

BOARD OF PARK COMMISSIONERS
AND RECREATION BOARD
AGENDA
JOINT MEETING
Tuesday, April 5, 2022
4:00 pm – Council Chambers

Call to Order: President – Mr. Kappers

I. Roll Call:	Mr. Kappers	Mr. Hobart
	Mr. Emerick	Mr. Dunn
	Mrs. Westfall	Mr. Jackson
		Mrs. Reed
		Mr. Herman

II. Approve Minutes: March 1, 2022 Board of Park Commissioners Meeting Minutes

III. Reports:	Jeremy Drake, Park Superintendent	(Report Attached)
	Ken Siler, Recreation Director	(Report Attached)
	Kyler Booher, Director of Golf	(Report Attached)
	Mr. Kappers, Planning Commission Report	

IV. Recreation Board and Board of Park Commissioners Business:

A. Review and approve the revised Field Use Policy Field Lining Fees

V. New Business:

A. Consideration of the Troy-Miami County Public Library partnering with the Recreation Department to host the movie Moana at Treasure Island Park on June 28, 2022. The movie will begin at dusk (approximately 9:15). The rain date is July 12, 2022.

V: Other:

VII: Adjourn:

BOARD OF PARK COMMISSIONERS
MINUTES – March 1, 2022, 4:00 PM
Council Chambers

The meeting was called to order by Mr. Kappers, President.

Members of the Board Present: Mr. Alan Kappers, President
 Mr. Richard Jordan Emerick, Vice-President
 Mrs. Susan Westfall, Secretary

Others Attending: Jeremy Drake, Park Superintendent
 Ken Siler, Recreation Director
 Kyler Booher, Director of Golf
 Patrick Titterington, Director of Public Service & Safety
 Robin Oda, Mayor
 City staff

The minutes of the January 3, 2022 Board of Park Commissioners meeting were approved by unanimous vote, following a motion from Mr. Emerick, seconded by Mrs. Westfall.

The minutes of the January 19, 2022 Joint Recreation Board and Board of Park Commissioners meeting were approved by unanimous vote, following a motion from Mr. Emerick, seconded by Mrs. Westfall.

REPORTS:

- Park Superintendent Jeremy Drake submitted a report (copy attached to original minutes). Mr. Drake commented that the Troy Police Department responded to Duke Park about a vehicle driving on the soccer fields and damaging the turf. Mr. Drake stated the damage was minimal. Mr. Kappers asked if there has been an issue with cars parking along Troy Sidney Road and the edge of Duke Park during events and Mr. Drake stated it has not been an issue but staff will continue to evaluate throughout the upcoming season. Mrs. Westfall asked if there are any plans to expand any of the parking lots at Duke Park and Mr. Drake stated in the 5-year CIP there is a plan to expand the parking lots at Duke Park. There is no short-term solution but there is a plan for the future. Mrs. Westfall asked about the opening of The Robinson Reserve and Mr. Drake stated as soon as the weather turns, staff will begin working on the grounds and hope to get it opened as soon as possible. Mrs. Westfall asked how the parking lot will connect to The Robinson Reserve and Mr. Drake stated the hope is to direct people to the north parking lot in Duke Park and they can connect to the reserve from the walking path. There is no direct parking with The Robinson Reserve.
- Mr. Siler submitted a report (copy attached to original minutes). In addition to the report, Mr. Siler commented that online reservations for the upcoming Float Troy season has been a success. After one month of registrations, four dates are sold out and there are over 100 tent reservations made. Mr. Kappers questioned what the impact will be on the floating tent program if the low dam is removed and Mr. Drake stated the research has shown, the levels around Treasure Island Park should not change and the tent rentals should not be impacted. Mr. Siler also noted there are many events coming to Hobart Arena in the coming months.
- Mr. Booher submitted a report (copy attached to original minutes). Mr. Booher stated the golf course is officially open for the season. The course is in good condition for this time of year. Mr. Kappers asked why the drop ceiling was being raised in the clubhouse and Mr. Booher noted it needed to be raised for the use of the new simulators.

NEW BUSINESS:

- **Consideration of 2022 listing of events for Prouty Plaza and other park areas** – Sue Knight, Administrative Assistant, supplied a list of proposed concerts and events that may be held on Prouty Plaza, Treasure Island Park, and other park properties. Any changes or additions throughout the year will be brought to the board's attention. Mrs. Knight highlighted the Troy Strawberry Festival Committee would like to have a beer garden on the levee Saturday and Sunday of the Strawberry Festival. She also noted that the Juneteenth Committee is requesting to have booths at the celebration that may sell merchandise or food.

A motion was made by Mr. Emerick, seconded by Mrs. Westfall, to approve the dates and locations for concerts and other activities at Prouty Plaza and other park properties.

Motion passed by unanimous vote

Mr. Kappers commented that the Strawberry Festival has been around for many years and asked why they need a beer garden and Mrs. Knight stated on behalf of the festival committee they feel it is a way to make money, draw more people to the event, and it has been requested by the patrons. Mrs. Knight stated the area will be fenced in with security on hand and beverages cannot be taken out of that area.

A motion was made by Mrs. Westfall, seconded by Mr. Emerick, to approve a beer garden for the Troy Strawberry Festival. Vote: Yes – Emerick and Westfall; No – Kappers. Motion Adopted

- **Discussion and approval of a new Park Department Maintenance/Office Building prior to bidding** – Jeremy Drake, Park Superintendent, stated the location for the new Park Department Maintenance/Office Building will be placed in Duke Park close to an existing metal barn and shelter four. The new building will be attached to the existing metal barn and it will make one big building. There will be two overhead garage doors on the front of the building with one exit on the backside of the building. The smaller structure will be the office, meeting space, and break room area for staff to use. The design of the building is 7200 square feet and will meet the departments current needs and for years to come. Mr. Drake stated the current building is 6,000 square feet and it was built in the 1970's. Mr. Kappers asked if there is going to be storage of the second floor of the new building and Mr. Drake stated there is the potential to add vertical storage in the future. Mr. Emerick confirmed the new building will be built onto the existing building and it will be one big building.

A motion was made by Mr. Kappers, seconded by Mr. Emerick, to approve bidding of a new Park Department Maintenance/Office Building.

Motion passed by unanimous vote

- **Consideration of use of Brukner Park by the Troy-Miami County Public Library** – Mr. Drake, Park Superintendent, stated library staff supplied a list of proposed activities that would like to be held at Brukner Park during the upcoming year. Mr. Drake stated there are no conflicts with other activities and no city services are being requested.

A motion was made by Mr. Emerick, seconded by Mrs. Westfall, to approve the library usage Brukner Park.

