City of Harrisonville est. 1836

AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
APRIL 14, 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 - March 10, 2015**

V. Parks and Recreation Department

1. **Director Report - Month End Report**
2. **Indoor Pool Chemical Usage**
3. **Outdoor Pool Condition**
4. **Parks Facilities Condition**
5. **HCC Unanticipated Expenses Update/Recommended 2016 Budget Changes**
6. **HCC Membership Report**
7. **Month & YTD Financial Report**

VI. Other Business

VII. Adjourn to Executive Session

VIII. Adjourn from Regular Session

Posted on City Hall Bulletin Board this 13th day of April

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Kim Hubbard, City Clerk

Publish 4/13/2015 11:00 AM

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

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **April 13, 2015**

SUBJECT: **Park Board Minutes - March 10, 2015**

Type of Item: *Approval*

Action Item (ID # 1821)

Park Board Minutes - March 10, 2015

Attachments:

March 10, 2015 (PDF)

HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
March 10, 2015
6:00 P.M.

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:02 p.m. by Chairman Brent Caruthers.

MEMBERS PRESENT: Chairman Brent Caruthers, Cathy Faris, Ed Roberts, Don Allen, and Phil Rogers

ABSENT: Martin Parks, Clint Miller, David Atkinson, and Julie Weedman

OTHER PRESENT: City Administrator Keith Moody, Mayor Kevin Wood, Alderman Doug Meyer**,** Recreation Director Chris Deal, Recreation Superintendent Wendy Hershberger, and Recreation Coordinator of Member Services Amy Fuller

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Brent Caruthers asked for a motion to approve the minutes from the February 10, 2015 regular session.

Mr. Allen moved to approve the minutes of the February 10, 2015 Park Board meeting as written. The motion was seconded by Mr. Rogers and approved unanimously by a voice vote of those present, 5-0.

DIRECTOR'S REPORT:
Director Deal stated that there has been an update regarding the indoor pool roof leak. Director Deal stated that the roof warranty company intends to fix the roof however, there was a question about the caulking between the roof and the wall that they would like to have addressed of which at this time they feel it is the owner's responsibility. Director Deal stated that this information has all been sent over to the building architect, building contractor and the city attorney for review. Director Deal stated that he will keep the Park Board updated on any new developments.

FIBER OPTIC PROJECT UPDATE:
Referring to the memo, Director Deal stated that the City of Harrisonville will be installing a fiber optic system that will allow our city to upgrade our communications substantially and at a more affordable rate. Director Deal stated that the Board of Alderman have approved this project to move forward.

Director Deal stated that staff is asking for Park Board discussion and a vote on the expenses to be incurred by the Park, Aquatics & HCC funds for the fiber optic system project.

City Administrator Keith Moody stated that not each city department would need to complete the install at this time; however departments would then need to budget for an install at a later date.

Mr. Roberts made a motion to approve the expenses that will be incurred with the fiber optic system project; motion was seconded by Ms. Faris, and approved by a voice vote of those present, 5-0.

HCC MEMBERSHIP REPORT:
Superintendent Hershberger reported:

- Youth Baseball & Softball registrations extended to Sunday the March 15th
    - 291 registrations to date
        - 15 Sponsors, 30 Coaches

- Youth Basketball End of Season Celebration scheduled for Saturday, March 28th here at the Harrisonville Community Center. Medals will be handed out during the event along with other foods, drinks and fun activities planned.
- AquaCats Summer Swim Team transition is going smoothly and registration for the program will open with our on-site registration event on Wed., April 8th from 6-8pm at HCC.

MONTH & YTD FINANCIAL REPORT:
Superintendent Hershberger reported:

HCC FUND:

- Memberships up 6% from this same time last year & overall membership numbers remain strong
  - 4,412 total members to date
  - Silversneaker Memberships continue to grow
- Annual Membership revenue down 12% from this same time last year
- Daily Pass revenue up 10% from this same time as last year
- Fitness Class revenue down 31%; mainly due to the loss of Piloxing, a popular fitness class for this session as well as the growth in our free fitness class offerings for members which are all full including, Group Strength morning and evening classes & our Basic Water Aerobics classes
- Personal Training revenue down due to loss of a highly successful personal trainer

PARK FUND:

- Revenue up 2% from this same time as last year
- Expenses down 36% from this same time last year
- Parks rental revenue up 20% from this same time last year

OTHER BUSINESS:
Mr. Allen asked how the daily winter maintenance has been going with the outdoor pool. Director Deal stated that staff goes weekly to test pumps and look over other areas for possible spring repair jobs.

Mr. Rodgers stated that this year’s Youth Basketball program went great and also added that Faith Raulie does a great job with communication.

City Administrator Keith Moody asked if we have hired a new Summer Camp Coordinator. Superintendent Hershberger stated that yes we have successfully hired a new Summer Camp Coordinator, Tandy Croy and that she will be coming on board soon.

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 6:49p.m. The next meeting is scheduled for April 14, 2015 at 6:00pm.

Brent Caruthers, Park Board Chairman

ATTEST”

Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 14th day of April, 2015.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **April 13, 2015**

SUBJECT: **Director Report - Month End Report**

Type of Item: *Report*

Discussion Item (ID # 1822)

Director Report - Month End Report

Attachments:

March 2015 Monthly Report (PDF)

Monthly Report – Harrisonville Parks & Recreation

March 2015

Membership Statistics:

- **HCC Membership #'s surpassed the 4,500 mark this month for the first time ever with 4,508 memberships to date!**
  - **Total HCC Memberships** =2,354 (Up nearly 7% from this time last year, which equates to 145 more new memberships)
  - **Total Number of HCC Members** = 4,508 (Up nearly 2% from this time last year, which equates to 79 more new members)
- **Family Memberships:**
  - Family memberships grew this month with 30 new family memberships gained for a total of 741
- **Senior Couple Memberships:**
  - Senior Couple Memberships grew this month with 6 new senior couple memberships gained for a total of 119
- **SilverSneakers Membership:**
  - SilverSneakers memberships just keeps growing with an additional 16 SS members gained in the month of March for a total of 801 SS members to date
- **Total Monthly Visits (HCC)** = 11,337
- **Most Popular Day (HCC)** = Monday, March 2nd (580 Visits)

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

- **Community Center Overall Revenue** down by 50.73% from this time last year (in large part due to the loss of the general fund transfer in, which totaled $191,644.00 at this time last year); **Expenses down** 8.55% from this time last year
- **Cost Recovery for Community Center ytd (non-inclusive of Admin. fee or capital projects)** = 77.14%
  - **Annual Membership** revenue is down by 6.72%, $10,405.32 from this time last year. This continues to be likely due to more members taking advantage of our membership drive promotion this past December. The membership revenue year to date still remains higher than 2012 & 2013 figures.
  - **Daily Passes** = $18,761.00 (Up $988.00, 5.56% from 2014)
  - **Special Events** = $1,890 (Up $625.00, 49.41% from 2014)
  - **Swim Team Rent** = $2,960 (Up $1,610.00, 119,26% from 2014) due to the collection of the anticipated revenue from Ray-Pec's swim team this month
  - **Adult Leagues Revenue (Coed Volleyball, Dodgeball, Men's 5 on 5 Basketball & Women's Volleyball)** = Appears to be down in all areas due to an adjustment in our RecTrac software in which the revenue collected is not set to accrue or be reflected until after the league is completely finished (This was caused by a change in the way the league games and practices are now scheduled through TeamSideline rather than through RecTrac) It is anticipated that much of this revenue loss will be gained back in the coming months

- o **Fitness Classes Revenue** =$5,966.60 (Down by $3,237.97, 35.18% from 2014) likely due to the additional free class offerings for our HCC members (Group Strength mornings and evenings & Basic Water Aerobics)
- o **Lifeguard Training** = $278.22 (Down by $2,211.51, 88.83% from this time last year) due to less participation to date in our lifeguard training courses. This revenue amount is however more in line with the revenue collected in 2012 & 2013 ytd. It is anticipated that we will have more participants in the trainings offered in April & May to increase revenue in this area.
- o **Misc. Rec. Programs** = $9,969.14 (Down by $3,473.25, 25.84%) due in large part to an adjustment in our RecTrac software to our Youth Basketball program in which all of the revenue for that program was collected at the end of last year rather than accruing into the beginning of this year when the program actually started. It is anticipated that this revenue loss will be regained at the end of this year
- o **Personal Training** revenue continues to be down by $6,086.00, 66.87%
  - Continue to work to market new PT Shannon Callaghan & Gideon Lockett as he completes his PT certification & will also be offering a summer PT special for all students & teachers to increase revenue in this area
  - A mid-year adjustment will need to be made on both the revenue & expense side for personal training due to the loss of our most successful PT Gloria Davis at the beginning of this year

- **Parks Overall Revenue** up by 3.29% from this time last year; **Expenses down** 8.91% from this time last year
- **Cost Recovery for Parks ytd (non-inclusive of Admin. fee or capital projects)** = 107.63%
  - o **Parks Real Estate Taxes** = $56,644.18 (Up $5,080.50, 9.85% from 2014)
  - o **Parks Personal Property Tax** = $18,758.17 (Up $7,145.76, 61.54% from 2014)
  - o **Parks Rental Income** = $1,504.29 ($526.17, Up 53.79% from 2014)
  - o **Parks Misc. Rec Programs** = $30,152.00 (Up 332.96, 1.12% from 2014)
  - o **Parks Misc. Income** = $3,625 (Down $2,525, 41.06%) due to the timing of revenue collection for our Youth Baseball softball sponsorships – All 31 teams are sponsored at this time so it is anticipated that this additional revenue will be collected in the coming month
  - o **Parks Capital Outlay** = Up by $20,475.00 from prior month due to the budgeted purchase this month of the new finishing mower

Business & Marketing

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

- Created flyers for the Free Zumba class held on Sat., March 28th, "Spring into Fitness" Membership Appreciation event to be held on Sat., April 25th, Summer Camp & After Summer School Camp, Spring Outdoor Adult Leagues including Coed Sand Volleyball & Adult Softball, Spring Learn to Swim classes, April Lifeguarding course, 2015 HPR Foundation Golf Tournament to be held on Fri., July 24th, Summer Movies in the Park, 4th of July Food Truck Vendors Wanted & for the Kids at Play special events at HCC throughout the summer
- Created a Summer 2015 Upcoming Youth Programs & Activities tri-fold that was distributed directly into the backpacks of all Harrisonville students at ECC, HES & McEowen Elementary School
- Updated our Outdoor Aquatic Center brochure to include all of our 2015 summer season info.
- Updated the Aquatics program card to include general info about all of our aquatics program offerings to include in the Chamber welcome bags
- Printed the Aquatics program card and the HCC membership info. card to include in the welcome bags created by the Chamber and distributed by City Hall Utilities staff to new residents
- Updated lobby power point to include info. about our upcoming First Aid/CPR/AED class offerings, Spring Craft Show, Spring Into Fitness Membership Appreciation event, Spring Outdoor Adult Leagues, Kids at Play special events, Summer Camp & After Summer School Camp, AquaCats, Spring Learn to Swim lessons, opening of the Outdoor Aquatic Center, Summer Movie Nights in the Park & our 4th of July food truck vendors wanted info.
- Created high-quality April 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 1,635 followers with continual growth and interaction on the page daily!**) & Twitter to inform our community about our programs and activities

