



BOARD OF PARK COMMISSIONERS
MEETING AGENDA
Tuesday, February 7, 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: January 5, 2023 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. Reaffirmation of Joint Resolution with the Recreation Board to no longer meet in joint sessions, except in special circumstances
 - b. Recommendation to Council that the Director of Public Service and Safety be authorized to advertise for bids and enter into a contract for the improvements to the Troy Senior Citizens Center at a total cost and not to exceed \$213,382 and to execute any documents that may be related to a grant reallocation.

V: Other:

VI: Adjourn:

BOARD OF PARK COMMISSIONERS
MEETING MINUTES
January 5, 2023 4:00 PM
Council Chambers

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

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

Others Attending: Jeremy Drake, Park Superintendent
Ken Siler, Recreation Director
Patrick Titterington, Director of Public Service & Safety
City staff

The minutes of the December 6, 2022 Board of Park Commissioners meeting were approved by unanimous vote, following a motion from Mrs. Westfall, seconded by Mr. Emerick.

REPORTS:

- Mr. Drake submitted a report (copy attached to original minutes). Mr. Drake highlighted from his submitted report that the Park Department Staff spent most of their time in the month of December working in the downtown with the maintenance of the Christmas lights and displays.
- Mr. Siler submitted a report (copy attached to original minutes). Mr. Siler stated Troy Aquatic Park Season Passes have been selling very well and are ahead of the sales at this time in 2022. Mr. Kappers asked about the status of the Recreation Board approving the Revised Recreation & Park Departments Athletic Field Use Policy at their December Meeting and if the Recreation Board discussed charging a fee for the use of the soccer frames. Mr. Siler stated it was discussed but the Recreation Board didn't feel it was necessary to add the fee to the policy. Mr. Drake noted that the soccer frames that are currently on hand were donated to the City by the Troy Soccer Club. Mr. Kappers clarified that the rental fee of the soccer frames will not be added to the policy but in the future has concerns if the frames are being taken off of park property. Mrs. Westfall noted she reserved a park shelter for the 2023 season and it was a very easy process with quick response.
- Mr. Booher submitted a report (copy attached to original minutes).

NEW BUSINESS:

- **Election of Officers for 2023** – Mr. Kappers suggested the same roles as in the past and all members agreed.
Mr. Kappers – President
Mr. Emerick – Vice-President
Mrs. Westfall – Secretary
A motion was made by Mr. Kappers, seconded by Mr. Emerick that the board titles are Mr. Kappers – President, Mr. Emerick – Vice-President, and Mrs. Westfall – Secretary.
MOTION PASSED, UNANIMOUS VOTE
- **Reappoint members to the Miami Shores Golf Course Advisory Board** – Mr. Kappers noted he received a recommendation from Mr. Booher requesting to reappoint Mr. Lance England and Mr. Doug Page to another three-year term effective immediately through December 31, 2025 for the Miami Shores Golf Advisory Board.
A motion was made by Mr. Emerick, seconded by Mrs. Westfall to appoint the members as requested.
MOTION PASSED, UNANIMOUS VOTE
- **To provide a recommendation to Council regarding creating a new Park Maintenance/Municipal Arborist position subject to all other required process** – Mr. Drake stated the Park Department Staff hasn't had a dedicated person to be the Municipal Arborist in several years. This past year it was a good growing season which resulted in low hanging trees and the staff wasn't available to provide the

day to day dedication it needed. Mr. Drake stated with upcoming retirements and realign current job duties, there is an opportunity to add a qualified arborist to the department staff and stay cost neutral. The position will not just be an arborist, they will also assist with the day to day park maintenance duties.

