AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
DECEMBER 12, 2017
6:00 PM

I. **Call to Order**

1. **Roll Call**

II. **Public Participation**

III. **Ceremonial Matters**

IV. **Approval of Minutes**

1. **Minutes from October 24 2017 meeting**

V. **Parks and Recreation Department**

1. **Director Report - Monthly Report**
2. **Budget Amendment 2017**
3. **Month and YTD Financial Report**

VI. **Other Business**

VII. **Adjourn to Executive Session**

VIII. **Adjourn from Regular Session**

IX. **Action Items**

Posted on City Hall Bulletin Board this 6th day of December

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Randall K. Jones, 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

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HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
(No November Meeting, Due to Special Session Held October 24th)
December 12, 2017
6:00 P.M.

CALL TO ORDER: The regularly scheduled meeting of the Harrisonville Park Board was called to order at 6:00pm by Chairman Cathy Faris.

MEMBERS PRESENT: Chairman Cathy Faris, Clint Miller, Brent Caruthers, Don Allen, Phil Rogers & Laura Frees

ABSENT: David, Atkinson, Ed Roberts, & Dr. Martin Parks

OTHERS PRESENT: City Administrator Happy Welch, Parks & Recreation Director Chris Deal, Interim Assistant Director David Killpack, Recreation Coordinator of Member Services Amy Fuller, & City Liaison Matt Turner

PUBLIC PARTICIPATION: NONE

CEREMONIAL MATTERS: NONE

APPROVAL OF MINUTES: Chairman Cathy Faris asked for a motion to approve the minutes from the October 10, 2017 regular session. Mr. Caruthers moved to approve the minutes of the October 10, 2017 Park Board 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 reported that the notice to proceed has been sent to the contract for the Jefferson Parkway Sidewalk Project. Mr. Deal reported that the leak has been located out at the outdoor pool, a split occurred in the brass piping. Mr. Killpack stated that the brass piping has been repaired.

Director Deal stated that we have our special events coming up with the first featuring our Annual Haunted Hayride event that will be held in City Park on Sat., Oct. 28th, the second will be the Annual Pumpkin Painting held at the NPAC on Sun., Oct. 29th and the last will be assisting with the Rotary's Annual Trunk-or –Treat event that is held at the historic square on Sun., Oct. 29th. Mr. Deal stated that staff is currently looking for volunteers and asked the members of the Park Board if they would like to volunteer or help in any way with these upcoming events.

2018 BUDGET REVIEW FOR APPROVAL:
Director Deal thanked all Park Board Members that were in attendance for coming to this evening's special session. Mr. Deal stated that the 2018 budget for the Parks & Recreation Department is a "maintenance budget", and that the items listed are line item highlights of changes from the previous (current 2017) year's budget. Director Deal thoroughly read information from the "2018 Budget Recommendation" memo.

Chairman Cathy Faris asked for a motion to approve the budget as presented for 2018. Mr. Caruthers moved to approve the 2018 budget as presented. The motion was seconded by Ms. Frees and approved unanimously by a voice vote of those present, 6-0.

OTHER BUSINESS:
Mr. Deal thanked all staff for their continued dedication and support.

Mr. Allen stated that he had enjoyed the tree planting held in the park, and is excited to attend the hayride event coming up.

Mr. Turner complimented staff and appreciates their support.

ADJOURN:
A motion to adjourn the meeting of the Park Board was made by Mr. Allen, seconded by Mr. Miller and approved unanimously by a voice vote of those present, 6-0. The meeting adjourned at 7:03pm. The next meeting is scheduled for December 12th, 2017 at 6:00pm.

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Cathy Faris, Park Board Chairman

ATTEST”

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Amy Fuller, Park Board Secretary

APPROVED, by the Park Board on this 12th day of December, 2017.

MEMO

TO: Park Board

CC: Mayor Hasek, Happy Welch, City Administrator

FROM: Chris Deal, Parks & Recreation Director

DATE: December 6, 2017

RE: November Monthly Report

The following is a month end report for the month of November, 2017.

ADMINISTRATION

- Accepted resignation of Gideon Lockett, Recreation Program (Fitness) Coordinator. Gideon will work until the end of the year full time and continue to work with our department part time after that. Gideon is going to work for the School District. Director will be meeting with the Executive Committee of the Park Board to discuss staffing issues.
- Jefferson Parkway Sidewalk is underway with 120 days scheduled for completed construction. Staff will continue to keep the Board updated.
- Our Haunted Hayrides were a big success again this year with around 750 riders. The Pumpkin Painting went well, Trunk or Treat event and the Craft Show sold out.
- The Mayors Christmas Tree lighting is scheduled for Saturday, December 9th at 5:30pm.
- December Membership sale is underway with letters sent out and media posted.