Fitness

Staff spent time preparing for the upcoming "Spring into Fitness" Membership Appreciation Day to be held on Sat., April 25th ; installing the new flat screen tv in the upstairs free weight area; assembling the new weight rack in the Social Hall & working on the Students & Teachers Personal Training Summer Special Offering. Additional items to report:

- Personal Training Revenue: $1,282.00
- Group Fitness Revenue for Winter Session II (2/16/15-3/29/15) : $2,969.40

- Total # of Group Fitness classes: 29
- Total # of Group Fitness Registrants: 369
- Youth Fitness Orientations Completed: 5
- Complimentary Fitness Orientations Completed: 4

Parks

Staff spent time beginning to work on the ballfields in preparation for the spring season; including installing batter's box bricks. Staff also spent time:

- Hooking up water to parks facilities
- Mowing select areas
- Purchasing and acclimating staff to the new mower
- Cleaning brush and debris in the parks
- Starting to set up parks reservations
- Continuing to clean and re-arrange the parks shop

Community Center Maintenance

HCC staff spent time having the pads repaired on the equipment in the upstairs weight room; repairing and repainting the walls outside of the fitness studio. Staff also spent time on:

- Repainting areas of the Social Hall
- Installing new floor door stops for the Fitness Studio doors
- Working on maintenance related items at the Outdoor Pool in preparation for the 2015 summer season
- Repairing the rubber carpet trim outside of the Social Hall
- Working on having the sauna wiring repaired
- Working on getting the family changing room door lock ordered and replaced
- Tearing out and repairing the concrete on the north side patio
- Ordering new security cameras for upstairs

Recreation

Staff spent time working on the layout and plans for the Spring Craft Show to be held on Sat., April 18th (16 vendors registered to date) as well as working on ordering new concessions equipment & researching concessions prices & products to make pricing increases & adjustments where appropriate. Other items to report:

- Girls Volleyball
  - 46 registered
    - (3) 4th-5th Grade Teams
    - (2) 6th-8th Grade Teams
  - Games started March 21st
  - Sharing games with Pleasant Hill
- Youth Baseball/Softball/T-Ball
  - Total Teams: 31
  - Total Sponsors: 31
  - Total # of participants: 343
  - # of Volunteer Head & Assistant Coaches: 84
- Coed Rec Volleyball

    - Games started March 10th
    - 8 teams registered
- Men's 5 on 5 Basketball
    - Games started March 11th
    - 8 teams registered
- Currently Registering for Spring Adult Leagues:
    - Coed Softball (3 registered teams to date)
    - Men's Softball (8 registered teams to date-League is FULL)
    - Sand Volleyball (3 teams registered to date)
    - Dodgeball (0 teams registered to date)
- Tiny Tikes Soccer program started on Thurs., April 9th and runs through May 14th
    - 21 registered
- Continuing to conduct interviews & complete paperwork on new hires for Summer Camp Counselors & Concessions staff
- Working on training with new Summer Camp Coordinator, Tandy Croy
- Scheduled & marketing special Kids at Play special events at HCC to be held on some Friday evenings and Saturday mornings throughout the summer
- Continuing to market and take registrations for Summer Camp & After Summer School Camp programs at HCC
- Created 4th of July food truck vendors application & rules and regulations sheet to accept food trucks at this year's event

Aquatics

Staff started clean up at the Outdoor pool in preparation for the upcoming summer season. Staff also spent time on:

- Setting up the AquaCats program in RecTrac in preparation for our on-site registration event held on Wed., April 8th from 6pm-8pm; registration is open through May 25th
- Working with AquaCats Swim Team Coaches on the specifics of their contracts
- Working with the t-shirt vendor on the selection of AquaCats spirit wear and the design of a new AquaCats logo
- Completing a Red Cross lifeguarding class for new guards as well as a re-certification class
- Teaching swim lessons & working with swim lesson instructor's on schedule for new set of swim lessons that started the week of April 6th

Membership

Staff spent time continuing to plan for our upcoming Spring into Fitness Membership Appreciation event to be held at HCC on Sat., April 25th. Staff also began scheduling interviews for Summer ODP front desk staff members. Other items to report:

- Working on several large upcoming rentals at HCC including the Spring Craft Show on Sat., April 18th; Harrisonville After Prom Lock-In on Sat., April 25th; Connie White's Dance Studio photo shoot on Sat., May 2nd; Harrisonville After

Graduation Lock-In Fri., May 15th – Sat., May 16th; Harrisonville Middle School 5K run through City Park on Wed., May 20th

- Ran March Membership Installment Billings – total billed amount $30,323.10
- Renewed March monthly installment memberships: 65 total
- Received March's SilverSneakers Fitness Membership Payment: $3,087.50
- Invoiced Corporate Accounts (CITY, CASGV,HSD, CRMC & QuikTrip) for Monthly Memberships: $6,846.98
- Invoiced Feb. "Group Visits" - Organizations (Aaron's House, Grand River Residential, Heritage Residential, SERC): $198.00
- Completed Building Rentals at HCC & All Parks Facilities, amount collected: $4,902.75

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STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **April 13, 2015**

SUBJECT: **Indoor Pool Chemical Usage**

Type of Item: *Report*

Discussion Item (ID # 1823)

Indoor Pool Chemical Usage

Attachments:

Memo on Pool Chemical Cost Increase (PDF)

MEMO

TO: Park Board

CC: Keith Moody, Mayor Wood

FROM: Chris Deal, Parks & Recreation Director

DATE: April 9, 2015

RE: Pool Chemical Cost Increase

The Chemicals for the indoor pool will exceed the budget for this year. Our Aquatic Supervisor, Dave Killpack has over a decade of experience in the operations of Pools and is a Certified Pool Operator (CPO). With Dave's experience, we have made some changes to the pool chemicals that are important to the longevity of the pool mechanical operations. At no time in the past have we been outside of the recommended pool chemistry that would present any sort of safety issue for our pool users. However, as you will read below, the change in chemical makeup merits this recommended change. I will list this in bullet point format as there are several technical points to be made:

- We are now running the pool according to the *saturation index*, which tells you if the pool is running acidic or if it is scaling.

- The saturation index uses four factors to determine the correct chemistry. Those are, pool temperature, total alkalinity, calcium hardness and PH.

- Because of the above reasons, the pool must be treated with a higher chemical volume than in the past, which will have a budget impact.

- Our pool was running at a -.7 which is corrosive to the pool as it attacks the pool pipes, pool heater, pumps and the pool surface (Concrete and paint). Most pools try to stay between -.2 and +.2, with 0 being perfect.

- Thus, with the desire to keep the pool temperature at 85 degrees, the total alkalinity needs to be around 90, hardness around 300 and the PH at 7.4. This formula keeps the pool at 0 for the saturation index.

- In order to keep the saturation index at 0, it takes both Sodium Bicarbonate and Calcium Chloride Flake to treat the water. In the past, we did not order very much of these chemicals.

The budget for pool chemicals this year is $3,290.00. Our estimation is that we will need to spend $5,590.00 to maintain the pool within the preferred saturation index. This will be a midyear budget adjustment request of $2,300.00 for the pool chemical line item.

Aquatic Supervisor, Dave Killpack will be at the Board meeting for any questions that you may have.

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STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **April 13, 2015**

SUBJECT: **Outdoor Pool Condition**

Type of Item: *Report*

Discussion Item (ID # 1824)

Outdoor Pool Condition

Attachments:

Memo on Outdoor Pool Condition 2015 (PDF)

MEMO

TO: Park Board

CC: Keith Moody, Mayor Wood

FROM: Chris Deal, Parks & Recreation Director

DATE: April 9, 2015

RE: Outdoor Pool Condition

The purpose of this memo is to advise the Park Board of the condition of the Outdoor Pool. As the Board is aware, each year staff does its best to present the Board with an accurate budget, but there are two factors that make this a difficult task. First, projected revenue at the Outdoor Pool is largely controlled by the weather. Secondly, with the Outdoor Pool being 17 years old, maintenance issues are unpredictable and continue to be a challenge to operations.

Preventative maintenance is ongoing and our maintenance staff works hard to prepare the facility for summer use, as well as condition the facility for the 9 months that it is not open. This year we have seen a substantial amount of deterioration in the cement and other areas of this facility. My biggest concerns lie in three areas, the pool surface, the pools pumps, including sand replacement and the plumbing. Currently there is approximately $100,000.00 in Park Board directed and unreserved cash investment (Fund Balance). With the pool surface being painted in 2013, it is in fair shape at this time. However, paint and cement is coming up in several places and in some areas, the cement is heaving up to create an uneven surface.

I would like to be able to present the Board with a clear solution; however we simply do not currently have the funds to fix all that needs to be addressed. To sand blast, patch and resurface the pool surface correctly (not just painting) would cost over $100,000.00. The reason the pool surface keeps cracking is because this has not been done. New pool pumps and sand replacement would also cost over $100,000.00. The pool plumbing replacement is simply cost prohibitive and not advisable with the age of the pool.

In closing, staff will patch and repair the damaged areas the best we can and add fresh paint to upgrade the aesthetics of the facility. Staff will pass around color photos that were taken of the pool at the Board meeting. As stated above, <u>I felt it important to inform the Board of the condition of the Outdoor Pool so future maintenance costs would not be a surprise.</u> I will be available for questions anytime and certainly at the Board meeting. Thank you.

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STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **April 13, 2015**

SUBJECT: **Parks Facilities Condition**

Type of Item: *Report*

Discussion Item (ID # 1825)

Parks Facilities Condition

Attachments:

Memo on Park Facilities Condition (PDF)

MEMO

TO: Park Board

CC: Keith Moody, Mayor Wood

FROM: Chris Deal, Parks & Recreation Director

DATE: April 9, 2015

RE: Park Facilities Condition

In the last three years, as approved by the Park Board, staff has made minor upgrades to the park facilities by adding aglime to the ball fields, new trail extensions, new benches throughout the parks, fence capping on fields 5&6 and other minor improvements. These improvements were made possible by deferring the funds to resurface the tennis courts to the ball field repairs and through the Parkland Dedication Fund account.

