

**North Liberty Parks & Recreation Committee Meeting**  
**Thursday, December 1, 2011**  
**Proposal of Agenda**

**NEW BUSINESS:**

1. Approve minutes from meeting (s) of: Minutes from November meeting.
2. Public Comments/Concerns: Open to public for comments and concerns;  
5 minutes per person time limit.
3. Building & Grounds Report: See Guy's monthly report.
4. Winter/Spring 2012 Brochure: Programs offered January-April 2012  
Brochure out to public; Nov. 30  
Registration begins Dec. 5
5. Field Reservations/Rentals: New process this year:  
Field Rental Meeting; Wednesday, February 1 at 6PM  
Each team/coach will participate in a draft/lottery to choose field dates & times to rent.  
Each team draws a number and basically Brian will go one by one with each team to  
choose one date/time/field per request.  
Tournament requests can be submitted one year from date of the tourney.
6. Facility Holiday Hours: Facility Hours over Christmas/New Year Holiday;  
Friday, December 23 = Limited Hours: 7:00AM-6:00PM  
Sat. & Sun., December 24 & 25 = Facility CLOSED  
Monday, December 26 = Regular Hours; 6:00AM-9:00PM  
Friday, December 30 = Limited Hours: 7:00AM-6:00PM  
Sat. & Sun., Dec. 31 & Jan. 1 = Facility CLOSED  
Monday, January 2, 2012 = Regular Hours; 6:00AM-9:00PM
7. Upcoming Events:  
December 5                      Holiday Shopping Trip  
December 10                     Breakfast With Santa  
December 12                     Santa Calls Night  
December 16                     Bingo Night
8. Other Issues/Concerns: Any new issues not on the agenda?

**OLD BUSINESS:**

1. Recreation Monthly Report: Report included in packet summarizing the past month.
2. Monthly Budget Reports: Request for monthly budget revenue & expenditure reports.
3. Other Issues/Concerns: Any old issues not on the agenda?

**CONCLUSION:**

1. Next Meeting                      Thursday, January 5, 2012 at 7:00PM  
Location: City Council Chambers at 1 Quail Creek Circle
2. Adjourn

**North Liberty Parks and Recreation Committee**  
**Thursday, November 10, 2011 Minutes**

Board members present: Dan Skemp, Shelby Behrens, Carmen Noska, Deanna Kerschen and Jami Maxson

Others Present: Shelly Simpson, Brian Motley, Guy Goldsmith

Meeting called to order: 7:38 pm, after joint work session with North Liberty City Council

**NEW BUSINESS:**

1. **Approve minutes:** Minutes from October meeting approved.
2. **Building & Grounds Report:** Winterizing was performed, along with prairie seeding at Cornerstone Park. Landscaping was completed at Golf View and the trail crossing, and at St Andrews Drive.
3. **Winter/Spring 2012 brochure:** working on brochure with NLTV; programs Jan-April 2012. Will go to public Nov 30 and program registration begins Dec 5.
4. **Facility Holiday Hours:** CLOSED Thurs Nov 24 and Friday November 25  
Open regular hours Sat Nov 26 and Sunday Nov 27 8am-6pm
5. **Upcoming Events:**

Holiday Vendor Fair	November 13
Holiday Shopping trip	December 5
Breakfast with Santa	December 10
Santa Calls Night	December 12
Bingo Night	December 16
6. **Other issues:** the wall pad in the Jones Gym has been replaced; Budget meetings with City Hall Th 11/10 for Parks Dept. and F 11/11 for Rec Center

**OLD BUSINESS:**

1. **Recreation Monthly Report:** Halloween events, work on budget. There were increased participation numbers for hayrack rides and Haunted Happenings; Staff has brainstormed regarding future ideas and fees may increase.
2. **Monthly Budget Reports:** usage numbers and net revenue reports were reviewed; Shelly will email October budget reports not in meeting info, numbers on target

**CONCLUSION:**

1. Next Meeting Thursday, December 1 at 7:00PM  
City Council Chambers at Quail Creek Circle

Meeting Adjourned at 8:05

To: Park & Recreation Commission Board Members  
Mayor, City Council and City Administrator  
From: Shelly Simpson, Recreation Director  
Date: November 28, 2011  
Re: Monthly Report – November 2011

Month Summary: This month's work included FY budget work, prepare for WS registration in ActiveNet, research on ball field addition and BASP staff/program operations. The facility was closed for Thanksgiving Nov. 24 & 25 and I enjoyed a relaxing holiday.

