



Park Commission

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

A G E N D A - Amended 01/17/17

PARK COMMISSION MEETING

HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA
TUESDAY, January 17, 2017 – 6:30 PM

1. Roll Call
2. Approval of Minutes from September 20, 2016 meeting
3. Citizens' comments: Comments limited to 5 minutes. A comment form must be filled out by anyone wishing to speak. General comments may be made at this time. Comments related to specific agenda items may be made at this time or at the time the agenda item is discussed.
4. Department Reports
 - a. Public Works and Parks Operations – informational
 - b. Public Works and Parks Projects – informational
 - c. Community Development/Recreation Division – informational
5. Council Liaison Report
6. Individual Park Reports
7. Old Business
 - a. ListServ – creating an email list for University City Parks and Rec News
 - b. Janet Majerus Park Construction Grant Application discussion
8. New Business
 - a. President and Vice President nominations and elections
 - b. Creation of Park Commission Secretary
9. Other Business
 - a. None
10. Citizens' comments: Comments limited to three (3) minutes. A comment form must be filled out by anyone wishing to speak.
11. Adjournment

Enclosures:

- Draft – Minutes from September 20, 2016 Park Commission Meeting
- Monthly Reports for September 2016
 - Park Maintenance/Forestry/Golf Maintenance
 - Parks Projects *(added 01/17/17)*
 - Ruth Park Golf Course
 - Recreation Division Monthly Report
 - Parks and Stormwater Sales Tax Budget Report *(added 01/17/17)*
 - FY2017 Capital Improvements Narrative/Budget Breakdown *(added 01/17/17)*

*For more information regarding the Park Commission, please contact
Jenny Wendt, 314-505-8562 or email
jwendt@ucitymo.org*



Park Commission

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MINUTES OF THE PARK COMMISSION

HEMAN PARK COMMUNITY CENTER (HPCC), 975 PENNSYLVANIA

TUESDAY, November 15, 2016

1. The meeting was called to order at 6:38pm. Members present:

Steve Goldstein	Paulette Carr, City Council Liaison
Clarence Olsen	Ed Mass, Park Commission President
Kathy Standley	Ewald Winker, Park Operations Superintendent
William Field	Lynda Euell-Taylor, Deputy Director of Recreation
Nancy McClain	Jenny Wendt, Staff Liaison
Luther Baker	Chris Kalter, Project Manager
2. Steve Goldstein moved to approve minutes from October 18, 2016 meeting. Kathy seconded the motion. Minutes were approved.
3. Citizens' comments: Kevin Taylor spoke regarding information about Park information on the website. He would like to see more information regarding the projects on the Parks website; i.e. items included in each phase, a link to Fogerty Park plans, and other park information. This information is located on the Recreational page, but Kevin would like to see it on the parks webpage.
4. Department Reports were given to the commission.
 - Lynda indicated that Parks and Stormwater funds can be used toward recreation facilities and there are improvements that are needed at Centennial Commons. Lynda will send out dates when she can give a tour to the commission of Centennial Commons.
 - Ed Mass asked about the Kaufmann Park project. Paulette Carr indicated there was a suggestion to remove this from the budget and perform a needs analysis first, but the original was passed by council.
 - It was requested that the financial report for 8010 – Park Improvement – be broken down by category instead of showing the lump sum. Jenny will ask about this.
5. Council Liaison Report: Paulette Carr spoke about the budget process. The City Manager brings the budget to City Council. Typically the Council has a budget discussion in January. The budget information is provided to Council 1 week prior to this.
6. Individual Park Reports were provided by the Commission.
7. Old Business
 - a. None
8. New Business: Email list for University City Parks News – Jenny will check into creating a listServ for Parks and Rec activities.
9. Other Business: None
10. Citizens' comments: Kevin Taylor would like the Commission members to use a form when they visit their individual reports so that the observations are kept on record. He also asked why recreational facilities are not included in the individual park reports. Clarence will include Centennial Commons and Heman Park Pool (when applicable) in his report on Heman Park.
11. The meeting was adjourned at 8:22pm.

