



Parks & Recreation Commission
NORTH RIDGEVILLE SENIOR CENTER
AGENDA OF SEPTEMBER 25, 2024
7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

FINALIZATION OF AGENDA

APPROVAL OF MINUTES

LOBBY

REPORTS

- A. COUNCIL LIASISON'S REPORT**
- B. SCHOOL BOARD LIAISON'S REPORT**
- C. FINANCIAL REPORT**
- D. PARKS & RECREATION DIRECTOR REPORT**
- E. RECREATION SERVICE ADMINISTRATOR REPORT**
- F. GROUNDS MAINTENANCE REPORT**

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

Parks & Recreation Commission
MINUTES OF REGULAR MEETING: AUGUST 28, 2024



The Parks and Recreation Commission Meeting was called to order by Vice-Chairman Jill Timoteo at 7:30p.m.

ROLL CALL:

Jill Timoteo, Keriann Roach, Jeff Grigsby, Georgia Awig and Parks and Recreation Director Kevin Fougrousse.

Excused Absences: Douglas Hayes

FINALIZATION OF AGENDA:

Motion by Grigsby, 2nd by Roach for approval of Agenda.

4 – Yes, 0 – No

APPROVAL OF MINUTES:

Approval of minutes from our regularly scheduled commission meeting that was held on Wednesday, July 24.

Motion by Grigsby, 2nd by Awig for approval of minutes from our commission meeting that was held on Wednesday, July 24, 2024.

4-Yes, 0-No

LOBBY:

REPORTS:

COUNCIL LIAISONS REPORT:

Councilwoman Georgia Awig reported that the Service Department is continuing to repair the streets and pick up the branches from the storm we recently had. This fall we will see Chestnut Ridge Road closed from Root Road for bridge replacement. The produce pick-up from Heart & Sole continues to pick up from the Library on Tuesdays and Sandy Ridge on Saturdays. The Health Fair through the Senior Center is being held on September 9th. Coffee and Conversation with the Mayor will be on September 12. Finally, the Health & Safety Fair will be held at the Police & Fire Departments on Saturday, October 5.

SCHOOL BOARD LIAISONS REPORT:

School Board Liaison Jeff Grigsby reported that school started on August 22nd. Liberty Elementary with the 8 trailers looks great, it is probably the 2nd nicest school now. They did a lot of work to renovate that building with doors and walls. The gym was an open space and they installed walls to the ceiling.

FINANCIAL REPORT:

Parks and Recreation Director Kevin Fougousse discussed the revenues and expenses from 2024. Trust Fund revenue in July of 2024 was \$34,378.88. Trust Fund unencumbered balance at the end of July was \$256,075.78. The Park and Recreation Improvement Fund revenue in July of 2024 was \$2,247.15. The Park and Recreation Improvement Fund unencumbered balance at the end of July was \$242,941.66. Our General Fund expenses in July of 2024 were \$39,020.94. Trust Fund expenses in July of 2024 were \$42,446.31.

DIRECTORS REPORT:

Parks and Recreation Director Kevin Fougousse reported that Tyler Newkirk our Program Supervisor has left the city. Tyler accepted a new position with the Youth Success Summit in Akron, OH. Her new position is closer to home (she lives in Canton). Tyler will be missed and we wish her well. Legislation went in front of City Council on Monday, August 19 to advertise for bids for a new pedestrian bridge at Frontier Park. We hope to be out to bid within the next few weeks. Total estimated project cost is: \$173,657.00.

RECREATION SUPERVISOR REPORT:

Baseball Hitting Clinic with Mike Byrne runs September 8-September 29 and is open to boys/girls ages 6-9 and 10-12 year olds. Hummingbirds Soccer Presented by Jump Start Sports runs from September 4-October 9 and is open to ages 3-4 and 5-6. T-Birds T-Ball Presented by Jump Start Sports runs September 6-October 11 is open for 3-4 year olds. Spinning Session III is being held on Mondays & Wednesdays. The Monday spinning session has 04 and the Wednesday class has 11. Total Body Tone runs September 25-October 30 from 9:00-10:00a.m. and at the time of this report we had 03 registered. Gym & Story Time Session I runs on September 6 from 10:00-11:00a.m. and at the time of this report we had 04 registered.

GROUNDS MAINTENANCE REPORT:

No report.