### Program Summaries – November

#### Swim Lessons:

Parent Tot: This session had 14 participants.  
Tadpoles: This session had 13 participants.  
Level 1: This session had 15 participants.  
Level 2: This session had 14 participants.  
Level 3: This session had 20 participants.  
Level 4: This session had 17 participants.  
Level 5: This session had 13 participants.  
Level 6: This session had 16 participants.  
Level 7: This session had 14 participants.  
Level 8: This session had 7 participants.  
Level 9: This session had 6 participants.  
Private Lessons: Tuesdays = This session had 21 participants  
Thursdays = This session had 19 participants  
Private (Open) Lessons: This month, \$ 90.00 collected.

#### Pool Programs:

Water Fitness: Early Bird Aqua Aerobics: This class had 6 participants, plus walk-ins.  
Water Resistance AM: This class had 3 participants, plus walk-ins.  
Easy Does It: This class had 9 participants, plus walk-ins.  
School Break Swim (Nov. 21-23) collected \$ 36.00

#### Preschool:

Indoor Playground: For this month; \$ 111.00 collected.  
Lucky Duck: For this month; \$ 30.00 collected  
Babysitting / Childcare: For this month, \$ 99.00 collected  
Turkey Time Crafts: This class was canceled due to lack of interest.  
Pee Wee Basketball: 10AM Class = canceled, 10:45AM Class = 11 participants  
5:45PM Class = 12 participants; 6:30PM Class = 12 participants; 7:15Pm Class = 9 participants

**Youth:** BASP Fall 2011: RC: AM = 17, PM = 50 ; totals = 67 and BG: AM= 44, PM = 67, totals = 111  
Nov. 11 All Day; RC = 17; BG = 4, totals 21  
Nov. 23 All Day; RC = 11; BG = 2, totals 13  
Tae Kwon Do: Ages 4-7: 2 participant; Ages 8+: 9 participants

#### Adult Sports/Programs:

Adult Basketball: League tourney play Dec. 3  
Coed Volleyball: League tourney held Nov. 20  
Pickleball: This month, open gym activity took in package \$130.00; Drop-in \$138.00; totals \$268.00  
Basketball: This month, open gym activity took in package \$35.00; Drop-in \$199.00; totals \$234.00  
Badminton: This month, open gym activity took in package \$10.00; Drop-in \$ 6.00; totals \$16.00

**Adult Fitness:**

Cardio Pump: This session had 4 participant, plus walk-ins.  
Kickboxing PM: This session had 1 participant, plus walk-ins.  
Cardio / Kick Combo: This session had 13 participants, plus walk-ins.  
Yoga Boot Camp: This session had 1 participant, plus walk-ins.  
Lower Body Blast: This session had walk-ins only.  
Body Blast: This session had 5 participants, plus walk-ins.  
Jazzercise: Continues with PM classes  
Zumba - Tues: This session had 7 participants, plus walk-ins.  
Body Sculpt AM: This session had 5 participants, plus walk-ins.  
Zumba – Fri: This session had 1 participant, plus walk-ins.  
Arthritis Exercise: This session had walk-ins only.  
Weight Management : This session was canceled due to lack of interest.  
Yoga Basics: This session had 5 participants, plus walk-ins.  
Yoga Flow: This session had 5 participants, plus walk-ins.  
Yoga Workshops: Nov. 5 workshop had 2 participants.  
Personal Training: This month, Kris took in \$1,194.00; Lindsay took in \$330.00

**Adult / Senior Programs:**

Senior Dining: November 4: (15) Senior Citizens were in attendance.  
 November 18: (13) Senior Citizens were in attendance.

**Special Events:**

Fall Vendor Fair Nov. 13: This event had 53 vendors.

**ActiveNet Totals:** Gross Income for the month of November, 2011: \$55,915.05

<b>Residency Breakdown</b>					
November 1-28, 2011					
<b>Package</b>	<b>Residents</b>		<b>Non-residents</b>		<b>Total</b>
Track Package	139		65		204 vs. Oct. = 82
<b>Daily Fees</b>					
November 1-28, 2011					
Daily Weight	571		114		685 vs. Oct. = 536
Senior Daily Weight	70		24		94 vs. Oct. = 108
Sub Total	641		138		779 vs. Oct.. = 644
<b>Pool</b>					
November 1-28, 2011	<b>Adult</b>		<b>Youth</b>		<b>Total</b>
Daily Fees	241		280		521 vs. Oct. = 629

Attachments: ActiveNet Net Revenue Monthly Reports  
 Recreation Expenditures Monthly Report; Pool Expenditures Monthly Report  
 Monthly Attendance Totals Sheet

