



Revised 1/4/2023 clarify IV: c

BOARD OF PARK COMMISSIONERS
MEETING AGENDA
Thursday, January 5, 2023
4:00 p.m. – Council Chambers

Call to Order: President – Mr. Kappers

I. Roll Call: Mr. Kappers
Mr. Emerick
Mrs. Westfall

II. Approve Minutes: December 6, 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. New Business:

- a. Election of Officers for 2023
- b. Reappoint members to the Miami Shores Golf Course Advisory Board
- c. To provide a recommendation to Council regarding creating a new Park Maintenance/Municipal Arborist position subject to all other required processes

V: Other:

VI: Adjourn:

BOARD OF PARK COMMISSIONERS
MEETING MINUTES
December 6, 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
 Mrs. Susan Westfall, Secretary

Others Attending: Jeremy Drake, Park Superintendent
 Kyler Booher, Director of Golf
 Patrick Titterington, Director of Public Service & Safety
 City staff

The minutes of the November 8, 2022 Board of Park Commissioners meeting were approved by unanimous vote, following a motion from Mr. Kappers, seconded by Mrs. Westfall.

REPORTS:

- Mr. Drake submitted a report (copy attached to original minutes). Mr. Drake pointed out that attached to the report he submitted is the latest Park Survey Responses. He will continue to share the survey results as he receives them. Mr. Drake stated the survey results are very helpful to the Park Department Staff. Mr. Kappers stated he forwarded a request to Mr. Drake in regards to upgrades to the pickle ball courts at Duke Park and Mr. Drake stated there is money budgeted to improve the courts in 2023.
- Mr. Siler submitted a report (copy attached to original minutes).
- Mr. Booher submitted a report (copy attached to original minutes). Mr. Booher stated outside work on the course is slowing down but the interest with the simulator and indoor range have picked up. Staff has communicated information about the winter simulator league and are hopeful this will be a success.

NEW BUSINESS:

- **Request for Endowment Fund Reimbursement** – Mr. Titterington stated the Robinson Reserve Advisory Board voted to request a reimbursement of \$10,068 to offset the purchase and planting of 29 trees of various species in the Robinson Reserve. A request for additional trees in the reserve was a request of Mr. and Mrs. Robinson. Mrs. Westfall confirmed this is an addition to the 2023 budgeted funds and the request is supported by the Robinson Reserve Advisory Board.
A motion was made by Mrs. Westfall, seconded by Mr. Kappers to request a reimbursement of \$10,068 to offset the purchase of additional trees at the Robinson Reserve.

MOTION PASSED, UNANIMOUS VOTE

- **Golf Fees for 2023 at Miami Shores Golf Course** – Mr. Booher proposed the 2023 Golf Fees with some changes for the 2023 season. Mr. Booher did a market survey of other local courses that are similar to Miami Shores Golf Course and the proposed fees are in line within the area. The prices are increasing due to inflation and that the course will now be open 12 months a year. Mr. Kappers questioned if the outdoor course will be open all year round and Mr. Booher stated the course will be open all year but it is weather dependent. Staff will close the course if weather permits. In regards to the golf fees, Mr. Kappers questioned how many people inquired about the Husband and Wife Membership and Mr. Booher stated there were several that were interested. Mr. Kappers asked if the husband and wife show up at the same time to golf or do they go out separately? Mr. Booher noted that it is a mixture of them playing together and they play separately. Mr. Booher stated they are trying to promote husband and wife play for all ages. Mr. Kappers noted he feels we can adjust the quality of play on the course by either adjusting the rounds of play by increasing price or shutting down the course. He stated we eliminated the Husband and Wife passes in the past due to the lack of interest. Mr. Booher stated the reason passes are offered is to save guest money and by offering passes you gain loyalty and consistent golfers. Mr. Titterington stated we need to consult with Mr. Kerber, the Director of Law, to see if we need to distinguish between Husband and Wife language as to who qualifies for the passes.

Mr. Titterington also stated the course has been very well played in the past year. Right now, staff is doing catch up work on the course and some of the damage has been due to the number of rounds played the past year. Mrs. Westfall stated if we don't offer the Husband and Wife then the couple would have to purchase two separate passes.

A motion was made by Mr. Kappers, seconded by Mrs. Westfall to approve the 2023 Miami Shores Golf Fees but deleting the Husband and Wife category and reserving the language for the Senior Husband and Wife passes per the direction of the Director of Law. MOTION PASSED, UNANIMOUS VOTE

- **Review and approve the revised Recreation & Park Departments Athletic Field Use Policy** – Mr. Drake noted that after the 2022 Troy Strawberry Festival Soccer Tournament, equipment wasn't returned in a timely manner and staff realized there needs to be changes to the policy. Following that tournament, equipment wasn't returned and staff had to pick up the equipment after several weeks. Staff would like to add to the policy Soccer Equipment Rental section. Mr. Kappers questioned the verbiage "rental" in the agreement and Mr. Drake confirmed it is a refundable deposit. In the future, field users renting the equipment must pay a \$2,500 refundable deposit upon approval of their event. Field user is responsible for coordination of pickup and return of the rental equipment with the Park Superintendent. If the equipment is not returned in the specified time of the agreement, we will hold the deposit of \$2,500. This is the only change to the current agreement.

A motion was made by Mr. Kappers, seconded by Mrs. Westfall to approve the revised Athletic Field Use Policy and suggest to the Recreation Board to investigate a charge for the use of the frames.