Motion passed by unanimous vote

- **Discussion and recommendation by the Board of Park Commissioners regarding the Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property – 2396 Waterford Drive** – Mr. Patrick Titterington stated the homeowner of 2396 Waterford Drive never resolved the fence issue like they stated they would. The owner was informed that the cost to purchase the property was going to be significantly higher due to her assuming all the administrative cost. She contacted us today stating she was unsure if she wanted to pursue the option of purchasing the lot. The owner is looking into having a fence company move the existing fence on her property and what cost she may have to endure. Mr. Kappers asked if the Park Board is going against Council's guidelines for surplus property and Mr. Titterington stated this property has already been approved by Council.

A motion was made by Mr. Kappers, seconded by Mr. Emerick, to request to Council the sale of surplus property at 2396 Waterford Drive if the property owner wishes to purchase.

Motion passed by unanimous vote

- **For the concerts scheduled for Treasure Island Park, recommend that Troy City Council authorizes Treasure Island Use Agreements for any that may include the sale and consumption of adult beverages at specific times: June 24 and August 6** – Mr. Titterington request Treasure Island Use Agreements for concert events on June 24 and August 6 that will include the sale of adult beverages. The June 24 concert is in conjunction with the GOBA event and the August 6 concert is sponsored by the City of Troy. Staff is requesting the Park Board recommend to Council to authorize these dates. Mr. Siler stated there have not been any issues in the past.

A motion was made by Mr. Emerick, seconded by Mrs. Westfall, to recommend to Council the non-ticketed use agreement for the concerts on June 24 and August 6 and the sale of alcohol at the concerts.
Motion passed by unanimous vote

- **Updates from Mr. Patrick Titterington, Director of Public Service and Safety –**

- Mr. Titterington advised the Board of Park Commissioners that the City is experiencing costs for projects and day to day operations are coming in much higher than anticipated due to inflation. Staff are currently preparing for the worst and hopeful they are on top of everything going on. Mr. Titterington is wanting to keep the board informed on how they could be affected with the upcoming projects including the new Park Department Maintenance/Office Building or future projects. City staff is continuing to look for available grants in hope to offset some of the upcoming costs.

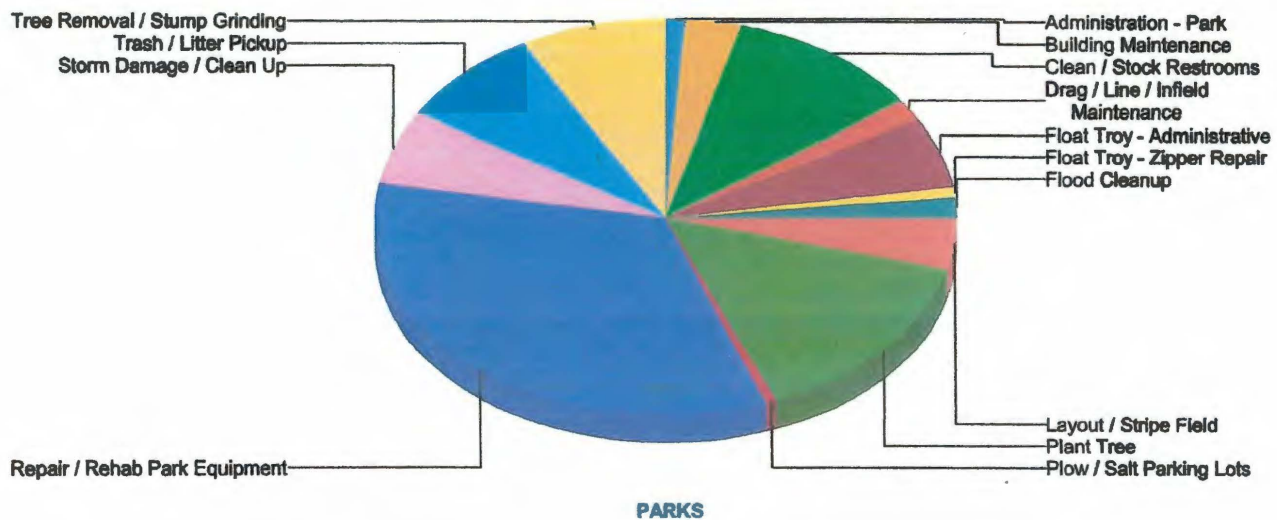
OTHER:

Mrs. Westfall asked about the status of Troy Baseball Parents request to add signage at the North Market Baseball Fields. Mr. Titterington advised that the City of Troy Law Director advised that it was in violation of the City's zoning code to add signage along the ballfield. Mr. Titterington stated that staff is working with the Baseball Parents on different ways they could do sponsorships at the field. Mrs. Westfall asked about the request that a donor was going to donate funds to purchase a new scoreboard at the North Market Street Ballfields. Mr. Titterington noted the scoreboard needs some minor renovations and the estimated costs are a couple thousand dollars. Staff is looking at other things that may need to be renovated. Mr. Titterington responded that none of the request will be happening within the upcoming month.

There being no further business, upon motion of Mr. Emerick, seconded by Mrs. Westfall, by unanimous voice vote, the Board adjourned at 4:42 p.m.

Respectfully submitted,

Work Order Cost By Category & Work Type



<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
PARKS				
Administration - Park				
20273	February 28, 2022	\$217.90		CLOSED
Office admin.				
\$217.90				1
Building Maintenance				
20599	March 23, 2022	\$220.89		CLOSED
Turn on water to the Duke concession stand				
20604	March 23, 2022	\$147.26		CLOSED
replace sink strainer Duke concession stand				
20673	March 29, 2022	\$220.89		CLOSED
Repair steps up to announcer booth				
\$589.04				3
Clean / Stock Restrooms				

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
20292	March 02, 2022	\$87.86		CLOSED
20584	March 23, 2022	\$158.07	PROUTY PLAZA TROY, OH, 45373	CLOSED
20587	March 23, 2022	\$105.38		CLOSED
20590	March 23, 2022	\$105.38	All Park restrooms	CLOSED
20287	March 02, 2022	\$131.79		CLOSED
20290	March 02, 2022	\$131.79		CLOSED
20433	March 11, 2022	\$59.40		CLOSED
20588	March 23, 2022	\$105.38		CLOSED
20585	March 23, 2022	\$105.38	PROUTY PLAZA TROY, OH, 45373	CLOSED
20431	March 11, 2022	\$105.38	PROUTY PLAZA TROY, OH, 45373	CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
20586	March 23, 2022	\$105.38		CLOSED
20294	March 02, 2022	\$87.86	All Park restrooms	CLOSED
20434	March 11, 2022	\$59.40		CLOSED
20437	March 11, 2022	\$45.98	All Park restrooms	CLOSED
20291	March 02, 2022	\$87.86		CLOSED
20288	March 02, 2022	\$87.86	PROUTY PLAZA TROY, OH, 45373	CLOSED
20432	March 11, 2022	\$59.40	PROUTY PLAZA TROY, OH, 45373	CLOSED
20581	March 23, 2022	\$105.38		CLOSED
20435	March 11, 2022	\$45.98		CLOSED
20289	March 02, 2022	\$131.79	PROUTY PLAZA TROY, OH, 45373	CLOSED

