\$ 170.64	\$ 5.12	\$ 3.41	\$ 6.83	\$ 34.13	\$ 186.00

Liberty Park Concessions, LLC
Liberty Park Youth Softball Complex (LPY)
Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
Sales Tax / Commission

Cumulative 2018	RECEIPTS				COMMISSION VHPRD
	Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	
January	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ 170.64	\$ 5.12	\$ 3.41	\$ 6.83	\$ 186.00
March	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 170.64	\$ 5.12	\$ 3.41	\$ 6.83	\$ 186.00
					\$ 34.13

Liberty Park Concessions, LLC
 Liberty Park Soccer Complex (LPS)
 Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
 Sales Tax / Commission

February 2018		RECEIPTS					COMMISSION
		Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	VHPRD	
1	Thur	\$ -	-	-	-	-	\$ -
2	Fri	\$ -	-	-	-	-	\$ -
3	Sat	\$ -	-	-	-	-	\$ -
4	Sun	\$ -	-	-	-	-	\$ -
5	Mon	\$ -	-	-	-	-	\$ -
6	Tue	\$ -	-	-	-	-	\$ -
7	Wed	\$ -	-	-	-	-	\$ -
8	Thur	\$ -	-	-	-	-	\$ -
9	Fri	\$ -	-	-	-	-	\$ -
10	Sat	\$ -	-	-	-	-	\$ -
11	Sun	\$ -	-	-	-	-	\$ -
12	Mon	\$ -	-	-	-	-	\$ -
13	Tue	\$ -	-	-	-	-	\$ -
14	Wed	\$ -	-	-	-	-	\$ -
15	Thur	\$ -	-	-	-	-	\$ -
16	Fri	\$ -	-	-	-	-	\$ -
17	Sat	\$ -	-	-	-	-	\$ -
18	Sun	\$ -	-	-	-	-	\$ -
19	Mon	\$ -	-	-	-	-	\$ -
20	Tue	\$ -	-	-	-	-	\$ -
21	Wed	\$ -	-	-	-	-	\$ -
22	Thur	\$ -	-	-	-	-	\$ -
23	Fri	\$ -	-	-	-	-	\$ -
24	Sat	\$ 898.39	26.95	17.97	35.94	979.25	\$ 179.68
25	Sun	\$ 267.43	8.02	5.35	10.70	291.50	\$ 53.49
26	Mon	\$ -	-	-	-	-	\$ -
27	Tue	\$ -	-	-	-	-	\$ -
28	Wed	\$ -	-	-	-	-	\$ -
TOTALS		\$ 1,165.82	\$ 34.97	\$ 23.32	\$ 46.64	\$ 1,270.75	\$ 233.16

Liberty Park Concessions, LLC
Liberty Park Soccer Complex (LPS)
Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
Sales Tax / Commission

Cumulative 2018	RECEIPTS					COMMISSION VHPRD
	Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	TOTAL	
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ 1,165.82	\$ 34.97	\$ 23.32	\$ 46.64	\$ 1,270.75	\$ 233.16
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 1,165.82	\$ 34.97	\$ 23.32	\$ 46.64	\$ 1,270.75	\$ 233.16

Liberty Park Concessions, LLC
Athletic Complex at Sicard Hollow (SHAC)
Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
Sales Tax / Commission