MOTION PASSED, UNANIMOUS VOTE

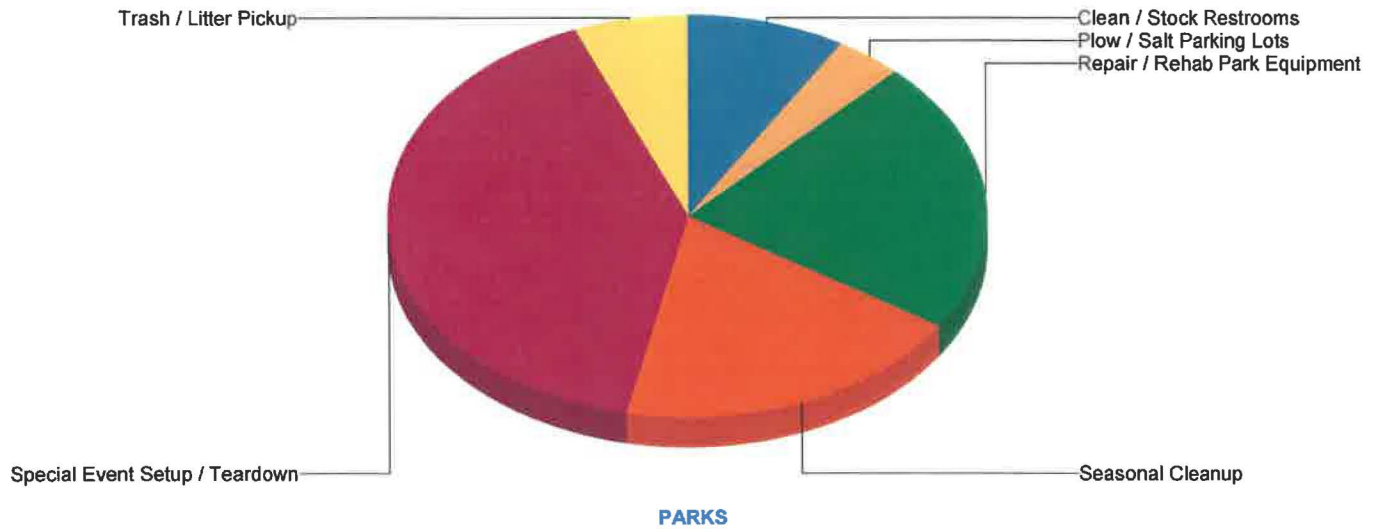
EXECUTIVE SESSION:

A motion was made by Mr. Kappers, seconded by Mrs. Westfall that the Board adjourn into Executive Session to consider the compensation of Public Employees. Motion passed by unanimous vote. At 4:24 p.m. the board adjourned into Executive Session.

At 5:15 p.m. the Board of Park Commissioner returned to regular session upon a motion of Mr. Kappers, seconded by Mrs. Westfall. There being no further business, upon motion of Mr. Kappers, seconded by Mrs. Westfall, by unanimous voice vote, the Board adjourned at 5:16 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				
Clean / Stock Restrooms				
23585	November 29, 2022	\$104.94		CLOSED
23586	November 29, 2022	\$104.94		CLOSED
23588	November 29, 2022	\$157.41	All Park restrooms	CLOSED
23591	November 29, 2022	\$157.41		CLOSED
23620	December 02, 2022	\$157.41	PROUTY PLAZA TROY, OH, 45373	CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
23621	December 02, 2022	\$135.57	PROUTY PLAZA TROY, OH, 45373	CLOSED
23622	December 02, 2022	\$157.41		CLOSED
		\$975.09		7
		Plow / Salt Parking Lots		
23770	December 29, 2022	\$421.52		CLOSED
Plow salt parking lots				
		\$421.52		1
		Repair / Rehab Park Equipment		
23768	December 29, 2022	\$1,764.50		CLOSED
Remove and replace park signs				
23612	December 02, 2022	\$415.98		CLOSED
Remove and replace park sign				
23615	December 02, 2022	\$285.60		CLOSED
Remove old park sign, prepare for replacement				
23592	November 29, 2022	\$57.30		CLOSED
Snowthrower repair				
		\$2,523.38		4
		Seasonal Cleanup		
23618	December 02, 2022	\$2,178.72		CLOSED
Mulch leaves, blow out tennis courts				
		\$2,178.72		1
		Special Event Setup / Teardown		
23593	November 29, 2022	\$4,218.48		CLOSED
Assist with placing Christmas tree, decorating, lights, wreaths				

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
23583	November 29, 2022	\$72.21		CLOSED
Place showmobile for laying of the wreaths ceremony				
23584	November 29, 2022	\$72.21		CLOSED
remove showmobile				
23693	December 15, 2022	\$0.00		CLOSED
23694	December 15, 2022	\$266.28		CLOSED
remove santa house				
\$4,629.18				5
Trash / Litter Pickup				
23587	November 29, 2022	\$135.57		CLOSED
23589	November 29, 2022	\$135.57		CLOSED
23590	November 29, 2022	\$135.57		CLOSED
23619	December 02, 2022	\$135.57	ALL PARKS	CLOSED
23623	December 02, 2022	\$157.41		CLOSED
\$699.69				5
23	\$11,427.58			
Grand Total:		\$11,427.58	23	

CITY OF PARK BOARD MEETING

January 5, 2023

Council Chambers
4:00 p.m.

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

1. Online Park Shelter reservations began on Tuesday, January 3rd at 8:00 a.m.
2. Girls' Softball registrations will begin later in January.
3. The winter session of Adult Hockey began Tuesday, January 3rd. The session is at capacity.
4. Upcoming Hobart Arena Events:
 - a. Greater Midwest Cheer Expo – February 11, 2023.
 - b. Miami County Home & Garden Show – February 17-19, 2023.
 - c. OHSAA Division III District Wrestling Tournament – March 3-4, 2023.
 - d. Ohio First Lego League Challenge State Championships – March 11-12, 2023.
 - e. Travis Tritt – March 30, 2023. —
 - f. Zach Williams Concert – April 27, 2023 as of last week.
5. Ninety-four (94) 2023 Troy Aquatic Park season passes were sold plus eleven (11) grandparents passes during December, 2022 promotion.