# Net Revenue Report By Account Name

GL Account: Aquatic Programs/ Classes, Baseball/ Softball, Before/After School, Classes/Programs, Conf. Center Rental, Daily Pool Fees, Donations/ Misc., Field Rental, Gerdin CC Rental, Gym Rentals, League Fees, Membership, Park/ Special Event Fees, Pool Concessions, Pool Passes, Pool Programs, Pool Rentals, Rec. Rentals, Swim Lessons, Uniforms, Vending Revenue, Weight Fees

Transaction Date/Time: From Nov 1, 2011 through Nov 28, 2011

Revenue Site: North Liberty Recreation Department

Account Name	Account #	Regular Sales +	POS Sales +	Total Deposits -	Total Discounts =	Total Income -	Total Refs/ Credits/ Paid-Outs -	Total Expenses =	Net Revenue	Other Information			
										Unpaid Amounts	Paid Amounts	Deferred Revenue	POS QTY
Aquatic Programs/ Classes	Aquatic Programs/ Classes	\$498.00	\$206.00	\$0.00	\$0.00	\$704.00	(\$35.00)	\$0.00	\$669.00	\$0.00	\$669.00	\$0.00	74
Baseball/ Softball	Baseball/ Softball	\$0.00	\$12.00	\$0.00	\$0.00	\$12.00	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00	\$0.00	2
Before/After School	Before/After School	\$22,751.00	\$0.00	\$0.00	(\$1,175.00)	\$21,576.00	(\$1,545.00)	\$0.00	\$20,031.00	\$0.00	\$20,031.00	\$0.00	
Classes/Programs	Classes/Programs	\$8,504.00	\$1,289.50	\$0.00	(\$90.00)	\$9,703.50	(\$394.50)	\$0.00	\$9,309.00	\$0.00	\$9,309.00	\$0.00	595
Daily Pool Fees	Daily Pool Fees	\$0.00	\$1,850.00	\$0.00	\$0.00	\$1,850.00	\$0.00	\$0.00	\$1,850.00	\$0.00	\$1,850.00	\$0.00	544
Field Rental	Field Rental	\$3,375.00	\$0.00	\$800.00	\$0.00	\$4,175.00	\$0.00	\$0.00	\$4,175.00	\$0.00	\$4,175.00	\$0.00	
Gerdin CC Rental	Gerdin CC Rental	\$840.00	\$0.00	\$0.00	\$0.00	\$840.00	\$0.00	\$0.00	\$840.00	\$0.00	\$840.00	\$0.00	
Gym Rentals	Gym Rentals	\$3,425.00	\$0.00	\$0.00	\$0.00	\$3,425.00	(\$680.00)	\$0.00	\$2,745.00	\$0.00	\$2,745.00	\$0.00	
Membership	Membership	\$1,805.00	\$0.00	\$0.00	\$0.00	\$1,805.00	(\$45.00)	\$0.00	\$1,760.00	\$0.00	\$1,760.00	\$0.00	
Pool Passes	Pool Passes	\$1,542.00	\$4.00	\$0.00	\$0.00	\$1,546.00	\$0.00	\$0.00	\$1,546.00	\$0.00	\$1,546.00	\$0.00	2
Pool Rentals	Pool Rentals	\$640.00	\$0.00	\$0.00	\$0.00	\$640.00	\$0.00	\$0.00	\$640.00	\$0.00	\$640.00	\$0.00	
Rec. Rentals	Rec. Rentals	\$6,147.50	\$182.05	\$0.00	\$0.00	\$6,329.55	(\$310.00)	\$0.00	\$6,019.55	\$0.00	\$6,019.55	\$0.00	26
Swim Lessons	Swim Lessons	\$2,008.25	\$0.00	\$0.00	\$0.00	\$2,008.25	(\$828.75)	\$0.00	\$1,179.50	\$0.00	\$1,179.50	\$0.00	
Uniforms	Uniforms	\$37.00	\$0.00	\$0.00	\$0.00	\$37.00	\$0.00	\$0.00	\$37.00	\$0.00	\$37.00	\$0.00	
Weight Fees	Weight Fees	\$3,517.00	\$1,613.00	\$0.00	\$0.00	\$5,130.00	\$0.00	\$0.00	\$5,130.00	\$0.00	\$5,130.00	\$0.00	786

# Net Revenue Report By Account Name

11/28/2011

4:47 PM

GL Account: Aquatic Programs/ Classes, Baseball/ Softball, Before/After School, Classes/Programs, Conf. Center Rental, Daily Pool Fees, Donations/ Misc., Field Rental, Gerdin CC Rental, Gym Rentals, League Fees, Membership, Park/ Special Event Fees, Pool Concessions, Pool Passes, Pool Programs, Pool Rentals, Rec. Rentals, Swim Lessons, Uniforms, Vending Revenue, Weight Fees

