THE SUNSET CAPITAL OF FLORIDA

RECREATION ADVISORY COMMITTEE MEETING

CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Tuesday, February 20, 2018
9am

Call to Order
Pledge of Allegiance
Roll Call

1. **Changes to the Agenda** – Agenda items to be added, moved or deleted will be addressed at this time. Items added will be assigned agenda item numbers and items that are moved will retain the same item numbers. A notation will be made that those items will be taken out of order.

2. **Audience Comments** – Comments shall be limited to three minutes per person to issues not on the agenda.

3. **Approval of Minutes for 11/29/2017**

4. **Agenda Items**
   - **Review programs and first quarter (FY2018) financial reports**
   - **Freedom Fountain/Wall – Veterans of South Pinellas**
   - **Upcoming Events**

5. **Adjournment**

APPEAL

APPEAL: **Florida Statutes 286.0105 Notices of meetings and hearings must advise that a record is required to appeal.** Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

AMERICANS WITH DISABILITIES ACT: **Florida Statutes 286.26. Accessibility of public meetings to the physically handicapped.** In accordance with the Americans with Disabilities Act and Florida Statutes, persons needing special accommodations to participate in a meeting should contact City Hall at (727) 367-2735 no later than forty-eight (48) hours prior to the meeting for assistance.

Electronic media must be submitted a minimum of 24 hours in advance to cityclerk@stpetebeach.org

The public is cordially invited to attend.

All agenda material is available for review at City Hall.

RECREATION ADVISORY COMMITTEE

MINUTES

NOVEMBER 29, 2017

9:00 A.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Steve Stewart, Chairman
Danielle Micklitsch, Vice Chair
Mike Flannery, Member
Yvette Gaugh, Member
Scott Seubert, Member

ALSO PRESENT:

Jennifer McMahon, Recreation Director
Mary Jo Murphy, Deputy City Clerk

1. **Changes to the Agenda**

There were no changes to the agenda.

2. **Audience Comments**

There were no audience comments.

3. **Approval of Minutes – 8/15/17, 8/31/17 and 10/5/17**

Member Micklitsch made a motion to approve the minutes as presented. The motion was seconded by Member Gaugh and unanimously approved by a roll call vote (5 yeses – 0 nos).

4. **Agenda Items**

- **Review programs and year-end (FY2017) financial reports**

Ms. McMahon distributed and reviewed a report entitled "FY17 4th Quarter Report: July – Sept 2017" with the Recreation Advisory Committee members. The following topics were discussed:

- 60th Anniversary Champagne Brunch
- 4th Quarter Finances
- Programming Report
- Aquatics Report
- Rental Report
- Christmas Events
- St. Pete Beach Classic
- Community Wide Yard Sale
- Music in the Afternoons
- Beach weddings
- Review Co-sponsorships in May
- Ideas for Christmas decorations
- Notice of Meetings for the Recreation Advisory Committee in 2018
- Next Meeting Date: February 20, 2018

5. <u>Adjournment</u>

There being no further business before the Committee, the meeting was adjourned at 9:30 a.m.

Attest:

_________________________ _________________________
Rebecca C. Haynes, City Clerk Steve Stewart, Chairman

Minutes approved on: ____________

City of St. Pete Beach
Recreation Department Budget Comparison
Revenue as of December 31, 2017

