

GAINESVILLE PARKS AND RECREATION BOARD

Jerry Castleberry
Kristin Daniel
Susan J. Daniell
Cooper Embry
Jeffery Goss
Bruce Miller
Sam W. Richwine, Jr., M.D.
Chris Romberg
John Simpson

REGULAR BOARD MEETING AGENDA

Gainesville Civic Center Board Room
830 Green Street, Gainesville, GA 30501

June 12, 2017
5:30 p.m.

I. **CALL TO ORDER** – John Simpson, Chairman

II. **SPECIAL PRESENTATION**

III. **SPECIAL RECOGNITION**

a. **Staff Anniversaries:**

- i. Brenda Martin, Administrative Division; 27 Years, June 25
- ii. Matthew King, Parks Division; 3 Years, July 5

PUBLIC COMMENTS

Members of the public are welcome to use this time to make comments about Agency matters that do not appear otherwise on the agenda. The Board reserves the right to limit the amount of time and/or the number of speakers making public comments.

IV. **BOARD ACTION AGENDA**

a. **Minutes**

- i. Consider approval of minutes of Regular Board Meeting held May 8, 2017.

b. **Finance Reports**

- i. Consider approval of Financial Summary Reports as of April 30, 2017 with 83.33% of the budget year expended.

c. **Board Action Items**

- i. Consider recommendation to enter into a contractual services contract for Landscape Management Program.
- ii. Consider recommendation adopting the FY2018 Fund Balance Commitment Reporting Resolution.

V. MANAGEMENT REPORTS

a. Director, Melvin Cooper

i. Updates

1. Impact Fee Report for May 2017
2. Allen Creek Youth Athletic Complex & SPLOST VII update

ii. Partnership Updates

1. Friends of Gainesville Parks and Greenway's
2. Gainesville-Hall County Boys and Girls Club
3. Hall County Parks and Leisure Services
4. Gainesville City School System
5. Community Service Center
6. Lake Lanier Olympic Center/Gainesville-Hall '96 Board
7. Redbud Chapter of the Georgia Native Plant Society
8. Gainesville Convention & Visitors Bureau

iii. Other

b. Deputy Director, Michael Graham

i. Operating Capital Update

ii. Capital Projects Update

iii. Administrative Division, Brenda Martin

1. Operations Update
2. Rentals

iv. Frances Meadows Center Division, Meghan Hill Modisette

1. Operational Update
2. Programs Update

v. Marketing and Communications, Julie Butler

1. General Update
2. Sponsor Spotlight
3. Customer Service

vi. Parks Division, Eno Slaughter

1. Operations Update

vii. Recreation Division, Missy Bailey

1. Operations Update
2. Programs Update

VI. BOARD MEMBERS COMMENTS, REPORTS, ISSUES

a. Executive Committee-*John Simpson*

b. Planning & Development Committee-*Chris Romberg*

c. Community Relations Committee-*Kristin Daniel*

d. City Council Liaison-*Sam Couvillon*

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. GENERAL INFORMATION OF INTEREST

a. News Articles for May 2017

JUNE	12-16	Arcade Camp - 12:30pm - 4:30pm @ Gainesville Civic Center
	12-16	Camp Adrenaline - 8:30am - 12:00pm @ Gainesville Civic Center
	13-14	Elf JR. Children Production - 10:00am & 7:00pm @ Gainesville Warehouse - Gainesville High School
	13-15	Lacrosse Camp - 10:00am -12:00pm @ Cabell and FMACC
	17	Southern Invitational - 8:00am-5:00pm - Clarks Bridge Park
	17	Kickball Go Purple for Alzheimer's - 10:00am - 12:00pm @ Candler and City Park
	19-23	Soccer Camp - 10:00am - 12:00pm - Cabell Field
	19-23	Paint & Party Camp - 9:00am - 12:00pm @ Gainesville Civic Center
	20	Corn Hole in the Park - 6:30pm - 8:30pm @ Longwood Park - Dogwood Pavilion
	20-25	Summer Fun in the City Tennis Tournament@ Longwood Park
	26-30	Pee Wee All Sports Camp - 10:00am - 12:00pm @ City Park
	26-30	Chef Camp - 8:30am - 12:30pm @ Gainesville Civic Center
	26-30	Vet Camp - 8:30am - 12:00pm @ Gainesville Civic Center
	28-30	My Favorite Year Summer Community Theatre - 7:30pm @ Gainesville Warehouse - Gainesville High School
JULY	1	My Favorite Year Summer Community Theatre - 7:30pm @ Gainesville Warehouse - Gainesville High School
	11	Corn Hole in the Park - 6:30pm - 8:30pm @ Longwood Park - Dogwood Pavilion
	10	GPRA Board Meeting @ 5:30pm - Board Room - Gainesville Civic Center

X. EXECUTIVE SESSION (If Needed)

XI. ADJOURNMENT

THE GAINESVILLE PARKS AND RECREATION AGENCY
BOARD MEETING MINUTES
May 8, 2017

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, **May 8, 2017** at 5:30 PM in the Board Room of the Gainesville Civic Center located at 830 Green Street, NE, Gainesville, GA with Chairman John Simpson presiding:

Members Present:

Jerry Castleberry
Kristin Daniel
Susan Daniell
Cooper Embry
Jeffery Goss
Sam Richwine, Jr. MD
Chris Romberg
John Simpson
Sam Couvillon, Ex-Officio Member

Staff & Guest Present:

Melvin Cooper, Director
Michael Graham, Deputy Director
Judy Williams, Administrative Coordinator
Julie Butler, Marketing/Comm. Manager
Missy Bailey, Recreation Division Manager
Brenda Martin, Admin. Division Manager
Meghan Modisette, FMACC Division Mgr.
Eno Slaughter, Park Division Manager
Bruce Miller, Parks Division
Rick Kienel, Parks Division
Richard Williams, Parks Division
Zandrea Stephens, Asst. FMACC Div. Mgr.

Absent:

Bruce Miller

CALL TO ORDER

Chairman John Simpson called the meeting to order at 5:30 PM and welcomed everyone.

SPECIAL PRESENTATION

Director Cooper recognized Zandrea Stephens for recently passing the National Recreation and Park Association's Certified Parks and Recreation Professional (CPRP) exam and for her recent graduation from Brenau University.

Director Cooper also recognized Meghan Modisette for passing her American Red Cross LGITE and WSITE certifications and stated that she is the first in Georgia and only 1 of 30 in the United States with those certifications.

SPECIAL RECOGNITION

Chairman Simpson recognized the following staff members for their years of service to the Agency: Melvin Cooper – 45 years, June 1; Cailean Bice-Bey – 1 year, May 11; Bruce Miller, Jr. – 5 years – May 14; Meghan Modisette – 10 years, May 21; Rick Kienel – 10 years – June 4; and Michael Williams - 1 year, June 6.

PUBLIC COMMENTS

None

MINUTES

Consider approval of minutes of Regular Board Meeting held April 10, 2017. **Motion made by Cooper Embry and seconded by Chris Romberg to approve minutes from April 10, 2017 board meeting. MOTION PASSED UNANIMOUSLY.**

FINANCIAL REPORT

Deputy Graham reviewed for the Board the Financial Report for the first nine months of the fiscal year ending March 31, 2017. The report showed monthly income of \$220,224.56 for a total yearly income of \$4,158,271.62 or 88.81%. The Agency should have received 74.97% of the yearly income at this time; therefore, income to date is above budget projections by 13.84% due primarily to tax collections at this time of year.

Expenses for March total \$422,516.40 for total yearly expenses of \$3,257,915.95 or 67.48%. The Agency should have expended 74.97% of its yearly expenses at this time; therefore, expenses are down 7.49% even with both operating and major capital expenditures.

A Revenue Comparison and Income Statement was presented along with a Summary Financial Statement on each of the cost centers for review by the Board. **Motion made by Susan Daniell and seconded by Jeffery Goss to accept the March Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

BOARD ACTION ITEMS

- i. **Consider recommendation to enter into a Lease and Service Agreement for Linwood Nature Preserve and Ecology Center.** The Board approved a public-private partnership with the Redbud Group to develop Linwood Nature Preserve in August 2011. To date, the partnership has proven successful with Linwood Nature Preserve opened officially to the public in October 2015. Then with the FY17 Budget, the Board approved \$100,000 (71148.CON.8304) from Impact Fees to renovate the abandoned pump house as planned in Phase II into a community ecology center. In October 2016, the Board approved working with Redbud in constructing and completing this phase of the project just as they did in the first phase. On April 26, 2017, the Linwood Ecology Center was dedicated. In a continuation of this public-private partnership, it has been the intent to allow Redbud to utilize the facilities associated with Linwood Nature Preserve to include the Ecology Center for the purpose of providing a venue for activities, classes, and programs related to environmental conservation and ecology for the citizens of Gainesville, Hall County that meets the goals of both the Agency and Redbud. This agreement would also provide usage of the facilities by the Hall County Extension Service to include Master Gardeners and 4-H groups. This agreement does not allow for The Redbud Group to make money from use of the facility and has a one year term that renews automatically under the same conditions unless otherwise stated in writing with a 30 days' notice prior to the May 15 expiration. Staff recommends that the Board approves the Lease and Service Agreement with The Redbud Group as attached and authorized through Business Resolution BR-17-02 (see permanent Board file for attachment). **Motion made by Susan Daniell and seconded by Cooper Embry to authorize the Chair to sign the resolution and agreement to continue the Public-Private partnership with the Redbud Group as presented pending the approval of the City Attorney. MOTION PASSED UNANIMOUSLY.**

MANAGEMENT REPORTS

Updates

Director Cooper reported that Impact Fees collected for the tenth (10th) month (April) of fiscal year 2017 totals \$25,967 as compared to the same period of time last year of \$60,966; a decrease of \$34,999. For the same period of time last fiscal year (July-April) \$405,311 as compared to the same period this fiscal year (2017) \$907,716, collections are up by \$502,405. The impact fee fund balance currently (5/8/17) stands at \$1,530,108.24. Please also note that the FY2018 budget has \$230,000 budgeted for Major Capital and is not reflected in the balance above.

Director Cooper reported that the survey and traffic study for the Allen Creek Youth Athletic Complex is now underway. Sewer options and engineering are being assessed. Southern Geotechnical Consultants are initiating subsurface exploration on site to determine location and amount of rock that may be the grading area. A meeting with Lose & Associates is planned for Thursday, May 4, 2017 to review schematic design.

Partnership Updates

Director Cooper reported that Friends of Gainesville Parks 21st Annual Sunday in the Parks and Butterfly Release is slated for May 21st at Wilshire Trails Park. The board is working on Fund Raising and to date has received \$7,000 plus in sponsorships.

Director Cooper reported that our partnership and coordinated programs with the Boys and Girls Club are going well.

Director Cooper reported that Mike Little, Director of Hall County Parks and Leisure, recently lost both his mother and father.

Director Cooper reported that he recently communicated VIA of e-mail to the new Superintendent of GCSS, Dr. Jeremy Williams, welcoming him to the Gainesville Community. Director Cooper has also received notification from GCSS Director of Athletics, Billy Kirk, that he has resigned and will be accepting a position with the Lumpkin County School Board as principal of the high school.

Director Cooper reported that during the construction of the new Senior Life Center, we are partnering with them to hold their weekly senior activities Monday-Friday from 7am until 3pm, beginning May 22-December 31.

Director Cooper reported that the Gainesville-Hall '96 Board met on April 21 at the LLOP Tower. Material from the meeting and a list of upcoming events at the Venue was provided via Board I-Pads and electronic means.