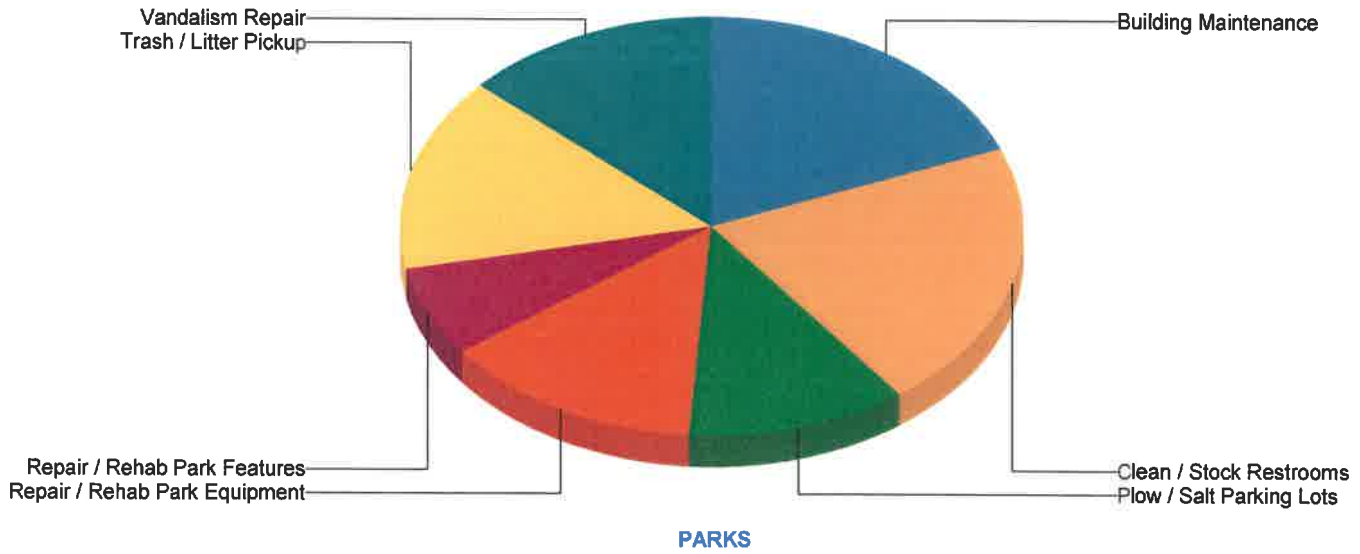
A motion was made by Mr. Emerick, seconded by Mrs. Westfall to recommend to Council to create the Park Maintenance/Municipal Arborist position within the Park Department Staff.

MOTION PASSED, UNANIMOUS VOTE

There being no further business, upon motion of Mr. Emerick seconded by Mrs. Westfall, by unanimous voice vote, the Board adjourned at 4:10 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				
Building Maintenance				
24054	February 02, 2023	\$1,071.37		CLOSED
Remove and replace old landscaping around the stone shelter in Community Park.				
23910	January 13, 2023	\$143.25		CLOSED
Clean and organize maintenance shop				
\$1,214.62				2
Clean / Stock Restrooms				
23908	January 13, 2023	\$109.66		CLOSED
23906	January 13, 2023	\$109.66	PROUTY PLAZA TROY, OH, 45373	CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
24009	January 27, 2023	\$63.68		CLOSED
24019	January 27, 2023	\$109.66	PROUTY PLAZA TROY, OH, 45373	CLOSED
24016	January 27, 2023	\$109.66		CLOSED
23899	January 13, 2023	\$109.66		CLOSED
24012	January 27, 2023	\$93.08	All Park restrooms	CLOSED
24018	January 27, 2023	\$109.66	PROUTY PLAZA TROY, OH, 45373	CLOSED
23901	January 13, 2023	\$109.66	All Park restrooms	CLOSED
23907	January 13, 2023	\$109.66	PROUTY PLAZA TROY, OH, 45373	CLOSED
24010	January 27, 2023	\$93.08		CLOSED
23890	January 12, 2023	\$109.66		CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
23904	January 13, 2023	\$109.66		CLOSED
		\$1,346.44		13
Plow / Salt Parking Lots				
24041	January 31, 2023	\$738.44		CLOSED
Plow and salt all parking lots assist street department with plowing				
		\$738.44		1
Repair / Rehab Park Equipment				
23911	January 13, 2023	\$873.00		CLOSED
service and repair mowing equipment for 2023 season				
		\$873.00		1
Repair / Rehab Park Features				
24020	January 27, 2023	\$446.60		CLOSED
Remove brick planter at Prouty Plaza, backfill dirt, seed.				
		\$446.60		1
Trash / Litter Pickup				
23903	January 13, 2023	\$93.08		CLOSED
23900	January 13, 2023	\$93.08		CLOSED
23905	January 13, 2023	\$93.08	ALL PARKS	CLOSED
23902	January 13, 2023	\$93.08		CLOSED
24017	January 27, 2023	\$109.66	ALL PARKS	CLOSED

