

STARK COUNTY PARK DISTRICT

BOARD OF PARK COMMISSIONERS REGULAR MEETING AGENDA

Tuesday, May 7, 2024, at 2:00 P.M.

Exploration Gateway, Room A, 5712 12th Street NW, Canton, Ohio 44708

1. **CALL TO ORDER** at time __: __ Pledge of Allegiance
 - A. Roll Call of Members: W. Bryan, K. Cerrone, S. Clark Chaddock, R. Dublikar, D. Regula
 - B. Adoption of Agenda: **MOTION to adopt the agenda.**
_____ MOVED _____ SECONDED. **Discussion Vote**
2. **PUBLIC COMMENT**
3. **STAFF PRESENTATION** – As Needed
4. **APPROVAL OF MINUTES:** **MOTION to approve the April 9, 2024, Regular Meeting minutes as submitted.**
_____ MOVED _____ SECONDED. **Discussion Vote**
5. **FINANCIAL REPORTS:** March 2024 **MOTION to approve and accept for audit the Financial Summary and Budget for the period ending March 31, 2024, as submitted.**
_____ MOVED _____ SECONDED. **Discussion**
 - A. Financial Summary
 - B. Budget
Vote
6. **PAYROLLS & BILLS:** March 2024 **MOTION to approve and accept for audit the Payrolls and Bills for the period ending March 31, 2024, as submitted.** _____ MOVED _____ SECONDED. **Discussion Vote**
7. **OLD BUSINESS** – None
8. **NEW BUSINESS**
 - A. Resolution: #24-05-035: Community Partner Levels Policy
MOTION _____ MOVED _____ SECONDED. **Discussion Vote**
 - B. Resolution: #24-05-036: Partnership Agreement with the City of Massillon Regarding the Donation of a Deconstructed Bridge Located at the Crystal Springs Trailhead
MOTION _____ MOVED _____ SECONDED. **Discussion Vote**
 - C. Resolution: #24-05-037: Updated Purchasing Policy
MOTION _____ MOVED _____ SECONDED. **Discussion Vote**
 - D. Resolution: #24-05-038: Updated Employee Handbook
MOTION _____ MOVED _____ SECONDED. **Discussion Vote**
9. **DIRECTOR'S REPORT**
 - A. Capital Project List and Budget
 - B. Department Reports
 - C. Director's Report
10. **ADJOURNMENT** **MOTION** at time __: __ _____ MOVED _____ SECONDED. **Discussion Vote**

NOTE:

NEXT REGULAR SCHEDULED MEETING: Tuesday, June 4, 2024, at 5:30 PM at the Exploration Gateway, Room A, 5712 12th Street NW, Canton, Ohio 44708

Stark County Park District Board of Park Commissioners – Regular Meeting Minutes
Exploration Gateway, Room A, 5712 12th Street NW, Canton, OH 44708
Tuesday, April 9, 2024, at 2:00 PM
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(AGENDA ITEM: 4)

- 1. CALL TO ORDER** – The regular meeting of the Stark County Park District Board of Park Commissioners was called to order by Bill Bryan at 2:00 p.m.

A. Roll Call of Members

MEMBERS PRESENT:

Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

STAFF PRESENT:

Dan Moeglin, Executive Director

Derek Gordon, Deputy Director

William Bartos, General Counsel/Clerk to the Board

Chelsie Haupt, Human Resources Manager

Barb Wells, Financial Manager

Sarah Buell, Capital Planning & Projects Manager

Mary Grueber, Development Manager

Angela Palomba, Community Engagement Manager

Stephon Echague, Wildlife Conservation Center Manager

Rick Summers, Maintenance & Construction Manager

David Green, Education & Programs Manager

Stephanie Rafferty, Education Naturalist

Justin Laps, Chief Ranger

Kyle Stockwell, Park Ranger

Jeffery Reilly, Park Ranger

Jacob Everetts, Park Ranger

Shannon Richey, Development Associate/Alternate Clerk to the Board

PUBLIC PRESENT:

NONE

B. Adoption of Agenda

Susan Clark Chaddock MOVED to adopt agenda, which was SECONDED by Ralph Dublikar

DISCUSSION:

- NONE

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

C. Oath of Office: Ranger Kyle Stockwell

- Sworn in by Bill Bryan
- Kyle Stockwell
 - Grew up in Canal Fulton
 - Fishing, Hiking
 - Went to University of Akron for Criminal Justice

2. PUBLIC COMMENT: NONE

3. STAFF PRESENTATION: Chelsie Haupt, HR Manager: Introduction to Updated Employee Handbook

- Chelsie Haupt - Started this over again. Added in a 4 hour minimum column into contract. If they are here 30 min, get paid for 4 hour. Overnight camp, old camps only paid during day and we added in a policy to pay overnight.
- David Regula – At regular pay?
- Chelsie Haupt - Yes. Changed comp time. Holiday earned, take as vacation from September 1st to August 31st with an exception for the new year to catch up. Kept drug free workplace even though marijuana legal due to not knowing how to deal with smoking not on work hours. Remove doctor excuse clause for after holiday. Don't want people coming into work sick. Added habitual absence clause. Traumatic incident clause of in the case someone were to find a body or a ranger would have to open fire. Give 1 to 5 day leave and use psych evaluation. Need cleared to come back to work. Change to dress code, jeans equal yes. No sneakers before but changed depending on what is happening per day; dress for your workday. Changed the boot allowance. If you have any questions, feel free to email.
- Bill Bryan – This is just informational, giving us a chance to look?
- David Regula – Can you give us an electronic version? Highlight the changes?
- Dan Moeglin – The whole thing changed. We would not be able to highlight sections.
- Katie Cerrone - Maybe the ones she mentioned?
- Chelsie Haupt – I can put comments in.
- Dan Moeglin – She had to write a 100 page book. It was time for an update. She did an amazing job with Bill as a huge supporter and giving his experience. Derek and I would chime in here and there. Herculean effort.
- David Regula – It's a living document. We just did this and it was tough.

4. APPROVAL OF MINUTES

WHEREAS, minutes from the March 12, 2024, Regular Meeting of the Stark County Park District Board of Park Commissioners have been submitted for review.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to approve the minutes from the March 12, 2024, Regular Meeting of the Board as submitted.

David Regula MOVED to adopt this resolution, which was SECONDED by Katie Cerrone

DISCUSSION:

- NONE

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

5. FINANCIAL REPORTS

- A. **WHEREAS**, the monthly Financial Summary and Budget for the period ending February 29, 2024, have been submitted to the Board for review.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to approve and accept for audit the Financial Summary and Budget for the period ending February 29, 2024, as submitted.

Ralph Dublikar MOVED to adopt this resolution, which was SECONDED by Susan Clark Chaddock

DISCUSSION:

- Bill Bryan – Barb, summary?

- Barb Wells – We are right on target. It is still early in the year.
- Dan Moeglin – Everything is tracking as expected.

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

6. PAYROLLS AND BILLS

- A. **WHEREAS**, copies of payrolls and bills for the period ending February 29, 2024 were submitted for the Board’s review.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to approve and accept for audit the payrolls and bills for the period ending February 29, 2024, as submitted.

David Regula MOVED to adopt this resolution, which was SECONDED by Katie Cerrone

DISCUSSION:

- Bill Bryan - Anything of note?
- Dan Moeglin – One thing we have been doing the last couple of years is to involve departments in their own budget for the year. This has been successful. They make decisions best for their circumstances. Sham and Mike took a look at phone lines and got rid of 4 or 5 phone lines that we are not using. Due to save a significant amount of money. Thank you to the departments and Barb.
- Bill Bryan - Makes sense to me. We have to actively try to save money, repurpose money, and cost reduction. Think through some goals and repurpose to other areas. Certainly not enough money for all projects.

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

7. OLD BUSINESS: NONE

8. NEW BUSINESS

A. RESOLUTION: #24-04-030: 2024 Marina Rental and Retail Pricing

WHEREAS, the Stark County Park District Board of Park Commissioners last adopted Marina Rental and Retail Pricing via Resolution #23-03-020; and

WHEREAS, Park District Staff suggests that the Board adopt the updated 2024 Marina Rental and Retail Pricing attached to this Resolution as Exhibits A and B.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby adopts the 2024 Marina Rental and Retail Pricing attached to this Resolution as Exhibits A and B.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to establish policies and procedures related to the 2024 Marina Rental and Retail Pricing.

Susan Clark Chaddock MOVED to adopt this resolution, which was SECONDED by Katie Cerrone

DISCUSSION:

- Dan Moeglin – No prices have changed since last year. One caveat naming gift cards available at certain dollar amounts.

- Bill Bryan – At these rates, do we get really good activity?
- Barb Wells – Oh yeah.
- Bill Bryan – People don't think 50 bucks is too much? Keep the price down?
- Barb Wells - And that's the water level issue.
- Bill Bryan – People can't actually get in. Open for public to access?
- Ralph Dublikar - We are not renting pontoon boats?
- Barb Wells – They would have to sign up with a captain.
- Ralph Dublikar - On here?
- Barb Wells - No that's separate. They have to call in, 2 weeks in advance.
- Dan Moeglin – 2 years ago we started doing open rides, having groups go out.
- Barb Wells - Only at Sippo. It didn't work at Walborn.

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

B. RESOLUTION: #24-04-031: 2024 Tam O'Shanter Menu and Pricing

WHEREAS, the Stark County Park District Board of Park Commissioners last adopted a Menu and Pricing for Tam O'Shanter via Resolution #23-03-022; and

WHEREAS, Park District Staff suggests that the Board adopt the updated 2024 Tam O'Shanter Menu and Pricing attached to this Resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby adopts the 2024 Tam O'Shanter Menu and Pricing attached to this Resolution as Exhibit A.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to establish policies and procedures related to the 2024 Tam O'Shanter Menu and Pricing.

David Regula MOVED to adopt this resolution, which was SECONDED by Ralph Dublikar

DISCUSSION:

- Bill Bryan – How many years? Seems like 1 or 2, but it has been more?
- Barb Wells - Almost 5.
- Ralph Dublikar – Since we had Tammy?
- Susan Clark Chaddock - What hours is it open?
- Barb Wells - That's the thing, it is not open. There is no public, handicap restrooms, so it can't be open. But we need to keep the liquor license open. Bonnie tries to stack activities to stay open.
- Ralph Dublikar - When will you give an update where things are for Tammy?
- Dan Moeglin – For construction?
- Ralph Dublikar – Yes, the activity of building.
- Dan Moeglin – The big projects this year are parking lot reconstruction and relocation for 2 million dollars. We are getting final docs and permitting for that. We intend to do phase one of building including the pro shop area on the end, octagon style roof reconstruction into restrooms, utility room, and entry foyer area. 2 restroom will be open from outside, so the general public can use them and a door will be on the inside. Accessible restrooms available to inside.
- Bill Bryan - Would this solve the issue Barb is talking about?
- Dan Moeglin – It does. We could use it more readily for programs. Price tag is about \$600,000. Construction contract, start early summer and go through the fall. Maybe even through the winter. Part of that is the driveway that extends from the old caddy shack barn, west of the clubhouse. Will be used as match to other grants. Waiting on permitting. The caddy shack that was there has been torn down. Open more space and parking. Those are the major ones for this year. We did

submit for a grant to demo the house, the care taker house. No value to it at this point for us. As far as trails, there are still some tree planting we would like to do. Restoration of the overall park. Still lots of people visiting. Sarah any comments?

- Sarah Buell – You summed it up. We were successful with NRAC and OPRC funds. We know what those numbers are. We plan to do additional trail development. That’s the goal to finish that and the parking lot. Put us in a better position.
- Dan Moeglin - Did apply for multiple grants.
- Ralph Dublikar - Parking lot and driveway is 2 million dollars.
- Dan Moeglin – Yes approximately.
- Ralph Dublikar - That seems awfully high.
- Dan Moeglin – I don’t know the square footage off hand. There is significant earthwork. Upper parking lot that needs finished up. Most dirt will be moved to behind the clubhouse, and lead to future expansion. Originally it was a bank barn. Reline and fill in dirt to allow access to upper floors. That overall major building renovation is phase 2. Rough ballpark estimate. Not looking at grants currently.
- Ralph Dublikar - Where is the 2 million dollar figure coming from?
- Dan Moeglin – EDG is supplying that to us.
- Ralph Dublikar - Will you get bids for the actual work?
- Sarah Buell – It is possible to come in lower but there are lots of contingencies.
- David Regula - Road projects has seen 15% increase form year or two ago.
- Dan Moeglin – That is compounded another 15% to 20% for the couple years before that.

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

C. RESOLUTION: #24-04-032: Certificates of Resources/Appropriation: Visit Canton Grant – Summer Serenades Series

WHEREAS, the Stark County Park District received a grant from Visit Canton to help fund the Summer Serenades Series; and

WHEREAS, funds totaling Five Thousand One Hundred Fifteen Dollars (\$5,115.00) were awarded to the Park District; and

WHEREAS, it is necessary to accept, certify, and amend the 2024 Budget by an amount not to exceed Five Thousand One Hundred Fifteen Dollars (\$5,115.00) for the Summer Serenades Series.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners to accept, certify, and amend the 2024 Budget by an amount not to exceed Five Thousand One Hundred Fifteen Dollars (\$5,115.00) for the Summer Serenades Series, as provided above.

Katie Cerrone MOVED to adopt this resolution, which was SECONDED by Susan Clark Chaddock

DISCUSSION:

- Derek Gordon – You are all familiar with this series. Last year we moved around across county. Gone to Visit Canton and applied for a grant. This does not cover the cost of performance. This is to expand promotion and let people know. To keep orchestra fresh for this season. With approval we will apply the funds for this purpose.

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

D. RESOLUTION: #24-04-033: Non-Encumbered Expense: Market Tunnel Close-Out

WHEREAS, the Stark County Park District Board of Park Commissioners, via Resolution #19-02-018, approved the Hoover Park Trail-Market Tunnel Project as part of the 2019 Project List & Budget; and

WHEREAS, the Board, via Resolution #13-04-043, agreed to pay the balance of construction costs for the tunnel project, which was part of a larger Ohio Department of Transportation (ODOT) project; and

WHEREAS, ODOT recently notified Stark Parks that the larger ODOT project was completed and that Stark Parks has a final balance due of Thirty Thousand Nine Hundred Seventy-Eight Dollars and Seventy-Three Cents (\$30,978.73); and

WHEREAS, due to the length of time that has passed since construction of the tunnel project was completed, the Park District did not anticipate additional charges to the project and did not allocate funds for such charges in the budget.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby authorizes the payment of a non-encumbered expense in the amount of Thirty Thousand Nine Hundred Seventy- Eight Dollars and Seventy-Three Cents (\$30,978.73) from 072.28.1014.65300 (General Fund – Park – Capital Planning & Projects – Capital Outlay: Improvements Other Than Buildings) to the Ohio Department of Transportation to close out the Hoover Park Trail-Market Tunnel Project.

Ralph Dublikar MOVED to adopt this resolution, which was SECONDED by Susan Clark Chaddock

DISCUSSION:

- Bill Bryan - Finally over after all this time.
- Dan Moeglin - 30,000 shy from ODOT. Many people know these federal aids take many years to finalize. This is the final share.
- Bill Bryan - Final amount?
- Sarah Buell – The tunnel was a small part. I don't have that number cleanly.
- Bill Bryan – Over a million bucks?
- Dan Moeglin – Sarah and Mary applied for significant grant money, and our share was pretty low in comparison.
- Bill Bryan – You don't really know what is there in the community. You know where that is, just north of the college?
- Ralph Dublikar – Minor technical question. Under the second "whereas" clause, agree to pay balance of construction cost is that correct number from 2013?
- Bill Bartos – That is the initial LPA agreement with ODOT.
- Ralph Dublikar – Almost 10 years.
- Dan Moeglin – One positive thing, some other projects come in at reasonable rate. Significant money in budget to cover this expense, no additional money.

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Susan Clark Chaddock, Ralph Dublikar, & David Regula

Abstain: Katie Cerrone

E. RESOLUTION: #24-04-034: Reimbursements for the Pre-Disaster Mitigation (PDM) Program FY-2017-CFDA 97.047 Increment 6 and Close Out of Fund 696-Hazard Mitigation Fund

WHEREAS, the Stark County Park District Board of Park Commissioners, via Resolution #19-04-034, approved funding for the Zimber Ditch Mitigation Project, which was then amended via Resolution #19-08-055 for the Pre-Disaster Mitigation (PDM) program FY-2017-CFDA 97.047 Increment 6 in the amount of Nine Hundred Seventy-Six Thousand Six Hundred Sixty-Five Dollars (\$976,665.00); and

WHEREAS, Stark Parks received a Pre-Disaster Mitigation grant for the Project; and

WHEREAS, the grant breakdown was Seventy-Five Percent (75%) federal funds, Twelve and a Half Percent (12.5%) state funds, and Twelve and a Half Percent (12.5%) local share; and

WHEREAS, the local share was funded by the Muskingum Watershed Conservancy District (53.33%), the City of North Canton (32.00%), and the Stark County Commissioners (14.67%); and

WHEREAS, the City of North Canton and the Stark County Commissioners provided upfront payments of their Project shares in the amount of Seventy Eight Thousand One Hundred Thirty-Three Dollars and Twenty Cents (78,133.20) from the City of North Canton and Thirty-Five Thousand Eight Hundred Nineteen Dollars and Nineteen (\$35,819.19) from the Stark County Commissioners; and

WHEREAS, the Project has concluded and reimbursements to the City of North Canton and the Stark County Commissioners have been calculated in accordance with the Record of Grant Activity, attached to this resolution as Exhibit A; and

WHEREAS, Stark Parks owes the City of North Canton a reimbursement of Forty Thousand Two Hundred Fifty-Five Dollars and Fourteen Cents (\$40,255.14) and owes the Stark County Commissioners a reimbursement of Eighteen Thousand Four Hundred Fifty-Four Dollars and Forty-Seven Cents (\$18,454.47); and

WHEREAS, once all outstanding reimbursements are made, any remaining funds in Fund 696-Hazard Mitigation Fund can be transferred out and Fund 696-Hazard Mitigation Fund can be closed out.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board, with regard to the Zimber Ditch Mitigation Project – Pre-Disaster Mitigation (PDM) program FY-2017-CFDA 97.047 Increment 6, hereby authorizes the payment of reimbursements to the City of North Canton in the amount of Forty Thousand Two Hundred Fifty-Five Dollars and Fourteen Cents (\$40,255.14) and to the Stark County Commissioners in the amount of Eighteen Thousand Four Hundred Fifty-Four Dollars and Forty-Seven Cents (\$18,454.47) with said reimbursements paid from 696.28.0000.67116 (Hazard Mitigation – Park – Master – Other Allocations: Reimbursements).

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby amends the 2024 Budget and authorizes the appropriation of all remaining funds in Fund 696-Hazard Mitigation Fund to the appropriate accounts for the purposes of (1) making all outstanding reimbursements and (2) transferring any remaining funds out of Fund 696-Hazard Mitigation Fund.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby authorizes the transfer of any remaining funds in Fund 696-Hazard Mitigation Fund from 696.28.0000.82100 (Hazard Mitigation-Park-Master-Non-Operating Expenditures: Transfers Out) to 072.28.0000.72100 (General Fund-Park-Master-Non-Revenue Receipts: Transfers In).

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby authorizes the close out of Fund 696-Hazard Mitigation Fund.

Susan Clark Chaddock MOVED to adopt this resolution, which was SECONDED by Katie Cerrone

DISCUSSION:

- Dan Moeglin – Short version last month, we had phase 7. This is related to the Zimber ditch project. Working on for many years as a collaboration effort. This closes out this project once and for all. This is phase 6, to close out the budget. We will reimburse county and city for the project ahead of time.
- Bill Bryan - It is over in the books.

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

9. DIRECTOR'S REPORT

A. Capital Project List and Budget

- See Attached Reports.

B. Department Reports

- See Attached Reports.

C. Director's Report

- Bill Bryan - I would like to compliment the staff for the content you put forward. This is my favorite part, brings life to the parks. Good to see all of it in one place.
- Dan Moeglin – One follow up about development. We did come to you to allow us to put together a sponsorship program. Mary and Angela completed it. We brought copies.
- Mary Grueber – If you have any opportunities, we encourage you to reach out.
- Dan Moeglin – It is a team effort, looking for contacts, people to go to. Took some time to get developed. Request sponsors for this year. It was important to get right. We are now looking for Fall Fest.
- Susan Clark Chaddock – Is it possible to have emailed?
- Mary Grueber – Absolutely.
- Dan Moeglin – If anyone has any leads, internally and externally; give Mary a heads up, talk to those contacts, and Mary and myself would go out and meet with them. Get to know them and their interests and talk about common ground.
- Bill Bryan - Giving Dan coaching about Tammy. Keep in mind, there is lots of construction. The more we tell the public the better. To say you were warned when you went there. The more to keep people up to speed, while under construction will help.
- Rick Summers – We do have signs.
- Bill Bryan - That is going to look like a mess.
- Rick Summers – They might need updated but does say what to expect in the future. They are back by the driving range; west might be the most traveled now. Have been putting the Stark Parks at works signs up. Good for people to see.
- Ralph Dublikar - Tammy is the number one common commercial and highest profile park. I am sure people are interested in what is going on and what the plans are. Good to keep everyone informed.
- Angela Palomba – We did put it in the magazine, working with Sarah for a year looking at projects: Tammy, Petros, and Pike Ridge. Trying to do more stories without sticking to too tight of deadlines. Mailed Friday.
- Susan Clark Chaddock – Newsletters looked great.
- Dan Moeglin – They are doing a great job. We had the annual spring kick off, team building, went well. Yesterday was the eclipse, Education staff and Rangers were very successful.
- Derek Gordon – It was a very good event. We hit that sweet spot, not overwhelming and not too little. Still getting estimate.
- David Green – We count how many glasses we gave away and then add in 200 to 300. My guess is 700 plus, throughout.
- Ralph Dublikar – In Canal Fulton?
- Derek Gordon – The park was under water, Sam had to pivot. Still got to do most of what we wanted for the park. A big thanks to the rangers, and enterprise. Had a little extra duty. Child went missing, found before the kid tried to get in the creek. Ranger Koontz was able to get the child back to their parents. Hats off to them.
- Dan Moeglin – The child was 8 years old and had autism. It was extra important to respond quickly, and if I understand they are attracted to water. Busy month. Lots of meetings and activities, the management staff tried to break up and do different things. Went to the annual meeting with regional planning. Important for us to interact with people. Take golden opportunity for managers to expand exposure. For Molly Stark, there is a great article in newspaper, explaining our situation.

Too far gone to restore. With that in mind, we have tried to secure with fencing, windows, and doors. Too problematic to secure those and made the decision in public safety. Temporary closure until the buildings can be torn down and resorted to green space. Appreciate the ongoing efforts to keep it safe. Rule of thumb statement, Molly Stark takes up 75 percent of calls for the year. Used to be higher. Significant number and not just park problem, it is a community problem. We applied to State for Brownfield funds in conjunction with regional planning, who facilitates. Total cost to remove asbestos and demo is \$3.1/2 mil. Apply for 75 percent covered. Look up to rounding up 25 other percent. We have some good leads. We are doing everything we can to put our best foot forward for demo.

- Bill Bryan – Thank you to leadership. Zimber ditch, taking care of problems in community. Article is well done. One piece I didn't get told was how the parks got Molly. I remember Bob telling us before. Do you know the sort?
- David Regula – The commissioner gave us a good sale.
- Barb Wells - Cost us a dollar.
- Dan Moeglin – 40 acres, very nice green space in Nimishillen. Thought the building could be redeveloped to residential. However, economic up and down turns, that did not happen early on when planned in 2014-16 range. We had to circle back and it is no longer viable. Too far gone.
- Bill Bryan - 10 year plus park ownership?
- Dan Moeglin – Yes. The intent now is to turn it into a permanent green space. It is a neat property. That is the history.
- Bill Bryan – I appreciate that you take leadership to solve these issues.
- Ralph Dublikar – Over time the building deteriorated?
- Dan Moeglin – Yes it is a hazard to go in.
- David Regula – It's like missing the motor and tranny, piece of junk on inside but nice on the outside.
- Dan Moeglin – It is a very generic old hospital, all the character is on the outside.
- Bill Bryan – Try to preserve the history. Maybe a nice plaque?
- Dan Moeglin – There is an opportunity for interpretive education and to tell the story. We try to do this at all sights.
- Susan Clark Chaddock – It is 40 acres?
- Dan Moeglin – Plus or minus. We will talk with local constituents. Lots of people have fond memories there.
- Ralph Dublikar - Along the trail, there are plaques of what used to be there. I like the idea of that, with the graphics.
- Dan Moeglin – We are working on more of that. Signage committee with signage budget. Derek runs that approach. Managers meeting went to Massillon Museum, in an effort to get out and engage. The Massillon Museum was a great host. Tomorrow we are going to Canton Chamber. Friends of Stark Parks had their Spring Peeper event on the 30th. 394 runners had signed up. Luckily the weather was conducive. We have always talked about schools and how to recognize those and what benefits there are to being partner; Quail, MAGI, or school to the parks. We are working very hard on categories and what those look like. We will bring a matrix for approval. Standardize what we are charging and quantify these initiatives. We can handle individual activities. As a large organization, like we are now, it is good to have a matrix to handle each group working with us. I would like to recognize Kinsley Martin; two ladies walking put in request for the gazebo, in concern for children. He mentioned it to Rick and he talk to Kyle and worked with Kingsley and in a day or two it was fixed. The ladies were very grateful it was taken care of so quickly.
- Derek Gordon – We just sent out the new magazine. Thank you to Angela and her team. Great profile on Justin Crawford. He does lots of paddling programs. Thanks Chief for the updated security system. Now there are only one or two buildings not covered yet. Lots more efficiency, improve safety. Thanks Rick, Bill, and Chief for their work for several months on an agreement with Perry Baseball. Lots involved with insurance, needed to document. Did get signed a couple weeks

ago. This ensures their place; they are grateful to have that ownership. Takes Rick's crew out of the special maintenance needed for baseball.

- Bill Bryan – Visit Canton?
- Dan Moeglin – Two grants received. One acted on today for summer serenades and other was in relation to Tammy restrooms for \$50,000.
- Sarah Buell – And Petros \$50,000 will come to you later. Did get another for that. Actually CDG. Partner with Arts in Stark for \$15,000.
- Dan Moeglin – Visit Canton has been huge partner. We have struggled to find numbers on how many people use the parks. Done some studies in the past about trail usage. A little dated at this point. We see some numbers with education. Now we are doing work with Placer AI tool, Visit Canton has secured a 2 year contract to use the software. This enables us to draw a polygon area on a map and it will tell you all kinds of stats and use of people who come.
- David Regula – Almost like a geofence.
- Dan Moeglin – We went to Visit Canton for a test run. Ran it at Quail Hollow. This helps us apply for funding to do upgrades. We need to know numbers; how many people are we touching. In the last 12 months, between 72,000 and 73,000 visits. Not unique visits. Unique visits are at 40,000 tours. In comparison look at programs, Deck the Hollow, Education programs, quail volunteer activity. 8,300 last year and over a 3 year period 24,000. Much larger number of people are using the parks. We also did a similar example around Sippo Lake, geofence around the marina area bubbled around Exploration Gateway, Wildlife Center, and the trails. The number was about a quarter million visits in last 12 months. Huge number. Demo, other stats, interesting aspect. People coming to area is not just local. People coming across counties and state and some even outside of state. Regional draw not just local. Draw across Midwest. Did some across sections of the Towpath. Canal Fulton and down to Lock 4: 110,000 visits. Coming as national bike route. People enjoy facilities and are spending money here. Great for the community. Very grateful to Visit Canton.

12. ADJOURNMENT

BE IT RESOLVED, to adjourn at 3:02 p.m. Next scheduled meeting: Tuesday, May 7, 2024, at 2:00 p.m. at the Exploration Gateway at Sippo Lake Park.

Katie Cerrone MOVED to adjourn the meeting, which was SECONDED by Ralph Dublikar

MOTION CARRIED on a vote as follows:

Voting Aye: Bill Bryan, Katie Cerrone, Susan Clark Chaddock, Ralph Dublikar, & David Regula

APPROVAL DATE: May 7, 2024

ATTEST:

Bill Bryan, Chairperson
Stark County Park District
Board of Park Commissioners

Daniel Moeglin, Executive Director/Secretary to the Board
Stark County Park District

William Bartos, General Counsel/Clerk to the Board
Stark County Park District

Financial Summary

March 2024

		Fund 072	Fund 529	Fund 696	Fund 875
Beginning Cash Balance		\$ 4,385,208.85	\$ 147,543.43	\$ 148,711.81	\$ 530.00
Receipts					
51000	Taxes	\$ -	\$ -	\$ -	\$ -
52000	Charges for Services	\$ 8,622.38	\$ -	\$ -	\$ -
53000	Licenses and Permits	\$ -	\$ -	\$ -	\$ -
54000	Fines and Forfeitures	\$ -	\$ -	\$ -	\$ -
55000	Intergovernmental	\$ 70,061.89	\$ -	\$ (450.00)	\$ -
57000	Investment Income	\$ 10,885.78	\$ 392.20	\$ -	\$ -
58000	Other Revenue	\$ 6,302.28	\$ -	\$ -	\$ -
59000	Rentals/Leases	\$ 1,664.81	\$ -	\$ -	\$ -
72000	Transfers In	\$ -	\$ -	\$ -	\$ -
73000	Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -
Total Receipts		\$ 97,537.14	\$ 392.20	\$ (450.00)	\$ -
Expenses					
61000	Salaries and Wages	\$ 293,403.82	\$ -	\$ -	\$ -
62000	Employee Benefits	\$ 132,530.24	\$ -	\$ -	\$ -
63000	Supplies and Materials	\$ 37,435.98	\$ -	\$ -	\$ -
64000	Purchased Services	\$ 155,706.12	\$ -	\$ -	\$ -
65000	Capital Outlay	\$ 141,945.78	\$ -	\$ -	\$ -
67000	Other Allocations	\$ 256,990.67	\$ -	\$ -	\$ -
82000	Transfers Out	\$ -	\$ -	\$ -	\$ -
Total Expenses		\$ 1,018,012.61	\$ -	\$ -	\$ -
Ending Cash Balance		\$ 3,464,733.38	\$ 147,935.63	\$ 148,261.81	\$ 530.00

2024 Budget March

072 COUNTY PARKS GENERAL FUND-RECEIPTS

7	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Certificate of Resources	2024 Total Budget	2024 Monthly Receipts	2024 YTD Receipts	2024 Percentage of YTD Receipts	Variance
8								Carry-Over	2,113,444.18	-	2,113,444.18	-	2,113,444.18	100.00%	-
9								Previous Year Liquidations	-	235,762.23	235,762.23	31,052.19	235,762.23	100.00%	-
10								REVENUE RECEIPTS:							
12	072	General	28	Park	0000	Master	5 1100	Taxes-Real Estate Property	6,863,933.00	-	6,863,933.00	-	2,794,790.00	40.72%	(4,069,143.00)
13	072	General	28	Park	0000	Master	5 1300	Taxes-Manufactured Home	7,000.00	-	7,000.00	-	-	0.00%	(7,000.00)
14	072	General	28	Park	0000	Master	5 2413	User Fees	90,000.00	-	90,000.00	4,810.94	12,436.05	13.82%	(77,563.95)
15	072	General	28	Park	0000	Master	5 2900	Sales	115,000.00	-	115,000.00	582.13	1,481.11	1.29%	(113,518.89)
16	072	General	28	Park	0000	Master	5 4100	Fines and Forfeitures	500.00	-	500.00	-	20.00	4.00%	(480.00)
17	072	General	28	Park	0000	Master	5 5101	Federal Direct Grant	-	25,000.00	25,000.00	-	-	0.00%	(25,000.00)
18	072	General	28	Park	0000	Master	5 5102	Federal Indirect Grant	-	27,202.82	27,202.82	-	-	0.00%	(27,202.82)
19	072	General	28	Park	0000	Master	5 5103	State Operating Grant	-	489,797.18	489,797.18	-	38,457.80	0.00%	(451,339.38)
20	072	General	28	Park	0000	Master	5 5104	State Capital Grant	-	58,000.00	58,000.00	-	-	0.00%	(58,000.00)
21	072	General	28	Park	0000	Master	5 5203	P.I.L.O.T.-LOCAL	5,000.00	-	5,000.00	-	-	0.00%	(5,000.00)
22	072	General	28	Park	0000	Master	5 5300	State Government Shared Revenues	11,500.00	-	11,500.00	905.34	2,854.24	24.82%	(8,645.76)
23	072	General	28	Park	0000	Master	5 5301	Real Property Rollbacks	800,000.00	-	800,000.00	-	-	0.00%	(800,000.00)
24	072	General	28	Park	0000	Master	5 5403	Reimbursements-County	-	-	-	69,156.55	69,156.55	0.00%	69,156.55
25	072	General	28	Park	0000	Master	5 7100	Investment Income	70,000.00	-	70,000.00	10,885.78	34,460.91	49.23%	(35,539.09)
26	072	General	28	Park	0000	Master	5 8200	Other Revenue-Reimbursements	-	-	-	4,387.50	4,387.50	0.00%	4,387.50
27	072	General	28	Park	0000	Master	5 8201	Other Revenue-Overpayments/Refunds	-	-	-	450.00	18,875.25	0.00%	18,875.25
28	072	General	28	Park	0000	Master	5 8204	Other Revenue-Damage Claims	-	-	-	-	1,011.51	0.00%	1,011.51
29	072	General	28	Park	0000	Master	5 8400	Other Revenue-Miscellaneous	1,000.00	-	1,000.00	1,021.78	1,804.33	180.43%	804.33
30	072	General	28	Park	0000	Master	5 8401	Other Revenue-Miscellaneous-Gifts and Donations	-	-	-	-	25,000.00	0.00%	25,000.00
31	072	General	28	Park	0000	Master	5 8403	Other Revenue-Miscellaneous-Special Projects	25,000.00	8,095.47	33,095.47	-	8,095.47	24.46%	(25,000.00)
32	072	General	28	Park	0000	Master	5 8404	Other Revenue-Miscellaneous-Private Grant	-	50,000.00	50,000.00	-	13,939.76	0.00%	(36,060.24)
33	072	General	28	Park	0000	Master	5 8408	Other Revenue-Miscellaneous-Reimbursable Settlement Costs	-	-	-	443.00	991.88	0.00%	991.88
34	072	General	28	Park	0000	Master	5 8409	Other Revenue-Jury Duty	-	-	-	-	15.00	0.00%	15.00
35	072	General	28	Park	0000	Master	5 9102	Other Revenue- Rentals/Leases-Royalties	5,000.00	-	5,000.00	1,664.81	1,724.81	34.50%	(3,275.19)
36	072	General	28	Park	1008	EG	5 2413	User Fees-Exploration Gateway	40,000.00	-	40,000.00	3,229.31	8,481.62	21.20%	(31,518.38)
37	072	General	28	Park	1008	EG	5 5403	Reimbursements-County-Exploration Gateway	135,000.00	-	135,000.00	-	-	0.00%	(135,000.00)
38								TOTAL RECEIPTS	10,282,377.18	893,857.70	11,176,234.88	128,589.33	5,387,190.20	48.20%	(5,789,044.68)

072 COUNTY PARKS GENERAL FUND-EXPENDITURES

40	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance
41								ADMINISTRATION														
42								PERSONAL SERVICES - SALARIES & WAGES, 61000														
43	072	General	28	Park	1000	Admin	6 1700	Salaries	789,367.25	-	-	789,367.25	-	196,098.05	58,763.41	196,098.05	24.84%	-	-	58,763.41	196,098.05	593,269.20
44								PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000														
45								307,906.61														
46	072	General	28	Park	1000	Admin	6 2100	Medicare (1.45%)	11,445.83	-	-	11,445.83	-	2,750.77	819.86	2,750.77	24.03%	-	-	819.86	2,750.77	8,695.06
47	072	General	28	Park	1000	Admin	6 2201	P.E.R.S. (14.00%)	110,511.41	-	-	110,511.41	-	27,131.73	8,108.58	27,131.73	24.55%	-	-	8,108.58	27,131.73	83,379.68
48	072	General	28	Park	1000	Admin	6 2300	Unemployment	10,000.00	-	-	10,000.00	10,000.00	-	1,154.40	1,154.40	11.54%	-	-	1,154.40	1,154.40	-
49	072	General	28	Park	1000	Admin	6 2400	Worker's Compensation	11,840.51	-	-	11,840.51	-	-	-	-	0.00%	-	-	-	-	11,840.51
50	072	General	28	Park	1000	Admin	6 2501	Health Insurance	164,108.86	-	-	164,108.86	-	36,645.06	12,215.02	36,645.06	22.33%	-	-	12,215.02	36,645.06	127,463.80
51								SUPPLIES & MATERIALS, 63000														
52								307,906.61														
53	072	General	28	Park	1000	Admin	6 3101	Supplies & Materials: Office	2,000.00	-	-	2,000.00	2,000.00	-	164.51	332.85	16.64%	-	1,879.08	164.51	2,211.93	-
54	072	General	28	Park	1000	Admin	6 3104	Supplies & Materials: General	500.00	-	-	500.00	214.01	-	-	-	0.00%	-	8.25	-	8.25	285.99
55	072	General	28	Park	1000	Admin	6 3111	Supplies & Materials: Data Processing	-	-	1,791.66	1,791.66	1,791.66	-	-	1,791.66	100.00%	-	-	-	1,791.66	-
56	072	General	28	Park	1000	Admin	6 3201	Supplies & Materials: Natural/Bottled Gas	77,000.00	-	(1,791.66)	75,208.34	35,500.00	-	1,333.90	3,607.56	4.80%	-	1,193.24	1,333.90	4,800.80	39,708.34
57	072	General	28	Park	1000	Admin	6 3202	Supplies & Materials: Electric	124,000.00	-	-	124,000.00	108,500.00	-	3,498.41	12,610.17	10.17%	-	5,547.95	3,498.41	18,158.12	15,500.00
58	072	General	28	Park	1000	Admin	6 3204	Supplies & Materials: Gasoline	150,000.00	-	-	150,000.00	21,750.00	15,261.03	3,683.16	21,452.87	14.30%	-	4,022.73	3,683.16	25,475.60	112,988.97

