



**AGENDA  
CITY OF HARRISONVILLE  
PARK BOARD  
REGULAR MEETING  
COMMUNITY CENTER  
OCTOBER 30, 2018  
12:00 AM**

- I. Call to Order**
  - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
  - 1. September 11, 2018 Park Board Minutes**
- V. Parks and Recreation Department**
  - 1. Director's Report**
  - 2. Memo on 2019 Budget Request to BOA**
- VI. Other Business**
- VII. Adjourn to Executive Session**
- VIII. Adjourn from Regular Session**

**Posted on City Hall Bulletin Board this 16th day of November**

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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**

**HARRISONVILLE PARK BOARD MINUTES**  
**HARRISONVILLE COMMUNITY CENTER**  
**September 11, 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, Frank DeMoro II, David Atkinson, Clint Miller, Ed Roberts, Dr. Martin Parks, Laura Frees, & Brent Caruthers

**ABSENT:** Don Allen

**OTHERS PRESENT:** Mayor Brian Hasek, City Administrator Happy Welch, Parks & Recreation Director Chris Deal, Parks & Recreation Assistant Director David Killpack, Recreation Coordinator of Member Services Amy Fuller, & City Liaison Matt Turner(arrived 6:05pm)

**PUBLIC PARTICIPATION: NONE**

**CEREMONIAL MATTERS: NONE**

**APPROVAL OF MINUTES:** Chairman Cathy Faris asked for a motion to approve the minutes from the August 14, 2018 regular meeting. Mr. Atkinson moved to approve the minutes of the August 14, 2018 Park Board meeting. The motion was seconded by Mr. Roberts and approved unanimously by a voice vote of those present, 8-0.

**DIRECTOR'S REPORT:**

Director Deal read highlights from the written report.

Director Deal stated that staff had a very busy August with the Outdoor Pool and ongoing maintenance work. Mr. Deal stated that the weather this summer has helped out tremendously which has made attendance to the Outdoor Pool do very, very well. Mr. Deal stated that many projects continue to go on throughout the parks.

Director Deal stated that this year's Summer Day Camp Program did very well, averaging over 90kids per week. Mr. Deal stated that concessions have done very well this summer at the Outdoor Pool along with concessions located at the Baseball/Softball Fields.

Director Deal stated staff will present the budget to the Park Board in the month of October. Mr. Deal stated that there will be a budget preliminary review with the Board of Alderman, and then from there staff will bring forward for final review with the Park Board the annual budget for approval.

**MONTH AND YTD FINANCIAL REPORT:**

Director Deal reviewed information from the written report.

**PARK FUND:** Director Deal reported:

- Revenue is slightly higher from this this same time as last year
- Expenses remain about the same from this same time as last year

**ODP FUND:** Director Deal reported:

Director Deal stated that after draining the Outdoor Pool at closing this year, the pool floor continues to deteriorate and cement and plaster repairs will need to be made before opening of summer 2019.

- Revenue is higher from this same time as last year
- Expenses remain about the same at this time as last year

**HCC FUND:** Director Deal reported:

- Revenue is slightly higher from this same time as last year
- Membership numbers continue to remain steady;
  - Day Pass, & Room Rentals about the same from this same time as last year
  - Fitness Classes & Programming revenues tracking higher from this same time last year
- Expenses are slightly higher from this same time as last year

**OTHER BUSINESS:**

Mr. DeMoro II mentioned that the sidewalk area from the parking lot to the shelter house located in Lord's Park definitely needs looking into. Mr. DeMoro stated that the sidewalk is not easily accessible for those with disabilities. Mr. Deal thanked Mr. DeMoro for bring this to his attention, and stated that he would be looking into the issue.

Dr. Parks stated that the walking trails in City Park need to be weeded and more gravel put down. Mr. Deal stated that he will have park maintenance address this.

**ADJOURN:**

A motion to adjourn the meeting of the Park Board was made by Dr. Parks, seconded by Mr. Miller and approved unanimously by a voice vote of those present, 8-0. The meeting adjourned at 6:20pm. The next meeting is scheduled for October 9<sup>th</sup> 2018 at 6:00pm.

\_\_\_\_\_  
Cathy Faris, Park Board Chairman

ATTEST"

\_\_\_\_\_  
Amy Fuller, Park Board Secretary

**APPROVED**, by the Park Board on this 30<sup>th</sup> day of October, 2018.

## AGENDA

HARRISONVILLE PARK BOARD  
 COMMUNITY CENTER- 2400 JEFFERSON PARKWAY  
 October 30, 2018  
 6:00 pm

1. CALL TO ORDER
2. PUBLIC PARTICIPATION
3. CEREMONIAL MATTERS
4. APPROVAL OF MINUTES – SEPTEMBER 11, 2018
5. PARKS and RECREATION DEPARTMENT
  - 5a. Director Report – Monthly Report
  - 5b. Month and YTD Financial Report
  - 5c. 2019 Budget Approval
  - 5d. Next meeting Tuesday, December 11 (No meeting in November)
6. OTHER BUSINESS
7. ADJOURN TO EXECUTIVE SESSION (*IF NECESSARY*)
8. ADJOURN FROM REGULAR SESSION

The City of Harrisonville Park Board may enter into an executive session at this meeting, if such action is approved by a majority of the board members present who constitute a quorum, to discuss personnel matters, the lease or purchase of real estate, or legal or privileged matters under Sections 610.021 (1), (2) and (3), RSMo.

Posted on City Hall Bulletin Board this 25th day of October, 2018

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 City Clerk, City of Harrisonville



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Attachment: Director's Report (Director's Report)

**MONTH AND YTD FINANCIAL REPORT:**

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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 30<sup>th</sup> day of October, 2018.

# MEMO

TO: Park Board  
 CC: Mayor Hasek, Happy Welch, City Administrator  
 FROM: Chris Deal, Parks & Recreation Director  
 DATE: October 25, 2018  
 RE: September Monthly Report

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

## ADMINISTRATION

- Continue with several projects along side of Parks Program and Maintenance staff. Start fall projects of repair and replacement. Inventory for Special Events.
- Complete 2019 budget plan that will be coming to the Board in October.

## PARKS

- The Parks Crew continue with several projects and daily ball field work and mowing
- Tennis court maintenance continued
- Working on all building repairs and the Outdoor Pool assistance
- Trail repairs and preparations for Haunted Hayrides

## RECREATION

- Summer Day Camp ended its best season ever, averaging around 90 kids per week
- Total of 46 Group Fitness registrations and 19 Group Fitness Classes
- Youth and Adult Fitness Orientations ongoing
- Fall baseball and planning for Special Events

## 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 July 31, 2018 is 4,068
- Prepared September 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 September 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 regarding accounts, the building or overall satisfaction
- Continue to assist with all Programs and Special Events, upcoming Burnt District and Halloween activities
- Organized and assisted with Duck Blind drawings
- Planned and organized September Member Appreciation Day
- Continue training and administration of the Community Center Front Desk and Tot Watch

#### **AQUATICS**

- Continued training and administration of Lifeguards
- 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
- Assisted with Special Events

#### **HCC AND OUTDOOR POOL MAINTENANCE**

- Daily Trips to the Outdoor Pool to turn pumps and grease pumps where needed
- Continued Outdoor Pool work for fall repairs
- 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
- Assisted with Special Events

***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: September, 2018 YTD Budget Summary

DATE: October 25, 2018

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

## PARK FUND REVENUE (11)

- Real estate and personal property taxes come in throughout the year. These taxes are up to date and exceed last year because of timing of entry
- Rental revenue exceeds last year by approximately \$2,500 YTD
- Concessions exceeds last year by \$4,000 and will surpass budget expectations. Staff got an earlier start on concessions and added a few new items.
- Recreation Programs is ahead of last year by \$5,300 with an increase in participation.
- Total Recreation Programs revenue is on track and ahead of last year with the timing of tax revenue entry.
- \$191,120 has been transferred from the General Fund as budgeted
- Total revenue for the Park Fund is \$573,858.

## 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, however, there will be a difference in part time salaries and contract service line times, as some contract service positions have moved to part time salaries, per the state audit recommendation. The bottom line expenses will be the same as the budget plan.
- There are no significant variations on expenses in operations as compared to last year's budget
- Total expenses for the Park Fund 11 is \$480,045.

## AQUATIC FUND REVENUE (ODP – 13)

- The total charges for services revenue exceeds last year's by approximately \$12,510, with over 100% collected for charge for services line item.
- Miscellaneous line is about the same as last year, minus the hail damage funds that ran through this line item last year. AquaCats has exceeded budget expectations
- Total Revenue is \$158,221 YTD

#### AQUATIC FUND EXPENSES (ODP – 13)

- Line item expenses vary but the bottom line is under budget at this time. However, with necessary repairs in September and because of several necessary repairs to the Pump Room equipment, it is estimated that expenses will exceed revenue by approximately \$4,000. This will require a budget amendment in December to cover those expenses with Park Board Directed Fund. Current balance in the Park Board Directed Fund is approximately \$16,000. Staff will keep the Board posted on the final number when repairs are complete. Specific repairs to the pump is the Back Flow Meter, which is a rebuild, and the Back Flow Flap for the main pump.
- Total Expenses for the Outdoor Pool at this time is \$158,271

#### COMMUNITY CENTER REVENUE (15)

- Park Sales Tax is now shown at the top of the budget printout and it will include the total amount of Parks Sales Tax going into this fund. On the expense side, it will show the transfer to debt service, which is the bond payment, plus any adjustments for this transition year. Total Park Sales Tax revenue in the HCC budget YTD is \$210,747.
- Community Center largest user fee revenue collected each month is from annual memberships, so through September it shows \$373,699. Total for the Charges for Services revenue is \$466,649 which is around \$3,800 more than this time last year
- Recreation Programs has collected \$159,401 which is around \$55,400 better than last year. The main contributor is the growth in before & after school care and summer camp
- Total revenue for the Community Center is \$901,900, which is \$186,577 more than this time last year. The main reason for the increase is the Park Sales Tax Fund transition.

#### COMMUNITY CENTER EXPENSE (15)

- The largest expense line item is under department personnel, which is typical for a Community Center operations. This category is approximately \$3,040 less through September of last year. The staff decrease is from the reduction in full time staff.
- Utilities are running \$4,700 less than this time last year.
- Other Contractual Services is over budget by \$3,000 because of HVAC repairs. But at this time overall Contractual Services is under budget.
- Remaining expenses are in line with the budget and last year comparisons, with the exception of the indoor pool heater expense of \$13,000 and salaries with Recreation Programs (Before/After School and Day Camp Counselors)
- Total expenses for the Community Center is \$926,378.
- Total Community Center bottom line is a negative <\$24,277>. However, we still have 4 months of operations and we are on track with budget projections at this time.

