PARK FUND

Park Fund
Program Narrative

Mission Statement:

The Parks and Recreation Department's mission is to enhance the quality of life for the citizens of Liberty through a mix of organized recreational, cultural, and social programs and the utilization of community owned facilities.

Services:

1. Administration

   The Parks Administration Division provides management support to the Sports Complex, Community Center, Parks Maintenance and Aging Services divisions. This division is responsible for: developing and managing the budget; increasing public input and awareness of Parks and Recreation; implementing the Development Department's Parks and Open Space Master Plan; and working closely with the Park and Recreation Board, City Council, Park Charitable Fund, Tree Board, Tree Liberty, and the newly established Cemetery Advisory Committee. The staff in the Administration Division attend annual training on a local, state and national level; administer the Cooperative Use Agreement with Liberty Public Schools; and produce three brochures per year which outlines all recreational programs offered by the Park Department divisions.

2. Maintenance

   The Parks Maintenance Division is responsible for maintaining Park facilities and grounds including the Community Center, the Frank Hughes Library, and City parks and cemeteries. This Division also oversees mowing of these properties and assists with mowing City rights-of-way as well as snow removal at City Hall. The Maintenance Divison also maintains positive relations with Martha Lafite Thompson Nature Sanctuary, Clay County, and the Liberty Public School District to provide community-wide educational events.

3. Sports Complex/Sports Programs

   The Sports Complex/Sports Programs Division is responsible for recreational and competitive sports programming at the Sports Complex providing year-round adult and youth leagues for teams and individuals with various skill levels and interests. This Division oversees the operation of 8 multi-use softball/baseball fields, 6 soccer fields, 1 baseball field, 4 practice fields, 3 concession stands, and 65 acres of undeveloped land. This Division is also host to multiple state and national tournaments each year as well as a variety of other tournaments and sports-related special events.

4. Community Center

The Liberty Community Center provides the community with year-round aquatic and fitness programs for adults and youth with a wide variety of interests and skill levels. This Division also provides citizens with opportunities to enrich their cultural experiences through the Liberty Community Center Performing Arts Theatre. Various facilities such as meeting rooms, theatre, pools, and gymnasium can be rented from the Community Center, offering the community with venues for specials events as well as generating additional revenue to support the overall function of the Community Center and Park Department.

Staffing Levels:

The Park Department's proposed staffing levels for FY2011, along with a brief look at historical staffing levels, are as follows:

Position Title	2007	2008	2009	2010 Budget	2011 Proposed
Parks Director	1	1	1	1	1
Assistant Parks Director	0	0	1	1	1
Parks & Open Spaces Manager	1	1	1	1	1
Recreation Coordinator	2	3	3	2	2
Parks Crew Chief	1	2	2	3	3
Parks Maintenance Worker II	3	3	4	3	3
Parks Maintenance Worker I	5	5	4	4	4
Parks Supervisor	1	1	1	0	0
Administrative Assistant	1	1	1	1	1
Sports Complex Manager	1	1	1	1	1
Athletic Fields Grounds Keeper	2	2	2	2	2
Community Center Manager	1	1	1	1	1
Facility Supervisor/Administrative Secretary	1	1	0	0	0
Office Supervisor	1	1	1	1	1
Office Assistant	1	1	1	1	1
Custodian	2	2	2	1	1
Building Maintenance Technician	2	2	2	1	1
Theater Coordinator	1	1	1	1	1
Lead Theater Technician	1	1	1	1	1
Marketing/Special Events Coordinator	1	1	1	1	1
Senior Services Coordinator	1	1	1	1	1
Senior Recreation Coordinator	4	3	3	3	3
Bus Driver	2	2	2	1	1
Senior Center Technician	1	1	1	1	1
Total	37	38	38	33	33

