RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

January 16, 2025 | 6:00 P.M. | Council Chamber

MEETING REGISTRATION:

https://ransonwv.gov/yourgovernment/agendas-and-minutes/

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. Minutes- November 21, 2024
   Ranson Parks and Recreation 11242024.docx

III. COMMENTS FROM PUBLIC

DIRECTORS REPORT

Parks and Recreation Financials Report
October 2024 - P&R.xlsx
November 2024 - P&R.xlsx
December 2024 - P&R.xlsx

December 2024 and January 2025 Rentals of Ranson Facilities
Dec. 2024 and Jan. 2025 Rentals.docx

OLD BUSINESS

IV. NEW BUSINESS

1. 2025 Election of Officers
2. FY 2025 Budget Revision # 1
   FY2025 P&R Budget Revision 1-16-2025.pdf
3. 2025 Parks and Recreation Holiday Schedule
   2025 Holiday Calendar.pdf

4. Discussion of Marcus Field and Related Issues
5. Civic Center Kitchen Lease Discussion

V. ADJOURNMENT

AGENDA ITEM II.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

AGENDA SECTION: **APPROVAL OF MINUTES**

SUBJECT: Minutes- November 21, 2024

ATTACHMENTS:

Ranson Parks and Recreation 11242024.docx

RANSON PARKS AND RECREATION

~ AGENDA ~

REGULAR MEETING

Ranson Parks and Recreation
www.ransonwv.gov

November 21, 2024 | 6:00 P.M. | Council Chamber

I. CALL TO ORDER

Scott Coulter	Present
Ken Suits	Present (7:04 P.M.)
Herbie McDaniel	Present
Jimmy Williams	Present

II. APPROVAL OF MINUTES

Scott Coulter	**Abstain**
Ken Suits	**Yes**
Jimmy Williams	**Yes**
Herbie McDaniel	**Yes**

III. COMMENTS FROM PUBLIC

No public Comments

IV. OLD BUSINESS

1. Discussion of Park land referencing Briar Run Phase VI

   President Scott Coulter informed the Board that once the city receives the necessary paperwork, they will begin the planned work on the park.

2. Pizza With Santa
   Pizza with Santa will be Saturday, December 14, 2024 – 11:00 AM- 2:00 PM

NEW BUSINESS

Review of Rates for the Rental of Ranson Facilities

The Ranson Parks and Recreation Director spoke to the Board regarding the rental rates for the Parks and Recreation Building, parks, fields, and pavilions. It was noted that the rental fees will be changing March of 2025.

Discussion of Marcus Field and Related Issues

It was discussed that Marcus Field will undergo maintenance repairs. Currently, there is no contract in place for the field, and all rentals will be managed through the Ranson Parks and Recreation program. The goal is to transform Marcus Field into a more community-oriented space, offering a variety of activities and events.

Civic Center Kitchen Lease Discussion

The Parks and Recreation Board discussed the lease agreement for the Poor House Café. All board members agreed that if the owner decides to sell the business, it does not guarantee that the business will continue to operate at the Ranson Civic Center

V. ADJOURNMENT

The meeting was adjourned at 7:23 PM, following a motion by Herbie McDaniel and a second by Jimmy Williams. The next Parks and Recreation meeting is scheduled for December 19, 2024.

VI. INFORMATION ONLY

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

AGENDA SECTION: **DIRECTORS REPORT**

SUBJECT: Parks and Recreation Financials Report

Ranson Parks and Recreation Financial Report for October, November and December

ATTACHMENTS:

October 2024 - P&R.xlsx
November 2024 - P&R.xlsx
December 2024 - P&R.xlsx

FY 2025
Parks & Recreation Budget
October 31, 2024
33% through Budget Year

	Current Budget Approved 6/20/2024	*FY2025 Q1*	*Oct-24*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*500,000*			-	*500,000*	0%
Revenue Summary						
Hotel Taxes	300,000	49,066	21,265	70,330	229,670	23%
Charges for Services	-	-	-	-	-	0%
Rental Income	43,000	15,035	6,195	21,230	21,770	49%
Programs & Leagues	47,750	9,802	3,865	13,666	34,084	29%
Total Revenues	*890,750*	*73,902*	*31,325*	*105,227*	*785,523*	*12%*
Expenditure Summary						
Personnel Services	317,000	57,032	15,425	72,457	244,543	*23%*
Contractual Services	131,500	50,007	8,119	58,126	73,374	*44%*
Commodities	87,250	3,543	403	3,946	83,304	*5%*
Special Events	55,000	550	-	550	54,450	
Capital Outlay	300,000	-	-	-	300,000	*0%*
Total Expenditures	*890,750*	*111,133*	*23,947*	*135,080*	*755,670*	*15%*
Revenues Over Expenses		*(37,231)*	*7,378*	*(29,853)*		