	9/30/2017			9/30/2016		
	Budget	**Actual**	**Over/(Under)**	**Budget**	**Actual**	**Over/(Under)**
Recreation Activities						
Memberships:						
Membership Cards	$ 8,000	$ -	$ (8,000)	$ 8,000	$ 1,600	$ (6,400)
Subtotal Memberships	$ 8,000	$ -	$ (8,000)	$ 8,000	$ 1,600	$ (6,400)
Staff-led Programs:						
Staff-led Programs	$ 205,000	$ 47,329	$ (157,672)	$ 205,000	$ 33,294	$ (171,706)
Field Trip Payments	$ -	$ -	$ -	$ -	$ 1,010	$ 1,010
Fitness Room & Gym Daily Fee	$ 22,000	$ 6,912	$ (15,088)	$ 20,000	$ 3,763	$ (16,237)
Subtotal Staff-led	$ 227,000	$ 54,240	$ (172,760)	$ 225,000	$ 38,067	$ (186,933)
Sports Leagues	$ 7,500	$ 1,750	$ (5,750)	$ 7,500	$ 353	$ (7,147)
Instructor Fees	$ 99,000	$ 17,132	$ (81,868)	$ 90,000	$ 19,063	$ (70,937)
Special Event Permits	$ 22,000	$ 15,650	$ (6,350)	$ 45,000	$ 4,325	$ (40,675)
Facility Fees:						
Facility Staffing Fee	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal Facility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Pool:						
Pool Admissions	$ 50,000	$ 4,882	$ (45,118)	$ 48,000	$ 2,494	$ (45,506)
Pool Instructor Fees	$ 22,000	$ 3,792	$ (18,208)	$ 20,000	$ 2,886	$ (17,114)
Pool Lessons Staff-led	$ 36,000	$ 1,635	$ (34,365)	$ 33,000	$ 390	$ (32,610)
Subtotal Pool	$ 108,000	$ 10,309	$ (97,691)	$ 101,000	$ 5,770	$ (95,230)
Total Recreation Activities	$ 471,500	$ 99,081	$ (372,419)	$ 476,500	$ 69,178	$ (407,322)
Rentals						
Community Center	$ 180,000	$ 57,710	$ (122,290)	$ 160,000	$ 103,163	$ (56,837)
Don Vista	$ 6,000	$ 1,000	$ (5,000)	$ 6,000	$ 1,000	$ (5,000)
Warren Webster	$ 8,600	$ 936	$ (7,664)	$ 7,500	$ 250	$ (7,250)
Gymnasium	$ -	$ -	$ -	$ 500	$ -	$ (500)
Ball Fields	$ 700	$ -	$ (700)	$ 700	$ -	$ (700)
Parks	$ 10,000	$ 888	$ (9,113)	$ 10,000	$ 1,126	$ (8,874)
Pool	$ 25,000	$ 2,054	$ (22,946)	$ 23,000	$ 54	$ (22,946)
Total Rentals	$ 230,300	$ 62,588	$ (167,712)	$ 207,700	$ 105,593	$ (102,107)
Miscellaneous						
Camp Store	$ 22,000	$ 6	$ (21,994)	$ 20,000	$ 4,140	$ (15,860)
Pool Sales	$ 3,000	$ -	$ (3,000)	$ 3,000	$ 57	$ (2,943)
Donations - Recreation	$ 2,000	$ 115	$ (1,885)	$ 50,000	$ 500	$ (49,500)
Total Miscellaneous	$ 27,000	$ 121	$ (26,879)	$ 73,000	$ 4,696	$ (68,304)
TOTAL REVENUE	**$ 728,800**	**$ 161,790**	**$ (567,010)**	**$ 757,200**	**$ 179,467**	**$ (577,733)**

City of St. Pete Beach

Recreation Department Budget Comparison

Expenditures as of December 31, 2017

	12/31/2017			12/31/2016		
	Budget	**Actual**	**(Over)/Under**	**Budget**	**Actual**	**(Over)/Under**
Personnel Costs:						
Salaries & Wages	$532,761	$90,058	$442,703	$524,408	$103,020	$421,388
Overtime	$0	$66	($66)	$0	$125	($125)
Employee Benefits	$153,675	$31,599	$122,076	$157,962	$25,385	$132,577
Total Personnel	$686,436	$121,724	$564,712	$682,370	$128,531	$553,839
Operating Costs:						
Professional/Contractual	$30,000	$7,451	$22,549	$43,100	$22,104	$20,996
Contract Instructors	$84,700	$16,981	$67,719	$77,000	$16,514	$60,486
Software	$13,100	$13,854	($754)	$0	$0	$0
Travel & Training	$6,000	$1,741	$4,259	$6,000	$412	$5,588
Communications/Postage	$4,183	$371	$3,812	$3,740	$482	$3,258
Utilities	$96,856	$16,550	$80,306	$102,900	$17,572	$85,328
Rentals & Leases	$20,700	$17,031	$3,669	$20,000	$4,729	$15,271
Insurance	$63,185	$11,330	$51,855	$67,145	$24,570	$42,575
Repairs & Maintenance	$78,716	$28,679	$50,037	$72,265	$8,729	$63,536
Printing & Binding	$1,750	$0	$1,750	$1,750	$695	$1,055
Promotional	$23,000	$6,546	$16,454	$58,000	$7,291	$50,709
Other Expenses	$3,500	$5,004	($1,504)	$45,000	$8,386	$36,614
Office Supplies	$4,000	$232	$3,768	$4,000	$573	$3,427
Uniforms	$4,000	$344	$3,656	$4,000	$538	$3,462
Fuel	$3,800	$489	$3,311	$4,500	$379	$4,121
Operating Supplies	$44,000	$9,561	$34,439	$59,295	$18,681	$40,614
Field Trips - Reimbursable	$0	$1,230	($1,230)	$0	$743	($743)
COGS - Camp Supplies	$11,000	$1,994	$9,006	$11,000	$1,803	$9,197
Publications/Memberships	$7,205	$4,015	$3,190	$7,205	$3,185	$4,020
Special Events	$54,000	$6,050	$47,950	$0	$0	$0
Total Operating	$553,695	$149,452	$404,243	$586,900	$137,386	$449,514
Capital Outlay:						
Other Equipment	$29,000	$5,150	$23,850	$91,857	$0	$91,857
Vehicles	$0	$0	$0	$30,000	$0	$30,000
Vehicle Replacement Plan	$3,333	$833	$2,500	$0	$0	$0
Total Capital Outlay	$32,333	$5,983	$26,350	$121,857	$0	$121,857
TOTAL EXPENDITURES	**$1,272,464**	**$277,159**	**$995,305**	**$1,391,127**	**$265,917**	**$1,125,210**
Balances as % of Budget		21.78%	78.22%		19.12%	80.88%

