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WATERLOO PARKS COMMISSION – AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

Date: WEDNESDAY, FEBRUARY 17, 2016
Time: 5:00 P.M.
Location: COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: JANUARY 26, 2016
3. CITIZEN INPUT
4. JANUARY PARKS FINANCIAL REPORT
5. UNFINISHED BUSINESS
 - a. Parks Management Services – Hiring Proposals Relating To A Parks Commission Recommendation To Hire Gabe Haberkorn As Waterloo Parks Coordinator
 - b. Parks Management Policy Revisions, Council Recommendation
 - c. Park Operations Ordinance Revisions, Council Recommendation
 - d. Ice Rink At Waterloo Regional Trailhead, Update
 - e. Comprehensive Outdoor Recreation Plan, Update
 - f. 720 West Madison Street Phase 3, Review
6. NEW BUSINESS
 - a. 2016 Budget Amendments Relating To Parks Operations, Council Recommendation
 - b. Adopting 2016 Performance Measures, Council Recommendation
7. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Commission Vacancy (Trustee Representative)
 - b. Parks Pick-up Day, March 19, 2016
8. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted, Emailed & Mailed: 02/11/2016

-Committee Members: Stinnett, Kessler, Quimby, Springer, Board of Trustees representative (vacant), Ex-Officio Advisory Members: Gary Yerges - Public Works Director, Gabe Haberkorn - Waterloo Youth Sports Organization Representative, Richard Jones and Charles Crave – Waterloo Regional Trailhead Implementation Team.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

WATERLOO PARKS COMMISSION – OPEN SESSION MINUTES
January 26, 2016

1. ROLL CALL AND CALL TO ORDER. Chair Bill Springer called the meeting to order at 4:00 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present, Springer, Quimby, Stinnett, Ex-officio members present: Yerges, Jones, Crave and Haberkorn (attending only during his interview time). Absent: Kegler with one vacancy. Others present: Michele “Kelly” Miller (attending only during her interview time), Maureen Giese, Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: JANUARY 19, 2016. MOTION: Moved by Stinnett, seconded by Quimby to approve the open and closed session January 19, 2016 meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT.## Maureen Giese said “2014” should be added to the minutes when identifying the referred to Kunkel Engineering study; she wanted reassurances that previous recommendations submitted would be reviewed as part of 4a, 4b and 4c on the January 19th agenda.
4. NEW BUSINESS
 - a. Parks Management Services Submittals - Review And Action. MOTION: Moved by Stinnett, seconded by Quimby to convene in closed session. VOICE VOTE: Motion carried. NOTE: The body convened into closed session pursuant to 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session
After returning to open session. MOTION: Moved by Quimby, seconded by Stinnett to recommend to the City Council that it offer a Parks Management Services contract to Gabe Haberkorn as part of its February 18, 2016 meeting. VOICE VOTE: Motion carried unanimously. MOTION: Moved by Quimby, seconded by Stinnett to direct the Clerk/Treasurer to present two draft compensation arrangements for Parks Management Services for Parks Commission consideration at its February 16, 2016 meeting -- one as a direct hire and a second as a contract employee. VOICE VOTE: Motion carried.
5. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Next Meeting – February 16, 2016 at 5 pm in the Council Chambers, as determined by consensus of the attendees.
6. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Stinnett to adjourn. Approximate time was 6:15 pm.



Mo Hansen
Clerk/Treasurer

TO: PARKS COMMISSION
FROM: MO HANSEN
SUBJECT: JANUARY FINANCIAL REPORT
DATE: FEBRUARY 12, 2016

JANUARY PARKS FINANCIAL REPORT

As of the date of this report, parks financial data is spread across multiple funds. Below is a summary. Attached are supporting documents.

1. General Fund (100). The 2016 budget levies taxes totaling \$47,350 for Parks operations. Exhibit A is January detailed expenditures report. At this time no additional dollars are designated from 2015 fund balances for parks operations.

2. Special Revenue Fund Trailhead (225). Exhibit B is January detailed revenue and expenditures for just the Trailhead. The 2016 budget was approved in balance. It depends upon rental income, dedication of one-time Parks Impact Fees and \$2,000

3. Capital Fund (400). A 2015 carryover fund proposal is before the Council on 2/18. It shows. Carryovers for parks as attached. (Exhibit C).

Additionally, in 2016, \$2,000 is budgeted for street trees. Going forward improvements to the public right-of-way are to be considered non-park activities.