2024 Budget

2024 Budget																						
60	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance
61								PURCHASED SERVICES, 64000														
62	072	General	28	Park	1000	Admin	6 4100	Purchased Services: Occupational	15,000.00	-	-	15,000.00	9,693.00	-	231.46	332.98	2.22%	-	164.86	231.46	497.84	5,307.00
63	072	General	28	Park	1000	Admin	6 4101	Purchased Services: Legal	15,000.00	-	-	15,000.00	10,500.00	-	-	-	0.00%	-	-	-	-	4,500.00
64	072	General	28	Park	1000	Admin	6 4105	Purchased Services: Financial	12,000.00	-	-	12,000.00	12,000.00	-	-	-	0.00%	-	-	-	-	-
65	072	General	28	Park	1000	Admin	6 4201	Purchased Services: Water/Sewage	79,500.00	-	-	79,500.00	12,270.00	2,982.24	1,013.56	4,204.49	5.29%	-	619.17	1,013.56	4,823.66	64,247.76
66	072	General	28	Park	1000	Admin	6 4202	Purchased Services: Repair/Maintenance	16,000.00	-	-	16,000.00	15,420.00	-	416.22	654.72	4.09%	-	484.55	416.22	1,139.27	580.00
67	072	General	28	Park	1000	Admin	6 4203	Purchased Services: Property, Rental Equip/Veh	3,500.00	-	-	3,500.00	1,475.40	-	-	288.90	8.25%	7,308.00	14,960.90	7,308.00	15,249.80	2,024.60
68	072	General	28	Park	1000	Admin	6 4204	Purchased Services: Property-Rental-Land/Buildings	2,004.00	-	-	2,004.00	2,002.00	2.00	2.00	2.00	0.10%	-	-	2.00	2.00	-
69	072	General	28	Park	1000	Admin	6 4206	Purchased Services: Repair/Maintenance-Land/Buildings	-	-	-	-	-	-	-	-	0.00%	-	10,547.00	-	10,547.00	-
70	072	General	28	Park	1000	Admin	6 4300	Purchased Services: Fees	115,000.00	-	-	115,000.00	3,500.00	29.50	554.38	1,267.88	1.10%	-	379.00	554.38	1,646.88	111,470.50
71	072	General	28	Park	1000	Admin	6 4404	Purchased Services: Advertising	3,000.00	-	-	3,000.00	1,000.00	-	-	-	0.00%	-	-	-	-	2,000.00
72	072	General	28	Park	1000	Admin	6 4405	Purchased Services: Printing & Binding	1,000.00	-	-	1,000.00	-	-	-	-	0.00%	-	-	-	-	1,000.00
73	072	General	28	Park	1000	Admin	6 4407	Purchased Services: Insurance	110,000.00	-	-	110,000.00	105,923.95	-	105,423.95	105,423.95	95.84%	1,000.00	1,000.00	106,423.95	106,423.95	4,076.05
74	072	General	28	Park	1000	Admin	6 4409	Purchased Services: Membership/Dues	16,500.00	-	-	16,500.00	15,625.00	-	700.00	2,095.00	12.70%	-	-	700.00	2,095.00	875.00
75	072	General	28	Park	1000	Admin	6 4410	Purchased Services: Postage/Courier Service	2,000.00	-	-	2,000.00	2,000.00	-	-	6.99	0.35%	-	5.79	-	12.78	-
76								CAPITAL OUTLAY, 65000														
77	072	General	28	Park	1000	Admin	6 5000	Previous Year Liquidations	-	235,762.23	-	235,762.23	-	-	-	-	0.00%	-	-	-	-	235,762.23
78	072	General	28	Park	1000	Admin	6 5202	Capital Outlay: Buildings-Design Engineering	-	-	-	-	-	-	-	-	0.00%	5,000.00	5,000.00	5,000.00	5,000.00	-
79	072	General	28	Park	1000	Admin	6 5300	Capital Outlay: Improvements other than Bldgs	-	-	-	-	-	-	-	-	0.00%	1,910.00	1,910.00	1,910.00	1,910.00	-
80	072	General	28	Park	1000	Admin	6 5401	Capital Outlay: Data Processing	5,000.00	-	-	5,000.00	-	-	-	-	0.00%	-	3,717.34	-	3,717.34	5,000.00
81																						
82								OTHER ALLOCATIONS, 67000														
83	072	General	28	Park	1000	Admin	6 7106	Other Allocations: Taxes	10,000.00	-	-	10,000.00	200.00	201.95	-	201.95	2.02%	-	-	-	201.95	9,598.05
84	072	General	28	Park	1000	Admin	6 7112	Other Allocations: Public Records	500.00	-	-	500.00	-	80.00	80.00	80.00	16.00%	-	-	80.00	80.00	420.00
85	072	General	28	Park	1000	Admin	6 7114	Other Allocations: Special Assessments	3,000.00	-	-	3,000.00	15.00	381.00	-	381.00	12.70%	-	-	-	381.00	2,604.00
86	072	General	28	Park	1000	Admin	6 7116	Other Allocations: Reimbursements	311,000.00	-	-	311,000.00	254,227.84	-	246,802.84	247,047.84	79.44%	-	117.12	246,802.84	247,164.96	56,772.16
87	072	General	28	Park	1000	Admin	6 7118	Other Allocations: Special Projects	10,000.00	-	-	10,000.00	7,844.98	-	129.98	2,619.67	26.20%	-	422.47	129.98	3,042.14	2,155.02
88	072	General	28	Park	1000	Admin	6 7119	Other Allocations: Training/Travel	35,000.00	-	-	35,000.00	18,134.00	-	3,639.39	6,525.85	18.65%	-	1,720.90	3,639.39	8,246.75	16,866.00
89																						
90								NON-OPERATING, 80000														
91	072	General	28	Park	0000	Admin	8 2100	Transfers Out	32,056.29	-	-	32,056.29	-	-	-	-	0.00%	-	-	-	-	32,056.29
92								ADMINISTRATION TOTAL:	2,247,834.15	235,762.23	-	2,483,596.38	651,586.84	281,563.33	448,735.03	674,708.34	27.17%	15,218.00	53,700.35	463,953.03	728,408.69	1,550,446.21
93																						

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
94	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item)	Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance	
95	EXPLORATION GATEWAY																							
96	SUPPLIES & MATERIALS, 63000																							
97	072	General	28	Park	1008	EG	6	3104	Supplies & Materials: General	25,000.00	-	-	25,000.00	19,005.98	-	1,590.35	4,332.59	17.33%	-	1,222.00	1,590.35	5,554.59	5,994.02	
98	072	General	28	Park	1008	EG	6	3202	Supplies & Materials: Electric	60,000.00	-	-	60,000.00	60,000.00	-	4,169.75	10,560.58	17.60%	-	3,111.56	4,169.75	13,672.14	-	
99	PURCHASED SERVICES, 64000																							
100	PURCHASED SERVICES, 64000																							
101	072	General	28	Park	1008	EG	6	4100	Purchased Services: Occupational	1,200.00	-	-	1,200.00	-	-	-	-	0.00%	-	-	-	-	1,200.00	
102	072	General	28	Park	1008	EG	6	4201	Purchased Services: Water/Sewage	13,350.00	-	-	13,350.00	4,500.00	1,403.84	184.53	2,091.57	15.67%	-	242.64	184.53	2,334.21	7,446.16	
103	072	General	28	Park	1008	EG	6	4202	Purchased Services: Repair/Maintenance	6,000.00	-	-	6,000.00	3,724.00	-	356.85	533.85	8.90%	-	161.00	356.85	694.85	2,276.00	
104	072	General	28	Park	1008	EG	6	4203	Purchased Services: Property, Rental Equip/Veh	2,200.00	-	-	2,200.00	2,176.00	-	98.00	294.00	13.36%	-	-	98.00	294.00	24.00	
105	072	General	28	Park	1008	EG	6	4206	Purchased Services: Repair/Maintenance-Land/Buildings	26,000.00	-	(581.00)	25,419.00	18,364.90	-	50.00	100.00	0.39%	-	-	50.00	100.00	7,054.10	
106	072	General	28	Park	1008	EG	6	4300	Purchased Services: Fees	200.00	-	-	200.00	-	52.47	-	52.47	26.24%	-	-	-	52.47	147.53	
107	072	General	28	Park	1008	EG	6	4306	Purchased Services: Licenses and Permits	350.00	-	-	350.00	330.25	-	330.25	330.25	94.36%	-	-	330.25	330.25	19.75	
108	072	General	28	Park	1008	EG	6	4404	Purchased Services: Advertising	2,000.00	-	-	2,000.00	600.00	-	600.00	600.00	30.00%	-	-	600.00	600.00	1,400.00	
109	072	General	28	Park	1008	EG	6	4405	Purchased Services: Printing & Binding	2,500.00	-	-	2,500.00	145.05	-	-	145.05	5.80%	-	-	-	145.05	2,354.95	
110	072	General	28	Park	1008	EG	6	4406	Purchased Services: Communication	5,220.00	-	-	5,220.00	5,130.00	-	0.00	573.37	10.98%	-	286.68	-	860.05	90.00	
111	072	General	28	Park	1008	EG	6	4407	Purchased Services: Insurance	10,000.00	-	581.00	10,581.00	10,581.00	-	10,581.00	10,581.00	100.00%	-	-	10,581.00	10,581.00	-	
112	CAPITAL OUTLAY, 65000																							
113	CAPITAL OUTLAY, 65000																							
114	072	General	28	Park	1008	EG	6	5405	Capital Outlay: Machinery/Equipment-Maintenance	15,000.00	-	-	15,000.00	-	-	-	-	0.00%	-	-	-	-	15,000.00	
115	OTHER ALLOCATIONS, 67000																							
116	OTHER ALLOCATIONS, 67000																							
117	072	General	28	Park	1008	EG	6	7116	Other Allocations: Reimbursements	3,000.00	-	-	3,000.00	3,000.00	-	-	-	0.00%	-	-	-	-	-	
118	072	General	28	Park	1008	EG	6	7118	Other Allocations: Special Projects	4,000.00	-	-	4,000.00	2,000.00	-	-	-	0.00%	-	-	-	-	2,000.00	
119	EXPLORATION GATEWAY TOTAL:									176,020.00	-	-	176,020.00	129,557.18	1,456.31	17,960.73	30,194.73	17.15%	-	5,023.88	17,960.73	35,218.61	45,006.51	

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
120	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance		
121								ENTERPRISES																
122								PERSONAL SERVICES - SALARIES & WAGES, 61000																
123	072	General	28	Park	1009	Enterprises	6 1700	Salaries	210,561.41	-	-	210,561.41	-	32,220.74	8,878.20	32,220.74	15.30%	-	-	8,878.20	32,220.74	178,340.67		
124																								
125								PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																
126	072	General	28	Park	1009	Enterprises	6 2100	Medicare (1.45%)	3,053.14	-	-	3,053.14	-	440.12	119.71	440.12	14.42%	-	-	119.71	440.12	2,613.02		
127	072	General	28	Park	1009	Enterprises	6 2201	P.E.R.S. (14.00%)	29,478.60	-	-	29,478.60	-	4,496.19	1,238.04	4,496.19	15.25%	-	-	1,238.04	4,496.19	24,982.41		
128	072	General	28	Park	1009	Enterprises	6 2400	Worker's Compensation	3,158.42	-	-	3,158.42	-	-	-	-	0.00%	-	-	-	-	3,158.42		
129	072	General	28	Park	1009	Enterprises	6 2501	Health Insurance	48,396.05	-	-	48,396.05	-	11,467.80	3,822.60	11,467.80	23.70%	-	-	3,822.60	11,467.80	36,928.25		
130																								
131								SUPPLIES & MATERIALS, 63000																
132	072	General	28	Park	1009	Enterprises	6 3101	Supplies & Materials: Office	300.00	-	600.00	900.00	900.00	-	492.10	492.10	54.68%	-	567.00	492.10	1,059.10	-		
133	072	General	28	Park	1009	Enterprises	6 3104	Supplies & Materials: General	75,000.00	-	(1,340.00)	73,660.00	47,000.00	-	222.63	586.46	0.80%	-	1,752.23	222.63	2,338.69	26,660.00		
134																								
135								PURCHASED SERVICES, 64000																
136	072	General	28	Park	1009	Enterprises	6 4300	Purchased Services: Fees	2,850.00	-	(24.00)	2,826.00	-	128.08	1.17	128.08	4.53%	-	-	1.17	128.08	2,697.92		
137	072	General	28	Park	1009	Enterprises	6 4306	Purchased Services: Licenses and Permits	3,700.00	-	24.00	3,724.00	2,524.00	1,199.55	100.00	3,723.55	99.99%	-	-	100.00	3,723.55	0.45		
138	072	General	28	Park	1009	Enterprises	6 4405	Purchased Services: Printing & Binding	300.00	-	-	300.00	250.00	-	-	-	0.00%	-	820.00	-	820.00	50.00		
139	072	General	28	Park	1009	Enterprises	6 4409	Purchased Services: Membership/Dues	190.00	-	-	190.00	190.00	-	-	-	0.00%	-	-	-	-	-		
140	072	General	28	Park	1009	Enterprises	6 4410	Purchased Services: Postage/Courier Service	1,000.00	-	-	1,000.00	500.00	16.15	-	16.15	1.62%	-	-	-	16.15	483.85		
141																								
142								CAPITAL OUTLAY, 65000																
143	072	General	28	Park	1009	Enterprises	6 5401	Capital Outlay: Machinery/Equipment-Data Processing	4,000.00	-	740.00	4,740.00	4,740.00	-	4,686.00	4,686.00	98.86%	-	(153.99)	4,686.00	4,532.01	-		
144	072	General	28	Park	1009	Enterprises	6 5407	Capital Outlay: Machinery/Equipment-Furniture and Fixtures	5,500.00	-	-	5,500.00	-	-	-	-	0.00%	-	-	-	-	5,500.00		
145																								
146								OTHER ALLOCATIONS, 67000																
147	072	General	28	Park	1009	Enterprises	6 7100	Other Allocations: Miscellaneous	1,000.00	-	-	1,000.00	1,000.00	-	-	-	0.00%	-	-	-	-	-		
148	072	General	28	Park	1009	Enterprises	6 7106	Other Allocations: Taxes	7,500.00	-	-	7,500.00	7,500.00	-	12.82	32.21	0.43%	-	11.74	12.82	43.95	-		
149	072	General	28	Park	1009	Enterprises	6 7118	Other Allocations: Special Projects	18,500.00	-	-	18,500.00	10,880.81	-	-	4,125.81	22.30%	-	554.53	-	4,680.34	7,619.19		
150								ENTERPRISES TOTAL:	414,487.62	-	-	414,487.62	75,484.81	49,968.63	19,573.27	62,415.21	15.06%	-	3,551.51	19,573.27	65,966.72	289,034.18		

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
151	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance		
152	WILDLIFE CONSERVATION CENTER																							
153	PERSONAL SERVICES - SALARIES & WAGES, 61000																							
154	072	General	28	Park	1010	WCC	6 1700	Salaries	360,171.46	-	-	360,171.46	-	72,848.78	21,053.05	72,848.78	20.23%	-	-	21,053.05	72,848.78	287,322.68		
155																								
156	PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																							
157	072	General	28	Park	1010	WCC	6 2100	Medicare (1.45%)	5,222.50	-	-	5,222.50	-	1,007.92	289.51	1,007.92	19.30%	-	-	289.51	1,007.92	4,214.58		
158	072	General	28	Park	1010	WCC	6 2201	P.E.R.S. (14.00%)	50,424.00	-	-	50,424.00	-	10,086.14	2,914.53	10,086.14	20.00%	-	-	2,914.53	10,086.14	40,337.86		
159	072	General	28	Park	1010	WCC	6 2400	Worker's Compensation	5,402.57	-	-	5,402.57	-	-	-	-	0.00%	-	-	-	-	5,402.57		
160	072	General	28	Park	1010	WCC	6 2501	Health Insurance	72,594.07	-	-	72,594.07	-	17,201.70	5,733.90	17,201.70	23.70%	-	-	5,733.90	17,201.70	55,392.37		
161																								
162	SUPPLIES & MATERIALS, 63000																							
163	072	General	28	Park	1010	WCC	6 3101	Supplies & Materials: Office	1,000.00	-	-	1,000.00	1,000.00	-	213.65	213.65	21.37%	-	-	213.65	213.65	-		
164	072	General	28	Park	1010	WCC	6 3104	Supplies & Materials: General	43,500.00	-	-	43,500.00	11,300.00	-	2,451.02	3,382.47	7.78%	-	1,338.76	2,451.02	4,721.23	32,200.00		
165	072	General	28	Park	1010	WCC	6 3105	Supplies & Materials: Medical	1,360.00	-	-	1,360.00	1,360.00	-	60.00	60.00	4.41%	-	-	60.00	60.00	-		
166																								
167	PURCHASED SERVICES, 64000																							
168	072	General	28	Park	1010	WCC	6 4102	Purchased Services: Medical	1,000.00	-	-	1,000.00	1,000.00	-	-	-	0.00%	-	-	-	-	-		
169	072	General	28	Park	1010	WCC	6 4306	Purchased Services: Licenses and Permits	385.00	-	-	385.00	195.00	-	-	-	0.00%	-	-	-	-	190.00		
170	072	General	28	Park	1010	WCC	6 4409	Purchased Services: Membership/Dues	550.00	-	-	550.00	545.00	-	90.00	90.00	16.36%	-	-	90.00	90.00	5.00		
171																								
172	OTHER ALLOCATIONS, 67000																							
173	072	General	28	Park	1010	WCC	6 7118	Other Allocations: Special Projects	500.00	-	-	500.00	500.00	-	-	-	0.00%	-	-	-	-	-		
174	WILDLIFE CONSERVATION TOTAL:								542,109.60		-	542,109.60	15,900.00	101,144.54	32,805.66	104,890.66	19.35%	-	1,338.76	32,805.66	106,229.42	425,065.06		
175																								

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
176	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance		
177								PUBLIC SAFETY																
178								PERSONAL SERVICES - SALARIES & WAGES, 61000																
179	072	General	28	Park	1011	Public Safety	6 1700	Salaries	805,531.23	-	-	805,531.23	-	191,001.41	56,013.81	191,001.41	23.71%	-	-	56,013.81	191,001.41	614,529.82		
180																								
181								PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																
182	072	General	28	Park	1011	Public Safety	6 2100	Medicare (1.45%)	11,680.20	-	-	11,680.20	-	2,638.65	768.91	2,638.65	22.59%	-	-	768.91	2,638.65	9,041.55		
183	072	General	28	Park	1011	Public Safety	6 2201	P.E.R.S. (18.10%)	139,201.32	-	-	139,201.32	-	33,933.91	10,598.79	33,933.91	24.38%	-	-	10,598.79	33,933.91	105,267.41		
184	072	General	28	Park	1011	Public Safety	6 2400	Worker's Compensation	12,082.97	-	-	12,082.97	-	-	-	-	0.00%	-	-	-	-	12,082.97		
185	072	General	28	Park	1011	Public Safety	6 2501	Health Insurance	250,346.35	-	-	250,346.35	-	53,587.26	17,862.42	53,587.26	21.41%	-	-	17,862.42	53,587.26	196,759.09		
186																								
187								SUPPLIES & MATERIALS, 63000																
188	072	General	28	Park	1011	Public Safety	6 3101	Supplies & Materials: Office	800.00	-	-	800.00	700.00	-	-	89.00	11.13%	-	-	-	89.00	100.00		
189	072	General	28	Park	1011	Public Safety	6 3104	Supplies & Materials: General	4,000.00	-	-	4,000.00	3,500.00	-	-	78.50	1.96%	-	633.84	-	712.34	500.00		
190	072	General	28	Park	1011	Public Safety	6 3105	Supplies & Materials: Medical	500.00	-	-	500.00	500.00	-	-	-	0.00%	-	-	-	-	-		
191	072	General	28	Park	1011	Public Safety	6 3110	Supplies & Materials: Law Enforcement	18,500.00	-	(8,300.00)	10,200.00	8,000.00	-	-	45.64	0.45%	-	1,580.34	-	1,625.98	2,200.00		
192																								
193								PURCHASED SERVICES, 64000																
194	072	General	28	Park	1011	Public Safety	6 4100	Purchased Services: Occupational	600.00	-	-	600.00	270.00	-	270.00	270.00	45.00%	-	-	270.00	270.00	330.00		
195	072	General	28	Park	1011	Public Safety	6 4102	Purchased Services: Medical	2,750.00	-	-	2,750.00	2,500.00	-	-	-	0.00%	-	-	-	-	250.00		
196	072	General	28	Park	1011	Public Safety	6 4107	Purchased Services: Janitorial/Maintenance	750.00	-	-	750.00	717.50	-	21.25	25.50	3.40%	-	8.50	21.25	34.00	32.50		
197	072	General	28	Park	1011	Public Safety	6 4114	Purchased Services: Law Enforcement	8,000.00	-	(125.00)	7,875.00	-	1,588.68	-	1,588.68	20.17%	-	-	-	1,588.68	6,286.32		
198	072	General	28	Park	1011	Public Safety	6 4202	Purchased Services: Repair/Maintenance	10,000.00	-	-	10,000.00	8,300.00	-	0.00	1,851.18	18.51%	-	-	-	1,851.18	1,700.00		
199	072	General	28	Park	1011	Public Safety	6 4206	Purchased Services: Repair/Maintenance-Land/Buildings	5,000.00	-	(1,720.00)	3,280.00	3,280.00	-	-	-	0.00%	-	-	-	-	-		
200	072	General	28	Park	1011	Public Safety	6 4300	Purchased Services: Fees	850.00	-	-	850.00	768.00	-	-	-	0.00%	-	-	-	-	82.00		
201	072	General	28	Park	1011	Public Safety	6 4405	Purchased Services: Printing & Binding	750.00	-	-	750.00	500.00	-	-	-	0.00%	-	-	-	-	250.00		
202	072	General	28	Park	1011	Public Safety	6 4409	Purchased Services: Membership/Dues	300.00	-	125.00	425.00	65.00	-	-	-	0.00%	-	-	-	-	360.00		
203	072	General	28	Park	1011	Public Safety	6 4410	Purchased Services: Postage/Courier Service	100.00	-	-	100.00	100.00	-	-	-	0.00%	-	-	-	-	-		
204																								
205								CAPITAL OUTLAY, 65000																
206	072	General	28	Park	1011	Public Safety	6 5200	Capital Outlay: Buildings	22,000.00	-	-	22,000.00	18,844.75	-	-	-	0.00%	-	-	-	-	3,155.25		
207	072	General	28	Park	1011	Public Safety	6 5402	Capital Outlay: Machinery/Equipment-Medical	1,500.00	-	-	1,500.00	-	-	-	-	0.00%	-	1,492.60	-	1,492.60	1,500.00		
208	072	General	28	Park	1011	Public Safety	6 5405	Capital Outlay: Machinery/Equipment-Maintenance	-	-	1,720.00	1,720.00	1,720.00	-	-	1,720.00	100.00%	-	-	-	1,720.00	-		
209	072	General	28	Park	1011	Public Safety	6 5408	Capital Outlay: Law Enforcement	18,000.00	8,095.47	8,300.00	34,395.47	18,274.10	-	3,513.79	5,148.99	14.97%	-	-	3,513.79	5,148.99	16,121.37		
210																								
211								OTHER ALLOCATIONS, 67000																
212	072	General	28	Park	1011	Public Safety	6 7118	Other Allocations: Special Projects	2,500.00	-	-	2,500.00	-	-	-	-	0.00%	-	126.00	-	126.00	2,500.00		
213								PUBLIC SAFETY TOTAL:	1,315,742.07	8,095.47	-	1,323,837.54	68,039.35	282,749.91	89,048.97	291,978.72	22.06%	-	3,841.28	89,048.97	295,820.00	973,048.28		
214																								

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
215	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance		
216	NATURAL RESOURCES																							
217	PERSONAL SERVICES - SALARIES & WAGES, 61000																							
218	072	General	28	Park	1012	NR	6	1700	Salaries	218,698.95	-	-	218,698.95	-	59,123.98	17,055.21	59,123.98	27.03%	-	-	17,055.21	59,123.98	159,574.97	
219																								
220	PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																							
221	072	General	28	Park	1012	NR	6	2100	Medicare (1.45%)	3,171.13	-	-	3,171.13	-	815.94	233.94	815.94	25.73%	-	-	233.94	815.94	2,355.19	
222	072	General	28	Park	1012	NR	6	2201	P.E.R.S. (14.00%)	30,617.85	-	-	30,617.85	-	8,164.64	2,354.82	8,164.64	26.67%	-	-	2,354.82	8,164.64	22,453.21	
223	072	General	28	Park	1012	NR	6	2400	Worker's Compensation	3,280.48	-	-	3,280.48	-	-	-	-	0.00%	-	-	-	-	3,280.48	
224	072	General	28	Park	1012	NR	6	2501	Health Insurance	57,856.41	-	-	57,856.41	-	13,709.46	4,569.82	13,709.46	23.70%	-	-	4,569.82	13,709.46	44,146.95	
225																								
226	SUPPLIES & MATERIALS, 63000																							
227	072	General	28	Park	1012	NR	6	3101	Supplies & Materials: Office	450.00	-	-	450.00	450.00	-	-	-	0.00%	-	-	-	-	-	
228	072	General	28	Park	1012	NR	6	3104	Supplies & Materials: General	8,000.00	-	-	8,000.00	4,800.00	-	370.09	680.08	8.50%	-	-	370.09	680.08	3,200.00	
229																								
230	PURCHASED SERVICES, 64000																							
231	072	General	28	Park	1012	NR	6	4100	Purchased Services: Occupational	5,000.00	-	-	5,000.00	-	-	-	-	0.00%	-	-	-	-	5,000.00	
232	072	General	28	Park	1012	NR	6	4202	Purchased Services: Repair/Maintenance	500.00	-	-	500.00	250.00	-	-	-	0.00%	-	-	-	-	250.00	
233	072	General	28	Park	1012	NR	6	4206	Purchased Services: Repair/Maintenance-Land/Buildings	25,000.00	-	-	25,000.00	25,000.00	-	-	-	0.00%	-	25,000.00	-	25,000.00	-	
234	072	General	28	Park	1012	NR	6	4405	Purchased Services: Printing & Binding	100.00	-	-	100.00	-	-	-	-	0.00%	-	-	-	-	100.00	
235	072	General	28	Park	1012	NR	6	4409	Purchased Services: Membership/Dues	50.00	-	-	50.00	50.00	-	-	-	0.00%	-	-	-	-	-	
236	072	General	28	Park	1012	NR	6	4410	Purchased Services: Postage/Courier Service	200.00	-	-	200.00	150.00	-	-	-	0.00%	-	-	-	-	50.00	
237																								
238	OTHER ALLOCATIONS, 67000																							
239	072	General	28	Park	1012	NR	6	7100	Other Allocations: Miscellaneous	9,500.00	-	-	9,500.00	9,500.00	-	-	-	0.00%	-	-	-	-	-	
240	NATURAL RESOURCES TOTAL:																							
241									362,424.82	-	-	362,424.82	40,200.00	81,814.02	24,583.88	82,494.10	22.76%	-	25,000.00	24,583.88	107,494.10	240,410.80		

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2024 Budget																							
	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance	
242																							
243								CONSTRUCTION															
244								PERSONAL SERVICES - SALARIES & WAGES, 61000															
245	072	General	28	Park	1013	Construction	6	1700	Salaries	226,523.56	-	-	226,523.56	-	39,525.42	8,729.06	39,525.42	17.45%	-	-	8,729.06	39,525.42	186,998.14
246																							
247									PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000														
248	072	General	28	Park	1013	Construction	6	2100	Medicare (1.45%)	3,284.59	-	-	3,284.59	-	541.15	117.26	541.15	16.48%	-	-	117.26	541.15	2,743.44
249	072	General	28	Park	1013	Construction	6	2201	P.E.R.S. (14.00%)	31,713.30	-	-	31,713.30	-	5,463.51	1,222.06	5,463.51	17.23%	-	-	1,222.06	5,463.51	26,249.79
250	072	General	28	Park	1013	Construction	6	2400	Worker's Compensation	3,397.85	-	-	3,397.85	-	-	-	-	0.00%	-	-	-	-	3,397.85
251	072	General	28	Park	1013	Construction	6	2501	Health Insurance	82,054.43	-	-	82,054.43	-	9,470.00	3,405.74	9,470.00	11.54%	-	-	3,405.74	9,470.00	72,584.43
252																							
253									SUPPLIES & MATERIALS, 63000														
254	072	General	28	Park	1013	Construction	6	3104	Supplies & Materials: General	10,000.00	-	-	10,000.00	9,500.00	-	-	-	0.00%	-	439.90	-	439.90	500.00
255																							
256									PURCHASED SERVICES, 64000														
257	072	General	28	Park	1013	Construction	6	4100	Purchased Services: Occupational	5,000.00	-	-	5,000.00	-	-	-	-	0.00%	-	-	-	-	5,000.00
258	072	General	28	Park	1013	Construction	6	4203	Purchased Services: Property, Rental Equip/Veh	5,000.00	-	-	5,000.00	3,000.00	-	-	-	0.00%	-	80.00	-	80.00	2,000.00
259									CONSTRUCTION TOTAL:	366,973.73	-	-	366,973.73	12,500.00	55,000.08	13,474.12	55,000.08	14.99%	-	519.90	13,474.12	55,519.98	299,473.65
260																							

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
261	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance		
262								CAPITAL PLANNING & PROJECTS																
263								PERSONAL SERVICES - SALARIES & WAGES, 61000																
264	072	General	28	Park	1014	Capital P & P	6 1700	Salaries	151,888.39	-	-	151,888.39	-	44,687.13	11,236.60	44,687.13	29.42%	-	-	11,236.60	44,687.13	107,201.26		
265																								
266								PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																
267	072	General	28	Park	1014	Capital P & P	6 2100	Medicare (1.45%)	2,202.38	-	-	2,202.38	-	623.50	156.65	623.50	28.31%	-	-	156.65	623.50	1,578.88		
268	072	General	28	Park	1014	Capital P & P	6 2201	P.E.R.S. (14.00%)	21,264.38	-	-	21,264.38	-	6,236.60	1,568.22	6,236.60	29.33%	-	-	1,568.22	6,236.60	15,027.78		
269	072	General	28	Park	1014	Capital P & P	6 2400	Worker's Compensation	2,278.33	-	-	2,278.33	-	-	-	-	0.00%	-	-	-	-	2,278.33		
270	072	General	28	Park	1014	Capital P & P	6 2501	Health Insurance	33,658.38	-	-	33,658.38	-	7,975.56	2,658.52	7,975.56	23.70%	-	-	2,658.52	7,975.56	25,682.82		
271																								
272								SUPPLIES & MATERIALS, 63000																
273	072	General	28	Park	1014	Capital P & P	6 3104	Supplies & Materials: General	20,000.00	-	10,669.50	30,669.50	13,521.10	-	4,881.67	8,265.67	26.95%	-	-	4,881.67	8,265.67	17,148.40		
274																								
275								PURCHASED SERVICES, 64000																
276	072	General	28	Park	1014	Capital P & P	6 4100	Purchased Services: Occupational	2,500.00	-	2,030.00	4,530.00	4,530.00	-	551.22	551.22	12.17%	-	-	551.22	551.22	-		
277	072	General	28	Park	1014	Capital P & P	6 4103	Purchased Services: Real Estate	1,500.00	-	7,700.00	9,200.00	9,150.00	-	4,200.00	5,650.00	61.41%	-	-	4,200.00	5,650.00	50.00		
278	072	General	28	Park	1014	Capital P & P	6 4107	Purchased Services: Janitorial/Maintenance	-	-	4,165.00	4,165.00	4,165.00	-	-	-	0.00%	-	-	-	-	-		
279	072	General	28	Park	1014	Capital P & P	6 4203	Purchased Services: Property, Rental Equip/Veh	1,000.00	-	(483.00)	517.00	-	-	-	-	0.00%	-	-	-	-	517.00		
280	072	General	28	Park	1014	Capital P & P	6 4206	Purchased Services: Repair/Maintenance-Land/Buildings	5,000.00	-	-	5,000.00	-	-	-	-	0.00%	-	-	-	-	5,000.00		
281	072	General	28	Park	1014	Capital P & P	6 4306	Purchased Services: License & Permits	-	-	2,421.00	2,421.00	2,318.00	103.00	-	2,421.00	100.00%	-	-	-	2,421.00	-		
282	072	General	28	Park	1014	Capital P & P	6 4404	Purchased Services: Advertising	-	-	327.58	327.58	327.58	-	327.58	327.58	100.00%	-	-	327.58	327.58	-		
283	072	General	28	Park	1014	Capital P & P	6 4405	Purchased Services: Printing & Binding	5,000.00	-	520.00	5,520.00	520.00	-	390.00	390.00	7.07%	-	2,825.00	390.00	3,215.00	5,000.00		
284																								
285								CAPITAL OUTLAY, 65000																
286	072	General	28	Park	1014	Capital P & P	6 5000	Capital Outlay	320,600.00	650,000.00	(168,020.08)	802,579.92	-	-	-	-	0.00%	-	-	-	-	802,579.92		
287	072	General	28	Park	1014	Capital P & P	6 5202	Capital Outlay: Buildings-Design Engineering	50,000.00	-	146,035.00	196,035.00	154,550.00	-	15,527.51	16,546.86	8.44%	34,336.00	68,525.88	49,863.51	85,072.74	41,485.00		
288	072	General	28	Park	1014	Capital P & P	6 5300	Capital Outlay: Improvements other than Bldgs	220,000.00	-	(5,365.00)	214,635.00	104,095.64	-	56,100.00	56,100.00	26.14%	4,780.00	56,936.86	60,880.00	113,036.86	110,539.36		
289								CAPITAL PLANNING & PROJECTS TOTAL:	836,891.86	650,000.00	-	1,486,891.86	293,177.32	59,625.79	97,597.97	149,775.12	10.07%	39,116.00	128,287.74	136,713.97	278,062.86	1,134,088.75		
290																								

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
291	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description			2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance	
292								COMMUNITY ENGAGEMENT																	
293								PERSONAL SERVICES - SALARIES & WAGES, 61000																	
294	072	General	28	Park	1015	Comm. Eng.	6	1700	Salaries			237,985.55	-	-	237,985.55	-	61,490.24	17,657.97	61,490.24	25.84%	-	-	17,657.97	61,490.24	176,495.31
295																									
296									PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																
297	072	General	28	Park	1015	Comm. Eng.	6	2100	Medicare (1.45%)			3,450.79	-	-	3,450.79	-	855.83	244.22	855.83	24.80%	-	-	244.22	855.83	2,594.96
298	072	General	28	Park	1015	Comm. Eng.	6	2201	P.E.R.S. (14.00%)			33,317.98	-	-	33,317.98	-	8,579.22	2,462.31	8,579.22	25.75%	-	-	2,462.31	8,579.22	24,738.76
299	072	General	28	Park	1015	Comm. Eng.	6	2400	Worker's Compensation			3,569.78	-	-	3,569.78	-	-	-	-	0.00%	-	-	-	-	3,569.78
300	072	General	28	Park	1015	Comm. Eng.	6	2501	Health Insurance			59,792.00	-	-	59,792.00	-	14,168.16	4,722.72	14,168.16	23.70%	-	-	4,722.72	14,168.16	45,623.84
301																									
302									SUPPLIES & MATERIALS, 63000																
303	072	General	28	Park	1015	Comm. Eng.	6	3104	Supplies & Materials: General			3,500.00	-	-	3,500.00	3,500.00	-	-	-	0.00%	-	-	-	-	-
304																									
305									PURCHASED SERVICES, 64000																
306	072	General	28	Park	1015	Comm. Eng.	6	4100	Purchased Services: Occupational			13,500.00	-	-	13,500.00	5,034.00	-	-	-	0.00%	-	-	-	-	8,466.00
307	072	General	28	Park	1015	Comm. Eng.	6	4306	Purchased Services: Licenses and Permits			75.00	-	-	75.00	75.00	-	-	-	0.00%	-	-	-	-	-
308	072	General	28	Park	1015	Comm. Eng.	6	4404	Purchased Services: Advertising			21,500.00	-	-	21,500.00	3,720.29	-	1,733.00	3,070.29	14.28%	-	1,304.51	1,733.00	4,374.80	17,779.71
309	072	General	28	Park	1015	Comm. Eng.	6	4405	Purchased Services: Printing & Binding			60,000.00	-	-	60,000.00	22,143.00	-	225.96	402.17	0.67%	-	-	225.96	402.17	37,857.00
310	072	General	28	Park	1015	Comm. Eng.	6	4410	Purchased Services: Postage/Courier Service			50,000.00	-	-	50,000.00	50,000.00	-	-	15,000.00	30.00%	-	-	-	15,000.00	-
311																									
312									OTHER ALLOCATIONS, 67000																
313	072	General	28	Park	1015	Comm. Eng.	6	7118	Other Allocations: Special Projects			66,500.00	-	-	66,500.00	20,001.98	-	2,836.84	2,871.80	4.32%	-	-	2,836.84	2,871.80	46,498.02
314	072	General	28	Park	1015	Comm. Eng.	6	7119	Other Allocations: Training/Travel			90.00	-	-	90.00	90.00	-	-	-	0.00%	-	-	-	-	-
315									COMMUNITY ENGAGEMENT TOTAL:			553,281.10	-	-	553,281.10	104,564.27	85,093.45	29,883.02	106,437.71	19.24%	-	1,304.51	29,883.02	107,742.22	363,623.38

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
316	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item)	Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance	
317	INFORMATION TECHNOLOGY																							
318	SUPPLIES & MATERIALS, 63000																							
319	072	General	28	Park	1016	I.T.	6	3104	Supplies & Materials: General	3,000.00	-	-	3,000.00	1,399.00	-	399.00	664.89	22.16%	-	-	399.00	664.89	1,601.00	
320	072	General	28	Park	1016	I.T.	6	3109	Supplies & Materials: Telephones	2,500.00	-	-	2,500.00	-	-	-	-	0.00%	-	-	-	-	2,500.00	
321	072	General	28	Park	1016	I.T.	6	3111	Supplies & Materials: Data Processing	10,000.00	-	-	10,000.00	4,500.00	-	222.30	387.34	3.87%	-	-	222.30	387.34	5,500.00	
322																								
323	PURCHASED SERVICES, 64000																							
324	072	General	28	Park	1016	I.T.	6	4100	Purchased Services: Occupational	13,183.00	-	-	13,183.00	13,183.00	-	-	12,780.00	96.94%	-	-	-	12,780.00	-	
325	072	General	28	Park	1016	I.T.	6	4104	Purchased Services: Data Processing	11,500.00	-	-	11,500.00	9,585.00	-	-	1,500.00	13.04%	-	-	-	1,500.00	1,915.00	
326	072	General	28	Park	1016	I.T.	6	4306	Purchased Services: Licenses and Permits	10,000.00	-	-	10,000.00	6,907.00	-	-	900.00	9.00%	-	-	-	900.00	3,093.00	
327	072	General	28	Park	1016	I.T.	6	4406	Purchased Services: Communication	80,000.00	-	-	80,000.00	78,064.99	-	4,282.13	11,146.62	13.93%	-	7,286.08	4,282.13	18,432.70	1,935.01	
328																								
329	CAPITAL OUTLAY, 65000																							
330	072	General	28	Park	1016	I.T.	6	5401	Capital Outlay: Machinery/Equipment-Data Processing	35,000.00	-	-	35,000.00	8,950.00	-	-	5,950.00	17.00%	-	-	-	5,950.00	26,050.00	
331																								
332	OTHER ALLOCATIONS, 67000																							
333	072	General	28	Park	1016	I.T.	6	7119	Other Allocations: Training/Travel	875.00	-	-	875.00	875.00	-	-	-	0.00%	-	-	-	-	-	
334	INFORMATION TECHNOLOGY TOTAL:																							
335										166,058.00	-	-	166,058.00	123,463.99	-	4,903.43	33,328.85	20.07%	0.00	7,286.08	4,903.43	40,614.93	42,594.01	

