



# RAYMORE PARKS AND RECREATION BOARD

## **AGENDA**

**Tuesday, August 27, 2019**

**7:00PM - City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances - None**
- 5. Consent Agenda.**  
*The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.*
  - A. Park Board Minutes June 25, 2019
  - B. Park Board Minutes August 13, 2019
- 6. Staff Reports**  
Recreation Superintendent  
Parks Superintendent  
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business**
  - A. Hawk Ridge Park Facility Fees Presentation Item  
  
Staff is presenting the proposed rental fees for the north shelter and amphitheater at Hawk Ridge.
- 9. Board Elections**
  - A. Call for Nominees - Board Chair
  - B. Motion and Vote for Board Chair
  - C. Call for Nominees - Board Vice-Chair
  - D. Motion and Vote for Board Vice-Chair

10. **Public Comment**
11. **Board Member Comment**
12. **Adjournment**

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***Items provided under "Miscellaneous" in the Park Board Packet:***

- *June 25 - WS Notes*
- *July 9 - WS Notes*
- *Status of Capital Improvements*  
*(Provided to the Council the 1st meeting of each month)*

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**EXECUTIVE SESSION (CLOSED MEETING)**

The Parks and Recreation Board may enter into an executive session before or during this meeting, if such action is approved by a majority of the Board present, with a quorum, to discuss:

- litigation matters as authorized by § 610.021 (1) RSMO,
- real estate acquisition matters as authorized by § 610.021 (2),
- personnel matters as authorized by § 610.021 (3), or
- other matters as authorized by § 610.021 (4-21) as may be applicable.

*Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting please notify this Office at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.*

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, JUNE 25, 2019, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Trautman; Members Bartow, Collier, Eastwood, Harris, Manson, Supple and Williamson. Member Houdyshell is absent, Member Bartow left the meeting at 7:16 pm.

**STAFF PRESENT:** Director Musteen, Superintendent McLain, Superintendent Rulo, Office Assistant Naab.

**1. Call to Order:** Chairman Trautman called the meeting to order at 7:00pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Personal Appearances**

**5. Consent Agenda**

*The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.*

Park Board Minutes

May 28, 2019

**Motion:** Member Harris moved to accept the Park Board minutes of May 28, 2019. Member Supple seconded.

**Discussion:**

<b>Vote:</b>	3 Aye	Member Bartow	Abstain
	5 Abstain	Member Collier	Abstain
	1 Absent	Member Eastwood	Abstain
		Member Harris	Aye
		Member Houdyshell	Absent
		Member Manson	Abstain
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Abstain

**6. Staff Reports**

Recreation Superintendent McLain highlighted his written report. Spring is wrapping up and summer is beginning. Summer camp has begun with great responses. Summer school is over so we anticipate more attendance. Coordinator Brennon has been working with the Raymore United Soccer Club teams and coaches. He will be signing up teams this Friday at Heartland. We have one more team than last fall. Recreation baseball will be ending next Monday. This Saturday is the Spirit Of America festival with fireworks starting at 930, with an app that streams music. Food trucks, bounce house, and a dunk tank. Coordinator Vankeulen is working with the police department and Superintendent Rulo's staff.

Member Harris asked "The retract upgrade, how has that been working out?" Superintendent McLain responded, "Working well, we have added computers to use retract at all concession stands." "Do we take cards at the concessions? Has it helped?" "Yes and yes."

"Dude Solutions for facility management. Does retract not do that?" "We use it for work orders and maintenance issues. It is City wide."

"Glad to see that soccer is up for United. Anyway we can let former Raymore players to let them know about the United club?" "We are continually putting out info via social media and word of mouth."

Parks Superintendent Rulo highlighted his written report. Drive by the pond at Recreation Park, the project is done and looks good. Staff met with MDC to talk about the water management at Hawk Ridge Park. Soccer concession stand has been power washed and is being prepped for painting. Staff is cutting up limbs from the storms that are on park property. Working to make Recreation Park look the best it can for the Spirit Of America.

Member Supple asked "park painting project at the soccer concession, what is the final plan/renderings?" Director Musteen responded "The artist did submit his final rendering to the art commission with some changes to the bathroom wall."

"Repairs to disc golf course where do we stand on that?" Superintendent Rulo responded "We are working on getting the baskets backup and will work on the tee pads when we have some spare time. The islands have fallen behind due to the recurring storms. We hope to get caught up with the baseball season ending freeing up other employees."

Parks & Recreation Director Musteen highlighted his written report. The ball field lights are completed and approved for final pay as well as the park house demo. Centerview audio/video has been approved and the project should start soon. The Station house was approved and should be starting soon. Limb drop off is at the soccer area at Hawk Ridge Park.

## **7. Old Business - None**

## **8. New Business**

### **A. TB Hanna Improvements - Ice Rink**

### **Action Item**

Staff is presented a contract with Custom Ice LLC. for the purchase and installation of a custom ice rink as part of the TB Hanna Station Improvement Projects.

Member Collier asked "Will there be skate rental and staff?" Director Musteen "No rentals, anyone can get regular skates for ice versus us being there to rent out skates." "So will it be open to the public?" "Yes it will be like the tennis courts and the skate park."

Member Supple asked, "What kind of care is planned?" Director Musteen responded, "Given the size it will not require a zamboni and will come with hand equipment, a hard broom like sweeper that works like a squeegee." "Minimal investment needed for maintaining?" "Yes just man hours."

Member Eastwod asked, "Do other cities have anything similar? How do they utilize their rinks?" Director Musteen responded, "We did compare to Gladstone for the synthetic and it did not work well for them. Lawrence had the same reaction."

Member Harris asked, "Thinking long term, is this equipment moveable?" Director Musteen responded, "Yes it is portable, but the refrigeration system is not. A new refrigeration would need to be purchased for a different area." "Is there an estimated operating cost?" "No" "How thick will it be?" "6-8 inches deep."

**Motion:** Member Harris moved to accept the recommendation to get a real ice rink. Member Manson seconded.

**Discussion:**

<b>Vote:</b>	7 Aye	Member Bartow	Absent
	0 Nay	Member Collier	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

**B. Budget Amendment**

Action Item

Staff is requesting a budget amendment within Park Fund 47 to pay for additional work associated with trails at Hawk Ridge Park and Recreation Park.

**Motion:** Member Harris moved to accept transfer \$26,000.00 from Fund 47 for the Trail improvements  
Member Manson econded.

**Discussion:**

<b>Vote:</b>	7 Aye	Member Bartow	Absent
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Aye

**9. Board Elections**

**A. Call for Nominees-Board Chair**

**Motion:** Member Manson motioned to table nominations one month to the meeting in July.

Purpose is to allow new members to go through member orientation prior to having to vote.

Member Harris seconded.

**Discussion:**

<b>Vote:</b>	6 Aye	Member Bartow	Absent
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1 Nay	Member Cipolla	Aye
2 Absent	Member Eastwood	Nay
	Member Harris	Aye
	Member Houdyshell	Absent
	Member Manson	Aye
	Member Supple	Aye
	Member Trautman	Aye
	Member Williamson	Aye

**B. Motion for Board Chair**

- i. Tabled until July 23

**C. Call for Nominees-Board Vice-Chair**

- i. Tabled until July 23

**D. Motion for Board Vice Chair**

- i. Tabled until July 23

**10. Board Member Comment**

Member Harris welcomes the new members. Thanks to the Mayor and Ward 4 Council members to appoint him again.

