City of Harrisonville est. 1836

AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
MARCH 8, 2016
6:00 PM

I. Call to Order

1. **Roll Call**

II. Public Participation

III. Ceremonial Matters

IV. Approval of Minutes

1. **Park Board Minutes - February 9, 2016**

V. Parks and Recreation Department

1. **Director Report - Month End Report**
2. **HCC Membership Report**
3. **Month & YTD Financial Report**
4. **Revised Parks Sales Tax Presentation & Issue Paper**
5. **Timeline for 1/4 Cent Parks Sales Tax Issue**

VI. Other Business

VII. Adjourn to Executive Session

VIII. Adjourn from Regular Session

Posted on City Hall Bulletin Board this 4th day of March

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Kim Hubbard, City Clerk

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

Board of Alderman

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **March 4, 2016**

SUBJECT: **Park Board Minutes - February 9, 2016**

Type of Item: *Approval*

Action Item (ID # 2143)

Park Board Minutes - February 9, 2016

Attachments:

February 9, 2016 (PDF)

HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
February 9, 2016
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, Julie Weedman, Cathy Faris, Don Allen, and Clint Miller, Dr. Martin Parks, and Phil Rogers

ABSENT: David Atkinson, Ed Roberts

OTHER PRESENT: Parks & Recreation Director Chris Deal, Assistant Parks & Recreation Director Wendy Hershberger, Recreation Coordinator of Member Services Amy Fuller, Alderman Ward 1 Judy Bowman, City Liaison Stacy Dahlman (arrived 6:49pm)

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Brent Caruthers asked for a motion to approve the minutes from the January 12, 2016 regular session. Mr. Miller moved to approve the minutes of the January 12, 2016 Park Board meeting as written. The motion was seconded by Ms. Faris and approved unanimously by a voice vote of those present, 7-0.

DIRECTOR'S REPORT:
Director Deal stated that he has started the process for the development of the trail through North Park to the Community Center that includes the Trail Easement Survey with Troy Bowers. Director Deal stated that as soon as that survey is complete staff will notify the adjacent property owners.

Director Deal stated on the dates of April 19th and 20th a group of wounded veterans will be using the City Park's upper lake for a fishing event. The group is called Camp Valor Outdoor located in Kingsville, Mo.

Director Deal congratulated Assistant Director Hershberger who has been elected to serve as the Northwest Region 1 Director for the Missouri Parks & Recreation Association.

MONTH & YTD FINANCIAL REPORT:
Assistant Director Hershberger stated that this year's Annual Father-Daughter Dance was very successful, with 227 registrations for the event this year. She stated that our next special event coming up will be our Spring Craft Show on Saturday, April 16, 2016.

Assistant Director Hershberger stated that we are currently seeking a part-time Special Events Coordinator and a Summer Camp Coordinator.

She stated that registrations are currently open for Youth Baseball/Softball and Youth Volleyball.

HCC FUND:
Assistant Director Hershberger reported that the total number of memberships increased by 136 new members in the month of January.

- HCC Overall Revenue is steady from this same time last year
- HCC Overall Expenses are up from this same time last year
    - This increase is mostly due to how payroll fell this year with a total of 3 payrolls processed this year in January as compared to only having two processed at this same time last year.

FOLLOW-UP ON POTENTIAL PARKLAND DONATION:
Referring to the memo Director Deal stated that staff conducted further research regarding the parcel of land near the Harrisonville Elementary School that contains a retention pond and is looking for direction from the Park Board on the acceptance or denial of this land donation.

Chairman Caruthers discussed concerns about maintenance costs and potential liability issues of accepting this property from developer John Foster at this time and asked for the Park Board's thoughts.

Mr. Miller expressed that he would not be in favor of the parkland donation due to the high cost of added maintenance and liability concerns.

After much discussion members of the Park Board declined this donation of proposed parkland.

NEW LEASE AGREEMENT FOR TRAP AND SKEET RANGE:
Referring to the memo Director Deal reported that the recommended lease operator of the Trap & Skeet Range was approved by the Board of Alderman on Monday, February 1st. The approved operator is All Seasons Productions, LLC, owner Brandon Plunkett who is also the owner of Sporting Supply in Harrisonville. Mr. Plunkett plans on reopening the Trap & Skeet Range in early March.

2015 YEAR-END BUDGET REPORT:
Referring to the memo Director Deal provided an overview to the Park Board of the 2015 year-end financials for all three Park Funds.

PARKS AND SALES TAX PRESENTATION:
Director Deal and Assistant Director Hershberger provided the Park Board with an issue paper along with a PowerPoint presentation regarding current Parks & Rec operations, fund balance levels & future funding options; including the possible extension of the ¼ cent sales tax for Parks that is set to sunset once the Community Center bond is paid off at the end of 2022.

Director Deal stated that staff recommends pursuing future funding options that move the department out of maintenance mode and that would provide funding for preventative maintenance and capital improvements.

The Park Board discussed the funding options presented and expressed their unanimous support for pursing funding option #3, that would call for a ballot measure on the extension of the ¼ cent sales tax for Parks. Public education on this issue was discussed as the next step in the process.

OTHER BUSINESS: NONE

ADJOURN:
A motion to adjourn the meeting of the Park Board was made by Ms. Weedman, seconded by Mr. Miller and approved unanimously by a voice vote of those present, 7-0. The meeting adjourned at 7:30pm.
The next meeting is scheduled for March 8, 2016 at 6:00pm.

____
Brent Caruthers, Park Board Chairman

ATTEST"

____
Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 8th day of March, 2016.

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **March 4, 2016**

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

Type of Item: *Report*

Discussion Item (ID # 2144)

Director Report - Month End Report

Attachments:

February 2016 Monthly Report (PDF)

Monthly Report – Harrisonville Parks & Recreation | February 2016

Membership Statistics:

- **Total HCC Memberships** =2,334
- **Total Number of HCC Members** = 4,356
- **Total Members** for the Community Center increased by 42 members in February over the prior month, with increases again in Family (13 new members), Adult (8 new members), Senior (3 new members), Youth (2 new members) & SilverSneakers (16 new members) membership types
- **Total Monthly Visits (HCC)** = 10,453
- **Most Popular Day (HCC)** = Monday, February 15th (600 Visits)

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

- **Community Center Overall Revenue ($139,353.24)** up slightly by $1,166.27, less than 1% from this time last year
  - **Annual Membership Revenue** is up by $6,159.59, 6.57% from this time last year
  - **Fitness Classes, Lifeguard Training, Swim Lessons, Water Aerobics & Personal Training** are all up slightly from this time last year
  - **Daily Passes, Room Rentals & Misc. Rec Programs** are all down from this time last year
- **Community Center Overall Expenses ($194,486.11)** are up by $15,440.96, 8.62% from this time last year
  - This increase is again mainly due to the timing of payroll expenses that cleared in Jan. 2016 as compared to the same time last year, which has made personnel expenses track higher in all program areas
- **Cost Recovery for Community Center ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 73.89%
- **Parks Overall Revenue ($144,351.94)** up by $9,411.13, 6.97% from this time last year due to increases in our Misc. Rec program revenue by $5,049.00, 52.49% as well as an increase in our General Fund Transfer by $5,074.16, 14/30%
- **Parks Expenses ($63,869.29)** are up by $7,495.68, 13.30% from this time last year due to increases in personnel expenses from full-time salary increases & the timing of payroll processing as compared to this time last year
- **Cost Recovery for Parks ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 192.37%

Business & Marketing

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

- Posted pictures from Princess Ball special event on Facebook – photos were viewed by 1,875 people with several shares, tags, positive comments & likes
- Created flyers for Spring Adult Leagues, AquaCats Summer Swim Team, Summer Camp & 4th of July Food Truck Vendors Wanted
- Updated lobby power point to include info. about the activities & program offerings above

- Created high-quality March 2016 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 1,972 followers with continual growth and interaction on the page daily!**) & Twitter to inform our community about our programs and activities

Fitness

- Personal Training Revenue: $930.00
- Group Fitness Revenue for Winter Session II (2/15/16-3/27/16) : $3,093
- Total # of Group Fitness classes: 22
- Total # of Group Fitness Registrants: 115
- Youth Fitness Orientations Completed: 19
- Complimentary Fitness Orientations Completed: 5

Parks

Staff spent time shingling the dugout on field 2 as well as working on maintenance and repairs at the Trap & Skeet Range. In addition staff also spent time:

- Working on mowing and maintenance of the soccer fields
- Grating & putting gravel down on the trails
- Cleaning up limbs and debris after high winds
- Taking down dangerous trees on old trails

Community Center & Outdoor Pool Maintenance

Staff spent time working with a new company on equipment pad repairs. Staff also spent time:

- Training a new part-time maintenance staff member
- Working with Hon Heating & Cooling on the replacement of a pipe in the back pool chemical room that has corroded over time
- Replacing broken light switches in the party pit
- Ordering replacement parts and making repairs to the main commercial vacuum
- Installing new cameras in the Social Hall & Fitness Studio – ran into issues with the cameras and the company is shipping replacement ones
- Working at the ODP on daily winter maintenance

Recreation

Staff spent time hosting our Annual Princess Ball special event held on Sat., Feb. 6th with 227 registered and in attendance at the dance. Faith Raulie, Recreation Coordinator of Athletics & Concessions attended the MPRA conference in Columbia. Other items to report:

- Continuing to search for a part-time year-round Special Events Coordinator as well as a Summer Camp Coordinator

- Youth Volleyball
  - Practices start the week of March 7th
  - 86 registered for the program with a total of 10 teams; 2 team sponsors secured to date
- Youth Basketball
  - Season ends the week of March 7th
  - Hosting an end of season for all players, coaches and parents on Sat., March 19th at HCC
- Youth Baseball/Softball
  - Registrations continue through March 6th
  - 214 registered to date
  - 8 team sponsors secured to date
  - Practices will start the beginning of April
- Adult Leagues
  - Winter Session ends the week of Feb. 29th
  - Registrations for Spring Session continues through Sun., Feb. 6th – 2 teams registered in each league to date
- Tiny Tikes Tumbling program continues through March 14th with 12 participants in the program – received assistance from the HHS Cheerleading team
- Scheduled field trips for the upcoming Summer Camp program to KC Zoo, Sea Life Aquarium, Sky Zone, Science City, Worlds of Fun & Super Splash USA

Aquatics

Staff spent time continuing to prepare for the upcoming summer season and David Killpack, Aquatics Supervisor attended the MPRA conference in Columbia. In addition staff spent time:

- Teaching swim lessons
- Conducting guard in-services – working on conditioning, back boarding, CPR/AED/First Aid, & reviewing policies
- Organizing the staff room in the pool area
- Working on swimsuits & spirit wear apparel design & selection for AquaCats

Membership

Staff spent time decorating, hosting and cleaning up from the Princess Ball held at HCC on Sat., Feb. 6th. Other items to report:

- Ran Feb. Membership Installment Billings – total billed amount $29,773.68
- Renewed Feb. monthly installment memberships: 72 total
- Received January's SilverSneakers Fitness Membership Payment: $3,260.00
- Invoiced Corporate Accounts (CITY, CASGV,HSD, CRMC & QuikTrip) for Monthly Memberships: $6,316.84
- Invoiced "Group Visits" - Organizations (Aaron's House, Grand River Residential, Heritage Residential, SERC): $264.00
- Completed Building Rentals at HCC & All Parks Facilities, amount collected for February: $3,580.50

STAFF REPORT

TO: **Park Board**
FROM: **Chris Deal, Parks Director**
DATE: **March 4, 2016**
SUBJECT: **HCC Membership Report**

