AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
AUGUST 11, 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 - July 7, 2015

V. Parks and Recreation Department

VI. Other Business

VII. Adjourn to Executive Session

VIII. Adjourn from Regular Session

IX. Discussion Items

1. Director Report - Month End Report

2. Administrative Fee History

3. HCC & ODP Membership Report

4. Month & YTD Financial Report

X. Action Items

1. 2016 Proposed Budget

Posted on City Hall Bulletin Board this 10th day of August

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Kim Hubbard, City Clerk

Publish 8/10/2015 4:45 PM

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: **August 10, 2015**

SUBJECT: **Park Board Minutes - July 7, 2015**

Type of Item: *Approval*

1. Action Item (ID # 1978)

Park Board Minutes - July 7, 2015

Attachments:

July 7, 2015 (PDF)

HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
July 7, 2015
6:00 P.M.

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:04 p.m. by Chairman Brent Caruthers.

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

ABSENT: Julie Weedman & Phil Rogers

OTHER PRESENT: City Administrator Keith Moody, Mayor Brian Hasek, Parks & Recreation Director Chris Deal, Assistant Parks & Recreation Director Wendy Hershberger, Recreation Coordinator of Member Services Amy Fuller, Board of Alderman Ward 2 Morris Colburn, & Board of Alderman Ward 3 David Dickerson

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Brent Caruthers asked for a motion to approve the minutes from the June 9, 2015 regular session. Mr. Roberts moved to approve the minutes of the June 9, 2015 Park Board meeting as written. The motion was seconded by Mrs. Faris and approved unanimously by a voice vote of those present, 7-0.

DIRECTOR'S REPORT:
Director Deal stated that it has been a very busy month for the Parks department. Director Deal stated that due to the recent storms that rolled in destroying several trees in the area, Parks staff has been very busy with mowing, clean up and the removal of several downed trees in the park areas.

Director Deal stated that the repairs to the indoor pool roof have been scheduled for the month of August or first part of September. Director Deal stated that the repairs to the roof will be covered under warranty.

Director Deal stated that this year's July 4th celebration event was a success again for this year with many in attendance. Director Deal stated that the corporate sponsor for this year's 4th of July event was Heartland Trap & Wobble Skeet. Director Deal commended staff for all of their hard work in preparation before, during and after the event with set up, programming and clean up.

Director Deal stated the 2nd Annual Golf Tournament is scheduled for Friday, July 24th, 2015; at this time we have 20 sponsors with a possibility of having 9 teams for play.

MID-YEAR BUDGET AMENDMENTS 2015:
Referring to the memo Director Deal reported:

- Park Fund 11
  - Shows an increase in both revenue and expense, the net outcome is zero as the revenue change equals the expense change
    - Main increase is due to the addition of a Fall Youth Baseball/Softball League
- Aquatic Center Fund 13
  - Shows an increase in both revenue and expenses with a net loss
    - Increases are due to the many repairs needed to the pool deck, pool pump and necessary painting projects
    - Additional expenses needed for the AquaCats program with unanticipated startup costs due for equipment and uniforms
    - Additional expenses for concessions due to product cost increases

- Community Center Fund 15
  - Shows a decrease in revenue and expense, the net outcome is zero as the revenue change equals the expense change

Director Deal stated that staff has been reviewing the budget summary sheet provided by the finance department regarding the Fund Balance. Director Deal stated that the last Fund Balance report showed an available balance of $260,594.00 in the Reserve Fund. Director Deal stated that the city audit report shows a different balance of $164,018. Director Deal stated that the Debt Reserve report received from Finance Director Mike Tholen shows a balance of $204,000.00 (held in a 3 month reserve) until the debt service for the Community Center is paid off in 2023.

City Administrator Keith Moody explained to the Park Board in detail how the Sales Tax Fund is being used to account for the (3) three sales tax funds (Park Tax, EMS Tax & Lease Tax).

Chairman Caruthers suggested having City Clerk Kim Hubbard retrieve archives from past Park Board minutes regarding the intention & structure of the Reserve Fund.

Mr. Miller expressed many concerns regarding the Reserve Fund balance and requested to have a monthly balance sheet ran regarding apparent concerning fluctuations.

Director Deal stated that staff has recommended (2) two adjustments so as not to increase the budget for the Community Center for 2015. The first recommendation made is to not repave the parking lot this year, but to attempt to move this expense to the 2016 budget and to make minor patches/seals as necessary. The second made was to recommend having only the warranty covered repairs made to the rental room audio/visual and to not spend the additional $13,000.00 for upgrades.

Director Deal asked the Park Board for any questions regarding the information and recent recommendations.

Park Board discussed further the proposed recommendation to not upgrade the audio/visual system in the rental rooms at this time and from discussion it was decided that it would be in the best interest of the Community Center to proceed with the upgrades to the audio/visual system despite the additional expense.

The Park Board approved removing the parking lot repaving project from the 2015 budget.

Mr. Miller made a motion to approve staff's recommended budget adjustments for 2015 with the exception of keeping in the additional $13,000.00 needed for upgrades to the audio/visual system. The motion was seconded by Mr. Allen and approved unanimously by a voice vote of those present, 7-0.

FEES & CHARGES 2016:
Assistant Director Hershberger stated that after much review there is one area that has been considered for adjustment for 2016, which is the AquaCats Summer Swim Team Fee.

Assistant Director Hershberger explained that based on research as well as our complete knowledge of the costs associated with operating the AquaCats program staff recommends that we increase our program fee to $100.00 for the first swimmer, $95.00 for the second and $90.00 for the third swimmer for the 2016 season. In addition, staff will be looking at ways to decrease costs for the program including potentially decreasing practice times offered throughout the season and potentially eliminating one of the coaching positions. These changes will be dependent on the registrations numbers for the 2016 season.

Mr. Roberts made a motion to approve staff's recommendation to increase the AquaCats Summer Swim Team fee for 2016. The motion was seconded by Mr. Miller, and approved by a voice vote of those present, 6-1 (opposed Dr. Parks).

BUDGET OBJECTIVES & OTHER CAPITAL IMPROVEMENTS 2016:
Director Deal stated that staff is recommending setting aside $50,000.00 out of Parkland Dedication Funding to extend the sidewalk from where it ends on Jefferson Parkway through North Park to the Community Center. Director Deal explained and showed the proposed sidewalk extension from the map to the Park Board members.

Mr. Roberts made a motion to approve staff's recommendation to extend the proposed sidewalk extension from where it ends on Jefferson Parkway through the North Park leading up to Community Center for 2016, however would like to see more plans and designs later on in the process. The motion was seconded by Mrs. Faris and approved unanimously by a voice vote of those present, 7-0.

Director Deal read from a copy of the objective to the Park Board to begin on a Parks community support referendum to maintain the Park Sales tax at ½ percent in order to sustain the Parks and Recreation facilities and services at their current levels. Director Deal stated that in the 2014 Citizen Direction Finder Survey, the following question was asked, "The Park Sales Tax will decrease to ¼ percent when debt on the Community Center is paid off. Would you support keeping the Parks Sales Tax at ½ percent to sustain Parks and Recreation facilities and services currently provided?" 65.3% responded with YES to this question.

Director Deal stated that staff and the Park Board members are recommending presenting this objective to City Council regarding educating the public about departmental needs and the uses for keeping the ½ percent sales tax beyond 2023 when the Community Center debt is paid off.

Mr. Atkinson made a motion to allow staff to present the $3,000.00 referendum objective for educational materials to City Council. The motion was seconded by Mr. Miller, and approved unanimously by a voice vote of those present, 7-0.

PARK DIVISION EQUIPMENT 2016:
Director Deal stated that there is an equipment replacement scheduled that is followed each year for the City of Harrisonville, which includes the Parks and Recreation Department. Director Deal stated that for 2016 the only piece of equipment recommended to be replaced for the Parks is the 1992 John Deere 855 4x4 tractor with a mid-mount finish with a 72" mowing deck. Director Deal stated that the cost to be entered into the 2016 budget will be approximately $22,000.00.

Director Deal stated that staff recommends Park Board approval of the equipment replacement for 2016.

Mr. Roberts made a motion to approve staff recommendation of equipment replacement for 2016. The motion was seconded by Mr. Atkinson, and approved unanimously by a voice vote of those present, 7-0.

HCC & ODP MEMBERSHIP REPORT:
Assistant Director Hershberger stated that total members for the Harrisonville Community Center have increased slightly by 14 members for the month of June over last month's numbers.

Assistant Hershberger stated that our total Outdoor Pool membership numbers are down.

- Due to the slow start of the season due to cooler, rainy 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
    - 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

- 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
- Cost recovery rate for the Community Center year to date is at 79.71%

PARK FUND:

- Parks Overall Revenue is up as compared to this same time last year
- Parks Overall Expenses are down as compared to this same time last year
- Cost recovery rate for the Parks year to date is at 65%

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

OTHER BUSINESS:
Park Members expressed how great the 4th of July Celebration was for this year.

Mayor Brian Hasek expressed how important our parks system is in the city and that he is in full support of the Parks and Recreation Department.

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, 7-0. The meeting adjourned at 8:00 p.m. The next meeting is scheduled for August 11, 2015 at 6:00 pm.

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Brent Caruthers, Park Board Chairman

ATTEST"

____
Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 11th day of August, 2015.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **August 10, 2015**

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

Type of Item: *Report*

1. Discussion Item (ID # 1979)

Director Report - Month End Report

Attachments:

July 2015 Monthly Report (PDF)

Monthly Report – Harrisonville Parks & Recreation | July 2015

Membership Statistics:

- **Total HCC Memberships** =2,350 (Up by 3% from this time last year, which equates to 69 more new memberships)
- **Total Number of HCC Members** = 4,448 (Up by less than 1% from this time last year; 8 more members)
- **Total Members** for the Community Center increased by 46 members in the month of July over the prior month
- **Total ODP Memberships** = 151 (Remains down by 35 memberships from this time last year due to the slow start to the season caused by inclement weather)
- **Total Number of ODP Members** = 609 (Down by 116 members from this time last year again due to the slow start to the season caused by inclement weather)
- **Total Monthly Visits (HCC)** = 16,209
- **Most Popular Day (HCC)** = Monday, July 13th (889 Visits)
- **Total Monthly Visits (ODP)** = 6,779
- **Most Popular Day (ODP)** = Monday, July 13th (450 Visits)

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

- **Community Center Overall Revenue down** by $238,768.29, 32.02% from this time last year
  - o Again due in large part to the loss of the general fund transfer in, which totaled $196,640.25 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 $105,076.13, 13.65% from this time last year
  - o Also due in large part to the reduction in the admin. fee, which totals $55,265.00 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)** = 80.18%
  - o **Daily Passes** = $39,984.27 (Up $5,185.27, 14.90% from 2014)
  - o **Special Events** = $2,725 (Up $995.00, 57.51% from 2014)
  - o **Coed Volleyball** = $3,640.00 (Up $490.00, 15.56% from 2014)
  - o **Swim Lessons** = $9,316.64 (Up $1,438.35, 18.26% from 2014)
  - o **Annual Membership** revenue is down by $14,183.68, 4.15% 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.

- **Fitness Classes Revenue** =$13,175.82 (Down by $4,511.97, 25.51% from 2014) again most likely due to the addition of free class offerings for HCC members
- **Misc. Rec. Programs** = $50,044.80 (Down by $4,191.49, 7.33% 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 most notably a decrease in participation in our Summer Camp program this year despite adding in additional field trip options & hiring a new Summer Camp Coordinator who has contributed greatly to more structure & enhanced activities for all participants
- **Activation Fee** = $7,270.00 (Down by $1,520.00, 17.29% from 2014) due to a reduction in new memberships as compared to this time last year
- **Miscellaneous Revenue** = $1,266.92 (Down by $3,167.80, 74.06% 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 $18,348.00, 75.57% 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 only $895.22, less than 1% from this time last year
  - This is a strong showing in revenue considering the very slow start to the summer season as well as the reduction in the general fund transfer in of $13,472.06 that was received at this same time last year
- **ODP Expenses are also down** by $6,631.18, 6.05% 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)** = 102.10%
  - **ODP Pool Season Passes** = $19,888.00 (Down by $3,089.00, 13.44% from 2014)
  - **ODP Swimming Pool Use Fee** = $53,394.10 (Up by $5,928.05, 12.49% from 2014)
  - **ODP Miscellaneous** = $10,458.28 (Up by $7,817.78, 296.07% from 2014) due to AquaCats related revenue
  - **ODP Taxable Miscellaneous (Concessions)** = $22,948.83 (Up by $2,618.15, 12.88% from 2014)
- **Parks Overall Revenue down** by $6,148.81, 2.10% from this time last year due to the reduction of the general fund transfer, which equates to $22,347.50 less in revenue ytd.