<u>ID</u>	<u>INITIATED DATE</u>	<u>TOTAL COST</u>	<u>ADDRESS</u>	<u>STATUS</u>
24011	January 27, 2023	\$93.08		CLOSED
24014	January 27, 2023	\$93.08		CLOSED
24013	January 27, 2023	\$109.66		CLOSED
24015	January 27, 2023	\$93.08		CLOSED
23909	January 13, 2023	\$93.08		CLOSED
		\$963.96		10
		Vandalism Repair		
23888	January 12, 2023	\$856.92		CLOSED
	replace missing tools on Treasure Island and Miami Shores bike repair stations.			
		\$856.92		1
29		\$6,439.98		
Grand Total:		\$6,439.98		29

CITY OF PARK BOARD MEETING

February 7, 2023

Council Chambers
4:00 p.m.

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

1. 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. AEW Wrestling – March 18, 2023.
 - f. Travis Tritt – March 30, 2023.
 - g. Winterguard International – April 12-15 & April 19-23, 2023.
 - h. Zach Williams Concert – April 27, 2023 as of last week.
 - i. Dayton Feis – April 29, 2023.
2. We are currently offering \$10 off season passes through April, 2023. One Hundred One (101) 2023 Troy Aquatic Park season passes plus thirteen (13) grandparents passes have been sold to date.

To: Board of Park Commissioners
From: Kyler Booher, Director of Golf
Subject: 2023 February Report
Date: Tuesday, February 7th, 2023

- This is the first year that we are now open year-round
 - o Early to mid January provided some mild weather and playable golf days
- Simulator business is doing well and exceeded revenue projections for the month of January
- Maintenance staff has been performing routine golf course and driving range maintenance
 - o The golf course remains in good condition
- The Shoreline is open with limited hours and staffing
- Part-time staff for the pro shop works only on days when golf carts are able to be used

Please find attached the MTD/YTD Expense Report, HowGoesItReports for January (as well as 2022 comparisons), and Seasonal Employee Hours.

MTD/YTD Current Expense Report by Fund for Year 2023 Month 01 - City of Troy

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Unenc	% Used	% Rem
713.445.5101	FT/PT EMPLOYEES W/ PERS	328,086.00	23,287.48	23,287.48	304,798.52	0.00	304,798.52	7.10%	92.90%
713.445.5102	OVERTIME W/ PERS	1,000.00	815.38	815.38	184.62	0.00	184.62	81.54%	18.46%
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	46,075.00	3,159.03	3,159.03	42,915.97	0.00	42,915.97	6.86%	93.14%
713.445.5161	LIFE INSURANCE	390.00	26.50	26.50	363.50	0.00	363.50	6.79%	93.21%
713.445.5162	HEALTH INSURNACE	98,950.00	7,833.17	7,833.17	91,116.83	0.00	91,116.83	7.92%	92.08%
713.445.5163	CITY'S CONTRIBUTION HSA	11,100.00	0.00	0.00	11,100.00	0.00	11,100.00	0.00%	100.00%
713.445.5164	WORKERS' COMPENSATION	9,880.00	0.00	0.00	9,880.00	4,987.61	4,892.39	50.48%	49.52%
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	4,775.00	345.68	345.68	4,429.32	0.00	4,429.32	7.24%	92.76%
713.445.5201	OFFICE MATERIAL & SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00%	100.00%
713.445.5202	REPRODUCTION/PRINTING/PHO TO	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00%	100.00%
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	60,000.00	257.54	257.54	59,742.46	31,742.46	28,000.00	53.33%	46.67%
713.445.5211	BEVERAGE\SUPPLIES	40,000.00	417.40	417.40	39,582.60	36,582.60	3,000.00	92.50%	7.50%
713.445.5213	BUILDING MAINTENANCE SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00%	100.00%
713.445.5231	MACH & EQUIP SUPPLIES & PARTS	18,000.00	0.00	0.00	18,000.00	0.00	18,000.00	0.00%	100.00%
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	1,050.00	1,050.00	1,850.00	0.00	1,850.00	36.21%	63.79%
713.445.5243	SAFETY CLOTHING/EQUIPMENT	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00%	100.00%
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	9,000.00	0.00	0.00	9,000.00	9,000.00	0.00	100.00%	0.00%
713.445.5254	FUEL-GASOLINE	6,500.00	0.00	0.00	6,500.00	6,500.00	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	47,000.00	0.00	0.00	47,000.00	10,000.00	37,000.00	21.28%	78.72%
713.445.5301	RENT/LEASE OF GOLF CARTS	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	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	30,000.00	2,039.12	2,039.12	27,960.88	0.00	27,960.88	6.80%	93.20%
713.445.5313	WATER/SEWER	5,000.00	280.74	280.74	4,719.26	0.00	4,719.26	5.61%	94.39%
713.445.5315	FUEL OIL-HEATING	7,000.00	1,172.25	1,172.25	5,827.75	5,827.75	0.00	100.00%	0.00%