PARKS

- Staff worked overtime on the Haunted Hayride event.
- Continued clean up debris on the trails.
- Maintenance on vehicles ongoing.
- Continue painting shelter houses and other areas.
- New playground mulch was delivered to the North Park Shelter and a new playground piece will be installed. This is paid for by the Harrisonville Rotary Club.

RECREATION

- Youth Baseball/Softball Fall Ball program is complete.
- Adult Softball Fall Leagues are complete.
- Men's 5 on 5 Basketball and Adult Sand Volleyball is ongoing.
- Morning Fit Kids and Afternoon Kids averaged 26.
- Total of 52 Group Fitness registrations and 17 Group Fitness Classes.
- Youth and Adult Fitness Orientations ongoing.

MEMBERSHIP

- *Total Membership Count as of December 31, 2015 is 4,029*.
- *Total Membership Count as of December 31, 2016 is 3,926*.
- *Total Membership Count as of November, 2017 is 4,054*
- Prepared December Membership mailing and mailed out letters.
- Organized promo gifts, day pass cards and communicated to front desk staff information regarding December Membership Drive.
- Outdoor Pool Member count is 882, which exceeds budget and last year.
- Audited new and or renewed Membership paperwork and EFT accounts.
- Processed Monthly Membership installment billings
- Invoiced Corporate Accounts (City, CASGV, HSD, and CRMC & Quick Trip) for monthly Memberships. Invoice group visits.
- Renewed November monthly installment memberships – totaling 32
- Ran weekly rental set ups for maintenance and Building Supervisors. Completed all Park Rentals and Dept. Billings.
- Completed EFT's onto spreadsheet, mailed letters for payment.
- Submitted and received last month Silver Sneakers Fitness Membership Payment.
- Mailed invoices and monitored all department rentals, including set ups for maintenance.
- Oversee Front Desk Operations, assisting with front desk and tot watch where needed. This includes working at the Front Desk if short of staff and during breaks.
- Take Park Board minutes and create the minutes for the Park Board packet.
- Display and update signage at front desk and foyer doors alerting members of upcoming changes or cancellations.
- Continue to answer daily calls from Members regarding concerns and take care of their requests regrading accounts, the building or overall satisfaction.
- Assisted, decorated, staffed and worked Haunted Hayride and Pumpkin Painting events.

AQUATICS

- Dana Johnson, Interim Aquatics Coordinator is doing well during this transition.
- Provided ongoing swim lessons.
- Good numbers in the Water Aerobics classes continues.
- Working on finding more swim instructors for swim lessons.
- Working on program growth and coordination of all pool uses.

HCC AND OUTDOOR POOL MAINTENANCE

- Daily Trips to the Outdoor Pool to turn pumps and grease pumps where needed.
- Assist Parks Maintenance and Public Works with various projects.
- Complete building inspections for fire, sprinklers, elevator and fire extinguishers.
- Order parts and supplies for daily, weekly, monthly use.
- Daily cleaning of the gym floor, which has now been resurfaced.
- Assisted with pool mechanical issues.
- Ongoing "deep cleaning" of the HCC, quarterly cleaning planned.

STAFF WILL ANSWER ANY QUESTIONS FROM THIS REPORT OR OTHERWISE. THANK YOU!

MEMO

TO: Park Board

CC: Mayor Hasek, Happy Welch, City Administrator

FROM: Chris Deal, Parks and Recreation Director

SUBJECT: November 2017 YTD Budget Summary

DATE: December 6, 2017

Attached with this memo is the Parks and Recreation Department budget printout through the month of November, 2017. Budget comparisons are made to last year's budget though this same time last year, but there will always be variations based on the time of revenue collections and expenses made. Some of the higher budget variations are listed below for each division.