REVENUES	CURRENT BUDGET	FY2025 Q1	Oct-24	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance	500,000	-		-	500,000	-
HOTEL TAXES						
308.100 HOTEL MOTEL TAX	300,000	49,066	21,265	70,330	229,670	*23%*
TOTAL HOTEL TAXES	*300,000*	*49,066*	*21,265*	*70,330*	*229,670*	*23%*
				-		
RENTAL INCOME						
358.100 RENTAL CIVIC CENTER	40,000	14,935	6,195	21,130	18,870	*53%*
358.200 RENTAL OTHER BUILDINGS	3,000	100	-	100	2,900	*3%*
TOTAL RENTAL INCOME	*43,000*	*15,035*	*6,195*	*21,230*	*21,770*	*49%*
PROGRAMS & LEAGUES						
379.100 DONATIONS	3,000	300	970	1,270	1,730	*42%*
380.100 INTEREST EARNED ON INVESTMENTS	8,000	2,175	640	2,815	5,185	*35%*
385.100 BASEBALL CONDITIONING	2,000	-	-	-	2,000	*0%*
385.103 ADMISSION FEES TO CIVIC CENTER	-	653	-	653	(653)	-
385.108 PROGRAM SPECIAL EVENTS FEES	15,250	1,805	810	2,615	12,635	*17%*
385.110 BASKETBALL - FALL/WINTER	5,000	-	-	-	5,000	*0%*
385.111 BASKETBALL - SPRING/SUMMER	4,000	360	-	360	3,640	-
385.113 VOLLEYBALL	2,000	2,247	-	2,247	(247)	*112%*
385.115 PICKLEBALL	4,250	447	93	540	3,710	*13%*
385.116 MENS SOCCER	3,750	1,510	1,350	2,860	890	-
399.100 MISC FEES	500	304	2	306	194	-
TOTAL PROGRAMS & LEAGUES	*47,750*	*9,802*	*3,865*	*13,666*	*34,084*	*29%*
TOTAL REVENUE	*890,750*	*73,902*	*31,325*	*105,227*	*785,523*	*12%*

EXPENDITURES

PERSONNEL SERVICES		*CURRENT BUDGET*	*FY2025 Q1*	*Oct-24*	*Year to Date*	*BUDGET BALANCE*	*% OF BUDGET*
900.103	SALARY EXPENSE	236,500	44,497	12,391	56,888	179,612	24%
900.104	FICA	18,500	3,779	798	4,577	13,923	25%
900.105	INSURANCE	40,500	4,111	790	4,901	35,599	12%
900.106	RETIREMENT	20,500	837	134	971	19,529	5%
900.108	OVERTIME	1,000	3,808	1,312	5,120	(4,120)	512%
TOTAL PERSONNEL SERVICES		*317,000*	*57,032*	*15,425*	*72,457*	*244,543*	*23%*

CONTRACTUAL SERVICES

900.211	TELEPHONE	5,000	953	287	1,240	3,760	25%
900.213	UTILITIES	50,000	17,082	4,127	21,209	28,791	42%
900.214	TRAVEL	2,000	-	-	-	2,000	0%
900.215	MAINTENANCE & REPAIR BLDGS	10,000	3,180	-	3,180	6,820	32%
900.216	MAINTENANCE & REPAIR EQUIPMENT	5,000	-	-	-	5,000	0%
900.217	MAINTENANCE & REPAIR AUTO & TRUCK	1,000	10	-	10	990	1%
900.218	POSTAGE	100	-	-	-	100	0%
900.220	ADVERTISING	1,500	322	-	322	1,178	21%
900.221	TRAINING	3,000	-	-	-	3,000	0%
900.222	DUES & SUBSCRIPTIONS	1,500	-	-	-	1,500	0%
900.224	AUDIT COSTS	2,000	1,360	-	1,360	640	68%
900.230	CONTRACTED SERVICES	40,000	26,924	3,671	30,595	9,405	76%
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	10,000	0%
900.232	BANK SERVICE CHARGES	400	176	35	210	190	53%
900.236	REFUNDS	-	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		*131,500*	*50,007*	*8,119*	*58,126*	*73,374*	*44%*

COMMODITIES

900.341	SUPPLIES & MATERIALS	28,000	3,474	403	3,877	24,123	14%

900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	70	-	70	930	7%
900.353	COMPUTER SOFTWARE	10,000	-	-	-	10,000	0%
900.399	MISCELLANEOUS EXPENSE	5,000	-	-	-	5,000	-
900.424	CONTRIBUTIONS	-	-	-	-	-	-
900.699	CONTINGENCIES	43,250	-	-	-	43,250	-
TOTAL COMMODITIES		*87,250*	*3,543*	*403*	*3,946*	*83,304*	*5%*

TOURISM & EVENTS

901.231	SPECIAL EVENTS	55,000	550	-	550	54,450	1%
TOTAL TOURISM & EVENTS		*55,000*	*550*	-	*550*	*54,450*	*1%*

CAPITAL OUTLAY

900.457	CAPITAL OUTLAY BUILDINGS	200,000	-	-	-	200,000	0%
900.458	CAPITAL OUTLAY OTHER IMPROVEMENTS	100,000	-	-	-	100,000	0%
TOTAL CAPITAL OUTLAY		*300,000*	-	-	-	*300,000*	*0%*
TOTAL EXPENDITURES		*890,750*	*110,583*	*23,947*	*134,530*	*756,220*	*15%*
REVENUES OVER EXPENSES		-	*(36,681)*	*7,378*	*(29,303)*		

