RECREATION ADVISORY COMMITTEE MEETING

CITY OF ST. PETE BEACH

155 Corey Avenue
St. Pete Beach, FL 33706

Tuesday, August 21, 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**
   a. **May 15, 2018**

4. **Agenda Items**
   a. **Review programs and third quarter (FY2018) financial reports**
   b. **Grants – FRDAP and Historical**
   c. **Beach Concessions and Cabana Services**

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

MAY 15, 2018

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 (entered the meeting at 9:02 a.m.)
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 – 2/20/18**

Member Flannery made a motion to approve the minutes from February 20, 2018 as presented. The motion was seconded by Vice Chair Micklitsch and unanimously approved by a voice vote.

4. **Agenda Items**

- **Selection of Chair and Vice Chair**

Vice Chair Micklitsch stated she would like to serve as Chair, and Member Flannery stated he would serve as Vice Chair.

Member Seubert made a motion to elect Danielle Micklitsch as Chair and Mike Flannery as Vice Chair. The motion was seconded by Member Gaugh and unanimously approved by a roll call vote (5 yeses – 0 nos).

- **Event Applications for City Co-Sponsorship Review**

Ms. McMahon reviewed a document entitled "2018-19 City Co-Sponsorship Application Summary" with the committee.

Member Seubert made a motion to approve the co-sponsorships as presented and to continue waiving the application fees for the event facilities. The motion was seconded by Member Gaugh and unanimously approved by a voice vote.

- **Review programs and second quarter (FY2018) financial reports**

Ms. McMahon distributed and reviewed a report entitled "FY18 2nd Quarter Report: Jan – March 2018" with the Recreation Advisory Committee members. The following topics were discussed:

- Permits
- Updates
- 2nd Quarter Finances
- Programming Report
- Aquatics Report
- Rental Report
- What to Look for in 3rd Quarter
- Next Meeting Date: August 21, 2018 at 9:00 a.m.

There was committee discussion in regard to the following topics:

- Hurley Park and plans for maintaining the ballfield
- Replacing lighting throughout the city to light-emitting diode (LED) lights
- Future plans for the design of parking and a playground at Upham Beach
- Beach concession vendors

Ms. McMahon stated she would bring some renderings to the next meeting of the design for Upham Beach.

5. Adjournment

There being no further business before the Committee, the meeting was adjourned at 9:34 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 June 30, 2018

	6/30/2018			6/30/2017		
	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	$ 156,724	$ (48,276)	$ 205,000	$ 149,416	$ (55,584)
Field Trip Payments	$ -	$ 6,320	$ 6,320	$ -	$ 7,028	$ 7,028
Fitness Room & Gym Daily Fee	$ 22,000	$ 25,987	$ 3,987	$ 20,000	$ 19,656	$ (344)
Subtotal Staff-led	$ 227,000	$ 189,031	$ (37,969)	$ 225,000	$ 176,100	$ (48,900)
Sports Leagues	$ 7,500	$ 3,350	$ (4,150)	$ 7,500	$ 4,753	$ (2,747)
Instructor Fees	$ 99,000	$ 71,747	$ (27,253)	$ 90,000	$ 86,684	$ (3,316)
Special Event Permits	$ 22,000	$ 46,725	$ 24,725	$ 45,000	$ 18,427	$ (26,573)
Facility Fees:						
Facility Staffing Fee	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal Facility Fees	$ -	$ -	$ -	$ -	$ -	$ -
Pool:						
Pool Admissions	$ 50,000	$ 29,759	$ (20,241)	$ 48,000	$ 24,312	$ (23,688)
Pool Instructor Fees	$ 22,000	$ 12,017	$ (9,983)	$ 20,000	$ 13,560	$ (6,440)
Pool Lessons Staff-led	$ 36,000	$ 13,465	$ (22,535)	$ 33,000	$ 12,562	$ (20,438)
Subtotal Pool	$ 108,000	$ 55,241	$ (52,759)	$ 101,000	$ 50,433	$ (50,567)
Total Recreation Activities	$ 471,500	$ 366,094	$ (105,406)	$ 476,500	$ 337,998	$ (138,502)
Rentals						
Community Center	$ 180,000	$ 122,944	$ (57,056)	$ 160,000	$ 173,181	$ 13,181
Don Vista	$ 6,000	$ 4,000	$ (2,000)	$ 6,000	$ 4,000	$ (2,000)
Warren Webster	$ 8,600	$ 2,280	$ (6,320)	$ 7,500	$ 3,436	$ (4,064)
Gymnasium	$ -	$ -	$ -	$ 500	$ -	$ (500)
Ball Fields	$ 700	$ -	$ (700)	$ 700	$ -	$ (700)
Parks	$ 10,000	$ 5,895	$ (4,105)	$ 10,000	$ 5,738	$ (4,262)
Pool	$ 25,000	$ 10,689	$ (14,311)	$ 23,000	$ 9,750	$ (13,250)
Total Rentals	$ 230,300	$ 145,808	$ (84,492)	$ 207,700	$ 196,104	$ (11,596)
Miscellaneous						
Camp Store	$ 22,000	$ 7,901	$ (14,099)	$ 20,000	$ 7,782	$ (12,218)
Pool Sales	$ 3,000	$ 1,768	$ (1,232)	$ 3,000	$ 1,479	$ (1,521)
Donations - Recreation	$ 2,000	$ 6,115	$ 4,115	$ 50,000	$ 18,375	$ (31,625)
Total Miscellaneous	$ 27,000	$ 15,784	$ (11,216)	$ 73,000	$ 27,636	$ (45,364)
TOTAL REVENUE	**$ 728,800**	**$ 527,686**	**$ (201,114)**	**$ 757,200**	**$ 561,738**	**$ (195,462)**