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT: Meeting adjourned at 7:44PM



TRUST FUND REVENUE (275):

Month	2023 Fiscal Year	2024 Fiscal Year	Difference + / -	Percentage +/-
January	\$30,428.79	\$42,795.43	(+) \$12,366.64	(+) 40.64%
February	\$38,114.49	\$55,883.30	(+) \$17,768.81	(+) 46.62%
March	\$30,925.06	\$27,650.12	(-) \$3,274.94	(-) 10.59%
April	\$34,286.64	\$28,963.71	(-) \$5,322.93	(-) 15.52%
May	\$30,266.25	\$28,599.04	(-) \$1,667.21	(-) 5.51%
June	\$40,346.17	\$40,757.27	(+) \$11.10	(+) 1.02%
July	\$27,122.83	\$34,378.88	(+) \$7,256.05	(+) 26.75%
August	\$23,385.21	\$22,316.39	(-) \$1,068.82	(-) 4.57%
Total	\$255,321.03	\$281,344.14	(+) \$26,023.11	(+) 10.19%

Unencumbered balance through August 2024: \$251,404.07

PARK AND RECREATION IMPROVEMENT FUND REVENUE (280):

Month	2023 Fiscal Year	2024 Fiscal Year	Difference + / -	Percentage +/-
January	\$6,899.28	\$4,633.44	(-) \$2,265.84	(-) 32.84%
February	\$3,009.18	\$3,724.67	(+) \$715.49	(+) 23.78%
March	\$1,529.99	\$3,782.95	(+) \$2,252.96	(+) 147.25%
April	\$2,395.87	\$5,709.03	(+) \$3,313.16	(+) 138.29%
May	\$1,000.00	\$2,050.28	(+) \$1,000.00	(+) 105.03%
June	\$3,284.62	\$2,344.81	(-) \$939.81	(-) 28.61%
July	\$4,723.09	\$2,247.15	(-) \$2,475.94	(-) 52.42%
August	\$3,354.69	\$4,376.67	(+) \$1,021.98	(+) 30.46%
Total	\$26,692.94	\$28,869.00	(+) \$2,176.06	(+) 8.15%

Unencumbered balance through August 2024: \$247,318.33

GENERAL FUND EXPENSES (185):

Month	2023 Fiscal Year	2024 Fiscal Year
January	\$75,028.40	\$41,971.64
February	\$64,089.95	\$46,999.90
March	\$98,990.56	\$30,466.42
April	\$77,977.08	\$52,269.15
May	\$77,719.64	\$35,876.95
June	\$70,299.25	\$36,200.65
July	\$84,111.47	\$39,020.94
August	\$62,197.32	\$41,297.65
Total	\$615,469.60	\$285,082.36

TRUST FUND EXPENSES (275):

Month	2023 Fiscal Year	2024 Fiscal Year
January	\$36,052.87	\$15,911.56
February	\$8,503.53	\$37,090.62
March	\$12,876.77	\$28,605.72
April	\$22,341.98	\$41,883.66
May	\$32,524.04	\$40,390.90
June	\$69,360.99	\$48,905.38
July	\$41,042.86	\$42,446.31
August	\$46,689.07	\$35,183.40
Total	\$269,377.69	\$290,417.55

DIRECTORS REPORT:

Hannah Barkhurst:

I am pleased to announce that we have hired Hannah Barkhurst as our new Program Supervisor. Hannah comes to the City of North Ridgeville after working as the Event Manager at Cleveland Marriott. Hannah has over 14 years of event management experience and we are looking forward to having her maintain and expand our program offerings. Hannah is slated to start with the City on Monday, September 30.

PROGRAM REPORT:

Program Name: Petite Stars Tap & Ballet

Ages: 3-5 year olds

Date: September 9-October 21

Time: 4:30-5:25p.m.

Enrollment: 06

Program Description:

Step into our enchanting introductory dance class where rhythm, grace, and boundless fun await! Our dynamic sessions seamlessly blend tap + ballet, and engaging dance games, creating an energetic and expressive atmosphere where every child can shine. Classes are continuous and progressive each session, guiding your dancer toward a dazzling on-stage performance in the spring. Parents (or caregivers), your presence is required as you support your child's journey, joining in as needed to make this experience truly special. Come join our warm and inviting dance family, where every class is a step toward something truly magical.

Program Name: Gentle Yoga

Date: September 10-October 15

Time: 6:00-7:00PM

Enrollment: 06

Program Description:

A calming stress-relieving yoga class designed to stretch and strengthen the body gradually. Emphasis is on building awareness of the body and breathing techniques. Yoga poses are practiced at a slow pace with attention to alignment and detail. Props, such as chairs, straps, and blocks, are used to assist the participant in the yoga postures. Seniors also welcome. Each session is 6 weeks.