- **Parks Expenses also down** by $11,541.10, 3.66% from this time last year due in large part to the reduction of the admin. fee
- **Cost Recovery for Parks ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 53.25%
    - **Parks Real Estate Taxes** = $60,546.52 (Up $3,416.33, 5.98% from 2014)
    - **Parks Personal Property Tax** = $21,442.68 (Up $6,826.45, 46.70% from 2014)
    - **Parks Rental Income** = $9,122.62 (Up $1,475.71, 19.30% from 2014)
    - **Concessions Ball Field Taxable** = $6,576.27 (Up $1,199.05, 22.30% from 2014)
    - **Parks Misc. Rec Programs** = $36,657.00 (Up $753.00, 2.10% from 2014)
    - **Parks Misc. Income** = $6,957.09 (Down $2,408.78, 25.72%) due to continued collection from our 4th of July sponsors this year
    - **Parks Personnel Services up** by $15,407.87, 9.53% 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 $2,753.81, 5.32% from 2014 due again to the timing of payments for some 4th of July contractual as well as increased costs for portable toilets in the parks this year
    - **Parks Other Charges down** by $50,824.99, 79.68% 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 Fall Adult Leagues (Women's Volleyball, Coed Volleyball, Adult Softball & 5 on 5 Basketball), Tiny Tikes Flag Football, Fall Fit Kids & Intramural Rec Sports programs, the Doggie Dive event at the Outdoor Pool to be held on Tues., Sept. 8th & Fall Girls Youth Volleyball
- Updated lobby power point to include info. about the activities & program offerings above
- Created high-quality August 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 1,798 followers with continual growth and interaction on the page daily!**) & Twitter to inform our community about our programs and activities

Monthly Report – Harrisonville Parks & Recreation

July 2015

Fitness

Staff worked on recruiting vendors for our upcoming Free Fall Health & Wellness Fair to be held on Thurs., Sept. 17th & our Fall Back Into Fitness Membership Appreciation event to be held on Sat., Sept. 26th. Additional items to report:

- Personal Training Revenue: $1,172.00
- Group Fitness Revenue for Summer Session I (6/29/15-8/9/15) : $2,480.90
- Total # of Group Fitness classes: 30
- Total # of Group Fitness Registrants: 294
- Youth Fitness Orientations Completed: 2
- Complimentary Fitness Orientations Completed: 8

Parks

Staff spent time setting up & cleaning up after the 4th of July events in City Park. In addition staff also spent time:

- Trimming trees & mowing
- Working on the arena for a horse show
- Preparing North Park for youth week
- Repairing the mower starter on the Kubota 331 & the deck belt on the 855 John Deere

Community Center & Outdoor Pool Maintenance

Staff spent time making several repairs to the walls upstairs damaged by free weights. Staff also spent time:

- Working on plumbing repairs at the Outdoor Pool & HCC
- Making repairs to fitness equipment here at HCC
- Continuing to work on HVAC system repairs related to the lightning strike – all HVAC repairs are now complete
- Continuing to work with community service volunteers to assist with the cleaning of the facility throughout the summer

Recreation

Staff spent time hosting the 4th of July Celebrations in City Park, the 2nd Annual HPR Foundation Golf Tournament on Fri., July 24th & continuing to run the Summer Camp program here at HCC. Other items to report:

- Fall Youth Baseball/Softball for Grades 3rd-8th – 4 teams total
    - 37 players for the first season of this program
- Fall Girls Volleyball registration now open through Sunday, Sept. 6th
- Summer Adult Leagues are in mid-season with registration currently open through Sunday, August 30th for Fall Coed Volleyball, Women's Volleyball Leagues, Adult Softball & Men's 5 on 5 Basketball
- Summer Coed Softball Tournament registration open through Aug. 23rd with the tournament scheduled for Sat., Aug. 29th
- Tiny Tikes Basketball has 9 registered in the program and runs from July 30th – Sept. 3rd
- Registration now open for Tiny Tikes Flag Football that will run from Sept. 17th – Oct. 22nd

- Held 3rd Free Summer Movie in the Park on Fri., July 17th showing Big Hero 6
- Staff spent time completing a through cost comparison study on concessions fees, pricing & profit margins

Aquatics

Staff spent time hosting the pool games on the 4th of July, attending the AquaCats finals in Butler & hosting the AquaCats awards ceremony & afterhours swim party for the program participants & their families. In addition staff spent time:

- Holding guard in-service trainings
- Working on repairs at the Outdoor Pool, including replacing a crank on one of the umbrellas, re-attaching ropes around the concessions tables & taking down one of the diving boards that has become too slick to use until it is refinished
- Setting up high school swim team practices here at HCC
- Preparing for the Doggie Dive event to be held at the Outdoor Pool on Tues., Sept. 8th
- Providing swim instructors for swim lessons as well as teaching several private lessons

Membership

Staff spent time assisting with all special events, including the 4th of July activities, Movie in the Park & the 2nd Annual HPR Foundation Golf Tournament. Staff also prepared for several large facility rentals, including a wedding and reception held at HCC on Sat., August 1st. Other items to report:

- Ran July Membership Installment Billings – total billed amount $30,283.27
- Renewed July monthly installment memberships: 65 total
- Received July's SilverSneakers Fitness Membership Payment: $3,223.50
- Invoiced Corporate Accounts (CITY, CASGV,HSD, CRMC & QuikTrip) for Monthly Memberships: $6,867.89
- Invoiced July "Group Visits" - Organizations (Aaron's House, Grand River Residential, Heritage Residential, SERC): $219.00
- Completed Building Rentals at HCC & All Parks Facilities, amount collected: $6,123.00

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **August 10, 2015**

SUBJECT: **Administrative Fee History**

Type of Item: *Report*

2. Discussion Item (ID # 1980)

Administrative Fee History

Attachments:

Park Board Memo for Admin. Fee History (PDF)

Administrative Fee History (PDF)

MEMO

TO: Park Board

CC: Mayor Hasek, Keith Moody

FROM: Chris Deal, Parks & Recreation Director

DATE: August 6, 2015

RE: History of the Administrative Fee Charges

For your information, attached is a history of the Administrative Fee charge for the Parks and Recreation Department Funds.

story of Administrative Service
harges

Fund	2000	2001	2002	2003	2004	2005	2006	2007	2008
*Park Fund	$ 3,336	$ 4,065	$ 4,854	$ 4,877	$ 5,334	$ 5,318	$ 5,506	$ 5,843	$ 6,562
*Aquatics Fund	$ 1,668	$ 2,032	$ 2,427	$ 2,439	$ 2,667	$ 2,659	$ 2,753	$ 2,921	$ 3,281
*Community Center Fund	$ -	$ -	$ -	$ -	$ -	$ 10,635	$ 11,013	$ 11,685	$ 13,125
Total	$ 1,135,391	$ 1,586,437	$ 1,284,554	$ 1,699,256	$ 1,466,901	$ 1,930,499	$ 1,952,672	$ 2,046,068	$ 2,451,454

*Percent of Admin Fee Charged

story of Administrative Service
harges

Fund	2009	2010	2011	2012	2013	2014	2015
*Park Fund	$ 6,354	$ 6,354	$ 9,878	$ 12,646	$ 10,350	$ 18,340	$ 13,655
*Aquatics Fund	$ 3,177	$ 3,177	$ 6,169	$ 8,195	$ 8,320	$ 11,575	$ 8,895
*Community Center Fund	$ 12,708	$ 12,708	$ 23,082	$ 31,539	$ 30,250	$ 43,640	$ 33,965
Total	$ 1,897,614	$ 1,661,185	$ 1,448,612	$ 1,414,760	$ 1,394,675	$ 2,130,405	$ 1,523,070
*Percent of Admin Fee Charged			6.7%	13%	20%	27%	25%

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **August 10, 2015**

SUBJECT: **HCC & ODP Membership Report**

Type of Item: *Report*

3. Discussion Item (ID # 1982)

HCC & ODP Membership Report

Attachments:

Membership Statistics - Chart(PDF)

HCC Membership Statistics - Graphs(PDF)

ODP Membership Statistics - Graphs(PDF)

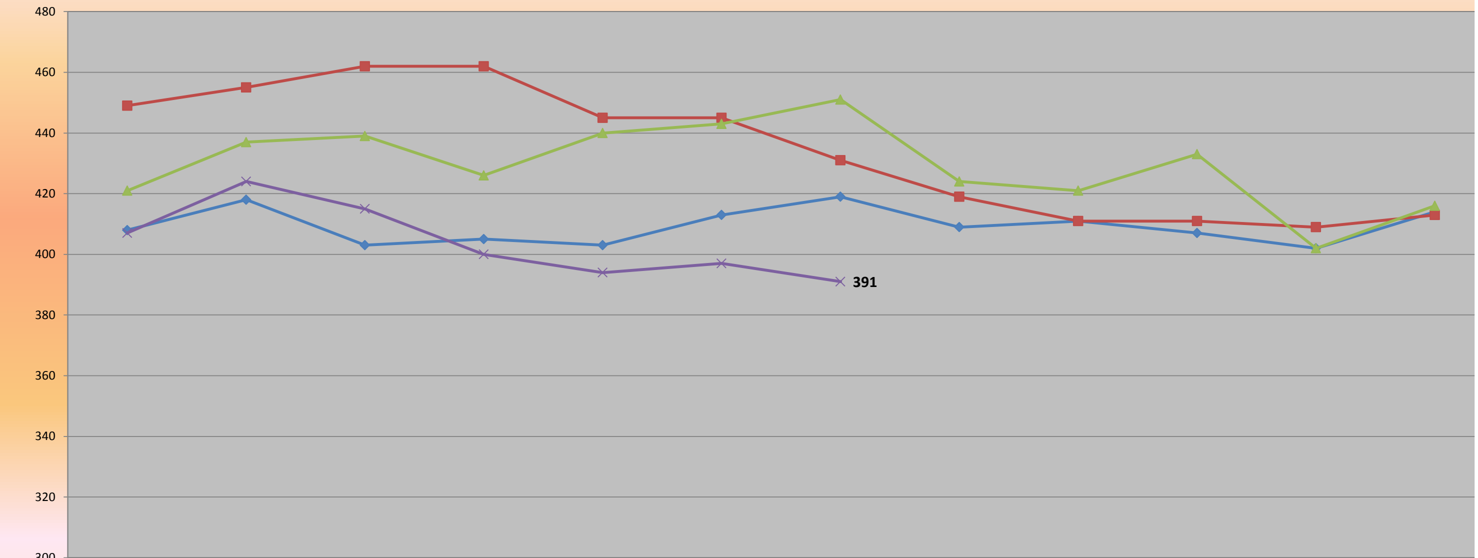
HPR Membership Tracking
3-Year Period
Park Board Meeting: August 11, 2015

	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%**
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%**
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	361	30	4	721	108	20	0	38	205	4	119	836	1	54	0	**4448**	**609**
% Difference/yr	-14.25%	0.00%	-20.00%	-0.96%	-21.17%	33.33%	-100.00%	-11.63%	-10.48%	0.00%	0.00%	23.12%	0.00%	-8.47%	0.00%	**0.18%**	**-16.00%**
% Diff. Prev. Mo.																	
2013	-1.74%	-16.67%	0.00%	-2.76%	2.90%	-12.50%	0.00%	3.70%	-1.38%	-100.00%	-3.45%	2.84%	0.00%	0.00%	72.31%	**-1.75%**	**21.19%**
2014	1.45%	7.14%	25.00%	-1.62%	4.58%	7.14%	-50.00%	2.38%	0.88%	0.00%	2.59%	2.88%	0.00%	5.36%	-100.00%	**-0.31%**	**5.53%**
2015	**-2.17%**	**7.14%**	**0.00%**	**0.84%**	**1.89%**	**5.26%**	**0.00%**	**0.00%**	**3.54%**	**0.00%**	**2.59%**	**1.83%**	**0.00%**	**10.20%**	**-100.00%**	**1.04%**	**0.66%**
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: 8/6/2015 @ 12:24 PM

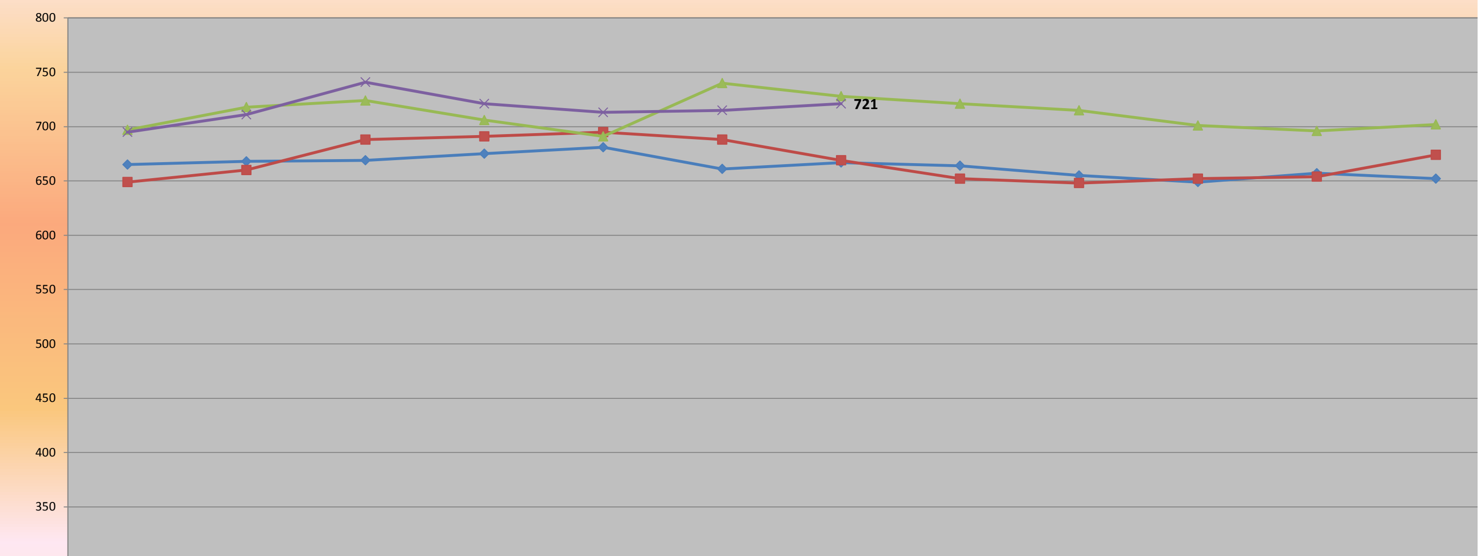
Attachment: Membership Statistics - Chart (1982 : HCC & ODP Membership Report)