This year staff did not bring forward any major projects for the Park Board to consider from the Parkland Dedication Fund, but staff will bring forward a menu of items for the Park Board to consider within the 2016 budget process. The total funding available in the Parkland Dedication Fund is $52,131.00. Staff feels it important to leave some funding in this account ($5,000.00) for an emergency, so that does not leave a lot of money to do a big project. Below is a list of areas that staff has discussed:

- Repairs to the concessions and bathrooms at North Park, which are in very poor shape
- Ball field fencing around fields 3 & 4 and ground reconfiguration
- Lighting additions and repairs at North Park
- Irrigation to infields to help with field condition and field preparation
- Parking lot upgrade at North Park
- New playground piece for Lord's Park
- Upgrade of other playgrounds in City Park (some out of date and out of safety code)
- Shelter structure repairs
- Continued trail improvements/expansion
- Entrance signs upgrade and landscaping

It is staff's opinion that the right way to fix North Park is to refurbish the entire park with a modern design that will increase our program offering ability. It would be necessary for a new funding source to be in place in order to make these major improvements. Our program numbers have decreased this spring and when we have made calls to teams that have left our program, the number one response stated is; "We went to Belton or other areas for better facilities".

Similar to the Outdoor Pool Condition memo, staff felt it important to make the Park Board aware of the Park facilities condition and future considerations on the horizon. I will be available for questions anytime and certainly at the Board meeting. Thank you.

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **April 13, 2015**

SUBJECT: **HCC Unanticipated Expenses Update/Recommended 2016 Budget Changes**

Type of Item: *Report*

Discussion Item (ID # 1826)

HCC Unanticipated Expenses Update/Recommended 2016 Budget Changes

Attachments:

Memo on Unanticipated Expenses (PDF)

HCC High Dollar Unanticipated Expenses - 2015 (PB Mtg. April 2015) (PDF)

MEMO

TO: Park Board

CC: Keith Moody, Mayor Wood

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

DATE: April 9, 2015

RE: Unanticipated expenses update / 2016 Budget changes (recommended)

As mentioned to the Park Board in a previous meeting, staff will provide the Board with expense items that were unanticipated and beyond the budget plan. Please see the attached chart for those listed items. Regarding the budget development process, staff prepares the annual budget with as much accuracy as we can, using budget history and anticipated expenses. But the older the building gets the more unanticipated expenses occur. Also, other variables in expenses do occur based on necessary changes in operations.

The purpose of this memo is to update the Board about those unanticipated expenses, rather than wait for a mid-year or year-end adjustment. It is also our intent to present to the Board recommended changes within the development of the 2016 budget. As an ongoing process, whenever staff approaches the end of funding in a specific line item, staff does its best to pull expenses from other line items that may be underspent. However, in most cases we end up with the same result, which is the necessity to prepare a mid-year or year-end budget adjustment.

Our current fund balance is $282,488.00 which is approximately 25% of the annual operating budget. The fund balance is the resource for covering expense items that are beyond the budget. <u>Going forward, staff will recommend the following for the 2016 budget:</u>

1. <u>Increase the building maintenance account</u> by $20,000.00 in order to cover some of the unexpected expenses with an aging facility. This will provide better budget planning that will decrease the need for a mid-year or year-end budget adjustment.
2. Because of the aging facility and the increase in after hour rentals, it is necessary to <u>increase our part-time maintenance staff</u> in order to keep up with service demand and to keep the building clean. Our after hour rentals and larger rentals take a lot of time to set up and break down. This takes time away from the building being cleaned as we do not have building supervisors to assist with room set ups. *In addition, we are below the metro standard for the number of maintenance staff for a facility of this size. In the past few months, we have had heard complaints about the facility cleanliness, which we have not heard in the past*. In addition, we have already spent all of the allocated building maintenance overtime funds for the 2015 budget. Part of this is from the weather and snow removal, but part is also because of the additional time needed for rental set ups. The estimated hourly increase for maintenance staff in the 2016 budget will be about 20 additional a week, which calculates to around $8,300.00 annually. The need to increase overtime will decrease with the additional part-time hours.

Staff will be happy to answer any questions and will prepare the budget for 2016 with these recommendations for Board review.

High Dollar Unanticipated Expenses 2015 (YTD as of 4.1.15)			
HCC FUND 15			
Account #	**Account Name**	**Invoice Description & Supplier**	**Amount**
		UNANTICIPATED BUILDING REPAIR EXPENSES YTD	
15-6-1119-0216	**Other Contractual Serv.**	Clifford Power Systems - Replacement of HCC generator batteries (discovered problem during annual PM check)	$ 375.00
15-6-1119-0216	**Other Contractual Serv.**	Integrated Electronics - Repairs to AV equipment & sound system	$ 989.74
15-6-1119-0216	**Other Contractual Serv.**	Four Season Electric - Repairs to damaged network lines in the Social Hall	$ 1,032.44
15-6-1119-0216	**Other Contractual Serv.**	Door Controls, Inc. - Repairs to handicapped front door	$ 2,191.00
15-6-1119-0216	**Other Contractual Serv.**	Concrete for HCC patio repairs	$ 347.50
15-6-1119-0307	**Equipment Maintenance**	Kornis Electric Supply Inc. - New lights for HCC front entry sign	$ 470.00
15-6-1119-0211	**Equipment Maintenance**	Four Seasons Electric - Set & wire new HCC front entry sign lights	$ 249.90
15-6-1124-0216	**Other Contractual Serv. (Aquatics)**	Gary Tripp - Hot tub heater replacement	$ 959.75
15-6-1124-0216	**Other Contractual Serv. (Aquatics)**	Replace door handle for family changing room	$ 665.00
15-6-1124-0216	**Other Contractual Serv. (Aquatics)**	Four Seasons Electric - Repairs to sauna wiring causing sauna to shut down completely	$ 330.84
15-6-1126-0211	**Equipment Maintenance (Rec.)**	Advanced Fitness Tech - Repairs to treadmill including replacement of walking belt & drive belt	$ 686.53
		TOTAL	**$ 8,297.70**
		HVAC REPAIRS OUTSIDE OF QUARTERLY YTD	
15-6-1119-0216	**Other Contractual Serv.**	The Waldinger Co. - Repairs to Cass room HVAC unit	$ 1,220.81
15-6-1119-0216	**Other Contractual Serv.**	The Waldinger Co. - Repairs to Senior Center HVAC unit	$ 344.00
15-6-1119-0216	**Other Contractual Serv.**	The Waldinger Co. - HVAC repairs	$ 294.00
15-6-1119-0216	**Other Contractual Serv.**	The Waldinger Co. - Locker Room HVAC repairs	$ 1,397.82
15-6-1119-0216	**Other Contractual Serv.**	The Waldinger Co. - HVAC repairs	$ 803.01
15-6-1119-0216	**Other Contractual Serv.**	Electronic Contracting Co. - Relay for HVAC duct work	$ 278.50
		TOTAL	**$ 4,338.14**
		2015 BUDGETED HVAC REPAIRS OUTSIDE OF QUARTERLY	**$ 6,000.00**
		TOTAL UNANTICIPATED EXPENSES YTD	**$ 12,635.84**

STAFF REPORT

TO: **Park Board**
FROM: **Chris Deal, Parks Director**
DATE: **April 13, 2015**
SUBJECT: **HCC Membership Report**

Type of Item: *Report*

Discussion Item (ID # 1827)
HCC Membership Report

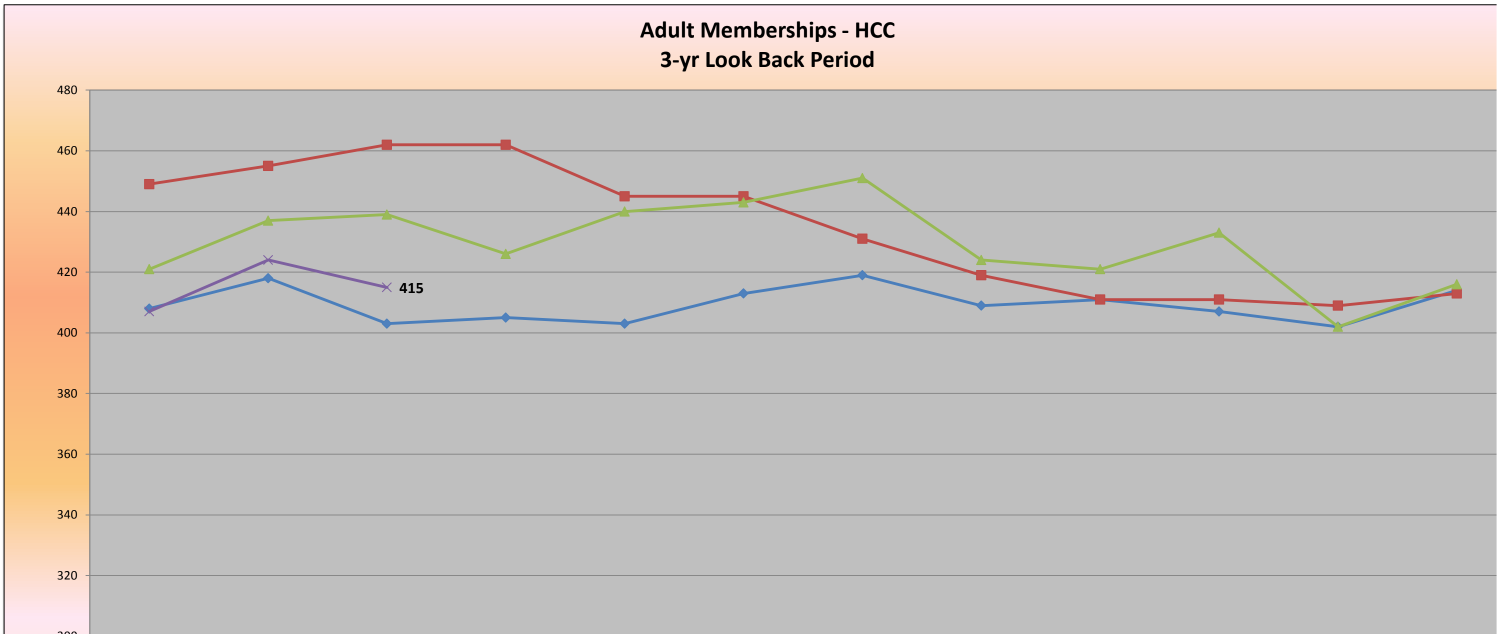
Attachments:
Membership Statistics - Chart(PDF)
HCC Membership Statistics - Graphs(PDF)