MONTHLY REPORT - November 2016
GOLF COURSE ATTENDANCE/REVENUE

Attendance	November 2016	November 2015	2016-17 Fiscal Year	2015-16 Fiscal Year	2016 Calendar YTD
Weekend Res	69	100	741	818	1,493
Weekend Non Res	273	437	3,465	3,711	7,104
Weekend Sr-Res	77	5	577	487	962
Weekend Sr-Non Res	65	363	604	832	1,042
Weekday Res	76	108	901	638	2,158
Weekday Non Res	664	686	5,943	7,682	11,469
Weekday Sr-Res	211	96	1,268	1,317	2,152
Weekday Sr-Non Res	193	89	1,235	1,062	2,185
Junior	21	23	253	405	573
Creve Coeur Res	34	27	239	252	368
Courtesy & Coupon	122	46	516	329	618
Play all day Res	3	2	79	26	134
Play all day Non Res	18	17	237	199	382
Total	1,826	1,999	16,058	17,758	30,640
Group Lessons	-	-	-	27	-
Pvt Lesson - Adult	2	3	4	19	5
Pvt Lesson - Child	3	-	5	0	6
Semi Pvt Lesson Ad	-	-	-	0	-
Semi Pvt Lesson Ad/Ch	-	-	-	0	-
Semi Pvt Lesson Ch	-	-	-	0	-
Semi Pvt Lesson Ch2	-	-	-	2	-
Pvt Lesson 5 Pkg	-	-	1	8	2
Total	5	3	10	56	13
Revenue					
Weekend Res	\$ 853.00	\$ 1,005.50	8,983	\$ 8,730.00	\$17,226.00
Weekend Non Res	\$ 4,652.00	\$ 5,297.50	53,220	\$ 49,717.75	\$103,754.75
Weekend Sr-Res	\$ 843.00	\$ 470.00	6,332	\$ 5,235.50	\$10,514.50
Weekend Sr-Non Res	\$ 756.00	\$ 33.00	5,565	\$ 5,171.00	\$10,674.50
Weekday Res	\$ 836.00	\$ 959.00	8,462	\$ 6,340.00	\$16,161.50
Weekday Non Res	\$ 8,490.00	\$ 8,647.00	64,125	\$ 91,175.00	\$131,795.00
Weekday Sr-Res	\$ 2,105.00	\$ 864.00	12,636	\$ 11,777.50	\$21,235.50
Weekday Sr-Non Res	\$ 2,123.00	\$ 890.00	29,109	\$ 10,556.00	\$39,394.50
Junior	\$ 189.00	\$ 195.00	2,277	\$ 3,602.50	\$5,114.00
Creve Coeur Res	\$ 365.00	\$ 260.00	2,633	\$ 2,486.00	\$4,202.00
Play all day Res	\$ 66.00	\$ 40.00	1,673	\$ 499.00	\$2,809.00
Play all day Non Res	\$ 486.00	\$ 425.00	6,112	\$ 4,975.00	\$9,966.00
Total	\$ 21,764.00	\$ 19,086.00	\$ 201,125.50	\$ 200,265.25	\$ 372,847.25
Group Lessons	\$ -	\$ -	-	\$ 870.00	\$90.00
Pvt Lesssons - Adult	\$ 90.00	\$ 99.00	324	\$ 748.00	\$454.00
Pvt Lessons - Child	\$ 75.00	\$ -	175	\$ -	\$200.00
Semi Pvt Lesson Ad	\$ -	\$ -	-	\$ -	\$0.00
Semi Pvt Lesson Ad/Ch	\$ -	\$ -	-	\$ -	\$0.00
Semi Pvt Lesson Ch	\$ -	\$ -	-	\$ -	\$0.00
Semi Pvt Lesson Ch 2	\$ -	\$ -	-	\$ 40.00	\$0.00
Pvt Lessons - 5 Pkg	\$ -	\$ -	180	\$ 1,130.00	\$279.00
Total	\$ 165.00	\$ 99.00	\$ 679.00	\$ 2,788.00	\$ 1,023.00
Cart Revenue					
Cart revenue - Pull	\$ 304.00	\$ 340.00	2,818	\$ 2,831.00	\$5,274.00
Cart rev - Motorized	\$ 6,668.00	\$ 5,268.00	67,145	\$ 69,036.00	\$118,748.00
Total	\$ 6,972.00	\$ 5,608.00	\$ 69,963.00	\$ 71,867.00	\$ 124,022.00
Other Revenue					

Shack-Range Sales	\$ 4,360.00	\$ 3,333.00	13,102	\$ 50,959.00	\$13,102.00
Small Range Bucket	\$ 222.00	\$ 168.00	790	\$ 1,656.50	\$790.00
Medium Range Bucket	\$ 259.00	\$ 165.00	973	\$ 2,790.00	\$978.00
Large Range Bucket	\$ 160.00	\$ 136.00	590	\$ 2,576.00	\$590.00
Teaching Bucket	\$ -	\$ -	-	\$ -	\$0.00
HS Practice Bkt	\$ -	\$ -	-	\$ -	\$0.00
E-Range Key Pack 1	\$ 350.00	\$ 275.00	1,045	\$ 2,595.00	\$1,095.00
E-Range Key Pack 2	\$ 75.00	\$ 75.00	825	\$ 2,100.00	\$825.00
E-Range Key Pack 3	\$ 300.00	\$ 100.00	1,200	\$ 2,600.00	\$1,200.00
Total Range	\$ 5,726.00	\$ 4,252.00	\$ 18,525.00	\$ 65,276.50	\$ 18,580.00
Miscellaneous	\$ 3.00	\$ -	264	\$ -	\$264.00
GHIN	\$ -	\$ -	30	\$ 30.00	\$240.00
Gift Certificate	\$ 80.00	\$ 55.00	527	\$ 766.00	\$1,904.00
Club Rentals	\$ 131.00	\$ 36.00	875	\$ 933.00	\$1,898.00
Club Repairs	\$ 134.00	\$ 78.00	1,013	\$ 672.95	\$2,157.00
Pro Shop Sales	\$ 1,929.85	\$ 1,451.60	20,444	\$ 19,251.48	\$46,600.06
Concessions	\$ 1,811.00	\$ 1,637.50	25,172	\$ 26,561.25	\$37,963.68
Total Other Revenue	\$ 4,088.85	\$ 3,258.10	\$ 48,324.97	\$ 48,214.68	\$ 91,026.74
Grand Total	\$ 38,715.85	\$ 32,303.10	\$ 338,617.47	\$ 388,411.43	\$ 607,498.99