Member Supple welcomes the new members and thanked the Mayor for his own reappointment. Thanks to the staff for all they do. My daughter has been at the park a lot and the parks look great.

Member Eastwood welcomes the new members and is excited to hear your new ideas. Kudos to the company doing the recreation pond. Thanks to the staff for the great parks and they are hopping with people.

Member Manson is glad to be a Park Board member again. Good to work with the group on the board and looks forward to working with staff and serve the city.

Member Williamson thanks for being allowed to be part of the group.

Member Collier is honored to be here and parks are essential to any city.

Member Trautman when travelling outside the city he realizes what we have. Thank the Mayor, City Council, new members and old coming back and those reappointed.

Member Harris also thanks to the other staff members in the parks and recreation department.

**11. Adjournment**

**Motion:** Member Harris moved to adjourn the regular meeting.  
Member Manson seconded.

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Bartow	Absent
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Absent
		Member Manson	Aye

Member Supple	Aye
Member Trautman	Aye
Member Williamson	Aye

The regular meeting of the Raymore Park Board adjourned at 7:35 pm.

Respectfully submitted,  
Greta Naab  
Office Assistant

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, JUNE 25, 2019, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Trautman; Members Bartow, Collier, Eastwood, Harris, Manson, Supple. Member Houdyshell was absent during roll call, but arrived at 6:13 pm. Member Williamson is absent.

**STAFF PRESENT:** Director Musteen, Superintendent McLain, Superintendent Rulo, Office Assistant Naab.

**1. Call to Order:** Chairman Trautman called the meeting to order at 6:00pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. New Business**

**A. Budget Amendment**

**Action Item**

Staff presented an amendment to the FY18 Capital Improvement Plan to remove the Recreation Park Picnic Pavilion at the old Park House location. Director Musteen gave a narrative of the two phase project. As staff began planning for the FY20 CIP, it was determined that our project expenses were more than the expected tax revenue. The pavilion was a good fit to remove and keep the remaining funds in fund 47. The pavilion project will be discussed as a future project in next year's planning process.

Member Supple asked if any other project would be delayed or removed to help with fund balance. Director Musteen indicated that this would be the only project to be removed.

**Motion:** Member Manson moved to approve the budget amendment  
Member Supple seconded.

**Discussion:** Member Harris clarified the reasoning for the amendment and asked how much the projected negative balance would be without the amendment. Director Musteen stated that we were projecting a negative balance of \$63,000.

<b>Vote:</b>	7 Aye	Member Bartow	Aye
	0 Nay	Member Collier	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Absent
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Absent

**B. Capital Improvement Plan - FY20**

**Action Item**

Director Musteen reminded the Park Board that the proposed FY20 capital improvement plan was discussed and approved by the Board in March 2019. Project planning is usually given \$375,000 to \$400,000 per year for projects after a transfer for Fund 25 is



made for operations. Given the lower tax revenue projections for Fund 47, staff made a couple of changes to ensure the fund balance would not drop below \$0.

The Recreation Park Pond project came in under budget providing some fund balance and the budget amendment to remove the Recreation Park Picnic Pavilion provides additional fund balance as well. Staff proposed to address each project individually and adjust the budget associated with those projects to ensure that a positive fund balance remains and as we project the next five years.

These changes afforded the opportunity to add three smaller projects that were unfunded but justified by their safety implications and maintenance support.

Recreation Park Trail Gap  
Arboretum Trail Light Replacement  
Johnston Lake Fountain

Member Houdyshell arrives at 6:13pm.

Member Eastwood asked if funds from the Recreation Park Pond project would be used to address changes at the Disc Golf Course. Staff indicated that the disc golf course repairs and changes would be taken care of through the operations budget. Member Eastwood also discussed some redesign of the course that he had addressed with Staff, Superintendent Rulo addressed the Board that if a redesign is wanted by the board, it should be addressed in the CIP or discussed by the Board as to the direction staff should take. Discussion ensued regarding the costs of redesign and how to fund annual maintenance.

Member Manson asked if the fountain would interfere with the fishing at Johnston Lake. Staff indicated that it would not interfere with fishing.

Member Supple asked if a discussion or amendment was previously made regarding TB Hanna. Director Musteen indicated that we had made an amendment to transfer dollars to help with T.B. Hanna. Staff would follow up with the board of when the amendment was made.

Member Harris asked more questions about the Johnston Lake fountain. Superintendent Rulo gave further description of the fountain.

**Motion:** Member Harris moved to accept proposed changes to the FY20 CIP.  
Member Supple seconded.

**Discussion:**

<b>Vote:</b>	8 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Absent

**C. FY20 - Proposed Budget**

**Action Item**

Director Musteen provided the FY20 budget to the Park Board. Musteen gave a summary to the process of recommending a zero balanced budget. A transfer from sales tax was increased this year to help offset additional payroll and benefits for full time employees as well as several part-time employees associated with the RAC and Centerview.

**Motion:** Member Harris moved to accept the FY20 Budget as presented with authorization for the Director and City Manager to make changes if necessary. Member Supple seconded.

**Discussion:** Member Supple noted a typo in the staff report.

<b>Vote:</b>	8 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	1 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Supple	Aye
		Member Trautman	Aye
		Member Williamson	Absent

Director Musteen added a couple of comments regarding the budget. Payroll is now attributed to the individual accounts and buildings from which they are accounted for.

Director Musteen announced to the Park Board that we are a recipient of the 2019 Playground Scrap Tire Surface Material Grants through the Missouri Department of Natural Resources for playground surfacing at Memorial Park.

Director Musteen announced that Hawk Ridge Park is now open and a ribbon cutting would be announced soon.

**5. Public Comment**

**6. Board Member Comment -**

Member Harris asked if the ribbon cutting not be a 4pm.  
Member Harris asked if there is a special meeting in which action items are required, could the meetings be at 7:00pm and not 6:00pm.

**7. Adjournment**

**Motion:** Member Harris moved to adjourn the regular meeting. Member Houdyshell seconded.

**Discussion:** None

<b>Vote:</b>	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Aye
		Member Harris	Aye
		Member Houdyshell	Aye
		Member Manson	Aye
		Member Supple	Aye

Member Trautman	Aye
Member Williamson	Absent

The special meeting of the Raymore Park Board adjourned at 6:32 pm.

Respectfully submitted,

Nathan Musteen  
Director of Parks & Recreation

# **STAFF REPORT**

**To: Park Board**  
**From: John McLain, CPRP/AFO**  
**Recreation Superintendent**  
**Date: July/August 2019**  
**Subject: Recreation Report**

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## **Administrative Operations**

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Provided customer service via phone, email, and walk ups.
- Staff gave Centerview tours and rental quotes to interested parties.
- Staff worked with renters to finalize their events: graduation parties, weddings, trainings, celebration of life, and baby showers.
- Staff supervised RAC
- Staff collected information and provided it to communications for Fall Program Guide.
- Staff worked with Rec Trac support to create and build better financial reports for the Finance Department. Staff worked with Rec Trac support to build front desk point of sale for the RAC so pay to play can be implemented in September.
- Staff worked with Finance Department, I.T. and Rec Trac to set up cash drawers, receipt printers, and card readers for daily use at the RAC.
- Staff created additional daily closeout and operational procedures for RAC part time front desk staff.