February 2018		RECEIPTS				COMMISSION VHPRD
		Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	
1	Thur	\$ -	\$ -	\$ -	\$ -	\$ -
2	Fri	\$ -	\$ -	\$ -	\$ -	\$ -
3	Sat	\$ -	\$ -	\$ -	\$ -	\$ -
4	Sun	\$ -	\$ -	\$ -	\$ -	\$ -
5	Mon	\$ -	\$ -	\$ -	\$ -	\$ -
6	Tue	\$ -	\$ -	\$ -	\$ -	\$ -
7	Wed	\$ -	\$ -	\$ -	\$ -	\$ -
8	Thur	\$ -	\$ -	\$ -	\$ -	\$ -
9	Fri	\$ -	\$ -	\$ -	\$ -	\$ -
10	Sat	\$ -	\$ -	\$ -	\$ -	\$ -
11	Sun	\$ -	\$ -	\$ -	\$ -	\$ -
12	Mon	\$ -	\$ -	\$ -	\$ -	\$ -
13	Tue	\$ 235.55	\$ 7.07	\$ 4.71	\$ 9.42	\$ 256.75
14	Wed	\$ -	\$ -	\$ -	\$ -	\$ -
15	Thur	\$ -	\$ -	\$ -	\$ -	\$ -
16	Fri	\$ 1,725.91	\$ 51.78	\$ 34.52	\$ 69.04	\$ 1,881.25
17	Sat	\$ 921.56	\$ 27.65	\$ 18.43	\$ 36.86	\$ 1,004.50
18	Sun	\$ 689.68	\$ 20.69	\$ 13.79	\$ 27.59	\$ 751.75
19	Mon	\$ -	\$ -	\$ -	\$ -	\$ -
20	Tue	\$ -	\$ -	\$ -	\$ -	\$ -
21	Wed	\$ -	\$ -	\$ -	\$ -	\$ -
22	Thur	\$ -	\$ -	\$ -	\$ -	\$ -
23	Fri	\$ -	\$ -	\$ -	\$ -	\$ -
24	Sat	\$ 418.58	\$ 12.56	\$ 8.37	\$ 16.74	\$ 456.25
25	Sun	\$ 464.45	\$ 13.93	\$ 9.29	\$ 18.58	\$ 506.25
26	Mon	\$ -	\$ -	\$ -	\$ -	\$ -
27	Tue	\$ -	\$ -	\$ -	\$ -	\$ -
28	Wed	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 4,455.73	\$ 133.68	\$ 89.11	\$ 178.23	\$ 4,856.75
						\$ 891.15

Liberty Park Concessions, LLC
Athletic Complex at Sicard Hollow (SHAC)
Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
Sales Tax / Commission

Cumulative 2018	RECEIPTS				TOTAL	COMMISSION VHPRD
	Revenue	City of Vestavia Hills	Jefferson County	State of Alabama		
January	\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 1,922.75	\$ 176.40
February	\$ 4,455.73	\$ 133.68	\$ 89.11	\$ 178.23	\$ 4,856.75	\$ 891.15
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 6,219.72	\$ 186.60	\$ 124.39	\$ 248.79	\$ 6,779.50	\$ 1,067.55

Liberty Park Concessions, LLC
 Third-Party Vendors / External Points of Sale (LPTP)
 Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
 Sales Tax / Commission

February 2018		RECEIPTS				COMMISSION VHPRD	
		Revenue	City of Vestavia Hills	Jefferson County	State of Alabama		TOTAL
1	Thur	\$	-	-	-	-	\$
2	Fri	\$	-	-	-	-	\$
3	Sat	\$	-	-	-	-	\$
4	Sun	\$	-	-	-	-	\$
5	Mon	\$	-	-	-	-	\$
6	Tue	\$	-	-	-	-	\$
7	Wed	\$	-	-	-	-	\$
8	Thur	\$	-	-	-	-	\$
9	Fri	\$	-	-	-	-	\$
10	Sat	\$	-	-	-	-	\$
11	Sun	\$	-	-	-	-	\$
12	Mon	\$	-	-	-	-	\$
13	Tue	\$	-	-	-	-	\$
14	Wed	\$	-	-	-	-	\$
15	Thur	\$	-	-	-	-	\$
16	Fri	\$	-	-	-	-	\$
17	Sat	\$	14.68	0.44	0.29	0.59	\$ 16.00
18	Sun	\$	-	-	-	-	\$
19	Mon	\$	-	-	-	-	\$
20	Tue	\$	-	-	-	-	\$
21	Wed	\$	-	-	-	-	\$
22	Thur	\$	-	-	-	-	\$
23	Fri	\$	-	-	-	-	\$
24	Sat	\$	-	-	-	-	\$
25	Sun	\$	-	-	-	-	\$
26	Mon	\$	-	-	-	-	\$
27	Tue	\$	-	-	-	-	\$
28	Wed	\$	-	-	-	-	\$
TOTALS		\$	14.68	0.44	0.29	0.59	\$ 16.00
							\$ 2.94