4. Agency / Fire Department Fund (820). This fund is where the Carousel accounting and Shoe Factory accounting occurs. Fund balances as of 12/31/2015 are shown as part of Exhibit D,

- Shoe Factory:	\$23,177.38
- Carousel	\$ 4,008.27
- v/p Due Benninger Concrete	<u>\$ 1,325.00</u>

TOTAL	\$28,510.65
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CITY OF WATERLOO
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2016

EXHIBIT A

FUND 100 - GENERAL FUND

REVENUE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>FINES & FORFEITURES</u>						
100-45-4510-000	COURT COSTS & FINES	.00	.00	10,100.00	(10,100.00)	.00
100-45-4513-000	PARKING VIOLATIONS	.00	.00	3,050.00	(3,050.00)	.00
100-45-4519-000	LIBRARY FEES & FINES	.00	.00	3,000.00	(3,000.00)	.00
100-45-4522-000	OTHER AWARDS & DAMAGES	.00	.00	5,000.00	(5,000.00)	.00
	TOTAL FINES & FORFEITURES	.00	.00	21,150.00	(21,150.00)	.00
<u>PUBLIC CHARGES FOR SERVICE</u>						
100-46-4611-000	CLERKS FEES	.00	.00	2,000.00	(2,000.00)	.00
100-46-4612-000	SALES OF MAT & SUPPLIES	.00	.00	50.00	(50.00)	.00
100-46-4621-000	ACCIDENT REPORTS & PAPER SER	.00	.00	300.00	(300.00)	.00
100-46-4632-000	STREET MAINTENANCE	.00	.00	200.00	(200.00)	.00
100-46-4633-000	SNOW & ICE CONTROL	.00	.00	1,500.00	(1,500.00)	.00
100-46-4641-000	SEWER CONNECTION CHARGE	.00	.00	1,532.00	(1,532.00)	.00
100-46-4642-000	TRASH COLLECT	.00	.00	202,800.00	(202,800.00)	.00
100-46-4643-000	RECYCLING REVENUE	.00	.00	500.00	(500.00)	.00
100-46-4644-000	WEED CONTROL	.00	.00	100.00	(100.00)	.00
100-46-4651-000	ANIMAL POUND	.00	.00	150.00	(150.00)	.00
100-46-4671-000	LIBRARY XEROX/COPIES	.00	.00	900.00	(900.00)	.00
100-46-4674-000	LIBRARY MTG ROOM RENT	.00	.00	1,250.00	(1,250.00)	.00
100-46-4678-000	CELEBRATIONS AND ENTERTAINMENT	.00	.00	7,500.00	(7,500.00)	.00
	TOTAL PUBLIC CHARGES FOR SERVICE	.00	.00	218,782.00	(218,782.00)	.00
<u>MISCELLANEOUS REVENUES</u>						
100-48-4800-000	MISC REVENUES	6.00	6.00	.00	6.00	.00
100-48-4810-000	INTEREST ON TEMP INVESTMENTS	.00	.00	5,700.00	(5,700.00)	.00
100-48-4830-000	SALE OF CITY PROPERTY	.00	.00	500.00	(500.00)	.00
100-48-4849-000	DONATIONS K JUNGINGER TRUST	.00	.00	43,073.00	(43,073.00)	.00
	TOTAL MISCELLANEOUS REVENUES	6.00	6.00	49,273.00	(49,267.00)	.01
<u>OTHER FINANCING SOURCES</u>						
100-49-4933-000	DESIGNATED FUNDS APPLIED LIB	.00	.00	5,000.00	(5,000.00)	.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	5,000.00	(5,000.00)	.00
	TOTAL FUND REVENUE	6.00	6.00	2,641,466.00	(2,641,460.00)	.00

