

2013-2014 Budget Preparation

MISSION:

“The Peculiar Park Board is committed to provide quality leisure opportunities through the establishment, implementation, and maintenance of a comprehensive park and recreation system, to offer a place for relaxation as well as recreation, and encourage community enrichment and involvement for the citizens of Peculiar, Missouri.”

DESCRIPTION:

The Peculiar Parks & Recreation Department, in conjunction with the Peculiar Park Board, oversees the development and maintenance of various parklands within the City limits. The Department is responsible for planning, organizing, offering, and supervising a variety of recreation programs and special events for the benefit of the citizens of the City and neighboring areas. Managing the use of park property by private individuals, groups, athletic organizations and coordinating the activities of the Peculiar Park Board are also functions of this department.

GOALS:

The following goals are derived from the Park Board Mission Statement to directly reflect the day-to-day operations of the Parks & Recreation Department AND to recommend a workable budget for the Fiscal Year of 2013/2014 to the Board of Alderman.

1. To Provide Quality Leisure Opportunities in a comprehensive parks & recreation system
 - a. Establishment of Active Parks, Green Space & Recreational Opportunities
 - b. Implementation of Recreation Programs and Services
 - c. Maintenance of Parks, Facilities and Tools/Equipment
2. Offer a place for relaxation and recreation
3. Encourage Community enrichment and involvement

BUDGET IMPACTS: for 2013/2014 and future Fiscal Years

Parks & Recreation Director:

The desire of the Park Board and the Peculiar Board of Alderman to begin offering the residents of Peculiar the opportunity to participate in Recreation Programs and utilize current Park facilities initiated the hiring of a Full Time Parks & Recreation Director.

Budget Impact: Ongoing Budget Impact on a yearly basis

Goals: Meets all goals with Day to Day oversight of City Parks & Rec programs & facilities

FY13 Budget: \$18,000 from the general fund helped supplement the acquisition of the Parks & Recreation Director position, remaining funds were absorbed by the Park Fund – Carry Over from FY2012.

Recreation Programs:

Implementation of recreation programs in the City of Peculiar will have an impact on the Park Fund. Start-up costs to provide leagues and activities will have some debt involved that the Park Fund must absorb the first one (1) to two (2) years. Once the league/activities are formed and basic tools, equipment and groundwork is established, recreational programs will begin to not only cover costs, but recuperate both direct and indirect costs over time. Programs that can be established for FY 13/14 should include the following: Youth Volleyball, Youth Basketball and Youth Soccer.

Staff will continue to research potential recreational opportunities and alternate funding sources to help fund those programs.

Budget Impact: Deficit Budget Impact for initial Start-up of leagues, Profit earning Impact for future Fiscal Years

Goals: 1a, 1b, 2 & 3

FY13 Budget: Estimated guesses during the Budget Prep in 2012 reflected a \$7,000 revenue stream and \$1000 in expenses. A more accurate estimation has been prepared for FY14

Concessions:

The renovation of Raisbeck Park and the implementation of youth soccer to the City of Peculiar will provide the Parks & Recreation Department the opportunity to begin offering concessions on game days. Concessions at sporting events are an excellent source of revenue that can produce a high yield profit in time. As with recreation programs, the concession operation must suffer some initial expenses for general start-up and preparation. These expenses to provide concessions will have some debt involved that the Park Fund must absorb the first year and then miscellaneous expenses in year 2 and beyond as needed. Staff expects to purchase or acquire the bare minimum to operate concessions. Equipment and supplies needed should be purchased with the future concession building in mind. Minimal clean-up and repair to the current building will need to be done in order to pass health safety inspections. Some equipment and supplies are available at the Raisbeck concession & storage building. Staff will evaluate these items and use what is practical.

Budget Impact: Deficit Budget Impact for initial Start-up, success of youth soccer leagues will dictate the revenue of concessions.