MONTHLY REPORT - December 2016
GOLF COURSE ATTENDANCE/REVENUE

Attendance	December 2016	December 2015	2016-17 Fiscal Year	2015-16 Fiscal Year	2016 Calendar YTD
Weekend Res	20	100	761	918	1,513
Weekend Non Res	29	274	3,494	3,985	7,133
Weekend Sr-Res		-	577	487	962
Weekend Sr-Non Res		-	604	832	1,042
Weekday Res		156	901	794	2,158
Weekday Non Res	3	446	5,946	8,128	11,472
Weekday Sr-Res		-	1,268	1,317	2,152
Weekday Sr-Non Res		-	1,235	1,062	2,185
Junior	1	6	254	411	574
Creve Coeur Res	1	23	240	275	369
Courtesy & Coupon		44	516	373	618
Play all day Res		1	79	27	134
Play all day Non Res	1	18	238	217	383
Total	55	1,068	16,113	18,826	30,695
Group Lessons		-	-	27	-
Pvt Lesson - Adult		-	4	19	5
Pvt Lesson - Child		-	5	0	6
Semi Pvt Lesson Ad		-	-	0	-
Semi Pvt Lesson Ad/Ch		-	-	0	-
Semi Pvt Lesson Ch		-	-	0	-
Semi Pvt Lesson Ch2		-	-	2	-
Pvt Lesson 5 Pkg		1	1	9	2
Total	-	1	10	57	13
Revenue					
Weekend Res	\$ 179.00	\$ 895.50	9,162	\$ 9,625.50	\$ 17,405.00
Weekend Non Res	\$ 321.00	\$ 2,920.50	53,541	\$ 52,638.25	\$ 104,075.75
Weekend Sr-Res		\$ -	6,332	\$ 5,235.50	\$ 10,514.50
Weekend Sr-Non Res		\$ -	5,565	\$ 5,171.00	\$ 10,674.50
Weekday Res		\$ 1,236.00	8,462	\$ 7,576.00	\$ 16,161.50
Weekday Non Res		\$ 4,379.00	64,125	\$ 95,554.00	\$ 131,795.00
Weekday Sr-Res		\$ -	12,636	\$ 11,777.50	\$ 21,235.50
Weekday Sr-Non Res		\$ -	29,109	\$ 10,556.00	\$ 39,394.50
Junior	\$ 9.00	\$ 48.00	2,286	\$ 3,650.50	\$ 5,123.00
Creve Coeur Res	\$ 9.00	\$ 165.00	2,642	\$ 2,651.00	\$ 4,211.00
Play all day Res		\$ 20.00	1,673	\$ 519.00	\$ 2,809.00
Play all day Non Res	\$ 27.00	\$ 450.00	6,139	\$ 5,425.00	\$ 9,993.00
Total	\$ 545.00	\$ 10,114.00	\$ 201,670.50	\$ 210,379.25	\$ 373,392.25
Group Lessons		\$ -	-	\$ 870.00	\$ 90.00
Pvt Lessons - Adult		\$ -	324	\$ 748.00	\$ 454.00
Pvt Lessons - Child		\$ -	175	\$ -	\$ 200.00
Semi Pvt Lesson Ad		\$ -	-	\$ -	\$ -
Semi Pvt Lesson Ad/Ch		\$ -	-	\$ -	\$ -
Semi Pvt Lesson Ch		\$ -	-	\$ -	\$ -
Semi Pvt Lesson Ch 2		\$ -	-	\$ 40.00	\$ -
Pvt Lessons - 5 Pkg		\$ 180.00	180	\$ 1,310.00	\$ 279.00
Total	\$ -	\$ 180.00	\$ 679.00	\$ 2,968.00	\$ 1,023.00
Cart Revenue					
Cart revenue - Pull		\$ 204.00	2,818	\$ 3,035.00	\$ 5,274.00
Cart rev - Motorized	\$ 48.00	\$ 2,925.00	67,193	\$ 71,961.00	\$ 118,796.00
Total	\$ 48.00	\$ 3,129.00	\$ 70,011.00	\$ 74,996.00	\$ 124,070.00
Other Revenue					
Shack-Range Sales	\$ 143.00	\$ 1,803.00	13,245	\$ 52,762.00	\$ 13,245.00
Small Range Bucket	\$ 12.00	\$ 111.00	802	\$ 1,767.50	\$ 802.00
Medium Range Bucket	\$ 14.00	\$ 95.00	987	\$ 2,885.00	\$ 992.00
Large Range Bucket		\$ 32.00	590	\$ 2,608.00	\$ 590.00
Teaching Bucket	\$ -	\$ -	-	\$ -	\$ -
HS Practice Bkt	\$ -	\$ -	-	\$ -	\$ -
E-Range Key Pack 1		\$ 15.00	1,045	\$ 2,610.00	\$ 1,095.00
E-Range Key Pack 2	\$ 75.00	\$ 150.00	900	\$ 2,250.00	\$ 900.00



Department of Public Works and Parks

6801 Delmar Boulevard, University City, Missouri 63130, Phone: (314) 505-8560, Fax: (314) 862-0694

MEMORANDUM

TO: Park Commission
FROM: Chris Kalter – Project Manager Parks Projects
DATE: January 17, 2017
SUBJECT: Update on Parks Projects

Please see below for an update on all of the current park related projects for the Department of Public Works and Parks:

- **Fogerty Park (Phase 1 Improvements)** – Notice to Proceed given to Spencer Contracting. Submittals for the playground equipment, restroom, pavilion, and safety surface have been received from Spencer contracting. DG2 is reviewing their portion and the City is review and approving the submittals. Construction to begin February 6, 2017. Additionally, the City has contacted the Municipal Parks Grant Commission for an extension on this project. The grant is set to expire on February 28, 2017.
- **Kaufman Park Tennis Courts** – After a false start in December, Vee-Jay Concrete was given the Notice to Proceed. Demolition and Construction will resume the week of January 9th. Vee-Jay has 90 days to complete the project. They will begin in January and get the demolition and concrete work done. Then Vee-Jay will have to wait until warm weather in the spring to paint and do all of the stripping.
- **MPGC Planning Grant** – Applying for a planning grant to look at the Parks as a whole. The current thought process is to look at the idea talked about this last year about standardization for all of the parks. Additionally, operations and maintenance and economics need to be factored into the overall approach. What this means is that the Parks and Storm water tax money has to go towards many different things. Only so much money can be spent on parks. Anything above that amount will need to be grant funded.

