



**AGENDA  
CITY OF HARRISONVILLE  
PARK BOARD  
REGULAR MEETING  
COMMUNITY CENTER  
JANUARY 9, 2018  
6:00 PM**

- I. Call to Order**
  - 1. Roll Call**
- II. Public Participation**
- III. Ceremonial Matters**
- IV. Approval of Minutes**
  - 1. December 12, 2017 Park board minutes**
- V. Parks and Recreation Department**
  - 1. Director Report - Monthly Report**
  - 2. 2017 Year in Review**
  - 3. Fitness Equipment Bids**
  - 4. Month and YTD Financial Report**
- VI. Other Business**
- VII. Adjourn to Executive Session**
- VIII. Adjourn from Regular Session**
- IX. Action Items**

**Posted on City Hall Bulletin Board this 5th day of January**

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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**

# MEMO

TO: Park Board  
CC: Mayor Hasek, Happy Welch, City Administrator  
FROM: Chris Deal, Parks & Recreation Director  
DATE: January 4, 2018  
RE: December Monthly Report

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

## ADMINISTRATION

- Jefferson Parkway Sidewalk work continues with 120 days scheduled for completed construction. Staff will continue to keep the Board updated.
- The December Craft Show sold out to vendors and was well attended.
- The Mayors Christmas Tree lighting went very well with a couple hundred in attendance.
- December Membership sale is did better than last year by about \$2,000. Final budget numbers are not in yet.
- Unfortunately the indoor pool heater went down on December 31. Parts have been ordered but it is not known how much is covered in warranty or how much it will cost. We had to close the pool but hope to reopen in a few days.

## PARKS

- Assisted with all Special Events.
- Continued clean up debris on the trails.
- Winter full maintenance on vehicles to begin.
- Continue painting shelter houses and other areas.
- New playground mulch was delivered to the North Park Shelter and a new playground piece will be installed. This is paid for by the Harrisonville Rotary Club.

## RECREATION

- Youth Basketball registration complete and program underway. Program has 200 participants, which is an increase over past registrations.
- Morning Fit Kids and Afternoon Kids averaged 36.
- Total of 42 Group Fitness registrations and 14 Group Fitness Classes.
- Youth and Adult Fitness Orientations ongoing.

## MEMBERSHIP

- Total Membership Count as of December 31, 2015 is 4,049.
- Total Membership Count as of December 31, 2016 is 3,926.
- Total Membership Count as of December, 2017 is 4,000
- Prepared January Membership mailing and mailed out letters.
- Organized promo gifts, day pass cards and communicated to front desk staff information regarding December Membership Drive.
- 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 December monthly installment memberships – totaling 44
- 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 Holiday Open House, set up cookie and treat station.
- Assisted, decorated, staffed and worked Craft Show and Mayors Christmas Tree events.

## AQUATICS

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

## HCC AND OUTDOOR POOL MAINTENANCE

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

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

# MEMO

TO: Park Board

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

FROM: Chris Deal, Parks & Recreation Director

DATE: January 4, 2018

RE: New Fitness Equipment Bids

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As part of the 2018 approved budget, new fitness equipment was advertised for bid for the Community Center. This type of equipment was selected to complement our existing equipment by adding new fitness features. Some of the older or higher maintenance fitness equipment will be sold.

The new fitness equipment listed for bid is as follows:

**2 - Octane xRide xR6000 Seated Ellipticals w/Std Console and 900 mhz**  
**2 - Octane LateralX LX8000 Lateral Elliptical w/Std Console and 900 mhz**  
**1 - Cardio (Matrix Climbmill) Matrix C5X Climbmill w/900 MHz**  
**1 - Matrix Magnetic Rower**  
**1 - Set of TAG Rubber Hex Dumbbells 5 - 100lbs, 5lb increments**

The bid request for the above stated fitness equipment is on a 3 year lease purchase program. This process is similar to the last 3 year lease purchase program for 6 treadmills. The following is a list of the bid results:

- |                                   |             |
|-----------------------------------|-------------|
| • Second Wind Commercial Division | \$27,255.00 |
| • Pro Maxima                      | \$27,391.00 |
| • Performance Fitness Equipment   | \$29,980.00 |
| • Certified Fitness Equipment     | \$30,250.00 |
| • Fitness Showcase                | \$32,750.00 |

The lowest and best bidder recommended is Second Wind Commercial Division. Second Wind also met all bid specifications. The monthly cost for the fitness equipment from Second Wind is \$842 a month, which equals \$10,104 annual cost. The annual cost budgeted is \$10,202.

Staff recommends the bid from **Second Wind Commercial Division** 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: December 2017 YTD Budget Summary

DATE: January 4, 2018

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Attached with this memo is the Parks and Recreation Department budget printout through the month of December, 2017. This year end budget report is incomplete because all final numbers have not been recorded. The final report will be available after the auditors have completed their review. Some of the budget variations from the previous year are listed below for each division.

## PARK FUND REVENUE (11)

- Real estate and personal property taxes come in throughout the year, but they are behind as compared to last year (approximately \$74,503). The final numbers for 2017 will be recorded as they come in.
- Charges for Service has decreased with less rental and concession revenue as compared to last year. Also the Trap & Skeet will be less than budget because of owner transition.
- Recreation Programs include spring/summer youth baseball/softball registrations, which has decreased from the previous year with a drop in the baseball program. A new summer competitive league reduced our overall numbers. The expenses will be less as well.
- Miscellaneous category is showing a substantial increase over last year because of the Insurance money for the hail damage, which was placed in this account. The expense will offset this income.
- Transfer from the General Fund comes throughout the year and will meet budget.
- Total revenue for the Park Fund is \$487,166 year to date.