Liberty Park Concessions, LLC
Third-Party Vendors / External Points of Sale (LPTP)
Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
Sales Tax / Commission

Cumulative 2018	RECEIPTS					COMMISSION	
	Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	TOTAL	VHPRD	
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ 14.68	\$ 0.44	\$ 0.29	\$ 0.59	\$ 16.00	\$ 2.94	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 14.68	\$ 0.44	\$ 0.29	\$ 0.59	\$ 16.00	\$ 2.94	\$ -

Liberty Park Concessions, LLC

Cumulative

Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama

Sales Tax / Commission

February 2018		RECEIPTS				TOTAL	COMMISSION	
		Revenue	City of Vestavia Hills	Jefferson County	State of Alabama		VHPRD	
1	Thur	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Fri	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Sat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Sun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Mon	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Tue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Wed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Thur	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Fri	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	Sat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Sun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Mon	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Tue	\$ 235.55	\$ 7.07	\$ 4.71	\$ 9.42	\$ 256.75	\$ 47.11	\$ -
14	Wed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Thur	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Fri	\$ 1,725.91	\$ 51.78	\$ 34.52	\$ 69.04	\$ 1,881.25	\$ 345.18	\$ -
17	Sat	\$ 936.24	\$ 28.09	\$ 18.72	\$ 37.45	\$ 1,020.50	\$ 187.25	\$ -
18	Sun	\$ 689.68	\$ 20.69	\$ 13.79	\$ 27.59	\$ 751.75	\$ 137.94	\$ -
19	Mon	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Tue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Wed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Thur	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Fri	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Sat	\$ 1,316.97	\$ 39.51	\$ 26.34	\$ 52.68	\$ 1,435.50	\$ 263.39	\$ -
25	Sun	\$ 731.88	\$ 21.95	\$ 14.64	\$ 29.28	\$ 797.75	\$ 146.38	\$ -
26	Mon	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Tue	\$ 170.64	\$ 5.12	\$ 3.41	\$ 6.83	\$ 186.00	\$ 34.13	\$ -
28	Wed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		\$ 5,806.87	\$ 174.21	\$ 116.13	\$ 232.29	\$ 6,329.50	\$ 1,161.37	\$ -

Liberty Park Concessions, LLC

Cumulative

Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama

Sales Tax / Commission

Cumulative 2018	RECEIPTS					TOTAL	COMMISSION VHPRD
	Revenue	City of Vestavia Hills	Jefferson County	State of Alabama			
January	\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 1,922.75	\$ 176.40	
February	\$ 5,806.87	\$ 174.21	\$ 116.13	\$ 232.29	\$ 6,329.50	\$ 1,161.37	
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 7,570.86	\$ 227.13	\$ 151.41	\$ 302.85	\$ 8,252.25	\$ 1,337.77	

LIBERTY PARK CONCESSIONS, LLC

An Affiliate of Turner Food Systems
Post Office Box 660842
Vestavia Hills, Alabama 35266-0842
205.428.8700



March 8, 2018

Mr. Jason Burnett, Director of Parks and Recreation
City of Vestavia Hills Parks and Recreation Department
1032 Montgomery Highway
Vestavia Hills, Alabama 35216

SUBJECT: Concession Agreement Rebate / Revenue Share – January 2018

Mr. Burnett,

In accordance with the Concession Agreement for Recreational Facilities for the City of Vestavia Hills between Turner Food Systems, and the City of Vestavia Hills, the rebate fee / revenue share for January 2018 is enclosed.

Gross revenue receipts for concession operations at the City of Vestavia Hills Park and Recreation Facilities for the month of January 2017 were \$1,763.99. Based on these revenue receipts, the commission to the City of Vestavia Hills Parks and Recreation Department is \$176.40.

Gross revenue receipts for operations at the City of Vestavia Hills Park and Recreation Facilities year-to-date are \$1,763.99. The rebate fee / revenue share to the City of Vestavia Hills Parks and Recreation Department year-to-date is \$176.40.

Spreadsheets reflecting the daily revenue, sales tax collection and rebate fee / revenue share by facility and a cumulative summary are enclosed.

