

AGENDA

Ingham County Parks & Recreation Commission
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking Wednesday, November 19, 2014.

**A MEETING OF THE
BUDGET AND PERSONNEL COMMITTEE**
of the
INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
12:00pm
Wednesday, November 19, 2014
Human Services Building, 5303 S. Cedar
Entrance #3, Conference Room C
(Southeast corner of Jolly and Cedar Streets)
Lansing, Michigan

**NOTE
CHANGE IN
LOCATION
& DATE**

1. Call to Order
2. Limited Public Comment
3. ACTION ITEMS
4. DISCUSSION ITEMS:
 - A. [October 2014 Financial Report](#)
 - B. Snowpark Update
 - C. Parks Millage
 - D. December Board Meeting Schedule:
(Cancel Planning Meeting and move the Park Commission meeting to 12/8)
5. Director Report
6. Limited Public Comment
7. Adjournment

The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233. ¹

A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING

Ingham County Parks Department

**Financial
Report**

October 31, 2014



2014 - 208 Operating Budget Report

as of October 3, 2014	Original Budget	Revised Budget 2014	YTD Total	Admin	Burch	Lk Lan	Hawk Is
REVENUE							
Special Event Fees	3,500	-	1,050	1,050	-	-	-
Parking Fees	308,000	290,000	309,933	-	46,961	81,621	181,351
Donations / Friends	20,000	10,000					
Passport Fees	14,000	15,000	12,939	12,939	-	-	-
Misc Revenue	5,856	5,856	1,917	1,917	-	-	-
Capital Improvement trs in	0	6,800	6,800	6,800			
Revenue Trf In - F-101	1,445,577	1,445,577	1,439,577	1,439,577	-	-	-
TOTAL REVENUE	1,796,933	1,773,233	1,772,216	1,462,283	46,961	81,621	181,351
PERSONNEL SERVICES							
Salaries & Wages Perm	639,154	639,154	520,079	520,079	-	-	-
Salaries & Wages Seasonal	267,387	239,652	214,525	7,838	48,441	74,267	83,979
Overtime Permanent	1,687	4,000	4,472	4,472	-	-	-
Overtime Seasonals	4,783	700	1,492	-	0	40	1,452
FICA County Share	49,503	55,851	55,756	39,780	3,706	5,733	6,537
Meeting Fees	14,000	10,000	-	-	0	0	0
Fringe Benefits	342,872	342,472	275,926	269,858	1,400	0	0
TOTAL PERSONNEL SERVICES	1,319,386	1,291,829	1,072,249	842,027	53547	80040	91968
CONTROLLABLE EXPENSES							
Office/Printing/Postage/Copying	17,980	15,150	9,441	8,037	173	292	940
Non-Cap Equipment	4,900	3,750	1,528	-626	152	319	1,683
Controlled Capital Items	-	6,800	-	-	-	-	-
Maintenance Supplies	71,500	75,000	66,625	123	16,409	19,635	30,459
Other Supplies	21,111	23,648	17,150	683	5,207	4,043	7,217
Small Tools	1,500	1,500	809	0	70	0	739
Uniforms/Cleaning/Clothing	6,100	6,100	4,540	4,540	-	-	-
Gas-Grease-Oil	57,600	48,000	41,161	0	41,161	-	-
Med Services - Physicals	1,000	1,000	-	-	-	-	-
Memberships/Subscriptions/Adver	2,700	2,390	2,722	2,722	-	-	-
Contractual Services / Consultants	6,260	11,100	5,417	3,171	340	250	1,655
Travel - Local / Training	3,100	3,850	1,653	731	-	184	-
Telephone	7,484	7,484	5,915	4,934	329	451	200
Maintenance Contractual	19,900	19,800	12,323	1,048	7,191	1,613	2,471
Equipmnet Repair/Maint	30,400	30,400	31,408	1,971	12,669	4,107	12,662
Equipment Rental	3,038	3,038	1,567	-	225	997	345
TOTAL CONTROLLABLE EXPENSES	254,773	259,010	202,258	27,334	83,925	31,891	58,370
NON-CONTROLLABLE EXPENSE							
Insurance	29,341	30,056	10,869	10,703	46	84	36
Utilities	57,916	61,141	54,797	8,146	8,079	10,874	27,698
Courier Service	1,576	1,576	1577	1577	-	-	-
Telephone Allocation Costs	3,247	3,247	2074	2074	-	-	-
MIS Support	84,089	84,269	86,668	86,668	-	-	-
Vehicle Service Charge	46,605	46,605	12,222	12,222	-	-	-
TOTAL NON-CONTROLLABLE EXPENSES	222,774	226,894	168,208	121,390	8,125	10,958	27,734
TOTAL OPERATING REVENUE	1,796,933	1,773,233	1,772,216				
TOTAL EXPENSES	1,796,933	1,777,733	1,442,691				
			329,525				