ID	INITIATED DATE	TOTAL COST	ADDRESS	STATUS
20429	March 11, 2022	\$105.38		CLOSED
		\$2,018.08		21
Drag / Line / Infield Maintenance				
20517	March 17, 2022	\$307.50		CLOSED
Prep Duke ball fields for scrimmages				
		\$307.50		1
Float Troy - Administrative				
20528	March 18, 2022	\$240.81		CLOSED
hours between 3/12 and 3/17 o/t & f/t				
20552	March 21, 2022	\$83.76		CLOSED
Time from 3/18 and 19				
20553	March 21, 2022	\$376.02		CLOSED
Recreation Department Time to date of 3/21				
20554	March 21, 2022	\$62.67		CLOSED
Time for Rec Dept for week of 3/14-3/19				
20315	March 04, 2022	\$125.64		CLOSED
20298	March 02, 2022	\$31.41		CLOSED
20385	March 11, 2022	\$104.70		CLOSED
20334	March 09, 2022	\$41.88		CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
20333	March 09, 2022	\$73.29		CLOSED
		\$1,140.18		9
Float Troy - Zipper Repair				
20299	March 02, 2022	\$137.86		CLOSED
Repaired zipper on tent one door				
		\$137.86		1
Flood Cleanup				
20596	March 23, 2022	\$303.42		CLOSED
Clean silt from bike path, treasure island and golf course to foundation bridge.				
		\$303.42		1
Layout / Stripe Field				
20606	March 23, 2022	\$267.37		CLOSED
Paint Duke soccer fields				
20603	March 23, 2022	\$309.99		CLOSED
Layout Duke soccer field for spring season				
20675	March 29, 2022	\$217.77		CLOSED
Paint Duke soccer fields				
		\$795.13		3
Plant Tree				
20860	April 01, 2022	\$105.38		CLOSED
Pick-up trees at Brown's Nursery				
20516	March 17, 2022	\$380.84		CLOSED
Grind Stump				
20518	March 17, 2022	\$2,321.20		CLOSED
Remove 1 Cherry Tree and 1 hackberry at Archer Park				
		\$2,807.42		3

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
Plow / Salt Parking Lots				
20443 salt bridges	March 11, 2022	\$60.93		CLOSED
\$60.93				1
Repair / Rehab Park Equipment				
20445 install player bench dugouts Archer field 2	March 11, 2022	\$4,228.80		CLOSED
20600 prepare Archer player bench areas for concrete	March 23, 2022	\$220.89		CLOSED
20602 Pour concrete at Archer	March 23, 2022	\$330.92		CLOSED
20672 Archer field 2 dugouts	March 29, 2022	\$1,268.64		CLOSED
20674 make new player bench brackets, install posts, brackets, and benches.	March 29, 2022	\$247.16		CLOSED
\$6,296.41				5
Special Event Setup / Teardown				
20293	March 02, 2022	\$0.00		CLOSED
20284	March 02, 2022	\$0.00		CLOSED
20427	March 11, 2022	\$0.00		CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
20436	March 11, 2022	\$0.00		CLOSED
20579	March 23, 2022	\$0.00		CLOSED
20589	March 23, 2022	\$0.00		CLOSED
\$0.00				6
Storm Damage / Clean Up				
20829	March 31, 2022	\$766.74	223 Penn Road	CLOSED
Remove 1 Silver Maple and debris that fell in wind storm.				
20830	March 31, 2022	\$391.84	115 S. Crawford Street	CLOSED
Cleanup 1 Hackberry that fell across the alley behind 115 S. Crawford Street				
\$1,158.58				2
Trash / Litter Pickup				
20430	March 11, 2022	\$45.98		CLOSED
20441	March 11, 2022	\$90.38		CLOSED
20295	March 02, 2022	\$135.57		CLOSED
20286	March 02, 2022	\$135.57		CLOSED
20440	March 11, 2022	\$68.97		CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
20583	March 23, 2022	\$135.57		CLOSED
20592	March 23, 2022	\$90.38		CLOSED
20297	March 02, 2022	\$90.38		CLOSED
20593	March 23, 2022	\$90.38		CLOSED
20439	March 11, 2022	\$45.98		CLOSED
20285	March 02, 2022	\$135.57	ALL PARKS	CLOSED
20428	March 11, 2022	\$111.00	ALL PARKS	CLOSED
20594	March 23, 2022	\$90.38		CLOSED
20296	March 02, 2022	\$90.38		CLOSED
20580	March 23, 2022	\$180.76	ALL PARKS	CLOSED
\$1,537.25				15
Tree Removal / Stump Grinding				

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
20519	March 17, 2022	\$0.00		CLOSED
20676	March 29, 2022	\$1,520.85		CLOSED
Remove 1 dead Elm Tree at Treasure Island				
74		\$1,520.85		2
		<u>\$18,890.55</u>		
Grand Total:		\$18,890.55		74

CITY OF PARK BOARD MEETING

April 5, 2022

Council Chambers
4:00 p.m.

ITEMS TO BE DISCUSSED BY THE RECREATION DEPARTMENT AT THE JOINT RECREATION AND PARK BOARD MEETING:

1. 2022 Float Troy reservations began February 1st. To date there are 125 reserved.
2. Upcoming Hobart Arena events:
 - a. WGI – April 6-9 & 20-24, 2022.
 - b. Tim Tebow – April 28, 2022.
 - c. Dayton Feis – April 30, 2022.
 - d. Jack Owen – May 5, 2022.
 - e. Ohio State Baton Twirling Championships – May 7 & 8, 2022.
 - f. Center Stage Dance Academy Spring Recital – May 14 & 15, 2022.
 - g. Pumpkin Race Event with Food Trucks – October 15, 2022.
3. Review and approve revised Field Use Policy Field Lining Fees. (Attached)
4. We are currently offering \$10 off season passes through April, 2022. One Hundred Thirty-Six (136) 2022 Troy Aquatic Park season passes plus nineteen (19) grandparents passes have been sold to date.

To: Board of Park Commissioners

From: Kyler Booher, Director of Golf

Subject: 2022 March Report

Date: Tuesday, April 5th, 2022

- The golf course and driving range opened officially on March 1st
 - o Weather in March was good for the first 3 weeks and terrible for the last 10 days
- The Shoreline Restaurant opened 7 days a week with reduced hours on March 17th and full hours starting on April 4th
- The driving range continues to be MATS ONLY (the tee area will remain closed) until at least April 15th
 - This is standard practice. The grass is not growing nor being cut regularly until this time
- Maintenance staff has been performing routine golf course and driving range maintenance
 - o The golf course is in good condition as we head into the growing season and begin mowing on a daily basis this week
- The work to raise the drop ceiling in The Shoreline was completed on March 16th. Everything went well.
- The concrete outside of The Shoreline on the north side of the building (where golf carts used to be staged with the old clubhouse) has been replaced.
- The amount of play in March was very good when weather allowed for it
- League play begins later this month

Please find attached the MTD/YTD Expense Report, HowGoesItReports and Seasonal Employee Hours.

