



**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
JUNE 14, 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 - May 10, 2016**
- V. Parks and Recreation Department**
 - 1. Update on Final Rule for FLSA Overtime Regulations**
 - 2. Trail/Sidewalk Update along Jefferson Pkwy**
 - 3. 2017 Budget Calendar**
 - 4. HCC & ODP Membership Report**
 - 5. Month & YTD Financial Report**
- VI. Other Business**
- VII. Adjourn to Executive Session**
- VIII. Adjourn from Regular Session**
- IX. Action Items**
- X. Discussion Items**

Posted on City Hall Bulletin Board this 9th day of June

Kim Hubbard, City Clerk

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



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: June 9, 2016
SUBJECT: Park Board Minutes - May 10, 2016

Type of Item: *Approval*

1. Action Item (ID # 2220)

Park Board Minutes - May 10, 2016

Attachments:

May 10, 2016 (PDF)

**HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER**

**May 10, 2016
6:00 P.M.**

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:05 p.m. by Chairman Brent Caruthers.

MEMBERS PRESENT: Chairman Brent Caruthers, Julie Weedman, Ed Roberts, Don Allen, Dr. Martin Parks, and Clint Miller

ABSENT: David Atkinson, Cathy Faris, and Phil Rogers

OTHER PRESENT: Parks & Recreation Director Chris Deal, Assistant Parks & Recreation Director Wendy Hershberger, Recreation Coordinator of Member Services Amy Fuller, and City Liaison Matt Turner

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Brent Caruthers asked for a motion to approve the minutes from the April 12, 2016 regular session. Mr. Miller moved to approve the minutes of the April 12, 2016 Park Board meeting pending a correction needed to Park Board Member Don Allen's attendance as Park Board Member Ed Roberts was the correct member that left at 6:30pm at the April 12th meeting. The motion was seconded by Mr. Allen and approved unanimously by a voice vote of those present, 6-0.

DIRECTOR'S REPORT:

Director Deal stated that it was an absolute honor to have learned that the Harrisonville Parks & Recreation Foundation was chosen for monetary donations to be sent as a memorial for Mr. Robert Atkinson, father of current Park Board Member David Atkinson.

Director Deal stated that at this time we have received only one bid in regards to this year's 4th of July Fireworks show. However, Mr. Deal stated that this will not be a problem as Wald Fireworks is within budget and has done this show for us every year. Director Deal stated that we are currently seeking sponsors for this year's 4th of July Celebration.

Director Deal stated that there have been a few projects in the park that have been completed; with one special project being the installation of the new accessible swing at shelter #2 along with a new cement path to the swing and new mulch. Mr. Deal stated that another project in the park soon to be completed will be repairs to the wooden bridge.

Director Deal stated that this year's 3rd Annual Foundation Golf Tournament will be held on Friday, July 29th. Mr. Deal stated that we are currently seeking teams and hole sponsors.

Assistant Director Hershberger reported that a new program is underway called the "Friends of the Park". Ms. Hershberger stated that we have created brochures that will be mailed out either to all members of the facility or we are hopeful could perhaps be included in the utility mailing that is sent out to all residents. Ms. Hershberger stated that each person that signs up will receive a "welcome packet" that contains a removable bumper sticker, magnet and button and to they will be included in other special drawings and giveaways throughout the year.

Assistant Director Hershberger stated that we have received a sponsorship donation for one of our Free Summer Movies in the Park this year from the Harrisonville Rotary Club in the amount of \$375.00, which covers the licensing fee to show "Inside Out" that will be held on Friday, July 22nd at the City Park Amphitheater.

OUTDOOR POOL CONDITION:

Director Deal shared pictures with all of the Park Board Members regarding projects at the outdoor pool that must be completed in order to open for the season, including extensive concrete repair work to the pool flooring and slide beams. Mr. Deal stated that the Street Department has been able to assist with the cutting of the cement for repairs. Director Deal stated that staff feels that it is important to show members the status of the pool and repairs that are being made at this time. Opening day for the Aquatics Center will be on Saturday, May 28th.

HCC MEMBERSHIP REPORT:

Assistant Director Hershberger reported that we had a couple of big events in the month of April, with one being our “Spring Into Fitness” – Membership Appreciation Day that was held on Saturday, April 24th, that included free daily admission, free refreshments along with door prizes and drawings held throughout the day. In addition, we featured another big rental event that evening that went well into the morning hours of the next day, which was the Harrisonville After-Prom Lock-In. There were approximately 125 students in attendance who shared in the refreshments, fun and activities that were provided for them at this event.

Assistant Director Hershberger stated that registrations are going strong for our Summer Camp and After Summer School Camp programs and our AquaCats Swim Team program.

HCC MEMBERSHIP REPORT:

Assistant Hershberger reported that at this time we have seen a slight decline in our Adult and Family membership types; however overall we are still keeping steady in our membership revenue as compared to this time last year. The reason we are possibly seeing a slight decline in these memberships types could be due to the new Anytime Fitness Gym that has recently opened up in Harrisonville.

MONTH & YTD FINANCIAL REPORT:

Assistant Director Hershberger reported:

HCC FUND:

Assistant Director Hershberger reported:

- Overall revenue is down slightly from this same time as last year
 - Membership revenue is staying steady from this time last year
- Overall expenses are down from this same time last year; due in large part to the credit we have received for back taxes that were paid to Missouri Gas Energy in error

PARK FUND:

Assistant Director Hershberger reported:

- Overall revenue is up from this same time last year
 - Increased revenue due to baseball/softball/t-ball program registration numbers as well as increases in real estate tax and sale tax revenue as compared to this time last year
- Overall expenses are also down from this same time last year

OTHER BUSINESS: NONE

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Mr. Roberts, seconded by Mr. Miller and approved unanimously by a voice vote of those present, 6-0. The meeting adjourned at 6:42pm. The next meeting is scheduled for June 14, 2016 at 6:00pm.

Brent Caruthers, Park Board Chairman

ATTEST”

Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 14th day of June, 2016.

Attachment: May 10, 2016 (2220 : Park Board Minutes - May 10, 2016)



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: June 9, 2016
SUBJECT: Update on Final Rule for FLSA Overtime Regulations

Type of Item: *Report*

1. Discussion Item (ID # 2221)

Update on Final Rule for FLSA Overtime Regulations

Attachments:

MEMO on New FLSA Overtime Requirements (PDF)

Final Rule for FLSA Overtime Regulations (PDF)

MEMO

TO: Park Board

CC: Mayor Hasek & Mike Tholen, Acting City Administrator

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

DATE: June 8, 2016

RE: Update on “Newly Approved” FLSA Overtime Requirements/Financial Impact

At the January Park Board meeting earlier this year, staff informed the Park Board of the “proposed” new FLSA overtime requirements. This proposal has now been signed into law by the President and will start in December of this year. In short the main impact of this wage revision will be to raise the minimum salary level required to classify employees as exempt to \$47,476 per year over the current level of \$23,660 per year. Please see the attached article about this new law.

These revisions will have a significant impact on the operations of the Parks & Recreation Department as we currently have four full-time employees that are classified as exempt at this time and they will not meet the newly required minimum salary level to remain in that status.

In order to comply with these new federal guidelines, staff is currently reviewing the following options:

1. Review the cost for moving the exempt staff salary to the newly approved level (This is estimated to cost an additional \$65,000 annually).
2. Estimate the cost of moving the exempt staff to hourly with the additional cost for estimated overtime pay.
3. Estimate the cost of moving the exempt staff to hourly, with the addition of building supervisors to cover the weekend coverage and additional staff to cover other duties that take our staff to extensive hours over 40, particularly during the summer season. For example, the past few weeks alone, our Program Coordinators/Supervisor have worked an average of 60 hours per week, not 40 hours.

Staff will review the three options above and bring forward our recommendation for the best solution for department operations going forward. A midyear adjustment will have to be prepared for the month of December and the impact of this new law will be included in the 2017 budget preparations. Staff will answer any questions at the Park Board meeting. Thank you.

United States Department of Labor

Wage and Hour Division

Wage and Hour Division (WHD)

Final Rule: Overtime

Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales and Computer Employees under the Fair Labor Standards Act



On May 18, 2016, President Obama and Secretary Perez announced the publication of the Department of Labor's final rule updating the overtime regulations, which will automatically extend overtime pay protections to over 4 million workers within the first year of implementation. This long-awaited update will result in a meaningful boost to many workers' wallets, and will go a long way toward realizing President Obama's commitment to ensuring every worker is compensated fairly for their hard work.

In 2014, President Obama signed a Presidential Memorandum directing the Department to update the regulations defining which white collar workers are protected by the FLSA's minimum wage and

overtime standards. Consistent with the President's goal of ensuring workers are paid a fair day's pay for a hard day's work, the memorandum instructed the Department to look for ways to modernize and simplify the regulations while ensuring that the FLSA's intended overtime protections are fully implemented.

The Department published a Notice of Proposed Rulemaking (NPRM) in the Federal Register on July 6, 2015 ([80 FR 38515](#)) and invited interested parties to submit written comments on the proposed rule at www.regulations.gov by September 4, 2015. The Department received over 270,000 comments in response to the NPRM from a variety of interested stakeholders. The feedback the Department received helped shape the Final Rule.

Key Provisions of the Final Rule

The Final Rule focuses primarily on updating the salary and compensation levels needed for Executive, Administrative and Professional workers to be exempt. Specifically, the Final Rule:

1. Sets the standard salary level at the 40th percentile of earnings of full-time salaried workers in the lowest wage Census Region, currently the South (\$913 per week; \$47,476 annually for a full-year worker);
2. Sets the total annual compensation requirement for highly compensated employees (HCE) subject to a minimal duties test to the annual equivalent of the 90th percentile of full-time salaried workers nationally (\$134,004); and
3. Establishes a mechanism for automatically updating the salary and compensation levels every three years to maintain the levels at the above percentiles and to ensure that they continue to provide useful and effective tests for exemption.

Additionally, the Final Rule amends the salary basis test to allow employers to use nondiscretionary bonuses and incentive payments (including commissions) to satisfy up to 10 percent of the new standard salary level.

The effective date of the final rule is December 1, 2016. The initial increases to the standard salary level (from \$455 to \$913 per week) and HCE total annual compensation requirement (from \$100,000 to \$134,004 per year) will be effective on that date. Future automatic updates to those thresholds will occur every three years, beginning on January 1, 2020.

