



**AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
DECEMBER 13, 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 - October 11, 2016**
- V. Parks and Recreation Department**
 - 1. Director Report - Month End Report**
 - 2. Parks Sales Tax Update**
 - 3. Trap & Skeet Range Update**
 - 4. HCC 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 7th day of December

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: December 7, 2016
SUBJECT: Park Board Minutes - October 11, 2016

Type of Item: *Approval*

Action Item (ID # 2402)

Park Board Minutes - October 11, 2016

Attachments:

October 11, 2016 (PDF)

**HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER**

October 11, 2016

6:00 P.M.

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:01 p.m. by Acting Chairman Cathy Faris.

MEMBERS PRESENT: Acting Chairman Cathy Faris, Julie Weedman, Ed Roberts, Don Allen, & Clint Miller

ABSENT: Chairman Brent Caruthers, David Atkinson, Dr. Martin Parks, & Phil Rogers

OTHER PRESENT: Mayor Brian Hasek, Parks & Recreation Director Chris Deal, & Recreation Coordinator of Member Services Amy Fuller

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Acting Chairman Cathy Faris asked for a motion to approve the minutes from the September 13, 2016 regular session. Mr. Roberts moved to approve the minutes of the September 13, 2016 Park Board meeting. The motion was seconded by Mr. Allen and approved unanimously by a voice vote of those present, 5-0.

DIRECTOR'S REPORT:

Director Deal reported that the Outdoor Pool leak has been located by the slide area. Mr. Deal stated it looks as though we may be able to fix the leak with a sleeve over the pipe. A pressure test will be performed after the sleeve has been placed onto the pipe to see if there are any additional leaks. Director Deal will keep the Park Board informed of any new developments.

Director Deal stated that the accessible playground equipment, purchased with the Rotary Club donation, has been ordered for City Park and will be placed near Shelter #2 once it arrives. Mr. Deal stated that the equipment ordered includes an elevated sand table, a generation swing that an adult and child can sit on together and another swing like the one that is currently out there now.

Director Deal stated that preparations are in full swing for this year's Haunted Hayrides that will be held on Fri., Oct., 28th & Sat., Oct. 29th along with Pumpkin Painting that will be held on Sun., Oct. 30th.

PARK SALES TAX:

Director Deal stated that he has provided the Park Board members with an updated timeline on the Parks Sales tax extension issue. Mr. Deal stated that the Parks & Recreation Sales Tax Brochure was made available out to the public at the HPR booth during the Burnt District Festival and is now available out at the front desk as well.

Director Deal informed Mayor Hasek that staff is requesting a work session on November 21st so that the Board of Alderman can see the final ballot question and make any final adjustments if deemed necessary. Mr. Deal stated that the final reading & request for approval of the ballot language from the Board of Alderman will be held on December 5, 2016.

Director Deal stated that the Park Board Finance and Personnel Committee met last week to discuss the Parks Sales Tax issue and formation of a campaign committee. Mayor Hasek stated that he is in full support regarding this issue and committee. Director Deal was thankful and stated that he appreciated the Mayor's support very much.

HCC & ODP MEMBERSHIP REPORT:

Director Deal reported that memberships are down as compared to this same time last year. Mr. Deal stated that from the cancellation forms received, departing members are stating that they are not using the facility, have moved or can no longer financially afford a membership. Director Deal stated that from his experience the pendulum swings from time to time and it is hard to know all the reasons why, but staff will continue to provide the best services that we can to retain and attract new members to the facility. Mr. Deal stated that hopefully the expansion of our weekly hours to open at 5am starting in January, 2017 along with our annual membership drive in December will help us gain back additional members. Director Deal stated that daily passes, class registrations and rentals are all up from this same time last year.

MONTH & YTD FINANCIAL REPORT:**HCC FUND:**

Director Deal reported:

- Overall revenue is down from this same time as last year
 - o Membership revenue is down from this same time last year as reported with losses in our Adult & Family memberships likely in large part to the opening of a new fitness facility in town
- Overall expenses are down from this same time last year due in large part to the credit we received for back taxes that were paid to Missouri Gas Energy in error

PARK FUND:

Director Deal reported:

- Overall revenue is down from this same time last year
 - o This is due to the timing of the transfer from the sales tax
- Overall expenses are steady from this same time last year

ODP FUND:

Director Deal reported:

- Overall revenue ended the season up over last year
 - o Day Passes, Season Passes & Concession sales were all up from last year
- Overall expenses ended the season up over last year
 - o Increased expenses due to hosting the South Suburban Swim Meet Finals & additional staffing expenses due to less rain days than budgeted this season

OTHER BUSINESS:

Mr. Roberts stated that the Steve Kagarice Basketball Courts Dedication ceremony went very well.

Mr. Allen inquired about the concrete repair work that was going on out front of the building. Director Deal stated that staff is completing the repairs in-house, which is saving the facility thousands of dollars.

Mayor Hasek stated that money has been budgeted for 2017 out of the General Fund for the resurfacing of the Community Center Parking lot.

ADJOURN:

A motion to adjourn the meeting of the Park Board was made by Mr. Miller, seconded by Ms. Weedman and approved unanimously by a voice vote of those present, 5-0. The meeting adjourned at 6:20pm. The next meeting is scheduled for November 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 November, 2016.



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: December 7, 2016
SUBJECT: Director Report - Month End Report

Type of Item: *Report*

Discussion Item (ID # 2403)

Director Report - Month End Report

Attachments:

November 2016 Monthly Report (PDF)

Monthly Report – Harrisonville Parks & Recreation

November
2016

Membership Statistics:

- **Total HCC Memberships** = 2,310
- **Total Number of HCC Members** = 3,822
- **Total Monthly Visits (HCC)** = 6,547
- **Most Popular Day (HCC)** = Monday, November 21st (339 visits)

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

- **Community Center Overall Revenue (\$809,273.79)** down by \$93,769.65, 10.38% from this time last year
 - o **Transfer from Other Funds** – Continues to be down by \$46,632.50 from this same time last year – additional transfers to this account are anticipated before year-end
 - o **Annual Membership Revenue** is down by \$35,493.26, 7.07% from this time last year
 - o **Daily Passes, Special Events, Swim Team Rent, Lifeguard Training, Men's 5 on 5 Basketball, Misc. Rec Programs, Swim Team, Water Aerobics & Women's Volleyball** all continue to be up from this time last year
 - o **Room Rental, Coed Volleyball, Fitness Classes, Swim Lessons, Activation Fee, Miscellaneous** - Down by \$26,508.69 from last year due to a lightning strike insurance claim refund received in November, 2015, **Auction & Surplus Sales & Personal Training** are all down from this time last year
- **Community Center Overall Expenses (\$1,016,236.37)** are down by \$34,272.47, 3.26% from this time last year again due mostly to utility savings
- **Cost Recovery for Community Center ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 75.26%
- **Parks Overall Revenue (\$425,575.08)** down by \$27,827.86, 6.14% from this time last year
 - o **Transfer from Other Funds** – Operating Support Transfer from the General Fund continues to be down by \$42,692.12 from this time last year, which once again is what accounts for all of the decrease in revenue as we are up in other key revenue areas
 - o **Misc. Rec Program revenue** remains up by \$10,423.25, **Rental Income** is up by \$2,515.12 & **Miscellaneous Income** is up by \$3,191.91
- **Parks Expenses (\$462,135.42)** remain very close to the same as this time last year
- **Cost Recovery for Parks ytd. (non-inclusive of Admin. Fee, General Fund Transfers or Capital Projects)** = 45.56%
- **ODP Overall Revenue (\$148,141.74)** closed the season up by \$16,850.22, 12.83% over last year
- **ODP Overall Expenses (\$174,122.83)** are up from this time last year by \$17,716.45, 11.33% due to costs for hosting the 2016 SSSL Finals, costs for additional water expenses related to the pool leak, additional staffing costs

Monthly Report – Harrisonville Parks & Recreation

due to having less rain days this season than budgeted & the costs to repair the ODP leak faulty piping

- **Cost Recovery for ODP ytd. = 89.30%**

Business & Marketing

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

- Posted photos of the new accessible playground equipment at City Park (thanks to the Harrisonville Rotary Club's donation) on Facebook
- Promoted our Annual Holiday Craft Show held on Sat., Dec. 3rd throughout the City with banners and flyers marketing the event
- Posted photos from our Holiday Craft Show, including the photos with Santa on Facebook
- Created December membership drive promotional ads to run in the Pleasant Hill Times & Cass County Democrat newspapers
- Created flyers for our December Membership Drive & Holiday Open House, Winter Break Camp Days, Holiday Swim Lessons & Zumba Holiday Dance Party
- Decorated the Mayor's Christmas Tree on the square and promoted the Christmas on the Square activities throughout the facility and on social media
- Created high-quality December 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 (**2,227 followers on FB to date**) & Twitter to inform our community about our programs and activities

