

**COLUMBUS PARKS AND RECREATION  
BOARD MEETING  
THURSDAY, JANUARY 22, 2015  
4:00 P.M.**

**AGENDA**

- 4:00 pm    **Call to Order**
- 4:05 pm    **Action Items**
- a. Election of officers
  - b. Appointment to Plan Commission, FFY Board and Cemetery Board
  - c. Approve minutes (12/11/14)
  - d. Approve job descriptions
  - e. Approve claims and payrolls
- 4:25 pm    **Discussion Items**
- f. Arts Programming Grants - Process
- 4:30 pm    **Information Items**
- g. Department financial reports
  - h. Staff reports
  - i. Director's report
- 4:45 pm    **Board Comments**
- 5:00 pm    **Adjourn**

Columbus Parks and Recreation programs and facilities are available for people of all abilities. The City of Columbus is working to comply with the Americans with Disabilities Act (ADA). Please assist us by letting us know if there are accommodations you may need to participate. If an accommodation is needed, please notify the Parks and Recreation Department at least 48 hours prior to the start of the program, activity, or event. Alternative formats of this publication are available. To request assistance, please contact our office at 812-376-2680 (voice), 711 or 800-743-3333 (TDD), or 812-378-2892 (fax).

**Board Meeting Agenda  
January 22, 2015**

**Call to Order**

**Action Items**

- a. Election of officers – Board will elect officers to serve in 2015.
- b. Appointment to Plan Commission, FFY Board and Cemetery Board - Park Board will make appointments to serve in 2015.
- c. Approve minutes – Request Park Board approve the minutes for the December 11, 2014 meeting. – Attachment 1
- d. Approve job descriptions – Request Park Board approve job description changes which will help us to provide quality and efficient services. (Sports Manager, Athletic Facilities Supervisor, Sports Coordinator, Hamilton Center Manager) – Attachment 2
- e. Approve claims and payrolls - Request Park Board approve claims and payrolls as distributed.

**Discussion Items**

- f. Arts Programming Grants – Process – Discussion will be held on the Arts Programming Grants process. – Attachment 3

**Information Items**

- g. Department financial reports - J. Brinegar will provide an overview of the December financial reports to the Board. – Attachment 4
- h. Staff reports
- i. Director's report

**Board Comments**

**Adjourn**

**COLUMBUS PARKS AND RECREATION  
BOARD MEETING  
THURSDAY, DECEMBER 11, 2014  
4:00 P.M.**

Present: D. Jones, A. Kleinert, J. Carroll and A. Macy

Megan Banta, Steve Cohen, Paula Herlitz, Jim Kimmel, Dan Mustard, J. Logston, J. Brinegar, J. Keller, J. Lemke, K. McPeck, S. Sasse, P. Senn, C. Woodard and C. Brummett

President D. Jones called the December 11, 2014 meeting of the Columbus Parks and Recreation Board to order.

Subject: Approve minutes (11/13/14)

J. Carroll made a motion to approve the minutes for November 13, 2014 as distributed. A. Kleinert seconded. Motion approved.

Subject: Approve Golf Agreement

J. Brinegar said he and Mark have worked closely with Steve Cohen to get this updated. This is an amendment to the 2009 Golf Agreement. M. Jones said he appreciated Steve working with us on this. There was a lot of time put in by Steve and attorney J. Logston. This is a "short term solution". J. Logston said this is a unique situation. Steve has already indicated that he is probably ready to begin "retirement" soon. Steve has been a great partner and this agreement makes sure the facility and equipment are "kept up". There will be good communication over the next 9-10 months. S. Cohen said he is looking forward to the upcoming season and hoping for good weather. D. Jones said season passes sold for 2015 will be covered with this agreement through 2015. J. Carroll made a motion to approve the amendment to the 2009 Golf Agreement as presented. A. Kleinert seconded. Motion carried.

Subject: Quotes/bids for Donner Center Landscape plant materials

C. Ritz said this is somewhat going back to what Blue Marble presented last month. Staff has re-evaluated that information, put together what plant materials would be needed and went out and solicited quotes. They will be eliminating 2 beds to be able to stay within the budget #'s. J. Carroll asked about any plants that were changed and noted that where perennials are included they will need to be divided as time goes on. C. Ritz said some perennials are still included. D. Jones asked about doing the project in phases. C. Ritz said there has been a lot of discussion. They would like to start this project as soon as possible after the first of the year so they can get it done quickly. They will have to work with the Donner front office to schedule around events. They are not sure they could really do one area before starting another. The goal is to complete the work by April. M. Jones commended Casey and staff for keeping with the original plan. He said it is amazing that they were able to stay within budget. C. Ritz said we feel this will be a noticeable improvement. He noted that with the quote information, items specified for the project are in one column and the other column is what would be purchased within budget. He pointed out that this is an odd time to solicit quotes with a nursery. They went with nurseries that we have normally worked with to get the prices. J. Carroll asked if the quote would be good through spring. C. Ritz said it would be. D. Jones commended staff for taking this project on and doing a fantastic job covering the entire project within budget. C. Ritz offered Park Board the opportunity to help with the plantings if they wanted to participate. A. Kleinert made a motion to approve the quotes for the Donner Center Landscape plant materials as presented. A. Macy seconded. Motion approved.

Subject: Approve 2015 Non-Reverting Fund Appropriation Resolution

J. Carroll thanked Jamie for his help to understand the department's budget and claims better. J. Carroll made a motion to approve the 2015 Non-Reverting Fund Appropriation Resolution as presented. A. Kleinert seconded. Motion approved.

Subject: Approve recommendation for Marketing Coordinator position

M. Jones recommended hiring of Carley Woodard as Marketing Coordinator for the department. J. Carroll made a motion to approve Carley Woodard for the Marketing Coordinator position. A. Kleinert seconded. Motion carried.

Subject: Claims and Payrolls

A. Kleinert made a motion to approve the claims and payrolls as presented. J. Carroll seconded. Motion approved.

Subject: Mill Race Center Funding

Paula Herlitz and Dan Mustard attended the meeting to talk about how Parks and Recreation might help Mill Race Center with funding. D. Jones noted this is a discussion item and there will be no action today. This discussion started in October. The grant process is still being worked out with J. Logston. P. Herlitz said after the discussion in October, they are aware that there are limited dollars available. They are looking at possible ways Parks and Recreation can help in keeping with the missions of both organizations. She highlighted 2 programs that were in need of support. The first was Culinary Arts Sessions and the second was a Readers Theater. She provided some background information on each program. They are looking for a \$4,000 sponsorship for the Culinary Arts Sessions and would like \$4,000 to offset the costs of the Reading Theater.

D. Mustard said in the discussions in October, they also talked about in-kind support. They would like to see if some additional services could be provided. Currently Parks & Rec provides snow removal and lawn care around the building but MRC is taking care of some areas including the islands. This year it has cost them \$2,700 for snow removal for the walkways and parking lots and \$2,200 for lawn care for the islands. They would like to know if the current agreement could be adjusted to cover additional snow removal and lawn care areas. They would also like to request that the City consider handling oil changes/vehicle maintenance for them. They do get some support from the county on this. Also, the City has talked about centralized purchasing and they would like to participate in that to reduce their spending. D. Jones said the goal is to have a grant process in place by the first of the year. J. Carroll asked how many vehicles MRC currently had. D. Mustard said they have 3 mini-vans and 1 - 20 passenger bus. He said they would be adding 2 mini-vans next year. M. Jones asked if they would be providing the parts for the services being done. D. Mustard said they would. He said for 2015 they will be looking at a central dispatch and coordinating rides for seniors. A. Kleinert asked if they received any support from the County Commissioners. D. Mustard said they get some support for gas and some for specific member scholarships. Board thanked Paula and Dan for attending. D. Jones said, as we move forward, we will want to see specific budgets (program focused). That will apply to everyone moving forward. We have a good idea of what you are looking at now.

Subject: Department financial reports

J. Brinegar said the Park & Recreation Department is still in really good financial shape. In the General Fund there was no significant income for the month. We expect to receive a tax draw in December. Expenses for November 2014 and year-to-date were lower than 2013. In the Parks

Non-Reverting Fund, expenses for November were higher than for November 2013 but year-to-date expenses remain lower for the year. He reviewed the percentages spend in budget categories. He noted that revenue in the General Fund is only \$550 less than last year. He highlighted some of the Non-Reverting Cost Centers. He said at the Gymnastic Center, revenue was up slightly and expenses down. Kathy has done a great job at that facility. Wellness revenue is up and that is all about the timing of registrations and when we process payment to Wellness. Hamilton Center revenue is up compared to 2013. Expenses are also up. We had to put in a new security system and have had a few compressor issues. In the Non-Reverting Fund, as a whole, revenue is a little behind 2013 but the fund is solidly in the black. At this point, we are at a six month reserve level. We are really pleased that we have reached that goal.