Adult Memberships - HCC
3-yr Look Back Period



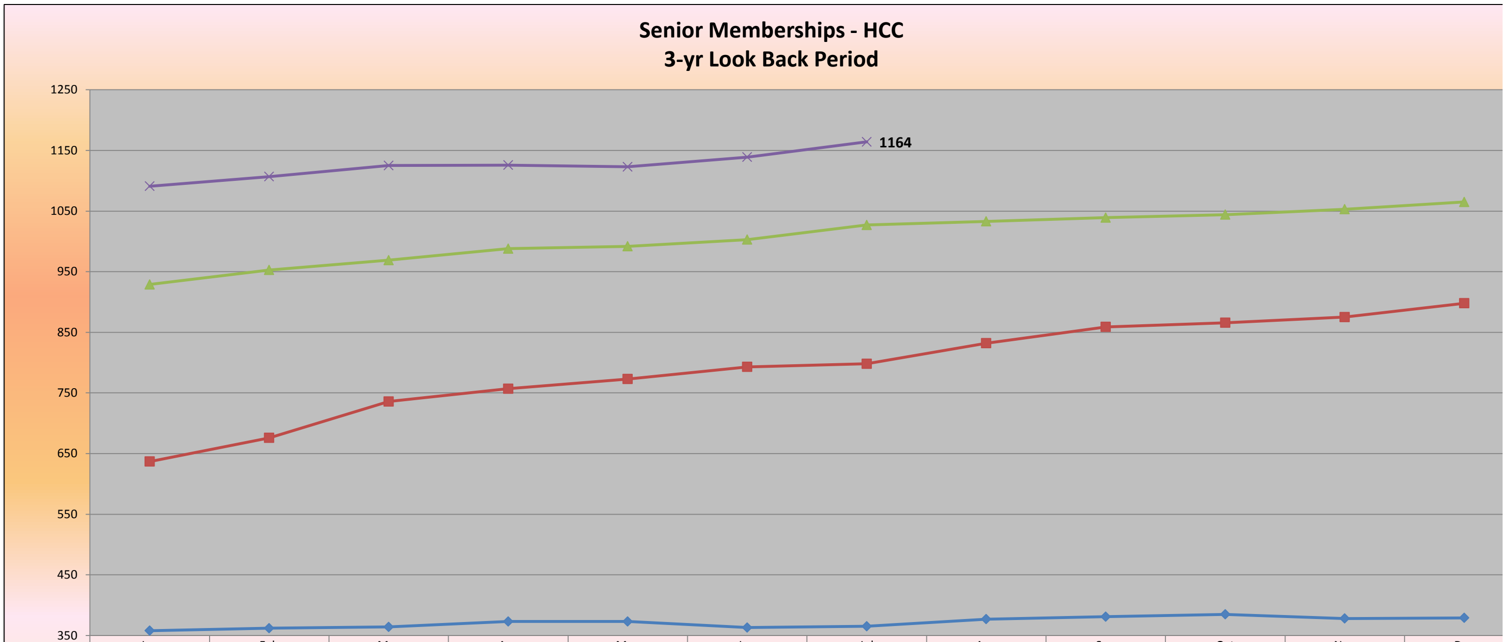
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	408	418	403	405	403	413	419	409	411	407	402	414
2013	449	455	462	462	445	445	431	419	411	411	409	413
2014	421	437	439	426	440	443	451	424	421	433	402	416
2015	407	424	415	400	394	397	391					

Family Memberships - HCC
3-yr Look Back Period

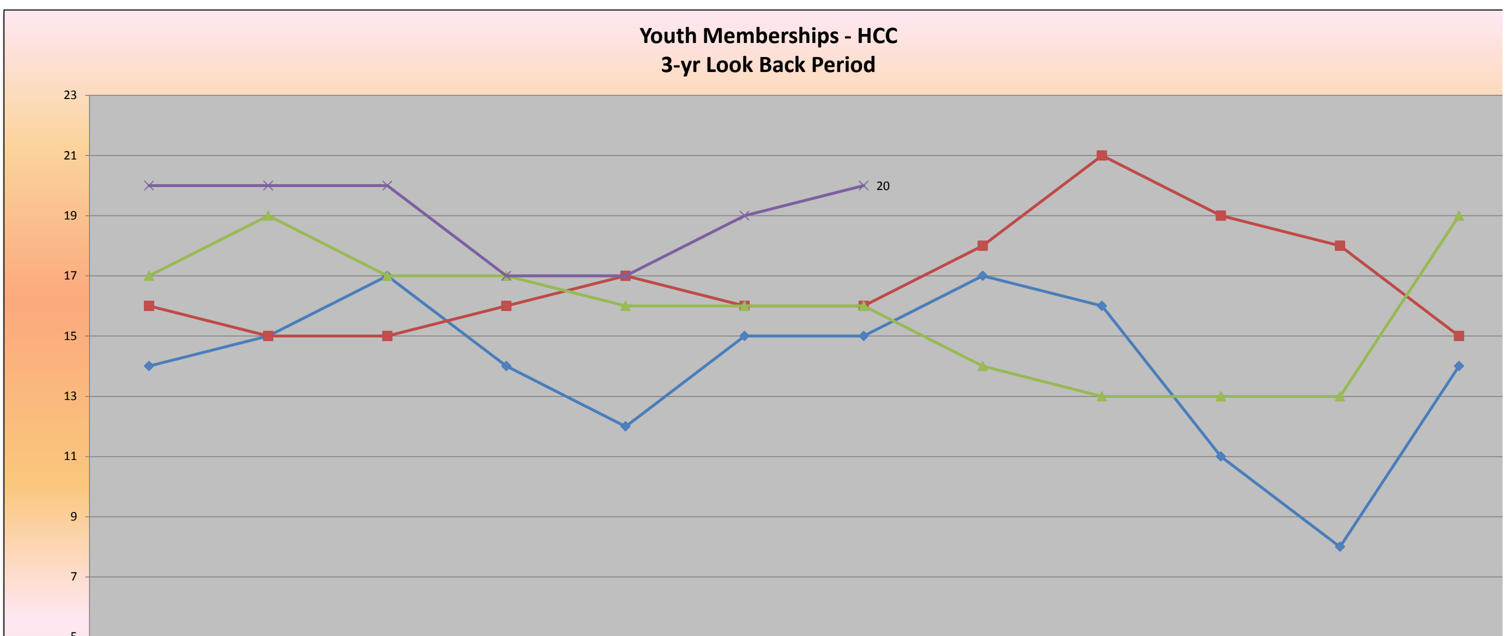


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	665	668	669	675	681	661	667	664	655	649	657	652
2013	649	660	688	691	695	688	669	652	648	652	654	674
2014	697	718	724	706	691	740	728	721	715	701	696	702
2015	695	711	741	721	713	715	721					

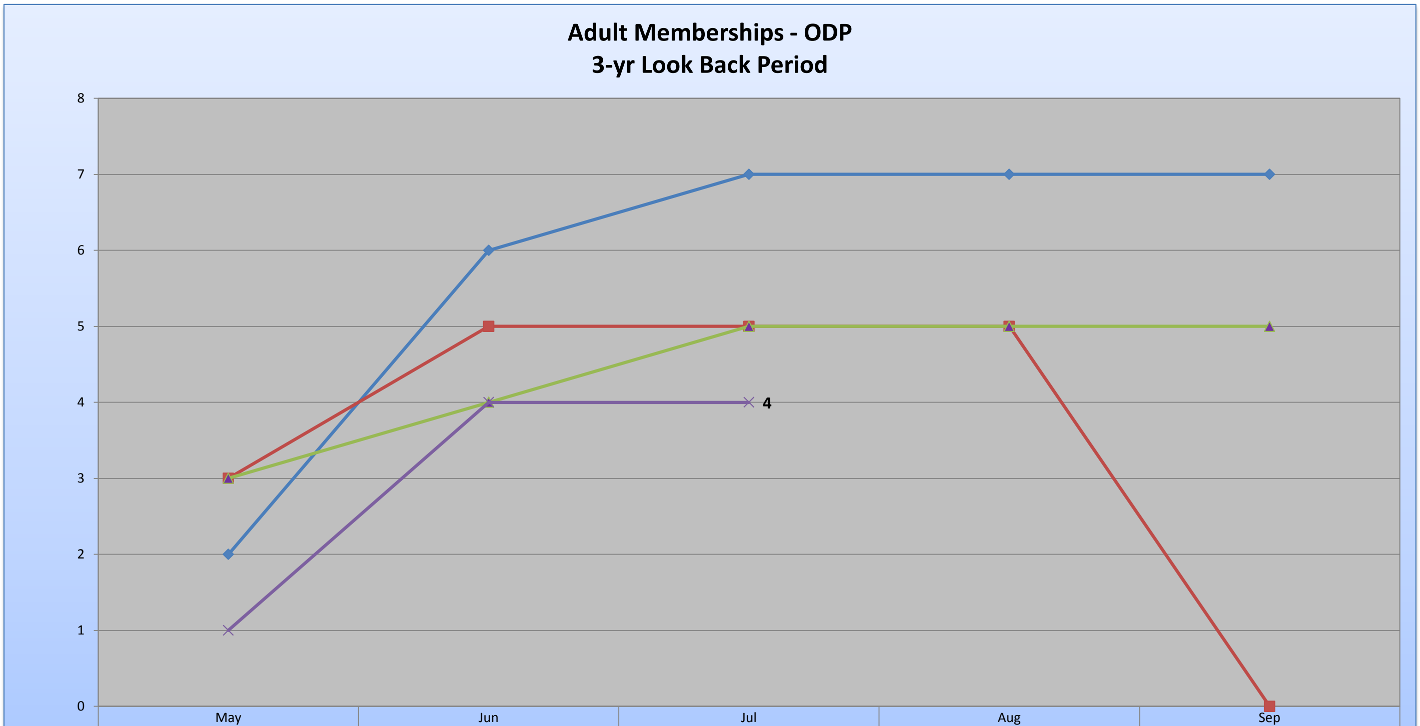
Attachment: HCC Membership Statistics - Graphs (1982 : HCC & ODP Membership Report)



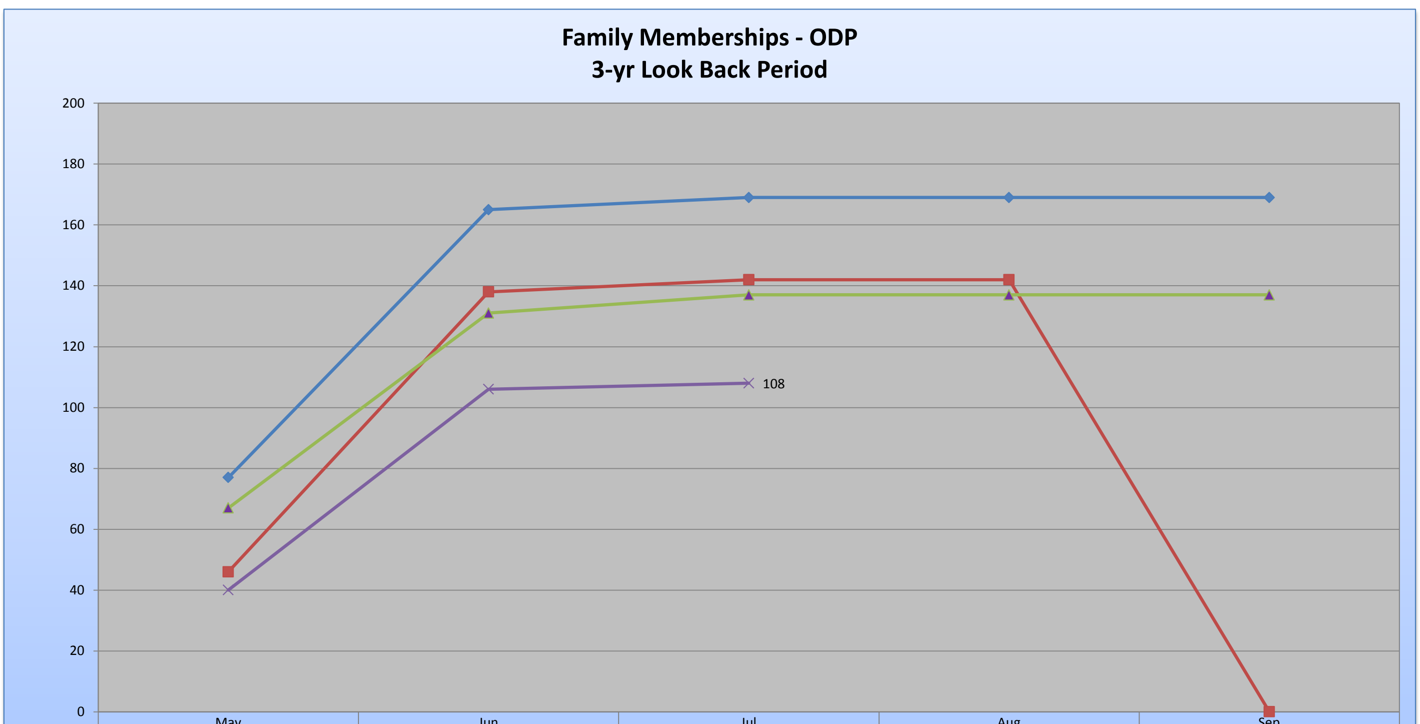
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	358	362	364	373	373	363	365	377	381	385	378	379
2013	637	676	736	757	773	793	798	832	859	866	875	898
2014	929	953	969	988	992	1003	1027	1033	1039	1044	1053	1065
2015	1091	1107	1125	1126	1123	1139	1164					