Program Name: Restorative Sound Bath

Ages: 3-4 yr. olds

Date: September 16

Time: 6:00-7:30PM

Enrollment: 11

Program Description:

Take a 90-minute relaxation journey with 60 minutes of easy restorative yoga and an extended 30 minute Savasana. During the entire journey crystal bowls and an eclectic mix of music will be played. The combination of yoga and crystal bowls will lead you into a deep state of peaceful relaxation. Bring a yoga mat, comfortable clothing and/or your favorite blanket and pillow.

Program Name: Stroller Strong

Ages: 15 and Up

Date: September 18-October 23

Time: 6:00-7:30PM

Enrollment: 07

Program Description:

Stroller Strong is an energetic, total-body workout designed for moms with kids in tow! Each 60 minute workout focuses on strength training, basic cardio, and core restoration, all while entertaining little ones with songs, activities, and fun! The Stroller Strong instructor is skilled to meet you where you are mentally and physically by providing motivation and modifications in a judgement free zone so you get the best workout possible! You'll leave class feeling connected, successful, and energized. No mommy guilt here! This class is all about self-care in a supportive and encouraging environment.

Program Name: Fall Fest

Date: October 12th, 2024

Time: 4:00-6:00PM

Program Description:

Come enjoy a fun fall day with the Parks & Recreation Department. Families will experience fun games, food vendors, face & pumpkin painting, balloon animals, pumpkin bowling, photo booth and hay rides (weather permitting). We buy a limited number of pumpkins to give out so come early so your child is guaranteed one.

Sponsored by: Legacy Roofing, Mayor Kevin Corcoran, Angelina's Pizza, Vitality Health, O'Neill Healthcare and Lorain County Community College.

Program Name: Tots Trick-Or-Treat

Date: Friday, October 25

Time: 1:00p.m.

Location: City Hall

Current Enrollment: 41 (as of 09.18.2024)

Program Description:

BOO!!! Bring out your little witch's and goblins to City Hall to march in a parade and receive some ghoulish treats. PLEASE PRE-REGISTER TO ATTEND. YOU WILL RECEIVE A CONFIRMATION EMAIL ONCE YOU HAVE REGISTERED.

Program Name: Pumpkin Decorating

Date: Friday, October 11

Time: 10:00a.m.-Noon

Location: Senior Center

Current Enrollment: 11 (as of 09.18.2024)

Program Description:

Looking to decorate a pumpkin this Halloween? North Ridgeville Parks and Recreation and Senior Center have got you covered! We will have glitter, stickers, paint and other craft supplies to make sure you have the best pumpkin in town. Come create something beautiful, scary or zany- the possibilities only end when your creativity does! This is an inter-generational program with older adults. All supplies will be provided. Please preregister for this event so that we can have enough supplies for everyone. One pumpkin will be provided to each person preregistered. We will also have a contest to show off your skills and snacks will be provided.

City of North Ridgeville Revenue Report

Accounts: 101.150.000000 to 890.800.510601

As Of: 1/1/2024 to 8/31/2024

Include Inactive Accounts: No

Account	Description	Budget	MTD Revenue	YTD Revenue	Uncollected	% Collected
270	CEMETERY			Target Percent:	66.67%	
DEPT: 000						
270.000.500531	LOT SALES	\$15,000.00	\$3,150.00	\$12,200.00	\$2,800.00	81.33%
270.000.500532	BURIALS	\$13,000.00	\$775.00	\$10,025.00	\$2,975.00	77.12%
270.000.500547	CHARGES FOR SERVICES	\$5,500.00	\$0.00	\$2,575.00	\$2,925.00	46.82%
270.000.700110	INTEREST INCOME	\$7,000.00	\$1,123.23	\$7,840.60	(\$840.60)	112.01%
270.000.800300	REIMBURSEMENT STATE BURIAL, INDI	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
270.000.800892	OTHER REVENUE	\$0.00	\$0.00	\$8.96	(\$8.96)	N/A
	DEPT: 000 Totals:	\$43,500.00	\$5,048.23	\$32,649.56	\$10,850.44	75.06%
270 Total:		\$43,500.00	\$5,048.23	\$32,649.56	\$10,850.44	75.06%
275	PARK & RECREATION TRUST			Target Percent:	66.67%	
DEPT: 000						
275.000.000000	PARK & REC TRUST FUND	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.000.400110	GRANT PROCEEDS	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
275.000.500547	CHARGES FOR SERVICES	\$318,500.00	\$21,302.75	\$257,639.61	\$60,860.39	80.89%
275.000.500556	CONCESSION SALES	\$10,000.00	\$0.00	\$15,897.50	(\$5,897.50)	158.98%
275.000.700110	INTEREST INCOME	\$8,000.00	\$1,013.64	\$7,523.38	\$476.62	94.04%
275.000.800892	OTHER REVENUE	\$0.00	\$0.00	\$283.65	(\$283.65)	N/A
	DEPT: 000 Totals:	\$337,000.00	\$22,316.39	\$281,344.14	\$55,655.86	83.48%
275 Total:		\$337,000.00	\$22,316.39	\$281,344.14	\$55,655.86	83.48%
280	PARK & RECREATION IMPROVEMENT			Target Percent:	66.67%	
DEPT: 000						
280.000.000000	PARK & REC IMP FUND	\$0.00	\$0.00	\$0.00	\$0.00	N/A
280.000.422130	P & R TRAIL GRANT PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	N/A
280.000.620250	BUILDING FEES	\$34,000.00	\$3,500.00	\$22,750.00	\$11,250.00	66.91%
280.000.700110	INTEREST INCOME	\$5,600.00	\$876.67	\$6,119.00	(\$519.00)	109.27%
280.000.800892	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	DEPT: 000 Totals:	\$39,600.00	\$4,376.67	\$28,869.00	\$10,731.00	72.90%
280 Total:		\$39,600.00	\$4,376.67	\$28,869.00	\$10,731.00	72.90%
890	TRUST MISCELLANEOUS			Target Percent:	66.67%	
DEPT: 000						
890.000.630601	PR MEMORIAL TREE PROGRAM	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
	DEPT: 000 Totals:	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
890 Total:		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%