Informational Webinars on the Overtime Final Rule [Register Here](#)

Additional Information

- [Final Rule](#)
- [Overtime Overview](#)
- [Questions and Answers](#)
- [Fact Sheet: Overtime Final Rule \(PDF\)](#)
- Guidance for Employers
 - [General Guidance for Private Employers](#)
 - [Small Business Guide to White Collar Exemptions](#)
- Guidance for Non-Profits
 - [Fact Sheet](#)
 - [Non-Profit Guidance](#)
- Guidance for Higher Education
 - [Fact Sheet](#)
 - [Guidance for Higher Education Employers](#)
 - [NIH statement on overtime rule and postdoctoral researchers](#)
 - [Huffington Post: "Fair Pay for Postdocs" - Dr. Francis Collins, Director, NIH and Secretary Perez](#)
- Guidance for States and Local Governments
 - [Fact Sheet](#)
- [Comparison Table: Current Regulations, Proposed Rule, and Final Rule](#)
- [State-by-State Breakdowns of Workers Affected by DOL's Final Overtime Regulation](#)
- [DOL Overtime Page](#)
- [Overtime NPRM Page](#)
- [Blog Posts](#)
- [Non-Enforcement policy for providers of Medicaid-funded services for individuals with intellectual or developmental disabilities in residential homes and facilities with 15 or fewer beds](#)



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: June 9, 2016
SUBJECT: Trail/Sidewalk Update along Jefferson Pkwy

Type of Item: *Report*

2. Discussion Item (ID # 2222)

Trail/Sidewalk Update along Jefferson Pkwy

Attachments:

MEMO on Jefferson Park Trail - Sidewalk 2016 (PDF)

MEMO

TO: Park Board

CC: Mayor Hasek, Mike Tholen, Acting City Administrator

FROM: Chris Deal, Parks & Recreation Director

DATE: June 8, 2016

RE: Jefferson Park Trail – Sidewalk Project

As the Park Board will recall, constructing a trail connection to the Community Center is part of the 2016 approved budget. After the survey of the property was completed this spring, it is apparent that there is not enough room on the Southard and Smith property alone to build the trail. Knowing that issue, Brent Caruthers, David Atkinson and I have been working with the Kiefer Family to approve access on a small portion of their property for the trail construction. This access has been denied.

In looking at this challenge I met with the Plan Review Team for the City, which includes the Public Works Department, Street Department, Water Department, Electric Department, Community Development and Park & Recreation Department. After review of the situation the possibility for a sidewalk along Jefferson Parkway was discussed. The following “preliminary budget” was prepared by the City Engineer, Ted Martin for the Jefferson Park sidewalk project. Each department’s expense is in the area of their property responsibility, which is calculated by the estimated construction cost per square foot.

- Public Works cost for right of way in front of the Kiefer home, which includes a retaining wall, sidewalk, curb and gutter is estimated at \$60,750.
- Parks & Recreation Department cost for the sidewalk/trail in front of North Park and the Community Center is estimated at \$42,000.
- Water Department cost for sidewalk, ramps, curb and guttering in front of their property is estimated at \$34,750.
- Total project cost is “estimated” to be around \$137,500.

It is important to point out that this is only an “estimate” and final numbers would come with bid specs and actual bids. Unfortunately, this project will need to move to 2017 for the following reasons:

- The Water Department is completing a renovation project this year and their bids will not be complete until late October, after which the work will need to be done on that project. The positive side is, the Water Department may be able to do their portion of the sidewalk within this project, but that will not be known until the bids are complete and the project is approved by the Board of Alderman.

- The other reason for moving this project to next year is that the funds to build the Jefferson Park sidewalk/trail is not included in this year's budget for the other departments. Therefore, the project would need to be budgeted for 2017.

Regarding this project going forward, I have offered to the Plan Review Team to take the lead on this project, which was agreed upon. Regarding Park funding, as previously stated this project is already budgeted for this year at \$50,000. There has already been \$1,000 spent for the property survey, but the remaining \$49,000 will be reallocated to 2017. I will keep the Park Board informed of the progress on this project as it moves forward. Feel free to contact me with any questions. Thank you.



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: June 9, 2016
SUBJECT: 2017 Budget Calendar

Type of Item: *Report*

3. Discussion Item (ID # 2223)

2017 Budget Calendar

Attachments:

MEMO on 2017 Budget Schedule (PDF)

Marcella McCoy Budget Preparation Schedule for 2017 (PDF)

MEMO

TO: Park Board

CC: Mayor Hasek, Mike Tholen, Acting City Administrator

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

DATE: June 8, 2016

RE: 2017 Budget Calendar and Mid-Year Budget

Please see the attached memo from Marcella McCoy regarding the 2017 budget process which was sent to the Board of Alderman. Also included is the budget preparation schedule, including the mid-year budget timeline. One item that was added to this schedule is a Board of Alderman budget retreat on Tuesday, June 21st.

Please note the joint session of the Park Board and Board of Alderman that will be held on Tuesday, July 5th at 6pm, at the Community Center. At this meeting staff will present the Park Sales Tax Issue Paper and power point presentation as reviewed and revised by the Park Board. The Board of Alderman will have a mid-year budget review on July 18th. At this time, staff has not received the request or paperwork for the mid-year budget but there are several items that we will be prepared for when that time comes.

As you will note, the Board of Alderman meeting scheduled to adopt the mid-year budget is August 1. Staff is requesting that Finance provide the necessary paperwork so the mid-year budget can be presented to the Park Board at the July 12th meeting. If this does not happen, a special Park Board meeting may be necessary for mid-year budget approval. Staff will keep the Park Board informed as soon as we have the mid-year budget prepared, following the Finance Department guidelines.

The 2017 budget proposal for the Parks Department will be reviewed by the Board of Alderman on October 3rd. With that, the goal will be to have the Park Board review and approve the budget at the September 13th meeting. Staff will answer any questions at the Park Board meeting. Thank you.

Attachment: MEMO on 2017 Budget Schedule (2223 : 2017 Budget Calendar)

City of
Harrisonville est. 1836
STAFF REPORT

TO: Board of Aldermen
FROM: Marcella McCoy, Supervisor
DATE: June 1, 2016
SUBJECT: Fiscal Year 2017 Budget Process

Type of Item: *Report*

INTRODUCTION

The purpose of this memo is to outline the recommended budget development process for Fiscal Year 2017. Budget development provides an opportunity for the organization to review the City's Mission, Core Values, and Organizational Goals. It also provides an opportunity for the Board to define priorities, policies, and management strategies. I will outline the process I recommend to follow for budget development. The calendar is designed to achieve final adoption prior to the 2016 holidays.

DISCUSSION

The budget framework has four principles that cycle each year:

- 1) Establish Broad Goals to Guide Decision Making
- 2) Develop Approaches to Achieve Goals.
- 3) Develop a Budget Consistent with Approaches to Achieve Goals
- 4) Evaluate Performance and Make Adjustment

The first two principles to establish broad goals and develop approaches to achieve those goals is usually accomplished through a Board retreat. In 2015 as part of the preparation for the 2016 budget, the Board met in a retreat to review and make any appropriate changes to the Mission, Core Values and Organizational Goals. I have included what has been adopted. So this leads to a question of the Board that will take us through the first two principles listed above.

1. Does the Board wish to meet in retreat to review operation and processes?
 - a. If so, when and what do you see as the objective to achieve during this process?

A few of the things I see could happen through a retreat would include:

- i. An opportunity to discuss and identify specific Harrisonville community needs, priorities, challenges and opportunities.
- ii. Identify opportunities and challenges for Services that Harrisonville

provides along with specific Capital needs and how to better manage those items, such as streets and water/sewer service pipes and electrical service.

- iii. Develop or revise Harrisonville policies for programs, operations and capital.
- iv. Develop or revise programs and services that are consistent with policies identified in item iii.
- v. Develop or revise management strategies

Next is the actual budget development principle. Based on the direction received in the retreat, staff will begin to compile objectives and budget requests will be presented. There are numerous steps staff takes in preparation of division budgets. Meetings with Interim City Administrator and myself will take place prior to each presentation. The division presentations are designed to provide information on each function of the City and the costs to provide the services. The revenue that provides that service will be outlined as well.

The following is an outline of Board calendar events to complete budget adoption prior to the 2016 holiday season. This calendar is the set board meeting schedule at this time. It include the 5th Mondays available in August and October as available dates. The Board may wish to consolidate this schedule into only two or three longer budget work sessions, separate and apart from regularly scheduled meetings. By consolidating the schedule into longer sessions, it shortens the length of time necessary to complete the budget process.

FY 2017 Budget Preparation Schedule

- | | |
|------|--|
| 6/6 | Board work session - Present budget process to Board of Alderman |
| TBD | Board of Alderman Budget retreat including Staff. <ul style="list-style-type: none"> a. Complete a review of Mission, Core Values, and Organizational Goals; update if appropriate. Identify Objectives for next year, what are our priorities. |
| 6/20 | Department Heads to meet with City Administrator and City Engineer to review Five Year CIP and Equipment Replacement Schedule. City Hall, 9:00 a.m. |
| 7/5 | Board work session - joint session with Park Board |
| 7/18 | Board work session - present Mid-Year review. Update 5-year Capital Plan and proposed Equipment replacement |
| 8/1 | Board work session - Report on Street Infrastructure |
| 8/1 | Board meeting - Adopt Mid-Year 2016 Budget amendment. Notice of Public hearing for tax rate certification posted <u>no less than seven days prior to hearing in three named places</u> (Public Hearing to be held at the beginning of |

the **08/15/16** Board Meeting).

- 8/15 Board work session - present revenue projections (user fee analysis for all funds) - fixed costs (personnel, debt, utilities, insurance).
- 8/29 Board work session - General Fund (Administration, Finance, Community Development, Police, Public Works) - staff to present summary of division processes and operational costs.
- 9/6 Board work session (Tuesday meeting due to Holiday) - Emergency Services Fund - staff to present summary of division processes and operational costs.
- 9/19 Board work session - Enterprise Funds (Electric, Water/Sewer, Refuse) - staff to present summary of division processes and operational costs.
- 10/3 Board work session - Park Funds (Community Center, Aquatic Center, Park Fund)
- 10/17 Board work session - Complete budget summary before 1st reading
Board meeting - 1st reading - Budget adoption
- 10/31 Special meeting if needed for any revisions - 5th Monday in October
- 11/7 Board meeting - Final reading - Fiscal Year 2017 Budget adoption

The final principle of the budget framework in some ways is the first principle. Because this is a circular event, the mid-year review and revision evaluates the performance of the current budget. Additionally, this becomes a tool to help project what will happen in the next fiscal year.

RECOMMENDATION/ACTION REQUIRED

Staff recommends the Board schedule a retreat as outlined to achieve specific objections and follow the calendar of events outlined. Option to consolidate the calendar so that more information is shared at one time instead of short intervals of information over a longer period.



