AGENDA
CITY OF HARRISONVILLE
PARK BOARD
REGULAR MEETING
COMMUNITY CENTER
MARCH 13, 2018
6:00 PM

I. Call to Order

1. **Roll Call**

II. Public Participation

III. Ceremonial Matters

IV. Approval of Minutes

1. **February 13, 2018 minutes**

V. Parks and Recreation Department

1. **Director Report - Monthly Report**
2. **Emergency Operating Procedures - Information only**
3. **Finish Mower for Park Maintenance - Approval**
4. **Month and YTD Financial Report**

VI. Other Business

VII. Adjourn to Executive Session

VIII. Adjourn from Regular Session

Posted on City Hall Bulletin Board this 14th day of March

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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

Publish 3/14/2018 6:00 AM

HARRISONVILLE PARK BOARD MINUTES
HARRISONVILLE COMMUNITY CENTER
February 13, 2018
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, Brent Caruthers, Clint Miller, Don Allen, Dr. Martin Parks (arrived 6:01pm) & Laura Frees

ABSENT: David Atkinson, Ed Roberts, & Phil Rogers

OTHERS PRESENT: 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 January 9, 2018 regular meeting. Mr. Allen moved to approve the minutes of the January 9, 2018 Park Board meeting. The motion was seconded by Mr. Miller and approved unanimously by a voice vote of those present, 6-0.

DIRECTOR'S REPORT:
Director Deal read highlights from the memo that was provided in the Park Board packet to all members that were in attendance. Mr. Deal shared that this year's Annual Princess Ball/Father Daughter Dance went very well, the event was sold out. Director Deal thanked all staff for their help with the event.

Director Deal stated that the donations received for the Norm Geyer Memorial Fund came to a total of $400.00. Mr. Deal stated that all monies have been deposited in to the Truman Heartland Community Foundation.

Mr. Caruthers asked Director Deal what the cost would be if perhaps the heat exchanger was found not to be under warranty. Mr. Deal stated that costs could be roughly around $13,000.00.

PATRON LETTER TO PARK BOARD:
Director Deal provided a letter that was received from a member of the facility. The member submitted a letter recommending moving the free weight room. Director Deal stated that staff is always open to hearing new ideas and recommendations from our patrons and Community Center Members. However, Mr. Deal provided a memo in response to the letter listing the reasons why staff does not recommend moving the free weight area.

Members of the Park Board in attendance agreed with staff recommendations regarding as to why the free weight area will remain in its current area.

P&R DEPARTMENT MARKETING & CORPORATE MEMBERSHIP REPORT:
Director Deal shared marketing and advertising information along with listing our current partnerships with businesses regarding corporate memberships. Mr. Deal read highlights from the memo located in the packet.

ALCOHOL POLICY & REVIEW:
Director Deal provided information regarding our current alcohol policy and procedures. Mr. Deal stated staff reviewed policies and procedures from other surrounding cities and centers and concluded that our current policy is very similar with other cities and centers. Mr. Deal stated that staff does not have any recommendations for reducing the policy however; staff would like to add to the current policy to better clarify the policy and procedures. Staff would like to add information to the current form titled "Application to sell or serve alcohol beverages at the Harrisonville Community Center" – under the heading, "Special Conditions of Approval". Director Deal stated that staff has recommended adding the following to what is currently listed;

- Letter of Approval from the Facility Director
- Obtain Temporary City Caterers License
- Obtain a Server's Permit from the Harrisonville Police Dept.

Director stated that this information is listed within the packet, but not on the form. Mr. Deal stated that staff is currently following what is required and listed within the policy. However, staff feels that this particular form should also list the same requirements for consistency and clarification.

MONTH AND YTD FINANCIAL REPORT:
Director Deal reviewed information from the written report. Mr. Deal stated that the year-end budget report is incomplete because all final numbers have not yet been recorded. The final report will be available after the auditors have completed their review.

PARK FUND:

- No Activity at this time

ODP FUND:

- No Activity at this time

HCC FUND: Director Deal reported:

- Revenue is slightly down from this same time as last year
- Membership numbers continue to increase;
    - Day Pass, & Room Rentals about the same from this same time last year
    - Fitness Class & Program revenues tracking slightly up from this same time last year
- Expenses are slightly down from this same time last year

OTHER BUSINESS:
Dr. Parks expressed his concern with seeing vehicles continuing to drive on the walking/biking trails. Dr. Parks would like to see barricades placed at the entrances and exits of the trails in an attempt at preventing people from driving on the trails. Director Deal stated that he will discuss this with the parks crew to see what we preventive steps can be taken.

ADJOURN:
A motion to adjourn the meeting of the Park Board was made by Mr. Caruthers, seconded by Mr. Allen and approved unanimously by a voice vote of those present, 6-0. The meeting adjourned at 6:25pm. The next meeting is scheduled for March 13th, 2018 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 13th day of March, 2018.

MEMO

TO: Park Board

CC: Mayor Hasek, Happy Welch, City Administrator

FROM: Chris Deal, Parks & Recreation Director

DATE: March 8, 2018

RE: February Monthly Report

The following is a month end report for the month of February, 2018.

ADMINISTRATION

- Jefferson Parkway Sidewalk project is nearing completion. Final connections are being made along with cleanup and finish details. The project should be completed in the next couple weeks.
- We have to pay for the exterior heat exchanger of the indoor pool, which cost $13,000. We have a YTD savings on staffing to cover this cost, but the additional expense for contract services line item has been spent. Hopefully nothing else breaks this year.
- The new Fitness Equipment has arrived and it looks great. A lot of compliments already.

PARKS

- The Parks staff workers finished their winter cleaning project of the Park Maintenance work areas.
- Parks staff is cleaning up the creek areas in Lords Park, Town Creek area. This will help with the flow of water in this waterway.
- Clean up of other winter debris in all parks
- Winter full maintenance on vehicles is completed
- Bid for new 72 inch Finish Mower was completed and will be before the Park Board this month

RECREATION

- Youth Basketball is complete and it was a good season with higher numbers than last year
- Morning Fit Kids and Afternoon Kids averaged 45 with growth shown in these programs
- Total of 46 Group Fitness registrations and 14 Group Fitness Classes
- Youth and Adult Fitness Orientations ongoing

MEMBERSHIP

- *Total Membership Count as of December 31, 2016 is 3,926*
- *Total Membership Count as of December 31, 2017 is 4,000*
- *Total Membership Count as of February 28, 2018 is 4,140*
- Prepared February Membership mailing and mailed out letters
- 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 February monthly installment memberships
- 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
- Organized, decorated, assisted and staffed Annual Princess Ball
- Continue to assist with all Programs and Special Events

AQUATICS

- Dana Johnson, Aquatics Coordinator continues to do well and starting to train new lifeguards and getting ready for the summer program
- 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
- Finished work on the indoor Pool Heater to get it up and going again
- Took original Pool Pump in for an overall so we have a backup pump now, as budgeted
- 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 & Recreation Director

DATE: March 8, 2018

RE: Emergency Operations Procedures Manual

Attached to this memo is the recently developed *"Emergency Operations Procedures"* manual *(EOP*) for the Harrisonville Parks & Recreation Department. In the past, staff has followed various guidelines for emergency procedures, but not all procedures were included in one manual. For that purpose, the *EOP* Manual was developed.

The *EOP* Manual was developed by using examples from other Parks & Recreation Departments I have directed, which includes input from the city's Emergency Services Directors (Police and Fire). There will be a staff training of the *EOP* set up this April, and this will be an annual training.

This memo and *EOP* Manual was provided for your information only, but staff wanted the Park Board to be aware of our procedures and answer any questions that you may have. I will cover the *EOP* manual in more detail at the Park Board meeting. Thank you.

Emergency Operating Procedures

Harrisonville Parks & Recreation

2018

Table of Contents

Implementation Plan

The purpose of this manual is to facilitate a coordinated means of providing individuals with directions on appropriate actions during an emergency situation that may occur at our facilities. This manual cannot cover all scenarios and is not meant to replace good judgment. Under the protocol of each emergency there is a schedule of education identified as "Drills". A copy of the "EOP" manual will be displayed on the employee bulletin boards.

The Assistant Director or his/her designee is charged with reviewing this manual on no less than an annual basis to ensure the documents contained within are up-to-date and appropriate for the current work environment.

If at any time, any employee believes this manual should be changed in anyway, the Assistant Director or his/her designee will review the manual following a written request to the Director.

IMPORTANT NOTE REGARDING EMERGENCY SERVICES & MEDIA CONTACT:

For any incident involving Emergency Services, the Assistant Director and the Parks & Recreation Director are to be contacted. If there is any contact made to staff by the media (TV, Radio, Newspaper, Electronic or otherwise) regarding an incident within the Parks & Recreation Department, those questions are to be referred to the Parks & Recreation Director. The Parks & Recreation Director will contact the City Administrator regarding statements made to the media.

Fire Procedures

Reasons for an alarm to sound:

1. Smoke detector goes off due to a fire.
2. Fire alarm is pulled for a fire or prank.
3. Sprinkler head is hit or broken.

What to do if an alarm sounds:

1. Remain calm.
2. Evacuate the building and assigned management staff will investigate and determine if there is an actual fire.
3. If it is an actual fire or the reason for the alarm is unknown begin procedures for "actual fire".
4. If a prank is verified, begin procedures for "false alarm".

Actual Fire Procedures

Staff will confirm the location and the presence of the fire by checking the fire panel located in the northeast storage room, located off the gym floor behind double doors. Staff should also call 911 and report the fire (do not rely of the monitoring system for this). If a staff member has the knowledge and is comfortable, they may use the approved fire extinguisher. Further directions for the fire procedures concerning the alarms can also be found below.

1. All patrons will be evacuated using the following guidelines.
2. If feasible, the front desk staff will announce the following statement over the P.A. system.

<u>**Make sure to speak slowly, calmly and clearly**</u>

"Attention please. An emergency evacuation of the Center is required at this time. Please go to the nearest exit quickly and orderly.
All guests should meet at the open lawn area next to the Water Plant.
Children in the Child Care Area will also be taken to this location."
(Repeat Announcement)

3. Announcement will need to be repeated in all activity areas of the building.
4. The pool and the group exercise areas need to be approached in person so that the announcement can be understood. Staff will tell the patrons to "exit the facility at the nearest fire exit and meet in the southeast portion on the parking lot, in the lawn area between the Center parking lot and the Water Plant.
5. Staff will assist in clearing all activity areas and provide supervision according to the announced instructions.