Transaction Date/Time: From Nov 1, 2011 through Nov 28, 2011

Revenue Site: North Liberty Recreation Department

Account Name	Account #	Regular Sales +	POS Sales +	Total Deposits -	Total Discounts =	Total Income -	Total Refs/ Credits/ Paid-Outs -	Total Expenses =	Net Revenue	Other Information			
										Unpaid Amounts	Paid Amounts	Deferred Revenue	POS QTY
Grand Total:		\$55,089.75	\$5,156.55	\$800.00	(\$1,265.00)	\$59,781.30	(\$3,838.25)	\$0.00	\$55,943.05	\$0.00	\$55,943.05	\$0.00	2029

CITY OF NORTH LIBERTY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2011

010-GENERAL FUND						
CULTURE & RECREATION		41.67% OF YEAR COMP.				
RECREATION						
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
PERSONNEL SERVICES						
010-6-4040-1-6010	REGULAR SALARIES AND W	366,400.00	25,438.04	142,017.05	38.76	224,382.95
010-6-4040-1-6020	PART-TIME & TEMPORARY	200,000.00	20,641.40	120,346.79	60.17	79,653.21
010-6-4040-1-6040	OVERTIME PAY	1,000.00	313.50	718.76	71.88	281.24
010-6-4040-1-6110	FICA/MEDICARE	43,330.00	3,507.54	19,884.77	45.89	23,445.23
010-6-4040-1-6130	IPERS	45,708.00	3,644.02	20,199.10	44.19	25,508.90
010-6-4040-1-6150	GROUP INSURANCE	42,734.00	3,267.87	15,949.74	37.32	26,784.26
010-6-4040-1-6160	WORKERS' COMPENSATION	9,000.00	0.00	0.00	0.00	9,000.00
010-6-4040-1-6182	MILEAGE	1,000.00	0.00	0.00	0.00	1,000.00
010-6-4040-1-6183	GROUP INSURANCE DEDUCT	7,000.00	408.45	1,233.04	17.61	5,766.96
010-6-4040-1-6210	DUES/MEMBERSHIPS/SUBSC	1,000.00	0.00	662.50	66.25	337.50
010-6-4040-1-6240	TRAINING & CONFERENCES	2,000.00	0.00	255.54	12.78	1,744.46
010-6-4040-1-6253	EMPLOYEE RECOGNITION	500.00	0.00	0.00	0.00	500.00
	TOTAL PERSONNEL SERVICES	719,672.00	57,220.82	321,267.29	44.64	398,404.71
SERVICES & COMMODITIES						
010-6-4040-2-6310	BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00
010-6-4040-2-6331	FUEL/OIL/LUBE	1,500.00	304.97	1,727.81	115.19 (	227.81)
010-6-4040-2-6332	VEHICLE/EQUIPMENT MAIN	1,500.00	0.00	496.87	33.12	1,003.13
010-6-4040-2-6340	OFFICE EQUIPMENT REPAI	0.00	0.00	0.00	0.00	0.00
010-6-4040-2-6371	ELECTRIC UTILITY	75,000.00	0.00	34,220.82	45.63	40,779.18
010-6-4040-2-6372	DUMPSTER PICKUP	450.00	35.00	175.00	38.89	275.00
010-6-4040-2-6390	GAS UTILITY	20,000.00	719.43	6,908.12	34.54	13,091.88
010-6-4040-2-6408	INSURANCE/GENERAL	10,000.00	0.00	0.00	0.00	10,000.00
010-6-4040-2-6412	IMMUNIZATION & TESTING	7,000.00	360.50	1,906.50	27.24	5,093.50
010-6-4040-2-6414	ADVERTISING AND PUBLIC	5,000.00	0.00	2,095.96	41.92	2,904.04
010-6-4040-2-6422	OFFICE EQUIPMENT MAINT	3,000.00	711.03	3,192.66	106.42 (	192.66)
010-6-4040-2-6425	TELEPHONE & CELL PHONE	4,000.00	372.72	1,856.85	46.42	2,143.15
010-6-4040-2-6428	BUILDING MAINTENANCE C	5,000.00	0.00	2,682.63	53.65	2,317.37
010-6-4040-2-6438	INSTRUCTOR/OFFICIALS C	32,000.00	6,532.35	16,566.68	51.77	15,433.32
010-6-4040-2-6439	CREDIT CARD FEES	17,000.00	1,361.56	9,158.70	53.87	7,841.30
010-6-4040-2-6440	NSF CHARGEBACK FEES	0.00	0.00	0.00	0.00	0.00
010-6-4040-2-6441	REC EQUIPMENT MAINT CO	4,000.00	0.00	0.00	0.00	4,000.00
010-6-4040-2-6491	SOFTWARE SUPPORT	2,000.00	109.95	1,883.11	94.16	116.89
010-6-4040-2-6499	MISCELLANEOUS CONTRACT	0.00	0.00	0.00	0.00	0.00
010-6-4040-2-6504	MINOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
010-6-4040-2-6506	OFFICE SUPPLIES	4,000.00	657.92	1,049.09	26.23	2,950.91
010-6-4040-2-6508	POSTAGE AND SHIPPING	150.00	19.98	19.98	13.32	130.02
010-6-4040-2-6511	CLEANING SUPPLIES	6,000.00	1,905.58	4,115.10	68.59	1,884.90
010-6-4040-2-6514	BUILDING MAINTENANCE S	9,500.00	461.09	3,154.22	33.20	6,345.78
010-6-4040-2-6518	COMPUTERS & TECHNOLOGY	2,500.00	0.00	77.35	3.09	2,422.65
010-6-4040-2-6531	VEHICLE/EQUIPMENT PART	1,500.00	9.99	2,577.40	171.83 (	1,077.40)
010-6-4040-2-6537	PROGRAM MATERIALS	38,000.00	4,744.48	28,496.52	74.99	9,503.48
010-6-4040-2-6538	MISC GROUNDS MAINTENAN	500.00	0.00	0.00	0.00	500.00
010-6-4040-2-6550	BEFORE & AFTER SCHOOL	25,000.00	1,694.34	15,817.36	63.27	9,182.64
010-6-4040-2-6551	BASEBALL/SOFTBALL SUPP	1,000.00	0.00	0.00	0.00	1,000.00
010-6-4040-2-6552	REC EQUIPMENT PARTS/SU	1,500.00	2.20	500.69	33.38	999.31
	TOTAL SERVICES & COMMODITIES	277,100.00	20,003.09	138,679.42	50.05	138,420.58