City of Liberty, Missouri
Park Fund
Fiscal Year 2011

	2009 Actual	2010 Budget	2010 Forecast	2011 Budget
Beginning Fund Balance	$ 326,896	$ (317,018)	$ (317,018)	$ (132,871)
Revenues				
Property Tax	$ 731,666	$ 717,770	$ 733,951	$ 717,770
Sports Complex / Sports Programs	1,028,550	1,087,180	1,004,430	1,098,000
Community Center	1,537,886	1,564,360	1,524,512	1,485,490
Charges for Services	12,690	9,250	12,475	10,250
Miscellaneous	-	-	3,260	-
Interest	2,955	6,700	191	-
Park Sales Tax Transfer	312,510	450,000	450,000	450,000
Capital Sales Tax Transfer	-	-	-	-
Frank Hughes Library Interest	489	850	130	850
Total Revenues	$ 3,626,746	$ 3,836,110	$ 3,728,949	$ 3,762,360
Total Resources	$ 3,953,642	$ 3,519,092	$ 3,411,931	$ 3,629,489
Expenditures				
Administration	$ 654,103	$ 763,950	$ 713,778	$ 791,340
Frank Hughes Library	940	2,830	990	3,060
Park Maintenance	634,526	680,740	625,346	657,830
Sports Complex/Sports Programs	872,627	924,950	841,953	919,550
Community Center	2,108,464	1,365,356	1,362,735	1,339,880
Total Expenditures	$ 4,270,660	$ 3,737,826	$ 3,544,802	$ 3,711,660
Revenue Over/(Under) Expenditures	$ (643,914)	$ 98,284	$ 184,147	$ 50,700
Ending Fund Balance	$ (317,018)	$ (218,734)	$ (132,871)	$ (82,171)
Less: Encumbrances	3,236	-	-	-
Unreserved Ending Fund Balance	$ (320,254)	$ (218,734)	$ (132,871)	$ (82,171)

YEAR 2011 BUDGET DETAIL

PARK ADMINISTRATION

Account Number	Account Name	2007	2008	2009	2010 Forecast	2011 Budget
60.60.415.02.4001	Salaries	$ 394,242	$ 372,285	$ 391,539	$ 387,342	$ 406,240
60.60.415.02.4002	Part-time	-	-	7,816	6,886	7,700
60.60.415.02.4004	Overtime	8,708	4,771	1,449	200	1,000
60.60.415.02.4101	Social Security	29,479	27,433	29,315	29,523	32,010
60.60.415.02.4102	LAGERS Retirement Program	20,641	18,174	17,686	21,414	26,700
60.60.415.02.4103	ICMA Deferred Comp	7,598	7,185	2,715	-	-
60.60.415.02.4104	Workers Compensation	4,024	4,974	4,134	3,519	2,340
60.60.415.02.4105	Health Insurance	49,719	54,014	60,904	60,978	67,610
60.60.415.02.4106	Life Insurance	323	288	284	265	300
60.60.415.02.4107	Dental Insurance	3,251	3,539	3,542	3,418	3,900
60.60.415.02.4116	Disability Insurance	426	372	393	379	440
60.60.415.04.5001	General Supplies	2,814	1,968	1,949	1,911	5,000
60.60.415.04.5004	Recreation Supplies	1,774	4,881	4,187	9,005	13,780
60.60.415.04.5120	Outside Printing	25,715	23,506	25,276	22,222	33,250
60.60.415.06.5210	Training Travel	3,547	2,721	863	905	2,620
60.60.415.06.5251	Registration Fees	5,220	6,060	2,418	1,005	4,190
60.60.415.06.5253	Lodging & Meals	4,591	7,582	1,150	4,391	8,430
60.60.415.06.5259	Other Training	488	45	250	485	4,280
60.60.415.08.5304	Internet Service Fees	3,913	-	-	-	-
60.60.415.08.5346	Financial Services	31,864	34,311	36,053	39,108	40,020
60.60.415.08.5371	Advertising	579	289	-	-	-
60.60.415.08.5399	Miscellaneous Fees	4,673	4,522	5,561	5,340	6,010
60.60.415.08.8811	Summer Band Program	2,477	-	-	-	-
60.60.415.12.5453	Mobile Phones	-	-	-	1,801	1,920
60.60.415.14.5551	Office Equipment Maintenance	4,765	5,320	5,934	8,181	8,070
60.60.415.16.5711	Property Insurance	16,586	17,650	18,126	22,347	28,210
60.60.415.16.5715	Casualty	44,985	35,610	20,207	13,965	12,980
60.60.415.18.5601	Minor Equipment	-	845	-	-	-
60.60.415.38.5803	Meeting Expense	1,704	1,737	1,033	1,378	2,710
60.60.415.38.5808	Postage	6,652	8,790	9,826	6,584	3,670
60.60.415.38.5811	Membership Dues	2,435	2,205	1,492	1,385	1,960
60.60.415.38.5989	Other	-	77	-	-	-
60.60.415.42.5590	Interfund Transfer-General Fund	-	-	-	66,000	66,000
TOTALS		$ 683,193	$ 651,152	$ 654,103	$ 719,937	$ 791,340