HPR Membership Tracking
3-Year Period
Park Board Meeting: April 14, 2015

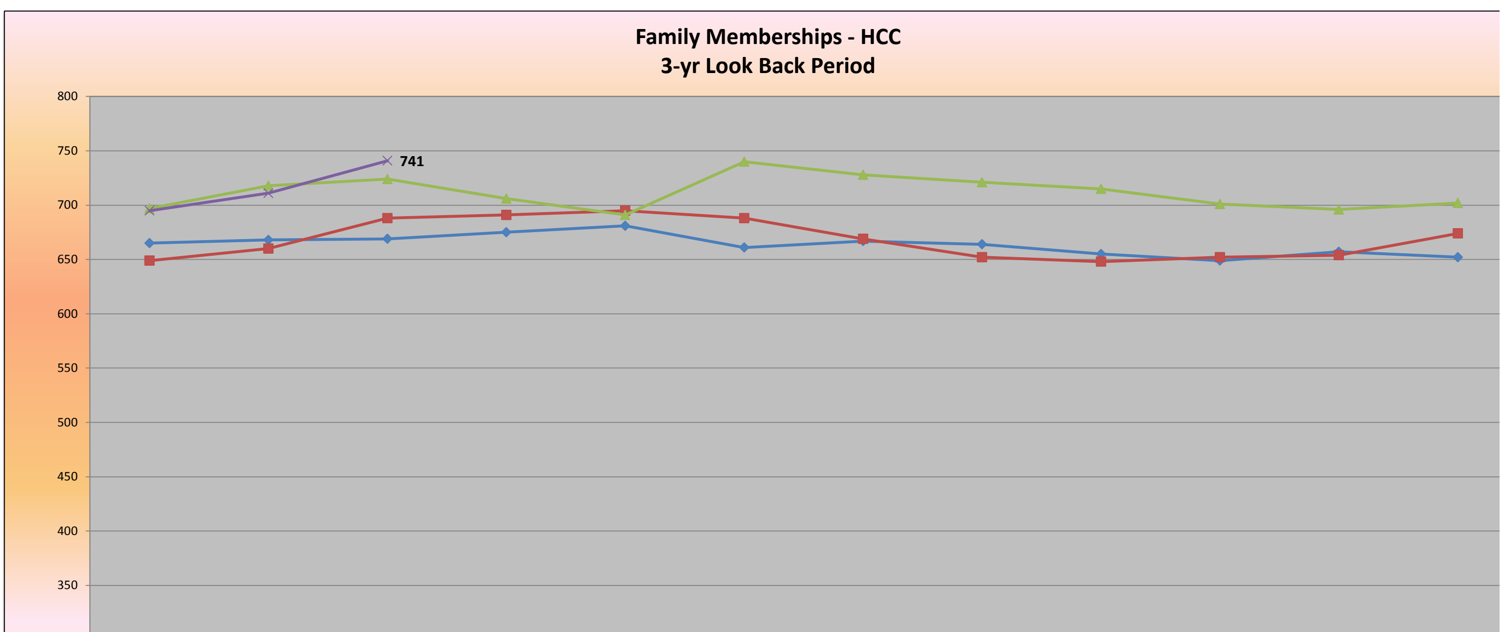
	Values																
Month / Year	**Adult**	**Adult-90**	**Adult-ODP**	**Family**	**Fam-ODP**	**Youth**	**Youth-90**	**Yth - ODP**	**Senior**	**Sen-90**	**Sen Cpl**	**Sneakers**	**Sen-ODP**	**PLUS1**	**10Punch**	**HCC Mem**	**ODP Mem**
Jan																	
2013	402	47	0	649	0	14	2	0	230	3	112	292	0	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%**
% Diff. Prev. Mo.																	
2013	2.49%	-5.66%	0.00%	4.24%	0.00%	7.69%	-50.00%	0.00%	-0.45%	-25.00%	3.51%	17.16%	0.00%	-1.75%	0.00%	**3.91%**	**0.00%**
2014	1.54%	-8.51%	0.00%	0.84%	0.00%	-6.67%	-25.00%	0.00%	0.00%	0.00%	0.00%	2.61%	0.00%	-6.25%	0.00%	**0.66%**	**0.00%**
2015	**-2.58%**	**2.70%**	**0.00%**	**4.22%**	**0.00%**	**5.56%**	**-50.00%**	**0.00%**	**-2.90%**	**100.00%**	**5.31%**	**2.04%**	**0.00%**	**1.92%**	**0.00%**	**2.18%**	**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																	
% Difference/yr	-100.00%	-100.00%	0.00%	-100.00%	0.00%	-100.00%	-100.00%	0.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-100.00%	0.00%	**-100.00%**	**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																	
% Difference/yr	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	**-100.00%**	**-100.00%**
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																	
% 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%	-100.00%	**-100.00%**	**-100.00%**
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																	

Updated by Wendy Hershberger: 4/7/2015 @ 4:57 PM

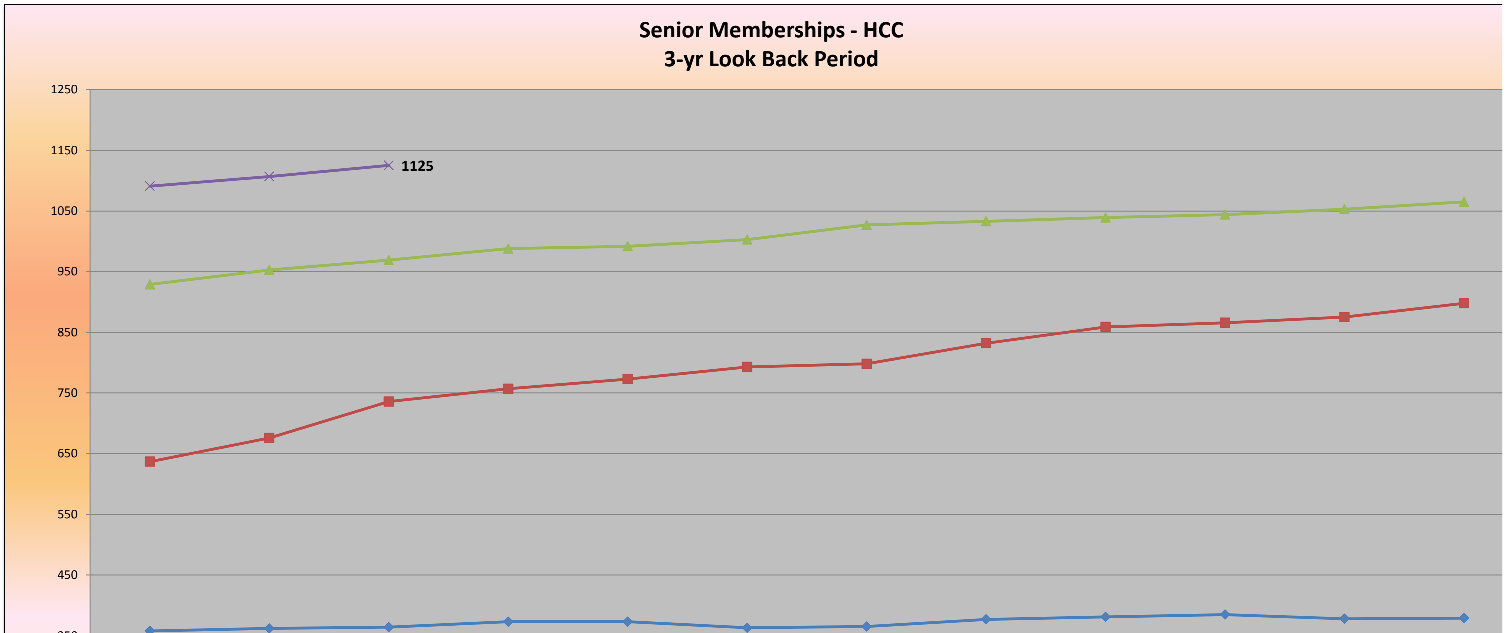
Attachment: Membership Statistics - Chart (1827 : HCC Membership Report)



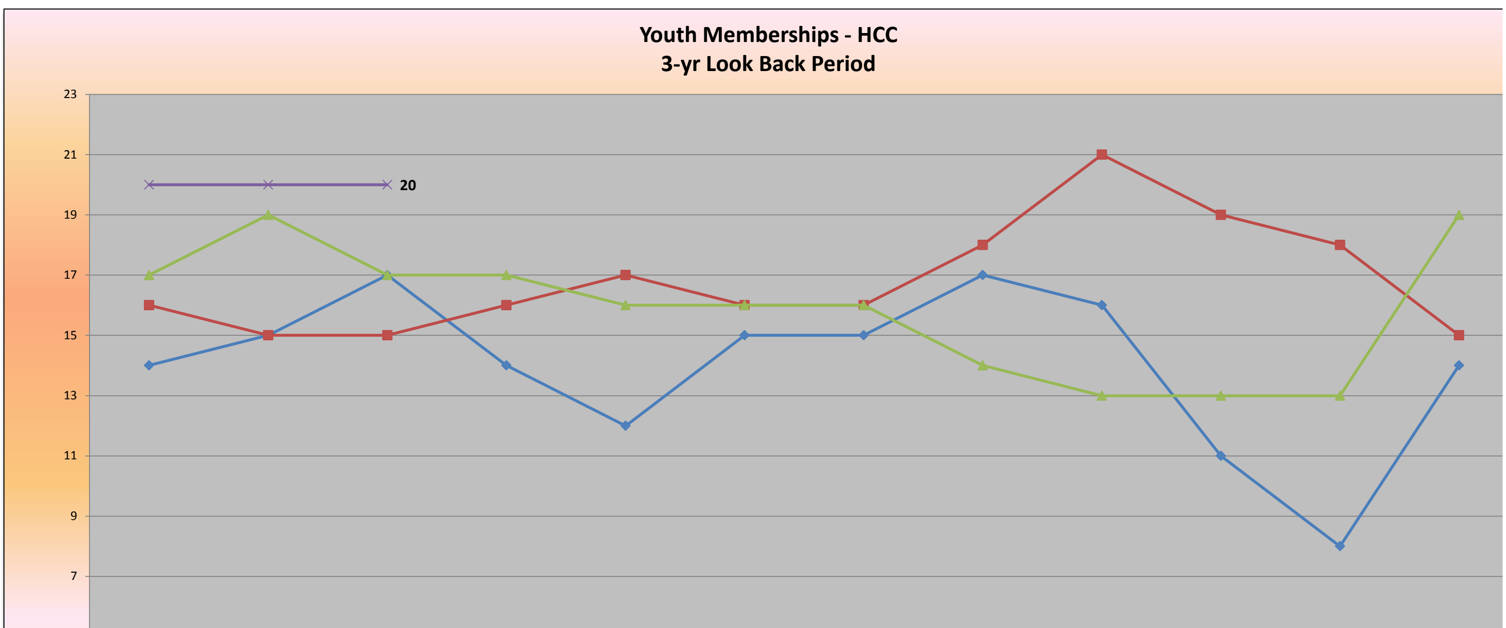
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	408	418	403	405	403	413	419	409	411	407	402	414
2013	449	455	462	462	445	445	431	419	411	411	409	413
2014	421	437	439	426	440	443	451	424	421	433	402	416
2015	407	424	415									