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
336	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance		
337								PARKS & TRAILS																
338								PERSONAL SERVICES - SALARIES & WAGES, 61000																
339	072	General	28	Park	1035	Parks & Trails	6 1700	Salaries	926,592.19	-	-	926,592.19	-	228,535.24	65,859.32	228,535.24	24.66%	-	-	65,859.32	228,535.24	698,056.95		
340																								
341								PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																
342	072	General	28	Park	1035	Parks & Trails	6 2100	Medicare (1.45%)	13,435.59	-	-	13,435.59	-	3,103.37	886.79	3,103.37	23.10%	-	-	886.79	3,103.37	10,332.22		
343	072	General	28	Park	1035	Parks & Trails	6 2201	P.E.R.S. (14.00%)	129,722.91	-	-	129,722.91	-	31,754.92	9,149.65	31,754.92	24.48%	-	-	9,149.65	31,754.92	97,967.99		
344	072	General	28	Park	1035	Parks & Trails	6 2400	Worker's Compensation	13,898.88	-	-	13,898.88	-	-	-	-	0.00%	-	-	-	-	13,898.88		
345	072	General	28	Park	1035	Parks & Trails	6 2501	Health Insurance	302,925.46	-	-	302,925.46	-	71,780.04	23,926.68	71,780.04	23.70%	-	-	23,926.68	71,780.04	231,145.42		
346																								
347								SUPPLIES & MATERIALS, 63000																
348	072	General	28	Park	1035	Parks & Trails	6 3101	Supplies & Materials: Office	1,100.00	-	-	1,100.00	1,000.00	-	333.49	333.49	30.32%	-	-	333.49	333.49	100.00		
349	072	General	28	Park	1035	Parks & Trails	6 3104	Supplies & Materials: General	172,500.00	-	(4,866.99)	167,633.01	82,367.34	-	5,622.87	15,989.87	9.54%	-	7,248.26	5,622.87	23,238.13	85,265.67		
350	072	General	28	Park	1035	Parks & Trails	6 3108	Supplies & Materials: Vehicles	40,000.00	-	-	40,000.00	18,198.83	-	4,235.30	11,932.94	29.83%	-	1,495.12	4,235.30	13,428.06	21,801.17		
351	072	General	28	Park	1035	Parks & Trails	6 3201	Supplies & Materials: Natural/Bottled Gas	45,000.00	-	-	45,000.00	38,000.00	-	3,359.87	13,832.97	30.74%	-	5,448.49	3,359.87	19,281.46	7,000.00		
352																								
353								PURCHASED SERVICES, 64000																
354	072	General	28	Park	1035	Parks & Trails	6 4100	Purchased Services: Occupational	42,500.00	-	-	42,500.00	40,000.00	-	3,436.00	5,758.00	13.55%	-	1,752.00	3,436.00	7,510.00	2,500.00		
355	072	General	28	Park	1035	Parks & Trails	6 4107	Purchased Services: Janitorial/Maintenance	3,500.00	-	1,005.13	4,505.13	2,500.00	2,005.13	2,410.53	53.51%	-	-	2,005.13	2,410.53	-	-		
356	072	General	28	Park	1035	Parks & Trails	6 4201	Purchased Services: Water/Sewage	45,000.00	-	-	45,000.00	44,000.00	-	3,250.00	5,565.00	12.37%	-	4,075.00	3,250.00	9,640.00	1,000.00		
357	072	General	28	Park	1035	Parks & Trails	6 4202	Purchased Services: Repair/Maintenance	17,500.00	-	-	17,500.00	13,752.50	-	2,078.20	3,242.59	18.53%	-	1,137.00	2,078.20	4,379.59	3,747.50		
358	072	General	28	Park	1035	Parks & Trails	6 4203	Purchased Services: Property, Rental Equip/Veh	12,000.00	-	-	12,000.00	12,000.00	-	648.00	2,719.00	22.66%	-	-	648.00	2,719.00	-		
359	072	General	28	Park	1035	Parks & Trails	6 4206	Purchased Services: Repair/Maintenance-Land/Buildings	40,000.00	-	-	40,000.00	26,520.00	-	1,116.33	2,099.66	5.25%	-	866.66	1,116.33	2,966.32	13,480.00		
360	072	General	28	Park	1035	Parks & Trails	6 4306	Purchased Services: Licenses and Permits	650.00	-	-	650.00	485.00	120.00	-	120.00	18.46%	-	-	-	120.00	45.00		
361	072	General	28	Park	1035	Parks & Trails	6 4405	Purchased Services: Printing & Binding	38,100.00	-	(37,000.00)	1,100.00	1,100.00	-	337.85	337.85	30.71%	-	277.95	337.85	615.80	-		
362	072	General	28	Park	1035	Parks & Trails	6 4409	Purchased Services: Membership/Dues	45.00	-	-	45.00	45.00	-	-	-	0.00%	-	-	-	-	-		
363	072	General	28	Park	1035	Parks & Trails	6 4410	Purchased Services: Postage/Courier Service	100.00	-	-	100.00	100.00	-	-	-	0.00%	-	18.00	-	18.00	-		
364	072	General	28	Park	1035	Parks & Trails	6 4415	Purchased Services: Uniforms	15,000.00	-	-	15,000.00	5,000.00	-	1,782.10	3,319.85	22.13%	-	840.32	1,782.10	4,160.17	10,000.00		
365																								
366								CAPITAL OUTLAY, 65000																
367	072	General	28	Park	1035	Parks & Trails	6 5200	Capital Outlay: Buildings	-	-	-	-	-	-	-	-	0.00%	-	1,250.00	-	1,250.00	-		
368	072	General	28	Park	1035	Parks & Trails	6 5300	Capital Outlay: Improvements other than Bldgs	9,000.00	-	5,000.00	14,000.00	13,934.11	-	-	-	0.00%	-	-	-	-	65.89		
369	072	General	28	Park	1035	Parks & Trails	6 5405	Capital Outlay: Machinery/Equipment-Maintenance	60,000.00	-	(5,000.00)	55,000.00	12,556.74	-	4,312.48	12,556.74	22.83%	-	-	4,312.48	12,556.74	42,443.26		
370	072	General	28	Park	1035	Parks & Trails	6 5406	Capital Outlay: Machinery/Equipment-Vehicles	250,000.00	-	-	250,000.00	13,045.00	-	11,780.00	11,780.00	4.71%	-	-	11,780.00	11,780.00	236,955.00		
371																								
372								OTHER ALLOCATIONS, 67000																
373	072	General	28	Park	1035	Parks & Trails	6 7118	Other Allocations: Special Projects	-	-	40,861.86	40,861.86	13,251.61	-	1,948.96	1,972.52	4.83%	-	-	1,948.96	1,972.52	27,610.25		
374								PARKS & TRAILS TOTAL:	2,178,570.03	-	-	2,178,570.03	337,856.13	337,298.70	146,069.02	429,144.58	19.70%	0.00	24,408.80	146,069.02	453,553.38	1,503,415.20		

2024 Budget

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
375	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance		
376								PERSONAL SERVICES - SALARIES & WAGES, 61000																
377								EDUCATION & PROGRAMS																
378	072	General	28	Park	1157	Ed.&Programs	6 1700	Salaries	399,716.56	-	-	399,716.56	-	100,477.17	28,157.19	100,477.17	25.14%	-	-	28,157.19	100,477.17	299,239.39		
379																								
380								PERSONAL SERVICES - EMPLOYEE BENEFITS, 62000																
381	072	General	28	Park	1157	Ed.&Programs	6 2100	Medicare (1.45%)	5,795.89	-	-	5,795.89	-	1,417.17	395.28	1,417.17	24.45%	-	-	395.28	1,417.17	4,378.72		
382	072	General	28	Park	1157	Ed.&Programs	6 2201	P.E.R.S. (14.00%)	55,960.32	-	-	55,960.32	-	13,954.11	3,909.11	13,954.11	24.94%	-	-	3,909.11	13,954.11	42,006.21		
383	072	General	28	Park	1157	Ed.&Programs	6 2400	Worker's Compensation	5,995.75	-	-	5,995.75	-	-	-	-	0.00%	-	-	-	-	5,995.75		
384	072	General	28	Park	1157	Ed.&Programs	6 2501	Health Insurance	62,039.46	-	-	62,039.46	-	14,700.54	4,900.18	14,700.54	23.70%	-	-	4,900.18	14,700.54	47,338.92		
385																								
386								SUPPLIES & MATERIALS, 63000																
387	072	General	28	Park	1157	Ed.&Programs	6 3101	Supplies & Materials: Office	1,750.00	-	-	1,750.00	1,750.00	-	131.91	213.77	12.22%	-	-	131.91	213.77	-		
388	072	General	28	Park	1157	Ed.&Programs	6 3104	Supplies & Materials: General	4,000.00	-	-	4,000.00	2,500.00	-	-	75.35	1.88%	-	-	-	75.35	1,500.00		
389																								
390								PURCHASED SERVICES, 64000																
391	072	General	28	Park	1157	Ed.&Programs	6 4100	Purchased Services: Occupational	250.00	-	-	250.00	195.00	-	-	-	0.00%	-	-	-	-	55.00		
392	072	General	28	Park	1157	Ed.&Programs	6 4306	Purchased Services: Licenses and Permits	15.00	-	-	15.00	10.00	-	10.00	10.00	66.67%	-	-	10.00	10.00	5.00		
393	072	General	28	Park	1157	Ed.&Programs	6 4405	Purchased Services: Printing & Binding	-	-	500.00	500.00	500.00	-	-	-	0.00%	-	434.79	-	434.79	-		
394	072	General	28	Park	1157	Ed.&Programs	6 4409	Purchased Services: Membership/Dues	795.00	-	-	795.00	580.00	-	-	-	0.00%	-	-	-	-	215.00		
395																								
396								OTHER ALLOCATIONS, 67000																
397	072	General	28	Park	1157	Ed.&Programs	6 7118	Other Allocations: Special Projects	47,200.00	-	(500.00)	46,700.00	18,843.06	-	1,539.84	2,398.00	5.13%	-	225.21	1,539.84	2,623.21	27,856.94		
398								EDUCATION & PROGRAMS TOTAL:	583,517.98	-	-	583,517.98	24,378.06	130,548.99	39,043.51	133,246.11	22.83%	-	660.00	39,043.51	133,906.11	428,590.93		
399																								
400								2024 BUDGET TOTAL:	9,743,910.96	893,857.70	0.00	10,637,768.66	1,876,707.95	1,466,263.75	963,678.61	2,153,614.21	20.24%	54,334.00	254,922.81	1,018,012.61	2,408,537.02	7,294,796.96		
401								UNAPPROPRIATED BALANCE:	538,466.22			538,466.22												
402									10,282,377.18			11,176,234.88												

2024 Budget

2024 Budget																							
403	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Certificate of Resources	2024 Total Budget	2024 Monthly Receipts	2024 YTD Receipts	2024 Percentage of YTD Receipts	Variance								
PERMANENT IMPROVEMENT FUND - 529																							
404																							
405								Carry-Over	139,695.85	-	139,695.85	-	139,695.85	100.00%	-								
406																							
407																							
408																							
409								REVENUE RECEIPTS:															
410	529	Permanent	28	Park	0000	Admin	5 7100	Investment Income	1,000.00	-	1,000.00	392.20	1,241.58	124.16%	241.58								
411	529	Permanent	28	Park	0000	Admin	7 2100	Transfers In: General Fund	32,056.29	-	32,056.29	-	-	0.00%	(32,056.29)								
412								TOTAL RECEIPTS	172,752.14	0.00	172,752.14	392.20	140,937.43	81.58%	(31,814.71)								
413																							
414	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance	
CAPITAL OUTLAY, 65000																							
416	529	Permanent	28	Park	0000	Admin	6 5000	Exploration Gateway Capital Replacement	175,549.61	-	-	175,549.61	-	-	-	-	0.00%	-	-	-	-	175,549.61	
417	529	Permanent	28	Park	0000	Admin	6 5202	Capital Outlay: Buildings-Design Engineering	-	-	-	-	-	-	-	-	0.00%	12,931.80	12,931.80	12,931.80	12,931.80	-	
418								PERMANENT IMPROVEMENT FUND TOTAL:	175,549.61	-	-	175,549.61	-	-	-	-	0.00%	12,931.80	12,931.80	12,931.80	12,931.80	175,549.61	
419																							
420	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Certificate of Resources	2024 Total Budget	2024 Monthly Receipts	2024 YTD Receipts	2024 Percentage of YTD Receipts	Variance								
HAZARD MITIGATION FUND - 696																							
422								Carry-Over	148,261.81	-	148,261.81	-	148,261.81	100.00%	-								
423																							
424																							
425								REVENUE RECEIPTS:															
426	696	FEMA	28	Park	0000	Admin	5 5105	Local Operating Grant	-	-	-	(450.00)	-	0.00%	0.00								
427								TOTAL RECEIPTS	148,261.81	-	148,261.81	(450.00)	148,261.81	100.00%	0.00								
428																							
429	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Budget Appropriations	2024 Transfers	2024 Total Budget	2024 Total Open Purchase Orders	2024 Journal Entries	2024 Monthly Expenditures	2024 YTD Expenditures	2024 Percentage of YTD Expenditures	FINANCE USE ONLY Monthly Prior PO Expenditures	FINANCE USE ONLY YTD Prior PO Expenditures	FINANCE USE ONLY Monthly Total Expenditures	FINANCE USE ONLY YTD Expenditures	Unencumbered Balance	
OTHER ALLOCATIONS, 67000																							
431	696	FEMA	28	Park	0000	Capital P & P	6 7116	Other Allocations: Reimbursements	98,753.31	-	98,753.31												
432								HAZARD MITIGATION FUND TOTAL:	98,753.31	-	98,753.31												
433																							
434																							
LAW ENFORCEMENT TRUST FUND - 875																							
435	Fund #	Fund Name	Dept. #	Dept. Name	Org. #	Org. Name	Object Code (Line Item)	Object Code (Line Item) Description	2024 Budget	2024 Supplemental Certificate of Resources	2024 Total Budget	2024 Monthly Receipts	2024 YTD Receipts	2024 Percentage of YTD Receipts	Variance								
436								Carry-Over	530.00	-	530.00	-	530.00	100.00%	0.00								
437								TOTAL RECEIPTS	530.00	-	530.00	-	530.00	100.00%	0.00								

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Acct: 072281000-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$137,334.64
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$29,504.21
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$29,259.20
								Period Balance - Total	\$58,763.41
								072281000-61700 - Total	\$196,098.05
								Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES	\$196,098.05
 Acct: 072281000-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$1,930.91
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$411.71
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$408.15
								Period Balance - Total	\$819.86
								072281000-62100 - Total	\$2,750.77
 Acct: 072281000-62201 - PENSIONS - PERS - REGULAR									
								Begin Balance - Total	\$19,023.15
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$4,054.29
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$4,054.29
								Period Balance - Total	\$8,108.58
								072281000-62201 - Total	\$27,131.73
 Acct: 072281000-62300 - UNEMPLOYMENT COMPENSATION									
03/11/2024	OH261332	47380304	P0036728	OH	Unemployment Charges	00745585	V0005209	OHIO DEPT JOB & FAMILY SERVICES	\$1,154.40
								Period Balance - Total	\$1,154.40
								072281000-62300 - Total	\$1,154.40
 Acct: 072281000-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$24,430.04
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$12,215.02
								Period Balance - Total	\$12,215.02
								072281000-62501 - Total	\$36,645.06

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Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT									\$67,681.96
Acct: 072281000-63101 - OPERATING - OFFICE									
Begin Balance - Total									\$2,047.42
03/04/2024	OH260305	OE-78897	P0034022	OH	Office supplies including cart	00103809	V0001240	UNITED BUSINESS SUPPLY	\$17.55
03/22/2024	OH263213	OE-80313	P0034022	OH	Office supplies including cart	00105354	V0001240	UNITED BUSINESS SUPPLY	\$99.97
03/29/2024	OH264101	OE-80520-1	P0034022	OH	Office supplies including cart	00105733	V0001240	UNITED BUSINESS SUPPLY	\$46.99
Period Balance - Total									\$164.51
072281000-63101 - Total									\$2,211.93
Acct: 072281000-63104 - OPERATING - GENERAL									
Begin Balance - Total									\$8.25
03/22/2024	OH263213	OE-80313	P0034023	OH	Keys, Batteries, but not limi	00105354	V0001240	UNITED BUSINESS SUPPLY	\$25.99
03/29/2024	OH264101	CP-OE-80313-1-1		OH	OPERATING - GENERAL	00105733	V0001240	UNITED BUSINESS SUPPLY	(\$25.99)
Period Balance - Total									\$0.00
072281000-63104 - Total									\$8.25
Acct: 072281000-63111 - OPERATING - DATA PROCESSING									
Begin Balance - Total									\$1,791.66
072281000-63111 - Total									\$1,791.66
Acct: 072281000-63201 - ENERGY - NATURAL/BOTTLED GAS									
Begin Balance - Total									\$3,466.90
03/11/2024	OH261332	J-F24 800 GENOA	P0034043	OH	5 1800 0370 5900	00745573	V0002191	DOMINION ENERGY OHIO	\$265.90
03/11/2024	OH261332	J-F24 798 GENOA	P0034043	OH	9 1200 0000 8123	00745573	V0002191	DOMINION ENERGY OHIO	\$232.94
03/12/2024	OH261497	16756	P0034044	OH	16910442 001 000 9	00745606	V0001550	COLUMBIA GAS	\$68.75
03/12/2024	OH261497	F-M24 141 LAKE	P0034043	OH	9 5000 1368 8257	00745609	V0002191	DOMINION ENERGY OHIO	\$81.77
03/12/2024	OH261497	16915	P0034044	OH	16910442 002 000 8	00745606	V0001550	COLUMBIA GAS	\$55.70
03/12/2024	OH261497	16914	P0034044	OH	16910442 003 000 7	00745606	V0001550	COLUMBIA GAS	\$242.48
03/29/2024	OH264101	F-M24 5300TYNER	P0034043	OH	9 1200 0000 8119	00746364	V0002191	DOMINION ENERGY OHIO	\$157.80
03/29/2024	OH264101	F-M24 5055HILLS	P0034043	OH	9 1800 0932 1194	00746364	V0002191	DOMINION ENERGY OHIO	\$228.56
Period Balance - Total									\$1,333.90

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								072281000-63201 - Total	\$4,800.80
Acct: 072281000-63202 - ENERGY - ELECTRIC									
								Begin Balance - Total	\$14,659.71
03/01/2024	RVOE2824	90187827893	P0034045	OH	110 017 234 466	00745277	V0005243	OHIO EDISON	\$109.78
03/01/2024	RVOE2824	90157835321	P0034045	OH	110 017 233 898	00745277	V0005243	OHIO EDISON	\$118.51
03/05/2024	OH260456	J-F24 5055 HILLS	P0034024	OH	078-510-182-1-3	00745359	V0000127	AEP AMERICAN ELECTRIC POWER	\$33.84
03/05/2024	OH260456	J-F24 5055HILLSR	P0034024	OH	075-410-182-1-9	00745359	V0000127	AEP AMERICAN ELECTRIC POWER	\$66.38
03/05/2024	OH260456	J-F24 5055HILLS	P0034024	OH	072-310-182-1-4	00745359	V0000127	AEP AMERICAN ELECTRIC POWER	\$367.23
03/11/2024	OH261332	J-F24 2533 FARBE	P0034024	OH	079-374-519-0-9	00745567	V0000127	AEP AMERICAN ELECTRIC POWER	\$60.44
03/11/2024	OH261332	90128491174	P0034045	OH	110 017 234 466	00745586	V0005243	OHIO EDISON	\$227.02
03/11/2024	OH261332	J-F24 2533FARBER	P0034024	OH	071-767-710-1-7	00745567	V0000127	AEP AMERICAN ELECTRIC POWER	\$284.23
03/11/2024	OH261332	90187865437	P0034045	OH	110 017 233 898	00745586	V0005243	OHIO EDISON	\$233.30
03/11/2024	OH261332	J-F24FARBER BARN	P0034024	OH	074-867-710-1-2	00745567	V0000127	AEP AMERICAN ELECTRIC POWER	\$36.97
03/12/2024	OH261497	90167863342	P0034045	OH	110 114 668 194	00745621	V0005243	OHIO EDISON	\$420.63
03/12/2024	OH261497	90207845555	P0034045	OH	110 043 494 969	00745621	V0005243	OHIO EDISON	\$91.97
03/12/2024	OH261497	F-M24 9700CLEVEL	P0034024	OH	072-949-887-1-7	00745602	V0000127	AEP AMERICAN ELECTRIC POWER	\$89.47
03/14/2024	OH261843	90237835409	P0034045	OH	110 119 907 480	00745750	V0005243	OHIO EDISON	\$22.59
03/14/2024	OH261843	90237835408	P0034045	OH	110 114 670 000	00745750	V0005243	OHIO EDISON	\$24.40
03/15/2024	OH262080	F-M24 3240 55TH	P0034024	OH	071-995-872-2-6	00745771	V0000127	AEP AMERICAN ELECTRIC POWER	\$17.82
03/19/2024	OH262592	F-M24 5300 TYNER	P0034024	OH	077-626-868-0-1	00745983	V0000127	AEP AMERICAN ELECTRIC POWER	\$37.73
03/19/2024	OH262592	F-M24 5300TYNER	P0034024	OH	072-893-726-0-4	00745983	V0000127	AEP AMERICAN ELECTRIC POWER	\$260.19
03/19/2024	OH262592	F-M24 900MARQUAR	P0034024	OH	075-092-504-1-6	00745983	V0000127	AEP AMERICAN ELECTRIC POWER	\$33.99
03/19/2024	OH262592	90647603238	P0034045	OH	110 006 380 296	00746005	V0005243	OHIO EDISON	\$92.09
03/19/2024	OH262592	F-M24 6900MARKET	P0034024	OH	071-703-704-0-2	00745983	V0000127	AEP AMERICAN ELECTRIC POWER	\$41.97
03/19/2024	OH262592	93811592836	P0034045	OH	110 045 710 313	00746005	V0005243	OHIO EDISON	\$69.06
03/19/2024	OH262592	F-M 24 5300TYNER	P0034024	OH	076-593-726-0-6	00745983	V0000127	AEP AMERICAN ELECTRIC POWER	\$233.18
03/19/2024	OH262592	F-M24 PAVILION#1	P0034024	OH	071-183-120-0-3	00745983	V0000127	AEP AMERICAN ELECTRIC POWER	\$79.66

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03/22/2024	OH263213	90128509663	P0034045	OH	110 129 019 979	00746179	V0005243	OHIO EDISON	\$50.88
03/28/2024	OH263927	90357791023	P0034045	OH	110 006 825 316	00746340	V0005243	OHIO EDISON	\$28.12
03/29/2024	OH264101	F-M24 3100PERRY	P0034024	OH	074-546-556-0-1	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$42.76
03/29/2024	OH264101	F-M24 261MAIN RE	P0034024	OH	073-965-987-2-9	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$34.30
03/29/2024	OH264101	J-F24 536236	P0034024	OH	079-804-159-0-0	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$36.48
03/29/2024	OH264101	F-M24 1800MAHONI	P0034024	OH	078-849-438-1-7	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$33.99
03/29/2024	OH264101	F-M24 531834	P0034024	OH	076-704-159-0-5	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$33.99
03/29/2024	OH264101	J-F24 3100PERRY	P0034024	OH	074-546-556-0-1	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$41.80
03/29/2024	OH264101	F-M24 536236	P0034024	OH	079-804-159-0-0	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$36.56
03/29/2024	OH264101	J-F24 536229	P0034024	OH	073-604-159-0-0	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$36.58
03/29/2024	OH264101	F-M24 536229	P0034024	OH	073-604-159-0-0	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$36.66
03/29/2024	OH264101	J-F24 531834	P0034024	OH	076-704-159-0-5	00746358	V0000127	AEP AMERICAN ELECTRIC POWER	\$33.84
Period Balance - Total									\$3,498.41
072281000-63202 - Total									\$18,158.12
Acct: 072281000-63204 - ENERGY - GASOLINE									
Begin Balance - Total									\$21,792.44
03/01/2024	OH260185	JAN 24	P0034199	OH	Fuel for vehicles	00103795	V0061564	HERITAGE COOPERATIVE INC	\$1,460.74
03/12/2024	OH261497	4102862	P0034105	OH	Diesel fuel	00745631	V0016141	WORLD FUEL SERVICES INC	\$988.09
03/20/2024	OH262806	FEB 24	P0034199	OH	Fuel for vehicles	00105284	V0061564	HERITAGE COOPERATIVE INC	\$1,234.33
Period Balance - Total									\$3,683.16
072281000-63204 - Total									\$25,475.60
Total Master Balance - 63000 - SUPPLIES AND MATERIALS									\$52,446.36
Acct: 072281000-64100 - OCCUPATIONAL									
Begin Balance - Total									\$266.38
03/12/2024	OH261497	32811-022024	P0034167	OH	Background check services for	00104452	V0053205	PEOPLEFACTS LLC	\$114.21

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03/12/2024	OH261497	32802-022024	P0034167	OH	Background check services for	00104452	V0053205	PEOPLEFACTS LLC	\$117.25
								Period Balance - Total	\$231.46
								072281000-64100 - Total	\$497.84
Acct: 072281000-64201 - PROPERTY - WATER/SEWERAGE									
								Begin Balance - Total	\$3,810.10
03/11/2024	JE015460	JV16069		JE	JAN/FEB 24 AC # 706029		N/A..N/A		\$46.34
03/11/2024	OH261332	1.25-2.26.2024	P0034168	OH	Water Charges	00104182	V0060600	WATER DEPT OF MAGNOLIA	\$35.00
03/11/2024	JE015460	JV16069		JE	JAN/FEB 24 AC # 754102		N/A..N/A		\$397.44
03/11/2024	JE015460	JV16069		JE	JAN/FEB 24 AC # 754103		N/A..N/A		\$106.04
03/20/2024	OH262806	F-M24 4929HILLS	P0034049	OH	002566100 0882183	00746041	V0001623	AQUA OHIO INC	\$37.57
03/20/2024	OH262806	F-M24 798GENOA	P0034049	OH	001204262 0881056	00746041	V0001623	AQUA OHIO INC	\$31.80
03/20/2024	OH262806	F-M24 5300TYNER	P0034049	OH	001207439 0884016	00746041	V0001623	AQUA OHIO INC	\$21.79
03/20/2024	OH262806	F-M24 800GENOA	P0034049	OH	001206493 0883118	00746041	V0001623	AQUA OHIO INC	\$225.39
03/20/2024	OH262806	F-M24 5055HILLS	P0034049	OH	002490974 0884098	00746041	V0001623	AQUA OHIO INC	\$69.76
03/20/2024	OH262806	F-M24 798GENOA R	P0034049	OH	001751016 1190816	00746041	V0001623	AQUA OHIO INC	\$42.43
								Period Balance - Total	\$1,013.56
								072281000-64201 - Total	\$4,823.66
Acct: 072281000-64202 - REPAIR/MAINT EQUIPMENT/VEHICLE									
								Begin Balance - Total	\$723.05
03/01/2024	OH260185	9009794714	P0034113	OH	Copier Maintenance Agreement a	00745289	V0031791	KONICA MINOLTA	\$207.22
03/04/2024	OH260305	9009796543	P0034113	OH	Copier Maintenance Agreement a	00745334	V0031791	KONICA MINOLTA	\$174.00
03/12/2024	OH261497	9009819756	P0034113	OH	Copier Maintenance Agreement a	00745635	V0031791	KONICA MINOLTA	\$35.00
								Period Balance - Total	\$416.22
								072281000-64202 - Total	\$1,139.27
Acct: 072281000-64203 - RENTAL EQUIPMENT/VEHICLES									
								Begin Balance - Total	\$7,941.80
03/13/2024	OH261775	RR0700059913	P0029239	OH	Compact Track Loader 299	00104771	V0042434	OHIO CAT	\$3,960.00
03/13/2024	OH261775	RR0700059913	P0029239	OH	Enviro Displ Fee	00104771	V0042434	OHIO CAT	\$108.00
03/13/2024	OH261775	RR0700059913	P0029239	OH	Mulcher Head	00104771	V0042434	OHIO CAT	\$3,240.00
								Period Balance - Total	\$7,308.00

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								072281000-64203 - Total	\$15,249.80
Acct: 072281000-64204 - RENTAL-LAND/BUILDINGS									
03/26/2024	JE015590	JV16207		JE	2024 LEASE SIPPO/EXP GATEWAY		N/A..N/A		\$2.00
								Period Balance - Total	\$2.00
								072281000-64204 - Total	\$2.00
Acct: 072281000-64206 - REPAIR/MAINTENANCE LAND/BUILDING									
								Begin Balance - Total	\$10,547.00
								072281000-64206 - Total	\$10,547.00
Acct: 072281000-64300 - PURCHASED SERVICES - FEES									
								Begin Balance - Total	\$1,092.50
03/15/2024	OH262080	260067	P0034033	OH	Drug and Alcohol Testing and P	00104998	V0021653	AULTWORKS OCCUPATIONAL MEDICINE	\$554.38
								Period Balance - Total	\$554.38
								072281000-64300 - Total	\$1,646.88
Acct: 072281000-64407 - INSURANCE NOT EMPLOYEE BENEFIT									
03/01/2024	OH260185	22210	P0034764	OH	Insurance Deductible for Repai	00103706	V0001795	CUSTOM AUTO BODY INC	\$1,000.00
03/29/2024	OH264101	24-25 ANNV CONTR	P0034053	OH	Insurance Renewal	00746366	V0005785	PUBLIC ENTITIES POOL OF OHIO	\$105,423.95
								Period Balance - Total	\$106,423.95
								072281000-64407 - Total	\$106,423.95
Acct: 072281000-64409 - OTHER - MEMBERSHIPS/DUES									
								Begin Balance - Total	\$1,395.00
03/01/2024	OH260185	24 MBRSHP PARKS	P0036597	OH	Community Member Fee	00745267	V0003679	CUE PURCHASING	\$250.00
03/13/2024	OH261774	1309462	P0034172	OH	Annual Membership to the Ohio	00745718	V0008374	OHIO SOCIETY OF CPA'S	\$450.00
								Period Balance - Total	\$700.00
								072281000-64409 - Total	\$2,095.00
Acct: 072281000-64410 - OTHER - POSTAGE/COURIER SERVICE									
								Begin Balance - Total	\$12.78
								072281000-64410 - Total	\$12.78
								Total Master Balance - 64000 - PURCHASED SERVICES	\$142,438.18
Acct: 072281000-65202 - BUILDINGS - DESIGN ENGINEERING									
03/01/2024	OH260185	2401039	P0026198	OH	Architectural and	00103715	V0003052	SOL HARRIS/DAY	\$4,000.00

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03/15/2024	OH262080	2402029	P0026198	OH	Engineering Architectural & Engi-21.115	00104957	V0003052	ARCHITECTURE INC SOL HARRIS/DAY ARCHITECTURE INC	\$1,000.00
Period Balance - Total									\$5,000.00
072281000-65202 - Total									\$5,000.00
Acct: 072281000-65300 - CAPITAL OUTLAY - IMPROVEMENTS									
03/20/2024	OH262806	34594	P0030900	OH	Install Electrical Service Out	00105279	V0044276	PAULI ELECTRIC INC	\$1,910.00
Period Balance - Total									\$1,910.00
072281000-65300 - Total									\$1,910.00
Acct: 072281000-65401 - MACHINERY/EQUIPMENT-DATA PROCE									
Begin Balance - Total									\$3,717.34
072281000-65401 - Total									\$3,717.34
Total Master Balance - 65000 - CAPITAL OUTLAY									\$10,627.34
 Acct: 072281000-67106 - OTHER EXPENDITURES - MISC - TA									
Begin Balance - Total									\$201.95
072281000-67106 - Total									\$201.95
Acct: 072281000-67112 - OTHER- MISC - PUBLIC RECORDS									
03/13/2024	JE015420	JV16027		JE	Fingerprint Fees		N/A..N/A		\$80.00
Period Balance - Total									\$80.00
072281000-67112 - Total									\$80.00
Acct: 072281000-67114 - OTHER - MISC - SPECIAL ASSESSM									
Begin Balance - Total									\$381.00
072281000-67114 - Total									\$381.00
Acct: 072281000-67116 - OTHER- MISC - REIMBURSEMENTS									
Begin Balance - Total									\$362.12
03/15/2024	PARKSOPMT031224	019753	P0034030	OH	JUSTINA BLEND REFUND	00745770	OT057713	JUSTINA BLEND	\$75.00
03/29/2024	OH264101	03222024	P0036905	OH	Closeout Refund	00105743	V0003514	JACKSON LOCAL SCHOOL DISTRICT	\$114,063.92
03/29/2024	OH264101	RES NO.24-03-028	P0036904	OH	Closeout Refund	00105755	V0008997	JACKSON TOWNSHIP TRUSTEES	\$132,663.92
Period Balance - Total									\$246,802.84
072281000-67116 - Total									\$247,164.96
Acct: 072281000-67118 - OTHER - MISC - SPECIAL PROJECT									

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
								Begin Balance - Total	\$2,912.16
03/18/2024	OH262324	1QJ4-JMX9-GGHR	P0036720	OH	Metal Storage Cabinet Black 72	00105135	V0054198	AMAZON CAPITAL SERVICES	\$129.98
								Period Balance - Total	\$129.98
								072281000-67118 - Total	\$3,042.14
Acct: 072281000-67119 - OTHER - MISC - TRAINING/TRAVEL									
								Begin Balance - Total	\$4,607.36
03/01/2024	OH260185	300358	P0036444	OH	Adobe Illustrator CC - Angela	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$395.00
03/01/2024	OH260185	300358	P0036444	OH	Microsoft Excel (All Versions)	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$295.00
03/01/2024	OH260185	300358	P0036444	OH	Adobe Photoshop CC - Angela Pa	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$395.00
03/01/2024	OH260185	300358	P0036444	OH	Microsoft Excel (All Versions)	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$295.00
03/01/2024	OH260185	300358	P0036444	OH	Data Analysis and Visualizatio	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$590.00
03/01/2024	OH260185	300358	P0036444	OH	Adobe Illustrator CC - Logan J	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$395.00
03/01/2024	OH260185	300358	P0036444	OH	Microsoft Teams - Parker Spenc	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$148.00
03/01/2024	OH260185	300358	P0036444	OH	Microsoft Teams - Angela Palom	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$148.00
03/01/2024	OH260185	300358	P0036444	OH	Microsoft Excel - Data Analysi	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$148.00
03/01/2024	OH260185	2.7.24	P0034039	OH	Training/Travel including regi	00103767	V0020030	JAMES WOODWORTH	\$10.14
03/01/2024	OH260185	22663990	P0034040	OH	First Aid/CPR training for vol	00745288	V0029538	AMERICAN RED CROSS	\$190.00
03/01/2024	OH260185	300358	P0036444	OH	Microsoft Excel (All Versions)	00103796	V0063024	UNITED TRAINING COMMERCIAL LLC	\$295.00
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036354	OH	Spring Ohio Professional Stand	00745758	V0045276	HUNTINGTON BANK	\$189.00
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036577	OH	2024 Ohio Wildlife Diversity C	00745758	V0045276	HUNTINGTON BANK	\$48.00
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036577	OH	2024 Ohio Wildlife Diversity C	00745758	V0045276	HUNTINGTON BANK	\$48.00
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0034039	OH	Training/Travel including regi	00745758	V0045276	HUNTINGTON BANK	\$5.25
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036560	OH	Ohio Amphibian & Reptile Confe	00745758	V0045276	HUNTINGTON BANK	\$45.00
								Period Balance - Total	\$3,639.39

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
								072281000-67119 - Total	\$8,246.75
								Total Master Balance - 67000 - OTHER ALLOCATIONS	\$259,116.80
Acct: 072281008-63104 - OPERATING - GENERAL									
								Begin Balance - Total	\$3,964.24
03/05/2024	OH260456	370129	P0033887	OH	Supplies, small equipment and	00103871	V0005111	NORTHERN MOBILE ELECTRIC INC	\$15.50
03/13/2024	OH261774	4010391	P0033887	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$51.23
03/13/2024	OH261774	4013688	P0033887	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$55.58
03/13/2024	OH261774	9015018	P0033887	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$8.25
03/13/2024	OH261774	10760	P0033887	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$26.98
03/13/2024	OH261774	7013352	P0033887	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$103.02
03/13/2024	OH261774	1012995	P0033887	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$107.81
03/13/2024	OH261774	1012996	P0033887	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$2.36
03/19/2024	OH262592	7351576	P0033887	OH	Supplies, small equipment and	00105171	V0002648	FURBAY / MANSFIELD ELECTRIC SUPPLY	\$89.85
03/20/2024	OH262806	22199	P0033903	OH	Supplies, small equipment and	00105273	V0029063	BULLSEYE INDUSTRIAL SUPPLY CORP	\$954.00
03/20/2024	OH262806	7797618-00	P0033887	OH	Supplies, small equipment and	00746053	V0005934	REFRIGERATION SALES CORP	\$40.54
03/20/2024	OH262806	7799217-00	P0033887	OH	Supplies, small equipment and	00746053	V0005934	REFRIGERATION SALES CORP	\$62.66
03/29/2024	OH264101	36258	P0033887	OH	Supplies, small equipment and	00105766	V0045734	MENARDS	\$72.57
								Period Balance - Total	\$1,590.35
								072281008-63104 - Total	\$5,554.59
Acct: 072281008-63202 - ENERGY - ELECTRIC									
								Begin Balance - Total	\$9,502.39
03/19/2024	OH262592	F-M24 5710 12TH	P0033892	OH	076-105-933-1-6	00745983	V0000127	AEP AMERICAN ELECTRIC POWER	\$4,169.75
								Period Balance - Total	\$4,169.75
								072281008-63202 - Total	\$13,672.14

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
Total Master Balance - 63000 - SUPPLIES AND MATERIALS									\$19,226.73
Acct: 072281008-64201 - PROPERTY - WATER/SEWERAGE									
Begin Balance - Total									\$2,149.68
03/20/2024	OH262806	F-M24 5712 12TH	P0033893	OH	001218156 0893926	00746041	V0001623	AQUA OHIO INC	\$184.53
Period Balance - Total									\$184.53
072281008-64201 - Total									\$2,334.21
Acct: 072281008-64202 - REPAIR/MAINT EQUIPMENT/VEHICLE									
Begin Balance - Total									\$338.00
03/13/2024	OH261774	96861	P0033894	OH	Elevator maintenance and inspe	00104702	V0003411	INDEPENDENT ELEVATOR CO INC	\$177.00
03/13/2024	OH261774	392600	P0033905	OH	Monitoring, Maintenance and We	00104733	V0012259	PROTECH SECURITY INC	\$179.85
Period Balance - Total									\$356.85
072281008-64202 - Total									\$694.85
Acct: 072281008-64203 - RENTAL EQUIPMENT/VEHICLES									
Begin Balance - Total									\$196.00
03/13/2024	OH261774	0012491643	P0033909	OH	Dumpster Rentals and Regulator	00104741	V0016164	KIMBLE RECYCLING & DISPOSAL	\$98.00
Period Balance - Total									\$98.00
072281008-64203 - Total									\$294.00
Acct: 072281008-64206 - REPAIR/MAINTENANCE LAND/BUILDING									
Begin Balance - Total									\$50.00
03/12/2024	OH261497	2240062	P0033910	OH	Pest control services at the E	00104409	V0046352	PRECISION PEST MANAGEMENT	\$50.00
Period Balance - Total									\$50.00
072281008-64206 - Total									\$100.00
Acct: 072281008-64300 - PURCHASED SERVICES - FEES									
Begin Balance - Total									\$52.47
072281008-64300 - Total									\$52.47
Acct: 072281008-64306 - FEES - LICENSES AND PERMITS									
03/20/2024	OH262806	5426740	P0033907	OH	Annual Elevator Inspection-SHA	00746059	V0007362	TREASURER STATE OF OHIO	\$330.25
Period Balance - Total									\$330.25
072281008-64306 - Total									\$330.25
Acct: 072281008-64404 - PURCHASED SERVICES - ADVERTISING									
03/22/2024	OH263213	26077	P0033911	OH	Advertising for wedding	00746190	V0047948	TODAY'S BRIDE	\$600.00