PARK FUND REVENUE (11)

- Real estate and personal property taxes come in throughout the year, but they are behind as compared to last year. However they are expected to meet budget projections.
- Charges for Service has decreased with less rental and concession revenue as compared to last year. Also the Trap & Skeet will be less than budget because of owner transition.
- Recreation Programs include spring/summer youth baseball/softball registrations, which has decreased from the previous year with a drop in the baseball program. A new summer competitive league reduced our overall numbers. The expenses will be less as well.
- Miscellaneous category is showing a substantial increase over last year because of the Insurance money for the hail damage, which was placed in this account. The expense will offset this income.
- Transfer from the General Fund comes throughout the year and will meet budget.
- Total revenue for the Park Fund is $363,053 year to date.

PARK FUND EXPENSES (11)

- The Park Fund main expenses is in salaries with ongoing full time maintenance and part time seasonal help. Currently on target to stay within budget.
- Printing and Advertising is running higher than last year because of the Parks Sales Tax expenses, but it was budgeted this way.
- Overall the expenses are about the same as this time last year.
- Total expenses for the Park Fund is $505,208 year to date.
- <u>The bottom line is planned to balance with the budget amendment</u>.

AQUATIC FUND REVENUE (ODP – 13)

- Outdoor Pool Summer Pass is close to $3,000 better than budget and last year's number.
- Daily pass ran a little less than last year, but the overall charge for services exceeded budget expectations this year and ran about the same as last year overall.
- Miscellaneous income is better than this time last year with 70 swimmers in the Aqua Cats program and rentals did well. Insurance income came in this category.
- Concessions sales were slightly higher than this time last year.
- Total revenue for the Aquatic Fund is $159,169.

AQUATIC FUND EXPENSE (ODP – 13))

- The Outdoor Pool expenses includes staffing, contractual services, supplies, insurance, administrative fee and other miscellaneous.
- Under commodities, uniforms are higher than budget with more participants signed up for Aqua Cats than budgeted. However, this came back in revenue by the participant.
- Under concessions, sales were up so expenses were higher
- Total expenses for the Outdoor Pool is $194,310.
- <u>The bottom line is planned to balance with the budget amendment.</u>

COMMUNITY CENTER REVENUE (15)

- Community Center largest revenue collected this month is under Annual Memberships with $435,118 YTD. However, this is around $30,000 less revenue as compared to last year in this category.
- Daily passes and room rentals are running slightly higher than this time last year.
- Recreation Programs are still down around $9,000 as compared to last year, and that area is the fitness classes. Other programs are doing well. Fitness expenses will be less to match revenue shortfall.
- Other revenue collected is from before and after school, fitness classes, personal training and other miscellaneous fees are exceeding budget expectations.
- The Sales Tax will not come in until year end. Total budget for Sales Tax is $306,459.
- Total revenue for the Community Center is $901,659 YTD.

COMMUNITY CENTER EXPENSE (15)

- The largest expense line item is under department personnel, which is typical for a Community Center operations and this category is slightly over this time last year with the addition of overtime.
- Other expenses included Rec-Trac software support, internet services and copier supplies, other supplies and contractual services.
- Utilities are higher than this time last year but that is because of the $30,000 reimbursement the Center Fund received last year from Missouri Gas Energy.
- Total expenses for the Community Center is $1,104,384.
- All of the revenue transfer has not come in yet for sales tax. Plus the December membership sale will be higher than usual months.
- <u>The bottom line is planned to balance with the budget amendment</u>.

Staff will answer any questions from the Park Board. Thank you.

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2017

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11 -PARK FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	172,250	290.03	0.00	14,722.25	0.00	157,527.75	8.55
CHARGES FOR SERVICE	26,655	894.02	0.00	21,224.96	0.00	5,430.04	79.63
RECREATIONAL PROGRAMS	59,575	(75.00)	0.00	46,222.10	0.00	13,352.90	77.59
MISC. INCOME	16,500	956.00	0.00	34,703.03	0.00	(18,203.03)	210.32
INTERGOVERNMENTAL	0	0.00	0.00	31,325.61	0.00	(31,325.61)	0.00
INTEREST	200	0.00	0.00	354.83	0.00	(154.83)	177.42
OTHER REV. SOURCES/TRANS	282,997	19,500.00	0.00	214,500.00	0.00	68,497.00	75.80
TOTAL REVENUE	558,177	21,565.05	0.00	363,052.78	0.00	195,124.22	65.04
EXPENDITURE SUMMARY							
PARK MAINTENANCE	509,007	35,983.18	107.09	466,051.12	649.44	42,413.53	91.67
RECREATION PROGRAMS	0	0.00	0.00	0.00	0.00	0.00	0.00
SHOOTING RANGE	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS	48,997	0.00	0.00	39,157.02	942.98	8,897.00	81.84
TOTAL EXPENDITURES	558,004	35,983.18	107.09	505,208.14	1,592.42	51,310.53	90.80
REVENUE OVER/(UNDER) EXPENDITURES	173	(14,418.13)	107.09	(142,155.36)	(1,592.42)	143,813.69	3,029.30-