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	665	668	669	675	681	661	667	664	655	649	657	652
2013	649	660	688	691	695	688	669	652	648	652	654	674
2014	697	718	724	706	691	740	728	721	715	701	696	702
2015	695	711	741									



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	358	362	364	373	373	363	365	377	381	385	378	379
2013	637	676	736	757	773	793	798	832	859	866	875	898
2014	929	953	969	988	992	1003	1027	1033	1039	1044	1053	1065
2015	1091	1107	1125									



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	14	15	17	14	12	15	15	17	16	11	8	14
2013	16	15	15	16	17	16	16	18	21	19	18	15
2014	17	19	17	17	16	16	16	14	13	13	13	19
2015	20	20	20									

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **April 13, 2015**

SUBJECT: **Month & YTD Financial Report**

<u>Type of Item:</u> *Report*

Discussion Item (ID # 1828)

Month & YTD Financial Report

Attachments:

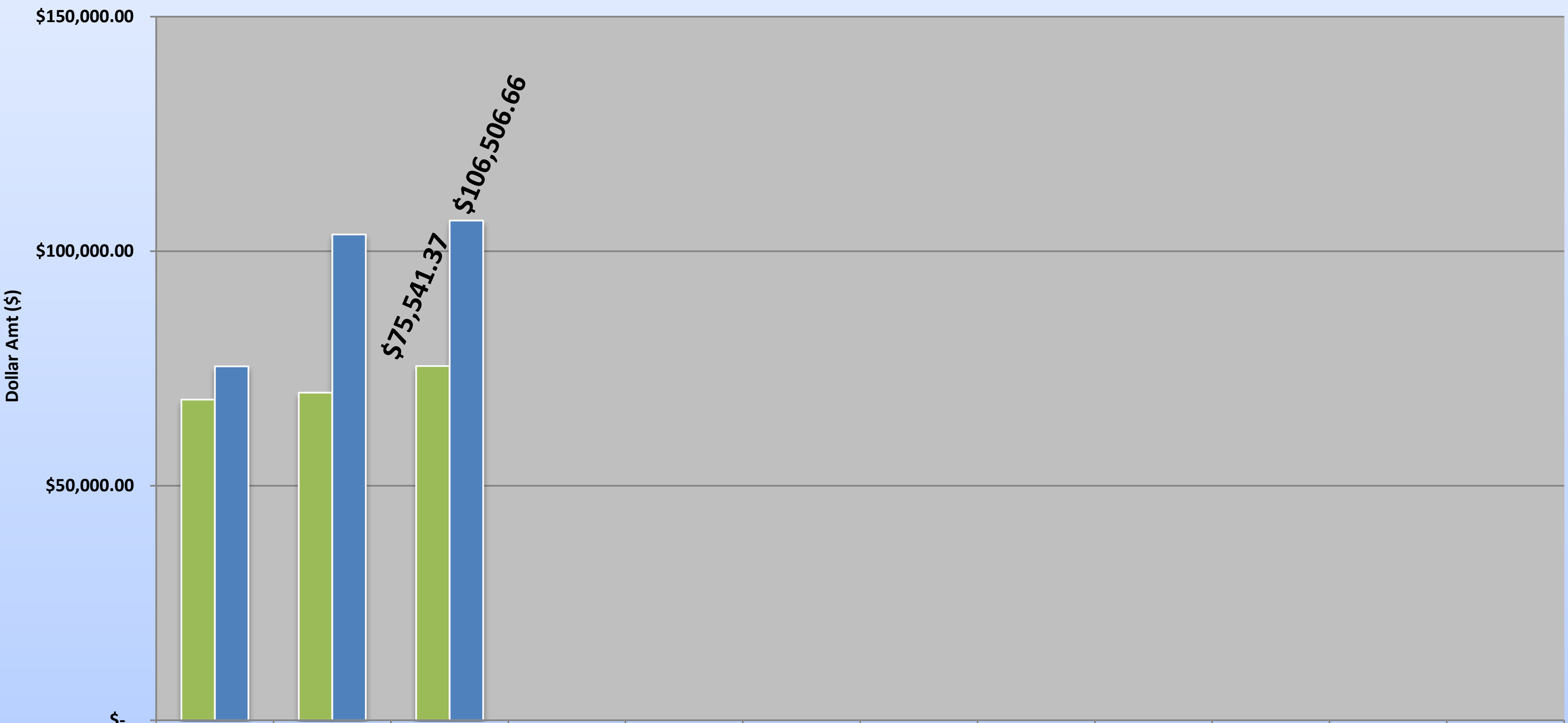
Revenue vs. Expenditures (PDF)

Utilities (PDF)

Parks Financials (PDF)

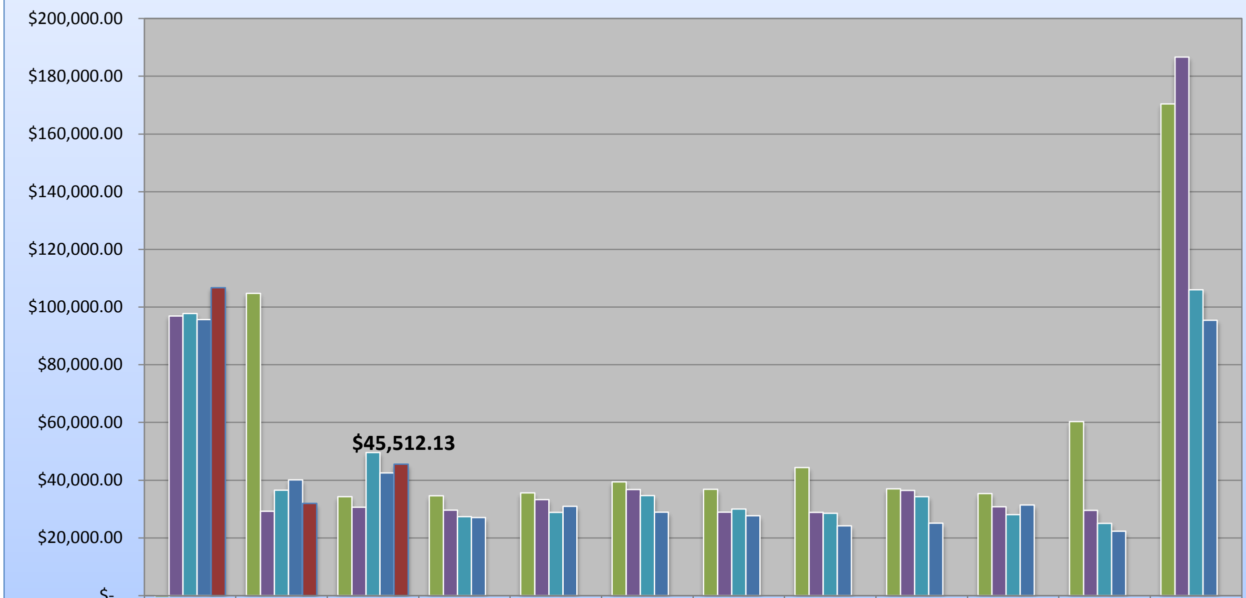
ODP Financials (PDF)

HCC Financials (PDF)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Revenue	$68,364.78	$69,822.19	$75,541.37									
EXPENSES	$75,474.70	$103,570.45	$106,506.66									

Revenue Over Time - Fund 11 (Parks)

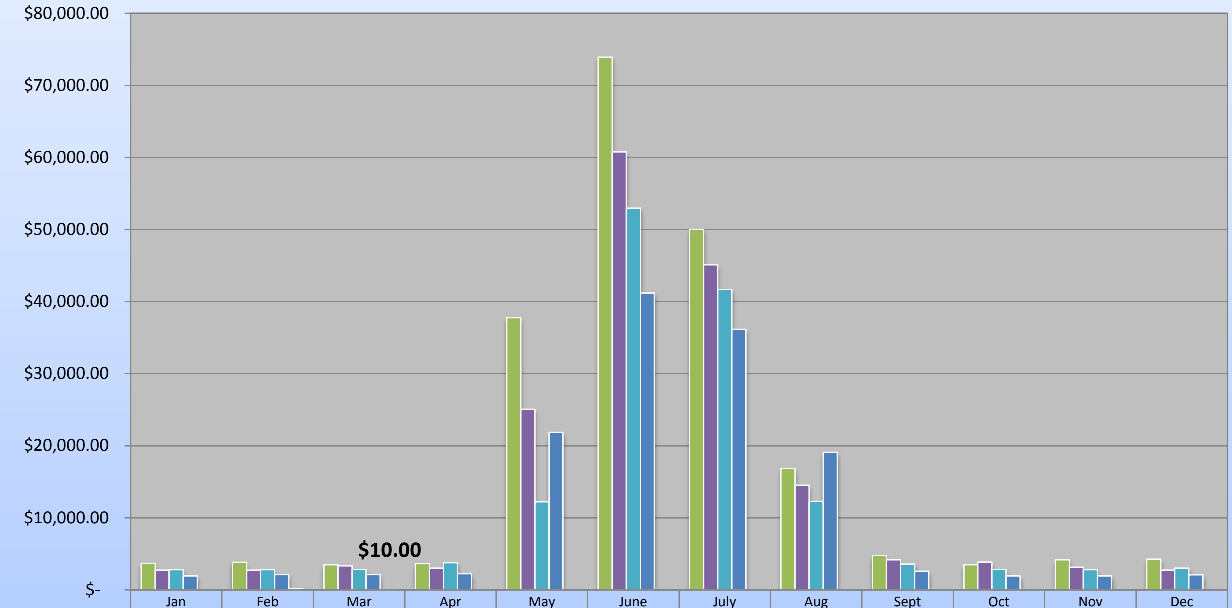


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$(11,704.34	$104,724.43	$34,296.60	$34,598.72	$35,560.24	$39,401.14	$36,806.29	$44,393.04	$36,997.16	$35,370.39	$60,290.63	$170,453.45
2012	$96,919.60	$29,226.68	$30,632.62	$29,592.69	$33,298.62	$36,752.01	$28,943.12	$28,845.21	$36,431.79	$30,787.42	$29,550.56	$186,628.29
2013	$97,783.02	$36,492.62	$49,571.52	$27,348.30	$28,799.50	$34,671.09	$29,995.58	$28,538.47	$34,252.28	$28,097.02	$25,010.43	$106,019.47
2014	$95,687.00	$40,096.46	$42,496.04	$27,014.83	$30,952.73	$28,923.53	$27,636.62	$24,146.49	$25,069.49	$31,388.37	$22,274.77	$95,411.99
2015	$106,680.43	$31,960.38	$45,512.13									