E-Range Key Pack 3	\$ 200.00	\$ -	1,400	\$ 2,600.00	\$ 1,400.00
Total Range	\$ 444.00	\$ 2,206.00	\$ 18,969.00	\$ 67,482.50	\$ 19,024.00
Miscellaneous		\$ -	264	\$ -	\$ 264.00
GHIN		\$ -	30	\$ 30.00	\$ 240.00
Gift Certificate		\$ 1,569.00	527	\$ 2,335.00	\$ 1,904.00
Club Rentals	\$ 12.00	\$ 22.00	887	\$ 955.00	\$ 1,910.00
Club Repairs		\$ 9.00	1,013	\$ 681.95	\$ 2,157.00
Pro Shop Sales	\$ 86.00	\$ 1,279.05	20,530	\$ 20,530.53	\$ 46,686.06
Concessions	\$ 42.00	\$ 1,146.00	25,214	\$ 27,707.25	\$ 38,005.68
Total Other Revenue	\$ 140.00	\$ 4,025.05	\$ 48,464.97	\$ 52,239.73	\$ 91,166.74
Grand Total	\$ 1,177.00	\$ 19,654.05	\$ 339,794.47	\$ 408,065.48	\$ 608,675.99

**Centennial Commons
Monthly Report - November 2016**

	November 2016	November 2015	2016-17 Fiscal Year	2015-16 Fiscal Year
Attendance				
Daily Visit/ID Card Attendance	609	1,013	3,373	4,645
Membership Attendance	5,013	5,039	26,035	25,850
Program Attendance	1,640	1,107	6,979	5,702
Room Rentals	1,502	1,411	6,268	6,918
Soccer Turf Rental Attendance	1,250	1,685	5,450	4,835
Totals	10,014	10,255	48,105	47,950
Daily Visit/ID Cards Sold	73	77	1,024	1,200
Memberships Sold	134	118	628	674
Revenue				
Cub Care	\$ 156.50	\$ 155.50	\$ 691.00	\$ 871.50
Daily Visits/ID Cards	\$ 3,328.00	\$ 5,117.25	\$ 19,383.00	\$ 26,483.25
Memberships*	\$ 17,030.00	\$ 17,190.00	\$ 84,699.25	\$ 94,470.25
Personal Training	\$ 7,207.00	\$ 5,185.00	\$ 28,342.00	\$ 26,265.00
Programs**	\$ 22,430.77	\$ 5,367.50	\$ 56,407.00	\$ 50,033.12
Room Rentals	\$ 2,815.00	\$ 4,055.00	\$ 18,004.00	\$ 20,014.50
Soccer Turf Rentals	\$ 5,697.00	\$ 2,640.00	\$ 23,554.00	\$ 22,898.00
Athletic Field Rentals	\$ -	\$ 640.00	\$ 1,455.00	\$ 5,903.50
Mobile Stage Rentals	\$ -	\$ -	\$ 2,700.00	\$ 3,900.00
Picnic Pavilions Rentals	\$ -	\$ 30.00	\$ 2,750.00	\$ 3,335.00
Tennis Courts Rentals	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue (Gift Certificates, etc.)	\$ 96.00	\$ -	\$ 96.00	\$ 800.00
Totals	\$ 58,760.27	\$ 40,380.25	\$ 238,081.25	\$ 254,974.12
Turf rental hours: 68.25				
Resident: 50.75 , NonResident: 17.50				
Department Programs: 3.75 U. City Soccer Club:				
U. City High School: City of U-City: UCSA: 2				
*Includes Electronic Fund Transfers				
**2016 PVG Camp Reimbursement - \$16,168.00				

**Centennial Commons
Monthly Report -December 2016**

	December 2016	December 2015	2016-17 Fiscal Year	2015-16 Fiscal Year
Attendance				
Daily Visit/ID Card Attendance	866	1,114	4,239	5,759
Membership Attendance	5,283	5,260	31,318	31,110
Program Attendance	1,534	865	8,513	6,567
Room Rentals	1,369	1,461	7,637	8,379
Soccer Turf Rental Attendance	1,465	2,866	6,915	7,701
Totals	10,517	11,566	58,622	59,516
Daily Visit/ID Cards Sold	75	105	1,099	1,305
Memberships Sold	103	91	731	765
Revenue				
Cub Care	\$ 120.50	\$ 120.50	\$ 811.50	\$ 992.00
Daily Visits/ID Cards	\$ 4,506.00	\$ 6,291.00	\$ 23,889.00	\$ 32,774.25
Memberships*	\$ 18,132.00	\$ 17,802.50	\$ 102,831.25	\$ 112,272.75
Personal Training	\$ 6,595.00	\$ 5,065.00	\$ 34,937.00	\$ 31,330.00
Programs**	\$ 4,467.72	\$ 4,742.50	\$ 60,874.72	\$ 54,775.62
Room Rentals	\$ 2,167.50	\$ 3,120.00	\$ 20,171.50	\$ 23,134.50
Soccer Turf Rentals	\$ 3,363.00	\$ 25,662.00	\$ 26,917.00	\$ 48,560.00
Athletic Field Rentals	\$ -	\$ 1,042.50	\$ 1,455.00	\$ 6,946.00
Mobile Stage Rentals	\$ -	\$ -	\$ 2,700.00	\$ 3,900.00
Picnic Pavilions Rentals	\$ -	\$ -	\$ 2,750.00	\$ 3,335.00
Tennis Courts Rentals	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue (Gift Certificates, etc.)	\$ -	\$ 345.00	\$ 96.00	\$ 1,170.00
Totals	\$ 39,351.72	\$ 64,191.00	\$ 277,432.97	\$ 319,190.12
Turf rental hours: 96.50				
Resident: 75.50 , NonResident: 21				
Department Programs:3.75 U. City Soccer Club:10				
U. City High School:16 City of U-City: UCSA:				
<i>*Includes Electronic Fund Transfers</i>				