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

PARK FUND  
FINANCIAL SUMMARY

**Attachment: Director's Report (Director's Report)**  
REVENUE & BALANCE SHEET (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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REVENUE SUMMARY

TAXES	177,550	641.34	0.00	176,686.81	0.00	863.19	99.51
CHARGES FOR SERVICE	26,655	3,595.62	0.00	25,228.99	0.00	1,426.01	94.65
RECREATIONAL PROGRAMS	60,625	394.60	0.00	51,646.72	0.00	8,978.28	85.19
MISC. INCOME	14,500	2,145.00	0.00	9,475.00	0.00	5,025.00	65.34
INTERGOVERNMENTAL	0	0.00	0.00	119,394.71	0.00	119,394.71	0.00
INTEREST	200	63.45	0.00	306.05	0.00	106.05	153.03
OTHER REV. SOURCES/TRANS	249,180	0.00	0.00	191,120.00	0.00	58,060.00	76.70
<b>TOTAL REVENUE</b>	<b>528,710</b>	<b>6,840.01</b>	<b>0.00</b>	<b>573,858.28</b>	<b>0.00</b>	<b>45,148.28</b>	<b>108.54</b>

EXPENDITURE SUMMARY

PARK MAINTENANCE	528,710	34,568.58	0.00	379,806.99	1,591.50	147,311.51	72.14
RECREATION PROGRAMS	0	0.00	0.00	37.68	0.00	37.68	0.00
CAPITAL PROJECTS	0	0.00	99,135.80	100,200.53	0.00	1,064.73	0.00
<b>TOTAL EXPENDITURES</b>	<b>528,710</b>	<b>34,568.58</b>	<b>99,135.80</b>	<b>480,045.20</b>	<b>1,591.50</b>	<b>146,209.10</b>	<b>72.35</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>(27,728.57)</b>	<b>99,135.80</b>	<b>93,813.08</b>	<b>(1,591.50)</b>	<b>191,357.38</b>	<b>0.00</b>

-PARK FUND

**Attachment: Director's Report**  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>TAXES</b>							
11-5111 REAL ESTATE TAXES	130,870	240.57	0.00	122,038.58	0.00	8,831.42	93.25
11-5112 PERSONAL PROPERTY TAX	29,180	356.32	0.00	35,780.55	0.00	6,600.55	122.62
11-5113 SUR TAX MERCHANTS/REPLACEMENT	15,500	44.45	0.00	17,088.65	0.00	1,588.65	110.25
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	641.34	0.00	176,686.81	0.00	863.19	99.51
<b>CHARGES FOR SERVICE</b>							
11-5307 RENTAL INCOME	15,055	2,475.25	0.00	13,498.30	0.00	1,556.70	89.66
11-5309 SHOOTING RANGE REVENUE	3,600	330.00	0.00	2,950.00	0.00	650.00	81.94
11-5334 CONCESSIONS BALL FIELD	8,000	790.37	0.00	8,780.69	0.00	780.69	109.76
TOTAL CHARGES FOR SERVICE	26,655	3,595.62	0.00	25,228.99	0.00	1,426.01	94.65
<b>RECREATIONAL PROGRAMS</b>							
11-5418 MISC RECREATION PROGRAMS	0	225.00	0.00	3,368.82	0.00	3,368.82	0.00
11-5427 YOUTH REC BASE/SOFT BALL	39,825	19.60	0.00	35,577.90	0.00	4,247.10	89.34
11-5428 YOUTH COMP BASE/SOFT BALL	7,400	0.00	0.00	4,800.00	0.00	2,600.00	64.86
11-5429 SAND VOLLEYBALL	800	0.00	0.00	0.00	0.00	800.00	0.00
11-5430 ADULT SOFTBALL	12,600	600.00	0.00	7,900.00	0.00	4,700.00	62.70
TOTAL RECREATIONAL PROGRAMS	60,625	394.60	0.00	51,646.72	0.00	8,978.28	85.19
<b>MISC. INCOME</b>							
11-5510 MISCELLANEOUS	5,000	2,145.00	0.00	8,920.00	0.00	3,920.00	178.40
11-5520 SPONSORS	9,500	0.00	0.00	0.00	0.00	9,500.00	0.00
11-5537 DONATIONS	0	0.00	0.00	555.00	0.00	555.00	0.00
TOTAL MISC. INCOME	14,500	2,145.00	0.00	9,475.00	0.00	5,025.00	65.34
<b>INTERGOVERNMENTAL</b>							
11-5626 GRANTS & ENTITLEMENTS	0	0.00	0.00	119,394.71	0.00	119,394.71	0.00
TOTAL INTERGOVERNMENTAL	0	0.00	0.00	119,394.71	0.00	119,394.71	0.00
<b>INTEREST</b>							
11-5815 INTEREST INCOME	200	63.45	0.00	306.05	0.00	106.05	153.03
TOTAL INTEREST	200	63.45	0.00	306.05	0.00	106.05	153.03
<b>OTHER REV. SOURCES/TRANS</b>							
11-5930 TRANSFER FROM GENERAL FUND	249,180	0.00	0.00	191,120.00	0.00	58,060.00	76.70
TOTAL OTHER REV. SOURCES/TRANS	249,180	0.00	0.00	191,120.00	0.00	58,060.00	76.70
TOTAL REVENUE	528,710	6,840.01	0.00	573,858.28	0.00	45,148.28	108.54

EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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PARK MAINTENANCE

PERSONNEL SERVICES

11-6-1125-0101 SALARY FULLTIME	221,155	15,960.67	0.00	165,026.09	0.00	56,128.91	74.62
11-6-1125-0102 SALARY PARTTIME	28,570	2,360.15	0.00	23,962.62	0.00	4,607.38	83.87
11-6-1125-0103 SALARY OVERTIME	4,035	35.14	0.00	1,578.76	0.00	2,456.24	39.13
11-6-1125-0104 FICA	19,415	1,323.92	0.00	13,527.20	0.00	5,887.80	69.67
11-6-1125-0106 WORKERS COMP	9,685	174.28	0.00	6,823.06	0.00	2,861.94	70.45
11-6-1125-0107 RETIREMENT	21,655	1,551.59	0.00	15,661.67	0.00	5,993.33	72.32
11-6-1125-0108 HEALTH INSURANCE	38,975	2,523.26	0.00	23,789.14	0.00	15,185.86	61.04
11-6-1125-0109 DENTAL INSURANCE	1,645	127.50	0.00	1,128.80	0.00	516.20	68.62
11-6-1125-0110 OTHER PAYROLL INSURANCE	1,225	107.92	0.00	831.18	0.00	393.82	67.85
TOTAL PERSONNEL SERVICES	346,360	24,164.43	0.00	252,328.52	0.00	94,031.48	72.85

CONTRACTUAL SERVICES

11-6-1125-0201 UTILITIES	31,610	1,716.48	0.00	15,316.37	0.00	16,293.63	48.45
11-6-1125-0203 PRINTING & ADVERTISING	780	0.00	0.00	658.15	108.56	13.29	98.30
11-6-1125-0207 TRAVEL & TRAINING	750	0.00	0.00	485.44	0.00	264.56	64.73
11-6-1125-0210 MAINTENANCE & REPAIRS	4,550	187.49	0.00	1,926.86	200.59	2,422.55	46.76
11-6-1125-0211 EQUIPMENT MAINTENANCE	2,000	352.20	0.00	1,187.39	0.00	812.61	59.37
11-6-1125-0213 UNIFORM MAINTENANCE	1,625	142.24	0.00	1,395.02	0.00	229.98	85.85
11-6-1125-0216 OTHER CONTRACTUAL SERVICE	47,805	1,541.96	0.00	30,324.72	0.00	17,480.28	63.43
TOTAL CONTRACTUAL SERVICES	89,120	3,940.37	0.00	51,293.95	309.15	37,516.90	57.90

COMMODITIES

11-6-1125-0302 GAS, OIL & GREASE	9,360	879.51	0.00	7,069.91	232.47	2,057.62	78.02
11-6-1125-0307 EQUIPMENT MAINTENANCE	5,375	0.00	0.00	5,446.05	0.90	71.95	101.34
11-6-1125-0310 SUPPLIES	12,650	572.09	0.00	10,404.36	1,048.98	1,196.66	90.54
11-6-1125-0320 CONCESSION SUPPLIES	4,720	249.65	0.00	3,843.05	0.00	876.95	81.42
11-6-1125-0323 YOUTH BASE/SOFT BALL SUP	12,650	108.66	0.00	10,826.92	0.00	1,823.08	85.59
11-6-1125-0324 ADULT LEAGUE SUPPLIES	5,250	2,547.00	0.00	2,715.59	0.00	2,534.41	51.73
11-6-1125-0325 SPECIAL EVENTS SUPPLIES	3,050	17.46	0.00	2,336.38	0.00	713.62	76.60
11-6-1125-0350 SMALL TOOLS/EQUIPMENT	0	0.00	0.00	231.98	0.00	231.98	0.00
TOTAL COMMODITIES	53,055	4,374.37	0.00	42,874.24	1,282.35	8,898.41	83.23

OTHER CHARGES

11-6-1125-0401 INSURANCE	9,470	1,030.66	0.00	7,676.58	0.00	1,793.42	81.06
11-6-1125-0430 OFFICE FACILITIES & SERV	12,705	1,058.75	0.00	9,528.75	0.00	3,176.25	75.00
TOTAL OTHER CHARGES	22,175	2,089.41	0.00	17,205.33	0.00	4,969.67	77.59

CAPITAL OUTLAY

11-6-1125-0504 MACHINERY & EQUIPMENT	18,000	0.00	0.00	16,104.95	0.00	1,895.05	89.47
TOTAL CAPITAL OUTLAY	18,000	0.00	0.00	16,104.95	0.00	1,895.05	89.47

TOTAL PARK MAINTENANCE	528,710	34,568.58	0.00	379,806.99	1,591.50	147,311.51	72.14
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-PARK FUND

**Attachment: Director's Report (Director's Report)**  
REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>RECREATION PROGRAMS</b>							
=====							
<b>COMMODITIES</b>							
11-6-1126-0351 COMPUTER EQUIPMENT	0	0.00	0.00	37.68	0.00 (	37.68)	0.00
TOTAL COMMODITIES	0	0.00	0.00	37.68	0.00 (	37.68)	0.00
TOTAL RECREATION PROGRAMS	0	0.00	0.00	37.68	0.00 (	37.68)	0.00
=====							
<b>SHOOTING RANGE</b>							
=====							
<b>CONTRACTUAL SERVICES</b>							
=====							
<b>CAPITAL PROJECTS</b>							
=====							
11-6-0990-4215 MASTERPLAN IMPROVEMENTS	0	0.00	99,135.80	100,200.53	0.00 (	1,064.73)	0.00
TOTAL CAPITAL PROJECTS	0	0.00	99,135.80	100,200.53	0.00 (	1,064.73)	0.00
TOTAL CAPITAL PROJECTS	0	0.00	99,135.80	100,200.53	0.00 (	1,064.73)	0.00
TOTAL EXPENDITURES	528,710	34,568.58	99,135.80	480,045.20	1,591.50	146,209.10	72.35
=====							
REVENUE OVER/(UNDER) EXPENDITURES	0 (	27,728.57)	99,135.80	93,813.08 (	1,591.50) (	191,357.38)	0.00
=====							

-AQUATIC CENTER FUND  
FINANCIAL SUMMARY

Attachment: Director's Report (Director's Report)

AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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REVENUE SUMMARY

CHARGES FOR SERVICE	108,640	1,520.00	0.00	111,101.75	0.00 (	2,461.75)	102.27
MISC. INCOME	40,440	875.39	0.00	46,835.38	0.00 (	6,395.38)	115.81
INTEREST	1,100	31.70	0.00	284.71	0.00	815.29	25.88
OTHER REV. SOURCES/TRANS	10,040	0.00	0.00	0.00	0.00	10,040.00	0.00

TOTAL REVENUE	160,220	2,427.09	0.00	158,221.84	0.00	1,998.16	98.75
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EXPENDITURE SUMMARY

AQUATICS CENTER	160,220	8,356.02	0.00	158,271.58	390.30	1,558.12	99.03
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TOTAL EXPENDITURES	160,220	8,356.02	0.00	158,271.58	390.30	1,558.12	99.03
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REVENUE OVER/(UNDER) EXPENDITURES	0	5,928.93)	0.00 (	49.74)	390.30)	440.04	0.00
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- AQUATIC CENTER FUND

**Attachment: Director's Report (Director's Report)**  
 REVENUE & BALANCE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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<b>CHARGES FOR SERVICE</b>							
13-5333 SWIMMING POOL USE FEE	84,000	1,520.00	0.00	79,107.25	0.00	4,892.75	94.18
-3-5334 CONCESSIONS AQUATIC CTR	0	0.00	0.00	247.50	0.00	247.50	0.00
-3-5336 POOL SEASON PASSES	24,340	0.00	0.00	31,421.00	0.00	7,081.00	129.09
-3-5337 LIFEGUARD UNIFORM REVENUE	300	0.00	0.00	326.00	0.00	26.00	108.67
TOTAL CHARGES FOR SERVICE	108,640	1,520.00	0.00	111,101.75	0.00	2,461.75	102.27