Expenses Over Time - Fund 11 (Parks)

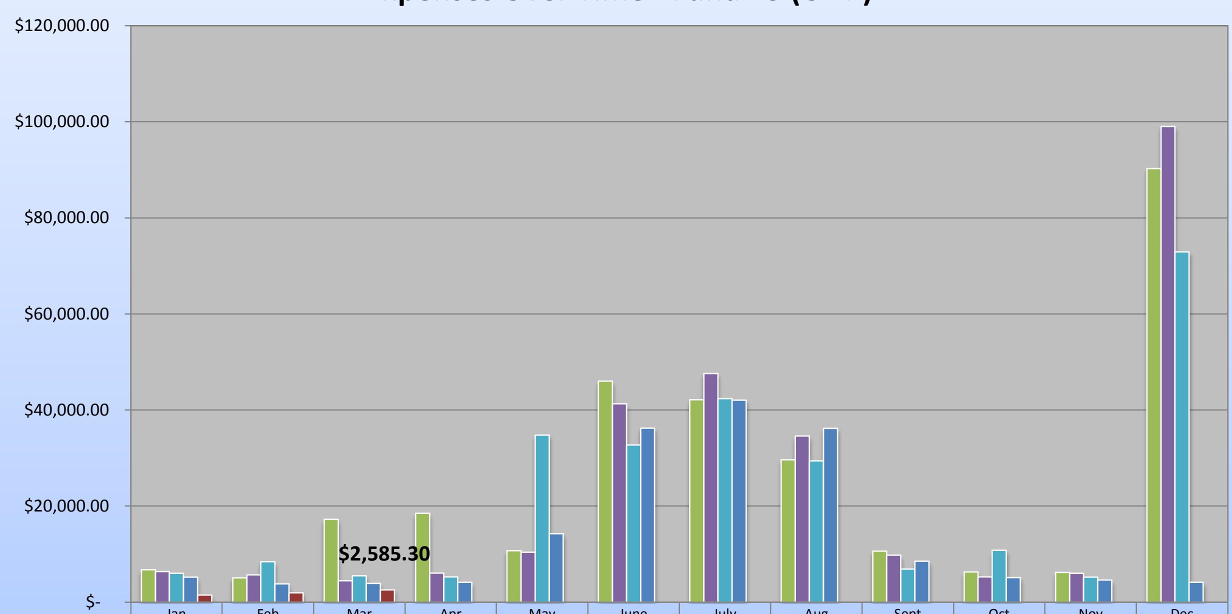
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$29,545.27	$57,306.97	$34,651.78	$58,142.48	$71,297.54	$86,592.72	$52,402.43	$69,202.69	$46,908.57	$46,063.84	$45,299.53	$24,939.61
2012	$31,046.07	$31,247.84	$30,045.51	$45,196.21	$38,552.75	$64,256.59	$38,638.49	$74,315.86	$36,806.84	$34,299.17	$50,507.86	$42,830.74
2013	$30,972.45	$31,074.18	$34,094.10	$38,349.40	$45,152.39	$39,286.38	$57,700.44	$36,825.85	$38,772.90	$39,650.18	$32,250.16	$39,330.35
2014	$57,362.40	$30,818.61	$36,862.69	$29,332.18	$51,676.43	$45,305.94	$63,751.64	$52,775.03	$39,968.29	$50,912.04	$36,408.58	$36,715.39
2015	$30,013.11	$26,360.50	$57,530.67									

Revenue Over Time - Fund 13 (ODP)



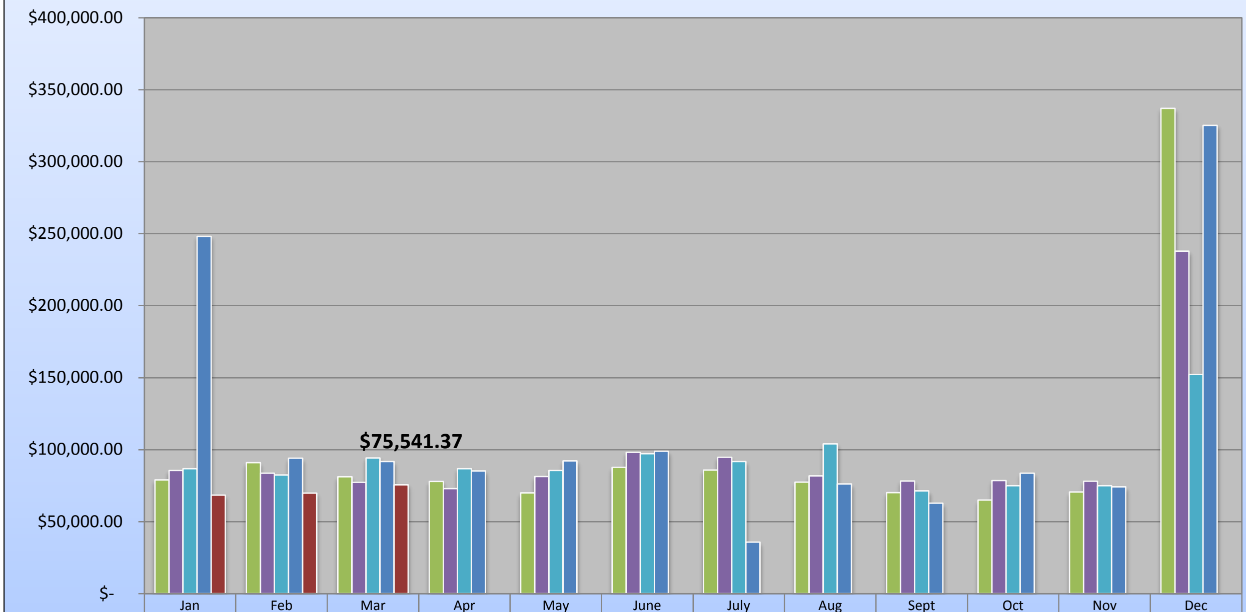
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$3,662.93	$3,825.87	$3,495.58	$3,644.02	$37,779.40	$73,920.89	$50,030.74	$16,856.27	$4,752.47	$3,493.44	$4,156.13	$4,251.54
2012	$2,726.90	$2,731.84	$3,337.22	$3,030.40	$25,053.77	$60,773.53	$45,115.57	$14,528.16	$4,155.74	$3,870.89	$3,137.42	$2,744.13
2013	$2,795.53	$2,814.36	$2,827.69	$3,777.61	$12,209.71	$52,982.44	$41,699.40	$12,282.17	$3,580.92	$2,816.91	$2,811.77	$3,016.69
2014	$1,932.73	$2,114.31	$2,112.67	$2,248.97	$21,843.32	$41,185.96	$36,156.47	$19,073.37	$2,592.74	$1,924.58	$1,930.58	$2,077.95
2015	$-	$161.85	$10.00									

Expenses Over Time - Fund 13 (ODP)



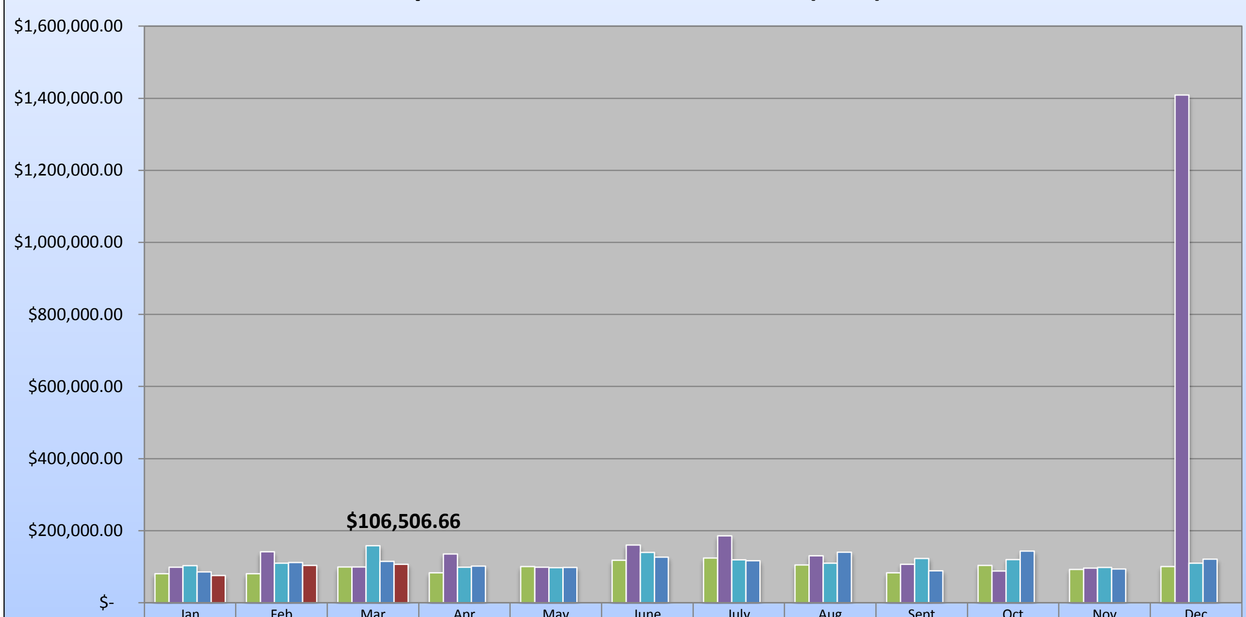
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$6,781.20	$5,066.73	$17,258.65	$18,516.88	$10,747.83	$46,022.72	$42,174.76	$29,651.13	$10,623.49	$6,300.46	$6,207.11	$90,257.26
2012	$6,404.31	$5,695.11	$4,472.12	$6,063.27	$10,406.49	$41,322.86	$47,622.70	$34,598.54	$9,774.34	$5,279.55	$6,027.20	$99,052.28
2013	$6,019.79	$8,458.10	$5,514.45	$5,273.44	$34,801.42	$32,728.34	$42,368.76	$29,438.13	$6,926.37	$10,810.62	$5,236.98	$72,937.01
2014	$5,227.71	$3,843.15	$3,917.32	$4,170.87	$14,248.31	$36,216.23	$42,072.70	$36,174.92	$8,531.48	$5,110.43	$4,631.09	$4,159.79
2015	$1,506.64	$1,970.55	$2,585.30									