## **Meetings/Trainings Attended**

- Office Assistant Naab
  - N/A
- Athletic Coordinator Brennon
  - July 25 - South Metro Sports Group
  - July 26 - KCML Bracketing meeting
  - July 30 - South Metro Coordinators meeting
  - July 30 - South Metro Soccer meeting
  - August 13 - South Metro Soccer scheduling meeting
  - August 15 - South Metro flag football scheduling meeting
  - August 15 - Soccer Coaches meeting
  - August 15 - Baseball/Softball Coaches meeting
  - August 20 - Flag Football Coaches meeting
  - August 21 - South Metro baseball/softball scheduling meeting
- Recreation Coordinator VanKeulen
  - July 31 - Mini Mud Run Prep meeting
  - August 7 - Mini Mud Run Final meeting
  - August 28 - KCMPG meeting
- Recreation Superintendent McLain
  - July 1 & 3 - PD Park meeting

- July 2, 10, 23, & 30 - One on one with Coordinator VanKeulen
- July 3 & 18 - Marketing meeting with Communications Specialist Harmer
- July 8 - City Council meeting
- July 9 - Farmers Market product and vendor meeting
- July 9 - Finance budget meeting
- July 9 - Park Board work session
- July 10 - Park Board new member orientation
- July 16, 23, & 30 - One on one with Office Assistant Naab
- July 16 - Unlimited Play meeting
- July 17 - Pre Construction meeting for Station House
- July 17 - Fall 5K facility rental meeting
- July 18 - Farmers Market meeting
- July 23 - Park Board meeting
- July 25 - One on one with Coordinator Brennon
- July 25 - South Metro Sports Group Administrator meeting
- July 31 - Mini Mud Run meeting
- August 1, 15, & 29 - Marketing meeting with Communications Specialist Harmer
- August 12 - TB Hanna bid prep meeting
- August 13 - Park Board Special Meeting
- August 14, 20, & 27 - One on one with Coordinator VanKeulen
- August 14, 20, & 27 - One on one with Office Assistant Naab
- August 15, 22, & 29 - One on one with Coordinator Brennon
- August 19 - City Council Work Session
- August 20 - South Metro Sports Group Administrator meeting
- August 22 - Hawk Ridge Park Playground meeting
- August 22 - Hawk Ridge Park Ribbon Cutting
- August 27 - Park Board meeting

## Programs

- Farmers Market
  - July averaged 28 vendors (lower from last year due to lack of produce)
  - Entertainment:
    - July 2 - Harris/Hernandez Music
    - July 9 - Shiver's Ice House (100 Free Sno Cones)
    - July 16 - Emma Jo Music
    - July 23 - Face Fancies Free Face Painting
    - July 30 - Shiver's Ice House (100 Free Sno Cones)
  - August averaged 15 vendors (slowed because of school starting)
  - Entertainment:
    - August 6 - Wade Bowen
    - August 13 - Brad Allen
    - August 20 - Harris/Hernandez
    - August 27 - Wade Bowen
- Summer Camp
  - July 11 - Trip to KC Zoo
  - July 18 - Trip to Skyzone
  - July 25 - Trip to Harrisonville Pool
  - August 1 - Trip to Harrisonville Pool
  - August 6 - Trip to Science City
  - August 13 - Last Day of Camp

- Cass County Library Bookmobile attends every Monday.
- Weekly participation rose to above 100.

**Rentals/Events/Concessions**

- Rentals/Usage
  - Ball Fields
    - N/A
  - Centerview
    - Rental Usage
      - 15 July / 17 August paid rental bookings
    - Program Usage
      - 22 July / 13 August time slots
    - Special Events
      - 1 Summer Scene
    - City Internal Usage
      - 9 July / 14 August bookings
  - RAC
    - Fitness classes
    - Martial Arts classes
    - Summer Camp
    - Adult Pick Up Volleyball
    - Adult Pick Up Basketball
    - Soccer Officials Certification
    - Club Volleyball Rental
    - Birthday Party Rental
    - Volleyball warm up clinic
    - Football agility training
    - Officials Training
- Events
  - Held during the Month
    - August 2 - Movie in the Park: Incredibles 2
    - August 16 - Mini Mud Run
  - Upcoming
    - September 14 - Fishing Derby
    - September 27 - Trucktoberfest
- Concessions
  - Concessions is not currently in operation until September 7

**Sports (Adult)**

- Softball (Men's League)
  - Summer session ended August 18
  - Fall registration is open and season will begin September 8
- Open Play Adult Basketball
  - Registration is currently open
- Open Play Adult Volleyball
  - Registration is currently open

### **Sports (Youth)**

- Fall
  - Soccer
    - Practices have begun. Games scheduled to begin September 7
  - Raymore United
    - Season is in session
  - Volleyball
    - Warmup scheduled for August 24 at Raymore Activity Center
    - League registration deadline August 23
  - Baseball/Softball
    - Practices have begun. Games set to begin the week of September 9
  - Flag Football
    - Practices have begun. Games set to begin the week of September 9
    - Total of 146 participants registered. Increase of 48 kids from last fall.

### **Sports (Tiny)**

- Fall
  - Tiny soccer registration is currently open, set to begin on September 7
  - Flag Football registration will open September 1

## **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo**  
**Parks Superintendent**  
**Date: August 27, 2019**  
**Subject: Parks and Maintenance Report**

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### **Park Operations**

- Staff has been doing routine mowing.
- Staff had the ribbon cutting for Hawk Ridge Park, thank you to all who attended.
- Staff dealt with graffiti and vandalism in the parks again.
- Staff helped set up and worked the Mud Run.
- Superintendent Rulo has assisted in the Island project on Foxridge Dr. with monitoring the planting of the trees.
- Staff has met with R.L. Phillips and they have started working on the renovations of the Station House in T.B.Hanna.
- Staff is setting up a dumpster delivery for the removal of the North Playground at Memorial Park. Removal should start the week of Sept. 3.
- All Seasonals have returned to college, their help was much appreciated this summer.
- Staff set another memorial bench in Recreation Park.
- Staff will be meeting with Fry and Associates to discuss the playground removal and install of new at Memorial Park.