CITY OF NORTH LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2011

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
010-GENERAL FUND					
CULTURE & RECREATION					
RECREATION					
41.67% OF YEAR COMP.					
CAPITAL OUTLAY					
010-6-4040-3-6710 AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
010-6-4040-3-6725 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TRANSFERS					
010-6-4040-5-6911 TRANSFER TO EQUIP REVO	0.00	0.00	0.00	0.00	0.00
010-6-4040-5-6912 TRANSFER TO RESERVE FU	10,000.00	0.00	0.00	0.00	10,000.00
010-6-4040-5-6913 TRANSFER TO COMPUTER R	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL RECREATION	1,006,772.00	77,223.91	459,946.71	45.69	546,825.29
TOTAL CULTURE & RECREATION	1,006,772.00	77,223.91	459,946.71	45.69	546,825.29
TOTAL EXPENDITURES	1,006,772.00	77,223.91	459,946.71	45.69	546,825.29

010-GENERAL FUND						
CULTURE & RECREATION						
POOL						
41.67% OF YEAR COMP.						
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
PERSONNEL SERVICES						
010-6-4070-1-6010	REGULAR SALARIES AND W	48,320.00	3,944.44	26,772.20	55.41	21,547.80
010-6-4070-1-6020	PART-TIME & TEMPORARY	298,000.00	13,408.66	134,783.90	45.23	163,216.10
010-6-4070-1-6040	OVERTIME PAY	1,500.00	0.00	169.66	11.31	1,330.34
010-6-4070-1-6110	FICA/MEDICARE	26,646.00	1,318.32	12,331.46	46.28	14,314.54
010-6-4070-1-6130	IPERS	28,109.00	802.06	5,409.20	19.24	22,699.80
010-6-4070-1-6150	GROUP INSURANCE	3,487.00	540.07	2,442.20	70.04	1,044.80
010-6-4070-1-6160	WORKERS' COMPENSATION	10,000.00	0.00	0.00	0.00	10,000.00
010-6-4070-1-6181	UNIFORMS	5,000.00	1,821.00	3,979.11	79.58	1,020.89
010-6-4070-1-6182	MILEAGE	500.00	0.00	286.94	57.39	213.06
010-6-4070-1-6183	GROUP INSURANCE DEDUCT	1,000.00	82.99	448.98	44.90	551.02
010-6-4070-1-6210	DUES/MEMBERSHIPS/SUBSC	150.00	0.00	35.00	23.33	115.00
010-6-4070-1-6240	TRAINING & CONFERENCES	650.00	0.00	288.20	44.34	361.80
	TOTAL PERSONNEL SERVICES	423,362.00	21,917.54	186,946.85	44.16	236,415.15
SERVICES & COMMODITIES						
010-6-4070-2-6310	BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00
010-6-4070-2-6371	ELECTRIC UTILITY	48,000.00	0.00	18,010.18	37.52	29,989.82
010-6-4070-2-6390	GAS UTILITY	15,000.00	405.50	3,893.66	25.96	11,106.34
010-6-4070-2-6408	INSURANCE/GENERAL	10,000.00	0.00	0.00	0.00	10,000.00
010-6-4070-2-6412	IMMUNIZATION & TESTING	5,000.00	163.00	1,511.50	30.23	3,488.50
010-6-4070-2-6414	ADVERTISING AND PUBLIC	1,000.00	0.00	615.04	61.50	384.96
010-6-4070-2-6418	STATE SALES TAX	16,000.00	398.00	8,225.00	51.41	7,775.00
010-6-4070-2-6425	TELEPHONE & CELL PHONE	1,500.00	140.80	702.65	46.84	797.35
010-6-4070-2-6427	TORT LIABILITY	11,000.00	0.00	0.00	0.00	11,000.00
010-6-4070-2-6428	BUILDING MAINTENANCE C	0.00	0.00	0.00	0.00	0.00
010-6-4070-2-6438	INSTRUCTOR/OFFICIALS C	3,000.00	368.20	1,679.60	55.99	1,320.40
010-6-4070-2-6442	POOL EQUIPMENT MAINT C	8,000.00	130.78	174.26	2.18	7,825.74
010-6-4070-2-6491	SOFTWARE SUPPORT	1,500.00	0.00	0.00	0.00	1,500.00
010-6-4070-2-6499	MISCELLANEOUS CONTRACT	3,000.00	11.00	2,686.25	89.54	313.75
010-6-4070-2-6501	CHEMICALS/SUPPLIES	28,000.00	601.84	10,725.08	38.30	17,274.92
010-6-4070-2-6506	OFFICE SUPPLIES	2,000.00	50.25	393.70	19.69	1,606.30
010-6-4070-2-6508	POSTAGE AND SHIPPING	500.00	110.39	144.19	28.84	355.81
010-6-4070-2-6510	SAFETY EQUIPMENT	2,500.00	236.30	1,049.13	41.97	1,450.87
010-6-4070-2-6511	CLEANING SUPPLIES	4,500.00	249.76	1,842.00	40.93	2,658.00
010-6-4070-2-6514	BUILDING MAINTENANCE S	4,200.00	0.00	869.44	20.70	3,330.56
010-6-4070-2-6518	COMPUTERS & TECHNOLOGY	1,000.00	0.00	872.20	87.22	127.80
010-6-4070-2-6537	PROGRAM MATERIALS	8,000.00	1,186.59	2,385.88	29.82	5,614.12
010-6-4070-2-6538	MISC GROUNDS MAINTENAN	1,000.00	0.00	0.00	0.00	1,000.00
010-6-4070-2-6553	PERMITS & LICENSES	1,500.00	0.00	0.00	0.00	1,500.00
010-6-4070-2-6554	POOL EQUIPMENT PARTS/S	13,500.00	2,986.32	14,992.53	111.06	( 1,492.53)
010-6-4070-2-6555	CONCESSION SUPPLIES	35,000.00	0.00	10,154.73	29.01	24,845.27
010-6-4070-2-6556	POOL EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00
	TOTAL SERVICES & COMMODITIES	226,700.00	7,038.73	80,927.02	35.70	145,772.98
TRANSFERS						
010-6-4070-5-6912	TRANSFER TO CAPITAL RE	80,000.00	0.00	0.00	0.00	80,000.00
	TOTAL TRANSFERS	80,000.00	0.00	0.00	0.00	80,000.00

CITY OF NORTH LIBERTY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2011

010-GENERAL FUND  
CULTURE & RECREATION  
POOL

41.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL POOL	730,062.00	28,956.27	267,873.87	36.69	462,188.13
TOTAL CULTURE & RECREATION	730,062.00	28,956.27	267,873.87	36.69	462,188.13
TOTAL EXPENDITURES	730,062.00	28,956.27	267,873.87	36.69	462,188.13