<b>MISC. INCOME</b>							
-3-5509 NON TAXABLE MISC	30,000	516.89	0.00	30,471.88	0.00	471.88	101.57
-3-5510 MISCELLANEOUS	10,440	358.50	0.00	16,363.50	0.00	5,923.50	156.74
TOTAL MISC. INCOME	40,440	875.39	0.00	46,835.38	0.00	6,395.38	115.81

<b>INTEREST</b>							
-3-5815 INTEREST INCOME	1,100	31.70	0.00	284.71	0.00	815.29	25.88
TOTAL INTEREST	1,100	31.70	0.00	284.71	0.00	815.29	25.88

<b>OTHER REV. SOURCES/TRANS</b>							
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	2,427.09	0.00	158,221.84	0.00	1,998.16	98.75
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-AQUATIC CENTER FUND

**(Report)** **Attachment: Director's Report**  
 AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>AQUATICS CENTER</b>							
=====							
<b>PERSONNEL SERVICES</b>							
13-6-1124-0102 SALARY PARTTIME	69,210	2,141.67	0.00	72,044.78	0.00	2,834.78	104.10
13-6-1124-0103 SALARY OVERTIME	0	0.00	0.00	1,654.20	0.00	1,654.20	0.00
13-6-1124-0104 FICA	4,990	163.85	0.00	5,641.91	0.00	651.91	113.06
13-6-1124-0106 WORKERS COMP	440	565.54	0.00	1,003.00	0.00	563.00	227.95
<b>TOTAL PERSONNEL SERVICES</b>	<b>74,640</b>	<b>2,871.06</b>	<b>0.00</b>	<b>80,343.89</b>	<b>0.00</b>	<b>5,703.89</b>	<b>107.64</b>
<b>CONTRACTUAL SERVICES</b>							
13-6-1124-0201 UTILITIES	23,000	3,568.19	0.00	23,210.33	0.00	210.33	100.91
13-6-1124-0203 PRINTING & ADVERTISING	150	0.00	0.00	71.15	0.00	78.85	47.43
13-6-1124-0210 MAINTENANCE & REPAIR	5,150	13.92	0.00	1,704.51	0.00	3,445.49	33.10
13-6-1124-0211 EQUIPMENT MAINTENANCE	3,400	17.40	0.00	3,100.60	0.00	299.40	91.19
13-6-1124-0216 OTHER CONTRACTUAL SERVIC	8,500	35.00	0.00	9,056.21	0.00	556.21	106.54
13-6-1124-0220 AQUACATS CONTRACTUAL SER	0	0.00	0.00	75.00	0.00	75.00	0.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>40,200</b>	<b>3,634.51</b>	<b>0.00</b>	<b>37,217.80</b>	<b>0.00</b>	<b>2,982.20</b>	<b>92.58</b>
<b>COMMODITIES</b>							
13-6-1124-0303 CHEMICALS	8,425	0.00	0.00	9,645.09	0.00	1,220.09	114.48
13-6-1124-0304 UNIFORMS	3,395	15.86	0.00	3,041.36	0.00	353.64	89.58
13-6-1124-0307 EQUIPMENT MAINTENANCE	1,800	673.00	0.00	970.05	231.80	598.15	66.77
13-6-1124-0310 SUPPLIES	6,725	17.53	0.00	6,564.54	158.50	1.96	99.97
13-6-1124-0320 CONCESSION SUPPLIES	13,630	204.02	0.00	12,028.04	0.00	1,601.96	88.25
<b>TOTAL COMMODITIES</b>	<b>33,975</b>	<b>910.41</b>	<b>0.00</b>	<b>32,249.08</b>	<b>390.30</b>	<b>1,335.62</b>	<b>96.07</b>
<b>OTHER CHARGES</b>							
13-6-1124-0401 INSURANCE	4,025	325.04	0.00	2,925.81	0.00	1,099.19	72.69
13-6-1124-0430 OFFICE FACILITIES & SERV	7,380	615.00	0.00	5,535.00	0.00	1,845.00	75.00
<b>TOTAL OTHER CHARGES</b>	<b>11,405</b>	<b>940.04</b>	<b>0.00</b>	<b>8,460.81</b>	<b>0.00</b>	<b>2,944.19</b>	<b>74.19</b>
<b>CAPITAL OUTLAY</b>							
<b>DEPRECIATION</b>							
<b>TOTAL AQUATICS CENTER</b>	<b>160,220</b>	<b>8,356.02</b>	<b>0.00</b>	<b>158,271.58</b>	<b>390.30</b>	<b>1,558.12</b>	<b>99.03</b>
<b>CAPITAL PROJECTS</b>							
<b>TOTAL EXPENDITURES</b>							
<b>160,220</b>	<b>8,356.02</b>	<b>0.00</b>	<b>158,271.58</b>	<b>390.30</b>	<b>1,558.12</b>	<b>99.03</b>	
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>							
<b>0</b>	<b>( 5,928.93)</b>	<b>0.00</b>	<b>( 49,741.00)</b>	<b>390.30</b>	<b>440.04</b>	<b>0.00</b>	

-COMMUNITY CENTER FUND  
FINANCIAL SUMMARY

**Attachment: Director's Report (Director's Report & Finance Report (UNAUDITED))**  
AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

REVENUE SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
SALES TAXES	1,021,000	82,526.19	0.00	210,747.99	0.00	810,252.01	20.64
CHARGES FOR SERVICE	820,790	50,852.32	0.00	466,649.95	0.00	354,140.05	56.85
RECREATIONAL PROGRAMS	217,835	9,342.66	0.00	159,401.50	0.00	58,433.50	73.18
MISC. INCOME	32,650	378.16	0.00	18,883.76	0.00	13,766.24	57.84
INTEREST	1,500	0.00	0.00	17.33	0.00	1,482.67	1.16
OTHER REV. SOURCES/TRANS	253,305	0.00	0.00	46,200.00	0.00	207,105.00	18.24
<b>TOTAL REVENUE</b>	<b>2,347,080</b>	<b>143,099.33</b>	<b>0.00</b>	<b>901,900.53</b>	<b>0.00</b>	<b>1,445,179.47</b>	<b>38.43</b>

EXPENDITURE SUMMARY

ADMINISTRATION	1,421,820	29,681.16	0.00	282,339.22	1,491.60	1,137,989.18	19.96
AQUATICS CENTER	153,665	711.31	0.00	103,265.40	5.40	50,394.20	67.21
RECREATION PROGRAMS	285,725	10,482.17	0.00	179,558.10	114.00	106,052.90	62.88
BUILDING & GROUNDS	485,870	45,333.49	0.00	361,215.30	8.50	124,646.20	74.35
<b>TOTAL EXPENDITURES</b>	<b>2,347,080</b>	<b>86,208.13</b>	<b>0.00</b>	<b>926,378.02</b>	<b>1,619.50</b>	<b>1,419,082.48</b>	<b>39.54</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>56,891.20</b>	<b>0.00</b>	<b>24,477.49</b>	<b>1,619.50</b>	<b>26,096.99</b>	<b>0.00</b>

**Attachment: Director's Report**

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>SALES TAXES</b>							
15-5022 PARK SALES TAX	1,021,000	82,526.19	0.00	210,747.99	0.00	810,252.01	20.64
TOTAL SALES TAXES	1,021,000	82,526.19	0.00	210,747.99	0.00	810,252.01	20.64
<b>CHARGES FOR SERVICE</b>							
15-5350 DAILY PASSES	74,340	2,364.39	0.00	45,858.39	0.00	28,481.61	61.69
15-5351 ANNUAL MEMBERSHIPS	673,520	44,443.18	0.00	373,699.54	0.00	299,820.46	55.48
15-5352 SENIOR RENT	6,950	607.75	0.00	5,469.75	0.00	1,480.25	78.70
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	3,185.00	0.00	31,312.26	0.00	16,687.74	65.23
15-5355 SPECIAL EVENTS	5,350	0.00	0.00	2,875.51	0.00	2,474.49	53.75
15-5356 OVERTIME FEES	1,100	60.00	0.00	424.50	0.00	675.50	38.59
15-5358 ALCOHOL APPLICATION FEES	50	0.00	0.00	25.00	0.00	25.00	50.00
15-5359 TOT WATCH FEES	3,200	192.00	0.00	2,305.00	0.00	895.00	72.03
TOTAL CHARGES FOR SERVICE	820,790	50,852.32	0.00	466,649.95	0.00	354,140.05	56.85
<b>RECREATIONAL PROGRAMS</b>							
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	68,261.60	0.00	24,411.60	155.67
15-5408 TINY TIKES PROGRAMS	3,600	96.84	0.00	2,060.84	0.00	1,539.16	57.25
15-5409 YOUTH VOLLEYBALL	10,400	154.36	0.00	6,498.58	0.00	3,901.42	62.49
15-5410 BEFORE & AFTER SCHOOL PROGRA	89,000	6,185.00	0.00	36,681.10	0.00	52,318.90	41.21
15-5417 MEN'S 5 ON 5 BASKETBALL	5,400	300.00	0.00	3,300.00	0.00	2,100.00	61.11
15-5418 MISC RECREATION PROGRAMS	2,900	738.36	0.00	14,973.68	0.00	12,073.68	516.33
15-5421 FITNESS CLASSES	18,315	1,094.60	0.00	8,949.25	0.00	9,365.75	48.86
15-5422 WATER AEROBICS	2,250	419.50	0.00	3,394.19	0.00	1,144.19	150.85
15-5423 SWIM LESSONS	12,400	54.00	0.00	9,637.90	0.00	2,762.10	77.73
15-5425 LIFEGUARD TRAINING	3,425	0.00	0.00	2,789.36	0.00	635.64	81.44
15-5426 SWIM TEAM	4,500	300.00	0.00	2,175.00	0.00	2,325.00	48.33
15-5427 ADULT VOLLEYBALL	7,795	0.00	0.00	370.00	0.00	7,425.00	4.75
TOTAL RECREATIONAL PROGRAMS	217,835	9,342.66	0.00	159,401.50	0.00	58,433.50	73.18
<b>MISC. INCOME</b>							
15-5509 NON-TAXABLE MISC	1,400	27.76	0.00	858.37	0.00	541.63	61.31
15-5510 MISCELLANEOUS	7,200	220.00	0.00	2,577.00	0.00	4,623.00	35.79
15-5516 SHORT & OYER	0	0.00	0.00	111.40	0.00	111.40	0.00
15-5519 ON-SITE SALES COMMISSION	1,800	274.40	0.00	1,475.00	0.00	325.00	81.94
15-5520 SPONSORS	1,000	0.00	0.00	3,250.00	0.00	2,250.00	325.00
15-5521 PERSONAL TRAINER	10,000	144.00	0.00	4,456.00	0.00	5,544.00	44.56
15-5524 ACTIVATION FEE	11,250	0.00	0.00	5,850.00	0.00	5,400.00	52.00
15-5535 AUCTION & SURPLUS SALES	0	0.00	0.00	528.79	0.00	528.79	0.00
TOTAL MISC. INCOME	32,650	378.16	0.00	18,883.76	0.00	13,766.24	57.84
<b>INTEREST</b>							
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

-COMMUNITY CENTER FUND

Attachment: Director's Report (Director's Report)  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
OTHER REV. SOURCES/TRANS							
15-5931 TRANSFER FROM OTHER FUNDS	4,400	0.00	0.00	46,200.00	0.00	41,800.00	1,050.00
15-5934 TRANSFER FROM RESERVE	248,905	0.00	0.00	0.00	0.00	248,905.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	253,305	0.00	0.00	46,200.00	0.00	207,105.00	18.24
TOTAL REVENUE	2,347,080	143,099.33	0.00	901,900.53	0.00	1,445,179.47	38.43

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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ADMINISTRATION

