



**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
JULY 7, 2015
6:00 PM**

- I. Call to Order**
 - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
 - 1. Park Board Minutes - June 9, 2015**
- V. Parks and Recreation Department**
 - 1. Director Report - Month End Report**
 - 2. Mid-Year Budget Amendments - 2015**
 - 3. Fees & Charges - 2016**
 - 4. Budget Objectives & Other Capital Improvements - 2016**
 - 5. Park Division Equipment - 2016**
 - 6. HCC & ODP Membership Report**
 - 7. Month & YTD Financial Report**
- VI. Other Business**
- VII. Adjourn to Executive Session**
- VIII. Adjourn from Regular Session**
- IX. Action Items**
- X. Discussion Items**

Posted on City Hall Bulletin Board this day of

Kim Hubbard, City Clerk

The Board of Aldermen meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (4) minutes. The Board of Aldermen request that concerns be initially addressed at the appropriate action level before coming to the Board of Alderman



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: Park Board Minutes - June 9, 2015

Type of Item: *Approval*

1. Action Item (ID # 1936)

Park Board Minutes - June 9, 2015

Attachments:

June 9, 2015 (PDF)

**HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER**

June 9, 2015

6:00 P.M.

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:00 p.m. by Chairman Brent Caruthers.

MEMBERS PRESENT: Chairman Brent Caruthers, Cathy Faris, Ed Roberts, Dr. Martin Parks, & Clint Miller

ABSENT: David Atkinson, Julie Weedman, Don Allen, & Phil Rogers

OTHER PRESENT: City Administrator Keith Moody, Assistant Parks & Recreation Director Wendy Hershberger, Recreation Coordinator of Member Services Amy Fuller & Systems Administrator Jeremy Smith

PUBLIC PARTICIPATION: Victor Blaine with the Harrisonville Youth Football program requested permission to use the outfields for practices and to also rent the Harrisonville Parks and Recreation Football Fields this season for K-1st grade Flag Football.

Dr. Parks moved to approve the request for rental of the football fields. The motion was seconded by Mr. Miller and approved unanimously by a voice vote of those present, 5-0.

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Brent Caruthers asked for a motion to approve the minutes from the May 12, 2015 regular session. Mr. Roberts moved to approve the minutes of the May 12, 2015 Park Board meeting as written. The motion was seconded by Mr. Miller and approved unanimously by a voice vote of those present, 5-0.

LIGHTNING STRIKE UPDATE:

Referring to the memo Assistant Director Hershberger reported that several areas at the Community Center were impacted by a recent lightning strike. Ms. Hershberger stated that the sauna's control board & wiring, HVAC brain board & other components as well as the building's intercom system & the audio visual equipment in the rental rooms had all sustained damages from the strike.

Assistant Director Hershberger stated that the expenses related to the lightning strike will be submitted to our insurance company for reimbursement less our \$1,000.00 deductible.

Systems Administrator Jeremy Smith explained in detail how our current audio visual system works for the rental rooms and shared with the Park Board information about where technology is currently headed.

Assistant Director Hershberger stated that the damage sustained to the audio visual equipment has greatly impacted our capabilities in the rental rooms.

Assistant Director Hershberger presented two options for repair.

- Option 1: "Lightning Damage Replacement" \$12,945.00 – Estimated cost to replace & repair damaged A/V components to restore them to their former capability levels as originally designed
- Option 2: "Full System Upgrade" \$26,509.50 – Estimated cost to upgrade system to current technological design standards & capabilities

Assistant Director Hershberger stated that staff is seeking Park Board recommendation regarding the two options presented.

Mr. Miller made a motion to approve option 2 “Full Systems Upgrade” to the audio visual equipment in the rental rooms. The motion was seconded by Dr. Parks and approved unanimously by a voice vote of those present, 5-0.

ELECTION OF PARK BOARD OFFICERS:

Mr. Roberts made a motion to re-elect Brent Caruthers as Chairman and Cathy Faris as Vice Chairman. The motion was seconded by Dr. Parks and approved unanimously by a voice vote of those present, 5-0.

DIRECTOR’S REPORT:

Assistant Director Hershberger stated that staff is in full summer mode right now with the opening of the outdoor pool, baseball and softball leagues, along with the summer camp program.

Assistant Director Hershberger stated that we have had a slow start to the summer season at the Outdoor Pool due to the unseasonably cool & wet weather. The pool has been closed a number of days to date, thereby impacting our season pass sales & day pass revenue.

Assistant Director Hershberger stated that planning is underway for the Annual 4th of July celebration in City Park featuring the 2nd Annual Bike Parade, pool activities & games, bounce houses & face painters, as well as extended concessions & food trucks and a gigantic fireworks display over City Lake.

Assistant Director Hershberger shared an update concerning the indoor pool roof leak; the water damage to the insulation will be replaced and the pool roof will be restored to full warranty after repairs are completed. This is scheduled to take place in August of this year.

Assistant Director Hershberger shared information regarding the current Master Plan that was developed in 2007. Ms. Hershberger stated that after reviewing the plan staff has noticed there are some areas that may need some adjustments & updates; however there are also many recommendations that have not been addressed to date due to funding limitations. Ms. Hershberger stated that further discussion from the Park Board regarding the Master Plan is important for the future. Further discussion ensued regarding setting up a potential Park Board Committee to review the Master Plan further.

Assistant Director Hershberger stated that due to 2016 budget calendar that the next Park Board meeting would need to be held one week earlier on July 7th, 2015 in order to obtain Park Board approval on 2015 mid-year adjustments & 2016 budget objectives and fees & charges.

HCC & ODP MEMBERSHIP REPORT:

Assistant Director Hershberger stated that total HCC member count is down by 25 members due to the slower summer season.

Assistant Director Hershberger stated that admission & season pass sales are down this year at the Outdoor Pool as compared to last year due to inclement weather.

MONTH & YTD FINANCIAL REPORT:

Assistant Director Hershberger reported:

HCC FUND:

- HCC Overall Revenue is down as compared to this time last year
 - Part of this revenue reduction is due to the adjustment in the General Fund transfer
 - Membership revenue is also down due in part to several monthly installment members taking advantage of the membership drive special this past December so it is anticipated that some of the revenue losses in membership will be regained this coming December
 - Fitness class revenue is down as compared to this same time last year – Due to more free class offerings for HCC members and less participation in the fee based classes
 - Personal training revenue is down - Due to loss of highly successful trainer who brought clients from out of town to the facility

- Summer Special Personal Training offer is in place for teachers and students & we have 2 additional personal trainers at the facility to continue to increase revenue in this area
- Day pass revenue up as compared from this same time last year
- Rental revenue up as compared from this same time last year
- Swim lesson revenue up as compared from this same time last year
- HCC Overall Expenses are also down as compared to this time last year

PARK FUND:

- Parks Overall Revenue is up as compared to this same time last year
- Parks rental income is up as compared to this time last year
- Parks Overall Expenses are down as compared to this same time last year

OUTDOOR POOL FUND:

- ODP Overall Revenue is down as compared to this same time last year due to inclement weather in which the pool was unable to open for several days at the start of this season
- Expenses down as compared to this same time last year
 - Assistant Director Hershberger stated that due to some unanticipated expenses related to taking over the AquaCats Summer Swim Team program & the loss in revenue to date from inclement weather that there will be a mid-year adjustment presented to the Park Fund for the Outdoor Pool at the next meeting

OTHER BUSINESS: NONE

ADJOURN

A motion to adjourn the meeting of the Park Board was made by Mr. Roberts, seconded by Ms. Faris and approved unanimously by a voice vote of those present, 5-0. The meeting adjourned at 7:26p.m. The next meeting is scheduled for July 7, 2015 at 6:00pm.

Brent Caruthers, Park Board Chairman

ATTEST”

Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 7th day of July, 2015.



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: Director Report - Month End Report

Type of Item: *Report*

1. Discussion Item (ID # 1943)

Director Report - Month End Report

Attachments:

June 2015 Monthly Report (PDF)

Membership Statistics:

- **Total HCC Memberships** = 2,319 (Up by nearly 3% from this time last year, which equates to 61 more new memberships)
- **Total Number of HCC Members** = 4,402 (Down by 1% from this time last year; 52 members)
- **Total Members** for the Community Center increased by 14 members from the month of May.
- **Total ODP Memberships** = 149 (Remains down by 29 memberships from this time last year due to the inclement weather experienced at the beginning of this season)
- **Total Number of ODP Members** = 605 (Down by 82 members from this time last year again due to the very slow start to the summer season caused by inclement weather)
- **Total Monthly Visits (HCC)** = 8,659
- **Most Popular Day (HCC)** = Monday, June 1st (455 Visits)
- **Total Monthly Visits (ODP)** = 6,728
- **Most Popular Day (ODP)** = Thursday, June 25th (558 Visits)

June Financials (Figures are year-to-date):

- **Community Center Overall Revenue down** by \$282,742.83, 39.82% from this time last year
 - Again due in large part to the loss of the general fund transfer in, which totaled \$236,969.00 at this time last year, but is also due to less revenue in annual memberships, fitness classes, misc. rec programs & personal training ytd. as detailed below
- **Community Center Overall Expenses also down** by \$85,578.67, 13.40% from this time last year
 - Also due in large part to the reduction in the admin. fee, which totals \$47,670.00 less in expenses than at this time last year, but is also due to less expenses to date in the bond interest expense for the Community Center & less expenses in utilities over last year that were higher due to the indoor pool leak
- **Cost Recovery for Community Center ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 79.71%
 - **Daily Passes** = \$34,163.27 (Up \$2,786.27, 8.8% from 2014)
 - **Special Events** = \$2,725 (Up \$995.00, 57.51% from 2014)
 - **Coed Volleyball** = \$3,825.00 (Up \$500.00, 15.04% from 2014)
 - **Swim Lessons** = \$6,397.92 (Up \$296.51, 4.86% from 2014)
 - **Annual Membership** revenue is down by \$17,748.33, 5.95% from this time last year.
 - As stated previously we anticipate collecting a significant portion of this loss in December during our annual membership drive promotion. Our revenue ytd. still remains higher however than at this time in 2012 & 2013.

June
2015

Monthly Report – Harrisonville Parks & Recreation

- **Fitness Classes Revenue** = \$10,800.62 (Down by \$4,939.38, 31.38% from 2014) again most likely due to the addition of free class offerings for HCC members
- **Misc. Rec. Programs** = \$34,831.94 (Down by \$3,676.68, 9.55% from 2014) most likely due to the change in our accrual process for Youth Basketball over the prior yr. as previously discussed, but also due to less participation in some rec. programs, including Summer Camp
- **Activation Fee** = \$6,340.00 (Down by \$1,580.00, 19.95% from 2014) due to a reduction in new memberships as compared to this time last year
- **Miscellaneous Revenue** = \$1,265.92 (Down by \$3,162.80, 71.42% from 2014) due to lower collection of NSF (overdraft) fees charged ytd & the timing of revenue collection for Youth Basketball sponsorships as compared to last year
- **Personal Training** revenue continues to be down by \$15,618.00, 76.95% as compared to this time last year
 - As previously discussed this is due to the loss of a highly successful personal trainer at the beginning of this year who had been bringing out of town clients to the facility
 - We do however continue to have more revenue in this account ytd. than before that trainer came to the facility in 2012
- **ODP Overall Revenue down** by \$3,823.39, 5.35% from this time last year
 - This is again due to the inclement weather at the start of the summer season as well as a reduction in the general fund transfer in of \$11,547.48 as compared to this time last year
- **ODP Expenses are also down** by \$7,804.32, 11.54% from this time last year due to the reduction of the admin. fee & reduced staffing costs ytd.
- **Cost Recovery for ODP ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 107.03%
- **Parks Overall Revenue down slightly** by \$1,805.13, less than 1% from this time last year due to the reduction of the general fund transfer
- **Parks Expenses also down** by \$1,652.98, less than 1% from this time last year
- **Cost Recovery for Parks ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 64.68%
 - **Parks Real Estate Taxes** = \$60,023.77 (Up \$4,917.18, 8.92% from 2014)
 - **Parks Personal Property Tax** = \$20,970.34 (Up \$6,839.99, 48.41% from 2014)
 - **Parks Rental Income** = \$7,365.11 (Up \$1,281.14, 21.06% from 2014)
 - **Concessions Ball Field Taxable** = \$6,301.23 (Up \$1,304.29, 26.10% from 2014)
 - **Parks Misc. Rec Programs** = \$34,942.00 (Up \$537.96, 1.56% from 2014)

Monthly Report – Harrisonville Parks & Recreation

June
2015

- **Parks Misc. Income** = \$6,407.09 (Down \$2,458.78, 27.73%) due to continued collection of revenue from Youth Baseball/Softball sponsors & 4th of July sponsors
- **Parks Personnel Services up** by \$15,613.15, 11.70% from 2014 again due to budgeted differences in the salary splits for this year as well as rate increases for full-time Parks staff members
- **Parks Contractual Services up** by \$3,449.79, 10.70% from 2014 due to the timing of payments for some 4th of July contractual services compared to last year as well as increased costs for portable toilets in the parks for the season and for special events to accommodate demand
- **Parks Other Charges down** by \$46,877.80, 79.86% from 2014, again due to the reduction in the admin. fee this year

Business & Marketing

The following efforts were made in the areas of business and marketing:

- Created flyers for Tiny Tikes Basketball, Fall Youth Baseball & Softball (including updating the Sponsorship Forms & Coaching Application) & for the upcoming Summer Coed & Men's Softball Tournaments
- Updated lobby power point to include info. about Tiny Tikes Basketball, Fall Youth Baseball & Softball & Summer Adult Softball Tournaments
- Created high-quality July 2015 electronic newsletter that is also available in print version at the HCC front desk
- Promoted upcoming programs and activities through the City's Harrisonville Happenings newsletter & the internal employee newsletter
- Continued to share info. about programs with our community partners, including the Harrisonville Public Library, Chamber of Commerce and the Harrisonville Public Schools
- Continued to utilize Facebook on a daily basis (**currently have 1,750 followers with continual growth and interaction on the page daily!**) & Twitter to inform our community about our programs and activities

Fitness

Staff continued accepting registrations for our Summer Student/Teacher Personal Training Special. Additional items to report:

- Personal Training Revenue: \$985.00
- Group Fitness Revenue for Spring Session II (5/18/15-6/28/15) : \$2,262.30
- Total # of Group Fitness classes: 19
- Total # of Group Fitness Registrants: 206
- Youth Fitness Orientations Completed: 2
- Complimentary Fitness Orientations Completed: 6