To: Board of Park Commissioners

From: Kyler Booher, Director of Golf

Subject: 2023 January Report

Date: Thursday, January 5th, 2023

- The golf course is now open on a year-round basis when weather allows
- The indoor simulator leagues will begin on Monday, January 9th
- The driving range is open and MATS ONLY on days when weather allows
- Maintenance staff has been performing routine golf course and driving range maintenance
 - o The golf course remains in good condition as we head into the winter months
- Overall play was down in December due to poor weather conditions
- The Shoreline remains open with a limited menu through the winter months
- Part-time staff is very limited now through March

Please find attached the MTD/YTD Expense Report, HowGoesItReports for December and the overall year (as well as 2021 comparisons), and Seasonal Employee Hours.

MTD/YTD Current Expense Report by Fund for Year 2022 Month 12 - 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	36,288.40	361,107.10	(52,602.10)	0.00	(52,602.10)	117.05%	(17.05%)
713.445.5102	OVERTIME W/ PERS	1,000.00	0.00	1,638.84	(638.84)	0.00	(638.84)	163.88%	(63.88%)
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	1,815.57	1,815.57	(1,815.57)	0.00	(1,815.57)	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	3,641.16	50,327.87	(6,992.87)	0.00	(6,992.87)	116.14%	(16.14%)
713.445.5161	LIFE INSURANCE	390.00	26.50	339.20	50.80	0.00	50.80	86.97%	13.03%
713.445.5162	HEALTH INSURANCE	94,150.00	7,333.86	87,620.87	6,529.13	0.00	6,529.13	93.07%	6.93%
713.445.5163	CITY'S CONTRIBUTION HSA	11,100.00	0.00	12,143.00	(1,043.00)	0.00	(1,043.00)	109.40%	(9.40%)
713.445.5164	WORKERS' COMPENSATION	9,300.00	0.00	5,827.89	3,472.11	0.00	3,472.11	62.67%	37.33%
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	525.89	5,101.38	(611.38)	0.00	(611.38)	113.62%	(13.62%)
713.445.5201	OFFICE MATERIAL & SUPPLIES	1,000.00	29.66	867.59	132.41	0.00	132.41	86.76%	13.24%
713.445.5202	REPRODUCTION/PRINTING/PHO TO	1,500.00	0.00	2,172.91	(672.91)	0.00	(672.91)	144.86%	(44.86%)
713.445.5203	MEDICAL SUPPLIES	0.00	0.00	755.63	(755.63)	0.00	(755.63)	0.00%	0.00%
713.445.5205	CHEMICALS	69,600.00	1,926.42	53,471.09	16,128.91	0.00	16,128.91	76.83%	23.17%
713.445.5207	COMPUTER SUPPLIES	1,000.00	919.00	1,620.41	(620.41)	0.00	(620.41)	162.04%	(62.04%)
713.445.5210	FOOD	60,000.00	2,592.07	64,741.68	(4,741.68)	683.08	(5,424.76)	109.04%	(9.04%)
713.445.5211	BEVERAGE\SUPPLIES	42,000.00	927.39	46,844.06	(4,844.06)	1,547.48	(6,391.54)	115.22%	(15.22%)
713.445.5213	BUILDING MAINTENANCE SUPPLIES	5,000.00	290.85	4,949.16	50.84	0.00	50.84	98.98%	1.02%
713.445.5231	MACH & EQUIP SUPPLIES & PARTS	18,000.00	1,767.32	13,684.74	4,315.26	0.00	4,315.26	76.03%	23.97%
713.445.5239	OTHER MATERIALS & SUPPLIES	1,500.00	28.89	318.60	1,181.40	0.00	1,181.40	21.24%	78.76%
713.445.5241	UNIFORM ALLOWANCE	2,900.00	0.00	3,802.83	(902.83)	0.00	(902.83)	131.13%	(31.13%)
713.445.5243	SAFETY CLOTHING/EQUIPMENT	2,500.00	318.93	3,078.45	(578.45)	0.00	(578.45)	123.14%	(23.14%)
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	0.00	10,358.94	(5,358.94)	888.48	(6,247.42)	224.95%	(124.95%)
713.445.5254	FUEL-GASOLINE	5,000.00	0.00	7,473.86	(2,473.86)	426.14	(2,900.00)	158.00%	(58.00%)
713.445.5255	NON-LICENSED MACH & EQUIP	1,000.00	0.00	127.28	872.72	0.00	872.72	12.73%	87.27%
713.445.5269	SUPPLIES FOR RESALE	42,000.00	165.62	50,587.71	(8,587.71)	3,034.71	(11,622.42)	127.67%	(27.67%)
713.445.5301	RENT/LEASE OF GOLF CARTS	10,000.00	0.00	11,870.00	(1,870.00)	0.00	(1,870.00)	118.70%	(18.70%)
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	1,839.30	26,850.44	(1,850.44)	0.00	(1,850.44)	107.40%	(7.40%)
713.445.5313	WATER/SEWER	5,000.00	652.45	6,865.82	(1,865.82)	0.00	(1,865.82)	137.32%	(37.32%)
713.445.5315	FUEL OIL-HEATING	4,600.00	855.57	7,351.06	(2,751.06)	1,312.26	(4,063.32)	188.33%	(88.33%)