FY 2025
Parks & Recreation Budget
November 30, 2024
42% through Budget Year

	Current Budget Approved 6/20/2024	*FY2025 Q1*	*Oct-24*	*Nov-24*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*500,000*				-	*500,000*	0%
Revenue Summary							
Hotel Taxes	300,000	49,066	21,265	30,650	100,981	199,019	34%
Charges for Services	-	-	-	-	-	-	0%
Rental Income	43,000	15,035	6,195	2,750	23,980	19,020	56%
Programs & Leagues	47,750	9,802	3,865	3,026	16,692	31,058	35%
Total Revenues	*890,750*	*73,902*	*31,325*	*36,426*	*141,653*	*749,097*	*16%*
Expenditure Summary							
Personnel Services	317,000	57,032	15,425	16,126	88,583	228,417	*28%*
Contractual Services	131,500	50,007	12,249	11,052	73,307	58,193	*56%*
Commodities	87,250	3,543	1,347	662	5,552	81,698	*6%*
Special Events	55,000	550	2,825	-	3,375	51,625	
Capital Outlay	300,000	-	-	-	-	300,000	*0%*
Total Expenditures	*890,750*	*111,133*	*31,845*	*27,840*	*170,818*	*719,932*	*19%*
Revenues Over Expenses		*(37,231)*	*(520)*	*8,587*	*(29,165)*		

REVENUES		CURRENT BUDGET	FY2025 Q1	Oct-24	Nov-24	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance		500,000	-			-	500,000	-
HOTEL TAXES								
308.100	HOTEL MOTEL TAX	300,000	49,066	21,265	30,650	100,981	199,019	*34%*
TOTAL HOTEL TAXES		*300,000*	*49,066*	*21,265*	*30,650*	*100,981*	*199,019*	*34%*
						-		
RENTAL INCOME								
358.100	RENTAL CIVIC CENTER	40,000	14,935	6,195	2,750	23,880	16,120	*60%*
358.200	RENTAL OTHER BUILDINGS	3,000	100	-	-	100	2,900	*3%*
TOTAL RENTAL INCOME		*43,000*	*15,035*	*6,195*	*2,750*	*23,980*	*19,020*	*56%*
PROGRAMS & LEAGUES								
379.100	DONATIONS	3,000	300	970	700	1,970	1,030	*66%*
380.100	INTEREST EARNED ON INVESTMENTS	8,000	2,175	640	538	3,353	4,647	*42%*
385.100	BASEBALL CONDITIONING	2,000	-	-	-	-	2,000	*0%*
385.103	ADMISSION FEES TO CIVIC CENTER	-	653	-	-	653	(653)	-
385.108	PROGRAM SPECIAL EVENTS FEES	15,250	1,805	810	747	3,362	11,888	*22%*
385.110	BASKETBALL - FALL/WINTER	5,000	-	-	-	-	5,000	*0%*
385.111	BASKETBALL - SPRING/SUMMER	4,000	360	-	-	360	3,640	-
385.113	VOLLEYBALL	2,000	2,247	-	-	2,247	(247)	*112%*
385.115	PICKLEBALL	4,250	447	93	51	591	3,659	*14%*
385.116	MENS SOCCER	3,750	1,510	1,350	990	3,850	(100)	-
399.100	MISC FEES	500	304	2		306	194	-
TOTAL PROGRAMS & LEAGUES		*47,750*	*9,802*	*3,865*	*3,026*	*16,692*	*31,058*	*35%*
TOTAL REVENUE		*890,750*	*73,902*	*31,325*	*36,426*	*141,653*	*749,097*	*16%*

EXPENDITURES

PERSONNEL SERVICES		*CURRENT BUDGET*	*FY2025 Q1*	*Oct-24*	*Nov-24*	*Year to Date*	*BUDGET BALANCE*	*% OF BUDGET*
900.103	SALARY EXPENSE	236,500	44,497	12,391	13,061	69,949	166,551	30%
900.104	FICA	18,500	3,779	798	1,073	5,649	12,851	31%
900.105	INSURANCE	40,500	4,111	790	812	5,713	34,787	14%
900.106	RETIREMENT	20,500	837	134	600	1,571	18,929	8%
900.108	OVERTIME	1,000	3,808	1,312	581	5,701	(4,701)	570%
TOTAL PERSONNEL SERVICES		*317,000*	*57,032*	*15,425*	*16,126*	*88,583*	*228,417*	*28%*
CONTRACTUAL SERVICES								
900.211	TELEPHONE	5,000	953	389	287	1,629	3,371	33%
900.213	UTILITIES	50,000	17,082	6,561	5,729	29,372	20,628	59%
900.214	TRAVEL	2,000	-	-	-	-	2,000	0%
900.215	MAINTENANCE & REPAIR BLDGS	10,000	3,180	731	68	3,979	6,021	40%
900.216	MAINTENANCE & REPAIR EQUIPMENT	5,000	-	-	-	-	5,000	0%
900.217	MAINTENANCE & REPAIR AUTO & TRUCK	1,000	10	-	-	10	990	1%
900.218	POSTAGE	100	-	-	-	-	100	0%
900.220	ADVERTISING	1,500	322	167	110	599	901	40%
900.221	TRAINING	3,000	-	-	-	-	3,000	0%
900.222	DUES & SUBSCRIPTIONS	1,500	-	-	-	-	1,500	0%
900.224	AUDIT COSTS	2,000	1,360	-		1,360	640	68%
900.230	CONTRACTED SERVICES	40,000	26,924	4,366	4,774	36,064	3,936	90%
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	-	10,000	0%
900.232	BANK SERVICE CHARGES	400	176	35	34	244	156	61%
900.236	REFUNDS	-	-	-	50	50	(50)	-
TOTAL CONTRACTUAL SERVICES		*131,500*	*50,007*	*12,249*	*11,052*	*73,307*	*58,193*	*56%*
COMMODITIES								
900.341	SUPPLIES & MATERIALS	28,000	3,474	1,297	603	5,374	22,626	19%
900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	70	50	59	179	821	18%