## PARK FUND EXPENSES (11)

- The Park Fund main expenses is in salaries with ongoing full time maintenance and part-time seasonal help. Currently on target to stay within budget.
- Printing and Advertising is running higher than last year because of the Parks Sales Tax expenses, but it was budgeted this way.
- Overall the expenses are about the same as this time last year.
- Total expenses for the Park Maintenance is \$506,939 year to date. Total for Capital Projects, which is the Jefferson Parkway Sidewalk, is \$113,309.
- The bottom line is planned to balance with the final budget figures, yet to come in.

## AQUATIC FUND REVENUE (ODP – 13)

- Outdoor Pool Summer Pass is close to \$3,000 better than budget and last year's number.
- Daily pass ran a little less than last year.
- Miscellaneous income is better than this time last year with 70 swimmers in the Aqua Cats program and rentals did well. Insurance income came in this category.
- Concessions sales were slightly higher than this time last year.
- Transfer from reserve has not taken place yet.
- Total revenue for the Aquatic Fund is \$159,180.

## AQUATIC FUND EXPENSE (ODP – 13))

- The Outdoor Pool expenses includes staffing, contractual services, supplies, insurance, administrative fee and other miscellaneous.
- Under commodities, uniforms are higher than budget with more participants signed up for Aqua Cats than budgeted. However, this came back in revenue by the participant.
- Under concessions, sales were up so expenses were higher
- Total expenses for the Outdoor Pool is \$195,854.
- The bottom line is planned to balance with the final budget figures, yet to be completed.

## COMMUNITY CENTER REVENUE (15)

- Community Center largest revenue collected this month is under Annual Memberships with \$531,263 YTD. However, this is around \$30,000 less revenue as compared to last year in this category.
- Daily passes and room rentals are running about the same as this time last year.
- Recreation Programs are still down but up by \$3,000 as compared to this time last year. Other programs are doing well. Fitness expenses will be less to match revenue shortfall.
- Other revenue collected is from before and after school, fitness classes, personal training and other miscellaneous fees are exceeding budget expectations.
- The Sales Tax for December has not come in but the budget amendment transferred enough funds to cover expenses at this time.
- Total revenue for the Community Center is \$1,232,755.

## COMMUNITY CENTER EXPENSE (15)

- The largest expense line item is under department personnel, which is typical for a Community Center operations and this category is slightly over this time last year with the addition of overtime.
- Other expenses included Rec-Trac software support, internet services and copier supplies, other supplies and contractual services.
- Utilities are higher than this time last year but that is because of the \$30,000 reimbursement the Center Fund received last year from Missouri Gas Energy. However, overall utilities are under budget.
- Aquatic section is higher than budget with the change of personnel services, based on health care and other benefits.
- Total expenses for the Community Center is \$1,209,982.
- The bottom line is planned to balance with the final budget figures, yet to be completed.

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

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	172,250	83,024.66	0.00	97,746.91	0.00	74,503.09	56.75
CHARGES FOR SERVICE	26,655	1,002.83	0.00	22,227.79	0.00	4,427.21	83.39
RECREATIONAL PROGRAMS	59,575	60.00	0.00	46,282.10	0.00	13,292.90	77.69
MISC. INCOME	16,500	526.00	0.00	35,229.03	0.00	18,729.03	213.51
INTERGOVERNMENTAL	158,740	0.00	0.00	31,325.61	0.00	127,414.39	19.73
INTEREST	200	0.00	0.00	354.83	0.00	154.83	177.42
OTHER REV. SOURCES/TRANS	302,997	39,500.00	0.00	254,000.00	0.00	48,997.00	83.83
<b>TOTAL REVENUE</b>	<b>736,917</b>	<b>124,113.49</b>	<b>0.00</b>	<b>487,166.27</b>	<b>0.00</b>	<b>249,750.73</b>	<b>66.11</b>

EXPENDITURE SUMMARY

PARK MAINTENANCE	509,007	40,888.30	107.09	506,939.42	649.44	1,525.23	99.70
CAPITAL PROJECTS	225,620	74,152.38	0.00	113,309.40	112,312.30	1,701	100.00
<b>TOTAL EXPENDITURES</b>	<b>734,627</b>	<b>115,040.68</b>	<b>107.09</b>	<b>620,248.82</b>	<b>112,961.74</b>	<b>1,523.53</b>	<b>99.79</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>2,290</b>	<b>9,072.81</b>	<b>107.09</b>	<b>133,082.55</b>	<b>112,961.74</b>	<b>248,227.20</b>	<b>739.62-</b>