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: June 9, 2016
SUBJECT: HCC & ODP Membership Report

Type of Item: *Report*

4. Discussion Item (ID # 2224)

HCC & ODP Membership Report

Attachments:

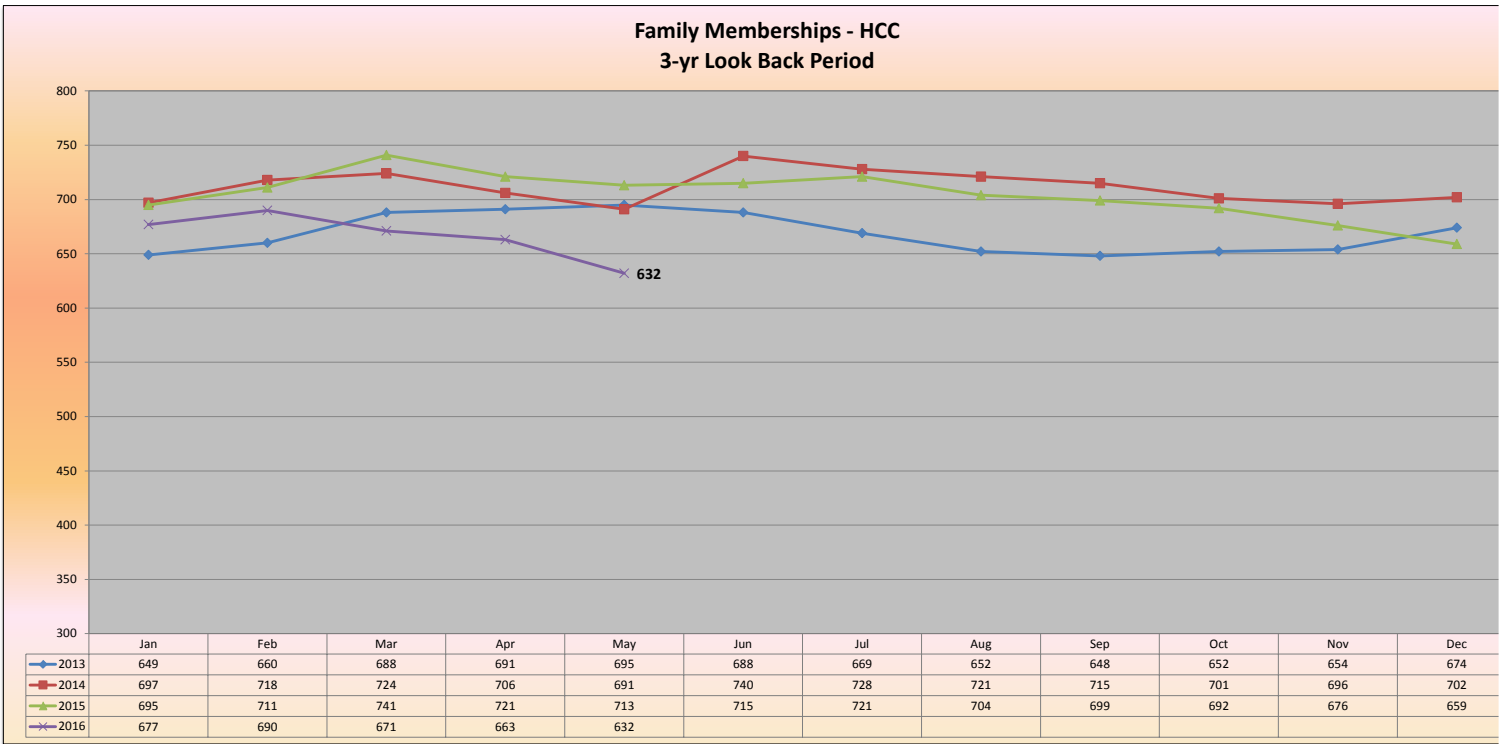
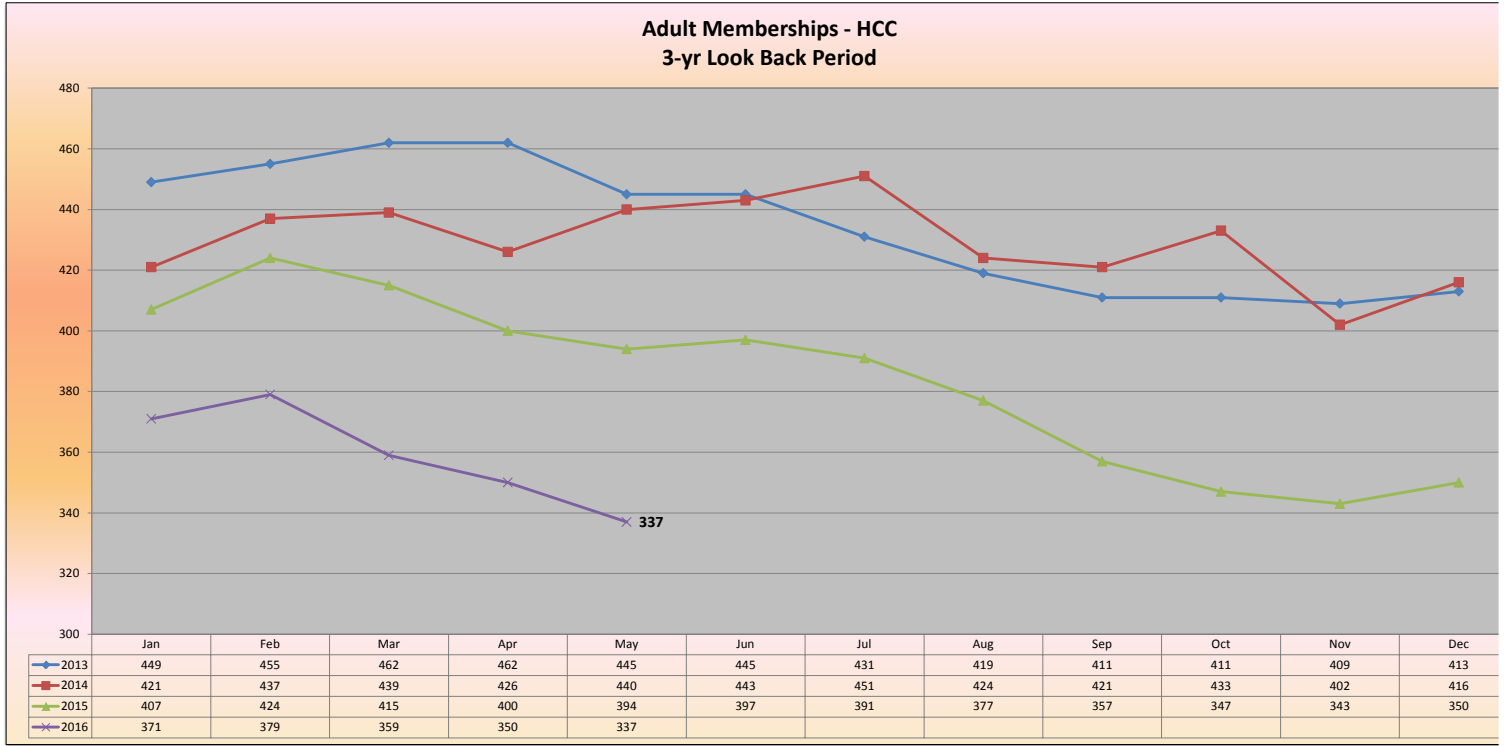
Membership Statistics - Chart(PDF)

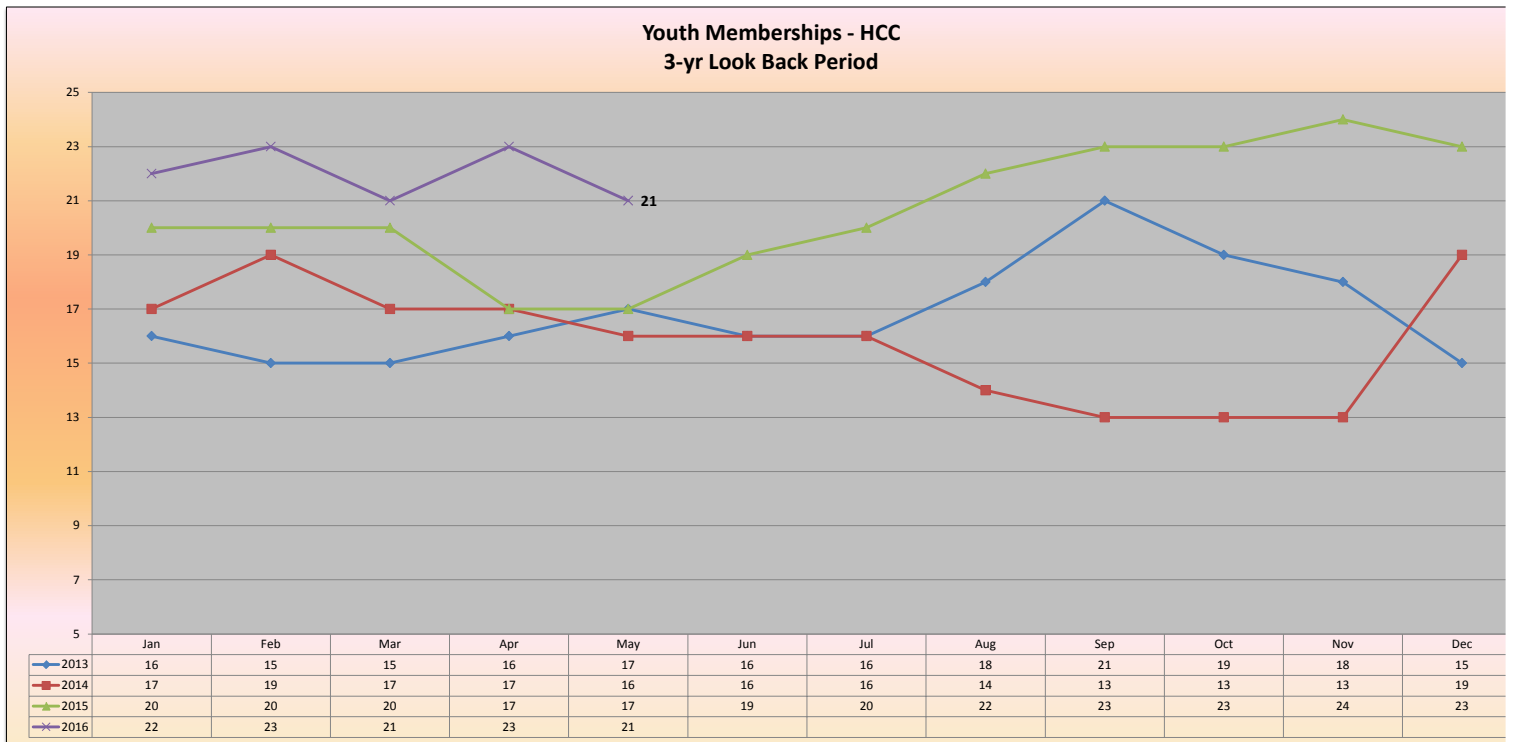
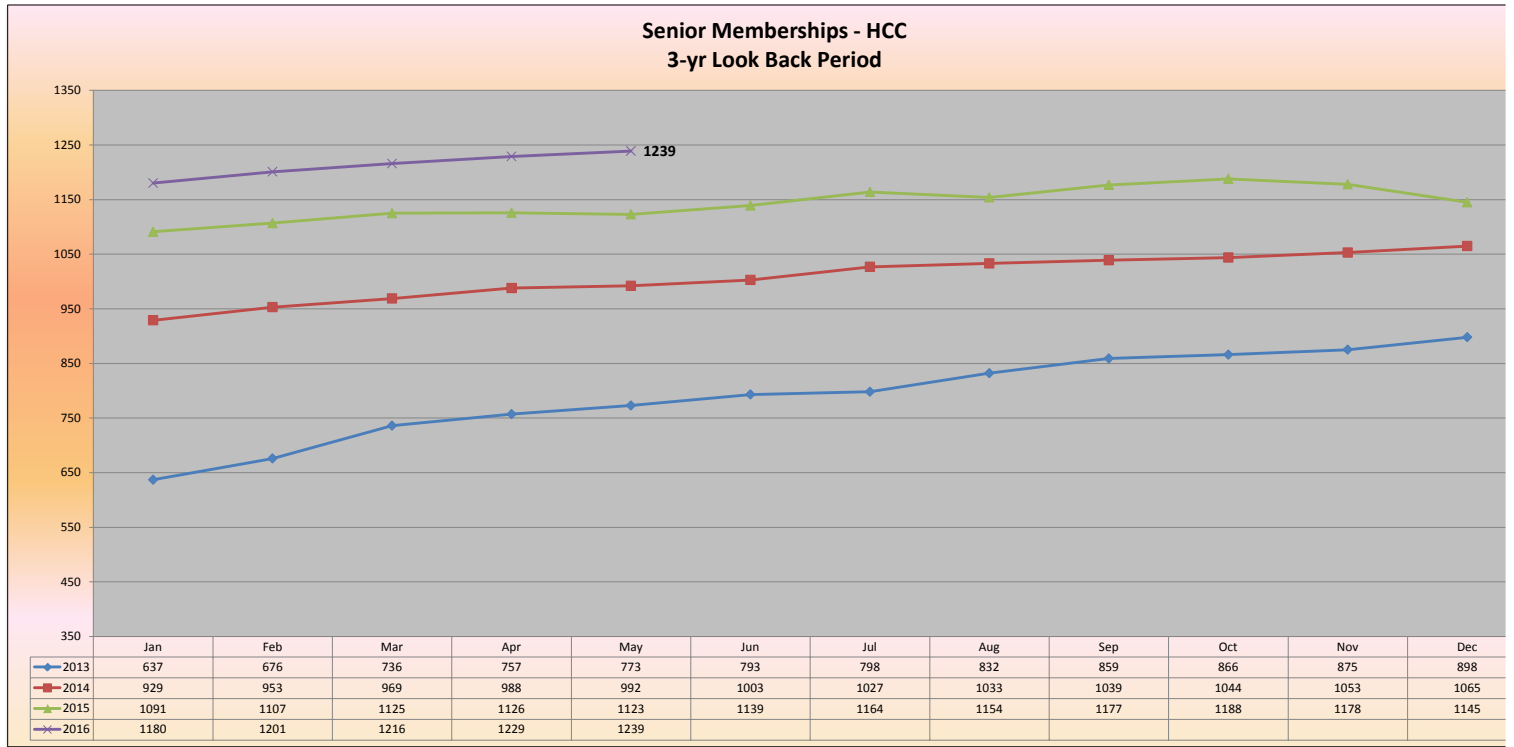
HCC Membership Statistics - Graphs(PDF)