PERSONNEL SERVICES

15-6-0103-0101 SALARY FULLTIME	136,335	10,183.04	0.00	97,246.15	0.00	39,088.85	71.33
15-6-0103-0102 SALARY PARTTIME	83,340	5,243.56	0.00	51,995.53	0.00	31,344.47	62.39
15-6-0103-0103 SALARY OVERTIME	3,000	140.54	0.00	2,253.27	0.00	746.73	75.11
15-6-0103-0104 FICA	16,950	1,106.04	0.00	11,341.94	0.00	5,608.06	66.91
15-6-0103-0106 WORKERS COMP	6,660	(598.42)	0.00	3,838.44	0.00	2,821.56	57.63
15-6-0103-0107 RETIREMENT	13,405	1,001.39	0.00	9,938.78	0.00	3,466.22	74.14
15-6-0103-0108 HEALTH INSURANCE	19,800	1,688.74	0.00	14,732.36	0.00	5,067.64	74.41
15-6-0103-0109 DENTAL INSURANCE	615	52.70	0.00	466.50	0.00	148.50	75.85
15-6-0103-0110 OTHER PAYROLL INSURANCE	725	68.71	0.00	516.78	0.00	208.22	71.28
TOTAL PERSONNEL SERVICES	280,830	18,886.30	0.00	192,329.75	0.00	88,500.25	68.49

CONTRACTUAL SERVICES

15-6-0103-0203 PRINTING & ADVERTISING	9,800	70.00	0.00	2,842.07	192.17	6,765.76	30.96
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	1,419.96	0.00	3,780.04	27.31
15-6-0103-0211 EQUIPMENT MAINTENANCE	3,065	97.63	0.00	941.15	0.00	2,123.85	30.71
15-6-0103-0216 OTHER CONTRACTUAL SERVICE	13,965	3,498.04	0.00	19,200.58	0.00	5,235.58	137.49
15-6-0103-0218 CREDIT CARD PROCESSING F	9,500	992.80	0.00	9,482.55	0.00	17,445	99.82
TOTAL CONTRACTUAL SERVICES	41,730	4,658.47	0.00	33,886.31	192.17	7,651.52	81.66

COMMODITIES

15-6-0103-0304 UNIFORMS	800	0.00	0.00	800.00	0.00	0.00	100.00
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	1,127.14	0.00	6,741.82	36.00	1,402.18	82.86
15-6-0103-0351 COMPUTER EQUIPMENT	6,800	0.00	0.00	4,637.78	1,263.43	898.79	86.78
TOTAL COMMODITIES	15,830	1,127.14	0.00	12,179.60	1,299.43	2,350.97	85.15

OTHER CHARGES

15-6-0103-0401 INSURANCE	24,085	2,454.67	0.00	19,027.66	0.00	5,057.34	79.00
15-6-0103-0402 TRANSFER TO DEBT SERVICE	1,025,400	0.00	0.00	0.00	0.00	1,025,400.00	0.00
15-6-0103-0403 DUES & SUBSCRIPTIONS	1,990	0.00	0.00	1,924.68	0.00	65.32	96.72
15-6-0103-0430 OFFICE FACILITIES & SERV	30,655	2,554.58	0.00	22,991.22	0.00	7,663.78	75.00
15-6-0103-0460 BAD DEBT	1,300	0.00	0.00	0.00	0.00	1,300.00	0.00
TOTAL OTHER CHARGES	1,083,430	5,009.25	0.00	43,943.56	0.00	1,039,486.44	4.06

CAPITAL OUTLAY

TOTAL ADMINISTRATION	1,421,820	29,681.16	0.00	282,339.22	1,491.60	1,137,989.18	19.96
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EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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AQUATICS CENTER

PERSONNEL SERVICES

15-6-1124-0101 SALARY FULLTIME	31,725	1,175.63	0.00	16,337.63	0.00	15,387.37	51.50
15-6-1124-0102 SALARY PARTTIME	63,570	4,622.10	0.00	58,063.90	0.00	5,506.10	91.34
15-6-1124-0103 SALARY OVERTIME	3,400	64.13	0.00	6,803.14	0.00	3,403.14	200.09
15-6-1124-0104 FICA	7,440	446.40	0.00	6,390.76	0.00	1,049.24	85.90
15-6-1124-0106 WORKERS COMP	9,185	(6,132.93)	0.00	1,302.09	0.00	10,487.09	14.18-
15-6-1124-0107 RETIREMENT	3,265	120.26	0.00	120.26	0.00	3,144.74	3.68
15-6-1124-0108 HEALTH INSURANCE	10,780	7.00	0.00	101.00	0.00	10,679.00	0.94
15-6-1124-0109 DENTAL INSURANCE	320	17.00	0.00	251.00	0.00	69.00	78.44
15-6-1124-0110 OTHER PAYROLL INSURANCE	200	19.72	0.00	126.72	0.00	73.28	63.36
TOTAL PERSONNEL SERVICES	129,885	339.31	0.00	86,892.32	0.00	42,992.68	66.90

CONTRACTUAL SERVICES

15-6-1124-0207 TRAVEL & TRAINING	1,550	0.00	0.00	1,633.64	0.00	83.64	105.40
15-6-1124-0211 EQUIPMENT MAINTENANCE	7,800	0.00	0.00	5,279.98	0.00	2,520.02	67.69
15-6-1124-0216 OTHER CONTRACTUAL SERVICE	5,750	0.00	0.00	3,975.42	0.00	1,774.58	69.14
TOTAL CONTRACTUAL SERVICES	15,100	0.00	0.00	10,889.04	0.00	4,210.96	72.11

COMMODITIES

15-6-1124-0303 CHEMICALS	4,585	0.00	0.00	4,510.01	5.40	69.59	98.48
15-6-1124-0304 UNIFORMS	750	147.00	0.00	212.86	0.00	537.14	28.38
15-6-1124-0305 SAFETY EQUIPMENT	930	0.00	0.00	206.89	0.00	723.11	22.25
15-6-1124-0307 EQUIPMENT MAINTENANCE	1,390	225.00	0.00	415.30	0.00	974.70	29.88
15-6-1124-0310 SUPPLIES	1,025	0.00	0.00	138.98	0.00	886.02	13.56
TOTAL COMMODITIES	8,685	372.00	0.00	5,484.04	5.40	3,190.56	63.24

CAPITAL OUTLAY

TOTAL AQUATICS CENTER	153,665	711.31	0.00	103,265.40	5.40	50,394.20	67.21
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RECREATION PROGRAMS

PERSONNEL SERVICES

15-6-1126-0101 SALARY FULLTIME	47,150	2,709.04	0.00	28,564.24	0.00	18,585.76	60.58
15-6-1126-0102 SALARY PARTTIME	60,190	3,423.17	0.00	87,231.65	0.00	27,041.65	144.93
15-6-1126-0103 SALARY OVERTIME	2,000	0.00	0.00	1,210.05	0.00	789.95	60.50
15-6-1126-0104 FICA	8,405	451.70	0.00	9,210.78	0.00	805.78	109.59
15-6-1126-0106 WORKERS COMP	2,225	(286.19)	0.00	1,190.65	0.00	1,034.35	53.51
15-6-1126-0107 RETIREMENT	4,910	262.78	0.00	2,821.16	0.00	2,088.84	57.46
15-6-1126-0108 HEALTH INSURANCE	14,710	803.00	0.00	7,017.50	0.00	7,692.50	47.71
15-6-1126-0109 DENTAL INSURANCE	600	23.80	0.00	210.70	0.00	389.30	35.12
15-6-1126-0110 OTHER PAYROLL INSURANCE	325	14.60	0.00	146.86	0.00	178.14	45.19
TOTAL PERSONNEL SERVICES	140,515	7,403.90	0.00	137,603.59	0.00	2,911.41	97.93

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>CONTRACTUAL SERVICES</b>							
15-6-1126-0207 TRAVEL & TRAINING	925	0.00	0.00	848.83	0.00	76.17	91.77
15-6-1126-0211 EQUIPMENT MAINTENANCE	3,950	0.00	0.00	2,644.99	0.00	1,305.01	66.96
15-6-1126-0216 OTHER CONTRACTUAL SERVIC	94,975	607.28	0.00	11,793.48	0.00	83,181.52	12.42
TOTAL CONTRACTUAL SERVICES	99,850	607.28	0.00	15,287.30	0.00	84,562.70	15.31
<b>COMMODITIES</b>							
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	1,378.99	0.00	10,232.32	0.00	3,217.68	76.08
TOTAL COMMODITIES	16,015	1,378.99	0.00	10,232.32	0.00	5,782.68	63.89
<b>CAPITAL OUTLAY</b>							
15-6-1126-0504 MACHINERY & EQUIPMENT	10,005	842.00	0.00	7,789.55	0.00	2,215.45	77.86
TOTAL CAPITAL OUTLAY	10,005	842.00	0.00	7,789.55	0.00	2,215.45	77.86
<b>RECREATION PROGRAMS</b>							
15-6-1126-0702 AEROBICS	2,000	0.00	0.00	209.97	0.00	1,790.03	10.50
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	250.00	0.00	3,917.00	114.00	5,809.00	40.97
15-6-1126-0718 MISC RECREATION PROGRAMS	4,000	0.00	0.00	3,926.37	0.00	73.63	98.16
15-6-1126-0719 ADULT VOLLEYBALL	3,000	0.00	0.00	592.00	0.00	2,408.00	19.73
TOTAL RECREATION PROGRAMS	19,340	250.00	0.00	8,645.34	114.00	10,580.66	45.29
TOTAL RECREATION PROGRAMS	285,725	10,482.17	0.00	179,558.10	114.00	106,052.90	62.88
<b>BUILDING &amp; GROUNDS</b>							
<b>PERSONNEL SERVICES</b>							
15-6-1119-0101 SALARY FULLTIME	85,070	6,434.27	0.00	61,048.12	0.00	24,021.88	71.76
15-6-1119-0102 SALARY PARTTIME	12,380	1,183.57	0.00	10,152.67	0.00	2,227.33	82.01
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	545.91	0.00	5,447.23	0.00	1,182.77	82.16
15-6-1119-0106 WORKERS COMP	4,335	593.41	0.00	3,627.62	0.00	707.38	83.68
15-6-1119-0107 RETIREMENT	8,405	624.12	0.00	6,233.09	0.00	2,171.91	74.16
15-6-1119-0108 HEALTH INSURANCE	18,620	1,585.00	0.00	13,865.00	0.00	4,755.00	74.46
15-6-1119-0109 DENTAL INSURANCE	790	68.00	0.00	602.00	0.00	188.00	76.20
15-6-1119-0110 OTHER PAYROLL INSURANCE	505	48.07	0.00	1,827.67	0.00	1,322.67	361.91
TOTAL PERSONNEL SERVICES	139,735	11,082.35	0.00	102,803.40	0.00	36,931.60	73.57
<b>CONTRACTUAL SERVICES</b>							
15-6-1119-0201 UTILITIES	238,300	16,118.96	0.00	149,305.46	0.00	88,994.54	62.65
15-6-1119-0207 TRAVEL & TRAINING	250	0.00	0.00	0.00	0.00	250.00	0.00
15-6-1119-0211 EQUIPMENT MAINTENANCE	6,000	122.50	0.00	6,216.95	0.00	216.95	103.62
15-6-1119-0216 OTHER CONTRACTUAL SERVIC	59,400	5,343.10	0.00	62,421.02	0.00	3,021.02	105.09
TOTAL CONTRACTUAL SERVICES	303,950	21,584.56	0.00	217,943.43	0.00	86,006.57	71.70

COMMUNITY CENTER FUND

**(Attachment: Director's Report)**  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2018

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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COMMODITIES

15-6-1119-0303 CHEMICALS	1,500	0.00	0.00	975.01	0.00	524.99	65.00
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	304.98	0.00	3,831.31	8.50	460.19	89.30
15-6-1119-0310 SUPPLIES	17,200	2,896.10	0.00	16,731.15	0.00	468.85	97.27
TOTAL COMMODITIES	23,250	3,201.08	0.00	21,537.47	8.50	1,704.03	92.67

OTHER CHARGES

15-6-1119-0425 MDNR PRINCIPAL PAYMENT	17,060	8,570.49	0.00	17,056.12	0.00	3.88	99.98
15-6-1119-0440 MDNR INTEREST PAYMENT	1,875	895.01	0.00	1,874.88	0.00	0.12	99.99
TOTAL OTHER CHARGES	18,935	9,465.50	0.00	18,931.00	0.00	4.00	99.98

CAPITAL OUTLAY

TOTAL BUILDING & GROUNDS	485,870	45,333.49	0.00	361,215.30	8.50	124,646.20	74.35
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CAPITAL PROJECTS

CAPITAL PROJECTS

TOTAL EXPENDITURES	2,347,080	86,208.13	0.00	926,378.02	1,619.50	1,419,082.48	39.54
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REVENUE OVER/(UNDER) EXPENDITURES	0	56,891.20	0.00 (	24,477.49) (	1,619.50)	26,096.99	0.00
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# MEMO

TO: Park Board

CC: Mayor Hasek, Happy Welch, City Administrator, Marcella McCoy, Finance Director, Dave Killpack, Assistant Director

FROM: Chris Deal, Parks & Recreation Director

DATE: October 25, 2018

RE: 2019 Budget Recommendation

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Similar to previous years, the 2019 budget for the Parks & Recreation Department is a “maintenance budget”. The items listed below are line item highlights of changes from the previous (current-2018) year’s budget. These areas are listed in this memo and will be covered at the Park Board meeting. Also see the budget printout for reference.