All sales taxes collected on the gross revenue receipts from the City of Vestavia Hills Parks and Recreation Facilities will be reported to the appropriate government agencies as follows:

SALES TAX	January Tax Receipts	YTD Tax Receipts
City of Vestavia Hills	\$ 52.92	\$ 52.92
Jefferson County	\$ 35.28	\$ 35.28
State of Alabama	\$ 70.56	\$ 70.56
TOTALS	\$ 158.76	\$ 158.76

SUBJECT: Concession Agreement Rebate / Revenue Share – January 2018
 Page Two

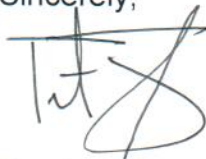
The gross revenue receipts, which are the basis for the rebate fee / revenue share for January 2018, with a comparison against the same period for the previous calendar year, were derived from the following facilities:

FACILITY	January 2018 Receipts	January 2017 Receipts	YTD 2018 Receipts	YTD 2017 Receipts	January Rebate Fee	YTD Rebate Fee
Adult Softball	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Youth Softball	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Soccer	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Sicard Hollow	\$1,763.99	\$2,978.21	\$1,763.99	\$2,978.21	\$176.40	\$176.40
Cahaba Heights	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wald Park	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other*	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	<u>\$1,763.99</u>	<u>\$2,978.21</u>	<u>\$1,763.99</u>	<u>\$2,978.21</u>	<u>\$176.40</u>	<u>\$176.40</u>

*Includes external Points of Sale (POS) sites and third party vendors

If there are any questions or comments, please contact the undersigned at 205.490.6883 (office), 205.515.4828 (cell) or Trenton@TurnerFoodSystems.com (e-mail).

Sincerely,



Trenton Turner, Jr.

Encls
 as

Liberty Park Concessions, LLC
Athletic Complex at Sicard Hollow (SHAC)
Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
Sales Tax / Commission

Cumulative 2018	RECEIPTS					COMMISSION VHPRD
	Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	TOTAL	
January	\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 1,922.75	\$ 176.40
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 1,922.75	\$ 176.40

Liberty Park Concessions, LLC
Athletic Complex at Sicard Hollow (SHAC)
Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama
Sales Tax / Commission

January 2018		RECEIPTS					COMMISSION VHPRD
		Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	TOTAL	
1	Mon	\$ -	-	-	-	-	\$ -
2	Tue	\$ -	-	-	-	-	\$ -
3	Wed	\$ -	-	-	-	-	\$ -
4	Thur	\$ -	-	-	-	-	\$ -
5	Fri	\$ -	-	-	-	-	\$ -
6	Sat	\$ -	-	-	-	-	\$ -
7	Sun	\$ -	-	-	-	-	\$ -
8	Mon	\$ -	-	-	-	-	\$ -
9	Tue	\$ -	-	-	-	-	\$ -
10	Wed	\$ -	-	-	-	-	\$ -
11	Thur	\$ -	-	-	-	-	\$ -
12	Fri	\$ -	-	-	-	-	\$ -
13	Sat	\$ -	-	-	-	-	\$ -
14	Sun	\$ -	-	-	-	-	\$ -
15	Mon	\$ -	-	-	-	-	\$ -
16	Tue	\$ -	-	-	-	-	\$ -
17	Wed	\$ -	-	-	-	-	\$ -
18	Thur	\$ -	-	-	-	-	\$ -
19	Fri	\$ -	-	-	-	-	\$ -
20	Sat	\$ -	-	-	-	-	\$ -
21	Sun	\$ -	-	-	-	-	\$ -
22	Mon	\$ -	-	-	-	-	\$ -
23	Tue	\$ -	-	-	-	-	\$ -
24	Wed	\$ -	-	-	-	-	\$ -
25	Thur	\$ -	-	-	-	-	\$ -
26	Fri	\$ -	-	-	-	-	\$ -
27	Sat	\$ 1,763.99	52.92	35.28	70.56	1,922.75	\$ 176.40
28	Sun	\$ -	-	-	-	-	\$ -
29	Mon	\$ -	-	-	-	-	\$ -
30	Tue	\$ -	-	-	-	-	\$ -
31	Wed	\$ -	-	-	-	-	\$ -
TOTALS		\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 1,922.75	\$ 176.40