Attachment: month TTD Financial Report

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2017

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>TAXES</b>							
11-5111 REAL ESTATE TAXES	124,205	66,519.30	0.00	72,449.46	0.00	51,755.54	58.33
11-5112 PERSONAL PROPERTY TAX	30,545	15,256.69	0.00	21,591.37	0.00	8,953.63	70.69
11-5113 SUR TAX MERCHANTS/REPLACEMENT	15,500	1,248.67	0.00	1,734.55	0.00	13,765.45	11.19
11-5117 CORPORATE/RR/UTILITY TAX	1,500	0.00	0.00	1,500.60	0.00	0.60	100.04
11-5121 FINANCIAL INSTITUTION TAX	500	0.00	0.00	470.93	0.00	29.07	94.19
TOTAL TAXES	172,250	83,024.66	0.00	97,746.91	0.00	74,503.09	56.75
<b>CHARGES FOR SERVICE</b>							
11-5307 RENTAL INCOME	15,055	682.83	0.00	13,841.63	0.00	1,213.37	91.94
11-5309 SHOOTING RANGE REVENUE	3,600	320.00	0.00	3,040.00	0.00	560.00	84.44
11-5334 CONCESSIONS BALL FIELD	8,000	0.00	0.00	5,346.16	0.00	2,653.84	66.83
TOTAL CHARGES FOR SERVICE	26,655	1,002.83	0.00	22,227.79	0.00	4,427.21	83.39
<b>RECREATIONAL PROGRAMS</b>							
11-5418 MISC RECREATION PROGRAMS	0	60.00	0.00	8,735.00	0.00	8,735.00	0.00
11-5427 YOUTH REC BASE/SOFT BALL	39,825	0.00	0.00	25,447.10	0.00	14,377.90	63.90
11-5428 YOUTH COMP BASE/SOFT BALL	7,400	0.00	0.00	6,800.00	0.00	600.00	91.89
11-5429 SAND VOLLEYBALL	800	0.00	0.00	400.00	0.00	400.00	50.00
11-5430 ADULT SOFTBALL	11,550	0.00	0.00	4,900.00	0.00	6,650.00	42.42
TOTAL RECREATIONAL PROGRAMS	59,575	60.00	0.00	46,282.10	0.00	13,292.90	77.69
<b>MISC. INCOME</b>							
11-5510 MISCELLANEOUS	5,000	526.00	0.00	34,274.03	0.00	29,274.03	685.48
11-5520 SPONSORS	11,500	0.00	0.00	0.00	0.00	11,500.00	0.00
11-5537 DONATIONS	0	0.00	0.00	955.00	0.00	955.00	0.00
TOTAL MISC. INCOME	16,500	526.00	0.00	35,229.03	0.00	18,729.03	213.51
<b>INTERGOVERNMENTAL</b>							
11-5626 GRANTS & ENTITLEMENTS	158,740	0.00	0.00	31,325.61	0.00	127,414.39	19.73
TOTAL INTERGOVERNMENTAL	158,740	0.00	0.00	31,325.61	0.00	127,414.39	19.73
<b>INTEREST</b>							
11-5815 INTEREST INCOME	200	0.00	0.00	354.83	0.00	154.83	177.42
TOTAL INTEREST	200	0.00	0.00	354.83	0.00	154.83	177.42
<b>OTHER REV. SOURCES/TRANS</b>							
11-5930 TRANSFER FROM GENERAL FUND	254,000	39,500.00	0.00	254,000.00	0.00	0.00	100.00
11-5934 TRANSFER FROM RESERVE	48,997	0.00	0.00	0.00	0.00	48,997.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	302,997	39,500.00	0.00	254,000.00	0.00	48,997.00	83.83
TOTAL REVENUE	736,917	124,113.49	0.00	487,166.27	0.00	249,750.73	66.11

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  
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PERSONNEL SERVICES

11-6-1125-0101 SALARY FULLTIME	216,825	26,043.73	0.00	215,900.92	0.00	924.08	99.57
11-6-1125-0102 SALARY PARTTIME	28,570	1,679.70	0.00	29,570.16	0.00	1,000.16	103.50
11-6-1125-0103 SALARY OVERTIME	3,965	276.42	0.00	4,183.04	0.00	218.04	105.50
11-6-1125-0104 FICA	19,075	1,413.30	0.00	17,431.96	0.00	1,643.04	91.39
11-6-1125-0106 WORKERS COMP	11,990	780.53	0.00	9,030.88	0.00	2,959.12	75.32
11-6-1125-0107 RETIREMENT	19,260	1,626.22	0.00	18,510.36	0.00	749.64	96.11
11-6-1125-0108 HEALTH INSURANCE	32,595	2,825.02	0.00	34,382.89	0.00	1,787.89	105.49
11-6-1125-0109 DENTAL INSURANCE	1,725	123.76	0.00	1,514.82	0.00	210.18	87.82
11-6-1125-0110 OTHER PAYROLL INSURANCE	1,210	88.91	0.00	1,066.43	0.00	143.57	88.13
TOTAL PERSONNEL SERVICES	335,215	34,857.59	0.00	331,591.46	0.00	3,623.54	98.92

CONTRACTUAL SERVICES

11-6-1125-0201 UTILITIES	31,610	1,120.11	0.00	17,146.63	0.00	14,463.37	54.24
11-6-1125-0203 PRINTING & ADVERTISING	10,780	1,140.51	0.00	8,326.66	0.00	2,453.34	77.24
11-6-1125-0207 TRAVEL & TRAINING	750	128.94	0.00	695.55	0.00	54.45	92.74
11-6-1125-0210 MAINTENANCE & REPAIRS	4,550	269.34	0.00	10,131.21	182.44	5,763.65	226.67
11-6-1125-0211 EQUIPMENT MAINTENANCE	2,000	0.00	107.09	2,294.65	0.00	187.56	109.38
11-6-1125-0213 UNIFORM MAINTENANCE	950	180.88	0.00	1,539.73	0.00	589.73	162.08
11-6-1125-0216 OTHER CONTRACTUAL SERVICE	48,405	676.64	0.00	41,814.64	199.00	6,391.36	86.80
TOTAL CONTRACTUAL SERVICES	99,045	3,516.42	107.09	81,949.07	381.44	16,821.58	83.02