MTD/YTD Current Expense Report by Fund for Year 2022 Month 12 - 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	7,149.45	(3,649.45)	961.96	(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	74.00	226.00	0.00	226.00	24.67%	75.33%
713.445.5324	MEMBERSHIPS	2,100.00	0.00	4,811.03	(2,711.03)	0.00	(2,711.03)	229.10%	(129.10%)
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	1,735.14	66,593.36	52,406.64	1,406.64	51,000.00	57.14%	42.86%
713.445.5339	MISCELLANEOUS SERVICES	69,400.00	1,366.44	78,904.64	(9,504.64)	0.00	(9,504.64)	113.70%	(13.70%)
713.445.5359	INSURANCE POOL	5,000.00	0.00	7,243.89	(2,243.89)	0.00	(2,243.89)	144.88%	(44.88%)
713.445.5361	MAINT. OF FACILITIES	92,400.00	7,588.56	91,951.31	448.69	189.39	259.30	99.72%	0.28%
713.445.5363	MAINT. MACH/EQUIP	26,000.00	472.50	18,099.19	7,900.81	223.02	7,677.79	70.47%	29.53%
713.445.5364	MAINT. LICENSED VEHICLES	5,000.00	4,725.47	34,352.40	(29,352.40)	0.00	(29,352.40)	687.05%	(587.05%)
713.445.5365	MAINT. NON-LICENSED VEHICLES	10,000.00	0.00	13,033.99	(3,033.99)	0.00	(3,033.99)	130.34%	(30.34%)
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	4.60	195.40	0.00	195.40	2.30%	97.70%
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	1,007.50	1,992.50	0.00	1,992.50	33.58%	66.42%
713.445.5389	OTHER COMMUNICATION EXPENSE	500.00	335.72	780.95	(280.95)	0.00	(280.95)	156.19%	(56.19%)
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	275.47	224.53	0.00	224.53	55.09%	44.91%
713.445.5399	OTHER EXPENSE FOR OPERATIONS	4,200.00	0.00	8,580.00	(4,380.00)	0.00	(4,380.00)	204.29%	(104.29%)
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	750.00	6,505.00	(505.00)	0.00	(505.00)	108.42%	(8.42%)
713.445.5524	ACCRUED INTEREST	0.00	0.00	62.35	(62.35)	0.00	(62.35)	0.00%	0.00%
713.445.5525	REMITTANCE OF STATE SALES TAX	25,000.00	1,237.84	34,312.37	(9,312.37)	1,695.22	(11,007.59)	144.03%	(44.03%)
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	112,000.00	23,223.80	107,552.00	4,448.00	3,948.00	500.00	99.55%	0.45%
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 12 - 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	4,444.31	73,898.64	84,601.36	0.00	84,601.36	46.62%	53.38%
713.445.5636	GOLF CARTS	33,000.00	0.00	25,360.25	7,639.75	11,555.95	(3,916.20)	111.87%	(11.87%)
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	1,455,370.00	109,124.53	1,425,443.37	29,926.63	27,872.33	2,054.30	99.86%	0.14%
72 Accts		1,455,370.00	109,124.53	1,425,443.37	29,926.63	27,872.33	2,054.30	99.86%	0.14%

Pro Shop Dec 2022

Miami Shores Golf Course
Z Out Report - All Terminals
for 12/01/2022 - 12/31/2022
Generated
01/03/2023 12:33pm

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	5,737.85	0.00	5,737.85	Alcohol	124.00	345.52
Check	430.00	0.00	430.00	Beverage	38.00	74.82
Credit Card	20,014.09	0.00	20,014.09	Caps	1.00	25.23
New Gift Cards Issued	-11,483.00	0.00	-11,483.00	Food	35.00	187.80
Gift Card	136.05	0.00	136.05	Gloves	4.00	63.56
Raincheck	29.00	0.00	29.00	Golf Balls	19.00	314.26
		0.00	0.00	Golf Instruction	8.00	805.00
		0.00		Shirts	1.00	37.38
		0.00		Accounting	1.00	-29.00
		0.00		Carts	173.00	1,296.82
		0.00		Driving Range	2.00	6.00
		0.00		Gloves	5.00	65.40
		0.00		Golf Clubs	4.00	3,535.40
		0.00		Green Fees	417.00	3,419.00
		0.00		Grips	32.00	277.57
		0.00		Membership	2.00	720.00
		0.00		Pull Cart	16.00	56.02
		0.00		Sales Miscellaneous	-1.00	-410.00
		0.00		Simulator	462.00	3,633.36
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	26,181.94		26,181.94	7.000 %		439.85
Non Revenue Payments Total	-11,317.95		-11,317.95			
Total			14,863.99	Total		439.85
Difference			0.00			
Drawer Count			14,863.99	Sales		14,424.14
+ Cash Short			0.00	+ Cash Over		0.00
+ Checks Short			0.00	+ Checks Over		0.00
				+ Taxes/Partial Returns		439.85
Total			14,863.99	Total		14,863.99

Pro Shop 2022

Miami Shores Golf Course
Z Out Report - All Terminals
for 01/01/2022 - 12/31/2022
Generated
01/03/2023 12:37pm