**Heman Park Community Center
Monthly Report - November 2016**

	November 2016	November 2015	2016-17 Fiscal Year	2015-16 Fiscal Year
Total Groups	27	32	145	162
Department Events*	12	15	54	61
Free Groups **	3	3	15	14
Attendance***	2,464	2,397	12,897	13,468
Rental Fee	\$4,525.00	\$ 6,047.37	\$33,985.45	\$ 28,966.50
Food Preparation Fee	\$595.00	\$ 705.00	\$4,040.00	\$ 3,875.00
Totals	\$5,120.00	\$ 6,752.37	\$38,025.45	\$ 32,841.50
* Department Events				
November 1				
UCPD - Community Forum				
November 2 & 16				
Municipal Courts				
November 9				
Public Works/Pks - Urban Forestry				
Public Works/Pks - Traffic Commission				
November 10				
Community Development - Arts & Letters Commission				
Public Works/Pks - Green Practices Commission				
November 21				
Mayor's Office - Senior Commission				
November 15				
Public Works/Pks - Park Commission				
& Recycling Event				
November 17				
Community Development - Historic Preservation				
Human Resources - Human Relations Commission				
November 15				
UCPD - Focus Group Meeting				
** Free Events				
November 12 & 16				
Meeting - University City Participates				

**Heman Park Community Center
Monthly Report - December 2016**

	December 2016	December 2015	2016-17 Fiscal Year	2015-16 Fiscal Year
Total Groups	28	28	173	190
Department Events*	8	7	62	68
Free Groups **	3	3	18	17
Attendance***	2,967	2,583	15,864	16,051
Rental Fee	\$6,982.51	\$ 2,755.00	\$40,967.96	\$ 31,721.50
Food Preparation Fee	\$945.00	\$ 785.00	\$4,987.00	\$ 4,660.00
Totals	\$7,927.51	\$ 3,540.00	\$45,954.96	\$ 36,381.50
* Department Events				
December 7, 13 & 21				
Municipal Courts				
December 20				
Community Development - Planning Commission				
December 1				
Human Resources - Source of Income Mtg				
December 15				
Human Resources - Human Relations Commission				
December 14				
Public Works/Pks - Traffic Commission				
December 20				
Public Works/Pks - Annual Staff Holiday Breakfast				
December 23				
Annual Staff Holiday Luncheon				
** Free Events				
December 10				
Meeting - University City Participates				
December 8				
Partridge Heights Holiday Party				
December 15				
Centennial Commons Annual Sr. Holiday Luncheon				
***MEAAA Attendance: 462				

**University City Natatorium
Monthly Report - November 2016**

	November 2016	November 2015	2016-17 Season Fiscal Year	2015-16 Season Fiscal Year
Attendance				
Lap Swim TOTAL	342	176	919	492
Revenue				
Adult Daily Visit Pass	\$ 30.00	\$ -	\$ 65.00	\$ 45.00
Youth Daily Visit Pass	\$ -	\$ -		
Senior Daily Visit Pass	\$ -	\$ -		
Combo Season Pass - Adult	\$ -	\$ -	\$ 399.00	\$ 425.00
Combo Season Pass - Youth	\$ -	\$ -		\$ 105.00
Combo Season Pass - Family	\$ -	\$ -	\$ 208.00	
Combo Season Pass - Senior	\$ -	\$ -	\$ 116.00	
TOTAL	\$ 30.00	\$ -	\$ 788.00	\$ 575.00

**University City Natatorium
Monthly Report - December 2016**

Attendance	December 2016	December 2015	2016-17 Season Fiscal Year	2015-16 Season Fiscal Year
Lap Swim TOTAL	167	190	1086	682
Revenue				
Adult Daily Visit Pass	\$ 30.00	\$ -	\$ 95.00	\$ 75.00
Youth Daily Visit Pass	\$ -	\$ -		
Senior Daily Visit Pass	\$ -	\$ -		\$ 30.00
Combo Season Pass - Adult	\$ -	\$ -	\$ 399.00	\$ 425.00
Combo Season Pass - Youth	\$ -	\$ -		\$ 105.00
Combo Season Pass - Family	\$ -	\$ -	\$ 208.00	
Combo Season Pass - Senior	\$ -	\$ -	\$ 116.00	\$ 105.00
TOTAL	\$ 30.00	\$ -	\$ 818.00	\$ 740.00