6. The Childcare Attendants will take the sign-in log(s) with them to verify occupants after the evacuation is completed.
7. Once patrons are evacuated keep them clear of the building. Take patrons to the southeast end of the parking lot, in the lawn area between the Center parking lot and the Water Plant. At this point the supervisor on duty should account for all occupants and staff.
8. The supervisor on duty should meet the fire and/or other departments as they arrive to direct them to the location of the fire.
9. Help keep a calm and controlled atmosphere throughout the evacuation process.

False Alarm Procedures

Follow these measures **only** if it is certain to be a false alarm. Only the administrative staff, police, or fire staff can determine if we use the **false alarm procedures.**

1. Get confirmation from the individual who set off the alarm if possible.
2. If unsure, always assume the possibility of an actual fire and follow the "actual fire" procedures.
3. If it is a false alarm call the fire department at #**380-8940** and inform them of the false alarm. The fire department will still arrive, to verify the situation.
4. Personnel will make the following announcement to the guests:

*****Make sure to speak slowly, calmly and clearly*****
"Attention please. This was a false alarm and activities will continue as scheduled, we apologize for any inconvenience."
(Repeat Announcement)

* Make sure to follow up with the announcement in other areas where it may not be heard. (swimming pool, gymnasium, group exercise rooms, etc.)

Emergency Evacuation Drills

1. Required emergency evacuation drills shall be held ANNUALLY during the month of APRIL.
2. Leadership: The Assistant Director, or designee, shall be responsible for planning and conduction of drills.
3. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of fire.

4. Record keeping: Records shall be maintained of required emergency evacuation drills and include the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Notification method used.
   - ✓ Staff members on duty and participating.
   - ✓ Number of occupants evacuated.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
   - ✓ Weather conditions when occupants were evacuated.
   - ✓ Time required accomplishing complete evacuation.
5. Notification: The Assistant Director or designee shall contact the monitoring company to put the system into "Test Mode", and contact the HFD to verify that an evacuation drill will occur.
6. Initiation: Activate the evacuation drill by pushing the "Test" button on the fire panel.
7. Accountability: As building occupants arrive at the south end of the parking lot, efforts shall be made to determine if all occupants have been successfully evacuated by using the log-in sheets.
8. Recall and reentry: No one shall reenter the premises until authorized to do so by the official in charge.

Medical

HP&R "designated staff" will be trained in first aid, CPR and AED and will be expected to assist patrons in need to the extent of their training. No personnel will attempt any procedures for which they have not been trained. Accident/injury forms must be completed each time an accident is noticed by or reported to staff.

Bodily Fluid Clean Up

For Vomit, Urine or Fecal Matter:

1. Put on latex gloves.
2. Sprinkle an absorbing material around the base of the spill moving towards the center until completely covered.
3. Wait until it is totally absorbed.
4. Sweep up with broom and dustpan.
5. Spray spill area with disinfectant until wet, let stand for 10 minutes, and then wipe up with paper towels. Dispose of paper towels safely.

6. Wash broom and dustpan with disinfectant, rinse with water, and store items in custodial closet.

For Blood

1. Use a special blood kit and follow same instructions as vomit, unless there are only small spatters then do not use an absorbing material. Make sure to dispose of safely.

Bodily Fluid Clean Up Drills

1. Required bodily fluid clean up training shall be held ANNUALLY during the month of APRIL.
2. Leadership: The Assistant Director shall be responsible for planning and conduction of training.
3. Time: Training shall be held during non-operational times and under varying types of bodily fluids and the unusual conditions that occur in case of bodily fluid clean up.
4. Record keeping: Records shall be maintained for required bodily fluid clean up training and include the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Notification method used.
   - ✓ Staff members on duty and participating.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
   - ✓ Time required to complete the cleanup.

5. Accountability: Did staff take the proper precautions when cleaning up the bodily fluid (use of gloves, eye protection). Verify that staff disposed of cleanup materials in proper containers.

Chemical Spill

In the event of a chemical spill the following procedures should be followed by staff on duty.

1. Muriatic Acid: staff should immediately clear all other staff from the contaminated space and report the spill to the Fire Department (911). Staff should not allow access to the contaminated space other than to the fire department. Should staff feel that they have been exposed to the muriatic acid fumes they should call 911 or go to the ER.
2. Other Pool Chemicals: Should staff feel that they have been exposed to a harmful chemical they should call 911 or go to the ER.
3. Cleaning supplies: Should staff feel that they have been exposed to a harmful chemical they should call 911 or go to the ER.
4. Evacuate the building if so determined by staff and make announcement.

Chemical Spill Drills

1. Required chemical spill drills shall be held ANNUALLY during the month of APRIL.
2. Leadership: The Assistant Director shall be responsible for planning and conduction of drills.
3. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of chemical spills.
4. Record keeping: Records shall be maintained of required chemical spill drills and include the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Notification method used.
   - ✓ Staff members on duty and participating.
   - ✓ Number of occupants evacuated.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
   - ✓ Time required accomplishing complete evacuation/clean up.
5. Accountability: Verify the incident by documenting all issues that took place.
6. Recall and reentry: No one shall reenter the premises until authorized to do so by the official in charge.

Power Outage

In the event that a power outage would occur the following procedures should be followed by staff on duty.

1. Ask all patrons to remain calm while you evaluate the situation.
2. Check electrical panels in the electrical room located on the northeast store room off of the gym. If breakers are off, reset.
3. If staff determines that all breakers are fine, call the Assistant Director.
4. Call Harrisonville Electric Department at #380-8962 or Police Dispatch at #380-8940 after hours and let them know that a power outage has occurred and that further assistance is required.
5. If Harrisonville Electric Department verifies that the outage is due to an internal device, the Assistant Director should contact the city contracted electrician for further assistance.
6. Pool should be cleared if determined dangerous by supervisor.
7. At all times staff should monitor the patrons and keeping them posted as to the steps that are being taken to correct the problem. Staff should also continue to walk the building checking for further problems. If at staff discretion it is determined that the facility is too dark to remain open staff should close the facility until power has been restored.

Power Outage Drills

1. Required power outage drills shall be held ANNUALLY during the month of APRIL.
2. Leadership: The Assistant Director shall be responsible for planning and conduction of training.
3. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of fire.
4. Record keeping: Records shall be maintained of required power outage drills and include the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Notification method used.
   - ✓ Staff members on duty and participating.
   - ✓ Number of occupants evacuated.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
5. Initiation: Activate the power outage drill by turning off the breakers to specified areas.

Water Shut off

In the event that the water supply to the Community Center or Parks is shut off, report the issue to the Harrisonville Water Department at #380-8960. All Supervisors should know where the main water off and on valve is for the Center.

Bomb Threat

The following procedures have been recommended by the Law Enforcement to follow if any facility receives a bomb threat on the telephone.

Threats Received by Telephone:

1. DO NOT HANG UP THE PHONE! Once you answer the call, do not disconnect the line, even if the other party hangs up. Keep the caller on the line and attempt to get as much information as possible. Write down everything said.
2. Call the Police Department Dispatch at 9-1-1, and your immediate supervisor. **DO NOT USE A CELLULAR PHONE!**
3. Have the following information ready to give to them:
   -the exact time of the call
   -the exact phone line number the call is on

Threats Received by Mail, Third Person, or Other Means:

1. Upon receiving a bomb threat by mail, note, third person or other manner, the employee should obtain as much information as possible.
2. Immediately call the Police Department Dispatch at 9-1-1, and your immediate supervisor**.**

Evacuation:

The decision to evacuate the facility after a "Bomb Threat' should be made between the Supervisor on staff and the police department. Once this decision is made, contact the Parks and Recreation Director immediately and notify the City Administrator of the issue.

Employee Assistance:

An employee will need to remain with police officers in a safe location pending the investigation. This will assure police and fire personnel have access to valuable information which will expedite the handling of the incident.

Bomb Threat Drills

1. Required emergency evacuation drills shall be held ANNUALLY during the month of APRIL.
2. Notification of reminder of bomb threat procedures to staff will be implemented by the Assistant Director. The Assistant Director will notify the facility manager in the event of a bomb threat made to another public facility or event in the City of Harrisonville. The facility manager will review bomb threat protocol with all staff on duty, recording the review session by having all participating staff sign the training log. Completed training log will be kept on file in the Assistant Directors office.
3. Leadership: The Assistant Director or a designee shall be responsible for planning and conduction of drills.
4. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in the event of a bomb threat.
5. Record keeping: Records shall be maintained of required emergency evacuation drills and include the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Notification method used.
   - ✓ Staff members on duty and participating.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
   - ✓ Time required completing the evacuation.
6. Initiation: Activate the bomb threat drill by having a full-time staff member make a call to the front desk.

7. Accountability: Have the staff member receiving the call provide the following information; time that call was received, the phone number line the call was received on, describe any back ground noise, description of the callers voice and was it a cell phone.

Suspicious Mail or Package

The purpose of this section is to present procedures and guidelines in identifying suspicious mail or package. It is intended to serve as the basic outline to handle scenarios that may occur while working in a public setting. As always, all possible scenarios cannot be covered, however we hope that this will give staff an understanding of how to handle some situations.