City of St. Pete Beach
Recreation Department Expenditures
As of December 31, 2017

	Budget	Actual	(Over)/Under	% Expended
Personnel Costs:				
Salaries & Wages	$ 532,761	$ 90,058	$ 442,703	16.9%
Overtime	$ -	$ 66	$ (66)	-
Employee Benefits	$ 153,675	$ 31,599	$ 122,076	20.6%
Total Personnel	**$ 686,436**	**$ 121,724**	**$ 564,712**	**17.7%**
Operating Costs:				
Professional/Contractual	$ 30,000	$ 7,451	$ 22,549	24.8%
Contract Instructors	$ 84,700	$ 16,981	$ 67,719	20.0%
Software	$ 13,100	$ 13,854	$ (754)	105.8%
Travel & Training	$ 6,000	$ 1,741	$ 4,259	29.0%
Communications/Postage	$ 4,183	$ 371	$ 3,812	8.9%
Utilities	$ 96,856	$ 16,550	$ 80,306	17.1%
Rentals & Leases	$ 20,700	$ 17,031	$ 3,669	82.3%
Insurance	$ 63,185	$ 11,330	$ 51,855	17.9%
Repairs & Maintenance	$ 78,716	$ 28,679	$ 50,037	36.4%
Printing & Binding	$ 1,750	$ -	$ 1,750	0.0%
Promotional	$ 23,000	$ 6,546	$ 16,454	28.5%
Other Expenses	$ 3,500	$ 5,004	$ (1,504)	143.0%
Office Supplies	$ 4,000	$ 232	$ 3,768	5.8%
Uniforms	$ 4,000	$ 344	$ 3,656	8.6%
Fuel	$ 3,800	$ 489	$ 3,311	12.9%
Operating Supplies	$ 44,000	$ 9,561	$ 34,439	21.7%
Field Trips - Reimbursable	$ -	$ 1,230	$ (1,230)	-
COGS - Camp Supplies	$ 11,000	$ 1,994	$ 9,006	18.1%
Publications/Memberships	$ 7,205	$ 4,015	$ 3,190	55.7%
Special Events	$ 54,000	$ 6,050	$ 47,950	11.2%
Total Operating Costs	**$ 553,695**	**$ 149,452**	**$ 404,243**	**27.0%**
Capital Outlay:				
Other Equipment	$ 29,000	$ 5,150	$ 23,850	17.8%
Vehicles	$ -	$ -	$ -	-
Vehicle Replacement Plan	$ 3,333	$ 833	$ 2,500	25.0%
Total Capital Outlay	**$ 32,333**	**$ 5,983**	**$ 26,350**	**18.5%**
TOTAL EXPENDITURES	**$ 1,272,464**	**$ 277,159**	**$ 995,305**	**21.8%**

City of St. Pete Beach
Recreation Department

Budget Summary as of December 31, 2017

	12/31/2017			12/31/2016		
	Budget	**Actual**	**Over/(Under)**	**Budget**	**Actual**	**Over/(Under)**
Revenue:						
Recreational Activities	$ 471,500	$ 99,081	$ (372,419)	$ 476,500	$ 69,178	$ (407,322)
Facility Rentals	$ 230,300	$ 62,588	$ (167,712)	$ 207,700	$ 105,593	$ (102,107)
Donations	$ 27,000	$ 121	$ (26,879)	$ 73,000	$ 4,696	$ (68,304)
Total Revenue	**$ 728,800**	**$ 161,790**	**$ (567,010)**	**$ 757,200**	**$ 179,467**	**$ (577,733)**
Expenditures:						
Personnel Costs	$ 686,436	$ 121,724	$ 564,712	$ 682,370	$ 128,531	$ 553,839
Operating Costs	$ 553,695	$ 149,452	$ 404,243	$ 586,900	$ 137,386	$ 449,514
Capital Outlay	$ 32,333	$ 5,983	$ 26,350	$ 121,857	$ -	$ 121,857
Total Expenditures	**$ 1,272,464**	**$ 277,159**	**$ 995,305**	**$ 1,391,127**	**$ 265,917**	**$ 1,125,210**
Net	**$ (543,664)**	**$ (115,369)**	**$ 428,295**	**$ (633,927)**	**$ (86,450)**	**$ 547,477**
Total amount subsidized:	$543,664	$115,369		$633,927	$86,450	
% covered by program revenue:	57.3%	58.4%		54.4%	67.5%	
% covered by general taxes:	42.7%	41.6%		45.6%	32.5%	