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					and re			MAGAZINE & SHOWS	
								Period Balance - Total	\$600.00
								072281008-64404 - Total	\$600.00
Acct: 072281008-64405 - PURCHASED SERVICES - OTHER - P									
								Begin Balance - Total	\$145.05
								072281008-64405 - Total	\$145.05
Acct: 072281008-64406 - PURCHASED SERVICES -COMMUNICAT									
								Begin Balance - Total	\$860.05
								072281008-64406 - Total	\$860.05
Acct: 072281008-64407 - INSURANCE NOT EMPLOYEE BENEFIT									
03/29/2024	OH264101	24-25 ANNV CONTR	P0033902	OH	Insurance for the Exploration	00746366	V0005785	PUBLIC ENTITIES POOL OF OHIO	\$10,581.00
								Period Balance - Total	\$10,581.00
								072281008-64407 - Total	\$10,581.00
<u>Total Master Balance - 64000 - PURCHASED SERVICES</u>									\$15,991.88
Acct: 072281009-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$23,342.54
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$4,456.60
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$4,421.60
								Period Balance - Total	\$8,878.20
								072281009-61700 - Total	\$32,220.74
<u>Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES</u>									\$32,220.74
Acct: 072281009-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$320.41
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$60.11
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$59.60
								Period Balance - Total	\$119.71
								072281009-62100 - Total	\$440.12
Acct: 072281009-62201 - PENSIONS - PERS - REGULAR									

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									Begin Balance - Total	\$3,258.15
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$619.02	
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$619.02	
									Period Balance - Total	\$1,238.04
									072281009-62201 - Total	\$4,496.19
Acct: 072281009-62501 - EMPLOYEE INSURANCE - HEALTH										
									Begin Balance - Total	\$7,645.20
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$3,822.60	
									Period Balance - Total	\$3,822.60
									072281009-62501 - Total	\$11,467.80
									Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT	\$16,404.11
 Acct: 072281009-63101 - OPERATING - OFFICE										
									Begin Balance - Total	\$567.00
03/13/2024	OH261774	973109	P0036075	OH	Locking Cabinets for Office	00745720	V0009283	LOWE'S	\$492.10	
									Period Balance - Total	\$492.10
									072281009-63101 - Total	\$1,059.10
 Acct: 072281009-63104 - OPERATING - GENERAL										
									Begin Balance - Total	\$2,116.06
03/07/2024	OH260898	1JQM-CG4N-671H	P0033757	OH	Food, food related items and g	00104034	V0054198	AMAZON CAPITAL SERVICES	\$90.32	
03/07/2024	OH260898	004856	P0033756	OH	Food, food related items and g	00745430	V0006272	SAM'S CLUB DIRECT	\$79.34	
03/18/2024	OH262324	1FHM-V6CN-YFDH	P0033757	OH	Food, food related items and g	00105135	V0054198	AMAZON CAPITAL SERVICES	\$52.97	
									Period Balance - Total	\$222.63
									072281009-63104 - Total	\$2,338.69
									Total Master Balance - 63000 - SUPPLIES AND MATERIALS	\$3,397.79
 Acct: 072281009-64300 - PURCHASED SERVICES - FEES										
									Begin Balance - Total	\$126.91
03/26/2024	JE015589	JV16206		JE	CREDIT CARD FEES		N/A..N/A		\$1.17	

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FOR TAMMY									
								Period Balance - Total	\$1.17
								072281009-64300 - Total	\$128.08
Acct: 072281009-64306 - FEES - LICENSES AND PERMITS									
								Begin Balance - Total	\$3,623.55
03/01/2024	OH260185	24 FISHING DERBY	P0036555	OH	Public Event Vendor - Concessi	00745258	V0001142	CANAL FULTON CITY	\$50.00
03/01/2024	OH260185	24 TOWPATH TOTAL	P0033718	OH	Public Event Vendor - Concessi	00745258	V0001142	CANAL FULTON CITY	\$50.00
								Period Balance - Total	\$100.00
								072281009-64306 - Total	\$3,723.55
Acct: 072281009-64405 - PURCHASED SERVICES - OTHER - P									
								Begin Balance - Total	\$820.00
								072281009-64405 - Total	\$820.00
Acct: 072281009-64410 - OTHER - POSTAGE/COURIER SERVIC									
								Begin Balance - Total	\$16.15
								072281009-64410 - Total	\$16.15
								Total Master Balance - 64000 - PURCHASED SERVICES	\$4,687.78
Acct: 072281009-65401 - MACHINERY/EQUIPMENT-DATA PROCE									
								Begin Balance - Total	(\$153.99)
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036380	OH	Clover Point of Sale System: S	00745758	V0045276	HUNTINGTON BANK	\$4,400.00
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036380	OH	Sales Tax - Will be refunded o	00745758	V0045276	HUNTINGTON BANK	\$286.00
								Period Balance - Total	\$4,686.00
								072281009-65401 - Total	\$4,532.01
								Total Master Balance - 65000 - CAPITAL OUTLAY	\$4,532.01
Acct: 072281009-67106 - OTHER EXPENDITURES - MISC - TA									
								Begin Balance - Total	\$31.13
03/15/2024	OH262080	89130206022924	P0033729	OH	Taxes	00745795	V0007362	TREASURER STATE OF OHIO	\$12.82
								Period Balance - Total	\$12.82
								072281009-67106 - Total	\$43.95
Acct: 072281009-67118 - OTHER - MISC - SPECIAL PROJECT									

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
								Begin Balance - Total	\$4,680.34
								072281009-67118 - Total	\$4,680.34
								<u>Total Master Balance - 67000 - OTHER ALLOCATIONS</u>	\$4,724.29
Acct: 072281010-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$51,795.73
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$10,443.40
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$10,609.65
								Period Balance - Total	\$21,053.05
								072281010-61700 - Total	\$72,848.78
								<u>Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES</u>	\$72,848.78
Acct: 072281010-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$718.41
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$143.54
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$145.97
								Period Balance - Total	\$289.51
								072281010-62100 - Total	\$1,007.92
Acct: 072281010-62201 - PENSIONS - PERS - REGULAR									
								Begin Balance - Total	\$7,171.61
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$1,443.18
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$1,471.35
								Period Balance - Total	\$2,914.53
								072281010-62201 - Total	\$10,086.14
Acct: 072281010-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$11,467.80
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$5,733.90
								Period Balance - Total	\$5,733.90
								072281010-62501 - Total	\$17,201.70

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT									\$28,295.76
Acct: 072281010-63101 - OPERATING - OFFICE									
03/01/2024	OH260185	OE-78395-1	P0033705	OH	Office supplies including cart	00103701	V0001240	UNITED BUSINESS SUPPLY	\$180.67
03/15/2024	OH262080	OE-79253-1	P0033705	OH	Office supplies including cart	00104944	V0001240	UNITED BUSINESS SUPPLY	\$32.98
Period Balance - Total									\$213.65
072281010-63101 - Total									\$213.65
Acct: 072281010-63104 - OPERATING - GENERAL									
Begin Balance - Total									\$2,270.21
03/04/2024	OH260305	FEB 23, 2024	P0033710	OH	Wildlife Rehabilitation Food a	00103843	V0044539	JWS WHOLESALE BAIT LLC	\$52.00
03/04/2024	OH260305	1HP1-3WJD-HKT4	P0033710	OH	Wildlife Rehabilitation Food a	00103848	V0054198	AMAZON CAPITAL SERVICES	\$44.62
03/12/2024	OH261497	110135	P0033710	OH	Wildlife Rehabilitation Food a	00745617	V0004314	MARCS	\$27.96
03/12/2024	OH261497	559099	P0033710	OH	Wildlife Rehabilitation Food a	00745643	V0054126	LAFEBER COMPANY	\$241.32
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036229	OH	Supplies for Wildlife Rehab -	00745758	V0045276	HUNTINGTON BANK	\$143.98
03/15/2024	OH262080	INV231078	P0033710	OH	Wildlife Rehabilitation Food a	00745808	V0041675	REVIVAL ANIMAL HEALTH INC	\$145.06
03/15/2024	OH262080	110136	P0033710	OH	Wildlife Rehabilitation Food a	00745786	V0004314	MARCS	\$55.06
03/15/2024	OH262080	110137	P0033710	OH	Wildlife Rehabilitation Food a	00745786	V0004314	MARCS	\$72.17
03/15/2024	OH262080	JZTD	P0033710	OH	Wildlife Rehabilitation Food a	00745802	V0016367	HARTVILLE ELEVATOR CO INC	\$30.00
03/18/2024	OH262324	1D9D-R96M-LG1X	P0033710	OH	Wildlife Rehabilitation Food a	00105135	V0054198	AMAZON CAPITAL SERVICES	\$36.97
03/18/2024	OH262324	1YVK-1WGF-DQFX	P0033710	OH	Wildlife Rehabilitation Food a	00105135	V0054198	AMAZON CAPITAL SERVICES	\$156.92
03/18/2024	OH262324	67268	P0033710	OH	Wildlife Rehabilitation Food a	00745972	V0042349	FOX VALLEY ANIMAL NUTRITION INC	\$319.90
03/18/2024	OH262324	11QV-76LF-D9QL	P0033710	OH	Wildlife Rehabilitation Food a	00105135	V0054198	AMAZON CAPITAL SERVICES	\$76.95
03/19/2024	OH262592	OE-79846-1	P0033710	OH	Wildlife Rehabilitation Food a	00105166	V0001240	UNITED BUSINESS SUPPLY	\$2.98
03/20/2024	OH262806	00860310419292	P0033710	OH	Wildlife Rehabilitation Food a	00746064	V0008481	PSP STORES LLC	\$98.94

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
03/20/2024	OH262806	36015	P0033710	OH	Wildlife Rehabilitation Food a	00105280	V0045734	MENARDS	\$12.25
03/20/2024	OH262806	36012	P0033710	OH	Wildlife Rehabilitation Food a	00105280	V0045734	MENARDS	\$30.59
03/20/2024	OH262806	656243	P0033710	OH	Wildlife Rehabilitation Food a	00105253	V0004576	MELLETT ANIMAL HOSPITAL	\$320.00
03/22/2024	OH263213	1VNF-7MYX-NLPL	P0033710	OH	Wildlife Rehabilitation Food a	00105428	V0054198	AMAZON CAPITAL SERVICES	\$254.58
03/29/2024	OH264101	110139	P0033710	OH	Wildlife Rehabilitation Food a	00746365	V0004314	MARCS	\$34.13
03/29/2024	OH264101	67312	P0033710	OH	Wildlife Rehabilitation Food a	00746376	V0042349	FOX VALLEY ANIMAL NUTRITION INC	\$294.64
Period Balance - Total									\$2,451.02
072281010-63104 - Total									\$4,721.23
Acct: 072281010-63105 - OPERATING - MEDICAL									
03/01/2024	OH260185	862100	P0033706	OH	Miscellaneous medications for	00745268	V0003724	BARBERTON VETERINARY CLINIC	\$60.00
Period Balance - Total									\$60.00
072281010-63105 - Total									\$60.00
Total Master Balance - 63000 - SUPPLIES AND MATERIALS									\$4,994.88
Acct: 072281010-64409 - OTHER - MEMBERSHIPS/DUES									
03/01/2024	OH260185	24 MEMBERSHIP	P0033720	OH	Annual Membership	00745281	V0012187	NATIONAL WILDLIFE REHABILITATORS ASSOC	\$65.00
03/04/2024	OH260305	0000043	P0033733	OH	Annual Membership	00745331	V0005390	OHIO WILDLIFE REHABILITATORS ASSOC	\$25.00
Period Balance - Total									\$90.00
072281010-64409 - Total									\$90.00
Total Master Balance - 64000 - PURCHASED SERVICES									\$90.00
Acct: 072281011-61700 - PERSONAL SERVICES - GENERAL PA									
Begin Balance - Total									\$134,987.60
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$27,981.68
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$28,032.13

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
								Period Balance - Total	\$56,013.81
								072281011-61700 - Total	\$191,001.41
								<u>Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES</u>	\$191,001.41
Acct: 072281011-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$1,869.74
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$384.53
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$384.38
								Period Balance - Total	\$768.91
								072281011-62100 - Total	\$2,638.65
Acct: 072281011-62201 - PENSIONS - PERS - REGULAR									
								Begin Balance - Total	\$23,335.12
03/13/2024	BWPE022824	1234/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$4,940.14
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$662.18
03/27/2024	BWPE031324	1234/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$4,161.73
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$834.74
								Period Balance - Total	\$10,598.79
								072281011-62201 - Total	\$33,933.91
Acct: 072281011-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$35,724.84
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$17,862.42
								Period Balance - Total	\$17,862.42
								072281011-62501 - Total	\$53,587.26
								<u>Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT</u>	\$90,159.82
Acct: 072281011-63101 - OPERATING - OFFICE									
								Begin Balance - Total	\$89.00
								072281011-63101 - Total	\$89.00

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
Acct: 072281011-63104 - OPERATING - GENERAL									
								Begin Balance - Total	\$712.34
								072281011-63104 - Total	\$712.34
Acct: 072281011-63110 - OPERATING - LAW ENFORCEMENT									
								Begin Balance - Total	\$1,625.98
								072281011-63110 - Total	\$1,625.98
								<u>Total Master Balance - 63000 - SUPPLIES AND MATERIALS</u>	\$2,427.32
Acct: 072281011-64100 - OCCUPATIONAL									
03/05/2024	OH260456	38814	P0033797	OH	Boarding Kennel Service for G	00745382	V0052590	SUGARBUSH KENNELS	\$270.00
								Period Balance - Total	\$270.00
								072281011-64100 - Total	\$270.00
Acct: 072281011-64107 - OCCUPATIONAL -JANITORIAL/MAINT									
03/13/2024	OH261774	FEB 24 PARKS	P0033825	OH	Car Washes	00104717	V0005910	RED CARPET CAR WASH INC	\$21.25
								Period Balance - Total	\$21.25
								072281011-64107 - Total	\$34.00
Acct: 072281011-64114 - LAW ENFORCEMENT									
								Begin Balance - Total	\$1,588.68
								072281011-64114 - Total	\$1,588.68
Acct: 072281011-64202 - REPAIR/MAINT EQUIPMENT/VEHICLE									
								Begin Balance - Total	\$1,851.18
								072281011-64202 - Total	\$1,851.18
								<u>Total Master Balance - 64000 - PURCHASED SERVICES</u>	\$3,743.86
Acct: 072281011-65402 - MACHINERY/EQUIPMENT - MEDICAL									
								Begin Balance - Total	\$1,492.60
								072281011-65402 - Total	\$1,492.60
Acct: 072281011-65405 - MACHINERY/EQUIPMENT - MAINTENA									
								Begin Balance - Total	\$1,720.00
								072281011-65405 - Total	\$1,720.00
Acct: 072281011-65408 - CAPITAL OUTLAY - LAW ENFORCEME									
								Begin Balance - Total	\$1,635.20

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
03/01/2024	OH260185	1065261-IN	P0032653	OH	SIG MPX 9mm SBR, 8in, Auto Sty	00103758	V0007557	VANCE OUTDOORS INC	\$1,891.89
03/01/2024	OH260185	1133461-IN	P0036095	OH	7TS ALS/SLS mid-ride level III	00103758	V0007557	VANCE OUTDOORS INC	\$1,621.90
Period Balance - Total									\$3,513.79
072281011-65408 - Total									\$5,148.99
<u>Total Master Balance - 65000 - CAPITAL OUTLAY</u>									\$8,361.59

Acct: 072281011-67118 - OTHER - MISC - SPECIAL PROJECT

Begin Balance - Total **\$126.00**

072281011-67118 - Total **\$126.00**

Total Master Balance - 67000 - OTHER ALLOCATIONS **\$126.00**

Acct: 072281012-61700 - PERSONAL SERVICES - GENERAL PA

Begin Balance - Total **\$42,068.77**

03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$8,478.61
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03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$8,576.60
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Period Balance - Total **\$17,055.21**

072281012-61700 - Total **\$59,123.98**

Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES **\$59,123.98**

Acct: 072281012-62100 - PERSONAL SERVICES - TAXES

Begin Balance - Total **\$582.00**

03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHHOLDING TAX DEPOSIT	\$116.26
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03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHHOLDING TAX DEPOSIT	\$117.68
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Period Balance - Total **\$233.94**

072281012-62100 - Total **\$815.94**

Acct: 072281012-62201 - PENSIONS - PERS - REGULAR

Begin Balance - Total **\$5,809.82**

03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$1,168.10
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03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE	00746271	V0005784	OHIO PUBLIC	\$1,186.72
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					3/13/24 DED			EMPLOYEES RETIRE SYSTEM	
								Period Balance - Total	\$2,354.82
								072281012-62201 - Total	\$8,164.64
Acct: 072281012-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$9,139.64
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$4,569.82
								Period Balance - Total	\$4,569.82
								072281012-62501 - Total	\$13,709.46
								Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT	\$22,690.04
Acct: 072281012-63104 - OPERATING - GENERAL									
								Begin Balance - Total	\$309.99
03/12/2024	OH261497	352479991001	P0033714	OH	Supplies, herbicides, small eq	00745627	V0007399	TSC TRACTOR SUPPLY COMPANY	\$129.93
03/12/2024	OH261497	355132678001	P0033714	OH	Supplies, herbicides, small eq	00745627	V0007399	TSC TRACTOR SUPPLY COMPANY	\$106.99
03/29/2024	OH264101	847703	P0033714	OH	Supplies, herbicides, small eq	00105740	V0003074	HARTVILLE HARDWARE INC	\$33.52
03/29/2024	OH264101	521641-00	P0033714	OH	Supplies, herbicides, small eq	00105757	V0016093	FORESTRY SUPPLIERS INC	\$74.70
03/29/2024	OH264101	523954-00	P0033714	OH	Supplies, herbicides, small eq	00105757	V0016093	FORESTRY SUPPLIERS INC	\$24.95
								Period Balance - Total	\$370.09
								072281012-63104 - Total	\$680.08
								Total Master Balance - 63000 - SUPPLIES AND MATERIALS	\$680.08
Acct: 072281012-64206 - REPAIR/MAINTENANCE LAND/BUILD									
								Begin Balance - Total	\$25,000.00
								072281012-64206 - Total	\$25,000.00
								Total Master Balance - 64000 - PURCHASED SERVICES	\$25,000.00
Acct: 072281013-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$30,796.36
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$5,445.06

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$3,284.00
Period Balance - Total									\$8,729.06
072281013-61700 - Total									\$39,525.42
Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES									\$39,525.42
Acct: 072281013-62100 - PERSONAL SERVICES - TAXES									
Begin Balance - Total									\$423.89
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$73.26
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$44.00
Period Balance - Total									\$117.26
072281013-62100 - Total									\$541.15
Acct: 072281013-62201 - PENSIONS - PERS - REGULAR									
Begin Balance - Total									\$4,241.45
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$762.30
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$459.76
Period Balance - Total									\$1,222.06
072281013-62201 - Total									\$5,463.51
Acct: 072281013-62501 - EMPLOYEE INSURANCE - HEALTH									
Begin Balance - Total									\$6,064.26
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$3,405.74
Period Balance - Total									\$3,405.74
072281013-62501 - Total									\$9,470.00
Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT									\$15,474.66
Acct: 072281013-63104 - OPERATING - GENERAL									
Begin Balance - Total									\$439.90
072281013-63104 - Total									\$439.90
Total Master Balance - 63000 - SUPPLIES AND MATERIALS									\$439.90

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
Acct: 072281013-64203 - RENTAL EQUIPMENT/VEHICLES									
								Begin Balance - Total	\$80.00
								072281013-64203 - Total	\$80.00
								<u>Total Master Balance - 64000 - PURCHASED SERVICES</u>	\$80.00
 Acct: 072281014-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$33,450.53
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$5,635.80
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$5,600.80
								Period Balance - Total	\$11,236.60
								072281014-61700 - Total	\$44,687.13
								<u>Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES</u>	\$44,687.13
 Acct: 072281014-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$466.85
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$78.58
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$78.07
								Period Balance - Total	\$156.65
								072281014-62100 - Total	\$623.50
 Acct: 072281014-62201 - PENSIONS - PERS - REGULAR									
								Begin Balance - Total	\$4,668.38
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$784.11
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$784.11
								Period Balance - Total	\$1,568.22
								072281014-62201 - Total	\$6,236.60
 Acct: 072281014-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$5,317.04
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$2,658.52
								Period Balance - Total	\$2,658.52

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								072281014-62501 - Total	\$7,975.56
								<u>Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT</u>	\$14,835.66
Acct: 072281014-63104 - OPERATING - GENERAL									
								Begin Balance - Total	\$3,384.00
03/01/2024	OH260185	909869	P0036329	OH	Limestone	00103735	V0004948	NATIONAL LIME & STONE CO	\$366.50
03/01/2024	OH260185	909870	P0036329	OH	Limestone	00103735	V0004948	NATIONAL LIME & STONE CO	\$591.75
03/01/2024	OH260185	34863	P0036446	OH	Lumber, fasteners, roofing mat	00103781	V0045734	MENARDS	\$1,492.38
03/13/2024	OH261774	911454	P0036329	OH	Limestone	00104714	V0004948	NATIONAL LIME & STONE CO	\$1,842.82
03/29/2024	OH264101	138489152-001	P0036632	OH	1000 Count Box Circle Top Stap	00746380	V0052937	SITEONE LANDSCAPE SUPPLY	\$75.00
03/29/2024	OH264101	138489152-001	P0036632	OH	8 x 112 Single Sided Straw Bla	00746380	V0052937	SITEONE LANDSCAPE SUPPLY	\$293.39
03/29/2024	OH264101	138489152-001	P0036632	OH	50 LB Reclamation Seed	00746380	V0052937	SITEONE LANDSCAPE SUPPLY	\$219.83
								Period Balance - Total	\$4,881.67
								072281014-63104 - Total	\$8,265.67
								<u>Total Master Balance - 63000 - SUPPLIES AND MATERIALS</u>	\$8,265.67
Acct: 072281014-64100 - OCCUPATIONAL									
03/01/2024	OH260185	55358	P0036346	OH	Hauling of Material	00103771	V0028005	STROUBLE WATER HAULING	\$133.98
03/20/2024	OH262806	55444	P0036346	OH	Hauling of Material	00105271	V0028005	STROUBLE WATER HAULING	\$417.24
								Period Balance - Total	\$551.22
								072281014-64100 - Total	\$551.22
Acct: 072281014-64103 - OCCUPATIONAL - REAL ESTATE									
								Begin Balance - Total	\$1,450.00
03/12/2024	OH261497	2024-3602	P0036133	OH	Appraisal	00104355	V0032252	SMITH ADVISORY GROUP LLC	\$3,000.00
03/29/2024	OH264101	202404058	P0036708	OH	Survey and Staking	00105739	V0003016	HAMMONTREE & ASSOCIATES, LTD	\$1,200.00
								Period Balance - Total	\$4,200.00

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								072281014-64103 - Total	\$5,650.00
Acct: 072281014-64306 - FEES - LICENSES AND PERMITS									
								Begin Balance - Total	\$2,421.00
								072281014-64306 - Total	\$2,421.00
Acct: 072281014-64404 - PURCHASED SERVICES - ADVERTISI									
03/29/2024	OH264101	0006236084	P0036134	OH	Legal Notice Ad	00746372	V0020169	GANNETT OHIO LOCALIQ	\$327.58
								Period Balance - Total	\$327.58
								072281014-64404 - Total	\$327.58
Acct: 072281014-64405 - PURCHASED SERVICES - OTHER - P									
								Begin Balance - Total	\$2,825.00
03/29/2024	OH264101	24-1197	P0036587	OH	12" x 16" Sign on 12" Komatex	00105745	V0004651	MIDWEST SIGN CENTER	\$390.00
								Period Balance - Total	\$390.00
								072281014-64405 - Total	\$3,215.00
								Total Master Balance - 64000 - PURCHASED SERVICES	\$12,164.80
Acct: 072281014-65202 - BUILDINGS - DESIGN ENGINEERING									
								Begin Balance - Total	\$35,209.23
03/01/2024	OH260185	202403583A	P0033071	OH	Preliminary Design - Sippo Val	00103713	V0003016	HAMMONTREE & ASSOCIATES, LTD	\$10,399.25
03/01/2024	OH260185	202403583B	P0033071	OH	Preliminary Design - Sippo Val	00103713	V0003016	HAMMONTREE & ASSOCIATES, LTD	\$8,000.00
03/15/2024	OH262080	202403857A	P0033071	OH	Preliminary Design - Sippo Val	00104956	V0003016	HAMMONTREE & ASSOCIATES, LTD	\$8,500.00
03/15/2024	OH262080	202403857B	P0033071	OH	Preliminary Design - Sippo Val	00104956	V0003016	HAMMONTREE & ASSOCIATES, LTD	\$2,586.75
03/15/2024	OH262080	202403857B	P0036131	OH	Final Design Engineering	00104956	V0003016	HAMMONTREE & ASSOCIATES, LTD	\$7,877.51
03/18/2024	OH262324	2346-001	P0033577	OH	Restroom Design and Stamped Dr	00745970	V0025368	PENINSULA ARCHITECTS LTD	\$4,850.00
03/22/2024	OH263213	120980	P0036130	OH	Parking Lot Design	00105424	V0049924	THE MANNIK & SMITH GROUP INC	\$7,650.00
								Period Balance - Total	\$49,863.51
								072281014-65202 - Total	\$85,072.74
Acct: 072281014-65300 - CAPITAL OUTLAY - IMPROVEMENTS									
								Begin Balance - Total	\$52,156.86
03/20/2024	OH262806	34594	P0030900	OH	Install Electrical Service	00105279	V0044276	PAULI ELECTRIC	\$4,780.00

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
					Out			INC	
03/29/2024	OH264101	11752	P0036707	OH	Share of Middle Branch Trail P	00746368	V0007362	TREASURER STATE OF OHIO	\$56,100.00
								Period Balance - Total	\$60,880.00
								072281014-65300 - Total	\$113,036.86
								<u>Total Master Balance - 65000 - CAPITAL OUTLAY</u>	\$198,109.60
 Acct: 072281015-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$43,832.27
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$8,843.60
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$8,814.37
								Period Balance - Total	\$17,657.97
								072281015-61700 - Total	\$61,490.24
								<u>Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES</u>	\$61,490.24
 Acct: 072281015-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$611.61
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$122.32
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$121.90
								Period Balance - Total	\$244.22
								072281015-62100 - Total	\$855.83
 Acct: 072281015-62201 - PENSIONS - PERS - REGULAR									
								Begin Balance - Total	\$6,116.91
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$1,228.29
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$1,234.02
								Period Balance - Total	\$2,462.31
								072281015-62201 - Total	\$8,579.22
 Acct: 072281015-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$9,445.44
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS		N/A..N/A		\$4,722.72

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MAR 24									
								Period Balance - Total	\$4,722.72
								072281015-62501 - Total	\$14,168.16
								<u>Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT</u>	\$23,603.21
 Acct: 072281015-64404 - PURCHASED SERVICES - ADVERTISI									
								Begin Balance - Total	\$2,641.80
03/12/2024	OH261497	223473	P0033829	OH	1/4 Page ad in the Canton CVB/	00745636	V0032134	GREAT LAKES PUBLISHING CO	\$1,733.00
								Period Balance - Total	\$1,733.00
								072281015-64404 - Total	\$4,374.80
 Acct: 072281015-64405 - PURCHASED SERVICES - OTHER - P									
								Begin Balance - Total	\$176.21
03/04/2024	OH260305	2400472	P0033803	OH	Printing needs including busin	00103822	V0005631	PINNACLE PRESS INC	\$110.23
03/07/2024	OH260898	2400512	P0033803	OH	Printing needs including busin	00104001	V0005631	PINNACLE PRESS INC	\$110.23
03/12/2024	OH261497	68744	P0033803	OH	Printing needs including busin	00104274	V0009804	THE ENGRAVER'S EDGE	\$5.50
								Period Balance - Total	\$225.96
								072281015-64405 - Total	\$402.17
 Acct: 072281015-64410 - OTHER - POSTAGE/COURIER SERVIC									
								Begin Balance - Total	\$15,000.00
								072281015-64410 - Total	\$15,000.00
								<u>Total Master Balance - 64000 - PURCHASED SERVICES</u>	\$19,776.97
 Acct: 072281015-67118 - OTHER - MISC - SPECIAL PROJECT									
								Begin Balance - Total	\$34.96
03/04/2024	OH260305	127	P0033845	OH	Sponsorship of Annual Dinner	00745335	V0041834	BERKELY FISHING TEAM	\$240.00
03/07/2024	OH260898	63606-1	P0036262	OH	1,000 Temporary Tattoos to be	00103980	V0001821	B-SQUARED	\$230.00
03/12/2024	OH261497	1M6M-XY47-W9M9	P0036592	OH	Woman's Willit Shorts: XS, S,	00104460	V0054198	AMAZON CAPITAL SERVICES	\$188.43
03/12/2024	OH261497	1M6M-XY47-W9M9	P0036592	OH	Men's Willit Shorts: XS, S, M,	00104460	V0054198	AMAZON CAPITAL SERVICES	\$188.44
03/13/2024	OH261774	64018-1	P0036579	OH	Long Sleeve Safety (XS - 4XL)	00104683	V0001821	B-SQUARED	\$91.00

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03/13/2024	OH261774	64018-1	P0036579	OH	Long Sleeve Shirts (XS - 4XL)	00104683	V0001821	B-SQUARED	\$92.00
03/13/2024	OH261774	64018-1	P0036579	OH	Short Sleeve Shirts (XS - 4XL)	00104683	V0001821	B-SQUARED	\$76.00
03/13/2024	OH261774	64018-1	P0036579	OH	Short Sleeve Safety (XS - 4XL)	00104683	V0001821	B-SQUARED	\$52.00
03/13/2024	OH261774	64018-1	P0036579	OH	Men's polo shirts (XS - 4XL) -	00104683	V0001821	B-SQUARED	\$148.00
03/13/2024	OH261774	64018-1	P0036579	OH	Women's polo shirts (XS - 3XL)	00104683	V0001821	B-SQUARED	\$148.00
03/18/2024	OH262324	20241	P0036678	OH	Tickets to Annual Dinner and S	00745976	V0053330	LOUISVILLE NIMISHILLEN HISTORICAL SOCIETY	\$60.00
03/29/2024	OH264101	CSE24-37	P0036679	OH	Booth Space	00746381	V0053146	EVENT DAY MARKETING	\$25.00
03/29/2024	OH264101	CSE24-37	P0033846	OH	Booth at Canton Senior Expo to	00746381	V0053146	EVENT DAY MARKETING	\$450.00
03/29/2024	OH264101	2400637	P0036745	OH	Marina Brochures - 5,000	00105748	V0005631	PINNACLE PRESS INC	\$847.97
Period Balance - Total									\$2,836.84
072281015-67118 - Total									\$2,871.80
Total Master Balance - 67000 - OTHER ALLOCATIONS									\$2,871.80

Acct: 072281016-63104 - OPERATING - GENERAL

Begin Balance - Total									\$265.89
03/14/2024	CCJANFEB2024	PARKS J/F 2024	P0036223	OH	Husky 72 in. Adjustable Height	00745758	V0045276	HUNTINGTON BANK	\$399.00
Period Balance - Total									\$399.00
072281016-63104 - Total									\$664.89

Acct: 072281016-63111 - OPERATING - DATA PROCESSING

Begin Balance - Total									\$165.04
03/07/2024	OH260898	221766516	P0033774	OH	Digital cameras, computer peri	00104014	V0023444	B & H PHOTO	\$34.41
03/20/2024	OH262806	222097630	P0033774	OH	Digital cameras, computer peri	00105269	V0023444	B & H PHOTO	\$156.41
03/29/2024	OH264101	222232229	P0033774	OH	Digital cameras, computer peri	00105759	V0023444	B & H PHOTO	\$19.49
03/29/2024	OH264101	222451132	P0033774	OH	Digital cameras, computer peri	00105759	V0023444	B & H PHOTO	\$11.99
Period Balance - Total									\$222.30

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072281016-63111 - Total									\$387.34
<u>Total Master Balance - 63000 - SUPPLIES AND MATERIALS</u>									\$1,052.23
Acct: 072281016-64100 - OCCUPATIONAL									
Begin Balance - Total									\$12,780.00
072281016-64100 - Total									\$12,780.00
Acct: 072281016-64104 - OCCUPATIONAL - DATA PROCESSING									
Begin Balance - Total									\$1,500.00
072281016-64104 - Total									\$1,500.00
Acct: 072281016-64306 - FEES - LICENSES AND PERMITS									
Begin Balance - Total									\$900.00
072281016-64306 - Total									\$900.00
Acct: 072281016-64406 - PURCHASED SERVICES -COMMUNICAT									
Begin Balance - Total									\$14,150.57
03/11/2024	OH261332	330866948902/24	P0033785	OH	330 866-9489 127 7	00745569	V0000298	A T & T	\$634.27
03/14/2024	OH261843	00002133855/24	P0033785	OH	STARK-PARKS	00745745	V0000298	A T & T	\$209.00
03/14/2024	OH261843	132931401030124	P0033788	OH	Phone, Internet and fees	00745757	V0023225	CHARTER COMMUNICATIONS HOLDINGS LLC	\$169.97
03/14/2024	OH261843	132830701030124	P0033788	OH	Phone, Internet and fees	00745757	V0023225	CHARTER COMMUNICATIONS HOLDINGS LLC	\$99.99
03/14/2024	OH261843	132830801030124	P0033788	OH	Phone, Internet and fees	00745757	V0023225	CHARTER COMMUNICATIONS HOLDINGS LLC	\$99.99
03/28/2024	OH263927	330479742103/24	P0033785	OH	330 479-7421 513 5	00746324	V0000298	A T & T	\$2,108.43
03/28/2024	OH263927	680754737	P0033787	OH	Long distance charges	00105716	V0043714	CENTURY LINK	\$70.13
03/28/2024	OH263927	3764347809/24	P0033785	OH	831-001-0794 049	00746326	V0000298	A T & T	\$890.35
Period Balance - Total									\$4,282.13
072281016-64406 - Total									\$18,432.70
<u>Total Master Balance - 64000 - PURCHASED SERVICES</u>									\$33,612.70
Acct: 072281016-65401 - MACHINERY/EQUIPMENT-DATA PROCE									
Begin Balance - Total									\$5,950.00
072281016-65401 - Total									\$5,950.00
<u>Total Master Balance - 65000 - CAPITAL OUTLAY</u>									\$5,950.00

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Acct: 072281035-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$162,675.92
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$32,881.75
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$32,977.57
								Period Balance - Total	\$65,859.32
								072281035-61700 - Total	\$228,535.24
								Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES	\$228,535.24
 Acct: 072281035-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$2,216.58
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$442.70
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$444.09
								Period Balance - Total	\$886.79
								072281035-62100 - Total	\$3,103.37
 Acct: 072281035-62201 - PENSIONS - PERS - REGULAR									
								Begin Balance - Total	\$22,605.27
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$4,560.77
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$4,588.88
								Period Balance - Total	\$9,149.65
								072281035-62201 - Total	\$31,754.92
 Acct: 072281035-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$47,853.36
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$23,926.68
								Period Balance - Total	\$23,926.68
								072281035-62501 - Total	\$71,780.04
								Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT	\$106,638.33
 Acct: 072281035-63101 - OPERATING - OFFICE									
03/29/2024	OH264101	18109	P0027925	OH	Office supplies including	00105768	V0047289	ENVIRONMENTS 4	\$333.49

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					cart			BUSINESS LLC	
								Period Balance - Total	\$333.49
								072281035-63101 - Total	\$333.49
Acct: 072281035-63104 - OPERATING - GENERAL									
								Begin Balance - Total	\$17,615.26
03/01/2024	OH260185	22120	P0033930	OH	Supplies, small equipment and	00103773	V0029063	BULLSEYE INDUSTRIAL SUPPLY CORP	\$262.00
03/01/2024	OH260185	44529752	P0033932	OH	Water system maintenance & EPA	00103775	V0033039	DONAMARC WATER SYSTEMS CO	\$30.75
03/01/2024	OH260185	492121	P0033936	OH	Supplies, small equipment and	00103717	V0003074	HARTVILLE HARDWARE INC	\$264.70
03/01/2024	OH260185	840409	P0033936	OH	Supplies, small equipment and	00103717	V0003074	HARTVILLE HARDWARE INC	\$91.67
03/01/2024	OH260185	1MD4-P9RR-N9KF	P0033942	OH	Supplies, small equipment and	00103789	V0054198	AMAZON CAPITAL SERVICES	\$49.88
03/05/2024	OH260456	7789763-00	P0033942	OH	Supplies, small equipment and	00745373	V0005934	REFRIGERATION SALES CORP	\$51.54
03/05/2024	OH260456	9030482773	P0033942	OH	Supplies, small equipment and	00103863	V0002865	GRAINGER	\$99.84
03/05/2024	OH260456	842193	P0033936	OH	Supplies, small equipment and	00103864	V0003074	HARTVILLE HARDWARE INC	\$54.74
03/05/2024	OH260456	208436	P0033942	OH	Supplies, small equipment and	00103858	V0000745	BIERLY LITMAN LOCK & DOOR INC	\$24.00
03/07/2024	OH260898	35328	P0033942	OH	Supplies, small equipment and	00104024	V0045734	MENARDS	\$39.99
03/12/2024	OH261497	354922621001	P0033967	OH	Supplies, small equipment and	00745627	V0007399	TSC TRACTOR SUPPLY COMPANY	\$21.99
03/13/2024	OH261774	5004-513903	P0033953	OH	Supplies, small equipment and	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$281.37
03/13/2024	OH261774	972359	P0033966	OH	Supplies, small equipment and	00745720	V0009283	LOWE'S	\$41.27
03/13/2024	OH261774	959988	P0033966	OH	Supplies, small equipment and	00745720	V0009283	LOWE'S	\$70.92
03/13/2024	OH261774	5004-513704	P0033953	OH	Supplies, small equipment and	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$77.22
03/13/2024	OH261774	5013541	P0033955	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$17.98
03/13/2024	OH261774	4010422	P0033955	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$42.43
03/13/2024	OH261774	1010635	P0033955	OH	Supplies, small equipment and	00745703	V0003269	HOME DEPOT	\$21.44
03/13/2024	OH261774	901931	P0033966	OH	Supplies, small	00745720	V0009283	LOWE'S	\$82.40