MTD/YTD Current Expense Report by Fund for Year 2022 Month 03 - City of Troy

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Unenc	% Used	% Rem
713.445.5101	FT/PT EMPLOYEES W/ PERS	308,505.00	0.00	42,770.94	265,734.06	0.00	265,734.06	13.86%	86.14%
713.445.5102	OVERTIME W/ PERS	1,000.00	0.00	366.30	633.70	0.00	633.70	36.63%	63.37%
713.445.5143	TERMINATION PAY-SICK LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5144	TERMINATION PAY-VACATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5149	OTHER PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5151	CITY SHARE-PERS PENSIONS	43,335.00	0.00	5,962.47	37,372.53	0.00	37,372.53	13.76%	86.24%
713.445.5161	LIFE INSURANCE	390.00	26.50	79.50	310.50	0.00	310.50	20.38%	79.62%
713.445.5162	HEALTH INSURNACE	94,150.00	159.04	12,401.50	81,748.50	0.00	81,748.50	13.17%	86.83%
713.445.5163	CITY'S CONTRIBUTION HSA	11,100.00	0.00	2,000.00	9,100.00	0.00	9,100.00	18.02%	81.98%
713.445.5164	WORKERS' COMPENSATION	9,300.00	0.00	5,201.30	4,098.70	0.00	4,098.70	55.93%	44.07%
713.445.5165	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5166	MEDICARE	4,490.00	0.00	605.48	3,884.52	0.00	3,884.52	13.49%	86.51%
713.445.5201	OFFICE MATERIAL & SUPPLIES	1,000.00	120.02	213.03	786.97	0.00	786.97	21.30%	78.70%
713.445.5202	REPRODUCTION/PRINTING/PHO TO	1,500.00	101.50	101.50	1,398.50	0.00	1,398.50	6.77%	93.23%
713.445.5203	MEDICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5205	CHEMICALS	69,600.00	0.00	0.00	69,600.00	45,000.00	24,600.00	64.66%	35.34%
713.445.5207	COMPUTER SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00%	100.00%
713.445.5210	FOOD	50,000.00	529.89	798.10	49,201.90	44,414.88	4,787.02	90.43%	9.57%
713.445.5211	BEVERAGE\SUPPLIES	32,000.00	462.59	493.59	31,506.41	29,000.00	2,506.41	92.17%	7.83%
713.445.5213	BUILDING MAINTENANCE SUPPLIES	5,000.00	0.00	157.91	4,842.09	0.00	4,842.09	3.16%	96.84%
713.445.5231	MACH & EQUIP SUPPLIES & PARTS	18,000.00	1,199.45	3,327.08	14,672.92	0.00	14,672.92	18.48%	81.52%
713.445.5239	OTHER MATERIALS & SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00%	100.00%
713.445.5241	UNIFORM ALLOWANCE	2,900.00	0.00	525.00	2,375.00	0.00	2,375.00	18.10%	81.90%
713.445.5243	SAFETY CLOTHING/EQUIPMENT	2,500.00	0.00	346.52	2,153.48	0.00	2,153.48	13.86%	86.14%
713.445.5251	LICENSED VEHICLE SUPPLY/PARTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5253	FUEL-DIESEL	5,000.00	549.19	908.06	4,091.94	4,091.94	0.00	100.00%	0.00%
713.445.5254	FUEL-GASOLINE	5,000.00	0.00	179.41	4,820.59	4,820.59	0.00	100.00%	0.00%
713.445.5255	NON-LICENSED MACH & EQUIP	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00%	100.00%
713.445.5269	SUPPLIES FOR RESALE	42,000.00	6,827.36	7,920.24	34,079.76	8,000.00	26,079.76	37.91%	62.09%
713.445.5301	RENT/LEASE OF GOLF CARTS	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00%	100.00%
713.445.5302	RENT/LEASE OF EQUIP/MACH	800.00	0.00	0.00	800.00	0.00	800.00	0.00%	100.00%
713.445.5309	RENT/LEASE-OTHER	500.00	0.00	0.00	500.00	0.00	500.00	0.00%	100.00%
713.445.5312	ELECTRICITY	25,000.00	2,876.62	7,130.90	17,869.10	0.00	17,869.10	28.52%	71.48%
713.445.5313	WATER/SEWER	5,000.00	0.00	401.94	4,598.06	0.00	4,598.06	8.04%	91.96%
713.445.5315	FUEL OIL-HEATING	4,600.00	1,356.85	4,797.27	(197.27)	2,802.73	(3,000.00)	165.22%	(65.22%)

MTD/YTD Current Expense Report by Fund for Year 2022 Month 03 - City of Troy

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Unenc	% Used	% Rem
713.445.5316	TELEPHONE	3,500.00	1,299.90	1,299.90	2,200.10	6,811.51	(4,611.41)	231.75%	(131.75%)
713.445.5321	TRAVEL, LODGING, MEALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5322	TRAINING/REGISTRATION FEES	300.00	0.00	0.00	300.00	0.00	300.00	0.00%	100.00%
713.445.5324	MEMBERSHIPS	2,100.00	0.00	400.00	1,700.00	0.00	1,700.00	19.05%	80.95%
713.445.5331	ARCHITECTS AND ENGINEERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5335	EDP CONSULTANTS	1,100.00	0.00	1,177.00	(77.00)	0.00	(77.00)	107.00%	(7.00%)
713.445.5336	HEALTH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5338	PERSONAL SERVICE CONTRACTS	119,000.00	2,921.63	5,534.50	113,465.50	34,465.50	79,000.00	33.61%	66.39%
713.445.5339	MISCELLANEOUS SERVICES	69,400.00	1,076.52	2,195.38	67,204.62	49,400.00	17,804.62	74.34%	25.66%
713.445.5359	INSURANCE POOL	5,000.00	0.00	5,326.40	(326.40)	0.00	(326.40)	106.53%	(6.53%)
713.445.5361	MAINT. OF FACILITIES	92,400.00	22,722.18	26,845.35	65,554.65	13,200.00	52,354.65	43.34%	56.66%
713.445.5363	MAINT. MACH/EQUIP	26,000.00	12,491.95	12,491.95	13,508.05	643.31	12,864.74	50.52%	49.48%
713.445.5364	MAINT. LICENSED VEHICLES	5,000.00	729.22	6,529.13	(1,529.13)	0.00	(1,529.13)	130.58%	(30.58%)
713.445.5365	MAINT. NON-LICENSED VEHICLES	10,000.00	53.94	2,694.53	7,305.47	0.00	7,305.47	26.95%	73.05%
713.445.5369	MAINTENANCE-OTHER	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00%	100.00%
713.445.5381	POSTAGE	200.00	0.00	0.00	200.00	0.00	200.00	0.00%	100.00%
713.445.5384	MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5386	ADVERTISING	3,000.00	0.00	107.50	2,892.50	0.00	2,892.50	3.58%	96.42%
713.445.5389	OTHER COMMUNICATION EXPENSE	500.00	83.66	152.24	347.76	0.00	347.76	30.45%	69.55%
713.445.5390	TRANSFER STATION/DISPOSAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5398	PRINTING EXPENSE	500.00	0.00	0.00	500.00	0.00	500.00	0.00%	100.00%
713.445.5399	OTHER EXPENSE FOR OPERATIONS	4,200.00	427.00	427.00	3,773.00	3,039.00	734.00	82.52%	17.48%
713.445.5411	PRINCIPAL PYMT-NOTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5421	INTEREST PYMT-NOTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5511	REFUND-CURRENT YR REVENUE	6,000.00	365.00	585.00	5,415.00	0.00	5,415.00	9.75%	90.25%
713.445.5524	ACCRUED INTEREST	0.00	0.00	1.05	(1.05)	0.00	(1.05)	0.00%	0.00%
713.445.5525	REMITTANCE OF STATE SALES TAX	25,000.00	0.88	184.75	24,815.25	24,816.13	(0.88)	100.00%	0.00%
713.445.5527	PREMIUM ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5542	PETTY CASH ESTAB/INCRSD/DECRSD	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00%	100.00%
713.445.5602	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5611	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5631	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%