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	244,993.58	0.00	244,993.58		98.00	176.73
Check	35,317.10	0.00	35,317.10	Accessories	703.00	3,223.28
Credit Card	728,567.52	0.00	728,567.52	Alcohol	2,249.00	5,257.00
New Gift Cards Issued	-21,768.98	0.00	-21,768.98	Beverage	1,610.00	3,366.43
Gift Card	14,666.79	0.00	14,666.79	Caps	187.00	4,197.67
Raincheck	-1,778.79	0.00	-1,778.79	Food	544.00	5,641.11
		0.00	0.00	Gloves	261.00	3,606.91
		0.00		Golf Bags	11.00	1,616.93
		0.00		Golf Balls	1,663.00	22,229.43
		0.00		Golf Instruction	79.00	6,340.00
		0.00		Shirts	40.00	1,763.58
		0.00		Accounting	1.00	-51.00
		0.00		Apparel	2.00	87.48
		0.00		Carts	31,050.00	249,460.72
		0.00		Driving Range	601.00	14,629.50
		0.00		Fees	46.00	260.00
		0.00		Footwear	2.00	234.00
		0.00		Gloves	144.00	1,871.25
		0.00		Golf Bags	6.00	835.99
		0.00		Golf Clubs	52.00	15,575.60
		0.00		Green Fees	42,519.00	503,328.40
		0.00		Grips	393.00	4,071.53
		0.00		Handicap	77.00	2,695.00
		0.00		Hard Goods	1.00	327.10
		0.00		Membership	262.00	114,200.44
		0.00		Pull Cart	301.00	955.04
		0.00		Rental Clubs	51.00	836.44
		0.00		Sales Miscellaneous	12.00	867.62
		0.00		Service	26.00	1,560.00
		0.00		Service Fees	87.00	280.00
		0.00		Shoes	27.00	2,602.02
		0.00		Simulator	549.00	4,894.44
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	1,008,878.20		1,008,878.20	7.000 %		23,056.58
Non Revenue Payments Total	-8,880.98		-8,880.98			
Total			999,997.22	Total		23,056.58
Difference			0.00			
Drawer Count			999,997.22	Sales		976,940.64
+ Cash Short			0.00	+ Cash Over		0.00
+ Checks Short			0.00	+ Checks Over		0.00
				+ Taxes/Partial Returns		23,056.58
Total			999,997.22	Total		999,997.22

Pro Shop Dec 2021

Miami Shores Golf Course
Z Out Report - All Terminals
for 12/01/2021 - 12/31/2021
Generated
01/03/2023 12:33pm

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	9,257.60	0.00	9,257.60	Accessories	40.00	82.39
Check	412.71	0.00	412.71	Alcohol	243.00	466.41
Credit Card	17,636.87	0.00	17,636.87	Beverage	85.00	159.42
New Gift Cards Issued	-6,456.00	0.00	-6,456.00	Caps	5.00	112.13
Gift Card	386.00	0.00	386.00	Food	67.00	68.44
Raincheck	7.00	0.00	7.00	Gloves	4.00	62.24
		0.00	0.00	Golf Balls	27.00	377.88
		0.00		Golf Instruction	9.00	480.00
		0.00		Shirts	5.00	164.85
		0.00		Accounting	4.00	2.00
		0.00		Apparel	1.00	46.65
		0.00		Carts	760.00	6,063.08
		0.00		Driving Range	7.00	25.00
		0.00		Fees	3.00	15.00
		0.00		Gloves	3.00	36.45
		0.00		Green Fees	1,160.00	11,632.00
		0.00		Grips	4.00	66.36
		0.00		Pull Cart	15.00	62.57
		0.00		Rental Clubs	5.00	74.77
		0.00		Sales Miscellaneous	9.00	608.51
		0.00		Service	1.00	60.00
		0.00		Service Fees	2.00	13.00
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	27,307.18		27,307.18	7.000 %		565.03
Non Revenue Payments Total	-6,063.00		-6,063.00			
Total			21,244.18	Total		565.03
Difference			0.00			
Drawer Count			21,244.18	Sales		20,679.15
+ Cash Short			0.00	+ Cash Over		0.00
+ Checks Short			0.00	+ Checks Over		0.00
				+ Taxes/Partial Returns		565.03
Total			21,244.18	Total		21,244.18

Pro Shop 2021

Miami Shores Golf Course
Z Out Report - All Terminals
for 01/01/2021 - 12/31/2021
Generated
01/03/2023 12:35pm

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	258,950.07	0.00	258,950.07		165.00	149.16
Check	21,635.01	0.00	21,635.01	Accessories	739.00	3,459.65
Credit Card	700,430.65	0.00	700,430.65	Alcohol	2,938.00	6,594.29
New Gift Cards Issued	-16,500.99	0.00	-16,500.99	Beverage	1,559.00	3,044.33
Gift Card	12,505.82	0.00	12,505.82	Caps	175.00	3,824.71
Raincheck	-974.47	0.00	-974.47	Food	690.00	2,515.68
		0.00	0.00	Gloves	231.00	3,015.05
		0.00		Golf Bags	8.00	1,372.79
		0.00		Golf Balls	1,401.00	19,436.11
		0.00		Golf Instruction	99.00	8,380.00
		0.00		Shirts	44.00	1,903.70
		0.00		Accounting	7.00	-166.83
		0.00		Apparel	11.00	623.30
		0.00		Carts	30,275.00	241,958.02
		0.00		Driving Range	780.00	15,047.00
		0.00		Fees	128.00	630.00
		0.00		Footwear	5.00	218.45
		0.00		Gloves	92.00	1,115.37
		0.00		Golf Bags	1.00	103.93
		0.00		Golf Clubs	36.00	15,242.86
		0.00		Green Fees	42,243.00	502,495.89
		0.00		Grips	405.00	4,320.03
		0.00		Handicap	42.00	1,260.00
		0.00		Hard Goods	1.00	242.06
		0.00		Membership	258.00	105,960.00
		0.00		Pull Cart	301.00	996.19
		0.00		Rental Clubs	56.00	883.19
		0.00		Sales Miscellaneous	67.00	3,527.93
		0.00		Service	34.00	2,040.00
		0.00		Service Fees	114.00	851.00
		0.00		Shoes	31.00	2,781.49
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	981,015.73		981,015.73	7.000 %		22,220.74
Non Revenue Payments Total	-4,969.64		-4,969.64			
Total			976,046.09	Total		22,220.74
Difference			0.00			
Drawer Count			976,046.09	Sales		953,825.35
+ Cash Short			0.00	+ Cash Over		0.00
+ Checks Short			0.00	+ Checks Over		0.00
				+ Taxes/Partial Returns		22,220.74
Total			976,046.09	Total		976,046.09