	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	17	17	19	20					

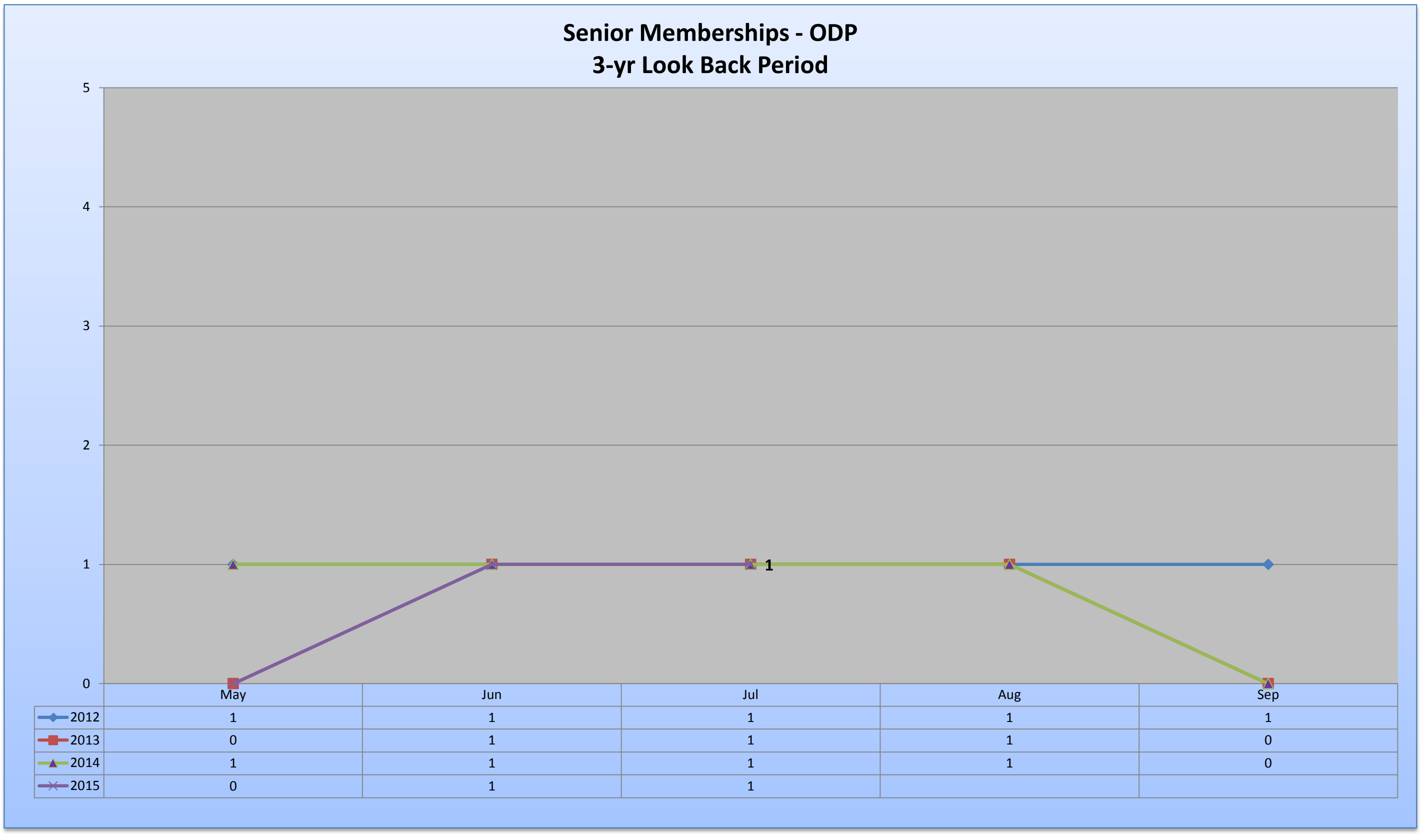


	May	Jun	Jul	Aug	Sep
2012	2	6	7	7	7
2013	3	5	5	5	0
2014	3	4	5	5	5
2015	1	4	4		

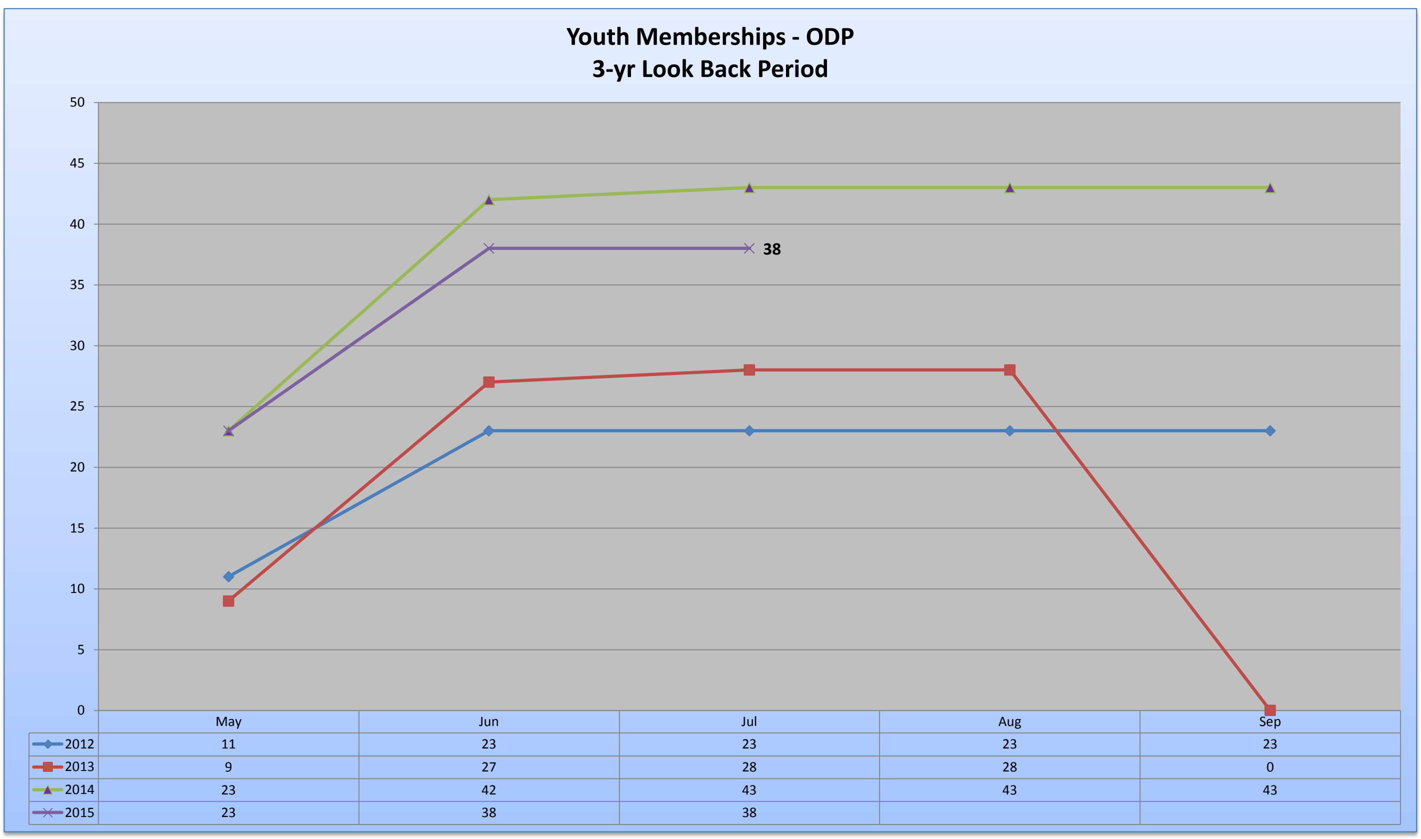


	May	Jun	Jul	Aug	Sep
2012	77	165	169	169	169
2013	46	138	142	142	0
2014	67	131	137	137	137
2015	40	106	108		

Attachment: ODP Membership Statistics - Graphs (1982 : HCC & ODP Membership Report)



	May	Jun	Jul	Aug	Sep
2012	1	1	1	1	1
2013	0	1	1	1	0
2014	1	1	1	1	0
2015	0	1	1		



	May	Jun	Jul	Aug	Sep
2012	11	23	23	23	23
2013	9	27	28	28	0
2014	23	42	43	43	43
2015	23	38	38		

Attachment: ODP Membership Statistics - Graphs (1982 : HCC & ODP Membership Report)

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **August 10, 2015**

SUBJECT: **Month & YTD Financial Report**

Type of Item: *Report*

4. Discussion Item (ID # 1983)

Month & YTD Financial Report

Attachments:

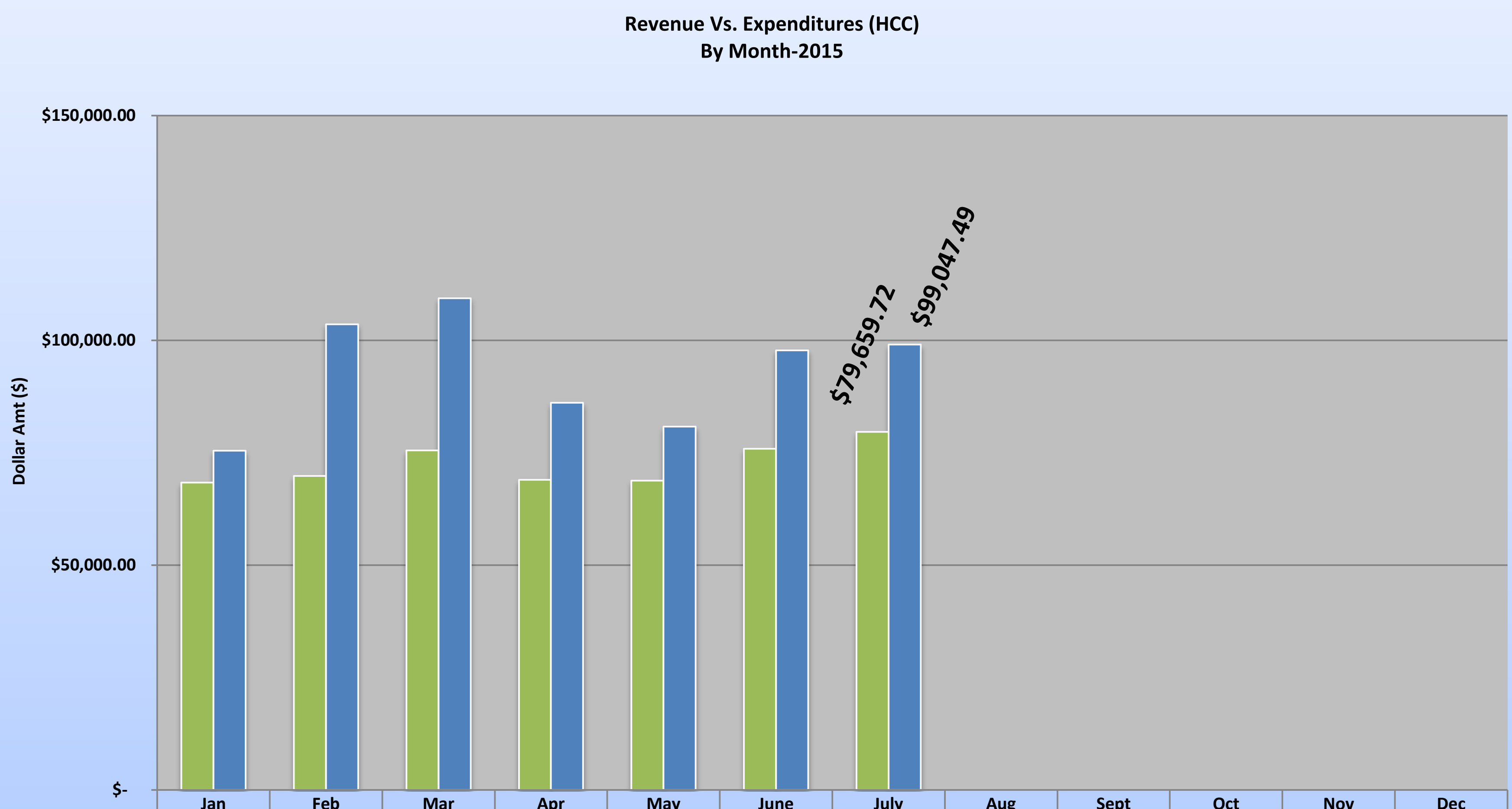
Revenue vs. Expenditures (PDF)