- Pay attention to any mail or packages with the following characteristics:
  - ➢ No return address or a strange or unexpected return address
  - ➢ Postmarks that do not match the return address
  - ➢ Mail directed to persons who no longer work for the department
  - ➢ Mail marked "Personal" or "Confidential"
  - ➢ Postmarks from a foreign country or the use of excessive postage
  - ➢ Misspelled words or improper addressing
  - ➢ Mail addressed to Title or Office only, or incorrect Title or Office
  - ➢ Oversized, lopsided or uneven items
  - ➢ Rigid or bulky items
  - ➢ Items with strange appearance or with unusual odor, stains, discoloration, leaking substances (powder, oil, etc.)
  - ➢ Protruding wires
  - ➢ Excessive tape
- Handling Procedures
  - ➢ If uncomfortable or suspicious about any package or letter:
    - ✓ Notify supervisor, manager or department director. He/she will contact Police Dispatch as appropriate
    - ✓ Do not open the item. Do not handle it, shake it, or empty out its contents
    - ✓ Leave the area and keep others away from the item
    - ✓ If possible, clean hands with non-abrasive antibacterial product
    - ✓ List any persons who may have come in contact with or handled the item
  - ➢ If a suspicious or unidentified substance is found in an envelope or parcel upon opening the item:
    - ✓ Remain calm
    - ✓ Do not touch, smell, taste, or try to analyze the substance
    - ✓ Carefully put the item down and step away; do not carry the item to another location
    - ✓ Stay in the immediate area to minimize spread of the substance and turn off any circulating fans, air conditioners or heaters if possible
    - ✓ If you touched the substance with your hands, do not touch your face
    - ✓ Alert others to stay out of the immediate area

- ✓ Notify supervisor, manager or department director. He/she will contact Police Dispatch at 911
- ✓ Wait for trained emergency personnel to arrive and be ready to inform emergency responders regarding who has had contact with the substance

- Evacuation:
  - ➢ If a "Suspicious Package" is located, the facility should be evacuated and a minimum perimeter of no less than 300 feet should be used. If a "Suspicious Package" is located all electronic items which transmit radio frequency, i.e. cell phones, radios, etc., should be turned off within the 300 foot perimeter and should remain off until Police Bomb Squad personnel give the all clear.
- Employee Assistance:
  - ➢ An employee will need to remain with police officers in a safe location pending the investigation. This will assure police and fire personnel have access to valuable information which will expedite the handling of the incident.

Suspicious Mail or Package Drills

1. 1. Required suspicious mail or package drills shall be held ANNUALLY during the month of APRIL.
2. Notification of reminder of suspicious mail or package procedures to staff will be implemented by the Assistant Director. The Assistant Director will notify the facility manager in the event of suspicious or contaminated mail or package is delivered to another public facility or event in the City of Harrisonville. The facility manager will review bomb threat protocol with all staff on duty, recording the review session by having all participating staff sign the training log. Completed training log will be kept on file in the manager's office.

3. Leadership: The Assistant Director shall be responsible for planning and conduction of drills.

4. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of suspicious mail or package.

5. Record keeping: Records shall be maintained of required suspicious mail or package drills and include the following information:

- ✓ Identify the person conducting the drill.
- ✓ Date and time of the drill.
- ✓ Staff members on duty and participating.
- ✓ Special conditions simulated.
- ✓ Problems encountered.
- ✓ Time required to complete the drill.

6. Initiation: Activate the suspicious mail or package drill by having another staff member simulate delivery of an unidentified package.

7. Accountability: Did staff follow all safe handling procedures. Did staff notify the appropriate supervisor's?

Severe Weather

Please make announcements over the PA system and lifeguard staff will clear the pool area using one long whistle blast informing customers of conditions during adverse weather conditions. NOTE: This procedure will repeat until everyone is out of the pool area.

When severe weather threatens, Welcome Desk personnel will monitor the Weather Alert AM/FM radio and the Weather web page.

Severe weather could mean lightning, tornadoes and power outages. Be familiar with the type of watches and warnings common in our State and know when they may be issued.

Tornado Watch: Issued when atmospheric conditions indicate severe thunderstorms and tornadoes may develop. Usually issued for an area about 150 miles wide by 200 miles long for a period of 6 to 8 hours. The watch is advance notice of the possibility of tornadoes.

Severe Thunderstorm Watch: When atmospheric conditions indicate severe thunderstorms are possible, but tornadoes appear unlikely. Usually issued for an area about 150 miles wide by 200 miles long for a period of 6 to 8 hours. The severe thunderstorm watch does not rule out tornadoes, but strong winds and large hail appear to be a greater threat.

Flash Flood Watch**:** When rainfall maybe heavy enough to cause flooding is forecast. Usually issued for a section of the state for a period of around 12 hours.

Tornado Warning: When a tornado has been sighted or when weather radar indicates a tornado is likely forming. Usually issued for counties or parts of counties for a period of 30 minutes to an hour. Advise of the need to get to shelter immediately (Locker rooms).

Severe Thunderstorm Warning: When weather radar indicates large hail or winds in excess of 60 miles an hour are likely or when damaging winds or large hail is reported. Usually issued for counties or parts of counties for a period of 30 minutes to an hour. Advises of an actual threat and the need to take protective action.

Flash Flood Warning**:** When run off from heavy rainfall will likely result in flooding of streams and low-lying areas: severe enough to threaten life and property.

Winter Storm Watch: A significant winter weather storm (i.e. heavy snow, heavy sleet, significant freezing rain, or a combination of events) is expected, but not imminent, for the watch area; provides 12 to 36 hours' notice of the possibility of severe winter weather.

Winter Storm Warning: When a significant winter storm or hazardous winter weather is occurring, imminent, or likely, and is a threat to life and property.

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The following procedure is in effect during severe weather conditions. Announcements will be made every ten minutes or after any change in status.

If a tornado/severe weather watch is issued, the watch status will be announced over the building pager. In the aquatics center, patrons should be approached personally since the pager may be difficult to hear. During a tornado watch all activities will continue as scheduled.

If a tornado/severe weather/winter storm warning is issued, the warning will be announced over the building pager. Facility staff will begin moving patrons into the tornado shelter areas of the building. **This is determined to be the locker rooms**. All patrons will exit the pool area and move into the tornado shelter areas. Staff will keep patrons away from exterior doors and windows. People are allowed to come and go from the facility, but if they come in they must go to the appropriate shelter areas. We strongly encourage people not to leave during severe weather warnings.

Once a warning or watch has been canceled, patrons and staff will be notified via the public address system. Activities halted for warnings will resume as scheduled.

Severe Weather Drills

1. Required severe weather drills shall be held ANNUALLY during the month of APRIL.
2. Notification of reminder of severe weather procedures to staff will be implemented by the Assistant Director. The Assistant Director will notify the facility manager in the event of a severe weather warning issued in Cass County, Missouri or an adjoining county. The facility manager will review severe weather protocol with all staff on duty, recording the review session by having all participating staff sign the training log. Completed training log will be kept on file in the manager's office.
3. Leadership: The Assistant Director shall be responsible for planning and conduction of drills.
4. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of severe weather.
5. Record keeping: Records shall be maintained of required severe weather drills and include the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Notification method used.
   - ✓ Staff members on duty and participating.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
   - ✓ Time required completing the drill.

6. Initiation: Activate the evacuation drill by using the PA system at the welcome desk and announcing the type of severe weather the facility is experiencing.
7. Accountability: As building occupants arrive at the designated storm shelters, efforts shall be made to determine if all occupants have been successfully moved to shelters by designating 1 to 3 staff members to hide in designated areas of the facility.

Earthquake

During a major earthquake you may experience shaking that starts out gentle and within seconds grows violent. You may be jarred first by a violent jolt that may knock you off your feet followed by less violent shaking that may make it difficult or impossible to walk about.

1. Get under a desk, counter, in a doorway or crouch in a corner and protect your head.
2. Stay clear of windows and freestanding equipment.
3. After the shaking has stopped, check for injuries and give appropriate first aid.
4. Expect aftershocks.
5. Do not tie up telephone lines with any calls unless there is a life threatening injury. Do not allow patrons to tie up the phones.
6. Turn off all electrical power.
7. Put out small fires with the extinguishers if possible.
8. Check all areas for injured individuals.
9. Do not move seriously injured individuals unless they are in immediate danger of further injury.

Earthquake Drills

1. Required earthquake drills shall be held ANNUALLY during the month of APRIL.
2. Notification of reminder of earthquake procedures to staff will be implemented by the Assistant Director. The Assistant Director will notify the facility manager in the event of an earthquake in Cass County, Missouri or an adjoining county. The facility manager will review severe weather protocol with all staff on duty, recording the review session by having all participating staff sign the training log. Completed training log will be kept on file in the manager's office.
3. Leadership: The Assistant Director shall be responsible for planning and conduction of drills.
4. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of an earthquake.
5. Record keeping: Records shall be maintained of required severe weather drills and include the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Staff members on duty and participating.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
   - ✓ Time required completing the drill.

6. Initiation: Activate the earthquake drill by using the PA system at the welcome desk and announcing that the facility is experiencing an earthquake.
7. Accountability: Verify that a staff member went to the electrical room to simulate shutting off of facility power. Simulate CPR/1st Aid procedures on injured patrons/staff.

Child Abuse Information

Division of Social Services (DSS) has been established as a child protection system for the entire state. The division shall give priority to ensuring the well-being and safety of the child. DFS will begin an investigation shortly after a call is made and contact the individual who initiated the call.

Abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child by those responsible for the child's care, custody, and control. Exceptions include accidental means and discipline including spanking, administered in a reasonable manner.
Neglect is defined as failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition, medical or surgical care or any other care necessary for the child's well-being.

> *If a day care center worker or other child-care worker, person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately contact their Supervisor. If the Supervisor agrees that there is potential abuse, the Supervisor will report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183 in the Missouri Laws relating to child abuse and neglect.*

Any person or individual required to report may also report the suspicion of abuse or neglect to any law enforcement agency or juvenile office. Such report shall not, however take the place of reporting or causing a report to be made to the division.

Procedure
The following procedure should be followed when signs of abuse/neglect are present:
1. If you suspect abuse, immediately report it to the Community Center Manager in charge.
2. Community Center Manager shall conduct an interview with the child and notify the Assistant Director.
3. That interview shall consist of: date(s) of incident(s), person(s) involved, location(s) of incident(s), and what are the signs that triggered the interview.
4. Confidential notes of the incident shall be kept for the duration of the activity.

If no abuse is suspected then the child is to return to the group.

If abuse is suspected:
- Complete your documentation
- Contact the Assistant Director to confirm course of action.

Contact the child abuse hotline if warranted at 1-800-392-3738

Robbery

- In the instance of attempted robbery always cooperate with the assailant while remembering important details to tell the police. DO NOT refuse to give them what they want. Do EXACTLY what you are told, no more no less. Remain calm, be discrete, explain what you are doing, do not draw unnecessary attention to the situation or yourself. Look for distinct characteristics about the robber; face, ears hair, clothing, tattoos, jewelry, scars, speech, accent, mask, etc. Look for distinct characteristics about the weapon. Discretely set aside any note that is passed; if the robber requests the note back give it to them. Get description of robber's escape; on foot, by vehicle, type of vehicle, direction.
- Don't discuss description of suspects with others, as it will contaminate evidence
- Complete a Robbery Description, writing down as much as you can recall about the individual.