1. Totals Report

Shoreline Dec 2022

Date is in December 2022

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip	
Credit Card	\$1,344.48		\$0.00	\$0.00	\$0.00	\$1,509.08	\$164.60
Cash	\$879.73		\$0.00	\$0.00	\$0.00	\$879.73	\$0.00
Tab No Card	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$2,224.21		\$0.00	\$0.00	\$0.00	\$2,388.81	\$164.60

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount	
Visa		\$1,127.23	\$0.00	\$1,261.01	\$133.78
Master		\$170.75	\$0.00	\$198.42	\$27.67
Amex		\$25.50	\$0.00	\$25.50	\$0.00
Discover		\$21.00	\$0.00	\$24.15	\$3.15
Totals		\$1,344.48	\$0.00	\$1,509.08	\$164.60

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	205	\$11.65	\$2,282.35	\$0.00	-\$97.04	\$0.00	\$145.36	\$0.00	\$2,078.85	\$164.60	\$0.00	\$164.60	\$2,388.81
Totals	205	\$11.65	\$2,282.35	\$0.00	-\$97.04	\$0.00	\$145.36	\$0.00	\$2,078.85	\$164.60	\$0.00	\$164.60	\$2,388.81

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	9		-\$14.13	-\$19.64	-\$33.77	\$0.00	\$57.42
Credit Card	8		-\$44.01	-\$19.26	-\$63.27	\$0.00	\$87.94
Tab No Card	2		-\$34.25	-\$7.00	-\$41.25	\$0.00	\$44.71
Totals	17		-\$58.14	-\$38.90	-\$97.04	\$0.00	\$145.36

1. Totals Report

Shoreline 2022

Date is in the year 2022

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip
Cash	\$105,660.78		\$352.37	\$0.00	\$5.15	\$105,660.78
Credit Card	\$79,868.06		\$23.41	\$0.00	\$0.00	\$90,017.89
Tab No Card	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$185,528.84		\$375.78	\$0.00	\$5.15	\$195,678.67

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount
Visa		\$56,196.47	\$15.65	\$63,310.04
Master		\$19,390.13	\$7.76	\$21,835.54
Discover		\$2,299.09	\$0.00	\$2,591.99
Amex		\$1,982.37	\$0.00	\$2,280.32
Totals		\$79,868.06	\$23.41	\$90,017.89

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	22,941	\$8.45	\$188,255.25	\$0.00	-\$5,057.16	\$0.00	\$11,803.13	\$5.87	\$172,121.96	\$9,979.72	\$0.00	\$9,979.72	\$193,904.81
Shoreline 2	100	\$17.74	\$1,603.75	\$0.00	\$0.00	\$0.00	\$104.89	\$0.00	\$1,498.86	\$170.11	\$0.00	\$170.11	\$1,773.86
Totals	23,041	\$8.49	\$189,859.00	\$0.00	-\$5,057.16	\$0.00	\$11,908.02	\$5.87	\$173,620.82	\$10,149.83	\$0.00	\$10,149.83	\$195,678.67

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	756		-\$2,369.80	-\$434.17	-\$2,803.97	\$0.00	\$6,775.68
Credit Card	502		-\$2,018.11	-\$292.83	-\$2,310.94	\$0.00	\$5,137.99
Tab No Card	11		-\$54.14	-\$7.00	-\$61.14	\$0.00	\$400.40
Totals	1,269		-\$4,336.04	-\$727.00	-\$5,063.04	\$0.00	\$11,908.40

1. Totals Report

Shoreline Dec 2021

Date is in December 2021

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip	
Credit Card	\$514.00		\$0.00	\$0.00	\$0.00	\$636.00	\$122.00
Cash	\$110.00		\$0.00	\$0.00	\$0.00	\$110.00	\$0.00
Totals	\$624.00		\$0.00	\$0.00	\$0.00	\$746.00	\$122.00

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount	
Visa	\$514.00		\$0.00	\$636.00	\$122.00
Totals	\$514.00		\$0.00	\$636.00	\$122.00

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	4	\$125.25	\$424.00	\$0.00	-\$15.00	\$0.00	\$23.82	\$0.00	\$385.18	\$92.00	\$0.00	\$92.00	\$501.00
Shoreline 1	2	\$122.50	\$215.00	\$0.00	\$0.00	\$0.00	\$14.06	\$0.00	\$200.94	\$30.00	\$0.00	\$30.00	\$245.00
Totals	6	\$124.33	\$639.00	\$0.00	-\$15.00	\$0.00	\$37.88	\$0.00	\$586.12	\$122.00	\$0.00	\$122.00	\$746.00

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	1		-\$15.00	\$0.00	-\$15.00	\$0.00	\$33.63
Cash	0		\$0.00	\$0.00	\$0.00	\$4.25	\$4.25
Totals	1		-\$15.00	\$0.00	-\$15.00	\$0.00	\$37.88

1. Totals Report

Shoreline 2021

Date is in the year 2021

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip
Cash	\$108,887.68		\$1,125.25	\$0.00	\$5.02	\$108,887.68
Credit Card	\$70,901.74		\$47.52	\$1,849.50	\$0.00	\$77,245.49
Tab No Card	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Write Off	-\$43.50		\$0.00	\$0.00	\$0.00	-\$43.50
Totals	\$179,745.92		\$1,172.77	\$1,849.50	\$5.02	\$186,089.67

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount
Visa		\$49,567.12	\$29.50	\$54,192.17
Master		\$17,025.87	\$18.02	\$18,400.37
Amex		\$2,251.00	\$0.00	\$2,486.25
Discover		\$2,057.75	\$0.00	\$2,166.70
OTHER		\$0.00	\$0.00	\$0.00
Totals		\$70,901.74	\$47.52	\$77,245.49