900.353	COMPUTER SOFTWARE	10,000	-	-		-	10,000	0%
900.399	MISCELLANEOUS EXPENSE	5,000	-	-	-	-	5,000	-
900.424	CONTRIBUTIONS	-	-	-	-	-	-	-
900.699	CONTINGENCIES	43,250	-	-	-	-	43,250	-
TOTAL COMMODITIES		*87,250*	*3,543*	*1,347*	*662*	*5,552*	*81,698*	*6%*

TOURISM & EVENTS

901.231	SPECIAL EVENTS	55,000	550	2,825	-	3,375	51,625	6%
TOTAL TOURISM & EVENTS		*55,000*	*550*	*2,825*	*-*	*3,375*	*51,625*	*6%*

CAPITAL OUTLAY

900.457	CAPITAL OUTLAY BUILDINGS	200,000	-	-	-	-	200,000	0%
900.458	CAPITAL OUTLAY OTHER IMPROVEMENTS	100,000	-	-	-	-	100,000	0%
TOTAL CAPITAL OUTLAY		*300,000*	*-*	*-*	*-*	*-*	*300,000*	*0%*
TOTAL EXPENDITURES		*890,750*	*110,583*	*29,020*	*27,840*	*167,443*	*723,307*	*19%*
REVENUES OVER EXPENSES		*-*	*(36,681)*	*2,304*	*8,587*	*(25,790)*		

FY 2025
Parks & Recreation Budget
December 31, 2024
50% through Budget Year

	Current Budget Approved 6/20/2024	*Jul-24*	*Aug-24*	*Sep-24*	*FY2025 Q1*	*Oct-24*	*Nov-24*	*Dec-24*	*Year to Date*	*Budget Balance*	*% of Budget*
Carryover Balance	*500,000*	500,000	-	-					500,000	-	100%
Revenue Summary											
Hotel Taxes	300,000	-	24,889	24,176	49,066	21,265	30,650	17,523	118,503	181,497	40%
Rental Income	43,000	5,075	4,965	4,995	15,035	6,195	2,750	4,735	28,715	14,285	67%
Programs & Leagues	47,750	3,777	2,160	3,865	9,802	3,865	3,026	4,500	21,192	26,558	44%
Total Revenues	*890,750*	*508,852*	*32,014*	*33,036*	*73,902*	*31,325*	*36,426*	*26,758*	*668,411*	*222,339*	*75%*
Expenditure Summary											
Personnel Services	317,000	33,484	14,715	8,833	57,032	15,425	16,126	15,965	104,548	212,452	*33%*
Contractual Services	131,500	15,343	17,649	17,015	50,007	12,249	11,129	10,758	84,142	47,358	*64%*
Commodities	87,250	1,814	1,434	295	3,543	1,347	662	1,050	6,602	80,648	*8%*
Special Events	55,000	-	-	550	550	2,825	25	-	3,400	51,600	*6%*
Capital Outlay	300,000	-	-	-	-	-	-	-	-	300,000	*0%*
Total Expenditures	*890,750*	*50,642*	*33,798*	*26,694*	*111,133*	*31,845*	*27,942*	*27,772*	*198,692*	*692,058*	*22%*
Revenues Over Expenses		*458,211*	*(1,784)*	*6,342*	*462,769*	*(520)*	*8,485*	*(1,014)*	*469,719*		