After the Robbery:

Keep staff and patrons calm and ask them to stay inside the facility until the police have arrived. Once the assailant has left the building do the following:

- Call 911 and give the following information:
  - HP&R has been robbed
  - Give address of HP&R (2400 Jefferson Parkway)
  - Inform dispatch if there are injuries and an ambulance is needed, or if all patrons and employees are safe and unharmed
  - If possible give direction and by what means the robber(s) escaped
- Lock the doors-don't allow anyone to leave or enter, except uniformed police officers:
  - If someone is persistent about leaving, please explain that they are considered a witness and they will be contacted by the police department
  - Require a copy of their ID and telephone number; get description of what means they left the facility; vehicle, by foot
- Block the work station/area where the robbery occurred for potential fingerprints or other evidence
- Check staff and patrons for injuries and pass out robbery description forms
- Attend to staff directly involved with robbery:
  - Keep staff secluded from others
  - Immediately complete robbery description forms
  - Check for injuries
- Immediately call the Community Center Manager and the Assistant Director.

Robbery Drills

1. Required robbery drills shall be held ANNUALLY during the month of APRIL.
2. Notification of reminder of robbery procedures to staff will be implemented by the Assistant Director. The Assistant Director will notify the facility manager in the event of a robbery at an HP&R facility. The facility manager will review robbery protocol with all staff on duty, recording the review session by having all participating staff sign the training log. Completed training log will be kept on file in the manager's office.
3. Leadership: The Assistant Director shall be responsible for planning and conduction of drills.
4. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of a robbery.
5. Record keeping: Records shall be maintained of required robbery drills and include the following information:
    a. Identify the person conducting the drill.
    b. Date and time of the drill.
    c. Staff members on duty and participating.
    d. Special conditions simulated.
    e. Problems encountered.
    f. Time required completing the drill.
6. Initiation: Designated staff member(s) shall enter the facility or areas of the facility and simulate a robbery attempt.
7. Accountability: Verify that staff cooperated with the assailant. Simulate staff calling 911. Can staff answer the following questions; color of clothes assailant(s) were wearing, height and weight of assailant(s), hair color of assailant(s), age of assailant(s), male or female, weight of assailant(s), personal characteristics of assailant(s), make, model and color of assailant(s) vehicle.

Code Adam

Code Adam is a missing-child safety program in the United States. Code Adam is issued when there is a report of a missing child. The following procedures should be used:

Step 1: The staff member who receives the report needs to get a detailed description.
- Name
- Age
- Hair Color
- Eye Color
- Approximate Weight and Height
- What the child is wearing –most importantly the shoe color and style (clothes can be changed easily while shoes are most likely to remain the same)

Step 2: Page **"Code Adam"** over the intercom system along with the description of the child. *NOTE: NO ONE IS TO LEAVE THE BUILDING.*
- **The Facility Supervisor will take the lead and stay with the guardian at all times.** Staff will communicate directly with the supervisor upon checking each area.
- Staff will assist in checking all activity areas and provide supervision according to the announced instructions. Staff is responsible for the following areas:
  - Administrative Staff/Weight Room Attendants/Fitness Instructors: Second Level
  - Gymnasium Attendant/Custodians: Gym, Courts, Locker Rooms
  - Lifeguards: Pool area and Family Changing room
  - Child Care Attendants: Child care room
  - Maintenance/Custodial Staff: Group Exercise Rooms, South hallway, Rest Rooms
- Service Representatives and Administrative Staff will secure all patron accessible exits
- Head Lifeguard will secure all pool exits

Step 3: If the child is not found within 10 minutes, call 911.

Step 4: If the child is found and appears to have been lost and unharmed, reunite the child with the parents.
- Fill out an HP&R accident/incident form

If the child is with another adult and appears to be in danger-
- Use reasonable efforts to delay the departure of the adult, but **DO NOT** put yourself at risk.
- Record as many details as possible:
  - Person description
  - Car model
  - Licenses plate

Step 5: Conclude the incident over the intercom system by stating "Code Adam Canceled"

Code Adam Drills

1. Required Code Adam drills and video review shall be held ANNUALLY during the months of APRIL and MAY for Day Camp Staff.
2. Notification of reminder of Code Adam procedures to staff will be implemented by the Assistant Director. The Assistant Director will notify the facility manager in the event a Code Adam incident was handled incorrectly by facility staff. The facility manager will review Code Adam protocol will all staff on duty, recording the review session by having all participating staff sign the training log. Completed training log will be kept on file in the manager's office.
3. Leadership: The Assistant Director shall be responsible for planning and conduction of drills.
4. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of Code Adam.
5. Record keeping: Records shall be maintained of required Code Adam drills and include the following information:
    - ✓ Identify the person conducting the drill.
    - ✓ Date and time of the drill.
    - ✓ Staff members on duty and participating.
    - ✓ Special conditions simulated.
    - ✓ Problems encountered.
    - ✓ Time required to complete the drill.
6. Initiation: Activate the Code Adam drill by having another staff member simulate notification of a lost child.
7. Accountability: Did staff follow all safe handling procedures. Did staff notify the appropriate supervisor's?

Armed and/or Violent Intruder Response

The purpose of this section is to present procedures and guidelines in security management. It is intended to serve as an outline to handle scenarios that may occur while working in a public setting. As always, all possible scenarios cannot be covered, the goal is to give staff an understanding of how to handle some situations.

General Guidelines

Stay Vigilant – Report Anything Suspicious

- Stay Calm
- Use Common Sense
- Do Not Put Yourself In Harm's Way. If an active shooter engages, exit the building or run and hide.
- Call 911
- Alert Manager
- Follow Procedure
- Alert Other Areas Of The Building
- Call Facility Manager If Police Are Called
- Document Everything in writing
- Always use Pen (Not Pencil) when writing documentation
- Make it factual and readable. Sign and date every sheet.

Building Codes

The following building codes will be used to alert staff if there is a problem in the area. These will be used over the Public Address System:

"Code Silver Building Alert"	Lock Down of Building (subject with weapon inside or outside the facility)
"Code Orange Alert"	Physical Altercation in Facility
"Medical Incident At (Location)"	Medical Requiring Response

“Code Silver”

Subject Suspected or Confirmed With Weapon In The Facility or Exterior Area

IMMEDIATELY

1. Dial 911 or designate someone in the vicinity to dial 911. Be prepared to give a physical description of the intruder(s), type of weapon(s), location of intruder(s) and the number of victims. If active shooter engages, exit the building or run and hide!
2. Calmly contact the Supervisor on Duty to alert other areas in the building.
3. Depending on circumstance, call for back-up (P.A. or All Page to specific area). If pertinent, announce code over public address system. “Attention all building staff – we are in a Code Silver building alert”.
4. Staff members unable to exit the facility will immediately move all patrons away from potential and/or active shooter by moving them behind the locked doors of designated safe areas that are out of sight of windows or moving them out of the building to a “Reunification Site”. The HP&R will have a primary and secondary Reunification site as outlined below:

   - **Primary:** North Park Building, by the Pole Barns.
   - **Secondary:** City Park Outdoor Pool.

5. If possible use PA to alert patrons of the situation. Designated safe areas are identified on the “Facility Lockdown Site Plan”
6. Staff members unable to exit the facility will immediately lock all rooms or work area doors. Place furniture and other heavy objects in front of the doors to create additional barriers.
7. Custodial staff or facility supervisor will lock down all exterior doors only in the event that the hostile person is not in the facility.
8. Direct police to area and assist wherever necessary.
9. Staff member will attempt to maintain the patrons in the proper locations until the “All clear” signal or other directions are given by the responding police. The Police Department will give all directions once they are on site.
10. Contact Facility Manager.
11. Staff members will attempt to provide first aid to those injured.
12. Supervisors will attempt to conduct a head count of staff and patrons. Visit logs and staff schedules will be obtained by contacting another HP&R facility and requesting staff to access those documents and provide the requested information.

Follow-Up To Incident

13. Get eyewitness incident reports – document in writing – sign and date each sheet.
14. Remain professional in your areas – do not talk openly in front of patrons which can cause panic. Do not congregate at front desk.
15. Do not talk with any media person – redirect them to a supervisor.
16. Director of Parks and Recreation or his/her designee will do follow-up with police and city officials.
17. Managers/Supervisors will evaluate incident for any improvements in procedures.

"Code Orange"

Physical Altercation in the facility

IMMEDIATELY

1. Dial 911 or designate someone in the vicinity to dial 911. Be prepared to give a physical description of the violent offender(s), type of violent behavior and number of offenders.
2. Calmly contact the Supervisor on Duty to alert other areas of building.
3. Depending on circumstance, call for back-up (P.A. or All Page to specific area). If pertinent, announce code over public address system. "Attention all building staff – we are in a Code Orange building alert".
4. Staff members will immediately move all patrons away from room/space the physical altercation is occurring in. If an active shooter engages, exit the building or run and hide!
5. Staff members will immediately lock all entry doors into the space to prevent access.
6. Staff should not intervene in the physical altercation.
7. Direct police to area and assist wherever necessary.
8. Staff member will maintain the patrons in the proper locations until the "All clear" signal or other directions are given by the responding police. The Police Department will give all directions once they are on site.
9. Contact Facility Manager.

Follow-Up To Incident

10. Get eyewitness incident reports – document in writing – sign and date each sheet.
11. Remain professional in your areas – do not talk openly in front of patrons which can cause panic. Do not congregate at front desk.
12. Do not talk with any media person – redirect them to a supervisor.
13. Director of Parks and Recreation or his/her designee will do follow-up with police and city officials.
14. Managers/Supervisors will evaluate incident for any improvements in procedures.

Terrorist Threat/Attack

Any time staff recognizes suspicious activity (threats, bomb threats or suspicious packages) they should immediately report the activity to the police department (911). Employees should gain as much information as possible about the caller, description of the person or persons involved, details on the nature of the threat (time, type, location, etc.), without endangering themselves (do not hang up the phone).

In the case of a terrorist attack in which chemical warfare is used outside of the facility, staff should immediately pull the closest fire pull station which will shut down the HVAC system and announce for patrons to stay inside the facility. If the event the chemical warfare is used inside the facility staff shall announce for patrons to exit the facility immediately.