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03/13/2024	OH261774	2013811	P0033955	OH	equipment and Supplies , small equipment and	00745703	V0003269	HOME DEPOT	\$25.96
03/13/2024	OH261774	7273814	P0033955	OH	Supplies , small equipment and	00745703	V0003269	HOME DEPOT	\$1,148.82
03/13/2024	OH261774	3013725	P0033955	OH	Supplies , small equipment and	00745703	V0003269	HOME DEPOT	\$33.06
03/13/2024	OH261774	9013177	P0033955	OH	Supplies , small equipment and	00745703	V0003269	HOME DEPOT	\$82.22
03/13/2024	OH261774	9015014	P0033955	OH	Supplies , small equipment and	00745703	V0003269	HOME DEPOT	\$44.57
03/13/2024	OH261774	5004-513764	P0033953	OH	Supplies, small equipment and	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$135.23
03/13/2024	OH261774	7349807	P0033942	OH	Supplies, small equipment and	00104693	V0002648	FURBAY / MANSFIELD ELECTRIC SUPPLY	\$94.16
03/13/2024	OH261774	5004-513856	P0033953	OH	Supplies, small equipment and	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$54.50
03/15/2024	OH262080	779747	P0033942	OH	006168 STARK PARKS	00104978	V0006286	SAND ROCK MINERAL WATER CO	\$62.00
03/15/2024	OH262080	35674	P0033942	OH	Supplies, small equipment and	00105008	V0045734	MENARDS	\$99.67
03/19/2024	OH262592	5004-514335	P0033953	OH	Supplies, small equipment and	00105178	V0003438	REDMOND'S PARTS & PAINT INC	\$89.97
03/20/2024	OH262806	35758	P0033942	OH	Supplies, small equipment and	00105280	V0045734	MENARDS	\$51.15
03/20/2024	OH262806	5004-514741	P0033953	OH	Supplies, small equipment and	00105248	V0003438	REDMOND'S PARTS & PAINT INC	\$62.97
03/20/2024	OH262806	22198	P0033930	OH	Supplies, small equipment and	00105273	V0029063	BULLSEYE INDUSTRIAL SUPPLY CORP	\$280.00
03/20/2024	OH262806	36013	P0033942	OH	Supplies, small equipment and	00105280	V0045734	MENARDS	\$22.98
03/20/2024	OH262806	35785	P0033942	OH	Supplies, small equipment and	00105280	V0045734	MENARDS	\$46.25
03/20/2024	OH262806	22197	P0033930	OH	Supplies, small equipment and	00105273	V0029063	BULLSEYE INDUSTRIAL SUPPLY CORP	\$153.50
03/20/2024	OH262806	110725	P0033931	OH	Supplies, small equipment and	00105277	V0039685	CUTTER POWER SALES	\$114.36
03/20/2024	OH262806	845519	P0033936	OH	Supplies, small equipment and	00105245	V0003074	HARTVILLE HARDWARE INC	\$96.02
03/20/2024	OH262806	882518	P0035878	OH	Bolts, Screws, Nuts, Washers b	00105265	V0008071	ZIEGLER BOLT & NUT HOUSE	\$7.22

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03/20/2024	OH262806	22200	P0033930	OH	Supplies, small equipment and	00105273	V0029063	BULLSEYE INDUSTRIAL SUPPLY CORP	\$358.50
03/20/2024	OH262806	49794	P0033942	OH	Supplies, small equipment and	00105272	V0028840	LT ASSOCIATES	\$180.00
03/20/2024	OH262806	5004-514655	P0033953	OH	Supplies, small equipment and	00105248	V0003438	REDMOND'S PARTS & PAINT INC	\$140.69
03/29/2024	OH264101	5004-515033	P0033953	OH	Supplies, small equipment and	00105742	V0003438	REDMOND'S PARTS & PAINT INC	\$82.74
03/29/2024	OH264101	5004-514747	P0033953	OH	Supplies, small equipment and	00105742	V0003438	REDMOND'S PARTS & PAINT INC	\$96.00
03/29/2024	OH264101	518433-00	P0033942	OH	Supplies, small equipment and	00105757	V0016093	FORESTRY SUPPLIERS INC	\$197.45
03/29/2024	OH264101	36218	P0033942	OH	Supplies, small equipment and	00105766	V0045734	MENARDS	\$29.99
03/29/2024	OH264101	5004-514770	P0033953	OH	Supplies, small equipment and	00105742	V0003438	REDMOND'S PARTS & PAINT INC	\$206.76
Period Balance - Total									\$5,622.87
072281035-63104 - Total									\$23,238.13
Acct: 072281035-63108 - OPERATING - VEHICLES									
Begin Balance - Total									\$9,192.76
03/01/2024	OH260185	5004-512667	P0033956	OH	Miscellaneous vehicle supplies	00103719	V0003438	REDMOND'S PARTS & PAINT INC	\$220.43
03/01/2024	OH260185	5113882	P0033939	OH	Miscellaneous vehicle supplies	00103762	V0008070	ZIEGLER TIRE & SUPPLY	\$271.18
03/05/2024	OH260456	5004-513236	P0033956	OH	Miscellaneous vehicle supplies	00103867	V0003438	REDMOND'S PARTS & PAINT INC	\$129.06
03/05/2024	OH260456	9831	P0033939	OH	Miscellaneous vehicle supplies	00103896	V0064161	DIEHL AUTOMOTIVE OF MASSILLON LLC	\$80.29
03/05/2024	OH260456	5004-513347	P0033956	OH	Miscellaneous vehicle supplies	00103867	V0003438	REDMOND'S PARTS & PAINT INC	\$350.38
03/05/2024	OH260456	5004-513402	P0033956	OH	Miscellaneous vehicle supplies	00103867	V0003438	REDMOND'S PARTS & PAINT INC	\$362.67
03/12/2024	OH261497	879033	P0033939	OH	Miscellaneous vehicle supplies	00104273	V0008071	ZIEGLER BOLT & NUT HOUSE	\$13.69
03/12/2024	OH261497	5004-513621	P0033956	OH	Miscellaneous vehicle supplies	00104225	V0003438	REDMOND'S PARTS & PAINT INC	\$125.97
03/12/2024	OH261497	5004-513635	P0033956	OH	Miscellaneous vehicle supplies	00104225	V0003438	REDMOND'S PARTS & PAINT INC	\$136.27
03/12/2024	OH261497	5004-513533	P0033956	OH	Miscellaneous vehicle supplies	00104225	V0003438	REDMOND'S PARTS & PAINT INC	\$172.31
03/13/2024	OH261774	5004-513797	P0033956	OH	Miscellaneous vehicle supplies	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$88.79

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03/13/2024	OH261774	5004-513987	P0033956	OH	Miscellaneous vehicle supplies	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$171.77
03/13/2024	OH261774	5004-513739	P0033956	OH	Miscellaneous vehicle supplies	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$161.45
03/13/2024	OH261774	5004-513989	P0033956	OH	Miscellaneous vehicle supplies	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$14.44
03/13/2024	OH261774	5004-513794	P0033956	OH	Miscellaneous vehicle supplies	00104703	V0003438	REDMOND'S PARTS & PAINT INC	\$21.41
03/15/2024	OH262080	5004-514050	P0033956	OH	Miscellaneous vehicle supplies	00104960	V0003438	REDMOND'S PARTS & PAINT INC	\$198.37
03/19/2024	OH262592	5004-514154	P0033956	OH	Miscellaneous vehicle supplies	00105178	V0003438	REDMOND'S PARTS & PAINT INC	\$229.44
03/19/2024	OH262592	5004-513763	P0033956	OH	Miscellaneous vehicle supplies	00105178	V0003438	REDMOND'S PARTS & PAINT INC	\$241.28
03/19/2024	OH262592	1149152	P0033939	OH	Miscellaneous vehicle supplies	00105164	V0001082	CEE B GLASS INC	\$242.00
03/19/2024	OH262592	5004-514222	P0033956	OH	Miscellaneous vehicle supplies	00105178	V0003438	REDMOND'S PARTS & PAINT INC	(\$150.95)
03/19/2024	OH262592	5004-514533	P0033956	OH	Miscellaneous vehicle supplies	00105178	V0003438	REDMOND'S PARTS & PAINT INC	\$90.98
03/19/2024	OH262592	5004-514419	P0033956	OH	Miscellaneous vehicle supplies	00105178	V0003438	REDMOND'S PARTS & PAINT INC	\$59.30
03/20/2024	OH262806	880701	P0033939	OH	Miscellaneous vehicle supplies	00105265	V0008071	ZIEGLER BOLT & NUT HOUSE	\$1.00
03/20/2024	OH262806	10034	P0033939	OH	Miscellaneous vehicle supplies	00105289	V0064161	DIEHL AUTOMOTIVE OF MASSILLON LLC	\$176.00
03/20/2024	OH262806	114011	P0033939	OH	Miscellaneous vehicle supplies	00105289	V0064161	DIEHL AUTOMOTIVE OF MASSILLON LLC	\$55.32
03/29/2024	OH264101	48525	P0033939	OH	Miscellaneous vehicle supplies	00105761	V0025636	MCBRIDE'S AUTOMOTIVE SERVICE INC	\$26.50
03/29/2024	OH264101	11710	P0036677	OH	Parts	00105770	V0052974	ROMA'S RADIATOR SPECIALTIES	\$328.45
03/29/2024	OH264101	M42382	P0036776	OH	Parts and shipping for vent do	00105736	V0001747	CROSS TRUCK EQUIPMENT	\$417.50
								Period Balance - Total	\$4,235.30
								072281035-63108 - Total	\$13,428.06
Acct: 072281035-63201 - ENERGY - NATURAL/BOTTLED GAS								Begin Balance - Total	\$15,921.59
03/05/2024	OH260456	3161343210	P0033957	OH	Propane for heat	00745361	V0000294	AMERIGAS PROPANE	\$398.64
03/19/2024	OH262592	3161938162	P0033957	OH	Propane for heat	00745985	V0000294	AMERIGAS PROPANE	\$2,045.52

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
03/29/2024	OH264101	3162158176	P0033957	OH	Propane for heat	00746359	V0000294	AMERIGAS PROPANE	\$581.35
03/29/2024	OH264101	3162288398	P0033957	OH	Propane for heat	00746359	V0000294	AMERIGAS PROPANE	\$334.36
Period Balance - Total									\$3,359.87
072281035-63201 - Total									\$19,281.46
<u>Total Master Balance - 63000 - SUPPLIES AND MATERIALS</u>									\$56,281.14

Acct: 072281035-64100 - OCCUPATIONAL

Begin Balance - Total									\$4,074.00
03/05/2024	OH260456	02242024	P0033978	OH	Cleaning services for Administ	00103891	V0049643	A-PERFECT CLEANER INC	\$1,606.00
03/19/2024	OH262592	202403856	P0033958	OH	Engineering services to inspec	00105175	V0003016	HAMMONTREE & ASSOCIATES, LTD	\$1,830.00
Period Balance - Total									\$3,436.00
072281035-64100 - Total									\$7,510.00

Acct: 072281035-64107 - OCCUPATIONAL -JANITORIAL/MAINT

Begin Balance - Total									\$405.40
03/01/2024	OH260185	0006856794		OH	OCCUPATIONAL - JANITORIAL/MAINT	00745261	V0001436	RUSSELL REID WASTE HAULING & DISPOSAL SERVICE INC	\$300.00
03/01/2024	OH260185	0006849642		OH	OCCUPATIONAL - JANITORIAL/MAINT	00745261	V0001436	RUSSELL REID WASTE HAULING & DISPOSAL SERVICE INC	\$130.00
03/01/2024	OH260185	0006872854		OH	OCCUPATIONAL - JANITORIAL/MAINT	00745261	V0001436	RUSSELL REID WASTE HAULING & DISPOSAL SERVICE INC	\$681.93
03/01/2024	OH260185	2256		OH	OCCUPATIONAL - JANITORIAL/MAINT	00745283	V0017637	TNT INC	\$893.20
Period Balance - Total									\$2,005.13
072281035-64107 - Total									\$2,410.53

Acct: 072281035-64201 - PROPERTY - WATER/SEWERAGE

Begin Balance - Total									\$6,390.00
03/05/2024	OH260456	230497234-001	P0033980	OH	Holding and septic tank pumpin	00745384	V0061551	UNITED RENTALS	\$320.00
03/13/2024	OH261774	FEB 24	P0033981	OH	Porta Jon Rentals and Cleaning	00745735	V0061551	UNITED RENTALS	\$2,610.00
03/29/2024	OH264101	231593828-001	P0033980	OH	Holding and septic tank	00746383	V0061551	UNITED RENTALS	\$320.00

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
					pumpin				
								Period Balance - Total	\$3,250.00
								072281035-64201 - Total	\$9,640.00
Acct: 072281035-64202 - REPAIR/MAINT EQUIPMENT/VEHICLE									
								Begin Balance - Total	\$2,301.39
03/01/2024	OH260185	5113882	P0033944	OH	Miscellaneous repair/maintenan	00103762	V0008070	ZIEGLER TIRE & SUPPLY	\$54.00
03/05/2024	OH260456	02062024	P0033944	OH	Miscellaneous repair/maintenan	00103875	V0006218	RUPPLE`S TOWING	\$221.00
03/19/2024	OH262592	1149152	P0033944	OH	Miscellaneous repair/maintenan	00105164	V0001082	CEE B GLASS INC	\$65.00
03/29/2024	OH264101	M42382	P0036776	OH	Labor for vent door panel on #	00105736	V0001747	CROSS TRUCK EQUIPMENT	\$380.00
03/29/2024	OH264101	48525	P0033944	OH	Miscellaneous repair/maintenan	00105761	V0025636	MCBRIDE'S AUTOMOTIVE SERVICE INC	\$230.70
03/29/2024	OH264101	11710	P0036677	OH	Labor	00105770	V0052974	ROMA`S RADIATOR SPECIALTIES	\$938.50
03/29/2024	OH264101	115856	P0033944	OH	Miscellaneous repair/maintenan	00746382	V0054170	AMERICAN EQUIPMENT SERVICE	\$189.00
								Period Balance - Total	\$2,078.20
								072281035-64202 - Total	\$4,379.59
Acct: 072281035-64203 - RENTAL EQUIPMENT/VEHICLES									
								Begin Balance - Total	\$2,071.00
03/13/2024	OH261774	0012491643	P0033982	OH	Dumpster Rentals and Regulator	00104741	V0016164	KIMBLE RECYCLING & DISPOSAL	\$648.00
								Period Balance - Total	\$648.00
								072281035-64203 - Total	\$2,719.00
Acct: 072281035-64206 - REPAIR/MAINTENANCE LAND/BUILDING									
								Begin Balance - Total	\$1,849.99
03/01/2024	OH260185	4424507	P0033946	OH	Water Quality, Water Testing,	00103772	V0028171	REAM & HAAGER LABORATORY INC	\$65.00
03/01/2024	OH260185	4424506	P0033946	OH	Water Quality, Water Testing,	00103772	V0028171	REAM & HAAGER LABORATORY INC	\$65.00
03/12/2024	OH261497	2240063	P0033986	OH	Pest and Rodent Control Servic	00104409	V0046352	PRECISION PEST MANAGEMENT	\$50.00
03/15/2024	OH262080	920048653	P0033965	OH	Boiler Maintenance Agreement f	00104980	V0006789	STANDARD PLUMBING & HEATING CO	\$449.00
03/20/2024	OH262806	44932426	P0033946	OH	Water Quality, Water	00105274	V0033039	DONAMARC WATER	\$54.00

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03/20/2024	OH262806	44792333	P0033984	OH	Testing, Water system maintenance & EPA	00105274	V0033039	SYSTEMS CO DONAMARC WATER SYSTEMS CO	\$433.33
								Period Balance - Total	\$1,116.33
								072281035-64206 - Total	\$2,966.32
Acct: 072281035-64306 - FEES - LICENSES AND PERMITS									
								Begin Balance - Total	\$120.00
								072281035-64306 - Total	\$120.00
Acct: 072281035-64405 - PURCHASED SERVICES - OTHER - P									
								Begin Balance - Total	\$277.95
03/01/2024	OH260185	24-1104	P0033971	OH	Replacement and new non-projec	00103733	V0004651	MIDWEST SIGN CENTER	\$69.90
03/01/2024	OH260185	24-1091	P0033971	OH	Replacement and new non-projec	00103733	V0004651	MIDWEST SIGN CENTER	\$20.00
03/05/2024	OH260456	24-1135	P0033971	OH	Replacement and new non-projec	00103870	V0004651	MIDWEST SIGN CENTER	\$104.85
03/20/2024	OH262806	24-1187	P0033971	OH	Replacement and new non-projec	00105255	V0004651	MIDWEST SIGN CENTER	\$69.90
03/20/2024	OH262806	24-1170	P0033971	OH	Replacement and new non-projec	00105255	V0004651	MIDWEST SIGN CENTER	\$73.20
								Period Balance - Total	\$337.85
								072281035-64405 - Total	\$615.80
Acct: 072281035-64410 - OTHER - POSTAGE/COURIER SERVIC									
								Begin Balance - Total	\$18.00
								072281035-64410 - Total	\$18.00
Acct: 072281035-64415 - PURCHASED SERVICES-OTHER - UNI									
								Begin Balance - Total	\$2,378.07
03/01/2024	OH260185	3331023423	P0033949	OH	Uniform, rag, and towel rental	00103745	V0005973	UNIFIRST CORPORATION	\$26.01
03/01/2024	OH260185	3331023414	P0033949	OH	Uniform, rag, and towel rental	00103745	V0005973	UNIFIRST CORPORATION	\$14.13
03/01/2024	OH260185	3331023253	P0033949	OH	Uniform, rag, and towel rental	00103745	V0005973	UNIFIRST CORPORATION	\$64.90
03/01/2024	OH260185	3331023254	P0033949	OH	Uniform, rag, and towel rental	00103745	V0005973	UNIFIRST CORPORATION	\$193.36
03/05/2024	OH260456	3331024355	P0033949	OH	Uniform, rag, and towel rental	00103874	V0005973	UNIFIRST CORPORATION	\$205.65
03/05/2024	OH260456	3331024354	P0033949	OH	Uniform, rag, and towel rental	00103874	V0005973	UNIFIRST CORPORATION	\$67.60
03/05/2024	OH260456	3331024650	P0033949	OH	Uniform, rag, and towel	00103874	V0005973	UNIFIRST	\$14.13

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					rental			CORPORATION	
03/05/2024	OH260456	3331024655	P0033949	OH	Uniform, rag, and towel rental	00103874	V0005973	UNIFIRST CORPORATION	\$26.01
03/12/2024	OH261497	3331025734	P0033949	OH	Uniform, rag, and towel rental	00104255	V0005973	UNIFIRST CORPORATION	\$187.12
03/12/2024	OH261497	3331025733	P0033949	OH	Uniform, rag, and towel rental	00104255	V0005973	UNIFIRST CORPORATION	\$64.90
03/15/2024	OH262080	3331025870	P0033949	OH	Uniform, rag, and towel rental	00104977	V0005973	UNIFIRST CORPORATION	\$14.13
03/15/2024	OH262080	3331026797	P0033949	OH	Uniform, rag, and towel rental	00104977	V0005973	UNIFIRST CORPORATION	\$188.79
03/15/2024	OH262080	3331025876	P0033949	OH	Uniform, rag, and towel rental	00104977	V0005973	UNIFIRST CORPORATION	\$26.01
03/15/2024	OH262080	3331026796	P0033949	OH	Uniform, rag, and towel rental	00104977	V0005973	UNIFIRST CORPORATION	\$64.90
03/20/2024	OH262806	3331027072	P0033949	OH	Uniform, rag, and towel rental	00105259	V0005973	UNIFIRST CORPORATION	\$14.13
03/20/2024	OH262806	3331028100	P0033949	OH	Uniform, rag, and towel rental	00105259	V0005973	UNIFIRST CORPORATION	\$64.90
03/20/2024	OH262806	3331027077	P0033949	OH	Uniform, rag, and towel rental	00105259	V0005973	UNIFIRST CORPORATION	\$26.01
03/20/2024	OH262806	3331028252	P0033949	OH	Uniform, rag, and towel rental	00105259	V0005973	UNIFIRST CORPORATION	\$14.13
03/20/2024	OH262806	3331028101	P0033949	OH	Uniform, rag, and towel rental	00105259	V0005973	UNIFIRST CORPORATION	\$187.12
03/20/2024	OH262806	3331028259	P0033949	OH	Uniform, rag, and towel rental	00105259	V0005973	UNIFIRST CORPORATION	\$26.01
03/29/2024	OH264101	3331029132	P0033949	OH	Uniform, rag, and towel rental	00105749	V0005973	UNIFIRST CORPORATION	\$64.90
03/29/2024	OH264101	3331029133	P0033949	OH	Uniform, rag, and towel rental	00105749	V0005973	UNIFIRST CORPORATION	\$187.12
03/29/2024	OH264101	3331029416	P0033949	OH	Uniform, rag, and towel rental	00105749	V0005973	UNIFIRST CORPORATION	\$14.13
03/29/2024	OH264101	3331029420	P0033949	OH	Uniform, rag, and towel rental	00105749	V0005973	UNIFIRST CORPORATION	\$26.01
								Period Balance - Total	\$1,782.10
								072281035-64415 - Total	\$4,160.17
								Total Master Balance - 64000 - PURCHASED SERVICES	\$34,539.41

Acct: 072281035-65200 - CAPITAL OUTLAY - BUILDINGS

Begin Balance - Total **\$1,250.00**
072281035-65200 - Total **\$1,250.00**

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Acct: 072281035-65405 - MACHINERY/EQUIPMENT - MAINTENA									
								Begin Balance - Total	\$8,244.26
03/20/2024	OH262806	3697	P0036151	OH	Inspection Door with Detent	00746080	V0062773	ALE TRUCK BEDS	\$975.00
03/20/2024	OH262806	3697	P0036151	OH	Welding	00746080	V0062773	ALE TRUCK BEDS	\$900.00
03/20/2024	OH262806	3697	P0036151	OH	Miscellaneous Steel Pieces	00746080	V0062773	ALE TRUCK BEDS	\$100.00
03/20/2024	OH262806	114011	P0036576	OH	Parts and Labor to Repair #25	00105289	V0064161	DIEHL AUTOMOTIVE OF MASSILLON LLC	\$2,337.48
								Period Balance - Total	\$4,312.48
								072281035-65405 - Total	\$12,556.74
Acct: 072281035-65406 - MACHINERY/EQUIPMENT - VEHICLES									
03/07/2024	OH260898	NP58257	P0036408	OH	2024 Rock Solid 20' Trailer	00745419	V0001537	TRAILER TOWN OHIO	\$11,780.00
								Period Balance - Total	\$11,780.00
								072281035-65406 - Total	\$11,780.00
								<u>Total Master Balance - 65000 - CAPITAL OUTLAY</u>	\$25,586.74
Acct: 072281035-67118 - OTHER - MISC - SPECIAL PROJECT									
								Begin Balance - Total	\$23.56
03/07/2024	OH260898	35288	P0036546	OH	Lumber, fasteners, roofing mat	00104024	V0045734	MENARDS	\$1,575.04
03/20/2024	OH262806	35941	P0035877	OH	General supplies, rental fees,	00105280	V0045734	MENARDS	\$44.97
03/29/2024	OH264101	24-1196	P0035877	OH	General supplies, rental fees,	00105745	V0004651	MIDWEST SIGN CENTER	\$52.95
03/29/2024	OH264101	24-1203	P0035877	OH	General supplies, rental fees,	00105745	V0004651	MIDWEST SIGN CENTER	\$276.00
								Period Balance - Total	\$1,948.96
								072281035-67118 - Total	\$1,972.52
								<u>Total Master Balance - 67000 - OTHER ALLOCATIONS</u>	\$1,972.52
Acct: 072281157-61700 - PERSONAL SERVICES - GENERAL PA									
								Begin Balance - Total	\$72,319.98
03/13/2024		01060DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$14,050.72
03/27/2024		01070DP	CK REG	4	COUNTY PARKS GRS.		N/A..N/A		\$14,106.47

Expense Transaction Report by Account

Date Range: Mar 1, 2024-Mar 31, 2024

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
								Period Balance - Total	\$28,157.19
								072281157-61700 - Total	\$100,477.17
								<u>Total Master Balance - 61000 - PERS SERVICES-SALARIES & WAGES</u>	\$100,477.17
Acct: 072281157-62100 - PERSONAL SERVICES - TAXES									
								Begin Balance - Total	\$1,021.89
03/13/2024	BWPE022824	1001/2401060	PYINTERFACE	OH	WITHOLDING TAX PE 2/28/24 DEDS	00104656	V0010940	WITHOLDING TAX DEPOSIT	\$197.24
03/27/2024	BWPE031324	1001/2401070	PYINTERFACE	OH	WITHOLDING TAX PE 3/13/24 DEDS	00105600	V0010940	WITHOLDING TAX DEPOSIT	\$198.04
								Period Balance - Total	\$395.28
								072281157-62100 - Total	\$1,417.17
Acct: 072281157-62201 - PENSIONS - PERS - REGULAR									
								Begin Balance - Total	\$10,045.00
03/13/2024	BWPE022824	1231/2401060	PYINTERFACE	OH	OHIO PUBLIC EMP PE 2/28/24 DED	00745657	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$1,948.20
03/27/2024	BWPE031324	1231/2401070	PYINTERFACE	OH	OHIO PUBLIC EMP PE 3/13/24 DED	00746271	V0005784	OHIO PUBLIC EMPLOYEES RETIRE SYSTEM	\$1,960.91
								Period Balance - Total	\$3,909.11
								072281157-62201 - Total	\$13,954.11
Acct: 072281157-62501 - EMPLOYEE INSURANCE - HEALTH									
								Begin Balance - Total	\$9,800.36
03/26/2024	JE015558	JV16175		JE	072-28 HEALTH INS MAR 24		N/A..N/A		\$4,900.18
								Period Balance - Total	\$4,900.18
								072281157-62501 - Total	\$14,700.54
								<u>Total Master Balance - 62000 - PERS SERVICES-EMPLOYEE BENEFIT</u>	\$30,071.82
Acct: 072281157-63101 - OPERATING - OFFICE									
								Begin Balance - Total	\$81.86
03/04/2024	OH260305	1LPJ-JTVK-RM3K	P0033717	OH	Office supplies including cart	00103848	V0054198	AMAZON CAPITAL SERVICES	\$9.19
03/12/2024	OH261497	OE-78949-2	P0033717	OH	Office supplies including cart	00104204	V0001240	UNITED BUSINESS SUPPLY	\$22.99
03/18/2024	OH262324	19G3-MHGK-PNQP	P0033717	OH	Office supplies including cart	00105135	V0054198	AMAZON CAPITAL SERVICES	\$31.77

Expense Transaction Report by Account

Date Range: Mar 1, 2024-Mar 31, 2024

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
03/18/2024	OH262324	OE-79854	P0033717	OH	Office supplies including cart	00105036	V0001240	UNITED BUSINESS SUPPLY	\$67.96
Period Balance - Total									\$131.91
072281157-63101 - Total									\$213.77
Acct: 072281157-63104 - OPERATING - GENERAL									
Begin Balance - Total									\$75.35
072281157-63104 - Total									\$75.35
<u>Total Master Balance - 63000 - SUPPLIES AND MATERIALS</u>									\$289.12
Acct: 072281157-64306 - FEES - LICENSES AND PERMITS									
03/01/2024	OH260185	24 APPLICATION	P0033736	OH	Annual apiary registration at	00745276	V0005233	OHIO DEPARTMENT OF AGRICULTURE	\$10.00
Period Balance - Total									\$10.00
072281157-64306 - Total									\$10.00
Acct: 072281157-64405 - PURCHASED SERVICES - OTHER - P									
Begin Balance - Total									\$434.79
072281157-64405 - Total									\$434.79
<u>Total Master Balance - 64000 - PURCHASED SERVICES</u>									\$444.79
Acct: 072281157-67118 - OTHER - MISC - SPECIAL PROJECT									
Begin Balance - Total									\$1,083.37
03/01/2024	OH260185	19KY-3WGC-NCWK	P0033741	OH	Supplies, small equipment and	00103789	V0054198	AMAZON CAPITAL SERVICES	\$38.82
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Weighted Lap Pads	00103789	V0054198	AMAZON CAPITAL SERVICES	\$176.58
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Bendy fidget toy (4-pack)	00103789	V0054198	AMAZON CAPITAL SERVICES	\$13.98
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Shipping	00103789	V0054198	AMAZON CAPITAL SERVICES	\$12.93
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Stretchy Noodle Fidget Toy (5-	00103789	V0054198	AMAZON CAPITAL SERVICES	\$25.46
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Stress Balls (8-pack)	00103789	V0054198	AMAZON CAPITAL SERVICES	\$13.99
03/01/2024	OH260185	E1YQJ-WVMX-MC1X	P0036240	OH	General supplies and materials	00103789	V0054198	AMAZON CAPITAL SERVICES	\$28.11
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Gel-filled fish (4-pack)	00103789	V0054198	AMAZON CAPITAL SERVICES	\$30.38
03/01/2024	OH260185	19KY-3WGC-NCWK	P0036240	OH	General supplies and materials	00103789	V0054198	AMAZON CAPITAL SERVICES	\$22.89

Expense Transaction Report by Account

Date Range: Mar 1, 2024-Mar 31, 2024

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Date	Set ID	Reference	Secondary Reference	Subsy	Description	Check Number	PE ID	PE Name	Debit-Credit
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Calming Bubbler Toy (2-pack)	00103789	V0054198	AMAZON CAPITAL SERVICES	\$47.08
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Noise canceling headphones (3-	00103789	V0054198	AMAZON CAPITAL SERVICES	\$35.99
03/01/2024	OH260185	1DF9-L936-6DWY	P0036410	OH	Link Fidget Toy (6-pack)	00103789	V0054198	AMAZON CAPITAL SERVICES	\$9.98
03/01/2024	OH260185	E1YQJ-WVMX-MC1X	P0033741	OH	Supplies, small equipment and	00103789	V0054198	AMAZON CAPITAL SERVICES	\$47.97
03/04/2024	OH260305	110134	P0033740	OH	Food and food related supplies	00745330	V0004314	MARCS	\$41.01
03/04/2024	OH260305	1LPJ-JTVK-RM3K	P0033741	OH	Supplies, small equipment and	00103848	V0054198	AMAZON CAPITAL SERVICES	\$56.73
03/12/2024	OH261497	FEB 24	P0033744	OH	Yoga instruction throughout th	00104558	V0052721	KIMBERLEY KOHLER	\$350.00
03/13/2024	OH261774	999108	P0036324	OH	Lumber, Hardware for Wildlife	00745720	V0009283	LOWE'S	\$164.90
03/18/2024	OH262324	19G3-MHGK-PNQP	P0033741	OH	Supplies, small equipment and	00105135	V0054198	AMAZON CAPITAL SERVICES	\$31.34
03/20/2024	OH262806	17HD-WJY7-1T3J	P0033741	OH	Supplies, small equipment and	00105282	V0054198	AMAZON CAPITAL SERVICES	\$44.82
03/22/2024	OH263213	110138	P0033740	OH	Food and food related supplies	00746178	V0004314	MARCS	\$37.44
03/22/2024	OH263213	1KFY-6HWY-QTK7	P0033741	OH	Supplies, small equipment and	00105428	V0054198	AMAZON CAPITAL SERVICES	\$117.24
03/29/2024	OH264101	17F6-L6LP-1K4F	P0036466	OH	General supplies, rental fees	00105773	V0054198	AMAZON CAPITAL SERVICES	\$192.20
Period Balance - Total									\$1,539.84
072281157-67118 - Total									\$2,623.21
<u>Total Master Balance - 67000 - OTHER ALLOCATIONS</u>									\$2,623.21
Acct: 529280000-65202 - BUILDINGS - DESIGN ENGINEERING									
Begin Balance - Total									\$12,931.80
529280000-65202 - Total									\$12,931.80
<u>Total Master Balance - 65000 - CAPITAL OUTLAY</u>									\$12,931.80
Period Total									1,018,012.61
Overall - Total									\$2,421,468.82

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: Community Partner Levels Policy
RESOLUTION: #24-05-035

WHEREAS, the Stark County Park District Board of Park Commissioners previously adopted a Community Partner Discount Policy via Resolution #23-05-036; and

WHEREAS, Park District Staff suggests that the Board adopt the Community Partner Levels Policy attached to this resolution as Exhibit A; and

WHEREAS, Park District Staff also suggests that the Board approve the Partnership Levels assigned to the organizations listed in the attached Exhibits B and C.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby adopts the Community Partner Levels Policy attached to this resolution as Exhibit A.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby approves the Partnership Levels assigned to the organizations listed in the attached Exhibits B and C.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that this resolution, including all exhibits attached hereto, shall supplement and, to the extent of any inconsistency, shall modify the Community Partner Discount Policy previously adopted via Resolution #23-05-036.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a vote as follows:

Voting Aye:

Voting Nay:

Stark Parks - Partnership Levels				
Level	Definition	Pricing Benefits	Marketing Benefits	Frequency
5	Organizations whose primary mission directly supports Stark Parks	50% rental or special event permit discount for organization activities	Mutually agreed upon on a case by case basis per the discretion of the Community Engagement Manager	Mutually agreed upon on a case by case basis per the discretion of the Executive Director or by formal agreement
4	Organizations who share responsibility for shared Stark Parks facilities	40% rental or special event permit discount for organization activities	Mutually agreed upon on a case by case basis per the discretion of the Community Engagement Manager	Mutually agreed upon on a case by case basis per the discretion of the Executive Director or by formal agreement
3	Organizations who have financially supported Stark Parks operations or activities within the past year	30% rental or special event permit discount for organization activities	Mutually agreed upon on a case by case basis per the discretion of the Community Engagement Manager	1 per year
2	Organizations who have attended, promoted, or partnered in Stark Parks operations or activities within the past year	20% rental or special event permit discount for organization activities	N/A	1 per year
1	Any 501c3 or Government entity that does not fall into the above categories	10% rental or special event permit discount for organization activities	N/A	1 per year

Any political and for profit organizations must pay full price

Executive Director holds authority to adjust these levels for individual partners within the calendar year as new partnership opportunities arise if necessary

Executive Director may also trade free meeting space if a partner is willing to allow Stark Parks to hold a meeting on their property

Unique partners list will be brought before the board for review annually

Resolution #24-05-035
Exhibit A

10% Base Discount
All Municipalities, Townships, or Villages/Government Park Agencies
Buckeye Trail Association
Building Industry Association of Stark & East Central Ohio (BIA)
Chambers of Commerce
Historical Societies
Libraries (Independents)
Live Well Stark County
Museums (McKinley, Massillon, MAPS, HOF, First Ladies, Spring Hill, etc.)
Muskingum Watershed Conservancy District
ODOT Office of Program Management
Ohio Department of Natural Resources
Community Foundations
Ohio Parks and Recreation Association
Rotaries and Other Stark County Non Profit Service Clubs
Colleges and Universities (Non-Profit / Stark County)
Stark County School Districts (Non-Profit)
Stark Area Regional Transit Authority
Stark County Chapter Ohio Horseman's Council
Stark County Educational Service Center
Stark County Farm Bureau
Stark County Government Agencies (Board of Elections, Health Department, Regional Planning, Sheriff, Soil and Water)
Stark Economic Development Board
Trust for Public Land
Western Reserve Land Conservancy
YMCAs

Resolution #24-05-035
Exhibit B

Organization Name	Partnership Tier Level	Possible Agreement Pending
Beech Creek Botanical Garden & Nature Preserve	2	
Cleveland Area Mountain Bike Association (CAMBA)	2	
Jackson Township	2	
Kent State University at Stark	2	
Malone University	2	
Quail Hollow Herb Society	2	*
Stark County Beekeepers Association	2	*
Stark County Bicycle Club	2	
Stark Library (Non-Perry Locations)	2	
Stark MHAR	2	
Stark State College	2	
University of Mount Union	2	
Walsh University	2	
Alliance City or Alliance Parks	3	
Berkley	3	*
Canal Fulton	3	
Canton Audubon Society	3	*
Canton Parks and Recreation and City of Canton	3	
Canton Symphony Orchestra	3	
Massillon Area Greenways Inc.	3	*
Stark County Federation of Conservation Clubs	3	*
Visit Canton	3	
Stark County Commissioners	3	Existing
Quail Hollow Volunteer Association	5	*
Friends of Stark Parks	5	Existing
Stark Library (EG)	100%	Existing

**Resolution #24-05-035
Exhibit C**

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: Partnership Agreement with the City of Massillon Regarding the Donation of a Deconstructed Bridge Located at the Crystal Springs Trailhead
RESOLUTION: #24-05-036

WHEREAS, the City of Massillon, in conjunction with the Imagine Downtown Massillon Committee, wishes to use a deconstructed bridge currently located at the Crystal Springs Trailhead for an interpretive beautification project in Downtown Massillon; and

WHEREAS, the deconstructed bridge is of no use to the Stark County Park District, is of little to no value to the Park District, and is an inconvenience to the Park District; and

WHEREAS, the Park District wishes to enter into agreement with the City of Massillon for the donation of the deconstructed bridge; and

WHEREAS, the agreement will require the City of Massillon to remove the deconstructed bridge from its current location at no cost to the Park District, which will benefit the Crystal Springs Trailhead and the Park District as a whole; and

WHEREAS, the agreement will also require that the Park District receive appropriate public recognition for its contribution to the project.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby authorizes the donation of the deconstructed bridge currently located at the Crystal Springs Trailhead to the City of Massillon and/or any associated entity.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to enter into a Partnership Agreement with the City of Massillon and/or any associated entity regarding the donation of the deconstructed bridge referenced above.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that Daniel J. Moeglin, Executive Director, is hereby authorized to execute any and all other documents and to take any and all other actions necessary to accomplish the intent of this resolution.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a vote as follows:

Voting Aye:

Voting Nay:

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: Updated Purchasing Policy
RESOLUTION: #24-05-037

WHEREAS, the current Stark County Park District Purchasing Policy is included in the current Park District Employee Handbook; and

WHEREAS, an updated Employee Handbook has been presented to the Stark County Park District Board of Park Commissioners for adoption; and

WHEREAS, the updated Employee Handbook does not include a Purchasing Policy; and

WHEREAS, Park District staff recommends that the Board adopt an updated Purchasing Policy that reflects recent amendments to the Ohio Revised Code; and

WHEREAS, the updated Purchasing Policy is attached to this resolution as Exhibit A; and

WHEREAS, Park District staff also recommends that the updated Purchasing Policy not be included in the updated Employee Handbook or in any other collection of Park District policies.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby adopts the updated Purchasing Policy attached to this resolution as Exhibit A.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the updated Purchasing Policy shall take effect on May 8, 2024.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the current Purchasing Policy, in effect at the time of the adoption of this resolution, is hereby repealed, effective May 8, 2024.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the updated Purchasing Policy shall not be included in the updated Employee Handbook referenced above or in any other collection of Park District policies.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a vote as follows:

Voting Aye:

Voting Nay:

STARK COUNTY PARK DISTRICT PURCHASING POLICY

Procurement is both an art and a science. The outlined purchasing policy attempts to capture the science: Ohio laws, procedures, thresholds, and other objective guidance. That being said, there is no attempt made to capture the “art” of common sense. For every guideline, it is not difficult to formulate an exception where the rule may not seem to apply. For these cases, employees are encouraged to act responsibly, to contact their supervisor and seek guidance from the Finance Department.

The Stark County Park District is a public agency primarily funded by tax dollars and as such has the responsibility of being a good steward of our resources. Every Stark Parks employee is responsible for spending funds conscientiously, in accordance with our policies and with the best interest of the Park in mind.

PURCHASE ORDER (PO) GUIDELINES

Prior to purchasing or ordering any item/service (service exceptions outlined in the competitive bidding section of this policy), or signing any agreement contracting for a service/items all park employees must have a purchase order (PO) in place totaling the purchase and any shipping, maintenance, etc. covering the item/service. Every attempt should be made to plan effectively and request PO's in a timely manner.

Please note that all payments for services/items will only be authorized with an original invoice or receipt with all information matching the PO previously submitted.