Type of Item: *Report*

Discussion Item (ID # 2145)
HCC Membership Report

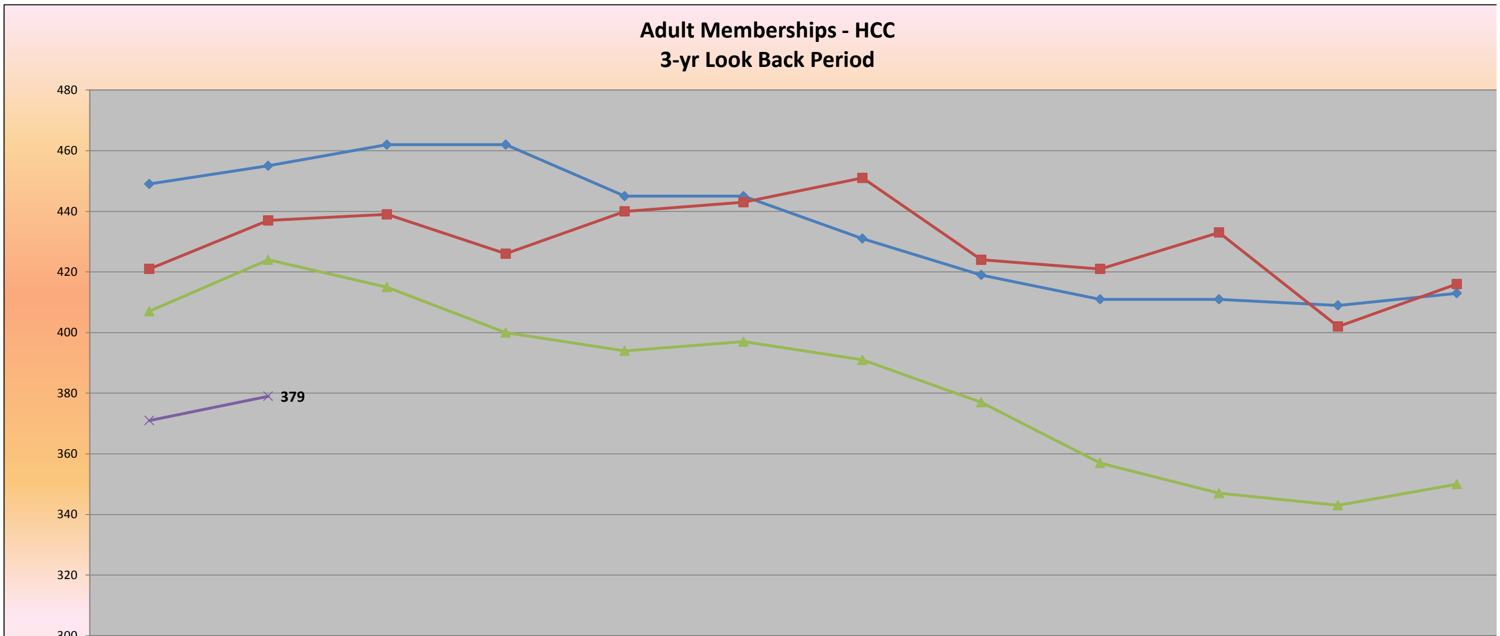
Attachments:
Membership Statistics - Chart(PDF)
HCC Membership Statistics - Graphs(PDF)

HPR Membership Tracking
3-Year Period
Park Board Meeting: March 8, 2016

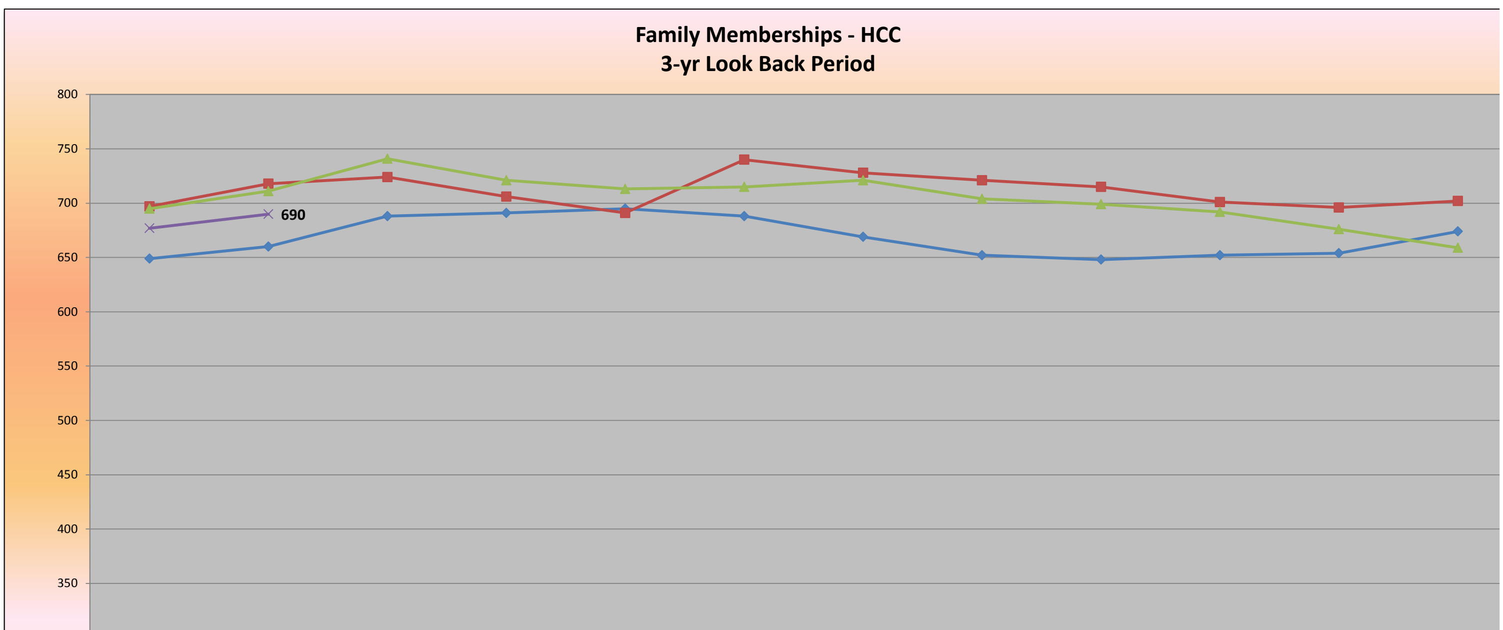
Month / Year	Values Adult	Adult-90	Adult-ODP	Family	Fam-ODP	Youth	Youth-90	Yth - ODP	Senior	Sen-90	Sen Cpl	Sneakers	Sen-ODP	PLUS1	10Punch	HCC Mem	ODP Mem
Jan																	
2014	380	41	0	697	0	15	2	0	222	5	110	592	0	55	0	**4251**	**0**
2015	381	26	0	695	0	19	1	0	213	1	115	762	0	57	0	**4345**	**0**
2016	342	29	0	677	0	21	1	0	202	2	109	867	0	42	0	**4265**	**0**
% Difference/yr	-10.24%	11.54%	0.00%	-2.59%	0.00%	10.53%	0.00%	0.00%	-5.16%	100.00%	-5.22%	13.78%	0.00%	-26.32%	0.00%	**-1.84%**	**0.00%**
Feb																	
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**
2016	347	32	0	690	0	23	0	0	205	2	111	883	0	41	0	**4356**	**0**
% Difference/yr	-10.34%	-13.51%	0.00%	-2.95%	0.00%	27.78%	-100.00%	0.00%	-0.97%	0.00%	-1.77%	12.48%	0.00%	-21.15%	0.00%	**-1.27%**	**0.00%**
% Diff. Prev. Mo.																	
2014	2.63%	14.63%	0.00%	3.01%	0.00%	0.00%	100.00%	0.00%	0.45%	-20.00%	3.64%	3.38%	0.00%	16.36%	0.00%	**3.51%**	**0.00%**
2015	1.57%	42.31%	0.00%	2.30%	0.00%	-5.26%	100.00%	0.00%	-2.82%	100.00%	-1.74%	3.02%	0.00%	-8.77%	0.00%	**1.54%**	**0.00%**
2016	**1.46%**	**10.34%**	**0.00%**	**1.92%**	**0.00%**	**9.52%**	**-100.00%**	**0.00%**	**1.49%**	**0.00%**	**1.83%**	**1.85%**	**0.00%**	**-2.38%**	**0.00%**	**2.13%**	**0.00%**
Mar																	
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**
2016																	
% 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%**
Apr																	
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**
2016																	
% 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																	
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	8	**4388**	**229**
2016																	
% 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%	-100.00%	**-100.00%**	**-100.00%**
Jun																	
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	76	**4402**	**605**
2016																	
% 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%	-100.00%	**-100.00%**	**-100.00%**
Jul																	
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	40	**4448**	**609**
2016																	
% 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%	-100.00%	**-100.00%**	**-100.00%**
Aug																	
2014	399	25	5	721	137	14	0	43	223	2	121	687	1	59	0	**4363**	**725**
2015	359	18	4	704	108	22	0	38	199	4	110	841	1	45	8	**4398**	**609**
2016																	
% 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%	-100.00%	**-100.00%**	**-100.00%**
Sep																	
2014	396	25	5	715	137	13	0	43	220	3	116	700	0	58	0	**4327**	**725**
2015	342	15	0	699	0	23	0	0	209	4	115	849	0	45	0	**4336**	**0**
2016																	
% 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%**
Oct																	
2014	407	26	0	701	0	13	0	0	215	3	114	712	0	56	0	**4293**	**0**
2015	335	12	0	692	0	23	0	0	215	3	119	851	0	43	0	**4303**	**0**
2016																	
% 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																	
2014	379	23	0	696	0	13	0	0	218	1	116	718	0	53	0	**4261**	**0**
2015	327	16	0	676	0	23	1	0	214	2	120	842	0	40	0	**4224**	**0**
2016																	
Dec																	
2014	394	22	0	702	0	18	1	0	220	0	122	723	0	53	0	**4336**	**0**
2015	329	21	0	659	0	22	1	0	201	1	109	834	0	42	0	**4129**	**0**
2016																	

Updated by Wendy Hershberger: 3/1/2016 @ 5:15 PM

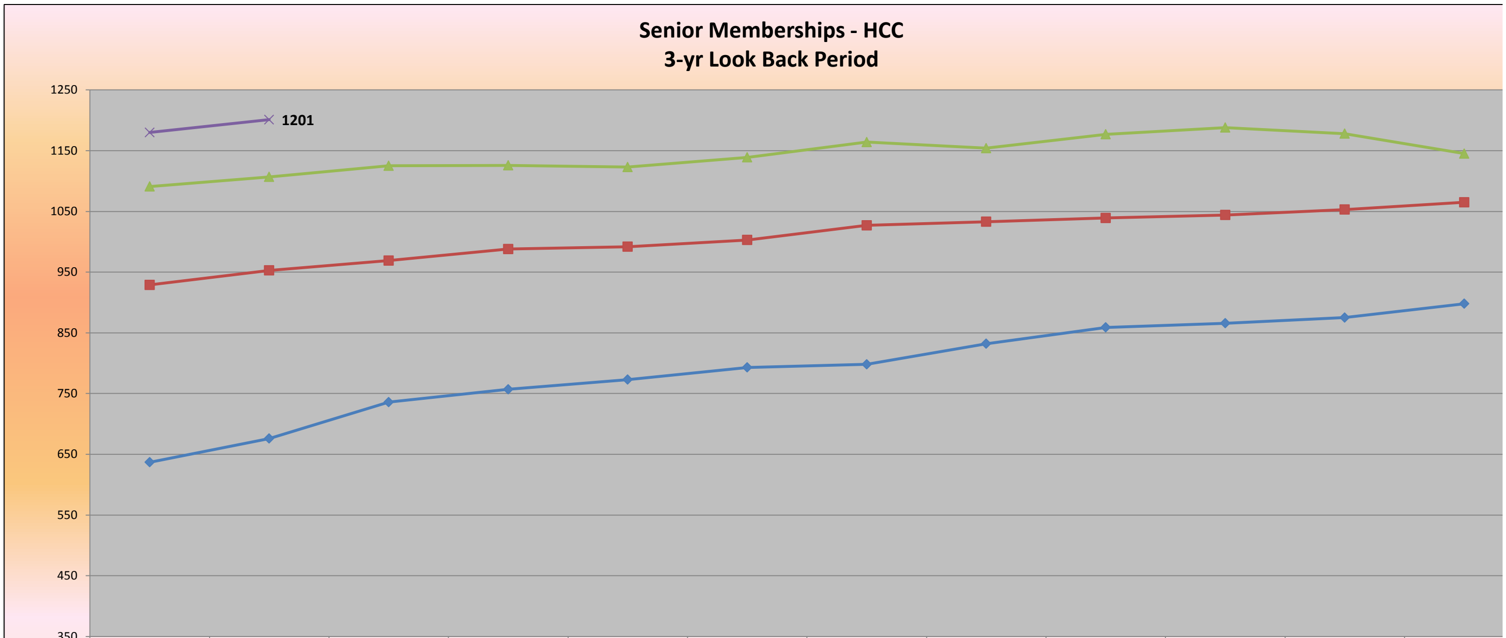
Attachment: Membership Statistics - Chart (2145 : HCC Membership Report)