Parks

Staff spent time cleaning up from damage cause by storms including removing two trees near Shelter 2 that were damaged by a lightning strike and high winds. In addition staff also spent time:

June
2015

Monthly Report – Harrisonville Parks & Recreation

- Taking down a dead tree by the basketball courts in City Park
- Grading the new trail area
- Mowing and trimming as needed in preparation for the 4th of July celebration in City Park

Community Center & Outdoor Pool Maintenance

Staff spent time installing a new swimsuit dryer in the men's locker room & a new water fountain upstairs. Staff also spent time:

- Continuing to work on HVAC system repairs related to the lightning strike
- Making repairs to the indoor pool boiler, chemical lines & chemtrol unit
- Repairing the hot tub chlorine pump
- Replacing the chlorine pump at the Outdoor Pool
- Repairing a broken umbrella and concrete cracks on the floor of the Outdoor Pool
- Backwashing of filters at both the indoor & outdoor pools
- Working with Porter Roofing on repairs to the roof above the Social Hall
- Replacing gym goal rim & installing 4 sets of back board pads in the gym
- Working with Protection One on repairs to the DVR for our security camera system
- Mowing, spraying weeds and removing downed limbs at HCC
- Working on a community service program with Cass County to have some additional volunteers on site to assist with general facility maintenance throughout the summer

Recreation

Staff spent time preparing for the 4th of July Celebrations in City Park & running the After Summer School Camp & Summer Camp programs here at HCC. Other items to report:

- Spring/Summer Youth Baseball/Softball season is coming to a close
 - End of Season Party will be held at the Outdoor Pool on Sun., July 12th
- Registration is open for our very first season of Fall Youth Baseball/Softball for Grades 3rd – 8th!
 - Registration open through Mon., Aug. 3rd
 - Practices will start the week of Aug. 10th with games starting the week of Sept. 7th
- Spring Adult Softball & Sand Volleyball Leagues are nearly finished
- Summer Adult Leagues will be starting the week of July 6th
 - Men's Softball – 8 teams currently registered
 - Coed Softball – 4 teams currently registered
 - Men's Basketball – 5 teams currently registered
 - Coed Sand Volleyball – 6 teams currently registered
- Registration open for a Summer Men's Softball Tournament to be held on Sat., Aug. 8th & a Summer Coed Softball Tournament to be held on Sat., Aug. 29th
- Registration open for Tiny Tikes Basketball program that will run from July 30th – Sept. 3rd

Monthly Report – Harrisonville Parks & Recreation**June
2015**

- Held 2nd Free Summer Movie in the Park on Fri., June 19th showing The Book of Life

Aquatics

Staff spent time attending and staffing three AquaCats Swim Meets this month. Staff also spent time ordering spirit wear and additional swimsuits for the AquaCats program. In addition staff spent time:

- Preparing for the 4th of July celebration and extended hours at the Outdoor Pool, including preparing a variety of games and activities
- Scheduling, organizing & teaching swim lessons when needed with over 50 participants in the month of June
- Chemical orders and monitoring at both pools
- Training Outdoor Pool managers on chemtrol computers and small pumps
- Making minor repairs at the indoor and outdoor pool facilities

Membership

Staff spent time training and working with staff at the ODP front desk and assisting with the 4th of July celebration preparations. Other items to report:

- Ran June Membership Installment Billings – total billed amount \$29,939.39
- Renewed June monthly installment memberships: 51 total
- Received June's SilverSneakers Fitness Membership Payment: \$2,730.50
- Invoiced Corporate Accounts (CITY, CASGV,HSD, CRMC & QuikTrip) for Monthly Memberships: \$6,867.89
- Invoiced June "Group Visits" - Organizations (Aaron's House, Grand River Residential, Heritage Residential, SERC): \$255.00
- Completed Building Rentals at HCC & All Parks Facilities, amount collected: \$6,112.50



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: Mid-Year Budget Amendments - 2015

Type of Item: *Approval*

2. Action Item (ID # 1937)

Mid-Year Budget Amendments - 2015

Attachments:

Park Board Memo for 2015 Mid-Year Budget Adjustments (PDF)

Budget Mid-Year HPR - 2015 (PDF)

MEMO

TO: Park Board
 CC: Mayor Hasek, Keith Moody
 FROM: Chris Deal, Parks & Recreation Director
 Wendy Hershberger, Assistant Director
 DATE: July 2, 2015
 RE: Mid-Year Budget – 2015

As the Park Board is aware, each year staff prepares a mid-year budget adjustment based on our actual revenue and expenses year to date. From there we use past history for the remaining months to make a year-end projection.

Please see attached the 2015 mid-year budget adjustments for the Parks & Recreation Department. You will note that an explanation and description is given for any change listed on the mid-year budget sheet.

The following is a brief summary of the 2015 mid-year adjustment for each fund:

- Park Fund 11 has an increase in both revenue and expense, but the net outcome is zero, as the revenue change equals the expense change. The main increase is due to the addition of a Fall Youth Baseball/Softball league for Grades 3rd-8th. As with all programs, if there is less revenue than anticipated from this new program, expenses will be reduced. See the full explanations on the mid-year adjustment sheet.
- Aquatic Center Fund 13 (ODP) has an increase in both revenue and expenses with a net loss. The swimming pool use fee and season pass revenue have been reduced because of the unseasonably cold and rainy start to the season and continued rainy days year to date. We were able to reduce lifeguard staffing some, but whether there are 15 or 50 people in the pool, we have to have guards stationed at our features and different locations by the pool in order to ensure everyone's safety. Expenses have also gone beyond the budget because of necessary maintenance & repairs, increases in supplies, uniforms and equipment due to expenses associated with the first year of operating the AquaCats Summer Swim Team and some on concessions due to rising prices on some key products. The net loss for the Aquatic Center is <\$36,640.00>.
- Community Center Fund 15 has a decrease in revenue and expense, but the net outcome is zero, as the revenue change equals the expense change. In brief summary, after an in depth review of the midyear budget, the net change was a higher negative than anticipated. Because of this, staff is recommending two main adjustments. First, eliminating the parking lot repaving project, budgeted at \$35,000. In the 2016 budget, staff will include a much lower funding amount for in house maintenance of the parking lot. And second, not proceeding with the upgraded audio visual equipment in the rental

rooms to save that additional \$13,000 expense. As listed in the mid-year budget document we would recommend proceeding only with restoring the equipment to its original operating function that would be fully covered under our insurance claim. The reason for these recommended adjustments is due to the low level of the Community Center Fund Balance, which has to cover any operational expenses above revenue until additional funding sources can be identified.

The main changes in revenue for the Community Center Fund are lower than budgeted revenue in miscellaneous programs, fitness classes and the loss of our highest grossing personal trainer. All of these areas also reflect a reduction in expenses in the mid-year document. There was also a substantial amount of revenue added for the anticipated insurance reimbursement from the lightning strike claim, which will offset the expenses from this occurrence as outlined in the document.

With regards to expenses, there were several corrections made based on YTD and history. There were two necessary adjustments made to the part-time salary categories. The first is for the Front Desk part-time salaries account where the budgeted hours for 2015 did not include the full amount of hours needed to cover the tot watch program. The budgeted amount in this account was discovered therefore to be below the prior 3 year average and in need of adjustment at mid-year. The second part-time salary increase is in under Aquatics. Last year we eliminated the Aquatics Assistant part-time position when we hired a full-time Aquatics Supervisor. The Aquatics Assistant position had been necessary prior to that time as the Aquatics Supervisor also had the full-time responsibilities of a Recreation Coordinator over all leagues and youth sports. During that time, the Aquatics Assistant position had been assigned several responsibilities by the Aquatics Supervisor/Recreation Coordinator, which included, swim team conditioning, swim lessons and training of swim lesson instructors. Therefore, when this position was eliminated in the budget, the additional hours to take care of these responsibilities were also removed. This situation was brought to our attention by our current Aquatics Supervisor during the mid-year budget review. Therefore, the increase in hours in the Aquatics part-time salaries is to add back in hours for lifeguards to cover these responsibilities previously handled by the Aquatics Assistant.

Continuing with other expenses, a major adjustment was also made to the Other Contractual Services account due to the loss of our highest grossing personal trainer and reduced participation in some of our fitness classes. There is also a decrease in Recreation Supplies due to less participation in some program areas. As stated above regarding the lightning strike, the other contractual services accounts for both Aquatics & Buildings & Grounds has increased because of these expenses, which is offset by anticipated revenue from the insurance claim. And finally, as also mentioned above, the expense for the Parking Lot repaving project has been removed at mid-year.

Staff will answer any questions and requests Park Board approval of the 2015 mid-year budget adjustments.

Mid-year Budget Adjustments 2015					
PARKS FUND 11					
Account #	Account Name	Change & Description	Budgeted	Increase/Decrease	Adjusted Total of Account
11-5418	Misc. Rec Programs	Increase due to addition of Fall Youth Baseball/Softball for Grades 3rd-8th & Summer Adult Softball Tournaments	\$ 44,825.00	\$ 5,000.00	\$ 49,825.00
		Net Change - Revenues	\$ 44,825.00	\$ 5,000.00	\$ 49,825.00
11-6-1125-0102	Salary Part-time	Increase due to addition of Fall Youth Baseball/Softball for Grades 3rd-8th (Additional Part-time Parks Staff for Field Maintenance & Concessions)	\$ 26,350.00	\$ 786.00	\$ 27,136.00
11-6-1125-0216	Other Contractual Services	Increase due to addition of Fall Youth Baseball/Softball for Grades 3rd-8th (Additional Umpires for Games) & Increase in Team Sideline Recreational Software Expenses above budget	\$ 35,460.00	\$ 1,714.00	\$ 37,174.00
11-6-1125-0310	Supplies	Increase due to addition of Fall Youth Baseball/Softball for Grades 3rd-8th	\$ 25,165.00	\$ 2,000.00	\$ 27,165.00
11-6-1125-0320	Concession Supplies	Increase due to additional Fall Youth Baseball/Softball games & increased pricing on key products	\$ 4,655.00	\$ 500.00	\$ 5,155.00
		Net Change - Expenses	\$ 91,630.00	\$ 5,000.00	\$ 96,630.00
		Bottom Line Mid-Year Adjustment		\$ -	

Mid-year Budget Adjustments 2015					
ODP FUND 13					
Account #	Account Name	Change & Description	Budgeted	Increase/Decrease	Adjusted Total of Account
13-5333	Swimming Pool Use Fee	Decrease due to unseasonably cold & rainy start to season	\$ 79,090.00	\$ (17,390.00)	\$ 61,700.00
13-5336	Pool Season Passes	Decrease due to unseasonably cold & rainy start to season	\$ 30,800.00	\$ (9,000.00)	\$ 21,800.00
13-5510	Taxable Misc. (Concessions)	Decrease due to unseasonably cold & rainy start to season	\$ 30,000.00	\$ (4,500.00)	\$ 25,500.00
		Net Change - Revenues	\$ 139,890.00	\$ (30,890.00)	\$ 109,000.00
13-6-1124-0102	Salary Part-time	Decrease due to unseasonably cold & rainy start to season	\$ 64,540.00	\$ (5,000.00)	\$ 59,540.00
13-6-1124-0103	Salary Overtime	Increase to cover expenses incurred ytd.	\$ -	\$ 100.00	\$ 100.00
13-6-1124-0210	Maintenance & Repair	Increase due to unanticipated concrete & plumbing repairs at the ODP & repairs to the ODP pump system	\$ 2,050.00	\$ 3,000.00	\$ 5,050.00
13-6-1124-0216	Other Contractual Service	Decrease due to lower contracted payment rate for AquaCats Swim Team Coaches	\$ 7,150.00	\$ (1,000.00)	\$ 6,150.00
13-6-1124-0303	Chemicals	Increase to align with ytd expenses & 3 yr. avg.	\$ 8,105.00	\$ 1,000.00	\$ 9,105.00
13-6-1124-0304	Uniforms	Increase due to unbudgeted purchase of AquaCats swimsuits & spirit wear ordered by program participants (offset by revenue in acct. #13-5510)	\$ 1,980.00	\$ 2,800.00	\$ 4,780.00
13-6-1124-0307	Equipment Maintenance	Increase due to necessary repairs to ODP to start the 2015 summer season	\$ 1,200.00	\$ 300.00	\$ 1,500.00
13-6-1124-0310	Supplies	Increase due to unbudgeted & unanticipated expenses related to AquaCats Summer Swim Team including software upgrade for Meet Manager & Team Manager (\$300), Swim League Dues (\$75), Swimmer Time Cards & Ribbons for Meets (\$350), Sponsorship Banner (\$84) as well as the purchase of a new card scanner (\$280) & replacement of a broken umbrella (\$570)	\$ 3,150.00	\$ 1,800.00	\$ 4,950.00
13-6-1124-0320	Concession Supplies	Increase to align with ytd expenses & 3 yr. avg.	\$ 10,080.00	\$ 1,500.00	\$ 11,580.00
13-6-1124-0504	Machinery & Equipment	Increase for unbudgeted purchase of laptop for AquaCats Summer Swim Team	\$ -	\$ 1,250.00	\$ 1,250.00
		Net Change - Expenses	\$ 98,255.00	\$ 5,750.00	\$ 104,005.00
		Bottom Line Mid-Year Adjustment		\$ (36,640.00)	