MTD/YTD Current Expense Report by Fund for Year 2022 Month 03 - City of Troy

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Unenc	% Used	% Rem
713.445.5632	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5633	MACHINERY & EQUIPMENT	158,500.00	12,400.00	12,400.00	146,100.00	6,955.00	139,145.00	12.21%	87.79%
713.445.5636	GOLF CARTS	33,000.00	0.00	0.00	33,000.00	20,300.00	12,700.00	61.52%	38.48%
713.445.5637	COMPUTER HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
713.445.5639	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
Fund: 713	MIAMI SHORES FUND	1,323,370.00	68,780.89	175,039.72	1,148,330.28	297,760.59	850,569.69	35.73%	64.27%
72 Accts		1,323,370.00	68,780.89	175,039.72	1,148,330.28	297,760.59	850,569.69	35.73%	64.27%

Pro Shop 2022

Miami Shores Golf Course
Z Out Report - All Terminals
for 03/01/2022 - 03/30/2022
Generated
03/31/2022 08:48am

Payments				Sales		
Description	Amount	Tip	Drawer Count	Description	Item Count	Amount
Cash	18,261.67	0.00	18,261.67	Accessories	46.00	370.06
Check	5,300.00	0.00	5,300.00	Alcohol	452.00	1,102.39
Credit Card	87,286.83	0.00	87,286.83	Beverage	189.00	385.37
New Gift Cards Issued	-905.00	0.00	-905.00	Caps	5.00	93.39
Gift Card	4,302.33	0.00	4,302.33	Food	134.00	178.20
Raincheck	-186.34	0.00	-186.34	Gloves	20.00	284.86
		0.00	0.00	Golf Bags	1.00	144.86
		0.00		Golf Balls	60.00	1,112.24
		0.00		Golf Instruction	6.00	435.00
		0.00		Shirts	3.00	112.15
		0.00		Apparel	2.00	87.48
		0.00		Carts	1,548.00	11,840.10
		0.00		Driving Range	76.00	6,315.50
		0.00		Fees	6.00	30.00
		0.00		Gloves	5.00	65.40
		0.00		Golf Clubs	3.00	1,111.68
		0.00		Green Fees	2,178.00	22,713.78
		0.00		Grips	48.00	571.03
		0.00		Handicap	30.00	1,050.00
		0.00		Membership	135.00	63,660.00
		0.00		Pull Cart	14.00	48.56
		0.00		Rental Clubs	1.00	14.02
		0.00		Sales Miscellaneous	-1.00	-436.68
		0.00		Service	15.00	900.00
		0.00		Service Fees	16.00	50.00
		0.00		Shoes	6.00	551.19
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals	Adjusted Totals		Description	Amount	
Revenue Payments Total	110,848.50	110,848.50		7,000 %	1,268.91	
Non Revenue Payments Total	3,210.99	3,210.99				
Total		114,059.49		Total	1,268.91	
Difference		0.00				
Drawer Count		114,059.49		Sales	112,790.58	
+ Cash Short		0.00		+ Cash Over	0.00	
+ Checks Short		0.00		+ Checks Over	0.00	
				+ Taxes/Partial Returns	1,268.91	
Total		114,059.49		Total	114,059.49	

Pro Shop 2021

Miami Shores Golf Course
Z Out Report - All Terminals
for 03/01/2021 - 03/30/2021
Generated
03/31/2022 08:49am

Payments				Sales		
Description	Amount	Tip	Drawer Count	Description	Item Count	Amount
Cash	23,905.76	0.00	23,905.76	Accessories	38.00	135.87
Check	8,581.00	0.00	8,581.00	Alcohol	640.00	1,544.60
Credit Card	94,543.52	0.00	94,543.52	Beverage	187.00	326.17
New Gift Cards Issued	-885.00	0.00	-885.00	Caps	17.00	374.73
Gift Card	3,160.00	0.00	3,160.00	Food	146.00	165.90
Raincheck	-111.58	0.00	-111.58	Gloves	19.00	212.15
		0.00	0.00	Golf Bags	1.00	175.79
		0.00		Golf Balls	80.00	1,139.07
		0.00		Golf Instruction	5.00	715.00
		0.00		Shirts	9.00	312.14
		0.00		Apparel	5.00	325.80
		0.00		Carts	1,812.00	14,169.38
		0.00		Driving Range	114.00	6,543.00
		0.00		Fees	19.00	85.00
		0.00		Footwear	2.00	87.38
		0.00		Gloves	3.00	36.45
		0.00		Golf Clubs	8.00	1,988.50
		0.00		Green Fees	2,815.00	29,839.00
		0.00		Grips	59.00	728.42
		0.00		Handicap	21.00	630.00
		0.00		Membership	146.00	66,550.00
		0.00		Pull Cart	48.00	158.72
		0.00		Rental Clubs	1.00	18.69
		0.00		Sales Miscellaneous	4.00	104.45
		0.00		Service	20.00	1,200.00
		0.00		Service Fees	20.00	41.00
		0.00		Shoes	1.00	39.72
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals	Adjusted Totals		Description	Amount	
Revenue Payments Total	127,030.28	127,030.28		7.000 %	1,546.77	
Non Revenue Payments Total	2,163.42	2,163.42				
Total		129,193.70		Total	1,546.77	
Difference		0.00				
Drawer Count		129,193.70		Sales	127,646.93	
+ Cash Short		0.00		+ Cash Over	0.00	
+ Checks Short		0.00		+ Checks Over	0.00	
				+ Taxes/Partial Returns	1,546.77	
Total		129,193.70		Total	129,193.70	