Attachment: November Budget 2017 (Month and YTD Financial Report)

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2017

11 -PARK FUND

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
TAXES							
11-5111 REAL ESTATE TAXES	124,205	40.54	0.00	5,930.16	0.00	118,274.84	4.77
11-5112 PERSONAL PROPERTY TAX	30,545	248.70	0.00	6,334.68	0.00	24,210.32	20.74
11-5113 SUR TAX MERCHANTS/REPLACEMEN	15,500	0.79	0.00	485.88	0.00	15,014.12	3.13
11-5117 CORPORATE/RR/UTILITY TAX	1,500	0.00	0.00	1,500.60	0.00	(0.60)	100.04
11-5121 FINANCIAL INSTITUTION TAX	500	0.00	0.00	470.93	0.00	29.07	94.19
TOTAL TAXES	172,250	290.03	0.00	14,722.25	0.00	157,527.75	8.55
CHARGES FOR SERVICE							
11-5307 RENTAL INCOME	15,055	566.15	0.00	13,158.80	0.00	1,896.20	87.40
11-5309 SHOOTING RANGE REVENUE	3,600	320.00	0.00	2,720.00	0.00	880.00	75.56
11-5334 CONCESSIONS BALL FIELD	8,000	7.87	0.00	5,346.16	0.00	2,653.84	66.83
TOTAL CHARGES FOR SERVICE	26,655	894.02	0.00	21,224.96	0.00	5,430.04	79.63
RECREATIONAL PROGRAMS							
11-5418 MISC RECREATION PROGRAMS	0	(75.00)	0.00	8,675.00	0.00	(8,675.00)	0.00
11-5427 YOUTH REC BASE/SOFT BALL	39,825	0.00	0.00	25,447.10	0.00	14,377.90	63.90
11-5428 YOUTH COMP BASE/SOFT BALL	7,400	0.00	0.00	6,800.00	0.00	600.00	91.89
11-5429 SAND VOLLEYBALL	800	0.00	0.00	400.00	0.00	400.00	50.00
11-5430 ADULT SOFTBALL	11,550	0.00	0.00	4,900.00	0.00	6,650.00	42.42
TOTAL RECREATIONAL PROGRAMS	59,575	(75.00)	0.00	46,222.10	0.00	13,352.90	77.59
MISC. INCOME							
11-5510 MISCELLANEOUS	5,000	1.00	0.00	33,748.03	0.00	(28,748.03)	674.96
11-5520 SPONSORS	11,500	0.00	0.00	0.00	0.00	11,500.00	0.00
11-5535 AUCTION & SURPLUS SALES	0	0.00	0.00	0.00	0.00	0.00	0.00
11-5537 DONATIONS	0	955.00	0.00	955.00	0.00	(955.00)	0.00
TOTAL MISC. INCOME	16,500	956.00	0.00	34,703.03	0.00	(18,203.03)	210.32
INTERGOVERNMENTAL							
11-5626 GRANTS & ENTITLEMENTS	0	0.00	0.00	31,325.61	0.00	(31,325.61)	0.00
TOTAL INTERGOVERNMENTAL	0	0.00	0.00	31,325.61	0.00	(31,325.61)	0.00
INTEREST							
11-5815 INTEREST INCOME	200	0.00	0.00	354.83	0.00	(154.83)	177.42
TOTAL INTEREST	200	0.00	0.00	354.83	0.00	(154.83)	177.42
OTHER REV. SOURCES/TRANS							
11-5900 DEVELOPMENT SECURITY ESCROW	0	0.00	0.00	0.00	0.00	0.00	0.00
11-5930 TRANSFER FROM GENERAL FUND	234,000	19,500.00	0.00	214,500.00	0.00	19,500.00	91.67
11-5931 TRANSFER FROM OTHER FUNDS	0	0.00	0.00	0.00	0.00	0.00	0.00
11-5934 TRANSFER FROM RESERVE	48,997	0.00	0.00	0.00	0.00	48,997.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	282,997	19,500.00	0.00	214,500.00	0.00	68,497.00	75.80
TOTAL REVENUE	558,177	21,565.05	0.00	363,052.78	0.00	195,124.22	65.04