## MONTHLY REPORT

August 2019

### HIGHLIGHTS

- A few of the Raymore Summer campers participated in LEGO camp in late July. The LEGO camp was located at Raymore Elementary School gym.
- Coordinator Brennon attended Kansas City Metro League final bracketing meeting Friday, July 26. Raymore United teams were placed in a scheduling bracket for the fall season. Schedules were released in early August.
- Parks staff worked on re-designing and planting the raised flower beds and poured concrete pad for a memorial bench at Memorial Park.
- Contractors mulched and moved the debris out of Hawk Ridge Park after storms in July caused tree damage throughout the City. Residents were allowed to drop off storm debris in the west parking area of Hawk Ridge Park near the practice soccer fields.
- Park Staff completed a walk-through of Hawk Ridge Park.
- The Raymore Summer Camp traveled to Science City and the Harrisonville pool. The last day of camp was Aug. 13.
- The South Metro Sports Coordinators met at Centerview for a fall sports planning session.
- Centerview hosted a Missouri Youth Soccer Association recertification clinic.
- Friday, Aug. 2. "Incredibles 2" was showing for Movie Night in the Park. The event was moved to Centerview due to inclement weather.



- Parks and Recreation Director Nathan Musteen participated in the City Spotlight on Raymore, Friday, Aug. 2 on radio station KMBZ 98.1.
- Park maintenance staff trimmed trees, mulched Centerview, began maintenance at Hawk Ridge Park and prepared for the Mini Mud Run on August 16.
- Athletic Coordinator Todd Brennon assembled teams for the fall soccer season and participated in the South Metro fall sports scheduling meetings for soccer and flag football. Coaches meetings for the fall soccer season and baseball/softball seasons were held at the RAC on August 15th.
- Parks and Recreation staff prepared the course and obstacles for the Mini Mud Run held on Friday, August 16th at Hawk Ridge Park. Over 380 children participated in this year's event compared to last's years 340 participants.
- Administrative staff prepared the FY20 proposed budget for Park Board review.
- Final punch list items at Hawk Ridge Park were completed. The park is now open to the public.
- The park maintenance summer seasonals completed their last week of work on August 16.
- Parks and Recreation Director Nathan Musteen attended the Active Transportation Programming Committee meeting at the Mid America Regional Council offices in Kansas City.



## **CENTERVIEW**

- Chamber of Commerce Luncheon
- Cass County Central Democratic Meeting
- Pins and Needles Program Bridge Program
- Baby Shower
- Anniversary Party
- Strength and Condition Chair class
- Yoga class
- Public Works Meetings
- South Metro Sports Coordinators Meeting
- HOA Meeting





- Soccer Re-certification Class
- Garden Club Meeting
- Celebration of Life Event
- 50th Birthday Party
- Tri-County Art League Meeting
- Joint City Meeting-Clerk of the Court
- Summer Scene
- Bible Study

**RAC - Raymore Activity Center**

- Summer Camp
- Martial Arts Classes/Women's Kick boxing
- Open Play Adult Volleyball
- Open Play Adult Basketball
- Volleyball Practice
- Basketball Practice
- Basketball Birthday Party
- Soccer Coach Meeting
- Baseball/Softball/T Ball Coach Meeting
- Fall Volleyball Warm Up



**RECREATION PROGRAMS & SPECIAL EVENTS**



**Farmers Market**  
*4-7 p.m., Tuesdays from June-September*

Join us every Tuesday through September at T.B. Hanna Station for the Original Town Farmers Market!

Area growers and artisans sell locally produced foods, plants, crafts and handmade products.

Original Town Farmers Market

WALTER BUCK MEMORIAL

# Fishing Derby

Join us for this FREE fishing event open to children 15 and under. We will have prizes for Largest Caught Fish, Most Caught Fish and more!

**WHEN // Sept. 14, 9-11 a.m.**  
**WHERE // Hawk Ridge Park, Johnston Lake**

Refreshments and snacks provided. Check-in begins at 8 a.m.

**NEW DATE!**



# Raymore Parks and Recreation Board Agenda Item Information Form

**Department Division:** P&R Administration  
**Submitted By:** John McLain  
**Date:** August 27, 2019

<input type="checkbox"/>	<b>Discussion Item</b>	<input type="checkbox"/>	<b>Action Item</b>
<input type="checkbox"/>	<b>Council Recommendation</b>	<input checked="" type="checkbox"/>	<b>Presentation</b>

**Title / Issue / Request:**

**Hawk Ridge Park Facilities Fees**

**Background / Justification:**

With new amenities added at Hawk Ridge Park, staff surveyed local municipalities who had similar facilities to collect data regarding fees charged for rentals. Staff evaluated the data and has put together the following fee structure to be considered and discussed by the Park Board for future additions to the schedule of fees.

1. Amphitheater:
  - a. Event Rental            \$1,500 One Day/Up to 12 hours  
                                     \$750 Half Day/Up to 6 hours
  - b. Private Party            \$80 per hour
  - c. Alcohol Permit           \$100 for any event requesting alcohol
  - d. Security Fee             \$40 per hour/per officer  
                                     *(2 officer minimum up to 250 attendance)*
  - e. Vendor Fee               \$50 for any vendor selling food or drink
  
2. Hawk Ridge Shelter:
  - a. Half shelter              \$35
  - b. Full shelter               \$70

**Financial Impact:**

Additional Revenue stream for the department



**Project Timeline:**

Reservations to begin on January 1, 2020

**Staff Recommendation:**

No action at this time. Recommendations will be presented with the FY21 Schedule of Fee's approval.

**Attachments:**

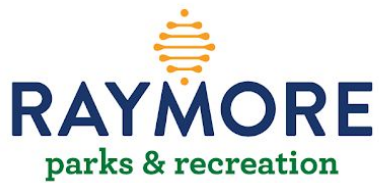
None



## MISCELLANEOUS ITEMS

- *June 25 - WS Notes*
- *July 11 - WS Notes*
- *Status of Capital Improvements*
- *Monthly Financials - July 31, 2019*





**Work Session Agenda  
Raymore Parks and Recreation Board**

**Tuesday, June 25, 2019  
6:00pm**

**Executive Conference Room  
Raymore City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

Park Board Members Present: Bartow, Collier, Eastwood, Harris, Manson, Supple Trautman and Williamson were present. Member Houdyshell was absent.

Staff Present: Director Musteen, Parks Superintendent Rulo and Recreation Superintendent McLain

**1. Welcome and Introductions**

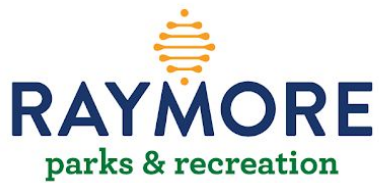
- i. The Parks and Recreation Board welcomed the new members. General introductions and a brief personal bio was given by all present including staff.

**2. Project Update**

- ii. Staff provided an update of current projects and answered questions related to those projects.

**3. Adjournment** - The meeting adjourned at 6:55pm.





**Work Session Agenda  
Raymore Parks and Recreation Board**

**Tuesday, July 9, 2019  
6:00pm**

**Executive Conference Room  
Raymore City Hall  
100 Municipal Circle  
Raymore, Missouri 64083**

Park Board Members Present: Collier, Harris, Houdyshell, Manson, Supple Trautman and Williamson were present. Members Bartow, Eastwood and Trautman were absent.

Staff Present: Director Musteen, Parks Superintendent Rulo and Recreation Superintendent McLain

**1. Budget Discussion**

- a. The discussion with Mr. Feuerborn was rescheduled for July 23.