Revenue Report
As Of: 1/1/2024 to 8/31/2024

Account	Description	Budget	MTD Revenue	YTD Revenue	Uncollected	% Collected
Grand Total:		\$421,100.00	\$31,741.29	\$342,862.70	\$78,237.30	81.42%
					Target Percent:	66.67%

City of North Ridgeville Statement of Cash Position with MTD Totals

From: 1/1/2024 to 8/31/2024

Funds: 275 to 280

Include Inactive Accounts: No

Page Break on Fund: No

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
275	PARK & RECREATION TRUST	\$331,644.48	\$22,316.39	\$281,344.14	\$35,183.40	\$290,417.55	\$322,571.07	\$71,167.00	\$251,404.07
280	PARK & RECREATION IMPROVEMENT	\$284,709.33	\$4,376.67	\$28,869.00	\$42,610.00	\$66,260.00	\$247,318.33	\$0.00	\$247,318.33
Grand Total:		<u>\$616,353.81</u>	<u>\$26,693.06</u>	<u>\$310,213.14</u>	<u>\$77,793.40</u>	<u>\$356,677.55</u>	<u>\$569,889.40</u>	<u>\$71,167.00</u>	<u>\$498,722.40</u>

City of North Ridgeville Expense Report

Accounts: 101.185.100101 to 101.185.417024

Account Access Group: N/A

As Of: 1/1/2024 to 8/31/2024

Include Inactive Accounts: No

Include Pre-Encumbrances: No

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
101	GENERAL							
						Target Percent:	66.67%	
PARK & RECREATION								
101.185.100101	WAGES-SUPER	\$83,844.00	\$9,380.10	\$56,135.33	\$27,708.67	\$0.00	\$27,708.67	66.95%
101.185.100102	WAGES-STAFF	\$99,246.00	\$9,129.42	\$44,819.58	\$54,426.42	\$0.00	\$54,426.42	45.16%
101.185.100111	INCENTIVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.100117	RETIREE/SEPARATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.100120	OVERTIME	\$500.00	\$6.94	\$27.77	\$472.23	\$0.00	\$472.23	5.55%
101.185.100127	CT CASH OUT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	0.00%
101.185.100128	COMP ABSENCES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	0.00%
101.185.100130	LONGEVITY	\$2,100.00	\$0.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00	0.00%
101.185.100190	OTHER COMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.120125	EMPLOYEE BENEFITS	\$71,724.00	\$5,207.23	\$35,683.03	\$36,040.97	\$1,170.88	\$34,870.09	51.38%
101.185.120127	EMPLOYER HSA CONTRIBU	\$2,250.00	\$0.00	\$2,250.00	\$0.00	\$0.00	\$0.00	100.00%
101.185.120155	RETIREMENT	\$30,039.00	\$1,644.12	\$19,176.18	\$10,862.82	\$0.00	\$10,862.82	63.84%
101.185.130100	MEMBERSHIP/EDUCATION	\$2,000.00	\$435.00	\$805.00	\$1,195.00	\$470.00	\$725.00	63.75%
101.185.130120	TRAVEL/TRANSPORTATION	\$1,500.00	\$0.00	\$30.00	\$1,470.00	\$437.20	\$1,032.80	31.15%
101.185.130130	UNIFORMS	\$278.60	\$0.00	\$188.10	\$90.50	\$89.50	\$1.00	99.64%
101.185.130150	PHYSICAL EXAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.210100	OFFICE SUPPLIES	\$1,000.00	\$138.29	\$741.43	\$258.57	\$258.57	\$0.00	100.00%
101.185.215100	OPERATING SUPPLIES	\$5,037.84	\$75.00	\$4,858.66	\$179.18	\$179.18	\$0.00	100.00%
101.185.215115	JANITORIAL SUPPLIES	\$3,000.00	\$299.70	\$1,279.10	\$1,720.90	\$1,720.90	\$0.00	100.00%
