

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, April 11, 2023, 6:00 p.m.**  
**John W. Hensel Government Center**  
**10701 North College Avenue**  
**Carmel, Indiana 46280**

The Carmel/Clay Board of Parks and Recreation will govern in a proactive manner as it applies to providing safe and well maintained parks, recreation facilities and programs in a fiduciary and responsible manner. The Board is a policy governing board, fulfilling its duties as mandated by state statute, putting the welfare of the citizens of Carmel and Clay Township first, and enabling staff to manage the park and recreation system in a manner that reflects the vision and mission. Our promise to our citizens is that we will leave the parks and recreation system better than we found it.

**Tentative Agenda**

- 1. Roll Call**
- 2. Call to Order & Pledge of Allegiance**
- 3. Public Comments**
- 4. Staff Reports**
- 5. Finance Committee**
- 6. Minutes – Linus Rude**
  - a. March 14, 2023 Park Board Meeting
- 7. Financial Reports – Lin Zheng**
  - a. Consolidated Financial Report for February 2023
  - b. CCPR P&L Statements for March 2023
- 8. Claims – Lin Zheng**
  - a. Claim Sheet April 11, 2023
  - b. Clay Township Claim Sheet April 11, 2023
  - c. CCPR Payroll for March 10, 2023 and March 24, 2023
- 9. Monetary Gifts, Grants, Partnerships, and Sponsorships for March 2023 – Eric Mehl**
- 10. New Business**
- 11.**
  - a. Appointment to the City of Carmel Climate Action Advisory Committee – Rich Taylor
  - b. Consideration of Bids to Construct West Park The Groves Perimeter Trail – Michael Klitzing
  - c. Consideration of Resolution P-2023-001 Amending the Part-Time Staff Paid Time-Off Policy – Eric Mehl
  - d. Consideration of Resolution P-2023-002 Amending the Full-Time Staff Paid Time Off Policy – Eric Mehl
  - e. Consideration of Settlement Agreement with Cincinnati Insurance for 116<sup>th</sup> Street Tunnel Mural – Michael Klitzing
- 12. Old Business**
- 13. Attorney's Report**
- 14. Director's Report**
- 15. Information Items**
- 16. Park Board Comments / Discussion**
- 17. Adjournment**

## Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item

PRESENTER <b>Kurtis Baumgartner, Assistant Director/COO</b>	ACTION REQUESTED <b>No Action Required</b>
ITEM/SUBJECT <b>Staff Reports</b>	
DOLLAR AMOUNT/FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

### Selected news articles:

- Celebrate the return of warm weather at an Indy-area park or playground  
By Ashley Fowler  
*WISH-TV*, March 1, 2023
- Find Time for You at the Monon Community Center  
*Indy's Child*, March 6, 2023
- Carmel Clay Parks & Recreation to hold Hounds & Honeysuckle volunteer event  
*Hamilton County Reporter*, March 9, 2023
- Carmel Clay Parks & Recreation board votes to name West Park's newly renovated area Jim Engledow Commons  
By Ann Marie Shambaugh  
*Current in Carmel*, March 16, 2023
- Carmel Clay Parks & Recreation hits brakes on plans for dog park on Carmel Clay Schools property  
By Ann Marie Shambaugh  
*Current in Carmel*, March 16, 2023
- Carmel recognizes March as Disability Awareness month
  - Virtual Art Exhibition
  - Barrier-Free performance*City of Carmel Newsletter*, March 17, 2023
- Carmel Clay Parks to rededicate River Heritage Park for Disability Awareness Month  
*Hamilton County Reporter*, March 20, 2023
- Carmel's Meadowlark Park pond restocked with 100 catfish  
*Hamilton County Reporter*, March 22, 2023
- Let's Play! – A new park focuses on inclusive, accessible play during Disability Awareness Month  
*Good Day Carmel*, March 22, 2023
- Plans for the summer? – Dive into the Parks Department's 2023 Summer Program Guide, explore programs before registration April 1  
*Good Day Carmel*, March 28, 2023

### Standard monthly reports for February 2023:

- Fund 108 – ESE 12-Month Trailing Financial Trending Graph
- Fund 109 – Monon Community Center 12-Month Trailing Financial Trending Graph

### Standard monthly reports for March 2023:

- Monon Community Center Pass Report
  - Membership Passes Trending Graph
- Employment Report
- Monthly Division Reports
  - ESE
  - Monon Community Center
  - Administration & Planning
  - Marketing
- Financial Assistance (MCC and ESE)



75°

## Celebrate the return of warm weather at an Indy-area park or playground



by: Ashley Fowler

Posted: Mar 1, 2023 / 10:32 AM EST / Updated: Mar 1, 2023 / 10:32 AM EST

INDIANAPOLIS (WISH) – Wednesday is the start of meteorological spring and that means we'll soon be trading our coats and gloves for T-shirts and sandals.

Kait Baumgartner, of the Indianapolis Moms blog, stopped by Daybreak on Wednesday to share the scoop on some of her favorite parks and playgrounds in the Indianapolis area.

Baumgartner says one of her favorites is River Heritage Park in Carmel.

"They just revamped it at the end of 2020, so it's a completely inclusive park now. When you go there, at the very beginning, they have all these play structures. You go down a rubberized trail, which is awesome because it's great for strollers, wheelchairs, and runners. And there's more play stuff. One of our favorite features is the zip line."

[Visit the Indianapolis Moms Blog](https://www.indianapolis-moms.com/) for more of Baumgartner's favorite parks and playgrounds.

Home > Online Spotlight

Online Spotlight

# Find Time for You at the Monon Community Center

INDY'S CHILD ♦ MARCH 6, 2023

There's no one-size-fits-all fitness routine that works with every lifestyle. That's why a Monon Community Center (MCC) membership is ideal for those who need flexibility. Sleep schedules, school, you name it, there are many inflexible aspects of being a parent. Your fitness facility shouldn't be one of them.

MCC members enjoy unlimited access to all our amenities, including over 100 weekly group fitness classes, The Waterpark (seasonal), indoor lap and activity pool, fitness center, saunas, and more. There are never any contracts or hidden fees. Taking care of you, and the whole family, has never been easier at the MCC where it's always One Price. One Place. All Access.



## Caring for the Caregiver

Caregivers deserve to be cared for, too! With an MCC membership, you have access to resources that help support your total health and wellness. Creating a custom fitness routine, to fit your unique needs and goals, is possible since there are so many format options available to you.

Join a group fitness class, swim laps at the pool, or lift some weights in the fitness center. Even if your schedule changes day-by-day – or on some days it's hour-to-hour – you will always have the flexibility to find time for yourself at the MCC. We even have free KidZone childcare for your kiddos ages 2-12, for up to two hours per day!

“For the past few months, I've been taking yoga classes regularly. It's my new thing! All the instructors just exude calming and accepting vibes. I always walk out of their yoga classes feeling much better – mentally, physically, and spiritually. This past month, I've taken yoga classes at the MCC on more days than I haven't! I'm hoping I can keep it up.”- Nicole S., MCC Member

“I definitely recommend the MCC, and already have to others at work, especially since my work offers a membership discount! The clean facility, friendly people, and the number of things to do always makes it a great place to unwind from the stress of the day while being around great people who are also on their own health journeys.” – Sharon W., MCC Member

### **Amenity Highlight: Sauna**

Whether it's post-workout or your designated 15 minutes of quiet time in your day, the MCC hot saunas are always a good idea! Take a load off and enjoy our dry saunas to help relieve muscle and joint pain, reduce stress, and promote mental clarity. Add a sit in the sauna as your newest self-care ritual!

Does the MCC sound like the right fit for your lifestyle? Give it a try! Adult memberships are just \$48/month and household memberships are \$106/month – no contract, ever. Learn more and register at [carmelclayparks.com/membership](https://carmelclayparks.com/membership).



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NEWS

# Carmel Clay Parks & Recreation to hold Hounds & Honeysuckle volunteer event



THE REPORTER ON FACEBOOK

## Carmel • Clay Parks & Recreation

POSTED BY: THE REPORTER    MARCH 9, 2023

You can support dogs and the environment at Carmel Clay Parks & Recreation's (CCPR) Hounds & Honeysuckle volunteer event set for 4 to 6 p.m. on Thursday, March 23 at Central Dog Park, 1425 E. 116th St. [Click here](#) to register.

[Privacy](#) - [Terms](#)



The woods adjacent to Central Dog Park are filled with honeysuckle. Honeysuckle is an invasive species, meaning it harms the ecosystem by preventing native plants from growing. Honeysuckle is known to prevent wildflowers and young trees from receiving sunlight on the forest floor, as well as depriving other native plants of much-needed water and nutrients.

At the Hounds & Honeysuckle event, volunteers will remove invasive honeysuckle. Volunteers can also win prizes. All participants will be entered to win a prize pack from local pet vendors. Bring an item to donate to the Humane Society for Hamilton County (HSHC) to get a second entry for the prize drawing. [Click here](#) to view the HSHC donation wish list. Monetary donations will not be accepted.

If you have any questions about the event, please contact Volunteer Coordinator Caitlin May at [cmay@carmelclayparks.com](mailto:cmay@carmelclayparks.com).

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BE THE FIRST TO COMMENT

ON "CARMEL CLAY PARKS & RECREATION TO HOLD HOUNDS & HONEYSUCKLE VOLUNTEER EVENT"

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YOU ARE AT: [Home](#) » [Current in Carmel](#) » [Carmel Community](#) » Carmel Clay Parks & Recreation board votes to name West Park's newly renovated area Jim Engledow Commons



The area in West Park containing the playground, splash pad and other nearby features is now known as Jim Engledow Commons.

## Carmel Clay Parks & Recreation board votes to name West Park's newly renovated area Jim Engledow Commons

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BY ANN MARIE SHAMBAUGH ON MARCH 16, 2023

CARMEL COMMUNITY

A newly renovated area in West Park has been named in memory of the longest-serving member of the Carmel Clay Parks & Recreation board.

Jim Engledow, who served on the board from 2001 to 2020, died in August 2022 at age 66. According to CCPR officials, West Park was the park he most often visited with his grandchildren, so the board wanted to commemorate his legacy there.

At the March 14 board meeting they made it official, unanimously voting to name the area containing the playground, splash pad, picnic grove and surrounding open space Jim Engledow Commons.

CCPR Director Michael Klitzing said an interpretive sign will be added in a prominent location in the commons to explain Engledow's contributions to the park system and community. CCPR officials plan to work with Engledow's family to design the interpretive sign.

Klitzing said CCPR hopes to unveil the sign at a ceremony already being planned to celebrate major renovations in West Park. The event is expected to occur in May, but a date has not yet been announced.

Parks board member Mark Westermeier, who is the namesake of Westermeier Commons in Central Park, said Engledow was on the board when he became CCPR interim director in 2003 and described him as a "steady force" during a period of greatly expanding the park system.

"I really thought we would have a lot more time to spend with him," said Westermeier, who served as CCPR director from 2004 to 2018. "He did a phenomenal job for the community."



Engledow

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## Carmel Clay Parks & Recreation hits brakes on plans for dog park on Carmel Clay Schools property

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BY ANN MARIE SHAMBAUGH ON MARCH 16, 2023

CARMEL COMMUNITY

Carmel Clay Parks & Recreation has hit the brakes on plans for a dog park on the east side of town.

Officials had been eyeing a site for the park southwest of River Road and Main Street on property owned by Carmel Clay Schools.

"We have informed Carmel Clay Schools about this decision and appreciate the opportunity for continued partnerships with CCS to collaborate for the benefit of the Carmel Clay community," CCPR Director Michael Klitzing stated.

CCPR ruled out the site after determining infrastructure placement would be limited, as much of the property is in a floodway. In addition, officials said they received feedback from the public and multiple city councilors concerned about placing a dog park so near River Road.

Parks officials are continuing to look for a location suitable for a dog park on the east side of town. They also hope to eventually open one on the west side, too.

CCPR's only existing dog park is in Central Park and has a waiting list of more than 600 canines.



Klitzing




### MORE HEADLINES

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Carmel Indiana  
*A city to experience*

Email Updates 

## City of Carmel Newsletter 3-17-2023

City of Carmel, Indiana sent this bulletin at 03/17/2023 10:00 AM EDT

[View as a webpage](#) / [Share](#)

**CARMEL**  
INDIANA

News from the City of Carmel - March 17, 2023

## Carmel recognizes March as Disability Awareness month

The City of Carmel is observing National Disability Awareness Month in March and will be part of several special events. Mayor Jim Brainard signed a proclamation recognizing the month for Carmel and you can see how that all came together [in this powerful video](#).



### Virtual Art Exhibition

The virtual art exhibit produced by Carmel Clay Parks & Recreation in partnership with the Carmel Arts Council featuring local artists of all ages and disabilities, is live! The art is featured on the [Carmel Arts Council](#) website and will continue to be shared on social media throughout the month. Select works are also being displayed on the Midtown Plaza video screen. Three talented artists are featured below; be sure to visit the virtual exhibit to view all of the artists' works.



**Ink on paper by Nick Mangos**





**Paper collage buttons by  
Hillel Tann**



**Photograph by  
Gretchen Lineback**

## Barrier-Free performance

Carmel Clay Parks & Recreation will host its annual Barrier-Free Theatre performance on March 18 and 19. This year's performance is titled *Find Your True Love* and an ASL interpreter will be present for the March 18 performance.

Barrier-Free Theatre productions provide an inclusive creative outlet for individuals with and without disabilities. Cast members are involved in every aspect of the production.

[Click here to purchase tickets and meet the cast!](#)



## Interfaith Ambassador of the Year 2023

Carmel Christian Church Pastor Jerry Zehr will receive the Interfaith Ambassador of the Year 2023 award from the Center of Interfaith Cooperation at their Annual Banquet on March 19 at the Indiana Roof Ballroom.

The award is given to faith leaders who work hard to bridge the differences among all the faiths and cultures we have in central Indiana. Zehr has been a leader in interfaith ministries for more than 30 years and helped launch four interfaith organizations including the Carmel Interfaith Alliance and the Indiana Multifaith Network.

Zehr was featured on WISH TV's Finding Faith show with Randy Ollis. Press the button below to watch.

**Watch Video**



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# Carmel Clay Parks to rededicate River Heritage Park for Disability Awareness Month

[THE REPORTER ON FACEBOOK](#)

Photo provided by Carmel Clay Parks & Recreation

**POSTED BY: THE REPORTER** MARCH 20, 2023

A rededication ceremony will be held from 5 to 6 p.m. on Monday, March 27 at River Heritage Park, 11813 River Road, Carmel, to celebrate the newly reimagined park. Carmel Clay Parks & Recreation (CCPR) will



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park

# Carmel • Clay Parks & Recreation

's focus on inclusive and accessible play during Disability Awareness Month.

The rededication will include brief remarks from community leaders and a ribbon-cutting ceremony. An American Sign Language interpreter will be present, and the event will be live streamed on the CCPR Facebook page ([Facebook.com/carmelclayparks](https://Facebook.com/carmelclayparks)).

Attendees will have an opportunity to tour the park's innovative features, including new playgrounds for everyone, accessible trails, White River overlooks, and an updated shelter.

In June 2001, River Heritage Park was dedicated as "Everyone's Playground," where children of all abilities could play. This park sparked CCPR's focus on making accessible play the standard for all parks. Universal Design, which ensures spaces are intentionally designed for accessibility and used to the greatest extent possible by all people, is now a guiding force for all CCPR projects. When the River Heritage Park was reimagined in 2022, CCPR renewed the park's focus on accessible play.

"River Heritage Park was CCPR's first accessible playground," CCPR Director Michael Klitzing said. "The once first-of-its-kind park helped define the department's mission to be an inclusive, innovative steward of the community. During the planning process, we prioritized expanding the park's focus on accessibility."



Hamilton County  
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BALLARD'S LA



Hamilton County Rep  
6 hours ago

With the upcoming NFL Draft, (Manager, Chris Ballard, may ju  
left to get it right at least that'

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Renovations were made possible  
by the Clay Township Impact  
Program ([ClayTownshipImpact.com](http://ClayTownshipImpact.com)).

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ON "CARMEL CLAY PARKS TO REDEDICATE RIVER HERITAGE PARK FOR  
DISABILITY AWARENESS MONTH"

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**Betsy Fladung on  
Noblesville gets jazzy  
& wins state  
competition**  
March 20, 2023

Bethany Robinson is  
outstanding!!!

**Sheldon Barnes on  
Shaffer: Debt has its  
consequences**  
March 19, 2023

What are your solutions?  
Should we get rid of the  
police department, fire  
department, close the  
parks, and discontinue  
our...

**J on Noblesville &  
Carmel Lions help the  
hungry at Six Points  
Church**  
March 19, 2023

Steve shaw and his  
monterage are just  
wonderful for all they do.



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NEWS

# Carmel's Meadowlark Park pond restocked with 100 catfish



THE REPORTER ON FACEBOOK

## DNR

### INDIANA DEPARTMENT OF NATURAL RESOURCES

POSTED BY: THE REPORTER    MARCH 22, 2023

The Indiana Urban Fishing Program celebrates 10 years of annually stocking channel catfish in urban lakes in order to bring quality fishing opportunities closer to Hoosiers' backyards.

Privacy - Terms

Last week, the DNR stocked a total of 1,875 channel catfish ranging in size from 10 to 14 inches (average 12 inches) in ponds and lakes across Indiana, including a total of 100 catfish in the Meadowlark Park pond in Carmel.

These lakes are stocked three times from mid-March to the first week of June with catchable-size channel catfish.

DNR's urban fishing program offers an exciting way for Hoosiers to experience the joys of fishing close to home. To find out more about the urban fishing program, including tentative stocking dates and quantities, visit [bit.ly/INUrbanFishing](http://bit.ly/INUrbanFishing). View the most recent fish stockings on the DNR fish stocking dashboard at [bit.ly/StockingDatabase](http://bit.ly/StockingDatabase).

The catfish daily bag limit per angler is 10, and there are no size restrictions. Anglers aged 18 and older must have a valid Indiana fishing license to fish at these locations. A license can be purchased at [on.IN.gov/INhuntfish](http://on.IN.gov/INhuntfish).



Hamilton County Reporter  
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Tim Campbell  
HAMILTON COUNTY REPORTER



Hamilton County Rep  
10 hours ago

The latest from Tim Campbell.

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ON "CARMELO'S MEADOWLARK PARK POND RESTOCKED WITH 100 CATFISH"

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**Young, Sandra**

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**From:** Good Day Carmel <newsletter@gooddaycarmel.com>  
**Sent:** Wednesday, March 22, 2023 6:14 AM  
**To:** Young, Sandra  
**Subject:** What's on the new Spring Menu at Vivante ...

Act a little extra goofy today...

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## Let's Play!

*A new park focuses on inclusive, accessible play during Disability Awareness Month*

**BRINGING YOU A  
SMILE WITH OUR  
DAILY DOSE OF  
GOOD NEWS!**

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Day Carmel!**





Join Carmel Parks next Monday, March 27, at 5 p.m. at River Heritage Park, 11813 River Road, to celebrate the newly reimagined park. The rededication will include brief remarks from community leaders and a ribbon-cutting ceremony. An American Sign Language interpreter will be present, and the event will be live streamed on the [CCPR Facebook page](#).

Attendees will have an opportunity to tour the park's innovative features, including new playgrounds for everyone, accessible trails, White River overlooks, and an updated shelter.

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**GOOD MORNING!**



Today is Wednesday, March 22, **National Goof Off Day**, which gives everyone the opportunity to have a little extra fun! The adults in a child's life fuel their creativity and imagination. Sometimes, though, it can be challenging to come up with fun ideas. Goofing off is just one way to break up the monotony of a day or add some interest to the weekend. Check out these [5 Great Ways to Goof Off with Your Kids](#) including sock races, building a fort, writing a song or making [fun snacks](#).

projects. Renovations were made possible by the Clay Township Impact Program.

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## Spring Menu is here!



With warmer weather on the horizon, [Vivante French Eatery](#) has launched its new Spring Menu! The Hotel Carmichael restaurant has added seasonal fruit salads, brie and jelly on a toasted baguette, strawberry desserts and more! With options for breakfast, brunch, lunch and dinner; the only thing better is the dessert and cocktail menu.



### WEATHER

Wednesday brings a 40% chance of rain with a high of 55. What does your Wednesday look like?



### DAILY DAD JOKES

**What's a baker's favorite kind of garden?**

*A flour garden.*

**Why did the farmer plant seeds in a pond?**

He was trying to grow a *water-melon*.

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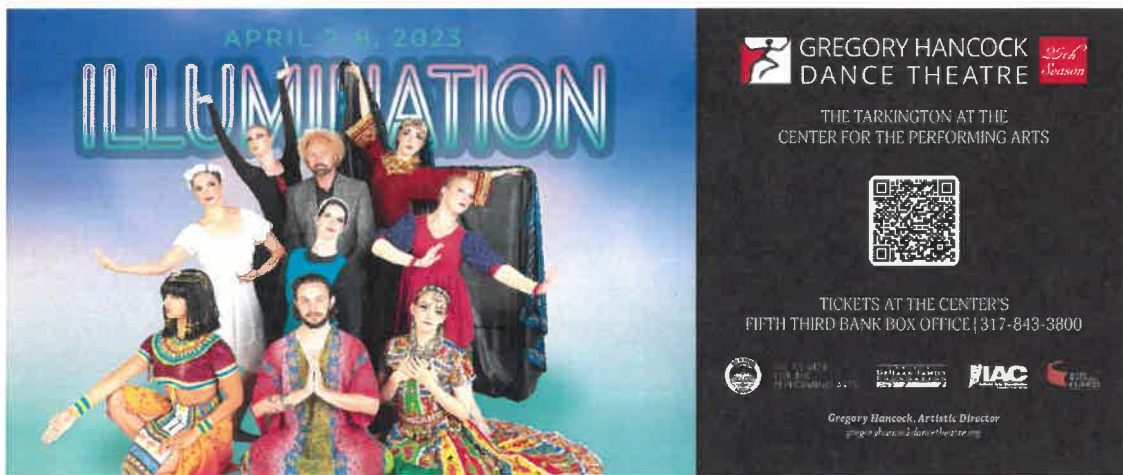
### CARMEL MONTHLY



## Young, Sandra

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**From:** Good Day Carmel <newsletter@gooddaycarmel.com>  
**Sent:** Tuesday, March 28, 2023 6:15 AM  
**To:** Young, Sandra  
**Subject:** New CFD headquarters is open!



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good day  
CARMEL

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FEINSTEIN'S  
AT HOTEL CARMONIALE

# THIS WEEK

MARCH 27 - APRIL 1

			
<b>WED 29</b> <i>Friesia in Concert Series</i> <b>Tealious &amp; Brief</b> w/ <b>Chad Mills</b> <i>*Free Entry*</i>	<b>THURS 30</b> <b>Gwen Suzuki &amp; Teniah McDonald</b> w/ <b>Host Thad Mcker</b>	<b>FRI 31</b> <b>Kelsey Hickman</b> <i>A Sweet Sinner</i>	<b>SAT 1</b> <b>Lianne Marie Dobbs</b> <i>Why CANT A Women?</i>

USE CODE: FEMALE30 FOR 30% OFF

[song better than the late, great Harry Cary!](#)

## **Word of the Day:**



## **"Out of left field"**

This term has come to mean something unexpected or a non sequitur, as in, "His response came from out of left field." Some believe the phrase came from way out in left field and refers to a psychiatric hospital that used to be behind the left field fence of the Chicago Cubs' former stadium, the West Side Grounds.

More likely, the idiom comes from the really rare occurrence of a runner getting thrown out at first base from left field, or a throw from left field to the catcher to get

## **Plans for the summer?**

*Dive into the Parks Department's 2023 Summer Program Guide, explore programs before registration April 1*



nature.