Stark Parks recognizes the need to be flexible in its solutions and provides the following guidelines for purchasing circumstances that may fall outside of the above considerations:

- Emergency events that may severely threaten operations of the park (i.e. water main breaks, sanitary or sewer problems, etc.)
- Emergency events that may threaten life and limb (i.e. unexpected acts of God such as flood, downed trees severely impacting the safety and security of public/employees, etc.)
- Unexpected events that if not corrected will severely impact the patron experience (i.e. unexpected need for a generator at an outdoor event, need for a gas tank for a concessions trailer due to a malfunctioning unit at time of event, etc.)

In emergency situations (as defined above) please proceed to remedy the situation by contacting your immediate supervisor and Financial Manager for an appropriate solution.

VENDOR SELECTION AND THRESHOLD REQUIREMENTS

In order to ensure good stewardship and to help maintain a fair selection of vendors, Stark Parks offers the following threshold for purchasing:

- Purchases between ~~\$1,501.00~~\$2,000.00 and ~~\$5,000.00~~\$10,000.00 require submittal of two written quotes
- Purchases between ~~\$5,001~~\$10,000.01 and ~~\$49,999.00~~the amount specified in Section 9.17 of the Ohio Revised Code require submittal of three written quotes
- Purchases exceeding ~~\$50,000.00~~the amount specified in Section 9.17 of the Ohio Revised Code require going through the competitive bidding process (with noted exceptions as outlined in competitive bidding section of ORC)

When selecting a vendor or contractor, Stark Parks will make every effort to ensure a Stark County based business receive priority while keeping in mind being cost effective and fiscally responsible.

COMPETITIVE BIDDING

Any purchases, leases, services, construction, maintenance, etc. exceeding ~~\$50,000.00~~the amount specified in Section 9.17 of the Ohio Revised Code may require public agencies to go through the competitive bidding process as outlined by Ohio Revised Code (ORC) Title III.

Due to the legal implications of the competitive bidding process Stark Parks requires that all competitive bidding projects be handled through the Administration Department with guidance from the Finance Department to ensure compliance with applicable Ohio laws. When faced with a situation that may require the employee to proceed with a competitive bid, the employee should contact their supervisor along with the Financial or Projects and Administration Manager in order to determine the best course of action.

Before entering into any contract or agreement please note that all contracts or agreements involving Stark Parks need to be reviewed and approved by Stark Parks approved legal counsel, will need to have a PO in place for cost of services prior to the execution of the contract, will need to be accepted or voted on by the board, as appropriate and legally can only be executed (signed) by the Park Director or Board Designee.

STARK COUNTY PARK DISTRICT

Summary and Recommendations of Agenda Items

CATEGORY: NEW BUSINESS
SUBJECT: Updated Employee Handbook
RESOLUTION: #24-05-038

WHEREAS, the Stark County Park District Board of Park Commissioners last adopted comprehensive updates to the Park District Employee Handbook in 2018; and

WHEREAS, Park District staff has prepared an updated Employee Handbook; and

WHEREAS, the updated Employee Handbook is attached to this resolution as Exhibit A; and

WHEREAS, Park District staff recommends that the Board adopt the updated Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED, by the Stark County Park District Board of Park Commissioners that the Board hereby adopts the updated Employee Handbook attached to this resolution as Exhibit A.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the updated Employee Handbook shall take effect on May 8, 2024.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that the current Employee Handbook, in effect at the time of the adoption of this resolution, is hereby repealed, effective May 8, 2024.

BE IT FURTHER RESOLVED, by the Stark County Park District Board of Park Commissioners that, notwithstanding anything to the contrary in this resolution, the Cellular Allowance authorized in the aforementioned current Employee Handbook shall remain in full effect, and shall continue to be administered and paid accordingly, until the end of the Park District's 2024 fiscal year.

_____ MOVED to adopt this resolution, which was SECONDED by _____.

DISCUSSION:

MOTION CARRIED on a vote as follows:

Voting Aye:

Voting Nay:

**STARK COUNTY PARK DISTRICT
EMPLOYEE HANDBOOK**



**RESOLUTION #24-05-038
EXHIBIT A**

Welcome

Welcome to the Stark County Park District!

We are thrilled to have you as part of our team and look forward to the contributions you will bring to our organization. As you settle in, we encourage you to familiarize yourself with our culture and mission, and to seize opportunities for personal and professional growth.

The Stark County Park District is known for its outstanding leadership, innovation, and expertise. Our employees play a crucial role in shaping our success by leveraging their creativity and talent to meet new challenges and provide top-notch services. Your active involvement and support will be instrumental in helping us achieve our goals.

Please take a moment to review the policies outlined in this handbook. Should you have any questions, don't hesitate to reach out to your supervisor or the Human Resources department for assistance.

Thank you for choosing to embark on this journey with us. We are excited to have you on board!

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Employment at Will

Employment at the Stark County Park District is at-will basis unless otherwise stated in a written individual employment agreement signed by the Board.

This means that either the employee or the Park District may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Park District representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Stark County Park District employees have the right to engage in or refrain from such activities. The Employee Handbook applies to all Stark County Park District employees including those in the collective bargaining unit. Any Employee Handbook that is in conflict with the collective unit labor agreement, shall be superseded by the labor agreement for the bargaining unit employees only.

Equal Opportunity

The Stark County Park District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The Stark County Park District expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

The Stark County Park District will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Stark County Park District's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The Park District will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes, but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

The Stark County Park District is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the Stark County Park District's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the Park District. The Stark County Park District prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The Park District then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of the Stark County Park District to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The Stark County Park District prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Lactation Accommodations

The Stark County Park District will provide a reasonable amount of break time to accommodate employees who wish to express breast milk for their child. Such time should run concurrently with existing meal and break times, and if that is not possible, the time will be unpaid.

Diversity, Equity and Inclusion

The Stark County Park District values diversity, equity, and inclusion. We are currently undergoing a review of this policy independently of this handbook. Once completed, the updated policy will be added to this handbook.

Harassment and Complaint Procedure

It is the Stark County Park District's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by the Stark County Park District.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Stark County Park District will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of "sexual harassment." While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;

- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate the Stark County Park District's policy.

Complaint procedure. If employees believe they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor or department manager, the HR manager, or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, the Stark County Park District will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Employee Concerns & Complaint Resolution

Stark Parks promotes an atmosphere whereby employees can talk freely with members of management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, department manager, Human Resources, or the Executive Director are available for consultation and guidance. Stark Parks is interested in the success of its employees and welcomes the opportunity for discussion as appropriate.

Stark Parks strives to be fair and consistent in application of its policies and regulations. When questions or complaints arise, employees should first attempt to resolve matters through informal discussion with their immediate supervisor.

If, within five consecutive regularly scheduled workdays after submitting the complaint to his/her supervisor (verbally or in writing), the matter is not resolved to the employee's satisfaction, the employee may submit the written complaint (along with any written response received from the supervisor) to the department manager.

If the complaint is beyond the scope of the immediate supervisor's authority or the misconduct being reported is in reference to the immediate supervisor, the employee should notify their manager preferably no later than five consecutive regularly scheduled workdays after the incident or complaint arises.

If, within five consecutive regularly scheduled workdays after submitting the complaint to the department manager, the matter is not resolved to the employee's satisfaction, the employee may submit the written complaint to the Executive Director.

If, within ten (10) consecutive regularly scheduled workdays after submitting the complaint to the Executive Director, the matter is not resolved to the employee's satisfaction, the employee may submit the complaint (along with any written responses received from Management) to the Board of Park Commissioners.

At any time, an employee may notify Human Resources to report the misconduct. If the complaint in question pertains to actions of the Executive Director, Human Resources will report the complaint directly to the Chairperson of the Board of Park Commissioners. The Chairperson of the Board or his or her designee will schedule a meeting if determined to be necessary or at the employee's request, at a time convenient to all parties involved.

To ensure the prompt resolution of employee complaints, the prescribed time limits for each step of the complaint procedure should be followed as closely as possible. However, in the event of extenuating circumstances, the established time limit for a given step of the complaint procedure may be extended by mutual agreement of the parties.

Employees who are members of a collective bargaining unit and subject to the terms and conditions of a bargaining agreement that includes a dispute resolution mechanism may not avail themselves of this complaint procedure.

Fraud Reporting

As a public agency Stark Parks has a duty and responsibility to use funds appropriately in order to achieve its mission. Suspicion of fraud by a coworker should immediately be reported to a member of the management team, the Executive Director, or Human Resources, as appropriate. Fraud cases can also include the misuse of public money.

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows the opportunity to make anonymous complaints through a variety of ways:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Office of Auditor of State

88 East Broad Street

PO #1140

Columbus, OH 43215

Web: www.ohioauditor.gov

Email: fraudohio@ohioauditor.gov

Any employee who files a claim of fraud is protected against certain retaliatory or disciplinary actions by Section 124.341 of the Revised Code (whistle-blower protections).

Search, Inspection & Investigation

The Stark County Park District reserves the right, when deemed necessary and appropriate by management, to search and inspect both Park property and personal items, including vehicles, brought onto Park property. An employee's refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination.

Procedures for Unannounced Searches

Decision to search

In most situations, the following Park District representatives will be involved in a decision to conduct an unannounced search during:

- Office hours:
 - Employee's department manager.
 - Human resources manager.
- Times other than office hours:
 - Neutral management representative.

The individuals involved in the decision to conduct a search must document the reason(s) for the search.

Conducting searches

The following Park District representatives will conduct and observe any approved unannounced search during:

- Office hours:
 - Employee's department manager.
 - Human resources manager.
- Times other than office hours:
 - Neutral management representative.

A minimum of two management representatives are required to conduct an unannounced search. One of these representatives will conduct the search, and the second representative will record the inventory. Items found and identifying locations will be noted.

One of the Park District's representatives conducting the search must be of the same gender as the person whose belongings are being searched.

The search will be conducted in the following manner:

- The employee involved will be taken to a private location and informed that the Park District would like to conduct a search and inspection of the employee's personal possessions (including the employee's

vehicle), in accordance with Park policy. The Park District representative conducting this meeting will ask the employee if he or she will cooperate with the search.

- The search of personal property will not begin until the employee gives written consent to the search. Written consent is not required for the search of any property of the Park District.
- In the presence of all required Park District representatives and the employee, the designated Park District representatives will search as necessary through the employee's locker, work area, personal items or vehicle. The designated Park District representative will record an inventory of all items found during the search and secure relevant items.
- After the search is completed, the designated Park District representative will:
 - Conclude the search by either thanking the employee for cooperating or by placing the employee on unpaid suspension pending the outcome of the investigation.
 - Set up a specific time for the employee to meet with the department manager or other designated Park District representative.

An employee who refuses to cooperate with a search request from an authorized Park District representative will:

- Not be detained in any way or for any reason. Any sort of refusal or failure to cooperate will be grounds for disciplinary action up to and including termination.
- Be immediately relieved of duty and placed on unpaid suspension pending investigation.

The following may be searched:

- Any property of the Park District, including lockers, desks and other individually assigned spaces.
- Any personal property brought onto Park District premises by the employee with written permission, including:
 - Pockets
 - Purses/wallets
 - Briefcases
 - Automobiles
 - Shopping bags/boxes
 - Removable clothing

The employee may be asked to remove a coat, sweater, or similar type of clothing so that it can be inspected. The employee may be asked to empty all pockets on the employee's clothing. The search will not include any form of body searching.

Each Park District representative present during the search/investigation must immediately write an independent report of the incident, or if all parties involved agree, a joint statement/summary may be written and signed by all involved in the search, including the employee(s). The report(s) should be delivered to the Executive Director.

The following information must be included in the report:

- The reason for the search.
- Who was involved in the search.
- Where the search was conducted.

- The date and time of search.
- What, if anything, was found during the search.
- What actions were taken with the employee involved.
- What items were seized and what action was taken with the item(s).
- What instructions were given to the employee.

The Executive Director (or, in the Executive Director's absence, the Deputy Director) should immediately report to the appropriate authorities any illegal items that are found and should document such notification.

Public Records Policy

Introduction:

It is the policy of the Stark County Park District that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Stark County Park District to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

Section 1.0 Public records

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, photos, electronic (including, but not limited to, e-mail, tapes, films, videos), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, its functions, policies, decisions, procedures, operations, or other activities of the office.

All records of the Stark County Park District are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of the Stark County Park District that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

Section 2.0 Public record requests

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1 Inspection of records

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Copies of public records must be made available within a prompt and reasonable period of time. "Prompt" and "reasonable" take into account the 1) volume of records requested, 2) proximity of the location where the records are stored, and 3) necessity for any legal review of the records requested. There is no charge for inspection.

Section 2.2 Request for records

Although no specific language is required to make a request, the requestor must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requestor for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records. If clarification is needed and contact information has not been provided by requestor, the records custodian must inform the requestor or designee at time of retrieval that additional information is required to fulfill the request.

Section 2.2.a.

The requestor does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public records.

Section 2.2.b.

Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

Section 2.2.c.

All requests for public records must either be satisfied or be acknowledged in writing by the Stark County Park District within five (5) business days following the request. If a request is deemed significantly beyond “routine,” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

Section 2.2.c.1.

The date the records request was received.

Section 2.2.c.2.

An estimated cost if copies are requested.

Section 2.2.c.3.

Any item within the request that may be exempt from disclosure.

Section 2.3 Denial of requested records

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are reactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Table 2.4 Provides examples of information that should never be disclosed as well as information that is readily available. Seek advice from your legal counsel if you are unsure.

Mandatory Exemptions (prohibited from public disclosure or “confidential”). Never disclose.	Discretionary Exemptions (records that are designated “not public” by state statutes, rules, federal statutes or regulations). Use caution.	Public Records Always disclose in timely manner.
Examples: <ul style="list-style-type: none"> • Physician-patient privileged records • Student education records • Criminal history records obtained through LEADS • Criminal records sealed pursuant to statutorily authorized court order • DNA records obtained from inmates • Concealed carry permit records 	Examples: <ul style="list-style-type: none"> • Information pertaining to the recreational activities of children younger than 18 • Confidential Law Enforcement Investigatory Records (CLEIRs) • Trial Preparation Records • “Security” and “Infrastructure” Records • Non-medical records identifying recipients of Golden Buckeye Cards 	Examples: <ul style="list-style-type: none"> • Policies • Park Board Meeting Minutes • Photos • Staff Meeting Proceedings • Salary information • Videos • Purchase Agreements (once final) • Contracts • Other items that do not fall in the “Exemptions” categories

Section 3.0 Costs for public records

Section 3.1

Those seeking public records will be charged only the actual cost of making copies. The charge for paper copies in black and white is 1 cent per page. The charge for paper copies in color is 10 cents per page. Cost may change without notice based on market fluctuation.

Section 3.2

The charge for downloaded computer files to a compact disc is \$1.00 per disc.

Section 3.3

There is no charge for documents e-mailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Section 3.5

Payment in advance for any records request with an estimated cost of \$20.00 or more is required.

Section 4.0 E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 4.1

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

Section 5.0 Failure to respond to a public records request

The Stark County Park District recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, the Stark County Park District's failure to comply with a request may result in a court ordering the Stark County Park District to comply with the law and to pay the requester's attorney's fees and damages.

Section 6.0 Records retrieval and archiving area

To protect the privacy and integrity of the Stark County Park District and its records, only the records custodian may retrieve and/or enter the records archiving area.

Reimbursements, Travel, and Expenses

Employees may receive reimbursement for authorized expenses incurred while traveling on official business. All eligible travel and expenses require pre-approval by the Department Manager.

All travel arrangements, purchases, mileage (if applicable) and expenses must follow the Purchasing policy currently in place including, but not limited to, having appropriate purchase orders in place prior to incurring any expenses.

In order to receive a reimbursement for pre-approved expenses the employee will;

- Complete the Stark County Expense Report and Direct Deposit form
- Attach original, itemized receipts/documentation pertaining to approved expenses
- Forward the completed documentation to finance within 30 days of incurred expense

Employees will not receive reimbursements for any unauthorized charges, for any additional expenses incurred for personal preference or convenience or for any charges considered unreasonable or extravagant.

Reimbursement will also not be issued for any of the following:

- Alcoholic beverages, room service, entertainment, hotel video or movie charges, dry cleaning, laundry or tips (other than for meals)
- Any tipped amount over twenty percent (20%) (tipping is permitted for meals only)
- Telephone calls
- Meals included in the price of the attended training, seminar, etc.
- Travel within Stark County is not reimbursable
- The Park District is not responsible for any costs incurred as a result of an employee's illegal actions, including vehicular violations

Employees traveling on official Park District business are expected to use park vehicles whenever possible. Employees using their private vehicle while traveling on routine Park business are covered by the Park District's liability insurance – however, the employee's insurance carrier is the primary insurer.

If for convenience reasons (their last work location is closer to home than work, etc.), employees would rather use their own vehicles for Park business they must have manager approval in advance to use a private vehicle for official business travel. Employees shall be reimbursed for actual miles traveled, while on official Park business, when the use of a privately owned vehicle has been authorized by the Executive Director for this purpose and a park vehicle is not available for use in travel. Reimbursement will be made at the Internal Revenue Service's current reimbursement rate.

Air travel may be used in any instance when it is less expensive than mileage for an employee's personal vehicle, or trip expenses for a Park District vehicle.

Expenses incurred for meals while on official Park District business will be reimbursed at the per day allowance (travel within Ohio has a limit of \$50.00/day, out of state travel has a limit of \$75.00/day), when travel extends through a normal meal period, to include a tip capped at 20%.

Ohio Revised Code prohibits officials or employees from accepting or using, for personal travel, a discounted or free "frequent flyer" airline tickets or other benefits from an airline if he/she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel.

These prohibitions, by extension, would also apply to credit card "points" and any other reward program (e.g., hotel and/or car rental points).

Tuition Assistance & Reimbursement

Stark Parks wants to stay committed to a work environment that encourages continuous learning as a means of maintaining a competent workforce which provides a high standard of service to the public.

All year round full-time and part-time employees are eligible for educational assistance in accordance with this policy upon completion of twelve (12) months of continuous employment prior to the time of course enrollment. Reimbursement will be given provided that the course(s) requested are work-related and consistent with the employee's career plans as discussed with their manager. The following conditions apply for tuition reimbursement:

- The request for tuition must be initiated by the employee
- All courses must be attended on non-work time
- Courses must be delivered by a bonafide educational institution or agency or proprietor of continuous learning services. Eligible courses are post-secondary education through community colleges and universities (undergraduate and graduate level), accreditations related to trades and vocations, and professional designations and certifications.
- Both traditional classroom programs and distance learning, online programs/classes are acceptable

- Tuition reimbursement must be planned for and requested in writing (Education Reimbursement Application and Agreement Form) no later than September 30 of each year for consideration in budgets for the following year
- All requests will need pre-approval by Department Manager and Executive Director and are subject to the annual budget approval by the Stark County Park District Board of Park Commissioners
- Employees may apply for reimbursement of actual tuition costs only. Additional costs for related expenses such as book, fees, or supplies do not qualify for reimbursement. Total annual maximum reimbursement per student shall not exceed \$2,000.00 (two thousand) per year for undergraduate studies and \$3,000.00 (three thousand) per year for graduate and post-graduate studies.
- Employees must receive a grade of “B” or better for each course. No reimbursement will be made for any grades below “B”. If the course in question is graded on a pass or fail scale a “pass” score is acceptable.

In order to receive the tuition reimbursement the employee will provide proof of payment for approved courses and proof of satisfactory grade completion within 60 days of completion of course(s).

An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if the approved course is canceled. The employee is required to immediately notify their manager if they withdraw from an approved course or if the course is canceled. An employee will not receive tuition reimbursement if they terminate employment prior to completion of an approved course.

Continuation of the Tuition Assistance/Reimbursement program is at the sole discretion of the Park District and the availability of funds.

The Ohio Peace Officer Training Academy for Rangers (Public Safety) will not be included in this policy. The reimbursement agreement for this specific training will be addressed case by case basis and agreed upon in a written agreement between the Stark County Park District and the employee.

Employee Ethics

The Stark County Park District expects all employees to conduct themselves and Park District business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The Stark County Park District recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the Park District.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Conduct themselves in any manner that discredits the operations or ethical standards of the Parks.
2. Engage in any activity that is illegal and/or offensive.
3. Use their position with the department for personal gain or engage in any transaction that conflicts with the proper discharge of his duties.
4. Without proper legal authorization, disclose confidential or proprietary information about the property, business, operations, or affairs of the department. Nor shall he/she use such information to advance the financial or other private interest of himself or others.
5. Accept any valuable gifts, whether in the form of services, loan, item, or promise from any person, firm, or corporation that is interested, directly or indirectly, in any manner whatsoever, in business dealings with the Park District.
6. Accept any gift, favor, entertainment, meal, or item of value that may tend to influence him/her in the discharge of his/her duties; or grant, in the discharge of those duties, any improper favor, service, or item of value.
7. Park officials/employees may accept travel, meals, and lodging or expenses or reimbursement for said expenses provided they participate in a panel, seminar, or speaking engagement in their public capacity and provided the

payment/reimbursement does not represent a substantial or improper influence upon the person.

*Travel expenses or honorariums may not be accepted from a party who is doing or seeking to do business with the park district.

8. Accept from any contractor or supplier, doing business with the county, any material or service for the private use of the employee.
9. Represent any private interest in any action or proceedings against the department; have a financial interest in companies that do business with the department, except as allowed for by law.
10. Engage in employment, or accept private employment with, or render services for a private employer, when that employment or service is incompatible with the proper discharge of his independent judgment or action in the performance of his official duties.
11. A park official/employee is prohibited from taking any formal or informal action on any property owned by him/herself or a relative (defined as owning more than 5% of an entity). These prohibitions also apply to land adjacent to or near a relative's property.
12. Accepting of a golf outing of substantial value is prohibited. An employee may participate in a golf outing provided the employee pays his own way for that portion of the outing cost that is directly attributable to the golf (i.e. greens fees and cart fees) and is not on Park District time.
13. Ethics regulations do not prohibit vendors from making a donation to the park district; however, officials/employees of the park district may not benefit personally, and the donation must be made for the general benefit of the park district.
14. No employee shall knowingly offer to a member of the General Assembly (State Legislature):
 - a. Payment of any expenses for travel or lodging except as otherwise authorized.
 - b. More than \$75 aggregated per calendar year as payment for meals and other food and beverages, other than for a meeting at which the member participates in a panel, seminar, or speaking engagement.
 - c. A gift of any amount whose value exceeds \$75.

For further definitions and additional training, State of Ohio Ethics Commission (OEC) is available to provide additional education and/or material. The OEC can be contacted by calling 614-466-7090 or at www.ethics.ohio.gov.

Violations of this policy may result in disciplinary action, up to and including termination, as well as any potential civil or criminal sanctions under the law.

Confidential Information

The protection of confidential business information is vital to the interests and success of the Stark County Park District. Confidential information is any and all information disclosed to or known by employees because of employment with the Park District that is not generally known to people outside the Park District about its business.

An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the **COMMUNITY ENGAGEMENT MANAGER**. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Open-Door Policy

The Stark County Park District believes that open communication is vital to a successful work environment. The Stark County Park District encourages all employees to share their ideas and opinions directly with management. Employees are also welcome to send their concerns or ideas to HR, in person, via e-mail, or by phone.

Video Surveillance

The Stark County Park District reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information. As part of its security measures and to help ensure a safe workplace, the Stark County Park District has positioned video cameras to monitor various areas of its facilities.

The Stark County Park District may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. The Park District will do so only after first ensuring that such action is in compliance with state and federal laws. Video cameras will not be used in nonwork areas, such as break rooms, restrooms, locker/dressing rooms, etc.

Employees should not have any expectation of privacy in work-related areas.

If an employee believes that theft or property damage has occurred, they should report in detail the time and day of the incident to their direct supervisor or human resources. An investigation will take place upon report of the incident. Under no circumstances, should the employee reporting an incident request camera footage from the IT Department. This will be handled in the investigation process by the Human Resources Department.

Employees should contact their supervisor or the human resource (HR) department if they have questions about this policy.

Social Security Numbers

This policy and procedure explains the Stark County Park District's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

It is the Stark County Park District's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax-reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the Park District's employee benefit plans.

All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The Park District will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Stark County Park District classifies its employees as shown below. The Stark County Park District may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Non-exempt. Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Full-time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Part-time. Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Park District and are subject to the terms, conditions, and limitations of each benefits program.

Seasonal. Employees working either more or less than 40 hours a week. These employees are working for an established season, limited to a specific period of time (less than 12 months) and are terminated at the end of the season but may be considered for rehire for another season. Seasonal employees are eligible to participate in retirement benefits as outlined.

Workweek and Hours of Work

Stark Parks' normal office hours can be anywhere from 7:00am to 4:30pm, Monday through Friday. Hours of operation vary based on department and Stark Park's needs. All questions regarding scheduled work hours should be directed to your supervisor.

Stark Parks defines a workday as a period of twenty-four (24) consecutive hours which, unless determined otherwise by Management, corresponds to the calendar day. A workweek is seven (7) consecutive workdays, and it corresponds, unless otherwise designated by Management, to 12:01 A.M. Thursday through 12:00 midnight the following Wednesday.

An employee on-call, who is free to pursue his own activities with the stipulation that he/she be available for work as required, will be compensated only for time spent actually responding to a call during the on-call status period. If an employee on call is directed to perform his duties, he/she will be compensated for all time spent performing work duties including travel time to and from the work location.

An employee who is called to work outside normally scheduled hours and does report to work, shall be guaranteed a minimum of four (4) hours pay or the time employee actually works, whichever is greater, at the employee's current rate of pay.

An employee who is required to work at an overnight camp or Park provided program, shall be paid for all time worked, including overnight stay hours. Managers will work with employees to adjust schedules to avoid overtime. However, based on staffing needs, overtime can be approved to meet the needs of the Park District.

Meal and Rest Breaks

Employees are entitled to a 30-minute paid meal break each day. Any nonexempt employee who is required to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

Remote Work

Remote work is an arrangement where an employee works from home or from another location when the job duties of the position can be performed at an alternate location. Depending on the details of the arrangement, remote working may constitute all or some of an employee's work time or job duties.

Stark County Park District will consider remote working arrangements for employees to work remotely on a case-by-case basis. When remote working arrangements are approved, job assignments, scope, work schedules, and duration will be defined by the Park. The arrangement's focus is on-job performance and meeting Park business demands.

Remote work arrangements may be initiated by the employee or by the Park. Employees interested in remote working should contact their immediate supervisor to determine if their work duties would be conducive to such an arrangement. Factors such as employee dependability and flexibility, job performance and disciplinary record, essential job duties and communication requirements, established measurable goals and objectives, and off-site equipment and access needs, will be considered.

Remote work is not an entitlement, nor is it a Park-wide benefit. It in no way changes the terms and conditions of employment with the Park. Employees who directly serve patrons in-person are unlikely candidates for a remote work arrangement. An employee's request for a remote work arrangement as a reasonable accommodation for the employee's disability will be addressed by the Park in accordance with the Americans with Disabilities Act, as amended.

Conditions

1. Remote working does not change the terms and conditions of employment with the Park. Park policies and practices remain in full force and effect while remote working.
2. Position requirements and responsibilities, performance expectations, compensation, and benefits, may only be changed solely by the Park.
3. Remote working employees must determine any local/municipal tax withholding adjustments they wish to make while working from a home-based office.
4. The Park reserves the right to determine the beginning and ending date of the remote working arrangement for all employees and to deny or revoke remote work privileges at the Park's sole discretion. Failure to comply with this policy and the conditions in the remote working agreement may result in the immediate termination of the remote working arrangement and in discipline up to and including termination.

Requirements

1. Remote Work Agreement - The completion of a Remote Work Agreement with approval from the employee's immediate manager, second level manager (when applicable), and Human Resources is required. The Remote Work Agreement specifies the terms agreed upon by the employee and the manager including expected duration, scheduled work hours, duties to be performed by the employee, terms and conditions of equipment issue, and remote access.
2. Dependent Care - Employees may remote work while dependents are home but may not count as work hours any time in which dependent care interferes with the performance of their official duties. Employees are expected to make up time lost while caring for dependents, which includes flexing employees schedule to meet 8 hour workday or 40 hour work week. It is expected that during official duties, such as phone calls, virtual meetings, etc. that your work area should be free from disturbances.
3. Alternate Workspace - Remote workers are expected to establish an appropriate work environment at their home or alternate location.
 - a. The Park will not be responsible for costs associated with the setup of the employee's remote workspace, such as remodeling, furniture or lighting, nor for repairs or modifications to the remote office space.
 - b. Maintaining a reliable internet connection with sufficient bandwidth is a requirement for remote work and is the responsibility of the employee.
 - c. Remote working employees must not hold meetings with third parties in their home office.
4. Equipment, Software and Supplies - The Park will review the need for equipment, software and supplies for each approved remote work assignment. The Park may provide equipment, software, or supplies depending on the nature of the job, equipment availability, and available funds. Improper use may result in revocation of remote work privileges and/or disciplinary action up to and including termination of employment.
 - a. Equipment, software, and supplies provided by the Park for offsite use are intended for legitimate business use only and must be secured against unauthorized access.
 - b. Remote working employees are responsible for taking appropriate action to protect Park-provided items from damage or theft. Upon termination of the remote working arrangement, all Park property must be returned to the Park.
 - c. Items supplied by the employee to conduct work-related activities will be maintained by the employee. The Park assumes no liability regarding damage, repair, or loss of employee-owned items at the alternate workplace.
 - d. Remote working employees must immediately report to their manager and IT if their technology is not working properly. If the issue cannot be resolved within thirty (30)

minutes and the employee is unable to work productively, the employee must report to their primary Park office for the remainder of the workday.

5. Safety - The same safety, ergonomic and professional standards applicable to work in a Park facility must be maintained at the alternate workspace. Injuries sustained by an employee while working remotely and while performing their regular work duties must be reported in compliance with the Park's incident/injury reporting protocols.
6. Communication - Remote workers must be accessible via telephone and/or email to their manager, co-workers, patrons, and vendors during their approved scheduled work hours. Remote work must not adversely affect customer service delivery, employee productivity, or progress of an individual or team assignment.
 - a. Remote working employees must keep their work calendar up-to-date, clearly showing when they will be working off-site. They will also be required to share their work calendar with their manager and others per the manager's direction.
 - b. Regular check-ins with their manager and co-workers are required.
 - c. Logging daily work activities may be required at manager discretion.
 - d. Alternate workplace phones must be answered in a professional manner during approved scheduled work hours. The voice mail greeting message must convey a professional image.
7. Confidentiality - Remote working employees are required to ensure the protection and strict confidentiality of employee and patron information accessed from their remote workspace and are not to abuse, tamper with, or use data, files, or systems for any non-work-related purpose.
8. Time and Attendance - Remote working arrangements will include a fixed schedule of days and hours, with some flexibility for hours as described in the Dependent Care Section.
 - a. Remote working employees are required to accurately record all hours worked in accordance with the Park's policies and timekeeping procedures.
 - b. Approved paid or unpaid time off must be used to cover all scheduled hours not worked.
 - c. Work hours, overtime, and request procedures for the use of paid and unpaid time off, or any other work schedule change must conform to the Park's policies and procedures.
9. Ad Hoc Arrangements
 - a. Temporary remote working arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
 - b. Other instances that may be approved for temporary remote working include emergencies that prevent employees from occupying Park building(s) for extended periods of time; when local, state, or national emergencies have been declared; or

when health officials determine it is unsafe for employees to work with one another during outbreaks of disease, epidemics, and pandemics.

- c. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
- d. All informal remote working arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Time Records

Employees are responsible and accountable for accurate timekeeping and employees will use an automated time system (time clock or phone app) or timesheet to record hours worked. If you make an error or forget to clock in or out, bring the matter to your supervisor's attention so corrections can be made in the system. All work time must be recorded fully and accurately. The Park District prohibits any employee from altering his or her own or any other employee's time record. It is a violation of Park District policy to change or falsify a time record. Any employee who violates this policy will be terminated.

Unless otherwise authorized by their supervisor employees may not clock in or clock out more than seven (7) minutes before their scheduled shifts starts or ends.

Overtime

Non-exempt (hourly) employees who work in excess of 40 hours in any one work week (Thursday through Wednesday) will be paid at one and one-half (1½) times the regular hourly rate. Hours not actually worked, such as sick days or vacation used, are not included in overtime computations. Always obtain permission from your supervisor prior to working any overtime hours. Paid leave, such as paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Compensatory Time

With Management and employee approval, in lieu of overtime pay, non-exempt employees may take compensatory time off at a rate of one and one half (1 ½) times actual time worked in excess of forty (40) hours per workweek.

Compensatory time may be accumulated up to 240 hours or as stipulated in an applicable collective bargaining agreement, and any time earned from September 1 through August 31 must be expended by August 31. If compensatory time is not taken by August 31 of each year, it will be paid in cash by October 31. Employees accruing compensatory time off because of their work in a public safety activity, emergency response activity, or seasonal activity may accrue no more than 480 hours of compensatory time. Compensatory time off is scheduled consistent with departmental needs and with the advance approval of Management. Accrued, unused compensatory time is paid upon separation.

Employees may choose between being paid for overtime in cash or taking compensatory time. This election must be made no later than the Thursday following the end of the pay period during which the overtime was worked. The same election must be made for both weeks in the pay period. For example, you must select to be paid out overtime or compensatory time for both weeks in the pay period. You cannot select to be paid out overtime in week 1 of pay period and select compensatory time for week 2 of the pay period.

Management must approve all overtime in advance where circumstances permit. In general, overtime should be avoided whenever possible, but when it is necessary, Management will make reasonable efforts to distribute the opportunity for overtime equitably among employees qualified to perform available work. Only actual time worked and holiday hours count toward overtime calculations. Pyramiding of overtime and other payments is not allowed.

Note: During calendar years 2024 and 2025 only, compensatory time will be earned from April 1, 2024, through August 31, 2025, and must be expended by August 31, 2025. Any compensatory time not expended by August 31, 2025, will be paid in cash by October 31, 2025.

Pay Periods

Stark Parks' pay period consists of two consecutive workweeks beginning Thursday and ending Wednesday two weeks later. There are normally 26 pay periods per calendar year. Paychecks are issued bi-weekly on Wednesday for the pay period ending two weeks before. No pay advances are permitted. Stark Parks' requires all employees to utilize direct deposit for wages and expenses. Paychecks are subject to legally required deductions. Any court-ordered child support and wage garnishments will be fulfilled as ordered by the court.

Access to Personnel Files

Human resources maintains a personnel file for each employee. These files are, by law, public records (subject to certain exceptions). Any portion of personnel files not considered public records will be kept confidential and the information will not be released outside the control of the Park District without the written consent of the employee affected. Non-identifying information, however, may be used for statistical purposes. Employees who desire to review the contents of their file may schedule an appointment to do so in the presence of human resources.

Employee Evaluations

All new, year round employees receive a formal performance evaluation at 90 days following the hire date. The Park District maintains an annual performance evaluation program through which employees receive constructive work reviews designed to address performance, skill needs and interests. Performance evaluations are administered by the Executive Director, Deputy Director, Human Resources Manager and Direct Supervisor/ Manager of the employee. Reviews are given annually during the quarter of the employee's date of hire. When employees have been promoted, the evaluation date will become the anniversary of the promotion date.

Job Descriptions

The Stark County Park District maintains a job description on file for each position within the park. Job descriptions are periodically reviewed and updated as appropriate. All job descriptions are available in electronic format on the employee shared drive. All job descriptions should be reviewed each year during the performance review process.

Nepotism

No employee is permitted to work for Stark Parks under the direct or indirect supervision of a member of such employee's family or a partner in a domestic relationship.

The hiring of family members is discouraged, especially if employment would:

1. Create a supervisor/subordinate relationship;
2. Have the potential for creating an adverse impact on work performance, and/or,
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

No relative or partner in a domestic relationship of the Executive Director, Management team, or Human Resources will be hired as a regular (non-seasonal) Stark Parks employee without the approval of the Executive Director. However, any relative or partner in a domestic relationship of the Executive Director will not be hired as a regular (non-seasonal) Stark Parks employee without the approval of the Board.

Relative shall be defined as spouse, parent (including *in loco parentis* relationship), parent-in-law, child or sibling, including stepparents, stepchildren, stepbrother or stepsister, aunt, uncle, niece, nephew, grandparent, grandchild, first cousin, and members of the same household.

Partner in a domestic relationship shall be defined as, including but not limited to: fiancé, fiancée, boyfriend, girlfriend, live-in partner, and live-in roommate.

This policy must also be considered when assigning, transferring or promoting employees.

Drug-Free and Alcohol-Free Workplace

The Stark County Park District complies with the federal Drug Free Workplace Act of 1988 and has a longstanding commitment to provide a safe and productive environment for its employees, contractors, subcontractors, volunteers and patrons. The unlawful manufacture, distribution (sale or purchase), dispensing, transfer, possession, or improper use of a controlled substance is prohibited in any Park office, vehicle, parking lot or facility, while working or while conducting Park business (including work performed away from Park property). These activities pose a threat to the health and safety of Park employees, volunteers and patrons and constitute serious violations of rules, and may jeopardize the Park District reputation and integrity.

Employees should report to work fit for duty and this includes being free of any adverse effects of alcohol or illegal drugs. This policy does not prohibit employees from the lawful use and possession of prescribed medicines. If an employee is using a legally obtained prescription or over-the-counter drugs which have actual mind or performance altering effect, he/she must notify the employer by showing the original medication container to Human Resources or the employee's supervisor at the beginning of the employee's work day. Failure to properly report such drugs may result in disciplinary action up to and including termination. Depending on the nature of the drug and the employee's job duties, the employee may not be permitted to work unless the employee refrains from taking such medicine at a time when the effects will be experienced during the employees working hours. A fitness for duty certificate may be required from the employee's doctor before the employee is permitted to work.

The Park District encourages employees with drug and/or alcohol dependencies to seek immediate medical treatment and counseling. The Park District is willing to assist those individuals who voluntarily solicit help with dependency or addiction problems by providing a list of community resources and encourage employees who wish to seek confidential and personal help with alcohol and drug problems to contact the Employee Assistance Program for immediate assistance. Any questions or concern you may have about alcohol or drug abuse can be directed to your immediate supervisor or Human Resources. Employees in violation of any part of this policy are subject to appropriate disciplinary action, up to and including termination.

Any employee convicted of any criminal, drug or alcohol related offense or cited for any traffic offense must report it to the Park District (immediate supervisor or Human Resources) within five (5) days after such conviction or citation. Failure to do so may result in disciplinary action up to and including termination.

If an employee comes forward requesting assistance with chemical dependencies, prior to being notified of a required drug and/or alcohol screening, they will be granted the option of entering a substance abuse rehabilitation program or be terminated. Stark Parks will assist and support employees who voluntarily seek help for such problems by granting the use of paid time off (if available in employee bank), leaves of absence and accommodating the employee in other ways

as required by law. Employees who enter a substance abuse rehabilitation program will be required to enter an agreement with Stark Parks outlining the program and employer expectations and submit documentation from the rehabilitation facility that the employee is following the prescribed treatment. The employee will also be required to take and pass follow-up drug and/or alcohol tests at the discretion of the Park District. The cost of such follow-up screening will be paid by the Park District with any time away from active work (for the purpose of the screening) paid and considered as time worked. Refusal to abide by said agreement, failure to provide documentation, refusal to submit to testing (drug or alcohol), any attempt to manipulate the testing process, or any positive test result will result in immediate suspension pending an investigation and may result in termination.

REQUIRED TESTING

Employees and applicants will be required to submit to drug and or alcohol testing under the below situations as appropriate.