Training:
Armed Violent Intruder Response Drills

1. Required Armed Violent Intruder/Patron drills shall be held bi-annually.
2. Notification of reminder of Armed Violent Intruder procedures to staff will be implemented by the Assistant Director. The Assistant Director will notify the facility manager in the event of an incident at any facility or event in Harrisonville. The facility manager will review with all staff on duty, and with all staff at the next staff meeting, recording the review session by having all participating staff sign the training log. Completed training log will be kept on file in the manager's office.
3. Leadership: The Assistant Director shall be responsible for planning and conduction of drills.
4. Time: Drills shall be held during non-operational times and under varying conditions to simulate the unusual conditions that occur in case of an armed and/or violent intruder/subject.
5. Record keeping: Records shall be maintained of required armed violent intruder response drills and includes the following information:
   - ✓ Identify the person conducting the drill.
   - ✓ Date and time of the drill.
   - ✓ Staff members on duty and participating.
   - ✓ Special conditions simulated.
   - ✓ Problems encountered.
   - ✓ Time required completing the drill.
6. Initiation: Activate the armed and/or violent intruder response drill by simulating a type of attack (active shooter, fight in the facility, terrorist threat, etc.).
7. Accountability: Simulate staff calling 911. Can staff answer the following questions about the person(s) involved; details on the nature of the threat (time, type, location, weapons, physical description, etc.)

END "EOP" MANUAL

MEMO

TO: Park Board

CC: Mayor Hasek, Happy Welch, City Administrator

FROM: Chris Deal, Parks & Recreation Director

DATE: March 8, 2018

RE: Purchase of Finish Mower for Park Operations

As part of the 2018 approved budget, a new finish mower is to be purchased, replacing the 2010 Kubota finish mower. The finish mower request for bid was advertised in the newspaper and city website.

The bid request for the above stated finish mower resulted in the following bids:

Company	Mower Type	Bid Amount
• Golden Valley Tractor	Hustler Super Z Diesel	$14,105.00
• Outdoor Power Center	Grasshopper Powervac	$14,521.00
• Heartland Tractor	Kubota ZD	$15,650.00
• Golden Valley Tractor (2nd)	Scag Turf Tiger	$15,915.00
• Heritage Tractor	John Deere Z997R Diesel	$17,345.00

The lowest and best bidder recommended is Golden Valley Tractor with a bid of $14,105.00 for the Hustler Super Z Diesel. The total budgeted for this mower was $18,000.00. $1,500 was included as a trade in for the 2010 Kubota finish mower. The new finish mower comes with a 2 year, no hour limit warranty. Golden Valley Tractor is located in Harrisonville and met all bid specifications.

Staff recommends the bid from Golden Valley Tractor for approval by the Park Board. Staff will answer any questions before or during the Park Board meeting. Thank you.

MEMO

TO: Park Board

CC: Mayor Hasek, Happy Welch, City Administrator

FROM: Chris Deal, Parks and Recreation Director

SUBJECT: February 2018 YTD Budget Summary

DATE: March 8, 2018

Attached with this memo is the Parks and Recreation Department budget printout for the month of February, 2018. Some of the budget variations from the previous year (February 2017) are stated below for each division.

PARK FUND REVENUE (11)

- Real estate and personal property taxes come in throughout the year and no concerns at this time
- There is no significant activity in rentals yet, which is expected
- Spring Baseball and Softball started registration and we are on a good pace to meet last year's and budgeted numbers
- $41,530 has been transferred from the General Fund as budgeted
- Total revenue for the Park Fund is $57,896

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.
- There are not significant expenses or variations as compared to last January's budget
- Total expenses for the Park Maintenance is $63,245

AQUATIC FUND REVENUE & EXPENSE (ODP – 13)

- There is nothing significant to report on revenue or expense activity at this time.

COMMUNITY CENTER REVENUE (15)

- Community Center largest revenue collected each month is from annual memberships, so through February it shows $79,833. Total for the Charges for Services revenue is $102,036, which is similar to this time last year
- Recreation Programs has collected $19,863 which is approximately $4,000 higher than last January. The biggest contributor is the before and after school program which has doubled the numbers since this time last year
- The Sales Tax or Transfer from Other Funds has not come in, but it will later in the year
- Total revenue for the Community Center is $127,821

COMMUNITY CENTER EXPENSE (15)

- The largest expense line item is under department personnel, which is typical for a Community Center operations. With the transition of staffing, the expense amount in this category is approximately $10,000 lower through February last year
- Rec Programs salaries are about the same as last year
- Building and Maintenance salaries are about the same as last year
- Utilities are running $1,000 less than this time last year
- Remaining expenses are in line with the budget and last February comparisons
- Total expenses for the Community Center is $199,479
- The difference between revenue and expense is the timing of the sales tax funding
- YTD, the Community Center bottom line is $3,000 better than this time last year

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

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

11 -PARK FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
TAXES	177,550	3,181.73	0.00	4,960.76	0.00	172,589.24	2.79
CHARGES FOR SERVICE	26,655	677.71	0.00	1,267.26	0.00	25,387.74	4.75
RECREATIONAL PROGRAMS	60,625	8,670.00	0.00	8,760.00	0.00	51,865.00	14.45
MISC. INCOME	14,500	0.00	0.00	555.00	0.00	13,945.00	3.83
INTERGOVERNMENTAL	0	0.00	0.00	743.17	0.00	(743.17)	0.00
INTEREST	200	0.00	0.00	80.07	0.00	119.93	40.04
OTHER REV. SOURCES/TRANS	249,180	20,765.00	0.00	41,530.00	0.00	207,650.00	16.67
TOTAL REVENUE	528,710	33,294.44	0.00	57,896.26	0.00	470,813.74	10.95
EXPENDITURE SUMMARY							
PARK MAINTENANCE	528,710	28,878.74	0.00	62,166.69	120.70	466,422.61	11.78
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	0	605.00	605.00	1,078.75	0.00	(473.75)	0.00
TOTAL EXPENDITURES	528,710	29,483.74	605.00	63,245.44	120.70	465,948.86	11.87
REVENUE OVER/(UNDER) EXPENDITURES	0	3,810.70	605.00	(5,349.18)	(120.70)	4,864.88	0.00

Attachment: Year to Date Budget - February (Month and YTD Financial Report)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2018

11 -PARK FUND

% OF YEAR COMPLETED: 16.67

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	130,870	1,645.33	0.00	1,645.33	0.00	129,224.67	1.26
11-5112 PERSONAL PROPERTY TAX	29,180	1,409.04	0.00	1,409.04	0.00	27,770.96	4.83
11-5113 SUR TAX MERCHANTS/REPLACEMEN	15,500	127.36	0.00	127.36	0.00	15,372.64	0.82
11-5117 CORPORATE/RR/UTILITY TAX	1,500	0.00	0.00	1,372.90	0.00	127.10	91.53
11-5121 FINANCIAL INSTITUTION TAX	500	0.00	0.00	406.13	0.00	93.87	81.23
TOTAL TAXES	177,550	3,181.73	0.00	4,960.76	0.00	172,589.24	2.79
CHARGES FOR SERVICE							
11-5307 RENTAL INCOME	15,055	357.71	0.00	627.26	0.00	14,427.74	4.17
11-5309 SHOOTING RANGE REVENUE	3,600	320.00	0.00	640.00	0.00	2,960.00	17.78
11-5334 CONCESSIONS BALL FIELD	8,000	0.00	0.00	0.00	0.00	8,000.00	0.00
TOTAL CHARGES FOR SERVICE	26,655	677.71	0.00	1,267.26	0.00	25,387.74	4.75
RECREATIONAL PROGRAMS							
11-5418 MISC RECREATION PROGRAMS	0	175.00	0.00	175.00	0.00	(175.00)	0.00
11-5427 YOUTH REC BASE/SOFT BALL	39,825	5,695.00	0.00	5,785.00	0.00	34,040.00	14.53
11-5428 YOUTH COMP BASE/SOFT BALL	7,400	0.00	0.00	0.00	0.00	7,400.00	0.00
11-5429 SAND VOLLEYBALL	800	0.00	0.00	0.00	0.00	800.00	0.00
11-5430 ADULT SOFTBALL	12,600	2,800.00	0.00	2,800.00	0.00	9,800.00	22.22
TOTAL RECREATIONAL PROGRAMS	60,625	8,670.00	0.00	8,760.00	0.00	51,865.00	14.45
MISC. INCOME							
11-5510 MISCELLANEOUS	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00
11-5520 SPONSORS	9,500	0.00	0.00	0.00	0.00	9,500.00	0.00
11-5535 AUCTION & SURPLUS SALES	0	0.00	0.00	0.00	0.00	0.00	0.00
11-5537 DONATIONS	0	0.00	0.00	555.00	0.00	(555.00)	0.00
TOTAL MISC. INCOME	14,500	0.00	0.00	555.00	0.00	13,945.00	3.83
INTERGOVERNMENTAL							
11-5626 GRANTS & ENTITLEMENTS	0	0.00	0.00	743.17	0.00	(743.17)	0.00
TOTAL INTERGOVERNMENTAL	0	0.00	0.00	743.17	0.00	(743.17)	0.00
INTEREST							
11-5815 INTEREST INCOME	200	0.00	0.00	80.07	0.00	119.93	40.04
TOTAL INTEREST	200	0.00	0.00	80.07	0.00	119.93	40.04
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	249,180	20,765.00	0.00	41,530.00	0.00	207,650.00	16.67
11-5931 TRANSFER FROM OTHER FUNDS	0	0.00	0.00	0.00	0.00	0.00	0.00
11-5934 TRANSFER FROM RESERVE	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	249,180	20,765.00	0.00	41,530.00	0.00	207,650.00	16.67
TOTAL REVENUE	528,710	33,294.44	0.00	57,896.26	0.00	470,813.74	10.95

Attachment: Year to Date Budget - February (Month and YTD Financial Report)