The Commons budget is exactly where we expect to be. We brought in a part time employee this year to offset vacations/etc. for full time employees. That has worked very well for us. We will be going over in cleaning supplies. There will be savings in the 300's in part due to how energy efficient the building is. Eleven months into the year and we have exceeded the revenue projection for the year. The budget surplus will allow money to be rolled into capital.

He said staff has been working really hard the last few weeks to pay all 2014 invoices in 2014.

Subject: Jim Kimmel, Indiana State Director – National Softball Association  
Jim Kimmel from NSA provided a brief history of his involvement with NSA including the fact that he has been involved with NSA for the past 21 years. He ran some tournaments here in 2014. He said he was impressed when teams from up north who were making their first trip to Columbus wanted to know why they hadn't played in Columbus before. He said the staff in Columbus was the most cordial, helpful staff that they had ever worked with. They were tremendous. That says a lot about the professionalism of the staff. He said he would be bringing more tournaments to Columbus in 2015. He said they are also looking about bringing in their zone meeting in the future. He said he wanted to bring the NSA plaque to present to Mark and the Athletic Staff to recognize Lincoln Park as an Outstanding Facility in 2014. He pointed out that if the department is awarded a plaque in 2015, they could pick it up at the conference in Las Vegas. He complimented and thanked Travis again for all he does. D. Jones thanked Mr. Kimmel.

Subject: Staff reports

J. Brinegar reported:

- The Business Office is very busy wrapping up end of year business. Tonia is finishing up payrolls for the remainder of the year and tallying vacation, etc. remaining for the year. Gearing up for soccer and baseball registrations.
- Jillian Keller will be leaving The Commons. We are very sorry to see her go. She has a wonderful opportunity to work with the Simon's in Indy.

C. Ritz reported:

- Park Ops is getting quiet this time of year with many staff members using their remaining vacation.
- They are lining up processes and projects to begin early in 2015.

S. Sasse reported:

- It was really fun at The Commons during the first week of December. They had 2 days where they had to flip the performance hall for events.

- City Band concert is scheduled for December 14.

T. Tindell reported:

- Many staff members are taking vacation but the needs of Hamilton Center are still being taken care of.
- They are wrapping up winterizations.
- Will be facilitating different events coming up in Jan.

P. Senn reported:

- He is finalizing winterization of concessions and batting cages.
- We are gearing up for spring soccer and baseball season.
- He is working with Carley on flyers needed.

J. Lemke reported he will be teaching some community CPR classes and swim classes at FFY.

K. McPeek reported:

- She is wrapping up end of year activities which included Mom & Me for Tea. This was the 17th year for this event which is very popular.
- Tomorrow we will have Santa's Workshop.
- There is one more week of activities at Columbus Gymnastic Center before the facility closes for the end of year. D. Jones asked about the condition of equipment at CGC. Kathy said a large mat will be replaced using end of year funds.

C. Woodard said she is working with staff catching up with everything. Jessica has been a big help. She is working on the Family Guide which will hopefully be going out next week.

Subject: Director's report

M. Jones reported:

- He is working with staff on capital projects. Jamie & Staff have done a great job with budgets this year.
- A People Trail ribbon cutting was held on November 20<sup>th</sup> for Downtown Trail – Phase 1 which was named in honor of Chuck Wilt.
- He, Casey and Jamie attended a training session at IUPUC which was scheduled through the Mayor's office.
- He and Jim Lemke will be attending the Indiana Park and Recreation State Conference in January. He is looking forward to it. Jim will be the Southern District Chair and Mark will be moving into Jim's role as Southern District Chair-Elect in 2015.
- Casey and staff have worked with the Mayor's office and others on distribution of Chuck Taylor shoes.
- He attended the Visitors Center Master Plan meeting last week.
- 2014 reviews are being finalized and will be completed by next week.
- He, Kathy McPeek and others are working with the Amphitheater group which has a meeting planned next week.
- Staff doing an outstanding job.

J. Brinegar requested the January Park Board meeting be moved due to end of year wrap up. After discussion, Park Board members set Jan. 22 as the Park Board meeting date. An e-mail will be sent with the new date to Park Board.

Subject: Board Comments

D. Jones thanked board and staff for their hard work during 2014.

There being no further business, J. Carroll made a motion to adjourn. A. Kleinert seconded.  
Motion carried.

Respectfully submitted,

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D. Jones, President  
Columbus Park Board

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J. Carroll, Secretary  
Columbus Park Board

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M. Jones, Director  
Columbus Parks and Recreation Department

## Columbus Parks and Recreation Department

### Position Description

**Position Title:** Sports Manager  
Salary Exempt

**Date:** January 12, 2015

**Department:** Parks and Recreation

**Reports to:** Director Parks & Recreation

**Supervises**

2 Full-time:

\*Sports Coordinator, Hamilton Center Manager

10-15 Part-time/Seasonal Employees:

\*Tournament Coordinator, Concessions, Batting Cages, Tennis Pro, Supervisors, etc.

**Summary of Functional Responsibilities:**

- Developing, documenting, evaluating, improving, and executing the processes involved with Hamilton Center Ice Arena, Sports Programs and Tournaments for Department.
- Direct day-to-day office duties.
- Oversee all Non-reverting budgets for Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Maintain a good working relationship with multiple sport associations, volunteers, community, partnerships and businesses.
- Provide entire community with the highest quality Park and Recreation services.
- Deliver service in a professional and friendly manner.

**Specific Duties of the Position:**

- Direct programming for youth and adult sports.
- Plan and prepare yearly business plans and goals for Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Work directly with Athletic Facilities Supervisor to plan and prepare yearly Capital Budget for Athletic Facilities and Hamilton Center Ice Arena which includes equipment and projects.
- Plan and prepare yearly budget for Sports Programs (Non-Reverting).
- Work directly with Athletic Facilities Supervisor to plan and prepare budget for Hamilton Center Ice Arena (Non-Reverting).
- Maintain expenses at or below budget.
- Participate in various board meetings and maintain a good working relationship with all sports associations, user groups, partnerships and volunteers.
- Implement, evaluate and improve management plans for Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Meet regularly with Sports Coordinator, Hamilton Center Manager & Athletic Facility Supervisor on daily operations and schedules.
- Responsible for recruitment, selection and training for all vacant Full-time, Part-time/Seasonal positions.
- Motivate, lead and evaluate the performance of Full-time, Part-time/Seasonal positions.
- Evaluate and maintain inventory of supplies and other items needed to carry out management plans.
- Support all applicable safety and quality programs.
- Ability to complete multiple tasks without supervision.
- Proficiency in Word, Excel, Access, Outlook and Rec-Trac (Registration System).
- Pursue continuous improvement in Hamilton Center Ice Arena, Sports Programs and Tournaments.
- Must be able and willing to work later hours, weekends, holidays and overtime when needed.
- Provide the highest quality customer service.
- Represent the Parks & Recreation Department in a courteous, professional and friendly manner.
- Establish and maintain working relationships with multiple tournament organizations.
- Schedule various tournaments.
- Direct maintenance and content of multiple social media outlets.

- Procure sponsorships for various sports programs, tournaments and events.
- Project management.
- Perform all other duties as assigned.

**Education and Experience:**

- Bachelors Degree in Recreation, Sports Management, or other closely related field.
- Five or more years experience in the areas of Recreation and Sports Management which includes but not limited to facility management, project management, budget development and control, program development, staff supervision and training.
- Good written/oral communication skills and the ability to interact with community and national organizations.
- First Aid/CPR
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.

**Judgment:**

- Work is of a high degree of difficulty and complexity and is performed under direction of the Director of Parks and Recreation, with considerable latitude granted for exercise of independent judgment.

**Supervisory Responsibility:**

- Supervises Sports Coordinator, Hamilton Center Manager and Hamilton Center Secretary.
- Oversee Part-time/Seasonal staff for Concessions, Batting cages, tennis operations, multiple sports program supervisors.
- Operation of Lincoln Concession, Clifty Concession, Hamilton Center Concessions and Lincoln Park Batting Cage.
- Develop operating plans, goals, and objectives with measurable results.

**Relationships Responsibility:**

- Must work well with customers, both internal and external.
- Relationships, inside and/or outside the organization, on matters of considerable complexity and importance to the organization.

**Working Conditions:**

- More than ordinary exposure with considerations of weather and pressures resulting in stress or other job-related inconveniences.
- Will sometimes work evenings, weekends and mandatory overtime in order to effectively manage city's sports programs.