Director Cooper stated that the dedication of the renovated Ecology Center at Linwood Nature Center was well attended on Friday, April 28 with Dr. Joan Maloof, founding Director of the Old-Growth Forest Network as the dedication speaker. Chris Romberg represented the Parks and Recreation Board and welcomed everyone and made comments.

Capital Projects Update

Deputy Graham provided a progress update on the FY17 Capital Projects, which is also shown on the Operating and Major Capital Expenditures spreadsheet in the board packets:

Operating Capital in all divisions is complete.

Major Capital:

Civic Center Chiller – Complete.

Park Development – Youth Sports Complex – Board and Council approved Lose & Associates for Architectural Design, Engineering, Bidding and Construction Administration Services. A kick-off meeting was held February 1.

Gainesville Civic Center Roofing – The shingle roof has now been replaced. One of the roof gables had to be replaced that provided ventilation to our HVAC system. The cost for replacement of the roof gable was \$2,404. The rear porticos were completed for \$2,499.

Linwood Nature Preserve Education Building – Working again with the Redbud Group in a public-private partnership that includes Phase II renovations of the old pump house into a Community Ecology Center. The Parks and Recreation Board approved to have Redbud manage the renovation project. Building renovations are 95% complete. The dedication was held on April 28. Georgia Power has provided a report supporting the concept of adding solar panels to the building renovation project. Staff is checking with other solar panel providers for comparison.

Gainesville Civic Center Parking Lot – Scroggs and Grizzel completed repairs to the parking lots for \$12,700. North Georgia Pavement Marking was awarded the re-sealing and re-striping of the parking lots at \$17,075.20 as weather allows. The stadium and lower parking lots have been completed. New curb stops were added at \$850.

Staff Reports

Deputy Graham asked Division Managers to come forward and give their Division Reports. Divisional Highlights and other operational reports were provided in the Board Digital Packets.

BOARD MEMBER COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

None

GENERAL INFORMATION OF INTEREST

The Board was provided the following information to review at their leisure via their **I-Pads and through the City's web site:**

- In the News Articles from April

EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business, a motion to adjourn was made by Sam Richwine and seconded by Cooper Embry. Motion approved unanimously. The Board adjourned at 6:20 p.m.

Respectfully Submitted,
Judy Williams
Administrative Coordinator

* All documentation referred to in the above minutes were provided to attendees by electronic means as well as for future reference at www.gainesville.org/board, and the Agency's permanent Board file.

TO: PARKS AND RECREATION BOARD
FROM: MELVIN COOPER
SUBJECT: APRIL 2017 (FY17) FINANCIAL STATEMENTS
DATE: JUNE 12, 2017
CC: FILE

The attached financial statements ending April 30, 2017 are for ten months of fiscal year 2017. As you review these statements, remember to use the **% of Year COLLECTED/EXPENDED = 83.33%** as your guide. The **% COLLECTED/EXPENDED** on each individual line item should be close to this target percentage; however, there may be items that do not conform to this generalization. This memo will attempt to explain any large variances.

Revenues

At \$4,294,387 overall operating revenues are 8.11% above the anticipated budget.

Tax collections (59% of overall revenues budgeted) at \$2,926,730 have exceeded the anticipated budget by 19%. Collections are up by \$123,036 when compared to FY16 of the same period.

Budgeted charges for services revenues (37% of overall revenues budgeted) at \$1,305,136 are below projections by 10%, but \$126,363 more than last year of the same time primarily due to ASCS and the Frances Meadows Center.

Interest income (<1% of overall revenues budgeted) is above the anticipated budget by 65% and \$2,235 higher than last year.

Other Financing Sources included \$42,012 which was transferred in from close-out of prior year's capital projects (\$31,134), \$8,984 from insurance reimbursement, and \$1,894 for sale of assets.

Overall, operating revenues are up by \$287,685 from the FY16 numbers of the same period.

Expenses

Operating expenditures show 74.83% of the budgeted amount expended which is 8.50% below projections.

A comparison shows overall expenses above FY16 totals by \$279,027 of the same period due primarily to payroll and operating capital expenditures.

Currently year-to-date actual operating expenditures (\$3,623,349) are below revenues (\$4,294,387) in the amount of \$671,038. Therefore; no budgeted fund balance is required this month to cover a deficiency in operations.

Capital Projects

Following the FY16 Capital Project Audit, the following project has been reallocated to FY17: Civic Center Chiller – now complete. FY17 Capital Projects include Civic Center Roofing, Linwood Nature Preserve Education Building, and Civic Center Parking Lot. All are within budget.

Please let me know if you have any further questions, comments or concerns. Thank you.

J. Melvin Cooper, CPRP
Director

BOARD OF DIRECTORS

John Simpson **Cooper Embry**
Chair Vice Chair

Chris Romberg
Secretary/Treasurer

Susan Daniell
Jeffery Goss

Bruce Miller
Jerry Castleberry

Sam Richwine, Jr. MD
Kristin Daniel



**GAINESVILLE PARKS & RECREATION AGENCY
PARKS & RECREATION INCOME STATEMENT @ 4/30/17**

INCOME	BUDGETED	THIS MONTH		VARIANCE	YEAR TO DATE	Y-T-D		BALANCE
		THIS MONTH	LAST YEAR			LAST YEAR	VARIANCE	
City Taxes	\$ 2,852,664.00	\$ 10,394.08	\$ 21,189.17	\$ (10,795.09)	\$ 2,926,730.09	\$ 2,803,694.42	\$ 123,035.67	\$ (74,066.09)
Interest Income	\$ 3,500.00	\$ 1,173.10	\$ 391.60	\$ 781.50	\$ 5,201.72	\$ 2,966.54	\$ 2,235.18	\$ (1,701.72)
Park Development Fund - Interest	\$ -	\$ 32.29	\$ -	\$ -	\$ 165.27	\$ -	\$ 165.27	\$ (165.27)
Contributions - Private	\$ 14,052.00	\$ -	\$ -	\$ -	\$ 14,277.00	\$ 10,000.00	\$ 4,277.00	\$ (225.00)
Miscellaneous Income	\$ 1,000.00	\$ 69.34	\$ 45.66	\$ 23.68	\$ 865.48	\$ 768.93	\$ 96.55	\$ 134.52
Sale of Assets	\$ 500.00	\$ 1,893.50	\$ -	\$ 1,893.50	\$ 1,893.50	\$ -	\$ 1,893.50	\$ (1,393.50)
Recreation Services	\$ 197,300.00	\$ 10,200.34	\$ 9,008.67	\$ 1,191.67	\$ 114,869.33	\$ 113,542.82	\$ 1,326.51	\$ 82,430.67
ACSC	\$ 21,450.00	\$ 1,124.10	\$ -	\$ 1,124.10	\$ 9,643.04	\$ 6,116.64	\$ 3,526.40	\$ 11,806.96
Civic Center	\$ 345,900.00	\$ 41,623.35	\$ 33,201.59	\$ 8,421.76	\$ 296,922.73	\$ 301,174.36	\$ (4,251.63)	\$ 48,977.27
Frances Meadows Center	\$ 980,890.00	\$ 51,686.96	\$ 38,724.94	\$ 12,962.02	\$ 690,289.62	\$ 556,333.30	\$ 133,956.32	\$ 290,600.38
Youth Sports Booster Club	\$ 111,540.00	\$ 6,015.71	\$ 5,256.00	\$ 759.71	\$ 93,714.79	\$ 103,192.95	\$ (9,478.16)	\$ 17,825.21
Lanier Point Athletic Complex	\$ 127,350.00	\$ 11,902.85	\$ 12,509.59	\$ (606.74)	\$ 99,696.51	\$ 98,412.55	\$ 1,283.96	\$ 27,653.49
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Hotel/Motel Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other financing sources/transfer in	\$ 40,119.00	\$ -	\$ -	\$ -	\$ 40,118.16	\$ 10,500.00	\$ 29,618.16	\$ 0.84
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING FUND TOTALS	\$ 4,696,265.00	\$ 136,115.62	\$ 120,327.22	\$ 15,788.40	\$ 4,294,387.24	\$ 4,006,702.51	\$ 287,684.73	\$ 401,877.76
		*						
BUDGETED FUND BALANCE	\$ 145,825.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,825.00
GRAND TOTAL	\$ 4,842,090.00	\$ 136,115.62	\$ 120,327.22	\$ 15,788.40	\$ 4,294,387.24	\$ 4,006,702.51	\$ 287,684.73	\$ 547,702.76
EXPENDITURES								
Other Financing Uses/Transfers	\$ 50,000.00	\$ 4,166.67	\$ 4,166.67	\$ -	\$ 41,666.70	\$ 41,666.70	\$ -	\$ 8,333.30
Available for Capital Improvements	\$ 201,302.00	\$ 14,166.67	\$ -	\$ 14,166.67	\$ 158,916.70	\$ 125,000.00	\$ 33,916.70	\$ 42,385.30
Maintenance Shop	\$ 114,840.00	\$ 7,158.96	\$ 8,221.16	\$ (1,062.20)	\$ 70,573.27	\$ 70,069.61	\$ 503.66	\$ 44,266.73
Recreation Services	\$ 456,784.00	\$ 21,086.17	\$ 35,332.23	\$ (14,246.06)	\$ 315,917.62	\$ 303,877.09	\$ 12,040.53	\$ 140,866.38
ACSC	\$ 43,088.00	\$ 7,991.89	\$ 165.31	\$ 7,826.58	\$ 37,141.12	\$ 22,504.54	\$ 14,636.58	\$ 5,946.88
Civic Center	\$ 511,960.00	\$ 39,994.36	\$ 46,725.16	\$ (6,730.80)	\$ 390,405.41	\$ 383,096.16	\$ 7,309.25	\$ 121,554.59
Frances Meadows Center	\$ 1,543,514.00	\$ 100,693.43	\$ 99,595.11	\$ 1,098.32	\$ 1,145,202.66	\$ 930,867.01	\$ 214,335.65	\$ 398,311.34
Youth Sports Booster Club	\$ 110,428.00	\$ 13,199.25	\$ 14,802.97	\$ (1,603.72)	\$ 71,779.85	\$ 58,602.48	\$ 13,177.37	\$ 38,648.15
Park Services	\$ 881,506.00	\$ 76,229.41	\$ 85,088.99	\$ (8,859.58)	\$ 661,712.30	\$ 686,319.05	\$ (24,606.75)	\$ 219,793.70
Lanier Point Athletic Complex	\$ 205,783.00	\$ 18,034.44	\$ 22,376.29	\$ (4,341.85)	\$ 157,051.63	\$ 155,216.13	\$ 1,835.50	\$ 48,731.37
Administrative Services	\$ 722,885.00	\$ 62,711.60	\$ 69,158.05	\$ (6,446.45)	\$ 572,981.54	\$ 567,103.52	\$ 5,878.02	\$ 149,903.46
Clarks Bridge Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 4,842,090.00	\$ 365,432.85	\$ 385,631.94	\$ (20,199.09)	\$ 3,623,348.80	\$ 3,344,322.29	\$ 279,026.51	\$ 1,218,741.20
Excess Revenue Over Expenditures (Deficiency)					\$ 671,038.44	\$ 662,380.22		\$ (671,038.44)

CITY OF GAINESVILLE
PARKS AND RECREATION FUND
SUMMARY FINANCIAL STATEMENT
For the month ended April 30, 2017
% of Year Collected/Expended = 83.33%