Goals: 1b, 1c & 3

FY13 Budget: Estimated guesses during the Budget Amendment in 2013 projected \$1000 in revenue and \$500 in expenses for FY13. A more accurate estimation has been prepared for FY14

Special Events:

Community Events such as the Tractor Pull, 5K Walk/Runs, Fishing Derby's and Arbor Day Celebrations are great events that provide a service to the community and encourage community enrichment and involvement. These events are typically free to the community with local sponsors and donations helping to cover the costs (Arbor Day, Fishing Derby) or asking for a participation or entry fee to help recuperate costs and make a profit (Tractor Pull, 5K Walk/Run). Each event is unique and must be considered as either 1) a community service event in which all people are welcome or 2) a specific audience is targeted and charged for participation. Some events will have a negative impact on the annual budget, while other events will have a positive impact. Special Events by nature are a one (1) time event and careful planning must take place to ensure costs can be recuperated or absorbed depending on various circumstances that might arise.

Budget Impact: Both negative and positive impacts can occur. Should be considered on a yearly basis

Goals: 2 & 3

FY13 Budget: \$25,000 in estimated revenue and \$25,000 in estimated expenses

Park Beautification / Enhancement Projects:

Park Beautification / Enhancement Projects are projects that continuously improve the appearance and quality of our parks and facilities. These projects can be in-house projects done by staff, with assistance from Public Works, the parks maintenance contractor or community projects such as Eagle Scout Service projects. These projects can be Beautification enhancement projects or just routine maintenance upgrades to provide quality facilities and parks.

- ✓ McKernan Playground resurfacing (2013)
- ✓ City Lake Picnic Area (2013)
- ✓ City Lake Parking Area (2013)
- ✓ Downtown Rail Trail (2013/2014)
- ✓ 66 Acre Park Practice Fields (2013/2014)
- ✓ 66 Acre Nature Path (2013/2014)
- ✓ Mayor's Park Practice Fields (2013/2014)
- ✓ Playground Equipment from (2013/2014)
Mayors Park to Raisbeck
- ✓ Tree pruning, planting ongoing
- ✓ Landscaping improvements ongoing

Budget Impact: Ongoing budget impact. Park Beautification / Enhancement Projects should be considered on a yearly basis

Goals: 1a, 1c, 2 and 3

FY13 Budget: Maintenance and Mowing Contracts typically cover all park and facility upkeep, maintenance and beautification projects. Maintenance Contract - \$30,000 / Mowing Contract - \$28,000

Capital Improvement Projects:

The desire of the Park Board and the Board of Aldermen to provide recreation programs and a vibrant park system directly reflects the mission statement of the Peculiar Park Board. In order to provide quality services and programs, the need to upgrade the current park system must take top priority. The renovation of Raisbeck Park begins the process of upgrading our current facilities into useable parks for residents of all ages. The master plan and phase implementation of Raisbeck Park will in time provide an excellent, usable facility for youth and adult sports, a community destination park with a walking trail, playground and be an attraction for non-residents to visit our community for sports and play. Several Capital Improvement Projects can be justified in our current park system. The city has developed a fund balance of \$300,000 to help fund necessary projects and future improvements.

Park Board has dedicated some of these funds towards the renovation of Raisbeck Park and the Raisbeck Park walking trail. Staff has provided a list of additional project *ideas* that are obvious concerns.

CIP List: 2013 - 2014

- ✓ Raisbeck Park Renovation – Phase 1: Field Grading and Surfacing
- ✓ Raisbeck Park Walking Trail
- ✓ McKernan Park ADA Accessible Picnic Shelter Access (sidewalk from Restrooms to Shelter)
- ✓ City Lake Water Access to Picnic Shelter

CIP List: 2014 - 2015

- ✓ Raisbeck Park Renovation – Phase 2: Restrooms and Concessions
- ✓ Raisbeck Park Renovation – Phase 3: Parking Lot
- ✓ McKernan Park Playground addition
- ✓ Peculiar Parks & Recreation Master Plan

Budget Impact: Ongoing budget impact. Capital Improvement Projects should be considered and re-prioritized annually.

Goals: 1a, 1c, 2 and 3

FY13 Budget: Not funded

Grants / Donations / Sponsorships:

Grants: The Parks & Recreation Department will actively seek and apply for local, state and federal grants to help offset costs associated with recreation programs, park beautification projects, CIP projects.