Utilities (PDF)

Parks Financials (PDF)

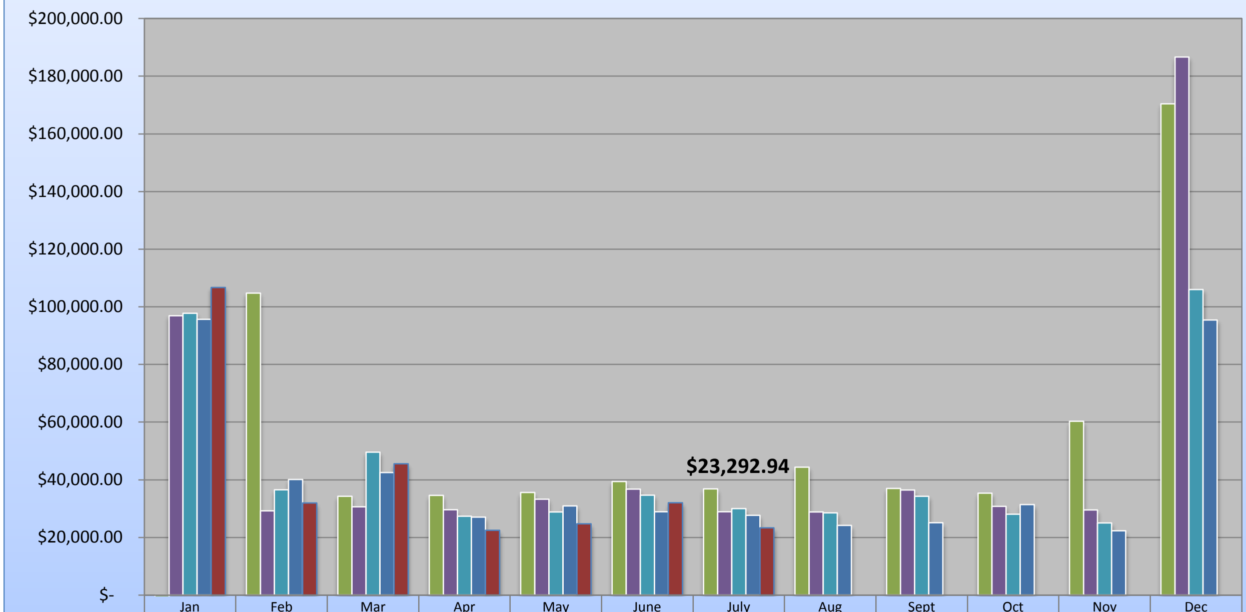
ODP Financials (PDF)

HCC Financials (PDF)



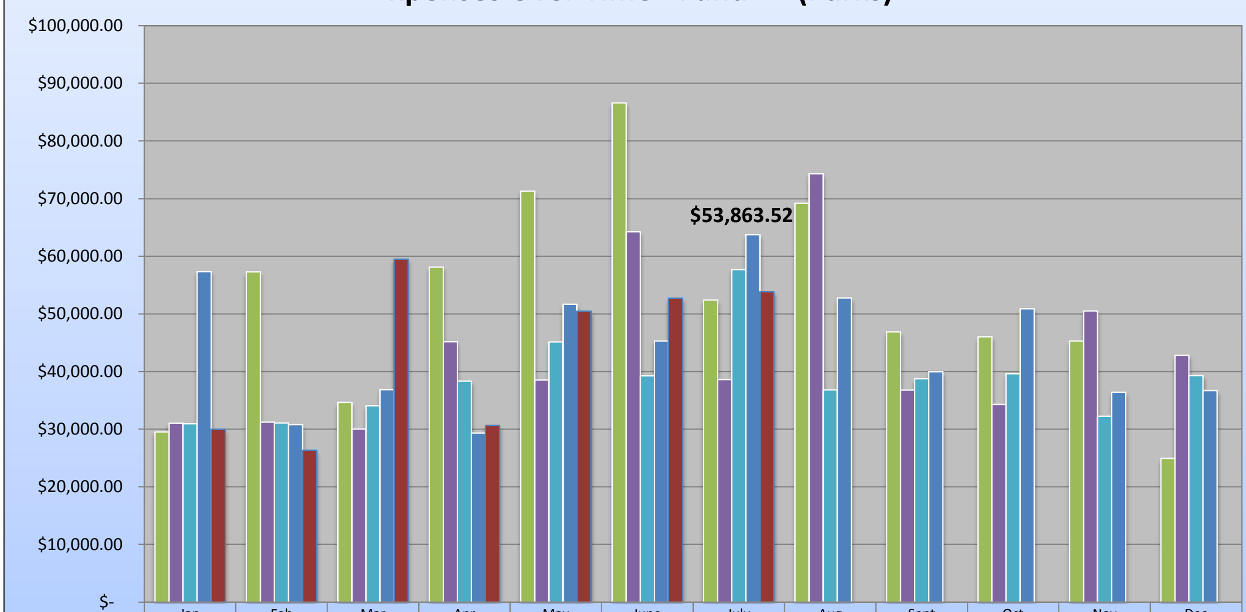
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Revenue	$68,364.78	$69,822.19	$75,541.37	$68,964.95	$68,768.55	$75,878.57	$79,659.72					
EXPENSES	$75,474.70	$103,570.45	$109,374.20	$86,099.25	$80,819.03	$97,792.99	$99,047.49					

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	$22,462.88	$24,752.03	$31,997.61	$23,292.94					

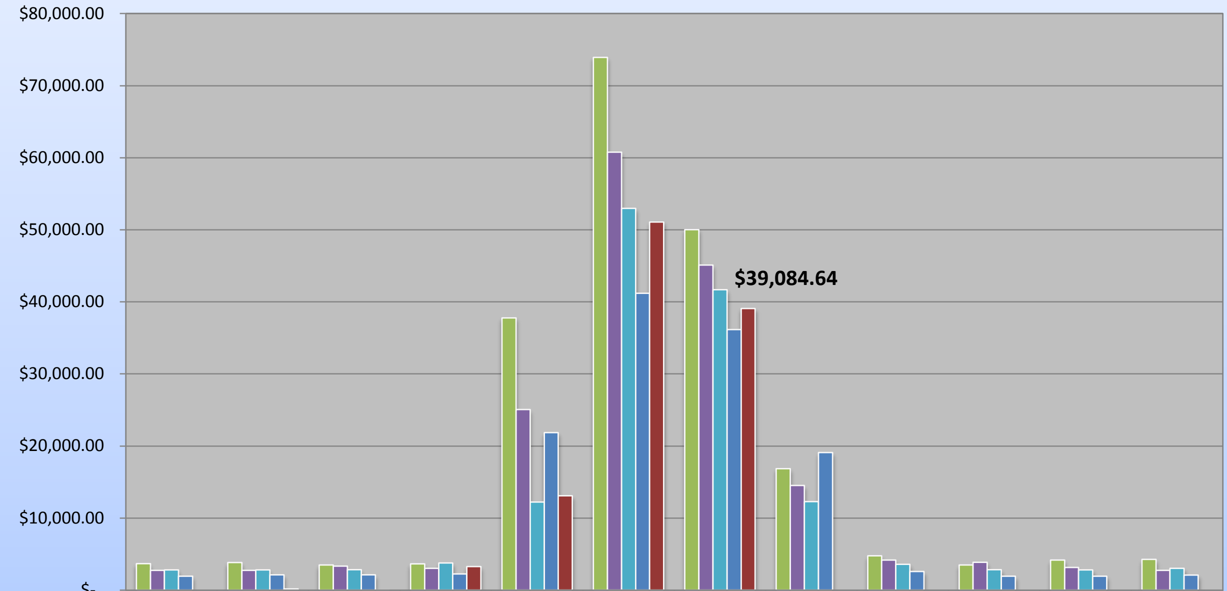
Expenses Over Time - Fund 11 (Parks)



	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	$59,488.92	$30,672.62	$50,457.49	$52,712.63	$53,863.52					

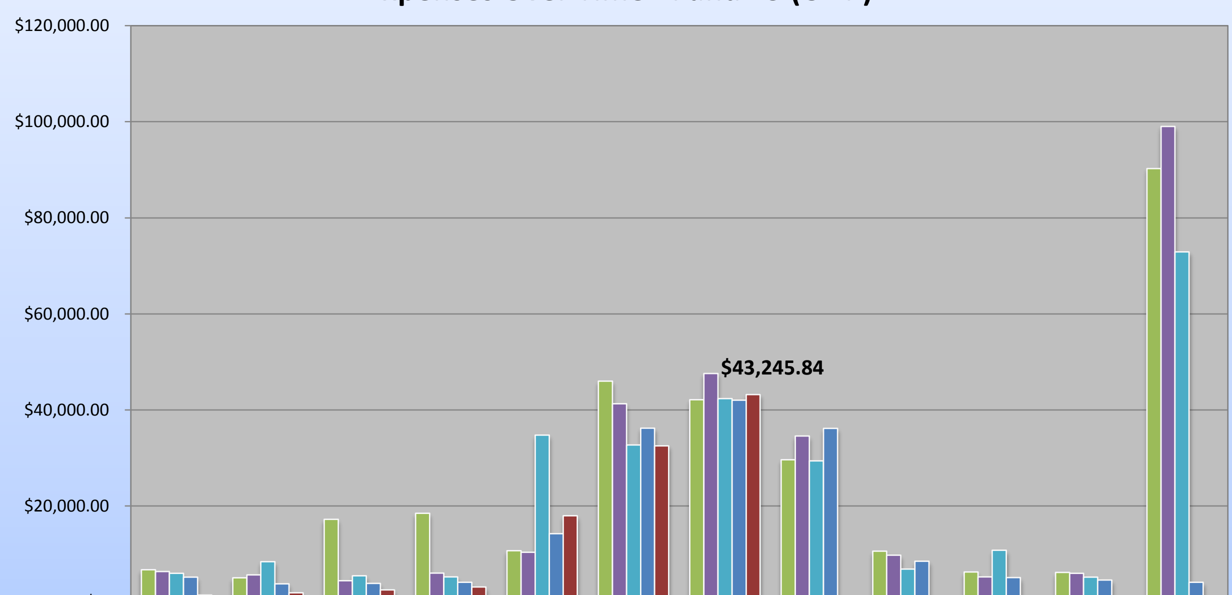
Attachment: Revenue vs. Expenditures (1983 : Month & YTD Financial Report)

Revenue Over Time - Fund 13 (ODP)



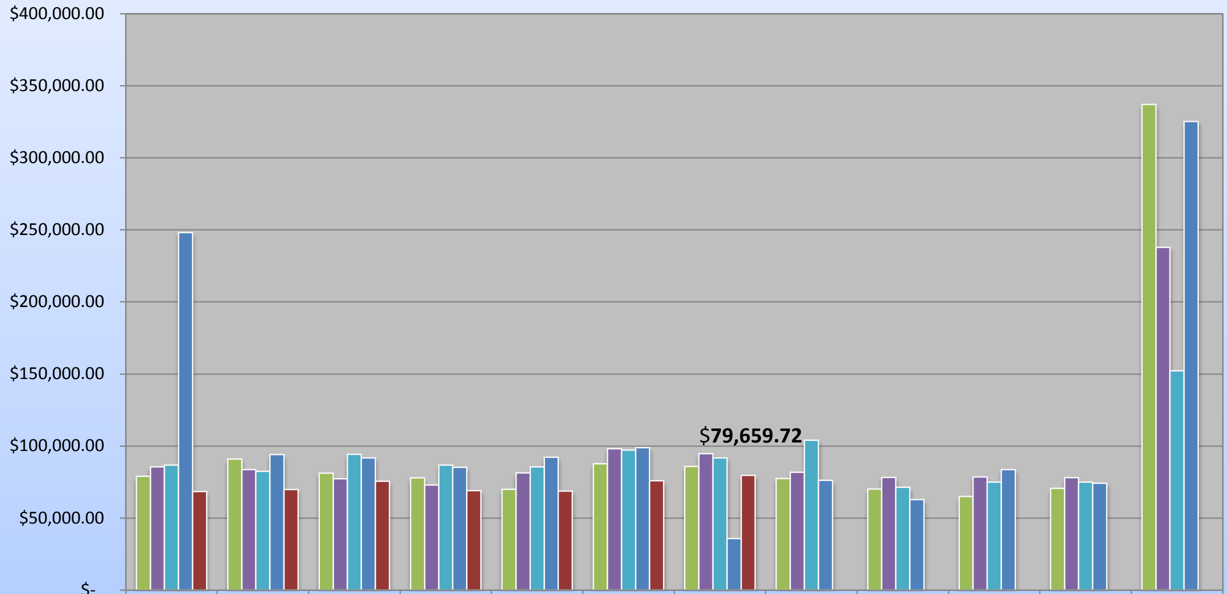
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$3,662.93	$3,825.87	$3,495.58	$3,644.02	$37,779.40	$73,920.89	$50,030.74	$16,856.27	$4,752.47	$3,493.44	$4,156.13	$4,251.54
2012	$2,726.90	$2,731.84	$3,337.22	$3,030.40	$25,053.77	$60,773.53	$45,115.57	$14,528.16	$4,155.74	$3,870.89	$3,137.42	$2,744.13
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	$3,265.00	$13,093.14	$51,084.58	$39,084.64					

Expenses Over Time - Fund 13 (ODP)