COMMODITIES

11-6-1125-0302 GAS, OIL & GREASE	9,360	309.59	0.00	6,945.49	0.00	2,414.51	74.20
11-6-1125-0307 EQUIPMENT MAINTENANCE	5,375	24.73	0.00	5,313.03	49.79	12.18	99.77
11-6-1125-0310 SUPPLIES	12,650	14.99	0.00	12,467.22	218.21	35.43	100.28
11-6-1125-0320 CONGRESSION SUPPLIES	4,720	0.00	0.00	5,005.27	0.00	285.27	106.04
11-6-1125-0323 YOUTH BASE/SOFT BALL SUP	12,650	0.00	0.00	12,585.00	0.00	65.00	99.49
11-6-1125-0324 ADULT LEAGUE SUPPLIES	4,040	376.00	0.00	1,427.25	0.00	2,612.75	35.33
11-6-1125-0325 SPECIAL EVENTS SUPPLIES	3,050	0.00	0.00	3,031.64	0.00	18.36	99.40
TOTAL COMMODITIES	51,845	675.85	0.00	46,774.90	268.00	4,802.10	90.74

OTHER CHARGES

11-6-1125-0400 INSURANCE CLAIM EXPENSE	0	0.00	0.00	23,535.68	0.00	23,535.68	0.00
11-6-1125-0401 INSURANCE	10,010	764.11	0.00	10,196.35	0.00	186.35	101.86
11-6-1125-0430 OFFICE FACILITIES & SERV	12,892	1,074.33	0.00	12,891.96	0.00	0.04	100.00
TOTAL OTHER CHARGES	22,902	1,838.44	0.00	46,623.99	0.00	23,721.99	203.58

CAPITAL OUTLAY

TOTAL PARK MAINTENANCE	509,007	40,888.30	107.09	506,939.42	649.44	1,525.23	99.70
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Attachment: month and YTD Financial Report (Month and YTD Financial Report)

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2017

% OF YEAR COMPLETED: 100.00

AQUATIC CENTER FUND

REVENUES

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

13-5333 SWIMMING POOL USE FEE	72,900	0.00	0.00	70,590.80	0.00	2,309.20	96.83
13-5336 POOL SEASON PASSES	27,940	0.00	0.00	28,001.01	0.00	61.01	100.22
13-5337 LIFE GUARD UNIFORM REVENUE	300	0.00	0.00	0.00	0.00	300.00	0.00
TOTAL CHARGES FOR SERVICE	101,140	0.00	0.00	98,591.81	0.00	2,548.19	97.48

MISC. INCOME

13-5509 NON TAXABLE MISC	27,000	0.00	0.00	28,388.14	0.00	1,388.14	105.14
13-5510 MISCELLANEOUS	33,310	0.00	0.00	31,923.81	0.00	1,386.19	95.84
TOTAL MISC. INCOME	60,310	0.00	0.00	60,311.95	0.00	1.95	100.00

INTEREST

13-5815 INTEREST INCOME	1,100	11.11	0.00	276.34	0.00	823.66	25.12
TOTAL INTEREST	1,100	11.11	0.00	276.34	0.00	823.66	25.12

OTHER REV. SOURCES/TRANS

13-5934 TRANSFER FROM RESERVE	33,010	0.00	0.00	0.00	0.00	33,010.00	0.00
TOTAL OTHER REV. SOURCES/TRANS	33,010	0.00	0.00	0.00	0.00	33,010.00	0.00

TOTAL REVENUE

TOTAL REVENUE	195,560	11.11	0.00	159,180.10	0.00	36,379.90	81.40
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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  
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PERSONNEL SERVICES

13-6-1124-0102 SALARY PARTTIME	65,210	0.00	0.00	69,103.05	0.00 (	3,893.05)	105.97
13-6-1124-0103 SALARY OVERTIME	9,675	0.00	0.00	7,338.25	0.00 (	2,336.75)	75.85
13-6-1124-0104 FICA	4,990	0.00	0.00	5,847.85	0.00 (	857.85)	117.19
13-6-1124-0106 WORKERS COMP	3,035	35.31	0.00	620.87	0.00 (	2,414.13)	20.46
TOTAL PERSONNEL SERVICES	82,910	35.31	0.00	82,910.02	0.00 (	0.02)	100.00

CONTRACTUAL SERVICES

13-6-1124-0201 UTILITIES	32,050	484.40	0.00	32,086.60	0.00 (	36.60)	100.11
13-6-1124-0203 PRINTING & ADVERTISING	150	0.00	0.00	0.00	0.00 (	150.00)	0.00
13-6-1124-0210 MAINTENANCE & REPAIR	5,150	0.00	0.00	3,663.34	0.00 (	1,486.66)	71.13
13-6-1124-0211 EQUIPMENT MAINTENANCE	2,850	0.00	0.00	1,660.87	0.00 (	1,189.13)	58.28
13-6-1124-0216 OTHER CONTRACTUAL SERVICE	12,050	0.00	0.00	12,192.97	0.00 (	142.97)	101.19
TOTAL CONTRACTUAL SERVICES	52,250	484.40	0.00	49,603.78	0.00 (	2,646.22)	94.94