Donations: The Parks & Recreation Department in conjunction with the Park Board will seek donations from members of the community and local organizations such as the Lion’s Club, Optimist Club and other civic groups as well as large corporate firms to help cover associated costs with building projects, park beautification projects, facility improvements and special events.

Sponsorships: The Parks & Recreation Department in conjunction with the Park Board will seek corporate and/or local business sponsorships to help fund the expenses associated with operating recreation sports leagues, purchasing equipment and uniforms and hosting special events.

Budget Impact: Ongoing budget impact. Staff & Board Members should continuously be searching for potential funding sources through community partnerships, donations and sponsors as well as applying for grant opportunities that we qualify for.

Goals: 1a, 1b, 1c and 3

FY13 Budget: Estimated guesses during the Budget Amendment in 2013 projected \$500 for FY13

KEY POINTS for FY14

Staff has prepared the operating budget for Park Board Review. This takes into consideration those items that are stationary and cannot be adjusted.

1. It is important to remember that budgets can be adjusted during the budget amendment phase as dictated by revenue and expense fluctuations. Additional programs can be added and current programs can be removed if predictions are not accurate.
2. To effectively plan and implement a budget, goals for Peculiar Parks & Recreation must be considered. In the descriptions listed above, staff has indicated the goals that each Budget Impact will meet based on the Mission of the Park Board.
3. Very little funding for park beautification projects is available; these projects will be completed as needed and as the budget year fluctuations dictate.
4. Our Park Fund Balance may need to be used in order to help fund the start-up of Recreation Programs, Concessions, Raisbeck Renovations and maintenance items.

Attachments: The attached Budget estimation sheets **DO NOT** include any park staff, maintenance contractor or other city employee labor estimations.

Budget Estimation Sheets:

- A. Youth Volleyball
- B. Youth Basketball
- C. Youth Soccer
- D. Concessions
- E. 5K Race
- F. Fishing Derby
- G. Arbor Day Celebration
- H. Tractor Pull

Capital Improvement Estimates:

- I. Raisbeck Renovation – Phase 1
- J. Soccer Field Maintenance Items
- K. Raisbeck Walking Trail (submitted to Land Water Conservation Fund in April)
- L. Concessions Equipment
- M. McKernan Sidewalk
- N. City Lake Water Access

Line Item Budget Worksheet:

- Includes the 2012/2013 Approved Budget
- Includes the 2012/2013 Amended Budget
- Includes staff estimations for 2013/2014 budget
 - Items highlighted in Orange are set
 - Items highlighted in Gray are to be determined
 - Blank Items are to be calculated
- Includes a Year-to-Date synopsis of the budget

Peculiar Parks & Recreation Department

Recreation Division - Program Budget Sheet



Program Name: _____ Arbor Day Celebration
Program Category: _____ Special Event
Date(s) of Program: _____
Program Season: _____ FY 2014

Program Expenses

<i>Account Charged</i>	<i>Item</i>	<i>Expense Description & Detail</i>	<i>Amount</i>
		Tree	\$100.00
Sum of Expenses			\$100.00

Program Revenue

<i>Account Credited</i>	<i>Item</i>		<i>Amount</i>
		A donation of a tree from a local nursery or tree company would be a great partnership for this event.	
Sum of Revenue			\$0.00

PROGRAM NET REVENUE **-\$100.00**

Program Justification

The Arbor Day Celebration is an annual event hosted by the Parks & Recreation Department for compliance with the Tree City USA standards. An Arbor day celebration is an excellent opportunity for the P&R Department and Park Board to do a community service project and promote our programs and services.

At this time, the Arbor Day event is a small event with minimal budget impact.

Peculiar Parks & Recreation Department

Recreation Division - Program Budget Sheet



Program Name: _____ Tractor Pull
Program Category: _____ Special Event
Date(s) of Program: _____
Program Season: _____ FY 2014

Program Expenses

<i>Account Charged</i>	<i>Item</i>	<i>Expense Description & Detail</i>	<i>Amount</i>
		2012 Year End Budget Rpt: Tractor Pull Expenses	\$20,692.71
Sum of Expenses			\$20,692.71

Program Revenue

<i>Account Credited</i>	<i>Item</i>		<i>Amount</i>
		2012 Year End Budget Rpt: Tractor Pull Revenues	\$26,580.60
Sum of Revenue			\$26,580.60

PROGRAM NET REVENUE	\$5,887.89
----------------------------	-------------------

Program Justification

These figures are based on the 2012 Tractor Pull Event. Please Note

- 1) 2013 Tractor Pull was canceled due to rain, all expenses are not calculated yet
- 2) These numbers reflect invoice expenses and registration revenues. They do not include any City Staff hours worked prior to the event or during the event.