Mid-year Budget Adjustments 2015					
HCC FUND 15					
Account #	Account Name	Change & Description	Budgeted	Increase/Decrease	Adjusted Total of Account
15-5350	Day Passes	Increase due to currently tracking above budget likely due to the day pass rate increase	\$ 62,000.00	\$ 5,000.00	\$ 67,000.00
15-5417	5-on-5 Basketball	Increase due to continued popularity & interest in the program - additional sessions added over prior yr.	\$ 3,600.00	\$ 1,100.00	\$ 4,700.00
15-5418	Misc. Rec. Programs	Decrease to align with ytd. revenue & 3 yr. avg. - higher than actual budgeting on Summer Camp & Before/After School Programs; additionally some programs that were budgeted have not been successful - Kid's Night Out (\$400) & Home School PE (\$300) & Winter Week was unintentionally double budgeted (\$550)	\$ 104,000.00	\$ (9,500.00)	\$ 94,500.00
15-5419	Dodgeball	Decrease as the program has been continually offered without any interest this year	\$ 1,800.00	\$ (1,200.00)	\$ 600.00
15-5420	Women's Volleyball	Decrease due to reduced interest in the program this year - budget adjustment is closer in line with previous 2 year's participation levels	\$ 4,200.00	\$ (1,400.00)	\$ 2,800.00
15-5421	Fitness Classes	Decrease due to less participation in fee based fitness classes as more free classes were added to the schedule for HCC members	\$ 32,430.00	\$ (5,430.00)	\$ 27,000.00
15-5422	Water Aerobics	Decrease due to less participation in fee based water aerobics classes as more members take the free Basic Water Aerobics course	\$ 2,700.00	\$ (700.00)	\$ 2,000.00
15-5426	Swim Team	Decrease due to reduction in swim team conditioning participation - More in line with prior yr. & 3 yr. avg.	\$ 4,500.00	\$ (1,000.00)	\$ 3,500.00
15-5510	Miscellaneous	Insurance Reimbursement Anticipated from Lightning Strike Claim (\$685 for sauna wiring repair; \$13,000 for A/V equipment repairs & \$10,000 for HVAC repairs)	\$ 7,200.00	\$ 23,685.00	\$ 30,885.00
15-5521	Personal Training	Decrease due to loss of highest grossing personal trainer Gloria Davis at the beginning of 2015	\$ 60,000.00	\$ (50,000.00)	\$ 10,000.00
		Net Change - Revenues	\$ 282,430.00	\$ (39,445.00)	\$ 242,985.00
15-6-0103-0205	Postage	Decrease to align with ytd & 3 yr. avg.	\$ 500.00	\$ (300.00)	\$ 200.00
15-6-0103-0102	Salary Part-time	Increase to align with ytd & 3 yr. avg.	\$ 55,485.00	\$ 6,000.00	\$ 61,485.00
15-6-0103-0211	Equipment Maintenance	Decrease to offset increases in other accounts & based on ytd. & prior year actual	\$ 3,760.00	\$ (800.00)	\$ 2,960.00
15-6-0103-0216	Other Contractual Services	Increase due to higher than budgeted cable/internet bill at HCC through Fidelity & increases in cost per copy expenses	\$ 14,810.00	\$ 1,500.00	\$ 16,310.00
15-6-0103-0218	Credit Card Processing Fees	Increase due to correction based on ytd. & prior 2 yr. avg. (Increased usage from members & guests of credit card processing for program and activity registrations)	\$ 9,000.00	\$ 1,000.00	\$ 10,000.00
15-6-1124-0102	Salary Part-time	Increase to cover additional hours of lifeguarding coverage & swim team conditioning instruction needed due to lack of Aquatics Assistant position & also to cover additional participation in swim lessons & training for swim lesson instructors - closer to 3 yr. avg.	\$ 51,100.00	\$ 5,000.00	\$ 56,100.00

HCC FUND 15					
Account #	Account Name	Change & Description	Budgeted	Increase/Decrease	Adjusted Total of Account
15-6-1124-0216	Other Contractual Service	Increase due to unanticipated replacement of the hot tub heater, repairs to sauna wiring damaged during the lightning strike (\$685 - anticipate receiving this money back through our insurance provider as noted in misc. revenue account above) & replacement of the family changing room door handle	\$ 3,250.00	\$ 1,200.00	\$ 4,450.00
15-6-1124-0303	Chemicals	Increase due to additional cost for chemicals to maintain the appropriate chemistry for the pool as outlined in a memo to the Park Board on 4.9.15	\$ 3,290.00	\$ 2,300.00	\$ 5,590.00
15-6-1126-0216	Other Contractual Service	Decrease due to loss of highest grossing personal trainer at the beginning of 2015 as well as reduced participation in our fee based group fitness classes	\$ 66,220.00	\$ (42,000.00)	\$ 24,220.00
15-6-1126-0310	Supplies	Decrease due to reduced participation in some of our rec programs	\$ 15,095.00	\$ (3,000.00)	\$ 12,095.00
15-6-1126-0709	Rec Volleyball	Decrease due to less participation in women's volleyball ytd.	\$ 4,000.00	\$ (500.00)	\$ 3,500.00
15-6-1126-0711	Competitive Volleyball	Decrease due to less participation in comp. volleyball ytd. & closer in line with 3 yr. avg.	\$ 1,150.00	\$ (250.00)	\$ 900.00
15-6-1126-0717	5 on 5 Basketball	Increase due to increased interest and participation in program leading to additional cost in contractual officials (offset by additional \$1,100 in anticipated revenue)	\$ 7,675.00	\$ 725.00	\$ 8,400.00
15-6-1126-0718	Misc. Rec. Programs	Decrease based on ytd. expenses & to offset other budget increases	\$ 5,000.00	\$ (1,300.00)	\$ 3,700.00
15-6-1119-0211	Equipment Maintenance	Decrease to offset increases in other contractual services acct.	\$ 6,000.00	\$ (1,500.00)	\$ 4,500.00
15-6-1119-0216	Other Contractual Service	Increase due to additional unanticipated repairs ytd. (including replacement of handicapped front door mechanism (\$2,191), repairs to damaged network lines in Social Hall (\$989.74), replacement of HCC generator batteries (\$375), repairs to ice machine (\$573) & other misc. unanticipated facility repairs) as well as additional HVAC repairs outside of quarterly ytd. & repairs to A/V equipment \$13,000 & HVAC \$10,000 damaged during the lightning strike (anticipate receiving this money back through our insurance provider as noted in misc. revenue account above)	\$ 36,125.00	\$ 29,000.00	\$ 65,125.00
15-6-1119-0303	Chemicals	Decrease to closer to ytd. & prior yr. expenses	\$ 2,900.00	\$ (1,700.00)	\$ 1,200.00
15-6-1119-0305	Safety Equipment	Increase to cover expenses incurred ytd. in this acct.	\$ 250.00	\$ 85.00	\$ 335.00
15-6-1119-0504	Machinery & Equipment	Increase to cover expenses incurred ytd. in this acct. (Camera Equipment charge per Jeremy Smith)	\$ -	\$ 95.00	\$ 95.00
15-6-0990-2013	HCC Parking Lot	Decrease to delay repaving of HCC Parking Lot	\$ 35,000.00	\$ (35,000.00)	\$ -
		Net Change - Expenses	\$ 320,610.00	\$ (39,445.00)	\$ 281,165.00
		Bottom Line Mid-Year Adjustment		\$ -	



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: Fees & Charges - 2016

Type of Item: *Approval*

3. Action Item (ID # 1938)

Fees & Charges - 2016

Attachments:

Park Board Memo for 2016 Fees & Charges (PDF)

MEMO

TO: Park Board

CC: Mayor Hasek, Keith Moody

FROM: Chris Deal, Parks & Recreation Director
Wendy Hershberger, Assistant Director

DATE: July 2, 2015

RE: Parks and Recreation Fees for 2016

With all of our fees being reviewed this past year and adjustments made accordingly in 2015, there will only be one fee adjustment recommended for 2016, which is the AquaCats Summer Swim Team fee. As the Park Board will recall, the Parks & Recreation Department is in a transition year with the AquaCats organization, moving towards total operations of this program in 2016. Staff has learned a lot about the organization during this transitional year, including the total costs associated with operating the program. Currently the fee being charged is below the market for this type of program and the revenue is not covering expenses.

Staff is completing its research of other swim team fees in the area in order to bring that information forward to the Park Board. There will be a full report and fee recommendation at the Park Board meeting and staff will request approval at that time.



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: Budget Objectives & Other Capital Improvements - 2016

Type of Item: *Approval*

4. Action Item (ID # 1939)

Budget Objectives & Other Capital Improvements - 2016

Attachments:

MEMO on 2016 Objectives - Park Board (PDF)

2016 Parks & Rec Objectives - Trail Only (PDF)

MEMO

TO: Park Board

CC: Mayor Hasek, Keith Moody

FROM: Chris Deal, Parks & Recreation Director

DATE: July 6, 2015

RE: 2016 Parks & Recreation Budget Objectives

Included in the packet is one of our two budget objectives for 2016. The first objective is proposing an extension of our linear trail system, connecting the existing sidewalk where it ends on Jefferson Parkway to North Park and then going through the Park to the Community Center. As the Board is aware there is no sidewalk on Jefferson Parkway and no other means of pedestrian or bicycle travel to the Community Center. For this reason staff feels this is a priority project to come out of the Parkland Dedication funds as a partial fulfillment of the Parks Comprehensive Master Plan.

The second budget objective is not included in the packet because staff is waiting on the Finance Department for a final Fund Balance figure for the Community Center. We will have this information at the Park Board meeting. It is important to have the exact figure on the Fund Balance because the second objective is about working on a community support referendum for a vote to maintain the Park Sales tax at ½ percent in order to sustain Parks & Recreation facilities and services at their current levels.

Objectives: **PARKS & RECREATION**

1. **To expand the linear trail system by making a connection from the end point of the Jefferson Parkway sidewalk going east to North Park. Continue linear connection by constructing a trail through North Park to the Community Center. A combination of cement, aglime and asphalt will be used in different locations in order to complete the linear trail connection.**

Justification:

As a part of the Bicycle and Pedestrian Master Plan and the Comprehensive Parks & Recreation Master Plan, linear trail development is listed as a priority for future development. In addition, in the recent Citizen Direction Finder Survey, trail development was listed as a top priority by citizens and recommended to receive the most emphasis over the next two years.

Currently, the sidewalk stops after approximately 1,000 feet on Jefferson Parkway and there no sidewalks or trails that lead on to the Community Center. Those wishing to bike, jog or walk to the Community Center are therefore forced to travel via the very narrow roadway. The Community Center is a destination location for many citizens in our community and travel is currently unsafe outside of a vehicle. The Bicycle and Pedestrian Master Plan prioritizes “projects that would help to alleviate existing safety hazards in areas that are currently used by pedestrians and bicyclists.”

Staff has contacted the two property owners where a trail easement would need to be established. Both property owners, John Southard and Laurence Smith Sr. have agreed to donate their land for this easement. Thus, the main cost would be in obtaining an official survey for the easement and the construction of the trail. This is the same process that was used in the development of the trail off of Thunderbird which connects to the School District property and ultimately City Park. The majority of this project would be constructed in house by Parks staff in order to mitigate costs. The Park Board has approved this project.

Cost Estimate: \$50,000.00
Account #11-6-0990-4215

Completion Date: November 15, 2016

Responsible Party: Parks and Recreation Director

Submitted By: Parks and Recreation Director and the Park Board



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: Park Division Equipment - 2016

Type of Item: *Approval*

5. Action Item (ID # 1940)

Park Division Equipment - 2016

Attachments:

Park Board Memo for 2016 Parks Division Equipment Replacement (PDF)

MEMO

TO: Park Board

FROM: Chris Deal

CC: Mayor Hasek, Keith Moody

DATE: July 2, 2015

RE: Parks Division Equipment Replacement - 2016

As the Park Board will recall, there is an equipment replacement schedule that is followed each year for the City of Harrisonville, which includes the Parks & Recreation Department. For 2016 the only piece of equipment recommended to be replaced for Parks is the 1992 John Deere 855 4x4 tractor with a mid-mount finish mowing deck (72"). This tractor/mower is ready to be replaced as it does the largest amount of work on our ball fields, both in dragging the fields and mowing. The cost to be entered into the 2016 budget will be approximately \$22,000.00. The 1992 tractor will be sold after the new mower is purchased.

On another note, there was a 2002 Dodge truck scheduled to be replaced this year with an Electric Department Truck; however staff decided the truck we have should remain usable for another year or two, so this equipment is not listed in this year's replacement schedule.

Staff recommends Park Board approval of the equipment replacement for 2016.



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: HCC & ODP Membership Report

Type of Item: *Report*

6. Discussion Item (ID # 1941)

HCC & ODP Membership Report

Attachments:

Membership Statistics - Chart(PDF)

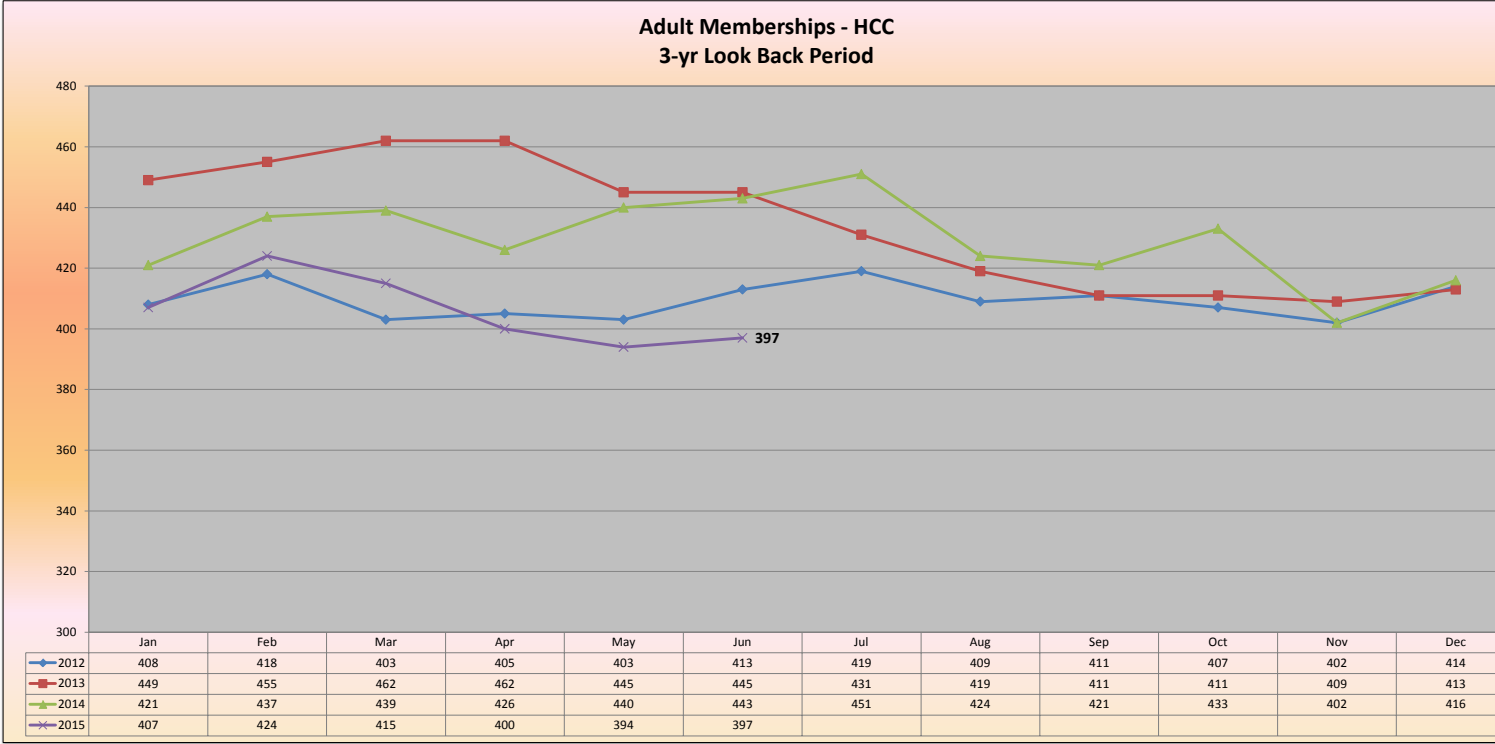
HCC Membership Statistics - Graphs(PDF)