OPERATIONS -

	Revised Budget	MTD Actual	YTD Actual	Remaining Balance	% Collected/ Expended
Revenues					
Non-Departmental					
Taxes	2,852,664	10,394	2,926,730	-74,066	102.60%
Interest Revenue	3,500	1,173	5,202	-1,702	148.62%
Parks Development - Interest Revenue	0	32	165	-165	0.00%
Miscellaneous & Private Contributions	15,052	69	15,142	-90	100.60%
Other Financing Sources: i.e. Sale of Assets	40,619	1,894	42,012	-1,393	0.00%
Departmental					
Recreation Services	197,300	10,200	114,869	82,431	58.22%
Allen Creek Soccer Complex	21,450	1,124	9,643	11,807	44.96%
Civic Center	345,900	41,623	296,923	48,977	85.84%
Frances Meadows	980,890	51,687	690,290	290,600	70.37%
Youth Sports Booster Club	111,540	6,016	93,715	17,825	84.02%
Lanier Point Softball Complex	127,350	11,903	99,697	27,653	78.29%
Total Operating Revenues	4,696,265	136,116	4,294,387	401,878	91.44%
Expenditures					
Non-Departmental					
Indirect Cost Allocation	50,000	4,167	41,667	8,333	83.33%
Other Financial Uses/Capital Improvements	201,302	14,167	158,917	42,385	78.94%
Departmental					
Parks Maintenance Shop	114,840	7,159	70,573	44,267	61.45%
Recreation Services	456,784	21,086	315,918	140,866	69.16%
Allen Creek Soccer Complex	43,088	7,992	37,141	5,947	86.20%
Gainesville Civic Center	511,960	39,994	390,405	121,555	76.26%
Frances Meadows Center	1,543,514	100,693	1,145,203	398,311	74.19%
Youth Sports Booster Club	110,428	13,199	71,780	38,648	65.00%
Park Services	881,506	76,229	661,712	219,794	75.07%
Lanier Point Athletic Complex	205,783	18,034	157,052	48,731	76.32%
Administrative Services	722,885	62,712	572,982	149,903	79.26%
Clarks Bridge Park	0	0	0	0	0.00%
Total Operating Expenditures	4,842,090	365,433	3,623,349	1,218,741	74.83%
Capital Project Expenditures Available for Capital Outlay					
Total Capital Projects Expenditures	0	0	0	0	
Excess (Deficiency) Revenues Over Expenditures	-145,825	(229,317)	671,038		
Budgeted Fund Balance 6/30/16	145,825	229,317	(671,038)		
	<u>0</u>	<u>0</u>	<u>0</u>		

CAPITAL PROJECTS FUND

Revenues					
Transfers from Impact Fees Fund	100,000	8,333	83,333	16,667	83.33%
Transfer from Parks and Recreation	170,000	14,167	141,667	28,333	83.33%
Total Revenues	270,000	22,500	225,000	45,000	83.33%
Expenditures					
Linwood Nature Preserve Education Bldg	100,000	154	31,111	68,889	31.11%
Gainesville Civic Center Parking Lot	50,000	18,175	31,771	18,229	63.54%
Gainesville Civic Center Roofing	120,000	0	86,174	33,826	71.81%
Gainesville Civic Center Chillier	125,000	0	124,682	318	99.75%
Other financing uses/transfers out	57,458	0	57,457	1	100.00%
Total Capital Projects Expend.	452,458	18,329	331,195	121,263	73.20%
Excess (Deficiency) Revenues over Expenditures					
	-182,458		-106,195		
Budgeted Fund Balance 6/30/15	<u>-182,458</u>				

GAINESVILLE PARKS & RECREATION
FY2017 REVENUE COMPARISON

	FY2017 Revised Projected	FY2017 Actual	Over (Under) Collected	% Collected
TAXES				
Taxes (Generated by .75 mills)	\$ 2,852,664.00	\$ 2,926,730.09	\$ 74,066.09	102.60%

ALLEN CREEK SOCCER COMPLEX

347300.001	Event Admission	\$ 500.00	\$ 2,172.96	\$ 1,672.96	434.59%
347500.009	Program Registration Fees	\$ 4,800.00	\$ 5,346.36	\$ 546.36	111.38%
347900.001	Concessions	\$ 2,400.00	\$ 621.00	\$ (1,779.00)	25.88%
381000.022	Rentals	\$ 13,500.00	\$ 1,219.22	\$ (12,280.78)	9.03%
371000.001	Sponsorships	\$ 250.00	\$ 283.50	\$ 33.50	113.40%
	Contributions	\$ -	\$ -	\$ -	0.00%
	Miscellaneous Revenue	\$ -	\$ -	\$ -	0.00%
	SUB-TOTAL	\$ 21,450.00	\$ 9,643.04	\$ (11,806.96)	44.96%

RECREATION SERVICES

347300.001	Special Events - Taxable	\$ 13,000.00	\$ 2,604.68	\$ (10,395.32)	20.04%
347300.002	Special Events - Non-Taxable	\$ 35,600.00	\$ 33,229.79	\$ (2,370.21)	0.00%
347500.002	Program Registration Fees	\$ 112,100.00	\$ 49,634.73	\$ (62,465.27)	44.28%
347500.003	Tennis Registration Fees	\$ 11,600.00	\$ 4,687.50	\$ (6,912.50)	40.41%
347900.001	C.O. Youth Athletics & Misc.	\$ 13,400.00	\$ 14,225.38	\$ 825.38	106.16%
381000.023	F.L. Fields & Courts	\$ 2,500.00	\$ 3,120.00	\$ 620.00	124.80%
381000.024	F.L. Longwood Fields & Courts	\$ 2,100.00	\$ 1,917.50	\$ (182.50)	91.31%
371000.001	Sponsorships	\$ 7,000.00	\$ 5,750.00	\$ (1,250.00)	82.14%
371000.002	Contributions - Private Sources	\$ -	\$ (300.25)	\$ (300.25)	0.00%
	Facility Leases	\$ -	\$ -	\$ -	0.00%
	Contributions	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 197,300.00	\$ 114,869.33	\$ (82,430.67)	58.22%

FRANCES MEADOWS CENTER

347300.002	Special Events - Non-Taxable	\$ 3,000.00	\$ 2,205.00	\$ (795.00)	73.50%
347500.004	Instructional Classes	\$ 135,000.00	\$ 99,159.60	\$ (35,840.40)	73.45%
347500.005	Instructional Pool Rentals	\$ 65,000.00	\$ 65,776.00	\$ 776.00	101.19%
347500.006	Competitive Swim Team	\$ 175,390.00	\$ 149,791.20	\$ (25,598.80)	85.40%
347900.001	Concessions	\$ 105,000.00	\$ 54,225.95	\$ (50,774.05)	51.64%
347900.003	Miscellaneous Charges	\$ 2,500.00	\$ 1,611.60	\$ (888.40)	64.46%
347200.001	General Admissions	\$ 300,000.00	\$ 169,280.50	\$ (130,719.50)	56.43%
347200.002	Fitness Center Fees	\$ 140,000.00	\$ 116,521.27	\$ (23,478.73)	83.23%
381000.020	Room Rentals	\$ 45,000.00	\$ 24,263.50	\$ (20,736.50)	53.92%
371000.001	Sponsorships	\$ 10,000.00	\$ 7,425.00	\$ (2,575.00)	74.25%
389000.006	Personnel Reimbursements	\$ -	\$ 30.00	\$ 30.00	0.00%
	Service Rentals	\$ -	\$ -	\$ -	0.00%
	Food Service Fees	\$ -	\$ -	\$ -	0.00%
	Equipment Rental	\$ -	\$ -	\$ -	0.00%
	Contributions	\$ -	\$ -	\$ -	0.00%
	Grant Make-a-Splash	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 980,890.00	\$ 690,289.62	\$ (290,600.38)	70.37%

LANIER POINT ATHLETIC COMPLEX

347300.001	Event Admissions - Gate Fees	\$ 3,000.00	\$ 967.29	\$ (2,032.71)	32.24%
347500.007	League Fees	\$ 14,850.00	\$ 4,890.00	\$ (9,960.00)	32.93%
347500.008	Tournament Fees	\$ 3,000.00	\$ 2,000.00	\$ (1,000.00)	66.67%
347900.001	Concessions	\$ 56,000.00	\$ 52,819.30	\$ (3,180.70)	94.32%
347900.003	Other (Rentals) - Misc. Charges	\$ 44,500.00	\$ 33,136.25	\$ (11,363.75)	74.46%
371000.001	Sponsorships	\$ 6,000.00	\$ 5,883.67	\$ (116.33)	98.06%
	Souvenirs	\$ -	\$ -	\$ -	0.00%
	Contributions	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 127,350.00	\$ 99,696.51	\$ (27,653.49)	78.29%

YSBC

347300.001	Event Admissions - Gate Fees	\$ 15,000.00	\$ 15,348.94	\$ 348.94	102.33%
347500.001	Program Registration Fees	\$ 90,040.00	\$ 72,136.86	\$ (17,903.14)	80.12%
361000.000	Interest Income	\$ -	\$ 378.99	\$ 378.99	0%
371000.001	Sponsorships	\$ 6,000.00	\$ 4,850.00	\$ (1,150.00)	80.83%
371000.002	Contributions	\$ 500.00	\$ 1,000.00	\$ 500.00	200.00%
	Sub-Total	\$ 111,540.00	\$ 93,714.79	\$ (17,825.21)	84.02%

CIVIC CENTER - DIVISION

347300.002	Special Events	\$ 10,000.00	\$ 10,316.25	\$ 316.25	103.16%
347900.002	Catering Fees	\$ 39,500.00	\$ 30,963.15	\$ (8,536.85)	78.39%
347900.003	Misc. Charges	\$ -	\$ -	\$ -	0.00%
347900.004	Food Service Fees	\$ 1,800.00	\$ 1,820.67	\$ 20.67	101.15%
381000.004	Rent - Board Room	\$ 4,300.00	\$ 4,391.00	\$ 91.00	102.12%
381000.005	Rent - Chattahoochee Room	\$ 25,500.00	\$ 27,351.25	\$ 1,851.25	107.26%
381000.006	Rent - Chestatee Room	\$ 18,000.00	\$ 16,332.75	\$ (1,667.25)	90.74%
381000.007	Rent - Gaines Room	\$ 8,000.00	\$ 4,716.00	\$ (3,284.00)	58.95%
381000.008	Rent - Grand Ballroom	\$ 90,000.00	\$ 71,171.18	\$ (18,828.82)	79.08%
381000.009	Rent - Kitchen	\$ 500.00	\$ 545.00	\$ 45.00	109.00%
381000.010	Rent - Longstreet Room	\$ 500.00	\$ 700.00	\$ 200.00	140.00%
381000.011	Rent-Longstreet/Lyman Hall	\$ 20,000.00	\$ 16,925.25	\$ (3,074.75)	84.63%
381000.012	Rent - Sidney Lanier	\$ 22,500.00	\$ 16,531.41	\$ (5,968.59)	73.47%
381000.021	Rent - Camp Fire Cabin	\$ 26,000.00	\$ 22,266.00	\$ (3,734.00)	85.64%
	Total CC Room Rentals	\$ 215,300.00	\$ 180,929.84	\$ (34,370.16)	84.04%
381000.014	Rent - FSNC Room A	\$ 7,300.00	\$ 6,782.00	\$ (518.00)	92.90%
381000.015	Rent - FSNC Room B	\$ 1,500.00	\$ 1,458.75	\$ (41.25)	97.25%
381000.016	Rent - FSNC Room AB	\$ 15,500.00	\$ 18,773.50	\$ 3,273.50	121.12%
381000.017	Rent - FSNC Conf. Room	\$ 1,000.00	\$ 1,221.00	\$ 221.00	122.10%
	Rent - FSNC Kitchen	\$ -	\$ -	\$ -	0.00%
	Total FSNC Room Rental	\$ 25,300.00	\$ 28,235.25	\$ 2,935.25	111.60%
381000.025	Rent - Longwood Pavilion	\$ 6,500.00	\$ 6,237.50	\$ (262.50)	95.96%
381000.026	Rent - Other Pavilions	\$ 9,000.00	\$ 8,103.25	\$ (896.75)	90.04%
381000.013	Service Rental	\$ 9,500.00	\$ 6,166.00	\$ (3,334.00)	64.91%
381000.019	Equipment Rental	\$ 28,000.00	\$ 24,100.82	\$ (3,899.18)	86.07%
371000.001	Sponsorships	\$ 1,000.00	\$ 50.00	\$ (950.00)	5.00%
	Personnel Reimbursements	\$ -	\$ -	\$ -	0.00%
	Facility Lease	\$ -	\$ -	\$ -	0.00%
	Contributions				
	Sub-Total	\$ 345,900.00	\$ 296,922.73	\$ (48,977.27)	85.84%