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2016

FUND 100 - GENERAL FUND

EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
PARKS					
100-55-5520-127 PARKS WAGES REIMBURSE	538.26	538.26	.00	(538.26)	.00
100-55-5520-223 PARKS WATER/SEWER FIREMEN	.00	.00	3,900.00	3,900.00	.00
100-55-5520-224 PARKS OTHER WATER & SEWER	.00	.00	250.00	250.00	.00
100-55-5520-240 PARKS CONTRACT SECURITY	.00	.00	1,600.00	1,600.00	.00
100-55-5520-290 PARKS ANNUAL APPROPRIATION	.00	.00	40,000.00	40,000.00	.00
100-55-5520-351 PARKS REP & MAINT	.00	.00	1,600.00	1,600.00	.00
TOTAL PARKS	538.26	538.26	47,350.00	46,811.74	1.14
WEED CONTROL					
100-56-5621-354 WEED CONTROL MAINT DITCH MOWE	.00	.00	1,600.00	1,600.00	.00
100-56-5621-399 WEED CONTROL MISC	.00	.00	850.00	850.00	.00
TOTAL WEED CONTROL	.00	.00	2,450.00	2,450.00	.00
PLANNING AND CONSERVATION					
100-56-5630-110 PLAN COMMISSION WAGES	.00	.00	600.00	600.00	.00
100-56-5630-151 PLAN COMMISSION SOC SEC	.00	.00	69.00	69.00	.00
100-56-5630-211 ECONOMIC DEVELOPMENT COUNTY	3,330.00	3,330.00	3,336.00	6.00	99.82
TOTAL PLANNING AND CONSERVATION	3,330.00	3,330.00	4,005.00	675.00	83.15
TRANSFER TO CDA FUND					
100-59-5928-000 TRANSFER TO CDA FUND	.00	.00	1,589.00	1,589.00	.00
TOTAL TRANSFER TO CDA FUND	.00	.00	1,589.00	1,589.00	.00
TOTAL FUND EXPENDITURES	239,684.91	239,684.91	2,641,466.00	2,401,781.09	9.07
NET REVENUES OVER EXPENDITURES	(239,678.91)	(239,678.91)	.00	(239,678.91)	.00

CITY OF WATERLOO

BALANCE SHEET
JANUARY 31, 2016

EXHIBIT B

FUND 203 - PARK & REC IMPACT FEE

ASSETS

203-11100	TREASURER'S CASH	.00	
203-11700	PARK & REC IMPACT FEE SAVINGS	3,495.48	
203-13100	ACCOUNTS RECEIVABLE	.00	
203-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	.00	
		<hr/>	
	TOTAL ASSETS		3,495.48
			<hr/> <hr/>

LIABILITIES AND EQUITY

LIABILITIES

203-21100	VOUCHERS PAYABLE	.00	
		<hr/>	
	TOTAL LIABILITIES		.00

FUND EQUITY

203-32600	FUND BALANCE	3,495.48	
	REVENUE OVER EXPENDITURES - YTD	.00	
		<hr/>	
	TOTAL FUND EQUITY		3,495.48
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		3,495.48
			<hr/> <hr/>

CITY OF WATERLOO

BALANCE SHEET
JANUARY 31, 2016

EXHIBIT B

FUND 225 - SPECIAL REVENUE TRAILHEAD-WRT

ASSETS

225-11100	TREASURER'S CASH	(45,788.99)	
225-13100	ACCOUNTS RECEIVABLE	.00	
225-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	4,115.00	
		<u> </u>	
	TOTAL ASSETS		(41,673.99)

LIABILITIES AND EQUITY

LIABILITIES

225-21100	VOUCHERS PAYABLE	<u> </u>	.00
	TOTAL LIABILITIES		.00

FUND EQUITY

225-32600	FUND BALANCE	(40,893.99)	
	REVENUE OVER EXPENDITURES - YTD	(780.00)	
		<u> </u>	
	TOTAL FUND EQUITY		(41,673.99)
	TOTAL LIABILITIES AND EQUITY		(41,673.99)

CITY OF WATERLOO
 DETAIL REVENUES /EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2016

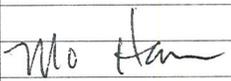
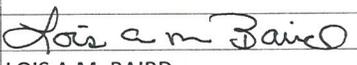
EXHIBIT B