ODP Membership Statistics - Graphs (PDF)

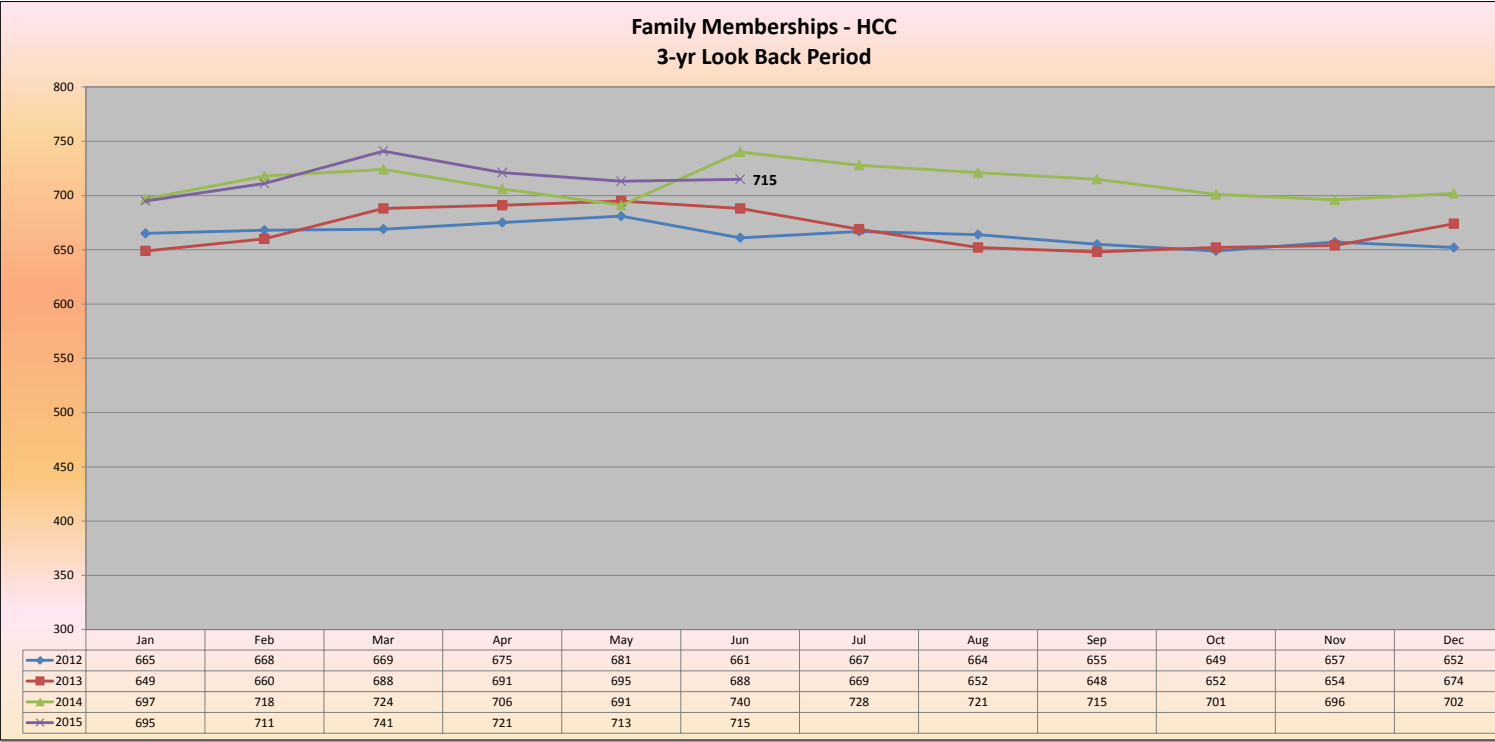
HPR Membership Tracking
 3-Year Period
 Park Board Meeting: July 7, 2015

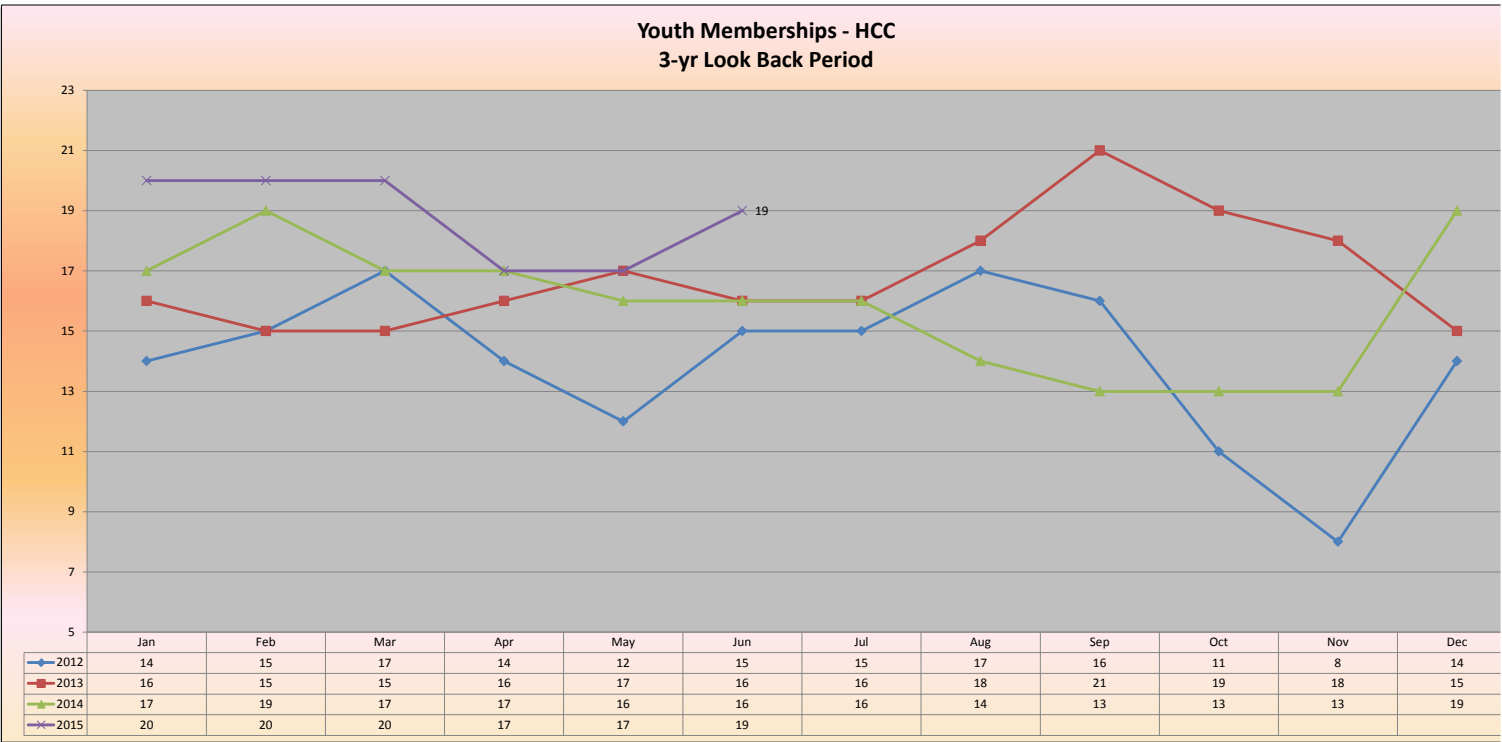
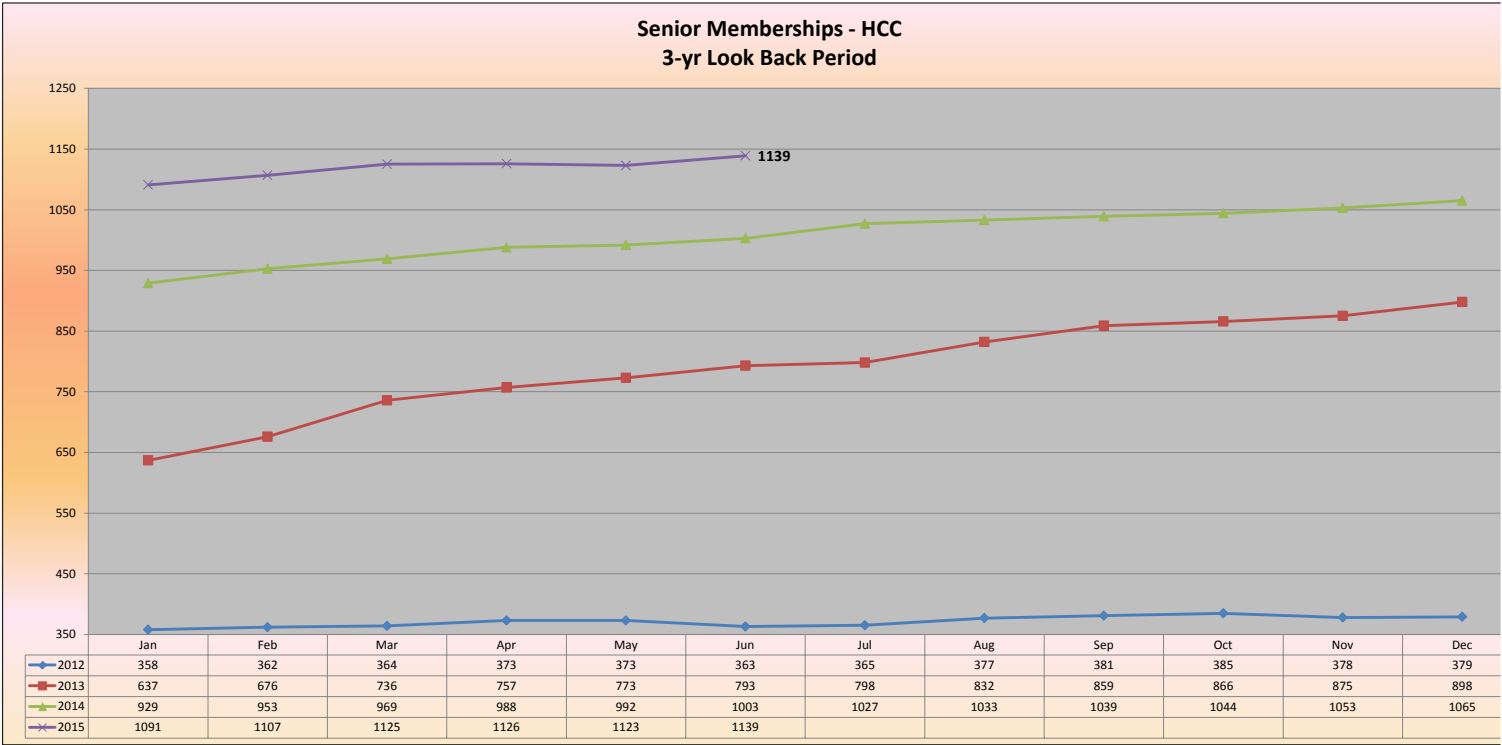
Month/Year	Values																
	Adult	Adult-90	Adult-ODP	Family	Fam-ODP	Youth	Youth-90	Yth - ODP	Senior	Sen-90	Sen Cpl	Sneakers	Sen-ODP	PLUS1	10Punch	HCC Mem	ODP Mem
Jan																	
2013	402	47	0	649	0	14	2	0	230	3	112	292	0	43	0	3622	0
2014	380	41	0	697	0	15	2	0	222	5	110	592	0	55	0	4251	0
2015	381	26	0	695	0	19	1	0	213	1	115	762	0	57	0	4345	0
% Difference/yr	0.26%	-36.59%	0.00%	-0.29%	0.00%	26.67%	-50.00%	0.00%	-4.05%	-80.00%	4.55%	28.72%	0.00%	3.64%	0.00%	2.21%	0.00%
Feb																	
2013	402	53	0	660	0	13	2	0	220	4	114	338	0	57	0	3837	0
2014	390	47	0	718	0	15	4	0	223	4	114	612	0	64	0	4400	0
2015	387	37	0	711	0	18	2	0	207	2	113	785	0	52	0	4412	0
% Difference/yr	-0.77%	-21.28%	0.00%	-0.97%	0.00%	20.00%	-50.00%	0.00%	-7.17%	-50.00%	-0.88%	28.27%	0.00%	-18.75%	0.00%	0.27%	0.00%
Mar																	
2013	412	50	0	688	0	14	1	0	219	3	118	396	0	56	0	3987	0
2014	396	43	0	724	0	14	3	0	223	4	114	628	0	60	0	4429	0
2015	377	38	0	741	0	19	1	0	201	4	119	801	0	53	0	4508	0
% Difference/yr	-4.80%	-11.63%	0.00%	2.35%	0.00%	35.71%	-66.67%	0.00%	-9.87%	0.00%	4.39%	27.55%	0.00%	-11.67%	0.00%	1.78%	0.00%
Apr																	
2013	423	39	0	691	2	16	0	3	215	2	119	421	0	58	0	4044	12
2014	393	33	0	706	0	14	3	0	227	1	117	643	0	59	0	4376	0
2015	371	29	0	721	0	16	1	0	204	4	114	804	0	47	0	4413	0
% Difference/yr	-5.60%	-12.12%	0.00%	2.12%	0.00%	14.29%	-66.67%	0.00%	-10.13%	300.00%	-2.56%	25.04%	0.00%	-20.34%	0.00%	0.85%	0.00%
May																	
2013	407	38	3	695	46	17	0	9	215	1	116	441	0	57	2	4129	242
2014	406	34	3	691	67	14	2	23	228	1	116	647	1	56	0	4341	342
2015	363	31	1	713	40	17	0	23	197	3	114	809	0	46	0	4388	229
% Difference/yr	-10.59%	-8.82%	-66.67%	3.18%	-40.30%	21.43%	-100.00%	0.00%	-13.60%	200.00%	-1.72%	25.04%	-100.00%	-17.86%	0.00%	1.08%	-33.04%
Jun																	
2013	403	42	5	688	138	16	0	27	218	1	116	458	1	52	65	4059	703
2014	415	28	4	740	131	14	2	42	227	0	116	660	1	56	77	4454	687
2015	369	28	4	715	106	19	0	38	198	4	116	821	1	49	11	4402	605
% Difference/yr	-11.08%	0.00%	0.00%	-3.38%	-19.08%	35.71%	-100.00%	-9.52%	-12.78%	0.00%	0.00%	24.39%	0.00%	-12.50%	-85.71%	-1.17%	-11.94%
% Diff. Prev. Mo.																	
2013	-0.98%	10.53%	66.67%	-1.01%	200.00%	-5.88%	0.00%	200.00%	1.40%	0.00%	0.00%	3.85%	0.00%	-8.77%	3150.00%	-1.70%	190.50%
2014	2.22%	-17.65%	33.33%	7.09%	95.52%	0.00%	0.00%	82.61%	-0.44%	-100.00%	0.00%	2.01%	0.00%	0.00%	0.00%	2.60%	100.88%
2015	1.65%	-9.68%	300.00%	0.28%	165.00%	11.76%	0.00%	65.22%	0.51%	33.33%	1.75%	1.48%	0.00%	6.52%	0.00%	0.32%	164.19%
Jul																	
2013	396	35	5	669	142	14	2	28	215	0	112	471	1	52	112	3988	852
2014	421	30	5	728	137	15	1	43	229	0	119	679	1	59	0	4440	725
2015																	
% Difference/yr	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	-100.00%
Aug																	
2013	388	31	5	652	142	16	2	28	221	3	112	496	1	54	117	3953	747
2014	399	25	5	721	137	14	0	43	223	2	121	687	1	59	0	4363	725
2015																	
% Difference/yr	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	-100.00%
Sep																	
2013	385	26	0	648	0	19	2	0	225	3	115	516	0	48	0	3965	0
2014	396	25	5	715	137	13	0	43	220	3	116	700	0	58	0	4327	725
2015																	
% Difference/yr	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	0.00%	-100.00%	-100.00%
Oct																	
2013	386	25	0	652	0	19	0	0	218	3	114	531	0	48	0	3969	0
2014	407	26	0	701	0	13	0	0	215	3	114	712	0	56	0	4293	0
2015																	
% Difference/yr	-100.00%	-100.00%	0.00%	-100.00%	0.00%	-100.00%	0.00%	0.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	0.00%	-100.00%	0.00%
Nov																	
2013	384	25	0	654	0	18	0	0	222	1	110	542	0	49	0	4004	0
2014	379	23	0	696	0	13	0	0	218	1	116	718	0	53	0	4261	0
2015																	
% Difference/yr	-100.00%	-100.00%	0.00%	-100.00%	0.00%	-100.00%	0.00%	0.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	0.00%	-100.00%	0.00%
Dec																	
2013	383	30	0	674	0	14	1	0	234	2	106	556	0	50	0	4103	0
2014	394	22	0	702	0	18	1	0	220	0	122	723	0	53	0	4336	0
2015																	