101.185.215240	FUEL	\$2,500.00	\$55.45	\$367.84	\$2,132.16	\$0.00	\$2,132.16	14.71%
101.185.215270	SMALL TOOLS / EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.310110	ELECTRIC	\$44,000.00	\$2,629.02	\$31,249.29	\$12,750.71	\$10,750.71	\$2,000.00	95.45%
101.185.310120	WATER / SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.310130	NATURAL GAS / OIL	\$1,655.89	\$48.66	\$974.92	\$680.97	\$680.97	\$0.00	100.00%
101.185.315110	PHONE	\$1,527.25	\$52.80	\$332.96	\$1,194.29	\$1,047.04	\$147.25	90.36%
101.185.315120	CELLULAR PHONE / DATA	\$2,931.11	\$122.70	\$1,346.67	\$1,584.44	\$707.40	\$877.04	70.08%
101.185.315130	NETWORK / INTERNET / CA	\$919.74	\$76.61	\$449.45	\$470.29	\$355.05	\$115.24	87.47%
101.185.315140	ELECT. MEDIA/SUBSCRIPTI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.315190	OTHER COMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.315200	ADVERTISING	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	100.00%
101.185.320110	M&R EQUIP CTY GARAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.320120	M&R EQUIPMENT - EXTERN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.320130	EQUIPMENT SRV PLANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.320210	M&R VEHICLES-CTY GARA	\$3,000.00	\$0.00	\$327.48	\$2,672.52	\$0.00	\$2,672.52	10.92%
101.185.320420	M&R BUILDINGS	\$5,100.00	\$0.00	\$4,661.00	\$439.00	\$0.00	\$439.00	91.39%

Expense Report
As Of: 1/1/2024 to 8/31/2024

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
101.185.320500	M&R LANDS & GROUNDS	\$72,675.36	\$7,352.00	\$61,927.52	\$10,747.84	\$7,390.19	\$3,357.65	95.38%
101.185.325100	EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.330100	PROFESSIONAL SERVICE	\$12,794.06	\$309.33	\$5,381.34	\$7,412.72	\$5,788.72	\$1,624.00	87.31%
101.185.340100	INSURANCE	\$9,060.00	\$0.00	\$9,057.20	\$2.80	\$0.00	\$2.80	99.97%
101.185.350455	CUSTODIAL	\$50,095.61	\$4,000.00	\$32,770.11	\$17,325.50	\$17,097.50	\$228.00	99.54%
101.185.350800	IT LICENSES & SUPPORT	\$700.00	\$0.00	\$179.99	\$520.01	\$450.00	\$70.01	90.00%
101.185.360320	VEHICLE LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.400030	EQUIPMENT LEASING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.400031	MAINT/SVC AGREEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
101.185.400033	COPIERS/PRINTERS	\$4,541.61	\$335.28	\$3,236.86	\$1,304.75	\$1,114.75	\$190.00	95.82%
101.185.400050	EQUIPMENT OUTLAY	\$6,000.00	\$0.00	\$5,846.49	\$153.51	\$0.00	\$153.51	97.44%
101.185.417024	VICTORY PARK PAVING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	PARK & RECREATION Totals:	\$523,520.07	\$41,297.65	\$324,103.30	\$199,416.77	\$50,208.56	\$149,208.21	71.50%
101 Total:		\$523,520.07	\$41,297.65	\$324,103.30	\$199,416.77	\$50,208.56	\$149,208.21	71.50%
Grand Total:		\$523,520.07	\$41,297.65	\$324,103.30	\$199,416.77	\$50,208.56	\$149,208.21	71.50%

