

## GAINESVILLE PARKS AND RECREATION BOARD

Jerry Castleberry  
Kristin Daniel  
Susan J. Daniell  
Cooper Embry  
Kingsley Peebles  
Sam W. Richwine, Jr., M.D.  
Chris Romberg  
John Simpson  
Rev. Robert Washington

## REGULAR BOARD MEETING AGENDA

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

February 10, 2020  
5:30 p.m.

I. **CALL TO ORDER** – Cooper Embry, Chairman

II. **SPECIAL RECOGNITION**

a. **Staff Anniversaries**

- i. Christopher Bruce; 1 year, February 23

**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.

III. **AUDIT PRESENTATION**

FY2019 Audit Report – Jeremy Perry, Chief Financial Officer, City of Gainesville and Chris Hollifield, CPA, Rushton & Company

IV. **BOARD ACTION AGENDA**

a. **Minutes**

- i. Consider approval of minutes of Regular Board Meeting held January 13, 2020.

b. **Finance Reports**

- i. Consider approval of Financial Summary Reports as of December 2019.

c. **Board Action Items**

- i. Consider re-adoption of the Agency's Policy and Risk Management Manuals, and ADA Transition Plan

V. **MANAGEMENT REPORTS**

a. **Director, Kate Mattison**

i. **Updates**

1. Impact Fee Report for December 2019

ii. **Partnership Updates**

1. Friends of Gainesville Parks and Greenways

- 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 Park Foundation
  - 7. Redbud Chapter of the Georgia Native Plant Society
- iii. **Other**

**b. Deputy Director, Michael Graham**

- i. Operating Capital Update
- ii. Capital Projects Update
- iii. FY21-25 Capital Projects Presentation

iii. **Administrative Division, Brenda Martin**

- 1. Operations Update
- 2. Rentals

iv. **Frances Meadows Center Division, Zandrea Stephens**

- 1. Operational Update
- 2. Programs Update

v. **Marketing and Communications, Julie Butler**

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

vi. **Parks Division, Brian Peters**

- 1. Operations Update

vii. **Recreation Division, Missy Bailey**

- 1. Operations Update
- 2. Programs Update

viii. **Lake Lanier Olympic Park, James Watson**

- 1. Operations Update
- 2. Programs Update

**VI. BOARD MEMBERS COMMENTS, REPORTS, ISSUES**

- a. *Executive Committee-Cooper Embry*
- 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 January 2020**

Feb.	10	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	13	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field

	15	Lacrosse Game - 10:00am @ Cabbell Field
	17	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	18	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	18	Daddy Daughter Dance Grades 6 & Up - 6:00pm-8:30pm @ GCC
	18	Junior League Baseball Evaluations - 6:00pm @ City Park
	19	Daddy Daughter Dance Grades 4-5 - 6:00pm-8:30pm @ GCC
	20	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	20	Junior League Baseball Evaluations - 6:00pm @ City Park
	20	Daddy Daughter Dance Grades 2-3 - 6:00pm-8:30pm @ GCC
	21	Daddy Daughter Dance Grades PreK-1 - 6:00pm-8:30pm @ GCC
	24	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	25	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
March		
	1	28th Annual Bridal Expo - 12:30pm-4:00pm @ GCC
	3	Summer Community Theatre Auditions - 4:00pm-9:00pm @ GCC
	3	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	5	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	6	Try Your Luck Diving for Gold - 5:30pm-7:30pm @ FMACC
	7	Spring Training Cookout - 9:00am-2:00pm - City and Candler Park
	9	Lacrosse Practice - 6:00pm-7:30pm @ Cabbell Field
	9	GPRA Board Meeting @ 5:30pm - Civic Center Board Room

X. **EXECUTIVE SESSION**

XI. **ADJOURNMENT**

THE GAINESVILLE PARKS AND RECREATION AGENCY  
BOARD MEETING MINUTES  
January 13, 2020

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, January 13, 2020, 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  
Cooper Embry  
Kingsley Peeples  
Chris Romberg  
John Simpson

**Staff & Guest Present**

Kate Mattison, Director  
Michael Graham, Deputy Director  
Judy Williams, Administrative Coordinator  
Julie Butler, Marketing/Comm. Manager  
Brian Peters, Parks Division Manager  
Brenda Martin, Admin. Division Manager  
Missy Bailey, Recreation Division Manager  
Eno Slaughter, Parks Division  
Eason Spivey, Recreation Division  
Cathy Shields, Facility Services Division  
Perry Williams, Facility Services Division

**Absent:**

Susan Daniell  
Sam Richwine, Jr., MD  
Robert Washington  
Sam Couvillon, Ex-Officio Member

**CALL TO ORDER**

Chairman John Simpson called the meeting to order at 5:35 PM and welcomed everyone.

**SPECIAL RECOGNITION**

Chairman Simpson recognized and congratulated the following employees on their years of service with the Agency: Eason Spivey – 2 years, January 2; Randall White (absent) – 8 years, January 9; Alan Cline (absent) – 2 years, January 16; Eno Slaughter – 13 years, January 22; and Cathy Shields – 19 years, February 5.

Chairman Simpson also recognized Cathy Shields as the 2019 Full Time Employee of the Year, and Perry Williams as 2019 Part-time Employee of the Year. Eason Spivey was also recognized for receiving the 2019 Director's Excellence Award.

**PUBLIC COMMENTS**

None

**ORGANIZATIONAL SESSION**

Chairman Simpson stated that the Executive Committee had discussed the election of Officers (Chairman, Vice-Chairman and Secretary-Treasurer) for the New Year, and it was the consensus of the Executive Committee that the following board members move into executive office for 2020: Cooper Embry - Chairman, Chris Romberg - Vice-Chairman, Kristin Daniel – Secretary-

Treasurer, and John Simpson as Past Chairman. Chairman Simpson asked if there were any nominations from the floor. None given. **Motion made by John Simpson and seconded by Jerry Castleberry to accept the Executive Committee's recommendation as indicated above. MOTION PASSED UNANIMOUSLY. Chairman Simpson passed the gavel to Chairman Cooper Embry to proceed with the meeting.**

Board Member Chris Romberg thanked Past Chairman Simpson for his service over the past two years and stated that he had done a wonderful job during a difficult time.

## **MINUTES**

Consider approval of minutes of Regular Board Meeting held December 9, 2019. **Motion made by John Simpson and seconded by Kingsley Peeples to approve minutes from December 9, 2019 board meeting. MOTION PASSED UNANIMOUSLY.**

## **FINANCIAL REPORT**

Deputy Graham reviewed for the Board the Financial Report ending November 30, 2019 of fiscal year 2020. The report showed monthly income of \$2,459,131.04 for a total yearly income of \$3,991,097.70 or 68.64%. The Agency should have received 41.67% of the yearly income at this time; therefore, income to date is above budget projections by 26.97%.

Expenses for November total \$404,168.30 for total yearly expenses of \$2,186,410.36 or 37.60%. Currently year-to-date expenditures (\$2,186,410) are below revenues (\$3,991,098) in the amount of \$1,804,687. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

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 Chris Romberg and seconded by Kristin Daniel, to accept the November Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

## **BOARD ACTION ITEMS**

- i. **Consider funding for Scoreboard Replacements at City Park and Lanier Point Athletic Complex.** The existing scoreboards for both the City Park and Lanier Point Athletic Complexes were originally provided and maintained by Coca-Cola through a service agreement. Approximately seven years ago, Coca-Cola stopped maintaining said scoreboards and then released any rights to these assets. In maintaining the scoreboards, we have been told that the panels are outdated and parts are simply no longer available to make repairs. Therefore, staff has researched installing new LED, wireless controlled scoreboards on the existing posts and connecting to existing power at each of the fields (8 total) at both locations.

The replacements should cost an estimated total of \$60,000. The Agency maintains a Youth Sports Reserve Fund that currently holds \$219,256.00. The Board has the authority to permit use of these funds as long as said use relates to youth athletics. Due to the limited nature of the Agency's Operating Budget, the staff requests use of the Youth Sports Reserve Fund to complete said improvements.

The staff recommends the Board approve use of Youth Sports Reserve Funds not to exceed \$60,000.00 in order to replace eight scoreboards at City Park and Lanier Point Park Fields for

youth athletics. **Motion made by John Simpson and a second by Jerry Castleberry to accept staff recommendation and move that the Board authorize the use of Youth Sports Reserve Funds not to exceed \$60,000.00 in order to make improvements, as stated, at City Park and Lanier Point Park for youth athletics (Resolution AR-20-01 included in Board Report). Motion passed unanimously.**

- ii. **Consider recommendation for Award of Contract for Professional Services to Foresite Group, LLC in regard to design of the J. Melvin Cooper Youth Athletic Complex.** The Board approved \$450,000 in capital funds from impact fees for the FY17 Budget to contract with Lose Design for architectural, design, engineering, bidding and construction administration services for the SPLOST funded, \$6,750,000, Youth Sports Complex, to be located at City-owned property off Allen Creek Road.

With approximately 40% of design work for the Allen Creek site completed, it was determined that the proposed site was not suitable for the youth sports complex due primarily to underlying rock. At this point, the project was halted. \$151,122 had already been paid to Lose Design with another \$22,622 expended on geotechnical, legal, etc. totaling \$173,744. This leaves \$276,256 of the original \$450,000 allocated for the project.

City then spent the next three years researching new locations for the sports complex, now to be named for long-time director Melvin Cooper. A new site of approximately 90 acres has now been approved by the City Council to be acquired by the end of January 2020. Therefore, staff reached back out to both Lose Design and the Foresite Group to provide design and development proposals for the new location. Upon reviewing the proposals, the Foresite Group not only provided the best proposal, but also seemed to understand our community's needs better since just completing the Gainesville 2030 Parks, Greenways, and Open Spaces Master Plan.

Foresite Group's proposal to complete said services included:

Survey and Geotechnical -	\$ 75,600
Design, Development, and Permitting -	\$432,500
Bidding and Construction Administration -	<u>\$ 17,000</u>
Costs Totaling	\$525,100

Other expenditures for this phase of the project, but outside the contract with Foresite Group includes:

Legal Services -	\$ 5,000
Construction Services (Salaries) -	\$20,000
Contingency/Other -	<u>\$49,900</u>
Costs Totaling	\$74,900

Total Phase I Costs      \$600,000

An additional \$323,744 in funding will be necessary to award the new contract. The original funding for the design and development services came from impact fees; currently there is \$343,804 available in unappropriated impact fees.