FUND 225 - SPECIAL REVENUE TRAILHEAD-WRT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUES</u>						
<u>MISCELLANEOUS REVENUES</u>						
225-48-4820-000	FACILITY RENTAL	.00	.00	2,000.00	(2,000.00)	.00
225-48-4850-000	DONATIONS - PUBLIC	.00	.00	2,000.00	(2,000.00)	.00
	TOTAL MISCELLANEOUS REVENUES	.00	.00	4,000.00	(4,000.00)	.00
<u>MISCELLANEOUS REVENUES</u>						
225-49-4930-000	FUNDS APPLIED TO BUDGET	.00	.00	4,269.00	(4,269.00)	.00
	TOTAL MISCELLANEOUS REVENUES	.00	.00	4,269.00	(4,269.00)	.00
	TOTAL FUND REVENUE	.00	.00	8,269.00	(8,269.00)	.00
<u>EXPENDITURES</u>						
<u>PARKS</u>						
225-55-5520-221	TRAILHEAD-WRT ELECTRIC	.00	.00	2,500.00	2,500.00	.00
225-55-5520-222	TRAILHEAD-WRT HEAT	.00	.00	1,400.00	1,400.00	.00
225-55-5520-223	TRAILHEAD-WRT WATER/SEWER	.00	.00	860.00	860.00	.00
225-55-5520-240	TRAILHEAD- WRT BLDG MAINT	.00	.00	517.00	517.00	.00
225-55-5520-290	TRAILHEAD-WRT CLEAN CONTRACT	.00	.00	470.00	470.00	.00
225-55-5520-291	TRAILHEAD-WRT SECURITY CONTR	.00	.00	1,042.00	1,042.00	.00
225-55-5520-341	TRAILHEAD-WRT COMMUNICATION	780.00	780.00	800.00	20.00	97.50
225-55-5520-350	TRAILHEAD-WRT CLEANING SUPPLY	.00	.00	80.00	80.00	.00
225-55-5520-390	TRAILHEAD-WRT PROGRAMS	.00	.00	600.00	600.00	.00
	TOTAL PARKS	780.00	780.00	8,269.00	7,489.00	9.43
	TOTAL FUND EXPENDITURES	780.00	780.00	8,269.00	7,489.00	9.43
	NET REVENUES OVER EXPENDITURES	(780.00)	(780.00)	.00	(780.00)	.00

2015 CARRYOVER FUNDS ADJUSTMENTS

EXHIBIT C

ACCOUNT #	DESCRIPTION	BEGINNING YEAR	CURRENT YEAR	CURRENT YEAR	YEAR END
		BALANCE	EXPENSES	REVENUE	BALANCE
FUND 100					
100-32608	LIBRARY CARRYOVER CITY	\$ 87,497.87	\$ (132.53)	\$ -	\$ 87,365.34
100-32610	POLICE DONATION DEFIBULATOR	\$ 858.10	\$ -	\$ 100.00	\$ 958.10
100-32617	LIBRARY CARRYOVER COUNTY	\$ 290,814.31	\$ (152,678.82)	\$ 6,934.01	\$ 145,069.50
100-32631	POLICE DONATION SPEED LIMIT ALERT SIGN	\$ 240.15	\$ -	\$ -	\$ 240.15
100-32635	POLICE PATROL UNIFORM ALLOWANCE	\$ 1,829.06	\$ (142.83)	\$ 450.26	\$ 2,136.49
100-32650	RETIRED HEALTH INSURANCE	\$ 37,389.20	\$ (14,021.87)	\$ 36,929.00	\$ 60,296.33
	FUND 100 TOTAL	\$ 418,628.69	\$ (166,976.05)	\$ 44,413.27	\$ 296,065.91
FUND 220					
220-32635	FIRE DEPT UNIFORM ALLOWANCE	\$ 165.97	\$ -	\$ 115.25	\$ 281.22
220-34100	FUND BALANCE CAPITAL PROJECT	\$ 317,807.06	\$ (28,790.92)	\$ 110,000.00	\$ 399,479.23
			INTEREST	\$ 463.09	
	FUND 220 TOTAL	\$ 317,973.03	\$ (28,790.92)	\$ 110,578.34	\$ 399,760.45
FUND 400					
400-32601	ROAD VEHICLE ACCOUNT	\$ 69,685.21	\$ (64,500.00)	\$ 17,668.00	\$ 22,853.21
400-32602	SQUAD CAR FUND	\$ 40,735.62	\$ (35,986.16)	\$ 34,048.91	\$ 38,798.37
400-32606	EMERGENCY GOVT SIRENS FUND	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
400-32625	PARK EQUIPMENT & FIELD	\$ 1,580.23	\$ -	\$ -	\$ 1,580.23
400-32627	PLAYGROUND EQUIPMENT	\$ 1,784.02	\$ -	\$ -	\$ 1,784.02
400-32629	MAUNESHA RIVER DOG PARK	\$ 1,460.00	\$ (2,540.68)	\$ 1,444.70	\$ 364.02
400-32632	VETERAN'S PARK MEMORIAL 720 W MADISON STREET	\$ 506.00	\$ -	\$ -	\$ 506.00
	FUND 400 TOTAL	\$ 116,751.08	\$ (103,026.84)	\$ 53,161.61	\$ 66,885.85
FUND 820					
820-39999	FUND BALANCE CAROUSEL	\$ 8,370.77	\$ (7,271.50)	\$ 2,909.00	\$ 4,008.27
	FUND 820 TOTAL	\$ 8,370.77	\$ (7,271.50)	\$ 2,909.00	\$ 4,008.27
APPROVED BY:	 MORTON HANSEN CITY CLERK/TREASURER				
APPROVED BY:	 LOIS A.M. BAIRD DEPUTY CLERK/TREASURER				
12/31/2015					