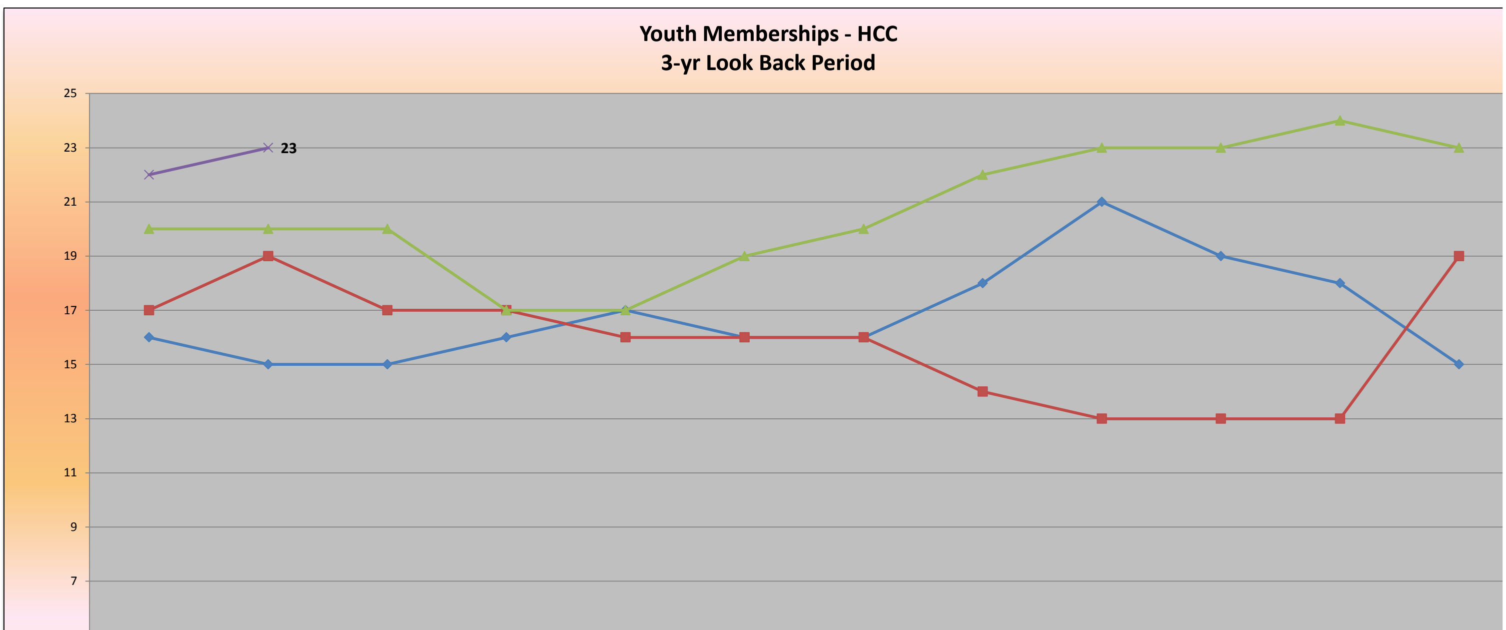
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	449	455	462	462	445	445	431	419	411	411	409	413
2014	421	437	439	426	440	443	451	424	421	433	402	416
2015	407	424	415	400	394	397	391	377	357	347	343	350
2016	371	379										



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	704	699	692	676	659
2016	677	690										



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	1154	1177	1188	1178	1145
2016	1180	1201										



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	22	23	23	24	23
2016	22	23										

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **March 4, 2016**

SUBJECT: **Month & YTD Financial Report**

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

Discussion Item (ID # 2146)

Month & YTD Financial Report

Attachments:

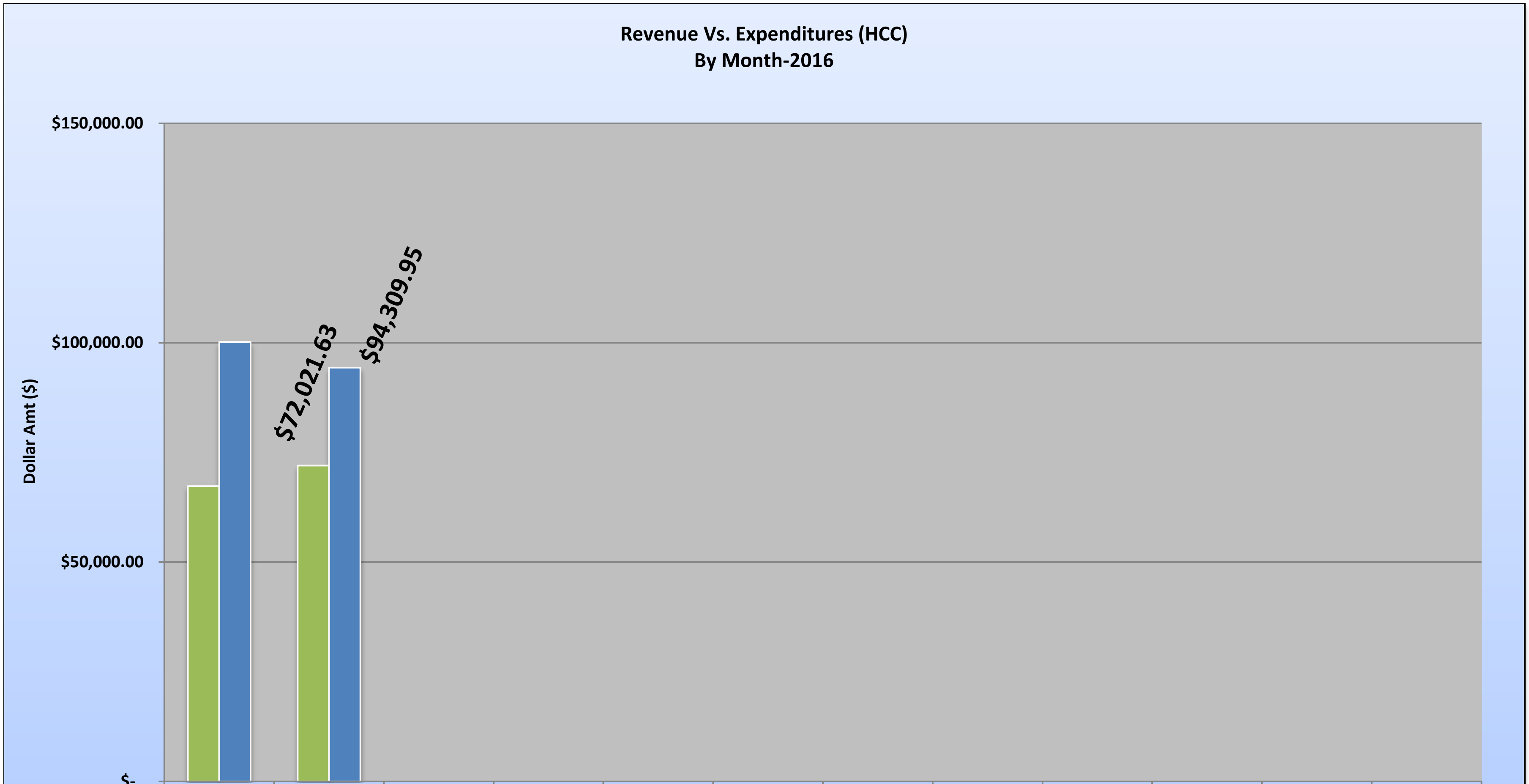
Revenue vs. Expenditures (PDF)

Utilities (PDF)

Parks Financials (PDF)

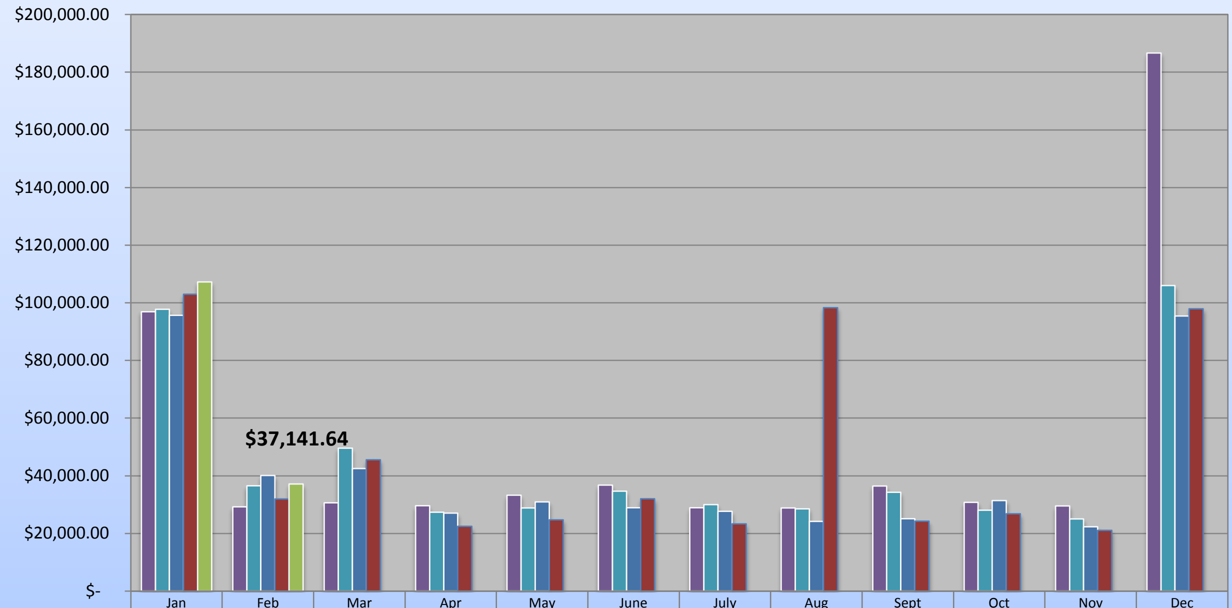
ODP Financials (PDF)

HCC Financials (PDF)