COMMODITIES

13-6-1124-0303 CHEMICALS	8,425	0.00	0.00	8,996.58	0.00 (	571.58)	106.78
13-6-1124-0304 UNIFORMS	3,020	0.00	0.00	4,208.40	0.00 (	1,188.40)	139.35
13-6-1124-0307 EQUIPMENT MAINTENANCE	1,800	0.00	0.00	1,566.38	0.00 (	233.62)	87.02
13-6-1124-0310 SUPPLIES	5,725	0.00	0.00	6,049.67	0.00 (	324.67)	105.67
13-6-1124-0320 CONCESSION SUPPLIES	11,030	0.00	0.00	13,122.22	0.00 (	2,092.22)	118.97
TOTAL COMMODITIES	30,000	0.00	0.00	33,943.25	0.00 (	3,943.25)	113.14

OTHER CHARGES

13-6-1124-0400 INSURANCE CLAIM EXPENSE	17,475	0.00	0.00	17,471.86	0.00 (	3.14)	99.98
13-6-1124-0401 INSURANCE	3,950	325.12	0.00	4,189.00	0.00 (	239.00)	106.05
13-6-1124-0430 OFFICE FACILITIES & SERV	8,975	639.75	0.00	7,677.00	0.00 (	1,298.00)	85.54
TOTAL OTHER CHARGES	30,400	964.87	0.00	29,337.86	0.00 (	1,062.14)	96.51

CAPITAL OUTLAY

DEPRECIATION							
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TOTAL AQUATICS CENTER	195,560	1,484.58	0.00	195,794.91	0.00 (	234.91)	100.12
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CAPITAL PROJECTS

TOTAL EXPENDITURES	195,560	1,484.58	0.00	195,794.91	0.00 (	234.91)	100.12
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REVENUE OVER/(UNDER) EXPENDITURES	0	1,473.47)	0.00 (	36,614.81)	0.00	36,614.81	0.00
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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	768,870	110,910.98	0.00	663,720.09	0.00	105,149.91	86.32
RECREATIONAL PROGRAMS	153,810	9,679.83	0.00	142,843.44	0.00	10,966.56	92.87
MISC. INCOME	32,650	296.49	0.00	35,983.07	0.00	3,333.07	110.21
INTEREST	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
OTHER REV. SOURCES/TRANS	387,959	210,209.00	0.00	390,209.00	0.00	2,250.00	100.58
<b>TOTAL REVENUE</b>	<b>1,344,789</b>	<b>331,096.30</b>	<b>0.00</b>	<b>1,232,755.60</b>	<b>0.00</b>	<b>112,033.40</b>	<b>91.67</b>

EXPENDITURE SUMMARY

ADMINISTRATION	381,111	40,012.35	0.00	379,801.34	0.00	1,309.66	99.66
AQUATICS CENTER	135,305	10,438.79	0.00	144,321.19	0.00	9,016.19	106.66
RECREATION PROGRAMS	216,615	21,461.42	0.00	209,161.90	0.00	7,453.10	96.56
BUILDING & GROUNDS	479,025	33,685.74	0.00	453,589.77	341.68	25,093.55	94.76
CAPITAL PROJECTS	50,000	0.00	0.00	23,108.36	0.00	26,891.64	46.22
<b>TOTAL EXPENDITURES</b>	<b>1,262,056</b>	<b>105,598.30</b>	<b>0.00</b>	<b>1,209,982.56</b>	<b>341.68</b>	<b>51,731.76</b>	<b>95.90</b>

REVENUE OVER/(UNDER) EXPENDITURES

	82,733	225,498.00	0.00	22,773.04	(341.68)	60,301.64	27.11
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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>							
15-5350 DAILY PASSES	74,340	5,140.00	0.00	59,684.00	0.00	14,656.00	80.29
15-5351 ANNUAL MEMBERSHIPS	623,600	98,940.23	0.00	534,057.97	0.00	89,542.03	85.64
15-5352 SENIOR RENT	6,950	607.75	0.00	7,293.00	0.00	343.00	104.94
15-5353 SWIM TEAM RENT	8,280	20.00	0.00	6,000.00	0.00	2,280.00	72.46
15-5354 ROOM RENTAL	46,000	4,232.50	0.00	44,733.37	0.00	1,266.63	97.25
15-5355 SPECIAL EVENTS	5,350	1,610.00	0.00	7,865.00	0.00	2,515.00	147.01
15-5356 OVERTIME FEES	1,100	115.50	0.00	879.75	0.00	220.25	79.98
15-5358 ALCOHOL APPLICATION FEES	50	0.00	0.00	50.00	0.00	0.00	100.00
15-5359 TOT WATCH FEES	3,200	245.00	0.00	3,157.00	0.00	43.00	98.66
TOTAL CHARGES FOR SERVICE	768,870	110,910.98	0.00	663,720.09	0.00	105,149.91	86.32