CITY OF NORTH LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2011

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
010-GENERAL FUND					
CULTURE & RECREATION					
COMMUNITY CENTER					
41.67% OF YEAR COMP.					
SERVICES & COMMODITIES					
010-6-4060-2-6310 BUILDING MAINTENANCE	45,000.00	617.17	14,427.92	32.06	30,572.08
010-6-4060-2-6428 BUILDING MAINTENANCE C	70,500.00	4,720.67	24,504.84	34.76	45,995.16
010-6-4060-2-6499 MISCELLANEOUS CONTRACT	5,000.00	595.00	2,166.22	43.32	2,833.78
TOTAL SERVICES & COMMODITIES	120,500.00	5,932.84	41,098.98	34.11	79,401.02
TOTAL COMMUNITY CENTER	120,500.00	5,932.84	41,098.98	34.11	79,401.02
TOTAL CULTURE & RECREATION	120,500.00	5,932.84	41,098.98	34.11	79,401.02
TOTAL EXPENDITURES	120,500.00	5,932.84	41,098.98	34.11	79,401.02

To: Mayor and City Council  
Parks and Recreation Commission  
City Administrator

From: Guy Goldsmith, Director of Parks, Building and Grounds

Date: December 1, 2011

Re: Monthly Report

We performed building maintenance as needed this month. The Old Ranshaw House at 515 Penn Street required a boiler inspection and start-up by the Parks Department to insure heat for the winter. We installed a security camera system at City Hall.

We maintained equipment as needed this month. We performed preventive maintenance and repaired winter equipment as time permitted to prepare for the upcoming season.

We picked up trash and pet waste stations as needed this month.

We finished winterizing all landscape areas.

We attended the Ornamental & Turf Grass Pest Management Class on November 9<sup>th</sup> at the Johnson County Fair Grounds. This is required annually to maintain our state pesticide applicator licenses.

We installed Christmas lights at Liberty Centre Park/Pond and Old Town Park.

I completed and submitted the proposed Parks operating budget and capital project plan this month to prepare for the next fiscal year.