Attachment: Membership Statistics - Chart (1941 : HCC & ODP Membership Report)

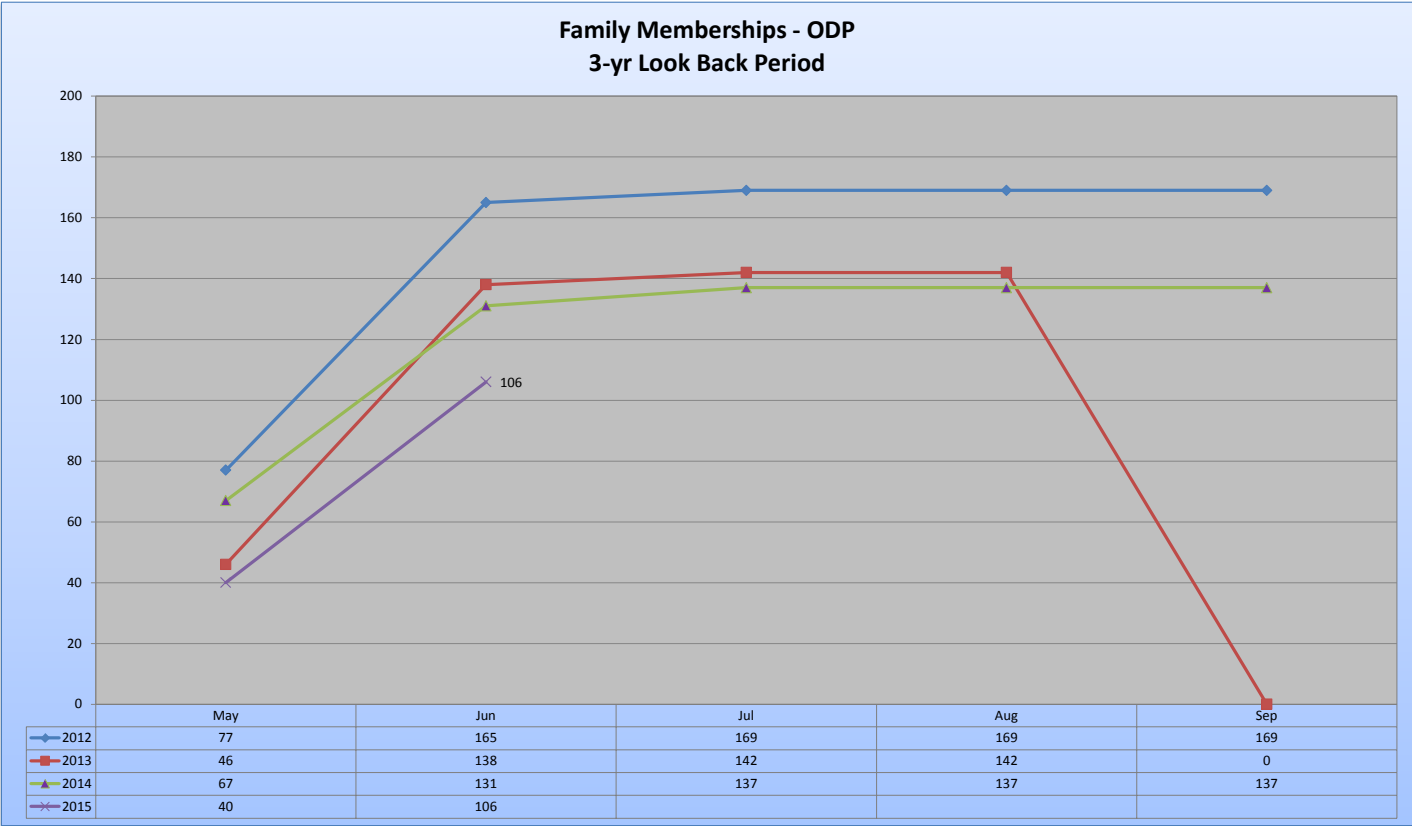
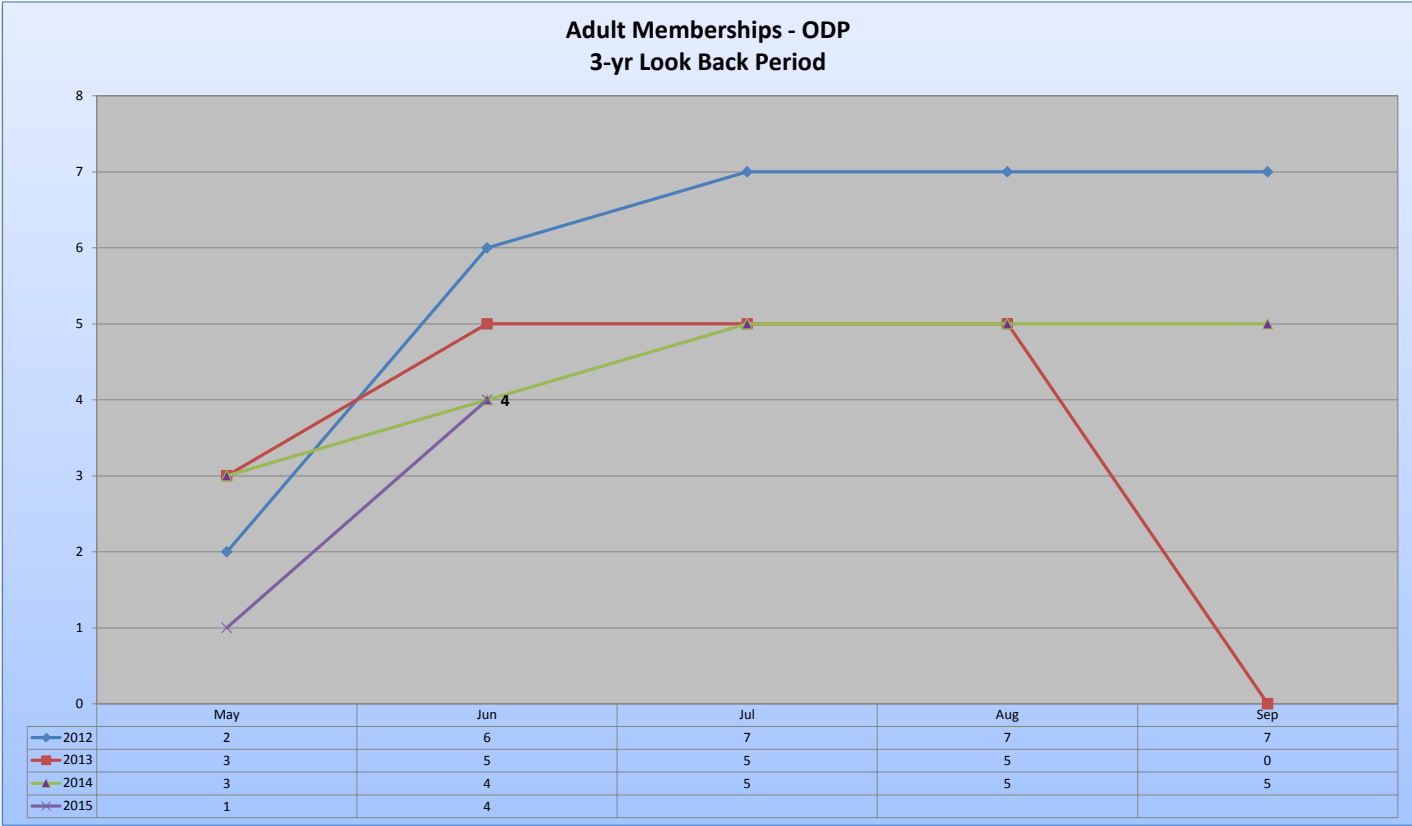


Attachment: HCC Membership Statistics - Graphs (1941 : HCC & ODP Membership Report)

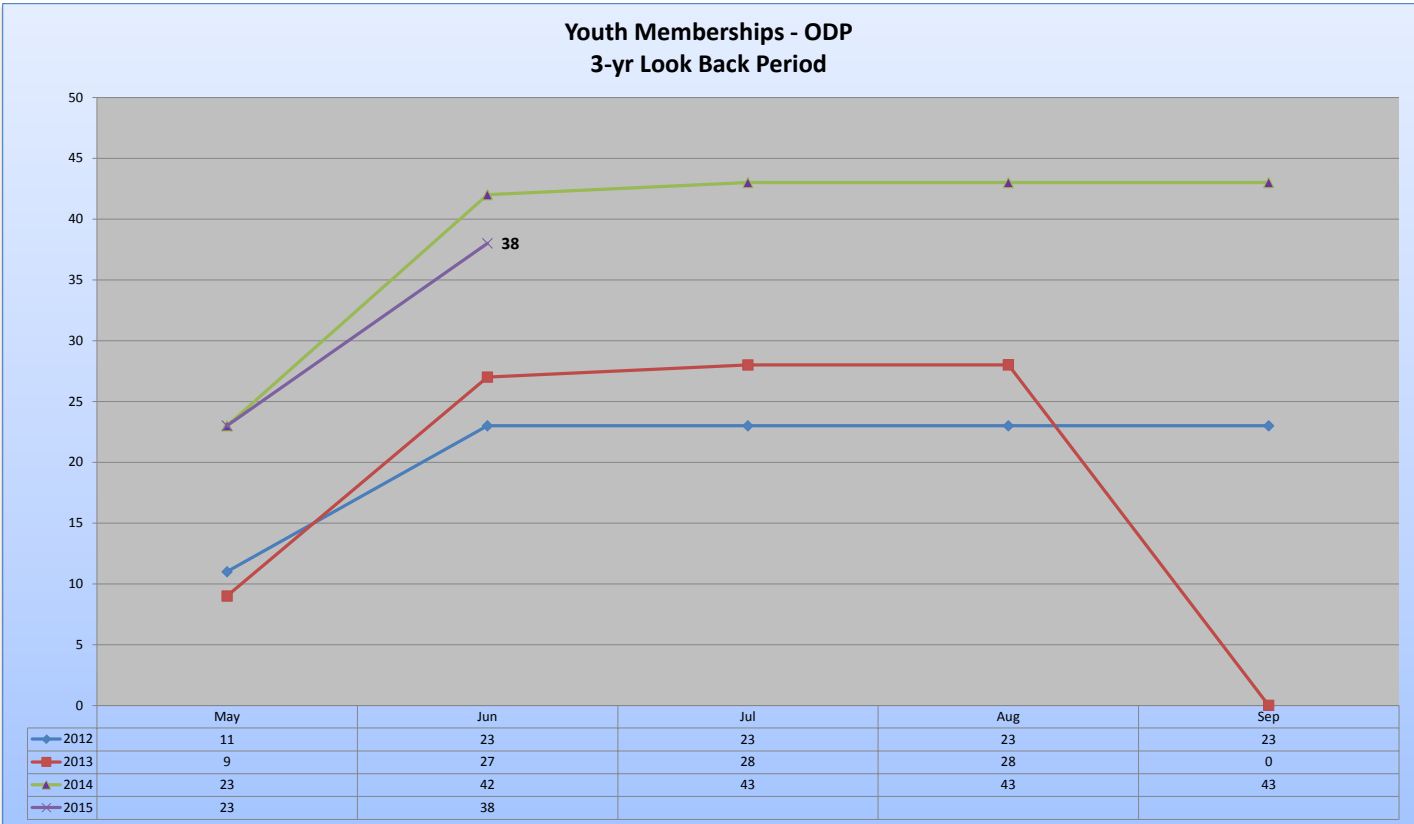
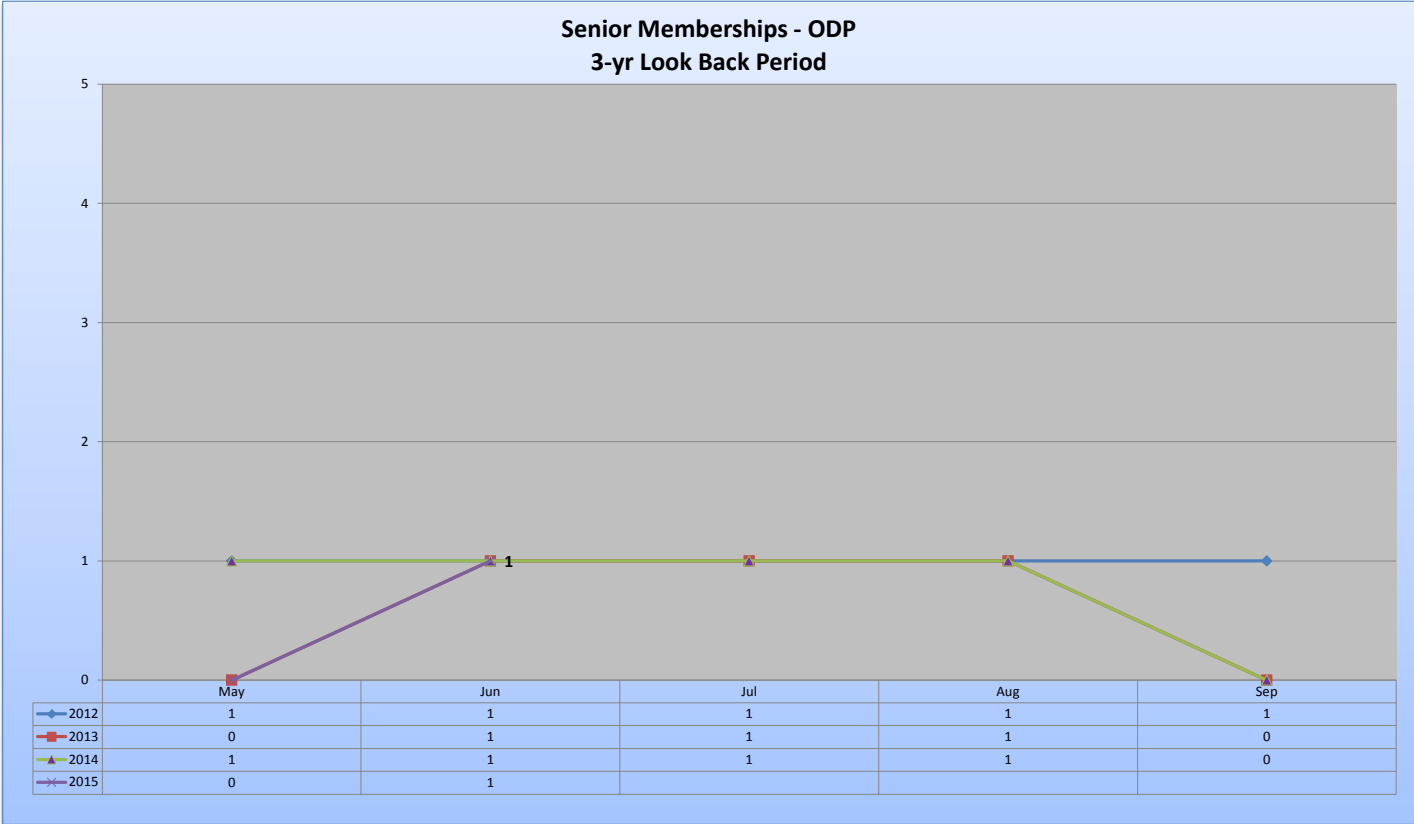