## Columbus Parks and Recreation Department

### Position Description

**Position Title:** Athletic Facilities Supervisor  
Salary Non-Exempt

**Date:** January 12, 2015

**Department:** Parks and Recreation

**Reports to:** Director of Parks and Recreation

**Supervises:** 6 Full-Time & 6-10 Part-time/Seasonal employees

#### Summary of Functional Responsibilities:

- Develop, plan, execute, supervise and coordinates maintenance programs, preventive maintenance programs and all projects for Athletic Facilities and Hamilton Center Ice Arena.
- Manage each employee on day to day operations.
- Works closely with Sports Manager and Hamilton Center Manager on providing support for department programs and Parks and Recreation activities.
- Develop, evaluate and improve management plans for Athletic Facilities and Hamilton Center Ice Arena.

#### Specific Duties of the Position:

- Supervise 6 Full-Time employees, 6-10 Part-Time/Seasonal employees and volunteer labor.
- Implement, evaluate and improve management plans for Athletic Facilities and Hamilton Center Ice Arena.
- Plan and prepare yearly business plans and goals for Athletic Facilities and Hamilton Center Ice Arena.
- Work closely with Sports Manager and Hamilton Center Manager to plan and prepare yearly budget for Athletic Facilities and Hamilton Center Ice Arena.
- Assist with preparing Capital Budget for Athletic Facilities and Hamilton Center Ice Arena which includes equipment and projects.
- Meet regularly with Sports Manager and Hamilton Center Manager on daily operations and schedules.
- Recruit, select and train for all vacant Fulltime, Part-time/Seasonal positions.
- Motivate, lead and evaluate the performance of Full-Time, Part-time/Seasonal positions.
- Develop and supervise daily job assignments.
- Manage Athletic Facilities training programs.
- Joint responsibility of running Parks and Recreation monthly safety meetings.
- Evaluate and maintain inventory of supplies and other items needed to carry out management plans.
- Continually update Athletic Facilities' procedures manual.
- Strong working relationship with other Parks & Recreation staff, user groups, volunteers and customers.
- Manage safety and equipment guidelines for Athletic Facilities and Hamilton Center Ice Arena.
- Develop, implement and manage fertilizer, pesticide and chemical programs and applications.
- Review inspection sheets for Athletic Facilities and Hamilton Center Ice Arena.
- Coordinate volunteer work crews.
- Assist snow removal.
- Update Material Safety Data Sheets (MSDS).
- Pursue continuous improvement in Athletic Facilities and Hamilton Center Ice Arena.
- Ability to multi-task.
- Provide the highest quality customer service.
- Represent the Parks & Recreation Department in a courteous, professional and friendly manner.
- Project management.
- Perform all other duties as assigned.

#### Education and Experience:

- High school education or equivalent.
- Strong written/oral communication skill and ability to interact with internal and external resources and organizations.
- Five or more years of supervisory experience.

- A high level of facility maintenance, with special emphasis on Athletic Turf, irrigation, HVAC, electrical and plumbing.
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.
- Certified pesticide applicator or willingness to become certified within 6 months.
- Experience in the following areas: Facility management, budget development, maintenance management, sports turf management, maintenance plan development and staff supervision is desirable.
- General mathematical skills required.
- Experience with various types of small and large equipment.
- Proficient computer skills: Word, Excel and Outlook.

**Judgment:**

- Work is of a high degree of difficulty and complexity and is performed under direction of the Director Parks and Recreation, with considerable latitude granted for exercise of independent judgment.

**Supervisory Responsibility:**

- Manages (6) Full-Time & (6-10) Part-Time/Seasonal employees.
- Supervises volunteer labor.

**Relationships Responsibility:**

- Must be able to work effectively with other Parks and Recreation staff.
- Must be able to work with customers, user groups and independent contractors.

**Working Conditions:**

- Exposure to more than ordinary conditions: Extreme weather and/or stress related to pressure situations, work performance and position duties.
- Will sometimes work evenings, weekends and mandatory overtime in order to effectively manage city's sports programs.

## Columbus Parks and Recreation Department

### Position Description

**Position Title:** Sports Coordinator  
Salary Exempt

**Date:** January 12, 2015

**Department:** Parks and Recreation

**Reports to:** Sports Manager

**Supervises** 6-10 Part-time/Seasonal Employees  
& Sports Officials

#### Summary of Functional Responsibilities:

- Organize, promote, oversee and assist various sports programs and tournaments.
- Implement, evaluate, and improve Parks and Recreation sports programs and tournaments.
- Manage day-to-day office duties.
- Supervise part-time/seasonal staff and sports officials.
- Assist with operations of Batting Cages and Concession Stands.
- Support Athletic Facilities team and Hamilton Center Manager.

#### Specific Duties of the Position:

- Develop a strong working relationship with other Parks and Recreation employees, user groups, volunteers and customers.
- Manage officials and supervisors for sports programs and tournaments.
- Implement, improve and evaluate procedures for sports programs and tournaments.
- Perform any duties required for implementation of various sports tournaments.
- Assist with monthly maintenance of Batting Cages.
- Assist with daily procedures of Concession Stands.
- Meet regularly with Sports Manager.
- Motivate, lead and evaluate the performance of part-time/seasonal employees.
- Recruit, select and train for all vacant positions (Part-time/Seasonal & Sports Officials).
- Manage budgets for sports programs and tournaments.
- Works with minimal to no supervision.
- Inventory and order equipment/supplies needed for sports programs and tournaments.
- Must be able and willing to work late hours, weekends, holidays and overtime when needed.
- Promote safety and quality in sports programs and tournaments.
- Ability to multi-task.
- Provide the highest quality customer service.
- Represent the Parks & Recreation Department in a courteous, professional and friendly manner.
- Work outdoors with the Athletic Facilities team when required.
- Perform all other duties as assigned.

#### Education and Experience:

- Bachelors Degree in Recreation, Sports Management, or other closely related field.
- Strong written/oral communication skill and the ability to interact with community organizations.
- First Aid/CPR/AED
- Two years experience or sports programming related work desired.
- Must have experience in the following areas: League/Tournament scheduling, budget development, general maintenance, staff supervision and training.
- General mathematical skills required.
- Ability to operate various types of equipment.
- Proficient computer skills: Word, Excel and Outlook.
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.

#### Judgment:

- Work is of ordinary difficulty and complexity and is performed under general supervision.
- Independent judgment with supervisory help available.

**Supervisory Responsibility:**

- 6-10 Part-time/Seasonal Employees
- Sports Officials (Volleyball/Basketball/Soccer/Baseball/Softball)

**Relationships Responsibility:**

- Must be able to work with customers (internal & external) and fellow employees to keep service at the highest standard possible.

**Working Conditions:**

- Exposure to more than ordinary conditions.
- Will sometimes work evenings, weekends and mandatory overtime in order to effectively manage city's sports programs.

## Columbus Parks and Recreation Department

### Position Description

**Position Title:** Hamilton Center Manager  
Salary Exempt

**Date:** January 12, 2015

**Department:** Parks and Recreation

**Reports to:** Sports Manager

**Supervises:** 1 Full-Time Secretary  
16-20 Part-time/Seasonal Employees  
& Sports Officials

#### Summary of Functional Responsibilities:

- Supervise all areas of Hamilton Center Ice Arena including programs, retail, marketing and budgeting.
- Implement, evaluate and improve Hamilton Center Ice Arena programs, tournaments and special events.
- Manage day-to-day operations.
- Supervise full-time/part-time/seasonal staff and sports officials.
- Support in overall operation of multiple concession stands (Lincoln/Clifty).

#### Specific Duties of the Position:

- Plan and prepare yearly business plans and goals for Hamilton Center Ice Arena.
- Develop a strong working relationship with other Parks and Recreation employees, user groups, volunteers and customers.
- Manage front office operation which includes scheduling/training staff.
- Responsible for daily deposits and financial paperwork.
- Manage officials and supervisors for programs and tournaments.
- Implement, improve and evaluate procedures for programs and tournaments.
- Meet regularly with Sports Manager and Athletic Facilities Supervisor on daily operations and schedules.
- Motivate, lead and evaluate the performance of employees.
- Recruit, select and train for all vacant positions (Full-time/Part-time/Seasonal & Sports Officials).
- Manage overall budget.
- Works with minimal to no supervision.
- Inventory and order equipment/supplies needed for programs, tournaments and Pro Shop.
- Manage the daily operation of the Hamilton Center Pro Shop.
- Support/Manage the daily operation of multiple concession stands for Athletics. (Lincoln/Clifty).
- Must be able and willing to work late hours, weekends, holidays when needed.
- Promote safety and quality in programs and tournaments.
- Ability to multi-task.
- Provide the highest quality customer service.
- Represent the Parks & Recreation Department in a courteous, professional and friendly manner.
- Perform all other duties as assigned.