<b>RECREATIONAL PROGRAMS</b>							
15-5406 YOUTH BASKETBALL	14,000	205.00	0.00	13,475.00	0.00	525.00	96.25
15-5407 SUMMER CAMP	41,700	0.00	0.00	45,980.67	0.00	4,280.67	110.27
15-5408 TINY TIRES PROGRAMS	3,600	171.60	0.00	1,772.62	0.00	1,827.38	49.24
15-5409 YOUTH VOLLEYBALL	10,400	0.00	0.00	4,270.00	0.00	6,130.00	41.06
15-5410 BEFORE & AFTER SCHOOL PROGRA	19,000	4,658.21	0.00	29,385.00	0.00	10,385.00	154.66
15-5417 MEN'S 5 ON 5 BASKETBALL	5,400	0.00	0.00	2,400.00	0.00	3,000.00	44.44
15-5418 MISC RECREATION PROGRAMS	2,900	2,535.99	0.00	14,046.66	0.00	11,146.66	484.37
15-5421 FITNESS CLASSES	26,440	911.38	0.00	13,853.46	0.00	12,586.54	52.40
15-5422 WATER AEROBICS	2,250	165.78	0.00	2,808.05	0.00	558.05	124.80
15-5423 SWIM LESSONS	12,400	178.99	0.00	6,793.65	0.00	5,606.35	54.79
15-5425 LIFE GUARD TRAINING	3,425	165.00	0.00	2,213.33	0.00	1,211.67	64.62
15-5426 SWIM TEAM	4,500	172.88	0.00	1,700.00	0.00	2,800.00	37.78
15-5427 ADULT VOLLEYBALL	7,795	925.00	0.00	4,145.00	0.00	3,650.00	53.18
TOTAL RECREATIONAL PROGRAMS	153,810	9,679.83	0.00	142,843.44	0.00	10,966.56	92.87

<b>MISC. INCOME</b>							
15-5509 NON-TAXABLE MISC	1,400	162.49	0.00	1,062.49	0.00	337.51	75.89
15-5510 MISCELLANEOUS	7,200	1,314.30	0.00	18,963.20	0.00	11,763.20	263.38
15-5516 SHORT & OVER	0	0.30	0.00	102.42	0.00	102.42	0.00
15-5519 ON-SITE SALES COMMISSION	1,800	133.60	0.00	804.80	0.00	995.20	44.71
15-5520 SPONSORS	1,000	2,400.00	0.00	3,200.00	0.00	2,200.00	320.00
15-5521 PERSONAL TRAINER	10,000	240.00	0.00	6,670.00	0.00	3,330.00	66.70
15-5522 CANCELLATION FEE	0	1,325.00	0.00	1,325.00	0.00	1,325.00	0.00
15-5524 ACTIVATION FEE	11,250	0.00	0.00	6,710.00	0.00	4,540.00	59.64
TOTAL MISC. INCOME	32,650	296.49	0.00	35,983.07	0.00	3,333.07	110.21

<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

<b>OTHER REV. SOURCES/TRANS</b>							
15-5931 TRANSFER FROM OTHER FUNDS	387,959	210,209.00	0.00	390,209.00	0.00	2,250.00	100.58
TOTAL OTHER REV. SOURCES/TRANS	387,959	210,209.00	0.00	390,209.00	0.00	2,250.00	100.58

TOTAL REVENUE	1,344,789	331,096.30	0.00	1,232,755.60	0.00	112,033.40	91.67
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COMMUNITY CENTER FUND

ADMINISTRATION

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

15-6-0103-0101 SALARY FULLTIME	135,435	14,735.31	0.00	136,088.92	0.00	653.92)	100.48
15-6-0103-0102 SALARY PARTTIME	83,340	7,763.69	0.00	75,799.75	0.00	7,540.25	90.95
15-6-0103-0103 SALARY OVERTIME	1,805	96.62	0.00	2,892.44	0.00	1,087.44)	160.25
15-6-0103-0104 FICA	16,875	1,080.35	0.00	15,080.40	0.00	1,794.60	89.37
15-6-0103-0106 WORKERS COMP	3,490	536.66	0.00	5,348.25	0.00	1,858.25)	153.24
15-6-0103-0107 RETIREMENT	12,080	872.97	0.00	11,383.03	0.00	696.97	94.23
15-6-0103-0108 HEALTH INSURANCE	13,635	1,595.48	0.00	18,796.32	0.00	5,161.32)	137.85
15-6-0103-0109 DENTAL INSURANCE	645	51.14	0.00	590.58	0.00	54.42	91.56
15-6-0103-0110 OTHER PAYROLL INSURANCE	720	53.06	0.00	1,075.44	0.00	355.44)	149.37
TOTAL PERSONNEL SERVICES	268,025	26,785.28	0.00	267,055.13	0.00	969.87	99.64

CONTRACTUAL SERVICES

15-6-0103-0203 PRINTING & ADVERTISING	9,800	5,966.84	0.00	9,217.97	0.00	582.03	94.06
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	13.84	0.00	5,173.45	0.00	26.55	99.49
15-6-0103-0211 EQUIPMENT MAINTENANCE	3,065	0.00	0.00	3,291.89	0.00	226.89)	107.40
15-6-0103-0216 OTHER CONTRACTUAL SERVICE	13,965	795.70	0.00	13,315.93	0.00	649.07	95.35
15-6-0103-0218 CREDIT CARD PROCESSING F	9,500	628.60	0.00	10,733.08	0.00	1,233.08)	112.98
TOTAL CONTRACTUAL SERVICES	41,730	7,404.98	0.00	41,732.32	0.00	2.32)	100.01