Special Events

- Hosted our Annual Holiday Craft Show & Holiday Open House on Sat., Dec. 3rd
 - o 35 vendors on site
 - o Entertainment provided by Connie White's School of Dance & McEwen Elementary School Choir
 - o Photos with Santa & Mrs. Claus taken by MTM Photography
- Making plans for our upcoming Princess Ball (Father/Daughter Dance) to be held on Sat., Feb. 11th

Fitness

- Group Fitness Revenue for Fall Session I (11/7/16-12/18/16): \$2,492.01
- Total # of Group Fitness classes: 15
- Total # of Group Fitness Registrants: 98
- Youth Fitness Orientations Completed: 6
- Complimentary Fitness Orientations Completed: 4
- Personal Training Revenue: \$890.00

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

Staff spent time setting up the Christmas lights throughout City Park & putting up and assisting with decorating of the Mayor's Christmas tree. Staff also spent time:

- Finishing the final mowing for the year
- Cleaning up trails & debris
- Getting a new door installed on the tractor that was damaged during the Haunted Hayrides special event

Community Center & Outdoor Pool Maintenance

Staff spent time working on securing Building Supervisors for 2017 and learning the responsibilities of managing these new staff members. Other items to report:

- Training new HCC part-time maintenance staff member – Jesse Evans
- Working with contractor on plumbing repairs in men's restroom
- Working with contractor on pool heater repair to replace the fan motor
- Replacing lights throughout the facility
- Purchasing new vacuum for HCC maintenance
- Purchasing new fan for gym to use for line dancing group and other activities
- Replacing water filter in upstairs water fountain
- Replacing damage tile in Senior Center kitchen
- Working with electrician on estimates to replace emergency lights & to replace outlets in Senior Center per MPR recommendations
- Finalizing the repairs to the leak at the Outdoor Pool
- Winterizing and turning the pumps at the Outdoor Pool

Recreation

Staff spent time continuing to manage the Before & After School Fit Kids Program and Day Camp Days. Staff also worked on the Youth Basketball program including assigning coaches, attending a game scheduling meeting with the South Metro Sports League, holding the draft to select teams, & working on securing sponsors for the program. Other items to report:

- Tiny Tikes Basketball program continues thru Dec. 15th – 12 registered for program
- Youth Basketball –168 registered; 18 teams + 3 Kindergarten teams

Aquatics

Staff spent time continuing to handle youth & adult sports programs while the Recreation Coordinator of Athletics & Concessions is on maternity leave. Other items to report:

- Hosted Ray-Pec Boys & Girls swim meets
- Worked on Youth Basketball program
 - o Recruited coaches for the 18 teams
 - o Prepared for Youth Basketball game scheduling meeting and draft
 - o Worked on securing sponsors for the teams
- Completed contractual staff check requests

Monthly Report – Harrisonville Parks & Recreation**November
2016****Membership**

Staff spent time assisting with the Annual Holiday Craft Show & setting up for the Holiday Open House/Free Day held on Sat., Dec. 3rd. Other items to report:

- Ran November Membership Installment Billings – total billed amount \$23,965.95
- Renewed November monthly installment memberships: 26
- Received October's SilverSneakers Fitness Membership Payment: \$2,901.00
- Invoiced Corporate Accounts (CITY, CASGV, HSD, CRMC & QuikTrip) for Monthly Memberships: \$5,977.77
- Invoiced "Group Visits" - Organizations (Aaron's House, Grand River Residential, Heritage Residential, SERC): \$354.00
- Completed Building Rentals at HCC & All Parks Facilities, amount collected for October: \$3,768.50



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: December 7, 2016
SUBJECT: Parks Sales Tax Update

Type of Item: *Report*

Discussion Item (ID # 2404)

Parks Sales Tax Update



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: December 7, 2016
SUBJECT: Trap & Skeet Range Update

Type of Item: *Report*

Discussion Item (ID # 2405)

Trap & Skeet Range Update

Attachments:

Memo on Trap Skeet Lease to Park Board 2016 (PDF)

MEMO

TO: Parks and Recreation Board

CC: Mayor Hasek, Mike Tholen, Acting City Administrator

FROM: Chris Deal, Parks and Recreation Director

SUBJECT: Trap & Skeet Lease Agreement (Terminate or Renegotiate)

DATE: December 13, 2016

I have received a lease cancellation notice from Brandon Plunkett, owner and operator of the All Seasons Gun & Archery Club, which is the current tenant for the Harrisonville Trap & Skeet Shooting Range. In his letter he states that he wishes to **“terminate or renegotiate”** the lease agreement at the shooting range. The range is now closed until further notice.

In short, Mr. Plunkett has stated that after much capital investment and advertisement, there is little to no public participation at the shooting range. Mr. Plunkett feels that this is because the last owner collected annual membership payments from the club members & then closed the course shortly afterwards without providing any refunds. Because of this the shooters now attend other shooting clubs in the surrounding area (Adrian and Lake Lotawana) and Mr. Plunkett cannot afford to keep the course open.

In regards to a **“renegotiation”** of the lease, Mr. Plunkett is proposing to run his Archery Club year round, along with special events such as shooting contests where the public would be invited. However, he would not be open to the public on a weekly basis any longer, thereby eliminating the overhead expenses he is incurring in the operation of the range. With this proposal, Mr. Plunkett would continue to pay the \$300 a month as stated in the lease agreement.

With the news of the range closing, staff has received a couple calls from individuals interested in the shooting range, one is from Garden City the other is from Raymore. However, I have informed the interested parties that there is no longer trap & skeet throwing machines provided by the City as these machines are no longer functioning. With this news being shared, I have not heard back from either of the interested parties for a couple weeks now. The throwing machines were 20 years old and provided by the Missouri Dept. of Conservation through a grant program. MDC has been informed of our machines being out of commission and they informed me that they are no longer continuing their throwing machine grant program in the State of Missouri. Mr. Plunkett provided his own throwing machines for the current operation of the shooting range and therefore those would leave with him in the termination of the lease.

I am listing below the two options that I see viable for us to consider at this time, along with staff's recommendation:

Option 1: The lease agreement allows for an amendment of the current lease and this could be restructured as suggested by Mr. Plunkett. This would ensure the Parks & Recreation Department of continued revenue from the Trap & Skeet Range, which is budgeted at \$300 a month in 2017.

Option 2: Terminate the lease agreement and rebid the Trap & Skeet Range for interested parties to run the shooting range. However, this lease would have to include requiring that the interested parties provide their own Trap & Skeet throwing machines; which cost approximately \$5,000 each.

Staff's recommendation is to go with Option 1 because most of the shooters have gone to other clubs and there is no guarantee on their return. Nor is there any guarantee of the attempted success from a new tenant. With the current tenant, we will continue to receive the \$300 a month through an amended agreement, which is budgeted revenue for 2017. In addition, there will be public participation at special events or for those who wish to join the Archery Club. Staff looks forward to the Park Board discussion and policy direction going forward. Thank you.



TO: Park Board
FROM: Chris Deal, Parks Director
DATE: December 7, 2016
SUBJECT: HCC Membership Report

Type of Item: *Report*

Discussion Item (ID # 2406)

HCC Membership Report

Attachments:

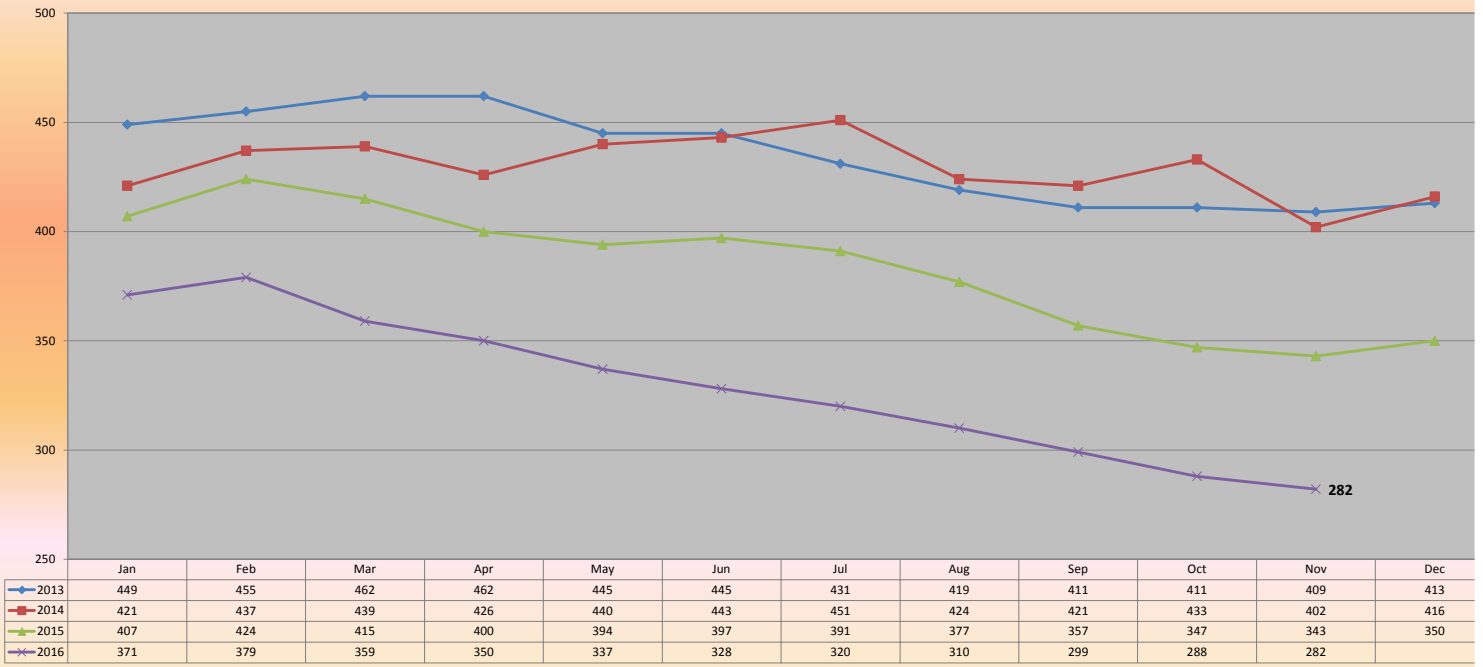
Membership Statistics - Chart(PDF)