Attachment: HCC Membership Statistics - Graphs (1941 : HCC & ODP Membership Report)



Attachment: ODP Membership Statistics - Graphs (1941 : HCC & ODP Membership Report)



Attachment: ODP Membership Statistics - Graphs (1941 : HCC & ODP Membership Report)



City of
Harrisonville^{est. 1836}
STAFF REPORT

TO: Park Board
FROM: Chris Deal, Parks Director
DATE: July 6, 2015
SUBJECT: Month & YTD Financial Report

Type of Item: *Report*

7. Discussion Item (ID # 1942)

Month & YTD Financial Report

Attachments:

Revenue vs. Expenditures (PDF)

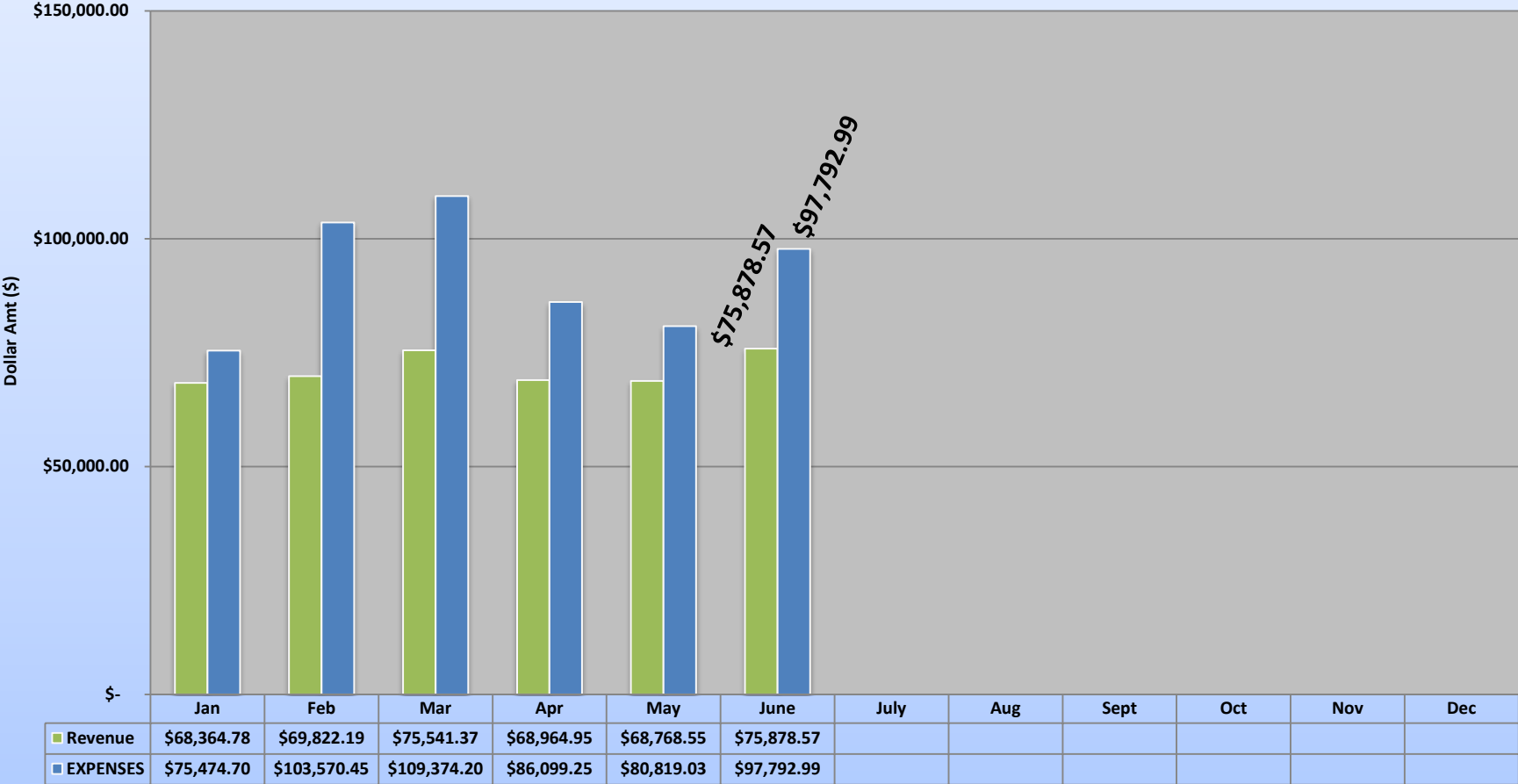
Utilities (PDF)

Parks Financials (PDF)

ODP Financials (PDF)

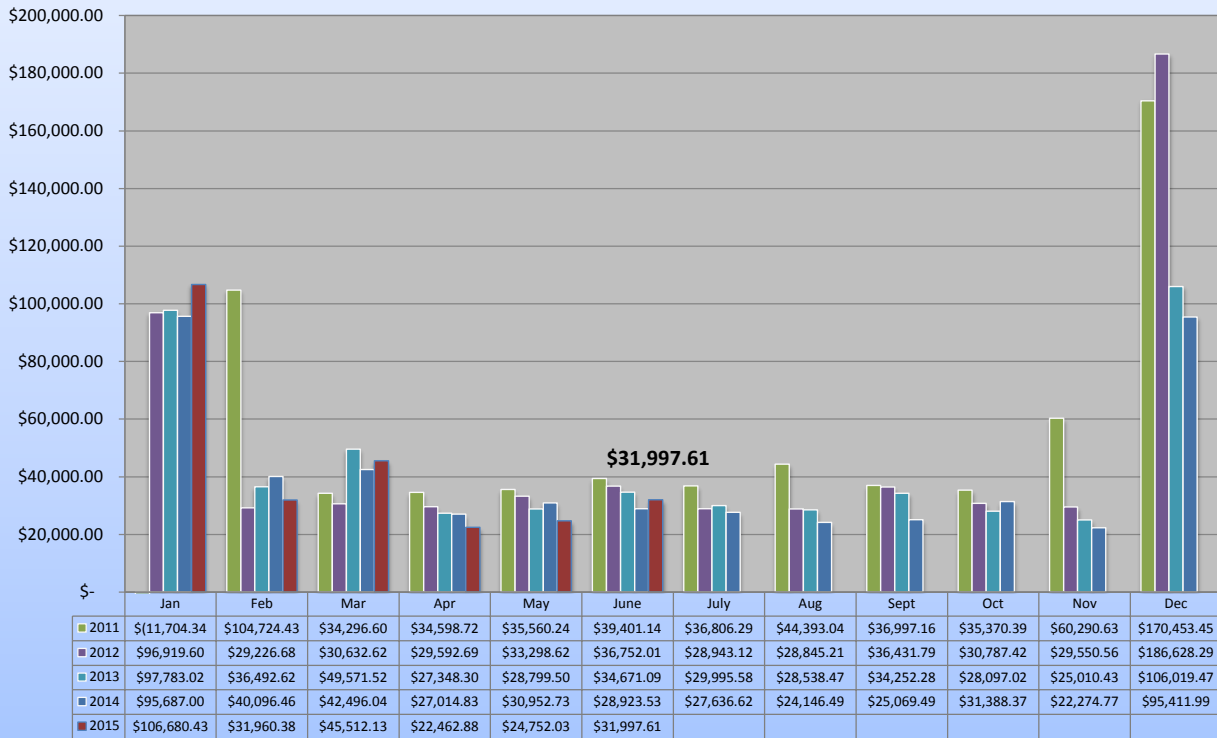
HCC Financials (PDF)

Revenue Vs. Expenditures (HCC)
By Month-2015

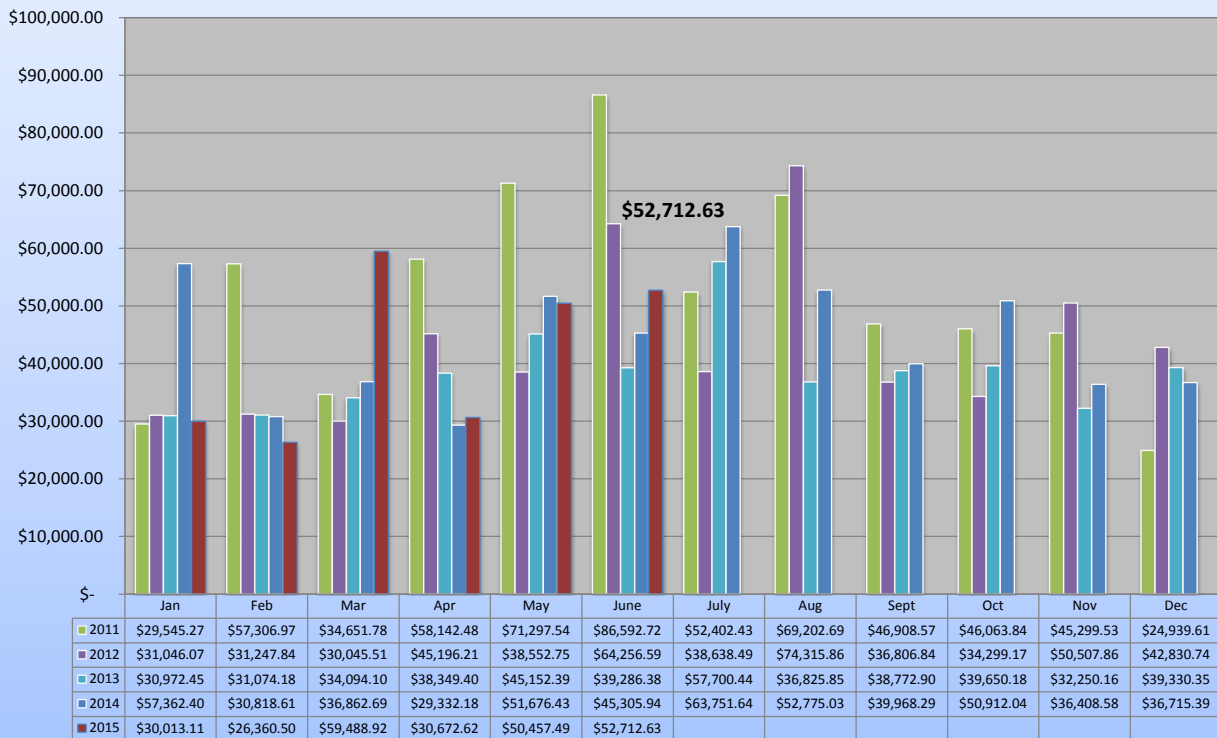


Attachment: Revenue vs. Expenditures (1942 : Month & YTD Financial Report)

Revenue Over Time - Fund 11 (Parks)