MISCELLANEOUS REVENUE

389000.001	Other Revenue	\$ 1,000.00	\$ 865.48	\$ (134.52)	86.55%
392100.000	Surplus Sales	\$ 500.00	\$ 1,893.50	\$ 1,393.50	378.70%
399900.000	Budgeted Fund Balance	\$ 145,825.00	\$ -	\$ (145,825.00)	0.00%
	Transfer from General Fund	\$ -	\$ -	\$ -	0.00%
	Transfer from Hotel Tax	\$ -	\$ -	\$ -	0.00%
	Transfer from Capital Projects	\$ 40,119.00	\$ 40,118.16	\$ (0.84)	
	Sub-Total	\$ 187,444.00	\$ 42,877.14	\$ (144,566.86)	22.87%

INTEREST

361000.000	Interest on Investments	\$ 3,500.00	\$ 5,201.72	\$ 1,701.72	148.62%
361000.000	Interest - Development Fund	\$ -	\$ 165.27	\$ 165.27	0.00%
	Interest - YSBC	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 3,500.00	\$ 5,366.99	\$ 1,866.99	153.34%

INTERGOVERNMENTAL

	Intergov't - Hall Co.	\$ -	\$ -	\$ -	0.00%
	Grant - AM Dermatology	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ -	\$ -	\$ -	0.00%

SPONSORSHIPS

	Non-Departmental	\$ -	\$ -	\$ -	
	Sub-Total	\$ -	\$ -	\$ -	\$ -

CONTRIBUTIONS

	YSBC	\$ -	\$ -	\$ -	0.00%
	Contributions - P&R	\$ 14,052.00	\$ 14,277.00	\$ 225.00	0.00%
	Contributions - FOTP	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 14,052.00	\$ 14,277.00	\$ 225.00	0.00%

	TOTAL REVENUE	\$ 4,842,090.00	\$ 4,294,387.24	\$ (547,702.76)	88.69%
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CITY OF GAINESVILLE
RECREATION DIVISION
SUMMARY FINANCIAL STATEMENT
For the Month Ended April 30, 2017

% of Year Expended = 83.33%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
REVENUES					
Special Events-Taxable	\$ 13,000	\$ -	\$ 2,605	\$ 10,395	20.04%
Special Events- Non Taxable	\$ 35,600	\$ 2,140	\$ 33,230	\$ 2,370	93.34%
Program Registration Fees	\$ 112,100	\$ 5,656	\$ 49,635	\$ 62,465	44.28%
Tennis Registration Fees	\$ 11,600	\$ 230	\$ 4,688	\$ 6,913	40.41%
C.O. Youth Athletics & Misc.	\$ 13,400	\$ 1,850	\$ 14,225	\$ (825)	106.16%
Facility Leases - Fields & Courts	\$ 2,500	\$ 325	\$ 3,120	\$ (620)	124.80%
Facility Leases - Longwood Courts	\$ 2,100	\$ -	\$ 1,918	\$ 183	91.31%
Sponsorships	\$ 7,000	\$ -	\$ 5,750	\$ 1,250	82.14%
Contributions-Private Sources	\$ -	\$ -	\$ (300)	\$ 300	0.00%
Adult Athletics-Facility Leases	\$ -	\$ -	\$ -	\$ -	0.00%
Facility Leases - Longwood Pav.	\$ -	\$ -	\$ -	\$ -	0.00%
Facility Leases - Other Pavilions	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues	\$ 197,300	\$ 10,200	\$ 114,869	\$ 82,431	58.22%

EXPENDITURES					
Salaries & Benefits	\$ 317,430	\$ 16,989	\$ 233,493	\$ 83,937	73.56%
Rent -Equipment	\$ 3,000	\$ -	\$ -	\$ 3,000	0.00%
Other Purchased (Contractual) Services	\$ 63,950	\$ 1,611	\$ 28,733	\$ 35,217	44.93%
Liability Insurance	\$ 2,424	\$ 202	\$ 2,020	\$ 404	83.33%
Utilities (Telephone)	\$ 4,400	\$ 356	\$ 3,208	\$ 1,192	72.90%
Printing	\$ 2,800	\$ -	\$ 673	\$ 2,127	24.02%
Travel & Education/Training	\$ 4,200	\$ 163	\$ 3,470	\$ 730	82.61%
Dues	\$ 330	\$ -	\$ 130	\$ 200	39.39%
Other Supplies/ Concession Purchases	\$ 10,000	\$ 1,298	\$ 8,168	\$ 1,832	81.68%
Small Equip. Non-Tagged & Tagged	\$ 45,950	\$ 412	\$ 35,781	\$ 10,169	77.87%
Other Purchased Operational Items	\$ 2,300	\$ 56	\$ 243	\$ 2,058	10.54%
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	0.00%
Tournament Fees	\$ -	\$ -	\$ -	\$ -	0.00%
Postage & Freight	\$ -	\$ -	\$ -	\$ -	0.00%
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
New Equipment (Reserve)	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 456,784	\$ 21,086	\$ 315,918	\$ 140,866	69.16%

Excess (Deficiency) Revenues Over Expenditures	\$ (259,484)	\$ (10,886)	\$ (201,048)
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NOTE: These financial statements are UNAUDITED and should be used for management purposes only.

CITY OF GAINESVILLE
ALLEN CREEK SOCCER COMPLEX
SUMMARY FINANCIAL STATEMENT
For the Month Ended April 30, 2017

% of Year Expended = 83.33%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
REVENUES					
Event Admissions	\$ 500	\$ 624	\$ 2,173	\$ (1,673)	434.59%
Program Registration Fees	\$ 4,800	\$ 70	\$ 5,346	\$ (546)	111.38%
Concessions	\$ 2,400	\$ -	\$ 621	\$ 1,779	25.88%
Rentals	\$ 13,500	\$ 430	\$ 1,219	\$ 12,281	9.03%
Sponsorships	\$ 250	\$ -	\$ 284	\$ (34)	113.40%
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues	\$ 21,450	\$ 1,124	\$ 9,643	\$ 11,807	44.96%

EXPENDITURES					
Salaries & Benefits	\$ 14,090	\$ 3,660	\$ 17,608	\$ (3,518)	124.97%
Repairs & Maintenance - Gasoline	\$ 7,300	\$ 387	\$ 2,819	\$ 4,481	38.61%
Rent - Equipment	\$ 150	\$ -	\$ -	\$ 150	0.00%
Other Purchased (Contractual) Services	\$ 600	\$ -	\$ -	\$ 600	0.00%
Liability Insurance	\$ 2,583	\$ 621	\$ 3,059	\$ (476)	118.42%
Utilities	\$ 14,525	\$ 2,774	\$ 9,684	\$ 4,841	66.67%
Travel & Education /Training	\$ 50	\$ -	\$ 36	\$ 14	72.00%
General Office Supplies -Postage	\$ 40	\$ 14	\$ 32	\$ 8	81.05%
Small Equip. - Non-Tagged & Tagged	\$ 2,500	\$ 463	\$ 3,591	\$ (1,091)	143.62%
Other Purchased Operational Items	\$ 1,000	\$ 38	\$ 159	\$ 841	15.89%
WC Claims	\$ 250	\$ 34	\$ 154	\$ 96	61.60%
Professional Fees - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
Dues	\$ -	\$ -	\$ -	\$ -	0.00%
Printing	\$ -	\$ -	\$ -	\$ -	0.00%
New Equipment (Reserve)	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 43,088	\$ 7,992	\$ 37,141	\$ 5,947	86.20%

Excess (Deficiency) Revenues Over Expenditures	\$ (21,638)	\$ (6,868)	\$ (27,498)
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NOTE: These financial statements are UNAUDITED and should be used for management purposes only.

CITY OF GAINESVILLE
LANIER POINT ATHLETIC COMPLEX
SUMMARY FINANCIAL STATEMENT

For the Month Ended April 30, 2017

% of Year Expended = 83.33%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
REVENUES					
Event Admissions - Gate Fees	\$ 3,000	\$ -	\$ 967	\$ 2,033	32.24%
League Fees	\$ 14,850	\$ -	\$ 4,890	\$ 9,960	32.93%
Tournament Fees	\$ 3,000	\$ -	\$ 2,000	\$ 1,000	66.67%
Concessions	\$ 56,000	\$ 8,603	\$ 52,819	\$ 3,181	94.32%
Other (Rentals) - Misc. Charges	\$ 44,500	\$ 3,300	\$ 33,136	\$ 11,364	74.46%
Sponsorships	\$ 6,000	\$ -	\$ 5,884	\$ 116	98.06%
Souvenirs	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues	\$ 127,350	\$ 11,903	\$ 99,697	\$ 27,653	78.29%
EXPENDITURES					
Salaries & Benefits	\$ 99,026	\$ 8,743	\$ 80,766	\$ 18,261	81.56%
Annual Maintenance Contracts	\$ 500	\$ 43	\$ 430	\$ 70	86.00%
Repairs & Maintenance	\$ 1,500	\$ -	\$ -	\$ 1,500	0.00%
Other Purchased (Contractual) Services	\$ 13,500	\$ 15	\$ 10,161	\$ 3,339	75.27%
Liability Insurance	\$ 1,396	\$ 116	\$ 1,163	\$ 233	83.33%
Utilities	\$ 41,811	\$ 3,829	\$ 31,283	\$ 10,528	74.82%
Printing	\$ 500	\$ -	\$ 238	\$ 262	47.60%
Travel & Education/Training	\$ 300	\$ -	\$ -	\$ 300	0.00%
Dues	\$ 70	\$ -	\$ 65	\$ 5	92.86%
Tournament Fees	\$ 400	\$ -	\$ 52	\$ 348	12.94%
Other Supplies/ Concession Purchases	\$ 32,200	\$ 4,181	\$ 23,581	\$ 8,619	73.23%
Small Equipment - Non-Tagged & Tagged	\$ 14,080	\$ 1,107	\$ 9,313	\$ 4,767	66.14%
Other Purchased Operational Items	\$ 500	\$ -	\$ -	\$ 500	0.00%
New Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 205,783	\$ 18,034	\$ 157,052	\$ 48,732	76.32%
Excess (Deficiency) Revenues Over Expenditures	\$ (78,433)	\$ (6,132)	\$ (57,355)		

NOTE: These financial statements are UNAUDITED and should be used for management purposes only.