Revenue Over Time - Fund 15 (HCC)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$78,916.98	$90,986.34	$81,172.07	$77,904.10	$69,885.87	$87,674.91	$85,876.64	$77,417.32	$70,049.08	$64,954.17	$70,513.21	$337,032.07
2012	$85,450.10	$83,677.40	$77,323.70	$72,867.13	$81,239.92	$98,097.00	$94,693.65	$81,712.34	$78,243.68	$78,518.65	$78,022.41	$237,795.00
2013	$86,756.91	$82,431.57	$94,240.66	$86,706.20	$85,484.14	$97,209.67	$91,698.72	$104,021.50	$71,329.41	$74,938.04	$74,960.22	$152,092.42
2014	$248,045.47	$93,994.29	$91,756.68	$85,192.73	$92,171.77	$98,922.30	$35,685.18	$76,191.16	$62,801.83	$83,551.81	$74,155.89	$325,210.70
2015	$68,364.78	$69,822.19	$75,541.37									

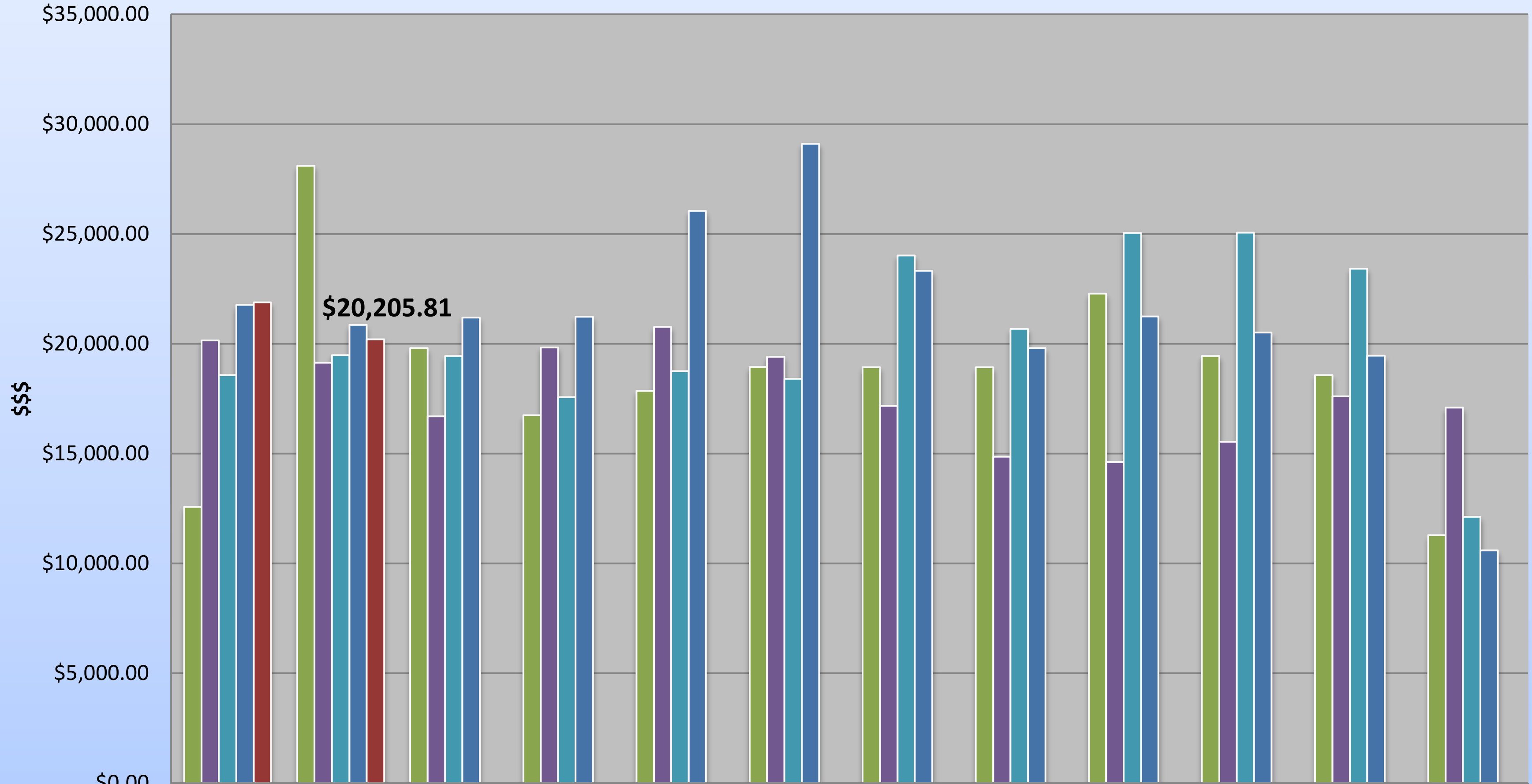
Expenses Over Time - Fund 15 (HCC)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$80,846.56	$80,838.34	$99,060.11	$82,979.22	$100,492.67	$117,673.23	$124,300.68	$105,020.75	$82,816.60	$103,300.97	$92,647.72	$100,796.63
2012	$98,356.44	$141,586.74	$99,417.60	$135,055.75	$98,321.09	$159,889.19	$185,833.87	$130,158.27	$106,575.61	$87,966.94	$96,049.15	$1,409,321.
2013	$102,960.72	$109,865.33	$158,341.40	$98,741.35	$97,681.60	$139,741.22	$119,121.41	$109,760.54	$122,763.11	$119,655.78	$98,000.16	$109,559.52
2014	$85,732.84	$111,707.34	$114,796.61	$101,823.18	$98,143.64	$126,505.68	$116,544.95	$140,522.16	$88,593.91	$143,337.12	$93,713.11	$120,792.31
2015	$75,474.70	$103,570.45	$106,506.66									

Attachment: Revenue vs. Expenditures (1828 : Month & YTD Financial Report)

Utilities by Month



2011	$12,578.42	$28,110.14	$19,803.04	$16,752.86	$17,848.89	$18,948.98	$18,930.03	$18,932.03	$22,289.71	$19,450.89	$18,579.01	$11,284.25
2012	$20,153.11	$19,137.29	$16,694.63	$19,829.09	$20,771.37	$19,412.14	$17,175.88	$14,864.59	$14,617.18	$15,542.25	$17,612.32	$17,092.56
2013	$18,568.00	$19,484.79	$19,451.85	$17,571.86	$18,747.21	$18,409.21	$24,022.26	$20,683.87	$25,050.03	$25,061.18	$23,417.89	$12,119.91
2014	$21,776.53	$20,857.67	$21,199.49	$21,235.69	$26,045.31	$29,110.58	$23,323.08	$19,801.27	$21,245.68	$20,507.27	$19,464.03	$10,598.67
2015	$21,892.99	$20,205.81										

Attachment: Utilities (1828 : 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	$48,627.52	$49,390.53	$51,563.68	$56,644.18	$5,080.50	9.85%
			Personal Property Tax	11-5112	$13,541.46	$12,471.38	$11,612.41	$18,758.17	$7,145.76	61.54%
			Merchants/Replacement Tax	11-5113	$12,131.81	$13,262.56	$13,090.83	$13,838.32	$747.49	5.71%
			Corporate/RR/Utility Tax	11-5117	$0.00	$1,063.39	$1,247.33	$1,644.17	$396.84	31.82%
			Financial Institution Tax	11-5121	$531.09	$334.29	$529.64	$676.97	$147.33	27.82%
		Charges for Service	Rental Income	11-5307	$1,098.46	$2,896.05	$978.12	$1,504.29	$526.17	53.79%
			Shooting Range Revenue	11-5309	$309.00	$313.00	$330.00	$345.00	$15.00	4.55%
			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	
			Concessions Ball Field Taxable	11-5334	$114.81	$0.00	$0.00	$0.00	$0.00	
		Recreational Programs	Misc. Recreation Programs	11-5418	$0.00	$28,371.48	$29,819.04	$30,152.00	$332.96	1.12%
		Misc. Income	Miscellaneous	11-5510	$0.00	$4,000.00	$6,150.00	$3,625.00	-$2,525.00	-41.06%
			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	$250.00	$220.00	$131.00	$0.00	-$131.00	-100.00%
		Intergovernmental	Grants & Entitlements	11-5626	$0.00	$0.00	$0.00	$0.00	$0.00	
		Interest	Interest Income	11-5815	$0.00	$0.00	$11.20	$26.09	$14.89	132.95%
		Other Rev. Sources/Trans	Development Security Escrow	11-5900	$0.00	$0.00	$0.00	$0.00	$0.00	
			Transfer From General Fund	11-5930	$79,674.75	$70,622.49	$62,816.25	$53,238.75	-$9,577.50	-15.25%
			Transfer from Other Funds	11-5931	$0.00	$0.00	$0.00	$0.00	$0.00	
Parks Revenue Total					**$156,778.90**	**$183,847.16**	**$178,279.50**	**$184,152.94**	**$5,873.44**	**3.29%**
Parks Expenses	Park Maintenance	Personnel Services			$60,956.74	$62,282.70	$65,116.49	$72,556.21	$7,439.72	11.43%
		Contractual Services			$10,034.03	$11,371.96	$12,103.72	$12,134.54	$30.82	0.25%
		Commodities			$6,024.50	$6,575.19	$4,437.98	$2,758.89	-$1,679.09	-37.83%
		Other Charges			$15,324.15	$14,908.71	$43,385.51	$5,979.64	-$37,405.87	-86.22%
		Capital Outlay			$0.00	$354.00	$0.00	$20,475.00	$20,475.00	
	Capital Projects				$0.00	$648.17	$0.00	$0.00	$0.00	
Parks Expenses Total					**$92,339.42**	**$96,140.73**	**$125,043.70**	**$113,904.28**	**-$11,139.42**	**-8.91%**
Expenses Less Capital Projects					$92,339.42	$95,492.56	$125,043.70	$113,904.28	-$11,139.42	-8.91%