**2. Budget Review**

- a. Staff provided the proposed FY20 Budget to the Board for review. General discussion and questions were asked. No changes were made to the proposed budget. The Park Board requested that staff bring the budget to the July 2019 Board meeting for approval.

**3. Adjournment** - The meeting adjourned at 7:25pm.

# Status of Park & Recreation Capital Improvements

8/27/2019

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## 2019 Projects

- Recreation Park Ballfield Lights: Installation of lighting on fields 1 and 2 at Recreation Park. *Park Sales Tax Fund, \$90,000 (NM)*
  - RFP is posted
    - Pre-Bid: November 28 & 29
    - Bid Opening: December 5
    - Park Board: January 22
    - City Council: February 11 & 25
    - Notice to Proceed: March 11
    - Construction complete
    - Project Finalized
- Recreation Park Pond: This project would involve an environmental analysis in the first year. The information gathered will provide guidance for the removal of sediment in the pond and cleaning up around the area making it easier to fish and more aesthetically pleasing. *Park Sales Tax Fund, \$10,000 (NM)*
  - Study is Complete: August 2018
  - RFP is posted
    - Pre-Bid: November 29 & 30
    - Bid Opening: December 7
    - Park Board: January 22
    - City Council: February 11 & 25
    - Notice to Proceed: March 21
    - Construction Complete
    - Project Finalized
- Memorial Park Trail Lights: The purchase and installation of light pole replacements in the Arboretum at Memorial Park. *Park Sales Tax Fund, \$26,000 (NM)*
  - Budget Amendment (June 2019) to allocate funds for Trail Improvements at Rec Park & Hawk Ridge Park.
  - Proposed for the FY20 Capital Improvement Plan.
- Memorial Park Playground Improvements: The replacement of the old playground equipment north of the West Shelter at the Arboretum. *Park Sales Tax Fund, \$48,000 (NM)*
  - Design - March - April
  - Park Board: April 23
  - City Council: May 6 and June 10
  - Planning for Construction
  - Received a \$28,000 surface grant from MO Department of Natural Resource
  - Construction to begin in August

## 2018 Projects

- Recreation Park Picnic Pavilion: This project would involve the demolition of the existing park house and site restoration and create an additional picnic pavilion with restrooms and special event storage. *Park Sales Tax Fund, \$210,000 (NM)*
  - **Park House Demo**
    - Pre-Bid: December 12 & 13
    - Bid Opening: December 20
    - Park Board: January 22
    - City Council: February 11 & 25
    - Notice to Proceed: March 11
    - Construction Complete
    - Project Finalized
  - **RP Picnic Pavilion**
    - Budget Amendment (August 2019) to return funds to fund 47.
- Recreation Park Pedestrian Bridge Replacement: This project would involve the replacement of the current bridge and construction of new pedestrian crossing to the east connecting Moon Valley and Recreation Park. *Park Sales Tax Fund, \$55,000 (NM)*
  - **Park Board: November 27, 2018**
  - **City Council: January 14, 2019**
  - **Notice to Proceed: March 11**
  - **Construction Complete**
  - **Project Finalized**

## 2017 Projects

- Trail Lighting: This project involves a systematic study of costs, safety and needs assessment prioritizing the installation of lights along the trail system in the Parks and Recreation Department. *Park Sales Tax Fund, \$100,000 (NM)*
  - **Funding to be used for lights on the Boardwalk at Hawk Ridge Park**

## 2016 Projects

- Hawk Ridge Park Phase (I-b) ADA Dock: This project involves the purchase and installation of an ADA dock in Johnston Lake at the park. Staff worked with CAPS (Community Assistance Program) with the Missouri Department of Conservation seeking opportunities for grants and partnerships to obtain additional funding. The Council and Park Board approved an updated agreement in which the MO Department of Conservation will provide assistance with this project and other amenities totalling 75% of total project costs with a maximum of \$178,000. In addition, a 50 ft long fishing jetty will be added to the overall fishing access portion of the project. *Parks Sales Tax Fund, \$45,000 (NM)*
  - **Construction is underway**
  - **Project Complete - Aug 2019**
- Hawk Ridge Park Phase (I-c) Restroom: This project would involve the installation of a restroom facility at the park. This project has been partnered with the ADA Dock listed above and is also being completed and jointly funded under the CAPS agreement. *Park Sales Tax Fund, \$90,000 (NM)*
  - **Construction is underway**
  - **Project Complete - Aug 2019**

## 2015 Projects

- Hawk Ridge Park Walking Trail - Lake Loop  
This trail will be a concrete path that is 4" in depth and 10' in width that loops around the perimeter of Johnston Lake. This project was initially delayed and has been partnered with the ADA Dock listed above. The loop trail is also partially funded under the CAPS agreement. *Park Sales Tax Fund, \$160,000; (NM)*
  - **Construction is underway**
  - **Project Complete - Aug 2019**

## Bond Projects

- HAWK RIDGE PARK Projects
  - Construction is underway
  - Project Complete - Aug 2019

Hawk Ridge Park - Additional Signage: The final phase of the Hawk Ridge Park Master Plan calls for park signage that includes monument entrance signs, facility signs, trail and wayfinding signage, furnishings and other features that will enhance the park experience.

Hawk Ridge Park - Amphitheater: Located on the east side of Johnston Lake in Hawk Ridge Park, the amphitheater is the focal point of the HRP Master Plan and would be the facility for theater, musical performances and other community arts programming. This project involves other amenities that include additional parking, restrooms, trail enhancements, infrastructure and grading work.

Hawk Ridge Park - Parking lot expansion & ADA Playground: This phase of the Hawk Ridge Park improvements include an all-inclusive playground, parking and infrastructure expansion on the north-west side of Johnston Lake.

- T.B Hanna Station Park - Splash Park/Skate Rink: T.B. Hanna Station will gain a number of new amenities that would join the newly opened Depot shelter. Included in this project would be a spray water park, community ice rink and playground.
  - Design/Consultant Contract before the Park Board (1/23/18)
  - Design/Consultant Contract before the City Council (1st Read/Feb 12 - 2nd Read/Feb 26)
  - Design underway - April 2018
  - Accepted Donation from Variety KC - October
  - Redesigned playground/sprayground to be all-inclusive: December - March
  - Bidding documents and site plan development - complete
  - Projects currently being bid

## **All Inclusive Playground**

Hawk Ridge Park will be home to Cass County's first and only ALL-Inclusive Playground. Designed by Unlimited Play and funded by the Raymore Community, this playground will be a destination play area for people of all abilities and nestled in the newly updated Hawk Ridge Park.