HCC Membership Statistics - Graphs(PDF)

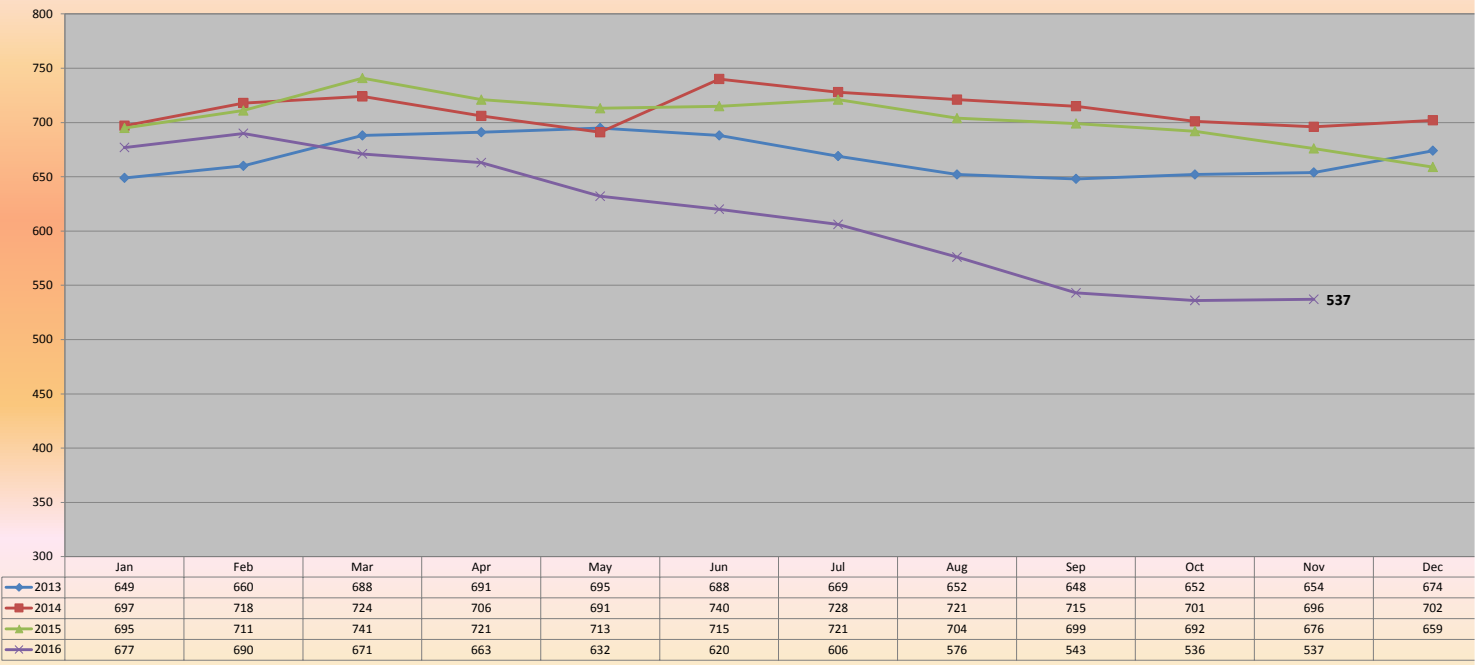
HPR Membership Tracking
3-Year Period
Park Board Meeting: December 13, 2016