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	21,851	\$8.21	\$175,737.85	\$0.00	-\$3,075.33	\$0.00	\$11,218.03	\$12.00	\$162,106.14	\$6,125.25	\$0.00	\$6,125.25	\$179,449.42
Shoreline 1	722	\$9.20	\$6,527.00	\$0.00	-\$105.25	\$0.00	\$409.57	\$550.00	\$6,012.18	\$218.50	\$0.00	\$218.50	\$6,640.25
Totals	22,573	\$8.24	\$182,264.85	\$0.00	-\$3,180.58	\$0.00	\$11,627.60	\$562.00	\$168,118.32	\$6,343.75	\$0.00	\$6,343.75	\$186,089.67

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	560		-\$1,494.55	-\$242.02	-\$1,736.57	\$0.00	\$7,054.59
Credit Card	395		-\$1,024.38	-\$419.63	-\$1,444.01	\$0.00	\$4,587.98
Tab No Card	13		-\$30.00	-\$14.75	-\$44.75	\$0.00	\$383.49
Totals	955		-\$2,518.93	-\$661.65	-\$3,180.58	\$0.00	\$11,654.57

[illegible]

3/25/2022	4/1/2022	4/8/2022	4/15/2022	4/22/2022	4/29/2022	5/6/2022	5/13/2022	5/20/2022	5/27/2022	6/3/2022	6/10/2022	6/17/2022	6/24/2022
			4	2.75		9.25	2.75	10	7	5.5	3.25	7.5	9.5
			10.25		9.5		19		16.5		17.75		18.75
32	32	32	32	32	33	33.5	28.5	32	24	32	34	34	32
				8	8								
			9	11	12	11.5	7	11.25	11.25	9.75	12	10.75	4
		6	9	16.25	6.5	15	9.25	21.5	24	26.75	32.25	40.5	51
				6.5	4.5	9.25	10.25	9.75	9	8	9	8.25	8
		4.75	11.25	12.25	11.25	20	19	24	29.75	10.25	16	19.5	11.5
32	32	42.75	75.5	88.75	84.75	98.5	95.75	108.5	121.5	92.25	124.25	120.5	134.75
	5		7		24.5		17		16.25		17		11.5
				6	8.5	8.5	2.5	9	9.5	2	8.5	10.5	9
16.5	13.5	28.5	18.5	20.5	21.75	40	16	26	16.5	21.5	34	14	28
	1			14	4	10	4	11	10		23	10	5
			8.5		10		10		8.5		9		9
38.5	37.75	26.25	27.5	39	28.75	27.5	29.75	32.5					
	17.25		27.25		27		31		41.5		47		51.5
	17.5		29		11.5		36		33.5		33.5		30
			17.5		19.25		14		21		20		21
	4		6		15.75		19.25		20.25		13		20.5
55	96	54.75	141.25	79.5	171	86	179.5	78.5	177	23.5	205	34.5	185.5
	13.75		39		50.5		34.5		21.5		4.5		
					22		27		28		15		14.75
					12.75								
									20.75		5		12.5
					9.5		5.25		4.5		11.75		25.75
			10		6.75		14		13.75		5.5		12.5
	27.5		59.5		77.5		79.5		75.5		76.5		80
	1		7		12		4		15.25				
							52		62		54.75		68
	40		60		17								
							27.75		32.5		54.5		54.25
	6.5		12				4.5				5		
			4		6		10.5		9.5		14.5		14.25
	6.5		20.5		18.75		18.5		19.5				
	95.25		212		232.75		277.5		302.75		247		282

7/1/2022	7/8/2022	7/15/2022	7/22/2022	7/29/2022	8/5/2022	8/12/2022	8/19/2022	8/26/2022	9/2/2022	9/9/2022	9/16/2022	9/23/2022	9/30/2022
9.75	6.5		9.75		11	3.25	6.5	5	6.75	5.75	7.25		12.5
	17.75		15.5		19.75		21.25		20.75		22.75		18.75
32	32	31.5	24	32	31	33	31	32	34.5	31	32	37.5	29
	12.25	10	7	13	13.75	12.75	13.75	12.25	12.5	12	10.25	11.25	13.25
49	40	33.75	52	30.75	33.75	28.25	40.5	38.75	16.25	25.5	25.75	29.75	6.75
17.75	9				6.75	7.5	7.75	8.75	6.5	7.75	8	19.75	18.25
19.25	6	6.25	11.75	10.25	14.25	18.25	18.75	11.5	12.5	21.25	18.5	14.5	
127.75	123.5	81.5	120	86	130.25	103	139.5	108.25	109.75	103.25	124.5	112.75	98.5
	20		19		18.5		23.75		17.75		19		10.5
9	9.5	2.5	8	9	9	9	9	8.5	9	8.5	8.5	7.5	9.5
15	14	7.5	21	20	14		5	43	29.5	25.5	29.5	19	26.5
4	12.5	10.5	6	8	5.5	10	10.25	4	6	11	4	6	
	11		9		9.5		10.5		9.5		9.5		6.5
	36.5		22		58.75		41		48		35.5		42.75
	37.25		37.25		34.75		30.5		28.5		24.5		32.75
	28.5		19.75		27.5		26		13		12.5		17.5
	20.5		20.75		20		27.25		12.5		17.75		12
28	189.75	20.5	162.75	37	197.5	19	183.25	55.5	173.75	45	160.75	32.5	158
	29.5		59		57.75		38		49.25		25.25		
	4.5		13.25		14		13.75		14				
					15		23.5		5				
	21.25		47.75				30.25		34.75		13		13.25
	6.5		13.75		14		14		14				
	20		16		13.75		16.25		2				
	64.25		70		67.5		76.75		34.5		70.5		82.5
	58		37.5		28.5		32		28		16		29
	40		19.5		57.75		30.5		40		29		27.75
	15.25		17		8.25		13.75		12		8		2.5
	259.25		293.75		276.5		288.75		233.5		161.75		155