1. Pre-employment:

All Stark Parks' applicants with offer of employment will be required to undergo a post-offer, pre-employment drug screening that is conducted by a contractor designated by the Park District. Refusal to submit to testing within a specified time frame (typically 48 hours from notice of testing) will result in disqualification from employment. Applicants testing positive will not be considered for employment for a period of one year.

2. Reasonable Suspicion:

Reasonable suspicion testing will occur whenever there is reasonable suspicion that an employee is under the influence of alcohol or drugs. The suspicion will be documented in writing by a supervisor or Human Resources using the Reasonable Suspicion Checklist Form. A reasonable suspicion test may occur based on:

- a. Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use;
- b. A pattern of abnormal conduct, an event of egregious carelessness or erratic behavior;
- c. Evidence provided pointing to manufacture, possession, distribution or use of alcohol or illegal drugs while on Park District premises, on Park District business, in Park vehicles, or at any time during work hours**;
- d. Evidence that the employee has tampered with a previous drug or alcohol test.

Reasonable suspicion testing may be for drugs or alcohol or both. An employee who refuses to submit to testing, who manipulates the testing process, or who tests positive for alcohol or drugs will be in violation of this policy. Refusal to submit to a

drug test or attempting to manipulate the testing process will result in immediate suspension pending an investigation and may result in termination.

**Whenever the Park District suspects that an employee is manufacturing, possesses, or has intent to distribute or use alcohol or illegal drugs on Park District premises, management may inspect Park property under the control of the employee. With written permission from the employee, management may search the employee's personal effects/automobile on Park District premises. Illegal and/or unauthorized substances will be seized, secured, and turned over to the appropriate law enforcement authorities. Refusal to consent to inspection of property and personal property on Park premises while under reasonable suspicion may lead to disciplinary action up to and including termination.

The possession and/or storage of alcohol may be authorized by management under certain circumstances including employee service related to sanctioned functions and special events including park run events as stipulated and approved by the Park Director.

3. Post-Accident/Near Accident:

Employees are subject to post accident testing when they cause or contribute to an accident. We consider an accident an unplanned, unexpected, or unintended event that occurs during the conduct of business, or during working hours, or which involves one of our motor vehicles or motor vehicles that are used in conducting Park business, or is within the scope of employment and which results in any of the following:

- a. Injury to any party involved (employee or another person) requiring offsite medical attention;
- b. Fatality of anyone involved in the accident;
- c. Vehicular, equipment or facility damage of any dollar amount; and/or,
- d. Behavior that is determined to be negligent or reckless

When an accident occurs, any employee who may have contributed to the accident may be tested for drugs and alcohol. Testing should occur immediately but no later than eight (8) hours after the incident and the employee in question will be transported to the testing facility by their supervisor or another available Stark Parks designated employee. Depending on the circumstances, employees not tested immediately may be subject to disciplinary action up to and including termination. Refusal to submit to testing or attempting to manipulate the testing process will result in immediate suspension pending an investigation and may result in termination.

If the employee responsible for an employment-related accident is injured, it is a condition of employment that the employee grant the Park District the right to request that attending medical personnel obtain appropriate specimens (breath,

urine, and/or blood) for the purpose of conducting alcohol and/or drug testing. The supervisor or designee transporting the employee to the medical facility will be required to request that testing be performed. Further, all employees grant the Park District access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the work-related accident including a full medical report from the examining physician(s) and/or other health care providers. A signed consent to testing form is considered a condition of employment.

4. Random:

Random, unannounced drug and alcohol testing (determined and conducted by an appropriate testing facility) will be conducted for employees in safety sensitive positions. A safety sensitive position refers to a job in which the employee is responsible for his or her own or other people's safety. It also refers to jobs that would be particularly dangerous if performed under the influence of drugs or alcohol. Safety sensitive positions at Stark Parks include but are not limited to Rangers (all levels), Education Naturalists, Vehicle & Equipment Coordinator, etc.

Random, unannounced drug and alcohol testing is mandated by law for employees holding CDL licenses who operate or who will reasonably be expected to operate any CDL required equipment or vehicles during the year; including but not limited to positions such as Construction Worker & Equipment Operators, Crew Leaders, Crew Workers II, etc.

Refusal to submit to a drug test or attempting to manipulate the testing process will result in immediate suspension pending an investigation and may result in termination.

5. Return to Duty Testing:

Occurs when an employee previously tested positive and at Stark Parks' discretion is undergoing treatment for substance abuse and has an agreement with Stark Parks governing this treatment (as outlined by the Drug and Alcohol-Free Workplace policy). Return to duty testing may include a return to duty test as well as unannounced random testing for a duration of the agreement. Any employee who refuses to comply with treatment, refuses to submit to testing, refuses to abide by the terms of the agreement, interferes with testing or tests positive for drugs or alcohol will be terminated.

6. Post-Use of Force Testing:

Use of force testing will be conducted when a Park Ranger (law enforcement officer) uses force, lethal or non-lethal, (e.g., gun, asp, taser, etc.) in the execution of his/her duties. In a use of force case, an employee(s) who may have contributed to the incident will be tested for drug and alcohol use. Testing should occur immediately but no later than eight (8) hours after the incident and the employee in question will be transported to the testing facility by their supervisor or another available Stark Parks designated employee.

Refusal to submit to the testing or attempting to manipulate the testing process will result in immediate suspension pending an investigation and may result in termination.

STORAGE OF TEST RESULTS

All records of drug/alcohol testing will be stored separately and apart from the employee's general personnel file and stored in a confidential manner. The information contained in these files shall be utilized only to properly administer this policy and to provide to certifying agencies for review as required by law. Any employees tested have the right to review and/or receive a copy of their own test results. An employee may make such a request in writing to the Human Resources Manager.

TESTING DEFINITIONS

Drug and alcohol testing will be conducted by an appropriate medical facility.

All employee's (including DOT) with any alcohol test where presence of alcohol is detected (regardless of the concentration) will be considered a positive test and employee will be removed from their positions for twenty-four (24) hours and will be subject to disciplinary action up to and including termination.

Although medical marijuana law was passed in Ohio it changes nothing about our zero tolerance policy in our drug and alcohol-free workplace. A positive test for marijuana is a violation of this policy and will be subject to disciplinary action up to an including termination.

On December 7, 2023, the adult use, possession and distribution of marijuana became legalized. However, it changes nothing about our zero tolerance policy in our drug and alcohol-free workplace policy. A positive test for marijuana is a violation of this policy and will be subject to disciplinary action up to an including termination.

An employee who adulterates, attempts to adulterate, substitutes a specimen, or otherwise manipulates the testing process will be terminated. A refusal to produce/provide a specimen is considered a positive test unless there is a verifiable medical reason that the specimen could not be produced.

Smoke-Free Workplace

The Stark County Park District prohibits smoking and the use of tobacco products in the workplace, except in parking lots and designated smoking areas identified by “Designated Smoking Area” signs. Smoking or use of tobacco products is not permitted in any Park District – owned or leased vehicles; any Park District sponsored off-site conferences and meetings, where a fire or safety hazard exists; shelters, buildings, offices, classrooms and common areas; all outdoor areas immediately adjacent to public and employee entrances/exits, open windows and ventilation system intake areas and any areas not specifically posted by management.

Stark Parks defines smoking as the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, e-cigarette, pipe of any kind or any other vaporizer devices. Tobacco products are defined as any tobacco product including the use of oral tobacco products such as “spit” or “chew” tobacco. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge.

Workplace Safety

Safety is essential to the success of Stark Parks and its employees. Our goal is to provide a safe and healthy place for all employees and anyone who enters our facilities. It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety standards.

Each department has specific safety rules related to work performed. Safety procedures have been established to meet a wide range of situations. Prevention is the key to an effective safety program and requires adhering to some basic safety rules. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow Stark Parks' safety and health guidelines or engaging in conduct that places an employee, volunteer, visitor or Park District property at risk may lead to employee disciplinary action up to and including termination.

Employees are required to immediately report accidents (vehicular, boat, equipment, or otherwise), injuries and near-misses to their supervisor or another member of management. All cases should be reported immediately but no later than 8 hours after the incident.

Safety Guidelines:

- Employees are required to immediately report any unsafe conditions or hazardous procedures to their supervisor.
- Stark Parks provided personal protective equipment (e.g. safety glasses and gloves, tear away vests, chaps, etc.) should be worn at all time when performing work requiring such protective equipment or as directed by your supervisor.
- Employees should never operate any machinery or equipment without proper training and without the provided safety guards in place.
- Employees should know the emergency evacuation procedure for their work area.
- Follow lock-out, tag-out procedures before cleaning, repairing or adjusting equipment.
- Employees should not engage in any practice which endangers their health and safety or the health and safety of others. This includes acts of extreme carelessness or negligence which is prohibited and subject to disciplinary action up to and including termination.
- All Stark Parks' buildings and vehicles (owned or leased) are considered non-smoking. Do not strike matches, light cigarette lighters, smoke or use an open flame.
- Injuries and/or accidents should be reported immediately to your supervisor.
- An Injury/Near Miss report should be completed and returned to the Human Resources department within 24 hours of the event. Incident/ Injury reporting forms are located in the shared drive in the "Human Resources" folder. The form must be filled out by the employee

and signed by the employee and the supervisor. All witnesses to the injury/incident will be required fill out a witness statement.

- Employees requiring immediate medical assistance for serious injuries should go or be transported to the nearest emergency room.
- For non-serious injuries, employees may be transported or instructed to report to an occupational health care facility.
- Employees are expected to provide regular updates to human resources regarding medical treatments, recovery status and leaves of absence associated with work related injuries.
- Employees are expected to follow all instructions regarding follow-up appointments, paperwork and updates regarding recovery.
 - Offices, desks, lockers, vehicles, computers, and other devices may be provided for the convenience of employees but remain under the control of the Park District, whether owned or leased, and may be inspected regardless of location and/or whether the person using the vehicle/article is present.
 - Items generally acknowledged as being weapons or dangerous devices are prohibited. An exception is made for public safety personnel authorized to carry weapons and approved tools and devices that employees use on the job.
 - Items generally not acknowledged as being weapons or dangerous devices that are wielded or presented in a threatening, coercive, or intimidating fashion will, for purposes of this policy, be considered weapons. Threatening, coercive, or intimidating behavior of any kind is prohibited.

Security: Identification Badge Policy

All full-time, part-time, and seasonal employees will be issued of a photo identification badge to use while at work or when representing the Stark County Park District in any official capacity in an effort to provide a safe and secure workplace for all employees.

Procedure:

1. All employees of Stark Parks will be issued a photo identification card. The Chief Ranger will be responsible for authorizing the issuance of the ID card to each employee upon notification from Human Resources.
2. New IDs will be issued to employees who receive a new position within the Park District.
3. IDs that are damaged should be turned into the Chief Ranger for reissuance.
4. A lost ID that is found should be turned into the Ranger Department.
5. The ID should be produced to obtain any applicable discount from a Stark Parks facility while off-duty.
6. Upon suspension, termination or retirement, an employee must turn in their ID to their supervisor. The supervisor shall return the ID, along with park keys, to the Chief Ranger.

Requirements:

1. Because the policy and procedures described herein are intended to provide for the safety and security of park employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.
2. All employees are required to wear the ID badge at work during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be waived at the department manager's discretion when wearing the ID presents a safety issue (e.g. Rangers or Construction Crews, Operations Crews). However, the employee must carry the ID at all times during work hours or when acting in an official capacity. It can be placed in a pocket or wallet.
3. The ID should be worn on a clip or lanyard. The ID shall not be defaced or altered with pins, stickers, decals, etc.
4. Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID to the Chief Ranger.

Responsibilities:

1. Do not lend your ID to anyone.
2. Do not allow unauthorized individuals into any secure area.
3. Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures.
4. Do not fold or bend your ID.
5. Do not use your ID improperly.
6. Do not leave your ID unattended.
7. Immediately notify your supervisor if your ID is no longer in your possession.

Emergency Closings

The Stark County Park District will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

It is the policy of the Park District to remain open during our published hours of business; however, where extraordinary circumstances warrant, the Park District reserves the right to close any or all of its facilities.

The Park District will decide by a designated time per our emergency closing procedures whether the facilities will be open or closed during periods of inclement weather or other adverse environmental conditions and will communicate this to staff through the emergency call list process.

Regardless of whether a facility is open or closed, each employee must determine whether it is safe for them to report to work during such conditions and must advise their manager as soon as possible if they are unable to report to work.

Location Does Not Open. When a facility is announced to be closed on a given day without having been open at any point, nonexempt employees will be paid for all hours scheduled unless the employee fails to accept alternative work offered. Exempt staff will receive their regular pay for the day of closure but are expected to complete their work in another location or at another time.

Location Opens Late or Closes Early. When a facility opens late due to an emergency situation or closes early after having been open during a workday, nonexempt employees will be paid for their hours worked and for the remainder of their scheduled workday, unless the employee fails to accept alternative work offered. Employees who arrive later than the official opening or leave earlier than the official closing time will be paid only for actual hours worked, or vacation/personal/compensatory time, if elected. Exempt employees will be paid for a normal full day but are expected to complete their work in another location or at another time.

Location Open. When an employee elects not to report to work despite their work location being open, the employee will be required to use their available paid time off or take leave without pay. Failure to inform their manager of their intent that day will result in the recording of an unexcused absence.

Attendance

The Park District depends heavily upon its employees to provide the highest quality of service to our internal and external customers. Teamwork is at the heart of Stark Park's values and unscheduled late arrivals, early departures, and absences are disruptive and frequently cause hardship for your team members. For these reasons employees are expected to be at work every day that they are scheduled, unless they have scheduled time off in advance or are otherwise prevented from doing so by a compelling reason.

Employees can schedule time off in advance, paid or unpaid, by utilizing Stark Parks' time off request process (appropriate form or time and attendance system in place). Approved time off scheduled in advance will not count against an employee's attendance record. Examples of these are as follows:

- Vacation days off, tardiness or leaving early when scheduled in advance and approved
- Job related injury or illness
- Jury duty
- Bereavement
- Participation in a legal proceeding as a principal witness, with documentation
- Military requirements
- Approved Leaves (FMLA, Personal Leave)
- Lack of work (including compensatory time used for lack of work type situations)

Subject to supervisor approval, employees that experience an unexpected attendance issue may use Compensatory time, Vacation or Sick leave to cover any missed time.

Supervisors may request the employee in question provide a statement from their health care provider or other documentation at any time concerning the justification for an absence. Stark Parks may consider extenuating circumstances and has the right to exercise discretion in cases considered emergencies.

Call Off Procedures

We understand that life happens and on an occasional basis unexpected situations do occur. If you are going to be late or absent, you must promptly call your supervisor in advance to notify him or her of the reason for your tardiness or absence and with your expected arrival time. You should notify your supervisor as far in advance as possible, but not later than one (1) hour before your scheduled starting time if you expect to be late or absent. This policy applies for each day of absence or tardiness. Please note that various department may require you to take steps in addition to calling your supervisor when reporting time off; when in doubt please consult with your supervisor.

No Calls/ No Shows

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a written warning. The second separate offense will result in a final written warning and three day unpaid suspension. A third separate offense will result in termination of employment with no additional disciplinary steps. Any no call/no show lasting three consecutive days is considered a voluntary resignation of employment (job abandonment) and will result in immediate termination of employment. If the employee has already begun the discipline process for attendance/punctuality when a no call/no show occurs the disciplinary process may be accelerated to separation of employment. No call/no show instances are not time limited and do not have to occur within a calendar year or rolling year to trigger a disciplinary response.

Holidays

Stark Parks' follows the Stark County Commissioners adopted holiday schedule. The following paid holidays are typically recognized and observed:

New Year's Day	Columbus Day
Dr. Martin Luther King, Jr. Day	Veteran's Day
President's Day	Thanksgiving
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
Independence Day	
Labor Day	

Holidays celebrated on a Saturday will be observed on the previous Friday. Holidays celebrated on a Sunday will be observed on the following Monday. Employees must be on active pay status both the regularly scheduled workday immediately before and immediately following the day the holiday is observed to receive holiday pay. Non-exempt (hourly) employees required to work on the observance of a paid holiday will receive time and one half (1 ½) wages for actual time worked in addition to straight-time holiday pay.

For full-time employees, paid holidays not worked are paid at straight time for eight (8) hours.

Part-time employees receive a minimum of four (4) hours or more of holiday pay. Part-time holidays are prorated based on the amount of hours worked during the pay week in which the holiday falls.

Seasonal employees do not receive holiday pay.

Vacation Policy

The Park District provides vacation benefits to all full-time employees. Part-time and seasonal employees are not granted paid vacation benefits.

The Park District believes that its employees are the key to what makes a great organization. Although work makes up a large portion of an employee's life, we believe that a balance between work and nonwork activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, all hourly and exempt full-time new hires will receive one (1) week (40 hours) of paid Vacation Leave on date of hire. All new hires should make a direct supervisor aware of any pre-planned vacations on date of hire. All Vacation Leave requests will be approved or denied by a direct supervisor.

Vacation Leave is granted to employees as provided in the following schedule:

Service Years	Vacation Accrual Total	Accrual Rate:
Less than 4 years	80 hours	3.1 hours
4 but less than 9 years	120 hours	4.6 hours
9 but less than 14 years	160 hours	6.2 hours
14 but less than 19 years	180 hours	6.9 hours
19 but less than 24 years	200 hours	7.7 hours
24 years or more	240 hours	9.2 hours

The accrual rates in the above schedule are based on eighty (80) hours of active pay status. An employee must be on active pay status to accrue Vacation Leave. For the purpose of calculating Vacation Leave, active pay status shall be defined as hours actually worked, paid Holidays, approved Sick Leave, approved Vacation Leave, approved paid Personal Leave, approved Compensatory Time and approved Bereavement Leave. Additional Vacation Leave is not accrued through the accumulation of paid overtime.

Employee are entitled to have prior service with other Ohio public employers counted for the purpose of computing Vacation Leave with the Park District, in accordance with the following provisions specified. The anniversary date of employment, for Vacation Leave computation purposes, is the anniversary date of such prior service in accordance with O.R.C 9.44. Public agency service includes the State, counties, municipalities, Boards of Education, libraries,

townships, etc. within the State of Ohio (military service is not considered for prior service credit). An employee entitled to prior service credit with part-time service, will be credited on a pro-rated basis based on number of hours worked. An employee eligible for prior service credit will be required to provide proof of employment. Documentation will include dates of employment and total number of hours worked, and be provided on official letterhead.

Newly hired employees with less than 4 (four) years of prior service will receive one (1) week (40 hours) of Vacation Leave on date of hire and, after 6 (six) months of employment with the Park District, will start accruing Vacation Leave at an accrual rate of 3.1 hours per eighty (80) hours of active pay status. Employees are permitted to use Vacation Leave as it is received and accrued.

Newly hired employees with 4 (four) years or more of prior service will receive one (1) week (40 hours) of Vacation Leave on date of hire and, to account for said week, will accrue Vacation Leave at a lower accrual rate for the first year of employment with the Park District. For example, if a new employee has five (5) years of prior service, the employee will receive one (1) week (40 hours) of Vacation Leave on date of hire and accrue at a rate of 3.1 hours per eighty (80) hours of active pay status for the first year of employment with the Park District, for a total of 120 hours of Vacation Leave for said first year of employment. Starting in the employee's second year of employment with the Park District, the employee will accrue Vacation Leave at an accrual rate of 4.6 hours per eighty (80) hours of active pay status. Employees are permitted to use Vacation Leave as it is received and accrued.

If a newly hired employee retired from public service, no prior service will be counted for computing vacation; the employee will be considered to have no prior service for the purpose of computing Vacation Leave.

Accrued vacation is to be taken within twelve (12) months following an employee's anniversary date. Employees shall forfeit Vacation Leave in excess of the accrual for three (3) years. Excess Vacation Leave will be available for use through the end of the first pay period of subsequent year.

When planning any time off, whether paid or unpaid, the employee must consult with their supervisor prior to scheduling time off. Vacation Leave off will be scheduled based upon the department's operational needs, seasonal/holiday workload requirements or other business reasons and with advanced management approval. Non-exempt (hourly) employees may take Vacation Leave in increments of not less than fifteen (15) minutes. Exempt (salaried) employees may take vacation in minimum increments of four (4) hours or half-days.

Vacation Leave requests for the upcoming year will be submitted in writing and should be submitted prior to January 1st of that year. If a Vacation Leave request is submitted prior to January 1st, Vacation Leave request approvals will be based on operational need and seniority of personnel. If a Vacation Leave request is submitted after January 1st of that year, approval for overlapping Vacation Leave requests will be based on operational need and first come, first serve basis. Peak seasonal activity may result in Vacation Leave requests being denied.

Vacation Leave is not paid in lieu of time off (employees are not allowed to be paid for hours worked plus vacation pay), and no advance of Vacation Leave off is permitted. Employees shall be paid at their regular rate or salary for all time spent on approved Vacation Leave.

Vacation Leave scheduled will not be changed to compensatory time by Management unless agreed to by the employee.

Scheduled Vacation Leave shall not be considered as time worked for overtime computation purposes.

After one year of employment, an employee is entitled to compensation, at the current rate of pay, for the portion of any earned but unused Vacation Leave credited at the time of resignation, discharge, layoff, transfer or retirement.

Upon retirement, an employee shall be paid for one-hundred percent (100%) of the employee's accrued but unused Vacation Leave at the employee's current rate of pay not to exceed any State of Ohio ORC mandates regarding Vacation Leave payouts.

In the event of the death of an employee, the employee's estate or designated beneficiary shall be paid at one-hundred percent (100%) of the employee's accrued but unused Vacation Leave at the employee's current rate of pay not to exceed any State of Ohio ORC mandates regarding Vacation Leave payouts.

Sick Leave (Paid Time Off)

The Stark County Park District provides sick leave benefits for full-time and part-time employees. For use of sick leave employees should make the request at a reasonable time in advance, as circumstances permit. Accrued, paid sick leave may be used for any of the following reasons:

- Birth of a child.
- The employee's serious health condition or illness or injury that makes the employee unable to perform his/her job duties (including but not limited to pregnancy).
- To care for a member of the employee's immediate family with a serious health condition or illness or injury (including but not limited to pregnancy) where the employee's presence is reasonably necessary for the health and welfare of the affected family member.
- Examination of the employee and/or a member of the employee's immediate family by a health care provider.
- Exposure of the employee or a member of his/her immediate family to a contagious disease which would have the potential of jeopardizing the health of the employee or the health of others.
- As provided by the Bereavement Leave policy in this Handbook.

For the purpose of sick leave "immediate family" refers to a spouse, parent, child, sibling, grandchild or grandparent (including biological, step, and adoptive relationships); the sibling or parent of the employee's spouse; the spouse of the employee's child; and any relationship where the person acts/acted in the place of a parent.

Absences of three (3) days or more require medical documentation of the need for the absence as well as fitness to return to work. Employees who fail to secure such medical documentation shall not be allowed to return to work until the documentation is provided.

For absences of less than three (3) days employees may be required to submit documentation satisfactory to management or human resources as requested.

Employees who use or attempt to use sick leave in any manner that is inconsistent with the provisions contained in this handbook are subject to discipline, up to and including termination. In addition, employees who are habitually absent from work shall be subject to discipline, up to and including termination. Habitual absence is characterized by an excessive use of non-preapproved sick leave. Habitual absence is also characterized by a consistent use of non-

preapproved sick leave immediately before or after other days off work (e.g., weekends, holidays, vacation leave, etc.).

ACCRUAL

Full-time employees accrue paid sick leave at a maximum rate of 4.6 hours leave for every completed eighty (80) hours of active pay status. Employees, including part-time, who complete less than 80 hours on active pay status in a pay period accrue paid sick leave on a prorated basis (0.06 hours sick leave accumulated for every hour of active pay status). Employees working overtime do not accrue additional paid sick leave.

Employees who transfer between county departments or agencies, or from another public agency, or who are re-appointed or reinstated, will be credited with the unused balance of accumulated sick leave up to eighty (80) hours maximum, provided the time between separation and reappointment or transfer does not exceed ten (10) years. The term “public agency” includes the State, counties, municipalities, Boards of Education, libraries, townships, etc. within the State of Ohio.

Employees on paid sick leave receive straight time wages based on their regular hourly wage immediately before beginning paid sick leave. For non-exempt (hourly) employees, paid sick leave is charged in fifteen (15) minute increments. For exempt (salaried) employees, paid sick leave may be charged in minimum of four (4) hour increments or half-days. The amount of paid sick leave an employee may accrue is unlimited.

Personal Leave (Paid)

Upon adoption of this Policy Manual, all full-time employees will be granted 16 hours of personal holiday leave every year, beginning January 1 that will be deducted from the employee's paid sick leave balance. Part-time employees will be granted 8 hours of personal holiday leave every year, beginning on January 1 that will be deducted from the employee's paid sick leave balance. New employees will be granted 16 hours (8 hours for part-time) of personal holiday leave upon first day of employment that will be deducted from the employee's paid sick leave balance. However, the employee must have enough paid sick leave to cover any and all personal holiday paid time requests.

Personal holiday paid leave is not additional paid time off. At the beginning of each year, every employee will have 16 hours (8 hours for part-time) of paid personal holiday leave added to their accrual bank. The paid personal holiday leave is deducted from the employee's paid sick leave accrual. For example: An employee uses 8 hours of paid holiday personal leave. Therefore, 8 hours of personal holiday paid leave and 8 hours of paid sick leave will be deducted from the employee's accruals.

Any unused personal holiday paid leave will expire and be removed from the employee's accrual bank on the last pay period of each year. Even though personal paid time expires at the end of each year and is replenished at the beginning of each year, no time will be lost or deducted from the employee's paid sick leave balance. The only time paid sick leave will be deducted in regards to personal holiday paid time is when the employee uses personal holiday paid leave.

Personal holiday leave can be used for a variety of personal reasons that may not fit into other leave categories such as vacation, compensatory time, or sick leave. Personal days offer employees flexibility to address personal matters that arise unexpectedly or cannot be planned in advance. Example: to care for school aged children who are not in school due to an unforeseen school closing that occurs during the regular academic year: inclement weather or no heat/electric at the school; or a funeral not covered under Bereavement Leave, etc.

Usage

Personal holiday leave hours must be taken with advance approval from the employee's immediate supervisor and shall be scheduled in accordance with the workload requirements of the department when feasible.

Management reserves the right to deny personal holiday leave hours requests if workload requirements so mandate.

There shall be no monetary reimbursement payable to the employee in lieu of time off.

Personal holiday leave hours are not considered vacation. Therefore, unused personal holiday leave hours are not payable upon separation.

Personal Leave (Unpaid)

An employee may be granted an unpaid personal leave for any reason not otherwise covered by the leave provisions as outlined in this handbook. The employee requesting such personal leave must submit a written request to the Park Director for approval.

If an employee requests and is approved to take leave without pay prior to being eligible for Vacation Leave, the employment date will be adjusted (moved forward by the number of days of leave taken).

Bereavement Leave

An employee absent from work due to the death of a spouse, child, adopted child, step child, step parent, mother, father, sister, brother, grandparent, grandchild, brother-in-law, sister-in-law, mother-in-law, or father-in-law, shall be entitled to utilize up to five (5) consecutive, regularly scheduled workdays of accumulated sick (if available) for funeral related activities. If the employee does not have paid sick time, paid vacation time, paid compensatory time, or unpaid time is an option.

Court Leave

An employee who is summoned for Jury Duty shall be excused from work with pay for the duration of such service. An employee who is subpoenaed to appear before any court, commission, board, or other legally constituted body authorized by law to compel the attendance of witnesses, where the employee is not a party to the action, shall be excused from work with pay for the duration of such appearance. Upon receipt of the notice to serve jury duty or subpoena, the employee should immediately notify his/her supervisor. Employees must provide documentation and complete forms as required to receive their pay. Employees dismissed from jury or witness service before the end of a regularly scheduled workday are expected to report for the balance of their workday. Any compensation employees receive for jury duty or witness service must be reimbursed to Stark Parks and will be forwarded over to the County Treasury.

Military Leave

An employee who enlists or is drafted into any of the United States armed services will be granted an unpaid leave of absence for active duty military service, training, or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued paid leave time for unpaid leave. At the conclusion of active duty leave, an employee is entitled to his/her previous position (or a position with like seniority, status, and pay that the employee is qualified to perform) within 30 days of submitting a written request, provided such request is submitted within 90 days of discharge or release from active duty. Military leave is governed by Chapter 5903 Section 124.29 of the Ohio Revised Code and applicable federal law (USERRA).

If temporary disability prevents the employee from performing on the job, he/she will be allowed up to one year from the date of application to overcome such disability and return to work. An employee returning to a previously held position under these provisions shall receive credit for military service in areas affecting status, rank, rating, increments, qualifications, etc., as though he/she had continued his/her employment. This does not include continued vacation and paid sick leave accrual. If the employee's position no longer exists, he/she will be reinstated to a substantially equivalent position.

Section 5923.05 of the Ohio Revised Code requires that Ohio National Guard, Defense Corps, Naval Militia, and all U.S. Armed Forces reserve component members who are permanent public employees as defined in Section 5903.01 be authorized up to one month (defined as 22 eight-hour workdays or 176 hours per calendar year) of leave without loss of pay per calendar year for training purposes. Employees shall submit a copy of Active Duty for Training Orders with such requests and other documentation and complete such forms as required by Management.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his/her health coverage for up to 18 months of uniformed service but may be required to pay all or part of the premium for the continuation of the coverage.

Family and Medical Leave Act (FMLA) Leave

All employees with one year of service, who worked at least 1,250 hours during the prior 12 month period, are eligible to request Family and Medical Leaves of Absence (FMLA) of up to 12 weeks from the last day worked. Employees are eligible for FMLA for one or more of the following reasons:

- Due to the birth of the employee's child and to care for the newborn child (within the first 12 months after birth).
- Due to the placement of a child with the employee for adoption or foster care (within the first 12 months after placement).
- Due to a serious health condition that renders the employee incapable of performing the functions of his or her job.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- To care for a covered service member with a serious illness or injury incurred in the line of duty on active duty, as well as veterans with a serious injury or illness that occurred any time during the five years preceding the date of treatment.
- Employees who are family members (military caregiver) of the covered service member are eligible for up to 26 weeks in a single 12-month period.
- Exigency leaves "active duty or a call to active duty status" to manage the affairs of a service member deployed in support of a contingency operation to a foreign country serving actively in the Armed Forces, National Guard or Reserves.
- Special hours of service eligibility requirements apply to airline flight crew employees.

Employees requesting leave arising from the serious health condition of themselves, a child, a spouse, or a parent will be required to submit a medical certification issued by the health care provider verifying the need for such leave, and including the beginning and expected ending dates of the leave. The failure to provide the required medical certification may result in a delayed approval of leave or denial of FMLA leave.

A "serious health condition" is typically defined as an injury, illness, impairment, or physical or mental condition that involves either: Inpatient care or continuing treatment by a health care provider. A period of incapacity lasting more than three (3) consecutive regularly scheduled workdays may be considered a serious health condition. If leave is intermittent (i.e., a chronic

condition subject to episodic occurrences) or periodic (i.e., periodic treatments) in nature and substantiated in advance of the absence(s) by documentation satisfactory to the employer FMLA leave may also apply.

When leave is taken to care for a family member with a serious health condition or due to the employee's own serious health condition, it may be taken intermittently or on a reduced schedule when medically necessary. An employee taking leave on an intermittent or reduced schedule may be reassigned, at the discretion of Stark Parks, to an available alternative position for which the employee is qualified and which better accommodates the recurring periods of leave than does the employee's regular position. Employees taking FMLA on an intermittent or reduced schedule basis must attempt to schedule their absences in such a way as to minimize the disruptive effect of such absences on Stark Parks operations.

When the necessity for leave is foreseeable, an employee must provide Stark Parks at least 30 days advance notice before FMLA is to begin. When the need for a leave is not foreseeable, notice must be given as soon as practical. In order to request FMLA leave an employee may speak to their supervisor, manager, or human resources or request the leave in writing.

Employees are entitled to a maximum of 12 weeks of FMLA leave during a 12-month period for any FMLA qualifying reason(s). The 12-month period is the 12-month period measured forward from the date an employee's first FMLA leave begins. Subsequent 12-month periods begin the first time FMLA leave is taken after the completion of any previous 12-month period. An eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, with a serious injury or illness is entitled to up to a total of 26 workweeks of unpaid leave during a 12-month period to care for the service member. Employees are required to use paid time they have accumulated (e.g., sick leave, compensatory time, vacation etc.), prior to the use of unpaid leave, at the onset of FMLA leave.

During FMLA leave, the employer may request that the employee provide re-certification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee may be required to provide periodic reports regarding his/her status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide reasonable notice (i.e., within 2 business days) of the employee's changed circumstances to human resources providing them with a new return to work date. If the employee does not return to work after an FMLA leave or gives an employer notice of his/her intent not to return, the employee will be considered to have voluntarily resigned.

Prior to the employee returning to work from FMLA leave, for the employee's own serious health condition, the employee must submit a fitness for duty certification from his/her health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

FMLA provides eligible employees with up to 12 workweeks of unpaid leave. If an employee has accrued paid leave, the employee must use paid leave first. Paid leave will be used in the following order: Sick leave, Compensatory time, Vacation. Once paid leave time is exhausted the remainder of the 12 work weeks of leave, if any, will be unpaid FMLA leave. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements.

During FMLA leave an employee's health benefits will remain in effect. During FMLA leave the premiums for his/her health/life insurance coverage will continue to be deducted from any paychecks received. If paid time is exhausted the employee will be responsible for continuing to pay health/life insurance premiums monthly prior to the first of each month. Payment should be forwarded to the Human Resources Manager.

Stark Park's obligation to maintain health insurance coverage for an employee on FMLA shall cease if the employee's premium payment is more than 30 days late. Stark Parks may recover the employee's share of any premium payments missed by the employee for any FMLA period during which Stark Park chooses to maintain health insurance coverage for the employee by paying the employee's share after the premium is missed.

Stark Parks is entitled to recover its share of health insurance premiums during a period of FMLA from an employee if that employee fails to return to work after the employee's FMLA entitlement has been exhausted or expires, unless the reason for the employee's failure to return is:

- The continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member which would otherwise entitle the employee to leave under this FMLA policy; or
- Other circumstances beyond the control of employee. When an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, Stark Parks may require medical certification of the employee's or the family member's serious health condition.

Upon return from FMLA leave, the employer will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits and other employment terms. An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought.

After 12 weeks of FMLA has been exhausted and if the employee has accumulated sick leave available for use, the employer may, after looking at all documentation and circumstances, and considering ADA requirements, approve additional sick time usage.

Safe Time

An employee may be granted up to 3 days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence, sexual assault, or stalking. Such leave may be used to seek an injunction; obtain counseling or services from a victim-services organization; make the home secure or seek new housing; or seek legal assistance arising from the domestic violence, sexual assault, or stalking.

Critical/ Traumatic Incident

The Stark County Park District recognizes there are critical incidents that are unique to routine job duties, directly involving trauma, stress, or violence, including but not limited to (a) experiencing the death or violent traumatic injury to a co-worker or park patron; (b) taking a life or causing serious injury in a line of duty situation; (c) surviving a major natural disaster, man-made catastrophe or terrorist event; (d) witnessing multiple fatalities; (e) participating in high-speed pursuit that ends in tragedy; (f) negotiating with a hostage-taking suspect.

Whenever an employee experiences a critical incident, the employee shall be permitted a minimum of one (1) and up to five (5) days off, with pay, not to be deducted from any other leave balances. The administrative paid time off shall be granted by the Human Resources Manager and may be extended at the Park Districts sole discretion. The employee involved in a critical incident will be mandated to attend counseling sessions scheduled by the Human Resources Manager and the results will remain confidential. Employee will not be permitted to return to work until they have been cleared by a medical professional via counseling sessions.

Administrative Leave

An employee may be placed on an administrative leave, with or without notice, to permit the Stark County Park District to review or investigate circumstances including dishonesty, theft or misappropriation of Park funds or property, violence on the job, negligence or acts endangering others, insubordination or any other conduct or circumstance that warrants removing the employee from the workplace.

Management, in consultation with human resources (HR), will place an employee on administrative leave for periods not to exceed 15 calendar days to review or investigate actions in breach of the above-stated guidelines.

The HR Manager will inform the employee that he or she is being placed on a paid administrative leave, the reason for the leave and that an investigation will occur. Park property (e.g., keys, electronic equipment, files, and records) will be collected from the employee before the employee leaves the workplace.

The HR Manager will inform the employee in writing that they are being placed on leave, the reason for the leave and if an investigation will occur. At the sole discretion of the Executive Director, Park property (e.g., keys, electronic equipment, files, and records) may be collected from the employee.

If necessary, management, in consultation with the HR department, will conduct, or appoint a person to conduct, a prompt and thorough investigation of the circumstances. Upon conclusion of any investigation, the Executive Director, in his sole discretion, will determine if the employee will be reinstated, and if the employee will be subject to any disciplinary action, up to and including termination. The HR Manager will inform the employee in writing of the decision. The Park District reserves the right to place an employee on paid administrative leave for any reason or in any circumstance as deemed necessary by the Executive Director, in his sole discretion.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with the Stark County Park District. All employees, including part-time employees, must obtain prior approval from the HR department before undertaking any outside employment or other work activity.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been approved by the Park District under this policy and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Dress and Grooming

The Stark County Park District provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our patrons, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Certain employees may be required to meet special dress and grooming, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the HR department. The following list outlines items that are not appropriate attire for employees of the Park District and is in no way meant to be an exhaustive list.

1. Exercise attire such as sweatpants and sweatshirts. Work-related hoodies and sweatshirts are allowed to be worn and hoodies and sweatshirts featuring the Stark Parks logo are also allowed.
2. Spandex type attire such as leggings, jeggings, and yoga pants (unless worn with appropriate length skirt, dress or pants)
3. Jeans are allowed. However, jeans with holes, rips or tears are not permitted.
4. Khaki or non-jean shorts may be considered acceptable attire providing that they are no shorter than knee length (and worn as appropriate for each position and in consideration with safety factors)
5. Beachwear attire
6. Shoe wear without a back support such as slippers, flip flops, rubber/cloth sandals, etc.
7. Sleepwear attire such as pajamas, slippers, etc.
8. All attire should fit in a manner that it does not expose undergarments or unnecessary body parts (i.e. midriff, etc.)

If an employee reports for work or is found at work inappropriately attired, he/she may be sent home with instructions to report for work properly attired. In a case such as this, all the time away from work will be unpaid.

In general, Stark Parks allows reasonable self-expression through personal appearance (including tattoos and piercings), unless it conflicts with an employee's ability to perform his/her position effectively or his/her specific work environment (safety hazard), or said tattoos, markings and piercings are sexually provocative and/or profane, has a negative impact on the mission of the Park District, or otherwise offensive.

Employees should not wear apparel with logos or text representing other park districts, nature centers or organizations with a similar mission while working or representing Stark Parks.

If it's determined that an employee's tattoo/piercings will cause a conflict, the employee will be encouraged to remove/cover the material, transfer to an alternative position, or use other means to resolve the conflict. Stark County Park District recognizes the importance of individual religious beliefs within its workforce and as such will make every attempt to reasonably accommodate those beliefs in terms of workplace attire. All such instances will need to be reviewed on a case by case basis and should be referred to Human Resources.

Uniforms

Depending on the department to which an employee is assigned, a work uniform may be required.

The Park District supplies uniforms to employees of the following departments, Public Safety, Operations, and Natural Resources (non-administrative roles). The Park District may supply other employees with uniforms as it deems appropriate and necessary.