## **PARK FUND # 11**

The Park Fund continues to be a “maintenance fund” with few changes from the previous (current-2018) budget year. Some of the key points are listed below:

### **REVENUE**

- Real Estate Taxes have increased by \$3,910 over the current budget and \$6,250 increase over the current budget in total taxes.
- Recreation Programs has decreased by approximately \$4,000. With the second year of competitive baseball, the “actual participation level” is now budgeted. Expenses were reduced as well, so the overall net is close to the same. The overall sports program numbers remain the same.
- Transfer in from General Fund revenue is necessary for operations of the Park Fund (traditionally), as well as the purchase of a Boom Mower for \$20,000, Aquatic Weed treatment for \$25,000 and \$7,500 for the Flash Cam security camera for City Park. Total transfer in from the General Fund is \$256,680. This is an increase of \$7,500 over last year.

### **EXPENSE**

- There is a decrease in the salaries line item because we did not replace a full time position (Gideon Lockett) and part of that salary percentage was coming out of Parks. The rest of the positions in maintenance remain the same.
- Other Contractual increased by \$20,024. There is a \$25,000 increase with the addition of the Aquatic Weed removal process. There is also an increase in the July 4<sup>th</sup> fireworks by \$1,000, but there is a decrease in sports contractual services, which is subtracted from this line item increase. Competitive Baseball numbers are lower with “actual participation level” revealed from the first year.
- Machinery & Equipment budget increased by \$27,500, which includes the replacement of the Boom Mower at \$20,000 and addition of the Flash Cam security camera for Parks at \$7,500.

**Bottom line for the Park Fund is <0>.**

**AQUATIC CENTER FUND #13**

The Aquatic Center Fund (Outdoor Pool) is also in a maintenance mode with little change on expenses. However, there is a recommended increase in the Family pass, from \$3 to \$4 dollars, which is the same fee as our Day Care Pass. Other fees remain the same as last year. Also, \$10,040 from the Park Board Directed Reserve is budgeted up front in order to balance this fund for 2019.

As previously stated to the Park Board by staff, the Park Board Directed Reserve funding is getting towards the end, with approximately \$6,000 remaining for 2019. However, this amount may be less with the necessary repairs to the Outdoor Pool in 2018. The Aquatic Fund is dependent on good weather, along with no major maintenance issues, which is difficult to project with a 21 year old pool.

**REVENUE**

- Revenue is projected by looking at the last few years' average and taking into account the year to date actual. Total increase for the pool use fee is \$2,600 over last year.
- Miscellaneous Income was increased by \$5,225 with the growth of the AquaCats Swim Team and sponsorships.
- Transfer from Reserve is the same as last year at \$10,040. This is the Park Board Directed Reserve which has been used in the past to balance the budget at year end. It is placed in the proposed 2019 operational budget in order to produce a balanced budget projection. The amount remaining in the Park Board Directed Reserve after the 2019 budget year is approximately \$6,000.

**EXPENSE**

- Part-time salaries increased by \$1,000 with "actual use" of lifeguards in 2018. Overtime was reduced to zero with the addition of lifeguard regular hours. Staff will work to use regular staff hours versus overtime pay.
- Utilities ran high in 2017 at approximately \$30,000. The actual was lower this year (estimated \$25,000 yearend) but staff is budgeting the utilities at the same level as the 2017 actual to be safe.
- The remaining expenses are close to last year's numbers.

**Bottom line for the Aquatic Center Fund (Outdoor Pool) is <0>.**

### **COMMUNITY CENTER FUND # 15**

The Community Center Fund is also in “maintenance mode”. Membership has held steady in 2018. There is no fee increase budgeted for this year and membership rates are consistent with the metro average for Community Centers.

### **REVENUE**

- The Park Sales Tax is now distributed into the Community Center Fund. The Bond payment will come out of the Community Center Fund, which is \$839,830. This leaves \$182,145 going into operations, which is a consistent amount as compared to previous years.
- Annual Memberships are budgeted the same as last year, along with the entire Charge for Services category. This projection is based on YTD actual and year end projections.
- Summer Camp has increased in numbers this year and projecting a \$24,650 increase for 2019, based on 2018 actuals.
- Before and After School will increase by \$28,500, based on 2018 projections.
- Youth Volleyball will increase by \$3,900 based on growth in this program.
- Transfer from Other Funds was increased to \$80,000 with the recommendation of \$60,000 to repair the front entrance of the Community Center, and, \$20,000 for the purchase of a van or small school bus for Day Camp transportation.
- The Debt Service Fund Balance for 2019 is approximately \$240,000. As the Park Board is aware, the Fund Balance has been used in the past for emergency funds needed. However, the Fund Balance is mainly reserved to assist in the final bond payment for the Community Center, in 2022.

### **EXPENSE**

- Personnel Services increased by \$18,860 with an increase in part-time staff from the Summer Day Camp and Before and After School Program growth. Revenues offset this increase. Salaries also increased from employee annual increases and benefits. In addition, an hourly increase is included for the Front Desk and Morning Lifeguard facility openers. No additional full-time positions were added.
- Computer Equipment has been added this year with an increase of \$1,250 over last year.
- Administrative Fee under Office Facilities and Service has increased by \$5,700 for 2019.
- Also under Other Charges is the Transfer to Debt Service. As stated above, the \$839,830 is the bond payment for the Community Center. The last payment will be in 2022.
- Capital Outlay under Administration shows \$20,000 for the Day Camp Van or Bus.
- Aquatic Center expenses are close to the same as last year.
- Recreation Programs Personnel Services (salaries) increase by \$9,215 with the addition increase in Day Camp and Before and After School programs.
- Equipment and Equipment Maintenance has some funding that can be used for accessible fitness equipment for the disabled. The exact kind of equipment will be determined by asking future users of this equipment.
- Buildings and Grounds Capital Projects shows \$60,000, which is for the repair and replacement of the front entrance of the Community Center.

**Bottom line for the Community Center Fund is <0>.**



REVENUES  
 2015 ACTUAL  
 2016 ACTUAL  
 2017 ACTUAL  
 CURRENT BUDGET  
 2018 Y-T-D ACTUAL  
 PROJECTED YEAR END  
 REQUESTED BUDGET  
 2019 PROPOSED BUDGET

-PARK FUND

TAXES

11-5111	REAL ESTATE TAXES	131,537	126,347	104,379	130,870	0	0	134,780
11-5112	PERSONAL PROPERTY TAX	34,072	33,025	31,395	29,180	0	0	31,270
11-5113	SUR TAX MERCHANTS/REPLACEMENT	15,007	15,286	1,735	15,500	0	0	15,750
11-5117	CORPORATE/RR/UTILITY TAX	1,644	1,452	1,501	1,500	0	0	1,500
11-5121	FINANCIAL INSTITUTION TAX	677	141	471	500	0	0	500
TOTAL TAXES		182,937	176,249	139,480	177,550	0	0	183,800

CHARGES FOR SERVICE

11-5307	RENTAL INCOME	14,597	16,979	16,572	15,055	0	0	15,205
11-5309	SHOOTING RANGE REVENUE	905	2,400	3,040	3,600	0	0	3,840
11-5334	CONCESSIONS BALL FIELD	7,390	7,548	5,346	8,000	0	0	8,000
TOTAL CHARGES FOR SERVICE		22,892	26,927	24,958	26,655	0	0	27,045

RECREATIONAL PROGRAMS

11-5418	MISC RECREATION PROGRAMS	46,063	56,486	8,735	0	0	0	0
11-5427	YOUTH REC BASE/SOFT BALL	0	0	25,484	39,825	0	0	39,825
11-5428	YOUTH COMP BASE/SOFT BALL	0	0	6,800	7,400	0	0	4,400
11-5429	SAND VOLLEYBALL	0	0	400	800	0	0	800
11-5430	ADULT SOFTBALL	0	0	4,900	12,600	0	0	10,500
TOTAL RECREATIONAL PROGRAMS		46,063	56,486	46,319	60,625	0	0	55,525

MISC. INCOME

11-5510	MISCELLANEOUS	14,310	17,502	34,274	5,000	0	0	5,000
11-5520	SPONSORS	0	0	0	9,500	0	0	8,750
11-5535	AUCTION & SURPLUS SALES	3,300	0	0	0	0	0	0
11-5537	DONATIONS	200	0	955	0	0	0	0
TOTAL MISC. INCOME		17,810	17,502	35,229	14,500	0	0	13,750

INTERGOVERNMENTAL

11-5626	GRANTS & ENTITLEMENTS	0	0	31,326	0	0	0	0
TOTAL INTERGOVERNMENTAL		0	0	31,326	0	0	0	0

INTEREST

11-5815	INTEREST INCOME	45	93	355	200	0	0	200
TOTAL INTEREST		45	93	355	200	0	0	200

OTHER REV. SOURCES/TRANS

11-5900	DEVELOPMENT SECURITY ESCROW	0	0	0	0	0	0	0
11-5930	TRANSFER FROM GENERAL FUND	252,975	243,400	254,000	249,180	0	0	267,360
11-5931	TRANSFER FROM OTHER FUNDS	0	0	0	0	0	0	0
11-5934	TRANSFER FROM RESERVE	0	0	0	0	0	0	0
TOTAL OTHER REV. SOURCES/TRANS		252,975	243,400	254,000	249,180	0	0	267,360

TOTAL REVENUES

		522,722	520,658	531,667	528,710	0	0	547,680
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PARK FUND  
PARK MAINTENANCE  
EXPENDITURES

	2015	2016	2017	CURRENT BUDGET	2018 Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	2019 PROPOSED BUDGET
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET

<b>PERSONNEL SERVICES</b>								
11-6-1125-0101	SALARY FULLTIME	209,974	207,833	208,886	221,155	0	208,755	
11-6-1125-0102	SALARY PARTTIME	24,495	29,543	29,570	28,570	0	29,450	
11-6-1125-0103	SALARY OVERTIME	2,442	3,956	4,183	4,035	0	3,175	
11-6-1125-0104	FICA	17,591	17,724	17,432	19,415	0	18,400	
11-6-1125-0106	WORKERS COMP	7,999	5,207	8,250	9,685	0	13,300	
11-6-1125-0107	RETIREMENT	23,670	20,413	18,510	21,655	0	21,000	
11-6-1125-0108	HEALTH INSURANCE	26,080	29,171	34,383	38,975	0	30,570	
11-6-1125-0109	DENTAL INSURANCE	1,591	1,558	1,515	1,645	0	1,530	
11-6-1125-0110	OTHER PAYROLL INSURANCE	1,110	1,074	1,066	1,225	0	1,335	
	<b>TOTAL PERSONNEL SERVICES</b>	<b>314,952</b>	<b>316,478</b>	<b>323,796</b>	<b>346,360</b>	<b>0</b>	<b>327,515</b>	