COMMODITIES

15-6-0103-0304 UNIFORMS	600	0.00	0.00	713.76	0.00	113.76)	118.96
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	3.64	0.00	8,365.14	0.00	185.14)	102.26
15-6-0103-0351 COMPUTER EQUIPMENT	0	0.00	0.00	3,960.00	0.00	3,960.00)	0.00
TOTAL COMMODITIES	8,830	3.64	0.00	13,038.90	0.00	4,208.90)	147.67

OTHER CHARGES

15-6-0103-0401 INSURANCE	20,185	1,926.62	0.00	23,260.82	0.00	3,075.82)	115.24
15-6-0103-0403 DUES & SUBSCRIPTIONS	1,690	0.00	0.00	2,213.21	0.00	523.21)	130.96
15-6-0103-0430 OFFICE FACILITIES & SERV	35,351	2,600.83	0.00	31,209.96	0.00	4,141.04	88.29
15-6-0103-0460 BAD DEBT	1,300	1,291.00	0.00	1,291.00	0.00	9.00	99.31
TOTAL OTHER CHARGES	58,526	5,818.45	0.00	57,974.99	0.00	551.01	99.06

CAPITAL OUTLAY

15-6-0103-0504 MACHINERY & EQUIPMENT	4,000	0.00	0.00	0.00	0.00	4,000.00	0.00
TOTAL CAPITAL OUTLAY	4,000	0.00	0.00	0.00	0.00	4,000.00	0.00

TOTAL ADMINISTRATION	381,111	40,012.35	0.00	379,801.34	0.00	1,309.66	99.66
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**(Reported)**  
**Revenue & Expense Report (UNAUDITED)**  
 AS OF: DECEMBER 31ST, 2017

% OF YEAR COMPLETED: 100.00

-COMMUNITY CENTER FUND

**AQUATICS CENTER**

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

15-6-1124-0101 SALARY FULLTIME	29,805	0.00	0.00	23,261.81	0.00	6,543.19	78.05
15-6-1124-0102 SALARY PARTTIME	63,570	8,117.66	0.00	70,891.18	0.00	7,321.18	111.52
15-6-1124-0103 SALARY OVERTIME	1,810	92.70	0.00	4,146.53	0.00	2,336.53	229.09
15-6-1124-0104 FICA	7,285	447.09	0.00	6,979.58	0.00	305.42	95.81
15-6-1124-0106 WORKERS COMP	4,400	740.06	0.00	8,192.86	0.00	3,792.86	186.20
15-6-1124-0107 RETIREMENT	2,785	0.00	0.00	2,333.98	0.00	451.02	83.81
15-6-1124-0108 HEALTH INSURANCE	5,040	0.00	0.00	8,108.09	0.00	3,068.09	160.87
15-6-1124-0109 DENTAL INSURANCE	335	0.00	0.00	237.60	0.00	97.40	70.93
15-6-1124-0110 OTHER PAYROLL INSURANCE	195	0.00	0.00	135.58	0.00	59.42	69.53
<b>TOTAL PERSONNEL SERVICES</b>	<b>115,225</b>	<b>9,397.51</b>	<b>0.00</b>	<b>124,287.21</b>	<b>0.00</b>	<b>9,062.21</b>	<b>107.86</b>

**CONTRACTUAL SERVICES**

15-6-1124-0207 TRAVEL & TRAINING	1,550	0.00	0.00	1,564.07	0.00	14.07	100.91
15-6-1124-0211 EQUIPMENT MAINTENANCE	4,100	601.84	0.00	3,598.51	0.00	501.49	87.77
15-6-1124-0216 OTHER CONTRACTUAL SERVICE	5,750	57.17	0.00	5,351.62	0.00	398.38	93.07
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>11,400</b>	<b>659.01</b>	<b>0.00</b>	<b>10,514.20</b>	<b>0.00</b>	<b>885.80</b>	<b>92.23</b>

**COMMODITIES**

15-6-1124-0303 CHEMICALS	4,585	0.00	0.00	4,832.86	0.00	247.86	105.41
15-6-1124-0304 UNIFORMS	750	55.08	0.00	683.69	0.00	66.31	91.16
15-6-1124-0305 SAFETY EQUIPMENT	930	0.00	0.00	930.00	0.00	0.00	100.00
15-6-1124-0307 EQUIPMENT MAINTENANCE	1,390	327.19	0.00	1,144.23	0.00	245.77	82.32
15-6-1124-0310 SUPPLIES	1,025	0.00	0.00	1,929.00	0.00	904.00	188.20
<b>TOTAL COMMODITIES</b>	<b>8,680</b>	<b>382.27</b>	<b>0.00</b>	<b>9,519.78</b>	<b>0.00</b>	<b>839.78</b>	<b>109.67</b>

**CAPITAL OUTLAY**

<b>TOTAL AQUATICS CENTER</b>	<b>135,305</b>	<b>10,438.79</b>	<b>0.00</b>	<b>144,321.19</b>	<b>0.00</b>	<b>9,016.19</b>	<b>106.66</b>
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**RECREATION PROGRAMS**