010-GENERAL FUND						
CULTURE & RECREATION 41.67% OF YEAR COMP.						
PARKS/BUILDINGS/GROUNDS						
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
PERSONNEL SERVICES						
010-6-4030-1-6010 REGULAR SALARIES AND W	202,864.00	17,867.33	83,555.66	41.19	119,308.34	
010-6-4030-1-6020 PART-TIME & TEMPORARY	50,000.00	2,301.59	46,796.19	93.59	3,203.81	
010-6-4030-1-6040 OVERTIME PAY	5,000.00	0.00	5,108.81	102.18 (	108.81)	
010-6-4030-1-6041 OVERTIME REGULAR PAY	0.00	0.00	0.00	0.00	0.00	
010-6-4030-1-6110 FICA/MEDICARE	19,344.00	1,596.63	10,229.43	52.88	9,114.57	
010-6-4030-1-6130 IPERS	20,406.00	1,624.41	7,161.86	35.10	13,244.14	
010-6-4030-1-6150 GROUP INSURANCE	38,770.00	3,159.98	15,790.59	40.73	22,979.41	
010-6-4030-1-6160 WORKERS' COMPENSATION	10,000.00	0.00	0.00	0.00	10,000.00	
010-6-4030-1-6182 MILEAGE	100.00	0.00	0.00	0.00	100.00	
010-6-4030-1-6183 GROUP INSURANCE DEDUCT	4,000.00	802.65	2,335.71	58.39	1,664.29	
010-6-4030-1-6185 UNIFORM SERVICE	1,000.00	87.98	1,489.22	148.92 (	489.22)	
010-6-4030-1-6210 DUES/MEMBERSHIPS/SUBSC	200.00	30.00	267.50	133.75 (	67.50)	
010-6-4030-1-6240 TRAINING & CONFERENCES	1,500.00	0.00	360.00	24.00	1,140.00	
TOTAL PERSONNEL SERVICES	353,184.00	27,470.57	173,094.97	49.01	180,089.03	
SERVICES & COMMODITIES						
010-6-4030-2-6310 BUILDING MAINTENANCE	5,000.00	810.00	1,579.97	31.60	3,420.03	
010-6-4030-2-6320 GROUNDS MAINTENANCE	500.00	0.00	0.00	0.00	500.00	
010-6-4030-2-6331 FUEL/OIL/LUBE	16,500.00	1,146.68	7,394.11	44.81	9,105.89	
010-6-4030-2-6332 VEHICLE/EQUIPMENT MAIN	2,000.00	0.00	339.38	16.97	1,660.62	
010-6-4030-2-6371 ELECTRIC UTILITY	17,000.00	114.57	5,239.51	30.82	11,760.49	
010-6-4030-2-6372 DUMPSTER PICKUP	200.00	17.50	87.50	43.75	112.50	
010-6-4030-2-6390 GAS UTILITY	5,000.00	11.31	57.76	1.16	4,942.24	
010-6-4030-2-6392 TURF MAINTENANCE	7,000.00	0.00	761.04	10.87	6,238.96	
010-6-4030-2-6393 POND MAINTENANCE	4,000.00	240.00	1,086.19	27.15	2,913.81	
010-6-4030-2-6394 LANDSCAPE TREE & PLANT	9,500.00	0.00	329.58	3.47	9,170.42	
010-6-4030-2-6395 TRAIL MAINTENANCE	3,500.00	0.00	0.00	0.00	3,500.00	
010-6-4030-2-6407 ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	
010-6-4030-2-6408 INSURANCE/GENERAL	5,000.00	0.00	0.00	0.00	5,000.00	
010-6-4030-2-6411 LEGAL FEES	0.00	0.00	0.00	0.00	0.00	
010-6-4030-2-6412 IMMUNIZATION & TESTING	1,000.00	76.00	76.00	7.60	924.00	
010-6-4030-2-6414 ADVERTISING AND PUBLIC	250.00	0.00	0.00	0.00	250.00	