<b>CONTRACTUAL SERVICES</b>								
11-6-1125-0201	UTILITIES	32,084	26,433	15,673	31,610	0	31,080	
11-6-1125-0203	PRINTING & ADVERTISING	1,027	203	8,327	780	0	1,530	
11-6-1125-0205	POSTAGE	0	0	0	0	0	0	
11-6-1125-0207	TRAVEL & TRAINING	0	0	696	750	0	750	
11-6-1125-0210	MAINTENANCE & REPAIRS	3,738	6,179	10,126	4,550	0	5,550	
11-6-1125-0211	EQUIPMENT MAINTENANCE	1,875	1,770	2,295	2,000	0	2,000	
11-6-1125-0213	UNIFORM MAINTENANCE	959	1,201	1,402	1,625	0	1,625	
11-6-1125-0216	OTHER CONTRACTUAL SERVICE	40,034	45,258	39,669	47,805	0	67,839	
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>79,718</b>	<b>81,045</b>	<b>78,187</b>	<b>89,120</b>	<b>0</b>	<b>110,374</b>	

<b>COMMODITIES</b>								
11-6-1125-0302	GAS, OIL & GREASE	7,902	6,985	6,776	9,360	0	9,256	
11-6-1125-0307	EQUIPMENT MAINTENANCE	3,839	7,013	4,527	5,375	0	5,875	
11-6-1125-0310	SUPPLIES	28,552	34,176	12,467	12,650	0	13,650	
11-6-1125-0320	CONCESSION SUPPLIES	5,198	4,896	5,005	4,720	0	6,320	
11-6-1125-0323	YOUTH BASE/SOFT BALL SUPPLI	0	0	12,585	12,650	0	13,125	
11-6-1125-0324	ADULT LEAGUE SUPPLIES	0	0	1,427	5,250	0	4,600	
11-6-1125-0325	SPECIAL EVENTS SUPPLIES	0	0	3,032	3,050	0	3,050	
11-6-1125-0350	SMALL TOOLS/EQUIPMENT	0	0	0	0	0	0	
11-6-1125-0351	COMPUTER EQUIPMENT	0	0	0	0	0	1,350	
	<b>TOTAL COMMODITIES</b>	<b>45,490</b>	<b>53,070</b>	<b>45,820</b>	<b>53,055</b>	<b>0</b>	<b>57,226</b>	

<b>OTHER CHARGES</b>								
11-6-1125-0400	INSURANCE CLAIM EXPENSE	0	0	23,536	0	0	0	
11-6-1125-0401	INSURANCE	9,735	9,722	9,432	9,470	0	12,400	
11-6-1125-0402	TRANSFERS	0	0	0	0	0	0	
11-6-1125-0403	DUES & SUBSCRIPTIONS	136	0	0	0	0	0	
11-6-1125-0430	OFFICE FACILITIES & SERVICE	13,655	14,534	12,892	12,705	0	12,665	
	<b>TOTAL OTHER CHARGES</b>	<b>23,526</b>	<b>24,256</b>	<b>45,860</b>	<b>22,175</b>	<b>0</b>	<b>25,065</b>	

6-1125-0430 OFFICE FACILITIES & SERVICE

Park Fund will pay 25% of Administrative Service charge to the General Fund until 2023 when the Community Center bonds

**Attachment: Director's Report (Director's Report)**

AS OF: JANUARY 31ST, 2019

PARK FUND  
PARK MAINTENANCE  
EXPENDITURES

2015 ACTUAL      2016 ACTUAL      2017 ACTUAL      CURRENT BUDGET      2018 Y-T-D ACTUAL      PROJECTED YEAR END      REQUESTED BUDGET      2019 PROPOSED BUDGET

CAPITAL OUTLAY      MACHINERY & EQUIPMENT      27,475      21,444      0      18,000      0      0      27,500

11-6-1125-0504      27,475      21,444      0      18,000      0      0      27,500

TOTAL CAPITAL OUTLAY      27,475      21,444      0      18,000      0      0      27,500

TOTAL PARK MAINTENANCE      491,160      496,293      493,663      528,710      0      0      547,680

are retired.

**Attachment: Director's Report (Director's Report)**

PROPOSED BUDGET WORKSHEET  
AS OF: JANUARY 31ST, 2019

GE:

-PARK FUND  
RECREATION PROGRAMS  
EXPENDITURES

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	CURRENT BUDGET	2018 Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	2019 PROPOS BUDGE
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COMMODITIES

11-6-1126-0350	SMALL TOOLS/EQUIPMENT	0	0	0	0	0	0	0
11-6-1126-0351	COMPUTER EQUIPMENT	0	0	0	0	0	0	0
	TOTAL COMMODITIES	0	0	0	0	0	0	0
	TOTAL RECREATION PROGRAMS	0	0	0	0	0	0	0

1 - PARK FUND  
SHOOTING RANGE  
EXPENDITURES

Attachment: Director's Report (Director's Report)

AS OF: JANUARY 31ST, 2019

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	CURRENT BUDGET	2018 Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	2019 PROPOSED BUDGET
CONTRACTUAL SERVICES								
11-6-1129-0201 UTILITIES	0	0	0	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	0	0	0	0	0	0	0	0
TOTAL SHOOTING RANGE	0	0	0	0	0	0	0	0

PARK FUND  
CAPITAL PROJECTS  
EXPENDITURES

Attachment: Director's Report (Director's Report)

REVENUE BUDGET WORKSHEET  
AS OF: JANUARY 31ST, 2019

GE:

	2015	2016	2017	CURRENT	2018	2019
	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED
					ACTUAL	YEAR END
						REQUESTED
						BUDGET
						PROPOS
						BUDGET

CAPITAL PROJECTS								
11-6-0990-4215	MASTERPLAN IMPROVEMENTS	0	1,003	113,309	0	0	0	0
11-6-0990-4217	TRAIL MISC PROJECTS	0	0	0	0	0	0	0
	TOTAL CAPITAL PROJECTS	0	1,003	113,309	0	0	0	0

TOTAL CAPITAL PROJECTS	0	1,003	113,309	0	0	0	0
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TOTAL EXPENDITURES	491,160	497,296	606,972	528,710	0	0	547,680
REVENUE OVER/(UNDER) EXPENDITURES	31,562	23,362	(75,305)	0	0	0	0

\*\*\* END OF REPORT \*\*\*

**Attachment: Director's Report (Director's Report)**

AS OF: JANUARY 31ST, 2019

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>REVENUE SUMMARY</b>							
CHARGES FOR SERVICE	111,240	0.00	0.00	0.00	0.00	111,240.00	0.00
MISC. INCOME	45,665	0.00	0.00	0.00	0.00	45,665.00	0.00
INTEREST	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00
OTHER REV. SOURCES/TRANS	10,040	0.00	0.00	0.00	0.00	10,040.00	0.00
<b>TOTAL REVENUE</b>	<b>168,045</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>168,045.00</b>	<b>0.00</b>
<b>EXPENDITURE SUMMARY</b>							
AQUATICS CENTER CAPITAL PROJECTS	168,045	0.00	0.00	0.00	0.00	168,045.00	0.00
TOTAL EXPENDITURES	168,045	0.00	0.00	0.00	0.00	168,045.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00	0.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>CHARGES FOR SERVICE</b>							
13-5333 SWIMMING POOL USE FEE	80,200	0.00	0.00	0.00	0.00	80,200.00	0.00
13-5334 CONCESSIONS AQUATIC CTR	0	0.00	0.00	0.00	0.00	0.00	0.00
13-5336 POOL SEASON PASSES	30,740	0.00	0.00	0.00	0.00	30,740.00	0.00
13-5337 LIFEGUARD UNIFORM REVENUE	300	0.00	0.00	0.00	0.00	300.00	0.00
TOTAL CHARGES FOR SERVICE	111,240	0.00	0.00	0.00	0.00	111,240.00	0.00
<b>MISC. INCOME</b>							
13-5500 AQUACATS REVENUE	0	0.00	0.00	0.00	0.00	0.00	0.00
13-5509 NON TAXABLE MISC	30,000	0.00	0.00	0.00	0.00	30,000.00	0.00
13-5510 MISCELLANEOUS	15,665	0.00	0.00	0.00	0.00	15,665.00	0.00
13-5537 DONATIONS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISC. INCOME	45,665	0.00	0.00	0.00	0.00	45,665.00	0.00
<b>INTEREST</b>							
13-5815 INTEREST INCOME	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00
TOTAL INTEREST	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00
<b>OTHER REV. SOURCES/TRANS</b>							
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	168,045	0.00	0.00	0.00	0.00	168,045.00	0.00

EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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AQUATICS CENTER

PERSONNEL SERVICES

13-6-1124-0102 SALARY PARTTIME	68,875	0.00	0.00	0.00	0.00	68,875.00	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	5,390	0.00	0.00	0.00	0.00	5,390.00	0.00
13-6-1124-0106 WORKERS COMP	1,360	0.00	0.00	0.00	0.00	1,360.00	0.00
TOTAL PERSONNEL SERVICES	75,625	0.00	0.00	0.00	0.00	75,625.00	0.00

CONTRACTUAL SERVICES

13-6-1124-0201 UTILITIES	30,315	0.00	0.00	0.00	0.00	30,315.00	0.00
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	4,150	0.00	0.00	0.00	0.00	4,150.00	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	46,515	0.00	0.00	0.00	0.00	46,515.00	0.00

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	5,445	0.00	0.00	0.00	0.00	5,445.00	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	3,600	0.00	0.00	0.00	0.00	3,600.00	0.00
13-6-1124-0360 AQUACATS SUPPLIES	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	36,295	0.00	0.00	0.00	0.00	36,295.00	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	3,900	0.00	0.00	0.00	0.00	3,900.00	0.00
13-6-1124-0430 OFFICE FACILITIES & SERV	5,710	0.00	0.00	0.00	0.00	5,710.00	0.00
13-6-1124-0460 BAD DEBT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER CHARGES	9,610	0.00	0.00	0.00	0.00	9,610.00	0.00

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

TOTAL AQUATICS CENTER	168,045	0.00	0.00	0.00	0.00	168,045.00	0.00
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Attachment: Director's Report (Director's Report)  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2019

- AQUATIC CENTER FUND

% OF YEAR COMPLETED: 08.33

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

13-6-0990-3001 HAQC UPGRADE-POOL FEATUR

TOTAL CAPITAL PROJECTS

TOTAL CAPITAL PROJECTS

TOTAL EXPENDITURES

REVENUE OVER/ (UNDER) EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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	168,045	0.00	0.00	0.00	0.00	168,045.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00	0.00

COMMUNITY CENTER FUND  
FINANCIAL SUMMARY

**Attachment: Director's Report (Director's Report)**  
ANNUAL FINANCIAL SUMMARY (UNAUDITED)  
AS OF: JANUARY 31ST, 2019

% OF YEAR COMPLETED: 08.33

REVENUE SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
SALES TAXES	1,021,975	0.00	0.00	0.00	0.00	1,021,975.00	0.00
CHARGES FOR SERVICE	818,650	0.00	0.00	0.00	0.00	818,650.00	0.00
RECREATIONAL PROGRAMS	209,185	0.00	0.00	0.00	0.00	209,185.00	0.00
MISC. INCOME	32,650	0.00	0.00	0.00	0.00	32,650.00	0.00
INTEREST	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
OTHER REV. SOURCES/TRANS	80,000	0.00	0.00	0.00	0.00	80,000.00	0.00
<b>TOTAL REVENUE</b>	<b>2,163,960</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,163,960.00</b>	<b>0.00</b>