11 -PARK FUND

% OF YEAR COMPLETED: 91.67

PARK MAINTENANCE

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONNEL SERVICES							
11-6-1125-0101 SALARY FULLTIME	216,825	15,361.67	0.00	189,857.19	0.00	26,967.81	87.56
11-6-1125-0102 SALARY PARTTIME	28,570	1,685.24	0.00	27,890.46	0.00	679.54	97.62
11-6-1125-0103 SALARY OVERTIME	3,965	1,439.26	0.00	3,906.62	0.00	58.38	98.53
11-6-1125-0104 FICA	19,075	1,328.35	0.00	16,018.66	0.00	3,056.34	83.98
11-6-1125-0106 WORKERS COMP	11,990	780.53	0.00	8,250.35	0.00	3,739.65	68.81
11-6-1125-0107 RETIREMENT	19,260	1,478.48	0.00	16,884.14	0.00	2,375.86	87.66
11-6-1125-0108 HEALTH INSURANCE	32,595	2,825.02	0.00	31,557.87	0.00	1,037.13	96.82
11-6-1125-0109 DENTAL INSURANCE	1,725	123.76	0.00	1,391.06	0.00	333.94	80.64
11-6-1125-0110 OTHER PAYROLL INSURANCE	1,210	86.10	0.00	977.52	0.00	232.48	80.79
TOTAL PERSONNEL SERVICES	335,215	25,108.41	0.00	296,733.87	0.00	38,481.13	88.52
CONTRACTUAL SERVICES							
11-6-1125-0201 UTILITIES	31,610	1,373.92	0.00	16,026.52	0.00	15,583.48	50.70
11-6-1125-0203 PRINTING & ADVERTISING	10,780	2,570.55	0.00	7,186.15	0.00	3,593.85	66.66
11-6-1125-0205 POSTAGE	0	0.00	0.00	0.00	0.00	0.00	0.00
11-6-1125-0207 TRAVEL & TRAINING	750	514.94	0.00	566.61	0.00	183.39	75.55
11-6-1125-0210 MAINTENANCE & REPAIRS	4,550	312.54	0.00	9,861.87	182.44	(5,494.31)	220.75
11-6-1125-0211 EQUIPMENT MAINTENANCE	2,000	0.00	107.09	2,294.65	0.00	(187.56)	109.38
11-6-1125-0213 UNIFORM MAINTENANCE	950	56.69	0.00	1,358.85	0.00	(408.85)	143.04
11-6-1125-0216 OTHER CONTRACTUAL SERVIC	48,405	1,881.47	0.00	41,138.00	199.00	7,068.00	85.40
TOTAL CONTRACTUAL SERVICES	99,045	6,710.11	107.09	78,432.65	381.44	20,338.00	79.47
COMMODITIES							
11-6-1125-0302 GAS, OIL & GREASE	9,360	871.36	0.00	6,635.90	0.00	2,724.10	70.90
11-6-1125-0307 EQUIPMENT MAINTENANCE	5,375	585.96	0.00	5,337.76	49.79	(12.55)	100.23
11-6-1125-0310 SUPPLIES	12,650	0.00	0.00	12,452.23	218.21	(20.44)	100.16
11-6-1125-0320 CONCESSION SUPPLIES	4,720	0.00	0.00	5,005.27	0.00	(285.27)	106.04
11-6-1125-0323 YOUTH BASE/SOFT BALL SUP	12,650	210.75	0.00	12,585.00	0.00	65.00	99.49
11-6-1125-0324 ADULT LEAGUE SUPPLIES	4,040	572.25	0.00	1,051.25	0.00	2,988.75	26.02
11-6-1125-0325 SPECIAL EVENTS SUPPLIES	3,050	85.90	0.00	3,031.64	0.00	18.36	99.40
11-6-1125-0350 SMALL TOOLS/EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
11-6-1125-0351 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	51,845	2,326.22	0.00	46,099.05	268.00	5,477.95	89.43
OTHER CHARGES							
11-6-1125-0400 INSURANCE CLAIM EXPENSE	0	0.00	0.00	23,535.68	0.00	(23,535.68)	0.00
11-6-1125-0401 INSURANCE	10,010	764.11	0.00	9,432.24	0.00	577.76	94.23
11-6-1125-0402 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00	0.00
11-6-1125-0403 DUES & SUBSCRIPTIONS	0	0.00	0.00	0.00	0.00	0.00	0.00
11-6-1125-0430 OFFICE FACILITIES & SERV	12,892	1,074.33	0.00	11,817.63	0.00	1,074.37	91.67
TOTAL OTHER CHARGES	22,902	1,838.44	0.00	44,785.55	0.00	(21,883.55)	195.55