#### Education and Experience:

- Bachelors Degree in Recreation, Sports Management, or other closely related field.
- Strong written/oral communication skills and the ability to interact with community organizations.
- First Aid/CPR/AED certification preferred or willing to obtain certification.
- Two years experience or Ice Arena programming related work desired.
- Must have a good understanding of figure skating, hockey programs and the foundation for the success of all programs.
- Must have experience in the following areas: League/Tournament scheduling, budget development, general maintenance, staff supervision and training.
- General mathematical skills required.
- Ability to operate various types of equipment.
- Proficient computer skills: Word, Excel and Outlook.
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.

**Judgment:**

- Work is of ordinary difficulty and complexity and is performed under general supervision.
- Independent judgment with supervisory help available.

**Supervisory Responsibility:**

- 1 Full-Time Secretary
- 16-20 Full-Time/Part-time/Seasonal Employees
- Sports Officials

**Relationships Responsibility:**

- Must be able to work with customers (internal & external) and fellow employees to keep service at the highest standard possible.

**Working Conditions:**

- Exposure to more than ordinary conditions.
- Will sometimes work evenings, weekends and mandatory overtime in order to effectively manage city's sports programs.

**Department of Parks and Recreation  
City of Columbus, Indiana  
Grant Application**

**Grant applications will be initially reviewed by a sub-committee comprised of two members of the Parks and Recreation Board, the Parks and Recreation Director, the Director of Business Services for Parks and Recreation, and one Parks and Recreation staff member who is involved with programming (to be appointed by the Director of Parks and Recreation). The Grant Review Sub-Committee will make a recommendation to the full Parks and Recreation Board for their consideration and a final decision.**

**Grant deadlines:** The 10th of the month at 4 p.m. If the 10th of the month is a holiday or weekend, the deadline moves to Monday or the day after the holiday. Grant proposals will be added to the Parks and Recreation Board Agenda for review the month after the proposal is submitted. Monthly Park Board Meetings typically take place the second Thursday of the month at 4 p.m. in the City Hall Council Chambers. It is recommended that grant applicants plan to attend the meeting when their grants are under review.

Organizations that are awarded grants will be invited to present final outcomes to the Parks Board at a monthly meeting at the conclusion of the grant project. All projects should be completed in 12-months.

Grants Proposals may be sent to: Director, Columbus Parks and Recreation, Donner Center, 739 22<sup>nd</sup> Street, P.O. Box 858 Columbus, Indiana, 47202.

The Department of Parks and Recreation will make grants throughout the year in four Fields of Interest that have the greatest potential to impact the City of Columbus and the Department of Parks and Recreation. Grant projects/programs should strategically align with the mission of the Department of Parks and Recreation. Projects or programs that are low-to-no cost to the public are preferred. Operating costs are not eligible.

The four Fields of Interest are:

1. Art & Cultural Activities
2. Community Development
3. Life-long Learning
4. Health & Wellness

***PROPOSALS MUST BE TYPED OR WORD PROCESSED.***

**Proposals must include:**

- ( ) \*Completed application
- ( ) \*Budget for project, include all revenue (realized and pending), in-kind contributions, and expenditures
- ( ) \*Most recent financial audit or year-end financial statement
- ( ) \*List of members of governing board
- ( ) \*Annual operating budget, current month, and year-to-date financial statement; include income statement and year-end balance sheet
- ( ) \*Copy of 501(c)(3) tax exemption ruling from Internal Revenue Service

*Not including any of this material could cause the application to be removed from consideration.*

**1. APPLICANT ORGANIZATION CONTACT INFORMATION**

Organization name:

Mailing address:

City, State, Zip:

Telephone:

EIN (Tax exempt) #:

Organization website:

Executive Director/Authorizing Official:

Grant contact name and title:

Grant contact telephone:

Grant contact e-mail:

Project/Program dates:

Project/Program title:

Total cost of the proposed Project/program: \$

Grant request amount: \$

***Sponsor Information (If your organization is not a 501 (c) (3) not-for-profit, a fiscal sponsor is required.)***

Fiscal sponsor organization name:

EIN of fiscal sponsor (tax exempt) #:

Fiscal Sponsor Executive Director/Authorizing Official

**GRANT REQUEST SUMMARY**

**Organization:** What are the mission, goals and objectives of your organization?

**Narrative:** Briefly describe your request for a grant.

**Need:** What are the issues this project is addressing? How does it fulfill the Four Fields of Interest and align with the mission of the Department of Parks and Recreation?

**Purpose and evaluation:** What will this project specifically accomplish and how will the results be evaluated?

**Impact:** Who will be served by this project? How many will be served? What is the geographic area served?

**Competence:** What evidence can you give of the ability of your organization to implement this project? Please include a timeline of planning and implementation.

## Notes to December 2014 Financial Reports

### Cash Balance Reports

#### Parks and Recreation Fund 204 (Tax supported fund)

- ❖ Items of note
  - We received our fall property tax draw in December.
- ❖ Summary
  - The balance of the GF at the end of December was \$2,928,801.65, over \$1,400,000 more than at the end of November.
  - December 2014 expenses were roughly \$27,000 higher than December 2013, though Year-to-date expenses were lower than they were in 2013.

#### Parks Non-reverting Fund 211 (Fees and Charges supported fund)

- ❖ Items of note
  - Year-to-date expenses in the Non-Reverting Fund remain lower than in 2013.
- ❖ Summary
  - December 2014 expenses were lower than December 2013 (down roughly \$3,600).
  - December 2014 revenue was slightly higher (roughly \$1,000) compared to December 2013.

## 2014 General Fund (204) Budget Report by Area and Category of Expense

### ❖ Items of Note by Category

- **Category 01 – Personal Services** – 92.17% of the Personal Services budget was spent in 2014. This is lower than 2013 (95.24%).
- **Category 02 - Supplies** – 91.87% of the Supplies budget was spent for the year. This is lower than last year (98.78%).
- **Category 03 – Other Services and Charges** – 94.88% of the Other Services and Charges budget was spent in 2014 which is a higher percentage than 2013 (86.11%); but we spent nearly \$95,000 less than in 2013.
- **Category 04 - Capital Outlays**– \$24,358.57 of the additional appropriation (\$400,000) was spent in December. The rest of the money was encumbered for projects approved by the Board in November and December.
- **Revenue** – Revenue for the general fund is higher (approx. \$1,100) than last year.

### ❖ Summary

- Expenses for the year were lower than last year and we stayed under budget for the year.

## 2014 Non-reverting Fund (211) Revenue & Expense Month/YTD Summary

### ❖ Items of Note by Cost Center

- **Gymnastics Center** – Revenue was nearly the same as December 2013 (\$91 lower). Expenses were up (roughly \$2,000) for the month compared to last year. Overall the Gymnastics Center bottom line improved by 21.3%.
- **Wellness** – Wellness revenue was down roughly \$1,800 compared to December 2013, but expenses were down (roughly \$6,300) for the month.
- **Hamilton Center** – Hamilton Center revenue was up compared to December 2013 (\$4,297) and had an increase in expenses (\$11,701) compared to December 2013.
- **Teams and Leagues** – Teams and Leagues had a decrease in revenue (roughly \$1,500) and had a decrease in expenses (roughly \$9,000) over December 2013.
- 

### ❖ Summary

- Revenues for 2014 ran slightly behind 2013 (\$13,282). Expenses for 2014 were lower than 2013 (\$184,141).