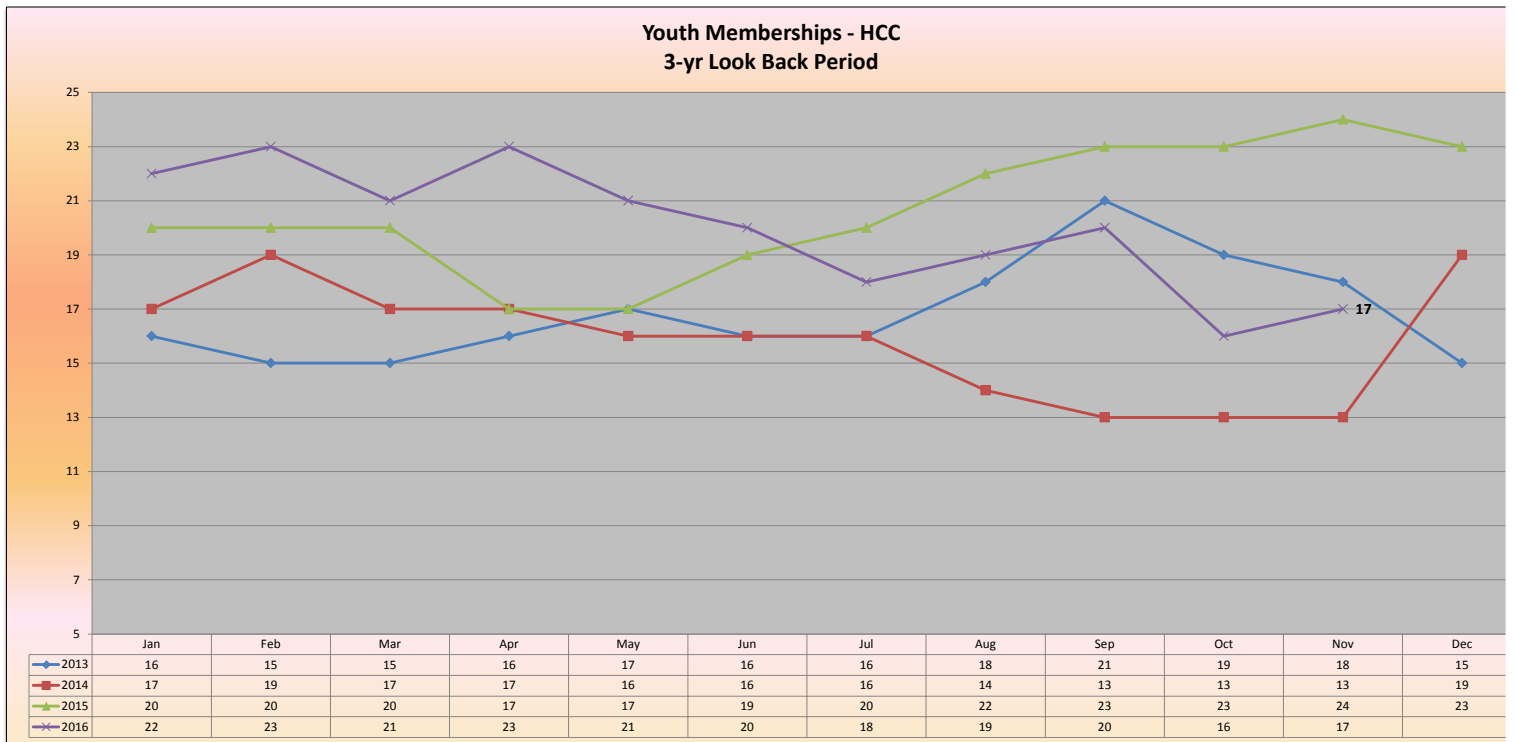
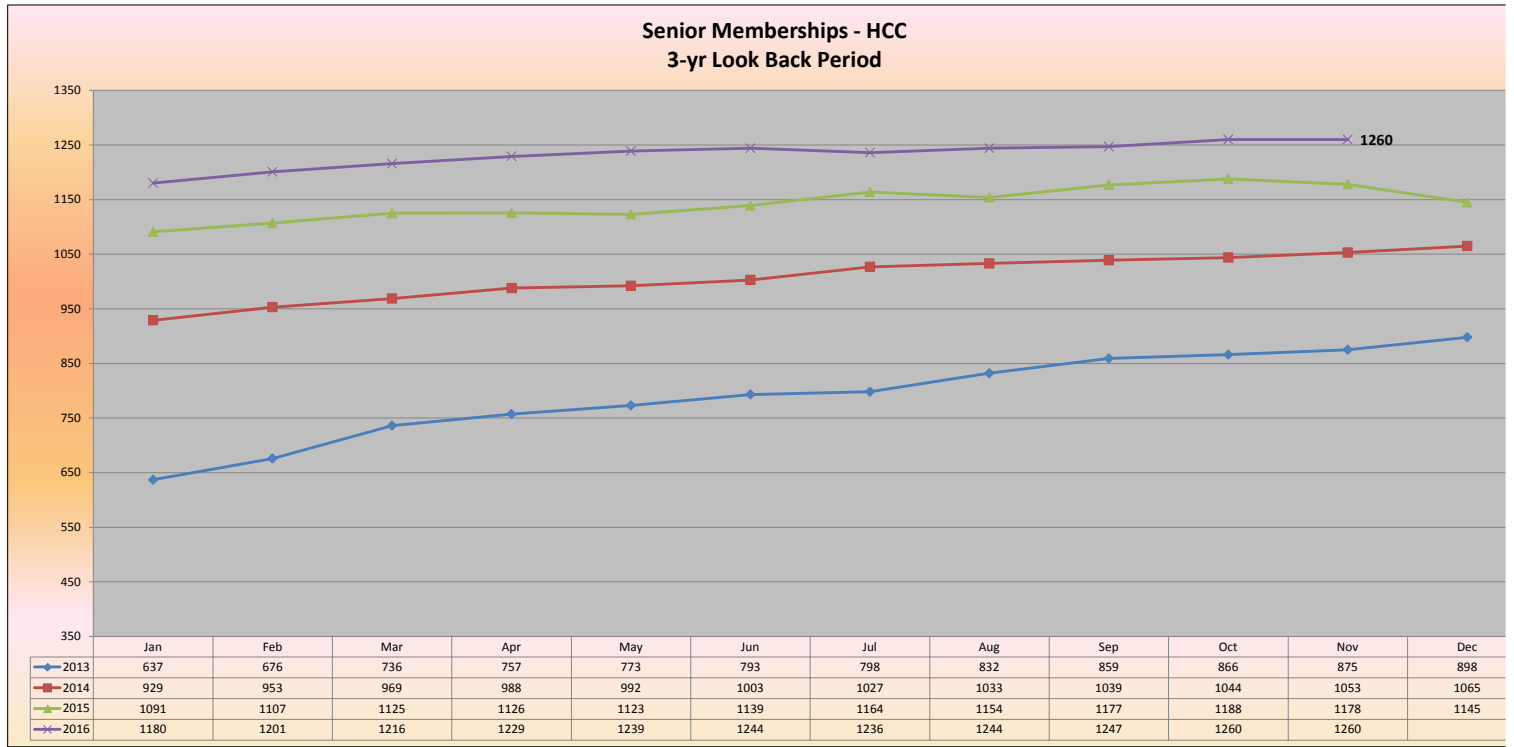
Values																	
Month / Year	Adult	Adult-90	Adult-ODP	Family	Fam-ODP	Youth	Youth-90	Yth - ODP	Senior	Sen-90	Sen Cpl	Sneakers	Sen-ODP	PLUS1	10Punch	HCC Mem	ODP Mem
Jan																	
2014	380	41	0	697	0	15	2	0	222	5	110	592	0	55	0	4251	0
2015	381	26	0	695	0	19	1	0	213	1	115	762	0	57	0	4345	0
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 %
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	301	27	3	620	142	20	0	28	206	3	102	933	4	39	64	4161	761
% Difference/yr	-18.43%	-3.57%	-25.00%	-13.29%	33.96%	5.26%	0.00%	-26.32%	4.04%	-25.00%	-12.07%	13.64%	300.00%	-20.41%	-15.79%	-5.47 %	25.79 %
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	292	28	4	606	148	18	0	29	199	1	100	936	4	38	82	4066	802
% Difference/yr	-19.11%	-6.67%	0.00%	-15.95%	37.04%	-10.00%	0.00%	-23.68%	-2.93%	-75.00%	-15.97%	11.96%	300.00%	-29.63%	105.00%	-8.59 %	31.69 %
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	287	23	4	576	148	18	1	29	201	2	100	941	4	35	83	3965	803
% Difference/yr	-20.06%	27.78%	0.00%	-18.18%	37.04%	-18.18%	0.00%	-23.68%	1.01%	-50.00%	-9.09%	11.89%	300.00%	-22.22%	937.50%	-9.85 %	31.86 %
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	279	20	0	543	0	19	1	0	204	2	97	944	0	35	0	3838	0
% Difference/yr	-18.42%	33.33%	0.00%	-22.32%	0.00%	-17.39%	0.00%	0.00%	-2.39%	-50.00%	-15.65%	11.19%	0.00%	-22.22%	0.00%	-11.49 %	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	266	22	0	536	0	15	1	0	208	2	99	951	0	36	0	3815	0
% Difference/yr	-20.60%	83.33%	0.00%	-22.54%	0.00%	-34.78%	0.00%	0.00%	-3.26%	-33.33%	-16.81%	11.75%	0.00%	-16.28%	0.00%	-11.34 %	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	262	20	0	537	0	16	1	0	204	1	101	954	0	34	0	3822	0
% Difference/yr	-19.88%	25.00%	0.00%	-20.56%	0.00%	-30.43%	0.00%	0.00%	-4.67%	-50.00%	-15.83%	13.30%	0.00%	-15.00%	0.00%	-9.52 %	0.00 %
% Diff. Prev. Mo.																	
2014	-6.88%	-11.54%	0.00%	-0.71%	0.00%	0.00%	0.00%	0.00%	1.40%	-66.67%	1.75%	0.84%	0.00%	-5.36%	0.00%	-0.75 %	0.00 %
2015	-2.39%	33.33%	0.00%	-2.31%	0.00%	0.00%	0.00%	0.00%	-0.47%	-33.33%	0.84%	-1.06%	0.00%	-6.98%	0.00%	-1.84 %	0.00 %
2016	-1.50 %	-9.09 %	0.00 %	0.19 %	0.00 %	6.67 %	0.00 %	0.00 %	-1.92 %	-50.00 %	2.02 %	0.32 %	0.00 %	-5.56 %	0.00 %	0.18 %	0.00 %
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 - HCC 3-yr Look Back Period



Family Memberships - HCC 3-yr Look Back Period







TO: Park Board
FROM: Chris Deal, Parks Director
DATE: December 7, 2016
SUBJECT: Month & YTD Financial Report

Type of Item: *Report*

Discussion Item (ID # 2407)

Month & YTD Financial Report

Attachments:

Revenue vs. Expenditures (PDF)