The Shoreline 2022

America - New York

Filters

Totals Report - Payment Type

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip	
Cash	\$1,848.25		\$9.50	\$0.00	\$0.00	\$1,848.25	\$0.00
Credit Card	\$1,724.37		\$0.76	\$0.00	\$0.00	\$1,867.22	\$142.85
	\$3,572.62		\$10.26	\$0.00	\$0.00	\$3,715.47	\$142.85

Totals Report - Credit Card Type

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount
Visa		\$1,451.25	\$0.00	\$1,587.10
Master		\$243.12	\$0.76	\$250.12
Amex		\$30.00	\$0.00	\$30.00
		\$1,724.37	\$0.76	\$1,867.22

Totals Report - Location Sales

Location	# of Orders	Avg Order	Gross Sales	Surcharges	Discounts	Gratuities	Taxes	Open Sales	Net Sales	Credit Tips	Stored Value Tips	Total Tip Amount	Total Sales
Shoreline 1	388	\$9.02	\$3,581.50	\$0.00	-\$188.88	\$0.00	\$221.95	\$0.00	\$3,170.67	\$106.85	\$0.00	\$106.85	\$3,499.47
Shoreline 2	1	\$216.00	\$180.00	\$0.00	\$0.00	\$0.00	\$11.78	\$0.00	\$168.22	\$36.00	\$0.00	\$36.00	\$216.00
	389	\$9.55	\$3,761.50	\$0.00	-\$188.88	\$0.00	\$233.73	\$0.00	\$3,338.89	\$142.85	\$0.00	\$142.85	\$3,715.47

Totals Report - Discounts

Payment Type	# of Discounts Applied	Order Discounts	Total Item Discounts	Total Discounts Applied	Total Exclusive Item Tax Amount	Total Inclusive Item Tax Amount	Total Tax Amount
Credit Card	22	-\$128.38		\$0.00	\$128.38	\$0.00	\$112.84
Cash	14	-\$60.50		\$0.00	\$60.50	\$0.00	\$120.89
	36	-\$188.88		\$0.00	-\$188.88	\$0.00	\$233.73

The Shoreline 2021

America - New York

Filters

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip	
Cash	\$2,632.62		\$3.00	\$0.00	\$0.00	\$7,632.62	\$0.00
Credit Card	\$1,687.00		\$0.00	\$31.00	\$0.00	\$1,841.10	\$154.10
	\$4,319.62		\$3.00	\$31.00	\$0.00	\$4,473.72	\$154.10

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount
Visa		\$1,461.25	\$0.00	\$1,603.75
Master		\$163.25	\$0.00	\$172.25
Discover		\$40.50	\$0.00	\$43.10
Amex		\$22.00	\$0.00	\$22.00
		\$1,687.00	\$0.00	\$1,841.10

Totals Report - Location Sales

Location	# of Orders	Avg Order	Gross Sales	Surcharges	Discounts	Gratuities	Taxes	Open Sales	Net Sales	Credit Tips	Stored Value Tips	Total Tip Amount	Total Sales
Shoreline 2	374	\$9.04	\$3,395.75	\$0.00	-\$140.38	\$0.00	\$212.78	\$0.00	\$3,042.59	\$124.10	\$0.00	\$124.10	\$3,379.47
Shoreline 1	134	\$8.17	\$1,084.75	\$0.00	-\$20.50	\$0.00	\$69.65	\$0.00	\$994.60	\$30.00	\$0.00	\$30.00	\$1,094.25
	508	\$8.81	\$4,480.50	\$0.00	-\$160.88	\$0.00	\$282.43	\$0.00	\$4,037.19	\$154.10	\$0.00	\$154.10	\$4,473.72

Totals Report - Discounts

Payment Type	# of Discounts Applied	Order Discounts	Total Item Discounts	Total Discounts Applied	Total Exclusive Item Tax Amount	Total Inclusive Item Tax Amount	Total Tax Amount
Cash	19	-\$78.88		\$0.00	-\$78.88	\$0.00	\$172.12
Credit Card	16	-\$82.00		\$0.00	-\$82.00	\$0.00	\$110.31
	35	-\$160.88		\$0.00	-\$160.88	\$0.00	\$282.43

[illegible]

3/11/2022	3/18/2022	3/25/2022
24	31.5	32
5		
29	31.5	32
21.25		16.5
36.25	22.25	38.5
57.5	22.25	55
	8.25	
	15.5	
	41	
	12.75	
	77.5	

City of Troy

Recreation & Parks Departments Athletic Field Use Policy

(Revised 2022)

Purpose

The City of Troy Recreation Department and Park Department are committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control and prioritize facility usage in a fair and non-discriminatory manner.

Scheduling Priorities for Facility Usage

The scheduling of use by community organizations and other agencies of City facilities are based on the following criteria:

- Level of affiliation to City of Troy Recreation Department and programs
- City of Troy residency *
- Level of broad based benefit for Troy residents

Approval of requests for use will be evaluated based on the organization classification in the following order and availability of fields:

- Category A: City of Troy Recreation Department Programs
- Category B: Troy Public and Private Schools and their affiliated programs. (Booster Groups, Parents Association, events, camps, tournaments, etc.)
- Category C: Troy Athletic Boards or Troy Associations with an organized governing board with organizational bylaws and a 501(C) (3) status. Troy Non-profit organizations with official mailing address (no p.o. boxes) located within Troy Corporate limits.
- Category D: Fundraisers in which for-profit organizations or residents located within Troy corporate limits receive direct benefit. Teams not affiliated directly with an organized athletic board or organization with bylaws and having 66% or more of players on the team residing in Troy School District or requests by City of Troy residents and businesses for private use.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A-D status.
- Category F: National Sanctioned Tournament organizations looking to host weekend tournaments in facilities. These tournaments can be scheduled prior to the first business day of the year. Tournaments pay daily field rates, field lining and prep fees, and light usage.

*Resident is defined as a person or business who lives within the City of Troy corporation limits. This is different than a Troy mailing address.

*Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws, and be willing to provide copies upon request.

* If a request for field usage is reviewed and approved by one or both boards, the event takes precedent over the field from any later requests unless it is needed for use by the City of Troy.

Schedules

All requests for facility usage must be received in writing with exact dates and times. The request must be accompanied with:

- Request for usage form (Pg. 4)
- Certificate of insurance - Insurance must meet the specifications on Page 5 of forms. Categories B thru F only.

- Hold Harmless agreement (Pg. 6) Categories B thru F only.
- Rules and Regulations Terms (Pg. 7)
- Official Team Roster form (Pg. 8)
- Background check form (Pg. 9)- Background check for the hosting team and/or all league coaches of youth sports must be submitted. If background check needs to be done thru Troy Recreation Department there will be an additional **\$42 fee per check**.
- Heat Index Guidelines for Outdoor Youth Sport- See Recreation reference within packet. (Pg. 10-11)
- Lightning Detection Policy at Duke Park (Pg. 12-14): All user groups using Duke Park Facility must sign the policy and return with all paperwork.