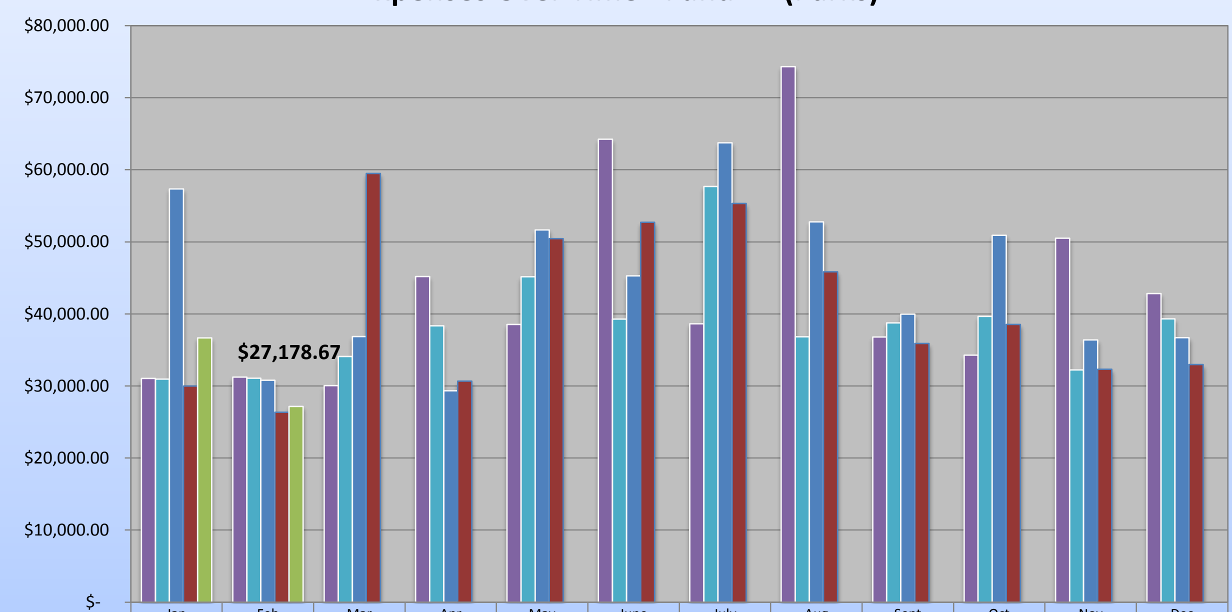
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Revenue	$67,331.61	$72,021.63										
EXPENSES	$100,176.16	$94,309.95										

Revenue Over Time - Fund 11 (Parks)



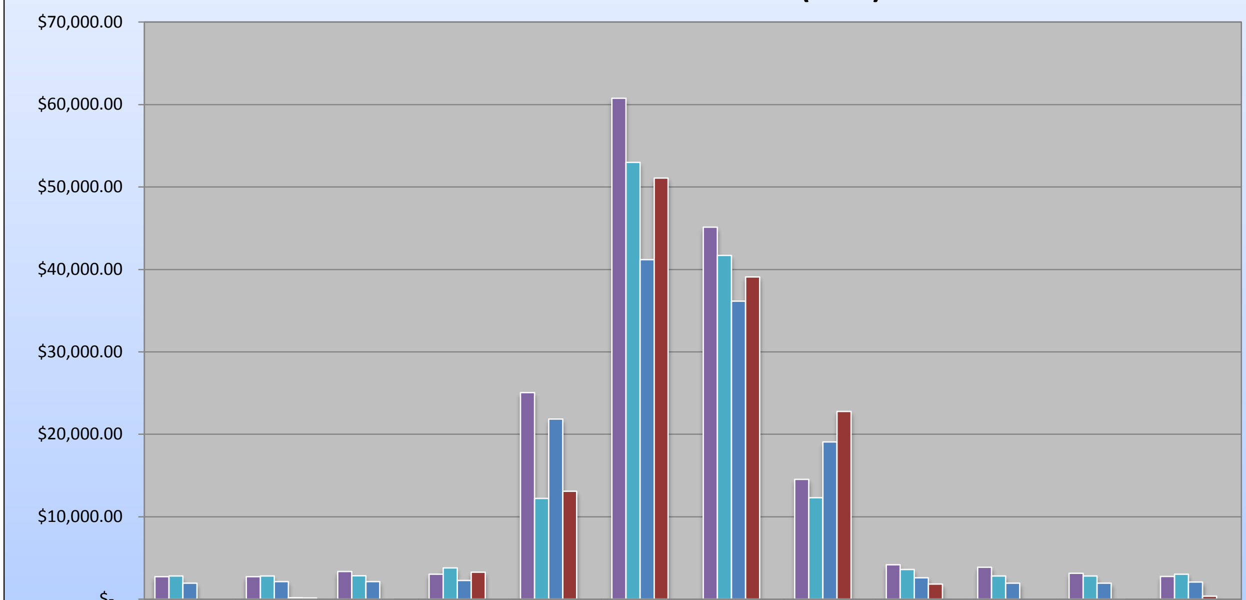
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2012	$96,919.60	$29,226.68	$30,632.62	$29,592.69	$33,298.62	$36,752.01	$28,943.12	$28,845.21	$36,431.79	$30,787.42	$29,550.56	$186,628.29
2013	$97,783.02	$36,492.62	$49,571.52	$27,348.30	$28,799.50	$34,671.09	$29,995.58	$28,538.47	$34,252.28	$28,097.02	$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	$102,980.43	$31,960.38	$45,512.13	$22,462.88	$24,752.03	$31,997.61	$23,292.94	$98,340.48	$24,229.43	$26,798.38	$21,076.25	$97,918.68
2016	$107,210.30	$37,141.64										

Expenses Over Time - Fund 11 (Parks)



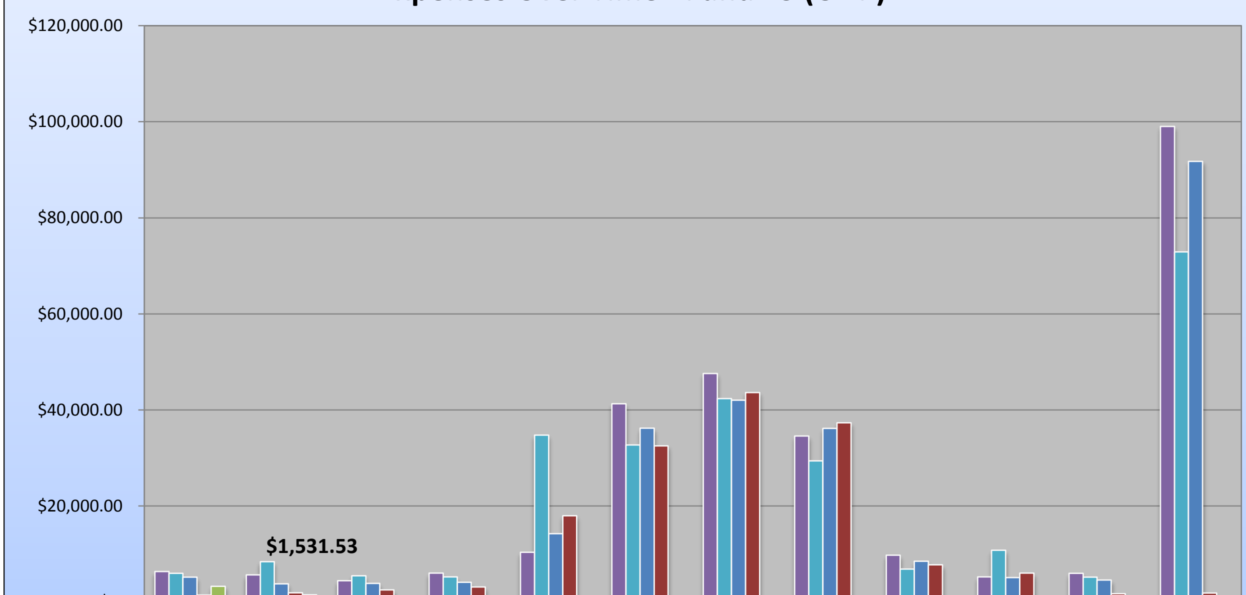
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2012	$31,046.07	$31,247.84	$30,045.51	$45,196.21	$38,552.75	$64,256.59	$38,638.49	$74,315.86	$36,806.84	$34,299.17	$50,507.86	$42,830.74
2013	$30,972.45	$31,074.18	$34,094.10	$38,349.40	$45,152.39	$39,286.38	$57,700.44	$36,825.85	$38,772.90	$39,650.18	$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	$55,343.43	$45,864.72	$35,906.34	$38,543.82	$32,329.57	$32,980.48
2016	$36,690.62	$27,178.67										

Revenue Over Time - Fund 13 (ODP)



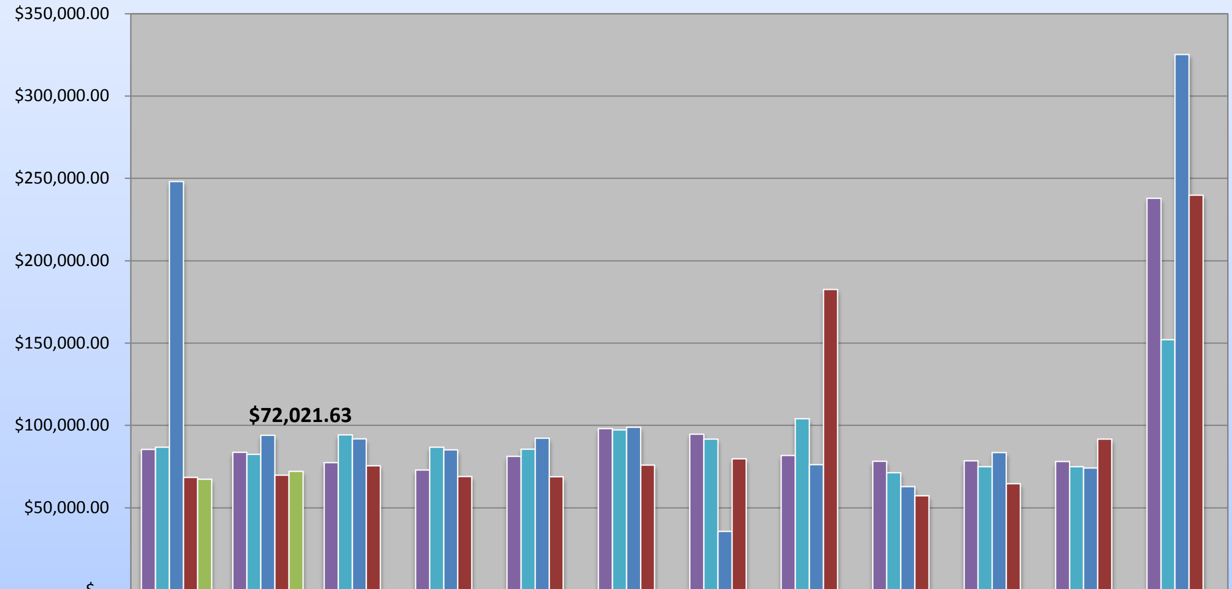
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2012	$2,726.90	$2,731.84	$3,337.22	$3,030.40	$25,053.77	$60,773.53	$45,115.57	$14,528.16	$4,155.74	$3,870.89	$3,137.42	$2,744.13
2013	$2,795.53	$2,814.36	$2,827.69	$3,777.61	$12,209.71	$52,982.44	$41,699.40	$12,282.17	$3,580.92	$2,816.91	$2,811.77	$3,016.69
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	$22,768.72	$1,821.74	$-	$1.85	$362.04
2016	$-	$144.00										

Expenses Over Time - Fund 13 (ODP)