11 -PARK FUND

% OF YEAR COMPLETED: 16.67

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	221,155	15,875.00	0.00	31,968.96	0.00	189,186.04	14.46
11-6-1125-0102 SALARY PARTTIME	28,570	876.89	0.00	1,214.39	0.00	27,355.61	4.25
11-6-1125-0103 SALARY OVERTIME	4,035	239.70	0.00	487.95	0.00	3,547.05	12.09
11-6-1125-0104 FICA	19,415	1,234.03	0.00	2,409.59	0.00	17,005.41	12.41
11-6-1125-0106 WORKERS COMP	9,685	780.53	0.00	1,561.06	0.00	8,123.94	16.12
11-6-1125-0107 RETIREMENT	21,655	794.32	0.00	3,140.04	0.00	18,514.96	14.50
11-6-1125-0108 HEALTH INSURANCE	38,975	1,412.51	0.00	5,650.04	0.00	33,324.96	14.50
11-6-1125-0109 DENTAL INSURANCE	1,645	61.88	0.00	247.52	0.00	1,397.48	15.05
11-6-1125-0110 OTHER PAYROLL INSURANCE	1,225	67.50	0.00	169.40	0.00	1,055.60	13.83
TOTAL PERSONNEL SERVICES	346,360	21,342.36	0.00	46,848.95	0.00	299,511.05	13.53
CONTRACTUAL SERVICES							
11-6-1125-0201 UTILITIES	31,610	3,392.73	0.00	5,242.89	0.00	26,367.11	16.59
11-6-1125-0203 PRINTING & ADVERTISING	780	89.75	0.00	644.75	108.56	26.69	96.58
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	0.00	0.00	0.00	0.00	750.00	0.00
11-6-1125-0210 MAINTENANCE & REPAIRS	4,550	(88.27)	0.00	(88.27)	0.00	4,638.27	1.94-
11-6-1125-0211 EQUIPMENT MAINTENANCE	2,000	0.00	0.00	441.00	0.00	1,559.00	22.05
11-6-1125-0213 UNIFORM MAINTENANCE	1,625	129.31	0.00	276.42	0.00	1,348.58	17.01
11-6-1125-0216 OTHER CONTRACTUAL SERVIC	47,805	538.45	0.00	933.26	0.00	46,871.74	1.95
TOTAL CONTRACTUAL SERVICES	89,120	4,061.97	0.00	7,450.05	108.56	81,561.39	8.48
COMMODITIES							
11-6-1125-0302 GAS, OIL & GREASE	9,360	378.89	0.00	718.58	0.00	8,641.42	7.68
11-6-1125-0307 EQUIPMENT MAINTENANCE	5,375	499.69	0.00	1,627.09	0.00	3,747.91	30.27
11-6-1125-0310 SUPPLIES	12,650	772.97	0.00	1,876.30	12.14	10,761.56	14.93
11-6-1125-0320 CONCESSION SUPPLIES	4,720	0.00	0.00	0.00	0.00	4,720.00	0.00
11-6-1125-0323 YOUTH BASE/SOFT BALL SUP	12,650	0.00	0.00	0.00	0.00	12,650.00	0.00
11-6-1125-0324 ADULT LEAGUE SUPPLIES	5,250	0.00	0.00	0.00	0.00	5,250.00	0.00
11-6-1125-0325 SPECIAL EVENTS SUPPLIES	3,050	0.00	0.00	0.00	0.00	3,050.00	0.00
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	53,055	1,651.55	0.00	4,221.97	12.14	48,820.89	7.98
OTHER CHARGES							
11-6-1125-0400 INSURANCE CLAIM EXPENSE	0	0.00	0.00	0.00	0.00	0.00	0.00
11-6-1125-0401 INSURANCE	9,470	764.11	0.00	1,528.22	0.00	7,941.78	16.14
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	12,705	1,058.75	0.00	2,117.50	0.00	10,587.50	16.67
TOTAL OTHER CHARGES	22,175	1,822.86	0.00	3,645.72	0.00	18,529.28	16.44

Attachment: Year to Date Budget - February (Month and YTD Financial Report)

11 -PARK FUND

% OF YEAR COMPLETED: 16.67

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	18,000	0.00	0.00	0.00	0.00	18,000.00	0.00
TOTAL CAPITAL OUTLAY	18,000	0.00	0.00	0.00	0.00	18,000.00	0.00
TOTAL PARK MAINTENANCE	528,710	28,878.74	0.00	62,166.69	120.70	466,422.61	11.78
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	0	605.00	605.00	1,078.75	0.00	(473.75)	0.00
11-6-0990-4217 TRAIL MISC PROJECTS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	0	605.00	605.00	1,078.75	0.00	(473.75)	0.00
TOTAL CAPITAL PROJECTS	0	605.00	605.00	1,078.75	0.00	(473.75)	0.00
TOTAL EXPENDITURES	528,710	29,483.74	605.00	63,245.44	120.70	465,948.86	11.87
REVENUE OVER/(UNDER) EXPENDITURES	0	3,810.70	605.00	(5,349.18)	(120.70)	4,864.88	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

13 -AQUATIC CENTER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
CHARGES FOR SERVICE	108,640	320.00	0.00	320.00	0.00	108,320.00	0.29
MISC. INCOME	40,440	1.85	0.00	1.85	0.00	40,438.15	0.00
INTEREST	1,100	0.00	0.00	80.77	0.00	1,019.23	7.34
OTHER REV. SOURCES/TRANS	10,040	0.00	0.00	0.00	0.00	10,040.00	0.00
TOTAL REVENUE	160,220	321.85	0.00	402.62	0.00	159,817.38	0.25
EXPENDITURE SUMMARY							
AQUATICS CENTER	160,220	1,334.61	0.00	2,728.07	0.00	157,491.93	1.70
CAPITAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	160,220	1,334.61	0.00	2,728.07	0.00	157,491.93	1.70
REVENUE OVER/(UNDER) EXPENDITURES	0	(1,012.76)	0.00	(2,325.45)	0.00	2,325.45	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2018

13 -AQUATIC CENTER FUND

% OF YEAR COMPLETED: 16.67

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	84,000	0.00	0.00	0.00	0.00	84,000.00	0.00
13-5336 POOL SEASON PASSES	24,340	320.00	0.00	320.00	0.00	24,020.00	1.31
13-5337 LIFEGUARD UNIFORM REVENUE	300	0.00	0.00	0.00	0.00	300.00	0.00
TOTAL CHARGES FOR SERVICE	108,640	320.00	0.00	320.00	0.00	108,320.00	0.29
MISC. INCOME							
13-5500 AQUACATS REVENUE	0	0.00	0.00	0.00	0.00	0.00	0.00
13-5509 NON TAXABLE MISC	30,000	1.85	0.00	1.85	0.00	29,998.15	0.01
13-5510 MISCELLANEOUS	10,440	0.00	0.00	0.00	0.00	10,440.00	0.00
13-5537 DONATIONS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISC. INCOME	40,440	1.85	0.00	1.85	0.00	40,438.15	0.00
INTEREST							
13-5815 INTEREST INCOME	1,100	0.00	0.00	80.77	0.00	1,019.23	7.34
TOTAL INTEREST	1,100	0.00	0.00	80.77	0.00	1,019.23	7.34
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	10,040	0.00	0.00	0.00	0.00	10,040.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	10,040	0.00	0.00	0.00	0.00	10,040.00	0.00
TOTAL REVENUE	160,220	321.85	0.00	402.62	0.00	159,817.38	0.25

5.4.b

13 -AQUATIC CENTER FUND

% OF YEAR COMPLETED: 16.67

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	69,210	0.00	0.00	0.00	0.00	69,210.00	0.00
13-6-1124-0103 SALARY OVERTIME	0	0.00	0.00	0.00	0.00	0.00	0.00
13-6-1124-0104 FICA	4,990	0.00	0.00	4.00	0.00	4,986.00	0.08
13-6-1124-0106 WORKERS COMP	440	35.31	0.00	70.62	0.00	369.38	16.05
TOTAL PERSONNEL SERVICES	74,640	35.31	0.00	74.62	0.00	74,565.38	0.10
CONTRACTUAL SERVICES							
13-6-1124-0201 UTILITIES	23,000	359.18	0.00	773.21	0.00	22,226.79	3.36
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	0.00	0.00	5,150.00	0.00
13-6-1124-0211 EQUIPMENT MAINTENANCE	3,400	0.00	0.00	0.00	0.00	3,400.00	0.00
13-6-1124-0216 OTHER CONTRACTUAL SERVIC	8,500	0.00	0.00	0.00	0.00	8,500.00	0.00
13-6-1124-0220 AQUACATS CONTRACTUAL SER	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	40,200	359.18	0.00	773.21	0.00	39,426.79	1.92
COMMODITIES							
13-6-1124-0303 CHEMICALS	8,425	0.00	0.00	0.00	0.00	8,425.00	0.00
13-6-1124-0304 UNIFORMS	3,395	0.00	0.00	0.00	0.00	3,395.00	0.00
13-6-1124-0307 EQUIPMENT MAINTENANCE	1,800	0.00	0.00	0.00	0.00	1,800.00	0.00
13-6-1124-0310 SUPPLIES	6,725	0.00	0.00	0.00	0.00	6,725.00	0.00
13-6-1124-0320 CONCESSION SUPPLIES	13,630	0.00	0.00	0.00	0.00	13,630.00	0.00
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	33,975	0.00	0.00	0.00	0.00	33,975.00	0.00
OTHER CHARGES							
13-6-1124-0400 INSURANCE CLAIM EXPENSE	0	0.00	0.00	0.00	0.00	0.00	0.00
13-6-1124-0401 INSURANCE	4,025	325.12	0.00	650.24	0.00	3,374.76	16.16
13-6-1124-0430 OFFICE FACILITIES & SERV	7,380	615.00	0.00	1,230.00	0.00	6,150.00	16.67
13-6-1124-0460 BAD DEBT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER CHARGES	11,405	940.12	0.00	1,880.24	0.00	9,524.76	16.49
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
13-6-1124-0602 LOSS- DISPOSAL OF ASSET	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	160,220	1,334.61	0.00	2,728.07	0.00	157,491.93	1.70

Attachment: Year to Date Budget - February (Month and YTD Financial Report)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2018

13 -AQUATIC CENTER FUND

% OF YEAR COMPLETED: 16.67

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	160,220	1,334.61	0.00	2,728.07	0.00	157,491.93	1.70
REVENUE OVER/(UNDER) EXPENDITURES	0	(1,012.76)	0.00	(2,325.45)	0.00	2,325.45	0.00

Attachment: Year to Date Budget - February (Month and YTD Financial Report)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2018