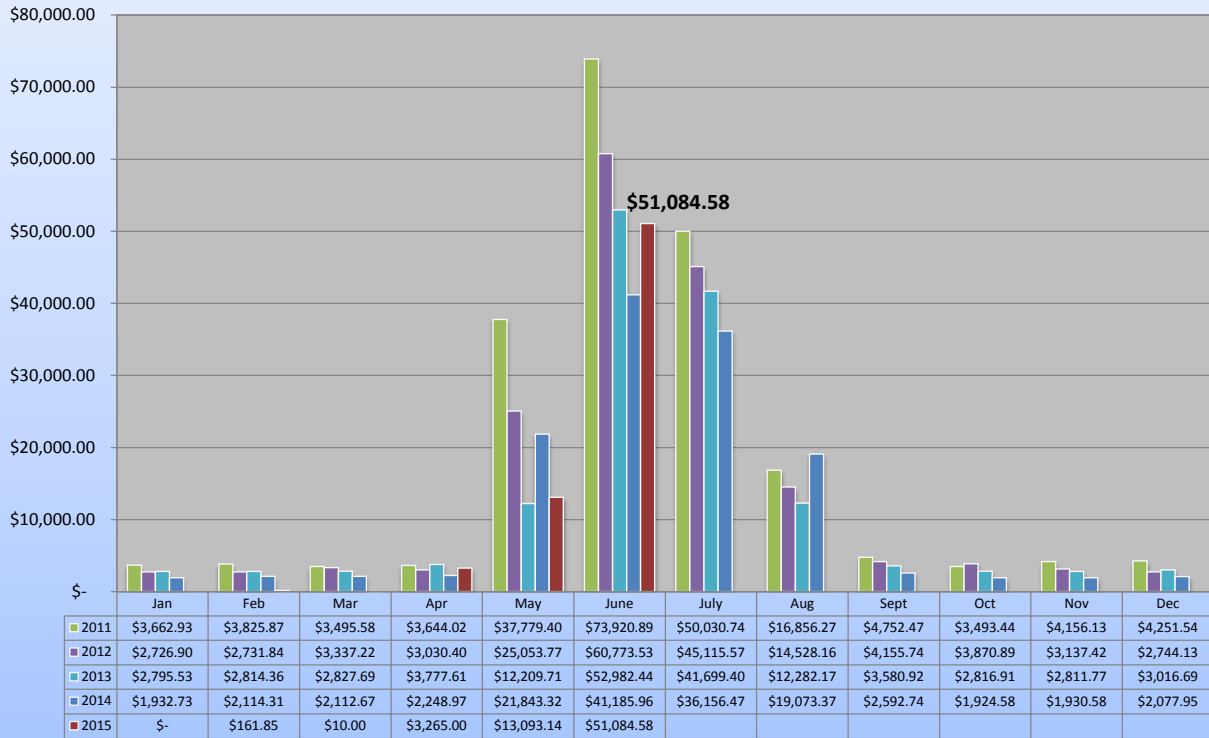


Expenses Over Time - Fund 11 (Parks)

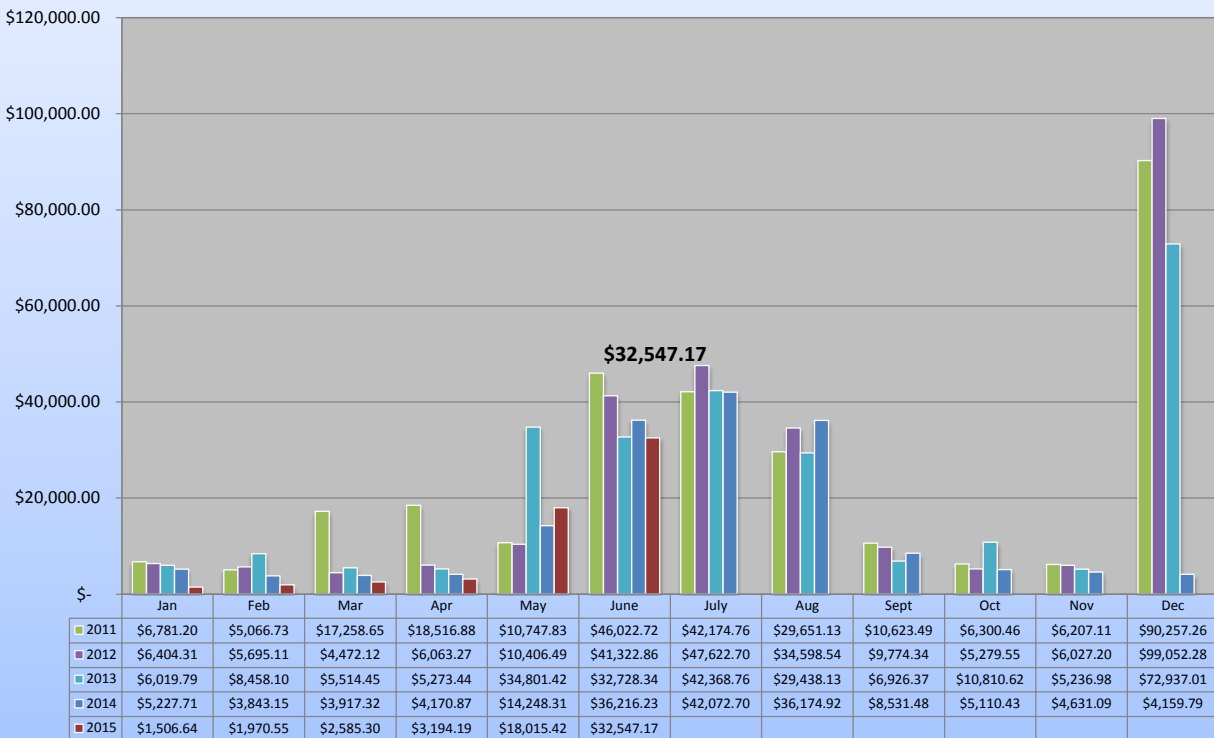


Attachment: Revenue vs. Expenditures (1942 : Month & YTD Financial Report)

Revenue Over Time - Fund 13 (ODP)

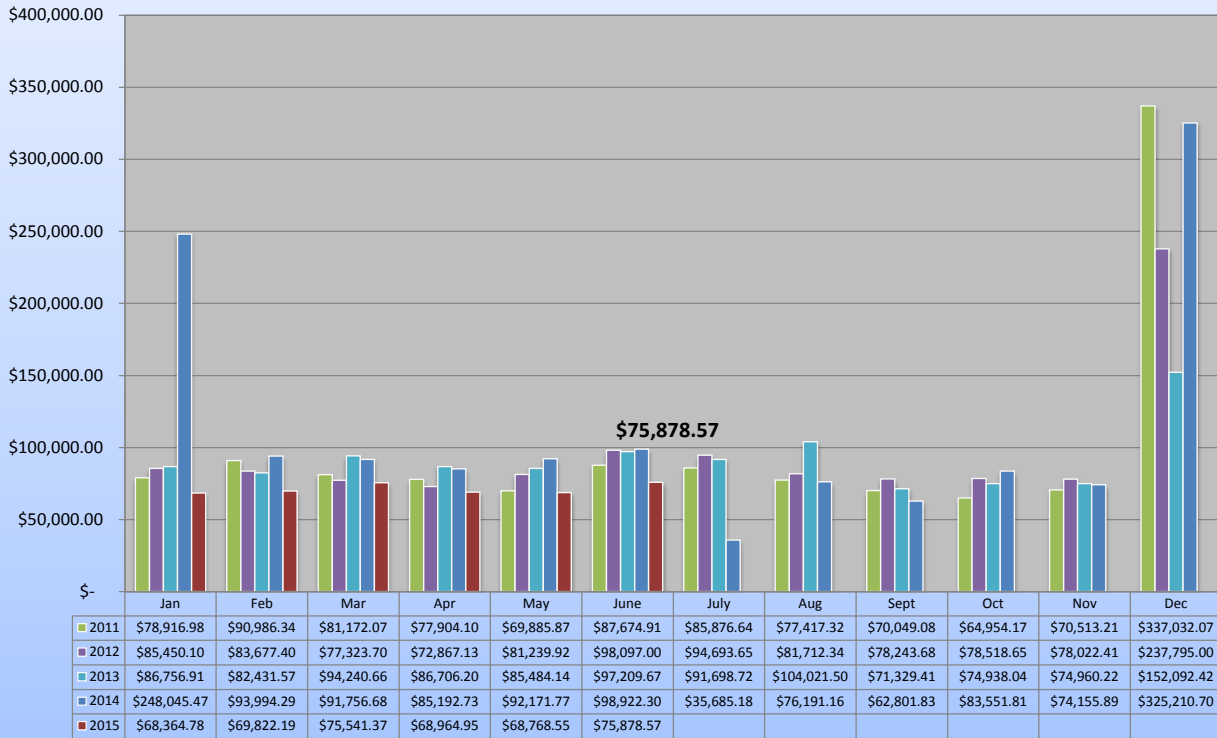


Expenses Over Time - Fund 13 (ODP)

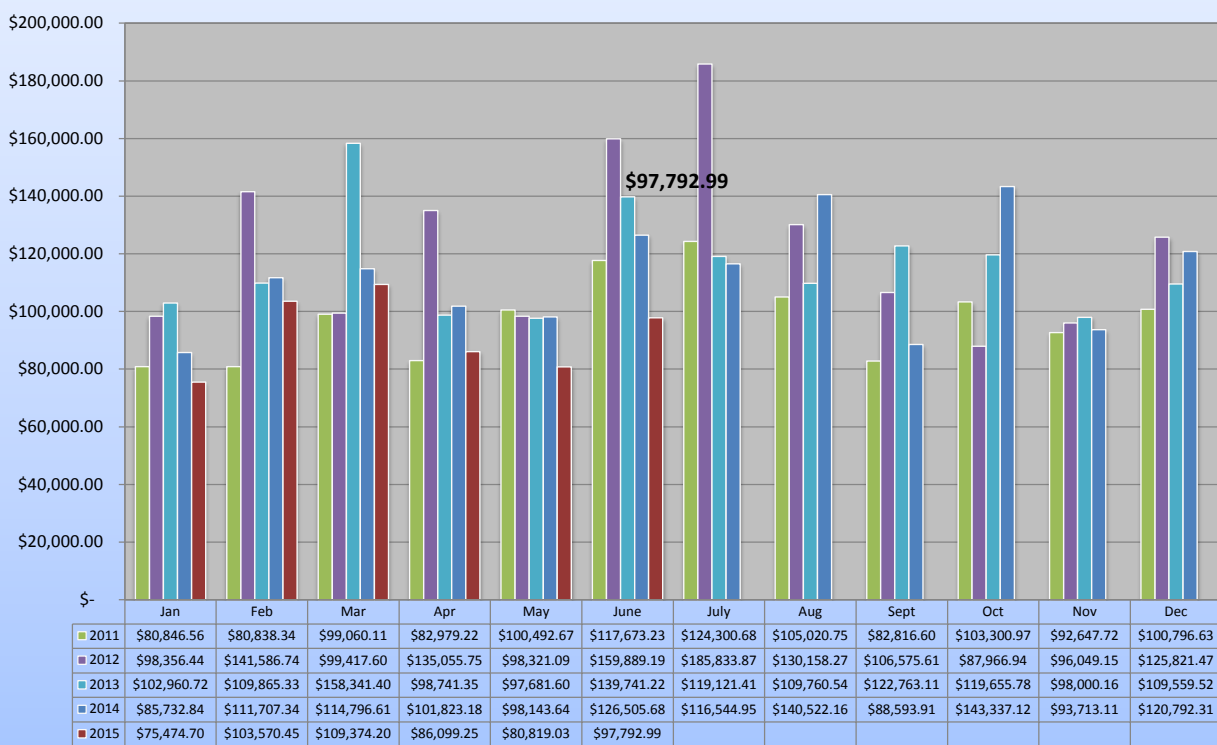


Attachment: Revenue vs. Expenditures (1942 : Month & YTD Financial Report)

Revenue Over Time - Fund 15 (HCC)



Expenses Over Time - Fund 15 (HCC)



Attachment: Revenue vs. Expenditures (1942 : Month & YTD Financial Report)

Utilities by Month



Attachment: Utilities (1942 : Month & YTD Financial Report)

HPR Financial Tracking

Parks - Fund 11
Year-to-Date Figures

Fund		Parks - 11									
Rev./Exp.		(All)									
Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change	
Parks Revenue	Detailed Revenue	Taxes	Real Estate Taxes	11-5111	\$52,062.50	\$51,379.65	\$55,106.59	\$60,023.77	\$4,917.18	8.92%	
			Personal Property Tax	11-5112	\$15,535.00	\$14,919.26	\$14,130.35	\$20,970.34	\$6,839.99	48.41%	
			Merchants/Replacement Tax	11-5113	\$12,693.30	\$13,489.18	\$13,313.78	\$14,031.58	\$717.80	5.39%	
			Corporate/RR/Utility Tax	11-5117	\$0.00	\$1,063.39	\$1,294.28	\$1,644.17	\$349.89	27.03%	
			Financial Institution Tax	11-5121	\$531.09	\$334.29	\$529.64	\$676.97	\$147.33	27.82%	
			Charges for Service	Rental Income	11-5307	\$7,908.92	\$8,585.75	\$6,083.97	\$7,365.11	\$1,281.14	21.06%
				Shooting Range Revenue	11-5309	\$618.00	\$643.00	\$660.00	\$685.00	\$25.00	3.79%
				Ballfield Concession Lease	11-5330	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				Office Facilities & Services	11-5331	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Recreational Programs	Misc. Recreation Programs	Concessions Ball Field Taxable	11-5334	\$7,631.91	\$5,003.72	\$4,996.94	\$6,301.23	\$1,304.29
		Misc. Recreation Programs			11-5418	\$0.00	\$29,840.84	\$34,404.04	\$34,942.00	\$537.96	1.56%
		Misc. Income		Miscellaneous	11-5510	-\$1,408.00	\$6,760.00	\$8,865.87	\$6,407.09	-\$2,458.78	-27.73%
				Donations - Sound System	11-5514	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				Auction & Surplus Sales	11-5535	\$500.00	\$901.99	\$0.00	\$3,700.00	\$3,700.00	
				Donations	11-5537	\$1,000.00	\$500.00	\$131.00	\$0.00	-\$131.00	-100.00%
		Intergovernmental	Grants & Entitlements	11-5626	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00		
			Interest	Interest Income	11-5815	\$0.00	\$0.00	\$21.63	\$40.70	\$19.07	88.16%
		Other Rev. Sources/Trans	Development Security Escrow	11-5900	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Transfer From General Fund	11-5930	\$159,349.50	\$141,244.98	\$125,632.50	\$106,477.50	-\$19,155.00	-15.25%	
				Transfer from Other Funds	11-5931	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Parks Revenue Total					\$256,422.22	\$274,666.05	\$265,170.59	\$263,365.46	-\$1,805.13	-0.68%	
Parks Expenses	Park Maintenance	Personnel Services	Personnel Services		\$139,278.64	\$130,682.44	\$133,496.53	\$149,109.68	\$15,613.15	11.70%	
			Contractual Services		\$32,719.07	\$25,449.66	\$32,241.60	\$35,691.39	\$3,449.79	10.70%	
			Commodities		\$18,126.23	\$30,388.45	\$24,958.53	\$25,605.42	\$646.89	2.59%	
			Other Charges		\$30,648.35	\$29,952.94	\$58,701.58	\$11,823.78	-\$46,877.80	-79.86%	
		Capital Outlay		\$0.00	\$1,704.00	\$0.00	\$27,475.00	\$27,475.00			
	Capital Projects			\$19,572.68	\$751.41	\$1,960.01	\$0.00	-\$1,960.01	-100.00%		
Parks Expenses Total					\$240,344.97	\$218,928.90	\$251,358.25	\$249,705.27	-\$1,652.98	-0.66%	
Expenses Less Capital Projects					\$220,772.29	\$218,177.49	\$249,398.24	\$249,705.27	\$307.03	0.12%	