**PERSONNEL SERVICES**

15-6-1126-0101 SALARY FULLTIME	45,870	6,510.74	0.00	54,461.11	0.00	8,591.11	118.73
15-6-1126-0102 SALARY PARTTIME	59,170	5,410.31	0.00	66,873.81	0.00	7,703.81	113.02
15-6-1126-0103 SALARY OVERTIME	3,380	21.57	0.00	671.05	0.00	2,708.95	19.85
15-6-1126-0104 FICA	8,295	527.92	0.00	8,801.55	0.00	506.55	106.11
15-6-1126-0106 WORKERS COMP	5,245	179.29	0.00	3,109.83	0.00	2,135.17	59.29
15-6-1126-0107 RETIREMENT	4,335	394.44	0.00	4,506.36	0.00	171.36	103.95
15-6-1126-0108 HEALTH INSURANCE	9,450	1,294.50	0.00	13,231.39	0.00	3,781.39	140.01
15-6-1126-0109 DENTAL INSURANCE	625	56.10	0.00	643.50	0.00	18.50	102.96
15-6-1126-0110 OTHER PAYROLL INSURANCE	325	28.86	0.00	312.06	0.00	12.94	96.02
<b>TOTAL PERSONNEL SERVICES</b>	<b>136,695</b>	<b>14,423.73</b>	<b>0.00</b>	<b>152,610.66</b>	<b>0.00</b>	<b>15,915.66</b>	<b>111.64</b>

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	205.58	0.00	692.92	0.00	232.08	74.91
15-6-1126-0211 EQUIPMENT MAINTENANCE	3,950	548.83	0.00	1,367.63	0.00	2,582.37	34.62
15-6-1126-0216 OTHER CONTRACTUAL SERVICE	30,185	4,225.73	0.00	22,477.74	0.00	7,707.26	74.47
TOTAL CONTRACTUAL SERVICES	35,060	4,980.14	0.00	24,538.29	0.00	10,521.71	69.99
<b>COMMODITIES</b>							
15-6-1126-0307 EQUIPMENT MAINTENANCE	2,565	24.57	0.00	2,349.57	0.00	215.43	91.60
15-6-1126-0310 SUPPLIES	12,950	1,053.61	0.00	9,443.99	0.00	3,506.01	72.93
TOTAL COMMODITIES	15,515	1,078.18	0.00	11,793.56	0.00	3,721.44	76.01
<b>CAPITAL OUTLAY</b>							
15-6-1126-0504 MACHINERY & EQUIPMENT	10,005	812.87	0.00	9,754.44	0.00	250.56	97.50
TOTAL CAPITAL OUTLAY	10,005	812.87	0.00	9,754.44	0.00	250.56	97.50
<b>RECREATION PROGRAMS</b>							
15-6-1126-0702 AEROBICS	2,000	0.00	0.00	619.50	0.00	1,380.50	30.98
15-6-1126-0716 YOUTH VOLLEYBALL	500	0.00	0.00	500.00	0.00	0.00	100.00
15-6-1126-0717 5 ON 5 BASKETBALL	9,840	0.00	0.00	3,811.63	0.00	6,028.37	38.74
15-6-1126-0718 MISC RECREATION PROGRAMS	4,000	0.00	0.00	4,025.34	0.00	25.34	100.63
15-6-1126-0719 ADULT VOLLEYBALL	3,000	166.50	0.00	1,508.48	0.00	1,491.52	50.28
TOTAL RECREATION PROGRAMS	19,340	166.50	0.00	10,464.95	0.00	8,875.05	54.11
TOTAL RECREATION PROGRAMS	216,615	21,461.42	0.00	209,161.90	0.00	7,453.10	96.56
<b>BUILDING &amp; GROUNDS</b>							
<b>PERSONNEL SERVICES</b>							
15-6-1119-0101 SALARY FULLTIME	83,270	10,231.20	0.00	86,177.66	0.00	2,907.66	103.49
15-6-1119-0102 SALARY PARTTIME	12,380	2,615.71	0.00	16,117.45	0.00	3,737.45	130.19
15-6-1119-0103 SALARY OVERTIME	1,535	0.00	0.00	3,023.71	0.00	1,488.71	196.98
15-6-1119-0104 FICA	7,440	665.75	0.00	7,443.05	0.00	3.05	100.04
15-6-1119-0106 WORKERS COMP	4,700	349.25	0.00	4,833.77	0.00	133.77	102.85
15-6-1119-0107 RETIREMENT	7,470	617.84	0.00	7,557.52	0.00	87.52	101.17
15-6-1119-0108 HEALTH INSURANCE	17,760	1,505.00	0.00	17,298.18	0.00	461.82	97.40
15-6-1119-0109 DENTAL INSURANCE	835	66.00	0.00	792.00	0.00	43.00	94.85
15-6-1119-0110 OTHER PAYROLL INSURANCE	500	39.91	0.00	494.83	0.00	5.17	98.97
TOTAL PERSONNEL SERVICES	135,890	16,090.66	0.00	143,738.17	0.00	7,848.17	105.78
<b>CONTRACTUAL SERVICES</b>							
15-6-1119-0201 UTILITIES	238,300	16,936.87	0.00	201,744.05	0.00	36,555.95	84.66
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	0.00	0.00	10,213.18	0.00	4,213.18	170.22
15-6-1119-0216 OTHER CONTRACTUAL SERVICE	56,400	75.00	0.00	61,542.70	0.00	5,142.70	109.12
TOTAL CONTRACTUAL SERVICES	300,950	17,011.87	0.00	273,499.93	0.00	27,450.07	90.88