MTD/YTD Current Expense Report by Fund for Year 2023 Month 01 - City of Troy

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Unenc	% Used	% Rem
713.445.5316	TELEPHONE	3,500.00	0.00	0.00	3,500.00	8,111.41	(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	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00%	100.00%
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	0.00	1,100.00	0.00	1,100.00	0.00%	100.00%
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	363.12	363.12	118,636.88	59,636.88	59,000.00	50.42%	49.58%
713.445.5339	MISCELLANEOUS SERVICES	74,400.00	1,152.34	1,152.34	73,247.66	0.00	73,247.66	1.55%	98.45%
713.445.5359	INSURANCE POOL	8,000.00	5,210.00	5,210.00	2,790.00	0.00	2,790.00	65.13%	34.88%
713.445.5361	MAINT. OF FACILITIES	84,200.00	1,001.70	1,001.70	83,198.30	19,050.00	64,148.30	23.81%	76.19%
713.445.5363	MAINT. MACH/EQUIP	26,000.00	0.00	0.00	26,000.00	0.00	26,000.00	0.00%	100.00%
713.445.5364	MAINT. LICENSED VEHICLES	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00%	100.00%
713.445.5365	MAINT. NON-LICENSED VEHICLES	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	0.00%	100.00%
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	0.00	3,000.00	0.00	3,000.00	0.00%	100.00%
713.445.5389	OTHER COMMUNICATION EXPENSE	500.00	0.00	0.00	500.00	0.00	500.00	0.00%	100.00%
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	0.00	0.00	4,200.00	0.00	4,200.00	0.00%	100.00%
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	210.00	210.00	5,790.00	0.00	5,790.00	3.50%	96.50%
713.445.5524	ACCRUED INTEREST	300.00	0.00	0.00	300.00	0.00	300.00	0.00%	100.00%
713.445.5525	REMITTANCE OF STATE SALES TAX	33,000.00	0.00	0.00	33,000.00	33,000.00	0.00	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 2023 Month 01 - 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	76,950.00	0.00	0.00	76,950.00	21,588.25	55,361.75	28.05%	71.95%
713.445.5636	GOLF CARTS	40,500.00	0.00	0.00	40,500.00	0.00	40,500.00	0.00%	100.00%
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	1,325,206.00	48,621.45	48,621.45	1,276,584.55	291,026.96	985,557.59	25.63%	74.37%
72 Accts		1,325,206.00	48,621.45	48,621.45	1,276,584.55	291,026.96	985,557.59	25.63%	74.37%

Pro Shop Jan '23

Miami Shores Golf Course
 Z Out Report - All Terminals
 for 01/01/2023 - 01/31/2023
 Generated
 02/02/2023 08:43am