CITY OF WATERLOO

BALANCE SHEET

FEBRUARY 29, 2016

EXHIBIT D

FUND 820 - AGENCY FUND/FIRE DEPT

ASSETS

820-11100	TREASURER'S WORKING CASH	28,510.65	
820-11201	FIRE ACTIVE TRUCK & EQUIP SWIB	.00	
820-11202	INACTIVE FIRE DEPT INVESTMENT	.00	
820-11203	INACTIVE FIRE DEPT SWIB SAVING	.00	
820-11204	CAROUSEL RESTORATION INV	.00	
820-11205	FIRE DEPT RETIRE INVEST-820	.00	
820-13000	GRANTS RECEIVABLE	.00	
820-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	.00	
820-13300	ACCRUED REVENUE	.00	
820-16200	PREPAID ASSET	.00	
TOTAL ASSETS			28,510.65

LIABILITIES AND EQUITY

LIABILITIES

820-21100	ACCOUNTS PAYABLE	.00	
820-21102	VOUCHERS PAYABLE	1,325.00	
820-23401	DUE TO FIRE DEPARTMENT	.00	
820-23402	DUE TO INACTIVE FIRE DEPT	155,123.84	
820-23403	DUE TO CAROUSEL RESTORATION	.00	
820-25100	DUE TO/FROM GENERAL FUND	.00	
820-26200	DEFERRED REVENUE GRANTS	.00	
820-26300	DEFERRED REVENUE CD INTEREST	.00	
TOTAL LIABILITIES			156,448.84

FUND EQUITY

820-34100	FUND BALANCE-FIRE EQUIPMENT	.00	
820-34105	FUND BALANCE SHOE FACTORY	(131,946.46)	
820-39999	FUND BALANCE-CAROUSEL	4,008.27	
	REVENUE OVER EXPENDITURES - YTD	.00	
TOTAL FUND EQUITY			(127,938.19)
TOTAL LIABILITIES AND EQUITY			28,510.65

FUND BALANCE 12/31/2015

WFD TRUSTEES	\$ 23,177.38	SHOE FACTORY BALANCE
CAROUSEL	\$ 4,008.27	
V/P DUE BENNINGER CONCRETE	\$ 1,325.00	
TOTAL	\$ 28,510.65	

TO: PARKS COMMISSION
FROM: MO HANSEN
SUBJECT: PARKS COORDINATOR HIRE RECOMMENDATIONS
DATE: FEBRUARY 12, 2016

PARKS COORDINATOR HIRE— CLERK/TREASURER RECOMMENDATIONS

At its January 26, 2016 meeting the Commission directed the Clerk/Treasurer to meeting with Gabe Haberkorn and arrive at terms of employment with options related to a direct hire or an independent contractor.

All efforts to arrive at an independent hire arrangement were unproductive. The IRS definitions generated constraints and in keeping with the Haberkorn submittal, multiple options relating to a direct hire are presented here.

TERMS OF EMPLOYMENT.

1. Full-time, salaried direct hire. Afforded all benefits as offered in the municipal Employee Handbook updated from time to time by the City Council.
2. Gross wages \$30,000 annually.
3. Three years contract beginning March 1, 2016 with annual performance review each December by the Parks Commission. Performance review measures as follows for the 1st year.
 - a. 2016 rental income for Waterloo Regional Trailhead greater than \$2,000.
 - b. 2016 rental income for Firemen's Park greater than \$30,000.
 - c. Project Specific Parks Donations greater than \$12,000 (10K for Firemen's Park and 2K for Waterloo Regional Trailhead).
 - d. Positive responses from stake-holders and renters by way of an on-line survey. Conducted post event for renters and on or before December 1 for stakeholders
4. Eligible bonus wages calculated each December 1st, consisting of 20% of the Parks Variable Bonus Eligible Revenue. This bonus will be paid each December. Eligible revenue is defined as:
 - a. Revenue from rental and event contracts signed by Parks Coordinator.
 - b. Positive net beverage, food or concession sales from park events in which revenue is deposited in a municipal account and it produces a net gain (revenue greater than expense). The amount of gain is the eligible amount.