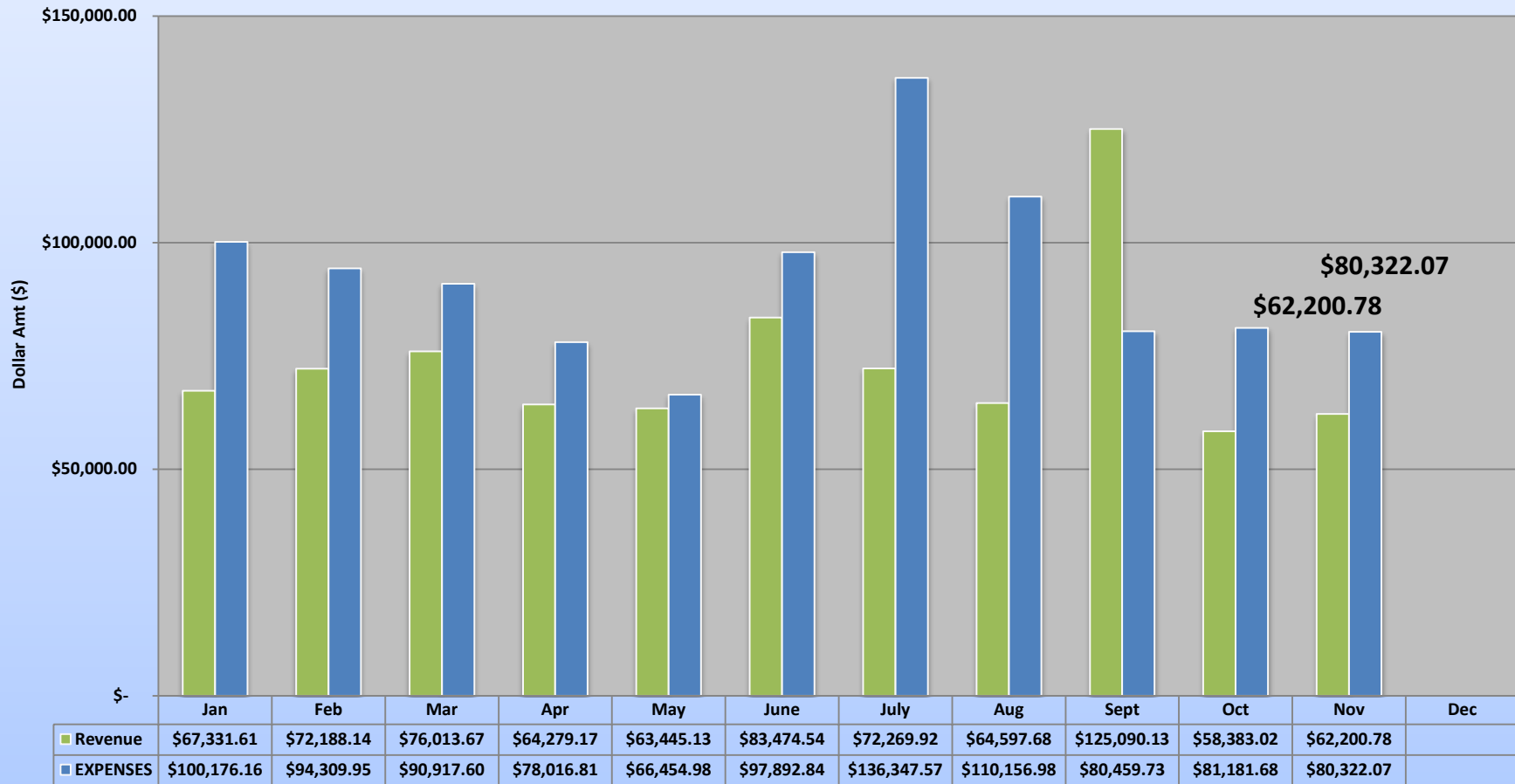
Utilities (PDF)

Parks Financials (PDF)

ODP Financials (PDF)

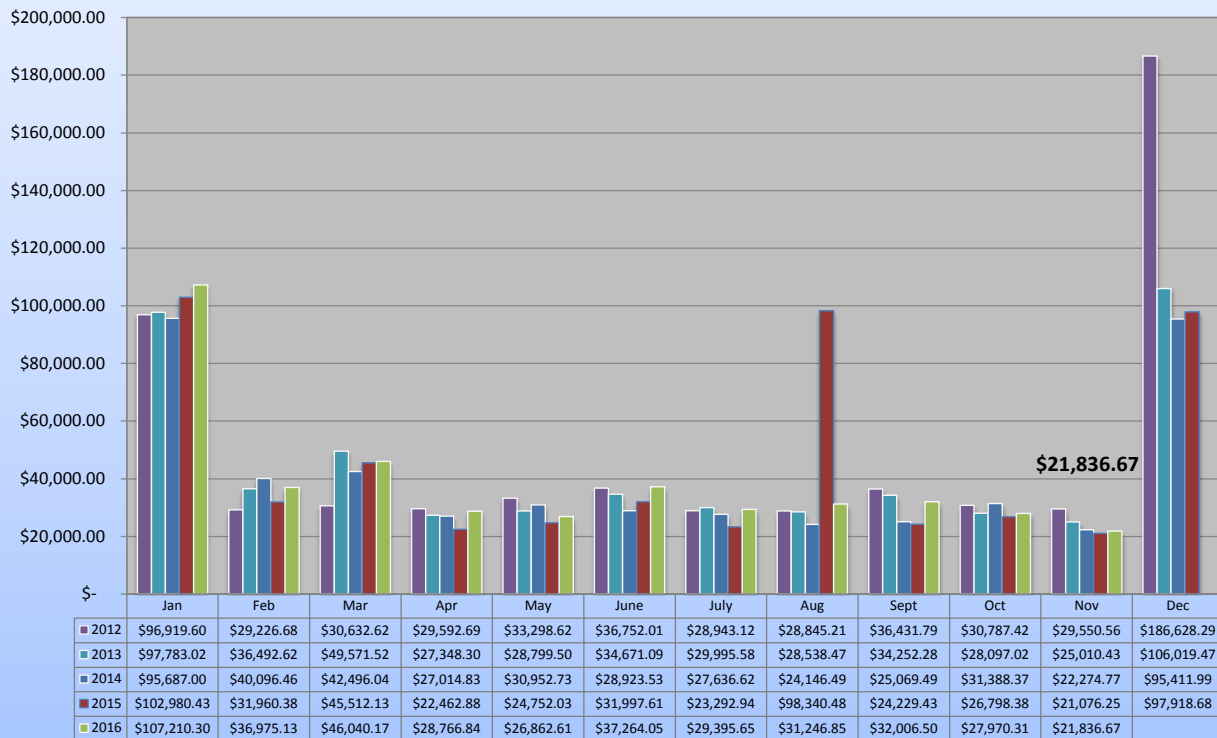
HCC Financials (PDF)

**Revenue Vs. Expenditures (HCC)
By Month-2016**

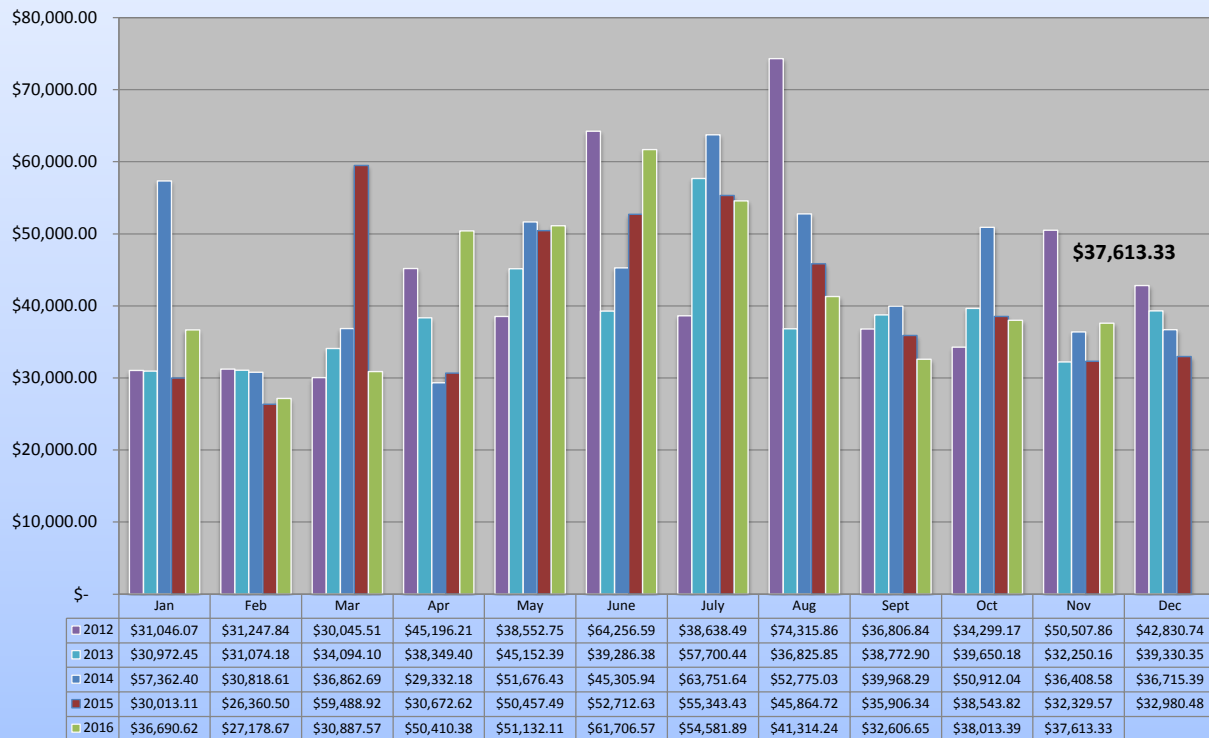


Attachment: Revenue vs. Expenditures (2407 : Month & YTD Financial Report)