YEAR 2011 BUDGET DETAIL

FRANK HUGHES LIBRARY

Account Number	Account Name	2007	2008	2009	2010 Forecast	2011 Budget
60.60.418.14.5571	Building Maintenance	$ 1,549	$ 40,958	$ 460	$ 2,300	$ 2,300
60.60.418.16.5711	Property Insurance	459	438	480	602	760
TOTALS		$ 2,008	$ 41,396	$ 940	$ 2,902	$ 3,060

YEAR 2011 BUDGET DETAIL

PARK MAINTENANCE

Account Number	Account Name	2007	2008	2009	2010 Forecast	2011 Budget
60.60.420.02.4001	Salaries	$ 377,932	$ 401,092	$ 373,904	$ 377,234	$ 395,590
60.60.420.02.4002	Part-time	-	4,811	-	7,240	-
60.60.420.02.4004	Overtime	6,467	10,211	4,077	6,044	5,070
60.60.420.02.4101	Social Security	29,099	31,529	28,116	29,810	30,920
60.60.420.02.4102	LAGERS Retirement Program	19,441	16,332	16,932	21,179	26,270
60.60.420.02.4103	ICMA Deferred Comp	7,245	6,761	2,198	-	-
60.60.420.02.4104	Workers Compensation	27,321	23,820	19,806	16,218	12,280
60.60.420.02.4105	Health Insurance	55,633	56,338	64,706	63,231	67,670
60.60.420.02.4106	Life Insurance	600	442	417	378	410
60.60.420.02.4107	Dental Insurance	4,404	4,608	4,717	4,618	5,250
60.60.420.02.4116	Disability Insurance	897	779	770	727	790
60.60.420.04.5001	General Supplies	216	450	282	188	400
60.60.420.04.5004	Recreation Supplies	6,087	2,351	1,656	4,227	4,300
60.60.420.04.5009	Maintenance Materials	2,898	3,136	3,069	2,460	2,500
60.60.420.04.5010	Chemicals	167	1,234	1,010	1,409	2,420
60.60.420.04.5018	Small Tools	328	500	219	400	400
60.60.420.06.5253	Lodging & Meals	-	129	-	-	-
60.60.420.08.5371	Advertising	500	754	-	-	-
60.60.420.08.5381	Refuse Collection Fees	2,015	2,198	2,198	69	-
60.60.420.08.5399	Miscellaneous Fees	-	-	32	11	-
60.60.420.12.5401	Electric	15,425	14,199	14,906	13,188	14,000
60.60.420.12.5421	Natural Gas	2,016	2,413	2,045	2,565	2,200
60.60.420.12.5431	Water Service	449	1,338	1,698	436	-
60.60.420.12.5453	Mobile Phones	2,915	2,880	2,522	2,860	2,880
60.60.420.14.5521	Vehicle Fuel	17,847	21,414	13,757	17,798	20,000
60.60.420.14.5522	Diesel Fuel	6,093	10,113	4,469	7,561	8,650
60.60.420.14.5541	Vehicle Maintenance	8,773	6,593	7,126	9,676	9,460
60.60.420.14.5557	Ballfield Lights	850	231	-	1,000	1,500
60.60.420.14.5559	Misc Equipment Maintenance	13,100	11,755	12,499	10,607	11,000
60.60.420.14.5571	Building Maintenance	7,525	9,547	6,799	7,980	9,920
60.60.420.14.5575	Grounds & Landscaping	21,593	18,249	31,591	15,759	18,750
60.60.420.14.5578	Trails Maintenance	6,358	446	11,289	8,156	3,000
60.60.420.18.5611	Equipment Rental	106	-	-	-	-
60.60.420.36.7201	Capital Equipment	6,699	-	-	-	-
60.60.420.38.5808	Postage	-	-	80	-	-
60.60.420.38.5811	Membership Dues	-	35	35	-	-
60.60.420.38.5812	Clothing Expense	3,007	2,460	1,599	2,000	2,200
60.60.420.38.5989	Other	-	215	-	-	-
TOTALS		$ 654,006	$ 669,360	$ 634,526	$ 635,029	$ 657,830