<b>Columbus Parks and Recreation Department</b>					
<b>2014 Cash Balance Fund 204 - Park and Recreation General Fund</b>					
	<b>Balance Begin of Month</b>	<b>Revenue Month to Date</b>	<b>Disbursed Month to Date</b>	<b>Month Balance</b>	<b>Current Balance</b>
January	2,502,299.89	2,882.00	323,974.34	-321,092.34	2,181,207.55
February	2,181,207.55	2,105.12	291,801.77	-289,696.65	1,891,510.90
March	1,891,510.90	701.00	255,367.64	-254,666.64	1,636,844.26
April	1,636,844.26	7,903.00	223,550.40	-215,647.40	1,421,196.86
May	1,421,196.86	27,553.09	310,717.92	-283,164.83	1,138,032.03
June	1,138,032.03	2,193,854.25	281,596.61	1,912,257.64	3,050,289.67
July	3,050,289.67	26,982.20	380,210.24	-353,228.04	2,697,061.63
August	2,697,061.63	8,563.53	393,361.96	-384,798.43	2,312,263.20
September	2,312,263.20	648.69	233,121.08	-232,472.39	2,079,790.81
October	2,079,790.81	5,175.00	348,958.24	-343,783.24	1,736,007.57
November	1,736,007.57	855.00	219,796.79	-218,941.79	1,517,065.78
December	1,517,065.78	1,731,003.14	319,267.27	1,411,735.87	2,928,801.65
Total YTD		4,008,226.02	3,581,724.26	426,501.76	

<b>Columbus Parks and Recreation Department</b>					
<b>2014 Cash Balance Fund 211 - Park and Recreation Non-Reverting Fund</b>					
	<b>Balance Begin of Month</b>	<b>Revenue Month to Date</b>	<b>Disbursed Month to Date</b>	<b>Month Balance</b>	<b>Current Balance</b>
January	568,327.24	267,479.65	113,019.77	154,459.88	722,787.12
February	722,787.12	182,042.49	107,298.05	74,744.44	797,531.56
March	797,531.56	111,562.02	139,578.11	-28,016.09	769,515.47
April	769,515.47	126,004.23	130,770.44	-4,766.21	764,749.26
May	764,749.26	111,163.19	116,080.93	-4,917.74	759,831.52
June	759,831.52	220,150.86	135,425.14	84,725.72	844,557.24
July	844,557.24	128,740.21	170,530.11	-41,789.90	802,767.34
August	802,767.34	172,984.31	189,701.68	-16,717.37	786,049.97
September	786,049.97	127,072.23	104,910.49	22,161.74	808,211.71
October	808,211.71	161,298.64	148,178.64	13,120.00	821,331.71
November	821,331.71	127,018.21	136,042.79	-9,024.58	812,307.13
December	812,307.13	99,277.78	110,670.53	-11,392.75	800,914.38
Total YTD		1,834,793.82	1,602,206.68	232,587.14	

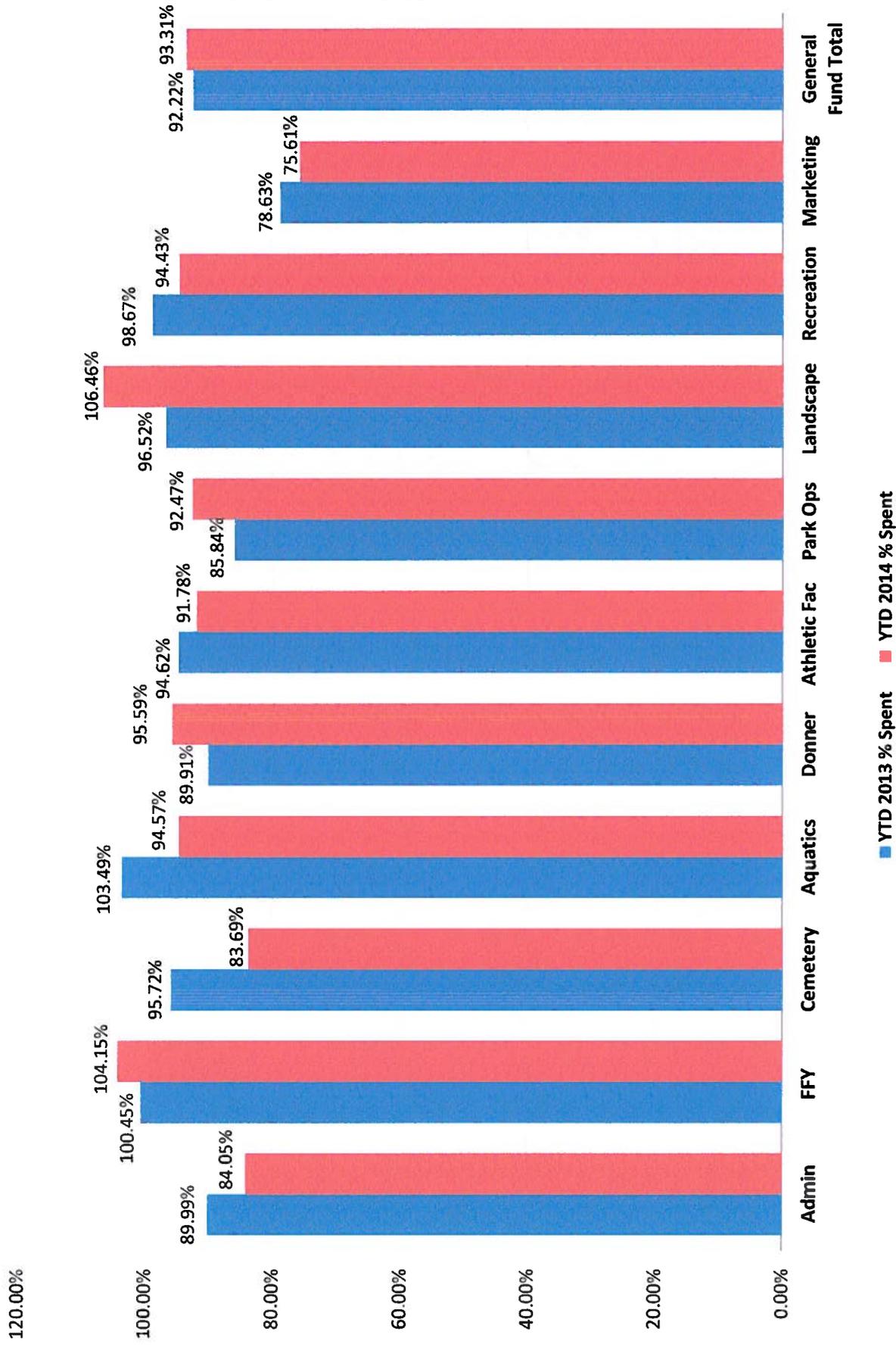
<b>Columbus Parks and Recreation Department</b>					
<b>2014 Cash Balance Fund 114 - Commons Capital Non-Reverting Fund</b>					
	<b>Balance Begin of Month</b>	<b>Revenue Month to Date</b>	<b>Disbursed Month to Date</b>	<b>Month Balance</b>	<b>Current Balance</b>
January	980,881.04	25,982.99	89,643.19	-63,660.20	917,220.84
February	917,220.84	177,035.73	58,462.74	118,572.99	1,035,793.83
March	1,035,793.83	147,494.42	46,482.97	101,011.45	1,136,805.28
April	1,136,805.28	15,270.63	48,675.13	-33,404.50	1,103,400.78
May	1,103,400.78	27,585.68	65,973.49	-38,387.81	1,065,012.97
June	1,065,012.97	165,879.72	61,742.63	104,137.09	1,169,150.06
July	1,169,150.06	28,739.99	77,277.29	-48,537.30	1,120,612.76
August	1,120,612.76	27,478.62	74,017.53	-46,538.91	1,074,073.85
September	1,074,073.85	161,525.63	55,889.71	105,635.92	1,179,709.77
October	1,179,709.77	29,413.93	74,962.30	-45,548.37	1,134,161.40
November	1,134,161.40	27,413.80	54,389.82	-26,976.02	1,107,185.38
December	1,107,185.38	31,842.52	74,009.42	-42,166.90	1,065,018.48
Total YTD		865,663.66	781,526.22	84,137.44	