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2017

11 -PARK FUND

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY							
11-6-1125-0504 MACHINERY & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PARK MAINTENANCE	509,007	35,983.18	107.09	466,051.12	649.44	42,413.53	91.67
RECREATION PROGRAMS							
COMMODITIES							
11-6-1126-0350 SMALL TOOLS/EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
11-6-1126-0351 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECREATION PROGRAMS	0	0.00	0.00	0.00	0.00	0.00	0.00
SHOOTING RANGE							
CONTRACTUAL SERVICES							
11-6-1129-0201 UTILITIES	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SHOOTING RANGE	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL PROJECTS							
CAPITAL PROJECTS							
11-6-0990-4215 MASTERPLAN IMPROVEMENTS	48,997	0.00	0.00	39,157.02	942.98	8,897.00	81.84
11-6-0990-4217 TRAIL MISC PROJECTS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	48,997	0.00	0.00	39,157.02	942.98	8,897.00	81.84
TOTAL CAPITAL PROJECTS	48,997	0.00	0.00	39,157.02	942.98	8,897.00	81.84
TOTAL EXPENDITURES	558,004	35,983.18	107.09	505,208.14	1,592.42	51,310.53	90.80
REVENUE OVER/(UNDER) EXPENDITURES	173	(14,418.13)	107.09	(142,155.36)	(1,592.42)	143,813.69	3,029.30-

Attachment: November Budget 2017 (Month and YTD Financial Report)

5.3.a

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2017

13 -AQUATIC CENTER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
CHARGES FOR SERVICE	97,540	0.00	0.00	98,591.81	0.00	(1,051.81)	101.08
MISC. INCOME	37,440	0.00	0.00	60,311.95	0.00	(22,871.95)	161.09
INTEREST	1,100	9.73	0.00	265.23	0.00	834.77	24.11
OTHER REV. SOURCES/TRANS	19,730	0.00	0.00	0.00	0.00	19,730.00	0.00
TOTAL REVENUE	155,810	9.73	0.00	159,168.99	0.00	(3,358.99)	102.16
EXPENDITURE SUMMARY							
AQUATICS CENTER	155,810	5,022.43	0.00	194,310.33	0.00	(38,500.33)	124.71
CAPITAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	155,810	5,022.43	0.00	194,310.33	0.00	(38,500.33)	124.71
REVENUE OVER/(UNDER) EXPENDITURES	0	(5,012.70)	0.00	(35,141.34)	0.00	35,141.34	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2017

13 -AQUATIC CENTER FUND

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICE							
13-5333 SWIMMING POOL USE FEE	72,900	0.00	0.00	70,590.80	0.00	2,309.20	96.83
13-5336 POOL SEASON PASSES	24,340	0.00	0.00	28,001.01	0.00	(3,661.01)	115.04
13-5337 LIFEGUARD UNIFORM REVENUE	300	0.00	0.00	0.00	0.00	300.00	0.00
TOTAL CHARGES FOR SERVICE	97,540	0.00	0.00	98,591.81	0.00	(1,051.81)	101.08
MISC. INCOME							
13-5500 AQUACATS REVENUE	0	0.00	0.00	0.00	0.00	0.00	0.00
13-5509 NON TAXABLE MISC	27,000	0.00	0.00	28,388.14	0.00	(1,388.14)	105.14
13-5510 MISCELLANEOUS	10,440	0.00	0.00	31,923.81	0.00	(21,483.81)	305.78
13-5537 DONATIONS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISC. INCOME	37,440	0.00	0.00	60,311.95	0.00	(22,871.95)	161.09
INTEREST							
13-5815 INTEREST INCOME	1,100	9.73	0.00	265.23	0.00	834.77	24.11
TOTAL INTEREST	1,100	9.73	0.00	265.23	0.00	834.77	24.11
OTHER REV. SOURCES/TRANS							
13-5931 TRANSFER FROM OTHER FUNDS	0	0.00	0.00	0.00	0.00	0.00	0.00
13-5934 TRANSFER FROM RESERVE	19,730	0.00	0.00	0.00	0.00	19,730.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	19,730	0.00	0.00	0.00	0.00	19,730.00	0.00
TOTAL REVENUE	155,810	9.73	0.00	159,168.99	0.00	(3,358.99)	102.16