YEAR 2011 BUDGET DETAIL

SPORTS COMPLEX/SPORTS PROGRAMS

Account Number	Account Name	2007	2008	2009	2010 Forecast	2011 Budget
61.60.458.02.4001	Salaries	$ 94,565	$ 102,850	$ 70,888	$ 66,588	$ 66,590
61.60.458.02.4002	Part-time	100,729	92,419	100,938	115,919	122,580
61.60.458.02.4004	Overtime	4,911	2,856	3,518	1,089	3,000
61.60.458.02.4101	Social Security	14,781	14,876	13,356	13,938	14,700
61.60.458.02.4102	LAGERS Retirement	3,010	4,370	3,191	3,663	4,520
61.60.458.02.4103	ICMA Deferred Comp	1,446	2,005	618	-	-
61.60.458.02.4104	Workers Compensation	17,068	15,012	12,488	9,143	2,970
61.60.458.02.4105	Health Insurance	15,413	17,754	11,963	16,783	19,130
61.60.458.02.4106	Life Insurance	79	107	79	70	70
61.60.458.02.4107	Dental Insurance	1,072	1,312	833	722	780
61.60.458.02.4116	Disability Insurance	169	162	95	82	90
61.60.458.04.5001	General Supplies	2,495	2,205	1,519	2,283	2,590
61.60.458.04.5003	Medical Supplies	827	210	-	525	940
61.60.458.04.5004	Recreation Supplies	114,304	113,955	91,036	106,820	99,540
61.60.458.04.5007	Concession Supplies	97,098	96,650	115,986	105,805	109,000
61.60.458.04.5009	Maintenance Materials	5,945	6,141	6,200	7,415	6,490
61.60.458.04.5010	Chemicals	9,774	6,516	4,431	8,567	7,120
61.60.458.04.5018	Minor Tools	561	711	756	913	1,000
61.60.458.04.5099	Miscellaneous Supplies	18,023	11,484	17,307	9,282	10,820
61.60.458.04.5120	Outside Printing	6,725	6,479	2,220	2,773	3,600
61.60.458.04.8071	Merchandise for Resale	17,009	20,538	11,976	10,500	26,700
61.60.458.08.5371	Advertising	2,588	941	-	-	-
61.60.458.08.5381	Refuse Collection Fees	2,397	1,460	2,133	286	300
61.60.458.08.5397	Contract Labor	236,501	251,467	256,976	260,087	278,850
61.60.458.08.5399	Miscellaneous Fees	-	120	129	-	-
61.60.458.12.5401	Electric	62,367	71,936	72,344	66,386	68,640
61.60.458.12.5431	Water Service	-	-	-	7,364	10,000
61.60.458.14.5521	Vehicle Fuel	4,945	3,465	2,373	2,421	3,000
61.60.458.14.5557	Ball Field Light Maintenance	4,516	369	9,123	818	3,350
61.60.458.14.5559	Misc Equip Maintenance	13,631	14,404	11,476	17,667	9,000
61.60.458.14.5571	Building Maintenance	-	-	7,909	-	2,000
61.60.458.14.5573	Contra Acct Insurance Premium	(4,295)	-	-	-	-
61.60.458.14.5575	Grounds & Landscaping	9,714	8,351	-	9,920	8,700
61.60.458.18.5611	Equipment Rental	2,872	2,685	2,794	2,050	3,000
61.60.458.38.5801	Over/Short	-	160	650	-	-
61.60.458.38.5808	Postage	1,972	1,289	584	805	1,770
61.60.458.38.5811	Membership Dues	20,235	32,083	25,273	25,885	13,630
61.60.458.38.5812	Clothing Expense	1,967	1,262	60	-	1,100
61.60.458.38.5989	Miscellaneous Expenses	3,674	4,056	1,404	1,638	3,980
61.60.458.42.5997	PFA Construction Fund	10,000	10,000	10,000	10,000	10,000
TOTALS		$ 899,088	$ 922,659	$ 872,627	$ 888,207	$ 919,550