Requests will be accepted the first business day of the new calendar year but no later than four (4) weeks before the start of their program. The scheduling of facilities will follow the procedures outlined under "Scheduling Priorities" section of this policy. Special event requests may be accepted prior to the first business day of the year.

User Fees

Fees for facility usage are waived for categories A thru C.

Fees for facility usage will be calculated as follows for categories D & E.

Baseball/Softball

Category D	Category E
\$20 per game, \$30 per doubleheader or \$100.00/field/day Field prep not included	\$25 per game, \$40 per doubleheader or \$125.00/field/day Field prep not included
Category F	
\$125.00 per field/per day. Field prep not included	

Soccer

Category D	Category E
\$15 per game or \$75.00/field/day	\$20 per game Or \$100.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	

Football/other (eg. Rugby, Lacrosse, Tennis etc.)

Category D	Category E
\$25 per game Or \$125.00/field/day	\$30 per game Or \$150.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	

Light Fees

- ◆ Light usage fee of **\$25/game** for Categories B, C, D, E and F.
- ◆ Lights are not available for use during practices.

Scoreboard Use Fees

- ◆ **Scoreboard Usage fee of \$5/game** for use of N. Market Baseball and Softball fields, Duke Park Softball fields, and Mercer Field (Excluding School Organizations).

Field Lining Fee and Prep (Applicable for categories B, C, D and E.)

- ◆ U12 Soccer Field **\$60.00/application** (7v7, 9v9) **Initial Lining: \$98**
- ◆ Full Size Soccer Field **\$70.00/application** **Initial Lining: \$98**
- ◆ Football Field **\$90.00/application** **Initial Lining: \$120**
- ◆ Baseball/softball field **\$20.00/lining/field** (Includes field prep)
- ◆ Baseball/Softball Field Dri bag charge of **\$12/bag**
 - Fields will be prepped for organizations to use. Once fields have been prepped, and inclement weather is anticipated, bags of Field Dri materials will be left in dugouts for organizations to use. Should an organization choose to use the Field Dri to play their game, they will be charged for use of the bag. Use of any Field Dri will be invoiced at the end of the season with field lining and light fees.

***Fields will be lined on Friday afternoons for all weekend events. There is no guarantee that fields will be lined when event is held on Saturday and/or Sunday.

- **National Sanctioned Tournaments:** If the baseball/softball organization chooses to have the City of Troy Parks Department prep base areas, home plate and pitcher's area and re-line the fields, an initial charge of \$20/field/lining will occur. Any additional linings on Saturdays and Sundays will be charged \$40 per lining (includes all 3 fields at Duke Park). If the organization would prefer to prep and re-line their own fields, arrangements can be made to use materials provided by the City of Troy Parks Department. The organization will be charged on a per bag basis for Liner and Field Dri. Please contact the Troy Recreation Department at 937.339.5145 to coordinate. We ask that this be coordinated at least 30 days prior to the tournament taking place.

*Minimum Refundable deposit of \$100 is due with final payment prior to event

The Park and or Recreation Boards have the right to waive usage and or lighting and field prep fees at its discretion.

***Litter Control:** All litter from the event shall be bagged or containerized and placed in the trash truck placed near the fields.

Restricted Activities

Alcoholic beverages are not permitted within City or Park facilities

Denied Request

Requests for City of Troy Parks & Recreation Department fields will be refused when any of the following factors exist, as determined by staff:

1. **Risk and Liability** – Activities deemed by Miami Valley Risk Management and/or the City Law Director that involve high risk to participants or high liability to the City of Troy.
2. **Delinquent User or Group** – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.
3. **Right to Exclude** – The City of Troy reserves the right to exclude any program/activity that is determined to be detrimental to existing city programs and activities or is not in the best interest of the city and its residents.
4. **User and/or light usage fees have not been paid per the established criteria. If fees are not paid within 30 days of the initial invoice, user groups will not be able to use fields for the following season.**
5. Parks Superintendent or his designee may cancel scheduled event to negate damage to fields.

To reschedule any make-up games, you must notify the Recreation Department at least 48 hours before the date of the rescheduled game. The Recreation Department must approve all make-up dates. Please contact Alli Schiffer at 937.339.5145 or by email at Alli.Schiffer@troyohio.gov.

Receipt # _____

Receipt # _____

City of Troy Recreation Department Facility Request

NAME OF ORGANIZATION: _____

ORGANIZATION REPRESENTATIVE: _____

EVENT REPRESENTATIVE: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE (H) _____ (W) _____ (C) _____

EMAIL: _____

FACILITY/FIELD(S) REQUESTED: _____

DATE(S) _____ DAY(S) _____

HOUR(S) _____ LIGHTS NEEDED: YES or NO

NUMBER OF GAMES LIGHTS ARE NEEDED: _____

PURPOSE: _____ Scorebo

ard Use? Y or N PA Sytem Use? Y or N Fields Lined: Y or N

*Litter Control: All litter generated from the event shall be bagged or containerized and placed in or next to existing refuse containers.

I (We) assume full responsibility for any damages to City of Troy equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Troy, its staff, its boards and members of the Parks Department and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance per the attached outline requirements.

SIGNED: _____ DATE: _____

APPROVED _____ DATE: _____

Category: A B C D E

Single Use Seasonal Use Tournament Use Camp/Clinic Use Other _____

50% of fees plus background check fee of \$40 per coach(All Non-refundable) is due at contract signing.

Remaining 50% due one week prior to the first day of the event.

FEE \$ _____ (At Contract Signing) Fee \$ _____ (1 Week before Event)

CASH _____ CHECK _____ CREDIT CARD _____ OTHER _____

CREDIT CARD # _____ EXP. DATE _____

SIGNATURE: _____

City of Troy

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(Revised 2020)

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- Level of broad based benefit for Troy residents

Approval of requests for use will be evaluated based on the organization classification in the following order and availability of fields:

- Category A: City of Troy Recreation Department Programs
- Category B: Troy Public and Private Schools and their affiliated programs. (Booster Groups, Parents Association, events, camps, tournaments, etc.)
- Category C: Troy Athletic Boards or Troy Associations with an organized governing board with organizational bylaws and a 501(C) (3) status. Troy Non-profit organizations with official mailing address (no p.o. boxes) located within Troy Corporate limits.
- Category D: Fundraisers in which for-profit organizations or residents located within Troy corporate limits receive direct benefit. Teams not affiliated directly with an organized athletic board or organization with bylaws and having 66% or more of players on the team residing in Troy School District or requests by City of Troy residents and businesses for private use.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A-D status.
- Category F: National Sanctioned Tournament organizations looking to host weekend tournaments in facilities. These tournaments can be scheduled prior to the first business day of the year. Tournaments pay daily field rates, field lining and prep fees, and light usage.