CITY OF GAINESVILLE
YOUTH SPORTS BOOSTER CLUB
SUMMARY FINANCIAL STATEMENT
For the Month Ended April 30, 2017

% of Year Expended = 83.33%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
REVENUES					
Event Admissions - Gate Fees	\$ 15,000	\$ -	\$ 15,349	\$ (349)	102.33%
Program Registration Fees	\$ 90,040	\$ 5,737	\$ 72,137	\$ 17,903	80.12%
Interest Income	\$ -	\$ 78	\$ 379	\$ (379)	0.00%
Sponsorships	\$ 6,000	\$ 200	\$ 4,850	\$ 1,150	80.83%
Contributions	\$ 500	\$ -	\$ 1,000	\$ (500)	200.00%
Total Revenues	\$ 111,540	\$ 6,016	\$ 93,715	\$ 17,825	84.02%
EXPENDITURES					
Other Purchased (Contractual) Services	\$ 44,874	\$ 3,668	\$ 20,748	\$ 24,126	46.24%
Liability Insurance	\$ 448	\$ -	\$ 280	\$ 168	62.50%
Printing	\$ 500	\$ -	\$ 428	\$ 72	85.60%
Dues	\$ 4,350	\$ -	\$ 3,456	\$ 894	79.45%
League Fees	\$ 256	\$ -	\$ 50	\$ 206	0.00%
Small Equip. Non-Tagged & Tagged	\$ 60,000	\$ 9,531	\$ 46,818	\$ 13,182	78.03%
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 110,428	\$ 13,199	\$ 71,780	\$ 38,648	65.00%
Excess (Deficiency) Revenues Over Expenditures	\$ 1,112	\$ (7,184)	\$ 21,935		

NOTE: These financial statements are UNAUDITED and should be used for management purposes only.

CITY OF GAINESVILLE
CIVIC CENTER
SUMMARY FINANCIAL STATEMENT
For the Month Ended April 30, 2017

% of Year Expended = 83.33%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
REVENUES					
Special Events	\$ 10,000	\$ -	\$ 10,316	\$ (316)	103.16%
Catering Fees & Food Services	\$ 41,300	\$ 3,826	\$ 32,784	\$ 8,516	79.38%
Room Rentals	\$ 240,600	\$ 27,061	\$ 209,165	\$ 31,435	86.93%
Facility Leases - Longwood Pav.	\$ 6,500	\$ 1,390	\$ 6,238	\$ 263	95.96%
Facility Leases - Other Pavilions	\$ 9,000	\$ 1,299	\$ 8,103	\$ 897	90.04%
Service Rentals	\$ 9,500	\$ 1,290	\$ 6,166	\$ 3,334	64.91%
Equipment Rental	\$ 28,000	\$ 6,757	\$ 24,101	\$ 3,899	86.07%
Sponsorships	\$ 1,000	\$ -	\$ 50	\$ 950	0.00%
Miscellaneous Charges	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
Facility Leases	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues	\$ 345,900	\$ 41,623	\$ 296,923	\$ 48,977	85.84%

EXPENDITURES					
Salaries & Benefits	\$ 315,117	\$ 22,181	\$ 244,246	\$ 70,871	77.51%
Annual Maintenance Contracts	\$ 2,924	\$ 70	\$ 1,670	\$ 1,254	57.11%
Repairs & Maintenance	\$ 13,300	\$ 4,733	\$ 13,343	\$ (43)	100.32%
Rent - Equipment	\$ 300	\$ 17	\$ 116	\$ 184	38.52%
Laundry & Linen	\$ 16,000	\$ 1,195	\$ 8,819	\$ 7,181	55.12%
Other Purchased (Contractual) Services	\$ 19,114	\$ 578	\$ 13,657	\$ 5,457	71.45%
Liability Insurance	\$ 10,490	\$ 874	\$ 8,742	\$ 1,748	83.33%
Utilities	\$ 96,865	\$ 9,235	\$ 69,847	\$ 27,018	72.11%
Janitorial & Operational Supplies	\$ 7,000	\$ 384	\$ 5,611	\$ 1,389	80.15%
Other Supplies/ Concession Purchases	\$ 4,000	\$ 406	\$ 2,488	\$ 1,512	62.21%
Small Equipment- Non-Tagged	\$ 15,703	\$ 322	\$ 11,351	\$ 4,352	72.29%
Small Equipment- Tagged	\$ 2,397	\$ -	\$ 2,397	\$ -	100.00%
Other Purchased Operational Items	\$ 250	\$ -	\$ 232	\$ 18	92.80%
Machinery & Equipment (New)	\$ 8,500	\$ -	\$ 7,887	\$ 613	92.79%
Travel & Education/Training	\$ -	\$ -	\$ -	\$ -	0.00%
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%
Dues	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 511,960	\$ 39,994	\$ 390,405	\$ 121,555	76.26%

Excess (Deficiency) Revenues Over Expenditures	\$ (166,060)	\$ 1,629	\$ (93,483)
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NOTE: These financial statements are UNAUDITED and should be used for management purposes only.

**GAINESVILLE PARKS & RECREATION AGENCY
CIVIC CENTER INCOME STATEMENT @ 4/30/17**

INCOME	BUDGETED	THIS MONTH			Y-T-D		BALANCE
		THIS MONTH	LAST YEAR	YEAR TO DATE	LAST YEAR		
Special Events	\$ 10,000	\$ -	\$ -	\$ 10,316	\$ 8,715	\$ (316)	
Catering Fees	\$ 39,500	\$ 3,826	\$ 4,088	\$ 30,963	\$ 32,954	\$ 8,537	
Food Service Fees	\$ 1,800	\$ -	\$ 100	\$ 1,821	\$ 1,700	\$ (21)	
Room Rentals	\$ 214,600	\$ 25,342	\$ 18,823	\$ 186,899	\$ 184,908	\$ 27,701	
Camp Fire Cabin	\$ 26,000	\$ 1,719	\$ 2,878	\$ 22,266	\$ 21,618	\$ 3,734	
Facility Leases-Longwood Pavilion	\$ 6,500	\$ 1,390	\$ 868	\$ 6,238	\$ 4,778	\$ 263	
Facility Leases- Other Pavilions	\$ 9,000	\$ 1,299	\$ 1,785	\$ 8,103	\$ 7,377	\$ 897	
Service Rentals	\$ 9,500	\$ 1,290	\$ 1,178	\$ 6,166	\$ 9,505	\$ 3,334	
Equipment Rental	\$ 28,000	\$ 6,757	\$ 3,482	\$ 24,101	\$ 23,420	\$ 3,899	
Sponsorships	\$ 1,000	\$ -	\$ -	\$ 50	\$ -	\$ 950	
Miscellaneous Charges	\$ -	\$ -	\$ -	\$ -	\$ 425	\$ -	
Personnel Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ 5,775	\$ -	
Facility Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 345,900	\$ 41,623	\$ 33,202	\$ 296,923	\$ 301,175	\$ 48,977	

EXPENDITURES							
Salaries & Benefits	\$ 315,117	\$ 22,181	\$ 35,050	\$ 244,246	\$ 244,898	\$ 70,871	
Annual Maintenance Contracts	\$ 2,924	\$ 70	\$ 101	\$ 1,670	\$ 1,590	\$ 1,254	
Repairs & Maintenance	\$ 13,300	\$ 4,733	\$ 380	\$ 13,343	\$ 7,187	\$ (43)	
Rent - Equipment	\$ 300	\$ 17	\$ 11	\$ 116	\$ 102	\$ 184	
Laundry & Linen	\$ 16,000	\$ 1,195	\$ 1,300	\$ 8,819	\$ 9,051	\$ 7,181	
Other Purchased (Contractual) Services	\$ 19,114	\$ 578	\$ 578	\$ 13,657	\$ 22,346	\$ 5,457	
Liability Insurance	\$ 10,490	\$ 874	\$ 1,342	\$ 8,742	\$ 13,417	\$ 1,748	
Utilities	\$ 96,865	\$ 9,235	\$ 6,911	\$ 69,847	\$ 69,670	\$ 27,018	
Janitorial & Operational Supplies	\$ 7,000	\$ 384	\$ 271	\$ 5,611	\$ 4,999	\$ 1,389	
Other Supplies/Concession Purchases	\$ 4,000	\$ 406	\$ 296	\$ 2,488	\$ 1,754	\$ 1,512	
Small Equipment- Non-Tagged	\$ 15,703	\$ 322	\$ 485	\$ 11,351	\$ 7,971	\$ 4,352	
Small Equipment- Tagged	\$ 2,397	\$ -	\$ -	\$ 2,397	\$ -	\$ -	
Other Purchased Operational Items	\$ 250	\$ -	\$ -	\$ 232	\$ 111	\$ 18	
Machinery & Equipment (New)	\$ 8,500	\$ -	\$ -	\$ 7,887	\$ -	\$ 613	
Travel & Education/Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 511,960	\$ 39,994	\$ 46,725	\$ 390,405	\$ 383,096	\$ 121,555	

GAINESVILLE CIVIC CENTER
FY2017 REVENUE COMPARISON

RENTAL FACILITY RECEIPTS		FY2017 Revised Projected	FY2017 ACTUAL	Over (Under) Collected	% Collected
381000.025	Rent - Longwood Pavilion	\$ 6,500.00	6237.50	-262.50	95.96%
381000.026	Rent - Other Pavilions	\$ 9,000.00	8103.25	-896.75	90.04%
381000.004	Rent - Board Room	\$ 4,300.00	4,391.00	91.00	102.12%
381000.005	Rent - Chattahoochee Room	\$ 25,500.00	27,351.25	1,851.25	107.26%
381000.006	Rent - Chestatee Room	\$ 18,000.00	16,332.75	-1,667.25	90.74%
381000.007	Rent - Gaines Room	\$ 8,000.00	4,716.00	-3,284.00	58.95%
381000.008	Rent - Grand Ballroom	\$ 90,000.00	71,171.18	-18,828.82	79.08%
381000.009	Rent - Kitchen	\$ 500.00	545.00	45.00	109.00%
381000.010	Rent - Longstreet Room	\$ 500.00	700.00	200.00	140.00%
381000.011	Rent - Longstreet/Lyman Hall Combo	\$ 20,000.00	16,925.25	-3,074.75	84.63%
381000.012	Rent - Sidney Lanier Room	\$ 22,500.00	16,531.41	-5,968.59	73.47%
381000.014	FSNC - Room A	\$ 7,300.00	6,782.00	-518.00	92.90%
381000.015	FSNC - Room B	\$ 1,500.00	1,458.75	-41.25	97.25%
381000.016	FSNC - Room A/B	\$ 15,500.00	18,773.50	3,273.50	121.12%
381000.017	FSNC - Conf. Room	\$ 1,000.00	1,221.00	221.00	122.10%
381000.021	Rent - Camp Fire Cabin	\$ 26,000.00	22,266.00	-3,734.00	85.64%
	FSNC - Kitchen	\$ -	0.00	0.00	0.00%
	TOTAL ROOM RENTAL	\$ 240,600.00	\$ 209,165.09	\$ (31,434.91)	86.93%
	Facility Leases-3rd Floor Office Space	\$ -	0.00	0.00	0.00%
	Sub-Total	\$ 256,100.00	\$ 223,505.84	\$ (32,594.16)	87.27%

347300.002	Special Events	\$ 10,000.00	10,316.25	316.25	3.16%
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347900.002	Catering Fees	\$ 39,500.00	30,963.15	-8,536.85	78.39%
347900.003	Other Miscellaneous Revenue	\$ -	0.00	0.00	0.00%
347900.004	Food Service Fees	\$ 1,800.00	1,820.67	20.67	101.15%
	Sub-Total	\$ 41,300.00	32,783.82	-8,516.18	79.38%