City of St. Pete Beach

Recreation Department Budget Comparison

Expenditures as of June 30, 2018

	6/30/2018			6/30/2017		
	Budget	**Actual**	**(Over)/Under**	**Budget**	**Actual**	**(Over)/Under**
Personnel Costs:						
Salaries & Wages	$532,761	$407,931	$124,830	$524,408	$366,785	$157,623
Overtime	$0	$134	($134)	$0	$351	($351)
Employee Benefits	$153,675	$106,209	$47,466	$157,962	$96,941	$61,021
Total Personnel	$686,436	$514,274	$172,162	$682,370	$464,077	$218,293
Operating Costs:						
Professional/Contractual	$30,000	$19,841	$10,159	$43,100	$37,794	$5,306
Contract Instructors	$84,700	$67,220	$17,480	$77,000	$73,574	$3,426
Software	$13,100	$13,854	($754)	$0	$0	$0
Travel & Training	$6,000	$4,552	$1,448	$6,000	$3,546	$2,454
Communications/Postage	$4,183	$2,098	$2,085	$3,740	$2,175	$1,565
Utilities	$96,856	$67,063	$29,793	$102,900	$55,237	$47,663
Rentals & Leases	$20,700	$18,608	$2,092	$20,000	$15,236	$4,764
Insurance	$63,185	$37,659	$25,526	$67,145	$40,574	$26,571
Repairs & Maintenance	$78,716	$64,314	$14,402	$72,265	$43,091	$29,174
Printing & Binding	$1,750	$1,053	$697	$1,750	$1,015	$735
Promotional	$23,000	$8,557	$14,443	$58,000	$38,944	$19,056
Other Expenses	$3,500	$15,881	($12,381)	$45,000	$31,057	$13,943
Office Supplies	$4,000	$4,315	($315)	$4,000	$2,163	$1,837
Uniforms	$4,000	$1,507	$2,493	$4,000	$1,605	$2,395
Fuel	$3,800	$2,129	$1,671	$4,500	$1,887	$2,613
Operating Supplies	$44,000	$45,886	($1,886)	$59,295	$44,462	$14,833
Field Trips - Reimbursable	$0	$6,974	($6,974)	$0	$5,813	($5,813)
COGS - Camp Supplies	$11,000	$6,007	$4,993	$11,000	$7,137	$3,863
Publications/Memberships	$7,205	$6,765	$440	$7,205	$6,410	$795
Special Events	$54,000	$44,000	$10,000	$0	$0	$0
Total Operating	$553,695	$438,285	$115,410	$586,900	$411,719	$175,181
Capital Outlay:						
Other Equipment	$29,000	$5,150	$23,850	$91,857	$88,028	$3,829
Vehicles	$0	$0	$0	$30,000	$0	$30,000
Vehicle Replacement Plan	$3,333	$1,667	$1,667	$0	$0	$0
Total Capital Outlay	$32,333	$6,817	$25,517	$121,857	$88,028	$33,829
TOTAL EXPENDITURES	**$1,272,464**	**$959,375**	**$313,089**	**$1,391,127**	**$963,825**	**$427,302**
Balances as % of Budget		75.40%	24.60%		69.28%	30.72%