Liberty Park Concessions, LLC

Cumulative

Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama

Sales Tax / Commission

January 2018		RECEIPTS				COMMISSION
		Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	
1	Mon	\$ -	-	-	-	\$ -
2	Tue	\$ -	-	-	-	\$ -
3	Wed	\$ -	-	-	-	\$ -
4	Thur	\$ -	-	-	-	\$ -
5	Fri	\$ -	-	-	-	\$ -
6	Sat	\$ -	-	-	-	\$ -
7	Sun	\$ -	-	-	-	\$ -
8	Mon	\$ -	-	-	-	\$ -
9	Tue	\$ -	-	-	-	\$ -
10	Wed	\$ -	-	-	-	\$ -
11	Thur	\$ -	-	-	-	\$ -
12	Fri	\$ -	-	-	-	\$ -
13	Sat	\$ -	-	-	-	\$ -
14	Sun	\$ -	-	-	-	\$ -
15	Mon	\$ -	-	-	-	\$ -
16	Tue	\$ -	-	-	-	\$ -
17	Wed	\$ -	-	-	-	\$ -
18	Thur	\$ -	-	-	-	\$ -
19	Fri	\$ -	-	-	-	\$ -
20	Sat	\$ -	-	-	-	\$ -
21	Sun	\$ -	-	-	-	\$ -
22	Mon	\$ -	-	-	-	\$ -
23	Tue	\$ -	-	-	-	\$ -
24	Wed	\$ -	-	-	-	\$ -
25	Thur	\$ -	-	-	-	\$ -
26	Fri	\$ -	-	-	-	\$ -
27	Sat	\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 176.40
28	Sun	\$ -	-	-	-	\$ -
29	Mon	\$ -	-	-	-	\$ -
30	Tue	\$ -	-	-	-	\$ -
31	Wed	\$ -	-	-	-	\$ -
TOTALS		\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 176.40
						\$ 1,922.75

Liberty Park Concessions, LLC

Cumulative

Vestavia Hills Parks and Recreation Facilities, Vestavia Hills, Alabama

Sales Tax / Commission

Cumulative 2018	RECEIPTS					COMMISSION VHPRD
	Revenue	City of Vestavia Hills	Jefferson County	State of Alabama	TOTAL	
January	\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 1,922.75	\$ 176.40
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 1,763.99	\$ 52.92	\$ 35.28	\$ 70.56	\$ 1,922.75	\$ 176.40

VHYB Parks and Recreation Report
March 2018

Baseball is in full swing now. We have 1081 players registered for this Spring, of which 1037 are residents.

As I mentioned in the last Parks and Rec Board meeting VHYB authorized the expenditure of 56,325.00 for repair of batting cages and nets due to the snow storm in December as well as some general upkeep of cages. We are due to pay an additional \$15,000.00 in additional repairs bringing the total to a little over \$71,000.00.

The VHYB Board also approved the request made by Vestavia Hills city Counsellor Rusty Weaver and head high school baseball coach Jamie Harris to donate \$15,000.00 to the renovation of the baseball field at Gresham School. In return VHYB will have access to this field after 6:00pm each night and on weekends. This will greatly aid our high school age YMBA teams as well as provide a place to hold clinics.

Our director of coaching, Mick Fieldbinder is doing a great job with Skills and Drills clinics for all age groups 6 and older. We have received a lot of positive feedback from coaches and parents. The clinic he led that VHYB required for every head coach also received high praise from coaches and Board members. He also instructed the coaches in ages 9-12 on pitching, arm strengthening and arm safety. We are striving to build a culture of baseball fundamentals beginning at the earliest age possible. I firmly believe Mick will help us get there.

The first half of our Developmental League for 13 and 14 year olds is nearly complete. It has run smoothly and there has not been one complaint from parents or coaches to date. We paid nine coaches to lead these clinics. Our VP for 13s and 14s reports that the players are loving the experience. It is a really quality product.