Staff recommends awarding the contract for stated professional design services as proposed to Foresite Group, Inc. in the amount of \$525,100 with an additional \$74,900 for contingency and other project expenditures that may be necessary to complete the project for a total not to exceed

\$600,000 with all funding appropriated through impact fees as referenced in Resolution PR-20-01 included with Board Action Summary. **Motion made by Chris Romberg and seconded by John Simpson to accept staff recommendation to award the professional design and development services for the new youth sports complex to Foresite Group, Inc. in the amount of \$525,100 with contingency and other project expenditures of up to \$74,900 as necessary not to exceed total project costs of \$600,000 as stated in Resolution PR-20-01. MOTION PASSED UNANIMOUSLY.**

- iii. **Consider recommendation for Award of Professional Service Agreement for Midtown Greenway Improvements – Train Park.** Currently there is work being completed to continue the Midtown Greenway Trail through what is referred to as the “Wye” section of the old rail line along and over Grove and Davis Streets. Transportation Enhancement funds are supporting this effort. It has also been determined that this area is where the existing Engine 209 (Train) Park is to be moved to as the City plans for new development at the intersection of West Academy and Jesse Jewell. SPLOST funds up to \$900,000 have been allocated for the new “Train Park” and will be available as of July 1, 2020.

In order to move the Engine 209, Baggage Car, and Caboose from downtown into the Midtown Greenway Wye section along Grove and Davis Streets, it is recommended that professional design services are required for this new “Train Park”. Since the Foresite Group completed the concept plan for this area (see attached) during the master planning process, a proposal was requested from them to complete the design, bidding, and construction administration for the project.

The Foresite Group proposal to complete said services include:

Geo-technical Report -	\$ 1,800.00
Design Phase -	\$58,000.00
Bidding and Construction Phase -	<u>\$ 8,400.00</u>
Costs Totaling	\$68,200.00

Other expenditures for this project but outside the proposed contract to the Foresite Group includes:

Legal Services -	\$ 500.00
Contingency/Other -	<u>\$ 6,300.00</u>
Costs Totaling	\$ 6,800.00

Total Costs \$75,000.00

Staff recommends awarding the Professional Service Agreement contract for stated services as proposed to the Foresite Group in the amount of \$68,200.00 with an additional \$6,800.00 for contingency and other project expenditures that may be necessary to complete the project. It is further recommended that Park Development Funds (current balance - \$172,000) be utilized to cover the cost of the project. **Motion made by Jerry Castleberry and seconded by Kingsley Peoples to accept staff recommendation to award the Professional Services Agreement Contract for the proposed professional design services to the Foresite Group in the amount of \$68,200.00 with a contingency and other project expenditures of up to \$6,000.00 as necessary not to exceed total project costs of \$75,000.00 to be expended through Park Development Funds as described in Resolution PR-20-02. MOTION PASSED UNANIMOUSLY.**

## MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 6th month of fiscal year 2020 (December) totals \$21,000 (15 units) as compared to the same period last year of \$23,709 (21 units). The total amount collected for FY2020 is \$490,000.00. The current account balance is \$364,803.56.

Director Mattison reported on Lake Lanier Olympic Park. During the transition period, Staff has been working with the City Manager's Office, Convention and Visitors Bureau, the Lake Lanier Olympic Park Foundation and numerous other organizations regarding operations and the building of the new Boathouse and park restrooms. After much discussion, it has been determined that full operations should be centralized under the CVB beginning February 1. However, LLOP finances will continue to flow through Parks and Recreation for the remainder of the FY20 fiscal year. Beginning with FY21, the CVB will absorb the cost of operations through their budget; yet, Parks and Recreation will partially support the LLOP operations through a three-year decreasing subsidy (i.e. \$300k - FY21, \$200K – FY22, \$100K FY23, \$0 – FY24). Parks and Recreation will continue to support LLOP as necessary.

Director Mattison reported that Friends of the Parks held their first meeting of the year last Thursday. The Board presented a new park bench in honor of Melvin that will be installed once he decides where he would like it placed.

### Capital Projects Update

Deputy Graham updated the Board on the approved FY20 Capital Projects, which is also shown on the Operating and Major Capital Expenditures spreadsheet in the Board packets. This includes some FY19 Capital Projects that rolled over to FY20.

FY20 Major Capital Projects include the following.

**Park Development** – Youth Sports Complex was carried over from last fiscal year. A new site for this project is in the process of being acquired, which has led to attorney fees being incurred during this month. Although the original design project is approximately 40% complete, the new site requires the design process to restart. Staff has reviewed new design development proposals and the design project will restart. Board approved contracting with Foresite Group, Inc. for design and development of the new site as of this meeting.

**Parks and Recreation's 10-year Master Plan** - Board adopted the Gainesville 2030 Parks, Greenways, and Open Spaces Master Plan in December 2019. Agency is now looking to expand some of the concept plans to development plans specifically as it relates to Civic Center renovations.

**Playground Improvements at City Park and City Park Concessions/Restroom Replacement** – Project carried over from FY19. Construction should be completed by the end of January 2020. Also looking to address some playground improvements at Roper Park.

**Vehicles** – Transit passenger vehicle and maintenance truck have been received and awaiting logos, etc.

**Park Signage Phase III** – Next Phase of park signage includes: Holly, Fair Street, Poultry, Skate Park, Roper, etc. Signs are in the process of being installed.

**Skate Park Planning/Construction** – Board approved agreement with Lose Design for A&E. A Public Design Meeting was held on October 3. The Concept design was approved December 17,

2018. Construction contract awarded to Tri Scapes, Inc. for \$1,766,357. Construction started in July 2019. Project carried over from FY19 with additional funds for construction. Construction is 85% complete. Staff is planning for a soft opening in March 2020 if the weather cooperates.

**Tennis Court Resurfacing** –Tennis courts to be re-surfaced at Longwood Park, but may not include crack repair due to the potential of moving the tennis courts in the next 5-7 years. Contracted with Creative Courts to resurface Longwood Tennis Courts in the Spring.

**VSI Upgrades** –Training and Travel costs approved. Upgrade took place the week of November 11, 2019. Awaiting Access Control at Frances Meadows along with new touch screen monitors, etc.

**Lake Lanier Olympic Park – Restroom Building Replacement** – Project will be turned over to the CVB.

FY20 Major Capital Projects have an estimated total cost of \$10,929,991.00; \$3,374,380.00 has been encumbered or expended to date.

Deputy Director Graham reported that the City of Gainesville has a new Gainesville Leadership Academy. Brian Peters, Eason Spivey and Michael Waters have all been chosen to be part of the program. The City Park project will be showcased in the program which starts this week.

Chairman Cooper Embry 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**

Chairman Embry thanked staff for the job they do and thanked Past Chairman Simpson for his dedication to the board over the past two years.

## **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 website:

- In the News Articles from December

## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

**At 6:35 PM, a motion to adjourn was made by Chris Romberg and seconded by Kingsley Peoples. Motion approved unanimously.**

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](http://www.gainesville.org/board) and the Agency's permanent Board File.

**TO: PARKS AND RECREATION BOARD**  
**FROM: KATE MATTISON**  
**SUBJECT: DECEMBER 2019 (FY20) FINANCIAL STATEMENTS**  
**DATE: FEBRUARY 10, 2020**  
**CC: FILE**

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The attached financial statements ending December 31, 2019 are for the first six months of fiscal year **50.00%** 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 \$4,738,204, overall operating revenues are 31.82% above the anticipated budget at this time.

Tax collections (65% of overall revenues budgeted) at \$3,633,888 are above the anticipated budget by 46.11% at this time. Collections are up by \$324,511 when compared to FY19 of the same period.

Budgeted charges for services revenues (33% of overall revenues budgeted) at \$816,550 are below projections but \$24,578 above last year of the same time primarily due to the addition of Lake Lanier Olympic Park.

Interest income (<1% of overall revenues budgeted) is above the anticipated budget by 93.84% and \$10,738 higher than last year.

Intergovernmental revenue of \$200,000 has been received from Hall County regarding Lake Lanier Olympic Park.

A transfer from the General Fund is allocated for FY20 to support new operations.

Overall, operating revenues are up by \$380,249 from the FY19 numbers of the same period.

### Expenses

Operating expenditures show 43.70% of the budgeted amount expended.

A comparison shows overall expenses above FY19 totals by \$156,965 of the same period due to the addition of Lake Lanier Olympic Park as well as other increases.

Currently year-to-date actual operating expenditures (\$2,540,693) are below revenues (\$4,738,204) in the amount of \$2,197,511. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

### Capital Projects

Following the FY19 Capital Project Audit, the following projects have been reallocated to FY20: Parks Master Plan, New Youth Athletic Complex, Playground Improvements and Concession/Restroom Building Replacement at City Park, and Skate Park. FY20 Capital Projects include Vehicle Replacement, Park Signage, Tennis Court Resurfacing, VSI Software Upgrades, and Lake Lanier Olympic Park Improvements. All are within budget.

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

Kate Mattison, CPRP  
Director

#### **BOARD OF DIRECTORS**

Cooper Embry  
Chair

Chris Romberg  
Vice Chair

Kristin Daniel  
Secretary/Treasurer

Jerry Castleberry  
Kingsley Peebles

Susan Daniell  
John Simpson

Sam Richwine, Jr. MD  
Robert Washington



**GAINESVILLE PARKS & RECREATION AGENCY  
PARKS & RECREATION INCOME STATEMENT @ 12/31/19**

INCOME	BUDGETED	THIS MONTH		VARIANCE	YEAR TO DATE	Y-T-D		BALANCE
		THIS MONTH	LAST YEAR			LAST YEAR	VARIANCE	
City Taxes	\$ 3,780,828.00	\$ 644,955.67	\$ 486,226.39	\$ 158,729.28	\$ 3,633,887.54	\$ 3,309,376.35	\$ 324,511.19	\$ 146,940.46
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ (200,000.00)
Interest Income	\$ 26,250.00	\$ 7,816.29	\$ 7,603.72	\$ 212.57	\$ 37,758.15	\$ 27,020.19	\$ 10,737.96	\$ (11,508.15)
Park Development Fund - Interest	\$ 500.00	\$ 304.61	\$ 172.25	\$ -	\$ 1,580.54	\$ 855.39	\$ 725.15	\$ (1,080.54)
Contributions - Private	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 11,000.00	\$ (10,500.00)	\$ 500.00
Miscellaneous Income	\$ 1,000.00	\$ 28.60	\$ 78.02	\$ (49.42)	\$ 528.94	\$ 623.06	\$ (94.12)	\$ 471.06
Transfer from General Fund	\$ 94,855.00	\$ 7,904.58	\$ -	\$ 7,904.58	\$ 47,427.48	\$ 17,236.00	\$ 30,191.48	\$ 47,427.52
Sale of Assets	\$ 500.00	\$ -	\$ 17,237.13	\$ (17,237.13)	\$ (28.61)	\$ 199,871.62	\$ (199,900.23)	\$ 528.61
Recreation Services	\$ 188,100.00	\$ 1,576.00	\$ 2,115.80	\$ (539.80)	\$ 49,878.98	\$ 48,839.39	\$ 1,039.59	\$ 138,221.02
ACSC	\$ 18,700.00	\$ -	\$ -	\$ -	\$ -	\$ 3,286.92	\$ (3,286.92)	\$ 18,700.00
Civic Center	\$ 352,200.00	\$ 28,055.05	\$ 28,405.05	\$ (350.00)	\$ 169,003.52	\$ 190,663.07	\$ (21,659.55)	\$ 183,196.48
Frances Meadows Center	\$ 1,018,475.00	\$ 51,503.04	\$ 47,755.08	\$ 3,747.96	\$ 447,582.39	\$ 449,158.51	\$ (1,576.12)	\$ 570,892.61
Youth Sports Booster Club	\$ 95,600.00	\$ 1,413.34	\$ 942.09	\$ 471.25	\$ 34,200.71	\$ 55,396.50	\$ (21,195.79)	\$ 61,399.29
Clarks Bridge (Lake Lanier Olympic Park)	\$ 73,700.00	\$ 2,942.00	\$ 375.63	\$ 2,566.37	\$ 63,045.10	\$ -	\$ 63,045.10	\$ 10,654.90
Lanier Point Athletic Complex	\$ 139,550.00	\$ -	\$ -	\$ -	\$ 52,838.89	\$ 44,627.40	\$ 8,211.49	\$ 86,711.11
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer from Hotel/Motel Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other financing sources/transfer in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OPERATING FUND TOTALS</b>	<b>\$ 5,791,258.00</b>	<b>\$ 746,499.18</b>	<b>\$ 590,911.16</b>	<b>\$ 155,588.02</b>	<b>\$ 4,738,203.63</b>	<b>\$ 4,357,954.40</b>	<b>\$ 380,249.23</b>	<b>\$ 1,053,054.37</b>
<b>BUDGETED FUND BALANCE</b>	<b>\$ 23,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,000.00</b>
<b>GRAND TOTAL</b>	<b>\$ 5,814,258.00</b>	<b>\$ 746,499.18</b>	<b>\$ 590,911.16</b>	<b>\$ 155,588.02</b>	<b>\$ 4,738,203.63</b>	<b>\$ 4,357,954.40</b>	<b>\$ 380,249.23</b>	<b>\$ 1,076,054.37</b>
<b>EXPENDITURES</b>								
Other Financing Uses/Transfers	\$ 50,000.00	\$ 4,166.67	\$ 4,166.67	\$ -	\$ 25,000.02	\$ 25,000.02	\$ -	\$ 24,999.98
Payments to Other Agencies-Hall '96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ (75,000.00)	\$ -
Available for Capital Improvements	\$ 270,000.00	\$ 22,500.00	\$ 17,500.00	\$ 5,000.00	\$ 135,000.00	\$ 105,000.00	\$ 30,000.00	\$ 135,000.00
Maintenance Shop	\$ 124,184.00	\$ 10,534.29	\$ 5,435.95	\$ 5,098.34	\$ 53,804.58	\$ 46,382.07	\$ 7,422.51	\$ 70,379.42
Recreation Services	\$ 400,978.00	\$ 15,096.00	\$ 22,350.81	\$ (7,254.81)	\$ 169,828.22	\$ 174,860.76	\$ (5,032.54)	\$ 231,149.78
ACSC	\$ 49,220.00	\$ 854.67	\$ 328.14	\$ 526.53	\$ 8,524.97	\$ 13,841.06	\$ (5,316.09)	\$ 40,695.03
Civic Center	\$ 623,354.00	\$ 49,225.67	\$ 38,914.05	\$ 10,311.62	\$ 270,260.21	\$ 244,044.13	\$ 26,216.08	\$ 353,093.79
Frances Meadows Center	\$ 1,707,846.00	\$ 104,877.51	\$ 107,409.24	\$ (2,531.73)	\$ 778,708.54	\$ 761,049.33	\$ 17,659.21	\$ 929,137.46
Youth Sports Booster Club	\$ 167,351.00	\$ 5,745.89	\$ 4,467.51	\$ 1,278.38	\$ 66,112.67	\$ 81,993.21	\$ (15,880.54)	\$ 101,238.33
Park Services	\$ 1,037,543.00	\$ 68,074.36	\$ 66,230.79	\$ 1,843.57	\$ 434,028.05	\$ 397,450.68	\$ 36,577.37	\$ 603,514.95
Clarks Bridge (Lake Lanier Olympic Park)	\$ 354,271.00	\$ 12,574.40	\$ -	\$ 12,574.40	\$ 145,471.58	\$ -	\$ 145,471.58	\$ 208,799.42
Lanier Point Athletic Complex	\$ 224,384.00	\$ 7,780.96	\$ 8,245.15	\$ (464.19)	\$ 95,569.72	\$ 95,291.50	\$ 278.22	\$ 128,814.28
Administrative Services	\$ 805,127.00	\$ 52,852.27	\$ 54,956.49	\$ (2,104.22)	\$ 358,384.49	\$ 363,815.22	\$ (5,430.73)	\$ 446,742.51
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 5,814,258.00</b>	<b>\$ 354,282.69</b>	<b>\$ 330,004.80</b>	<b>\$ 24,277.89</b>	<b>\$ 2,540,693.05</b>	<b>\$ 2,383,727.98</b>	<b>\$ 156,965.07</b>	<b>\$ 3,273,564.95</b>
Excess Revenue Over Expenditures (Deficiency)					\$ 2,197,510.58	\$ 1,974,226.42		\$ (2,197,510.58)

CITY OF GAINESVILLE  
PARKS AND RECREATION FUND  
SUMMARY FINANCIAL STATEMENT  
For the month ended December 31, 2019  
% of Year Collected/Expended = 50.00%

OPERATIONS -	Revised Budget	MTD Actual	YTD Actual	Remaining Balance	% Collected/ Expended
<b>Revenues</b>					
<b>Non-Departmental</b>					
Taxes	3,780,828	644,956	3,633,888	146,940	96.11%
Intergovernmental Revenue	0	0	200,000	-200,000	0.00%
Interest Revenue	26,250	7,816	37,758	-11,508	143.84%
Parks Development - Interest Revenue	500	305	1,581	-1,081	0.00%
Miscellaneous & Private Contributions	2,000	29	1,029	971	51.45%
Other Financing Sources: i.e. Sale of Assets	95,355	7,905	47,399	47,956	49.71%
<b>Departmental</b>					
Recreation Services	188,100	1,576	49,879	138,221	26.52%
Allen Creek Soccer Complex	18,700	0	0	18,700	0.00%
Civic Center	352,200	28,055	169,004	183,196	47.99%
Frances Meadows	1,018,475	51,503	447,582	570,893	43.95%
Youth Sports Booster Club	95,600	1,413	34,201	61,399	35.77%
Clarks Bridge - Lake Lanier Olympic Park	73,700	2,942	63,045	10,655	85.54%
Lanier Point Softball Complex	139,550	0	52,839	86,711	37.86%
<b>Total Operating Revenues</b>	<b>5,791,258</b>	<b>746,499</b>	<b>4,738,204</b>	<b>1,053,054</b>	<b>81.82%</b>
<b>Expenditures</b>					
<b>Non-Departmental</b>					
Indirect Cost Allocation	50,000	4,167	25,000	25,000	50.00%
Payments to Other Agencies-Hall '96	0	0	0	0	0.00%
Other Financial Uses/Capital Improvements	270,000	22,500	135,000	135,000	50.00%
<b>Departmental</b>					
Parks Maintenance Shop	124,184	10,534	53,805	70,379	43.33%
Recreation Services	400,978	15,096	169,828	231,150	42.35%
Allen Creek Soccer Complex	49,220	855	8,525	40,695	17.32%
Gainesville Civic Center	623,354	49,226	270,260	353,094	43.36%
Frances Meadows Center	1,707,846	104,878	778,709	929,137	45.60%
Youth Sports Booster Club	167,351	5,746	66,113	101,238	39.51%
Park Services	1,037,543	68,074	434,028	603,515	41.83%
Clarks Bridge - Lake Lanier Olympic Park	354,271	12,574	145,472	208,799	41.06%
Lanier Point Athletic Complex	224,384	7,781	95,570	128,814	42.59%
Administrative Services	805,127	52,852	358,384	446,743	44.51%
<b>Total Operating Expenditures</b>	<b>5,814,258</b>	<b>354,283</b>	<b>2,540,693</b>	<b>3,273,565</b>	<b>43.70%</b>
<b>Capital Project Expenditures Available for Capital Outlay</b>					
<b>Total Capital Projects Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Excess (Deficiency) Revenues Over Expenditures	-23,000	392,216	2,197,511		
Budgeted Fund Balance 6/30/19	0	-456,109	(2,261,403)		
	<u>-23,000</u>	<u>0</u>	<u>-63,892</u>		
<b>CAPITAL PROJECTS FUND</b>					
<b>Revenues</b>					
Transfers from Impact Fees Fund	2,550,000	212,500	1,275,000	1,275,000	50.00%
Transfer from Parks and Recreation*	270,000	22,500	135,000	135,000	50.00%
<b>Total Revenues</b>	<b>2,820,000</b>	<b>235,000</b>	<b>1,410,000</b>	<b>1,410,000</b>	<b>50.00%</b>
<b>Expenditures</b>					
Playground Improvements (City Park)*	156,133	103,097	103,097	53,036	0.00%
Parks Signage	100,529		76,889	23,640	0.00%
Skate Park*	2,050,000	281,357	648,761	1,401,239	31.65%
Concessions/Restroom Building at City Park*	850,000	3,855	507,172	342,828	59.67%
Parks Vehicles	58,329	0	52,558	5,771	90.11%
Tennis Court Resurfacing	60,000	0	0	60,000	0.00%
VSI Software Upgrades	55,000	0	6,359	48,641	11.56%
Lake Lanier Olympic Park Improvements**	0	0	0	0	0.00%
Master Plan*	75,820	11,620	36,016	39,804	0.00%
Other financing uses/transfers out	0	0	0	0	0.00%
<b>Total Capital Projects Expend.</b>	<b>3,405,811</b>	<b>399,929</b>	<b>1,430,852</b>	<b>1,974,959</b>	<b>42.01%</b>
Excess (Deficiency) Revenues over Expenditures	-585,811		-20,852		
Budgeted Fund Balance 6/30/19					
	<u>-585,811</u>				

\* FY19 Projects carryover

\*\* FY20 SPLOST Project

**GAINESVILLE PARKS & RECREATION**  
FY2020 REVENUE COMPARISON

TAXES	FY2020 Revised Projected	FY2020 Actual	Over (Under) Collected	% Collected
Taxes (Generated by .75 mills)	\$ 3,780,828.00	\$ 3,633,887.54	\$ (146,940.46)	96.11%

**ALLEN CREEK SOCCER COMPLEX**

347300.001	Event Admission	\$ 1,200.00	\$ -	\$ (1,200.00)	0.00%
347500.009	Program Registration Fees	\$ 8,000.00	\$ -	\$ (8,000.00)	0.00%
347900.001	Concessions	\$ 500.00	\$ -	\$ (500.00)	0.00%
381000.022	Rentals	\$ 9,000.00	\$ -	\$ (9,000.00)	0.00%
371000.001	Sponsorships	\$ -	\$ -	\$ -	0.00%
	Contributions	\$ -	\$ -	\$ -	0.00%
	Miscellaneous Revenue	\$ -	\$ -	\$ -	0.00%
	<b>SUB-TOTAL</b>	\$ 18,700.00	\$ -	\$ (18,700.00)	0.00%

**RECREATION SERVICES**

347300.001	Special Events - Taxable	\$ 9,000.00	\$ -	\$ (9,000.00)	0.00%
347300.002	Special Events - Non-Taxable	\$ 38,500.00	\$ 6,815.50	\$ (31,684.50)	0.00%
347500.002	Program Registration Fees	\$ 108,850.00	\$ 22,996.75	\$ (85,853.25)	21.13%
347500.003	Tennis Registration Fees	\$ 9,000.00	\$ 2,755.00	\$ (6,245.00)	30.61%
347900.001	C.O. Youth Athletics & Misc.	\$ 11,000.00	\$ 6,371.73	\$ (4,628.27)	57.92%
381000.023	F.L. Fields & Courts	\$ 3,650.00	\$ 1,400.00	\$ (2,250.00)	38.36%
381000.024	F.L. Longwood Fields & Courts	\$ 2,100.00	\$ 865.00	\$ (1,235.00)	41.19%
371000.001	Sponsorships	\$ 6,000.00	\$ 8,675.00	\$ 2,675.00	144.58%
371000.002	Contributions - Private Sources	\$ -	\$ -	\$ -	0.00%
	Facility Leases	\$ -	\$ -	\$ -	0.00%
	Contributions	\$ -	\$ -	\$ -	0.00%
	<b>Sub-Total</b>	\$ 188,100.00	\$ 49,878.98	\$ (138,221.02)	26.52%

**FRANCES MEADOWS CENTER**

347300.002	Special Events - Non-Taxable	\$ 2,715.00	\$ 2,565.00	\$ (150.00)	94.48%
347500.004	Instructional Classes	\$ 140,000.00	\$ 57,311.65	\$ (82,688.35)	40.94%
347500.005	Instructional Pool Rentals	\$ 70,000.00	\$ 42,464.25	\$ (27,535.75)	60.66%
347500.006	Competitive Swim Team	\$ 189,000.00	\$ 97,461.87	\$ (91,538.13)	51.57%
347900.001	Concessions	\$ 100,000.00	\$ 46,552.75	\$ (53,447.25)	46.55%
347900.003	Miscellaneous Charges	\$ 2,500.00	\$ 1,016.00	\$ (1,484.00)	40.64%
371000.011	Contributions - (LA Swim A Thon)	\$ -	\$ -	\$ -	0.00%
347200.001	General Admissions	\$ 307,000.00	\$ 122,036.29	\$ (184,963.71)	39.75%
347200.002	Fitness Center Fees	\$ 161,760.00	\$ 62,078.39	\$ (99,681.61)	38.38%
381000.020	Room Rentals	\$ 33,500.00	\$ 6,912.50	\$ (26,587.50)	20.63%
371000.001	Sponsorships	\$ 12,000.00	\$ 2,750.00	\$ (9,250.00)	22.92%
389000.006	Personnel Reimbursements	\$ -	\$ -	\$ -	0.00%
389000.010	Misc. Revenue Payroll Deductions	\$ -	\$ 6,433.69	\$ 6,433.69	0.00%
	Food Service Fees	\$ -	\$ -	\$ -	0.00%
	Equipment Rental	\$ -	\$ -	\$ -	0.00%
	Grant Make-a-Splash	\$ -	\$ -	\$ -	0.00%
	<b>Sub-Total</b>	\$ 1,018,475.00	\$ 447,582.39	\$ (570,892.61)	43.95%

**CLARKS BRIDGE (Lake Lanier Olympic Park)**

3475000.001	Program Registration Fees	\$ -	\$ 4,783.70	\$ 4,783.70	0.00%
347900.001	Concessions	\$ 3,200.00	\$ -	\$ (3,200.00)	0.00%
347900.003	Event Rentals - Misc. Charges	\$ 45,000.00	\$ 44,809.40	\$ (190.60)	99.58%
381000.022	Rental Income	\$ 24,000.00	\$ 13,452.00	\$ (10,548.00)	0.00%
371000.001	Sponsorships	\$ 1,500.00	\$ -	\$ (1,500.00)	0.00%
	<b>Sub-Total</b>	\$ 73,700.00	\$ 63,045.10	\$ (10,654.90)	85.54%

**LANIER POINT ATHLETIC COMPLEX**

347300.001	Event Admissions - Gate Fees	\$ -	\$ -	\$ -	0.00%
347500.007	League Fees	\$ 24,600.00	\$ 15,252.00	\$ (9,348.00)	62.00%
347500.008	Tournament Fees	\$ -	\$ -	\$ -	0.00%
347900.001	Concessions	\$ 64,550.00	\$ 22,934.39	\$ (41,615.61)	35.53%
347900.003	Other (Rentals) - Misc. Charges	\$ 45,400.00	\$ 11,752.50	\$ (33,647.50)	25.89%
371000.001	Sponsorships	\$ 5,000.00	\$ 2,900.00	\$ (2,100.00)	58.00%
	Souvenirs	\$ -	\$ -	\$ -	0.00%
	Contributions	\$ -	\$ -	\$ -	0.00%
	<b>Sub-Total</b>	\$ 139,550.00	\$ 52,838.89	\$ (86,711.11)	37.86%

**YSBC**

347300.001	Event Admissions - Gate Fees	\$ 13,000.00	\$ 8,332.53	\$ (4,667.47)	64.10%
347500.001	Program Registration Fees	\$ 75,600.00	\$ 17,888.79	\$ (57,711.21)	23.66%
361000.000	Interest Income	\$ 500.00	\$ 2,579.39	\$ 2,079.39	0%
371000.001	Sponsorships	\$ 6,000.00	\$ 5,400.00	\$ (600.00)	90.00%
371000.002	Contributions	\$ 500.00	\$ -	\$ (500.00)	0.00%
	Sub-Total	\$ 95,600.00	\$ 34,200.71	\$ (61,399.29)	35.77%

**CIVIC CENTER - DIVISION**

347300.002	Special Events	\$ 9,000.00	\$ 1,431.00	\$ (7,569.00)	15.90%
347900.002	Catering Fees	\$ 37,000.00	\$ 15,053.76	\$ (21,946.24)	40.69%
347900.003	Misc. Charges	\$ -	\$ -	\$ -	0.00%
347900.004	Food Service Fees	\$ 2,000.00	\$ 400.00	\$ (1,600.00)	20.00%
381000.004	Rent - Board Room	\$ 5,500.00	\$ 2,645.00	\$ (2,855.00)	48.09%
381000.005	Rent - Chattahoochee Room	\$ 27,000.00	\$ 19,845.25	\$ (7,154.75)	73.50%
381000.006	Rent - Chestatee Room	\$ 22,000.00	\$ 9,402.25	\$ (12,597.75)	42.74%
381000.007	Rent - Gaines Room	\$ 8,000.00	\$ 5,185.00	\$ (2,815.00)	64.81%
381000.008	Rent - Grand Ballroom	\$ 91,000.00	\$ 41,159.25	\$ (49,840.75)	45.23%
381000.009	Rent - Kitchen	\$ 400.00	\$ 320.00	\$ (80.00)	80.00%
381000.010	Rent - Longstreet Room	\$ 300.00	\$ 296.00	\$ (4.00)	98.67%
381000.011	Rent-Longstreet/Lyman Hall	\$ 21,000.00	\$ 10,135.60	\$ (10,864.40)	48.26%
381000.012	Rent - Sidney Lanier	\$ 22,000.00	\$ 7,976.25	\$ (14,023.75)	36.26%
381000.021	Rent - Camp Fire Cabin	\$ 25,500.00	\$ 13,685.00	\$ (11,815.00)	53.67%
	<b>Total CC Room Rentals</b>	<b>\$ 222,700.00</b>	<b>\$ 110,649.60</b>	<b>\$ (112,050.40)</b>	49.69%
381000.014	Rent - FSNC Room A	\$ 8,500.00	\$ 3,550.00	\$ (4,950.00)	41.76%
381000.015	Rent - FSNC Room B	\$ 3,000.00	\$ 1,094.00	\$ (1,906.00)	36.47%
381000.016	Rent - FSNC Room AB	\$ 19,000.00	\$ 13,416.50	\$ (5,583.50)	70.61%
381000.017	Rent - FSNC Conf. Room	\$ 500.00	\$ 260.00	\$ (240.00)	52.00%
	Rent - FSNC Kitchen	\$ -	\$ -	\$ -	0.00%
	<b>Total FSNC Room Rental</b>	<b>\$ 31,000.00</b>	<b>\$ 18,320.50</b>	<b>\$ (12,679.50)</b>	59.10%
381000.025	Rent - Longwood Pavilion	\$ 7,500.00	\$ 2,735.00	\$ (4,765.00)	36.47%
381000.026	Rent - Other Pavilions	\$ 9,000.00	\$ 4,242.50	\$ (4,757.50)	47.14%
381000.013	Service Rental	\$ 8,000.00	\$ 3,758.25	\$ (4,241.75)	46.98%
381000.019	Equipment Rental	\$ 26,000.00	\$ 12,332.91	\$ (13,667.09)	47.43%
371000.001	Sponsorships	\$ -	\$ -	\$ -	0.00%
	Personnel Reimbursements	\$ -	\$ 80.00	\$ 80.00	0.00%
	Facility Lease	\$ -	\$ -	\$ -	0.00%
	Contributions	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 352,200.00	\$ 169,003.52	\$ (183,196.48)	47.99%

**MISCELLANEOUS REVENUE**

389000.001	Other Revenue	\$ 1,000.00	\$ 528.94	\$ (471.06)	52.89%
392100.000	Surplus Sales	\$ 500.00	\$ (28.61)	\$ (528.61)	-5.72%
399900.000	Budgeted Fund Balance	\$ 23,000.00	\$ -	\$ (23,000.00)	0.00%
	Transfer from General Fund	\$ 94,855.00	\$ 47,427.48	\$ (47,427.52)	0.00%
	Transfer from Hotel Tax	\$ -	\$ -	\$ -	0.00%
	Transfer from Capital Projects	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 119,355.00	\$ 47,927.81	\$ (71,427.19)	40.16%

**INTEREST**

361000.000	Interest on Investments	\$ 26,250.00	\$ 37,758.15	\$ 11,508.15	143.84%
361000.000	Interest - Development Fund	\$ 500.00	\$ 1,580.54	\$ 1,080.54	0.00%
	Interest - YSBC	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ 26,750.00	\$ 39,338.69	\$ 12,588.69	147.06%

**INTERGOVERNMENTAL**

	Intergov't - Hall Co.	\$ -	\$ 200,000.00	\$ 200,000.00	0.00%
	Grant - AM Dermatology	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ -	\$ 200,000.00	\$ 200,000.00	0.00%

**SPONSORSHIPS**

371000.00	Non-Departmental	\$ 1,000.00	\$ 500.00	\$ (500.00)	
	Sub-Total	\$ 1,000.00	\$ 500.00	\$ (500.00)	\$ -

**CONTRIBUTIONS**

	YSBC	\$ -	\$ -	\$ -	0.00%
	Contributions - P&R	\$ -	\$ -	\$ -	0.00%
	Contributions - FOTP	\$ -	\$ -	\$ -	0.00%
	Sub-Total	\$ -	\$ -	\$ -	0.00%

	<b>TOTAL REVENUE</b>	<b>\$ 5,814,258.00</b>	<b>\$ 4,738,203.63</b>	<b>\$ (1,076,054.37)</b>	<b>81.49%</b>
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**CITY OF GAINESVILLE**  
**RECREATION DIVISION**  
**SUMMARY FINANCIAL STATEMENT**  
For the Month Ended December 31, 2019

% of Year Collected/Expended = 50.00%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED	Y-T-D LAST YEAR
<b>REVENUES</b>						
Special Events-Taxable	\$ 9,000	\$ -	\$ -	\$ 9,000	0.00%	\$ -
Special Events- Non Taxable	\$ 38,500	\$ 230	\$ 6,816	\$ 31,685	17.70%	\$ 6,446
Program Registration Fees	\$ 108,850	\$ 1,096	\$ 22,997	\$ 85,853	21.13%	\$ 24,137
Tennis Registration Fees	\$ 9,000	\$ -	\$ 2,755	\$ 6,245	30.61%	\$ 1,638
C.O. Youth Athletics & Misc.	\$ 11,000	\$ -	\$ 6,372	\$ 4,628	57.92%	\$ 9,924
Facility Leases - Fields & Courts	\$ 3,650	\$ 250	\$ 1,400	\$ 2,250	38.36%	\$ 1,610
Facility Leases - Longwood Courts	\$ 2,100	\$ -	\$ 865	\$ 1,235	41.19%	\$ 1,085
Sponsorships	\$ 6,000	\$ -	\$ 8,675	\$ (2,675)	144.58%	\$ 4,000
Contributions-Private Sources	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Adult Athletics-Facility Leases	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Facility Leases - Longwood Pav.	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Facility Leases - Other Pavilions	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Revenues</b>	<b>\$ 188,100</b>	<b>\$ 1,576</b>	<b>\$ 49,879</b>	<b>\$ 138,221</b>	<b>26.52%</b>	<b>\$ 48,839</b>

<b>EXPENDITURES</b>						
Salaries & Benefits	\$ 262,094	\$ 10,942	\$ 128,712	\$ 133,382	49.11%	\$ 130,498
Rent -Equipment	\$ 3,000	\$ -	\$ -	\$ 3,000	0.00%	\$ -
Other Purchased (Contractual) Services	\$ 60,750	\$ 1,271	\$ 12,643	\$ 48,107	20.81%	\$ 13,499
Liability Insurance	\$ 3,754	\$ 313	\$ 1,877	\$ 1,877	50.00%	\$ 1,810
Utilities (Telephone)	\$ 4,400	\$ 363	\$ 1,829	\$ 2,571	41.57%	\$ 1,791
Printing	\$ 2,800	\$ -	\$ 237	\$ 2,563	8.48%	\$ 444
Travel & Education/Training	\$ 8,650	\$ 1,602	\$ 4,944	\$ 3,706	57.15%	\$ 4,312
Dues	\$ 330	\$ -	\$ -	\$ 330	0.00%	\$ 220
Postage & Freight	\$ 700	\$ -	\$ 371	\$ 329	53.06%	\$ 186
Other Supplies/ Concession Purchases	\$ 9,000	\$ 378	\$ 764	\$ 8,236	8.49%	\$ 7,587
Small Equip. Non-Tagged & Tagged	\$ 43,900	\$ 227	\$ 18,450	\$ 25,450	42.03%	\$ 14,513
Other Purchased Operational Items	\$ 1,600	\$ -	\$ -	\$ 1,600	0.00%	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Tournament Fees	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
New Equipment (Reserve)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Expenditures</b>	<b>\$ 400,978</b>	<b>\$ 15,096</b>	<b>\$ 169,828</b>	<b>\$ 231,150</b>	<b>42.35%</b>	<b>\$ 174,861</b>

Excess (Deficiency) Revenues Over  
Expenditures                                   \$ (212,878)   \$ (13,520)   \$ (119,949)

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 December 31, 2019

% of Year Collected/Expended = 50.00%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED	Y-T-D LAST YEAR
<b>REVENUES</b>						
Event Admissions	\$ 1,200	\$ -	\$ -	\$ 1,200	0.00%	\$ 1,080
Program Registration Fees	\$ 8,000	\$ -	\$ -	\$ 8,000	0.00%	\$ 1,220
Concessions	\$ 500	\$ -	\$ -	\$ 500	0.00%	\$ 270
Rentals	\$ 9,000	\$ -	\$ -	\$ 9,000	0.00%	\$ 717
Sponsorships	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Revenues</b>	<b>\$ 18,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,700</b>	<b>0.00%</b>	<b>\$ 3,287</b>

<b>EXPENDITURES</b>						
Salaries & Benefits	\$ 17,915	\$ 313	\$ 2,989	\$ 14,926	16.68%	\$ 5,196
Repairs & Maintenance - Gasoline	\$ 5,380	\$ -	\$ 553	\$ 4,827	10.28%	\$ 3,864
Other Purchased (Contractual) Services	\$ 300	\$ -	\$ -	\$ 300	0.00%	\$ -
Liability Insurance	\$ 6,500	\$ 542	\$ 3,368	\$ 3,132	51.82%	\$ 1,267
Travel & Education /Training	\$ 50	\$ -	\$ -	\$ 50	0.00%	\$ 51
Utilities	\$ 15,325	\$ -	\$ 1,558	\$ 13,767	10.16%	\$ 2,648
General Office Supplies -Postage	\$ 25	\$ 1	\$ 1	\$ 24	5.20%	\$ 9
Small Equip. - Non-Tagged & Tagged	\$ 3,000	\$ -	\$ 37	\$ 2,963	1.25%	\$ 678
Other Purchased Operational Items	\$ 500	\$ -	\$ 19	\$ 481	3.72%	\$ 65
WC Claims	\$ 225	\$ -	\$ -	\$ 225	0.00%	\$ 63
Rent - Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Dues	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Professional Fees - Legal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
New Equipment (Reserve)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Expenditures</b>	<b>\$ 49,220</b>	<b>\$ 855</b>	<b>\$ 8,525</b>	<b>\$ 40,695</b>	<b>17.32%</b>	<b>\$ 13,841</b>

Excess (Deficiency) Revenues Over Expenditures	\$ (30,520)	\$ (855)	\$ (8,525)
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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 December 31, 2019

% of Year Collected/Expended = 50.00%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED	Y-T-D LAST YEAR
<b>REVENUES</b>						
League Fees	\$ 24,600	\$ -	\$ 15,252	\$ 9,348	62.00%	\$ 12,055
Concessions	\$ 64,550	\$ -	\$ 22,934	\$ 41,616	35.53%	\$ 18,612
Other (Rentals) - Misc. Charges	\$ 45,400	\$ -	\$ 11,753	\$ 33,648	25.89%	\$ 10,635
Sponsorships	\$ 5,000	\$ -	\$ 2,900	\$ 2,100	58.00%	\$ 3,326
Event Admissions - Gate Fees	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Tournament Fees	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Souvenirs	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Revenues</b>	<b>\$ 139,550</b>	<b>\$ -</b>	<b>\$ 52,839</b>	<b>\$ 86,711</b>	<b>37.86%</b>	<b>\$ 44,627</b>

<b>EXPENDITURES</b>						
Salaries & Benefits	\$ 95,876	\$ 4,630	\$ 43,041	\$ 52,835	44.89%	\$ 50,045
Annual Maintenance Contracts	\$ 516	\$ 43	\$ 258	\$ 258	50.00%	\$ 258
Repairs & Maintenance	\$ 1,500	\$ 151	\$ 328	\$ 1,172	21.88%	\$ 412
Other Purchased (Contractual) Services	\$ 21,400	\$ -	\$ 19,196	\$ 2,205	89.70%	\$ 16,072
Liability Insurance	\$ 822	\$ 69	\$ 411	\$ 411	50.00%	\$ 373
Utilities	\$ 48,400	\$ 1,485	\$ 17,378	\$ 31,022	35.90%	\$ 15,212
Printing	\$ 1,000	\$ -	\$ 60	\$ 940	6.00%	\$ 70
Travel & Education/Training	\$ 900	\$ -	\$ -	\$ 900	0.00%	\$ -
Dues	\$ 70	\$ -	\$ -	\$ 70	0.00%	\$ 55
General/Other Supplies	\$ 1,800	\$ -	\$ 1,198	\$ 602	66.57%	\$ 608
Concession Purchases	\$ 36,000	\$ 1,271	\$ 11,781	\$ 24,219	32.72%	\$ 9,786
Small Equipment - Non-Tagged & Tagged	\$ 16,100	\$ 132	\$ 1,919	\$ 14,181	11.92%	\$ 2,340
Other Purchased Operational Items	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 60
New Equipment	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Pest Control	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Tournament Fees	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Expenditures</b>	<b>\$ 224,384</b>	<b>\$ 7,781</b>	<b>\$ 95,570</b>	<b>\$ 128,814</b>	<b>42.59%</b>	<b>\$ 95,292</b>

Excess (Deficiency) Revenues Over Expenditures	\$ (84,834)	\$ (7,781)	\$ (42,731)
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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 December 31, 2019

% of Year Collected/Expended = 50.00%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED	Y-T-D LAST YEAR
<b>REVENUES</b>						
Event Admissions - Gate Fees	\$ 13,000	\$ -	\$ 8,333	\$ 4,667	64.10%	\$ 14,149
Program Registration Fees	\$ 75,600	\$ 1,035	\$ 17,889	\$ 57,711	23.66%	\$ 35,693
Interest Income	\$ 500	\$ 378	\$ 2,579	\$ (2,079)	515.88%	\$ 2,404
Sponsorships	\$ 6,000	\$ -	\$ 5,400	\$ 600	90.00%	\$ 3,150
Contributions	\$ 500	\$ -	\$ -	\$ 500	0.00%	\$ -
<b>Total Revenues</b>	<b>\$ 95,600</b>	<b>\$ 1,413</b>	<b>\$ 34,201</b>	<b>\$ 61,399</b>	<b>35.77%</b>	<b>\$ 55,397</b>

<b>EXPENDITURES</b>						
Salaries & Benefits	\$ 50,098	\$ 3,743	\$ 22,992	\$ 27,106	45.89%	\$ 22,786
Other Purchased (Contractual) Services	\$ 48,949	\$ 56	\$ 13,813	\$ 35,136	28.22%	\$ 12,375
Liability Insurance	\$ 448	\$ 37	\$ 224	\$ 224	50.00%	\$ 280
Printing	\$ 2,400	\$ -	\$ 420	\$ 1,980	17.50%	\$ 96
Dues	\$ 4,950	\$ -	\$ 2,700	\$ 2,250	54.55%	\$ 3,660
League Fees	\$ 256	\$ -	\$ -	\$ 256	0.00%	\$ 58
Small Equip. Non-Tagged & Tagged	\$ 60,250	\$ 1,910	\$ 25,963	\$ 34,287	43.09%	\$ 42,738
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Expenditures</b>	<b>\$ 167,351</b>	<b>\$ 5,746</b>	<b>\$ 66,113</b>	<b>\$ 101,238</b>	<b>39.51%</b>	<b>\$ 81,993</b>

Excess (Deficiency) Revenues Over Expenditures	\$ (71,751)	\$ (4,333)	\$ (31,912)
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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 December 31, 2019

% of Year Collected/Expended = 50.00%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
<b>REVENUES</b>					
Special Events	\$ 9,000	\$ 1,431	\$ 1,431	\$ 7,569	15.90%
Catering Fees & Food Services	\$ 39,000	\$ 3,816	\$ 15,454	\$ 23,546	39.63%
Room Rentals	\$ 253,700	\$ 19,586	\$ 128,970	\$ 124,730	50.84%
Facility Leases - Longwood Pav.	\$ 7,500	\$ -	\$ 2,735	\$ 4,765	36.47%
Facility Leases - Other Pavilions	\$ 9,000	\$ -	\$ 4,243	\$ 4,758	47.14%
Service Rentals	\$ 8,000	\$ 225	\$ 3,758	\$ 4,242	46.98%
Equipment Rental	\$ 26,000	\$ 2,997	\$ 12,333	\$ 13,667	47.43%
Sponsorships	\$ -	\$ -	\$ -	\$ -	0.00%
Miscellaneous Charges	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Reimbursements	\$ -	\$ -	\$ 80	\$ (80)	0.00%
Facility Leases	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 352,200</b>	<b>\$ 28,055</b>	<b>\$ 169,004</b>	<b>\$ 183,196</b>	<b>47.99%</b>

<b>EXPENDITURES</b>					
Salaries & Benefits	\$ 406,862	\$ 28,544	\$ 185,056	\$ 221,806	45.48%
Annual Maintenance Contracts	\$ 3,020	\$ 70	\$ 1,010	\$ 2,010	33.44%
Repairs & Maintenance	\$ 25,500	\$ 67	\$ 7,298	\$ 18,202	28.62%
Rent - Equipment	\$ 300	\$ -	\$ 40	\$ 261	13.17%
Laundry & Linen	\$ 19,000	\$ 1,353	\$ 5,009	\$ 13,991	26.36%
Other Purchased (Contractual) Services	\$ 11,733	\$ 6,205	\$ 6,871	\$ 4,862	58.56%
Liability Insurance	\$ 10,965	\$ 914	\$ 5,483	\$ 5,483	50.00%
Utilities	\$ 109,784	\$ 9,501	\$ 45,710	\$ 64,074	41.64%
Travel & Education/Training	\$ 300	\$ -	\$ -	\$ 300	0.00%
Janitorial & Operational Supplies	\$ 7,800	\$ 809	\$ 4,140	\$ 3,660	53.08%
General Supplies	\$ 6,750	\$ 98	\$ 521	\$ 6,229	7.73%
Other Supplies/ Concession Purchases	\$ 4,000	\$ 44	\$ 1,078	\$ 2,922	26.96%
Small Equipment- Non-Tagged	\$ 15,790	\$ 1,622	\$ 6,933	\$ 8,857	43.91%
Small Equipment- Tagged	\$ 1,300	\$ -	\$ 1,112	\$ 188	0.00%
Other Purchased Operational Items	\$ 250	\$ -	\$ -	\$ 250	0.00%
Machinery & Equipment (New)	\$ -	\$ -	\$ -	\$ -	0.00%
Pest Control	\$ -	\$ -	\$ -	\$ -	0.00%
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%
Dues	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 623,354</b>	<b>\$ 49,226</b>	<b>\$ 270,260</b>	<b>\$ 353,094</b>	<b>43.36%</b>

Excess (Deficiency) Revenues Over Expenditures	\$ (271,154)	\$ (21,171)	\$ (101,257)
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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 @ 12/31/19**

INCOME	BUDGETED	THIS MONTH	THIS MONTH		Y-T-D		BALANCE
			LAST YEAR	YEAR TO DATE	LAST YEAR		
Special Events	\$ 9,000	\$ 1,431	\$ 1,431	\$ 1,431	\$ 3,139	\$ 7,569	
Catering Fees	\$ 37,000	\$ 3,816	\$ 3,259	\$ 15,054	\$ 15,549	\$ 21,946	
Food Service Fees	\$ 2,000	\$ -	\$ -	\$ 400	\$ 200	\$ 1,600	
Room Rentals	\$ 228,200	\$ 15,861	\$ 18,092	\$ 115,285	\$ 129,502	\$ 112,915	
Camp Fire Cabin	\$ 25,500	\$ 3,725	\$ 2,905	\$ 13,685	\$ 14,974	\$ 11,815	
Facility Leases-Longwood Pavilion	\$ 7,500	\$ -	\$ -	\$ 2,735	\$ 2,120	\$ 4,765	
Facility Leases- Other Pavilions	\$ 9,000	\$ -	\$ -	\$ 4,243	\$ 4,551	\$ 4,758	
Service Rentals	\$ 8,000	\$ 225	\$ 1,498	\$ 3,758	\$ 6,119	\$ 4,242	
Equipment Rental	\$ 26,000	\$ 2,997	\$ 1,220	\$ 12,333	\$ 14,429	\$ 13,667	
Sponsorships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Reimbursements	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ (80)	
Facility Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 352,200</b>	<b>\$ 28,055</b>	<b>\$ 28,405</b>	<b>\$ 169,004</b>	<b>\$ 190,663</b>	<b>\$ 183,196</b>	

EXPENDITURES							
Salaries & Benefits	\$ 406,862	\$ 28,544	\$ 23,996	\$ 185,056	\$ 153,598	\$ 221,806	
Annual Maintenance Contracts	\$ 3,020	\$ 70	\$ -	\$ 1,010	\$ 350	\$ 2,010	
Repairs & Maintenance	\$ 25,500	\$ 67	\$ 583	\$ 7,298	\$ 4,045	\$ 18,202	
Rent - Equipment	\$ 300	\$ -	\$ 23	\$ 40	\$ 42	\$ 261	
Laundry & Linen	\$ 19,000	\$ 1,353	\$ -	\$ 5,009	\$ 4,367	\$ 13,991	
Other Purchased (Contractual) Services	\$ 11,733	\$ 6,205	\$ 154	\$ 6,871	\$ 7,168	\$ 4,862	
Liability Insurance	\$ 10,965	\$ 914	\$ 808	\$ 5,483	\$ 4,850	\$ 5,483	
Utilities	\$ 109,784	\$ 9,501	\$ 10,305	\$ 45,710	\$ 43,050	\$ 64,074	
Travel & Education/Training	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 300	
Janitorial & Operational Supplies	\$ 7,800	\$ 809	\$ 651	\$ 4,140	\$ 3,621	\$ 3,660	
General Supplies	\$ 6,750	\$ 98	\$ 175	\$ 521	\$ 1,499	\$ 6,229	
Other Supplies/Concession Purchases	\$ 4,000	\$ 44	\$ 313	\$ 1,078	\$ 1,120	\$ 2,922	
Small Equipment- Non-Tagged	\$ 15,790	\$ 1,622	\$ 1,905	\$ 6,933	\$ 5,900	\$ 8,857	
Small Equipment- Tagged	\$ 1,300	\$ -	\$ -	\$ 1,112	\$ -	\$ 188	
Other Purchased Operational Items	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 250	
Machinery & Equipment (New)	\$ -	\$ -	\$ -	\$ -	\$ 14,435	\$ -	
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 623,354</b>	<b>\$ 49,226</b>	<b>\$ 38,913</b>	<b>\$ 270,260</b>	<b>\$ 244,044</b>	<b>\$ 353,094</b>	

**GAINESVILLE CIVIC CENTER**  
FY2020 REVENUE COMPARISON

		<b>FY2020 Revised Projected</b>	<b>FY2020 ACTUAL</b>	<b>Over (Under) Collected</b>	<b>% Collected</b>
<b>RENTAL FACILITY RECEIPTS</b>					
381000.025	Rent - Longwood Pavilion	\$ 7,500.00	2735.00	-4,765.00	36.47%
381000.026	Rent - Other Pavilions	\$ 9,000.00	4242.50	-4,757.50	47.14%
381000.004	Rent - Board Room	\$ 5,500.00	2,645.00	-2,855.00	48.09%
381000.005	Rent - Chattahoochee Room	\$ 27,000.00	19,845.25	-7,154.75	73.50%
381000.006	Rent - Chestatee Room	\$ 22,000.00	9,402.25	-12,597.75	42.74%
381000.007	Rent - Gaines Room	\$ 8,000.00	5,185.00	-2,815.00	64.81%
381000.008	Rent - Grand Ballroom	\$ 91,000.00	41,159.25	-49,840.75	45.23%
381000.009	Rent - Kitchen	\$ 400.00	320.00	-80.00	80.00%
381000.010	Rent - Longstreet Room	\$ 300.00	296.00	-4.00	98.67%
381000.011	Rent - Longstreet/Lyman Hall Combo	\$ 21,000.00	10,135.60	-10,864.40	48.26%
381000.012	Rent - Sidney Lanier Room	\$ 22,000.00	7,976.25	-14,023.75	36.26%
381000.014	FSNC - Room A	\$ 8,500.00	3,550.00	-4,950.00	41.76%
381000.015	FSNC - Room B	\$ 3,000.00	1,094.00	-1,906.00	36.47%
381000.016	FSNC - Room A/B	\$ 19,000.00	13,416.50	-5,583.50	70.61%
381000.017	FSNC - Conf. Room	\$ 500.00	260.00	-240.00	52.00%
381000.021	Rent - Camp Fire Cabin	\$ 25,500.00	13,685.00	-11,815.00	53.67%
	FSNC - Kitchen	\$ -	0.00	0.00	0.00%
	<b>TOTAL ROOM RENTAL</b>	<b>\$ 253,700.00</b>	<b>\$ 128,970.10</b>	<b>\$ (124,729.90)</b>	<b>50.84%</b>
	Facility Leases-3rd Floor Office Space	\$ -	0.00	0.00	0.00%
	Sub-Total	\$ 270,200.00	\$ 135,947.60	\$ (134,252.40)	50.31%
347300.002	Special Events	\$ 9,000.00	1,431.00	-7,569.00	-84.10%
347900.002	Catering Fees	\$ 37,000.00	15,053.76	-21,946.24	40.69%
347900.003	Other Miscellaneous Revenue	\$ -	0.00	0.00	0.00%
347900.004	Food Service Fees	\$ 2,000.00	400.00	-1,600.00	20.00%
	Sub-Total	\$ 39,000.00	15,453.76	-23,546.24	39.63%
381000.013	Service Rental	\$ 8,000.00	3,758.25	-4,241.75	46.98%
	*Cable TV Hookup; *Drinks				
	*Phone Hookup				
	*Linen				
	Sub-Total	\$ 8,000.00	3,758.25	-4,241.75	46.98%
381000.019	Equipment Rental	\$ 26,000.00	12,332.91	-13,667.09	47.43%
	*Tables/Chairs				
	*Exhibit Equipment				
	*Audio/Visual				
	*Piano/Tuning				
	Sub-Total	\$ 26,000.00	12,332.91	-13,667.09	47.43%
371000.001	Sponsorships	\$ -	0.00	0.00	0.00%

50.00% of Year Collected  
as of 12/31/19

389000.006	Personnel Reimbursements	\$ -	80.00	0.00	0.00%
	*Security Officers				
	*Set-up Personnel				
	Sub-Total	\$ -	80.00	80.00	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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	<b>TOTAL REVENUE</b>	<b>\$ 352,200.00</b>	<b>\$ 169,003.52</b>	<b>-183,196.48</b>	<b>47.99%</b>
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**CITY OF GAINESVILLE**  
**FRANCES MEADOWS AQUATIC AND COMMUNITY CENTER**  
**SUMMARY FINANCIAL STATEMENT**

For the Month Ended December 31, 2019

% of Year Collected/Expended = 50.00%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED
<b>REVENUES</b>					
Special Events - Non Taxable	\$ 2,715	\$ 130	\$ 2,565	\$ 150	94.48%
Instructional Classes	\$ 140,000	\$ 6,075	\$ 57,312	\$ 82,688	40.94%
Instructional Pool Rentals	\$ 70,000	\$ 14,742	\$ 42,464	\$ 27,536	60.66%
Competitive Swim Team	\$ 189,000	\$ 16,900	\$ 97,462	\$ 91,538	51.57%
Concessions	\$ 100,000	\$ 774	\$ 46,553	\$ 53,447	46.55%
Miscellaneous Charges	\$ 2,500	\$ 8	\$ 1,016	\$ 1,484	40.64%
General Admissions	\$ 307,000	\$ 3,105	\$ 122,036	\$ 184,964	39.75%
Fitness Center Fees	\$ 161,760	\$ 8,692	\$ 62,078	\$ 99,682	38.38%
Room Rentals	\$ 33,500	\$ 150	\$ 6,913	\$ 26,588	20.63%
Sponsorships	\$ 12,000	\$ -	\$ 2,750	\$ 9,250	22.92%
Personnel Reimbursements	\$ -	\$ -	\$ -	\$ -	0.00%
Misc. Revenue Payroll Deductions	\$ -	\$ 929	\$ 6,434	\$ (6,434)	0.00%
Service Rentals	\$ -	\$ -	\$ -	\$ -	0.00%
Food Service Fees	\$ -	\$ -	\$ -	\$ -	0.00%
Equipment Rental	\$ -	\$ -	\$ -	\$ -	0.00%
Contributions - (LA Swim A Thon)	\$ -	\$ -	\$ -	\$ -	0.00%
Grant: Make-a-Splash	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Revenues</b>	<b>\$ 1,018,475</b>	<b>\$ 51,503</b>	<b>\$ 447,582</b>	<b>\$ 570,893</b>	<b>43.95%</b>

<b>EXPENDITURES</b>					
Salaries & Benefits	\$ 965,115	\$ 57,677	\$ 482,179	\$ 482,936	49.96%
Annual Maintenance Contracts	\$ 13,000	\$ 302	\$ 2,862	\$ 10,138	22.02%
Repairs & Maintenance	\$ 83,700	\$ 2,809	\$ 27,653	\$ 56,047	33.04%
Rental - Equipment	\$ 5,000	\$ 394	\$ 2,430	\$ 2,570	48.60%
Other Purchased (Contractual) Services	\$ 181,510	\$ 14,067	\$ 74,254	\$ 107,256	40.91%
Liability Insurance	\$ 33,573	\$ 2,798	\$ 16,787	\$ 16,787	50.00%
Utilities	\$ 250,620	\$ 15,991	\$ 85,186	\$ 165,434	33.99%
Printing	\$ 625	\$ -	\$ 216	\$ 409	34.59%
Travel & Education/Training	\$ 11,905	\$ 982	\$ 4,746	\$ 7,159	39.86%
Dues	\$ 13,132	\$ 2,480	\$ 8,459	\$ 4,673	64.42%
Chemicals	\$ 38,000	\$ 837	\$ 23,142	\$ 14,858	60.90%
Janitorial & Operational Supplies	\$ 19,000	\$ 1,296	\$ 9,440	\$ 9,560	49.68%
Other Supplies/ Concession Purchases	\$ 59,000	\$ 1,042	\$ 27,687	\$ 31,313	46.93%
Small Equipment- Non-Tagged	\$ 28,566	\$ 4,203	\$ 12,556	\$ 16,010	43.95%
Small Equipment- Tagged	\$ 1,300	\$ -	\$ 1,112	\$ 188	85.51%
Other Purchased Operational Items	\$ 3,800	\$ -	\$ -	\$ 3,800	0.00%
Machinery Equipment (New)	\$ -	\$ -	\$ -	\$ -	0.00%
Pest Control	\$ -	\$ -	\$ -	\$ -	0.00%
Laundry & Linen	\$ -	\$ -	\$ -	\$ -	0.00%
Advertising	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 1,707,846</b>	<b>\$ 104,878</b>	<b>\$ 778,709</b>	<b>\$ 929,137</b>	<b>45.60%</b>

Excess (Deficiency) Revenues Over Expenditures	\$ (689,371)	\$ (53,374)	\$ (331,126)
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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 @ 12/31/19**

INCOME	BUDGETED	THIS MONTH	THIS MONTH		Y-T-D		BALANCE
			THIS MONTH	LAST YEAR	YEAR TO DATE	LAST YEAR	
Special Events - Non Taxable	\$ 2,715	\$ 130	\$ -	\$ -	\$ 2,565	\$ 1,980	\$ 150
Instructional Classes	\$ 140,000	\$ 6,075	\$ 5,964	\$ 5,964	\$ 57,312	\$ 58,792	\$ 82,688
Instructional Pool Rentals	\$ 70,000	\$ 14,742	\$ 9,564	\$ 9,564	\$ 42,464	\$ 28,906	\$ 27,536
Competitive Swim Team	\$ 189,000	\$ 16,900	\$ 15,340	\$ 15,340	\$ 97,462	\$ 91,981	\$ 91,538
Concessions	\$ 100,000	\$ 774	\$ 1,740	\$ 1,740	\$ 46,553	\$ 43,902	\$ 53,447
Miscellaneous Charges	\$ 2,500	\$ 8	\$ 6	\$ 6	\$ 1,016	\$ 842	\$ 1,484
General Admissions	\$ 307,000	\$ 3,105	\$ 2,585	\$ 2,585	\$ 122,036	\$ 124,312	\$ 184,964
Fitness Center Fees	\$ 161,760	\$ 8,692	\$ 11,423	\$ 11,423	\$ 62,078	\$ 78,514	\$ 99,682
Room Rentals	\$ 33,500	\$ 150	\$ 290	\$ 290	\$ 6,913	\$ 11,377	\$ 26,588
Sponsorships	\$ 12,000	\$ -	\$ -	\$ -	\$ 2,750	\$ 3,650	\$ 9,250
Personnel Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ -
Misc. Revenue Payroll Deductions	\$ -	\$ 929	\$ 843	\$ 843	\$ 6,434	\$ 4,873	\$ (6,434)
Donations - (LA Swim A Thon)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant: Make-a-Splash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 1,018,475</b>	<b>\$ 51,503</b>	<b>\$ 47,755</b>	<b>\$ 47,755</b>	<b>\$ 447,582</b>	<b>\$ 449,159</b>	<b>\$ 570,893</b>
<b>EXPENDITURES</b>							
Salaries & Benefits	\$ 965,115	\$ 57,677	\$ 58,582	\$ 58,582	\$ 482,179	\$ 474,824	\$ 482,936
Annual Maintenance Contracts	\$ 13,000	\$ 302	\$ 1,180	\$ 1,180	\$ 2,862	\$ 3,864	\$ 10,138
Repairs & Maintenance	\$ 83,700	\$ 2,809	\$ 6,113	\$ 6,113	\$ 27,653	\$ 32,645	\$ 56,047
Rental - Equipment	\$ 5,000	\$ 394	\$ 154	\$ 154	\$ 2,430	\$ 2,096	\$ 2,570
Other Purchased (Contractual) Services	\$ 181,510	\$ 14,067	\$ 13,470	\$ 13,470	\$ 74,254	\$ 75,283	\$ 107,256
Liability Insurance	\$ 33,573	\$ 2,798	\$ 2,192	\$ 2,192	\$ 16,787	\$ 13,154	\$ 16,787
Utilities	\$ 250,620	\$ 15,991	\$ 15,111	\$ 15,111	\$ 85,186	\$ 82,628	\$ 165,434
Printing	\$ 625	\$ -	\$ -	\$ -	\$ 216	\$ 235	\$ 409
Travel & Education/Training	\$ 11,905	\$ 982	\$ -	\$ -	\$ 4,746	\$ 3,363	\$ 7,159
Dues	\$ 13,132	\$ 2,480	\$ 4,008	\$ 4,008	\$ 8,459	\$ 6,315	\$ 4,673
Chemicals	\$ 38,000	\$ 837	\$ 3,691	\$ 3,691	\$ 23,142	\$ 23,612	\$ 14,858
Janitorial & Operational Supplies	\$ 19,000	\$ 1,296	\$ 748	\$ 748	\$ 9,440	\$ 6,452	\$ 9,560
Other Supplies/ Concession Purchases	\$ 59,000	\$ 1,042	\$ 181	\$ 181	\$ 27,687	\$ 24,953	\$ 31,313
Small Equipment- Non-Tagged	\$ 28,566	\$ 4,203	\$ 1,979	\$ 1,979	\$ 12,556	\$ 11,624	\$ 16,010
Small Equipment- Tagged	\$ 1,300	\$ -	\$ -	\$ -	\$ 1,112	\$ -	\$ 188
Other Purchased Operational Items	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800
New Equipment (Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Laundry & Linen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 1,707,846</b>	<b>\$ 104,878</b>	<b>\$ 107,409</b>	<b>\$ 107,409</b>	<b>\$ 778,709</b>	<b>\$ 761,049</b>	<b>\$ 929,137</b>

50.00% of Year Collected  
as of 12/31/19

**FRANCES MEADOWS CENTER**  
**FY2020 REVENUE COMPARISON**

		<b>FY2020 Revised Projected</b>	<b>FY2020 ACTUAL</b>	<b>Over (Under) Collected</b>	<b>% Collected</b>
347300.002	Special Events - Non Taxable	\$ 2,715.00	\$ 2,565.00	-150.00	94.48%
347500.004	Instructional Classes	\$ 140,000.00	\$ 57,311.65	-82688.35	40.94%
347500.005	Pool Rentals	\$ 70,000.00	\$ 42,464.25	-27535.75	60.66%
347500.006	Competitive Swim Team	\$ 189,000.00	\$ 97,461.87	-91538.13	51.57%
347900.001	Concessions	\$ 100,000.00	\$ 46,552.75	-53447.25	46.55%
347900.003	Miscellaneous Charges	\$ 2,500.00	\$ 1,016.00	-1484.00	40.64%
347200.001	General Admissions	\$ 307,000.00	\$ 122,036.29	-184963.71	39.75%
347200.002	Fitness Center Fees	\$ 161,760.00	\$ 62,078.39	-99681.61	38.38%
381000.020	Room Rentals	\$ 33,500.00	\$ 6,912.50	-26587.50	20.63%
371000.001	Sponsorships	\$ 12,000.00	\$ 2,750.00	-9250.00	22.92%
389000.006	Personnel Reimbursements	\$ -	\$ -	0.00	0.00%
389000.010	Misc. Revenue Payroll Deductions	\$ -	\$ 6,433.69	6433.69	0.00%
	Food Service Fees (Catering)	\$ -	\$ -	0.00	0.00%
	Equipment Rental	\$ -	\$ -	0.00	0.00%
371000.011	Contributions - (LA Swim A Thon)	\$ -	\$ -	0.00	0.00%
	Make a Splash Grant	\$ -	\$ -	0.00	0.00%
	<b>TOTAL</b>	<b>\$ 1,018,475.00</b>	<b>\$ 447,582.39</b>	<b>-570892.61</b>	<b>43.95%</b>

**CITY OF GAINESVILLE**  
**Clarks Bridge Park (Lake Lanier Olympic Park)**  
**SUMMARY FINANCIAL STATEMENT**  
For the Month Ended December 31, 2019

% of Year Collected/Expended = 50.00%

	REVISED BUDGET	MTD ACTUAL	YTD ACTUAL	REMAINING BALANCE	% COLLECTED/ EXPENDED	Y-T-D LAST YEAR
<b>REVENUES</b>						
Program Registration Fees	\$ -	\$ -	\$ 4,784	\$ (4,784)	0.00%	\$ -
Concessions	\$ 3,200	\$ -	\$ -	\$ 3,200	0.00%	\$ -
Event Rentals	\$ 45,000	\$ 700	\$ 44,809	\$ 191	99.58%	\$ -
Rental Income	\$ 24,000	\$ 2,242	\$ 13,452	\$ 10,548	56.05%	\$ -
Sponsorships	\$ 1,500	\$ -	\$ -	\$ 1,500	0.00%	\$ -
Contributions	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Revenues</b>	<b>\$ 73,700</b>	<b>\$ 2,942</b>	<b>\$ 63,045</b>	<b>\$ 10,655</b>	<b>85.54%</b>	<b>\$ -</b>

<b>EXPENDITURES</b>						
Salaries & Benefits	\$ 171,353	\$ 6,003	\$ 52,343	\$ 119,010	30.55%	\$ -
Pest Control	\$ 1,200	\$ 93	\$ 533	\$ 667	0.00%	\$ -
Annual Maintenance Contracts	\$ 49,500	\$ 1,925	\$ 16,181	\$ 33,319	32.69%	\$ -
Repairs & Maintenance	\$ 31,500	\$ -	\$ 639	\$ 30,861	2.03%	\$ -
Rent - Equipment	\$ 500	\$ -	\$ -	\$ 500	0.00%	\$ -
Landfill Charges	\$ 500	\$ -	\$ 144	\$ 356	0.00%	\$ -
Other Purchased (Contractual) Services	\$ 11,050	\$ 1,640	\$ 38,885	\$ (27,835)	351.90%	\$ -
Liability Insurance	\$ 5,718	\$ 477	\$ 2,859	\$ 2,859	50.00%	\$ -
Utilities	\$ 58,000	\$ 2,437	\$ 22,432	\$ 35,568	38.68%	\$ -
Advertising	\$ 5,000	\$ -	\$ 40	\$ 4,960	0.80%	\$ -
Printing	\$ -	\$ -	\$ 288	\$ (288)	0.00%	\$ -
Travel & Education /Training	\$ 2,750	\$ -	\$ -	\$ 2,750	0.00%	\$ -
Dues	\$ 500	\$ -	\$ -	\$ 500	0.00%	\$ -
Postage & General Supplies	\$ 2,100	\$ -	\$ -	\$ 2,100	0.00%	\$ -
Janitorial Supplies	\$ 1,500	\$ -	\$ 1,412	\$ 88	94.12%	\$ -
Subscription & Publications	\$ 400	\$ -	\$ -	\$ 400	0.00%	\$ -
Other Supplies/Concession Purchases	\$ 1,000	\$ -	\$ -	\$ 1,000	0.00%	\$ -
Small Equip. - Non-Tagged & Tagged	\$ 11,200	\$ -	\$ 9,716	\$ 1,484	86.75%	\$ -
Other Purchased Operational Items	\$ 500	\$ -	\$ -	\$ 500	0.00%	\$ -
New Equipment (Reserve)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Expenditures</b>	<b>\$ 354,271</b>	<b>\$ 12,574</b>	<b>\$ 145,472</b>	<b>\$ 208,799</b>	<b>41.06%</b>	<b>\$ -</b>

Excess (Deficiency) Revenues Over Expenditures	\$ (280,571)	\$ (9,632)	\$ (82,426)
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NOTE: These financial statements are UNAUDITED and should be used for management purposes only.

**GAINESVILLE PARKS AND RECREATION AGENCY  
BOARD AGENDA ACTION SUMMARY**

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**BOARD INFORMATION ONLY**

**Date: February 10, 2020**

**BOARD ACTION REQUIRED  
(Refer to Board Agenda)**

**SUBJECT: Re-adoption of the  
Agency's Policy and Risk  
Management Manuals,  
and ADA Transition Plan**

- Business Action**
  - Project Action**
  - Budget Action**
  - Other**
- 

**DESCRIPTION OF ISSUES:**

The Agency's Policy and Risk Manuals, as well as, the ADA Transition Plan were last re-adopted on December 8, 2014. Since that time, several updates have been approved by the Board or City Council and, some new items are being submitted to get us ready for re-accreditation in 2020. Please see the attached memorandums outlining these proposed changes for re-adoption.

**AGENCY RECOMMENDATION:**

The staff has reviewed all the changes being proposed thoroughly and recommends that the Policy and Risk Manuals, and ADA Transition Plan be updated as outlined in the attached memorandums.

**SAMPLE MOTION:**

**I move for the re-adoption of the Agency Policy and Risk Manuals, and ADA Transition Plan with all recommendations as presented and described in Resolution BR-20-01.**

---

**BOARD ACTION:**

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

Funds Required: Yes X No  
Amount: \$  
Funds Available: Yes No  
Source:  
Acct. No.

## MEMORANDUM

**TO: Parks and Recreation Board**  
**FROM: Brenda Martin, Administrative & Facility Services Manager**  
**SUBJECT: Agency Policy Manual Update**  
**DATE: February 10, 2020**  
**CC: Kate Mattison, Director**

---

The Gainesville Parks and Recreation Agency Policy Manual was originally adopted in August 1999. Since that time, it has been updated on numerous occasions to reflect current best practices and operating procedures. Listed below are the current changes for 2020.

### Summary of Relevant Changes:

- Section 2:3 – Volunteers revised to show there are now three Youth Sports Handbooks covering Baseball/Softball, Football/Cheer, and Basketball.
- Section 4:1 – Non-Discriminatory Clauses – addition on an Inclusion Statement.
- Section 4:3 – Legal Park Ordinances - revised exception to park use after hours to include walkers, runners, bikers on the Highlands to Islands Trail once said trail is lighted.
- Section 4:3 – Legal Park Ordinances - revised shoreline accessibility and swimming beaches to reflect updated City Ordinance.
- Section 4:3 – Legal Park Ordinances, Catered Alcoholic Beverages - reflects changes made in 2019 to citywide alcohol ordinance.
- Section 5:1 – Basic Services, Financial Assistance - addition of assistance information regarding Pee Wee & Youth Athletics, Day Camps, Instructional Classes, Community Theater, Learn to Swim, and Special Events.
- Section 5:4 – Special Services/Facilities, Concessions - streamlining language to reflect current practices.
- Section 9:17 – Travel and Professional Development - updated information regarding travel authorization for staff.
- Section 9:21 – Document Review Schedule - addition of information regarding annual review of policy documents and standard operating procedures.
- Various editorial changes made throughout manual.

The revised manual consists of twelve chapters of documentation including policies ranging from governing programs to facility acquisition. Staff recommends the Board adopt the updated Agency Policy Manual revised February 2020.

Kate Mattison, CPRP

Director

#### BOARD OF DIRECTORS

Cooper Embry  
Chair

Chris Romberg  
Vice Chair

Kristin Daniel  
Secretary/Treasurer

Jerry Castleberry  
Kingsley Peeples

Susan Daniell  
John Simpson

Sam Richwine, Jr. MD  
Robert Washington



## MEMORANDUM

**TO:** Parks and Recreation Board  
**FROM:** Brenda Martin, Administrative & Facility Services Manager  
**SUBJECT:** Agency Risk Management Manual and ADA Transition Plan  
**DATE:** February 10, 2020  
**CC:** Kate Mattison, Director

---

The Gainesville Parks and Recreation Agency Risk Management Manual was last reviewed and adopted in December 2014 along with the ADA Transition Plan, which was originally adopted at that time. Since then, the staff has established a new Risk Management Manual with the City's Risk Management team that makes the plan more user friendly for staff. The ADA Transition Plan has only a few minor changes. Listed below are the recommendations.

### RISK MANAGEMENT PLAN:

- Updates based on practices of the City of Gainesville Risk Management Division. The City's Risk Management team reviewed and approved of the Agency's new Risk Management Manual.

### ADA TRANSITION PLAN:

- Director's information updated
- Appendix 2 – ADA Action Plan updated

Staff recommends the Board adopt the new Risk Management Manual and the updated ADA Transition Plan.

**Kate Mattison, CPRP**

*Director*

#### BOARD OF DIRECTORS

**Cooper Embry** **Chris Romberg**  
*Chair* *Vice Chair*

**Kristin Daniel**  
*Secretary/Treasurer*

**Jerry Castleberry**  
**Kingsley Peeples**

**Susan Daniell**  
**John Simpson**

**Sam Richwine, Jr. MD**  
**Robert Washington**



**RESOLUTION BR-20-01  
GAINESVILLE PARKS AND RECREATION**

**ADOPTION OF GAINESVILLE PARKS AND RECREATION  
POLICY AND RISK MANUALS**

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

**WHEREAS**, it is the responsibility of the Gainesville Parks and Recreation Board to set policies for the organization; and

**WHEREAS**, a uniform guideline of said policies for this organization should be developed and published in unified reference manuals; and

**WHEREAS**, these manuals are intended to be used as a guide and road map for carrying out the business of the organization; and

**WHEREAS**, these manuals should be periodically reviewed and updated.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Gainesville Parks and Recreation Board hereby re-adopts the Gainesville Parks and Recreation Policy and Risk Manuals to include the ADA Transition Plan as submitted on this date.

**Adopted by the Gainesville Parks and Recreation Board of the City of Gainesville, Georgia this 10<sup>th</sup> day of February 2020.**

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**Cooper Embry, Chair**

This is to certify that I am Secretary/Treasurer 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:**

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**Kristin Daniel, Secretary/Treasurer**