15 -COMMUNITY CENTER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
CHARGES FOR SERVICE	820,790	48,360.95	0.00	102,036.79	0.00	718,753.21	12.43
RECREATIONAL PROGRAMS	147,835	11,268.39	0.00	19,863.77	0.00	127,971.23	13.44
MISC. INCOME	32,650	3,243.61	0.00	5,903.54	0.00	26,746.46	18.08
INTEREST	1,500	0.00	0.00	17.33	0.00	1,482.67	1.16
OTHER REV. SOURCES/TRANS	235,905	0.00	0.00	0.00	0.00	235,905.00	0.00
TOTAL REVENUE	1,238,680	62,872.95	0.00	127,821.43	0.00	1,110,858.57	10.32
EXPENDITURE SUMMARY							
ADMINISTRATION	396,420	25,938.14	0.00	64,733.75	0.00	331,686.25	16.33
AQUATICS CENTER	153,665	8,456.40	0.00	15,444.23	0.00	138,220.77	10.05
RECREATION PROGRAMS	215,725	19,950.76	0.00	38,155.25	114.00	177,455.75	17.74
BUILDING & GROUNDS	472,870	42,983.14	0.00	81,146.17	0.00	391,723.83	17.16
CAPITAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,238,680	97,328.44	0.00	199,479.40	114.00	1,039,086.60	16.11
REVENUE OVER/(UNDER) EXPENDITURES	0	(34,455.49)	0.00	(71,657.97)	(114.00)	71,771.97	0.00

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15 -COMMUNITY CENTER FUND

% OF YEAR COMPLETED: 16.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICE							
15-5350 DAILY PASSES	74,340	5,215.00	0.00	10,039.00	0.00	64,301.00	13.50
15-5351 ANNUAL MEMBERSHIPS	673,520	39,428.45	0.00	79,833.79	0.00	593,686.21	11.85
15-5352 SENIOR RENT	6,950	0.00	0.00	1,215.50	0.00	5,734.50	17.49
15-5353 SWIM TEAM RENT	8,280	0.00	0.00	4,680.00	0.00	3,600.00	56.52
15-5354 ROOM RENTAL	48,000	1,829.50	0.00	3,944.50	0.00	44,055.50	8.22
15-5355 SPECIAL EVENTS	5,350	1,675.00	0.00	1,675.00	0.00	3,675.00	31.31
15-5356 OVERTIME FEES	1,100	0.00	0.00	60.00	0.00	1,040.00	5.45
15-5358 ALCOHOL APPLICATION FEES	50	0.00	0.00	0.00	0.00	50.00	0.00
15-5359 TOT WATCH FEES	3,200	213.00	0.00	589.00	0.00	2,611.00	18.41
TOTAL CHARGES FOR SERVICE	820,790	48,360.95	0.00	102,036.79	0.00	718,753.21	12.43
RECREATIONAL PROGRAMS							
15-5406 YOUTH BASKETBALL	14,000	0.00	0.00	310.00	0.00	13,690.00	2.21
15-5407 SUMMER CAMP	43,850	0.00	0.00	0.00	0.00	43,850.00	0.00
15-5408 TINY TIKES PROGRAMS	3,600	0.00	0.00	0.00	0.00	3,600.00	0.00
15-5409 YOUTH VOLLEYBALL	10,400	2,910.00	0.00	2,910.00	0.00	7,490.00	27.98
15-5410 BEFORE & AFTER SCHOOL PROGRA	19,000	4,586.64	0.00	10,122.74	0.00	8,877.26	53.28
15-5417 MEN'S 5 ON 5 BASKETBALL	5,400	0.00	0.00	0.00	0.00	5,400.00	0.00
15-5418 MISC RECREATION PROGRAMS	2,900	1,746.11	0.00	2,627.80	0.00	272.20	90.61
15-5421 FITNESS CLASSES	18,315	1,082.90	0.00	2,091.73	0.00	16,223.27	11.42
15-5422 WATER AEROBICS	2,250	207.19	0.00	428.44	0.00	1,821.56	19.04
15-5423 SWIM LESSONS	12,400	411.75	0.00	629.26	0.00	11,770.74	5.07
15-5425 LIFEGUARD TRAINING	3,425	23.80	0.00	23.80	0.00	3,401.20	0.69
15-5426 SWIM TEAM	4,500	300.00	0.00	350.00	0.00	4,150.00	7.78
15-5427 ADULT VOLLEYBALL	7,795	0.00	0.00	370.00	0.00	7,425.00	4.75
TOTAL RECREATIONAL PROGRAMS	147,835	11,268.39	0.00	19,863.77	0.00	127,971.23	13.44
MISC. INCOME							
15-5509 NON-TAXABLE MISC	1,400	83.91	0.00	102.45	0.00	1,297.55	7.32
15-5510 MISCELLANEOUS	7,200	280.00	0.00	550.00	0.00	6,650.00	7.64
15-5516 SHORT & OVER	0	0.00	0.00	1.00	0.00	(1.00)	0.00
15-5519 ON-SITE SALES COMMISSION	1,800	494.70	0.00	576.30	0.00	1,223.70	32.02
15-5520 SPONSORS	1,000	900.00	0.00	1,100.00	0.00	(100.00)	110.00
15-5521 PERSONAL TRAINER	10,000	525.00	0.00	1,125.00	0.00	8,875.00	11.25
15-5522 CANCELLATION FEE	0	0.00	0.00	0.00	0.00	0.00	0.00
15-5524 ACTIVATION FEE	11,250	960.00	0.00	1,920.00	0.00	9,330.00	17.07
15-5535 AUCTION & SURPLUS SALES	0	0.00	0.00	528.79	0.00	(528.79)	0.00
15-5537 DONATIONS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISC. INCOME	32,650	3,243.61	0.00	5,903.54	0.00	26,746.46	18.08
INTEREST							
15-5815 INTEREST INCOME	1,500	0.00	0.00	17.33	0.00	1,482.67	1.16
TOTAL INTEREST	1,500	0.00	0.00	17.33	0.00	1,482.67	1.16
OTHER REV. SOURCES/TRANS							
15-5931 TRANSFER FROM OTHER FUNDS	184,735	0.00	0.00	0.00	0.00	184,735.00	0.00
15-5934 TRANSFER FROM RESERVE	51,170	0.00	0.00	0.00	0.00	51,170.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	235,905	0.00	0.00	0.00	0.00	235,905.00	0.00
TOTAL REVENUE	1,238,680	62,872.95	0.00	127,821.43	0.00	1,110,858.57	10.32

Attachment: Year to Date Budget - February (Month and YTD Financial Report)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2018

15 -COMMUNITY CENTER FUND

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
ADMINISTRATION							
PERSONNEL SERVICES							
15-6-0103-0101 SALARY FULLTIME	136,335	9,823.54	0.00	19,647.08	0.00	116,687.92	14.41
15-6-0103-0102 SALARY PARTTIME	83,340	5,548.07	0.00	10,171.76	0.00	73,168.24	12.21
15-6-0103-0103 SALARY OVERTIME	3,000	404.06	0.00	439.20	0.00	2,560.80	14.64
15-6-0103-0104 FICA	16,950	1,101.92	0.00	2,162.07	0.00	14,787.93	12.76
15-6-0103-0106 WORKERS COMP	6,660	536.66	0.00	1,073.32	0.00	5,586.68	16.12
15-6-0103-0107 RETIREMENT	13,405	515.64	0.00	1,948.40	0.00	11,456.60	14.53
15-6-0103-0108 HEALTH INSURANCE	19,800	797.74	0.00	3,190.96	0.00	16,609.04	16.12
15-6-0103-0109 DENTAL INSURANCE	615	25.57	0.00	102.28	0.00	512.72	16.63
15-6-0103-0110 OTHER PAYROLL INSURANCE	725	43.67	0.00	106.14	0.00	618.86	14.64
TOTAL PERSONNEL SERVICES	280,830	18,796.87	0.00	38,841.21	0.00	241,988.79	13.83
CONTRACTUAL SERVICES							
15-6-0103-0203 PRINTING & ADVERTISING	9,800	179.41	0.00	952.41	0.00	8,847.59	9.72
15-6-0103-0205 POSTAGE	200	0.00	0.00	0.00	0.00	200.00	0.00
15-6-0103-0207 TRAVEL & TRAINING	5,200	0.00	0.00	1,325.00	0.00	3,875.00	25.48
15-6-0103-0211 EQUIPMENT MAINTENANCE	3,065	0.00	0.00	0.00	0.00	3,065.00	0.00
15-6-0103-0216 OTHER CONTRACTUAL SERVIC	13,965	667.41	0.00	9,954.02	0.00	4,010.98	71.28
15-6-0103-0218 CREDIT CARD PROCESSING F	9,500	689.03	0.00	2,033.67	0.00	7,466.33	21.41
TOTAL CONTRACTUAL SERVICES	41,730	1,535.85	0.00	14,265.10	0.00	27,464.90	34.18
COMMODITIES							
15-6-0103-0304 UNIFORMS	800	0.00	0.00	0.00	0.00	800.00	0.00
15-6-0103-0305 SAFETY EQUIPMENT	50	0.00	0.00	0.00	0.00	50.00	0.00
15-6-0103-0310 SUPPLIES	8,180	1,124.22	0.00	1,718.54	0.00	6,461.46	21.01
15-6-0103-0350 SMALL TOOLS/EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-0103-0351 COMPUTER EQUIPMENT	6,800	0.00	0.00	0.00	0.00	6,800.00	0.00
TOTAL COMMODITIES	15,830	1,124.22	0.00	1,718.54	0.00	14,111.46	10.86
OTHER CHARGES							
15-6-0103-0400 INSURANCE CLAIM EXPENSE	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-0103-0401 INSURANCE	24,085	1,926.62	0.00	3,853.24	0.00	20,231.76	16.00
15-6-0103-0403 DUES & SUBSCRIPTIONS	1,990	0.00	0.00	946.50	0.00	1,043.50	47.56
15-6-0103-0430 OFFICE FACILITIES & SERV	30,655	2,554.58	0.00	5,109.16	0.00	25,545.84	16.67
15-6-0103-0460 BAD DEBT	1,300	0.00	0.00	0.00	0.00	1,300.00	0.00
TOTAL OTHER CHARGES	58,030	4,481.20	0.00	9,908.90	0.00	48,121.10	17.08
CAPITAL OUTLAY							
15-6-0103-0504 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 ADMINISTRATION	396,420	25,938.14	0.00	64,733.75	0.00	331,686.25	16.33

Attachment: Year to Date Budget - February (Month and YTD Financial Report)