Our director of baseball operations, Chad Long is also doing a great job. His work has become essential to the management of our league since we have grown in numbers and are utilizing three different parks at which we play baseball. He has relieved a tremendous workload from the senior leadership of our board which also ensures that concerns by parents are being answered in a more timely manner.

Thank you for your support of VHYB and the 2400+ parents and grandparents of Vestavia who are providing the opportunity for their children and grandchildren to play baseball.

Respectfully submitted,
Bill Morrison
President – VHYB

Boys basketball has transitioned from the regular season to Spring basketball. For the first time ever in the 5th and 6th grade we have competitive YBOA basketball teams that will be participating in local YBOA tournaments from March - May. In addition to these two teams we have 35 5th and 6th graders who are participating in Skills and 3 on 3 sessions on Monday nights for 10 weeks this Spring. The YBOA paid coaches that were highly recommended by Coach Davis are also conducting the Skills and 3 on 3 sessions. Both the YBOA teams and the Skills and 3 on 3 sessions are a great way for our 5th and 6th graders to improve their skills and continue playing basketball in the Spring.

Vestavia Hills Youth Football 2018 Calendar

VHYF is looking forward to another outstanding year in 2018. The 2017 was very successful. All of our teams made the playoffs with last years 5th graders winning a championship. Our tentative schedule for the upcoming season is as follows:

March: prepare for registration (yard signs, banners, fliers, etc)

April: equipment orders, spirit packs, assign duties for registration process

May: registration runs 5/1 through 5/31, confirm head coaches

June: collect registration banners/signs, finalize registration, order game jerseys and coaches shirts

July: set equipment pickup dates, set preseason practice schedule and field assignments
coaches complete USA FB certification, conditioning starts late July or early Aug

Aug: coaches background checks, 1st/2nd weigh in, opening day late Aug

Sept: players fees due

Oct: playoffs (set practice schedule and distribute PO schedule)

Nov: championship day, equipment return from players, collect field equipment

Dec: parent survey, establish 2019 board, post board members.

Please feel free to contact me with any questions

Steve Taylor, MD

205-807-1957

steve.taylor@avsbhm.com

Vestavia Lacrosse Organization

March 2018

We held our 4th Annual Rebel Yell Icebreaker on the 27Jan. This is our fundraiser for our High School Boys & Girls. This year we hosted 15 teams from around the state.

Our registration numbers for the Spring 2018 season is 221 playes,

8U: 1 Boy's team

10U: 3 Boy's teams 1 Girl's team

12U: 2 Boy's teams 1 Girl's team

14U: 2 Boy's teams 1 Girl's team

HS: Boy's Varsity & JV Girl's Varsity & JV

The High School season started on 02Feb. Currently, all our High School teams are undefeated!

The Youth Division's season started on 23Feb and is off to a great start.



VESTAVIA HILLS SOCCER CLUB

*HOME OF THE ATTACK
HOME OF THE STEAMERS*

1973 Merryvale Road
Vestavia Hills, AL 35216
www.vestaviasoccer.com

Tel: 205-978-0182
Fax: 205-824-5018
E-mail: yhsoccer@bellsouth.net

Soccer Club Report for Parks and Recreation Board March 2018

We are just getting into our spring season. Recreational registration is holding at 685 registered players (our target is 700), to go along with another 34 competitive teams for this spring. Everything is running smoothly, and the fields are at an all time best.

Our annual Mayor's Cup in April 14rd

We have a golf tourney on April 19st, anyone who would like to participate- I would love to have you as a VIP.

Let me know if you have any questions or concerns.

**Respectfully submitted by:
Rocky Harmon
Executive Director**

Let's Play Vestavia Report for the Parks and Recreation Board March 2018

Things are holding steady with Let's Play Vestavia. We have hosted some matches of Regional League soccer, as well as some Alabama Soccer Olympic Development sessions, adult Frisbee, and some pick -up soccer.

As mentioned previously, the Birmingham Hammers will not be back for the summer of 2018. No other news to report.

Let me know if you have any questions or comments.

Respectfully submitted,
Rocky Harmon
VestaviaEvents LLC