Budget Performance Report

Fiscal Year to Date 11/30/16

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions
Fund 14 - Park and Storm Water Sales Tax							
REVENUE							
<i>Sales and Use Taxes</i>							
4120	Park Sales Tax (pt of sale)	1,250,000.00	.00	1,250,000.00	75,661.10	.00	340,957.93
<i>Sales and Use Taxes Totals</i>		\$1,250,000.00	\$0.00	\$1,250,000.00	\$75,661.10	\$0.00	\$340,957.93
REVENUE TOTALS		\$1,250,000.00	\$0.00	\$1,250,000.00	\$75,661.10	\$0.00	\$340,957.93
EXPENSE							
Department 40 - Public Works							
Program 90 - Capital Improvement							
<i>Personal Services</i>							
5001	Salaries-Full-time	190,000.00	.00	190,000.00	15,376.24	.00	73,653.10
5340	Salaries-Part-time & Temp	.00	.00	.00	308.00	.00	1,379.12
5380	Overtime	.00	.00	.00	184.94	.00	693.60
5420	Workers Compensation	.00	.00	.00	687.48	.00	3,375.31
5460	Medical Insurance	.00	.00	.00	3,106.88	.00	13,980.96
5660	Social Security Contributions	10,000.00	.00	10,000.00	907.90	.00	4,366.28
5900	Medicare	3,600.00	.00	3,600.00	212.30	.00	1,061.91
<i>Personal Services Totals</i>		\$203,600.00	\$0.00	\$203,600.00	\$20,783.74	\$0.00	\$98,510.28
<i>Contractual Services</i>							
6270	Telephone & Pagers	.00	.00	.00	27.00	.00	135.00
6330	Decorative Street Lights	18,000.00	.00	18,000.00	.00	.00	.00
6530	Fleet Service & Replacement	43,600.00	.00	43,600.00	.00	.00	68,612.08
<i>Contractual Services Totals</i>		\$61,600.00	\$0.00	\$61,600.00	\$27.00	\$0.00	\$68,747.08
<i>Capital Outlay</i>							
8010	Parks Improvement	675,500.00	.00	675,500.00	.00	(18,705.00)	63,263.28
8020	Golf Improvement	.00	.00	.00	25,325.39	116,753.99	94,810.44
<i>Capital Outlay Totals</i>		\$675,500.00	\$0.00	\$675,500.00	\$25,325.39	\$98,048.99	\$158,073.72
<i>Other</i>							
9150	Debt Service - Principal	290,000.00	.00	290,000.00	.00	.00	.00
9200	Debt Service - Interest	18,600.00	.00	18,600.00	.00	.00	9,123.75
<i>Other Totals</i>		\$308,600.00	\$0.00	\$308,600.00	\$0.00	\$0.00	\$9,123.75
Program 90 - Capital Improvement Totals		\$1,249,300.00	\$0.00	\$1,249,300.00	\$46,136.13	\$98,048.99	\$334,454.83
Department 40 - Public Works Totals		\$1,249,300.00	\$0.00	\$1,249,300.00	\$46,136.13	\$98,048.99	\$334,454.83
EXPENSE TOTALS		\$1,249,300.00	\$0.00	\$1,249,300.00	\$46,136.13	\$98,048.99	\$334,454.83

Fund 14 - Park and Storm Water Sales Tax Totals

REVENUE TOTALS	1,250,000.00	.00	1,250,000.00	75,661.10	.00	340,957.93
EXPENSE TOTALS	1,249,300.00	.00	1,249,300.00	46,136.13	98,048.99	334,454.83

Fund 14 - Park and Storm Water Sales Tax Totals	\$700.00	\$0.00	\$700.00	\$29,524.97	(\$98,048.99)	\$6,503.10
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Grand Totals

REVENUE TOTALS	1,250,000.00	.00	1,250,000.00	75,661.10	.00	340,957.93
EXPENSE TOTALS	1,249,300.00	.00	1,249,300.00	46,136.13	98,048.99	334,454.83

Grand Totals	\$700.00	\$0.00	\$700.00	\$29,524.97	(\$98,048.99)	\$6,503.10
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Budget Performance Report

Fiscal Year to Date 12/31/16

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions
Fund 14 - Park and Storm Water Sales Tax							
REVENUE							
<i>Sales and Use Taxes</i>							
4120	Park Sales Tax (pt of sale)	1,250,000.00	.00	1,250,000.00	135,049.19	.00	476,007.12
<i>Sales and Use Taxes Totals</i>		\$1,250,000.00	\$0.00	\$1,250,000.00	\$135,049.19	\$0.00	\$476,007.12
REVENUE TOTALS		\$1,250,000.00	\$0.00	\$1,250,000.00	\$135,049.19	\$0.00	\$476,007.12
EXPENSE							
Department 40 - Public Works							
Program 90 - Capital Improvement							
<i>Personal Services</i>							
5001	Salaries-Full-time	190,000.00	.00	190,000.00	23,089.39	.00	96,742.49
5340	Salaries-Part-time & Temp	.00	.00	.00	456.50	.00	1,835.62
5380	Overtime	.00	.00	.00	394.67	.00	1,088.27
5420	Workers Compensation	.00	.00	.00	1,034.52	.00	4,409.83
5460	Medical Insurance	.00	.00	.00	3,106.88	.00	17,087.84
5660	Social Security Contributions	10,000.00	.00	10,000.00	1,405.84	.00	5,772.12
5900	Medicare	3,600.00	.00	3,600.00	328.79	.00	1,390.70
<i>Personal Services Totals</i>		\$203,600.00	\$0.00	\$203,600.00	\$29,816.59	\$0.00	\$128,326.87
<i>Contractual Services</i>							
6270	Telephone & Pagers	.00	.00	.00	40.50	.00	175.50
6330	Decorative Street Lights	18,000.00	.00	18,000.00	.00	.00	.00
6530	Fleet Service & Replacement	43,600.00	.00	43,600.00	.00	.00	68,612.08
<i>Contractual Services Totals</i>		\$61,600.00	\$0.00	\$61,600.00	\$40.50	\$0.00	\$68,787.58
<i>Capital Outlay</i>							
8010	Parks Improvement	675,500.00	.00	675,500.00	926.15	(18,705.00)	64,189.43
8020	Golf Improvement	.00	.00	.00	.00	116,753.99	94,810.44
<i>Capital Outlay Totals</i>		\$675,500.00	\$0.00	\$675,500.00	\$926.15	\$98,048.99	\$158,999.87
<i>Other</i>							
9150	Debt Service - Principal	290,000.00	.00	290,000.00	.00	.00	.00
9200	Debt Service - Interest	18,600.00	.00	18,600.00	.00	.00	9,123.75
<i>Other Totals</i>		\$308,600.00	\$0.00	\$308,600.00	\$0.00	\$0.00	\$9,123.75
Program 90 - Capital Improvement Totals		\$1,249,300.00	\$0.00	\$1,249,300.00	\$30,783.24	\$98,048.99	\$365,238.07
Department 40 - Public Works Totals		\$1,249,300.00	\$0.00	\$1,249,300.00	\$30,783.24	\$98,048.99	\$365,238.07
EXPENSE TOTALS		\$1,249,300.00	\$0.00	\$1,249,300.00	\$30,783.24	\$98,048.99	\$365,238.07