Peculiar Parks & Recreation Department

Budget Worksheet



Category
Location

Soccer Field Equipment

Raisbeck Park

Program Expenses

<i>Account Charged</i>	<i>Item</i>	<i>Expense Description & Detail</i>	<i>Amount</i>
		Goals	\$2,500.00
		Nets & Anchors	\$1,500.00
		Player Benches	\$5,500.00
		Field Accessories	\$500.00
		Paint Striper	\$1,400.00
		Utility Vehicle	\$10,000.00
Sum of Expenses			\$21,400.00

Program Justification

All Prices are estimations based on internet and over the phone quotes. City purchasing policy will dictate best price purchasing procedures

NOTE: These are 1 time purchases not to be replaced for several years with proper maintenance and care.

The following are items needed for league / tournament play.

These items may be purchased as separate items for the renovation project or as additional purchases with the phase 1 of the Master Plan for field grading and preparation. Either way, the funds for purchasing will come from the Park Fund Balance. The are mentioned here for your reference.

Prices Calculated from "Fold-A-Goal" Soccer Supply Company

Soccer Goals:

Typical cost for the size and dimension of our proposed fields. These prices are for goals only and do not include set-up or shipping costs.

\$2500 for 11 fields at 2 goals per field.

Standard Goals of Lite-Aluminum for easier moveing in case of inclement weather and storage.

Nets & Anchors:

In most cases, nets and anchors do not come with goal package. Based on the number of goals listed above and the specific goals quoted, the following price estimation should be sufficient for nets and anchors.

\$1500 for 22 goals total

Player Benches:

Lite Aluminum for easy removal during heavy rains, these player benches can be moved and rotated to fit many needs. Most importantly, they provide a location for teams and players to sit during games.

\$250 per bench x 2 benches per field x 11 fields = \$5500

Field Accessories:

Corner Flags, Cones, etc... This is general game field equipment

\$500 for general expenses

The following are items needed for Complex Maintenance

These items will be purchased as separate items for Field preparation and maintenance. Purchase of these items will come from the Park Fund Balance.

Prices Calculated from Pioneer Athletics Equipment Company

Paint Striper:



\$1,400

Brite Striper 1400 from Pioneer is simple to operate. Fill up the paint tank, turn on the CO2 pressure and start striping. Ten-lb. CO2 cylinder lets you stripe more than 30 tanks of paint without refilling, and a dual gauge regulator keeps track of the operating pressure in the paint tank. A 12-ft. handhose and adjustable spray box come standard for use in end zones, out of bounds areas, and stencils.

Utility Vehicle

A field utility vehicle is a versatile maintenance machine that can be used for multiple purposes on an athletic complex. The #1 reason to have a UV in your fleet is to keep larger trucks and equipment off of the newly formed turf. UV's can be used for field set-up, hauling fertilizer tanks, moving trash cans, dragging bleachers, etc... This piece of equipment can also be used during special events and other projects such as trail maintenance.

Price Estimation from John Deere Gator Comparison option

Several options can be considered. Range in prices vary based on features, models and selection. Used models are an option at a much cheaper cost.