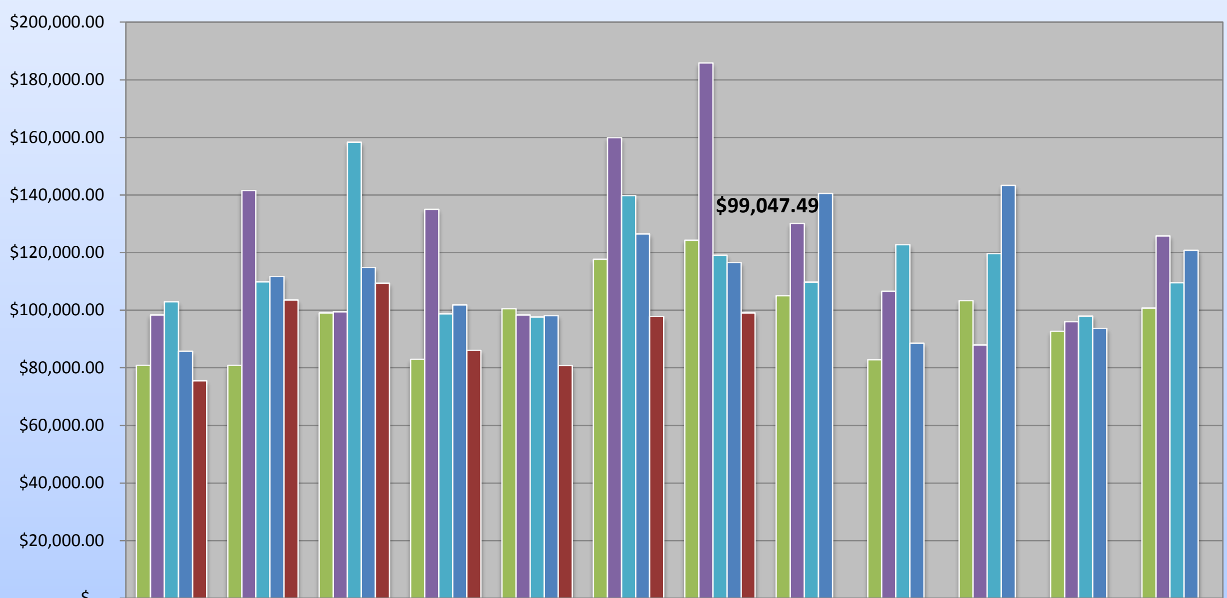
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$6,781.20	$5,066.73	$17,258.65	$18,516.88	$10,747.83	$46,022.72	$42,174.76	$29,651.13	$10,623.49	$6,300.46	$6,207.11	$90,257.26
2012	$6,404.31	$5,695.11	$4,472.12	$6,063.27	$10,406.49	$41,322.86	$47,622.70	$34,598.54	$9,774.34	$5,279.55	$6,027.20	$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	$3,194.19	$18,015.42	$32,547.17	$43,245.84					

Revenue Over Time - Fund 15 (HCC)



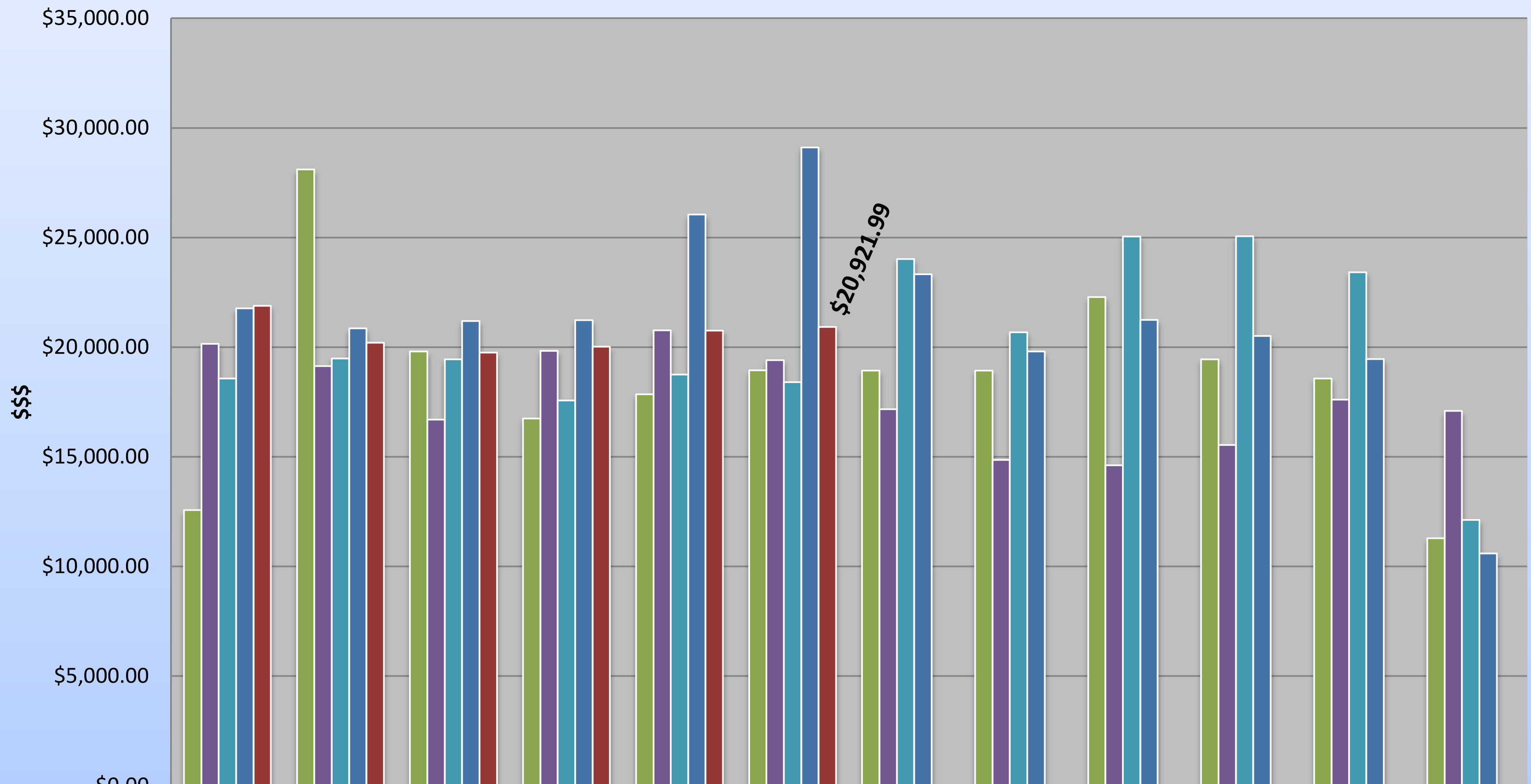
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2011	$78,916.98	$90,986.34	$81,172.07	$77,904.10	$69,885.87	$87,674.91	$85,876.64	$77,417.32	$70,049.08	$64,954.17	$70,513.21	$337,032.07
2012	$85,450.10	$83,677.40	$77,323.70	$72,867.13	$81,239.92	$98,097.00	$94,693.65	$81,712.34	$78,243.68	$78,518.65	$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	$68,964.95	$68,768.55	$75,878.57	$79,659.72					

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	$125,821.47
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	$109,374.20	$86,099.25	$80,819.03	$97,792.99	$99,047.49					

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	$19,760.25	$20,023.67	$20,758.65	$20,921.99						

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	$52,567.98	$51,981.55	$57,130.19	$60,546.52	$3,416.33	5.98%
			Personal Property Tax	11-5112	$15,927.25	$15,211.10	$14,616.23	$21,442.68	$6,826.45	46.70%
			Merchants/Replacement Tax	11-5113	$12,778.08	$13,550.64	$13,417.50	$14,075.63	$658.13	4.91%
			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	$8,945.58	$11,084.28	$7,646.91	$9,122.62	$1,475.71	19.30%
			Shooting Range Revenue	11-5309	$721.00	$753.00	$660.00	$795.00	$135.00	20.45%
			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	$7,894.61	$5,146.50	$5,377.22	$6,576.27	$1,199.05	22.30%
		Recreational Programs	Misc. Recreation Programs	11-5418	$0.00	$32,589.08	$35,904.00	$36,657.00	$753.00	2.10%
		Misc. Income	Miscellaneous	11-5510	-$1,408.00	$6,760.00	$9,365.87	$6,957.09	-$2,408.78	-25.72%
			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	$200.00	$200.00	
		Interest	Interest Income	11-5815	$0.00	$0.00	$163.12	$40.70	-$122.42	-75.05%
		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	$185,907.75	$164,785.81	$146,571.25	$124,223.75	-$22,347.50	-15.25%
			Transfer from Other Funds	11-5931	$0.00	$0.00	$0.00	$0.00	$0.00	
Parks Revenue Total					**$285,365.34**	**$304,661.63**	**$292,807.21**	**$286,658.40**	**-$6,148.81**	**-2.10%**
Parks Expenses	Park Maintenance	Personnel Services			$162,029.40	$155,381.75	$161,693.93	$177,101.80	$15,407.87	9.53%
		Contractual Services			$38,409.28	$48,335.51	$51,801.67	$54,555.48	$2,753.81	5.32%
		Commodities			$20,914.83	$35,407.31	$31,517.58	$31,474.81	-$42.77	-0.14%
		Other Charges			$35,769.17	$35,049.36	$63,786.69	$12,961.70	-$50,824.99	-79.68%
		Capital Outlay			$0.00	$1,704.00	$4,200.00	$27,475.00	$23,275.00	554.17%
	Capital Projects				$21,860.78	$751.41	$2,110.02	$0.00	-$2,110.02	-100.00%
Parks Expenses Total					**$278,983.46**	**$276,629.34**	**$315,109.89**	**$303,568.79**	**-$11,541.10**	**-3.66%**
Expenses Less Capital Projects					$257,122.68	$275,877.93	$312,999.87	$303,568.79	-$9,431.08	-3.01%

		2012	2013	2014	2015	Variance	% of Change
Total Variances	(Capital Projects removed from Expenses)	$28,242.66	$9,487.41	-$8,338.24	-$16,910.39	-$8,572.15	102.81%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	44.03%	56.93%	51.66%	53.25%	1.59%	3.08%

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	$185,907.75	$164,785.81	$146,571.25	$124,223.75	-$22,347.50	-15.25%
Parks Expenses	Park Maintenance	Other Charges	Office Facilities & Services	11-6-1125-0430	$31,237.50	$30,178.75	$29,925.00	$7,965.44	-$21,959.56	-73.38%

Updated by Wendy Hershberger: 8/6/2015 @ 11:20 AM

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	$27,010.00	$22,967.00	$22,977.00	$19,888.00	-$3,089.00	-13.44%
			Swimming Pool Use Fee	13-5333	$67,478.00	$54,866.00	$47,466.05	$53,394.10	$5,928.05	12.49%
		Misc. Income	**Miscellaneous**	13-5510	$1,938.50	$129.00	$2,640.50	$10,458.28	$7,817.78	296.07%
			Donations	13-5537	$500.00	$500.00	$0.00	$0.00	$0.00	
			Taxable Miscellaneous	13-5509	$26,625.16	$20,963.70	$20,330.68	$22,948.83	$2,618.15	12.88%
		Interest	**Interest Income**	13-5815	$203.82	$276.48	$348.14	$0.00	-$348.14	-100.00%
		Other Rev. Sources/Trans	**Transfer from Other Funds**	13-5931	$19,013.75	$19,404.56	$13,472.06	$0.00	-$13,472.06	-100.00%
ODP Revenue Total					**$142,769.23**	**$119,106.74**	**$107,594.43**	**$106,699.21**	**-$895.22**	**-0.83%**
ODP Expenses	Aquatics Center	Personnel Services			$55,224.05	$43,716.90	$46,167.30	$45,179.59	-$987.71	-2.14%
		Contractual Services			$20,282.73	$32,089.38	$18,511.79	$21,620.86	$3,109.07	16.80%
		Commodities			$20,478.58	$28,412.88	$22,550.84	$27,840.53	$5,289.69	23.46%
		Other Charges			$26,001.50	$26,895.14	$22,466.36	$7,181.38	-$15,284.98	-68.03%
		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					**$121,986.86**	**$135,164.30**	**$109,696.29**	**$103,065.11**	**-$6,631.18**	**-6.05%**
Expenses Less Capital Projects					$121,986.86	$135,164.30	$109,696.29	$109,696.29	$0.00	0.00%

		2012	2013	2014	2015	Variance	% of Change
Total Variances	(Capital Projects removed from Expenses)	$20,782.37	-$16,057.56	-$2,101.86	-$2,997.08	-$895.22	42.59%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	126.03%	89.90%	105.20%	102.10%	-3.10%	-2.95%

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	$19,013.75	$19,404.56	$13,472.06	$0.00	-$13,472.06	-100.00%
ODP Expenses	Aquatics Center	Other Charges	**Office Facilities & Services**	13-6-1124-0430	$23,794.12	$24,257.94	$20,224.19	$5,188.75	-$15,035.44	-74.34%

Attachment: ODP Financials (1983 : Month & YTD Financial Report)