- Fundraising is underway

25 -PARK FUND  
 FINANCIAL SUMMARY

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>									
<u>NON-DEPARTMENTAL</u>									
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	402,780.00	775.87	400,147.18	0.00	2,632.82	99.35
MISCELLANEOUS	0.00	0.00	0.00	7,967.00	610.77	16,740.34	0.00	( 8,773.34)	210.12
FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	822.50	4,552.50	0.00	1,527.50	74.88
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	337,500.00	0.00	112,500.00	75.00
<b>TOTAL PARKS DIVISION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>866,827.00</b>	<b>39,709.14</b>	<b>758,940.02</b>	<b>0.00</b>	<b>107,886.98</b>	<b>87.55</b>
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	5,780.84	47,297.24	0.00	14,702.76	76.29
FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	5,735.00	25,903.75	0.00	( 3,703.75)	116.68
PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	51,319.45	202,100.75	0.00	25,419.25	88.83
<b>TOTAL RECREATION DIVISION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>311,720.00</b>	<b>62,835.29</b>	<b>275,301.74</b>	<b>0.00</b>	<b>36,418.26</b>	<b>88.32</b>
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	3,630.00	37,350.40	0.00	12,854.60	74.40
PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	100.00	3,295.00	0.00	( 695.00)	126.73
<b>TOTAL CENTERVIEW</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,805.00</b>	<b>3,730.00</b>	<b>40,645.40</b>	<b>0.00</b>	<b>12,159.60</b>	<b>76.97</b>
<u>RAYMORE ACTIVITY CENTER</u>									
MISCELLANEOUS	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	3.00	1,802.50	0.00	5,847.50	23.56
FACILITY RENTAL REVENUE	0.00	0.00	0.00	13,050.00	127.50	2,192.50	0.00	10,857.50	16.80
PROGRAM REVENUE	0.00	0.00	0.00	146,800.00	50,705.00	126,049.51	0.00	20,750.49	85.86
<b>TOTAL RAYMORE ACTIVITY CENTER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>169,840.00</b>	<b>50,835.50</b>	<b>130,044.51</b>	<b>0.00</b>	<b>39,795.49</b>	<b>76.57</b>
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,401,192.00</b>	<b>157,109.93</b>	<b>1,204,931.67</b>	<b>0.00</b>	<b>196,260.33</b>	<b>85.99</b>
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	732,989.00	61,207.60	531,147.06	10,866.39	190,975.55	73.95
RECREATION DIVISION	0.00	0.00	0.00	537,076.00	83,125.92	466,623.40	4,287.41	66,165.19	87.68
CENTERVIEW	182.79	182.79	0.00	49,255.00	2,183.36	15,135.32	521.98	33,597.70	31.79
RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	11,163.70	38,339.31	3,999.39	38,833.30	52.16
<b>TOTAL EXPENDITURES</b>	<b>182.79</b>	<b>182.79</b>	<b>0.00</b>	<b>1,400,492.00</b>	<b>157,680.58</b>	<b>1,051,245.09</b>	<b>19,675.17</b>	<b>329,571.74</b>	<b>76.47</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 182.79)</b>	<b>182.79</b>	<b>0.00</b>	<b>700.00</b>	<b>( 570.65)</b>	<b>153,686.58</b>	<b>( 19,675.17)</b>	<b>( 133,311.41)</b>	<b>9,144.49</b>

25 -PARK FUND  
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL =====									
MISCELLANEOUS									
TRANSFERS - INTERFUND									
PARKS DIVISION =====									
<u>PROPERTY TAXES</u>									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	336,715.00	158.17	333,400.39	0.00	3,314.61	99.02
25-4020-0000 PERSONAL PROPERTY TAX	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,065.00</u>	<u>617.70</u>	<u>66,746.79</u>	<u>0.00</u>	<u>( 681.79)</u>	<u>101.03</u>
TOTAL PROPERTY TAXES	0.00	0.00	0.00	402,780.00	775.87	400,147.18	0.00	2,632.82	99.35
<u>MISCELLANEOUS</u>									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	7,967.00	610.77	13,349.34	0.00	( 5,382.34)	167.56
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	1,391.00	0.00	( 1,391.00)	0.00
25-4480-1500 DONATIONS - LEGACY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>( 2,000.00)</u>	<u>0.00</u>
TOTAL MISCELLANEOUS	0.00	0.00	0.00	7,967.00	610.77	16,740.34	0.00	( 8,773.34)	210.12
<u>FACILITY RENTAL REVENUE</u>									
25-4710-0000 PARK RENTAL FEES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,080.00</u>	<u>822.50</u>	<u>4,552.50</u>	<u>0.00</u>	<u>1,527.50</u>	<u>74.88</u>
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	822.50	4,552.50	0.00	1,527.50	74.88
<u>TRANSFERS - INTERFUND</u>									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	8,333.33	74,999.97	0.00	25,000.03	75.00
25-4947-0000 TRANSFER FROM PARK SALES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350,000.00</u>	<u>29,166.67</u>	<u>262,500.03</u>	<u>0.00</u>	<u>87,499.97</u>	<u>75.00</u>
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	37,500.00	337,500.00	0.00	112,500.00	75.00
TOTAL PARKS DIVISION	0.00	0.00	0.00	866,827.00	39,709.14	758,940.02	0.00	107,886.98	87.55
RECREATION DIVISION =====									
<u>PROPERTY TAXES</u>									
<u>MISCELLANEOUS</u>									
<u>CONCESSION REVENUE</u>									
26-4700-0000 CONCESSION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>62,000.00</u>	<u>5,780.84</u>	<u>47,297.24</u>	<u>0.00</u>	<u>14,702.76</u>	<u>76.29</u>
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	5,780.84	47,297.24	0.00	14,702.76	76.29

25 -PARK FUND  
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	22,200.00	5,735.00	25,903.75	0.00	( 3,703.75)	116.68
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	5,735.00	25,903.75	0.00	( 3,703.75)	116.68
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	12,250.00	8,320.00	12,077.00	0.00	173.00	98.59
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	86,600.00	11,575.00	72,886.00	0.00	13,714.00	84.16
26-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	0.00	80.00	80.00	0.00	( 80.00)	0.00
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	67,900.00	24,874.45	82,445.75	0.00	( 14,545.75)	121.42
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	20,250.00	900.00	10,350.00	0.00	9,900.00	51.11
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	6,300.00	0.00	940.00	0.00	5,360.00	14.92
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	11,520.00	1,215.00	8,660.00	0.00	2,860.00	75.17
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	7,200.00	0.00	0.00	0.00	7,200.00	0.00
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	15,500.00	4,355.00	14,662.00	0.00	838.00	94.59
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	51,319.45	202,100.75	0.00	25,419.25	88.83
TOTAL RECREATION DIVISION	0.00	0.00	0.00	311,720.00	62,835.29	275,301.74	0.00	36,418.26	88.32

CENTERVIEW  
 =====

<u>MISCELLANEOUS</u>									
<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	50,205.00	3,630.00	37,350.40	0.00	12,854.60	74.40
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	3,630.00	37,350.40	0.00	12,854.60	74.40
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	2,600.00	100.00	3,295.00	0.00	( 695.00)	126.73
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	100.00	3,295.00	0.00	( 695.00)	126.73
TOTAL CENTERVIEW	0.00	0.00	0.00	52,805.00	3,730.00	40,645.40	0.00	12,159.60	76.97

RAYMORE ACTIVITY CENTER  
 =====

<u>MISCELLANEOUS</u>									
28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
<u>CONCESSION REVENUE</u>									
28-4700-0000 CONCESSION	0.00	0.00	0.00	7,650.00	3.00	1,802.50	0.00	5,847.50	23.56
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	3.00	1,802.50	0.00	5,847.50	23.56