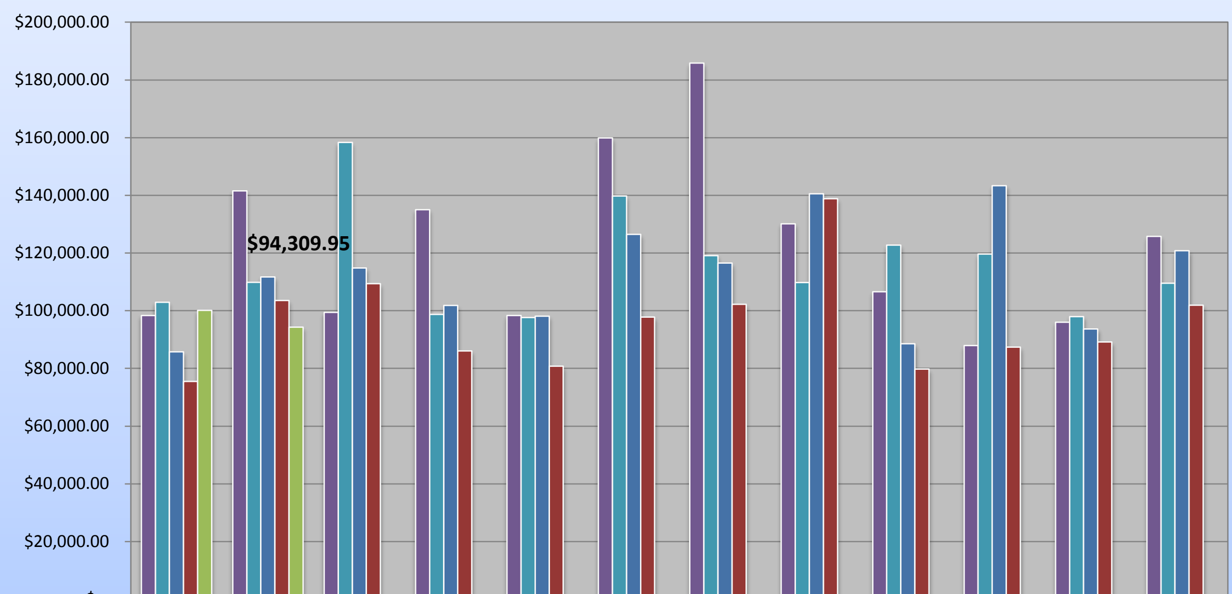
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2012	$6,404.31	$5,695.11	$4,472.12	$6,063.27	$10,406.49	$41,322.86	$47,622.70	$34,598.54	$9,774.34	$5,279.55	$6,027.20	$99,052.28
2013	$6,019.79	$8,458.10	$5,514.45	$5,273.44	$34,801.42	$32,728.34	$42,368.76	$29,438.13	$6,926.37	$10,810.62	$5,236.98	$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	$91,755.60
2015	$1,506.64	$1,970.55	$2,585.30	$3,194.19	$18,015.42	$32,547.17	$43,633.63	$37,364.93	$7,778.76	$6,050.13	$1,759.66	$1,908.81
2016	$3,310.87	$1,531.53										

Revenue Over Time - Fund 15 (HCC)

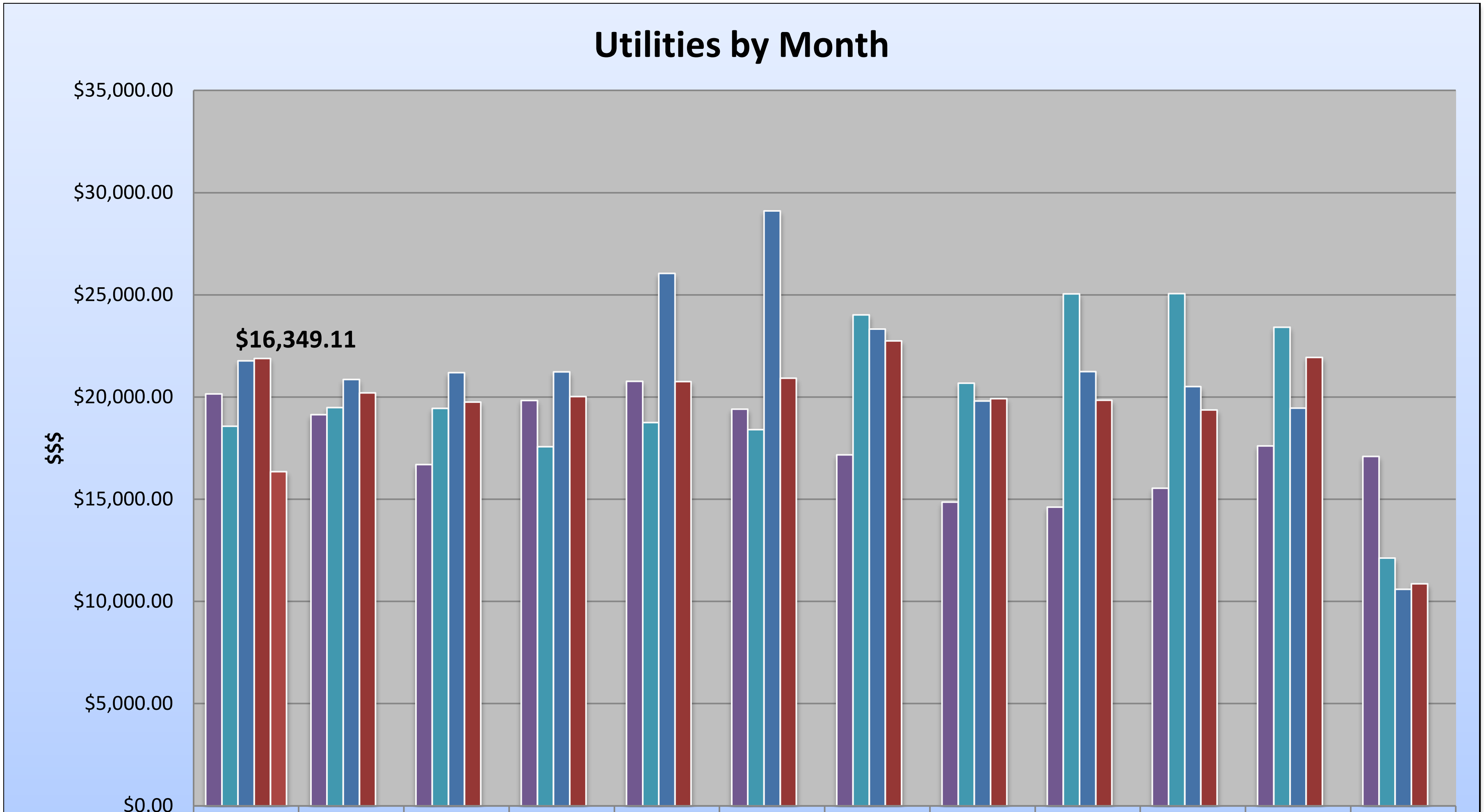


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2012	$85,450.10	$83,677.40	$77,323.70	$72,867.13	$81,239.92	$98,097.00	$94,693.65	$81,712.34	$78,243.68	$78,518.65	$78,022.41	$237,795.00
2013	$86,756.91	$82,431.57	$94,240.66	$86,706.20	$85,484.14	$97,209.67	$91,698.72	$104,021.50	$71,329.41	$74,938.04	$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	$182,522.67	$57,253.55	$64,638.45	$91,628.64	$239,802.30
2016	$67,331.61	$72,021.63										

Expenses Over Time - Fund 15 (HCC)



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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	$102,251.76	$138,851.37	$79,759.56	$87,369.50	$89,146.03	$101,951.91
2016	$100,176.16	$94,309.95										



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	$22,750.00	$19,926.92	$19,848.17	$19,364.61	$21,936.02	$10,870.59
2016	$16,349.11											

HPR Financial Tracking

Parks - Fund 11

Year-to-Date Figures

Fund	Parks - 11
Rev./Exp.	(All)

Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	Variance	% of Change
Parks Revenue	Detailed Revenue	Taxes	Real Estate Taxes	11-5111	$48,768.44	$51,006.79	$55,149.90	$58,928.04	$3,778.14	6.85%
			Personal Property Tax	11-5112	$11,183.76	$10,241.12	$17,438.53	$14,004.60	-$3,433.93	-19.69%
			Merchants/Replacement Tax	11-5113	$13,150.44	$13,068.72	$13,760.61	$13,318.51	-$442.10	-3.21%
			Corporate/RR/Utility Tax	11-5117	$1,063.39	$1,247.33	$1,644.17	$1,451.77	-$192.40	-11.70%
			Financial Institution Tax	11-5121	$334.29	$529.64	$676.97	$140.74	-$536.23	-79.21%
		Charges for Service	Rental Income	11-5307	$1,682.19	$552.53	$663.04	$580.36	-$82.68	-12.47%
			Shooting Range Revenue	11-5309	$203.00	$220.00	$230.00	$0.00	-$230.00	-100.00%
			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	$0.00	$0.00	$0.00	$166.51	$166.51	
		Recreational Programs	Misc. Recreation Programs	11-5418	$9,186.48	$15,004.00	$9,619.00	$14,668.00	$5,049.00	52.49%
		Misc. Income	Miscellaneous	11-5510	$500.00	$1,900.00	$250.00	$500.00	$250.00	100.00%
			Donations - Sound System	11-5514	$0.00	$0.00	$0.00	$0.00	$0.00	
			Auction & Surplus Sales	11-5535	$901.99	$0.00	$0.00	$0.00	$0.00	
			Donations	11-5537	$220.00	$131.00	$0.00	$0.00	$0.00	
		Intergovernmental	Grants & Entitlements	11-5626	$0.00	$0.00	$0.00	$0.00	$0.00	
		Interest	Interest Income	11-5815	$0.00	$4.83	$16.09	$26.75	$10.66	66.25%
		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	$47,081.66	$41,877.50	$35,492.50	$40,566.66	$5,074.16	14.30%
			Transfer from Other Funds	11-5931	$0.00	$0.00	$0.00	$0.00	$0.00	
Parks Revenue Total					$134,275.64	$135,783.46	$134,940.81	$144,351.94	$9,411.13	6.97%
Parks Expenses	Park Maintenance	Personnel Services			$38,717.13	$38,009.30	$42,917.31	$51,371.71	$8,454.40	19.70%
		Contractual Services			$7,075.37	$8,810.02	$7,766.83	$5,893.88	-$1,872.95	-24.11%
		Commodities			$5,594.99	$3,036.35	$1,657.86	$2,556.54	$898.68	54.21%
		Other Charges			$9,939.14	$38,325.34	$4,031.61	$4,047.16	$15.55	0.39%
		Capital Outlay			$354.00	$0.00	$0.00	$0.00	$0.00	
	Capital Projects				$366.00	$0.00	$0.00	$0.00	$0.00	
Parks Expenses Total					$62,046.63	$88,181.01	$56,373.61	$63,869.29	$7,495.68	13.30%
Expenses Less Capital Projects					$61,680.63	$88,181.01	$56,373.61	$63,869.29	$7,495.68	13.30%

		2013	2014	2015	2016	Variance	% of Change
Total Variances	(Capital Projects removed from Expenses)	-$61,680.63	$46,094.63	$78,567.20	$80,482.65	$1,915.45	2.44%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	164.34%	117.93%	115.77%	192.37%	76.60%	66.17%

Fund	Parks - 11
Rev./Exp.	(All)

Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	Variance	% of Change
Parks Revenue	Detailed Revenue	Other Rev. Sources/Trans	Transfer From General Fund	11-5930	$47,081.66	$41,877.50	$35,492.50	$40,566.66	$5,074.16	14.30%
Parks Expenses	Park Maintenance	Other Charges	Office Facilities & Services	11-6-1125-0430	$8,622.50	$8,550.00	$2,275.84	$2,422.34	$146.50	6.44%

Updated by Wendy Hershberger: 3/2/2016 @ 4:39 PM

HPR Financial Tracking
ODP - Fund 13
Year-to-Date Figures

Fund	ODP - 13
Rev./Exp.	(All)

Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	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	$0.00	$0.00	
			Pool Season Passes	13-5336	$0.00	$150.00	$160.00	$144.00	-$16.00	-10.00%
			Swimming Pool Use Fee	13-5333	$3.00	$0.00	$0.00	$0.00	$0.00	
		Misc. Income	Miscellaneous	13-5510	$0.00	$0.00	$0.00	$0.00	$0.00	
			Donations	13-5537	$0.00	$0.00	$0.00	$0.00	$0.00	
			Taxable Miscellaneous	13-5509	$1.85	$0.00	$1.85	$0.00	-$1.85	-100.00%
		Interest	Interest Income	13-5815	$60.88	$47.88	$0.00	$0.00	$0.00	
		Other Rev. Sources/Trans	Transfer from Other Funds	13-5931	$5,544.16	$3,849.16	$0.00	$0.00	$0.00	
ODP Revenue Total					**$5,609.89**	**$4,047.04**	**$161.85**	**$144.00**	**-$17.85**	**-11.03%**
ODP Expenses	Aquatics Center	Personnel Services			$397.94	$492.70	$618.46	$164.23	-$454.23	-73.45%
		Contractual Services			$2,326.15	$2,133.13	$1,012.03	$2,535.71	$1,523.68	150.56%
		Commodities			$0.00	$29.99	($300.00)	$0.00	$300.00	-100.00%
		Other Charges			$7,703.80	$6,415.04	$2,146.70	$2,142.46	-$4.24	-0.20%
		Capital Outlay			$4,050.00	$0.00	$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					**$14,477.89**	**$9,070.86**	**$3,477.19**	**$4,842.40**	**$1,365.21**	**39.26%**
Expenses Less Capital Projects					$14,477.89	$9,070.86	$3,477.19	$4,842.40	$1,365.21	39.26%