*Resident is defined as a person or business who lives within the City of Troy corporation limits. This is different than a Troy mailing address.

*Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws, and be willing to provide copies upon request.

* If a request for field usage is reviewed and approved by one or both boards, the event takes precedent over the field from any later requests unless it is needed for use by the City of Troy.

Schedules

All requests for facility usage must be received in writing with exact dates and times. The request must be accompanied with:

- Request for usage form (Pg. 4)
- Certificate of insurance - Insurance must meet the specifications on Page 5 of forms. Categories B thru F only.

- Hold Harmless agreement (Pg. 6) Categories B thru F only.
- Rules and Regulations Terms (Pg. 7)
- Official Team Roster form (Pg. 8)
- Background check form (Pg. 9)- Background check for the hosting team and/or all league coaches of youth sports must be submitted. If background check needs to be done thru Troy Recreation Department there will be an additional **\$42 fee per check**.
- Heat Index Guidelines for Outdoor Youth Sport- See Recreation reference within packet. (Pg. 10-11)
- Lightning Detection Policy at Duke Park (Pg. 12-14): All user groups using Duke Park Facility must sign the policy and return with all paperwork.

Requests will be accepted the first business day of the new calendar year but no later than four (4) weeks before the start of their program. The scheduling of facilities will follow the procedures outlined under "Scheduling Priorities" section of this policy. Special event requests may be accepted prior to the first business day of the year.

User Fees

Fees for facility usage are waived for categories A thru C.

Fees for facility usage will be calculated as follows for categories D & E.

Baseball/Softball

Category D	Category E
\$20 per game, \$30 per doubleheader or \$100.00/field/day Field prep not included	\$25 per game, \$40 per doubleheader or \$125.00/field/day Field prep not included
Category F	
\$125.00 per field/per day. Field prep not included	

Soccer

Category D	Category E
\$15 per game or \$75.00/field/day	\$20 per game Or \$100.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	

Football/other (eg. Rugby, Lacrosse, Tennis etc.)

Category D	Category E
\$25 per game Or \$125.00/field/day	\$30 per game Or \$150.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	

Light Fees

- ◆ Light usage fee of **\$25/game** for Categories B, C, D, E and F.
- ◆ Lights are not available for use during practices.

Scoreboard Use Fees

- ◆ Scoreboard Usage fee of **\$5/game** for use of N. Market Baseball and Softball fields, Duke Park Softball fields, and Mercer Field (Excluding School Organizations).

Field Lining Fee and Prep (Applicable for categories B, C, D and E.)

- ◆ U12 Soccer Field \$30.00/application (7v7, 9v9) **Initial Lining: \$65**
- ◆ Full Size Soccer Field \$35.00/application **Initial Lining: \$65**
- ◆ Football Field \$45.00/application **Initial Lining: \$80**
- ◆ Baseball/softball field \$20.00/lining/field (Includes field prep)
- ◆ Baseball/Softball Field Dri bag charge of \$12/bag
 - Fields will be prepped for organizations to use. Once fields have been prepped, and inclement weather is anticipated, bags of Field Dri materials will be left in dugouts for organizations to use. Should an organization choose to use the Field Dri to play their game, they will be charged for use of the bag. Use of any Field Dri will be invoiced at the end of the season with field lining and light fees.

***Fields will be lined on Friday afternoons for all weekend events. There is no guarantee that fields will be lined when event is held on Saturday and/or Sunday.

- **National Sanctioned Tournaments:** If the baseball/softball organization chooses to have the City of Troy Parks Department prep base areas, home plate and pitcher's area and re-line the fields, an initial charge of \$20/field/lining will occur. Any additional linings on Saturdays and Sundays will be charged \$40 per lining (includes all 3 fields at Duke Park). If the organization would prefer to prep and re-line their own fields, arrangements can be made to use materials provided by the City of Troy Parks Department. The organization will be charged on a per bag basis for Liner and Field Dri. Please contact the Troy Recreation Department at 937.339.5145 to coordinate. We ask that this be coordinated at least 30 days prior to the tournament taking place.

*Minimum Refundable deposit of \$100 is due with final payment prior to event

The Park and or Recreation Boards have the right to waive usage and or lighting and field prep fees at its discretion.

***Litter Control:** All litter from the event shall be bagged or containerized and placed in the trash truck placed near the fields.

Restricted Activities

Alcoholic beverages are not permitted within City or Park facilities

Denied Request

Requests for City of Troy Parks & Recreation Department fields will be refused when any of the following factors exist, as determined by staff:

1. **Risk and Liability** – Activities deemed by Miami Valley Risk Management and/or the City Law Director that involve high risk to participants or high liability to the City of Troy.
2. **Delinquent User or Group** – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.
3. **Right to Exclude** – The City of Troy reserves the right to exclude any program/activity that is determined to be detrimental to existing city programs and activities or is not in the best interest of the city and its residents.
4. **User and/or light usage fees have not been paid per the established criteria. If fees are not paid within 30 days of the initial invoice, user groups will not be able to use fields for the following season.**
5. Parks Superintendent or his designee may cancel scheduled event to negate damage to fields.

To reschedule any make-up games, you must notify the Recreation Department at least 48 hours before the date of the rescheduled game. The Recreation Department must approve all make-up dates. Please contact Alli Schiffer at 937.339.5145 or by email at Alli.Schiffer@troyohio.gov.

Receipt # _____

Receipt # _____

City of Troy Recreation Department Facility Request

NAME OF ORGANIZATION: _____

ORGANIZATION REPRESENTATIVE: _____

EVENT REPRESENTATIVE: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE (H) _____ (W) _____ (C) _____

EMAIL: _____

FACILITY/FIELD(S) REQUESTED: _____

DATE(S) _____ DAY(S) _____

HOUR(S) _____ LIGHTS NEEDED: YES or NO

NUMBER OF GAMES LIGHTS ARE NEEDED: _____

PURPOSE: _____ Scorebo

ard Use? Y or N

PA Sytem Use? Y or N

Fields Lined: Y or N

*Litter Control: All litter generated from the event shall be bagged or containerized and placed in or next to existing refuse containers.

I (We) assume full responsibility for any damages to City of Troy equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Troy, its staff, its boards and members of the Parks Department and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance per the attached outline requirements.

SIGNED: _____ DATE: _____

APPROVED _____ DATE: _____

Category: A B C D E

Single Use Seasonal Use Tournament Use Camp/Clinic Use Other _____

50% of fees plus background check fee of \$40 per coach(All Non-refundable) is due at contract signing.

Remaining 50% due one week prior to the first day of the event.

FEE \$ _____ (At Contract Signing) Fee \$ _____ (1 Week before Event)

CASH _____ CHECK _____ CREDIT CARD _____ OTHER _____

CREDIT CARD # _____ EXP. DATE _____

SIGNATURE: _____