Uniforms should be worn in a professional, park setting. Employees are required to keep uniforms in good condition. Uniforms are not permitted to be used for personal use. Any employees separating employment with the Stark County Park District will be responsible for returning Park provided uniforms the employee has in his/her possession. The employee's direct supervisor or human resources will coordinate the return of the uniforms.

Boot Reimbursement

Employees in Operations, Natural Resources, and Public Safety are required to wear boots (work boots, leather or leather-like uppers) in the performance of their jobs that meet the following standard except while working in office-type environments.

The Stark County Park District will reimburse each employee, through appropriate County payroll reimbursement form, up to one hundred fifty (150) dollars each year for the purchase of one (1) or more pairs of boots that meet the above criteria.

In order to qualify for reimbursement employees may purchase work boots annually between January 1 and March 31 of the year the employee seeks reimbursement and the employee must submit their dated receipts no later than April 30th of same year. Untimely receipts will not be reimbursed.

Newly hired employees will become eligible for reimbursement after successfully completing their ninety (90) day worked probationary period. In cases where the reimbursement period is outside of the aforementioned window (Jan 1 through March 31) each new employee will have thirty-one (31) days from the end of their probation to seek reimbursement for their boot purchase. Untimely receipts will not be reimbursed. Newly hired employees may seek reimbursement of boots purchased any time after their date of employment through the completion of their probationary work period.

Merchandise and Promotions Distribution Policy

1. Purpose

The purpose of this policy is to:

- Ensure the appropriate use of Park District merchandise and promotions that are distributed free of charge.
- Advance and promote the Park District's mission and brand.
- Maintain accountability and transparency in the distribution process.

2. Scope

This policy shall apply in all instances when Park District merchandise and/or promotions are distributed free of charge. The promotions referred to in this policy are free kayak rentals, free canoe rentals, and free stand-up paddle board rentals.

3. Eligibility

With the pre-approval of the Executive Director, merchandise and promotions may be distributed as follows:

- Employees: Merchandise and promotions may be distributed to Park District employees as part of employee recognition programs, as employee incentives, or for general use.
- Stakeholders: Merchandise and promotions may be distributed for marketing purposes to Park District stakeholders, such as partners and constituents.
- Events: Merchandise and promotions may be distributed for marketing purposes at events hosted by the Park District, at other events attended by Park District staff, and to third-parties hosting events, including merchandise and promotions requested for event prizes, giveaway baskets, etc.

4. Distribution Process

- The distribution of merchandise and promotions shall be organized and managed by the Community Engagement Department with oversight by the Community Engagement Manager.
- All requests for the distribution of merchandise and/or promotions must be submitted through an official request form or system, to be established by the Community Engagement Department.
- All requests for the distribution of merchandise and/or promotions must receive the pre-approval of the Executive Director. The Executive Director, in his/her sole discretion, may approve or deny any such request, with or without cause.

- Distribution types, quantities, and timelines shall be determined on a case-by-case basis, with consideration given to the Park District's mission and brand; the availability of merchandise and funds; and all other relevant factors.
- Park District merchandise and promotions may not be sold or exchanged for personal gain by any Park District employee.
- Unused merchandise and promotions should be returned to the Park District or properly accounted for as per internal guidelines.

5. Accountability

No single individual or entity shall receive merchandise and/or promotions equating to a substantial dollar value. The Community Engagement Department shall maintain detailed records of all distributed merchandise and promotions sufficient to demonstrate compliance with this policy. Periodic audits may be conducted to ensure compliance with this policy.

6. Recipient Portrayal of Park District

Recipients of merchandise and/or promotions are expected to portray the Park District in a positive light when using or displaying the merchandise and/or promotions.

7. Applicable Laws

Notwithstanding anything to the contrary, this policy is subject to and shall be implemented and administered in accordance with all applicable federal, state, and local laws. In the event of any ambiguities, inconsistencies, or conflicts between this policy and any applicable law, the applicable law shall control.

8. Compliance

All Park District employees shall comply with this policy. Any misuse or abuse of the distribution of merchandise and/or promotions, any misappropriation of merchandise and/or promotions, or any failure to adhere to this policy may result in disciplinary action.

9. Questions and Concerns

If you have questions or concerns related to this policy, please contact the Community Engagement Manager.

Motor Vehicle Use

The use of Stark County Park District vehicles will be strictly controlled by each department. Except as otherwise provided in this policy, use of Park District vehicles shall be restricted for official business only. No employee is permitted to operate any County vehicle unless he has a proper, appropriate, and valid operator's license pertinent to the operation of that vehicle. Employees are required to use their personal vehicles for commuting to and from work. Park District vehicles may be used for commuting if there are bona fide business reasons for permitting the employee to commute in the vehicle and the Park District specifically, Park Director or designee authorizes such use. The Board maintains the authority to refuse such permission, at its discretion.

When operating a department vehicle, employees must exercise caution to drive safely and adhere to all rules, safety practices, regulations, and laws and avoid distractions while driving. Employees are expected to be courteous to other drivers and pedestrians. Careless, reckless, or destructive vehicle operation will result in disciplinary action, up to and including termination. Traffic fines and arrests for illegal or improper use of vehicles is the sole responsibility of the employee. All employees are required to wear seatbelts or restraints as provided in the vehicle. The use of cell phones while driving is restricted as per Ohio law. Park District vehicles will be used for business purposes only. No personal use of any Park District Vehicles shall be permitted. Vehicle interiors and exteriors are to be kept in neat and clean condition. Each employee is accountable for removing trash and other items from the interior after use. Use of tobacco products of any kind (including E-cigarettes, vape, and chewing tobacco) in Stark Parks' vehicles is strictly prohibited.

Only Stark Parks' employees are authorized to operate or ride in Park District owned/leased vehicles and equipment without prior approval from the Executive Director. If approved by the Executive Director, all passengers riding in Park District owned/ leased vehicles and equipment must sign a Vehicle Passenger Release, Indemnification, and Assumption of Risk Form. Permitting anyone else to ride in or operate Park vehicles or equipment may lead to disciplinary action up to and including termination.

Employees should make every effort to use Park District vehicles whenever possible in the course of performing work duties. Use of personal vehicles is discouraged. Employees using their private vehicle while traveling on routine Park business are covered by the Park District's liability insurance – however, the employee's insurance carrier is the primary insurer.

Cellphone Safety and Driving

The Stark County Park District prohibits employee use of all cellular telephones, communication or similar devices while operating a motor vehicle or equipment (or while operating any motor vehicle—rented, leased, borrowed, or their own vehicle) while conducting Stark Parks business.

Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill business needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cellphones and other mobile devices while driving.
- Avoid using cellphones while driving, and avoid using them as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car “infotainment” systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Public Safety officers should not operate patrol vehicles while using cellular phones unless emergency circumstances exist and other means of communication are not available or suitable. When possible and in non-emergency situations, officers should pull off in a safe location when using cellular phones unless hands-free operational devices are authorized and available.

Under no circumstances are employees required to place themselves at risk to fulfill business needs.

Accidents incurred while the driver is using a cellular phone may be considered to be preventable and the driver may be subject to disciplinary action. Employees who are charged with traffic violations resulting from the use of their phone while driving will be responsible for all financial liabilities (fines associated with citations) that result from such actions.

Personal Cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls or text messages during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make or send any personal calls or text messages during nonwork time when possible and to ensure that friends and family members are aware of the policy.

Personal cell phones are permitted in certain work areas as long as they do not pose a safety risk and do not interfere with work or cause a negative public perception. Employees are expected to keep personal cell phone use to a minimum at all times.

Failure to follow this policy may result in disciplinary action, up to and including termination.

Social Media Acceptable Use

The Stark County Park District encourages its employees to use social media to share information about events, programs and stories related to the park. However, the park district has established certain guidelines that employees must follow while participating in social media.

“Social media” in this policy refers to social networking sites, blogs, and forums, such as Instagram, Facebook, Snapchat, Twitter, YouTube, and LinkedIn.

Off-duty use of social media. Employees may maintain personal social media accounts and pages on their own devices and computers. However, employees must ensure that their social media activity does not interfere with their work, and they may not use park district equipment or property to post on personal blogs or participate in social media during work hours.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager. Posts should not identify or reference Park clients, customers, or vendors without express permission. The Stark County Park District monitors employee use of Park-Owned computers and the Internet, including employee blogging and social networking activity. Only approved staff may post on behalf of Stark Parks and approval must be made by the Community Engagement Manager.

Respect. Employees must show respect for the park district, its customers, vendors, and employees. They should avoid making inappropriate comments, divulging confidential information, engaging in discriminatory behavior, or making defamatory comments. Employees should also include a disclaimer stating that their views do not necessarily reflect those of the park district.

Post disclaimers. Employees who identify themselves as Stark County Park District employees or discuss matters related to the park district on a social media site must include a disclaimer stating that it does not express the views of the Stark County Park District and that the employees are expressing only personal views—for example, “The views expressed on this social media page/blog are mine alone and do not necessarily reflect the views of my employer.” Employees must keep in mind that if they post information on a social media site that violates park district policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize the park district’s competition and should not use it to compete with the park district.

Confidentiality. Employees should not identify or reference Stark County Park District’s clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

Trademarks and copyrights. Employees should not use the park district’s or others’ trademarks on a social media site or reproduce the park district’s or others’ material without first obtaining permission from the Community Engagement Department. It is prohibitive to use the Stark County Park District trademark logo as part of a personal profile.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Media Requests, Stark Parks Social Media and Public Relations

All news releases and public comment (electronic or otherwise) made concerning any official activities within the Park District must be approved in advance by the Park Director, Designee or Community Engagement Manager. All inquiries from the media must be directed to Community Engagement Manager.

Social media properties are considered an extension of the Park District's information networks and are governed by park district policies. Only designated Community Engagement staff will access and post information on the Park District's organizational social media accounts. Individual staff members or individual departments are prohibited from establishing any social media accounts representing any part of the Stark County Park District in any way.

The Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore, content must be able to be managed, stored, and retrieved to comply with these laws.

Computers, Internet, E-Mail, and Other Resources

1. Introduction

Stark Parks recognizes the importance of maintaining a secure and efficient IT network to support its operations and ensure the confidentiality, integrity, and availability of its data and resources. This IT Network Policy establishes guidelines for the appropriate use of Stark Parks' IT network and resources by employees, contractors, and authorized users.

2. Acceptable Use

2.1. All users must use Stark Parks' IT network and resources responsibly, ethically, and in compliance with applicable laws and regulations.

2.2. Users are prohibited from engaging in any activity that may compromise the security or integrity of the network, including but not limited to:

- Unauthorized access to data or systems.
- Circumventing security measures.
- Introducing malware or viruses.
- Sending spam or unsolicited emails.
- Engaging in activities that may cause network congestion or disruption.

2.3. Employees are expected to make use of Park District facilities only for the business purposes of the Park District. Accordingly, materials that appear on Park District hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the Park District at any time without notice to the employees. The Stark County Park District regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

2.4. Employees should not have any expectation of privacy in their use of Park computers, phones, portable electronic devices, or other communication tools. All communications made using Park-provided equipment or services, including e-mail and Internet activity, are subject to review and monitoring by the Park District.

3. Network Security

3.1. Users must protect their accounts and passwords from unauthorized access and refrain from sharing them with others.

3.2. All devices connected to Stark Parks' network must have up-to-date antivirus and security software installed.

3.3. Users must report any security incidents or suspected breaches immediately to the IT department.

4. Internet Usage

4.1. Internet access provided by Stark Parks is to be used for business purposes only.

4.2. Users must not access or download unauthorized or inappropriate content, including but not limited to, pornography, pirated software, or copyrighted material.

4.3. Streaming media and downloading large files should be avoided or limited to non-business hours to avoid network congestion.

5. E-mail, Telephone, voicemail, and internet

5.1. E-mail, telephone and voicemail, and Internet communication equipment is provided for Park District business purposes and is critical to the Park District's success, your communications may be accessed without further notice by IT department and Park District management to ensure compliance with this guideline.

5.2. The Park District encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding Park District business. Internal and external e-mails are considered public records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the Park District.

5.3. Office telephones are for business purposes. While the Park District recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the Park District cellphones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

5.4. The Park District reserves the right to monitor customer calls to ensure employees abide by Park District quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

6. Monitoring and Enforcement

6.1. Stark Parks reserves the right to monitor network usage and traffic for security and compliance purposes.

6.2. Violations of this policy may result in disciplinary action, including but not limited to, suspension or termination of network access, and legal action if warranted.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Use of Park Property

The purpose of this policy is to ensure that all property maintained by the Park District is kept in the best possible working condition and to ensure proper use of such property and the Park District networks.

“Property,” as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of the Park District or any person acting as its agent (including but not limited to computers, telephones, cellphones, copiers, faxes, Internet services, printers, tools, and vehicles)

No Park District employee should expect any privacy on Park District premises or when using Park District property or networks, except that which is required by law.

General Guidelines on the Use of Park District Property

All Park District employees must maintain their work environment in an orderly fashion and follow all Park District rules to ensure its proper use and maintenance. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use.

Any employee who is found to have neglected or misused Park District property will be subject to disciplinary action up to and including termination. If an employee’s misuse of Park District property damages the property, the Park District reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of Park District property is grounds for immediate termination.

Bulletin Boards

All required governmental postings are posted on the boards located in the break room. These boards may also contain general announcements.

Employees may submit to HR notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, fundraisers, or pets. HR approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated. The Park District reserves the right to refuse permission to post or to take down any announcement. Union bulletin boards, where existing, are reserved exclusively for official union business.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Reference Checks and Employment Inquiries

Prospective employers, financial institutions and residential property managers routinely contact employers, including the Stark County Park District, for information on a former or current employee's work history and salary.

All such requests of this type should be referred to and handled by the human resource (HR) department. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information.

A written verification of employment form that has been completed by the HR department will be returned directly to the requesting party. Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be limited to confirming information stated by the external party.

Personal reference letters are permitted. However, employees may not use Park District letterhead to issue the letter or give the impression that they are representing the Park District in any way.

Disciplinary Procedure

Stark Parks' wants to ensure a workplace where general feedback on performance and constructive criticism is acceptable and used as a tool to develop and coach staff. The primary role in initiating coaching or corrective action is to provide the employee with an insight on appropriate behavior and to set clear expectations between the employer and the employee.

The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Park District's policies and procedures, and any other disciplinary problems.

Whenever an employee commits an offense warranting disciplinary action, the supervisor will consider discipline commensurate with the offense committed. Disciplinary action may bypass one or more steps in the process due to the seriousness of the particular offense. A supervisor may choose all or any one of the disciplinary action steps listed.

Since each disciplinary incident is unique Stark Parks will attempt to deal individually with the merits of each matter, without creating any precedents for the treatment of any other incident that may arise in the future. Examples given in any rule do not limit the generality of that rule. The rules and regulations are not to be construed as a limitation upon the rights of Management but serve as a guide to aid the employee in knowing what types of behaviors are acceptable or not acceptable.

DISCIPLINARY PROCESS

The disciplinary process and regulations provide typical penalties for offenses. However, a different penalty (either more or less severe than that which appears in the standard procedure) may be issued, if appropriate. This approach recognizes the impartiality of consistent application tempered with good judgment, and it prevents losing sight of the unique individual nature of each infraction.

1. Coaching/Verbal Warning

Coaching sessions between the employee and the supervisor are used to bring a problem or behavior to the attention of the employee before it becomes serious in nature. The supervisor will document the conversation in the employee coaching log, via email or in the case of a verbal warning, Disciplinary Action Form. A record of the discussion and the employee's comments may be placed in the employee file, if appropriate.

2. Written Warning

If the conduct addressed by a coaching or a verbal warning is repeated or additional problems occur, the supervisor should follow up with a written warning. The written warning should describe the unacceptable behavior, outline expectations, and state what further disciplinary action will occur if the behavior is repeated. A record of the discussion should be recorded on the Disciplinary Action Form and should be placed in the employee file.

3. Suspension/Final Written Warning

If the conduct addressed by the written warning is repeated or additional problems occur, discipline may progress to a final written warning, which may include an unpaid suspension from work for a period of time up to five days. The length of the suspension will depend on the seriousness of the offense. A record of the discussion should be recorded on the Disciplinary Action Form and should be placed in the employee file.

4. Termination of Employment

Employment may be terminated based on progressive discipline or based on the severity of the rule violations.

A single incident may be so severe as to warrant an immediate final warning and suspension without pay or immediate termination (e.g. harassment, workplace violence, insubordination, etc.). Supervisors should consult with Human Resources prior to taking disciplinary actions for verbal warnings, written warnings, final warnings, and terminations.

Typical offenses or examples of misconduct (not an all-inclusive list) that would typically require going through all or most of the disciplinary steps reviewed above:

1. Attendance infractions (excessive tardiness or absenteeism, leaving work prior to end of work period, failure to follow call off procedures).
2. Neglect or carelessness in recording time worked in accordance with the procedures as established.
3. Neglect or carelessness in observance of official safety rules, disregard for common safety practices, and/or creating or contributing to unsafe work conditions.
4. Malicious mischief, horseplay, wrestling, or other undesirable conduct, including use of profane or abusive language, gestures, and/or graphics.
5. Intimidating or coercing of any employee, patron or volunteer.
6. Misuse or abuse of Stark Parks' property, vehicles, provided work tools, technology and/or equipment.
7. Failure to observe department rules.
8. Obliging Stark Parks for any expenses, service, or performance without authorization or purchase order in place, as appropriate.
9. Failure to report as required an accident, injury, or unsafe condition no matter how small or failure to report equipment damage.

10. Unsatisfactory work or failure to maintain required standards of performance or disregard of employment duties.

Offenses named below (not an all-inclusive list) are typically more serious in nature and would result in more severe penalties, including a written warning and/or a suspension on first occurrence:

1. Sleeping during working hours.
2. Some violations of the Drug and Alcohol-Free Workplace policy as outlined (more severe infractions as outlined in the policy may result in a termination of employment).
3. Unauthorized use of Stark Parks' property, vehicles or equipment.
4. Performing private work on Stark Parks' time.
5. Failure to report for overtime work without good reason after being scheduled to work according to overtime policy.
6. Disorderly or disruptive conduct, including making or publishing of false, vicious, malicious, or misleading statements concerning any employee, supervisor, patron, volunteer of Stark Parks' or its operation.
7. Refusing to give testimony when accidents are being investigated.
8. Failure to report a felony conviction as outlined at the bottom of this policy
9. Giving false testimony during a grievance investigation or hearing or refusing to give testimony during an investigation.
10. Sale of tickets for pools, or bookmaking, or gambling of any nature.
11. Use of abusive or threatening language.

When offenses or behaviors are so severe, become disruptive to the workplace and are not in line with Stark Parks' values they may lead to a termination. These type of behaviors, while not seen often, will be dealt with immediately and after a careful investigation may lead to an automatic termination of employment on the first offense. Examples include (not an all-inclusive list):

1. Violation of the Parks' EEO, ADAAA, or Harassment or other policies regarding harassment and/or discriminatory type behavior.
2. Threatening, fighting, attempting to injure or insulting another person (employee, patron or volunteer).
3. Deliberate destruction, damaging or theft (in any manner) of Parks property, tools, equipment, records, vehicles or the property of employees.
4. Dishonesty or falsification of records including but not limited to time records (signing or altering someone else' or own time record), reports, statements, etc.
5. Falsifying testimony when accidents are being investigated, assisting in falsifying, or providing false testimony or statements during investigation or hearing.
6. Various violations of the Drug and Alcohol-Free Workplace policy as written.

7. Carrying or possession of firearms, explosives, or weapons on Stark Parks' property or while on Stark Parks' time, at any time without proper authorization or proper permit.
8. Revealing confidential Park business information without prior authorization.
9. Instigating, leading, or participating in any illegal walkout, strike, sit-down, stand-in, refusal to return to work at the scheduled time for the scheduled shift, or other concerted curtailment, restriction, or interference with work in or about the Park's work stations.
10. Dishonesty or misrepresentation of facts (including but not limited to employment applications, any misrepresentation to obtain any Stark Park benefits, providing false information or withholding pertinent information).
11. Insubordination by refusing to perform work assigned or to comply with verbal instruction of a supervisor which the employee may be expected to perform.

Any employee convicted of any criminal, drug or alcohol related offense or cited for any traffic offense must report it to the Park District (immediate supervisor or Human Resources) within five (5) days after such conviction or citation. The circumstances surrounding the conviction will be evaluated to determine the future employment of the employee.

Employee Longevity & Retirement Appreciation Policy

Service with Stark Parks Longevity Levels

The Longevity Levels below apply to full-time and part-time employees only. All service with Stark Parks, including seasonal, part-time, and full-time service, but excluding any time during a break in service, will be used to calculate an employee's longevity level.

5 years: \$50 Longevity Pay and 8 Hours Personal Leave for FT or 4 Hours Personal Leave for PT

10 years: \$100 Longevity Pay and 8 Hours Personal Leave for FT or 4 Hours Personal Leave for PT

15 years: \$150 Longevity Pay and 8 Hours Personal Leave for FT or 4 Hours Personal Leave for PT

20 years: \$200 Longevity Pay and 8 Hours Personal Leave for FT or 4 Hours Personal Leave for PT

25 years: \$250 Longevity Pay and 8 Hours Personal Leave for FT or 4 Hours Personal Leave for PT

30 years: \$300 Longevity Pay and 8 Hours Personal Leave for FT or 4 Hours Personal Leave for PT

The Executive Director or Deputy Director will present employees with a thank you card each time a milestone is met.

Employees will be recognized as follows:

Enewsletter

Season Kick-Off (first half of the year) Fall Meeting (second half of the year)

Retirement Open House

Employees with at least 10 years of full-time service with Stark Parks and who are a minimum of 50 years old at time of retirement are eligible for a Retirement Open House.

Up to \$500.00 (budgeted through the Employee Events & Provisions Policy) may be expended on each Open House.

Available funds may be used for the purchase of refreshments and other items related to hosting an Open House (food, cake, drinks, napkins, plates, etc.).

Open Houses will be held during work hours at the Exploration Gateway or another park site deemed appropriate. Retiring employees may invite their immediate family and other appropriate guests.

Medical, Dental, Vision, and Additional Coverage

This portion of the employee handbook contains a very general list of the benefits to which you may be entitled as an employee of the Stark County Park District. Please understand that this general explanation is not intended to provide you with all the details of these benefits. Your coverage can be determined only by referring to the full text of the official plan documents, which are available for your examination during new hire orientation, and annual open enrollment period as applicable. To the extent that any of the information contained in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. The level of benefits, premium rates and insurance carriers are subject to change at any time.

For more complete information regarding any benefit programs, please refer to human resources.

DEFINITIONS AND COVERAGE

All health and welfare benefits have a plan year of January 1 through December 31, with the same deductible year.

All active, full-time employees who are routinely scheduled to work forty (40) or more hours per workweek are eligible for comprehensive health insurance benefits and life insurance. Full-time employees are eligible for coverage effective the first day after a full calendar month following the month in which they were hired.

Coverage will remain in effect through the end of the month in which an employee separated/last day worked. You may also cover eligible dependents which include your spouse to whom you are legally married and your children under the age of 26 (in some cases 28) for medical and under the age of 20 (26 for full-time students) for dental and vision. Proof of eligible dependent relationship (marriage license, etc.) will be required at the time the dependent is added to the plan.

MEDICAL

Stark Parks offers a PPO medical coverage plan with prescription coverage. For a list of in network providers, please visit the insurance carrier's website.

DENTAL

The organization also offers a dental plan with various coverage depending on class of services needed. Although you can go to any dental provider you choose, visiting a preferred provider will

result in a higher level of coverage. For a list of preferred providers, visit the insurance carrier's website.

VISION

Vision benefits are available and provide annual benefits of one routine eye exam and either eyeglasses or contact lenses (annually). Although you can go to any vision provider you choose, visiting a preferred provider will result in a higher level of coverage. For a list of preferred providers, visit the insurance carrier's website.

GROUP LIFE AND AD&D

Stark Parks provides group life and accidental death insurance at minimal cost to you. You may purchase additional life insurance for you and any eligible dependents. You will select a beneficiary to receive these funds in the event of your death. Notify Human Resources when you have a need to change the beneficiary you have on file.

ADDITIONAL SELF PAY BENEFIT OPTIONS

You have the ability to purchase short-term disability (STD) insurance, long-term disability (LTD), Cancer and other benefits as offered, at your own cost through Colonial Life.

Ohio Public Retirement System (OPERS)

All Stark County Park District employees participate in the Ohio Public Employees Retirement System (OPERS). OPERS is entirely independent of the federal Social Security system and provides a defined benefit pension. Contribution amounts, terms and conditions of coverage and benefits are determined by OPERS.

Workers' Compensation

The Stark County Park District employees are covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor. Failure to report an injury or accident may cause a delay or denial of a Workers' Compensation certification.

Time missed by employees who are unable to return to work for a period of time will run concurrently with Family and Medical Leave Act (FMLA).

Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The Stark County Park District wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees three visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a discount on any services that might be needed.

The Park District encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the Park District, and the Park District is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR department. Employees can reach the EAP hotline by calling 1-800-822-4847.

Separation from Employment

Resignation

Stark Parks understands that circumstances change and employees may need to voluntarily resign from employment. Once an employee has decided to resign, the employee should notify his or her immediate supervisor, in writing, of the decision and the employee's anticipated last day of employment.

Job Abandonment

Any employee who misses three scheduled work days without proper notification of intent to return will be considered a voluntary resignation of employment due to job abandonment.

Dismissal

Employees of Stark Parks are employed on an at-will basis, and Stark Parks retains the right to terminate the employee at any time. The Park District may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason.

Layoff

Every effort is made by Stark Parks to sustain employment for all employees. When economic conditions necessitate a reduction in the work force and for those not covered by a collective bargaining agreement, layoffs will be based on performance, job classification and the needs of the Park. Recalls will be based on department and/or Park needs.

Exit Interviews

Persons voluntarily separating from employment may be asked to complete an exit interview questionnaire. The purpose of the exit interview is to provide a forum for comments and constructive criticism from the employee regarding his/her tenure with the Park District. The information gathered at exit interviews often consists of suggestions and recommendations that help Stark Parks improve the work environment for all employees.

Property Return

Any employees separating employment with the Stark County Park District will be responsible for returning property the employee has in his/her possession. The employee's direct supervisor or human resources will coordinate the return of items such as cell phones, keys, uniforms, tools and equipment (laptops, docking stations, etc.).

Sick Leave Pay Out

Employees with at least ten (10) years' service with the County, State, or any of its political subdivisions who retire under the Public Employees Retirement System will be paid one-fourth (1/4) of the value of their accrued but unused sick leave credit to a maximum of (30) days. Payment will be made at the rate of pay effective at the time of retirement and eliminates all sick leave credit accrued by the employee. This payment will be made only once to an employee. Employees who die will be considered to have terminated their employment as of the date of their death. Payment for their eligible sick leave will be made in accordance with ORC Section 2113.04 or paid to the employee's estate.

Service Time

Generally, service time is defined as an employee's uninterrupted length of continuous service with the Park District. Separation from employment lasting 30 days or less does not constitute a break in continuous service.

A break in service occurs if an employee is separated from service for any reason and is not re-employed within 30 days from the separation date. If the employee is reinstated into any position within the Park District within 1 year of the date of separation, the employee will be credited with continuous service time for previously accumulated seniority, but will not be credited with seniority for the time spent away from service.

Also, an approved leave of absence does not constitute a break in service, regardless of length, and seniority continues to accumulate during the term of the leave, provided that the employee complies with the terms and conditions of the leave. However, benefits, such as, but not limited to, vacation and sick leave, do not accrue when the employee is out on an approved unpaid leave status or is absent without leave.

For purpose of layoffs, seniority is defined as continuous service time with the Park District, another County office, or a state-supported department/program where no break in service occurs. Approved leaves of absences (leave without pay) shall not constitute an interruption of continuous service, but such time on a leave of absence shall not be calculated in the calculation of seniority.

Seniority for the purpose of retirement under PERS is calculated in accordance with PERS rules and regulations.

Seniority for the purpose of calculating vacation is determined according to the actual years of service with the Park District, County, the State of Ohio or any of its political subdivisions. This service need not be continuous; however, an employee does not earn vacation during any time spent away from public service. If an employee retired from public service, no prior service will be counted for establishing seniority; vacation will start as a new hire.

Seniority for determining vacation leave schedules, employee performance evaluation dates, pay raises and other internally determined matters is established within the sole discretion of management.

Employee Handbook Acknowledgement and Receipt

I acknowledge that I have received a copy of the Stark County Park District Employee Handbook and/or that I have access to a printed copy and an electronic copy. I agree to read it thoroughly, including statements in the Welcome section describing the purpose and effect of the Manual. I agree that if there are any policies or provisions in the Manual that I do not understand, I will seek clarification from a member of Management or the Human Resources Manager. I agree it is my responsibility to become familiar with the manual and I may request a copy from my Manager or HR or access it electronically from the shared HR files drive.

I understand that The Park District is an "at will" employer and as such, employment is not for a fixed term or definitive period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the organization, except the Executive Director, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

In addition, I understand that this Employee Handbook states The Park District policies and practices in effect on the date of publication. I understand that nothing contained in the handbook may be construed as creating a promise of future benefits or a binding contract with The Park District for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time with or without notice.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Employee Acknowledgement and Receipt of Harassment Policy

I have read and understand the Stark County Park District's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

CAPITAL PROJECT LIST AND BUDGET										9_A
	Last Updated: 4/24/24 SB									
Capital Planning Project #	Capital Projects	Project Name	Project Description	Status	Construction Year	Estimated Total Project Cost	2023 Capital Funds	Approved in Operating	Approved 2024 Capital Funds	1st Qtr 2024 Certification
<u>CPP#</u>	<u>PARK / TRAIL LOCATION</u>									
002	<u>Deer Creek Park</u>	ADA Canoe/Kayak Launch	New accessible launch that will be affixed to the existing concrete courtesy ramp.	Complete	2024	\$45,000.00	-	\$45,000.00	-	-
008	<u>Fry Family Park</u>	Fry Family Park Site Upgrades Clean Ohio Grant	Pond Trail Construction, Forest and Prairie Restoration	Construction	2024	\$800,000.00	\$40,000.00	-	-	50,000.00
009	<u>Magnolia Flouring Mills</u>	Magnolia Mills Master Plan Implementation Phase 1	Phase 1 to include assessment of Mill for ADA access and circulation inside the building as well as parking lot and driveway reconfiguration.	Design	2024	\$700,000.00	-	-	-	50,000.00
060	<u>Molly Stark Park</u>	Asbestos Abatement and Demolition	Asbestos Abatement and Demolition	Planning	2025	\$3,100,000.00	\$5,000.00	-	-	-
010	<u>Nimisila Creek Nature Preserve</u>	Diversion Structure Rehabilitation	Diversion Structure Rehabilitation on the Canal Feeder	Design	2024	\$150,000.00	-	-	-	75,000.00
011	<u>Petros Park</u>	Parcel 4319574 development and restoration	Trail and prairie restoration	Construction	2024	\$295,767.00	-	-	-	50,000.00
		Habitat Restoration	CAT PO for callery pear removal	Complete	2024	\$16,240.00	\$16,240.00	-	-	
012		Petros Park New Restroom Installation	Petros Restroom Project at main entrance	Design	2024	\$174,900.00	\$21,000.00	-	-	150,000.00

Capital Planning Project #	Capital Projects	Project Name	Project Description	Status	Construction Year	Estimated Total Project Cost	2023 Capital Funds	Approved in Operating	Approved 2024 Capital Funds	1st Qtr 2024 Certification
015	<u>Transfer of Properties to North Canton</u>	Transfer Zimber Ditch Properties to City of North Canton	Transfer Zimber Ditch properties out of Stark Parks' name	Planning	2024	\$10,000.00	-	-	10,000.00	-
062	<u>Pike Township Property</u>	Preliminary Site Design	Parking Lot Design for "wedge"	Design	2024	\$50,000.00	-	50,000.00	-	-
016	<u>Quail Hollow</u>	Little House	Renovation according to design	Planning		\$330,000.00	-	-	-	-
017		Water/Sewer line	Water/Sewer line installation (Not spent in 2019)	Planning		\$50,000.00	-	-	-	-
018		Levitt House	Pursuing reuse or demolition options	Planning		\$50,000.00	-	-	-	-
053		Carriage House	Carriage House Renovation	Design		\$310,000.00	\$15,000.00	-	-	-
059		Entrance Lighting	Install electrical service out front	Complete	2023	\$5,000.00	\$5,000.00	-	-	-
		Fuel Tank (near Carriage House) removal	Demo and remove fuel tank per BUSTR requirements	Planning		\$10,000.00	-	-	-	-
021	<u>Sippo Lake Park</u>	Sippo Lake East Shoreline Stabilization, Phase 2 (south of launch)	Upgrade/repair shoreline at Sippo Lake East	Planning	2024	\$5,000.00	-	-	-	-
		Parking Area Reconfiguration without the "island"		Planning	2024	\$2,500.00	-	-	2,500.00	-
022		Exploration Gateway	Architectural Plan for Office Space Reutilization	Design	2028	\$1,000,000.00	\$20,000.00	-	-	-
061		Exploration Gateway	Architectural design for entrance upgrade	Design	2028	\$119,300.00	-	-	-	-
058		Ranger Headquarters	Site Study and Conceptual Design	Planning	2028	\$3,020,000.00	\$20,000.00	-	-	-
057		Marina Access Drive Reconfiguration	Design of Marina Access Drive and parking lot	Design		\$813,100.00	-	-	-	-
063		Marina Relocation Feasibility Study	Relocation of Marina	Planning		\$30,550.00	-	-	-	-
		WCC Flight Cage Expansion	Additional housing for wildlife.	Planning	2024-2026	\$200,000.00	-	-	-	-
025	<u>Tam O'Shanter</u>	Clubhouse Restrooms	Clubhouse Renovation-Phase I Restrooms	Design	2024	\$642,250.00	\$56,423.00	-	50,000.00	50,000.00

Capital Planning Project #	Capital Projects	Project Name	Project Description	Status	Construction Year	Estimated Total Project Cost	2023 Capital Funds	Approved in Operating	Approved 2024 Capital Funds	1st Qtr 2024 Certification
026		Tam O'Shanter Site Improvements	Parking Lot and Driveway Design and Construction, Trail Construction, Prairie Restoration	Design	2024	\$5,022,593.90	\$29,458.83	-	-	150,000.00
067		Demo "Patty's House"	Demo house adjacent to Tam O'Shanter Park property and restore.	Planning	2025	\$10,000.00	-	-	-	-
027	Walborn Reservoir	Bingham Property Site Upgrades	Site upgrades to include the design and construction of a new parking lot, driveway and trails.	Design	2024	\$466,716.67	-	-	-	30,000.00
		Lighting Poles at Marina	Pole Replacement(windstorm) and new LED heads	Planning	2024	\$5,000.00	-	-	5,000.00	-
		Repair/Replacement of the Dock		Planning		\$100,000.00	-	-	-	-
	TRAIL PROJECTS									
030	Campus Trail-KSU/SSC	Trail connecting the Hoover Trail at Dressler up to Mega.		Complete	2023	\$149,000.00	-	-	-	8,000.00
031	Hoover Park Trail	Loop trail bridge construction	Construct connector bridge or appropriate "dead end"	Planning		-	-	-	-	-
032		Restroom at Marquardt	Restroom and small parking area off Marquardt	Planning		-	-	-	-	-
033	Jackson Connector Trail	Tunnel under Fulton Rd. in Jackson Township	Tunnel project is complete, awaiting ODOT final inspection.	Complete	2022	\$2,896,030.90	-	300,000.00	-	-
033		Trail Connections to Tunnel	Coordinate with Safe Routes to School project	Planning		-	-	-	-	-
034	Middlebranch Trail	Trail Connection	Construct Trail Connection to Sklavenitis property	Planning	2024	\$5,000.00	-	-	5,000.00	-
064		Trail Paving	Paving from 55th Street NE to Colonial Blvd.	Construction	2024	\$710,348.00	\$8,000.00	\$175,000.00	-	\$12,000.00
			Tree Work in advance of Paving	Complete	2023	\$5,000.00	\$4,800.00	-	-	-

Capital Planning Project #	Capital Projects	Project Name	Project Description	Status	Construction Year	Estimated Total Project Cost	2023 Capital Funds	Approved in Operating	Approved 2024 Capital Funds	1st Qtr 2024 Certification
035		Fountains at Edgewood trail	Reconstruct trail due to housing development construction	Planning	2024	\$10,000.00	\$10,000.00	-	10,000.00	-
036		Wicker Creek Surveying	Mark boundary of conservation easement to enforce encroachments	Planning		\$5,000.00	-	-	-	-
037		Franklin Schoolhouse	Rehabilitation for Future Use	Planning		\$0.00	-	-	-	-
038	Minerva Connector	Minerva Connector Planning Study	Examine Minerva Connector Trail Route	Complete	2023	\$15,000.00	-	-	-	-
070		Minerva Bridge	Design/Construction of Minerva Bridge over Sandy Creek	Design	2025	\$630,043.00	\$56,805.00	0	45,000.00	-
048	O&E Canal	Restroom	Trailhead upgrade. Target for Restroom	Planning		\$150,000.00	-	-	-	-
071	<u>Lock IV Trailhead</u>	Locktenders house	Utilize locktenders building for interpretation? Staging area for water trailhead?	Planning		-	-	-	-	-
049		Lock/Gate	Lock/Gate Rehabilitation	Planning		\$250,000.00	-	-	-	-
050		Parking lot paving & trail paving	Parking lot & trail paving	Planning		\$394,305.00	-	-	-	-
		Spillway	Repair/Replacement	Planning		-	-	-	-	-
071	<u>Crystal Springs Trailhead</u>	Crystal Spring Upgrade	OECA Grant work to upgrade trailhead.	Construction	2024	\$68,600.00	\$25,000.00	-	5,600.00	25,000.00
054	<u>Wildcat Culvert</u>	Replace historic culvert	Culvert work	Planning		\$90,000.00	-	-	-	-
066	<u>Olde Muskingum Trail</u>	Knickerbocker Farm	Fence Line Agreement, Survey and Fence	Planning	2024	\$30,000.00	-	-	8,000.00	-
039	Sippo Valley Trail	Restroom	Restroom 17th Street w/Massillon	Planning		\$40,000.00	-	-	20,000.00	-
041		Bridge #11	Design Phase II	Design	2025	\$287,846.00	-	-	45,000.00	-
040		Bridge #1	Sippo #1	Planning	2027	\$265,848.00	-	-	-	-
042		Bridge #8	Sippo #8	Planning	2026	\$654,120.00	-	-	50,000.00	-
	PARK WIDE PROJECTS									
	RPC Planning Study	Trail Count User Study	Study to accurately count park users	Design	2024	-	-	-	10,000.00	-
	Signage Budget		Signage Committee	Various	2024	\$37,000.00	\$20,000.00	Construction & Maintenance Department	-	-

Capital Planning Project #	Capital Projects	Project Name	Project Description	Status	Construction Year	Estimated Total Project Cost	2023 Capital Funds	Approved in Operating	Approved 2024 Capital Funds	1st Qtr 2024 Certification
075	<u>Comprehensive Plan</u>		Comprehensive Plan Consulting	Planning	2024	\$50,000.00	-	-	50,000.00	-
073	<u>ADA Audit and Training</u>					\$4,500.00			4,500.00	
						\$24,236,558.47	\$352,726.83	\$570,000.00	320,600.00	650,000.00