		2013	2014	2015	2016	Variance	% of Change
Total Variances	(Capital Projects removed from Expenses)	-$8,868.00	-$5,023.82	-$3,315.34	-$4,698.40	-$1,383.06	41.72%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	0.87%	6.01%	8.11%	4.30%	-3.81%	-46.97%

Fund	ODP - 13
Rev./Exp.	(All)

Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	Variance	% of Change
ODP Revenue	Detailed Revenue	Other Rev. Sources/Trans	Transfer from Other Funds	13-5931	$5,544.16	$3,849.16	$0.00	$0.00	$0.00	#DIV/0!
ODP Expenses	Aquatics Center	Other Charges	Office Facilities & Services	13-6-1124-0430	$6,930.84	$5,778.34	$1,482.50	$1,495.84	$13.34	0.90%

Attachment: ODP Financials (2146 : Month & YTD Financial Report)

Updated by Wendy Hershberger: 3/2/2016 @ 4:42 PM

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

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

Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	Variance	% of Change
HCC Revenue	Detailed Revenue	Charges for Service	Alcohol Application Fees	15-5358	$0.00	$0.00	$25.00	$0.00	-$25.00	-100.00%
			Annual Memberships	15-5351	$90,030.12	$106,908.93	$93,765.76	$99,925.35	$6,159.59	6.57%
			Office Facilities & Services	15-5331	$0.00	$0.00	$0.00	$0.00	$0.00	
			Daily Passes	15-5350	$11,248.50	$11,643.00	$12,920.00	$10,322.00	-$2,598.00	-20.11%
			Overtime Fees	15-5356	$220.50	$156.00	$174.00	$157.50	-$16.50	-9.48%
			Room Rental	15-5354	$6,114.35	$7,136.00	$7,121.00	$6,095.75	-$1,025.25	-14.40%
			Senior Rent	15-5352	$1,102.50	$1,130.06	$1,157.62	$578.81	-$578.81	-50.00%
			Special Events	15-5355	$1,800.00	$1,265.00	$1,890.00	$2,145.00	$255.00	13.49%
			Swim Team Rent	15-5353	$3,365.00	$1,350.00	$0.00	$4,730.00	$4,730.00	
			Tot Watch Fees	15-5359	$394.00	$484.00	$481.00	$436.00	-$45.00	-9.36%
			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	-$47.73	$0.00	$0.00	$0.00	$0.00	
			Coed Volleyball	15-5411	$2,625.00	$2,100.00	$2,190.00	$0.00	-$2,190.00	-100.00%
			Dodgeball	15-5419	$522.00	$450.00	$0.00	$0.00	$0.00	
			Dog Obedience	15-5401	$0.00	$0.00	$0.00	$0.00	$0.00	
			Fitness Classes	15-5421	$4,392.48	$5,773.09	$3,976.26	$4,667.43	$691.17	17.38%
			Lifeguard Training	15-5425	$241.00	$1,122.56	($10.59)	$313.44	$324.03	-3059.77%
			Men's 5 on 5 Basketball	15-5417	$0.00	$1,500.00	$0.00	$0.00	$0.00	
			Men's Softball	15-5414	$0.00	$0.00	$0.00	$0.00	$0.00	
			Misc. Recreation Programs	15-5418	$9,180.99	$10,298.98	$5,640.06	$2,626.79	-$3,013.27	-53.43%
			Sand Volleyball	15-5412	$0.00	$0.00	$0.00	$0.00	$0.00	
			Swim Lessons	15-5423	$980.00	$1,117.19	$441.77	$839.33	$397.56	89.99%
			Swim Team	15-5426	$875.00	$468.76	$176.25	$0.00	-$176.25	-100.00%
			Water Aerobics	15-5422	$594.10	$357.50	$218.70	$511.50	$292.80	133.88%
			Women's Volleyball	15-5420	$1,255.00	$1,633.32	$525.00	-$175.00	-$700.00	-133.33%
			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	$3,600.00	$3,540.00	$2,950.00	$2,610.00	-$340.00	-11.53%
			Miscellaneous	15-5510	$826.00	$391.00	$153.25	$685.00	$531.75	346.98%
			Auction & Surplus Sales	15-5535	$0.00	$0.00	$1,798.00	$0.00	-$1,798.00	-100.00%
			Cancellation Fee	15-5522	$50.00	-$100.00	($50.00)	$0.00	$50.00	-100.00%
			Donations	15-5537	$0.00	$0.00	$344.00	$30.00	-$314.00	-91.28%
			Massage Therapist	15-5523	$0.00	$0.00	$0.00	$0.00	$0.00	
			On-Site Sales Commission	15-5519	$265.90	$274.00	$276.80	$243.28	-$33.52	-12.11%
			Personal Trainer	15-5521	$9,185.00	$5,946.00	$1,733.00	$1,850.00	$117.00	6.75%
			Preferred Vendors	15-5515	$0.00	$0.00	$0.00	$0.00	$0.00	
			Short & Over	15-5516	-$15.10	-$4.00	$14.00	$0.00	-$14.00	-100.00%
			Sponsors	15-5520	$0.00	$0.00	$0.00	$400.00	$400.00	

Attachment: HCC Financials (2146 : Month & YTD Financial Report)

Updated by Wendy Hershberger: 3/2/2016 @ 4:37 PM

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

HCC Revenue	Detailed Revenue	Misc. Income	Taxable Misc.	15-5509	$39.68	$151.84	$266.28	$348.77	$82.49	30.98%
		Intergovernmental	Grants & Entitlements	15-5626	$0.00	$0.00	$0.00	$0.00	$0.00	
		Interest	Interest Income	15-5815	$177.53	$177.53	$9.81	$12.29	$2.48	25.28%
			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	$20,166.66	$176,769.00	$0.00	$0.00	$0.00	
HCC Revenue Total					**$169,188.48**	**$342,039.76**	**$138,186.97**	**$139,353.24**	**$1,166.27**	**0.84%**
HCC Expense	Administration				$100,857.16	$84,635.81	$53,899.13	$62,520.64	$8,621.51	16.00%
	Aquatics Center				$11,645.45	$12,398.42	$19,028.40	$24,377.63	$5,349.23	28.11%
	Recreation Programs				$30,841.64	$33,315.80	$31,195.28	$34,255.26	$3,059.98	9.81%
	Building & Grounds				$69,481.80	$67,090.15	$74,922.34	$73,332.58	-$1,589.76	-2.12%
	Capital Projects				$0.00	$0.00	$0.00	$0.00	$0.00	
HCC Expense Total					**$212,826.05**	**$197,440.18**	**$179,045.15**	**$194,486.11**	**$15,440.96**	**8.62%**

Total Variances	(Capital Projects removed from Expenses)	-$43,637.57	$144,599.58	-$40,858.18	-$55,132.87	-$14,274.69	34.94%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects	79.43%	93.91%	79.70%	73.89%	-5.81%	-7.29%

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

Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	Variance	% of Change
HCC Revenue	Detailed Revenue	Other Rev. Sources/Trans	Transfer from Other Funds	15-5931	$20,166.66	$176,769.00	$0.00	$0.00	$0.00	#DIV/0!
HCC Expense	Administration	Other Charges	Office Facilities & Services	15-6-0103-0430	$25,208.34	$21,450.84	$5,660.84	$5,891.84	$231.00	4.08%

Updated by Wendy Hershberger: 3/2/2016 @ 4:37 PM

City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **March 4, 2016**

SUBJECT: **Revised Parks Sales Tax Presentation & Issue Paper**

Type of Item: *Presentation*

Discussion Item (ID # 2147)

Revised Parks Sales Tax Presentation & Issue Paper

Attachments:

Park Sales Tax issue Paper - 2016 (Revised for BOA) (PDF)

2016 Parks Sales Tax Educational Presentation (Revised for BOA) (PDF)

Harrisonville Parks & Recreation Department

2016 Issue Paper

Park Sales Tax

INTRODUCTION

The Harrisonville Parks & Recreation Department has a long history of service to the Harrisonville community and surrounding Cass County, through recreational programming and parks and recreation facilities. The original Park Board was appointed in 1963, since that time, Parks & Recreation Department services have grown and have been supported by the Harrisonville citizens. The Park Board and past stake holder groups, along with citizen support brought about a citizen vote of approval for a ½ cent Parks & Storm Water sales tax which was used to build the Harrisonville Community Center in 2005. Since opening in 2006, the ½ cent sales tax has been paying for the Community Center bond payments and has also supported (in part) Community Center operations.

In 2007, the Harrisonville Parks & Recreation Department Comprehensive Master Plan was completed and approved by the Parks & Recreation Board and Board of Alderman. As stated in the Master Plan, the community should strive to develop recreation facilities and open space in the same manner as providing safe water and transportation, all of which are an integral part of a quality city infrastructure. As stated in the "Mission Statement" of the Parks & Recreation Department, "we are committed to attractive and aesthetically pleasing parks, facilities and open spaces through the highest quality professional maintenance. In addition, providing outstanding parks and recreation programs based on the needs and desires of those we serve". It is the goal of the Parks & Recreation Department staff and Park Board to continue the positive services and goals as stated in the Comprehensive Master Plan, for the citizens of Harrisonville and surrounding community into the future.

CURRENT OPERATIONS

Currently the Parks & Recreation Department is divided into 3 divisions. Those divisions are the Park Fund, the Aquatic Fund (Outdoor Pool) and the Community Center Fund. Below is a breakdown of each fund and how these funds operate financially:

The **Park Fund** is supported by a .12 cent property tax levy, fees for recreation services, miscellaneous revenue, capital funds transfer and the general fund. The total operating revenue for 2016 is $502,525. The breakdown of revenue is as follows:

- Property tax levy total is $172,400, which equals approximately 34%
- Fees and miscellaneous revenue total is $86,525, which equals approximately 18%
- General fund investment for operations and equipment capital total is $243,400, which equals approximately 48%

The **Aquatic Fund** is supported by fees for services, along with a park board directed and cash flow reserve account to cover any operational shortfall. The total operating revenue for 2016 is $135,770. The breakdown of revenue is as follows:

- Fees and miscellaneous revenue total is $135,770, which equals 100% of revenue
- However, expenses are budgeted higher than revenue by $24,390. This amount is covered by the reserve account, which equals approximately 18% of total expenditures needed. Thus, approximately 82% of expenses are covered by fees and 18% is covered by the reserve account.
- **NOTE**: Cost recovery for the Outdoor Pool varies because of the weather, but the average cost recovery over the last 5 years has been 91%. The projected ending fund balance for 2016 is approximately $47,402. Even though department staff and the Park Board have worked hard to maintain the fund balance since the Outdoor Pool opened 19 years ago, based on the average cost recovery for the ODP, these funds will be depleted in 2 years, but could be sooner if there are any major repairs to the facility.

The **Community Center Fund** is supported by fees for services, a portion of the ½ cent parks & storm water sales tax and other miscellaneous income. The total operating revenue for 2016 is $1,120,590. The breakdown of revenue is as follows:

- Fees and miscellaneous revenue total is $981,355, which equals approximately 88% of revenues
- Park sales tax transfer amount is $137,735 which equals approximately 12% of revenues
- However, operational expenses & capital are budgeted higher than revenue by $62,429. This amount is covered by the fund balance reserve for the Community Center. Thus, approximately 95% of expenses are covered by fees, miscellaneous revenues and park sales tax and 5% is covered by the fund balance.
- **NOTE**: Cost recovery has averaged 84% since opening the Community Center 10 years ago. The ending fund balance for 2015 is approximately $100,445. There is also approximately $90,000 in accumulated sales tax funds from 2015. The Community Center also has resources in its debt service fund of estimated unreserved cash and investments totaling approximately $128,437 at the end of 2016. Based on the average cost recovery for the Community Center, the fund balance will be depleted in 5 years, but could be sooner if there are any major repairs to the facility.