EXPENDITURE SUMMARY

ADMINISTRATION	1,281,085	0.00	0.00	0.00	0.00	1,281,085.00	0.00
AQUATICS CENTER	147,555	0.00	0.00	0.00	0.00	147,555.00	0.00
RECREATION PROGRAMS	230,875	0.00	0.00	0.00	0.00	230,875.00	0.00
BUILDING & GROUNDS	444,445	0.00	0.00	0.00	0.00	444,445.00	0.00
CAPITAL PROJECTS	60,000	0.00	0.00	0.00	0.00	60,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,163,960</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,163,960.00</b>	<b>0.00</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>SALES TAXES</b>							
15-5022 PARK SALES TAX	1,021,975	0.00	0.00	0.00	0.00	1,021,975.00	0.00
TOTAL SALES TAXES	1,021,975	0.00	0.00	0.00	0.00	1,021,975.00	0.00
<b>CHARGES FOR SERVICE</b>							
15-5350 DAILY PASSES	75,040	0.00	0.00	0.00	0.00	75,040.00	0.00
15-5351 ANNUAL MEMBERSHIPS	672,130	0.00	0.00	0.00	0.00	672,130.00	0.00
15-5352 SENIOR RENT	6,950	0.00	0.00	0.00	0.00	6,950.00	0.00
15-5353 SWIM TEAM RENT	8,280	0.00	0.00	0.00	0.00	8,280.00	0.00
15-5354 ROOM RENTAL	46,550	0.00	0.00	0.00	0.00	46,550.00	0.00
15-5355 SPECIAL EVENTS	5,350	0.00	0.00	0.00	0.00	5,350.00	0.00
15-5356 OVERTIME FEES	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00
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	0.00	0.00	0.00	0.00	3,200.00	0.00
TOTAL CHARGES FOR SERVICE	818,650	0.00	0.00	0.00	0.00	818,650.00	0.00
<b>RECREATIONAL PROGRAMS</b>							
15-5406 YOUTH BASKETBALL	14,000	0.00	0.00	0.00	0.00	14,000.00	0.00
15-5407 SUMMER CAMP	68,500	0.00	0.00	0.00	0.00	68,500.00	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	6,500	0.00	0.00	0.00	0.00	6,500.00	0.00
15-5410 BEFORE & AFTER SCHOOL PROGRA	47,500	0.00	0.00	0.00	0.00	47,500.00	0.00
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	15,000	0.00	0.00	0.00	0.00	15,000.00	0.00
15-5421 FITNESS CLASSES	18,315	0.00	0.00	0.00	0.00	18,315.00	0.00
15-5422 WATER AEROBICS	2,250	0.00	0.00	0.00	0.00	2,250.00	0.00
15-5423 SWIM LESSONS	12,400	0.00	0.00	0.00	0.00	12,400.00	0.00
15-5425 LIFE GUARD TRAINING	3,425	0.00	0.00	0.00	0.00	3,425.00	0.00
15-5426 SWIM TEAM	4,500	0.00	0.00	0.00	0.00	4,500.00	0.00
15-5427 ADULT VOLLEYBALL	7,795	0.00	0.00	0.00	0.00	7,795.00	0.00
TOTAL RECREATIONAL PROGRAMS	209,185	0.00	0.00	0.00	0.00	209,185.00	0.00
<b>MISC. INCOME</b>							
15-5509 NON-TAXABLE MISC	1,400	0.00	0.00	0.00	0.00	1,400.00	0.00
15-5510 MISCELLANEOUS	7,200	0.00	0.00	0.00	0.00	7,200.00	0.00
15-5516 SHORT & OVER	0	0.00	0.00	0.00	0.00	0.00	0.00
15-5519 ON-SITE SALES COMMISSION	1,800	0.00	0.00	0.00	0.00	1,800.00	0.00
15-5520 SPONSORS	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
15-5521 PERSONAL TRAINER	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
15-5522 CANCELLATION FEE	0	0.00	0.00	0.00	0.00	0.00	0.00
15-5524 ACTIVATION FEE	11,250	0.00	0.00	0.00	0.00	11,250.00	0.00
15-5535 ACTION & SURPLUS SALES	0	0.00	0.00	0.00	0.00	0.00	0.00
15-5537 DONATIONS	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISC. INCOME	32,650	0.00	0.00	0.00	0.00	32,650.00	0.00
<b>INTEREST</b>							
15-5815 INTEREST INCOME	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL INTEREST	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00

**Attachment: Director's Report (Director's Report)**

AS OF: JANUARY 31ST, 2019

-COMMUNITY CENTER FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
OTHER REV. SOURCES/TRANS							
15-5931 TRANSFER FROM OTHER FUNDS	80,000	0.00	0.00	0.00	0.00	80,000.00	0.00
15-5934 TRANSFER FROM RESERVE	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	80,000	0.00	0.00	0.00	0.00	80,000.00	0.00
TOTAL REVENUE	2,163,960	0.00	0.00	0.00	0.00	2,163,960.00	0.00

-COMMUNITY CENTER FUND

Attachment: Director's Report (Director's Report)  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2019

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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ADMINISTRATION

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PERSONNEL SERVICES

15-6-0103-0101 SALARY FULLTIME	140,395	0.00	0.00	0.00	0.00	140,395.00	0.00
15-6-0103-0102 SALARY PARTTIME	85,905	0.00	0.00	0.00	0.00	85,905.00	0.00
15-6-0103-0103 SALARY OVERTIME	3,000	0.00	0.00	0.00	0.00	3,000.00	0.00
15-6-0103-0104 FICA	17,475	0.00	0.00	0.00	0.00	17,475.00	0.00
15-6-0103-0106 WORKERS COMP	7,300	0.00	0.00	0.00	0.00	7,300.00	0.00
15-6-0103-0107 RETIREMENT	14,250	0.00	0.00	0.00	0.00	14,250.00	0.00
15-6-0103-0108 HEALTH INSURANCE	20,510	0.00	0.00	0.00	0.00	20,510.00	0.00
15-6-0103-0109 DENTAL INSURANCE	635	0.00	0.00	0.00	0.00	635.00	0.00
15-6-0103-0110 OTHER PAYROLL INSURANCE	870	0.00	0.00	0.00	0.00	870.00	0.00
TOTAL PERSONNEL SERVICES	290,340	0.00	0.00	0.00	0.00	290,340.00	0.00

CONTRACTUAL SERVICES

15-6-0103-0203 PRINTING & ADVERTISING	9,800	0.00	0.00	0.00	0.00	9,800.00	0.00
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	0.00	0.00	5,200.00	0.00
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	0.00	0.00	0.00	0.00	13,965.00	0.00
15-6-0103-0218 CREDIT CARD PROCESSING F	9,500	0.00	0.00	0.00	0.00	9,500.00	0.00
TOTAL CONTRACTUAL SERVICES	41,730	0.00	0.00	0.00	0.00	41,730.00	0.00

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	0.00	0.00	0.00	0.00	8,180.00	0.00
15-6-0103-0350 SMALL TOOLS/EQUIPMENT	3,000	0.00	0.00	0.00	0.00	3,000.00	0.00
15-6-0103-0351 COMPUTER EQUIPMENT	8,050	0.00	0.00	0.00	0.00	8,050.00	0.00
TOTAL COMMODITIES	20,080	0.00	0.00	0.00	0.00	20,080.00	0.00

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	29,460	0.00	0.00	0.00	0.00	29,460.00	0.00
15-6-0103-0402 TRANSFER TO DEBT SERVICE	839,830	0.00	0.00	0.00	0.00	839,830.00	0.00
15-6-0103-0403 DUES & SUBSCRIPTIONS	1,990	0.00	0.00	0.00	0.00	1,990.00	0.00
15-6-0103-0430 OFFICE FACILITIES & SERV	36,355	0.00	0.00	0.00	0.00	36,355.00	0.00
15-6-0103-0460 BAD DEBT	1,300	0.00	0.00	0.00	0.00	1,300.00	0.00
TOTAL OTHER CHARGES	908,935	0.00	0.00	0.00	0.00	908,935.00	0.00

CAPITAL OUTLAY

15-6-0103-0504 MACHINERY & EQUIPMENT	20,000	0.00	0.00	0.00	0.00	20,000.00	0.00
TOTAL CAPITAL OUTLAY	20,000	0.00	0.00	0.00	0.00	20,000.00	0.00

TOTAL ADMINISTRATION	1,281,085	0.00	0.00	0.00	0.00	1,281,085.00	0.00
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EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
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AQUATICS CENTER

PERSONNEL SERVICES

15-6-1124-0101 SALARY FULLTIME	29,900	0.00	0.00	0.00	29,900.00	0.00
15-6-1124-0102 SALARY PARTTIME	76,445	0.00	0.00	0.00	76,445.00	0.00
15-6-1124-0103 SALARY OVERTIME	3,400	0.00	0.00	0.00	3,400.00	0.00
15-6-1124-0104 FICA	8,275	0.00	0.00	0.00	8,275.00	0.00
15-6-1124-0106 WORKERS COMP	2,345	0.00	0.00	0.00	2,345.00	0.00
15-6-1124-0107 RETIREMENT	3,170	0.00	0.00	0.00	3,170.00	0.00
15-6-1124-0108 HEALTH INSURANCE	170	0.00	0.00	0.00	170.00	0.00
15-6-1124-0109 DENTAL INSURANCE	410	0.00	0.00	0.00	410.00	0.00
15-6-1124-0110 OTHER PAYROLL INSURANCE	245	0.00	0.00	0.00	245.00	0.00
TOTAL PERSONNEL SERVICES	124,360	0.00	0.00	0.00	124,360.00	0.00

CONTRACTUAL SERVICES

15-6-1124-0207 TRAVEL & TRAINING	1,700	0.00	0.00	0.00	1,700.00	0.00
15-6-1124-0211 EQUIPMENT MAINTENANCE	6,600	0.00	0.00	0.00	6,600.00	0.00
15-6-1124-0216 OTHER CONTRACTUAL SERVIC	5,750	0.00	0.00	0.00	5,750.00	0.00
TOTAL CONTRACTUAL SERVICES	14,050	0.00	0.00	0.00	14,050.00	0.00

COMMODITIES

15-6-1124-0303 CHEMICALS	4,585	0.00	0.00	0.00	4,585.00	0.00
15-6-1124-0304 UNIFORMS	750	0.00	0.00	0.00	750.00	0.00
15-6-1124-0305 SAFETY EQUIPMENT	1,395	0.00	0.00	0.00	1,395.00	0.00
15-6-1124-0307 EQUIPMENT MAINTENANCE	1,390	0.00	0.00	0.00	1,390.00	0.00
15-6-1124-0310 SUPPLIES	1,025	0.00	0.00	0.00	1,025.00	0.00
15-6-1124-0350 SMALL TOOLS/EQUIPMENT	0	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
TOTAL COMMODITIES	9,145	0.00	0.00	0.00	9,145.00	0.00

CAPITAL OUTLAY

15-6-1124-0504 MACHINERY & EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00

TOTAL AQUATICS CENTER	147,555	0.00	0.00	0.00	147,555.00	0.00
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RECREATION PROGRAMS

PERSONNEL SERVICES

15-6-1126-0101 SALARY FULLTIME	23,600	0.00	0.00	0.00	23,600.00	0.00
15-6-1126-0102 SALARY PARTTIME	99,405	0.00	0.00	0.00	99,405.00	0.00
15-6-1126-0103 SALARY OVERTIME	2,000	0.00	0.00	0.00	2,000.00	0.00
15-6-1126-0104 FICA	9,535	0.00	0.00	0.00	9,535.00	0.00
15-6-1126-0106 WORKERS COMP	2,410	0.00	0.00	0.00	2,410.00	0.00
15-6-1126-0107 RETIREMENT	2,525	0.00	0.00	0.00	2,525.00	0.00
15-6-1126-0108 HEALTH INSURANCE	9,785	0.00	0.00	0.00	9,785.00	0.00