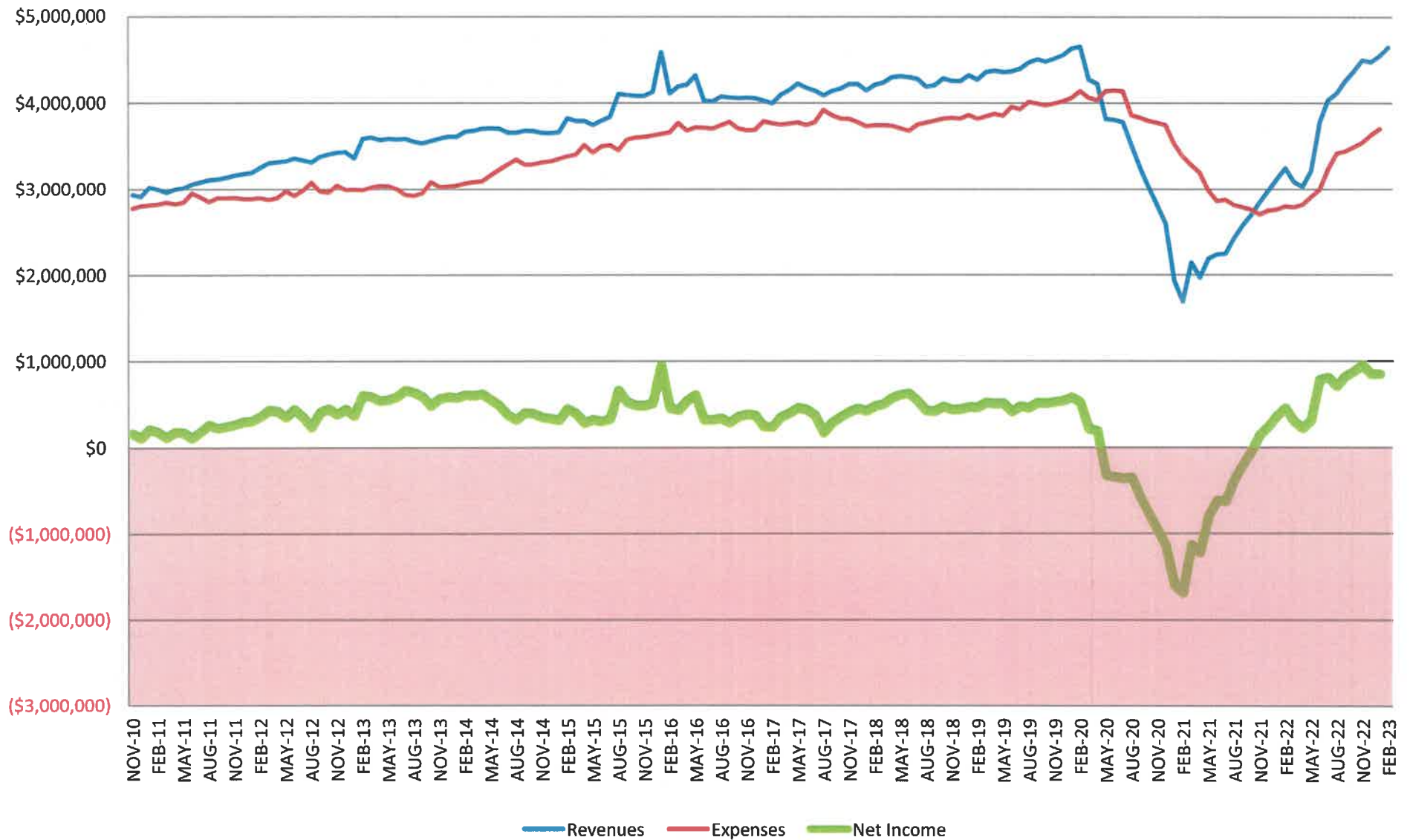
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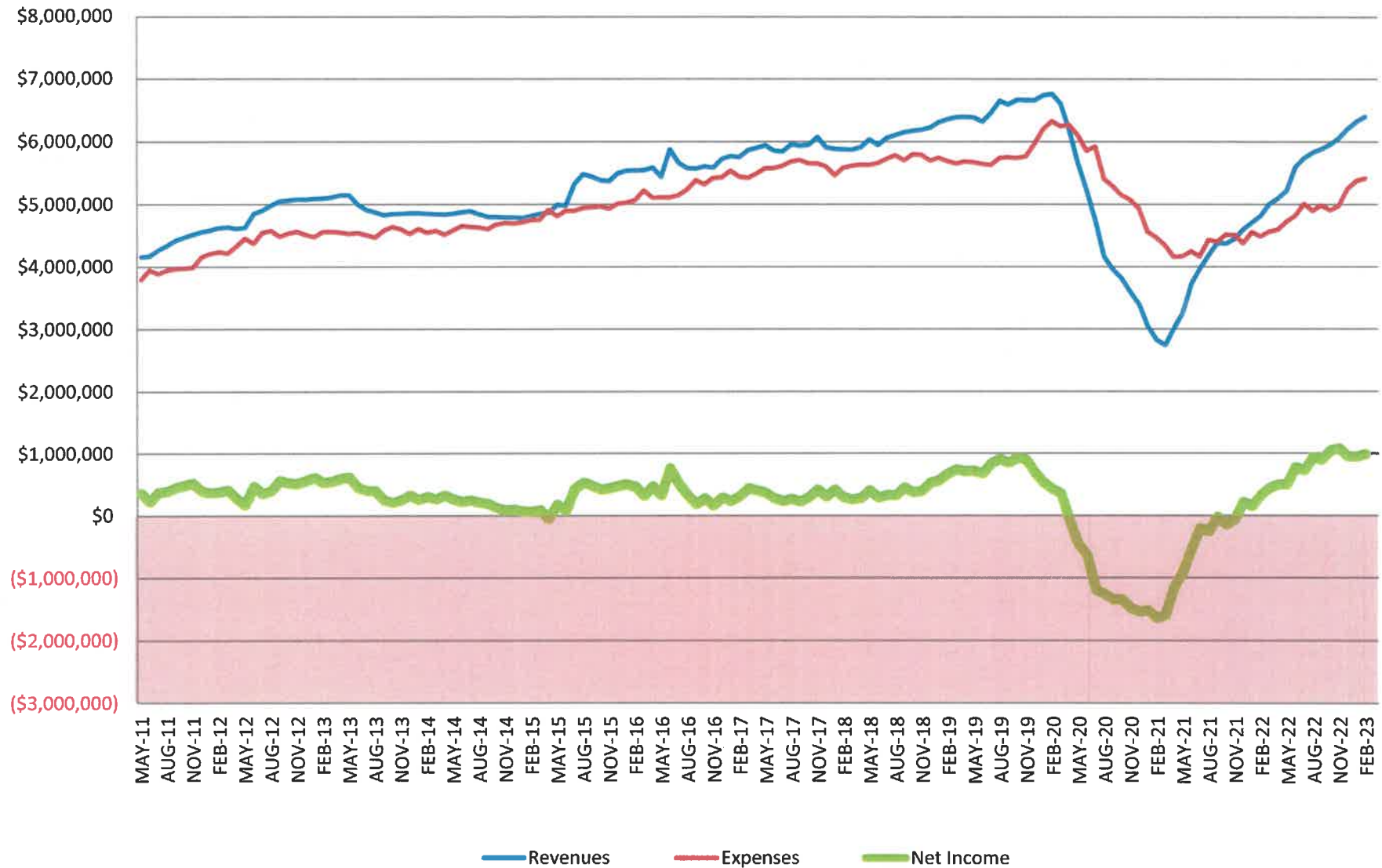
# FUND 108 - EXTENDED SCHOOL ENRICHMENT

## 12-MONTH TRAILING FINANCIALS - 02/28/23



# FUND 109 - MONON COMMUNITY CENTER

## 12-MONTH TRAILING FINANCIALS - 02/28/2023



# MONON COMMUNITY CENTER PASS REPORT

**MARCH 2023**

- NET CHANGE -

	ANNUAL	MONTHLY	OTHER	TOTAL	% <sup>1</sup>	PREV. MONTH	PREV. YEAR
<b><u>MCC MEMBERSHIP PASSES</u></b>							
Youth	9	320		329		9	4
Adult	37	2,900		2,937		105	479
Senior	11	342		353		5	51
Senior (Legacy Pricing)	10	89		99		(1)	(10)
Military	0	30		30		(2)	13
Household	11	1,113		1,124		41	195
<b>MCC Passes</b>	<b>78</b>	<b>4,794</b>		<b>4,872</b>		<b>157</b>	<b>732</b>
Add'l HH Members				4,219		176	612
<b>MCC Members</b>				<b>9,091</b>	65%	<b>333</b>	<b>1,344</b>

## **CORPORATE MEMBERSHIP PASSES**

Youth	0	6		6		1	(3)
Adult	12	266		278		7	50
Senior	0	24		24		1	4
Senior (Legacy Pricing)	0	0		0		0	0
Household	4	126		130		(1)	21
<b>Corporate Passes</b>	<b>16</b>	<b>422</b>		<b>438</b>		<b>8</b>	<b>72</b>
Add'l HH Members				473		(1)	73
<b>Corporate Members</b>				<b>911</b>	6%	<b>7</b>	<b>145</b>

## **INSURANCE-PAID MEMBERSHIP PASSES**

Prime			1,090	1,090		(49)	(140)
SilverSneakers			912	912		(19)	(3)
Active&Fit			761	761		2	260
Silver&Fit			176	176		4	62
Optum-Renew Active			1,101	1,101		(1)	123
<b>Insurance Passes/Members</b>			<b>4,040</b>	<b>4,040</b>	29%	<b>(63)</b>	<b>302</b>

<b>TOTAL PASSES</b>	<b>94</b>	<b>5,216</b>	<b>4,040</b>	<b>9,350</b>		<b>102</b>	<b>1,106</b>
Percent of Total Passes	1%	56%	43%				

<b>TOTAL MEMBERS</b>				<b>14,042</b>		<b>277</b>	<b>1,791</b>
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<sup>1</sup> Percent of Total Members

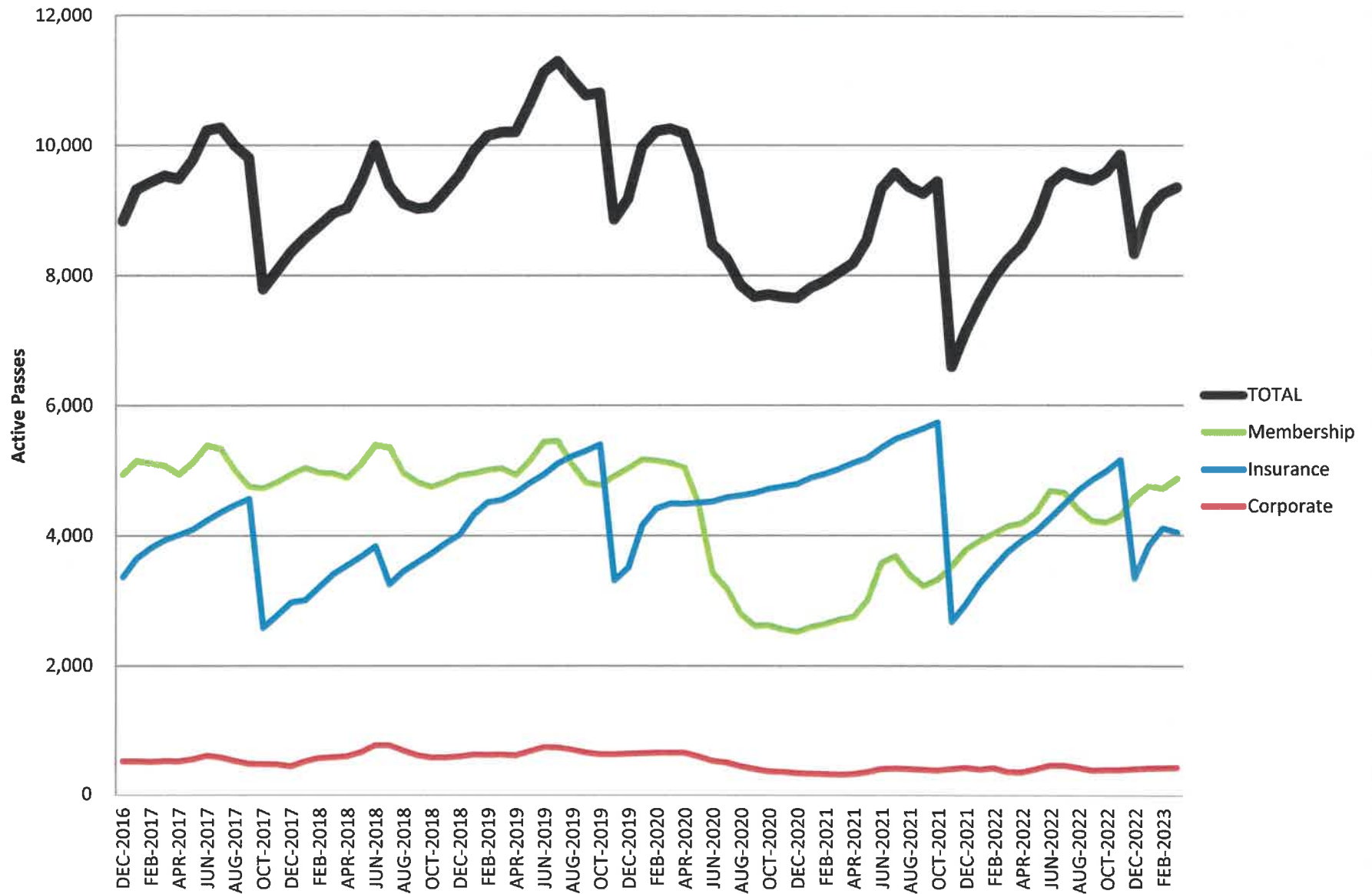
## **CARMEL CLAY TRACK PASSES**

Track Passes				1,333		19	334
<b>Carmel Clay Track Passes</b>				<b>1,333</b>		<b>19</b>	<b>334</b>



# MONON COMMUNITY CENTER

## ANNUAL, MONTHLY & INSURANCE PASSES AS OF 3/31/2023



# Carmel • Clay Parks&Recreation

## Employment Report

For Period: March 2023

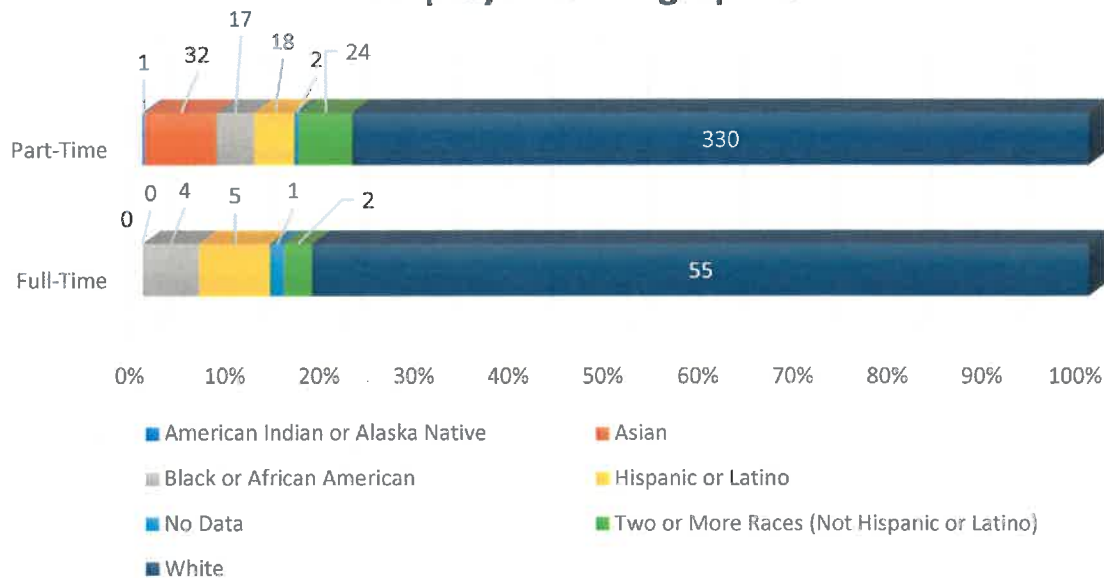
Employees by Status	Full-Time	Part-Time	Subtotal
All Employees <sup>1</sup>	67	561	628
Leaves of Absence <sup>2</sup>	0	137	137
<b>Period Ending Totals</b>	<b>67</b>	<b>424</b>	<b>491</b>

1 - Includes employees in 'Active' and 'Leave' status.

2 - 'Leaves of Absence' count includes seasonal employees.

Employment by Division	Full-Time	Part-Time	Subtotal
Executive	3	0	3
Administration + Planning	7	2	9
Extended School Enrichment/SCS	21	142	163
Marketing + Communications	4	1	5
Parks + Natural Resources	15	12	27
Recreation + Facilities	17	267	284
<b>Period Ending Totals</b>	<b>67</b>	<b>424</b>	<b>491</b>

## Employee Demographics





# Extended School Enrichment

## Monthly Division Report March 2023

### Before & After School Program

#### Participation Rates

Total Registered Students (as of 3/26/23): 1887\*

Comparison from Mar 2022 to Mar 2023: -112 (Mar 2022: 1999)

\*NOTE: ESE paused accepting new enrollments for the 22/23 school year on Oct 20, 2022

Average Daily Attendance per School in Mar:

- Before School: 26 (Feb 2023: 27)
- After School: 82 (Feb 2023: 82)

#### Scholarships Awards (Fee Waivers)

Total Students Receiving Scholarships Awards/Fee Waivers: 48

Value of Scholarships Awards/Fee Waivers for Mar 2023: \$12,926

#### Employee Discounts (Fee Waivers)

Total Number of Employees Receiving ESE Discounted Rate: 163

- CCPR Employees: 5
- City of Carmel Employees: 14
- Carmel Clay Schools Employees: 144

Total Value of Employee Discount Fee Waivers for Mar 2023: \$24,904.50

- CCPR/City of Carmel Employees: \$997.50
- Carmel Clay Schools Employees: \$23,907

#### Program Highlights

The weather outside may be frightful, but ESE participants are getting 60 minutes of active play each program day!





## Monthly Division Report – March 2023

### Monon Community Center Highlights:

- MCC Memberships are 96% recovered from pre-Covid levels
- Reservations are still required for KidZone and Group Fitness to control capacity
- MCC staff conducted 121 facility tours

### Total Participation for February:

Annual/Monthly Memberships Sold/Rejoined: 610

Day/Punch Passes Visits: 2,699

Total Member Visits: 52,479

Group Fitness Classes Participation: 11,542

### Corporate Wellness Package

	Total
Participating Companies	16
Passholders	911

### Recreation Program Highlights

- We offered 76 recreation programs with 1,145 participants in March

### Rentals

Amenity	# of Rentals
Shelters	2
Pavilion Rentals	4
Room Rentals	6
Birthday Parties	6
Aquatics	0
Cabanas	0

### Scholarships

Pass Scholarships		Program Scholarships	
Customers Served	Subsidy Value	Customers Served	Subsidy Value
13	\$687.50	0	\$0.00
Served YTD	Value YTD	Served YTD	Value YTD
15	\$2,221.50	0	\$0.00

### Work Orders

	Total Work Orders Filed	Total Hours	Total Service Calls
March 2023	70	23.75	1
<b>YTD Total</b>	<b>208</b>	<b>84.25</b>	<b>3</b>

**Administration & Planning Division  
Gift Fund 853 Report  
March 2023**

<b>Designated For</b>	<b>Beginning Cash Balance</b>	<b>Current Month Revenues</b>	<b>Current Month Expenses</b>	<b>Ending Cash Balance</b>
Bear Creek Park	\$ 67,500.00	\$ -	\$ -	\$ 67,500.00
Interpretive Signage	\$ 13,309.71	\$ -	\$ -	\$ 13,309.71
Invasive Species Mgmt/Restoration	\$ 11,431.22	\$ -	\$ 5,951.00	\$ 5,480.22
Central Park North Woods	\$ -	\$ -	\$ -	\$ -
Pedal & Park	\$ 5,917.92	\$ -	\$ -	\$ 5,917.92
Staff Appreciation	\$ 404.65	\$ 300.00	\$ -	\$ 704.65
Volunteer Program	\$ 90.52	\$ -	\$ -	\$ 90.52
West Park	\$ 2,160.00	\$ -	\$ -	\$ 2,160.00
James Engledow Memorial	\$ 820.00	\$ -	\$ -	\$ 820.00
Meadowlark Park Shade Structures	\$ 5,081.00	\$ -	\$ -	\$ 5,081.00
Undesignated (General)	\$ 13,075.35	\$ -	\$ 2,758.60	\$ 10,316.75

**Month End Cash Balance** **\$ 111,380.77**

I hereby certify that the amounts listed above are true and correct and that I have audited the same in accordance with IC 5-13-6-1, *et seq.*

  
Administration & Planning Director

## MARKETING REPORT | March 2023

### MEMBERSHIP | WINTER/SPRING 2023

We continued our membership advertising campaign in March. This month's tactics for this campaign included advertisements with Cumulus, Indy's Child, theCityMoms, WFYI, WTTS, OneZone, Facebook, Instagram, and Google.

### CCPR RECRUITMENT | SUMMER 2023

We continued our summer hiring advertising campaign in March. Tactics for the summer recruitment campaign included advertisements with Cumulus, Facebook, Instagram, TikTok, *Current in Carmel*, and the Carmel High School Newsletter, as well as organic social media posts.

### KEY PERFORMANCE INDICATORS



**2,080**

Social Media  
Engagement



**20,851**

Views of MCC Page on  
Website



**14,258,049**

Google Location  
Views



**847**

Conversions: New  
Memberships

### GOOGLE ADS SUMMARY



**2**

Total Ads



**\$604.14**

Total Spent



**7,064**

Clicks



**92,237**

Impressions

# SOCIAL MEDIA

## SUMMARY OF SOCIAL MEDIA PLATFORMS



### FACEBOOK

*Posts on Facebook are directed toward local parents and families as well as visitors.*



### INSTAGRAM

*Posts are passionate and informational for women ages 25-44 located in Indianapolis and Carmel.*



### TWITTER

*Messages are directed toward business, news outlets, and community organizations.*



### LINKEDIN

*Messages are directed toward CCPR staff, potential staff, and industry professionals.*

## PRIMARY CROSS-CHANNEL METRICS

*This month, Marketing saw the following numbers across all five social media platforms:*

KEY PERFORMANCE INDICATOR	RESULTS
Total Posts	69
Total Engagement <i>(number of interactions on posts)</i>	2,080
Total Audience <i>(number of followers across all platforms)</i>	34,199
Net New Audience <i>(number of new followers across all platforms)</i>	190
Total Reach <i>(total number of people who saw content)</i>	52,770

## TOP POSTS



Top Facebook Post  
**Summer Program  
Guide Available**  
130 Engagements  
3,122 Impressions



Top Instagram Post  
**Staff Volunteering  
Event**  
84 Engagements  
1,614 Impressions



Top LinkedIn Post  
**Staff Volunteering  
Event**  
96 Engagements  
477 Impressions



Top Twitter Post  
**Clovers in Indiana**  
7 Engagements  
453 Impressions

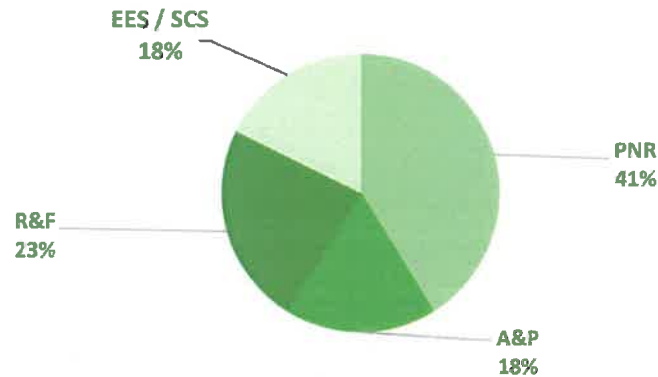


## ENEWSLETTERS

*This month, Marketing saw the following numbers across all scheduled email communications:*

KEY PERFORMANCE INDICATOR	RESULTS
Total Newsletters Sent	17
Total Sends	37,092
Average Open Rate	65.4%
Average Click Rate	5.4%

### EMAIL TOPICS

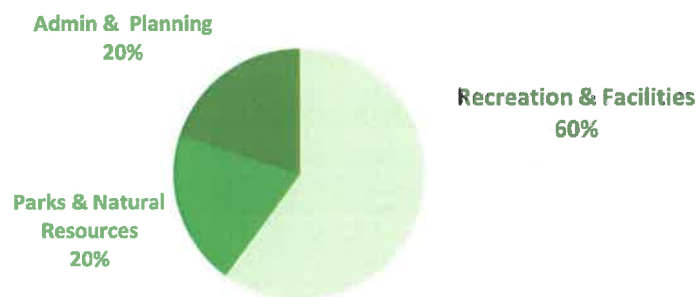


## BLOGS

*This month, Marketing saw the following numbers across all blogs:*

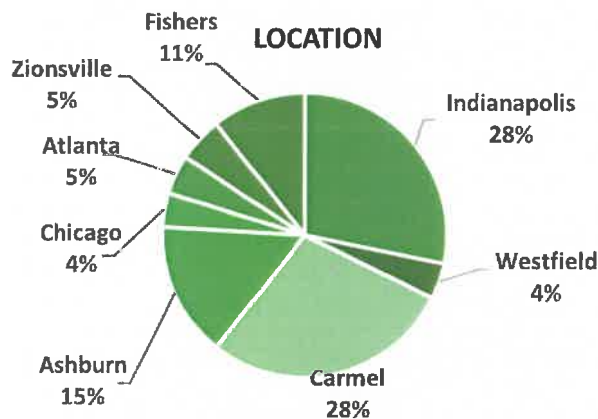
KEY PERFORMANCE INDICATOR	RESULTS
Total Blogs Posted	5
Total Page Views on Website	299

### BLOG TOPICS

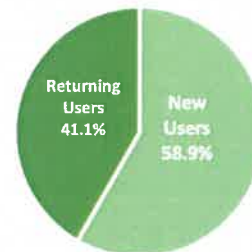


## WEBSITE

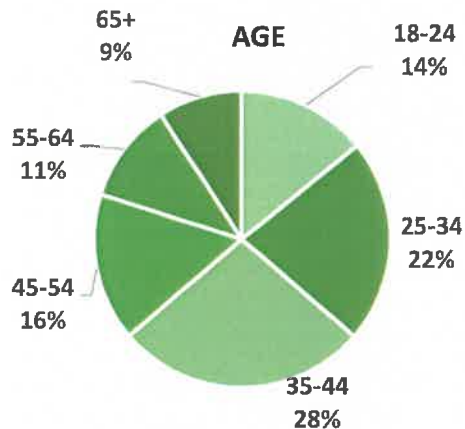
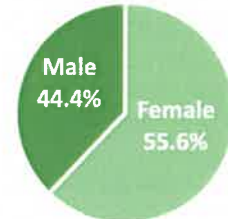
This month, the website had the following page views from the user demographics listed below.