15 -COMMUNITY CENTER FUND

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
AQUATICS CENTER							
===============							
PERSONNEL SERVICES							
15-6-1124-0101 SALARY FULLTIME	31,725	570.00	0.00	570.00	0.00	31,155.00	1.80
15-6-1124-0102 SALARY PARTTIME	63,570	5,702.33	0.00	11,423.28	0.00	52,146.72	17.97
15-6-1124-0103 SALARY OVERTIME	3,400	0.00	0.00	0.00	0.00	3,400.00	0.00
15-6-1124-0104 FICA	7,440	444.51	0.00	842.55	0.00	6,597.45	11.32
15-6-1124-0106 WORKERS COMP	9,185	740.06	0.00	1,480.12	0.00	7,704.88	16.11
15-6-1124-0107 RETIREMENT	3,265	0.00	0.00	0.00	0.00	3,265.00	0.00
15-6-1124-0108 HEALTH INSURANCE	10,780	0.00	0.00	0.00	0.00	10,780.00	0.00
15-6-1124-0109 DENTAL INSURANCE	320	0.00	0.00	0.00	0.00	320.00	0.00
15-6-1124-0110 OTHER PAYROLL INSURANCE	200	0.00	0.00	0.00	0.00	200.00	0.00
TOTAL PERSONNEL SERVICES	129,885	7,456.90	0.00	14,315.95	0.00	115,569.05	11.02
CONTRACTUAL SERVICES							
15-6-1124-0207 TRAVEL & TRAINING	1,550	0.00	0.00	0.00	0.00	1,550.00	0.00
15-6-1124-0211 EQUIPMENT MAINTENANCE	7,800	999.50	0.00	999.50	0.00	6,800.50	12.81
15-6-1124-0216 OTHER CONTRACTUAL SERVIC	5,750	0.00	0.00	0.00	0.00	5,750.00	0.00
TOTAL CONTRACTUAL SERVICES	15,100	999.50	0.00	999.50	0.00	14,100.50	6.62
COMMODITIES							
15-6-1124-0303 CHEMICALS	4,585	0.00	0.00	25.79	0.00	4,559.21	0.56
15-6-1124-0304 UNIFORMS	750	0.00	0.00	5.36	0.00	744.64	0.71
15-6-1124-0305 SAFETY EQUIPMENT	930	0.00	0.00	16.53	0.00	913.47	1.78
15-6-1124-0307 EQUIPMENT MAINTENANCE	1,390	0.00	0.00	0.00	0.00	1,390.00	0.00
15-6-1124-0310 SUPPLIES	1,025	0.00	0.00	81.10	0.00	943.90	7.91
15-6-1124-0350 SMALL TOOLS/EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-1124-0351 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	8,680	0.00	0.00	128.78	0.00	8,551.22	1.48
CAPITAL OUTLAY							
15-6-1124-0504 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
TOTAL AQUATICS CENTER	153,665	8,456.40	0.00	15,444.23	0.00	138,220.77	10.05
RECREATION PROGRAMS							
===================							
PERSONNEL SERVICES							
15-6-1126-0101 SALARY FULLTIME	47,150	2,802.02	0.00	7,146.01	0.00	40,003.99	15.16
15-6-1126-0102 SALARY PARTTIME	60,190	7,795.04	0.00	14,464.38	0.00	45,725.62	24.03
15-6-1126-0103 SALARY OVERTIME	2,000	406.26	0.00	406.26	0.00	1,593.74	20.31
15-6-1126-0104 FICA	8,405	790.44	0.00	1,609.19	0.00	6,795.81	19.15
15-6-1126-0106 WORKERS COMP	2,225	179.29	0.00	358.58	0.00	1,866.42	16.12
15-6-1126-0107 RETIREMENT	4,910	130.63	0.00	602.41	0.00	4,307.59	12.27
15-6-1126-0108 HEALTH INSURANCE	14,710	379.75	0.00	1,519.00	0.00	13,191.00	10.33

15 -COMMUNITY CENTER FUND

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
15-6-1126-0109 DENTAL INSURANCE	600	11.55	0.00	46.20	0.00	553.80	7.70
15-6-1126-0110 OTHER PAYROLL INSURANCE	325	9.52	0.00	41.18	0.00	283.82	12.67
TOTAL PERSONNEL SERVICES	140,515	12,504.50	0.00	26,193.21	0.00	114,321.79	18.64
CONTRACTUAL SERVICES							
15-6-1126-0207 TRAVEL & TRAINING	925	0.00	0.00	35.00	0.00	890.00	3.78
15-6-1126-0211 EQUIPMENT MAINTENANCE	3,950	14.76	0.00	14.76	0.00	3,935.24	0.37
15-6-1126-0216 OTHER CONTRACTUAL SERVIC	24,975	2,381.04	0.00	2,471.70	0.00	22,503.30	9.90
TOTAL CONTRACTUAL SERVICES	29,850	2,395.80	0.00	2,521.46	0.00	27,328.54	8.45
COMMODITIES							
15-6-1126-0307 EQUIPMENT MAINTENANCE	2,565	0.00	0.00	0.00	0.00	2,565.00	0.00
15-6-1126-0310 SUPPLIES	13,450	804.56	0.00	4,163.06	0.00	9,286.94	30.95
TOTAL COMMODITIES	16,015	804.56	0.00	4,163.06	0.00	11,851.94	25.99
CAPITAL OUTLAY							
15-6-1126-0504 MACHINERY & EQUIPMENT	10,005	1,951.22	0.00	2,764.09	0.00	7,240.91	27.63
TOTAL CAPITAL OUTLAY	10,005	1,951.22	0.00	2,764.09	0.00	7,240.91	27.63
RECREATION PROGRAMS							
15-6-1126-0702 AEROBICS	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
15-6-1126-0709 REC VOLLEYBALL	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-1126-0711 COMPETITIVE VOLLEYBALL	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-1126-0716 YOUTH VOLLEYBALL	500	0.00	0.00	0.00	0.00	500.00	0.00
15-6-1126-0717 5 ON 5 BASKETBALL	9,840	1,883.00	0.00	1,883.00	114.00	7,843.00	20.29
15-6-1126-0718 MISC RECREATION PROGRAMS	4,000	189.68	0.00	204.93	0.00	3,795.07	5.12
15-6-1126-0719 ADULT VOLLEYBALL	3,000	222.00	0.00	425.50	0.00	2,574.50	14.18
TOTAL RECREATION PROGRAMS	19,340	2,294.68	0.00	2,513.43	114.00	16,712.57	13.59
TOTAL RECREATION PROGRAMS	215,725	19,950.76	0.00	38,155.25	114.00	177,455.75	17.74

BUILDING & GROUNDS
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EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
PERSONNEL SERVICES							
15-6-1119-0101 SALARY FULLTIME	85,070	6,420.81	0.00	12,841.61	0.00	72,228.39	15.10
15-6-1119-0102 SALARY PARTTIME	12,380	1,109.90	0.00	2,916.93	0.00	9,463.07	23.56
15-6-1119-0103 SALARY OVERTIME	3,000	0.00	0.00	0.00	0.00	3,000.00	0.00
15-6-1119-0104 FICA	6,630	562.05	0.00	1,152.61	0.00	5,477.39	17.38
15-6-1119-0106 WORKERS COMP	4,335	349.25	0.00	698.50	0.00	3,636.50	16.11
15-6-1119-0107 RETIREMENT	8,405	311.41	0.00	1,245.64	0.00	7,159.36	14.82
15-6-1119-0108 HEALTH INSURANCE	18,620	752.50	0.00	3,010.00	0.00	15,610.00	16.17
15-6-1119-0109 DENTAL INSURANCE	790	33.00	0.00	132.00	0.00	658.00	16.71
15-6-1119-0110 OTHER PAYROLL INSURANCE	505	31.91	0.00	79.82	0.00	425.18	15.81
TOTAL PERSONNEL SERVICES	139,735	9,570.83	0.00	22,077.11	0.00	117,657.89	15.80
CONTRACTUAL SERVICES							
15-6-1119-0201 UTILITIES	238,300	15,564.44	0.00	30,710.86	0.00	207,589.14	12.89
15-6-1119-0207 TRAVEL & TRAINING	250	0.00	0.00	0.00	0.00	250.00	0.00

15 -COMMUNITY CENTER FUND

% OF YEAR COMPLETED: 16.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
15-6-1119-0211 EQUIPMENT MAINTENANCE	6,000	1,492.98	0.00	1,638.56	0.00	4,361.44	27.31
15-6-1119-0216 OTHER CONTRACTUAL SERVIC	46,400	5,082.46	0.00	13,896.24	0.00	32,503.76	29.95
TOTAL CONTRACTUAL SERVICES	290,950	22,139.88	0.00	46,245.66	0.00	244,704.34	15.89
COMMODITIES							
15-6-1119-0303 CHEMICALS	1,500	0.00	0.00	318.25	0.00	1,181.75	21.22
15-6-1119-0305 SAFETY EQUIPMENT	250	0.00	0.00	0.00	0.00	250.00	0.00
15-6-1119-0307 EQUIPMENT MAINTENANCE	4,300	0.00	0.00	243.98	0.00	4,056.02	5.67
15-6-1119-0310 SUPPLIES	17,200	1,806.93	0.00	2,795.67	0.00	14,404.33	16.25
15-6-1119-0350 SMALL TOOLS/EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-1119-0351 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	23,250	1,806.93	0.00	3,357.90	0.00	19,892.10	14.44
OTHER CHARGES							
15-6-1119-0425 MDNR PRINCIPAL PAYMENT	17,060	9,465.50	0.00	9,465.50	0.00	7,594.50	55.48
15-6-1119-0440 MDNR INTEREST PAYMENT	1,875	0.00	0.00	0.00	0.00	1,875.00	0.00
TOTAL OTHER CHARGES	18,935	9,465.50	0.00	9,465.50	0.00	9,469.50	49.99
CAPITAL OUTLAY							
15-6-1119-0504 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 BUILDING & GROUNDS	472,870	42,983.14	0.00	81,146.17	0.00	391,723.83	17.16
CAPITAL PROJECTS							
CAPITAL PROJECTS							
15-6-0990-1001 POOL FEATURE	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-0990-1002 DRAIN & REPAINT POOL	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-0990-1003 CARDIO EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-0990-2013 HCC PARKING LOT	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	1,238,680	97,328.44	0.00	199,479.40	114.00	1,039,086.60	16.11
REVENUE OVER/(UNDER) EXPENDITURES	0	(34,455.49)	0.00	(71,657.97)	(114.00)	71,771.97	0.00