Total Variances	(Capital Projects removed from Expenses)	\$35,649.93	\$38,244.73	\$25,267.81	\$13,660.19	-\$11,607.62	-45.94%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	50.04%	69.38%	62.36%	64.68%	2.31%	3.71%

Fund		Parks - 11									
Rev./Exp.		(All)									
Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change	
Parks Revenue	Detailed Revenue	Other Rev. Sources/Trans	Transfer From General Fund	11-5930	\$159,349.50	\$141,244.98	\$125,632.50	\$106,477.50	-\$19,155.00	-15.25%	
Parks Expenses	Park Maintenance	Other Charges	Office Facilities & Services	11-6-1125-0430	\$26,775.00	\$25,867.50	\$25,650.00	\$6,827.52	-\$18,822.48	-73.38%	

Attachment: Parks Financials (1942 : Month & YTD Financial Report)

HPR Financial Tracking

ODP - Fund 13
Year-to-Date Figures

Fund		ODP - 13								
Rev./Exp.		(All)								
Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change
☐ ODP Revenue	☐ Detailed Revenue	☐ Charges for Service	☐ Concessions Aquatic Center	13-5334	\$0.00	\$0.00	\$40.00	\$0.00	-\$40.00	-100.00%
			☐ Lifeguard Uniform Revenue	13-5337	\$0.00	\$0.00	\$320.00	\$10.00	-\$310.00	-96.88%
			☐ Pool Season Passes	13-5336	\$26,520.00	\$22,343.00	\$21,981.00	\$19,584.00	-\$2,397.00	-10.90%
			☐ Swimming Pool Use Fee	13-5333	\$38,627.00	\$26,754.00	\$24,632.05	\$27,403.85	\$2,771.80	11.25%
	☐ Misc. Income	☐ Miscellaneous	13-5510	\$778.00	\$5.00	\$1,692.50	\$8,725.28	\$7,032.78	415.53%	
		☐ Donations	13-5537	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00		
		☐ Taxable Miscellaneous	13-5509	\$14,743.15	\$10,931.31	\$11,027.04	\$11,891.44	\$864.40	7.84%	
		☐ Interest	☐ Interest Income	13-5815	\$188.01	\$241.55	\$197.89	\$0.00	-\$197.89	-100.00%
		☐ Other Rev. Sources/Trans	☐ Transfer from Other Funds	13-5931	\$16,297.50	\$16,632.48	\$11,547.48	\$0.00	-\$11,547.48	-100.00%
ODP Revenue Total					\$97,653.66	\$77,407.34	\$71,437.96	\$67,614.57	-\$3,823.39	-5.35%
☐ ODP Expenses	☐ Aquatics Center	☐ Personnel Services			\$28,289.66	\$19,719.48	\$24,602.42	\$20,613.49	-\$3,988.93	-16.21%
		☐ Contractual Services			\$15,136.31	\$28,063.45	\$12,974.62	\$14,631.38	\$1,656.76	12.77%
		☐ Commodities			\$8,722.36	\$17,851.24	\$10,801.46	\$16,891.52	\$6,090.06	56.38%
		☐ Other Charges			\$22,215.83	\$23,111.37	\$19,245.09	\$6,440.13	-\$12,804.96	-66.54%
		☐ Capital Outlay			\$0.00	\$4,050.00	\$0.00	\$1,242.75	\$1,242.75	
		☐ Depreciation			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
☐ Capital Projects					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
ODP Expenses Total					\$74,364.16	\$92,795.54	\$67,623.59	\$59,819.27	-\$7,804.32	-11.54%
Expenses Less Capital Projects					\$74,364.16	\$92,795.54	\$67,623.59	\$67,623.59	\$0.00	0.00%

Total Variances	(Capital Projects removed from Expenses)	\$23,289.50	-\$15,388.20	\$3,814.37	-\$9.02	-\$3,823.39	-100.24%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	150.75%	84.41%	119.09%	107.03%	-12.07%	-10.13%

Fund		ODP - 13								
Rev./Exp.		(All)								
Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change
☐ ODP Revenue	☐ Detailed Revenue	☐ Other Rev. Sources/Trans	☐ Transfer from Other Funds	13-5931	\$16,297.50	\$16,632.48	\$11,547.48	\$0.00	-\$11,547.48	-100.00%
☐ ODP Expenses	☐ Aquatics Center	☐ Other Charges	☐ Office Facilities & Services	13-6-1124-0430	\$20,394.96	\$20,792.52	\$17,335.02	\$4,447.50	-\$12,887.52	-74.34%

Attachment: ODP Financials (1942 : Month & YTD Financial Report)

HPR Financial Tracking

HCC - Fund 15

Year-to-Date Figures

Fund		HCC - 15								
Rev./Exp.		(All)								
Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change
<input type="checkbox"/> HCC Revenue	<input type="checkbox"/> Detailed Revenue	<input type="checkbox"/> Charges for Service	<input type="checkbox"/> Alcohol Application Fees	15-5358	\$100.00	\$8.00	\$0.00	\$25.00	\$25.00	
			<input type="checkbox"/> Annual Memberships	15-5351	\$251,591.98	\$276,528.14	\$298,137.26	\$280,388.93	-\$17,748.33	-5.95%
			<input type="checkbox"/> Office Facilities & Services	15-5331	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Daily Passes	15-5350	\$26,939.50	\$34,861.00	\$31,377.00	\$34,163.27	\$2,786.27	8.88%
			<input type="checkbox"/> Overtime Fees	15-5356	\$807.00	\$576.50	\$334.50	\$255.00	-\$79.50	-23.77%
			<input type="checkbox"/> Room Rental	15-5354	\$22,185.00	\$23,023.10	\$22,468.50	\$22,271.25	-\$197.25	-0.88%
			<input type="checkbox"/> Senior Rent	15-5352	\$3,307.50	\$3,307.50	\$3,445.30	\$3,472.86	\$27.56	0.80%
			<input type="checkbox"/> Special Events	15-5355	\$2,981.00	\$1,800.00	\$1,730.00	\$2,725.00	\$995.00	57.51%
			<input type="checkbox"/> Swim Team Rent	15-5353	\$8,450.00	\$5,997.50	\$3,110.00	\$2,960.00	-\$150.00	-4.82%
			<input type="checkbox"/> Tot Watch Fees	15-5359	\$2,047.40	\$1,684.00	\$2,202.00	\$1,738.00	-\$464.00	-21.07%
			<input type="checkbox"/> Vending Fees	15-5357	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		<input type="checkbox"/> Recreational Programs	<input type="checkbox"/> 3 on 3 Basketball	15-5415	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Coed Softball	15-5413	\$3,033.38	-\$47.73	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Coed Volleyball	15-5411	\$4,505.00	\$4,200.00	\$3,325.00	\$3,825.00	\$500.00	15.04%
			<input type="checkbox"/> Dodgeball	15-5419	\$1,500.00	\$1,422.00	\$300.00	(\$150.00)	-\$450.00	-150.00%
			<input type="checkbox"/> Dog Obedience	15-5401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Fitness Classes	15-5421	\$13,122.71	\$13,868.67	\$15,740.00	\$10,800.62	-\$4,939.38	-31.38%
			<input type="checkbox"/> Lifeguard Training	15-5425	\$2,500.00	\$2,190.00	\$2,815.23	\$2,036.06	-\$779.17	-27.68%
			<input type="checkbox"/> Men's 5 on 5 Basketball	15-5417	\$2,500.00	\$0.00	\$3,250.00	\$2,312.00	-\$938.00	-28.86%
			<input type="checkbox"/> Men's Softball	15-5414	\$2,166.70	\$1,300.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Misc. Recreation Programs	15-5418	\$50,582.92	\$43,183.44	\$38,508.62	\$34,831.94	-\$3,676.68	-9.55%
			<input type="checkbox"/> Sand Volleyball	15-5412	\$360.00	\$80.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Swim Lessons	15-5423	\$5,035.67	\$7,305.00	\$6,101.41	\$6,397.92	\$296.51	4.86%
			<input type="checkbox"/> Swim Team	15-5426	\$168.18	\$3,845.00	\$1,956.94	\$1,081.25	-\$875.69	-44.75%
			<input type="checkbox"/> Water Aerobics	15-5422	\$1,371.50	\$1,575.44	\$1,126.00	\$940.50	-\$185.50	-16.47%
			<input type="checkbox"/> Women's Volleyball	15-5420	\$2,625.00	\$1,955.00	\$2,858.32	\$700.00	-\$2,158.32	-75.51%
			<input type="checkbox"/> WSI (Water Safety Instruction)	15-5424	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Youth Golf Lessons	15-5405	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		<input type="checkbox"/> Misc. Income	<input type="checkbox"/> Activation Fee	15-5524	\$6,210.00	\$8,320.00	\$7,920.00	\$6,340.00	-\$1,580.00	-19.95%
			<input type="checkbox"/> Miscellaneous	15-5510	\$4,221.67	\$1,469.00	\$4,428.72	\$1,265.92	-\$3,162.80	-71.42%
			<input type="checkbox"/> Auction & Surplus Sales	15-5535	\$0.00	\$0.00	\$0.00	\$1,810.50	\$1,810.50	
			<input type="checkbox"/> Cancellation Fee	15-5522	-\$75.00	\$650.00	-\$225.00	(\$100.00)	\$125.00	-55.56%
			<input type="checkbox"/> Donations	15-5537	\$0.00	\$0.00	\$0.00	\$493.00	\$493.00	
			<input type="checkbox"/> Massage Therapist	15-5523	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> On-Site Sales Commission	15-5519	\$896.66	\$1,004.70	\$1,174.13	\$1,181.33	\$7.20	0.61%
			<input type="checkbox"/> Personal Trainer	15-5521	\$16,728.00	\$31,125.00	\$20,297.00	\$4,679.00	-\$15,618.00	-76.95%
			<input type="checkbox"/> Preferred Vendors	15-5515	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			<input type="checkbox"/> Short & Over	15-5516	\$115.01	\$29.59	\$60.66	\$14.22	-\$46.44	-76.56%
			<input type="checkbox"/> Sponsors	15-5520	\$425.00	\$0.00	\$0.00	\$0.00	\$0.00	

Attachment: HCC Financials (1942 : Month & YTD Financial Report)

HPR Financial Tracking
 HCC - Fund 15
 Year-to-Date Figures

HCC Revenue	Detailed Revenue	Misc. Income	<input type="checkbox"/> Taxable Misc.	15-5509	\$647.29	\$226.95	\$1,099.78	\$861.11	-\$238.67	-21.70%
		<input type="checkbox"/> Intergovernmental	<input type="checkbox"/> Grants & Entitlements	15-5626	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		<input type="checkbox"/> Interest	<input type="checkbox"/> Interest Income	15-5815	\$405.70	\$841.46	\$272.87	\$20.73	-\$252.14	-92.40%
			<input type="checkbox"/> Interest Income (Bond)	15-5825	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		<input type="checkbox"/> Other Rev. Sources/Trans	<input type="checkbox"/> Transfer from Other Funds	15-5931	\$61,200.48	\$60,499.98	\$236,269.00	\$0.00	-\$236,269.00	-100.00%
HCC Revenue Total					\$498,655.25	\$532,829.24	\$710,083.24	\$427,340.41	-\$282,742.83	-39.82%
<input type="checkbox"/> HCC Expense	<input type="checkbox"/> Administration				\$220,463.06	\$255,138.41	\$243,675.17	\$166,914.99	-\$76,760.18	-31.50%
	<input type="checkbox"/> Aquatics Center				\$90,737.15	\$82,424.46	\$67,037.04	\$66,591.50	-\$445.54	-0.66%
	<input type="checkbox"/> Recreation Programs				\$102,407.77	\$117,272.65	\$100,328.45	\$100,428.35	\$99.90	0.10%
	<input type="checkbox"/> Building & Grounds				\$193,673.62	\$252,496.10	\$227,668.63	\$219,195.78	-\$8,472.85	-3.72%
	<input type="checkbox"/> Capital Projects				\$125,345.21	\$0.00	\$0.00	\$0.00	\$0.00	
HCC Expense Total					\$732,626.81	\$707,331.62	\$638,709.29	\$553,130.62	-\$85,578.67	-13.40%

Total Variances	(Capital Projects removed from Expenses)				-\$233,971.56	-\$174,502.38	\$71,373.95	-\$125,790.21	-\$197,164.16	-276.24%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)				66.72%	74.77%	82.49%	79.71%	-2.79%	-3.38%

Fund	HCC - 15
Rev./Exp.	(All)

Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change
<input type="checkbox"/> HCC Revenue	<input type="checkbox"/> Detailed Revenue	<input type="checkbox"/> Other Rev. Sources/Trans	<input type="checkbox"/> Transfer from Other Funds	15-5931	\$61,200.48	\$60,499.98	\$236,269.00	\$0.00	-\$236,269.00	-100.00%
<input type="checkbox"/> HCC Expense	<input type="checkbox"/> Administration	<input type="checkbox"/> Other Charges	<input type="checkbox"/> Office Facilities & Services	15-6-0103-0430	\$76,969.98	\$75,625.02	\$64,352.52	\$16,982.52	-\$47,370.00	-73.61%

Attachment: HCC Financials (1942 : Month & YTD Financial Report)