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	8,241.87	0.00	8,241.87	Accessories	3.00	4.66
Check	2,920.00	0.00	2,920.00	Alcohol	243.00	720.90
Credit Card	38,910.21	0.00	38,910.21	Beverage	93.00	195.25
New Gift Cards Issued	-426.00	0.00	-426.00	Caps	2.00	46.73
Gift Card	985.87	0.00	985.87	Food	117.00	369.44
Raincheck	44.00	0.00	44.00	Gloves	5.00	84.59
		0.00	0.00	Golf Balls	43.00	250.96
		0.00		Golf Instruction	6.00	345.00
		0.00		Shirts	1.00	42.06
		0.00		Carts	275.00	2,114.46
		0.00		Driving Range	13.00	2,583.50
		0.00		Fees	3.00	26.00
		0.00		Gloves	2.00	26.16
		0.00		Golf Clubs	1.00	56.07
		0.00		Green Fees	539.00	6,108.00
		0.00		Grips	17.00	219.63
		0.00		Membership	57.00	30,620.00
		0.00		Pull Cart	22.00	78.44
		0.00		Rental Clubs	1.00	14.02
		0.00		Sales Miscellaneous	-1.00	-360.00
		0.00		Service	6.00	450.00
		0.00		Service Fees	19.00	51.00
		0.00		Shoes	1.00	77.94
		0.00		Simulator	600.00	6,249.55
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	50,072.08		50,072.08	7.000 %		301.59
Non Revenue Payments Total	603.87		603.87			
Total			50,675.95	Total		301.59
Difference			0.00			
Drawer Count			50,675.95	Sales		50,374.36
+ Cash Short			0.00	+ Cash Over		0.00
+ Checks Short			0.00	+ Checks Over		0.00
				+ Taxes/Partial Returns		301.59
Total			50,675.95	Total		50,675.95

Pro Shop Jan '22

Miami Shores Golf Course
 Z Out Report - All Terminals
 for 01/01/2022 - 01/31/2022
 Generated
 02/02/2023 08:43am

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	101.20	0.00	101.20	Golf Clubs	2.00	2,196.26
Credit Card	2,710.00	0.00	2,710.00	Grips	15.00	94.58
		0.00	0.00	Membership	1.00	360.00
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	2,811.20		2,811.20	7.000 %		160.36
Non Revenue Payments Total	0.00		0.00			
Total			2,811.20	Total		160.36
Difference			0.00			
Drawer Count			2,811.20	Sales		2,650.84
+ Cash Short			0.00	+ Cash Over		0.00
+ Checks Short			0.00	+ Checks Over		0.00
				+ Taxes/Partial Returns		160.36
Total			2,811.20	Total		2,811.20

1. Totals Report

Date is in January 2023

Shoreline Jan '23

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip
Credit Card	\$1,532.10		\$0.00	\$0.00	\$0.00	\$1,749.08
Cash	\$987.12		\$0.00	\$0.00	\$0.00	\$987.12
Tab No Card	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$2,519.22		\$0.00	\$0.00	\$0.00	\$2,736.20

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount
Visa		\$1,278.60	\$0.00	\$187.42
Master		\$231.00	\$0.00	\$25.43
Amex		\$15.00	\$0.00	\$3.00
Discover		\$7.50	\$0.00	\$1.13
Totals		\$1,532.10	\$0.00	\$216.98

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 Amount Collected
Shoreline 1	252	\$10.86	\$2,604.75	\$0.00	-\$87.28	\$0.00	\$161.21	\$0.00	\$2,358.01	\$216.98	\$0.00	\$216.98	\$2,736.20
Totals	252	\$10.86	\$2,604.75	\$0.00	-\$87.28	\$0.00	\$161.21	\$0.00	\$2,358.01	\$216.98	\$0.00	\$216.98	\$2,736.20

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	12		-\$36.13	-\$36.13	\$0.00	\$61.73	\$61.73
Credit Card	12		-\$49.40	-\$51.15	\$0.00	\$99.48	\$99.48
Tab No Card	0		\$0.00	\$0.00	\$0.00	\$12.17	\$12.17
Totals	24		-\$85.53	-\$87.28	\$0.00	\$161.21	\$161.21