**Columbus Parks and Recreation Department  
2014 General Fund Budget Report  
by Category of Expense**

	2013				2014			
	Adjusted Budget	December	YTD	% Spent	Adjusted Budget	December	YTD	% Spent
Admin 01	527,094.38	44,733.31	508,786.11	96.53%	529,531.00	53,752.87	460,535.41	86.97%
Admin 02	10,289.96	143.94	9,164.31	89.06%	8,869.00	1,331.89	4,442.47	50.09%
Admin 03	401,442.00	12,737.69	331,108.34	82.48%	233,502.00	14,558.04	159,426.03	68.28%
Admin 04	4,697.20	0.00	0.00	0.00%	-	24,358.57	24,358.57	0.00%
Admin Total	943,523.54	57,614.94	849,058.76	89.99%	771,902.00	94,001.37	648,762.48	84.05%
Admin Revenue	25,000.00	24.64	2,180.24	8.72%	25,000.00	75.18	840.76	3.36%
FFY 01	283,179.24	21,480.82	291,273.21	102.86%	288,766.00	22,314.35	291,479.03	100.94%
FFY 02	12,818.00	488.80	13,280.44	103.61%	13,222.00	797.17	12,022.74	90.93%
FFY 03	150,847.40	3,143.70	144,283.38	95.65%	138,576.00	12,309.10	155,354.61	112.11%
FFY 04	-	0.00	0.00		-	0.00	0.00	
FFY Total	446,844.64	25,113.32	448,837.03	100.45%	440,564.00	35,420.62	458,856.38	104.15%
FFY Revenue	0.00	0.00	999.95		0.00	0.00	0.00	
Cemetery 01	54,675.57	3,800.10	54,847.81	100.32%	55,449.00	8,537.30	45,827.18	82.65%
Cemetery 02	1,505.00	0.00	63.96	4.25%	1,505.00	820.98	970.03	64.45%
Cemetery 03	2,526.00	0.00	1,283.60	50.82%	2,526.00	9.40	2,983.06	118.09%
Cemetery 04	-	0.00	0.00		-	0.00	0.00	
Cemetery Total	58,706.57	3,800.10	56,195.37	95.72%	59,480.00	9,367.68	49,780.27	83.69%
Cemetery Revenue	0.00	0.00	1,150.00		0.00	0.00	500.00	
Aquatics 01	184,592.31	5,447.89	192,724.70	104.41%	208,571.00	5,578.81	191,344.38	91.74%
Aquatics 02	67,321.00	0.00	66,077.45	98.15%	69,321.00	0.00	63,676.86	91.86%
Aquatics 03	21,330.00	47.59	23,974.65	112.40%	17,403.00	70.09	24,225.56	139.20%
Aquatics 04	-	0.00	0.00		-	0.00	0.00	
Aquatics Total	273,243.31	5,495.48	282,776.80	103.49%	295,295.00	5,648.90	279,246.80	94.57%
Aquatics Revenue	135,000.00	1,860.00	133,739.50	99.07%	135,000.00	3,451.00	137,824.16	102.09%
Donner 01	93,836.55	6,976.06	93,049.05	99.16%	95,662.00	8,868.50	94,544.97	98.83%
Donner 02	4,165.00	132.67	2,632.34	63.20%	4,165.00	390.55	6,036.87	144.94%
Donner 03	99,326.00	2,085.45	81,731.21	82.29%	78,524.00	4,347.15	69,899.37	89.02%
Donner 04	-	0.00	0.00		-	0.00	0.00	
Donner Total	197,327.55	9,194.18	177,412.60	89.91%	178,351.00	13,606.20	170,481.21	95.59%
Athletic Fac 01	421,976.51	33,309.90	414,606.45	98.25%	412,767.00	28,772.57	378,169.96	91.62%
Athletic Fac 02	104,267.00	20,715.58	129,420.17	124.12%	104,267.00	973.16	92,364.96	88.59%
Athletic Fac 03	23,412.00	108.30	23,390.51	99.91%	86,087.00	431.98	83,035.07	96.45%
Athletic Fac 04	50,000.00	0.00	0.00		-	0.00	0.00	0.00%
Athletic Fac Total	599,655.51	54,133.78	567,417.13	94.62%	603,121.00	30,177.71	553,569.99	91.78%

	2013				2014			
	Adjusted Budget	December	YTD	% Spent	Adjusted Budget	December	YTD	% Spent
Park Ops 01	747,614.04	73,017.23	640,395.08	85.66%	663,273.00	45,637.23	602,832.64	90.89%
Park Ops 02	173,958.00	8,542.20	158,811.02	91.29%	160,422.00	26,446.73	156,051.19	97.28%
Park Ops 03	189,632.14	10,997.20	154,642.13	81.55%	144,065.00	12,192.51	138,594.32	96.20%
Park Ops 04	-	0.00	0.00		-	0.00	0.00	
Park Ops Total	1,111,204.18	92,556.63	953,848.23	85.84%	967,760.00	84,276.47	897,478.15	92.74%
Landscape 01	278,077.28	24,864.15	278,984.53	100.33%	286,358.00	21,296.05	285,109.66	99.56%
Landscape 02	18,731.00	211.40	8,739.22	46.66%	18,731.00	960.25	14,053.57	75.03%
Landscape 03	51,240.00	3,515.00	48,202.74	94.07%	51,240.00	1,343.00	80,190.10	156.50%
Landscape 04	-	0.00	0.00		-	0.00	0.00	
Landscape Total	348,048.28	28,590.55	335,926.49	96.52%	356,329.00	23,599.30	379,353.33	106.46%
Recreation 01	80,849.00	11,976.67	79,807.80	98.71%	88,335.00	11,984.47	85,017.76	96.24%
Recreation 02	3,953.00	303.29	3,973.89	100.53%	4,689.00	266.24	4,259.26	90.84%
Recreation 03	7,595.00	175.00	7,382.61	97.20%	8,195.00	1,206.00	6,302.30	76.90%
Recreation 04	-	0.00	0.00		-	0.00	0.00	
Recreation Total	92,397.00	12,454.96	91,164.30	98.67%	101,219.00	13,456.71	95,579.32	94.43%
Marketing 01	59,420.00	2,850.27	46,694.97		61,178.00	9,712.31	44,426.54	72.62%
Marketing 02	-	0.00	0.00		-	0.00	0.00	0.00%
Marketing 03	3,125.00	0.00	2,486.74	79.58%	3,125.00	0.00	4,189.79	134.07%
Marketing 04	0.00	0.00	0.00		0.00	0.00	0.00	0.00%
Marketing 03	62,545.00	2,850.27	49,181.71	78.63%	64,303.00	9,712.31	48,616.33	75.61%
Department 01	2,731,314.88	228,456.40	2,601,169.71	95.24%	2,689,890.00	216,454.46	2,479,287.53	92.17%
Department 02	397,007.96	30,537.88	392,162.80	98.78%	385,191.00	31,986.97	353,877.95	91.87%
Department 03	950,475.54	32,809.93	818,485.91	86.11%	763,243.00	46,467.27	724,200.21	94.88%
Department 04	54,697.20	0.00	0.00	0.00%	0.00	24,358.57	24,358.57	0.00%
Department Total	4,133,495.58	291,804.21	3,811,818.42	92.22%	3,838,324.00	319,267.27	3,581,724.26	93.31%
Department Revenue	160,000.00	1,884.64	138,069.69	86.29%	160,000.00	3,526.18	139,164.92	86.98%

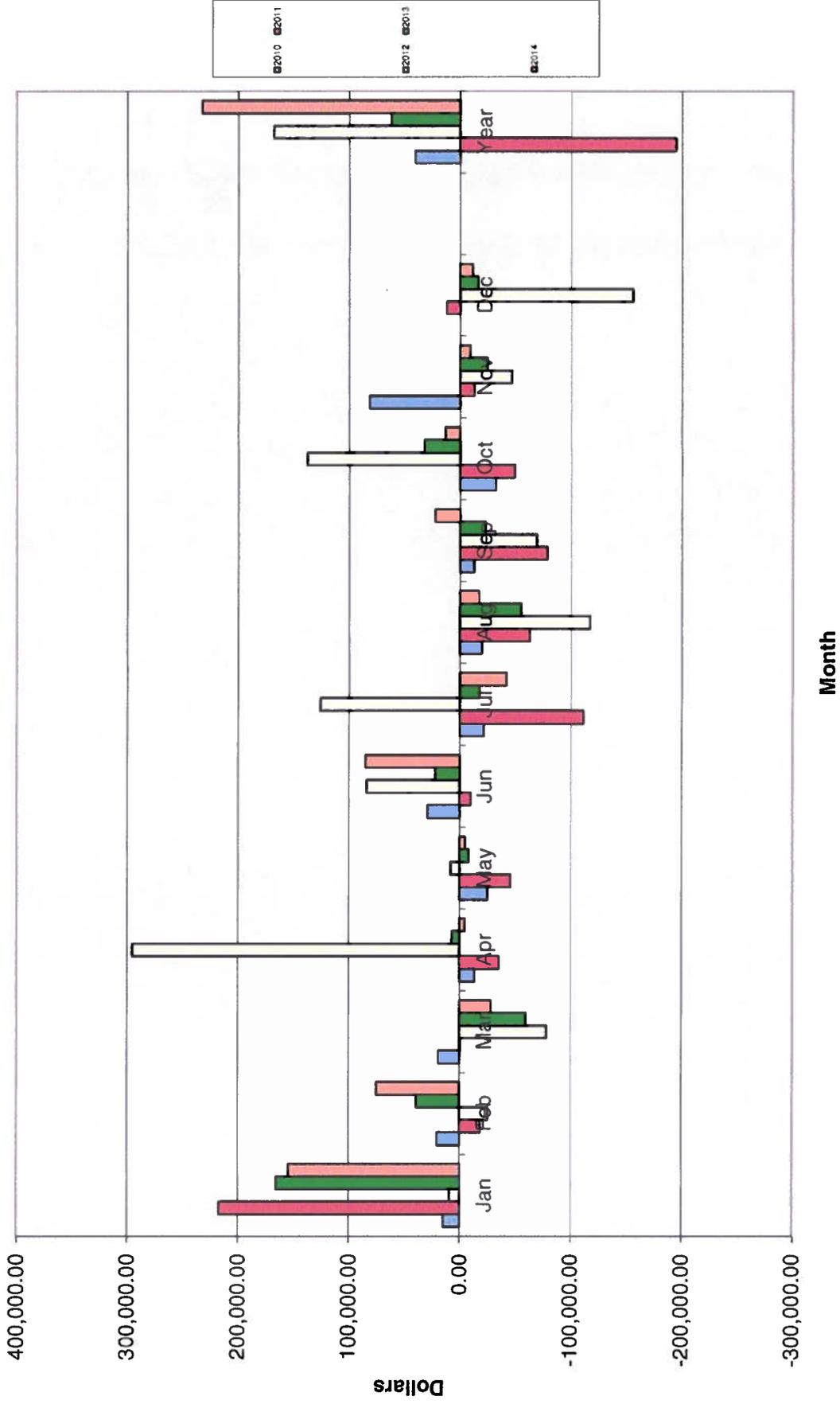
# % of General Fund Budget Spent YTD by Department