381000.013	Service Rental	\$ 9,500.00	6,166.00	-3,334.00	64.91%
	*Cable TV Hookup				
	*Phone Hookup				
	*Linen				
	Sub-Total	\$ 9,500.00	6,166.00	-3,334.00	64.91%

381000.019	Equipment Rental	\$ 28,000.00	24,100.82	-3,899.18	86.07%
	*Tables/Chairs				
	*Exhibit Equipment				
	*Audio/Visual				
	*Piano/Tuning				
	Sub-Total	\$ 28,000.00	24,100.82	-3,899.18	86.07%

371000.001	Sponsorships	\$ 1,000.00	50.00	-950.00	5.00%
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83.33% of Year Collected
as of 4/30/17

	Personnel Reimbursements	\$ -	0.00	0.00	0.00%
	*Security Officers				
	*Set-up Personnel				
	Sub-Total	\$ -	0.00	0.00	0.00%

	Contributions	\$ -	0.00	0.00	0.00%
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	Sub-Total	\$ -	0.00	0.00	0.00%
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	TOTAL REVENUE	\$ 345,900.00	\$ 296,922.73	-48,977.27	85.84%
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CITY OF GAINESVILLE
FRANCES MEADOWS AQUATIC AND COMMUNITY CENTER
SUMMARY FINANCIAL STATEMENT
For the Month Ended April 30, 2017

% of Year Expended = 83.33%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
REVENUES					
Special Events - Non Taxable	\$ 3,000	\$ -	\$ 2,205	\$ 795	73.50%
Instructional Classes	\$ 135,000	\$ 13,788	\$ 99,160	\$ 35,840	73.45%
Instructional Pool Rentals	\$ 65,000	\$ 2,518	\$ 65,776	\$ (776)	101.19%
Competitive Swim Team	\$ 175,390	\$ 14,484	\$ 149,791	\$ 25,599	85.40%
Concessions	\$ 105,000	\$ 341	\$ 54,226	\$ 50,774	51.64%
Miscellaneous Charges	\$ 2,500	\$ 32	\$ 1,612	\$ 888	64.46%
General Admissions	\$ 300,000	\$ 5,935	\$ 169,281	\$ 130,720	56.43%
Fitness Center Fees	\$ 140,000	\$ 12,660	\$ 116,521	\$ 23,479	83.23%
Room Rentals	\$ 45,000	\$ 1,929	\$ 24,264	\$ 20,737	53.92%
Sponsorships	\$ 10,000	\$ -	\$ 7,425	\$ 2,575	74.25%
Personnel Reimbursements	\$ -	\$ -	\$ 30	\$ (30)	0.00%
Service Rentals	\$ -	\$ -	\$ -	\$ -	0.00%
Food Service Fees	\$ -	\$ -	\$ -	\$ -	0.00%
Equipment Rental	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
Grant: Make-a-Splash	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues	\$ 980,890	\$ 51,687	\$ 690,290	\$ 290,600	70.37%

EXPENDITURES					
Salaries & Benefits	\$ 882,455	\$ 56,242	\$ 651,587	\$ 230,868	73.84%
Annual Maintenance Contracts	\$ 7,300	\$ 376	\$ 6,921	\$ 379	94.81%
Repairs & Maintenance	\$ 60,852	\$ 4,706	\$ 61,331	\$ (479)	100.79%
Rental - Equipment	\$ 4,400	\$ 473	\$ 3,346	\$ 1,054	76.05%
Other Purchased (Contractual) Services	\$ 139,810	\$ 10,461	\$ 114,858	\$ 24,952	82.15%
Liability Insurance	\$ 24,880	\$ 2,073	\$ 20,733	\$ 4,147	83.33%
Utilities	\$ 237,555	\$ 16,373	\$ 150,125	\$ 87,430	63.20%
Printing	\$ 625	\$ -	\$ 622	\$ 3	99.56%
Travel & Education/Training	\$ 3,980	\$ 280	\$ 2,581	\$ 1,399	64.84%
Dues	\$ 15,657	\$ -	\$ 14,673	\$ 984	93.71%
Janitorial & Operational Supplies	\$ 51,500	\$ 4,758	\$ 39,245	\$ 12,255	76.20%
Other Supplies/ Concession Purchases	\$ 59,500	\$ 255	\$ 30,450	\$ 29,050	51.18%
Small Equipment- Non-Tagged	\$ 31,975	\$ 217	\$ 31,154	\$ 821	97.43%
Small Equipment- Tagged	\$ 16,500	\$ 4,295	\$ 16,071	\$ 429	97.40%
Other Purchased Operational Items	\$ 6,525	\$ 185	\$ 1,506	\$ 5,019	23.09%
Machinery Equipment (New)	\$ -	\$ -	\$ -	\$ -	0.00%
Laundry & Linen	\$ -	\$ -	\$ -	\$ -	0.00%
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 1,543,514	\$ 100,693	\$ 1,145,203	\$ 398,311	74.19%

Excess (Deficiency) Revenues Over Expenditures	\$ (562,624)	\$ (49,006)	\$ (454,913)
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NOTE: These financial statements are UNAUDITED and should be used for management purposes only.

**GAINESVILLE PARKS & RECREATION AGENCY
FRANCES MEADOWS CENTER INCOME STATEMENT @ 4/30/17**

INCOME	BUDGETED	THIS MONTH	THIS MONTH		YEAR TO DATE	Y-T-D	
			LAST YEAR	LAST YEAR		BALANCE	
Special Events - Non Taxable	\$ 3,000	\$ -	\$ -	\$ -	\$ 2,205	\$ 1,480	\$ 795
Instructional Classes	\$ 135,000	\$ 13,788	\$ 14,145	\$ 99,160	\$ 103,657	\$ 35,840	
Instructional Pool Rentals	\$ 65,000	\$ 2,518	\$ 3,611	\$ 65,776	\$ 55,517	\$ (776)	
Competitive Swim Team	\$ 175,390	\$ 14,484	\$ 4,342	\$ 149,791	\$ 49,666	\$ 25,599	
Concessions	\$ 105,000	\$ 341	\$ 71	\$ 54,226	\$ 52,173	\$ 50,774	
Miscellaneous Charges	\$ 2,500	\$ 32	\$ 34	\$ 1,612	\$ 1,267	\$ 888	
General Admissions	\$ 300,000	\$ 5,935	\$ 5,434	\$ 169,281	\$ 160,081	\$ 130,720	
Fitness Center Fees	\$ 140,000	\$ 12,660	\$ 9,497	\$ 116,521	\$ 100,761	\$ 23,479	
Room Rentals	\$ 45,000	\$ 1,929	\$ 1,591	\$ 24,264	\$ 23,252	\$ 20,737	
Sponsorships	\$ 10,000	\$ -	\$ -	\$ 7,425	\$ 8,000	\$ 2,575	
Personnel Reimbursements	\$ -	\$ -	\$ -	\$ 30	\$ 480	\$ (30)	
Service Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Food Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grant: Make-a-Splash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 980,890	\$ 51,687	\$ 38,725	\$ 690,290	\$ 556,334	\$ 290,600	

EXPENDITURES							
Salaries & Benefits	\$ 882,455	\$ 56,242	\$ 60,078	\$ 651,587	\$ 553,644	\$ 230,868	
Annual Maintenance Contracts	\$ 7,300	\$ 376	\$ 424	\$ 6,921	\$ 3,527	\$ 379	
Repairs & Maintenance	\$ 60,852	\$ 4,706	\$ 3,047	\$ 61,331	\$ 16,733	\$ (479)	
Rental - Equipment	\$ 4,400	\$ 473	\$ 199	\$ 3,346	\$ 3,147	\$ 1,054	
Other Purchased (Contractual) Services	\$ 139,810	\$ 10,461	\$ 9,371	\$ 114,858	\$ 89,963	\$ 24,952	
Liability Insurance	\$ 24,880	\$ 2,073	\$ 1,684	\$ 20,733	\$ 16,837	\$ 4,147	
Utilities	\$ 237,555	\$ 16,373	\$ 17,403	\$ 150,125	\$ 160,529	\$ 87,430	
Printing	\$ 625	\$ -	\$ -	\$ 622	\$ 310	\$ 3	
Travel & Education/Training	\$ 3,980	\$ 280	\$ 37	\$ 2,581	\$ 1,405	\$ 1,399	
Dues	\$ 15,657	\$ -	\$ 222	\$ 14,673	\$ 2,722	\$ 984	
Janitorial & Operational Supplies	\$ 51,500	\$ 4,758	\$ 1,911	\$ 39,245	\$ 30,410	\$ 12,255	
Other Supplies/ Concession Purchases	\$ 59,500	\$ 255	\$ 814	\$ 30,450	\$ 31,517	\$ 29,050	
Small Equipment- Non-Tagged	\$ 31,975	\$ 217	\$ 4,300	\$ 31,154	\$ 18,589	\$ 821	
Small Equipment- Tagged	\$ 16,500	\$ 4,295	\$ -	\$ 16,071	\$ -	\$ 429	
Other Purchased Operational Items	\$ 6,525	\$ 185	\$ 106	\$ 1,506	\$ 1,534	\$ 5,019	
New Equipment (Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Laundry & Linen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 1,543,514	\$ 100,693	\$ 99,596	\$ 1,145,203	\$ 930,867	\$ 398,311	

83.33% of Year Collected
as of 4/30/17

FRANCES MEADOWS CENTER
FY2017 REVENUE COMPARISON

		FY2017 Revised Projected	FY2017 ACTUAL	Over (Under) Collected	% Collected
347300.002	Special Events - Non Taxable	\$ 3,000.00	\$ 2,205.00	-795.00	73.50%
347500.004	Instructional Classes	\$ 135,000.00	\$ 99,159.60	-35840.40	73.45%
347500.005	Pool Rentals	\$ 65,000.00	\$ 65,776.00	776.00	101.19%
347500.006	Competitive Swim Team	\$ 175,390.00	\$ 149,791.20	-25598.80	85.40%
347900.001	Concessions	\$ 105,000.00	\$ 54,225.95	-50774.05	51.64%
347900.003	Miscellaneous Charges	\$ 2,500.00	\$ 1,611.60	-888.40	64.46%
347200.001	General Admission	\$ 300,000.00	\$ 169,280.50	-130719.50	56.43%
347200.002	Fitness Center Fees	\$ 140,000.00	\$ 116,521.27	-23478.73	83.23%
381000.020	Room Rentals	\$ 45,000.00	\$ 24,263.50	-20736.50	53.92%
371000.001	Sponsorships	\$ 10,000.00	\$ 7,425.00	-2575.00	74.25%
389000.006	Personnel Reimbursements	\$ -	\$ 30.00	30.00	0.00%
	Service Fees	\$ -	\$ -	0.00	0.00%
	Food Service Fees (Catering)	\$ -	\$ -	0.00	0.00%
	Equipment Rental	\$ -	\$ -	0.00	0.00%
	Contributions	\$ -	\$ -	0.00	0.00%
	Make a Splash Grant	\$ -	\$ -	0.00	0.00%
	TOTAL	\$ 980,890.00	\$ 690,289.62	-290600.38	70.37%

GAINESVILLE PARKS AND RECREATION AGENCY

BOARD AGENDA ACTION SUMMARY

BOARD INFORMATION ONLY

Date: June 12, 2017

BOARD ACTION REQUIRED
(Refer to Board Agenda)

SUBJECT: Landscape Maintenance
Contract: Landscape
Care Program for Parks
as specified in the RFP

- Business Action
 Project Action
 Budget Action
 Other

DESCRIPTION OF ISSUES:

Request for Proposals (RFP) were solicited for the annual Landscape Maintenance Contract. The RFP was advertised as required in both the Gainesville Times and on the City of Gainesville Web Site. Additionally, RFP packets were emailed to twelve (12) potential contractors. Following a mandatory Pre-Proposal Meeting and tour of the specified parks on April 19, 2017, attended by seven (7) potential contractors, a total of two (2) proposals were received by the specified deadline of 2:00 PM, Friday, May 12. Staff reviewed the two proposals, checked references and weighed the two proposals via the comparative analysis attached. With only the two proposals and differences in pricing and quality, staff is prepared to recommend splitting the contract between the companies based on individual park pricing per Waiver of Technicalities on page 3 of the RFP with a potential savings of \$7,242 from lowest bid. \$93,000 is budgeted in the FY18 Budget. Both companies would be monitored over the next year as to performance and for potential continuation of contract beyond FY18.