REVENUES	CURRENT BUDGET	Jul-24	Aug-24	Sep-24	FY2025 Q1	Oct-24	Nov-24	Dec-24	Year to Date	BUDGET BALANCE	% OF BUDGET
Carryover Balance	500,000	500,000	-	-	500,000	-	-	-	500,000	-	-
HOTEL TAXES											
308.100 HOTEL MOTEL TAX	300,000	-	24,889	24,176	49,066	21,265	30,650	17,523	118,503	181,497	*40%*
TOTAL HOTEL TAXES	*300,000*	*-*	*24,889*	*24,176*	*49,066*	*21,265*	*30,650*	*17,523*	*118,503*	*181,497*	*40%*
									-		
RENTAL INCOME											
358.100 RENTAL CIVIC CENTER	40,000	4,975	4,965	4,995	14,935	6,195	2,750	4,735	28,615	11,385	*72%*
358.200 RENTAL OTHER BUILDINGS	3,000	100	-	-	100	-	-	-	100	2,900	*3%*
TOTAL RENTAL INCOME	*43,000*	*5,075*	*4,965*	*4,995*	*15,035*	*6,195*	*2,750*	*4,735*	*28,715*	*14,285*	*67%*
PROGRAMS & LEAGUES											
379.100 DONATIONS	3,000	-	-	300	300	970	700	2,350	4,320	(1,320)	*144%*
380.100 INTEREST EARNED ON INVESTMENTS	8,000	745	761	669	2,175	640	538	486	3,839	4,161	*48%*
385.100 BASEBALL CONDITIONING	2,000	-	-	-	-	-	-	-	-	2,000	*0%*
385.103 ADMISSION FEES TO CIVIC CENTER	-	522	131	-	653	-	-	-	653	(653)	-
385.108 PROGRAM SPECIAL EVENTS FEES	15,250	1,075	415	315	1,805	810	747	288	3,650	11,600	*24%*
385.110 BASKETBALL - FALL/WINTER	5,000	-	-	-	-	-	-	-	-	5,000	*0%*
385.111 BASKETBALL - SPRING/SUMMER	4,000	360	-	-	360	-	-	-	360	3,640	-
385.113 VOLLEYBALL	2,000	609	666	972	2,247	-	-	-	2,247	(247)	*112%*
385.115 PICKLEBALL	4,250	162	186	99	447	93	51	186	777	3,473	*18%*
385.116 MENS SOCCER	3,750	-	-	1,510	1,510	1,350	990	1,190	5,040	(1,290)	-
399.100 MISC FEES	500	304	-	-	304	2	-	-	306	194	-
TOTAL PROGRAMS & LEAGUES	*47,750*	*3,777*	*2,160*	*3,865*	*9,802*	*3,865*	*3,026*	*4,500*	*21,192*	*26,558*	*44%*
TOTAL REVENUE	*890,750*	*508,852*	*32,014*	*33,036*	*573,902*	*31,325*	*36,426*	*26,758*	*668,411*	*222,339*	*75%*

EXPENDITURES

PERSONNEL SERVICES	*CURRENT BUDGET*	*Jul-24*	*Aug-24*	*Sep-24*	*FY2025 Q1*	*Oct-24*	*Nov-24*	*Dec-24*	*Year to Date*	*BUDGET BALANCE*	*% OF BUDGET*
900.103 SALARY EXPENSE	236,500	28,114	9,947	6,435	44,497	12,391	13,061	11,486	81,435	155,065	34%
900.104 FICA	18,500	2,176	997	606	3,779	798	1,073	927	6,576	11,924	36%
900.105 INSURANCE	40,500	2,555	922	634	4,111	790	812	2,555	8,269	32,231	20%
900.106 RETIREMENT	20,500	501	201	134	837	134	600	600	2,170	18,330	11%
900.108 OVERTIME	1,000	138	2,647	1,023	3,808	1,312	581	396	6,098	(5,098)	610%
TOTAL PERSONNEL SERVICES	*317,000*	*33,484*	*14,715*	*8,833*	*57,032*	*15,425*	*16,126*	*15,965*	*104,548*	*212,452*	*33%*
CONTRACTUAL SERVICES											
900.211 TELEPHONE	5,000	381	286	286	953	389	287	191	1,820	3,180	36%
900.213 UTILITIES	50,000	4,217	7,710	5,155	17,082	6,561	5,729	6,580	35,952	14,048	72%
900.214 TRAVEL	2,000	-	-	-	-	-	-	-	-	2,000	0%
900.215 MAINTENANCE & REPAIR BLDGS	10,000	4,031	3,452	-	7,483	731	306	-	8,520	1,480	85%
900.216 MAINTENANCE & REPAIR EQUIPMENT	5,000	-	-	-	-	-	-	-	-	5,000	0%
900.217 MAINTENANCE & REPAIR AUTO & TRUCK	1,000	10	-	-	10	-	-	-	10	990	1%
900.218 POSTAGE	100	-	-	-	-	-	-	-	-	100	0%
900.220 ADVERTISING	1,500	-	287	35	322	167	110	-	599	901	40%
900.221 TRAINING	3,000	-	-	-	-	-	-	-	-	3,000	0%
900.222 DUES & SUBSCRIPTIONS	1,500	-	-	-	-	-	-	-	-	1,500	0%
900.224 AUDIT COSTS	2,000		-	1,360	1,360	-	-	-	1,360	640	68%
900.230 CONTRACTED SERVICES	40,000	6,623	5,857	10,141	22,621	4,366	4,612	3,955	35,555	4,445	89%
900.231 CONTRACTED STAFF CIVIC CENTER	10,000	-	-	-	-	-	-	-	-	10,000	0%
900.232 BANK SERVICE CHARGES	400	81	57	37	176	35	34	32	277	123	69%
900.236 REFUNDS	-	-	-	-	-	-	50	-	50	(50)	-
TOTAL CONTRACTUAL SERVICES	*131,500*	*15,343*	*17,649*	*17,015*	*50,007*	*12,249*	*11,129*	*10,758*	*84,142*	*47,358*	*64%*
COMMODITIES											
900.341 SUPPLIES & MATERIALS	28,000	1,745	1,434	295	3,474	1,297	603	1,050	6,424	21,576	23%
900.343 AUTOMOBILE SUPPLIES GAS OIL	1,000	70	-	-	70	50	59	-	179	821	18%
900.353 COMPUTER SOFTWARE	10,000	-	-	-	-	-		-	-	10,000	0%
900.399 MISCELLANEOUS EXPENSE	5,000	-	-	-	-	-	-	-	-	5,000	-
900.424 CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	-	-
900.699 CONTINGENCIES	43,250	-	-	-	-	-	-	-	-	43,250	-
TOTAL COMMODITIES	*87,250*	*1,814*	*1,434*	*295*	*3,543*	*1,347*	*662*	*1,050*	*6,602*	*80,648*	*8%*
TOURISM & EVENTS											
901.231 SPECIAL EVENTS	55,000	-		550	550	2,825	25	-	3,400	51,600	6%
TOTAL TOURISM & EVENTS	*55,000*	-	-	*550*	*550*	*2,825*	*25*	-	*3,400*	*51,600*	*6%*