010-6-4030-2-6424 RADIO REPAIR/MAINTENAN	600.00	0.00	0.00	0.00	600.00	
010-6-4030-2-6425 TELEPHONE & CELL PHONE	1,200.00	152.62	764.07	63.67	435.93	
010-6-4030-2-6491 SOFTWARE SUPPORT	200.00	0.00	118.95	59.48	81.05	
010-6-4030-2-6499 MISCELLANEOUS CONTRACT	600.00	469.00	2,482.25	413.71 (	1,882.25)	
010-6-4030-2-6504 MINOR EQUIPMENT	3,500.00	0.00	1,727.53	49.36	1,772.47	
010-6-4030-2-6510 SAFETY EQUIPMENT	800.00	0.00	1,219.24	152.41 (	419.24)	
010-6-4030-2-6514 BUILDING MAINTENANCE S	5,000.00	278.30	2,432.27	48.65	2,567.73	
010-6-4030-2-6518 COMPUTERS & TECHNOLOGY	1,000.00	0.00	0.00	0.00	1,000.00	
010-6-4030-2-6528 TOOLS	1,500.00	0.00	213.11	14.21	1,286.89	
010-6-4030-2-6529 SHOP SUPPLIES	3,000.00	214.60	1,040.12	34.67	1,959.88	
010-6-4030-2-6531 VEHICLE/EQUIPMENT PART	12,000.00	121.96	2,025.43	16.88	9,974.57	
010-6-4030-2-6538 MISC GROUNDS MAINTENAN	3,000.00	0.00	987.74	32.92	2,012.26	
010-6-4030-2-6547 PLAYGROUND EQUIPMENT P	7,000.00	0.00	4,726.96	67.53	2,273.04	
010-6-4030-2-6548 MINOR PARK/PLAYGROUND	3,500.00	0.00	5,377.28	153.64 (	1,877.28)	
010-6-4030-2-6549 SAND/SALT/ETC	2,000.00	0.00	0.00	0.00	2,000.00	

CITY OF NORTH LIBERTY  
 EXPENDITURES REPORT (UNAUDITED)  
 AS OF: NOVEMBER 30TH, 2011

010-GENERAL FUND					
CULTURE & RECREATION					
PARKS/BUILDINGS/GROUNDS					
41.67% OF YEAR COMP.					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
010-6-4030-2-6599 MISCELLANEOUS SUPPLIES	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL SERVICES & COMMODITIES	122,550.00	3,652.54	40,065.99	32.69	82,484.01
CAPITAL OUTLAY					
010-6-4030-3-6732 SHOP EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
TRANSFERS					
010-6-4030-5-6911 TRANSFER TO EQUIP REVO	42,750.00	0.00	0.00	0.00	42,750.00
010-6-4030-5-6912 TRANSFER TO CAPITAL RE	0.00	0.00	0.00	0.00	0.00
010-6-4030-5-6913 TRANSFER TO COMPUTER R	0.00	0.00	0.00	0.00	0.00
010-6-4030-5-6914 TRANSFER TO PLAYGROUND	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS	42,750.00	0.00	0.00	0.00	42,750.00
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TOTAL PARKS/BUILDINGS/GROUNDS	518,484.00	31,123.11	213,160.96	41.11	305,323.04
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TOTAL CULTURE & RECREATION	518,484.00	31,123.11	213,160.96	41.11	305,323.04
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TOTAL EXPENDITURES	518,484.00	31,123.11	213,160.96	41.11	305,323.04
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