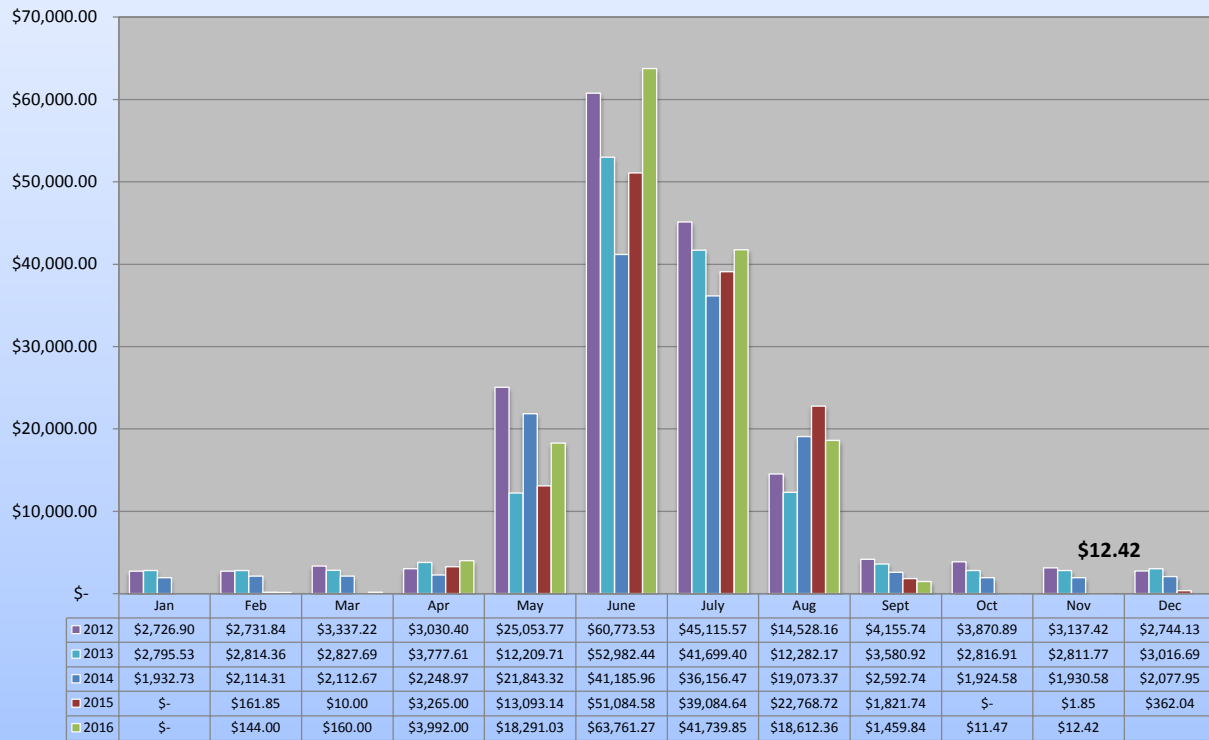
Revenue Over Time - Fund 11 (Parks)



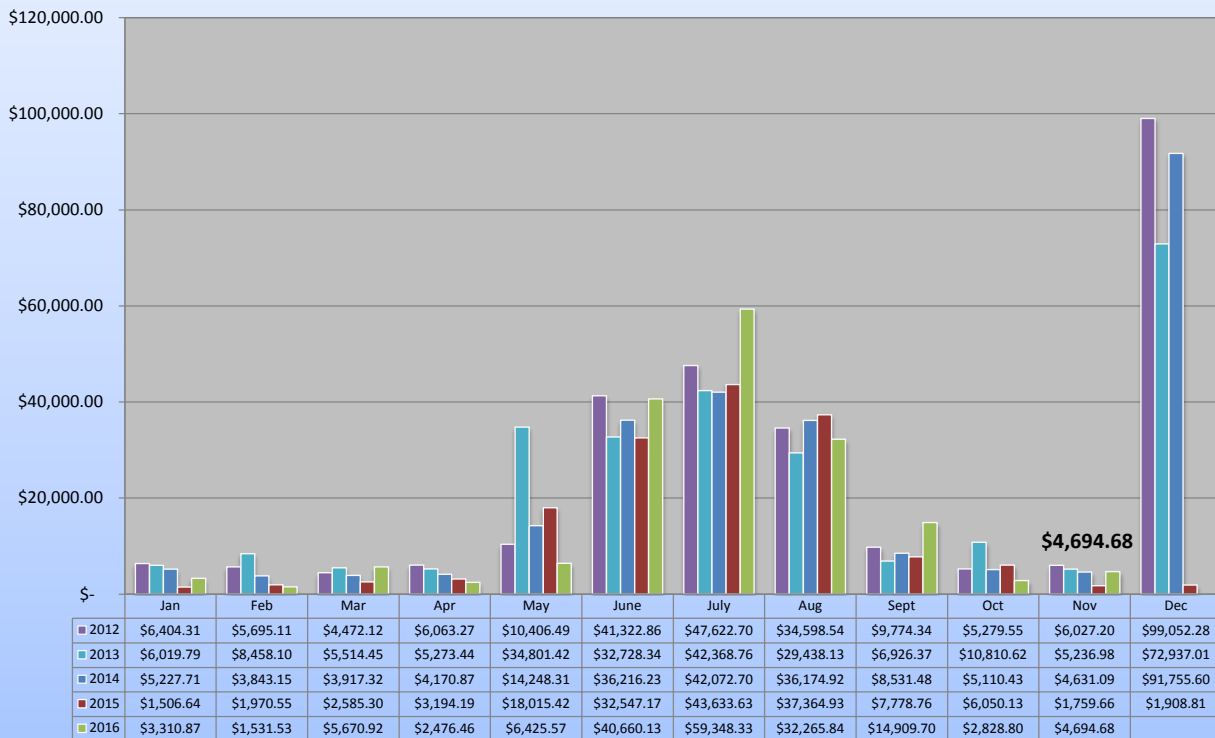
Expenses Over Time - Fund 11 (Parks)



Revenue Over Time - Fund 13 (ODP)

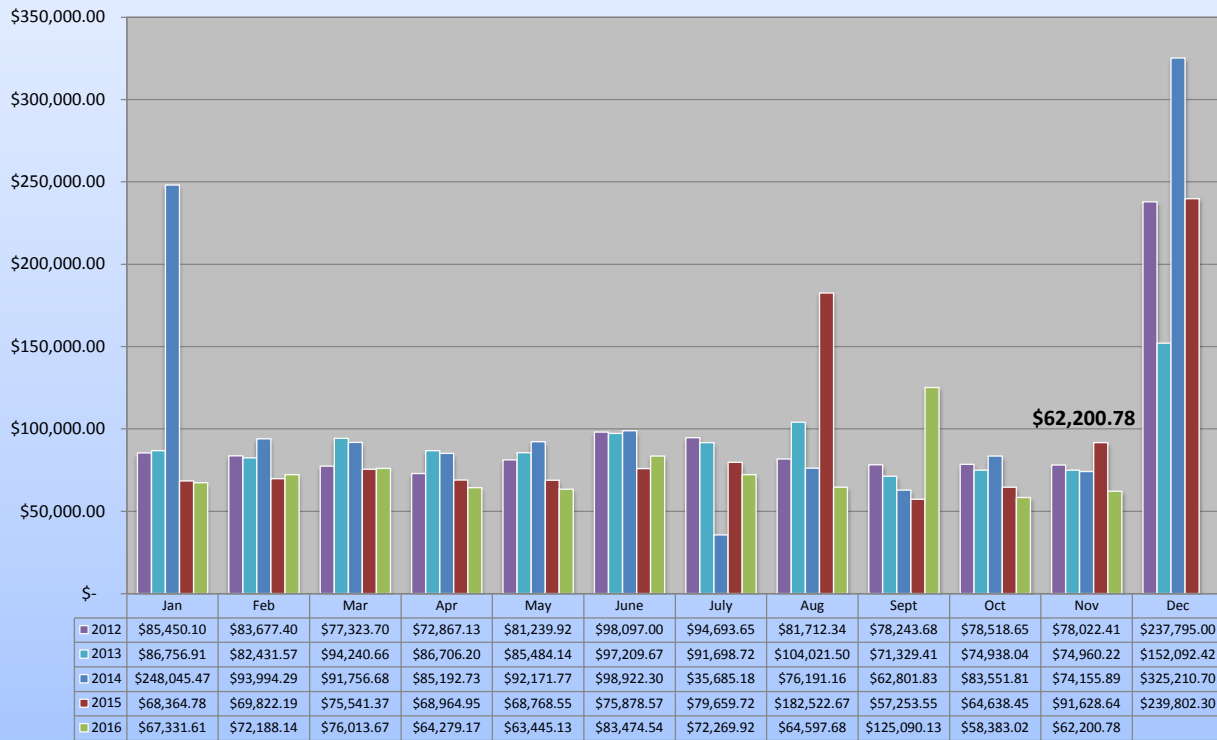


Expenses Over Time - Fund 13 (ODP)