AGENCY RECOMMENDATION:

Staff recommends that the Board award the annual Landscape Maintenance Contract as specified in the FY18 Landscape Maintenance Program Request for Proposals to both Landscape Management Company and Tri-Scapes, Inc. as follows.

<u>Landscape Maintenance Co. - Price</u>		<u>Tri-Scapes, Inc. - Price</u>	
Frances Meadows	\$ 5,655	City Park	\$ 9,900
Midtown Greenway	\$17,150	Civic Center	\$21,000
Desota Park	\$ 3,021	Fair Street	\$ 4,100
Kenwood Park	\$ 3,770	Wilshire Trails	\$ 5,800
Myrtle Street Park	\$ 2,875	Roper Park	\$ 4,100
Rock Creek Park	\$ 4,187	Wessell Park	\$ 3,900
Total	<u>\$36,658</u>	Total	<u>\$48,800</u>
<u>Grand Total \$85,458</u>			

Staff further recommends that the contracts be awarded with a renewal option annually for up to five (5) years based on performance and pricing.

SAMPLE MOTION:

I move that the Board award the Landscape Maintenance Contract to both Landscape Management Co. and Tri-Scapes, Inc. for the maintenance services as specified and identified in Resolution AR-17-04 with an option to renew annually for a period of up to five (5) years.

BOARD ACTION:

- Approved
 Denied
 Tabled
 Referred to Committee
 Other

Funds Required: Yes X No
Amount: \$ 85,458.00
Funds Available: Yes X No
Source: Park Services FY2018
Acct. No. 6200.03.522200.001

**RESOLUTION AR-17-04
GAINESVILLE PARKS AND RECREATION**

PARK LANDSCAPE MAINTENANCE - CONTRACT AWARD - FY2018

WHEREAS, Parks and Recreation contracts for general landscape maintenance in the parks in order to save on taxpayer funds; and

WHEREAS, the Parks and Recreation Board approved the FY18 Budget that included \$93,000 for landscape maintenance contracts; and

WHEREAS, requests for proposals were solicited for said contract on March 31, 2017 then two (2) proposals were received on May 12, 2017 and reviewed by staff; and,

WHEREAS, based on pricing and quality the staff recommends that the contract be split between both Landscape Management Company and Tri-Scapes, Inc. which would result in lower costs and better service.

NOW, THEREFORE, BE IT RESOLVED that the Gainesville Parks and Recreation Board hereby authorizes award of the contract for landscape maintenance for FY2018 as follows totaling \$85,458:

<u>Landscape Maintenance Co. - Price</u>		<u>Tri-Scapes, Inc. - Price</u>	
Frances Meadows	\$ 5,655	City Park	\$ 9,900
Midtown Greenway	\$17,150	Civic Center	\$21,000
Desota Park	\$ 3,021	Fair Street	\$ 4,100
Kenwood Park	\$ 3,770	Wilshire Trails	\$ 5,800
Myrtle Street Park	\$ 2,875	Roper Park	\$ 4,100
Rock Creek Park	<u>\$ 4,187</u>	Wessell Park	<u>\$ 3,900</u>
Total	<u>\$36,658</u>	Total	<u>\$48,800</u>

BE IT FURTHER RESOLVED that per City of Gainesville Purchasing Ordinance the approved contracts allows for renewals annually up to a maximum of five (5) years as approved by the Board.

BE IT FURTHER EVEN RESOLVED that the Director and/or Deputy Director are authorized to sign such documents that may be necessary to bind this agreement.

Adopted this 12th day of June 2017.

John Simpson, Chair

This is to certify that I am Secretary of the Gainesville Parks and Recreation Board. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

Chris Romberg, Secretary/Treasurer

Gainesville Parks and Recreation - FY18 Landscape Maintenance Contract

RFP - Comparison Summary Sheet

RATING (BASED ON COMMENTS BELOW)	Tri-Scapes, Inc.				Landscape Management Co.			
	JMC	MTG	ES	Grand Total	JMC	MTG	ES	Grand Total
5%- Responsiveness	45	50	45	140	50	50	50	150
25%- Qualifications	175	200	225	600	250	250	250	750
20%- References	100	100	160	360	200	200	200	600
40%- Price	400	400	400	1200	280	240	320	840
10%- Addition No Cost Services	80	90	50	220	100	100	100	300
	800	840	880	2520	880	840	920	2640

COMMENTS REGARDING RATINGS

RESPONSIVENESS

	1	Provided all requested info.	1	Provided all requested info.
	2	Not a Local Company	2	Local Company

QUALIFICATIONS

	1	Staff numbers not listed	1	60+ staff members
	2	Staff Training good	2	Staff Training good
	3	24 years in business	3	35 years in business
	4	Equipment Listing good	4	Equipment Listing good
	5	Crew #s low (6)-Only provided one 2-man crew in past.	5	18 Crews can be rotated in/out as needed

REFERENCES

	1	GPRA - Fair, Difficulty in keeping up with work in a quality way	1	GPRA - Excellent, Great quality work
	2	City of Alpharetta - Very Good, Split contract to get more detail oriented work	2	ZF Industries - Excellent, Always done extra
	3	Colliers Int. - Excellent, No issues, Last minute accommodations	3	Ace Hardware - Excellent, No issues ever

PRICE

	1	\$92,700 Total Price	1	\$114,592 Total Price
	2	Low on 6 of 12 Parks listed	2	Low on 6 of 12 Parks listed

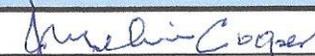
ADDITIONAL NO COST SERVICES

	1	Holly & Riverside Parks Adopted	1	Poultry & RCVP Adopted
	2	Hasn't done good job maintaining Adopted areas	2	Continued to maintain these areas when didn't have contract

SUMMARY

Committee met on May 31 to discuss the proposals. Upon reference checks and individual scoring, it is the recommendation of the committee to split the contract between the two companies based on individual park pricing per Waiver of Technicalities on page 3 of RFP with a savings of \$7,242. Will meet with both companies to discuss recommendation. TriScapes will be asked to maintain adoption of Holly Park.

SIGNED


 J. Melvin Cooper, Director
 Date 6/8/17


 Michael T. Graham, Deputy Director
 Date 6/8/17


 Eno Slaughter, Parks Division Manager
 Date 6-8-17

RFP - COMMENT SHEET

Gainesville Parks and Recreation - FY18 Landscape Maintenance Contract

RATING (BASED ON COMMENTS BELOW)	Tri-Scapes, Inc.			Landscape Management Co.		
	RATE 1-10	WEIGHT	TOTAL	RATE 1-10	WEIGHT	TOTAL
5%- Responsiveness	9	5	45	10	5	50
25%- Qualifications	7	25	175	10	25	250
20%- References	5	20	100	10	20	200
40%- Price	10	40	400	7	40	280
10%- Addition No Cost Services	8	10	80	10	10	100
			800			880

COMMENTS REGARDING RATINGS

RESPONSIVENESS

	1	Provided all requested info.	1	Provided all requested info.
	2	Not a Local Company	2	Local Company

QUALIFICATIONS

	1	Staff numbers not listed	1	60+ staff members
	2	Staff Training good	2	Staff Training good
	3	24 years in business	3	35 years in business
	4	Equipment Listing good	4	Equipment Listing good
	5	Crew #s low (6)-Only provided one 2-man crew in past.	5	18 Crews can be rotated in/out as needed

REFERENCES

	1	GPRA - Fair, Difficulty in keeping up with work in a quality way	1	GPRA - Excellent, Great Quality Work
	2	City of Alpharetta - Very Good, Split Contract for more detail	2	ZF Industries - Excellent, Always done extra
	3	Colliers Int. - Excellent, No issues Last minute accommodations	3	Ace Hardware - Excellent, No Issues ever.

PRICE

	1	\$92,700 Total Price	1	\$114,592 Total Price
	2	Low on 6 of 12 Parks listed	2	Low on 6 of 12 Parks listed

ADDITIONAL NO COST SERVICES

	1	Holly & Riverside Parks Adopted	1	Poultry & RCVP Adopted
	2	Hasn't done good job maintaining Adopted areas	2	Continued to maintain these areas when didn't have contract

SUMMARY

Although Tri-Scapes was awarded the original contract as low bid and subsequently renewed on an annual basis for 3 years, the quality of work and attention to detail has fallen off each year even after discussions of our concerns; the 2 man crew provided was not adequate to provide a quality job.

SIGNED

J. Melvin Cooper, Director	6/8/17 Date
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RFP - COMMENT SHEET

Gainesville Parks and Recreation - FY18 Landscape Maintenance Contract

RATING (BASED ON COMMENTS BELOW)	Tri-Scapes, Inc.			Landscape Management Co.		
	RATE 1-10	WEIGHT	TOTAL	RATE 1-10	WEIGHT	TOTAL
5%- Responsiveness	10	5	50	10	5	50
25%- Qualifications	8	25	200	10	25	250
20%- References	5	20	100	10	20	200
40%- Price	10	40	400	6	40	240
10%- Addition No Cost Services	9	10	90	10	10	100
			840			840

COMMENTS REGARDING RATINGS

RESPONSIVENESS

	1	Provided all requested info.	1	Provided all requested info.
	2	Not a Local Company	2	Local Company

QUALIFICATIONS

	1	Staff numbers not listed	1	60+ staff members
	2	Staff Training good	2	Staff Training good
	3	24 years in business	3	35 years in business
	4	Equipment Listing good	4	Equipment Listing good
	5	Crew #s low (6)-Only provided one 2-man crew in past.	5	18 Crews can be rotated in/out as needed

REFERENCES

	1	GPRA - Fair, Difficulty in keeping up with work in a quality way	1	GPRA - Excellent, Great Quality Work
	2	City of Alpharetta - Very Good, Split Contract for more detail	2	ZF Industries - Excellent, Always done extra
	3	Colliers Int. - Excellent, No issues Last minute accommodations	3	Ace Hardware - Excellent, No Issues ever.

PRICE

	1	\$92,700 Total Price	1	\$114,592 Total Price
	2	Low on 6 of 12 Parks listed	2	Low on 6 of 12 Parks listed

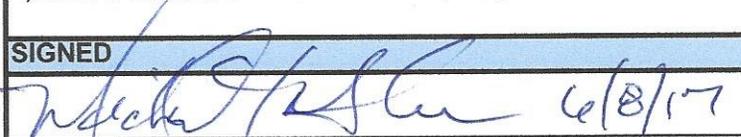
ADDITIONAL NO COST SERVICES

	1	Holly & Riverside Parks Adopted	1	Poultry & RCVP Adopted
	2	Hasn't done good job maintaining Adopted areas	2	Continued to maintain these areas when didn't have contract

SUMMARY

Based on concerns with Quality from TriScapes, I recommend one of two actions: 1) Split contract between companies per Waiver of Technicalities on page 3 of RFP with a savings of \$7,242. Will TriScapes still adopt both Holly and Riverside?; or 2) Award contract to LMC based on quality.