CARRYALL ® II Gasoline

John Deere Gator TH 4x6



Kubota RTV 900

Kawasaki Mule 4010



Peculiar Parks & Recreation Department Budget Worksheet

ATTACHMENT: K



Project Walking Trail
Location Raisbeck Park

Program Expenses

Account Charged	Item	Expense Description & Detail	Amount
		Materials (fence, timbers, bridges, surface gravel, etc...)	\$18,500.00
		Labor	\$9,680.00
		Signage	\$800.00
Sum of Expenses			\$28,980.00

Program Revenue

Account Credited	Item	Participant Number	Registration Fee	Amount
	Grant	Land Water Conservation Fund Grant		\$13,041.00
		45% matching grant		
Sum of Revenue				\$13,041.00

PROGRAM NET REVENUE **-\$15,939.00**

Basic Site Plan and Trail Design

The Raisbeck Nature Trail proposal suggests a .75 mile loop of compacted gravel that is approximately 5ft wide around the perimeter of Raisbeck Park. Portions of the trail will have scenic views of the South Grand River, natural bluffs, mature wooded forest areas, athletic fields, and access point's connecting to the parking lot and spectator areas.



Peculiar Parks & Recreation Department Budget Worksheet



Category
Location

Concessions
Raisbeck Park

Program Expenses

<i>Account Charged</i>	<i>Item</i>	<i>Expense Description & Detail</i>	<i>Amount</i>
	Equipment	Chest Freezer	\$500.00
	1 Time Purchases	Refrigerator / beverage cooler	\$500.00
		Crock Pots	\$60.00
		Microwaves	\$250.00
		Hot dog roller	\$1,000.00
		storage tubs / shelves	\$100.00
Sum of Expenses			\$2,410.00

Equipment Justification

NOTE: All Prices are estimations based on internet and over the phone quotes. City purchasing policy will dictate best price purchasing procedures

NOTE: The following items are 1 time purchases not to be replaced for several years with proper maintenance and care.

NOTE: Estimated 1 time expense at \$2410.00

Use of the current concessions building will be necessary until Phase 2 of the Raisbeck Renovation project is complete. General cleaning and a few modifications will make the current facility usable for a time. Shelving and storages tubs will necessary to store product and keep it mobile in case of heavy rains, threats of flooding and small hungry creatures who smell food. Small appliances will be stored off the ground on shelves and larger appliances will be stationed in the storage shed and out of the way if feasible.

There are some concessions equipment items stored at the concession stand and the Raisbeck Storage shed. Staff will check into these items for usability .

Items of Note: Popcorn Machine, Coffee Pots, Steam Tables



Frigidaire 14.8 cu ft. chest freezer
Lowe's: \$499

Frigidaire 14.8 cu ft Top-Freezer Refrigerator (White)
Lowe's: \$476.10



Note: the beverage contract should supply a beverage cooler suitable for our needs in which case this expense can be removed.



2 - Crock Pots
Lowe's: \$30 x 2 = \$60

2 - GE 1.4 cu ft 1100-Watt Countertop Microwave (Black)
Lowe's: \$125 x 2 = \$250



Star X75F Hot Dog Roller Grill
Online: ~\$1000

The Star Grill Max Express X75F hot dog roller grill is perfect for snack bars, convenience stores, recreational facilities, stadiums, and virtually any venue where you need food fast with limited counter space. Its chrome plated rollers' flat design and lower profile styling makes it easy to serve from either side. Grills hot dogs and sausages, burritos and egg rolls.

Peculiar Parks & Recreation Department Budget Worksheet



**Project
Location**

McKernan Sidewalk
McKernan Park

Program Expenses

<i>Account Charged</i>	<i>Item</i>	<i>Expense Description & Detail</i>	<i>Amount</i>
		100 feet of sidewalk 5ft wide from Shelter to restroom sidewalk	
		\$27.45 per linear ft (includes installation at prevailing wage) x 100ft	\$2,800.00
Sum of Expenses			\$2,800.00

Equipment Justification

NOTE: Estimation from City Engineer

McKernan Park Picnic Shelter is our most utilized shelter. Located in the most centrally located park in city limits and offering both restrooms and playground facilities, the shelter itself is not accessible for people with disabilities. Connecting the shelter to the restrooms is a needed improvement that enhances the park and justifies the rental of the shelter.