YEAR 2011 BUDGET DETAIL

COMMUNITY CENTER RECREATION PROGRAMS

Account Number	Account Name	2007	2008	2009	2010 Forecast	2011 Budget
65.60.417.08.8101	Aqua Tot Program	$ 1,282	$ 1,026	$ 96	$ -	$ -
65.60.417.08.8103	Parent Tot Program	2,934	2,974	96	-	-
65.60.417.08.8105	Novice Swimmer Program	4,675	3,949	96	-	-
65.60.417.08.8107	Advance Novice Swimmer	2,745	3,107	96	(9)	-
65.60.417.08.8109	Intermediate Swimmer	1,728	1,901	96	(9)	-
65.60.417.08.8111	Stroke Clinic - Swim Team	1,546	2,968	5,551	1,896	1,680
65.60.417.08.8113	Swim Team Competitive Maint	-	-	-	4,888	4,160
65.60.417.08.8114	Pre-Season Conditioning	-	-	-	840	840
65.60.417.08.8115	Boys/Girls Pre-Season Conditioning	-	-	-	-	1,570
65.60.417.08.8116	Triathlon Conditioning	-	-	-	3,727	2,950
65.60.417.08.8117	Water Aerobics	22,925	23,069	22,885	24,988	22,330
65.60.417.08.8121	Adaptive Aquatics	-	-	-	483	280
65.60.417.08.8122	Semi-Competitive Swim Lessons	-	-	-	1,225	980
65.60.417.08.8123	Semi-Private Swim Lessons	-	-	-	6,566	5,760
65.60.417.08.8124	Swim Team	18,543	18,291	21,450	20,153	21,250
65.60.417.08.8125	Private Swim Lessons	13,943	17,235	37,966	21,824	24,000
65.60.417.08.8126	Developmental Stroke	383	831	96	-	-
65.60.417.08.8127	Lifeguard Training	4,803	5,503	7,231	6,059	6,760
65.60.417.08.8130	Scuba Diving	110	-	-	-	-
65.60.417.08.8201	Fitness Aerobics	24,065	24,585	28,685	32,567	33,130
65.60.417.08.8202	Silver Sneakers Aerobics	1,298	1,799	2,051	1,861	1,890
65.60.417.08.8225	Fitness Testing	-	-	-	-	240
65.60.417.08.8226	Weight Training	13,100	20,512	15,567	13,432	6,940
65.60.417.08.8227	Massage Therapy	571	459	154	-	-
65.60.417.08.8231	Youth Fitness	235	477	-	-	-
65.60.417.08.8232	Adult Fitness	10,722	13,714	18,093	12,564	14,340
65.60.417.08.8301	Youth Tumbling	3,836	4,015	2,891	2,687	3,040
65.60.417.08.8302	Youth Educational Programs	-	1,295	-	420	1,540
65.60.417.08.8305	Youth Dance	1,512	1,890	2,821	1,435	-
65.60.417.08.8601	Martial Arts	-	3,336	490	693	-
65.60.417.08.8605	Adult Dance	665	-	-	-	-
65.60.417.08.8606	Adult Education Program	617	-	-	-	-
65.60.417.08.8607	Group Trips	31,827	39,644	12,478	3,287	-
65.60.417.08.8608	Tennis Lessons	2,415	4,847	3,927	3,425	4,160
65.60.417.08.8611	Golf	1,783	1,607	1,530	735	920
65.60.417.08.8615	Dog Obedience Classes	2,898	2,730	4,242	2,380	2,520
65.60.417.08.8701	Child Care Program	392	762	606	429	770
65.60.417.08.8805	Birthday Parties	1,174	689	270	320	230
65.60.417.08.8807	Splash Camp	2,226	77	368	240	250
65.60.417.08.8808	Kids' Camp	7,483	438	299	260	380
65.60.417.08.8809	Preschool Activities	1,624	1,544	756	774	840
65.60.417.08.8810	Theater Promotions	8,999	3,397	4,657	2,689	1,150
TOTALS		$ 193,059	$ 208,668	$ 195,545	$ 172,829	$ 164,900