ODP Membership Statistics - Graphs(PDF)

HPR Membership Tracking
3-Year Period
Park Board Meeting: June 14, 2016

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																	
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 %
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	329	30	0	671	0	21	0	0	202	2	113	899	0	40	0	4290	0
% Difference/yr	-12.73%	-21.05%	0.00%	-9.45%	0.00%	10.53%	-100.00%	0.00%	0.50%	-50.00%	-5.04%	12.23%	0.00%	-24.53%	0.00%	-4.84 %	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	330	20	0	663	0	23	0	0	202	2	108	917	0	54	0	4279	0
% Difference/yr	-11.05%	-31.03%	0.00%	-8.04%	0.00%	43.75%	-100.00%	0.00%	-0.98%	-50.00%	-5.26%	14.05%	0.00%	14.89%	0.00%	-3.04 %	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	312	25	1	632	95	21	0	17	207	3	106	923	1	37	11	4183	516
% Difference/yr	-14.05%	-19.35%	0.00%	-11.36%	137.50%	23.53%	0.00%	-26.09%	5.08%	0.00%	-7.02%	14.09%	0.00%	-19.57%	37.50%	-4.67 %	125.33 %
% Diff. Prev. Mo.																	
2014	3.31%	3.03%	0.00%	-2.12%	0.00%	0.00%	-33.33%	0.00%	0.44%	0.00%	-0.85%	0.62%	0.00%	-5.08%	0.00%	-0.80 %	0.00 %
2015	-2.16%	6.90%	0.00%	-1.11%	0.00%	6.25%	-100.00%	0.00%	-3.43%	-25.00%	0.00%	0.62%	0.00%	-2.13%	0.00%	-0.57 %	0.00 %
2016	-5.45 %	25.00 %	0.00 %	-4.68 %	0.00 %	-8.70 %	0.00 %	0.00 %	2.48 %	50.00 %	-1.85 %	0.65 %	0.00 %	-31.48 %	0.00 %	-2.24 %	0.00 %
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																	

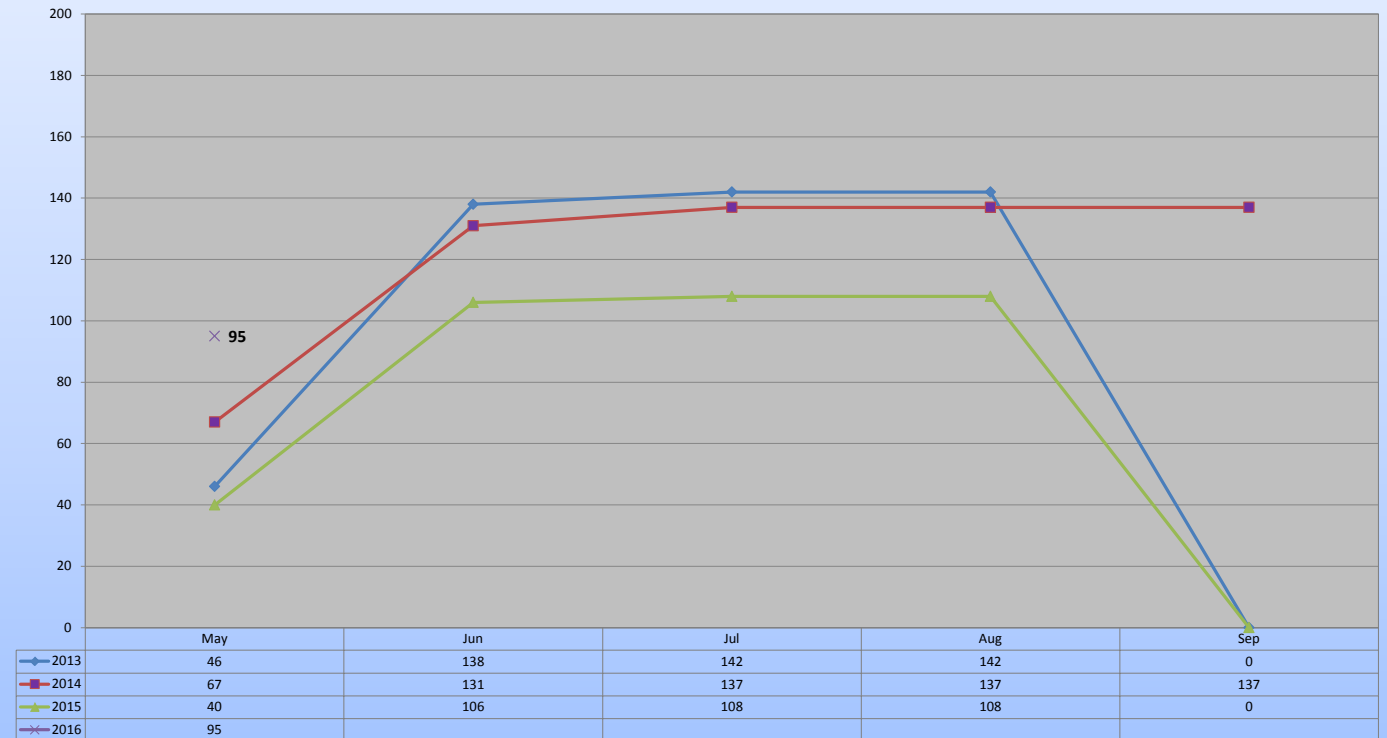




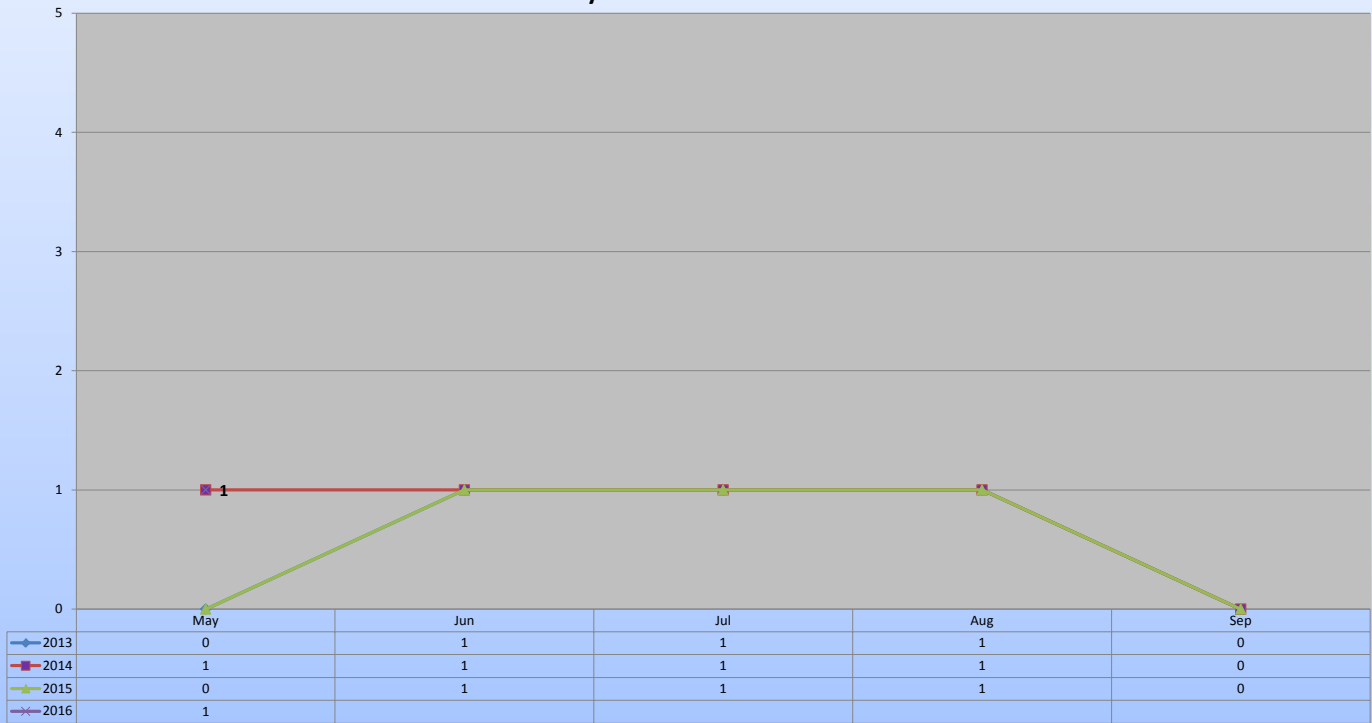
Adult Memberships - ODP 3-yr Look Back Period