FUNDING CONCERNS

At this time the Parks & Recreation Department is in a "maintenance mode" regarding operations. This means that all of the current revenues are used to cover the operating budget with little to no money for capital improvements. And of equal concern, there are no resources for preventative maintenance or larger maintenance projects for an aging infrastructure. As noted above, the Park Fund is supported in part by the General Fund. Even with this tax investment, at the current level there can be no upgrades to playgrounds or other structures and facilities which is greatly needed in several areas. Along with playgrounds, the North Park ballfields are out of date and some of the ball field lights can no longer be repaired. The fields have been upgraded with aglime, but only recreation play is suited for these fields, thus, competitive players go out of town to play ball. Also, the full time maintenance work force in this division is well below the Kansas City metro average.

The Aquatic Fund is supported only by fees and a diminishing reserve fund, which will most likely be depleted in two years based on the average revenue and expense. The Outdoor Pool is 19 years old, so the cost to keep this facility in good operating order will only increase in the future. Currently the pool surface needs to be completely renovated, with a cost estimate of $100,000. In addition, the sand needs to be replaced in the outdoor pool pumps, with a cost estimate of $50,000.

The Community Center is supported by fees and a portion of the ½ cent sales tax for parks. The bond for the Community Center is paid off in 2022 and at that time, the ½ cent is set to decrease to a ¼ cent and those funds can be used for all park operations. However, even with the Community Center membership at a high level and keeping annual expenses as tight and streamlined as much as possible, the Community Center fund balance will most likely be depleted in 5 years, which is two years short of the bond being paid off.

While the Park Board and staff have worked diligently to maintain the fund balance since the Community Center opened in 2005 there have been several unforeseen expenses and changes in the projected revenue stream that have contributed to its current level. In 2003, when revenue projections were being made for the Community Center fund, the estimate for the Parks Sales tax revenue was conservatively projected at a 5% growth rate, with the growth rate at that time of approximately 7% to 9%. However, that growth rate has not continued and after 2008 slowed to approximately 1% to 3%. In addition, the Tax Increment Financing projects (TIF) were not included in the Park Sales Tax projections and that has reduced the amount of sales tax available for the Community Center. Another large contributing factor has been the unanticipated expenses related to faulty piping in the indoor pool that has cost the Community Center fund over $200,000 in pool repairs since the facility opened.

With the fund balance at its current levels, very little reserves are available to cover such unforeseen expenses in the future. If one large air conditioner unit goes out at the center, this could cost anywhere from $30,000 to $50,000 to replace. The largest unit that takes care of the indoor pool would cost over $100,000 to replace. There is no maintenance fund for the Community Center, only the current fund balance to cover these types of emergency maintenance items.

In 2015, the Park Board reviewed several options for revenue support that would continue Parks & Recreation services into the future for our community. An increase in the Property Tax for Parks was discussed as a potential option, but ultimately ruled out as it was deemed less likely to be supported by voters as it would be a tax increase ballot question and would generate significantly less revenue than a sales tax option. The solution that was approved by the Park Board as the "best solution" was to ask for a continuance of the ¼ sales tax, which equals the current level of a ½ cent, which would be a "no tax increase" ballot question. The continuation of the park sales tax was included as a question in the 2014 Citizen Satisfaction Survey and 65.3% of those responding said that they would be in favor of the ¼ cent sales tax continuation when the Community Center bonds were paid off.

ACTUAL FUNDING

If the ¼ sales tax continuation was approved, those funds would not be available until 2023. Therefore, the General Fund would need to support the Aquatics Center when the reserve funds run out, or close the Outdoor Pool. Also, the General Fund would need to support the operations of the Community Center when the fund balance runs out, if before 2022. The support from the General Fund could be paid back, if the ¼ cent was continued. Also, the General Fund would no longer have to support Park Maintenance, if the ¼ cent for Parks was continued, providing a full ½ cent sales tax for operations and necessary capital improvements.

FUNDING OPTIONS

The ½ cent parks sales tax produces approximately $900,000 annually. Therefore, ¼ cent park sales tax would produce approximately $450,000. The following is an estimate of how those funds could be spent in order to continue Park operations:

Option 1 – <u>Quarter Cent Sales Tax with General Fund continued revenue investment for Parks</u>

A. For the Park Fund – Approximately $200,000 (or more by 2023) would continue to be invested from the General Fund to support Parks Maintenance operations. Approximately $100,000 could be used from the ¼ cent sales tax for capital equipment replacement, neglected maintenance items and capital improvements. This would decrease the General Fund revenue for operations and capital equipment by approximately $50,000.
B. For the Aquatics Fund – Approximately $100,000 could go towards the Outdoor Pool operations. This could also allow for larger neglected maintenance projects and the increase of the reserve fund to an acceptable level.
C. For the Community Center – Approximately $250,000 could go towards operations of the Community Center. This could also allow for larger maintenance projects, preventative maintenance and the reserve fund balance to increase to an acceptable level.
D. **NOTE**: <u>There could be funds available for department capital projects, but only after the reserve and fund balance is brought to an acceptable level for operational support.</u>

Option 2 – <u>One Half Cent Sales Tax continued for Parks – ¼ cent no sunset in place and new ¼ cent extended after the Community Center Bond is paid off in 2022. ***NOTE***: This would be a tax continuation, in other words, a no tax increase question. If approved, the General Fund would no longer support Parks financially and the GF could use these funds for streets and other infrastructure improvements.</u>

A. For the Park Fund – Approximately $300,000 could be used for operations, moving this division out of the "maintenance mode" by doing preventative maintenance, equipment replacement and adding full time staff. Currently Harrisonville Parks Maintenance has 3 full time employees to take care of 300 acres of actual maintained park areas. The metro average is 1 maintenance worker for every 45 acres. By these standards, this division is down by 3.5 full time employees, therefore there is no time for preventative maintenance, capital planning or other important departmental upkeep items.

B. For the Aquatic Fund – Approximately $100,000 could go towards the Outdoor Pool operations. This would allow for preventative maintenance, maintenance of larger items, increasing the reserve fund to an acceptable level for operations and capital improvements. Adding new features would draw citizen participation for increased revenue for operations.
C. For the Community Center – Approximately $250,000 could go towards the Community Center operations. This would allow for preventative maintenance, maintenance of larger items, increasing the fund balance reserve to an acceptable level for operations and capital improvements, such as new features to keep up with current trends and to draw citizen participation for increased revenue for operations.
D. **NOTE**: <u>As stated, there would be funds available for capital projects, which will be listed below. Under this scenario, after operational funding there would be approximately $250,000 annually for capital projects.</u>

FUTURE CAPITAL IMPROVEMENT PROJECTS

The following is a list of capital projects that are both needed at this time and necessary in the future in order to serve the citizens of Harrisonville through Parks & Recreation. With $250,000 available each year, out of date and safety sensitive items could be replaced as well as new "cutting edge" amenities added for citizen enrichment and to have an economic impact from out of town guests. Larger projects could be completed each year, or, smaller projects completed on a given year and save the additional funding over a period of 2 to 3 years for larger projects to be completed. It is important to show the citizens both renovation and the addition of new amenities annually, which is brought about by their tax investment to Parks & Recreation.

<u>Projects Year 1</u>	**<u>Estimated Cost</u>**
Playground at Lords Park	**$80,000**

Currently the playground at Lords Park is out of date and no other amenities service this side of Harrisonville. A new playground could be installed for all ages, including climbing features, zip lines and physical education components.

Aquatic Center Renovations	**$130,000**

Currently the Outdoor Pool is in need of complete surface renovation as well as sand replacement for the pool pumps.

Community Center Parking Lot Renovation	**$40,000**

<u>Project Year 2</u>	**<u>Estimated Cost</u>**
Linear Trail Connection to Lords Park	**$250,000**

<u>Project Year 3</u>	**<u>Estimated Cost</u>**
North Park Ball Field Renovation/Regulation Fields, Fence, Lights, Concession	**$250,000**

Project Year 4 | **Estimated Cost**

North Park Ball Field Renovation/Regulation Fields, Fence, Lights, Concessions $250,000

At the completion of the second year, competitive tournaments could be hosted, bringing in tournament funds to the department and providing an economic impact to local businesses.

Project Year 5 | **Estimated Cost**

Playground Replacements at City Park $100,000

Shelters 7 to 11 service area playgrounds are out of date.

Community Center Playground/Indoor/Outdoor Reviewed $150,000

FINAL SUMMARY

This issue paper was presented for your information regarding the current operations of the Parks & Recreation Department, future funding options and potential capital improvement projects for the city. These are only a few of the Capital Improvement amenities that are needed within the Parks & Recreation Department services.

The Park Board unanimously approves to educate the public and ask for public input on the Park Sales tax issue. The Park Board unanimously supports the continuation of the ¼ cent sales tax for Parks after the Community Center is paid off.

The Park Board and Parks & Recreation staff are seeking input from the Mayor and Board of Alderman regarding this issue and our direction going forward. Staff will provide a power point presentation with this issue Paper and at the joint meeting of the Park Board and Board of Alderman.

Harrisonville
Parks & Recreation

CURRENT REVENUE STREAMS & FUTURE FUNDING OPTIONS

Harrisonville
PARKS & RECREATION
Building Community

HPR's Mission

- It is the purpose of the Harrisonville Parks & Recreation Department to serve the public's well-being by providing quality leisure opportunities through the establishment, implementation, and maintenance of a comprehensive parks and recreation program.

Our Commitment to this Community

- WE STRIVE to make judicious use of tax dollars entrusted to us.
- WE STRIVE to conduct our affairs to reflect the highest ideals of integrity and professionalism.
- WE STRIVE to be competent, friendly, & knowledgeable and have courteous staff & volunteers.
- WE STRIVE to have attractive and aesthetically pleasing public parks, facilities and open spaces through the highest quality professional maintenance.
- WE STRIVE to provide outstanding parks and recreation programs based on the needs and desires of those we serve.

HPR History Highlights

1963
HPR & 9 Member Park Board Established 350 acres of Park Land & 4 Parks

1997
Harrisonville Aquatic Center Built

1999
City Park Amphitheater Built

2003
Voters Approve ½ cent Parks & Storm Water Sales Tax

2005
Harrisonville Community Center Opens

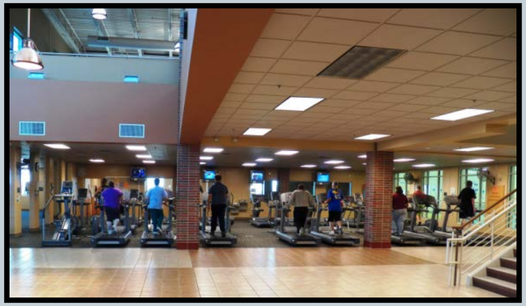
2007
Parks Comprehensive Master Plan Completed

2016
451 acre of Park Land & 12 Park Location

Funding Sources

- Traditionally, **tax revenue** assists in the operations of **passive park amenities and maintenance**

- **Active recreation** such as leagues, some programs & special events & Community Center memberships are **fee based**
  - **Over $100,000 of new revenue added by fees in the last 5 years, improving cost recovery**



Parks System

- **Parks (total of 451 acres)**
  - Twelve(12) Park Locations
    - City Park (275 acres)
    - North Park (25 acres)
    - Lord's Park (14.5 acres)
    - Trap & Skeet Range (50 acres)
    - Marler Wirt Allen Park (.5 acres)
    - Veterans Park (.25 acres)
    - South Street Park (.5 acres)
    - Blueberry Park (5 acres)
    - Hite Park (15 acres)
    - Zeller Park (17.5 acres)
    - Camp Reeder (50 acres)
    - Burris Ridge (2 acres)

Park Fund Revenue Streams

- **Park Fund**
  - Property tax levy for parks (approx. $172,000 annually/34%)
  - Established fees for specific programs and services (approx. $86,500 annually/18%)
    - Increase in fees revenue over last 5 years by approx. 12%
  - General fund investment (approx. $243,000 annually/48%)