Target Percent: 66.67%

City of North Ridgeville Expense Report

Accounts: 275.380.100102 to 275.380.510050

Account Access Group: N/A

As Of: 1/1/2024 to 8/31/2024

Include Inactive Accounts: No

Include Pre-Encumbrances: No

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
275	PARK & RECREATION TRUST							
						Target Percent:	66.67%	
PARK & RECREATION TRUST								
275.380.100102	WAGES-COMM EDUCATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.100103	WAGES-SCP	\$67,000.00	\$16,454.09	\$57,769.63	\$9,230.37	\$0.00	\$9,230.37	86.22%
275.380.120125	EMPLOYEE BENEFITS	\$2,345.00	\$327.16	\$1,650.64	\$694.36	\$435.62	\$258.74	88.97%
275.380.120155	RETIREMENT	\$9,355.00	\$2,243.09	\$6,958.40	\$2,396.60	\$0.00	\$2,396.60	74.38%
275.380.210100	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.215100	OPERATING SUPPLIES	\$6,500.00	\$0.00	\$5,826.40	\$673.60	\$0.00	\$673.60	89.64%
275.380.215201	BB-SUPP/EXP	\$21,000.00	\$398.59	\$6,308.37	\$14,691.63	\$14,350.03	\$341.60	98.37%
275.380.215204	COM ED-SUPP/EXP	\$13,500.00	\$1,977.55	\$5,889.49	\$7,610.51	\$7,151.91	\$458.60	96.60%
275.380.215208	SPECIAL EVENTS	\$37,000.00	\$59.16	\$16,232.07	\$20,767.93	\$19,392.43	\$1,375.50	96.28%
275.380.215212	SPORTS-SUPP/EXP	\$46,000.00	\$4,356.00	\$36,157.03	\$9,842.97	\$2,229.43	\$7,613.54	83.45%
275.380.215216	CLINICS-SUPP/EXP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.215219	CONCESSIONS-SUPP/EXP	\$13,000.00	\$1,858.45	\$12,903.73	\$96.27	\$54.27	\$42.00	99.68%
275.380.215270	SMALL TOOLS / EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.315110	PHONE	\$400.00	\$0.00	\$0.00	\$400.00	\$399.00	\$1.00	99.75%
275.380.315120	CELLULAR PHONE / DATA	\$1,744.14	\$102.72	\$1,083.98	\$660.16	\$603.98	\$56.18	96.78%
275.380.315130	NETWORK / INTERNET / CA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.315140	ELECT. MEDIA/SUBSCRIPTI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.315190	OTHER COMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.315300	POSTAGE	\$500.00	\$0.00	\$16.93	\$483.07	\$0.00	\$483.07	3.39%
275.380.315403	BROCHURES ETC	\$2,680.82	\$0.00	\$949.32	\$1,731.50	\$1,731.50	\$0.00	100.00%
275.380.325200	FACILITY RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.330100	PROFESSIONAL SERVICES	\$23,414.42	\$643.37	\$21,081.92	\$2,332.50	\$1,287.50	\$1,045.00	95.54%
275.380.330130	ENGINEERING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.350112	MERCHANT SERVICE FEES	\$8,000.00	\$983.32	\$7,196.63	\$803.37	\$0.00	\$803.37	89.96%
275.380.350201	BB-CONTRACT SVC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.350204	COM ED-CONTRACT SVCS	\$35,427.92	\$4,187.50	\$28,533.44	\$6,894.48	\$2,983.46	\$3,911.02	88.96%
275.380.350212	SPORTS-CONTRACT SVCS	\$43,000.00	\$0.00	\$36,712.39	\$6,287.61	\$500.00	\$5,787.61	86.54%
275.380.350216	CLINICS-CONTRACT SVCS	\$10,000.00	\$1,352.40	\$6,853.10	\$3,146.90	\$3,146.90	\$0.00	100.00%
275.380.350219	CONCESSIONS-CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.350800	IT LICENSES & SUPPORT	\$4,300.00	\$0.00	\$3,900.00	\$400.00	\$0.00	\$400.00	90.70%
275.380.350807	OTHER - SFTWR EXP	\$2,052.00	\$240.00	\$1,608.00	\$444.00	\$424.00	\$20.00	99.03%
275.380.400030	EQUIPMENT LEASING	\$10,750.00	\$0.00	\$0.00	\$10,750.00	\$10,750.00	\$0.00	100.00%
275.380.400031	MAINT/SVC AGREEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
275.380.400050	EQUIPMENT OUTLAY	\$38,550.00	\$0.00	\$32,786.08	\$5,763.92	\$5,726.97	\$36.95	99.90%
275.380.415304	SD ACCESSIBLE WALKWAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A