Fund 14 - Park and Storm Water Sales Tax Totals

REVENUE TOTALS	1,250,000.00	.00	1,250,000.00	135,049.19	.00	476,007.12
EXPENSE TOTALS	1,249,300.00	.00	1,249,300.00	30,783.24	98,048.99	365,238.07

Fund 14 - Park and Storm Water Sales Tax Totals	\$700.00	\$0.00	\$700.00	\$104,265.95	(\$98,048.99)	\$110,769.05
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Grand Totals

REVENUE TOTALS	1,250,000.00	.00	1,250,000.00	135,049.19	.00	476,007.12
EXPENSE TOTALS	1,249,300.00	.00	1,249,300.00	30,783.24	98,048.99	365,238.07

Grand Totals	\$700.00	\$0.00	\$700.00	\$104,265.95	(\$98,048.99)	\$110,769.05
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CAPITAL IMPROVEMENT

The Capital Improvement Plan (CIP) is a five-year roadmap for creating, maintaining and paying for University City's present and future infrastructure needs. The CIP outlines project costs, funding sources and estimated future operating costs associated with each capital improvement. The plan is designed to ensure that capital improvements will be made when and where they are needed, and that the city will have the funds to pay for and maintain them.

Capital improvement projects are non-routine capital expenditures that generally cost more than \$25,000 and result in the purchase of equipment, acquisition of land, design and construction of new assets, or the renovation, rehabilitation or expansion of existing capital assets. Capital projects usually have an expected useful life of at least five years.

Capital improvements make up the bricks and mortar, or infrastructure that all cities must have in place to provide essential services to current residents and support new growth and development. They also are designed to prevent the deterioration of the city's existing infrastructure, and respond to and anticipate the future growth of the city. A wide range of projects comprise capital improvements as illustrated by the examples below:

- Fire and police stations;
- Libraries, court facilities and office buildings;
- Parks, trails, open space, pools, recreation centers and other related facilities;
- Roads, bridges, traffic signals and other traffic control devices including fiber optic infrastructure needed for the operation of intelligent transportation systems;
- Landscape beautification projects;
- Computer software and hardware systems other than personal computers and printers;
- Flood control drainage channels, storm drains and retention basins; and
- Major equipment purchases such as landfill compactors, street sweepers and sanitation trucks.

Municipalities, like University City, face a special set of complex problems. The cities need to maintain roads, repair public amenities such as parks, and expand public safety services to accommodate both residential and non-residential citizens. They also must simultaneously maintain, replace, rehabilitate and/or upgrade existing capital assets such as roads, parks, buildings and underground pipes for the water and sewer system. University City also has completed many capital projects that involved renovating, rehabilitating or expanding existing infrastructure or buildings.

Paying for Capital Improvements

In many respects, the city's planning process for selecting, scheduling and financing capital improvements parallels the way an individual might plan for buying a new house or car. This process entails an assessment of many valid competing needs, a determination of priorities, an evaluation of costs and financing options, and an establishment of realistic completion timeframes.

If the purchase plan moves forward, a decision must be made about the down payment. A good planner might have started a replacement fund a few years ago in anticipation of the need. Other cash sources might include a savings account or a rainy day emergency fund. The city, just like most families, needs to find longer-term financing to cover certain costs for capital improvements. Repayment of the loan might require cutting other expenses like eating at restaurants or increasing income by taking a second part-time job. An unanticipated inheritance may speed up the timetable, a negative event, such as a flood or unanticipated medical expense, might delay the plan.



CAPITAL IMPROVEMENT

Similarly, most large capital improvements cannot be financed solely from a single year's revenue stream or by simply increasing income or decreasing expenses. For a more detailed discussion about this issue see the "Impacts of the CIP on the Operating Budget."

Guidelines and Policies Used in Developing the CIP

City Council's strategic goals and key objectives and the city's financial policies provide the broad parameters for development of the annual capital plan. Additional considerations include the following:

- Does a project support City Council's strategic goals?
- Does a project qualify as a capital project, i.e., cost more than \$25,000 and have an expected useful life of at least five years?
- Does a project satisfactorily address all federal, state and city legal and financial requirements?
- Does a project support the city's favorable investment ratings and financial integrity?
- Does a project prevent the deterioration of the city's existing infrastructure?
- Does a project respond to and, if possible, anticipate future growth in the city?
- Does a project encourage and sustain quality economic development?
- Can a project be financed through growth in the tax base or fees, when possible, if constructed in response to residential or commercial development?
- Is a project responsive to the needs of residents and businesses within the constraints of reasonable taxes and fees?
- Does a project leverage funds provided by other units of government where appropriate?