**Columbus Parks and Recreation Department**  
**Park Non-Reverting Fund**  
**2014 Revenue and Expense Month and YTD Summary Report**  
**Without The Commons and Golf**

Cost Center	2013		2014	
	December	YTD	December	YTD
Marketing Revenue	264.00	19,674.38	569.00	19,603.34
Marketing Expense	1,008.49	22,461.52	479.99	24,731.12
Marketing Balance	-744.49	-2,787.14	89.01	-5,127.78
Administration Revenue	17,356.10	419,337.74	15,207.11	395,639.79
Administration Expense	24,570.72	424,195.82	21,900.26	395,807.03
Administration Balance	-7,214.62	-4,858.08	-6,693.15	-167.24
Gymnastics Revenue	11,032.66	170,919.34	10,941.44	151,390.23
Gymnastics Expense	6,372.57	131,101.03	8,366.20	103,108.04
Gymnastics Balance	4,660.09	39,818.31	2,575.24	48,282.19
Hamilton Center Revenue	50,245.11	418,160.41	54,542.48	441,859.96
Hamilton Center Expense	32,647.63	510,778.41	44,349.45	493,157.25
Hamilton Center Balance	17,597.48	-92,618.00	10,193.03	-51,297.29
Wellness Revenue	10,378.05	188,722.05	8,558.75	159,590.35
Wellness Expense	18,880.00	183,579.26	12,557.27	150,320.05
Wellness Balance	-8,501.95	5,142.79	-3,998.52	9,270.30
Special Events Revenue	0.00	12,563.45	63.00	7,099.36
Special Events Expense	236.44	8,579.45	59.65	3,197.74
Special Events Balance	-236.44	3,984.00	3.35	3,901.62
Teams & Leagues Revenue	8,765.06	547,232.62	7,235.00	598,866.81
Teams & Leagues Expense	29,243.15	447,200.19	20,331.03	379,797.33
Teams & Leagues Balance	-20,478.09	100,032.43	-13,096.03	219,069.48
Sport Camps Revenue	0.00	21,245.00	1,733.00	20,176.00
Sport Camps Expense	0.00	18,181.11	0.00	16,813.02
Sport Camps Balance	0.00	3,063.89	1,733.00	3,362.98
Recreation & Arts Revenue	206.50	50,050.21	428.00	40,397.48
Recreation & Arts Expense	1,375.47	40,270.70	2,626.68	35,275.10
Recreation & Arts Balance	-1,168.97	9,779.51	-2,198.68	5,122.38
<b>Total Fund Revenue</b>	<b>98,247.48</b>	<b>1,847,905.20</b>	<b>99,277.78</b>	<b>1,834,623.32</b>
<b>Total Fund Expense</b>	<b>114,334.47</b>	<b>1,786,347.49</b>	<b>110,670.53</b>	<b>1,602,206.68</b>
<b>Total Fund Balance</b>	<b>-16,086.99</b>	<b>61,557.71</b>	<b>-11,392.75</b>	<b>232,416.64</b>

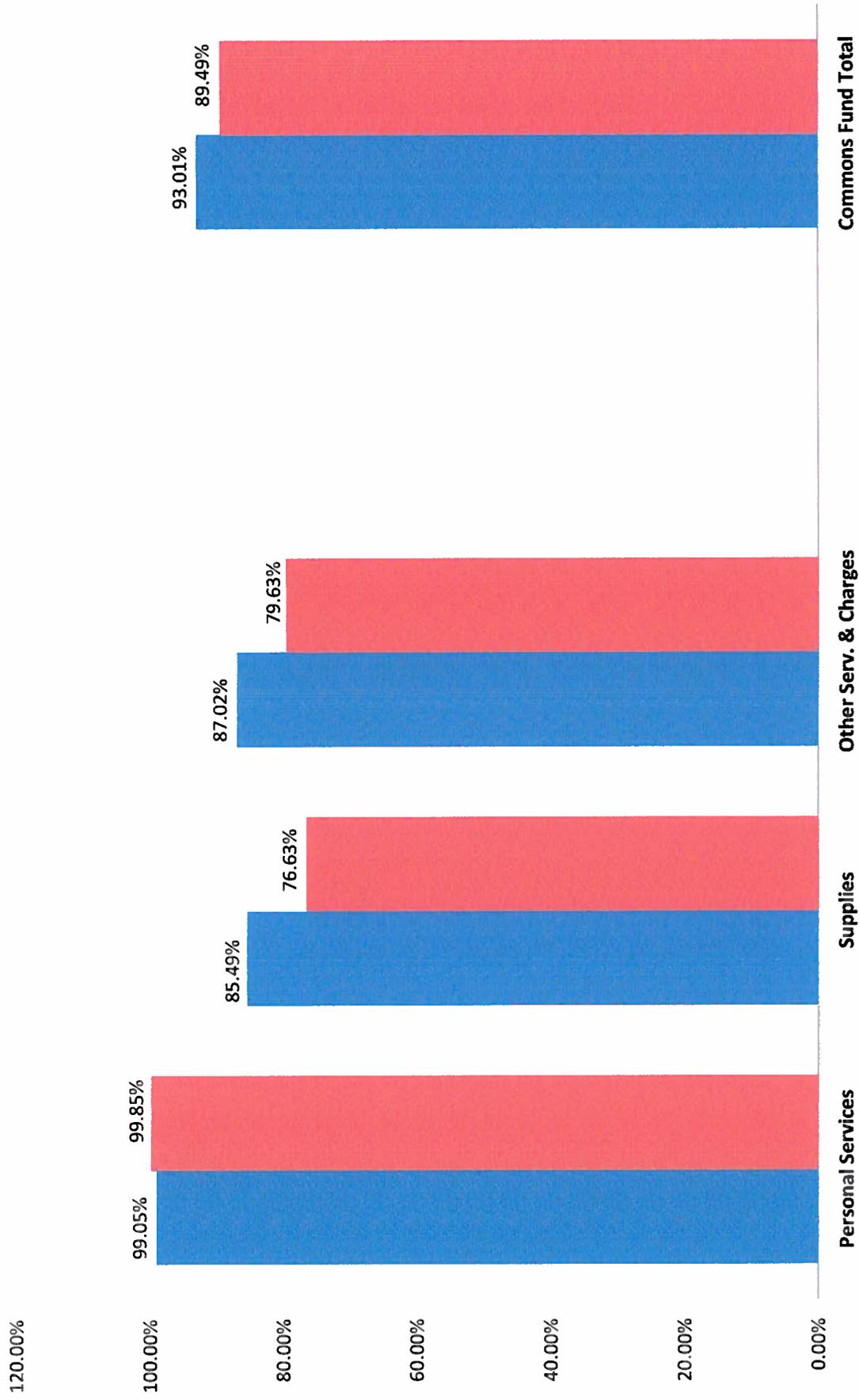
# Non-Reverting Fund Cash Balance by Month 2010 - 2014