CAPITAL OUTLAY											
900.457 CAPITAL OUTLAY BUILDINGS	200,000	-			-	-	-	-	-	200,000	0%
900.458 CAPITAL OUTLAY OTHER IMPROVEMENTS	100,000	-			-	-	-	-	-	100,000	0%
TOTAL CAPITAL OUTLAY	*300,000*	-	-	-	-	-	-	-	-	*300,000*	*0%*
TOTAL EXPENDITURES	*890,750*	*50,642*	*33,798*	*26,694*	*111,133*	*31,845*	*27,942*	*27,772*	*198,692*	*692,058*	*22%*
REVENUES OVER EXPENSES	-	*458,211*	*(1,784)*	*6,342*	*462,769*	*(520)*	*8,485*	*(1,014)*	*469,719*		

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

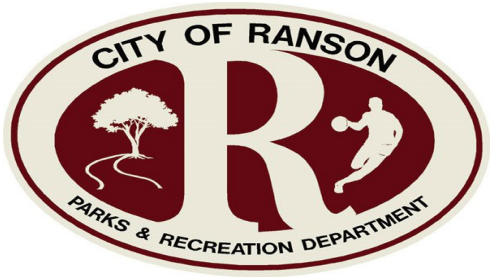
AGENDA SECTION: **DIRECTORS REPORT**

SUBJECT: December 2024 and January 2025 Rentals of Ranson Facilities

Attached are events for the month of December 2024 and January 2025. Director will discuss pricing, and rental policies.

ATTACHMENTS:

Dec. 2024 and Jan. 2025 Rentals.docx



Sco? Coulter
Ken Suits
Herbert McDaniel
Jimmy Williams

December and January

Rentals (Civic Center)

- Harvest Pointe Church
- EPIC Soccer
- Jefferson Misfits
- Adult Soccer
- Shenandoah Surge
- First Baptist Academy
- St. James Catholic Church
- Kiwanis Club
- ACL Cornhole
- T and T Sports
- Multiple Birthday Parties
- Baby Showers
- Jefferson Baseball
- Washington Baseball
- Lacrosse
- Red Cross
- Fellowship Bible Church
- Key Club
- ASPCA

Rentals (Marcus Field)

- Lacrosse
- Football

AGENDA ITEM IV.1

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: 2025 Election of Officers

In Accordance to sec. 16-7- Election of Officers, at its first regular meeting in each year the Commission shall elect from its members a president and vice-president. The vice-president shall have the power and authority to act as president of the commission during the absence or disability of the president.

ATTACHMENTS:

AGENDA ITEM IV.2

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: FY 2025 Budget Revision # 1

ATTACHMENTS:

FY2025 P&R Budget Revision 1-16-2025.pdf

FY 2025
Parks & Recreation Budget
Adjustment #1

Version 3 - Revised 1/09/2025

	Original Budget	*Adjustment 1*	*Proposed Budget*	*Year to Date 12-31-2024*	*Budget Balance*	*% of Budget*
Carryover Balance	***500,000***	*331,711*	*831,711*	*500,000*	-	100%
Revenue Summary						
Hotel Taxes	300,000	(100,000)	200,000	118,503	*(181,497)*	40%
Rental Income	43,000	15,000	58,000	28,715	*(14,285)*	67%
Programs & Leagues	47,750	6,250	54,000	21,192	*(26,558)*	44%
Total Revenues	***890,750***	***252,961***	***1,143,711***	***668,411***	***222,339***	***58%***
Expenditure Summary						
Personnel Services	317,000	20,500	337,500	104,548	212,452	*33%*
Contractual Services	131,500	88,800	220,300	84,142	47,358	*64%*
Commodities	87,250	70,661	157,911	6,602	80,648	*8%*
Special Events	55,000	-	55,000	3,400	51,600	*6%*
Capital Outlay	300,000	73,000	373,000	-	300,000	*0%*
Total Expenditures	***890,750***	***252,961***	***1,143,711***	***198,692***	***692,058***	***22%***
Revenues Over Expenses				***469,719***		