Economic forecasts are also a critical source of information and guidance throughout the capital planning process. The forecasts assess external factors such as whether the local economy is growing or contracting, population loss, inflation for construction materials, the value of land, and other variables that may affect the city's ability to finance needed services and capital projects.

University City's Annual CIP Development Process

In conjunction with the annual budgeting process, the Finance Department coordinates the citywide process of revising and updating the city's capital plan. City staff members from all departments participate in an extensive review of projects in the existing plan and the identification of new projects for inclusion in the CIP. The City Council's commitment to the needs and desires of University City's citizens is a critical factor considered during the capital planning process, as well as compliance with legal limits and financial resources.

The first year of the plan is the only year appropriated by Council. The remaining four years are for planning purposes and funding is not guaranteed to occur in the year planned. City Council makes the final decision about whether and when to fund a project. Once projects are selected for inclusion in the capital plan, decisions must be made about which projects should be recommended for inclusion in the first five years of the plan. Determining how and when to schedule projects is a complicated process. It must take into account City Council's strategic goals as well as all of the variables that affect the city's ability to generate the funds to pay for these projects without jeopardizing its ability to provide routine, ongoing services and one-time or emergency services when needed. The City Council reviews the recommended CIP. Council also considers citizen requests and considers the recommendations of staff before making the final decision about which projects should be included in which years of the CIP.



CAPITAL IMPROVEMENT

Citizen Involvement in the CIP Process

The CIP is an important financial, planning and public communication tool. It gives residents and businesses a clear and concrete view of the city's long-term direction for capital improvements and a better understanding of the city's ongoing needs for stable revenue sources to fund large or multi-year capital projects. Input into the annual CIP updating process is obtained from citizens who serve on many different city boards and commissions, as well from individual citizens through the public hearing and comment process. Through these public input venues, residents and businesses have alerted staff about infrastructure development and renovation needs, important quality-of-life enhancements, and environmental and historic preservation issues that should be addressed in the capital plan. Citizens have additional opportunities for input when participating in committees that consider voter authorization proposals.

We encourage and welcome your comments and suggestions for improving University City's annual CIP. Please share your thoughts, concerns and suggestions with the city staff in the Finance Division.

Capital Improvement Plan Budget

The City annually updates the *Five-Year Capital Improvement Program (CIP)* plan, which is now based on FY 2017 through FY 2021 and includes \$12.4 million in projects. **The first year of the plan is the only year appropriated by City Council.** The remaining four years are for planning purposes and funding is not guaranteed to occur in the year planned. The final decision to fund a project is made by City Council. Projects include street, sidewalk and curb improvements including pavement preservation, and police and fire department vehicle replacements.

Fiscal Constraints and Debt

For the last several years, the City has not been able to use current revenues to fund all the capital projects needed. This constraint was a result of the combination of flatten revenues and the City still have to pay debts on Special Obligation (General Fund) and Certificates of Participation (Capital Improvement and Parks and Storm Water Sales Tax Funds). In early 2016, the City had tempted to issue general obligation bonds for street and parks, but the bonds didn't pass by the voters. City Council had approved the using of General Fund reserve not only for matching portion to federal and municipal park grants but also for building and renovation of the Police Facilities. Therefore, these projects affect the operating budget for the next few years or possibly for the life of the facility.

Impact of the CIP on the Operating Budget

University City's operating budget is directly affected by the CIP. Almost every new capital improvement entails additional ongoing expenses for routine operation, repair and maintenance upon completion or acquisition that must be incorporated into the operating budget. Older facilities usually involve higher maintenance and repair costs as well. Grant matching funds also come directly from the operating budget. The cost of future operations and maintenance for new CIP projects are estimated by each department based on a detailed set of cost guidelines that is provided to all departments each year. These guidelines are updated annually in conjunction with the various departments that are experts on different types of operating costs. For fiscal year 2017 to 2021 CIP reflects the following estimated operating cost for capital projects:



CAPITAL IMPROVEMENT

	PROGRAM	CAPITAL IMPROVEMENT SALES TAX	PARK SALES TAX	GRANT FUND	SOLID WASTE FUND	TOTAL
	Park Improvement					
1	Fogerty Park	\$ -	\$ 145,500	\$ 525,000	\$ -	\$ 670,500
2	Heman Park Drainage Improvement	-	180,000	-	-	180,000
3	Kaufman Park Tennis Court	-	300,000	-	-	300,000
4	Millar Park Swing Set Installation	-	50,000	-	-	50,000
	Curbs, Sidewalk & Alleys					
5	Sidewalk and Curb Maintenance	600,000	-	75,000	-	675,000
	Street Construction					
6	Forsyth Improvement	4,000	-	16,000	-	20,000
7	Street Resurfacing	300,000	-	-	-	300,000
	Miscellaneous Improvement					
8	Bicycle Facilities (Phase II & Phase III)	33,000	-	130,000	-	163,000
9	City hall West Lawn	70,000	-	-	-	70,000
10	Digital Message Boards	47,000	-	-	-	47,000
11	Heman Pool Trash Enclosure	-	-	-	30,000	30,000
12	Morgan-Wilshire Alignment and Drainage	30,000	-	-	-	30,000
13	Transfer Station	-	-	-	100,000	100,000
	Bridge Construction					
14	Kingsland Avenue Bridge	430,400	-	1,095,600	-	1,526,000
		\$ 1,514,400	\$ 675,500	\$1,841,600	\$ 130,000	\$ 4,161,500

Of the total \$4,161,500 impact on the operating budget, \$1,514,400 comes from the Capital Improvement Sales Tax, \$675,500 from Park & Storm Water Sales Tax, \$1,841,600 from Grant and \$130,000 from Solid Waste Fund.

Capital Improvement by Program