CITY OF RAYMORE  
 DEPARTMENT HEAD REPORT - UNAUDITED  
 AS OF: JULY 31ST, 2019

25 -PARK FUND

PARKS DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
25-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	19,233.00	0.00	0.00	0.00	19,233.00	0.00
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	327,719.00	27,217.52	248,311.51	0.00	79,407.49	75.77
25-5020-1250 FICA	0.00	0.00	0.00	25,751.00	2,182.55	19,384.98	0.00	6,366.02	75.28
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	1,011.00	0.00	314.71	0.00	696.29	31.13
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	55,986.00	4,261.17	38,351.89	0.00	17,634.11	68.50
25-5045-1250 LAGERS	0.00	0.00	0.00	50,582.00	3,896.17	37,699.93	0.00	12,882.07	74.53
25-5050-1250 OVERTIME	0.00	0.00	0.00	8,892.00	2,401.63	14,799.46	0.00	( 5,907.46)	166.44
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	9,189.00	0.00	5,967.12	0.00	3,221.88	64.94
TOTAL PERSONNEL	0.00	0.00	0.00	498,363.00	39,959.04	364,829.60	0.00	133,533.40	73.21
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,900.00	66.00	1,010.95	0.00	5,889.05	14.65
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	10,450.00	2,822.98	7,798.67	575.73	2,075.60	80.14
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	1,500.00	89.79	370.49	0.00	1,129.51	24.70
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	699.99	741.98	1,539.69	218.33	91.27
25-6270-1010 UNIFORMS	0.00	0.00	0.00	162.00	178.48	178.48	0.00	( 16.48)	110.17
25-6270-1250 UNIFORMS	0.00	0.00	0.00	3,825.00	0.00	3,445.09	0.00	379.91	90.07
TOTAL COMMODITIES	0.00	0.00	0.00	25,337.00	3,857.24	13,545.66	2,115.42	9,675.92	61.81
<u>MAINTENANCE &amp; REPAIRS</u>									
25-6400-1250 BUILDING MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	232.20	0.00	1,767.80	11.61
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	587.58	61.82	( 149.40)	129.88
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	40,000.00	4,711.67	26,489.15	3,817.62	9,693.23	75.77
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,000.00	0.00	1,000.00	0.00	3,000.00	25.00
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	0.00	1,662.00	3,609.39	0.00	( 3,609.39)	0.00
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	500.00	59.90	810.36	0.00	( 310.36)	162.07
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	47,000.00	6,433.57	32,728.68	3,879.44	10,391.88	77.89
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	46,564.00	4,114.70	26,356.67	0.00	20,207.33	56.60
25-6810-1010 WATER	0.00	0.00	0.00	215.00	0.00	0.00	0.00	215.00	0.00
TOTAL UTILITIES	0.00	0.00	0.00	46,779.00	4,114.70	26,356.67	0.00	20,422.33	56.34
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	0.00	0.00	0.00	135.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,750.00	0.00	4,539.71	60.00	( 1,849.71)	167.26
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	500.00	0.00	445.00	0.00	55.00	89.00
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	0.00	424.67	0.00	575.33	42.47
25-7180-1010 INSURANCE	0.00	0.00	0.00	12,003.00	0.00	12,606.04	0.00	( 603.04)	105.02
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	6,770.00	1,705.94	6,254.89	129.53	385.58	94.30
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	250.00	0.00	104.50	0.00	145.50	41.80
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,600.00	0.00	1,800.00	0.00	( 200.00)	112.50
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	110.00	0.00	127.53	0.00	( 17.53)	115.94
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,076.00	295.33	1,648.51	0.00	427.49	79.41
25-7320-1250 PROFESSIONAL SERVICES	0.00	0.00	0.00	31,250.00	811.28	29,461.10	4,682.00	( 2,893.10)	109.26
TOTAL CONTRACTUAL	0.00	0.00	0.00	59,244.00	2,812.55	57,411.95	4,871.53	( 3,039.48)	105.13



25 -PARK FUND  
 RECREATION DIVISION  
 DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<b>PERSONNEL</b>									
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	254,927.00	38,748.44	246,582.58	0.00	8,344.42	96.73
26-5020-1310 FICA	0.00	0.00	0.00	19,740.00	2,961.97	18,940.73	0.00	799.27	95.95
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	787.00	0.00	234.72	0.00	552.28	29.82
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	25,269.00	2,632.29	23,687.87	0.00	1,581.13	93.74
26-5045-1310 LAGERS	0.00	0.00	0.00	33,881.00	2,586.14	26,119.77	0.00	7,761.23	77.09
26-5050-1310 OVERTIME	0.00	0.00	0.00	3,115.00	327.17	4,191.44	0.00	( 1,076.44)	134.56
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	5,712.00	0.00	3,688.00	0.00	2,024.00	64.57
TOTAL PERSONNEL	0.00	0.00	0.00	343,431.00	47,256.01	323,445.11	0.00	19,985.89	94.18
<b>COMMODITIES</b>									
26-6190-1010 POSTAGE	0.00	0.00	0.00	288.00	1.00	94.22	0.00	193.78	32.72
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,350.00	0.00	0.00	0.00	1,350.00	0.00
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	300.00	0.00	642.33	0.00	( 342.33)	214.11
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	4,000.00	0.00	67.00	0.00	3,933.00	1.68
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,500.00	0.00	1,086.59	0.00	1,413.41	43.46
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	625.00	0.00	321.28	0.00	303.72	51.40
26-6270-1010 UNIFORMS	0.00	0.00	0.00	546.00	0.00	534.00	0.00	12.00	97.80
TOTAL COMMODITIES	0.00	0.00	0.00	10,359.00	1.00	2,745.42	0.00	7,613.58	26.50
<b>UTILITIES</b>									
<b>CONTRACTUAL</b>									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	30,000.00	6,293.52	22,854.62	320.93	6,824.45	77.25
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,980.00	0.00	2,874.00	0.00	106.00	96.44
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,570.00	513.00	4,125.15	0.00	444.85	90.27
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	35.00	0.00	0.00	0.00	35.00	0.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	7,500.00	1,334.50	5,713.36	0.00	1,786.64	76.18
26-7315-1010 PRINTING	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	5,145.00	0.00	2,826.02	0.00	2,318.98	54.93
26-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	0.00	0.00	0.00	2,135.50	( 2,135.50)	0.00
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	34,706.00	2,594.85	23,453.11	252.00	11,000.89	68.30
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	38,000.00	13,518.18	43,682.83	5.13	( 5,687.96)	114.97
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	9,000.00	1,520.75	3,727.51	0.00	5,272.49	41.42
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	4,750.00	0.00	1,022.00	0.00	3,728.00	21.52
26-7330-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	1,800.00	0.00	1,512.53	0.00	287.47	84.03
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	4,550.00	710.50	1,323.00	280.00	2,947.00	35.23
26-7340-1600 RENT	0.00	0.00	0.00	5,000.00	270.00	4,127.00	270.00	603.00	87.94
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0.00
26-7370-1600 SPECIAL EVENTS	0.00	0.00	0.00	28,250.00	9,113.61	23,191.74	1,023.85	4,034.41	85.72
TOTAL CONTRACTUAL	0.00	0.00	0.00	183,286.00	35,868.91	140,432.87	4,287.41	38,565.72	78.96