Peculiar Parks & Recreation Department Budget Worksheet



**Project
Location**

City Lake Water Access
City Lake Park

Program Expenses

<i>Account Charged</i>	<i>Item</i>	<i>Expense Description & Detail</i>	<i>Amount</i>
		City Lake Water Access	\$3,500.00
		Estimation of \$3000-\$4000	
Sum of Expenses			\$3,500.00

Equipment Justification

NOTE: Estimation from City Engineer & Waterworks Manager

The water spigot at the City Lake Picnic Shelter is no longer is usable. The water line at point A has been previously damaged and does not supply water to point B. As the department continues to grow and rents the picnic shelter, adequate water is necessary for deep cleaning and power washing the shelter as well as providing water to youth groups utilizing the park for overnight camping or any city sponsored special event.



CITY OF PECULIAR

		Park Fund	2012-2013 Budget	Amended Budget	2013-2014 Est.	YTD
		Revenues				
	4015	Park Carry-over	30,000.00	30,000.00	0.00	TBD
20-00	4020	Sales Tax	150,000.00	140,000.00	135,000.00	89,878.09
	4230	Building Permits	1,000.00	1,000.00	1,000.00	300.00
	4240	Boating permits	100.00	100.00	100.00	44.00
	4600	Investment Income	2,000.00	2,000.00	1,000.00	403.50
	4810	Special events	25,000.00	25,000.00		TBD
	4920	Recreation programs	7,000.00	7,000.00		518.00
	4922	Donations & Scholarships	500.00	500.00	1,000.00	
	4923	Concessions	1,000.00	1,000.00		
	4924	Shelter rental	300.00	300.00	600.00	295.00
		General Fund Transfer (Park Director)			18,000.00	
		Grants	-	0.00		
		Other Permits	-	0.00	0.00	10.00
		Total Revenues	216,900.00	206,900.00	156,700.00	91,448.59
		Expenditures				
20-20	5100	Salaries & Wages	50,000.00	50,000.00	52,000.00	25,495.54
	5200	Payroll taxes	3,500.00	3,500.00	4,100.00	1,943.69
	5210	Benefits	6,000.00	9,500.00	13,000.00	8,103.82
	5220	Worker's compensation	2,500.00	2,500.00	500.00	25.00
	5320	Employee testing	-	0.00		169.50
	5400	Office Expense	1,000.00	4,000.00	250.00	2,033.47
	5410	Dues & subscriptions	650.00	650.00	750.00	738.33
	5600	Audit	1,000.00	1,000.00		
	5610	Accounting	3,000.00	3,000.00	2,500.00	1,817.47
	5620	Legal Services	3,000.00	3,000.00	3,000.00	2,025.24
	5675	Insurance	-	0.00		491.00
	5715	Contractual payroll	-	0.00		100.00
	5800	IT Maintenance	1,000.00	1,000.00	1,000.00	1,318.29
	6130	Supplies	-	0.00	300.00	501.17
	6150	Administrative building	-	0.00	2,000.00	1,856.44
	6200	Vehicle Insurance	-	0.00	300.00	150.00
	6210	Equipment/Vehicle Maint.	1,000.00	1,000.00	500.00	96.98
	6220	Fuel and oil	500.00	500.00	500.00	133.76
	7000	Park Maintenance	30,000.00	30,000.00	30,000.00	17,113.55
	7010	Mowing/Landscape	28,000.00	28,000.00	28,000.00	6,876.70
	7030	Utilities	2,000.00	3,500.00	2,000.00	1,742.81
	7250	Restroom	3,500.00	3,500.00	3,500.00	2,432.49
	8040	Capital Purchases	-	0.00		
	9010	Debt Service	29,000.00	29,000.00	28,275.00	14,193.74
	9500	Special events	25,000.00	25,000.00		TBD
	9510	Concessions	500.00	500.00		
	9512	Recreation program tools & equip	1,000.00	1,000.00		
	9513	Staff uniforms	200.00	200.00	75.00	135.99
	9515	Educational training	1,800.00	1,800.00	2,500.00	458.27
	9519	Recreational program expenses	1,000.00	1,000.00		
		Contracted Services	-	0.00		
			-	0.00		
		Total Expenditures	195,150.00	203,150.00	175,050.00	89,953.25
		Revenue Over (Under) Expenditures	21,750.00	3,750.00	(18,350.00)	
		Beginning Fund Balance	335,132.00			
		Ending Fund Balance	356,882.00			