### NEW VS. RETURNING USERS



### GENDER



### TOTAL PAGE VIEWS TOP WEB PAGES

	125,023 PAGE VIEWS	% OF TOTAL
MCC	20,851	16.68%
Home Page	11,017	8.81%
Summer Camps	4,709	3.77%
Group Fitness	4,631	3.70%
Water Park	3,960	3.17%

## EARNED MEDIA

- Indy Star | [The Bridges of Hamilton County are on the move in plans to get people across the White River](#)
- Indy Star North | [HamCo Bridges Moving](#)
- WTHR | [Volunteers needed to remove honeysuckle from Carmel dog park](#)
- City of Carmel | [Barrier-Free Theatre](#)
- Good Day Carmel | [Barrier-Free Theatre](#)
- Good Day Carmel | [Hounds & Honeysuckle Volunteer Event](#)
- Good Day Carmel | [Barrier-Free Theatre](#)
- Good Day Carmel | [River Heritage Rededication](#)
- Good Day Carmel | [Summer Program Guide Available](#)
- Good Day Carmel | [StoryWalk® at Carmel Clay Parks](#)
- Good Day Carmel | [StoryWalk® at Carmel Clay Parks](#)
- WISHTV | [Return of Warm Weather-River Heritage Park](#)

- Hamilton County Reporter | [Carmel plans several special events to celebrate Disability Awareness Month](#)
- Hamilton County Reporter | [Carmel Clay Parks & Purdue University seek public input on proposed Chinese Garden](#)
- Hamilton County Reporter | [Carmel Clay Parks & Rec suspends plans for dog park on city's east side](#)
- Indy's Child | [Find Time for You at the Monon Community Center](#)
- Hamilton County Reporter | [Carmel Clay Parks & Recreation to hold Hounds & Honeysuckle volunteer event](#)
- Hamilton County Reporter | [Carmel Clay Parks brings back Barrier-Free Theatre](#)
- Carmel Clay Library | [StoryWalk® at West Park](#)
- Hamilton County Reporter | [River Heritage Park Rededication](#)
- Hamilton County Reporter | [Meadowlark Park Catfish Restock](#)
- Hamilton County Reporter | [Monon Greenway Construction](#)
- Hamilton County Reporter | [Virtual Art Gallery](#)
- Carmel Monthly Magazine | [City of Carmel Announces Spring 2023 Construction Highlights](#)
- Current in Carmel | [Carmel Clay Parks & Recreation hits brakes on plans for dog park on Carmel Clay Schools property](#)
- Current in Carmel | [Carmel Clay Parks & Recreation board votes to name West Park's newly renovated area Jim Engledow Commons](#)

## SEARCH ENGINES

This month, Marketing saw the following numbers across all locations on Google:

KEY PERFORMANCE INDICATOR	RESULTS
Total Views of All Locations	14,258,049
Total Views of Carmel Clay Parks & Recreation	82,494
Total Views of Monon Community Center	108,683
Total Views of The Waterpark	4,279,958



“ The updates to the park are great. You have the option of playing pickleball in addition to the revamped splash pad area. The kids are looking forward to this spring and summer at the park. ”

-Jason G., Google Review of Lawrence W. Inlow Park



“ Had a nice time at this park and will come back in the future. Nice walking path that allows parents to keep an eye on children at the playground. ”

- Chris C., Google Review of Meadowlark Park

**Financial Assistance**  
**January - March 2023**

Month	MCC Passes		MCC Programs		ESE & Summer Camps	
	Customers Served	Value	Customers Served	Value	Number of Students	Value
January	15	793.50	0	0.00	50	11,008.50
February	14	740.50	0	0.00	50	11,108.25
March	13	687.50	0	0.00	48	12,926.00
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>Total</b>		<b>\$ 2,221.50</b>		<b>\$ -</b>		<b>\$ 35,042.75</b>

MCC Passes	\$ 2,221.50
MCC Programs	\$ -
ESE & Summer Camps	\$ 35,042.75
<b>Total Financial Assistance</b>	<b>\$ 37,264.25</b>



**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

<small>PRESENTER</small> <b>Linus Rude, Secretary</b>	<small>ACTION REQUESTED</small> <b>Approval</b>
<small>ITEM/SUBJECT</small> <b>March 14, 2023 Park Board Meeting Minutes</b>	
<small>DOLLAR AMOUNT / FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>April 11, 2023</b>

**SUMMARY:**

A draft of the minutes for the March 14, 2023 Park Board Meeting is provided for comment, corrections, additions, or deletions.

**STAFF RECOMMENDATION:**

“I move to approve the minutes of the Park Board Meeting on March 14, 2023.”

**Carmel/Clay Board of Parks and Recreation  
Tuesday, March 14, 2023, 6:00 p.m.  
John W. Hensel Government Center  
10701 North College Avenue  
Carmel, Indiana 46280**

**Member(s) Present:** James Garretson, Carrie Holle, Joshua Kirsh, Kristin Kouka, Jenn Kristunas, Linus Rude, Rich Taylor, Mark Westermeier, Lin Zheng

**Member(s) Absent:** None

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Eric Mehl, Administration & Planning Director; Doug Kowalski, Park Board Legal Counsel

**Roll Call; Call to Order & Pledge of Allegiance**

Board President Taylor welcomed everyone to the meeting and asked Mr. Rude to call the role. Mr. Rude announced there was a quorum. Board President Taylor called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

**Recognition of Service to the Carmel/Clay Board of Parks and Recreation**

Board President Taylor announced he had the distinct pleasure to recognize former Park Board members Louise Jackson and Dr. Jessica Beer.

Board President Taylor asked Ms. Jackson to the front of the room and thanked her for her service on the Carmel/Clay Board of Parks and Recreation for 2021 and 2022. Afterwards, he presented a framed picture which was taken at Central Park.

Board President Taylor asked Dr. Beer to the front of the room and thanked her for her service on the Carmel/Clay Board of Parks and Recreation from 2019 through 2022 as a Carmel Mayoral appointment. He also presented to Dr. Beer a framed picture that was taken at Central Park.

*(Applause)*

Director Klitzing thanked Dr. Beer and Ms. Jackson for their contributions on the Park Board. He added that it was a pleasure to work with them, and he appreciated their input over the years. The citizens of the community who serve on the Park Board truly make it a 'true' parks system. Individuals who serve on the Park Board represent the voice of the community and become advocates for the citizens.

**Public Comments**

There were no public comments.

**Staff Reports**

Assistant Director Baumgartner stated Staff Reports were included in the Park Board packet. He, too, thanked Dr. Beer and Ms. Jackson for their service.

**Finance Committee**

Ms. Zheng stated the Finance Committee did not meet last month (*February*).

### **Minutes**

#### **February 14, 2023 Park Board Executive Session**

Mr. Rude made a motion to approve the minutes of the Park Board Executive Session dated February 14, 2023, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

#### **February 14, 2023 Park Board Meeting**

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated February 14, 2023, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

### **Financial Reports**

#### **Consolidated Financial Report for January 2023; CCPR P&L Statements for February 2023**

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for January 2023 and acknowledge receipt of the P&L Statements for February 2023, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

### **Claims**

#### **Claim Sheet March 14, 2023; Clay Township Claim Sheet March 14, 2023; CCPR Payroll for February 10, 2023 and February 24, 2023**

Ms. Zheng made a motion to approve the Claim Sheet dated March 14, 2023; and to approve the Clay Township Claim Sheet dated March 14, 2023; and to approve the Payroll and Liabilities for payroll dates February 10 (2023) and February 24, (2023), seconded by Mr. Kirsh. Mr. Westermeier asked which months have three payrolls. Assistant Director Baumgartner said he did not know, but would find out.

Board President Taylor called for the vote, and the motion was unanimously passed 9 – 0.

#### **Monetary Gifts, Grants, Partnerships, and Sponsorships for February 2023**

Mr. Mehl said there was nothing to report for February. Board President Taylor asked when the Department will add the new staff member who will look for partnerships and sponsorships. Director Klitzing responded that the position has been posted and hopes to fill that position within the next four to six weeks.

### **New Business**

#### **Consideration of Resolution G-2023-002 Naming the Jim Engledow Commons in West Park**

Director Klitzing spoke about Mr. Jim Engledow, who passed away on August 2, 2022. After discussions with the Park Board and the Engledow family, and in recognition of his service to the Park Board and community, the Department will honor Jim Engledow by naming a section within West Park the 'Jim Engledow Commons.' The Jim Engledow Commons will include the newly renovated area in West Park including the playground, the splash pad, the restroom area, and shelters. The signs will be very similar to the ones in front of Westermeier Commons (*in Central Park*). It is anticipated that the sign be unveiled at the rededication of West Park celebrating the incredible transformation of the park thanks to the Clay Township Impact Program.

Mr. Kirsh made a motion to approve Resolution G-2023-002, seconded by Mr. Rude. Both Mr. Kirsh and Mr. Westermeier shared their personal thoughts about Jim Engledow. Although not typical, Director Klitzing asked Board President Taylor if he could read the Resolution for the record and the public.

*(See attached Resolution G-2023-002)*

Board President Taylor added his personal comments about Jim Engledow and his contributions to the Parks Board and the Carmel Clay community. It is an honor to recognize Jim Engledow and his service to parks.

Board President Taylor called for the vote, and the motion was unanimously passed 9 – 0.

#### **Consideration of Bids to Construct Shelters at West Park**

Assistant Director Baumgartner asked that the Board approve construction of three shelters at West Park. Direct purchase of the shelters was approved at the February Park Board meeting. The bid includes complete construction of the shelters. One bid was received from United Construction. Assistant Director Baumgartner added that this contractor performed work at River Heritage Park and was wonderful to work with throughout the project. Discussion followed.

Ms. Kristunas made a motion to authorize the bid from and award a contract to United Construction in the amount of \$360,071 for site work and installation of shelters at West Park, and authorize the Director, the Assistant Director, and the Park Board Legal Counsel to take all actions necessary to complete the contracting process, seconded by Mr. Rude, and unanimously passed 8 – 0 *(Mr. Garretson was not in the room when the vote was called.)*

Ms. Kristunas made a motion to delegate to the Director and Assistant Director the authority to determine whether it is in the best interest of the Board and the Department to add or change an item or items in the contract with United Construction and to approve each change order in an amount not to exceed his purchasing authority and in accordance with applicable Indiana Law regarding change orders with a report to and ratification by the Park Board at a subsequent meeting, seconded by Mr. Rude.

Board President Taylor asked about the expected completion date. Assistant Director Baumgartner said he would be conservative and estimate completion in the fall.

Board President Taylor called for the vote, and the motion was unanimously passed 8 – 0 *(Mr. Garretson was not in the room when the vote was called.)*

#### **Consideration of Monon Community Center Multipurpose Room West/KidZone Improvements**

Assistant Director Baumgartner said that this project was in the works pre-Covid. The Department reengaged Williams Architects, the original designer of the Monon Community Center, Luckey Climber, and PlayPros to develop plans for an indoor playground renovation project. Pictures of the current KidZone, Multipurpose Room West, and the proposed concepts were included in the Park Board packet.

Director Klitzing stated that the Luckey Climber would be the signature feature with petals enclosed with netting to prevent falls. Typically, Luckey Climbers are not designed to include a slide feature; however, the Department has requested two integrated slides. The petals will be designed with LED lights so they will light up in the dark adding an artistic feel and visible from 111<sup>th</sup> Street. This will be a one-of-a-kind amenity that will increase day passes and memberships. Discussion followed.

Mr. Kirsh made three consecutive motions: 1) to approve the Professional Services Agreement with Williams Architects for the Monon Community Center Multipurpose Room West/KidZone Improvement Project for the sum of \$240,000 and authorize the Director or Assistant Director to execute the same; 2) authorize the Director or Assistant Director to execute a change order with Williams Architects if bids received exceed \$2,900,000, in order to compensate Williams Architects at 8% of hard construction costs; and 3) authorize Williams Architects, the Director, the Assistant Director, and the Park Board Legal Counsel to take all steps necessary and appropriate to bid the Monon Community Center Multipurpose Room West/KidZone Improvement Project. Ms. Kristunas seconded the motions.

After discussion, Board President Taylor called for the vote, and the motions were unanimously passed 9 – 0.

**Consideration of Resolution B-2023-001 Requesting Establishment of a New Cash Account within Parks and Recreation Non-Reverting Capital Fund 103**

Director Klitzing provided a detailed report on establishing a new cash account within Fund 103 for all Local Income Tax (LIT) because of a recent rule change by the State Board of Accounts (SBOA). The local income tax dollars attributable to the Central Park Bond under the Interlocal Agreement are dedicated for park capital projects that are approved by the Park Board. At the conclusion of Director Klitzing's informative presentation, a lengthy discussion followed.

Mr. Kirsh made a motion to approve Resolution B-2023-001, seconded by Ms. Kristunas. After a few remarks by Board President Taylor, he called for the vote, and the motion was unanimously passed 9 – 0.

**Old Business**

**Consideration of Resolution G-2023-003 Adopting the Thomas Marcuccilli Nature Park Master Plan**

Director Klitzing presented background and a detailed overview of the proposed Master Plan that was presented to the Park Board on October 11, 2022. No changes were made after the presentation; however, it took MKSK significantly more time than anticipated to complete the written report. Project goals included:

1. Preserve unique nature and experience of the site;
2. Accommodate passive usage;
3. Provide education and storytelling from unique perspectives;
4. Connectivity to the surrounding community; and
5. Innovative approach to planning.

A lengthy discussion followed.

Mr. Kirsh made a motion to approve Resolution G-2023-003, seconded by Mr. Rude, and unanimously passed 9 – 0.



**Attorney's Report**

Mr. Kowalski announced exciting news about the results in small claims court yesterday (*March 13, 2023*). This was regarding the case where an individual had applied for a monthly (*Monon Community Center*) pass and after five years, tried to get a refund; however, the court ruled in parks favor. Otherwise, working through RFPs, contracts, and projects.

**Director's Report**

Director Klitzing stated that the Director's Report was included in the Park Board packet.

Director Klitzing added that staff is currently in the process of evaluating paid leave programs for both full-time and part-time staff. The Department wants to be proactive in establishing a competitive work environment making sure that the compensation programs, which include paid leave, are appropriate to attract and retain employees. It is anticipated that the paid leave proposals will come before the Park Board for consideration and approval.

Another item Director Klitzing brought to the Park Board's attention is the Chinese Garden. The Department has been working with Purdue University Professor Dr. Yiwei Huang, along with 64 students of which two are Carmel residents, to help develop a concept plan for a possible Chinese Garden in Carmel. On March 5<sup>th</sup>, they hosted a public meeting that was held in conjunction with the Chinese School at Carmel High School. Dr. Huang and her students have done a wonderful job in developing a general assessment of the proposed site located on property owned by Carmel Clay Schools. The School Board was receptive to the Department exploring the possibility and any proposed recommendations will go back to the School Board for their consent. Director Klitzing described the proposed site and showed pictures of existing Chinese Gardens with different features. It is anticipated that the concept will be ready in time for a presentation to the School Board in April, followed by the Park Board. It has been very exciting to see the strong support within the community, especially the Chinese community within Carmel, who appreciate this idea. Director Klitzing has been upfront with the community that the Department has no funds committed toward this development. The concept plans will help determine how much money is needed. Hopefully, the community's excitement will help secure funding from the city (*Carmel*) and/or the private sector.

Ms. Zheng thanked Director Klitzing for spending time and efforts to come up with the idea for a Chinese Garden in Carmel and giving the local community a voice in the design. She said the local Chinese community is very excited about this potential Chinese garden, and many have inspiring ideas about what should be included. Ms. Zheng asked if any of the plans have cost estimates. Director Klitzing responded that there are no cost estimates yet. It is anticipated that the refined concept developed for presentation to the School Board will have some idea of costs.

**Information Items**

**Plan Commission**

Mr. Kirsh stated the Plan Commission, BZA, and City Council recently had a workshop. These in-service workshops are held periodically to discuss possible refinements to various processes.

**School Board**

Ms. Kouka said she had nothing to report.

**Parks Foundation**

Director Klitzing stated he had nothing to report.

**Park Board Comments / Discussion**

Ms. Zheng asked about the report to the Park Board regarding purchase orders over \$50,000 approved by the Director as recently authorized by the Park Board. Director Klitzing stated the report (*if any for the month*) is included with the Administration & Planning Division's monthly report.

**Adjournment**

Mr. Kirsh made a motion to adjourn the meeting, seconded by Mr. Rude. Board President Taylor adjourned the meeting at 7:54 p.m.

**Approved,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Meetings of the Carmel/Clay Board of Parks and Recreation are recorded and may be viewed at <https://vimeo.com/channels/parkboardmeetings> or see the archive of meeting recordings at <https://www.carmelclayparks.com/about-us/park-board/>.

**RESOLUTION G-2023-002**

**A RESOLUTION OF THE CARMEL/CLAY BOARD OF PARKS AND RECREATION  
NAMING THE JIM ENGLEADOW COMMONS IN WEST PARK**

**WHEREAS**, the Carmel/Clay Board of Parks and Recreation (the “Park Board”) is a unit of government created and authorized to administer the Carmel/Clay Department of Parks and Recreation (the “Department”) pursuant to that certain agreement entitled “Interlocal Cooperation Agreement” signed by the respective authorized officials of Clay Township, Hamilton County, Indiana and City of Carmel, Indiana on July 30, 2002 and effective January 1, 2003, as amended from time to time; and

**WHEREAS**, the Naming Policy for Parks, Facilities, and Components, approved by the Park Board through Resolution P-2016-002 on September 13, 2016, as amended from time to time, permits facilities to be named in honor of a deceased individual who has made significant contributions to the community; and

**WHEREAS**, Clay Township Trustee Judith F. Hagan first appointed Jim Engledow to the Park Board in 2001, a position he held for 20 years becoming the longest-serving member in the history of the Park Board; and

**WHEREAS**, Mr. Engledow was elected by his peers on the Park Board to serve as President for a total of eight years during his tenure, making him the longest serving Park Board President; and

**WHEREAS**, the Carmel Clay park system witnessed tremendous growth during Mr. Engledow’s time on the Park Board, greatly enhancing the quality of life for the residents of Carmel and Clay Township; and

**WHEREAS**, the Park Board wishes to publicly recognize and honor Mr. Engledow for his tremendous leadership and impact on the Carmel Clay park system.

**NOW, THEREFORE, BE IT RESOLVED** that the Carmel/Clay Board of Parks and Recreation hereby names the area of West Park (2700 West 116<sup>th</sup> Street, Carmel, IN) containing the destination playground, splash pad, and picnic grove the Jim Engledow Commons.

**APPROVED AND ADOPTED** by the Carmel/Clay Board of Parks and Recreation this 14<sup>th</sup> day of March 2023 by a vote of   9   ayes and   0   nays.

**CARMEL/CLAY BOARD OF PARKS AND RECREATION**

Richard F. Taylor III, President	<u>  X  </u>	<u>      </u>
	Aye	Nay
Jenn Kristunas, Vice-President	<u>  X  </u>	<u>      </u>
	Aye	Nay
Lin Zheng, Treasurer	<u>  X  </u>	<u>      </u>
	Aye	Nay

Linus Rude, Secretary	<u>X</u> Aye	<u>      </u> Nay
James D. Garretson	<u>X</u> Aye	<u>      </u> Nay
Carrie Holle	<u>X</u> Aye	<u>      </u> Nay
Joshua A. Kirsh	<u>X</u> Aye	<u>      </u> Nay
Kristin Kouka	<u>X</u> Aye	<u>      </u> Nay
Mark Westermeier	<u>X</u> Aye	<u>      </u> Nay

**CERTIFICATION**

I certify under the penalties of perjury that the foregoing members of the Carmel/Clay Board of Parks and Recreation voted as indicated above at a public meeting on March 14, 2023.

DocuSigned by:



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Richard F. Taylor III, President

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Lin Zheng, Treasurer</b>	ACTION REQUESTED <b>Acknowledgement</b>
ITEM/SUBJECT <b>Consolidated Financial Report for February 2023</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

**SUMMARY:**

Provided is the Consolidated Financial Report for February 2023.

**STAFF RECOMMENDATION:**

“I move to acknowledge receipt of the Consolidated Financial Report for February 2023.”



**CARMEL CLAY PARKS & RECREATION**  
**2023 YEAR-TO-DATE CONSOLIDATED FINANCIAL REPORT**

Month: February 2023

	(101) General	(103-CITY) Capital	(106) Impact Fee	(108) ESE	(109) MCC	(110) Rec Facilities	(853) Gift	(Twp 1215) LIT Capital	CONSOLIDATED TOTAL
<b>REVENUES</b>									
City of Carmel	\$5,308,408.00	\$519,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,827,408.00
Clay Township	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$505,523.34
Impact Fees	\$0.00	\$0.00	\$39,056.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,056.00
User Fees, Interest & Other Earned Income	\$0.00	\$5,707.87	\$24,326.23	\$662,489.49	\$840,354.75	\$18,926.12	\$1,026.00	\$2,810.21	\$1,555,640.67
<b>Total Revenues (a)</b>	<b>\$5,308,408.00</b>	<b>\$524,707.87</b>	<b>\$63,382.23</b>	<b>\$662,489.49</b>	<b>\$840,354.75</b>	<b>\$18,926.12</b>	<b>\$1,026.00</b>	<b>\$2,810.21</b>	<b>\$7,927,628.01</b>
<b>OTHER FINANCING SOURCES</b>									
Cash Reserves as of 12/31/2022	\$0.00	\$465,940.28	\$2,800,154.68	\$2,560,555.27	\$3,803,786.67	\$234,474.17	\$129,598.85	\$5,475,194.04	\$15,469,703.96
Previous Year Encumbrances	\$468,383.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$468,383.34
Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers from Cash Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Card Sales & Customer Overpayments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Other Financing Sources</b>	<b>\$468,383.34</b>	<b>\$465,940.28</b>	<b>\$2,800,154.68</b>	<b>\$2,560,555.27</b>	<b>\$3,803,786.67</b>	<b>\$234,474.17</b>	<b>\$129,598.85</b>	<b>\$5,475,194.04</b>	<b>\$15,938,087.30</b>
<b>Total Revenues &amp; Other Financing Sources (b)</b>	<b>\$5,776,791.34</b>	<b>\$990,648.15</b>	<b>\$2,863,536.91</b>	<b>\$3,223,044.76</b>	<b>\$4,644,141.42</b>	<b>\$253,400.29</b>	<b>\$130,624.85</b>	<b>\$5,478,004.25</b>	<b>\$23,865,715.31</b>
<b>OPERATING EXPENSES</b>									
Transfer Out	\$519,000.00								
Personal Services	\$496,049.39	\$0.00	\$0.00	\$360,693.26	\$392,639.63	\$0.00	\$0.00	\$0.00	\$1,249,382.28
Supplies	\$25,823.79	\$0.00	\$0.00	\$38,531.23	\$49,431.06	\$1,469.95	\$0.00	\$0.00	\$115,256.03
Other Services & Charges	\$253,396.86	\$0.00	\$0.00	\$54,956.49	\$494,159.81	\$42,002.11	\$0.00	\$0.00	\$844,515.27
Capital Outlay	\$1,133.49	\$0.00	\$0.00	\$0.00	\$3,617.68	\$0.00	\$0.00	\$0.00	\$4,751.17
<b>Total Operating Expenses (c)</b>	<b>\$776,403.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$454,180.98</b>	<b>\$939,848.18</b>	<b>\$43,472.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,213,904.75</b>
<b>DEVELOPMENT &amp; OTHER EXPENSES</b>									
Capital Development & Maintenance	\$0.00	\$97,298.26	\$17,177.00	\$0.00	\$0.00	\$0.00	\$10,834.48	\$304,132.69	\$429,442.43
Transfers to Cash Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Card & Customer Credit Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$1,254.00	\$0.00	\$0.00	\$0.00	\$1,254.00
<b>Total Development &amp; Other Expenses</b>	<b>\$0.00</b>	<b>\$97,298.26</b>	<b>\$17,177.00</b>	<b>\$0.00</b>	<b>\$1,254.00</b>	<b>\$0.00</b>	<b>\$10,834.48</b>	<b>\$304,132.69</b>	<b>\$430,696.43</b>
<b>Total Expenses (d)</b>	<b>\$776,403.53</b>	<b>\$97,298.26</b>	<b>\$17,177.00</b>	<b>\$454,180.98</b>	<b>\$941,102.18</b>	<b>\$43,472.06</b>	<b>\$10,834.48</b>	<b>\$304,132.69</b>	<b>\$2,644,601.18</b>
<b>ENCUMBRANCES &amp; RESERVES</b>									
Encumbrances & Dedicated Funds	\$400,634.61	\$893,349.89	\$2,846,359.91	\$0.00	\$0.00	\$0.00	\$0.00	\$3,673,871.56	\$8,319,739.31
Designated Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108,310.02	\$0.00	\$108,310.02
Outstanding Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Reverting Operations Reserve	\$0.00	\$0.00	\$0.00	\$1,668,863.78	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$2,668,863.78
Capital Maintenance Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$1,153,039.24	\$184,928.23	\$0.00	\$1,500,000.00	\$2,837,967.47
Cash Flow Reserve	\$0.00	\$0.00	\$0.00	\$1,100,000.00	\$1,550,000.00	\$25,000.00	\$0.00	\$0.00	\$2,675,000.00
<b>Total Encumbrances &amp; Reserves</b>	<b>\$400,634.61</b>	<b>\$893,349.89</b>	<b>\$2,846,359.91</b>	<b>\$2,768,863.78</b>	<b>\$3,703,039.24</b>	<b>\$209,928.23</b>	<b>\$108,310.02</b>	<b>\$5,173,871.56</b>	<b>\$16,609,880.58</b>
<b>Total Expenses, Encumbrances &amp; Reserves (e)</b>	<b>\$1,177,038.14</b>	<b>\$990,648.15</b>	<b>\$2,863,536.91</b>	<b>\$3,223,044.76</b>	<b>\$4,644,141.42</b>	<b>\$253,400.29</b>	<b>\$119,144.50</b>	<b>\$5,478,004.25</b>	<b>\$19,254,481.76</b>
<b>Net Income (a - c)</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>\$208,308.51</b>	<b>(\$99,493.43)</b>	<b>(\$24,545.94)</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<i>Cost Recovery (a ÷ c)</i>				146%	89%	44%			
Current Cash Balance & Investments (b - d)	n/a	\$893,349.89	\$2,846,359.91	\$2,768,863.78	\$3,703,039.24	\$209,928.23	\$119,790.37	\$5,173,871.56	\$16,220,726.32
Unencumbered or Undedicated Funds (b - e)	\$4,599,753.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,480.35	\$0.00	\$4,611,233.55

## **Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item**

PRESENTER <b>Kurtis Baumgartner, Assistant Director/COO</b>	ACTION REQUESTED <b>Acknowledgement</b>
ITEM/SUBJECT <b>CCPR P&amp;L Statements for March 2023</b>	
DOLLAR AMOUNT/FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

### **SUMMARY:**

Provided for your review are March 2023 P&L statements for ESE (Fund 108), Monon Community Center (Fund 109), and Parks & Rec Facilities (Fund 110) as generated by the Department's QuickBooks software. These reports are used as a management tool to help identify and track the financial performance of the Department's retail-oriented operations. The P&L statements are supplemental information and do not replace the official financial records maintained by the Controller.

### **RECOMMENDED MOTION:**

"I move to acknowledge receipt of the P&L Statements for March 2023."

11:59 AM

04/06/23

Accrual Basis

**Extended School Enrichment - Carmel Clay Parks & Recreation**  
**108 ESE Profit & Loss Prev Year Comparison**  
**January through March 2023**

	Jan - Mar 23	Jan - Mar 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
0300000 · REVENUES			
0345040 · Park Department Fees	1,324,652.36	1,056,773.75	267,878.61
0361030 · Interest on Sweep	12,123.08	1,113.43	11,009.65
0367000 · Contributions & Gifts	0.00	202.95	-202.95
<b>Total 0300000 · REVENUES</b>	<b>1,336,775.44</b>	<b>1,058,090.13</b>	<b>278,685.31</b>
<b>Total Income</b>	<b>1,336,775.44</b>	<b>1,058,090.13</b>	<b>278,685.31</b>
<b>Gross Profit</b>	<b>1,336,775.44</b>	<b>1,058,090.13</b>	<b>278,685.31</b>
<b>Expense</b>			
4100000 · PERSONAL SERVICES			
4110000 · Full Time Regular	228,584.26	166,480.46	62,103.80
4111000 · Part Time	176,698.03	147,317.23	29,380.80
4112000 · Overtime	3,359.48	131.20	3,228.28
4120000 · Deferred Compensation	9,554.79	8,322.31	1,232.48
4121000 · Employer's Share of FICA	24,010.45	18,431.04	5,579.41
4122000 · Employer's Share of H-Ins	82,061.40	66,639.27	15,422.13
4122100 · Disability Insurance	448.05	367.16	80.89
4122200 · Life Insurance	210.90	166.50	44.40
4123002 · Civilian PERF	31,512.21	23,382.12	8,130.09
4124000 · Employer's Share of Medicare	5,615.35	4,317.41	1,297.94
<b>Total 4100000 · PERSONAL SERVICES</b>	<b>562,054.92</b>	<b>435,554.70</b>	<b>126,500.22</b>
4200000 · SUPPLIES			
4230100 · Stationary & Printing Materials	0.00	175.00	-175.00
4230200 · Office Supplies	1,712.81	476.28	1,236.53
4239039 · General Program Supplies	30,910.74	13,940.12	16,970.62
4239040 · Food & Beverages	30,729.09	0.00	30,729.09
4239099 · Other Miscellaneous	6,647.31	2,898.08	3,749.23
<b>Total 4200000 · SUPPLIES</b>	<b>69,999.95</b>	<b>17,489.48</b>	<b>52,510.47</b>
4300000 · OTHER SERVICES & CHARGES			
4340000 · Legal Expense	2,070.00	0.00	2,070.00
4340700 · Medical Fees (Drug Tests)	108.00	3,355.00	-3,247.00
4340800 · Program Contractors	1,656.25	0.00	1,656.25
4341955 · Info Sys Maint/Contracts	1,584.96	1,390.98	193.98
4341990 · Criminal Background Checks	351.50	610.50	-259.00
4341991 · Marketing & Promotions	6,955.13	1,558.00	5,397.13
4341999 · Other Professional Fees	32,704.18	25,195.81	7,508.37
4343000 · Travel Fees & Expenses	1,416.27	465.39	950.88
4343006 · Bus Trips	812.33	0.00	812.33
4343007 · Field Trips	4,376.04	660.00	3,716.04
4344100 · Cellular Phone Fees	4,662.55	4,789.38	-126.83
4345000 · Printing (Not Office Supplies)	408.00	408.00	0.00
4346000 · Classified Advertising	3,838.15	498.62	3,339.53
4350000 · Equipment Repairs & Maint.	9,084.36	202.91	8,881.45
4350900 · Other Cont. Services	785.46	840.51	-55.05
4353004 · Copier	791.61	710.60	81.01
4355200 · Subscriptions	863.40	232.00	631.40
4355300 · Organization & Membership Dues	900.00	0.00	900.00
4356004 · Staff Clothing	1,961.25	478.00	1,483.25
4357003 · Internal Instruction Fees	99.00	455.00	-356.00
4357004 · External Instructional Fees	4,286.88	7,873.37	-3,586.49
4358300 · Other fees and licenses	0.00	800.00	-800.00
4358400 · Refunds, Awards & Indemnities	2,352.80	2,854.00	-501.20
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>82,068.12</b>	<b>53,378.07</b>	<b>28,690.05</b>
<b>Total Expense</b>	<b>714,122.99</b>	<b>506,422.25</b>	<b>207,700.74</b>
<b>Net Ordinary Income</b>	<b>622,652.45</b>	<b>551,667.88</b>	<b>70,984.57</b>

11:59 AM

## Extended School Enrichment - Carmel Clay Parks &amp; Recreation

04/06/23

## 108 ESE Profit &amp; Loss Prev Year Comparison

Accrual Basis

January through March 2023

	Jan - Mar 23	Jan - Mar 22	\$ Change
Other Income/Expense			
Other Expense			
4460000 · CAPITAL OUTLAY			
4463202 · Software	2,638.68	2,638.68	0.00
Total 4460000 · CAPITAL OUTLAY	2,638.68	2,638.68	0.00
Total Other Expense	2,638.68	2,638.68	0.00
Net Other Income	-2,638.68	-2,638.68	0.00
Net Income	620,013.77	549,029.20	70,984.57

12:02 PM

04/06/23

Accrual Basis

**Monon Community Center - Carmel Clay Parks & Recreation**  
**109 MCC Profit & Loss Prev Year Comparison**  
**January through March 2023**

	Jan - Mar 23	Jan - Mar 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
0300000 · REVENUES			
313000 · Sales Tax Collected	1,136.48	1,101.67	34.81
345040 · Park Department Fees	14,123.00	17,927.50	-3,804.50
346020 · Facility Rentals	6,975.00	14,381.00	-7,406.00
346025 · Shelter Rentals	1,163.56	0.00	1,163.56
346040 · Aquatics Programs	23,016.00	30,607.50	-7,591.50
346050 · Fitness Programs	62,387.00	48,523.00	13,864.00
346110 · Therapeutic Rec Programs	10,008.00	3,008.10	6,999.90
346115 · Annual Passes	12,198.00	15,910.07	-3,712.07
346116 · GS Corp Annual Passes	4,457.00	7,697.00	-3,240.00
346120 · Season Passes	96.00	0.00	96.00
346125 · Monthly Passes	996,184.92	762,826.69	233,358.23
346130 · GS Corp Monthly Passes	51,506.75	42,374.00	9,132.75
346135 · Value Passes	10,768.14	9,420.60	1,347.54
346140 · Daily Passes	100,517.00	99,204.00	1,313.00
346145 · Contractor Commissions	2,989.88	2,170.51	819.37
346150 · Merchandise Sales	73.00	6.00	67.00
360010 · Miscellaneous Revenues	2,223.46	1,951.98	271.48
361030 · Interest on Sweep	16,840.16	1,617.24	15,222.92
367000 · Contributions & Gifts	46.90	0.00	46.90
<b>Total 0300000 · REVENUES</b>	<b>1,316,710.25</b>	<b>1,058,726.86</b>	<b>257,983.39</b>
<b>Total Income</b>	<b>1,316,710.25</b>	<b>1,058,726.86</b>	<b>257,983.39</b>
<b>Gross Profit</b>	<b>1,316,710.25</b>	<b>1,058,726.86</b>	<b>257,983.39</b>
<b>Expense</b>			
4100000 · PERSONAL SERVICES			
4110000 · Full Time Regular	194,415.16	158,296.96	36,118.20
4111000 · Part Time	272,670.56	184,514.32	88,156.24
4112000 · Overtime	427.03	375.99	51.04
4120000 · Deferred Compensation	12,561.36	10,061.34	2,500.02
4121000 · Employer's Share of FICA	28,075.83	20,486.38	7,589.45
4122000 · Employer's Share of H-Ins	57,901.77	52,057.32	5,844.45
4122100 · Disability Insurance	385.75	326.74	59.01
4122200 · Life Insurance	170.20	144.30	25.90
4123002 · Civilian PERF	27,148.03	22,526.72	4,621.31
4124000 · Employer's Share of Medicare	6,566.13	4,791.93	1,774.20
<b>Total 4100000 · PERSONAL SERVICES</b>	<b>600,321.82</b>	<b>453,582.00</b>	<b>146,739.82</b>
4200000 · SUPPLIES			
4230100 · Stationary & Printing Materials	275.00	35.00	240.00
4230200 · Office Supplies	3,288.37	2,127.93	1,160.44
4235000 · Building Materials	1,734.35	0.00	1,734.35
4237000 · Repair Parts	5,918.87	855.65	5,063.22
4238000 · Small Tools & Minor Equipment	13.98	242.52	-228.54
4238900 · Cleaning & Maint. Supplies	41,358.85	32,777.02	8,581.83
4239012 · Safety Supplies	4,349.01	718.60	3,630.41
4239039 · General Program Supplies	34,397.69	5,920.66	28,477.03
4239045 · Retail Goods	718.00	0.00	718.00
4239099 · Other Miscellaneous	6,060.11	456.93	5,603.18
<b>Total 4200000 · SUPPLIES</b>	<b>98,114.23</b>	<b>43,134.31</b>	<b>54,979.92</b>



12:02 PM

04/06/23

Accrual Basis

**Monon Community Center - Carmel Clay Parks & Recreation**  
**109 MCC Profit & Loss Prev Year Comparison**  
**January through March 2023**

	Jan - Mar 23	Jan - Mar 22	\$ Change
<b>4300000 · OTHER SERVICES &amp; CHARGES</b>			
4340000 · Legal Fees	4,048.00	1,424.50	2,623.50
4340700 · Medical Fees (Drug Tests)	193.00	2,520.00	-2,327.00
4340800 · Program Contractors	6,025.00	15,610.00	-9,585.00
4341955 · Info Sys Maint/Contracts	3,125.76	4,224.54	-1,098.78
4341990 · Criminal Background Checks	499.50	592.00	-92.50
4341991 · Marketing & Promotions	48,675.92	41,237.54	7,438.38
4341999 · Other Professional Fees	62,686.43	50,093.69	12,592.74
4343000 · Travel Fees & Expenses	109.21	6,770.00	-6,660.79
4344000 · Telephone Line Charges	4,870.16	754.04	4,116.12
4344100 · Cellular Phone Fees	610.12	660.12	-50.00
4345000 · Printing (Not Office Supplies)	2,830.00	2,500.00	330.00
4346000 · Classified Advertising	3,624.28	459.36	3,164.92
4347500 · General Insurance	148,437.57	141,697.49	6,740.08
4348000 · Electricity	115,234.27	103,899.20	11,335.07
4348500 · Water & Sewer	16,418.51	14,622.98	1,795.53
4349000 · Gas	45,259.93	30,653.09	14,606.84
4349500 · Cable Service	780.97	759.22	21.75
4350000 · Equipment Repairs & Maint.	24,237.90	13,845.74	10,392.16
4350100 · Building Repairs & Maint.	32,699.44	15,297.17	17,402.27
4350101 · Trash Collection	4,342.31	1,777.41	2,564.90
4350400 · Grounds Maintenance	5,130.00	0.00	5,130.00
4350600 · Cleaning Services	94,280.00	70,710.00	23,570.00
4350900 · Other Cont. Services	10,911.09	9,904.11	1,006.98
4353004 · Copier	841.41	654.89	186.52
4353099 · Other Rental & Leases	2,676.32	1,225.76	1,450.56
4355200 · Subscriptions	8,433.18	764.84	7,668.34
4355300 · Organization & Membership Dues	760.00	319.00	441.00
4356004 · Staff Clothing	928.31	1,964.59	-1,036.28
4357004 · External Instructional Fees	6,619.88	1,118.00	5,501.88
4358300 · Other Fees & Licenses	5,576.00	5,267.00	309.00
4358400 · Refunds, Awards & Indemnities	683.00	4,709.00	-4,026.00
4359000 · Special Projects	1,290.00	83.63	1,206.37
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>662,837.47</b>	<b>546,118.91</b>	<b>116,718.56</b>
<b>Total Expense</b>	<b>1,361,273.52</b>	<b>1,042,835.22</b>	<b>318,438.30</b>
<b>Net Ordinary Income</b>	<b>-44,563.27</b>	<b>15,891.64</b>	<b>-60,454.91</b>
<b>Other Income/Expense</b>			
Other Expense			
4460000 · CAPITAL OUTLAY			
4463000 · Furniture & Fixtures	0.00	14,088.00	-14,088.00
4463200 · Computer Equipment	8,871.01	0.00	8,871.01
4463202 · Software	4,405.63	3,239.52	1,166.11
4463600 · Parks Equipment	3,160.00	0.00	3,160.00
<b>Total 4460000 · CAPITAL OUTLAY</b>	<b>16,436.64</b>	<b>17,327.52</b>	<b>-890.88</b>
<b>Total Other Expense</b>	<b>16,436.64</b>	<b>17,327.52</b>	<b>-890.88</b>
<b>Net Other Income</b>	<b>-16,436.64</b>	<b>-17,327.52</b>	<b>890.88</b>
<b>Net Income</b>	<b>-60,999.91</b>	<b>-1,435.88</b>	<b>-59,564.03</b>

11:52 AM

04/06/23

Accrual Basis

**110 Parks & Rec Facilities - Carmel Clay Parks & Recreation**  
**110 Parks & Rec Facilities Fund Profit & Loss to Prev Year**  
**January through March 2023**

	Jan - Mar 23	Jan - Mar 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
345040 · Park Department Fees	22,635.00	17,931.00	4,704.00
346020 · Facility Rentals	7,850.00	13,735.00	-5,885.00
360010 · Miscellaneous Revenues	0.00	439.00	-439.00
361030 · Interest	991.83	107.09	884.74
<b>Total Income</b>	<b>31,476.83</b>	<b>32,212.09</b>	<b>-735.26</b>
<b>Expense</b>			
4200000 · SUPPLIES			
4237000 · Repair Parts	73.72	0.00	73.72
4238900 · Other Maintenance Supplies	1,680.00	67.28	1,612.72
4239099 · Other Miscellaneous	2,743.12	0.00	2,743.12
<b>Total 4200000 · SUPPLIES</b>	<b>4,496.84</b>	<b>67.28</b>	<b>4,429.56</b>
4300000 · OTHER SERVICES & CHARGES			
4341999 · Other Professional Fees	2,261.29	2,206.15	55.14
4344000 · Telephone Line Charges	3,513.08	2,108.25	1,404.83
4347500 · General Insurance	19,091.00	6,158.51	12,932.49
4348000 · Electricity	8,332.43	7,343.72	988.71
4348500 · Water & Sewer	1,213.41	1,327.80	-114.39
4349000 · Gas	3,780.13	1,870.27	1,909.86
4350100 · Building Repairs & Maint.	4,596.82	7,602.97	-3,006.15
4350101 · Trash Collection	1,054.81	586.37	468.44
4350400 · Grounds Maintenance	3,289.10	12,004.55	-8,715.45
4350600 · Cleaning Services	8,280.00	8,280.00	0.00
4350900 · Other Cont. Services	480.00	450.00	30.00
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>55,892.07</b>	<b>49,938.59</b>	<b>5,953.48</b>
<b>Total Expense</b>	<b>60,388.91</b>	<b>50,005.87</b>	<b>10,383.04</b>
<b>Net Ordinary Income</b>	<b>-28,912.08</b>	<b>-17,793.78</b>	<b>-11,118.30</b>
<b>Net Income</b>	<b>-28,912.08</b>	<b>-17,793.78</b>	<b>-11,118.30</b>

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Lin Zheng, Treasurer</b>	ACTION REQUESTED <b>Approval</b>
ITEM/SUBJECT <b>Claim Sheet April 11, 2023</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

**SUMMARY:**

Claim Sheet April 11, 2023 is included for comment, corrections, additions, or deletions.

**STAFF RECOMMENDATION:**

“I move to approve the Claim Sheet dated April 11, 2023.”

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 101 - General Fund  
April 11, 2023

Name	Amount	Account	Num	Memo
<b>Mar 7 - 30, 23</b>				
Ace - Pak Products Inc.	\$ 481.32	4238900 · Other Maintenance Supplies	A-11096	3/2/23 Park Cleaning Supplies 3/3/23
Ace - Pak Products Inc.	\$ 582.69	4238900 · Other Maintenance Supplies	A-11149	3/22/23 Park Cleaning Supplies
ADP, LLC	\$ 535.50	4341999 · Other Professional Fees	628452256	3/10/23 Payroll Processing Fees for Periods Ending 2/3/23, 2/17/23, & 3/3/23
Advanced Turf Solutions, Inc.	\$ 260.00	4239000 · Miscellaneous Supplies	501069478	3/8/23 Grass Seed for Carey Grove Park
AES Indiana	\$ 65.31	4348000 · Electricity	16789 Mar'23	3/27/23 Flowing Well Park
AES Indiana	\$ 22.21	4348000 · Electricity	925743 Mar'23	3/29/23 Nora Traffic Lights
AES Indiana	\$ 947.65	4348000 · Electricity	925743 Mar'23	3/29/23 West Park
Amazon	\$ 109.60	4230200 · Office Supplies	UFB Visa	3/14/23 Additional Accessories for Portable PA System
Amazon	\$ 119.98	4230200 · Office Supplies	UFB Visa	3/16/23 AO Office Equipment for Asst. Director
Amazon	\$ 99.00	4463200 · Computer Equipment	UFB Visa	2/27/23 Marketing Computer Accessories
Amazon	\$ 227.66	4463200 · Computer Equipment	UFB Visa	3/10/23 Computer Accessories for PNR Staff
Amazon	\$ 229.96	4463200 · Computer Equipment	UFB Visa	3/14/23 Computer Accessories for PNR Staff
Amazon	\$ 92.45	4238900 · Other Maintenance Supplies	UFB Visa	3/9/23 Midtown Plaza Game Supply Restock
Amazon	\$ 27.95	4230200 · Office Supplies	UFB Visa	3/16/23 PNR Computer Accessories
Amazon Web Services	\$ 147.36	4341955 · Info Sys Maint/Contracts	UFB Visa	3/2/23 Cloud Backup Server Services
AT&T	\$ 486.00	4344000 · Telephone Line Charges	UFB Visa	3/22/23 Analog Telephone Administration Office
Ayers Backflow Check Ser.	\$ 299.69	4350100 · Building Repairs & Maint.	542615	3/28/23 Emergency Backflow Repairs at River Heritage Park
B & H Photo	\$ 58.26	4230200 · Office Supplies	211430572	3/9/23 Picture Frames for Administration
B & H Photo	\$ 290.28	4463200 · Computer Equipment	211657300	3/16/23 Computer Small Equipment - Director
Belson Outdoors, LLC	\$ 120.65	4239000 · Miscellaneous Supplies	338913	3/10/23 Recycling Equipment
Bill Estes Automotive	\$ 762.04	4351000 · Auto Repair & maintenance	8704677	2/27/23 Fleet Service Repair on Truck #1182
Bondry Management Consultants	\$ 15,000.00	4350900 · Other Cont. Services	142	3/7/23 Professional Consulting & Advisory Services
Brainstorm Print	\$ 35.00	4230100 · Stationary & Printing Materials	140616	3/10/23 Front Door Signage for Administrative Office Hours Update
Carmel Utilities	\$ 40.57	4348500 · Water & Sewer	2623000000 Feb'23	3/9/23 Flowing Well Park
Carmel Utilities	\$ 366.42	4348500 · Water & Sewer	2623000000 Feb'23	3/9/23 Founders Park
Carmel Utilities	\$ 20.06	4348500 · Water & Sewer	2623000000 Feb'23	3/9/23 Flowing Well Park
Carmel Utilities	\$ 69.42	4348500 · Water & Sewer	2623000000 Feb'23	3/9/23 River Heritage Park
Carmel Utilities	\$ 45.96	4348500 · Water & Sewer	2623000000 Feb'23	3/9/23 Hazel Landing Park
Carmel Utilities	\$ 198.90	4348500 · Water & Sewer	5324100000 Jan'23	2/13/23 Monon Greenway North Trailhead
Carmel Utilities	\$ 183.78	4348500 · Water & Sewer	5324100000 Feb'23	3/13/23 Monon Greenway North Trailhead
Carmel Utilities	\$ 173.01	4348500 · Water & Sewer	7051300000 Feb'23	3/16/23 Administrative Office
Carmel Utilities	\$ 21.34	4348500 · Water & Sewer	7051300000 Feb'23	3/16/23 Parks & Natural Resources Office
Carmel Utilities	\$ 117.07	4348500 · Water & Sewer	3832000000 Feb'23	3/16/23 Monon Greenway South Trailhead
Carmel Utilities	\$ 301.53	4348500 · Water & Sewer	2224200000 Feb'23	3/16/23 Meadowlark Park
Carmel Utilities	\$ 25.36	4348500 · Water & Sewer	6548100000 Feb'23	3/16/23 Monon Boulevard - Special Events
Carmel Utilities	\$ 227.02	4348500 · Water & Sewer	7316000000 Feb'23	3/16/23 Central Park Westermeier Commons
Carmel Utilities	\$ 201.94	4348500 · Water & Sewer	2214200000 Feb'23	3/16/23 City Center Restroom
Carmel Utilities	\$ 152.58	4348500 · Water & Sewer	2214200000 Feb'23	3/16/23 Monon Boulevard
Carmel Utilities	\$ 21.14	4348500 · Water & Sewer	2768100000 Feb'23	3/16/23 Midtown Plaza
Carmel Utilities	\$ 244.00	4348500 · Water & Sewer	1313100000 Feb'23	3/27/23 Carey Grove Park
Carmel Utilities	\$ 8.34	4348500 · Water & Sewer	5200000000	3/29/23 Bear Creek Park
Carmel Utilities	\$ 774.68	4348500 · Water & Sewer	5200000000	3/29/23 West Park
Carmel Welding	\$ 117.75	4350000 · Equipment Repairs & Maint.	457779	3/15/23 Replacement Chainsaw Parts for Parks & Natural Resources
CenterPoint Energy	\$ 183.24	4349000 · Gas	50099721 Feb'23	3/9/23 Administrative Offices
CenterPoint Energy	\$ 132.77	4349000 · Gas	52318900 Feb'23	3/9/23 Parks & Natural Resources Office
Central Indiana Hardware	\$ 1,162.28	4350100 · Building Repairs & Maint.	7323008	3/10/23 Monon North Trailhead Automatic Locks
Central Indiana Hardware	\$ 1,162.28	4350100 · Building Repairs & Maint.	7323016	3/10/23 Monon South Trailhead Restroom Doors
Cintas Corporation	\$ 400.00	4238900 · Other Maintenance Supplies	9215548745	3/7/23 Park Cleaning Supplies
CleanTelligent Software	\$ 498.96	4341955 · Info Sys Maint/Contracts	INV761873	3/1/23 Monthly Work Order User Fee Software Mar'23
Constellation NewEnergy Gas Division, LLC	\$ 261.79	4349000 · Gas	3716603	3/29/23 Administrative Office
Constellation NewEnergy Gas Division, LLC	\$ 169.74	4349000 · Gas	3716603	3/29/23 Parks & Natural Resources Office
Corvus Janitorial Systems	\$ 365.00	4350600 · Cleaning Services	304191005-113	4/1/23 Janitorial Services - Administrative Office
Corvus Janitorial Systems	\$ 235.00	4350600 · Cleaning Services	304191017-117	4/1/23 Janitorial Services - Parks & Natural Resources Office
Crowd Control Warehouse	\$ 4,948.18	4239000 · Miscellaneous Supplies	49909	3/6/23 Portable Crowd Control Barriers

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 101 - General Fund  
April 11, 2023

Name	Amount	Account	Num	Memo
Duke Energy	\$ 660.52	4348000 - Electricity	910121799437 Feb'23	3/6/23 City Center Restroom
Duke Energy	\$ 334.71	4348000 - Electricity	910120366341 Feb'23	3/6/23 Meadowlark Park
Duke Energy	\$ 17.33	4348000 - Electricity	910121498495 Feb'23	3/10/23 Bear Creek Park
Duke Energy	\$ 302.83	4348000 - Electricity	910121498403 Feb'23	3/10/23 Inlow Park
Duke Energy	\$ 826.31	4348000 - Electricity	910121498213 Feb'23	3/13/23 Central Park Westermeier Commons
Duke Energy	\$ 389.50	4348000 - Electricity	910122730034 Feb'23	3/20/23 Monon North Trailhead
Duke Energy	\$ 13.31	4348000 - Electricity	910120617144 Feb'23	3/17/23 Carey Grove Park
Duke Energy	\$ 21.26	4348000 - Electricity	910121498453 Feb'23	3/20/23 Monon Pedestrian Bridge
Duke Energy	\$ 202.18	4348000 - Electricity	910121498362 Mar'23	3/29/23 Parks & Natural Resources Office
Duke Energy	\$ 1,282.68	4348000 - Electricity	910121498263 Mar'23	3/29/23 Administrative Office
Duke Energy	\$ 25.39	4348000 - Electricity	910123164626 Mar'23	3/29/23 Central Park Street Lights
Duke Energy	\$ 77.29	4348000 - Electricity	910123198147 Mar'23	3/29/23 Central Park Shelter
Ellis Mechanical & Electrical	\$ 144.70	4350100 - Building Repairs & Maint.	23042	3/10/23 2023 HVAC Preventative Maintenance Westermeier Commons
Ellis Mechanical & Electrical	\$ 335.02	4350100 - Building Repairs & Maint.	23030	2/16/23 2023 Administrative Office HVAC Bi-Annual Program 1
Ellis Mechanical & Electrical	\$ 335.02	4350100 - Building Repairs & Maint.	23030	2/16/23 2023 Parks & Natural Resources Office HVAC Bi-Annual Program 1
Ellis Mechanical & Electrical	\$ 740.41	4350100 - Building Repairs & Maint.	221817	1/12/23 Service Call - Administrative Office Furnace
Ellis Mechanical & Electrical	\$ 2,118.10	4350100 - Building Repairs & Maint.	221865	1/12/23 Service Call - Plumbing Repairs Monon North Trailhead
Ellis Mechanical & Electrical	\$ 1,964.15	4350100 - Building Repairs & Maint.	221864	1/12/23 Service Call - Plumbing Repair City Center Restroom
Ellis Mechanical & Electrical	\$ 442.00	4350000 - Equipment Repairs & Maint.	230319	3/23/23 Service Call - Electrical Repair Midtown Plaza
Enterprise Fleet Management	\$ 991.50	4353099 - Other Rental & Leases	FBN4683626	3/3/23 Fleet Repairs on Unit #256DP5/1211 ('21 Ford Explorer)
Environmental Laboratories, Inc.	\$ 12.75	4350900 - Other Cont. Services	20372534	3/9/23 2023 Monthly Water Testing - Flowing Well Park
Environmental Laboratories, Inc.	\$ 18.75	4350400 - Grounds Maintenance	20372185	2/27/23 Water Testing at Flowing Well 2023
ERS Wireless	\$ 1,073.98	4341955 - Info Sys Maint/Contracts	451622	2/28/23 Additional Door Access Control License Software
Graybar	\$ 179.88	4350100 - Building Repairs & Maint.	9330984603	2/24/23 Replacement Light for City Center Restroom
Green Touch Services, Inc.	\$ 7,385.00	4350400 - Grounds Maintenance	137690	3/10/23 Monon Central Core Spring - 2023 Landscape Enhancements
Hoosier Portable Restrooms	\$ 195.00	4353099 - Other Rental & Leases	66607	2/22/23 Portable Restroom Rental for Monon Greenway North Trailhead
Hoosier Portable Restrooms	\$ 650.00	4353099 - Other Rental & Leases	66412	12/27/22 Portable Restroom Rental for Monon South Trailhead
Hoosier Portable Restrooms	\$ 195.00	4353099 - Other Rental & Leases	66574	2/12/23 Portable Restroom Rental for Founders Park
Hotel Lincoln	\$ 845.45	4343000 - Travel Fees & Expenses	UFB Visa	3/10/23 Lodging for PNR Volunteer Coordinator Training
Indeed, Inc.	\$ 104.13	4346000 - Classified Advertising	UFB Visa	3/13/23 Sponsored Job Ads Mar'23
Insight Public Sector, Inc.	\$ 132.53	4358300 - Other Fees & Licenses	1101028558	2/22/23 Software License for Marketing Coordinator
Intuit Inc.	\$ 280.66	4341955 - Info Sys Maint/Contracts	UFB Visa	3/26/23 Quickbooks Software & Cloud Hosting Subscription
Irving Materials, Inc.	\$ 985.01	4236000 - Gravel	71194728	3/14/23 West Park Trail Stone
KDE Motivates, LLC	\$ 2,000.00	4357004 - External Instructional Fees	230	3/18/23 Training for CCPR Supervisory Staff
Klitzing, Michael	\$ 100.00	4344100 - Cellular Phone Fees	Reimb	2/28/23 Cell Phone Fees Jan'23 & Feb'23
Kroger	\$ 45.43	4359000 - Special Projects	132911	2/27/23 Volunteer Appreciation Banquets Desserts
Kroger Gardis & Regas, LLP	\$ 4,342.70	4340000 - Legal Fees	74	2/7/23 Legal Fees Jan'23
Kroger Gardis & Regas, LLP	\$ 5,933.50	4340000 - Legal Fees	75	3/7/23 Legal Fees Feb'23
Laux, Emma	\$ 25.00	4344100 - Cellular Phone Fees	Reimb	3/22/23 Cell Phone Fees Mar'23
Lee Supply Corp	\$ 1,035.00	4237000 - Repair Parts	S101201076.001	3/17/23 Faucet Parts for Park Restroom
MacAllister Machinery Co., Inc.	\$ 128.43	4232100 - Garage & Motor Supplies	R64509006401	3/8/23 Kubota Repair Parts
MacDesigns, Inc.	\$ 755.00	4239039 - General Program Supplies	22430	3/25/23 Volunteer Park Steward Shirt Restock
Magers Bookkeeping Services LLC	\$ 120.00	4341999 - Other Professional Fees	1099	3/27/23 2023 Bookkeeping Services
Mattingly Concrete Inc.	\$ 3,575.00	4350400 - Grounds Maintenance	30638	3/14/23 Concrete Sidewalk Replacements Carey Grove Park
May, Caitlin	\$ 171.22	4343000 - Travel Fees & Expenses	Reimb	3/13/23 Travel Fees and Meals for Conference
May, Caitlin	\$ 48.29	4343000 - Travel Fees & Expenses	Reimb	3/13/23 Travel Fees & Meals for Conference
McCollum, Cody	\$ 52.04	4343000 - Travel Fees & Expenses	Reimb	3/13/23 Travel Fees for GLPTI Conference
Menards	\$ 223.57	4235000 - Building Materials	308306623077229	3/7/23 Grass Seeding Supplies & Miscellaneous PNR Supplies
Menards	\$ 220.52	4235000 - Building Materials	308305123064625	2/20/23 Lumber & Miscellaneous Supplies for PNR
Mountain Glacier, LLC	\$ 134.83	4350900 - Other Cont. Services	900355117	3/15/23 Drinking Water Parks & Natural Resources/Administrative Office
Mr. B's Lawn Maintenance, Inc.	\$ 773.48	4350400 - Grounds Maintenance	9665	3/20/23 Founders Park Soccer Field Overseed
NCSI National Center Safety Initiatives	\$ 92.50	4341990 - Criminal Background Checks	30737	3/1/23 Adult Volunteer Background Checks
NCSI National Center Safety Initiatives	\$ 92.50	4341990 - Criminal Background Checks	28843	1/1/23 Adult Volunteer Background Checks
NCSI National Center Safety Initiatives	\$ 92.50	4341990 - Criminal Background Checks	30736	3/1/23 New Hire Background Checks
NCSI National Center Safety Initiatives	\$ 18.50	4341990 - Criminal Background Checks	30736	3/1/23 New Hire Background Checks

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 101 - General Fund  
April 11, 2023

Name	Amount	Account	Num	Memo
Northern Safety Co., Inc.	\$ 680.52	4239012 · Safety Supplies	905341118	3/16/23 PEE & Safety Supplies for Parks & Natural Resources Office
Northern Safety Co., Inc.	\$ 85.45	4239012 · Safety Supplies	905349945	3/16/23 PPE & Safety Supplies for Parks & Natural Resources Staff
OTR Wheel Engineering	\$ 840.20	4232100 · Garage & Motor Supplies	UFB Visa	3/8/23 Replacement Tires for Kubota RTV-X1100
OTR Wheel Engineering	\$ 80.00	4238900 · Other Maintenance Supplies	UFB Visa	3/8/23 Replacement Tires for Kubota RTV-X1100
Panera Bread Company	\$ 138.38	4359000 · Special Projects	60107321145730	3/9/23 Human Resources Training Breakfast 3/9/23
Pinmart	\$ 179.40	4239000 · Miscellaneous Supplies	UFB Visa	3/24/23 Employee Service Recognition
Precision Concrete Cutting	\$ 715.88	4350400 · Grounds Maintenance	230206	2/28/23 Concrete Work on Monon Greenway
Proshred Security	\$ 47.70	4341999 · Other Professional Fees	410050068	2/28/23 Shredding Services for Administrative Office
Ray Marketing powered by Proforma	\$ 84.40	4356004 · Staff Clothing	BR71003755A	3/10/23 New Hire Uniforms
Ray Marketing powered by Proforma	\$ 305.20	4356004 · Staff Clothing	BR71003766A	3/18/23 Park Board Member Uniforms
Republic Services	\$ 340.60	4350101 · Trash Collection	0761-005917128	2/25/23 Central Park Westermeier Commons
Republic Services	\$ 282.12	4350101 · Trash Collection	0761-005920900	2/25/23 Administrative Offices
Republic Services	\$ 397.78	4350101 · Trash Collection	0761-005951001	3/25/23 Trash & Recycling Services Westermeier Commons
Republic Services	\$ 366.75	4350101 · Trash Collection	0761-005954828	3/25/23 Trash & Recycling Services Administrative Offices
Sherwin Williams	\$ 247.47	4235000 · Building Materials	6481-2	3/6/23 Paint for Founders Park Restroom
Sherwin Williams	\$ 210.41	4350100 · Building Repairs & Maint.	6990-2	3/22/23 Paint for the Meadowlark Park Restroom
Spectrum Business	\$ 119.98	4349500 · Cable Service	UFB Visa	3/22/23 Cable Service
Staples	\$ 291.25	4230200 · Office Supplies	3532478613	3/6/23 Administrative Office Supplies
Staples	\$ 27.26	4230200 · Office Supplies	3532478614	3/6/23 Accessories for Portable PA System for Administrative Office
Staples	\$ 28.99	4230200 · Office Supplies	3532937910	3/13/23 Accessories for Portable PA System at Administrative Office
Staples	\$ 93.49	4230200 · Office Supplies	3532937909	3/13/23 Accessories for Portable PA System at Administrative Office
Staples	\$ 8.69	4230200 · Office Supplies	353418446	3/20/23 Parks & Natural Resources Office Supplies
Staples	\$ 69.40	4230200 · Office Supplies	3533418445	3/20/23 Parks & Natural Resources Office Supplies
Sutton, Claudine	\$ 72.54	4359000 · Special Projects	Reimb	3/30/23 Supplies for Staff Training Events
Terryberry	\$ 33.67	4350900 · Other Cont. Services	M49690	2/28/23 Employee Recognition Gift
UKG Inc.	\$ 1,000.00	4341955 · Info Sys Maint/Contracts	PRINV0348769	3/1/23 Software Integration - New Payroll System to Learning Management System
Verizon Wireless	\$ 1,349.53	4344100 · Cellular Phone Fees	9928519644	2/23/23 Cell Phone Charges Parks & Natural Resources
Walmart	\$ 116.18	4239039 · General Program Supplies	843037663343691	2/6/23 Supplies for Volunteer Appreciation Banquets 2023
Webstaurant Store	\$ 1,199.96	4239000 · Miscellaneous Supplies	UFB Visa	3/2/23 Restroom Fixtures for Parks
Webstaurant Store	\$ 599.98	4239000 · Miscellaneous Supplies	UFB Visa	3/2/23 Restroom Fixtures for Parks
White's Ace Hardware	\$ 44.97	4350100 · Building Repairs & Maint.	29570900	2/2/23 Miscellaneous Supplies for Meadowlark Park
White's Ace Hardware	\$ 23.97	4238900 · Other Maintenance Supplies	29572145	2/6/23 Miscellaneous Supplies for Parks & Natural Resources Office
White's Ace Hardware	\$ 6.79	4235000 · Building Materials	29572145	2/6/23 Miscellaneous Supplies for Parks & Natural Resources Office
White's Ace Hardware	\$ 3.68	4235000 · Building Materials	29572444	2/7/23 Specialty Hardware for Parks & Natural Resources
White's Ace Hardware	\$ 179.88	4239012 · Safety Supplies	29575233	2/13/23 PPE for Parks & Natural Resources Staff
White's Ace Hardware	\$ 31.86	4239000 · Miscellaneous Supplies	29575432	2/16/23 Maintenance Supplies for Monon Greenway South Trailhead
White's Ace Hardware	\$ 29.57	4237000 · Repair Parts	29577218	2/22/23 Supplies & Hardware for Meadowlark Park
WM - Waste Management	\$ 215.00	4350101 · Trash Collection	8447561-1710-8	3/1/23 Trash & Recycling Services - Midtown Plaza
WM - Waste Management	\$ 194.00	4350101 · Trash Collection	8447561-1710-8	3/1/23 Trash & Recycling Services - Meadowlark Park
Zoom	\$ 199.90	4355200 · Subscriptions	UFB Visa	3/23/23 Video Conferencing
<b>Mar 7 - 30, 23</b>	<b>\$ 88,035.83</b>			



Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 108 - Extended School Enrichment  
April 11, 2023

Name	Amount	Account	Num	Memo
<b>Mar 7 - 30, 23</b>				
ADP, LLC	\$ 1,262.25	4341999 · Other Professional Fees	628452256	3/10/23 Payroll Processing Fees for Periods Ending 2/3/23, 2/17/23, & 3/3/23
Afaneh, Anan	\$ 340.00	4358400 · Refunds, Awards & Indemnities	CK Request	3/6/23 Parent Request Refund
Amazon	\$ 255.47	4239039 · General Program Supplies	UFB Visa	2/21/23 Carmel Elementary ESE Site Plan 4 Supplies
Amazon	\$ 482.70	4239039 · General Program Supplies	UFB Visa	3/1/23 Carmel Elementary ESE Safety & Program Supplies
Amazon	\$ 191.42	4239039 · General Program Supplies	UFB Visa	3/6/23 College Wood ESE Site Plan 4 Supplies
Amazon	\$ 17.84	4239039 · General Program Supplies	UFB Visa	3/15/23 College Wood ESE Site Plan 4 Supplies
Amazon	\$ 11.99	4239039 · General Program Supplies	UFB Visa	3/16/23 College Wood ESE Supplies
Amazon	\$ 106.28	4239039 · General Program Supplies	UFB Visa	3/7/23 Forest Dale ESE Site Plan 4 Supplies
Amazon	\$ 17.84	4239039 · General Program Supplies	UFB Visa	3/15/23 Forest Dale ESE Site Plan 4 Supplies
Amazon	\$ 19.48	4239039 · General Program Supplies	UFB Visa	2/10/23 West Clay ESE Supplies
Amazon	\$ 210.55	4239039 · General Program Supplies	UFB Visa	2/27/23 West Clay ESE Site Plan 4 Supplies
Amazon	\$ 178.60	4239039 · General Program Supplies	UFB Visa	3/7/23 West Clay ESE Site Plan 4 Supplies
Amazon	\$ 376.34	4239039 · General Program Supplies	UFB Visa	3/7/23 West Clay ESE General Supplies
Amazon	\$ 17.84	4239039 · General Program Supplies	UFB Visa	3/15/23 West Clay ESE Site Plan 4 Supplies
Amazon	\$ 79.34	4239039 · General Program Supplies	UFB Visa	3/24/23 West Clay ESE Site Plan 4 Supplies
Amazon	\$ 236.72	4239039 · General Program Supplies	UFB Visa	3/3/23 Mohawk Trails ESE Site Plan 4 Supplies
Amazon	\$ 50.12	4239039 · General Program Supplies	UFB Visa	2/27/23 Clay Center Site Plan 4 Supplies
Amazon	\$ 285.85	4239039 · General Program Supplies	UFB Visa	3/15/23 Clay Center ESE General Supplies
Amazon	\$ 202.57	4230200 · Office Supplies	UFB Visa	3/13/23 ESE Admin. Office & Intern Supplies
Amazon	\$ 159.39	4239039 · General Program Supplies	UFB Visa	3/6/23 Woodbrook ESE Site Plan 4 Supplies
Amazon	\$ 245.49	4239039 · General Program Supplies	UFB Visa	3/13/23 Prairie Trace ESE Site Plan 4 Supplies
Amazon	\$ 201.68	4239039 · General Program Supplies	UFB Visa	3/13/23 Cherry Tree ESE Site Plan 4 Supplies
Amazon	\$ 91.19	4239039 · General Program Supplies	UFB Visa	3/15/23 Cherry Tree ESE Site Plan 4 Supplies
Amazon	\$ 265.46	4239039 · General Program Supplies	UFB Visa	3/15/23 Smoky Row ESE Site Plan 4 Supplies
American Red Cross	\$ 108.00	4357004 · External Instructional Fees	22553029	3/8/23 ESE Staff First Aid Training 2/15/23
BluePay Processing, LLC	\$ 10,236.64	4341999 · Other Professional Fees	INV014319	3/6/23 ESE Credit Card Processing Feb'23
BluePay Processing, LLC	\$ 123.50	4341999 · Other Professional Fees	1005662456410220	3/6/23 ESE ACH Processing Feb'23
Brainstorm Print	\$ 421.00	4346000 · Classified Advertising	140492	3/8/23 Recruitment Promotional Items
Brainstorm Print	\$ 593.50	4346000 · Classified Advertising	140491	3/10/23 Recruitment Promotional Items
Brainstorm Print	\$ 191.00	4346000 · Classified Advertising	140490	3/8/23 Recruitment Promotional Items
Brainstorm Print	\$ 849.00	4346000 · Classified Advertising	140489	3/10/23 Recruitment Promotional Items
Brainstorm Print	\$ 349.00	4346000 · Classified Advertising	140488	3/14/23 Recruitment Promotional Items
Carmel Clay Schools Food & Nutrition	\$ 12,413.88	4239040 · Food & Beverages	44958	3/2/23 ESE Student Breakfasts & Snacks Feb'23
Carmel Drive Self-Storage	\$ 273.00	4350900 · Other Cont. Services	198	3/1/23 Annual Storage Rental ESE Apr'23
Cumulus Media	\$ 750.00	4341991 · Marketing & Promotions	BB3598937	2/26/23 ESE Recruitment Ads Feb'23
Cumulus Media	\$ 950.00	4341991 · Marketing & Promotions	BB3598938	2/26/23 ESE Recruitment Ads Feb'23
Current Publishing	\$ 190.00	4341991 · Marketing & Promotions	70630	3/31/23 Recruitment Ads Mar'23
Facebook, Inc.	\$ 134.38	4341991 · Marketing & Promotions	UFB Visa	2/28/23 ESE Summer Camp Advertisement
Fazoli's Restaurant	\$ 194.85	4239039 · General Program Supplies	AAZTLDP9QAT	3/3/23 Mohawk Trails ESE Parent's Night Out 3/3/23
Fazoli's Restaurant	\$ 50.98	4239039 · General Program Supplies	15928489767075800	2/1/23 Mohawk Trails ESE Staff Training 2/22/23
Fun Express	\$ 63.17	4239039 · General Program Supplies	723146529-01	2/27/23 Mohawk Trails ESE Site Plan 4 Supplies
Fun Express	\$ 30.73	4239039 · General Program Supplies	7232938843-01	3/7/23 College Wood ESE - Site Plan 4 Club Supplies
Fun Express	\$ 30.73	4239039 · General Program Supplies	723284793-01	3/7/23 Woodbrook ESE Site Plan 4 Supplies
Fun Express	\$ 37.93	4239039 · General Program Supplies	723278621-01	3/6/23 Forest Dale ESE Site Plan 4 Supplies
Fun Express	\$ 85.89	4239039 · General Program Supplies	723298882-01	3/7/23 West Clay ESE Site Plan 4 Supplies
Fun Express	\$ 67.51	4239039 · General Program Supplies	723300332-01	3/7/23 Towne Meadow ESE - Site Plan 4 Supplies
Fun Express	\$ 49.76	4239039 · General Program Supplies	723277399-01	3/6/23 Cherry Tree ESE - Site Plan 4 Supplies
Fun Express	\$ 88.59	4239039 · General Program Supplies	723418265-01	3/13/23 Prairie Trace ESE Site Plan 4 Supplies
Fun Express	\$ 75.97	4239039 · General Program Supplies	723419194-01	3/13/23 Smoky Row ESE Site Plan 4 Supplies

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Fun Express	\$ 259.51	4239039 · General Program Supplies	723300518-01	3/8/23 Cherry Tree ESE RICHER Store Spring Supplies
Fun Express	\$ 113.69	4239099 · Other Miscellaneous	723602601-01	3/22/23 ESE American Camp Association Banner Unveiling Event Supplies
Google	\$ 250.00	4341991 · Marketing & Promotions	UFB Visa	3/25/23 Summer Camp Series Ads
Hernandez, Isaiah	\$ 129.36	4343000 · Travel Fees & Expenses	Reimb	3/24/23 Mileage Reimbursement 2/9/23-3/24/23
Holsten, Alyssa	\$ 53.84	4343000 · Travel Fees & Expenses	Reimb	3/8/23 Mileage Reimbursement 2/16/23-3/7/23
Indeed, Inc.	\$ 67.87	4346000 · Classified Advertising	UFB Visa	2/28/23 Sponsored Job Ads Mar'23
Indeed, Inc.	\$ 177.87	4346000 · Classified Advertising	UFB Visa	3/13/23 Sponsored Job Ads Mar'23
Indiana Center for Prevention	\$ 270.00	4357004 · External Instructional Fees	CM563	3/2/23 ESE Staff Trainings
Intuit	\$ 280.66	4341955 · Info Sys Maint/Contracts	UFB Visa	3/26/23 Quickbooks Software & Cloud Hosting Subscription
J & K Communications, Inc.	\$ 175.00	4350000 · Equipment Repairs & Maint.	121118	2/24/23 Two Way Radio Reprogramming Software
J & K Communications, Inc.	\$ 31.25	4350000 · Equipment Repairs & Maint.	118602	10/25/22 Two Way Radio Repair
Jack's Donuts	\$ 61.25	4341991 · Marketing & Promotions	UFB Visa	3/3/23 Donuts for Employee Appreciation
KDE Motivates, LLC	\$ 2,000.00	4357004 · External Instructional Fees	230	3/18/23 Training for CCPR Supervisory Staff
Kroger	\$ 126.11	4239039 · General Program Supplies	37221	2/14/23 Forest Dale ESE Valentine's Day Dance Supplies
Kroger	\$ 121.43	4239099 · Other Miscellaneous	87660	2/1/23 Escape Room Supplies Feb'23 All Staff Meeting
Kroger	\$ 42.26	4239039 · General Program Supplies	77731	2/23/23 Employee Appreciation Day Food Supplies
Kroger	\$ 42.95	4239039 · General Program Supplies	10501	2/21/23 Parent Advisory Committee Meeting Supplies 2/21/23
Kroger	\$ 111.58	4239039 · General Program Supplies	162689	3/17/23 Forest Dale ESE - St. Patrick's Day Celebration
Kroger Gardis & Regas, LLP	\$ 2,070.00	4340000 · Legal Expense	75	3/7/23 Legal Fees Feb'23
Lazdins, Marcel A	\$ 158.60	4239099 · Other Miscellaneous	8	2/27/23 ESE Form Spanish Translation for Transfer/Cancellation Request
Lucero, Jennifer	\$ 80.43	4343000 · Travel Fees & Expenses	Reimb	3/17/23 Mileage Reimbursement 2/9/23 - 3/16/23
Magers Bookkeeping Services LLC	\$ 450.00	4341999 · Other Professional Fees	1099	3/27/23 2023 Bookkeeping Services
Mail Chimp	\$ 254.50	4355200 · Subscriptions	UFB Visa	3/14/23 Email Marketing - Annual Subscription
Maloney, Sarah	\$ 80.00	4358400 · Refunds, Awards & Indemnities	CK Request	3/21/23 Parent Request Refund
McAlister's Deli	\$ 148.31	4239039 · General Program Supplies	1634847	3/15/23 West Clay ESE Staff Training Dinners 3/15/23
McAlister's Deli	\$ 100.90	4239039 · General Program Supplies	1634837	3/15/23 Mohawk Trails ESE Staff Training Dinner 3/15/23
McAlister's Deli	\$ 161.15	4239039 · General Program Supplies	1650146	3/23/23 Clay Center ESE - Staff Training Dinner 3/23/23
Mellow Mushroom Pizza Bakers	\$ 59.46	4239039 · General Program Supplies	XX-12683	3/13/23 Towne Meadow ESE Staff Training 3/13/23
Moore, Lucas	\$ 42.27	4343000 · Travel Fees & Expenses	Reimb	3/13/23 Mileage Reimbursement and Parking Garage Fee for ESE Event
Mountain Glacier, LLC	\$ 45.14	4350900 · Other Cont. Services	900355093	3/15/23 Drinking Water ESE
NCSI - National Center Safety Initiatives	\$ 185.00	4341990 · Criminal Background Checks	30736	3/1/23 New Hire Background Checks
OneZone	\$ 600.00	4355300 · Organization & Membership Due:	71129	2/24/23 Annual Membership Renewal
Ray Marketing powered by Proforma	\$ (15.00)	4356004 · Staff Clothing	CR71003765A	3/13/23 Credit for Freight on ESE New Hire Uniforms
Ray Marketing powered by Proforma	\$ 100.50	4356004 · Staff Clothing	BR71003765A	3/11/23 ESE New Hire Uniforms
Ray Marketing powered by Proforma	\$ 126.15	4356004 · Staff Clothing	BR71003755A	3/10/23 New Hire Uniforms
Regal Entertainment Group	\$ 636.75	4343007 · Field Trips	UFB Visa	3/7/23 School's Out Camp ESE Spring Break Field Trip
Royal Pin Woodland	\$ 234.30	4343007 · Field Trips	44985	2/28/23 Culture Committee 2023 QTR 1 Just for Fun Event
S & S Worldwide	\$ 71.80	4239039 · General Program Supplies	IN101152734	3/3/23 Clay Center ESE Site Plan 4 Club Supplies
S & S Worldwide	\$ 161.38	4239039 · General Program Supplies	IN101149271	2/23/23 Carmel Elementary ESE Site Plan 4 Sports & Non-Active Supplies
S & S Worldwide	\$ 17.59	4239039 · General Program Supplies	IN101150259	2/24/23 Carmel Elementary ESE Site Plan 4 Sports & Non-Active Supplies
S & S Worldwide	\$ 19.25	4239039 · General Program Supplies	IN101154963	3/8/23 Woodbrook ESE Site Plan 4 Active Supplies
S & S Worldwide	\$ 81.90	4239039 · General Program Supplies	IN101155059	3/8/23 Towne Meadow ESE - Site Plan 4 Club Supplies
S & S Worldwide	\$ 17.59	4239039 · General Program Supplies	IN101157588	3/13/23 Cherry Tree ESE Site Plan 4 Supplies Pt.3
S & S Worldwide	\$ 130.10	4239039 · General Program Supplies	IN101155077	3/8/23 Cherry Tree ESE Site Plan 4 Supplies Pt.3
S & S Worldwide	\$ 635.96	4239039 · General Program Supplies	IN101152062	3/2/23 West Clay ESE Site Plan 4 Craft Supplies
S & S Worldwide	\$ 38.26	4239039 · General Program Supplies	IN101154153	3/6/23 Forest Dale ESE - Site Plan 4 Puzzles
S & S Worldwide	\$ 46.71	4239039 · General Program Supplies	IN101157637	3/13/23 West Clay ESE Site Plan 4 Club Supplies
S & S Worldwide	\$ 175.67	4239039 · General Program Supplies	IN101159845	3/16/23 Smoky Row ESE Site Plan 4 Supplies
S & S Worldwide	\$ 90.14	4239039 · General Program Supplies	IN101159812	3/16/23 Clay Center ESE Program Supplies
S & S Worldwide	\$ 27.50	4239039 · General Program Supplies	IN101157478	3/13/23 Mohawk Trails ESE Site Plan 4 Supplies

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S & S Worldwide	\$ 160.37	4239039 · General Program Supplies	IN101158261	3/14/23 Prairie Trace ESE Site Plan 4 Supplies
S & S Worldwide	\$ 9.86	4239039 · General Program Supplies	IN101159671	3/15/23 Prairie Trace ESE Site Plan 4 Supplies
S & S Worldwide	\$ 109.20	4239039 · General Program Supplies	IN101154198	3/6/23 College Wood ESE Site Plan 4 Supplies
S & S Worldwide	\$ 16.72	4239039 · General Program Supplies	IN101159705	3/16/26 College Wood ESE Site Plan 4 Supplies
Schuster, Victoria	\$ 90.31	4343000 · Travel Fees & Expenses	Reimb	3/16/23 Mileage Reimbursement 1/11/23 - 3/14/23
Schuster, Victoria	\$ 20.00	4343000 · Travel Fees & Expenses	Reimb	3/16/23 Travel Fees - Parking Garage for ESE Event
Soulshine Vegan Cafe	\$ 50.00	4341991 · Marketing & Promotions	UFB Visa	3/2/23 Additional Breakfast Items for Employee Appreciation
Staples	\$ 110.39	4230200 · Office Supplies	3532478615	3/1/23 College Wood Office Supplies
Staples	\$ 259.45	4239039 · General Program Supplies	3533418440	3/20/23 Mohawk Trails ESE Office Supplies
Staples	\$ 114.58	4230200 · Office Supplies	3533418441	3/20/23 ESE Admin. Office Supplies
Staples	\$ 197.56	4239039 · General Program Supplies	3533418439	3/20/23 Cherry Tree ESE - Office Supply Restock
Staples	\$ 1,714.34	4239039 · General Program Supplies	3533931615	3/27/23 Towne Meadow ESE Office & Program Supplies
Staples	\$ 178.09	4239039 · General Program Supplies	3533931616	3/27/23 Towne Meadow ESE Office & Program Supplies
SubZero Nitrogen Ice Cream	\$ 606.25	4340800 · Program Contractors	CK Request	2/20/23 On Site Vendor for School's Out Camp East Side
Taybeh, Noura	\$ 336.50	4358400 · Refunds, Awards & Indemnities	CK Request	3/8/23 Parent Request Refund
Terryberry	\$ 38.14	4350900 · Other Cont. Services	M57650	3/17/23 Employee Recognition Gift
Terryberry	\$ 45.97	4350900 · Other Cont. Services	M3702	3/27/23 Employee Recognition Gift
Terryberry	\$ 46.22	4350900 · Other Cont. Services	M63703	3/27/23 Employee Recognition Gift
The Escape Room USA	\$ 396.00	4239039 · General Program Supplies	CK Request	3/27/23 Carmel Elementary Staff Team Building 4/14/23
tobii Dynavox	\$ 99.00	4357003 · Internal Instruction Fees	UFB Visa	3/16/23 ESE Inclusion Program Internal Training Subscription
Turner, Tonya	\$ 301.00	4358400 · Refunds, Awards & Indemnities	CK Request	3/13/23 Parent Request Refund
United Art and Education	\$ 33.65	4239039 · General Program Supplies	INV174359	2/27/23 Clay Center ESE Site Plan 4 Art Supplies
United Art and Education	\$ 99.42	4239039 · General Program Supplies	INV174371	2/28/23 Carmel Elementary ESE Site Plan 4 Art Supplies
United Art and Education	\$ 93.53	4239039 · General Program Supplies	INV174372	2/28/23 Mohawk Trails ESE Site Plan 4 Supplies
United Art and Education	\$ 90.15	4239039 · General Program Supplies	INV175322	3/7/23 Cherry Tree ESE - Site Plan 4 Supplies
United Art and Education	\$ 75.76	4239039 · General Program Supplies	INV175342	3/7/23 West Clay ESE Site Plan 4 Supplies
United Art and Education	\$ 51.49	4239039 · General Program Supplies	INV175342	3/7/23 College Wood ESE Site Plan 4 Supplies
United Art and Education	\$ 51.49	4239039 · General Program Supplies	INV175342	3/7/23 Towne Meadow ESE Site Plan 4 Supplies
Verizon Wireless	\$ 498.42	4344100 · Cellular Phone Fees	9928504622	2/23/23 Cell Phone Charges ESE Feb'23
Verizon Wireless	\$ 1,055.85	4344100 · Cellular Phone Fees	9928758188	2/27/23 ESE iPads Usage Feb'23
Walmart	\$ 33.48	4239039 · General Program Supplies	93034621935432	2/3/23 Towne Meadow ESE Jan'23 Program Supplies
Walmart	\$ 72.99	4239039 · General Program Supplies	223033601294177	2/2/23 Towne Meadow ESE Jan'23 Program Supplies
Walmart	\$ 147.18	4239039 · General Program Supplies	183040516161573	2/9/23 Cherry Tree ESE Site Celebration Tailgate Supplies
Walmart	\$ 103.54	4239039 · General Program Supplies	843040641783842	2/9/23 Carmel Elementary ESE Parent's Night Out & Office Supplies
Walmart	\$ 125.85	4239039 · General Program Supplies	473047568135224	2/16/23 Clay Center ESE Site Celebration Supplies
Walmart	\$ 171.75	4239039 · General Program Supplies	723047591054426	2/16/23 School's Out Camp West - President's Day Supplies
Walmart	\$ 65.55	4239039 · General Program Supplies	423045634653856	2/14/23 School's Out Camp West - President's Day Supplies
Walmart	\$ 163.76	4239039 · General Program Supplies	582896656	2/23/23 Towne Meadow ESE Mar'23 Program Supplies
Walmart	\$ 108.30	4239039 · General Program Supplies	583461551	2/24/23 Towne Meadow ESE Mar'23 Program Supplies
Walmart	\$ 211.00	4239039 · General Program Supplies	583475727	2/24/23 Mohawk Trails ESE Site Plan 4 & Parent's Night Out Supplies
Walmart	\$ 124.73	4239039 · General Program Supplies	653075532143879	3/16/23 Clay Center ESE Program Supplies
Walmart.com	\$ 105.63	4239039 · General Program Supplies	UFB Visa	3/1/23 Carmel Elementary ESE Program Supplies
Walmart.com	\$ 184.11	4239039 · General Program Supplies	UFB Visa	3/20/23 Prairie Trace ESE Library Supplies
Willow Marketing Management, Inc.	\$ 50.00	4341955 · Info Sys Maint/Contracts	23389	2/28/23 CCPR Website Hosting Feb'23
Wristband Resources	\$ 525.00	4239099 · Other Miscellaneous	C123018023	3/3/23 Summer Camp Series 2023 Camper Swim Bands
<b>Mar 7 - 30, 23</b>	<b>\$ 54,154.94</b>			

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<b>Mar 7 - 30, 23</b>				
Ace - Pak Products Inc.	\$ 664.21	4238900 · Cleaning & Maint. Supplies	A-11108	3/7/23 MCC Janitorial Supplies 3/6/23
Ace - Pak Products Inc.	\$ 100.85	4239039 · General Program Supplies	A-11159	3/27/23 Guest Services PPE Supplies
Active Network, LLC	\$ 350.00	4358400 · Refunds, Awards & Indemnities	CB2022NONAW_0169	11/1/22 Credit Card Charge Back Fees
ADP, LLC	\$ 2,456.50	4341999 · Other Professional Fees	628452256	3/10/23 Payroll Processing Fees for Periods Ending 2/3/23, 2/17/23, & 3/3/23
AlphaCard	\$ 969.41	4239039 · General Program Supplies	INV7024469	2/27/23 Front Desk Membership Key fobs
Amazon	\$ 58.48	4230200 · Office Supplies	UFB Visa	2/27/23 Member Services Computer Accessories
Amazon	\$ 48.97	4239039 · General Program Supplies	UFB Visa	3/6/23 Swim Lesson Program Supplies
American Hotel Register Company	\$ 2,568.90	4239039 · General Program Supplies	93395223	3/16/23 Refrigerators for New Waterpark Cabanas
American Red Cross	\$ 288.00	4358300 · Other Fees & Licenses	22553029	3/8/23 Adult & Child First Aid/CPR/AED Training
AT&T	\$ 1,201.24	4344000 · Telephone Line Charges	UFB Visa	3/22/23 MCC Alarms & Elevators
Brainstorm Print	\$ 270.00	4356004 · Staff Clothing	140594	3/15/23 Lifeguard Uniform Supplies for 2023 Season
Brainstorm Print	\$ 349.00	4346000 · Classified Advertising	140488	3/14/23 Recruitment Promotional Items
Brainstorm Print	\$ 849.00	4346000 · Classified Advertising	140489	3/10/23 Recruitment Promotional Items
Brainstorm Print	\$ 191.00	4346000 · Classified Advertising	140490	3/8/23 Recruitment Promotional Items
Brainstorm Print	\$ 593.50	4346000 · Classified Advertising	140491	3/10/23 Recruitment Promotional Items
Brainstorm Print	\$ 421.00	4346000 · Classified Advertising	140492	3/8/23 Recruitment Promotional Items
Carmel Drive Self-Storage	\$ 264.00	4350900 · Other Cont. Services	198	3/1/23 Annual Storage Rental for Monon Community Center
Carmel Drive Self-Storage	\$ 257.00	4350900 · Other Cont. Services	198	3/1/23 Annual Climate Controlled Storage Rental Monon Community Center
Carmel Utilities	\$ 3,512.67	4348500 · Water & Sewer	7316000000 Feb'23	3/16/23 Monon Community Center
Carmel Welding	\$ 55.00	4350000 · Equipment Repairs & Maint.	457690	3/10/23 ADA Shower Seat Welding Repair
CenterPoint Energy	\$ 1,700.93	4349000 · Gas	57844597 Feb'23	3/6/23 Monon Community Center
CenterPoint Energy	\$ 98.53	4349000 · Gas	57844902 Feb'23	3/9/23 Monon Community Center Aquatics Filter Building
CenterPoint Energy	\$ 60.51	4349000 · Gas	57904133 Feb'23	3/9/23 Monon Community Center Aquatics Entry
CIH	\$ 127.15	4238900 · Cleaning & Maint. Supplies	7321728	2/24/23 Door Frame Seals for Aquatics Exterior Doors
CIH	\$ 1,395.99	4350100 · Building Repairs & Maint.	7322481	3/3/23 Replacement Door Closers for Monon Community Center
CIH	\$ 283.48	4237000 · Repair Parts	7322482	3/3/23 Parts for Entrance Gate by West Desk
Cintas Corporation	\$ 521.77	4238900 · Cleaning & Maint. Supplies	4147713765	2/27/23 MCC Cleaning Supplies
Cintas Corporation	\$ 567.57	4238900 · Cleaning & Maint. Supplies	4148413680	3/6/23 Monon Community Center Cleaning Supplies
Cintas Corporation	\$ 318.07	4238900 · Cleaning & Maint. Supplies	4147015175	2/20/23 Monon Community Center Cleaning Supplies
Cintas Corporation	\$ 627.65	4238900 · Cleaning & Maint. Supplies	4149115066	3/13/23 MCC Cleaning Supplies
CleanTelligent Software	\$ 453.60	4341955 · Info Sys Maint/Contracts	INV-761873	3/1/23 Monthly Work Order User Fee Software Mar'23
Constellation NewEnergy	\$ 5,979.28	4349000 · Gas	3716603	3/29/23 Monon Community Center
Constellation NewEnergy	\$ 69.91	4349000 · Gas	3716603	3/29/23 Monon Community Center Aquatic Entry
Corvus Janitorial Systems	\$ 13,575.00	4350600 · Cleaning Services	304191001-112	4/1/23 Janitorial Services - MCC Day Service
Corvus Janitorial Systems	\$ 9,995.00	4350600 · Cleaning Services	304191002-111	4/1/23 Janitorial Services - MCC
Culligan of Indianapolis	\$ 456.75	4238900 · Cleaning & Maint. Supplies	3449593	3/23/23 Water Softener Salt - MCC
Cumulus	\$ 5,000.00	4341991 · Marketing & Promotions	BB3598936	2/26/23 Digital Advertising for MCC Membership Feb'23
Cumulus	\$ 950.00	4341991 · Marketing & Promotions	BB3598938	2/26/23 MCC Recruitment Ads Feb'23
Cumulus	\$ 750.00	4341991 · Marketing & Promotions	BB3598937	2/26/23 MCC Recruitment Ads Feb'23
Cumulus	\$ 5,000.00	4341991 · Marketing & Promotions	BB3620579	3/12/23 Digital Advertising for MCC Membership Q1-3
Current Publishing	\$ 285.00	4341991 · Marketing & Promotions	70630	3/31/23 Recruitment & MCC Membership Ads
Direct Fitness Solutions, LLC	\$ 51.81	4237000 · Repair Parts	0579582-IN	3/10/23 Fitness Equipment Repairs Parts 3/9/23
Direct Fitness Solutions, LLC	\$ 778.00	4350000 · Equipment Repairs & Maint.	0577862-IN	3/12/23 Fitness Equipment Preventative Maintenance
Direct Fitness Solutions, LLC	\$ 103.80	4237000 · Repair Parts	0577862-IN	3/12/23 Small Parts for Fitness Equipment Repair
DirecTv	\$ 264.99	4349500 · Cable Service	038575356X230305	3/5/23 Dish Service - Monon Community Center
Ellis Mechanical & Electrical	\$ 1,420.00	4350100 · Building Repairs & Maint.	23041	3/10/23 Indoor Pool Heater Repairs
Ellis Mechanical & Electrical	\$ 3,298.49	4350100 · Building Repairs & Maint.	221192	3/10/23 Wall Heater Leak - MCC Storage Room
Ellis Mechanical & Electrical	\$ 3,832.90	4350900 · Other Cont. Services	23010	1/26/23 2023 MCC RTU's & Split System Preventative Maintenance QTR 1
Ellis Mechanical & Electrical	\$ 4,449.90	4350900 · Other Cont. Services	23055	3/22/23 2023 MCC HVAC Preventative Maintenance QTR 1

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Ellis Mechanical & Electrical	\$ 418.50	4350100 · Building Repairs & Maint.	230009	1/12/23 Service Call - MCC - AHU-1 Leak
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20372378	3/6/23 Weekly Water Testing - MCC Indoor
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20372648	3/13/23 Weekly Water Testing - MCC Indoor
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20373138	3/20/23 Pool Water Testing - MCC Indoor
Fed Ex	\$ 34.14	4237000 · Repair Parts	7-991-24764	12/28/22 Shipping Charges to Return Digilocks
Fed Ex	\$ 5.07	4237000 · Repair Parts	UFB Visa	3/16/23 Return Testing Products
Google	\$ 304.00	4341991 · Marketing & Promotions	UFB Visa	3/1/23 MCC Membership Campaign Ad
Google	\$ 250.00	4341991 · Marketing & Promotions	UFB Visa	3/25/23 MCC Membership Campaign Ad
Graybar	\$ 204.50	4237000 · Repair Parts	9331026113	2/28/23 Replacement LED Lights for MCC
Graybar	\$ 479.64	4237000 · Repair Parts	9331017802	2/27/23 Replacement LED Lights for MCC
Hollman Inc.	\$ 1,955.00	4237000 · Repair Parts	UFB Visa	2/27/23 Replacement Lockers & Hinges Fitness Center
Indeed, Inc.	\$ 86.18	4346000 · Classified Advertising	UFB Visa	2/28/23 Sponsored Job Ads Mar'23
Indeed, Inc.	\$ 218.64	4346000 · Classified Advertising	UFB Visa	3/13/23 Sponsored Job Ads Mar'23
Indiana Department of Homeland Security	\$ 131.32	4239099 · Other Miscellaneous	UFB Visa	3/1/23 MCC Annual Elevator Permit (3 of 3)
Intuit QuickBooks	\$ 280.66	4341955 · Info Sys Maint/Contracts	UFB Visa	3/26/23 Quickbooks Software & Cloud Hosting Subscription
Jack's Donuts	\$ 61.25	4341991 · Marketing & Promotions	UFB Visa	3/3/23 Donuts for Employee Appreciation
KDE Motivates, LLC	\$ 3,000.00	4357004 · External Instructional Fees	230	3/18/23 Training for CCPR Supervisory Staff
Kroger	\$ 53.68	4239039 · General Program Supplies	40601	2/14/23 Lunch & Learn Program Supplies 2/15/23
Kroger	\$ 69.43	4239039 · General Program Supplies	107446	2/24/23 Kidzone Staff Meeting Snacks 2/25/23
Kroger	\$ 18.36	4239039 · General Program Supplies	69928	2/1/23 Adaptive Programming Supplies
Kroger	\$ 38.70	4239039 · General Program Supplies	6912	2/21/23 Nature Program Supplies
Kroger	\$ 42.26	4239039 · General Program Supplies	77731	2/23/23 Employee Appreciation Day Food Supplies
Kroger	\$ 43.70	4239039 · General Program Supplies	153586	2/10/23 Adaptive Program Supplies for Valentine's Mingle Social 2/11/23
Kroger	\$ 15.78	4239039 · General Program Supplies	112587	2/24/23 Adaptive Program Supplies for Mystery Kitchen Night
Kroger	\$ 14.97	4239039 · General Program Supplies	158013	3/24/23 Adaptive Program Supplies - Movie Night Social
Kroger Gardis & Regas, LLP	\$ 1,661.50	4340000 · Legal Fees	74	2/7/23 Legal Fees Jan'23
Kroger Gardis & Regas, LLP	\$ 2,183.00	4340000 · Legal Fees	75	3/7/23 Legal Fees Feb'23
Lifeguard Store, Inc., The	\$ 270.00	4239012 · Safety Supplies	INV001282176	2/27/23 Aquatics Sunscreen 2023
Lifeguard Store, Inc., The	\$ 1,552.75	4239012 · Safety Supplies	INV001283494	3/3/23 Waterpark Lifeguard Uniform Supplies 2023
Lifeguard Store, Inc., The	\$ 39.30	4356004 · Staff Clothing	INV001283398	3/3/23 Lifeguard Hats
Lifeguard Store, Inc., The	\$ 1,274.75	4239012 · Safety Supplies	INV001286702	3/17/23 Aquatics Training Equipment
Luna Language Services	\$ 332.75	4239039 · General Program Supplies	44671	2/28/23 Sign Interpreter for Adaptive Program - Feb'23
Magers Bookkeeping Services LLC	\$ 435.00	4341999 · Other Professional Fees	1099	3/27/23 2023 Bookkeeping Services
Mail Chimp	\$ 254.50	4355200 · Subscriptions	UFB Visa	3/14/23 Email Marketing - Annual Subscription
McAlister's Deli	\$ 245.56	4239099 · Other Miscellaneous	1618355	3/17/23 Admin. & Planning and Rec. & Facilities Interdepartmental Luncheon 3/17/23
Menards	\$ 22.44	4237000 · Repair Parts	308305523010417	2/24/23 Privacy Supplies for Human Resources Staff
Menards	\$ 392.82	4238900 · Cleaning & Maint. Supplies	308305523010416	2/24/23 Aquatics Pump Room Cleaning Equipment
Menards	\$ 37.92	4238900 · Cleaning & Maint. Supplies	308307323014231	3/14/23 MCC Maintenance Supplies
Menards	\$ 70.34	4238900 · Cleaning & Maint. Supplies	308307323014182	3/14/23 MCC Maintenance Supplies
Mobile Mini, Inc.	\$ 334.54	4353099 · Other Rental & Leases	9017203675	3/23/23 Waterpark Furniture Storage Apr'23
Mobile Mini, Inc.	\$ 334.54	4353099 · Other Rental & Leases	9017203674	3/23/23 Waterpark Furniture Storage Apr'23
Mountain Glacier, LLC	\$ 102.08	4350900 · Other Cont. Services	900355094	3/15/23 Drinking Water MCC East
Mountain Glacier, LLC	\$ 24.87	4350900 · Other Cont. Services	900355092	3/15/23 Drinking Water MCC West
Mountain Glacier, LLC	\$ 24.86	4350900 · Other Cont. Services	900355092	3/15/23 Drinking Water MCC West
Napa	\$ 5,968.00	4350100 · Building Repairs & Maint.	157039	2/10/23 Refrigerant for Dectron Units Project
Napa	\$ (68.00)	4350100 · Building Repairs & Maint.	157039	3/29/23 Credit for Refrigerant for Dectron Units Project
NCSI - National Center Safety Initiatives	\$ 222.00	4341990 · Criminal Background Checks	30736	3/1/23 New Hire Background Checks
Normand, Mike	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	3/22/23 Cell Phone Fees Mar'23
Northern Safety Co., Inc.	\$ 589.10	4239012 · Safety Supplies	905291810	2/22/23 Waterpark 2023 First Aid Supplies
OneZone	\$ 90.00	4355300 · Organization & Membership Dues	70926	2/13/23 Carmel/Fishers Chambers of Commerce Luncheon Registrations

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 109 - Monon Community Center  
April 11, 2023

Name	Amount	Account	Num.	Memo
OneZone	\$ 600.00	4355300 · Organization & Membership Dues	71129	2/24/23 Annual Membership Renewal
Oracle Elevator Company	\$ 1,754.00	4350100 · Building Repairs & Maint.	SIN192510	3/1/23 Replace MCC West Elevator ADA Phone
Pickett & Associates	\$ 720.00	4341991 · Marketing & Promotions	2643	2/28/23 PR/Marketing Services Feb'23
Power Systems	\$ 888.60	4239039 · General Program Supplies	8809621	10/6/22 Small Equipment for Fitness Center
Power Systems	\$ 669.60	4239039 · General Program Supplies	8840641	3/17/23 Equipment for Group Fitness Classes
Power Systems	\$ 1,461.32	4239039 · General Program Supplies	8840428	3/16/23 Equipment for Group Fitness Classes
Purple Ink LLC	\$ 81.00	4357004 · External Instructional Fees	6176	3/1/23 Additional Training Materials - MCC Staff
Ray Marketing powered by Proforma	\$ 870.00	4239039 · General Program Supplies	BR71003758A	3/11/23 Monon Community Center Wrist Coils
Ray Marketing powered by Proforma	\$ 101.35	4356004 · Staff Clothing	BR71003755A	3/10/23 New Hire Uniforms
Republic Services	\$ 1,080.53	4350101 · Trash Collection	0761-005915925	2/25/23 Trash & Recycling Services Monon Community Center
Republic Services	\$ 1,066.80	4350101 · Trash Collection	0761-005949800	3/25/23 Trash & Recycling Services Monon Community Center
Sherwin Williams	\$ 67.48	4235000 · Building Materials	6659-5	3/16/23 Paint & Supplies for ESE Office
Sherwin Williams	\$ 33.13	4235000 · Building Materials	6864-9	3/17/23 Paint & Supplies for ESE Office
Soros Clinical Solutions LLC	\$ 85.00	4340700 · Medical Fees (Drug Tests)	1864	3/28/23 COVID19 Testing - MCC Staff
Soulshine Vegan Cafe	\$ 50.00	4341991 · Marketing & Promotions	UFB Visa	3/2/23 Additional Breakfast Items for Employee Appreciation
Spear Corporation	\$ 8,908.90	4238900 · Cleaning & Maint. Supplies	320838	3/15/23 Pool Chemicals - Waterpark
Staples	\$ 20.49	4230200 · Office Supplies	3531710116	2/27/23 Monon Community Center Office Supplies
Staples	\$ 455.26	4230200 · Office Supplies	3532148616	2/27/23 Monon Community Center Supplies
Staples	\$ 9.99	4230200 · Office Supplies	3532478617	3/6/23 Monon Community Center Office Supplies
Staples	\$ 143.74	4230200 · Office Supplies	3532478618	3/6/23 Monon Community Center Office Supplies
Staples	\$ 85.46	4230200 · Office Supplies	3533418442	3/20/23 MCC Office Supplies
Staples	\$ 25.18	4230200 · Office Supplies	3533418444	3/20/23 MCC Office Supplies
Staples	\$ 37.77	4230200 · Office Supplies	3533931618	3/27/23 MCC Office Supplies
Staples	\$ 4.58	4239039 · General Program Supplies	3533931618	3/27/23 Internal Program Supplies
Stericycle, Inc.	\$ 43.89	4350900 · Other Cont. Services	4011656229	3/27/23 Medical Waste Removal
SuperSaas BV	\$ 46.00	4355200 · Subscriptions	UFB Visa	3/4/23 MCC Reservation Booking Subscription
Swim Outlet	\$ 416.00	4239039 · General Program Supplies	22066948	3/8/23 Aquatics Program Supplies
Terryberry	\$ 82.97	4350900 · Other Cont. Services	M53009	3/7/23 Employee Recognition Gift
Terryberry	\$ 65.66	4350900 · Other Cont. Services	M60174	3/24/23 Employee Recognition Gift
Texas Recreation, LP	\$ 2,785.78	4239039 · General Program Supplies	5223679	3/3/23 Aquatic Life Jackets 2023
Tube Pro Inc.	\$ 10,554.00	4239039 · General Program Supplies	57059	3/13/23 Waterpark Replacement Tube 2023
Tube Pro Inc.	\$ 100.00	4239039 · General Program Supplies	57067	3/13/23 Waterpark Replacement Tubes 2023
Verizon Wireless	\$ 120.04	4344100 · Cellular Phone Fees	9228504622	2/23/23 Jet Packs at the Monon Community Center
Walmart.com	\$ 24.93	4239012 · Safety Supplies	UFB Visa	3/9/23 Waterpark 2023 First Aid Supplies
White's Ace Hardware	\$ 31.47	4230200 · Office Supplies	29573227	2/9/23 Guest Service Supplies
White's Ace Hardware	\$ 109.56	4238900 · Cleaning & Maint. Supplies	29575233	2/15/23 Monon Community Center Maintenance Supplies
White's Ace Hardware	\$ 17.96	4238900 · Cleaning & Maint. Supplies	31002646	2/28/23 Monon Center Maintenance Supplies
Willow Marketing Management, Inc.	\$ 50.00	4341955 · Info Sys Maint/Contracts	23389	2/28/23 CCPR Website Hosting Feb'23
Woodland Bowl	\$ 234.30	4341991 · Marketing & Promotions	44985	2/28/23 Culture Committee 2023 QTR 1 Just for Fun Event
WTTS FM 92.3	\$ 1,500.00	4341991 · Marketing & Promotions	IN-12302110674	2/26/23 Radio Ads & Membership Spring'23
Zogics, LLC	\$ 2,789.00	4238900 · Cleaning & Maint. Supplies	299994	3/15/23 Gym Wipes
<b>Mar 7 - 30, 23</b>	<b>\$ 140,426.95</b>			

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 110 - Parks and Recreation Facilities  
April 11, 2023

Name	Amount	Account	Num	Memo
<b>Mar 7 - 30, 23</b>				
AES Indiana	\$ 799.16	4348000 · Electricity	985559 Mar'23	3/29/23 Perelman Pavilion
AlphaCard	\$ 1,198.32	4239099 · Other Miscellaneous	INV7040398	3/21/23 Key Fobs for Dog Park Entrance
AT&T	\$ 256.33	4344000 · Telephone Line Charges	UFB Visa	3/22/23 Analog Telephone Wilfong Pavilion
AT&T	\$ 605.94	4344000 · Telephone Line Charges	UFB Visa	3/22/23 Analog Telephone Perelman Pavilion
Carmel Utilities	\$ 196.90	4348500 · Water & Sewer	2623000000 Feb'23	3/9/23 Wilfong Pavilion
Carmel Utilities	\$ 14.92	4348500 · Water & Sewer	7051300000 Feb'23	3/16/23 Central Dog Park
Carmel Utilities	\$ 80.35	4348500 · Water & Sewer	5200000000	3/29/23 Perelman Pavilion
CenterPoint Energy	\$ 1,124.58	4349000 · Gas	55889065 Feb'23	3/7/23 West Park/Perelman Pavilion
Corvus Janitorial Systems	\$ 1,295.00	4350600 · Cleaning Services	304191010-115	4/1/23 Janitorial Services - Perelman Pavilion
Corvus Janitorial Systems	\$ 775.00	4350600 · Cleaning Services	304191003-114	4/1/23 Janitorial Services - Wilfong Pavilion
Duke Energy	\$ 314.77	4348000 · Electricity	910121498172 Mar'23	3/29/23 Central Dog Park
Ellis Mechanical & Electrical	\$ 467.96	4350100 · Building Repairs & Maint.	23028	2/16/23 2923 Wilfong HVAC Preventative Maintenance QTR 1
Magers Bookkeeping Services LLC	\$ 175.00	4341999 · Other Professional Fees	1099	3/27/23 2023 Bookkeeping Services
Poo Prints	\$ 89.95	4350400 · Grounds Maintenance	19431	3/2/23 Dog Park Samples for DNA Testing
Poo Prints	\$ 159.90	4350400 · Grounds Maintenance	19420	3/1/23 Dog Park Samples for DNA Testing
Poo Prints	\$ 709.95	4239099 · Other Miscellaneous	19515	3/13/23 Dog Park Waste Collection Kits
Poo Prints	\$ 539.70	4350400 · Grounds Maintenance	19496	3/9/23 Dog Park Samples for DNA Testing
Poo Prints	\$ 299.80	4350400 · Grounds Maintenance	19478	3/8/23 Dog Park Samples for DNA Testing
Poo Prints	\$ 25.00	4239099 · Other Miscellaneous	19611	3/20/23 Dog Park Registry Upload Fee
Republic Services	\$ 169.17	4350101 · Trash Collection	0761-005916360	2/25/23 Wilfong Pavilion
Republic Services	\$ 93.75	4350101 · Trash Collection	0761-005917476	2/25/23 Perelman Pavilion
Republic Services	\$ 167.01	4350101 · Trash Collection	0761-005950234	3/25/23 Trash & Recycling Services Wilfong Pavilion
Republic Services	\$ 93.75	4350101 · Trash Collection	0761-005951350	3/25/23 Trash & Recycling Services Perelman Pavilion
White's Ace Hardware	\$ 840.00	4238900 · Other Maintenance Supplies	29577441	2/22/23 Dog Litter Bags for Dog Park
<b>Mar 7 - 30, 23</b>	<b>\$ 10,492.21</b>			



Carmel/Clay Board of Parks and Recreation  
Claim Sheet for  
Fund 103 Capital Fund  
Fund 106 Park Impact Fees  
Fund 853 Gift Fund  
Fund 101 Reserve  
CCPR Internal Transfer  
April 11, 2023

Name	Amount	Class	Account	Number	Memo
<b>Fund 103 - Capital Fund</b>					
American Stucturepoint Inc.	\$ 1,200.00	103	4462000 · Other Structure Improvements	161036	3/21/23 Monon Trail Structure #12 PO#57464
<b>Total Fund 103</b>	<b>\$ 1,200.00</b>				
<b>Fund 106 - Park Impact Fee</b>					
MKSK	\$ 4,500.00	106	4460717 - Thomas Marcuccilli Nature Park	2230197	12/2/22 Thomas Marcuccilli Nature Park Master Plan PO#56181
Kroger, Gardis, & Regas LLP	\$ 1,701.50	106	4460715 - White River Greenway	75	3/7/23 Legal Fees Feb'23
SJCA Inc.	\$ 39,608.00	106	4460715 - White River Greenway	18972	2/28/23 White River Greenway North Extension Design PO#55548
<b>Total Fund 106</b>	<b>\$ 45,809.50</b>				
<b>Fund 853 - Gift Fund</b>					
Eco Logic LLC	\$ 5,951.00	853	5023990 · Other Expenses	5145	9/29/22 Flowing Well Park Invasive Management 2022 PO#56495
Heart Reach Medical LLC	\$ 2,758.60	853	5023990 · Other Expenses	1681	2/2/23 PNR - AED Equipment, Supplies & Maintenance PO#57622
Starbucks	\$ 10.00	853	5023990 · Other Expenses	UFB Visa	3/7/2023 Gift Cards for HR Monthly Newsletter PO#57584
<b>Total Fund 853</b>	<b>\$ 8,719.60</b>				
<b>Fund 101 - General Fund Reserve Encumbrance</b>					
Cardno (Stantec)	\$ 520.00	1125401 ( R )	4350400 · Grounds Maintenance	1988567	10/10/2022 Founders 2022 Invasive Management PO#56353
Enterprise FM Trust	\$ 2,822.89	1125401 ( R )	4353099 · Other Rentals & Leases	FBN4683626	3/3/23 Fleet Lease Mar'23 PO#57469
Green Touch Services	\$ 220.00	1125416 ( R )	4350400 · Grounds Maintenance	137157	1/31/23 Parks Landscape Services PO# 56386
Green Touch Services	\$ 335.00	1125411 ( R )	4350400 · Grounds Maintenance	137779	3/21/23 Parks Landscape Services PO# 56828
Green Touch Services	\$ 490.00	1125404 ( R )	4350400 · Grounds Maintenance	137779	3/21/23 Parks Landscape Services PO# 56386
Green Touch Services	\$ 450.00	1125411 ( R )	4350400 · Grounds Maintenance	137778	3/21/23 Parks Landscape Services PO# 56828
Green Touch Services	\$ 450.00	1125411 ( R )	4350400 · Grounds Maintenance	137212	1/23/23 Parks Landscape Services PO#56828
Green Touch Services	\$ 250.00	1125411 ( R )	4350400 · Grounds Maintenance	137780	3/21/23 Parks Landscape Services PO#56828
Neon One, LLC	\$ 199.00	1125101 ( R )	4355200 · Subscriptions	INV278817	3/27/23 Volunteer Software Agreement Mar'23 PO#569223
Potawatomi Inn	\$ 2,399.85	1125101 ( R )	4357004 · External Training	3/2/2023	3/2/23 PNR Staff Training Conference Lodging & Meals PO#57459
<b>Encumbrance</b>	<b>\$ 8,136.74</b>				

## Refund Report

Mar 30, 2023  
11:41 AM

Receipt Date/Time: From Mar 1, 2023 12:00 AM through Mar 29, 2023 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2002060.004	Mar 1, 2023	9:29 AM	Davis, Tracy	Credit Card Account	No: *6611 Exp: 11/2023	-\$ 48.00	
					Staff Error		-\$ 48.00
2002061.004	Mar 6, 2023	1:12 PM	Villalta, Victor	Credit Card Account	No: *0872 Exp: 05/2027	-\$ 106.00	
					Staff Error		-\$ 106.00
2002062.004	Mar 7, 2023	2:25 PM	Frampton, Tom	Credit Card Account	No: *6796 Exp: 03/2026	-\$ 44.00	
					Staff Error		-\$ 44.00
2002063.004	Mar 9, 2023	3:45 PM	Andrews, Jennifer	Credit Card Account	No: *9635 Exp: 10/2024	-\$ 40.26	
					Advanced Request		-\$ 40.26
2002064.004	Mar 9, 2023	5:13 PM	Hendrick, Phyllis	Credit Card Account	No: *2349 Exp: 01/2024	-\$ 48.00	
					Advanced Request		-\$ 48.00
2002065.004	Mar 10, 2023	4:01 PM	Franklin, Virginia	Credit Card Account	No: *6999 Exp: 11/2025	-\$ 96.00	
							-\$ 96.00
2002066.004	Mar 13, 2023	1:23 PM	Williams, Kathleen	Credit Card Account	No: *0672 Exp: 09/2024	-\$ 44.00	
					Guest Request		-\$ 44.00
2002067.004	Mar 14, 2023	7:29 PM	Barona, Jimmy	Credit Card Account	No: *3002 Exp: 04/2027	-\$ 50.00	
					Advanced Request		-\$ 50.00
2002068.004	Mar 14, 2023	8:21 PM	Boutros, Ash	Credit Card Account	No: *2095 Exp: 09/2024	-\$ 29.94	
					Advanced Request		-\$ 29.94
2002069.004	Mar 21, 2023	8:44 PM	Daniels, Laura	Credit Card Account	No: *2922 Exp: 09/2023	-\$ 48.00	
					Leanne Daniels: Need parent/guardian's signature for membership waiver.		
					Staff Error		-\$ 48.00
2002070.004	Mar 22, 2023	2:50 PM	Gorden, Renee	Credit Card Account	No: *7050 Exp:	-\$ 16.00	
							-\$ 16.00

## Refund Report

Mar 30, 2023

11:41 AM

Receipt Date/Time: From Mar 1, 2023 12:00 AM through Mar 29, 2023 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2002071.004	Mar 23, 2023	2:52 PM	Valdez, Jayme	Credit Card Account	No: *9589 Exp: 10/2027	-\$ 32.00	
					Guest Request		-\$ 32.00
2002072.004	Mar 24, 2023	4:05 PM	Hightower, Robert	Credit Card Account	No: *1004 Exp: 04/2027	-\$ 48.00	
					Advanced Request		-\$ 48.00
2002073.004	Mar 28, 2023	12:15 PM	Bernard, Ann	Credit Card Account	No: *1528 Exp: 07/2023	-\$ 112.00	
					Guest Request		-\$ 112.00
2009609.003	Mar 1, 2023	1:59 PM	Mungal, Aleta	Credit Card Account	No: *8356 Exp: 03/2025	-\$ 80.00	
					Low Enrollment		-\$ 80.00
2009610.003	Mar 1, 2023	3:46 PM	Fujii, Hitomi	Credit Card Account	No: *1000 Exp: 11/2024	-\$ 60.00	
					Low Enrollment		-\$ 60.00
2009611.003	Mar 1, 2023	4:37 PM	Parker, Allison	Credit Card Account	No: *1642 Exp: 09/2025	-\$ 10.00	
					Low Enrollment		-\$ 10.00
2009613.003	Mar 3, 2023	4:38 PM	Vittorio, Carin	Credit Card Account	No: *1126 Exp: 08/2023	-\$ 6.00	
							-\$ 6.00
2009616.003	Mar 6, 2023	11:46 AM	Guna, Stephanie	Credit Card Account	No: *6983 Exp: 11/2026	-\$ 65.00	
					Guest Request		-\$ 65.00
2009617.003	Mar 6, 2023	1:29 PM	Hughes, Jessie	Credit Card Account	No: *1095 Exp: 06/2023	-\$ 68.00	
					Guest Request		-\$ 68.00
2009618.003	Mar 6, 2023	1:30 PM	Hughes, Jessie	Credit Card Account	No: *1095 Exp: 06/2023	-\$ 49.00	
					Guest Request		-\$ 49.00
2009622.003	Mar 14, 2023	8:24 AM	Meng, Fanhong	Credit Card Account	No: *9566 Exp: 01/2028	-\$ 49.00	
					Guest Request		-\$ 49.00

## Refund Report

Mar 30, 2023  
11:41 AM

Receipt Date/Time: From Mar 1, 2023 12:00 AM through Mar 29, 2023 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2009623.003	Mar 15, 2023	11:47 AM	Qualls-Holston, Daneal	Credit Card Account	No: *2030 Exp: 05/2025	-\$ 49.00	
					Guest Request		-\$ 49.00
2009624.003	Mar 15, 2023	1:37 PM	Bowen, Ivana	Credit Card Account	No: *9149 Exp: 02/2025	-\$ 187.25	
							-\$ 187.25
2009626.003	Mar 20, 2023	10:51 AM	Nemegyei, Betz	Credit Card Account	No: *1455 Exp: 10/2024	-\$ 38.00	
					Guest Request		-\$ 38.00
2009627.003	Mar 21, 2023	8:08 AM	Matthews, Keyla	Credit Card Account	No: *7939 Exp: 07/2025	-\$ 26.00	
					Guest Request		-\$ 26.00
2009628.003	Mar 22, 2023	9:51 AM	Houseman, Scott	Credit Card Account	No: *2005 Exp: 09/2027	-\$ 10.00	
					Guest Request		-\$ 10.00
2009629.003	Mar 23, 2023	1:50 PM	Paugh, KIMBERLY	Credit Card Account	No: *0083 Exp: 08/2027	-\$ 49.00	
					Guest Request		-\$ 49.00
2009630.003	Mar 23, 2023	3:59 PM	Mungal, Aleta	Credit Card Account	No: *8356 Exp: 03/2025	-\$ 10.00	
					Guest Request		-\$ 10.00

**Totals:**

Mail Check:	\$ 0.00
Credit Card Refund:	-\$ 1,518.45
To Account:	\$ 0.00
In Cash:	\$ 0.00
Debit Card:	\$ 0.00
Gift Card:	\$ 0.00

<b>Grand Total: -\$ 1,518.45</b>
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**EZChildTrack Credit Card Refund Report****Program: Extended School Enrichment/Summer Camp Series**

Transaction Detail 3/1/23 - 3/29/23

Primary Account Name	Posted On	Amount Refunded
Barberino Souza, Mayana	3/1/2023	\$ 45.00
Bell, Erin	3/1/2023	\$ 45.00
Bender, Aaron D	3/1/2023	\$ 45.00
Copple, Rebecca	3/1/2023	\$ 90.00
Cummins, John	3/1/2023	\$ 45.00
Gordon, Anna Marie	3/1/2023	\$ 90.00
Jacqueline, Martin	3/1/2023	\$ 45.00
Lin Ghantiwala, Chih Yu	3/1/2023	\$ 45.00
Martin, Melissa	3/1/2023	\$ 45.00
Mathews, Jason	3/1/2023	\$ 45.00
Meyers, Kristin	3/1/2023	\$ 45.00
Nei, Jeremy	3/1/2023	\$ 45.00
Ohalloran, Diana	3/2/2023	\$ 100.00
Stewart, Caitlin	3/2/2023	\$ 50.00
Tailor, Priti	3/1/2023	\$ 45.00
Weddell, Nicole	3/1/2023	\$ 90.00
<b>TOTAL</b>		<b>\$ 915.00</b>

Carmel/Clay Board of Parks and Recreation  
Claim Sheet  
April 11, 2023

Fund		Amount
TOTAL PARKS GENERAL FUND 101		88,035.83
TOTAL PARKS GENERAL FUND 101 RESERVE		8,136.74
TOTAL EXTENDED SCHOOL ENRICHMENT FUND 108		54,154.94
TOTAL MONON COMMUNITY CENTER FUND 109		140,426.95
TOTAL PARKS FACILITIES FUND 110		10,492.21
TOTAL PARKS CAPITAL FUND 103		1,200.00
TOTAL PARK IMPACT FEE FUND 106		45,809.50
TOTAL PARKS GIFT FUND 853		8,719.60
CCPR Internal Transfers		0.00
Active Software Fees	2/27/23 - 3/19/23	13,919.86
Active Software Credit Card Refunds	3/1/23 - 3/29/23	1,518.45
EZChildTrack Software Credit Card Refunds	3/1/23 - 3/29/23	915.00
<b>TOTAL CLAIM SHEET</b>		<b><u>373,329.08</u></b>

Signature

Date

Signature

Date

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Lin Zheng, Treasurer</b>	ACTION REQUESTED <b>Approval</b>
ITEM/SUBJECT <b>Clay Township Claim Sheet April 11, 2023</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

**SUMMARY:**

The Clay Township Claim Sheet dated April 11, 2023 is included for comment, corrections, additions, or deletions.

**STAFF RECOMMENDATION:**

“I move to approve the Clay Township Claim Sheet dated April 11, 2023.”