YEAR 2011 BUDGET DETAIL

COMMUNITY CENTER OPERATIONS

Account Number	Account Name	2007	2008	2009	2010 Forecast	2011 Budget
65.60.491.02.4001	Salaries	$ 298,678	$ 324,054	$ 276,205	$ 270,644	$ 270,140
65.60.491.02.4002	Part-time	251,332	259,871	264,651	281,831	285,620
65.60.491.02.4004	Overtime	17,262	15,316	6,582	6,778	4,640
65.60.491.02.4101	Social Security	42,560	44,714	40,869	42,361	43,140
65.60.491.02.4102	LAGERS Retirement Program	15,000	16,136	12,513	15,302	18,090
65.60.491.02.4103	ICMA Deferred Comp	4,204	4,960	1,704	-	-
65.60.491.02.4104	Workers Compensation	30,638	27,450	22,821	20,577	11,970
65.60.491.02.4105	Health Insurance	43,592	49,953	48,069	47,525	47,980
65.60.491.02.4106	Life Insurance	292	300	257	242	260
65.60.491.02.4107	Dental Insurance	2,598	3,085	2,823	2,718	2,920
65.60.491.02.4116	Disability Insurance	428	494	386	406	440
65.60.491.04.5001	General Supplies	17,563	12,992	8,988	10,900	10,570
65.60.491.04.5003	Medical Supplies	898	250	164	600	610
65.60.491.04.5004	Recreation Supplies	1,454	4,281	2,781	2,078	3,070
65.60.491.04.5007	Concession Supplies	17,382	14,876	11,720	14,248	12,420
65.60.491.04.5009	Maintenance Materials	39,799	42,331	28,905	27,815	24,550
65.60.491.04.5010	Chemicals	11,010	11,862	12,552	11,750	13,170
65.60.491.04.5018	Minor Tools	-	31	-	-	-
65.60.491.04.5099	Miscellaneous Supplies	-	88	-	-	-
65.60.491.04.5120	Outside Printing	2,661	1,000	208	670	480
65.60.491.08.5311	Legal Fees	(25,000)	-	-	-	-
65.60.491.08.5371	Advertising	3,877	1,722	2,361	144	150
65.60.491.08.5381	Refuse Collection Fees	1,482	2,308	2,640	83	-
65.60.491.08.5397	Contract Labor	5,968	4,667	5,295	9,490	4,150
65.60.491.08.5399	Miscellaneous Fees	4,642	7,284	7,555	7,948	7,880
65.60.491.12.5401	Electric	101,826	111,908	115,696	114,750	118,500
65.60.491.12.5421	Natural Gas	36,545	35,184	31,291	34,002	33,200
65.60.491.12.5431	Water Service	-	-	-	19,083	20,600
65.60.491.12.5453	Mobile Phones	2,880	3,348	2,522	2,880	2,880
65.60.491.14.5541	Vehicle Maintenance	-	3,272	-	-	-
65.60.491.14.5551	Maintenance - Office Equipment	389	540	-	-	-
65.60.491.14.5559	Misc Equipment Maintenance	12,617	16,999	13,631	11,234	11,690
65.60.491.14.5571	Building Maintenance	115,790	93,031	82,800	73,057	69,480
65.60.491.14.5575	Grounds & Landscaping	1,705	3,019	132	1,765	1,050
65.60.491.14.5581	HVAC/Roof Loan Pmt	-	-	-	100,000	100,000
65.60.491.14.5591	Software Maintenance	303	567	303	303	330
65.60.491.18.5601	Minor Equipment	12,309	16,650	11,270	11,338	8,620
65.60.491.18.5603	Minor Software	115	-	-	-	-
65.60.491.18.5612	Fitness Equipment Lease Payment	-	-	-	13,664	40,990
65.60.491.36.7201	Capital Equipment	7,720	-	332,977	-	-
65.60.491.36.7402	Building Improvements	-	-	558,469	-	-
65.60.491.38.5801	Over/Short	5	-	(1)	17	-
65.60.491.38.5808	Postage	8,302	4,661	2,963	6,360	4,140
65.60.491.38.5810	Publications	218	39	-	-	-
65.60.491.38.5811	Membership Dues	-	-	-	-	40
65.60.491.38.5812	Clothing Expense	1,533	2,490	728	1,260	1,100
65.60.491.38.5989	Miscellaneous Expenses	1,227	1,187	89	164	110
TOTALS		$ 1,091,804	$ 1,142,920	$ 1,912,919	$ 1,336,816	$ 1,174,980