THE COMMONS		2014	December	Year-to-Date	Percent
		Budget	Expenses	Expenses	Spent
<b>Personal Services</b>					
112	Salary Employees	\$ 86,570.00	\$ 6,504.46	\$ 84,557.98	98%
113	Hourly Employees	\$ 201,697.00	\$ 15,855.26	\$ 206,345.56	102%
114	Part Time Employees	\$ 9,637.00	\$ 807.84	\$ 11,282.22	117%
115	Seasonal/Temp Employees	\$ 4,546.00	\$ -	\$ -	0%
117	Overtime	\$ 7,725.00	\$ 1,272.95	\$ 7,820.65	101%
119	PERF	\$ 42,031.00	\$ 3,355.83	\$ 42,418.76	101%
123	FICA	\$ 23,729.00	\$ 1,806.82	\$ 22,966.52	97%
125	Insurance	\$ 45,456.00	\$ 4,426.15	\$ 45,353.44	100%
<b>Category Total</b>		<b>\$ 421,391.00</b>	<b>\$ 34,029.31</b>	<b>\$ 420,745.13</b>	<b>100%</b>
<b>Supplies</b>					
211	Office Paper	\$ 200.00	\$ -	\$ -	0%
212	Office Other	\$ 1,500.00	\$ -	\$ 1,221.23	81%
231	Cleaning Supplies	\$ 10,000.00	\$ 304.72	\$ 10,247.78	102%
234	Building Materials	\$ 5,000.00	\$ 581.76	\$ 1,713.57	34%
236	Groundskeeping	\$ 3,000.00	\$ -	\$ -	0%
241	HVAC Supplies	\$ 1,000.00	\$ -	\$ 2,248.29	225%
249	Misc Repair Supplies	\$ 3,000.00	\$ 18.94	\$ 1,564.97	52%
250	Medical Supplies	\$ 200.00	\$ -	\$ 24.90	12%
261	Misc Supplies Other	\$ 8,750.00	\$ 3,037.09	\$ 8,000.55	91%
<b>Category Total</b>		<b>\$ 32,650.00</b>	<b>\$ 3,942.51</b>	<b>\$ 25,021.29</b>	<b>77%</b>
<b>Other Services and Charges</b>					
316	Maintenance Agreements	\$ 65,000.00	\$ 2,246.42	\$ 41,152.79	63%
317	Training & Instruction	\$ 1,000.00	\$ -	\$ -	0%
319	Misc Professional	\$ -	\$ -	\$ -	0%
328	Advertising	\$ 2,750.00	\$ 399.00	\$ 4,893.47	178%
330	Property & Casualty Ins	\$ 7,500.00	\$ 4,166.99	\$ 4,166.99	56%
339	Umbrella Insurance	\$ 2,500.00	\$ -	\$ -	0%
340	General Liability Ins	\$ 2,500.00	\$ -	\$ -	0%
341	Public Officials Ins	\$ 1,000.00	\$ -	\$ -	0%
350	Telephone	\$ 1,500.00	\$ -	\$ -	0%
360	Electric Utilities	\$ 150,000.00	\$ 13,621.50	\$ 149,972.75	100%
361	Gas Utilities	\$ 60,000.00	\$ 2,150.40	\$ 19,381.99	32%
362	Water/Sewer Utilities	\$ 25,000.00	\$ 864.14	\$ 15,440.67	62%
370	Building Repair Services	\$ 29,000.00	\$ 7,494.53	\$ 21,339.92	74%
371	Equipment Repair	\$ 1,500.00	\$ -	\$ 237.79	16%
375	Misc Repair Other	\$ 8,000.00	\$ -	\$ 5,487.83	69%
378	Uniform	\$ 6,000.00	\$ 964.36	\$ 10,028.41	167%
399	Misc Services	\$ 36,500.00	\$ 4,130.26	\$ 46,222.41	127%
<b>Category Total</b>		<b>\$ 399,750.00</b>	<b>\$ 36,037.60</b>	<b>\$ 318,325.02</b>	<b>80%</b>
<b>Commons Total</b>		<b>\$ 853,791.00</b>	<b>\$ 74,009.42</b>	<b>\$ 764,091.44</b>	<b>89%</b>

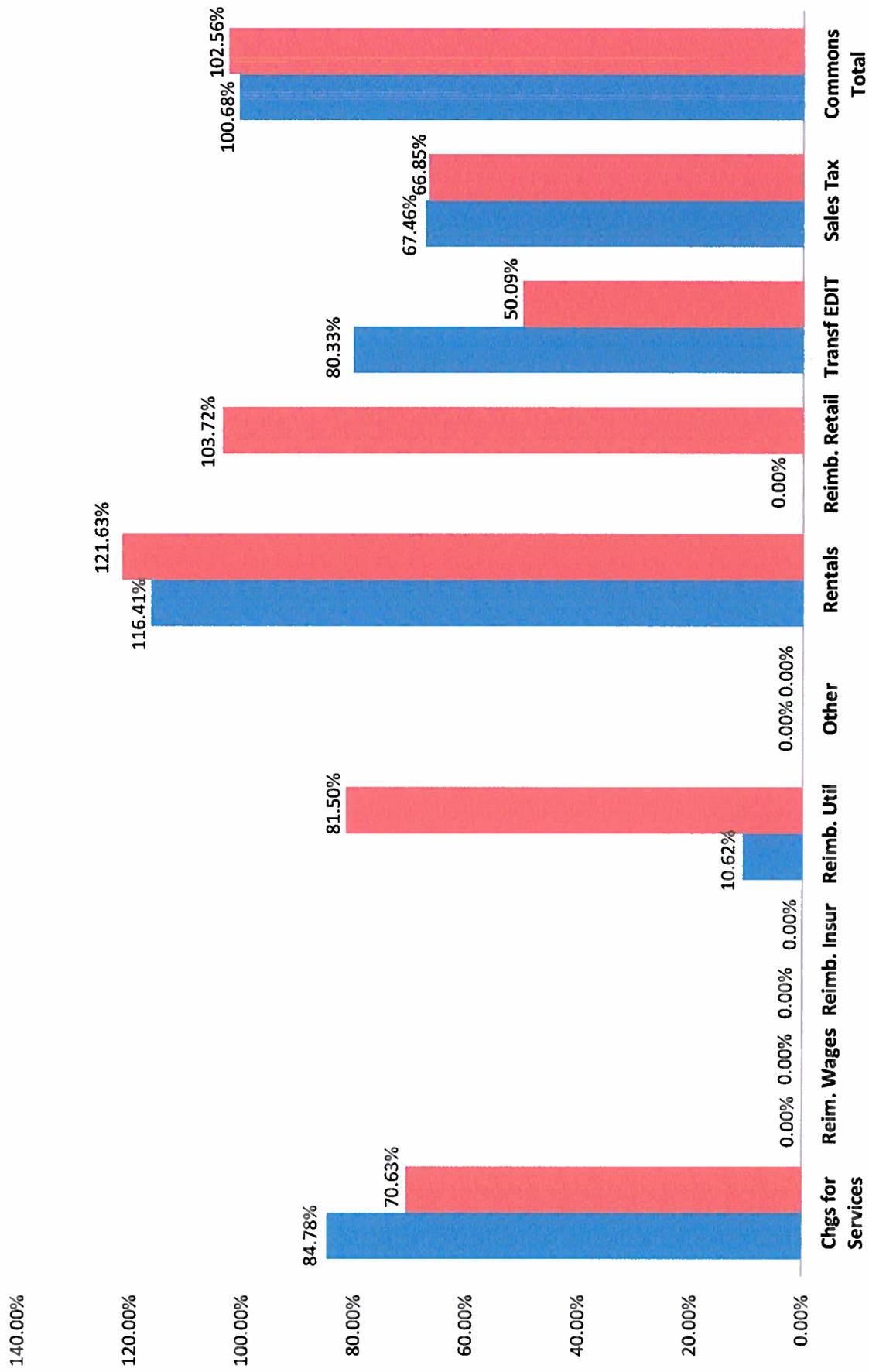
	Commons Revenue	2014		December Revenue	Year-to-Date Revenue	Percent Received
		Budget				
152	Charges for Services	\$ 12,000.00	\$ 1,941.00	\$ 8,475.00	71%	
154	Reimbursements - Wages	\$ 5,000.00	\$ -	\$ -	0%	
156	Reimbursements - Insurance, Damage	\$ -	\$ -	\$ -		
157	Reimbursements - Utilities	\$ 32,000.00	\$ -	\$ 26,079.01	81%	
166	Other Receipts	\$ -	\$ 936.69	\$ 278,938.71		
212	Rentals	\$ 113,125.00	\$ 13,271.07	\$ 137,597.03	122%	
214	Reimbursements - Retail Space Leases	\$ 133,655.00	\$ 15,210.68	\$ 138,622.02	104%	
218	Transfer of Funds - EDIT	\$ 540,273.00	\$ -	\$ 270,604.12	50%	
222	Sales Tax	\$ 8,000.00	\$ 483.08	\$ 5,347.77	67%	
	<b>Category Total</b>	<b>\$ 844,053.00</b>	<b>\$ 31,842.52</b>	<b>\$ 865,663.66</b>	<b>103%</b>	

# % of Commons Fund Budget Spent YTD by Category



■ YTD 2013 % Spent    
 ■ YTD 2014 % Spent

# % of Commons Revenue Received YTD by Category



■ YTD 2013 % Revenue ■ YTD 2014 % Revenue