1. Totals Report

Date is in January 2022

Shoreline Jan '22

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip
Cash	\$129.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129.00
Credit Card	\$39.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.00
Totals	\$168.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.00

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount
Visa	\$39.00	\$0.00	\$39.00	\$0.00
Totals	\$39.00	\$0.00	\$39.00	\$0.00

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 Amount Collected
Shoreline 2	3	\$56.00	\$168.00	\$0.00	\$0.00	\$0.00	\$10.99	\$0.00	\$157.01	\$0.00	\$0.00	\$0.00	\$168.00
Totals	3	\$56.00	\$168.00	\$0.00	\$0.00	\$0.00	\$10.99	\$0.00	\$157.01	\$0.00	\$0.00	\$0.00	\$168.00


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
Cash	0	\$0.00	\$0.00	\$0.00	\$0.00	\$8.44	\$8.44
Credit Card	0	\$0.00	\$0.00	\$0.00	\$0.00	\$2.55	\$2.55
Totals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$10.99	\$10.99

		2023 Seasonal Employee Hours								
		1/6/2023	1/13/2023	1/20/2023	1/27/2023	2/3/2023				
Maintenance										
Burnside, Kevin	\$11.00	24	24	24	21					
TOTAL		24	24	24	21					
Golf Shop										
Ferrell, Ross	\$10.10	4		11.5						
Holtel, Jack	\$11.00				5.25					
TOTAL		4		11.5	5.25					
The Shoreline										
Kirk, Stacy	\$12.80		29		64.75					
Rietz, Sheila	\$10.10				11					
TOTAL			29		75.75					



MEMORANDUM

TO: Board of Park Commissioners
FROM: Patrick E. J. Titterington, Director of Public Service and Safety 
DATE: February 3, 2023
SUBJECT: PROVIDING A RECOMMENDATION TO COUNCIL REGARDING IMPROVEMENTS TO THE TROY SENIOR CITIZENS CENTER

BACKGROUND AND DISCUSSION:

In 2022, the City of Troy received a COVID-19 CDBG Target of Opportunity grant from the Ohio Department of Development, Office Community Development, for the Buckeye House Renovation Project. This project was completed in December 2022, and the City had remaining funds from this grant. This has provided an opportunity for the City to request the reallocation of \$158,382 of the remaining funds to be used to fund needed improvements to the Troy Senior Citizens Center on North Market Street. The improvement project includes replacing two HVAC units that are 20 years old and construction of an outdoor covered patio area on the north side of the building. The proposed amendment to the Target of Opportunity Grant required staff to hold a public hearing. That hearing was held on February 3, 2023, with representatives of the Troy Senior Citizens Center in attendance and supporting the improvements.

In addition, the 2023 budget includes \$55,000 of Project Year 2022 CDBG Community Development Allocation funding to install an ADA/Handicapped ramp and ADA automatic door on the north side of the Senior Citizens Center building. This use of this CDBG funding was approved by City Council on June 6, 2022 (R-45-2022).

The ADA/Handicapped ramp, ADA automatic door and the construction of the outdoor covered patio will be bid together. Staff anticipate soliciting RFQ/RFP's to hire a landscape architect to design and build this project. The HVAC replacement units will be procured separately. The total funding for improvements to the Troy Senior Citizens Center is:

- \$ 30,000 – New HVAC units
- \$128,382 – Outdoor covered patio (including design and construction)
- \$ 55,000 – ADA/Handicapped improvements
- \$213,382 – Total

The Park Superintendent has been included in discussions regarding these improvements.

REQUESTED ACTION:

It is requested that the Board of Park Commissioners approve the proposed upgrades to the Troy Senior Citizens Center and recommend to Council that the Director of Public Service and Safety be authorized to advertise for bids and enter into a contract for the improvements outlined at a total cost not to exceed \$213,382, and to execute any documents that may be required related to the grant reallocation.

cc: J. Drake, Park Superintendent