10/7/2022	10/14/2022	10/21/2022	10/28/2022	11/4/2022	11/11/2022	11/18/2022	11/25/2022	12/2/2022	12/9/2022	12/16/2022	12/23/2022	12/30/2022
7.25	7.75		6.75	3.75								
	9.75		10.75									
32	32	33	29.5	24	24	24	20	20	21	18	24	
5.75			13.25	13.75	12.75							
11.5	18	9.25		22								
15.75	9.25	8.25	5	8.5								
	7.75	12.25			5.75							
72.25	84.5	62.75	65.25	72	42.5	24	20	20	21	18	24	
	15		6.25									
11	2	2	2	1.5								
23.5	32	17	26	16	13.5	10.25		9			14	
2	5	4.5	5	4.25								
	10		3.5		5							
	30.25		20		18		5		4.5			
	23.75		18.75		12							
	11.75		11.25		9.5		4.5					
	17		11		9.25				4.75			
36.5	146.75	23.5	103.75	21.75	13.5	10.25	9.5	9	9.25		14	
	9.25											
	12.75						15.5					
			22.75									
	80		66		77.5		34		47.25		40.5	
	5											
	15.25		13		13.75		7		5.25			
	122.25		101.75		91.25		56.5		52.5		40.5	



TROY
OHIO

January 4, 2023

Mr. Alan Kappers
President of Board of Park Commissioners
City Hall
Troy, Ohio 45373

RE: REAPPOINTMENT TO MIAMI SHORES GOLF COURSE ADVISORY BOARD

Dear Mr. Kappers:

I would appreciate the consent of the Board of Park Commissioners for the reappointment of the following members of the Miami Shores Golf Advisory Board;

Lance England	Doug Page
123 Kings Chapel Drive	421 S. Plum Street
Troy, Ohio 45373	Troy, Ohio 45373

They are each willing to accept this reappointment. The term commenced immediately and expire on December 31, 2025.

It would be appreciated if you review and consider this request at the January meeting.

Sincerely,

Kyler Booher
Director of Golf

KB:arb



POSITION DESCRIPTION
CITY OF TROY

POSITION TITLE: Park Maintenance/Municipal Arborist

REPORTS TO: Superintendent of Parks
PAY RANGE:
DEPARTMENT: Parks

FLSA STATUS: Non-Exempt
CIVIL SERVICE STATUS: Classified
EMPLOYMENT STATUS: Full-time

JOB RESPONSIBILITIES

Under the general direction of the Parks Superintendent, performs landscape maintenance, grounds maintenance, and arborist duties of parks, city facilities, and green spaces. Cares for, maintains, and assures the health of the City's trees in accordance with ANSI Z133, ANSI A300, and ISA best management practices.

QUALIFICATIONS

Associates Degree in Arboriculture, Urban Forestry or a related field or an equivalent combination of related education or experience in arboriculture, urban forestry, and park maintenance.

Considerable knowledge of urban forestry work including: tree diseases, pests, and treatments, ability to use climbing equipment, and ropes and rigging techniques commonly used in tree pruning and removal operations.

The ability to operate medium to heavy equipment used in parks and urban forestry maintenance including: aerial lift truck, brush chipper, stump grinder, skid loader, backhoe, front-end loader, tank sprayer, tractors, mowers, snow plows, salting equipment, and landscape maintenance equipment.

Valid Ohio Commercial Driver's License*. Valid Ohio Pesticide Commercial Applicator License preferred*; ISA Certified Arborist Certification preferred*. Completion of ODNR Tree Commission Academy within 3 years of appointment.

*Required to be obtained within one (1) year of appointment.

ESSENTIAL FUNCTIONS

Performs technical duties in the field of arboriculture to maintain the health and safety of public trees by utilizing professional arboricultural practices (e.g. pruning, fertilizing, removing, watering, staking, cabling, and spraying).

Prunes and/or removes storm damaged trees on City streets and in City parks. This includes after hours emergency storm response and on-call duties.

POSITION DESCRIPTION
CITY OF TROY

POSITION TITLE: Park Maintenance/Municipal Arborist

REPORTS TO: Superintendent of Parks

FLSA STATUS: Non-Exempt

PAY RANGE:

CIVIL SERVICE STATUS: Classified

DEPARTMENT: Parks

EMPLOYMENT STATUS: Full-time

Performs hazard assessments of public trees and performs recommended corrective action (e.g. pruning, removal, cabling, bracing etc.).

Trims, removes, and plants trees, shrubs, and other plants.

Maintains turf, shrub, perennial, and annual flower beds associated with parks and green spaces including mowing, weed control, and other duties as needed.

Diagnoses and treats trees and shrubs for insects and disease problems.

Assists with park maintenance duties as needed including weekend on-call rotation.

Generates workorders in City Works and maintains related records and documents.

Assists with snow and ice removal.

Assists with mosquito control using a ULV sprayer as needed.

May direct the work of seasonal staff, volunteers, and other park staff assisting with forestry operations (e.g., assigns tasks, provides instruction and assists with training, etc.).

PHYSICAL DEMANDS

Demonstrable ability to perform strenuous manual labor. Standing, walking, bending, lifting, and reaching for sustained periods is frequently required. Working outdoors in all climatic conditions is required. Must be able to work in trees suspended by ropes and climbing equipment and in aerial lifts.

POSITION DESCRIPTION
CITY OF TROY

POSITION TITLE: Park Maintenance/Municipal Arborist

REPORTS TO: Superintendent of Parks

FLSA STATUS: Non-Exempt

PAY RANGE:

CIVIL SERVICE STATUS: Classified

DEPARTMENT: Parks

EMPLOYMENT STATUS: Full-time

Civil Service Commission: _____ DATE: _____

Human Resources Director: _____ DATE: _____

Division/Department Head: _____ DATE: _____

Appointing Authority: _____ DATE: _____