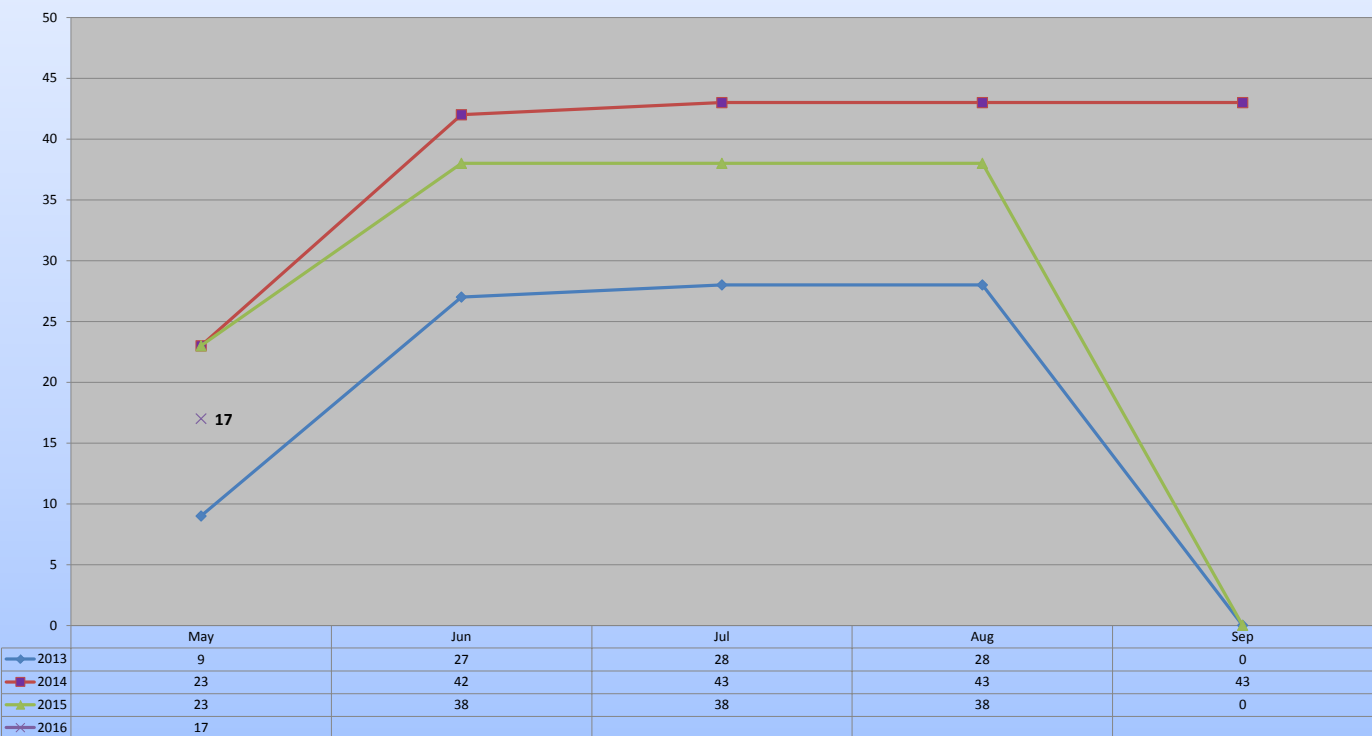
Family Memberships - ODP 3-yr Look Back Period



Senior Memberships - ODP 3-yr Look Back Period



Youth Memberships - ODP 3-yr Look Back Period





TO: Park Board
FROM: Chris Deal, Parks Director
DATE: June 9, 2016
SUBJECT: Month & YTD Financial Report

Type of Item: *Report*

5. Discussion Item (ID # 2225)

Month & YTD Financial Report

Attachments:

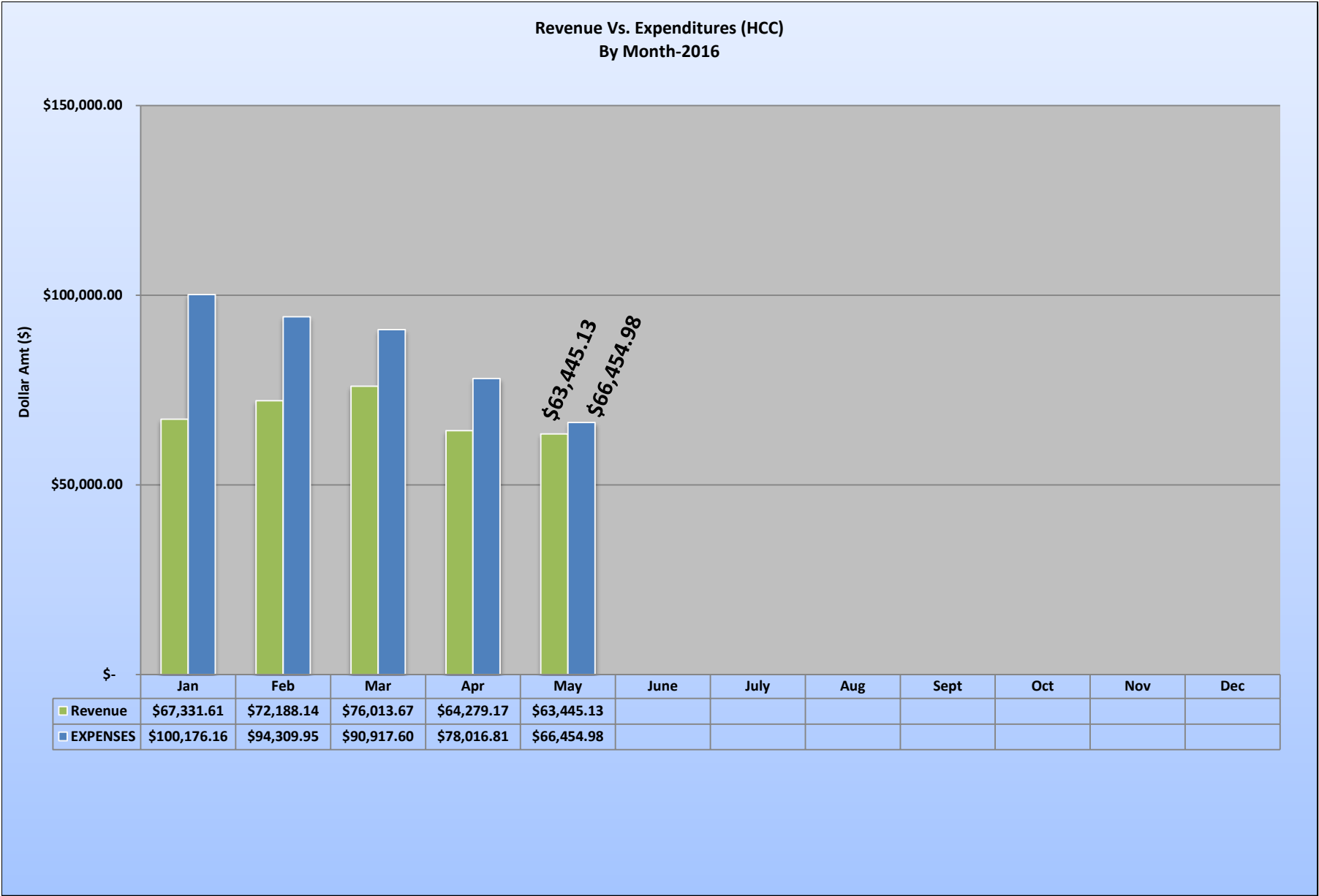
Revenue vs. Expenditures (PDF)

Utilities (PDF)

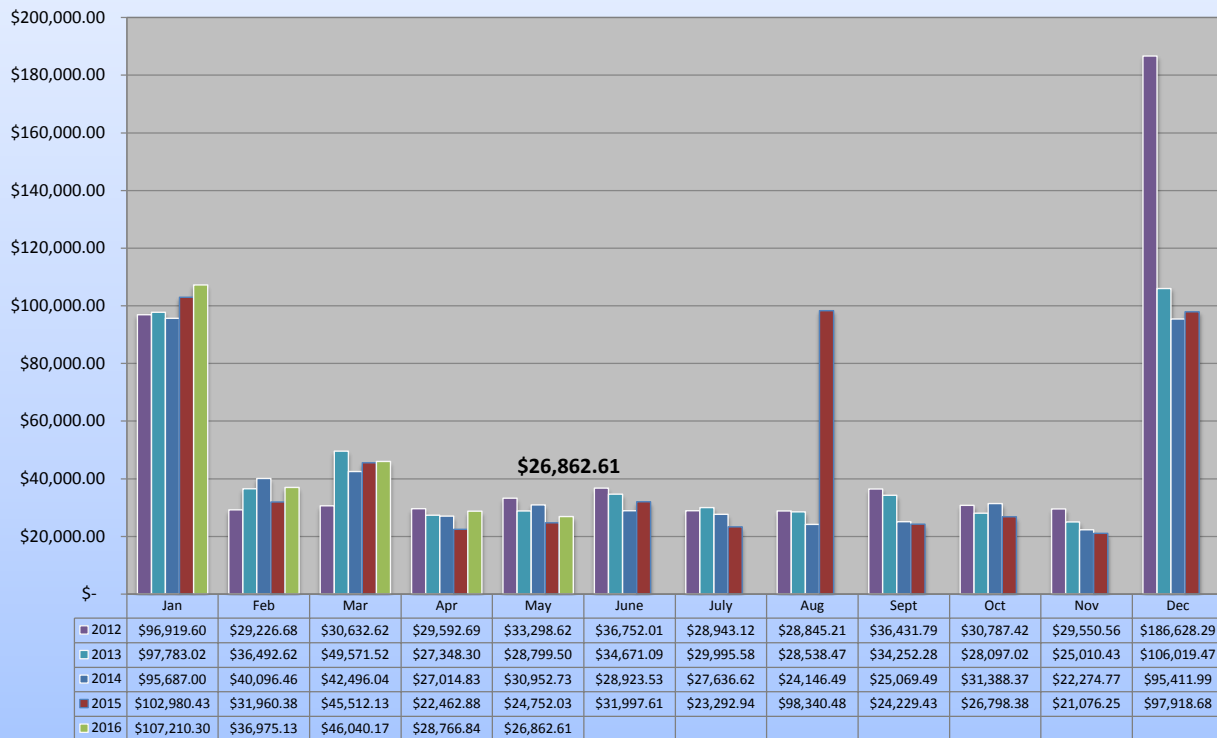
Parks Financials (PDF)

ODP Financials (PDF)

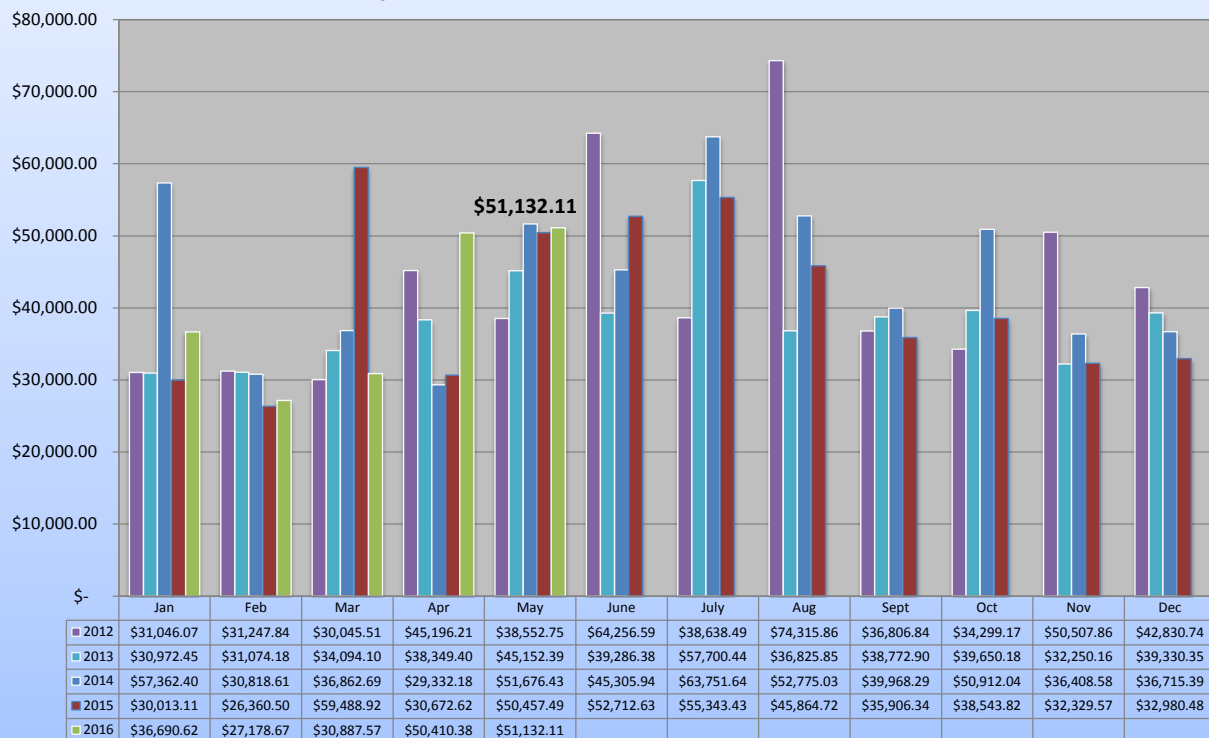
HCC Financials (PDF)



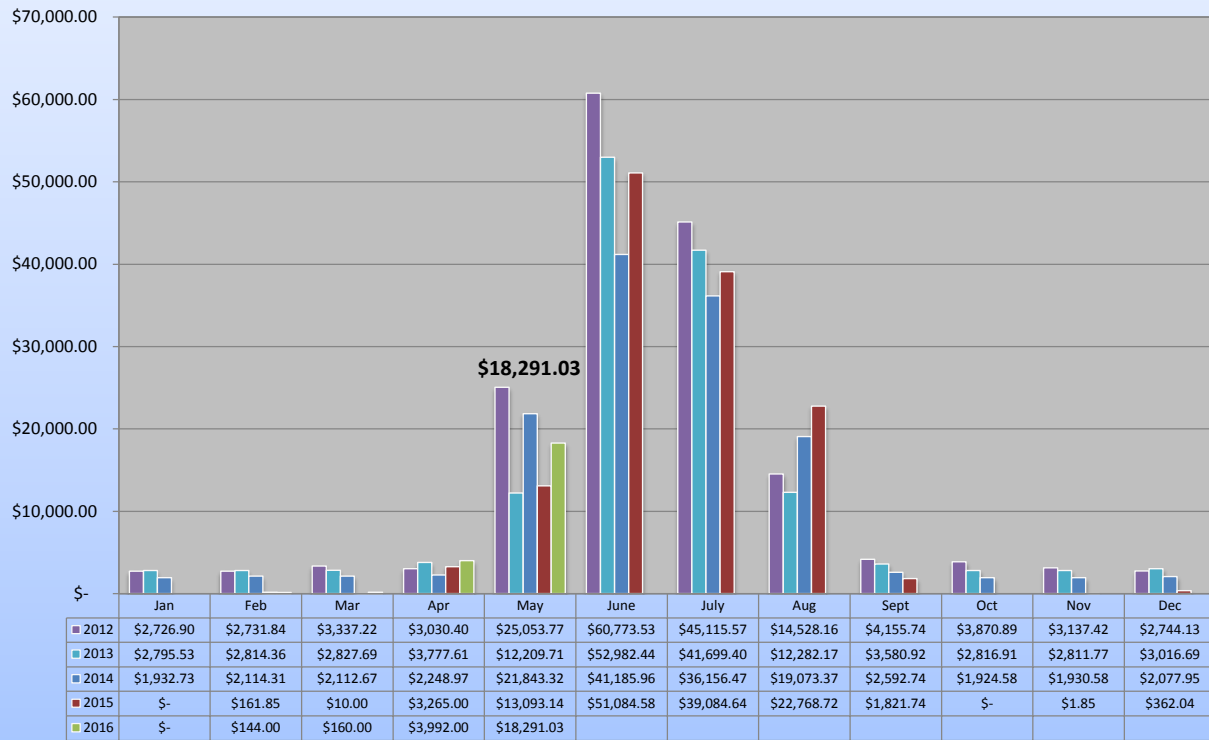
Revenue Over Time - Fund 11 (Parks)



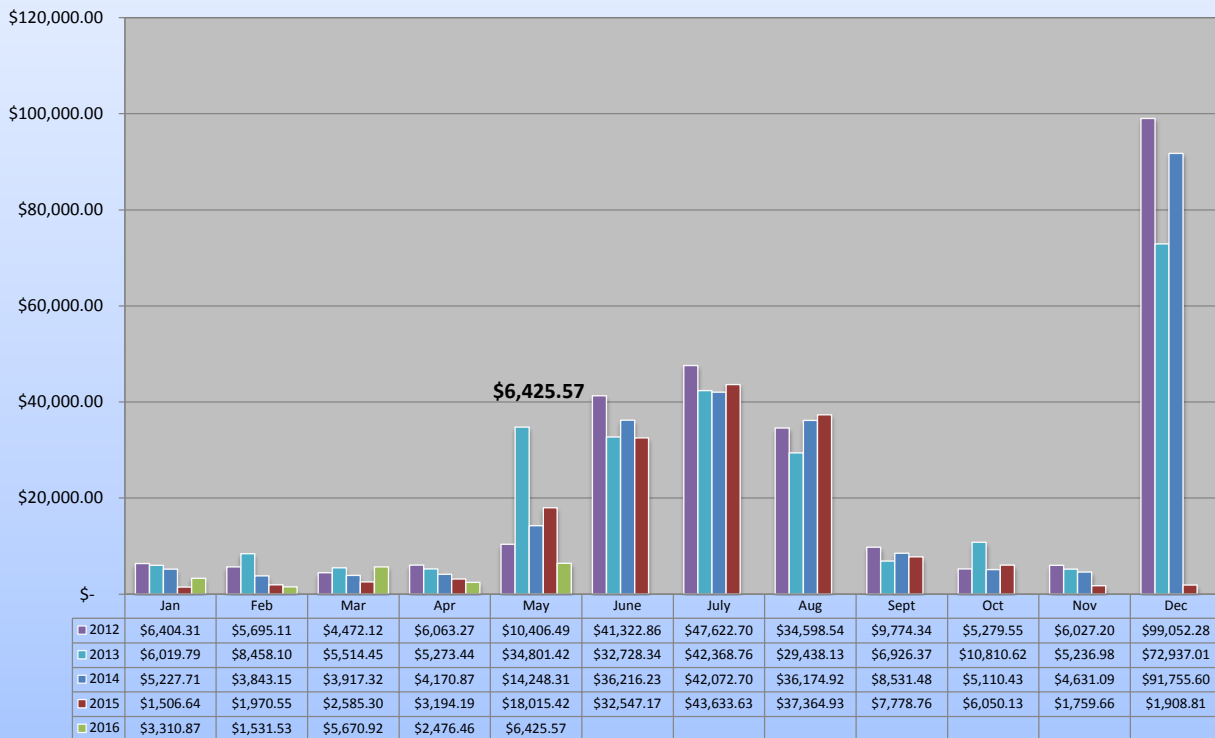
Expenses Over Time - Fund 11 (Parks)



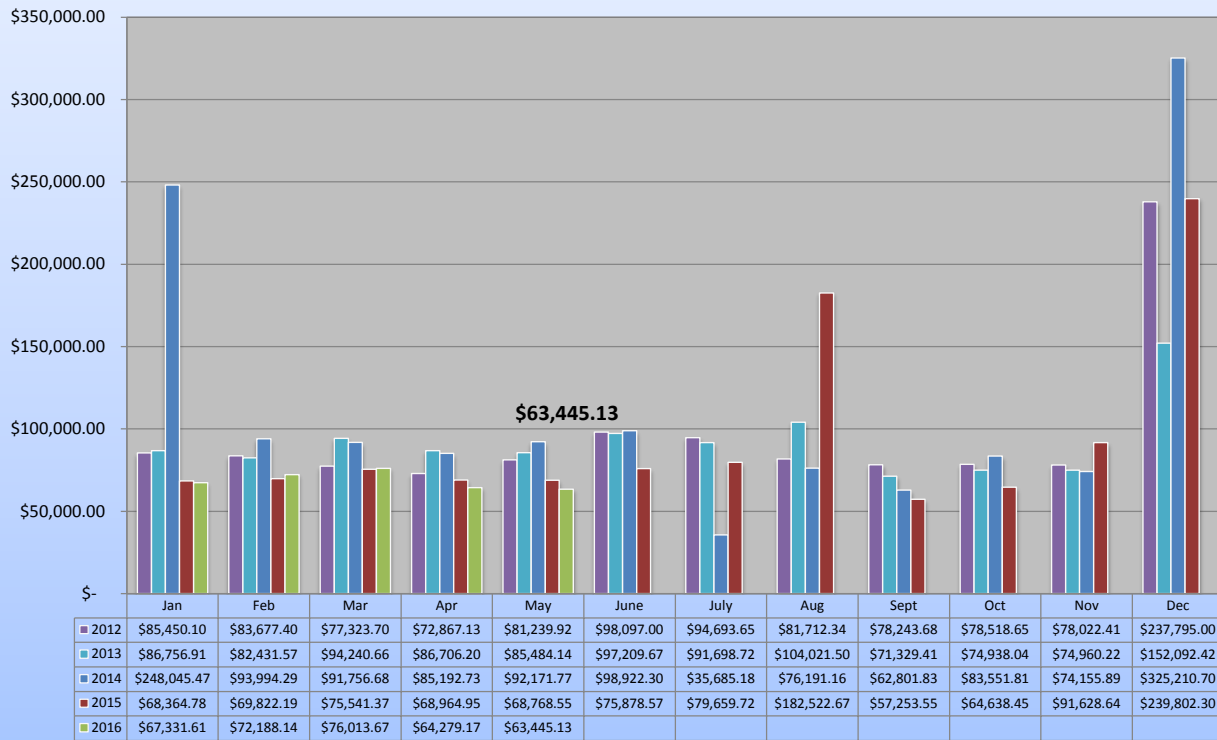
Revenue Over Time - Fund 13 (ODP)



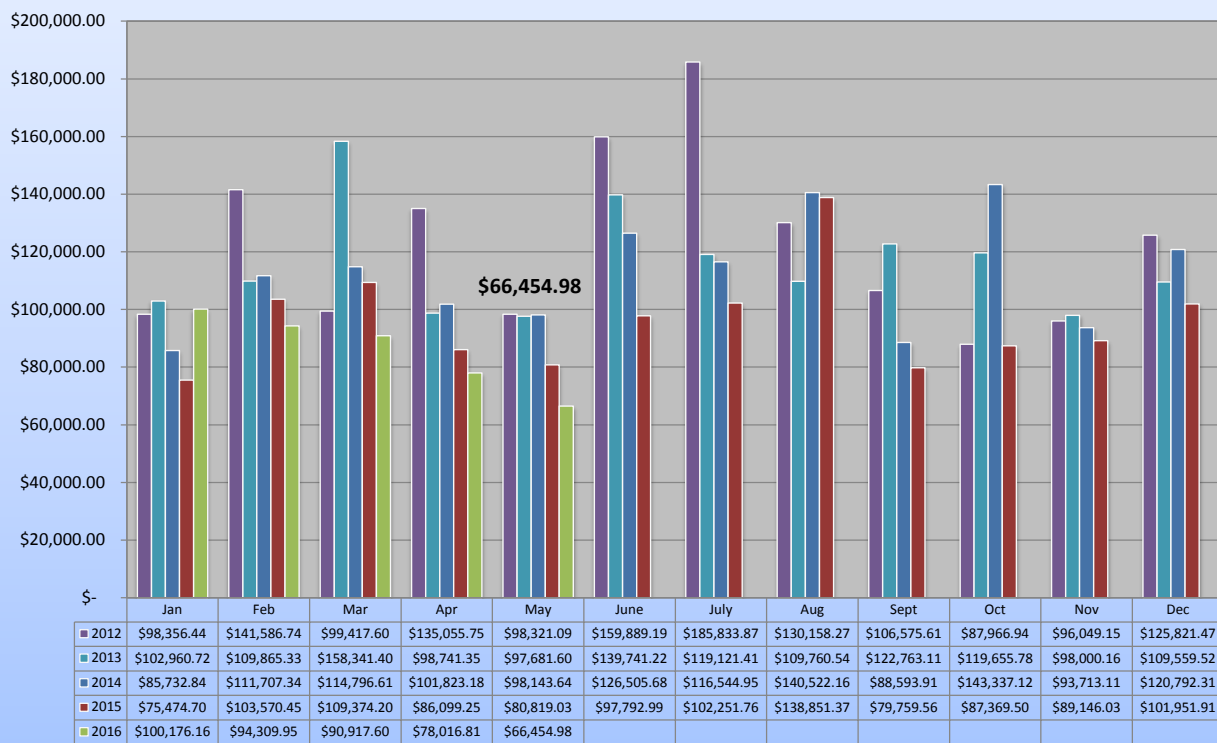
Expenses Over Time - Fund 13 (ODP)



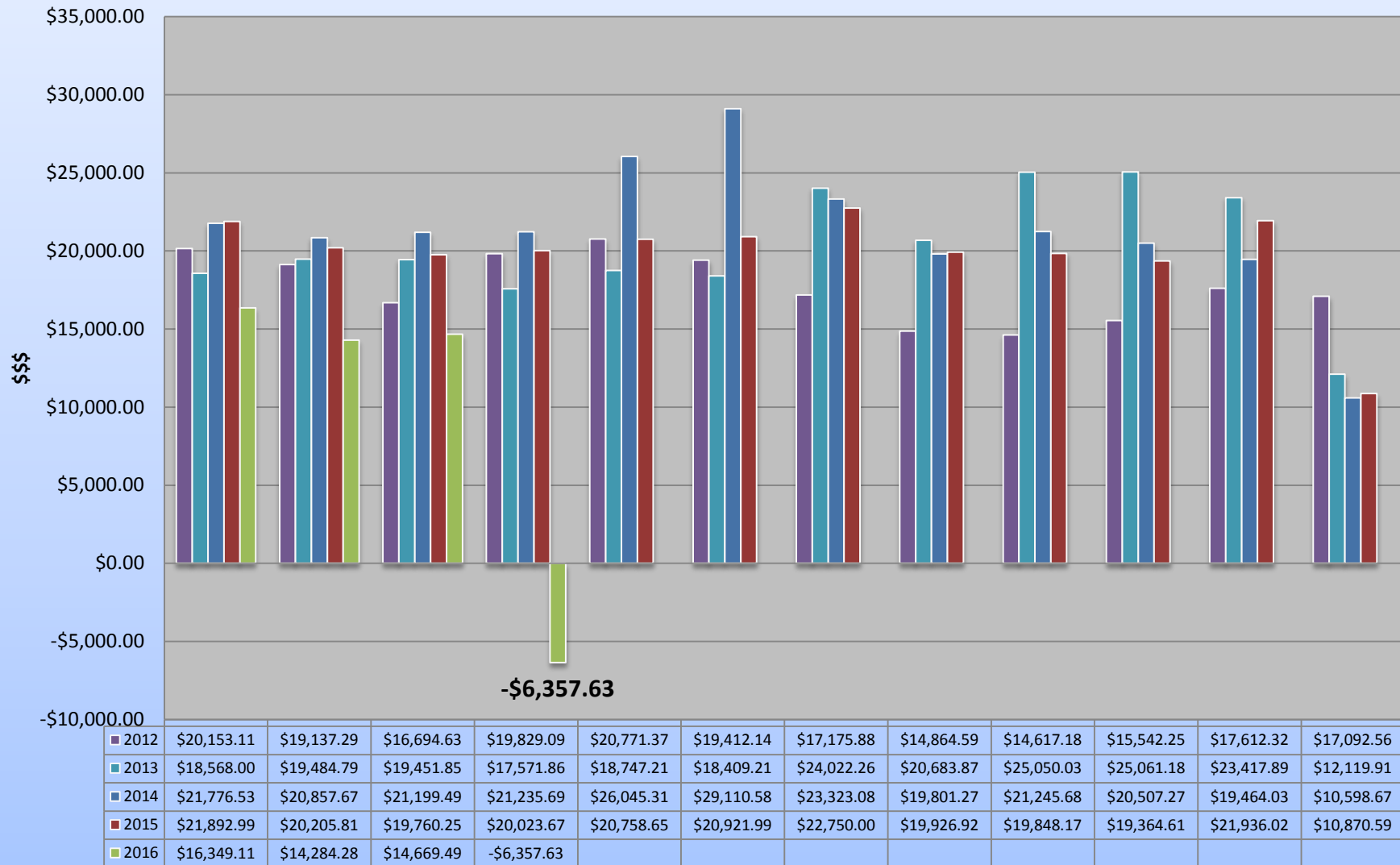
Revenue Over Time - Fund 15 (HCC)



Expenses Over Time - Fund 15 (HCC)



Utilities by Month



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	\$50,711.03	\$54,134.49	\$58,809.10	\$61,240.71	\$2,431.61	4.13%	
			Personal Property Tax	11-5112	\$14,440.12	\$13,670.46	\$20,446.75	\$17,382.54	-\$3,064.21	-14.99%	
			Merchants/Replacement Tax	11-5113	\$13,406.29	\$13,239.02	\$13,934.16	\$13,436.63	-\$497.53	-3.57%	
			Corporate/RR/Utility Tax	11-5117	\$1,063.39	\$1,294.28	\$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	\$5,543.37	\$3,637.11	\$4,700.88	\$5,849.57	\$1,148.69	24.44%	
			Shooting Range Revenue	11-5309	\$533.00	\$550.00	\$575.00	\$300.00	-\$275.00	-47.83%	
			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	\$1,378.25	\$2,175.77	\$2,147.18	\$1,539.78	-\$607.40	-28.29%	
			Recreational Programs	Misc. Recreation Programs	11-5418	\$27,819.08	\$34,404.04	\$30,232.00	\$37,106.00	\$6,874.00	22.74%
			Misc. Income	Miscellaneous	11-5510	\$5,660.00	\$7,765.87	\$5,732.09	\$5,925.00	\$192.91	3.37%
				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	\$500.00	\$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	\$21.63	\$38.30	\$65.66	\$27.36	71.44%
			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	\$117,704.15	\$104,693.75	\$88,731.25	\$101,416.65	\$12,685.40	14.30%
				Transfer from Other Funds	11-5931	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Parks Revenue Total					\$239,994.96	\$236,247.06	\$227,667.85	\$245,855.05	\$18,187.20	7.99%	
Parks Expenses	Park Maintenance	Personnel Services			\$106,015.11	\$107,049.08	\$122,636.09	\$123,848.02	\$1,211.93	0.99%	
		Contractual Services			\$19,383.58	\$23,619.52	\$22,460.51	\$14,828.95	-\$7,631.56	-33.98%	
		Commodities			\$26,805.02	\$20,037.31	\$21,545.34	\$27,174.48	\$5,629.14	26.13%	
		Other Charges			\$24,983.40	\$53,641.40	\$9,875.70	\$10,117.90	\$242.20	2.45%	
		Capital Outlay			\$1,704.00	\$0.00	\$20,475.00	\$20,330.00	-\$145.00	-0.71%	
	Capital Projects				\$751.41	\$1,705.00	\$0.00	\$0.00	\$0.00		
Parks Expenses Total					\$179,642.52	\$206,052.31	\$196,992.64	\$196,299.35	-\$693.29	-0.35%	
Expenses Less Capital Projects					\$178,891.11	\$204,347.31	\$196,992.64	\$196,299.35	-\$693.29	-0.35%	