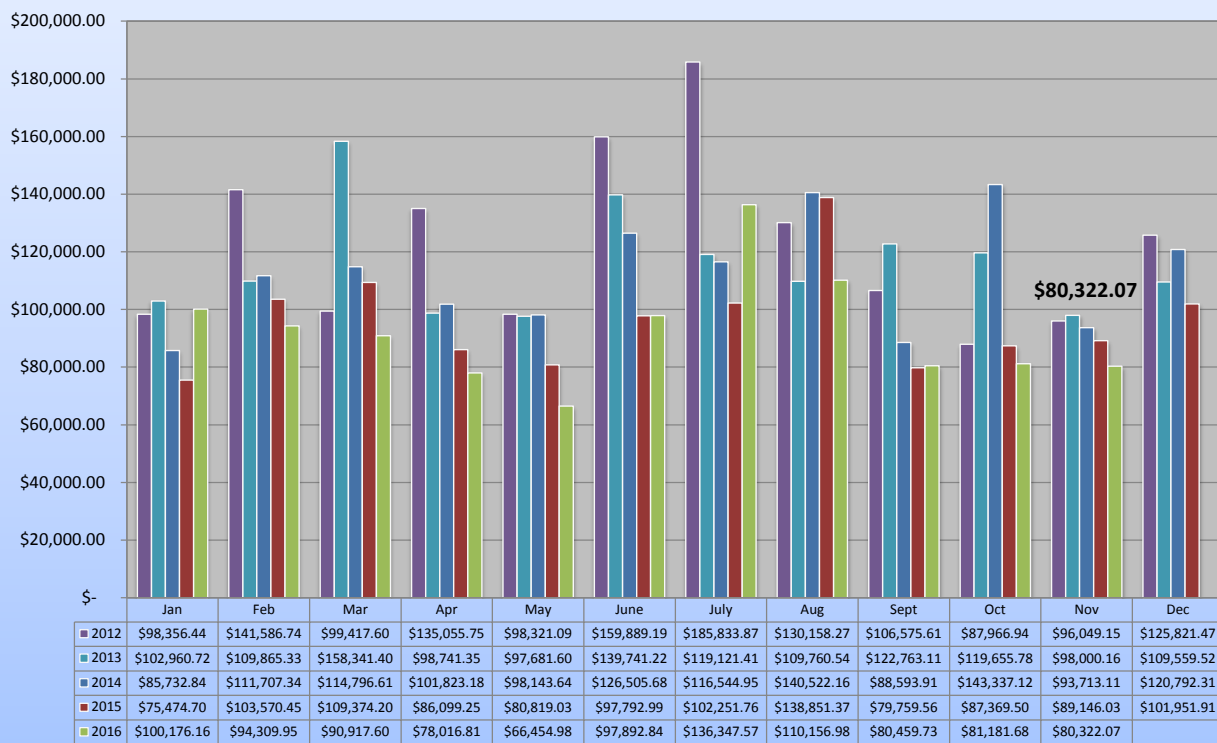


Attachment: Revenue vs. Expenditures (2407 : Month & YTD Financial Report)

Revenue Over Time - Fund 15 (HCC)



Expenses Over Time - Fund 15 (HCC)



Utilities by Month



HPR Financial Tracking
 Parks - Fund 11
 Year-to-Date Figures

Fund	Parks - 11									
Rev./Exp.	(All)									
Title	Division	Section	Account Name	Account #	2014	2015	2016	Variance	% of Change	
Parks Revenue	Detailed Revenue	Taxes	Real Estate Taxes	11-5111	\$58,714.10	\$62,150.71	\$67,229.99	\$5,079.28	8.17%	
			Personal Property Tax	11-5112	\$15,907.17	\$22,725.59	\$19,341.13	-\$3,384.46	-14.89%	
			Merchants/Replacement Tax	11-5113	\$13,533.23	\$14,168.88	\$13,745.97	-\$422.91	-2.98%	
			Corporate/RR/Utility Tax	11-5117	\$1,294.28	\$1,644.17	\$1,451.77	-\$192.40	-11.70%	
			Financial Institution Tax	11-5121	\$529.64	\$676.97	\$140.74	-\$536.23	-79.21%	
		Charges for Service	Rental Income	11-5307	\$14,418.36	\$14,019.35	\$16,534.47	\$2,515.12	17.94%	
			Shooting Range Revenue	11-5309	\$1,210.00	\$905.00	\$2,400.00	\$1,495.00	165.19%	
			Ballfield Concession Lease	11-5330	\$0.00	\$0.00	\$36.96	\$36.96		
			Office Facilities & Services	11-5331	\$0.00	\$0.00	\$0.00	\$0.00		
			Concessions Ball Field Taxable	11-5334	\$5,507.81	\$7,389.59	\$7,511.25	\$121.66	1.65%	
			Recreational Programs	Misc. Recreation Programs	11-5418	\$38,471.50	\$46,063.00	\$56,486.25	\$10,423.25	22.63%
			Misc. Income	Miscellaneous	11-5510	\$15,479.87	\$14,310.09	\$17,502.00	\$3,191.91	22.31%
				Donations - Sound System	11-5514	\$0.00	\$0.00	\$0.00	\$0.00	
				Auction & Surplus Sales	11-5535	\$0.00	\$3,300.00	\$0.00	-\$3,300.00	-100.00%
				Donations	11-5537	\$131.00	\$0.00	\$0.00	\$0.00	
			Intergovernmental	Grants & Entitlements	11-5626	\$0.00	\$200.00	\$0.00	-\$200.00	-100.00%
			Interest	Interest Income	11-5815	\$163.12	\$40.70	\$77.92	\$37.22	91.45%
			Other Rev. Sources/Trans	Development Security Escrow	11-5900	\$0.00	\$0.14	\$0.00	-\$0.14	-100.00%
				Transfer From General Fund	11-5930	\$230,326.25	\$265,808.75	\$223,116.63	-\$42,692.12	-16.06%
				Transfer from Other Funds	11-5931	\$0.00	\$0.00	\$0.00	\$0.00	
Parks Revenue Total					\$395,686.33	\$453,402.94	\$425,575.08	-\$27,827.86	-6.14%	
Parks Expenses	Park Maintenance	Personnel Services			\$272,563.23	\$288,433.52	\$290,178.26	\$1,744.74	0.60%	
		Contractual Services			\$72,277.64	\$76,157.03	\$77,104.41	\$947.38	1.24%	
		Commodities			\$45,425.43	\$44,052.17	\$50,169.18	\$6,117.01	13.89%	
		Other Charges			\$84,127.13	\$21,575.43	\$22,237.05	\$661.62	3.07%	
		Capital Outlay			\$4,200.00	\$27,475.00	\$21,444.02	-\$6,030.98	-21.95%	
		Capital Projects			\$0.00	\$0.00	\$1,002.50	\$1,002.50		
	Capital Projects				\$16,580.40	\$0.00	\$0.00	\$0.00		
Parks Expenses Total					\$495,173.83	\$457,693.15	\$462,135.42	\$4,442.27	0.97%	

Total Variances	(Capital Projects removed from Expenses)	-\$495,173.83	-\$4,290.21	-\$36,560.34	-\$32,270.13	752.18%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	36.90%	38.87%	45.56%	6.69%	17.22%

Fund	Parks - 11								
Rev./Exp.	(All)								
Title	Division	Section	Account Name	Account #	2014	2015	2016	Variance	% of Change
☐ Parks Revenue	☐ Detailed Revenue	☐ Other Rev. Sources/Trans	☐ Transfer From General Fund	11-5930	\$230,326.25	\$265,808.75	\$223,116.63	-\$42,692.12	-16.06%
☐ Parks Expenses	☐ Park Maintenance	☐ Other Charges	☐ Office Facilities & Services	11-6-1125-0430	\$47,025.00	\$12,517.12	\$13,322.87	\$805.75	6.44%

Attachment: Parks Financials (2407 : 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 #	2014	2015	2016	Variance	% of Change
ODP Revenue	Detailed Revenue	Charges for Service	Concessions Aquatic Center	13-5334	\$82.50	\$0.00	\$0.00	\$0.00	
			Lifeguard Uniform Revenue	13-5337	\$320.00	\$220.00	\$286.00	\$66.00	30.00%
			Pool Season Passes	13-5336	\$22,977.00	\$19,888.00	\$25,097.00	\$5,209.00	26.19%
			Swimming Pool Use Fee	13-5333	\$58,907.55	\$70,299.00	\$73,633.00	\$3,334.00	4.74%
		Misc. Income	Miscellaneous	13-5510	\$4,613.00	\$12,196.28	\$20,645.25	\$8,448.97	69.27%
			Donations	13-5537	\$0.00	\$0.00	\$0.00	\$0.00	
			Taxable Miscellaneous	13-5509	\$24,603.57	\$28,688.24	\$28,036.54	-\$651.70	-2.27%
		Interest	Interest Income	13-5815	\$441.70	\$0.00	\$443.95	\$443.95	
		Other Rev. Sources/Trans	Transfer from Other Funds	13-5931	\$21,170.38	\$0.00	\$0.00	\$0.00	
ODP Revenue Total					\$133,115.70	\$131,291.52	\$148,141.74	\$16,850.22	12.83%
ODP Expenses	Aquatics Center	Personnel Services			\$73,774.31	\$73,184.01	\$79,959.84	\$6,775.83	9.26%
		Contractual Services			\$28,096.30	\$36,122.86	\$48,270.21	\$12,147.35	33.63%
		Commodities			\$26,922.16	\$34,093.83	\$32,934.00	-\$1,159.83	-3.40%
		Other Charges			\$35,351.44	\$11,762.93	\$11,761.36	-\$1.57	-0.01%
		Capital Outlay			\$0.00	\$1,242.75	\$1,197.42	-\$45.33	-3.65%
		Depreciation			\$0.00	\$0.00	\$0.00	\$0.00	
	Capital Projects			\$0.00	\$0.00	\$0.00	\$0.00		
ODP Expenses Total					\$164,144.21	\$156,406.38	\$174,122.83	\$17,716.45	11.33%
Expenses Less Capital Projects					\$164,144.21	\$156,406.38	\$174,122.83	\$17,716.45	11.33%