REVENUES	***ORIGINAL BUDGET***	***ADJUSTMENT 1***	***PROPOSED BUDGET***	***YEAR TO DATE 12-31-2024***	***BUDGET BALANCE***	***% OF BUDGET***	***ADJUSTMENT 1 DESCRIPTIONS***
Carryover Balance	500,000	331,711	831,711	500,000	-	*100%*	*FY24 Fund Balance brought forward into FY25 (Revenue over Expense Balance as of 6/30/2024)*
HOTEL TAXES							
308.100 HOTEL MOTEL TAX	300,000	(100,000)	200,000	118,503	181,497	*40%*	*Reduction to match General Fund H/M Tax Revenue Budget*
TOTAL HOTEL TAXES	***300,000***	***(100,000)***	***200,000***	***118,503***	***181,497***	***40%***	
RENTAL INCOME							
358.100 RENTAL CIVIC CENTER	40,000	15,000	55,000	28,615	11,385	*72%*	To account for higher tracking rental volume
358.200 RENTAL OTHER BUILDINGS	3,000	-	3,000	100	2,900	*3%*	
TOTAL RENTAL INCOME	***43,000***	***15,000***	***58,000***	***28,715***	***14,285***	***67%***	
PROGRAMS & LEAGUES							
379.100 DONATIONS	3,000	2,000	5,000	4,320	(1,320)	*144%*	*To account for Fall Fest and Pizza with Santa Donations*
380.100 INTEREST EARNED ON INVESTMENTS	8,000	-	8,000	3,839	4,161	*48%*	

385.100	BASEBALL CONDITIONING	2,000	-	2,000	-	2,000	0%	
385.103	ADMISSION FEES TO CIVIC CENTER	-	1,000	1,000	653	(653)	0%	To account for admission fees collected July/August
385.108	PROGRAM SPECIAL EVENTS FEES	15,250	-	15,250	3,650	11,600	24%	
385.110	BASKETBALL - FALL/WINTER	5,000	(3,000)	2,000	-	5,000	0%	To account for no basketball programming through 12/31/24
385.111	BASKETBALL - SPRING/SUMMER	4,000	-	4,000	360	3,640	9%	
385.113	VOLLEYBALL	2,000	500	2,500	2,247	(247)	112%	To account for tournament fees collected July/August
385.115	PICKLEBALL	4,250	-	4,250	777	3,473	18%	
385.116	MENS SOCCER	3,750	5,250	9,000	5,040	(1,290)	134%	To account for higher tracking collections from Escobar
399.100	MISC FEES	500	500	1,000	306	194	61%	To account for miscellaneous cash return in July
TOTAL PROGRAMS & LEAGUES		***47,750***	***6,250***	***54,000***	***21,192***	***26,558***	***44%***	
TOTAL REVENUE		***890,750***	***252,961***	***1,143,711***	***668,411***	***222,339***	***75%***	

EXPENDITURES

PERSONNEL SERVICES		***ORIGINAL BUDGET***	***ADJUSTMENT 1***	***CURRENT BUDGET***	***YEAR TO DATE 12-31-2024***	***BUDGET BALANCE***	***% OF***	***ADJUSTMENT 1 DESCRIPTIONS***
900.103	SALARY EXPENSE	236,500	-	236,500	81,435	155,065	34%	
900.104	FICA	18,500	1,500	20,000	6,576	11,924	36%	Allowance for associated overtime increase
900.105	INSURANCE	40,500	-	40,500	8,269	32,231	20%	
900.106	RETIREMENT	20,500	-	20,500	2,170	18,330	11%	
900.108	OVERTIME	1,000	19,000	20,000	6,098	(5,098)	610%	Allowance for Bob's P&R support, event and rental overtime, etc
TOTAL PERSONNEL SERVICES		***317,000***	***20,500***	***337,500***	***104,548***	***212,452***	***33%***	
CONTRACTUAL SERVICES								
900.211	TELEPHONE	5,000	-	5,000	1,820	3,180	36%	
900.213	UTILITIES	50,000	25,000	75,000	35,952	14,048	72%	Allowance for higher trending utility expenses (Marcus Field) and CVB utilities absorbed by dissolution
900.214	TRAVEL	2,000	-	2,000	-	2,000	0%	
900.215	MAINTENANCE & REPAIR BLDGS	10,000	10,000	20,000	8,520	1,480	85%	Allowance for additional building repairs (CC & MF)
900.216	MAINTENANCE & REPAIR EQUIPMENT	5,000	-	5,000	-	5,000	0%	
900.217	MAINTENANCE & REPAIR AUTO & TRUCK	1,000	-	1,000	10	990	1%	
900.218	POSTAGE	100	-	100	-	100	0%	
900.220	ADVERTISING	1,500	3,500	5,000	599	901	40%	Allowance for Civic Center advertising (events, rentals).
900.221	TRAINING	3,000	-	3,000	-	3,000	0%	
900.222	DUES & SUBSCRIPTIONS	1,500	-	1,500	-	1,500	0%	
900.224	AUDIT COSTS	2,000	-	2,000	1,360	640	68%	
900.230	CONTRACTED SERVICES	40,000	50,000	90,000	35,555	4,445	89%	Additional funds for monthly contracts (cleaning, IT, landscaping, portapotties, laundering of mats, printer, pest control) and Visitor Center Contracts absorbed by dissolution
900.231	CONTRACTED STAFF CIVIC CENTER	10,000	-	10,000	-	10,000	0%	
900.232	BANK SERVICE CHARGES	400	300	700	277	123	69%	Allowance for banking fees, filing fees, etc.
900.236	REFUNDS	-	-	-	50	(50)	#DIV/0!	
TOTAL CONTRACTUAL SERVICES		***131,500***	***88,800***	***220,300***	***84,142***	***47,358***	***64%***	