CITY OF RAYMORE  
 DEPARTMENT HEAD REPORT - UNAUDITED  
 AS OF: JULY 31ST, 2019

25 -PARK FUND  
 RECREATION DIVISION  
 DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<b>CAPITAL PROJECTS</b>									
TOTAL RECREATION DIVISION	0.00	0.00	0.00	537,076.00	83,125.92	466,623.40	4,287.41	66,165.19	87.68

25 -PARK FUND

CENTERVIEW

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
<u>COMMODITIES</u>									
27-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
27-6150-1010 SUPPLIES	0.00	0.00	0.00	5,000.00	89.98	1,097.84	19.77	3,882.39	22.35
27-6190-1010 POSTAGE	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6245-1010 SOFTWARE	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
27-6260-1600 TOOLS/EQUIP - MISC	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	0.00	173.00	0.00	7.00	96.11
TOTAL COMMODITIES	0.00	0.00	0.00	7,180.00	89.98	1,270.84	19.77	5,889.39	17.98
<u>MAINTENANCE &amp; REPAIRS</u>									
27-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,600.00	0.00	53.94	0.00	1,546.06	3.37
27-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
27-6430-1010 GROUNDS MAINTENANCE	114.79	114.79	0.00	1,500.00	0.00	114.79	( 114.79)	1,500.00	0.00
TOTAL MAINTENANCE & REPAIRS	114.79	114.79	0.00	3,850.00	0.00	168.73	( 114.79)	3,796.06	1.40
<u>UTILITIES</u>									
27-6800-1010 ELECTRICITY	0.00	0.00	0.00	9,600.00	880.06	4,032.47	0.00	5,567.53	42.00
27-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	4,200.00	35.15	2,506.84	0.00	1,693.16	59.69
27-6850-1010 TRASH	0.00	0.00	0.00	882.00	160.00	754.60	0.00	127.40	85.56
TOTAL UTILITIES	0.00	0.00	0.00	14,682.00	1,075.21	7,293.91	0.00	7,388.09	49.68
<u>CONTRACTUAL</u>									
27-7020-1010 ADVERTISING	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
27-7280-1010 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	1,280.00	0.00	80.00	0.00	1,200.00	6.25
27-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,076.00	29.17	1,150.64	0.00	925.36	55.43
27-7315-1010 PRINTING	0.00	0.00	0.00	5,000.00	274.00	274.00	0.00	4,726.00	5.48
27-7320-1010 PROFESSIONAL SERVICES	68.00	68.00	0.00	10,987.00	715.00	3,040.45	407.00	7,539.55	31.38
27-7330-1600 PROGRAM - MISCELLANEOUS	0.00	0.00	0.00	1,200.00	0.00	1,856.75	210.00	( 866.75)	172.23
27-7360-1010 SOFTWARE MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL	68.00	68.00	0.00	23,543.00	1,018.17	6,401.84	617.00	16,524.16	29.81
<u>CAPITAL PROJECTS</u>									
TOTAL CENTERVIEW	182.79	182.79	0.00	49,255.00	2,183.36	15,135.32	521.98	33,597.70	31.79

25 -PARK FUND  
 RAYMORE ACTIVITY CENTER  
 DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
<u>COMMODITIES</u>									
28-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	1,500.00	0.00	1,045.64	87.42	366.94	75.54
28-6150-1010 SUPPLIES	0.00	0.00	0.00	1,000.00	0.00	597.21	0.00	402.79	59.72
28-6245-1010 SOFTWARE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
28-6260-1600 TOOLS/EQUIP - LEAGUE MISC	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
28-6260-1605 TOOLS/EQUIP - DAY CAMP	0.00	0.00	0.00	2,100.00	1,783.11	1,835.42	0.00	264.58	87.40
28-6260-1615 TOOLS/EQUIP - BASKETBALL	0.00	0.00	0.00	1,100.00	0.00	751.24	0.00	348.76	68.29
28-6260-1650 TOOLS/EQUIP - ADULT VOLLE	0.00	0.00	0.00	1,620.00	0.00	0.00	0.00	1,620.00	0.00
28-6260-1655 TOOLS/EQUIP - ADULT BASKE	0.00	0.00	0.00	1,370.00	0.00	0.00	0.00	1,370.00	0.00
28-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	180.00	180.00	0.00	0.00	100.00
TOTAL COMMODITIES	0.00	0.00	0.00	10,120.00	1,963.11	4,409.51	87.42	5,623.07	44.44
<u>MAINTENANCE &amp; REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,500.00	185.93	250.66	0.00	1,249.34	16.71
28-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
28-6430-1010 GROUNDS MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	4,000.00	185.93	250.66	0.00	3,749.34	6.27
<u>UTILITIES</u>									
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	9,600.00	1,372.45	6,635.37	0.00	2,964.63	69.12
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	4,200.00	44.17	4,059.58	0.00	140.42	96.66
28-6850-1010 TRASH	0.00	0.00	0.00	882.00	0.00	0.00	0.00	882.00	0.00
TOTAL UTILITIES	0.00	0.00	0.00	14,682.00	1,416.62	10,694.95	0.00	3,987.05	72.84
<u>CONTRACTUAL</u>									
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	4,000.00	0.00	617.58	0.00	3,382.42	15.44
28-7280-1010 MISCELLANEOUS	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
28-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	2,190.00	385.00	1,979.75	215.25	( 5.00)	100.23
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	6,205.00	1,211.85	2,619.91	0.00	3,585.09	42.22
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	16,400.00	6,001.19	8,942.47	3,696.72	3,760.81	77.07
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	10,900.00	0.00	7,844.48	0.00	3,055.52	71.97
28-7330-1630 PROGRAM - MISC	0.00	0.00	0.00	4,725.00	0.00	980.00	0.00	3,745.00	20.74
28-7330-1650 PROGRAM - ADULT VOLLEYBAL	0.00	0.00	0.00	3,850.00	0.00	0.00	0.00	3,850.00	0.00
28-7330-1655 PROGRAM - ADULT BASKETBAL	0.00	0.00	0.00	1,900.00	0.00	0.00	0.00	1,900.00	0.00
28-7360-1010 SOFTWARE MAINTENANCE	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL	0.00	0.00	0.00	52,370.00	7,598.04	22,984.19	3,911.97	25,473.84	51.36
<u>CAPITAL PROJECTS</u>									
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	11,163.70	38,339.31	3,999.39	38,833.30	52.16
TOTAL EXPENDITURES	182.79	182.79	0.00	1,400,492.00	157,680.58	1,051,245.09	19,675.17	329,571.74	76.47
REVENUES OVER/(UNDER) EXPENDITURES	( 182.79)	182.79	0.00	( 1,400,492.00)	( 157,680.58)	( 1,051,245.09)	( 19,675.17)	( 329,571.74)	76.47

\*\*\* END OF REPORT \*\*\*