Updated by Wendy Hershberger: 8/6/2015 @ 11:20 AM

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	$100.00	$8.00	$0.00	$25.00	$25.00	
			Annual Memberships	15-5351	$292,742.38	$316,516.09	$341,668.78	$327,485.10	-$14,183.68	-4.15%
			Office Facilities & Services	15-5331	$0.00	$0.00	$0.00	$0.00	$0.00	
			Daily Passes	15-5350	$32,648.50	$39,767.00	$34,799.00	$39,984.27	$5,185.27	14.90%
			Overtime Fees	15-5356	$822.00	$576.50	$394.50	$291.00	-$103.50	-26.24%
			Room Rental	15-5354	$25,248.00	$27,109.60	$25,563.81	$25,159.75	-$404.06	-1.58%
			Senior Rent	15-5352	$3,858.75	$3,858.75	$3,445.30	$4,051.67	$606.37	17.60%
			Special Events	15-5355	$2,981.00	$1,800.00	$1,730.00	$2,725.00	$995.00	57.51%
			Swim Team Rent	15-5353	$8,450.00	$5,997.50	$3,110.00	$2,960.00	-$150.00	-4.82%
			Tot Watch Fees	15-5359	$2,344.40	$2,051.00	$2,429.00	$1,926.00	-$503.00	-20.71%
			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	$4,550.00	-$47.73	$0.00	$0.00	$0.00	
			Coed Volleyball	15-5411	$4,505.00	$4,200.00	$3,150.00	$3,640.00	$490.00	15.56%
			Dodgeball	15-5419	$1,500.00	$1,422.00	$300.00	($150.00)	-$450.00	-150.00%
			Dog Obedience	15-5401	$0.00	$140.00	$0.00	$0.00	$0.00	
			Fitness Classes	15-5421	$14,055.76	$15,831.14	$17,687.79	$13,175.82	-$4,511.97	-25.51%
			Lifeguard Training	15-5425	$2,500.00	$2,190.00	$2,815.23	$2,196.06	-$619.17	-21.99%
			Men's 5 on 5 Basketball	15-5417	$2,500.00	$0.00	$3,250.00	$2,312.00	-$938.00	-28.86%
			Men's Softball	15-5414	$3,250.00	$1,300.00	$0.00	$0.00	$0.00	
			Misc. Recreation Programs	15-5418	$73,316.57	$60,947.34	$54,236.29	$50,044.80	-$4,191.49	-7.73%
			Sand Volleyball	15-5412	$360.00	$80.00	$0.00	$0.00	$0.00	
			Swim Lessons	15-5423	$6,624.64	$11,306.69	$7,878.29	$9,316.64	$1,438.35	18.26%
			Swim Team	15-5426	$168.18	$3,845.00	$1,956.94	$1,081.25	-$875.69	-44.75%
			Water Aerobics	15-5422	$1,637.74	$1,774.43	$1,256.51	$1,063.50	-$193.01	-15.36%
			Women's Volleyball	15-5420	$2,625.00	$1,955.00	$2,858.32	$700.00	-$2,158.32	-75.51%
			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	$7,530.00	$9,160.00	$8,790.00	$7,270.00	-$1,520.00	-17.29%
			Miscellaneous	15-5510	$4,606.67	$2,306.00	$4,884.72	$1,266.92	-$3,617.80	-74.06%
			Auction & Surplus Sales	15-5535	$0.00	$0.00	$0.00	$1,810.50	$1,810.50	
			Cancellation Fee	15-5522	-$100.00	$925.00	-$225.00	($100.00)	$125.00	-55.56%
			Donations	15-5537	$0.00	$0.00	$0.00	$493.00	$493.00	
			Massage Therapist	15-5523	$0.00	$0.00	$0.00	$0.00	$0.00	
			On-Site Sales Commission	15-5519	$998.40	$1,211.10	$1,286.53	$1,240.13	-$46.40	-3.61%
			Personal Trainer	15-5521	$20,364.00	$36,366.00	$24,279.00	$5,931.00	-$18,348.00	-75.57%
			Preferred Vendors	15-5515	$0.00	$0.00	$0.00	$0.00	$0.00	
			Short & Over	15-5516	$114.90	$109.68	$53.32	$26.47	-$26.85	-50.36%
			Sponsors	15-5520	$425.00	$0.00	$0.00	$0.00	$0.00	

Attachment: HCC Financials (1983 : Month & YTD Financial Report)

Updated by Wendy Hershberger: 8/6/2015 @ 11:21 AM

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

HCC Revenue	Detailed Revenue	Misc. Income	Taxable Misc.	15-5509	$717.12	$287.14	$1,256.97	$1,053.52	-$203.45	-16.19%
		Intergovernmental	Grants & Entitlements	15-5626	$0.00	$0.00	$0.00	$0.00	$0.00	
		Interest	Interest Income	15-5815	$504.33	$951.42	$272.87	$20.73	-$252.14	-92.40%
			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	$71,400.56	$70,583.31	$196,640.25	$0.00	-$196,640.25	-100.00%
HCC Revenue Total					**$593,348.90**	**$624,527.96**	**$745,768.42**	**$507,000.13**	**-$238,768.29**	**-32.02%**
HCC Expense	Administration				$254,302.75	$289,108.03	$277,488.35	$190,973.59	-$86,514.76	-31.18%
	Aquatics Center				$104,794.21	$88,833.29	$80,393.53	$76,523.93	-$3,869.60	-4.81%
	Recreation Programs				$129,691.39	$149,758.93	$126,597.08	$127,368.02	$770.94	0.61%
	Building & Grounds				$224,574.12	$298,752.78	$270,775.28	$257,312.57	-$13,462.71	-4.97%
	Capital Projects				$205,098.21	$0.00	$0.00	$0.00	$0.00	
HCC Expense Total					**$918,460.68**	**$826,453.03**	**$755,254.24**	**$652,178.11**	**-$103,076.13**	**-13.65%**

Total Variances	(Capital Projects removed from Expenses)	-$325,111.78	-$201,925.07	-$9,485.82	-$145,177.98	-$135,692.16	1430.47%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	62.99%	75.04%	80.73%	80.18%	-0.56%	-0.69%

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	$71,400.56	$70,583.31	$196,640.25	$0.00	-$196,640.25	-100.00%
HCC Expense	Administration	Other Charges	Office Facilities & Services	15-6-0103-0430	$89,798.31	$88,229.19	$75,077.94	$19,812.94	-$55,265.00	-73.61%

Attachment: HCC Financials (1983 : Month & YTD Financial Report)

Updated by Wendy Hershberger: 8/6/2015 @ 11:21 AM

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **August 10, 2015**

SUBJECT: **2016 Proposed Budget**

Type of Item: *Budget*

1. **Action Item (ID # 1981)**

2016 Proposed Budget

Attachments:

Park Board Memo for ODP Concessions 2015 (PDF)

2015 HPR Concessions Fee Comparison (PDF)

2015 HPR Concessions Pricing & Profit Margins (PDF)

Concessions Income Statement as of 7.20.15 (PDF)

Park Board Memo for 2016 Budget (PDF)

Harrisonville Parks and Recreation Department - 2016 Budget Summary (PDF)

MEMO

TO: Park Board

CC: Mayor Hasek, Keith Moody

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

DATE: August 7, 2015

RE: Outdoor Pool Concessions

In the past there have been questions regarding our concessions operations at the Outdoor Pool. Please find attached three documents to accompany this memo. The bottom line is, as staff has been reporting, the Outdoor Pool Concessions makes a profit that contributes to the bottom line of revenue at the outdoor pool.

From our research of other Outdoor Pools, we found that all of the cities that responded had traditional concession operations, similar to our Outdoor Pool concessions. We did not find one city that provides “vending only”. Those cities with pools responding to our request are listed below:

- Pleasant Hill
- Lee’s Summit
- Belton
- Blue Springs
- Independence
- Kansas City
- Raytown
- Leawood, KS
- Bonner Springs, KS

The concessions pricing attachment shows that we charge a 257% average markup on our products. We also included our concessions price comparisons so that you can see that what we are charging is fair within the local market. And finally, the income statement shows that we are making money on concessions at both the Outdoor Pool and North Park Ballfields. Staff will present this information with the budget report and be available for questions at the Park Board meeting.

Concessions Price Comparison

Current Products	Harrisonville	Pleasant Hill	Raymore	Belton	Lee's Summit	Average
Air Heads	$0.25	$0.25	N/A	N/A	N/A	$0.25
Bubble Gum	$0.05	N/A	N/A	$0.05	N/A	$0.05
Chocolate Candy	$1.00	$1.50	$1.00	$1.00	$1.50	$1.20
Fruit Snacks	$1.00	N/A	N/A	N/A	$1.00	$1.00
M&Ms/Candy	$1.00	$1.50	$1.00	$1.00	$1.50	$1.20
Ring Pops	$0.50	N/A	$0.50	N/A	N/A	$0.50
Cheese	$0.50	$0.50	$0.50	$0.50	$1.25	$0.65
Chips	$0.75	$1.00	$0.75	$1.00	$1.00	$0.90
Soda	L 2.00 S 1.50	$1.00	Bottled - 2.00	Bottled - 2.50	20oz 1.75 32oz 2.00	$1.90
Gatorade/Powerade	$2.00	$1.00	$2.00	$2.75	$1.50	$1.85
Bottled Water	$1.50	$1.00	$1.50	$1.75	$1.50	$1.45
Cup of Water	$0.25	N/A	$0.50	$0.25	$0.25	$0.31
Flavored Ice	$0.50	N/A	N/A	N/A	N/A	$0.50
Ice Cream Pops	$1.00	$2.00	$1.00	N/A	$1.25	$1.31
Ice Cream Bar	$1.00	N/A	$1.00	N/A	$1.50	$1.17
Sno Cone	$2.00	$2.50	N/A	N/A	N/A	$2.25
Sundae Cone	$1.50	$2.50	$2.00	N/A	$1.50	$1.88
Big Bopper	$2.75	N/A	N/A	N/A	N/A	$2.75
Pretzel w/ cheese	$3.00	$3.00	$3.00	$2.50	$3.25	$2.95
Popcorn	$1.00	$1.00	$1.00	$1.00	$1.50	$1.10
Nachos	$3.50	$3.00	$3.50	$3.00	$3.00	$3.20
Pickle	$1.00	N/A	$1.00	$1.50	N/A	$1.17
Sunflower Seeds	$1.00	N/A	$1.00	$1.00	N/A	$1.00
Hot Dog	$2.00	$2.00	$2.00	$2.50	$3.25	$2.35
Cheeseburger	$3.50	N/A	N/A	N/A	$4.00	$3.75
Walking Taco (4th of July)	$3.00	N/A	N/A	N/A	N/A	$3.00

Attachment: 2015 HPR Concessions Fee Comparison (1981 : 2016 Proposed Budget)

Harrisonville Parks & Recreation 2015 Concessions Pricing/Profit Margins

ITEM	COST/PACK	SELL PRICE/PACK	INDIV COST	INDIV SELL PRICE	MARKUP	PROFIT/PACK
Bottled Water	40 @ 3.98	$60.00	$0.09	$1.50	1567%	$56.02
Gatorade	20 @ 12.98	$40.00	$0.65	$2.00	208%	$27.02
Soda - 16oz cup from 5 gal bag	5 gal @ 90.45	$159.00	$0.85	$1.50	76%	$68.55
Soda - 24oz cup from 5 gal bag	5 gal @ 90.45	$128.00	$1.40	$2.00	43%	$37.55
Hamburger + bun	40 @ 36.13	$140.00	$0.90	$3.50	289%	$110.27
Hot dogs + bun	24 @ 13.46	$48.00	$0.56	$2.00	257%	$38.38
Pretzels	20 @ 8.98	$50.00	$0.45	$2.50	456%	$41.02
Chips - Lays/Doritos	50 @ 10.48	$37.50	$0.20	$0.75	275%	$27.02
Popcorn	28 @ 7.48	$28.00	$0.26	$1.00	285%	$20.52
Pickle	1 gal @ 4.12	$20.00	$0.20	$1.00	400%	$15.88
Drumsticks	16 @ 10.74	$16.00	$0.67	$1.00	49%	$5.26
Flavored Ice	200 @ 7.98	$100.00	$0.04	$0.50	1150%	$92.02
Ice Cream (Variety)	36 @ 10.48	$36.00	$0.29	$1.00	245%	$25.52
ICEE Pops	30 @ 9.28	$30.00	$0.30	$1.00	233%	$20.72
Air Heads	90 @ 9.13	$22.50	$0.10	$0.25	150%	$13.37
Air Head Extreme	18 @ 9.96	$18.00	$0.55	$1.00	82%	$8.04
Bubble Gum	360 @ 7.28	$18.00	$0.02	$0.05	150%	$10.72
Hershey	36 @ 21.94	$36.00	$0.60	$1.00	67%	$14.06
M & Ms	48 @ 29.34	$48.00	$0.61	$1.00	64%	$18.66
Reese's	36 @ 21.94	$36.00	$0.60	$1.00	67%	$14.06
Ring Pop	40 @ 11.43	$20.00	$0.28	$0.50	79%	$8.57
Skittles	36 @ 21.94	$36.00	$0.60	$1.00	67%	$14.06
Snickers	48 @ 29.34	$48.00	$0.61	$1.00	64%	$18.66
Sour Punch	24 @ 11.68	$24.00	$0.48	$1.00	108%	$12.32
Sunflower Seeds	60 @ 21.48	$60.00	$0.35	$1.00	186%	$38.52
Twix	36 @ 21.94	$36.00	$0.60	$1.00	67%	$14.06
Average Markup					257%	

Attachment: 2015 HPR Concessions Pricing & Profit Margins (1981 : 2016 Proposed Budget)

Harrisonville Parks & Rec Ballfield Concessions

Income Statement
As of 7.20.15

Revenue	2015
Concessions sales revenue	$6,496
Total Revenues	**$6,496**
Expenses	
Supplies	$3,826
Part-time salaries + 10% benefit estimate	$2,339
Total Expenses	**$6,165**
Net Income	**$331**

Harrisonville Parks & Rec ODP Concessions

Income Statement
As of 7.20.15

Revenue	2015
Concessions sales revenue	$18,922
Total Revenues	**$18,922**
Expenses	
Supplies	$8,893
Part-time salaries + 10% benefit estimate	$5,259
Total Expenses	**$14,152**
Net Income	**$4,770**

MEMO

TO: Park Board

CC: Mayor Hasek, Keith Moody

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

DATE: August 7, 2015

RE: 2016 Budget Summary / Special Outdoor Pool Message

Attached to this memo is the budget highlights for 2016. Only significant variations from the 2015 budget are explained by bullet point on the attached highlighted budget sheet. However, staff will answer questions on any part of the 2016 budget. For the most part, a 3 year average was used for revenue and expense projections.