Expense Report
As Of: 1/1/2024 to 8/31/2024

Account	Description	Budget	MTD Expense	YTD Expense	UnExp. Balance	Encumbrance	Unenc. Balance	% Used
275.380.510050	REFUNDS	\$950.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00	0.00%
	PARK & RECREATION TRUST Totals:	<u>\$397,469.30</u>	<u>\$35,183.40</u>	<u>\$290,417.55</u>	<u>\$107,051.75</u>	<u>\$71,167.00</u>	<u>\$35,884.75</u>	<u>90.97%</u>
275 Total:		\$397,469.30	\$35,183.40	\$290,417.55	\$107,051.75	\$71,167.00	\$35,884.75	90.97%
Grand Total:		\$397,469.30	\$35,183.40	\$290,417.55	\$107,051.75	\$71,167.00	\$35,884.75	90.97%
						Target Percent:	66.67%	



CITY OF NORTH RIDGEVILLE
APPLICATION FOR EMPLOYMENT
7307 AVON BELDEN ROAD, NORTH RIDGEVILLE, OHIO 44039

ANSWER ALL QUESTIONS ON THIS APPLICATION, DO NOT WRITE "SEE RESUME"

EQUAL EMPLOYMENT POLICY

The City of North Ridgeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MAIDEN/ALIAS	MIDDLE INITIAL
HOME ADDRESS	CITY	STATE	ZIP
PRIMARY PHONE	SECONDARY PHONE	EMAIL ADDRESS	
DO YOU HAVE A WORK PERMIT (IF UNDER 18 YEARS OF AGE)? Yes <input type="checkbox"/> No <input type="checkbox"/>	DO YOU HAVE A VALID DRIVER'S LICENSE? Yes <input type="checkbox"/> No <input type="checkbox"/> DRIVER'S LICENSE NUMBER		
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? Yes <input type="checkbox"/> No <input type="checkbox"/>	HAVE YOU APPLIED FOR ANOTHER POSITION WITH THE CITY WITHIN THE LAST YEAR? Yes <input type="checkbox"/> No <input type="checkbox"/> WHAT POSITION?		
DO ANY OF YOUR RELATIVES WORK FOR THE CITY? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, WHO? LIST NAME(S), DEPARTMENT, AND RELATION			

POSITION(S) APPLIED FOR

DEPARTMENT:	POSITION TITLE:
-------------	-----------------

EDUCATION, CERTIFICATIONS AND LICENSES

NAME OF SCHOOL AND LOCATION	SELECT LAST YEAR COMPLETED	TYPE OF DEGREE OR DIPLOMA	MAJOR AREA OF STUDY
HIGH SCHOOL	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 GRADUATE? Yes <input type="checkbox"/> No <input type="checkbox"/>		
COLLEGE	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 GRADUATE? Yes <input type="checkbox"/> No <input type="checkbox"/>		
COLLEGE	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 GRADUATE? Yes <input type="checkbox"/> No <input type="checkbox"/>		
U.S. MILITARY			
CERTIFICATIONS/LICENSES			

EMPLOYMENT HISTORY

PRESENT EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE		REASON FOR LEAVING		
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE		REASON FOR LEAVING		
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE		REASON FOR LEAVING		
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

EMPLOYER		ADDRESS		
DATE STARTED	DATE ENDED	STARTING PAY	ENDING PAY	PHONE NUMBER
POSITION TITLE		REASON FOR LEAVING		
DUTIES PERFORMED				
NAME, TITLE, AND PHONE NUMBER OF IMMEDIATE SUPERVISOR			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

REFERENCES

Give name and telephone number of three professional references who are not related to you.

Name	Relationship	Phone number

ADDITIONAL INFORMATION

List skills, interests, languages spoken or read, licenses, certifications, gaps in employment, etc., you feel is important for the position in which you are applying.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE STATEMENTS OR OMISSIONS ON THIS APPLICATION ARE GROUNDS FOR IMMEDIATE DISQUALIFICATION OR DISMISSAL UPON DISCOVERY THEREOF. I AUTHORIZE ALL PERSONS, SCHOOLS, COMPANIES, AND GOVERNMENT AGENCIES TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY BACKGROUND, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM LIABILITIES FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE SAME TO YOU. I UNDERSTAND THAT I MAY BE REQUIRED TO UNDERGO MEDICAL EXAMINATIONS BEFORE BEGINNING WORK TO DETERMINE MY ABILITY TO PERFORM THE DUTIES OF THE POSITION APPLIED FOR AND FAILURE TO UNDERGO SUCH MEDICAL EXAMINATIONS SHALL BE GROUNDS FOR DISQUALIFICATION.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO ABIDE BY THE CITY OF NORTH RIDGEVILLE'S ORDINANCES, POLICIES, PROCEDURES, RULES, AND REGULATIONS. I UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE CITY OR MYSELF. I UNDERSTAND THAT NO MANAGER OR SUPERVISOR OTHER THAN THE MAYOR HAS ANY AUTHORITY TO EMPLOY PERSONS ON BEHALF OF THE CITY, BUT NOT CONTRARY TO THE FOREGOING.