COMMODITIES

900.341	SUPPLIES & MATERIALS	28,000	8,000	36,000	6,424	21,576	23%	*Supplies Expenses ($3,000 per month)*
900.343	AUTOMOBILE SUPPLIES GAS OIL	1,000	-	1,000	179	821	18%	
900.353	COMPUTER SOFTWARE	10,000	10,000	20,000	-	10,000	0%	*Allowance for additional software (online payments)*
900.399	MISCELLANEOUS EXPENSE	5,000	7,290	12,290	-	5,000	0%	*Allowance for Miscellaneous Expenses*
900.424	CONTRIBUTIONS	-	-	-	-	-	#DIV/0!	
900.699	CONTINGENCIES	43,250	45,371	88,621	-	43,250	0%	*10% Total Budget Cap*
TOTAL COMMODITIES		***87,250***	***70,661***	***157,911***	***6,602***	***80,648***	***8%***	
TOURISM & EVENTS								
901.231	SPECIAL EVENTS	55,000	-	55,000	3,400	51,600	6%	
TOTAL TOURISM & EVENTS		***55,000***	***-***	***55,000***	***3,400***	***51,600***	***6%***	
CAPITAL OUTLAY								
900.457	CAPITAL OUTLAY BUILDINGS	200,000	36,500	236,500	-	200,000	0%	*Account/Placeholder for surplus revenues*
900.458	CAPITAL OUTLAY OTHER IMPROVEMENTS	100,000	36,500	136,500	-	100,000	0%	*Account/Placeholder for surplus revenues*
TOTAL CAPITAL OUTLAY		***300,000***	***73,000***	***373,000***	***-***	***300,000***	***0%***	
TOTAL EXPENDITURES		***890,750***	***252,961***	***1,143,711***	***198,692***	***692,058***	***22%***	
REVENUES OVER EXPENSES			-	-	***469,719***			

AGENDA ITEM IV.3

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: 2025 Parks and Recreation Holiday Schedule

The Parks and Recreation Board is requested to approve the proposed holiday schedule for closure of the Parks and Recreation for the 2025 calendar year, which aligns with the West Virginia state employee holiday schedule and includes an additional day to accommodate the municipal elections scheduled for this coming year.

ATTACHMENTS:

2025 Holiday Calendar.pdf

2025 Holiday

January

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28	29	30	31	

February

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	1 1	12	13	14	15
16	**17**	18	19	20	21	22
23	24	25	26	27	28	

March

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26**	27	28	29	30	31

June

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	**3**	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	**19**	**20**	21
22	23	24	25	26	27	28
29	30					

July

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	**4**	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	1 1	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	**13**	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	**4**	5	6	7	8
9	10	**11**	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	**27**	**28**	29
30						

December

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1, 2025- New Years Day
January 20, 2025- Martin Luther King Jr. Day
February 17, 2025 – Presidents Day
May 26, 2025- Memorial Day
June 3, 2025 – Ranson Municipal Election
June 19, 2025 - Juneteenth
June 20, 2025 – West Virginia Day
July 4, 2025 – Independence Day
September 1, 2025 – Labor Day
October 13, 2025 – Columbus Day
November 4, 2025 – Election Day
November 11, 2025 – Veterans Day
November 27, 2025- Thanksgiving Day
November 28, 2025- Lincoln Day
December 25, 2025- Christmas

AGENDA ITEM IV.4

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong, Parks & Recreation

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Discussion of Marcus Field and Related Issues

Ranson Parks and Recreation board would like to be updated on the Recent maintenance activities or improvements made to the field, Any ongoing or planned maintenance work, of the field and any issues that need addressing.

ATTACHMENTS:

AGENDA ITEM IV.5

Ranson Parks and Recreation Request for Action

TO:

FROM: Darla Armstrong

ITEM TYPE: PRESENTATION

AGENDA SECTION: **NEW BUSINESS**

SUBJECT: Civic Center Kitchen Lease Discussion

ATTACHMENTS: