

**City of Fayetteville Staff Review Form**

**2017-0520**

**Legistar File ID**

**10/3/2017**

**City Council Meeting Date - Agenda Item Only**  
N/A for Non-Agenda Item

John Crow

9/13/2017

PARKS & RECREATION (520)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Staff recommends approval of a budget adjustment in the amount of \$10,726 for the Parks Development Fund 2250-9250 to increase funding for the Fayetteville Race Series/Special Events.

**Budget Impact:**

2250.520.9250: -5200.00, -5200.05,  
5301.00 and -5315.00

Parks Development

Account Number

Fund

N/A

N/A

Project Number

Project Title

**Budgeted Item?** NA

Current Budget \$ 38,439.00

Funds Obligated \$ 38,164.00

Current Balance **\$ 275.00**

**Does item have a cost?** Yes

Item Cost \$ 11,001.00

**Budget Adjustment Attached?** Yes

Budget Adjustment \$ 10,726.00

Remaining Budget **\$ -**

V20140710

Previous Ordinance or Resolution # \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Comments:



**MEETING OF OCTOBER 3, 2017**

**TO:** Mayor and City Council

**THRU:** Don Marr, Chief of Staff  
Connie Edmonston, Parks and Recreation Director

**FROM:** John Crow, Recreation Superintendent

**DATE:** September 14, 2017

**SUBJECT: Budget Adjustment – Parks and Recreation Special Events**

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**RECOMMENDATION:**

Staff recommends approval to recognize and use excess revenue in the amount of \$10,726 for remaining expenditures required in 2017 to hold the balance of the scheduled Special Events (Square 2 Square Bicycle Ride, Run for the Parks, CycloFrost Fayetteville, Frozen Toes 15K Trail Run).

**BACKGROUND:**

In 2015 the Parks and Recreation Department created the Fayetteville Race Series in order to add new and unique recreational opportunities to the current programming. Both residents and non-residents of Fayetteville have reacted positively and participation number continue to rise, especially the Square 2 Square Bike Ride. This collaborative event between the cities of Fayetteville and Bentonville is held twice annually on the Razorback Regional Greenway. The Spring of 2016 ride had 951 participants while the Fall Ride had 1,203. In 2017 there continued to be significant increases as well with the spring ride having 1,515 riders and the most recent fall ride on September 16<sup>th</sup> having 1,794 riders registered. This significant increase in participation has inherently increased the expenditures of the events.

**DISCUSSION:**

Square 2 Square participation since the Spring 2016 ride has increased by 25%, 26% and 18% respectively. These significant increases have had a direct impact on the expenses for the events. Staff is requesting a budget adjustment of \$10,726 to cover not only pending charges for event expenses, but the projected expenses for the remainder of the scheduled Special Events that include the Fall Square 2 Square Bike Ride, Run for the Parks, CycloFrost Fayetteville and the Frozen Toes Trail Run in January of 2018 (expenses incurred in late 2017). These additional expenses are more than covered by the increased revenue collected to-date (registration, donations, sponsorships) as compared to the budgeted amount.

**BUDGET/STAFF IMPACT:**

The Parks Development Fund (2250-9250) will be increased by \$10,726 for pending expenses and projected expenses for the remainder of 2017. Excess revenue above budgeted should be recognized in order to cover these additional expenses. It should be noted that in addition to the registration, sponsorships and donation revenue collected, these event also impact the HMR revenues with by the participants utilization of Fayetteville hotels and resaurants.

**Attachments:**

Spreadsheet

## 2017 Special Events Budget

### Expenses

<i>Budget Category</i>	<i>G/L Account Number</i>	<i>Spent to date</i>	<i>Projected as Needed</i>	<i>Total</i>
Tournament Supplies / Awards	2250.520.9250-5200.05	\$ 32,684	\$ 6,904	\$ 39,588
Office Supplies / Printing	2250.520.9250-5200.00	\$ 1,537	\$ 1,372	\$ 2,909
Public Notification	2250.520.9250-5301.00	\$ 350	\$ 300	\$ 650
Contract Services	2250.520.9250.5315.00	\$ 3,593	\$ 2,425	\$ 6,018
<b>TOTAL</b>		<b>\$ 38,164</b>	<b>\$ 11,001</b>	<b>\$ 49,165</b>

### Revenues

<i>Budget Category</i>	<i>G/L Account Number</i>	<i>Collected to date</i>	<i>Projected or Expected</i>	<i>Total</i>
Summer Sports & Fitness Base	2250.520.9250-4424.00	\$ 77,733.00		\$ 77,733.00
Square 2 Square - Fall			\$ 20,000.00	\$ 20,000.00
Run for the Parks (RFTP)			\$ 8,500.00	\$ 8,500.00
CycloFrost			\$ 2,725.00	\$ 2,725.00
Frozen Toes			\$ 1,000.00	\$ 1,000.00
	<b>Totals</b>	<b>\$ 77,733.00</b>	<b>\$ 32,225.00</b>	<b>\$ 109,958.00</b>

## Tournament Supplies & Awards

<i>Event</i>	<i>Item Description</i>	<i>Project / Non Project</i>	<i>Status as of 8/31</i>	<i>Actual or Projected Cost</i>	<i>Adjusted for S2S Fall Ride</i>
Square 2 Square	Porta-Potties	Non-Project	Encumbered	\$ 470	\$ 235
Square 2 Square	Tent/Tables/Chairs	Non-Project	Encumbered	\$ 1,187	\$ 594
Square 2 Square	Additional Shirts	Non-Project	Encumbered	\$ 750	\$ 375
Square 2 Square	Grill/Food Supplies	Non-Project	Forecasted	\$ 350	\$ 175
Square 2 Square	Pit Stop Fruit	Non-Project	Forecasted	\$ 500	\$ 250
RFTP	Shirts	Non-Project	Forecasted	\$ 2,900	\$ 2,900
RFTP	Awards	Project	Forecasted	\$ 600	\$ 600
RFTP	Medals	Project	Forecasted	\$ 1,090	\$ 1,090
RFTP	Food/Supplies	Non-Project	Forecasted	\$ 65	\$ 65
CycloFrost	Patches	Project	Forecasted	\$ 195	\$ 195
CycloFrost	Course Marking Items	Project	Forecasted	\$ 250	\$ 250
CycloFrost	Food/Supplies	Project	Forecasted	\$ 175	\$ 175
				<b>\$ 8,532</b>	<b>\$ 6,904</b>

## Office Supplies and Printing

<i>Event</i>	<i>Item Description</i>	<i>Project / Non Project</i>	<i>Status as of 8/31</i>	<i>Actual or Projected Cost</i>	<i>Adjusted for S2S Fall Ride</i>
Square 2 Square	Save the Dates	Non-Project	Encumbered	\$ 412	\$ 206
Square 2 Square	Banners	Non-Project	Encumbered	\$ 1,825	\$ 913
RFTP	Posters	Non-Project	Encumbered	\$ 53	\$ 53
CycloFrost	Posters	Project	Forecasted	\$ 50	\$ 50
CycloFrost	Banners	Project	Forecasted	\$ 150	\$ 150
				<b>\$ 2,490</b>	<b>\$ 1,372</b>

## Public Notification

<i>Event</i>	<i>Item Description</i>	<i>Project / Non Project</i>	<i>Status as of 8/31</i>	<i>Actual or Projected Cost</i>	<i>Adjusted for S2S Fall Ride</i>
Square 2 Square	Facebook Ad	Non-Project	Encumbered	\$ 100	\$ 50

RFTP	Facebook Ad	Non-Project	Encumbered	\$	100	\$	100
CycloFrost	Facebook Ad	Project	Forecasted	\$	75	\$	75
Frozen Toes	Facebook Ad	Project	Forecasted	\$	75	\$	75
				<b>\$</b>	<b>350</b>	<b>\$</b>	<b>300</b>

**Contract Services**

<i>Event</i>	<i>Item Description</i>	<i>Project / Non Project</i>	<i>Status as of 8/31</i>	<i>Actual or Projected Cost</i>	<i>Adjusted for S2S Fall Ride</i>
Square 2 Square	Photos	Non-Project	Encumbered	\$ 400	\$ 200
Square 2 Square	Finish Area Band	Non-Project	Forecasted	\$ 350	\$ 175
Square 2 Square	Pit Stop Band(s)	Non-Project	Forecasted	\$ 300	\$ 150
RFTP	Photos	Non-Project	Forecasted	\$ 300	\$ 300
RFTP	Timing	Project	Forecasted	\$ 950	\$ 950
CycloFrost	Race Director	Project	Forecasted	\$ 500	\$ 500
CycloFrost	Official	Project	Forecasted	\$ 150	\$ 150
				<b>\$ 2,950</b>	<b>\$ 2,425</b>

<b>GRAND TOTALS</b>				<b>\$</b>	<b>14,322.00</b>	<b>\$</b>	<b>11,000.00</b>
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