Total Variances	(Capital Projects removed from Expenses)	-\$178,891.11	\$35,647.65	\$30,675.21	\$49,555.70	\$18,880.49	61.55%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	77.73%	71.90%	69.94%	75.65%	5.71%	8.16%

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	\$117,704.15	\$104,693.75	\$88,731.25	\$101,416.65	\$12,685.40	14.30%
☐ Parks Expenses	☐ Park Maintenance	☐ Other Charges	☐ Office Facilities & Services	11-6-1125-0430	\$21,556.25	\$21,375.00	\$5,689.60	\$6,055.85	\$366.25	6.44%

Attachment: Parks Financials (2225 : Month & YTD Financial Report)

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

Fund	ODP - 13									
Rev./Exp.	(All)									
Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	Variance	% of Change
▢ ODP Revenue	▢ Detailed Revenue	▢ Charges for Service	▢ Concessions Aquatic Center	13-5334	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	
			▢ Lifeguard Uniform Revenue	13-5337	\$0.00	\$0.00	\$10.00	\$0.00	-\$10.00	-100.00%
			▢ Pool Season Passes	13-5336	\$7,438.00	\$11,392.00	\$7,452.00	\$7,890.00	\$438.00	5.88%
			▢ Swimming Pool Use Fee	13-5333	\$1,611.00	\$5,805.50	\$1,798.65	\$3,244.00	\$1,445.35	80.36%
		▢ Misc. Income	▢ Miscellaneous	13-5510	\$0.00	\$761.50	\$6,384.88	\$10,359.00	\$3,974.12	62.24%
			▢ Donations	13-5537	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	
			▢ Taxable Miscellaneous	13-5509	\$819.53	\$2,468.31	\$884.46	\$1,094.03	\$209.57	23.69%
		▢ Interest	▢ Interest Income	13-5815	\$195.97	\$161.79	\$0.00	\$0.00	\$0.00	
		▢ Other Rev. Sources/Trans	▢ Transfer from Other Funds	13-5931	\$13,860.40	\$9,622.90	\$0.00	\$0.00	\$0.00	
ODP Revenue Total					\$24,424.90	\$30,252.00	\$16,529.99	\$22,587.03	\$6,057.04	36.64%
▢ ODP Expenses	▢ Aquatics Center	⊞ Personnel Services			\$3,612.88	\$3,661.03	\$3,319.17	\$1,258.87	-\$2,060.30	-62.07%
		⊞ Contractual Services			\$23,193.93	\$6,333.74	\$7,307.83	\$8,294.45	\$986.62	13.50%
		⊞ Commodities			\$9,950.89	\$5,374.99	\$10,035.60	\$4,505.88	-\$5,529.72	-55.10%
		⊞ Other Charges			\$19,259.50	\$16,037.60	\$5,366.75	\$5,356.15	-\$10.60	-0.20%
		⊞ Capital Outlay			\$4,050.00	\$0.00	\$1,242.75	\$0.00	-\$1,242.75	-100.00%
		⊞ 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					\$60,067.20	\$31,407.36	\$27,272.10	\$19,415.35	-\$7,856.75	-28.81%
Expenses Less Capital Projects					\$60,067.20	\$31,407.36	\$27,272.10	\$19,415.35	-\$7,856.75	-28.81%

Total Variances	(Capital Projects removed from Expenses)	-\$35,642.30	-\$1,155.36	-\$10,742.11	\$3,171.68	\$13,913.79	-129.53%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	24.72%	121.62%	70.14%	144.09%	73.95%	105.42%

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	\$13,860.40	\$9,622.90	\$0.00	\$0.00	\$0.00	#DIV/0!
ODP Expenses	Aquatics Center	Other Charges	Office Facilities & Services	13-6-1124-0430	\$17,327.10	\$14,445.85	\$3,706.25	\$3,739.60	\$33.35	0.90%

Attachment: ODP Financials (2225 : Month & YTD Financial Report)

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

Fund		HCC - 15								
Rev./Exp.		(All)								
Title	Division	Section	Account Name	Account #	2013	2014	2015	2016	Variance	% of Change
HCC Revenue	Detailed Revenue	Charges for Service	Alcohol Application Fees	15-5358	\$8.00	\$0.00	\$25.00	\$25.00	\$0.00	0.00%
			Annual Memberships	15-5351	\$230,877.78	\$252,091.08	\$235,123.82	\$230,708.55	-\$4,415.27	-1.88%
			Office Facilities & Services	15-5331	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Daily Passes	15-5350	\$28,851.00	\$26,146.00	\$28,712.00	\$27,936.00	-\$776.00	-2.70%
			Overtime Fees	15-5356	\$498.50	\$334.50	\$202.50	\$317.25	\$114.75	56.67%
			Room Rental	15-5354	\$18,277.10	\$19,332.50	\$20,222.75	\$19,106.25	-\$1,116.50	-5.52%
			Senior Rent	15-5352	\$2,756.25	\$2,866.49	\$2,894.05	\$2,315.24	-\$578.81	-20.00%
			Special Events	15-5355	\$1,800.00	\$1,730.00	\$2,725.00	\$3,155.00	\$430.00	15.78%
			Swim Team Rent	15-5353	\$5,825.00	\$3,110.00	\$2,960.00	\$4,730.00	\$1,770.00	59.80%
			Tot Watch Fees	15-5359	\$1,434.00	\$1,849.00	\$1,490.00	\$1,370.00	-\$120.00	-8.05%
			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	\$4,200.00	\$3,325.00	\$3,825.00	\$915.00	-\$2,910.00	-76.08%
			Dodgeball	15-5419	\$1,422.00	\$300.00	(\$150.00)	\$0.00	\$150.00	-100.00%
			Dog Obedience	15-5401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Fitness Classes	15-5421	\$11,836.33	\$13,466.70	\$9,083.89	\$10,689.11	\$1,605.22	17.67%
			Lifeguard Training	15-5425	\$2,190.00	\$2,815.23	\$2,036.06	\$2,715.00	\$678.94	33.35%
			Men's 5 on 5 Basketball	15-5417	\$0.00	\$3,250.00	\$2,312.00	\$3,000.00	\$688.00	29.76%
			Men's Softball	15-5414	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Misc. Recreation Programs	15-5418	\$25,090.00	\$20,200.61	\$18,611.25	\$16,134.02	-\$2,477.23	-13.31%
			Sand Volleyball	15-5412	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Swim Lessons	15-5423	\$4,200.00	\$3,568.07	\$4,336.39	\$3,664.29	-\$672.10	-15.50%
			Swim Team	15-5426	\$3,845.00	\$1,956.94	\$1,081.25	\$600.00	-\$481.25	-44.51%
			Water Aerobics	15-5422	\$1,433.80	\$1,025.50	\$807.50	\$1,176.25	\$368.75	45.67%
			Women's Volleyball	15-5420	\$1,955.00	\$2,858.32	\$700.00	\$1,750.00	\$1,050.00	150.00%
			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	\$7,050.00	\$7,080.00	\$5,470.00	\$4,290.00	-\$1,180.00	-21.57%
			Miscellaneous	15-5510	\$1,196.00	\$4,315.72	\$1,320.92	\$1,100.00	-\$220.92	-16.72%
			Auction & Surplus Sales	15-5535	\$0.00	\$0.00	\$1,810.50	\$950.00	-\$860.50	-47.53%
			Cancellation Fee	15-5522	\$225.00	-\$175.00	(\$75.00)	\$0.00	\$75.00	-100.00%
			Donations	15-5537	\$0.00	\$0.00	\$493.00	\$30.00	-\$463.00	-93.91%
			Massage Therapist	15-5523	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			On-Site Sales Commission	15-5519	\$969.66	\$1,004.53	\$1,050.18	\$728.18	-\$322.00	-30.66%
			Personal Trainer	15-5521	\$27,137.00	\$15,965.00	\$3,694.00	\$4,500.00	\$806.00	21.82%
			Preferred Vendors	15-5515	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Short & Over	15-5516	\$24.51	\$47.66	\$14.10	\$14.01	-\$0.09	-0.64%
			Sponsors	15-5520	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	

Attachment: HCC Financials (2225 : Month & YTD Financial Report)

HCC Revenue	Detailed Revenue	Misc. Income	☐Taxable Misc.	15-5509	\$109.18	\$1,030.22	\$665.00	\$914.89	\$249.89	37.58%
		☐Intergovernmental	☐Grants & Entitlements	15-5626	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		☐Interest	☐Interest Income	15-5815	\$739.45	\$272.87	\$20.68	\$23.68	\$3.00	14.51%
			☐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	\$50,416.65	\$221,394.00	\$0.00	\$0.00	\$0.00	
HCC Revenue Total					\$435,619.48	\$611,160.94	\$351,461.84	\$343,257.72	-\$8,204.12	-2.33%
☐HCC Expense	⊕Administration				\$218,809.85	\$202,198.90	\$140,597.40	\$144,904.72	\$4,307.32	3.06%
	⊕Aquatics Center				\$74,130.54	\$48,830.08	\$54,811.41	\$60,354.89	\$5,543.48	10.11%
	⊕Recreation Programs				\$91,995.51	\$77,581.19	\$78,848.30	\$78,568.00	-\$280.30	-0.36%
	⊕Building & Grounds				\$182,654.50	\$183,593.44	\$181,080.52	\$146,047.89	-\$35,032.63	-19.35%
	⊕Capital Projects				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
HCC Expense Total					\$567,590.40	\$512,203.61	\$455,337.63	\$429,875.50	-\$25,462.13	-5.59%

Total Variances	(Capital Projects removed from Expenses)	-\$131,970.92	\$98,957.33	-\$103,875.79	-\$86,617.78	\$17,258.01	-16.61%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	76.34%	84.99%	79.66%	82.68%	3.02%	3.79%

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	\$50,416.65	\$221,394.00	\$0.00	\$0.00	\$0.00	#DIV/0!
☐ HCC Expense	☐ Administration	☐ Other Charges	☐ Office Facilities & Services	15-6-0103-0430	\$63,020.85	\$53,627.10	\$14,152.10	\$14,729.60	\$577.50	4.08%