City of St. Pete Beach

Recreation Department Expenditures

As of June 30, 2018

	Budget	Actual	(Over)/Under	% Expended
Personnel Costs:				
Salaries & Wages	$ 532,761	$ 407,931	$ 124,830	76.6%
Overtime	$ -	$ 134	$ (134)	-
Employee Benefits	$ 153,675	$ 106,209	$ 47,466	69.1%
Total Personnel	**$ 686,436**	**$ 514,274**	**$ 172,162**	**74.9%**
Operating Costs:				
Professional/Contractual	$ 30,000	$ 19,841	$ 10,159	66.1%
Contract Instructors	$ 84,700	$ 67,220	$ 17,480	79.4%
Software	$ 13,100	$ 13,854	$ (754)	105.8%
Travel & Training	$ 6,000	$ 4,552	$ 1,448	75.9%
Communications/Postage	$ 4,183	$ 2,098	$ 2,085	50.2%
Utilities	$ 96,856	$ 67,063	$ 29,793	69.2%
Rentals & Leases	$ 20,700	$ 18,608	$ 2,092	89.9%
Insurance	$ 63,185	$ 37,659	$ 25,526	59.6%
Repairs & Maintenance	$ 78,716	$ 64,314	$ 14,402	81.7%
Printing & Binding	$ 1,750	$ 1,053	$ 697	60.2%
Promotional	$ 23,000	$ 8,557	$ 14,443	37.2%
Other Expenses	$ 3,500	$ 15,881	$ (12,381)	453.8%
Office Supplies	$ 4,000	$ 4,315	$ (315)	107.9%
Uniforms	$ 4,000	$ 1,507	$ 2,493	37.7%
Fuel	$ 3,800	$ 2,129	$ 1,671	56.0%
Operating Supplies	$ 44,000	$ 45,886	$ (1,886)	104.3%
Field Trips - Reimbursable	$ -	$ 6,974	$ (6,974)	-
COGS - Camp Supplies	$ 11,000	$ 6,007	$ 4,993	54.6%
Publications/Memberships	$ 7,205	$ 6,765	$ 440	93.9%
Special Events	$ 54,000	$ 44,000	$ 10,000	81.5%
Total Operating Costs	**$ 553,695**	**$ 438,285**	**$ 115,410**	**79.2%**
Capital Outlay:				
Other Equipment	$ 29,000	$ 5,150	$ 23,850	17.8%
Vehicles	$ -	$ -	$ -	-
Vehicle Replacement Plan	$ 3,333	$ 1,667	$ 1,667	50.0%
Total Capital Outlay	**$ 32,333**	**$ 6,817**	**$ 25,517**	**21.1%**
TOTAL EXPENDITURES	**$ 1,272,464**	**$ 959,375**	**$ 313,089**	**75.4%**

City of St. Pete Beach

Recreation Department

Budget Summary as of June 30, 2018

	6/30/2018			6/30/2017		
	Budget	**Actual**	**Over/(Under)**	**Budget**	**Actual**	**Over/(Under)**
Revenue:						
Recreational Activities	$ 471,500	$ 366,094	$ (105,406)	$ 476,500	$ 337,998	$ (138,502)
Facility Rentals	$ 230,300	$ 145,808	$ (84,492)	$ 207,700	$ 196,104	$ (11,596)
Donations	$ 27,000	$ 15,784	$ (11,216)	$ 73,000	$ 27,636	$ (45,364)
Total Revenue	**$ 728,800**	**$ 527,686**	**$ (201,114)**	**$ 757,200**	**$ 561,738**	**$ (195,462)**
Expenditures:						
Personnel Costs	$ 686,436	$ 514,274	$ 172,162	$ 682,370	$ 464,077	$ 218,293
Operating Costs	$ 553,695	$ 438,285	$ 115,410	$ 586,900	$ 411,719	$ 175,181
Capital Outlay	$ 32,333	$ 6,817	$ 25,517	$ 121,857	$ 88,028	$ 33,829
Total Expenditures	**$ 1,272,464**	**$ 959,375**	**$ 313,089**	**$ 1,391,127**	**$ 963,825**	**$ 427,302**
Net	**$ (543,664)**	**$ (431,689)**	**$ 111,975**	**$ (633,927)**	**$ (402,086)**	**$ 231,841**
Total amount subsidized:	$543,664	$431,689		$633,927	$402,086	
% covered by program revenue:	57.3%	55.0%		54.4%	58.3%	
% covered by general taxes:	42.7%	45.0%		45.6%	41.7%	