Signature of applicant

Date

Outside applicants for employment may be required to submit to fingerprinting for a background check. The following types of employee background checks may be performed: prior employment verification; personal and professional references; educational verification; BCI (Ohio Bureau of Criminal Investigation); and motor vehicle. Full drug screen/breath alcohol testing is also required for employment.

LM / 230
8/30/24

HANNAH BARKHURST

RECEIVED
8.23.24

Elyria, Oh 44035
(440) 610-9986 - hmvanwormer@gmail.com

9:30 AM
Sept. 4 Terms

PROFESSIONAL SUMMARY

Experienced Event Manager offering more than 10 years experience and expertise in planning, coordinating and executing events such as weddings, Murder Mysteries, Beer and Wine tastings and many other unique events independently and as part of a team. Accomplished in managing and building relationships with vendors, seasonal staff and volunteers.

SKILLS

- Records Maintenance
- Venue Selection
- Events Logistics Building
- Volunteer Management
- Managing Events Start to Finish
- Project Management
- Event Creation and Implementation
- Scheduling
- Talent Recruitment
- Transportation and Logistics Planning

WORK HISTORY

April 2023 to Current **Event Manager**

Cleveland Marriott at Key Tower

- Build relationship with contacts to gain trust and build their event within the hotel to their specifications.
- Produce an Event Order with the specifications and distribute to the departments to ensure that the materials and food and beverage orders are placed and items arrive for the event in a timely manner
- Build room layouts for the banquet department and linen rentals to ensure the room and set up to the specifications of the group and table coverings are ordered.
- Communicate with various departments to ensure that the needs of the customer are met, and each department is aware of their role for each event.
- Process billing and communicate with customers the balance due to properly collect funds for the use of space and catering.
- Collect rooming lists from clients to submit for proper booking to ensure all guests who need a room have one.

October 2015 to
March 2023

Events Manager

Cuyahoga Valley Scenic Railroad Independence

- Created new events that increased overall ridership and enjoyment
- Maintained excellent customer service which resulted in repeat customers and positive social media reviews
- Successfully worked with vendors arranging for meals & services resulting in smooth event execution
- Worked closely with volunteers to properly execute events.
- Listened and utilized skills of the volunteers to best serve our riders and ensure enjoyment of all.



- Trained volunteers to independently manage tasks allowing staff to focus on details or challenges that arise
- Interview and onboarded seasonal staff to assist during busiest seasons throughout the year
- Instrumental in rebranding and renaming the Christmas Program which allowed us to differentiate ourselves while maintaining high demand and sold-out schedules
- Critically thought through last-minute changes and quickly, efficiently and effectively adjusted all programming and logistics to maintain customer experience
- Planned and executed volunteer recruitment opportunities to grow volunteer base
- Learned and utilized railroad knowledge of heritage railcars and systems in which are used to operate, better serving passengers and maintain comfort during their train trip.

July 2009 to March
2021

**Front Desk Receptionist/Swim Instructor
University Hospitals – Avon, Oh**

- Managed phones 75+ calls a day to assist members and nonmembers alike to schedule services and provide information about the facility to attract new customers.
- Provided quality customer service to keep members at ease and happy with services offered and established relationships with members.
- Input guest information to properly track how many people are utilizing the facility and create leads for new members
- Receive payment from clients and balance the cash drawer at the end of the day to maintain accurate accounting information
- Check in members and guests as they enter the facility to maintain proper usage reports.

January 2013 to April
2014

**Program Reservationist
Lorain County Metro Parks Lorain County**

- Properly reserve facility party room preventing double bookings and proper set up
- Create signage notifying customers of changes and important information providing for a better experience
- Input membership information to maintain accurate data which allows for tracking
- Prepare deposits and paperwork for proper book keeping and accounting
- File appropriate paperwork in the correct location for accurate record keeping.

October 2005 to May
2012

**Manager/Lifeguard/Instructor
Elyria Parks and Recreation**

- Properly handled cash payments, deposits and start up allowing for accurate accounting
- Managed both opening and closing procedures insuring appropriate facility security
- Enforced facility rules and regulations of customers and staff creating a safe environment.
- Worked with families through various lesson programs based upon the season to teach children and adults recreational skills.

EDUCATION

**Hospitality And Tourism Management
Lorain County Community College - Elyria, Oh**