Outdoor Aquatic Center

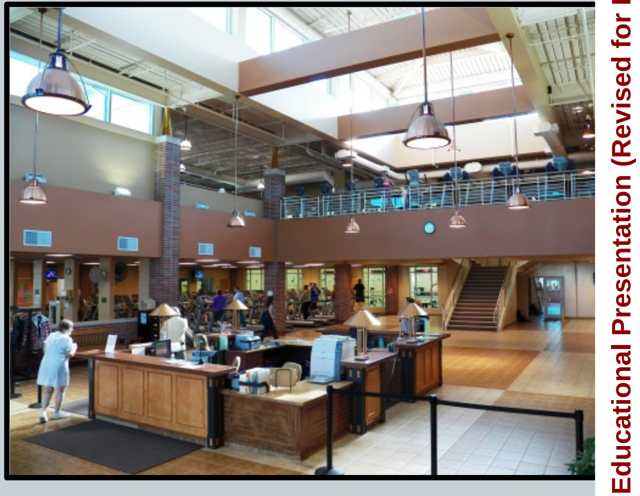
- **Harrisonville Aquatic Center**
  - Key Features
    - Zero-Depth Entry
    - Super Slides
    - Play Features – Turtle Slide, Umbrella Fountain & Splash Jets
    - Diving Boards
  - Special Summer Offerings
    - After-Hours Pool Parties
    - Competitive Summer Swim Team (AquaCats)
    - Dine & Swim Packages & Daycare Rates
    - Annual 4th of July Special Pool Games & Contests

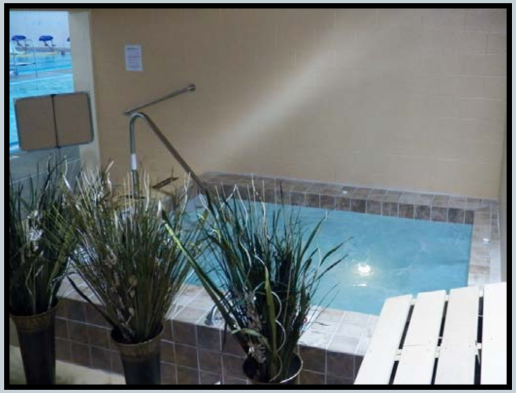
Aquatic Fund Revenue Streams

- **Aquatic Fund**
  - Established fees for specific programs and services $135,000 annually)
  - Expenses above revenue covered by Park Board Directed & Cash Flow Reserves
    - **Projected Ending Fund Balance for 2016: approx. $47,000**
      - Staff and the Park Board have worked hard to maintain a positive fund balance for nearly 20 years of operation
      - *Based on average cost recovery ODP reserve funds will be depleted in 2 years or sooner in the event of major repairs*

Harrisonville Community Center

- 68,000 Square Foot Recreational Facility
  - Opened January 26th, 2005
- Six (6) Lap Lane Pool, Hot Tub & Sauna
- Two (2) Court Gymnasium
- Elevated Walking Track
- Cardio & Strength Fitness Equipment
- Fitness Studios & Personal Training Space
- Three (3) Meeting Room Spaces





HCC Fund Revenue Streams

- **Community Center Fund**
  - Established fees for specific programs, services & memberships (approx. $980,000 annually/88%)
    - Increase in fees revenue over last 5 years by over $100,000
  - Parks sales tax transfer (approx. $138,000 annually/12%)
  - Expenses above revenue covered by Community Center Fund Balance & Unreserved Cash & Investments
    - **Projected Fund Balance/Reserves for 2016: approx. $300,000**
      - *Based on average cost recovery HCC funds will be depleted in 5 years or sooner in the event of major repairs*

Financial Stewardship

- **Parks & Recreation** have been historically sound financial stewards of tax supported facilities
  - **Solid management** of the **Outdoor Pool Facility for nearly 20 years**
  - **Strong operation** of the **Harrisonville Community Center facility for over 10 years**
    - **Steady growth in membership over the past 5 years**
      - **Addition of approx. 500 new members with our highest ever membership level currently at 4,200+ members**
    - **Increase in new revenue over the past 5 years of over $100,000**
      - **Additional revenue from membership & day pass increases as well as the addition of new program offerings, including Youth Basketball**

Funding Concerns

- **Parks & Recreation** operating in **maintenance mode**
  - All current revenues used to cover operating budget
    - **No resources for capital improvements** or **preventative/larger maintenance** of aging facilities & infrastructure

Funding Concerns Continued

- **Park Fund**
  - Supported by fees, .12 cent property tax for Parks & General Fund tax investment
    - No funds available for upgrades to playground equipment or to Parks structures & facilities
- **Aquatic Fund**
  - Supported by fees only & diminishing reserve funds
    - Outdoor Pool is 19 years old – Maintenance costs are increasing each year
    - No funds available for upgrades or new features

Funding Concerns Continued

- **Community Center Fund**
  - Supported by fees, portion of ½ cent sales tax for Parks & diminishing reserve funds
    - HCC facility is now 10 years old with maintenance costs increasing each year
    - Several unforeseen expenses and changes in the projected revenue stream have contributed to the current fund balance level
      - 2003 estimate of sales tax to pay the HCC bond was 5%, based on 7% to 9% actuals. Since 2008 sales tax growth has slowed to 1% to 3%.
      - Tax Increment Financing projects (TIF) were not included in the Park Sales Tax projections which has reduced the amount of sales tax available for the Community Center
      - Faulty piping in the indoor pool cost the Community Center fund over $200,000 in pool repairs since the facility opened
    - Currently no funds available for additional unanticipated expenses, preventative maintenance or facility upgrades

½ cent sales tax set to decrease to ¼ cent for Parks after Community Center bonds are paid off in December, 2022

Financial Planning

- **Administrative sub committee of the Park Board reviewed several options for increased revenue support**
  - Property tax increase ruled out as an option
    - Less likely to be supported by voters as it would be a tax increase ballot question
    - Would generate significantly less revenue (approx. $94,000 if voted to increase from .12 cents to .20 cents) than a “no tax increase” sales tax continuation
  - “No tax increase” sales tax continuation option pursued
    - Citizen satisfaction survey question in December of 2014 asked the following question:

      “The parks sales tax will decrease to one quarter of a percent when debt on the Community Center is paid off. Would you support keeping the parks sales tax at one half percent to sustain the parks & recreation facilities and services currently provided?”
      - 65.3% of citizens responded YES
    - “No tax increase” ballot question would be proposed with “no sunset” to match the other ¼ cent sales tax for Parks

Future Funding Option #1

#1 - Quarter Cent Sales Tax in 2023

With Continued General Fund Support for Parks

(Generates approx. $450,000 annually)

- **Park Fund**
  - Approx. $200,000 (or more by 2023) in continued General Fund Support (Decreases GF support by approx. $50,000 annually)
  - Approx. $100,000 of ¼ cent sales tax for capital replacement & larger maintenance items
- **Aquatic Fund**
  - Approx. $100,000 of ¼ cent sales tax to fully cover operational costs, fund larger maintenance projects & replenish the reserve fund
- **Community Center Fund**
  - Approx. $250,000 of ¼ cent sales tax to fully cover operational costs, fund larger maintenance projects & replenish the reserve fund

***Some funds available for capital projects,**
but only after reserves & fund balances are fully replenished*

Future Funding Option #2

#2 - One Half Cent Sales Tax Continued for Parks

(Requires voter approval to extend ¼ cent sales tax after 2022)

"No Tax Increase" Vote for the Community

(Generates approx. $900,000 annually)

General Fund would no longer support Parks financially and these GF resources could be used for streets, sidewalks and other infrastructure improvements.

- **Park Fund**
  - Approx. $300,000 for operations – fully moving the division out of maintenance mode allowing for pm, equipment replacement & additional FT staff
- **Aquatic Fund**
  - Approx. $100,000 to fully cover operational costs, fund larger maintenance projects & replenish the reserve fund
- **Community Center Fund**
  - Approx. $250,000 to fully cover operational costs, fund larger maintenance projects & replenish the reserve fund

After operational funding, approx. $250,000 remaining annually for capital projects - Allows for funds to add new features to keep up with current trends & draw citizen participation

Community Expressed Needs

- Continued upkeep of the Community Center
- New "up to date" playgrounds in area parks
- New trails that connect throughout the City for exercise and safe travel
- New shelters, picnic tables & drinking fountains
- New "up to date" ball fields, field lighting & park benches
- Continued upkeep of the Outdoor Pool
- Upgraded Park landscaping throughout the City
- Other Park infrastructure needs

Capital Improvement Projects Year 1

- **Playground Upgrades at Lord's Park**
  - Estimated Cost: $80,000
- **Aquatic Center Renovations**
  - Estimated Cost: $130,000
- **Community Center Parking Lot Renovation**
  - Estimated Cost: $40,000

Capital Improvement Project Year 2

- **Linear Trail Connection to Lord's Park**
  - Estimated Cost: $250,000

Capital Improvement Projects Years 3 & 4

- **North Park Ball Field Renovation/Regulation Fields, Fence, Lights & Concessions**
  - Field upgrades would allow tournaments to be added to current programming and have a positive economic impact for the City of Harrisonville
  - Estimated Cost: $250,000 each year

Capital Improvement Project Year 5

- **City Park Playground Replacements**
  - Estimated Cost: $100,000

Park Board Recommendations

- **The Park Board recommends pursuing funding options that move the dept. out of "maintenance mode" to provide preventative maintenance to our facilities & to bring new facilities to keep up with Parks & Rec standards throughout the country**
  - If the "no tax increase" ¼ cent sales tax for Parks was continued with no sunset, funds would be available starting in 2023
  - Until that time, additional funds needed to operate the Community Center and Outdoor Pool could be provided by the General Fund and paid back in 2023
  - The Park Board and Parks & Recreation staff value your input and seek comments and questions at this time

Harrisonville
PARKS & RECREATION
Building Community

Comments/Questions?

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City of Harrisonville est. 1836

STAFF REPORT

TO: **Park Board**

FROM: **Chris Deal, Parks Director**

DATE: **March 4, 2016**

SUBJECT: **Timeline for 1/4 Cent Parks Sales Tax Issue**

Type of Item: *Report*

Discussion Item (ID # 2148)

Timeline for 1/4 Cent Parks Sales Tax Issue

Attachments:

TIMELINE FOR PARK SALES TAX 2016 (PDF)

TIMELINE FOR ¼ CENT PARKS SALES TAX ISSUE

DATE	EVENT/ACTION	NOTES/COMPLETE
2/09/16	Issue Paper presented to the Park Board	Park Board approved ¼ cent process to begin
Feb/2016	Revise Power Point/Develop Sales Tax Timeline	
03/08/16	Present Revised Power Point And Timeline to Park Board	
May/June	Present Power Point to BOA And Park Board in Joint Mtg. *(Upon Mayor Invitation only)*	*We need direction*
July/August	Make any necessary revisions in the power point. Prepare printed materials for Citizens. Schedule Citizen meetings, share with the Park Board	
Sept-Nov	Present final Power Point in Citizen meetings for input, Park Board members involved	

DATE	**EVENT/ACTION**	**NOTES/COMPLETE**
Dec/2016	Decision by the Park Board and BOA if this goes forward. If approved, brochure draft developed and reviewed by the Park Board and BOA for ¼ Cent Sales tax presentations. Ballot Language approved by City Attorney with legal ballot registration and placement	
Jan-Mar/2017	Presentations to Citizen Groups	
April 2017	Vote on ¼ Cent Sales Tax Extension, no sunset, no tax increase	
May	Follow up-Evaluation, win or lose!	
June	Next Steps…….	

NOTE: *IF THERE IS A CONCERN BECAUSE ANOTHER BALLOT ISSUE IS IN APRIL FROM THE COUNTY OR OTHERWISE, THE PARK SALES TAX "PROCESS" CAN BE MOVED TO AN AUGUST OR NOVEMBER VOTE in 2017.*