Carmel/Clay Board of Parks and Recreation  
Claim Sheet for  
Clay Township of Hamilton County  
April 11, 2023

Name	Amount	Account		Number	Memo
Commercial Office Environments	\$ 26,757.26	1215	4AH - 2022 Monon Community Center Encumbered	72287	3/24/23 Furniture For Human Resources Staff Offices PO#57493
Ellis Mechanical, Inc.	\$ 58,250.00	1215	4AG Waterpark	23043	3/10/23 Lazy River Pool Heater Replacement PO#57545
Heart Reach Medical, LLC	\$ 2,644.00	1215	4AB - 2022 Park System Capital Maintenance Encumbered	1657	12/21/23 AED Equipment, Supplies & Maintenance PO#57479
Heart Reach Medical, LLC	\$ 2,644.00	1215	4AB - 2022 Park System Capital Maintenance Encumbered	1636	12/21/23 AED Equipment, Supplies & Maintenance PO#57336
Huston Signs, LLC	\$ 16,640.00	1215	4AB - 2022 Park System Capital Maintenance Encumbered	W16782	3/8/23 Monon Central Trailhead Kiosk Digital Signage PO#57331
New Era Technology	\$ 8,129.31	1215	4AB - 2022 Park System Capital Maintenance Encumbered	215454-IN	3/21/23 Portable Sound System PO#56309
New Era Technology	\$ 4,335.69	1215	4AB - 2022 Park System Capital Maintenance Encumbered	152127-IN	6/23/22 Portable Sound System PO#56309
ODP Business Solutions LLC (Office Depot)	\$ 4,799.99	1215	4AB - 2022 Park System Capital Maintenance Encumbered	294393815001	3/7/23 Fireproof Cabinet for Human Resources PO#57705
Xanderbuilt Tree Care	\$ 9,487.00	1215	4AB - 2022 Park System Capital Maintenance Encumbered	8691	3/10/23 Tree Removal Along Monon North Trailhead PO#57738
<b>TOTAL CLAIM SHEET</b>			<b>133,687.25</b>		

Signature	Date
Signature	Date

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Kurtis Baumgartner, Assistant Director/COO</b>	ACTION REQUESTED <b>Approval</b>
ITEM/SUBJECT <b>CCPR Payroll for March 10, 2023 and March 24, 2023</b>	
DOLLAR AMOUNT/FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

**SUMMARY:**

Provided for your approval are payroll wages and liabilities for payroll dates March 10, 2023 and March 24, 2023.

**RECOMMENDED MOTION:**

“I move to approve the payroll wages and liabilities for the payroll dates March 10, 2023 and March 24, 2023.”

## Carmel/Clay Board of Parks and Recreation Payroll Claims Form

Total Gross Wages for Regular Payroll dated 03/10/2023	<u>\$237,438.03</u>
Total Payroll Liabilities for Regular Payroll dated 03/10/2023	<u>\$89,193.06</u>
Total Gross Wages for Regular Payroll dated 03/24/2023	<u>\$241,774.94</u>
Total Payroll Liabilities for Regular Payroll dated 03/24/2023	<u>\$88,850.80</u>

I hereby certify that payroll amounts listed above are true and correct and I have audited the same in accordance with IC 5-11-9-2.

  
Administration & Planning Director

3/24/23  
Date

We have examined the foregoing payroll charges in the total amount of \$ 657,256.83, and such payroll is in compliance with Resolution No. 8-13-02-02.

\_\_\_\_\_  
Park Board President

\_\_\_\_\_  
Date

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Eric Mehl, Administration &amp; Planning Director</b>	ACTION REQUESTED <b>Acceptance</b>
ITEM/SUBJECT <b>Monetary Gifts, Grants, Partnerships, and Sponsorships for March 2023</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

RECEIVED AS	DATE	AMOUNT	DONOR	DESIGNATION	GL/FUND
Donation	3/14/2023	\$200.00	Anonymous	Employee Appreciation	Gift Fund (853)
Donation	3/30/2023	\$100.00	Anonymous	Employee Appreciation	Gift Fund (853)

**TOTAL RECEIPTS:** \$300.00

**STAFF RECOMMENDATION:**

Accept monies as received.

## Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item

PRESENTER <b>Michael Klitzing, Director/CEO</b>	ACTION REQUESTED <b>Recommended Motions</b>
ITEM/SUBJECT <b>Consideration of Bids to Construct West Park The Groves Perimeter Trail</b>	
BUDGET APPROPRIATION <b>\$500,000 (103 Fund); \$413,000 (106 Fund)</b>	MEETING DATE <b>April 11, 2023</b>

### SUMMARY:

The City of Carmel provided Carmel Clay Parks & Recreation (CCPR) with \$500,000 in its 2023 budget to fund the extension of the 116<sup>th</sup> Street perimeter trail along West Park from Jill Perelman Pavilion entry drive to the western border. A crosswalk will connect the new trail to the existing trail in front of the Jewish Temple (Congregation Sharrey Tefilla) on the south side of 116<sup>th</sup> Street (see attachment A).

Accordingly, CCPR solicited bids for the site work and installation of the perimeter path and on Friday, February 17, 2023, bids were received and opened. Bids were received from the following contractors:

- **United Construction    \$913,000**

After conferring with United Construction, a major factor driving the expense is the need for a boardwalk system through the delineated wetlands (highlighted on Attachment B). The boardwalk that was specified in bid documents is a precast concrete system similar to what was utilized adjacent to Jill Perelman Pavilion and represented approximately 1/3 of the overall project cost in the bid received.

CCPR explored several options to help move this project forward knowing that it was over budget. First and foremost, the trail was designed to feel like an internal park path allowing for the preservation of most of the trees along 116<sup>th</sup> Street, while also serving the need of a perimeter path. The department looked at a possible relocation of the trail closer to 116<sup>th</sup> Street, but ultimately found that the wetland extended nearly all the way to the road, therefore, resulting in little to no savings.

Additionally, an alternative prefabricated boardwalk system manufactured by Wickcraft was explored like the one utilized at both River Heritage and Meadowlark Parks. It was determined that direct purchasing the boardwalk could reduce the overall cost of the project by \$114,160.

Furthermore, staff discovered that if flashing beacons were direct purchased the overall cost of the project could be reduced an additional \$33,252.

Staff, with assistance from Park Board Legal Counsel, reviewed the bid documentation, confirmed United Construction to be the lowest responsive and responsible bidder and recommends acceptance of its bid with the understanding that a contract change order will be initiated to reduce the overall cost of the project. If approved, the department will direct purchase a prefabricated Wickcraft boardwalk system, and flashing beacons.

If approved, CCPR is hopeful that site work and construction can begin this summer and finish prior to Labor Day weekend.

**RECOMMENDED MOTIONS:**

Motion #1: "I move to authorize the bid from and award a contract to United Construction in the amount of \$913,000 for site work and installation of the perimeter path at West Park, and authorize the Director, the Assistant Director, and the Park Board Legal Counsel to take all actions necessary to complete the contracting process.

Motion #2: "I move that the Park Board delegate to the Director and Assistant Director the authority to purchase, by any method allowable under Indiana Code, an alternative prefabricated boardwalk system and flashing beacons in an amount resulting in a net reduction to the overall cost of the West Park Perimeter Path Project.

[illegible]



Attachment B



## Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item

PRESENTER <b>Eric Mehl, Administration &amp; Planning Director</b>	ACTION REQUESTED <b>Recommended Motion</b>
ITEM/SUBJECT <b>Consideration of Resolution P-2023-001 Amending the Part-Time Staff Paid Time-Off Policy</b>	
DOLLAR AMOUNT/FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

### SUMMARY:

Provided for your consideration is Resolution P-2023-001 to amend the Part-Time Staff Paid Time-Off (PTO) Policy. PTO was first extended to part-time employees effective January 1, 2019, through the adoption of Resolution P-2018-001. Consistent with the current policy, PTO is not available for seasonal employees.

Part-time employees comprise the vast majority of the Carmel Clay Parks & Recreation (CCPR) workforce. With unemployment at an all-time low, recruiting and retaining quality part-time staff has become increasingly difficult. Based on feedback from current employees, division directors, and a review of benefits provided by other employers, it became clear that our current PTO benefits were not sufficient to help us in our goal of obtaining and keeping staff.

Within the revised policy identified in the Exhibit “A” of the resolution, we are recommending two revisions to make our paid leave benefits more attractive and competitive: PTO Accrual Rate and Maximum Accrual Limits.

Within the current policy, eligible part-time employees accrue .01167 hours of PTO for every hour they work. If an employee works on average 20 hours per week, they earn only 12 hours of PTO per year. Looking at it another way, this employee must work 26 weeks before they earn enough PTO to be paid for one 6-hour shift of work.

As recommended, CCPR would increase accrual rates for all part-time employees. Additionally, accrual rates would further increase based on years of service, consistent with what we do for full-time employees. This provides greater incentive to work more hours and rewards employees for staying at CCPR.

The following chart identifies the proposed accrual rates and key metrics *if* a part-time employee works on average 20 hours per week:

Years of Service	Proposed PTO Accrual Rate	# Weeks to Reach 6 Hours of PTO	Total PTO Hours Earned per Year
<1 year	0.01923	16	20
1-2 years	0.02500	12	26
3-4 years	0.02885	10	30
5+ years	0.03750	8	39

The second proposed amendment to the current policy is to increase the maximum amount of PTO hours an employee may earn per year from 12 hours to 60 hours. Employees would be allowed to accumulate and maintain a maximum balance of 60 PTO hours. Once an employee reaches the 60-hour cap, PTO will not continue to accrue until the accumulated PTO balance has been reduced. These changes are intended to allow year-round part-time employees to earn enough PTO to have at least a full paid week of time off each year. As proposed, employees with tenures of five or more years will have the ability to earn approximately two weeks of PTO.

Offering PTO to part-time employees has put CCPR more in-line with some of the more well-known brands or “choice employers” in the Carmel area. The total financial impact of the initial rollout in 2019 was projected to be approximately \$21,800 annually, split amongst PNR, R&F, and ESE. In 2022, CCPR had 82 staff members utilize their PTO benefits with a total department cost of \$11,585.15. Adoption of the recommended PTO policy revision for part-time staff is estimated to put the financial impact back towards the original estimated amount. This policy will help CCPR continue to position itself as an employer of choice at an affordable cost while helping us better attract and retain quality employees.

**RECOMMENDED MOTION:**

“I move to approve Resolution P-2023-001.”

**RESOLUTION P-2023-001**

**A RESOLUTION OF THE CARMEL/CLAY BOARD OF PARKS AND RECREATION  
AMENDING THE PAID TIME OFF ("PTO") POLICY FOR ELIGIBLE PART-TIME EMPLOYEES**

**WHEREAS**, the Carmel/Clay Board of Parks and Recreation (the "Park Board") is a political subdivision created and authorized to administer the Carmel/Clay Department of Parks and Recreation (the "Department") pursuant to that certain agreement entitled "Interlocal Cooperation Agreement" signed by the respective authorized officials of Clay Township, Hamilton County, Indiana and City of Carmel, Indiana on July 30, 2002 and effective January 1, 2003, as amended from time to time; and

**WHEREAS**, the Interlocal Cooperation Agreement and Indiana Code Section 36-10-3-10 grants the Park Board authority to exercise general supervision of and make rules for the employees of the Department and to establish standards and qualifications for the appointment of all Department personnel equal with those standards and qualifications established by the City of Carmel for its employees; and

**WHEREAS**, it is the Park Board's practice to identify market and industry personnel practices that will positively impact the longevity and loyalty of employees and thereby assist in becoming a top employer, while exercising fiscal responsibility; and

**WHEREAS**, the Park Board originally established the PTO Policy for Part-Time Employees effective January 1, 2019, through the adoption of Resolution P-2018-001; and

**WHEREAS**, the Park Board has determined that amending the PTO Policy for Part-Time Employees will help the Department become a more competitive employer in the part-time employee market within the park and recreation and before and after school care industries.

**NOW, THEREFORE, BE IT RESOLVED** that the Carmel/Clay Board of Parks and Recreation hereby amends its Personnel Policy Handbook by adopting the revised PTO Policy as set forth in Exhibit "A" attached hereto and incorporated herein by this reference.

**APPROVED AND ADOPTED** by the Carmel/Clay Board of Parks and Recreation this 11<sup>th</sup> day of April 2023 by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

**CARMEL/CLAY BOARD OF PARKS AND RECREATION**

Richard F. Taylor III, President

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

Jenn Kristunas, Vice-President

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

Lin Zheng, Treasurer

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

Linus Rude, Secretary

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

James D. Garretson

            
Aye

            
Nay

Carrie Holle

            
Aye

            
Nay

Joshua A. Kirsh

            
Aye

            
Nay

Kristin Kouka

            
Aye

            
Nay

Mark Westermeier

            
Aye

            
Nay

#### **CERTIFICATION**

I certify under the penalties of perjury that the foregoing members of the Carmel/Clay Board of Parks and Recreation voted by roll call vote as indicated above at a public meeting on April 11, 2023.

\_\_\_\_\_  
Richard F. Taylor III, President

## **EXHIBIT “A”**

### **Part-Time Staff PTO Policy**

#### **Introduction/Policy Guidelines**

The Department is committed to supporting part-time employees in as many ways as possible. Studies have shown that time off from the workplace is important to overall employee production and both mental and physical health. As such, the Department has created the following Paid Time-Off (PTO) policy, effective May 1, 2023.

#### **Eligibility Guidelines**

PTO is available for use by part-time employees after 120 days of continuous employment. Employees hired for seasonal work and/or working less than 120 continuous days are not eligible to use PTO.

Accumulation of PTO hours begins on the first day of employment and employees become eligible to begin utilizing time earned upon completion of 120 days of continuous employment. Employees are eligible to accumulate a maximum of sixty (60) PTO hours during a 12-month period. The balance of accumulated PTO hours an employee may have is capped at sixty (60) hours. PTO balances of sixty (60) hours or less shall carry forward from year to year, but at no point may an employee have a balance of more than sixty (60) hours.

All part-time employees will accrue PTO as follows:

<b>Years Worked</b>	<b>Accrual Rate per Hour Worked</b>
Less than 1 year	0.01923
1-2 years	0.02500
3-4 years	0.02885
5 of more years	0.03750

#### ***Maximum Time Accumulated:***

Employees can accumulate a maximum of 60 hours of PTO. Once an employee reaches the 60-hour cap, PTO time will not accumulate until accumulated PTO has been reduced. After the respective balance goes below the maximum cap, employees will once again begin earning PTO. Employees are not eligible to receive retroactive PTO for time worked after achieving the 60-hour maximum cap.

***Management of PTO:***

Each employee is responsible to manage use of the employee's PTO in consideration of the Department's minimum staffing requirements for its operations. The request for use of PTO shall be made to the employee's supervisor through UKG, at least fourteen (14) days prior to the targeted day of use. Employees are required to confirm the supervisor's approval prior to using PTO.

While the Department will endeavor to accommodate all PTO requests, it reserves the right to refuse approval if the Department reasonably believes the absence would impact minimum staffing requirements or indicate a pattern of abuse. PTO will be granted on a first come, first served basis. PTO may not be used prior to receipt of approval.

***Usage of PTO:***

PTO can be requested by part-time staff in quarter-hour increments.

***Separation of Employment:***

Employees will not be paid for accumulated PTO balances upon separation of employment regardless of the reason for separation. Properly requested and approved PTO that has not been taken at the time of separation, shall not be paid.

Employees who elect to separate employment must:

- a. provide a written, two-week resignation notice, and
- b. work the employee's last scheduled work shift;

to be eligible to receive payment on the final paycheck for previously approved and taken PTO. Employees who do not properly follow the foregoing requirements will NOT BE PAID for previously approved and taken PTO.

---



## Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item

PRESENTER <b>Eric Mehl, Administration &amp; Planning Director</b>	ACTION REQUESTED <b>Recommended Motion</b>
ITEM/SUBJECT <b>Consideration of Resolution P-2023-002 Amending the Full-Time Staff Paid Time-Off and Leave Policy</b>	
DOLLAR AMOUNT/FUND <b>N/A</b>	MEETING DATE <b>April 11, 2023</b>

### SUMMARY:

Provided for your consideration is Resolution P-2023-002 to amend the Full-Time Staff Paid Time-Off and Leave Policy. CCPR's current PTO hourly accrual rates were last updated in 2012 to account for the final transition from a 37.5-hour to 40-hour work week for all full-time employees. This ensured employees received the equivalent number of days off despite being required to work more hours per week.

CCPR strives to provide its employees a competitive compensation and benefits package to attract and retain quality employees. We have also historically maintained personnel policies consistent with the City of Carmel to the extent it is financially practical. Through a recent review and comparison, we found the City of Carmel provides its full-time civilian employees a slightly higher accrual rate compared to CCPR. This equated to City employees receiving roughly 5 extra days of paid leave per year at different stages throughout their tenure.

Within the revised policy identified in the Exhibit "A" of the resolution, we are recommending two revisions to make our paid leave benefits more attractive and competitive: increasing PTO accrual rate for new hires and implementing Holiday Leave.

The first proposed change is eliminating our lowest PTO accrual rate currently applicable for employees up to their first year of employment, and instead providing a slightly higher accrual rate currently available to employees with 1-3 years of service.

Current PTO Accrual Rates		Proposed PTO Accrual Rates	
Less than 1 year	7.8 hours per pay	Less than 3 years	8.6 hours per pay
1 to 3 years	8.6 hours per pay	3 to 5 years	10.15 hours per pay
3 to 5 years	10.15 hours per pay	More than 5 years	11.75 hours per pay
More than 5 years	11.75 hours per pay		

The second recommended change is implementing a new Holiday Leave Policy, giving each full-time employee five (5) floating holidays per year to be used for holidays of their choice. Floating holidays would be subject to the same scheduling and approval requirements of PTO and could only be used on a federally recognized holiday, religious holiday, or department-declared holiday. Employees scheduled to work a holiday (i.e., Memorial Day, Fourth of July, Labor Day, etc.) would be allowed to use their floating holiday within one week of the actual holiday.

Providing five floating holidays, as opposed to increasing PTO accrual rates, addresses several issues that have been identified by our employees and supervisors. For new employees hired before a holiday, especially between Thanksgiving and New Year's Day, it may not be feasible for an employee to have enough PTO to be able to take a paid day off. This ensures all employees can enjoy holidays with family and friends. Second, adding the five floating holidays ensures CCPR employees can take a similar number of days off as their counterparts at the City of Carmel. Finally, extending the floating holidays mitigates the Department's potential outstanding liabilities. Upon separation, full-time employees receive a payout for unused PTO. The proposed floating holidays will not be eligible for payout upon separation.

As CCPR continues to strive to be an employer of choice, implementing the proposed Holiday Leave Policy demonstrates to our staff and the community that we value the rich diversity amongst our team. It gives our employees a little extra time off to celebrate the holidays that are most important to them and their families, helping keep CCPR at the forefront of creating a welcoming culture for our workforce.

**RECOMMENDED MOTION:**

“I move to approve Resolution P-2023-002.”

**RESOLUTION P-2023-002**

**A RESOLUTION OF THE CARMEL/CLAY BOARD OF PARKS AND RECREATION  
AMENDING THE PAID TIME OFF AND LEAVE POLICY FOR ELIGIBLE FULL-TIME EMPLOYEES**

**WHEREAS**, the Carmel/Clay Board of Parks and Recreation (the "Park Board") is a political subdivision created and authorized to administer the Carmel/Clay Department of Parks and Recreation (the "Department") pursuant to that certain agreement entitled "Interlocal Cooperation Agreement" signed by the respective authorized officials of Clay Township, Hamilton County, Indiana and City of Carmel, Indiana on July 30, 2002 and effective January 1, 2003, as amended from time to time; and

**WHEREAS**, the Interlocal Cooperation Agreement and Indiana Code Section 36-10-3-10 grants the Park Board authority to exercise general supervision of and make rules for the employees of the Department and to establish standards and qualifications for the appointment of all Department personnel equal with those standards and qualifications established by the City of Carmel for its employees; and

**WHEREAS**, it is the Park Board's practice to identify market and industry personnel practices that will positively impact the longevity and loyalty of employees and thereby assist in becoming a top employer, while exercising fiscal responsibility; and

**WHEREAS**, the Park Board has determined that amending the Paid Time Off and Leave Policy for Full-Time employees will help the Department become a more competitive employer in the full-time employee market within the park and recreation and before and after school care industries.

**NOW, THEREFORE, BE IT RESOLVED** that the Carmel/Clay Board of Parks and Recreation hereby amends its Personnel Policy Handbook by adopting the revised Paid Time Off and Leave Policy as set forth in Exhibit "A" attached hereto and incorporated herein by this reference.

**APPROVED AND ADOPTED** by the Carmel/Clay Board of Parks and Recreation this 11<sup>th</sup> day of April 2023 by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

**CARMEL/CLAY BOARD OF PARKS AND RECREATION**

Richard F. Taylor III, President	_____	_____
	Aye	Nay

Jenn Kristunas, Vice-President	_____	_____
	Aye	Nay

Lin Zheng, Treasurer	_____	_____
	Aye	Nay

Linus Rude, Secretary	_____	_____
	Aye	Nay

James D. Garretson	_____	_____
	Aye	Nay

Carrie Holle

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

Joshua A. Kirsh

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

Kristin Kouka

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

Mark Westermeier

\_\_\_\_\_  
Aye

\_\_\_\_\_  
Nay

### **CERTIFICATION**

I certify under the penalties of perjury that the foregoing members of the Carmel/Clay Board of Parks and Recreation voted by roll call vote as indicated above at a public meeting on April 11, 2023.

\_\_\_\_\_  
Richard F. Taylor III, President

## Exhibit "A"

### Full-Time Employee Paid Leave Policy Example Language

#### PTO Accrual Method

Employees shall begin accruing PTO effective their first pay period. Accrued PTO may be used immediately following their first qualifying pay period.

All employees will accrue PTO as follows:

- Less than 3 years: 8.62 hours of PTO per pay period
- 3 to 5 years: 10.15 hours of PTO per pay period
- More than 5 years: 11.75 hours of PTO per pay period

#### Holiday Leave

Employees shall be given a total of five (5) paid holidays at the start of their employment. These paid holidays are not eligible to be paid out at separation and do not rollover from year to year. Holiday Leave bank will reset to five days at each employee's anniversary date.

Holiday Leave days are "floating" and may be used for any federally recognized, religious, or declared Department holiday the employee chooses to celebrate. If scheduled to work a desired holiday, staff may use their floating holiday for time off within one week prior to or one week following the specified holiday.

Same Use of PTO rules apply for Use of Holiday Leave. Employees should refer to the *PTO Scheduling Policy* regarding scheduling use of this Holiday Leave time.

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Michael Klitzing, Director/CEO</b>	ACTION REQUESTED <b>Recommended Motion</b>
ITEM/SUBJECT <b>Consideration of Settlement Agreement with Cincinnati Insurance for 116<sup>th</sup> Street Tunnel Mural</b>	
DOLLAR AMOUNT/FUND <b>\$73,254.37 (to Fund 110)</b>	MEETING DATE <b>April 11, 2023</b>

**SUMMARY:**

Last fall CCPR engaged O.N.E. Consulting to assist in coordinating the installation of a new mural inside the 116<sup>th</sup> Street Tunnel for the Monon Greenway. The artwork for the mural was designed by a Carmel High School student, with CHS art students assisting with hand painting portions of the installation.

Upon the recommendation of O.N.E. Consulting, CCPR contracted with Arkanoff Painting to prepare the tunnel for the installation by power washing the interior tunnel walls and applying a primer. Once the installation was completed, Arkanoff applied a graffiti shield to help protect the artwork. While the artwork installation was completed with no issues, the graffiti shield application was installed incorrectly by Arkanoff, resulting in runs and a blotchy appearance.

After much investigation, it was determined there is no simple remedy to the issue caused by the faulty installation of the graffiti shield. Just as the protective covering is designed to help mitigate vandalism, it also prevents simply painting over the flawed areas, which are quite prevalent throughout the tunnel. The shield must be removed, which will destroy the mural in the process. A new mural will need to be installed, along with a new graffiti shield.

Cincinnati Insurance, Arkanoff's insurer, has offered a settlement of \$73,254.37 to pay for damages caused by their client. CCPR has confirmed all necessary repairs, including the reinstallation of the mural, can be completed with the proposed settlement amount. After consulting with legal counsel, it was determined Park Board authorization is required to enter into a settlement agreement with Cincinnati Insurance, which is what is recommended by management.

Presuming the Park Board grants authorization for the settlement, the proceeds will be deposited into the Parks & Recreation Facilities Non-Reverting Fund 110. All expenses for repairs will likewise be paid from this fund using the settlement proceeds.

**RECOMMENDED MOTION:**

"I move that the Board accept the settlement offer from Cincinnati Insurance in the amount of \$73,254.37 to repair damages to the 116<sup>th</sup> Street Tunnel Mural and authorize the Director and Park Board legal to take any and all further actions necessary to affect the settlement."