208 Fund - Parking Revenue and Expenses - YTD												Monthly Revenue Report													
October 31, 2014	2014						TOTAL		2013		2014		2013		2014		2013		2014		2013		2014		
	Burchfield Parking	LLS Parking	LLN Parking	Hawk Is Parking	ALL Porks				Burch Parking	LLS Parking	LLN Parking	LLN Parking	Hawk Is Parking	LLN Parking	Hawk Is Parking	Hawk Is Parking									
Revenue YTD Date	30,152	64,170	10,106	113,080	217,509				3,047	4,702	904														
Expenditures									3,969	4,000	-														
Personnel	9,782	4,032	91	25,502	39,407				707	1,460	-														
Operating Supplies	64	70	31	580	745				1,201	4,897	90	45	11,259	25,924	12,595	44,762	45,356								
Expenditures YTD Date	9,846	4,102	122	26,082	40,152				4,100	5,830	6,787	12,343	5,264	27,147	21,919	44,762	45,356								
Total Revenue	46,961	64,170	10,106	181,350	309,932				8,296	9,263	5,337	16,087	1,702	31,231	39,389	46,566	69,258								
Total Expenditures	9,846	4,102	122	26,082	40,152				9,339	6,064	25,669	16,355	4,559	27,509	31,594	67,076	56,973								
% Expenditures to Revenue	20.97%	6.39%	0.00%	14.38%	12.96%				2,663	741	1,643	380	5,178	957	9,298	17,425	18,750								
YTD Balance	37,115	60,068	9,984	155,268	269,780				44,220	46,961	55,514	64,170	19,061	17,451	181,350	292,566	309,932								

2014		2014		2014		2014		2014	
Burch	Hawk	LLN	Lk Lan	Office	Total	Burch	Hawk	LLN	Lk Lan
95	1300	40	174	8	1,617				

Hardship Passes	
2011	\$292,566
2012	\$302,644
2013	\$292,533
2014 YTD	\$309,932

508- ENTERPRISE FUND CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK

As of October 31, 2014	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
REVENUE					
SHELTER FEES	57,900	61,550	24,135	16,325	21,090
DISC GOLF FEES	21,000	25,051	-	25,051	-
BOAT RENTAL	58,969	66,167	13,868	44,939	7,360
BOAT LAUNCH FEES	16,000	16,145	-	-	16,145
SKI RENTAL	11,500	11,368	-	11,368	-
FOOD CONCESSIONS	39,000	49,446	29,250	4,167	16,029
BAIT/TACKLE REVENUE	150	51	35	16	-
LL HOUSE	9,900	8,390	-	-	8,390
ADMISSION FEES	20,000	15,075	15,075	-	-
INFLATABLE RENTALS	1,000	1,175	-	-	1,175
SNOW TUBE RENTAL	4,000	4,894	923	3,971	-
DOG PARK REVENUE	9,000	10,254	10,254	-	-
DAY CAMP	15,000	13,907	-	13,907	-
VENDING MACHINE COMMISSIONS	-	36	36	-	-
CABANA	-	3,620	3,620	-	-
MISC REVENUE	350	-	-	-	-
CARRY OVER SURPLUS USED	14,710	14,710	-	0	-
TOTAL REVENUE	278,479	301,838	97,196	119,744	70,189
PERSONNEL SERVICES					
WAGES & BENEFITS - SEASONAL	129,685	134,592	59,148	43,627	31,817
TOTAL PERSONNEL SERVICES	129,685	134,592	59,148	43,627	31,817
CONTROLLABLE EXPENSES					
PRINTING	2,099	2,734	164	1,815	755
CONTROLLED CAP OTHER	-	6,656	3,331	3,325	-
MAINTENANCE SUPPLIES	19,295	15,086	10,386	4,394	306
OTHER SUPPLIES	28,040	21,355	12,018	2,197	7,140
CONTRACTUAL SERVICES	5,000	5,000	-	-	5,000
UTILITIES/INSURANCE	10,000	8,310	8,126	-	184
TELEPHONE	800	-	-	-	-
MAINT-RELATED CONTRACTUAL	1,000	784	784	-	-
EQUIPMENT REPAIR & MAINT	9,554	8,200	8,200	-	-
EQUIPMENT RENTAL	100	-	-	-	-
SALES/USE TAX	2,250	3,539	2,168	264	1,107
ADMIN DISTRIBUTION	64,000	62,186	21,581	22,678	17,926
TOTAL CONTROLLABLE EXPENSE	142,138	133,850	66,759	34,673	32,418
TOTAL OPERATING REVENUE	278,479	301,838	97,196	119,744	70,189
TSF OUT - 450 FUND					
TOTAL OPERATING EXPENSES	271,863	268,475	125,907	78,300	64,235
CHANGE IN FUND BALANCE - OPERATIONS	0	33,363	(28,711)	41,443	5,954
REVENUE	278,479	301,838			
EXPENSE - OPERATIONS	271,863	268,481			
EXPENSE - CIP	-				
NET CHANGE - FUND OVERALL		33,357			

**508 - SHELTER
REVENUE COMPARISON
as of October 31, 2014**

	75930 BURCHFIELD		75920 LL NORTH		75950 LL SOUTH		75970 HAWK ISLAND	
	2013	2014	2013	2014	2013	2014	2013	2014
January	2,980	800	275	-	2,700	400	10,775	1,075
Jan - YTD	2,980	800	275	-	2,700	400	10,775	1,075
February	1,230	2,825	-	950	650	2,595	1,250	9,495
Feb - YTD	4,210	3,625	275	950	3,350	2,995	12,025	10,570
March	976	1,550	325	650	1,700	1,350	1,370	2,350
Mar - YTD	5,186	5,175	600	1,600	5,050	4,345	13,395	12,920
April	2,144	1,375	1,000	795	1,720	1,000	1,415	3,250
Apr - YTD	7,330	6,550	1,600	2,395	6,770	5,345	14,810	16,170
May	2,470	3,195	1,300	2,195	1,400	2,550	2,915	3,095
May - YTD	9,800	9,745	2,900	4,590	8,170	7,895	17,725	19,265
June	2,215	3,170	1,595	1,450	1,450	1,740	1,190	1,070
Jun - YTD	12,015	12,915	4,495	6,040	9,620	9,635	18,915	20,335
July	1,350	1,395	1,300	1,475	1,275	595	2,070	1,245
Jul - YTD	13,365	14,310	5,795	7,515	10,895	10,230	20,985	21,580
August	670	1,550	975	625	725	370	1,575	990
Aug - YTD	14,035	15,860	6,770	8,140	11,620	10,600	22,560	22,570
September	370	465	350	800	750	1,550	570	615
Sept - YTD	14,405	16,325	7,120	8,940	12,370	12,150	23,130	23,185
October	(75)	-	-	-	-	-	75	950
Oct - YTD	14,330	16,325	7,120	8,940	12,370	12,150	23,205	24,135
November	-	-	-	-	-	-	-	-
Nov - YTD	14,330	16,325	7,120	8,940	12,370	12,150	23,205	24,135
December	-	-	-	-	-	-	-	-
Dec - YTD	14,330	16,325	7,120	8,940	12,370	12,150	23,205	24,135

2013 YTD 57,025

2014 YTD 61,550

**508 ACTIVITIES
REVENUE COMPARISON
as of October 31, 2014**

	PEDAL BOAT/CANOE			LAUNCH			FOOD			SKI			DAY CAMP			DOG PARK			DISC GOLF		
	LL BOAT	BUR BOAT	HAWK IS	LK LAN	BURCHFIELD	LLS	HAWK IS	BURCHFIELD	FOBS	BURCHFIELD	BURCHFIELD	BURCHFIELD	FOBS	BURCHFIELD	FOBS	BURCHFIELD	FOBS	BURCHFIELD	FOBS		
	75951	75931	75971	75925	75932	75952	75975	75938	75935	75984	75934	75984	75934	75984	75934	75984	75934	75984	75934		
2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014		
Jan	0	0	0	0	1,131	1,526	0	407	0	3,305	0	775	0	0	0	0	0	0	0		
Jan - YTD	0	0	0	0	1,131	1,526	0	407	0	3,305	0	775	0	0	0	0	0	0	0		
Feb	0	0	0	0	1,754	1,388	0	344	0	3,347	5,954	0	215	0	247	92	136	0	0		
Feb - YTD	0	0	0	0	1,754	1,388	0	344	0	3,347	5,954	0	215	0	247	92	136	0	0		
March	0	0	0	0	289	424	0	368	104	2,109	1,230	90	520	410	336	744	0	0	0		
Mar - YTD	0	0	0	0	289	424	0	368	104	2,109	1,230	90	520	410	336	744	0	0	0		
April	0	0	332	0	48	151	0	45	1,526	0	0	2,996	3,020	285	1,315	2,464	6,639	0	0		
Apr - YTD	0	0	332	0	48	151	0	45	1,526	0	0	2,996	3,020	285	1,315	2,464	6,639	0	0		
May	415	799	743	3,576	3,609	3,745	3,745	39	48	217	1,455	351	1,910	0	4,380	5,098	2,455	1,090	3,580		
May - YTD	415	799	743	3,908	3,634	3,795	3,271	3,546	217	1,455	1,514	3,436	3,451	11,368	8,606	8,208	4,250	3,172	7,504		
June	818	2,244	7,751	8,677	3,114	4,784	6,043	6,043	3,472	6,043	3,472	6,043	3,472	6,043	3,472	6,043	3,472	6,043	3,472	6,043	
Jun - YTD	1,233	3,043	8,494	12,585	3,472	6,043	6,043	6,043	3,472	6,043	3,472	6,043	3,472	6,043	3,472	6,043	3,472	6,043	3,472	6,043	
July	4,226	2,081	13,272	15,205	2,879	4,238	7,063	4,059	107	302	6,873	5,515	7,778	9,534	0	1,085	1,217	1,500	1,640	2,827	
Jul - YTD	5,459	5,124	21,766	27,790	6,351	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	10,281	
Aug	2,240	1,892	12,516	11,469	3,490	3,049	3,049	2,748	2,900	0	181	2,521	4,051	6,760	5,560	2,223	2,223	2,223	2,223	2,223	
Aug - YTD	7,699	7,016	34,282	39,259	9,841	13,330	13,330	15,008	15,484	4,136	10,576	15,528	23,770	27,828	8,914	7,757	16,095	16,095	16,095	16,095	
Sept	671	344	5,223	5,388	758	538	538	660	0	173	501	1,846	1,422	0	0	810	956	1,162	1,356	1,838	
Sept - YTD	8,370	7,360	39,505	44,647	10,599	13,868	13,868	15,537	16,144	4,136	10,749	16,029	25,616	29,250	3,451	11,368	13,907	9,870	8,919	17,451	
Oct	0	0	805	292	0	0	0	0	0	32	0	0	0	0	0	0	385	1,335	1,310	432	
Oct - YTD	8,370	7,360	40,310	44,939	10,599	13,868	13,868	15,537	16,144	4,168	10,749	16,029	25,616	29,250	3,451	11,368	13,907	10,254	18,761	25,051	
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	105	0	0	0	
Nov - YTD	8,370	7,360	40,310	44,939	10,599	13,868	13,868	15,537	16,144	4,168	10,749	16,029	25,616	29,250	3,451	11,368	13,907	10,360	10,254	18,761	
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Dec - YTD	8,370	7,360	40,310	44,939	10,599	13,868	13,868	15,537	16,144	4,168	10,749	16,029	25,616	29,250	4,000	11,368	16,823	13,907	10,254	18,917	

	2013	2014 YTD	
Activities	200,871	Activities	192,336
Shelter	58,045	Shelter	61,550
House	7,357	House	8,390
Inflatable	1,225	Inflatable	1,175
Donations	0	Carry Over C/P	14,710
Sale of Assets	0	Sale of Assets	0
BUR Tube rental	3,259	BUR Tube rental	3,971
Snowpark	17,903	Snowpark	15,999
MISC	370	MISC	87
Interest	0	Cabana #1	3,620
Total YTD 508	289,440	Total YTD 508	301,837