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	285	0.00	0.00	0.00	0.00	285.00	0.00
15-6-1126-0110 OTHER PAYROLL INSURANCE	185	0.00	0.00	0.00	0.00	185.00	0.00
TOTAL PERSONNEL SERVICES	149,730	0.00	0.00	0.00	0.00	149,730.00	0.00
<b>CONTRACTUAL SERVICES</b>							
15-6-1126-0207 TRAVEL & TRAINING	925	0.00	0.00	0.00	0.00	925.00	0.00
15-6-1126-0211 EQUIPMENT MAINTENANCE	3,950	0.00	0.00	0.00	0.00	3,950.00	0.00
15-6-1126-0216 OTHER CONTRACTUAL SERVICE	29,500	0.00	0.00	0.00	0.00	29,500.00	0.00
TOTAL CONTRACTUAL SERVICES	34,375	0.00	0.00	0.00	0.00	34,375.00	0.00
<b>COMMODITIES</b>							
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	14,360	0.00	0.00	0.00	0.00	14,360.00	0.00
TOTAL COMMODITIES	16,925	0.00	0.00	0.00	0.00	16,925.00	0.00
<b>CAPITAL OUTLAY</b>							
15-6-1126-0504 MACHINERY & EQUIPMENT	10,005	0.00	0.00	0.00	0.00	10,005.00	0.00
TOTAL CAPITAL OUTLAY	10,005	0.00	0.00	0.00	0.00	10,005.00	0.00
<b>RECREATION PROGRAMS</b>							
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	0.00	0.00	0.00	0.00	9,840.00	0.00
15-6-1126-0718 MISC RECREATION PROGRAMS	4,500	0.00	0.00	0.00	0.00	4,500.00	0.00
15-6-1126-0719 ADULT VOLLEYBALL	3,000	0.00	0.00	0.00	0.00	3,000.00	0.00
TOTAL RECREATION PROGRAMS	19,840	0.00	0.00	0.00	0.00	19,840.00	0.00
TOTAL RECREATION PROGRAMS	230,875	0.00	0.00	0.00	0.00	230,875.00	0.00
<b>BUILDING &amp; GROUNDS</b>							
=====							
<b>PERSONNEL SERVICES</b>							
15-6-1119-0101 SALARY FULLTIME	87,100	0.00	0.00	0.00	0.00	87,100.00	0.00
15-6-1119-0102 SALARY PARTTIME	12,380	0.00	0.00	0.00	0.00	12,380.00	0.00
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	7,735	0.00	0.00	0.00	0.00	7,735.00	0.00
15-6-1119-0106 WORKERS COMP	5,630	0.00	0.00	0.00	0.00	5,630.00	0.00
15-6-1119-0107 RETIREMENT	8,870	0.00	0.00	0.00	0.00	8,870.00	0.00
15-6-1119-0108 HEALTH INSURANCE	19,265	0.00	0.00	0.00	0.00	19,265.00	0.00
15-6-1119-0109 DENTAL INSURANCE	815	0.00	0.00	0.00	0.00	815.00	0.00
15-6-1119-0110 OTHER PAYROLL INSURANCE	600	0.00	0.00	0.00	0.00	600.00	0.00
TOTAL PERSONNEL SERVICES	145,395	0.00	0.00	0.00	0.00	145,395.00	0.00
<b>CONTRACTUAL SERVICES</b>							
15-6-1119-0201 UTILITIES	195,120	0.00	0.00	0.00	0.00	195,120.00	0.00
15-6-1119-0207 TRAVEL & TRAINING	250	0.00	0.00	0.00	0.00	250.00	0.00

-COMMUNITY CENTER FUND

**Attachment: Director's Report (Continued)**  
 AS OF: JANUARY 31ST, 2019

% OF YEAR COMPLETED: 08.33

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	7,500	0.00	0.00	0.00	0.00	7,500.00	0.00
15-6-1119-0216 OTHER CONTRACTUAL SERVICE	49,400	0.00	0.00	0.00	0.00	49,400.00	0.00
TOTAL CONTRACTUAL SERVICES	252,270	0.00	0.00	0.00	0.00	252,270.00	0.00
<b>COMMODITIES</b>							
15-6-1119-0303 CHEMICALS	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
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	0.00	0.00	4,300.00	0.00
15-6-1119-0310 SUPPLIES	17,200	0.00	0.00	0.00	0.00	17,200.00	0.00
15-6-1119-0350 SMALL TOOLS/EQUIPMENT	4,600	0.00	0.00	0.00	0.00	4,600.00	0.00
15-6-1119-0351 COMPUTER EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	27,850	0.00	0.00	0.00	0.00	27,850.00	0.00
<b>OTHER CHARGES</b>							
15-6-1119-0425 MDNR PRINCIPAL PAYMENT	17,400	0.00	0.00	0.00	0.00	17,400.00	0.00
15-6-1119-0440 MDNR INTEREST PAYMENT	1,530	0.00	0.00	0.00	0.00	1,530.00	0.00
TOTAL OTHER CHARGES	18,930	0.00	0.00	0.00	0.00	18,930.00	0.00
<b>CAPITAL OUTLAY</b>							
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	444,445	0.00	0.00	0.00	0.00	444,445.00	0.00
<b>CAPITAL PROJECTS</b>							
=====							
<b>CAPITAL PROJECTS</b>							
15-6-0990-1001 POOL FEATURE	0	0.00	0.00	0.00	0.00	0.00	0.00
15-6-0990-1002 DRAIN & REPAIR 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	60,000	0.00	0.00	0.00	0.00	60,000.00	0.00
TOTAL CAPITAL PROJECTS	60,000	0.00	0.00	0.00	0.00	60,000.00	0.00
TOTAL CAPITAL PROJECTS	60,000	0.00	0.00	0.00	0.00	60,000.00	0.00
=====							
TOTAL EXPENDITURES	2,163,960	0.00	0.00	0.00	0.00	2,163,960.00	0.00
=====							
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00	0.00
=====							



# MEMO

TO: Mayor Hasek, Board of Alderman

CC: Happy Welch, City Administrator, Marcella McCoy, Finance Director, Dave Killpack, Assistant Director of Parks & Recreation, Park Board

FROM: Chris Deal, Parks & Recreation Director

DATE: October 31, 2018

RE: 2019 Budget Recommendation

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Similar to previous years, the 2019 budget for the Parks & Recreation Department is a “maintenance budget”. The items listed below are line item highlights of changes from the previous (current-2018) year’s budget. These areas are listed in this memo and staff will answer any questions if necessary.

## **PARK FUND # 11**

The Park Fund continues to be a “maintenance fund” with few changes from the previous (current-2018) budget year. Some of the key points are listed below:

### **REVENUE**

- Real Estate Taxes have increased by \$3,910 over the current budget and \$6,250 increase over the current budget in total taxes.
- Recreation Programs has decreased by approximately \$4,000. With the second year of competitive baseball, the “actual participation level” is now budgeted. Expenses were reduced as well, so the overall net is close to the same. The overall sports program numbers remain the same.
- Transfer in from General Fund revenue is necessary for operations of the Park Fund (traditionally), as well as the purchase of a Boom Mower for \$20,000, Aquatic Weed treatment for \$25,000 and \$7,500 for the Flash Cam security camera for City Park. Total transfer in from the General Fund is \$256,680. This is an increase of \$7,500 over last year.

### **EXPENSE**

- There is a decrease in the salaries line item because we did not replace a full time position (Gideon Lockett) and part of that salary percentage was coming out of Parks. The rest of the positions in maintenance remain the same.
- Other Contractual increased by \$20,024. There is a \$25,000 increase with the addition of the Aquatic Weed removal process. There is also an increase in the July 4<sup>th</sup> fireworks by \$1,000, but there is a decrease in sports contractual services, which is subtracted from this line item increase. Competitive Baseball numbers are lower with “actual participation level” revealed from the first year.
- Machinery & Equipment budget increased by \$27,500, which includes the replacement of the Boom Mower at \$20,000 and addition of the Flash Cam security camera for Parks at \$7,500.

**AQUATIC CENTER FUND #13**

The Aquatic Center Fund (Outdoor Pool) is also in a maintenance mode with little change on expenses. However, there is a recommended increase in the Family pass, from \$3 to \$4 dollars, which is the same fee as our Day Care Pass. Other fees remain the same as last year. Also, \$10,040 from the Park Board Directed Reserve is budgeted up front in order to balance this fund for 2019.

As previously stated to the Board of Alderman by staff, the Park Board Directed Reserve funding is getting towards the end, with approximately \$6,000 remaining for 2019. However, this amount may be less with the necessary repairs to the Outdoor Pool in 2018. The Aquatic Fund is dependent on good weather, along with no major maintenance issues, which is difficult to project with a 21 year old pool.

**REVENUE**

- Revenue is projected by looking at the last few years' average and taking into account the year to date actual. Total increase for the pool use fee is \$2,600 over last year.
- Miscellaneous Income was increased by \$5,225 with the growth of the AquaCats Swim Team and sponsorships.
- Transfer from Reserve is the same as last year at \$10,040. This is the Park Board Directed Reserve which has been used in the past to balance the budget at year end. It is placed in the proposed 2019 operational budget in order to produce a balanced budget projection. The amount remaining in the Park Board Directed Reserve after the 2019 budget year is approximately \$6,000.

**EXPENSE**

- Part-time salaries increased by \$1,000 with "actual use" of lifeguards in 2018. Overtime was reduced to zero with the addition of lifeguard regular hours. Staff will work to use regular staff hours versus overtime pay.
- Utilities ran high in 2017 at approximately \$30,000. The actual was lower this year (estimated \$25,000 yearend) but staff is budgeting the utilities at the same level as the 2017 actual to be safe.
- The remaining expenses are close to last year's numbers.

**Bottom line for the Aquatic Center Fund (Outdoor Pool) is <0>.**

**COMMUNITY CENTER FUND # 15**

The Community Center Fund is also in "maintenance mode". Membership has held steady in 2018. There is no fee increase budgeted for this year and membership rates are consistent with the metro average for Community Centers.

**REVENUE**

- The Park Sales Tax is now distributed into the Community Center Fund. The Bond payment will come out of the Community Center Fund, which is \$839,830. This leaves

Attachment: MEMO on 2019 Budget Request to BOA (Memo on 2019 Budget Request to BOA)

- Annual Memberships are budgeted the same as last year, along with the entire Charge for Services category. This projection is based on YTD actual and year end projections.
- Summer Camp has increased in numbers this year and projecting a \$24,650 increase for 2019, based on 2018 actuals.
- Before and After School will increase by \$28,500, based on 2018 projections.
- Youth Volleyball will increase by \$3,900 based on growth in this program.
- Transfer from Other Funds was increased to \$80,000 with the recommendation of \$60,000 to repair the front entrance of the Community Center, and, \$20,000 for the purchase of a van or small school bus for Day Camp transportation.
- The Debt Service Fund Balance for 2019 is approximately \$240,000. As the Park Board is aware, the Fund Balance has been used in the past for emergency funds needed. However, the Fund Balance is mainly reserved to assist in the final bond payment for the Community Center, in 2022.

### **EXPENSE**

- Personnel Services increased by \$18,860 with an increase in part-time staff from the Summer Day Camp and Before and After School Program growth. Revenues offset this increase. Salaries also increased from employee annual increases and benefits. In addition, an hourly increase is included for the Front Desk and Morning Lifeguard facility openers. No additional full-time positions were added.
- Computer Equipment has been added this year with an increase of \$1,250 over last year.
- Administrative Fee under Office Facilities and Service has increased by \$5,700 for 2019.
- Also under Other Charges is the Transfer to Debt Service. As stated above, the \$839,830 is the bond payment for the Community Center. The last payment will be in 2022.
- Capital Outlay under Administration shows \$20,000 for the Day Camp Van or Bus.
- Aquatic Center expenses are close to the same as last year.
- Recreation Programs Personnel Services (salaries) increase by \$9,215 with the addition increase in Day Camp and Before and After School programs.
- Equipment and Equipment Maintenance has some funding that can be used for accessible fitness equipment for the disabled. The exact kind of equipment will be determined by asking future users of this equipment.
- Buildings and Grounds Capital Projects shows \$60,000, which is for the repair and replacement of the front entrance of the Community Center.

**Bottom line for the Community Center Fund is <0>.**

### **RECOMMENDATION/ACTION REQUIRED**

The Park Board unanimously approved the proposed budget for 2019. Staff and the Park Board request Board of Alderman approval of the 2019 proposed budget. Staff will be available for questions, thank you.