In summary, the **Park Fund # 11** will operate as a balanced budget. The Park Trail construction to the Community Center is included as an Objective for the 2016 budget. The $50,000.00 budgeted for this capital project will come from the Parkland Dedication Fund. Currently there is $56,442.00 in the Parkland Dedication Fund.

The **Aquatic Center Fund # 13 (Outdoor Pool)** will operate with a <$24,390.00> deficit. The Outdoor Pool revenue was established using the last 3 year's actuals as the average. After that average was established, a one dollar increase in the daily pass fee was implemented to raise approximately $9,000.00 in new revenue. Within the last three years we have seen the attendance at the outdoor pool gradually decline. Staff continues to make improvements to the pool and market to the public the best we can, but the weather has been cool and raining in the opening months of the season and the opening of the Pleasant Hill pool has had an impact on attendance as well.

Regarding expenses, staff looks very close at all expenses and do our best to keep costs down. But with an aging facility, equipment and facility improvements must be taken care of to ensure safety and to continue quality services. It is important to note that the fund balance at the Outdoor Pool is approximately $101,416.00. Staff is hopeful that revenue will increase in future years, but if not, the Outdoor Pool could run out of fund balance reserves in the next 3 to 4 years. Similar to the Community Center operations review, staff recommends Park Board discussion regarding the future of the Outdoor Pool operations.

The **Community Center Fund # 15** is similar to the previous year's regarding revenue, but it is about twenty thousand dollars less than the last four years average with the loss of the personal trainer revenue and the sales tax is budgeted significantly lower. There is a downward trend in some program areas and staff continues to do our best in marketing all programs, but some programs run in cycles regarding popularity. Regarding expenses, there are a few more expense items that are included this year. As the Board is aware, the City of Harrisonville is installing a new fiber optic system for all city services. This will require the Community Center to purchase a new phone system. The current phone system is 10 years old and parts are no longer made for this system, so when it breaks, repairs are difficult to complete. Also, if the current system went down, it could take one or two weeks to replace it, which would result in poor service delivery and negative public relations. The new phone system will cost approximately $9,300.00. There were some other minor increases in other areas, but there were also reductions in some expenses that are tied to less revenue in programs.

The 2016 Budget Objective for the Community Center, as approved by the Park Board and Board of Alderman is the review of the Park ¼ cent sales tax continuation, which sunsets after the bond for the Community Center is paid off in December of 2022. This objective will involve fact gathering information of our department services, facility conditions (both physically and financially) and referendum education information for discussion and development purposes. The cost of $3,000.00 was included in the budget for this 2016 Budget Objective.

There were no Capital projects listed for the Community Center in 2016. As noted in the detail budget points, staff feels the parking lot can be maintained for now without a large funding investment. The Community Center proposed budget for 2016 shows a <$81,429.00> deficit in operations. There is less revenue projected from the 2016 sales tax and new uncontrollable expenses. However, the 2016 expenses are $86,568 less than the four year average on expenses. The deficit amount will need to come from the Community Center Fund Balance. The current operating Fund Balance is $190,000.00. The debt service of the Fund Balance is $338,441. The total available Fund Balance is $528,441.

Staff will answer any questions on the 2016 budget. Staff requests approval of the 2016 budget by the Park Board.

Harrisonville Parks and Recreation Department
2016 Budget Points (Variations from 2015 and 3 Year Average Used)

Park Fund Revenue:

- Misc. Recreation Programs increased due to the addition of Fall Youth Baseball/Softball. If the program does not go, the expenses will be decreased accordingly.
- Transfer from General Fund covers expense items such as equipment, vehicles and capital projects as well as general operating support from the general fund. The operating support transfer from the general fund decreased by $4,855.00.
  - Operating support or administrative fee revenue transfer from the General Fund was removed in the 2015 budget with the administrative fee expense reduced accordingly. As you will note in the expense side, the administrative fee only shows the "net expense" or actual fee charged. This process continues for 2016.
- The transfer from other funds of $50,000.00 for the trail capital project is not listed in operations as this amount will be paid for out of the Parkland Dedication Fund as expenses are presented for this project.
- Total Operating Revenue: $502,525.00

Park Fund Expense:

- Salaries increased due to the annual wage increase for employees at an average of 2.5%. Part-time salaries increased by $2,220.00 due to the addition of hours to cover field prep for the Fall Youth Baseball/Softball program and to add in a small amount of hours to cover special event assistance.
- Utilities increased due to projected 20% increase in the cost of Water/Sewer in 2016.
- Other Contractual Services increased by $1,800.00 to add in additional hours for umpires for Fall Youth Baseball/Softball & for additional portable toilets for special events.
- Supplies increased by $1,195.00 with the addition of Fall Youth Baseball/Softball.
- Office Facilities & Service (Administrative fee paid to the General Fund) was reduced in the 2015 budget due to eliminating the transfer back in on the revenue side as well as freezing the rate at 25% of the calculated administrative fee. The total administrative fee for 2016 is $14,534.00 in the Park Fund.
- Machinery and Equipment is for purchase of a new finish mower, replacing the 855 John Deere mower. Also added is the upgrade to the phone system to be compatible with the new city-wide fiber system. The estimated

expense is for the mower is $22,000.00 and $1,400.00 for the phone system upgrade.

- Capital Projects - Master Plan Improvements addition of the Trail Budget Objective as approved. The expenses will come from the Parkland Dedication Fund and will be submitted for payment as they come in.
- **Total Operating Expense: $502,525.00**
- **With Capital Expense <$50,000> deficit. Again, Parkland Dedication Funding will cover this amount.**

Aquatic Center Fund Revenue:

- Pool Day Passes decreased based on 3 year average from original 2015 budget. The amount is decreased from 2015 even with a $1 increase in this category.
- Pool Season Passes decreased from original 2015 budget based on 3 year average.
- Concessions (Taxable Misc.) decreased from original 2015 budget based on the 3 year average. *(See staff memo and detailed information on concessions operations).*
- Miscellaneous Revenue increase with the addition of the AquaCats program.
- Transfer from Other Funds (Administrative fee revenue transfer from the General Fund) was removed in the 2015 budget with the administrative fee expense reduced accordingly. As you will note in the expense side, the administrative fee only shows the “net expense” or actual fee charged. This process continues for 2016.
- **Total Operating Revenue: $135,770.00**

Aquatic Center Fund Expense:

- PT Salaries increased with minor increase in approved minimum hourly wages for the City of Harrisonville in 2016 of .15 cents an hour.
- Utilities increased due to projected 20% increase in the cost of Water/Sewer in 2016.
- Maintenance & Repair has an increase with the aging pool facility and necessary repairs, such as concrete repairs to the pool floor and deck.
- Other Contractual Services increased with the addition of Aqua Cats insurance and the necessary resurfacing of the diving boards. Aqua Cats expenses directly equal budgeted revenue for 2016 with the approved rate increase for this program.
- Chemicals increased from original 2015 budget based on 3 year average and cost increases to maintain proper chemical balance.
- Uniforms increased due to AquaCats spirit wear expenses, but this expense is directly covered by budgeted revenue.

- **Supplies** increased with the addition of the Aqua Cats program, team awards, team dues, timers, etc. The direct fee revenue offsets these expenses.
- **Concession supplies** increased with cost increase on major items. The increase will be reflected in the price charged to the customer.
- **Machinery & Equipment** increase is for the upgrade of the phone system to be compatible with new city-wide fiber system.
- **Office Facilities & Service (Administrative fee paid to the General Fund)** was reduced in the 2015 budget due to eliminating the percentage transfer back in on the revenue side as well as freezing the rate at 25% of the calculated administrative fee. The total Administrative Fee for 2016 is $8,975.00 in the Aquatic Fund.
- **Total Expense: $160,160.00**
- **<$24,390> Expense over revenue to be covered by the fund balance.**
- **Fund Balance / Park Board Directed Reserve $ 101,416.00**

Community Center Fund Revenue:

- **Daily Passes** increase with 3 year average and year to date actual.
- **Room Rental** increase projected with marketing of new AV equipment.
- **Special Events** decrease based on ytd actual and 3 year average.
- **Personal Trainer** decrease due to our highest producing trainer's retirement for medical reasons and the loss of her clients from out of town.
- **Activation Fee** decrease based on 3 year average.
- **Coed Volleyball** decrease based on 3 year average and ytd actual.
- **Men's 5 on 5 Basketball** increase based on ytd. and recent program growth.
- **Miscellaneous Rec Program** decrease to match ytd. and 3 year average. Day Camp and other programs have dropped despite marketing efforts. Expenses are reduced in this category as well.
- **DodgeBall** ran its course and has been eliminated in the 2016 budget.
- **Women's Volleyball** numbers have decreased based on ytd. and 3 year average.
- **Fitness Classes** decrease based on 3 year average and ytd. actual.
- **Lifeguard Training** budgeted in 2015 for CPR/First Aid classes for the public, which have not been successful for this revenue has been reduced for 2016.
- **Swim Team** conditioning program is not as high as budgeted in 2015 based on ytd. actual so is reduced for 2016 accordingly.
- **Transfer from Other Funds (Administrative fee revenue transfer from the General Fund)** was removed in 2015 budget with the administrative fee expense reduced accordingly. As you will note in the expense side, the administrative fee paid to general fund only reflects the "net expense" or actual fee charged.

- **Total Revenue: $1,101,590.00**
- **Fees proposed: $981,355.00**
- **½ Cent Sales Tax proposed (Estimated): $118,735.00 (Approximately $103,680.00 less than the mid-year 2015 sales tax amount).**
- **Interest earnings: $1,500.00**

Community Center Expenses:

Administration:

- **PT Salaries increased with the actual use ytd and following the 3 year average. Salaries also increased with the additional increase of the minimum wage for the City of Harrisonville by .15 cents.**
- **Printing and Advertising increase to add in approved budget objective expense to develop Parks Sales Tax educational materials.**
- **Machinery & Equipment for the upgrade of the phone system to be compatible with new city-wide fiber system.**
- **Supplies increase slightly with price increases.**
- **Office Facilities & Service (Administrative fee paid to the General Fund) was reduced in the 2015 budget due to eliminating the percentage transfer back in on the revenue side as well as freezing the rate at 25% of the calculated administrative fee. The total Administrative Fee for 2016 is $35,351.00 in the Community Center Fund.**

Aquatics:

- **PT Salaries increased because the removal of the Aquatic Assistant position in 2015 also removed necessary hours for additional lifeguarding and swim lessons, so those hours needed to be added back in. This increase is close to, but still less than the 3 year average. Also the .15 cent minimum wage increase was added.**
- **Equipment Maintenance increase to budget for new touchpads for the indoor pool timing system**
- **Chemicals increased from original 2015 budget based on 3 year average and cost increases to maintain proper chemical balance.**

Recreation Programs:

- **Other Contractual Service decrease with less revenue from the Personal Trainer revenue category.**
- **Supplies decreased with the decrease of program revenue.**
- **Machinery and Equipment decrease as TV's are already purchased for the Fitness areas. The cost budgeted is for the treadmill lease.**
- **Rec Volleyball decrease in expense with decrease in revenue.**
- **Men's 5 on 5 Basketball increase with increase in program revenue.**
- **Misc. Recreation Programs decrease with the decrease in program revenue.**

Buildings and Grounds:

- PT Salaries increased slightly with minor increase in approved minimum hourly wages for the City of Harrisonville in 2016 of .15 cents an hour.
- Utilities increased due to the projected 20% increase in the cost of Water/Sewer in 2016, the 2015 ytd. & 3 year average in this account.
- Other Contractual Services increase with an increase in monthly building security bill & the addition of funds for mechanical/equipment repairs for the aging HCC facility.
- MDNR Payment is the annual Energy Payment from the Siemens project.

Capital Projects:

- There are no Capital Projects recommended for 2016. Staff will work with the Street Department to assist with parking lot upkeep.
- **Total Expense: $1,183,019.00**
- **Total Expense is $86,568.00 less than the 4 year average.**
- **<$81,429.00> Expense over revenue to be covered by the fund balance.**
- **Current Fund Balance is $190,000.00. Bond Reserve is $338,441.00**
- **Grand total Fund Balance $528,441.00.**