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2017

13 -AQUATIC CENTER FUND

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
AQUATICS CENTER							
PERSONNEL SERVICES							
13-6-1124-0102 SALARY PARTTIME	65,210	0.00	0.00	69,103.05	0.00	(3,893.05)	105.97
13-6-1124-0103 SALARY OVERTIME	0	0.00	0.00	7,338.25	0.00	(7,338.25)	0.00
13-6-1124-0104 FICA	4,990	0.00	0.00	5,847.85	0.00	(857.85)	117.19
13-6-1124-0106 WORKERS COMP	3,035	35.31	0.00	585.56	0.00	2,449.44	19.29
TOTAL PERSONNEL SERVICES	73,235	35.31	0.00	82,874.71	0.00	(9,639.71)	113.16
CONTRACTUAL SERVICES							
13-6-1124-0201 UTILITIES	23,000	472.25	0.00	31,602.20	0.00	(8,602.20)	137.40
13-6-1124-0203 PRINTING & ADVERTISING	150	0.00	0.00	0.00	0.00	150.00	0.00
13-6-1124-0210 MAINTENANCE & REPAIR	5,150	0.00	0.00	3,663.34	0.00	1,486.66	71.13
13-6-1124-0211 EQUIPMENT MAINTENANCE	2,850	0.00	0.00	1,660.87	0.00	1,189.13	58.28
13-6-1124-0216 OTHER CONTRACTUAL SERVIC	8,500	3,550.00	0.00	12,192.97	0.00	(3,692.97)	143.45
13-6-1124-0220 AQUACATS CONTRACTUAL SER	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	39,650	4,022.25	0.00	49,119.38	0.00	(9,469.38)	123.88
COMMODITIES							
13-6-1124-0303 CHEMICALS	8,425	0.00	0.00	8,996.58	0.00	(571.58)	106.78
13-6-1124-0304 UNIFORMS	3,020	0.00	0.00	4,208.40	0.00	(1,188.40)	139.35
13-6-1124-0307 EQUIPMENT MAINTENANCE	1,800	0.00	0.00	1,566.38	0.00	233.62	87.02
13-6-1124-0310 SUPPLIES	5,725	0.00	0.00	6,049.67	0.00	(324.67)	105.67
13-6-1124-0320 CONCESSION SUPPLIES	11,030	0.00	0.00	13,122.22	0.00	(2,092.22)	118.97
13-6-1124-0350 SMALL TOOLS/EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
13-6-1124-0351 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
13-6-1124-0360 AQUACATS SUPPLIES	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	30,000	0.00	0.00	33,943.25	0.00	(3,943.25)	113.14
OTHER CHARGES							
13-6-1124-0400 INSURANCE CLAIM EXPENSE	0	0.00	0.00	17,471.86	0.00	(17,471.86)	0.00
13-6-1124-0401 INSURANCE	3,950	325.12	0.00	3,863.88	0.00	86.12	97.82
13-6-1124-0430 OFFICE FACILITIES & SERV	8,975	639.75	0.00	7,037.25	0.00	1,937.75	78.41
13-6-1124-0460 BAD DEBT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER CHARGES	12,925	964.87	0.00	28,372.99	0.00	(15,447.99)	219.52
CAPITAL OUTLAY							
13-6-1124-0502 BUILDING	0	0.00	0.00	0.00	0.00	0.00	0.00
13-6-1124-0503 NON-BUILDING IMPROVEMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
13-6-1124-0504 MACHINERY & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
DEPRECIATION							
13-6-1124-0601 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL AQUATICS CENTER	155,810	5,022.43	0.00	194,310.33	0.00	(38,500.33)	124.71

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2017

13 -AQUATIC CENTER FUND

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
CAPITAL PROJECTS							
CAPITAL PROJECTS							
13-6-0990-3000 POOL SANDBLASTING & PAIN	0	0.00	0.00	0.00	0.00	0.00	0.00
13-6-0990-3001 HAQC UPGRADE-POOL FEATUR	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	155,810	5,022.43	0.00	194,310.33	0.00	(38,500.33)	124.71
REVENUE OVER/(UNDER) EXPENDITURES	0	(5,012.70)	0.00	(35,141.34)	0.00	35,141.34	0.00