Total Variances	(Capital Projects removed from Expenses)	-\$31,028.51	-\$25,114.86	-\$25,981.09	-\$866.23	3.45%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	84.57%	88.56%	89.30%	0.74%	0.83%

Fund	ODP - 13								
Rev./Exp.	(All)								
Title	Division	Section	Account Name	Account #	2014	2015	2016	Variance	% of Change
ODP Revenue	Detailed Revenue	Other Rev. Sources/Trans	Transfer from Other Funds	13-5931	\$21,170.38	\$0.00	\$0.00	\$0.00	#DIV/0!
ODP Expenses	Aquatics Center	Other Charges	Office Facilities & Services	13-6-1124-0430	\$31,780.87	\$8,153.75	\$8,227.12	\$73.37	0.90%

Attachment: ODP Financials (2407 : 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 #	2014	2015	2016	Variance	% of Change
HCC Revenue	Detailed Revenue	Charges for Service	Alcohol Application Fees	15-5358	\$25.00	\$100.00	\$50.00	-\$50.00	-50.00%
			Annual Memberships	15-5351	\$513,593.78	\$501,959.21	\$466,465.95	-\$35,493.26	-7.07%
			Office Facilities & Services	15-5331	\$0.00	\$0.00	\$0.00	\$0.00	
			Daily Passes	15-5350	\$44,530.00	\$52,091.27	\$54,451.90	\$2,360.63	4.53%
			Overtime Fees	15-5356	\$688.50	\$687.00	\$727.50	\$40.50	5.90%
			Room Rental	15-5354	\$38,427.56	\$40,834.50	\$39,511.59	-\$1,322.91	-3.24%
			Senior Rent	15-5352	\$5,760.54	\$6,366.91	\$5,788.10	-\$578.81	-9.09%
			Special Events	15-5355	\$1,795.00	\$2,725.00	\$3,155.00	\$430.00	15.78%
			Swim Team Rent	15-5353	\$6,640.00	\$2,960.00	\$7,930.00	\$4,970.00	167.91%
			Tot Watch Fees	15-5359	\$3,462.50	\$2,388.00	\$2,505.00	\$117.00	4.90%
			Vending Fees	15-5357	\$0.00	\$0.00	\$0.00	\$0.00	
		Recreational Programs	3 on 3 Basketball	15-5415	\$0.00	\$0.00	\$0.00	\$0.00	
			Coed Softball	15-5413	\$0.00	\$0.00	\$0.00	\$0.00	
			Coed Volleyball	15-5411	\$4,025.00	\$3,455.00	\$1,143.55	-\$2,311.45	-66.90%
			Dodgeball	15-5419	\$300.00	(\$150.00)	\$0.00	\$150.00	-100.00%
			Dog Obedience	15-5401	\$0.00	\$0.00	\$0.00	\$0.00	
			Fitness Classes	15-5421	\$25,762.19	\$21,333.94	\$20,282.83	-\$1,051.11	-4.93%
			Lifeguard Training	15-5425	\$3,424.98	\$2,218.39	\$3,230.00	\$1,011.61	45.60%
			Men's 5 on 5 Basketball	15-5417	\$4,791.40	\$3,812.00	\$5,700.00	\$1,888.00	49.53%
			Men's Softball	15-5414	\$0.00	\$0.00	\$0.00	\$0.00	
			Misc. Recreation Programs	15-5418	\$89,170.37	\$79,849.90	\$89,537.26	\$9,687.36	12.13%
			Sand Volleyball	15-5412	\$0.00	\$0.00	\$0.00	\$0.00	
			Swim Lessons	15-5423	\$8,573.29	\$11,383.61	\$11,057.04	-\$326.57	-2.87%
			Swim Team	15-5426	\$2,520.69	\$1,081.25	\$2,050.00	\$968.75	89.60%
			Water Aerobics	15-5422	\$1,874.56	\$1,971.32	\$2,589.98	\$618.66	31.38%
			Women's Volleyball	15-5420	\$2,683.32	(\$175.00)	\$2,600.00	\$2,775.00	-1585.71%
			WSI (Water Safety Instruction)	15-5424	\$0.00	\$0.00	\$0.00	\$0.00	
			Youth Golf Lessons	15-5405	\$0.00	\$0.00	\$0.00	\$0.00	
		Misc. Income	Activation Fee	15-5524	\$11,130.00	\$9,790.00	\$7,320.00	-\$2,470.00	-25.23%
			Miscellaneous	15-5510	\$7,048.39	\$30,078.69	\$3,570.00	-\$26,508.69	-88.13%
			Auction & Surplus Sales	15-5535	\$0.00	\$1,810.50	\$950.00	-\$860.50	-47.53%
			Cancellation Fee	15-5522	-\$325.00	(\$100.00)	\$0.00	\$100.00	-100.00%
			Donations	15-5537	\$0.00	\$493.00	\$43.50	-\$449.50	-91.18%
			Massage Therapist	15-5523	\$0.00	\$0.00	\$0.00	\$0.00	
			On-Site Sales Commission	15-5519	\$1,742.57	\$1,474.93	\$1,222.38	-\$252.55	-17.12%
			Personal Trainer	15-5521	\$37,391.00	\$7,898.00	\$6,830.00	-\$1,068.00	-13.52%
			Preferred Vendors	15-5515	\$0.00	\$0.00	\$0.00	\$0.00	
			Short & Over	15-5516	\$37.62	\$24.22	\$91.21	\$66.99	276.59%
			Sponsors	15-5520	\$600.00	\$0.00	\$400.00	\$400.00	

Attachment: HCC Financials (2407 : Month & YTD Financial Report)

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

HCC Revenue	Detailed Revenue	Misc. Income	☐Taxable Misc.	15-5509	\$1,527.73	\$1,161.07	\$1,178.15	\$17.08	1.47%
		☐Intergovernmental	☐Grants & Entitlements	15-5626	\$0.00	\$0.00	\$0.00	\$0.00	
		☐Interest	☐Interest Income	15-5815	\$272.87	\$20.73	\$25.35	\$4.62	22.29%
			☐Interest Income (Bond)	15-5825	\$0.00	\$0.00	\$0.00	\$0.00	
		☐Other Rev. Sources/Trans	☐Transfer from Other Funds	15-5931	\$224,995.25	\$115,500.00	\$68,867.50	-\$46,632.50	-40.37%
HCC Revenue Total					\$1,042,469.11	\$903,043.44	\$809,273.79	-\$93,769.65	-10.38%
☐HCC Expense	☒Administration				\$410,757.65	\$308,686.29	\$329,776.79	\$21,090.50	6.83%
	☒Aquatics Center				\$165,030.27	\$113,580.71	\$124,048.45	\$10,467.74	9.22%
	☒Recreation Programs				\$196,169.08	\$195,293.19	\$198,710.45	\$3,417.26	1.75%
	☒Building & Grounds				\$449,463.54	\$432,948.65	\$363,700.68	-\$69,247.97	-15.99%
	☒Capital Projects				\$0.00	\$0.00	\$0.00	\$0.00	
HCC Expense Total					\$1,221,420.54	\$1,050,508.84	\$1,016,236.37	-\$34,272.47	-3.26%

Total Variances	(Capital Projects removed from Expenses)	- \$178,951.43	- \$147,465.40	- \$206,962.58	- \$59,497.18	40.35%
Cost Recovery	(Not inclusive of 'Admin Fee', General Fund transfers, or Capital Projects)	74.08%	77.26%	75.26%	-2.00%	-2.59%

Fund	HCC - 15								
Rev./Exp.	(All)								
Title	Division	Section	Account Name	Account #	2014	2015	2016	Variance	% of Change
☐ HCC Revenue	☐ Detailed Revenue	☐ Other Rev. Sources/Trans	☐ Transfer from Other Funds	15-5931	\$224,995.25	\$115,500.00	\$68,867.50	-\$46,632.50	-40.37%
☐ HCC Expense	☐ Administration	☐ Other Charges	☐ Office Facilities & Services	15-6-0103-0430	\$117,979.62	\$31,134.62	\$32,405.12	\$1,270.50	4.08%

Attachment: HCC Financials (2407 : Month & YTD Financial Report)