SIGNED

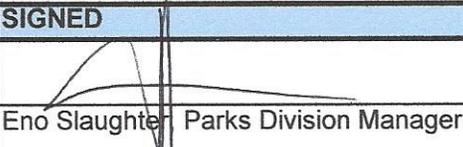


 Michael T. Graham, Deputy Director

 6/8/17
 Date

RFP - COMMENT SHEET

Gainesville Parks and Recreation - FY18 Landscape Maintenance Contract

RATING (BASED ON COMMENTS BELOW)	Tri-Scapes, Inc.			Landscape Management Co.		
	RATE 1-10	WEIGHT	TOTAL	RATE 1-10	WEIGHT	TOTAL
5%- Responsiveness	9	5	45	10	5	50
25%- Qualifications	9	25	225	10	25	250
20%- References	8	20	160	10	20	200
40%- Price	10	40	400	8	40	320
10%- Addition No Cost Services	5	10	50	10	10	100
			880			920
COMMENTS REGARDING RATINGS						
RESPONSIVENESS						
	1	Provided all requested info.		1	Provided all requested info.	
	2	Not a Local Company		2	Local Company	
QUALIFICATIONS						
	1	Staff numbers not listed		1	60+ staff members	
	2	Staff Training good		2	Staff Training good	
	3	24 years in business		3	35 years in business	
	4	Equipment Listing good		4	Equipment Listing good	
	5	Crew #s low (6)-Only provided one 2-man crew in past.		5	18 Crews can be rotated in/out as needed	
REFERENCES						
	1	GPRA - Fair, Difficulty in keeping up with work in a quality way		1	GPRA - Excellent, Great Quality Work	
	2	City of Alpharetta - Very Good, Split Contract for more detail		2	ZF Industries - Excellent, Always done extra	
	3	Colliers Int. - Excellent, No issues Last minute accommodations		3	Ace Hardware - Excellent, No Issues ever.	
PRICE						
	1	\$92,700 Total Price		1	\$114,592 Total Price	
	2	Low on 6 of 12 Parks listed		2	Low on 6 of 12 Parks listed	
ADDITIONAL NO COST SERVICES						
	1	Holly & Riverside Parks Adopted		1	Poultry & RCVP Adopted	
	2	Hasn't done good job maintaining Adopted areas		2	Continued to maintain these areas when didn't have contract	
SUMMARY						
<p>GPR has had to clean up and get maintenance caught up on both adopted areas after several complaints. Parks have been almost three weeks with no maintenance. Trash gets mowed over and not picked up. Have to call about pest, missed areas, and basic quality. Nothing preventative; always reactive. Does respond to special events and the requested detail work that should be part of normal maintenance.</p>						
SIGNED						
 Eno Slaughter Parks Division Manager		6-8-17 Date				

Gainesville Parks and Recreation Agency FY2018 Landscape Maintenance Program

PROPOSAL COMPARISONS	%	Tri-Scapes	Landscape Management	Selection Criteria Key
Responsiveness to RFP	5%	5%	5%	Responsiveness to RFP
Response Forms (Three Copies)		Yes	Yes	1 percentage point deducted for each item not provided.
Insurance		Yes	Yes	
Vendor Packet		Yes	Yes	
Business License		Yes	Yes	
Live Plant License		Yes	Yes	
Drug Free Certification		Yes	Yes	
Contractors (Commercial) Pesticide License		Yes	Yes	
Equipment List		Yes	Yes	
Local Company		No	Yes	
Proposal Certification		Yes	Yes	
Qualifications	25%	22%	25%	Qualifications
Staff (5%)		4	5	The 25% points are broken down as follows: Staff Experience - 5% Staff Training - 3% Company Experience - 7% Ability to Complete Tasks - 10%
Total Numbers		Not listed	60 +	
Experience (Skills)		Excellent	Excellent	
Staff Training (3%)		3	3	
Uniforms ?		Yes	Yes	
Company Experience	(7%)	7	35 years	
Number of Years in Business		7	7	
Ability to Complete Tasks (10%)		8	10	
Equipment Listing		Excellent	Excellent	
# Crews		6*	18	
		Park properties	Business Properties / Our Pa	
References	20%	13%	20%	References
# Checked		3 checked (1 - Excellent; 1 - Very Good; 1 - Fair)	3 Checked (All Excellent)	Of 3 references contacted, each was worth a total of 6.67 points or prorated portion thereof. Ex. A good reference gets 6.67 points; A bad reference gets 0 points. Can provide partial points.
Five (5) requested.		Yes	Yes	
		Park properties	Our Parks	
Price	40%	40%	30%	Price
Overall Program Specified		\$92,700.00	\$114,592.00	With only two contractors making proposals, 100% of points were awarded to low bid with 24% of points taking away from high bid, which was 24% higher.
Additional No Cost Services	10%	9%	9%	
Miscellaneous Tasks (2%)		1	2	Additional No Cost Services Misc. Tasks = 2% points; Adopt-A-Park = 8% points
Consultation		Yes	Yes	
Work around Special Events		Yes	Yes	
Plantings (Shrubs and Trees)		Yes	Yes	
Tree Pruning		Yes	Yes	
Water of Plants		Yes	Yes	
Ornamental Pest Control		Yes	Yes	
Other		Sports Fields	Sports Fields	
		P&R Staff Training	P&R Staff Training	
Adopt-A-Park Program (8%)		3	8	
Total Score	100%	89%	89%	

COMMENTS

- RFPs were emailed out to 12 contractors March 31st; RFP was advertised in the Gainesville Times newspaper Wednesday, April 5th, Sunday, April 9th, & Sunday April 16. The RFP was posted on the City of Gainesville Website's Current Bid Opportunities March 31st - May 12th.
- A Pre-Proposal Meeting was held on Wednesday, April 19th. 7 vendors attended. Proposals were due by 2:00 PM, Friday May 12. Two (2) proposals were submitted.

* We have been working through some quality issues with TriScapes. A meeting was held on June 6, 2017 to discuss.

REFERENCES

See attached.

RECOMMENDATION

On Wednesday, May 31, 2017, Melvin Cooper, Eno Slaughter, and Michael Graham met to discuss the proposals. After checking references and individual scoring, the Committee agreed to split the contract between the two companies based on individual park pricing per Wavier of Technicalities on page 3 of RFP with a savings of \$7,242. Will meet with both companies to discuss. TriScapes will be asked to maintain adoption of Holly Park. The recommendation will be made to the Parks and Recreation Board on June 12.

Signed: Melvin Cooper Date 6-8-17 Michael Graham Date _____ Eno Slaughter Date 6-8-17

GAINESVILLE PARKS AND RECREATION AGENCY

BOARD AGENDA ACTION SUMMARY

<input type="checkbox"/>	BOARD INFORMATION ONLY	Date: June 12, 2017
<input checked="" type="checkbox"/>	BOARD ACTION REQUIRED (Refer to Board Agenda)	SUBJECT: FY17 Fund Balance Commitments
<input checked="" type="checkbox"/>	Business Action	
<input type="checkbox"/>	Project Action	
<input checked="" type="checkbox"/>	Budget Action	
<input type="checkbox"/>	Other	

DESCRIPTION OF ISSUES:

Based on the Fund Balance Reporting Policy adopted by the Board in June 2011, any fund balance in which constraints have been placed by the Board should be approved through the adoption of a resolution stated that the "Committed Fund Balance" is for the purpose as stated. These committed fund accounts are normally maintained year after year for a specific purpose, but can be funded at different amounts or none at all based on the fund balance available and the Board's desire to fund the accounts.

The Board generally has four (4) "Committed Fund Balance" accounts.

1. Park Development Fund is used by the Board, at their discretion, for park maintenance or projects. This account is normally set at \$100,000 each year and then drawn off of during that year if the Board so chooses. The fund currently has a balance of \$77,441; however, \$21,000 for Document Scanning for LaserFiche was approved by the Board but not yet expended.
2. Civic Center Reserve Fund was set up as an emergency fund for the Civic Center and can be used as approved by the Board for that purpose. In the past, the Board has committed \$10,000 annually to this fund. The fund is currently at \$40,000.
3. Booster Club Fund was set up for Youth Athletics and like the above listed accounts can be used as approved by the Board for youth athletics at their discretion. The fund currently has a balance of \$187,553. This account balance also fluctuates based on whether revenue comes in over expenses or vice versa.
4. Children At Play Fund was established by the Board to accept donations through the North Georgia Community Foundation to scholarship less fortunate children into the parks and recreation programs based on an established policy. The Board can supplement this fund through fund balance and has generally committed \$10,000 each year.

The attached resolution maintains the commitment of these fund balance accounts. Please note that commitments may only be changed or rescinded through the adoption of a subsequent resolution. Resolutions committing fund balance must be adopted annually prior to the end of the fiscal year.

AGENCY RECOMMENDATION:

The staff recommends adopting the resolution (BR-17-03) attached to commit FY17 fund balance monies as stated.

SAMPLE MOTION:

Move that the Board adopt the FY17 Fund Balance Reporting Resolution in order to commit fund balance monies as presented.

BOARD ACTION:

- Approved**
- Denied**
- Tabled**
- Referred to Committee**
- Other**

Funds Required: X Yes No
Amount: As presented.
Funds Available: X Yes No
Source: Fund Balance
Acct. No. Varies

**RESOLUTION BR - 17 - 03
GAINESVILLE PARKS AND RECREATION**

FY17 FUND BALANCE REPORTING

WHEREAS, the primary goal of this organization is to provide the community and its citizens with efficient, effective service and ensure prudent use of public funds, and

WHEREAS, the Gainesville Parks and Recreation Board adopted the Fund Balance Reporting Policy (BR-11-01, June 13, 2011) to ensure compliance with GASB Statement No. 54; and,

WHEREAS, it is the responsibility of the Gainesville Parks and Recreation Board to set, maintain, and publish such policy.

NOW, THEREFORE, BE IT RESOLVED that the Gainesville Parks and Recreation Board approves the following Fiscal Year 2017 fund balance amounts committed for the purposes as stated below.

<u>Committed To:</u>	<u>For the Purpose Of:</u>	<u>In the Amount Of:</u>
Park Develop Fund	Park Maintenance and Projects	\$ 100,000.00
Civic Center Reserve	Emergency Maintenance Issues	\$ 50,000.00
Booster Club	Youth Athletics	TBD by 10/31/17*
*(Which will equal to the remaining year-end balance in account 290.111100.903, due from Pooled Cash--YS Booster Club.)		
Children At Play Fund	Scholarships for Children through the North Georgia Community Foundation	\$ 10,000.00

AND, BE IT FURTHER RESOLVED that in recognition of the committed use of these funds, the Gainesville Parks and Recreation Board shall authorize use only by approval of the Parks and Recreation Board as evidenced in the official minutes.

Adopted this 12th day of June 2017.

John Simpson, Chair

This is to certify that I am Secretary of the Gainesville Parks and Recreation Board. As such, I keep its official records, including its minutes. In that capacity, my signature below certifies this resolution was adopted as stated and will be recorded in the official minutes.

ATTEST:

Chris Romberg, Secretary/Treasurer