- c. Negative net beverage, food or concession sales from park events in which revenue is deposited in a municipal account and it produces a net loss (revenue less than expense). The amount of loss is the eligible amount and is deducted from other positive figures.

DUTIES.

The Coordinator would have the following duties:

- Parks Marketing/Promotion: The Coordinator's primary duty would be to bring under contract events held at Waterloo parks.
 - The Coordinator would use all marketing efforts to assist in the promotion of Waterloo parks including social media, webpage and direct contact with potential park users.
- Coordinate Events: The Parks Coordinator would be responsible for coordination of events, including scheduling all workers/volunteers and purchasing or supervising purchase of any necessary concessions/catering or other supplies for an event.
- Assist in Waterloo Community Functions: In addition to marketing the parks for third-party events, this position would also have a prominent role in bringing the community into the park for community-wide events and celebrations.
- Foster Recurring Volunteer and Financial Support For Waterloo Parks: This position would play a lead role in fostering volunteer activities and private financial support for Waterloo parks, reporting monthly on these matters to Parks Commission.
- Activity & Financial Reporting: The Parks Coordinator is to submit monthly written reports to the Parks Commission, prepare an annual budget, and generally to be the responsible for Parks revenues and expenditures.
- Identify & Apply For Funding: In coordination with other municipal officers, this position would be responsible for identifying and applying for grants.
- Other Duties: As assigned by the Parks Commission.

WATERLOO PARKS COMMISSION
PARKS COORDINATOR DIRECTIONS
2/15/2016

	#1 Muni adds 30K "Least Sustainable"	#2 No Muni Additional "Most Sustainable"	#3 Muni adds 15K	#4 Muni adds 15K; Variable @15k "Low Rental Success"	#5 No Muni Additional Variable @50k "Strong Rental Success"
Revenue					
Tax Levy Base Allocation	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
2016 Additional One-time Municipal	\$30,000	\$0	\$15,000	\$15,000	\$0
2016 Park Variable Bonus Eligible Revenue ***	\$30,000	\$30,000	\$30,000	\$15,000	\$50,000
2016 Park Variable Revenue Not Bonus Eligible	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Park Donations (Project Specific)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL REVENUE	\$115,000	\$85,000	\$100,000	\$85,000	\$105,000
Expenses					
Parks Coordinator (PC)	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
2016 PC 20% Bonus ***	\$6,000	\$6,000	\$6,000	\$3,000	\$10,000
PC TOTAL GROSS INCOME	\$36,000	\$36,000	\$36,000	\$33,000	\$40,000
SOCIAL SECURITY	\$2,754	\$2,754	\$2,754	\$2,525	\$3,060
RETIREMENT	\$2,376	\$2,376	\$2,376	\$2,178	\$2,640
HEALTH INS (assumes employer share Unity/Community @ \$1,654/mnth)	\$19,848	\$19,848	\$19,848	\$19,848	\$19,848
INCOME CONT & LIFE	\$175	\$175	\$175	\$175	\$175
PC WAGE/BENEFIT EXPENSE	\$61,153	\$61,153	\$61,153	\$57,726	\$65,723
Seasonal Staff (SS)	\$9,285	\$9,285	\$9,285	\$9,285	\$9,285
Social Security	\$710	\$710	\$710	\$710	\$710
SS WAGE/BENEFIT EXPENSE	\$9,995	\$9,995	\$9,995	\$9,995	\$9,995
TOTAL PERSONNEL EXPENSE	\$71,148	\$71,148	\$71,148	\$67,721	\$75,718
ALL OTHER OPERATIONAL EXPENSES	\$33,852	\$3,852	\$18,852	\$7,279	\$19,282
PROJECT SPECIFIC EXPENSE	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL EXPENSES	\$115,000	\$85,000	\$100,000	\$85,000	\$105,000
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0	\$0