Total Variances	(Capital Projects removed from Expenses)	$64,439.48	$61,286.34	$58,803.46	$70,248.66	$11,445.20	19.46%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	97.66%	137.14%	102.89%	107.63%	4.74%	4.61%

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	$79,674.75	$70,622.49	$62,816.25	$53,238.75	-$9,577.50	-15.25%
Parks Expenses	Park Maintenance	Other Charges	Office Facilities & Services	11-6-1125-0430	$13,387.50	$12,933.75	$12,825.00	$3,413.76	-$9,411.24	-73.38%

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Attachment: Parks Financials (1828 : 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	$0.00	$0.00	$0.00	
			Lifeguard Uniform Revenue	13-5337	$0.00	$0.00	$0.00	$10.00	$10.00	
			Pool Season Passes	13-5336	$0.00	$0.00	$300.00	$160.00	-$140.00	-46.67%
			Swimming Pool Use Fee	13-5333	$6.00	$12.00	$0.00	$0.00	$0.00	
		Misc. Income	**Miscellaneous**	13-5510	$0.00	$0.00	$0.00	$0.00	$0.00	
			Donations	13-5537	$500.00	$0.00	$0.00	$0.00	$0.00	
			Taxable Miscellaneous	13-5509	$0.00	$3.70	$1.85	$1.85	$0.00	0.00%
		Interest	**Interest Income**	13-5815	$141.21	$105.64	$84.12	$0.00	-$84.12	-100.00%
		Other Rev. Sources/Trans	**Transfer from Other Funds**	13-5931	$8,148.75	$8,316.24	$5,773.74	$0.00	-$5,773.74	-100.00%
ODP Revenue Total					**$8,795.96**	**$8,437.58**	**$6,159.71**	**$171.85**	**-$5,987.86**	**-97.21%**
ODP Expenses	**Aquatics Center**	Personnel Services			$462.99	$596.91	$739.05	$1,081.63	$342.58	46.35%
		Contractual Services			$4,688.73	$3,789.73	$2,596.58	$1,431.56	-$1,165.02	-44.87%
		Commodities			$311.93	$0.00	$29.99	$329.25	$299.26	997.87%
		Other Charges			$11,107.89	$11,555.70	$9,622.56	$3,220.05	-$6,402.51	-66.54%
		Capital Outlay			$0.00	$4,050.00	$0.00	$0.00	$0.00	
		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					**$16,571.54**	**$19,992.34**	**$12,988.18**	**$6,062.49**	**-$6,925.69**	**-53.32%**
Expenses Less Capital Projects					$16,571.54	$19,992.34	$12,988.18	$12,988.18	$0.00	0.00%

Total Variances	(Capital Projects removed from Expenses)	-$7,775.58	-$11,554.76	-$6,828.47	-$12,816.33	-$5,987.86	87.69%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	10.15%	1.26%	8.93%	1.60%	-7.34%	-82.13%

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	$8,148.75	$8,316.24	$5,773.74	$0.00	-$5,773.74	-100.00%
ODP Expenses	**Aquatics Center**	Other Charges	**Office Facilities & Services**	13-6-1124-0430	$10,197.48	$10,396.26	$8,667.51	$2,223.75	-$6,443.76	-74.34%

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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
HCC Revenue	**Detailed Revenue**	Charges for Service	**Alcohol Application Fees**	15-5358	$50.00	$0.00	$0.00	$25.00	$25.00	
			Annual Memberships	15-5351	$128,081.20	$138,142.33	$154,791.18	$144,385.86	-$10,405.32	-6.72%
			Office Facilities & Services	15-5331	$0.00	$0.00	$0.00	$0.00	$0.00	
			Daily Passes	15-5350	$13,409.00	$18,457.50	$17,773.00	$18,761.00	$988.00	5.56%
			Overtime Fees	15-5356	$408.00	$373.00	$156.00	$187.50	$31.50	20.19%
			Room Rental	15-5354	$10,603.50	$11,228.35	$11,161.00	$10,738.00	-$423.00	-3.79%
			Senior Rent	15-5352	$1,653.75	$1,653.75	$1,708.87	$1,736.43	$27.56	1.61%
			Special Events	15-5355	$2,431.00	$1,800.00	$1,265.00	$1,890.00	$625.00	49.41%
			Swim Team Rent	15-5353	$8,450.00	$5,805.00	$1,350.00	$2,960.00	$1,610.00	119.26%
			Tot Watch Fees	15-5359	$1,258.40	$695.00	$860.00	$945.00	$85.00	9.88%
			Vending Fees	15-5357	$0.00	$0.00	$0.00	$0.00	$0.00	
		Recreational Programs	**3 on 3 Basketball**	15-5415	$0.00	$0.00	$0.00	$0.00	$0.00	
			Coed Softball	15-5413	$0.00	-$47.73	$0.00	$0.00	$0.00	
			Coed Volleyball	15-5411	$4,505.00	$3,558.44	$2,800.00	$2,190.00	-$610.00	-21.79%
			Dodgeball	15-5419	$1,500.00	$1,272.00	$300.00	$0.00	-$300.00	-100.00%
			Dog Obedience	15-5401	$0.00	$0.00	$0.00	$0.00	$0.00	
			Fitness Classes	15-5421	$8,859.74	$7,107.87	$9,204.57	$5,966.60	-$3,237.97	-35.18%
			Lifeguard Training	15-5425	$910.00	$250.00	$2,489.73	$278.22	-$2,211.51	-88.83%
			Men's 5 on 5 Basketball	15-5417	$2,500.00	$0.00	$3,000.04	$0.00	-$3,000.04	-100.00%
			Men's Softball	15-5414	$0.00	$0.00	$0.00	$0.00	$0.00	
			Misc. Recreation Programs	15-5418	$15,614.87	$14,172.06	$13,442.39	$9,969.14	-$3,473.25	-25.84%
			Sand Volleyball	15-5412	$0.00	$0.00	$0.00	$0.00	$0.00	
			Swim Lessons	15-5423	$1,389.30	$1,855.00	$1,946.34	$1,831.17	-$115.17	-5.92%
			Swim Team	15-5426	$168.18	$1,425.00	$1,024.28	$251.25	-$773.03	-75.47%
			Water Aerobics	15-5422	$816.50	$908.44	$691.00	$376.50	-$314.50	-45.51%
			Women's Volleyball	15-5420	$2,625.00	$1,867.55	$2,333.32	$525.00	-$1,808.32	-77.50%
			WSI (Water Safety Instruction)	15-5424	$0.00	$0.00	$0.00	$0.00	$0.00	
			Youth Golf Lessons	15-5405	$0.00	$0.00	$0.00	$0.00	$0.00	
		Misc. Income	**Activation Fee**	15-5524	$3,870.00	$5,280.00	$5,130.00	$4,150.00	-$980.00	-19.10%
			Miscellaneous	15-5510	$1,124.00	$962.00	$663.00	$278.25	-$384.75	-58.03%
			Auction & Surplus Sales	15-5535	$0.00	$0.00	$0.00	$1,810.50	$1,810.50	
			Cancellation Fee	15-5522	-$25.00	$200.00	-$100.00	($75.00)	$25.00	-25.00%
			Donations	15-5537	$0.00	$0.00	$0.00	$344.00	$344.00	
			Massage Therapist	15-5523	$0.00	$0.00	$0.00	$0.00	$0.00	
			On-Site Sales Commission	15-5519	$584.76	$589.75	$540.90	$710.18	$169.28	31.30%
			Personal Trainer	15-5521	$4,896.00	$15,239.00	$9,101.00	$3,015.00	-$6,086.00	-66.87%
			Preferred Vendors	15-5515	$0.00	$0.00	$0.00	$0.00	$0.00	
			Short & Over	15-5516	-$31.88	$20.87	-$3.34	$14.00	$17.34	-519.16%
			Sponsors	15-5520	$25.00	$0.00	$0.00	$0.00	$0.00	

Attachment: HCC Financials (1828 : Month & YTD Financial Report)

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

Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change
HCC Revenue	Detailed Revenue	Misc. Income	Taxable Misc.	15-5509	$1.86	$94.38	$251.29	$450.34	$199.05	79.21%
		Intergovernmental	Grants & Entitlements	15-5626	$0.00	$0.00	$0.00	$0.00	$0.00	
		Interest	Interest Income	15-5815	$172.78	$269.59	$272.87	$14.40	-$258.47	-94.72%
			Interest Income (Bond)	15-5825	$0.00	$0.00	$0.00	$0.00	$0.00	
		Other Rev. Sources/Trans	Transfer from Other Funds	15-5931	$30,600.24	$30,249.99	$191,644.00	$0.00	-$191,644.00	-100.00%
HCC Revenue Total					**$246,451.20**	**$263,429.14**	**$433,796.44**	**$213,728.34**	**-$220,068.10**	**-50.73%**
HCC Expense	Administration				$111,676.56	$143,309.19	$131,635.68	$87,958.54	-$43,677.14	-33.18%
	Aquatics Center				$28,591.80	$60,012.32	$25,686.50	$32,204.35	$6,517.85	25.37%
	Recreation Programs				$42,022.67	$52,673.56	$51,504.46	$49,545.19	-$1,959.27	-3.80%
	Building & Grounds				$88,278.54	$115,172.38	$103,410.15	$115,843.73	$12,433.58	12.02%
	Capital Projects				$68,791.21	$0.00	$0.00	$0.00	$0.00	
HCC Expense Total					**$339,360.78**	**$371,167.45**	**$312,236.79**	**$285,551.81**	**-$26,684.98**	**-8.55%**

		2012	2013	2014	2015	Variance	% of Change
Total Variances	(Capital Projects removed from Expenses)	-$92,909.58	-$107,738.31	$121,559.65	-$71,823.47	-$193,383.12	-159.08%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	71.74%	69.95%	86.46%	77.14%	-9.32%	-10.78%

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

Title	Division	Section	Account Name	Account #	2012	2013	2014	2015	Variance	% of Change
HCC Revenue	Detailed Revenue	Other Rev. Sources/Trans	Transfer from Other Funds	15-5931	$30,600.24	$30,249.99	$191,644.00	$0.00	-$191,644.00	-100.00%
HCC Expense	Administration	Other Charges	Office Facilities & Services	15-6-0103-0430	$38,484.99	$37,812.51	$32,176.26	$8,491.26	-$23,685.00	-73.61%

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